



Historic Landmark Commission
Bastrop City Hall
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8840

November 15, 2017 at 6:00 P.M.

City meetings are available to all persons regardless of disability. If you require special assistance, please contact the Planning Department at (512) 332-8840 or write 1311 Chestnut Street, 78602, or emailing plan@cityofbastrop.org or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purposes of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

The City of Bastrop reserves the right to reconvene, recess, or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

1. CALL TO ORDER

- a. Roll Call

2. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the Board Secretary prior to the beginning of the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Commission cannot discuss issues raised or make any decision at this time. Issues may be referred to City Staff for research and possible future action.

To address the Commission concerning any item on the agenda, please submit a fully completed request card to the Board Secretary prior to the consideration of that item.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- a. Consider action to approve the minutes from the October 18, 2017 meeting.

4. WORKSHOP SESSION

- a. Watch and discuss the first two parts of *Building a Strong Preservation Program* webinars from the Texas Historical Commission.
- Part 1: Protection by designation
 - Part 2: Historic Preservation Ordinance

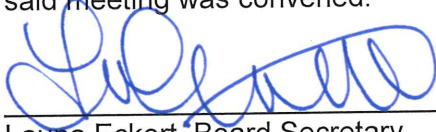
- b. Discuss Historic Preservation Ordinance update and Certified Local Government comments.

5. DIRECTOR OF PLANNING & DEVELOPMENT UPDATES

- a. Direction from the Historic Landmark Commission on any items to be included on future agendas.

6. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time NOV. 9 2017 3:45pm and remained posted for at least two hours after said meeting was convened.



Launa Eckert, Board Secretary



Historic Landmark Commission
Bastrop City Hall
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8840

Meeting Minutes for the Historic Landmark Commission

October 18, 2017 at 6:00 P.M.

CALL TO ORDER

Dan Hays-Clark called the meeting to order at 6:03PM

Christine Cartwright	<u>Present</u>	Susan Long	<u>Present</u>
Pat Crawford	<u>Absent</u>	Dan Hays-Clark	<u>Present</u>
Lisa Patterson	<u>Absent</u>	Blake Kaiser	<u>Present</u>
Kathryn Lang	<u>Absent</u>		

1. CITIZEN COMMENTS

None

2. ITEMS FOR INDIVIDUAL CONSIDERATION

- a. Consider action to approve the minutes from the June 21, 2017 and August 16, 2017 meetings.

Christine Cartwright made a motion to approve the minutes for June 21, 2017 and August 16, 2017, motion seconded by Blake Kaiser and the motion carried unanimously 4-0.

- b. Consider action to approve a Certificate of Appropriateness to install new signage for Simply Sweet, a cupcake business and The Branding Shop, a sewing and screen printing business, located at 1010 Main Street.
- c. Susan Long made a motion to approve the Certificate of Appropriateness to install new signage for Simply Sweet, a cupcake business and The Branding Shop, a sewing and screen printing business, located at 1010 Main Street. Motion seconded by Christine Cartwright and the motion carried unanimously 4-0.
- d. Discuss current Historic Landmark Code and amendments to the Code in the coming year.

A City Council priority for 2018 is to strengthen the Historic Preservation Ordinance and obtain Certified Local Government designation through THC.

The HLC commissioners will study items required to meet minimum requirements for CLG, as well as the current ordinance, and formulate potential goals for the ordinance revision.

3. DIRECTOR OF PLANNING & DEVELOPMENT UDPATES

- a. Direction from the Historic Landmark Commission on any items to be included on future agendas.

Rosenburg's Rules of Order were passed out to Commissioners for review.

The Commission directed staff to cancel the December 20, 2017 meeting due to proximity to Christmas.

4. ADJOURNMENT

Meeting adjourned at 6:45PM

Dan Hays-Clark

HISTORIC LANDMARK COMMISSION

STAFF REPORT



MEETING DATE: November 15, 2017

ITEM: 4A

TITLE:

Watch and discuss the first two parts of *Building a Strong Preservation Program* webinars from the Texas Historical Commission.

- Part 1: Protection by designation
- Part 2: Historic Preservation Ordinance

STAFF REPRESENTATIVE:

Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director

BACKGROUND/HISTORY:

The Texas Historical Commission provides resources online to help cities create preservation ordinances and processes for reviewing and attaining historic landmarks and districts.

<http://www.thc.texas.gov/preserve/projects-and-programs/certified-local-government/resources>

The first training in the *Building A Strong Preservation Program* series defines the different historic designations at the federal, state, and local level. Attendees will also learn about the local designation process for historic landmarks and local historic districts.

The second part of the *Building A Strong Preservation Program* webinar series will focus on drafting a strong Preservation Ordinance. Attendees will learn the key components of a Preservation Ordinance and how the Ordinance can impact local preservation efforts.

ATTACHMENTS:

Handout 1. 10 Factors in Establishing Local Historic District Boundary Lines

Handout 2. Examples of Applications for Local Designations

Handout 3. Role of the Players in the Designation Process

Handout 4. Ordinance Handout

January 8, 2013

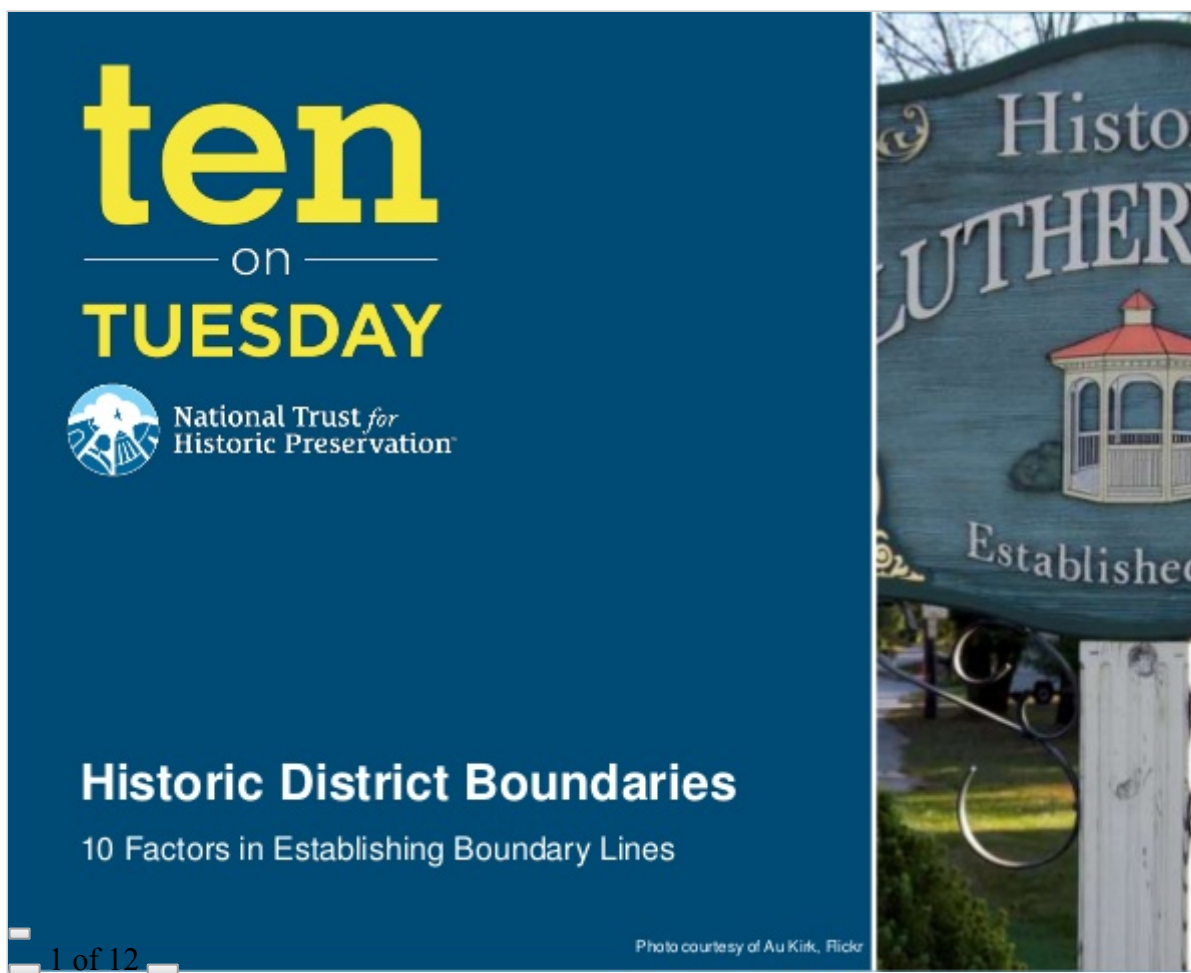
10 Factors in Establishing Local Historic District Boundary Lines

