

**Town of Elkton
Elkton Historic District Commission
January 28, 2015**

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

ABSENT: Steve 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 the first agenda item is the approval of the minutes from the meeting of December 15, 2014. She asked if anyone had any comments or corrections regarding the minutes. Hearing none she asked for a motion.

MOTION: Mr. Brown made a motion to approve the minutes as submitted. Ms. Schwartz seconded the motion. Ms. Newton called for a vote. The motion passed unanimously.

Request by Mr. Charles Willis of Willis Investments LLC to replace all windows with vinyl replacement windows, replace the roof shingles and resurface the front and side porch floors at 310 W. Main Street, Elkton.

Mr. Willis introduced himself to the Commission and stated he would like to replace the windows and resurface the porches at 310 W. Main Street. He stated that according to the map displayed in the Meeting Room, his property was adjacent to but outside of the Historic District.

Ms. Minner stated that the map she brought to the meeting is an enlargement of the map in the Comprehensive Plan and therefore loses some details. She stated that there are more detailed maps in the office and that the secretary who accepts the permit requests has one that is more detailed. She stated that since it is vague as to whether or not the Historic District boundary is to the east or west of Mr. Willis' property that the Commission could make a determination as to where the boundary falls. She stated that Mr. Willis' property is not included in the list of properties from Maryland Historic Trust's windshield survey.

Discussion ensued with regard to where the Historic District boundary should be located based on the significance of the surrounding sites.

Ms. Newton asked for a motion.

MOTION: Mr. Clark made a motion that Mr. Willis' property be determined to be outside the Historic District boundary. Mr. Brown seconded the motion. The motion passed unanimously.

New Business: Ms. Minner stated that a proposal has been received from JMA Cultural Heritage Services for designing the Historic District Design Guidelines. Discussion ensued regarding what the Commission would like to see included in the Standards and the order in which JMA would meet with the Commission and the Mayor and Commissioners.

Ms. Minner explained the sequence of JMA's meetings with the Historic District Commission, the Planning Commission and the Mayor and Commissioners to discuss the Standards as they are developed.

Old Business: Discussion ensued regarding how derelict buildings would be treated and what could be done to give the Town more control over dealing with demolition by neglect.

Mr. Downs explained what powers the court system has to deal with situations of neglect.

Several properties in the Town were discussed by the Commission regarding their maintenance.

Ms. Minner explained the role of the Zoning Administrator in situations that appear to be demolition by neglect. She further explained what steps the Administrator was required to take prior to taking any action against the property owner.

Further discussion ensued regarding the Rollins and Barclay properties and 138 W. Main Street.

Mr. Brown asked if Ms. Minner could forward a letter to Mr. Rollins regarding the status of the repairs to the building.

Discussion ensued regarding the contents and tone of the letter.

Ms. Newton adjourned the meeting.