



AGENDA

Historic District Commission Meeting

6:00 PM - Monday, May 8, 2023

Frostburg Municipal Center Meeting Room - 37 Broadway

Page

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. AUTHORITY

The Maryland Land Use Article empowers Frostburg's Historic District Commission to implement the City's Historic Preservation Overlay District according to the regulations set forth in the Frostburg Zoning Ordinance. All meetings of this Commission are open to the public and are conducted in compliance with Maryland's Open Meetings Act.
4. STATEMENT OF PURPOSE

The Frostburg Historic District Commission is charged with the preservation of historic structures and the surroundings within the designated district in order to safeguard the heritage of the City, stabilize and improve property values, strengthen the local economy and foster civic beauty.
5. ROLL CALL

Chair Dawn Hein, Vice Chair Joseph Hoffman, William Determan, Robert Rephan, Maureen Brewer, Alternate Member Daniel Filer
6. REVIEW AND APPROVAL OF THE AGENDA
7. REVIEW AND APPROVAL OF THE MINUTES
 - 7.1. [April 2023 HDC Minutes](#) 3 - 5
8. PROJECT PRESENTATIONS
 - 8.1. **125 E. Main Street - Commercial Signage / Façade Alterations** 6 - 13

I have studied the application and all relevant documents and presentation related to this case, and I am familiar with the property in question. I find that the proposed changes *[are/are not]* compatible with the neighborhood because there *[is/is not]* a general compatibility of exterior design, scale, proportion, arrangement, texture, and materials to be used.

Based on these findings, I move to *[approve/disapprove]* the proposal because the use of exterior materials *[are/are not]* closely similar in appearance to original materials or significant buildings in the District, pursuant to Section 4.1.J.1.c.

[125 E. Main Street - HDC Application](#)

[125 E. Main Street - Proposed Scope of Work](#)

[125 E. Main Street - HD Inventory Sheet](#)

8.2. 91 W. Main Street - Rear Retaining Wall & Driveway Improvements

14 - 19

I have studied the application and all relevant documents and presentation related to this case, and I am familiar with the property in question. I find that the proposed changes *[are/are not]* compatible with the neighborhood because there *[is/is not]* a general compatibility of exterior design, scale, proportion, arrangement, texture, and materials to be used.

Based on these findings, I move to *[approve/disapprove]* the proposal because the use of exterior materials *[are/are not]* closely similar in appearance to original materials or significant buildings in the District, pursuant to Section 4.1.J.1.c.

[91 W. Main Street - Retaining Wall Building Permit Application - Complete](#)

[91 W. Main Street - Detailed All & Driveway Plan \(Aerial\)](#)

[91 W. Main Street - Wall and Driveway Plan](#)

[91 W. Main Street - Existing Conditions-2](#)

[91 W. Main Street - Existing Conditions-1](#)

[91 W. Main Street - HD Inventory Sheet](#)

8.3. 83 W. Main Street - Fence Installation

20 - 22

I have studied the application and all relevant documents and presentation related to this case, and I am familiar with the property in question. I find that the proposed changes *[are/are not]* compatible with the neighborhood because there *[is/is not]* a general compatibility of exterior design, scale, proportion, arrangement, texture, and materials to be used.

Based on these findings, I move to *[approve/disapprove]* the proposal because the use of exterior materials *[are/are not]* closely similar in appearance to original materials or significant buildings in the District, pursuant to Section 4.1.J.1.c.

[83 W. Main Street - HDC Application](#)

[83 W. Main Street - Site Plan](#)

9. OLD BUSINESS

10. NEW BUSINESS

10.1. Building Improvement Grant Program Updates

10.2. Administrative Approval Rubric Discussion

23 - 27

- MHT Approvals

- Commercial Signage in the Historic District

[HD Rubric for Administrative Approvals](#)

11. ADJOURNMENT



MINUTES

Historic District Commission Meeting

Monday, April 10, 2023 - 6:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

The Historic District Commission Meeting of the City of Frostburg was called to order on Monday, April 10, 2023, at 6:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

PRESENT: Dawn Hein,
Maureen Brewer,
William Determan,
Joseph Hoffman, Dr.
Robert Rephan

EXCUSED: Daniel Filer

1. CALL TO ORDER

Chair Hein called the meeting to order at 6:01 PM.

2. PLEDGE OF ALLEGIANCE

3. Authority

The Maryland Land Use Article empowers Frostburg's Historic District Commission to implement the City's Historic Preservation Overlay District according to the regulations set forth in the Frostburg Zoning Ordinance. All meetings of this Commission are open to the public and are conducted in compliance with Maryland's Open Meetings Act.

4. STATEMENT OF PURPOSE

The Frostburg Historic District Commission is charged with the preservation of historic structures and the surroundings within the designated district in order to safeguard the heritage of the City, stabilize and improve property values, strengthen the local economy and foster civic beauty.

5. ROLL CALL

Chair Dawn Hein, Vice Chair Joseph Hoffman, William Determan, Robert Rephan, and Maureen Brewer were present. Since a quorum was achieved, Alternate Member Daniel Filer was not required to attend.

6. REVIEW AND APPROVAL OF THE AGENDA

Commissioner Hoffman made a motion to approve the April 2023 agenda as presented. The motion was seconded by Commissioner Determan, a vote was taken, and the motion passed unanimously.

7. REVIEW AND APPROVAL OF THE MINUTES

Commissioner Brewer made a motion to approve the March 2023 meeting minutes as presented. The motion was seconded by Commissioner Hoffman, a vote was taken, and the motion passed unanimously.

8. PROJECT PRESENTATIONS

8.1. 67 Frost Avenue - Addition

Property owner Norman DeRosa presented his request to remove an existing pantry on the rear of his home and rebuild it in a slightly larger footprint. This project is necessary, as the pantry floor has significantly deteriorated and is no longer structurally sound. The porch will have the same length as the existing pantry, but the depth will slightly increase to allow for easier basement access. The existing wood siding will be re-used, and the roofing material will be matched with the existing shingles on the structure's roof.

Moved by William Determan, seconded by Maureen Brewer

Commissioner Determan made a motion to approve the project, stating, "I have studied the application and all relevant documents and presentation related to this case, and I am familiar with the property in question. I find that the proposed changes are compatible with the neighborhood because there is a general compatibility of exterior design, scale, proportion, arrangement, texture, and materials to be used.

Based on these findings, I move to approve the proposal because the use of exterior materials are closely similar in appearance to original materials or significant buildings in the District, pursuant to Section 4.1.J.1.c."

