

Sec. 35-611. - Certificate of Appropriateness - Administrative Approval.

Applications for certain minor alterations, additions, ordinary repairs or maintenance may be reviewed and approved administratively by the historic preservation officer without review by the historic and design review commission. All applications are subject to a completeness review in accordance with this chapter. All applications must meet the minimum application requirements and materials outlined in Appendix B of this chapter which includes working scale drawings and specifications, a scaled site plan, photographs (current, clear, and color) of the property, and materials samples or examples where necessary. All applications must also demonstrate conformance with the Historic Design Guidelines or any other adopted guidelines and standards in order to be eligible for administrative approval.

Those activities which constitute minor alterations, additions, repairs or maintenance include but are not limited to:

Administrative Approval - Expedited Review

1. Ordinary Repair and Maintenance
 - a) Repair using the same material and design as the original and does not require substantial modifications to original designs or materials.
 - b) Repainting of wood and painted masonry.
 - c) Reroofing, using the same type and color of material, or other materials in keeping with the architectural style or construction period of the structure.
 - d) Repair of sidewalks and driveways using the same type and color of materials in keeping with the character or historic development pattern of the area.
2. Doors/Entrances
 - a) From non-historic to one in keeping with the character and era in which the home was built. Applies to pedestrian entrances and garage doors.
 - b) Removal of burglar bars.
 - c) Repair or slight modification to exterior steps or stairways using in-kind material.
 - d) Reopening of porch with proper photo documentation or physical evidence and accurate construction documents.
 - e) Removal of existing wrought iron or non-original columns or porch railing with new architecturally appropriate replacements.
3. Windows
 - a) Removal of non-historic or inappropriate windows to replace with windows that are more consistent with adopted standards and guidelines.
 - b) Restoring original window openings with documentation and elevation drawings.

- c) Removal of non-original residential metal awnings.
- d) Repairing window framing, sills, casing and trim.
- e) Removing inappropriate exterior shutters that are not of historic age.
- f) Louvers and venting in which the vents or louvers are placed in an existing opening, in which there is no change in the configuration of the fenestration and the only modification to the building is the removal of glazing panels.
- g) Removal of burglar bars.
- h) Existing windows and doors that are original to the structure or historically compatible with the style of the structure, but are deteriorated beyond repair as determined by staff, may be eligible for substantial material replacement or reconstruction. Deteriorated beyond repair is generally defined as loss of fifty (50) percent or more of the original, existing material due to damage, deterioration, or missing elements, not including hardware, glass, or window glazing. For example, a wood sash is considered eligible for replacement when two (2) out of its four (4) framing members cannot be salvaged using patching or reinforcing joinery. Repair may include full replacement of materials where existing materials are not salvageable. For substantial repair requests that include the full replacement or reconstruction of window components, the applicant must provide: 1) substantial evidence that the door or window assembly is deteriorated beyond repair and unsalvageable to staff, including interior and exterior photographs of each assembly to be cross-referenced on a submitted window or door schedule; and 2) documentation that conveys the scope of the repair and demonstrates that the final reconstructed product will match the existing in material, dimensions, proportions, inset, configuration, and color and meets any adopted standards and guidelines.
- i) Adding or modifying fenestration on the rear or side facades that is architecturally and stylistically appropriate for the structure, provided that the window material, dimensions, proportions, inset, configuration, and color meet OHP's Guidelines and Window Policy Document. Modifications to existing opening sizes, including enclosure or removal, may be considered at the administrative level if 1) the openings have been previously modified and/or are not original, and substantial information to corroborate this is provided by the applicant to staff; or 2) the proposal balances or responds to existing facade details and is deemed appropriate by staff on a case-by-case basis.
- j) Adding window screens that are historically appropriate in design and material. Applicant must provide documentation on proposed design, dimensions, and installation method. Blackout or heavy-duty materials are not eligible for administrative approval.

4. Siding

- a) Removing non-historic siding in order to unencapsulate historic siding materials.

- b) Existing, non-original siding may be replaced with a new material provided that substantial evidence is provided by the applicant to staff that demonstrates that the proposed replacement siding material is historically accurate or documented for the style of the structure. Wholesale replacement of historic siding material with matching materials is only eligible for administrative approval where more than fifty (50) percent of the original material are significantly deteriorated and deemed unsalvageable by staff. Replacement of any existing, historic siding material (stucco, wood lap, stone) with a modern, composite material is not eligible for administrative approval and is highly discouraged.

5. Roofing

- a) Removal of composite roof shingles and replacing with clay tiles with historical documentation.
- b) Removal of composite roof shingles and replacing with metal roofing material with historical documentation and specifications. New metal roofs must conform to the Historic Design Guidelines Checklist for Metal Roofs.
- c) Changing color of composite roofing material.
- d) Changing color of existing metal roof with appropriate specifications and details.
- e) Removal of existing roofing material if non-original or deteriorated beyond repair and replacing with roofing material that is historically and architecturally appropriate.

