

BRISTOL HISTORIC DISTRICT COMMISSION

**AMENDMENTS TO RULES OF PROCEDURE
EXEMPTION FROM REVIEW**

And

ADMINISTRATIVE REVIEW AND APPROVAL AUTHORITY

EXEMPTION FROM REVIEW

The following actions and appurtenances are exempt from Review by the Commission, and no notification by the owner to the Commission is required provided that no other features or parts of the property whatsoever are altered or removed:

1. Flags (non commercial)
2. Buzzers, intercoms, security cameras, flood lights, Fire Dept. Key Boxes
3. Garden Furnishings and lawn irrigation systems
4. Painting (using conventional paint)
5. Landscaping (plant material – not hardscape)
6. Portable window air conditioners
7. Signs for handicapped access
8. Temporary signs (Commission to work with Zoning Officer to clarify)
9. Window boxes
10. Decorating
11. Storm Windows (only metal or wood) (provided no alteration to window frame or trim)
12. Chimney Caps
13. Satellite dishes, antennas
14. Repair or in kind replacement of gutters and downspouts where there is no change of material or design
15. Changes to flat roofs as long as the change cannot be seen from the ground
16. Fabric awnings, except those that function as signs
17. Resealing existing driveways
18. Weathervanes (as exempt per zoning)
19. Temporary (less than one year) Tents (Commission to work with Zoning Officer to Clarify)
20. Re-pointing brick foundations and chimneys, provided that a lime-mortar mix is used for old brick
21. Temporary removal of shutters, trim or other ornaments to facilitate painting or other maintenance

ADMINISTRATIVE REVIEW AND APPROVAL AUTHORITY

REVIEW BY STAFF

The Bristol Historic District Commission hereby delegates to its staff the authority to review the following projects, without a public hearing, and to issue a Certificate of Appropriateness provided the following conditions are met.

1. The Application is for in-kind replacements and repairs, using identical materials in a configuration that exactly matches the existing design. This condition applies to the following activities:

- a. Roofing (roof material only – not to include replacement, repair or addition of gutters)
 - b. Common siding materials (clapboards and shingles) provided, however, that no more than 25% of the total siding materials on the structure are being replaced. Applications requesting more than 25% replacement shall be reviewed and acted upon by the full HDC at a public hearing
 - c. Porch decking, railings, posts and columns
 - d. Stair treads and risers (not including any associated work on railings, posts or columns)
 - e. Storm or screen doors
 - f. Lighting and light fixtures
 - g. Ordinary repair of single features (i.e. stylized bracket, set of balusters, fence pickets, window trim, corner boards, fascia boards)
 - h. Fences on street frontage with no change in design, construction or material
2. The Application is for one or more of the following items:
- a. Temporary (less than one year) handicap ramps and railings
 - b. Permanent handicap ramps or elevators, if in rear or not visible from street, not destroying original fabric or defining details. Landscaping shall not be suitable for meeting the requirement to be not visible from the street
 - c. New fences not located on a street frontage
 - d. Maintenance and repairs to existing driveways, excluding any increase in size over 25% of existing driveway
 - e. Changes in driveway material, excluding new asphalt, or increase in size of 25% of existing driveway.
 - f. Ground level patio
 - g. Ground mounted generators, HVAC and mechanical equipment, including propane tanks, gas and electric meters if not facing street frontage and not visible from the street by virtue of buildings and structures. Landscaping shall not be suitable for meeting the requirement to be not visible from the street.
 - h. Window signs with reversible logos and/or lettering
 - I New logo/lettering on existing signs
3. the Application is complete, containing all required information for a thorough review, and
4. the work proposed in the Application conforms to the Secretary of the Interior's Standards for Rehabilitation and other adopted BHDC standards and guidelines, and
5. the Application is reviewed by the Chairman of the Bristol Historic District Commission, who concurs with the staff opinion that it meets the criteria for granting a Certificate of Appropriateness.

Notwithstanding the foregoing authority, the HDC staff shall have the authority to not exercise this delegation, and to refer any application, including for work that may meet these conditions, for review by the full HDC at a public hearing.