

Architectural Design Guidelines

for the

Downtown Historic District

Hagerstown, Maryland



The Historic District Commission of the City of Hagerstown, Maryland

Adopted February 23, 2010; as amended May 25, 2010

**ARCHITECTURAL DESIGN GUIDELINES
FOR THE
DOWNTOWN HISTORIC DISTRICT
HAGERSTOWN, MARYLAND**

Adopted September, 1989; Revised June, 1994; Revised, July, 2007; Revised May, 2010

Adopted by the Mayor and City Council on February 23, 2010 and subsequently amended on
May 25, 2010.

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Table of Contents:

Chapter 1: Introduction	5
Why protect Downtown's Historic Resources	5
Economic Development and Benefits	5
About these Guidelines	7
Secretary of the Interior's Guidelines	7
Chapter 2: History of Downtown	9
Chapter 3: Architectural Styles	10
Chapter 4: Ordinary Maintenance	12
Chapter 5: New Construction	13
Design	13
Rhythm	14
Width	14
Height	15
Setback	15
Scale	15
Floor Height	16
Window and Door Openings	16
Roofing	17
Skylights	17
Materials	18
Texture	18
Siding	19
New Additions	19
Porches and Decks	20
Rooftop Decks	21
Chapter 6: Rehabilitation	23
Storefronts	23
Building Elements	25
Windows	25
Doorways and Entranceways	27
Screen and Storm Doors	28
Roofing	29
Porches and Stairways	30
Materials	31
Masonry	31
Terra Cotta	32
Carrara Glass	32
Metal	33
Wood	33

Chapter 6: Rehabilitation (Continued)

Detail33
Handicapped Access34
“A” Resource Buildings34
City Landmarks35

Chapter 7: Signage 37

General Guidelines37
 Sign Material37
 Sign Placement38
 Sign Lighting38
 Sign Design and Size39
Wall Signs39
Historic Signs39
Awnings and Canopies40
Banners40
Neon Tube Signs41
Interpretive Plaques41
Applying for a Sign41

Chapter 8: Site Design 42

Plantings42
Courtyards42
Walls and Fences43
Appurtenances43
Sidewalk Paving44
Trash and Dumpster Enclosures44
Parking Lots45
Telecommunications45
Cemeteries45
Subdivisions and Site Plans46
Air Conditioners46

Appendices 47

South Potomac Street Case Study47
Glossary of Terms.....49
Facade Terms52
Affected Addresses53
Map of District54
Design Review Process55

Chapter 1. Introduction

A. Why Protect Downtown's Historic Resources?

The City of Hagerstown is rich in nineteenth and early twentieth century architecture that is reminiscent of a time and place in the history of the city. These buildings and their settings are maintained and reused as a viable living and business environment that combine to form a unique asset to both the fabric of the City and the community. It is within the public purpose to preserve and strengthen the City's historic areas so their contribution to the image of Hagerstown may continue.



In February, 1988, a portion of the Downtown was designated a Preservation Design District under the City Zoning Ordinance (renamed Historic District in 2008). The purpose of this District is to protect, enhance, and promote the use of historic resources. Preservation of these resources serves to contribute to the quality of life and to safeguard the City's historical heritage.

B. Economic Development and Benefits



Protecting Downtown's historic resources has many benefits, both socially and economically. In addition to maintaining the historic character and atmosphere of the District, preservation of Hagerstown's historical features also has many economic advantages. Preservation means increased property values in the District and increased local revenue for District shops, restaurants and businesses by increasing traffic in the Downtown area. Rehabilitation of Downtown brings consumers back to the downtown. They come both to see the improvements being made and to enjoy the benefits of such a vital downtown. Downtown property owners benefit from the increased pedestrian traffic that a historically eclectic and rich downtown, like ours, attracts.

Economic Development and Benefits, continued:

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:

- 20% federal income tax credit for approved rehabilitation.
- Applicable to both exterior and interior work.
- 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 eligible for depreciable properties, including residential rentals. 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.
- Tax incentive offers 20% of costs for expenditures of approved rehabilitation projects.
- Tax credits are available for residential homes or income producing properties.
- To be eligible for the benefits, residential home rehabilitation must exceed \$5,000 in two years, and commercial rehabilitation must exceed the adjusted gross basis of the property.

Washington County:

- Credits apply to county property taxes.
- 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.

Based on the economic impact to the Downtown community 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. It is a significant tool for economic development and revitalization. Preservation of local historic resources ensures the enrichment of Hagerstown's Downtown Historic District.

C. About These Guidelines

These architectural design guidelines were prepared to assist property owners, developers, architects, and project designers in the Downtown district. These instructions are meant to guide, rather than dictate, the design of alterations, new construction of buildings 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 activity within the District. These guidelines stress principles that will guide future building and preservation decisions.

These guidelines ARE intended to:

- Help reinforce the character of the District and protect its overall appearance.
- Improve the quality of development.
- Protect the value of public and private investment.
- Preserve the 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. The City's Zoning Ordinance regulates how properties are used.
- Control appearance of the interior of a building. The HDC process affects only the design of the exterior and site.
- Guarantee that all new construction will be compatible with a historic setting. Guidelines can only guide design. They may help block insensitive design, but they cannot ensure sensitive design.

D. 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 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.



“Preservation Briefs,” published by the National Park Service, offer detailed information on various rehabilitation techniques such as cleaning masonry, repairing wooden windows, and exterior and interior finishes (not Residential). Preservation Briefs are available through the City Planning Office.

In order to assist in the preservation of Downtown’s 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 to properties in the Historic District. Under this review, the physical appearance that creates the district can be preserved.

Chapter 2. History of Downtown

Hagerstown, founded in 1762 by Jonathan Hager, has much history to offer. Initially, the town served the surrounding agricultural community via trading posts, grain mills, and as a center of local government (eventually becoming the county seat). Located near the Mason-Dixon Line and the Potomac River, Hagerstown became a major



hub along transportation routes heading across the country in all directions, thereby acquiring the “Hub City” nickname. During the Civil War, Union and Confederate troops occupied



Hagerstown on several occasions on the way to or from campaigns in Pennsylvania and Virginia. Widespread development of the railroads in Hagerstown (many of which are still active today) led to a boom in industrial and economic growth from 1880-1930. This historical period helped to establish the Downtown area as the major industrial hub of western Maryland. As a result of the economic expansion that

followed, redevelopment of the Downtown transformed it from a small rural town center to the thriving economic core that it is now.

The City has maintained much of the architectural history of this booming period, helping to reflect life at the turn of the century in Hagerstown. At the core of the City is a compact business and government center. Surrounding the Downtown are the urban row house and mansion house neighborhoods developed for Hagerstown's boom era workers, industrial magnates and business



managers. The pre-Civil War homes of Hagerstown's early settlers also dot the map. All of these historical periods have led to a vast and eclectic Downtown. Hagerstown's Downtown is comprised of many different styles, all of which overlap and create a unique place steeped in its own rich history, which spans the course of American History as well.

Chapter 3. Architectural Styles

Late 18th and Early 19th Century Vernacular

North Potomac Street

This early style of architecture is based on the American Federal Style of the early nineteenth century. It is characterized by a smooth façade and low-pitched roof. Other characteristics include simple trimming, vertical windows with large panes, and exterior detail focusing around the main entranceway.



