

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



CITY OF LAUREL HISTORIC DISTRICT COMMISSION

8103 Sandy Spring Road • Laurel, MD 20707 • 301-725-5300 • ecd@laurel.md.us

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

EIGHT HUNDRED EIGHTY FIFTH MEETING TUESDAY – November 25, 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 **October 14, 2025**.
3. **HDC-2026-0031** for **683 Main Street**, submitted by **Harmony Thomas**, Applicant is seeking approval to install a 12" tall x 96" wide beige and burgundy wooden with vinyl letter sign displaying "HarmonyStyles Hair Lounge".
4. **HDC-2026-0032** for **415 Laurel Avenue**, submitted by **Regina Mima**, Applicant is seeking approval to remove a Mulberry tree from front yard and replace it with a Choke Cherry tree.
5. **HDC-2026-0033** for **310 Fourth Street**, submitted by **Cheryl Dyer**, Applicant is seeking approval to remove a dying Dove tree and transplant a Magnolia from the property to replace the Dove tree.
6. **HDC-2026-0034** for **200 ½ Eleventh Street**, submitted by **Esmeralda Rodriguez Velasquez**, Applicant is seeking retroactive approval to remove hollow and dry tree in the front yard, repaint white shutters in SW6990, replace Royal Sovereign Charcoal Algae Resistant 3-tab shingles in Charcoal with same style and color, repaint garage door and rear garage door in SW6990 Black, repaint all siding and trim boards in SW6364 Egg white, repaint gutters in SW6990 Black, repair and level damaged and uneven front steps using ready-mix concrete patch in Battleship Gray, replace a white 6 pane antique door with a MPDS VG Double Water Lite Decorative Glass Door, install a new 6 panel basement door in white with black trim.

7. **HDC-2026-0038** for **817 Montgomery Street**, submitted by **Granville Slye Jr.**, Applicant is seeking approval to replace green architectural shingles with black architectural shingles.
8. **HDC-2026-0041** for **407 Montgomery Street**, submitted by **Gabrielle Whitfield**, Applicant is seeking approval to replace three (3) white six over six windows with 3 double hung modified colonial to match the rest of the house.

Staff Approvals:

HDC-2026-0017 for **309 Main Street**, submitted by **Ronald and Deanna Sargent**, Applicant is seeking approval to replace windows and doors that were damaged due to a fire. Work was previously approved on HDC Certificate 2022-0156.

HDC-2026-0013 for **109 Sixth Street**, submitted by **Scott Doughman**, Applicant is seeking approval to replace 8 vinyl double hung windows. "In-kind".

HDC-2026-0029 for **319 Laurel Avenue** submitted by **Benjamin Lewis**, Applicant is seeking approval to replace gray 3-tab shingled garage roof with same gray 3-tab shingled roof.

9. 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 EIGHTY SECOND MEETING

TUESDAY – OCTOBER 14, 2025– 6:00 P.M.

This meeting was conducted virtually

Convened: 6:00 P.M.

Adjourned 6:15 P.M.

Commissioners Present:

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

Staff Present:

Monta Burrough, Deputy Director, ECD
Sydney Woodland, Admin. Assistant, ECD
Alexis Williams, Planner I, ECD
Charlotte Freedberg, Communications

Commissioners Absent: Zero (0)

Citizens Present: Three (3)

Chairwoman McCeney called the meeting to order at 6:00 p.m. and read the opening statement.

Chairwoman McCeney asked for a roll call. Six (6) Commissioners answered present, constituting a quorum.

Chairwoman McCeney asked if there were any corrections to the Minutes from the Regular HDC meeting held on September 16, 2025. There were none.

On a motion by Ms. Leszcz seconded by Mr. De La Puente, the minutes were approved on (4) four affirmative votes with Ms. Frazier and Ms. Steinecke abstaining.

HDC-2026-0022 for 109 Sixth Street, submitted by **Michelle Clancy**, Applicant is seeking approval to replace current Chain Link Fence with a 108 ft. long x 6 ft high Board on Batten fence with gate in the backyard.

The applicant was present. There was no major discussion on this item.

On a motion by Ms. Leszcz, seconded by Ms. Frazier, the application was approved on (6) six affirmative votes.

HDC-2026-0027 for 422 Prince George Street, submitted by **Marissa Reynolds and Kimiko Marinacci**, Applicant is seeking approval to replace the window and shutters on the left front of the house with a 36in W x 80in H 2-panel with 6-lite new front door in Sherwin Williams Natural White and reinstall the same window and shutters on the right front of the house.

The applicant was present. Chairwoman McCeney commented the report stated the window was moving to the left of the door but as you face the house it is moving to the right of the door. The applicant stated there was a final version of the document that had changes but it was never sent to staff. Ms. Frazier asked if the door around the corner of the house would remain in place. The applicant confirmed it will remain as is. Ms. Steinecke complemented on the new proposed look and stated its a significant improvement.

On a motion by Councilman Simmons, seconded by Mr. De La Puente, the application was approved on (6) six affirmative votes.

HDC-2026-0028 for 414 Prince George Street, submitted by **Ruth K. Walls**, Applicant is seeking approval to replace 6ft Wooden Stockade Perimeter Fence with 4ft Wooden Board on Board Fence in the backyard.

The applicant was present. Ms. Steinecke asked if the applicant would be installing the wooden fence that was shown in the documents. The applicant stated that was correct.

On a motion by Ms. Frazier, seconded by Ms. Steinecke, the application was approved on (4) four affirmative votes.

Staff Approvals:

HDC-2026-0015 for 412 Prince George Street, submitted by **Gemma Kuijpers**, Applicant is seeking approval to replace current Midnight Blue louvered shutters “in-kind”.

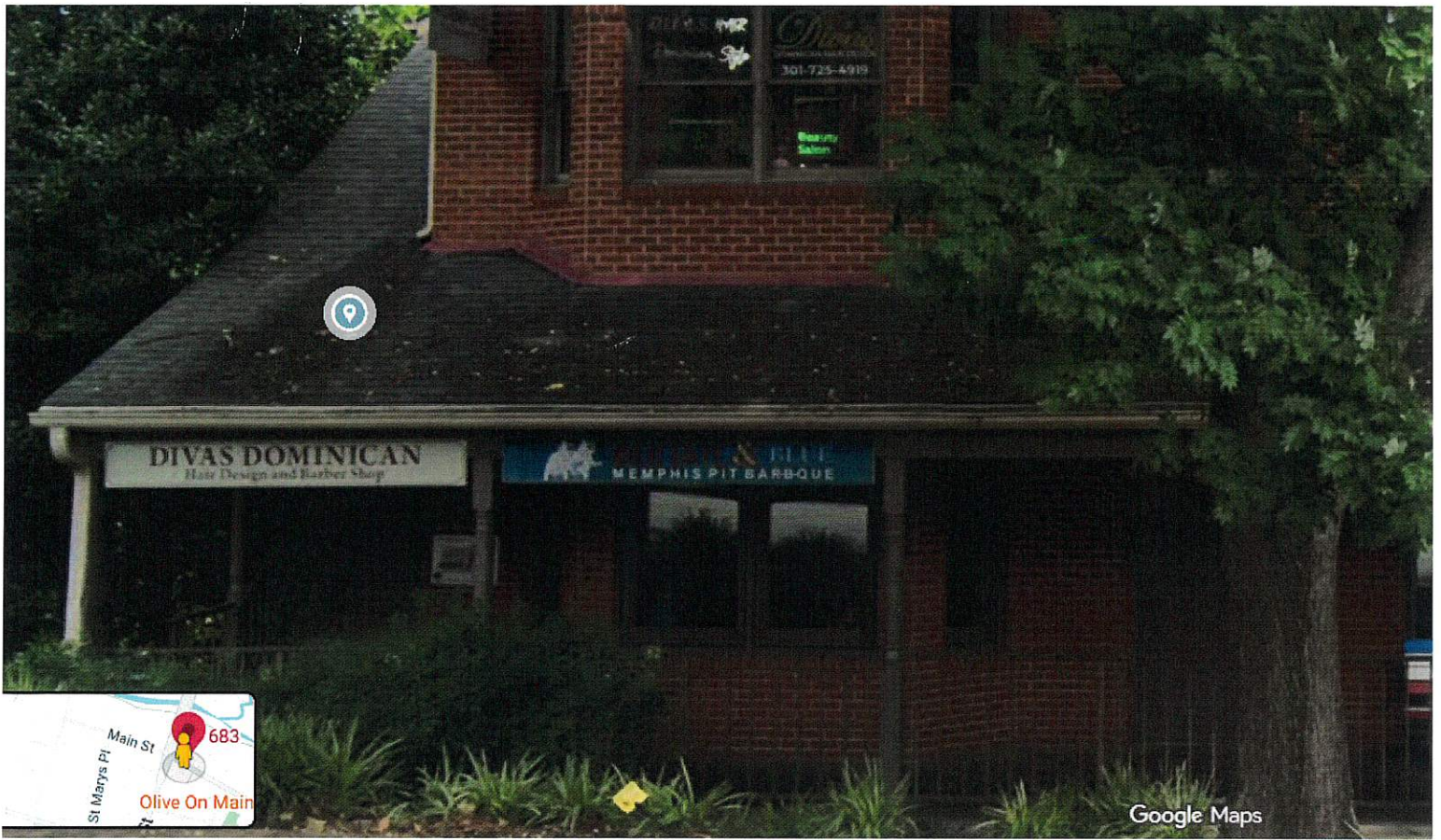
HDC-2026-0023 for 421 Prince George Street, submitted by **Karen Lubieniecki**, Applicant is seeking approval to repaint porch floor and steps in SW- Steely Gray “in-kind”.

HDC-2026-0026 for 332 Montgomery Street, submitted by **Marlene and James Frazier**, Applicant is seeking approval to wash, seal prime and repaint current metal Tinner Red roof “in-kind”.

There was no discussion regarding the Staff approvals.

