



## Historic Preservation Commission

### Members:

Mr. Larry Jackson – Chairperson  
Mr. Tim Hoffman - Secretary  
Dr. Lincoln Wilkins, Jr.  
Dr. Brian Plitnik

Mr. Justin T. Paulman  
Mr. Nathan C. Williams  
Ms. Cheryl Peterson  
Councilman: Rock Cioni

Staff Liaison: VACANT, Historic Preservation Planner

## AGENDA

Historic Preservation Commission  
City Hall Council Chambers  
July 8, 2026, 4:00 P.M.

### CALL TO ORDER

### APPROVAL OF MINUTES

- Review and approval of May 2026 meeting minutes. (No June meeting)

### PUBLIC COMMENT

### CERTIFICATE OF APPROPRIATENESS

*Consent Agenda – these COA's received administrative approval:*

- 16 Washington St. (COA26-000012) – Air conditioning unit

*Non-Consent/Regular Agenda – to be reviewed by HPC*

- 7 N. Liberty St. (COA26-000013) – Pendant lights and fabric awning.

### OTHER BUSINESS

- Schedule Training Session for July

### ANNOUNCEMENTS

- The Position of Historic/City Planner is advertised and resumes are being reviewed on a rolling basis, with five interviews scheduled for this week.

### ADJOURNMENT

**File Attachments for Item:**

1. Review and approval of May 2026 meeting minutes. (No June meeting)

## MINUTES

### HISTORIC PRESERVATION COMMISSION

May 13, 2026

The Cumberland Historic Preservation Commission held its regular meeting on May 13, 2026 within the Council Chambers of City Hall. Members present were Mr. Larry Jackson, Mr. Justin Paulman, Ms. Cheryl Peterson. Mr. Nathan Williams attended via phone.

Others in attendance were, Ms. Chelsea Rexrode, Citizen Service Representative, Erica Beeman, Codes Technician. Applicants present were Dale Clayton (Clayton's Collectables), Nancy and Mike Armiento (505 Washington St), Pamela Twigg (Community Trust Foundation), Cindi Linn (209 Washington St). There were no citizens present.

Mr. Larry Jackson, called the meeting to order. He read the following statement into the record:

"The Cumberland Historic Preservation Commission exists pursuant to Section 11 of the City of Cumberland Municipal Zoning Ordinance. Members are appointed by the Mayor and City Council and shall possess a demonstrated special knowledge or professional or academic training in such fields as history, architecture, architectural history, planning, archeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design, or related disciplines. The Commission strives to enhance quality of life by safeguarding the historical and cultural heritage of Cumberland. Preservation is shown to strengthen the local economy, stabilize and improve property values, and foster civic beauty. The Cumberland Historic Preservation Commission operates pursuant to State of Maryland 1977 Open Meetings Act and therefore no pending applications shall be discussed between or amongst Commissioners outside the public hearing to determine the disposition of the application."

### **APPROVAL OF MINUTES**

Minutes from April 2026 were approved as written. ***President, Larry Jackson, made the motion to approve and Mr. Justin Paulman seconded the motion. All members were in favor. Motion approved.***

### **PUBLIC COMMENTS**

None

### **REGULAR AGENDA**

COA25-000057 – 209 Washington St (Metal Roofing)

Applicant: Cynthia Linn

This was an after-the-fact permit that was submitted in December 2025. Grandson, Alex McDonald, spoke on behalf of his grandmother regarding the metal roof replacement. The roof was replaced in kind following water damage.

***Mr. Larry Jackson read based on these findings that we move to approve COA25-000057. All members were in favor. Motion approved.***

COA26-000008 – 505 Washington St (Soffit, fascia, window, gable repair)

Applicant: Mike and Nancy Armiento

Mike Armiento spoke on behalf of this project. They are repairing soffits, fascia, windows, and gables, contracted by Fielding Construction. Fielding will be cleaning, sanding, and painting features. Colors will remain the same.

***Mr. Larry Jackson read based on these findings that we move to approve COA26-000008. All members were in favor. Motion approved.***

COA26-000011- 208 N Centre St - (Hanging metal sign)

Applicant: Pamela Twigg (Community Trust Foundation)

This was an after-the-fact permit. Pamela Twigg (Community Trust Foundation) spoke on behalf of this project. The Community Trust Foundation installed a hanging metal sign below a previously approved sign.

