

## Administrative Review Table

Director, may issue a Certificate of Appropriateness administratively if the change is not a substantial change as defined below. Any scope of work not addressed in the following table shall be deemed substantial and require the Commission review and approval.

	Contributing Building		Non-contributing Building	
	Insubstantial	Substantial	Insubstantial	Substantial
Additions less than 100 sq. feet and no more than one story on non-street facing facade	x		x	
Additions visible from public right of way (non-administrative review)		x		x
Accessory structures - New - (sheds, garages, etc.), visible from public right of way		x		x
Awnings, new installation		x		x
Awnings, color or material change	x		x	
Chimney removal or alteration		x	x	
Deck, visible from the public right of way		x		x
Demolition of primary building over 50 years old		x		x
Demolition of primary building less than 50 years old		x	x	
Demolition of accessory structures		x	x	
Doors, visible from the public right of way		x		x
Driveways, new materials	x		x	
Driveways, new		x		x
Equipment (antennas, satellite dishes, etc.)		x		x
Exterior siding (clapboard, stucco, brick, etc.) replacement with new materials		x		x
Fencing or walls that are not adjacent to a public sidewalk or street and set back to the rear corner of the building.	x		x	
<b>All other fencing and gates</b>		x		x
Fire escape		x		x
Ground Source Heating	x		x	
HVAC (Exterior components)	x		x	
Insulation (from exterior)		x		x
Landscaping (mature trees), visible from the public right of way	x		x	
Landscape structures (benches, gazebos, arbors, pergolas, pools, fountains, & etc. ) on secondary façade with minimal visibility	x		x	
Landscape structures (benches, gazebos, arbors, pergolas, pools, fountains, & etc. ) primary façade or high visibility		x		x

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Lighting on structure	x		x	
Lighting on site, new	x			x
New construction (infill building)		x		x
Paint, color change	x		x	
Paint, previously unpainted siding or masonry		x	x	
Pool		x		x
Porch, replacement of flooring, railings	x		x	
Porch, new construction		x		x
Porch, removal of non-historic infill	x		x	
Ramps (ADA) on primary façade		x		x
Ramps (ADA) on secondary façade with minimal visibility	x		x	
Relocation of building/structure		x		x
Re-pointing, new mortar mix, color, profile		x		x
Retaining walls		x		x
Roof replacement with same material but new style, color	x		x	
Roof replacement with new material		x		x
Roof venting (soffit, ridge, etc.)	x		x	
Screen-in existing primary porches		x		x
Screen-in existing secondary porches	x		x	
Screened-in porches - new construction		x		x
Shutters		x		x
Sidewalks, new material same location dimensions	x		x	
Sidewalks, new		x		x
Sidewalk step railings	x		x	
Siding, change in material		x		x
Signs/plaques		x		x
Skylights		x		x
Solar panels		x		x
Steps/stairs, new materials/location		x		x
Storm windows, new materials	x		x	
Trim (scrollwork, fascia, porch details, etc.) new materials/design		x		x
Windows, visible from public right of way, replacement in-kind	x		x	
Windows, visible from public right of way, new materials		x		x
Wind Turbines		x		x
Renewal of applications in which the scope of work has not been altered from the previous approved scope of work.	x		x	