

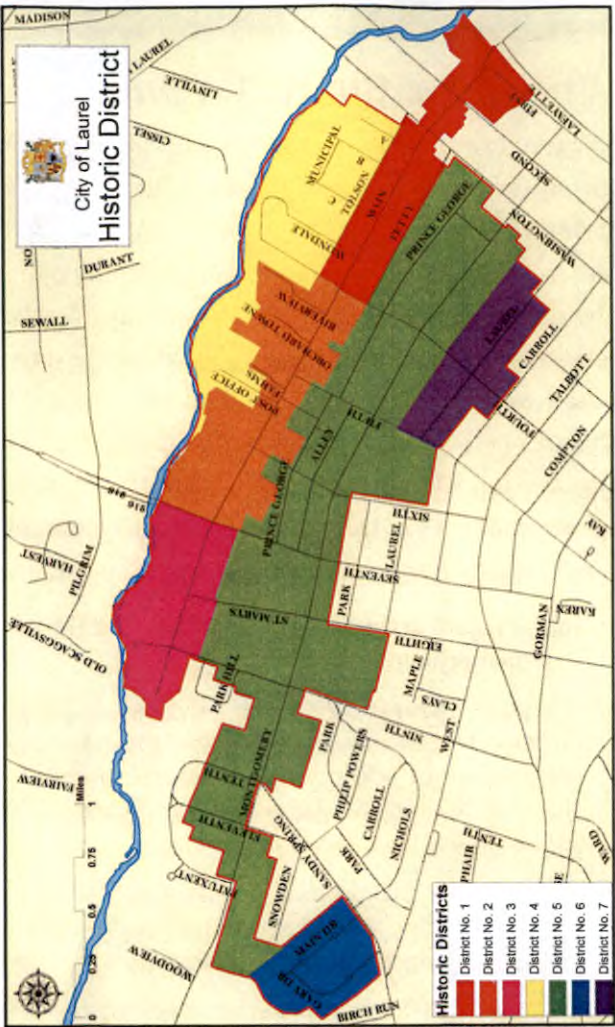
What is the City of Laurel Historic District?

A historic district is an established area which contains resources such as buildings, objects and sites whose distinct character conveys a unique architectural or cultural heritage. Article 66B of the Maryland Annotated Code authorizes local communities to create historic districts to safeguard and preserve their cultural, social, and architectural histories.

The Mayor and City Council of Laurel have exercised this power by establishing the City of Laurel Historic District Commission (HDC) and seven individual, contiguous historic districts, collectively known as the City of Laurel Historic District. Located in the northern most part of the City.

What is the City of Laurel Historic District Commission?

The Historic District Commission is a seven member volunteer citizen body charged with aesthetic and design review in the Historic District. Composed of six commissioners appointed by the Mayor and approved by the City Council and one *ex officio* member of the City Council, the HDC normally meets the Third Tuesday of the month at 7 p.m. in the Laurel Municipal Center



Laurel Municipal Center
8103 Sandy Spring Road | Laurel MD 20707
Ph. (301) 725-5300 | Fax (301) 490-5068
www.cityoflaurel.org

Mayor and City Council of LAUREL



"Government to the People"

Historic District



The HDC Review Process

To have a project reviewed by the HDC, a Certificate of Approval application must be submitted with the appropriate materials to the Historic District Commission Coordinator at least two weeks before any scheduled meeting. The HDC normally meets the Third Tuesday of the month at 7:00 p.m. at the Laurel Municipal Center. Its recommended that applicants or a representative attend the HDC meeting.

Prior to the HDC meeting, the application is reviewed by staff to provide a recommendation to the HDC. At the meeting, the HDC can recommend approval as submitted or with conditions; tabling for further consideration or pending additional information and/or materials; or denial (with recommendation of changes to achieve approval).

Once the HDC issues a Certificate of Approval, the Department of Economic and Community Development can issue any required permits to the applicant. Please be advised, obtaining an HDC Certificate of Approval does not alleviate an applicant from the responsibility of obtaining any permits required under the Unified Land Development Code. Staff will review all completed work to assure compliance with the approved HDC Certificate of Approval. Any work completed that is not in compliance with the Certificate of Approval is subject to municipal infractions and possibly fines.

What does the HDC review?

Any proposed exterior change to a property within the Historic District which is visible from a public street, sidewalk, alley way, or public space is subject to review by the Historic District Commission. The review includes the general design, aesthetics, texture, color, materials, and context of the proposed work. The HDC considers all proposed changes within the context of the Historic District Commission Design Guidelines, which are contained in Div. 13 of the Unified Land Development Code. Typical items reviewed by the HDC include:

- **New Construction:** construction of new structures or additions to existing buildings
- **Exterior Alterations:** any physical exterior change to building materials including the replacement or addition of structural, architectural, or decorative elements; i.e. siding, windows, mailboxes, railing, fences, etc.
- **Demolition:** dismantling or razing all or part of any building including the removal of character-defining architectural elements
- **Signage:** aesthetic and design elements for all signs including color, font, material, illumination, and placement
- **Landscaping:** major landscaping projects and reconfigurations including the removal of mature trees and foliage

For projects subject to HDC review, an HDC Certificate of Approval is required prior to proceeding with any work. Any required permits are not issued with an HDC Certificate of Approval.

What doesn't the HDC review?

There are some types of work that the HDC does not review, including:

- **Maintenance:** work that does not alter the exterior features of a structure or affect the architectural or cultural significance of a building, such as cleaning of gutters and masonry
- **Repair:** rehabilitation that includes work beyond maintenance such as patching, piecing in, or otherwise reinforcing existing materials which does not visually change a structure
- **Interior Alterations:** any work that does not change the exterior of a building such as removing walls or finishing a basement

Although some work does not need to be reviewed by the HDC, any exterior changes must still be reviewed by staff for in-kind approval and possible issuance of an HDC Certificate of Approval.



Historic District Commission Tax Credit

The City of Laurel offers tax credits for qualifying and HDC approved projects located in the Historic District. The tax credit is ten percent (10%) of the total expense of the approved work. The work must conform to the criteria outlined by the HDC Certificate of Approval. An HDC Tax Credit Application must be submitted after a Certificate of Approval has been obtained.



City of Laurel Historic District Commission

8103 Sandy Spring Road Laurel, MD 20707

phone (301) 725-5300 • fax (301) 725-5068

www.CityofLaurel.org • ECD@Laurel.MD.US

The City of Laurel Historic District consists of seven individual but contiguous districts as established in Sec. 11-2 of the City of Laurel Municipal Code. Located in the northernmost part of the City, all of these Districts fall under the design review authority of the Historic District Commission

Historic District Application Process:

1. You can apply in person, by mail or through email to ecd@laurel.md.us. You must send a **completed and signed** application along with a current picture of the structure/property and sample pictures of the proposed work. Also, if you are not the owner of the property we will need an owner permission letter. **Applications are available online at:**
<https://www.cityoflaurel.org/system/files/files/hdccertificationapplication.pdf>
2. Once all the documents are turned into staff, a review process will begin. A planner will write up a staff report with recommendation to approve or deny the request. The Commission ultimately makes the approval or denial. Copies will be made of your packet and sent to each Commission member. **You will be contacted by staff to confirm your meeting date.** The Commission only meets once a month. For a list of deadline dates you can go here:
<https://www.cityoflaurel.org/system/files/files/2018hdcapplicationfilingdatesupdate3152018.pdf>
3. Attend the meeting, sign in for the record. **Please be on time.** Meetings start at 7:00 p.m. These meetings can go rather quickly, however, depending on how many items are on the agenda. You do not need to stay for the entire meeting, once your request has been voted on you may leave if you wish. Be prepared to answer any questions from the Commission.
4. **If you received APPROVAL** - You will receive an approval letter from staff along with your certificate in the following days after the meeting. **If you received DENIAL** - Depending on the circumstance, you can re-submit for the next meeting with any changes that may have been requested by the Commission. **If your item was TABLED** - You will need to attend the next meeting that your request will be re-reviewed by the Commission.



