

**Town of Elkton
Elkton Historic District Commission
September 30, 2015**

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

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 July 29, 2015. She asked if any member had any corrections. Hearing none, she asked for a motion.

MOTION: A motion was made by Mr. Brown to approve the minutes of July 29, 2015 as written. Mr. Leonard seconded the motion. The motion passed unanimously.

Ms. Newton introduced the second item on the agenda.

Request by Ms. Sue Whitaker of Suz Quilt Studio LC for installation of a sign at 114 E. Main Street, Elkton.

Ms. Whitaker introduced herself to the Commission and gave a brief statement regarding the location of the sign.

Discussion ensued regarding the location of the sign and materials used.

Ms. Newton asked if there were any comments from the audience in support of this request.

MOTION: Mr. Brown made a motion to approve the sign as presented. Mr. Leonard seconded the motion. The motion passed unanimously.

Ms. Newton introduced the third item on the agenda. The applicant not being present, Ms. Newton introduced the fourth item on the agenda.

Mr. Clark joined the meeting.

Ms. Schwartz joined the meeting during the next presentation.

Request by Mr. Larry Crouse for the installation of two (2) replacement windows at 200 North Street, Elkton.

Mr. Crouse introduced himself to the Commission. He stated that the other windows on the building have all been replaced previously and that he would like to replace the remaining two (2) windows.

Discussion ensued regarding the work previously done on the building, the type of replacement windows and the use of the building.

Mr. Clark recused himself due to prior involvement in the project.

Ms. Newton asked for a motion.

MOTION: Mr. Leonard made a motion to approve the project as presented. Ms. Schwartz seconded the motion. The motion passed unanimously.

NEW BUSINESS: Ms. Minner informed the Commission that she will be letting Mary Jo Jablonski, President of the Elkton Chamber and Alliance know that projects approved under the façade grant would still be required to come before the Historic District Commission for approval.

Ms. Minner discussed with the Commission proposed new signage on the Union Hospital campus. It was decided that any new signs on the campus that followed the current template could be approved by Ms. Minner without the need for the applicant to appear before the Commission.

Ms. Newton asked for a motion.

MOTION: Mr. Brown made a motion to give Ms. Minner the authority to approve signs that are consistent with existing signs on the campus. Mr. Leonard seconded the motion. The motion passed unanimously.

Mr. Clark brought up the handicap ramp on the back of the Atlantic Federal Bank building that was never painted. He questioned whether it fell under the Commission's purview.

Ms. Minner stated that the Commission's purview is that which is visible from the road. She said she needed to check on specifics to handicap accessible ramps.

Ms. Newton stated that they are either supposed to be placed in a location not visible from the street or screened by, for example, shrubbery.

Discussion ensued regarding the placement of handicap accessible ramps and how they could be finished to better blend into the building.

Ms. Minner stated she would ask Mr. Crouse to paint the handicap ramp at the rear of his building.

Mr. Clark brought up the issue of the Town's sidewalk project where the Town hired an outside contractor to grind smooth uneven areas of sidewalk to help eliminate tripping hazards. He stated

that he would like to see all Town projects in the Historic District come before this Commission for review.

Discussion ensued regarding what Town projects should be reviewed by the Commission and how that review should take place, either a formal application or an administrative review allowing Commission members input on the project.

Ms. Minner stated that she would make a request to the administration and to the Director of Public Works to let her know when the Town would be doing work or having work done in the Historic District and the extent of the project.

OLD BUSINESS: Ms. Minner started the discussion on the draft of the Historic District Guidelines submitted by JMA Architects.

Mr. Clark stated that his biggest objection was that he has read a large portion of the material in other town's historic district guidelines and that this document is not more customized to Elkton. He further stated that much of it is too strict and not imaginative enough to deal with the current state of Elkton's Historic District.

Discussion was interrupted by the arrival of Maria Victor for the work to be done at 209-211 E. High Street.

Request by Maria Victor representing Fritz G. Victor for replacement of the windows at 209-211 E. High Street, Elkton.

Ms. Victor introduced herself to the Commission. She stated that she was here to request the approval of replacement windows at 209-211 E. High Street, Elkton.

Ms. Newton asked if the applicant wished to replace all of the windows in the duplex.

Ms. Victor stated that was correct.

A short discussion ensued regarding the condition of the existing windows and building, the layout of each half of the duplex and the style of the replacement windows.

Ms. Newton asked for a motion.

MOTION: Mr. Clark made a motion to approve the request for replacement windows as presented. Mr. Brown seconded the motion. The motion passed unanimously.

OLD BUSINESS (con't.) Discussion resumed regarding the draft Historic District Guidelines submitted by JMA Architects. The Commission discussed their request that the guidelines use a sliding scale to judge projects based on their age, historic value, a historic event that occurred at the site, and remaining historic fabric of the building. They did not feel these guidelines met those needs. They felt that the need could possibly be met through some sort of appendix or matrix with which to judge each project. The topic of including penalties if the applicant violated the regulations was also discussed.

Ms. Newton reintroduced the topic of 131 E. Main Street. She related it is perceived that it is the Town that is causing the building to deteriorate because the Town will not allow them to put a new roof on the building. Discussion ensued regarding the sandblasting to remove the stucco about twenty (20) years ago and, it's possible, the brick was used as ballast on the ships and the that the brick is not fired face brick but filler brick that was never meant to be exposed.

MOTION: Mr. Brown made a motion to table the remaining conversation on the guidelines until they have more information. Mr. Leonard seconded the motion. The motion passed unanimously.

Ms. Minner asked if the Commission wanted the consultant at the next meeting. It was agreed that if the consultant offered to appear at the next meeting then yes, but, if not, then they would prefer to continue their own discussion.

The meeting adjourned.