



# **HISTORIC DISTRICT COMMISSION MEETING PACKET**



# AGENDA



## **HAGERSTOWN HISTORIC DISTRICT COMMISSION AGENDA**

**DATE:** March 26, 2026 – 4:30 p.m.

**LOCATION:** 1st Floor, Hub City Boardroom, City Hall

Please visit the City's website at [www.hagerstownplanning.org](http://www.hagerstownplanning.org) for information about this meeting, including documents regarding cases and topics to be reviewed.

**Call to Order -**

**Approval of Minutes –**

Meeting of March 12, 2026.

**Consent Agenda –**

**Design Review –**

HDC-2026-05 – 25 North Potomac – Brittany Arizmendi – Mural

HDC-2026-06 – 28 South Potomac – Brittany Arizmendi – Mural

HDC-2026-07 – 21 West Franklin – Brittany Arizmendi – Mural

HDC-2026-08 – 243 North Potomac – Don Smith – Exterior stairs and sidewalk.

**Workshops –**

Window Replacement – 2 West Washington Street - Eric Thomsen

**New Business –**

None.

**Old Business –**

None.

**Announcements –**

None.

**Adjourn -**

Next Meeting: April 02, 2026 – 4:30 p.m.



# APPROVAL OF MINUTES



## HISTORIC DISTRICT COMMISSION MEETING MINUTES

**Date:** Thursday, March 12, 2026  
**Time:** 4:30 p.m.  
**Location:** 1<sup>st</sup> Floor Meeting Room, City Hall, 1 East Franklin Street  
**Attendance:**

Name	In-Person	Remote	Absent
Michael Gehr, Chairperson	X		
Leslie Allen, Vice Chairperson	X		
Doug Carroll			X
Sven Alstrom			X
Michael Heyser	X		
Robert E. Powell	X		
Rich Owens			X
Tracy Carr, Ex-Officio Member (Signs)			X
Daniel Matonak, Ex-Officio Member (Structural Engineer)			X
Paula Reed, Consultant			X
<b>Staff</b>			
S. Bockmiller, Deputy Director, Planning	X		
V. Feinberg, Senior Planner			X
K. Broche, Assistant Zoning Administrator			X
M. Ross, Planner I	X		
C. Hilgenfeld, Administrative Coordinator/Recording Secretary	X		

### Call to Order and Instructions from the Chair –

The Chairperson, Mr. Gehr, called the meeting to order at 4:31 p.m. Attendance of Commission members and staff is reflected in the table above. The Chairperson read the standard public instructions regarding order of business into the record.

### Approval of Minutes –

February 26, 2026, Minutes.

Mr. Powell motioned to APPROVE the February 26, 2026, Minutes without changes. Seconded by Mr. Heyser and approved 4-0.

### Consent Agenda –

HDC-2025-22 – 25 W Church St. – Jake Blackmon – Signs

MOTION to APPROVE Consent Agenda.

**Mr. Powell made the motion:** "Mr. Chairman, I have reviewed the materials submitted in Case HDC-2025-22 and its associated staff report and recommendations, and I have viewed the property in question. The staff report recommends approval of this application 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 this application. Therefore, I move that this Commission adopt the staff evaluations and recommendations in this case as its own and grant Certificate of Appropriateness to the applicant for this case. **Mr. Heyser seconded. The motion passed with a vote of 4-0.**

**Design Review –**

**HDC-2026-03 – 1002 Oak Hill Avenue – David McGinley – Addition to back of the house**

The applicant proposes the addition to the rear of the house constructed of brick, fiberglass windows and doors, and architectural asphalt shingles. Staff recommendation is approval, as this addition is consistent with the aesthetic of the original structure, while remaining visually distinguishable as a contemporary addition.

Mr. Scott Bowen, MSB Architects, provided additional details on the project.

**MOTION to APPROVE HDC-2026-03**

**Mr. Heyser made the motion:** "Mr. Chairman, I have reviewed the materials submitted in **HDC-2026-02** and the associated staff report and recommendations, and I have viewed the properties in question. The staff report recommends 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 this application. Therefore, I move that this Commission adopt the staff evaluations and recommendations in this case as its own and grant Certificate of Appropriateness to the applicants for this case. **Mr. Powell seconded. The motion passed with a vote of 4-0.**

**HDC-2026-04 – 101 West Irvin Avenue – Clarence Horst – Open gable porch roof**

The applicant proposes the addition of an open gable roof over the porch, to match the existing open gable roof on the porch beside it. Staff recommendation is approval, as this addition is consistent with the architecture of the original structure, while remaining visually distinguishable as a contemporary addition.

Mr. Clarence Hurst, Hagerstown Builders, provided additional details on the project. Mr. Gehr inquired about the light fixture – it will most likely be replaced to match the size of the other light fixture(s).

**MOTION to APPROVE HDC-2026-04**

**Mr. Heyser made the motion:** "Mr. Chairman, I have reviewed the materials submitted in **HDC-2026-04** and the associated staff report and recommendations, and I have viewed the properties in question. The staff report recommends 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 this application. Therefore, I move that this Commission adopt the staff evaluations and recommendations in this case as its own and grant Certificate of Appropriateness to the applicants for this case. **Mr. Powell seconded. The motion passed with a vote of 4-0.**

Mr. Powell asked why HDC-2026-04 was not on the consent agenda – Mr. Bockmiller responded that it could have been moved at the Commission’s discretion.

Workshops -

**Exterior stone stair repair/replacement – 817 The Terrace – Amelie Lavenant-Wink**

The property owner is seeking guidance from the Commission regarding potential repairs to the existing front entry steps. The proposed work includes repairs to the stone steps, replacement of the existing wrought iron railing, and the possible addition of lighting.

Commission members and property owner discussed options for stairs and steps, lighting, flagstones for walkways, handrails and/or guards. Mr. Bockmiller explained HDC architectural appearance vs. code enforcement. Staff will work with the property owner on next steps and connect them with the City’s Permits Department, if needed.

New Business –

No Items.

Old Business –

No Items.

Announcements –

No Items.

Adjourn -

**MOTION to adjourn meeting at 5:12 p.m. made by Mr. Powell. Seconded by Mr. Heyser.**

**Next Meeting is scheduled for Thursday, March 26, 2026 - 4:30 p.m.**

-----  
C. Hilgenfeld  
Administrative Coordinator/  
Recording Secretary



# CONSENT AGENDA

# DESIGN REVIEW



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

RECEIVED  
MAR 16 2026  
BY: \_\_\_\_\_

HISTORIC DISTRICT COMMISSION DESIGN REVIEW APPLICATION

Case No. HDC - 2026 - 05  
Office Use Only

Date Accepted: 3 - 6 - 2026

45-Day Time Limit Expires: \_\_\_\_\_

Submittal Requirements:

- Original application with original signature
- 4 copies of drawing, sized 11 x 17-inches or smaller
- Manufacturer's literature for all materials being proposed and/or sample of materials proposed
- If constructing a new building or an addition to an existing building, provide a plot plan showing the extent of the improvements

MUNIS # 20260620

Property Location/Address: 25 N POTOMAC ST

Applicant's Name: BRITANY ARIZMENDI

Applicant is the: (please circle) Owner / Tenant / Contractor CITY

Contact Person: BRITANY ARIZMENDI Email: \_\_\_\_\_

Mailing Address: 1 E FRANKLIN ST

Telephone: 240-500-4582 Fax: \_\_\_\_\_

Property Owner Name (if different from Applicant): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of Proposed Work (please include a detailed description including dimensions, materials, location on building, etc.) If necessary, please attach additional sheets.

What: MURAL

Size: 30ft x 70ft

Materials: PAINT

Location on the building or property: BACK CORNER ON HAYES ALLEY

### Certification

Failure to complete this application fully including the attachment of scaled construction plans and other supporting material as may be required by the Planning and Code Administration Department or the Historic District Commission and/or failure of the applicant or a representative to appear at the scheduled meeting will result in postponement of the application until the next regularly scheduled meeting. The application may be dismissed if there are two or more postponements. If an application is denied, the same application shall not be renewed within a period of one year after the denial. If Applicant is different from Owner of the property, written authorization from the Owner shall be included with this application.

