



**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**

<b>APPLICANT INFORMATION:</b>	<b>PROPERTY INFORMATION:</b>
Brandon Morris 3531 Sylvan Lane Ellicott City, MD 21043	Property Address: 3531 Sylvan Lane, Ellicott City
	Minor Alteration Case Number: MA-20-22
	Property Information: Map 25, Parcel 246

<b>OWNER INFORMATION:</b>	<b>HISTORIC DISTRICT INFORMATION</b>
Brandon Morris 3531 Sylvan Lane Ellicott City, MD 21043	Ellicott City Historic District <input checked="" type="checkbox"/>
	Lawyers Hill Historic District <input type="checkbox"/>

<b>PROPOSED WORK:</b>
<p>The applicant proposes to make minor changes to work that was approved in HPC-18-65 (December 2018 and January 2019) to construct an addition and make corresponding exterior alterations. The current proposal makes slight changes to the approved plans, because there was a zoning setback issue that affected the approved design. The plans have been adjusted to comply with the 10-foot setback requirements. The plans submitted in the application show the approved and adjusted plans.</p> <p>The front elevation will be reduced in width and will be reduced to a single car garage (originally a two-car garage). The window over the garage doors will change to a paired window (from a triple window). The rear elevation will now contain one window on the second floor, centered over three first floor windows. Originally there were three windows spaced evenly over the first-floor windows.</p> <p>The applicant provided the following explanation of the minor changes:  <i>The building when originally approved was designed to a 6' setback from the property line. In our meeting with zoning and permitting the building needed to be at the 10' setback per code.</i></p> <p><i>The redesign was us choosing to lose 4' on the left side of the building (garage side) facing the front. This was the choice made instead of trying to go for an administrative adjustment. So the plot plan shows us losing 4' to comply with the proper setbacks. This forced the dormer above the garage to go from 3 windows to 2 to keep it architecturally correct.</i></p> <p>The elevation incorrectly shows roofing shingles on the revised shed dormer, instead of siding. The applicant noted that was to remain siding and not become roofing shingles and submitted an edited view of this elevation to correctly show siding.</p>

<b>COMPLIANCE WITH GUIDELINES:</b>
<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>The application still complies with Chapter 7 recommendations for New Construction: Additions, Porches and Outbuildings. The changes are minor and are intended to comply with zoning setbacks. The application complies with the Minor Alterations code 16.601(i)(7), "Minor changes to plans already approved by the Commission."</p>

<b>Date Posted to HPC Website:</b>	<b>Executive Secretary Signature</b>	<b>DocuSigned by:</b>
	4/28/2020	<i>Beth Burgess</i>
	Beth Burgess, Executive Secretary Historic Preservation Commission	2009CCB91D534A7... Date

<b>3531 Sylvan Lane, Ellicott City Minor Alteration Determination</b>		
<b>AFTER 5 DAYS POSTING ON WEBSITE:</b>		
<b>Written Objection WAS NOT Received:</b>	<b>Written Objection WAS Received:</b>	<b>Date Issued:</b>
<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.	
<b>Executive Secretary Signature</b>		
<hr/> Beth Burgess, Executive Secretary                      Date Historic Preservation Commission		

cc: 3531 Sylvan Lane File

# HOWARD COUNTY HISTORIC PRESERVATION COMMISSION

## GENERAL APPLICATION FOR CERTIFICATE OF APPROVAL AND TAX CREDIT PRE-APPROVAL

**SUBMIT 10 COPIES** of this application package, including all supporting materials required on pages 2-5 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 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](mailto:sholmes@howardcountymd.gov).

### FOR STAFF USE ONLY

#### Application #:

HPC -

MA - 20-22

#### Meeting Date:

posted online

#### Date Received:

3/16/2020

### PROPERTY INFORMATION

Address of Subject Property: 3531 SYLVAN LANE, ELICOTT CITY, MD 21043

Name of Property Owner: BRANDON & CHRISTINE MORRIS

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- \_\_\_\_\_

### APPLICANT INFORMATION

Name of Applicant (please only provide one name for contact purposes): BRANDON MORRIS

Mailing address: 3531 SYLVAN LANE, ELICOTT CITY, MD 21043

Phone No. (W) 717-448-3328 (H) \_\_\_\_\_

Email: BLMORRIS86@GMAIL.COM Contact Preference: 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 (include below or provide on a separate sheet of paper if more space is needed— do not add proposed work into the Guidelines justification section).
- 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 major alterations: 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 3-4). 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.
- A completed Part 3 of this application (page 5) if you seek tax credits for any work.
- A completed Part 4 of this application (page 5). If the owner is not the applicant, the owner's signature is also required.
- I have read the Ellicott City or Lawyers Hill Design Guidelines and find my proposal complies with the recommendations in the Guidelines, as indicated below.

