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## HISTORIC DISTRICT COMMISSION OF WASHINGTON COUNTY, MARYLAND

### MEMORANDUM

TO: All Interested Parties

FROM: Historic District Commission

DATE: December 2, 2021

SUBJECT: HDC Policy No. 2021-01: Review of Pole Buildings

#### *Purpose*

This memorandum will serve as a policy for the review of permit submittals involving pole buildings to the Historic District Commission (HDC). This policy will apply to review of accessory structures categorized as pole buildings in the permit application for areas of HDC review such as the Historic Rural Villages, Historic Preservation Overlay, Antietam Overlay and any additional areas under HDC review. The areas for review and review types for the HDC are outlined in the Washington County Zoning Ordinance Section 20.6-Historic Preservation, Section 5D.4-Rural Village and Section 20A-Antietam Overlay.

#### *Definitions*

For the purpose of this policy the following definition(s) shall apply:

**Pole Building** is an accessory structure that involves posts as a framing member buried in the ground to support the weight of the walls and roof.

#### *Review Guidelines*

1. Construction of pole buildings in the Antietam Overlay or Rural Village zoning districts that are designated as farm buildings are not subject to HDC or staff review per Article 20 of the zoning ordinance.
2. Permit applications for construction of pole buildings that will require HDC review:
  - a. Construction of pole buildings in the Historic Preservation Overlay
  - b. Construction of a pole building, associated with a residential use, on a property or portion of property which DOES contribute to Historic Rural Village.

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- c. Construction of pole buildings in any of the areas reviewed by the HDC that are associated with a commercial use.
3. Permit applications for construction of pole buildings that may be designated to staff for review on behalf of the HDC:
  - a. Construction of a pole building, associated with a residential use, on a property or portion of property which does NOT contribute to the Historic Rural Village.
  - b. Construction of a pole building which is a direct replacement (size, location, materials) on a property or portion of property which DOES contribute to the Historic Rural Village
4. If Staff: (1) is uncertain whether or not the application meets the criteria for staff review or (2) does not support the approval of the permit application, or (3) determines that the application does not meet the criteria for staff review, the application will be placed on the next available Commission meeting agenda.
5. Any reviews completed by staff will be reported to the Commission at its monthly meeting.

### *Procedures*

1. The applicant will file for the building permit with the Division of Permits and Inspections which will then be routed for review to the HDC. All application requirements of the Division of Permits and Inspections and those listed in the Zoning Ordinance under the respective zoning category must be met for review to proceed.
2. If the application fits with the guidelines for staff review, staff will endeavor to review and act within ten (10) business days from the date the application is deemed complete and routed for review.
3. If the application meets the appropriate guidelines for staff review, staff will issue a letter of support for the permit.
4. If the application does not meet the appropriate guidelines for staff review, staff will schedule the application for the next available HDC agenda.

This policy was adopted by the Historic District Commission at their regular meeting on December 1, 2021.