Italianate Commercial

Last Third of 19th Century

Summit Avenue



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, rounded arches, a flat roof, and tall windows/large openings at the ground level.

Second Empire

c. 1890

Jonathan and Franklin Streets

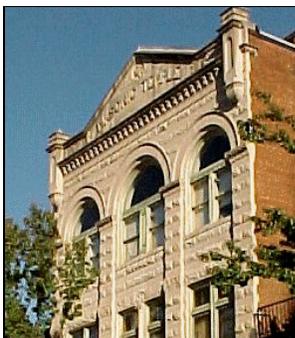
This style of architecture is loosely based on French examples and originated during the reign of Napoleon III. The main distinguishing features between this style and Italianate is the double-sloped Mansard roof and presence of a tower. Other characteristics include highly decorative exteriors, prominent projecting and recessing façades, and classical features such as pediments and balustrades.



Richardsonian Romanesque

Late 19th – Early 20th Century

South Potomac Street



This style of architecture is named after its founder, Henry Hobson Richardson, and is a revival of the Romanesque architectural style of medieval Europe. Its distinguishing characteristics are massive stonework and textured masonry detailing. Minor characteristics include rounded arches, turrets, hipped or pointed roofs, and large proportions (both in size of buildings and in details).

Beaux Arts/ Classical Revival

Late 19th - Early 20th Century

South Potomac Street

This architectural style was named after the Ecole des Beaux Arts (the national French institute for fine arts), and is a sub-section of neo-classicism. Major characteristics of the style include bold, sometimes flamboyant, ornamentation, paired columns, domes, pavilions, and intricate carvings. Other characteristics include projecting façades, grand staircases, and a variety of stone finishes.



Terra Cotta Commercial

20th Century

South Potomac Street



This architectural style is used in conjunction with the Beaux Arts style. It marks and represents the introduction of a new construction material – glazed terra cotta. The defining feature of the style is that it uses terra cotta to create classical elements in a decorative way. The style uses a wide variety of colors and incorporates many details.

Tudor Professional

20th Century

West Washington Street

This architectural style is inspired by the English Country Cottage and involves a revival of the Tudor Style. This revival involves perpendicular features, heavy brickwork, dormer windows, round headed arches, oak paneling, and relief plaster detailing. The major characteristics involve the use of stucco, presence of a massive chimney, and irregular massing.



Art Deco

20th Century

South Potomac Street



This style of architecture is based on highly geometrical patterns and contemporary materials. Art Deco marks the first American style, which breaks the tradition of mimicking classical styles, and is the modernist's reaction to art nouveaux. In addition to geometrical shapes, other major characteristics include crisp symmetrical forms, bright colors, streamlined features and decorative effects based in geometry. This style was very popular in the early to mid-twentieth century and is sometimes referred to as "Moderne."

Chapter 4. Ordinary Maintenance

According to the Zoning Ordinance for the City of Hagerstown, “ordinary maintenance” is “work that does not alter the exterior features of a site or structure and has no material effect on the historical, archaeological, or architectural significance of the site or structure.”

The ordinance lists the following types of construction as ordinary maintenance:

- Repair or replacement of roofs, gutters, siding, trim, external doors & windows, porch floors, lighting fixtures and other appurtenance fixtures using the same materials and design as the original. (No change in appearance).
- Landscaping which does not effect the character of the structure
- Paving repair using like materials and like design
- Painting existing painted surfaces

Activities that are considered ordinary maintenance do not require the application or approval of the Historic District Commission. Ordinary maintenance generally refers to the repair, and replacement of exterior features with like materials. Therefore, any changes in style, material, or design should be filed for review by the Commission. Activities that are considered ordinary maintenance have been identified in the Rehabilitation chapter of these guidelines for easy reference.

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

Chapter 5. New Construction



Select and well-designed new construction within the historic Downtown area 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. However, to continue to enhance and preserve the historic integrity of the district, the

following guidelines help to protect the historical value of the Downtown district. These guidelines are meant to help property owners, architects and designers plan their projects to fit accordingly with the existing historical character of the District. 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 Downtown Historic District, has a dual responsibility:

- Buildings must both relate to 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 District.



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 identity of the District is further developed.

Therefore, it is important to 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



The character of the district is influenced by the “rhythm” of the streetscape. Rhythm refers to the overall appearance of the street based on several characteristics:

- Building width
- Building height
- Setback
- Floor levels
- Door and window openings

This pattern, or rhythm, should be analyzed as follows and considered during the design process for new construction within the District.

Width:

Buildings in the Downtown D-MU district can be built out to the side property lines. Historically, the buildings



located in the Downtown district have been built to the full width of the property.



This avoids any unnecessary and unusable space between buildings, which should be continued by new construction projects. Maintain the existing building wall by building from side lot line to side lot line.

Height:

The buildings in the Downtown district generally range in height from 35 feet to 60 feet tall. 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% higher or lower than adjacent buildings.
- Setbacks of the upper levels, the addition of dormers, or a change of materials, can be a way to gain additional floor area. However, the continuity of the cornice line must be maintained.

Setback:

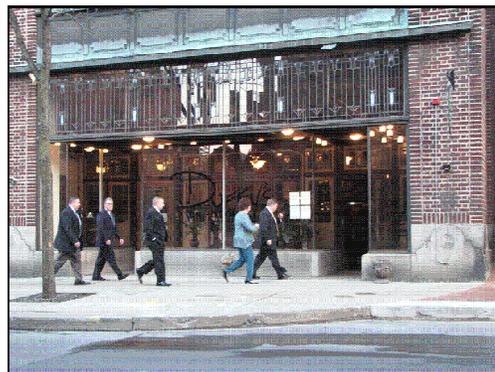


There is no minimum setback requirement in the Downtown D-MU district. The majority of buildings in the Downtown Historic District are set directly on the front lot line, thereby forming a distinct street wall. This street wall should be continued in new construction. To do this, consider the following:

- Maintain the alignment of façades along the sidewalk edge.
- In the event a building has a proposed setback, the street wall can also be continued with design elements such as low walls and landscaping. Greater setbacks will be evaluated on a case-by-case basis.

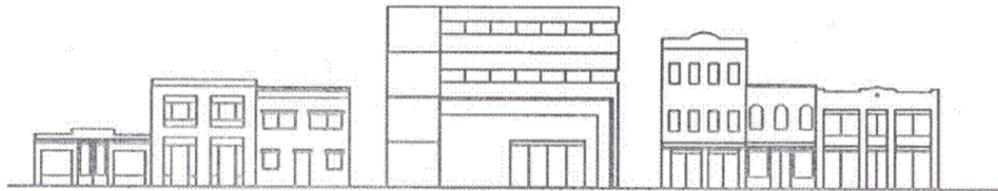
Scale:

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, Downtown Hagerstown has a human scale. This means that structures and their features are based on the human, adult body. 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:



Inappropriate: new building's height and width are out of scale with rest of street.



Appropriate: new building steps down in height and breaks up in width to reflect scale of street.

