

Lloyd Yavener, Chair
Justin Bedard, Vice Chair
Ann Aldrich
Brianna Candelaria



Michael Lushbaugh
Tyler Milam
Gregory Smith
Randal Leatherman,
BOCC Rep

HISTORIC DISTRICT COMMISSION OF WASHINGTON COUNTY, MARYLAND

AGENDA

August 5, 2026, 6:00 p.m.

Washington County Administration Complex, 100 West Washington Street, Room 2001, Hagerstown, MD 21740

CALL TO ORDER AND ROLL CALL

MINUTES

1. Minutes of July 1, 2026, meeting *

NEW BUSINESS

1. **HTC-26-003 - 335 N Potomac Street, Hagerstown (WA-HAG-158 and WA-HAG-159, Hagerstown Historic District and Potomac Broadway)**
(Discussion/Comment) – Part 1 and 2 documentation for tax credits at 335 (also known as part of 337 N. Potomac St. in district documentation) *

OTHER BUSINESS

1. **Correspondence**
 - a. **Update on Request for Comment** – Proposed Telecommunications Tower – 3417/3413 Rohrsersville Rd., Rohrsersville, MD - Trileaf #771285 (no attachments)
 - i. **Note:** SP-25-029, local site plan, approved, Zoning appeals granted; Appeal case to court c-21-cv-26-000318 update 10/6/2026 scheduled trial; Section 106 process 7/17 MHT response of No Adverse Effect
2. **Staff Report**
 - a. Staff Reviews *
 - b. Town Tax Credit MOU Updates – Smithsburg & Funkstown
 - c. Land Preservation Parks and Recreation Plan Initial Survey – <https://arcg.is/0X9LSv1> and functional plan process
 - d. Preservation Maryland meeting summary/update Price's Mill Bridge
 - e. Certified Destination Ambassador program

ADJOURNMENT

UPCOMING MEETING

1. Wednesday, September 2, 2026, 6:00 p.m.

***attachments**

The Historic District Commission reserves the right to vary the order in which the cases are called. Individuals requiring special accommodations are requested to contact the Washington County Planning Department at 240-313-2430 to make arrangements no later than ten (10) days prior to the meeting. Notice is given that the agenda may be amended at any time up to and including the meeting.

747 Northern Avenue | Hagerstown, MD 21742 | P: 240.313.2430 | F: 240.313.2431 | TDD: 7-1-1

**MINUTES OF THE
HISTORIC DISTRICT COMMISSION
FOR WASHINGTON COUNTY
July 1, 2026**

The Washington County Historic District Commission held its regular monthly meeting on Wednesday, July 1, 2026 at 6:00 p.m. in the Washington County Administrative Complex, 100 W. Washington Street, Room 2001, Hagerstown, Maryland

CALL TO ORDER AND ROLL CALL

The Chairman called the meeting to order at 6:00 p.m.

Commission members present were: Lloyd Yavener, Chairman; Ann Aldrich, Michael Lushbaugh, Brianna Candelaria, and Tyler Milam. Staff member present was: Washington County Department of Planning & Zoning: Meghan Jenkins, GIS Coordinator and HDC Staff member.

MINUTES

Motion and Vote: Ms. Aldrich made a motion to approve the minutes of the June 3, 2026 regular meeting as presented. The motion was seconded by Mr. Lushbaugh and unanimously approved.

NEW BUSINESS

Residential New Construction Permit 2026-02372 – 22335 Old Georgetown Road

Ms. Jenkins presented a permit application for a 440 sq. ft. one-story detached garage on a concrete slab to the rear of the existing dwelling. The owner is constructing a pole building with vinyl siding and metal roofing. The structure is 20' x 22' in size which is set back on the property and is not clearly visible from the roadway. The property is located in the Cavetown Rural Village, and the house is a contributing structure to the district. However, after renovations in 2022, most of the original features of the primary façade have been replaced. The Cavetown Rural Village is a mixture of construction materials, and the proposed siding and roofing are consistent with other examples in the Village. It was noted that the garage was started without building permits and a stop work order was issued in May 2026.

Motion and Vote: Mr. Lushbaugh made a motion to approve permit application 2026-02372 as presented. The motion was seconded by Ms. Candelaria and unanimously approved.

OLD BUSINESS

Historic Properties Grant

Ms. Jenkins clarified that the grant draft ordinance is ready; however, legislation is needed for the yearly tax credit. The grant funding source did not make it into the budget for FY 2027. A letter is needed to forward to the Board of County Commissioners requesting funding for the grant. The Director of Budget & Finance previously recommended an increase in the recordation tax to fund the grant.

Legislative Priorities

Ms. Jenkins recommended that a flat rate tax credit for structures with the HP (Historic Preservation) overlay would be the best. This credit program will be recommended for legislation for next year.

OTHER BUSINESS
Correspondence

- **Telecommunications Tower – 10944 White Hall Road**
 - o MHT has requested that the consultant, Trileaf, work with HDC for updates on the GIS viewshed for this application. Ms. Jenkins stated that no further information has been provided; however, the GIS staff could provide the data that the HDC is interested in obtaining. It was the consensus of the members that the developers should be providing the information requested and should be expected as part of the application process.
- **Proposed Telecommunications Tower – 3417/3413 Rohrsersville Road**
 - o Trileaf hosted a Section 106 review meeting last week with the consulting parties. This meeting focused on the Appalachian Trail and whether the tower would be visible from White Rocks or other nearby viewpoints. Trileaf has determined that it will not be visible from any of these viewpoints. The South Mountain State Park, Appalachian Trail Conservancy, and the National Park Service have all completed their review and have signed off on this project.

This proposed cell tower is currently in litigation in Circuit Court where an appeal has been filed for the variance in setbacks granted by the Board of Zoning Appeals. No permits have been applied for or issued because this is an ongoing case in the Circuit Court. If the developer proceeds with the project before a decision is made by the Court, they will do so at their own risk.

Consensus of the members on this project is for staff to respond to Trileaf concurring with their determination of no adverse effects. However, the HDC wants better documentation for the resources in our jurisdiction because the consultant (Trileaf) has not been consistent in their documentation.

Staff Report

- **Staff Reviews** - A written report was provided to members in the agenda packet.
- **Review of Building Code/Ruins Workshop** – Members thanked staff for putting together this workshop and believe the information obtained will be useful in the future. Members would like to have a recurring workshop each year.
- **Preservation Maryland visit Price's Bridge** – Preservation Maryland is planning a visit to Price's Bridge on July 29th. The Director of Public Works, Director of Engineering, Director of Planning & Zoning, Deputy Director of Planning & Zoning, Ms. Jenkins, and possibly Commissioner Leatherman as well as some of the Board members of Preservation Maryland will be attending.

