



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**

APPLICANT INFORMATION:	PROPERTY INFORMATION:
Kimberly Kepnes 3585 Church Road Ellicott City, MD 21043	Property Address: 3748 Church Road/3691 Sarah's Lane Minor Alteration Case Number: MA-19-41 Property Information: Map 25A, Parcel 197
OWNER INFORMATION:	HISTORIC DISTRICT INFORMATION
Kimberly Kepnes and Nathan Sowers 3585 Church Road Ellicott City, MD 21043	Ellicott City Historic District <input checked="" type="checkbox"/> Lawyers Hill Historic District <input type="checkbox"/>

PROPOSED WORK:
<p>The applicant proposes to make the following repairs and/or alterations:</p> <ol style="list-style-type: none"> 1) Paint and prep the exterior of the building, including the addition, windows, doors and widows walk. All colors will match those currently used; yellow and white on the building, green on the doors and associated trim and railings; white on the trim for the windows, columns, widows walk, fascia. The wood will be scraped prior to painting; any damaged areas will be repaired or replaced in-kind using the existing materials (wood, stucco). Tax credit pre-approval for the work. 2) Remove two evergreen trees on the front of the building. The application explains: "The two trees have grown to mass the front of the building and have contributed to damaging the façade and roof. The trees were planted very close to the foundation wall and have grown taller than the roofline. Both trees are showing signs of deterioration with a significant number of dead limbs visible up the trunks. These trees should be removed to protect the structure, allow ease of maintenance of the façade and roof and, once removed, will contribute positively to improve the view-shed of the structure itself." The applicant will replant evergreens elsewhere on the property, away from the foundation of the house. 3) The railing portion of the application has been withdrawn and will be resubmitted at a later date when more details are available.

COMPLIANCE WITH GUIDELINES:
<p>The Executive Secretary has determined that the proposed work is considered a minor alteration and is consistent with the Guidelines as referenced below.</p>
<p>Chapter 5: Routine Maintenance</p> <ol style="list-style-type: none"> 1) Repair or replacement of roofs, gutters, siding, external door and windows, trims, lights and other appurtenant fixtures using the same materials and design. 2) Painting previously painted surfaces using the same color.
<p>Chapter 9: Landscape and Site Elements</p> <ol style="list-style-type: none"> 1) Not Recommended: Removal of live mature trees, unless it is necessary due to disease or to prevent damage to historic structures. 2) Plant new trees and shrubs far enough from buildings to avoid moisture problems and damage to the buildings from falling limbs and roots as the plants grow. 3) Retain mature trees and shrubs. Provide for their replacement when necessary.

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.

Date Posted to HPC Website:	Executive Secretary Signature
10/22/19	 Beth Burgess, Executive Secretary Historic Preservation Commission
	10/21/19 Date

3748 Church Road/3691 Sarah's Lane, 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
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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-19-41 FIP -
Meeting Date: posted online
Date Received: OCT 16 2019
RECEIVED By _____

PROPERTY INFORMATION

Address of Subject Property: 3748 Church Road, Ellicott City MD 21043 / 3691 Sarah's Lane

Name of Property Owner: Kimberly Kepnes and Nathan Sowers

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- 59

APPLICANT INFORMATION

Name of Applicant (please only provide one name for contact purposes): Kimberly Kepnes

Mailing address: 3585 Church Road

Phone No. (W) 443-250-4241 (H) _____

Email: kimberly.kepnes@monumentsothebysrealty.com Contact Preference: email

BELOW FOR STAFF USE ONLY

Tax Account Number: 1402239191

Map 25A Parcel 197

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.

1. Paint exterior of building including addition, windows, doors and widow's walk. Colors to match existing

2. Remove two evergreen trees massing front of building

3. Install railing on 3-sides of 2nd story porch. Railing to match "X" style on existing widow's walk. Color to match existing

↑ 10/21/19 railing withdrawn

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.

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: White/Hunter Green/Yellow

Proposed Color: White/Hunter Green/Yellow

Paint Chip Included: Yes No

Area(s) to be painted: All sides, windows, doors, porches

Additional Info Included: Yes No

and widow's walk

I seek tax credit pre-approval for this item.

I seek Façade Improvement Funds for this item.

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: Applicant proposes to install railings on 3-sides of 2nd level porch. Railing to match railings existing on the roof widow's walk. Railings to be made of wood and painted to match color of widow's walk. Two massing evergreens to be removed at front facade.

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.