Owner's Signature

Date

*Brittany Arzmad*

3/4/20

Applicant's Signature (if different from owner)

Date

### Hagerstown Historic District Commission Action:

<input type="checkbox"/>	Approval – Certificate of Appropriateness
<input type="checkbox"/>	Approval – Certificate of Hardship
<input type="checkbox"/>	Denial – Certificate of Appropriateness
<input type="checkbox"/>	Denial – Certificate of Hardship

Historic District Commission Chair Signature

Date

cstanleycreative  Following  Message  



735 posts    11.3K followers    3,435 following

**Christian Stanley**

Artist

Murals & Illustration. Orlando based, taking national & international project commissions.

CStanleyCreative (R)

 [www.artsy.net/artist/christian-stanley](http://www.artsy.net/artist/christian-stanley) and 1 more

Followed by kevincramer77, mental\_motions + 16 more



Wellory AL



SHOP



VeroFest



LibertyPlaza



Tacoma



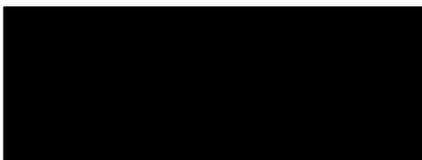
MosquitoCo...



WhiteSprin



Christian Stanley  
Orlando, FL



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Revisions:

Revision Approved / Denied:

---

Historic District Commission Chair Signature

---

Date

City of Hagerstown, Maryland  
Planning and Code Administration Department  
One East Franklin Street, Suite 300  
Hagerstown, MD 21740  
T | 301.739.8577, Ext. 138  
F | 301.791.2650

Form Created: 2/11/2016

# HAGERSTOWN HISTORIC DISTRICT COMMISSION PROJECT REPORT

Meeting Date: March 26, 2026  
 Applicant: Brittany Arizmendi  
 Property Address: 25 North Potomac Street

Application Number: HDC 2026-05

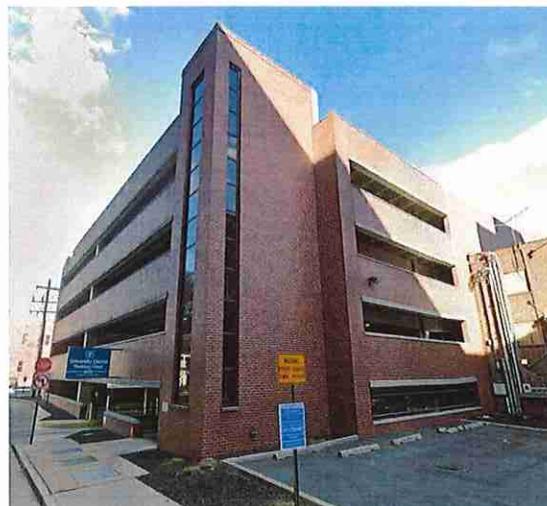
## Authority:

X	Downtown Local Historic District		Landmark (name)
	Potomac Broadway Local Historic District		Hagerstown NRHP Historic District
	Oak Hill Local Historic District		CC-MU District Grant Application
	Prospect Street Local Historic District		Other

## Resource Rating:

	A	Significant building to the character of the historic district. May qualify for NRHP listing.
	B	Building contributes to the character of the district, but is not likely to qualify for NRHP listing individually
	C	Building is noncontributing in its current condition, but has potential to contribute to the district
	D	Building is noncontributing, but may be eligible for inclusion on the NRHP
X	E	Building is noncontributing, and is not eligible for inclusion on the NRHP.
	F	Contributing open space
	G	Non-contributing open space
	NA	Not applicable (district or site not rated)
	O	Other (explain)

## Photograph of the Property:



**Design Guidelines:** Murals and public art are not addressed in the Guidelines.

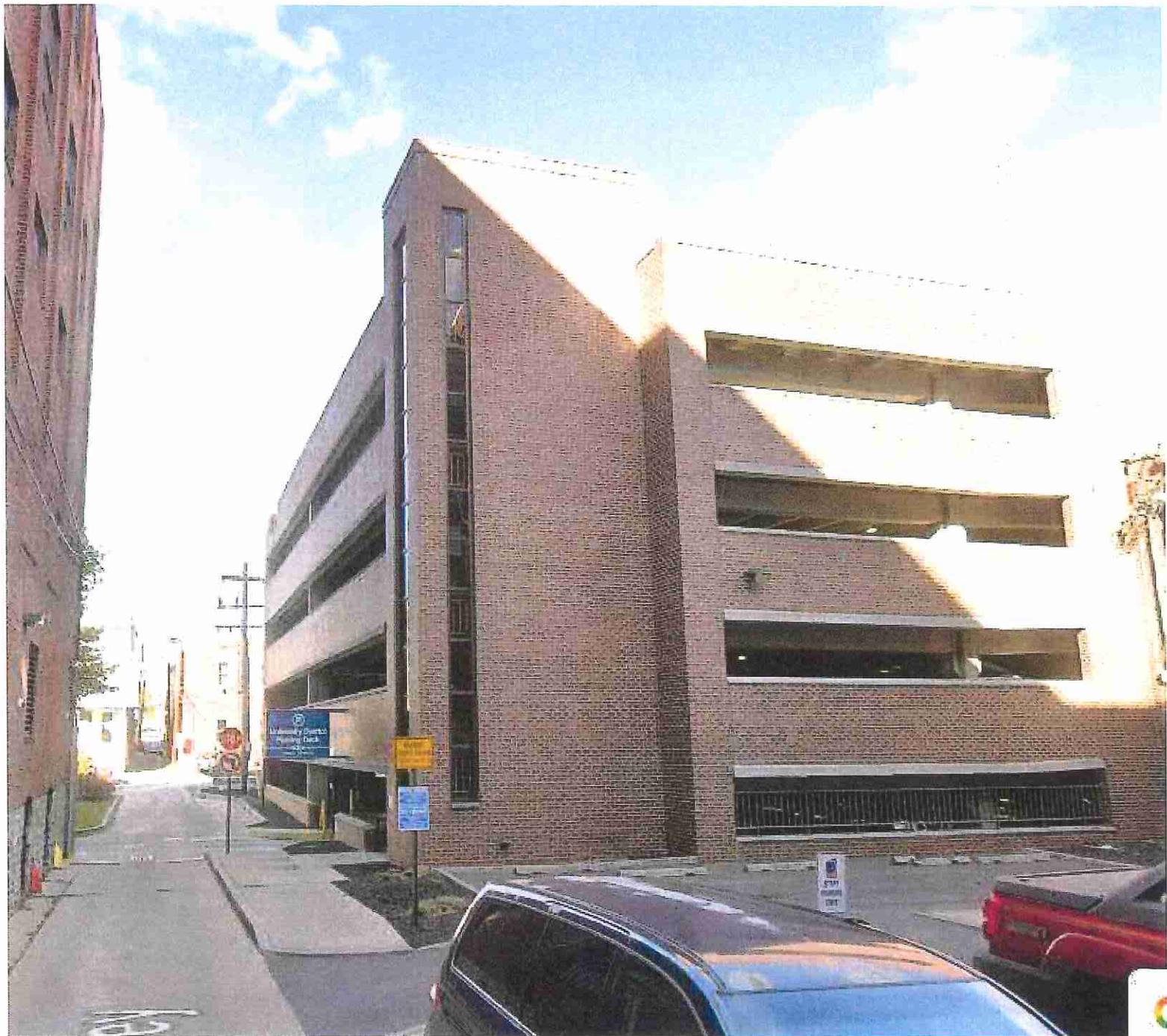
**Description of Work and Plans:** Applicant proposes the addition of a painted mural approximately 30'x70' in size to the back corner on Hayes Alley. The building is an E resource.

**Recommendation:** Staff recommends approval. Paint can be removed at a later date, if desired, without damaging the underlying materials. The existing brick surface is painted.

**Secretary of the Interior's Standards for Rehabilitation of Historic Structures:  
(applicable standards checked) SELECT ANY/ALL THAT APPLY**

9	New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10	New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Note:** To be eligible for federal tax incentives, a rehabilitation project must meet all ten Standards.





CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

RECEIVED  
MAR 06 2026  
BY: \_\_\_\_\_

HISTORIC DISTRICT COMMISSION DESIGN REVIEW APPLICATION

Case No. HDC - 2026 - 06  
Office Use Only

Date Accepted: 3 - 6 - 2026

45-Day Time Limit Expires: \_\_\_\_\_

Submittal Requirements:

- Original application with original signature
- 4 copies of drawing, sized 11 x 17-inches or smaller
- Manufacturer's literature for all materials being proposed and/or sample of materials proposed
- If constructing a new building or an addition to an existing building, provide a plot plan showing the extent of the improvements

MUNIS # 2026 0624

Property Location/Address: 28 South Potomac Street

Applicant's Name: Brittany Arizmendi

Applicant is the: (please circle) Owner / Tenant / Contractor CITY

Contact Person: Brittany Arizmendi

Email: \_\_\_\_\_

Mailing Address: 1 E Franklin St

Telephone: 240-500-4582

Fax: \_\_\_\_\_

Property Owner Name (if different from Applicant):

GUESTHOUSE HAGERSTOWN 28 SOUTH LLC

Contact Person: DANA HATCH

Email: \_\_\_\_\_

Mailing Address: 28 S POTOMAC ST

Telephone: 845-857-3188

Fax: \_\_\_\_\_

Description of Proposed Work (please include a detailed description including dimensions, materials, location on building, etc.) If necessary, please attach additional sheets.

What: MURAL

Size: APPROXIMATELY 20FT x 150 FT

Materials: PAINT

Location on the building or property: TOP SIDE OF BUILDING

Certification

Failure to complete this application fully including the attachment of scaled construction plans and other supporting material as may be required by the Planning and Code Administration Department or the Historic District Commission and/or failure of the applicant or a representative to appear at the scheduled meeting will result in postponement of the application until the next regularly scheduled meeting. The application may be dismissed if there are two or more postponements. If an application is denied, the same application shall not be renewed within a period of one year after the denial. If Applicant is different from Owner of the property, written authorization from the Owner shall be included with this application.

Dan Haba  
Owner's Signature

2/26/26  
Date

Brittany Aymerick  
Applicant's Signature (if different from owner)

2/26/26  
Date

Hagerstown Historic District Commission Action:

<input type="checkbox"/>	Approval – Certificate of Appropriateness
<input type="checkbox"/>	Approval – Certificate of Hardship
<input type="checkbox"/>	Denial – Certificate of Appropriateness
<input type="checkbox"/>	Denial – Certificate of Hardship

\_\_\_\_\_  
Historic District Commission Chair Signature

\_\_\_\_\_  
Date

# HAGERSTOWN HISTORIC DISTRICT COMMISSION PROJECT REPORT

Meeting Date: March 26, 2026  
 Applicant: Brittany Arizmendi  
 Property Address: 28 South Potomac Street

Application Number: HDC 2026-06

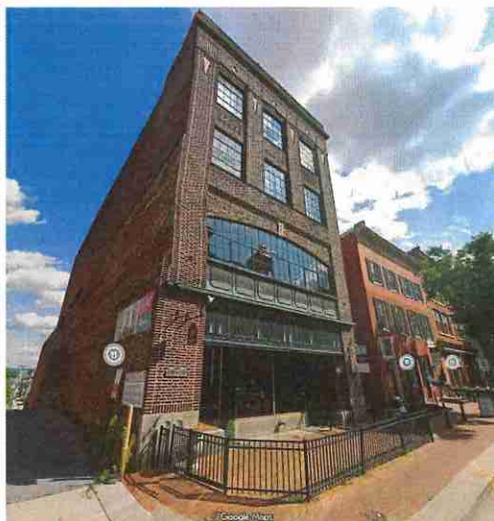
## Authority:

X	Downtown Local Historic District		Landmark (name)
	Potomac Broadway Local Historic District		Hagerstown NRHP Historic District
	Oak Hill Local Historic District		CC-MU District Grant Application
	Prospect Street Local Historic District		Other

## Resource Rating:

X	A	Significant building to the character of the historic district. May qualify for NRHP listing.
	B	Building contributes to the character of the district, but is not likely to qualify for NRHP listing individually
	C	Building is noncontributing in its current condition, but has potential to contribute to the district
	D	Building is noncontributing, but may be eligible for inclusion on the NRHP
	E	Building is noncontributing, and is not eligible for inclusion on the NRHP.
	F	Contributing open space
	G	Non-contributing open space
	NA	Not applicable (district or site not rated)
	O	Other (explain)

## Photograph of the Property:



**Design Guidelines:** Murals and public art are not addressed in the Guidelines.

**Description of Work and Plans:** Applicant proposes the addition of a painted mural of approximately 20'x150' in size to the top side of the building.

**Recommendation:** No recommendation. Paint can be removed at a later date, if desired, without damaging the underlying materials. Do be aware that there is a very faded historic sign on this façade near the top right corner, adjacent to the street.

**Secretary of the Interior's Standards for Rehabilitation of Historic Structures:  
(applicable standards checked) SELECT ANY/ALL THAT APPLY**

9	New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10	New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Note:** To be eligible for federal tax incentives, a rehabilitation project must meet all ten Standards.

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ORIGINALS ...



BOOKS



PODCAST



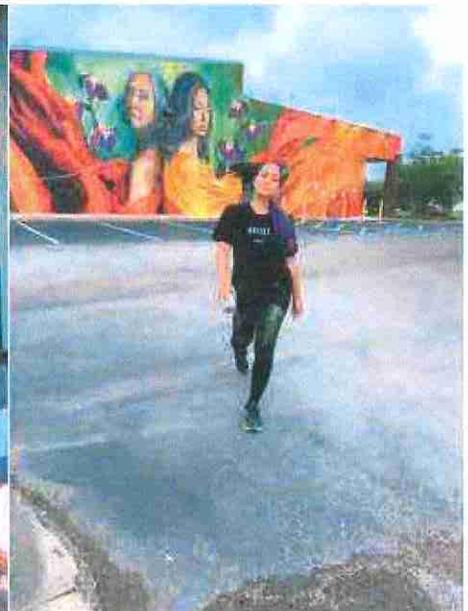
BIZ TIPS



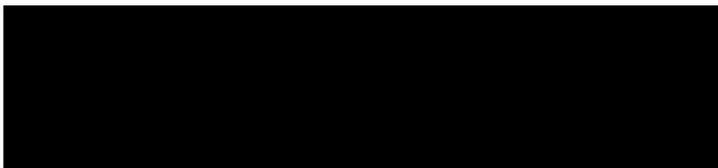
MY STORY



PAINTING



Devona Stimpson  
Houston, TX



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Revisions:

Revision Approved / Denied:

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Historic District Commission Chair Signature