Minutes Approved:

Date:



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

CERTIFICATE OF APPROVAL NO. HDC 2026-0031

Date of Application: 9/25/25	Work Type: Sign	HDC Sign Required? Yes: No: x		
Submit Information By: 10/31/25		For Meeting On: 11/25/25		
ADDRESS OF PROPERTY: 683 A Main Street Laurel, MD 20707		WORK DESCRIPTION (Please be specific on colors, style and material): Install signage displaying "HarmonyStyles Hair Lounge"		
OWNER'S Name, address, number, email: Cameron Manesh – Patuxent Place 555 Main Street Laurel, MD 20707 301-674-5032				
CONTRACTOR'S Name, address, phone number, email: Signarama Laurel 14202 Cherry Lane Ct Laurel, MD 20707 301-604-8700		*Section below for Signs: (drawing must accompany application)		
		TYPE:	Flatwall:	Projecting: Yes
			Signband:	Freestanding:
		SIZE:		Material: Wood
APPLICANT'S Name, address, phone number, email: Harmony Thomas 8618 Locust Grove Drive Laurel, MD 20707 202-701-4010 – harmonystyles@gmail.com		MESSAGE:		
		COLORS: Burgundy - Beige		
		Illumination: no	Type:	
*CONDITIONS: (1) Applicant must comply with Section 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. 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 (5) PLEASE POST THIS CERTIFICATE IN A WINDOW UNTIL WORK IS COMPLETED				
FEE: \$ 50		*Starting July 1, 2024 there will be a fee of \$25 or \$50 for this application.		
HISTORIC DISTRICT COMMISSION:		DATE:		
PLANNING AND ZONING:				
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.				
ON FILE (SEE APPLICATION)		202-701-4010		
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

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

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

AGENDA ITEM NO. 3

TECHNICAL STAFF REPORT

DATE: November 25, 2025
TO: City of Laurel Historic District Commission
FROM: Alexis Williams, Planner I
CASE: Certificate of Approval No. HDC-C20260031

GENERAL INFORMATION

APPLICANT: Harmony Thomas
8618 Locust Grove Drive
Laurel, MD 20707

OWNER: Cameron Manesh
683 Main Street
Laurel, MD 20707

LOCATION: 683A Main Street
Laurel, MD 20707

PURPOSE: Requesting approval to install business signage to storefront.

REQUESTED ACTION: Approval of Certificate No. HDC-C20260031

ZONE: C-V, Commercial Village

CONTRIBUTING: Yes

ZONING ANALYSIS:

The applicant is seeking approval from the Historic District Commission (HDC) to install business signage to storefront. The proposed sign will be a 12X96 MDO wood panel with beige and burgundy vinyl lettering that reads "HarmonyStyles Hair Lounge."

DESIGN GUIDELINES EXCERPT:

• **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. Photos of proposed signage
2. Photo of suite entrance

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-C20260031

Submitted & Recommended by:

Alexis Williams, Planner I



Camerons Commercial Real Estate ("CCRE")
555 Main Street Suite B
contact@patuxentplace.com
301-674-5032

August 11, 2025

City of Laurel
Department of the Fire Marshal & Permit Services
Attn: Permit Division
8103 Sandy Spring Road
Laurel, Maryland 20707

Re: HarmonyStyles LLC
Harmony Thomas, Owner
683A Main Street
Laurel, Maryland 20707

To Whom It May Concern,

I, Cameron Manesh of Patuxent Place, LLC, grant permission for HarmonyStyles, LLC, to lease and use my property at 683A Main Street, Laurel, MD 20707, for beauty services.

In addition, he has the approval to post signage on behalf of his business in spaces available if approved by the City of Laurel.

If you have any questions, please contact Tonia or me at the contact information listed above.

Sincerely,

A handwritten signature in black ink, appearing to read "Cameron Manesh".

Cameron Manesh Owner

c: Tonia Martin, Community Manager



WE CAN NOT PROCEED WITH YOUR ORDER UNTIL YOU APPROVE THE PROOF AND SEND BACK! SPELLING IS YOUR RESPONSIBILITY - THIS CAN NOT BE USED AS A COLOR MATCH TO FINISHED SIGN

14202 Cherry Lane Court :: Laurel, MD 20707 :: www.signarama.com/md-laurel
301.604.8700 (toll free) :: SignLaurel@signarama-laurel.com

This design and drawing submitted for your review and approval is the exclusive property of Signarama Laurel.

It may not be reproduced, copied, exhibited or utilized for any purpose in part or in whole by any individual or company without written consent of Signarama Laurel.

Approved
Signature
✓

Date



Name: Harmony Thomas

Company: Harmony Styles Hair Lounge

Phone: 202-701-4010

Fax:

E-mail: harmonylostyles@gmail.com

Salesperson: David

Designer: Fred S.

The way to grow your business.

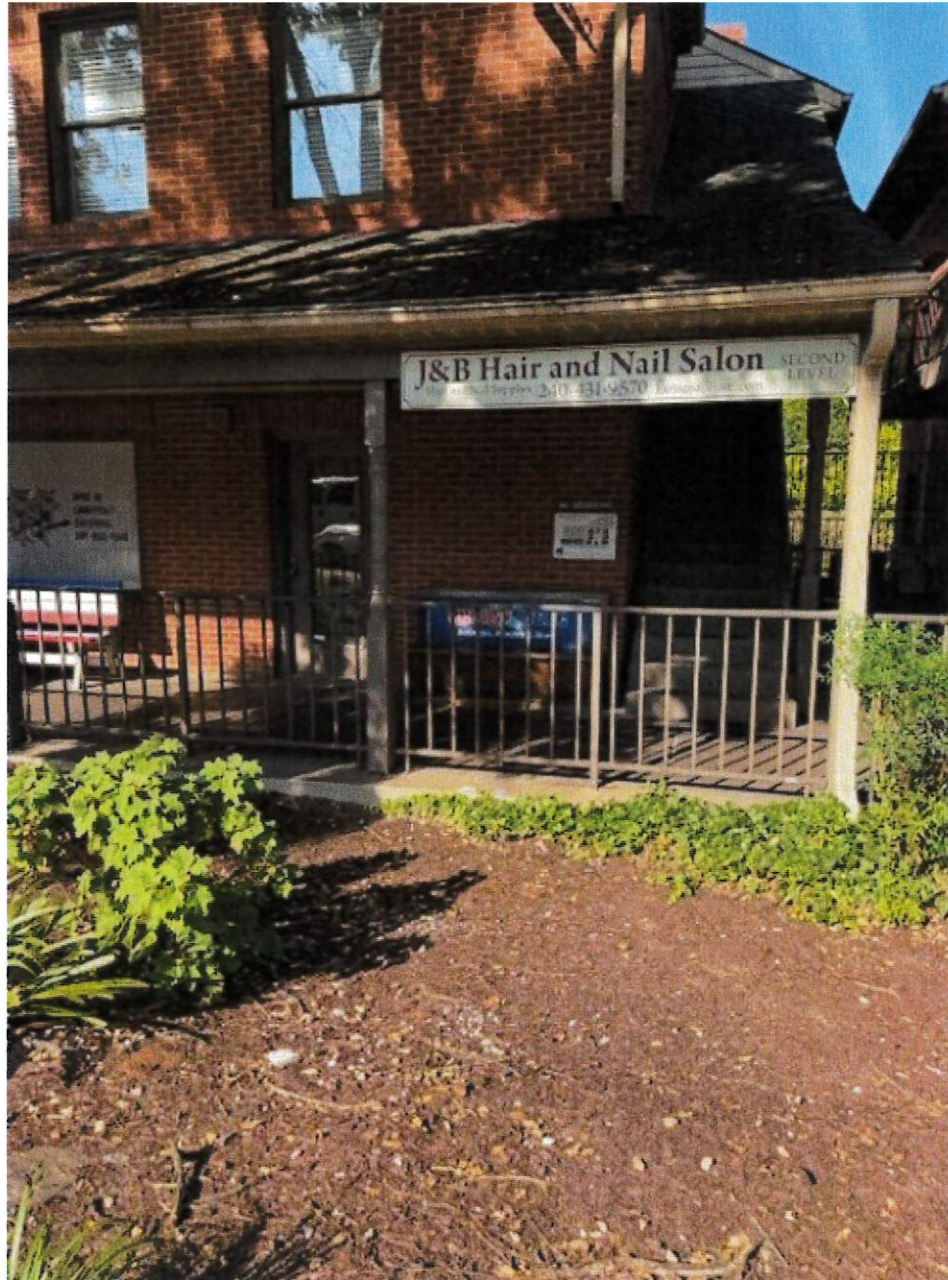
Job # 60329

Date: 9/24/2025

Time: 4:44:03 PM

12" Tall x 96" Wide
1/2" MDO Wood With Beige and Burgundy Vinyl
Quantity (1)

HarmonyStyles Hair Lounge









CITY OF LAUREL HISTORIC DISTRICT COMMISSION

8103 Sandy Spring Road • Laurel, MD 20707 • (301) 725-5300 • Fax (301) 490-5068 eed@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 20260031

STEP 1: FOR APPLICANT TO COMPLETE

DATE OF APPLICATION: 9/25/25

ADDRESS OF PROPERTY: 683A Main Street Laurel

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

Harmony Thomas
8618 Locust Grove Drive Laurel, MD 20707
(202) 701-4010

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

Signarama Laurel
harmony45tyes@gmail.com
301-674-5032

WORK DESCRIPTION, BE SPECIFIC: Attach extra paper if space is inadequate.
Photos and supporting documents must accompany this application.

CIRCLE ONE: Replace or New

DESCRIBE CURRENT CONDITION (color, material & style):

Attached no current sign

DESCRIBE PROPOSED WORK (color, material & style):

Salon sign (new)

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:

Cameron manesh
Patuxent Place LLC Laurel MD
301-674-5032
20707

TYPE OF REQUEST (Check all that apply):

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

FOR SIGNS OR AWNING REQUESTS, FILL THIS SECTION TOO

FLATWALL _____ PROJECTING X

SIGNBAND _____ FREESTANDING _____

(Details) SIZE: _____

MATERIAL: Wood

MESSAGE: _____

COLORS: Burgandy - Beige

LIGHTED SIGN YES OR NO no

IF YES, TYPE HOW: _____

X
SIGNATURE OF APPLICANT

DATE

*Please be advised Commissioners or city staff may visit the subject property prior to the scheduled meeting to familiarize themselves with the project.
*Approvals are only valid for (1) one year. *The applicant or an authorized representative should plan to attend the Historic District Commission meeting to address any questions or concerns regarding the project. Approvals should be posted in a window until all the work is completed.

STEP 2: FOR CITY STAFF TO COMPLETE

CONDITIONS/COMMENTS _____

Meeting Date: _____

☒ Yes ☒ No Staff Approval

☒ Yes ☒ No Work started without Approval?

☒ Yes ☒ No Qualifies for Tax Credit?

TAX ID (ACCOUNT) #: _____

☒ Yes ☒ No Building Permit Required?

