

Historic Preservation Commission



Members:

Dr. Stephen Gibson – Chairperson
Ms. Suzanne Wright – Vice Chairperson
Mr. Tim Hoffman – Secretary
Mr. Larry Jackson
Mr. Chris Myers
Dr. Michael Garrett
Lincoln Wilkins, Jr. PhD
Councilwoman Laurie Marchini
Staff Liaison: Kathy McKenney, Historic Planner/Preservation Coordinator

AGENDA

Historic Preservation Commission
Cumberland City Hall, Council Chambers

DATE: September 08, 2021

TIME: 4:00 PM

APPROVAL OF MINUTES

- [1.](#) Review of August 11, 2021 Meeting Minutes

PUBLIC COMMENT

TAX INCENTIVE APPLICATION REVIEW

- [2.](#) 117 Greene Street - Part 1 Review of Historic District Tax Incentive Application - Doris Wheeler, applicant

OTHER BUSINESS

- [3.](#) 2021 Preservation Award Nominations - Review of projects that have been completed since the previous year's award to determine nominations
- [4.](#) Updated Rules of Procedure - Review of Updates to the HPC Rules of Procedure to allow for HPC staff to administratively review changes of copy to existing signs as long as there are no changes to the sizes of the signs
5. Administrative Approvals Report - There were no requests for Certificates of Appropriateness or Requests for Change Amendments to Existing Certificates of Appropriateness that were completed between August 11, 2021 and September 2, 2021
6. Staff and Chairperson Updates and Announcements

ADJOURNMENT

If you are unable to attend this meeting, please contact the Department of Community Development at (301) 759-6431 or (301) 759-6442.

Applicants or their appointed representatives must be present at the meeting for a review to take place. Please remember to turn off or silence all electronic devices prior to entering the meeting.

File Attachments for Item:

1. Review of August 11, 2021 Meeting Minutes

MINUTES

HISTORIC PRESERVATION COMMISSION

August 11, 2021

The Cumberland Historic Preservation Commission held its regular meeting on Wednesday, August 11, 2021 at 4:00 p.m., within the Council Chambers of City Hall. Members present were Vice Chairperson, Ms. Suzanne Wright, Mr. Chris Myers, Dr. Michael T. Garrett, Dr. Lincoln Wilkins, and Councilwoman Laurie Marchini.

Others in attendance were Kathy McKenney, Historic Planner/Preservation Coordinator, Danielle Miller, Tax and Utility Department Ms. Jessica Harding, 34-36 N. Centre St., Mark Knippenberg, 34-36 N. Centre St., and Ms. Susan Emerick, 86 Wineow Street. Acting Chairperson, Suzanne Wright, called the meeting to order. She read the following statement into the record: "The Cumberland Historic Preservation Commission exists pursuant to Section 11 of the City of Cumberland Municipal Zoning Ordinance. Members are appointed by the Mayor and City Council and shall possess a demonstrated special knowledge or professional or academic training in such fields as history, architecture, architectural history, planning, archeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design or related disciplines. The Commission strives to enhance quality of life by safeguarding the historical and cultural heritage of Cumberland. Preservation is shown to strengthen the local economy, stabilize and improve property values, and foster civic beauty. The Cumberland Historic Preservation Commission operates pursuant to State of Maryland 1977 Open Meetings Act and therefore no pending applications shall be discussed between or amongst Commissioners outside the public hearing to determine the disposition of the application."

Acting Chairperson Suzanne Wright introduced the Commission members present and staff.

APPROVAL OF MINUTES

1. Minutes for July 14, 2021 were approved as written with the conditions listed below *"Chris Myers made the motion to approve the minutes with a few changes in pursuant to Guidelines 37, 38 and 39. Dr. Michael Garrett. Laurie Marchini seconded the motion. All members were in favor; motion approved.* Changes requested were:

- *Ms. Suzanne Wright did not chair the meeting. Per Suzanne Wright mentioned that she was not there to do the job (Note: City records do show that Ms. Wright attended this meeting, actively participated, but did not chair the meeting).*

PUBLIC COMMENT

No comments.

CONSENT AGENDA

1. 86 Wineow Street- COA21-000024 - Capital Electric - Susan Emerick, applicant is requesting a change of copy to have their name to Capital Electric resulting in a change of copy to the existing signs. *Mr. Chris Myers made the motion to approve the consent agenda and Dr. Michael Garrett seconded the motion. All members were in favor; motion approved.*

CERTIFICATES OF APPROPRIATENESS

1. 34 North Centre Street - RCA21-000012, - applicant Jessica Harding was present on behalf of the owner, who is currently deployed to Africa. Ms. Harding stated they will be using the same materials; same lighting (back lit signage which creates a Halo effect) and lettering on the exterior of the building. They replaced the single door with a double door to be ADA compliant. *A motion was made by Councilwoman Laurie Marchini to approve RCA21-000012 for four (4) purposes which included:*
 - (1) Retro-active approval of the double doors.*
 - 2. Approval of the materials and design for the Cornices to be placed above the windows.*
 - 3. Approval of the back-lit signage.*
 - 4. Approval of the Entry way's soffit by staff.*

She made the motion pursuant to guidelines 37, 38, and 39. Mr. Chris Myers seconded the motion; all members were in favor; motion approved

OTHER BUSINESS/STAFF UPDATES

1. Antonia, Frostburg State University Student, was a great help for Kathy over the summer and will be returning back next week. Antonia helped prepare the 1st draft of the request for proposals for the Preservation Plan. Kathy feels this will be a great project to bid out over the winter and get started.
2. Antonia helped out with the presentation of information this month for 34 North Centre Street. Antonia also helped do research on the Jane Gates house and found the original deed.
3. On August 17, 2021 The Mayor and City Council agenda will be making a proclamation declaring August 31, 2021 as Jane Gates Day; This date commemorates the 150th anniversary of the deed transfer.
4. Kathy asked Antonia to look into the possibility of incorporating a process for deconstruction into the demolitions projects we have in the City. Antonia has prepared the research and created a power point for Kathy to show at a future public meeting.
5. Two Tax Credits Ordinance update: original passed in 1998 was updated in 2008 and they required updating to clarify eligibility for the Certified Heritage Area (State of Maryland designation) since it has expanded beyond the original boundaries.
6. We have the power now to go either a Hybrid or a virtual meeting. Ms. Wright wants to give Kathy permission to make the decision on a Hybrid or a virtual meeting for the next meeting.
7. HPC staff was asked to help participate in the American Rescue Plan Act project planning.
8. In terms of administrative approvals, Kathy reported approving several Certificates of Appropriateness over the previous month. The work

included a project by The Arts Council in Merchant's Alley, a painting project at 160 N. Centre Street and an after the fact roof replacement at 600 Washington Street.

An audio of the meeting will be available upon request.

ADJOURNMENT

Dr. Michael Garrett made the motion to adjourn and Mr. Tim Hoffman seconded the motion; *All members were in favor; motion approved.*

Respectfully,

Mr. Tim Hoffman, Secretary

September 8, 2021

File Attachments for Item:

2. 117 Greene Street - Part 1 Review of Historic District Tax Incentive Application - Doris Wheeler, applicant

City of Cumberland
Historic Preservation Tax Program
Part I – Pre-Construction Work Scope Application

FOR OFFICE USE ONLY	
COA #	_____
Tax Account #	_____
Date COA/Part I Approved	_____

TO: Cumberland Historic Preservation Commission
 57 North Liberty Street
 Cumberland, MD 21502

APPLICANT: *-type or print in ink-*
Owner's Name: Geoffrey L / Doris E Wheeler
Address: 957 Seton Dr Apt 10
Cumberland MD
21502
Phone: 301 697 9441

PROPERTY: (if different from applicant information)
Name: _____
Address: 117 Green St
Cumberland MD
21502

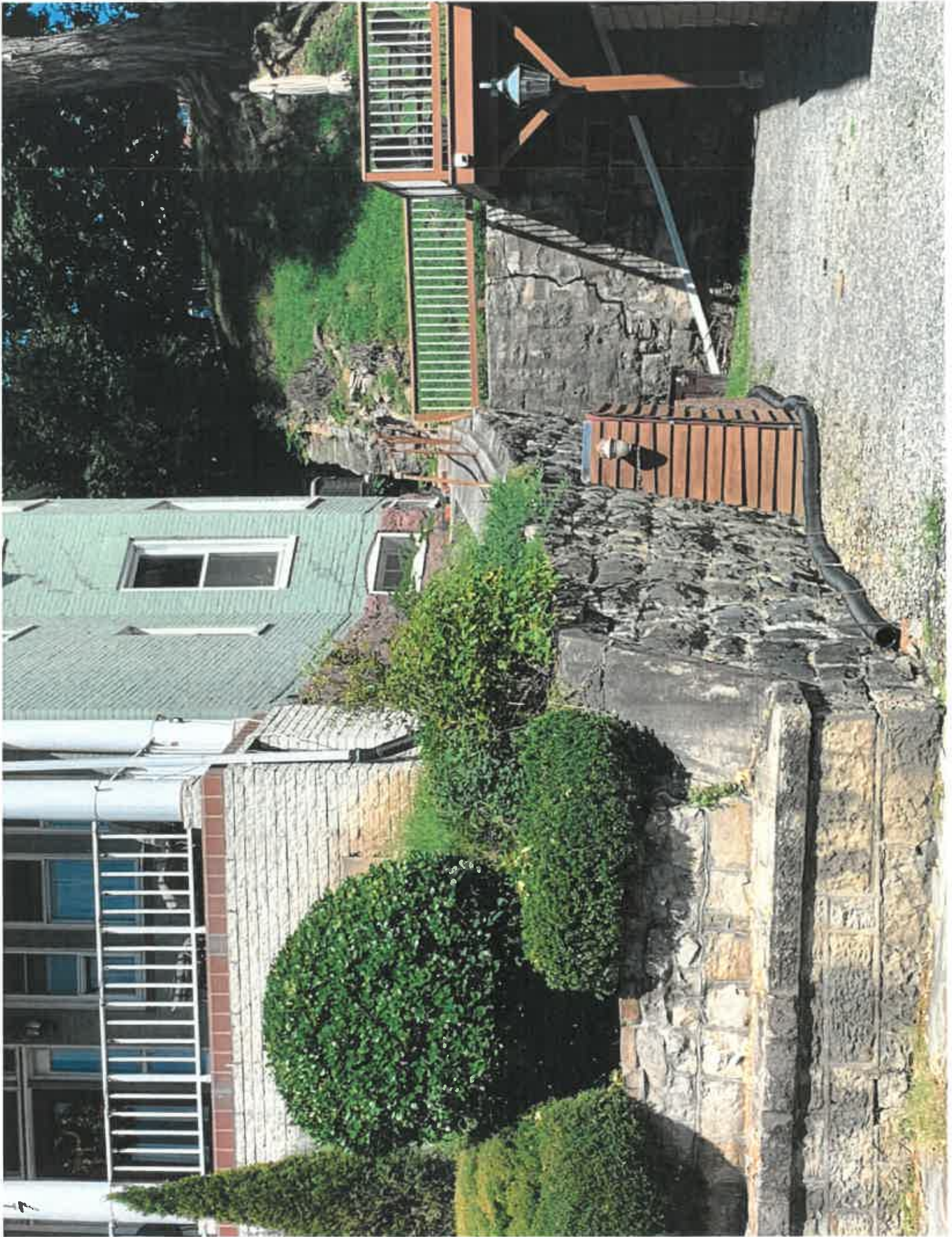
Please Check the District in Which Structure is Located:

- Canal Place Preservation District [CPPD] (Locally Zoned Historic District)*
 - For properties in the CPPD, is the property also located within:
 - Primary Special Taxing District
 - Secondary Special Taxing District
 - Decatur Heights District (National Register of Historic Places District)
 - Greene Street District (National Register of Historic Places District)
 - South Cumberland (Chapel Hill) District (National Register of Historic Places District)
- An additional assessment freeze may apply*

**If structure is located in the Canal Place Preservation District, a Certificate of Appropriateness must be approved prior to the commencement of construction. A Certificate of Appropriateness is required for all exterior work in this district even if the tax credit application process is not completed and/or is denied.*

If you are unsure as to which district your property is located, please consult the City of Cumberland's Historic Planner/Preservation Coordinator at 301-759-6431 or the City of Cumberland's website at <http://www.ci.cumberland.md.us/engineering/maps.htm>







April 16, 2018

Mr. and Mrs. Geoff Wheeler
117 Greene Street
Cumberland, MD 21502
Attn: Mr. Leroy King, Contractor

RE: Re-engineering Falling Retaining Wall
SPECS Project No. 4929

Dear Mr. and Mrs. Wheeler:

At the request of Mr. Leroy King, Contractor, I have completed the re-engineering for the replacement retaining wall at your 117 Greene Street residence. The existing original retaining wall was constructed around the time of house construction. The wall was constructed using heavy cyclopean masonry gravity retaining wall stones. Over the years, the wall has gradually moved out of vertical alignment to the point where overturning failure is possible. The wall has moved laterally toward the neighbor's property approximately 12" from its original position at the top of the wall. Several years ago, I designed a cast-in-place concrete retaining wall to replace the falling stone retaining wall. However, due to the high cost, another alternative was requested to be priced out.

Mr. King has approached me about engineering a new retaining wall using a proprietary interlocking pre-cast concrete segmental gravity wall product. Specifically, Mr. King proposed using World Block Concrete Landscape Blocks. The City of Cumberland Department of Community Development has requested that an engineering design for the wall be prepared and submitted for a building permit. Attached are the engineering calculations for the wall using World Block Concrete Landscape Blocks. This retaining wall is considered a segmental block wall and utilizes a soil reinforcement (geogrid) placed horizontally in the backfill as the wall is being constructed. The design of the wall is based on the Contractor strictly adhering to specific specifications for the foundation material under the blocks and for the backfill material that will promote groundwater seepage and provide the friction and weight that will engage the geogrid for wall stability. It is essential that all excavated native material be trucked and disposed of off-site. Do not use any native material for backfill. Please refer to the attached specifications for appropriate backfill material.

The precast concrete blocks are 2 feet tall by 2 feet wide by 4 feet long. The wall height, which will conform to the existing grades next to the house, ranges from a low of four (4) courses of block to a high of six (6) courses of block. This design has assumed that the foundation soils can support 2,000 pounds per square feet of bearing stress due to the self-weight of the stacked blocks and the vertical component of the backfill lateral pressure. The Contractor will need to strictly follow the installation instructions for placement of the concrete blocks, installation of the geogrid, and backfill of quarried stone for foundation bedding and backfill. The design calls for a 12" thick sub-base of compacted crushed stone

Mr. and Mrs. Geoff Wheeler
Attn: Mr. Leroy King, Contractor
Re-engineering Failing Retaining Wall
April 16, 2018
Page | 2

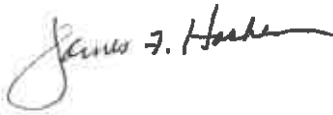
granular material 36" wide to accommodate the bearing of the two (2) foot wide blocks. In lieu of the compacted crushed stone base material, the Contractor may substitute 2,500 psi non-reinforced concrete for foundation preparation.

It is recommended that the new retaining wall installation commence near the front sidewalk at station 0+00 and proceed toward the rear of the property as shown on the Wall Profile drawing attached. Compaction of the backfill stone shall proceed per the installation instructions. It should be noted that, due to the limited backfill width behind the wall and the close proximity of the house foundation, a Miragrid 10XT geogrid is required. The blocks will require a 2" offset along the front face as they are stacked vertically. The Contractor shall determine in the field the method and materials for sloping the top of wall to align with the existing ground slope.

The Contractor shall be responsible for performing all construction in accordance with the normal Standard of Care including, but not limited to, the following: his own means and methods of excavation and wall installation; insuring the proper compaction of specified materials for wall bedding and backfill; providing job site safety; and, for shoring the existing wall to prevent it from failing during construction. This includes protection of the existing house foundation and all adjoining property from damage during construction. The Engineer-of-Record assumes no responsibility during wall construction.

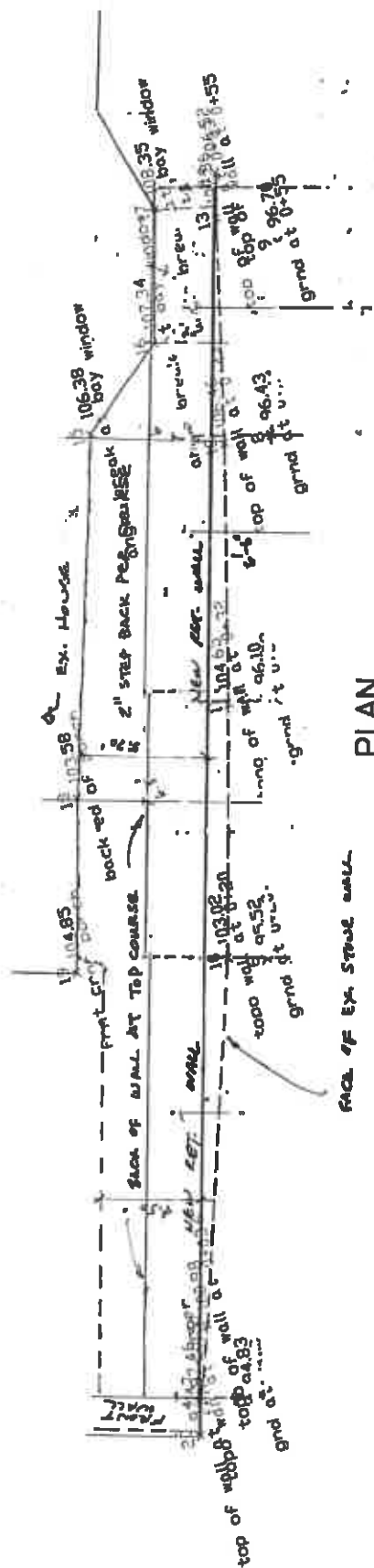
If there are any questions regarding this re-design, I would be pleased to respond.

Sincerely,
SPECS, Inc.



