

**CECIL COUNTY HISTORIC DISTRICT COMMISSION**  
**Meeting Minutes**  
**8 January 2008**

**Present:** Cairns, Ed; Cairns, Sally; Edwards, Audrey; Edwards, Ron; Folk, Patricia; Simpser, 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 Audrey Edwards to approve the minutes from the 4 September 2007 meeting. Patricia Folk seconded the motion. All members voted in favor of motion to approve the 4 September 2007 meeting minutes.

**New Business:** Director Sennstrom informed the Historic District Commission (HDC) that a pre-application had been received from the Cox Log House located near the intersection of Lombard Road and Wood Valley Road. The HDC perused the pre-application. Chairman Ed Cairns reported that he had a telephone conversation with one of the owners of the property, Joe Cox. Chairman Ed Cairns stated that the log house was erected in the 1800's and has subsequently been covered in siding. Nancy Simpser said that she was familiar with the location of the log house. Discussion ensued regarding the site, the structure, and the pre-application. Chairman Ed Cairns declared that a member of the HDC will visit the site and bring a nomination form for the owners to complete. It was decided that Chairman Ed Cairns will visit the site possibly to be accompanied by Nancy Simpser. Ron Edwards stated that he has no objections to the logs being covered by siding and stated that this is quite common.

Chairman Ed Cairns reported that he saw notices published in the legal notice section of the *Cecil Whig* regarding the placement of microwave towers in the municipalities of Cecilton, Charlestown, Chesapeake City, Elkton, and North East. The notice was soliciting input on whether these locations would adversely effect historic sites.

Chairman Ed Cairns queried as to whether the members of the HDC had completed their assigned inspections. Ron and Audrey Edwards responded that their inspection were completed in July 2007. Several inspections are still outstanding. Discussion ensued regarding the purpose of the inspections. Patricia Folk noted that she had contacted Tucker Mackie about potential nominations for historic designation.

Ron and Audrey Edwards presented documentation relative to restoration work recently completed on the Thomas Richards House. Total cost of the work is \$15,102.52. The Edwards would like to avail themselves of the Historic District Property Tax Credit as provided by Chapter 258, Article III of the Code of Cecil County. The HDC examined the documentation provided by the Edwards and found the request to be properly documented. Motion was made by Nancy Simpser to recommend that the Board of County Commissioners grant the Historic District Property Tax Credit to the Edwards for

their renovation and restoration work to the Thomas Richards House. Motion was seconded by Patricia Folk. All members voted in favor of motion. The Motion carried. The Edwards abstained from voting on this matter.

Patricia Folk stated that the HDC needs to create a document regarding rules and regulations to provide to applicants. She is of the opinion that it is important to educate potential designees on the requirements and responsibilities of historic designation. Patricia Folk also stated that it is important to make the information available. Chairman Ed Cairns perused the Code of Cecil County regarding the Historic District Property Tax Credit. Discussion ensued regarding the interiors of designated structures and their significance to the historic character of the structure. Ron Edwards noted that the interior is often the only way to reliably date a structure. Patricia Folk reiterated that it is important for the HDC to develop a procedural manual to give to applicants and designees that would list the programs rules and regulations. She stated it would permit individuals to know their obligations and what to expect. Patricia Folk also stated it would help the HDC in dispensing information about historic designation. Sally Cairns stated that the document would need to be reader friendly. Patricia Folk said that too many unanswered questions will scare potential nominees away. The HDC requested that Director Sennstrom prepare a draft manual for their review. The HDC requested a pre and post designation fact sheet format. Patricia Folk said it needs to be clear and explicit.

Patricia Folk reported that Harry Lenderman is erecting a plaque to recognize the designation of the Elk Forge Bed & Breakfast as a historic site. The HDC has been requested to recommend language for the plaque. Chairman Ed Cairns said the date of origin should be included. Audrey Edwards said it should also include the date of designation and Historic District Commission. Patricia Folk stated that Harry Lenderman offered the Bed & Breakfast as a meeting site for a future HDC meeting. Patricia Folk suggested holding an educational meeting there. Chairman Ed Cairns suggested having the May meeting at the Bed & Breakfast. Chairman Ed Cairns and Patricia folk ruminated on potential assistance for the HDC from college students. Patricia Folk will discuss ideas with Harry Lenderman and report back to HDC.

