

HISTORIC DISTRICT COMMISSION

Meeting Minutes

7 January 2003

Present: Cairns, Ed & Sally; Edwards, Ron & Audrey; Malin, Jesse; Pugh, Mike; Sennstrom, Eric

Absent: Dixon, Mike

Call to Order: Chairman Ed Cairns called the meeting to order at 3:02 p.m.

Approval of Minutes: Motion made by Ron Edwards, seconded by Sally Cairns to approve the minutes from the 3 December 2002 meeting. HDC voted unanimously to approve minutes.

New Business: Director Sennstrom presented pre-applications received since last meeting. The first pre-application received was from the Mullin House located in the village of Zion. The second pre-application received was from the Mt. Harmon Plantation in Earleville. The HDC perused both pre-applications and discussion ensued. Consensus of HDC was to send nomination form to Mt. Harmon and to have Ron & Audrey Edwards visit the Mullin House and report back to HDC.

Audrey Edwards presented findings on the visit to the Nevin-Orr House as a follow-up to their pre-application. Ron Edwards stated that an external examination was made and the structure is worthy of designation. The Edwards recommend that the HDC send a nomination form. HDC requested that Director Sennstrom send nomination form to Nevin-Orr House. Audrey Edwards presented findings on visit to Belle Manor House as a result of their pre-application. The Edwards would like to look at the interior as they feel the exterior alone does not warrant historic designation. They will report back to the HDC at the February meeting.

Sally Cairns submitted photographs of the house on Fingerboard Schoolhouse Road. House is full of and surrounded by junk. Chairman Ed Cairns stated that if dwelling had designation, the HDC could probably cite for demolition by neglect. Mike Pugh stated that junk in yard or disrepair does not bother him. He feels we should encourage owners to designate properties and assist with renovation when and where HDC can. Ron Edwards concurred. He also feels that HDC should be encouraging the preservation of historic structures. Chairman Ed Cairns stated that the structure needs immediate attention to stabilize. Audrey Edwards indicated architectural significance of shutters. Chairman Ed Cairns stated that no one is presently occupying the structure. Sally Cairns reiterated that the dwelling was filled with junk. Chairman Ed Cairns will follow-up with property owner.

Chairman Ed Cairns presented photographs of Brick House/Log House. Sally Cairns stated the house dates from circa 1741. Audrey Edwards said it is known as the Mahoney House and that it is a gorgeous house. Chairman Ed Cairns stated that items of significance include that it is a large log house, the out buildings are still there, it has an unbelievable basement, and an unusual construction. Audrey Edwards contributed that the setting is beautiful. Discussion ensued regarding site and setting.

Old Business: Director Sennstrom informed HDC that he has e-mailed and telephoned Elizabeth Tune from MHT to inquire when she would like to arrange the easement inspection training session for the HDC. However, he has not yet received a response. Chairman Ed Cairns presented a summary of his meeting with Ms. Tune and our easement inspection obligation under the PILG grant. Discussion ensued regarding inspections.

Meeting adjourned at 3:30 p.m.

**HISTORIC DISTRICT COMMISSION
MEETING MINUTES
4 February 2003**

Present: Dixon, Mike; Edwards, Ron & Audrey; Malin, Jesse; Pugh, Mike; Sennstrom, Eric

Absent: Cairns, Ed & Sally

Call to Order: Vice Chairman Mike Dixon called the meeting to order at 3:00 p.m.

Approval of Minutes: Motion made by Mike Pugh, seconded by Ron Edwards to approve the minutes from the 7 January 2003 meeting. HDC voted unanimously to approve the minutes.

New Business: The HDC has not made any inspections on the pre-applications since the last meeting.

Clendenin-Freeman Farm – Audrey Edwards stated that this property is well worth including on list of locally designated properties. She continued that there are original elements as well as additions and she recommends approval of the nomination. Director Sennstrom presented summarized the application as follows: Historic Significance – Freeman family has owned the farm since 1870. Architectural Significance – Main house, tenant house, barn and wagon shed represent an interesting record of the changing needs of the family and farming since the 1870's. The tenant house has had few changes over the years and represents a 19th century farm house. The main house was originally erected in the 19th century as a stone/stucco dwelling. Mike Pugh queried as to whether the entire property is included with the nomination. Director Sennstrom answered in the affirmative. Ron Edwards stated that this property is important to show how agricultural housing has changed over the years.

