



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

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**January 17, 2018 at 6:00 P.M.**

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*City of Bastrop Historic Landmark Commission 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](mailto: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.*

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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**

**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 minutes from November 15, 2017.
- b. Discuss and set meeting schedule for the 2018 calendar year.

**4. WORKSHOP SESSION**

- a. Discuss the draft Historic Landmark Ordinance Amendments.
- b. Watch and discuss the Part 3 and Part 4 of the *Building a Strong Preservation Program* webinars from the Texas Historical Commission.

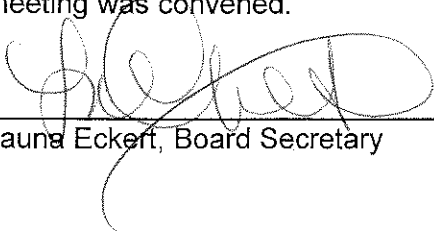
- Part 3: Design Guidelines & Standards
- Part 4: Certificate of Appropriateness Review

**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](http://www.cityofbastrop.org) and said Notice was posted on the following date and time 1/17/17 10:30am and remained posted for at least two hours after said meeting was convened.



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Laura Eckert, Board Secretary



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1311 Chestnut Street  
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## Meeting Minutes for the Historic Landmark Commission

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

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### CALL TO ORDER

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

Christine Cartwright	<u>Present</u>	Susan Long	<u>Present</u>
Dan Hays-Clark	<u>Present</u>	Kathryn Lang	<u>Absent</u>
Lisa Patterson	<u>Resigned</u>	Blake Kaiser	<u>Present</u>
Pat Crawford	<u>Present (arrived at 6:05pm)</u>		

### 1. CITIZEN COMMENTS

Sergio Altamirano asked for a special meeting to be called for a certificate of appropriateness for a new metal roof to be installed at his historic home, 1508 Pecan Street. His current composite shingles are leaking. Date to be determined after application is received.

### 2. ITEMS FOR INDIVIDUAL CONSIDERATION

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

Christine Cartwright made a motion to approve the minutes from the October 18, 2017 meeting, motion seconded by Susan Long and the motion carried unanimously 4-0, Pat Crawford did not vote because she was a few minutes late arriving.

### 3. 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.

David Gattis, Interim Planning Director told Commissioners that the City Manager has requested the Historic Preservation Ordinance update be completed prior to his departure in February of 2018.

**4. DIRECTOR OF PLANNING & DEVELOPMENT UPDATES**

- a. Direction from the Historic Landmark Commission on any items to be included on future agendas.  
The Commission instructed staff to cancel the December 20, 2017 HLC meeting due to its proximity to the Christmas Holiday. Susan Long made a motion seconded by Pat Crawford and the motion passed 5-0.

**5. ADJOURNMENT**

Meeting adjourned at 7:25PM

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Dan Hays-Clark

# HISTORIC LANDMARK COMMISSION

## STAFF REPORT



**MEETING DATE:** January 17, 2018

**ITEM:** 3B

**TITLE:**

Discuss and set meeting schedule for the 2018 calendar year.

**STAFF REPRESENTATIVE:**

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

**BACKGROUND/HISTORY:**

The Historic Landmark Commission regularly meets on the third Wednesday of the month. Below are the regular dates for 2018.

Meeting Date
January 17, 2018
February 21, 2018
March 21, 2018
April 18, 2018
May 16, 2018
June 20, 2018
July 18, 2018
August 15, 2018
September 19, 2018
October 17, 2018
November 21, 2018
December 19, 2018

November 21, 2018 is the day before Thanksgiving, so November 14 could be an alternative date for that meeting. Please review and bring any other conflicts to the commission meeting for discussion.

# HISTORIC LANDMARK COMMISSION

## STAFF REPORT



**MEETING DATE:** January 17, 2018

**ITEM:** 4A

**TITLE:**

Discuss the draft Historic Landmark Ordinance Amendments.