**Adjournment:** Chairman Ed Cairns adjourned the meeting at 3:51 p.m.

**Next Meeting:** Tuesday, 4 March 2008, 3:00 p.m., County Administrative Building, North East Room, 1<sup>st</sup> Floor, 200 Chesapeake Boulevard, Elkton, MD.

Respectfully Submitted:

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Eric S. Sennstrom, AICP  
Director – Planning & Zoning

## CECIL COUNTY HISTORIC DISTRICT COMMISSION

### Meeting Minutes

4 March 2008

**Present:** Cairns, Ed & Sally; Dixon, Mike; Edwards, Ron & Audrey; Folk, Patricia; Simpser, Nancy; Black, David

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

**Approval of Minutes:** Motion made by Nancy Simpser to approve the 8 January 2008 meeting minutes. Motion was seconded by Patricia Folk. All members voted in favor of motion to approve the minutes. Motion carried.

**New Business:** Cecile McCaffery appeared to present information on restoration work that has been performed on the Brick House since 2002. The Historic District Commission (HDC) perused receipts relative to new shutters, power washing the exterior, window cleaning, painting interior, heater repair, electrical rewiring, and brick maintenance in the basement kitchen. Total expenses on receipts were \$29,500. HDC requested an itemization of the receipt concerning power washing, window cleaning, shutter installation and interior painting so that a determination as to whether they would be eligible for the tax credit. Discussion ensued regarding the bills presented by Ms. McCaffery. Nancy Simpser volunteered to take photographs of the Brick House for inclusion in the Cecil County Real Estate magazine.

Motion made by Nancy Simpser to accept Ms. McCaffery's bills once they have been properly itemized and corrected. Ed Cairns will send to Director Sennstrom after invoices are received. Motion was seconded by Patricia Folk. All members voted in favor of motion. Motion carried.

Chairman Ed Cairns reported that Nancy Simpser and he visited the Cox Log House. The condition of the structure is not good. Chairman Cairns is doubtful that an application for nomination will be sent to the HDC. Renovation to the house will be problematic. The dwelling has been added to over the years with only one portion still remaining as logs. Chairman Cairns was skeptical as to whether the HDC would accept the nomination if presented.

Chairman Ed Cairns reported that the Gilpin Falls Covered Bridge appears on the cover of WILMAPCO's Transportation Improvement Program (TIP). The TIP includes \$1.2 million for renovation of the bridge. Half of the amount are federal funds and half are local funds. A local match is required to obtain the federal funds. State funds may or may not qualify as local funds. Earl Simmers has obtained local pledges in the amount of \$100,000.

Discussion ensued on the letters sent to the Colora residents last May and the lack of a response thereto. The Colora Civic Association plans to host local history talks on the third Monday of the month for the next few months commencing in March at the Liberty Grove Methodist Church. The HDC ruminated on whether these meetings should be attended as a

follow up to the earlier mailings and to show a presence in the community.

**Old Business:** The HDC perused the draft fact sheet prepared by Director Sennstrom. Discussion ensued regarding defining demolition by neglect and clarity as to willful demolition by neglect. HDC desires to add more specificity from the Zoning Ordinance on the fact sheet. Discussion ensued regarding all nine lines on page 2 of the fact sheet beginning with the bullet regarding no work is to commence without HDC approval. HDC discussed rearranging the bullets under “Post Designation Responsibilities”. HDC discussed plaques for structures that have received historic designation by the Board of County Commissioners. The fact sheet should note that sites within the towns are not eligible for designation by the County. The fact sheet should also contain contact information for Planning & Zoning at the bottom of page 2.