More:

[Preservation Tips and Tools](/tips-and-tools) [Link: /tips-and-tools]

By:

Emily Potter



[\[10 on Tuesday\] 10 Factors in Establishing Local Historic District Boundary Lines](http://www.slideshare.net/PreservationNation/toolkit-establishing-historic-district-) [Link: [//www.slideshare.net/PreservationNation/toolkit-establishing-historic-district-](http://www.slideshare.net/PreservationNation/toolkit-establishing-historic-district-)

boundary-lines-010813jr] from **Saving Places** [Link: [//www.slideshare.net/PreservationNation](https://www.slideshare.net/PreservationNation)]

At the start of this series, we gave you a [basic road map](#) [Link: /10-steps-to-establish-a-local-historic-district] to help you navigate securing local historic district designation for your community. Today's toolkit will focus on one of those steps: determining the edges of your district.

The visual and environmental character of any area comes from the relationships between natural and man-made features. Think individualized building and landscape design, community settlement patterns, neighborhoods with tree-lined streets, etc.

These elements are vital to understanding why one area is different than another and how each links us to our past. The boundaries you define transform the unique features of your community into a meaningful historic district.

So how do you go about it? Hundreds of questions can -- and will -- arise as you begin setting your historic district lines. For example, you might ask: Which buildings should be included? Should vacant lots be excluded? Should a buffer zone surround the district?



[Link: https://nhttp-savingplaces.s3.amazonaws.com/2015/07/31/15/37/27/428/blog_photo_Au-Kirk.jpg]
Lutherville Historic District in Baltimore County, Maryland.

The good news is there is a logical process for establishing the edges of historic districts. Here are 10 steps to get you started:

1. Take into account the historic boundaries of an original settlement or planned community -- for example, where there is a concentration of early buildings and sites.

Tip: Look at a map of the area. Compare original borders of a subdivision, farmstead, or other parts of the region to changes that have occurred over time; this will help you draw more accurate lines.

2. Review the results of an architectural survey. Think about the visual character of the area. (For example: a large concentration of Victorian-era homes next to a

neighborhood of 20th-century brick ranch houses.) Consider the surrounding topography and special gateways or entrances to the area.

3. Look for physical features that can be used as a boundary line, like railroads, expressways, and major highways; major urban spaces; rivers, marshlands, and other natural features; major changes in land use; walls, embankments, fence lines; and other limits of the settled area.

4. Incorporate officially surveyed lines. Don't forget about the *legally* established boundary lines of your neighborhood. Streets and other local rights-of-way, property lines, uniform setback lines (lines set by city government beyond which no building can extend so that streets will look uniform), and other previously drawn lines can be used to set boundaries.

5. Consider the politics. It is important to consider the opinions of government officials, institutions, private citizens, and property owners. And, they may be able to offer ideas and suggestions from a different point of view for establishing district boundaries.



[Link: <https://nthp->

[savingplaces.s3.amazonaws.com/2015/07/31/15/37/28/420/blog_photo_Rojer.jpg](https://nthp-savingplaces.s3.amazonaws.com/2015/07/31/15/37/28/420/blog_photo_Rojer.jpg)]

To Old Sacramento Archway in Sacramento, California.

6. Also consider how residents will be affected. Just as you must respect residents' opinions, you must also consider their ability to pay for improvements, their desire to conform to district regulations, and the affordability of remaining in the area after historic designation.

7. Hold public meetings and pre-designation workshops to discuss boundary proposals with residents, property owners, and local preservationists. Utilize planning staff, consultants, or commission members to conduct workshops.

8. Conduct an historic survey. (*Hint: This was another step in our [previous post](#) [Link: [/10-steps-to-establish-a-local-historic-district](#)].*) The comprehensive inventory of sites and structures produced from the survey will help better inform your decisions on where to set the boundaries of your district.

9. Include small areas of non-historic resources when they are completely surrounded by a concentration of historic resources. This avoids drawing "donut-holes" in the historic district. Make sure to clearly identify these areas as non-historic.

10. Make sure you can adequately justify each boundary in your proposed district. Have handy a concise explanation of why each boundary was chosen; address any irregularities; and outline the area's notable geography and integrity/significance.

And as always, your state and local historic preservation offices are great resources for more information.

Examples of Local Historic District Applications



HISTORIC DISTRICT DESIGNATION INFORMATION PACKET AND NOMINATION APPLICATION

HISTORIC AND CULTURAL LANDMARKS COMMISSION

PLANNING AND DEVELOPMENT DEPARTMENT
200 TEXAS STREET
FORT WORTH, TEXAS 76102

817-392-8574
817-392-8016 (Fax)

Thank you for your interest in preserving the historic resources of the City of Fort Worth. We hope this information packet will make this application process as easy as possible for you.

When do I apply?

Historic Designation applications are due in the Planning and Development Department the third (3rd) Monday before the next scheduled Historic & Cultural Landmarks Commission (HCLC) public hearing. The HCLC meets the second (2nd) Monday of each month at 2:00PM in Council Chambers located on the second (2nd) floor of City Hall at 1000 Throckmorton. (A schedule of meetings and deadlines can be found on the last page of this information packet)

What is an overlay district and how do I qualify?

City Zoning Ordinance-Chapter 4, Article 5: Historic Preservation Overlay Districts

"Designation of a structure, site or area by the City Council as "HSE", "HC", or "DD" is intended as a zoning overlay which supplements the primary underlying zoning district classification. The permitted uses of the property shall be determined and controlled by the use regulations set forth for the primary zoning district classification for the property."

Criteria for Designation:

The criteria determining whether sites or structures qualify for designation, sites or districts seeking designation should meet at least 3 of the following criteria:

1. Is distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States
2. Is an important example of a particular architectural type or specimen in the City of Fort Worth
3. Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth
4. Embodies elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation, including, but not limited to:
5. Bears an important and significant relationship to other distinctive structures, sites or areas, either as an important collection of properties of architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to a plan based on architectural, historic or cultural motif
6. Possesses significant archeological value, which has produced or is likely to produce data affecting theories of historic or prehistoric interest
7. Is the site of a significant historic event
8. Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States
9. Represents a resource, whether natural or man-made, which greatly contributes to the character or image of a defined neighborhood or community area
10. Is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places

How is my property nominated for designation?