Ms. Aldrich made a motion to adjourn to Closed Session at 7:10 p.m. The motion was seconded by Mr. Milam and so ordered by the Chairman.

CLOSED SESSION

To discuss potential candidates to be recommended to the Board of County Commissioners for appointment to the Historic District Commission to fill an upcoming vacancy.

Motion and Vote: Ms. Aldrich made a motion to forward the recommended candidates to the Board of County Commissioners for appointment to the HDC. The motion was seconded by Ms. Candelaria and unanimously approved.

ADJOURNMENT

Mr. Lushbaugh made a motion to adjourn the meeting at 7:31 pm. The motion was seconded by Mr. Milam, unanimously approved and so ordered by the Chairman.

UPCOMING MEETINGS

1. Wednesday, August 5, 2026, 6:00 p.m.

Respectfully submitted,

Lloyd Yavener, Chairman

SMALL COMMERCIAL CERTIFICATION APPLICATION
PART 1 – EVALUATION OF SIGNIFICANCE

MHT Project Number (MHT office use only)

Instructions: Fill out this form in accordance with the application instructions. No certification determination will be made until this form is complete.

1. Property Name 335 N Potomac Street

Street 335 N Potomac Street

City Hagerstown, MD

21740

County Washington

MHT Easement property? ☐ Yes ☒ No ☐ Unknown

Check all designations that apply:

- ☒ National Register historic district or National Register individual listing
☒ Local historic district or local individual listing
☐ Pending National Register or local designation (must submit documentation justifying historic district or individual listing)
☐ Eligible property within a Certified Maryland Heritage Area (must submit documentation from the Maryland Heritage Area Authority justifying eligibility)

Name of Historic District
or Heritage Area

Potomac-Broadway Historic District

2. Nature of request (check only one box)

- ☒ Certification that the building contributes to the significance of the above-named historic district or heritage area (designation documentation required for heritage area).
☐ Certification that the structure has been individually designated under local law and is eligible for the National Register (designation documentation required).
☐ Preliminary determination that the structure will be a certified historic structure pending the official National Register or local designation.

3. Targeted Structures

- ☐ This building is an "agricultural structure" as defined in the Application Instructions.
☐ This building was constructed between December 31, 1944 and January 1, 1970, and is therefore a "Post-WWII structure."

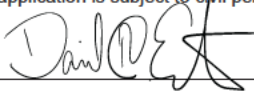
4. Project Contact (if different from applicant)

Name _____ Company _____
Street _____ City _____ State _____
Zip _____ Telephone _____ Email Address _____

5. Applicant

I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that the structure is not owned by the State of Maryland, a political subdivision of the State or the Federal government and that [check one box as applicable] (1) ☒ I am the fee-simple owner of the above-described property or (2) ☐ if I am not the fee-simple owner of the above-described property, the fee-simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner, a copy of which either is attached to this application form and incorporated herein, or has been previously submitted. I understand that intentional falsification of factual representations in this application is subject to civil penalties and imprisonment for up to 10 years pursuant to Tax General Article, §§ 13-703 and 13-1002(b), Annotated Code of Maryland.

Name Daniel Russell Eicher

Signature 

Date 05/26/26

Organization Birds Eye Properties LLC

Street 20537 Park Hall Road

City Rohrersville

State MD

Zip 21779

Telephone [REDACTED]

Email Address [REDACTED]

MHT Official Use Only

The Maryland Historical Trust has reviewed the *Historic Revitalization Tax Credit Application- Part 1* for the above-named property and has determined that the property:

- ☐ Is a "certified historic structure".
☐ Is a "targeted structure".
☐ Appears to meet "certified historic structure" criteria, pending official National Register or local designation.
☐ Is not a "certified historic structure" because it is not individually listed in the National Register or designated under local law; does not contribute to the significance of the above-named historic district or heritage area; or is a structure pending National Register or local designation that does not appear to meet "certified historic structure" criteria.
☐ Property does not meet other program eligibility requirements.
☐ Is not adequately documented in the application and therefore cannot be reviewed.

Date _____

Maryland Historical Trust Authorized Signature _____

Maryland Historical Trust / 100 Community Place, Crownsville, MD 21032 / mht.maryland.gov

☐ MHT comments attached

SMALL COMMERCIAL CERTIFICATION APPLICATION
PART 1 – EVALUATION OF SIGNIFICANCE

Property Name 335 N Potomac Street Hagerstown, MD 21740

Street Address _____

5. Description of physical appearance

335 N. Potomac Street is a 5,300 sf three-story late Victorian/Queen Anne–influenced brick residential building. It is constructed of white painted masonry with a steeply pitched roof, prominent front-facing gables, and dormers. The symmetrical primary façade features projecting bay elements, decorative wood trim, and a full-width covered front porch supported by classical columns. Exterior materials include painted brick, wood trim and detailing, asphalt roofing, and wood-framed windows. The structure is actually 2 separate properties—335 is the left half when seen from the street.

The interior is divided into 4 apartments across 3 floors. There is a staircase leading up the middle with a landing on the seconds and third floors and a skylight above. The first and second floor each have the same layout, with the front entrance leading from the living room into a dining area. Behind the dining area is a small kitchen, and a hallway leading around the kitchen to bedrooms at the back. A door through the back of the kitchen leads to an enclosed exit stairwell. On the second floor there is a deck leading off the dining room. The third floor is divided into 2 apartments, each with one bedroom, one bathroom and a small kitchen. There is a 3 story brick addition (date unknown), with an enclosed exit stairwell at the rear of the building. A porch was enclosed on the south side of the first floor. There is a brick garage at the rear of the property.

If you checked a box under Item 3 "Targeted Structures" on the first page, please provide additional information below:

Date(s) of building(s) 1874

Source of date(s) SDAT website

Type of construction

Date(s) of alteration(s) unknown

(brick, wood frame, etc.) Brick, wooden porch, wood detailing

Has building been moved? ☐ no ☐ yes, specify date _____

6. Statement of significance

335 N. Potomac Street is significant as a contributing resource within the Broadway–Potomac Historic District in Hagerstown, Maryland. The property reflects the district's period of development during the late nineteenth and early twentieth centuries, when the area emerged as one of Hagerstown's prominent residential neighborhoods. Architecturally, the building exhibits characteristics associated with Queen Anne and late Victorian residential design. The building's scale, materials, and craftsmanship contribute to the historic residential character and architectural diversity that define the Broadway–Potomac Historic District. Despite alterations over time, the property retains sufficient integrity of location, design, materials, workmanship, and feeling to continue conveying its historic significance within the district.