Carried

8.2. 147 E. Main Street - Façade Alterations (second review)

Property Owner Stephanie Wampler presented a proposal for replacing the glass portions of the front façade of the subject property with tongue-in-groove wood panels painted grey. Chair Hein noted that the building also has a small area of smaller wood paneling, and inquired whether it would be removed and replaced as well. Ms. Wampler indicated that only the glass was proposed for replacement, but she would be agreeable to replacing the existing wood paneling as well to create a more cohesive and unified appearance. Commissioner Hoffman inquired whether the existing street-level door would also be replaced, and Ms. Wampler clarified that it would remain in place.

Moved by Dr. Joseph Hoffman, seconded by Maureen Brewer

Commissioner Hoffman made a motion to approve the proposal, stating, "I have studied the application and all relevant documents and presentation related to this case, and I am familiar with the property in question. I find that the proposed changes are compatible with the neighborhood because there is a general compatibility of exterior design, scale, proportion, arrangement, texture, and materials to be used.

Based on these findings, I move to approve the proposal because the use of exterior materials are closely similar in appearance to original materials or significant buildings in the District, pursuant to Section 4.1.J.1.c.

Carried

9. **OLD BUSINESS**

10. **NEW BUSINESS**

11. **ADJOURNMENT**

Commissioner Hoffman made a motion to adjourn, the motion was seconded by Commissioner Determan, and Chair Hein called the meeting to a close at 6:48 PM.

L.J. Bennett, Community
Development Director

CITY OF FROSTBURG

HISTORIC DISTRICT COMMISSION

CERTIFICATE OF APPROPRIATENESS APPLICATION



DEPARTMENT OF COMMUNITY DEVELOPMENT

CITY HALL

59 E. MAIN STREET, P.O. BOX 440

FROSTBURG, MD 21532

Applicant Name: KEN PADGETT | MID-ATLANTIC PERMITTING SERVICES, LLC

Applicant's Address: 6 BAFFIN BAY CT. ROCKVILLE, MD 20853

Phone Number(s): 301-370-2126

Property Owner Name: UMSTOTT

Property Address and Location: 125 E MAIN STREET. FROSTBURG, MD 21532

Type of Change:

☐ Alteration

☐ Demolition

☐ Grading

☐ Addition

☐ Repair

☐ Excavation

☐ New Building

☒ Sign

☐ Other: _____

Work to be performed:

☐ PLANS – Architect, Engineer, or Other: _____

☐ DEMOLITION - Contractor: _____

☐ RENOVATION/CONSTRUCTION – Building Contractor(s): _____

Scope of Work *(describe project in detail, list materials and dimensions):*

REPLACE SIGN ON FRONT BUILDING WALL. NEW SIGN WILL BE
SMALLER IN OVERALL SIZE THAN THE EXISTING SIGN.
RE-FACE EXISTING PYLON SIGN.

Is the property subject to an historic preservation easement?

☒ NO

☐ YES

Is the easement held by a third party organization other than the property owner?

☒ NO

☐ YES

If yes, please provide a copy.

Requirements for Complete Application (TO BE DETERMINED BY STAFF; IF CHECKED INCLUDE AS AN ATTACHMENT):

- ☐ SITE PLAN OR ACCURATE SCALED DRAWING DEPICTING PROPORTIONS AND DISTANCES
- ☐ CLEAR AND LEGIBLE SKETCH OF EXTERIOR DETAILS OR AREA TO BE CHANGED
- ☐ PHOTOGRAPH(S) OF AREA TO BE CHANGED
- ☐ MANUFACTURER'S SAMPLES OR TEAR SHEETS OF MATERIAL(S) PROPOSED TO BE USED
- ☐ FOR NEW CONSTRUCTION:
 - ☐ SITE PLAN TO SCALE
 - ☐ ELEVATION DRAWINGS
 - ☐ MATERIAL SAMPLES/TEAR SHEETS
 - ☐ CURRENT PHOTOGRAPHS OF PROPERTY
- ☐ OTHER: _____

Optional Attachments:

- ☐ HISTORIC PHOTOGRAPHS OR OTHER DOCUMENTATION

You are encouraged to attend the Frostburg Historic District Commission meeting. The next meeting is _____, at 4:15 pm at the Frostburg Library, 65 E. Main St., Frostburg, Maryland. Failure to provide sufficient information for review may result in an unfavorable recommendation by the Historic District Commission.

PLEASE READ AND SIGN BELOW

I hereby certify that I am the owner of the property or I have advised to owner of the property in regard to the proposed work. Further, the information provided by this application represents an accurate description of the proposed work and nothing has been intentionally omitted that would be necessary for the Historic District Commission's decision making process.

I understand that a favorable review finding by the Frostburg Historic District Commission does not constitute approval of other require land use or building permits obtained by a separate application.

Signature

04/18/23
Date

FOR CITY USE ONLY

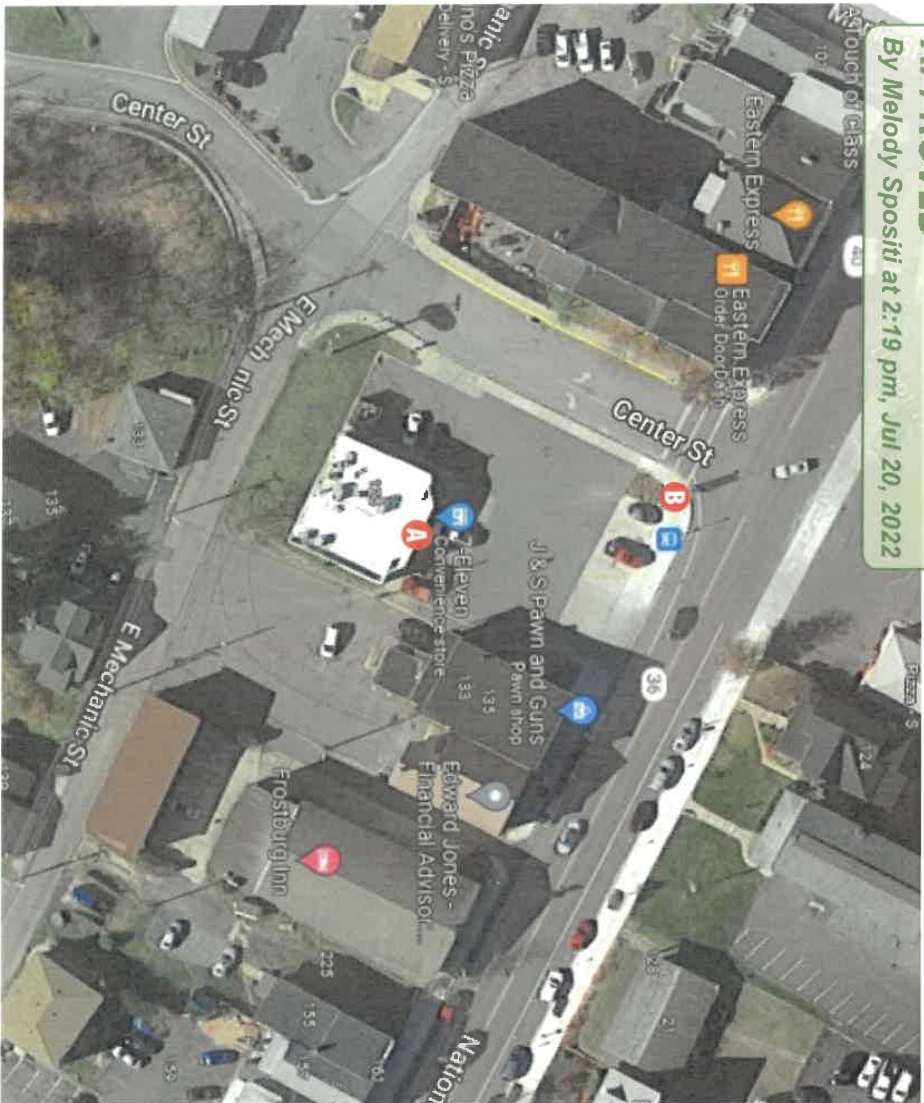
Approval to be granted by: ☐ FROSTBURG HISTORIC DISTRICT ☐ STAFF