**STAFF REPRESENTATIVE:**

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

**BACKGROUND/HISTORY:**

Attached is a first draft of the Historic Landmark Ordinance amendments. This draft updated the existing language, using content and format of the draft ordinance that was created in 2009, as well as addresses comments from the Texas Historic Commission's Certified Local Government Coordinator.

Please review the attached draft and come prepared with comments and questions.

There are several specific items for discussion:

Section 14.03.002 (e) and (f)

For the Process for the removal of a Historic Landmark or historic district, the code should include review criteria for approving a designation.

Section 14.03.002 (g)

For existing Significant and Historic Landmarks, the previous draft retained the existing designations until they could be re-designated. What was the intent? What are the thoughts on this today?

Section 14.03.006

This section limits the monetary incentives to currently designated Historic Landmarks. New designated Landmarks would not be eligible for refunds under the draft ordinance.

There are some details left blank at this time in the Loss of Incentives and Penalty sections. These will be reviewed by the City Attorney to make sure we are following existing laws that regulate these activities.

Historic Resource Map

The draft version of the Historic Resource Map is also attached. Staff has researched the state and federal register points, which are reflected on the map. Some of the structures and sites may not exist anymore, so staff is still in the process of verifying all of the data.

**ATTACHMENTS**

Draft Historic Landmark Ordinance

Draft Historic Resource Map

## ARTICLE 14.03 - HISTORIC LANDMARK PRESERVATION

### Sec. 14.03.001 - General.

- (a) *Purpose and intent.* The City Council hereby declares that as a matter of public policy the protection, enhancement, and perpetuation of sites, landmarks or districts of historical and cultural importance and significance is necessary to promote the economic, cultural, educational, and general welfare of the public. It is recognized that the city represents the unique confluence of time and place that shaped the identity of generations of citizens, collectively and individually, and produced significant historic, architectural, and cultural resources that constitute their heritage. This article is intended to:
- (1) Protect and enhance the landmarks, which represent distinctive elements of the city's historic, architectural, and cultural heritage;
  - (2) Foster civic pride in the accomplishments of the past;
  - (3) Protect and enhance the city's attractiveness to visitors, thereby supporting and stimulating the economy;
  - (4) Insure the harmonious, orderly, and efficient growth and development of the city;
  - (5) Promote economic prosperity and welfare of the community by encouraging the most appropriate use of such property within the city;
  - (6) Encourage stabilization, restoration, and improvements of such properties and their values.
- (b) *Definitions.* The following definitions shall apply to this article.

*Alteration:* Any change, demolition or modification to a structure or site designated as a Historic Landmark or located in a local historic district including, but not limited to the following:

- (1) Exterior changes to or modification of any buildings or structures, architectural details or visual characteristics
- (2) Construction of new structures
- (3) Disturbance, placement or removal of exterior objects that affect the exterior qualities of the property.

*Architectural Element:* The unique details and component parts that combined, form the architectural style of a structure, building or object.

*Certificate of Appropriateness:* A document evidencing the approval of the Historic Landmark Commission, signed and dated by the Chairperson of the Historic Landmark Commission, for alteration, installation, relocation, excavation, restoration, modification, rehabilitation, change, demolition, construction, removal, or improvement of a Historic Landmark or of a building or property located within a local historic district.

*Construction:* The act of adding an addition to an existing building, structure or object or the erection of a new principal or accessory building, structure or object on any lot, parcel or site.

*Contributing Structure:* A building, structure, property or object within a local historic district which has not been designated a historic landmark under this ordinance, but which adds to the historical integrity or architectural qualities that make the local historic district significant.

*Demolition:* An act or process which: (1) destroys a lot, parcel or site or building, structure or object in its entirety, (2) destroys a part of a lot, parcel or site or building, structure or object and permanently impairs its structural, historic or architectural integrity, (3) removes the building, structure or object or any part thereof from the original lot, parcel or site without the requisite Certificate of Appropriateness

and/or moving permit, or (4) removes architectural elements and features from the exterior of a building, structure or object.