Motion made by Ron Edwards to recommend historic designation, seconded by Jesse Malin. HDC voted unanimously to recommend historic designation.

England Family Farm – Director Sennstrom presented a summary of the nomination application as follows: Historic significance – Joseph England purchased 500 acres in 1723. Samuel England, Joseph's son, erected a home and barn on the property in 1739. Additional buildings erected by Samuel in 1785. Buildings still in use in 2003. Restoration done to farmhouse circa 1860. Mason/Dixon survey of Pennsylvania/Maryland border in 1787 cost the farm 231.5 acres. Architectural significance – The dwelling and outbuildings exemplify 18th and 19th century building techniques. Ron Edwards added that the basic log house is still there, that is very important to note.

Motion made by Mike Pugh to recommend historic designation, seconded by Ron Edwards. HDC voted unanimously to recommend historic designation.

Mike Pugh suggested amending the nomination form to include area for applicant to provide an indication on what portion of the property is included in the application. Ron & Audrey Edwards agreed. Director Sennstrom indicated that the form will be looked at to amend.

Old Business: Director Sennstrom notified the HDC that MHT has not yet scheduled a time when they can provide easement training to the HDC.

Mike Pugh questioned whether another workshop is necessary. Ron Edwards stated that it is too soon. Another should be scheduled in the fall.

Motion to adjourn made by Mike Pugh, seconded by Ron Edwards. All in favor, meeting adjourned at 3:10 p.m.

Next Meeting: Tuesday, 4 March 2003, 3:00 pm., P&Z conference room

HISTORIC DISTRICT COMMISSION

MEETING MINUTES

4 March 2003

PRESENT: Cairns, Ed & Sally; Edwards, Ron & Audrey; Sennstrom, Eric

ABSENT: Dixon, Mike; Malin, Jesse

The HDC was not able to assemble a quorum. Therefore no decisions were made at this meeting.

Chairman Ed Cairns stated that Article XI, Part IV, Section 245, of the Cecil County Zoning Ordinance needs to be amended to state that at the end of a term, the HDC members continue to serve until their successors are appointed. Chairman Ed Cairns stated that he and Sally would like to attend the Revitalization Conference in Easton. The Edwards stated that they would like to attend as well. Director Sennstrom stated that he will arrange for their registration. Discussion ensued regarding conferences relative to historic preservation. Chairman Ed Cairns perused the powers and duties of the HDC for the edification of those present. Chairman Ed Cairns presented a summary of recent articles in the newspaper regarding historic tax credits. Discussion occurred on the articles. Chairman Ed Cairns requested that the HDC members call their state representatives and tell them to save the State tax credits. Chairman Cairns stated that the HDC should use this time to develop procedures for those powers enumerated in the Zoning Ordinance. Chairman Ed Cairns summarized powers. Chairman Ed Cairns presented items he assembled to address those immediate needs. He requested consultation with Pat Conway, director of Permits & Inspections, to obtain an understanding of what does and doesn't need a building permit. Chairman Ed Cairns would also like a letter drafted to easement properties to remind them that they need to contact HDC prior to construction activity. HDC perused various definitions of ordinary maintenance which they think would be good to have. The consensus was that New Orleans' definition was the best. Ron Edwards suggested including painting as ordinary maintenance. Chairman Cairns interjected that the HDC needs to focus on powers and duties in the near future.

Meeting adjourned at 3:35 p.m.

Historic District Commission

Meeting Minutes

1 April 2003

Present: Cairns, Ed & Sally; Dixon, Mike; Edwards, Ron & Audrey; Sennstrom, Eric

Absent: Malin, Jesse

Call to Order: Chairman Ed Cairns called the meeting to order at 3:05 p.m.

Approval of Minutes: Motion made by Sally Cairns to approve minutes of 4 March 2003 meeting. Seconded by Ron Edwards. HDC voted to unanimously approve minutes.

New Business: Chairman Ed Cairns announced that the HDC received two applications to nominate properties for historic designation. He queried Director Sennstrom on whether any of the applicants will be attending today's meeting. Director Sennstrom answered in the negative. Chairman Ed Cairns and Ron Edwards discussed the Brown farmhouse. Sally Cairns commented on the houses interior.

