



Department of Planning & Codes
4 North 2nd, Denton, Md. 21629

OFFICE USE ONLY	
DRAFT REVIEW DATE:	04/16/2024
AMENDED:	4/20/2024
DHARC ADOPTED:	4/20/2024

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HISTORIC AND ARCHITECTURAL REVIEW COMMISSION

Administrative Approval Guidelines ¹

The Denton Historic District residents and property owners may obtain administrative approval from the Historic and Architectural Review Commission for selected building projects. Planning and Codes Director, Zoning Administrator, or Senior Code Enforcement Officer, as qualified under the Secretary of Interior's Standards and Guidelines – Professional Qualifications Standards (*Professional Qualifications 36 CFR Part 61*) and with a minimum of 3-years' experience, will review the application for an administrative Certificate of Approval and issue an Administrative Certificate of Approval prior to the approval of a building or other permits. All reviews and approvals are based on the *Historic and Architectural Review Commission Guidelines, Denton, Maryland* (Adopted by Ordinance 472, February 2005), *The Secretary of Interior's Standards for Rehabilitation of Historic Properties*, and the Administrative Approval Guidelines listed below.

General Policies, Conditions, and Procedures

A. Policies and Conditions.

1. Administrative approval for the items in the Administrative Approval Guidelines authorized by the Denton Historic and Architectural Review Commission (DHARC) provide that a full time staff of the Department of Planning & Codes meet the Professional Qualifications and minimum of 3-years' experience, or any Town-contracted or volunteered consultants who meet the standards for professional qualification in accordance with 36 CFR Part 61 in the fields of History, Archaeology, Architectural History, Architecture, Engineering, Historic Landscape Architecture, and Historic Preservation (*Qualified Professional*).
2. Administrative approval authority will be reviewed and renewed annually from the date of guidelines approval by the Denton Historic and Architectural Review Commission. Changes may be made on an as needed basis by the Commission.
3. Planning and Codes staff delegated to this administrative authority are to provide quarterly updates of the Administrative Approvals to the Denton Historic and Architectural Review Commission.
4. All applications exceeding the scope of the guidelines are required to be reviewed by the Denton Historic and Architectural Review Commission. The Commission retains the right to perform routine audits for consistency.

¹ By Authority of the Denton Town Code, § 128-48 (H) and (I) the Commission may create, amend, and adopt their own rules guidelines.

5. The applicant has the right to appeal denial of an administrative approval by staff and file an application to the Denton Historic and Architectural Review Commission, except in the case of zoning or building non-compliance.

B. Procedures.

1. The applicant will file a Historic & Architectural Review Commission Building Permit Application. Staff will evaluate the proposed work to determine if an Administrative Approval is appropriate.
2. Missing information or supporting documentation may be considered incomplete and shall be returned.
3. Planning staff retains the option to refer a request for an administrative approval to the Commission if uncertainty exists as to whether or not the application meets the criteria for issuing an Administrative Certificate of Approval.
4. Reduction in Paperwork: DHARC forms may be submitted electronically as a Portable Document Format (PDF). Email applications to the Director of Planning & Codes, Zoning Administrator or Senior Code Enforcement Officer.

C. Standards of Determination.

1. The basis for initial determination shall be whether the Scope of Work is for contributory or non-contributory work, applicable provisions of the Codes, guidelines of historic preservation, and the MHT Resource Coding System (September 1983), the adjacent properties Resource Coding, and the current condition of the property with an evaluation by the Official at time of submittal.
2. Contributory resource and noncontributory resource work means any rehabilitation (work) relating to historic preservation as defined by the applicable codes and guidelines of historic preservation.

Categories of Administrative Approval

A. Replacement-in-Kind.

1. Replacement-in-kind means a process of rehabilitation utilized only where materials are extensively deteriorated or damaged and cannot be repaired. Deteriorated materials or features are repaired with the same materials. This process is based on physical evidence of essential form and detailing (Design-in-Kind) of historic materials or features in-situ (in context) or through photographic documentation.
2. The request will be reviewed by the appropriate official. If repair is not possible, existing material components must be documented prior to proceeding with replacement-in-kind.

B. Restoration and Renovation. (non-contributing resource)

1. Nonhistorical (noncontributing siding) material removal. Removal of asbestos, asphalt, aluminum, or other synthetic siding to expose and repair underlying and original siding. Review is required by the appropriate official after siding has been removed, underlying condition investigated, and restoration determined.
2. Repointing and masonry repairs. Review is performed by the appropriate official. Any repointing and brick, stone, or other masonry repair must match the existing original.
3. Exterior Storm Windows and Storm Doors. (non-contributing resource)

