



**HOWARD COUNTY HISTORIC PRESERVATION COMMISSION**

*ELlicott 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  
AND TAX CREDIT PRE-APPROVAL**

<b>APPLICANT INFORMATION:</b> Kathleen P. Taylor 3575 Church Road Ellicott City, MD 21043	<b>PROPERTY INFORMATION:</b> Property Address: 8358 Main Street, Ellicott City Minor Alteration Case Number: MA-19-10 Property Information: Map 25A, Parcel 99
<b>OWNER INFORMATION:</b> Kathleen P. Taylor 3575 Church Road Ellicott City, MD 21043	<b>HISTORIC DISTRICT INFORMATION</b> Ellicott City Historic District <input checked="" type="checkbox"/> Lawyers Hill Historic District <input type="checkbox"/>

**PROPOSED WORK:**  
The Applicant proposes to remove the existing roof system and replace the roof shingles and sheathing. The roof is 22 years old and is leaking through the ceiling in the second floor of the building. The roof currently has black asphalt shingles, which will be replaced with new Certainteed Landmark black asphalt shingles in the color Pewterwood. Ice and water guards will be installed on the perimeter of the house in the valleys. Ridge vents will be installed on the ridge. Plywood will be replaced as needed.

**COMPLIANCE WITH GUIDELINES:**  
The Executive Secretary has determined that the proposed work is considered a minor alteration and is consistent with the Guidelines as referenced below.

Chapter 5 – Routine Maintenance


- 1) Repair or replacement of roofs, gutters, siding...and other appurtenant fixtures using the same materials and design.

Chapter 6.E – Roofs

- 2) Use asphalt shingles that are flat, uniform in color and texture and of a neutral color.
- 3) Routine Maintenance - Repairing roofs, including the replacement of small areas of roofing material, using material similar to the existing roofing in dimensions, shape, color and texture.

**COMPLIANCE WITH COUNTY CODE SECTION 20.112 FOR TAX CREDIT PRE-APPROVAL:**  
The Executive Secretary has determined that the proposed work is eligible for historic property tax credits and is consistent with the County Code as referenced below.

- 1) The repair or replacement of exterior features of the structure;
- 2) Work that is necessary to maintain the physical integrity of the structure with regard to safety, durability, or weatherproofing;
- 3) Maintenance of the exterior of the structure, including routine maintenance as defined in section 16.601 of the County Code.

<b>Date Posted to HPC Website:</b>  3/18/19	<b>Executive Secretary Signature</b>   Beth Burgess, Executive Secretary Historic Preservation Commission
	3/18/19 Date

8358 Main Street, Ellicott City  
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

**IMPORTANT  
APPLICANT INFORMATION**

1. As the work progresses, if you find that changes to the pre-approved work are necessary, you must contact the Historic Preservation Commission Staff representative to determine if the proposed changes must be approved.
2. In order for labor to be eligible for the tax credit, the contractor must hold an active MHIC license or other applicable license. All invoices must include the contractor's license number and a clear, itemized scope of work for each item being claimed.
3. Submit receipts and canceled checks for materials or contracts showing that the invoice has been paid. Copies of receipts are acceptable.
4. Indicate the total amount of tax credit being claimed on the application form.
5. Submit photographs showing the completed work.

When the work has been completed, submit the Final Tax Credit Application form and your application will be scheduled for the next available Commission meeting for which it meets the application deadline. A dollar amount of tax credit will be approved based on the receipts, checks, contracts, and documentation submitted. The final approval will then be forwarded to Howard County Department of Finance.

# COMBINED APPLICATION FOR APPROVAL

HISTORIC PRESERVATION COMMISSION, FAÇADE IMPROVEMENT PROGRAM AND TAX CREDIT PRE-APPROVAL APPLICATIONS FOR APPROVAL

**SUBMIT 10 COPIES** of this application package, including all supporting materials required on pages 2-3 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 Drive, Ellicott City, MD 21043

### Meeting Information

The Historic Preservation Commission (HPC) meets at 7:00 pm generally on the first Thursday of each month at 3430 Court House Dr., Ellicott City, MD. Please contact us regarding emergency applications.