Brown Farm – Director Sennstrom presented staff report on the historic nomination of the Brown farm. Items of historical note are that the property is one of the original Nottingham lots. The initial settlement of the property occurred in 1701. The Mason/Dixon line is approximately 300' to the north. The Brown family resided on the property from the 1700's to 1974. Items of architectural note are that the original section of the house reflects the building materials and practices of the late 18th century. The house was built circa 1777 and had an addition built in 1850. Extensive renovation was completed in 1974. Chairman Ed Cairns stated that the house is well maintained. Motion made by Sally Cairns to recommend historic designation, seconded by Audrey Edwards. HDC voted unanimously to recommend historic designation.

Upper Wickwire – Director Sennstrom presented staff report on the historic nomination of Upper Wickwire. Items of historical note are that the house was built in 1857. There have been agricultural activities conducted on the property since the late 17th century. This parcel was originally part of a 900 acre tract known as Larrimore's Addition. Items of architectural significance include that there are two porches, one facing east and one west, a low hipped roof with tin cover, and the original shutters. The house is an example of the Italinete Style and reflects the wealth generated by agriculture in Cecil County. He further stated that only the house, pumphouse and shed are subject to this application. Chairman Ed Cairns suggested delineating an area, in conjunction with the property owner, around those items nominated for designation. Director Sennstrom indicated that he will contact the property owner and delineate the area. Motion made by Audrey Edwards, seconded by Sally Cairns, to recommend designation of Upper Wickwire as a historic site subject to delineation of area around house, pumphouse and shed. HDC voted unanimously to recommend designation.

Old Business: Director Sennstrom advised HDC that the tenant house on the Clendenin-Freeman farm may be having renovation/addition work done to it that will require a certificate of appropriateness. Chairman Ed Cairns stated that he will contact Mr. Freeman and discuss the plans for the tenant house. Ron Edwards stated that windows and doors are items of special attention. Chairman Ed Cairns stated that items of interest are important to HDC. Sally Cairns stated that other jurisdictions have volunteered to send their information on this subject to HDC. HDC discussed historic tax credit. Ron Edwards queried as to the total number of locally designated properties in Cecil County. Director Sennstrom answered that there are thirteen including today's applications. Ron Edwards requested a map and list

of those sites be sent with meeting minutes. Chairman Ed Cairns stated that it is important to develop procedures for the HDC to follow.

Meeting adjourned at 3:36 p.m.

Next meeting: 6 May 2003

CECIL COUNTY HISTORIC DISTRICT COMMISSION
MEETING MINUTES
3 June 2003

PRESENT: Cairns, Ed & Sally; Edwards, Ron & Audrey; Simperts, Nancy; Sennstrom, Eric

ABSENT: Dixon, Mike; Malin, Jesse

CALL TO ORDER: Chairman Ed Cairns called the meeting to order at 3:10 pm.

APPROVAL OF MINUTES: Motion made by Sally Cairns, seconded by Nancy Simperts to approve minutes of 6 May 2003. HDC voted unanimously to approve minutes.

NEW BUSINESS: Chairman Ed Cairns distributed copies of material from the 27 May 2003 workshop for the HDC to peruse. Chairman Ed Cairns provided an explanation of the document. He stated that it is intended to serve three (3) purposes, as a guide to obtaining a certificate of appropriateness, as a brochure to promote voluntary nomination for historic designation, and as an orientation tool for HDC members. Chairman Ed Cairns requested that Director Sennstrom and the HDC members review the material and provide comments for improvement. Director Sennstrom indicated that he would revise the document and mail it out to the members of the HDC with today's meeting minutes so that they would have adequate time for review prior to their 1 July 2003 meeting. Chairman Ed Cairns would like the HDC to be prepared to approve the document at that meeting. Chairman Ed Cairns suggested that the HDC may want to use the Town of Easton's historic district commission publication as a guide.

Pre-Applications

Director Sennstrom notified the HDC that he has received two pre-applications for historic designation. The first is from the property known as Woodlawn located on Grove Neck Road. The second is from the Winter/Brown House located on Hopewell Road. The HDC perused the pre-applications. Ron & Audrey Edwards volunteered to visit the Woodlawn site and report back to the HDC on whether a nomination form should be sent. Ron & Audrey Edwards also volunteered to visit the Winter/Brown House to ascertain its potential for historic nomination. Director Sennstrom will contact the owners of the Winter/Brown House in an effort to obtain more information about the property.

