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 Department of Planning & Zoning
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Historic Preservation Commission Administrative Approval Guidelines

Historic district residents and property owners may obtain administrative approval from Historic Preservation Commission staff for selected building projects. The Chief of Historic Preservation as qualified under the Secretary of the Interior's Standards and Guidelines - Professional Qualifications Standards (Professional Qualifications - 36 CFR Part 61), and with a minimum of five (5) years experience, will review the application for an administrative Certificate of Approval and issue an Administrative Certificate of Approval prior to approving a building permit. Historic Preservation staff will base approval on the Historic Preservation Commission's *Building Towards the Fourth Century: Annapolis Historic District Design Manual* (most recent edition), *The Secretary of the Interior's Standards for the Rehabilitation of Historic Properties*, and the guidelines listed below.

The following is an explanation of procedures and projects eligible for the Administrative Certificate of Approval.

General Policies, Conditions and Procedures

A. Policies and Conditions

1. Administrative approval for the items included herein is authorized by the Historic Preservation Commission (Commission) provided that the Historic Preservation staff includes a full-time, qualified historic preservation planner with a minimum of five years experience and City-contracted consultants who meet the Professional Qualifications referenced in 36 CFR Part 61 in the fields of History, Archeology, Architectural History, Architecture, Historic Architecture, Engineering, Historic Landscape Architecture, and Historic Preservation (Qualified Professional).
2. Administrative approval authority will be reviewed and renewed annually from the date of adoption (August 1995); however, changes may be made on an as needed basis at any public hearing of the Commission.
3. Historic Preservation staff will provide a quarterly update of Administrative Approvals to the Historic Preservation Commission.
4. The applicant has the right to appeal denial of administrative approval by staff and file an application, except in the case of zoning non-compliance.

B. Procedures

1. The applicant will file for administrative approval using an application for Administrative Certificate of Approval.
2. Historic Preservation staff will provide the Commission with a quarterly report of Administrative Approvals.
3. Staff has the option to refer a request for administrative approval to the Commission if uncertainty exists as to whether or not the application meets the criteria for issuing a Certificate of Approval.

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 of historic materials or features in situ or through photographic documentation.
2. The request will be reviewed by the Chief of Historic Preservation. If repair is not possible, existing material or component must be documented prior to proceeding with replacement- in kind.

B. Restoration and Renovation Projects

1. Removal of asbestos, asphalt, aluminum, or other synthetic siding to expose and repair underlying/original siding. Review by Chief of Historic Preservation after siding has been removed; condition investigated and restoration determined.
2. Repointing and other masonry repairs
 - a. Review by Chief of Historic Preservation
 - b. Any repointing and brick/stone repair must match existing/original
3. Exterior storm doors and storm windows
 - 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. The attachment method should be reversible, minimizing damage to historic fabric.
 - d. Window glazing will either include no dividers or match existing rail
4. Doors and windows
 - a. Non-contributing resource
 - b. Non-extant door or window
 - c. Restoration or rehabilitation for historic property based on physical, documentary or pictorial evidence.
 - c. Limited replacement-in-kind when determined to be the appropriate treatment through a conditions assessment conducted by a qualified preservation professional, provided by the applicant and reviewed by the Chief of Historic Preservation
5. Shutters
 - a. Non-contributing resource
 - b. Non-extant shutter
 - c. Restoration or rehabilitation for historic property when physical evidence indicates historical installation (i.e., hinges); requires physical, documentary or pictorial evidence.
6. Street furniture
 - a. Benches and street lamps based on current approved materials
 - b. Planters as specified in design guidelines
7. Utilities, Mechanical Components and Fire Protection Systems
 - a. Includes electric and gas meters, cable boxes, satellite dishes, HVAC condensers, service meters, sprinkler systems, valves, pipes, wiring and any associated screening systems not on principal façade or highly visible from the public right-of-way
8. Roof drainage systems including flashing, downspouts, gutters, snow guards, rain barrels and rain cisterns
9. Porch and balcony stairs, wood platforms and railings
 - a. Non-contributing resource
10. Security devices such as cameras, touch key plates, control panels, and single light installations

C. Signs

1. Must comply with zoning requirements
2. Includes all new and replacement signs which demonstrate compliance with applicable General and Specific Guidelines.
3. The Commission shall review all signs associated with new building construction.
4. Interpretive/Informational Signs
 - a. Must comply with zoning requirements
 - b. Must meet General and Specific Guidelines
 - c. Must have either a historical or educational purpose that contributes to the quality, image and cohesiveness of the entire historic district and increases the efficiency of communication
 - d. Must not contain supplementary advertising
 - e. Reviewed and a recommendation received from the Annapolis Heritage Commission

