

**Town of Elkton
Elkton Historic District Commission
February 25, 2015**

PRESENT: Paula Newton, Chair; Josh Brown; Mark Clark; 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 January 28, 2015. She asked if anyone had any comments or corrections regarding the minutes. She questioned whether the second page should reference 138 W. Main Street instead of 138 W. High Street.

Ms. Minner stated she agreed it should read 138 W. Main Street.

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

Request by Sam and Heather Jones representing STHK Investments, LLC and Sustainable Communities, LLC for exterior renovations to 105 E. Stockton Street, Elkton.

Mr. Sam Jones and Ms. Heather Jones introduced themselves to the Commission and Mr. Jones stated that they are proposing to install new vinyl siding and shutters on the outside and they propose to cover the window near the roof on the front of the house. He stated that they had brought samples for the Commission to see. He further stated that the renovations to the porch would be to refinish the existing wood and that they would also be replacing the latticework. He stated that they would be removing any dead and overgrown trees. He continued that they would be cleaning up the vegetation in the driveway and placing clean crush and run and that they would do a little landscaping around the exterior. He stated that they were keeping as much of the existing exterior features as possible. As an example, he stated that they would be refinishing the existing door.

Discussion ensued regarding the color and material for the porch, door, windows, and lattice and the installation of soffits, brackets, and cornices. The discussion also included the type of material under the existing asbestos siding.

Ms. Minner asked if they had discussed the gravel driveway with Mr. Bromwell, the Director of Building. She stated that while this may be considered routine maintenance, the Town Ordinance calls for asphalt or concrete for driveways.

Mr. Jones said his business partner had spoken with Mr. Bromwell and that they would double check what they are going to be required to do with regard to the driveway.

There were no further items for discussion and Ms. Newton moved into the motion phase of the meeting.

MOTION: Mr. Clark made a motion to approve the request as submitted contingent on submitting a louvered or other acceptable window to Ms. Minner, the porch finished in a color matching the other trim and the installation of facie, trim and gutters. Ms. Schwartz seconded the motion. The motion passed unanimously.

Rick Meyer of JMA Cultural Heritage Services introduced himself as the project manager for designing the Historic District Design Guidelines. He then introduced Candace to the Commission.

Discussion ensued regarding what the Commission would like to see included in the Standards, with each member expressing what he/she felt its purpose would be. The degree of flexibility to be incorporated into the Standards was also discussed.

Each member of the Commission, and Ms. Minner, gave a brief overview of their history and experience.

Mr. Meyer and Candace relayed their backgrounds and qualifications to the Commission.

Further discussion ensued regarding the criteria for determining whether or not a structure is historically contributing.

Old Business:

Ms. Newton asked if Ms. Minner received a response to the letter regarding Mr. Rollins property.

Mr. Downs responded that he had information in that regard for the Commission but he would like it to remain off the record.

New Business: Election of Officers

Motion: Mr. Clark made a motion that Ms. Newton remain as Chair and Mr. Brown remain as Vice-Chair. Ms. Schwartz seconded the motion and the motion passed unanimously.

Ms. Newton adjourned the meeting.