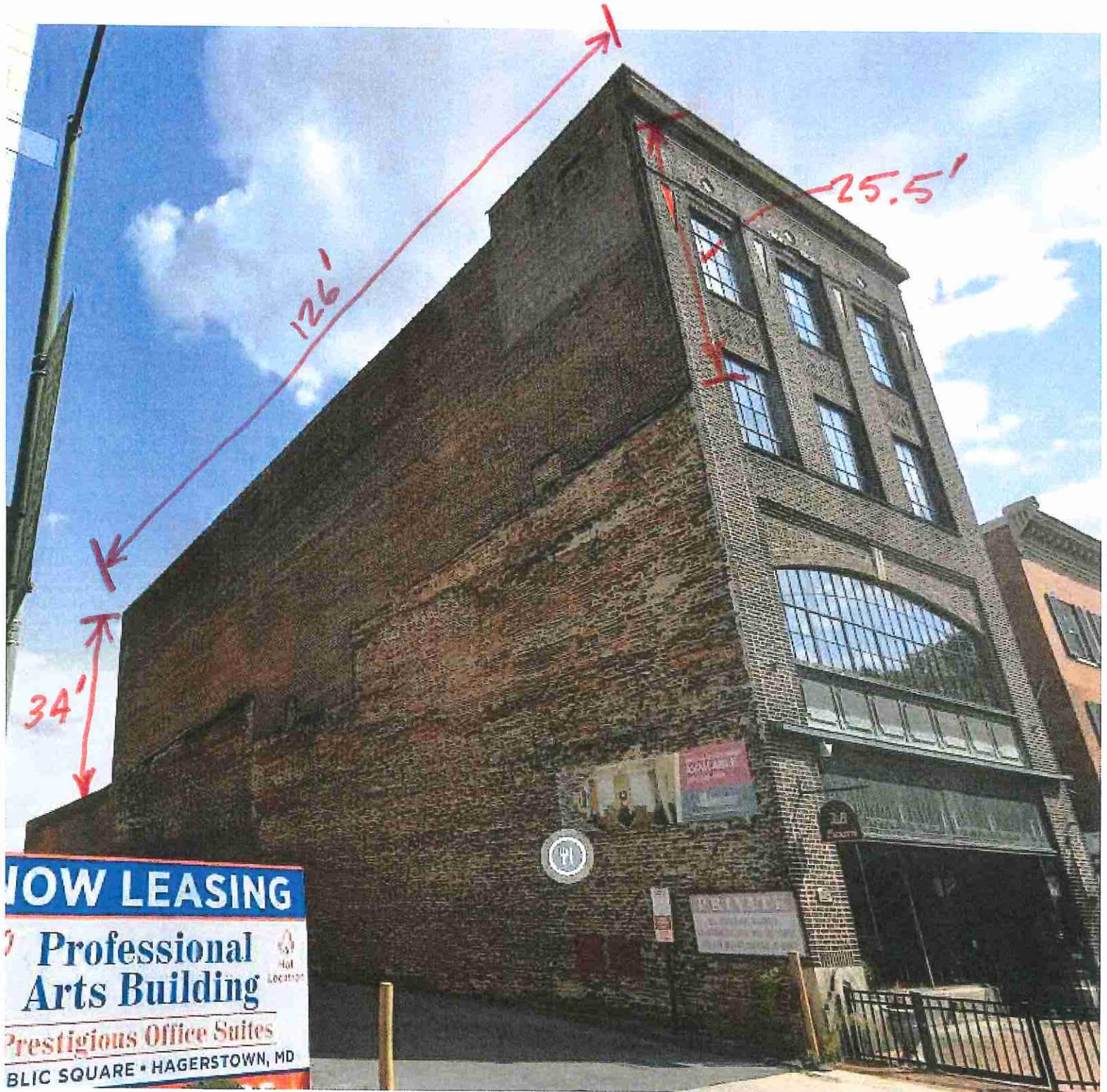
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Date

City of Hagerstown, Maryland  
Planning and Code Administration Department  
One East Franklin Street, Suite 300  
Hagerstown, MD 21740  
T | 301.739.8577, Ext. 138  
F | 301.791.2650

Form Created: 2/11/2016

28 S. POTOMAC  
APPROX. 4,000 SQUARE FEET



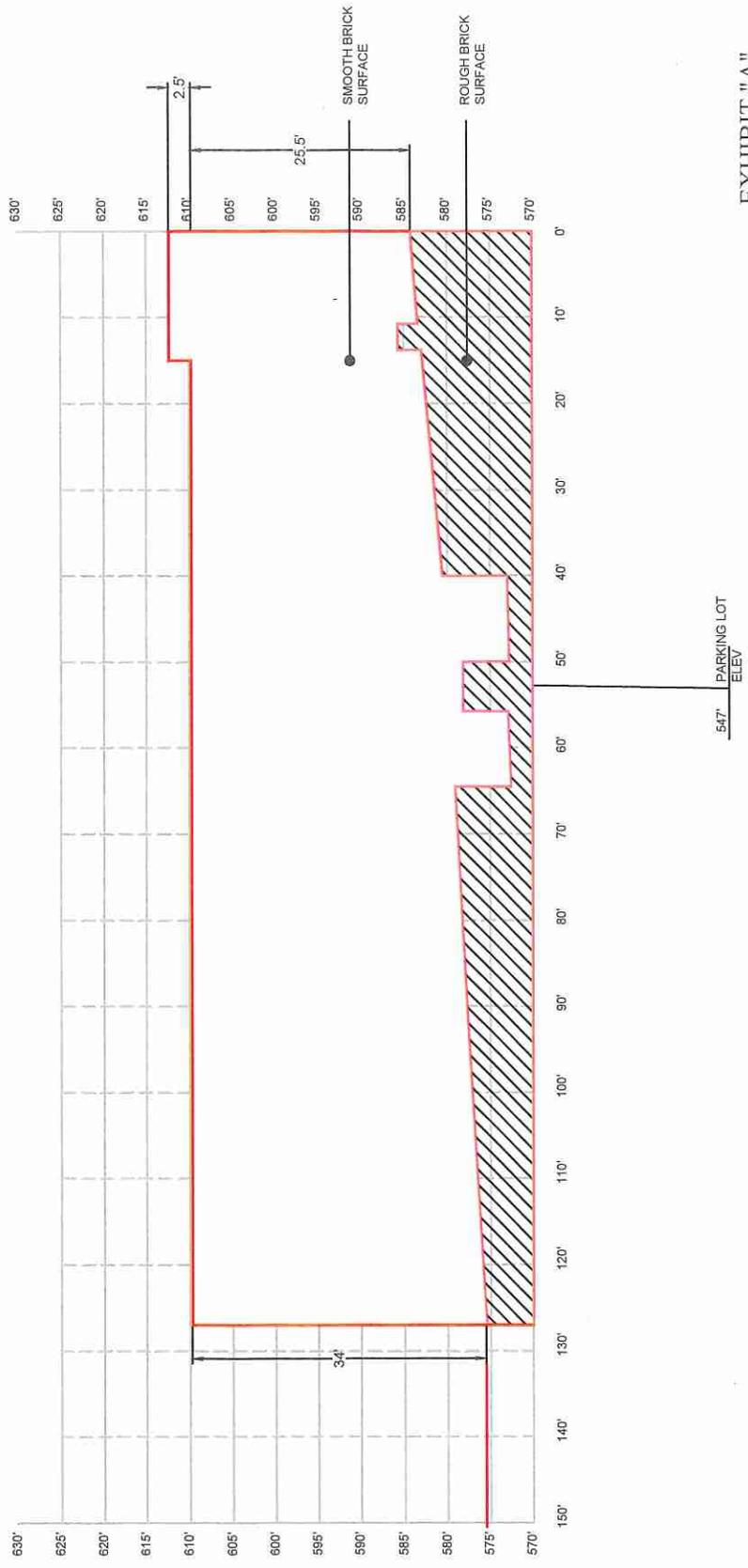
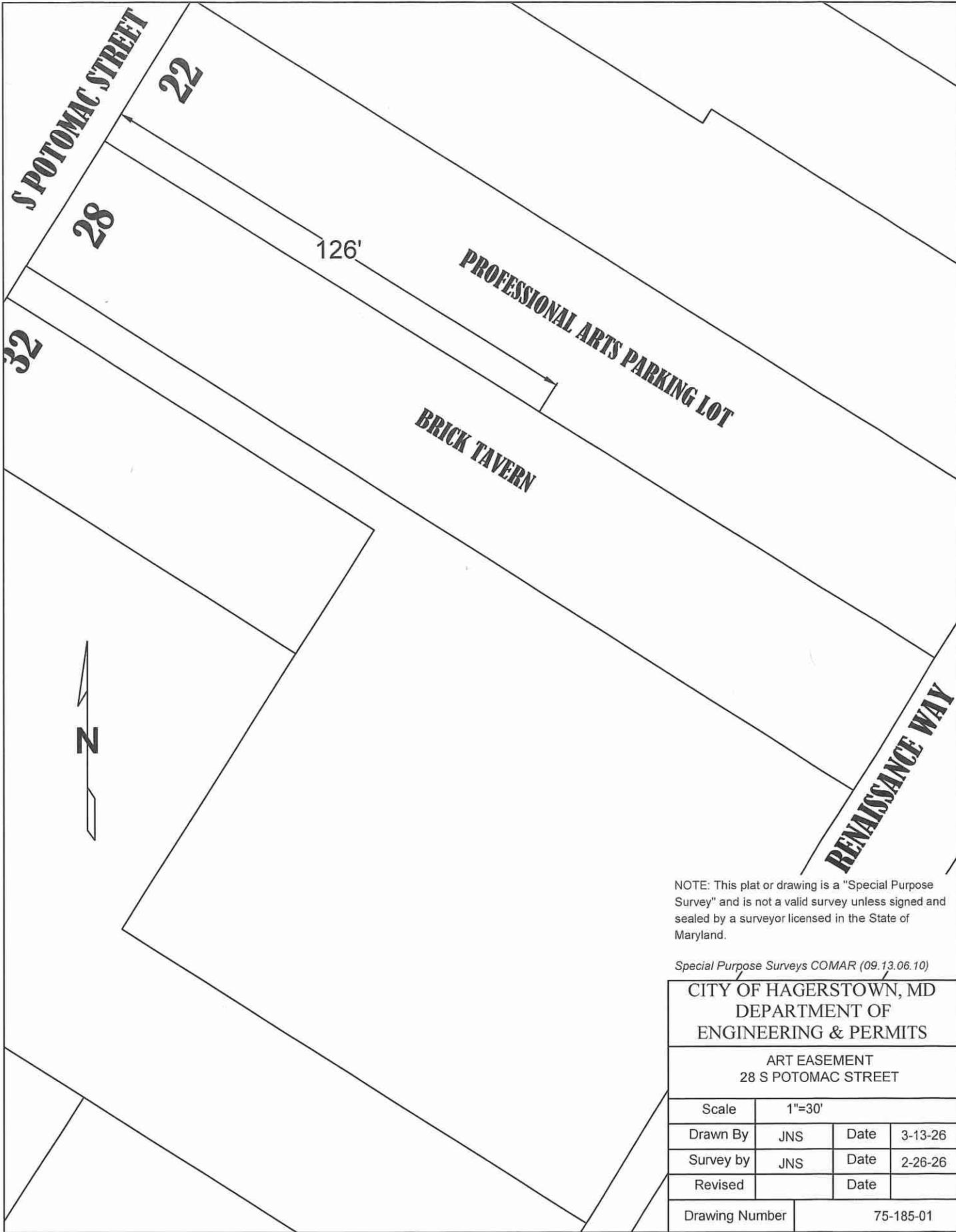


