

**Town of Elkton  
Elkton Historic District Commission  
November 26, 2019**

**PRESENT:** Paula Newton, Chair; Brittany Schwartz; Nancy Yerkes; Jeanne D. Minner, Director of Planning; David Beste, 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 the first item on the agenda was approval of the minutes from the May 29, 2019 meeting. She noted that at the previous meeting the May meeting minutes were not voted on since the members present at the June meeting were not in attendance at the May meeting. She questioned how to proceed since members have dropped off the board that would need to vote. She stated they will be unable to have all three members from the May meeting at any future meeting. Mr. Beste recommended that the sitting members proceed with the motion.

Ms. Newton made a motion to approve the minutes of the meeting from May 29, 2019. The motion was seconded by Ms. Schwartz and unanimously approved.

She introduced the next item on the agenda which was approval of the minutes from the June 26, 2019 meeting. She asked the Commission members if they had any corrections. Ms. Newton mentioned that a period was missing at the end of one of the sentences. There being no additional corrections, she called for a motion.

Motion was made by Ms. Schwartz to approve the minutes from the June 26, 2019 meeting with noted correction. The motion was seconded by Ms. Yerkes and unanimously approved.

Ms. Newton introduced the next item on the agenda.

**Request of Mark D'Azevedo for the following exterior work:**

- 1) Replacement of fence on rear of property with six (6) foot wood fence**
- 2) Replacement of fence on right and left sides of property with six (6) foot ornamental fence (Black)**
- 3) Installation of sliding gates at front of building on both sides (Black)**
- 4) Replacement of windows with 6/6 vinyl windows (Beige)**
- 5) Installation of either (Black) metal roof or (Black) architectural shingle on newly constructed roof extending approximately 20 (twenty) inches from face of building, thirty six (36) inches in height**
- 6) Replacement of store front windows with three (3) section windows eliminating angled glass**
- 7) Replacement of existing front doors with either steel or fiberglass (Beige or Black)**

- 8) Installation of four (4) pair of black panel shutters**
- 9) Installation of pavers at front entry way**
- 10) Paving of existing stone driveway and parking area**
- 11) Paint exterior of building sides and rear – (Clay) – SW2841 (Weathered Shingle)**
- 12) Paint existing yellow brick on face of building – (Clay) – SW2841 (Weathered Shingle) or apply stucco to match sides and rear of building.**
- 13) Paint exterior trim of building – (Beige) – SW2822 – (Downing Sand)**
- 14) Installation of exterior light fixtures on face of building**
- 15) Replacement of sign on front of building**
- 16) Main roof – may need/elect to replace existing flat roof by trussing roof with a hip design**

Mr. Mark D’Azevedo was in attendance to address this submittal. Mr. D’Azevedo addressed each item in order. He stated that the fencing at the rear of the property would be replaced with a six foot wood fence. He noted there had been fencing in the same location in the past. He will also be replacing the fencing on the right and left of the property with six foot black ornamental fence. He is proposing to tie into the wood fence in the rear yard. He stated he had spoken with Mr. Bromwell in order to determine that the location of the six foot fence according to the Town Zoning Ordinance requirements can be within one foot of the front property line. He stated the fencing would be similar to the fencing at a property on High Street.

He stated they will likely not be placing the sliding gates as proposed since the cost would be economically restrictive. Ms. Minner asked for confirmation as to whether he would not be asking for this item as part of the submittal. He stated he would not.

He mentioned the 6x6 windows which have been installed. He stated the windows which were replaced were wooden windows which had been painted white. He noted they were in bad condition and many were not functional. Ms. Minner asked if the windows which were replaced were also 6x6 paneled windows. Mr. D’Azevedo stated there had been 1x1 paneled windows previously.

The next item was replacement of the existing roof with either a black metal roof or black architectural shingles. He described how they would like to place the roof on a newly constructed section off the front of the building which would be placed across the front of the building over the storefront windows. They are proposing to extend the roof at the front of the building approximately 20 inches out from the base of the building and 36 inches in height in order to provide a nice steep pitch.

They are proposing to replace the store front windows with three section windows and eliminating the angled glass. The reason for this is due to the location of steel columns which can readily be seen as you pass the property. They feel this would make a better presentation from the street. He felt using three panels of glass would be more feasible in case the glass would get broken they wouldn’t have to replace such a large plate of glass. He mentioned that they have had issues in the past and currently both of the existing large windows are damaged.

They would like to replace the existing front doors with either steel or fiberglass doors in either beige or black. He said the existing doors are in bad shape and have been patching them to try to make them look better. They have covered over rotten wood.

Mr. D’Azevedo mentioned they are requesting installation of four pairs of black paneled shutters (already placed on building) at the top of the building.

He noted they are requesting approval of the pavers which have been placed at the front entryway. They replaced the existing concrete.

He is requesting to pave the existing stone driveway and parking area.

They have painted the exterior of the building on the sides and rear, the yellow brick on the front and the exterior trim.