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:

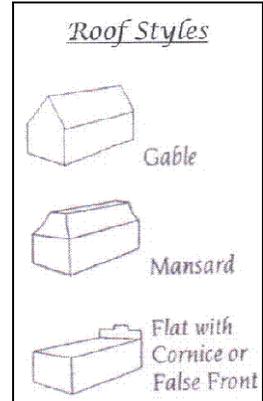
- The overall area of window and door openings in a building wall should be maintained in proportion with the structure and the architectural style.
- Blank front façade walls, at any floor level, are strongly discouraged.
- Typically, the proportion of doors and windows are vertical. Ground floor openings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



C. Roofing



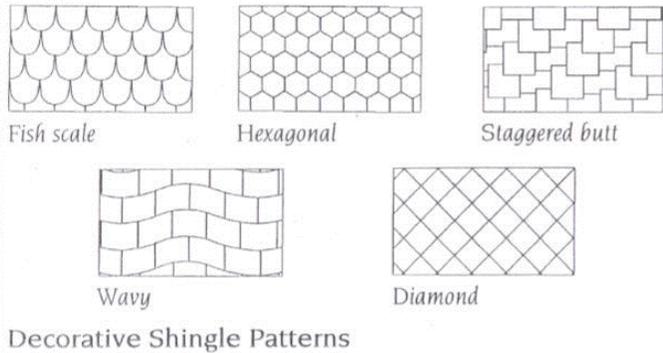
The cornice line and the profile of the roof shape against the sky are an important part of the overall form of a building's mass. Many Downtown buildings are flat roofed, sloping away from the street behind a parapet, but other roof styles are present in the District. It is



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 the 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.

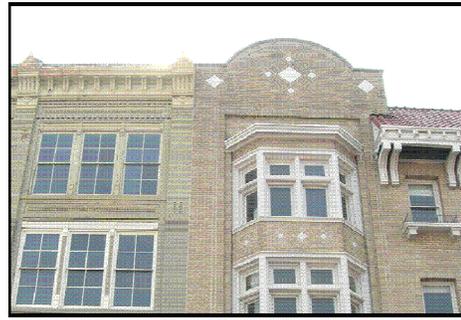
D. Skylights

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

E. Materials

There are various building materials in the district, which generally include a predominance of brick, stucco and some 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 District.



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 for the district.
- Painting brick, stucco, or stonework should be documented by historic reference, photographs, etc.
- Use new materials, such as plastic, only if they can be properly shielded from public view or assimilated with current materials.

F. Texture

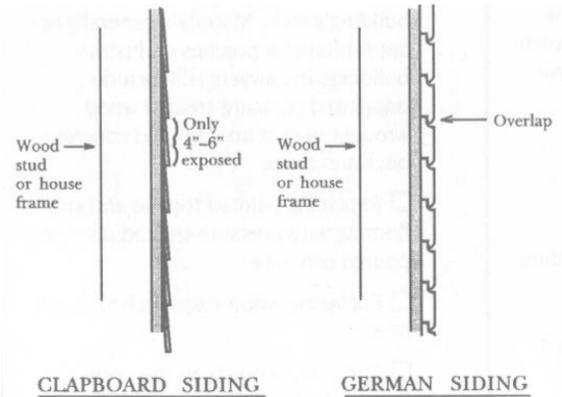
The texture of a building refers not only to the physical texture of the surface materials but also to its visual texture. This texture comes from a building's materials, details, and the ways in which these materials cast shadows or reflect light. New construction should be compatible with the textures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



G. 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.



H. 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.

I. 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. However, when added inappropriately, they 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 district.



Porches are very common on many of the architectural styles found in the Downtown District. 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 the prior porch 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.

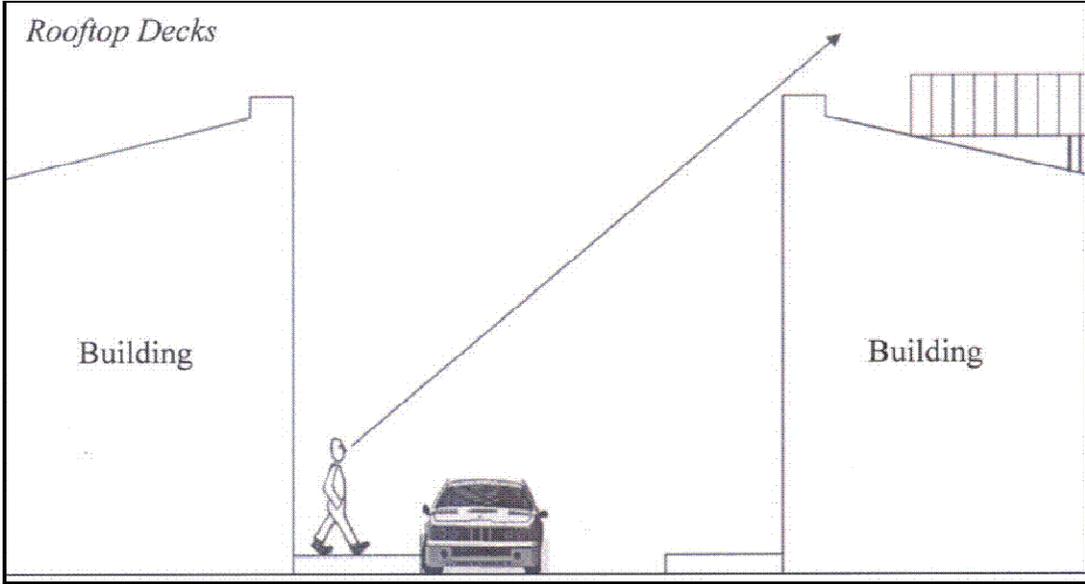


Rooftop Decks:

The Downtown area is currently undergoing a renaissance. As more interest is being generated in the renovation and reuse of Downtown buildings, the Planning Office has begun to receive more inquiries about possible rooftop decks. These decks are popular in other Downtown environments, including various neighborhood communities in Baltimore.

In the Downtown District, residential rooftop decks can add valuable private open area for residents; however attention should be paid to design to ensure that their installation does not affect streetscapes or historic resources.

- Rooftop decks and appurtenances (rails, etc.) should not be visible from the sidewalk on the opposite side of fronting streets. It is expected that rooftop decks will be visible from alleys and adjacent properties to the rear.
- Materials should be consistent with the character of the district and the architecture of the building. When on a non-contributing building, materials should be consistent with the architecture of that building, but still respectful of the adjoining properties in the district.
- Care should be taken with design to ensure piers and supports are placed on load bearing walls that will not compromise the structure 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 Downtown District. 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 district.

A. Storefronts

Historically, Downtown was the only retail center for the city of Hagerstown. Therefore, a majority of the properties contain storefronts, which add a rich architectural fabric to the Downtown District. They are important for their contribution to the visual character of Downtown as well as the image desired by merchants to attract customers. Many of Downtown’s storefronts are original to the building; others are more modern after alterations during some point of the building’s history. Therefore, the first step for applicants is to



determine if the existing storefront is the original or an alteration. To do this, consider the following:

- If there is a shared appearance between the upper façade and the storefront, it is original to the building.
- If there is little relation between the upper and lower façades it is an altered storefront and a complimentary modern design, or restoration of the original storefront, is acceptable.
- Occasionally, a remodeled storefront is as valuable architecturally as an original and preservation of this storefront is acceptable.

Storefronts, continued:

In addition to the originality of the storefront itself, many storefronts (whether altered or original) still possess many of the original building elements and design details. The following are guidelines for the treatment of these features:

- Preserve original materials or details and leave them uncovered. Preserve the original form of the storefront.