PERMIT NUMBER: _____

☒ Yes ☒ No Public Notice Sign Required?

sign permit



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

CERTIFICATE OF APPROVAL NO. HDC 2026-0032

Date of Application: 9/22/25		Work Type: Tree Removal		HDC Sign Required? Yes: No: x	
Submit Information By: 10/31/25			For Meeting On: 11/25/25		
ADDRESS OF PROPERTY: 415 Laurel Avenue Laurel, MD 20707		WORK DESCRIPTION (Please be specific on colors, style and material): Remove Mulberry tree from front yard and replace it with a Choke Cherry tree.			
OWNER'S Name, address, number, email: Regina Mima 415 Laurel Avenue Laurel, MD 20707 301-523-8195 – rmima1425@gmail.com					
CONTRACTOR'S Name, address, phone number, email: Willy's Tree Service & Landscaping 667-677-1417		*Section below for Signs: (drawing must accompany application)			
		TYPE:	Flatwall	Projecting	
			Signband	Frestanding	
		SIZE:	Material		
APPLICANT'S Name, address, phone number, email: Same as owner		MESSAGE:			
		COLORS:			
		Illumination:		Type:	
*CONDITIONS: (1) Applicant must comply with Section 20-94 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 *PLEASE PLACE THIS CERTIFICATE IN YOUR WINDOW UNTIL WORK IS COMPLETED*					
FEE: \$0		*Starting July 1, 2024 there will be a fee of \$25 or \$50 for this application.			
HISTORIC DISTRICT COMMISSION:			DATE:		
PLANNING AND ZONING:					
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.					
ON FILE (SEE APPLICATION)				301-523-8195	
Signature of Applicant				Daytime Phone number	
Qualifies For Tax Credit: Yes: No: X				*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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AGENDA ITEM NO. 4

TECHNICAL STAFF REPORT

DATE: November 25, 2025
TO: City of Laurel Historic District Commission
FROM: Alexis Williams, Planner I
CASE: Certificate of Approval No. HDC-R20260032

GENERAL INFORMATION

APPLICANT: Regina Mima
415 Laurel Ave
Laurel, MD 20707

OWNER: Same as applicant

LOCATION: 415 Laurel Ave
Laurel, MD 20707

PURPOSE: **Requesting retroactive approval of tree removal, and approval to plant a tree in its place.**

REQUESTED ACTION: Approval of Certificate No. HDC-R20260032

ZONE: R-55, One-family detached

CONTRIBUTING: Yes

ZONING ANALYSIS:

The applicant is requesting retroactive approval from the Historic District Commission (HDC) to remove a mulberry tree that had become intertwined with utility lines and was creating a nuisance for vehicles and pedestrians in front of the property. Upon approval, the tree will be replaced with a chokecherry tree.

DESIGN GUIDELINES EXCERPT:

Sec. 20-26.19. - Landscaping.

(a) The Historic District Commission requires the submission of a detailed scaled landscape plan prior to final approval of the plans for new construction, including additions.

(b) Commission approval is required for major landscaping design, or reconfiguration on sites that have been declared historic by inclusion as a historic site on the national or state register, declared individually a historic site by action the Mayor and City Council, or tree removals that do not meet the criteria of subsection (c). Any tree removed shall be replaced on the same lot. The HDC encourages the replacement to be a native tree.

(c) Minor landscaping for small shrubs or flowers and routine landscaping maintenance such as mulching or pruning of trees (up to thirty-three (33) percent of the tree mass) does not require Commission approval. Removal of any dangerous or diseased landscaping or trees does not require Commission approval so long as the request is accompanied with a letter from a certified arborist or Maryland Licensed Tree Expert certifying that the tree to be removed is, in fact, sufficiently diseased and/or dangerous to justify removal of the tree. The staff and the City will review these materials to ensure, in their sole judgment, that they meet the above criteria. A tree that is removed shall be replaced by another tree on the same lot, unless the balance of landscaping on said lot is found by the Historic District Commission to be adequate without a new tree. The HDC encourages the replacement to be a native tree. The Director of Economic and Community Development shall approve any requests for removal of trees or shrubs that meet the criteria of subsection (c), in its sole judgment. The removal of diseased and dead trees is encouraged by the HDC.

ATTACHMENTS:

1. Photo of front of property.
2. Photos of tree removal location

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-R20260032.

Submitted & Recommended by:

Alexis Williams, Planner I

2Z47117702

UNIFORM CIVIL CITATION

☐ WITNESS

Citation Number

☐ RELATED CASE # / CITATION(S) ➔

District Court of Maryland for

4990 Rhode Island Avenue Hyattsville, MD 20781

Address

County/Municipality/State of Maryland

City of Laurel

Agency

Defendant's (Last) Name

First

Middle

Current Street Address

Apt. No.

City

County

State

Zip

DOB

Height

Weight

Sex

Race

Hair

Eyes

Telephone No. Day/Night:

E-mail:

Based on ☒ personal knowledge of the undersigned officer ☐ the attached affidavit, the Defendant is charged with

TREE Removed without Historic District Commission Approval
 9/22/2025 at 8:30 AM PM on 09/22/2025
 at 415 Laurel Avenue, Laurel
 Location of Offense County, MD in violation

of: ☐ Md. Ann. Code ☒ Municipal Infraction/County Ordinance/Public Local Law/Local Code ☐ COMAR

Document/Article 11.02 Section 20 Sub Section 26 Paragraph 19

☒ Each day a violation continues is a separate infraction subject to an additional citation.

I sign my name as a receipt of a copy of this Citation and not as an admission of guilt. I will comply with the requirements set forth in this Citation.

X Defendant's Signature

INSTRUCTIONS

☐ YOU MUST APPEAR IN COURT. A notice of trial date will be mailed to you.☐ YOU MAY PAY A FINE of \$ 250.00 (entire amount required) by 10/16/2025 to the☐ District Court. Payment of the fine will not close the case if abatement action is pending.☐ Agency/Municipality City of Laurel Director of Finance

at 8103 Sandy Spring Rd. Laurel MD 20707

and AVOID TRIAL. This will be deemed an admission of guilt and a trial date will not be set.

☒ YOU MAY ELECT TO STAND TRIAL by sending your request in writing to the:☐ District Court ☐ Agency/Municipality City of Laurel Director of Finance

in writing by 10/16/2025 at 8103 Sandy Spring Rd

Laurel MD 20707

DO NOT SEND PAYMENT OF FINE. The District Court will mail you a notice of your trial date, time, and location. AT TRIAL the Court may impose a fine up to the maximum allowed by statute plus court costs.

☐ IN ADDITION, City of Laurel is seeking abatement of this infraction.

You may be ordered to abate this infraction or be assessed the costs for the abatement, as well as a fine of up to \$1,000, plus court costs. Payment of the preset fine will not satisfy the abatement action and an order of abatement may still be entered against you.

☐ FAILING TO APPEAR OR PAY THE FINE MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST.☐ FAILING TO PAY THE FINE OR REQUEST A TRIAL DATE:☐ will deem you liable for the fine assessed; the fine may be doubled and/or a judgment on affidavit may be entered against you including an order of abatement;☐ you may be found guilty of a Code violation and the maximum fines, court costs, and administrative expenses can be imposed.☐ FAILURE TO APPEAR FOR A REQUESTED TRIAL DATE:☐ the fine may be doubled and a judgment on affidavit entered against you;☐ you may be found guilty of a Code violation and the maximum fines and costs can be imposed.

I solemnly affirm under the penalties of perjury, and based upon personal knowledge or the attached affidavit, that the contents of this citation are true and that I am competent to testify on these matters.

☐ The Defendant is not now in the military service, as defined in the Servicemembers Civil Relief Act.

Issuing Officer's Signature

Officer's Printed Name

Date

Agency

Sub-Agency

I.D. No.

Telephone

DC-028 (Rev. 07/2023)

DEFENDANT'S COPY







CITY OF LAUREL HISTORIC DISTRICT COMMISSION

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

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HDC CERTIFICATE OF APPROVAL APPLICATION

2026 0032

STEP 1: FOR APPLICANT TO COMPLETE

DATE OF APPLICATION: 09/22/2025

ADDRESS OF PROPERTY: 415 Laurel Ave

Laurel, Maryland 20707

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

REGINA (JOHN) MIMA
415 LAUREL AVE
LAUREL 20707
301 523 8195
rmima1425@gmail.com

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

Willy's Tree Service & Landscaping
667-677-1917

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:

REGINA MIMA
415 LAUREL AVE
LAUREL, MD 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

TREE REMOVAL (Mulberry) front yard. Tree A danger to utility lines, intertwined and interference. nuisance to vehicles and passerbys. Stained paint on vehicle and shoes of those on sidewalk, extended too far into public space. Replace w/ A "choke cherry" upon approval.

*COMPLETE FOR SIGNAGE or AWNING REQUESTS ONLY:

(Check one)

FLATWALL _____ PROJECTING _____
SIGNBAND _____ FREESTANDING _____

(Details)