Statement of Significance – Garage/Accessory Structure

The detached rear garage at 335 N. Potomac Street contributes to the historic character of the property and the Broadway–Potomac Historic District as an early twentieth-century accessory structure associated with urban residential development in Hagerstown. Constructed of brick masonry with a flat roof and simple commercial vernacular detailing, the structure reflects the functional service buildings commonly constructed to support large residences during the automobile era. The garage retains its historic massing, masonry construction, and overall utilitarian character.

7. Photographs and maps. Submit interior and exterior photographs in accordance with the photographic guidelines. If located within a local historic district attach the official historic district boundary map with the location of the property clearly marked.

**SMALL COMMERCIAL CERTIFICATION APPLICATION
PART 1 – EVALUATION OF SIGNIFICANCE**

MANDATORY APPLICATION CHECKLIST

Property Address 335 N. Potomac St. Hagerstown, MD 21779

Instructions: After completing your Part 1 application, fill out this checklist to ensure that your application contains at least the minimum documentation required for MHT staff review. This checklist is based on the detailed information included in the Small Commercial Instructions. Read and check each line carefully; **the application review period will not begin until a completed application with checklist is submitted.**

- ☒ **APPLICATION FORM-** I have filled in all applicable fields. I understand that MHT staff may not fill in any missing information on my behalf; therefore if my application is missing information it will be returned to me for completion.
- ☒ **SIGNATURE-** I signed and dated the Part 1 application and Mandatory Application Checklist in accordance with MHT's signature guidelines.
- ☒ **OWNERSHIP-** If I am not the fee-simple owner of the property, I have provided a written statement from the fee-simple owner indicating that he or she is aware of the application and has no objection to the request for certification.
- ☐ **DESIGNATION JUSTIFICATION -** I have attached the required documentation if applicable.
- ☒ **HISTORIC DISTRICT MAP-** If located within a local historic district, I have attached the official historic district boundary map and clearly marked the property's location within the district.
- ☒ **PHOTOGRAPHS-** I have prepared all photographs in accordance MHT's photographic guidelines.
- ☐ **MOVED BUILDINGS-** My property was moved (or I plan to move it) and therefore I am submitting additional information in accordance to the Application Instructions.
- ☒ **MULIPLE BUILDINGS-** My property contains multiple structures and therefore I am submitting additional information in accordance to the Application Instructions.
- ☒ **DUPLICATE COPY OF ALL APPLICATION MATERIALS-** I have saved a complete copy of all materials for my records.

☒ **I attest that I have read and understand the Historic Revitalization Tax Credit Application and Instructions.**

Name Daniel Eicher

Signature



Date 6/01/26

APPLICATION CHECKLIST

- ☒ **Application Form** – I have filled in all applicable fields. (check Equivalent Documentation below if applicable)
- ☒ **Signature** – I signed and dated the Part 1 application
- ☒ **Ownership** – If I am not the fee-simple owner of the property, I have provided a written statement from the fee-simple owner indicating that he or she is aware of the application and has no objection to the request for review
- ☒ **Significance justification** – I have attached documentation to support the significance of the historic structure
- ☒ **Photographs** – I have attached exterior photographs of all sides of the structure including areas applicable to the application
- ☒ **Equivalent Documentation** – I am attaching an equivalent documentation packet for review.

I attest that I have read and understand the Historic Properties Tax Credit Application and that the information provided in this application is true, completed and accurate to the best of my/our knowledge and belief.

Signature of Applicant

Printed Name of Applicant **Daniel Eicher**

Date **6/19/26**

Signature of Applicant



Printed Name of Applicant

Date **6/19/26**

Historic District Commission Use Only

The Historic District Commission has reviewed the Application for Historic Properties Tax Credit – Part I for the above-named property and has determined that the property:

- ☐ Is located in an existing qualified area and meets historic structure criteria
- ☐ Appears to meet the qualifications of a historic structure pending designation through individual Historic District
- ☐ Is not a historic structure because it is not in a qualifying area; does not meet criteria for local designation
- ☐ Is not adequately documented in the application and therefore cannot be reviewed

