

Architectural Design Guidelines

for the

Residential Historic Districts

Hagerstown, Maryland



The Historic District Commission of the City of Hagerstown, Maryland

Adopted February 23, 2010 and Amended May 25, 2010

**ARCHITECTURAL DESIGN GUIDELINES
FOR THE
RESIDENTIAL HISTORIC DISTRICTS
HAGERSTOWN, MARYLAND**

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Chapter 1. Introduction

A. Why Protect Hagerstown's Historic Resources?

The City of Hagerstown is rich in nineteenth and early twentieth century architecture. In February, 1988, portions of the residential neighborhoods surrounding downtown were designated Preservation Design Districts under the City Zoning Ordinance (renamed Historic District in 2009). The purpose of these Districts is to protect, enhance, and promote the use of historic resources. Preservation of these resources serves to contribute to the quality of life, safeguard the City's historic heritage, and enhance property values.



Protecting Hagerstown's historic resources has many benefits. In addition to maintaining the historic character and atmosphere of the Districts, preservation of Hagerstown's historical features has many economic advantages. Preservation increases property values in those Districts and generates revenue for local shops, restaurants and businesses. The rehabilitation of the Residential Historic Districts brings

consumers back to the City Center as well as perpetuates the purchase of residential properties in and around the City.

As a benefit to property owners, the federal government, the State of Maryland, and Washington County each offer tax incentives to those property owners engaging in rehabilitation. Those tax benefits are as follows:

Federal Government:

- Credits apply to federal income taxes.
- Applicable to both exterior and interior work.
- Tax credits in an amount equal to up to 20% of the overall approved rehabilitation expenses.
- Rehabilitation must meet the Secretary of the Interior's Standards and be approved by the National Park Service and the Maryland Historical Trust.
- Tax credits are only available for income producing properties, including apartments. Owner-occupied dwellings are not eligible for the credit.
- Rehabilitation costs must exceed the adjusted basis of the property.

State of Maryland:

- Credits apply to state income taxes.
- Applicable to both exterior and interior work.
- Tax credits in amount equal to up to 20% of costs for expenditures of rehabilitation projects.
- Tax credits are applicable to owner-occupied homes or income-producing properties.
- To be eligible for the benefits, residential home restoration should exceed \$5,000 in two years and income-producing property should exceed the adjusted basis of the property.
- Proposed work must meet the Secretary of the Interior's Standards and requires approval by the Maryland Historical Trust prior to start of work.

Washington County:

- Credits apply to County property taxes, and the County's Preservation Commission must review the application.
- Only applicable for exterior work.
- A tax credit in an amount equal to 10% of the owner's expense for exterior restoration and preservation as documented.
- A tax credit in an amount equal to 5% of the owner's expense of the cost of exterior rehabilitation of an architecturally compatible structure attached to an historic structure.

These tax incentives, if applied collectively, may result in a significant amount of the cost of the work being returned through tax credits. Based on the economic impact to the District communities and the benefits for property owners, preservation is a growing movement across the country, resulting in much more than just the restoration of old buildings. Preservation of our historic resources ensures the enrichment and development of Hagerstown's Residential Historic Districts.

B. About These Guidelines:

These Architectural Design Guidelines were prepared to assist property owners, developers, architects, and project designers in the Residential Historic Districts. The Commission will also use these guidelines to evaluate requests for landmark properties shown on the Zoning Map in any residential zoning district.

They are meant to guide, rather than dictate, the design of buildings and detail of work in order to achieve the goal of compatible new design in an area with a strong historic identity.



The guidelines set forth in this booklet are based on a broad view of the development of Hagerstown, its present-day physical condition, and future development within the Districts. These guidelines stress principles that will guide future building and preservation decisions.

These guidelines ARE intended to:

- help reinforce the character of the Districts and protect their overall appearance.
- improve the quality of development.
- protect the value of public and private investment.
- preserve the architectural integrity of the district.
- indicate approaches to design encouraged by the Commission.
- provide an objective basis for decisions of the Commission.
- serve as a tool to assist property owners and architects in making basic design decisions.
- increase public awareness of historic architecture and design issues.

These guidelines are NOT intended to:

- control how space is used in a building's interior. These guidelines can only regulate exterior alterations.
- control appearance of the interior of a building. The HDC Process affects only the exterior of the building and site.
- guarantee that all new construction will be compatible with an historic setting. Guidelines can only guide design. They may help block insensitive design, but they cannot ensure sensitive design.

C. Secretary of the Interior's Standards for Rehabilitation:

These guidelines are based on the Secretary of the Interior's Standards for Rehabilitation. These standards are applied to specific rehabilitation projects, in a reasonable manner, and consider the economic and technical feasibility of the project. The Secretary of the Interior's Standards are as follows:

- 1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 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.
- 3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- 4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved



- 5) Distinctive features, finishes, and construction techniques or examples of artisanship that characterize a property shall be preserved.
- 6) Deteriorated historic features shall be repaired rather than replaced. When the severity of the deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- 7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
- 8) Archeological resources affected by a project shall be protected and preserved. If such resources are disturbed, mitigation measures shall be undertaken.
- 9) New additions, exterior alterations, or 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.



Publications from the National Park Service, known as “Preservation Briefs,” offer detailed information on various rehabilitation techniques such as cleaning masonry, repairing wooden windows, and restoring historic storefronts. Copies of the Preservation Briefs are available through the City Planning Office.

In order to assist in the preservation of residential historic character, the Historic District Commission is pleased to present these Architectural Design Guidelines. These guidelines have been established to assist property owners and the Commission in the design review of additions, new construction, and alterations in the Historic Districts. Under this review, the physical appearance and architectural integrity that creates the districts can be preserved.

Chapter 2. Residential Historic Districts

South Prospect Street:

Listed in the National Register of Historic Places (October 1, 1979)

Designated an Historic District (February 4, 1988)

South Prospect Street is a nineteenth and early twentieth century residential neighborhood located along the crest of a hill. The street stretches for three blocks, and is lined with more than 50 structures representing America's varied and strong architectural heritage. The buildings line a tree-shaded avenue, express a uniformity of quality, and scale which ties



South Prospect Street into an important urban streetscape. Although many of the buildings have been adapted for purposes other than their original uses and some have undergone renovations, most of the structures and the street as a whole retain the environmental characteristic of the area in the early 1900s.



The variety of architectural styles represented gives South Prospect Street its strongest and most significant character. The styles represented include Neoclassical,

Classical, Gothic, Italianate, Second Empire, and Queen Anne. The only non-domestic buildings are two stone Gothic Church buildings erected in the early 1870s: Saint John's Episcopal Church and the First Presbyterian Church.

South Prospect Street is said to have opened in 1832 by William D. Bell, who widened a small alley into the present street. It spans Antietam Street by a bridge, known locally as the "Dry Bridge," with an ornamental metal railing and a flight of masonry steps leading down to the lower street. The bridge was rebuilt in the summer of 1976. The railing appears to date from the early 1900's and bears the name "B.F. Null and Son, Hagerstown." Although the streets have been repaved in recent years, many of the early brick sidewalks remain, contributing to this District's historic charm and character.



Oak Hill

Listed in the National Register of Historic Places (September 18, 1987)

Designated an Historic District (February 4, 1988)

The Oak Hill District is an early-to-mid twentieth century residential neighborhood. Historically, the district is associated with a period, circa 1900-1941, in which Hagerstown experienced industrial and population growth unprecedented in the City's history. The district is also important for its association with significant people in local history. Oak Hill was home to many, if not most, of the City's industrial, commercial, social, and cultural leaders of this period.



The Oak Hill Addition to Hagerstown was laid out in 1909 for Mrs. Clara Hamilton, the widow of William T. Hamilton, Governor of Maryland, 1880-1884. The properties were sold by the Hamiltons, with covenants in the deeds affecting type, use, cost, siting and settings of buildings. Only residential structures were allowed. The minimum cost of a house was designated as \$2,500. Objectionable and unsightly outbuildings were forbidden. Mrs. Hamilton also retained rights to the trees lining the streets.

Architecturally, the houses in the district represent examples of the major architectural styles popular for residential construction in the first third of the twentieth century. The major styles found within the Oak Hill district are generally Colonial or Georgian Revival in stylistic influences; however, excellent examples of Spanish and Tudor Revival, American Foursquare, Queen Anne, Dutch Colonial, and Bungalow also exist. The buildings include some of the finest examples of these styles found in Hagerstown and collectively exhibit a range of architectural expression, artisanship, and technique of the period.

From the point of community planning, the Oak Hill area is important as the first and only significant section of Hagerstown to be developed along the lines of the garden suburb movement that began in America in the late nineteenth century. The district is characterized by large lots, open spaces, deep setbacks, curving streets and tree-lined boulevards.



Potomac-Broadway

Designated an Historic District (1992)

The Potomac-Broadway Historic District consists largely of a late nineteenth and early twentieth century residential area with most buildings dating from 1870-1930. Major architectural styles found in the district are Second Empire, High Victorian Gothic, Queen Anne, Colonial Revival, Spanish Colonial Revival, and American Foursquare.



The district contains large prestigious mansions, slightly smaller scale single-family houses, more modest houses and duplexes, apartments, and urban townhouses.

A large percentage of this District is in the R-4 and C-2 zoning districts which permit a

mixture of commercial and residential uses. The mansions on the west side of North Potomac Street and Oak Hill Avenue are set well back from the street by tree-shaded front lawns. The homes on the east side of North Potomac Street and Oak Hill Avenue and on Broadway and East North Avenue contain smaller front yards than those of the mansions. The townhouses on lower North Potomac Street and on North Locust Street are set against the sidewalk. Together these buildings and settings portray the



growth and development of Hagerstown from the late nineteenth century through its major commercial/industrial boom period from about 1880 to the 1930s. The 400 block of North Potomac Street and 600 block of Oak Hill Avenue contained the homes of Hagerstown's business leaders who either created or rode the tide of the economic boom to great prosperity.

The district was also home to insurance brokers, jewelers and executives with numerous manufacturing companies and banking establishments. Many salesmen, clerks, mid-level executives and craftsmen lived on Broadway and North Avenue. The district is located between the Oak Hill and Downtown Historic Districts.



Chapter 3. Architectural Styles

Traditional Vernacular, 18th and 19th Century:

This early style of rural architecture, found only in the earliest of Hagerstown homes, includes examples like the Jonathan Hager House in City Park. It is characterized by a smooth façade and low-pitched roof. Other characteristics include:

- simple trimming
- vertical windows with large panes
- Any exterior detail focuses around the main entranceway.