SIZE: _____
MATERIAL: _____
MESSAGE: _____
COLORS: _____
LIGHTED SIGN: _____
IF YES, TYPE: _____

X SIGNATURE OF APPLICANT

DATE

09/22/2025

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: _____

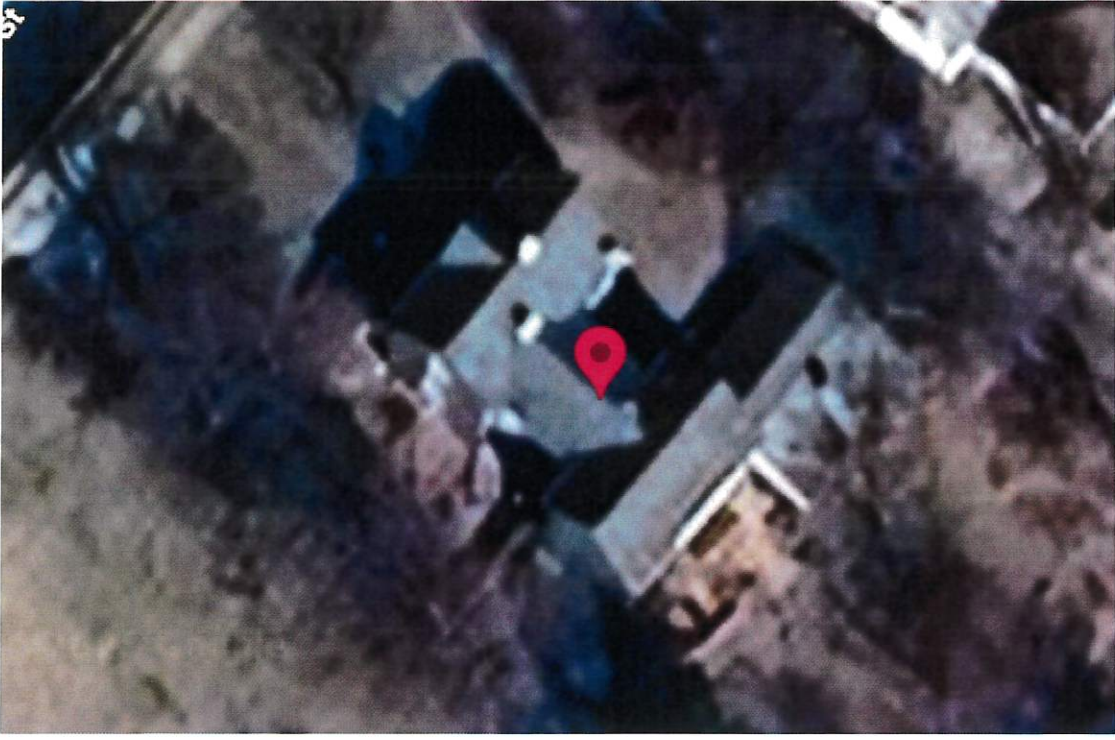
STEP 3: STAFF APPROVAL SIGNATURES

APPROVAL DATE: _____
CONDITIONS AND/OR COMMENTS: _____

HISTORIC DISTRICT COMMISSION _____

PLANNING AND ZONING _____





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

CERTIFICATE OF APPROVAL NO. HDC 2026-0033

Date of Application: 9/11/25	Work Type: Tree Removal	HDC Sign Required? Yes: No: x		
Submit Information By: 10/31/25		For Meeting On: 11/25/25		
ADDRESS OF PROPERTY: 310 Fourth Street Laurel, MD 20707 OWNER'S Name, address, number, email: Cheryl and Michael Dyer 310 Fourth Street Laurel, MD 20707 301-953-2178 – cheryldyer310@gmail.com		WORK DESCRIPTION (Please be specific on colors, style and material): Remove a dying Dove tree and transplant a Magnolia from the property to replace the Dove tree.		
CONTRACTOR'S Name, address, phone number, email: Advanced Arboriculture Chris Coates #001703 410-693-3940 – advancedarboriculture@gmail.com		*Section below for Signs: (drawing must accompany application)		
		TYPE:	Flatwall:	Projecting:
			Signband:	Frestanding:
		SIZE:	Material:	
APPLICANT'S Name, address, phone number, email: Same as owner		MESSAGE:		
		COLORS:		
		Illumination:	Type:	
*CONDITIONS: (1) Applicant must comply with Section 20-94, 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 *PLEASE PLACE THIS CERTIFICATE IN YOUR WINDOW UNTIL WORK IS COMPLETED*				
FEE:\$0		*Starting July 1, 2024 there will be a fee of \$25 or \$50 for this application.		
HISTORIC DISTRICT COMMISSION:		DATE:		
PLANNING AND ZONING:				
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.				
ON FILE (SEE APPLICATION)		301-953-2178		
Signature of Applicant		Daytime Phone number		
Qualifies For Tax Credit: Yes: No: x		*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

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

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

AGENDA ITEM NO. 5

TECHNICAL STAFF REPORT

DATE: November 25, 2025
TO: City of Laurel Historic District Commission
FROM: Alexis Williams, Planner I
CASE: Certificate of Approval No. HDC-R20260033

GENERAL INFORMATION

APPLICANT: Cheryl Dyer
310 Fourth Street
Laurel, MD 20707

OWNER: Same as applicant

LOCATION: 310 Fourth Street
Laurel, MD 20707

PURPOSE: Requesting approval to remove a dying dove tree and transplant an existing magnolia tree from elsewhere on the property to serve as its replacement.

REQUESTED ACTION: Approval of Certificate No. HDC-R20260033

ZONE: R-20, One Family Semi-Detached/Two Family Detached/ One Family Triple Attached

CONTRIBUTING: Yes

ZONING ANALYSIS:

The applicant is requesting approval from the Historic District Commission (HDC) to remove a dying dove tree and transplant an existing magnolia tree from elsewhere on the property to serve as its replacement. The magnolia's current location does not receive sufficient sunlight, which is preventing it from flourishing.

DESIGN GUIDELINES EXCERPT:

Sec. 20-26.19. - Landscaping.

(a) The Historic District Commission requires the submission of a detailed scaled landscape plan prior to final approval of the plans for new construction, including additions.

(b) Commission approval is required for major landscaping design, or reconfiguration on sites that have been declared historic by inclusion as a historic site on the national or state register, declared individually a historic site by action the Mayor and City Council, or tree removals that do not meet the criteria of subsection (c). Any tree removed shall be replaced on the same lot. The HDC encourages the replacement to be a native tree.

(c) Minor landscaping for small shrubs or flowers and routine landscaping maintenance such as mulching or pruning of trees (up to thirty-three (33) percent of the tree mass) does not require Commission approval. Removal of any dangerous or diseased landscaping or trees does not require Commission approval so long as the request is accompanied with a letter from a certified arborist or Maryland Licensed Tree Expert certifying that the tree to be removed is, in fact, sufficiently diseased and/or dangerous to justify removal of the tree. The staff and the City will review these materials to ensure, in their sole judgment, that they meet the above criteria. A tree that is removed shall be replaced by another tree on the same lot, unless the balance of landscaping on said lot is found by the Historic District Commission to be adequate without a new tree. The HDC encourages the replacement to be a native tree. The Director of Economic and Community Development shall approve any requests for removal of trees or shrubs that meet the criteria of subsection (c), in its sole judgment. The removal of diseased and dead trees is encouraged by the HDC.

ATTACHMENTS:

1. Photo of front of property.
2. Photos dying dove tree.
3. Photo of magnolia tree.

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-R20260033.

Submitted & Recommended by:

Alexis Williams, Planner I

Sydney Woodland

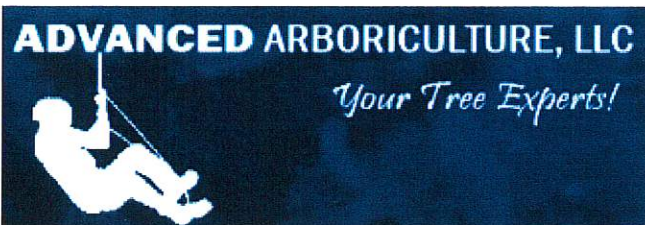
From: Brooke Quillen
Sent: Friday, September 5, 2025 3:45 PM
To: Sydney Woodland
Subject: FW:

From: Christopher Coates <advancedarboriculture@gmail.com>
Sent: Friday, September 5, 2025 3:35 PM
To: Brooke Quillen <Bquillen@laurel.md.us>
Subject:

You don't often get email from advancedarboriculture@gmail.com. [Learn why this is important](#)

This message originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Hello, to the party's concerned my name is Chris Coates from Advanced Arboriculture LLC out of Odenton Maryland. Our customer Mrs Dyer has a Dove Tree at the front of her property 310 4th Street Laurel Maryland that is declining and we are requesting the okay go ahead for removal. We will be transplanting a magnolia from the property to the front of the property. Please let me know how we may proceed. Best regards!



Sydney Woodland

From: Cheryl Dyer <cheryldyer310@gmail.com>
Sent: Monday, September 22, 2025 4:06 PM
To: Sydney Woodland
Subject: Re: 310 Fourth Street HDC Submission

This message originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Good afternoon Ms. Woodland,

The LTE #: 001703.



This is the dying Dove tree (David Involucrata), which is native to China.

The native Sweetbay magnolia (Magnolia Virginiana) is hard to see but is on the near side of the fence and has large shiny leathery leaves. It has not flourished in this site due to insufficient sunlight.



Please let me know if there is anything else I can send to you.

Many thanks,

Cheryl Dyer

On Sep 18, 2025, at 4:41 PM, Sydney Woodland <Swoodland@laurel.md.us> wrote:

Good afternoon,

We have received your HDC application and email regarding tree removal. Can you please provide the following documents:

1. Tree licensing #
2. Current photo of the tree you are removing
3. Current photo of the tree you will be transplanting

Thank you,

Sydney Woodland
Administrative Assistant
Historic District Coordinator







CITY OF LAUREL HISTORIC DISTRICT COMMISSION

8103 Sandy Spring Road • Laurel, MD 20707 • (301) 725-5300 • Fax (301) 490-5068 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

20260033

STEP 1: FOR APPLICANT TO COMPLETE

(Email was sent to you from Arborist.)

DATE OF APPLICATION: 9-11-2025

ADDRESS OF PROPERTY: 310 4th Street

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

Remove dying Dove Tree and transplant a Magnolia from the property to replace the dying Dove Tree

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

Cheryl / Michael Dyer
310 4th Street Laurel MD
301-953-2178
cheryldyer310@gmail.com

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

Advanced Arboriculture
Chris Coates #001703
410-693-3940
advancedarboriculture@gmail.com

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:

Cheryl Dyer (same as above)

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

(Check one)

FLATWALL ☐ PROJECTING ☐
SIGNBAND ☐ FREESTANDING ☐

(Details)

