

Margie McCeney, Chair  
Gayle Snyder, Vice-Chair  
Adrian Simmons, Councilmember  
Marlene Frazier  
Mary-Eileen Leszcz  
Nancy Steinecke  
Oscar De La Puente



## CITY OF LAUREL HISTORIC DISTRICT COMMISSION

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8103 Sandy Spring Road • Laurel, MD 20707 • 301-725-5300 • [ecd@laurel.md.us](mailto:ecd@laurel.md.us)

Commission/+ usually Meets on the Third Tuesday of Each Month

### EIGHT HUNDRED AND SEVENTY EIGHT MEETING TUESDAY – MARCH 18, 2025– 6:00 P.M. - REGULAR AGENDA

**\*This meeting will be held In-Person\***

1. Roll Call.
2. Approval of the Minutes for the Regular HDC meeting held on **February 18, 2025**.
3. **HDC-2025-0069** for **202 Stanley Place**, submitted by **Jose Morales**, Applicant is seeking approval to build a wood fence to the left of the house 18 x 16 x 6". Applicants were previously approved for this was on 6/22/23 but work was never completed.
4. **HDC-2025-0070** for **338 Main Street**, submitted by **Randolph Williams**, Applicant is seeking retroactive approval to repaint fascia in Black and install a 28-inch round projecting "Caribe Express" sign in DVC.
5. **HDC-2025-0072** for **605 Prince George Street**, submitted by **Arnold Crespo**, Applicant is seeking approval to replace 17 windows on the first floor with double hung soft white windows. The current windows are double hung and fixed windows.
6. **HDC-2025-0073** for **327 Prince George Street**, submitted by **Matthew and Mary Sullivan**, Applicant is seeking approval to build a 870 sq. ft. addition, install 70 ¼ X 70 ¾ Louvered Shutters in Wickham Gray and add new dormers on the house. Applicant is also seeking approval to remove 3 American Holly Trees, a Volunteer Magnolia and a grouping of Japanese Yew. Upon completion of work, trees will be replaced with Arborvitae.

**Staff Approvals:**

**HDC-2025-0062 for 339 Prince George Street**, submitted by **Michael and Mary Leszcz**, Applicant is seeking emergency approval to build two stair railings on the back of the house 6ft x 36in in White Vinyl and install two 4 x 4 Posts in White Vinyl.

**7. Adjourn**



# City of Laurel Historic District Commission

8103 Sandy Spring Road Laurel, MD 20707

phone (301) 725-5300 • fax (301) 725-5068

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EIGHT HUNDRED AND SEVENTY FIFTH MEETING  
TUESDAY – FEBRUARY 18, 2025– 6:00 P.M.

**\*This meeting was conducted virtually via Zoom \***

**Convened:** 6:00 P.M.

**Adjourned** 6:10 P.M.

**Commissioners Present:**

Margie McCeney, Chair  
Gayle Snyder, Vice-Chair  
Nancy Steinecke  
Marlene Frazier  
Mary Eileen Leszcz  
Councilman Simmons  
Oscar De La Puente

**Staff Present:**

Sam Braden IV, Deputy Director, ECD  
Sydney Woodland, HDC Coordinator, ECD  
Taylor Harvey, Planner I, ECD  
Charlotte Freedberg, Communications

**Commissioners Absent:** Zero (0)

**Citizens Present:** One (1)

Chairwoman McCeney called the meeting to order at 6:00 p.m.

Chairwoman McCeney read the opening statement.

Chairwoman McCeney asked for a roll call. Five (5) Commissioners answered present, constituting a quorum.

Chairwoman McCeney asked if there were any corrections to the Minutes from the Regular HDC meeting held on December 17, 2024.

There were none.

**On a motion by Councilman Simmons seconded by Ms. Frazier, the minutes were approved on (7) seven affirmative votes.**

**HDC-2025-0061 for 322 Montgomery Street, submitted by Amy Dunham, Applicant is seeking approval to remove large rotting Maple tree, remove dying Plum tree and elevate Mulberry and Elm tree.**

The applicant was not present.

Councilman Simmons stated that staff updated the technical report and requested that a copy be sent out to the Commission for the record.

**On a motion by Ms. Snyder, seconded by Ms. Steinecke, the application was approved on (7) seven affirmative votes.**

**HDC-2025-0064** for **423 Prince George Street**, submitted by **Tom Harbage**, Applicant is seeking approval to replace current shed black rolled shingle roof with black architectural shingles.

The applicant was present.

Chairwoman McCeney thanked the applicant for coming.

**On a motion by Ms. Snyder, seconded by Ms. Leszcz, the application was approved on (7) seven affirmative votes.**

**Staff Approvals:**

**HDC-2025-0050** for **214-216 Tenth Street**, submitted by **Panagiotis Glekas**, Applicant is seeking approval to replace existing cracked concrete with same concrete material. Measurements of new concrete are 31 feet long and 5 feet wide.

**HDC-2025-0052** for **517 Main Street**, submitted by **David Mungul**, Applicant is seeking approval to replace all exterior joint sealants, provide localized masonry restoration, provide new metal flashings, recoat metal roofing on dormers, replace all wood trim on dormers and clean all brick masonry.

There was no discussion regarding the Staff approvals.

**Tax Credits:**

A tax credit request for **333 Prince George Street**, submitted by **Oscar De La Puente** for **HDC2025-0008** for replacement of age existing 3-tab shingled roof with a new Dark Gray architectural shingle. The material cost was \$10,560.00, proof of payment was \$17,560.00 and tax credit amount is **\$1,056.00**.

There was no discussion regarding the Tax Credit.

**Minutes Approved:**

**Date:**





**CITY OF LAUREL**  
**HISTORIC DISTRICT COMMISSION**  
8103 SANDY SPRING ROAD, LAUREL, MD 20707  
301-725-5300

**CERTIFICATE OF APPROVAL NO. HDC 2025-0069**

Date of Application: 2/6/25	Work Type: Fence	HDC Sign Required?    Yes:    No: x	
Submit Information By: 2/21/25		For Meeting On: 3/18/25	
<b>ADDRESS OF PROPERTY:</b> 202 Stanley Place Laurel, MD 20707		<b>WORK DESCRIPTION (Please be specific on colors, style and material):</b> Build a 18 x 16 x 6" – 18 x 24 x 6" wood fence to the left of the house	
<b>OWNER'S Name, address, number, email:</b> Jose Morales 202 Stanley Place Laurel, MD 20707 240-790-6610 Aguirresantos58@gmail.com			
<b>CONTRACTOR'S Name, address, phone number, email:</b> Same as owner		*Section below for Signs: (drawing must accompany application)	
		TYPE:	Flatwall
			Projecting
			Signband
			Frestanding
		SIZE:	Material
<b>APPLICANT'S Name, address, phone number, email:</b> Same as owner		<b>MESSAGE:</b>  	
		<b>COLORS:</b> 	
		<b>Illumination:</b>	<b>Type:</b>
<b>*CONDITIONS:</b> (1) Applicant must comply with Section 20-91 of the Historic District Guidelines. (2) If work has not commenced within (12) twelve months of the date of approval, the Certificate is void, unless a renewal is requested from the Historic District Commission before it expires. (3) IF THIS IS STAFF APPROVAL: All work must be "in-kind"; using same color (or color from the Historic District Approved Color List), same style and same material. Failure to comply can result in code enforcement fines and/or denial of tax credit requests. NO EXCEPTIONS. (4) IF THIS IS A TREE REMOVAL: It is recommended a new tree be planted on the property for each tree removed, using the Approved Tree List created by the City of Laurel Tree Board <b>*PLEASE PLACE THIS CERTIFICATE IN YOUR WINDOW UNTIL WORK IS COMPLETED*</b>			
FEE: \$25		*Starting July 1, 2024 there will be a fee of \$25 or \$50 for this application.	
<b>HISTORIC DISTRICT COMMISSION:</b>		<b>DATE:</b>	
<b>PLANNING AND ZONING:</b>			
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.			
<b>ON FILE (SEE APPLICATION)</b>		240-790-6610	
Signature of Applicant		Daytime Phone number	
Qualifies For Tax Credit:    Yes:    No: x		*Applicant still has to apply to receive approval.	
Permit Required:                    Yes: x    No:		Permit No.	



**CITY OF LAUREL**  
**HISTORIC DISTRICT COMMISSION**  
 8103 SANDY SPRING ROAD, LAUREL, MD 20707  
 301-725-5300

**CERTIFICATE OF APPROVAL NO. HDC 2023-0129**

Date of Application 4-20-23	Type: Fence	HDC Sign N/A					
Submit Information By: 5/23/23		For Meeting On: 6/20/23					
ADDRESS OF PROPERTY: 202 Stanley Place Laurel, MD 20707		WORK DESCRIPTION: Build wood fence to the left of the house 18 x 16 x 6". Some work already done. Board on board w/ gate. Existing white fence to be removed.					
OWNER'S Name, address, number, email: Jose Morales  240-790-6610  aguirresantos58@gmail.com		*****If the work for an approved Historic District Commission Certificate has not commenced within twelve (12) months of the date of approval, the Certificate is void, unless a renewal is requested from the Historic District Commission. *****					
CONTRACTOR'S Name, address, phone number, email Same as owner		Sign: drawing must accompany application					
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 10%;">TYPE:</td> <td style="width: 30%;">Flatwall</td> <td style="width: 60%;">Projecting</td> </tr> <tr> <td>Signband</td> <td>Frestanding</td> </tr> </table>	TYPE:	Flatwall	Projecting	Signband	Frestanding
		TYPE:		Flatwall	Projecting		
Signband	Frestanding						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">SIZE:</td> <td style="width: 30%;">Material</td> </tr> </table>	SIZE:	Material					
SIZE:	Material						
APPLICANT'S Name, address, phone number, email Same as owner		MESSAGE:					
		COLORS:					
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Illumination:</td> <td style="width: 40%;">Type:</td> </tr> </table>	Illumination:	Type:			
Illumination:	Type:						
CONDITIONS and/or comments: Must comply with Sec.20-91 in the Historic District Guidelines. Please keep this certificate in a window until the work is completed. HDC approval required for all exterior work.							
BUILDING OFFICIAL n/a							
HISTORIC DISTRICT COMMISSION Brooke Quillen, HDC Coordintaor DATE 6/22/2023							
PLANNING AND ZONING Robert Love, ECD Director							
This authorization does not by its issuance preclude or replace permits required by other departments or agencies.							
		240-790-6610					
Signature of Applicant		Daytime Phone number					
Qualifies For Tax Credit: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
Building Permit Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Permit No.					



**MAYOR AND CITY COUNCIL OF LAUREL  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

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**AGENDA ITEM NO. 3**

**TECHNICAL STAFF REPORT**

**DATE:** March 4, 2025  
**TO:** City of Laurel Historic District Commission  
**FROM:** Taylor Harvey, Planner II  
**CASE:** Certificate of Approval No. HDC R2025-0069

**GENERAL INFORMATION**

**APPLICANT:** Jose Morales  
202 Stanley Place  
Laurel, MD 20707

**OWNER:** Same as applicant

**LOCATION:** 202 Stanley Place  
Laurel, MD 20707

**PURPOSE:** **Requesting retroactive approval to install backyard fence.**

**REQUESTED ACTION:** Approval of Certificate No. HDC R2025-0069

**ZONE:** R-55 (Single-Family Detached)

**CONTRIBUTING:** Yes

**ZONING ANALYSIS:**

The applicant is seeking retroactive Historic District Commission (HDC) approval to install a fence. The fence is flat board style, made of wood, and six (6) feet in height. The applicant has already installed eighteen (18) feet of fencing, including a gate, between the house and left property line, and fourteen (14) feet of fencing along the left side of the property from the top of the driveway towards the backyard.



The applicant has also installed eighteen (18) feet of fencing between the house and the right property line, and twenty-four (24) feet along the right-side property line towards the backyard. The new fence connects to an existing fence that runs along the back property line and partially down both sides of the property from the backyard towards the front yard. There is an existing 3.5-foot-tall white picket fence on the front left and right sides that stop where the new wooden fence begins, so no fencing is back-to-back.

**DESIGN GUIDELINES EXCERPT:**

**Sec. 20-26.16. - Fences.**

*The construction of fences separating yards is common throughout the Historic Districts. Fence heights are limited by the Zoning Regulations and, while the Historic District Commission may authorize a fence lower than the maximum (e.g., for consistency with the fence on a neighboring property), it cannot approve fencing higher than the Zoning Regulations allows. In all cases any decision made by the Planning Commission overrides the decisions of the City of Laurel Historic District Commission. The finished side of the fence should always face outward, away from the lot, area, or structure which it surrounds. Fences in the front yard shall be at the property, or at the building line of the front facade.*

*The use of traditional painted picket fencing in front yards is acceptable. Solid flat-board fencing of any height is not permitted in the front yard. The use of chain-link fencing is discouraged as being least compatible with the historic environment and allowed only in exceptional circumstances.*

*The installation of a fence beside an existing fence is viewed by the Commission as not in keeping with the character of the neighborhood, as well as a potential maintenance problem. The Commission will not approve such installation.*

*The Historic District Commission permits specific fence types on a case-by-case basis, the specific fencing permitted depending on surrounding properties and the architectural character of the neighborhood.*

**ATTACHMENTS:**

1. Photos of new fence
2. Photo of house
3. Dimensions of fence

**RECOMMENDATION:**

The proposed actions requested by the applicant appears to meet the requirements established in the City of Laurel's *Unified Land Development Code*, including the design criteria listed in the *Design Guidelines of the City of Laurel Historic District Commission*. Staff recommends the Historic District Commission **APPROVE** Certificate No. HDC R2025-0069 to include the following conditions:

1. The Applicant shall obtain a City of Laurel fence permit.

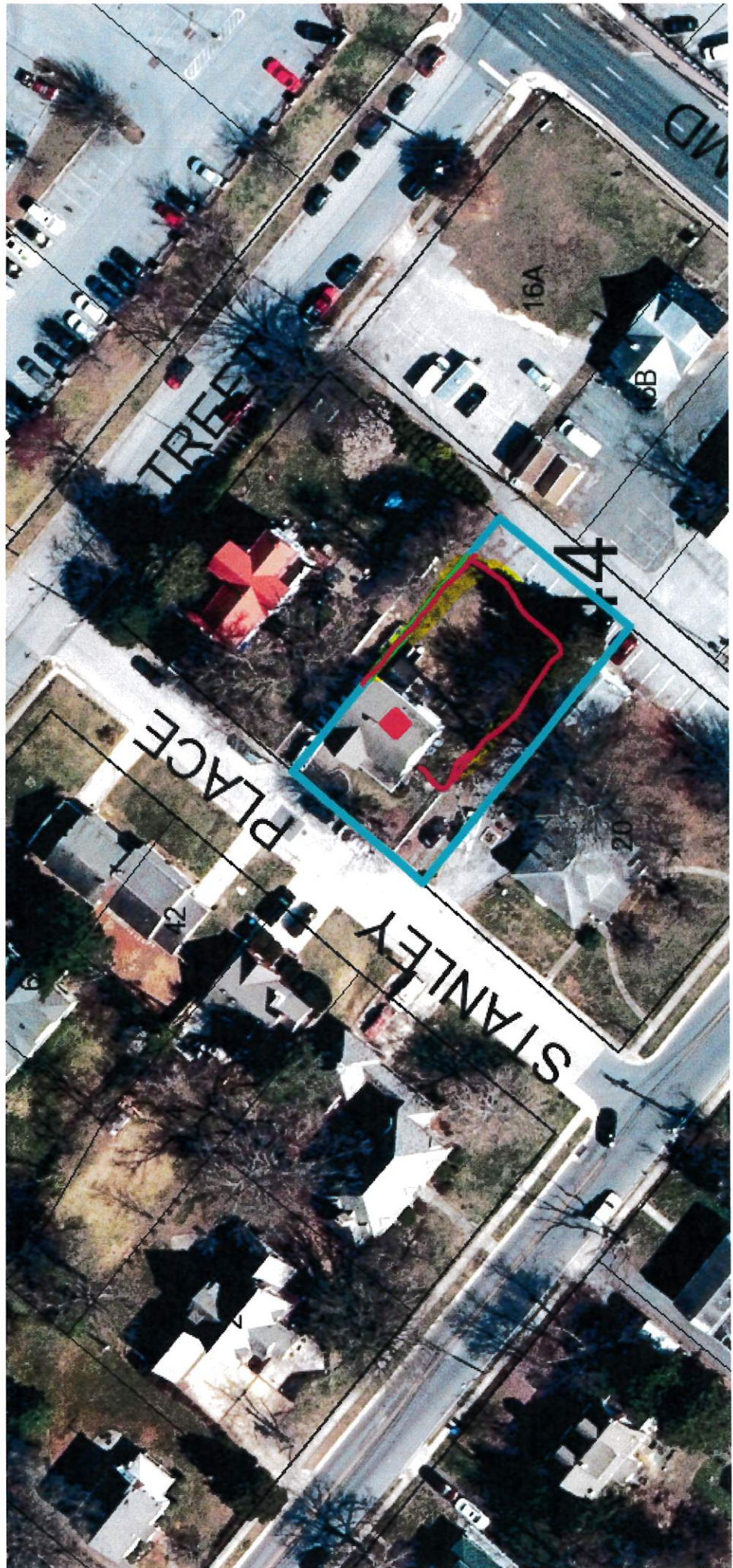
Submitted & Recommended by:

*Taylor Harvey*

Taylor Harvey, Partner II

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bright MLS

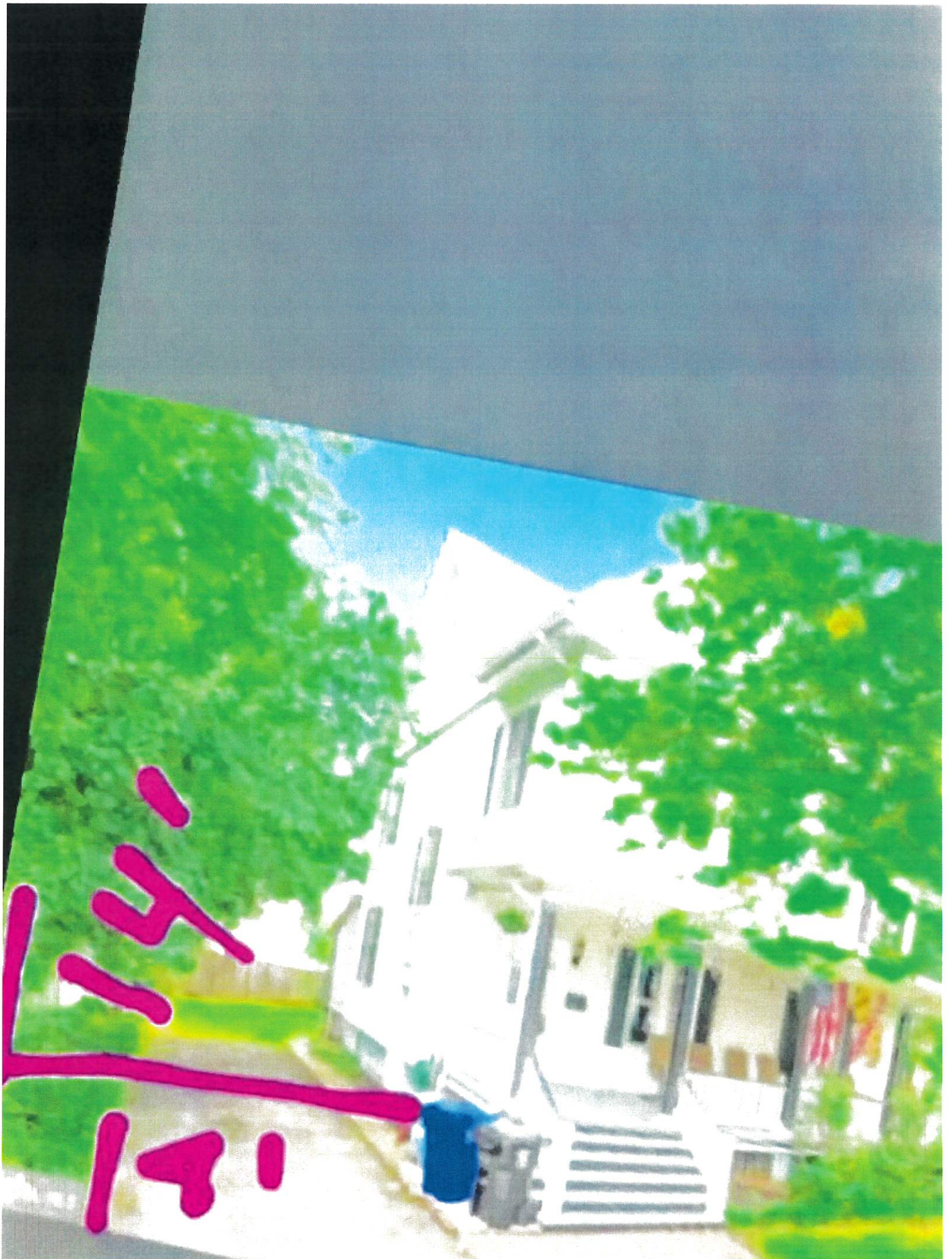
















181







PASO 1: PARA QUE EL SOLICITANTE COMPLETE

FECHA DE APLICACIÓN: 02.06.25

TIPO DE SOLICITUD (Marque todo lo que corresponda):

Letrero  Eliminación de árboles  Persianas  Cobertizo   
Techo  Ventanas  Pavimentación  Cerca   
Garaje  Porche  Pintura  Adición   
Demolición  Otro:  fence

DIRECCIÓN DE LA PROPIEDAD:

202 Stanley Pl

Laurel MD. 20707

DESCRIPCIÓN DEL TRABAJO:

Serca de Madera. - wood fence

NOMBRE DEL PROPIETARIO, DIRECCIÓN, TELÉFONO Y CORREO ELECTRÓNICO:

Jose Morales.

240 790 6610

aguirresantos58@gmail.com

NOMBRE DEL CONTRATISTA, DIRECCIÓN, TELÉFONO Y CORREO ELECTRÓNICO:

COMPLETE PARA SU LETRERO O SEÑAL

(Marque uno)

PARED PLANA  PROYECCIÓN

SEÑAL CON BANDA  SEÑAL DE PIE LIBRE

(Detalles)

TAMAÑO: 18'x16'x6" - 18'x24'x6"

MATERIAL: Madera Regia - walnut wood

MENSAJE:

COLORES: Color Madera. - wood color

SIGNO ENCENDIDO:

SI ES SÍ, TIPO:

NOMBRE, DIRECCIÓN, TELÉFONO Y CORREO ELECTRÓNICO DEL SOLICITANTE:

x Jose Morales  
FIRMA DEL SOLICITANTE

2.6.25  
FECHA

PASO 2: PARA QUE EL PERSONAL DE LA CIUDAD COMPLETE

FECHA DE LA REUNIÓN:

Yes  No ¿Aprobación del personal?

Yes  No ¿El trabajo comenzó sin aprobación?

Yes  No ¿Califica para el crédito fiscal?

ID DE IMPUESTO (CUENTA) #:

Yes  No ¿Se requiere permiso de construcción?

NUMERO DE PERMISO:

Yes  No Se requiere un aviso público?

PASO 3: FIRMAS DE APROBACIÓN DEL PERSONAL

FECHA DE APROBACION:

CONDICIONES Y/O COMENTARIOS:

COMISIÓN HISTÓRICA DEL DISTRITO

PLANIFICACIÓN Y ZONIFICACIÓN:





**CIUDAD DE LAUREL  
COMISIÓN HISTÓRICA DEL DISTRITO**

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Esta autorización no impide, por su emisión, reemplazar o reemplazar permisos requeridos por otros departamentos o agencias

**HDC APLICACIÓN DE APROBACIÓN PARA EL CERTIFICADO**

**PASO 1: PARA QUE EL SOLICITANTE COMPLETE**

FECHA DE APLICACIÓN: 02-06-25

TIPO DE SOLICITUD (Marque todo lo que corresponda):

Letrero  Eliminación de árboles  Persianas  Cobertizo   
 Techo  Ventanas  Pavimentación  Cerca   
 Garaje  Porche  Pintura  Adición   
 Demolición  Otro:

DIRECCIÓN DE LA PROPIEDAD:

202 Stanley Pl  
Laurel MD 20702

DESCRIPCIÓN DEL TRABAJO:

Serca de Madera.

NOMBRE DEL PROPIETARIO, DIRECCIÓN, TELÉFONO Y CORREO ELECTRÓNICO:

Jose Morales  
240 790 6610  
aguirresantos58@gmail.com

NOMBRE DEL CONTRATISTA, DIRECCIÓN, TELÉFONO Y CORREO ELECTRÓNICO:

**COMPLETE PARA SU LETRERO O SEÑAL**

(Marque uno)

PARED PLANA  PROYECCIÓN   
 SEÑAL CON BANDA  SEÑAL DE PIE LIBRE

(Detalles)

TAMAÑO: 18'x18'x6" - 18'x24'x6"

MATERIAL: Madera Regia

MENSAJE: \_\_\_\_\_

COLORES: Color Madera.

SIGNO ENCENDIDO: \_\_\_\_\_

SI ES SÍ, TIPO: \_\_\_\_\_

NOMBRE, DIRECCIÓN, TELÉFONO Y CORREO ELECTRÓNICO DEL SOLICITANTE:

x Jose Morales  
FIRMA DEL SOLICITANTE

2-6-25  
FECHA

**PASO 2: PARA QUE EL PERSONAL DE LA CIUDAD COMPLETE**

FECHA DE LA REUNIÓN: \_\_\_\_\_

Yes  No ¿Aprobación del personal?

Yes  No ¿El trabajo comenzó sin aprobación?

Yes  No ¿Califica para el crédito fiscal?

ID DE IMPUESTO (CUENTA) #: \_\_\_\_\_

Yes  No ¿Se requiere permiso de construcción?

NUMERO DE PERMISO: \_\_\_\_\_

Yes  No Se requiere un aviso público?

**PASO 3: FIRMAS DE APROBACIÓN DEL PERSONAL**

FECHA DE APROBACIÓN: \_\_\_\_\_

CONDICIONES Y / O COMENTARIOS: \_\_\_\_\_

COMISIÓN HISTÓRICA DEL DISTRITO \_\_\_\_\_

PLANIFICACIÓN Y ZONIFICACIÓN \_\_\_\_\_





**CITY OF LAUREL**  
**HISTORIC DISTRICT COMMISSION**  
 8103 SANDY SPRING ROAD, LAUREL, MD 20707  
 301-725-5300

**CERTIFICATE OF APPROVAL NO. HDC 2025-0070**

Date of Application: 1/28/25	Work Type: Paint & Signage	HDC Sign Required?    Yes:    No: x				
Submit Information By: 2/21/25		For Meeting On: 3/18/25				
<b>ADDRESS OF PROPERTY:</b> 338 Main Street Laurel, MD 20707	<b>WORK DESCRIPTION (Please be specific on colors, style and material):</b>  Seeking retroactive approval to repaint fascia in Black and install a 28-inch round projecting "Caribe Express" sign in DVC.					
<b>OWNER'S Name, address, number, email:</b> Randolph Williams 338 Main Street Laurel, MD 20707 301-532-9148 – sw@caribeexpress2.com						
<b>CONTRACTOR'S Name, address, phone number, email:</b> Same as owner	*Section below for Signs: (drawing must accompany application)					
	<b>TYPE:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Flatwall</td> <td style="width: 50%;">Projecting</td> </tr> <tr> <td>Signband</td> <td>Frestanding</td> </tr> </table>	Flatwall	Projecting	Signband	Frestanding
	Flatwall	Projecting				
Signband	Frestanding					
<b>SIZE:</b>	Material					
<b>APPLICANT'S Name, address, phone number, email:</b> Same as owner	<b>MESSAGE:</b>					
	<b>COLORS:</b>					
	<b>Illumination:</b>	<b>Type:</b>				
<b>*CONDITIONS:</b> (1) Applicant must comply with Section 20-97, 20-107 of the Historic District Guidelines. (2) If work has not commenced within (12) twelve months of the date of approval, the Certificate is void, unless a renewal is requested from the Historic District Commission before it expires. (3) IF THIS IS STAFF APPROVAL: All work must be "in-kind"; using same color (or color from the Historic District Approved Color List), same style and same material. Failure to comply can result in code enforcement fines and/or denial of tax credit requests. <b>NO EXCEPTIONS.</b> (4) IF THIS IS A TREE REMOVAL: It is recommended a new tree be planted on the property for each tree removed, using the Approved Tree List created by the City of Laurel Tree Board <b>*PLEASE PLACE THIS CERTIFICATE IN YOUR WINDOW UNTIL WORK IS COMPLETED*</b>						
FEE: \$50	*Starting July 1, 2024 there will be a fee of \$25 or \$50 for this					
<b>HISTORIC DISTRICT COMMISSION:</b>		<b>DATE:</b>				
<b>PLANNING AND ZONING:</b>						
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.						
<b>ON FILE (SEE APPLICATION)</b>		301-532-9148				
Signature of Applicant		Daytime Phone number				
Qualifies For Tax Credit:    Yes:    No: x		*Applicant still has to apply to receive approval.				
Permit Required:            Yes: x    No:	Permit No.					