Federal/Neoclassical, c. 1780-1840:

Houses built in the architectural period were constructed during the early years of the new nation. They are delicate in decoration, while still mimicking the general form of their Georgian predecessors. English architect Robert Adam is credited with popularizing the style, which is characterized by:



- symmetrical façade, three or five bays wide
- two-story heights
- entrances with rectangular transoms or elliptical fanlights above the door and a classical surround
- sash windows, usually with six panes per sash
- three-part windows, a central six-over-six sash, flanked by narrow sidelights
- design elements such as swags, garlands, urns, and geometric patterns

Greek Revival, c. 1830-1860:

This style spread across America between 1830 and 1850, as migrants from the northeast built houses in the new territories. Archeological excavations heightened American awareness of ancient Greek Architecture, which was characterized by this revival. The major characteristics of the style include:

- low-pitched gable or hipped roofs
- porches across the entire façade
- classical details such as square posts, columns, and pilasters
- entrances with transoms and sidelights
- broad frieze below cornices, occasionally with rectangular attic windows



High Victorian Gothic, c. 1870-1890:

The Gothic Revival, which drew upon Medieval English country houses, gained popularity in the mid-19th century. In an attempt to reject classical symmetry and design and create a picturesque effect via exotic forms and romantic compositions, this style is characterized by:

- steep gabled roofs, often with multiple gables
- towers and/or cupolas
- gingerbread eave decoration
- complex, decorative, chimney stacks
- frame or masonry construction
- board-and-batten siding
- pointed or three-centered arches



Italianate, c. 1830-1880:

This style of architecture is based on Italian country homes, especially in the Tuscan Valley. It is characterized mainly by bracketed cornices above simple masonry walls. Other characteristics include:



- colors that reflect nature
- classical ornamentation
- finished walls, usually stucco
- rounded arches
- low-pitched gable or hipped roof
- porches or arcades that span the façade or a small portico surrounding the entrance
- tall windows/large openings at the ground level

Second Empire, c. 1860-1890:

This style of architecture is loosely based on French examples and originated during the reign of Napoleon III. The main distinguishing features between this style and Italianate is the double-sloped Mansard roof and presence of a tower. Other characteristics include:

- highly decorative exteriors
- prominent projecting and recessing façades
- classical features such as pediments and balustrades
- symmetrical and rectangular floor plans



Eastern Stick, c. 1860-1890:

The Eastern Stick style derives its name from the decorative exterior “stick work” which often simulates structural members on frame buildings. The style also expresses angular braces on porches, balconies, and gables. Other characteristics of this style include:

- wood construction
- large verandas or covered porches
- steep roofs
- simple railings, posts, and details



Queen Anne, c. 1880-1910:

The Queen Anne style derives from an English Medieval style. Early Queen Anne buildings are much more extensively decorated than later ones; however, the major characteristic of the style is the irregular massing, which is seen in all versions of the style. Other characteristics of this period include:



- asymmetrical plans
- variety of surface treatments, textures, and colors
- elaborate decoration, especially trim, shingles and brickwork
- irregular roofline with multiple steep gables
- conical-roofed tower at a front façade corner
- projecting bays
- double-hung windows with multiple small lights in the upper sash
- stained glass windows and transoms

Colonial Revival, c. 1876-1920:

Born at the time of the American Centennial in 1876, this architectural style marks a return to the building forms and details of the Colonial Period. Houses built in this revival style often combined turn-of-the-century building forms with decorative elements derived from eighteenth century architecture. The majority of the houses in the Residential Historic Districts are based on Georgian prototypes, the characteristics of which include:

- symmetrical façades
- gabled, hipped or gambrel roof forms
- masonry or frame construction and Flemish bond patterns
- multi-pane sash windows
- porches with heavy tapered columns and balustrades with square balusters
- entrances located at the center of the façade with transoms and sidelights





Spanish Colonial, c. 1915-1940:

This architectural style is a form of Colonial Revival. While less popular in Hagerstown than the Georgian revival, there are still several excellent examples throughout the city. Characteristics of this style include:

- stucco finishes on exterior walls
- tiled roofs
- wrought iron trim, window grilles and balconies
- carved and molded details
- irregular plans

Dutch Colonial, c. 1915-1940:

The Dutch Colonial style is a subtype of the Colonial Revival. The style is derived from the buildings constructed in New York and New Jersey by Dutch settlers in the seventeenth and eighteenth centuries. Major characteristics usually include:

- one and one-half story buildings
- broad, sloping gable or gambrel roof
- extension of the front slope of the roof to create a porch across the façade



Tudor Revival, c. 1900-1940:

This architectural style is inspired by the English Country Cottage and involves a revival of the Tudor Style, born in England during the reign of King Henry VIII. The major characteristics involve the use of stucco, presence of a massive chimney, and irregular massing. This revival also involves:

- perpendicular features
- steep, front-facing gables
- false “half-timbering” (geometric patterns simulating exposed structural elements)
- stucco or masonry exterior walls
- dormer windows
- round headed arches
- oak paneling, and relief plaster detailing
- simulated thatching roof materials



Bungalow, c. 1890-1940:

This architectural style became popular in the first quarter of the twentieth century. The style is derived from prototypes in India, where the shading eaves and open veranda were perfect for the tropical climate. Characteristics of the style include:

- one-story height
- broad, gently sloping, gable roof
- deep, shaded porch on the street façade
- frame construction with wood shingles or stucco



American Foursquare, c. 1900-1940:



This architectural style was very popular in the early twentieth century. The style was named for its blocky, cube-like form and reflects turn-of-the-century trends toward increased economy and efficiency. The square plan enclosed large living spaces, and the plain exteriors reduced costs of construction and maintenance.

These homes were built across America, often from mail-order plans or pattern books. Foursquares are found in a range of materials including weatherboard siding, brick, concrete block, or combinations of all of these.

The major characteristic of the style is the square shape, however other characteristics include:

- Two-story height
- hipped roof with dormers
- deep, overhanging eaves
- large porch across the front façade
- decoration and detail mimics popular fashions of the time

Germanic Vernacular Revival, c. 1920-1940:

Several of the homes in the Oak Hill District and elsewhere throughout Hagerstown reflect an interesting, local variation on the Colonial Revival style; their design incorporates elements of eighteenth century Germanic colonial architectural forms and traditions. Migrants from southern Pennsylvania carried this style throughout western Maryland. Major characteristics include:

- forms similar to the Hager House or other Germanic Vernacular
- local limestone building materials
- irregular elevations



Chapter 4. Ordinary Maintenance

A 2004 amendment to the Zoning Ordinance essentially requires that all changes to the exterior appearance of a property be reviewed by the Historic District Commission. Taken to the full extent of the language in the Zoning Ordinance, this could extend to routine landscaping, tree removal or planting, and other



activities which have very little or no impact on the preservation of the historic resources in the Residential Historic Districts. It is not the intent of the HDC to exercise any more oversight of changes than is necessary to protect Hagerstown's historic resources. Therefore, no HDC application, review or approval is required for the following work:

- repainting existing painted surfaces.
- tree or hedge removal or planting.
- routine landscaping and planting.
- basic grading (except grading associated with a site plan for a significant site improvement).
- installation or removal of private mailboxes.
- house numbering (regulated by the Fire Department).
- paving repair using like materials.
- spot pointing mortar (where the mortar matches existing in color, texture, and joint profile).
- replacing individual damaged bricks, stones or concrete blocks with new units that exactly match the existing material.
- replacing individual damaged gutter or downspout pieces, exactly in kind, (comprehensive gutter or downspout replacement will require review).
- installation of weather-stripping.
- installation of window air conditioners that do not require permanent alteration to windows.
- installation of heat pumps, central air conditioning condensers, etc; in locations that are not visible from any public way.
- installation of a micro-wireless antenna array; however it is recommended that these be screened or properly painted to disguise them from view.

Administrative Assistance:

In-kind repair and in-kind replacement of exterior features is considered ordinary maintenance and is, therefore, not subject to review. However, in order to ensure that your work is, in fact, “in-kind,” the Planning Office will offer to review applications for any ordinary maintenance projects. This review will provide property owners and project



managers with helpful insight, as well as confirm that replacement and repair projects are in-kind. This review process will safeguard the investment of property owners as well as ensure that the Historic Districts are preserved. Property owners who do not wish to avail themselves of

the Planning Office’s assistance in evaluating what constitutes “in kind” work may still proceed with in-kind repairs and replacements. However, the HDC does reserve the authority to require post-construction review of projects, which were intended to be in-kind, but were not completed as such. The HDC also reserves the authority to reject such work when inconsistent with these guidelines.



Projects denied by the HDC, post-construction, will require alteration; the additional expense of which will be incurred by the property owner. Therefore, it is highly recommended by the commission that property owners utilize the Planning Office’s assistance and confirm, **prior** to construction, whether work they contemplate is, in fact, in-kind.

Demolition:

New construction or demolition is never routine and always requires the appropriate review process. Since the total or partial demolition of an historic structure is a permanent and disadvantageous action to the historical fabric of the districts, the commission will consider demolition as a last resort. It is recommended that all other alternatives and methods of rehabilitation be exhausted before requesting to demolish your historic structure.

Chapter 5. New Construction

Select and well-designed new construction within the historic districts is vital to the preservation of the area. Building functions and uses change over time, as does the community, and it becomes necessary to add features and even buildings to an area with extreme historic pride.



However, to continue to enhance and preserve the historic integrity of the district, the following guidelines help to protect the historical value of the Residential Historic Districts. These guidelines are meant to help property owners, architects and designers plan their projects to fit accordingly with the existing historical character of the Districts. All new construction projects require submission for review with the commission. In order to maintain the character of the historic district, new construction should blend with existing structures and streetscape. The guidelines below offer direction on how to achieve this.

A. Design:

New construction, whether an addition or a new building in the Historic Districts, has a dual responsibility:

- Buildings must relate to both the design of neighboring buildings and be able to stand on their own as contemporary architectural design.
- New construction should reflect the time in which it was designed, the use to which it will be put, and be compatible with the character of the Districts.

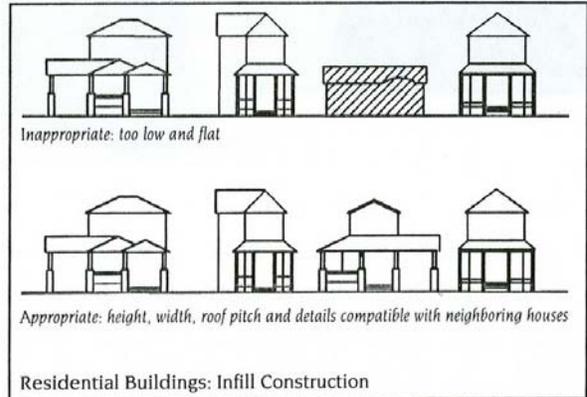
The design of new construction should complement the character of the existing structures, not duplicate any existing design. Details from surrounding structures can be integrated into the overall design for new construction, but the replication or near complete duplication of existing buildings is discouraged. Buildings may be similar, but it is through individual character that the identities of the individual districts are further developed.

Therefore, keep in mind the following when designing and planning new construction:

- Conjectural historic design is not acceptable for new construction.
- New construction that is a restoration project must be based on historical, pictorial, or physical documentation of its accuracy.
- New construction should be compatible with the historic character of the district in terms of scale, design, material, color, and texture.

B. Rhythm:

Streetscapes in the historic districts each have their own rhythm, which is developed by those characteristics, which make the district unique from the remainder of the city. When designing new construction, the following characteristics contribute to the rhythm of the historic districts:



- building height and cornice line
- setback
- scale
- floor levels
- door and window openings

Building Height and Cornice Line:



The buildings in the Residential Historic Districts generally range in height, depending on the architectural style of the building, as well as the precedent set by other homes along the streetscape. Height is defined by the roof shape or the cornice line. This height varies within each block and each block generally contains a consistency in height that should be maintained by new construction. The following should be kept in mind when deciding upon the height of your new construction:

- The cornice line should be maintained at a height of no more than 10 percent higher or lower than adjacent buildings.
- The continuity of the cornice line must be maintained.

Setback:

In designing new construction the applicant should consult the Zoning Ordinance, any mandated setbacks in ordinances or deeds (such as the Oak Hill District), and the established setback of the streetscape when deciding upon the location of a building on the property. In addition, consider the following:

- Maintain the alignment of façades along the streetscape edge.
- Greater setbacks will be evaluated on a case-by-case basis.