***Mr. Larry Jackson read based on these findings that we move to approve COA26-000007. Ms. Cheryl Peterson seconded the motion. All members were in favor. Motion approved.***

COA26-000010- 113 Baltimore St (Remove sign of former business, add vinyl window decal)

Applicant: Dale Clayton (Clayton's Collectables)

Dale Clayton spoke on behalf of this project. He is proposing the removal of the window signage for a former business. A new vinyl window decal will take place in the business windows. The new signage will be historically themed.

***Mr. Larry Jackson read based on these findings that we move to approve COA26-000010. Mr. Nathan Williams seconded the motion. All members were in favor. Motion approved.***

*Mr. Larry Jackson read the approval statement: We have studied the application in all other relevant documents and presentation related to the for-mention cases - COA25-0000057, COA26-0000008, COA26-0000011, and COA26-000010. We find the properties on the approved Certificate of Appropriateness contribute to the Historic Districts where they are located and the proposed changes are consistent with guidelines and criteria found in the Historic Preservation District designed guidelines for Cumberland Maryland.*

#### **OTHER BUSINESS/STAFF UPDATES**

- We have appointed a new member to the HPC, Cheryl Peterson. Lynda Lambert has been relieved of the Commission.
- Erica Beeman, Codes Technician, will be taking over recording minutes for HPC.

*An audio of tonight's meeting is available upon request.*

**ADJOURMENT**

Mr. Larry Jackson adjourned the meeting.

Respectfully,

---

Mr. Tim Hoffman, Secretary

**File Attachments for Item:**

2. 16 Washington ST (COA26-000012) First Floor Air Conditioner (approved administratively)



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this file, click here to  
upload an image

 **PERMIT PROJECT**  
**FILE #: 26-000530**  
**16 WASHINGTON ST CUMBERLAND MD 21502**  
**COA-INSTALLING AIR CONDITIONING UNIT FOR FIRST FLOOR, REAR AREA**



**PERMIT #: COA26-000012**

Permit Type

Certificate of Appropriateness

Subtype

Certificate of Appropriateness



Work Description:

COA-Installing air conditioning unit for first floor, rear area

Applicant

Vestry of Emmanuel Parish -



Status

Under Review



Valuation

0.00



**FEES & PAYMENTS**

Plan Check Fees

30.00

Permit Fees

0.00

Total Amount

30.00

Amount Paid

30.00

Balance Due

0.00



Non-Billable



**PERMIT DATES**

Application Date

05/04/2026

Approval Date

Issue Date:

Expiration Date:

Close Date

Last Inspection

Non-Billable Comments

Contractor

Comfort Air Systems - George Young

Contact

Comfort Air Systems - George Young

Estimated Cost of the project

Attach a full written scope of work

2214\_001.pdf

Attach photographs of the site and structure

2215\_001.pdf

Facade Elevations

Sample of Proposed Materials

Scaled Drawings

Digital Renderings, when available

Color Scheme/Paint Chips

Manufacturer Cut-Sheets or Product Specifications

2216\_001.pdf

Provide one (1) complete original copy of all supplementary materials

Completed applications are due the first Wednesday of each month before 4:00 p.m. You (or a representative) are REQUIRED to attend the next HPC meeting on the second Wednesday of the month at 4:00 p.m. where a decision will be made on your application.

Please review Preservation District Design Guidelines (updated 1/1/16) found here:  
<https://www.ci.cumberland.md.us/DocumentCenter/View/1276/Cumberland-MD-Design-Guidelines> and then list below any Chapter or Guideline Number that apply to your project:

Staff will update your list if needed.

Chapter or Guideline Number that applies to your project

Chapter 5, Guideline 55 and 60

**Do not begin work until an approval is received on Permits from both The Historic Preservation Commission and the City of Cumberland.**

This COA/RCA and any required City Permits (Building, Misc. Building, Electrical, etc) must be signed, issued, and stamped 'approved' before any work may begin. These will be sent to you upon approval of the department manager or designated representative.

Signing Method

Additional HPC information and Financial Incentives, may be found on the City of Cumberland website at:  
<https://www.ci.cumberland.md.us/706/Historic-Preservation-Commission>

**INTERNAL USE ONLY**

**Determination of Review Path**

Review Type

**Determination for Tax Credit**

Is this a Tax Credit Project

HPC Tax Credit Review

Decision Date

M&CC Tax Credit Review

Decision Date

State Tax Credit Review

Decision Date



| FEE                                       | ▼ | DESCRIPTION     | QUANTITY | AMOUNT | TOTAL |
|-------------------------------------------|---|-----------------|----------|--------|-------|
| Certificate of Appropriateness Review Fee |   |                 |          |        | 30.00 |
|                                           |   | Plan Check Fees |          |        | 30.00 |
|                                           |   | Permit Fees     |          |        | 0.00  |
|                                           |   | Total Fees      |          |        | 30.00 |

