

Michael Gehr, chair, called the meeting to order at 4:32 p.m. on Thursday, November 10, 2016, in the Conference Room, Fourth Floor, City Hall. A roster of the members of the commission and the technical posts they fill are on file and available upon request. Also present were commission members L. Allen, C. Crumrine, C. Davis, P. Reed, and M. Wertman. S. Bockmiller and D. Calhoun, Secretary, were present on behalf of the Planning and Code Administration Department.

**APPROVAL OF MINUTES – October 13, 2016 and October 27, 2016:**

**MOTION:** (Wertman/Allen) I move to approve.  
**DISCUSSION:** None.  
**ACTION:** APPROVED (Unanimous)

**CONSENT AGENDA**

None.

**DESIGN REVIEW**

**1100 Hamilton Boulevard – Valley Properties – Alterations, Case No. HDC 2016-42.**

Steve Sagi, 10028 Old National Pike, Hagerstown, Maryland, was present on behalf of the owner.

Staff Report: This building is a “B” resource in the Oak Hill Local Historic District. Applicant is proposing to remove a set of rear stairs from the second floor of the building. A section of rail will be added on the second floor porch where the stairs are being removed. The new section of rail will match the existing rail. Staff recommended approval. This property is on a corner, and the rear of the house is visible from West Irvin Avenue.

Applicant/Commission Discussion: Mr. Sagi indicated that he was originally proposing to replace the windows but has decided to keep the historic windows. Most of the renovations are being made to the interior of the house. The pickets on the rail being added will be 1¼-inch square with a rail on top. Ms. Wertman asked if the house is being converted to a single-family residence and Mr. Sagi stated that the house was never broken up into apartments.

**MOTION:** (Wertman/Davis) 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 stairs that will be removed will be replaced with railing that will match

what is already there and will be generally in harmony with the Architectural Guidelines for the Residential Preservation Design Districts and the character of the adjoining properties. Therefore, I move that the HDC grant a Certificate of Appropriateness for the applicant of Case No. 2016-42.

**DISCUSSION:**

None.

**ACTION:**

APPROVED (Unanimous)

**59 North Potomac Street – Josh Goldman/Junkworks Antiques – Sign,  
Case No. HDC 2016-43.**

Josh Goldman, Junkworks Antiques, 955 Rest Church Road, Clearbrook, Virginia, was present.

Staff Report: This building is a “B” resource in the Downtown Local Historic District. Applicant is proposing to install an 8 x 3-foot plastic wall sign on the West Franklin Street façade. The sign was used at a previous location and the applicant would like to repurpose it at his current store sans the lighted metal box frame which is shown in the photograph provided by the applicant. Staff recommended that if the commission approves this application that it stipulate that a painted wood frame be placed around the sign to give it a more finished look.

Applicant/Commission Discussion: Mr. Goldman had nothing to add to the staff report. Mr. Gehr asked if the “screw” design was part of the proposed sign and Mr. Goldman said it is part of the sign.

**MOTION:**

(Davis/Crumrine) Mr. Chairman, I have inspected the project plans and the property in question, and if constructed in accordance with these plans, and the use of a wooden frame around the sign, the project is compatible with the character of the district for the reasons that the sign will be compatible with other signage in the area, and is generally in harmony with the Architectural Guidelines for the Downtown 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 2016-43.

**DISCUSSION:**

None.

**ACTION:**

APPROVED (Unanimous)

**53 North Potomac Street – City of Hagerstown/Amanda Whitmore – Sign,  
Case No. HDC 2016-44.**

Amanda Whitmore, Downtown Coordinator for the City of Hagerstown, and Aaron Peteranecz, Chair of Hagerstown’s Main Street Design Workgroup, were present.