Staff Review: ☐ APPROVED ☐ NOT APPROVED

Staff Reviewer: _____ Date: _____
SIGNATURE

APPROVED

By Melody Spositi at 2:19 pm, Jul 20, 2022



SITE PLAN

PRODUCT LIST		
SQ. FT.	QTY	ITEM
EXTERIOR SIGNS		
89.6	1	WALL SIGN/ STRIPES ON BACKER
40	2	REPLACEMENT FACES

Approved By 7-Eleven Construction Manager

Name :

Signed:

Date:

Job Location: 36161

125 E Main St,
Frostburg, MD 21532

Date: July 19, 2022



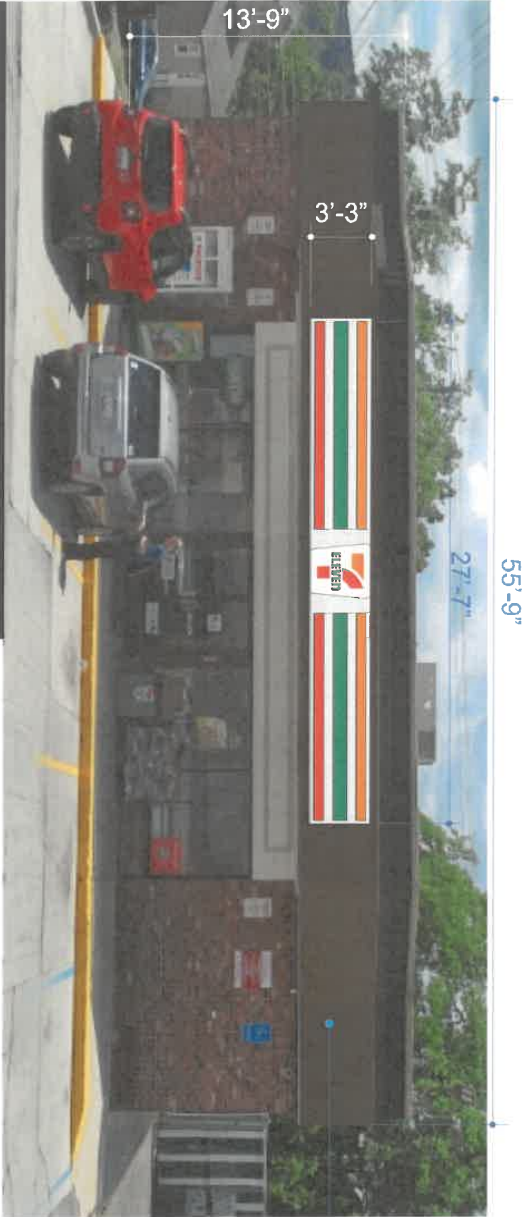
CUMMING'S

D-ORDER# 918704708.01 AU

Project Mgr.: Cameron Mabe
cameron.mabe@cummingssigns.com

Page: 1 of 5

ELEVATION - WALL SIGNAGE



New ACM bronze panels to cover the existing stripes on building.
Dimensions TBD

PROPOSED

A 39" X 331" Tateyama replacement w/ backer

89.6 S.F.

UNOBSTRUCTED ELECTRICAL CONNECTION WITHIN 6' OF THE SIGN PLACEMENT OT BE PROVIDED BY OTHERS PRIOR TO SIGN INSTALL IF NONE EXISTING.



EXISTING

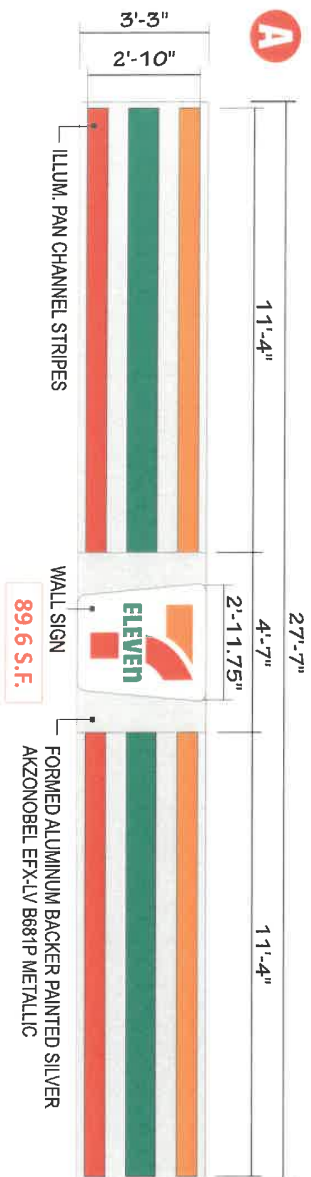
Job Location: 36161
125 E Main St,
Frostburg, MD 21532
Date: July 19, 2022