## PAYMENTS

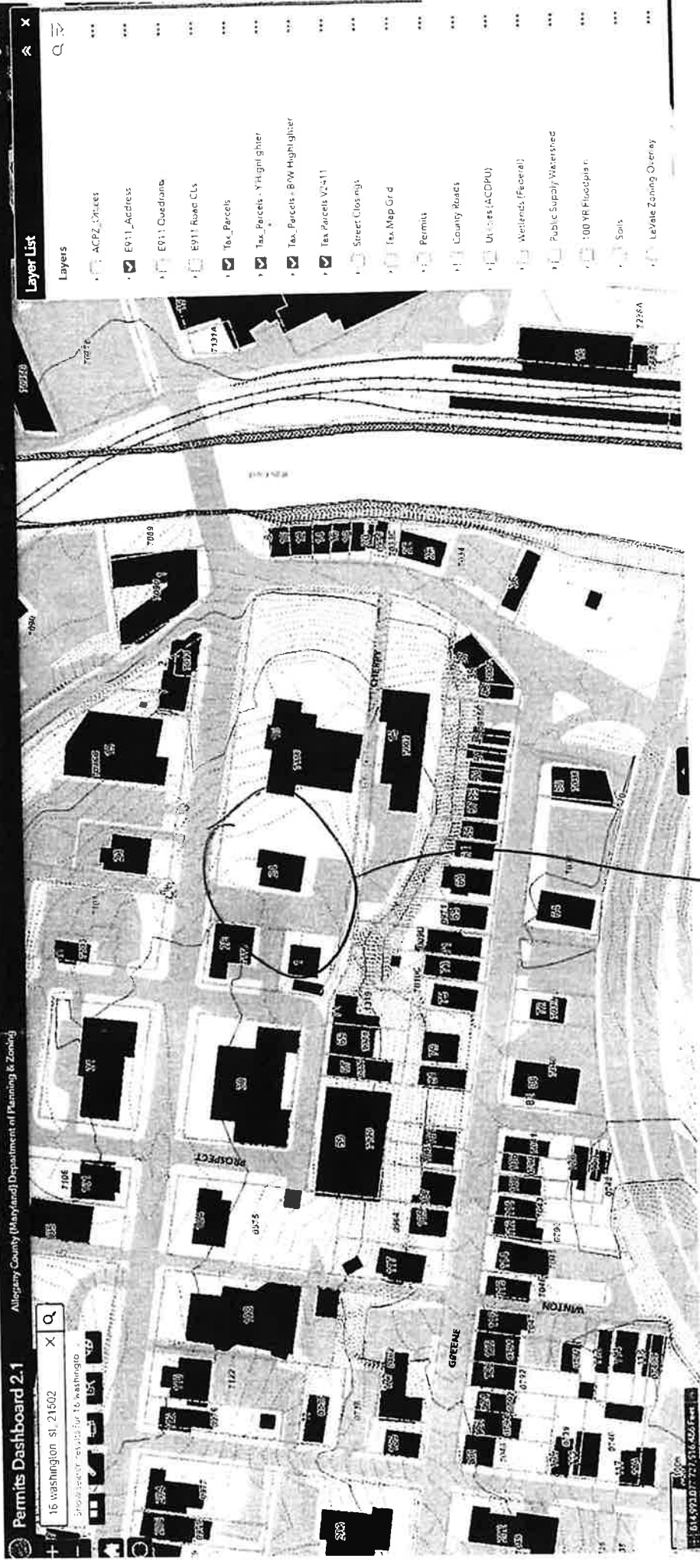


| DATE       | TYPE | REFERENCE | NOTE | RECEIPT # | RECEIVED FROM | AMOUNT |
|------------|------|-----------|------|-----------|---------------|--------|
| 05/04/2026 | Chec | 1135      | KMM  | 232       | George Yc     | 30.00  |
|            |      |           |      |           | Amount Paid   | 30.00  |
|            |      |           |      |           | Balance Due   | 0.00   |