*Design Guidelines:* Architectural and style guidelines adopted by the City that encourage and promote the existing historical features of the City and detail those alterations, installations, relocations, excavations, restorations, modifications, rehabilitations, changes, demolition, construction, removal, or improvement of a Historic Landmark or of a structure or site located within a local historic district that are deemed compatible and appropriate for the area. If local design guidelines have not been adopted, *The Secretary of the Interior's Standards for the Treatment of Historic Properties* shall be used as the design guidelines.

*Historic District.* A geographically defined neighborhood or area that has a significant historical, architectural, or cultural significance to the overall character and identity of the City.

*Historic Landmark:* A site, and/or all structure(s), located *thereon*, that have been designated by the City of Bastrop through criteria established within this Ordinance.

*Inventory.* A list of properties that have been identified and evaluated as meeting specified criteria of significance as a contributing or non-contributing historic structure or site.

*Non-Contributing Structure:* A structure within a designated local historic district that is not considered to be of historical significance or which does not possess significant physical features, historical associations, or historical architectural qualities.

*Ordinary maintenance.* This generally refers to activities relating to a property that would be considered ordinary or common for maintaining the property, such as a) Repair using the same material and design as the original and does not require structural modifications; b) Repainting, using the same color; c) Reroofing, using the same type and color of material; or d) Repair of sidewalks and driveways.

*Overlay zones.* A set of zoning requirements that is described in the ordinance text, is mapped, and is imposed in addition to those of the underlying district. Development within the overlay zone must conform to the requirements of both zones or the more restrictive of the two.

*Preservation.* The stabilization of an historic building, its materials and features in their present condition to prevent future deterioration. Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

*Reconstruction:* The act or process of reassembling, reproducing or replacing by new construction, the form, detail and appearance of property and its setting as it appeared at a particular period of time by means of removal of later work or by the replacement of missing earlier work or by reuse of original materials.

*Rehabilitation.* The act or process of returning a property to a state of utility through repair or alteration that makes possible an efficient contemporary use while preserving those portions or features of the property that are significant to its historical, architectural, and cultural values.

*Removal:* Permanently moving a structure or feature from its current location. This includes moving an intact existing structure from the city limits to a site outside of the city limits.

*Relocation:* Any change of the location of a structure in its present location to another location within the city limits.



*Restoration:* The act or process of accurately recovering the form and details of a building, structure or object or lot, parcel or site and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacements of missing earlier work.

*Site:* The location of a significant event, a prehistoric or historic occupation or activity, building or structure, whether standing, ruined, or vanished, where the location itself possesses historical, cultural, or archeological value regardless of the value of any existing structure.

*Structure:* Something built or constructed, such as a building, bridge, monument or statue.

- (c) Historic landmark commission created. There is hereby created a commission to be known as the city historic landmark commission.
- (1) The commission shall consist of seven members, residents of the city, to be appointed by the mayor with approval by the City Council as follows; every effort will be made to find professionals who meet the criteria below; however, if specified professionals cannot be appointed, City Council will consider other types of professionals:
    - (A) One shall be an architect, planner, or representative of a design profession;
    - (B) One shall be a representative elected by the county historical society;
    - (C) One shall be a licensed real estate professional;
    - (D) One shall be an owner of an historic commercial structure or property;
    - (E) One shall be an owner of an historic residential structure or property;
    - (F) One shall be a member from the city's Planning and Zoning Commission;
    - (G) One shall be a general resident of the city.
  - (2) All commission members, regardless of background, shall have a known and demonstrated interest, competence, or knowledge in historic preservation within the city.
  - (3) Commission members shall serve for a term of three (3) years, with the exception of the member who is serving on the commission as the Planning and Zoning Commission representative, and that member shall serve for a term that is concurrent with that member's Planning and Zoning Commission term.
  - (4) Each seat on the commission will be assigned a "place." Commission members' terms of service shall be "staggered," so that the entire membership of the commission will not be subject to replacement at any single point in time. In the event of a vacancy on the commission, an individual appointed to fill the vacancy will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.
  - (6) Attendance requirements for the commission members are set forth in Section 1.02.002(b).
  - (7) The commission shall be empowered to:
    - (A) Prepare rules and procedures as necessary to carry out the business of the commission, which shall be ratified by the City Council.
    - (B) Approve or disapprove Certificates of Appropriateness, demolition or removal of historic structures, and economic hardship applications.
    - (C) Conduct surveys and maintain an inventory of significant historic, architectural, and cultural landmarks.
    - (D) Make recommendations to the City Council on the designation of Historic Landmarks, historic districts, contributing and non-contributing structures.
    - (E) Increase public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public education programs.

