



**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

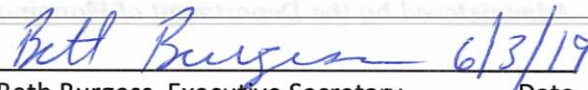
**HPC EXECUTIVE SECRETARY  
EXEMPTION DETERMINATION FOR MINOR ALTERATIONS  
AND TAX CREDIT PRE-APPROVAL**

<b>APPLICANT INFORMATION:</b>	<b>PROPERTY INFORMATION:</b>
Georgana Zizzo 3788 Church Road Ellicott City, MD 21043	Property Address: 3788 Church Road, Ellicott City Minor Alteration Case Number: MA-19-26 Property Information: Map 25A, Parcel 16
<b>OWNER INFORMATION:</b>	<b>HISTORIC DISTRICT INFORMATION:</b>
Georgana Zizzo 3788 Church Road Ellicott City, MD 21043	Ellicott City Historic District <input checked="" type="checkbox"/>  Lawyers Hill Historic District <input type="checkbox"/>

<b>PROPOSED WORK:</b>
1) Repair chimney to include: <ul style="list-style-type: none"> <li>a) Remove flashing.</li> <li>b) Replace up to four bricks near flashing using red smooth brick.</li> <li>c) Grind out and tuck point small area of chimney using type N mortar mix</li> <li>d) Install new counter flashing, aluminum 24 gauge, tucked into chimney.</li> <li>e) Match brick and mortar color as close as possible.</li> </ul> 2) Prep and repaint all wood siding and trim, including front porch. Paint to match existing colors. Repair and replace in-kind any rotten wood with new wood to match the existing.

<b>COMPLIANCE WITH GUIDELINES:</b>
The Executive Secretary has determined that the proposed work is considered a minor alteration and is consistent with the Guidelines as referenced below.
<b>Chapter 6.C: Rehabilitation and Maintenance of Existing Buildings, Masonry</b> <ul style="list-style-type: none"> <li>1) Maintain or restore original brick, stone, concrete block or stucco. Make repairs with materials that match the original as closely as possible.</li> <li>2) Repair, rather than replace masonry walls, through repointing and limited replacement of masonry with units that match the size, color and texture of damaged or missing units.</li> <li>3) Use mortar mixes that are compatible with early stone and brick.</li> </ul>
<b>Chapter 6.D: Rehabilitation and Maintenance of Existing Buildings; Wood Siding, Shingles and Logs</b> <ul style="list-style-type: none"> <li>1) Maintain, repair and protect (with paint or UV inhibitor is appropriate) wood siding, wood shingles or log construction.</li> <li>2) When necessary, replace deteriorated wood siding or shingles with wood siding or shingles that match the original as closely as possible in width, shape, and profile. Maintain the original shape and width of details such as cornerboards, cornices, and door and window trim.</li> </ul>

<b>COMPLIANCE WITH COUNTY CODE SECTION 20.112 FOR TAX CREDIT PRE-APPROVAL:</b>
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.

Date Posted to HPC Website:	Executive Secretary Signature
6/3/19	 Beth Burgess, Executive Secretary Historic Preservation Commission
	6/3/19 Date

3788 Church Road, Ellicott City Minor Alteration and Tax Credit Pre-Approval 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 Historic Preservation Commission		_____ Date

IMPORTANT APPLICANT INFORMATION
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Submit receipts and canceled checks for materials or contracts showing that the invoice has been paid. Copies of receipts are acceptable.</li> <li>4. Indicate the total amount of tax credit being claimed on the application form.</li> <li>5. Submit photographs showing the completed work.</li> </ol> <p>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.</p>

# 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-19-26  
FIP -

#### Meeting Date:

posted online

#### Date Received:



### PROPERTY INFORMATION

Address of Subject Property: 3788 Church Rd. Ellicott City, Md 21

Name of Property Owner: GEORGINA + ANTHONY ZELLO

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- 57

### APPLICANT INFORMATION

Name of Applicant (please only provide one name for contact purposes): GEORGINA ZELLO

Mailing address: 3788 Church Rd. Ellicott City, Md 21043

Phone No. (W) / (H) 845 558 1687 (cell)

Email: georganaga@netscape.net Contact Preference: e-mail or phone

### 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.

• MASONRY Chimney repairs AND  
Remove + replace flashing  
install new counter flashing

• Repaint ALL wooden siding  
AND TRIM AND FRONT Porch  
-match paint TO existing color

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.

ceiling has a water stain

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

## 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. Specs sheets and photos must be provided or the application may be considered incomplete and rejected for consideration by the Commission.