EXHIBIT "A"

# NORTH FACE OF BUILDING

CITY OF HAGERSTOWN, MD DEPARTMENT OF ENGINEERING & PERMITS	
MURAL SPACE AT 28 S POTOMAC	
Scale	1" = 20'
Drawn By	JNS Date 3-5-26
Survey by	JNS Date 2-26-26
Revised	JNS Date 3-16-26
Drawing Number	75-185-02

NOTE: This plat or drawing is a "Special Purpose Survey" and is not a valid survey unless signed and sealed by a surveyor licensed in the State of Maryland.  
*Special Purpose Surveys COMAR (09.13.06.10)*



NOTE: This plat or drawing is a "Special Purpose Survey" and is not a valid survey unless signed and sealed by a surveyor licensed in the State of Maryland.

Special Purpose Surveys COMAR (09.13.06.10)

CITY OF HAGERSTOWN, MD DEPARTMENT OF ENGINEERING & PERMITS			
ART EASEMENT 28 S POTOMAC STREET			
Scale	1"=30'		
Drawn By	JNS	Date	3-13-26
Survey by	JNS	Date	2-26-26
Revised		Date	
Drawing Number	75-185-01		

RECEIVED  
MAR 06 2026  
BY: \_\_\_\_\_



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

### HISTORIC DISTRICT COMMISSION DESIGN REVIEW APPLICATION

Case No. HDC - 2026-07  
Office Use Only

Date Accepted: 3-6-2026

45-Day Time Limit Expires: \_\_\_\_\_

#### Submittal Requirements:

- Original application with original signature
- 4 copies of drawing, sized 11 x 17-inches or smaller
- Manufacturer's literature for all materials being proposed and/or sample of materials proposed
- If constructing a new building or an addition to an existing building, provide a plot plan showing the extent of the improvements

MUNIS # 20260626

Property Location/Address: 21 W FRANKLIN

Applicant's Name: BRITANY ARIZMENDI

Applicant is the: (please circle) Owner / Tenant / Contractor (CITY)

Contact Person: BRITANY ARIZMENDI Email: \_\_\_\_\_

Mailing Address: 1 E FRANKLIN ST

Telephone: 240-500-4582 Fax: \_\_\_\_\_

Property Owner Name (if different from Applicant):  
BOWEN INVESTING LLC

Contact Person: Scott Bowen Email: \_\_\_\_\_

Mailing Address: 21 W FRANKLIN ST

Telephone: 301-791-7935 Fax: \_\_\_\_\_

Description of Proposed Work (please include a detailed description including dimensions, materials, location on building, etc.) If necessary, please attach additional sheets.

What: MURAL

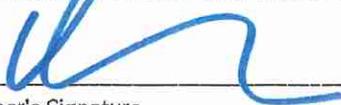
Size: \_\_\_\_\_

Materials: PAINT

Location on the building or property: SIDE OF BUILDING FACING HAYES ALLEY

**Certification**

Failure to complete this application fully including the attachment of scaled construction plans and other supporting material as may be required by the Planning and Code Administration Department or the Historic District Commission and/or failure of the applicant or a representative to appear at the scheduled meeting will result in postponement of the application until the next regularly scheduled meeting. The application may be dismissed if there are two or more postponements. If an application is denied, the same application shall not be reviewed within a period of one year after the denial. If Applicant is different from Owner of the property, written authorization from the Owner shall be included with this application.

  
\_\_\_\_\_  
Owner's Signature

2/26/26  
\_\_\_\_\_  
Date

Bethany Crzymenak  
\_\_\_\_\_  
Applicant's Signature (if different from owner)

2/26/26  
\_\_\_\_\_  
Date

**Hagerstown Historic District Commission Action:**

<input type="checkbox"/>	Approval – Certificate of Appropriateness
<input type="checkbox"/>	Approval – Certificate of Hardship
<input type="checkbox"/>	Denial – Certificate of Appropriateness
<input type="checkbox"/>	Denial – Certificate of Hardship

\_\_\_\_\_  
Historic District Commission Chair Signature

\_\_\_\_\_  
Date



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3,938 following

Sophy Tuttle - Boston Muralist she/her

Artist

Nature inspired murals, paintings, and artwork

[sophytuttle.bigcartel.com](https://sophytuttle.bigcartel.com) and 1 more

Followed by kevincramer77, zulupainter1 + 6 more



Bogotá



Mural Map



Lowell



Zaachila



Sophy Tuttle

Medford, MA



[www.sophytuttle.com](http://www.sophytuttle.com)

---

Revisions:

Revision Approved / Denied:

---

Historic District Commission Chair Signature

Date

City of Hagerstown, Maryland  
Planning and Code Administration Department  
One East Franklin Street, Suite 300  
Hagerstown, MD 21740  
T | 301.739.8577, Ext. 138  
F | 301.791.2650

Form Created: 2/11/2016

# HAGERSTOWN HISTORIC DISTRICT COMMISSION PROJECT REPORT

**Meeting Date:** March 26, 2026

**Application Number:** HDC 2026-07

**Applicant:** Brittany Arizmendi

**Property Address:** 21 West Franklin

**Authority:**

X	Downtown Local Historic District	Landmark (name)
	Potomac Broadway Local Historic District	Hagerstown NRHP Historic District
	Oak Hill Local Historic District	CC-MU District Grant Application
	Prospect Street Local Historic District	Other

**Resource Rating:**

X	A	Significant building to the character of the historic district. May qualify for NRHP listing.
	B	Building contributes to the character of the district, but is not likely to qualify for NRHP listing individually
	C	Building is noncontributing in its current condition, but has potential to contribute to the district
	D	Building is noncontributing, but may be eligible for inclusion on the NRHP
	E	Building is noncontributing, and is not eligible for inclusion on the NRHP.
	F	Contributing open space
	G	Non-contributing open space
	NA	Not applicable (district or site not rated)
	O	Other (explain)

**Photograph of the Property:**



**Design Guidelines:** Murals and public art are not addressed in the Guidelines.

**Description of Work and Plans:** Applicant proposes the installation of a painted mural to the side of the building facing Hayes Alley.

