



Guidelines for Administrative Review and Approval

HARB & Historical Commission

Permit applications for properties within local historic districts and listed in the Historic Resource Inventory (HRI) may obtain administrative approval from the Building & Planning Department under certain circumstances where such projects would normally require review from the Historical Architectural Review Board (HARB; for properties within historic districts) or the Historical Commission (HC; for properties listed on the HRI). Applications will be reviewed based on *The Secretary of the Interior's Standards for the Rehabilitation of Historic Properties*, the criteria set forth in the Township Code, and the guidelines listed in this document.

General Policies and Procedures

1. The Township will assess all incoming applications for Certificates of Appropriateness (HARB) and HC review to ensure their completeness and to determine if they meet the criteria for administrative review outlined herein. Applicants do not apply for administrative review separately from the typical application process. Township staff will determine if an application qualifies for this type of review or whether it should be forwarded to the appropriate recommending body for a full review.
2. Reviews will be conducted by Lower Merion Township's staff Historic Preservation Planner and other qualified Building & Planning Department staff, with consultation by the Township's historic preservation consultant if requested by staff. If the staff and the consultant cannot make a definitive judgment about the applicability of the Administrative Review Guidelines in their initial assessment, the application will be sent on for full review by the HARB or HC.
3. Each application reviewed administratively will be assigned a unique number identical to those assigned to applications receiving full review. At each HARB and HC meeting, Township staff will brief the HARB or HC on all projects reviewed and approved administratively since the prior meeting. The HARB will be briefed on projects reviewed within historic districts, and the HC will be briefed on projects involving properties listed individually on the Historic Resource Inventory (HRI).
4. Township staff cannot deny an application eligible for administrative review; if it is found that an application does not meet these guidelines, the application would then be reviewed by the HARB or HC as a new application at the next regular monthly meeting.

Applications may be eligible for administrative approval if they meet any of the following qualifications, at the discretion of Township Staff.

Roofing

1. Replacement of roofing, gutters, and downspouts in a non-contributing resource.
2. Replacement-in-kind with new materials to match original, based on criteria including but not limited to coursing, edge treatment, shingle patterns, and flashing conditions. Other architectural details should be replicated wherever possible.
3. Removal of non-original roofing materials to reveal and repair original materials.
4. Replacement in-kind of underlying material if original (using the guidelines set forth in Item #2 above).
5. Replacement or installation of gutters (half-round, not “K” gutters), leaders, flashings, and roof penetrations that replicate the placement, materials, and colors of original.

Siding

1. Replacement in a non-contributing resource.
2. Replacement-in-kind with new materials to match original, based on criteria including but not limited to material, coursing, corner treatment, shingle patterns, and flashing conditions. Originality of materials should be provable via documentary evidence. Other architectural details should be replicated wherever possible.
3. Removal of non-original siding materials (i.e. cement-asbestos, asphalt, vinyl, etc.) to reveal and repair original materials.
4. Replacement in-kind of underlying material if original (using the guidelines set forth in Item #2 above).

Other Façade Surfaces (Stucco, Masonry, etc.)

1. Replacement in a non-contributing resource.
2. Replacement-in-kind, with new materials to match original (in color and texture of brick and mortar or stucco, composition type, finish, coursing, profiles, etc.).
3. Repair, with new materials to match original (in color and texture of brick and mortar or stucco, composition, type, finish, coursing, profiles, etc.).
4. Removal of non-original facade material to reveal and repair original façade materials.

Note: Application of finish materials to a structure that obscure the original façade will not be eligible for administrative review.

Windows and Doors

1. Replacement in a non-contributing resource.
2. Replacement-in-kind, in terms of material and architectural fabrication and installation details, including but not limited to muntin patterns. (Note: Applicant must first demonstrate

and document that restoration is not feasible if current materials are original to the structure).

3. Muntin patterns of glazed areas must match existing, or revive a pattern with historic precedent based on physical, documentary, or pictorial evidence.
4. Muntins must be true or simulated divided lights on the exterior and interior of the window or door. Applied muntins set inside the glass or between panes will not be accepted.
5. Replacement windows must not substantially decrease the existing glazed (glass) area.

Note: Re-use of hardware when possible is encouraged.

Storm Windows and Exterior Storm Doors

1. Replacement in a non-contributing resource.
2. Replacement-in-kind, if existing conditions are considered to be part of the character-defining features of the structure.
3. Full-view glass storm doors.

Shutters

1. Replacement or new installation in a non-contributing resource.
2. Replacement-in-kind, if existing conditions are considered part of the character-defining features of the structure in terms of material, shutter type, size, hardware, etc.
3. Reconstruction with historic precedent based on physical, documentary, or pictorial evidence, with materials compatible with the architectural style and details of the resource.

Utilities

1. Satellite dishes, HVAC condensers, service meters, conduits, pipes, generators, condensers, and/or other mechanical units, if properly screened with permanent materials so that they are not otherwise visible from the public way.
2. Placement must be appropriate for architectural considerations (i.e. not blocking windows or covering significant architectural or character-defining features).

Signs

1. Signs within commercial areas must meet the following criteria to be evaluated in the administrative review process (subject to compliance with zoning and building code requirements):
 - a. Compliance with the Ardmore Storefront Design Guidelines.
 - b. Do not cover existing windows, transoms, or other openings.
 - c. Do not cover significant architectural details.
2. The following kinds of signs may meet the criteria for administrative review:
 - a. Lettering on awnings with no other graphic elements, subject to compliance with zoning requirements.
 - b. Blade signs and channel letters (illuminated and non-illuminated) that comply with zoning requirements and the Ardmore Storefront Design Guidelines.

3. Interpretive signs, historical markers, and memorial plaques must comply with zoning requirements and have a historical or informational purpose with content that can be verified by the applicant with reputable sources.
4. Façade-applied address numbers, if compatible with the historic architecture.

Storefront Awnings

1. Replacement in a non-contributing resource.
2. Replacement-in-kind, if existing conditions are considered to be part of the character-defining features of the structure.
3. Compliance with the Ardmore Storefront Design Guidelines.
4. Installation with historic precedent based on physical, documentary, or pictorial evidence.

Exterior Lighting (in commercial districts)

1. Replacement in a non-contributing resource.
2. Replacement-in-kind, if existing conditions are considered to be part of the character-defining features of the structure.
3. Installation with historic precedent based on physical, documentary, or pictorial evidence.

Note: Removal of original or historic fixtures will not be eligible for administrative review.

Fences and Gates

1. Replacement or new installation in a non-contributing resource.
2. Replacement-in-kind, if existing conditions are considered to be character-defining features of the property.
3. Installation with historic precedent based on physical, documentary, or pictorial evidence.
4. Is of a style appropriate to the setting and architecture of the historic resource, and does not create a significant visual or physical barrier to the surrounding neighborhood.
5. Are comprised of materials compatible with the architectural style and details of the resource and its period. Note: Vinyl, wood stockade, and chain link fencing will not receive administrative approval at contributing resources.

Porches and Decks

1. Replacement-in-kind, if existing conditions are considered to be character-defining features in terms of materials and architectural style. Based on criteria including but not limited to thickness, width, orientation/direction, edge treatment, fascia details, and joinery of flooring material.
2. Installation with historic precedent based on physical, documentary, or pictorial evidence (using the guidelines set forth in Item #1 above).

*These **draft** guidelines were compiled by the Department of Building & Planning in March, 2017.*