Property may be nominated for designation as Highly Significant Endangered (HSE), Historic and Cultural Landmark (HC), or Demolition Delay (DD) by the City Manager, City Council, Historic and Cultural Landmarks Commission, the owner or the owners authorized representative. Nominations shall be submitted to the Historic Preservation Officer. Nomination by the City Council or the Historical and Cultural Landmarks Commission shall be in the form of a resolution requesting that the Historic Preservation Officer submit the nomination to the Historical and Cultural Landmarks Commission. Nomination by the City Manager or the owner shall be by completion of a nomination form promulgated by the Planning and Development Department. No nomination fee shall be charged. A nomination for designation of an area as a Historic and Cultural Landmarks District submitted by the property owners must be signed by the property owners representing fifty percent (50%) or more of the individual tracts, parcels or platted lots to be located within the boundaries of the proposed district, and fifty percent (50%) or more of the land area to be located within the boundaries of the proposed district. Two or more platted lots developed together shall be counted as one lot. Each vacant platted lot of sufficient size to be developed under the current zoning designation for the property shall be counted as one lot.

What types of overlay districts are there and how are they different?

Historic and Cultural Landmark District (HC)

1. Two or more structures or sites satisfy 3 or more of the above criteria.
2. The Landmarks Commission must approve new construction, additions, and other exterior changes to individual properties and to the district as a whole.
3. Individual properties can qualify for a 10 year tax freeze at the assessed value of the land and improvements for the year previous to the application date, if the rehabilitation requirements are satisfied.
4. Owners of at least 50 percent of the property area and 50 percent of the parcels must be in support of the designation.
5. When application is made for the designation of a historic district, the owners shall submit within 60 days of designation a set of proposed design guidelines following the principles set forth in the Secretary of the Interior's Standards for Rehabilitation. The applicants shall prepare the guidelines with the assistance of the Historic Preservation Officer. Please call (817) 392-8012 for more information about establishing design guidelines for your district.

How will I know when the nomination will be heard?

Upon receipt of a nomination, the Historic Preservation Officer or designee shall prepare a notice of nomination, which shall be mailed to each individual owner of the property within such district by certified mail, return receipt requested, at least ten (10) days prior to the Historical and Cultural Landmarks Commission hearing. The notice shall include the following:

1. Description of structure or site proposed for nomination (provided by applicant)
2. Proposed category of protection and criteria on which the nomination is based (provided by applicant)
3. Description of the benefits, restrictions, and other terms of the proposed designation, including without limitation tax incentives and restrictions on demolition and rehabilitation
4. Time, place, and date of the public hearing by the Historical and Cultural Landmarks Commission
5. Statement of the stay of actions
6. Form on which the owner may explain the reasons why the nomination should be approved or denied.

What is permitted and not permitted on my property after a nomination is filed?

Stay of Actions After Nomination:

1. **Interim Controls.** The Commission finds that immediate temporary controls prohibiting alteration, demolition, or relocation of properties for which a notice of nomination as HSE, HC, or HC Landmark District has been mailed, and prohibiting demolition or relocation of structures for which a notice of nomination as DD has been mailed are required.
2. **HSE/HC Landmarks District.** All permits for construction, repairs, alterations, additions, stabilization, restoration, rehabilitation, demolition, or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness requirements contained in Section 4.507 for a period of 135 days or until the proposed designation is denied whichever occurs first. If the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to such designation. Permits obtained for property before notices of nomination are mailed shall not be subject to interim controls or the Certificate of Appropriateness requirements.
3. **Demolition Delay.** After mailing notice of nomination, all permits for demolition or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness for a period of 135 days or until the proposed designation is denied, whichever occurs first. In the event that the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to Demolition Delay properties. Permits requested before the notice of nomination is mailed are not subject to the interim controls or the Certificate of Appropriateness requirements.

How does the process work?

Step 1: Application guidelines

Upon submission of the completed application, you will be placed on the next scheduled Landmarks Commission meeting as a public hearing action item. Incomplete applications will not be accepted or forwarded to the Landmarks Commission for action. A completed application will consist of a description of the district, criteria for designation (for at least two properties), address and legal description for each property as well as the signatures of the owners of 50% of the area and 50% of the parcels, tracts or lots to be included in the district. All this information is indicated on the following form.

Step 2: Historic and Cultural Landmarks Commission Hearing

The hearing shall be heard within 45 days after the application is filed, or as soon thereafter as is reasonably practicable. The Historic and Cultural Landmarks Commission may delay the hearing for a reasonable time if the Commission finds that all parties who have an interest in the structure or property are not present or that additional information is needed by the Historic and Cultural Landmarks commission in order to evaluate such application. At the Historic and Cultural Landmarks Commission's public hearing, the owner or owners, interested parties, local preservation groups and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, cultural, architectural or archeological importance of the structures or property.

Step 3: Zoning Commission

Upon recommendation of the HCLC, the proposed designation shall be submitted to the Zoning Commission. The Zoning Commission shall give notice and conduct its public hearing on the proposed designation within 45 days of the receipt of such recommendation from the HCLC, or as soon thereafter as is reasonably practicable.

Step 4: City Council Hearing

The City Council shall give notice and conduct its hearing on the HCLC's recommendation concerning the proposed designation within 45 days of receipt of the recommendation of the Zoning Commission, or as soon thereafter as is reasonably practicable.

Step 5: Design Guidelines

Within 60 days of the designation, design guidelines must be submitted to the Landmarks Commission for the district. They should be based on the Secretary of the Interior's Standards. Either a lengthy written description of each structure or a photo and a brief description of each structure should be included as part of the guidelines. This is required to establish a baseline from which future design changes will be evaluated.

Historic and Cultural Landmarks Commission meeting dates and application deadlines:

<i>2016 HCLC Meeting Dates</i>	<i>Application Deadline</i>
January 9.....	December 19
February 13.....	January 17
March 13.....	February 20
April 10.....	March 20
May 8.....	April 17
June 12.....	May 15
July 10.....	June 19
August 14.....	July 17
September 11.....	August 21
October 9.....	September 18
November 13.....	October 16
December 11.....	November 20



HISTORIC DISTRICT NOMINATION APPLICATION

HISTORIC AND CULTURAL LANDMARKS COMMISSION

PLANNING AND DEVELOPMENT DEPARTMENT
200 TEXAS STREET
FORT WORTH, TEXAS 76102

817-392-8574
817-392-8016 (Fax)

HISTORIC PROPERTY

Historic or Common Name (if any): _____

Streets & Number Ranges: _____

City: _____ State: _____ Zip Code: _____

Number of Contributing Properties: _____ Number of non-Contributing Properties: _____

Verbal Description of Boundaries: _____

ADDITIONAL DOCUMENTATION INCLUDED:

____ Maps

____ Site Plan

____ Photographs

____ Other: _____

CRITERIA FOR DESIGNATION

1. Distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States.
2. Is an important example of a particular architectural type or specimen in the City of Fort Worth.
3. Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth.
4. Embodies elements of architectural design, detail, materials or craftsmanship, which represent a significant architectural innovation
5. Bears an important and significant relationship to other distinctive structures, sites, or areas, either as an important collection of properties or architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to the plan based on architectural, historic or cultural motif.
6. Possesses significant archeological value that has produced or is likely to produce data affecting theories of historic or prehistoric interest.
7. Is the site of a significant historic event.
8. Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States.
9. Represents a resource, whether natural or man-made, that greatly contributes to the character or image of a defined neighborhood or community area.
10. Is designated as a Recorded Texas Landmark or State Archeological Landmark, or is included on the National Register of Historic Places.

Use a separate piece of paper to discuss how the proposed district meets each selected Criterion with special emphasis on how two of the properties meet at least three of the ten Criteria.

NOMINATION

For designation as Historic and Cultural Landmark, two properties must meet 3 of 10 Criteria for Designation.