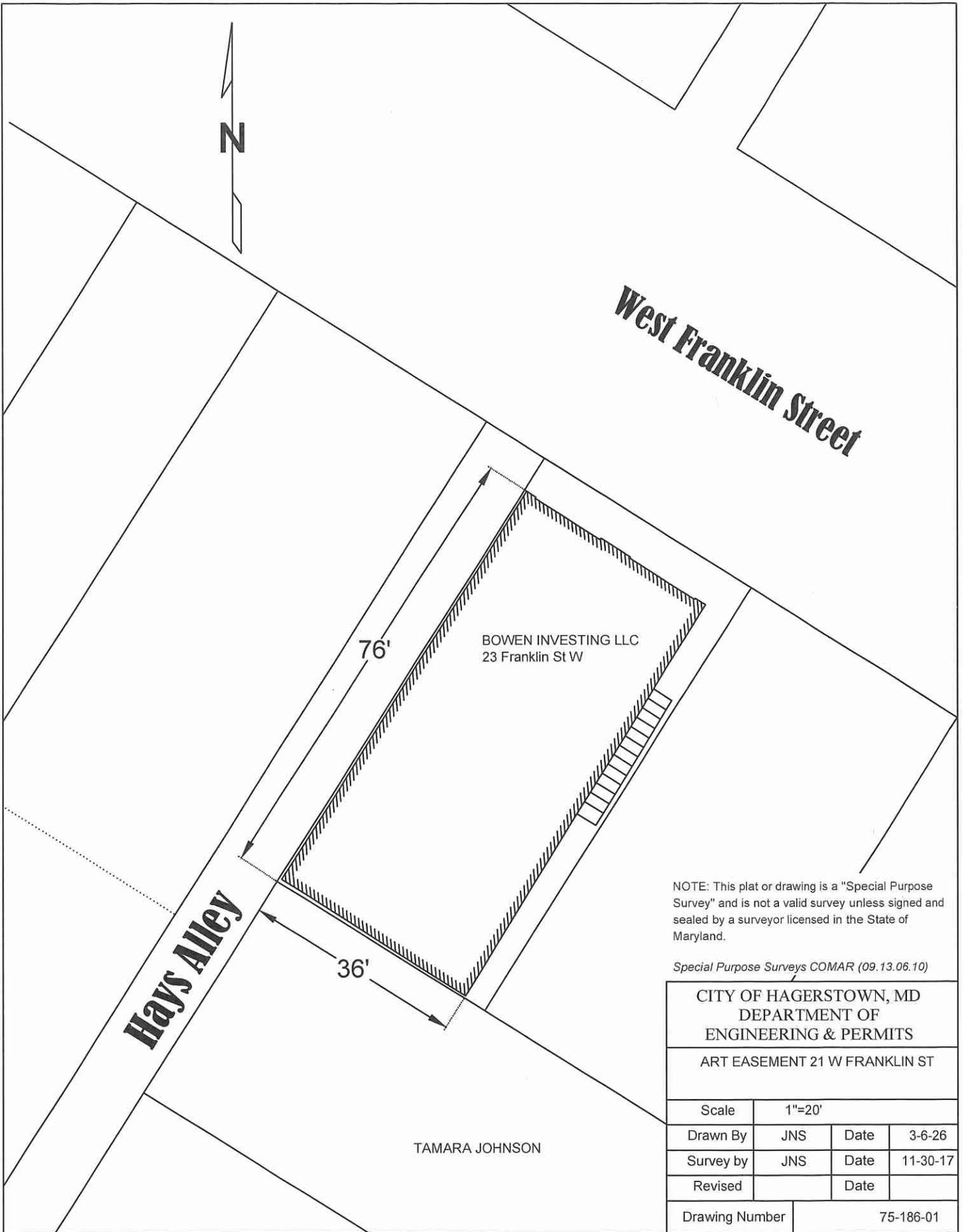
**Recommendation:** Staff recommends approval. Paint can be removed at a later date, if desired, without damaging the underlying materials. The existing brick surface is painted.

**Secretary of the Interior’s Standards for Rehabilitation of Historic Structures:  
(applicable standards checked) SELECT ANY/ALL THAT APPLY**

9	New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10	New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Note:** To be eligible for federal tax incentives, a rehabilitation project must meet all ten Standards.





NOTE: This plat or drawing is a "Special Purpose Survey" and is not a valid survey unless signed and sealed by a surveyor licensed in the State of Maryland.

*Special Purpose Surveys COMAR (09.13.06.10)*

<b>CITY OF HAGERSTOWN, MD</b> <b>DEPARTMENT OF</b> <b>ENGINEERING &amp; PERMITS</b>			
<b>ART EASEMENT 21 W FRANKLIN ST</b>			
Scale	1"=20'		
Drawn By	JNS	Date	3-6-26
Survey by	JNS	Date	11-30-17
Revised		Date	
Drawing Number	75-186-01		

TAMARA JOHNSON



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

HISTORIC DISTRICT COMMISSION DESIGN REVIEW APPLICATION

Case No. HDC - 2026-08
Office Use Only

Date Accepted: MAR 18 2026

45-Day Time Limit Expires: BY:

Submittal Requirements:

- Original application with original signature
4 copies of drawing, sized 11 x 17-inches or smaller
Manufacturer's literature for all materials being proposed and/or sample of materials proposed
If constructing a new building or an addition to an existing building, provide a plot plan showing the extent of the improvements

MUNIS # 20260704

Property Location/Address: 243 N. Potomac Street Hagerstown, MD 21740

Applicant's Name: Don R Smith

Applicant is the: (please circle) Owner / Tenant / Contractor

Contact Person: Don R Smith Email: [Redacted]

Mailing Address: 11408 Anthony Highway Waynesboro, PA 17268

Telephone: 717-404-4287 Fax:

Property Owner Name (if different from Applicant):
Ruhize LLC/ Richard DiPietro II
Contact Person: Sadye Uglow Email: [Redacted]
Mailing Address: 908 Hamilton Blvd Unit 10 Hagerstown, MD 21742
Telephone: 301-730-2193 Fax:

Description of Proposed Work (please include a detailed description including dimensions, materials, location on building, etc.) If necessary, please attach additional sheets.

Repair of exterior balcony: Replace main beam and support post and guardrail, add footings. Replace existing stair stringers and railing, modify brick arch for new code compliant stair.

What: \_\_\_\_\_

Size: 13'-8" x 6'-8" SF balcony and 16' x 3'-6" Stair

Materials: Pressure Treated Wood stair and framing, guardrail, and handrail.  
Concrete footings and sidewalks.

Location on the building or property:

243 N. Potomac Street, Hagerstown MD 21740

### Certification

Failure to complete this application fully including the attachment of scaled construction plans and other supporting material as may be required by the Planning and Code Administration Department or the Historic District Commission and/or failure of the applicant or a representative to appear at the scheduled meeting will result in postponement of the application until the next regularly scheduled meeting. The application may be dismissed if there are two or more postponements. If an application is denied, the same application shall not be renewed within a period of one year after the denial. If Applicant is different from Owner of the property, written authorization from the Owner shall be included with this application.