He is also proposing placement of exterior lighting fixtures on the face of the building which he believes will help with security and safety of the building. Ms. Minner asked if he had a cut sheet showing what type of fixtures would be placed. He stated he had some ideas in mind but did not have anything with him. He talked about possibly using 75 watt wall packs around the exterior of the building. He stated they could place pole lighting if necessary but would prefer not to do that due to the expense. He stated his main concern with lighting is security of the building.

He mentioned they would like to place a sign on the building. He stated there was a sign previously which projected out from the building. Ms. Minner asked if there was a frame. He said they do have the frame which was removed while they were working on the building.

The final item is possibly replacing the existing roof with a hip roof if required for building stability. He mentioned he does not like a flat roof and, although there are no leaks currently, he wants to have the option of the hip roof to alleviate any issues in the future.

He said they have been trying to clean up the building and property and did not anticipate there being any concerns in doing so.

Ms. Newton called for audience members who would like to make public comment in favor of this project. Ms. Cynthia D'Azevedo stated she is in favor of the project. Ms. Newton then called for audience members who would like to make public comment in opposition to this project. Hearing no comments from the audience in opposition she asked the Commission members if they had any comments regarding the items requested by Mr. D'Azevedo.

Ms. Minner asked Mr. D'Azevedo to describe what the three panel windows would look like on the front of the building. Ms. Newton agreed that she had some questions since the building curves in at that location. Mr. D'Azevedo said they would be bricking up where the current angled window is located and then replace the large window with three glass panels. There was discussion concerning the possibility of incorporating engraved wood pieces along with brick in place of the current angled windows. Ms. Newton asked about the transom windows over the doors. Ms. D'Azevedo stated the transom windows would not be removed.

Discussion ensued regarding the different colors of brick on the building and what his intention was regarding it. He stated the brick on the sides had two different kinds of brick and they painted it to improve the appearance. Ms. Newton asked Mr. D'Azevedo whether he knew the building was within the Historic District. He stated he found out sometime after they began the work. He stated he thinks more of Chesapeake City homes when he thinks of historic buildings. He said he has never worked on any buildings within the historic district that he was aware of and he isn't really interested in doing all the work involved with historic structures, that he is more into cosmetic renovations.

Ms. Newton had questions regarding the proposed addition to the roof. Mr. D'Azevedo stated the roof would go from the vertical soldier to the horizontal soffit at the top line of the windows which will give a nice steep look. He considered how to address the sides as you are looking at them when coming down Main Street. He felt the 'A' view rather than hiping the sides would be a better appearance.

Ms. Newton asked if the new section of the roof would be metal or shingled. He said he hadn't decided as yet but maybe the Commission could help with that.

Ms. Newton questioned the light to be placed in the front center of the building. Ms. D'Azevedo stated they will likely place a nice decorative light which would complement the black ornamental fencing in the side yards. Mr. D'Azevedo said they would not be placing one of the light packs at that location.

Ms. Newton inquired about whether he still had the old sign. He stated he was not sure but asked if she would want to have it. She said the Historical Society would very much like to have it. Mr. D'Azevedo said if he was able to locate it he would give it to the Historical Society. Ms. Minner asked if it was the Odd Fellows sign. Ms. Newton stated that it was. Ms. Minner asked if the frame would be put back in the same location. Mr. D'Azevedo said he would reuse the frame.

Ms. Minner asked what the use of the building might be. Mr. D'Azevedo said they will probably put their office in the building. He wants to move items from his home and High Street which he will be moving into the back yard.

Ms. Newton asked if they would have the fence coming around to meet the building so the property can be secured. He confirmed that was his intention. Mr. D'Azevedo shared with the Commission what his vision was for the property and why he made certain changes, such as the sliding gates and staining the wooden fence.

Discussion ensued regarding the proposed windows. Ms. Newton asked the approximate age of the building. Mr. D'Azevedo said the original building was built in 1940. Discussion ensued regarding the ages of different properties in Town, some back to the 1700's. Ms. Newton mentioned one home which had a plank house behind the existing dry wall and it is very rare. The Historic Trust came to look at the building. Ms. Minner gave some history behind plank houses. Ms. Newton stated that is the reason the Commission pays close attention to properties within the Historic District.

Ms. Newton had some questions about the flat roof. Mr. D'Azevedo said the flat roof is a few inches below the brick at the front of the building and falls approximately six inches to the rear of the building.

Ms. Newton asked whether the replacement doors would have windows. Mr. D'Azevedo said they would either duplicate the look of the existing door or use a fiberglass door that would look nice. He did mention that depending upon the fit of the new doors they may have to remove the transom if they anticipate leaking issues. He believed they will be able to keep the transoms and avoid any possible leaks. It was noted that all of the windows in the building have been replaced. There was discussion about how the building was used in the past. Ms. Newton mentioned that Mr. McKeown might remember since he was a member of the Odd Fellows.

Ms. Newton stated that although the Commission does not vote on colors she felt what was being proposed would complement the color of the brick on the front of the building.

Ms. Newton asked for any questions or concerns from the other Commission members. There were no questions but Ms. Schwartz felt the changes would be an asset to the community.