**MAYOR AND CITY COUNCIL OF LAUREL**  
**DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

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**AGENDA ITEM NO. 4**

**TECHNICAL STAFF REPORT**

**DATE:** March 4, 2025  
**TO:** City of Laurel Historic District Commission  
**FROM:** Taylor Harvey, Planner II  
**CASE:** Certificate of Approval No. HDC C2025-0070

**GENERAL INFORMATION**

**APPLICANT:** Randolph Williams  
338 Main Street  
Laurel, MD 20707

**OWNER:** Same as Applicant

**LOCATION:** 338 Main Street  
Laurel, MD 20707

**PURPOSE:** **Requesting retractive approval to install signage and repaint fascia.**

**REQUESTED ACTION:** Approval of Certificate No. HDC C2025-0070

**ZONE:** C-V (Commercial Village)

**CONTRIBUTING:** No



**ZONING ANALYSIS:**

The Applicant is seeking retroactive Historic District Commission (HDC) approval to install new signage on the property. The projecting sign has green and yellow lettering on a black background, with “caribe express” around the perimeter of the sign, followed by a fork and spoon in the center of the sign. The sign has been placed at the corner of the property. The sign is 28” inch diameter in size and made of aluminum material.

The applicant is also seeking Historic District Commission (HDC) approval to repaint the fascia of the property. The existing fascia was grey in color, and the applicant has painted the fascia black.

**DESIGN GUIDELINES EXCERPT:**

**Sec. 20-26.22. - Painting.**

*The painting of brick and certain other masonry materials is discouraged.*

*The use of sandblasting, for removal of paint from brick, may not be permitted if it will cause undue damage to historic sites or structures. Chemical treatment for paint removal is regulated by state environmental agencies.*

**Sec. 20-26.31. - Signage.**

*Signs and their size are controlled by Zoning Regulations. The Historic District Commission may deal with the design of such sign (but not content), its placement on the structure and the color of such sign as well as other adopted City policies concerning signage and streetscapes if applicable.*

*(a) General guidelines.*

- (1) The commercial area of the Historic District, primarily Laurel's Main Street and portions of Route 1, and their preservation is of special interest to the City. These areas include a considerable number of signs, which taken in total, affect the overall visual quality and appeal of the Historic District.*
- (2) While size, scale, and location of signs are regulated by Zoning Regulations, the Historic District Commission, in considering the overall appearance of the sign, including the general design, materials, and color, may apply stricter standards.*
- (3) The lettering on all signs may have the business name and may have a secondary message. Typically signs applied directly to storefront and lower building surfaces may contain letters/characters that are up to ten (10) inches in height. The secondary message letters/characters may be no larger than five (5) inches in height. Telephone numbers, Internet or e-mail addresses, logos, symbols, slogans, and brand names may be no larger than three (3) inches in height.*
- (4) Design. Allowing originality and style while not creating a discontinuity within the rest of the streetscape can be achieved by close attention to the continuity of mounting location (sign band), materials, and other such qualities.*
- (5) Materials, colors, and style of lettering. These three (3) elements of each sign should reflect compatibility with a building's design and use as well as the appropriateness of the sign's*



*texture and material in relationship to the building. For example, wood is the preferred materials; Iridescent and neon bright colors are discouraged.*

- (6) *Message. The message should be limited to the specifics of the business located within the premises. Logos, symbols, slogans, and brand names are permitted, however, the size of these symbols and characters is limited to three (3) inches in height, and the Commission may require other content neutral modifications, such as color.*
- (7) *Shape and placement. Signs must not interrupt, obscure, or hide architectural features. The sign should fit within the lines or panels of the storefront as defined by the building frame and architectural detailing. The placement of signs should respect the existing pattern established by signs on the same block. On buildings with two (2) or more storefronts, signs should be arranged in a uniform manner. The number and size of signs shall be as allowed pursuant to Zoning Regulations.*
- (8) *Type. Front-lighted signs such as gooseneck lights are preferred. External lighting for free-standing signs should be masked by shrubbery or other screening.*
- (9) *Porch sign band signs. These are signs which hang from porch lintels between. The maximum height for such signs is one (1) foot. A sign more than one (1) foot in height may be considered if the scale of the sign is appropriate in size to the building on where it is placed. The maximum length for such signs is eight (8) feet, but if the distance between posts is not that great the sign should be shorter, so that there is equal space between both ends of the sign and the posts.*
- (10) *Temporary signs. These are permitted pursuant to Zoning Regulations.*

**ATTACHMENTS:**

1. Images of Front Elevations.
2. Images of Signage.
3. Photo of proposed black color.

**RECOMMENDATION:**

The applicant proposal appears to meet the design criteria outlined in the *Design Guidelines of the City of Laurel Historic District Commission*. Staff recommends the Historic District Commission **APPROVE** Certificate No. HDC C2025-0070 to include the following conditions:

1. The Applicant shall obtain a City of Laurel Sign Permit.

Submitted & Recommended by:

*Taylor Harvey*  
\_\_\_\_\_  
Taylor Harvey, Planner II

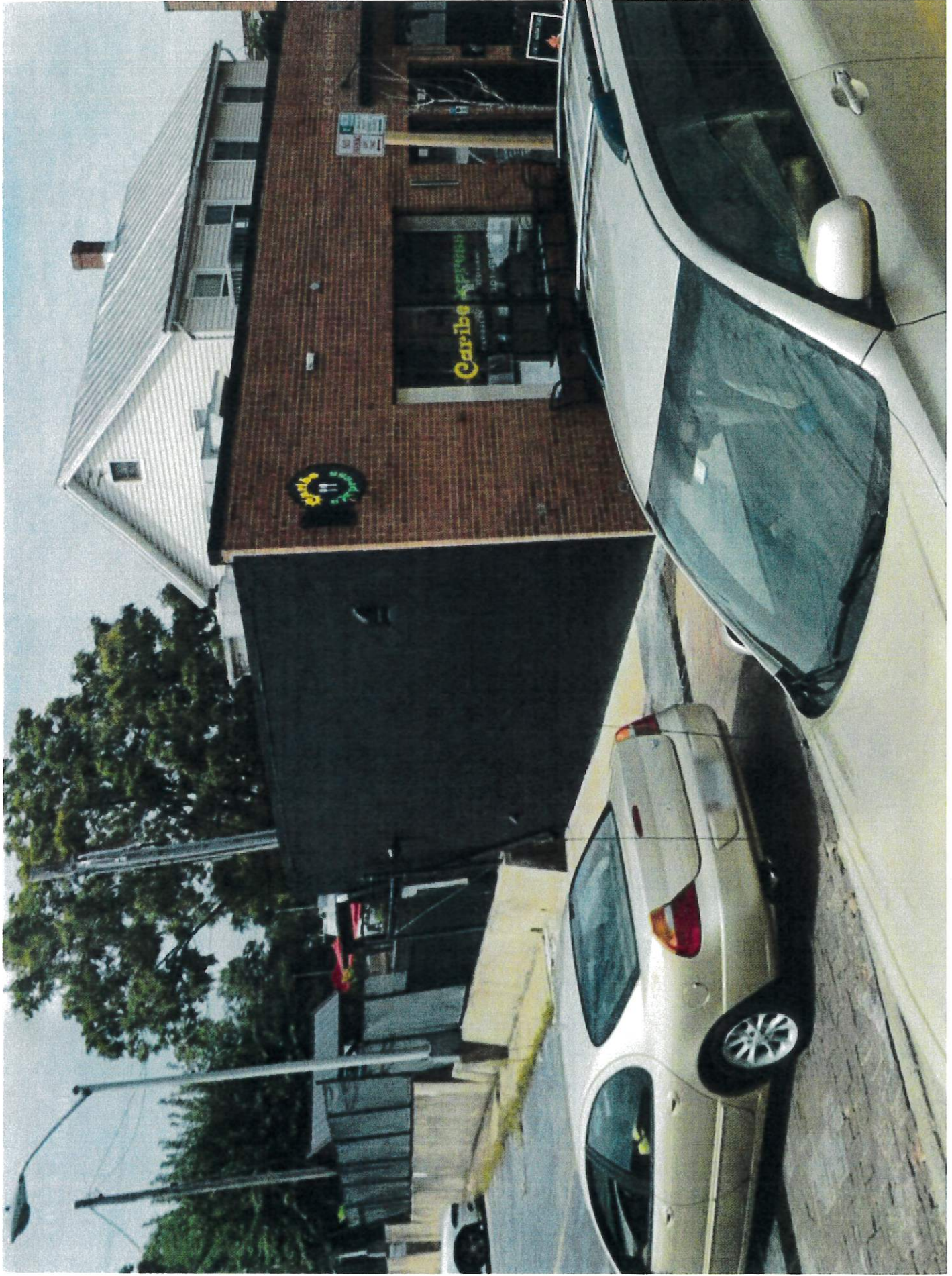


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Laurel, Maryland - Google Maps

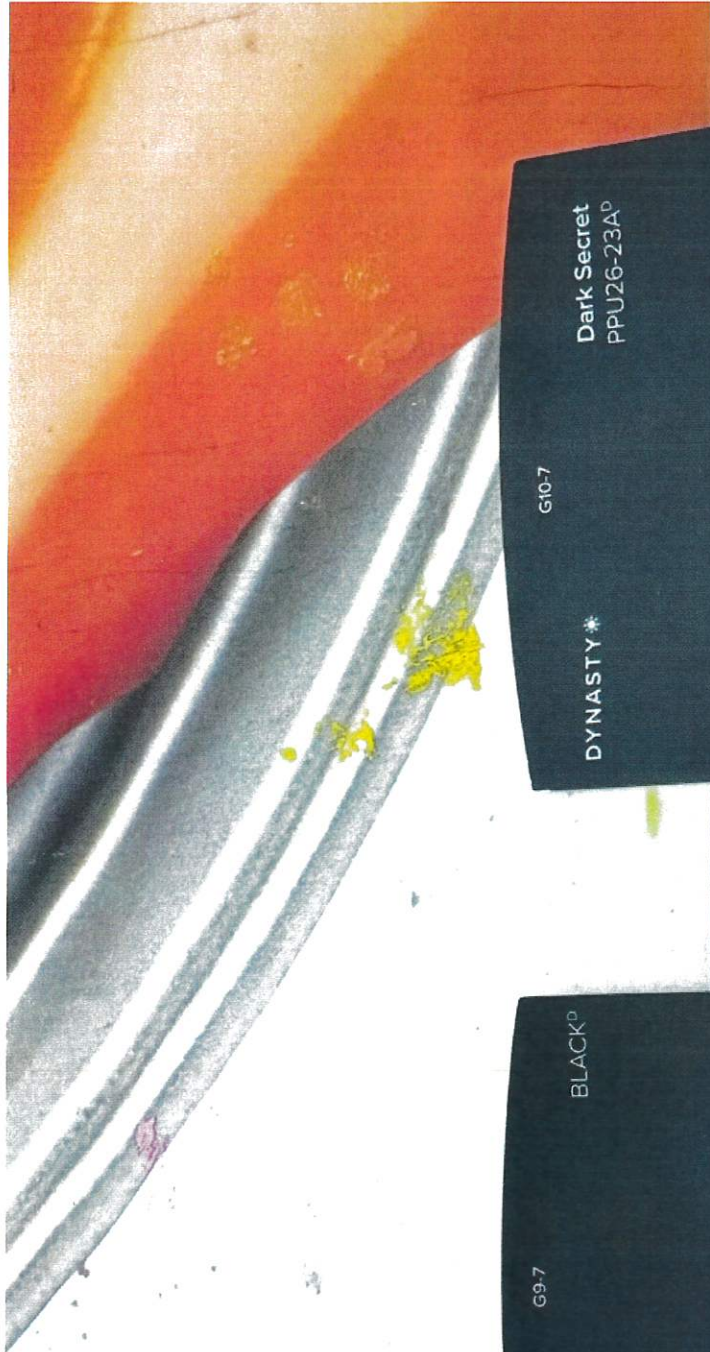








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**DYNASTY \***  
G10-7  
Dark Secret  
PPUJ26-23A<sup>o</sup>

**DYNASTY MARQUEE<sup>®</sup>**  
ONE-COAT<sup>◇</sup>  
G9-7  
BLACK<sup>o</sup>

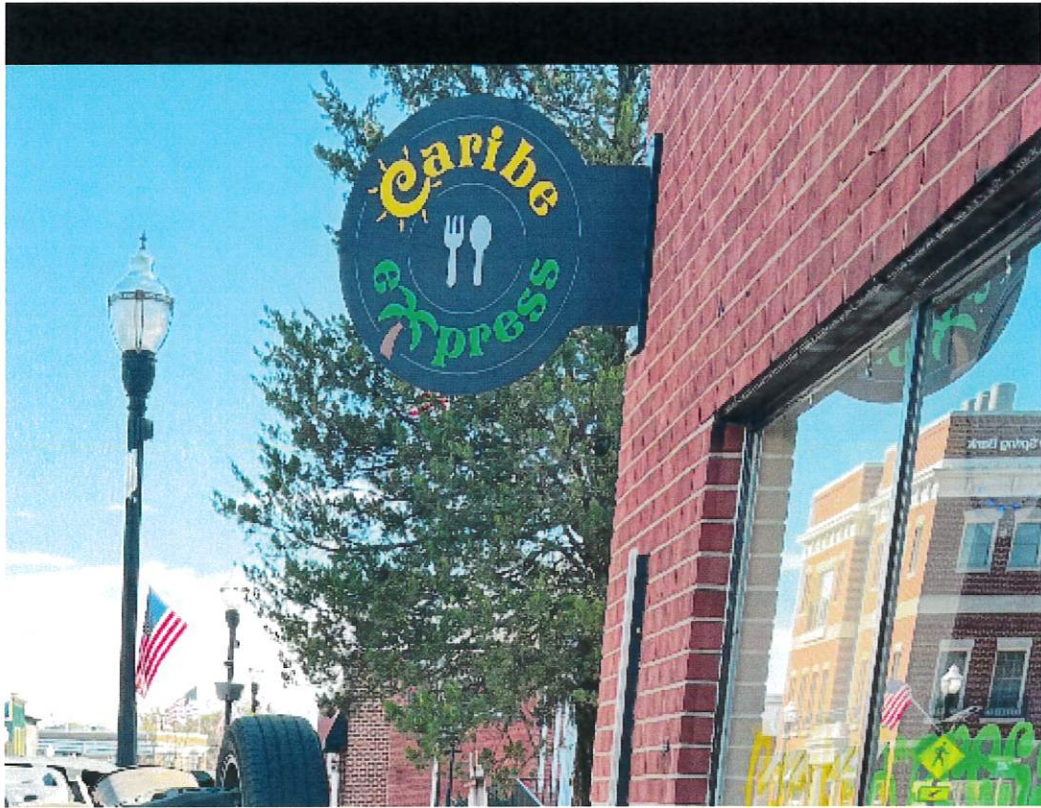
















**CITY OF LAUREL  
HISTORIC DISTRICT COMMISSION**

8103 Sandy Spring Road • Laurel, MD 20707 • (301) 725-5300 • Fax (301) 490-5068 [ecd@laurel.md.us](mailto:ecd@laurel.md.us)

