HPC EXECUTIVE SECRETARY
EXEMPTION DETERMINATION FOR MINOR ALTERATIONS

APPLICANT INFORMATION:  
Kristine Copeman  
3676 Park Avenue  
Ellicott City, MD 21043

PROPERTY INFORMATION:  
Property Address: 3676 Park Avenue, Ellicott City  
Minor Alteration Case Number: MA-20-41  
Property Information: Map 25A, Parcel 109

OWNER INFORMATION:  
Kristine Copeman  
3676 Park Avenue  
Ellicott City, MD 21043

HISTORIC DISTRICT INFORMATION  
Ellicott City Historic District  
Lawyers Hill Historic District

PROPOSED WORK:
The Applicant proposes to paint the exterior of the house. The siding will remain the same color (Snowbound). The changes are proposed as follows:  
1) Window and Door Trim – Snowbound, white (currently light green)  
2) Window Sashes and Doors – Tricorn Black (windows currently light green, doors currently dark green)  
3) Porch Ceiling – Balmy, light blue (currently light blue)  
4) Porch Floors – Felted Wool, brown (currently light gray)

COMPLIANCE WITH GUIDELINES:
The Executive Secretary has determined that the proposed work is considered a minor alteration and is consistent with the Guidelines as referenced below.  
Chapter 6.N: Rehabilitation and Maintenance of Existing Buildings; Colors and Painting  
1) Use colors that were historically used on the building.  
2) Use colors appropriate to the period and style of the building.  
3) Use colors that are generally compatible with (and do not clash with) the colors used in the district, particularly on neighboring buildings...In general, use calm or subdued colors, reserving bright colors for small important details such as doors or trim.

Date Posted to HPC Website:  
8/25/2020

Executive Secretary Signature  
Beth Burgess  
8/25/2020

Beth Burgess, Executive Secretary  
Historic Preservation Commission
### 3676 Park Avenue, Ellicott City
#### Minor Alteration Determination

**AFTER 5 DAYS POSTING ON WEBSITE:**

<table>
<thead>
<tr>
<th>Written Objection WAS NOT Received:</th>
<th>Written Objection WAS Received:</th>
<th>Date Issued:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ No written objection was received and the proposed work was determined to be a minor alteration, not requiring Commission approval.</td>
<td>✗ Yes, a written objection was received. A Certificate of Approval is required.</td>
<td></td>
</tr>
</tbody>
</table>

**Executive Secretary Signature**

Beth Burgess, Executive Secretary
Historic Preservation Commission

Date

cc: 3676 Park Avenue 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.

PROPERTY INFORMATION
Address of Subject Property: 3676 Park Ave, Ellicott City, MD 21043
Name of Property Owner: Michael & Kristine Copeman
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): Kristine Copeman
Mailing address: 3676 Park Ave, Ellicott City, MD 21043
Phone No. (W) - 410.409.3691 (H) 410.313.9880
Email: mwc@verizon.net Contact Preference: Email

BELOW FOR STAFF USE ONLY
Tax Account Number: 
Map _______ Parcel _______

Application for Certificate of Approval and Tax Credit Pre-Approval Page 1 of 5
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.

Paint House Exterior. No Change to Siding or House Trim. Changes are as follows:

- Window + Door Trim to "Snowbound" White
- Window Sashes + Doors to "Tricorn Black"
- Porch Ceilings to "Balmoral Light Blue"
- Porch Floors to "Felted Wool"

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/previous 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.

<table>
<thead>
<tr>
<th>Existing Type:</th>
<th>Proposed Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEAM - WHITE TO MATCH SIDING</td>
</tr>
<tr>
<td>Existing Color:</td>
<td>Proposed Color:</td>
</tr>
<tr>
<td>DRIVER GREEN</td>
<td>DOORS - TRICORN BLACK SW 6258</td>
</tr>
<tr>
<td>Existing Material:</td>
<td>Proposed Material:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Info Included: Yes No</td>
<td></td>
</tr>
<tr>
<td>Is this item being repaired? Yes No</td>
<td></td>
</tr>
<tr>
<td>I seek tax credit pre-approval for this item.</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Existing Material:</th>
<th>Proposed Material:</th>
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<tbody>
<tr>
<td></td>
<td>TEAM - WHITE TO MATCH SIDING</td>
</tr>
<tr>
<td>Existing Color:</td>
<td>Proposed Color:</td>
</tr>
<tr>
<td>LIGHT GREEN</td>
<td>DOORS - TRICORN BLACK SW 6258</td>
</tr>
<tr>
<td>Existing Sash Arrangement:</td>
<td>Proposed Sash Arrangement:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Info Included: Yes No</td>
<td></td>
</tr>
<tr>
<td>Is this item being repaired? Yes No</td>
<td></td>
</tr>
<tr>
<td>I seek tax credit pre-approval for this item.</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Existing Material:</th>
<th>Proposed Material:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing Color:</td>
<td>Proposed Color:</td>
</tr>
<tr>
<td>NO CHANGE</td>
<td>NO CHANGE</td>
</tr>
<tr>
<td>Additional Info Included: Yes No</td>
<td></td>
</tr>
<tr>
<td>Is this item being repaired? Yes No</td>
<td></td>
</tr>
<tr>
<td>I seek tax credit pre-approval for this item.</td>
<td></td>
</tr>
</tbody>
</table>

Specs/Photos Included: Yes No
Is this item being replaced? Yes No

Application for Certificate of Approval and Tax Credit Pre-Approval Page 3 of 5
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: See Attended
Paint Chip Included: ☒ Yes ☐ No
Additional Info Included: ☒ Yes ☐ No

Proposed Color: See Attended
Area(s) to be painted: ______________________

☐ 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: ______________________
Existing Color: ______________________
Additional Info Included: ☒ Yes ☐ No
Is this item being repaired? ☐ Yes ☐ No

Proposed Material: ______________________
Proposed Color: ______________________
Specs/Photos Included: ☒ 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: ______________________
Existing Color: ______________________
Existing Material: ______________________

Additional Info Included: ☒ Yes ☐ No
Is this item being repaired? ☒ Yes ☐ No

Proposed Type: ______________________
Proposed Color: ______________________
Proposed Material: ______________________
Specs/Photos Included: ☒ 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:

☐ 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.

[Signatures]

Applicant or Authorized Agent Date Owner (if different than Applicant) Date

Application for Certificate of Approval and Tax Credit Pre-Approval Page 5 of 5
Proposed Paint Detail

House Siding and Trim
- No Change
- SW "Snowbound"

Window & Door Trim
- Existing: Light Green
- Proposed: SW "Snowbound"

Window Sashes
- Existing: Light Green
- Proposed: SW "Tricorn Black"

Doors
- Existing: Dark Green
- Proposed: SW "Tricorn Black"
  - To include front door side lights and transom

Porch Ceiling
- Existing: Light Blue
- Proposed: SW "Balmy"

Porch Floor
- Existing: Light Gray
- Proposed: SW "Felted Wool"
Proposed Paint Detail

Current house

Example of proposed paint scenario of white siding and trim with black window sashes and doors.