CUMMINS

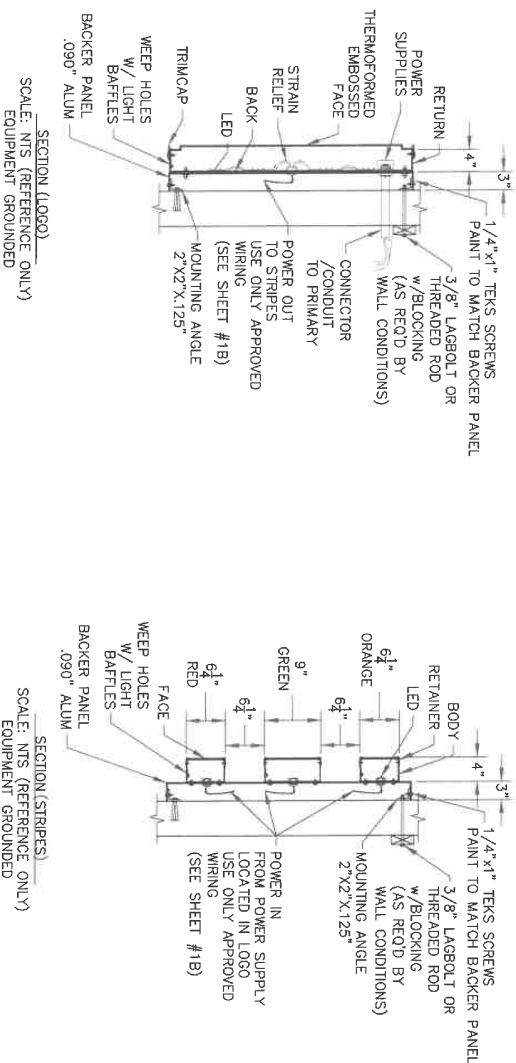
D-ORDER# 918704708.01 AJ
Project Mgr.: Cameron Mabe
cameron.mabe@cummingsigns.com
Page: 2 of 5

39" 7-ELEVEN WALL SIGN/STRIPES SET ON FORMED BACKER



- **WALL SIGN WITH STRIPES - MOUNTED TO ALUMINUM BACKER PANEL**
- WALL SIGN: FABRICATED ALUMINUM RETURNS PAINTED GREEN. GREEN TRIM CAPPED FACES, FLAT WHITE POLYCARBONATE W/EMBOSSED DECORATION. 1ST SURFACE TRANSLUCENT VINYL.
- STRIPES: FAB. ALUM. PAINTED TM FACE COLOR. FLAT WHITE POLYCARBONATE W/1ST SURFACE TRANSLUCENT VINYL.

- **ILLUMINATION: LED**
- **BACKER: FORMED ALUMINUM BACKER PANEL PAINTED SILVER AKZONOBEL EFX-LV B681P METALLIC.**
- PMS 485 3M 3630-33 vinyl SILVER AKZONOBEL EFX-LV B681P METALLIC.
- PMS 165 3M 3630-44 vinyl WHITE
- PMS 341 3M 3630-26 vinyl



Job Location: 36161

125 E Main St,
Frostburg, MD 21532

Date: July 19, 2022



D-ORDER# 918704708.01 AJ

Project Mgr.: Cameron Mabe
cameron.mabe@cummingsigns.com

Page: 3 of 5



PROPOSED

*POLE TO BE PAINTED BLACK
B REPLACEMENT FACES



EXISTING

Job Location: 36161

125 E Main St,
Frostburg, MD 21532

Date: July 19, 2022



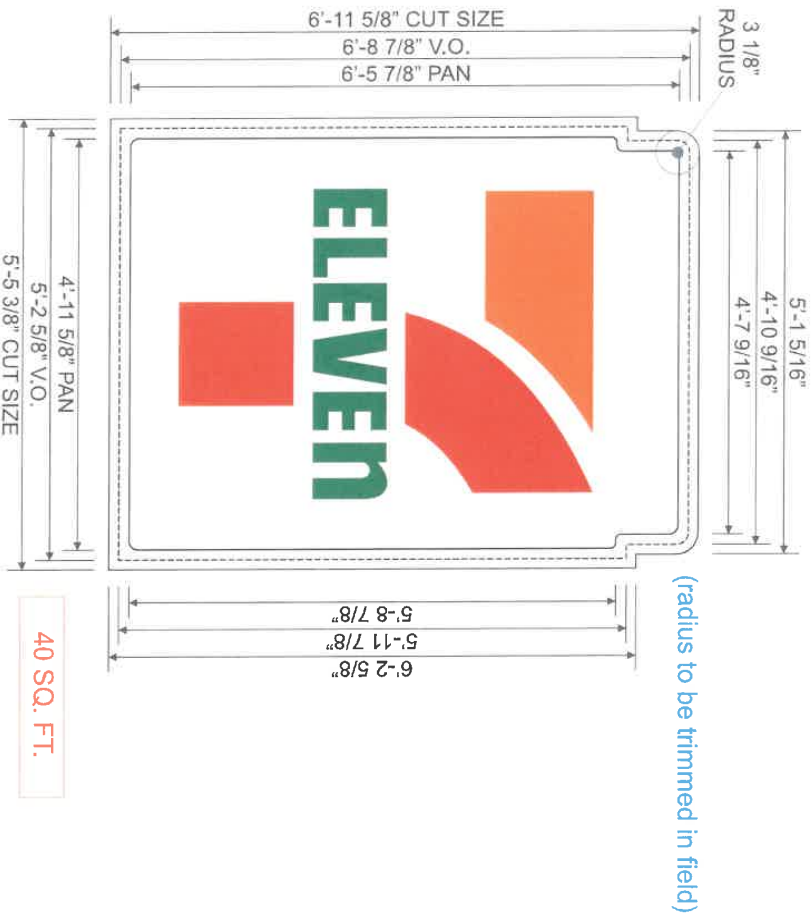
CUMMINS

D-ORDER# 918704708.01 AJ

Project Mgr.: Cameron Mabe
cameron.mabe@cummingsigns.com

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B



PANNED & EMBOSSED POLYCARBONATE
FACES W/1ST SURFACE DECORATION

7-ELEVEN COLORS

3M 3630-26 3M 3630-33 3M 3630-44

WHITE

**FROSTBURG HISTORIC DISTRICT
Historic Resource Inventory
2013**

Address: 125 East Main Street **Date of Construction:** c. 1980 **Status:** NC



Image Number: FHD-229

This is a modern free-standing flat-roofed convenience store finished in red brick and located on a corner lot; it is set back considerably from the street, with a surface parking lot between the building and the street.