This authorization does not by its issuance preclude or replace permits required by other departments or agencies. Please familiarize yourself with the Historic District Guidelines provided at <https://www.cityoflaurel.org/boards/commissions/historic-district-commission>

**HDC CERTIFICATE OF APPROVAL APPLICATION**

**STEP 1: FOR APPLICANT TO COMPLETE**

DATE OF APPLICATION: 01/28/25

ADDRESS OF PROPERTY:  
338 MAIN ST.  
Laurel, Maryland 20707

TYPE OF REQUEST (Check all that apply):

Sign  Tree Removal  Shutters  Shed   
Roof  Windows  Paving  Fence   
Garage  Porch  Paint  Addition   
Demolition  Other:

WORK DESCRIPTION (Please be as detailed as possible):

\*Example: Request to repaint dark blue porch white. New color will be Pure White Sherman Williams #3245, see current photos & paint sample\*

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

RANDOLPH WILLIAMS  
338 MAIN ST LAUREL MD 20707  
SW@CARIBEEEXPRESS2.COM  
301.532.9148  
CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

① RE-PAINING OF FASCIA (SAME BLACK)  
② SIGN: ON SIDE OF BUILDING

OWNER will installed.  
(RANDOLPH WILLIAMS)

**\*COMPLETE FOR SIGNAGE or AWNING REQUESTS ONLY:**

(Check one)

FLATWALL  PROJECTING   
SIGNBAND  FREESTANDING

(Details)

SIZE: 28 inch (ROUND)  
MATERIAL: PVC  
MESSAGE: CARIBE EXPRESS (LOGO)  
COLORS: GREEN, YELLOW, BLACK.  
LIGHTED SIGN: NO  
IF YES, TYPE: N/A

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:

SAME AS ABOVE

R. Williams

SIGNATURE OF APPLICANT

01/28/25

DATE

**STEP 2: FOR CITY STAFF TO COMPLETE**

- Yes  No Staff Approval?
- Yes  No Work started *without* Approval?
- Yes  No Qualifies for Tax Credit?
- Yes  No Building Permit Required?
- Yes  No Public Notice Sign Required?

MEETING DATE: \_\_\_\_\_

TAX ID (ACCOUNT) #: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

**STEP 3: STAFF APPROVAL SIGNATURES**

APPROVAL DATE: \_\_\_\_\_  
CONDITIONS AND/OR COMMENTS: \_\_\_\_\_

HISTORIC DISTRICT COMMISSION \_\_\_\_\_







**CITY OF LAUREL**  
**HISTORIC DISTRICT COMMISSION**  
 8103 SANDY SPRING ROAD, LAUREL, MD 20707  
 301-725-5300

**CERTIFICATE OF APPROVAL NO. HDC 2025-0072**

Date of Application: 2/21/25	Work Type: Windows	HDC Sign Required?    Yes:    No: x		
Submit Information By: 2/21/25		For Meeting On: 3/18/25		
<b>ADDRESS OF PROPERTY:</b> 605 Prince George Street Laurel, MD 20707		<b>WORK DESCRIPTION (Please be specific on colors, style and material):</b>  Replace 17 windows on the first floor with double hung soft white windows.		
<b>OWNER'S Name, address, number, email:</b> Arnold Crespo 9927 Lindel Lane Vienna, VA 22181 703-606-7543 – <a href="mailto:g5properties2018@gmail.com">g5properties2018@gmail.com</a>				
<b>CONTRACTOR'S Name, address, phone number, email:</b> 503 General Constructions, LLC 6818 Buchanan Street Hyattsville, MD 20784 240-559-8774 – <a href="mailto:503gcbuilders@gmail.com">503gcbuilders@gmail.com</a>		*Section below for Signs: (drawing must accompany application)		
		<b>TYPE:</b>	Flatwall	Projecting
			Signband	Frestanding
		<b>SIZE:</b>	Material	
<b>APPLICANT'S Name, address, phone number, email:</b> Same as owner		<b>MESSAGE:</b>		
		<b>COLORS:</b>		
		<b>Illumination:</b>	<b>Type:</b>	
<b>*CONDITIONS:</b> (1) Applicant must comply with Section 20-99 of the Historic District Guidelines. (2) If work has not commenced within (12) twelve months of the date of approval, the Certificate is void, unless a renewal is requested from the Historic District Commission before it expires. (3) IF THIS IS STAFF APPROVAL: All work must be "in-kind"; using same color (or color from the Historic District Approved Color List), same style and same material. Failure to comply can result in code enforcement fines and/or denial of tax credit requests. <b>NO EXCEPTIONS.</b> (4) IF THIS IS A TREE REMOVAL: It is recommended a new tree be planted on the property for each tree removed, using the Approved Tree List created by the City of Laurel Tree Board <b>*PLEASE PLACE THIS CERTIFICATE IN YOUR WINDOW UNTIL WORK IS COMPLETED*</b>				
FEE: \$25		*Starting July 1, 2024 there will be a fee of \$25 or \$50 for this		
<b>HISTORIC DISTRICT COMMISSION:</b>		<b>DATE:</b>		
<b>PLANNING AND ZONING:</b>				
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.				
<b>ON FILE (SEE APPLICATION)</b>		703-606-7543		
Signature of Applicant		Daytime Phone number		
Qualifies For Tax Credit:    Yes: x    No:		*Applicant still has to apply to receive approval.		
Permit Required:            Yes:    No: x		Permit No.		





**MAYOR AND CITY COUNCIL OF LAUREL  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

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8103 Sandy Spring Road • Laurel, Maryland 20707 • (301) 725-5300

Web: <http://www.cityoflaurel.org> E-mail: [ecd@laurel.md.us](mailto:ecd@laurel.md.us)

**AGENDA ITEM NO. 5**

**TECHNICAL STAFF REPORT**

**DATE:** March 10, 2025  
**TO:** City of Laurel Historic District Commission  
**FROM:** Taylor Harvey, Planner II  
**CASE:** Certificate of Approval No. HDC R2025-0072

**GENERAL INFORMATION**

**APPLICANT:** Arnold Crespo  
605 Prince George Street  
Laurel, MD 20707

**OWNER:** Same as Applicant

**LOCATION:** 605 Prince George Street  
Laurel, MD 20707

**PURPOSE:** **Requesting approval to replace windows.**

**REQUESTED ACTION:** Approval of Certificate No. HDC R2025-0072

**ZONE:** R-55, Single-Family Detached

**CONTRIBUTING:** Yes



## **ZONING ANALYSIS:**

The Applicant is seeking Historic District Commission (HDC) approval to replace seven (17) windows. The Applicant states that all of the existing windows are not insulated. According to the HDC Window Questionnaire filled out by the Applicant:

- The sizes of the windows that will be replaced vary. The sizes of the proposed windows are listed below and are directly connected to the attached diagram. Window 7 does not exist.
  - ❖ Windows 1 & 2 (53 ¾" X 20")
  - ❖ Windows 3&4 (58" X 28 ¼")
  - ❖ Windows 5 & 6 (62" X 32 ¾")
  - ❖ Window 8 (54" X 31 ¼")
  - ❖ Windows 9 & 11 (59" X 19 ¾")
  - ❖ Window 10 (59" X 34")
  - ❖ Window 12 (23 ¾" X 19 ½")
  - ❖ Window 13 (20 ¼" X 23 ¾")
  - ❖ Windows 14 & 15 (37 ¾" X 24 ½")
  - ❖ Windows 16 & 17 (25 ¼" X 20 ½")
- The windows being replaced are not the original windows of the house.
- The proposed windows will be double-paned.
- The proposed will not have paneling.
- The frames of the windows will not be replaced.
- The trim will be replaced with new caps for a quality seal with the existing color, white.

## **DESIGN GUIDELINES EXCERPT:**

### **Sec. 20-26.24. - Windows.**

- (a) *Openings in the mass of the structure give further definition by their specific style: double-hung (single or multiple panes in each sash), casement, sliding, and specialty units (such as round, half-round, hexagonal, picture windows, or combination of types). Windows should be consistent with the style of architecture of the structure.*
- (b) *The preservation of historic windows is encouraged by the Commission. To allow flexibility in achieving energy efficiency, the use of vinyl or aluminum "clad" units is permitted. The HDC encourages replacement windows to be of the same size, style, and design as the existing windows. The change of window material from wood to vinyl or aluminum can be reviewed and approved by staff if the window design is in-kind with the current design, in the sole judgment of the staff.*
- (c) *The use of muntins (separators between windowpanes) which do not resemble the original historic windows is discouraged.*



**ATTACHMENTS:**

1. Pictures of existing conditions of windows.
2. HDC Window Questionnaire.
3. Pictures of existing conditions of property.
4. Diagram of the proposed windows and their location on the main structure.

**RECOMMENDATION:**

The applicant proposal appears to meet the design criteria outlined in the *Design Guidelines of the City of Laurel Historic District Commission*. Staff recommends the Historic District Commission **APPROVE** Certificate No. HDC R2025-0072.

Submitted & Recommended by:

*Taylor Harvey*  
\_\_\_\_\_  
Taylor Harvey, Planner II



## HISTORIC DISTRICT WINDOW

## REPLACEMENT QUESTIONNAIRE



1. Window size/s of each window being replaced? (dimensions)

**Window Sizes: Windows 1 & 2: 20" wide X 53 3/4" long. Windows 3 & 4: 28 1/4" wide X 58" long. Windows 5 & 6: 32 3/4" wide X 62" long. Window 8: 31 1/4" wide X 54" long. Windows 9 & 11: 19 3/4" wide X 59" long. Window 10: 34" wide X 59" long. Window 12: 19 1/2" wide X 23 3/4" long. Window 13: 23 3/4" wide X 20 1/4" long. Windows 14 & 15: 24 1/2" wide X 37 3/4" long. Windows 16 & 17: 20 1/2" wide X 25 1/4" long.**

2. How many windows will be replaced? (All windows on house? Only front, total number.)

**The plan is to replace all 17 windows on the first level. All windows on the 2nd level were replaced by the previous owner.**

3. To your knowledge, are the windows being removed the original on the house?

**Although most of these windows are old/dated, they don't appear to be the original. The only windows which may be originals are on the right side of the house: Windows 9, 11, 12 and 13.**

4. Will the new windows be single or double pane? (One piece of glass or two)

**They will definitely all be double pane.**

5. Will there be any paneling on the window? Yes or No. (If Yes, Two over two, three over three, etc.)

**There will not be any paneling on the windows.**

6. Will the frames of the windows be replaced as well? Yes or No. (If yes with what kind of trim)

**There frames will not be replaced.**

7. Will the trim be repainted after installation of new windows? Yes or No. (If yes what color)

**The existing outside aluminum caps will be replaced with new caps for a quality seal. The color will remain the same: white.**





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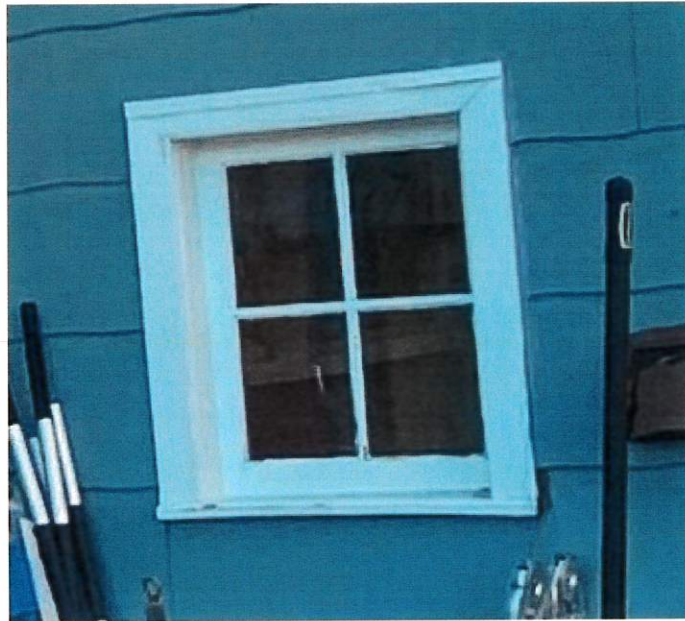
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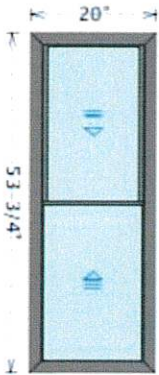
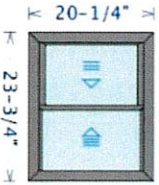




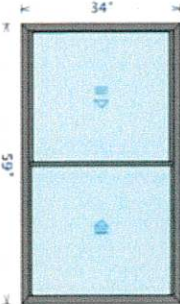
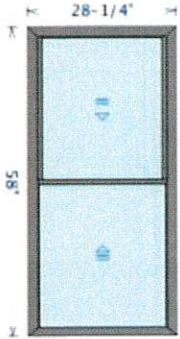
16 & 17



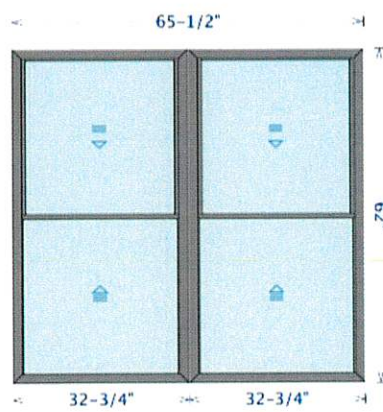


Qty	Description
 <p data-bbox="402 961 667 1024"><b>Windows 1 &amp; 2: Front Living Room</b></p>	<p data-bbox="737 527 1062 552"><b>2 DOUBLE HUNG WINDOW</b></p> <p data-bbox="802 554 1252 951">           SOFT WHITE PRO SERIES REPLACEMENT WINDOW            MAKE SIZE: 20 X 53 3/4 (W X H)            UNITED INCHES: 0074.            SQUARE FOOT: 0008.            - LOW-E GLASS,INSULATED WITH ARGON GAS            - SB60 GLASS INCLUDED            TOP GLASS (INSIDE/OUTSIDE): CLEAR / LOW E            BTM GLASS (INSIDE/OUTSIDE): CLEAR / LOW E            TIN INTERCEPT SPACER            FIBERGLASS HALF SCREEN            SINGLE LOCK            PASSIVE LOCK            NFRC VALUES:            CPD: 27-00055-00001 U-FACTOR: 0.30 SHGC: 0.32            VT: 0.58 CR: 53 NORTHERN: N            NORTH-CENTRAL: N SOUTH-CENTRAL: N            SOUTHERN: N            RATING: LC-PG40            DESIGN PRESSURE + 40 / - 40         </p>
 <p data-bbox="418 1354 683 1417"><b>Window 13, right side, kitchen</b></p> <p data-bbox="386 1434 781 1528"> <b>* The dimensions for this window are reversed: Should be 23 3/4" wide by 20 1/4" long</b> </p>	<p data-bbox="737 1104 1062 1129"><b>1 DOUBLE HUNG WINDOW</b></p> <p data-bbox="802 1131 1252 1535">           SOFT WHITE PRO SERIES REPLACEMENT WINDOW            MAKE SIZE: 20 1/4 X 23 3/4 (W X H)            UNITED INCHES: 0045.            SQUARE FOOT: 0004.            - LOW-E GLASS,INSULATED WITH ARGON GAS            - SB60 GLASS INCLUDED            TOP GLASS (INSIDE/OUTSIDE): CLEAR / LOW E            BTM GLASS (INSIDE/OUTSIDE): CLEAR / LOW E            TIN INTERCEPT SPACER            FIBERGLASS HALF SCREEN            SINGLE LOCK            PASSIVE LOCK            NFRC VALUES:            CPD: 27-00055-00001 U-FACTOR: 0.30 SHGC: 0.32            VT: 0.58 CR: 53 NORTHERN: N            NORTH-CENTRAL: N SOUTH-CENTRAL: N            SOUTHERN: N            RATING: LC-PG40            DESIGN PRESSURE + 40 / - 40         </p>



