

**MINUTES of December 17, 2024 MEETING of the Commission  
(via Zoom)**

**Adopted January 21, 2025**

**Members Present:** The meeting began at approximately 7:35 p.m. Bob Booher, Wendy Harris, David Stopak, Mimi Styles, Sam Suzich (alternate) and Barbara Raimondo (TC liaison) were present. Bill Earl was unable to attend.

**Approval of Agenda**

Minor changes to the proposed agenda were made and it was unanimously approved.

**Adoption of Minutes**

The minutes of the November meeting were unanimously approved.

**Review Session**

There were no projects submitted for review.

**Commemorative Signage**

Wendy reported that she has reached out to her contacts in Montgomery County and in New York seeking recommendations for vendors who may be able to produce the signs under consideration. The standard being considered measures 24"x36". Samantha has had experience in developing posters for her undergraduate and graduate degree work, and she drafted a prototype sign for the Tabernacle site, which was well received in the meeting. Descriptive text will need to be developed for each sign; the National Register Nomination Form should provide information needed to write summary descriptions of each site. We may wish to explore the benefit of including a QR code on each sign.

HPC will seek Town Council approval for the project once a budget has been established. Wendy also reported that she had spoken with Pat Patula about the historic photos that were used to produce the posters of "lost buildings" for the 150th anniversary events.

**Multi-Use Path**

Bob reported on the meeting with the project manager from the Montgomery County Department of Transportation responsible for this project. She was attentive, understood our issues and was accommodating to Town concerns. The next step is for the design to go to "mandatory referral" where it is presented to the Planning Board at a public meeting (at which we will also be able to provide our comments, in writing and/or by personal appearance). The budget for the project has been approved.

Wendy asked that the liaison committee consider meeting with the residents of lower Brown Street, who have general concerns (e.g., what will happen to the basketball hoop), but they are not well informed about the project. She thought a meeting at one of the eight homes on Lower Brown would be appropriate. Wendy will speak with her neighbors about possible times for the

meeting; Barbara will speak with Jay, chair of the liaison committee, advising that the issue was discussed at HPC's December meeting, and she will ask that he coordinate with Wendy to schedule the meeting.

### **HPC Design Guidelines**

The intent of revising the design guidelines is to consider the areas that had been excluded from the original NR nomination that are now included in the updated NR Nomination. This includes homes dating to the 40's-60's along Washington Grove Lane/Hickory Road, Center Street, Ridge Road, etc. New visual guidelines should be developed that call out the character-defining features of these later homes built during the expanded "period of significance." Bill Earl has offered to photograph them. Bob will schedule a meeting of the subcommittee for January.

### **Review Priorities for Archive Work**

For the last many months Pat has been faced with health issues, and family health issues, which has reduced the amount of time she has been able to devote to archive work. A meeting should be scheduled with Pat to prioritize her work going forward. The status of entries into Past Perfect needs to be determined. Training an additional person in Past Perfect should be considered. Wendy mentioned that she recently happened to see Pat in the Town Office; Pat's focus of enthusiasm currently is gathering and preserving the information that was put together for the 150<sup>th</sup> anniversary. Bob will try to contact Pat and arrange a meeting with HPC – possibly during the January meeting.

### **Bulletin Material**

The write-up on the Damascus Camp Meeting site missed the deadline for the December bulletin. Mimi has given it to Kathy for inclusion in the January issue.

### **Planning Commission Meeting**

Mimi attended the December PC meeting and provided a report. Christine Dibble has added an entry on the website under building permits describing the difference between boundary surveys and house location surveys. There was also mention of the requirement for a forestry conservation plan on the Lottes property as a requirement for subdivision. Discussions about the commercial corner did not include any new information. Bill Earl also attended the meeting.

### **Town Council Meeting Report**

Regarding the Stormwater Management project, Barbara reported that the Council approved moving forward with SMI and had approved having the town attorney review the SMI contract. A proposed ordinance covering vacant houses has been introduced and is available for review. Some of its many requirements include registration, fees, pest inspections, and fire alarm systems audible from outside the property. It was modeled on the Takoma Park vacant property ordinance. The council also approved the removal of the old jungle gym in Woodward Park and approved Phase I of the Meadow Restoration project.

### **Commission**

Sam Suzich announced that she and her husband are expecting their first child in early summer, and she will need to step down in the March/April timeframe. It is hoped she will be able to rejoin HPC in the future.

**Adjournment**

The meeting was adjourned at approximately 8:30 pm. The next meeting will be on Tuesday, January 21, at 7:30pm via Zoom.