**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 3-5) to complete required checklists.

THIS PROPOSAL TO THE COMMISSION IS TO SHOW THAT THERE WAS A ZONING SETBACK ISSUE WHICH AFFECTED THE APPROVED DESIGN. THE PLANS HAVE BEEN ADJUSTED TO COMPLY WITH THOSE SETBACKS & THERE ARE MINOR ALTERATIONS TO THE APPROVED DESIGN AS A RESULT. PLEASE SEE ATTACHED SIDE BY SIDE COMPARISONS SHOWING WHAT WAS APPROVED, TO WHAT IS NOW PROPOSED.

**DESIGN GUIDELINES:** Consult the Ellicott City or Lawyers Hill Design Guidelines on the Howard County website at <https://www.howardcountymd.gov/Departments/Planning-and-Zoning/Conservation-and-Preservation/Historic> and provide a brief description of how the proposal meets the recommendations of the Guidelines, including the applicable chapter and section. Please type up on a separate sheet of paper if more space is needed.

## 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.

For any proposed door replacement—the spec sheets must show the actual panel and window arrangement of new doors. Photos of existing doors should indicate the location on the house of any door proposed to be replaced.

**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.

For any proposed window replacement—the spec sheets must show the actual sash arrangement of the new windows. Photos of existing windows should indicate the location on the house of any window proposed to be replaced.

**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.

## 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.

**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

I seek tax credit pre-approval for this item.

**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.

**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.

**OTHER (such as lighting, railings, other repairs, tree removal, demolition, etc. Please explain in detail):** Refer to applicable Guidelines. For signs please use separate Sign Application. For New Construction use separate New Construction 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.

### Part 3: Historic Property Tax Credits

#### Historic Property Tax Credits 20.112 and 20.113 Eligibility Requirements

Please check the 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 credits for the following preservation and restoration work:

- A structure listed on (or eligible for inclusion in) the Howard County Historic Sites Inventory and is designated by the Commission as historically significant.
- An existing principal structure or historic outbuilding located within a local historic district in Howard County, which is determined by the Commission to be of historic or architectural significance, or to be architecturally compatible with the historic structures in the district .
- A landscape feature located within a local historic district or listed on the Historic Sites Inventory, which is determined by the Commission to be of historic or architectural significance.
- 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.


Please Note: There is a separate application for final tax credit approval. Copies of cancelled checks, receipts and paid invoices are required for final approval. Invoices should be itemized to separate repairs to the items pre-approved from those that are not eligible for the tax credit.

### Part 4: Authorizing Signature to Submit Application:

I hereby certify by the below 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 Programs.

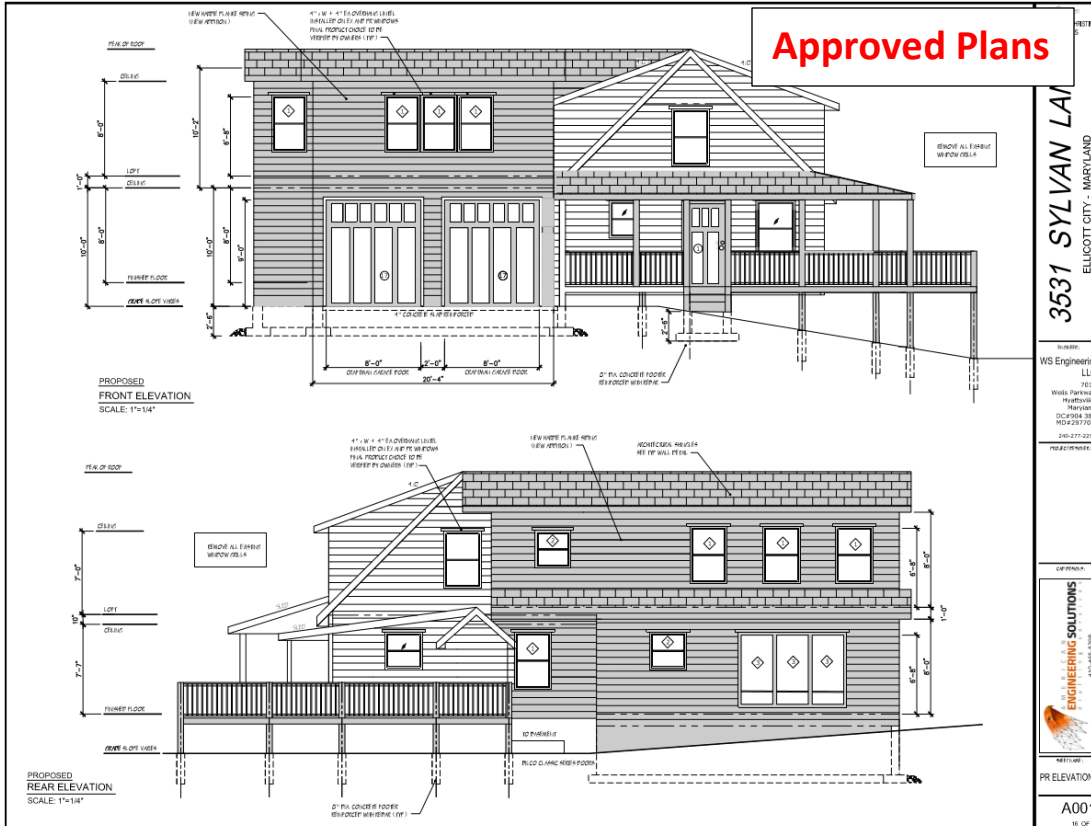
#### SIGNATURE(S):