CITY OF LAUREL HISTORIC DISTRICT COMMISSION

8103 Sandy Spring Road • Laurel, MD 20707 • (301) 725-5300 • Fax (301) 490-5068 ecd@laurel.md.us

This authorization does not by its issuance preclude or replace permits required by other departments or agencies

HDC CERTIFICATE OF APPROVAL APPLICATION

STEP 1: FOR APPLICANT TO COMPLETE

DATE OF APPLICATION: _____

ADDRESS OF PROPERTY: _____

TYPE OF REQUEST (Check all that apply):

Sign _____ Tree Removal _____ Shutters _____ Shed _____
Roof _____ Windows _____ Paving _____ Fence _____
Garage _____ Porch _____ Paint _____ Addition _____
Demolition _____ Other: _____

WORK DESCRIPTION: _____

OWNER'S NAME, ADDRESS, PHONE & EMAIL: _____

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL: _____

***COMPLETE FOR SIGNAGE or AWNING REQUESTS ONLY:**

(Check one)

FLATWALL _____

PROJECTING _____

SIGNBAND _____

FREESTANDING _____

(Details)

SIZE: _____

MATERIAL: _____

MESSAGE: _____

COLORS: _____

LIGHTED SIGN: _____

IF YES, TYPE: _____

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL: _____

X _____
SIGNATURE OF APPLICANT DATE

STEP 2: FOR CITY STAFF TO COMPLETE

- ☐ Yes ☐ No Staff Approval?
☐ Yes ☐ No Work started *without* Approval?
☐ Yes ☐ No Qualifies for Tax Credit?
☐ Yes ☐ No Building Permit Required?
☐ Yes ☐ No Public Notice Sign Required?

MEETING DATE: _____

TAX ID (ACCOUNT) #: _____

PERMIT NUMBER: _____

STEP 3: STAFF APPROVAL SIGNATURES

APPROVAL DATE: _____

CONDITIONS AND/OR COMMENTS: _____

HISTORIC DISTRICT COMMISSION _____

PLANNING AND ZONING _____



City of Laurel Historic District Commission

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_____ **THIS CHECKLIST MUST ACCOMPANY YOUR HDC APPLICATION**

Please check the following fields in the checklist that are applicable to the Historic District Commission Application.

If you have multiple items on your application, you must provide the below documents for each item.

- 1) Current Photo of the Property _____
- 2) Property Owner Permission Letter _____
- 3) Architectural Drawings _____
- 4) Structural Drawings or Designs _____
- 5) Mockup Designs _____
- 6) Brochures _____
- 7) Material Samples _____
 - A) Siding _____
 - B) Paint Samples _____
 - C) Shingle Samples _____
 - D) Color Palette _____
 - E) Wood Samples _____
 - F) Other _____

Please Read and Sign

If you or your representative (i.e. Contractor, Spouse, etc.) are unable to attend the Commission Meeting when your application is reviewed, approval may be delayed. The items on the checklist must be available to the Commission, or your Application could be delayed in being reviewed. The items on the Checklist must be provided 5 business days prior to your scheduled Commission Meeting.

YOUR SCHEDULED MEETING DATE IS: _____

I UNDERSTAND THAT I HAVE THE RESPONSIBILITY TO COMPLETE THE SUBMITTED APPLICATION AS APPROVED BY THE HDC, AND THAT DEVIATION AND/OR NON-COMPLIANCE WILL RESULT IN ENFORCEMENT ACTION. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY THE OF THE CITY OF LAUREL HSITORIC DISTRICT COMMISSION GUIDELINES.

DEPENDING ON THE TYPE OF WORK THAT IS DONE, I MAY BE ELIGIBLE FOR A TAX CREDIT.

I HAVE READ AND UNDERSTAND THE ABOVE, AND HAVE A COPY FOR MY RETENTION.

Signature of Applicant or Representative

Date



MAYOR AND CITY COUNCIL OF LAUREL
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

8103 Sandy Spring Road • Laurel, Maryland 20707 • (301) 725-5300
Web: <http://www.cityoflaurel.org> E-mail: ecd@laurel.md.us

2021 Historic District Commission Meeting Dates

The HDC's regularly scheduling meetings are typically held the **third Tuesday of every month**. Some of the hearing dates below have been changed when there is a potential conflict with the Mayor and City Council meetings because of holidays, etc. Most meetings are held in the Council Chambers, **however, since COVID-19 they have been held virtually.**

Please confirm with staff the start time

Historic District Commission Hearing Dates	Deadline to Submit Complete Application
January 19, 2021	December 28, 2020
February 16, 2021	January 22, 2021
March 16, 2021	February 19, 2021
April 20, 2021	March 26, 2021
May 18, 2021	April 23, 2021
June 22, 2021	May 28, 2021
July 20, 2021	June 25, 2021
August 2021- N/A- No Meeting Held	N/A
September 21, 2021	July 23, 2021
October 12, 2021	September 24, 2021
November 16, 2021	October 22, 2021
December 21, 2021	November 26, 2021

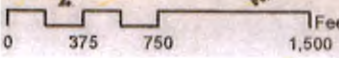
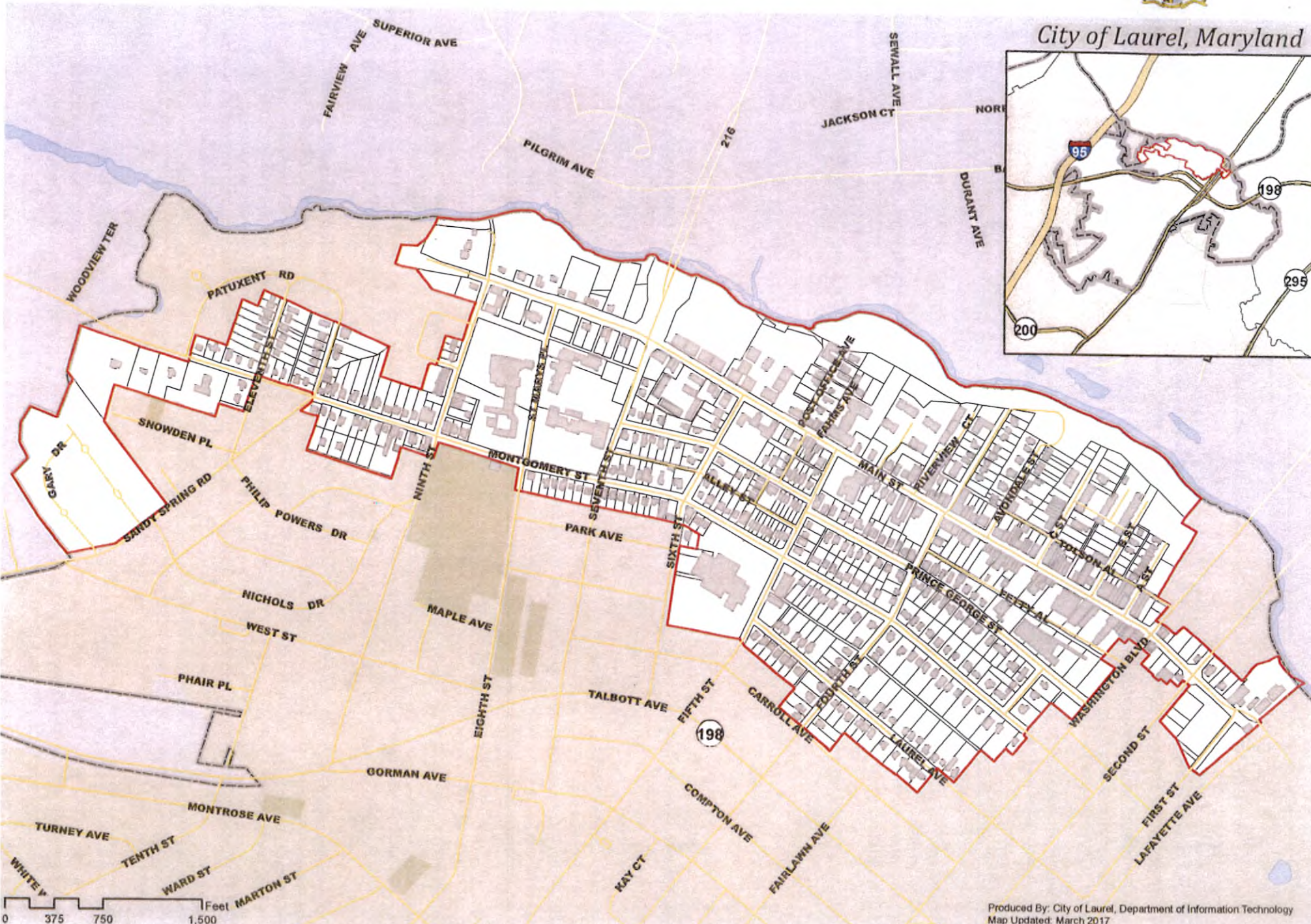
These dates are subject to change. Please verify with staff



Historic District



City of Laurel, Maryland



HISTORIC DISTRICT ADDRESS LIST

This directory contains a listing of all of the street addresses located in the City of Laurel Historic District.