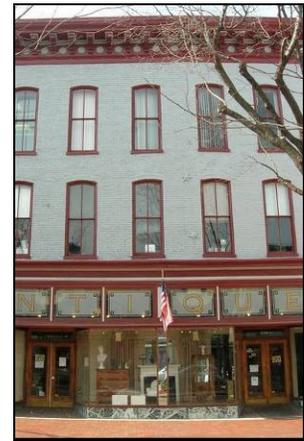
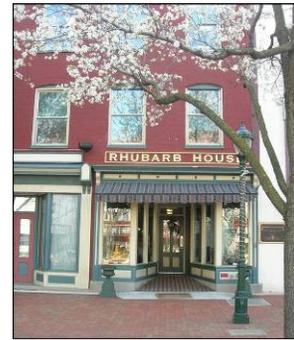


- Replace missing original elements or repair existing elements. If elements are irreparable, replace them with like materials and design.
- Retain, maintain, and/or uncover the original kick plate material, marble bases, and ceramic tile entryway floors whenever possible.

- Occasionally, leaded glass transoms are in their original state. Restore these via careful cleaning and treatments.
- When physical or photographic evidence exists for the original storefront, restore the storefront to its original form if the altered front has not achieved historical significance of its own.
- When attempting to restore and/or clean historic details or building elements, do not use harsh abrasives or treatments.

There are also several design guidelines to take into consideration:

- Relate the design of first floor storefronts to design details of the upper levels of the building façade. Design new storefronts to fit within the first floor building openings as formed by columns, piers, and cornices. Repeat the window and door rhythms that already exist on the building.
- If appropriate, doorways should be in a recessed entranceway to provide a protected area for customers and to add more window visibility for merchandise displays.
- Doors should contain large glass panels as opposed to solid or residential-type doors with small areas of glass.
- Remove non-historic false fronts and siding. This includes metal cladding, fascia panels, pent roofs, and other materials that cover or disrupt the original detailing and materials of the storefront.
- Pent roofs (narrow, continuous shed roof) are a design element added to storefronts in the 1970s as a way to modernize and draw attention to storefronts but are out of character with the historic streetscape. Therefore, these are not acceptable on new additions or modifications to existing storefronts.
- Vinyl siding, aluminum siding, and T1-11 are not acceptable materials for a storefront restoration.
- Do not add trim or details that did not exist on the building during its historic period.



- Primary storefront windows should not be used or opened for the purpose of installing Automated Teller Machines (ATMs) or other similar devices.

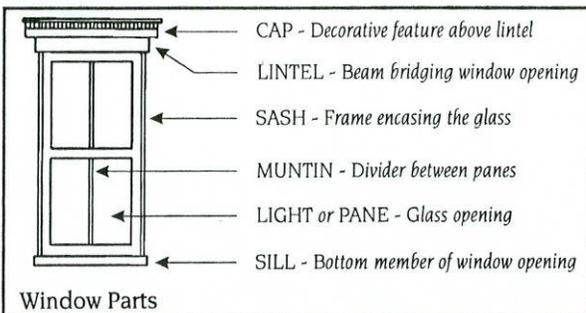
B. Building Elements

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 Downtown buildings are extremely important to the architectural and historic character of the building, 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.



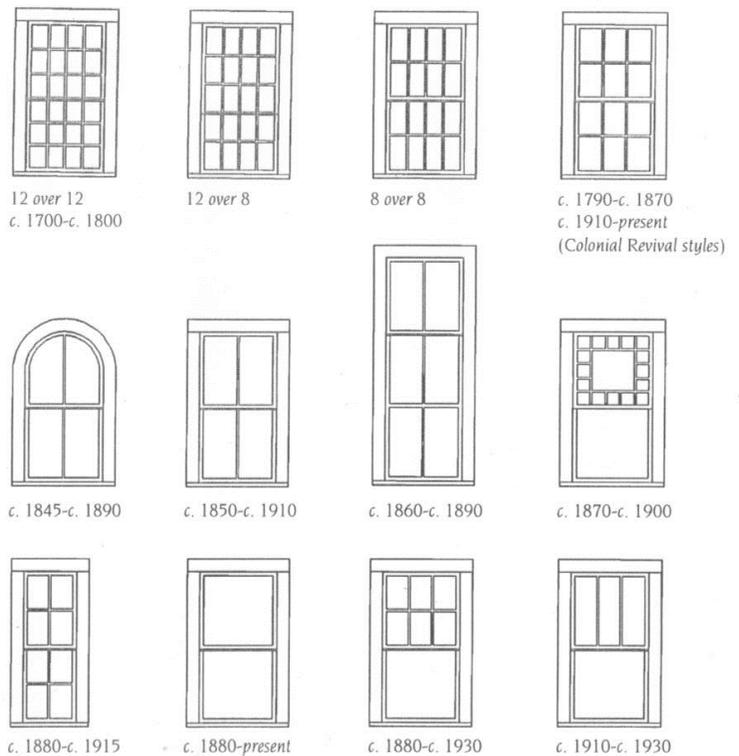
The ratio and placement of windows can have a large effect on the appearance of the building, as can the details of the sashes and frames. The shape and style of a window can help to determine the period of the building.

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:

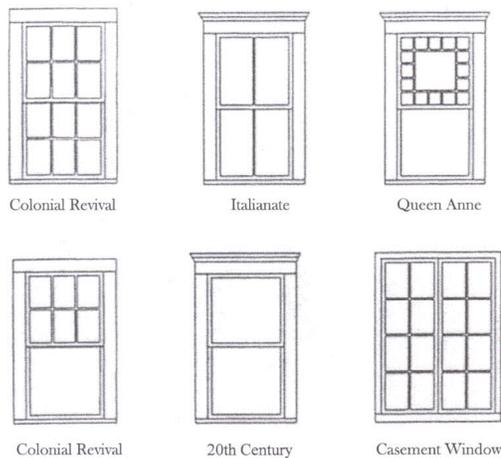
- Retain and repair original windows, frames, sashes, sills, lintels and trim or replacements that have acquired their own historical significance.
- Replicas or replacements of like design and style are appropriate for those windows that are beyond repair or deteriorated to a point that requires high 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 an Art Deco 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.
- 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 used by the Hagerstown Community Resources Office for projects approved by the Maryland Historical Trust are generally appropriate for use in the District.
- Blocking down or filling in openings to fit stock window sizes is not acceptable. Restore damaged or filled in window openings.



MOST COMMON WINDOWS



INAPPROPRIATE WINDOW REPLACEMENTS ON HISTORIC STRUCTURES



- Plate glass and safety glass are appropriate glazing materials. Wire glass, textured glass, mirrored glass or plastic/acrylic replacements are not appropriate. Stained glass is acceptable for certain locations such as door transoms, as part of a larger window, or in restaurants.
- 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.