Scale:

Scale refers to the visual perception of the size of a building and its elements in relation to other buildings and to people. Due to the overall size, detail, and ornamentation of the buildings and the streetscape, Hagerstown generally has a human scale. This means that structures and their features are based on the human, adult body. Each district possesses its own scale, which can vary by block or street. This scale should be maintained in new construction.

Floor Height:

The first floor height and the floor-to-floor height of existing buildings is a means to develop the height of new construction. The floor-to-floor heights are an often forgotten method of bringing proper scale to new construction. New construction tends to use lower ceiling height through standardization of building materials. This can be avoided by materials that will allow a correspondence of floor heights between buildings.

Window and Door Openings:

Windows and doors are considered very important design elements in the district. Historically, windows appeared on every floor, with a consistency in spacing and openings. New construction should take into account the rhythm and proportion of windows and door openings already existing in a building or along a street. The general relationship of opening area to wall surface area should also be considered and maintained.



When plotting doors and windows, it is important to keep in mind the following:

- The overall area of window and door openings in a building wall should maintain the proportion consistent with the structure and the architectural style.
- Blank front façade walls, at any floor level, are strongly discouraged.
- Typically, the proportion of doors and windows are vertical. Ground floor openings should relate to or align with upper floor openings.

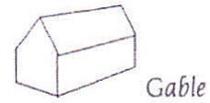
C. Roofing:

The cornice line and the profile of the roof shape against the sky are important parts of the overall form of a building's mass. It is important that the orientation of a new roof conform to the predominant orientation of roofs on the street.

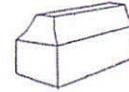
When selecting a roof for your new construction it is important to keep in mind the following:

- The roof design should continue the design of a building in the case of an addition.
- Standing-seam metal in copper, tin or terne coated steel, slate, and mineral fiber slate substitutes are traditional materials that work well in contemporary structures.
- Fiberglass asphalt shingles can be used, provided they are flat and of a uniform color and texture.
- Except in well-documented restoration work, wooden roof shingles are not acceptable.

Roof Styles



Gable



Mansard



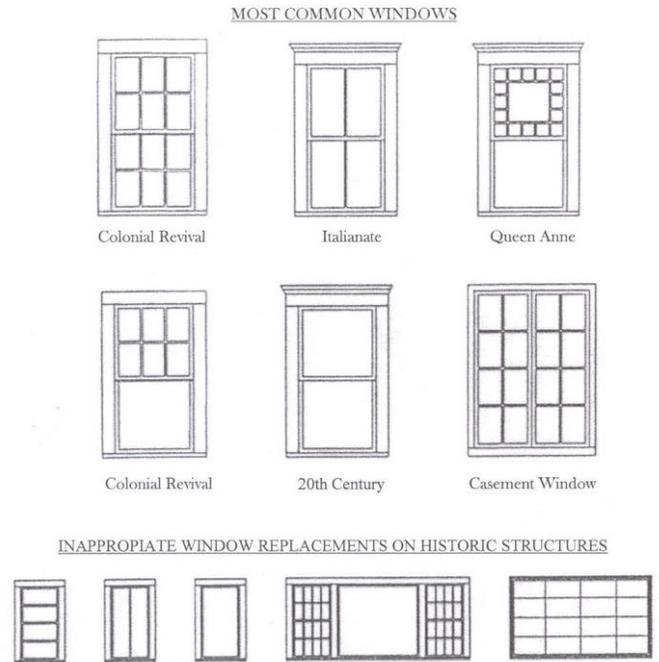
*Flat with
Cornice or
False Front*

D. Windows and Doors:

Windows:

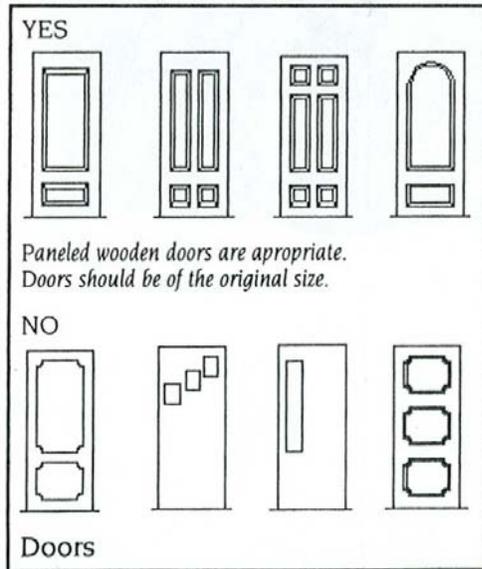
Windows with double-hung sashes dominate the Residential Historic Districts. New construction should respect these proportions, but in certain cases, may introduce casement and fixed-sash windows. Doubled windows are present in the districts, but individual sets of sashes should maintain a decidedly vertical proportion. If combined windows are used as a focal point in the design of an elevation, they should relate to other features of the façade. In general, double-hung sashes in new construction should have a one-over-one configuration (a single pane of glass in each sash).

In special cases, windows with muntins are acceptable as an integral part of an overall design, but if such sashes are used, they should have true divided glazing. Many name brand window manufacturers offer quality wood windows with thermo-insulated construction features.



Doors:

Doors and entranceways are a very important focal point in residential neighborhoods. Therefore, consider the following when choosing a new door:

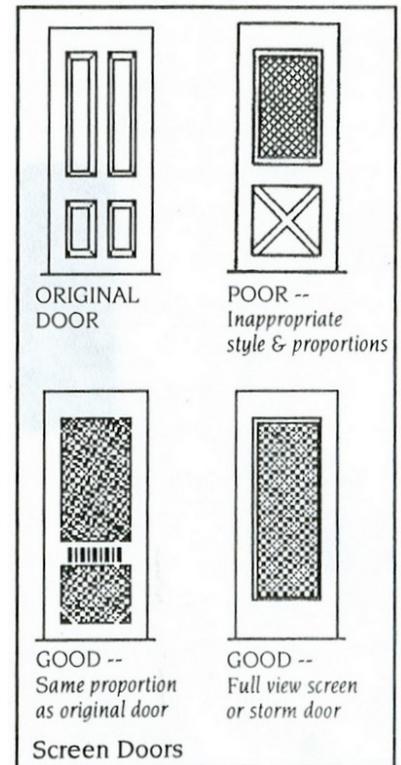


- Proportion, size, and detail should match that of the existing structure or streetscape.
- Architectural styles different from the existing building or those not found within your historic district should not be mimicked.
- Secondary entries should not detract from the main entrance.
- Ramps for handicapped accessibility should provide accesses to users and remain sensitive to the overall design of the property.

Storm Windows and Doors:

The following recommendations apply to newly constructed storm doors or windows:

- Pre-finished storm window units are preferred; avoid mill finish aluminum.
- Locate storm sashes within the window frames.
- Match the storm sash to the window sash, and align the meeting rail of the storm sash with that of the window.
- Screen or storm doors should be simple in design with ample open area for maximum door visibility.
- Screen or storm doors should not mimic an architectural style incompatible with that of the building.



E. Skylights and Dormers:

Skylights are both an historic and contemporary method of bringing light into the interior of buildings. When considering a skylight, it is recommended that you:

- integrate skylights into the overall roof form,
- locate skylights on the rear- and side-facing slopes not readily apparent from the street and other public spaces.
- use flat, sloped skylights rather than bubble or domed lights.

Dormers are also a common element in the districts. The gable ends of the building usually have a single, double-hung sash window, while dormers facing the street have a gable or hip roof with smaller, paired windows. In addition consider the following guidelines:

- Design dormers with the same roof pitch as that of the main building.
- Dormers should not overpower the roof slope or the elevation.
- Use shed dormers only on building elevations not visible from a public street.
- Align dormers with windows on the façade or locate them between windows.

F. Materials:

There are various building materials in the districts, which generally include a predominance of brick, stucco, wood siding, and stone. The building material of new construction should respond to the general rule that the surrounding context indicates the choice of materials. The proper selection of building material will help determine whether a new structure is integrated properly into the Districts.



When adding any kind of new construction, it is important to remember that the ultimate goal of construction is to blend with the existing fabric of the street and structure.

The proper use of materials is an important method of controlling the appearance of the historic district. Therefore, keep in mind the following:

- Avoid creating new brickwork patterns. Common, Flemish, and English bonds are the predominant brick patterns.
- Painting brick, stucco, or stonework should be documented by historic reference, photograph, etc.
- Masonry veneers are a more cost-effective alternative to an entirely masonry building, however, veneers must blend with existing masonry work.
- Use new materials, such as plastic, only if they can be properly shielded from public view or assimilated with current materials.

G. Texture:

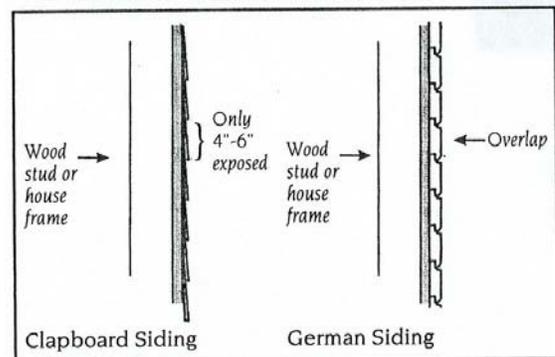


The texture of a building refers not only to the physical texture of the surface materials but also to its visual texture. This texture comes from a building's materials, details, and the ways in which these materials cast shadows or reflect light. New construction should be compatible with the textures of the materials and detailing of the surrounding buildings.

H. Siding:

When considering siding for your new structure, use the following recommendations to help create a sense of consistency between old buildings along the street and the new structure:

- Beveled siding and German drop siding are common traditional materials that have use as a contemporary material.
- The type of siding used is dependent upon what is most appropriate for each building.
- Window trim, door trim, and corner boards should be included.
- The commission will consider siding made of modern materials for new construction and/or additions depending upon the location of the construction on the building and the surroundings of that building. Environmental settings may also be considered. Window, door, corner trim boards and siding must not cover up cornice or eave details on historic resources.



I. New Additions:

A modern addition to an older building is a sensitive design issue. The character of the building and its historic materials and features should be preserved. Additions should be sympathetic to the base building, yet still be a product of its own time. When considering an addition, it is important to keep in mind the following:



- Avoid construction on the primary façade or other character-defining façade.

- 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.

Chapter 6. Rehabilitation

Rehabilitation must carefully consider and protect those elements of a building that are important architectural characteristics. Rehabilitation also considers those characteristics that can be changed or enhanced. Rehabilitation is extremely important to the character of the Residential Historic Districts. It preserves and protects those historic features that are irreplaceable while still allowing property owners to update their structures to modern uses. The following guidelines identify recommendations for rehabilitation and restoration of buildings in the historic districts.



A. Building Elements:

Building elements are the individual parts that make up the building. These elements include windows, doors, roofs, and porches or stairways. These elements are often very character-defining features of an architectural style, and as such, are important features to protect and preserve. The following are guidelines for each individual building element.

Windows:

The windows of many residential buildings are extremely important to the architectural and historic character, not only of the building, but also the streetscape and to the character of the entire district. They are excellent tools for determining and maintaining the scale and character of a building. The ratio and placement of windows can have a large effect on the appearance of the building, as can the details of the sashes and frames. The shape and style of a window can help to determine the period of the building.