SIZE: _____

MATERIAL: _____

MESSAGE: _____

COLORS: _____

LIGHTED SIGN: _____

IF YES, TYPE: _____

X

SIGNATURE OF APPLICANT

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

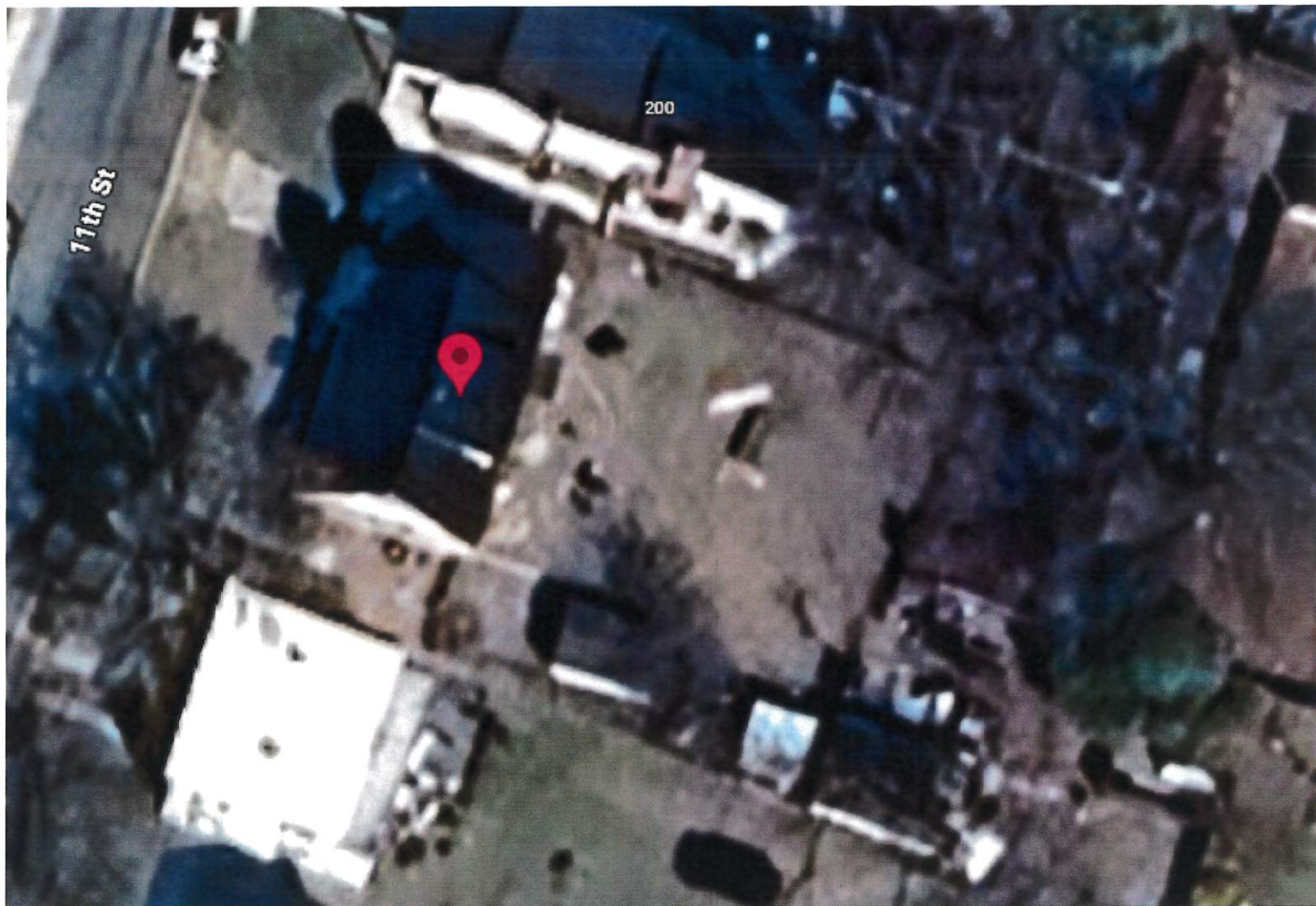
APPROVAL DATE: _____

CONDITIONS AND/OR COMMENTS: _____

HISTORIC DISTRICT COMMISSION _____

PLANNING AND ZONING _____





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

CERTIFICATE OF APPROVAL NO. HDC 2026-0034

Date of Application: 10/8/25	Work Type: Roof, windows, tree removal, fence & door replacement	HDC Sign Required? Yes: No: x		
Submit Information By: 10/31/25		For Meeting On: 11/25/25		
ADDRESS OF PROPERTY: 200 ½ Eleventh Street Laurel, MD 20707		WORK DESCRIPTION (Please be specific on colors, style and material): retroactive approval to remove hollow and dry tree in the front yard, repaint white shutters in SW6990, replace Royal Sovereign Charcoal Algae Resistant 3-tab shingles in Charcoal with same style and color, repaint garage door and rear garage door in SW6990 Black, repaint all siding and trim boards in SW6364 Egg white, repaint gutters in SW6990 Black, repair and level damaged and uneven front steps using ready-mix concrete patch in Battleship Gray, replace a white 6 pane antique door with a MPDS VG Double Water Lite Decorative Glass Door, install a new 6 panel basement door in white with black trim.		
OWNER'S Name, address, number, email: Esmeralda G. Velasquez 200 ½ Eleventh Street Laurel, MD 20707 301-273-4911 – egr222@gmail.com				
CONTRACTOR'S Name, address, phone number, email: Same as owner		*Section below for Signs: (drawing must accompany application)		
		TYPE:	Flatwall:	Projecting:
		Signband:	Freestanding:	
APPLICANT'S Name, address, phone number, email: Same as owner		SIZE:	Material:	
		MESSAGE:		
		COLORS:		
		Illumination:	Type:	
*CONDITIONS: (1) Applicant must comply with Section 20-89, 20-91, 20-94, 20-99, 20-103 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: \$0		*Starting July 1, 2024 there will be a fee of \$25 or \$50 for this application.		
HISTORIC DISTRICT COMMISSION:			DATE:	
PLANNING AND ZONING:				
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.				
ON FILE (SEE APPLICATION)			301-273-4911	
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

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

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

AGENDA ITEM NO. 6

TECHNICAL STAFF REPORT

DATE: November 25, 2025
TO: City of Laurel Historic District Commission
FROM: Alexis Williams, Planner I
CASE: Certificate of Approval No. HDC-R20260034

GENERAL INFORMATION

APPLICANT: Esmeralda G Rodriguez Velasquez
200 ½ Eleventh Street
Laurel, MD 20707

OWNER: Same as applicant

LOCATION: 200 ½ Eleventh Street
Laurel, MD 20707

PURPOSE: Requesting retroactive approval for removal of a tree and fence, replacements of the roof, three basement windows, and main entrance door, installation of a basement door, painting of the garage doors, shutters, and trim boards, and repairs to the main entrance stairs.

REQUESTED ACTION: Approval of Certificate No. HDC-R20260034

ZONE: R-55, One Family Detached

CONTRIBUTING: Yes

ZONING ANALYSIS:

The applicant is requesting retroactive approval from the Historic District Commission (HDC) for the removal of a damaged fence and a dry, hollow tree; the replacement of the roof with charcoal colored 3-tab shingles; the upgrading of the basement windows in accordance with the City of Laurel Building Code and Fire Department egress and safety requirements; the replacement of the main entrance door; the installation of a basement entry door following the City's recommendation to ensure compliance with current building, housing, and Fire Department egress code standards, using a standard door purchased from Home Depot with the trim and handrail painted black; the painting of the garage doors, shutters, and gutters black to match the neighborhood style; the painting of the siding and trim boards in an egg-white color, and the leveling and painting of the main entrance stairs with GAL.

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 shall be historically appropriate house colors. This refers to the colors that date to an appropriate period and that go together in a compatible fashion.

An approved color list is available on the City website and upon request.

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

(Ord. No. 1991, 1-10-2022; Ord. No. 2018, 10-23-2023)

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. 20-26.19. - Landscaping.

(a) The Historic District Commission requires the submission of a detailed scaled landscape plan prior to final approval of the plans for new construction, including additions.

(b) Commission approval is required for major landscaping design, or reconfiguration on sites that have been declared historic by inclusion as a historic site on the national or state register, declared individually a historic site by action the Mayor and City Council, or tree removals that do not meet the criteria of subsection (c). Any tree removed shall be replaced on the same lot. The HDC encourages the replacement to be a native tree.

(c) Minor landscaping for small shrubs or flowers and routine landscaping maintenance such as mulching or pruning of trees (up to thirty-three (33) percent of the tree mass) does not require Commission approval. Removal of any dangerous or diseased landscaping or trees does not require Commission approval so long as the request is accompanied with a letter from a certified arborist or Maryland Licensed Tree Expert certifying that the tree to be removed is, in fact, sufficiently diseased and/or dangerous to justify removal of the tree. The staff and the

City will review these materials to ensure, in their sole judgment, that they meet the above criteria. A tree that is removed shall be replaced by another tree on the same lot, unless the balance of landscaping on said lot is found by the Historic District Commission to be adequate without a new tree. The HDC encourages the replacement to be a native tree. The Director of Economic and Community Development shall approve any requests for removal of trees or shrubs that meet the criteria of subsection (c), in its sole judgment. The removal of diseased and dead trees is encouraged by the HDC.

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. The use of colors from the Approved Color List is preferred.

([Ord. No. 2018](#), 10-23-2023)

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 imitation muntins (separators between windowpanes) which do not resemble the original historic windows is discouraged.

([Ord. No. 2018](#), 10-23-2023)

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. Photos of the location before and after tree removal.
2. Photos of front of property before and after changes.
3. Before and after photos of shingles.
4. Before and after photos of shutters.

5. Before and after photos of basement windows.
6. Before and after photos of fence.
7. Before and after photos of garage doors.
8. Before and after photos of siding and trim boards.
9. Before and after photos of gutters.
10. Before and after photos of main entrance.
11. Before and after photo of main entrance door.
12. Before and after photo of new basement entrance.

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-R20260034.

Submitted & Recommended by:

Alexis Williams, Planner I

- Will you be replanting a tree to replace the tree removed in the front of the house ? If so, what type of tree?

At this time, we are not planning to replant a tree. However, if the Historic Department determines that a replacement is required, we will comply accordingly and plant a tree type as recommended by the Department.

- Do you know the color and style of the previous roof ?

Royal Sovereign Charcoal Algae Resistant 3-Tab Roofing Shingles color Charcoal

- Are the three basement windows seen from the public view (public street, public alley, or walkway) ?

The two new basement windows are located at the rear of the property, where there is no public street. The third window is on the right side of the house; while there is no public street directly on that side, it can be partially seen from the public street in front of the property due to the absence of a fence. Therefore, only the right-side window is visible from public view, while the two rear windows are not.

PHOTO :



- Did you install any new fencing?

No new fencing has been installed. We have only removed the damaged fencing that was previously in place.

However, we have installed fencing for the basement stairs as required by code. The fence is black and made of solid iron.

- What was the previous style, color, and material of the previous door? What is the current style, color, and material?

Old door that removed is a white exterior entry door, with the top half made up of several glass panels and the bottom half made of a solid wood material.

New door : MPDS VG Double Water 36in.x 80in.Right-Hand/Inswing 3/4 Lite Decorative Glass Painted Peppercorn Fiberglass Prehung w/BM.

- Is the basement door seen from the public view (public street, public alley, or walkway) ?

No, the door is not visible, only the border near the steps leading to the basement, which is metallic black.

JOB DESCRIPTION :

PROPERTY ADDRESS : 200 ½ 11TH ST LAUREL MD 20707

BEFORE



AFTER

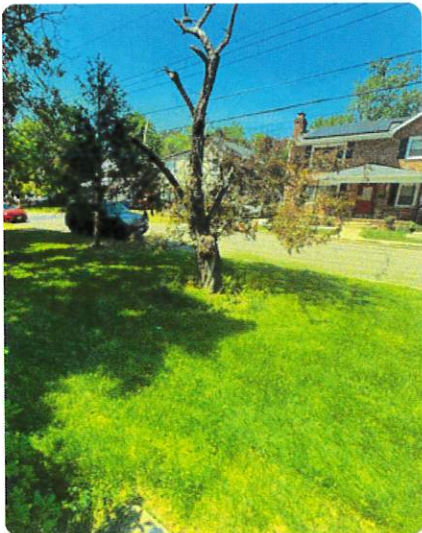


Tree Removal

Description of work :

The tree located in front of the house was removed because it was dry and hollow, posing a potential danger to people.

