

**Town of Elkton  
Elkton Historic District Commission  
September 28, 2016**

**PRESENT:** Paula Newton, Chair; Brittany Schwartz; Brian Morgan; William Whiteman; Jonathan Pugh; Jeanne D. Minner, Director of Planning; John Downs Esq., Legal Counsel

**ABSENT:** None

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 July 27, 2016 meeting. She asked if any member had any corrections. Hearing none she asked for a motion.

**MOTION: Ms. Schwartz made a motion to approve the minutes from July 27, 2016 as presented. Ms. Newton seconded the motion and the motion passed unanimously.**

Ms. Newton introduced the second item on the agenda.

**Request by Mr. Mark Clark, representing the County Council of Cecil County for façade improvements to 135 E. Main Street, Tax Map 311, Parcel 1170.**

Mr. Clark introduced himself to the Commission. He stated the purpose of the project is to improve the weather tightness of the building and that the building houses the Cecil County Historical Society and the Arts Council. He said the intention is to demolish the existing low slope roof, which can't be seen from the street; patch the wood sheathing underneath; add roof insulation; install new flashing, edge molding, fascia and soffit trim; demolish the mansard asphaltic shingle which are breaking, repair sheathing, and install new heavy weight asphaltic shingles to match; demolish certain windows, install proper flashing and install new clad wood windows to match; and repair or replace certain shutters. He stated that they would respect the historic image of the building and that when they are done the building will look the same from the street as it does now. He continued to explain how the historic fabric and look would be maintained.

Ms. Newton stated that since no public was present, there would be no public comments in support of or against the proposal. She further stated that she needed to disclose that she was President of the Historical Society. She asked if the Board had any questions.

Mr. Whiteman asked about painting the building.

Mr. Clark explained what painting would occur.

Mr. Morgan asked for clarification as to what roof Mr. Clark was referring.

Mr. Clark referred him to figure 5 of the handout.

Hearing no further questions, she asked for a motion.

**MOTION: Mr. Morgan made a motion to approve the request as presented. Mr. Whiteman seconded the motion and the motion passed unanimously.**

**Old Business:** Ms. Minner updated the Commission on the status of the Historic District Guidelines. She explained for the benefit of the new Board members about the process that the Board and Town were pursuing for design specifications of the Historic District.

The difficulty in removing lead paint from windows was discussed and its role in window replacement in the Historic District.

Ms. Newton asked about the procedure for adopting the guidelines.

Ms. Minner outlined the steps that needed to be followed.

Ms. Newton stated that the new Elkton informational booklet does not mention the fact that Elkton has an Historic District and that a large part of the problem is that people don't realize they are in the Historic District.

Ms. Minner stated that she would make sure they include the map and information regarding the Historic District in the next issue.

Ms. Newton also mentioned that the Crouse property had not yet painted the handicap ramp white as they said they would when they came before the Board.

**New Business:** Ms. Minner stated that there were three new members and asked that the Board members introduce themselves and provide a little background about themselves.

The Board members, Ms. Minner and Mr. Downs introduced themselves.

Ms. Newton stated that a woman doing archeology work in the Town visited the Historical Society and inquired about the log cabin behind their building. The woman complemented the Town on its appearance.

Ms. Minner gave an account of the positive reaction to the Town from a contingent of people from Wyoming that visited during the Main Street Maryland Conference a few years ago.

Discussion ensued regarding the section of the Zoning Ordinance pertaining to the Historic District Overlay Zone, training opportunities available to Board members, Maryland Historic Trust and the buildings at Bainbridge, and meeting dates.

Ms. Minner outlined the factors the Board should take into consideration when reviewing requests before them. She stated that she felt Mayor Alt would be asking the Board to review modifying the Historic District boundaries.

Discussion ensued regarding various ways to amend the boundaries and the pros and cons of remaining a District or if it should just include individual properties.

There being no further business, Ms. Newton asked for a motion to adjourn.

**MOTION: Mr. Morgan made a motion to adjourn. Mr. Whiteman seconded the motion and the motion passed unanimously.**