Real Property Data Search ( )  
Search Result for ALLEGANY COUNTY

| Search Land Records                                       | No Ground Rent Redemption on File                            | No Ground Rent Registration on File                |
|-----------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------|
| Special Tax Recapture: None                               |                                                              |                                                    |
| Account Number:                                           | District - 06 Account Identifier - 014542                    |                                                    |
| Owner Information                                         |                                                              |                                                    |
| Owner Name:                                               | VESTRY OF EMMANUEL PARISH OF THE PROTESTANT EPISCOPAL CHURCH | Use: EXEMPT COMMERCIAL                             |
| Mailing Address:                                          | 16 WASHINGTON ST<br>CUMBERLAND MD 21502                      | Principal Residence: NO                            |
|                                                           |                                                              | Deed Reference: /00157/ 00633                      |
| Location & Structure Information                          |                                                              |                                                    |
| Premises Address:                                         | 16 WASHINGTON ST<br>CUMBERLAND 21502-0000                    | Legal Description: GREENE & WASHINGTON STS 350X171 |
| Map:                                                      | Grid:                                                        | Parcel:                                            |
| 0106                                                      | 0000                                                         | 7116                                               |
| Neighborhood:                                             | Subdivision:                                                 | Section:                                           |
| 10003.01                                                  | 0000                                                         |                                                    |
| Block:                                                    | Lot:                                                         | Assessment Year:                                   |
|                                                           |                                                              | 2024                                               |
| Town: CUMBERLAND                                          |                                                              |                                                    |
| Primary Structure Built                                   | Above Grade Living Area                                      | Finished Basement Area                             |
| 1849                                                      | 14,854 SF                                                    |                                                    |
| Property Land Area                                        | County Use                                                   |                                                    |
| 1.3700 AC                                                 |                                                              |                                                    |
| Stories                                                   | Basement                                                     | Type                                               |
|                                                           |                                                              | CHURCH                                             |
| Exterior                                                  | Quality                                                      | Full/Half Bath                                     |
| /                                                         | C4                                                           |                                                    |
| Garage                                                    | Last Notice of Major Improvements                            |                                                    |
|                                                           |                                                              |                                                    |
| Value Information                                         |                                                              |                                                    |
| Base Value                                                | Value                                                        | Phase-In Assessments                               |
|                                                           | As of                                                        | As of                                              |
|                                                           | 01/01/2024                                                   | 07/01/2025                                         |
|                                                           |                                                              | As of                                              |
|                                                           |                                                              | 07/01/2026                                         |
| Land:                                                     | 157,500                                                      | 157,500                                            |
| Improvements                                              | 726,300                                                      | 680,500                                            |
| Total:                                                    | 883,800                                                      | 838,000                                            |
| Preferential Land:                                        | 0                                                            | 0                                                  |
| Transfer Information                                      |                                                              |                                                    |
| Seller:                                                   | Date:                                                        | Price: \$0                                         |
| Type: NON-ARMS LENGTH OTHER                               | Deed1: /00157/ 00633                                         | Deed2:                                             |
| Seller:                                                   | Date:                                                        | Price:                                             |
| Type:                                                     | Deed1:                                                       | Deed2:                                             |
| Seller:                                                   | Date:                                                        | Price:                                             |
| Type:                                                     | Deed1:                                                       | Deed2:                                             |
| Exemption Information                                     |                                                              |                                                    |
| Partial Exempt                                            | Class                                                        | 07/01/2025                                         |
| Assessments:                                              |                                                              | 07/01/2026                                         |
| County:                                                   | 700                                                          | 838,000.00                                         |
| State:                                                    | 700                                                          | 838,000.00                                         |
| Municipal:                                                | 700                                                          | 838,000.00                                         |
| Special Tax Recapture:                                    | None                                                         |                                                    |
| Homestead Application Information                         |                                                              |                                                    |
| Homestead Application Status: No Application              |                                                              |                                                    |
| Homeowners' Tax Credit Application Information            |                                                              |                                                    |
| Homeowners' Tax Credit Application Status: No Application |                                                              |                                                    |
| Date:                                                     |                                                              |                                                    |

