

Michael Gehr, chair, called the meeting to order at 4:42 p.m. on Thursday, January 9, 2014, 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, V. Hrabal, 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: November 14, 2013, and December 12, 2013.

MOTION: (Hrabal/Allen) Mr. Chairman, I move that the minutes for November 14, 2013, and December 12, 2013, be approved as presented.
DISCUSSION: None.
ACTION: APPROVED (Unanimous)

CONSENT AGENDA

None.

DESIGN REVIEW

911 Potomac Avenue – Douglas and Kathy Wright – Replace Dormer Windows, Case No. HDC 2014-01.

Douglas Wright, Jr., 911 Potomac Avenue, Hagerstown, Maryland, was present.

Staff Report: This property is a B resource in the Oak Hill Local Historic District. The applicants are asking for permission to replace two previously installed replacement windows on the second floor front dormer. Existing windows are white one-over-one, double-hung vinyl replacement windows which were installed prior to 1996. The proposed windows are white, six-over-one double-hung, fully fusion-welded vinyl with double pane insulated glass. The grilles on the top windows will have a contour profile and will be sandwiched between the glass panes. The applicant has informed staff that the windows have been ordered and constructed but not yet installed. Design Guidelines permit modern materials, provided the overall design replicates historic appearances. One factor the HDC considers in such a review is exterior vs. “sandwiched” muntins. Dr. Reed, who was unable to attend, emailed that the replacement windows should match as closely as possible to the no longer present historic dormer windows. The existing windows on the first floor, if original, could provide a pattern if there is no evidence of the former configuration. She noted that six-over-one or three-over-one would have been typical for the period in which the house was constructed. Mr. Bockmiller stated that the Design Guidelines do

**Historic District Commission
MINUTES**

**January 9, 2014
City of Hagerstown, Maryland**

allow for modern materials. The windows on the first floor are the historic windows. There is vinyl siding on the subject dormer which was installed prior to 2004.

Commission/Applicant Discussion: Mr. Wright apologized for his mistake. He was aware that modern materials are now permitted; but he thought that by going back to a six-over-one configuration would be an improvement. He was not aware that the grid needed to be on the outside of the window. Mr. Wright asked the commission if it could overlook the fact that the grilles are on the inside. The vinyl siding on the dormer was in place when they purchased the home in 1983. The current dormer windows were installed around 1996. Ms. Wertman asked about the window configuration on the dormer before the windows were replaced in 1996. Mr. Wright indicated that they were wooden double-hung windows similar to the first floor windows. There are two replacement windows on the south side of the house.

Mr. Bockmiller explained that the proposal is for replacement of windows that have been replaced, although the appearance is getting back to more of the original style, however, not with the same raised profile. Mr. Gehr asked if the window manufacturer could apply an exterior grille to the window in addition to the interior grille. Mr. Wright said he would have to find out. The manufacturer does make a window with a grille on the outside for an additional cost. Mr. Gehr cautioned that the sashes on vinyl windows are not very thick so any added muntins would give only a very narrow protrusion from the glass itself. Ms. Hrabal noted that the HDC is not supposed to take into consideration whether the windows have been ordered already or not. The proposed windows do not meet the commission's guidelines.

Commission members, staff, and the applicant discussed alternatives to the proposed windows. Possible solutions included remaking only the top sashes or application of exterior muntins over the interior grilles. Ms. Hrabal asked Mr. Wright if he would be willing to check with the manufacturer to find out what options they can offer. He said he tried to improve on the windows that are there by going back to the original configuration. He believes if he had not said anything to Mr. Bockmiller that he does not think anyone would have noticed. He believes the commission is being unreasonable by asking him to spend more money for a negligible return. He would like to have the windows installed before the end of the winter. They could already be in the distributor's warehouse by now. He asked the commission to table his case until the next meeting to allow time to research alternatives.

MOTION: (Wertman/Davis) Mr. Chairman, I move that we table Case HDC 2014-01 until the meeting on January 23.

DISCUSSION: None.

ACTION: APPROVED (Unanimous)

WORKSHOP:

None.

NEW BUSINESS:

Cemetery Map and Inventory.