BEFORE



AFTER

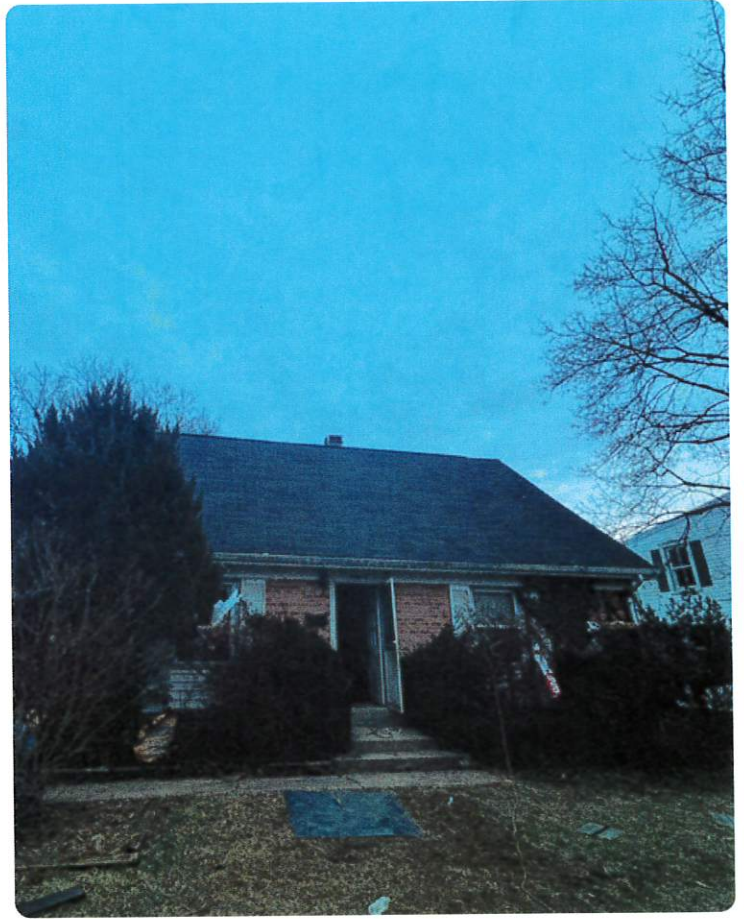


Shutters

Description of work performed:

The shutters were painted black using Sherwin-Williams paint code SW6990 caviar SRP EXT SATIN (Super paint exterior satin) , giving the home a finish similar to the neighboring property at 200 11th St, Laurel, MD 20707. This was done to maintain a consistent and harmonious style throughout the neighborhood.

BEFORE



AFTER



Roof

Description of work performed:

Only the roof shingles were replaced with 3-Tab shingles in Charcoal color.



AFTER



Windows

Description of work performed:

Three basement windows were replaced and upgraded in accordance with the City of Laurel Building Code and the Fire Department's egress and safety requirements. All work was completed following applicable construction standards and local regulations.

BEFORE



AFTER



Fence

Description of work performed:

Only the fence sections that were on the ground and damaged were removed.

The remaining fence sections remain in place on the property.

BEFORE



AFTER



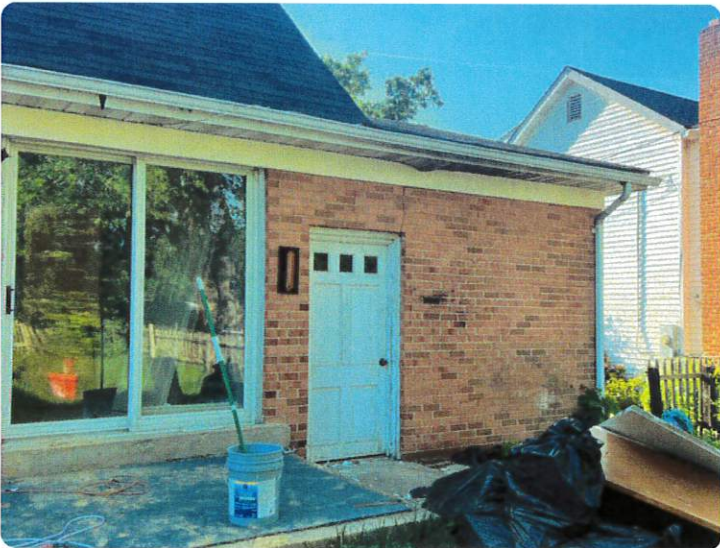
Garage

Description of work performed:

The garage door was painted using Sherwin-Williams black paint code SW6990 caviar SRP EXT SATIN (Super paint exterior satin) and the rear garagedoor was also painted with the same color and product to maintain consistency and enhance the overall appearance of the property.

BEFORE

AFTER

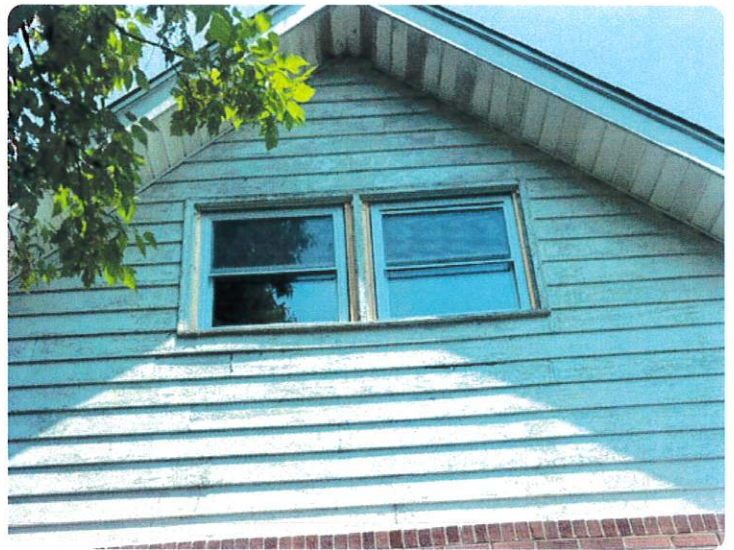


Paint Siding and trim

Description of work performed:

The all siding and trim boards of the house were painted using Sherwin-Williams paint, color code 6364 (Eggwhite). Super paint exterior satin

BEFORE



AFTER





Gutter Paint

Description of work performed:

The gutters were cleaned and painted black using Sherwin-Williams paint. code SW6990 caviar SRP EXT SATIN (Super paint exterior satin)

BEFORE



AFTER

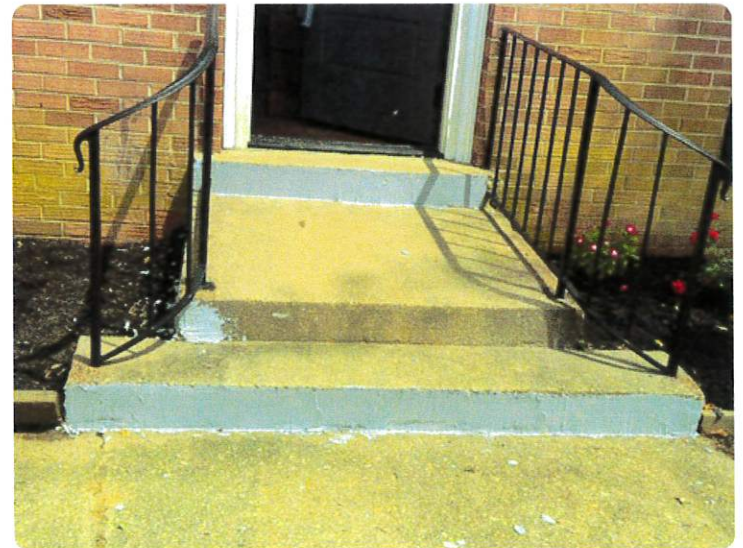


Main Entrance.

Description of work performed:

At the main entrance of the house, the damaged and uneven areas were repaired and leveled using Ready-Mix Concrete Patch and Repair, Textured Concrete Patch materials purchased from Home Depot. Once the surface was properly restored and smoothed, it was painted with Gal. Battleship Gray Satin 1-Part Epoxy Concrete Floor Exterior Paint. Achieving a durable, uniform, and visually appealing finish that enhances the appearance and protection of the entrance.

BEFORE



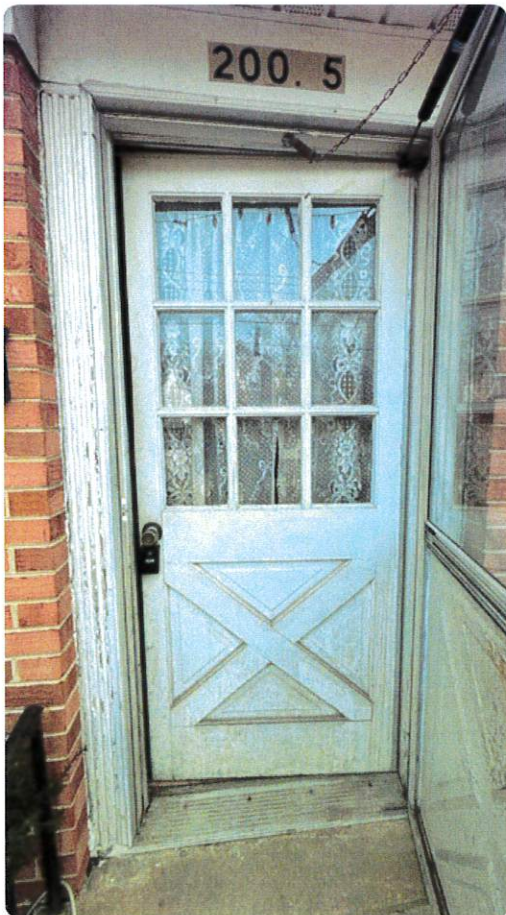
AFTER



Main Door

Description of work performed:

The main entrance door was replaced with a new unit to improve the appearance, functionality, and security of the property.



Basement opening



Description of work performed: A new basement entry door was installed following the City's recommendation to ensure the property meets current building, housing, and Fire Department egress code standards. The door is a standard white model purchased from Home Depot. The trims were painted black, and the handrail was also painted using Sherwin-Williams black paint (code SW6990 caviar SRP EXT SATIN (Super paint exterior satin). All work was completed in compliance with local construction and safety regulations.

BEFORE



AFTER



Historic District Commission of Laurel if you need to require any additional information, documentation, or clarification, we would be more than happy to provide it promptly.

It has been our pleasure to collaborate with the Commission and to contribute to preserving the beauty and historic character of this remarkable community.

Sincerely.

Esmeralda Rodriguez

301-273-4911

egr222@gmail.com



CITY OF LAUREL HISTORIC DISTRICT COMMISSION

8103 Sandy Spring Road • Laurel, MD 20707 • (301) 725-5300 • Fax (301) 490-5068 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 20260034

STEP 1: FOR APPLICANT TO COMPLETE

DATE OF APPLICATION: 10/08/2025

ADDRESS OF PROPERTY:

200 1/2 11th st laurel MD 20707

Laurel, Maryland 20707

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

Esmeralda G Rodriguez Velasquez

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

Self

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:

Esmeralda G Rodriguez Velasquez
200 1/2 11th laurel MD 20707
301-273-4911
egrv222@gmail.com

TYPE OF REQUEST (Check all that apply):

Sign _____ Tree Removal ☒ Shutters ☒ Shed _____
Roof ☒ Windows ☒ Paving _____ Fence ☒
Garage ☒ Porch _____ Paint ☒ Addition _____
Demolition _____ Other: main entrance. main door. right side basement entrance.

