



Work Requiring a Certificate of Appropriateness

Normal Maintenance

The Commission considers the following activities to be routine maintenance of historic properties. The following activities do not require a Certificate of Appropriateness. However, other City permits may be necessary.

For All Properties:

- a. All interior work as long as it has no exterior impact (window replacement is not considered interior work for these purposes)
- b. Minor repairs to windows, including caulking or reglazing and replacement of window glass as long as window size and style are not altered
- c. Removal of cladding not original to the structure
- d. Minor repairs to doors, siding, trim, gutters, flooring, steps, fences, and walls, as long as the replacements match existing materials in scale, style, design, and materials
- e. Selective masonry repointing and replacement, when matching historic materials in strength, type, unit size, mortar joint thickness and tooling profile, bond pattern, texture, finish, and color.
- f. Roofing, foundation, and chimney work, if no change in appearance occurs; replacement of roofing material with matching material
- g. Removal of screen doors or storm doors
- h. Caulking and weatherstripping
- i. Exterior painting of an originally painted surface, including when a change of color is proposed, as long as no pattern is painted and the texture remains unchanged. This exception does not apply to painted signage.
- j. Replacement of existing mechanical equipment (including vents)
- k. Repairs to or repaving of flat, paved areas, such as driveways, walkways, and patios, if the material used is the same or similar in appearance
- l. Installation of landscaping, including vegetable, flower, and rain gardens, shrubs, and trees, as well as landscape maintenance, including pruning trees and shrubs (but not including removal of landscaping required to screen mechanical equipment or utilities)
- m. Curb, gutter, and pavement work that follows the Public Works Procedural Approach for Preserving Granite Curbs in Historic Districts
- n. Removal and/or replacement of street trees in the right-of-way, with review and approval by the Urban Forestry Manager
- o. Non-fixed elements (that can be moved without the use of heavy equipment) such as rain barrels, planters, dog houses, bird baths, and similar decorative or functional items
- p. Installation of solar panels not facing the street, so long as not attached to a character-defining roofing material (e.g., slate, terra cotta, traditional standing seam metal) and so long as panels are matte black in color or otherwise match the roof color and project no more than four inches above the finished roof surface; all associated equipment must be attached to the rear or side of the structure

For Noncontributing Properties:

- a. Painting of nonhistoric material, whether previously painted or not
- b. Installation of prefabricated or site-built outbuildings of 80 square feet or less when located in the rear yard
- c. Modifications to or demolition of outbuildings
- d. Addition of new rear decks or porches
- e. Modification, installation, or replacement of windows and doors not facing the street
- f. Addition of screen doors or storm windows
- g. Alteration or replacement of roof materials
- h. Installation of skylights and solar panels; when visible from the street, select solar panels to be matte black in color or to otherwise match the roof color and to project no more than four inches above the finished roof surface, and locate all associated equipment at the rear of side of the structure
- i. Installation of gutters
- j. Alterations to ornamentation or to cladding material

Minor Works

Certain activities are considered by the Commission to not have a significant impact on the exterior appearance of the historic structures. These applications are accepted any weekday, and are reviewed and approved administratively by Planning staff.

Major Works

Major COAs are required for modifications to building or site elements that may impact the original character of the structure, construction of new structures, and additions to and demolition of historically-significant structures. The HPC reviews and approves Major COAs through a quasi-judicial process at its monthly meetings. For Major COAs, a pre-submittal conference with Planning staff is required, and a monthly agenda deadline is set approximately one month prior to the HPC's meeting. Adjacent property owners are mailed a written notice and a sign is posted on the property prior to the HPC meeting.

| Classification of Review by Scope of Work | | |
|--|-----------------------|---|
| | Planning Staff Review | Historic Preservation Commission Review |
| Type of Work | Minor Work | Major Work |
| I. Architectural Work | | |
| a. New Construction | | |
| i. Installation of new pre-fabricated outbuilding or new structure 80 sq. ft. or less. | ✓ | |
| ii. New structure greater than 80 sq. ft. and 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 | ✓ | |
| d. Additions to Primary 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. Additions to Accessory Structures | | |
| i. Addition to contributing accessory structure | | ✓ |
| ii. Addition to non-contributing accessory structure | ✓ | |
| f. Windows and Doors | | |
| i. Replacement of original windows and original street-facing doors on contributing structures | | ✓ |
| ii. Replacement of non-original and non-contributing windows and doors, and non-street facing doors | ✓ | |
| iii. Modification or installation of window and door openings facing the street | | ✓ |
| iv. Modification or installation of window and door openings <u>not</u> facing the street | ✓ | |
| v. Modification, installation, or replacement of storm windows or storm doors | ✓ | |
| vi. Alteration or new construction of storefronts | ✓ | |
| vii. Restoration of original window or door openings where doors and windows match original or existing | ✓ | |
| viii. Installation of window air conditioning units not visible from the street | ✓ | |
| g. Roofs | | |
| i. Alteration of roof material | ✓ | |
| ii. Alteration of roof form (including alteration, removal, or construction of dormers) | | ✓ |
| iii. Installation of skylights or solar panels visible on front facade of contributing structures | ✓ | |
| iv. | | |
| v. Construction of new or modification of character-defining chimneys | | ✓ |
| vi. Installation of gutters | ✓ | |
| h. 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 original cladding material or style | | ✓ |
| iv. Change in non-original cladding material or style | ✓ | |
| v. Painting of previously unpainted surface on contributing structure | | ✓ |
| vi. Changes to any non-contributing outbuilding | ✓ | |
| vii. Building additions, porches, or other extant features | | ✓ |
| viii. Character defining building elements or details without reconstruction | | ✓ |
| ix. Non-character defining building elements or details without reconstruction | ✓ | |
| 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 | ✓ | |
| c. Planting or removal of trees and planting of shrubs in the street yard | ✓ | |
| d. Removal of canopy trees (greater than 12 inches DBH) | ✓ | |
| e. Light fixtures and poles (new or replacement) | ✓ | |
| f. Walkways, patios or other paving | ✓ | |
| g. 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 | ✓ | |
| h. Installation, relocation, or removal of mechanical equipment | ✓ | |
| i. Additional site work or structure not described above | ✓ | |
| 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. Public Art Murals | | |
| a. On a non-contributing structure | ✓ | |
| b. On a contributing structure | | |
| i. Painting on a historically painted surface | ✓ | |
| ii. Painting on a previously unpainted non-historic material | ✓ | |
| iii. Painting on previously unpainted historic material | | ✓ |
| c. On a landmark structure | | ✓ |
| V. Streetscapes | | |
| a. Modifications within the right-of-way deemed significant by staff | | ✓ |
| b. Minor modifications within the right-of-way | ✓ | |
| c. Small-cell wireless installations (with or without new pole) | ✓ | |
| VI. Previously Approved COAs | | |
| a. Renewal of Expired COA | ✓ | |
| b. Minor Amendments | ✓ | |
| c. Substantial amendments | | ✓ |
| VII. Other | | |
| a. Any project for which the State Historic Preservation Office and/or National Park Service have approved the scope of work through the historic rehabilitation tax credit program | ✓ | |
| b. Work items not listed here for which a clear citation can be made for conformance with the local review criteria | ✓ | |
| c. 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 | | ✓ |
| VIII. 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. | ✓ | |