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.

**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

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.

**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

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.

**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

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.

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

Existing Color: ANTIQUE White/Cream

Proposed Color: ANTIQUE White/Cream

Paint Chip Included:  Yes  No

Area(s) to be painted: ALL TRIM,

Additional Info Included:  Yes  No

GERMAN SIDING WALL,

I seek tax credit pre-approval for this item.

I seek Façade Improvement Funds for this item.

FRONT PORCH FLOOR IS BLuish GRAY AND WILL STAY Same when repainted

## 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: \_\_\_\_\_

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

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

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

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  
(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: Chimney Masonry Repair  
Remove & replace flashing

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**

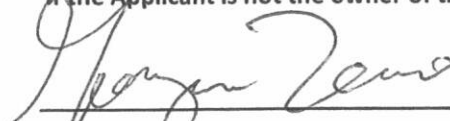
1. The Howard County Historic Property Tax Credit program provides a tax credit equal to 25% of the cost of Eligible, pre-approved work. This type of tax credit may be applied to projects costing \$500 or more.
2. The property tax credit applies to the repair/replacement of exterior features of the entire 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 .**

	5-31-19		
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.

## Facade Improvement Program General Conditions—Ellicott City only

It is expressly understood and agreed that the Applicant is not an agent, employee or subcontractor of Howard County Government.

It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, building permits, HPC requirements, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to the receipt of a Letter of Commitment is ineligible for funding.

It is expressly understood and agreed that the Applicant will not seek to hold Howard County Government and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Project.

The Applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury relating to the Façade Improvement Project.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.

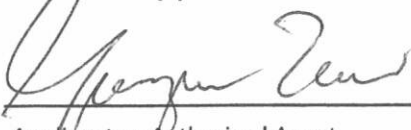
The applicant authorizes Howard County Government to promote an approved project, including, but not limited to, displaying Ellicott City Façade Improvement Program signage at the site, during and after construction, and using photographs and descriptions of the project in Partnership materials and press releases.

### HISTORIC PRESERVATION COMMISSION GENERAL CONDITIONS:

I hereby certify by the signatures(s) below 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 Preservation Guidelines and other applicable laws. This right-of-entry shall continue until all administrative appeals pertaining to the property have been exhausted.

**If the Applicant is not the owner of the subject property, the owner's signature is required .**

### SIGNATURE(S):

 5-31-19

Applicant or Authorized Agent

Date

Owner (if different than Applicant)

Date

**All Pro Chimney Service**

4408 Bennion Rd  
 Silver Spring, MD 20906  
 Phone: (240) 486-6731  
 E-mail: customerservice@allprochimney.com

**Estimate**  
 5/30/2019

**Service Information**

Georgana Zezzo  
 3788 Church Rd  
 Ellicott City, MD 21043-4502  
 Contact: Georgana Zezzo  
 Phone: (845) 558-1687  
 E-mail: georganag@netscape.net

**Job Name**

KM052119-Georgana Zezzo-1

<b>Job Type</b>	<b>PO #</b>	<b>Invoice #</b>	<b>Scheduled</b>	<b>Start</b>	<b>End</b>
Estimate		4634051719	05/17/2019	1:00 PM	3:00 PM

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
Repair- Masonry chimney	Masonry chimney repairs: -Remove flashing -Replace up to 4 bricks near flashing using red smooth brick (see picture-red highlight) -Grind out and tuck point small area of chimney (see picture-blue highlight) using type N mortar mix -Install new counter flashing (aluminum 24 gauge) tucked into chimney -Haul away all debris  *we will match brick and mortar color as close as possible	1.0000	\$0.0000	\$1,492.50

**Total Due: \$1,492.50**

**Job Notes and Instructions:**

**KM052119-Georgana Zezzo-1 Estimate (continued)**

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- This estimate is good for 30 days.
- 12 months no interest financing available.
- All Pro Chimney Service proposes to furnish and install the items listed above for the sum specified in the total. Upon acceptance of this proposal the home owner is required to make a 1/3 payment of the total as a deposit. The balance is due upon the completion of the work.
- You the buyer may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction.
- Unpaid balances shall carry interest at the rate of one and a half percent (1.1/2%) per month (18% per year), compounded monthly on any unpaid balances; If legal action is required to collect any unpaid balance, owner/buyer agrees to pay all costs associated with collection, including all reasonable attorneys fees.
- All materials are guaranteed to be as specified and to carry manufacturer's warranty. All work is to be completed in a workmanlike manner. Any alteration or deviation from above specifications involving extra labor and/or materials will be executed only upon written order from the owner or authorized agent and will become an extra charge over the agreed amount. Agreements made with mechanics or subcontractors on the job are not recognized. No statement, arrangements or understanding, expressed or implied not contained herein will be recognized.

