



Historic Preservation Commission

Work Requiring a Certificate of Appropriateness

Administrative Approvals

Certain activities are considered by the Historic Preservation Commission to not have a significant impact on the exterior appearance of the historic structures, and are delegated to the appropriate staff person for administrative approval.

Minor Works

Minor Works primarily consist of changes to existing elements or the introduction of new elements that are relatively small in scale and overall impact to the structure, yet change its appearance. Minor Works are required to be reviewed by the Commission. A public hearing is not required for these projects.

Major Works

Major Works consist of large scale modifications which significantly alter the appearance of the structure or site. These projects are required to be reviewed by the Commission. The Commission shall hold public hearings for these cases.

Classification of COA Approvals by Scope of Work			
Type of Work	Administrative Approval	Historic Preservation Commission Approval	
	(Staff Review)	Minor Work	Major Work
I. Architectural Work			
a. New Construction			
i. Installation of new pre-fabricated outbuilding	✓		
ii. New structure less than 144 sq. ft.		✓	
iii. New structure greater than 144 sq. ft.			✓
b. Relocation of Structures			
i. Outbuilding less than 144 sq. ft.	✓		
ii. Outbuilding greater than 144 sq. ft.		✓	
iii. Primary structure			✓
c. Demolition			
i. Contributing primary structure			✓
ii. Non-contributing primary structure		✓	
iii. Contributing outbuilding		✓	
iv. Non-contributing outbuilding	✓		

Classification of COA Approvals by Scope of Work

Type of Work	Administrative Approval	Historic Preservation Commission Approval	
	(Staff Review)	Minor Work	Major Work
v. Building additions, porches, or other extant features		✓	
vi. Character defining building elements or details without reconstruction		✓	
vii. Non-character defining building elements or details without reconstruction	✓		
d. Additions to Structures			
i. Addition of substantial spaces such as rooms			✓
ii. Addition of front or side decks or porches		✓	
iii. Addition of new rear decks or porches	✓		
e. Windows and Doors			
i. Replacement of original windows		✓	
ii. Modification of existing window or door openings		✓	
iii. Replacement of non-original windows	✓		
iv. Addition of new windows facing the street		✓	
v. Addition of new windows not facing the street	✓		
vi. Installation, replacement, or removal of doors	✓		
vii. Installation, replacement, removal of storm windows and doors	✓		
viii. Alteration or new construction of storefronts	✓		
ix. Restoration of original window or door openings where doors and windows match original or existing	✓		
x. Installation of window air conditioning units visible from the street		✓	
xi. Installation of window air conditioning units not visible from the street	✓		
f. Roofs			
i. Alteration of roof covering	✓		
ii. Alteration of roof form (including alteration, removal, or construction of dormers)		✓	
iii. Installation of skylights or solar panels visible on front facade		✓	
iv. Installation of skylights and solar panels not visible on front facade	✓		
v. Construction of new or modification of existing chimneys		✓	
vi. Installation of gutters	✓		

Classification of COA Approvals by Scope of Work			
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g. Other Building Alterations			
i. Alterations or construction of building elements (including columns, railings, stairs, landings, ramps and flooring)		✓	
ii. Alterations or construction of architectural details (including molding, brackets, or decorative woodwork)	✓		
iii. Change in cladding material or style		✓	
iv. Removal of non-original cladding which hides historic materials or details underneath	✓		
v. Painting of previously unpainted surface		✓	
vi. Changes to any non-contributing outbuilding	✓		
II. Site Work			
a. Parking areas			
i. New residential driveways or changes to existing residential driveways	✓		
ii. Changes to existing parking lots	✓		
iii. New surface parking lots		✓	
b. Fences or Walls			
i. Within the street yard (between the facade of the structure and the ROW)		✓	
ii. Within the rear or side yard	✓		
c. Planting or removal of trees and planting of shrubs in the street yard	✓		
d. Light fixtures and poles (new or replacement)	✓		
e. Walkways, patios or other paving	✓		
f. ADA Compliance			
i. Installation of ADA compliance updates (including ramps, etc.) where staff determines that the proposal will have a significant impact on the character of the structure		✓	
ii. Installation of ADA compliance updates (including ramps, etc.) where staff determines that the proposal will <u>not</u> have a significant impact on the character of the structure	✓		
g. Ornamental structures			
h. Installation, relocation, or removal of mechanical equipment	✓		

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III. Signs			
a. Freestanding Signs			
i. New freestanding signs requiring a sign permit		✓	
ii. New freestanding signs allowed without a sign permit	✓		
b. Building Mounted Signs			
i. New building-mounted signs greater than 24 sq. ft. in area		✓	
ii. New building-mounted signs up to 24 sq. ft. in area	✓		
iii. New building mounted signs allowed without a sign permit	✓		
c. Replacement of signs with new ones to match the old in size and location	✓		
IV. Previously Approved COAs			
a. Renewal of Expired COA	✓		
b. Minor Amendments	✓		
c. Substantial amendments		✓	
V. Other			
a. Work items not listed here for which a clear citation can be made for conformance with the local review criteria	✓		
b. Work items not listed here that are deemed by staff to be substantial in nature, precedent setting, not addressed by the local review criteria, or not in conformance with the criteria		✓	
VI. Emergency Installations/Repairs –			
Installation of temporary features to protect a historic resource that do not permanently alter the resource. Six month duration with in-kind reconstruction or an approved COA.	✓		