CITY OF FROSTBURG
GENERAL PERMIT APPLICATION



DEPARTMENT OF COMMUNITY DEVELOPMENT
CITY HALL
59 E. MAIN STREET, P.O. BOX 440
FROSTBURG, MD 21532

Applicant's Name: STEVEN MOON Phone No.: 301 697 7597
Applicant's Address: 91 W MAIN ST
Property Owner's Name (if different than Applicant): _____ Phone No.: _____
Property Owner's Address: _____

Permit Location: Rear of 91 W MAIN. ADJACENT TO 1ST STREET. 30 FT To LEMMERTS
1ST
Physical address or distance and direction from nearest intersection

Located within Historic District: ☒ / ☐ N

PERMIT TYPE

☐ Home Occupation Business: _____
☐ Occupancy Occupancy Type: _____
☐ Solicitor Activity/Business: _____
☐ Accessory Structure Dimensions: _____ Electric Service: ☐ Y / ☐ N
☒ Grading Area Disturbed: _____
☐ Fencing Height: _____ Fencing Material: _____
☒ Other _____

WRITTEN DESCRIPTION: Excavation AND CONSTRUCTION OF SHORT RETAINING WALL.
Max Height Above Grade: 24" Lateral Reinforcement: NONE
Also Excavation AND IMPROVEMENT OF DRIVEWAY: Decrease Slope, Replace gravel with stone

PURPOSE: WALL: - Continuation of existing wall Driveway: - Easier vehicle entry
- Erosion Management (particularly in winter).
- Safer/More accessible lawn mowing - prevent gravel washing into street

THE FOLLOWING IS REQUIRED PRIOR TO ISSUANCE OF PERMIT (to be completed by the City):

☐ Business License ☐ Fire Marshal Approval
☐ Historic District Commission Approval ☐ Soil Conservation District Site Plan
☐ Health Department Approval ☐ Building Inspection(s)

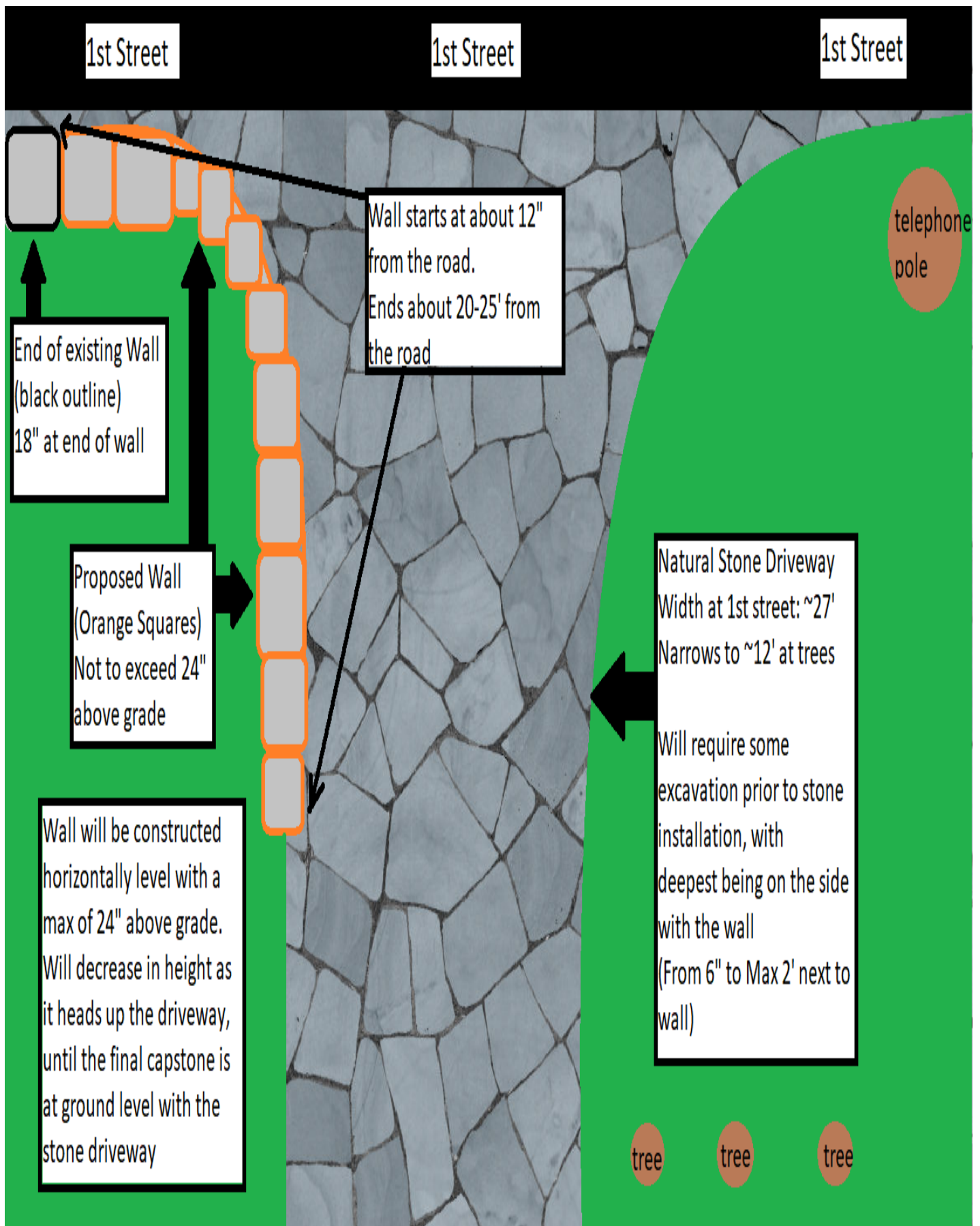
I hereby agree to comply with all regulations and codes which are applicable hereto, and further agree that any misstatement or misrepresentation of the facts presented as part of this application or change to proposal without approval of the agencies concerned, shall constitute sufficient grounds for the disapproval or revocation of the subject permit.