Patricia Folk indicated that she had spoken to Tucker Mackie regarding a nomination for historic designation. Ms. Folk stated that Mr. Mackie expressed interest. Ms. Folk provided a photograph of a plaque on the David Williams House. Local plaque should be similar to national register only with Cecil County Historic District Commission on it. Discussion ensued regarding the cost of a plaque with Audrey Edwards pointing out that money is a factor. Additional discussion covered uniformity of plaques, standard sizes, and type of material such as wood or brass. Chairman Ed Cairns reminded the HDC that they do not have an independent budget but are dependent on the largess of Planning and Zoning. HDC discussed letting applicants decide whether or not they want a plaque displayed post designation. If plaque is erected on the structure, it should contain information relative to the name of the structure, date of the structure, and designation by the HDC. Nancy Simpers offered to have a graphic designer do some sketches. HDC will review sketches and decide on best design. Ron Edwards suggested that the plaque be as small as possible to fit the information. HDC was of the opinion that the plaque should be optional.

**Adjournment:** Meeting adjourned at 4:01 p.m.

**Next Meeting:** 6 May 2008, 3:00 p.m., Elk Forge Bed & Breakfast

Respectfully submitted:

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Eric S. Sennstrom, AICP  
Director – Planning & Zoning

## HISTORIC DISTRICT COMMISSION

### Meeting Minutes

6 May 2008

**Present:** Cairns, Ed & Sally; Edwards, Ron & Audrey; Folk, Patricia; Simperts, Nancy; Sennstrom, Eric

**Absent:** Dixon, Mike

**Observer:** Lenderman, Harry

**Call to Order:** Chairman Ed Cairns called the meeting to order at 3:00 p.m. Chairman Ed Cairns acknowledged Harry Lenderman and thanked him for hosting this month's meeting at the Elk Forge Bed & Breakfast.

**Approval of Minutes:** Motion made by Nancy Simperts to approve the March 2008 meeting minutes. Motion seconded by Patricia Folk. All members voted in favor to approve the minutes.

**New Business:** The Historic District Commission discussed the nomination for the "Thomas Scott's Place". Ron & Audrey Edwards said they know the property well. Part of the house dates to the 1740's. The application provides dates of 1757 and 1779 for the erection of the dwelling. Audrey Edwards stated that the front of the house was once the rear and that the stairwell was removed to re-orient the house. The HDC perused the photographs that were submitted with the application for nomination. Director Sennstrom reminded the HDC that their public hearing on this nomination is scheduled for Tuesday, 3 June 2008 at 3:00 p.m. in the Bainbridge room in the County Administration Building.

Chairman Ed Cairns summarized the re-formatted receipts for Cecil McCaffery's renovation and restoration expenses at the "Brick House". The total of the specified expenses are \$26,550. Ron Edwards said that people are confused by the tax credit and need more information. Chairman Ed Cairns will prepare guidelines explaining the credit. Ron Edwards stated that maintenance does not qualify, but renovation should. Discussion ensued regarding preservation for posterity versus preparation. The HDC discussed each item and deliberated whether it would qualify for the credit. The HDC eliminated \$4,000 of the listed items as they did not meet the standards for the tax credit. The total amount eligible for the tax credit is \$22,550. Ron Edwards stated that people are afraid of the HDC controlling their properties. Discussion ensued regarding local and national standards of review and proper renovation and restoration techniques. Motion was made by Nancy Simperts to approve \$22,550 as qualifying expenses for the tax credit. Motion was seconded by Patricia Folk. All members voted in favor of motion.

Chairman Ed Cairns stated that the HDC reviewed the fact sheet at their last meeting and had specific revisions that they would like to see made to the document. A marked up copy was given to Director Sennstrom for revision. The revised draft will be distributed to the HDC members via e-mail for their perusal.

The HDC discussed various versions of markers to place on the properties that have been designated as historic structures or sites by the Board of County Commissioners. Harry Lenderman stated that a standard design for the plaque would be best. Audrey Edwards concurred. Patricia Folk opined that the placement of plaques would be a good thing due

to the publicity they would provide for the HDC. Ms. Folk stated that the property owner should decide whether a plaque is erected. Patricia Folk also stated that the wording on the plaque should be standardized. Audrey Edwards agreed. Discussion ensued regarding what information should be included on the plaque. Consensus appeared to be that the plaque should contain the name of the structure, the date erected, and that it was designated by the HDC. Harry Lenderman offered to purchase a plaque and to place it on the Bed & Breakfast as a demonstration. Ron Edwards inquired as to the cost. Nancy Simperts indicated that a bronze plaque costs ~\$200. Different types and materials for the plaque were discussed. Bronze was preferred, aluminum was discouraged. Patricia Folk and Nancy Simperts were designated to choose the final plaque design and content.