Doors and Entranceways:



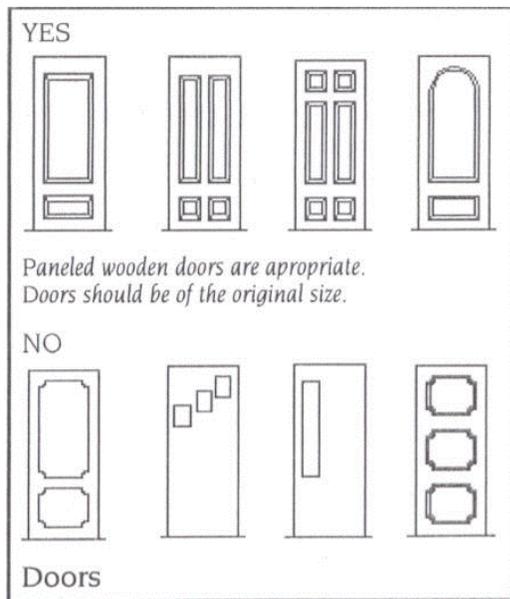
Doors and entranceways are extremely important to the character of the building. Many historic buildings feature elaborate entranceways with great detail and historical character and maintaining this is highly important. This building element is often a primary focal point of the building; therefore, the guidelines for restoration of doors are extremely important to protecting the historic qualities of the district. 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 Beaux-Arts period, nor do Beaux-Arts 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.



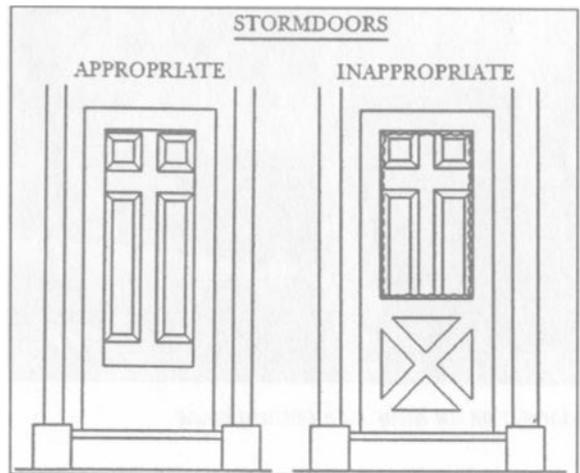
- Exterior building hardware should be appropriate to the style and period of the building.
- Replacement doors should be of similar style and finish to the style of the building. Restore covered or missing transoms.
- Replace inappropriate modern doors with replicas of historical ones. Maintain the appropriate style when replacing or adding doors for new uses.



Screen and Storm Doors:

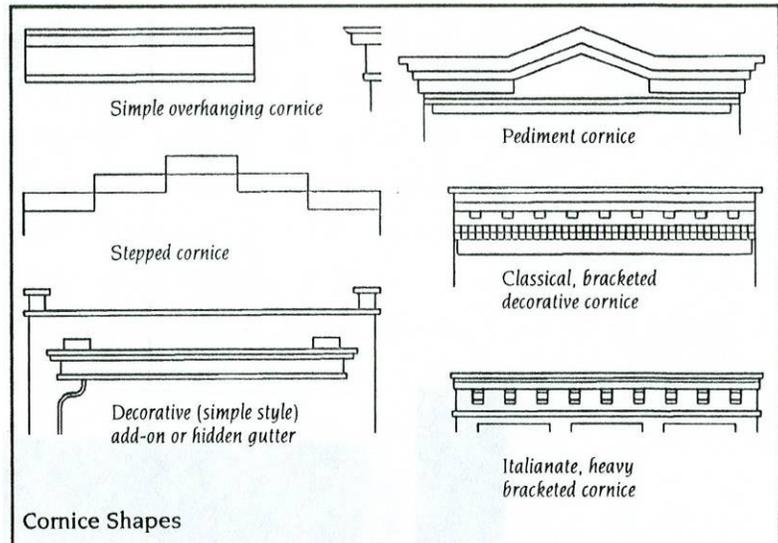
In addition to the actual entranceway, many property owners desire screen or storm doors. Install these with considerable attention to the detail and style of the door, so as not to obstruct the detail of the door behind it. Therefore, consider the following:

- 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 District. 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.

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, is appropriate. 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).

C. 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 astounding. The following section will help property owners preserve, repair, and restore materials commonly found in the Downtown District as well as offer modern alternatives for those materials requiring replacement.



Masonry:

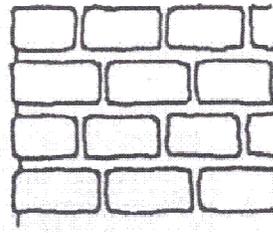


Brick and stone are the most common materials found in the Downtown. The brick ranges from hard-glazed in yellows and browns, to red face brick. Stonework includes granite, limestone, cast stone, and decorative marbles. Other masonry includes exterior plaster and stucco. When restoring properties, consider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

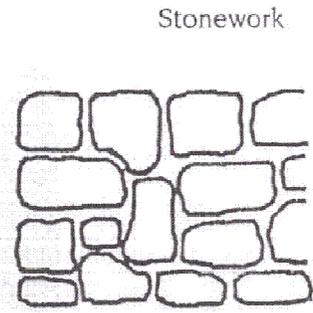


- Maintain historic masonry in its original condition. Repair cracks or imperfections in masonry rather than replacing an entire wall. This includes stonework around windows, entrances, chimneys, etc.
- When replacing large segments of masonry, do so with like materials in color, texture, and composition.
- Do not paint masonry unless the masonry was previously painted or historical documentation is available.
- Avoid applying surface treatments whenever possible.

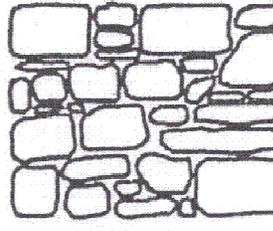
- Avoid applying form stone to any building façade.
- In cases where stucco needs repair, use a mixture that matches the original in texture and color.
- When cleaning masonry, test any cleaning techniques on a small area, out of view from any public way. If the technique damages the masonry, abandon its use.
- When duplicating mortar, joint size, and profile, use like color and texture to maintain a consistent wall appearance.
- Use masonry mortar, not Portland cement mortar. Mortar should match the existing in color, texture, composition, and tooling.



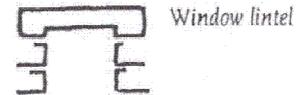
Coursed ashlar, smoothed stones, slight joints.



Uncoursed, rough cut stone, heavy and irregular joints; primarily used for landscaping walls.



Random coursed ashlar, heavy but finished joints.



*Window lintel
Rubbed and finished stones, used on lintels, sills and steps.*

Terra Cotta:

Terra cotta is a 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.

Carrara Glass:

Carrara glass is a trade name for a pigmented structural glass, popular in the early twentieth century. It is often associated with Art Deco, Streamline, and Moderne architectural styles. This glass is no longer readily available. Therefore, take into consideration the following:

- Preservation of this glass is on a case-by-case basis. Preservation depends on the extent of any damage to the existing glass and the availability of replacement or substitute glass.
- To replace Carrara glass, substitute a similar material such as “spandrel glass.” This or a similar material should approximate the appearance of the original glass.
- Avoid harsh cleaning agents or treatments on Carrara glass.

Metal:

Metal is another common material found in the Downtown District. 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.
- 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.

D. Detail:



Most commercial façades 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 District one property at a time. Details are a vital part of the District 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 damage occurred as a result of that addition, repair the damage.
- 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 existing false ornamentation exists, restoration to the original façade requires historic documentation.

E. 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.



F. “A Resource” Buildings



United States Post Office

Buildings rated “A” on the National Register history inventory for the Downtown Historic District are sites of exceptional architectural integrity and/or those associated with a significant historical event. Restoration of these buildings is encouraged and changes are discouraged.