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

	<u>11/25/19</u>	_____	_____
Applicant or Authorized Agent	Date	Owner (if different than Applicant)	Date



# Approved Plans

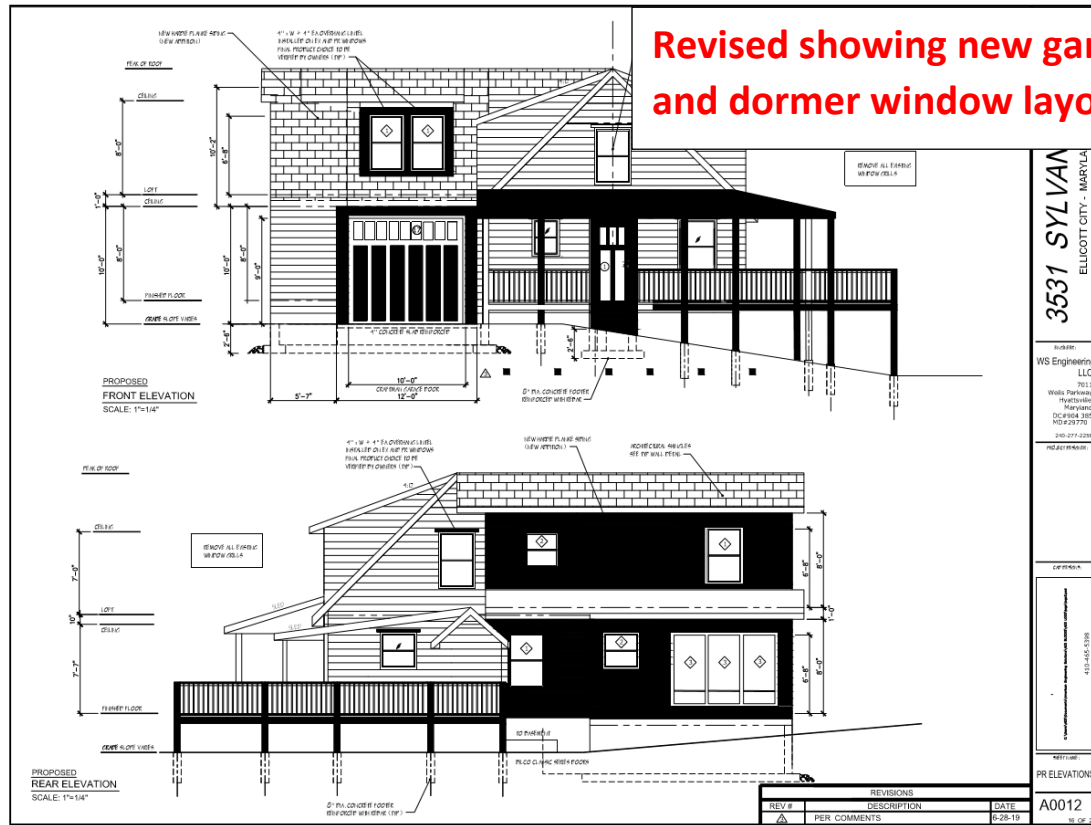


**3531 SYLVAN LA**  
ELLCOTT CITY - MARYLAND

OWNER:  
WS Engineering LLC  
7011  
Wells Parkway  
Hyattsville  
Maryland  
DC 20785  
202-277-2286

