



**HOWARD COUNTY HISTORIC PRESERVATION COMMISSION**

ELLCOTT CITY HISTORIC DISTRICT ■ LAWYERS HILL HISTORIC DISTRICT

3430 Court House Drive ■ Ellicott City, Maryland 21043

Administered by the Department of Planning and Zoning

www.howardcountymd.gov  
410-313-2350  
FAX 410-313-3467  
TDD 410-313-2323

**HPC EXECUTIVE SECRETARY  
EXEMPTION DETERMINATION FOR MINOR ALTERATIONS**

APPLICANT INFORMATION:	PROPERTY INFORMATION:
Chris Eatough Howard County Office of Transportation 3430 Court House Drive Ellicott City, MD 21043	Property Address: 3711 Maryland Avenue, sidewalks in front of 8059 Main Street, 8267 Main Street, corner of Main Street and Old Columbia Pike, 8308 Main Street and 8394 Main Street. 8307 Main Street (privately owned, email authorizing application within)
	Minor Alteration Case Number: MA-17-03
	Property Information: Public sidewalks and plaza in Ellicott City Historic District, 1 privately owned sidewalk

OWNER INFORMATION:	HISTORIC DISTRICT INFORMATION
Howard County Government 3430 Court House Drive Ellicott City, MD 21043	Ellicott City Historic District <input checked="" type="checkbox"/>  Lawyers Hill Historic District <input type="checkbox"/>

PROPOSED WORK:
Install bike racks at 7 locations in Historic Ellicott City for a total of 12 racks – 3 racks to be installed at B&O Museum Plaza, 2 racks to be installed in front of 8059 Main Street, 1 rack to be installed on the corner of Main Street and Old Columbia Pike, 1 rack to be installed on the concrete pad near the entrance to 8267 Main Street, 2 racks to be installed near 8308 Main Street and 1 rack near 8394 Main Street (Thomas Isaac Log Cabin). There will be 2 racks installed on the sidewalk near the entrance to La Palapa at 8307 Main Street and the private property owner has agreed.  The bike racks will be black metal racks with a post and circle through them for bikes to lock into. These racks were previously approved for use in the B&O Plaza in May 2016 (case HPC-16-17).

COMPLIANCE WITH GUIDELINES:
The Executive Secretary has determined that the proposed work is a considered minor alteration and is consistent with the Guidelines as referenced below.
Chapter 10.C: Street Furniture
1) Use street furniture that is simple in design and constructed of traditional materials such as wood and dark metal.
2) Improve consistency in design throughout the historic district for items such as street lights, traffic signals, public signage, trash receptacles and other street furniture.
3) Particularly along the commercial section of Main Street, place street furniture in areas where the sidewalk is wider or where adjacent public open space (such as the plaza next to the railroad museum) provides a more spacious public environment.

Date Posted to HPC Website:	Executive Secretary Signature
1/11/17	<u>Beth Burgess</u> 1/11/17 Beth Burgess, Executive Secretary      Date Historic Preservation Commission

**Ellicott City Bike Racks  
Minor Alteration Determination**

**AFTER 5 DAYS POSTING ON WEBSITE:**

Written Objection WAS NOT Received:	Written Objection WAS Received:	Date Issued:
<input type="checkbox"/> No written objection was received and the proposed work was determined to be a minor alteration, not requiring Commission approval.	<input type="checkbox"/> Yes, a written objection was received. A Certificate of Approval is required.	

**Executive Secretary Signature**

\_\_\_\_\_  
 Beth Burgess, Executive Secretary                      Date  
 Historic Preservation Commission

cc: County Projects File  
 T:\Shared\Resource Conservation Division\HPC\Minor Alterations and Exec Secretary Tax Credits\2017\MA-17-03\_Bike Racks EC\MA-17-03\_EC Bike Racks.docx

# HOWARD COUNTY HISTORIC DISTRICT COMMISSION

## GENERAL APPLICATION FOR CERTIFICATE OF APPROVAL

**SUBMIT 10 COPIES** of this application package, including all supporting materials required on pages 3-5 of this application to Howard County Department of Planning and Zoning. Applications must be received no later than 5:00 pm 22 days prior to the meeting. Applications can be submitted via mail, but may result in missing the deadline. Applications are not accepted via email or fax.