6. Additions

- a) Additions to any rear accessory structure, provided that the original form: is distinguishable; that the new, total footprint of the accessory does not exceed forty (40) percent of the primary historic structure on the property; and, that materials that match that of the primary historic structure, or materials that meet staff's specifications in regards to profile, texture, detailing and appearance are used.
- b) Additions to primary historic structures on the property that are less than four hundred (400) square feet total area and features materials that match that of the primary historic structure, or materials that meet staff's specifications in regards to profile, texture, detailing and appearance. If an inset in wall plane is proposed, composite siding maybe used. If no inset is proposed, matching wood siding shall be used with a vertical trim piece separating the addition from the historic structure. Rear porches must continue to read as porches or open air elements.

7. Painting

- a) Repainting wood or other previously-painted surfaces with solid colors. Color selection is generally not reviewed, but may be informed where district-specific guidelines have been adopted.

- b) Paint removal/pressure water washing at appropriate setting; graffiti removal.
 - c) Art mural installations on non-primary facades of commercial buildings that do not include signage elements or permanently obscure or detract from architectural features.
8. Landscaping
- a) Replacing paved areas with sod or other landscaping.
 - b) Front yard landscaping or xeriscaping proposals that meet OHP's Xeriscaping and Responsible Landscaping Policy Guide and retain at least fifty (50) percent of the existing landscaped area and incorporate native, drought-tolerant species provided that a detailed site plan is submitted to staff and no significant character defining landscaping features are removed or modified (berms, etc.).
 - c) Sprinkler system with site map.
 - d) Back yard landscaping.
 - e) Creation of new planting beds or gardens in keeping with the Historic Design.
9. Hardscaping with site map and specifications
- a) Impervious parking pads under one hundred forty-four (144) square feet in historically-appropriate contexts (side or rear yards, site behind the front wall plane of the primary historic structure on the site).
 - b) Sidewalks residential/commercial with contextually appropriate placement (such as a traditional planting strip).
 - c) Driveway construction if less than ten (10) feet in width and consistent with guidelines.
 - d) Parking with appropriate landscaping (non-historic properties).
10. Fencing
- a) Removal of chain, link, plywood, or vinyl and replacing with wood, wrought iron, garden loop, masonry, or otherwise consistent with the design guidelines.
 - b) Replacing or recreating any fence or handrail with historic documentation and elevation drawings.
 - c) Installing or constructing a fence, railing, or wall where none exists (sides and rear only behind front facade plane of historic structure) with appropriate materials and elevation drawings.
 - d) Patio or outdoor cafe fencing that is not taller than four (4) feet in height and not located in the public right-of-way.
11. Signage
- a) Changes in content or configuration (re-facing) that do not involve changes in sign location, dimensions, lighting or total sign area.

- b) Signs that are consistent with HDRC approved master signage plans.
- c) Temporary banners or signs where allowed by this article.
- d) Signs that comply with UDC sections 35-678, 35-612, 35-681 or 35-645, and have a square footage equal to or less than the requirements outlined. Signage applications above the allowable square footage shall be forwarded to the historic and design review commission for their recommendation.
- e) Signage that is consistent with the UDC Section 35-678; 35-681, the Downtown Design Guide and the Historic Design Guidelines or signage that utilizes new methods or materials to meet the intent of any adopted guidelines and standards.

12. New Construction

- a) An ADA ramp on the rear or side of a historic structure that does not immediately attach to, deform or modify the structure or historic materials provided that detailed and dimensioned construction documents are submitted along with a detailed site plan. Temporary ramps may be installed on front of a structure provided it is not attached and is removed within one hundred eighty (180) days. COAs may be extended with demonstrated need and a timeline for removal.
- b) Rear porch with elevation drawings.
- c) Rear deck with accurate measured site plan.
- d) Swimming pools, fountains, pergolas, or seating areas in back yard.
- e) Systematic deconstruction of existing historic rear accessory structure to reassemble in same location on site. Elevation drawings need to be submitted with the request.
- f) Backyard canopies, pavilions, outdoor kitchens, or other structures that are not visible from the public right of way and meet historic design guidelines.

13. Demolition Activity

- a) Reopen enclosed porch.
- b) Carports and freestanding canopies or pergolas that are made of non-historic materials.

14. Miscellaneous

- a) Reasonable changes in color to awning fabric that are consistent with the district or landmark characteristics.
- b) Removal of any prohibited element described in City Code.
- c) Changes to existing certificates of appropriateness or changes that are in keeping with the Historic Design Guidelines and do not materially or measurably increase the approved scope of work.
- d) Emergency installation of temporary features to protect a historic resource or to weatherize or stabilize.