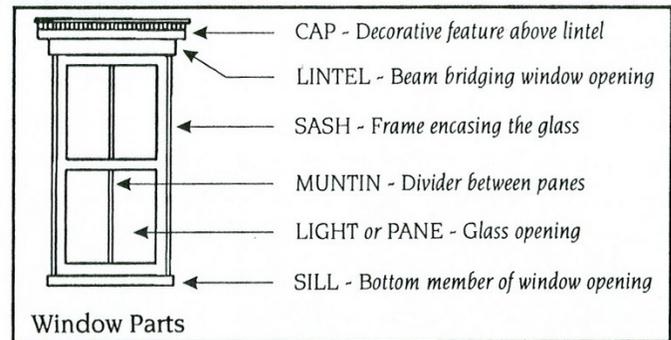
Some buildings have experienced the modernization of windows. When windows are inconsistent from one level of the façade to another, property owners should install windows that are consistent with each other and the period of the building. In addition, consider the following guidelines when considering window restoration and repairs:

- Retain and repair original windows, frames, sashes, sills, lintels and trim or replacements that have acquired their own historical significance.



- Replicas or replacements of like design and style are appropriate for those windows that are beyond repair or deteriorated to a point that requires high levels of maintenance.
- The preferred replacement treatment, when feasible, is a wood replacement sash kit with insulated glass panes. Complete unit replacement is also acceptable.
- Attempt to maintain original glass or finishing.

- Choose window frame finishes that fit with the colors and textures of the building.
- Avoid conflicts of style. A colonial window does not belong on a Queen Anne building. Replace modern windows unfitting of the building style. When the fenestration pattern of the window contributes to the character of the building, preserve this pattern using simulated or true divided lites. Historic patterns (when known) may also be used.
- If simulated muntins are used, they should appear on the outside, between the panes and on the inside of the sash. When the existing windows are not historic material, muntins should follow the same pattern as the existing windows or a pattern acceptable to the historic period of the building.
- Models and manufacturers approved by the Maryland Historical Trust may be appropriate for use in the Districts.
- Blocking down or filling in openings to fit stock window sizes is not acceptable. Restore damaged or filled-in window openings.
- Plate glass and safety glass are appropriate glazing materials. Wire glass, texture glass, mirrored glass or plastic/acrylic replacements are not appropriate. Stained glass is acceptable for certain locations such as door transoms or as part of a larger window.
- Storm windows must not damage or obscure the window or frame. These should be an appropriate size and color, similar to the window sash. Install these to ensure proper maintenance and avoid damage to the original window. Consider installing interior storm windows.
- If additional windows are required for a new use, install them on a rear or non-character defining façade to avoid damaging the ratio and scale of windows to wall space on the original façades.
- While it is preferred to retain or replace in-kind historic windows on front and other facades visible from a public way, non-wood replacement products shall be allowed if the new window replicates the appearance of the original window in design and in the width and depth of individual window elements. For facades not visible from a public way, replacement windows would not be required to replicate the appearance of original windows.

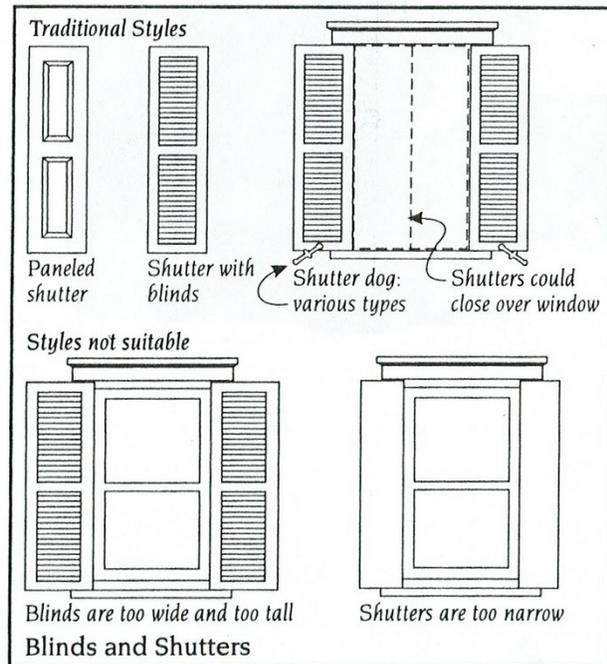


- Compliance with these guidelines does not automatically result in approval by the Maryland Historical Trust or the National Parks Service.

Window Shutters:

Window shutters are associated with certain architectural styles present in the Districts. Where shutters are present on a building, they should be carefully maintained and painted. Shutter hardware should also be preserved. In addition, consider the following:

- When shutters need to be replaced, use functional shutters (or ones that appear to be functional) and make sure that they open flat against the exterior wall.
- The size and shape of shutters should match the window opening. Shutters should cover the window when shut.
- Shutters should be mounted to the window frame, not the wall, and should be installed with appropriate hardware, hinges, and holders.
- Replacement shutters should match the original in material, size, texture, etc., and should not mimic a style different from that of the building.
- Non-functional metal or plastic shutters are not appropriate on contributing historic resources.



Doors:

Doors and entranceways are extremely important to the character of a building. Many historic buildings feature elaborate entranceways with great detail and historical character and maintaining this is highly important. This building element is often a primary focal point of the building; therefore, the guidelines for restoration of doors are extremely important to protecting the historic qualities of the Residential Preservation Design Districts. An inappropriate style or



location can throw off the entire historic character of the building as well as the streetscape. Therefore, it is important that modern convenience doors (such as “doggie doors” or security doors) for modern uses be located out of view from any public thoroughfare.

It is also very important to avoid conflicts of style. Victorian or Colonial doors do not belong on buildings designed in the Tudor Revival style, nor do Tudor Revival doors belong on a simplistic Federal style building. The following are additional guidelines to consider when performing door restorations:



- Secondary entries should be unobtrusive in design so as not to conflict with the primary entranceway.
- Maintain and repair original doors, frames, sills, lintels, and transoms. Weatherstripping is an appropriate modern change.
- Exterior building hardware should be appropriate to the style and period of the building.
- Replacement doors should be of similar style and finish to the style of the building. Restore covered or removed transoms.
- Replace inappropriate modern doors with replicas of historical ones. Maintain the appropriate style when replacing or adding doors for new uses.

Screen and Storm Doors:



In addition to the actual entranceway, many property owners desire screen or storm doors. Install these with considerable attention to the detail and style of the door, so as not to obstruct the detail of the door behind it. Therefore, consider the following:

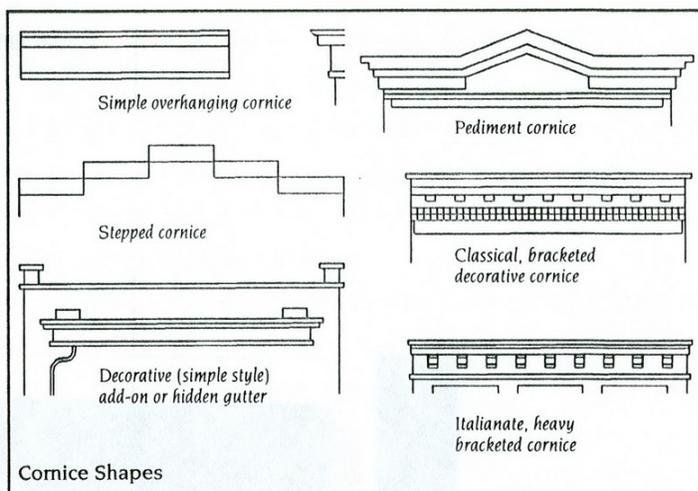
- Wooden screen or storm doors are most appropriate for historic primary entranceways. Screen doors on secondary entranceways or those not located on a public façade can be painted metal. Paint color should match the main door.
- Proportion and style of these doors should coordinate with that of the main door.
- The majority of the screen or storm door should be open to allow for visibility of the main door behind it. Doors with only half screens are not appropriate.

Roofing:

Roofs are an important characteristic in defining the overall historic character of the building. Roof shape, decorative features and materials all determine the character. They are highly visible from the public ways and are instrumental in determining the historic period and shape of a building. Therefore, consider the following when restoring or repairing your historic roof:



- The roof's original shape, decorative features (dormers, chimneys, balustrades, etc.), and roofing should be preserved and maintained during a repair.
- Retain historic roofing material. When necessary, repair damaged sections with materials that match in size, shape, color, and texture of shingle. Avoid extreme colors or patterns along rooflines unless historic or photographic documentation exists.
- A variety of modernized substitution materials are available for those historic materials found in the Districts. The Commission will consider these cost effective materials if they blend with existing materials and are properly labeled and explained during the application process.
- Dormers and skylights, required by new uses, should be inconspicuous from the public right-of-way and not damage or obscure character-defining features. Avoid adding dormers unless they fit with the architectural style of the building. Repair existing dormers and skylights as needed.



- Lower rooftop mechanical systems below sight lines from the street or screen and paint them a color that blends with the building.
- Appropriate gutter shapes and material include concealed, ogee, and semicircular in galvanized steel, copper, or white aluminum. Downspouts should be circular and located along natural vertical lines and corners of the building.

Chimneys:

Chimneys of brick and stone are important character-defining features of historic buildings. Therefore, consider the following guidelines when restoring or repairing your chimney:

- Use historically appropriate mortar to prevent damage to chimney brick.
- Ornamental brickwork and corbels should be retained. Deteriorated bricks should be replaced with new bricks to match the originals in size, shape, texture, and color.
- Cement parging to cover existing brick chimneys is not appropriate.



Porches and Stairways:

Porches and stairways have an important influence on the character of the building. Porches, particularly those on the front of the building or those visible from a public way, have an especially important effect as they can completely alter the façade of a building. Therefore, consider the following guidelines when repairing or restoring porches and stairways:



- Restore, repair, and maintain historic porches and stairways. Avoid harsh cleaning treatments that would damage the original materials.
- Avoid removing or enclosing porches that are visible from a public way. If a porch is a modern addition, a property owner may remove it to restore the façade to its original elevation if photographic evidence is available and if the modern addition has not achieved its own significance.
- Enclosing or removing rear porches that do not contribute to the historic character of the house, and are not visible from a public way, may be acceptable. Enclosing front porches is not recommended.
- If it is necessary to replace porches, stairways, or other individual elements, the replacements should match the original in material, size, detail, and form.



- Removal of stairways should not affect the historic façade or the view of the historic property from a public way.
- Enclosures should not obstruct the view of the original porch or stairwell.
- Utilizing photographic evidence to restore missing porches or stairways is recommended (See new construction).

B. Materials:

When considering rehabilitation and restoration projects, the materials that are used are extremely important. Modern materials are cost effective and often easy to install, however, they are often inappropriate in an historic district. Historic materials, on the other hand, often require some repair but their contribution to the historic fabric and character of the district is essential.



The following section will help property owners preserve, repair, and restore materials commonly found in the Residential Historic Districts as well as offer modern alternatives for those materials requiring replacement.