Staff Report: This building is a “B” resource in the Downtown Local Historic District. Applicant is proposing to install a 96 x 120-inch wall sign on the West Franklin Street façade announcing the Maryland Main Street Program. The sign will be constructed of Alumet with vinyl graphics and will be located on the third floor. Staff recommended approval, with the suggestion that a decorative frame be painted around the sign, and consideration given to lowering the sign to be more in line with the second floor level.

This is a sign advertising a government-sponsored Main Street Program; staff is treating this as a street sign and not counting it into the signage square footage requirements under the Zoning Ordinance. Staff noted there are several upper-floor businesses and offices in the building, and there have been discussions about an additional sign to advertise them all. The ordinance limits signage to 50% of the front of the building; however the proposed Main Street sign and the Junkworks sign are well within the requirements. No signs are being proposed for the North Potomac Street façade.

Applicant/Commission Discussion: Mr. Peteranecz indicated that Hagerstown’s Main Street Program would like to suggest to the property owner a larger directory sign for the businesses in this building (below the Junkworks sign) with the same feel, color, with white lettering and with a frame that would tie all the signs into one cohesive sign. The Main Street Design Committee’s approach will be to recommend a single sign advertising all the tenants in the building to eliminate all the superfluous signs that have been placed on the building over the years. There would be one main street sign and then the directory sign. Ms. Allen wanted to make certain that any consolidation sign would not deviate too much from the ordinance.

The commission recommended that the sign be lowered to the second floor. Mr. Peteranecz asked if the sign could be placed so that the top of the sign lines up with the bottom of the third floor windows. Commission members agreed to that suggestion, and the application was amended accordingly.

**MOTION:** (Wertman/Davis) Mr. Chairman, I have inspected the project plans and the property in question, and if constructed in accordance with these plans, to have a frame around the sign and to line up the top of the sign with the bottom of the third floor windows, then the project will be compatible with the character of the district because of where the sign is placed and is generally in harmony with the Architectural Guidelines for the Downtown 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 2016-44.

**DISCUSSION:** None.

**ACTION:** APPROVED (Unanimous)

**WORKSHOP**

None.

**NEW BUSINESS**

None.

**OLD BUSINESS**

**Certificate of Hardship – Major Economic Development Opportunity Submittal Requirements.**

Staff will be meeting next week to come up with standards that will be used by the City Administrator to identify properties. Standards will be adopted by City Administrator or her designee. Other procedural issues will be added to the design guidelines during the revision period. This policy does not apply to A resources. Before approving a demolition permit, assurances must be in place that there is a plan to construct a replacement building in the place of the demolished structure and the use that inspired the use of this process is irrevocably committed to occupying this space.

Mr. Bockmiller read the ordinance language about demolitions (Article 4, Section T.4.a.). The Major Economic Development Opportunity language will be added to the Design Guidelines. A copy of the definition of Major Economic Development Opportunity is in the meeting file. Residential units in any new building placed as a result of a demolition must be built to Partners in Economic Progress (PEP) standards. This policy only applies to the Major Economic Development provision; there is similar language for other types of demolitions. The policy also creates processes for the commission’s stipulations on a demolition application and guarantees that the “hole” will be redeveloped.

Mr. Bockmiller will check with the Planning Director about whether the commission’s internal policy needs to be approved by the Mayor and City Council. Commission members did not have concerns with the Major Economic Development Opportunity language.

**MOTION:** (Davis/Wertman) I move to adopt this policy procedure.

**DISCUSSION:** None.

**ACTION:** APPROVED (Unanimous)

**ANNOUNCEMENTS**

- Dr. Reed noted that when the owners of the Hamilton spray painted the façade they were not very careful. There is paint all over the storefront windows, including leaded transoms and the awnings.
- Ms. Allen announced that an authentic replica of El Galeon, a 16<sup>th</sup>-century Spanish ship, will be docked in Alexandria, Virginia, in November.

**ADJOURN**

It was moved and seconded that the meeting adjourn (5:15 p.m.).

12/8/2016

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Approved



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Debra C. Calhoun – Secretary