



CITY OF HAGERSTOWN, MARYLAND

Planning & Code Administration Department

One East Franklin Street • Hagerstown, MD 21740

E-mail: planning@hagerstownmd.org

Telephone: 301-739-8577, ext. 138 • Website: www.hagerstownmd.org

HAGERSTOWN HISTORIC DISTRICT COMMISSION

MINUTES

DATE: April 27, 2023 – 4:30 p.m.

LOCATION: Room 407, City Hall

Attendance –

Name	In-Person	Remote	Absent
Appointed Voting Members			
Michael Gehr, Chairperson	X		
Leslie Allen, Vice Chairperson	X		
Robert Powell			X
W. Douglas Carroll	X		
Christopher George	X		
Glen Grant			X
Matthew Sherman	X		
Staff and Ex-Officio Members			
S. Bockmiller, Development Review Planner/Zoning Administrator	X		
J. Wu, Planner	X		
M. Revilla, Recording Secretary	X		

Preliminary Matters -

Call to Order and Instructions from the Chair – Michael Gehr called the meeting to order at 4:44 p.m. Attendance of members and staff are reflected in the chart above. The Chair read the standard public instructions regarding order of business into the record.

Approval of Minutes –

Minutes of March 09, 2023 and March 23, 2023.

Ms. Allen made a motion to adopt the minutes as presented with one correction to the March 9th minutes to clarify Ms. Davis was elected chairperson of the Planning Commission. No changes to the minutes of March 23rd were offered. Mr. Carroll seconded the motion. The motion passed by a vote of 5-0-0.

Consent Agenda –

Ms. Allen recused herself from the participating in consent agenda.

HDC 2023-12 – 329 North Potomac, Leslie Allen – Roof Replacement.

HDC 2023-14 – 134 -136 North Potomac Street, Valley Properties – Replace 2nd floor. Center window

HDC 2023-16 – 421-423 North Locust Street, Matthew Norouz – Fence

Motion-

Mr. Carroll – “Mr. Chairman, I have inspected the materials submitted in cases HDC 2023-12, HDC 2023-14, HDC 2023-16 if constructed in accordance with these plans, the staff report recommends approval as consistent with applicable standards adopted by this Commission. Therefore, I move that the HDC grant a certificate of appropriateness to the applicant in case number HDC 2023 -12, 14, and 16.” Mr. George seconded the motion. The motion passed by a vote of 5-0-0.

Design Review-

HDC 2023-11 – 87 Wareham Alley, Ares Investments LLC – Window replacement.

The applicant seeks to replace four windows on the north façade (facing Wareham Alley), one on the second floor of the angled façade, over the door facing the alley intersection and three windows on the south façade (not visible in the photos, and only visible from Hays Alley) with American Craftsman vinyl 1/1 double hung windows. They seek approval to enclose the second floor loading door on the north façade with brick infill, recessed to retain the historical spacing and image of the door opening. The applicant seeks retroactive approval for previously performed work that enclosed the first floor loading dock door on the north façade of the building with concrete block, and two windows on the second floor of the east façade (facing Hays Alley) with brick infill flush with the exterior wall. The door work was performed in recent weeks. The two window enclosures were performed within the last seven months. The applicant will revise the application to address how the arched window tops and absent frames and sills will be addressed.

Tonya Huff of UGO Management spoke of all future project plans as well as time constraints and requested to amend the application to replace 8 windows and the loading dock door to be recessed. At some point in the future the loading dock and closed in 2 windows will need to be recessed.

Motion-

Mr. Carroll – “Mr. Chairman, I have inspected the plans and property in question, if constructed in accordance with these plans, the project is compatible with the character of the district for the reasons that the existing eight vinyl windows will be replaced with the proposed eight vinyl windows and second floor loading door will be infilled and recessed as recommended and this amendment does not include the two infilled windows and one infilled door which will need to be a new application. Because of this, it is generally in harmony with the Architectural Design Guidelines for the Commercial Historic District. Therefore I move that the HDC grant a Certificate of Appropriateness to the applicant for case number HDC 2023-11.” Mr. George seconded the motion. The motion passed with a vote of 5-0-0.

HDC 2023-13 – 71-73 East North Street, Valley Properties – Fence Board Replacement.

After much discussion regarding the condition of the fence, it was recommended to bring this back for decision next meeting after staff and applicant review the fence and possibly forge a compromise proposal.

Motion-

Mr. Carroll moved to table HDC 2023-13 until the next meeting. Mr. George seconded. The motion passed with a vote of 5-0-0.

HDC 2023-17 – 811 The Terrace, Kathryn Kershner – Roof & shingles.

Motion – Because the applicant was not present, Mr. Carroll moved to table this case until the next meeting. Mr. George seconded. The motion passed with a vote of 5-0-0.

Workshops-

None.

New Business-

2023 Preservation Awards.

Mr. Bockmiller went over several different projects of properties done recently that would be worthy of awards;

- Cannon Coffee building
- Penny Mart
- Duplex on South Prospect Street
- The Thomas Building

No action was taken was taken. Staff will research additional possibilities.

Old Business-

Design Guidelines to be ready by next meeting.

Resource ratings to be determined at next meeting.

Announcements-

None.

Adjourn -

With no further discussion, the Chair asked for a motion to adjourn. Ms. Allen made a motion to adjourn and Mr. Carroll seconded the motion. The meeting adjourned at 6:12 p.m.



Mary Revilla, Recording Secretary