Qty	Description
 <p data-bbox="414 940 685 1033"><b>Window 10: Right Side Foyer - Between windows 9 and 11.</b></p>	<p data-bbox="743 604 1063 632"><b>1 DOUBLE HUNG WINDOW</b></p> <p data-bbox="808 632 1252 1033">SOFT WHITE PRO SERIES REPLACEMENT WINDOW MAKE SIZE: 34 X 59 (W X H) UNITED INCHES: 0093. SQUARE FOOT: 0014. - LOW-E GLASS,INSULATED WITH ARGON GAS - SB60 GLASS INCLUDED TOP GLASS (INSIDE/OUTSIDE): CLEAR / LOW E BTM GLASS (INSIDE/OUTSIDE): CLEAR / LOW E TIN INTERCEPT SPACER FIBERGLASS HALF SCREEN DOUBLE LOCKS DOUBLE PASSIVE LOCKS NFRC VALUES: CPD: 27-00055-00001 U-FACTOR: 0.30 SHGC: 0.32 VT: 0.58 CR: 53 NORTHERN: N NORTH-CENTRAL: N SOUTH-CENTRAL: N SOUTHERN: N RATING: LC-PG40 DESIGN PRESSURE + 40 / - 40</p>
 <p data-bbox="406 1432 727 1495"><b>Windows 3 &amp; 4: Front, immediate left of front door</b></p>	<p data-bbox="743 1054 1063 1081"><b>2 DOUBLE HUNG WINDOW</b></p> <p data-bbox="808 1081 1252 1486">SOFT WHITE PRO SERIES REPLACEMENT WINDOW MAKE SIZE: 28 1/4 X 58 (W X H) UNITED INCHES: 0087. SQUARE FOOT: 0012. - LOW-E GLASS,INSULATED WITH ARGON GAS - SB60 GLASS INCLUDED TOP GLASS (INSIDE/OUTSIDE): CLEAR / LOW E BTM GLASS (INSIDE/OUTSIDE): CLEAR / LOW E TIN INTERCEPT SPACER FIBERGLASS HALF SCREEN DOUBLE LOCKS DOUBLE PASSIVE LOCKS NFRC VALUES: CPD: 27-00055-00001 U-FACTOR: 0.30 SHGC: 0.32 VT: 0.58 CR: 53 NORTHERN: N NORTH-CENTRAL: N SOUTH-CENTRAL: N SOUTHERN: N RATING: LC-PG40 DESIGN PRESSURE + 40 / - 40</p>

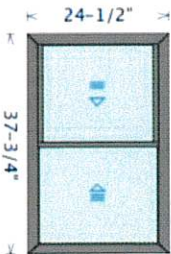
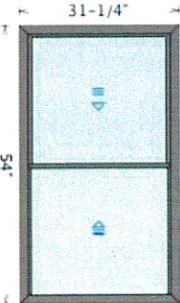
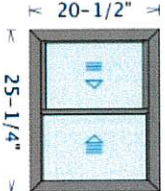




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**Windows 5 & 6: Left Side of House,  
Extension, 1st Level Master Bedroom  
windows face left**



Qty	Description
 <p data-bbox="412 695 669 747"><b>Windows 14 &amp; 15 - Rear Kitchen</b></p>	<p data-bbox="743 384 1073 405"><b>2 DOUBLE HUNG WINDOW</b></p> <p data-bbox="808 409 1268 814">SOFT WHITE PRO SERIES REPLACEMENT WINDOW MAKE SIZE: 24 1/2 X 37 3/4 (W X H) UNITED INCHES: 0063. SQUARE FOOT: 0007. - LOW-E GLASS,INSULATED WITH ARGON GAS - SB60 GLASS INCLUDED TOP GLASS (INSIDE/OUTSIDE): CLEAR / LOW E BTM GLASS (INSIDE/OUTSIDE): CLEAR / LOW E TIN INTERCEPT SPACER FIBERGLASS HALF SCREEN SINGLE LOCK PASSIVE LOCK NFRC VALUES: CPD: 27-00055-00001 U-FACTOR: 0.30 SHGC: 0.32 VT: 0.58 CR: 53 NORTHERN: N NORTH-CENTRAL: N SOUTH-CENTRAL: N SOUTHERN: N RATING: LC-PG40 DESIGN PRESSURE + 40 / - 40</p>
 <p data-bbox="415 1194 789 1253"><b>Window 8: Left Side, facing left, Living Room.</b></p>	<p data-bbox="743 840 1073 861"><b>1 DOUBLE HUNG WINDOW</b></p> <p data-bbox="808 865 1268 1270">SOFT WHITE PRO SERIES REPLACEMENT WINDOW MAKE SIZE: 31 1/4 X 54 (W X H) UNITED INCHES: 0086. SQUARE FOOT: 0012. - LOW-E GLASS,INSULATED WITH ARGON GAS - SB60 GLASS INCLUDED TOP GLASS (INSIDE/OUTSIDE): CLEAR / LOW E BTM GLASS (INSIDE/OUTSIDE): CLEAR / LOW E TIN INTERCEPT SPACER FIBERGLASS HALF SCREEN DOUBLE LOCKS DOUBLE PASSIVE LOCKS NFRC VALUES: CPD: 27-00055-00001 U-FACTOR: 0.30 SHGC: 0.32 VT: 0.58 CR: 53 NORTHERN: N NORTH-CENTRAL: N SOUTH-CENTRAL: N SOUTHERN: N RATING: LC-PG40 DESIGN PRESSURE + 40 / - 40</p>
 <p data-bbox="404 1566 696 1646"><b>2 Windows: #s 16 &amp; 17 Laundry Room Bump 10 x 7 Bump Out in House Rear</b></p>	<p data-bbox="743 1295 1073 1316"><b>2 DOUBLE HUNG WINDOW</b></p> <p data-bbox="808 1320 1268 1726">SOFT WHITE PRO SERIES REPLACEMENT WINDOW MAKE SIZE: 20 1/2 X 25 1/4 (W X H) UNITED INCHES: 0047. SQUARE FOOT: 0004. - LOW-E GLASS,INSULATED WITH ARGON GAS - SB60 GLASS INCLUDED TOP GLASS (INSIDE/OUTSIDE): CLEAR / LOW E BTM GLASS (INSIDE/OUTSIDE): CLEAR / LOW E TIN INTERCEPT SPACER FIBERGLASS HALF SCREEN SINGLE LOCK PASSIVE LOCK NFRC VALUES: CPD: 27-00055-00001 U-FACTOR: 0.30 SHGC: 0.32 VT: 0.58 CR: 53 NORTHERN: N NORTH-CENTRAL: N SOUTH-CENTRAL: N SOUTHERN: N RATING: LC-PG40 DESIGN PRESSURE + 40 / - 40</p>



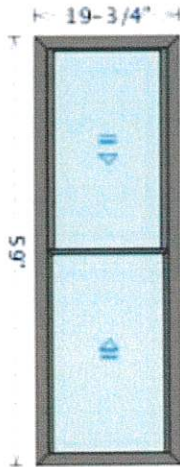
503 GENERAL CONSTRUC

ral Construction,

Qty	Description
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**2 DOUBLE HUNG WINDOW**

SOFT WHITE PRO SERIES REPLACEMENT WINDOW  
 MAKE SIZE: 19 3/4 X 59 (W X H)  
 UNITED INCHES: 0079.  
 SQUARE FOOT: 0008.  
 - LOW-E GLASS,INSULATED WITH ARGON GAS  
 - SB60 GLASS INCLUDED  
 TOP GLASS (INSIDE/OUTSIDE): CLEAR / LOW E  
 BTM GLASS (INSIDE/OUTSIDE): CLEAR / LOW E  
 TIN INTERCEPT SPACER  
 FIBERGLASS HALF SCREEN  
 SINGLE LOCK  
 PASSIVE LOCK  
 NFRC VALUES:  
 CPD: 27-00055-00001 U-FACTOR: 0.30 SHGC: 0.32  
 VT: 0.58 CR: 53 NORTHERN: N  
 NORTH-CENTRAL: N SOUTH-CENTRAL: N  
 SOUTHERN: N  
 RATING: LC-PG40  
 DESIGN PRESSURE + 40 / - 40

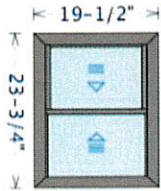


**Windows 9 & 11: Right Side  
 Main Entrance / Foyer**



Qty	Description	Cost
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**1 DOUBLE HUNG WINDOW** \$215



**Window 12, Right Side,  
lower level half bath**

SOFT WHITE PRO SERIES REPLACEMENT WINDOW  
 MAKE SIZE: 19 1/2 X 23 3/4 (W X H)  
 UNITED INCHES: 0044.  
 SQUARE FOOT: 0004.  
 - LOW-E GLASS,INSULATED WITH ARGON GAS  
 - SB60 GLASS INCLUDED  
 TOP GLASS (INSIDE/OUTSIDE): CLEAR / LOW E  
 BTM GLASS (INSIDE/OUTSIDE): CLEAR / LOW E  
 TIN INTERCEPT SPACER  
 FIBERGLASS HALF SCREEN  
 SINGLE LOCK  
 PASSIVE LOCK  
 NFRC VALUES:  
 CPD: 27-00055-00001 U-FACTOR: 0.30 SHGC: 0.32  
 VT: 0.58 CR: 53 NORTHERN: N  
 NORTH-CENTRAL: N SOUTH-CENTRAL: N  
 SOUTHERN: N  
 RATING: LC-PG40  
 DESIGN PRESSURE + 40 / - 40



10:04

LTE

Photo

Done







**NBP**  
WINDOWS & DOORS

Quality from the outside in.







# CITY OF LAUREL HISTORIC DISTRICT COMMISSION

8103 Sandy Spring Road • Laurel, MD 20707 • (301) 725-5300 • Fax (301) 490-5068 [ecd@laurel.md.us](mailto:ecd@laurel.md.us)

This authorization does not by its issuance preclude or replace permits required by other departments or agencies

## HDC CERTIFICATE OF APPROVAL APPLICATION

### STEP 1: FOR APPLICANT TO COMPLETE

DATE OF APPLICATION: 02/21/2025

ADDRESS OF PROPERTY:

605 Prince George St. Laurel, MD 20707

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

Arnold Crespo

9927 Lindel Lane

Vienna, VA 22181

C: 703-606-7543

g5properties2018@gmail.com

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

503 General Constructions, LLC

6818 Buchanan St. Hyattsville, MD 20784

240-559-8774

503gcbuilders@gmail.com

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:

Arnold Crespo

9927 Lindel Lane

C: 703-606-7543

g5properties2018@gmail.com

X   
SIGNATURE OF APPLICANT

TYPE OF REQUEST (Check all that apply):

Sign  Tree Removal  Shutters  Shed

Roof  Windows  Paving  Fence

Garage  Porch  Paint  Addition

Demolition  Other:

WORK DESCRIPTION:

Requesting approval to upgrade several windows on the first level of the home. All windows on the second level and some windows on the first level have already been upgraded by the previous Homeowner.

**\*COMPLETE FOR SIGNAGE or AWNING REQUESTS ONLY:**

(Check one)

FLATWALL

PROJECTING

SIGNBAND

FREESTANDING

(Details)

SIZE: \_\_\_\_\_

MATERIAL: \_\_\_\_\_

MESSAGE: \_\_\_\_\_

COLORS: \_\_\_\_\_

LIGHTED SIGN: \_\_\_\_\_

IF YES, TYPE: \_\_\_\_\_

02/21/2025  
DATE

### STEP 2: FOR CITY STAFF TO COMPLETE

MEETING DATE: \_\_\_\_\_

Yes  No Staff Approval?

Yes  No Work started *without* Approval?

Yes  No Qualifies for Tax Credit?

Yes  No Building Permit Required?

Yes  No Public Notice Sign Required?