Ron Edwards stated that the Glessners on Colora Road would like to have a nomination form sent to them. Director Sennstrom indicated that his office will send one out. Discussion ensued regarding the log house on Calvert Road and the log house in Bayview. The log house on Calvert Road is to be moved to an unknown location, the log house in Bayview was burned by the North East Fire Company. Chairman Ed Cairns stated that he would follow-up with MHT regarding their promised training for easement inspection. Chairman Ed Cairns, Nancy Simperts and Ron Edwards discussed renovation techniques for stripping exterior wood siding of the patina of age and preparing it for repainting. Sally Cairns requested that a copy of the HDC minutes be sent to Pat Folk.

MOTION TO ADJOURN: Motion made by Nancy Simperts to adjourn, seconded by Audrey Edwards. Chairman Ed Cairns called the meeting adjourned at 3:55 p.m.

Next meeting is scheduled for Tuesday, 1 July 2003 at 3:00 p.m. in the Planning & Zoning Conference Room.

CECIL COUNTY HISTORIC DISTRICT COMMISSION
MEETING MINUTES
1 July 2003

PRESENT: Cairns, Ed & Sally; Dixon, Mike; Edwards, Ron & Audrey; Malin Jesse; Simperts, Nancy; Sennstrom, Eric

CALL TO ORDER: Chairman Ed Cairns called the meeting to order at 3:00 p.m.

APPROVAL OF MINUTES: Motion made by Nancy Simperts to approve minutes of 3 June 2003 meeting, seconded by Ron Edwards. HDC voted unanimously to approve minutes.

OLD BUSINESS: Chairman Ed Cairns queried the Edwards on whether they had visited the Winter/Brown House and the Woodlawn property as a follow up to the pre-applications. Ron Edwards stated that they had not yet been able to visit these properties. Ron Edwards indicated that Audrey and he will make every effort to visit both locations. Chairman Ed Cairns stated that the HDC needs to make contact with Sylvia Green whose property is adjacent to the previously designated Octoraro Mansion. Director Sennstrom stated that in response to the HDC's request, he called Trish Brown in an effort to ascertain additional information on the Winter/Brown house. Ms. Brown was unable to provide additional elucidation on her pre-application. The HDC indicated that the architectural attributes of the house are sufficient for the nomination to go forward and requested that Director Sennstrom initiate the nomination process. Director Sennstrom informed the HDC that a pre-application has been received from the Oldfield Mansion. The HDC perused the pre-application and requested that Director Sennstrom send a nomination form to the property owner. Audrey Edwards stated that she needs a nomination form to give to the owners of the Cross Keys Tavern.

NEW BUSINESS: Chairman Ed Cairns discussed the revised pamphlet from the 3 June meeting. The consensus of the HDC was that the revised document was satisfactory. Chairman Ed Cairns indicated that the pamphlet would be better designed if a photograph was placed on the front. Mike Dixon stated that the Historical Society has plenty of photographs to choose from and is willing to make them available to the HDC for the selection process. Ron Edwards inquired as to the primary purpose of the pamphlet. Chairman Cairns indicated it is to act as an aid in the certificate of appropriateness process. Discussion ensued regarding the pamphlet's form and content. Motion made by Nancy Simperts to approve the pamphlet, seconded by Jesse Malin, HDC voted unanimously to approve the pamphlet.

Chairman Ed Cairns queried Director Sennstrom on the Anchorage rezoning application. Director Sennstrom indicated that the owners of the Bed & Breakfast are requesting a zoning change on the property to go from the Southern Agricultural Residential (SAR) district to the Business General (BG) district. He indicated that due to the lack of a quorum at the 6/30/03 Commissioners hearing on the application, the request has been continued to 15 July 2003. Discussion ensued regarding the property and the rezoning application. Chairman Ed Cairns stated that although the property does not have a local designation, the HDC should weigh in on the matter at the Commissioners hearing in opposition. Audrey Edwards stated that the property is on the national register and that the Cecil Historical Trust tried to persuade a previous property owner to designate the property without success. Mike Dixon made a motion to have Chairman Ed Cairns attend the Commissioners hearing on 15 July to present the HDC's opinion in this matter, seconded by Nancy Simperts, HDC voted unanimously in favor of motion. Chairman Ed Cairns stated that on 9 July 2003 the New Castle County HDC will be having a public hearing. He thinks it would be a good idea to attend and see how other jurisdictions handle issues such as demolition requests. Nancy Simperts inquired as to the location. Chairman Ed Cairns indicated it will be at the New Castle County Government Center on Reads Way. Mike Dixon asked about brownfields. Director Sennstrom provided a brief summary of the law and its intent. Jesse Malin