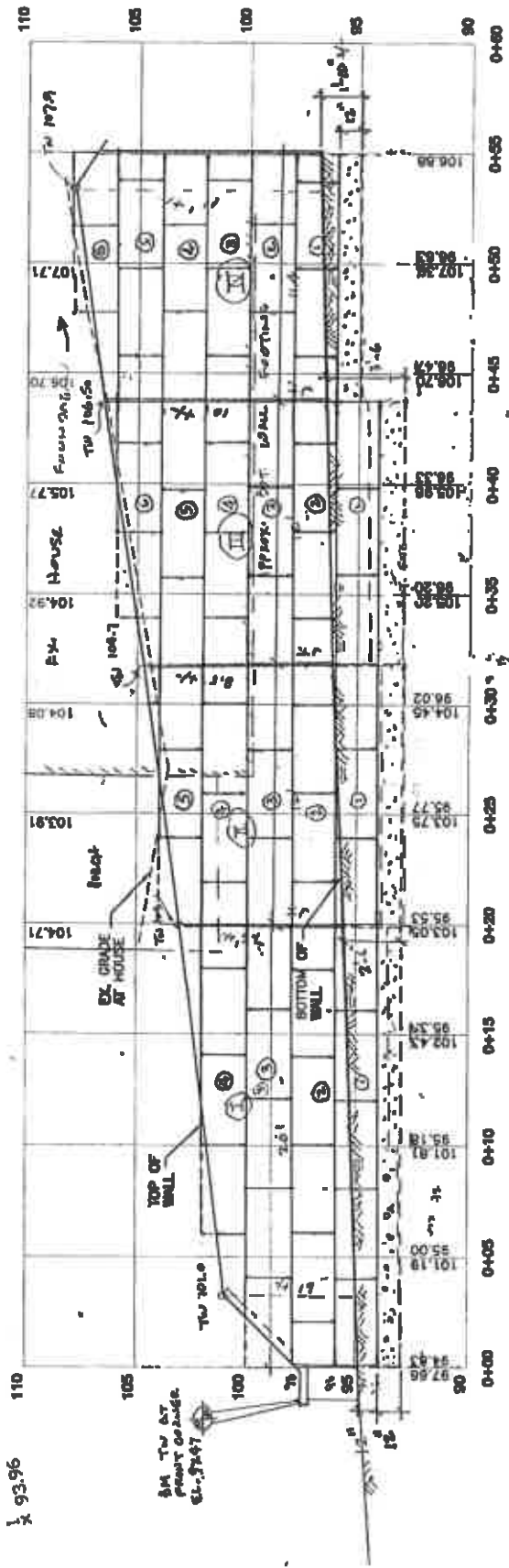
James F. Hosken, PE
President

Attachments



PLAN
SCALE: 1"=8'

GRADED: HILLGRIP WORK



WALL PROFILE

HORIZONTAL SCALE: 1"=8'
VERTICAL SCALE: 1"=2'



SPECS

105 S. Centre Street
Cumberland, Maryland 21502
301-777-2610

Title Geoff and Doria Wheeler
Job #: 4828 Dagnr: J. Hosken, PE
Description...
Replacement Gravity Block Retaining Wall Section III

Page: 1
Date: 13 APR 2018

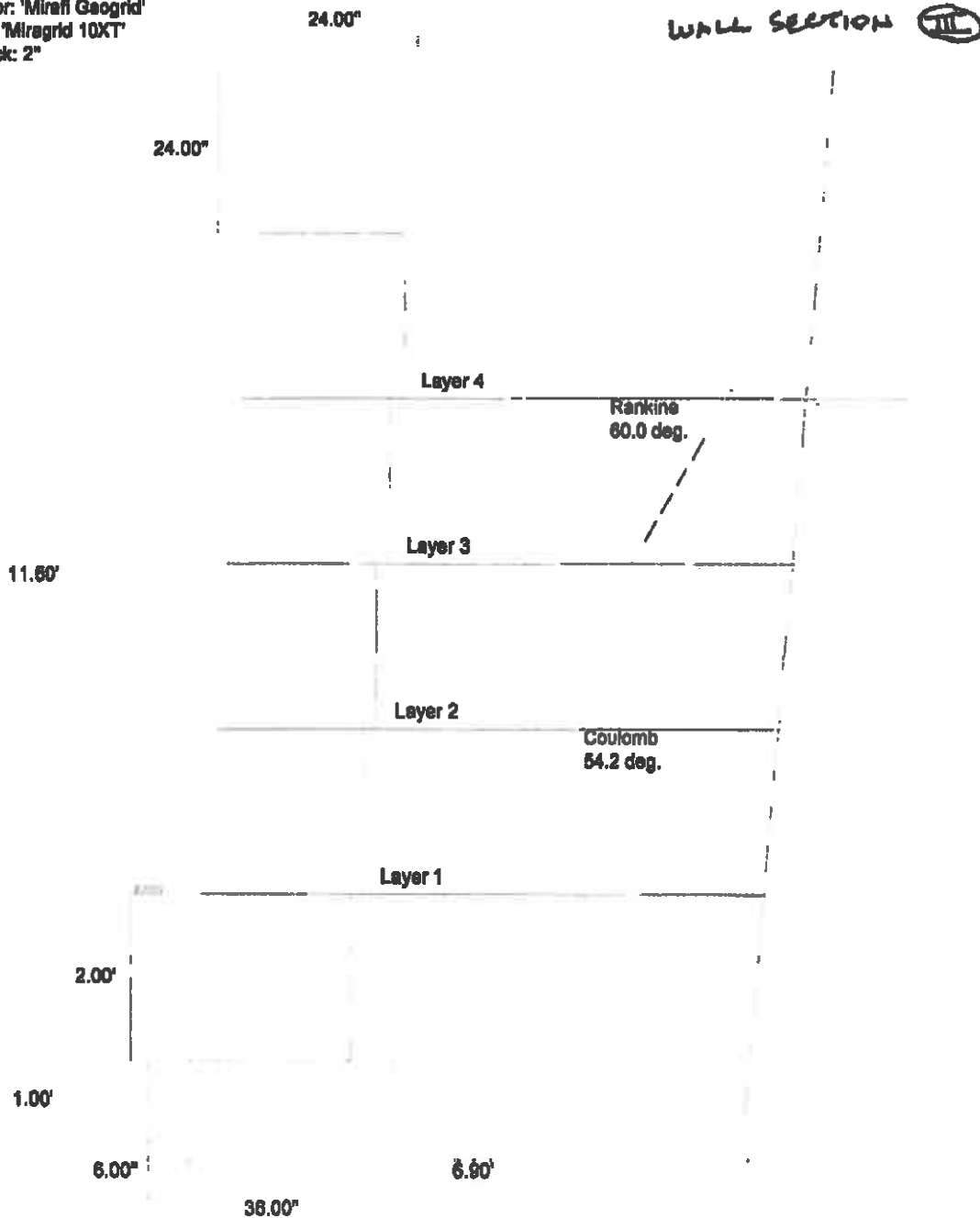
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RetainPro (c) 1987-2018, Build 11.16.07.18
License: KW-08057231
License To: SPECS, INC.

Segmental Retaining Wall with Geogrids

Code: NCMA

Block Vendor: 'EZ Block / United Concrete'
Block Type: 'Standard Block'
Geogrid Vendor: 'Mirafi Geogrid'
Geogrid Type: 'Miragrid 10XT'
Offset per Block: 2"





105 S. Centre Street
Cumberland, Maryland 21502
301-777-2510

Title Geoff and Doris Wheeler
Job #: 4929 Dsgnr: J. Hosken, PE Date: 13 APR 2018
Description....
Replacement Gravity Block Retaining Wall Section III

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RetainPro (c) 1987-2016, Build 11.16.07.15
License : KVV-09057231
License To : SPECS, INC.

Segmental Retaining Wall with Geogrids

Code: NCMA

Criteria

Wall height (retained height), ft	=	11.50
Backfill slope	=	Level
Backfill angle	=	0.0
Embedment	=	2.0



Thumbnail

Soil data

External Soil, Phi_e	=	38
External soil density (in situ), pcf	=	125
Internal Soil, Phi_i	=	30
Internal soil density, pcf	=	110
Wall Soil Friction Angle	=	20
K_a(Horiz)	=	0.25

Stability

Overturning ratio	=	5.81
Sliding ratio	=	5.14
Overturning moment, ft-lbs	=	5,822
Resisting moment, ft-lbs	=	32,686
Total lateral/sliding force, lbs	=	1,467
Sliding Resistance, ft	=	7,536.23
Total vertical force, lbs	=	9,849
Base length, ft	=	6.90
Eccentricity on base, ft	=	0.64
Effective base length, ft	=	5.61
Soil bearing pressure, psf	=	1,718.87
Allowable soil bearing, psf	=	2,000.00
Soil Bearing Ratio	=	0.00



SPECS

105 S. Centre Street
Cumberland, Maryland 21602
301-777-2510

Title: Geoff and Doris Wheeler
Job #: 4929 Dsgnr: J. Hosken, PE
Description...
Replacement Gravity Block Retaining Wall Section III

Page : 2
Date: 13 APR 2018

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RetainPro (c) 1987-2018, Build 11.15.07.18
License: KW-06057231
License To: SPECS, INC.

Segmental Retaining Wall with Geogrids

Code: NCMA

Loading

Dead load, psf	=	0
Live load, psf	=	0
Seismic Design Kh	=	0.00

Segmental block data

Vendor selection	=	'EZ Block / United Concrete'
Vendor web address	=	'www.unitedconcrete.com; www.worldblock.com'
Block selection type	=	'Standard Block'
Block height, in	=	24.00
Block depth, in	=	24.00
Offset per block, in	=	2.00
Batter angle	=	4.76
Wall weight, psf	=	300.00
Hinge height, ft	=	24.00

Geogrid material

Vendor Selection	=	'Mirafi Geogrid'
Vendor web address	=	'www.mirafi.com'
Geogrid type	=	'Miragrid 10XT'
LTDS	=	4989.14
Factor of safety	=	1.50
LTADS	=	3312.78
Peak connection equation	=	1357 + 0.176N
Peak connection maximum	=	2400
Serviceability connection equation	=	593 + 0.158N
Serviceability connection maximum	=	1400



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RetainPro (c) 1997-2016, Build 11.16.07.18
License #: KW-06057231
License To: SPECS, INC.**Segmental Retaining Wall with Geogrids**

Code: NCMA

Wall Analysis Table:

Block	Layer	Height above base		Tension		Connection		Embed Lo	Vert N	S. F.	Behind Block, Ft
		Ft	In	Static	Seismic	Peak	Serv				
6		11'	6"	11.50					150		
4	4	7'	6"	7.50	284	1027.9	758.9	2.06	1,050	2.68	8.31
3	3	5'	6"	5.50	297	1098.3	853.7	1.71	1,650	2.87	6.84
2	2	3'	6"	3.50	405	1168.7	948.5	1.71	2,250	2.34	5.73
1	1	1'	6"	1.50	513	1239.1	1043.3	1.71	2,850	2.03	4.78
Base		0'	0"	0.00					3,450		