PROPERTY OWNERS OF AT LEAST 50% OF THE AREA AND 50% OF THE INDIVIDUAL TRACTS, PARCELS OR PLATTED LOTS INCLUDED IN THE PROPOSED DISTRICT MUST SUPPORT THE NOMINATION.

The following properties are nominated for designation as a Historic and Cultural District (provide a general description of the area in the space below. Continue on a separate sheet if necessary.

DESCRIPTION OF THE DISTRICT PROPOSED FOR NOMINATION

Must include a brief discussion of the history and physical characteristics of the proposed district that make it eligible for designation. Please discuss how the property meets each selected Criterion. It is recommended that each Criterion be addressed individually. Continue on a separate sheet if necessary.

SIGNATURE OF PROPERTY OWNER

Please complete for each property in the proposed district. The property owner must sign the acknowledgment statement for each property. (This form may be reproduced.)

Owner's Name _____

Telephone _____

Street address: _____

City _____

State _____

Zip _____

Agent's Name (if any) _____

Telephone _____

Street address: _____

City _____

State _____

Zip _____

___ Property is not subdivided according to the County Deed Records

Vol. _____, Page _____.

It is shown as Tract _____ of the _____ Survey, City Tax Records.

___ A metes and bounds description and a sketch map locating property so described are attached.

___ Property is subdivided as below described:

Subdivision name _____

Block _____, Lot(s) _____; Block _____, Lot(s) _____;

Block _____, Lot(s) _____; Block _____, Lot(s) _____;

Total land area contained herein, not counting streets or alleys, is _____ acres/sq. ft.

Current zoning of this property: _____

Current use of this property:

___ Single Family Dwelling

___ Apartments

___ Duplex

___ Commercial

___ Industrial

___ Other: _____

I ___ support / ___ oppose the application to place a Historic and Cultural Overlay District on my property.

I understand the benefits and restrictions associated with the proposed designation including restrictions on demolition and rehabilitation. I also understand that a public hearing regarding the proposed designation will be held in front of Historic and Cultural Landmarks Commission. I am entitled to be heard at that time in support or opposition of the designation. In the event that I am dissatisfied with the decision of the Commission, I am entitled to appeal to City Council within 10 days of the Historic and Cultural Landmarks Commission hearing.

Signature of owner: _____

STAFF WILL COMPLETE FROM HERE DOWN

CERTIFICATION

Date application submitted: _____.

As the Historic Preservation Officer for the City of Fort Worth, I certify that the nomination for historic district designation ___meets / ___does not meet the Criteria for Designation as set forth in Chapter 4, Article 5 of the Comprehensive Zoning Ordinance.

I recommend / do not recommend these properties be approved for designation as Historic and Cultural Landmark District.

Signature of Certifying Official

Date

RECOMMENDATIONS

Recommendation by Historic and Cultural Landmarks Commission:

Date of Public Hearing: _____ ___ Approval ___ Denial

Decision is as follows: _____

Chairperson

Date

Recommendation by Zoning Commission:

Date of Public Hearing _____ ___ Approval ___ Denial

Decision by Fort Worth City Council:

Date of Public Hearing _____ ___ Approval ___ Denial



HISTORIC DISTRICT NOMINATION FORM 'B'

Please read instructions before filling out this form.

Please type or print all entries and complete all sections – indicate N/A if not applicable.

1. NAME OF PROPOSED DISTRICT

historic name(s)

common or current name(s)

2. DISTRICT LOCATION and LEGAL DESCRIPTION

General description of proposed district boundaries:

(ie. roughly bounded by 5th Street to the north, mid-block of 8th and 9th Streets, then from Indiana Street on the west to the M.K. & T. Railroad right-of-way on the east.)

Any deed restrictions apply to properties within the district? ☐ Yes ☐ No

IF yes, please outline on a continuation sheet.

3. OWNER(S) OF PROPERTY

A). List all properties in the proposed district by address, including name of owner and indicate which properties are contributing or noncontributing. Please number the properties and include them in a District Sketch Map of the proposed area for designation. (*Refer to Continuation sheets – Appendix C*)

B). Property Owner Response Forms:

Approved Property Owner Response Forms (*Refer to Appendix D*) that provide a minimum of **75%** signature consent/support by the property owners in the area of designation along with the required filing fee must be submitted prior to consideration by the City Landmark Commission as a complete application.

4. TAX ASSESSMENTS

For Items #2, #3, and #4, please attach the Wichita County Appraisal District records for each property within the proposed district.

5. CLASSIFICATION

Zoning Classification: _____

Any Proposed Structures, Buildings, or Sites Currently Designated? ☐ Yes ☐ No

IF yes, are they: ___ National date ___ / ___ / ___
 ___ State Marker date ___ / ___ / ___
 ___ Wichita Falls Landmark date ___ / ___ / ___

Please list those properties that have individual designations:

Property Address: Type of Designation:

Present Use Within Proposed District:

Please check all that apply to the proposed district.

_____	Commercial	_____	Park
_____	Arts / Entertainment	_____	Private Residence(s)
_____	Educational	_____	Scientific
_____	Museum	_____	Transportation
_____	Industrial	_____	Medical / Health
_____	Military	_____	Other: _____
_____	Communications		_____
_____	Religious		_____
_____	Community Development		_____
_____	Exploration / Settlement		

6. NUMBER OF RESOURCES WITHIN THE PROPOSED DISTRICT

Number of properties that are contributing: _____
 Number of properties that currently are noncontributing: _____

7. PHYSICAL DESCRIPTION

Architectural Classification(s):

Primary Exterior Building Materials, Foundation, etc.

Description of the present and original (if known) physical appearance:

Please use a continuation sheet to describe the proposed district.

8. SIGNIFICANCE

In order to be considered as a historic district, it must meet at least one of the following criteria:

A) Historic:

1. ____Area has significant character, interest, or value as part of the development, heritage or cultural characteristic of the city, state or nation; or is associated with the life of a person significant in the past; or
2. ____Area represents a historic event with significant effect upon society.

B) Cultural:

1. ____Area exemplifies the cultural, political, economic, social or historic heritage of the community;
or
2. ____Area represents an aspect of community sentiment or pride.

C) Architectural and Engineering:

1. ____Representative of an era in history characterized by a distinctive architectural style; or
2. ____Embodies specific, distinguishing characteristics of an architectural or engineering type; or
3. ____Representative work of a designer or 'master' whose work has significantly influenced the development of the community; or
4. ____Contains elements or design, detail, material or craftsmanship which represent a significant innovation; or
5. ____Represents an architectural style, detail or other element in danger of becoming extinct.

D) Archaeological:

1. ____Important to history or pre-history based on physical evidence yielded or may be likely to yield from within the area.

E) Geographical:

1. ____Owing to its unique location or physical characteristics, represents an established and familiar visual feature of a neighborhood or the city.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Architects / Builders: Please list contributing architects and builders, if known:

Number of properties: _____
Acreage of proposed district: _____

11. FORM PREPARED BY

name / title: _____

agency _____

address _____

phone & fax no. _____

email address _____

12. NEIGHBORHOOD ASSOCIATION / PRESERVATIONIST

Neighborhood Preservation Liaison:

name: _____

address: _____

phone & fax no. _____

email address: _____

FOR LANDMARK COMMISSION USE ONLY:

previous nomination for local designation (date): _____

reason not designated: ____ criteria not met ____ unacceptable physical condition

recommendation of Landmark Commission: ____ eligible for local designation

____ ineligible on basis of information at this time

____ eligible on condition of _____

Council Action: designated as a Wichita Falls Historic District _____

ordinance number _____

date _____

APPENDIX C

Continuation Sheets



HISTORIC DISTRICT NOMINATION FORM CONTINUATION SHEET

Form Title: _____

Section Number: _____

Page: _____

APPENDIX D - PROPERTY OWNER RESPONSE FORM

HISTORIC DISTRICT NOMINATION

To have your comments presented to the Landmark Commission and considered in their review of the application, please, return this form to the address at the bottom of this page.