5. Memorial Plaques
 - a. Constructed of bronze, stone or other high-quality weather-resistant material
 - b. Not to exceed size dimensions of 6" high by 12" wide
 - c. Be installed either at grade, or on small single post stand
 - d. Contain Standard text: "In memory of _____" with option to add dates (year only)
 - e. Be associated with trees, benches (approved design), or sculptures (approved separately)
 6. Historical Markers
 - a. Constructed of bronze
 - b. Not to exceed size dimensions of 16" by 20"
 - c. Be installed in masonry mortar joints (as applicable)
 - d. Text written by a historian who meets Professional Qualification standards
 - e. Reviewed and a recommendation received from the Annapolis Heritage Commission
 7. Banners
 - a. For placement on light standards in pre-approved locations
 - b. No larger than 24 inches wide and 48 inches high
 - c. For events directly related to one of the following:
 - i. the history of the Landmark Historic District
 - ii. an educational event related to that history
 - iii. an institution located within the Historic District
 - iv. promotion of the neighborhood business districts within the Historic District
 - d. Non profit organizations must be the dominant logo displayed
 - e. Installations are limited to one banner version per 30 day period
 - f. Wayfinding banners are exempt from the 30 day period.
- D. Minor changes to environmental settings
1. Fences
 - a. Non-contributing resource
 - b. Restoration or rehabilitation for historic property based on physical, documentary or pictorial evidence.
 - c. Replacement-in-kind or minor alterations to equivalent which do not significantly change the original appearance, height or the material used excepting in the case of existing non-compatible fence types (i.e. chain link, vinyl, shadow box/board on board, and stockade and latticework). Non-compatible fence types will require replacement with a fence which relates to the architectural style of the building.
 2. Gates
 - a. Non-contributing resource
 - b. Same style as existing fencing
 - c. New or replacement alley or passage gates between buildings and over six feet which are replacement-in-kind and compatible with adjacent building types, represent existing types on the streetscape, demonstrate visual permeability from the public right-of-way, or are appropriate based on available evidence.
 3. The construction or replacement of brick, stone, concrete or gravel driveways, parking areas, patios, driveways or other paved areas which are not readily visible from a public right-of-way and are compatible in material, location and design with the visual character of the Historic District. Minor repairs to the above which do not significantly change their appearance or the material used.
 4. Pre-approved brick paving patterns as illustrated in the Historic Preservation Commission's design guidelines:
 - a. Historic brick, curbs, and historic sidewalk features will be retained and reinstalled
 - b. Brick paving patterns will vary from property to property
 - c. Running bond will run between property lines
 5. Minor landscape features including plantings, planters and plant material changes in existing planters.

6 Tree removal

- a. Diseased trees, certified by independent arborist (not tree removal company) and/or City arborist.
- b. Trees and overgrown shrubs immediately adjacent to buildings or walls that undermine foundations or threaten roofs.

E. Extension of Certificate of Approval

Prior to the expiration of a Certificate of Approval, an applicant may request a onetime extension of up to twelve (12) months in writing to the Chief of Historic Preservation. As long as the parameters of the project have not changed, one extension may be administratively granted.

F. Minor changes to Commission approved applications

If in the process of completion and submission of 100% plans and/or during construction, an applicant with a previously approved Certificate of Approval must modify plans to address issues of code compliance or make minor modifications to building elevations or non-contributing building or site features that are in compliance with design guidelines.

G. Newsracks in the Annapolis Historic District, Article III 21.56.230

1. Locations: consistent with Section 21.56, Article 3, as reflected in the attached map dated 5/13/10, developed by Department of Public Works. Locations herein are acceptable locations and a maximum number per location has been identified
2. Types or Brands (see attached illustrations)
 - a. Single Pedestal
 - b. TK-80 or K-80PM Sho-Rack
 - c. TK-80 or K-80 Sho-Rack with special pedestal and 14-inch square base plate (allowed only if demand warrants at the installation location)
 - d. Or equivalent to the above
3. Color
 - a. Beige
 - b. Brown
 - c. Blue
 - d. White
 - e. Black
 - f. Or combinations of the above
4. Lettering
 - a. Front
 - 1) will not exceed 1 ¾ inches height
 - 2) placed within colored-band space not exceeding 2 ½ inches in height above door hinge
 - b. Sides and back
 - 1) will not exceed 2 ½ inches in height
 - 2) placed within a colored-band space not exceeding 4 ½ inches in height and beginning one inch from top of newsrack
5. Mounts (if applicable)
 - a. Bolted in place through four standard holes in base

These guidelines were adopted by the Historic Preservation Commission on August 23, 1995; revised November 24, 1998, November 30, 2000, March 27, 2008, November 10, 2009, June 24, 2010, and May 23, 2013.