

B. Procedures.

1. The applicant will file for an administrative approval using an application for Administrative Certificate of Approval.
2. Missing information or supporting documentation may be considered incomplete and shall be returned.
3. Planning staff retains the option to refer a request for an administrative approval to the Commission if uncertainty exists as to whether or not the application meets the criteria for issuing a Certificate of Approval.
4. Reduction in Paperwork: Administrative Certificate of Approvals may be submitted electronically as a Portable Document Format (PDF). Email applications to the zoning administrator at:

Donna Todd, Zoning Administrator
dtodd@dentonmaryland.com (Email)

C. Standards of Determination.

1. The basis for initial determination shall be whether the Scope of Work is contributory or noncontributory work applicable provisions of the codes and guidelines of historic preservation.
2. Contributory resource and noncontributory resource work means any rehabilitation (work) relating to historic preservation as defined by the applicable codes.

Categories of Administrative Approval

A. Replacement-in-Kind

1. Replacement-in-kind means a process of rehabilitation utilized only where materials are extensively deteriorated or damaged and cannot be repaired. Deteriorated materials or features are repaired with the same materials. This process is based on physical evidence of essential form and detailing (Design-in-Kind) of historic materials or features in-situ (in context) or through photographic documentation.
2. The request will be reviewed by the appropriate official. If repair is not possible, existing material component must be documented prior to proceeding with replacement-in-kind.

B. Restoration and Renovation

1. Nonhistoric (noncontributing siding) material removal. Removal of asbestos, asphalt, aluminum, or other synthetic siding to expose and repair underlying and original siding. Review is required by the appropriate official after siding has been removed, underlying condition investigated and restoration determined.
2. Repointing and masonry repairs. Review is performed by the appropriate official. Any repointing and brick, stone, or other masonry repair must match the existing original.
3. Exterior Storm Windows and Doors.
 - a) Non-contributing resource.
 - b) New or replacement storm door and window frames and sash can be wood or powder-coated metal. Storm doors and windows must match the color of the frame and sash.
 - c) Attachment methods shall be reversible, minimizing damage to historic features and materials.
 - d) Window glazing will include no dividers or matching existing rail.

4. Doors and windows.
 - a) Noncontributing resource.
 - b) Non-extant (no longer existing) door or window.
 - c) Restoration or rehabilitation of historic property is based on physical, documentary, or photographic evidence.
 - d) Limited replacement-in-kind when determined to be the appropriate treatment through an assessment of the conditions by a qualified preservation professional, provided by the applicant and reviewed by the appropriate approving official.
 - e) Consistency of grille and muntin pattern.
5. Murals, Removal of paint on masonry and graffiti.
 - a) Murals and Mural-type signage in the Arts and Entertainment (A&E) District.
 - b) Removal of existing paint to expose natural brick.
 - c) Removal of graffiti.
6. Paint:
 - a) Same or similar color.
 - b) Minor changes in color and texture.
 - c) Repaint to Historic Color.
7. Shutters.
 - a) Non-contributing resource. Proportions and installation shall match historic proportions and installation (functioning and nonfunctioning shutters).
 - b) Non-extant shutter.
 - c) Restoration or rehabilitation for historic property when physical evidence indicates historic hardware installation requires physical, documentary, or photographic evidence.
8. Street furniture.
 - a) Benches, street lamps, planters based on any current approved materials and designs.
9. Utilities and Safety.
 - a) Includes electric, fuel or propane tanks, gas meters, cable boxes, satellite dishes, HVAC equipment, service meters, sprinkler system (including standpipes and hydrants), valves, wiring, and any associated screening systems not on the principal façade or highly visible from the Public Right-of-Way.
 - b) Knox box.
 - c) Americans with Disability Act (ADA) features, such as ramps.
10. Roof drainage systems, including flashing, downspouts, gutters, snowguards, rain barrels and cisterns.
 - a) Historic (contributing and extant) roof drainage systems, including flashing, downspouts, gutters, and snowguards shall be of Design and Material-in-Kind repair, replacement, or rehabilitation.
11. Porch and Balcony Stairs, wood platforms, and railings.
 - a) Non-contributing resource.
12. Security devices.
 - a) Cameras, touch key plates, control panels, and single light installations.