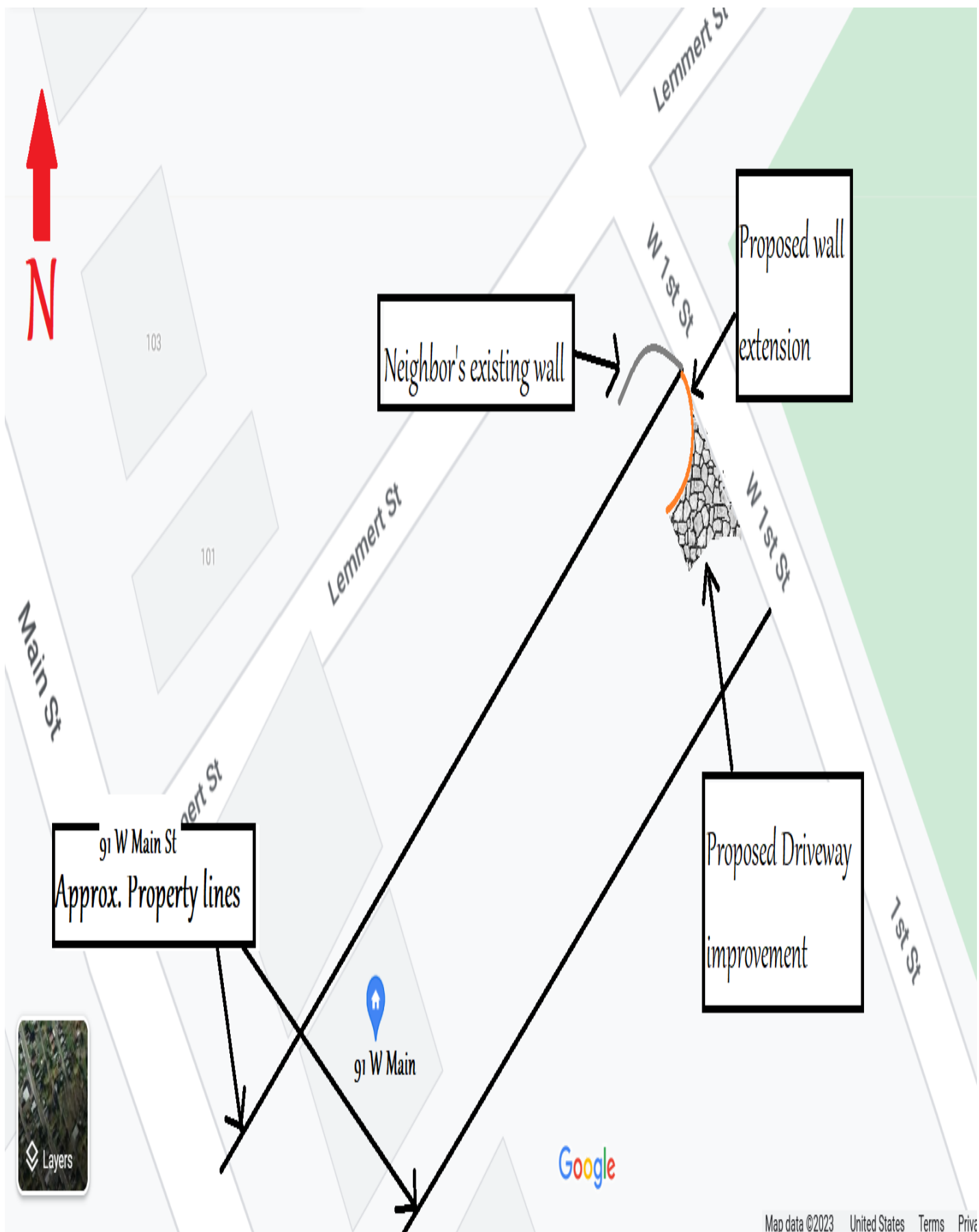
Applicant's Signature: [Signature] Date: 4/12/2023

FOR CITY USE ONLY

FEES: Permit Fee \$ _____ + Other Fees \$ _____ = TOTAL DUE \$ _____ | Payment Type: ☐ Cash ☐ Check No.: _____
Application Date: _____ Taken by: _____ Status: ☐ APPROVED ☐ DENIED
Permit Issue Date: _____ Issued by: _____
Certificate of Occupancy Issue Date: _____

PERMIT NO. _____









**FROSTBURG HISTORIC DISTRICT
Historic Resource Inventory
2013**

Address: 91 West Main Street

Date of Construction: c. 1880 **Status:** C



Image Number: FHD-393

This is a 5-bay side-gable-roofed vernacular house with a center gable on the façade and a hip-roofed porch that has been enclosed with operable 1/1 windows and a centered single-leaf entry door. Windows are flat-topped, 1/1, with non-historic fixed exterior shutters

CITY OF FROSTBURG

HISTORIC DISTRICT COMMISSION

CERTIFICATE OF APPROPRIATENESS APPLICATION



DEPARTMENT OF COMMUNITY DEVELOPMENT

CITY HALL

59 E. MAIN STREET, P.O. BOX 440

FROSTBURG, MD 21532

Applicant Name: Joshua Delaney

Applicant's Address: 83 W Main St Frostburg, MD 21532

Phone Number(s): (240) 362-3742

Property Owner Name: Joshua Delaney

Property Address and Location: 83 W Main St Frostburg, MD 21532`

Type of Change: ☐ Alteration ☐ Demolition ☐ Grading
☐ Addition ☐ Repair ☐ Excavation
☐ New Building ☐ Sign ☒ Other: Fence

Work to be performed:

- ☐ PLANS – Architect, Engineer, or Other: _____
- ☐ DEMOLITION - Contractor: _____
- ☒ RENOVATION/CONSTRUCTION – Building Contractor(s): 5 Ft Black Chain Link Fence

Scope of Work *(describe project in detail, list materials and dimensions):*

Construction done by Overland Fence Company. A 5ft black chain link fence will be installed around the perimeter of the back yard. The fence will start connecting to the preexisting vinyl fence and go 80ft North towards the rear of the property. The fence will then go 54ft East with a 3ft wide gate 24ft in. A black chain link 8ft wide double gate will be installed in the driveway. **Site Plan Attached**

Is the property subject to an historic preservation easement?

☒

☐

Is the easement held by a third party organization other than the property owner?

☒

☐

If yes, please provide a copy.

Requirements for Complete Application (TO BE DETERMINED BY STAFF; IF CHECKED INCLUDE AS AN ATTACHMENT):

- ☒ SITE PLAN OR ACCURATE SCALED DRAWING DEPICTING PROPORTIONS AND DISTANCES
- ☐ CLEAR AND LEGIBLE SKETCH OF EXTERIOR DETAILS OR AREA TO BE CHANGED
- ☐ PHOTOGRAPH(S) OF AREA TO BE CHANGED
- ☐ MANUFACTURER'S SAMPLES OR TEAR SHEETS OF MATERIAL(S) PROPOSED TO BE USED
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- ☐ CURRENT PHOTOGRAPHS OF PROPERTY
- ☐ OTHER: _____

Optional Attachments:

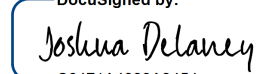
- ☐ HISTORIC PHOTOGRAPHS OR OTHER DOCUMENTATION

You are encouraged to attend the Frostburg Historic District Commission meeting. The next meeting is _____, at 4:15 pm at the Frostburg Library, 65 E. Main St., Frostburg, Maryland. Failure to provide sufficient information for review may result in an unfavorable recommendation by the Historic District Commission.

PLEASE READ AND SIGN BELOW

I hereby certify that I am the owner of the property or I have advised to owner of the property in regard to the proposed work. Further, the information provided by this application represents an accurate description of the proposed work and nothing has been intentionally omitted that would be necessary for the Historic District Commission's decision making process.

