

CECIL COUNTY HISTORIC DISTRICT COMMISSION
MEETING MINUTES
4 January 2011

Present: Diggins, Milt; Dixon, Mike; Edwards, Ron & Audrey; Simperts, Nancy; Sennstrom, Eric

Absent: Folk, Patricia; Manejwala, Asma

Call to Order: Mike Dixon called the meeting to order at 3:03 p.m.

Approval of Minutes: Motion was made by Milt Diggins to approve the 22 September 2010 meeting minutes. Motion was seconded by Mike Dixon. All members present voted in favor of motion. Motion carried.

New Business: Mike Dixon noted that Chairperson Folk was unable to attend and had asked him to chair the meeting. He also noted that the Historic District Commission did not have a vice chairman to run the meetings in these instances and that the position needed to be filled. Motion was made by Ron Edwards to nominate Mike Dixon for vice chairman. Motion was seconded by Nancy Simperts. All members present voted in favor of the motion. Motion carried.

Nancy Simperts inquired as to whether the Historic District Commission was in receipt of any new applications to nominate since the last meeting. Director Sennstrom replied in the negative. Audrey Edwards reported that she had met with a potential nominee, but without additional information, she is not sure if the subject structure would qualify. Nancy Simperts stated that she was working on a potential nominee in Elk Mills. Audrey Edwards noted that the Delano house should be nominated since it is presently owned by the Board of County Commissioners.

Nancy Simperts inquired as to whether there were any responses to the articles that have appeared in the Cecil Soil magazine. Director Sennstrom replied that there were none.

Vice Chairman Dixon suggested a strategic plan should be developed to generate interest in historic preservation. Elements could include articles in local publications, links to designated properties on the County's website, nomination of County owned properties, and exploration of property owned by public utilities. Nancy Simperts suggested targeting an audience through mailings to a list generated by the Historical Society. Director Sennstrom suggested placing the Historic District Commission's brochure and fact sheet in booths of willing organizations at the Cecil County Fair. Ron Edwards posited that more exposure is needed and that it is crucial to the success of historic preservation efforts.

Vice Chairman Dixon provided an update on Chairperson Folk's efforts to seek assistance from Washington College.

Vice Chairman Dixon noted that Chairperson Folk suggested meeting quarterly in April, July, October, and December if needed. The Historic District Commission concurred and set the meeting dates as follows: 5 April 2011; 5 July 2011; 4 October 2011; 6 December 2011.

Old Business: Vice Chairman Dixon asked if there was any old business. There was none.

Adjournment: Vice Chairman Dixon adjourned the meeting at 3:59 p.m.

Next Meeting: 5 April 2011, 3:00 p.m., Bainbridge Room, County Administration Building.

Respectfully Submitted:

Eric S. Sennstrom, Director
Planning & Zoning

CECIL COUNTY HISTORIC DISTRICT COMMISSION
MEETING MINUTES
5 April 2011

Present: Diggins, Milt; Edwards, Ron & Audrey; Folk, Patricia; Manejwala, Asma; Simperts, Nancy; Sennstrom, Eric

Absent: Dixon, Mike

Call to Order: Chairperson Folk called the meeting to order at 3:01 p.m.

Approval of Minutes: Motion was made by Nancy Simperts to approve the 4 January 2011 meeting minutes. Motion was seconded by Asma Manejwala. All members present voted in favor of motion. Motion carried.

New Business: Chairperson Folk noted that the informational brochures no longer have an accurate roster of the Historic District Commission (HDC) members listed. Director Sennstrom stated that staff was aware of the issue and that adhesive labels had been printed with the current membership and the labels have been affixed to the existing inventory of brochures. Chairperson Folk queried as to whether the HDC members would like to have their telephone numbers added to the brochure so that interested parties would be able to contact them for additional information or assistance. Asma Manejwala suggested using e-mail addresses rather than telephone numbers. The HDC members concurred with using e-mail addresses. Chairperson Folk asked Director Sennstrom to have staff revise the labels to include e-mail addresses.

Chairperson Folk suggested that the time, date, and location of the HDC's meetings be published in the local press. The HDC agreed.

Chairperson Folk indicated that it may be beneficial to have an informational meeting at the library to present Mike Dixon's slide show and to provide an educational opportunity for the public. Ron Edwards suggested that the best time to schedule such a meeting to ensure optimal attendance would either be in the fall or winter when the vacation season is over. The HDC decided that November would be ideal for the meeting. Chairperson Folk indicated that she will contact Mike Dixon regarding the presentation and asked staff to schedule a room in the library. Audrey Edwards suggested coordination with the Cecil College photography class so that their photographs of historic structures would be on display.