indicated that the power plant at the Spectron superfund site is designated for demolition. Chairman Ed Cairns asked if there is anything of historical value on site. Jesse Malin answered in the negative, the power plant has had many modifications over the years, nothing else of significance. Chairman Ed Cairns noted that the National Trust is having a conference in Denver, there does not appear to be much of relevance to the HDC on the agenda.

Chairman Ed Cairns stated that the HDC also received a revised form for a Certificate of Appropriateness. Ron Edwards inquired about the building permit process. Director Sennstrom provided a brief overview of the process. Ron Edwards stated that the form looks good, however, it may need revision as the process moves forward. Motion made by Ron Edwards to adopt the Certificate of Appropriateness, seconded by Nancy Simperts, HDC voted unanimously to approve form.

Nancy Simperts questioned whether anybody had any historical knowledge regarding the old church at Town Point. Mike Dixon stated it has a lengthy history. Nancy indicated that there is no plumbing. Chairman Ed Cairns stated the owners should be encouraged to apply for historic designation. Nancy Simperts will talk to the real estate agent about designation.

ADJOURNMENT: Meeting was adjourned at 3:40 p.m.

Next meeting: 5 August 2003

CECIL COUNTY HISTORIC DISTRICT COMMISSION
MEETING MINUTES
5 August 2003

Present: Cairns, Ed & Sally; Edwards, Ron & Audrey; Malin, Jesse; Simperts, Nancy; Sennstrom, Eric

Absent: Dixon, Mike

Call to Order: Chairman Ed Cairns called the meeting to order at 3:00 p.m.

Approval of minutes: Motion made by Nancy Simperts to approve minutes of 1 July 2003, seconded by Jesse Malin, HDC voted unanimously to approve minutes.

New Business:

Nomination for Historic Designation – Winter/Brown House. Director Sennstrom presented brief summary of pre-application and nomination process for this application to this point. Chairman Ed Cairns presented information pertaining to the historic and architectural significance of site. He stated house was originally known as the Nevin Orr house. The dwelling was in existence in the tax records of 1877. The 1861 land records indicate the Nevin Orr house as a new house and lands. The Atlas of 1877 shows the dwellings location and the Martenet Map of 1858 also shows the house. Chairman Cairns continued that Nevin Orr was not a figure of historical significance. He explained the criteria for historic and/or architectural significance to Mr. Brown and Mr. Winter observing from the audience. Chairman Ed Cairns stated that the roof is significant and may be original slate roof. He summarized the description from the book entitled "*At the Head of the Bay*". Discussion ensued regarding the book and its availability. The HDC and Messrs. Brown and Winter discussed the dwellings architectural attributes. The house has the original pine flooring, original roof, and its style is unique and important. Mr. Winter noted that there is a vaulted sub-basement with dug well. Audrey Edwards stated that this is usually an indication of greater age than mid 19th century. Mr. Brown interjected that the woodwork indicates that it may be older. Audrey Edwards noted the large presence of Amish in the vicinity of Hopewell Road. Chairman Ed Cairns suggested referring to the dwelling as Winter/Brown with Nevin Orr in parentheses. Mr. Winter indicated he has no objection to that suggestion.

Motion made by Sally Cairns to recommend historic designation, seconded by Nancy Simperts, HDC unanimously voted to recommend historic designation.

Mr. Brown asked about the responsibilities of designation. Audrey Edwards questioned if designation included any adjoining land. Is the barn included? Mr. Brown indicated he will talk to his wife and let Director Sennstrom know. Chairman Ed Cairns explained certificate of appropriateness to the applicants. Discussion ensued regarding obligations of owners as well as the historic attributes of the barn. Nancy Simperts stated that if the barn is as old as the house, it should be included in the nomination for designation. Chairman Ed Cairns stated that the applicants can discuss and alter the application later.

Director Sennstrom presented a video and accompanying pamphlet from Maryland Historical Trust entitled "Defensible Decision Making" to the HDC.