- e) Foundation with no modifications to skirting design; replacement skirting may utilize a cement board product installed with a similar design as existing.
- f) Mechanical units.
- g) Exterior electrical.
- h) Exterior plumbing.
- i) Exterior electrical fixtures.
- j) Glass replacement.
- k) Screening for dumpsters or service areas.
- l) Replacement or removal of non-original fixtures or lighting elements.
- m) Rooftop HVAC, mechanical or communication equipment that is not visible from the public right-of-way and results in no modifications to the visible facades of the building.
- n) Mission protection overlay district applications being reviewed for height/angle conformity only.
- o) Any modifications that restore an original architectural element or modify a non-original element to one that is more in consistent with the Historic Design.
- p) Small sheds in the rear yard (less than two hundred (200) square feet feet) not on a permanent foundation and featuring materials comparable to the historic structure on site or in the.
- q) Applications for signage in the Downtown Business District consistent with the Downtown Design Guide and all other applicable standards and guidelines.

Administrative Approval - Standard 10-day Review.

Requests for Certificates of Appropriateness that are eligible for Administrative Approval which do not allow for an expedited review may be approved following a ten (10) business-day review period. Staff reserves the right to refer any request to the Historic and Design Review Commission for any reason. At any time, the Commission may adopt policy documents consistent with the Historic Design Guidelines to inform administrative approval.

1. Fencing

A new front yard fence that meets adopted standards and guidelines and does not exceed four (4) feet in height or the height of an adjacent contributing fence, a material and design that is consistent with historic precedents in the district or vicinity does not feature a front gate that spans the driveway at the sidewalk, and that meets all development standards as outlined in UDC Section 35-514. Front yard fences in neighborhoods or areas which do not predominately feature front yard fences shall require review by the Commission.

2. Porch

The enclosure of a rear porch with detailed and dimensioned construction documents, materials that match that of the primary historic structure, or materials that meet staff's specifications in regards to profile, texture, detailing and appearance. Porches must continue to read as porches or open-air elements. Front porch enclosures or enclosures of highly visible side porches are not eligible for Administrative Approval.

3. Additions

Any rear addition that is fully consistent with the Historic Design Guidelines.

4. Windows & Fenestration Modifications

A. Installation of exterior storm screens or windows provided that the original windows are retained underneath and the following conditions are met: 1) no existing screens or storms are present; 2) the proportion, configuration, dimensions, and materiality of the screens closely match the existing window pattern; and 3) the screens are inset within the existing window frame.

B. Adding fenestration that is architecturally and stylistically appropriate for the structure, provided that the window material, dimensions, proportions, inset, configuration, and color meet OHP's Guidelines and Window Policy Document. Modifications to existing opening sizes, including enclosure or removal, may be considered at the administrative level if 1) the openings have been previously modified and/or are not original, and substantial information to corroborate this is provided by the applicant to staff; or 2) the proposal balances or responds to existing facade details and is deemed appropriate by staff on a case-by-case basis.

5. New Construction

A. Approval of a site plan that is fully consistent with the Historic Design Guidelines for the purposes of recommending a change in zoning request to the Zoning Commission. Infill worksheets must be completed and submitted for consideration.

B. Detached carports set behind the front façade of the primary structure covering a parking area of no more than four hundred (400) square feet. Carport designs must be consistent with the Historic Design Guidelines and any adopted standards or guidelines.

6. Repair and Maintenance

Selective replacement of original materials with new, substitute materials that are consistent with adopted guidelines and standards. Replacement materials must be proven to be a match in terms of appearance, texture, and dimension.

7. Telecommunication equipment

A.

Installation of equipment onto existing infrastructure in the public right-of-way including but not limited to utility poles, street light poles, and traffic light poles; the equipment must feature a stealth aesthetic and be flush mounted to the greatest extent possible.

- B. Installation of equipment mounted onto rooftops or parapets of buildings that are minimally visible from public right-of-way, feature a stealth aesthetic, and be flush mounted to the greatest extent possible.
- C. All installation of telecommunication equipment must adhere to UDC Sec-29-139. Attachments to Poles including Division V. Additional Aesthetic Requirements in Design Districts.
- D. Installation of a new pole or the use of a new stealth aesthetic may require additional review by the Historic Preservation Officer and/or the Historic Design Review Commission.

8. Miscellaneous

- A. Finding of Historic Significance reviewed in accordance with 35-607.
- B. Demolition or partial demolition of a non-contributing resources or structures and demolitions of non-contributing additions or portions of a resource or structure reviewed in accordance with 35-619.
- C. The historic and design review commission from time to time may designate additional work types for administrative approval with the adoption of additional standards or guidelines.

(Ord. No. 2010-06-24-0616, § 2, 6-24-10) (Ord. No. 2014-10-02-0742, § 2, 10-2-14; Ord. No. 2022-11-03-0831, § 2, 11-3-22, eff. 1-1-23)