Chairperson Folk reported that she has been in discussion with individuals in Colora regarding the nomination of properties for historic designation. Chairperson Folk also stated that she has been in touch with a resident of St. Augustine about several potential properties that could be nominated for historic designation. Audrey Edwards said that she will reach out to the Board of County Commissioners regarding the nomination of the Delano house in Calvert.

Ron Edwards noted that there is a great need for a method to help individuals interested in nominating their properties do the research to support their applications. Mr. Edwards suggested the creation of a list of resources for assistance.

Chairperson Folk reported that a representative of the Cecil County Public Schools will be contacting her imminently to discuss the curriculum vis-à-vis local history. Nancy Simperts stated that the *Cecil Soil* magazine has printed articles on designated structures in several of its most recent editions. Chairperson Folk suggested raising awareness through newspaper stuffers, public service announcements on the radio, and brochure distribution to entities having booths at the County fair.

Old Business: Chairperson Folk indicated that she has been unsuccessful in contacting Dr. Seidel at Washington College. She has also been unable to contact Michael Day. Asma Manejwala suggested that the HDC contact Cecil College regarding intern assistance.

Adjournment: Chairperson Folk adjourned the meeting at 3:45 p.m.

Next Meeting: 3:00 p.m., 5 July 2011, Bainbridge Room, 200 Chesapeake Boulevard, Elkton, MD

Respectfully submitted:

Eric S. Sennstrom, Director – Planning & Zoning

CECIL COUNTY HISTORIC DISTRICT COMMISSION

Meeting Minutes

5 July 2011

Present: Edwards, Ron & Audrey; Folk, Patricia; Simperts, Nancy; Black, David

Absent: Diggins, Milt; Dixon, Mike; Manejwala, Asma; Sennstrom, Eric

Call to Order: Chairperson Folk called the meeting to order at 3:00 p.m.

Approval of Minutes: Nancy Simperts made a motion to approve the April meeting minutes. Motion was seconded by Audrey Edwards. All members present voted in favor of motion. Motion carried.

New Business: Chairperson Folk inquired as to whether there was any activity regarding potential designation of the Delanoe house. Audrey Edwards noted that the structure was owned by the Board of County Commissioners and that the Board would need to nominate the property for designation. Ms. Edwards stated that she was unclear as to whom she should contact in County government to initiate the designation process. David Black suggested that Clyde Van Dyke, Director of Parks & Recreation, would be the most appropriate person to contact as the structure has a curatorship arrangement encumbering it and Mr. Van Dyke can check the details of the agreement to ascertain if there would be any conflicts with the potential nomination for historic designation.

Chairperson Folk reported that she has contacted Cecile McCaffery in the village of St. Augustine and has attempted to contact Lana Wright as well regarding potential designation of the village. Nancy Simperts reported that she has been in contact with the Trustees of the church and with Ms. Caffery and that she will attempt to contact Ms. Wright's secretary. Discussion ensued about the village, the appropriate contacts, the church, and the former schoolhouse.

Chairperson Folk reported that she has been in contact with Dr. Seidel at Washington College. Dr. Seidel reported that he was too busy with other projects to devote the necessary help to the HDC with student research assistance. Dr. Seidel noted the constraints presented by the requisite travel time required and class limitations. Chairperson Folk also noted that her discussions with Harford Community College revealed that they no longer offer their historic program due to a lack of registrations. Chairperson Folk queried Ron Edwards on his previous comments regarding list of resources for historic preservation. Mr. Edwards explained the Delaware Historic Trust published a catalog listing individuals that do preservation work and their respective specialties. He is not aware of a similar catalog in Maryland. Discussion ensued regarding the aforementioned catalog.

The HDC discussed the contemplated workshop to be tentatively held this fall. David Black reported that the Elkton Central Library will be unavailable during the entire month of November due to renovation work. However, there would be opportunity to reserve a meeting room in December. The HDC discussed moving to an alternate location, re-scheduling for another time in November or January

2012, and what would be the purpose, goal, agenda, and content of the workshop. Ron Edwards suggested that the HDC do more homework to determine resolution of these questions. Chairperson Folk suggested having Mike and Milt do their powerpoint presentation. Nancy Simperts stated that she could reach out to her financial contacts regarding financing options. Audrey Edwards indicated that she could contact the photography program at Cecil College for their photographs of historic structures and sites.