**Old Business:** Chairman Ed Cairns noted that the Colora Civic Association is holding remember when series on 5/19 at 7:30 p.m. in the Colora School House, 6/16 at the Post Office, and 7/17 at the Quaker Meeting House. Charles Herzog sent an inquiry to the HDC as a result of their informational brochure. Chairman Ed Cairns noted that there have not been any responses to the HDC letter sent to the property owners in Colora. Harry Lenderman suggested sending a similar letter to the residents of Elk Mills. Mr. Cairns indicated that the Preservation & Revitalization conference will be held in Hagerstown, the February Historical Society Journal was noted, and other jurisdictions comprehensive plans were noted in regard to historic preservation. Harry Lenderman suggested the use of college students from either Cecil College or the University of Delaware to assist property owners with an interest in nominating their properties with the gathering of information. Ron Edwards and Patricia Folk concurred. Director Sennstrom will contact the Chair of the History Department at the University of Delaware to ascertain if any students may be interested. Director Sennstrom indicating that the Gilpin Falls Covered Bridge was inserted into the WILMAPCO TIP and that the draft application for national designation was sent to the Maryland Historic Trust for their review. Audrey Edwards reported that the McCracken House was lost due to an act of arson.

**Adjournment:** Meeting adjourned at 4:06 p.m.

**Next Meeting:** Tuesday, 3 June 2008, 3:00 p.m., Bainbridge Room, County Administration Building, 200 Chesapeake Boulevard, Elkton, MD.

Respectfully submitted:

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Eric S. Sennstrom, AICP  
Director – Planning & Zoning

**CECIL COUNTY HISTORIC DISTRICT COMMISSION**  
**MEETING MINUTES**  
**3 June 2008**

**Present:** Cairns, Ed & Sally; Dixon, Mike; Edwards, Ron & Audrey; Folk, Patricia; Simperts, Nancy; Black, David

**Absent:** None

**Call to Order:** Chairman Ed Cairns called the meeting to order at 3:03 p.m.

**New Business:** The Historic District Commission (HDC) reviewed the application of William Nelson & Mary Leu Rowe to nominate "Thomas Scott's Place" as a historic structure. A deed from 1759 indicates that Thomas Scott owned the property at that time. He was not the original owner as the deed information provides ownership of property back to William Penn. The Mr. & Mrs. Rowe purchased the property in 1969. Patricia Folk inquired as to why Mr. & Mrs. Rowe were applying for designation. Mr. & Mrs. Rowe responded that while they have received nomination forms in the past, they decided to apply now so that their property can be protected in perpetuity. Chairman Ed Cairns was delighted to hear that was the Rowe's motive to apply. Ron Edwards was curious as to why the owners did not apply sooner. Mr. Rowe stated that he pursued restoration of the site on his own. Mr. Rowe likes to figure things out by himself and he is finished with his work on the house. Ron Edwards lamented that Mr. Rowe has missed out on taking advantage of the property tax credit. Mr. Rowe noted that he still has to put shutters on the dwelling. Mrs. Rowe queried the HDC on whether the historic designation would pass on with the ownership of the property. Nancy Simperts answered in the affirmative.

Nancy Simperts made a motion to recommend approval of the application to nominate for historic designation. Sally Cairns seconded the motion to recommend approval. All members present voted in favor of motion to approve. Motion carried.

