

**Michael Gehr, chair, called the meeting to order at 4:10 p.m. on Thursday, April 10, 2014, in the Conference Room, Fourth Floor, City Hall. A roster of the members of the commission and the technical posts they fill are on file and available upon request. Also present were commission members L. Allen, C. Davis, and S. Silas. S. Bockmiller, Development Planner/Zoning Administrator; and D. Calhoun, Secretary, were present on behalf of the Planning and Code Administration Division.**

**APPROVAL OF MINUTES: February 27, 2014.**

**MOTION:** (Silas/Davis) Move to adopt.  
**DISCUSSION:** None.  
**ACTION:** APPROVED (Unanimous)

**CONSENT AGENDA**

None.

**DESIGN REVIEW**

**43-53 West Washington Street – City of Hagerstown – Replacement Windows,  
Case No. HDC 2014-07.**

Janelle Horst of MSB Architects and Tim Young of the City of Hagerstown were present.

Staff Report: This building is a B resource in the Downtown Local Historic District. The City of Hagerstown purchased this building in 2013 and the HDC approved a demolition for the remaining rear additions in November 2013. At that time, replacement windows for the newly exposed façade were not reviewed. The City of Hagerstown is proposing to use Eagle, six-over-six aluminum-clad double-hung windows. Staff recommended approval of the application. This model has been approved by the HDC in the past. In addition, this is a rear façade which is visible only at a distance from West Antietam Street.

Applicant/Commission Discussion: Ms. Horst and Mr. Young presented a sample of the proposed window for the commission’s inspection. The windows would be white aluminum clad on the outside, with a divide on the inside. Mr. Gehr asked if the window size will be relatively the same as the existing. Mr. Young stated that the windows will be close to the size of the windows on the rear of the building. Most of the old windows were removed before the City purchased the property.

**MOTION:** (Silas/Davis) Mr. Chairman, I have inspected the project plans and the property in question, and if constructed in accordance with these plans, the project is compatible with the character of the district for the reasons that the architectural detailing, windows, general form and proportion are generally in harmony with the Architectural Design Guidelines for the Downtown Historic District and the character of the adjoining properties. Therefore, I move that the HDC grant a Certificate of Appropriateness to the applicant for Case No. HDC 2014-07.

**DISCUSSION:** None.

**ACTION:** APPROVED (Unanimous)

**WORKSHOP:**

**130-132 North Potomac Street – Bob Jones - Replacement Windows.**

Bob Jones, owner of the property, was present.

Staff Presentation: Mr. Jones owns the stone property a few doors north of City Hall. Several years ago the HDC approved work at the rear of the building that was not visible. At that time replacement windows were not part of the application. Mr. Jones replaced the upper floor windows in the front with vinyl windows with interior grilles not realizing that the HDC needed to approve the windows. Mr. Jones still has the original windows. He would like to replace all of the windows on the front of the building. The windows that were used will not meet the guidelines because of the interior muntins. Mr. Jones was present to discuss alternative materials before he goes ahead with the purchasing another round of windows.

Owner/Commission Discussion: Mr. Jones had two samples of different windows manufactured by Marvin Windows. The existing window configuration is six-over-six. Mr. Bockmiller stated that replacement materials are permitted, as long as the new windows match the old. Mr. Gehr noted that the vinyl windows will most likely not have the depth that is needed to replicate the appearance of the original windows. At least one of the samples provided has been approved by the HDC in the past. He indicated that the Integrity model is fiberglass and would not be subject to sagging which could affect vinyl windows over time. Mr. Jones stated that the Integrity model has simulated divided lights with a spacer bar. He stated that he is considering using half screens with the windows. He added that it is his understanding that Marvin is coming out with a model with a hidden screen.

The HDC advised that it had no objections to either of the Marvin window models supplied. Mr. Jones indicated that he preferred the non-Integrity model. Mr. Gehr said that would be acceptable as long as the model used has simulated divided lights.

**802 Forest Drive – David Wood – Fence and Garden Shed.**

The property owner was not present. Mr. Bockmiller gave the commission background information on the issue. The house was built almost to the rear and north property lines so there is almost no back yard. The garden shed has already been purchased. The owners were not aware the property is in an historic district.

This item was deferred to the next meeting.

Merle Saville and Mohammad Farokhmed were present for 67 West Franklin Street and 49 Jonathan Street. Applications for these cases have not been formally submitted. Mr. Saville and Mr. Farokhmed were instructed to make formal application, including documentation on the windows proposed to be used at both locations, by April 16 for the April 24 meeting.

**NEW BUSINESS:**

- None.

**OLD BUSINESS:**

- None.

**ANNOUNCEMENTS**

- None.

**ADJOURN:** It was moved and seconded that the meeting adjourn (5:15 p.m.).

7/24/2014  
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Approved

  
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Debra C. Calhoun – Secretary