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

roof, windows, fence, tree removal & door replacement
Tree removed already, all work has been completed already.

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

(Check one)

FLATWALL _____

PROJECTING _____

SIGNBAND _____

FREESTANDING _____

(Details)

SIZE: _____

MATERIAL: _____

MESSAGE: _____

COLORS: _____

LIGHTED SIGN: _____

IF YES, TYPE: _____

X Self

SIGNATURE OF APPLICANT

10/09/2025

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 _____



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

CERTIFICATE OF APPROVAL NO. HDC 2026-0038

Date of Application: 9/22/25	Work Type: Roof	HDC Sign Required? Yes: No: x		
Submit Information By: 10/31/25		For Meeting On: 11/25/25		
ADDRESS OF PROPERTY: 817 Montgomery Street Laurel, MD 20707		WORK DESCRIPTION (Please be specific on colors, style and material): Replace green architectural shingles with black architectural shingles.		
OWNER'S Name, address, number, email: Granville J. And Mary A. Slye 821 Montgomery Street Laurel, MD 20707 301-490-2564				
CONTRACTOR'S Name, address, phone number, email: B & R Siding Inc. 5108 Sunnyside Avenue Beltsville, MD 20705 240-565-1600		*Section below for Signs: (drawing must accompany application)		
		TYPE:	Flatwall	Projecting
			Signband	Freestanding
APPLICANT'S Name, address, phone number, email: Same as owner		MESSAGE:		
		COLORS:		
		Illumination:	Type:	
*CONDITIONS: (1) Applicant must comply with Section 20-103 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 (5) PLEASE POST THIS CERTIFICATE IN A WINDOW UNTIL WORK IS COMPLETED				
FEE: \$50		*Starting July 1, 2024 there will be a fee of \$25 or \$50 for this		
HISTORIC DISTRICT COMMISSION:		DATE:		
PLANNING AND ZONING:				
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.				
ON FILE (SEE APPLICATION)		301-490-2564		
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

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

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

AGENDA ITEM NO. 7

TECHNICAL STAFF REPORT

DATE: November 25, 2025
TO: City of Laurel Historic District Commission
FROM: Alexis Williams, Planner I
CASE: Certificate of Approval No. HDC-R20260038

GENERAL INFORMATION

APPLICANT: Mark Slye
817 Montgomery Street
Laurel, MD 20707

OWNER: Same as applicant

LOCATION: 817 Montgomery Street
Laurel, MD 20707

PURPOSE: Requesting approval to replace 50-year-old asphalt singled roof with charcoal black CertainTeed shingles

REQUESTED ACTION: Approval of Certificate No. HDC-R20260038

ZONE: C-N, Commercial Neighborhood

CONTRIBUTING: Yes

ZONING ANALYSIS:

The applicant is requesting approval from the Historic District Commission (HDC) to replace the existing 50-year-old green asphalt shingle roof, which has shingles falling off, with new charcoal black CertainTeed shingles.

DESIGN GUIDELINES EXCERPT:

• ***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. Photos of current roof.
2. Photo of front of property.
3. Photo of proposed shingles.

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-R20260038.

Submitted & Recommended by:

Alexis Williams, Planner I

B&R SIDING, INC

5505-5509 BRANCHVILLE RD
COLLEGE PARK, MD 20740
MHIC# 130672 DCRA#410514000584
(240) 498-3646 - (240) 882-0526

www.BRSIDING.COM
info@brsiding.com
b.rsiding@hotmail.com

PROPOSAL

July 11, 2025

Work Performed To:
JEANETTE SLYE
821 MONTGOMERY ST
LAUREL MD 20707
202-309-9270
Keith0513@verizon.net

Work Performed At
JEANETTE SLYE
821 MONTGOMERY ST
LAUREL MD 20707
202-309-9270
Keith0513@verizon.net

Description	Total
<p>Install perimeter protection as needed to protect property and landscaping Remove shingles on entire house (shed is not included) Replace up to 5 sheets of damaged plywood any additional damaged will be at \$80.00 Prepare and re-nail all loose decking to provide a smooth substrate for roof installation Install new synthetic certain teed DIAMOND DECK underlayment Install ice water shield CERTAIN TEED WINTER GUARD along gutter line, around pipes and skylights, valley Install ice and water shield on the low slope Install drip edge white color per local code between shingles and fascia along gutter line and rakes Install new ultimate lifetime pipe collars, roof louvers Paint the roof accessories to match shingles color Install new step and apron flashing between shingles and walls Re-flash the chimney with 0.032 aluminum, cut into mortar and seal with tremko vulkem caulk Install new shingles starter CERTAIN TEED SWIFT START Install new architectural lifetime manufacturer's warranty shingles LANDMARK PRO 50 YR -4 STAR PROTECTION EXTENDED LIMITED WARRANTY MAX DEF charcoal black COLOR Cut 1 1/2" on all peaks and Install new ridge vent CERTAIN TEED for attic ventilation and matching color hip and ridge caps Note, remove the attic fan and plywood over</p> <p>PROPOSED PRICE LABOR AND MATERIALS Remove and dispose of trash from entire job site 10-year workmanship warranty for all the work is included against leaks or defects in workmanship Please sign and return this proposal along with deposit Deposit 1/3 at the sign of the contract, and the remaining balance at the completion of the job DEPOSIT \$ CHECK#</p>	
TOTAL PRICE \$12,300.00	



ACCREDITED
BUSINESS

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or Deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accident or delays beyond our control. This contract creates a mortgage or lien against your property to secure payment and may cause a loss of your property if you fail to pay the amount agreed upon, you have the right to consult an attorney. You have the right to rescind this contract at any time prior to midnight of the fifth business day after the date you sign it by notifying the contractor in writing that you are rescinding the contract. The buyers that receive the services of a licensee of the MHIC may inquire of the MHIC regarding a contractor or subcontractor. The address and telephone number of the MHIC is: 500 North Calvert st, Baltimore, MD 21202, (410) 230-6309, mhic@dlr.state.md.usa

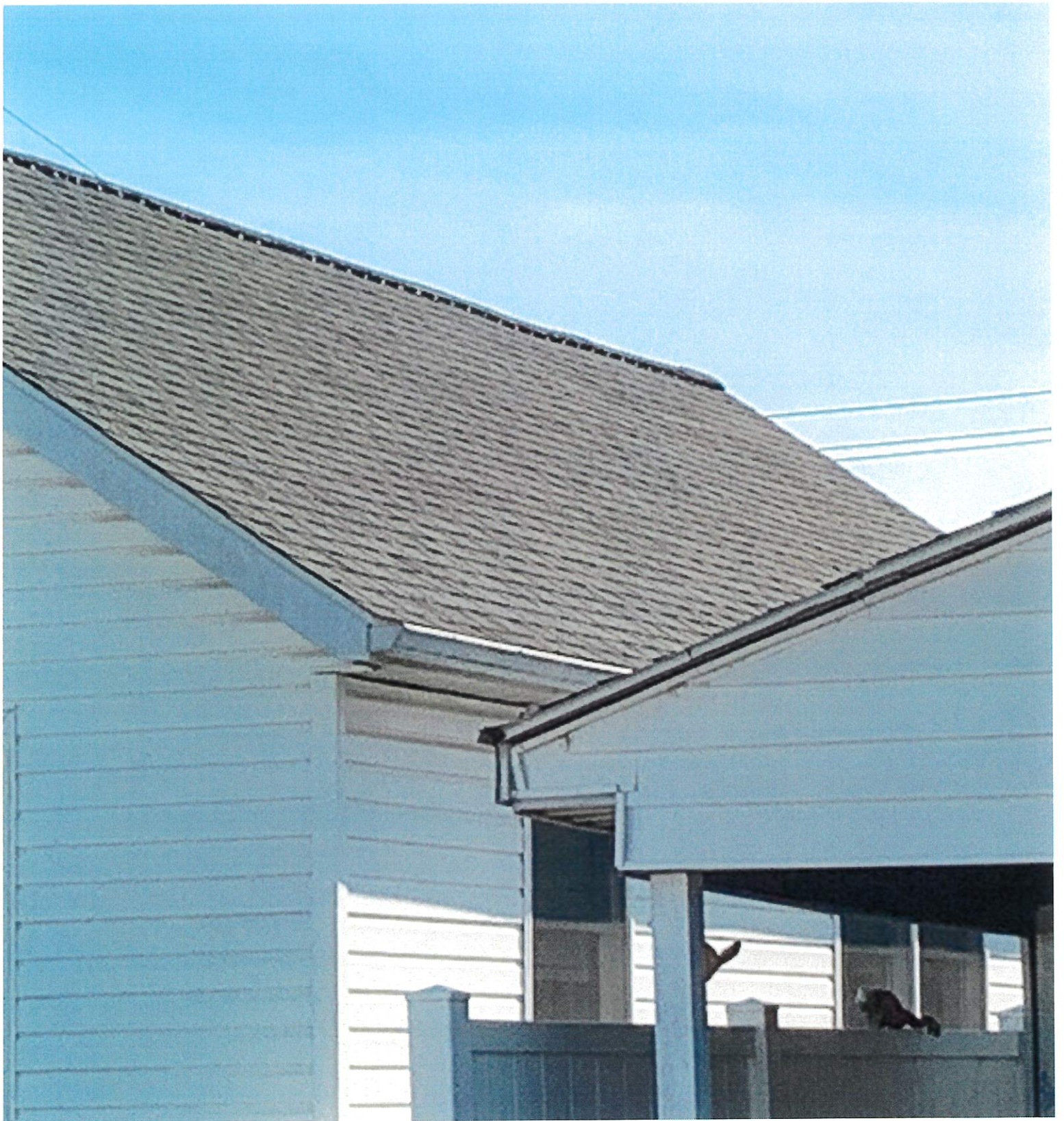
Authorized Signature: Byron Duarte

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above

Name _____ Signature _____ Date _____

4100.00





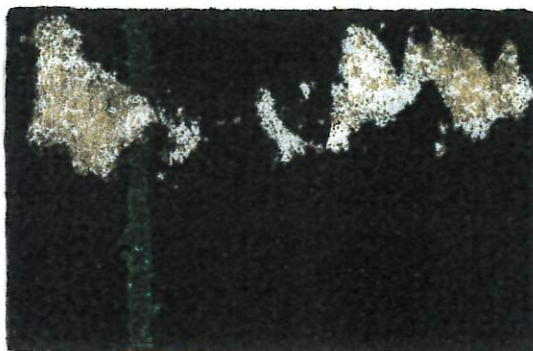


Choose your Weapon

WinterGuard comes in four effective surface finishes: Sand and Granular. Consider the type, design and slope of the roof, combined with your personal preference.