The following buildings are “A” resources in the Downtown District:

- The Roslyn – 17-21 East Franklin Street
 - Knights of Pythias Castle – 16-18 West Franklin Street
 - Pioneer Hook and Ladder – 23 West Franklin Street
 - United States Post Office – 44 West Franklin Street
 - Gunnell Building – 101-105 West Franklin Street
 - Wolf Building – 107-109 West Franklin Street
 - Thomas Building – 51 Jonathan Street
 - Showe Optician – 119 North Potomac Street
 - Colonial Theatre – 14 South Potomac Street*
 - Maryland Theatre – 21 South Potomac Street*
 - First Hose Fire Company – 31-33 South Potomac Street
 - Masonic Temple – 50-54 South Potomac Street
 - Barnwood Books – 101-103 South Potomac Street
 - St. John’s Lutheran Church – 141 South Potomac Street
 - Old Library – 21 Summit Avenue*
 - Kohler Building – 27 West Washington Street
 - Routzahn’s – 34-38 West Washington Street
 - Baldwin House – 40-48 West Washington Street
 - The Delta Building – 66-70 West Washington Street
 - Washington County Courthouse – 95 West Washington Street*
 - Miller House – 135 West Washington Street*
 - Kneisley Building – 152 West Washington Street
- *Individually listed on the National Register of Historic Places



Colonial Theater



Maryland Theater

When considering a restoration project for an “A resource” 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 will be 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.



Washington County Courthouse

G. City Landmarks

There are several properties scattered around the City that are designated “City Landmarks.” These are essentially one-property historic districts subject to the same HDC review as properties located in one of the historic districts. When a landmark is planned for use for commercial or institutional purposes, and/or is located in commercial or industrial zoning

district, the Downtown Design Guidelines shall be used to guide the Commission when applications are received for those properties. The Residential District Residential Design Guidelines shall guide the Commission for the review of landmarks used and or zoned for residential purposes.

As of 2010 the City has the following landmarks. Their alteration shall be assessed as follows:

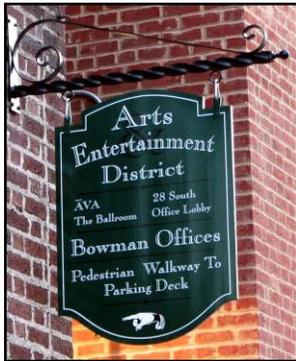
Downtown District Guidelines:

- Leonard Middlekauf House (Pennsylvania Avenue)
- Verdant Mead (Leitersburg Pike)

Residential District Guidelines:

- Graystone Manor (Security Road)
- Middlekauff House (Concord Street)
- F. Stevens House (West Washington Street)
- Ridenour's Folly (West Washington Street)
- Alms House (North Locust Street)

Chapter 7. Signage



Signs are a very important characteristic of the Downtown District. They provide an announcement for business location and a design image for businesses. They also play a large role in the character of the streetscape. For this reason, it is important to follow the following regulations when considering a sign for your business in the Historic District.

A. General Guidelines

These basic guidelines help to define the materials, placement, lighting, and design of signage in the Downtown district.

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 to this, the following should also be taken into consideration:

- Lettering may be painted, carved into the wood, or individually mounted.
- Plastic may be used if it is carefully designed and is fabricated with another finish.
- Signs should be made in a professional manner.



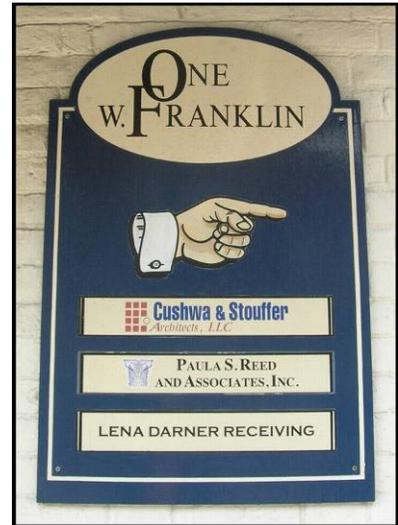
- Mass produced signs do not blend with the character of the historic district nor the overall streetscape, and as such, they are discouraged.
- National franchise signs should be compatible with the building and streetscape.
- Glossy backgrounds that reflect glare and reduce legibility should be avoided, unless the material is appropriate to the façade.

Sign Placement:



When deciding on the placement of your sign it is important to remember that all signs for storefront tenants and single-occupant buildings be located below the second floor of the building, while multiple-tenant buildings should locate a shared directory beside the entrance doorway. In addition, the following guidelines should also be considered:

- If there is historic precedent (during the architectural period of the building) for upper floor signage on the building, upper floor tenants may place signs above the first floor. These signs must meet these guidelines and follow those listed in the Zoning Ordinance.
- Signs should be suspended at a 90-degree angle or placed flat against the building in the signage area that is defined in the lines and panels detailed by the architecture.
- Signs should not obscure the existing architectural detail.
- Painted signs on storefront windows are allowed and do not require review by the Historic District Commission.
- The placement of a new sign should take into consideration any existing sign line in the streetscape.
- 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 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:

- Indirect light should be used to illuminate signs.
- 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.



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.
- Under the Zoning Ordinance, projecting signs in the Downtown D-MU district must be no larger than eight square feet. A vertical clearance of at least eight feet is required, and no portion of the sign can extend higher than 12 feet above the sidewalk or public thoroughfare.
- Freestanding signs should not exceed six feet in height.



B. Wall Signs



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

The sign should fit within the lines and panels of the storefront as defined by the building frame and architectural detailing. Signs should not obscure any detailing or building element and should be compatible with the architecture of the building.

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 the Downtown's history and character.



D. Awnings and Canopies

Awnings and canopies are traditional methods to advertise businesses. They also protect pedestrians from the weather and guard merchandise from the sun. They are part of the historic character of Downtown; however, when designing your awning, it is important to consider these guidelines:



awnings in color and style.

- 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

E. Banners

Due to the atmosphere of the Downtown District, occasions may arise when property owners request banners for advertisement of events. Such events include but are not limited to grand openings, store closings, festivals, and recreational activities. The following guidelines should help lead banner design and location:

- Banners should be of a temporary nature, advertising events that would not require the banner to be in place for more than a span of two weeks unless the Commission has approved an alternate time arrangement.
- Design should be simple so as not to detract from the historic features of the building it hangs on. Solid backgrounds and single or two color fonts are recommended.
- Architecturally significant features/details should not serve as the mounting points for banners to avoid deteriorating or destroying the feature.
- Ideally, banners should be located above the ground floor. If this cannot be done, they must be eight feet above the public walkway in accordance with the Zoning Ordinance.

F. Neon Tube Signs

In the mid-twentieth century, neon tube signs (not fluorescent), usually designed in unique shapes, or used for wording, were used to advertise such businesses as restaurants and nightclubs. They were usually projecting signs. Such signs, typically, are not consistent with the late nineteenth and early twentieth century character of the Downtown area and as such, their use should be carefully considered by the Commission. For an entertainment or dining use, such a sign may not be out of place in the Arts & Entertainment District, particularly on a building of Art Deco design or on a non-contributing building that has a mid-twentieth century appearance. In such cases, the Commission may consider such signage on a limited case-by case basis if it determines that the design and use of such a sign would compliment the architecture of a specific building.