### Questions

Please contact Samantha Holmes, Historic Preservation Planner at 410-313-4428 or sholmes@howardcountymd.gov.

### FOR STAFF USE ONLY

#### Application #:

HPC -  
MA - 19-10  
FIP -

#### Meeting Date:

posted online

#### Date Received:

RECEIVED

MAR 15 2019

### PROPERTY INFORMATION

Address of Subject Property: 8358 Main Street Ellicott City, MD 21043

Name of Property Owner: Richard + Kathleen Taylor

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

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

### APPLICANT INFORMATION

Name of Applicant (please only provide one name for contact purposes): Kathleen P. Taylor

Mailing address: 3575 Church Road Ellicott City, MD 21043

Phone No. (W) 410.740.9600 (H) 410.750.3761 cell 410.952.4157

Email: Krltaylorch@hotmail.com Contact Preference: Cell Phone or Email

### BELOW FOR STAFF USE ONLY

Tax Account Number: \_\_\_\_\_

Map \_\_\_\_\_ Parcel \_\_\_\_\_

## Part 1: General Application for Certificate of Approval

**ALL APPLICATIONS MUST INCLUDE:** The information required in this checklist must be provided or the application will be incomplete and may be rejected for consideration by the Commission. Please check each box below to confirm you have provided this information.

- Labeled, color photographs of existing property conditions, printed on 8.5x11 paper, no more than two images per page. Do not submit individual 4x6 photographs.
- A detailed description of the proposed work (see below or provide separate sheet of paper if needed).
- Product specification sheets/photographs of product that clearly shows materials, colors, and dimensions.
- Plot plan of property, site plans, or elevations (as applicable to proposal; but required for any new construction).
- For new construction or major alteration: elevation drawings of proposed structure indicating dimensions, design, height, color, and materials. Product spec sheets are required for all new elements.
- 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.
- I have read the Ellicott City or Lawyers Hill Design Guidelines and find my proposal complies with the recommendations in the Guidelines.

**DESCRIPTION OF PROPOSAL:** If more room is required, please provide write up on a separate sheet of paper to best organize proposed work. Continue to Part 2 (page 4-5) to complete required checklists.

Replace shingles on roof and sheathing if necessary.

Roof is 22 years old and is leaking through the ceiling in the second floor offices

Please provide a brief description of damage to the interior of the building, not withstanding merchandise. For example, "all interior wood floors must be replaced. Plaster or drywall walls and ceilings must be replaced." While the County program does not provide funding for these items, we may be able to connect you with programs that can assist.

Roof leaking has damaged the plaster ceiling below the leak.

Please list all current businesses or number of apartment units in the building:

Catalyst Communications (1<sup>st</sup> Flr)

Voices for Children (2<sup>nd</sup> Flr)

Real Estate Auditing Services 3<sup>rd</sup> Flr

Made on Main - Torch

## Part 2: General Application for Certificate of Approval Checklist

**TYPE OF ALTERATION:** Please check the appropriate box for the proposed work and fill in required blanks. You may create your own document if it better explains the project, be sure to include details such as materials and colors for all existing/previously existing and proposed features.

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

Existing Material: Asphalt Singles  
Existing Color: Black

Additional Info Included:  Yes  No

Is this item being repaired?  Yes  No

I seek tax credit pre-approval for this item.

Proposed Material: Asphalt Shingles  
Proposed Color: Black - Pewterwood

Specs/Photos Included:  Yes  No

Is this item being replaced?  Yes  No

I seek Façade Improvement Funds for this item  
(only porch roofs/storefront window roofs qualify).

**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

Is this item being repaired?  Yes  No

Is this item being replaced?  Yes  No

I seek tax credit pre-approval for this item.

I seek Façade Improvement Funds for this item.

**OTHER (such as lighting, railings, other repairs, tree removal, etc. Please explain in detail):** Refer to applicable Guidelines. For signs please use separate Sign Application. Please attach additional pages as necessary or write up separate document.