TAX ID (ACCOUNT) #: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

### STEP 3: STAFF APPROVAL SIGNATURES

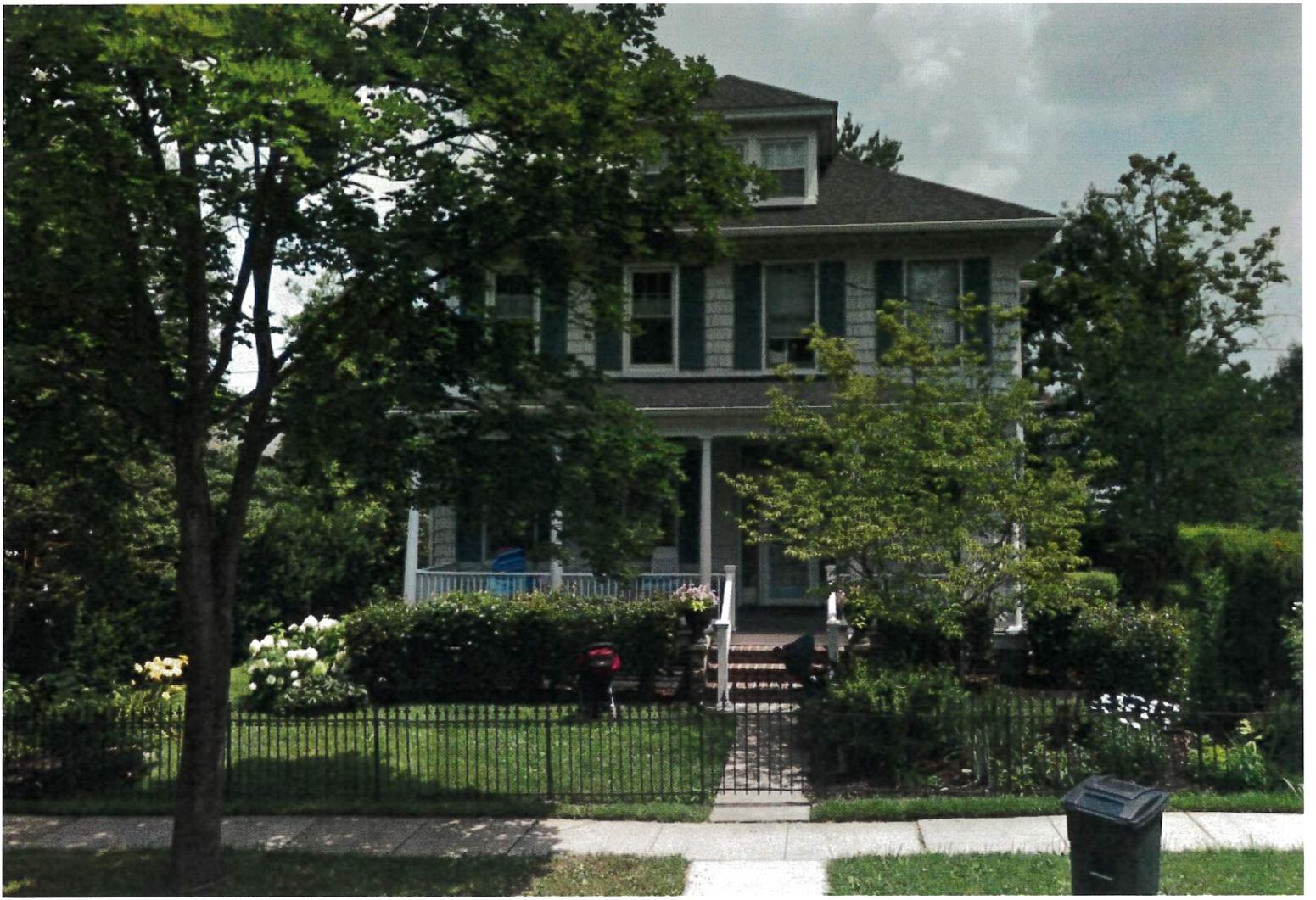
APPROVAL DATE: \_\_\_\_\_

CONDITIONS AND/OR COMMENTS: \_\_\_\_\_

HISTORIC DISTRICT COMMISSION \_\_\_\_\_

PLANNING AND ZONING \_\_\_\_\_







**CITY OF LAUREL**  
**HISTORIC DISTRICT COMMISSION**  
8103 SANDY SPRING ROAD, LAUREL, MD 20707  
301-725-5300

**CERTIFICATE OF APPROVAL NO. HDC 2025-0073**

Date of Application: 2/25/25	Work Type: Tree Removal, Shutters, Roof, Windows, Paint, Addition	HDC Sign Required?    Yes:    No: x
Submit Information By: 2/21/25		For Meeting On: 3/18/25
<b>ADDRESS OF PROPERTY:</b> 327 Prince George Street Laurel, MD 20707	<b>WORK DESCRIPTION (Please be specific on colors, style and material):</b>  Build a 870 sq. ft. addition, install 70 ¼ x 70 ¾ Louvered Shutters in Wickham Gray and add new dormers on the house. Remove 3 American Holly Trees, a Volunteer Magnolia and a grouping of Japanese and replace with Arborvitae	
<b>OWNER'S Name, address, number, email:</b> Matthew and Mary Sullivan 327 Prince George Street Laurel, MD 20707 240-988-4226 – 240-460-8762 Marysullivn84@gmail.com		
<b>CONTRACTOR'S Name, address, phone number, email:</b>  Architect: CJ Howard Alexandria, VA 703-850-6806 <a href="mailto:cj@cjhowardarchitecture.com">cj@cjhowardarchitecture.com</a>	*Section below for Signs: (drawing must accompany application)	
	TYPE:	Flatwall:                      Projecting:
		Signband:                      Frestanding:
	SIZE:	Material:
<b>APPLICANT'S Name, address, phone number, email:</b>  Same as owner	<b>MESSAGE:</b>	
	<b>COLORS:</b>	
	<b>Illumination:</b>	<b>Type:</b>
<b>*CONDITIONS:</b> (1) Applicant must comply with Section 20-83, 20-94, 20-97, 20-99, 20-103, 20-105 of the Historic District Guidelines. (2) If work has not commenced within (12) twelve months of the date of approval, the Certificate is void, unless a renewal is requested from the Historic District Commission before it expires. (3) IF THIS IS STAFF APPROVAL: All work must be "in-kind"; using same color (or color from the Historic District Approved Color List), same style and same material. Failure to comply can result in code enforcement fines and/or denial of tax credit requests. NO EXCEPTIONS. (4) IF THIS IS A TREE REMOVAL: It is recommended a new tree be planted on the property for each tree removed, using the Approved Tree List created by the City of Laurel Tree Board		
FEE: \$25		*Starting July 1, 2024 there will be a fee of \$25 or \$50 for this
<b>HISTORIC DISTRICT COMMISSION:</b>		<b>DATE:</b>
<b>PLANNING AND ZONING:</b>		
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.		
<b>ON FILE (SEE APPLICATION)</b>		240-988-4226
Signature of Applicant		Daytime Phone number
Qualifies For Tax Credit:    Yes: x    No:		*Applicant still has to apply to receive approval.
Permit Required:                      Yes: x    No:		Permit No.



## City of Laurel Historic District Commission Application

Matthew and Mary Sullivan  
327 Prince George St.  
Laurel, MD 20707  
240-988-4226/240-460-8762  
mjsullivan79@gmail.com/marysullivan84@gmail.com

February 21, 2025

### **Type of Request:**

Please see attached HDC Application Set of architectural drawings and renderings for details on addition, roof, windows, paint, and shutters. Additional window details are also attached.

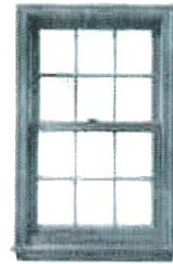
Some trees along the western line of the property may need to be removed to allow for the work on the addition. Photo is below. This includes 3 American holly trees, a volunteer magnolia, and a grouping of Japanese yew. The northernmost American holly and the groupings of Japanese yew will definitely need to be removed. The 2 American hollies and the volunteer magnolia closer to Prince George Street are to be determined. Upon completion of work, the owners will replace any removed trees with new natives, most probably Arborvitae.





Sullivan-327 Prince George St.  
**HISTORIC DISTRICT WINDOW**

**REPLACEMENT QUESTIONNAIRE**



1. Window size/s of each window being replaced? (dimensions)

33" x 68" (14 windows)

17.5" x 68" (2 windows)

19" x 45" (2 windows)

2. How many windows will be replaced? (All windows on house? Only front, total number.)

18 windows - all those original to house that  
are not being converted to door access  
to addition.

3. To your knowledge, are the windows being removed the original on the house?

Yes

4. Will the new windows be single or double pane? (One piece of glass or two)

Double, using "heirloom" windows with  
vacuum insulated glass.

5. Will there be any paneling on the window? Yes or No. (If Yes, Two over two, three over three,

etc.) All 33" x 68" windows will be 6 over 1,  
while the 17.5" x 68" windows and 19" x 45" windows  
will be 4 over 1. This is same as current window

6. Will the frames of the windows be replaced as well? Yes or No. (If yes with what kind of trim)

No

7. Will the trim be repainted after installation of new windows? Yes or No. (If yes what color)

Yes, white





**MAYOR AND CITY COUNCIL OF LAUREL  
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

8103 Sandy Spring Road • Laurel, Maryland 20707 (301) 725-5300 extension 2303

<http://www.cityoflaurel.org> • email – [ecd@laurel.md.us](mailto:ecd@laurel.md.us) Fax (301) 490-5068

**AGENDA ITEM NO. 6**

**TECHNICAL STAFF REPORT**

**DATE:** March 7, 2025  
**TO:** City of Laurel Historic District Commission  
**FROM:** Taylor Harvey, Planner II  
**CASE:** Certificate of Approval No. RHDC 2025-0073

**GENERAL INFORMATION**

**APPLICANT:** Mary Sullivan  
327 Prince George Street  
Laurel, MD 20707

**OWNER:** Mary Sullivan  
327 Prince George Street  
Laurel, MD 20707

**LOCATION:** 327 Prince George Street  
Laurel, MD 20707

**PURPOSE:** **Requesting approval to install an addition and tree removal.**

**REQUESTED ACTION:** Approval of Certificate No. HDC R2025-0073

**ZONE:** R-55 (One-Family Detached Zone)

**CONTRIBUTING:** Yes



**ZONING ANALYSIS:**

The Applicant is seeking Historic District Commission (HDC) approval to remove 5 existing trees and proposes to install an addition on the west side of the property. The applicant is also proposing to complete the attic level of their property. The existing trees includes 3 American holly trees, a volunteer magnolia, and a grouping of Japanese yew. The northernmost American holly and the groupings of Japanese yew will need to be removed. The 2 American hollies and the volunteer magnolia closer to Prince George Street are to be determined. Upon completion of work, the owners will replace any removed trees with new natives, most probably Arborvitae.

The applicant proposes adding a total of 580 square feet on the west side of the property. This addition will consist of two stories. The additional dimensions will be - 25'-9" x 11'-6" (590 square feet). The addition will be an additional office space and powder room on the first floor. The second floor will consist of a walk-in closet, full bathroom, and a laundry room. The material of the proposed addition will include Hardie Plank Clapboard Siding in Wickam Gray with an Asphalt Roof in the color of Slate. The main structure will match the proposed addition Hardie Plank Clapboard Siding in Wickam Gray. The completed attic base will serve as an additional bedroom. The addition will continue to the basement. However, the additional basement square footage will be uninhabitable.

The applicant is requesting approval to replace all windows with 33" x 68" 6 over 1. The window trim will be white in color. The proposed windows will be double pane using "heirloom" windows with vacuum insulated glass. According to the HDC Window Questionnaire filled out by the Applicant:

- 18 windows will be replaced.
- The size of the proposed windows is the following: (14 windows will be 33" X 68", 2 windows will be 17.5" X 68", 2 windows will be 19" X 45")
- The windows being replaced are the original windows of the house.
- The proposed windows will be double-paned "heirloom" with vacuum insulated glass.
- The proposed will have paneling. The 33" X 68" windows will have 6-over-1 paneling, and the 17.5" X 68" windows and the 19" X 45" windows will have 4-over-1 paneling.
- The frames of the windows will not be replaced.
- The trim will be repainted white in color after installation of the new windows.

The addition will be eight (8) feet from the side property line, and the property will maintain sixty-five percent (65%) net lot green area. The applicant is proposed to replace the wall material of the main structure. The proposed exterior material is clapboard Hardi-Plank or Vinyl Siding, with half-round siding on the dormers. The color will be beige gray to match the existing structure. The applicant also proposes to move the existing rear door one (1) foot into both rooms from the existing kitchen. The proposed exterior door will have a natural wood finish with a top lite to host stained glass to match the existing transom.

**DESIGN GUIDELINES EXCERPT:**

**Sec. 20-26.12. - Colors.**

*The commission does not dictate what colors an applicant may use but is concerned that the colors selected be appropriate for the structure and its neighborhood.*

*The only guideline for the application of color in either residential or commercial districts is that the colors should be historically appropriate house colors. This refers to the colors that date to an*



*appropriate period and that go together in a compatible fashion. Samples of such color chips are on file in the Department of Community Planning and Business Services at the Laurel Municipal Center, 8103 Sandy Spring Road, Laurel, MD, 20707.*

*In commercial districts, the building and the block should be considered to achieve a compatible application of colors.*

**Sec. 20-26.14. - Doors and entrances.**

*The entry of a structure is a focal point and should receive special attention. Replacement doors should be compatible with the architectural style of the structure. Typical doors in Historic Districts are constructed of either wood or metal and may be paneled. A combination of panels and glass, full-light glass (especially in commercial establishments), a number of lights (panes) in a-wood or metal frames (such as the 15-light French door), flush, louvered, paired doors, sliding patio doors, storm doors, or screen doors are some suggestions. Storm or screen doors should be the same size as the main door and be compatible in appearance.*

*Often the door is part of an embellished entryway consisting of the door(s), sidelights, transoms, columns, pedimental trim, or recessed entry. However, the size of such entrances should be in keeping with the scale of the building. Their removal or replacement by simpler entryways has been discouraged*

**Sec. 20-26.24. - Windows.**

- a. Openings in the mass of the structure give further definition by their specific style: double-hung (single or multiple panes in each sash), casement, sliding, and specialty units (such as round, half-round, hexagonal, picture windows, or combination of types). Windows should be consistent with the style of architecture of the structure.*
- b. The preservation of historic windows is encouraged by the Commission. To allow flexibility in achieving energy efficiency, the use of vinyl or aluminum "clad" units is permitted.*
- c. The use of imitation muntins (separators between windowpanes) which do not resemble the original historic windows is discouraged.*

**Sec. 20-26.28. - Roofs and roofing.**

- (a) For repairs and replacements of existing structures, or roofing of new construction, the Historic District Commission considers the following:
  - (1) Style (e.g., gambrel, gable, hip, shed, flat, authentic mansard);*
  - (2) Material (e.g., standing seam metal, slate, wood shingles, asphalt or fiberglass shingles, rolled roofing, slag, hot mopped asphalt, tile);*
  - (3) Details (dormers, gables, chimneys);*
  - (4) Gutters and downspouts; and*
  - (5) Color.**
- (b) For existing structures, the Commission recommends replacement in-kind. The color of the material should be complementary/compatible to the other colors on the structure.*



(c) *Roofs on porches, accessory structures, and building additions should match those on the main or existing structure where possible.*

**ATTACHMENTS:**

1. Plans of existing floor plans.
2. Plans for proposed addition.
3. Summary of proposed work with explanation of tree removal.
4. Photos of existing main structure.
5. Photos of proposed specs.