Application to Nominate the proposed area for Historic District Designation

If this historic designation is approved, we the undersigned, are aware, that the City has recognized the district worthy of protection and preservation, and, as such, any plans for improvements or exterior modifications to any property within the district other than ordinary repair and maintenance must be reviewed and approved through the Design Review process with the Landmark Commission.

Please indicate (with an 'X') if you are:

☐ In Favor

☐ Opposed

☐ No Opinion

Note: Please provide additional written comments in order to assist the Landmark Commission understand your concerns.

Signature (owner or authorized representative)

Date

Please provide us with your daytime phone number: _____

Please indicate below your name and address:

RETURN TO:

TALLY SHEET - Property Owner RESPONSE Form

Name of Property Owners	Property Address	Telephone No.	In Favor	Opposed	No Opinion
-------------------------	------------------	---------------	----------	---------	------------

The following tally of property owner(s) of property within the proposed area for designation have filed Property Owner Response Forms stating their opinion either In Favor, Opposed or No Opinion regarding the nomination of the proposed area as a *Wichita Falls Historic District* with the City of Wichita Falls Landmark Commission and City Council.

[illegible]

(If additional tally pages are necessary, please make copies of this sheet.)

Examples of Local Historic Landmark Applications



Application for Landmark Status Historic Preservation Board

Application fee \$50.00 _____

Transaction Code 138.00

Property Information:

Name of Resource: Historic name _____

Current name _____

Address/Location: _____

Historic Use: Residential ____ Commercial ____ Current Use: Residential ____ Commercial ____

Total acreage or square footage: _____

Zoning Classification: _____

If moved, date and previous location: _____

Legal Description: _____

Applicant Information:

Name of Owner: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Business Phone: _____

Name of Applicant (if different than owner): _____

Relationship to property: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Business Phone: _____

Significance of Resource:

List Applicable Criteria for Designation (see Step 3 of Guide)

Statement of Significance Narrative:

Attach photos and site plan.

IMPORTANT: COMPLETE APPLICATION MUST BE SUBMITTED TO THE HISTORIC PRESERVATION OFFICER AT LEAST 10 BUSINESS DAYS PRIOR TO THE REGULAR MONTHLY MEETING OF THE HISTORIC PRESERVATION BOARD AT WHICH IT IS TO BE CONSIDERED.

THE UNDERSIGNED DO HEREBY ACKNOWLEDGE THAT THEY HAVE READ AND UNDERSTAND THE PROVISIONS OF ORDINANCE NO. 2013-08 AND ITS AMENDMENTS, INCLUDING THE REQUIREMENTS TO OBTAIN A CERTIFICATE OF APPROPRIATENESS BEFORE EXTERIOR ALTERATION, RESTORATION, RECONSTRUCTION, NEW CONSTRUCTION, MATERIAL CHANGE IN APPEARANCE OR MOVING OF A LANDMARK OR PROPERTY WITHIN AN HISTORIC DISTRICT. FURTHERMORE, THE UNDERSIGNED DO HEREBY GIVE THEIR INFORMED CONSENT TO THE DESIGNATION OF THIS PROPERTY AS A HISTORIC LANDMARK.

Signature of the Property Owner

Date

Signature of Applicant (if different from owner)

Date

APPLICATION FOR HISTORIC LANDMARK DESIGNATION

City of Seguin, Main Street Program, P.O. Box 591,
Seguin, Texas 78156 (830) 401-2448

1. Name of Landmark: _____
2. Address of Landmark: _____
3. Legal Description: _____
This information can be found on the property tax appraisal
4. Owner Name: _____
5. Owner Address: _____
Phone: _____ Email: _____
6. HISTORY: A brief history is required and should be attached to this application. The following information should be included, if known:
 - Original owner/builder/architect
 - Subsequent owners
 - Present owner
 - Original and subsequent use of significance
 - Dates of the above
 - Any anecdotes concerning the landmark and/or its owners
 - Photographs – Historic and current
 - General description of the structure
7. I hereby request consideration of the above-described structure/site as a historic landmark according to the provisions of the City of Seguin Historic Landmark Preservation Ordinance. I have read this Ordinance and fully understand its effect on my property. This application shall be considered as my written permission as owner of the above-described property for historic designation by the City of Seguin City Council.

Owner Signature

Date

FOR OFFICE USE ONLY

Application received by _____

Date: _____ Receipt No. _____ Check No. _____

RECOMMENDATIONS FOR APPROVAL

HISTORIC DESIGN REVIEW COMMITTEE: Date: _____

CITY COUNCIL: Date: _____



“Mark It, Seguin!”

a project of the Seguin Conservation Society and the Main Street Program

FREQUENTLY ASKED QUESTIONS: LOCAL HISTORIC LANDMARK PROGRAM

Seguin is a unique city with an amazing story to tell about its place in history, its architecture, and its diverse culture. A Local Historic Landmark Program is now in place that will allow this amazing story to be told to our residents and visitors to Seguin.

What is a Local Historic Landmark Program? There are several ways to provide official recognition to a historic property. If it meets certain criteria, it may be eligible for a state or national marker approved by the Texas Historical Commission and the National Park Service. When a property has more local relevance or, for some reason, does not meet the stringent requirements for a state or national marker, the property may be eligible for consideration for a Local Historic Landmark designation. A Local Historic Landmark involves the recognition of local historic properties through the use of plaques purchased by the property owner, following an application and review process.

What are the criteria for designating a property as a Local Historic Landmark? These criteria include but are not limited to the following:

- Significance in history, architecture, archeology, or culture;
- Association with events that have made a significant contribution to the broad patterns of local, regional, state, or national history;
- Association with the lives of significant historical persons;
- Characteristics of type, period, or method of construction;
- Association with the work of a master designer, builder, or craftsman; or
- Association with an established and visual feature of the City.

Who decides if my property qualifies as a Local Historic Landmark? If you qualify for a state or national historic marker, then you automatically qualify for the local marker. Each application will be reviewed by members of the Guadalupe County Historical Commission and the Seguin Conservation Society. Each body will then make a recommendation regarding the application to the City’s Historic Design Review Committee. Seguin City Council will provide the final review and determination. The entire process should be completed in 90-days or less.

If my property is approved as a Local Historic Landmark, who pays for the plaque? Property owners are responsible for the purchase of the plaque for their property. While a City tax abatement is not currently available for a local historic marker, properties with a state or national marker are eligible such an abatement.

What information am I going to need to apply? In addition to the application itself, some or all of the following information should be provided: surveys, photographs of the property past and present, elevation drawings if available, and any documentation in the way of letters, records or newspaper clippings that help document the history and significance of the property.

If my property is approved as a Local Historic Landmark does it limit what I can do to my property in the future? Properties awarded designation as a Local Historic Landmark have a responsibility to help maintain the historic and architectural significance of the property. If a building permit is issued for the property for

work to the exterior then a Certificate of Appropriate Design will be required. This means the construction plans will be reviewed by the Historic Design Review Committee prior to the start of any construction. Upon designation as a Local Historic Landmark the designation shall be recorded in the Real Property Records of Guadalupe County, Texas, the tax records of the City and the Guadalupe County Appraisal District for a nominal fee. Improvements that do not require a building permit are not regulated nor is the choice of color when painting a historic structure. However, professionals are available to provide free design assistance upon request.