Address: 3430 Court House Drive, Ellicott City, MD 21043

### Meeting Information

The Historic District Commission (HDC) meets at 7:00 pm generally on the first Thursday of each month at 3430 Court House Dr., Ellicott City, MD.

### Questions

Please contact Samantha Holmes, Historic Preservation Planner at 410-313-4428 or [sholmes@howardcountymd.gov](mailto:sholmes@howardcountymd.gov).

### FOR STAFF USE ONLY

Application #:

MA-17-03

Meeting Date:

posted online

Date Received:

RECEIVED

DEC 28 2016

### PROPERTY INFORMATION

Address of Subject Property: 7 locations in Historic Ellicott City

Name of Property Owner: Howard County Government

Is this property listed on the Howard County Historic Sites Inventory?  Y  N #HO- \_\_\_\_\_

Historic District (please check):  Ellicott City Local Historic District  Lawyers Hill Local Historic District

### APPLICANT INFORMATION

Name of Applicant (please only provide one name for contact purposes): Chris Eatough, Howard County Office of Transportation

Mailing address: 3430 Court House Drive, Ellicott City, MD 21075

Phone No. (W) 410-313-0567 (H) NA

Email: ceatough@howardcountymd.gov Contact Preference: email

If the Applicant is not the owner of the subject property, the owner's signature authorizing the proposed work is required .

### SIGNATURE(S)/CERTIFICATION:

Chris Eatough 12/28/16  
Applicant or Authorized Agent Date Owner (if different than Applicant) Date

I hereby certify by the above signatures(s) that the information supplied herewith is correct and complete and authorizes such periodic on-site inspections by the Department of Planning and Zoning and its agents as may be necessary to review this application and any petitions filed in connection herewith and to enforce the Historic District Guidelines and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted.



**APPLICATION INSTRUCTIONS**  
**GENERAL APPLICATION FOR CERTIFICATE OF APPROVAL**  
(For approval to make changes to the exterior of a building or property.)

**SUBMIT 10 COPIES** of this application package, including all supporting materials required on page 3 of this application to Howard County Department of Planning and Zoning. Applications must be received no later than 5:00 pm 22 days prior to the meeting. Applications can be submitted via mail, but may result in missing the deadline. Applications are not accepted via email or fax.

Address: 3430 Court House Dr., Ellicott City, MD 21043

**Meeting Information**

The Historic District Commission (HDC) meets at 7:00 pm generally on the first Thursday of each month at 3430 Court House Dr., Ellicott City, MD. If a meeting is cancelled, applicants will be notified and the cancellation will be posted on the County's website at:

[www.howardcountymd.gov/servicespage.aspx?ID=6442460809](http://www.howardcountymd.gov/servicespage.aspx?ID=6442460809) and  
[www.howardcountymd.gov/Historic\\_District\\_Commission.htm](http://www.howardcountymd.gov/Historic_District_Commission.htm).

Applicants are expected to attend the HDC meeting in order to describe the proposed work and to respond to questions. Failure to attend the meeting may delay consideration and approval by the Commission, or result in the application being denied.

**Application Information**

For questions concerning this application, please contact Samantha Holmes, Historic Preservation Planner, at 410-313-4428 or [sholmes@howardcountymd.gov](mailto:sholmes@howardcountymd.gov). Applications will be reviewed for completeness and applicants will be notified if additional information is required to complete the application. Failure to provide all required information may result in the rejection of the application.

**Additional Information**

No work requiring HDC approval can proceed until the Certificate of Approval is issued. Proposed changes not listed on the application or for legal advertisement cannot be reviewed by the Commission.

Please note there are separate applications for general work, tax credit pre-approval and advisory comments. For more information about work that may be eligible for tax credits, please visit the County's Historic Preservation page: [http://www.howardcountymd.gov/historic\\_preservation.htm](http://www.howardcountymd.gov/historic_preservation.htm) .

**Permit Information**

If HDC Approval is received, it does not eliminate the need for a building permit or sign permit. Those permits may be applied for in the Department of Inspections, Licenses and Permits located on the first floor at 3430 Court House Dr., Ellicott City, MD. Any questions regarding the permit process should be directed to the Department of Inspections, Licenses and Permits at (410) 313-2455.