Summary: Resisting / Overturning**Resisting Moments**

Item	Force, lbs	Distance, ft	Moment, ft-lbs
Wall	3,450	1.48	5,103
Reinf. earth	8,199	4.45	27,583
Sloped	0	6.24	0
Dead load	0	5.41	0
Live load	0	5.41	0
Total	9,649		32,686

Overturning Moments

Item	Force, lbs	Distance, ft	Moment, ft-lbs
Earth	1,487	3.83	5,622
Surcharge, DL	0	5.75	0
Surcharge, LL	0	5.75	0
Seismic, Wall	0	0.00	0
Seismic, Reinf.	0	0.00	0
Seismic, Sloped soil	0	0.00	0
Seismic, Exterior	0	0.00	0
Total	1,487		5,622

Overturning Ratio 5.81

ASSUMPTIONS AND CRITERIA USED

- References used include *Design Manual for Segmental Retaining Walls, 2nd Edition*, and *Segmental Retaining Walls - Seismic Design Manual, 1st Edition*, both by NCMA
- Blocks are all same size and uniform offsets (batter) for full wall height
- Coulomb earth pressure theory used for earth pressures and failure plane angle
- Refer to geotechnical report for backfill material, connection, and other design data and recommendations
- Cap blocks if used are above the retained height and are neglected in this design.
- Geogrid LTDS and connection values for block vendors obtained from ICC Evaluation Service (ES Legacy Reports) or as provided by vendors. Since these may change or be updated, verification of values is recommended.
- Block sizes obtained from vendors' literature and may vary with locality.
- Geogrid layers are equally spaced vertically, all same length, and laid horizontally.
- Average weight of block and cell infill assumed to be 120 pcf.
- See vendor web sites (on input screen) for more information and specifications
- Design height is limited to 16 feet or 24 blocks, whichever is less. Contact vendor for higher designs or special conditions
- Seismic design is per *Seismic Design Manual* cited above. Also see *Methodology/Seismic Design* in *User's Manual*.
- Vendor specifications or project specifications, whichever is most restrictive, to be followed for construction procedures
- Add notes and details for proper drainage.
- See *User's Manual* Design Example #10 for methodology and sample verification calculations
- Final design responsibility is with the project Engineer-of-Record



SPECS

105 S. Centre Street
Cumberland, Maryland 21502
301-777-2510

Title: Geoff and Doris Wheeler
Job #: 4929 Degrn: J. Hoaken, PE
Description: Replacement Gravity Block Retaining Wall Section IV

Page: 1
Date: 13 APR 2018

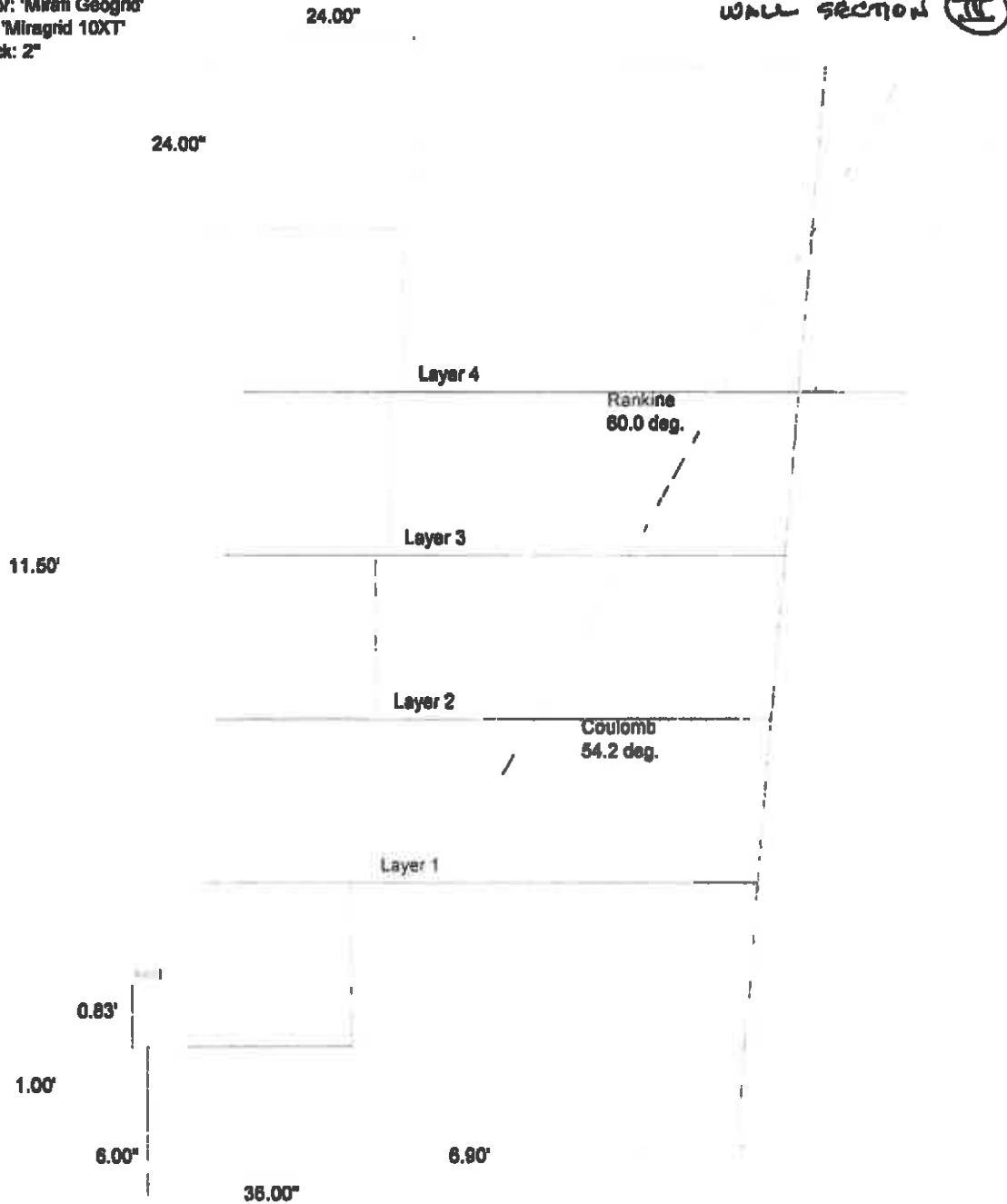
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RetainPro (c) 1997-2016, Build 11.16.07.15
License: KW-06057231
License To: SPECS, INC.

Segmental Retaining Wall with Geogrids

Code: NCMA

Block Vendor: 'EZ Block / United Concrete'
Block Type: 'Standard Block'
Geogrid Vendor: 'Mirafi Geogrid'
Geogrid Type: 'Miragrid 10XT'
Offset per Block: 2"





SPECS

105 S. Centre Street
Cumberland, Maryland 21502
301-777-2510

Title: Geoff and Doris Wheeler
Job #: 4929 Dsgnr: J. Hosken, PE
Description....
Replacement Gravity Block Retaining Wall Section IV

Page: 1
Date: 12 APR 2018

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RetainPro (c) 1987-2016, Build 11.18.07.16
License: KW-08057231
License To: SPECS, INC.

Segmental Retaining Wall with Geogrids

Code: NCMA

Criteria

Wall height (retained height), ft	=	11.50
Backfill slope	=	Level
Backfill angle	=	0.0
Embedment	=	0.8



Thumbnail

Soil data

External Soil, Ph _e	=	38
External soil density (In situ), pcf	=	125
Internal Soil, Ph _i	=	30
Internal soil density, pcf	=	110
Wall Soil Friction Angle	=	20
K _a (Horiz)	=	0.25

Stability

Overturning ratio	=	5.61
Sliding ratio	=	5.14
Overturning moment, ft-lbs	=	5,622
Resisting moment, ft-lbs	=	32,886
Total lateral/sliding force, lbs	=	1,467
Sliding Resistance, ft	=	7,538.23
Total vertical force, lbs	=	9,849
Base length, ft	=	6.90
Eccentricity on base, ft	=	0.64
Effective base length, ft	=	5.61
Soil bearing pressure, psf	=	1,719.87
Allowable soil bearing, psf	=	2,000.00
Soil Bearing Ratio	=	0.00

**SPECS**

105 S. Centre Street
 Cumberland, Maryland 21502
 301-777-2510

Title: Geoff and Doris Wheeler
 Job #: 4929
 Description....
 Replacement Gravity Block Retaining Wall Section IV

Dagnr: J. Hoaken, PE
 Date: 12 APR 2016
 Page: 2

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RetainPro (c) 1987-2016, Build 11.16.07.15
 License : KW-06057231
 License To : SPECS, INC.

