

Michael Gehr, chair, called the meeting to order at 4:30 p.m. on Thursday, March 8, 2018, 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. Davis, and S. Silas. S. Bockmiller, Development Planner and Zoning Administrator; and D. Calhoun, Secretary, were present on behalf of the Planning and Code Administration Department.

**APPROVAL OF MINUTES:**

February 22, 2018.

**MOTION:** (Davis/Allen) So moved (to adopt).  
**DISCUSSION:** None.  
**ACTION:** APPROVED (Unanimous)

**CONSENT AGENDA**

**12 South Potomac Street – Bridge of Life – Signs, Case No. HDC 2018-09.**

**135 West Washington Street – Washington County Historical Society – Vent,  
Case No. HDC 2018-10.**

The applicant in Case HDC 2018-09 provided a sample of the sign material for the commission to review. There were no concerns about the proposed material.

No one was present in opposition to the above cases; the commission had no questions or concerns.

**MOTION:** (Davis/Silas) Mr. Chairman, I have reviewed the materials submitted in Cases HDC 2018-09, 12 South Potomac Street; and HDC 2018-10, 135 West Washington Street, 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 applicants for Case Nos. 2018-09 and HDC 2018-10.

**DISCUSSION:** None.  
**ACTION:** APPROVED (Unanimous)

**DESIGN REVIEW**

**One West Franklin Street – WLR Property Management – Replacement Windows,  
Case No. HDC 2018-05.**

**9-9½ and 15 West Franklin Street – WLR Property Management – Replacement Windows,  
Case No. HDC 2018-06.**

**49 North Potomac Street – WLR Property Management – Replacement Windows,  
Case No. HDC 2018-07.**

Kim Ewing, representing WLR Property Management, 1313 Orchard Way, Frederick, Maryland, was present.

Staff Report: (A copy of the staff report is in the meeting file.) These buildings are B resources in the Downtown Local Historic District. Applicant began installing replacement vinyl windows on the rear facades of these three buildings. The application specifies the windows will have “Colonial” grids although there was no indication of what the original grid pattern was on the rear of the building, nor was there information on the proposed pattern. The windows are Energy King Platinum Pro Series. Staff noted that the replacement windows are not visible from public ways and had no objection to the application.

Applicant/Commission Discussion: Ms. Ewing could not tell the commission whether the window grids are interior or exterior. The commission took a brief recess while staff and Ms. Ewing walked over to the site to look at the windows that have been installed. Upon return staff reported that the new windows are one-over-one windows and the remaining original windows are two-over-two. Staff noted this area is a courtyard and is completely shielded from public ways.

Ms. Ewing noted for the record that the addresses for photographs in the staff report are not correct. The labels for the photos for 9-9½ West Franklin Street and 15 West Franklin Street are flipped.

Staff had no concerns with the applications because the windows will not be visible from public ways. Commission members had no questions or concerns with the applications.

**MOTION:** (Davis/Silas) Mr. Chairman, I have inspected the project plans and the properties in question, and if constructed in accordance with these plans, the projects are compatible with the character of the district for the reasons that the windows are not really seen from a public right-of-way and they are generally in harmony with the Architectural Design 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 Cases No. HDC 2018-05, One West Franklin Street; HDC 2018-06, 9-9½ and 15 West Franklin Street; HDC 2018-07, 49 North Potomac Street.

**DISCUSSION:** Ms. Allen wanted to make sure the public parking areas from which One West Franklin Street is marginally visible would never be considered a public right-of-way. Mr. Bockmiller said those areas are not considered public right-of-ways.

**ACTION:** APPROVED (Unanimous)

**47 North Potomac Street – WLR Property Management – Alterations,  
Case No. HDC 2018-08.**

Kim Ewing, representing WLR Property Management, 1313 Orchard Way, Frederick, Maryland, was present.

Staff Report: (A copy of the staff report is in the meeting file.) This building is a B resource in the Downtown Local Historic District. Applicant began parging the rear wall, some of the side walls, and near the rooftop. Generally this is not consistent with the Design Guidelines; however, the work is only marginally visible from the back of University Plaza Park along the alley. Staff discovered the work being done because it is visible from the University Parking Deck—it is not visible from North Potomac Street.

Staff recommended approval. Mr. Bockmiller pointed out that a good mason will take into consideration the softness of the brick and to ensure the mortar used is compatible. Portland Cement should not be used.

Applicant/Commission Discussion: Ms. Ewing had nothing to add to staff’s presentation. Commission members had no questions or comments.

**MOTION:** (Davis/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 it is not seen from public right-of-way, and is generally in harmony with the Architectural Design 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 2018-08, 47 North Potomac Street.

**DISCUSSION:** None.

**ACTION:** APPROVED (Unanimous)

Ms. Ewing said the roofing company believed that the wall next to The Gourmet Goat building was removed at one time, exposing the uneven surface. Ms. Ewing elaborated on future plans for this building including installation of a concrete patio, replacement of the rear railings, stairways, and decks; replacement of the front windows facing the street on all buildings. Mr. Bockmiller noted that the courtyard area is not visible from public ways.

Concerning the exterior windows, Mr. Bockmiller stated that the owner can use modern materials for the replacement windows; however, the pattern of the historic windows must be replicated. In response to a comment by Ms. Ewing, Mr. Bockmiller clarified that the windows listed on the City's Replacement Window handout were approved on a case-by-case basis. Any replacement windows must complement the building. The list should be considered a "starting point" only. Staff would be willing to work with the applicant when they begin choosing windows. Mr. Gehr noted that if they are using tax credits from the Maryland Historical Trust (MHT), MHT will be more stringent on the type of windows used.

## **WORKSHOPS**

None.

## **NEW BUSINESS**

- Ms. Allen was concerned that property ownership as represented on application forms has not been investigated thoroughly by staff when applications are accepted. In the WLR cases above, WLR had permission from the Simpsons to act on their behalf; however, the LLC in this case does not match a recognized Maryland entity. If the chain is not clear, there is a hole. The application process needs to prove that the title is correct. Staff will investigate this.
- 12 South Potomac Street – Ms. Allen questioned whether the entrance on the south side of this building is the same as what the commission approved several years ago. Her recollection was that this door was not supposed to be a working door—just the appearance of a door. Mr. Bockmiller believed he checked this before he signed the building permit but will look into it further.

## **OLD BUSINESS**

- Hagerstown Suns Schedule for 2018 Season. Mr. Gehr noted that he will be unavailable in April and May. Ms. Davis stated she will be out of town April 16 through April 22 which should not affect her attendance at any meetings.

- Preservation Awards. Staff added Ravenswood (off of Frederick Street) to the list of potential nominees. Another new suggestion was the Professional Arts Building on Public Square. Mr. Bockmiller will look through HDC applications for potential additional nominees.

**ANNOUNCEMENTS**

- Mr. Gehr announced that Sam Kreiger had her baby in January. She has also been featured in *Hagerstown Magazine*.
- Mr. Bockmiller announced that the annual program at Memorial Park to install inductees will be held the weekend before Memorial Day on May 19, beginning at 10:00 a.m. This year's inductees are Clara Hamilton, wife of Governor Hamilton for her work in developing the Oak Hill area; and Mayor Winslow Burhans for his general overall impact on the city.

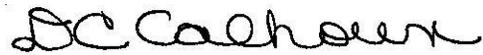
**ADJOURN**

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

4/26/2018

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Approved



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Debra C. Calhoun – Secretary