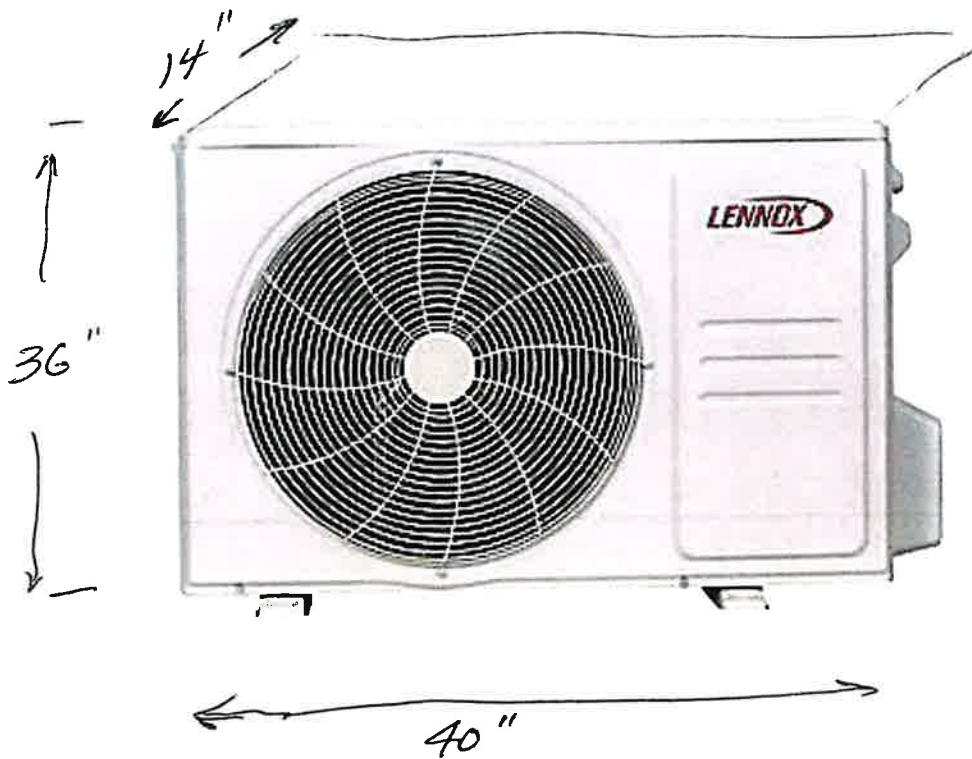


Building location  
#16 Washington STREET

[Home](#) > [Product Catalog](#) > [HVAC](#) > **Mini-Splits**

# Mini-Splits

Shop Lennox Mini-Splits to give homeowners the right mini split system that fits their needs.



Condenser  
Outside Unit

Dimensions are approximate

Shop by

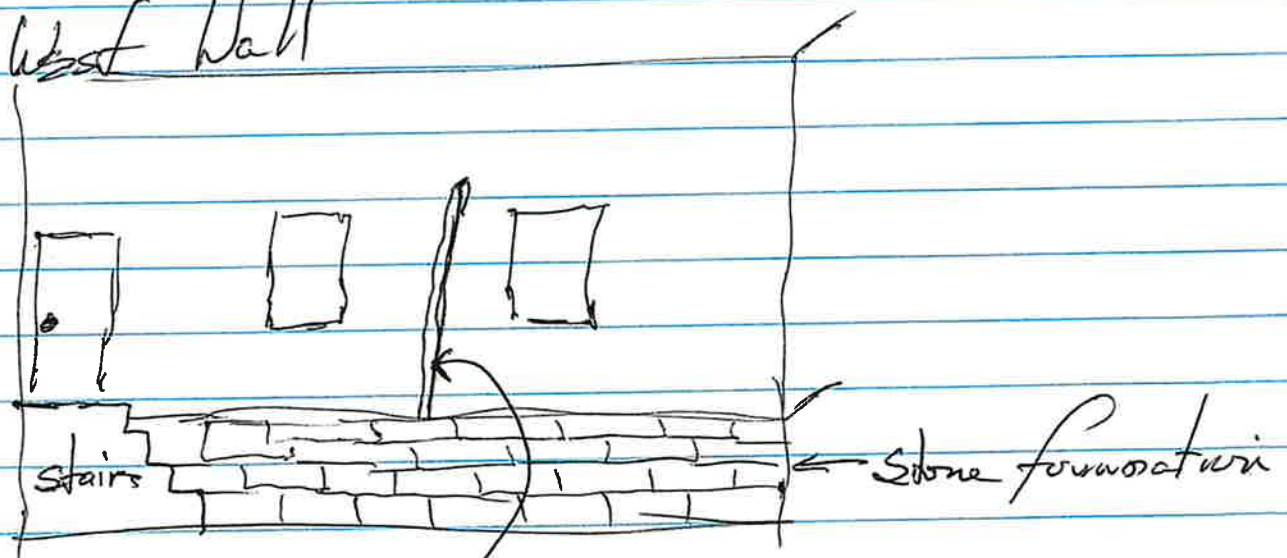
[Mini-Split Air Conditioners](#)

## Scope of Work:

Install an Air Conditioning unit for first floor, rear.

