



SYKESVILLE HISTORIC DISTRICT COMMISSION

Town of Sykesville
7547 Main Street
Sykesville, Maryland 21784

Telephone: (410) 795-8959

Fax: (410) 795-3818

TO: All Persons Applying to the Historic District Commission for Permit Approval

The Sykesville Historic District Commission meets on the **fourth Tuesday** of each month for the purpose of reviewing applications for **permit approval**.

The deadline for submitting applications is 4:00 pm on the second Tuesday of the month. If application is not complete it will be postponed until the next regularly scheduled meeting. No applications will be accepted after 4:00pm on the second Tuesday for that months meeting

The deadline is necessary for the Commissioners to review all aspects of your application and to allow time for you to make changes to the application, upon the request of the Commission or the Town Secretary.

It is strongly recommended that you meet with me one (1) week before the deadline to review your application and plans.

PLEASE NOTE: the Commission at its regular meeting the following month reviews applications received after 4:00pm the second Tuesday of the month.

The Sykesville Historic District Commission was created to preserve Sykesville's past and is here to help you.

Please feel free to call me personally if you have any questions.

Sincerely,

Pat Greenwald, Chairman Telephone (410) 795-8959 or e-mail patgreenwald@comcast.net.

MEMORANDUM

TO: Persons Desiring To Make Alterations to and/or Construct in the Town of Sykesville Historic District

Attached is information and/or items that you will need to complete prior to any work being done within the Town of Sykesville Historic District.

REVIEW PROCESS:

- 1) Submit fully completed and executed permit applications, along with any drawings or photographs that may be necessary, to the Town Zoning Administrators Office in the Sykesville Town House **by 4 P.M. on the second Tuesday of the month for hearing by the Historic District Commission the same month.**
- 2) The Historic District Commission meets at 7 P.M. on the fourth Tuesday of each month, or as scheduled by the Commission at the Sykesville Town House, 7547 Main Street.
- 3) For more information, please contact Matthew H. Candland, Town Zoning Administrator at 795-6390.

APPLICATIONS:

- 1) Application For Certificate of Approval
- 2) Sign Application - Both application for certificate of Approval and sign application must be submitted if applying for a sign.

A \$15.00 non-refundable fee must accompany each and every application for residential properties in the Historic District.

A \$25.00 non-refundable fee must accompany each and every application for commercial properties in the Historic District.

A \$50.00 non-refundable fee will be charged for work in progress without a permit.

CODES:

- 1) Chapter 93-Historic Districts
- 2) Chapter 180-89. Signs

GUIDELINES:

- 1) Guidelines for Alterations and Construction
- 2) Signs

Sykesville Historic District Commission

APPLICATION FOR CERTIFICATE OF APPROVAL

TO: The Town of Sykesville
Historic District Commission
C/O Matthew H. Candland, Town Manager
7547 Main Street
Sykesville, Maryland 21784

1. NAME OF APPLICANT: _____ Tel.# _____

a. Is Applicant the Owner of the Property? ____ Yes ____ No

b. If not, Name of Owner: _____ Tel.# _____

2. PROPERTY ADDRESS: _____

3. SEND NOTICES TO (include name, complete address, and telephone number):

a. Owner _____

b. Applicant/Agent _____

c. Contractor _____

FOR OFFICIAL USE ONLY

Application # _____

Date received: _____ Received by: _____ Fee Paid: _____ Date Paid: _____

MEETING DATE: _____ Continued date (s): _____

____ Postponed (reason): _____

____ Approved

____ Approved, with conditions (see letter attached)

____ Disapproved (see letter attached)

SIGNED: _____, S.H.D.C. Date: _____

Sykesville Historic District Commission

4. Application is made as outlined below, and with supporting material for a Certificate of Approval for: (describe in detail all work being performed.)