Segmental Retaining Wall with Geogrids

Code: NCMA

Loading

Dead load, psf	=	0
Live load, psf	=	0
Seismic Design Kh	=	0.00

Segmental block data

Vendor selection	=	'EZ Block / United Concrete'
Vendor web address	=	'www.unitedconcrete.com; www.worldblock.com'
Block selection type	=	'Standard Block'
Block height, in	=	24.00
Block depth, in	=	24.00
Offset per block, in	=	2.00
Batter angle	=	4.76
Wall weight, psf	=	300.00
Block height, ft	=	24.00

Geogrid material

Vendor Selection	=	'Mirafi Geogrid'
Vendor web address	=	'www.mirafi.com'
Geogrid type	=	'Miragrid 10XT'
LTDS	=	4969.14
Factor of safety	=	1.50
LTADS	=	3312.76
Peak connection equation	=	1357 + 0.178N
Peak connection maximum	=	2400
Serviceability connection equation	=	593 + 0.158N
Serviceability connection maximum	=	1400



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RetainPro (c) 1997-2016, Build 11.16.07.15
License: KW-06057231
License To: SPECS, INC.**Segmental Retaining Wall with Geogrids**

Code: NCMA

Wall Analysis Table:

Block	Layer	Height above base			Tension		Connection		Embed L _e	Vert N	S. F.	Behind Block, Ft
		Ft	In	Dec	Static	Seismic	Peak	Serv				
6		11'	8"	11.50						150		
4	4	7'	8"	7.50	284		1027.9	758.9	2.06	1,050	2.66	8.31
3	3	5'	8"	5.50	297		1098.3	853.7	1.71	1,650	2.87	6.84
2	2	3'	8"	3.50	406		1168.7	948.5	1.71	2,250	2.34	5.73
1	1	1'	8"	1.50	513		1239.1	1043.3	1.71	2,850	2.03	4.79
Base		0'	0"	0.00						3,450		

Summary: Resisting / Overturning**Resisting Moments**

Item	Force, lbs	Distance, ft	Moment, ft-lbs
Wall	3,450	1.48	5,103
Reinf. earth	6,199	4.45	27,583
Sloped	0	6.24	0
Dead load	0	5.41	0
Live load	0	5.41	0
Total	9,649		32,686

Overturning Moments

Item	Force, lbs	Distance, ft	Moment, ft-lbs
Earth	1,467	3.83	5,622
Surcharge, DL	0	5.75	0
Surcharge, LL	0	5.75	0
Seismic, Wall	0	0.00	0
Seismic, Reinf.	0	0.00	0
Seismic, Sloped soil	0	0.00	0
Seismic, Exterior	0	0.00	0
Total	1,467		5,622

Overturning Ratio 5.81

ASSUMPTIONS AND CRITERIA USED

- References used include *Design Manual for Segmental Retaining Walls, 2nd Edition*, and *Segmental Retaining Walls – Seismic Design Manual, 1st Edition*, both by NCMA.
- Blocks are all same size and uniform offsets (batter) for full wall height.
- Coulomb earth pressure theory used for earth pressures and failure plane angle.
- Refer to geotechnical report for backfill material, compaction, and other design data and recommendations.
- Cap blocks if used are above the retained height and are neglected in this design.
- Geogrid LTDS and connection values for block vendors obtained from ICC Evaluation Service (ES Legacy Reports) or as provided by vendors. Since these may change or be updated, verification of values is recommended.
- Block sizes obtained from vendors' literature and may vary with locality.
- Geogrid layers are equally spaced vertically, all same length, and laid horizontally.
- Average weight of block and cell infill assumed to be 120 pcf.
- See vendor web sites (on input screen) for more information and specifications.
- Design height is limited to 16 feet or 24 blocks, whichever is less. Contact vendor for higher designs or special conditions.
- Seismic design is per *Seismic Design Manual* cited above. Also see *Methodology/Seismic Design in User's Manual*.
- Vendor specifications or project specifications, whichever is most restrictive, to be followed for construction procedures.
- Add notes and details for proper drainage.
- See *User's Manual Design Example #10* for methodology and sample verification calculations.
- Final design responsibility is with the project Engineer-of-Record.



SPECS

105 S. Centre Street
Cumberland, Maryland 21502
301-777-2510

Title Geoff and Doris Wheeler
Job # :
Description...
Replacement Gravity Block Retaining Wall Section I

Page : 1
Date: 12 APR 2018

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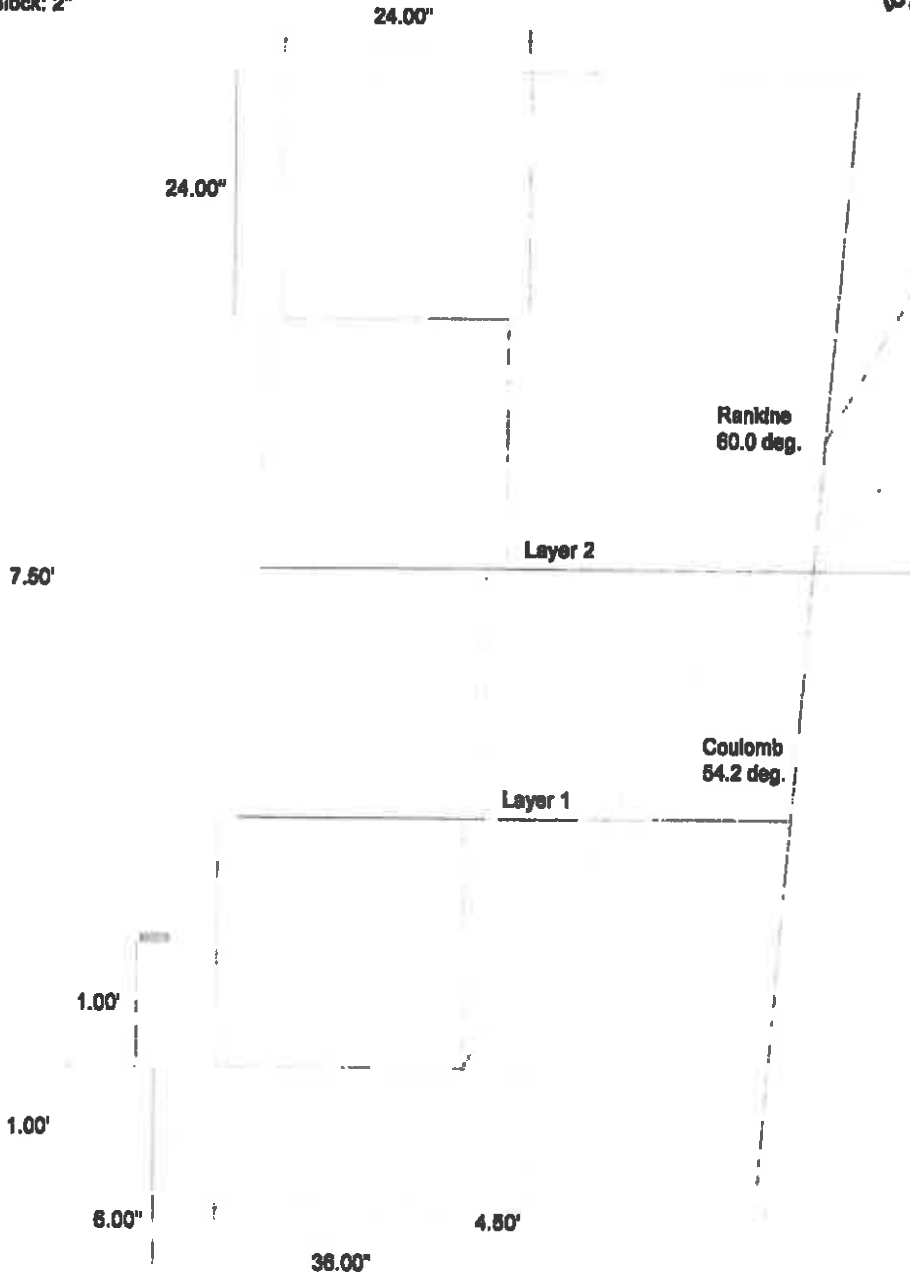
RetainPro (c) 1997-2016, Build 11.18.07.15
License : KW-09087231
License To : SPECS, INC.

Segmental Retaining Wall with Geogrids

Code: NCMA

Block Vendor: 'EZ Block / United Concrete'
Block Type: 'Standard Block'
Geogrid Vendor: 'Mirafi Geogrid'
Geogrid Type: 'Miragrid 10XT'
Offset per Block: 2"

WALL SECTION ①





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RetainPro (c) 1987-2016, Build 11.16.07.16
License: KW-09057231
License To: SPECS, INC.

Segmental Retaining Wall with Geogrids

Code: NCMA

Criteria

Wall height (retained height), ft	=	7.50
Backfill slope	=	Level
Backfill angle	=	0.0
Embedment	=	1.0



Thumbnail

Soil data

External Soil, Phi _e	=	38
External soil density (In situ), pcf	=	125
Internal Soil, Phi _i	=	30
Internal soil density, pcf	=	110
Wall Soil Friction Angle	=	20
K _a (Horiz)	=	0.25

Stability

Overturning ratio	=	6.19
Sliding ratio	=	5.40
Overturning moment, ft-lbs	=	1,560
Resisting moment, ft-lbs	=	9,656
Total lateral/sliding force, lbs	=	624
Sliding Resistance, ft	=	3,369.29
Total vertical force, lbs	=	4,313
Base length, ft	=	4.50
Eccentricity on base, ft	=	0.37
Effective base length, ft	=	3.75
Soil bearing pressure, pcf	=	1,148.48
Allowable soil bearing, pcf	=	2,000.00
Soil Bearing Ratio	=	0.00



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RetainPro (c) 1987-2016, Build 11.16.07.16
License : KVV-08067231
License To : SPECS, INC.

Segmental Retaining Wall with Geogrids

Code: NCMA

Criteria

Wall height (retained height), ft	=	9.50
Backfill slope	=	Level
Backfill angle	=	0.0
Embedment	=	1.5



Soil data

External Soil, Ph _e	=	38
External soil density (In situ), pcf	=	125
Internal Soil, Ph _i	=	30
Internal soil density, pcf	=	110
Wall Soil Friction Angle	=	20
K _a (Horiz)	=	0.25

Stability

Overturning ratio	=	5.95
Sliding ratio	=	5.24
Overturning moment, ft-lbs	=	3,170
Resisting moment, ft-lbs	=	18,884
Total lateral/sliding force, lbs	=	1,001
Sliding Resistance, ft	=	5,247.50
Total vertical force, lbs	=	6,717
Base length, ft	=	5.70
Eccentricity on base, ft	=	0.51
Effective base length, ft	=	4.67
Soil bearing pressure, psf	=	1,437.16
Allowable soil bearing, psf	=	2,000.00
Soil Bearing Ratio	=	0.00



SPECS

106 S. Centre Street
Cumberland, Maryland 21502
301-777-2810

Title: Geoff and Doris Wheeler
Job #: 4929
Description....
Replacement Gravity Block Retaining Wall Section II

Dagnr: J. Hosken, PE
Date: 13 APR 2018
Page: 2

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RetainPro (c) 1987-2016, Build 11.16.07.16
License: KW-09067331
License To: SPECS, INC.

