

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

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

**ABSENT:** Brittany Schwartz

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 she was announcing a closed meeting to request advice from counsel. She asked for a motion from the Commission.

**MOTION:** Mr. Brown made a motion to move to a closed meeting. The motion was seconded by Mr. Leonard and approved unanimously.

**Closed Meeting:** Mr. Downs instructed the Commission as to the problems with ex parte communication; expressing opinions regarding cases via emails; and when a Commission should recuse themselves from a particular case.

**MOTION:** Ms. Newton requested a motion to end the closed meeting. Mr. Leonard made a motion to end the closed meeting. Mr. Clark seconded the motion. The motion passed unanimously.

Ms. Newton stated that the first item on the agenda was approval of the minutes from October 28, 2015. She asked if any member had any corrections. Hearing none, she asked for a motion.

**MOTION:** Mr. Brown made a motion to approve the minutes from the October 28, 2015 meeting as written. Mr. Leonard seconded the motion and the motion passed unanimously.

Ms. Newton introduced the second item on the agenda.

**Request by Ms. Gwen Davis, representing Immaculate Conception Church, for installation of a fence at the Immaculate Conception Cemetery on Bridge and Cathedral Streets, Tax Map 310, parcel 1418.**

Mr. Clark stated that he was recusing himself from this request and as nothing remains on the agenda he would be leaving the meeting.

Ms. Davis introduced herself to the Commission. She stated that they would like to replace the fence along Singerly Avenue and up the alley. She stated she believed the Commission had pictures of the existing fence and the proposed fence. She stated that the fencing being proposed

is a better quality than what had been in this area. She presented an historical photograph of the Church property. She added that two (2) five foot gates would be installed and that the gates would swing inward.

Ms. Newton asked if the fence shown in the picture was the original fence.

Ms. Davis stated that was correct. She stated that the proposed fence would complement the original.

Discussion ensued regarding the history of the site and regarding older photographs showing the original fencing.

Mr. Brown told the applicant to check with Building and Zoning to ensure that setbacks, height, etc. are in compliance.

Ms. Minner stated that would be checked as part of the permit process.

Ms. Newton asked if the Commission or the public had any further comments. There being none, she requested a motion.

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

**Old Business:** Ms. Minner presented the Commission with an update on the Historic District guidelines.

Discussion ensued regarding the guidelines as presented so far and changes/additions the Commission would like to see included and the overlap with the Town Center Zone.

The Commission requested that Ms. Minner forward them copies of the Town Center Zone regulations.

Discussion ensued regarding the plans for the Holly Hall building.

**New Business:** None.

Ms. Newton requested a motion to adjourn

**MOTION:** Mr. Brown made a motion to adjourn. Mr. Leonard seconded the motion and the motion passed unanimously.