5. Check items requested:

- a. Minor alteration or repair
- b. Sign or graphic display (**PLEASE COMPLETE SIGN APPLICATION**)
- c. Renovation and/or major addition. * see additional information *
- d. New building project. *see additional information*
- e. Fencing, wall, or permanent landscape alteration/addition
- f. Other (please specify): _____

6. **All requests for review or approval shall be accompanied by the following submissions:**

- a. Building permit application
- b. Location map, indicating property location
- c. Current photograph of property and/or current photographs of item(s) to be considered.
- d. Site plan of property drawn to scale, indicating location of items to be considered.
- e. Sample(s) of manufacturers literature indicating material, color, texture, and/or scale of items proposed
- f. Literature regarding installation or proposed methods of installation, if applicable.

Sykesville Historic District Commission

*Additional information as follows:

Renovation and or major addition-scale drawing indicating size, type, and extent of work
New building project-scale drawings not less than 1/8" to a foot, of all elevation, a colored rendering, and/or a model to scale capable of indicating all items requiring exterior review.

Demolition - letters and/or reports, including structural conditions, reports (when required) providing need for removal, and plans indicating how space will be treated following removal. If the space is to be improved, a separate accompanying application for such improvements must be attached.

All applications must be accompanied by **ten (10) sets of plans and other supporting materials** as may be required for the Commission to properly evaluate the proposed changes. The Commission may require additional information. **ALL ITEMS NOTED IN NUMBER 6 ABOVE MUST BE SUPPLIED BEFORE AN APPLICATION CAN BE CONSIDERED.**

Owners Certification

I certify that I am the owner of the above referenced property and that I hereby make application for the Town of Sykesville Historic Commission approval of the above referenced changes and that all of the information provided above is correct and all work will be done in accordance with the Commissions approval. My agent or I will appear in support of this application at the Commission meeting on _____ at the Sykesville Town House, 7547 Main Street, Sykesville, Maryland.

Print Name

Signature

Agents Certification

I certify that the above referenced owner has authorized me to act as his/her agent and to hereby make application for the Sykesville Historic District Commission approval of the above referenced changes on his/her behalf and that all of the information provided above is correct and all work will be done in accordance with the Commission's approval. I will appear in support of this application at the Commission meeting on _____ at the Sykesville Town House, 7547 Main Street Sykesville, Maryland.

Print Name

Signature

Chapter 93: HISTORIC DISTRICTS

[HISTORY: Adopted by the Mayor and Council of the Town of Sykesville 2-12-2001 by Ord. No. 223. Amendments noted where applicable.]

GENERAL REFERENCES

Zoning — See Ch. 180.

§ 93-1. Findings.

The preservation of sites and structures of cultural, historic, architectural, or archeological significance together with their appurtenances and environmental settings is a public purpose in this Town. The Mayor and Council of the Town of Sykesville believe that the public interest and convenience requires the preservation and protection of certain places and areas of historic interest, exterior architectural or archeological features and examples of the types of architecture found in older areas of the Town of Sykesville.

§ 93-2. Purposes.

The purposes of this chapter shall be:

- A. To safeguard the heritage of the Town of Sykesville by preserving sites, structures, or districts therein which reflect elements of cultural, social, economic, political, archeological or architectural history;
- B. To stabilize and improve property values of such sites, structures or districts;
- C. To foster civic beauty;
- D. To strengthen the local economy;
- E. To promote the preservation and appreciation of the sites structures, and districts for the education and welfare of the residents of the Town of Sykesville and Carroll County.

§ 93-3. Legislative authority.

The Mayor and Town Council of the Town of Sykesville derive authority for this chapter by virtue of the terms of the Maryland Code, Historic Area Zoning, Article 66B, §§ 8.01 through 8.17, as amended from time to time.

§ 93-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

APPURTENANCES and ENVIRONMENTAL SETTINGS — Includes walkways and driveways (whether paved or not), trees, landscaping, pastures, croplands, waterways, and rocks.

DEMOLITION — Includes any willful neglect in maintenance and repair of a structure, not including any appurtenances and environmental settings, that does not result from financial inability to maintain and repair the structure and that threatens to result in any substantial deterioration of the exterior features of the structure.

DISTRICT — A significant concentration, linkage, or continuity of sites, structures, or objects united historically or aesthetically by plan or physical development.

ROUTINE MAINTENANCE — Work that does not alter the exterior fabric or features of a site or structure and has no material effect on the historical, archeological, or architectural significance of the historical site or structure.

