

Margie McCeney, Chair
Marlene Frazier, Vice-Chair
Adrian Simmons, Councilmember
Mary-Eileen Leszcz
Nancy Steinecke
Oscar De La Puente



CITY OF LAUREL HISTORIC DISTRICT COMMISSION

8103 Sandy Spring Road • Laurel, MD 20707 • 301-725-5300 • ecd@laurel.md.us

Commission/+ usually Meets on the Third Tuesday of Each Month

EIGHT HUNDRED EIGHTY THIRD MEETING TUESDAY – September 16, 2025– 6:00 P.M. - REGULAR AGENDA

This meeting will be held in-person

1. Roll Call.
2. Approval of the Minutes for the Regular HDC meeting held on **July 22, 2025**.
3. **HDC-2025-0114 for 712 Main Street**, submitted by **Mallory Shriver**, Applicant is seeking approval to replace the existing split rail fence with wood 6ft tall privacy fence and install a gate to secure the backyard.
4. **HDC-2026-0003 for 425 Prince George Street**, submitted by **Michael Sciscenti**, Applicant is seeking approval to remove dying Holly tree in the front yard and replace with native tree.
5. **HDC-2026-0019 for 349-2 Main Street**, submitted by **Aderemi Bello**, Applicant is seeking retroactive approval to install 15-inch x 15-inch circular vinyl yellow signage on four (4) windows and 19.5-inch x 19.5-inch circular vinyl yellow signage on one (1) front door. All signage will display "Crepes on Main Sweet and Savory".
6. **HDC-2026-0021 for 319 Main Street**, submitted by **J. Robb Cecil**, Applicant is seeking approval to replace current awning and building signage from "Sandy Spring Bank" to "Atlantic Union Bank", awning will remain black. The signage on the awning will be 46-inches x 120-inches in white acrylic and vivid green. The signage on the building will be 13-inches x 139-inches in white acrylic, vivid green and cannon clay, building signage will be illuminated. Applicant is also seeking approval to replace current "Sandy Spring Bank" building signage to 10 ¼ - inch x 139-inch "McGowan and Cecil, LLC" in white acrylic and canon clay, signage will be illuminated.

Staff Approvals:

HDC-2026-0001 for **500 Prince George Street**, submitted by **Diarra Gordon**, Applicant is seeking approval to replace and paint rotted siding on shed "in-kind".

HDC-2026-0005 for **203 Stanley Place**, submitted by **Lisa Smith**, Applicant is seeking emergency approval to replace the current light gray 3-tab roof with dark gray 3-tab roof.

HDC-2026-0006 for **340 Laurel Avenue**, submitted by **Laverne Debnam**, Applicant is seeking approval to replace roof and gutters. Current roof is 3-tab shingles in Heather Blend; Current gutters are 5" aluminum k-style, seamless gutters in #30 white, all work is "in-kind".

HDC-2026-0008 for **323 Prince George Street**, submitted by **Adam Wise**, Applicant is seeking emergency approval to replace current 3-tab shingles with Landmark Pro Architectural shingles in same color.

HDC-2026-0009 for **318 Prince George Street**, submitted by **William Rice**, Applicant is seeking approval to replace damaged siding boards with same wood, style and color.

HDC-2026-0010 for **319 Laurel Avenue**, submitted by **Benjamin Lewis**, Applicant is seeking emergency approval to remove a Maple Tree that was damaged during a storm and replace with Red Tree.

HDC-2026-0014 for **322 Montgomery Street**, submitted by **Amy Dunham**, Applicant is seeking approval to restore front double doors. Doors will be restored in the same style, color and material.

7. Adjourn



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

EIGHT HUNDRED AND EIGHTY SECOND MEETING

TUESDAY – JULY 22, 2025– 6:00 P.M.

This meeting was conducted virtually

Convened: 6:00 P.M.

Adjourned 6:46 P.M.

Commissioners Present:

Margie McCeney, Chair
Nancy Steinecke
Mary Eileen Leszcz
Adrian Simmons, Councilmember
Oscar De La Puente

Staff Present:

Brooke Quillen, Senior Admin., ECD
Sydney Woodland, Admin. Assistant, ECD
Chloe Kauffman, Planner I, ECD
Charlotte Freedberg, Communications

Commissioners Absent: One (1)

Citizens Present: Four (4)

Chairwoman McCeney called the meeting to order at 6:00 p.m. and read the opening statement.

Chairwoman McCeney asked for a roll call. Five (5) Commissioners answered present, constituting a quorum. Mr. De La Puente joined at 6:10pm.

Chairwoman McCeney asked if there were any corrections to the Minutes from the Regular HDC meeting held on June 17, 2025.

There were none.

On a motion by Councilman Simmons seconded by Ms. Leszcz, the minutes were approved on (5) five affirmative votes with Ms. Frazier abstaining.

HDC-2025-0108 for 921 Montgomery Street, submitted by **Kelly Welsh**, Applicant is seeking approval to replace the current rotten wood fence with 6 ft x 65 ft vinyl white privacy fence in backyard.

The applicant was present.

On a motion by Ms. Leszcz, seconded by Ms. Steinecke, the application was approved on (5) five affirmative votes.

HDC-2025-0111 for 37 Fourth Street, submitted by **Osman Vasquez**, Applicant is seeking approval to replace the current red 3-tab asphalt shingles to black architectural asphalt shingles.

The applicant was not present.

On a motion by Ms. Frazier, seconded by Ms. Leszcz, the application was approved on (5) five affirmative votes.

HDC-2025-0113 for 409 Montgomery Street, submitted by **Debra Gersten**, Applicant is seeking approval to install an 8 x 12 prefab woodshed in the backyard in dark grey.

The applicant was present.

The applicant expressed their appreciation for the Commission's time to consider their request as well as to Ms. Kauffman for being patient. Ms. Steinecke asked the applicant what part of the asphalt driveway would be removed. The applicant stated it's not the driveway it is the curved area in the back of the house that is no longer a driveway. The applicant stated it is more so an asphalt top and they will remove 500 sq. ft.

On a motion by Councilman Simmons, seconded by Ms. Steinecke, the application was tabled on (5) five affirmative votes.

HDC-2025-0116 for 315 Laurel Avenue, submitted by **Brenton Hayde**, Applicant is seeking approval to replace current damaged roof from 3-tab to architectural shingles in Williamsburg Gray.

The applicant was present.

On a motion by Ms. Leszcz, seconded by Ms. Frazier, the application was approved on (5) five affirmative votes.

HDC-2026-0002 for 419 and 429 Main Street, submitted by **Dr. Eunita Haskins**, Applicant is seeking approval to replace current wood fence with white 6 ft x 8 ft Spruce Privacy Pointed fence, repave 9,630 square foot concrete parking lot, repaint current "Hope House Treatment Centers" signage in yard, replace current wood shingle siding with vinyl siding, and replace pressure treated lumber with same pressure treated lumber on patio at 419 Main Street. Applicant is also seeking approval to install 6 x 32-inch white vinyl railing.

The applicant was present.

Ms. Frazier asked if the siding the applicant is proposing will go on 429 below the porch level. The applicant stated the siding will go on 419 around the perimeter of the house where the wood siding is deteriorating. Ms. Frazier asked if the Cedar Shakes on 429 will remain. The applicant stated everything on 429 will remain the same and the only thing that is changing is the railings. Ms. Steinecke expressed concern about the parking lot and how close the parked cars will be to sidewalk and the main street as it is being repaired. The applicant stated the size of the current parking lot will not change and they are just repaving. The applicant also stated the cars will not be close to the parking lot at all. Councilman Simmons

stated there are a couple different renderings of the actual shape of the parking lot within the application and wanted to clarify that the satellite view shows the true shape of the parking lot. Councilman Simmons asked if the current fence at 419 was apart of the replacement plan. The applicant stated it is and the current fence will be replaced around the perimeter. Ms. McCeney stated it is a much more appropriate to have the shorter 3 ft fence in the front if the applicant is amendable to that. The applicant stated that it is ok to put a 3 ft fence in the front. Ms. McCeney asked if the sign will stay the way it is now. The applicant stated they will remove "Formerly Reality House" and repaint the sign. Ms. McCeney asked if the applicant would consider wood for the railings instead of vinyl. The applicant stated the wood railings would be fine.

On a motion by Councilman Simmons, seconded by Ms. Frazier, the application was approved on (5) five affirmative votes as amended.

Nomination of **Chair**.

Ms. Frazier asked Ms. McCeney if she would consider being the Chair for the coming year. Ms. McCeney stated she would.

On a motion by Ms. Frazier, seconded by Ms. Steinecke, Ms. McCeney was voted Chair on (5) five affirmative votes.

Nomination of **Vice-Chair**.

Ms. McCeney asked if Ms. Steinecke would be interested in being Vice-Chair. Ms. Steinecke stated she still feels new and declined the offer. Ms. McCeney asked Ms. Leszcz would be interested in being Vice-Chair. Ms. Leszcz declined the offer. Ms. McCeney asked if Ms. Frazier if she would be interested in being Vice-Chair. Ms. Frazier accepted the offer.

On a motion by Ms. Steinecke, seconded by Councilman Simmons, Ms. Frazier was voted Vice-Chair on (5) five affirmative votes.

Staff Approvals:

HDC-2025-0017 for 613 Prince George Street, submitted by **Janine Shaffer**, Applicant is seeking approval to replace and paint rotted siding on shed "in-kind".

There was no discussion regarding the Staff approvals.

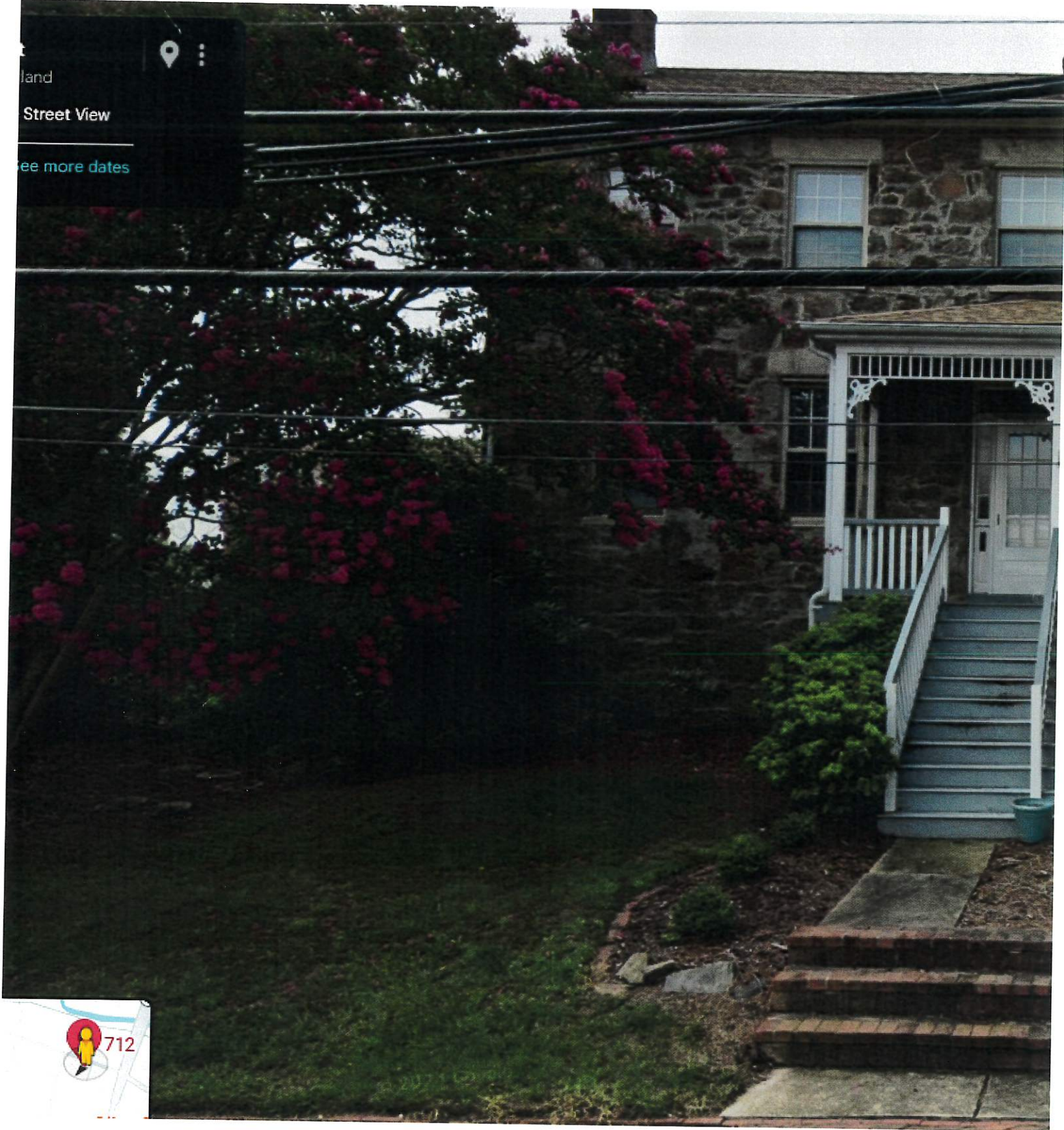
Minutes Approved:

Date:

land

Street View

See more dates



CITY OF LAUREL
HISTORIC DISTRICT COMMISSION
8103 SANDY SPRING ROAD, LAUREL, MD 20707
301-725-5300

CERTIFICATE OF APPROVAL NO. HDC 2025-0114

Date of Application: 6/27/25	Work Type: Fence	HDC Sign Required? Yes: No: x		
Submit Information By: 8/22/25		For Meeting On: 9/16/25		
ADDRESS OF PROPERTY: 712 Main Street Laurel, MD 20707		WORK DESCRIPTION (Please be specific on colors, style and material): Replace existing split rail fence with wood 6ft tall privacy fence and install a gate to secure the backyard.		
OWNER'S Name, address, number, email: Mallory Shriver 712 Main Street Laurel, MD 20707 Mshriver912@gmail.com – 410-812-9231				
CONTRACTOR'S Name, address, phone number, email: Same as owner		*Section below for Signs: (drawing must accompany application)		
		TYPE:	Flatwall	Projecting
		Signband	Freestanding	
APPLICANT'S Name, address, phone number, email: Same as owner		MESSAGE:		
		COLORS:		
		Illumination:	Type:	
*CONDITIONS: (1) Applicant must comply with Section 20-91 of the Historic District Guidelines. (2) If work has not commenced within (12) twelve months of the date of approval, the Certificate is void, unless a renewal is requested from the Historic District Commission before it expires. (3) IF THIS IS STAFF APPROVAL: All work must be "in-kind"; using same color (or color from the Historic District Approved Color List), same style and same material. Failure to comply can result in code enforcement fines and/or denial of tax credit requests. NO EXCEPTIONS. (4) IF THIS IS A TREE REMOVAL: It is recommended a new tree be planted on the property for each tree removed, using the Approved Tree List created by the City of Laurel Tree Board (5) PLEASE POST THIS CERTIFICATE IN A WINDOW UNTIL WORK IS COMPLETED				
FEE: \$0 *Starting July 1, 2024 there will be a fee of \$25 or \$50 for this application.				
HISTORIC DISTRICT COMMISSION:		DATE:		
PLANNING AND ZONING:				
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.				
ON FILE (SEE APPLICATION)		410-812-9231		
Signature of Applicant		Daytime Phone number		
Qualifies For Tax Credit: Yes: No: x		*Applicant still has to apply to receive approval.		
Permit Required: Yes: x No:	Permit No.			



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

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Web: <http://www.cityoflaurel.org> E-mail: ecd@laurel.md.us

AGENDA ITEM NO. 3

TECHNICAL STAFF REPORT

DATE: September 10, 2025
TO: City of Laurel Historic District Commission
FROM: Monta Burrough, Deputy Director
CASE: Certificate of Approval No. HDC R2025-0114

GENERAL INFORMATION

APPLICANT: Mallory Shriver
712 Main Street
Laurel, MD 20707

OWNER: Same as applicant

LOCATION: 712 Main Street
Laurel, MD 20707

PURPOSE: **Requesting approval to install a fence.**

REQUESTED ACTION: Approval of Certificate No. HDC R2025-0114

ZONE: R-30 (Low Density Multi-family)

CONTRIBUTING: Yes

ZONING ANALYSIS:

The Applicant requests approval from the Historic District Commission (HDC) to replace the existing split rail fence with a 6-foot-tall pressure-treated pine French Gothic wooden picket privacy fence (see attached drawings). The fence will be finished with a Russet Semi-Transparent Waterproofing Exterior wood stain and sealer. The

current split rail fence runs along the back property line, with one side adjacent to Miller's Alley and the other along the driveway. Additionally, extra fencing with a gate will be installed to enclose and secure the backyard. The existing privacy fence between 712 and the neighboring property will remain unchanged.

DESIGN GUIDELINES EXCERPT:

Sec. 20-26.16. - Fences.

The construction of fences separating yards is common throughout the Historic Districts. Fence heights are limited by the Zoning Regulations 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 Regulations 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 Historic District 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.

ATTACHMENTS:

1. Photos of new fence
2. Photo of house
3. Dimensions of fence

RECOMMENDATION:

The proposed actions requested by the applicant appears to meet the requirements established in the City of Laurel's *Unified Land Development Code*, including the design criteria listed in the *Design Guidelines of the City of Laurel Historic District Commission*. Staff recommends the Historic District Commission **APPROVE** Certificate No. HDC R2025-0114 to include the following conditions:

1. The Applicant shall obtain a City of Laurel fence permit.

Submitted & Recommended by:

Monta Burrough

Monta Burrough, Deputy Director



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

_____ **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 | x _____ |
| 2) Property Owner Permission Letter | _____ |
| 3) Architectural Drawings | _____ |
| 4) Structural Drawings or Designs | _____ |
| 5) Mockup Designs | x _____ |
| 6) Brochures | _____ |
| 7) Material Samples | |
| A) Siding | _____ |
| B) Paint Samples | _____ |
| C) Shingle Samples | _____ |
| D) Color Palette | _____ |
| E) Wood Samples | _____ |
| F) Other | x _____ |

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: July 22 2025

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

27 June 2025

Date

HDC Application

712 Main St, Laurel MD, 20707

Proposed fence and gate placement

- Existing privacy fence
- Existing split rail fence to be replace with privacy fence
- Proposed new gate
- Proposed new section of fence



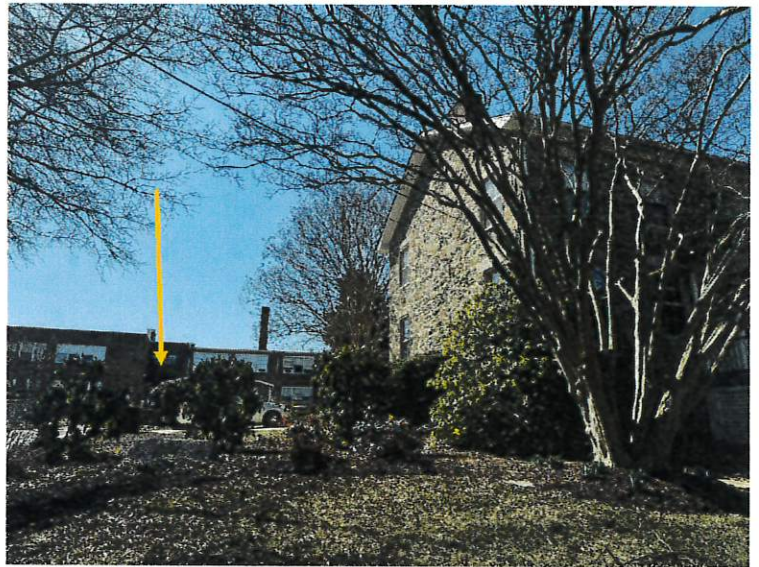
Proposed fence placement

Minimal visibility of fencing from the front of the property

View of property from corner of Main St and Millers Alley



View of property from Main Street (facing SW)

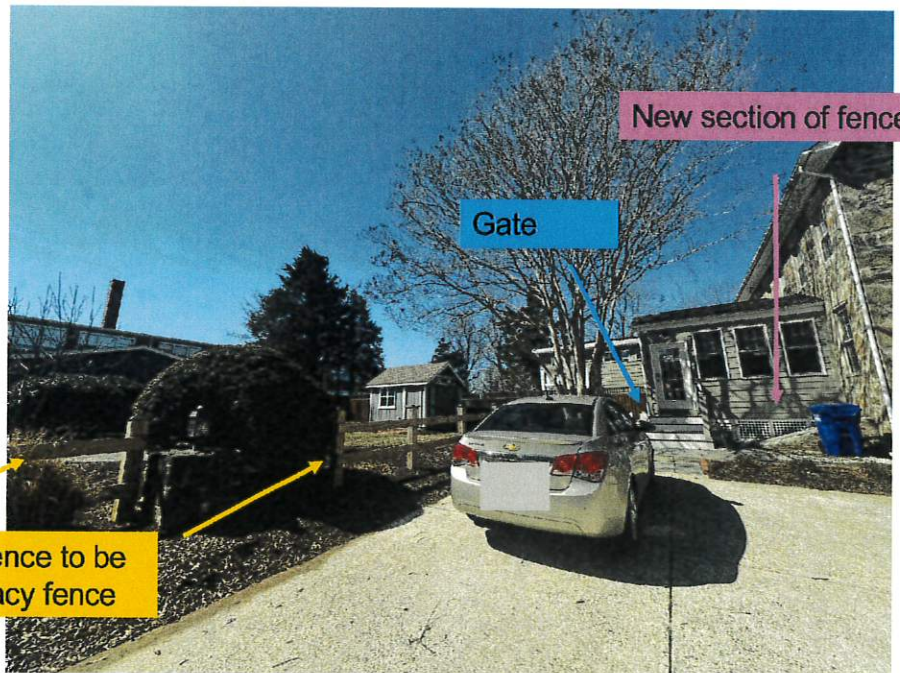


Proposed fence and gate placement

View from parking pad/Millers Alley

New section of fence to be added in mulched area between parking pad and pavers/walkway with gate over the walkway leading to the sunroom door

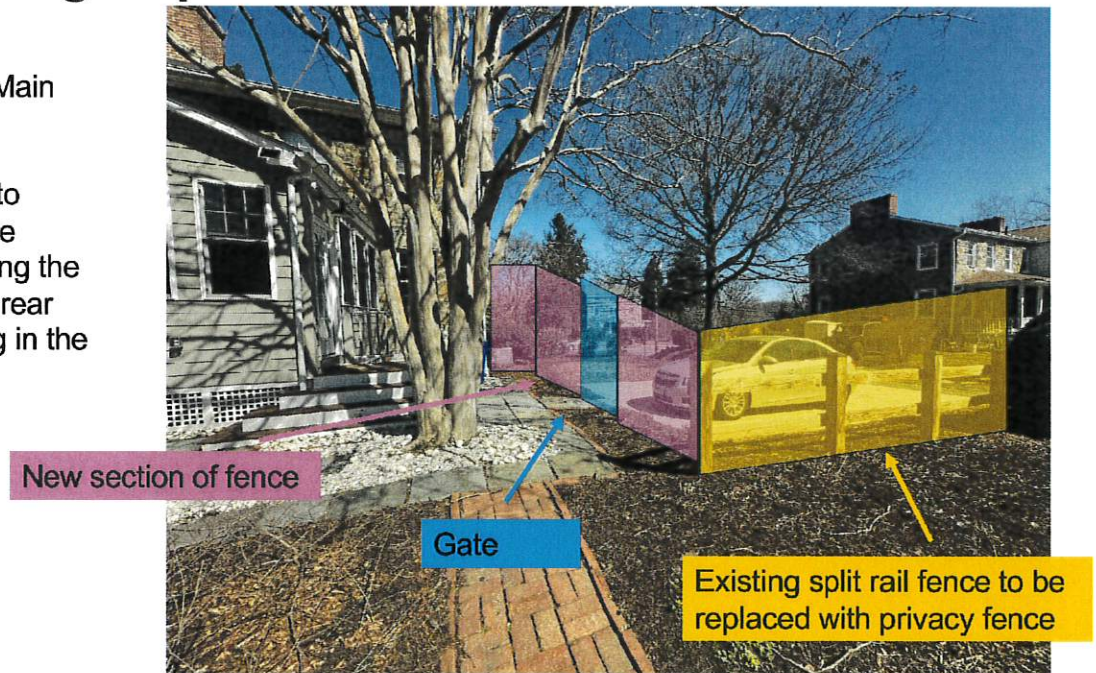
Existing split rail fence to be replaced with privacy fence



Proposed fence and gate placement

View from the backyard facing Main St/Millers Alley

New section of fence with gate to extend from existing fence (to be replaced with privacy fence) lining the southern side of parking pad to rear corner of original house, fencing in the sunroom addition.



For visualization purposes only. Not to scale.

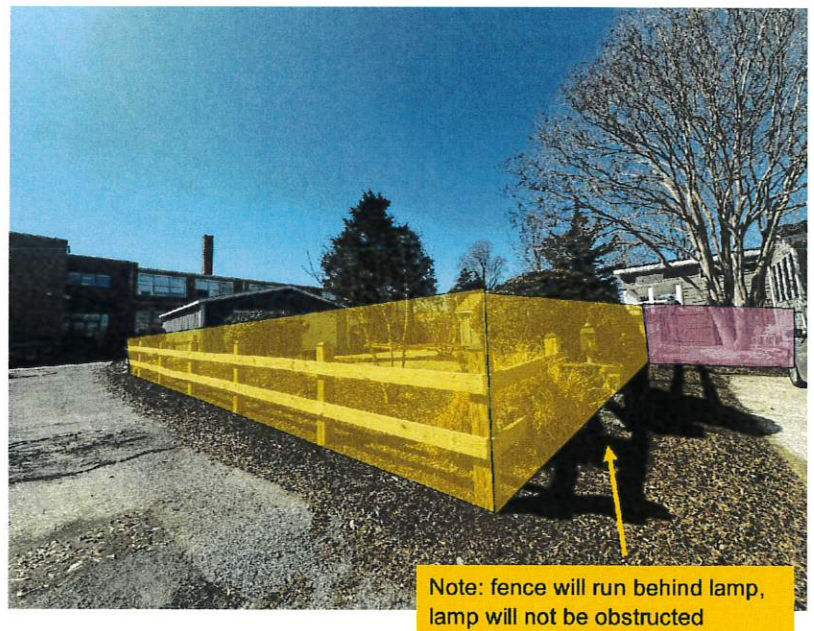
Proposed fence placement

View from the backyard facing St. Mary's of the Mill (facing SE)



Current split rail fence extends from NE corner of garage, follows Millers Alley, to parking pad and from SW corner of garage, along southern property line along Heath's Alley, and abuts to existing privacy fence.

View from Millers Alley (facing SW) toward school



Proposed fence placement

View from the backyard facing St. Mary's of the Mill
(facing SW)



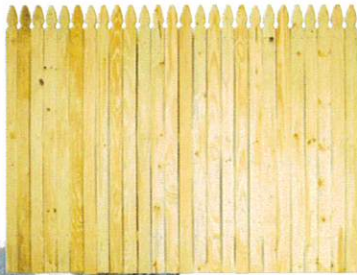
Existing privacy fence runs along western property line, separating 712 and 714 backyards. New fence will be stained to match.



Existing split rail fence to be replaced with privacy fence

Proposed materials:

5/8 in. x 4 in. x 6 ft. Pressure-Treated Pine French Gothic Fence Picket
with semi-transparent exterior wood stain to match existing privacy fence

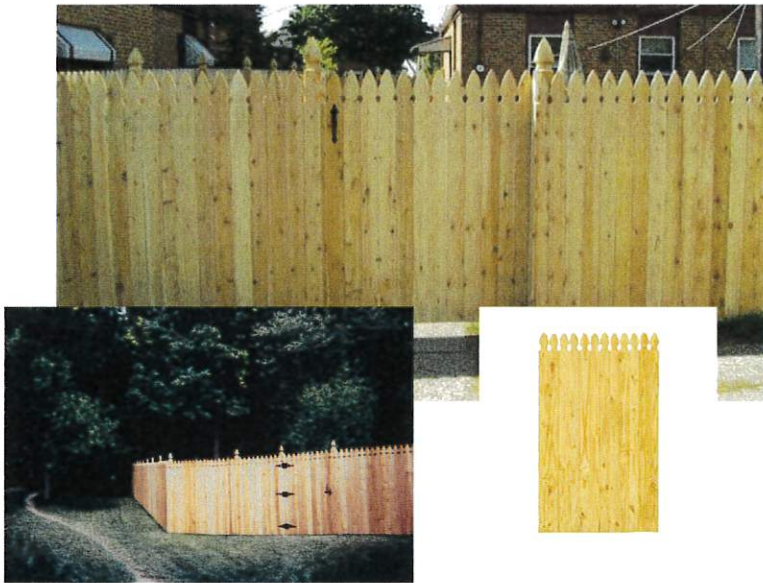


#ST-117 Russet Semi-Transparent
Waterproofing Exterior Wood Stain and
Sealer or similar dark brown tone

Proposed materials:

Gate to be constructed out of fence pickets with black metal gate hardware.

From outside the property, will appear similar to:



Nuvo Iron 5 in. Black Galvanized Steel Decorative Ornamental Gate Hardware Kit or similar



Thank you!





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. Please familiarize yourself with the Historic District Guidelines provided at <https://www.cityoflaurel.org/boards/commissions/historic-district-commission>

HDC CERTIFICATE OF APPROVAL APPLICATION

STEP 1: FOR APPLICANT TO COMPLETE

DATE OF APPLICATION: 27 June 2025

ADDRESS OF PROPERTY:

712 Main Street
Laurel, Maryland 20707

TYPE OF REQUEST (Check all that apply):

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

WORK DESCRIPTION (Please be as detailed as possible):

*Example: Request to repaint dark blue porch white. New color will be
Pure White Sherman Williams #3245, see current photos & paint sample*

Replace the existing split rail fence with wood 6ft tall privacy fence. Existing split rail fence runs along the back property line, on one side (along Miller's Alley), and on one side of the driveway. Install additional fencing with a gate to close in and secure the backyard. The existing privacy fence between 712 and the adjoining property will remain unchanged.

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

Mallory Shriver
712 Main Street, Laurel, MD 20707
410-812-9231
mshriver912@gmail.com

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

N/A

***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:

Mallory Shriver
712 Main Street, Laurel, MD 20707
410-812-9231
mshriver912@gmail.com

X 
SIGNATURE OF APPLICANT

27 June 2025
DATE

STEP 2: FOR CITY STAFF TO COMPLETE

MEETING DATE: _____

☐ 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?

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
8103 SANDY SPRING ROAD, LAUREL, MD 20707
301-725-5300

CERTIFICATE OF APPROVAL NO. HDC 2026-0003

Date of Application: 7/9/25	Work Type: Tree Removal	HDC Sign Required? Yes: No: x					
Submit Information By: 8/22/25		For Meeting On: 9/16/25					
ADDRESS OF PROPERTY: 425 Prince George Street Laurel, MD 20707		WORK DESCRIPTION (Please be specific on colors, style and material): Remove dying Holly tree in the front yard and replace with native tree. <u>No arborist letter submitted.</u>					
OWNER'S Name, address, number, email: Michael Sciscenti 425 Prince George Street Laurel, MD 20707 sciscenti@gmail.com – 443-838-8027							
CONTRACTOR'S Name, address, phone number, email: Shy Tree Alex Shy 763 209 th Street Pasadena, MD 21122 Alex.shy@shytree.com – 240-636-3662		*Section below for Signs: (drawing must accompany application)					
		<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td rowspan="2" style="width: 15%;">TYPE:</td><td style="width: 40%;">Flatwall: x</td><td style="width: 45%;">Projecting:</td></tr><tr><td>Signband:</td><td>Freestanding:</td></tr></table>	TYPE:	Flatwall: x	Projecting:	Signband:	Freestanding:
		TYPE:		Flatwall: x	Projecting:		
			Signband:	Freestanding:			
SIZE: 12 x 3		Material: Aluminum					
MESSAGE: EverPayer							
APPLICANT'S Name, address, phone number, email: Same as owner		COLORS: White & Turquoise					
		ILLUMINATION:	Type:				
*CONDITIONS: (1) Applicant must comply with Section 20-94 of the Historic District Guidelines. (2) If work has not commenced within (12) twelve months of the date of approval, the Certificate is void, unless a renewal is requested from the Historic District Commission before it expires. (3) IF THIS IS STAFF APPROVAL: All work must be "in-kind"; using same color (or color from the Historic District Approved Color List), same style and same material. Failure to comply can result in code enforcement fines and/or denial of tax credit requests. NO EXCEPTIONS. (4) IF THIS IS A TREE REMOVAL: It is recommended a new tree be planted on the property for each tree removed, using the Approved Tree List created by the City of Laurel Tree Board *PLEASE PLACE THIS CERTIFICATE IN YOUR WINDOW UNTIL WORK IS COMPLETED*							
FEE: \$0 *Starting July 1, 2024 there will be a fee of \$25 or \$50 for this application.							
HISTORIC DISTRICT COMMISSION:		DATE:					
PLANNING AND ZONING:							
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.							
ON FILE (SEE APPLICATION)		443-838-8027					
Signature of Applicant		Daytime Phone number					
Qualifies For Tax Credit: Yes: No: X *Applicant still has to apply to receive approval.							
Permit Required: Yes: No: X		Permit No.					



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

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Web: <http://www.cityoflaurel.org> E-mail: ecd@laurel.md.us

AGENDA ITEM NO. 4

TECHNICAL STAFF REPORT

DATE: September 10, 2025
TO: City of Laurel Historic District Commission
FROM: Monta Burrough, Deputy Director
CASE: Certificate of Approval No. HDC R2026-0003

GENERAL INFORMATION

APPLICANT: Michael Sciscenti,
425 Prince George Street
Laurel, MD 20707
OWNER: Same as applicant.
LOCATION: 425 Montgomery St.
Laurel, MD 20707
PURPOSE: **Requesting approval to remove a tree.**
REQUESTED ACTION: Approval of Certificate No. HDC R2026-0003
ZONE: R-55 (One-Family Detached Zone)
CONTRIBUTING: Yes

ZONING ANALYSIS:

The applicant is requesting approval from the Historic District Commission (HDC) to remove a dying holy tree located in the front yard. They have obtained an arborist report and plan to have the tree removed by a licensed arborist. The applicant plans to replace the tree with a native or HDC-approved tree.

DESIGN GUIDELINES EXCERPT:

Sec. 20-26.19. - Landscaping.

- (a) *The Historic District 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, or tree removals that do not meet the criteria of subsection (c). Any tree removed shall be replaced on the same lot. The HDC encourages the replacement to be a native tree.*
- (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 request is accompanied with a letter from a certified arborist or Maryland Licensed Tree Expert certifying that the tree to be removed is, in fact, sufficiently diseased and/or dangerous to justify removal of the tree. The staff and the City will review these materials to ensure, in their sole judgment, that they meet the above criteria. A tree that is removed shall be replaced by another tree on the same lot, unless the balance of landscaping on said lot is found by the Historic District Commission to be adequate without a new tree. The HDC encourages the replacement to be a native tree. The Director of Economic and Community Development shall approve any requests for removal of trees or shrubs that meet the criteria of subsection (c), in its sole judgment. The removal of diseased and dead trees is encouraged by the HDC.*

ATTACHMENTS:

- 1. Photos of the tree.
- 2. Copy of the arborist letter.

RECOMMENDATION:

The proposed actions requested by the applicant appears to meet the requirements established in the City of Laurel's *Unified Land Development Code*, including the design criteria listed in the *Design Guidelines of the City of Laurel Historic District Commission*. Staff recommends the Historic District Commission **APPROVE** Certificate No. HDC R2026-0003.

Submitted & Recommended by:

Monta Burrough

Monta Burrough, Deputy Director

Proposed Tree Care Services

Tree Quantity: 1

Proposal Value: \$1,850

June 28, 2025

Proposal #: 1064867



Tree Care Service Address/Location

Michael Sciscenti
425 Prince George Street
Laurel, Maryland 20707

Tree Care Service Billing Address

Michael Sciscenti
425 Prince George St

Michael Sciscenti
sciscenti@gmail.com
tel:443 838 8027

Shy Tree
763 209th Street
Pasadena, Maryland 21122
Alex Shy
ISA #MA-5832B
MD LTE #2168
alex.shy@shytreetree.com
tel:240-636-3662

	Species	Qty	Height	DBH	Service	Price
#1	American Holly	1	31'-45'	13"-18"	Removal / Grind Stump / Stump Grindings Removal, Top Soil, Seed and Straw	\$1,850
					Total	\$1,850

Additional Information

Irreversible mechanical damage to roots via new gas line and walkway construction. Leading to steady decline of tree health and eventual death.



General Tree Care Objective Definitions

Grind Stump

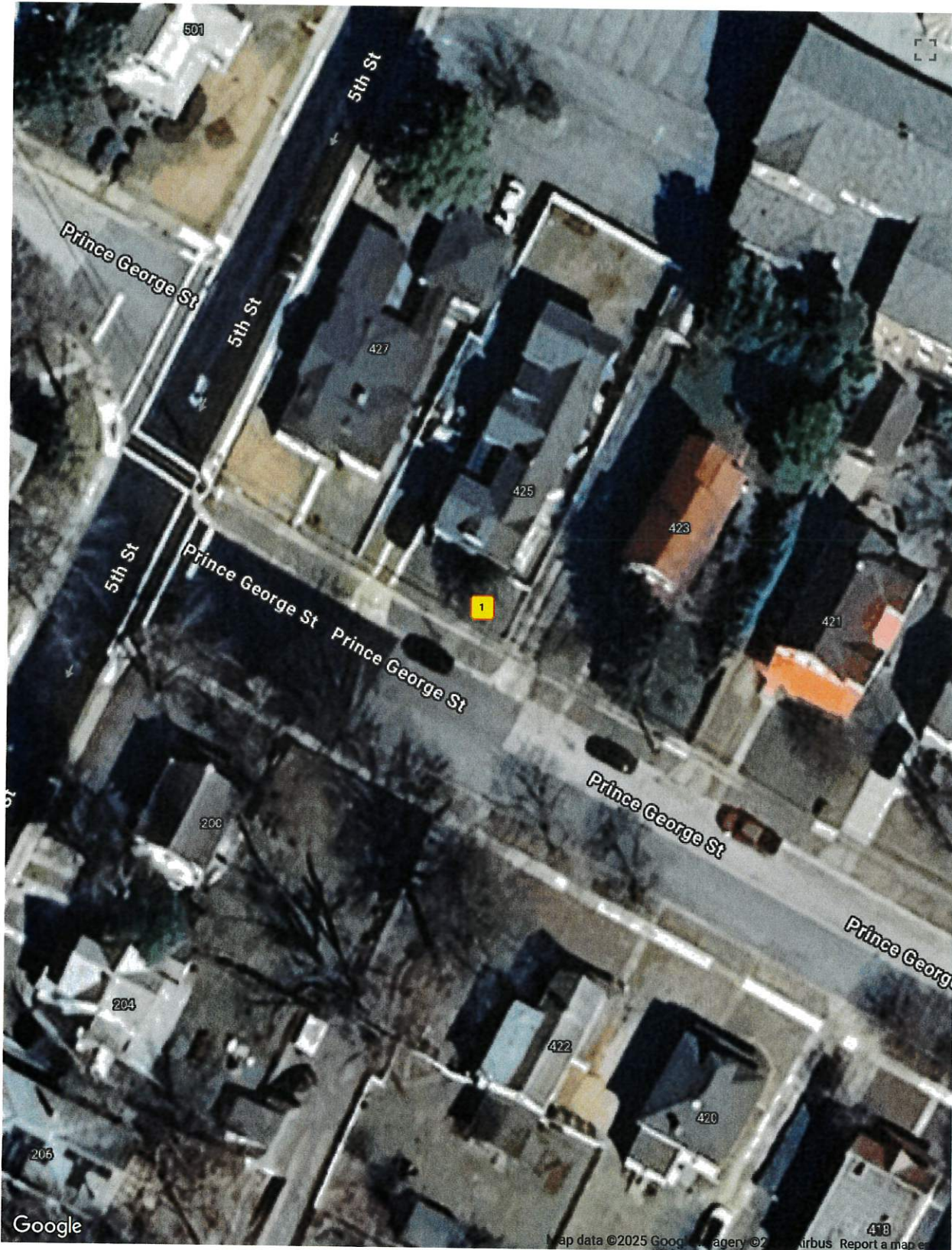
****Grind Stump:**** Mechanically grinding a tree stump below ground level for complete removal. Enhances safety, aesthetics, and facilitates new landscaping.

Removal

****Removal:**** Complete extraction of a tree, eliminating it from the site. Done for safety concerns, disease control, or space considerations.



Michael Sciscenti



Legend (1)

 American Holly (1)



Michael Sciscenti

Proposal #1064867 06-28-2025



June 28, 2025

Ilex opaca ID# 1
American Holly
Height: 31'-45' DBH: 13"..."
Health: 20% - Critical



Removal / Grind Stump / Stump
Grindings Removal, Top Soil, Seed
and Straw

Irreversible mechanical damage to
roots via new gas line and walkway
construction. Leading to steady
decline of tree health and eventual
death



TERMS AND CONDITIONS

ACCEPTANCE

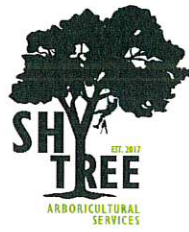
All accepted proposals must be approved by the customer by clicking "Approve" in the upper-right corner of the proposal and completing the approval process, which includes reading our terms of service and electronically signing the contract, OR by emailing the Shy Tree office at office@shytree.com explicitly stating that the customer approves the proposal, has read and agrees to the terms of service, and gives Shy Tree permission to manually approve the proposal. If electronic approval is not an option for the customer, the customer can mail a signed and dated paper copy to the Shy Tree office at 763 209th St., Pasadena, MD 21122. Proposals may be withdrawn by Shy Tree after 45 days from the proposal date. Approval of the proposal constitutes an agreement to the services listed on the proposal and the payment of those services.

CANCELLATION

By signing this Contract, the Homeowner acknowledges that all cancellations must be received within 48 hours after acceptance of the proposal, or there will be a fee equal to 20% of the accepted quote or \$300 (whichever is greater).

ALTERATIONS TO THE PROPOSAL/CONTRACT

Any alterations to the proposal/contract should be requested by the customer before approval. If the customer no longer wishes to have a service completed that they approved, they must notify Shy Tree within 48 hours of approval, or else risk being held responsible for the payment of that service. The proposal/contract cannot be altered on the day of service. In the event that the customer wishes to alter the proposal/contract on the date of service, whether it is by adding or removing services, the customer must contact our arborist with their request by calling the office at 877-749-8733 or by calling him directly at 240-636-3662. The customer understands that they are not able to request a change to the proposal/contract via our on-site crew or foreman. There is no guarantee that same-day requests for proposal/contract changes will be approved. The customer understands they are still responsible for paying for the services and



associated costs as listed in the approved proposal in the event their same-day request for service change is denied.

SCHEDULING

Once Shy Tree receives the customer's approval of their proposal, the job will be scheduled, and a confirmation email will be sent to the customer with their tentative date and estimated service time. If you do not receive notification of your scheduled date within one week of proposal approval, please check your junk mail folder and/or call the office. If the customer has any scheduling preferences, limitations, or conflicts, it is required that the customer makes the office aware of such before or at the time of the proposal approval. Shy Tree will do its best to accommodate scheduling requests; however, it is not guaranteed that requests can be honored. The customer is not required to be present for any duration of the scheduled services. Job scheduling is dependent on weather conditions, standard workloads, and emergency work. The contract is still valid regardless of rescheduling. Unless noted on the contract or previously arranged with our office, our crews will present themselves unannounced to complete the agreed work. Should Shy Tree arrive for a scheduled job and be unable to start or complete work due to conflicts beyond our control (e.g., the customer not moving a vehicle they were informed would need to be moved), Shy Tree will charge by the man-hour.

PAYMENT/BILLING

Payment is due upon completion of the work. If the customer is not present at the time of service, Shy Tree will send the customer their invoice via email, and payment is due upon receipt. All services will be billed and are required to be paid as they are completed. On the occasion that some services are completed on one date and the rest are completed at a later date, each service will be billed and require payment on their individual service dates. We accept cash, checks, credit cards, PayPal, and cryptocurrency. If the customer wishes to pay via credit card, they can do so by following the payment link included in their invoice email or by calling the Shy Tree office. An additional fee of 3% of the proposal cost will be added to any invoice paid via credit card. All residential projects with a total cost exceeding \$5,000 will require a 30% deposit upon acceptance. Customers will be responsible for any returned check or payment fees charged by our bank or institution. All accounts are net payable upon



receipt of invoice. A 10% late fee will be added to accounts not fully paid within 30 days of the invoice date, and an additional 10% will be added every 30 days thereafter. If outside assistance is used to collect the account, the customer is responsible for all costs associated with the collection, including, but not limited to, attorney fees and court costs.

EMERGENCY SITUATIONS

Authorization and Assignment of Benefits

By signing this Contract, the Homeowner:

1. Assigns all applicable insurance benefits to Shy Tree for the work performed.
2. Authorizes Shy Tree to communicate directly with the insurance company to process claims and receive payments.
3. Waives privacy rights related to the claim as necessary for processing and acknowledges that any delay or denial by the insurance company does not affect the Homeowner's responsibility to pay in full.
4. Acknowledges that any diversion of funds or failure to remit payment received from the insurance company to Shy Tree constitutes a breach of this Contract and may result in legal action.

Right to Lien

In the event of non-payment, Shy Tree reserves the right to file a contractor's lien against the property to secure payment for services rendered. The Homeowner acknowledges this right and agrees to resolve any outstanding balances promptly to avoid lien enforcement.

Legal Fees

In the event that legal action is necessary to enforce any term of this Contract or to collect payment for services rendered, the Homeowner agrees to pay all reasonable attorney's fees, court costs, and related expenses incurred by Shy Tree as part of the enforcement or collection process.

Governing Law and Dispute Resolution

This Contract shall be governed by the laws of Maryland. All disputes arising under this



Contract shall be resolved exclusively in the courts of Maryland. Both parties waive objections to jurisdiction and venue, including claims of inconvenience.

OWNERSHIP OF TREES

Signature/approval of the proposal guarantees that the trees referenced in this quote are either owned by the signee or that written permission has been received to work on trees that are not on the signee's property. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Shy Tree for any costs or damages incurred as a result thereof.

CONCEALED CONTINGENCIES

Shy Tree will submit a Miss Utility ticket on behalf of the customer about a week before the job is scheduled to be completed. Miss Utility only identifies public utilities. The customer must identify and clearly mark all non-public utilities before Shy Tree arrives to complete the job. By signing this contract, the customer understands and agrees that Shy Tree is not responsible for the location of or damage to underground utilities not clearly marked by the customer prior to the commencement of services. Stump grinding and removals as proposed will occur where public utilities allow. The customer agrees to pay on a time and materials basis according to the current scheduled rates for any additional work required to complete the job or time lost due to concrete or other foreign matter in the trunk, soil, or any other conditions not apparent when estimating the work specified.

LAWN REPAIR & UNDERGROUND SYSTEMS EXCLUSION

Lawn damage is likely to occur, and the extent of the damage varies depending on the size of the job and other environmental factors. Shy Tree will take all possible precautions to reduce damage to the lawn. Any specific requests or concerns by the customer regarding lawn damage or protection must be brought to Shy Tree's attention before proposal approval. The customer understands that, unless specified in the proposal/contract, lawn repairs are NOT included in the proposal price. By signing this contract, the customer agrees that some lawn damage is expected and indemnifies Shy Tree for lawn damage caused by standard job site operations. If the customer would like Shy Tree to repair lawn damage resulting from standard operations, they must notify



Shy Tree within 48 hours of job completion and are responsible for paying the cost of materials and labor or \$500, whichever is more. Additionally, the customer must inform Shy Tree of any underground systems (sprinkler, invisible fence, etc.) on the property prior to the commencement of work. The customer agrees to indemnify Shy Tree for damages caused to any underground systems that were not disclosed prior to the commencement of work.

CLIENT SATISFACTION

Satisfied customers are our main goal. We guarantee all work will be done in a professional and workmanlike manner to the specifications in the contract. Our work will meet or exceed standards set by the American National Standards Institute (ANSI) and the Tree Care Industry Association (TCIA). Please bring any concerns or issues to our immediate attention, and we will do our best to resolve them. If the customer is unsatisfied with the services received, they must report any issues, incidents, or damages to Shy Tree within 24 hours of job completion. The customer agrees to indemnify Shy Tree for any issues, incidents, or damages that are not reported to Shy Tree within 24 hours of job completion.

INSURANCE

Our company is insured for personal injury, property damage liability, and worker's compensation. Please call our office for a copy of our Insurance Certificate.

TREE TAKE-DOWN AND REMOVAL

Tree take-downs and removals include a stump cut within 12 inches of ground level, cleanup of all debris, and wood generated from the take down process (unless otherwise stated). There may be additional charges for unforeseen concrete, metal, or other foreign objects in the tree. Some lawn damage may occur.

FIREWOOD

Firewood is normally cut into 18–24-inch lengths and is NOT split. Please specify if you want larger pieces removed (additional charges apply).

STUMP GRINDING



By law, any underground work or stump grinding can only be performed after Miss Utility has marked the area. Once we receive notification of the marking, we will schedule the service. Stump grinding includes the mechanical grinding of the visible tree stump to below ground level. Roots are not chased, and only the stump itself is ground. The stump hole will be backfilled with stump chips, and a mound of chips will be left on-site. These chips are excellent for landscaping mulch. The removal of excess grindings, leveling, and soil backfill are not included in the cost of stump grinding but are available for an additional charge. If unforeseen foreign objects, concrete, or metal are encountered in the stump, or if the stump is within 10 feet of an electrical box, grinding may not be completed. In such cases, Shy Tree will notify the customer and remove the related charge from the proposal.

CLEAN-UP

Logs, brush, leaves, and twigs will be chipped and/or removed from the job site unless otherwise noted in the proposal. Excess sawdust will not be removed unless specified. Stump chips will be left behind in a mound unless otherwise noted in the proposal. There will be an additional charge for lawn vacuuming for clean-up.

PEST MANAGEMENT & FERTILIZATION

Materials are applied by licensed and insured operators in accordance with state and federal regulations. Applications of insecticides, fungicides, and fertilizers are weather-dependent and will be rescheduled if rain is forecasted for the day of application.

HEAVY EQUIPMENT WAIVER

Shy Tree will inform the customer if heavy equipment (including cranes and other machinery) is required for the successful and safe performance of the contracted work. Customers agree to hold Shy Tree harmless for incidental damage that may occur from the normal and customary use of this equipment, including but not limited to cracks in driveways, concrete, asphalt, and slate.

ARBORIST DISCLOSURE STATEMENT



Arborists are tree specialists who use their education, knowledge, training, and experience to examine and recommend measures to enhance the beauty and health of trees while attempting to reduce the risk of living and recreating near trees. Clients may choose to accept or disregard the arborist's recommendations or seek additional advice. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand, and conditions are often hidden within trees and below ground. Arborists cannot guarantee that trees will be healthy and safe under all circumstances or for a specified period of time. To minimize risks associated with living and recreating near trees, we may recommend a hazard evaluation. A hazard evaluation offers an objective analysis of a tree's potential risk of failure. Trees can be managed, but they cannot be controlled. Living near trees involves some degree of risk. The only way to eliminate all risk associated with trees is to remove all trees.

Customer

Shy Tree

ISA #MA-5832B
MD LTE #2168

Alex Shy

Signature

Title

Signature

Printed Name

Date

Alex Shy

June 28, 2025

Printed Name

Date



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. Please familiarize yourself with the Historic District Guidelines provided at <https://www.cityoflaurel.org/boards/commissions/historic-district-commission>

HDC CERTIFICATE OF APPROVAL APPLICATION

STEP 1: FOR APPLICANT TO COMPLETE

DATE OF APPLICATION: 07/09/2025

ADDRESS OF PROPERTY:

425 Prince George St
Laurel, Maryland 20707

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

Michael Sciscenti
425 Prince George St
sciscenti@gmail.com
443-838-8027

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

N/A

*will need to confirm
this before issue
approval*

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:

Same as owner

TYPE OF REQUEST (Check all that apply):

Sign____ Tree Removal X Shutters____ Shed____
Roof____ Windows____ Paving____ Fence____
Garage____ Porch____ Paint____ Addition____
Demolition____ Other:_____

WORK DESCRIPTION (Please be as detailed as possible):

Example: Request to repaint dark blue porch white. New color will be Pure White Sherman Williams #3245, see current photos & paint sample

Remove dying holly tree in front yard. Attached arborists doc stating the tree is dying. Plan to replace with a native/HDC approved tree.

*COMPLETE FOR SIGNAGE or AWNING REQUESTS ONLY:

(Check one)

FLATWALL _____

PROJECTING _____

SIGNBAND _____

FREESTANDING _____

(Details)

SIZE: _____

MATERIAL: _____

MESSAGE: _____

COLORS: _____

LIGHTED SIGN: _____

IF YES, TYPE: _____

X

SIGNATURE OF APPLICANT

07/09/2025

DATE

STEP 2: FOR CITY STAFF TO COMPLETE

MEETING DATE: _____

☐ 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?

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
8103 SANDY SPRING ROAD, LAUREL, MD 20707
301-725-5300

CERTIFICATE OF APPROVAL NO. HDC 2026-0019

Date of Application: 8/19/25	Work Type: Signage	HDC Sign Required? Yes: No: x		
Submit Information By: 8/22/25		For Meeting On: 9/16/25		
ADDRESS OF PROPERTY: 349-2 Main Street Laurel, MD 20707		WORK DESCRIPTION (Please be specific on colors, style and material): Retroactive signage installation		
OWNER'S Name, address, number, email: Bellz & Bellz, c/o Adebayo Bello 349 Main Street Laurel, MD 20707 abello@bbenvir.com – 410-410-1983				
CONTRACTOR'S Name, address, phone number, email: Same as owner		*Section below for Signs: (drawing must accompany application)		
		TYPE:	Flatwall:	Projecting:
		Signband:	Frestanding:	
		SIZE: 15"x15"& 19.5"x19.5"	Material: Vinyl/Sticker	
APPLICANT'S Name, address, phone number, email: Crepes on Main c/o Aderemi Bello 349-2 Main Street Laurel, MD 20707 crepeonmain@gmail.com – 301-458-5918		MESSAGE: Crepes on Main Sweet and Savory		
		COLORS: Yellow		
		Illumination: No		Type:
*CONDITIONS: (1) Applicant must comply with Section 20-107 of the Historic District Guidelines. (2) If work has not commenced within (12) twelve months of the date of approval, the Certificate is void, unless a renewal is requested from the Historic District Commission before it expires. (3) IF THIS IS STAFF APPROVAL: All work must be "in-kind"; using same color (or color from the Historic District Approved Color List), same style and same material. Failure to comply can result in code enforcement fines and/or denial of tax credit requests. NO EXCEPTIONS. (4) IF THIS IS A TREE REMOVAL: It is recommended a new tree be planted on the property for each tree removed, using the Approved Tree List created by the City of Laurel Tree Board				
FEE: \$50		*Starting July 1, 2024 there will be a fee of \$25 or \$50 for this		
HISTORIC DISTRICT COMMISSION:		DATE:		
PLANNING AND ZONING:				
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.				
ON FILE (SEE APPLICATION)			301-458-5918	
Signature of Applicant			Daytime Phone number	
Qualifies For Tax Credit: Yes: x No: x			*Applicant still has to apply to receive approval.	
Permit Required: Yes: x No:			Permit No.	



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

AGENDA ITEM NO.5

TECHNICAL STAFF REPORT

DATE: September 9, 2025
TO: City of Laurel Historic District Commission
FROM: Monta Burrough, Deputy Director
CASE: Certificate of Approval No. HDC C2026-0019

GENERAL INFORMATION

APPLICANT: Crepes on Main c/o Aderemi Bello
349 Main Street
Laurel, MD 20707

OWNER: Bellz & Bellz c/o Adebayo Bello
349 Main Street
laurel, MD 20707

LOCATION: 349-2 Main Street
Laurel, MD 20707

PURPOSE: **Request to install a new door and window signs.**

REQUESTED ACTION: Approval of Certificate No. HDC 2026 -0019

ZONE: C-V (Commercial Village)

CONTRIBUTING: Yes

ZONING ANALYSIS:

The applicant is requesting retroactive approval from the Historic District Commission (HDC) to install a decal sign on the door and several windows. The decal sign will have a clear background with yellow lettering. It will feature an image of a drink, with the business name at the top and the message, "sweet and savory," below the image (see attachment). The signs will be placed on the front and right sides of the first floor of the building. The door sign measures 19.5 inches by 19.5 inches, or 2.64 square feet. The window signs each measure 15 inches by 15 inches, or 1.56 square feet.

DESIGN GUIDELINES EXCERPT:

- **Request to install a new door and window sign**

Sec.20-26.31. - Signage.

Signs and their size are controlled by Zoning Regulations. The Historic District 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 Zoning Regulations, 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 (sign band), materials, and other such qualities.*
- (5) Materials, colors, and style of lettering. These three (3) 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 Zoning Regulations.

RECOMMENDATION:

The proposed actions requested by the applicant appears to meet the requirements established in the City of Laurel's *Unified Land Development Code*, including the design criteria listed in the *Design Guidelines of the City of Laurel Historic District Commission*. Staff recommends the Historic District Commission **APPROVE** Certificate No. C2026-2019.

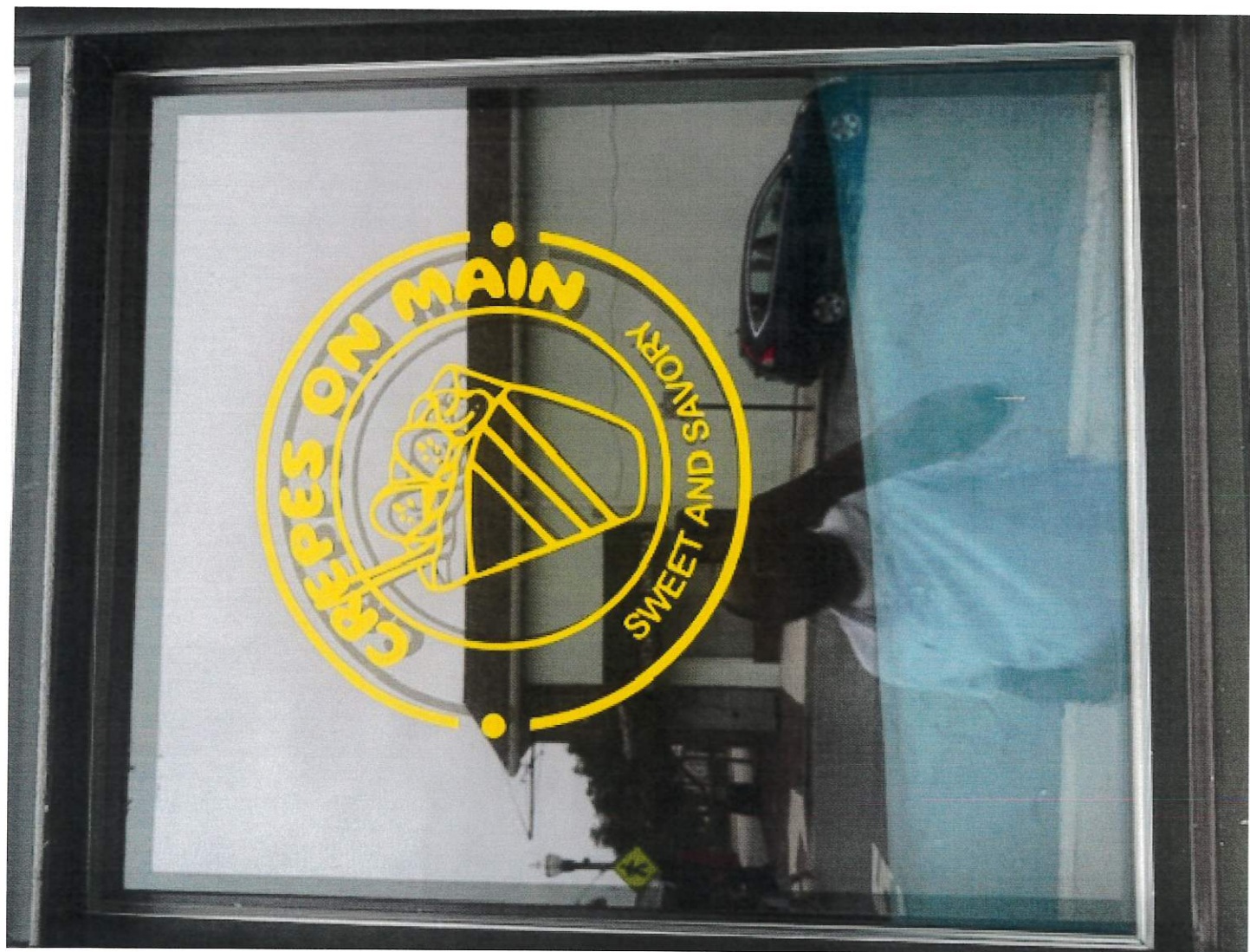
Submitted & Recommended by:

Monta Burrough

Monta Burrough, Deputy Director

Sydney,

Attached are the measurements requested 19.5x19.5 on the door signage. The remaining window signage's measure at 15x













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: 8/19/25

ADDRESS OF PROPERTY:
349-2 Main Street
Laurel MD 20707

OWNER'S NAME, ADDRESS, PHONE & EMAIL:
Bellz & Bellz, c/o Adebayo Bello
349 Main Street, Laurel MD 20707
410 410 1983 abello@bbenvir.com

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:
Crepes On Main c/o Ademomi Bello
349-2 Main Street, Laurel MD 20707
301 458 5918 / crepeonmain@gmail.com

X ABello
SIGNATURE OF APPLICANT

TYPE OF REQUEST (Check all that apply):

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

WORK DESCRIPTION:

Install yellow sign on front window
and door.

*COMPLETE FOR SIGNAGE or AWNING REQUESTS ONLY:

(Check one)

FLATWALL ☐

PROJECTING ☐

SIGNBAND ☐

FREESTANDING ☐

(Details)

SIZE: ☐

MATERIAL: Vinyl

MESSAGE: Crepes on Main Sweet and Savory.

COLORS: Yellow

LIGHTED SIGN: No

IF YES, TYPE: ☐

STEP 2: FOR CITY STAFF TO COMPLETE

MEETING DATE: ☐

- ☐ 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?

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
8103 SANDY SPRING ROAD, LAUREL, MD 20707
301-725-5300

CERTIFICATE OF APPROVAL NO. HDC 2026-0021

Date of Application: 7/14/25	Work Type: Signage	HDC Sign Required? Yes: No: x					
Submit Information By: 8/22/25		For Meeting On: 9/16/25					
ADDRESS OF PROPERTY: 319 Main Street Laurel, MD 20707		WORK DESCRIPTION (Please be specific on colors, style and material): Replace current awning and building signage					
OWNER'S Name, address, number, email: J. Robb Cecil Laurel Main Street Properties, LLC 319 Main Street Laurel, MD 20707 robb@lawmcs.com – 410-746-2321							
CONTRACTOR'S Name, address, phone number, email: Superior Signs 2510 Willis Road Richmond, VA 23237 dgoad@superiorsignsRVA.com – 804-271-5685		*Section below for Signs: (drawing must accompany application)					
		<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td rowspan="2" style="width: 10%;">TYPE:</td><td style="width: 40%;">Flatwall</td><td style="width: 50%;">Projecting</td></tr><tr><td>Signband</td><td>Frestanding</td></tr></table>	TYPE:	Flatwall	Projecting	Signband	Frestanding
		TYPE:		Flatwall	Projecting		
Signband	Frestanding						
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 40%;">SIZE: 46" x 120", 13"x139", 10 ¼ "139"</td><td style="width: 60%;">Material</td></tr></table>	SIZE: 46" x 120", 13"x139", 10 ¼ "139"	Material					
SIZE: 46" x 120", 13"x139", 10 ¼ "139"	Material						
APPLICANT'S Name, address, phone number, email: Same as owner		MESSAGE: "Atlantic Union Bank" "McGowan and Cecil, LLC"					
		COLORS: white acrylic, vivid green, cannon clay					
		<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">Illumination: yes</td><td style="width: 50%;">Type:</td></tr></table>	Illumination: yes	Type:			
Illumination: yes	Type:						
*CONDITIONS: (1) Applicant must comply with Section 20-107 of the Historic District Guidelines. (2) If work has not commenced within (12) twelve months of the date of approval, the Certificate is void, unless a renewal is requested from the Historic District Commission before it expires. (3) IF THIS IS STAFF APPROVAL: All work must be "in-kind"; using same color (or color from the Historic District Approved Color List), same style and same material. Failure to comply can result in code enforcement fines and/or denial of tax credit requests. NO EXCEPTIONS. (4) IF THIS IS A TREE REMOVAL: It is recommended a new tree be planted on the property for each tree removed, using the Approved Tree List created by the City of Laurel Tree Board *PLEASE PLACE THIS CERTIFICATE IN YOUR WINDOW UNTIL WORK IS COMPLETED*							
FEE: \$50 *Starting July 1, 2024 there will be a fee of \$25 or \$50 for this application.							
HISTORIC DISTRICT COMMISSION:		DATE:					
PLANNING AND ZONING:							
*This authorization does not by its issuance preclude or replace permits required by other departments or agencies.							
ON FILE (SEE APPLICATION)		410-746-2321					
Signature of Applicant		Daytime Phone number					
Qualifies For Tax Credit: Yes: No: x		*Applicant still has to apply to receive approval.					
Permit Required: Yes: x No:		Permit No.					



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

AGENDA ITEM NO.6

TECHNICAL STAFF REPORT

DATE: September 9, 2025
TO: City of Laurel Historic District Commission
FROM: Monta Burrough, Deputy Director
CASE: Certificate of Approval No. HDC C2026-0021

GENERAL INFORMATION

APPLICANT: J. Robb Cecil
Laurel Main Street Properties LLC
319 Main Street
Laurel, MD 20708

OWNER: J. Robb Cecil
Laurel Main Street Properties LLC
319 Main Street
Laurel, MD 20707

LOCATION: 319 Main Street
Laurel, MD 20707

PURPOSE: 1. Request approval to replace and install awning signs.
2. Request approval to replace and install wall signs.

REQUESTED ACTION: Approval of Certificate No. HDC C2026-0021

ZONE: C-V, Commercial Village

CONTRIBUTING: No

ZONING ANALYSIS:

The applicant is requesting approval from the Historic District Commission (HDC) to make several exterior alterations to the building. The existing name "Sandy Spring Bank" will be changed to "Atlantic Union Bank," and the proposed exterior changes will reflect this new name.

Awnings

The front of the building features two large awnings for signage. The applicant will replace the existing "Sandy Spring Bank" signage with "Atlantic Union Bank." The dimensions of the awnings are 46 inches in height, 24 inches in depth, and 120 inches in length. The new signage will display "Atlantic Union Bank," with the bank's logo on the left. The lettering on the awning will be white, and the logo will be green. The fabric color of the awnings will remain black.

The left side of the building along B Street has two middle awnings that will feature new signage. The current signage, "Sandy Spring Bank," will be replaced by an awning sign that reads, "Atlantic Union Bank," with the bank logo on the left. The awnings will measure 46" (H) x 24" (H) x 128" (L). The signage will be 8'6 ¾" x 17 ½", which is approximately 12.4 square feet.

The one (1) awning at the rear will be removed and replaced with a black awning with no signage. The dimension of the awning will be 46" (H) x 24" (D) x 128" (L)

Per the Ordinance, the Applicant must maintain an eight-foot clearance from the sidewalk to the bottom of the awnings.

Wall Sign

The applicant will be removing the existing rooftop sign that currently displays "Sandy Spring Bank" along B Street. The new sign will read "McGowan & Cecil Law" and will measure 10 1/4 inches by 139 inches, totaling 9.9 square feet. Additionally, they will replace the current "Sandy Spring Bank" sign on the right side of the building with "Atlantic Union Bank," which will include the bank's logo. The dimensions of the new wall sign will be 13 inches by 139 inches, amounting to 12.54 square feet.

Sec. 20-20.4. d - Extensions and projections.

- (d) *Cornices, sills, fire escapes, and awnings. Cornices and eaves may project two and one-half (2½) feet or less over any court or yard, but such projection shall be at least two (2) feet from the vertical plane of any lot line. Sills, leaders, belt courses, and similar ornamental features may project not more than six (6) inches over any court or yard.*

Fire escapes and outside open stairways may project not more than four and one-half (4½) feet over any yard. An awning in a commercial or industrial zone may extend not more than sixty (60) inches beyond the building line, except that, in no case, shall it be closer than one (1) foot to the vertical plane of the street curb line; and the bottom of such awning shall be at least eight (8) feet above the finished grade of the sidewalk. An awning in a Residential Zone shall be considered as roofing for a porch subject to the regulations for porches.

Sec. 20-26.31. - Signage.

Signs and their size are controlled by Zoning Regulations. The Historic District 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 Zoning Regulations, 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 (sign band), materials, and other such qualities.*
- (5) Materials, colors, and style of lettering. These three (3) 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 Zoning Regulations.*

(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 sign band 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 Zoning Regulations.*

Attachments:

1. Pictures of Building
2. Picture of Signs
3. Pictures of Awnings

RECOMMENDATION:

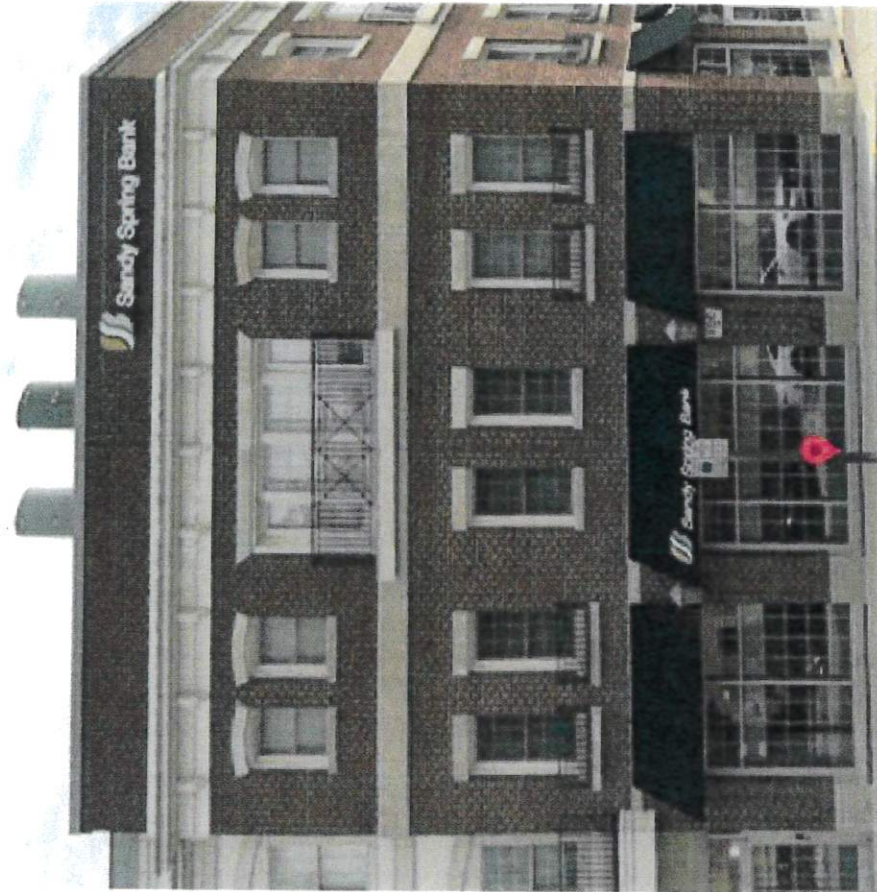
The applicant proposal appears to meet the design criteria outlined in the *Design Guidelines of the City of Laurel Historic District Commission*. Staff recommends the Historic District Commission **APPROVE** Certificate No. HDC 2026-0021 with the followings conditions:

1. Applicant shall obtain a City of Laurel Sign Permit
2. Applicant, Per the Ordinance, must maintain an eight-foot clearance from the sidewalk to the bottom of the awnings.

Submitted & Recommended by:

Monta Burrough

Monta Burrough, Deputy Director



**EXISTING SIGNAGE
TO BE REMOVED
AND NOT REPLACED**



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2510 Willis Road
N. Chesterfield, VA 23237
804-271-5685
www.superiorsignsva.com

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Client : AUB - SANDY SPRING - LAUREL (BRANCH)	PRESENTATION DRAWING		Date Created : 6-10-2025	SIGN TYPE
Project Name : AUB - SANDY SPRING - LAUREL (BRANCH)	Scale : NOTED	Rev#	Date	LED ILLUMINATED CHANNEL LETTERS
Project Address : 319 MAIN ST., SUITE 104, LAUREL, MD 20707	Sales : David G. Designer : DM			
	Digital File Name : 241703-41 Building Signage - Laurel (Branch)			
AUTHORIZED SIGNATURE :				Job # : 241703
DATE :				Sheet # : 01

Please review this drawing carefully. This drawing must be approved and signed by the Client before production can begin. Any changes made after the drawing has been approved will be done at the Client's expense.

RIGHT ELEVATION



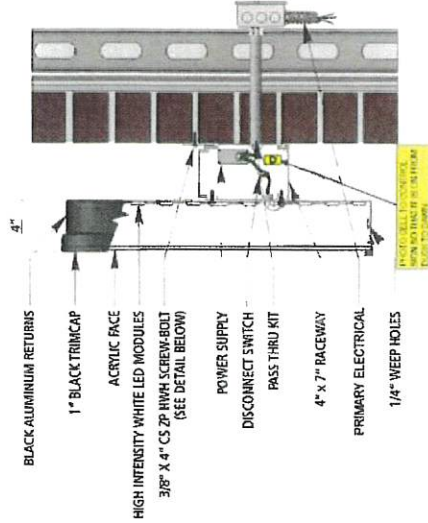
PROPOSED

Scale: 1/16" = 1'-0"



EXISTING

Scale: 1/16" = 1'-0"



FACE LIT CHANNEL LETTER ON RACEWAY DETAIL
N.T.S.



NIGHT VIEW

13" 10" 128" 139" 9" (Letter 'A')

Scale 1/2" = 1'-0"

12.5 TOTAL SQ. FT.

COLOR SPECIFICATIONS

- 3/16" TRANS. #7328 WHITE ACRYLIC
- 3M 3630-156 VIVID GREEN
- RACEWAY COLOR: SW 6054 CANYON CLAY



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Client : AUB - SANDY SPRING - LAUREL (BRANCH)		Date Created : 6-10-2025		SIGN TYPE LED ILLUMINATED CHANNEL LETTERS	
Project Name : AUB - SANDY SPRING - LAUREL (BRANCH)		Rev#		Description	
Project Address : 319 MAIN ST., SUITE 104, LAUREL, MD 20707		1		Revise with sign	
AUTHORIZED SIGNATURE :		Sales : David G.		Designer : DM	
DATE :		Digital File Name :		241703-01 Building Signage - Laurel (Branch)	
Please review this drawing carefully. This drawing must be approved and signed by the Client before production can begin. Any changes made after the drawing has been approved will be done at the Client's expense.		Job # : 241703		Sheet # : 02	



FRONT ELEVATION AWNING #1 - PROPOSED
(FRONT DOORS)



FRONT ELEVATION AWNING #2 - PROPOSED
(LOBBY DOORS)



EXISTING -
FRONT ELEVATION AWNING #1



EXISTING -
FRONT ELEVATION AWNING #2

FRONT ELEVATION
QTY: 2 - AWNINGS
- HEIGHT: 46"
- DEPTH: 24"
- LENGTH: 120"

COLOR SPECIFICATIONS

- PANTONE 354 C
- PANTONE BLACK C



LEFT ELEVATION AWNING #1 - PROPOSED



LEFT ELEVATION AWNING #2 - PROPOSED



EXISTING -
LEFT ELEVATION AWNING #1



EXISTING -
LEFT ELEVATION AWNING #2

LEFT ELEVATION
QTY: 2 - AWNINGS
- HEIGHT: 46"
- DEPTH: 24"
- LENGTH: 128"

COLOR SPECIFICATIONS

- PANTONE 354 C
- PANTONE BLACK C

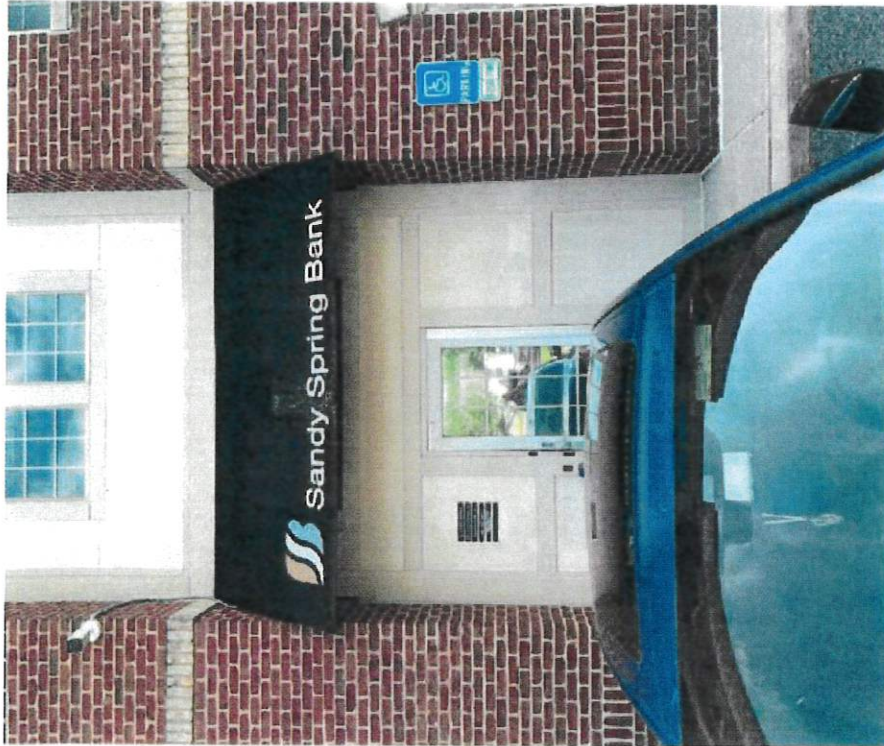


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Client : AUB - SANDY SPRING - LAUREL (BRANCH) Project Name : AUB - SANDY SPRING - LAUREL (BRANCH) Project Address : 319 MAIN ST., SUITE 104, LAUREL, MD 20707		Date Created : 6-2-2025 Rev# : Description :	SIGN TYPE AWNINGS
AUTHORIZED SIGNATURE : Please review this drawing carefully. This drawing must be approved and signed by the Client before production can begin. Any changes made after the drawing has been approved will be done at the Client's expense.		Job # : 241703 Sheet # : 01	

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EXISTING REAR AWNING
TO BE REMOVED
AND NOT TO BE
REPLACED



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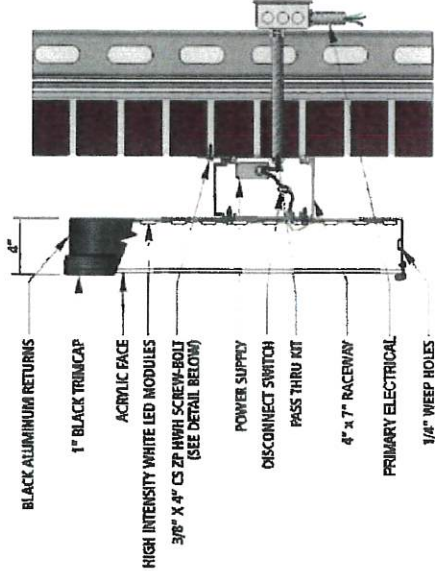
Client : AUB - SANDY SPRING - LAUREL (BRANCH)	PRESENTATION DRAWING		SIGN TYPE	
Project Name : AUB - SANDY SPRING - LAUREL (BRANCH)	Scale : NOT TO SCALE	Date Created : 6-2-2025	AWNINGS	
Project Address : 319 MAIN ST, SUITE 104, LAUREL, MD 20707	Sales : David G. Designer : DM	Rev#	Date	Description
AUTHORIZED SIGNATURE :	Digital File Name : 241703-01 Awnings - Laurel (Branch)			
DATE :				
Please review this drawing carefully. This drawing must be approved and signed by the Client before production can begin. Any changes made after the drawing has been approved will be done at the Client's expense.				
				Job # : 241703
				Sheet # : 02



PROPOSED

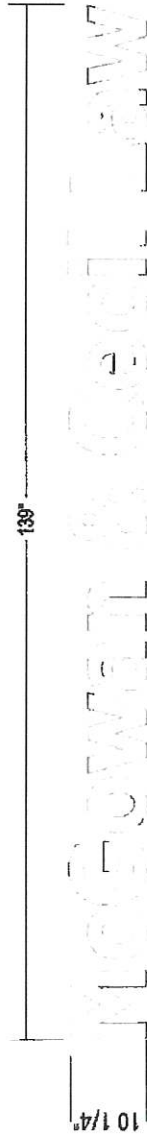


EXISTING



FACE LIT CHANNEL LETTER ON RACEWAY DETAIL
N.T.S.

OPTION C: FACE LIT CHANNEL LETTERS



Scale: 1/2" = 1' - 0"

COLOR SPECIFICATIONS

- 3/16" TRANS. #7328 WHITE ACRYLIC
- RACEWAY COLOR: SW 6054 CANYON CLAY

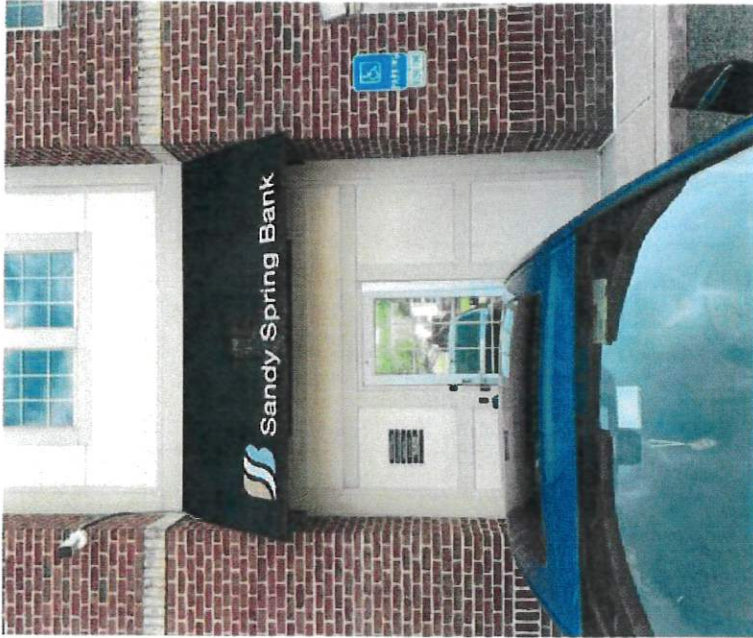


NIGHT VIEW

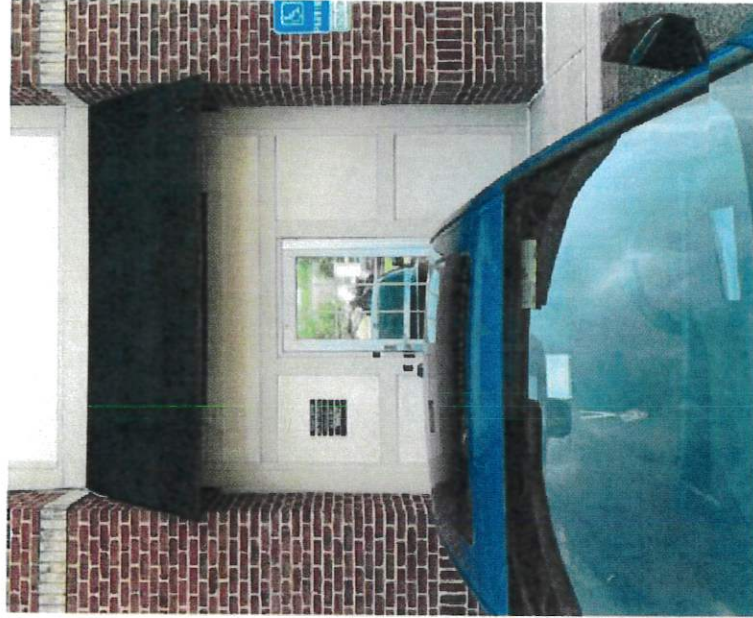


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Client	McGOWAN & CECIL	SIGN TYPE LED ILLUMINATED CHANNEL LETTERS	
Project Name	McGOWAN & CECIL	Date Created	7-10-2025
Project Address	319 MAIN ST., SUITE 300, LAUREL, MD 20707	Rev#	1
AUTHORIZED SIGNATURE :		Description Letters to U/L case & increase size	
DATE :		7.14.25	
Please review this drawing carefully. This drawing must be approved and signed by the Client before production can begin. Any changes made after the drawing has been approved will be done at the Client's expense.		Job # 250967	
		Sheet # 03	



EXISTING



PROPOSED

REPLACE AWNING LOCATED AT THE REAR OF BUILDING

- HEIGHT 46"
- DEPTH: 24"
- LENGTH 128"

COLOR SPECIFICATIONS

■ PANTONE BLACK C



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Client : MCGOWAN & CECIL Project Name : MCGOWAN & CECIL Project Address : 319 MAIN ST., SUITE 300, LAUREL, MD 20707		PRESENTATION DRAWING Scale : NOT TO SCALE Sales : David G. Designer : DM Digital File Name : 250967-01 Building Signage		Date Created : 7-10-2025 Rev# Date Description		© 2025 Superior Signs SIGN TYPE AWNING
AUTHORIZED SIGNATURE : Please review this drawing carefully. This drawing must be approved and signed by the Client before production can begin. Any changes made after the drawing has been approved will be done at the Client's expense.						
DATE :						

Job # : 250967
Sheet # : 04



CITY OF LAUREL HISTORIC DISTRICT COMMISSION

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

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HDC CERTIFICATE OF APPROVAL APPLICATION

STEP 1: FOR APPLICANT TO COMPLETE

DATE OF APPLICATION: 7/14/25

ADDRESS OF PROPERTY:
319 Main Street

Laurel, Maryland 20707

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

J. Robb Cecil
Laurel Main Street Properties, LLC
319 Main Street, Laurel, MD 20707
(410) 746-2321
robb@lawmcs.com

CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

Superior Signs
2510 Willis Road, Richmond, VA 23237
(804) 271-5685
dgoad@superiorsignsRVA.com

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:

J. Robb Cecil
Laurel Main Street Properties LLC
319 Main Street
Laurel, MD 20707
(410) 746-2321
robb@lawmcs.com

TYPE OF REQUEST (Check all that apply):

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

WORK DESCRIPTION (Please be as detailed as possible):

Example: Request to repaint dark blue porch white. New color will be Pure White Sherman Williams #3245, see current photos & paint sample

Replace existing signage from Sandy Spring Bank to Atlantic Union Bank

color will remain
black on awning

*COMPLETE FOR SIGNAGE or AWNING REQUESTS ONLY:

(Check one)

FLATWALL ☐ PROJECTING ☐
SIGNBAND ☐ FREESTANDING ☐

(Details)

SIZE: _____

MATERIAL: _____

MESSAGE: _____

COLORS: _____

LIGHTED SIGN: ☐ Yes ☐ No

IF YES, TYPE: _____

****see attached drawings****

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? *Sign*
☐ 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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Laurel, Maryland 20707

OWNER'S NAME, ADDRESS, PHONE & EMAIL:

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CONTRACTOR'S NAME, ADDRESS, PHONE AND EMAIL:

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dgoad@superiorsignsRVA.com

APPLICANT'S NAME, ADDRESS, PHONE AND EMAIL:

J. Robb Cecil
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Laurel, MD 20707
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TYPE OF REQUEST (Check all that apply):

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

WORK DESCRIPTION (Please be as detailed as possible):

Example: Request to repaint dark blue porch white. New color will be Pure White Sherman Williams #3245, see current photos & paint sample

Replace existing signage from Sandy Spring Bank to McGowan and Cecil, LLC

*COMPLETE FOR SIGNAGE or AWNING REQUESTS ONLY:

(Check one)

FLATWALL ☐ PROJECTING ☐

SIGNBAND ☐ FREESTANDING ☐

(Details)

SIZE:

MATERIAL:

MESSAGE:

COLORS:

LIGHTED SIGN: ☐ Yes ☐

IF YES, TYPE:

****see attached drawings****

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