

Michael Gehr, chair, called the meeting to order at 4:33 p.m. on Thursday, September 27, 2012, in the Fourth Floor Conference Room, City Hall. A roster of the members of the commission and the technical slots they fill are on file and available upon request. Also present were commission members V. Hrabal, S. Silas, and M. Wertman. S. Bockmiller, Development Planner/Zoning Administrator and D. Calhoun, Secretary, were present on behalf of the Planning and Code Administration Division.

**APPROVAL OF MINUTES: August 23, 2012 and September 13, 2012**

August 23, 2012:

**MOTION:** (Hrabal/Wertman) Mr. Chairman, I move the minutes be accepted as presented.  
**DISCUSSION:** None.  
**ACTION:** APPROVED (Unanimous)

September 13, 2012:

These minutes were not ready for approval.

**CONSENT AGENDA**

**One North Potomac Street - Jocelyn's Closet - Sign Grant, Case No. HDC 2012-18**

**328 North Potomac Street - Way Station - Monument Sign, Case No. HDC 2012-37**

**MOTION:** (Hrabal/Wertman) Mr. Chairman, I have reviewed the materials submitted in Cases No. HDC 2012-18 and HDC 2012-37 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 with concerns about, 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 applications for Case HDC 2012-37 and grant application for HDC 2012-18.  
**DISCUSSION:** None.  
**ACTION:** APPROVED (Unanimous)

**DESIGN REVIEW**

**924 Hamilton Boulevard - Chelsea Jolliffe - Fence, Case No. HDC 2012-36**

Chelsea Jolliffe, 924 Hamilton Boulevard, Hagerstown, and Ed Jolliffe were present.

Staff Report: This building is an E resource in the Oak Hill Local Historic District. The applicant is requesting approval to install a four-foot white vinyl picket fence in her rear yard. Staff noted that the Design Guidelines recommend shielding the use of non-traditional materials such as vinyl; however, the primary structure was constructed last year.

Applicant/Commission Discussion: Mr. Jolliffe told the commission that the vinyl picket fence will match the material used for the railings on the front and back porches of the new duplex. Mr. Jolliffe stated that he owns the other half of the duplex.

**MOTION:** (Hrabal/Silas) 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 materials being used are consistent with the approved materials for the new construction house on the property and are not to be considered precedent setting for historic buildings and would make it generally in harmony with the guidelines for the Oak Hill Historic District and the character of the adjoining properties. Therefore, I move the HDC grant a Certificate of Appropriateness to the applicant for Case No. 2012-36.

**DISCUSSION:** None.

**ACTION:** APPROVED (Unanimous)

**40 South Potomac Street - RBC Wealth Management - Signs, Case No. HDC 2012-38**

Brendan Fitzsimmons, Branch Manager for RBC Wealth Management's local operations, and Aaron Crawford, Kenney Signs, were present.

Staff Report: This building is an E resource in the Downtown Local Historic District. Applicant proposes to install one set of non-illuminated fabricated steel letters and logo on low-profile aluminum rails to reduce wall penetrations. Rails will be painted to match the brick. In addition, one two-sided projecting sign on an iron swing arm will be installed. The wall sign will measure approximately 21 feet, 9 inches long and approximately 3 feet, 7 inches tall. Logo will be 3 feet, 7 inches tall by 2 feet, 9 inches wide; lettering will measure 1 foot, 2 inches tall. Projecting sign will measure 3 feet 1.5 inches tall by 2 feet, 6 inches wide for a total of 7.8 square feet (sign is not a perfect rectangle). The two-sided projecting sign will be made of High Density Urethane CNC

machined to shape; lettering will be V-carved and fill painted. Staff recommended approval, but cautioned that all attachments to the building should be accomplished through the mortar joints to minimize damage to the brick facade.

Applicant/Commission Discussion: Mr. Crawford explained they will use a 1 x 1-inch raceway for each row of letters, which will be painted to match the brick. There are no plans to penetrate the brick. Ms. Wertman asked about the blue color in the sign and whether it will match the blue on the door. Mr. Fitzsimmons and Mr. Crawford stated that the particular blue color in the sign is a trademark color for RBC. The color of the trim is actually gray. Ms. Hrabal asked about the high-density CNC material on the hanging sign. Mr. Crawford said the high-density urethane is used as a replacement for redwood because redwood tends to warp and crack. Once it is painted the CNC material will give the appearance of wood. Mr. Gehr concurred and noted that the material is used throughout the sign industry. Mr. Crawford added that the individual letters and logo will be fabricated steel and painted with an automotive-grade finish. Mr. Gehr had concerns about the number of signs that could potentially be placed on the building and asked whether the owner has a signage plan for the building since there is the potential for many tenants. Mr. Fitzsimmons said RBC Wealth Management will be occupying the entire third floor.

**MOTION:** (Hrabal/Silas) 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 materials are appropriate, the metal letters on the building and the high-density urethane CNC will be painted and will have the appearance of wood when finished. The height of the hanging sign will be eight feet above the sidewalk for clearance, and this makes it generally in harmony with the Downtown Historic District and the character of the adjoining properties. Therefore, I move the HDC grant a Certificate of Appropriateness for the applicant for Case No. 2012-38.

**DISCUSSION:** None.

**ACTION:** APPROVED (Unanimous)

**WORKSHOP:**

None.

**NEW BUSINESS:**

None.

**OLD BUSINESS:**

- Reminder - Hagerstown's 250<sup>th</sup> Anniversary Event on Saturday, September 29.  
Hagerstown's 250<sup>th</sup> anniversary celebration will be held 10:00 a.m. until 4:00 p.m. on Saturday, September 29. Ms. Hrabal and Ms. Wertman will assist staff with handing out information on historic preservation in Hagerstown. Mr. Gehr will be available to help with set up. The tent will be in front of the County Office Building at 33 West Washington Street. Also, the City will premier its second Civil War video, *Divided Valor*, at the Bridge of Life Church on South Potomac Street at 7:00 p.m..
- Mr. Bockmiller stated that he will be contacting the Economic Development Demolition subcommittee members about potential meeting dates.

**ANNOUNCEMENTS**

- Ms. Hrabal informed the commission that she will be out of town for the October 11 meeting. Mr. Bockmiller urged commission members to let staff know in advance if they will be unable to attend a meeting from now until all the vacancies have been filled.

**ADJOURN:** It was moved and seconded that the meeting adjourn (5:50 p.m.).

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10/16/2012

Date

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Debra C. Calhoun - Secretary