DESIGNER:  
ENGINEERING SOLUTIONS  
1100 WOODBURN  
A0012  
10 OF 20

# Revised showing new garage and dormer window layout



**3531 SYLVAN**  
ELLCOTT CITY - MARYLAND

OWNER:  
WS Engineering LLC  
7011  
Wells Parkway  
Hyattsville  
DC 20785  
202-277-2286

DESIGNER:  
ENGINEERING SOLUTIONS  
1100 WOODBURN  
A0012  
10 OF 20

REV #	DESCRIPTION	DATE
1	PER COMMENTS	6-28-19

Note: The shed dormer incorrectly shows roofing shingles. This will be siding.

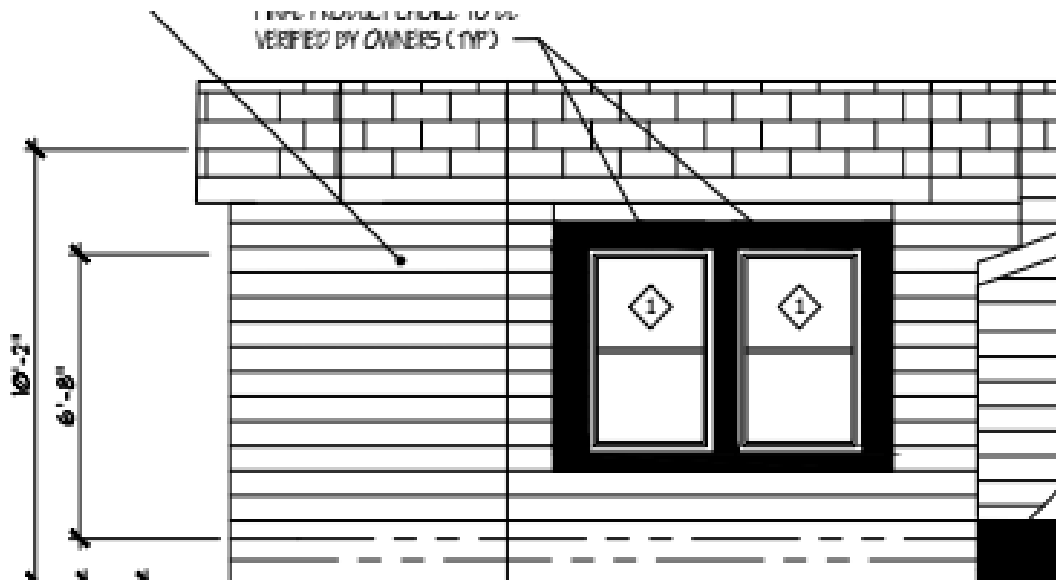


Figure 1 - Corrected view of shed dormer to reflect siding instead of roofing shingles.

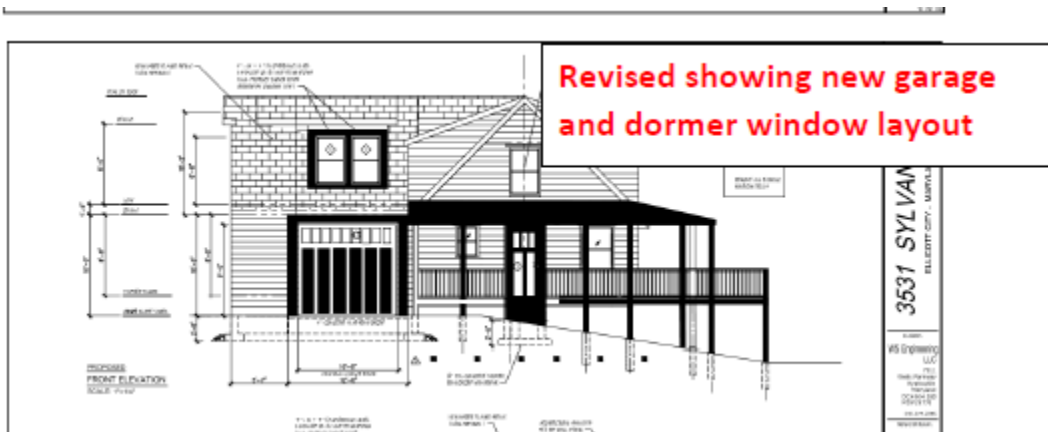


Figure 2 – Current submission incorrectly shows roofing shingles instead of siding.