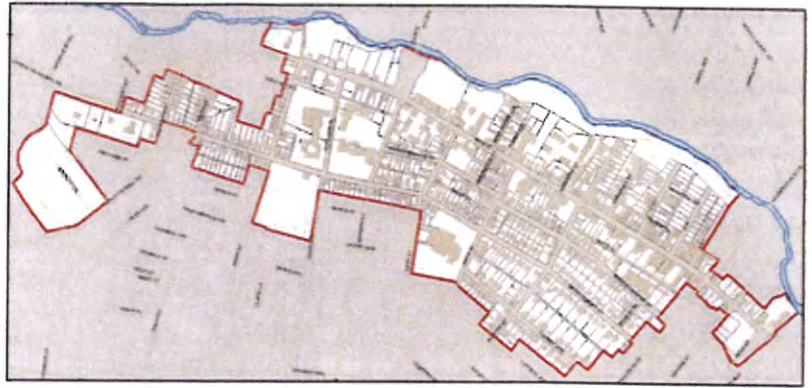


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--Numbered--

4 th Street	24 FOURTH ST	109 SIXTH ST
5 th Street	26 FOURTH ST	111 SIXTH ST
6 th Street	28 FOURTH ST	113 SIXTH ST
7 th Street	30 FOURTH ST	200 SIXTH ST
9 th Street	29 FOURTH ST	201 SIXTH ST
10 th Street	31 FOURTH ST	203 SIXTH ST
11 th Street	32 FOURTH ST	204 SIXTH ST
A Street	34 FOURTH ST	206 SIXTH ST
Avondale Street	35 FOURTH ST	304 SIXTH ST
B Street	36 FOURTH ST	108 SEVENTH ST
Brashears Street	37 FOURTH ST	110 SEVENTH ST
C Street	38 FOURTH ST	100 NINTH ST
Fahms Avenue	39 FOURTH ST	111 NINTH ST
Laurel Avenue	110 FOURTH ST	115 NINTH ST
Main Street	111 FOURTH ST	117 NINTH ST
Montgomery Street	205 FOURTH ST	119 NINTH ST
Municipal Square	207 FOURTH ST	121 NINTH ST
Orchard Towne Court	306 FOURTH ST	123 NINTH ST
Park Hill Road	307 FOURTH ST	201 NINTH ST
Post Office Avenue	308 FOURTH ST	203 NINTH ST
Prince George Street	309 FOURTH ST	205 NINTH ST
Riverview Court	310 FOURTH ST	207 NINTH ST
St. Mary's Place	313 FOURTH ST	209 NINTH ST
Stanley Place	315 FOURTH ST	211 NINTH ST
Washington Boulevard	316 FOURTH ST	213 NINTH ST
Wilson Street	317 FOURTH ST	215 NINTH ST
	401 FOURTH ST	215 NINTH ST
	405 FOURTH ST	217 NINTH ST
	409 FOURTH ST	219 NINTH ST
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	411 FOURTH ST	221 NINTH ST
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205 WILSON ST
207 WILSON ST

HISTORICAL COLOR COLLECTION

INTERIOR/EXTERIOR

This collection is comprised of 174 rich, subtle shades that were drawn from historic homes and buildings throughout the United States.

Whether you're planning to transform the exterior of a 120-year old Victorian, or warm up the interior of a brand-new condominium, the Historical Color Collection is timeless in its appeal.

This selection of historical colors has been arranged in coordinated groups that are available in a complete selection of top quality products and finishes. Any group of colors may be used to inspire you to create an elegant, traditional color scheme.

Since all color chips are affected by age, light, heat and mechanical coating processes, the chips on this card may vary slightly in color or finish from the actual paint in the container. Depending on clarity and depth of color, some colors may require multiple coats.



Templeton Gray HC-161



Montgomery White HC-33



Queen Anne Pink HC-60



Rockport Gray HC-105



Somerville Red HC-62



Covington Blue HC-138



Siding: Puritan Gray HC-164
Trim: Revere Pewter HC-172

Shutters: Van Deusen Blue HC-156



Dunmore Cream HC-29



Ansonia Peach HC-52



Dorset Gold HC-8



Georgian Green HC-115



Avon Green HC-126



Richmond Gold HC-41

It's The Authent



Buffalo, New York. Built in 1896.



Erie Gray PL01



Allentown Clay PL03



Porter Plum PL05



Queen Anne Rose PL02

White Buffalo PL04



Revival Gold PL08



Abbey Green PL06



Ruby Glass PL09



Tower Sage PL07



The Abbey, Cape May, New Jersey. Built in 1870.



Turback's, Ithaca, New York. Built in 1851.



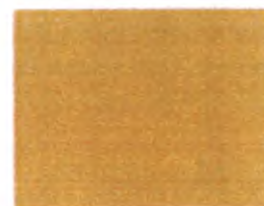
Elmira Red PL10



Ithaca Teal PL12



Gingerbread Ivory PL11



Sunnigables PL13

Painted Ladies™ Collection. And It's Only From



Ashbury House, San Francisco, California. Built in 1893.



Ashbury Cream PL14



Buckter Burgundy PL16



~~Nelson Purple PL18~~



Page Blue PL17

Weather Vane White PL15



Texas Grass PL21

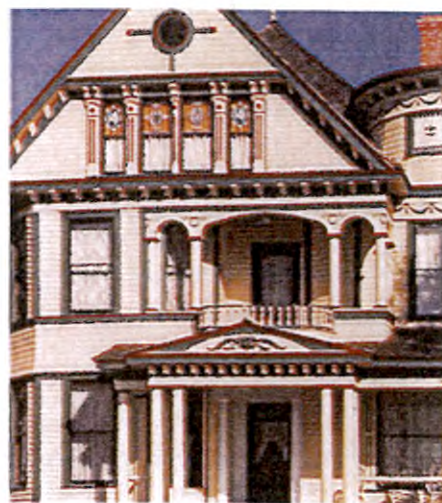


Colleyville Cream PL19



Kincaid Red PL22

Dream House White PL20



Colleyville, Texas. Built in 1895.



The Heckenberg House, Lakewood, Ohio. Built in 1893.



Heckenberg Rose PL23



Franklin Blue PL25



Gardner Rust PL26

White Grace PL24

The color schemes represented in this card were inspired by the homes pictured and may not be exact matches.

Martin Senour®



Garth Woodside Mansion, Hannibal, Missouri. Built in 1871.



Empire Red PL29

Manor White PL27



Hannibal Tan PL28



Twain Taupe PL30



Baker Rose PL33



Pine Street Plum PL31



San Francisco Bay PL35



Caputi Grape PL34

Stick White PL32



San Francisco, California. Built in 1886.



Broderick Row House, San Francisco, California. Built in 1895.



Broderick Street PL36



Butler Green PL37



Row House Grey PL39

Victorian White PL38

APPROVED STREET TREE LIST

The following trees were approved as street trees by the City of Laurel Tree Board:

1. Cleveland Norway Maple
2. Ruby Red Horse Chestnut
3. Autumn Applause White Ash
4. Dawn Redwood
5. Pin Oak
6. Star Magnolia
7. Greenspire Little Leaf Linden
8. Halka Japanese Zelkova
9. American Linden
10. Black Maple
11. Tatarian Maple
12. Crabapple Spring Snow
13. Crimson King Norway Maple
14. All Season Sugar Hackberry
15. White Ash
16. Redbud Crab Apple
17. Chanticleer Gallery Pear
18. Hybrid Elm
19. Shade Master Honey Locust
20. Red Sunset Maple
21. Lilac
22. Fastigate European Horn Beam
23. Urbanite Green Ash
24. Sargent Cherry
25. Green Vase Japanese Zelkova
26. Glenleven Littleleaf Linden
27. Willow Oak
28. Celebration Freeman Maple