- (F) To assist the City Council in the adoption of design guidelines for the exteriors of Historic Landmarks, properties located inside of historic districts, and contributing and non-contributing structures, to address architectural and general design elements of structures, including acceptable materials for construction; appropriate architectural character, scale, and detail; acceptable appurtenances or additions to new or existing structures; and acceptable textures and ornamentation.
- (G) Prepare and submit annually to the City Council a report summarizing the work completed during the previous year.
- (H) To perform any other functions requested by City Council.
- (8) The commission shall meet at least monthly, if business is at hand. Special meetings may be called at any time by the Chair, or on the written request of any two commission members.
- (d) Appointment of Historic Preservation Officer. The City's Planning Director or other city staff designated by the City Manager shall serve as Historic Preservation Officer. This officer shall have as a principal duty the administration of this ordinance and the coordination of the City's various efforts and programs that further historic preservation.

Sec. 14.03.002 - Categories of preservation.

(a) Establishment of categories

There shall be two categories of preservation for historically, culturally, architecturally or archaeologically significant properties in the city, as follows:

- (1) Historic Landmarks,
- (2) Local historic districts, which may contain Historic Landmarks and contributing structures or sites; and non-contributing structures or sites.

(b) Criteria for Historic Landmark status

- (1) A structure or site is considered a local Historic Landmark if it is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places.
- (2) A structure or site also may be designated as a Historic Landmark if it meets two or more of the criteria set out below.
  - i. Possesses significance in history, architecture, archeology, or culture;
  - ii. Is associated with events that have made a significant contribution to the broad patterns of local, regional, state, or national history;
  - iii. Is associated with the lives of persons significant in our past;
  - iv. Embodies the distinctive characteristics of a type, period, or method of construction;
  - v. Represents the work of a master designer, builder, or craftsman;
  - vi. Represents an established and familiar visual feature of the City; or

(c) Criteria for creation of a historic district.

An area of the City may be considered for designation as a historic district if it:

- (1) Contains properties and an environmental setting which meet one or more of the criteria for designation of a Historic Landmark; or
- (2) Constitutes a distinct section of the City that possesses a unique historical, architectural, archeological or cultural significance.

(d) Process for designation of Historic Landmarks

- (1) Owners of property being considered for designation as a Historic Landmark or within a proposed historic district shall be notified prior to the Commission hearing on the recommended

designation. The Commission shall provide notice, conduct a public hearing, and consider the designation in the same manner and according to the same procedures required for a zoning change in the zoning ordinance of the City of Bastrop.

- (2) After consideration by the Historic Landmark Commission, a recommendation regarding designations shall be submitted the City Council to conduct a public hearing and consider the designations of a Historic Landmark or historic district.
- (3) Upon designation of a Historic Landmark, the City Council shall cause the designation to be noted as follows:
  - (a) Recorded in the Official Real Property Records of Bastrop County
  - (b) Designated on the Historic Resource Map of the City of Bastrop
  - (c) Provide the property owner with a plaque and require the installation indicating the designation of the landmark as a City of Bastrop Historic Landmark.
- (4) Upon designation of a Historic District, the City Council shall cause the designation to be noted as follows:
  - (d) Recorded in the Official Real Property Records of Bastrop County, and
  - (e) Designated on the Historic Resource Map of the City of Bastrop.