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

Specs/Photos Included:  Yes  No

Additional Info Included:  Yes  No

Is this item being repaired?  Yes  No

Is this item being replaced?  Yes  No

I seek tax credit pre-approval for this item.

I seek Façade Improvement Funds for this item.

**Historic Property Tax Credits**



- 1. The Howard County Historic Property Tax Credit program provides a tax credit equal to 25% of the cost of Eligible, pre-approved work. This type of tax credit may be applied to projects costing \$500 or more.
- 2. The property tax credit applies to the repair/replacement of exterior features of the entire building (doors, windows, siding, masonry, painting, etc). The interior only qualifies if it is to repair/replace an element that contributes to the structural stability of the building.
- 3. Invoices should be itemized to separate repairs to the items pre-approved from those that are not eligible for the tax credit.
- 4. There is a separate application for final tax credit approval. Copies of cancelled checks, receipts and paid invoices are required for final approval.

**Façade Improvement Program - Ellicott City only**

- 1. This program is offered as a grant through the Maryland Department of Housing and Community Development and the Maryland Historical Trust.
- 2. The funding for this program only applies to the front of the building; sides and rear do not qualify.
- 3. While damage may have occurred to the entire building, invoices for payment should be itemized to separate the repairs to the front of the building from the remainder of construction work. Invoices that are not itemized for the front of the building will not get reimbursed.
- 4. Two quotes from licensed contractors are required to participate in this program. Funding will be based on the lowest of the two quotes although you can use whichever contractor you prefer.
- 5. The program provides up to \$10,000 in matching funds, or 50% of the cost of the work, for façade repair or restoration. Funds are available on a first come first serve basis.
- 6. There is a separate application for reimbursement of funds. Copies of cancelled checks, receipts and paid invoices are required for reimbursement.

**SIGNATURE(S):**

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


3/14/19


---

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. I have read and understand the above terms regarding the Historic Property Tax Credit and Façade Improvement Program.

# POMEROY CONTRACTING

7 Seminole Avenue  
Catonsville, MD 21228  
410-719-0505

PROPOSAL SUBMITTED TO:

DATE: 3/10/19

Kathy Taylor

NAME

- Roofing - All Types
- Siding
- Gutters
- Painting
- Vinyl Soffits

8358 MAN ST

ADDRESS

SUICOT C. LY MD

CITY, STATE, ZIP

PHONE NUMBER

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

- ① Complete removal of existing roof system
- ② Install ice & water guard on the perimeter of the house in the valleys
- ③ Install Certainteed Landmark shingles over synthetic underlayment using 1 1/4 nails
- ④ Install ridge vent on ridge

TOTAL 4785.00

\* replacement of any damaged plywood at time (\$45.00/hr plus materials

All material are guaranteed to be as specified, and the work above to be performed in accordance with the drawing/specifications submitted for the above work and completed in a substantial workmanship manner for the sum of 4785 with payments to be made as follows:

Respectfully submitted, 1/3 down balance upon completion of job

[Signature]  
John A. Pomeroy, Jr.

**- ACCEPTANCE OF PROPOSAL -**

The above prices and conditions are satisfactory and are hereby accepted. You are authorized to the above work as specified. Payments be made as outlined above.

Signature: Kathleen P. Taylor

Date: 3/13/19

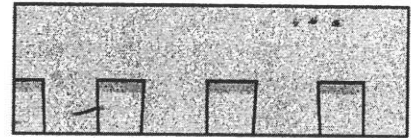
Signature: \_\_\_\_\_

## Technical Data Sheet

LANDMARK™ Premium Shingles  
 LANDMARK Pro/Architect™ 80 Shingles (NW Region only)  
 LANDMARK™ Pro Shingles  
 LANDMARK™ Shingles

### PRODUCT INFORMATION

Landmark™ shingles reflect the same high manufacturing standards and superior warranty protection as the rest of CertainTeed's line of roofing products. Landmark Premium (and Algae Resistant-AR), Landmark Pro (and AR) and Landmark (and AR) are built with the industry's toughest fiber glass mat base, and their strict dimensional tolerance assures consistency. Complex granule color blends and subtle shadow lines produce a distinctive color selection. Landmark is produced with the unique NailTrak™ nailing feature. **Please see the installation instruction section below for important information regarding NailTrak™.**



In the Northwest (NW) Region Landmark Pro (AR) is double-branded as Landmark Pro/Architect 80 (AR).