CHAMPION TREE LIST
LAUREL, MARYLAND
Specie Champion
December 5, 1995

ADDRESS	SPECIES	*CIR.	ELEV.	CROWN	POINTS
6th & Main Streets	Red Maple	9'8"	70'	73.0'	97.9
402 Carroll Ave.	Silver Maple	12'6"	96'	82.8'	129.2
28 4th Street	Silver Maple	8'7"	49'	59.9'	72.6
1111 Montgomery Street	Japanese	4.5"	60'	22.1'	70.0
Pallotti H.S.	Ginkgo	6'7"	83'	52.9'	102.8
1110 Montgomery Street	Holly	5'0"	41'	32.9'	54.3
310 Sandy Spring Road	Red Cedar	7'4"	54'	28.7'	79.1
316 4th Street	Yellow Poplar	18'5"	100'	65.8'	136.7
1110 Montgomery Street	Norway Spruce	9'4"	77'	48.0'	98.3
335 Montgomery Street	Blue Spruce	9'5"	85'	12.1'	97.5
1009 Montgomery Street	White Pine	6'3"	80'	58.3'	100.8
Pallotti H.S.	Poplar	9'5"	94'	60.2'	118.5
1111 Montgomery Street	Weeping Cherry	8'3"	44'	47.9'	64.3
507 Carroll Ave.	Swamp White Oak	14'0"	113'	90.6'	149.7
900 Park Hill Road	Pin Oak	8'6"	69'	82.5'	98.1
7th St. & Compton Avenue	Willow Oak	12'6"	143'	71.4'	173.4
306.5 Montgomery Street	American	12'0"	68'	27.2'	86.8
Pallotti H.S.	Elm	10'9"	97'	94.6'	131.4
13910 Laurel Lakes Dr.	Sycamore	11'0"	103'	70.4'	131.6

*Circumference(c) + Elevation(h) + Crown(1/4w) = Points(T)

HISTORIC DISTRICT WINDOW

REPLACEMENT QUESTIONNAIRE



1. Window size/s of each window being replaced? (dimensions)

2. How many windows will be replaced? (All windows on house? Only front, total number.)

3. To your knowledge, are the windows being removed the original on the house?

4. Will the new windows be single or double pane? (One piece of glass or two)

5. Will there be any paneling on the window? Yes or No. (If Yes, Two over two, three over three, etc.)

6. Will the frames of the windows be replaced as well? Yes or No. (If yes with what kind of trim)

7. Will the trim be repainted after installation of new windows? Yes or No. (If yes what color)

ARTICLE XIV. DESIGN GUIDELINES FOR HISTORIC DISTRICT COMMISSION*

*Editor's note: Ord. No. 1443, adopted Sept. 27, 2004, did not specifically amend the Code; hence, inclusion of the substantive provisions of such ordinance as Art. XIV, §§ 20-76-20-106, was at the discretion of the editor.

- Sec. 20-76. Authority.
- Sec. 20-77. History, composition and operation.
- Sec. 20-78. Purpose.
- Sec. 20-79. Definitions.
- Sec. 20-80. Review of applications.
- Sec. 20-81. Documentation.
- Sec. 20-82. Accessory structures.
- Sec. 20-83. Additions.
- Sec. 20-84. Awnings and overhangs.
- Sec. 20-85. Building mass.
- Sec. 20-86. Chimneys.
- Sec. 20-87. Colors.
- Sec. 20-88. Demolition.
- Sec. 20-89. Doors and entrances.
- Sec. 20-90. Driveways and parking pads.
- Sec. 20-91. Fences.
- Sec. 20-92. Garages.
- Sec. 20-93. Handicap ramps.
- Sec. 20-94. Landscaping.
- Sec. 20-95. Mailboxes.
- Sec. 20-96. New construction.
- Sec. 20-97. Painting.
- Sec. 20-98. Patios and walkways.
- Sec. 20-99. Windows.
- Sec. 20-100. Placement of the structure on the site.
- Sec. 20-101. Porches.
- Sec. 20-102. Preservation incentives.
- Sec. 20-103. Roofs and roofing.
- Sec. 20-104. Satellite dishes and other telecommunications antennae.
- Sec. 20-105. Shutters.
- Sec. 20-106. Reserved.
- Sec. 20-107. Signage.

Sec. 20-76. Authority.

These design guidelines ("guidelines") have been adopted pursuant to Annotated Code of Maryland, Article 66B, §8.06 (1995 Replacement Volume), and Article XIII of the Laurel Zoning Ordinance. These guidelines were adopted by Ordinance 1255 of the mayor and city council of Laurel passed on January 26, 1998. The effective date of these guidelines is February 25, 1998.

Any failure to comply with the certificate issued by the historic district commission or any condition of approval shall be a municipal infraction and shall be referred to the City of Laurel for appropriate enforcement.

(Ord. No. 1443, Exh. A, § 1, 9-27-2004)

Sec. 20-77. History, composition and operation.

The City of Laurel Historic District Commission was established in 1975 by the mayor and city council of Laurel through Ordinance No. 535, pursuant to authority granted to municipalities by Article 66B of the Annotated Code of Maryland. The seven members of the commission, one of whom is a member of the city council, are appointed by the mayor and confirmed by the city council. All except the city council member serve three-year terms and are eligible for reappointment to the commission. The composition and operation of the commission are governed by Article XIII of the Laurel Zoning Ordinance and the Rules of Procedure of the City of Laurel Historic District Commission.

(Ord. No. 1443, Exh. A, § 2, 9-27-2004)

Sec. 20-78. Purpose.

The purpose of these guidelines is to:

Provide guidance for applicants and city staff and inform the deliberative process of the historic district commission.

- (a) Safeguard the heritage of the City of Laurel by preserving sites, structures, or districts therein which reflect elements of cultural, social, economic, political, archeological, or architectural history;
- (b) Stabilize and improve property values of such sites, structures, or districts;
- (c) Foster civic pride;
- (d) Strengthen the local economy; and
- (e) Promote the preservation and appreciation of the sites, structures, and districts for the education and welfare of the residents of the city.
- (f) The provisions contained herein are guidelines only and not meant to be absolute requirements and will be interpreted in accordance with the requirements of Article 66B of the Annotated Code of Maryland.

(Ord. No. 1443, Exh. A, § 3, 9-27-2004)

Sec. 20-79. Definitions.

When used in these design guidelines, the following terms shall have the meanings indicated below. In the event of any conflict between a definition provided below and a definition for the same or similar term in the zoning ordinance, the zoning ordinance definition shall be controlling.

Accessory structure shall mean a secondary structure, such as a detached garage or tool shed, located on the same lot as the main building.

Addition shall mean the expansion of an existing structure.

Awning shall mean a covering, usually against sun or rain, over an entrance, porch, or window.

Building mass shall mean the height (number of stories), width, and depth of a structure.

Commission shall mean the City of Laurel Historic District Commission.

Guidelines shall mean the design guidelines of the City of Laurel Historic District as approved and adopted by the mayor and city council of Laurel, Maryland.

New construction shall mean the development of one (1) or more structures on a vacant lot or lots, as distinguished from adding a new feature to an existing building.

Sign shall mean any structure, or part thereof, or device attached thereto, illuminated or otherwise, which includes any numeral(s), letters, words, emblems, insignia, trademark, or other representation used as an announcement or advertisement for a firm, organization, business profession, industry, or related products or services, located upon any land or building or in a window of a building. A sign may project from or be mounted on the wall of a building, be affixed to the glass areas of windows or doors of a building, or be mounted on the grounds of the premises. A sign considered under the zoning ordinance to be a window sign shall be reviewed by the commission as if it were an exterior sign.

Sign area is the area enclosed by one rectangle, the sides of which make contact with the extreme points or edges of the sign, excluding the structure, which does not form part of the sign proper, or of the display.

- (1) For any sign contained on an individual panel, or within an enclosed or framed cabinet, the sign area will be calculated based upon the dimension of said panel or cabinet.
- (2) For any sign composed of individual lettering, which uses a wall or other surface for the background, the sign area will be determined by enclosing each word of the advertising copy with a geometric figure. The total sign area will be equal to the sum of the area of all of the geometric figures.

The *supporting structure* of a sign is the component such as the bracket, frame or posts, which are used to secure the sign in place. Projecting signs are to be held in place by a bracket. The brackets, posts or framing are not included in calculating the size of the sign. The supporting structure should be proportional to the size of the sign.

A *temporary sign* is any sign meeting the zoning ordinance criteria, intended to be displayed for a continuous period of not more than thirty (30) days on a business premises.

The following items are not signs:

- (1) Flags and insignia of any government;

(2) Legal notices or informational devices erected or required by public agencies;

(3) On-premises directional indicators for traffic control, or noting available parking, providing such signs shall not exceed two (2) square feet in area, and provided that no advertising shall appear on such notices;

(4) Window displays;

(5) Residential nameplates; or

(6) Banners over public rights-of-way announcing upcoming public events.

(Ord. No. 1443, Exh. A, § 4, 9-27-2004)

Sec. 20-80. Review of applications.

(a) These guidelines shall be construed and applied to be, consistent with the provisions of the Annotated Code of Maryland, Article 66B, §§ 8.01–8.17, as amended. In the event of any conflict between these guidelines and the aforesaid provisions of state law, state law shall be controlling.