Segmental Retaining Wall with Geogrids

Code: NCMA

Loading

Dead load, psf	=	0
Live load, psf	=	0
Seismic Design Kh	=	0.00

Segmental block data

Vendor selection	=	'EZ Block / United Concrete'
Vendor web address	=	'www.unitedconcrete.com; www.worldblock.com'
Block selection type	=	'Standard Block'
Block height, in	=	24.00
Block depth, in	=	24.00
Offset per block, in	=	2.00
Batter angle	=	4.76
Wall weight, psf	=	300.00
Hinge height, ft	=	24.00

Geogrid material

Vendor Selection	=	'Mirafi Geogrid'
Vendor web address	=	'www.mirafi.com'
Geogrid type	=	'Miragrid 10XT'
LTDS	=	4869.14
Factor of safety	=	1.50
LTADS	=	3312.76
Peak connection equation	=	1357 + 0.176N
Peak connection maximum	=	2400
Serviceability connection equation	=	583 + 0.158N
Serviceability connection maximum	=	1400



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RetainPro (c) 1987-2016, Build 11.16.07.15
License: KW-08057231
License To: SPECS, INC.**Segmental Retaining Wall with Geogrids**

Code: NCMA

Wall Analysis Table:

Block	Layer	Height above base			Tension		Connection		Embed Lo	Vert N	S. F.	Behind Block, Ft
		Ft	In	Dec	Static	Seismic	Peak	Serv				
5		9'	6"	9.50						150		
3	3	5'	6"	5.50	284		1027.9	758.9	2.06	1,050	2.66	7.20
2	2	3'	6"	3.50	297		1098.3	853.7	1.71	1,650	2.87	5.73
1	1	1'	6"	1.50	405		1166.7	948.5	1.71	2,250	2.34	4.79
Base		0'	0"	0.00						2,850		

Summary: Resisting / Overturning**Resisting Moments**

Item	Force, lbs	Distance, ft	Moment, ft-lbs
Wall	2,850	1.40	3,978
Reinf. earth	3,867	3.85	14,888
Sloped	0	5.27	0
Dead load	0	4.64	0
Live load	0	4.64	0
Total	6,717		18,864

Overturning Moments

Item	Force, lbs	Distance, ft	Moment, ft-lbs
Earth	1,001	3.17	3,170
Surcharge, DL	0	4.75	0
Surcharge, LL	0	4.75	0
Seismic, Wall	0	0.00	0
Seismic, Reinf.	0	0.00	0
Seismic, Sloped soil	0	0.00	0
Seismic, Exterior	0	0.00	0
Total	1,001		3,170

Overturning Ratio 5.95**ASSUMPTIONS AND CRITERIA USED**

- 1 References used include *Design Manual for Segmental Retaining Walls, 2nd Edition*, and *Segmental Retaining Walls - Seismic Design Manual, 1st Edition*, both by NCMA.
- 2 Blocks are all same size and uniform offsets (better) for full wall height.
- 3 Coulomb earth pressure theory used for earth pressures and failure plane angle.
- 4 Refer to geotechnical report for backfill material, compaction, and other design data and recommendations.
- 5 Cap blocks if used are above the retained height and are neglected in this design.
- 6 Geogrid LTDS and connection values for block vendors obtained from ICC Evaluation Service (ES Legacy Reports) or as provided by vendors. Since these may change or be updated, verification of values is recommended.
- 7 Block sizes obtained from vendors' literature and may vary with locality.
- 8 Geogrid layers are equally spaced vertically, all same length, and laid horizontally.
- 9 Average weight of block and cell infill assumed to be 120 pcf.
- 10 See vendor web sites (on input screen) for more information and specifications.
- 11 Design height is limited to 16 feet or 24 blocks, whichever is less. Contact vendor for higher designs or special conditions.
- 12 Seismic design is per *Seismic Design Manual* cited above. Also see *Methodology/Seismic Design in User's Manual*.
- 13 Vendor specifications or project specifications, whichever is most restrictive, to be followed for construction procedures.
- 14 Add notes and details for proper drainage.
- 15 See *User's Manual Design Example #10* for methodology and sample verification calculations.
- 16 Final design responsibility is with the project Engineer-of-Record.



V-Interlock

Down and dirty, the V-Interlock Block is not meant to be pretty, it's meant to get the job done. At 2 feet high, 2 feet wide and 6 feet long, the block form takes 24 cubic feet of concrete to make a 3,600 pound block. If you need to get rid of a cubic yard of concrete, this form will do the trick.

The granddaddy of all block forms, the V-Interlock block form has been used for years in the industry as the go-to form for straight-forward, get-it-done-now applications. These blocks are perfect (and most commonly used) for industrial applications such as batch plant fencing and product divider bits.

A raised "male" V notch runs along the top and down one side of the block while an inner "female" V notch runs along the bottom and up the other side. V-Interlock blocks are the only blocks to interlock on all four sides.

Built as two "L" shaped halves your forms lock together at the corners using two heavy-duty, over-center locking clamps. This design allows for easy set-up and scrapping. The clamps can be used as levers to help you pop the form open after the block has cured.

A convenient liftpoint blockout is already welded in place. Our lifting loops make the easiest and most-affordable lift point. Simply slide one end of the cable loop into the slot of the blockout and you are ready to pour. Some customers have found it helpful to stuff a rag behind the liftpoint or cover the slot with duct tape to prevent concrete from oozing out. The reinforced sidewalls make your forms rigid enough to handle the biggest load.

- The Basics
- Straights
- Corners and Ts
- Combinations
- Top Caps



V-Interlock

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A raised "male" V notch runs along the top and down one side of the block while an inner "female" V notch runs along the bottom and up the other side. V-Interlock blocks are the only blocks to interlock on all four sides.

Built as two "L" shaped halves your forms lock together at the corners using two heavy-duty, over-center locking clamps. This design allows for easy set up and stripping. The clamps can be used as levers to help you pop the form open after the block has cured.

A convenient liftpoint blockout is already welded in place. Our lifting loops make the easiest and most affordable lift point. Simply slide one end of the cable loop into the slot of the blockout and you are ready to pour. Some customers have found it helpful to stuff a rag behind the liftpoint or cover the slot with duct tape to prevent concrete from oozing out. The reinforced sidewalls make your forms rigid enough to handle the biggest load.

The forms are poured with the face down. The sides of the form make the top, bottom and sides of the block. After stripping, just grab the liftpoint and tip the block upright. Getting rid of concrete has never been easier.



Memo

To: Historic Preservation Commission

From: Kathy McKenney

CC:

Date: September 2, 2021

Re: 117 Greene Street Part 1 Review

Part I of the Cumberland Historic District Tax Incentive Program application has been received for a planned project at 117 Greene Street. Since this property is a contributing structure that is located in the Greene Street District (National Register of Historic Places District) and not located within the locally zoned historic district, the local tax incentive process requires the Historic Preservation Commission to pre-approve the planned work that is detailed in the Part I submission. For projects, such as this one, that are located outside the Canal Place Preservation District, the process for review has been established as follows:

- A. Require a Certificate of Appropriateness to substitute as Part I approval for all properties within the Canal Place Preservation District to avoid confusion on what work is or is not approved for the tax incentive program.
- B. The HPC will provide comment on Part I applications for other NR districts for exterior work and use the Preservation Guidelines as the means by which the determinations will be made.
- C. Allow expenses for interior work without review as long as the work items are identified in the Part I process and as long as all required building permits have also been issued. Previously, applicants could provide proof of expenses for the interior improvements without having the work scope approved by the HPC. We could continue this and focus on the pre-approval of the exterior since that is really what the public views anyway and would keep things more consistent with the established mission of the HPC.

Approval of the Part I of the local application by the Historic Preservation Commission will authorize the property owner to begin construction. Once construction is completed, the Part II form will be prepared and submitted for review of the specific expenses to recommend the issuance of the 10% tax credit and assessment freeze.

The property owner, Doris Wheeler, is considering submitting an application to the Maryland Historical Trust for the State historic tax incentive, as well. The proposed project involves the replacement of a failing stone wall, which appears to be falling at several locations. After consulting with a civil engineer, Jim Hosken at SPECS Engineering, as well as with the project contractor, a decision was made to use an interlocking block system by World Block. A copy of information on this product is included with the packet.

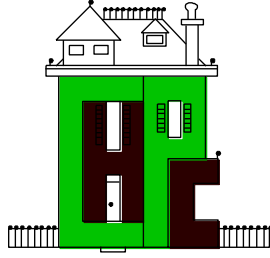
I spoke with Ms. Wheeler about the possibility to reconstruct the wall using the original stone. That was not recommended by the civil engineer. A copy of the report has been included.

I have pasted the summary description of the significance of this property from the 2005 National Register nomination (AL-IV-A-164). The property is associated with Wright Butler, one of three significant architects who designed many of Cumberland's historic structures. Stone retaining walls were often a hallmark of Mr. Butler's designs.