G. Interpretive Plaques

Plaques placed on historic buildings to identify their construction date and original use are encouraged. In order to streamline such requests, the Commission will adopt a standard design (size, material, color, font style) that can be used in the District without requiring Commission approval. Use of the approved design for historic plaques will help to unify and identify the district. Deviations from this standard are not prohibited, but a Certificate of Appropriateness from the Commission will be required. Interpretive panels for such programs as the National Road Historic Trail or the Heart of the Civil War Heritage Area require a Certificate of Appropriateness.

H. Applying for a Sign

When applying for a sign in the Downtown 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. 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. Plantings can offer shade or privacy while also adding color to the property. If trees or large shrubs are planted, they should be located with their full size in mind. Plantings should be considered just as building elements should. 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.

The following permanent landscape structures should be designed in accordance with the following guidelines:

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.
- Courtyard plantings should be selected to provide interest and color throughout the year.



C. Walls and Fences

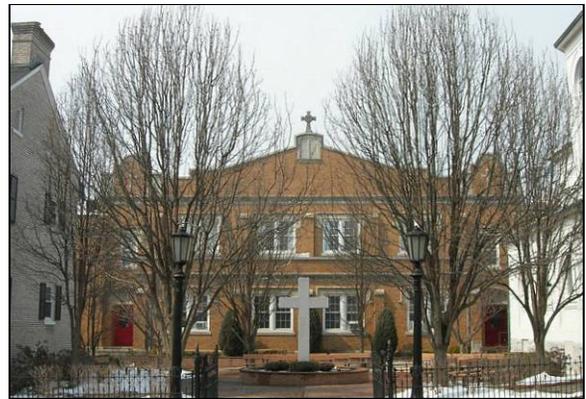
Walls and fences are important streetscape elements. Large paved areas for off-street parking should be visually screened from the street by walls, fences or plantings. Natural stone or brick walls work well, as do painted wood board fences. Unless they can be concealed by plantings, concrete block walls 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.
- Chain link fencing is not a preferred material in the Downtown historic district and its use should be carefully scrutinized.
- Walls and fences should be appropriate to the style of the building and the streetscape.

D. Appurtenances

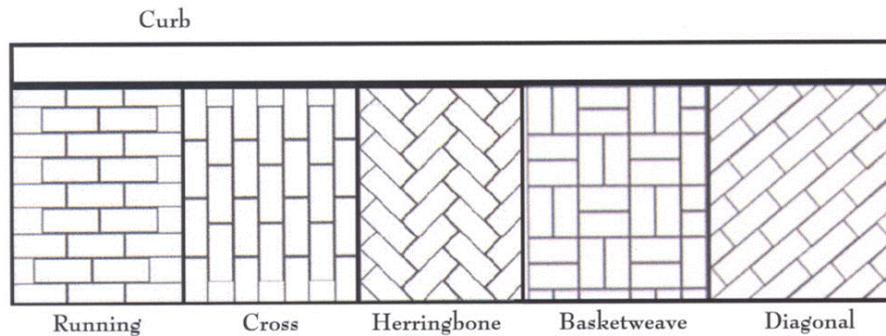
Appurtenances are permanent or semi-permanent fixtures, structures, or details added to the property or the building. These have a large impact on the appearance of the streetscape from the public ways. Examples of appurtenances include, but are not limited to, sheds, gazebos, large statuary or fountains, and garages. When considering an appurtenance, keep the following guidelines in mind:



- Style, scale, color, materials and textures should be in conjunction 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 discrete and in good taste with the architectural style of the property.
- Maintain the ornamentation of the building. Highly decorative fountains and gazebos do not fit with the property of a federal style building, for example.
- Do not mimic an architectural style not found in the Downtown District.

E. 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 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.



F. Trash and Dumpster Enclosures

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.

G. Parking Lots

Off-street parking in the Downtown district should be located to the rear of a building lot.

The City Zoning Ordinance details requirements for parking 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 in with the style of the adjacent building should be used to further screen parking areas.

H. Telecommunications

According to the Zoning Ordinance, wireless telecommunications facilities (also known as cell phone towers) located within the historic district 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 HDC.
- If facilities or antennas are located on the ground, a site plan approval is required.
- Hide outdoor facilities from view via landscaping and privacy screening.

I. Cemeteries

There are no cemeteries currently in the Downtown Historic District. 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, 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.

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

K. Air Conditioners

Central and window air conditioners are often a necessary feature in the summer months in Hagerstown; however, if not carefully placed, these units can detract from the historic character of the 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 placed in the rear of buildings out of public view. If it is necessary to place it where it could be viewed from public ways, it should be shielded from view by fencing, landscaping or some other permanent 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. (Use of window air conditioning units does not require HDC review unless the installation would damage the window).

Appendix A: South Potomac Street

Case Study

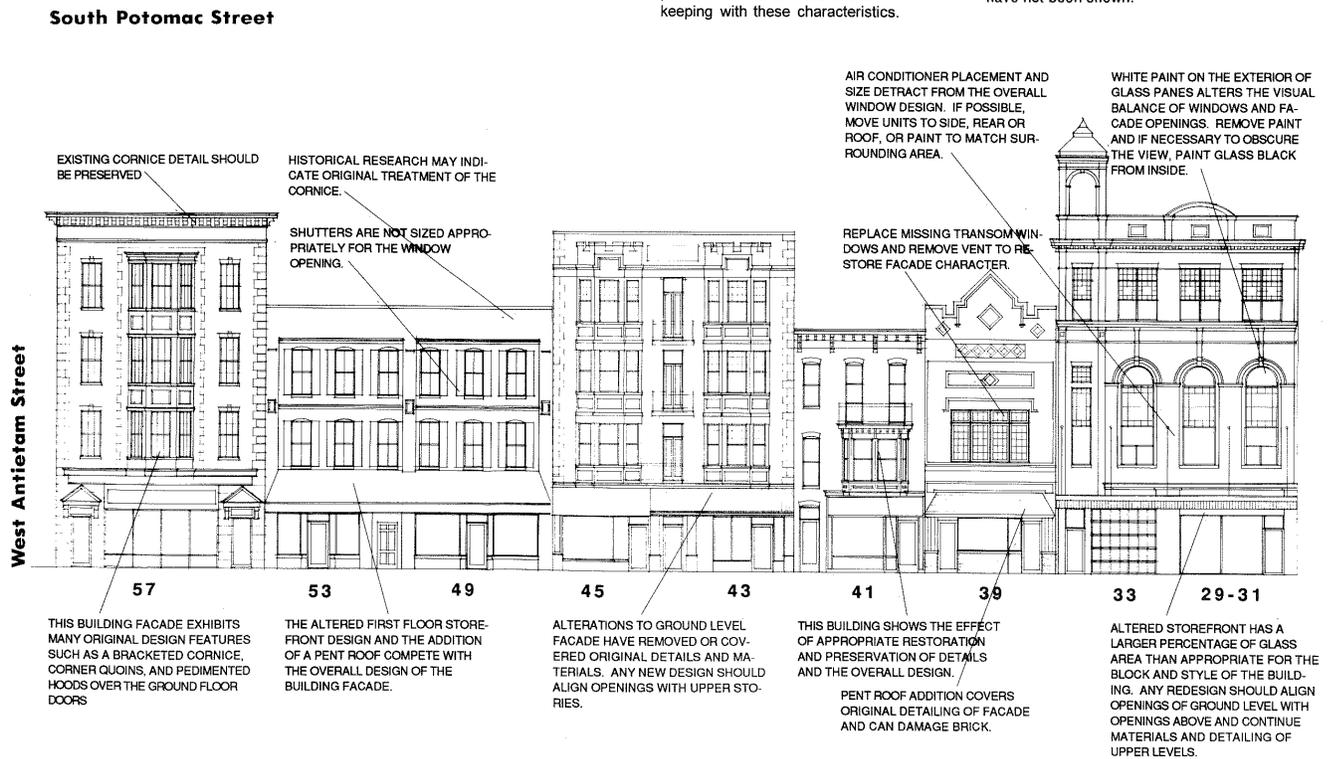
The South Potomac Street section of the Downtown District was chosen for its variety of architectural styles and the potential for rehabilitation that ranges from major new construction to minor design details. The study illustrates the strong design elements that characterize the District. The study also notes past alterations that are not in keeping with the guidelines set forth in this packet. Based on the analysis of this section, recommendations for changes have been made to assist in maintaining the integrity of the buildings. These comments and recommendations serve as a guide to all property owners on types of changes that can be made in the district to increase the historic character.