Richard DiPietro  
Owner's Signature

2/17/2026  
Date

\_\_\_\_\_  
Applicant's Signature (if different from owner)

\_\_\_\_\_  
Date

### Hagerstown Historic District Commission Action:

<input type="checkbox"/>	Approval – Certificate of Appropriateness
<input type="checkbox"/>	Approval – Certificate of Hardship
<input type="checkbox"/>	Denial – Certificate of Appropriateness
<input type="checkbox"/>	Denial – Certificate of Hardship

\_\_\_\_\_  
Historic District Commission Chair Signature

\_\_\_\_\_  
Date

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Revisions:

Revision Approved / Denied:

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Historic District Commission Chair Signature

Date

City of Hagerstown, Maryland  
Planning and Code Administration Department  
One East Franklin Street, Suite 300  
Hagerstown, MD 21740  
T | 301.739.8577, Ext. 138  
F | 301.791.2650

Form Created: 2/11/2016

# HAGERSTOWN HISTORIC DISTRICT COMMISSION PROJECT REPORT

Meeting Date: March 26, 2026  
 Applicant: Don Smith  
 Property Address: 243 North Potomac

Application Number: HDC 2026-08

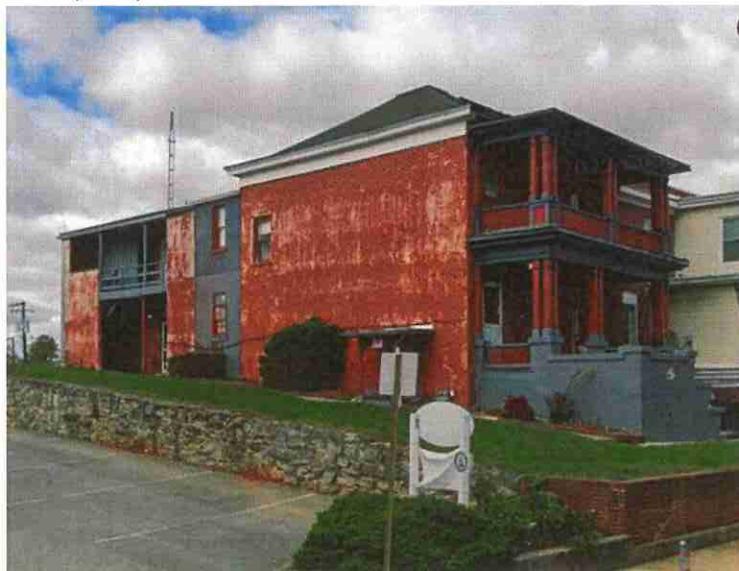
## Authority:

	Downtown Local Historic District		Landmark (name)
X	Potomac Broadway Local Historic District		Hagerstown NRHP Historic District
	Oak Hill Local Historic District		CC-MU District Grant Application
	Prospect Street Local Historic District		Other

## Resource Rating:

	A	Significant building to the character of the historic district. May qualify for NRHP listing.
X	B	Building contributes to the character of the district, but is not likely to qualify for NRHP listing individually
	C	Building is noncontributing in its current condition, but has potential to contribute to the district
	D	Building is noncontributing, but may be eligible for inclusion on the NRHP
	E	Building is noncontributing, and is not eligible for inclusion on the NRHP.
	F	Contributing open space
	G	Non-contributing open space
	NA	Not applicable (district or site not rated)
	O	Other (explain)

## Photograph of the Property:



**Design Guidelines:** Pages 28-30 (Residential)

**Description of Work and Plans:**

The applicant proposes repairs of exterior balcony and stairs with pressure treat wood, as well as repairing the concrete walkway.

**Recommendation:** Staff recommends that this application be approved as the repairs are consistent with the nature of the building and are at the rear of the structure.

**Secretary of the Interior's Standards for Rehabilitation of Historic Structures:  
(applicable standards checked) SELECT ANY/ALL THAT APPLY**

2	The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
9	New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10	New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Note:** To be eligible for federal tax incentives, a rehabilitation project must meet all ten Standards.

- Minimize loss of historical material on exterior walls.
- Building finishes used for the additions should be similar in material, quality, color, and dimension to those used on the original structure.
- The scale (size and proportion) of the addition should be compatible with the existing building.
- Use common elements between the historic building and the addition to create a sense of visual consistency while differentiating between new and historic.



When adding to your historic structure, it is important to remember to preserve historical features.

To do that:

- Avoid damaging or obscuring any historical features.
- Design additions so that historical features will not be sacrificed if the addition is removed in the future.

### J. Chimneys:

Chimneys are very important design elements in that they anchor a building's overall form as well as help define the roofline. Location, dimension, and detailing of the chimney are part and parcel of the overall roof design. When designing a new chimney, consider the following:



- Ensure that chimneys are wide and deep enough to provide the visual mass to balance their height.
- Masonry chimneys are preferred; stovepipes and zero-clearance metal flues are only permissible when not visible from a public street.
- Chimneys in frame houses should be less massive than those in masonry buildings. Frame house chimneys should be located along the ridgelines, set in from the building's end walls.
- In masonry construction, chimneys should always be located along exterior walls.

### K. Porches and Decks:



Porches and decks are common additions to historical structures. They provide shade from the sun, a place for children to play, or for adults to entertain, as well as a private space on a public street and can be valuable assets to buildings.

When added inappropriately, porches can destroy the historic character of the streetscape. Therefore, it is important to note that porches/decks should not mimic an architectural style not found in the districts.

Porches are very common on many of the architectural styles found in the Residential Historic Districts. When considering a new porch, keep the following guidelines in mind:



- Porches should not obscure historical features on the façade.
- Design of porches should be historically accurate to the architectural period of the building.
- On structures where simplicity is part of the historical detail, porches should be considered only with great care and planning as to how the porch will affect the historical nature of the building. These porches should be very simplistic.
- Design, colors, and materials should coordinate with those used on the structure. Painted wood rather than natural or stained wood is recommended for porches or decks that can be seen from a public thoroughfare or are located on a primary façade.

Typically, decks are located on the rear of a property and as such are not part of the primary façade. However, this is not to say that they cannot be obtrusive. Therefore, the following are recommendations for deck building:



- Decks should not be proposed with walls or roofs.
- On structures where significant detail exists on the rear of a building, decks should not obstruct the detailing.
- Design and materials should coordinate with those of the structure and decks should have a design similar to the detailing on the building. Simple structures call for simple decks.
- Modern materials, such as pressure treated lumber, should not remain in their original or raw state. These should blend with the historic character of the district as well as materials used on the building or along the streetscape.

If you wish to restore a porch or deck that no longer exists on your property, consider the following:

- Follow photographs of previous construction to design a structure that adheres with the architectural style of the building as well as the guidelines above.
- Research and study photographic evidence of the previously existing porch or deck and provide any evidence with your application.



In addition to the presence of porches and decks, the railing systems on these structures can have a very large influence on the appearance of the streetscape. Therefore, consider the following when deciding on railing for your porch or deck:



- Railings should coordinate with the features of the new porch/deck and the existing structure in details, materials, scale and texture.
- Railings should be of similar material to the porch/deck. Wood is preferred. The commission will consider railings of plastic, vinyl, concrete or other materials on a case-by-case basis, when they are not visible from a public way.

### L. Details:

Detail is an important part of older construction styles, and the architectural detail in Hagerstown is an important part of its character. New buildings can respond to this context by mirroring detail in an abstract, simplified way. When designing details for your new construction, consider the following:



### **Trim:**



Trim should be wood with a good paint grade, of the appropriate type. Fir, pine, cedar, and poplar, are suitable and should have the smooth side exposed for painting. Wood trim should be painted. In addition:

- For exterior trim, 5/4 stock is preferred. However, standard, one-inch thick boards are an acceptable minimum thickness.
- The design determines the trim width, however, trim should not be less than four inches wide.
- Cornice and eave trim is an important detail where the wall meets the roof and sky, and must be included in new construction.
- Details should match the historic style of the streetscape as well as the style of the new construction.

### **Gutters and Downspouts:**

Gutters and downspouts on sloped-roof buildings are important in the design of the building. With care, these elements can be incorporated into new construction in a way that does not detract from the appearance of the building. Consider the following:



- Concealed gutters and drains give a clean, crisp profile to the building mass and are an appropriate method of gutter treatment.
- If eave-hung gutters are used, integrate their profile into the design of the cornice.
- Ogee gutters add a classic profile to the eave and mirror the design of more elaborate trim; box and semicircular gutters give a cleaner, less noticeable appearance. The style of gutter should reflect the design and detail of the building.
- Use circular downspouts and locate them along natural vertical lines and corners of the building.