SITE — The location of an event of historic significance or a structure, whether standing or ruined, which possess historic, archeological, or cultural significance.

STRUCTURE — A combination of material to form a construction that is stable; including among other things, buildings, stadiums, reviewing stands, platforms, stagings, observation towers, radio towers, water tanks and towers, trestles, bridges, piers, paving, bulkheads, wharves, sheds, coal bins, shelters, fences and display signs visible or intended to be visible from a public way. The term also includes natural land formations and appurtenances and environmental settings. The term shall be construed as if followed by the words "or part thereof."

§ 93-5. Historic Districts established.

The Town of Sykesville Historic Districts shall consist of two districts. The first district covers the area as shown on the Downtown Historic District Map, which is hereby incorporated as part of this chapter (the "Downtown Historic District"). The second district covers the area as shown on the Warfield Historic District Map, which is hereby incorporated as part of this chapter (the "Warfield Historic District") Collectively, they are referred to as the "Historic Districts." *Editor's Note: The maps referred to are on file in the Clerk-Treasurer's office.*

§ 93-6. Historic District Commission.

- A. The Mayor and Council of the Town of Sykesville hereby creates a commission to be called the "Historic District Commission" (Commission).
- B. The Commission shall have a membership of seven persons, all of whom possess a demonstrated special interest, specific knowledge, or professional or academic training in such fields as history, architecture, architectural history, planning, archeology, anthropology, curation, conservation, landscape architecture, historic preservation, urban design or related disciplines and agree to serve on this Commission.
- C. The criteria for Commission membership under the category of "demonstrated special interest" may be satisfied either by formal training in one or more of the fields listed in Subsection A of this section, or membership in a preservation-related organization. The criteria for membership under the category of "specific knowledge" may be satisfied by formal, post-secondary education, employment or practical experience in one or more of the above-listed fields. The criteria for Commission membership under the category of "professional or academic training" may be satisfied by, at a minimum, two years' experience as a professional or a bachelor's degree in one or more of the above-listed fields.
- D. The member shall be appointed for terms of three years each except that in making the initial appointments, some appointments shall be established for less than three years in order that, as these initial terms expire, all subsequent appointments shall be for three years and shall not expire at the same time. Members of the Commission are eligible for reappointment.
- E. Any member of the Commission may be removed by the Mayor with approval of the Council after a public hearing, for inefficiency, neglect of duty or malfeasance in office. The Mayor shall file with the Town Clerk a written statement of the reason or reasons for the removal.
- F. Any vacancy on the Commission shall be filled by the Mayor with approval of the Council upon recommendation by the Commission for the unexpired term of the particular position.
- G. A majority of the then members of the Commission shall constitute a majority for the transaction of business, and a majority vote of the members present shall control any action of the Commission.
- H. The Commission, on behalf of the Town, shall have the right to accept and use gifts and donations made to the Town or to the Commission for the exercise of the Commission's functions. Gifts or donations shall not be made directly to a Commission member, nor shall such gifts or donations otherwise violate any Town, state, or federal laws regarding ethics or conflicts of interest.

§ 93-7. Architectural easements.

The Commission may require, as part of a permit approval, that easements in connection with individual sites or structures, or with sites or structures located in or adjacent to the Town's Historic Districts, be granted to the Town. Such easements may grant to the Town, the Commission, the residents of the Historic Districts, and the general public the right to ensure that any site or any structure and surrounding property upon which it is applied is protected, in perpetuity, from changes which would affect its historical, archeological, or architectural significance.

§ 93-8. Application to Commission required.