The HDC discussed the issue of placing the members e-mail addresses on the informational brochures. The members present stated that they are willing to have their e-mail addresses listed on the brochures.

The HDC discussed methods of increasing their profile in order to generate nominations for historic designation. Possible means of outreach include the *Cecil Guardian*, other publications, the County's website, and mailings through the historical society. The HDC desired to have the fact sheet, application and brochure posted on the County's website. They also requested a note that stated that properties within the Towns are not eligible for County designation. The HDC noted that tables at events such as the Elkton car show, Elkton Fall Fest, Charlestown Riverfest, and Port Deposit Ragin' on the River might assist in raising awareness.

The HDC discussed having their October meeting in Charlestown at 343 Market Street rather than in the County Administration Building. Ron Edwards was tasked with making the arrangements.

Adjournment: Meeting adjourned at 4:04 p.m.

Next Meeting: 3:00 p.m., Tuesday, 4 October 2011

Respectfully submitted:

Eric S. Sennstrom, Director – Planning & Zoning

CECIL COUNTY HISTORIC DISTRICT COMMISSION
Meeting Minutes
October 4, 2011

Present: Edwards, Ron & Audrey; Simpser, Nancy; Diggins, Milt; Black, David; Dempsey, Gale.

Absent: Dixon, Mike; Manajwala, Asma; Folk, Pat; Sennstrom, Eric.

Call to Order: Chairperson Simpser called the meeting to order.

Approval of Minutes: Ron Edwards made a motion to approve the July 2011 meeting minutes. Motion was seconded by Audrey Edwards. All members present voted in favor of motion. Motion carried.

New Business: Mr. Black stated he and Ms. Folk went on a driving tour to photograph designation sites in Elk Mills and Saint Augustine. Mr. Black showed the HDC members a presentation of photos, locations and a brief summary of homes over 100 years old that may meet the designation standards:

1. Property must have historic or archeological significance with integrity of location.
2. Historic significance may be architectural features, or association with prominent person or important event.

Ms. Simpser stated the Big Elk Chapel Church would not be eligible as they are a non-profit organization and do not pay property taxes.

Mr. Black stated that Ms. Folk requested the Planning and Zoning Office to send out letters of interest to residents in the Elk Mills and Saint Augustine area whose properties may fit these criteria. Only one response was returned to the office from property owner Phyllis Ann Peterson at 516 Elk Mills Road; Ms. Folk will contact with a follow up letter or phone call.

Mr. Black stated that OPZ staff used online resources and the yellow pages to find the most recent phone numbers for the property owners in Elk Mills and Saint Augustine. HDC members pondered whether or not to call the property owners as a follow up to the letters of interest. The HDC ultimately decided not to contact the property owners via telephone.

The HDC discussed that none of the photos presented meet the criteria for designation standards. These areas have gone before this Board in past years and there was only one property that qualified.

Demolition Process: Rick Wyre and Suzanne Parks, Permits and Inspections, explained the demolition process when involved with properties having a Historic Designation. Mr. Wyre presented the HDC with copies of the code that Cecil County uses when there is a fire or other accident that would cause a building to be demolished. Mr. Wyre explained the process for complaints received in their office. Ms. Parks explained that the County does not have any jurisdiction over the Towns in this process and how the Permits and Inspections Office proceeds with the permit process.

Ms. Simpser and HDC members discussed the possibility of a text amendment to change the permit process during a demolition of a potentially historic property.

Outreach: Mr. Black stated Director Sennstrom would be contacting Cheryl Mattix of the Cecil Whig on a story regarding the HDC's mission, current goals, and upcoming workshops and events.

Ms. Simpers stated that Ms. Folk is distributing the HDC brochures to local businesses and libraries. Is there anywhere else they could be distributed? Ms. Simpers wondered if the Historic Society supports the HDC; Do they promote the HDC brochures?

Mr. Edwards stated that most people do not know that the HDC even exists.

The HDC discussed any upcoming fall events. There are currently none scheduled, with little to no interest within the County.

Letter to the Editor: Mr. Black stated on behalf of Ms. Folk that she would like Harry Lenderman to write a letter to the editor to further publicize the HDC to the public and to give insight into what the committee does.

The HDC committee discussed the fall workshop. The members opined that the public currently has little interest in attending a workshop.

Ms. Simpers suggested at the January 2012 meeting that the committee invite the Historic Society members and volunteers to stimulate interest.

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

Next Meeting: 3:00 p.m., Monday, January 2, 2012

Respectfully submitted:

Gale L. Dempsey, Administrative Assistant
Office of Planning and Zoning