13. Signs.

- a) Must comply with zoning requirements.
- b) Includes all new and replacement signage which demonstrate compliance with applicable General and Specific Guidelines on existing construction (restoration and rehabilitation).
- c) The Commission shall review signage on all new construction and additions to contributory structures where the square footage of the addition exceeds 200 sqft.
- d) Interpretive and Informational Signs. Must comply with zoning requirements, meet General and Specific standards and guidelines, have either a historical or educational purpose that contributes to quality, image, and cohesiveness of the entire historic district and increases efficiency of communication, and not contain supplementary advertising.
- e) Minor (insubstantial) amendments to Commission-approved signage applications (Noncontributing signage).
- f) Banner, Mural-type signage, including Main Street Denton signage. Must comply with zoning requirements.
- g) Memorial Plaques. Constructed of bronze, stone, or other high quality and weather-resistant materials. Size proportional to location and not creating an obstruction or tripping hazard.
- h) Historical Markers. Constructed of bronze or stone.
- i) Logos and trademark signage (Noncontributing). Must comply with zoning requirements.

14. Environmental features (noncontributing or required under other Code provisions).

- a) Fences and Gates.
 1. Comply with zoning and building codes.
 2. Noncontributing resource.
 3. Restoration and rehabilitation for historic property based on physical, documentary, and photographic evidence.
 4. Replacement-in-kind or minor alterations to equivalent which do not significantly change the original appearance, height, or material used excepting in the case of existing non-compatible fence types (i.e. chainlink, vinyl, shadow box/board on board, stockade, and latticework).
- b) Landscaping.
 1. Comply with zoning, Critical Area, and Forestation codes.
 2. Hazard or diseased trees inspected by the Code Official or as certified by independent arborist. Hazard or diseased trees shall be replaced with native species.
 3. Minor features, such as plantings, planters, and plant material in existing planters.
 4. Trees and shrubs immediately adjacent to buildings or walls that undermine foundations or threaten roofs.

15. Driveways, parking areas, walks, and patios.

- a) Minor in-kind and in-design repairs.
- b) Driveways, parking areas, walks, and patios of gravel, brick, stone, or concrete not readily visible from Public Right-of-Ways and are compatible with the visual character of the Historic District Guidelines.

- c) Pre-approved brick paving patterns for walks and driveways compatible with the visual character of the Historic District Guidelines.

16. State Agency Approved Projects.

- a) MD. Historic Trust (“MHT”) Easements and Historic Tax Credit-affected properties.
- b) MD. Department of the Environment (“MDE”), Fish & Wildlife projects related to Stormwater Management improvements.

17. Extensions of Certificate of Approval.

- a) Prior to the expiration of a Certificate of Approval, an applicant may request in writing a onetime extension of up to twelve (12) months, provided no substantial change is made to the original approval.
- b) Approval of extensions beyond twelve (12) months shall be made by the Historic and Architectural Review Commission.

18. Minor changes to Commission approved applications.

- a) Contributing buildings and features. If in the process of completion and submission of 100% plans or during construction, an applicant with previously approved Certificate of Approval requires minor modification to conform to field conditions or code compliance may request the change in writing. Changes shall conform to the Historic District Guidelines.
- b) Noncontributing building and features. Changes shall conform to the Historic District Guidelines.

HISTORIC AND ARCHITECTURAL REVIEW COMMISSION

Administrative Approval Guidelines Regulation History

No.	Description	Date Introduced	Final Approval Date	Amended
01	Draft. Amended to include State approval authority	07/20/2016	-	08/03/2016
02	Amended to include painting and fuel tanks	08/17/2016	08/17/2016	08/17/2016