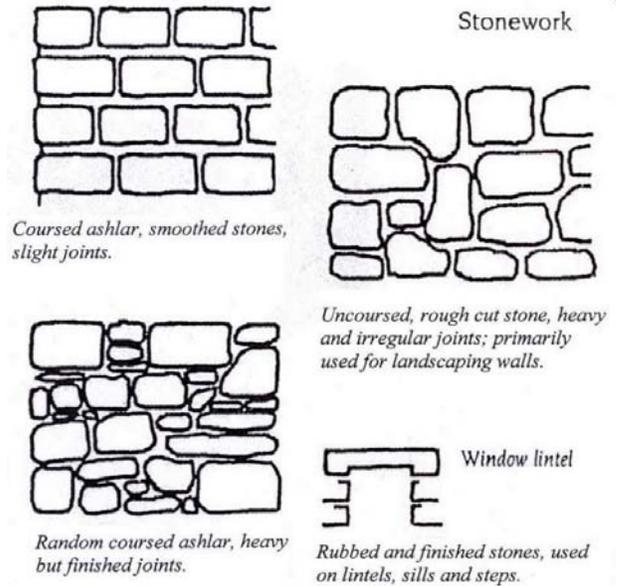
Masonry:



Brick and stone are among the most common materials found in the Residential Historic Districts. The brick ranges from hard-glazed in yellows and browns, to red face brick. Stonework includes granite, limestone, cast stone, and decorative marbles. Other masonry includes exterior plaster and stucco. When restoring properties, consider the following:

- Maintain historic masonry in its original condition. Repair cracks or imperfections in masonry rather than replacing an entire wall. This includes stonework around windows, entrances, chimneys, etc.

- When replacing large segments of masonry, do so with like materials in color, texture, and composition.
- Do not paint masonry unless the masonry was previously painted or historical documentation is available.
- Avoid applying surface treatments whenever possible.
- Avoid applying form stone to any building façade.
- In cases where stucco needs to be repaired, use a mixture that matches the original in texture and color. Do not cover up stucco exteriors.
- When cleaning masonry, test any cleaning techniques on a small area, out of view from any public way. If the technique damages the masonry, abandon its use.
- When duplicating mortar, joint size, and profile, use like color and texture to maintain a consistent wall appearance.
- Mortar joints should be repointed only when moisture problems or chipping have occurred. Remove damaged mortar and reseal the joint with matching mortar. Power tools should not be used to remove mortar.



Use masonry mortar, not Portland cement mortar. Mortar should match the existing in color, texture, composition, and tooling. Modern mortars can damage the historic brick. For mortar recipes, please refer to the National Trust informational sheets.

Terra Cotta:

Terra cotta is highly glazed, fired clay, molded into shapes, and then used as decorative elements. Sometimes the glaze contains many colors, while other times it is natural. This material has great historic character and therefore needs to be preserved. Consider the following guidelines:

- Avoid removing terra cotta detailing from your historic property. Be careful to avoid cracking or damaging terra cotta during phases of restoration.
- When repainting terra cotta, avoid harsh chemicals that could damage the clay. Painted terra cotta should remain painted, natural should remain natural.

Metal:



Metal is another common material found in the Residential Historic Districts. Some storefronts have been constructed or renovated with porcelain steel, stainless steel, or aluminum panels. These materials offer an image of the modern period and have often become of historical value themselves. Other buildings have cornices, fascias, and other items of trim constructed of sheet metal

or cast iron. Think about the following:

- Retain and restore existing metalwork. Repaint surfaces requiring repainting and patch surfaces requiring small amounts of replacement. Do not remove metal.
- Replacement metal should match existing material in color, width, texture and style. Replacement panels fabricated with sheet metal should match the existing material in color and texture.
- Patch badly deteriorated metalwork with sheet metal pieces. Match these to the same profile as the existing work.
- Reproduce intricate details in materials such as fiberglass and install them to match existing work.
- Avoid adding metal to a building unless it conforms to the architectural style and historic period of that building.

Wood:

Wood is a common building material in many buildings, not just historic ones. However, wood on historic buildings is often deteriorating or in need of replacement due to its age. Therefore, consider the following:



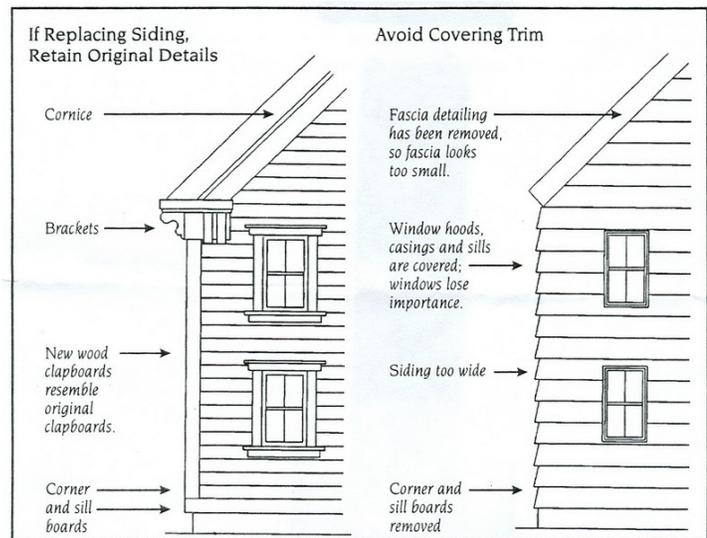
- Preserve any historic or original wooden features. Repairs should maintain wooden structures or details. Replacement should occur after repairs are exhausted or a structure becomes unsound.
- Avoid leaving wood in its natural state or stained unless historically documented.
- When replacing wood do so with like materials, color, and texture.

C. Details:



Most buildings within the Residential Historic Districts have some decorative architectural details. Some building details span over the entire length of the building, which establishes a visual continuity. Several features, such as a uniform molding, coping line or parapet, or columns and piers, give a rhythm and scale to the front of the building and help define this continuity. Occasionally, original details are found behind roof panels, false fronts, and large sign panels. Such additions destroy not only the building or the streetscape, but they damage the character of the Districts one property at a time. Details are vital to the historic character of the Districts and the following guidelines will help property owners discover and restore such elements.

- Maintain and repair original ornamentation.
- Match repaired portions to original portions to avoid visual inconsistencies.
- Replacement details should match the original. Consult an artist or specialist for examples of adequate replacement designs and materials.
- Uncover details hidden by false fronts, signs, or new additions. If damages occurred as a result of that addition, repair them.



- Maintain and protect existing decorative elements during all stages of rehabilitation.
- Do not add decorative elements that clash with the architectural style of the building. If altered ornamentation exists, restoration to the original façade requires historic documentation.
- Exterior wood trim should be painted. Complex trim details can be reconstructed. In some cases, custom millwork is required, but many trim elements are readily available.
- Wood and masonry shall not be covered with materials that do not allow free and adequate airflow as temperatures and humidity change.

D. Handicapped Access:

When updating your historic property to meet accessibility regulations, it is important to identify the applicable accessibility requirements, to explore alternatives, and to implement solutions that provide independent access and are consistent with preservation standards and guidelines. Therefore:



- Solutions for accessibility should not destroy a property’s significant materials and features, but should increase accessibility as much as possible.
- If new or secondary entrances required for providing accessibility must be located on a primary façade, they should blend with existing entrances or remain unobtrusive.

E. Individually Significant Buildings:

Within the Residential Historic Districts:

Individually significant buildings (commonly known as “landmarks”) are sites of exceptional architectural integrity and/or those associated with a significant historical event. Restoration of these buildings is encouraged and changes or artistic liberties are discouraged. In the Residential Historic Districts, there are two “A” resource buildings: 825 The Terrace and 328 North Potomac Street.

When considering a restoration project for a significant property, consider the following:

- Study and research the written and photographic records, as well as the physical character, of the building prior to beginning any project.
- Detailed restoration of deteriorated building elements is required.
- Construction of missing parts and details of a landmark building requires prior research and design.
- Consult a specialist or architect for assistance in the design of any construction.



Outside of the Residential Historic Districts

Certain properties around the city, identified as “landmarks” on the Zoning Map, are not located within a specific Historic District. They are essentially one-property Historic Districts and as such, require review by the Commission. When reviewing applications for landmark properties in Residential Zoning Districts, these guidelines will be applied as if the property were a part of a Residential Historic District. Therefore, in addition to other guidelines found in this document, consider the following when making amendments to your landmark property:



- Modifications to landmark properties should not alter the historic period, style, or character of the property.
- Property owners should follow the guidelines set forth in this packet for any construction.

Chapter 7. Signage



Signs in the Residential Historic Districts are an important element to consider, as they have a great impact on the visual appearance of the streetscape. Commercial properties within the Residential Historic Districts should design signage with the character of the Residential Historic Districts in mind. Other predominant signage should be limited to small markers identifying either the resident's name or the name of an office or institution. In addition, consider the following sign guidelines when planning for your

residential sign:

A. General Guidelines:

These basic guidelines help to define the materials, placement, lighting, and design of signage in the Residential Historic Districts.

Sign Material:

The most important concept to grasp when designing your sign is that signage material should be compatible with the materials of the façade. In general, painted wood or metal is the preferred background. In addition, the following should also be taken into consideration:



- Lettering may be painted, carved into the wood, or individually mounted.
- Construct new signs of traditional compatible materials, such as wood, stone, and metal.
- Plastic is an inappropriate contemporary material and may be used only if it is carefully designed and fabricated with another finish.
- Signs should be made in a professional manner. Signage should be designed to enhance the architectural character of the building.
- Mass-produced signs or product logos do not blend with the character of the historic district nor the overall streetscape, and as such, they are discouraged.

- Glossy backgrounds that reflect glare and reduce legibility should be avoided, unless the material is appropriate to the façade.
- Buildings consisting of more than one commercial tenant should combine signs onto one sign board.

Sign Placement:

When deciding on the placement of your sign, it is important to remember that signs must not detract from the historic character of the property or streetscape. In addition, the following guidelines should also be considered:

- Locate signs near the front walk of your home or office, or on the building.
- Install freestanding signs in appropriate locations on low standards or ground bases.
- Mount flush signboards in appropriate locations on facades so that no architectural details or features are obscured or damaged.
- The placement of a new sign should take into consideration any existing sign line in the streetscape.
- Do not cover or damage existing detail with signs.
- Signs may not project above the parapet wall or cornice of the building.
- Signs may not be placed on the roof of a building.



Sign Lighting:

Lighting of signs is an excellent way to show off the artisanship of the sign as well as illuminate the place of business at night. Lighting also provides a very important effect along the streetscape. When considering the lighting of your sign, it is important to keep in mind the following guidelines:



- Light signs in a manner compatible with the historic character and the pedestrian scale of the District. Indirect light should be used to illuminate signs. Internally illuminated signs are not appropriate in the residential Historic Districts.
- Incandescent, rather than florescent lighting, should be used to achieve a truer color rendition. Gooseneck lamps are an appropriate and attractive lighting solution.
- Flashing or blinking lights are prohibited.
- Back lit or neon tube lighting should not be used.

Sign Design and Size:

The overall design of your sign should reflect the architectural period of the building on which you are locating the sign. In addition, the following should be considered:

- Trademarks should cover no more than 25% of the sign face.
- The number of colors used should be limited to colors that complement the colors on the façade.
- Freestanding signs should not exceed four feet in height measured from the ground elevation to the highest point of the sign.
- The maximum sign area shall be four square feet.
- The sign shall be set back a minimum of two feet from all property and/or right-of-way lines.



B. Wall Signs:

In addition to these general guidelines, wall signs on the front façade should not extend above the first floor. Signs on side façades may be placed on or above the first floor.

Signs should not obscure any detailing or building element and should be compatible with the architecture of the building. Wall signs should only be considered for buildings which are commercial in nature and should not be used on residentially assigned buildings. For multi-tenant buildings, the preferred method of listing tenants is a single wallboard on the front of the building.