# General Application for Certificate of Approval: Part 1

## ALL APPLICATIONS MUST INCLUDE:

- Labeled photograph(s) of existing property conditions.
- A detailed description and samples/photographs of materials, colors, and dimensions for proposed work.
- Plot plans, site plans, or elevations (as applicable to proposal).
- A completed Part 2 of this application (page 4-5). Application may be rejected if not complete. If Part 2 is not suitable for your project, please type up a detailed explanation on a separate piece of paper.

**DESCRIPTION OF PROPOSAL:** Attach additional pages if necessary. Continue to Part 2 (page 4-5) to complete required checklists.

Installing bike racks at 7 locations in Historic Ellicott City. Bike racks are a simple way to encourage more people to visit Ellicott City businesses without adding to the parking strain. They also organize bike parking so that bikes are parked neatly in designated areas. Effective bike parking requires easily recognizable and functional bike racks at multiple, convenient, highly visible locations near the front doors of destinations. Each location has 1,2 or 3 bike racks.

**DESIGN GUIDELINES:** Consult the Ellicott City or Lawyers Hill Design Guidelines on the Howard County website at <http://www.howardcountymd.gov/DPZ/historicpreservation.htm> and provide a brief description of how the proposal meets the recommendations of the Guidelines, including the applicable chapter and section.

Supports parking plan to manage overall surface space dedicated to motor vehicle parking (page 76).

Previously approved, simple black metal "hitch" design matches other street furniture such as trash cans and benches (page 76).

Locations with wide sidewalks are selected to minimize impact on pedestrians (page 76).

Bike racks will be installed following best practices guidelines from the Association of Pedestrian and Bicycle Professionals.

**NEW CONSTRUCTION/ADDITIONS:** Such as construction of principal structure; major addition to principal structure, including room additions and attached garages; or construction of decks, porches, and detached accessory structures (i.e., fences, sheds, barns, detached garages, swimming pools, etc.). Please consult the appropriate guidelines.

**Please complete Part 2 Checklist (pages 4-5) as applicable to additions/new construction and submit additional pages if necessary.**

- Scaled plot plan of property, showing clearly labeled existing and proposed structures, parking areas, fences, landscaping and other significant features.
- Elevation drawings of proposed structure or addition indicating dimensions, design, height, color, and materials.
- Manufacturer's literature for proposed features (window, siding, roof, etc. spec sheets/photos). **Photos required.**

Description:

Not applicable.