"GUIDELINES"

Chairman Ed Cairns distributed a draft "Guidelines for Historic Structure Permissible Tax Credit Expenses" for the HDC to peruse. Chairman Cairns indicated that as soon as the draft is finalized, it should be sent to all designated historic sites and structures. Discussion ensued regarding the contents of the draft guidelines. The HDC noted that the guidelines permit new construction such as patios and decks provided they do not destroy historic features, but they would not be eligible for tax credits. Ron Edwards said he owns a home to which he added a bathroom and he received a tax credit from MHT on the new construction. Nancy Simperts concurred, stating that a tax credit should be given for an addition provided its placement blends with the historic nature of the site. Audrey Edwards said most folks with a historic site spend a great deal of money in making new or replacement construction blend in. Ron Edwards added that restoration is 9 times as expensive as new construction. Chairman Ed Cairns stated that this may fall in a gray

area between things permitted versus things not permitted vis-a-vis the tax credit. He would like the HDC to review the draft and provide comments at next month's meeting. Audrey Edwards suggested adding a third category titled "Some expenses may be eligible for tax credits". Chairman Ed Cairns posited that the goal is to provide guidance to individuals wanting to know what qualifies and what doesn't qualify. Audrey Edwards did not think that architect and consultant fees should qualify for tax credits. Mike Dixon reflected on how major projects often require professional assistance. He provided the Elk Landing project as an example. Patricia Folk suggested that certain fees be eligible.

#### "FACT SHEET"

The HDC perused the draft fact sheet. Discussion ensued on the Colora Civic Association's "Remember When" series. Chairman Ed Cairns opined on the arrangement of items on page 2. He noted that the 3<sup>rd</sup> item under "Tax Credit" should state BOCC instead of HDC. The HDC would like Director Sennstrom revise the fact sheet for the July meeting. The HDC is of the opinion that the Fact Sheet should encourage people to apply, not scare them away. Patricia Folk said it was important for the Fact Sheet and brochure to state that there is no fee to apply. The brochures could be changed by adding a sticker or cover letter when sending to potential applicants.

#### "PLAQUES"

Samples of various devices for noting HDC designation were discussed. Nancy Simperts provided a sample plaque to be erected post designation. Additional discussion ensued. Patricia Folk said the sign should be an option. Nancy Simperts said Paint-N-Place could create a sign for \$175. Discussion ensued regarding the party responsible for paying for the sign.

**Old Business:** The HDC inquired as to whether the tax credit for the "Brick House" was approved. Mr. Black noted that matter is on the agenda of the Commissioners' meeting occurring simultaneously with this meeting. Nancy Simperts presented a list of 12 structures built before 1900 in Elk Mills. She stated it is important to create a true district, not just individual houses. The HDC finds that it is important to send a mailing to the property owners similar to the three mailings that went to the village of Colora.

**Adjournment:** Meeting adjourned at 4:05 p.m.

**Next Meeting:** 1 July 2008, 3:00 p.m., Bainbridge Room, 200 Chesapeake Blvd, Elkton, MD.

Respectfully submitted:

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Eric S. Sennstrom, AICP  
Director – Planning & Zoning



**CECIL COUNTY HISTORIC DISTRICT COMMISSION**  
**MEETING MINUTES**  
**2 September 2008**

**Present:** Cairns, Ed & Sally; Dixon, Mike; Folk, Patricia; Simperts, Nancy; Sennstrom, Eric

**Absent:** Edwards, Ron & Audrey

**Call to Order:** Chairman Ed Cairns called the meeting to order at 3:03 p.m.

**Approval of Minutes:** Nancy Simperts made a motion to approve the minutes from the 3 June 2008 meeting. Motion to approve was seconded by Patricia Folk. All members present voted in favor of motion to approve. Motion carried.

**Old Business:** Chairman Ed Cairns asked if any new applications for historic designation have been received. Director Sennstrom stated that none have been received since the Rowe nomination was approved by the Board of County Commissioners. Sally Cairns reported that she is trying to get an owner of a property on Little Elk Creek Road to nominate her property for designation. Nancy Simperts reported that many homes on Little Elk Creek Road have been restored.