Revisions to the Land Management Code, which were adopted in October 2012, established the HDC as an advisory body to the Planning Commission and the City's Planning and Code Administration Division regarding the treatment of current and former human burial sites in the development process. One of the provisions required Planning and Code Administration to inventory and map all known and suspected human burial sites in the City (see memo in meeting file). This is a new feature for the HDC to have input into the City's development plan process. This ordinance amendment addresses the potential for cemeteries on development sites. It does not prohibit relocation of human remains, it just puts everything into a process. If there are known or suspected human remains, notes would be required on the site plan. Mr. Bockmiller added that there are state laws governing the treatment and relocation of burial sites. This ordinance is in addition to state law and works along with it.

Staff presented a draft map and a table listing 13 known and potential burial sites in Hagerstown. Two additional sites were added since the first map was forwarded to the commission. Staff requested the commission's assistance in identifying additional sites that do not appear on the map. Mr. Bockmiller stated that most city church cemeteries were dug up and moved to Rose Hill Cemetery or other cemeteries at one time either to develop the land on which they were located or because they were believed to breed disease. A list was included with the initial packet material that describes 14 cemeteries. For example, no. 9, Doub Farm, there was anecdotal testimony at a public hearing during the annexation process that there may be human remains on that site. When the developers come in for approval of their site plan, they will be required to complete deed searches and a physical survey of the property. If there is no evidence, there will be notes placed on the site plan instructing them to stop construction if human remains are found on the site.

The fifteenth site was just recently reported and the exact location has not been determined. Records show a Methodist Episcopal cemetery was located on Jonathan Street at either Asbury Church across from City Market or where the former Gulf station between West Washington and West Franklin Streets. Staff will investigate further to attempt to find the correct location. As staff finds out about additional cemeteries, the evidence will be brought to the HDC for permission to add the new locations to the official map. There is a higher possibility that remains may be found on recently annexed farm lands on the perimeter of the City. One site that was not included on the map was the Stone House Square shopping center. A former resident of the farm

**Historic District Commission
MINUTES**

**January 9, 2014
City of Hagerstown, Maryland**

house may have been buried on site, however, the area is now paved over and there is no way of knowing where on the site the body could be located or if the location was destroyed by the mass grading of the site.

Staff requested an endorsement from the HDC. Once the map is endorsed by the HDC, staff will present it to the Planning Commission for their information.

MOTION: (Wertman/Davis) Mr. Chairman, I move to accept the map as presented with the inclusion of the fifteenth site consisting of the Jonathan Street Methodist Church and to let Mr. Bockmiller to go forward as he finds additional sites.

DISCUSSION: None.

ACTION: APPROVED (Unanimous)

Election of Officers.

MOTION: (Wertman/Davis) Mr. Chairman, I move that we maintain current slate of officers (Mr. Gehr as chair; Ms. Hrabal as vice chair).

DISCUSSION: None.

ACTION: APPROVED (Unanimous)

Other New Business:

- Ms. Hrabal noted that K & D Convenience Store on the corner of North Potomac and East Franklin Streets has installed another banner on the North Potomac Street façade. There were told once before to remove it.
- There is a corrugated metal feature on a stoop on West Franklin Street. Mr. Bockmiller stated that this is the property that came in about six months ago for permission to box in the stoop railing and the HDC denied the application. The owner put the corrugated metal structure up as a planter. Mr. Bockmiller stated that this may be a gray area and he will research whether the HDC has any purview over this type of construction.
- Ms. Hrabal noted that the Maryland Theatre is undergoing renovations. Mr. Bockmiller explained that work is being done to correct the ceiling that recently fell. The interior of the Theatre is controlled by an easement from the Maryland Historical Trust. Contractors are going through the appropriate channels to get the work approved. All repairs are on the interior work so the HDC will not be involved.

**Historic District Commission
MINUTES**

**January 9, 2014
City of Hagerstown, Maryland**

OLD BUSINESS:

None.

ANNOUNCEMENTS

- The last of the City's 150th anniversary of the Civil War events will be held in conjunction with the Independence Day celebration at Fairgrounds Park on July 4. Plans are in the works for a museum of artifacts related to the ransom, living history programs and traveling exhibits from historic sites in and out of the area. Talks and other smaller activities are also being explored for the anniversary date on July 6.

ADJOURN: It was moved and seconded that the meeting adjourn (5:20 p.m.).

1/23/2014

Approved



Debra C. Calhoun – Secretary