Sally Cairns suggested placing a photograph of the Thomas Richards house on the front of the

new HDC brochure. Chairman Ed Cairns presented comments on the New Castle County Historic District Commission agenda. The HDC perused photographs of the front and back of the Thomas Richards House. The back view was preferred. Chairman Ed Cairns and the HDC decided to add information regarding the 10% tax credit to the brochure. Members of the HDC discussed their recent visits to potential sites for designation. Chairman Ed Cairns stated that Kathy McNatt has requested information on historic designation.

Motion made by Sally Cairns to adjourn. Motion seconded by Nancy Simperts. All members in favor, meeting adjourned at 3:40 p.m.

Next meeting is scheduled for 3:00 p.m. on 2 September 2003 in the Planning & Zoning Conference Room.

**CECIL COUNTY HISTORIC DISTRICT COMMISSION
MEETING MINUTES
7 October 2003**

Present: Cairns, Ed & Sally; Dixon, Mike; Edwards, Ron & Audrey; Malin, Jesse; Simperts, Nancy; Sennstrom, Eric

Call to Order: Chairman Ed Cairns called the meeting to order at 3:05 p.m.

Approval of Minutes: Motion made by Nancy Simperts to approve minutes of 5 August 2003 meeting, seconded by Jesse Malin, HDC voted unanimously to approve minutes.

Old Business: Chairman Ed Cairns queried Director Sennstrom on whether the Browns designated their barn to be included in their nomination for historic designation. Director Sennstrom answered that the Browns never contacted him on the issue and therefore, the Board of County Commissioners only designated the house. Chairman Ed Cairns questioned whether it is time to do another mailing to publicize HDC's efforts. Nancy Simperts stated that people don't appear to understand limits of HDC's authority on designated properties. Audrey Edwards stated that the public finds the pre-application redundant and confusing. Chairman Ed Cairns suggested doing away with pre-application. Audrey Edwards concurred. She is of the opinion that the HDC can make its decision on information contained in the nomination form. Chairman Ed Cairns suggested just sending the nomination form and eliminating the pre-application. HDC agreed. Discussion ensued regarding Huester estate and property with house on Appleton Road. Nancy Simperts stated that H. Barry Montgomery purchased house. She stated that she will contact Mr. Montgomery to see if he has any interest in local designation. Jesse Malin stated that he has spoken with Sylvia & Dallas Green regarding local historic designation for their property. Mr. Malin indicated that the Greens may be renovating the structure to reside within. Jesse Malin indicated that he will hand deliver a nomination form. Sally Cairns inquired as to the cost of doing a mailing to potential properties eligible for designation. Director Sennstrom stated he will look into it and let the HDC know. Nancy Simperts indicated that she will contact Cheryl Mattix about an article in the *Whig* to publicize HDC's efforts. Mike Dixon suggested that the *Herald* be contacted to get the word out in the western part of the County. Chairman Ed Cairns stated that the newspapers should be tried first then do another mailing. Mike Dixon suggested pitching an article to the *News Journal* and *Sun* to publicize HDC's efforts. Chairman Ed Cairns will draft letter to send out to mailing list. Audrey Edwards brought up the Colora historic district efforts. Sally Cairns stated that Hazel Jenkins is attempting to form a village historic district and that she called Mrs. Jenkins to offer assistance but has not received a response. Audrey Edwards provided background information on the Woodlawn pre-application. Chairman Ed Cairns directed that a nomination form be sent to Woodlawn.

New Business: Chairman Ed Cairns stated that MHT will come to the HDC meeting on Tuesday, 4 November 2003 at 12:00 p.m. to provide training for easement inspections. Director Sennstrom presented new version of informational brochure with

7 October 2003

HDC Minutes

Page 2

scanned photograph of Thomas Richards house included. HDC will discuss ways to increase public's level of knowledge at their next meeting. Goal is to encourage participation and comfort level of potential participants. Nancy Simperts will talk to *Whig* about article, Mike

Dixon will contact the *Sun*, Jesse Malin will contact the Greens, Sally Cairns will follow through with article to Whig and Herald.

Meeting adjourned at 3:57 p.m.

