

Michael Gehr, chair, called the meeting to order at 4:30 p.m. on Thursday, January 10, 2019, 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, P. Reed, and M. Wertman. S. Bockmiller, Development Planner/Zoning Administrator; M. Flick, Planner; and D. Calhoun, Secretary, were present on behalf of the Planning and Code Administration Department.

**APPROVAL OF MINUTES: December 13, 2018.**

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

**CONSENT AGENDA**

None.

**DESIGN REVIEW**

**First Hagerstown Hose Company – 33 South Potomac Street – Sign, Case No. HDC 2018-54.**

Gerald Saum, Treasurer, First Hagerstown Hose Company, 1315 Woodland Way, Hagerstown, Maryland, and David Stevens, President, First Hagerstown House Company, 19814 Jefferson Boulevard, Hagerstown, Maryland, were present.

Staff Report: This building is an A resource in the Downtown Local Historic District. The applicant is proposing to install a 4 x 8-foot polymetal wall sign on the rear addition of the First Hagerstown Hose Company building which faces Rochester Alley. In its proposed location, the sign will be marginally visible from West Antietam Street. Staff recommended approval as long as the sign is bolted into the mortar joints to preserve the masonry.

Applicant/Commission Discussion: Mr. Saum stated that the work order from GS Images specifies “tap cons” in the mortar joints. Mr. Stevens noted that the work should be completed no later than the end of March.

**MOTION:** (Crumrine/Allen) 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 reason that it meets the signage guidelines 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 the HDC grant a Certificate of Appropriateness to the applicant for Case No. HDC 2018-54, 33 South Potomac Street.

**DISCUSSION:**

None.

**ACTION:**

APPROVED (Unanimous)

**1-3 North Potomac Street – Kline Awning and Window – Awnings, Case No. HDC 2019-01.**

Kalvin Kline, 13240 Brandenburg Hollow, Smithsburg, Maryland, representing Kline Awning and Window, contractor, was present. (Dr. Reed arrived.)

Staff Report: This building is a B resource in the Downtown Local Historic District. Applicant is proposing to install two welded-frame storefront awnings (200” x 36” on the Public Square side and 124” x 36” on the North Potomac Street side). Both awnings will be Black Serge Ferrari Vinyl with 1” x 1” aluminum tubing. The logo on each awning will be 3M vinyl. At least eight feet of clearance shall be maintained between the bottom edge of each awning and the sidewalk. If bolted into the brick, the awning shall be attached through the mortar joints. Staff recommended approval. Staff noted that there is an existing sign on the storefront. Mr. Kline indicated that the existing sign would be removed.

Applicant/Commission Discussion: Mr. Kline stated that the awnings will be secured into the rafters, not in the mortar joints. Ms. Wertman had concerns about the awning being located over the window bays only. She preferred the awnings to extend to the corner column. Mr. Kline stated that they had concerns about the corner column and how the awnings would be fastened to the building. Ms. Wertman believed the awning arrangement as proposed would not blend in with other awnings on the square that either wrap around the corner of the storefront or extend across the entire storefront (Jerry’s Subs). Mr. Kline agreed to redo his measurements and make the awnings work to meet the commission’s concerns. He amended the application to bring the awnings on both sides to the corner column with side panels (closed ends) to allow the awnings to flow and fit the square.

**MOTION:**

(Crumrine/Wertman) 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 signage, as amended, is generally in harmony with the Architectural Design Guidelines for the Downtown 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. HDC 2019-01, 1-3 North Potomac Street.

**DISCUSSION:**

None.

**ACTION:**

APPROVED (Unanimous)

**WORKSHOPS**

None.

**NEW BUSINESS**

**229 North Potomac Street – Meghan Creamer – Recommendation on Special Exception Application for a Cosmetology School.**

There is a proposal to put a cosmetology school in the Zion United Church of Christ parsonage building. That use requires approval of a special exception from the Board of Zoning Appeals. The hearing will be conducted on January 16. Since the property is in a historic district, staff brought it to the HDC for comments. Any proposed signage would need to be reviewed by the commission.

The HDC had no comments for the Board of Zoning Appeals.

**Design Guidelines Review.**

Chris Davis, former HDC member, was present for the definitions discussion. Once adopted, the guidelines will be posted on the City’s website or people could be sent a link. Staff was not planning to print copies for sale or distribution.

Commission members noted changes to be made in the following sections:

Table of Contents:

- Add “Garages, Sheds, Gazebos” (accessory structures) under Chapter 8.
- Under “Appendices,” add a reference to A-E Resources; Dr. Reed suggested putting these descriptions in Chapter 1 or Chapter 2 where the Secretary of the Interior’s Guidelines are discussed.

Chapter 1:

- Add 18th century architecture.
- Page 1, B – There are a few typos that need to be corrected.
- Page 2 – Add one or two photo examples of investment.
- Page 2 – Write out abbreviations
- Page 4 – Include a header or paragraph before the chart to explain what it is; cite DCED.
- Page 5 – Keep chart info together
- In general, use as many historic photographs as possible to show retention of historic character; include before and after photographs.

To facilitate review, Ms. Davis suggested a more general review by identifying what is missing or other major changes and not concentrating on wordsmithing this time around:

- Add flags for future hyperlinks for efficiency.
- A strong Glossary is important. Ms. Davis noted she added terms to the Glossary.
- Add a one-page Executive Summary in the beginning with very basic information.
- Expand the Table of Contents.
- Include a link to Secretary of the Interior’s Standards information.
- Add a paragraph on Section 106 and why.
- Add or strengthen the language on tax credits.
- Add more photographs with captions throughout and make the photos larger.
- Add a photograph for each architectural style; currently there are more styles mentioned than photos (Chapter 3).
- Add photos of the Local Landmarks
- Use different (historic) color headings for each section and a “good Times Roman” for the text.
- Add sepia tones over the photographs.
- All photographs need to be cited and credited
- Keep photos and text together (formatting issues).
- Look more comprehensively at accessory buildings/structures/appurtenances and break it down more.
- Add a paragraph about how zoning relates to historic districts.
- Add language on recommendations on how to protect vacant buildings from deterioration while vacant.

Commission members discussed how landmarks could be better protected by tightening restrictions. Mr. Bockmiller noted that any change in policy would require an amendment to the zoning ordinance which would require public hearings and Mayor and Council approval which is unlikely. Mr. Bockmiller stated that protection could be increased by stricter enforcement of the demolition by neglect provisions. Ms. Wertman stated that a better name needs to be assigned to demolition by neglect because it is a “how to” for letting buildings deteriorate to the point that they need to be removed. Staff noted that the City’s Vacant Structure Program will also aid in protecting buildings. Mr. Bockmiller will look into cross-referencing existing City ordinances. Commission members also discussed interior easements which have not been done before. Staff suggested that people be referred to the Maryland Historical Trust for those easements.

Going forward with the revisions, Mr. Gehr asked staff for updates to the sections that have not been written when they become available. Ms. Allen suggested adding a “Read Only Copy” link online or maybe using Google Docs. PDF sections could be sent to the commission as they are updated or chapters could be sent out as they are completed.

**OLD BUSINESS**

**Election of Officers.**

**MOTION:** (Allen/Wertman) I move that we nominate Chad Crumrine as vice chair.  
**DISCUSSION:** Ms. Allen added Mr. Gehr to remain as chair and Wertman approved as seconder.  
**ACTION:** APPROVED (Unanimous)

**ANNOUNCEMENTS**

None.

**ADJOURN**

It was moved and seconded that the meeting adjourn (6:22 p.m.).

1/31/2019  
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Approved

  
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Debra C. Calhoun – Secretary