Ms. Minner asked the zoning of the property to which Mr. D'Azevedo replied it was zoned C-1. She cautioned Mr. D'Azevedo about the amount of paving proposed and noted that in the C-1 zone there are specific limitations which need to be adhered to with respect to impervious surface. She suggested he get in touch with Mr. Bromwell regarding building permits and impervious surface limitations in the C-1 zone. Mr. D'Azevedo stated he had met with Mr. Bromwell and it was determined that they could not cover more than 85% of the property. Ms. Minner noted if more than 5,000 square feet of ground is disturbed they would need to provide stormwater management. Mr. D'Azevedo stated KCI has looked at the property and found that much of the existing stone has been overgrown with grass and he will be cleaning up and refreshing the stone that is currently existing. He said they have future intentions of paving but that is on hold for now while the work on the building is being done.

Mr. D'Azevedo ensured the Commission that they would do a good job with the project. There being no further comments Ms. Newton called for a motion. Ms. Schwartz recommended approval of the requests for the property at 265-267 W. Main Street. The motion was seconded by Ms. Yerkes and unanimously approved.

Mr. D'Azevedo stated he was open to any comments from the Commission during the construction process. He mentioned that he would see if he could find the sign in order to give it to the Historical Society.

**Old Business:** Ms. Minner mentioned that the post cards from the Habitat for Humanity project were mailed to all properties within the Historic District. She said one of the Town employees provided her with a copy of the one she had received at her home.

Ms. Newton asked about the status of the large sign. Mr. Beste said he knows that at least two letters have been sent although he is not aware of any actions by the property owner to address the issue. Ms. Newton asked what the next step might be. Mr. Beste stated the letters provide notice to the appropriate people that they are on notice regarding them not being in compliance. It was mentioned that fines can be assessed and if the fines go unaddressed then legal action can be taken if necessary. Ms. Minner inquired as to the owner of the property. Ms. Newton stated she believed it was someone in the Rollins family.

Ms. Newton felt the signs should be removed until such time as application is made to request placement of the signs. Discussion ensued regarding the use of the building and who the responsible party would be. Ms. Minner said she would talk to Mr. Bromwell about what else could be done to address this issue. Discussion ensued about when the signs were initially placed and whether the owner or those using the property were aware of the need for permits and approvals. Mr. Beste stated he could address Mr. Rollins regarding the existing signs.

Ms. Newton mentioned work being done on a property on North Street some months ago. She said she has spoken to the property owner and that there was an emergency and needed to fix it. She said at that time the owner stated if permits or approval was needed that he would come before the Historic Commission and get any approvals needed. Discussion ensued regarding the reason why stucco was placed instead of brick being replaced. Ms. Newton stated she was told the brick could not be matched properly and so they placed stucco instead.

Ms. Newton mentioned the windows being replaced at a house on Howard Street that had previously been before the Commission. She said that there was no activity for quite some time but she said she now sees work beginning. She said there was also a property on East Main which received permission from the Historic Commission but there has been no activity to this point.

Ms. Minner asked the Commission members to encourage anyone they might know with a background in history or architecture who would like to serve on the Commission to provide the Town with a resume. They still need to fill the two currently vacant seats.

Ms. Minner mentioned there would be election of officers at the December meeting.

Ms. Newton voiced her concerns with the structure at the corner of Bow and Main. She said it is being neglected and it would be a shame to lose that structure. Discussion ensued.

Ms. Newton said she is getting e-mails about the armory building. She said Mr. Samuel Goldwater is very interested in that building. He is the Director of the Fire Heritage Museum and he has recently moved back to Elkton. He had asked Ms. Newton if the Historical Society would support the museum being placed in the armory. She said the Society would support any museum. She stated she was made the Vice President of the Fire Heritage Museum without her consent but if the museum is not placed at the armory she would withdraw from that board.

Ms. Minner shared the Town's perspective on having the museum in the armory building and in what ways the Town has been asked to be involved in that project. Ms. Newton voiced her concern that assurances are being made but she doesn't see any backup regarding those assurances. She said there was a meeting regarding applying for a grant in order to fund the project. She said as far as she is aware they have not moved forward with the project and discussion ensued regarding what the status of the armory is currently. Ms. Minner stated the Town may apply for a grant in February of 2020 in order to upgrade the building for some future use. Any improvements to this building would have to go through the Maryland Historic Trust and they are not lenient on changes made to historic buildings.

Ms. Newton said she was unable to attend the workshop but mentioned she needs to apply for a capital grant for the log house. Ms. Minner stated she would scan the information she has and forward it to Ms. Newton. She said pre-application is no longer required. Ms. Minner said the grants are due in February and are to be awarded by May. Ms. Newton said they are hoping to begin work on the log house about that time. She asked if approvals are needed to work on the log house. Ms. Minner stated that unless the grant requires it that it wouldn't be necessary to restore an historic building.

**New Business:** There were no items of new business.

Ms. Newton asked for a motion to adjourn.

**MOTION: Ms. Yerkes made a motion to adjourn the meeting. The motion was seconded by Ms. Schwartz and unanimously approved.**

The meeting adjourned at approximately 7:20 PM.