(b) Copies of these guidelines, and the commission's Rules of Procedure, shall be made available to the general public. The department of development management shall provide such copies, and may charge a nominal fee for same.

(c) In reviewing applications, the commission shall apply these guidelines and give consideration to:

(1) The historic, archeological, or architectural significance of the site or structure and its relationship to the historic, archeological, or architectural significance of the surrounding area;

(2) The relationship of the exterior architectural features of a structure to the remainder of the structure and to the surrounding area;

(3) The general compatibility of exterior design, scale, proportion, arrangement, texture, and materials proposed to be used; and

(4) Any other factors including aesthetic factors which the commission deems pertinent.

(d) The commission shall consider only exterior features of a structure and shall not consider any interior arrangements. Also, the commission shall not disapprove an application except with respect to the several factors specified in subsection (c) of this section.

(e) The commission shall be strict in its judgment of plans for sites or structures determined by research to be of historic, archeological, or architectural significance. The commission shall be lenient in its judgment of plans for sites or structures of little historic, archeological, or architectural significance, or for plans involving new construction, unless such plans would seriously impair the historic, archeological, or architectural significance of the surrounding properties. The

commission is not required to limit construction, reconstruction, or alteration to the architectural style of any one (1) period.

(f) The latest edition of the secretary of the interior's Standards for the Treatment of Historic Properties may be considered by the commission as an aid in applying these guidelines.

(Ord. No. 1443, Exh. A, § 5, 9-27-2004)

Sec. 20-81. Documentation.

Documentation and information provided by the applicant to the planning commission shall be sufficient for the commission's review of the application unless the commission requests specific additional documentation and information, in accordance with this section. Any such documentation or information must be necessary for the commission to review the application in accordance with one or more sections of these guidelines other than this section.

(a) *New construction and additions:*

- (1) Site plan drawn to scale, showing lot lines, setbacks, proposed paving, fencing, landscaping, a North arrow, and the names of all abutting streets or alleys. The plans shall be stamped by a certified engineer, architect, or surveyor when deemed appropriate.
- (2) Elevations of all sides of the structures(s) affected. These should be drawn to an appropriate scale and show proposed materials-specifications.
- (3) Color chips of all exposed surfaces.
- (4) Color photographs(s) of the site or existing structure(s).
- (5) Design of signage as a part of the overall architectural scheme for commercial sites.
- (6) Drawings of proposed doors, roofing, siding, and architectural detail. The design of an addition must be sensitive to the lines and roof shape of the existing structure. The commission has encouraged the repetition of the roof shape and slope wherever possible.

(b) *Driveways and parking pads:*

- (1) A scaled site plan with all structures located and dimensioned.
- (2) Location of trees and major shrubs affected, giving species and size.
- (3) A permit from the department of public works must be obtained.

(c) *Alterations and renovations:*

(1) Elevations at one-quarter (1/4) inch = one (1) foot scale showing exterior changes proposed.

(2) Specifications and material samples for other work, including roofing materials and paint chips.

(d) *Replacement in kind:*

(1) Color photos of all elevations seen from the street.

(2) Elevations at one-quarter (1/4) inch = one (1) foot scale showing exterior changes proposed.

(3) Specifications and material samples for other work, including roofing materials and paint chips.

(e) *Replacement in kind:*

(1) Detailed statement of the work to be done.

(f) *Signs:*

(1) Elevation of the facade on which the sign is to be attached, drawn to scale, and color photographs of the structure on which the sign(s) will be placed.

(2) Scaled, colored drawings accurately depicting the appearance of the sign with materials, colors, and style of lettering. Color chips should be provided.

(3) Site plan showing the location of free-standing signs.

(Ord. No. 1443, Exh. A, § 6, 9-27-2004)

Sec. 20-82. Accessory structures.

(a) The commission shall consider the following issues with regard to proposed construction or alteration of accessory structures:

(1) Size, scale, placement on the site, roof design and materials should be compatible with the main structure.

(2) The visual impact of proposed structures on the site and streetscape.

(b) Accessory structures should be in character with other such structures located within the neighborhood. Size is dependent on factors such as lot size, relative placement on the lot, and visibility.

(Ord. No. 1443, Exh. A, § 7, 9-27-2004)

Sec. 20-83. Additions.

See section 20-95, new construction.
(Ord. No. 1443, Exh. A, § 8, 9-27-2004)

Sec. 20-84. Awnings and overhangs.

Awnings that add to the character and appearance of a building when size, shape, material, color, and other features are appropriate, shall be permitted for both residential and commercial structures.

The material most often approved has been canvas or a similar fabric in colors appropriate to the type and color of the supporting structure.

Signs on awnings are discussed under the section herein on signage.

(Ord. No. 1443, Exh. A, § 9, 9-27-2004)

Sec. 20-85. Building mass.

The size, shape, and scale of each structure should be compatible with adjacent structures in the neighborhood, should comply with the zoning ordinance, and should be proportional to any other structures on the subject property.

Wings projecting from the central structure, bays, and offsets on building facades contribute to building mass and are also considered.

(Ord. No. 1443, Exh. A, § 10, 9-27-2004)

Sec. 20-86. Chimneys.

Chimneys are strong, architectural elements on the exterior of historic structures. They are of varying materials, often masonry, with a variety of cap treatments, including simple brick, stepping (or corbelling) of courses (rows) of brick or stone, terra cotta caps, bishop's cap (a pointed brick arch), or flat stone coping.

Historic chimneys constructed of old brick and the softer mortars used a century ago often need lining to prevent fire or smoke damage due to deteriorated mortar joints. This can now be done without changing the exterior of the chimney and such work has been encouraged by the commission, with the application of preservation tax credits.

Work such as repointing mortar shall be done in accordance with guidelines set forth by the secretary of the interior's Standards for Historic Preservation which dictates the use of soft mortars composed of sand, hydrated lime, small amounts of white Portland cement, and clean water. In no case should the strength of the mortar exceed the strength of the brick or stone. Repointing shall be to a depth of one-half (1/2) inch minimum and joints shall be tooled to match the original joint profile.

When re-pointing brick or stonework, the mortar mix should match the original in color and joint profile.

The application of a mortar or concrete parging (a covering used to give a smooth surface) which obscures the masonry surface and poses a threat to the hard outer shell of brick or stone masonry is discouraged.

The painting of brick or other natural materials, while discouraged, is not prohibited, but applicants should be aware of the difficulties in removing paint once applied. See the section herein titled "Painting".

(Ord. No. 1443, Exh. A, § 11, 9-27-2004)

Sec. 20-87. Colors.

The commission does not dictate what colors an applicant may use, but is concerned that the colors selected be appropriate for the structure and its neighborhood.

The only guideline for the application of color in either residential or commercial districts is that the colors should be historically appropriate house colors. This refers to the colors that date to an appropriate period and that go together in a compatible fashion. Samples of such color chips are on file in the department of development management at the Laurel Municipal Center.

In commercial districts, the building and the block should be considered to achieve a compatible application of colors.

(Ord. No. 1443, Exh. A, § 12, 9-27-2004)

Sec. 20-88. Demolition.

(a) *Generally.* The commission is responsible for the preservation of Laurel's historic buildings and sites. Therefore, demolition of such buildings is generally undesirable and to be avoided whenever possible. The commission may approve an application for demolition if it will not have an adverse impact on the historic district and/or denial of the application will result in substantial hardship to the applicant.

In the event a situation arises which may require consideration of the demolition of a structure, the commission has established a three-part hearing process.

The second and third hearings described hereinafter shall not occur unless and until the commission makes a finding that a structure proposed for demolition is of unusual importance in accordance with subsection (b)(2) hereof. Nonetheless, upon the request of an applicant, the commission may permit all, or any combination, of the hearings required pursuant to this section to be scheduled for one hearing before the commission if the commission determines that the issues involved with regard to the subject application may reasonably be addressed by the commission in one hearing.

(b) *Initial hearing; determination whether structure is of unusual importance.*

(1) *Notification.* Two (2) weeks prior to the first hearing, the applicant will erect a zoning sign in front of or on the structure indicating that the structure has been proposed for demolition, and indicating the dates of the public hearing(s) on the matter.

(2) *Determination whether structure is of unusual importance.* The commission shall make a determination during a regularly scheduled commission meeting as to the contribution a structure makes to the historic district in which it is located. This determination shall be made separate from and prior to the commission's consideration of the financial hardship the structure may present and plans for the site should the demolition be approved. Such a decision by the commission shall be based solely on its evaluation of the architectural and/or historical importance and character of the structure in relation to the historic district as a whole.