10/21/19 - railing withdrawn

Historic Property Tax Credits

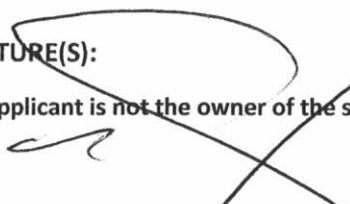
1. The Howard County Historic Property Tax Credit program provides a tax credit equal to 25% of the cost of Eligible, pre-approved work. This type of tax credit may be applied to projects costing \$500 or more.
2. The property tax credit applies to the repair/replacement of exterior features of the entire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

	10-16-19		
_____ 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.

HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF ELIGIBILITY FOR TAX CREDIT PRE-APPROVAL

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 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.

Questions

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

FOR STAFF USE ONLY

Application #:

HPC - MA-19-41

Meeting Date:

posted online

Date Received:

PROPERTY INFORMATION:

Address of Subject Property: 3748 Church Road, Ellicott City Md 21043

Tax Account Number: 1402239191

Map 25A Parcel 197 Block _____ Lot _____

PROPERTY OWNER INFORMATION:

Owner Name (please provide one name for contact purposes): Kimberly Kepnes

Mailing Address: 3585 Church Road, Ellicott City MD 21043

Phone No. (W) 443-250-4241 (H) _____

Email: kimberly.kepnes@monumentsofthebysrealty.com Contact Preference: Email

HISTORIC DESIGNATION:

Is this property listed on the Howard County Historic Sites Inventory? Y N #HO- 59

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

Any work in the Ellicott City or Lawyers Hill Local Historic Districts must be accompanied by a General Application for Certificate of Approval.

This form must be submitted with the Historic District or Historic Sites Inventory Supplemental Tax Sheet.

Application for Certificate of Eligibility for Historic Preservation Tax Credit

ELIGIBILITY REQUIREMENTS: Please check appropriate box.


In accordance with Sections 16.606, 20.112 and 20.113 of the Howard County Code, I request the pre-approval of eligible work to qualify for property tax credit and/or a tax assessment cap for the following preservation and restoration work:

- A structure listed on (or pending addition to) the Howard County Historic Sites Inventory.
- An existing principal structure located within a local historic district that the Commission determines to be of historical or architectural significance or to be architecturally compatible with the historic structures in the district.
- A cemetery, at least 50 years old, not operated as a business, which is listed on the Howard County Cemetery and Gravesites Inventory under Section 16.1303 of the County Code.

ALL APPLICATIONS MUST INCLUDE:

- Labeled color photographs of existing property conditions (final application must show completed work).
- A detailed description and samples of materials, colors, and dimensions for proposed work.
- A completed supplemental tax credit worksheet— please fill appropriate sheet for properties listed on Historic Sites Inventory or properties located in the Ellicott City or Lawyers Hill Historic Districts.

DESCRIPTION OF PROPOSAL: Attach additional pages if necessary. **If you are located in a historic district and filled out an application for Certificate of Approval, do not fill this section out.**

SIGNATURE/CERTIFICATION:

Owner's Signature

10-16-19
Date

I HEREBY DECLARE AND AFFIRM under penalties of perjury that the facts and matter contained in this application and attachment hereto are true and correct to the best of my knowledge, information and belief. I acknowledge by the above signatures that 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.

Historic Preservation Commission Application
Clarification of Application
3748 Church Road Ellicott City MD 21043

Tree Removal:

The application includes a request for the removal of two evergreen trees. These two trees have grown to mass the front of the building and have contributed to damaging the façade and roof. The trees were planted very close to the foundation wall and have grown taller than the roofline. Both trees are showing signs of deterioration with a significant number of dead limbs being visible up the trunks. These trees should be removed to protect the structure, allow ease of maintenance of the façade and roof and, once removed, will contribute positively to improve the view-shed of the structure itself. Additional Photos Provided.

Painting:

The application includes a request for the painting of all surfaces on the façade. The paint colors will match the existing:

- Yellow & White color-match on the building
- Green on the doors and associated trim and railings
- White on the trim

Where necessary, wood will be scraped prior to painting. Any damaged areas will be repaired or replaced in-kind.

Railing:

The application includes a request to add a railing to the upper balcony of the front of the building. The application illustrates a railing style which would match an original railing feature on the widow's walk. The applicant has been advised this railing is not to code according to a representative from DILP. If the desired matching railing cannot be modified to obtain approval from DILP, the applicant will propose to amend the application to a more traditional farmhouse square spindle railing which will meet the code requirement from DILP. Illustration comparison provided.