What if I don't maintain my Local Historic Landmark or comply with the requirements of the Historic Design Review Committee? Failure to comply could result in one of the following: i) removal of any marker identifying the property as a historic landmark; and ii) removal of the historic landmark designation from the County deed records. Most people with a historic property that would apply for a Local Historic Landmark appreciate the need to maintain the integrity of the property and program so it is anticipated that these penalties will rarely be necessary.

Besides the cost of the plaque, is there a cost to be designated as a Local Historic Landmark?

At this time there are no fees to receive this designation.

For more information: Call 830-401-2448 or send an email to mainstreet@seguintexas.gov. Additional information on this program is also available on the City of Seguin web site at www.seguintexas.gov. Just click on Main Street and then select Historic Preservation.

4-23-14



HISTORIC DESIGNATION INFORMATION PACKET AND NOMINATION APPLICATION

HISTORIC AND CULTURAL LANDMARKS COMMISSION

PLANNING AND DEVELOPMENT DEPARTMENT
200 TEXAS STREET
FORT WORTH, TEXAS 76102

817-392-8574
817-392-8016 (Fax)

Thank you for your interest in preserving the historic resources of the City of Fort Worth. We hope this information packet will make this application process as easy as possible for you.

When do I apply?

Historic Designation applications are due in the Planning and Development Department the third (3rd) Monday before the next scheduled Historic & Cultural Landmarks Commission (HCLC) public hearing. The HCLC meets the second (2nd) Monday of each month at 2:00PM in Council Chambers located on the second (2nd) floor of City Hall at 1000 Throckmorton. (A schedule of meetings and deadlines can be found on the last page of this information packet)

What is an overlay district and how do I qualify?

City Zoning Ordinance-Chapter 4, Article 5: Historic Preservation Overlay Districts

"Designation of a structure, site or area by the City Council as "HSE", "HC", or "DD" is intended as a zoning overlay which supplements the primary underlying zoning district classification. The permitted uses of the property shall be determined and controlled by the use regulations set forth for the primary zoning district classification for the property."

Criteria for Designation:

The criteria determining whether sites or structures qualify for designation, sites or districts seeking designation should meet at least 3 of the following criteria:

1. Is distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States
2. Is an important example of a particular architectural type or specimen in the City of Fort Worth
3. Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth
4. Embodies elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation, including, but not limited to:
5. Bears an important and significant relationship to other distinctive structures, sites or areas, either as an important collection of properties of architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to a plan based on architectural, historic or cultural motif
6. Possesses significant archeological value, which has produced or is likely to produce data affecting theories of historic or prehistoric interest
7. Is the site of a significant historic event
8. Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States
9. Represents a resource, whether natural or man-made, which greatly contributes to the character or image of a defined neighborhood or community area
10. Is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places

What is the procedure for being nominated?

Property may be nominated for designation as Highly Significant Endangered (HSE), Historic and Cultural Landmark (HC), or Demolition Delay (DD) by the City Manager, City Council, Historic and Cultural Landmarks Commission, the owner or the owners authorized representative. Nominations shall be submitted to the Historic Preservation Officer. Nomination by the City Council or the Historical and Cultural Landmarks Commission shall be in the form of a resolution requesting that the Historic Preservation Officer submit the nomination to the Historical and Cultural Landmarks Commission. Nomination by the City Manager or the owner shall be by completion of a nomination form promulgated by the Planning and Development Department. No nomination fee shall be charged. A nomination for designation of an area as a Historic and Cultural Landmarks District submitted by the property owners must be signed by the owners of at least 50 percent of the property and 50 percent of the individual tracts, parcels or lots to be located within the boundaries of the proposed district (see District Designation form).

What types of overlay districts are there and how are they different?

Highly Significant Endangered (HSE) - A site or structure may be designated as Highly Significant Endangered if it satisfies the following qualifications:

1. It meets five or more of the above Criteria; or
 2. It is determined by the City Council to be threatened by deterioration, damage or irretrievable, irreplaceable loss due to neglect, disuse, disrepair, instability, lack of financial resources and/or impending demolition.
- The nomination for designation shall describe how the structure meets the pertinent Criteria, the existing and proposed use of the structure, any planned stabilization and/or rehabilitation by the property owner, and the nature and degree of endangerment to the structure.
 - A structure designated HSE shall be deemed to be a historically significant site in need of tax relief to encourage its preservation. It can qualify for a 10-15 year exemption on the assessed value of improvements and freeze on the assessed value of the land for the purposed of City taxes.
 - Exterior changes must be approved by the Landmarks Commission through the attainment of a Certificate of Appropriateness for the proposed work.
 - When application is made for the designation, the owner shall submit with the application a set of proposed design guidelines following the principles set forth in the Secretary of the Interior's Standards for Rehabilitation. The applicants shall prepare the guidelines with the assistance of the Historic Preservation Officer. Please call (817) 392-8012 for more information about establishing design guidelines for your property.

Historic and Cultural Landmark (HC) - An individual structure or site may be designated as a Historic and Cultural Landmark if it meets three or more of the Criteria:

- Additions and any exterior changes must be approved by the Landmarks Commission through the attainment of a Certificate of Appropriateness for the proposed work.
- Can qualify for 10 year freeze on the assessed value of the land and improvements for the purposed of City portion of ad valorem taxes.
- When application is made for the designation, the owner shall submit with the application a set of proposed design guidelines following the principles set forth in the Secretary of the Interior's Standards for Rehabilitation. The applicants shall prepare the guidelines with the assistance of the Historic Preservation Officer. Please call (817) 392-8574 for more information about establishing design guidelines for your property.

Demolition Delay (DD) - A structure may be designated Demolition Delay if it satisfies one or more of the following qualifications:

1. It meets 2 or more of the above criteria
 2. Is designated as a Recorded Texas Historic Landmark
 3. Is designated as a Texas State Archeological Landmark
 4. Is designated as an American Civil Engineering Landmark
 5. Is listed on the National Register of Historic Places
- Owners of structures designated Demolition Delay who have filed an application for a Certificate of Appropriateness for demolition are subject to a delay in issuance of the permit of up to 180 days.

How will I know when the nomination will be heard?

Upon receipt of a nomination, the Historic Preservation Officer or designee shall prepare a notice of nomination, which shall be mailed to the owner or owners of the property by certified mail, return receipt requested, at least ten (10) days prior to the Historical and Cultural Landmarks Commission hearing. The notice shall include the following:

1. Description of structure or site proposed for nomination
2. Proposed category of protection and criteria on which the nomination is based
3. Description of the benefits, restrictions, and other terms of the proposed designation, including without limitation tax incentives and restrictions on demolition and rehabilitation
4. Time, place, and date of the public hearing by the Historical and Cultural Landmarks Commission
5. Statement of the stay of actions
6. Form on which the owner may explain the reasons why the nomination should be approved or denied.

What is permitted and not permitted on my property after a nomination is filed?

Stay of Actions After Nomination:

1. Interim Controls. The Commission finds that immediate temporary controls prohibiting alteration, demolition, or relocation of properties for which a notice of nomination as HSE, HC, or HC Landmark District has been mailed, and prohibiting demolition or relocation of structures for which a notice of nomination as DD has been mailed are required.
2. HSE/HC/HC Landmarks District. All permits for construction, repairs, alterations, additions, stabilization, restoration, rehabilitation, demolition, or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness requirements contained in Section 4.507 for a period of 135 days or until the proposed designation is denied whichever occurs first. If the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to such designation. Permits obtained for property before notices of nomination are mailed shall not be subject to interim controls or the Certificate of Appropriateness requirements.
3. Demolition Delay. After mailing notice of nomination, all permits for demolition or relocation of any building, object or structure on the property shall be subject to the Certificate of Appropriateness for a period of 135 days or until the proposed designation is denied, whichever occurs first. In the event that the proposed designation is approved, the property shall be subject to all Certificate of Appropriateness requirements applicable to Demolition Delay properties. Permits requested before the notice of nomination is mailed are not subject to the interim controls or the Certificate of Appropriateness requirements.