Specifically, the commission shall make a finding whether the preservation of the structure proposed for demolition is of unusual importance to Prince George's County, or the City of Laurel, or unusual importance to the State of Maryland or the nation as a whole, in accordance with Annotated Code of Maryland, Article 66B, Sections 8.09 and 8.10, as amended. To make such a finding, the commission must, at minimum, find that one (1) or more of the following criteria are met with regard to the subject structure:

Based upon evidence presented before the commission:

(a) The structure represent(s) one (1) or more periods or styles of architecture which has significant character, interest or value as part of the development or culture of the city, county, state, or nation;

(b) The structure constitutes a significant or unique representation of the architectural period in which it was built and has distinguishing characteristics of style, materials or construction;

(c) The structure contributes to the heritage of the city, county, state, or the structure provides historic or scenic value significant to the city,

(d) County, state, or nation; or

(e) The structure has yielded or may be likely to yield archeological information important in the history or pre-history of the city, county, state, or nation.

(3) If the commission decides that a structure in the historic district may be demolished because it is not of unusual importance in accordance with subsection (13)(b)(2) hereof, the applicant may proceed with obtaining a city demolition permit from the department of development management. The applicant may be required to provide the commission with information regarding the existing site and structure such as color photographs of the exterior, exterior measurements, and/or an existing conditions site plan.

If the commission determines that a structure is of unusual importance in accordance with subsection (b)(2) of this section, and if the applicant wishes to proceed, a second hearing shall be scheduled regarding the proposed demolition.

(c) *Second hearing; economic evaluation.*

(1) *Notification.* Documentation and information for the second hearing must be submitted at least two (2) weeks before consideration. The second hearing will not be scheduled until the required documentation is received by the department of development management. The required material shall be indicated by the commission at the end of the initial hearing if the structure is determined to be of unusual importance in accordance with the provision of subsection (b)(2) hereof.

(2) *Materials which may be requested by the commission.* The commission is sensitive to the needs of property owners and considers that substantial hardship occurs when a property cannot be put to reasonable beneficial use. In the case of a demolition application, the commission shall consider whether a structure can be put to a reasonable beneficial use without the approval of a demolition application. In the case of income producing properties, the commission shall also consider whether a reasonable return from the existing building can be obtained. The following information may be requested by the commission's in conjunction with its decision-making process regarding economic evaluation of a demolition application. The commission reserves the right to present this information to consultants, as needed. Specifically, the commission may request one (1) or more of the following items:

(a) Form of ownership of the property;

(b) Cost of proposed demolition and removal, and an estimate of any additional costs that would be incurred to comply with recommendations of the commission;

(c) A report from a licensed engineer in the State of Maryland as to the structural soundness of the building and its adaptability for rehabilitation. Any dangerous conditions should be identified;

(d) Fair market value of the property to be presented through an appraisal by a qualified professional expert. All appraisals obtained within the previous two (2) years by the owner or the applicant in connection with the purchase, financing or ownership of the property;

(e) An itemized breakdown from a professional, experienced in rehabilitation as to the economic feasibility or reuse of the existing structure on the property;

(f) If the property is income producing, the annual gross income from the property for the previous two (2) years; the itemized operating and maintenance expenses for the past two (2) years; and the depreciation deduction and annual cash flow before and after debt service, if any, during the same period;

Price asked and offers received, if any, within the previous two (2) years.
Most recent assessed value of the property and real estate taxes;

(3) *Economic evaluation.* The second hearing will serve to determine:

(a) Whether or not denial of a demolition permit would create substantial detriment to the public welfare, i.e. the retention of the structure is not in the best interest of the community; and/or

(b) If the denial of the demolition application will result in substantial hardship to the applicant and/or

(c) If the property in its present state has been declared a hazard by the city.

At the second hearing the commission shall consider if a structure can be put to a reasonable beneficial use without the approval of a demolition and, in the case of income producing properties, the commission shall also consider whether a reasonable return from the existing building can be obtained.

Substantial hardship occurs when a property cannot be put to reasonable beneficial use. It is the responsibility of the applicant to prove that demolition is necessary to avoid substantial hardship and/or to avoid substantial detriment to the public welfare.

If a property has been declared a hazard or unfit for habitation by the city, the city shall present evidence of such to the commission.

Information submitted in the application is required to assist the commission in its evaluation of the demolition. The commission may request additional information from the applicant that is relevant to its determination, and may seek professional comments regarding the applicant's submission. The commission may also make its own study of the points listed below in order to obtain additional information for its decision. The commission reserves the right to present this information to consultants, as needed, to assist in the evaluation of the application.

Should the applicant for demolition of a contributing structure satisfy the commission that a substantial hardship will be suffered if a demolition application is denied, and if the demolition of the structure in question is without substantial detriment to the public welfare, a demolition application will be approved. The applicant will proceed to submit plans for new construction. The applicant must provide for the existing structure: color photographs of the exterior, an existing conditions site plan, and an interior photographic reconnaissance.

However, if the applicant fails to demonstrate substantial hardship, the commission shall deny the application and set out the reasons for doing so in writing.

(d) *Third hearing; consideration of replacement structure.* In applications involving proposed new construction, the new design will not be considered until the building's historical importance has been determined and until the commission has completed the economic evaluation process outlined in hearing 2.

In cases where new construction is proposed, a city demolition permit shall not be issued by the department of development management until replacement plans are approved by the City of Laurel Planning Commission and the historic district commission and other reviewing bodies of the City of Laurel where appropriate. An exception to this

may be made if conditions that eminently threaten health and safety exist in the structure. In addition, financial proof of the ability to complete the replacement structure(s), including but not limited to a performance bond, a letter of credit, a trust for completion of improvements or a letter of commitment from a financial institution must be submitted.

Consideration of a replacement structure(s) will require at least two (2) hearings. The plans should include the materials in section 20-81 of these guidelines, and the design of the new structure(s) should conform to section 20-96 of these guidelines.

(Ord. No. 1443, Exh. A, § 13, 9-27-2004)

Sec. 20-89. Doors and entrances.

The entry of a structure is a focal point and should receive special attention. Replacement doors should be compatible with the architectural style of the structure. Typical doors in historic districts are constructed of either wood or metal and may be paneled. A combination of panels and glass, full-light glass (especially in commercial establishments), a number of lights (panes) in a wood or metal frames (such as the 15-light French door), flush, louvered, paired doors, sliding patio doors, storm doors, or screen doors are some suggestions. Storm or screen doors should be the same size as the main door and be compatible in appearance.

Often the door is part of an embellished entryway consisting of the door(s), sidelights, transoms, columns, pedimental trim, or recessed entry. However, the size of such entrances should be in keeping with the scale of the building. Their removal or replacement by simpler entryways has been discouraged.

(Ord. No. 1443, Exh. A, § 14, 9-27-2004)

Sec. 20-90. Driveways and parking pads.

The commission reviews applications for driveways and parking pads to ensure that their installation, and the materials used, is consistent with other lots in the block and with the historic nature of the neighborhood. The commission discourages the use of gravel.

Parking in most of Laurel's residential historic districts has been to the side or rear of the structure. The relocation of parking out of front yards to a less conspicuous portion of a residential lot is desirable for the maintenance of the residential character of neighborhoods.

(Ord. No. 1443, Exh. A, § 15, 9-27-2004)

Sec. 20-91. Fences.

The construction of fences separating yards is common throughout the historic districts. Fence heights are limited by the zoning ordinance and, while the historic district commission may authorize a fence lower than the maximum (e.g., for consistency with the fence on a neighboring property), it cannot approve fencing higher than the zoning ordinance allows. In all cases any decision made by the planning commission overrides the decisions of the City of Laurel Historic District Commission. The finished side of the fence should always face outward, away from the lot, area, or structure, which it surrounds. Fences in the front yard shall be at the property, or at the building line of the front facade.

The use of traditional painted picket fencing in front yards is acceptable. Solid flat-board fencing of any height is not permitted in the front yard. The use of chain-link fencing, is discouraged as being least compatible with the historic environment and allowed only in exceptional circumstances.

The installation of a fence beside an existing fence is viewed by the commission as not in keeping with the character of the neighborhood, as well as a potential maintenance problem. The commission will not approve such installation.

The commission permits specific fence types on a case-by-case basis, the specific fencing permitted depending on surrounding properties and the architectural character of the neighborhood.

(Ord. No. 1443, Exh. A, § 16, 9-27-2004)

Sec. 20-92. Garages.

See section 20-82, accessory structures.

(Ord. No. 1443, Exh. A, § 17, 9-27-2004)

Sec. 20-93. Handicap ramps.