**From:** [Brandon Morris](#)  
**To:** [Holmes, Samantha](#)  
**Subject:** Re: 3531 Sylvan Lane - Changes  
**Date:** Wednesday, March 25, 2020 11:50:55 AM

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

Hi Samantha,

The shed dormer will remain the same with siding and an asphalt roof just like the approved plans.

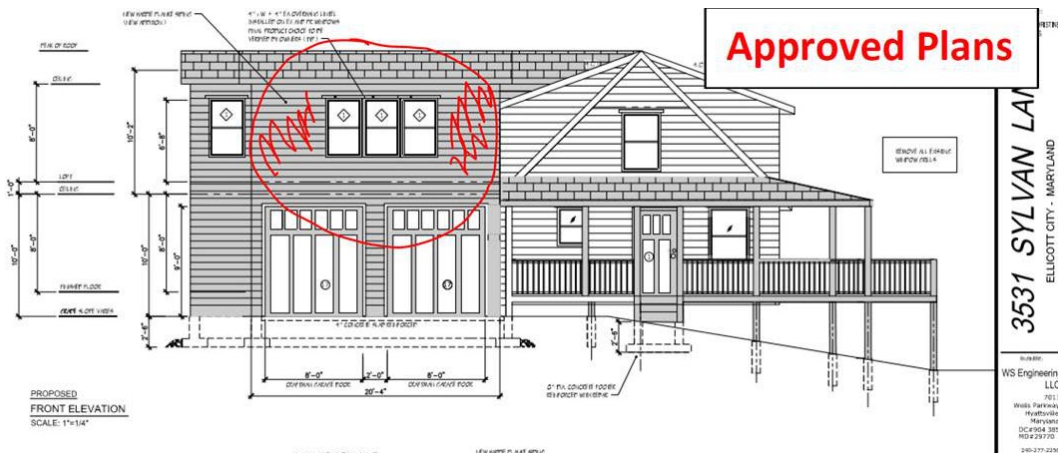
The architect must have not changed the layer to siding on the front elevation.

I am sending the side elevation in another email to show you it is remaining the same.

On Wed, Mar 25, 2020 at 9:55 AM Holmes, Samantha <[sholmes@howardcountymd.gov](mailto:sholmes@howardcountymd.gov)> wrote:

Hi Brandon,

Can you clarify this one design difference for us. The shed dormer on the approved plans below, shown in red, was siding with an asphalt roof. But the revised plans, in yellow, just shows asphalt roofing. Will that area be sided or is that changed to roof shingles?





**From:** Brandon Morris <[blmorris86@gmail.com](mailto:blmorris86@gmail.com)>  
**Sent:** Monday, March 23, 2020 8:52 PM  
**To:** Holmes, Samantha <[sholmes@howardcountymd.gov](mailto:sholmes@howardcountymd.gov)>  
**Subject:** Re: 3531 Sylvan Lane - Changes

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

That is correct nothing changed design wise from what was approved except for the the window layout.

Thank you,

Brandon Morris

On Mar 23, 2020, at 7:34 PM, Holmes, Samantha <[sholmes@howardcountymd.gov](mailto:sholmes@howardcountymd.gov)> wrote:

Hi Brandon,

Thank you, that is very helpful. And that dormer remains a shed dormer, correct?

Thanks,

Samantha

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**From:** Brandon Morris <[blmorris86@gmail.com](mailto:blmorris86@gmail.com)>  
**Sent:** Monday, March 23, 2020 6:37 PM  
**To:** Holmes, Samantha <[sholmes@howardcountymd.gov](mailto:sholmes@howardcountymd.gov)>  
**Subject:** Re: 3531 Sylvan Lane - Changes

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

Hi Samantha,

The building when originally approved was designed to a 6' setback from the property line. In our meeting with zoning and permitting the building needed to be at the 10' setback per code.

The redesign was us choosing to lose 4' on the left side of the building (garage side) facing the front. This was the choice made instead of trying to go for an administrative adjustment. So the plot plan shows us losing 4' to comply with the proper setbacks. This forced the dormer above the garage to go from 3 windows to 2 to keep it architecturally correct.

I hope this helps and clarifies what you are looking for.

Let me know if you have any questions.

Thank you,

Brandon Morris