

Historic Common Staff Approval List

All items on the Staff Approval List are reviewed in accordance with CC 3116, and the applicable guidelines. This process includes completing and filing a COA application; however, does not require a hearing. Applications that fall under items within the Staff Approval List and are consistent with the applicable code and guidelines, can generally be staff approved per CC 3119.49.

Item Listing:

Doors
<ul style="list-style-type: none"> • Full view storm doors with brochure or manufacturer's information.
<ul style="list-style-type: none"> • Repair of historic doors.
<ul style="list-style-type: none"> • Replacement of inappropriate, deteriorated, or damaged doors (front, side and rear), based on staff assessment with photo documentation, and brochure or manufacturer's information.
<ul style="list-style-type: none"> • Restoration of original openings with appropriate new material (i.e. doors, windows, transom windows).
Graphics
<ul style="list-style-type: none"> • Refacing of existing signs in-kind.
<ul style="list-style-type: none"> • Hanging sign: max 12 sq. ft. (3' x 4')* with simple bracket, which maintains min 10' clearance from grade and top of sign max 15' from grade. Externally illuminated. Sign attached through mortar joints/placement to not destroy or obscure significant features. *GVC max 6 SF (2'x3').
<ul style="list-style-type: none"> • Temporary banners: 4 square feet or larger, non-illuminated, up to 90 days. Banner attached through mortar joints as applicable.
Landscaping & Hardscaping
<ul style="list-style-type: none"> • Repair/ replacement of sidewalks and access walkways like-for-like and per the guidelines.
<ul style="list-style-type: none"> • Rear at-grade brick, concrete paver or stone patio areas.
<ul style="list-style-type: none"> • 6 foot high wood board-on-board rear-yard privacy fence* with site plan and fence design. Wood fence to be painted, sealed, or stained (height reduction may be needed to accommodate site conditions). *GVC: Dog-eared fencing not an approved style and 6 foot in height to be measured from the grade of the public right-of-way.
<ul style="list-style-type: none"> • Repair/ replacement of concrete or brick sidewalks and access walkways in like-kind or replacing concrete walkway/ sidewalks with brick in the same dimensions and location.
<ul style="list-style-type: none"> • Remove deteriorated concrete driveway and apron. Install new driveway and apron with brick in the same location and dimension to match sidewalk (basket weave, herringbone or running bond) with Staff assessment on material.
<ul style="list-style-type: none"> • Construction of freestanding, wood, pergola in rear/side yards max of 8 ft in height.
<ul style="list-style-type: none"> • Removal of trees with 12" caliper or less.
<ul style="list-style-type: none"> • Rear or side yard landscaping not visible from the right-of-way: new plantings (bushes, shrubs, flowers), retaining & seat walls max 30" high, constructed of brick/stone/concrete, water feature max 4' high.
<ul style="list-style-type: none"> • Rain Barrel: Single (1) barrel that meets the following criteria: <ul style="list-style-type: none"> ○ Located on the back 1/3rd of the structure, or in the rear yard; and/ or associated with a secondary structure. ○ Maximum size no greater than 45 gallons.
<ul style="list-style-type: none"> • Installation of landscape lighting, with submission of site plan and lighting cut sheet. Lighting fixtures to be simple in design and functional in size. Non-directional area lighting, and light spillage on adjacent properties should be avoided.
<ul style="list-style-type: none"> • Front yard: remove and replace overgrown/deteriorated/dead shrubs; install new foundation plantings; new plantings (bushes, shrubs, flowers), to be sufficient distance away from house/masonry walls; replace historic/appropriate stone/concrete retaining walls with new to match.