The City of Laurel and federal law require handicap ramps on public buildings and on businesses when they change use, and the commission cannot set those requirements aside. However, while recognizing the need for reasonable access, the commission is concerned with appearance of such ramps and urges that they:

- (a) Be placed as inconspicuously as possible (which can often be accomplished by screening with bushes or other plantings); facade; and
- (b) If possible, be placed on the side or rear of the building rather than on the front
- (c) Be compatible in architectural style and color to the structure, i.e. porch style, materials, color scheme.

To the extent, however, that this section, or any portion hereof, conflicts with federal law, federal law shall be controlling, and the conflicting portion of this section shall be deemed stricken.

(Ord. No. 1443, Exh. A, § 18, 9-27-2004)

Sec. 20-94. Landscaping.

(a) The commission requires the submission of a detailed scaled landscape plan prior to final approval of the plans for new construction, including additions.

(b) Commission approval is required for major landscaping design or reconfiguration on sites that have been declared historic by inclusion as a historic site on the national or state register or declared individually a historic site by action the mayor and city council of Laurel, Maryland.

(c) Minor landscaping for small shrubs or flowers and routine landscaping maintenance such as mulching or pruning of trees (up to thirty-three (33) percent of the tree mass) does not require commission approval. Removal of any dangerous or diseased landscaping or trees does not require commission approval so long as the staff and the city agree that the landscaping or tree is a hazard or diseased. Such tree or landscaping must be replaced only if required by an approved site or landscape plan. The director of development management shall approve any requests for removal of trees or shrubs.

(Ord. No. 1443, Exh. A, § 19, 9-27-2004)

Sec. 20-95. Mailboxes.

All mailboxes shall conform to the requirements and standards of the United States Postal Service. The commission will review only regarding color and style to ensure compatibility with other mailboxes in the neighborhood.

(Ord. No. 1443, Exh. A, § 20, 9-27-2004)

Sec. 20-96. New construction.

(a) *Generally.* The unique character of the City of Laurel Historic District has evolved over one hundred (100) years. By introducing new elements to the streetscapes, new construction has the potential to make immediate and lasting changes to the character of the historic district. New construction should express its contemporary nature, while relating visually to the historic resources which surround it. Structures in the historic district represent many architectural styles. Designs should be compatible with the existing structures.

The design of a new building in the historic district must be sensitive to its environment, and should capitalize on those features which create the historic character of the district. The densely developed nature of the historic district requires that the visual effect of new construction must be considered not only in relationship to the immediately adjacent

structures, but also with regard to the broader context of the streetscape and block. Issues to be addressed in design development include rhythm, site features and landscaping, setback, spacing, height, scale, massing, facade and openings (proportion, size, detailing), materials, texture, and roof forms.

(b) *Streetscapes.* Streetscapes have characteristic patterns, which are created by the site, spacing, and proportions of buildings, the organization of facades and architectural details. In planning for new construction, these patterns, or rhythms, should be analyzed and incorporated into the design.

(1) *Additions to structures.* Contemporary additions to historic buildings require special care and sensitivity in design. The addition should respect the existing building and materials, and generally should remain distinct from the original structure and have its own design integrity.

(2) New additions should be planned and executed in a manner that preserves integrity of the existing building and its environment. Significant historic architectural fabric or detailing should not be removed, destroyed or obscured by new additions.

(3) The size, scale and massing of the addition should be compatible with the original building and surrounding structures. Additions should be subordinate to the original building in height, scale, massing, and detail.

(4) Additions should be fully integrated with the existing construction, but should remain clearly distinguishable from the original building. A slight offset between the old section and the new, a subtle change in materials, or a vertical joint or trim element can accomplish this.

(c) *Site features and landscaping.* Other site features should be compatible to the surrounding streetscape in materials and design. New parking areas and garages should be located on the site in a manner that is sensitive to the surrounding properties and the general streetscape, including the possible use of landscaping or other screening features. Paving materials and design should be appropriate to the historic context.

(d) *Setback.* New construction should provide a setback that is sensitive setback of adjacent structures, and structures in the neighborhood.

(e) *Spacing.* The spatial relationships among existing buildings on a block and neighborhood suggest an appropriate width and spacing for new construction in the historic district.

(f) *Height.* The eave or cornice lines of existing buildings on a particular street define a range of heights. New construction should remain within this range of heights in order to achieve the goal of compatibility with surrounding structures.

(g) *Scale.* The size and proportion of doors, windows, details, etc., are related to each other and to the spaces between them. New construction should be consistent in scale with surrounding buildings and their elements.

(h) *Massing.* New construction should continue the pattern of massing, if any, of adjacent and neighboring structures.

(i) *Facade and openings (proportion, size, detailing).* New facades should be compatible with historic buildings in proportion and relationships to wall area and openings. Windows and door openings should correspond to the rhythm and proportion that exist on neighboring structures. Generally, doors and windows are proportioned vertically. The total area of windows on a residential facade should be in a range of twenty-five (25) to forty (40) percent of the total surface area. In buildings with commercial uses on the first floor, the area of ground floor openings should be in the range of sixty-five (65) to seventy-five (75) percent, to correspond with traditional storefront organization.

Further detailed information regarding doors and entrances, and windows can be found in sections 20-89 and 20-99, respectively, of these guidelines.

(j) *Materials.* Materials for new construction should be selected from among those that are typical of surrounding buildings, and should be compatible with existing materials in color and texture. Brick masonry and wood frame are the predominant construction methods in the historic district.

Brick color, texture and bonding pattern should be compatible with those seen in surrounding buildings. Brick veneer may provide a less expensive alternative to masonry construction.

(k) *Siding and trim.* New construction may employ a variety of wood trim and siding profiles. Siding should have a smooth finish profile that is compatible with existing buildings in the neighborhood.

The use of synthetic siding materials, such as aluminum or vinyl, is discouraged on the primary facade of a new building. Synthetic siding is acceptable on secondary elevations (side or rear) where the synthetic material will not be readily visible from a public way. In this application, siding must have a profile that is compatible with existing buildings in the neighborhood.

New construction should avoid the use of the following as wall materials or finishes: asbestos, reflective glass, unparged or unpainted concrete block, split-faced concrete masonry units, porcelain coated metal panels, permastone, formstone, and fiberglass.

(l) *Roof form and materials.* The profile of roofs against the sky is an important aspect of the character of streetscapes in the historic district. A variety of roof styles contribute to this effect, including gable, shed, hip and flat forms. The roof on a new building should conform with the predominant form, orientation and height of roofs on the street. The preservation and in kind replacement of metal roofs is strongly encouraged.

Many buildings in the historic district have complex roofs made up of the primary form of the main roof and the secondary forms of roofs on additions porches, entries, etc. This variety is an important traditional characteristic which may be incorporated into the design of new buildings.

Some of the gable-roofed buildings in the historic district have dormer windows. This traditional architectural element may be incorporated into a contemporary design. Dormers should remain a minor design feature and should not dominate the roof slope and elevation where they appear, they should be aligned with the facade windows or located between the openings below. The pitch of dormers should repeat that of the main roof. Shed dormers should only be used on roof slopes not visible from the street.

Skylights may be incorporated into new construction, but must be designed with special care as these elements can disrupt the continuity of the roofscape along the street. They should be located on secondary elevations not readily visible from the public way, and should be carefully integrated into the overall roof form.

For more information on roof form and materials, refer to section 20-103 of these guidelines.

- (m) *Mechanical equipment.* The type and location of new heating and cooling equipment and other mechanical devices should be carefully planned in new construction, as these elements can detract from both the building and its surroundings. Rooftop mechanical units television and radio antennae and satellite dishes should not be visible from the public way unless permitted under current FCC Regulations. If it is not possible, they should be screened and/or painted to blend with the building.

If required by the city zoning ordinance electrical, telephone and cable service is required to be placed underground. Permanent mechanical equipment, including but not limited to air conditioner units, fuel tanks, gauges and meters, and through-the-wall systems are discouraged on the front facade. Portable equipment, such as window units, are permitted.

Mechanical systems should be placed on the side or rear of the structure. Screening features such as fencing and landscaping should be incorporated into the installation.

(Ord. No. 1443, Exh. A, § 21, 9-27-2004)

Sec. 20-97. Painting.

The painting of brick and certain other masonry materials, is discouraged.

The use of sandblasting, for removal of paint from brick, may not be permitted if it will cause undue damage to historic sites or structures. Chemical treatment for paint removal is regulated by state environmental agencies.

(Ord. No. 1443, Exh. A, § 22, 9-27-2004)

Sec. 20-98. Patios and walkways.