## General Application for Certificate of Approval: Part 2

**TYPE OF ALTERATION:** Please check the appropriate box for the proposed work and fill in required blanks

**PAINTING:** Refer to page 50 of the Ellicott City Guidelines and page 31 of the Lawyers Hill Guidelines.

Existing Color: \_\_\_\_\_

Proposed Color: \_\_\_\_\_

Paint Chip Included:  Yes  No

Area(s) to be painted: \_\_\_\_\_

Additional Info Included:  Yes  No

\_\_\_\_\_

**ROOF:** Refer to page 31 of the Ellicott City Guidelines and page 26 of the Lawyers Hill Guidelines.

Existing Material: \_\_\_\_\_

Proposed Material: \_\_\_\_\_

Existing Color: \_\_\_\_\_

Proposed Color: \_\_\_\_\_

Additional Info Included:  Yes  No

Specs/Photos Included:  Yes  No

**WINDOWS:** Refer to page 38 of the Ellicott City Guidelines and page 26 of the Lawyers Hill Guidelines.

Existing Material: \_\_\_\_\_

Proposed Material: \_\_\_\_\_

Existing Color: \_\_\_\_\_

Proposed Color: \_\_\_\_\_

Existing Sash Arrangement: \_\_\_\_\_

Proposed Sash Arrangement: \_\_\_\_\_

Additional Info Included:  Yes  No

Specs/Photos Included:  Yes  No

**SHUTTERS:** Refer to page 42 of the Ellicott City Guidelines and page 28 of the Lawyers Hill Guidelines.

Existing Type: \_\_\_\_\_

Proposed Type: \_\_\_\_\_

Existing Color: \_\_\_\_\_

Proposed Color: \_\_\_\_\_

Existing Material: \_\_\_\_\_

Proposed Material: \_\_\_\_\_

Additional Info Included:  Yes  No

Specs/Photos Included:  Yes  No

**WALLS/SIDING:** Refer to pages 25-30 of the Ellicott City Guidelines and pages 21-24 of the Lawyers Hill Guidelines.

Existing Material: \_\_\_\_\_

Proposed Material: \_\_\_\_\_

Existing Color: \_\_\_\_\_

Proposed Color: \_\_\_\_\_

Additional Info Included:  Yes  No

Specs/Photos Included:  Yes  No

**DOORS AND STORMS DOORS:** Refer to page 35 of the Ellicott City Guidelines and pages 26-29 of the Lawyers Hill Guidelines.

Existing Type: \_\_\_\_\_

Proposed Type: \_\_\_\_\_

Existing Color: \_\_\_\_\_

Proposed Color: \_\_\_\_\_

Existing Material: \_\_\_\_\_

Proposed Material: \_\_\_\_\_

Additional Info Included:  Yes  No

Specs/Photos Included:  Yes  No

## General Application for Certificate of Approval: Part 2

**TYPE OF ALTERATION:** Please check the appropriate box for the proposed work and fill in required blanks

**LIGHTING:** Refer to page 71 of the Ellicott City Guidelines and page 47 of the Lawyers Hill Guidelines.

Type: \_\_\_\_\_

Location: \_\_\_\_\_

Color: \_\_\_\_\_

Installation Method: \_\_\_\_\_

Material: \_\_\_\_\_

Specs/Photos Included:  Yes  No

**SITE LANDSCAPE FEATURES (tree removal, fences, walls, terraces, paving):** Refer to Chapters 9 & 10 of the Ellicott City Guidelines and Chapter 9 of the Lawyers Hill Guidelines.

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plans/Specs/Photos Included:  Yes  No

**DEMOLITION:** Refer to Section 300 of the Howard County Historic District Commission Rules of Procedure. Provide justification for proposed demolition, including, reports on structural conditions and feasibility of repairs, cost estimates, pictures, and plans for the proposed treatment of the site after demolition.

Structure: \_\_\_\_\_

Reports Included:  Yes  No

Photos Included:  Yes  No

Future Plans Included:  Yes  No

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER (such as porch, foundation, etc. Please explain in detail):** Refer to applicable Guidelines. For signs please use separate Sign Application. Please attach additional pages as necessary.

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specs/Photos Included:  Yes  No

**PLEASE SUBMIT ADDITIONAL PAGES AS NECESSARY (you may create your own document if it better explains the project)**

## Howard County Historic District Commission, General Application for Certificate of Approval

### Supporting Materials - Bike Racks in Historic Ellicott City

**Applicant: Chris Eatough, Howard County Office of Transportation, January 2017**

#### Background:

Installing bike racks is a simple and cost effective way to encourage more people to visit Historic Ellicott City by bicycle. This brings more customers to local businesses without adding to the parking strain for motor vehicles.

Effective bike parking requires:

- High visibility locations near the front doors of destinations
- Easy to recognize, quality bike racks with two points of contact between the rack and the bike

Bike racks will be installed out of the way of pedestrians, following best practices guidelines from the Association of Pedestrian and Bicycle Professionals.

Installing bike racks supports County policy from the Howard County General Plan, the Howard County Bicycle Master Plan and the Howard County Complete Streets Policy statement. Improving bike parking also support the CB3-2016 legislation that was passed by the County Council in 2016, prohibiting bike riding on sidewalks in Historic Ellicott City since providing quality and convenient bike parking encourages visitors to park their bicycles and walk from there to destinations along Main Street rather than biking on sidewalks.

#### Bike Rack Style:

The proposed bike rack design is black metal "hitch" style rack. This design was previously approved for Historic Ellicott City by the Howard County Historic District Commission. It is a space efficient, functional and easily recognizable bike rack. One hitch rack can provide parking for two bicycles.