How does the process work?

Step 1: Application guidelines

Upon submission of the completed application, it will be placed on the next scheduled Landmarks Commission meeting as a public hearing action item. Incomplete applications will not be accepted or forwarded to the Landmarks Commission for action.

Step 2: Historic and Cultural Landmarks Commission Hearing

The hearing shall be heard within 45 days after the application is filed, or as soon thereafter as is reasonably practicable. The Historic and Cultural Landmarks Commission may delay the hearing for a reasonable time if the Commission finds that all parties who have an interest in the structure or property are not present or that additional information is needed by the Historic and Cultural Landmarks commission in order to evaluate such application. At the Historic and Cultural Landmarks Commission's public hearing, the owner or owners, interested parties, local preservation groups and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, cultural, architectural or archeological importance of the structures or property.

Step 3: Zoning Commission

Upon recommendation of the HCLC, the proposed designation shall be submitted to the Zoning Commission. The Zoning Commission shall give notice and conduct its public hearing on the proposed designation within 45 days of the receipt of such recommendation from the HCLC, or as soon thereafter as is reasonably practicable.

Step 4: City Council Hearing

The City Council shall give notice and conduct its hearing on the HCLC's recommendation concerning the proposed designation within 45 days of receipt of the recommendation of the Zoning Commission, or as soon thereafter as is reasonably practicable.

Historic and Cultural Landmarks Commission meeting dates and application deadlines:

<i>2017 HCLC Meeting Dates</i>	<i>Application Deadline</i>
January 9	December 19
February 13	January 17
March 13.....	February 20
April 10.....	March 20
May 8.....	April 17
June 12	May 15
July 10	June 19
August 14	July 17
September 11	August 21
October 9.....	September 18
November 13	October 16
December 11	November 20



HISTORIC NOMINATION / DESIGNATION APPLICATION

HISTORIC & CULTURAL LANDMARKS COMMISSION

CITY OF FORT WORTH, TX 76102 200 TEXAS STREET (817) 392-8574 / Fax: (817) 392-8016

HISTORIC PROPERTY

Historic or Common Name (if any): _____

Street & Number: _____

City: _____

State: _____

Zip Code: _____

PROPERTY OWNER / AGENT

Owner's Name: _____

Street & Number: _____

Telephone: _____

City: _____

State: _____

Zip Code: _____

Agent (if any): _____

Street & Number: _____

Telephone: _____

City: _____

State: _____

Zip Code: _____

LEGAL DESCRIPTION OF PROPERTY

☐ Property is not subdivided according to the County Deed Records

Vol. _____, Page _____

It is shown as Tract _____ of the _____ Survey, City Tax Records.

☐ A metes and bounds description and a sketch map locating property so described are attached.

☐ Property is subdivided as below described:

Subdivision name: _____

Block _____, Lot(s) _____; Block _____, Lot(s) _____;

Block _____, Lot(s) _____; Block _____, Lot(s) _____;

Total land area contained herein, not counting streets or alleys, is _____ acres/sq. ft.

Current zoning of this property: _____

Current use of this property:

☐ Single Family Dwelling

☐ Apartments

☐ Duplex

☐ Commercial

☐ Industrial

☐ Other: _____

ARCHITECTURAL STYLE

Architectural Style: _____

Foundation: _____

Roof: _____

Windows: _____

Walls: _____

Porch: _____

Other: _____

Please attach photographs of the front, sides, and rear of the building, and photographs of any outbuildings.

NOMINATION

For designation as Historic and Cultural Landmark, the property must meet 3 of 10 Criteria for Designation. For Demolition Delay, it must meet 2 out of the 10 Criteria.

For designation as Highly Significant endangered, the property must meet 5 of 10 Criteria for Designation and be deemed endangered. Endangered means threatened by deterioration, damage or irretrievable, irreplaceable loss due to neglect, disuse, disrepair, instability, lack of financial resources and/or impending demolition. If you seek Highly Significant designation, explain why you consider the building to be endangered on a separate sheet of paper.

I nominate the property for designation as:

☐ Highly Significant Endangered ☐ Historic and Cultural Landmark ☐ Demolition Delay

CRITERIA FOR DESIGNATION

- 1) Is distinctive in character, interest or value; strongly exemplifies the cultural, economic, social, ethnic or historical heritage of the City of Fort Worth, State of Texas or the United States
- 2) Is an important example of a particular architectural type or specimen in the City of Fort Worth
- 3) Has been identified as the work of an important architect or master builder whose individual work has contributed to the development of the City of Fort Worth
- 4) Embodies elements of architectural design, detail, materials or craftsmanship which represent a significant architectural innovation, including, but not limited to:
- 5) Bears an important and significant relationship to other distinctive structures, sites or areas, either as an important collection of properties of architectural style or craftsmanship with few intrusions, or by contributing to the overall character of the area according to a plan based on architectural, historic or cultural motif
- 6) Possesses significant archeological value, which has produced or is likely to produce data affecting theories of historic or prehistoric interest
- 7) Is the site of a significant historic event
- 8) Is identified with a person or persons who significantly contributed to the culture and development of the City of Fort Worth, State of Texas or the United States
- 9) Represents a resource, whether natural or man-made, which greatly contributes to the character or image of a defined neighborhood or community area
- 10) Is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places

On a separate paper, please discuss how the property meets each selected Criterion. Each Criterion must be addressed individually.

CHANGE IN STATUS

On a separate piece of paper, please discuss applicable changes to the structure for reclassification from HC/non-contributing to HC/contributing.

ZONING CHANGE APPLICATION

Please fill out and sign the attached application to the Zoning Commission. It will be filed by the Planning and Development Department upon approval of the nomination by the HCLC.

ADDITIONAL DOCUMENTATION INCLUDED:

☐ Maps

☐ Site Plan

☐ Photographs

☐ Other: _____

ACKNOWLEDGMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal at the Historic and Cultural Landmarks Commission, Zoning Commission and City Council hearings. I further certify that I have read and understand the following information concerning the procedure for consideration of my zoning request.

I understand that the application for historic zoning will first be submitted to the Historic and Cultural Landmarks Commission and that the case will not be submitted to the Zoning Commission for consideration unless the Historic and Cultural Landmarks Commission recommends approval of the designation.

I understand that if the Zoning Commission recommends approval of the designation, the recommendation will be submitted to the City Council for final determination. If the Zoning Commission recommends denial, I understand that I may appeal the recommendation of denial to the City Council by submitting a letter of appeal to the Executive Secretary of the Zoning Commission within 12 days after the Commission's action. I understand that if I do not submit a timely letter of appeal from the Zoning Commission's recommendation of denial, the City Council must deny my request.

I understand that if I am not present or represented at the public hearings, the Historic and Cultural Landmarks Commission and/or the Zoning Commission may dismiss the request, which constitutes a recommendation of denial. I further understand that if I am not present or represented at the City Council hearing, the City Council may deny the request.

I reserve the right to withdraw this proposal at any time prior to 14 days after the scheduled filing deadline for the Zoning Commission hearing, by filing a written request with the Executive Secretary of the Zoning Commission. I understand that such withdrawal shall immediately stop all proceedings thereon; provided, however, withdrawal filed at any time after 14 days following the Zoning Commission deadline shall constitute a denial by the Zoning Commission and the City Council.

I authorize the City of Fort Worth to install one or more signs on the property. The sign(s) will indicate that a zoning amendment is proposed and that further information can be acquired by telephoning the number indicated.