A Lennox air handling - Condenser at rear of building. Run piping through basement and up west facing wall enclosed in metal that would look like a common downspout and attach to air diffuser inside

West Wall

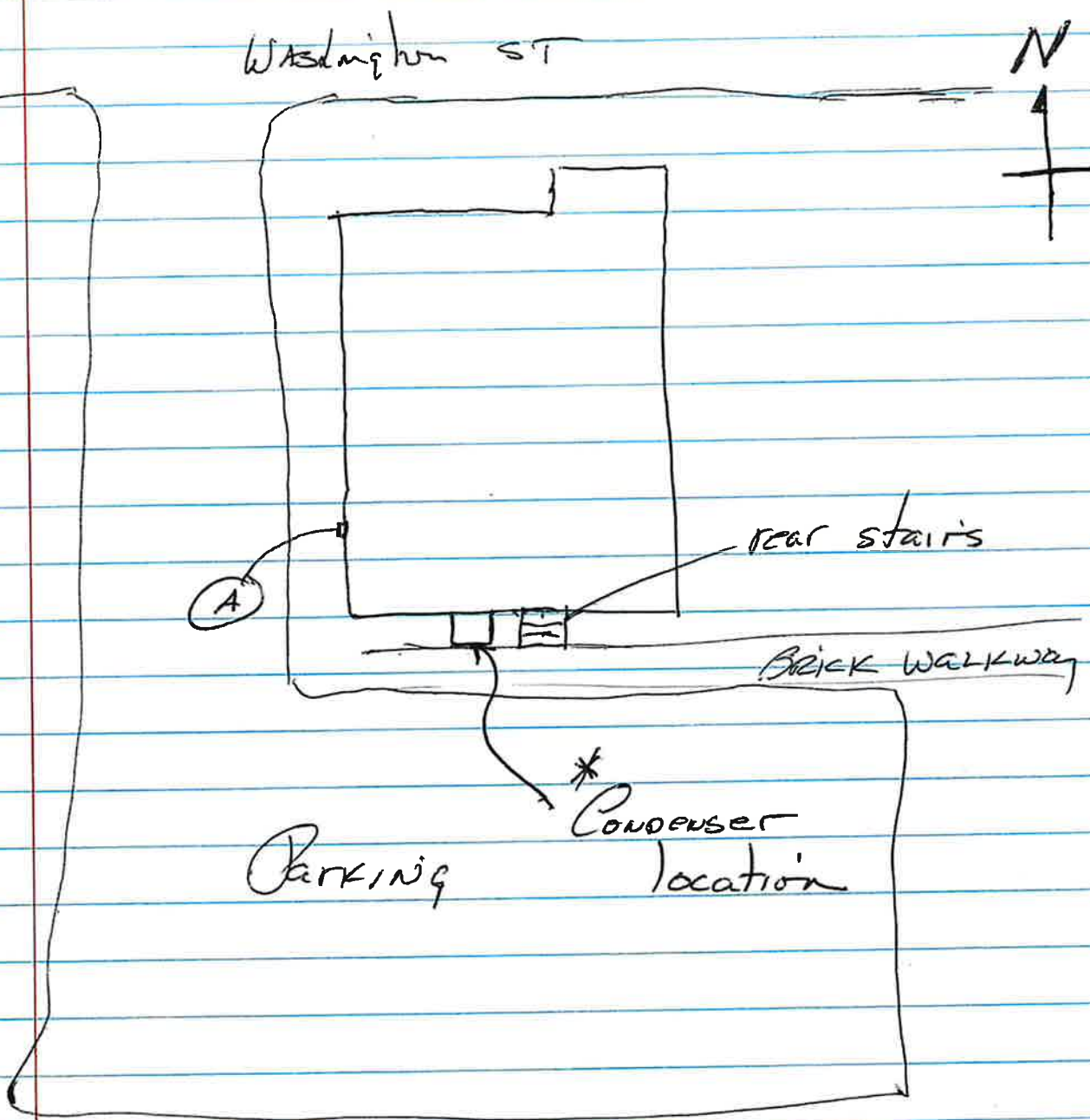


Casing for refrigerant

← casing detail  
tan color

looks like a downspout

16 Washington St.



\* See picture of condenser enclosed

(A) location of metal encased piping.

NOTE: Sound outside is low as 45 dB, or the sound of a refrigerator.