Date of HDC Review

335 N. Potomac St, Hagerstown
Part 1, May 2026



1. Street-facing view of building (left half is 335)



2. Steps leading to sidewalk



3. Front porch steps

335 N. Potomac St, Hagerstown
Part 1, May 2026



4. Front porch



5. Front porch



6. Left side of building

335 N. Potomac St, Hagerstown
Part 1, May 2026



7. Enclosed porch (south side of building)



8. South side of building (photographer facing Potomac St)

335 N. Potomac St, Hagerstown
Part 1, May 2026



9. Rear/side view

335 N. Potomac St, Hagerstown
Part 1, May 2026



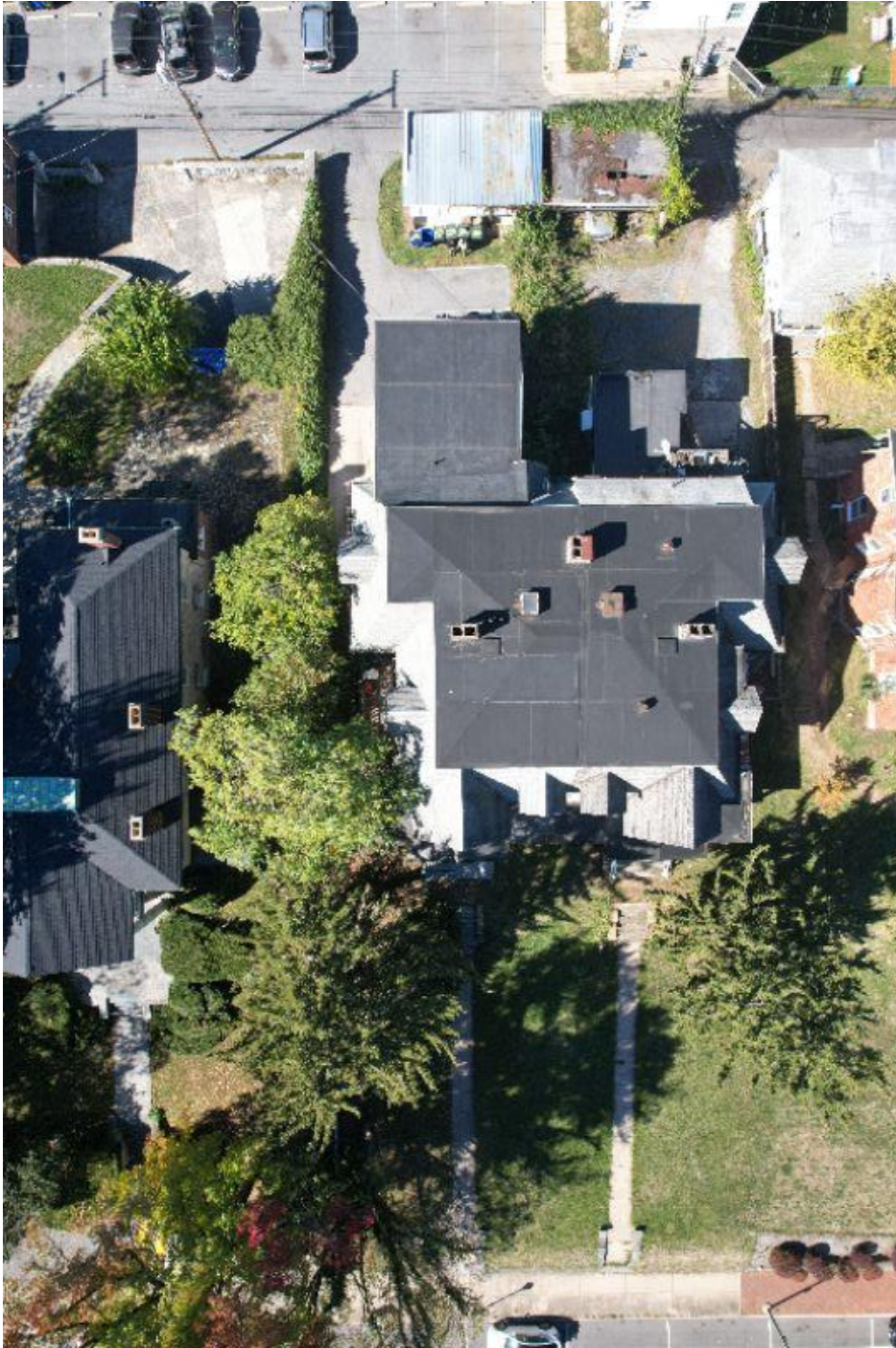
10. Rear view

335 N. Potomac St, Hagerstown
Part 1, May 2026



11. Rear-side view, 335 is to the right of the red line

335 N. Potomac St, Hagerstown
Part 1, May 2026



12. Aerial view. 335 is left half



13. Garage



14. Garage side view

335 N. Potomac St, Hagerstown
Part 1, May 2026



15. Garage rear view

First Floor



16. Front Door



17. Entryway



18. Stairwell



19. Stairwell

Tax Credits!

HISTORIC PRESERVATION TAX CREDITS FOR COMMERCIAL OR RENTAL PROPERTY

YOU ARE ELIGIBLE FOR THESE TAX CREDITS IF YOUR PROPERTY IS A CONTRIBUTING STRUCTURE IN ONE OF THESE HISTORIC DISTRICTS AND YOU RESTORE YOUR PROPERTY FOLLOWING THE SECRETARY OF THE INTERIOR'S GUIDELINES.

FEDERAL.....20% OF COST OF WORK
STATE.....20% OF COST OF WORK
COUNTY.....10% OF COST OF EXTERIOR WORK

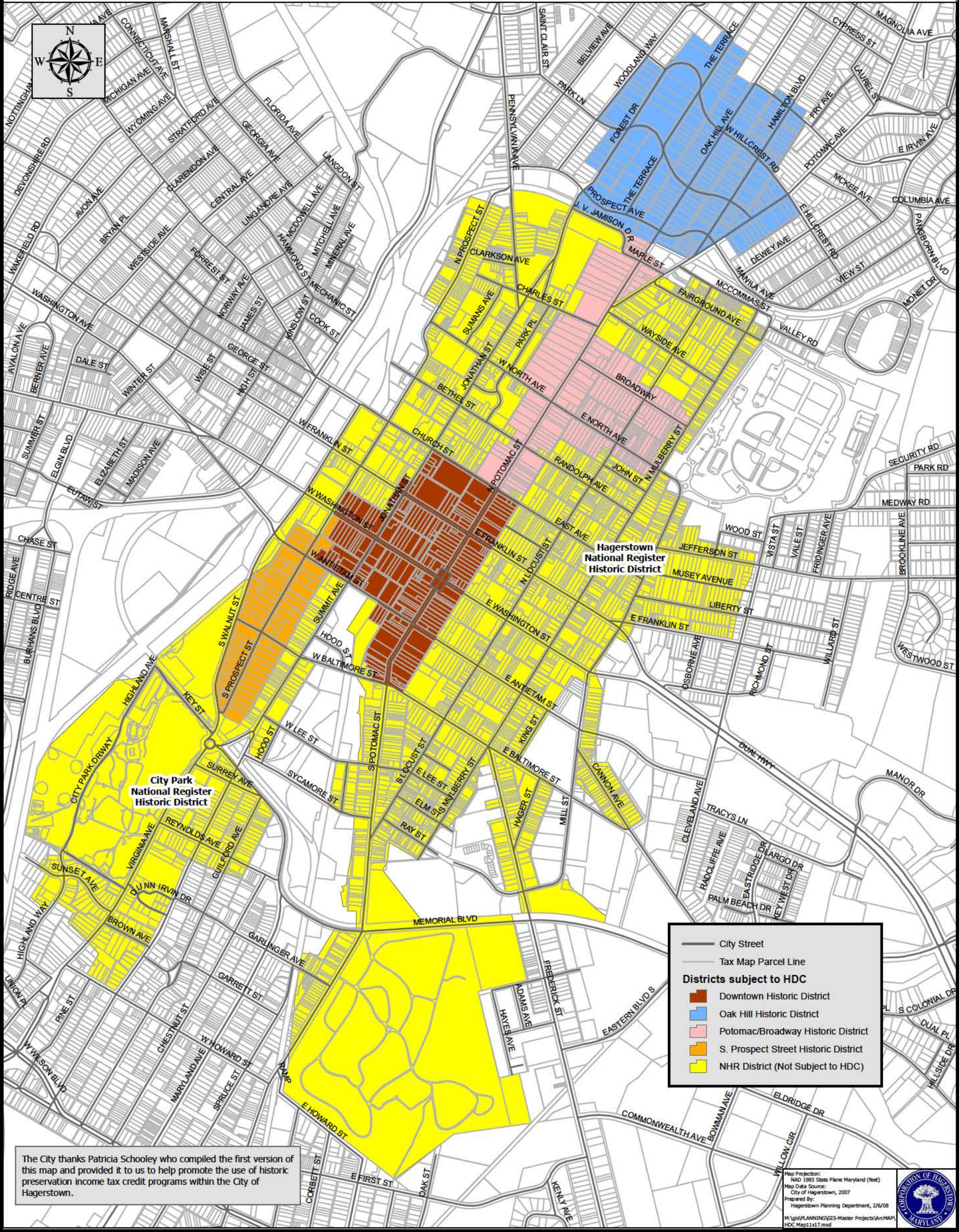
These credits piggyback and can amount to 50% of project cost. The cost of the restoration project must amount to more than the value of the structure without the cost of the land. The Maryland Historical Trust or the Historic District Commission MUST approve all restoration prior to beginning work.