C. Historic Signs:

Many older buildings still display the names of their original owners who were proud of their contributions to the community. These names are usually located on the upper part of buildings or above the doorways at the street level. Some are formed in sheet metal on fascias and cornices but most are incised in stone panels or molded in terra cotta relief. These should be preserved as part of each Residential District's history and character.

D. Awnings and Canopies:

Awnings and canopies are traditional methods to advertise businesses, as well as shade homes. They also protect pedestrians from the weather. They are part of the historic character of each district; however, when designing your awning, it is important to consider these guidelines:



- Heavy canvas and vinyl material should be used for awnings. Plastic and aluminum are not recommended.
- Canopies should be constructed in materials and colors that blend with the building.
- Awnings can be retractable or built on permanent pipe frameworks.
- A clearance of eight feet above the sidewalk is required by the Building Code.
- The valance of the awning should be free to move and be between 10 and 12 inches high. The valance is the appropriate area for store identification.
- Awnings for upper story windows should extend at least half way down the windows and should complement the street level awnings in color and style.

E. Applying for a Sign:

When applying for a sign in a Residential Historic District, the Historic District Commission will need the following information about the sign:

- Design of Sign: All dimensions, type of material, method of lighting, method of attachment
- A scaled drawing showing the building façade to include the wall from the ground level to the roof line, storefront, doors, windows, and architectural detailing in the proposed signage location. The drawing should show the sign on the building. An actual-size mock up replica of the proposed sign may be submitted in place of the drawing.
- A sample of the finish material



Applications are available in the Hagerstown Planning Office.

Chapter 8. Site Design



Individual site elements such as planting, paving, curbing, fencing, etc., can contribute significantly to the visual quality of a building and its surroundings. While the Commission has the authority to require reviews of all landscape design and changes, the Commission does not review routine landscaping improvements. However, landscaping associated with a major site improvement, such as a large addition, visible driveway, or other significant work, should be reviewed as part of the application.

The following are types of projects that the Commission does review, as well as suggestions for those projects that are not reviewed but still influence the streetscape, such as plantings. When considering the site design of your property, keep the following guidelines in mind.

A. Plantings:

Trees, shrubs, flowers, and grass have a strong visual impact upon a building or a neighborhood.. Plantings can offer shade, provide for energy efficiency, and privacy while also adding color to the property. While the Commission does not regulate plant species or colors, the following are simple



suggestions for landscaping. Trees or large shrubs should be located with their full size in mind. Plantings should be considered just as building elements would. They should be balanced and



proportioned in accordance with the building they surround. Special opportunities for other plantings also exist. Where the sidewalk is wide, or a building is set back, plant beds or boxes can be installed. Window boxes provide additional opportunities for color throughout the seasons and are highly recommended. A landscape architect or a local nursery will be able to help provide additional information on site improvements.

Street trees are critical to the historic character, charm, and economic draw of a neighborhood. Real estate studies indicate increases of property values of up to 20% in neighborhoods with a mature tree canopy. As trees die or are removed, new trees should be replanted in accordance with the City’s landscaping standards and Public Ways Construction Standards and Engineering Guidelines.

The following permanent landscape structures should be designed in accordance with the following guidelines and require design review:

B. Courtyards:

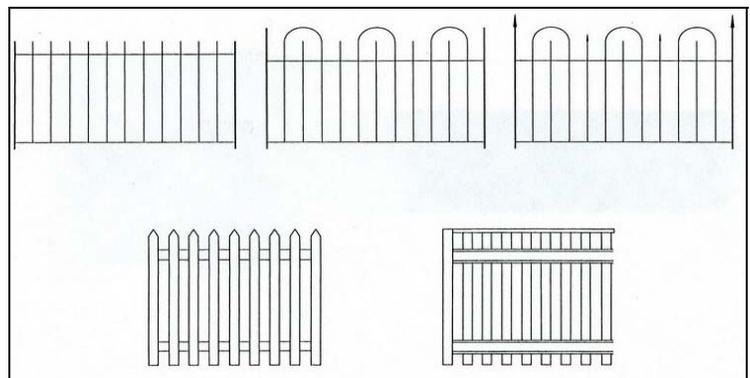
Gardens and courtyards visible from the street are an important design element and provide a welcome touch to the overall streetscape. When deciding on the plans for a courtyard keep the following guidelines in mind:



- Walls and building elements should provide continuity to the building wall along the street and separate private spaces from the public way.
- Walls and fences should follow the guidelines listed below for these elements.
- Courtyard plantings should be selected to provide interest and color throughout the year.

C. Walls and Fences:

Walls and fences are important streetscape elements. Large paved areas for off-street parking should be visually screened from the street by walls, fences or plantings. Simplicity is the basic design guideline for fences and walls in



the Residential Historic Districts. Natural stone or brick walls work well, as do painted wood board fences. Unless they can be concealed by plantings, concrete block walls and natural wood board or split rail fences should be avoided. In addition, keep the following guidelines in mind:



- Flat, vertical board fences, painted or stained, with straight tops are the most suitable in interior lot and other secondary locations. These screen yards, driveways, and walkways, as well as providing privacy. The Zoning Ordinance prohibits fences in required setbacks.
- Chain link fencing is not a preferred material in the Residential Historic District and it should be carefully scrutinized.

- Consider decorative fences of simple flat top rail design or simple repeated elements (pickets, balusters, etc) for areas readily visible from the street.
- Walls and fences should be appropriate to the style of the building and the streetscape.
- Because of their size, retaining walls can significantly alter the appearance of the street. Timber retaining walls are not appropriate in front yards, or side yards, which are visible from a public street. More permanent materials such as stone or brick are preferred and more appropriate.

D. Outbuildings and Other Appurtenances:



Often, property owners request outbuildings or other appurtenances for their historic properties. Appurtenances are permanent or semi-permanent fixtures, structures, or details added to the property. These have a large impact on the appearance of the streetscape from the public ways. The most common requests are for outbuildings such as garages and sheds; however, other appurtenances include, but are not limited to, pools, gazebos, and large statuary/fountains. When considering an outbuilding or appurtenance visible from a public way, keep the following guidelines in mind:

When considering an outbuilding or appurtenance visible from a public way, keep the following guidelines in mind:

- Style, scale, color, materials and textures should be compatible with those of the building.
- Avoid appurtenances that clash with the architectural period of the building and the streetscape.
- Appurtenances should not draw attention away from the historic building. Statuary and fountains should be discreet and compatible with the architectural style of the property.
- Do not mimic an architectural style not found in your Residential District.
- Metal garden sheds are not compatible with the historic character of the district and are not recommended.

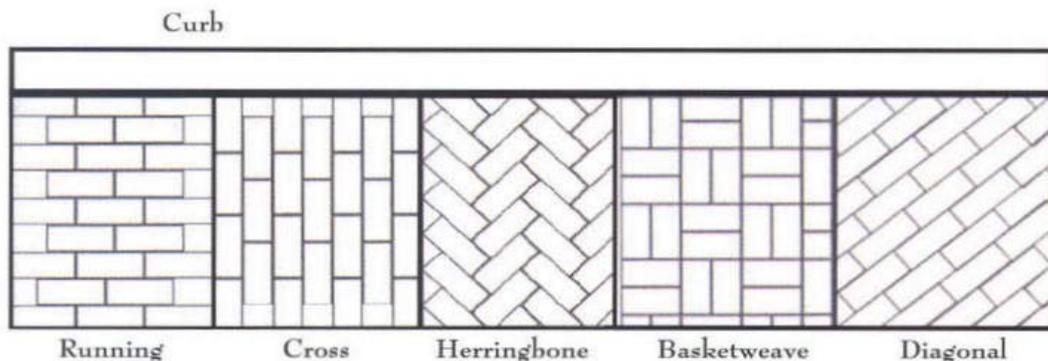
E. Swimming Pools (Private Residential):

Because of the residential nature of the districts, swimming pools are a common request by property owners. Unfortunately, these can also have great impact on the historic nature of the districts. Therefore, the following guidelines apply to the construction of pools:

- Swimming pools should not be located in the front yard.
- In ground swimming pools, not easily seen from the public streets surrounding a historic property are preferred. These should be concealed even further from public view with an appropriate fence (see “Fences and Walls”).
- Aboveground swimming pools should be screened with landscaping and fencing from the public streets.
- Landscaping and paving surrounding swimming pools, either in ground or above, should comply with the historic nature of the property as well as these guidelines.
- Additional features such as diving boards and ladders should be simple and located out of view from the public streets.

F. Sidewalk Paving:

Sidewalk materials and design vary from structure to structure. This variety adds to the visual texture and color of the streetscape. Sidewalk surfaces should be designed to continue the visual texture of the streetscape and building. When appropriate, they can be integrated with the materials and textures of the building. Brick and concrete are acceptable for paving, and many brick patterns are allowed. Specific construction information is available in the City’s Department of Public Ways Construction Standards Manual. When repairing curbs and sidewalks, curbs may be retained and raised as necessary to current City standards.



In addition to these general sidewalk guidelines, the following are guidelines for walkways and patios:

- Brick, stone, and concrete are the most common materials; poured concrete is acceptable if it blends with the existing sidewalks. The Commission will consider additional materials if they are appropriate to the streetscape.
- Patterns for patios and walkways should blend with the existing pattern along the sidewalk. Patterns may be drawn from the same sampling above.
- Front walks should not take away from the historical nature of the building; simple structures do not require ornate front walks.



Per City Code requirements, replacement of existing public street sidewalks on South Prospect Street must be done in brick. The Commission has no authority to waive this requirement.

G. Parking Lots:

Off-street parking in the Residential Districts should be located to the rear of a building lot and should not interfere with the residential nature of the districts. The City Zoning Ordinance details requirements for parking and the landscaping and design of parking lots. Special attention should be given to landscaping to make parking lots as unobtrusive as possible. Therefore:



- Planting strips and ground cover should border the parking areas. This provides a break between the parking area and the building as well as lessening the visual impact.
- Fences and walls that blend with the style of the adjacent building should be used to further screen parking areas.

H. Telecommunications:

As required in the Zoning Ordinance, wireless telecommunications facilities (also known as cell phone towers) located within the Historic Districts should not be intrusive or incompatible with the historic character of the neighborhood. Therefore, the following guidelines should be followed when planning for wireless communications:

- Wireless facilities should be hidden from view by means of a stealth design. The Ordinance suggests locating the antenna inside a steeple, chimney, or disguising it as a

flagpole. If the equipment is not of stealth design, it requires review by the Commission.

- If facilities or antennas are located on the ground, site plan approval is required.
- Outdoor facilities should be hidden from view via landscaping and privacy screening.

I. Trash and Dumpster Enclosures:

All new trash dumpsters in the Historic Districts should be enclosed. Trash and dumpster enclosures in the historic district can influence the overall appearance of the property if not treated correctly. Consider the following:

- Avoid complicated structures that draw attention away from the main building.
- Enclosures should blend with the surroundings of the property in color, texture, and material. Redwood privacy fences are preferred.
- Vinyl enclosures are acceptable if they are well disguised and unobtrusive.

J. Subdivisions and Site Plans:

Subdivisions, while not an improvement to a building, can still greatly influence the character of the historic district. While the Commission cannot approve or deny a subdivision application, they can testify before the Planning Commission when a request for a subdivision will affect the historic district. When planning your subdivision application, consider the following:



- Take into account and maintain the historic character of the District.
- Subdivisions should remain compatible with their historic surroundings at all times.
- Building design and style should follow the guidelines set forth in the “New Construction” section of these Guidelines.