Landmark algae-resistant (AR) shingles have the additional attribute of resisting the growth of algae especially in damp regions. AR shingles are not available in all regions

**Colors:** Please refer to the product brochure or CertainTeed website for the colors available in your region.

**Limitations:** Use on roofs with slopes greater than 2" per foot. Low-slope applications (2" to 4" per foot) require additional underlayment. In areas where icing along eaves can cause the back-up of water, apply CertainTeed WinterGuard™ Waterproofing Shingle Underlayment, or its equivalent, according to application instructions provided with the product and on the shingle package.

**Product Composition:** Landmark series shingles are composed of a fiber glass mat base. Ceramic-coated mineral granules are tightly embedded in carefully refined, water-resistant asphalt. Two pieces of the shingle are firmly laminated together in a special, tough asphaltic cement. All Landmark shingles have self-sealing adhesive strips.

### Applicable Standards

ASTM D3018 Type I  
 ASTM D3462  
 ASTM E108 Class A Fire Resistance  
 ASTM D3161 Class F Wind Resistance  
 ASTM D7158 Class H Wind Resistance  
 UL 790 Class A Fire Resistance

ICC Evaluation Report ESR-1389  
 ICC Evaluation Report ESR-3537  
 CSA Standard A123.5 (Regional)  
 Miami-Dade Product Control Approved (Regional)  
 Florida Product Approval # FL5444 (Regional)  
 TDI Windstorm Resistance (Regional)

Technical Data:	Landmark (and AR)	Landmark Pro* (and AR)	Landmark Premium (and AR)
Weight/Square (approx.)	229 / 240 lb**	250 / 270 lb**	300 lb
Dimensions (overall)	13 1/4" x 38 3/4"	13 1/4" x 38 3/4"	13 1/4" x 38 3/4"
Shingles/Square (approx.)	65	66	66
Weather Exposure	5 5/8"	5 5/8"	5 5/8"

\*Includes "Landmark Pro AR/Architect 80"

\*\*Dependent on manufacturing location

## INSTALLATION

The following is a general summary of the installation methods. Detailed installation instructions are supplied on each bundle of Landmark shingles and must be followed. Separate application sheets may also be obtained from CertainTeed.

**Roof Deck Requirements:** Apply shingles to minimum 3/8" thick plywood, minimum 7/16" thick non-veneer (e.g. OSB), or minimum 1" thick (nominal) wood decks. The plywood or non-veneer decks must comply with the specifications of APA-The Engineered Wood Association.

**Ventilation:** Provisions for ventilation should meet or exceed current HUD Standards. To ensure adequate balance ventilation, use a combination of continuous ridge ventilation (using CertainTeed Ridge Vent products, or a comparable product with an external baffle) combined with soffit venting.

**Valleys:** Valley liner must be applied before shingles. The Closed-Cut valley application method is recommended, using CertainTeed WinterGuard Waterproofing Shingle Underlayment or its equivalent to line the valley prior to being fully covered by the shingles.

### Underlayment:

On slopes 4" per foot or greater, CertainTeed recommends one layer of DiamondDeck™ Synthetic Underlayment, or Roofers' Select™ High-Performance shingle underlayment, or shingle underlayment meeting ASTM D226, D4869 or ASTM D6757. Always ensure sufficient deck ventilation, and take particular care when DiamondDeck or other synthetic underlayment is installed. For UL fire rating, underlayment may be required. Corrosion-resistant drip edge is recommended and should be placed over the underlayment at the rake and beneath the underlayment at the eaves. Follow manufacturer's application instructions.