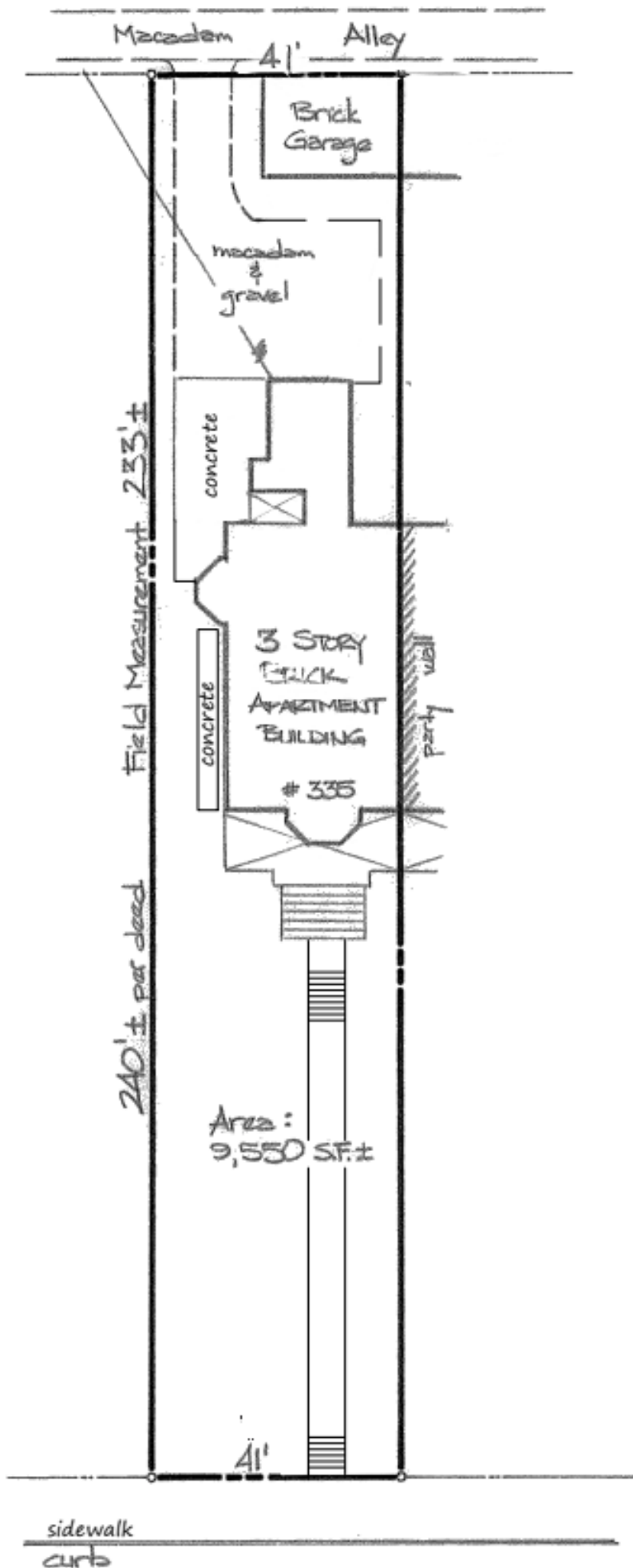
HISTORIC PRESERVATION TAX CREDITS FOR RESIDENTIAL PROPERTY

STATE.....20% OF COST OF WORK
COUNTY.....10% OF COST OF EXTERIOR WORK

These credits piggyback and can amount to 25% of project cost. The cost of the restoration project must equal \$5,000 and be finished in two years. The Maryland Historical Trust or the Historic District Commission MUST approve all restoration prior to beginning work.

0 500 1,000 2,000 3,000 4,000 Feet





NORTH POTOMAC STREET

**SMALL COMMERCIAL CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION**

MHT Project Number (MHT office use only)

Instructions: Fill out this form in accordance with the application instructions. This page must bear the applicant's electronic signature and must be dated. The Maryland Historical Trust's certification decision is based on the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form shall take precedence.

1. Property Name 335 N. Potomac Street

Street 335 N. Potomac Street

City Hagerstown Zip 21740 County Washington

☐ A Part 1 – Evaluation of Significance was submitted Date submitted _____ Date of certification _____

☐ A Federal Part 2 Application (Description of Rehabilitation) has been certified for this project Date of certification _____

2. Project Data

Date of building construction 1874 Start date (estimated) July 2026 Completion date (estimated) August 2026

Floor area before / after rehabilitation (sqft) 5300 / 5300 Number of buildings in the project 1

Use(s) before / after rehabilitation Apartments / _____

☐ Check if this is a residential property and will be sold as part of a development project for exclusive occupancy by a residential owner.

CHECK IF YOU ANTICIPATE RECEIVING ANY OF THE FOLLOWING ADDITIONAL FUNDING FOR THE PROPOSED PROJECT

☐ Insurance claim reimbursement funds ☐ Other local and/or state funding (i.e. grants or loans) Specify funding source _____

*Estimated qualified rehabilitation expenditures should not include additional state or local funding, insurance reimbursements or ineligible expenses including new construction, site work, appliances, etc. **Cannot exceed \$500,000** or project will not be eligible for the small commercial tax credit.