Maintenance or Minor Building Change
<ul style="list-style-type: none"> ● Repairs/ Maintenance & Minor building changes including: <ul style="list-style-type: none"> ○ Repairs not resulting in replacement of historic materials or in-like-kind if deteriorated beyond repair. ○ Replacement of existing light fixture(s) in-kind with submission of product information and drawing. ○ Removal of non-historic material. ○ Installation of handrails for public service steps & porches. ○ Pipe rail or simple wrought iron railing. With submission of product information and drawing. ○ Resurfacing awning frames.
<ul style="list-style-type: none"> ● Installation of satellite dishes (18" or smaller) not to be visible from the right-of-way.
<ul style="list-style-type: none"> ● AC units or generators, at-grade, with appropriate screening in or near the rear of the property.
<ul style="list-style-type: none"> ● Radon Mitigation Systems: Installed in location near or at rear of home. Exhaust piping to be painted to match color of wall material and installed with no or minimal damage to historic materials. Piping to terminate around soffit and not through the soffit. Additional screening may be needed. *GVC: installation shall not front on an elevation abutting the public right-of-way.
Masonry
<ul style="list-style-type: none"> ● Tuck pointing (masonry walls, foundations, chimneys, retaining walls), per Preservation Brief 2- "Repointing Mortar Joints in Historic Masonry Buildings." New mortar must be softer than the masonry, and no harder than the historic mortar. New mortar to match color, texture, hardness, and joint profile of historic mortar.
<ul style="list-style-type: none"> ● Cleaning of masonry surfaces (i.e., power washing not to exceed 300lb/ p.s.i. and utilizing broad fan tip, or mild chemical cleaning using a patch test).
New Construction
<ul style="list-style-type: none"> ● New sheds located in the rear yard, not to include a foundation, and not to exceed 168 SF (max height 8ft) - no plastic or vinyl materials; or faux wood grain siding.
Painting
<ul style="list-style-type: none"> ● Exterior painting with submission of manufacturer's paint chips/ color swatch and current photos. Unpainted masonry surfaces are not to be painted. <ul style="list-style-type: none"> ○ Longstanding painted masonry to be left as-is, or painted to match original unpainted masonry color as closely as possible with submission of manufacturer's paint chips/ color swatch. ○ Paint to be appropriate for the material surface (wood, masonry, metal and vinyl, if existing).
Parking Facilities
<ul style="list-style-type: none"> ● Bicycle parking not in the right-of-way. <ul style="list-style-type: none"> ○ Located in a highly visible area near intended use. ○ Located to avoid potential conflict with walkways, parking, and/ or circulation of motor vehicles. ○ Racks shall be of the inverted "U" type design.
<ul style="list-style-type: none"> ● Existing parking lot landscaping and screening: Screening includes metal fencing (excludes chain link), wood fencing and landscaping in a combination that provides necessary opacity (see approved fencing style under Landscaping & Hardscaping).
Renewal
<ul style="list-style-type: none"> ● Renewal of expired COA (within 2 years of expiration or original approval) with no changes to approved specifications.
Roofing
<ul style="list-style-type: none"> ● Asphalt to asphalt roof replacement with selection from Approved Shingles List, metal ridge roll and ridge venting, no hat or power vents.
<ul style="list-style-type: none"> ● Repair/ replacement of slate roof with matching slate.
<ul style="list-style-type: none"> ● Repair/ replacement of rubber or metal roofing on flat roofs.

<ul style="list-style-type: none">• Rebuild chimneys to match the same height, placement, material, dimension and detail.• Repair/ replacement of gutters (i.e., box, stop, half-round and ogee) and downspouts in like kind material and style appropriate to the fascia.• Eave/ soffit repair/replacement like-for-like.
Siding
<ul style="list-style-type: none">• Removal of artificial/ non-original siding materials and repair of the historic siding material.• Repair of historic siding.• Repair/ replacement of modern siding materials to match existing on non-historic structures/ additions. *Does not apply to GVC.
Windows
<ul style="list-style-type: none">• Low profile storm windows with brochure or manufacturer's information.• Repair of historic windows.• Replacement of inappropriate, deteriorated, or damaged windows using new windows from the Approved Windows List, based on staff assessment with photo documentation, and brochure or manufacturer's information.• Restoration of original openings with appropriate new material and submission of drawings (i.e. doors, windows, transom windows).• Repair/ replacement of skylights with new low profile skylight, with no damage to historic materials, and placement avoiding view shed from right-of-way. Submission of placement drawing and/or rendering, product specifications, and current photos.