I understand that a favorable review finding by the Frostburg Historic District Commission does not constitute approval of other require land use or building permits obtained by a separate application.

DocuSigned by:

C6471A4833A3454...

Signature

04/26/2023

Date

FOR CITY USE ONLY

Approval to be granted by:

☐

FROSTBURG HISTORIC DISTRICT

☐

STAFF

Staff Review:

☐

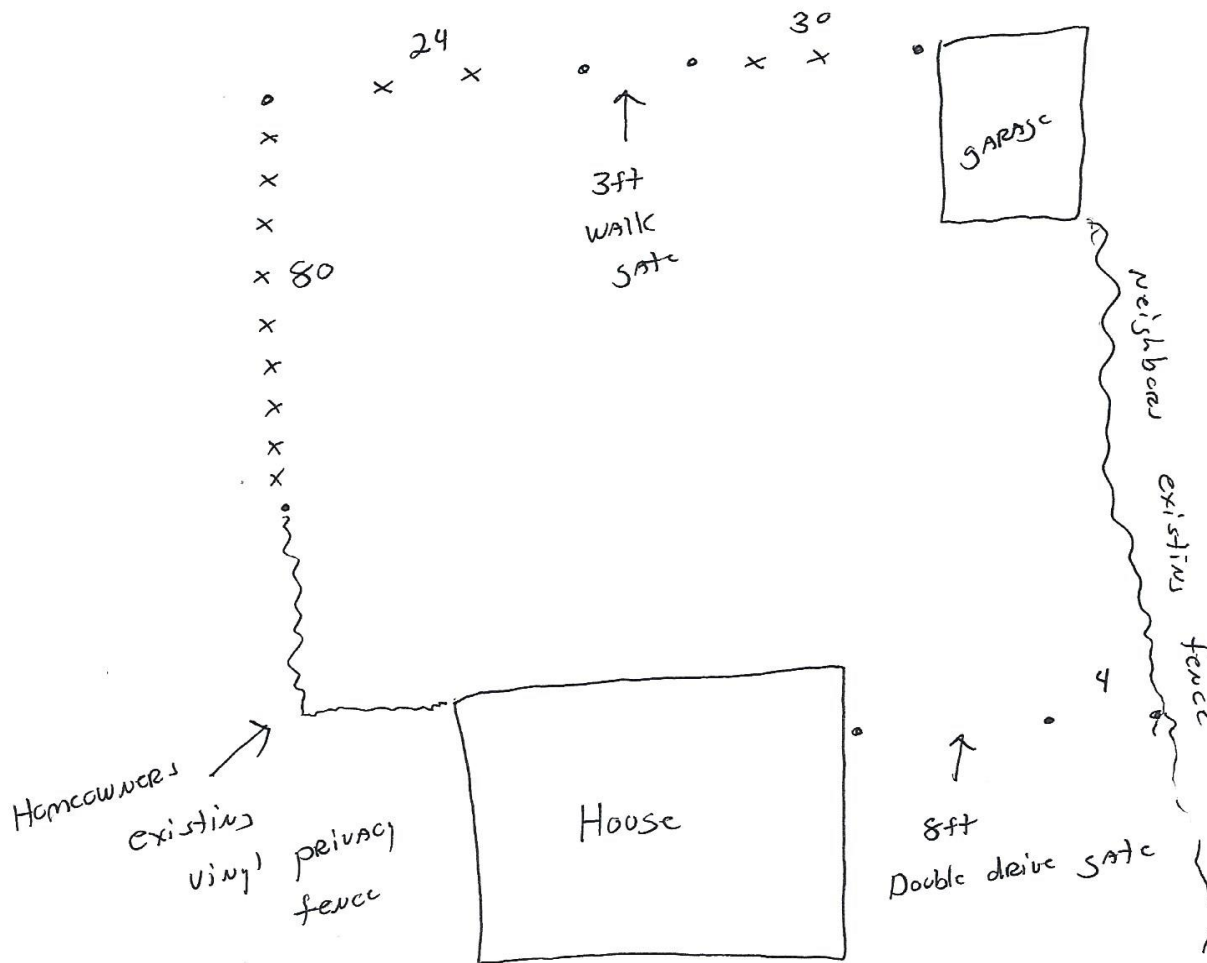
APPROVED

☐

NOT APPROVED

Staff Reviewer: _____ Date: _____

SIGNATURE



Joshua Delaney

83 West main street Frastburg

5ft All black chainlink

General Information:

- The Commission will be given monthly reports on the Staff Approvals issued during the previous month
- We need to discuss the definition of “replacement in kind,” craft a draft definition, and then present to the Planning Commission as a text amendment. There are several other discrepancies that need to be addressed via text amendment, too. See 4.1.I and 4.1.K.2.
- **We need to determine how to handle siding, trim, etc.**

Language to Include:

- City Disclaimer for issuing staff member
 - o The work described in this application was duly considered through an administrative process. Approval is given to issue a Certificate of Appropriateness for the proposed work. The certificate is valid for 24 months from the date of the approval of the certificate unless an application for a building permit has been submitted
 - o Staff will brief the HDC each month on COAs issued for minor works during the previous month. Staff has the discretion to refer **any** minor work project to the HDC for **any** reason. Staff does not have the authority to deny a COA or approve an after-the-fact COA.

Definitions:

- Non-Exant: No longer existing
- Contributing Resource
- Noncontributing Resource
- Street Furniture: Benches, street lamps, planters, picnic tables, bike racks, garbage/recycling containers, freestanding mailboxes, cigarette receptacles, flagpoles
- In-Kind:
- Utilities: Electric receptacles, fuel or propane tanks, gas meters, cable boxes, satellite dishes, HVAC equipment, service meters, sprinkler systems (includes standpipes and hydrants), valves, and any associated screening systems not on the principal façade or highly visible from the public right-of-way
- Relettering: Changing the copy, color, or other graphic element of an existing sign with no change in the size, shape, or material of the sign
- Roof Drainage Systems: flashing, downspouts, gutters, snowguards, rain barrels, and cisterns

- Security Devices: Cameras; touch-key plates; control panels; exterior window bars or grilles at the basement level; security doors with simple metal bars that require no alteration to the door opening, frame, or trim and are painted to match the door which it secures; and single light installation on side or rear façade