*Estimated Qualified Rehabilitation Expenditures **\$12,115**

☐ Check here if applying for the Level 1 Opportunity Zone Enhancement (5% additional credit) as described in the Application Instructions.

☐ Check here if applying for the Level 2 Opportunity Zone Enhancement (7.5% additional credit) as described in the Application Instructions.

3. Project Contact (if different from applicant)

Name _____ Company _____

Street _____ City _____ State _____

Zip _____ Telephone _____ Email Address _____

4. Applicant

I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that the structure is not owned by the State of Maryland, a political subdivision of the State or the Federal government and that [check one box as applicable] (1) ☒ I am the fee-simple owner of the above-described property or (2) ☐ if I am not the fee-simple owner of the above-described property, the fee-simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner, a copy of which either is attached to this application form and incorporated herein, or has been previously submitted. I understand that intentional falsification of factual representations in this application is subject to civil penalties and imprisonment for up to 10 years pursuant to Tax General Article, §§ 13-703 and 13-1002(b), Annotated Code of Maryland.

Name Daniel Eicher Signature  Date 06/08/26

Organization Birds Eye Properties LLC

Street 20537 Park Hall Road City Rohrersville State MD

Zip 21779 Telephone [REDACTED] Email Address [REDACTED]

MHT Official Use Only

The Maryland Historical Trust has reviewed the *Historic Revitalization Tax Credit Application – Part 2* for the above-named property and has determined that the proposed rehabilitation described herein:

☐ is consistent with the Secretary of the Interior's Standards for Rehabilitation. A final certification can be issued only after the rehabilitation work is completed as herein described and a Part 3 Application is submitted and approved.

☐ is consistent with the Secretary of the Interior's Standards for Rehabilitation if the attached conditions are met. A final certification can be issued only after the rehabilitation work is completed as herein described and a Part 3 Application is submitted and approved.

☐ is not consistent with the Secretary of the Interior's Standards for Rehabilitation, eligibility requirements, and/or does not comply with program requirements and therefore certification is denied.

Date _____ Maryland Historical Trust Authorized Signature _____

☐ MHT conditions or comments attached

SMALL COMMERCIAL CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION

Property name 335 N. Potomac Street

Property address 335 N. Potomac Street, Hagerstown, MD 21740

5. Detailed description of rehabilitation work Use this page to describe all work or create a comparable format with this information.
Number items consecutively to describe all work, including building exterior and interior, additions, site work, landscaping, and new construction.

Number 1	Feature <u>Dormers, wood trim</u>	Date of Feature <u>1874</u>
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Describe existing feature and its condition

There are several areas of peeling paint and “alligator skin” on the wooden trim features (painted green). This includes the front facade, and dormers at front and rear

Photo numbers 1, 2 Drawing numbers _____

Describe work and impact on feature

Loose paint and any “alligator skin” will be scraped, primed and painted to match existing color

Number 2	Feature <u>Soffit</u>	Date of Feature <u>1874</u>
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Describe existing feature and its condition

There are several areas where water penetration has caused damaged to the soffit

Photo numbers 3, 4 Drawing numbers _____

Describe work and impact on feature

Any damaged wood will be replaced in kind, primed and painted to match existing.

SMALL COMMERCIAL CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION

Property name 335 N. Potomac Street

Property address 335 N. Potomac Street, Hagerstown, MD 21740

5. Detailed description of rehabilitation work Use this page to describe all work or create a comparable format with this information.
Number items consecutively to describe all work, including building exterior and interior, additions, site work, landscaping, and new construction.

Number 3	Feature <u>Chimneys</u>	Date of Feature <u>1874</u>
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Describe existing feature and its condition

There are 2 brick chimneys that are in fair condition. The chimneys are uncapped, which allows water entry. One chimney has an antenna mounted on it

Photo numbers 5, 6 Drawing numbers _____

Describe work and impact on feature

Chimneys will be capped with a metal plate to prevent water penetration and damage. The antenna will be removed

Number 4	Feature <u>Skylight housing</u>	Date of Feature <u>Unknown</u>
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Describe existing feature and its condition

There is a metal housing over the skylight which illuminates the central foyer. The housing is rusted and in poor condition

Photo numbers 7 Drawing numbers _____

Describe work and impact on feature

Skylight housing will be sanded, painted, and sealed to prevent water penetration

SMALL COMMERCIAL CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION

Property name 335 N. Potomac Street

Property address 335 N. Potomac Street, Hagerstown, MD 21740

5. Detailed description of rehabilitation work Use this page to describe all work or create a comparable format with this information.
Number items consecutively to describe all work, including building exterior and interior, additions, site work, landscaping, and new construction.

Number 5	Feature <u>Facade brick</u>	Date of Feature <u>1874</u>
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Describe existing feature and its condition

Overall the painted brick facade is in good condition. At the rear of the building there are two small areas where the mortar has deteriorated, allowing water penetration

Photo numbers 8, 9 Drawing numbers _____

Describe work and impact on feature

In areas of damage, mortar will be carefully removed, replaced, and brick painted to match existing

Number 6	Feature <u>Roof</u>	Date of Feature <u>Est 2000</u>
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Describe existing feature and its condition

The upper roof is a rubber membrane, and lower steep portions (visible from street) are asphalt shingle. At the rear of the building there is an area of damaged flashing that needs to be replaced. On the south side ridgeline there is water-damaged fascia which has caused the flashing to separate and permit further water entry. There are some missing shingles on the dormer at the rear of the building. Along the south side the asphalt roofs over the bay window and the basement stairwell are in severely deteriorated.

Photo numbers 10, 11, 12, 13, 14, 15, 16, 17 Drawing numbers _____

Describe work and impact on feature

Damaged flashing along rear of building will be replaced to match existing. Along the south side ridgeline any damaged fascia will be removed and replaced, and flashing will be replaced to match existing. Missing shingles on dormer will be replaced to match. On the south side bay window the roof will be replaced to match existing. On the basement entry stairs the severely deteriorated roof will be replaced with dark green metal to match exterior trim.

SMALL COMMERCIAL CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION

Property name 335 N. Potomac Street

Property address 335 N. Potomac Street, Hagerstown, MD 21740

5. Detailed description of rehabilitation work Use this page to describe all work or create a comparable format with this information.
Number items consecutively to describe all work, including building exterior and interior, additions, site work, landscaping, and new construction.