- a) New or replacement storm door and window frames/sash may be wood, vinyl or powder-coated metal. Storm doors and windows must match the color of the frame and sash.
 - b) Attachment methods shall be reversible, minimizing damage to historic features and materials.
 - c) Window glazing will include no dividers or matching existing rail.
4. Doors and windows. (noncontributing resource)
- a) Non-extant (no longer existing) door or window.
 - b) Restoration or rehabilitation of historic property is based on physical, documentary, or photographic evidence.
 - c) Limited replacement-in-kind when determined to be the appropriate treatment through an assessment of the conditions by the appropriate approving Official.
 - d) Replacement units of wood, clad wood, fiberglass, or vinyl, for energy conservation as long as the unit is similar in appearance to the existing and has full screens.
 - e) Consistency of grille and muntin pattern
5. Murals, Removal of paint on masonry and graffiti.
- a) Murals and Mural-type signage in the Arts and Entertainment (A&E) District.
 - b) Same or similar color, removal of existing paint to expose natural brick.
6. Paint.
- a) Same or similar color.
 - b) Minor changes in color and texture.
 - c) Repainting to Historic Color.
7. Shutters. (non-contributing resource)
- a) Proportions and installation shall match historic proportions and installation (functioning and nonfunctioning shutters).
 - b) Non-extant shutter.
 - c) Restoration or rehabilitation for historic property when physical evidence indicates historic hardware installation requires physical, documentary, or photographic evidence.
8. Street furniture.
- a) Benches, streetlamps, planters based on any current approved materials and designs.
9. Utilities and Safety.
- a) Includes electric, fuel or propane tanks, gas meters, cable boxes, satellite dishes, HVAC equipment, service meters, sprinkler system (including standpipes and hydrants), valves, wiring, and any associated screening systems not on the principal façade or highly visible from the Public Right-of-Way.
 - b) Knox box.
 - c) Americans with Disability Act (ADA) features, such as ramps.
10. Roof drainage systems, including flashing, downspouts, gutters, snowguards, rain barrels and cisterns.
- a) Historic (contributing and extant) roof drainage systems, including flashing, downspouts, gutters, and snowguards shall be of Design and Material-in-Kind repair, replacement, or rehabilitation.
11. Porch and Balcony Stairs, wood platforms, and railings. (non-contributing resource)
12. Security devices.
- a) Cameras, touch key plates, control panels, and single light installations.

13. Signs.

- a) Must comply with zoning requirements.
- b) Includes all new and replacement signage which demonstrate compliance with applicable General and Specific Guidelines on existing construction (restoration and rehabilitation).
- c) The Commission shall review signage on all new construction and additions to contributory structures where the square footage of the addition exceeds 200 sq.ft.
- d) Interpretive and Informational Signs. Must comply with zoning requirements, meet General and Specific standards and guidelines, have either a historical or educational purpose that contributes to quality, image, and cohesiveness of the entire Historic District and increases efficiency of communication, and not contain supplementary advertising.
- e) Minor (insubstantial) amendments to Commission-approved signage applications (Noncontributing signage).
- f) Banner, Mural-type signage, including Main Street Denton signage. Must comply with zoning requirements.
- g) Memorial Plaques. Constructed of bronze, stone, or other high quality and weather-resistant materials. Size proportional to location and not creating an obstruction or tripping hazard.
- h) Historical Markers. Constructed of bronze or stone.
- i) Logos and trademark signage (Noncontributing). Must comply with zoning requirements.

14. Environmental features (noncontributing or required under other Code provisions).

- a) Fences and Gates.
 - 1. Comply with zoning and building codes.
 - 2. Noncontributing resource.
 - 3. Restoration and rehabilitation for historic property based on physical, documentary, and photographic evidence.
 - 4. Replacement-in-kind or minor alterations to equivalent which do not significantly change the original appearance, height, or material used excepting in the case of existing non-compatible fence types (i.e., chain link, vinyl, shadow box/board on board, stockade, and latticework).
 - 5. On a property that is not eligible for the National Register listing, a new, or replacement wood, wrought iron style picket, or vinyl fence may be allowed.
- b) Landscaping.
 - 1. Comply with zoning, Critical Area, and Forestation codes.
 - 2. Hazard or diseased trees inspected by the Code Official or as certified by an independent arborist. Hazard or diseased trees shall be replaced with native species.
 - 3. Minor features, such as plantings, planters, and plant material in existing planters.
 - 4. Trees and shrubs immediately adjacent to buildings or walls that undermine foundations or threaten roofs.

15. Driveways, parking areas, walks, and patios.

- a) Minor in-kind and in-design repairs.
- b) Driveways, parking areas, walks, and patios of gravel, brick, stone, or concrete not readily visible from Public Right-of-Ways and are compatible with the visual character of the Historic District Guidelines.
- c) Pre-approved brick paving patterns for walks and driveways compatible with the visual character of the Historic District Guidelines.

16. State Agency Approved Projects.
 - a) MD. Historic Trust (“MHT”) Easements and Historic Tax Credit-affected properties.
 - b) MD. Department of the Environment (“MDE”), Fish & Wildlife projects related to Stormwater Management improvements.

17. Extensions of Certificate of Approval.
 - a) Prior to the expiration of a Certificate of Approval, an applicant may request in writing a one-time extension of up to twelve (12) months, provided no substantial change is made to the original approval.
 - b) Approval of extensions beyond twelve (12) months shall be made by the Historic and Architectural Review Commission.

18. Minor changes to Commission approved applications.
 - a) Contributing buildings and features. If in the process of completion and submission of 100% plans or during construction, an applicant with previously approved Certificate of Approval requires minor modification to conform to field conditions or code compliance may request the change in writing. The changes shall conform to the Historic District Guidelines.
 - b) Noncontributing building and features. The changes shall conform to the Historic District Guidelines.

HISTORIC AND ARCHITECTURAL REVIEW COMMISSION

Administrative Approval Guidelines Regulation History

No.	Description	Date Introduced	Final Approval Date	Amended
01	Draft. Amended to include State approval authority	07/20/2016	-	08/03/2016
02	Amended to include painting and fuel tanks	08/17/2016	08/17/2016	08/17/2016
03	Amended for clarification	04/20/2024	4/20/2024	