No Review	Fast Track (Staff Approval)	Full HDC Review
Repair/Replacement In-Kind	Storm windows & doors*,**	Major changes to commission-approved projects
Repointing & masonry repairs*	Doors and windows*,**	Porch & balcony stairs, wood platforms, and railings (contributing resource)
Removal of paint to expose natural brick*	Public Art intended to be temporary	Roof-mounted solar panels or skylights
Removal of graffiti	Shutters*	New principal structure or addition to primary structure
Paint*	Utilities and Safety (includes ADA features)*	Change in exterior building materials
Street furniture	Roof drainage systems*	Permanent public art installations
Security features & devices (excludes lighting)	Porch & balcony stairs, wood platforms, and railings**	Change in material of Roof Drainage Systems
Temporary, wayfinding, informational, historical, minor amendments to previously-approved signage	Commercial signage*	Extension of previously-issued COA (6+ months)
Landscaping*	Fences & Gates*	Roof: Any change in height or pitch; or use of materials that are not asphalt shingle or original material
Driveways, parking areas, walkways, and patios*	State Agency-Approved Projects (MHT)	Doors: New opening, a change in style or opening, or use of material that is not wood or original material
Roof replacement in-kind (same material, no change in pitch)	Extensions/minor alterations to previously-issued COA (up to 6 months)*	Windows: New opening, a change in style or opening, or use of material other than wood or aluminum-clad wood
Accessory structure in rear yard	Roof replacement*	Porches: New enclosure, a change in size or style
Relocation of non-historic accessory structure	Demolition*	Demolition of a principal structure in whole; removal without replacement of original architectural features
Relettering of commercial signage	Storage Sheds*	New driveway access from the front street
	Patios and Decks*	Open fences comprised of material other than wood or iron or solid fences in the front or corner side yards
		New attached garage
		Public Art intended to be permanent

*conditions apply

** Noncontributing resource only

Conditions Key

- **Commercial signage**
 - o Must comply with zoning requirements
- **Demolition**
 - o Noncontributing resource
 - o Structures or portions of structures in which imminent collapse poses a safety hazard
 - o Documented non-historic accessory structures (open carports, tool sheds, one and two-car detached garages)
 - o Documented, non-historic additions to any structure
- **Driveways, Parking Areas, Walkways, and Patios**
 - o Minor in-kind or in-design repairs
 - o Not readily visible from public right-of-ways and compatible with visual character of the HD guidelines
 - o Handrails on private sidewalks/walkways in a front yard
- **Extensions/minor alterations to previously-issued COA**
 - o Prior to the expiration of a previously-issued COA, an applicant may request in writing a one-time extension of up to six (6) months, provided no substantial change is made to the original approval
 - o Approval of extensions beyond six (6) months shall be made by the Historic District Commission
- **Exterior Doors**
 - o Noncontributing resource
 - o Must be replaced with wood or original material
 - o No change in door opening size
 - o Style must match original
 - o Consistency of grille and muntin pattern must be maintained
 - o Replacement of a nonhistoric door with an appropriate new one
- **Fences & Gates**
 - o Noncontributing resource
 - o Necessary in order to comply with zoning and building codes
 - o Minor alterations which do not significantly change the original appearance, height, or material used except in the case of existing non-compatible fence types (i.e. chainlink, vinyl, shadowbox/board-on-board, stockade, and latticework)
 - o Located in side or rear yard and meets design guidelines
- **Landscaping**
 - o Removal of hazardous or diseased tree inspected by the Code Official, DNR staff, or a certified arborist. Hazardous/diseased tree shall be replaced with a native species as identified in Z.O.
 - o Minor features such as plantings, planters, and plant material in existing planters
 - o Trees and shrubs immediately adjacent to buildings and/or walls that undermine foundations, threaten roofs, or compromise sidewalk safety and/or passability
- **Masonry Repointing and Repairs**
 - o Any masonry repairs must follow TPS standards
 - o Tuck-pointing, using materials to match the original

- Stucco replacement, using materials to match original
 - Cleaning, including soda washing or water blasting
 - Replacement of deteriorated masonry, using materials to match the original
 - Reconstruction of severely deteriorated (unsafe or unstable) features, with no changes in design or materials
 - Application of any clear sealing agent, if 1) all other sources of water infiltration have been corrected and 2) the sealing agent is limited to only the affected area
- **Paint**
 - Permissible alterations: same or similar color OR color chosen from a historic palette
 - Minor change in color and/or texture
- **Patios and Decks**
 - Must be located in rear yard
 - Not higher than foundation
 - Not projecting beyond either side of the building
- **Roof drainage systems**
 - Historic roof drainage systems, including flashing, downspouts, gutters, and snowguards shall be of design and material-in-kind repair, replacement, and rehabilitation
 - Built-in gutter reconstruction or replacement provided there is no change in profile, dimension, or material
 - New gutters and downspouts when they do not alter the structure
- **Roof replacement**
 - In-kind replacement using asphalt shingle OR original material
- **Shutters**
 - Noncontributing resource
 - Proportions and installation must match historic proportions and installations
- **Stairs, Landings and Steps**
 - Noncontributing resource
 - No change to original design or materials
- **State Agency Approved Projects**
 - Projects approved by the Maryland Historic Trust (MHT), Easements, and Historic Tax Credit-affected properties
 - Maryland Department of the Environment (MDE), Fish & Wildlife projects related to Stormwater Management Improvements
 - Excludes Maryland State Arts Council
- **Storage Sheds, Small Utility Buildings, Playhouses, or Playground Equipment**
 - Must be located in a rear yard
 - Not easily visible from primary ROW
- **Storm Windows & Doors**
 - Non-contributing resource
 - New/replacement storm door/window frames and sash must be wood or powder-coated metal
 - Storm doors/windows must match the color of the frame and sash

- Attachment methods must be reversible, minimizing damage to historic features and materials
- Window glazing must include no dividers OR match existing rail
- No alteration to the opening
- Not attached to and do not cover any exterior trim
- **Utilities and Safety (includes ADA features)**
 - Electric receptacles, fuel or propane tanks, gas meters, cable boxes, satellite dishes, HVAC equipment, service meters, sprinkler systems (includes standpipes and hydrants), valves, and any associated screening systems not on the principal façade or highly visible from the public right-of-way
 - Ramps for ADA accessibility which are 1) temporary or semi-permanent in nature and 2) intended to and/or capable of being easily removed
 - Lighting affixed to existing utility poles or buildings in back yard parking areas
 - Installation of new mechanical and utility equipment, including but not limited to heating and air conditioning units, must be screened using an appropriate material (i.e. landscaping, wood fencing, wood lattice, etc.) that meets or exceeds Zoning Ordinance requirements
- **Windows**
 - Noncontributing resource
 - Wood or aluminum-clad wood
 - Window opening and pane divisions must match original
 - Consistency of grille and muntin pattern must be maintained
 - Replacement of a nonhistoric window with an appropriate new one