- A. Before the construction, exterior alteration, reconstruction, moving or demolition of any site or structure within the Historic Districts, any portion of which is visible or intended to be visible from a public way, the person, individual, firm, or corporation proposing to make the construction or change shall file with the Commission, through the Town Clerk-Treasurer, an application for permission to construct, alter, reconstruct, move or demolish the site or structure. Every such application shall be referred to and considered by the Commission and accepted or rejected by the Commission. An application which is identical to a rejected application shall not be resubmitted within a period of one year after the rejection. No permit for any such change may be granted until the Commission has acted thereon as hereinafter provided.
- B. The Commission may recommend and the Town may adopt, by resolution, rehabilitation and new construction design guidelines consistent with those generally recognized by the Maryland Historical Trust. Guidelines may include design characteristics intended to meet the needs of particular types of sites, structures, and districts, and may identify categories or changes that are so minimal in nature that they do not affect historic, archeological, or architectural significance and require no review by the Commission. These guidelines shall be utilized by the Commission in its review of applications.

§ 93-9. Commission considerations.

In reviewing applications, the Commission shall give consideration to:

- A. 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.
- B. The relationship of the exterior architectural features of a structure to the remainder of the structure and to the surrounding area.
- C. The general compatibility of the exterior design, scale, proportion, arrangement, texture, and materials proposed to be used.
- D. Any other factors, including aesthetic factors which the Commission deems to be pertinent.

§ 93-10. Additional considerations; design guidelines.

- A. 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 this section and in § 93-9 above.
- B. The map entitled "Downtown Historic District Sykesville, Maryland 1995," attached to this chapter, is hereby adopted as a guide to the ranking of the significance of buildings in the Downtown Historic District. The map shall be utilized as a guide for the Commission's decisions under this chapter. *Editor's Note: The map referred to is on file in the Clerk-Treasurer's office.*
- C. Downtown Historic District design guidelines. *Editor's Note: The design guidelines referred to in Subsection C(1) and (2) are on file in the Clerk-Treasurer's office.*
 - (1) The Commission's decisions applicable to the Downtown Historic District shall be guided by the Town of Sykesville Historic District Design Guidelines (2000), as amended from time to time by the Historic District Commission, provided that such amendments to the Town of Sykesville Historic District Guidelines (2000) have been approved by resolution of the Mayor and Town Council of the Town of Sykesville, the provisions of which are hereby adopted and incorporated herein by reference; and
 - (2) The Commission's decisions applicable to the Downtown Historic District shall be guided by the Secretary of the Interior's Standards for Rehabilitation and guidelines for rehabilitating historic buildings, as amended from time to time, the provisions of which are hereby adopted and incorporated herein by reference.
- D. Warfield Historic District design guidelines. *Editor's Note: The design guidelines referred to in Subsection D(1) and (2) are on file in the Clerk-Treasurer's office.*
 - (1) The Commission's decisions applicable to the Warfield Historic District shall be guided by the Secretary of the Interior's Standards for Rehabilitation and guidelines for rehabilitating historic buildings, as amended from time to time, the provisions of which are hereby adopted and incorporated herein by reference.
 - (2) In addition to all other applicable provisions of this chapter, the Commission's decisions applicable to the Warfield Complex (identified as Buildings A, B, C, D, E, F, G, H, I, T, W, Auditorium, Engine House, Hubner, Lane and Root Cellar and any appurtenances thereto, as located on the attached "Site Map of the Warfield Complex"), lying within the Warfield Historic District, shall be guided by the Historic Preservation Guidelines for the Warfield Complex and Summary of Historic Preservation Guidelines for the Warfield Complex, as amended from time to time by the Historic District Commission and provided that such amendments have been approved by resolution of the Mayor and Town Council of the Town of Sykesville, the provisions of which are hereby adopted and incorporated herein by reference. **[Added 5-28-2002 by Ord. No. 228]**

§ 93-11. Standard for judgment.

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 site or structure. The Commission is not required to limit construction, reconstruction, or alteration to the architectural style of any one period.

§ 93-12. Structures of unusual importance.

- A. If an application is submitted for construction, reconstruction, or alterations affecting a site or the exterior appearance of a structure, or for the moving or demolition of a structure, the preservation of which the Commission considers to be of unusual importance to the Town of Sykesville or Carroll County or of unusual

importance to the entire state or nation, the Commission shall attempt, with the owner of the structure, to formulate an economically feasible plan for the preservation of the site or structure. Unless in these circumstances the Commission is satisfied that the proposed construction, alteration or reconstruction will not materially impair the historic, archeological, or architectural significance of the site or structure, the Commission shall reject the application, filing a copy of its rejection with the Zoning Administrator and the Carroll County Office of Permits and Inspections.

- B. If an application is submitted for construction, reconstruction, or alteration affecting a site or the exterior of a structure or for the moving or demolition of a structure that the Commission considers to be of unusual importance and no economically feasible plan can be formulated, the Commission shall have 90 days from the time it concludes that no economically feasible plan can be formulated to negotiate with the owner and other parties in an effort to find a means of preserving the site or structure.

§ 93-13. Structures valuable for period of architecture represented.

In the case of a site or structure considered to be valuable for its historic, archeological, or architectural significance, the Commission may approve the proposed construction, reconstruction, alteration, moving, or demolition despite the fact the changes come within the provisions of § 93-12 of this chapter if:

- A. The site or structure is a deterrent to a major improvement program, which will be of substantial benefit to the Town of Sykesville;
- B. Retention of the site or structure would cause undue financial hardship on the owner; or
- C. The retention of the site or structure would not be in the best interests of a majority of persons in the community.

§ 93-14. Meetings and records.

The Commission shall adopt such rules and regulations as may be necessary for the proper transaction of its business. Any interested person or a person's representative is entitled to appear and be heard at any public hearing conducted by the Commission.

§ 93-15. Certificate of approval required; time limit for approval.

- A. The Commission shall file with the Zoning Administrator and the Carroll County Office of Permits and Inspections a certificate of its approval, modification or rejection of all applications and plans submitted for its review. Work shall not be commenced on any such project until such a certificate of approval has been filed, and the Zoning Administrator and/or the Carroll County Permits and Inspections shall not issue a building permit for such change or construction unless and until he has received such a certificate of approval.
- B. The failure of the Commission to act upon a completed application within 45 days from the date the completed application was filed shall be deemed to constitute automatic approval of the proposed changes unless an extension of this forty-five-day period is agreed mutually by the applicant and the Commission or the application has been withdrawn.

§ 93-16. Nonapplicability.

Nothing in this chapter shall be taken or construed to prevent routine maintenance, customary farming operations, or landscaping which will have no material effect on the historic, archeological, or architectural significance of a designated site, structure, or district. Nothing in this chapter affects the right to complete any work covered by a permit or authorization issued prior to the effective date of this chapter.

§ 93-17. Right of appeal.

Any person or persons, firm or corporation aggrieved by a decision of the Commission shall have the right of appeal concerning such decision to the Circuit Court of Carroll County.

§ 93-18. Violations and penalties. *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

- A. Any violation of this chapter shall constitute a municipal infraction. Each day the violation occurs shall constitute a separate offense. The penalties for such municipal infraction shall be as follows:
- (1) First offense: A first violation shall constitute a Class C municipal infraction as provided in Chapter 1, Article I, Municipal Infractions.
 - (2) Second offense: A second offense shall constitute a Class D municipal infraction as provided in Chapter 1, Article I, Municipal Infractions.
 - (3) Third and subsequent offenses: A third and all subsequent violations shall constitute a Class E municipal infraction as provided in Chapter 1, Article I, Municipal Infractions. The imposition of penalties shall be

subject to a waiver if the violator can show compliance with this chapter within 45 days of the violation of this chapter.

- B. In addition to any other remedies and penalties, upon violation of this chapter, the Town, the Zoning Administrator, the Commission or the Board of Zoning Appeals shall have the authority to institute an appropriate action to prevent, enjoin, abate or remove such violation.

SYKESVILLE HISTORIC DISTRICT COMMISSION

SIGN APPLICATION

TO: Town of Sykesville
Historic District Commission
c/o Matthew H. Candland, Town Manager
7547 Main Street
Sykesville, Maryland 21784

Application is made as outlined below and with supporting material for a Certificate of Approval for a sign as described below.

Applicants Name _____

Address _____

Phone _____

Owners Name _____

Address _____

Phone _____

Address of Property _____

Describe Existing Structures on Property _____

Describe Adjacent Structures _____

Describe Proposed Sign. Include in this description the size and shape, color(s), materials, lettering style and size, location on the building or lot, means of illumination (if any) and any other significant feature of this sign.

List Sizes of All Existing Signs _____

Estimated Cost of Improvements _____

All applications must be accompanied by ten (10) sets of plans and other supporting material as may be required for the Commission to properly evaluate the proposed sign.

All applications must be accompanied by an exhibit drawn to scale showing the size of the proposed sign in relation to the building or site and sketches indicating location of sign, details of construction, colors and/or texture are required. Dimensions, such as ground clearance, length, height, width and projection should be clearly indicated.

All applications must be accompanied by an exhibit indicating the size and style of letters, spacing, message, lighting, methods of support, all keyed to physical examples and showing the materials and finishes to be used shall be provided.

Owners Certification

I certify that I am the owner of the above referenced property and that I hereby make application for the Town of Sykesville Historic District Commission approval of the above referenced changes and that all of the information provided above is correct and all work will be done in accordance with the Commissions approval. My agent or I will appear in support of this application at the Commission meeting on _____ at the Sykesville Town House, 7547 Main Street, Sykesville, Maryland.

Print Name

Signature

Agents Certification

I certify that the above referenced owner has authorized me to act as his/her agent and to hereby make application for the Sykesville Historic District Commission for the above referenced changes on his/her behalf and that all of the information provided above is correct and all work will be done in accordance with the Commissions approval. I will appear in support of this application at the Commission meeting on _____ at the Sykesville Town House, 7547 Main Street, Sykesville, Maryland.

Print Name

Signature

FOR OFFICIAL USE ONLY

Application # _____

Date Received _____

Meeting Date _____

Fee Paid _____

Date Paid _____

180-89. Signs.

In order to properly integrate all regulating provisions affecting signs, as defined in § 180-122, and to regulate such devices in an orderly and comprehensive manner, it is hereby provided that signs are subject to regulations as set forth herein.

- A. Signs permitted without zoning certificate. The following signs are permitted without a zoning certificate in any district, provided that the following conditions are adhered to:
 - (1) Signs indicating the name and/or premises or accessory use of a home for a home occupation or professional purposes, not exceeding one square foot in area.
 - (2) Signs not exceeding 30 square feet on a farm advertising farm products primarily grown on the premises, provided that they are located off the highway right-of-way and do not interfere with traffic visibility.
 - (3) Directional or informational signs of a public or quasi-public nature, such as those containing the meeting date of a community or civic club, or the advertising of an event of a public interest.
 - (4) Temporary real estate signs, not exceeding 20 square feet, and being located on and advertising subject property for sale or lease.
 - (5) Temporary signs, not exceeding 100 square feet, located on and advertising a new subdivision.
 - (6) Building contractors and professional persons temporary signs on buildings under construction, limited to a total area for all such signs of 150 square feet.
- B. Signs requiring zoning certificate. The following signs are permitted in accordance with zoning district regulations and require a zoning certificate:
 - (1) Signs, business.
 - (2) Signs, outdoor advertising.
- C. Use-on-the-premises signs. Business signs pertaining to use on the premises, as enumerated in Subsection B(1) are permitted as an accessory use in all districts.
 - (1) No such sign shall project over or into any street right-of-way or more than 12 inches above the parapet wall or roofline.
 - (2) Any sign which is attached to the ground shall be located in such a manner that traffic visibility is not impaired.
 - (3) The total area for all signs shall not exceed four times each linear foot of the building wall most nearly parallel to or confronting the adjacent street. Only one building frontage shall be used in computing the sign area allowance, except on a corner lot, in which case an additional 25% of the sign area allowed may be authorized. In no case shall the area of any one sign exceed 200 square feet on any one side. Computations of signs shall include all sides (where applicable) including the entire face of the sign and any wall work incidental to its decoration and shall include the space between letter figures and designs or the space within letter figures and designs.
- D. Use-off-the-premises signs. Outdoor advertising signs pertaining to use off the premises, as enumerated in Subsection B(2), shall be a principal permitted use in all districts, except the C, H, R and B-L Districts and except in the following scenic areas as may hereinafter be described: Maryland Route 32 By-Pass.
- E. Approval of location and maintenance of signs requiring zoning certificates. The following general regulations shall, without exception, be observed with respect to the approval of location and maintenance of signs enumerated in Subsection B of this section:
 - (1) No sign shall be permitted which is an imitation of or which resembles an official traffic control device, railroad sign or signal, or which hides from view or interferes with the effectiveness of an official traffic control device or any railroad sign, signal or traffic sight lines. Illuminated signs shall be so constructed as to avoid glare or reflection on any portion of an adjacent highway or residential buildings. However, no flashing or rotating flashing illumination shall be permitted.
 - (2) No sign which uses the word "stop" or "danger" or presents or implies the need or requirement of stopping or the existence of danger shall be permanently displayed.

- (3) No outdoor advertising sign shall be placed closer than 300 feet to an intersection on a dual or proposed dual highway or within 100 feet of any other intersection; provided, however, that such signs may be affixed to or located adjacent to a building at such intersections in such a manner as not to materially cause any greater obstruction of vision than caused by the building itself. No business sign shall be so located to obstruct the vision of traffic using entranceways, driveways, or any public road intersection.
 - (4) No sign shall be closer to any public highway where permitted than the required front yard requirement of the district in which it is authorized, if the distance between such sign and the nearest lot line on which a building is located is 100 feet or less.
 - (5) No sign shall be permitted which contains statements, words, or pictures of an obscene, indecent or immoral character, or such as will offend public morals or decency.
 - (6) No sign shall be placed on rocks, trees or on poles maintained by public utilities.
 - (7) No sign shall be permitted which becomes unsafe or endangers the safety of a building, premises or person and unless maintained in a good general condition and in a reasonable state of repair, the Zoning Administrator shall order such sign to be made safe or repaired and such order shall be complied with within five days of the receipt of such order.
 - (8) All outdoor advertising signs shall be spaced in such a manner that in the B-G and I Districts, there shall be a minimum of 300 feet between signs. In the case of existing dual-lane highways, each side of the dual highway shall be considered separately in determining such spacing requirements. In the case of non-dual-lane highways, spacing shall be determined and measured between signs regardless of the side of the highway in which they are located or proposed.
 - (9) Where a sign structure does not include advertising information for a period of 120 days, such sign structure shall be deemed a violation thereafter and shall be removed.
 - (10) No sign shall be permitted in any district which does not have a fixed location, but not necessarily permanent location, on the ground or on a building, including mobile-type signs so constructed as to be mounted on a preassembled vehicle or other device and designed to be movable by means of attached wheels or similar devices.
 - (11) No pennant, pinwheels or similar circus or carnival-type attractors shall be permitted in any district.
- F. Overhanging signs. In addition to any and all conditions imposed in this § 180-89, the following general regulations shall be observed with respect to overhanging signs on buildings or structures located on Main Street within the Town's corporate limits: **[Added 9-24-1990 by Ord. No. 179]**
- (1) The applicant shall submit an application for a zoning certificate authorizing such overhanging sign. The application shall be on a form approved by the Town Zoning Administrator and shall include:
 - (a) Two copies of a drawing which illustrates the building elevation and the exact location of the sign;
 - (b) Two copies of a drawing (to scale) which illustrates sign dimensions, design, contents and other pertinent information as determined by the Town Zoning Administrator; and
 - (c) A nonrefundable application fee of \$10.
 - (2) The following size and height restrictions shall apply to each overhanging sign:
 - (a) The sign's maximum projection from the building wall shall be 42 inches, provided that the sign shall be at least 12 inches from or inside the curblineline or sidewalk edge.
 - (b) The sign must have an eight-foot minimum height from grade.
 - (c) The sign is subject to a maximum height of 42 inches.
 - (d) The sign is subject to a maximum thickness of six inches.
 - (3) The sign shall not contradict the historic atmosphere of Main Street nor contradict the goals, objectives or policies of the Main Street Master Plan.
 - (4) The sign shall be designed, manufactured, assembled and installed with professional workmanship and use high quality materials designed for use in the sign industry.
 - (5) The contents of the sign shall be limited to the legal or trade name of the business or the actual business

product or service sold at the location. No telephone numbers, addresses or other information shall be permitted on the sign.

- (6) The applicant shall keep the sign in a good state of repair and ensure that it remains properly secured to the building. Any failure of the applicant to keep such sign in a good state of repair shall constitute a zoning violation hereunder. The Town Zoning Administrator, or his designee, shall give 15 days' written notice to the applicant in the event that any such sign shall constitute a detriment to the health, welfare or safety of the public for any reason, including, but not limited to, the failure of the applicant to keep the sign in a good state of repair. In the event that the status of the sign has not been corrected within 15 days of the date of such notice, the Town may repair the sign and insure that it remains properly secured to the building, at the sole cost and expense of the applicant. In the case of any emergency with respect to any such sign, the Town may correct or repair the sign immediately, without notice to the applicant, and at the sole cost and expense of the applicant.
- (7) Any person aggrieved by the decision of the Town Zoning Administrator may appeal such decision in accordance with Article XVII.
- (8) In the event there is any inconsistency between § 180-89F and the remaining provisions of § 180-89, the more restrictive provisions shall control.

Sykesville Historic District Commission

GUIDELINES FOR ALTERATIONS & CONSTRUCTION

These guidelines are for your information when doing work within the Sykesville Historic District. The Historic District Commission must first approve any exterior alterations or construction. Examples of work requiring Commission review are:

1. Porches
2. Sidewalks
3. Outside doors and windows
4. Zoning changes
5. Fences
6. Siding or other changes in materials for walls
7. Removal of trees
8. Demolition
9. Building additions including signs

Every reasonable effort should be made to find a compatible use for a property that requires a minimum of alteration to the building or site.

The distinguishing original qualities or character of a structure or site should not be destroyed. The removal or alteration of any historic material or distinctive feature should be avoided if possible.

All buildings should be seen as products of their own time. Any alterations that have no historical basis and seek to create an earlier or later appearance shall be discouraged.

Changes, which may have taken place in the course of time, are evidence of the history and development of a building and its environment. These changes may have acquired significance in their own right.

Distinctive stylistic features or examples of skilled craftsmanship, which help to characterize a building, shall be treated with sensitivity.

Deteriorated architectural features should be repaired rather than replaced whenever possible. If replacement is necessary, then the new material should match the material being replaced in color, texture, design, and other visual qualities.

Replacement of missing features should be based on accurate duplication of those features, substantiated by historic, physical, or pictorial evidence. Replacements based on conjectural designs or the availability of architectural items from other buildings or sites.

The surface cleaning of structures should be done by the gentlest means possible. Sandblasting and other cleaning methods that damage building materials should not be used.

Every reasonable effort shall be made to protect and preserve any archaeological resources affected by, or adjacent to, a project.

Contemporary design for alterations and additions and new construction may be permitted when such alterations or constructions do not destroy significant historical, architectural, or cultural materials, and when the design is compatible with the size, scale, color, materials, and character of the property and the neighborhood.

(These guidelines have been adapted from the Secretary of the Interiors Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.)

Sykesville Historic District Commission

THE PERMIT REVIEW PROCESS

The completed permit application, along with any drawings or photographs that may be necessary, should be filed at the Town Zoning Administrators Office in the Sykesville Town House. The deadline for filing applications is 4 p.m. on the second Tuesday of the month for hearing by the Historic District Commission in the same month.

The Commission will review the application at its meeting the following week, at 7:00 p.m. on the fourth Tuesday of the month.

During the public hearing, the applicant will be able to describe what is being proposed. He or she will be questioned by the members of the Commission and perhaps by any Town staff that is involved. A decision will then be voted on. If there are problems in reaching a decision, more information or further study may sometimes be required. **THE COMMISSION WILL MAKE EVERY EFFORT TO REACH A PROMPT AND REASONABLE DECISION.** An application will be acted on no later than forty-five (45) days after it is filed, unless both the applicant and the Commission mutually agree upon an extension of the forty-five (45) day period.

Permit application forms are available at the Sykesville Town House or from any Historic District Commission member.