

**Town of Elkton  
Elkton Historic District Commission  
July 27, 2016**

**PRESENT:** Paula Newton, Chair; Mark Clark; Brittany Schwartz; Jeanne D. Minner, Director of Planning; John Downs Esq., Legal Counsel

**ABSENT:** Josh Brown, Vice Chair; Steven Leonard

Ms. Newton called the meeting to order at 6:00 PM and stated that this is a meeting of the Historic District Commission and that a quorum was present. She stated that the Commission operates under the authority granted it by the Town of Elkton. She further stated that the qualifications of the Commission members are on file with the Town of Elkton. The basis of the decisions of the Commission be consistent with the Town's Ordinances, they are on file with the Town of Elkton and are hereby made a part of the record of each and every action of the Commission at today's meeting. Each application heard today is considered on its own merits and is not to be considered as establishing a precedent for any other application.

Ms. Newton stated that the first item on the agenda was approval of the minutes from the April 27, 2016 meeting. She asked if any member had any corrections. She stated that March 30, 2016 in the first motion should be changed to April 27, 2016 and March should be changed to April in paragraph six.

**MOTION: Ms. Schwartz made a motion to approve the minutes from May 25, 2016 as amended. Mr. Clark seconded the motion and the motion passed unanimously.**

Ms. Newton stated that the second item on the agenda was approval of the minutes from the June 9, 2016 meeting. She asked if any member had any corrections. She stated that the extra the in the last sentence of the first paragraph needs to be eliminated.

**MOTION: Mr. Clark made a motion to approve the minutes from the June 9, 2016 workshop as amended. Ms. Schwartz seconded the motion and the motion passed unanimously.**

Ms. Newton introduced the third item on the agenda.

**Request by Ms. Jennifer Parsons for the installation of a sign at 210 North Street, Tax map 310, parcel 1331.**

Ms. Parsons introduced herself to the Commission. She stated her and her partner owned Best Vacations Travel Agency and have been at 210 North Street since last month but have been in business for eighteen (18) years. She said she is here tonight to request approval of the sign and the iron arm from which it would hang. She described the proposed sign and where it would be located.

Ms. Newton asked if there were any comments from the public.

A short discussion ensued among the Commission regarding the proposed sign.

Ms. Newton asked if there were any more questions or concerns from the Commission members.

Hearing none she asked for a motion.

**MOTION: Mr. Clark made a motion to approve the request as presented. Ms. Schwartz seconded the motion and the motion passed unanimously.**

**Old Business:** Ms. Minner updated the Commission on the status of the Historic District Guidelines.

Mr. Clark asked about the plan to meet with the Town Commissioners to discuss the Historic District Commission's role and support from the Town Board.

Ms. Newton stated that she thought that they were waiting to request a meeting with the Board until after they had the Guidelines.

Discussion ensued regarding the timing of and requested amendments to the Guidelines.

Discussion ensued regarding the historic Holly Hall building and the timeframe to implement the grant.

**New Business:** Ms. Newton asked if Ms. Minner had received her message regarding the old Ritz Hotel. She stated that the owner had installed new modern-looking, double doors, which were originally white but now have been painted electric blue with electric blue awnings on the windows.

Ms. Minner stated she could send the owner a letter letting him know that he is in the Historic District and any changes to the façade of the building need to be approved by the Historic District Commission.

Discussion ensued as to what had been there prior to the police raid and the fire.

Mr. Downs stated that the owner should be told to put the façade back the way it was or some version thereof.

Discussion ensued regarding the age of the building.

Ms. Newton stated that the Rollins building (Mitchell House) is reaching a critical state. She stated that in an approximate 4' area on the side of the building the bricks have just separated.

Mr. Clark stated that the stucco should not have been removed. He stated that the exposed bricks are inside bricks and have not been hardened in the manner an exposed, outside brick would have been.

Discussion ensued regarding researching a different, acceptable method for the Commission to approve innocuous projects without having to meet. Mr. Downs said he would look into the matter. Ms. Minner stated that for certain projects she has polled the Commission to see if they had any concerns with a particular "small" project that would warrant a meeting.

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Ms. Newton asked for a motion to adjourn.

**MOTION: Ms. Schwartz made the motion to adjourn. Mr. Clark seconded the motion and the motion passed unanimously.**

Meeting adjourned.