Bike Rack Locations:

Proposed locations for bike racks are shown by the blue dots on the map below. All are on public property except for one (LaPalapa). The property owner of LaPalapa has expressed interest in bike racks for public use on his property in front of the restaurant. Each location supports one, two or three bike racks. There will be twelve racks total spread across the seven locations. Bike racks can be moved for future construction or redesign.

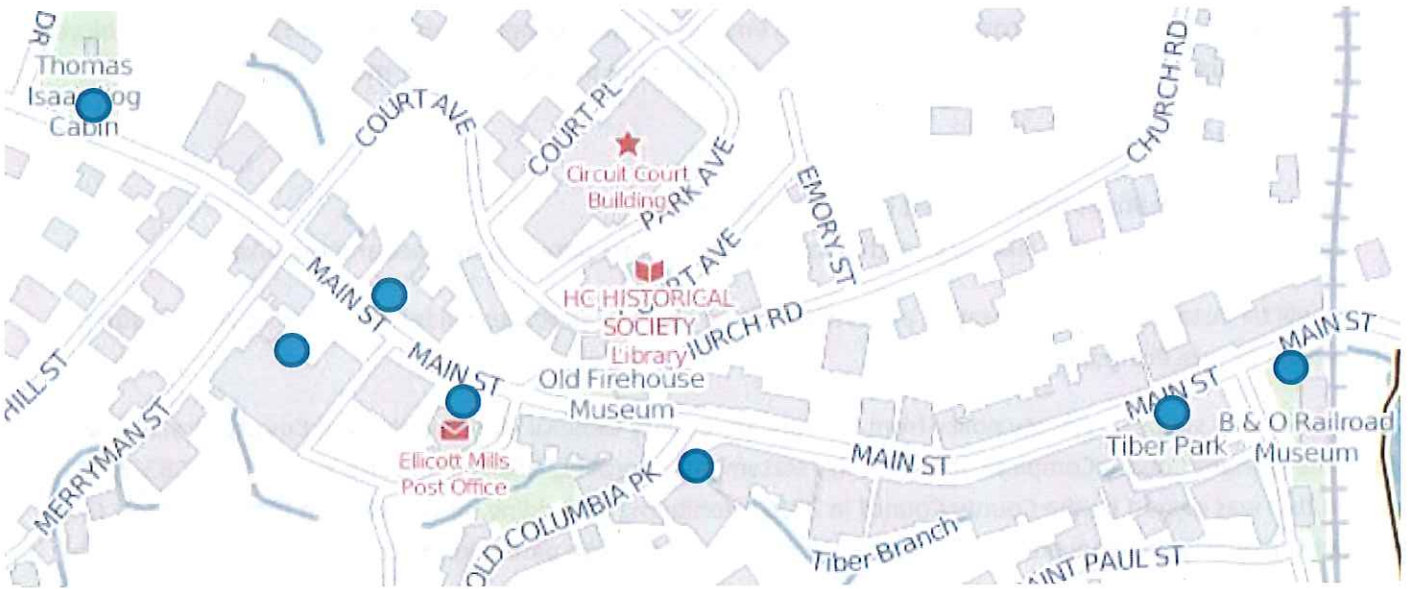


Photo of each location is below:

1: B&O Museum Plaza. 3 racks on asphalt. 3711 Maryland Avenue

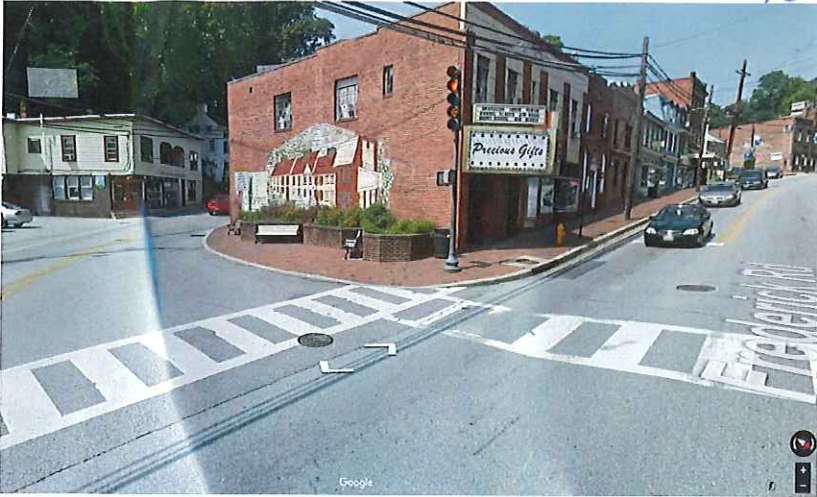


2: Bean Hollow. 2 racks in front of fence. 8059 Main Street



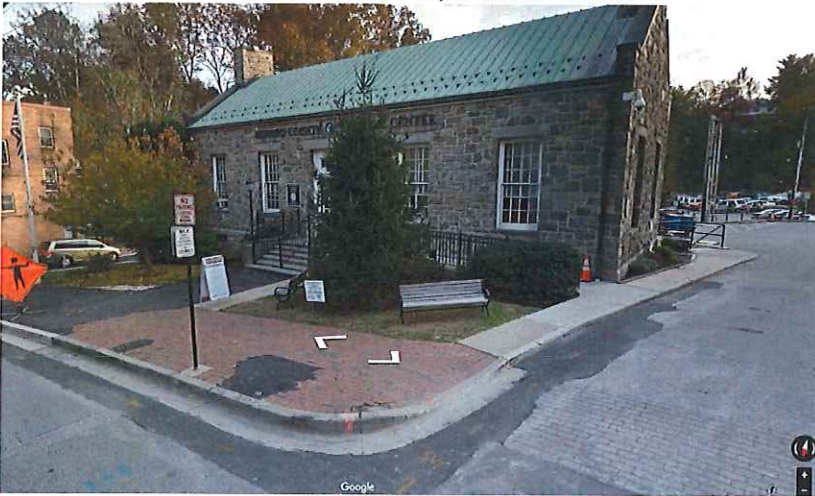
3: Precious Gifts. 1 rack between benches.

Corner of Main St + Old Columbia  
Pike



4: Visitor Center. 1 rack on concrete pad near entrance.

8267 Main St.



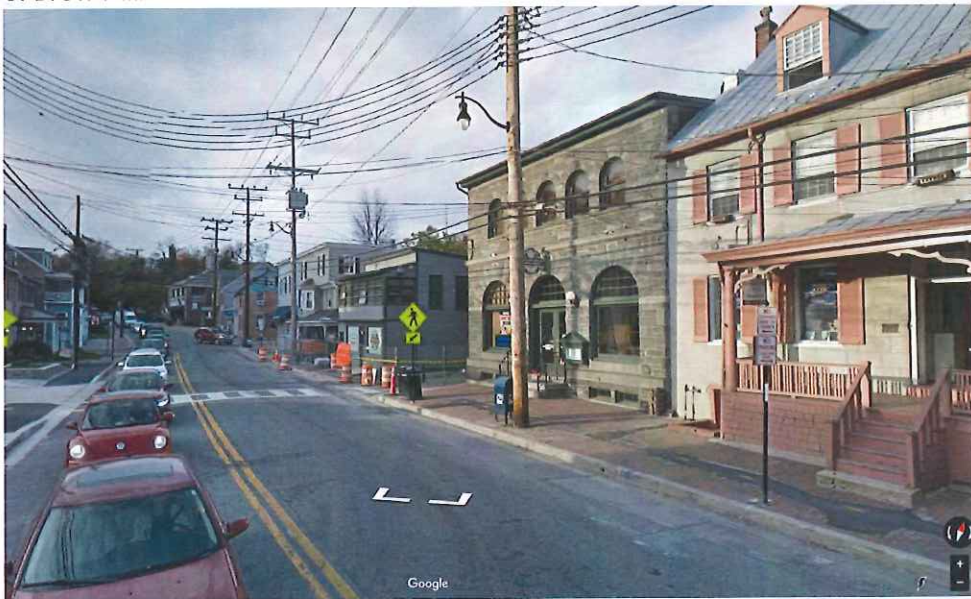
5: LaPalapa. 2 racks near Lapalapa entrance.

8307 Main St.



8308 Main Street

6: Brew Pub. 2 racks near entrance.



7: Thomas Isaac Log Cabin (1 rack on pavers).



8394 Main Street