— 10/24/19 withdrawn



3748 Church Road, Ellicott City, MD 21043

Painting, Trees to be Removed



3748 Church Road, Ellicott City MD 21043

Trees to be removed and Widow's Walk "X" Railing Design



3748 Church Road, Ellicott City, Md 21043

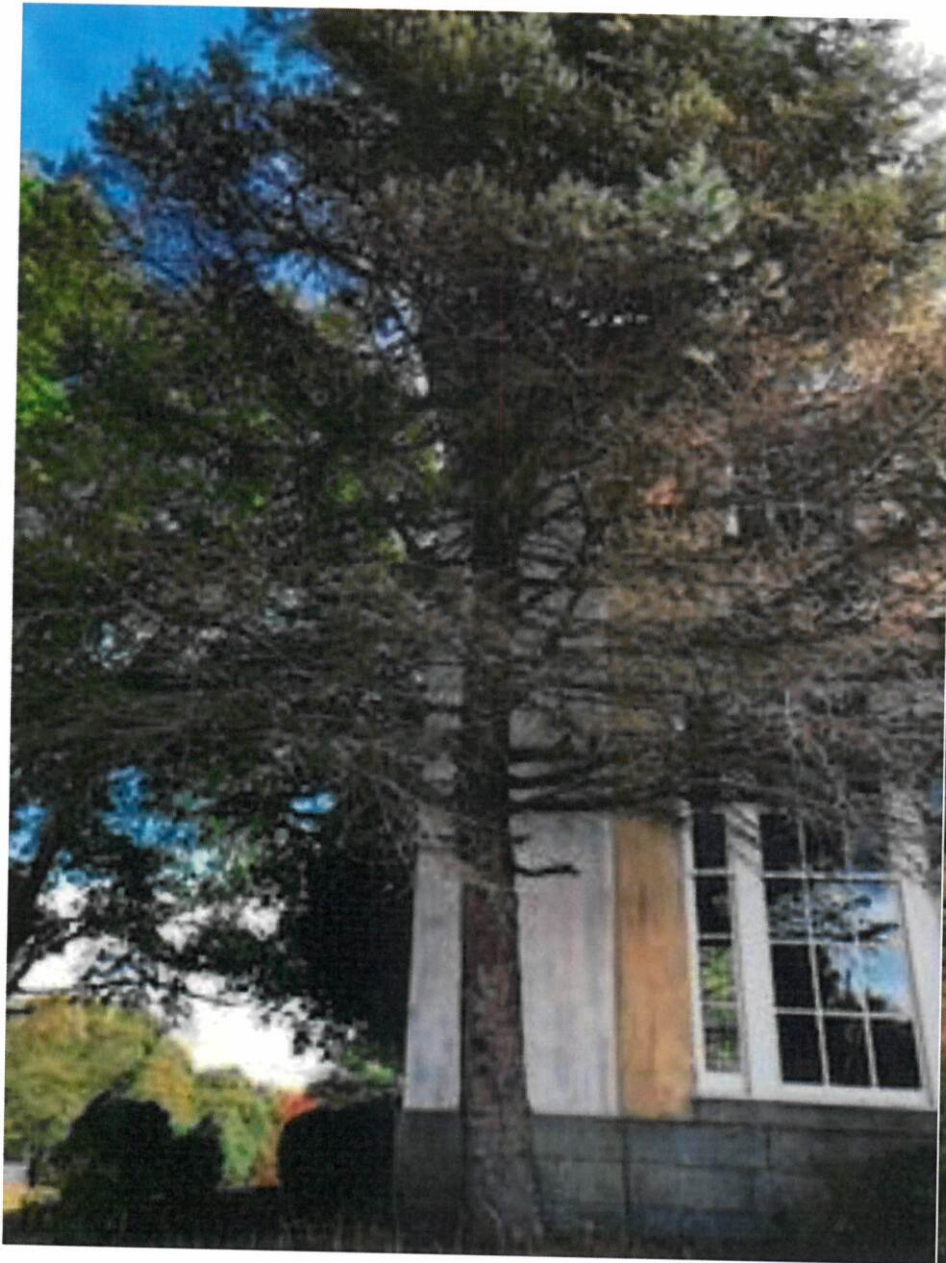
Painting



3748 Church Road, Ellicott City MD 21043

10/21/19 railing withdrawn

Balcony "X" Railing Location



Massing, deteriorated and threatening evergreens

3748 Church Road, Ellicott City MD 21043

Tree Removal Photos



Massing, deteriorated and threatening evergreens

3748 Church Road, Ellicott City MD 21043

Tree Removal Photos



Traditional Farmhouse railing



Railing to match widow's walk