**RECOMMENDATION:**

The proposed actions requested by the applicant appears to meet the requirements established in the City of Laurel's *Unified Land Development Code*, including the design criteria listed in the *Design Guidelines of the City of Laurel Historic District Commission*. Staff recommends the Historic District Commission **APPROVE** Certificate No. HDC R2025 - 0073 to include the following conditions:

1. The Applicant shall obtain City of Laurel Building Permits.

Submitted & Recommended by:

*Taylor Harvey*  
\_\_\_\_\_  
Taylor Harvey, Planner II



**327 Prince George Street Proposal**  
**Submitted by Matthew and Mary Sullivan**  
**March 2025**

- A two-story addition on the west side of the house that will cover a proposed area of 290 square feet (total of 580 square feet over two floors)
- The addition of dormers on the north, east, and west sides of the attic to complement the existing south-facing (street facing) dormer
- New hardi-plank clapboard siding in Bella Blue on main massing of house and addition
  - Dormers will have half-round shingle siding in Frostline
  - Current louvered shutters will updated in kind on the main house and added on addition in Wickham Gray (shutter size is 70 ¼" x 17 ¾")
    - Triple window along the first floor new addition will not have shutters, which matches the triple window on the first floor east side of main house, which does not have shutters
    - Two smaller windows on the second-story addition facing west will have shutters with size 16" x 34"
- New windows in addition and original windows replaced in main massing
  - Double hung Ultima Windows by Heirloom Windows that use a combination of vacuum insulated glass and Accoya wood (to match existing 6-over-1, except in those windows where it is currently 4-over-1)  
<https://www.heirloomwindows.com/solutions/ultima-windows>
- New roof on main house and dormers to match existing asphalt shingle in slate
- New roof on addition will have a standing seam metal roof to be matched to existing roof with in slate/dark gray color
- New front door in natural wood with top lite in 3-panels, with color to match existing stain along transom of existing door
- Removal of a row of Japanese Yew and between one and three Holly trees along the west side of the property to allow work to be done on the addition. These trees will be replaced with natives, probably Arbor Vitae, after work is complete.
- **POSSIBLE WORK**
  - Dig out of basement underneath addition for storage and utility purposes with 3 windows (one south/street facing and two west facing) with window wells. Please note this will not be a finished space at this time.
  - Underpinning and water proofing of current basement/cellar.
  - Removal of rotting wooden cellar door (north facing - photo below).
  - Replacement of current basement egress door to meet code (north facing - current size is 32" x 74" - see photo below).
  - These last four items are not confirmed. If they are not pursued, the area underneath the addition will be crawlspace only and will not have windows or other features visible from the exterior.



Photo of current shutters (to be updated in same size/style but new color of Wickham Gray).  
Style: Louvered  
Size 70 ¼ " x 17 ¾"  
Shutters on the addition will match.



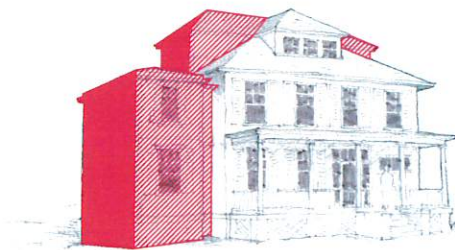
Photo of current cellar door that may be removed:



Photo of current basement egress door that may be replaced to code:







*Historic District Commission  
Application Set*



327 PRINCE GEORGE ST.

LAUREL, MD 20707

*date issued:*  
**2/20/2025**

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TYPICAL EXISTING WINDOW AND SHUTTER DETAIL.



EXISTING FRONT DOOR TO BE REPLACED W-100

PHOTO OF EXISTING HOUSE  
S2S

PHOTO OF EXISTING HOUSE  
S2S



VIEW FROM FRONT/SOUTHWEST CORNER OF THE HOUSE

PHOTO OF EXISTING HOUSE  
N7S



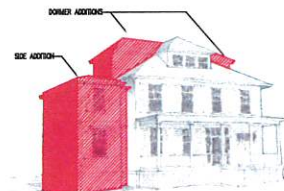
VIEW FROM FRONT LOOKING AT WEST SIDE OF HOUSE WHERE ADDITION IS LOCATED

PHOTO OF EXISTING HOUSE  
N7S



VIEW FROM FRONT/SOUTHWEST CORNER OF THE HOUSE

PHOTO OF EXISTING HOUSE  
N7S



VIEW FROM FRONT/SOUTHWEST CORNER OF THE HOUSE

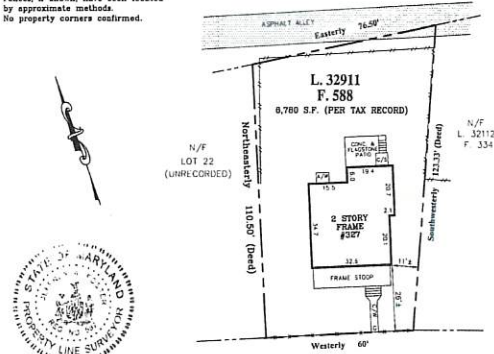
SKETCH SHOWING NEW WORK IN RED  
N7S

**CONSUMER INFORMATION NOTES:**

1. This plan is a benefit to a consumer insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or re-financing.
2. This plan is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements.
3. This plan does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title or securing financing or re-financing.
4. Building line and/or Flood Zone information is taken from available sources and is subject to interpretation of originator.
5. No Title Report furnished.

**Notes:**

1. Setback distances as shown to the principal structure from property lines are approximate. The level of accuracy for this drawing should be taken to be no greater than plus or minus 2' feet, to dead lines shown. Fences, if shown, have been located by approximate methods. No property corners confirmed.



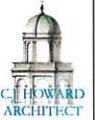
LOCATION DRAWING  
H.T. AND J.K. YODER PROPERTY  
LIBER 32911, FOLIO 588  
#327 PRINCE GEORGE STREET, LAUREL  
PRINCE GEORGES COUNTY, MARYLAND

PRINCE GEORGE STREET  
(60' R/W - PER ADJ. PLAT)

*Matthew D. Miller*  
*Matthew D. Miller*

SURVEYOR'S CERTIFICATE		REFERENCES	
THIS INFORMATION SHOWN HEREON HAS BEEN BASED UPON THE RESULTS OF A FIELD INSPECTION PURSUANT TO THE DEED OR PLAT OF RECORD. EXISTING STRUCTURES SHOWN HAVE BEEN FIELD LOCATED BASED UPON MEASUREMENTS FROM PROPERTY MARKERS FOUND OR FROM EVIDENCE OF LINES OF ADJACENT OCCUPATION. <i>Matthew D. Miller</i> MARYLAND PROFESSIONAL LAND SURVEYOR REG. NO. 587 EXPIRES 04-05-2017		PLAT BK. PLAT NO. LIBER 32911 FOLIO 588	SNIDER & ASSOCIATES LAND SURVEYORS 20270 Goldensrod Lane, Suite 110 Germantown, Maryland 20876 301/946-5100 Fax 301/946-1886
DATE OF LOCATIONS WALL CHECK: USE LOC.: 08-05-15		SCALE: 1" = 30' DRAWN BY: D.M.L. JOB NO.: 15-02811	

SURVEYORS PLAT - EXISTING  
N7S



C. HOWARD ARCHITECT

NOT FOR CONSTRUCTION

327 Prince George Street  
Level 107, 30707

EXISTING CONDITIONS & ZONING INFORMATION

DATE: 08/05/15  
TIME: 10:00 AM  
AS NOTED

H - 1

FOR PERMITS APPLICATION



**ZONING INFORMATION (PER LAND DEVELOPMENT CODE)**

ZONE DESIGNATION: R-50  
 DWELLING TYPE: 1 FAMILY  
 MINIMUM WIDTH OF LOT: 65' / ACTUAL = 50'  
 MAX. LOT COVERAGE: 30%  
 MIN. LOT GREEN AREA: 65%  
 FRONT YARD: 25'  
 SIDE YARD: 5'  
 REAR YARD: 20'  
 HEIGHT: 2-1/2 STORIES

**EXISTING CONDITIONS INFORMATION**

• OVERALL BUILDING AREA:  
 1ST FLOOR - 1,273 SF  
 2ND FLOOR - 1,154 SF  
 LOWER LEVEL - 0 SF  
 TOTAL - 2,427 SF  
 • LOT AREA: 6,790 SF

**ZONING CALCULATIONS FOR POTENTIAL ADDITION**

1. MAX. LOT COVERAGE AREA: 6,790 SF X .30 (30%) = 2,034 SF MAX.  
 ■ EXISTING COVERAGE = 1,519 SF BUILDING FOOTPRINT  
 ■ MAX. ADDITION AREA POSSIBLE = 2,034 SF - 1,519 SF = 515 SF MAX ADDITION FOOTPRINT SIZE  
 ■ PROPOSED COVERAGE = 290 SF OF BUILDING < 515 SF

2. MIN. LOT GREEN AREA: 6,790 SF X .65 (65%) = 4,407 SF  
 ■ EXISTING COVERAGE = 1,519 SF BUILDING FOOTPRINT  
 ■ 6,790 SF - 1,519 SF = 5,271 SF > 4,407 SF  
 ■ EXISTING COVERAGE AVAILABLE = 5,271 SF - 4,407 SF = 864 SF  
 ■ PROPOSED COVERAGE = 290 SF OF NEW COVERAGE < 864 SF

**ALLOWABLE ADDITION AREA REGULATIONS FOR HISTORIC DISTRICT COMMISSION**

• ALLOWABLE BUILDING AREA INCREASE BEFORE SPECIAL EXCEPTION REVIEW REQUIRED (PER HISTORIC DISTRICT COMMISSION REGULATIONS) < 50% OF EXISTING.

CALCULATION:  
 2,427 SF (OVERALL EXISTING SF) X .5 (50%) = 1,214 SF  
 ALLOWED: 1,214 SF ALLOWED FOR ADDITION BEFORE EXCEEDING 50% OF EXISTING SF  
 PROVIDED: 1ST FLOOR - 290 SF  
 2ND FLOOR - 290 SF  
 BASEMENT (NOT INCLUDED AS "BUILDING AREA") - 290 SF  
 TOTAL = 580 SF < 1,214 SF (WITH BASEMENT = 870)

**ZONING INFORMATION AND ANALYSIS**

**HISTORIC DISTRICT DESIGN CRITERIA**

**MASSING (WALLS & ROOF):**

THE PROPOSED ADDITION TO THE EXISTING BUILDING WAS DESIGNED TO DEFER TO AND HAVE A DISTINCTION FROM THE MASSING OF THE ORIGINAL HOUSE, BY BEING SLIGHTLY LOWER, SET BACK AND MODEST. THE ADDITION ALSO AIMS TO BE IN KEEPING WITH THE SIMPLE ELEGANCE OF THE EXISTING MASSING. THE ADDED DORMER ELEMENTS ON THE ROOF MIMIC THE EXISTING FRONT DORMER IN WIDTH, RIDGE HEIGHT AND GENERAL MAKEUP, INTENDING TO BE SEEN AS A COLLECTION OF RELATED DORMERS.

**WALL MATERIAL:**

THE EXISTING SHAKE-SHING ON THE EXTERIOR WALLS DOES NOT APPEAR TO BE THE ORIGINAL OR HISTORIC EXTERIOR FINISH. THE PROPOSED REPLACEMENT FINISH IS TO BE CLAPBOARD HARD-PANK OR VINYL SHING, WITH A HALF-ROUND SHING ON THE DORMERS. THE EXISTING COLOR IS BEIGE-GRAY WHICH WILL BE MATCHED.

**ROOF MATERIAL:**

THE EXISTING ROOF IS ASPHALT SHINGLE WHICH WILL BE IN-KIND. THE NEW DORMERS WILL MATCH THIS NEW REPLACEMENT ASPHALT SHINGLE. THE NEW ADDITION WILL HAVE A STANDING SEAM METAL ROOF TO DRAW A DISTINCTION BETWEEN IT AND THE EXISTING. THE EXISTING COLOR IS DARK GRAY AND WILL BE MATCHED.

**WINDOWS:**

ALL EXISTING METAL WINDOWS TO BE REMOVED AND REPLACED USING "HEIRLOOM WINDOWS" OR EQUAL, EXCEPT FOR WINDOWS IN THE AREAS OF THE ADDITION WHERE THEY WILL BE WHOLLY REMOVED AND CONVERTED TO INTERIOR DOOR ACCESS. SEE PLANS & ELEVATIONS FOR EACH CONDITION. WINDOWS WILL HAVE A 3 OVER 2 GRID IN TOP SASH ONLY TO MATCH EXISTING AND BE DOUBLE-GLAZED.

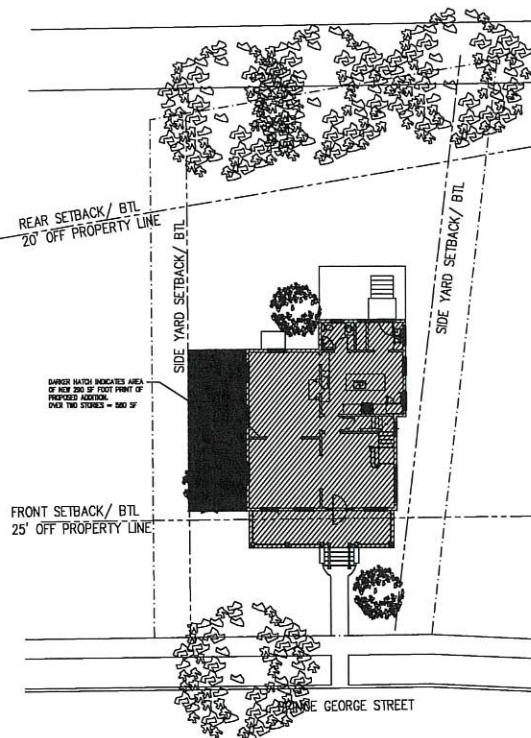
**SHUTTERS:**

REPAIR EXISTING SHUTTERS AS NEEDED AND ADD NEW SHUTTERS IN-KIND.

**DOORS:**

ALL EXTERIOR DOORS TO REMAIN WITH THE EXCEPTION OF THE MAIN CENTRAL FRONT DOOR LEAF WHICH IS INTENDED TO BE REPLACED BY A NATURAL WOOD FINISH TOP-LITE DOOR WITH STAINED GLASS TO MATCH EXISTING.