The Commission has more influence over site plans submitted for single properties. The commission can influence the location of buildings located on the site plan, as long as they do not contradict the Zoning Ordinance.

K. Air Conditioners:

Central and window air conditioners are often a necessary feature during the summer months in Hagerstown; however, if not carefully placed, they can detract from the historic character of a district. Placement and construction of these units is very important. Therefore, air conditioning units and wires should comply with the following guidelines:

- Ground-based units should be shielded from view by fencing, landscaping, or some other method. Ground units should not be visible from any public way.
- Cords, pipes, and wires running along buildings should be painted or disguised to blend with the color of the façade.
- Cords, pipes, and wires should not disturb the historic character of any feature on the building.
- Historic features such as windows and doors should not be damaged to provide space for any part of an air conditioning unit. Window air conditioning units should not destroy the historic quality of a window.

L. Cemeteries:

There is one cemetery currently in the Potomac-Broadway Historic District—Zion Church Cemetery on North Potomac Street. The treatment of passed loved ones is an intensely personal event, of which the Commission does not desire to impose. When cemeteries fall under the Commission's jurisdiction, the installation, repair and alteration of grave markers, individual grave fencing, and other funerary objects placed in a cemetery will not be reviewed by the Commission. Removal and relocation of cemeteries, usually intended for development purposes, would have to be reviewed by the Commission.

Appendix A: Glossary of Terms

The following glossary defines terms used in the design guidelines text and other common terms for design elements.

Barge Board – A decorative board under the eaves that covers the face of an exposed rafter.

Bay – One unit of a building that consists of a series of similar units commonly defined by the number of window and door openings per floor or by the space between columns and piers.

Bay Window – A protruded bay on a façade that typically has windows on the primary, and smaller secondary vertical surfaces. The side surfaces of the bay can either be perpendicular to the façade, or constructed at an angle.

Board and Batten – A type of wall cladding for wood frame structures, consisting of closely spaced vertical boards, the joints of which are covered by narrow wood strips called battens.

Bond – The physical arrangement and placement of either brick or stone to create a wall pattern and to strengthen the wall.

Bracket – A support element under the eaves or other overhangs, often more decorative than functional.

Brick Veneer – A facing of brick laid against a wall and not structurally bonded to the wall.

Capital – The topmost member, usually decorated, of a column or pilaster.

Clapboard – A long narrow board with one edge thicker than the other, overlapped to cover the outer walls of frame structures. Also known as weatherboard, bevel siding, or lap siding.

Column – A vertical support member.

Common Bond – The pattern of laying bricks in which several horizontal rows, usually an odd number, of stretcher bricks are placed between rows of header bricks.

Context – The surroundings, both historical and environmental, of a building or town.

Coping – A cap or covering at the top edge of a wall, either flat or sloping, to shed water.

Corbel – A slightly projecting architectural element, usually in masonry, cantilevered from upper exterior walls; usually topped by a cornice or coping.

Cornice – The upper projecting section or molding along the top of a building or wall.

Dormer – A small window with its own roof, that projects from a sloping roof.

Eaves – The edge of a roof that projects over an outside wall.

English Bond – Brickwork in which every horizontal row consists of alternating header and stretcher bricks.

Façade – The face of a building; the elevation of a building that faces the viewer.

Flemish Bond – Brickwork in which every horizontal row consists of alternating header and stretcher bricks.

Gable – Triangular wall segments at the end of a double pitch or gable roof.

Gambrel Roof – A ridged roof with two slopes on each side; the lower roof having the steeper pitch.

German Siding – An exterior wall cladding of wooden boards that are tongued and grooved (or rabbeted and overlapped) so the lower edge of each board interlocks with a groove in the board below it. The face of the board is molded with a curve along the upper edge. Also called drop siding or novelty siding.

Gingerbread – A pierced wooden curvilinear ornament, executed with a jigsaw or scroll saw and located under the eaves of the roof.

Header – In masonry a stone, brick or tile presenting its end in the front surface.

Herringbone – Masonry or tile work in which the units are laid slant, reversing the angle in alternate rows to form a zigzag effect.

Hipped Roof – A roof with slopes on all four sides.

Light – A pane of glass, a window or a glazed component of a window.

Lintel – A horizontal structural member similar to a beam over an opening which carries the weight of the wall above it.

Mansard Roof – A roof having a double slope on all four sides; the lower slope having a steeper pitch.

Mass – The overall three dimensional shape of a building; height, depth, and width.

Mullion – A vertical member separating (and often supporting) windows, doors or panels in a series.

Muntin – A secondary framing member to hold panes within a window, window wall, or glazed door. Also called a glazing bar or sash bar.

Pediment – A wide, low-pitched gable surmounting the façade of a building in a classical style; any similar element used over doors and windows.

Pent Roof – A small roof with one major pitch, attached to the wall of a building below the principal roof line or cornice line.

Pilaster – A pier or pillar attached to a wall, often with a capital and base.

Portico – A large porch or covered walk with a roof supported by columns or piers.

Preservation – Maintaining a building's current appearance through diligent maintenance and repair.

Rehabilitation – Repairing and altering a structure to make it usable again, preserving distinctive architectural features or style.

Remodeling – Changing a building without regard to its distinctive architectural features or style.

Restoration – Returning a building to its documented past appearance by removing later work and repairing and replacing distinctive features.

Rhythm – A pattern in spacing of buildings or architectural elements (doors, windows, porches, etc.) giving a cadence to the visual aspect of the district.

Ridge – The horizontal line where two roof planes meet. The highest point of a roof.

Scale – The apparent size and mass of a building's façade and form relative to the other buildings in the general area. The physical relationship of elements such as window area to wall area. The shape and size of fenestration forms such as the subdivision of windows into lights, brick, cornices, trim, etc., are important factors in establishing the scale of a façade.

Shed Roof – A roof with only one sloping plane.

Side Light – A framed area of fixed glass alongside of a door or window opening.

Sill – A horizontal timber at the bottom of a wood frame structure which rests on the foundation. The horizontal bottom member of a window, door, or other frame.

Soffit – The exposed undersurface of an overhead component of a building.

Street Wall – The line formed by the facades of buildings at a common height and setback from a street.

Stretcher – In masonry, a brick, stone or tile that is set with the long horizontal edge facing out.

Surround – An encircling border or decorative frame.

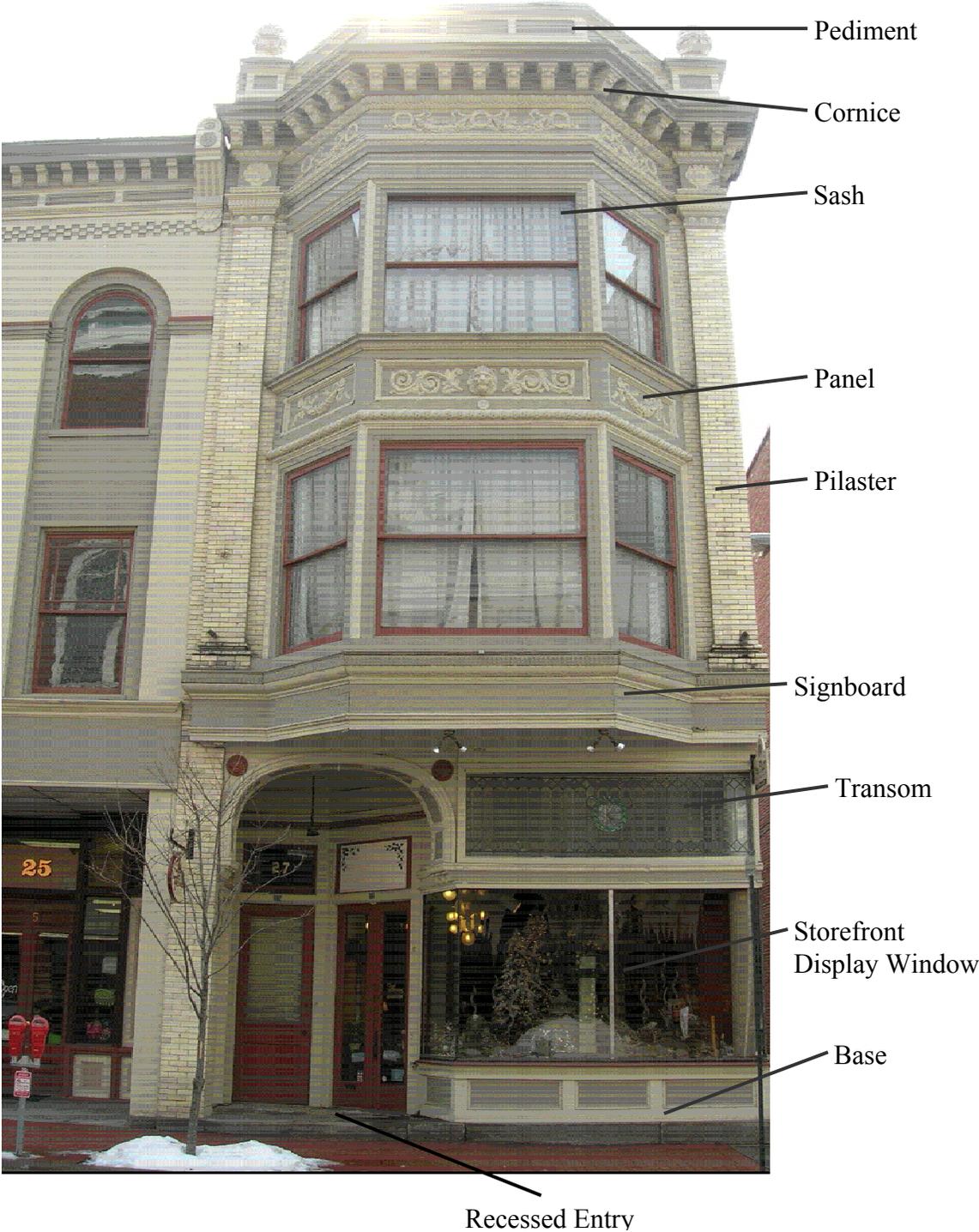
Texture – The visual pattern on a façade created by building materials and details.

Transom – A window immediately above a door, usually hinged or sashed.

Veranda – A covered porch or balcony extending along the outside of a building, planned for natural ventilation, shading and summer leisure.

Vernacular – Build according to traditional designs and methods of a region, usually without the direct involvement of an architect.

