



HAGERSTOWN HISTORIC DISTRICT COMMISSION

MINUTES

DATE April 24, 2025 – 4:30 p.m.

LOCATION: Council Chambers, 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		
Michael Heyser	X		
Rich Owens	X		
Sven Alstrom			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 4:36 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 –

None.

Consent Agenda –

HDC-2025-17 - 804 Oak Hill Avenue - Tim Miller - Fence.

HDC-2025-19 - 804 Hamilton Boulevard - Terence Hooper - Replacement of Flat Roofs.

Motion – Mr. Carroll:” Mr. Chairman, I have reviewed the materials submitted in Cases HDC-2025-17, HDC-2025-19, and their associated staff reports and recommendations, and I have viewed the properties in question. The staff reports recommend approval of these applications as consistent with the applicable standards adopted by this Commission, and no one has appeared at this hearing concerning about or issues with, or objections to these applications. Therefore, I move that this Commission adopt the staff evaluations and recommendations in these cases as its own and grant Certificates of Appropriateness to the applicants for Cases HDC-2025-17, HDC-2025-19.” Mr. Owens seconded. The motion passed with a vote of 4-0-0.

Design Review-

HDC-2025-15 - 160 South Prospect Street- Nick Hodges – Windows and shutters in a new dwelling.

The applicant seeks approval to use Harvey V100 units without grids (one-over-one when double hung).

The applicant also shows double hung windows in the front gables and proposes shutters for the north side. He explained that the cost was very high for the previously approved windows.

Staff recommended the shutters should be at least half the width of the windows opening.

There were some concerns with the front gables showing two double hung windows.

The applicant was present to provide details regarding the change to the windows to half the original size of the original proposed windows.

Mr. Heyser asked if shutters would be placed on the left side entry way of the duplex. The applicant stated they would not.

Mr. Gehr raised the question of weather or not grids were included on the original proposed windows? The applicant confirmed there were and stated no grids will be included on the amended application as the windows face the north side and are not as visible as the front.

Motion - Mr. Carroll: “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 for the reasons that the *Windows General form and proportion* are generally in harmony with the *Architectural Design Guidelines for the Residential Historic District* and the character of the adjoining properties. Therefore, I move that the HDC grant a Certificate of Appropriateness to the Applicant for Case No.HDC-2025-15” Mr.Owens seconded. The motion passed with a vote of 4-0-0.

HDC-2025-16 - 1014 Hamilton Boulevard- Greg Maciulla - Window Replacement.

The request is for replacement windows to replicate the original windows.The applicant stated only the 2nd floor windows and the 1st floor, left side windows were being replaced. Mr. Heyser asked if the storm windows were going to be replaced. Mr. Maciulla stated he was getting rid of the storm windows.

Mr. Gehr asked if the muntins would be in between the glass panes. The applicant confirmed they would.

Motion - Mr. Carroll” “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 for the reasons that the *Windows* are generally in harmony with the *Architectural Design Guidelines for the Oak Hill Residential Historic Districts* and the character of the adjoining properties. Therefore, I move that the HDC grant a Certificate of Appropriateness to the Applicant for Case No. HDC-2025-16” Mr. Heyser seconded. The motion passed with a vote of 4-0-0.

HDC-2025-18 - 132 Bethel Street - Prince Hall Masons of MD. - Site Plan.

Ms. Wu, City Planner, informed the Commission of the proposed site work, landscaping, sidewalks, and addition in the back of the site to be added. Changes to the building will be brought to the Commission later date.

The Commission members had a few questions about the landscaping, sidewalks, and addition to the building but were unanimously in favor of the proposed site plan moving forward.

Motion - Mr. Carroll: "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 for the reasons that the *Windows General form and proportion* are generally in harmony with the *Architectural Design Guidelines for the Residential Historic District* and the character of the adjoining properties. Therefore, I move that the HDC grant a Certificate of Appropriateness to the Applicant for Case No.HDC-2025-18" Mr. Heyser seconded. The motion passed with a vote of 4-0-0.

Workshops -

None.

New Business -

None.

Old Business -

The last draft of the Design Guideline will be on the agenda within the next few weeks.

Mr. Bockmiller stated his role has changed from Development Planner/ Zoning Administrator. His new title is Deputy Director for Planning and Zoning Administration.

The new name of the department is The Department of Planning and Economic Development.

Announcements -

None.

Adjourn -

With no further discussion, Mr. Heyser made a motion to adjourn, and Mr. Carroll seconded the motion, the meeting adjourned at 5:11 p.m.


Mary Revilla, Recording Secretary

Approved 5.22.25