Number 7	Feature <u>Exterior wiring</u>	Date of Feature <u>est 2000</u>
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Describe existing feature and its condition

There is an exterior wire run appx 60 feet in length on the second story above the porch. It is not visible from ground level.
The wire is not UV resistant

Photo numbers 18 Drawing numbers _____

Describe work and impact on feature

Wires will be cut, run through a metal conduit, and reattached at a junction box. This will prevent UV damage to the wire.
Neither the conduit nor the junction box will be visible from ground level.

Number 8	Feature <u>Exterior light</u>	Date of Feature <u>est 2000</u>
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Describe existing feature and its condition

There is an exterior lamp serving the parking area at the rear of the building. The lamp is not correctly supported and is not working

Photo numbers 19 Drawing numbers _____

Describe work and impact on feature

Lamp will be removed and (if unable to repair), will be replaced with a properly supported exterior LED light.

SMALL COMMERCIAL CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION

Property name 335 N. Potomac Street

Property address 335 N. Potomac Street, Hagerstown, MD 21740

5. Detailed description of rehabilitation work Use this page to describe all work or create a comparable format with this information.
Number items consecutively to describe all work, including building exterior and interior, additions, site work, landscaping, and new construction.

Number 9	Feature Basement entry door	Date of Feature 1874
-----------------	------------------------------------	-----------------------------

Describe existing feature and its condition

Door leading into basement is in fair condition, but has a broken hinge at the bottom

Photo numbers 1, 2 Drawing numbers _____

Describe work and impact on feature

Broken hinge will be replaced to ensure continued functionality

Number	Feature	Date of Feature
---------------	----------------	------------------------

Describe existing feature and its condition

Photo numbers _____ Drawing numbers _____

Describe work and impact on feature

**SMALL COMMERCIAL CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION**

MANDATORY APPLICATION CHECKLIST

Property Address 335 N Potomac Street Hagerstown MD 21740

Instructions: After completing your Part 2 application, fill out this checklist to ensure that your application contains at least the minimum documentation required for MHT staff review. This checklist is based on the detailed information included in the Small Commercial Instructions. Read and check each line carefully; **the application review period will not begin until a completed application with checklist is submitted.**

- ☐ **APPLICATION FORM**- I filled in all applicable fields. I understand that MHT staff may not fill in any missing information on behalf of me; therefore if my application is missing information it will be returned.

- ☐ **SIGNATURE**- I signed and dated the Part 1 application and Mandatory Application Checklist in accordance with MHT's signature guidelines.

- ☐ **OWNERSHIP**- If I am not the fee-simple owner of the property, I have provided a written statement from the fee-simple owner indicating that he or she is aware of the application and has no objection to the request for certification.

- ☐ **DESCRIPTION OF REHABILITATION WORK**- I have described ALL proposed work planned for the next 24 months to the interior and exterior of my property, including ineligible work items that I do not anticipate receiving a tax credit for. I understand that all work must meet the Secretary of the Interior's *Standards* and be reviewed and approved by MHT.

- ☐ **SUPPLEMENTARY MATERIALS**- If applicable to my project, I have attached site plans, demolition plans, architectural plans, HVAC plans, replacement window/door drawings and/or product specifications.

- ☐ **BUDGET**- I have included a budget for my project and, if applicable, a contractor's written estimate to substantiate the estimated Qualified Rehabilitation Expenditures (QRE). I understand that the final credit amount and fee is based on the Part 2 estimated QRE.

- ☐ **PHOTOGRAPHS** - I have prepared all photographs in accordance MHT's photographic guidelines.

- ☐ **MAP** - If applicable, a map of the qualified Opportunity Zone with the property location clearly marked has been provided.

- ☐ **REVIEW FEE** - I will pay a \$10 Part 2 review fee when sent an electronic invoice by the Maryland Historical Trust. I understand that payment must be made within ten (10) days of receiving the invoice.

- ☐ **DUPLICATE COPY OF ALL APPLICATION MATERIALS** - I have saved a complete copy of all materials for my records.

☐ **I attest that I have read and understand the Historic Revitalization Tax Credit Application and Instructions.**

Name Daniel Eicher

Signature



Date 6/19/26

APPLICATION CHECKLIST

- ☒ **Application Form** – I have filled in all applicable fields.
- ☒ **Signature** – I signed and dated the Part 2 application
- ☒ **Description of Rehabilitation Work** – I have described ALL proposed work planned for the exterior of my property. I understand that all work must be consistent with the Washington County Design Guidelines and Secretary of the Interior's Standards and be reviewed and approved by the Historic District Commission
- ☒ **Supplementary Materials** – If applicable to my project, I have attached site plans, demolition plans, architectural plans, HVAC plans, replacement window/door drawings and/or product specifications.
- ☒ **Photographs** – I have attached photographs to support the description of work.
- ☒ **Equivalent Documentation** – I am attaching an equivalent documentation packet for review.

I attest that I have read and understand the Historic Properties Tax Credit Application and that the information provided in this application is true, completed and accurate to the best of my/our knowledge and belief.

Signature of Applicant



Printed Name of Applicant Daniel Eicher

Date 6/19/26

Signature of Applicant



Printed Name of Applicant

Date

Historic District Commission Use Only

The Historic District Commission has reviewed the Application for Historic Properties Tax Credit – Part II for the above-named property and has determined that the proposed rehabilitation described herein:

- ☐ Is consistent with the Secretary of the Interior's Standards for Rehabilitation and Washington County Historic Guidelines. Final certification can be issued only after the rehabilitation work is completed as herein described and a Part 3 application is submitted and approved
- ☐ Is consistent with the Secretary of the Interior's Standards for Rehabilitation if the attached conditions are met. A final certification can be issued only after the rehabilitation work is completed as herein described and a Part 3 Application is submitted and approved.
- ☐ Is not consistent with the Secretary of the Interior's Standards for Rehabilitation, eligibility requirements, and/or does not comply with program requirements and therefore certification is denied.
- ☐ Is not adequately documented in the application and therefore cannot be reviewed