Next meeting: Tuesday, 4 November 2003 at 12:00 p.m., P&Z conference room

**CECIL COUNTY HISTORIC DISTRICT COMMISSION
MEETING MINUTES
4 NOVEMBER 2003**

PRESENT: Cairns, Ed & Sally; Dixon, Mike; Edwards, Ron & Audrey; Simperts, Nancy; Sennstrom, Eric; Tune, Elizabeth

Call to Order: Chairman Ed Cairns called the meeting to order at 12:05 p.m.

State Easement Inspections: Elizabeth Tune from the Maryland Historic Trust (MHT) presented information to the HDC in an effort to train them to do MHT easement inspection. The inspections are a requirement of the Preservation Incentives for Local Government (PILG) grant the County received. The PILG program has not been allocated funding in future budgets. Ms. Tune explained that the MHT has 525 easements statewide, 18 of those are in Cecil County. The MHT averages 20 new easements per year. The most common method of easement establishment by MHT is through donations for rehabilitation grants and when property transfer from public to private ownership. The first MHT easement was established in 1969. Ms. Tune provided elucidation on the method and requirements for an easement inspection. Two inspectors are optimal, photographs of each building elevation should be taken, problem areas should be documented, out buildings should be reported, and questionable work and bad conditions should be reported to MHT with alacrity.

The HDC transited to the Elk Landing historic site for a field demonstration of the easement inspection process. After reviewing the exterior of the Hollingsworth House, the HDC perambulated through the interior. Ms. Tune provided edification on performing an interior inspection. The HDC returned to the Courthouse and discussed the PILG requirements.

Chairman Ed Cairns adjourned the meeting at 3:05 p.m.

Next meeting: Tuesday, 2 December 2003 at 3:00 p.m. in the Planning & Zoning conference room.

CECIL COUNTY HISTORIC DISTRICT COMMISSION
MEETING MINUTES
2 December 2003

Present: Cairns, Ed & Sally; Dixon, Mike; Edwards, Ron & Audrey; Sennstrom, Eric

Absent: Malin, Jesse; Simpers, Nancy

Call to order: Chairman Ed Cairns called the meeting to order at 3:00 p.m.

Meeting Minutes: Motion made by Ron Edwards to approve minutes of 4 November 2003 Historic District Commission meeting, seconded by Sally Cairns. HDC voted unanimously to approve minutes.

New Business: Chairman Ed Cairns asked for volunteers to perform State easement inspections. Easement inspections were assigned as follows:

Center School & Rose Hill – Ed & Sally Cairns
Wallace Carter Mill – Jesse Malin
Gilpin Falls – Mike Dixon
West Nottingham & John Churchman House – Ron & Audrey Edwards
Fair Hill Inn – Nancy Simpers
Yacht Elf – Ron & Audrey Edwards

Chairman Ed Cairns requested that the easement inspections be completed by June 2004.

Old Business: Chairman Ed Cairns lamented the dearth of new applications for historic nomination. He queried the HDC on what can be done to encourage voluntary nomination for designation by property owners. Ron Edwards stated that eye to eye contact is best method to encourage property owners to voluntarily nominate for historic designation. Audrey Edwards stated that she gave a nomination form to the owners of the Reynolds House. Chairman Ed Cairns provided samples of press releases to be sent to the *Cecil Whig*. Mike Dixon suggested an enhancement of incentives. Chairman Ed Cairns interjected that the prime incentive should be the desire of the property owner to protect and preserve their property. Mike Dixon suggested an increase in the tax credit, speaking to more civic and service groups, address the Historic Society luncheon and provide an article for their journal. Chairman Ed Cairns asked Director Sennstrom to discuss an increase in the local historic preservation tax credit with the Board of County Commissioners. Audrey Edwards suggested sending letters to individuals that sent in pre-applications but never followed through on nomination. She also stated that a telephone call and site visit would also help. The HDC decided to send Chairman Ed Cairns' letter to the *Rising Sun Herald* and Sally Cairns' letter to the *Cecil Whig*. The HDC would like Nancy Simpers to follow up with the *Cecil Whig* to ascertain how the newspaper's publicity efforts are proceeding. Chairman Ed Cairns stated that the student from Harford Community College has sent a list of historic preservation classes available at the college. Chairman Ed Cairns provided an article from the *Kent County News* regarding the State's heavy handedness in dealing with an easement property owner. The HDC perused the article and discussion ensued.

Meeting adjourned at 3:37 p.m.