117 Greene Street: 2½-story brick residence of brick construction with an irregular form and a multiple gabled roof system. A 2½-story bay window is on the east side. The facade is dominated by an enclosed second-story porch. The original front porch appears to have been shielded by a hipped roof and supported by Tuscan columns. The main entrance on the facade incorporates transom sections sidelights. The attic level of the facade exhibits a pedimental window centered on the shingled pediment and recessed behind curvilinear sides. Designed by regionally-prominent architect. (1901; Wright Butler, architect)

File Attachments for Item:

3. 2021 Preservation Award Nominations - Review of projects that have been completed since the previous year's award to determine nominations



Historic Preservation Awards

Past Recipients

1998

121-127 North Centre Street
609 Washington Street

1999

15 Prospect Square

2000

30-36 North Mechanic Street

2001

519 Washington Street
115-117 Baltimore Street

2002

52 Baltimore Street

2003

47 Baltimore Street
108-114 Harrison Street

2004

522 Washington Street
60 North Centre Street

2005

86 Baltimore Street

2006

306 Washington Street
138-152 Baltimore Street
60-64 Pershing Street

2007

None

2008

33 North Centre Street
49 North Liberty Street

2009

None

2010

119 Baltimore Street (James and Carolyn Hilgeman)
9 North Centre Street (H-S Development LLC)
508 Washington Street (Robert Love/Julie Krespan)

2011

None

2012

201 North Centre Street (Honorable Mention) (Roman Catholic Congregation St. Patrick's)
18 Greene Street (Green Street Rental LLC)
100 South Centre Street (Hebrew Congregation B'Er Chayim)

2013

108 Washington Street (Allegheny County Board of Education)

2014

101 Baltimore Street (Honorable Mention)(Brian Grimm)

2015

208 Washington Street (Karen Sword/Michael Clark)

2016

168-170 North Centre Street (Jason Wolford)

2017

Downtown Cumberland Public Art (Downtown Development Commission)

2018

2 Howard Street (Footer Development, LLC)

2019

169-171 North Centre Street Corner Tavern and Café (HRB
Ventures, LLC)

2020

31 Washington Street – Allegany County Public Library

2021 Preservation Award Candidates

902		16 Washington Street	Episcopal Church Emmanuel	Jared Burkett (Carl Belt, Inc.)	Wall Reconstruction	5/13/20 Administrative Review
903		31 Prospect Square	Marcia Chalkwater	Marcia Chalkwater	Roof/Porch Floor Repair/Repoint/rear stair replacement	6/10/2020
904		619 Washington Street	Susan Keister	Mary Margaret Dusenberry	Shed	6/10/2020
Conversion		Citizenserve				
20-000001		107 Baltimore Street	Town Center Development Group LLC	Larry Jackson	Extensive Alterations front and rear	8/12/2020
20-000002		10 South Mechanic Street	Midson LLC	Lori Dudiak	Sign/Exterior Repainting	8/12/2020
20-000003		23 Washington Street	Gorman/Alicely n Getty	Gorman Getty	Sidewalk Repairs	9/3/20 Administrative Review
20-000004		27 North Centre Street	Sandra Saville	Sandra Saville	Window Replacement	9/9/2020
20-000005		49 Baltimore Street	Dana P & Mark F Baker	Julie Westendorff (Allegany Arts Council)	Repaint Rear Doors	9/15/20 Administrative Review
20-000006		15 South Liberty Street	Nancy C Lepley	Chris Myers	Trompe L'Oiel Window Murals	10/14/2020
20-000007		224 Washington Street	Jarrett Perlow/Joshua Adrian	Jarrett Perlow	In-Kind Porch Repairs/Replacement	10/14/2020

20-000008		218 Washington Street	Allegany County Historical Society, Inc.	Suzanne Trussell	Wall Reconstruction (Spruce Place)	10/14/2020
20-000009		19 South Liberty Street	Debbie Passarrell	Julie Westendorff (Allegany Arts Council)	Repaint Rear Door	10/28/20 Administrative Review
20-000010	10/26/2020	515 Greene Street	John, Sukhvinder Gates	Tim Hoffman (Eads)	Structural Stabilization	11/18/2020
20-000011		61 Baltimore Street	Edward Mullaney	Julie Westendorff (Allegany Arts Council)	Repaint Rear Door	11/5/20 Administrative Review
20-000012	11/24/2020	130 Polk Street	Mayor and City Council of Cumberland	Kevin Thacker (City of Cumberland)	Demolition	12/9/2020
20-000013	12/1/2020	40 Greene Street (George Washington's Headquarters)	Mayor and City Council of Cumberland	Jason Deal (City of Cumberland)	Emergency Repairs	12/9/2020
20-000014	12/1/2020	217 North Centre Street	Centre Street United Methodist Church	Jane Belt (Humpty Dumpty Learning Center)	Fence	12/3/20 Administrative Review

COA21-000001	1/22/2021	108 Harrison St	Linnie Sue Limited LLC	Rhiannon Brown	Service Door	Tabled 2/10/21
COA21-000002	1/25/2021	35 N. Liberty Street	Gino Giatras	Gino Giatras	Accessory Structure for Outdoor Dining	2/10/2021
COA21-000003	2/9/2021	157 Baltimore Street	CSB LLC	Robert Boyle	Signs	3/10/2021
COA21-000004	3/1/2021	3 Pershing Street	Allegany Museum	Mike Fetchero	After the Fact Door Replacement and Soda Blasting	3/10/21 Conditional

COA21-000005	3/9/2021	506 Washington Street	Laura McElhane y	Laura McElhane y	In-kind Window Glass Replacement	3/18/21 (Administrative)
COA21-000006	3/29/2021	222 Washington Street	Raymond Beall	Raymond Beall	Porch repairs/replacement/lighting	4/14/2021
COA21-000007	4/13/2021	15 South Centre Street	GAMM Complany	Stu Czapski (CEDC)	Repainting	4/14/21 (Administrative)
COA21-000008	4/19/2021	119 North Centre Street	Allegany Youth Enrichment Program	Renee Knisley	Window Replacement, Ramp	5/12/2021
COA21-000009	6/1/2021	105 South Centre Street	James/Brenda Hosken	Raymond Rase	Repaint/In-kind Bay roof replacement	6/8/21 (administrative)
COA21-000010	6/1/2021	127 Baltimore Street	Town Center Development Group	Larry Jackson	Marquee, Banner Signs	6/9/2021
COA21-000012	6/2/2021	19 South George Street	Branch Banking & Trust Co	Vicki Thomas (Western MD Signs)	Replacement Signs for new Name	6/9/2021
COA21-000014	6/2/2021	308 Washington Street	Gregory/Elizabeth Beyer	Anne Beyer	Roof Replacement	6/9/2021
COA21-000015	6/2/2021	34 North Centre Street	Adrian Marie Management	Drew Knippenberg	Removal of Façade Covering, Sign Restoration	6/9/2021

File Attachments for Item:

4. Updated Rules of Procedure - Review of Updates to the HPC Rules of Procedure to allow for HPC staff to administratively review changes of copy to existing signs as long as there are no changes to the sizes of the signs

CUMBERLAND HISTORIC PRESERVATION COMMISSION
BYLAWS AND RULES OF PROCEDURE
CITY OF CUMBERLAND

FOREWORD

These rules of procedure were created to assist the Commission, staff, and other City agencies in the expedient conduct of all matters of interest and concern to the Commission.

Objective

The Commission endeavors to conduct all business according to law or custom to assure the preservation of present and future use of historic resources within the designated historic district.

THE ROLE OF THE HISTORIC PRESERVATION COMMISSION

The Preservation Commission is created to safeguard the historical heritage of Cumberland by preserving sites, structures, and districts which reflect elements of cultural, social, economic, political, archeological, or architectural history; to promote preservation and appreciation of historic sites, structures, and districts; to inform the citizens of the City, County, State, and Nation of the value of the historic fabric which exists in Cumberland. To this end, the Commission shall be a resource to assist owners of historic properties or sites to maintain, appropriately renovate, and otherwise preserve the integrity of the historic properties.

SECTION 1. DEFINITIONS

- 1.1 The word "Commission" means the Historic Preservation Commission of the City of Cumberland.

SECTION 2. MEMBERSHIPS, OFFICERS, AND COMMITTEES

- 2.1 The membership shall consist of seven members to be appointed by the Mayor and City Council and a councilmember who shall be a voting member. Each of the appointed shall serve a term of three years and be eligible for reappointment. Commissioners serve on the HPC without compensation, in a volunteer status. Membership requirements are set forth in section 25-299 of the City Code. The terms shall be staggered in the following manner to minimize the potential number of new members at any one year: 3-2-2.
- 2.2 The Commission shall annually elect a Chairperson, Vice-Chairperson, and Secretary and the officers shall be eligible for reelection.

- 2.3 Any vacancies in the Commission shall be filled within the time frame provided for in the City’s Historic Area Regulations, presently sixty days. A member whose term has expired shall serve until the Mayor and City Council appoints a successor.
- 2.4 Each member shall possess a demonstrated special interest, specific knowledge, or professional or academic training in such fields as history, architecture, architectural history, planning, archaeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design, or related disciplines. At least two members of the Commission shall possess professional or academic training in one or more of the above-listed fields in accordance with the minimum professional requirements of the United States Department of the Interior for certifying local governments under 36 C.F.R. Part 61.
- 2.5 The Chairperson, or in his/her absence, the Vice-Chairperson, shall preside at all meetings or hearings of the Commission. In the absence of the Chairperson and Vice-Chairperson, the Commission may elect a temporary Chairperson to preside over the particular meeting. The presiding officer shall decide on all points of order and procedure, subject to these rules, unless otherwise directed by a majority of the Commission members present.
- 2.6 Digital Signatures of each officer will be obtained annually after each election in order to utilize these signatures solely related to the issuance of Certificates of Appropriateness that are approved, approved with conditions, or denied by the Commission during the review process. These signatures shall not be used for any other purposes in the conduct of business by the Commission.
- 2.6 Special committees may be appointed for special purposes or study.