**City of Cumberland - Dept. of Community Development**

**Internal Routing Sheet**

Permit or Review #: **COA26-000012**

Permit or Review Type: Certificate of Appropriateness

Project Location: 16 WASHINGTON ST CUMBERLAND, MD 21502

Applicant Contact Information: Name: Vestry of Emmanuel Parish  
Address: 16 Washington St  
City/State/Zip: Cumberland MD 21502  
Phone: (301) 777-3364  
Email:

Contractor Contact Information: Company Name: Comfort Air Systems  
Contact: George Young  
Address: 7 Potomac St  
City/State/Zip: Ridgeley WV 26753  
Phone: (304) 738-9110  
Email: comfortaitsys@hotmail.com

Date of Application: 05/04/2026

Work Description: (narrative box)

COA-Installing air conditioning unit for first floor, rear area

Amount Paid: 30.00

Amount Due: 0.00

**File Attachments for Item:**

3. 7 N Liberty ST (COA26-000013) Pendant Lighting over awning

**City of Cumberland - Dept. of Community Development**

**Internal Routing Sheet**

Permit or Review #: **COA26-000013**

Permit or Review Type: Certificate of Appropriateness

Project Location: 7 N LIBERTY ST CUMBERLAND, MD 21502

Applicant Contact Information: Name: Affairs to Remember  
Address: 11 N Liberty St PO Box1290 Fort Ashby WV  
City/State/Zip: Cumberland MD 21502  
Phone: 3016974471  
Email: ssprengle76@gmail.com

Contractor Contact Information: Company Name: Affairs to Remember  
Contact: Shannon Sprengle  
Address: 11 N Liberty St PO Box1290 Fort Ashby WV  
City/State/Zip: Cumberland MD 21502  
Phone: 3016974471  
Email: ssprengle76@gmail.com

Date of  
Application: 06/30/2026

Work Description: (narrative box)

(2) black finish, aluminum pendant lights over a fabric awning with metal base from Commercial Graphics and installed by Belt, and a black, molded polyethylene plastic planter box.

Amount Paid: 31.00

Amount Due: 0.00





# City of Cumberland

Department of Community Development • 57 N. Liberty Street • Cumberland, MD 21502 • [www.cumberlandmd.gov](http://www.cumberlandmd.gov)  
Attn: Historic Preservation/City Planner • 301-759-6431

☐ Administrative Review

☐ HP Commission Review

## CERTIFICATE OF APPROPRIATENESS PERMIT APPLICATION

### AND/OR REQUEST FOR CHANGE AMENDMENT RELATED TO AN EARLIER COA (WITHIN 2 YEARS)

This application is required for ALL exterior work on properties that are located within the Canal Place Preservation District (Cumberland's locally zoned historic district). The application will be reviewed by the Historic Preservation Commission. Examples include additions, alterations, awnings, roofs, doors, painting, porches, fences, siding, signage, window replacement, demolition, and new construction. Please note that you do not need to separately submit this form if you are entering your request through the City of Cumberland's Online Permit Portal - accessed at [www.ci.cumberland.md.us/150/Community-Development](http://www.ci.cumberland.md.us/150/Community-Development). If you do not already have a portal account, you will need to create one and then please use the same account for any future permit/review applications, rental licenses, and pavilion reservations.

Project Address: 11 N. Liberty St. Cumberland MD Tax ID # 14 - 003649

The Tax ID # can be found on your tax bill or by visiting [www.dat.state.md.us/RealProperty/RealPropertySearch](http://www.dat.state.md.us/RealProperty/RealPropertySearch). If you are using the permit portal, you may use the search function to select your property account number. When construction is being done and several property account numbers are involved, permit must be entered under the account of the main structure referencing other accounts (or a separate permit will be required per each property of record).

COA # 26-000013

RCA #

Application Date June 30, 2026

Applicant Name Shannon Sprengle

Phone 301-697-4471

Applicant Address (if different than project address) \_\_\_\_\_

Fax \_\_\_\_\_ Email SSprengle TL@gmail.com

Contractor Name (If applicable) Belt Phone 301-697-1359

Contractor Address 11521 Milnor Ave Cumberland, MD Email \_\_\_\_\_

Summarized Description of Project (please add extra pages, if needed) Lights, window awning, planter Box -

Attach a full written scope of work

Use reverse side or attach additional pages, if needed →

Attach photographs of the site and structure

As it pertains to the application/project scope of work, include the following and consult with HPC staff if you require assistance (please note that all of the following might not pertain to your application):

- Façade Elevations
- Sample of Proposed Materials
- Scaled Drawings
- Digital Renderings, when available
- Color Scheme/Paint Chips
- Manufacturer's Cut-Sheets or Product Specifications

Provide one (1) complete original copy of all supplementary materials (in hardcopy if applying in person; upload digitally if using the portal).