On low slopes (2" up to 4" per foot), one layer of CertainTeed's WinterGuard Waterproofing Shingle Underlayment (or equivalent meeting ASTM D1970) or two layers of 36" wide felt shingle underlayment (Roofers' Select High-Performance Underlayment or product meeting ASTM D226, D4869 or ASTM D6757) lapped 19" must be applied over the entire roof, ensure sufficient deck ventilation. When DiamondDeck or other synthetic underlayment is installed, weather-lap at least 20" and ensure sufficient deck ventilation. When WinterGuard is applied to the rake area, the drip edge may be installed under or over WinterGuard. At the eave, when WinterGuard does not overlap the gutter or fascia, the drip edge should be installed under WinterGuard. When WinterGuard overlaps the fascia or gutter, the drip edge or other metal must be installed over it. Follow manufacturer's application instructions.

### Fastening (NailTrak™):

**Low & Standard Slopes:** On low and standard slopes, four nails are required per shingle. There are three nail lines on NailTrak shingles. Position nails vertically between the upper and lower nailing-guide lines. It is acceptable to nail between either the middle and lower lines, or between the upper and middle lines. Nails must be of sufficient length to penetrate into the deck 3/4" or through the thickness of the decking, whichever is less. They are to be located 1" and 12" in from each side of the shingle (see instructions on product wraps.) Nails are to be 11 or 12 gauge, corrosion-resistant roofing nails with 3/8" heads.

**Steep Slopes:** On slopes greater than 21" per foot, fasten each shingle with six nails and four spots of roofing cement placed under each shingle according to application instructions provided on the shingle package. Fasteners must penetrate the two-layer common bond area that is indicated by the middle and lower NailTrak lines, also illustrated on the shingle package.

**Application:** The recommended application method is the 'Five-Course, Diagonal Method' found on each bundle of shingles. In this method, shingle course offsets are 6" and 11". Instructions also may be obtained from CertainTeed. These shingles may be used for new construction or for reroofing over existing Metric-sized shingles.

**Flashing:** Use corrosion-resistant metal flashing.

**Hips and Ridges:** For capping hip and ridge apply CertainTeed Shadow Ridge™, Cedar Crest™ or Mountain Ridge™ shingles of a like color.

#### **MAINTENANCE**

These shingles do not require maintenance when installed according to manufacturer's application instructions. However, to protect the investment, any roof should be routinely inspected at least once a year. Older roofs should be looked at more frequently.

#### **WARRANTY**

Landmark Premium (and AR), Landmark Pro/Architect 80 AR, Landmark Pro (and AR), and Landmark (and AR) shingles carry a lifetime limited, transferable warranty to the consumer against manufacturing defects. In addition, Landmark Premium (and AR), Landmark Premium/Architect 80, Landmark Pro (and AR), and Landmark (and AR) carry 10-years of SureStart™ Protection. For specific warranty details and limitations, refer to the warranty itself (available from the local supplier, roofing contractor or on-line at [www.certainteed.com](http://www.certainteed.com)).

#### **FOR MORE INFORMATION**

Sales Support Group: 800-233-8990

Web site: [www.certainteed.com](http://www.certainteed.com)

See us at our on-line specification writing tool, CertaSpec, at [www.certainteed.com/certaspec](http://www.certainteed.com/certaspec).

#### **CertainTeed Roofing**

20 Moores Road  
Malvern, PA 19355

Atlantic Blue  
Sage Green  
Blackwood  
Weather Shield  
Barnet Stone  
Pewter Green  
Charcoal Black  
Halo Black  
Cobblestone Gray  
Pewterwood  
Colonial Slate  
Cottage Red  
Pine Saw Shakes  
Driftwood  
Silver Birch  
Georgetown Gray  
Weathered Wood

PEWTERWOOD

**WinterGuard®**  
Waterproofing shingle underlayment designed to prevent leaks and water backup from ice and wind-driven rain.

DiamondDeck  
RoofRunner



8358