Owner / Agent

City Official _____

Date _____

STAFF WILL COMPLETE FROM HERE DOWN

CERTIFICATION

Date application submitted: _____

As the Historic Preservation Officer for the City of Fort Worth, I certify that the nomination for historic designation ☐ meets/ ☐ does not meet the Criteria for Designation as set forth in Chapter 4, Article 5 of the Comprehensive Zoning Ordinance.

I recommend that this property be approved for designation as:

- ☐ Historic and Cultural Landmark
- ☐ Highly Significant Endangered
- ☐ Demolition Delay
- ☐ Designation not recommended

Signature of Certifying Official

Date

RECOMMENDATIONS

Recommendation by Historic and Cultural Landmarks Commission:

Date of Public Hearing: _____ ____ Approval ____ Denial

Decision is as follows: _____

Chairperson

Date

Recommendation by Zoning Commission:

Date of Public Hearing _____ ____ Approval ____ Denial

Decision by Fort Worth City Council:

Date of Public Hearing _____ ____ Approval ____ Denial



LANDMARK NOMINATION FORM 'A'

Please read instructions before filling out this form. Please type or print all entries and complete all sections.

1. NAME OF PROPERTY

_____	_____
_____	_____
_____	_____

historic name(s)

common or current name(s)

2. LOCATION and LEGAL DESCRIPTION

number	street	zip code	Tax I.D. No.
--------	--------	----------	--------------

lot number _____ block number _____ subdivision _____

Deed restrictions apply to this property(s) ____ Yes ____ No

3. PRESENT OWNER(S) OF PROPERTY

Type of ownership: _____ sole owner _____ partnership _____ corporation
_____ trust _____ community property _____ public
property

name(s)	address	city	state	zip code
---------	---------	------	-------	----------

4. CLASSIFICATION

Category: _____ structure _____ building(s) _____ site _____ object

Status: _____ occupied _____ unoccupied _____ work in progress

Present Designation: _____ National date ____/____/____
_____ State (RTHL or SAL) date ____/____/____

Within historic district: _____ yes or _____ no or _____ unsure

Building/Space Use:

	original	present	proposed
basement			
ground floor			
upper floors			

5. TAX ASSESSMENTS

year	land	improvements	total

6. PHYSICAL DESCRIPTION

Condition: ___ excellent ___ good ___ fair ___ deteriorated ___ ruins

Check one: ___ unaltered ___ altered date(s): ___ / ___ / ___ / ___ /

Check one: ___ original site ___ moved date(s): ___ / ___ / ___ / ___ /

Primary exterior building materials:

roof _____

walls _____

Description of the present and historic physical appearance:

7. GEOGRAPHICAL DATA

Verbal boundary description:

Describe relationship to surroundings:

8. REPRESENTATION IN EXISTING HISTORIC SITES SURVEYS

Survey title: _____

Property recommended for designation: _____ yes or _____ no

if yes: _____ national _____ state _____ local

Date of Designation, if known _____

9. SIGNIFICANCE

General area(s): _____ historical _____ cultural _____ architectural _____ engineering
_____ archeological _____ geographical

Specific area(s): _____ art _____ commerce _____ communications _____ economics
_____ community planning / development _____ education _____ industry
_____ exploration / settlement _____ education _____ invention _____ law
_____ literature _____ military _____ music _____ medicine / health
_____ politics / government _____ religion _____ science _____ theater
_____ social / humanitarian _____ transportation _____ other (specify
below)

Date built: ____ / ____ / ____ architect / builder: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

11. FORM PREPARED BY

name / title: _____

agency: _____

address _____

phone & fax no. _____

email address _____

12. APPLICANT

name / title: _____

agency: _____

address _____

phone & fax no. _____

email address _____

FOR LANDMARK COMMISSION USE ONLY:

previous nomination for local designation (date): _____

reason not designated: ___ criteria not met ___ unacceptable physical condition

recommendation of Landmark Commission: ___ eligible for local designation

 ___ ineligible on basis of information at this time

 ___ eligible on condition of _____

Council Action: designated as Wichita Falls Landmark ___

 ordinance number _____

 date _____



LANDMARK/HISTORIC DISTRICT NOMINATION FORM CONTINUATION SHEET

Form Title: _____

Section Number: _____ Page: _____

Role of the Players in the Designation Process

	Historic Preservation Officer	Preservation Commission	Property Owner/Applicant
Initiation	Usually cannot initiate historic zoning	Can initiate “historic zoning”	Can initiate historic zoning; in some cases, the property owner must approve
Preparation	Either prepares or assists the applicant with the landmark/district application	Can usually request the HPO to prepare an application for review	Can complete an application; hire a consultant to complete the application; or, work with HPO on completing the application
Public Involvement	HPO is responsible for making sure notifications are made to the public in accordance with city and state law. Should be a part of education and outreach in the neighborhood to ensure a successful application	Public is invited to give opinion on designation at the preservation commission meeting	The applicant should be in communication with the owner(s). Public outreach and education is especially critical for districts.
Recordation	Ensures that the designation is noted on the city’s official zoning maps as historic. Ensures that the County tax appraisal district is also made aware of the designation.		



PART 2: ORDINANCE HANDOUT | CHECKLIST

PURPOSE

Elgin: [Purpose](#)

Fredericksburg: [Statement of Purpose](#)

San Antonio: [Statement of Purpose](#)

ADMINISTRATION

Austin: [Historic Landmark Commission](#)

Galveston: [Landmark Commission](#)

Tyler: [Historical Preservation Board](#); pg. 469

San Antonio: [Historic Preservation Officer](#)

DESIGNATION

Brownsville: Designation for [Historic Districts](#) + [Primary Local Sites](#)

Galveston: [Historic Designation](#)

Kingsville: [Creating Historic Districts](#) + [Designating Landmarks](#)

REVIEW

Houston: [Certificate of Appropriateness](#)

Kingsville: [Board Review for Historic Districts and Landmarks](#)

Nacogdoches: [Certificate of Appropriateness](#)

DEMOLITION

Austin: [Building, Demolition, and Relocation Permits](#)

Castroville: [Demolition](#) + [Demolition by Neglect](#)

Fredericksburg: [Demolition/Removal Criteria](#) + [Prevention of Demolition by Neglect](#)

ENFORCEMENT

Fredericksburg: [Penalties](#) + [Appeals](#)














Kingsville: [Vacant Buildings and Property](#) + [Penalty](#)

Palestine: [Enforcement](#) + [Penalties](#)

San Antonio: [Vacant Building Registration](#)

ORDINANCE CHECKLIST



-  State the Purpose of the Ordinance
-  Establish a Landmark Commission and their duties
-  Appoint a city Historic Preservation Officer (HPO)
-  Establish a process for designation of local historic landmarks and districts.
-  Criteria for Designation must be based on the National Register Criteria, however it can be modified
-  Give the Commission the ability to locally designate properties or make recommendations for designation
-  Establish a process on how to assign a different Zoning designation to local landmarks and districts
-  Establish provisions for the Certificate of Appropriateness application
-  Must be based or consistent with the Secretary of the Interior Standards
-  Establish how the Ordinance will be enforce the protection of locally designated historic properties.
-  Describe the path to appeal a decision made by the Landmark Commission
-  Establish Demolition by Neglect procedures
-  Include a 60-day stay on the demolition of designated historic properties.

OTHER RESOURCES + TOOLS

[National Trust For Historic Preservation—Demolition by Neglect](#)
[Demolition by Neglect: Repairing Buildings by Repairing Legislation](#)

Houston, TX: [Historic Preservation Manual](#)

San Antonio, TX: [Historic Homeowner Handbook](#). [Incentives](#).