- Size gutters and downspouts so they serve roof areas adequately.
- Use gutters and downspouts of copper, painted (galvanized) metal, or aluminum pre-finished in white.

### **Lighting:**

Lighting is an important design tool that is very rarely explored. New buildings should be lighted to reflect the character of the neighborhood. Recommendations for lighting residential structures include:



- Landscape lighting should be subtle and restricted to lighting pathways, walkways, and major landscape features.
- Exterior recessed or simple wall-mounted cylinder down lights are suitable for new construction.
- The style of exterior lighting fixtures should match the overall style and design of the building.

# POTOMAC STREET APARTMENT BUILDING

## BALCONY REPAIR AND STAIR REPLACEMENT

243 NORTH POTOMAC AVENUE  
 HAGERSTOWN, MD 21740  
 FEBRUARY 12, 2026

PERMIT SET

ARCHITECT  
 SMITH COMPANY  
 DESIGN AND ARCHITECTURE

2305 E. MAIN STREET  
 WYOMERSBORO, PA, 17268  
 (717) 694-4287



### DRAWING INDEX

- 2. CS-1 COVER SHEET
- 3. A1.0 DEMO PLAN, FLOOR PLANS AND SECTION
- 4. A1.1 ELEVATION AND DETAILS

### CODE ANALYSIS

1. BUILDING CODES: 2021 IBC & 2021 BC
2. PROJECT CONSISTS OF THE OCCUPANCY OF AN EXISTING BUILDING. NO CHANGE IN USE.
3. OCCUPANCY CLASSIFICATION IS RESIDENTIAL "R2" APARTMENT HOUSE WITH 3 UNITS.
4. THE BUILDING IS CURRENTLY NOT SPRINKLED
5. CONSTRUCTION TYPE IS IV.
6. AREA SUMMARY: THE BUILDINGS AREA NOT BEING ALTERED
7. HEIGHT SUMMARY: THE BUILDINGS HEIGHT IS NOT BEING ALTERED
8. FIRE SEPARATION SUMMARY: N/A
9. EGRESS SUMMARY (SEE FLOOR PLANS FOR EGRESS WIDTHS): EXISTING TO REMAIN
10. GUARDRAIL & GUARDRAIL IS BEING PROVIDED AT REQUIRED LOCATIONS AT THE REQUIRED HEIGHT. GUARDRAIL HAS BEEN DESIGNED TO RESIST A FORCE OF 200 POUNDS. 44" POSTS THAT ARE RESTRAINED AT THE ROOF LEVEL ARE PART OF THE RAILING STRUCTURE. GUARD POSTS ARE FASTENED TO THE STRUCTURE. GUARDRAIL EDGINGS USED IN THE TYPING AND HIGH BUILT BRACKET TO AND FASTENERS ARE BEING UTILIZED. BAULSTERS ARE SPACED TO PREVENT A 4" SPHERE FROM PASSING THROUGH.

ARCHITECTS CERTIFICATION	SEAL
These drawings were prepared by me or under my supervision and to the best of my knowledge they comply with the governing building codes.	
MID Registration No. 15889	Expiration Date: 07/30/2027
SIGNATURE	DATE
	02/12/2026

	CERTIFY THAT THESE DRAWINGS HAVE BEEN PREPARED BY ME OR UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE THEY COMPLY WITH THE GOVERNING BUILDING CODES. I AM A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF PENNSYLVANIA. LICENSE NO. 15889 EXPIRES 07/30/2027 REGISTERED PROFESSIONAL ENGINEER CIVIL SMITH COMPANY 2305 E. MAIN STREET WYOMERSBORO, PA 17268 (717) 694-4287	SC# 26001 HAGERSTOWN, MD 21740 AT BALCONY REPAIR AND STAIR REPLACEMENT	SMITH COMPANY DESIGN AND ARCHITECTURE 11406 RAYBURN HWY WARRERSBORO, PA 17268 (717) 694-4287	COVER SHEET CS-1 DATE • 2/12/26
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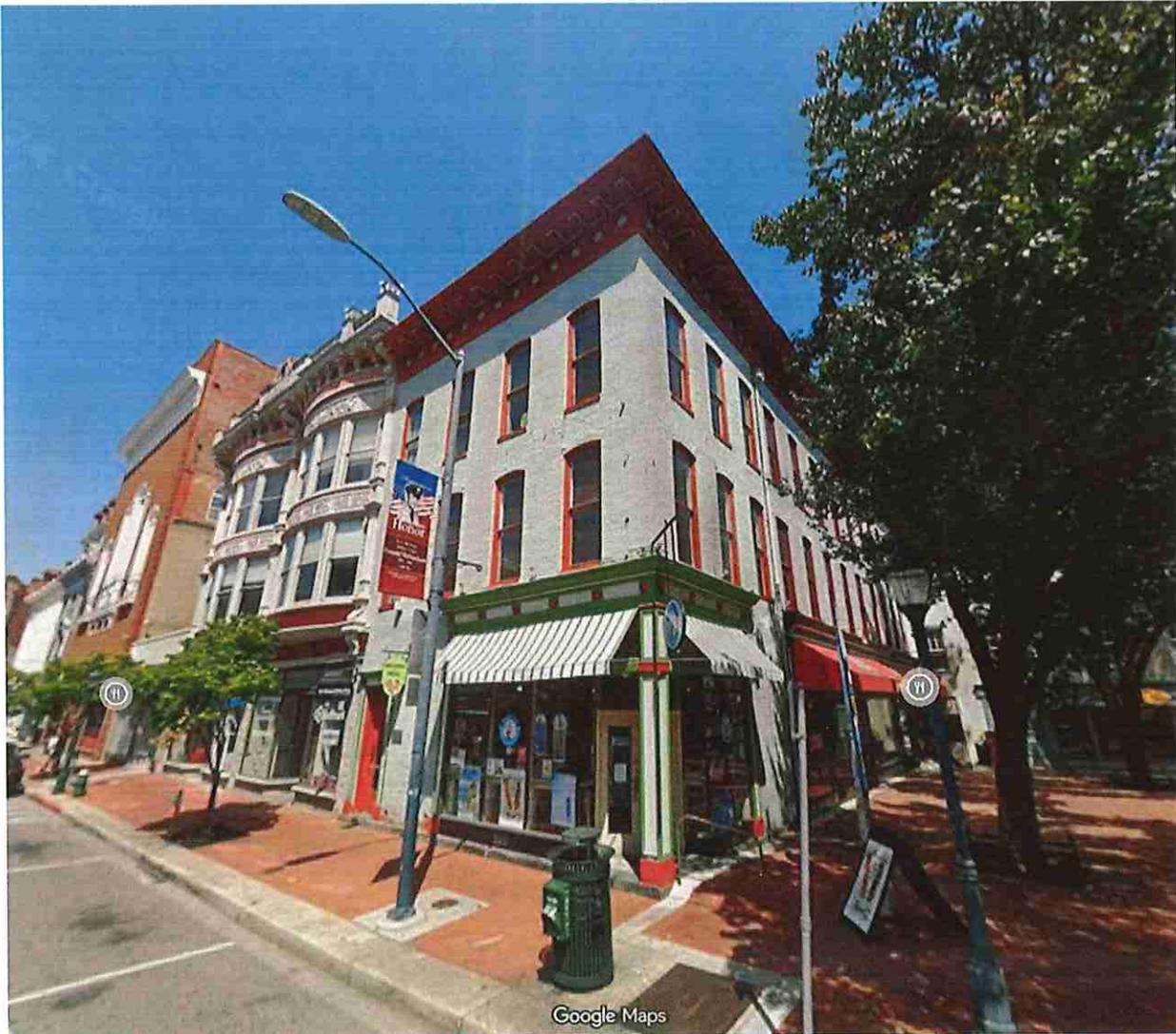




# WORKSHOPS

Meeting Date: March 26, 2026  
Applicant: Eric Thomsen  
Property: 2 West Washington Street

The property owner is seeking guidance from the Commission regarding potential replacement of existing windows.







# NEW BUSINESS

# OLD BUSINESS



# ANNOUNCEMENTS