Pay a non-refundable Certificate of Appropriateness review fee of \$30.00 - payable at time of application either in person or online.

Apply for any relevant Building, Sign, and Occupancy Permits through the City (fees apply)

The HPC meets the second Wednesday of each month and complete applications are due the first Wednesday of each month before 4:00 p.m. You (or a representative) are required to attend the meeting scheduled for your COA review. Preservation Guidelines can be found on the City of Cumberland website at [www.cumberlandmd.gov](http://www.cumberlandmd.gov). Navigate to Historic Preservation Commission and then to the Historic District Guidelines.

To apply online go to [citizenserve.com/Cumberland](http://citizenserve.com/Cumberland)

An HPC brochure is available

**Do not begin work until written approval is received from HPC Staff, and; if the project requires additional building, sign, or occupancy permits, all applicable permits must also have been applied for separately and then approved by the Code Compliance Manager or designated representative.**



# A Guide to the Cumberland Historic Preservation Commission Review Process

City of Cumberland, Maryland • Canal Place Preservation District.

## A Guide to the Process

### **The Role of the Historic Preservation Commission**

The Historic Preservation Commission (HPC), as appointed by the Mayor and City council, acts to the review Certificate of Appropriateness (COA) and Request for Change Amendment (RCA) applications for work within the City's locally zoned Historic District. Permits will be issued for those projects that have been determined by the commission as meeting the intent of the Preservation Guidelines for Cumberland, MD. The commission and its staff also serve to provide technical guidance to the property owners and with questions regarding design and maintenance issues, as well as assistance in seeking financial incentives for rehabilitation projects.

A copy of the Preservation Guidelines for Cumberland, MD can be found on the City of Cumberland website at [www.cumberlandmd.gov](http://www.cumberlandmd.gov) under the Historic Preservation subsection of Community Development.

### **Meetings and Application Process**

The HPC meets the second Wednesday of each month in the City Hall Council Chambers (second floor). The meetings are open to the public, although persons wishing to have their project reviewed must apply in advance order to be scheduled in advance of the meeting agenda. All applications for a COA or an RCA must be received by the Department of Community Development no later than the close of business on the first Wednesday of each month before 4:00 p.m. in order to be placed on that month's meeting agenda. Some applications may be eligible for review by the Historic Planner/Planner/Grants Management staff person.

All applicants will be required to have applied for all other relevant building permits, including Building, Sign and Occupancy. The decisions rendered by the HPC do not supersede any requirements set forth by City Code, fire, health, or safety regulations.

### **When is a Review Needed?**

All exterior changes to structure, above general maintenance projects, must be reviewed prior to the commencement of any work. The exception to the general maintenance rule is that painting must be approved. These

work items include, but are not limited to, additions, alterations, awnings, entrances and doors, painting porches, fences, siding, signage, window replacement, demolition and new construction.

### **What Information Needs to be Provided for the Review?**

- Written Scope of Work
- Photographs of the Site and Structure
- Façade Elevations
- Sample of Proposed Materials
- Scaled Drawings
- Digital Renderings, when available
- Color Scheme/Paint Samples
- Manufacturer Cut-Sheets or Product Specifications.

All permit applications must be submitted to the Dept. of Community Development and materials relevant to each permit should be attached to the COA/RCA application.

One original copy of all supplementary materials should be provided with the COA application in printed or electronic format.

Applications can be submitted electronically through the Community Development online portal which can be found on the City's website.

### **Historic District Tax Incentive Program**

For properties located within the Canal Place Preservation District, a two-part tax incentive program is available for qualified expenditures. This incentive program provided for a property tax assessment freeze for up to ten years, based upon the amount of the project investment and the pre-improvement assessment of the property.

Additionally, a property tax credit equal to 10% of qualified expenditures is available and, upon approval, can be applied to real estate property taxes for a period not to exceed five years.

Forms are available by contacting the HPC staff representative or by visiting the City of Cumberland's website. The credits, upon approval, will be awarded following the completion of your project. Other incentive programs might also apply to your project. City staff can discuss your project with you in order to direct you to their funding opportunities.

### **For More Information Contact:**

City of Cumberland • Department of Community Development  
57 North Liberty Street • Cumberland, MD 21502 • [www.cumberlandmd.gov](http://www.cumberlandmd.gov)  
Historic Preservation / Planner  
301-759-6431







Planter box - Molded plastic - 100% high grade polyethylene

Awning - Metal base - awning fabric  
- Commercial Graphics in Frostburg  
240-580-0681

Lights - Aluminum w black finish