Nancy Simperts stated that she has compiled a list of property owners in Elk Mills with structures erected prior to 1930 highlighted. She inquired as to whether the HDC would like to send a letter to the highlighted owners to see if they would be interested in nominating their properties for historic designation. She indicated a similar effort occurred in Colora. Chairman Ed Cairns stated that he is in favor of sending the letter. Patricia Folk indicated that Harry Lenderman would be an ally in generating interest in nominating properties. Nancy Simperts will create mailing labels with the address of the property owners and Ed Cairns will revise the Colora letter for Elk Mills and give to Planning & Zoning to be placed in the post. Mike Dixon suggested holding a HDC meeting in Elk Mills to help create interest in nominating for historic designation. He volunteered to create a powerpoint presentation of old photographs of Elk Mills for the meeting. Nancy Simperts suggested holding the meeting at the Harlan House. Discussion ensued regarding potential meeting locations. The HDC decided to hold the meeting on Thursday, 9 October 2008 at 7:00 p.m. in the Elk Forge Bed & Breakfast if available. Patricia Folk will consult with Harry Lenderman to ascertain whether the Elk Forge Bed & Breakfast will be available as a meeting site. Director Sennstrom queried as to whether the HDC would like copies of the informational brochure to go out with the letters. The HDC responded in the affirmative. Director Sennstrom also suggested that Cheryl Mattix be contacted to place notification of the meeting in her column in the *Cecil Whig*.

Patricia Folk asked about the plaques discussed at the last meeting and who would be responsible for the cost. Chairman Ed Cairns stated that the individual desiring a plaque would be responsible for the cost. Nancy Simperts stated that Paint "n" Place has a template to create a plaque at a cost of \$175. Chairman Ed Cairns stated that all the prior designees should be made aware of the cost of the plaque. Nancy Simperts reported that a house in Charlestown has a nice looking plaque affixed to it. Chairman Ed Cairns opined that people are often reluctant to post plaques due to an aversion to publicity.

Chairman Ed Cairns stated that he has produced revisions to the "Guidelines" and for the "Fact Sheet". He questioned as to whether the guidelines should be in the fact sheet. Discussion ensued regarding potential revisions to both documents and the merger of the two onto one sheet. Patricia Folk, Sally Cairns and Nancy Simperts were of the opinion that the documents should be combined and edited to fit on one sheet. Mike Dixon had no opinion. Director Sennstrom will make the necessary revisions to combine both documents into one and will e-mail the draft to the HDC members for their perusal.

Patricia Folk queried as to whether the History Department at the University of Delaware responded to our letter. Director Sennstrom stated no response has been received. Mike Dixon suggested contacting Washington College. He will provide the contact information.

The HDC brainstormed about getting the word out on historic designation. Discussion ensued regarding publicity for HDC. Mike Dixon suggested piggybacking on preservation month activities. Nancy Simperts reported on the upcoming Peach Festival in Cherry Hill on 6 September. Mike Dixon reported that the Town of Elkton is considering selling 1/3 of the Elk Landing property. Director Sennstrom stated that the Maryland Historic Trust will be holding a meeting in October on the application for federal designation for the Gilpin Falls Covered Bridge.

**Adjournment:** Meeting adjourned at 3:50 p.m.

Next Meeting: 7:00 p.m., 9 October 2008

Respectfully Submitted:

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Eric S. Sennstrom, AICP  
Director of Planning & Zoning

**CECIL COUNTY HISTORIC DISTRICT COMMISSION**  
**Meeting Minutes**  
**9 October 2008**

**Present:** Cairns, Ed & Sally; Dixon, Mike; Folk, Patricia; Simperts, Nancy; Sennstrom, Eric

**Absent:** Edwards, Ron & Audrey

**Guests:** Lane, Elizabeth; Lenderman, Harry; Reynolds, George

**Call to Order:** Chairman Ed Cairns called the meeting to order at 7:07 p.m.

**New Business:** George Reynolds presented a slide show covering the history of the Elk Mills community from colonial times to the present. The presentation focused on the mills that were erected along the Big elk Creek from Elkton north to the Pennsylvania line with an emphasis on those in Elk Mills.

Director Sennstrom noted that the Historic District Commission has received four cards of interest from the Elk Mills community in response to its solicitation for nominations.

Chairman Ed Cairns presented a brief overview of the County's historic district regulations and nomination process to the audience.

**Adjournment:** Meeting adjourned at 8:18 p.m.

Respectfully Submitted:

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Eric S. Sennstrom, AICP  
Director of Planning & Zoning