Date of HDC Review

0000001

Pre-Renovation Photos



1. Peeling paint on front facade



2. Peeling paint rear dormer



3. Damaged soffit (front)



4. Damaged soffit (rear)



5. Chimney cap needed



6. Chimney cap needed



7. Skylight housing corroded



8. Masonry Crack (rear of building)



9. Masonry Cracks (rear of building)



10. Damaged ridgeline flashing (south side)



11. Damaged ridgeline flashing (south side)



12. Damaged ridge line flashing (south side)



13. Area of damaged ridge line flashing (appx 40 linear feet)



14. Damaged flashing (rear)



15. Missing shingles (west side dormer)



16. Deteriorated roof (south side bay window)



17. Deteriorated roof (basement entry stairs)



18. Wiring not UV rated, needs to be replaced (front, 2nd story)



19. Damaged light fixture needs to be removed/replaced (rear addition)



20. Exterior door leading to basement damaged (hinge broken)

Historic Review Activity 06/18/2026 thru 07/24/2026											
Record #	Type	MIHP#	Record Status	Open Date	Date Assigned	Location	Description	Workflow Info			
S-25-021	Preliminary-Final Plat	II0138	In Review	14-Jul-25	21-Jul-26	20432 LANDIS ROAD HAGERSTOWN, MD 21740	SUBDIVISION OF 2 EXISTING LOTS OF RECORD, LOTS 1-6 NORTH SIDE OF LANDIS ROAD AND LOTS 7-13 ALONG THE SOUTH SIDE OF LANDIS ROAD.	Folder Status	Status Date	Task Name	Comments
								Revisions Required	22-Jul-26	Historic District Commission	
								Days in Review:	1		
S-25-032	Preliminary-Final Plat	IV075	Revisions Required	14-Oct-25	01-Jul-26	11805 PLEASANT VALLEY ROAD SMITHSBURG, MD 21783	SUBDIVIDE 24.56 ACRES INTO 3 LOTS AND REMAINING LANDS. MERGE 2.41 ACRE PARCEL A INTO OTHER LANDS OF HOCH. ASSOCIATED FCE	Folder Status	Status Date	Task Name	Comments
								Revisions Required	17-Jul-26	Historic District Commission	Updated by Script from EPR.
								Days in Review:	16		
2026-02372	Residential New Construction Permit		Approved	08-Jun-26	08-Jun-26	22335 OLD GEORGETOWN ROAD SMITHSBURG, MD 21783	440 SQ. FT. ONE STORY DETACHED GARAGE ON CONCRETE SLAB TO REAR OF DWELLING, POLE CONSTRUCTION, PRE-ENGINEERED ROOF TRUSSES	Folder Status	Status Date	Task Name	Comments
								Note	02-Jul-26	Historical Review	Reviewed at 7/1 meeting. Staff report and recommendation for approval in attached in documents.
								Approved	02-Jul-26	Historical Review	Updated by Script from EPR.
SP-26-027	Site Plan	IV262	In Review	15-Jun-26	18-Jun-26	14336 BANFILL AVENUE CASCADE, MD 21719	CHANGE IN USE SITE PLAN FOR BUILDINGS #130, 141,154 & 160	Folder Status	Status Date	Task Name	Comments
								Approved	14-Jul-26	Historic District Commission	Updated by Script from EPR.
								Days in Review:	25		
2026-02666	Residential Demolition Permit		Approved	26-Jun-26	29-Jun-26	LOR 1248 FREDERICK STREET	DEMOLITION OF 120 SQ. FT. EXISTING GROUND LEVEL FREESTANDING WOOD DECK NEXT TO THE HOUSE IN PREPARATION OF NEW SLAB ON GRADE PATIO	Folder Status	Status Date	Task Name	Comments
								Passed - Info	29-Jun-26	Historical Review	
								Days in Review:	0		
2026-02816	Floodplain Permit	II0402	Approved	07-Jul-26	07-Jul-26	LOR 6723 BOWIE ROAD	FLOODPLAIN PERMIT FOR INSTALLING (7) PUSH PIERS TO STABILIZE STRUCTURE	Folder Status	Status Date	Task Name	Comments
								Note	14-Jul-26	Historical Review	Account information incorrect for this in GIS. Requesting update from staff. Historic info is fine to pass.
								Passed - Info	15-Jul-26	Historical Review	Updated by Script from EPR.
SP-26-031	Site Plan	IV262	In Review	07-Jul-26	09-Jul-26	14312 LAKE ROYER DRIVE CASCADE, MD 21719	CHANGE IN USE SITE PLAN FROM OFFICE SPACE TO HOTEL	Folder Status	Status Date	Task Name	Comments
								Revisions Required	14-Jul-26	Historic District Commission	Updated by Script from EPR.
								Days in Review:	4		
S-26-029	Preliminary-Final Plat	I143	In Review	08-Jul-26	15-Jul-26	13240 TRIPLE CROWN LANE HAGERSTOWN, MD 21742	SUBDIVISION TO CREATE LOT 4 AND ADJUST PROPERTY LINES FOR LOTS 2 & 3	Folder Status	Status Date	Task Name	Comments
								Revisions Required	17-Jul-26	Historic District Commission	Updated by Script from EPR.
								Days in Review:	1		
FK2026-0009	Town of Funkstown Residential Building Permit	I632	Review	09-Jul-26	15-Jul-26	4 EAST BALTIMORE STREET	378 SQ. FT. INTERIOR RENOVATIONS FOR CHANGE IN USE TO CONVERT A ONE STORY COMMERCIAL SPACE TO A RESIDENTIAL DWELLING TO INCLUDE REMOVING AND ADDING WALLS TO CREATE NEW FULL BATHROOM, CLOSET, UTILITY ROOM, BEDROOM, KITCHEN AND LIVING AREA	Folder Status	Status Date	Task Name	Comments
								Note	15-Jul-26	Historical Review	Interior work and not an active tax credit application so no HDC review for this project.
								Passed - Info	15-Jul-26	Historical Review	Updated by Script from EPR.
SP-26-033	Site Plan	I363	In Review	09-Jul-26	10-Jul-26	16618 HUNTERS GREEN PARKWA HAGERSTOWN, MD 21740	THIS PROJECT PROPOSES TO CONSTRUCT 8,491 SF OF PAVED AREA FOR ADDITIONAL OUTDOOR STORAGE.	Folder Status	Status Date	Task Name	Comments
								Revisions Required	14-Jul-26	Historic District Commission	Updated by Script from EPR.
								Days in Review:	3		
Activity Count:	10										

Review Activities Summary

Application Type	Application Number	Approved	Note	Passed - Info	Revisions Required	Total
Floodplain Permit	Total	0	1	1	0	1
Preliminary-Final Plat	Total	0	0	0	3	3
Residential Demolition Permit	Total	0	0	1	0	1
Residential New Construction Permit	Total	1	1	0	0	1
Site Plan	Total	1	0	0	2	3
Town of Funkstown Residential Building Permit	Total	0	1	1	0	1
Total		2	3	3	5	10