Case Study:

This section of the Preservation Design District was chosen for its variety of architectural styles and the potential for rehabilitation that ranges from major new construction to minor design details. The study illustrates the strong design elements that characterize the district and that should be preserved. The study also notes past alterations that are not in keeping with these characteristics.

Based on this analysis, recommendations are given as a guide to changes which can assist in maintaining the integrity of the buildings. Owners in historic districts do not have to make any changes at all, but may find these recommendations helpful when contemplating rehabilitation or new construction.

All dimensions are approximate; all details have not been shown.



General Notes / Special Features

The buildings in this case study share a common use of brick and/or stone despite the range of styles and construction dates (1870-1937). All structures are three to four stories high with the exception of one six story building. Storefront heights are consistent. The upper stories have been preserved while many of the ground floors have been altered.

The range of styles include: a landmark building at 29-33 which is a good example of a Victorian commercial structure; a 1930's Art Deco style office building at 1; an early 20th century eclectic Romanesque Renaissance Revival commercial structure at 7; Georgian Revival styles at 15 and 57; and a popular 1920's eclectic type of urban architecture at 39 and 43-45.

In general, many of these buildings can be greatly enhanced through the relatively inexpensive methods of repainting and cleaning the brick and stone, and minor ground floor changes, as outlined in the procedures contained in these guidelines.



Appendix B: 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 way.

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 along side 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 C: Façade Terms



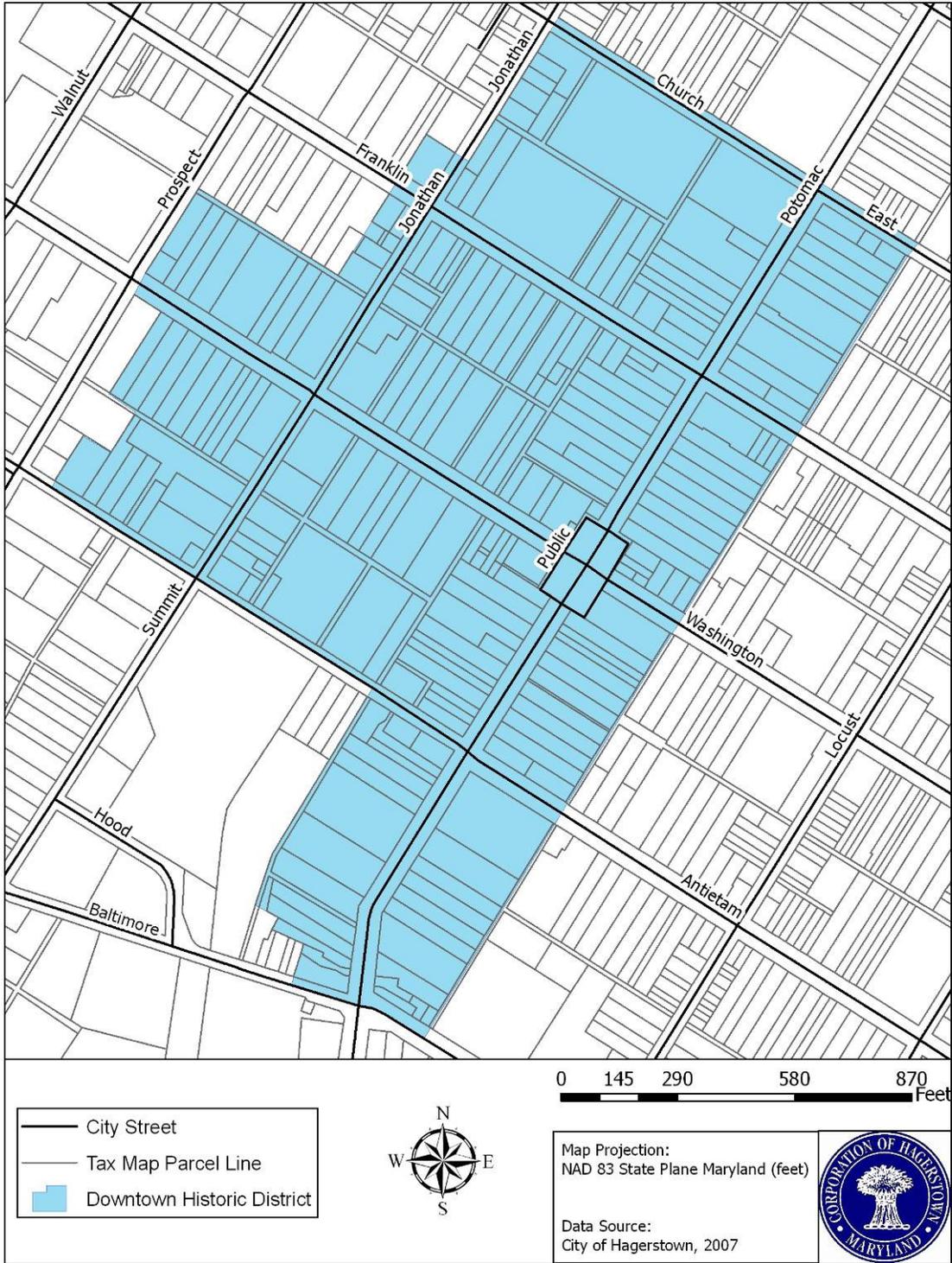
Appendix D: Affected Addresses

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

Street	Block #	Addresses
North Potomac Street	0	All
	100	All
North Prospect Street	0	Even Only
South Potomac Street	0	All
	100	All
Summit Avenue	0	All
East Washington Street	0	1-20
West Washington Street	0	All
	100	All (except 163)
East Antietam Street	0	1-24
West Antietam Street	0	All
	100	100-140 even
East Baltimore Street	0	10 and 12
Church Street	0	Odd Only
East Avenue	0	15 and 17
East Franklin Street	0	1-21
West Franklin Street	0	All
	100	100-109 ½
Jonathan Street	0	All
	100	Even Only

Properties not located within this District may still be within another historic district and, are therefore, required to follow a separate set of guidelines. Contact the Planning Office for that information. There are two commercially zoned Landmarks, Leonard Middlekauf House and Verdant Mead, that should adhere to the Downtown Guidelines also.

Appendix E: Map of 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 p.m. on the second and fourth Thursdays of each month. This schedule may be altered in order not to 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 the front door the day of the meeting of City Hall 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.