**Owner's Acceptance:**

The foregoing terms, specifications and conditions are satisfactory and are hereby agreed to. You are authorized to do the work as specified and payment will be made as outlined above. The owner upon signing this agreement represents and warrants that he/she is the owner of the aforesaid premises and that he/she has read this agreement.

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

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

KM052119-Georgana Zezzo-1 Estimate (continued)

Images:



Front  
Elevation

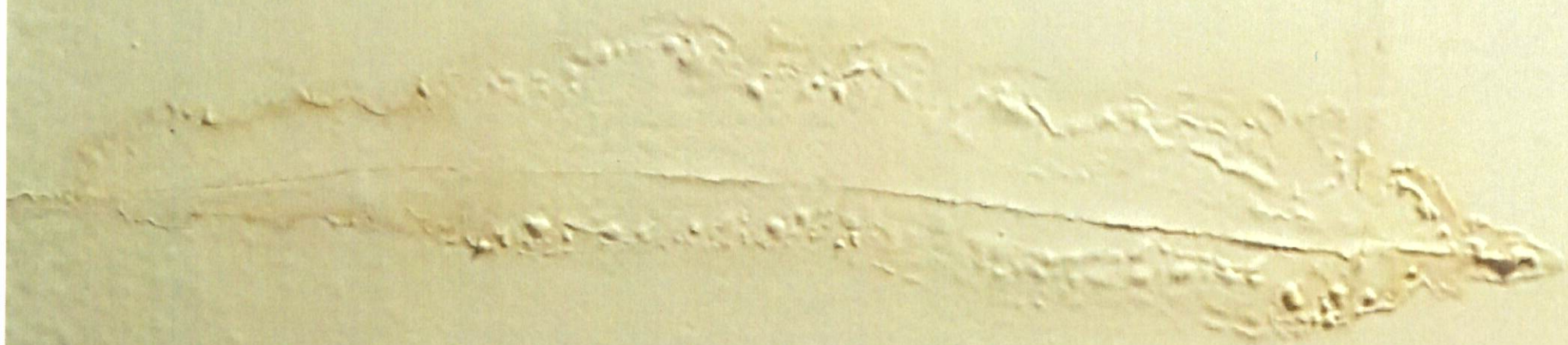


Chimney Sideview  
(facing summer kitchen)



Chimney Backside  
(facing rear of house)

INTERIOR  
ceiling  
WATER STAINS  
FROM  
leaking  
chimney



FRONT  
TRIM  
PAINT





FRONT  
porch  
paint



Front  
porch  
paint



Front  
door  
trim  
paint

~~Left~~ Side Elevation  
RIGHT FROM STREET



German siding  
wall to  
be repaired  
↓



Back to:  
Top trim only  
to be repaired as before.



Left Side Elevation  
(from Street)

TRIM  
PAINT



## Holmes, Samantha

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**From:** georganag <georganag@aol.com>  
**Sent:** Monday, June 03, 2019 2:43 PM  
**To:** Holmes, Samantha  
**Subject:** Re: HPC application

[Note: This email originated from outside of the organization. Please only click on links or attachments if you know the sender.]

Yes Samantha. Let us add the replacement of any damaged wood during the painting process with new wood matched as closely as possible.

Have a great rest of your day and let me know when it is all approved and I can proceed.

Best,  
Georgana Zezzo

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: "Holmes, Samantha" <sholmes@howardcountymd.gov>  
Date: 6/3/19 12:31 PM (GMT-05:00)  
To: georganag@netscape.net  
Subject: HPC application

Hi Georgana,

I am reviewing the HPC application you dropped off and I think we may be able to process it online through our Minor Alterations process. Regarding the painting of the siding, trim and porch – would you also like to add into the application the repair and in-kind replacement of any rotten wood with new wood? If so, please just reply back to this email and I will add this into your application packet. By adding this scope of work now, you will be able to paint and make those repairs if needed without any additional applications and approval (anything that differs from in-kind repair/replacement would need to be approved though).

Thanks,

Samantha