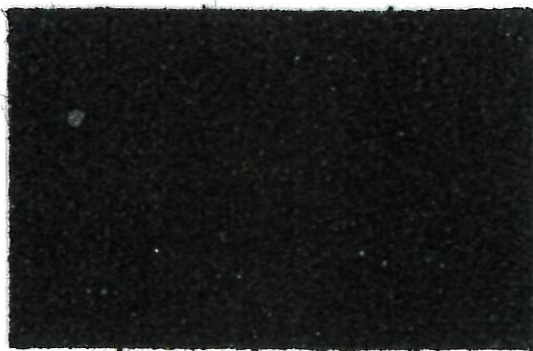
SAND

- Embedded sand to enhance traction during application
- Improved exposure prior to shingling over
- Very effective under tile
- Meets ASTM D1970
- Length: 65 ft. Width: 3 ft.
- 68 lbs. per roll
- Also available in a "short" roll (Length: 32.5 ft.; Width: 3 ft.; 36 lbs. per roll)



GRANULAR

- Embedded granules for superior traction during application
- Improved exposure prior to shingling over
- Very effective under tile
- Meets ASTM D1970
- Length: 65 ft.; Width: 3 ft.
- 68 lbs. per roll



WinterGuard®

Limitations: WinterGuard will not stick to wet or frozen surfaces. Do not apply over shingles or underlayment of any sort. WinterGuard is a vapor barrier. Therefore, proper ventilation should be provided to the space over which this product is applied. If applied to cover the entire roof, ensure sufficient ventilation so as to avoid condensation. The minimum approved slope for WinterGuard application is 2"/12".

Defend with these High-Performance Underlayments

As a final layer of protection, these high-performance underlayments cover the entire roof after the WinterGuard application.



RoofRunner™ is a lightweight, scrim-reinforced, synthetic polymer-based underlayment. Conforms to physical requirements of both ASTM D226 and D4869.



DiamondDeck® is a synthetic, scrim-reinforced water-resistant underlayment. Meets all performance requirements of ASTM D226 and ASTM D4869, including resistance to "liquid water transmission." Manufactured to comply with ASTM D6757.



CITY OF LAUREL HISTORIC DISTRICT COMMISSION

8103 Sandy Spring Road • Laurel, MD 20707 • (301) 725-5300 • Fax (301) 490-5068 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 20260038

STEP 1: FOR APPLICANT TO COMPLETE

DATE OF APPLICATION: 9-22-2025

ADDRESS OF PROPERTY:

817 Montgomery St Laurel.

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

Granville J & Mary A. Slye
821 Montgomery St
Laurel MD 20707
301-490-2564

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

B & R Siding, Inc.
5108 Sunnyside Ave
Beltsville MD 20705
240-565-1600 office

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:

Granville Slye Jr
821 - Montgomery St
Laurel MD 20707
301-490-2564

TYPE OF REQUEST (Check all that apply):

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

WORK DESCRIPTION, BE SPECIFIC: Attach extra paper if space is inadequate.
Photos and supporting documents must accompany this application.

Shingles.
CIRCLE ONE: Replace or New

DESCRIBE CURRENT CONDITION (color, material & style):

Old Shingles Color- green falling off
over- 50 years old

DESCRIBE PROPOSED WORK (color, material & style):

New color color - charcoal black
Landmark Pro

FOR SIGNS OR AWNING REQUESTS, FILL THIS SECTION TOO

FLATWALL _____ PROJECTING _____

SIGNBAND _____ FREESTANDING _____

(Details) SIZE: _____

MATERIAL: _____

MESSAGE: _____

COLORS: _____

LIGHTED SIGN YES OR NO _____

IF YES, TYPE HOW: _____

X Mary Slye SIGNATURE OF APPLICANT

9-22-2025
DATE

*Please be advised Commissioners or city staff may visit the subject property prior to the scheduled meeting to familiarize themselves with the project.
*Approvals are only valid for (1) one year. *The applicant or an authorized representative should plan to attend the Historic District Commission meeting to address any questions or concerns regarding the project. Approvals should be posted in a window until all the work is completed.

STEP 2: FOR CITY STAFF TO COMPLETE

CONDITIONS/COMMENTS _____

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: _____



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

CERTIFICATE OF APPROVAL NO. HDC 2026-0041

Date of Application: 10/12/25	Work Type: Windows	HDC Sign Required? Yes: No: x		
Submit Information By: 10/31/25		For Meeting On: 11/25/25		
ADDRESS OF PROPERTY: 407 Montgomery Street Laurel, MD 20707		WORK DESCRIPTION (Please be specific on colors, style and material): Replace three (3) white six over six windows with 3 double hung modified colonial to match the rest of the house.		
OWNER'S Name, address, number, email: Gabrielle Whitfield 407 Montgomery Street Laurel, MD 20707 240-508-9322 – Gwhitfield0504@gmail.com				
CONTRACTOR'S Name, address, phone number, email: Renewal by Andersen of Maryland 8265 Patuxent Range Road, Suite A Jessup, MD 20794 301-483-7340 – capitalorders@andersencorp.com		*Section below for Signs: (drawing must accompany application)		
		TYPE:	Flatwall:	Projecting:
			Signband:	Freestanding:
		SIZE:	Material	
APPLICANT'S Name, address, phone number, email: Same as owner		MESSAGE:		
		COLORS:		
		Illumination:	Type:	
*CONDITIONS: (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. 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 *PLEASE PLACE THIS CERTIFICATE IN YOUR WINDOW UNTIL WORK IS COMPLETED*				
FEE: \$0		*Starting July 1, 2024 there will be a fee of \$25 or \$50 for this application.		
HISTORIC DISTRICT COMMISSION:			DATE:	
PLANNING AND ZONING:				
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.				
ON FILE (SEE APPLICATION) Signature of Applicant			240-508-9322	
			Daytime Phone number	

Qualifies For Tax Credit:	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	*Applicant still has to apply to receive approval.
Permit Required:	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	Permit No.



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 Fax (301) 490-5068

AGENDA ITEM NO. 8

TECHNICAL STAFF REPORT

DATE: November 25, 2025
TO: City of Laurel Historic District Commission
FROM: Alexis Williams, Planner I
CASE: Certificate of Approval No. HDC-R20260041

GENERAL INFORMATION

APPLICANT: Gabrielle Whitfield
407 Montgomery Street
Laurel, MD 20707

OWNER: Same as applicant

LOCATION: 407 Montgomery Street
Laurel, MD 20707

PURPOSE: **Requesting approval to replace three windows with modified colonial windows to match existing windows.**

REQUESTED ACTION: Approval of Certificate No. HDC-R20260041

ZONE: R-55, One Family Detached

CONTRIBUTING: Yes

ZONING ANALYSIS:

The applicant is requesting approval from the Historic District Commission (HDC) to replace three windows on the property's back porch with white, double-hung modified colonial windows. Each window will feature six panes on the upper sash and no panes on the lower sash, matching the style of the existing house windows.

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 imitation muntins (separators between windowpanes) which do not resemble the original historic windows is discouraged.

([Ord. No. 2018, 10-23-2023](#))

ATTACHMENTS:

1. Photo of current windows.
2. Image of proposed window.
3. Photo of front of property.

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-R20260041.

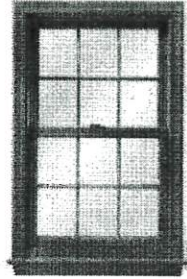
Submitted & Recommended by:

Alexis Williams, Planner I

Gabrielle Whittfield
407 Montgomery St.
Laurel, MD 20707

HISTORIC DISTRICT WINDOW

REPLACEMENT QUESTIONNAIRE



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

33 W x 53 H

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

3

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

No.

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

double pane

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

yes. Top sash - 6 panels; bottom sash - no panels
Anderson Windows calls this a modified colonial. Will match the rest of the house.

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

No.

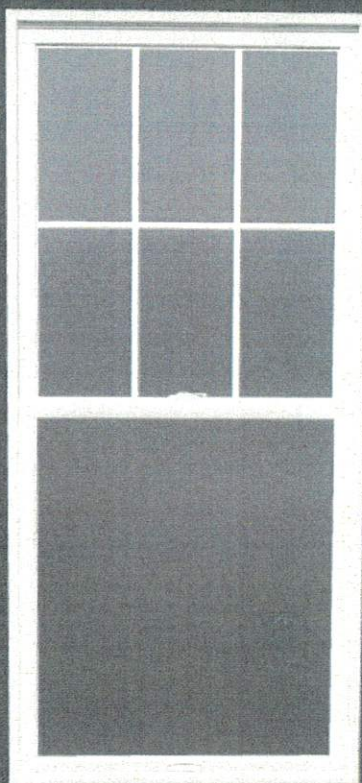
7. Will the trim be repainted after installation of new windows? Yes or No. (If yes what color)

Yes, if needed. Color pure white to match the house exterior.



106 DR

Acclaim™ Double-Hung (DG) - 30.00W x 65.00H



EXTERIOR

360°

INTERIOR

TILT
TO CLEAN





CITY OF LAUREL HISTORIC DISTRICT COMMISSION

8103 Sandy Spring Road • Laurel, MD 20707 • (301) 725-5300 • Fax (301) 490-5068 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 2026 0041

STEP 1: FOR APPLICANT TO COMPLETE

DATE OF APPLICATION: 12 October 25
redone 12 November 25
ADDRESS OF PROPERTY:

407 Montgomery St, Laurel MD
20707

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

Gabrielle Whitfield
407 Montgomery St.
Laurel, MD 20707
240-508-9322
gwhitfield0504@gmail.com

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

Renewal by Anderson of Maryland
8265 Patuxent Range Rd, Suite A
Jessup MD 20794
301-483-7340
capitalorders@andersencorp.com

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:

Gabrielle Whitfield
407 Montgomery St.
Laurel, MD 20707
240-508-9322/gwhitfield0504@
x Gabrielle Whitfield@gmail.com
SIGNATURE OF APPLICANT

TYPE OF REQUEST (Check all that apply):

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

WORK DESCRIPTION:

Replace 3 windows on back
porch with Renewal by Anderson.
The new windows will be white;
double hung, modified colonial
(6 panes on top, 1 pane below) to
match the rest of the house.

*COMPLETE FOR SIGNAGE or AWNING REQUESTS ONLY:

(Check one)

FLATWALL _____ PROJECTING _____

SIGNBAND _____ FREESTANDING _____

(Details)

SIZE: _____

MATERIAL: _____

MESSAGE: _____

COLORS: _____

LIGHTED SIGN: _____

IF YES, TYPE: _____

11/12/25
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 _____