Construction, renovation, and replacement of walkways and patios shall be reviewed by the commission. Materials such as brick, stone, macadam, bituminous paving (blacktop), concrete, exposed aggregate concrete, and interlocking pavers are acceptable.

(Ord. No. 1443, Exh. A, § 23, 9-27-2004)

Sec. 20-99. Windows.

(a) Openings in the mass of the structure give further definition by their specific style: double-hung (single or multiple panes in each sash), casement, sliding, and specialty units (such as round, half-round, hexagonal, picture windows, or combination of types). Windows should be consistent with the style of architecture of the structure.

(b) The preservation of historic windows is encouraged by the commission. To allow flexibility in achieving energy efficiency, the use of vinyl or aluminum "clad" units is permitted.

(c) The use of imitation muntins (separators between windowpanes) which do not resemble the original historic windows is discouraged.

(Ord. No. 1443, Exh. A, § 24, 9-27-2004)

Sec. 20-100. Placement of the structure on the site.

The placement of the structure on its site shall comply with the City of Laurel Zoning Ordinance and should be compatible with the neighborhood and block pattern.

(Ord. No. 1443, Exh. A, § 25, 9-27-2004)

Sec. 20-101. Porches.

Porches should be retained and their repair or restoration should duplicate as near as possible the original construction. New porch flooring, railings, columns, stairs, skirting, or other details should appear as near as possible the same as the original work. The use of non-traditional materials, when not intrusive (clearly visible from the public right-of-way), may be permitted. The enclosing of open porches on historic structures, especially on front and wrap-around porches is discouraged.

Finishes, such as the painting or staining of new materials, should match the original appearance. The use of modern pressure-treated decking to replace original tongue-and-groove flooring has been discouraged since this material does not match tongue-and-groove, even if painted.

Steps leading up to porches may be of wood, brick, stone, or concrete, as appropriate to the material and architecture of the main structure. The commission recommends the replacement of existing steps in-kind.

Railings on porch stairs should have handrails and pickets to match the railing of the porch.

(Ord. No. 1443, Exh. A, § 26, 9-27-2004)

Sec. 20-102. Preservation incentives.

(a) Preservation tax credits are governed by chapter 16, section 16-2, of the Laurel City Code as amended by Ordinance No. 1265 dated July 27, 1998. Tax credit incentives are used to promote rehabilitation and preservation of the structural integrity and overall appearance of the historic districts. Credits may also be approved for certain activities not visible from the right-of-way. Preservation incentives and other tax credits are governed by state and local law. In the event of any conflict between these guidelines and state and local law, state and local law shall be controlling.

(b) An application for tax credit is part of the historic district commission certificate application, and the commission determines at the time it takes action on the certificate whether the proposed work is eligible for the tax credit. Upon completion of the work, the property owner must submit the receipts to the secretary, along with the receipt transmittal form affirming that the receipts are those for the actual expenditures. Once the work has been inspected and the receipts are verified, the tax credit is submitted to the commission for final approval.

(c) In cases where the property owner provides the labor, tax credits are based solely on the cost of the materials used.

(d) A five (5) percent tax credit shall be allowed for any restoration or preservation work, which has not been reviewed and approved in advance by the commission, except for emergency repairs. The commission may deny the credit in regard to any aspects of the restoration and/or preservation not done in a workmanlike manner or which has a negative effect on the architectural quality of the structure.

(e) As of January 1, 1998 the state income tax credit for rehabilitation of residential and income-producing properties will be increased from ten (10) percent to fifteen (15) percent. A twenty (20) percent federal income tax credit is available for the rehabilitation of income-producing properties. All rehabilitation work must be approved by the appropriate local agency before work commences and should comply to the extent possible with the secretary of the interior's Standards for the Treatment of Historic Properties. For more information on state and federal programs, contact the Maryland Historical Trust at 410-514-7600 or at web address marylandhistoricaltrust.net.

(Ord. No. 1443, Exh. A, § 27, 9-27-2004)

Sec. 20-103. Roofs and roofing.

(a) For repairs and replacements of existing structures, or roofing of new construction, the commission considers the following:

- (1) Style (e.g., gambrel, gable, hip, shed, flat, authentic mansard);
- (2) Material (e.g., standing seam metal, slate, wood shingles, asphalt or fiberglass shingles, rolled roofing, slag, hot mopped asphalt, tile);

- (3) Details (dormers, gables, chimneys);
- (4) Gutters and downspouts; and
- (5) Color.

(b) For existing structures, the commission recommends replacement in-kind. The color of the material should be complementary/compatible to the other colors on the structure.

(c) Roofs on porches, accessory structures and building additions should match those on the main or existing structure where possible.

(Ord. No. 1443, Exh. A, § 28, 9-27-2004)

Sec. 20-104. Satellite dishes and other telecommunications antennae.

Satellite dishes and other telecommunications antennas are subject to the regulations contained in Section 203 LA of the Laurel Zoning Ordinance, as amended, pertaining to regulation of satellite earth station antennas and current FCC Regulations.

(Ord. No. 1443, Exh. A, § 29, 9-27-2004)

Sec. 20-105. Shutters.

(a) Preference is given to repair of existing shutters or replacement in-kind. The rules to be followed for the proper appearance of shutters or exterior blinds in historic districts are:

- (1) The width should, except where not possible be sufficient for each shutter to cover one-half (1/2) of the window opening;
- (2) The height, starting above the sill and ending below the lintel, should, except where not possible be such that the shutter appears to cover the entire window when closed; and
- (3) The style of the shutter should be compatible with the style of the structure.

(b) These guidelines apply whether the shutter is operable or fixed.

(c) *Double windows.* For double windows, the width and height of each shutter should, except where not possible be sufficient to cover twenty-five (25) percent of the window and shall be consistent with the style of the structure and the historic nature of the neighborhood.

(Ord. No. 1443, Exh. A, § 31, 9-27-2004)

Sec. 20-106. Reserved.

Sec. 20-107. Signage.

Signs and their size are controlled by the city's zoning ordinance. The commission may deal with the design of such sign (but not content), its placement on the structure and the color of such sign as well as other adopted city policies concerning signage and streetscapes if applicable.

(a) *General guidelines.*

(1) The commercial area of the historic district, primarily Laurel's Main Street and portions of Route 1, and their preservation is of special interest to the city. These areas include a considerable number of signs, which taken in total, affect the overall visual quality and appeal of the historic district.

(2) While size, scale, and location of signs are regulated by the City of Laurel Zoning Ordinance, the historic district commission, in considering the overall appearance of the sign, including the general design, materials, and color, may apply stricter standards.

(3) The lettering on all signs may have the business name and may have a secondary message. Typically signs applied directly to storefront and lower building surfaces may contain letters/characters that are up to ten (10) inches in height. The secondary message letters/characters may be no larger than five (5) inches in height. Telephone numbers, Internet or E-mail addresses, logos, symbols, slogans and brand names may be no larger than three (3) inches in height.

(4) *Design.* Allowing originality and style while not creating a discontinuity within the rest of the streetscape can be achieved by close attention to the continuity of mounting location (signband), materials, and other such qualities.

(5) *Materials, colors, and style of lettering.* These three elements of each sign should reflect compatibility with a building's design and use as well as the appropriateness of the sign's texture and material in relationship to the building. For example, wood is the preferred materials; Iridescent and neon bright colors are discouraged.

(6) *Message.* The message should be limited to the specifics of the business located within the premises. Logos, symbols, slogans and brand names are permitted, however, the size of these symbols and characters is limited to three (3) inches in height and the commission may require other content neutral modifications, such as color.

(7) *Shape, and placement.* Signs must not interrupt, obscure, or hide architectural features. The sign should fit within the lines or panels of the storefront as defined by the building frame and architectural detailing. The placement of signs should respect the existing pattern established by signs on the same block. On buildings with two (2) or more storefronts, signs should be arranged in a uniform manner. The number and size of signs shall be as allowed pursuant to the city zoning ordinance.

(8) *Type.* Front-lighted signs such as gooseneck lights are preferred.

External lighting for free standing signs should be masked by shrubbery or other screening.

(9) *Porch signband signs.* These are signs which hang from porch lintels between. The maximum height for such signs is one (1) foot. A sign more than one (1) foot in height may be considered if the scale of the sign is appropriate in size to the building on where it is placed.

The maximum length for such signs is eight (8) feet, but if the distance between posts is not that great, the sign should be shorter, so that there is equal space between both ends of the sign and the posts.

(10) *Temporary signs.* These are permitted pursuant to the zoning ordinance of the City of Laurel, Maryland.

(Ord. No. 1443, Exh. A, § 32, 9-27-2004)