



CITY OF HAGERSTOWN, MARYLAND

Planning & Code Administration Department

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HAGERSTOWN HISTORIC DISTRICT COMMISSION

MINUTES

DATE: Thursday, March 9, 2023 – 4:30 p.m.

LOCATION: Room 407, City Hall Building

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		
M. Revilla, Recording Secretary	X		

Preliminary Matters -

Call to Order and Instructions from the Chair – Michael Gehr called the meeting to order at 5:08 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 February 09, 2023...

Ms. Allen made a motion to adopt the minutes as presented with the correction to reflect Mr. Grant was not in attendance. Mr. Carroll seconded the motion. The motion passed by a vote of 5-0-0.

Consent Agenda –

None.

Design Review-

HDC 2023-08 – 265-267 South Prospect Street, WJH Property Management, Window replacement.

Description of Work and Plans: Applicant is proposing to replace all windows in this duplex with Series 300 replacement 1/1 vinyl replacement windows from Norandex. Given the architectural period and style of the house, the original windows (if they weren't the currently present wood sashes) were likely 1/1 windows, so the issue of window mutins does not appear to be applicable in this case. Two third floor windows will be egress windows, but we are not clear on what this means – it implies these two windows will be casement windows. If double hung windows are being replaced with casement units, there ought to be a thick and wide horizontal mutin installed to approximate a double-hung window. Recommendation: None at this time. The frames appear rather thick, and staff has some concern whether these, installed within the existing wood frame would appear much wider than the existing/historic frames. This should be discussed. The issue of the egress windows will need to be discussed as well. The property is near the south end of the block and backs to Walnut Street with a relatively small back yard, so the windows on the rear will be visible from that street.

William Hartpence addressed questions the Commission members had regarding materials to be used, design guidelines for work, and sizes of the windows.

Motion- Mr. Chairman, I have inspected the project plans and the property in question, and if constructed in accordance with these plans, the project is compatible with the character of the district at the basic woodwork and design will stay the same the new windows as proposed are consistent with the substitution materials in our Historic District Guidelines, therefore it is also in harmony with the architectural design guidelines for Residential Historic Districts and the character of the adjoining properties. Therefore, I move that the HDC grant a certificate of appropriateness to the applicant in case number HDC 2023-08. Mr. Grant seconded the motion. The motion passed by a vote of 5-0-0.

Workshops-

None.

New Business-

A discussion about the Civil War Memorial Park as well as a request of Mr. Grant about Economic Development providing updates on revitalization of the City periodically and what the likelihood of a four star hotel being added to the downtown Historic District.

Old Business-

The updates to some Bylaws will be discussed at the next meeting on March 23rd.

Announcements-

Christina Davis was elected the new Chair of the Planning Commission.

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 **6:00 P.M.**



Mary Revilla, Recording Secretary