Appendix B: Façade Terms



Appendix C: Oak Hill Historic District

The following addresses are located within the Oak Hill Residential Historic District and should adhere to these guidelines:

Street	Block #	Addresses
Forrest Drive	800	Even: All Odd: 815-829
	900	All
Hamilton Boulevard	700	785-799
	800	All
	900	All
	1000	All
	1100	1100-1103
West Hillcrest Road	0	25 and 50
Oak Hill Avenue	700	720-722
	800	All
	900	All
	1000	All
Park Lane	100	All
	400	400
Potomac Avenue	800	810-834
	900	All
The Terrace	800	All
	900	All
	1000	1000-1042

Appendix D: South Prospect Street Historic District

The following addresses are located within the South Prospect Street Residential Historic District and should adhere to these guidelines:

Street	Block #	Addresses
South Prospect Street	0 100 200	30-43 All All
South Walnut Street	100 200	Even Only Even Only
West Washington Street	100	163

Appendix E: Potomac-Broadway Historic District

The following addresses are located within the South Prospect Street Residential Historic District and should adhere to these guidelines:

Street	Block #	Addresses
Broadway	0	All
	100	All
Charles Street	0	29
North Locust Street	400	All
	500	501
Maple Avenue	0	5
East North Avenue	0	All
	100	All
Oak Hill Avenue	600	All
	700	703-717
Potomac Avenue	600	Odd Only
	700	715-717
North Potomac Street	200	All
	300	All
	400	400-481

Appendix F: Map of Districts

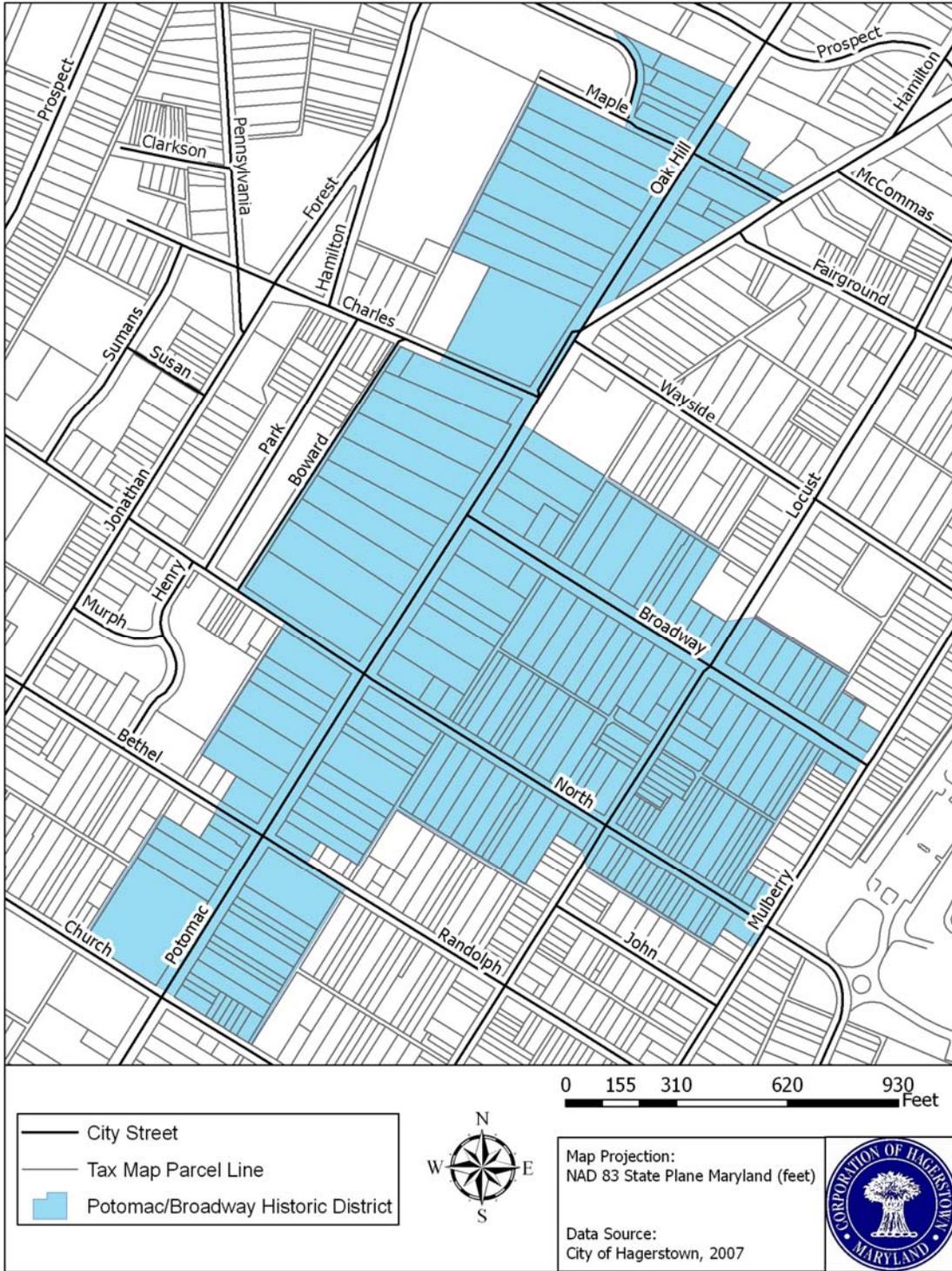
Oak Hill Historic District



South Prospect Historic District



Potomac/Broadway Historic District



APPENDIX F: DESIGN REVIEW PROCESS

The Commission – The Commission consists of seven City residents, and usually includes residents of the City’s historic districts, although owning property in or living in a historic district is not required. The members are qualified by special interest or training in such fields as history, architecture, preservation, engineering and other disciplines. The Commission also has four non-voting *ex officio* members; a member of the City Council, a structural engineer, a sign and advertising specialist and a preservation specialist.

Authority – The Hagerstown Zoning Ordinance authorizes the creation and function of the Historic District Commission and the designation of historic districts and landmarks throughout Hagerstown. The historic districts subject to the review authority of the Commission are delineated on the Hagerstown Zoning Map. This map divides the City into zoning districts. Historic districts are “overlay” zoning districts, which mean they are in addition to the base zoning applicable to an area, which governs land use, building locations, etc. For example, a property could be located in the R-1 Residential Zoning District *and* the Oak Hill Historic District.

Meetings - The Historic District Commission (HDC) meets twice per month. At the time of the publication of these guidelines, the Commission’s meetings occur at 4:30 pm on the second and fourth Thursdays of each month. This schedule may be altered to avoid conflict with holidays. A schedule for the entire year is published by the Planning Office in December of the preceding year. The meetings are held in City Hall, and an agenda is posted on the City’s website a few days prior to the meeting and on front door of City Hall on the day of the meeting announcing the agenda, and meeting location within the building.

Deadline for Submission – In order to have time to compile an agenda and prepare a staff report in each case and mail meeting packages to the Commission members and applicants, applications must be submitted by close of business on the Wednesday eight days prior to the meeting. In cases where the regular schedule is deviated from in order to avoid a holiday, please consult the annual schedule published by the Planning Office.

Application – Applications are available through the Planning Office and on the City’s website. In order for an application to be considered by the Commission, an application needs to be completed and submitted to the Planning Office, including a *detailed* description of the proposed work, and any necessary supporting documentation, such as architect’s drawings, photographs and/or manufacturer’s literature for materials proposed for use, etc. If the staff determines that your application does not have sufficient detail or documents to prepare a staff report and recommendation, your application may be delayed to the next available meeting, and the Planning Office will contact you to let you know what additional necessary materials are needed for the application to be officially accepted for processing.

At the Meeting – The applicant or their representative must attend the meeting. Failure to appear or send someone to act on your behalf will result in your case being postponed to the next meeting or possibly dismissed. The Commission handles cases in two ways:

- **Consent Agenda** – In cases where the application is 1) very routine, 2) clearly consistent with the Guidelines and 3) staff recommends approval without further comment, the Planning Office will place these applications on the “consent agenda”. All consent agenda items will be handled in a single motion by the Commission at the beginning of the meeting, and a presentation by the applicant will not be necessary. Any Commission member may request cases be removed from the consent agenda and handled as a standard review if they feel it is necessary for an application to be given appropriate consideration. Therefore, it is important that applicants attend the meeting, even when their application is on the consent agenda. This “consent agenda” process was adopted in order to simplify and shorten the meeting for applicants with routine requests. Applicants with cases on the consent agenda may receive their approval quickly at the beginning of the meeting.
- **Standard Review** – When your case comes up, staff will present a staff analysis of your request and a recommendation on how the Commission should decide the case. You will be invited to the table to discuss your application with the Commission. The Commission can act only on what you have in your request. If it is apparent that the Commission has concerns about elements of your application, it is perfectly acceptable to discuss the concerns, and if necessary, amend your request at the meeting to address their concerns. The Commission *cannot* amend your application; it can only rule on the application as presented (including amendments made by the applicant). The Commission will 1) approve the application as submitted or as you may amend it to address concerns raised, 2) deny the application, or 3) dismiss the application (usually due to insufficient documentation, allowing the applicant to re-file at a later date with better supporting material). The Commission votes at the meeting and the applicant will know the results at that time.

By Code, the Commission has 45 days to act on applications from the date completed applications are received in the Planning Office. This deadline may be extended at the mutual consent of the Commission and applicant. If the Commission votes to deny an application, City Code requires that the Commission not hear an application for the same work for at least one year after the initial application was denied. This standard does not apply if the applicant makes substantive changes to the proposed work, since it is no longer the same work as was rejected.

Review Standards – Decisions are based on the guidance provided by these Guidelines and “The Secretary of the Interior’s Standards for Rehabilitation of Historic Structures”.

Workshops – The Commission is happy to discuss proposals informally at their regular meetings when an applicant desires to gauge the Commission’s reaction prior to submitting an official application. Requests for a “workshop” must be received by the same deadline for an official application, as it needs to be included on their meeting agenda. Submitting materials for distribution to Commission members before the meeting is encouraged but not required.

Demolition - Once demolished, a historic resource can never be recovered. Separate and more stringent standards apply when requesting demolition of a building or structure that contributes to the character of the historic district. For more information on the demolition process, please contact the Planning Office.

Appeals – Applicants who are unhappy with a decision made by the Commission may appeal that decision to the Circuit Court for Washington County. In an appeal, the Court will review the Commission’s actions and determine whether they were defensible within its authority enabled through State Code and as cited in the City’s Zoning Ordinance, and the Guidelines that it uses to guide its decisions. Pursuant to Maryland Law, the court will not substitute its personal opinion on whether a change to a property is appropriate and should or should not be permitted. The judge will evaluate the appeal solely on the basis of whether the Commission had the authority to render the opinion, and whether its decision was “fairly debatable” based on the materials presented on the record at the meeting.

Approval Rate – Most cases are approved by the Commission without amendment. The vast majority are approved either as submitted or with amendments made by the applicant to address concerns raised by the Commission. Very few applications are rejected by the Commission.

Enforcement – Violations of the historic preservation elements of the Zoning Ordinance are enforced as a zoning violation by the Planning Office. Typical violations of the Ordinance include performing work subject to HDC review without first obtaining approval and performing work that is different than that approved by the Commission.

The Planning Office first contacts the owner or occupant to notify them of the violation in the hopes of resolving the problem without enforcement action. Should the initial contact not resolve the problem, the owner and the occupant (if different than the owner) will be issued a violation notice, officially informing them of the violation, and the need to correct the problem within a prescribed amount of time, or proactive enforcement action will be taken. Such action could include issuing a civil citation for violation of City Ordinances, which carries a fine of up to \$500 per day for each day the violation continues, and may include the City seeking an injunction in the courts to compel compliance. It is the Planning Office’s desire, however, to achieve compliance with the least amount of enforcement action possible. Once demolished, a resource can never be restored. Therefore, intentional demolition of a structure subject to HDC review without the requisite approvals is a misdemeanor offense as stated in Article II of the City Code.

Please note that the Commission is charged with review proposals based on compliance with applicable design and preservation standards. The Commission does not take into account the existing nature of improvements when applicants seek retro-active approvals for work they completed without HDC approval. Therefore, if the applicant fails to obtain HDC approval of the work, they may be required to remove or alter those improvements in order to comply with the Ordinance. Therefore, it is very important for all owners to secure the required reviews and approvals *before* beginning work.