**HISTORIC DISTRICT DESIGN GUIDELINE INFORMATION**



**1 SITE PLAN - ZONING ANALYSIS**  
 1/4" = 1'-0"



1000 PRINCE GEORGE STREET, SUITE 100  
 ANNAPOLIS, MARYLAND 21403  
 TEL: 410-291-1111  
 FAX: 410-291-1112  
 WWW.CHHOWARDARCHITECT.COM

NOT FOR CONSTRUCTION

327  
 Prince George  
 Street

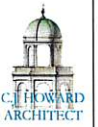
Local: MD 2227

EXISTING  
 CONDITIONS  
 &  
 ZONING  
 INFORMATION

DATE: FEBRUARY 08, 2007  
 DRAWN: AS NOTED

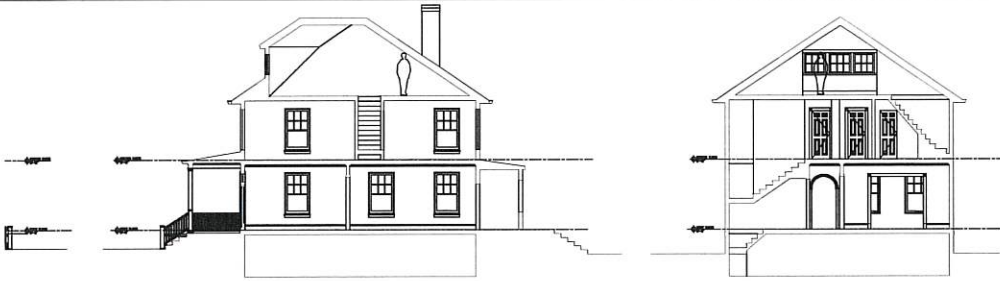
**H - 2**

THIS IS A PRELIMINARY APPLICATION



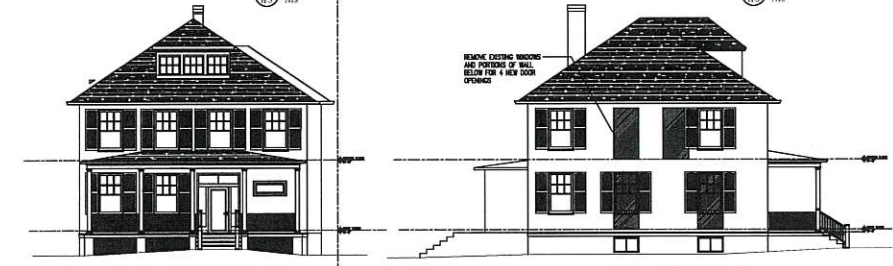
C.E. HOWARD  
ARCHITECT

PROFESSIONAL ARCHITECT  
 ARCHITECTS FOR THE STATE OF MARYLAND  
 11110 BELMONT DRIVE, SUITE 100  
 BELMONT, MARYLAND 21114  
 TEL: 410-326-1111  
 FAX: 410-326-1112  
 WWW: CEHOWARD.COM



1 BUILDING SECTION LOOKING WEST  
N.T.S.

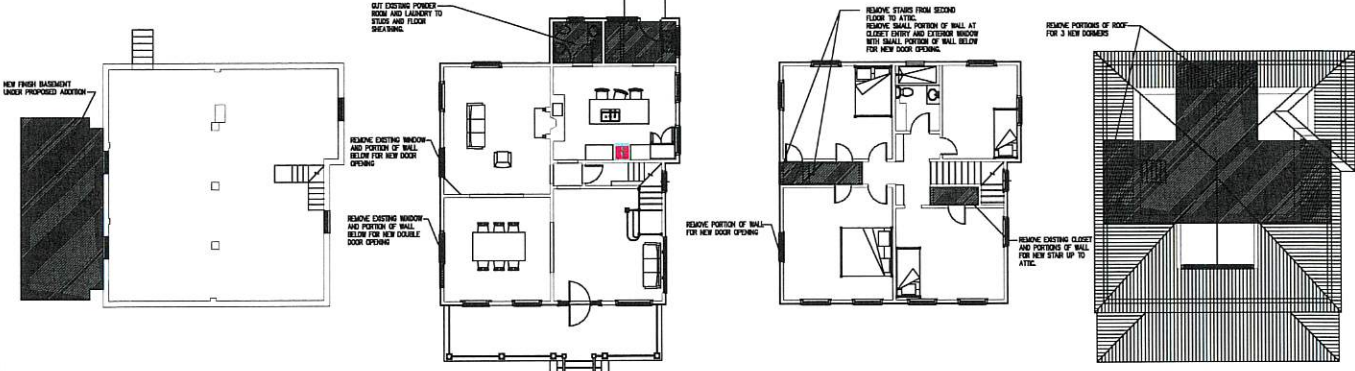
2 BUILDING SECTION LOOKING SOUTH  
N.T.S.



3 FRONT/SOUTH ELEVATION - EXISTING  
N.T.S.

4 WEST ELEVATION - EXISTING  
N.T.S.

HATCHED AREAS INDICATE REMOVAL OF EXISTING ELEMENTS OR AREAS.



1 BASEMENT - EXISTING  
N.T.S.

2 FIRST FLOOR PLAN - EXISTING  
N.T.S.

3 SECOND FLOOR PLAN - EXISTING  
N.T.S.

4 ROOF PLAN - EXISTING  
N.T.S.

NOT FOR CONSTRUCTION

327  
Prince George  
Street  
Level: ME: 2027

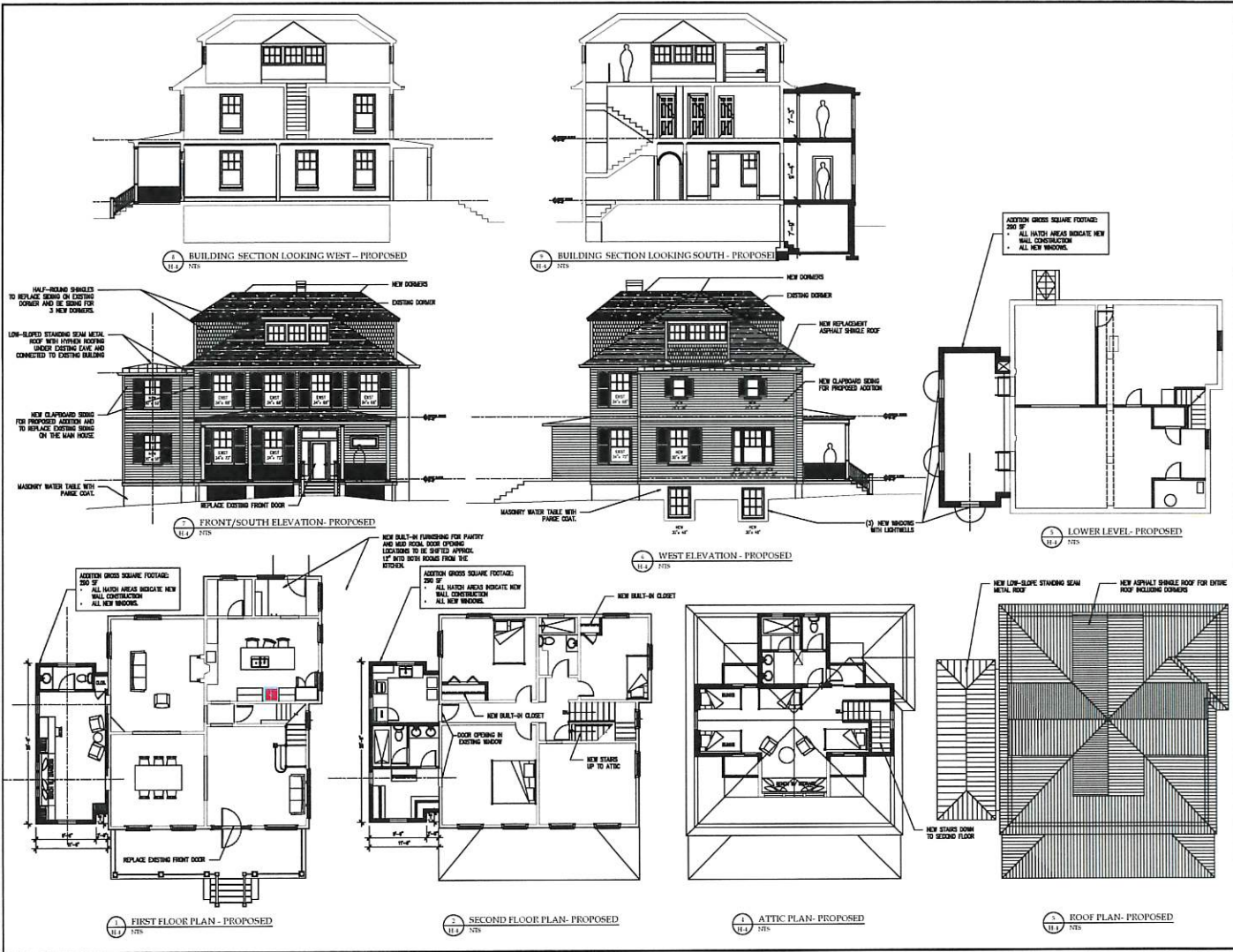
EXISTING  
CONDITIONS  
&  
DEMOLITION  
WORK

DATE: FEBRUARY 28, 2027  
SCALE: AS SHOWN

H - 3

DATE: FEBRUARY 28, 2027  
SCALE: AS SHOWN





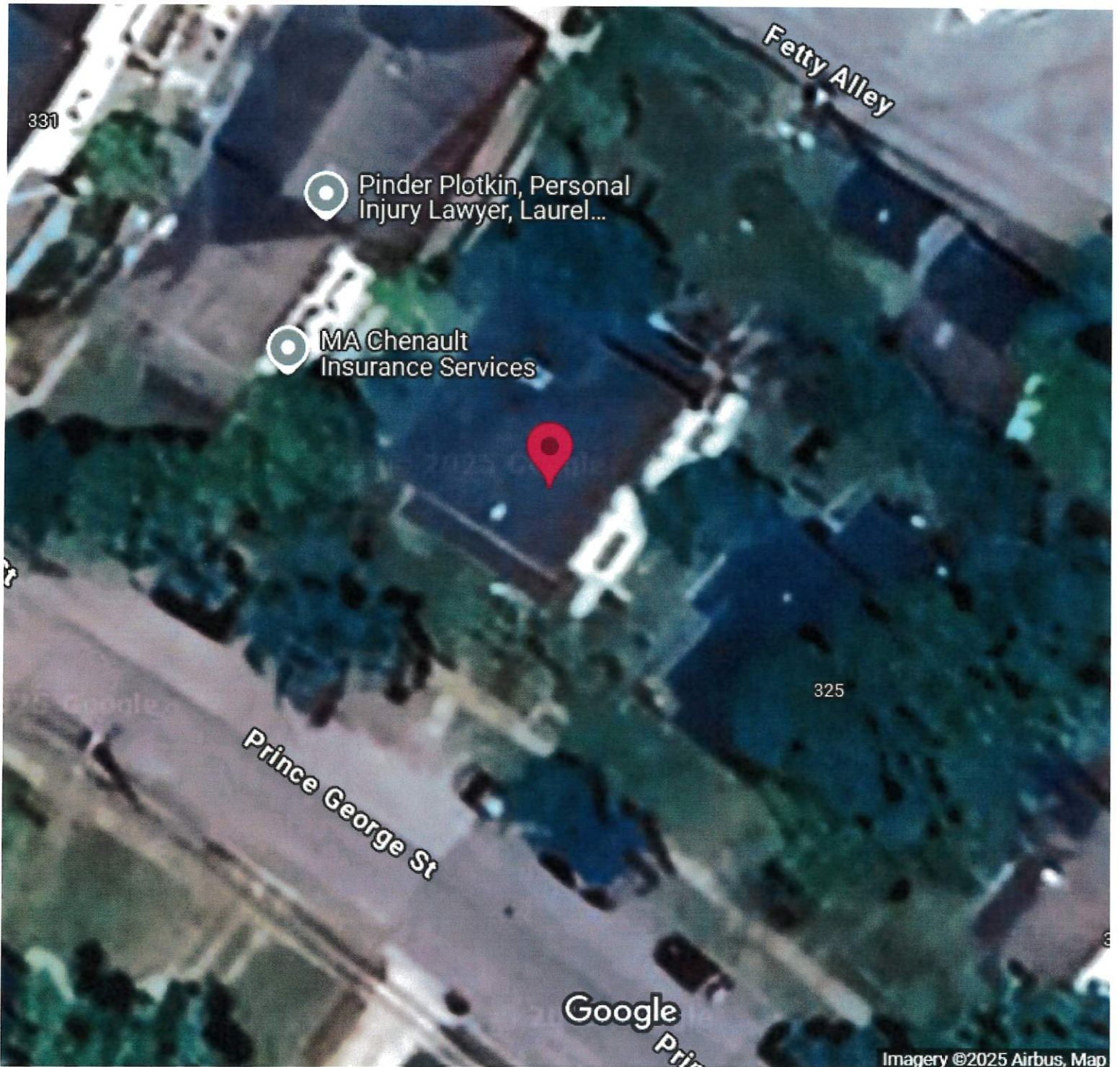






Google





331

Fetty Alley

Pinder Plotkin, Personal Injury Lawyer, Laurel...

MA Chenault Insurance Services



325

Prince George St

Google  
Prin

Imagery ©2025 Airbus, Map





**CITY OF LAUREL  
HISTORIC DISTRICT COMMISSION**

8103 Sandy Spring Road • Laurel, MD 20707 • (301) 725-5300 • Fax (301) 490-5068 [ccd@laurel.md.us](mailto:ccd@laurel.md.us)

This authorization does not by its issuance preclude or replace permits required by other departments or agencies

**HDC CERTIFICATE OF APPROVAL APPLICATION**

**STEP 1: FOR APPLICANT TO COMPLETE**

DATE OF APPLICATION: 02/21/2025

ADDRESS OF PROPERTY:

327 Prince George St., Laurel MD, 20707

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

Matthew and Mary Sullivan  
327 Prince George St.  
Laurel, MD 20707  
240-988-4226/240-460-8762

msullivan79@gmail.com / marysullivan84@gmail.com

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

Architect: CJ Howard  
Alexandria, VA  
703-850-6806  
cj@cjhowardarchitecture.com  
Contact bids being accepted/evaluated

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:

Matthew and Mary Sullivan  
327 Prince George St. Laurel, MD 20707  
240-988-4226/240-460-8762  
marysullivan84@gmail.com

X

SIGNATURE OF APPLICANT

TYPE OF REQUEST (Check all that apply):

Sign  Tree Removal  Shutters  Shed   
Roof  Windows  Paving  Fence   
Garage  Porch  Paint  Addition   
Demolition  Other:

WORK DESCRIPTION:

Please see attached.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*COMPLETE FOR SIGNAGE or AWNING REQUESTS ONLY:**

(Check one)

FLATWALL  PROJECTING

SIGNBAND  FREESTANDING

(Details)

SIZE: \_\_\_\_\_

MATERIAL: \_\_\_\_\_

MESSAGE: \_\_\_\_\_

COLORS: \_\_\_\_\_

LIGHTED SIGN: \_\_\_\_\_

IF YES, TYPE: \_\_\_\_\_

02/21/25

DATE

**STEP 2: FOR CITY STAFF TO COMPLETE**

- Yes  No Staff Approval?
- Yes  No Work started *without* Approval?
- Yes  No Qualifies for Tax Credit?
- Yes  No Building Permit Required?
- Yes  No Public Notice Sign Required?

MEETING DATE: \_\_\_\_\_

TAX ID (ACCOUNT) #: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

**STEP 3: STAFF APPROVAL SIGNATURES**

APPROVAL DATE: \_\_\_\_\_  
CONDITIONS AND/OR COMMENTS: \_\_\_\_\_

HISTORIC DISTRICT COMMISSION \_\_\_\_\_

PLANNING AND ZONING \_\_\_\_\_