SECTION 3. MEETINGS

- 3.1 Regular meetings shall be held on the second Wednesday of each month at 4:00 p.m. in City Hall in the second floor Council Chambers. However, meetings may be held at such other sites as the Commission may determine to be in its best interest. This includes meetings using virtual online platforms that also provide the ability for members of the public to join, view, and/or participate in the same manner as is provided in a “live” setting. Adjustments to the regular meeting schedule may be arranged in the beginning of each year by the Commissioners. Staff shall give Commissioners ample notice of any changes in the meeting schedules.
- 3.2 Special meetings may be called by the Chairperson, or in his/her absence, the Vice-Chairperson. Ample notice of such meetings shall be given to each member by mail or telephone.

- 3.3 Notice of meetings shall be sent to the Cumberland Times-News and all media outlets specified by the City of Cumberland, including publication on the City of Cumberland’s social media platforms, such as Facebook. Notice shall also be posted on a bulletin board within the Department of Community Development and on the City of Cumberland website. When meetings are to be held in a virtual setting, the notice will include information about how the meeting can be accessed electronically or telephonically as well as how comments regarding items on the agenda, as well as general public comment, can be provided to the Historic Preservation Commission.
- 3.4 Attendance – It shall be the duty of each member to attend all meetings. Should any member be absent from three (3) regular meetings during the year, without acceptable justification to the Commission, the Commission shall recommend that the member’s resignation be requested unless determined by vote of a majority of Commission members that there is a sufficient excuse for non-attendance. It shall be the responsibility of each member who cannot attend a meeting to so notify the staff.
- 3.5 All Commission hearings shall be public meetings. All persons with requests to the Commission are required to appear and be heard by the Commissioners before the Commission reaches a decision on any matter. The voting on such decisions shall be held during a public meeting and the Commission shall keep open records of its resolutions, proceedings, and actions which shall be available for public inspection during business hours or by electronic access on the City of Cumberland’s website. Nothing contained herein shall be construed to prevent the Commission from holding executive sessions from which the public may be excluded, provided the exclusion of the public is allowed under the Maryland Open Meetings Act, but no ordinance, resolution, regulation, or other matter shall be finally acted upon at such an executive session.
- 3.6 The Commission shall be responsible for keeping an accurate and true record of all proceedings at its meetings and public hearings. However, it is expected that the City’s Department of Community Development shall assist the Commission in the performance of these duties. The minutes shall be taken from recordings of the actual meetings and distributed to Commissioners to be placed on record and stored on file at the Department of Community Development.
- 3.7 Any applicant or petitioner must appear on his/her behalf or be represented by an agent or attorney at said meeting. In the absence of any personal appearance on behalf of the applicant or petitioner, the Commission will table the item. The presiding officer retains the right to have persons removed from public meetings if they unreasonably interfere with the orderly conduct of the business at hand.
- 3.8 Subject to the statutory 45-day limitation or agreement by the applicant, the Commission may postpone or continue any case due to lack of quorum, or for

further study and information until the next regular meeting. The Commission may require any additional material in the form of maps, charts, reports, material specifications, additional project specifications, and studies, in order to reach a decision. In addition, the Commissioners may postpone a decision and request a site visit.

The Commission's meetings shall be conducted in accordance with these Bylaws and Rules of Procedure. Otherwise, *Robert's Rules of Order* may serve as a guide for the conduct of said meetings, but compliance with its terms is not required.

SECTION 4. VOTING

- 4.1 Five members shall constitute a quorum for the transaction of business, and action may be taken only upon a majority vote. No decision shall be made in the absence of a quorum. At the discretion of the Chairperson, a Commissioner may vote by telephone or other live means.
- 4.2 The order of business shall be in accord with the agenda.
- 4.3 If there is a tie vote among the Commissioners, the Chairperson or Presiding Officer may vote to break the tie. If the Chairperson abstains, a tie vote by the Commissioners shall be interpreted as a defeat of the motion.
- 4.4 No member shall vote on a matter in which he/she has personal involvement. Members are encouraged to request that Commission staff consult the City Solicitor as to the propriety of their voting on any matter which may involve a conflict of interest.
- 4.5 Commissioners' votes shall be recorded on each motion unless the vote is unanimous.
- 4.6 The motion template, shown in Attachment A of this document, shall be utilized as a template for each Certificate of Appropriateness review

SECTION 5. CONDUCT AND DUTIES OF COMMISSION MEMBERS

- 5.1 No Commissioner shall speak on behalf of the Commission unless authorized by the Commission. In any public or private statement concerning Commission affairs, members will carefully indicate whether they are speaking for the Commission or for themselves.
- 5.2 Conduct at meetings – Members shall conduct themselves at Commission meetings in a fair, understanding manner. They shall seek to be considerate of all individuals, attitudes, and differences of opinion involved in official Commission business.

- 5.3 Each member of the Commission will familiarize himself or herself with the applications under consideration.
- 5.4 The review process carried out by the HPC requires judgment of each application based upon architectural guidelines, historical, archival, and archaeological information as well as technical and consultant assistance.
- 5.5 As necessary, the Chair may assign commissioners to special duties that relate to HPC business, on a pro-tem basis.

SECTION 6. PROCEDURE IN BRINGING MATTERS BEFORE THE COMMISSION

- 6.1 Once the historic area work permit application is determined by the staff to be complete, the application will be scheduled for a decision at the Commission's next regularly scheduled meeting. Complete applications, as determined by the Commission staff, must be submitted at least seven (7) days prior to a regularly scheduled Commission meeting in order to be included on the monthly agenda and receive a decision during that month's meeting.
- 6.2 In specific cases, where the proposed work involves exact replacement "in kind," such as repainting previously painted surfaces, changes of copy to existing signs that require no increase or decrease of size, the replacement of gutters or downspouts, the staff of the Department of Community Development, may determine that an application meets all requirements of the preservation ordinance. Staff may also act on cases that involve the need for emergency removal of a hazardous or diseased tree within the public right of way, the need for which is to be determined by the City of Cumberland's Natural Resources Specialist. In such cases, a permit may be issued at the administrative level which does not require the review of the Historic Preservation Commission. Staff will provide a report of all cases reviewed administratively at each monthly meeting.
- 6.3 Major rehabilitation, new construction and demolition, and any matters where an applicant does not agree with staff decisions shall be heard by the Commission at a public meeting.
- 6.4 When historical, archeological, or architecturally significant sites, structures and districts that exemplify the cultural, social, economic, political, or architectural history of the city, state, or nation are identified by a member of the Commission, its staff, a property owner, neighborhood group, or by an individual, the Historic Preservation Commission may, after making full and proper study, recommend designation for such landmarks, sites, structures, or districts. The resources used for designation will be a completed Local Survey Form, Maryland Inventory of Historic Properties documentation, National Register of Historic Properties Nomination Forms, or equivalent.

- 6.5 Decisions regarding the matters set forth in the preceding section may only be made at an open meeting. The Commission's recommendations shall be submitted to the Mayor and City Council. It is understood that the Mayor and City Council may accept, accept with modification(s), or reject the Commission's recommendations.
- 6.6 Agendas for the Commission's meetings shall be prepared by its staff in advance of the meetings, as required by the Maryland Open Meetings Act. Members of the Commission who wish to add to meeting agendas must notify the Chairperson of the proposed addition(s) prior to the meeting. Unscheduled items not requiring public notice may be added to the agenda during the meeting upon the unanimous approval of the members present. Agenda items that have been acted upon shall not be reconsidered unless new substantive information is presented.
- 6.7 In an effort to expedite routine items before the Commission, the Commission hereby establishes a "Consent Agenda" procedure as follows:
- (a) Business items shall be eligible for inclusion on the Consent Agenda upon the recommendations of the Commission's staff or upon the recommendation of a Commission member.
 - (b) All items thus eligible shall be placed on the Consent Agenda by motion of any member of the Commission which is duly seconded.
 - (c) The Commission shall then take public comment on the Consent Agenda in order to ascertain whether members of the public or Commission have any comments, questions, or opposition to the granting of any item(s) on the Consent Agenda. Any such item(s) shall be removed from the Consent Agenda and heard in regular order.
 - (d) The Commission shall then vote upon any item(s) which remain on the Consent Agenda upon any duly seconded motion calling for such a vote.
 - (e) If amendments or conditions are proposed on Consent Agenda items, applicants must agree to amendments or conditions to receive Consent Agenda approval.
- 6.8 Any person aggrieved by any decision of the Commission to approve, deny or delay an application for a permit may appeal that decision by filing a petition for judicial review with the Circuit Court for Allegany County, Maryland within thirty days of the date the decision is made.
- 6.9 All requests requiring action by the Commission must be received by the Department of Community Development no later than one week prior to the next regularly scheduled meeting.

SECTION 7. AMENDMENTS

- 7.1 Amendments to these Bylaws and Rules of Procedure may be introduced at any meeting of the Commission and voted upon at any subsequent regular meeting. Majority approval is required for the passage of amendments.

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Motion Writing Guide:

Commission Members state: *I have studied the application and all other relevant documents and presentations related to this case, and I am familiar with the property in question. I find that:*

- **The property individually contributes/ does not contribute to the period of significance and historic context of the Canal Place Preservation District as detailed in Chapter 3 of the Preservation District Design and Preservation Guidelines for Cumberland, Maryland**
- **The proposed changes are/are not consistent with guidelines and criteria found in Chapter 5 of the Canal Place Preservation District because:** (Re: 4.1.J – 4.1.L) *list facts as applied including the Secretary of Interior’s Standards to support consistency/lack of consistency cite applicable Guideline numbers (usually referenced on the Presentation of Information by HPC staff)*

Based on these findings, I move to approve/approve with conditions Certificate of Appropriateness number/name:

or

Based on these findings, I move to deny Certificate of Appropriateness number:

Summarize project listing all required items requested as submitted or as amended in plans and correspondence with date. I authorize the use of the digital signatures on file for the Chairperson and Secretary of the HPC with the Department of Community Development to be utilized to provide the determination documents to the applicant(s):

Second:

Discussion:

Vote: