



# HISTORIC PRESERVATION ADVISORY BOARD

## APPLICATION PACKET

City of Rockwall  
 Planning and Zoning Department  
 385 S. Goliad Street  
 Rockwall, Texas 75087

### HISTORIC PRESERVATION ADVISORY BOARD (HPAB)

The Historic Preservation Advisory Board (HPAB) is a seven (7) member board generally consisting of one (1) design professional (e.g. architect, planner, etc.), one (1) member of the Rockwall County Historical Foundation, one (1) general contractor, one (1) property owner with property in the Historic Overlay (HO) District, and three (3) citizens interested in historic preservation that is purposed with providing professional recommendations to the City Council and Planning & Zoning Commission with regards to site plans, building alternatives, and building plans proposed within the Historic Overlay (HO) District, or where applicable. Additionally, the board is responsible for providing recommendations concerning the status of properties within the Historic Overlay (HO) District, or where requested. These designations include: *Landmarked, High Contributing, Medium Contributing, Low Contributing and Non-Contributing.*

For more information concerning the Historic Preservation Advisory Board (HPAB) or to find out how you can sign up to join this board please visit [www.rockwall.com/HistoricPreservation.asp](http://www.rockwall.com/HistoricPreservation.asp) or contact a staff member at (972) 771-7745.

### MEETING CALENDAR FOR 2016

The Historic Preservation Advisory Board (HPAB) generally meets the third (3<sup>rd</sup>) Thursday of each month in the Council Chambers on the second (2<sup>nd</sup>) floor of City Hall (385 S. Goliad Street, Rockwall, TX 75087) at 6:00 pm. Below are the application deadline and meeting dates for the HPAB and the corresponding Planning and Zoning Commission and City Council dates. It should be noted that only Certificate of Appropriateness (COA) cases can be appealed to the City Council. Site plans and zoning cases that require approval of the Planning and Zoning Commission will be the only cases required to attend the Planning and Zoning Commission and City Council meetings.

Application Deadline	HPAB Meeting <sup>(1)</sup>	Planning and Zoning Commission Meeting <sup>(1)</sup>	City Council Meeting <sup>(1) &amp; (3)</sup>
January 6, 2017	January 19, 2017	January 31, 2017	February 6, 2017
February 3, 2017	February 16, 2017	February 28, 2017	March 6, 2017
March 3, 2017	March 16, 2017	March 28, 2017	April 3, 2017
April 7, 2017	April 20, 2017	April 25, 2017	May 8, 2017
May 5, 2017	May 18, 2017	May 30, 2017	June 5, 2017
June 2, 2017	June 15, 2017	June 27, 2017	July 3, 2017
July 7, 2017	July 20, 2017	July 25, 2017	August 7, 2017
August 4, 2017	August 17, 2017	August 29, 2017	<i>September 5, 2017 (Tuesday)</i>
September 1, 2017	September 21, 2017	September 26, 2017	October 2, 2017
October 6, 2017	October 19, 2017	October 31, 2017	November 6, 2017 <sup>(2)</sup>
November 3, 2017	November 16, 2017	November 28, 2017	December 4, 2017 <sup>(2)</sup>
December 1, 2017	December 21, 2017	December 26, 2017	<i>January 2, 2018 (Tuesday)</i>
January 5, 2018	January 18, 2018	January 30, 2018	February 5, 2018

**NOTES:**

- <sup>1</sup>: Meetings held at 6:00 PM in the City Council Chambers.
- <sup>2</sup>: May be cancelled due to Holidays.
- <sup>3</sup>: Zoning and Specific Use Permits will require a second reading of the ordinance prior to final approval/adoption. Please see the Development Application Schedule to see second reading dates.



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**NOTE:** There is NO APPLICATION FEE, monetary or otherwise, associated with submitting a request to the Historic Preservation Advisory Board.

### CERTIFICATE OF APPROPRIATENESS (COA)

A Certificate of Appropriateness (COA) is a document awarded by the Historic Preservation Advisory Board (HPAB) certifying that the proposed actions of a property owner meet the intent of the ordinances and guidelines stipulated by the Unified Development Code (UDC) and approved by the City Council for historic properties. Individuals owning property that is partially or wholly located within a historic district may be required to obtain a COA if the property (1) has been designated as a contributing property or (2) is within 200 feet of a contributing property.

The Board shall take action on a COA request within 60 days from receipt of a completed application and supporting documentation. Should the board not take action within a 60 day period the COA shall be automatically referred to City Council for action.

#### Submittal Criteria:

- Applicant's Letter: A letter from the owner/applicant explaining the reason for the request.
- Site Plan, Survey or Plot Plan: Showing the layout and proposed changes of the property.
- Photographs: Digital or analog photos will be accepted by staff.
- Building Elevations: showing all the proposed changes to existing buildings on site.
- Material List: which shows all proposed material (sample boards are encouraged).

### REQUEST FOR LOCAL LANDMARK EVALUATION & DESIGNATION

The City Council, upon recommendation by the HPAB and Planning & Zoning Commission, may designate a property as a local landmark through the approval of a zoning ordinance providing the request meets the criteria listed below. When a property has been designated as a local landmark, the site shall bear a medallion on the primary structure identifying it as a historic property.

Upon designation of a property as a local landmark, the designation should be recorded in the tax records of the city, and added to the city's official zoning maps. Staff will provide additional information concerning the designation and the historic medallion award.

**NOTE:** Properties that are listed as a Recorded Texas Historical Landmark (RTHL), State Archeological Landmark (SAL) or listed on the National Register of Historic Places (NR) shall be designated as recognized local landmarks.

#### Submittal Criteria:

- Applicant's Letter: A letter from the owner/applicant explaining the reason for the request.
- Site Plan, Survey or Plot Plan: Showing the layout of the property.
- Photographs: Digital or analog photos will be accepted by staff.

### BUILDING PERMIT WAIVER AND REDUCTION PROGRAM

The Building Permit Waiver and Reduction Program grants the HPAB the authority to approve a reduction or a waiver to required building permit fees for properties within the Old Town Rockwall (OTR) Historic District, Planned Development District 50 (PD-50), the Southside Residential Neighborhood Overlay (SRO) District, and the Downtown (DT) District. An eligible property is defined as a commercial property located in the OTR, PD-50, SRO, or DT District or a residential property in the OTR or the SRO that involves a project with minimum investment of \$5,000.00 and includes exterior improvements. *Landmarked* and *Contributing* properties shall be eligible for a full waiver of building permit fees. All other *Non-Contributing* properties shall be eligible for a reduction up to 50% of the required building permit fee.

#### Submittal Criteria:

- Applicant's Letter: A letter from the owner/applicant explaining the reason for the request.
- Scope of Work: Description or construction documents outlining the work being proposed.
- Supporting Information: Any additional information necessary for the HPAB to make a determination of the request.

### SMALL MATCHING GRANTS PROGRAM

The Small Matching Grants Program grants the HPAB the authority to approve small matching grants up to \$1,000.00 to properties within the Old Town Rockwall (OTR) Historic District and Southside Residential Neighborhood Overlay (SRO) District. Properties considered to be *Contributing* or *Landmarked* properties shall be eligible for grants up to \$1,000.00, and *Non-Contributing* properties shall be eligible for grants up to \$500.00. Projects eligible for this program shall only include those projects proposing improvements to the exterior of a property that will be visible from the street. Examples of these projects include but are not limited to landscaping, painting, replacement of windows, replacement of sidewalks and/or driveways, and etcetera. The program shall be active until all grant money has been allocated for the current fiscal years' budget.

#### Submittal Criteria:

- Applicant's Letter: A letter from the owner/applicant explaining the reason for the request.
- Scope of Work: Description or construction documents outlining the work being proposed.
- Supporting Information: Any additional information necessary for the HPAB to make a determination of the request.



# HISTORIC PRESERVATION ADVISORY BOARD APPLICATION

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### STAFF USE ONLY

CASE NUMBER: \_\_\_\_\_

**NOTE: THE APPLICATION IS NOT CONSIDERED ACCEPTED BY THE CITY UNTIL THE PLANNING DIRECTOR HAS SIGNED BELOW.**

DIRECTOR OF PLANNING: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

#### APPLICATION:

- Certificate of Appropriateness (COA)
- Local Landmark Evaluation & Designation
- Building Permit Waiver & Reduction Program
- Small Matching Grant Application

#### SPECIAL DISTRICTS [SELECT APPLICABLE]:

- Old Town Rockwall Historic (OTR) District
- Planned Development District 50 (PD-50)
- Southside Residential Neighborhood Overlay (SRO) District
- Downtown (DT) District

#### CONTRIBUTING STATUS [SELECT APPLICABLE]:

- Landmarked Property
- High Contributing Property
- Medium Contributing Property
- Low Contributing Property
- Non-Contributing Property

#### CURRENT LAND USE OF THE SUBJECT PROPERTY:

- Residential
- Commercial

### PROPERTY INFORMATION [PLEASE PRINT]

Address \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

### OWNER/APPLICANT/AGENT INFORMATION [PLEASE PRINT/CHECK THE PRIMARY CONTACT/ORIGINAL SIGNATURES ARE REQUIRED]

Is the owner of the property the primary contact?  Yes  No

Applicant(s) is/are:  Owner  Tenant  Non-Profit  Resident

Check this box if Owner and Applicant are the same.

Other, Specify: \_\_\_\_\_

Owner(s) Name \_\_\_\_\_

Applicant(s) Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

E-Mail \_\_\_\_\_

### SCOPE OF WORK/REASON FOR EVALUATION REQUEST [PLEASE PRINT]

Construction Type [Check One] :  Exterior Alteration  New Construction  Addition  Demolition  
 Relocations  Other, Specify: \_\_\_\_\_

Estimated Cost of Construction/Demolition of the Project (if Applicable): \$ \_\_\_\_\_

**PROJECT DESCRIPTION.** In the space provided below or on a separate sheet of paper, describe in detail the work that will be performed on site. For *Local Landmark Evaluation & Designation* requests indicate any additional information you may have concerning the property, history, significance, present conditions, status, current or past use(s), etc. Staff recommends that photographs of the interior and exterior of the property are submitted with this application.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### OWNER & APPLICANT STATEMENT [ORIGINAL SIGNATURES REQUIRED]

I acknowledge that I have read this application and that all information contained herein is true and correct to the best of my knowledge. Furthermore, I understand that it is necessary for me or a representative to be present at a public hearing for this case to be approved.

Owner's Signature \_\_\_\_\_

Applicant's Signature \_\_\_\_\_