(e) Process for removal of Historic Landmarks designation

- (1) Designated Historic Landmarks shall retain such designation until such time as the City Council, upon receipt of an application from the owner, approves the withdrawal. The procedures for a removal of designation of a Historic Landmark shall follow the same process as the designation process.
  - a. Criteria for approving removal?
    - i. The original criteria that was met to receive the designation is no longer applicable.
    - ii.
    - iii.

(f) Designation of local historic district

- (1) These provisions pertaining to the designation of local historic districts constitute a part of the official zoning map of the City of Bastrop.
- (2) Upon recommendation of the Historic Landmark Commission and the Planning and Zoning Commission, the City Council may establish, after following all required legal procedures, one or more historic districts. The Historic Landmark Commission shall prepare, or cause to be prepared, and adopt, design guidelines for each individual district, including standards for new or infill construction. If there is more than one district, and the Historic Landmark Commission finds that design guidelines for one district are appropriate for another district, they may adopt the same guidelines.
- (3) An inventory of all contributing and noncontributing structures located within a district to be prepared and the record of the status of each structure within each district shall be maintained in City records.
- (4) Owners of property located within an area considered for designation as a local historic district shall be notified prior to each public hearing on the recommended designation. The adoption of a local district will be processed according to the same procedures required for a zoning amendment. At the public hearing(s), owners, interested parties, and technical experts may present testimony or documentary evidence that will become part of a record regarding the historic, architectural, or cultural importance of the proposed local historic district.

- (5) Upon designation of a local historic district, the City Council shall cause the designation to be recorded as follows:
  - (a) Recorded in the Official Real Property Records of Bastrop County
  - (b) Designated on the Historic Resource Map of the City of Bastrop.
- (2) Designated Historic Districts shall retain such designation until such time as the City Council, upon receipt of an application and formal request made by at least 51 percent of the owners within the Historic District petitions for removal. The procedures for a removal of designation of a local historic district shall follow the same process as the designation process.
  - a. Criteria for approving removal?
    - i. The original criteria that was met to receive the designation is no longer applicable.
    - ii.
    - iii.

(g) Any existing structure or site designated as a Significant Landmark or a Historic Landmark under Ordinance No. 2007-30 are specifically saved from repeal and shall retain such designation until such time that those designated landmarks are redesignated in accordance with the processes and procedures under this ordinance. As soon as practical following adoption of this Ordinance, the City shall begin the process to designate any landmarks deemed appropriate for consideration as Historic Landmarks in accordance with the processes and procedures contained within this ordinance.

(h) Relationship of designations to zoning.

- (1) If there is any conflict between the design guidelines and any provision of the zoning ordinance, the most restrictive regulation shall apply.
- (2) If there is any conflict between the provisions of this section and any other provision of the zoning ordinance, the most restrictive regulation shall apply, in the absence of a specific directive to the contrary.

**Section 14.03.003. Certificate of Appropriateness**

(A) Requirement for Certificate of Appropriateness

No person, firm, corporation or other organization shall carry out any project which includes the construction, reconstruction, alteration, restoration, rehabilitation, relocation or demolition of any Historic Landmark or any structure or site within a Historic District, nor shall any person make any material change to any structural exterior elements or architectural features visible from a public right-of-way which affect the appearance and cohesiveness of any Historic Landmark or any structure or site within a Historic District without prior approval of a Certificate of Appropriateness.

(B) Certificate of Appropriateness Exemptions

A Certificate of Appropriateness shall not be required for the following:

- (a) Ordinary maintenance, as defined in this Ordinance.
- (b) Interior construction or alterations provided the alterations do not alter the exterior wall of the building.
- (c) New, modifications or removal of existing awnings (to include changes in color), canopies, exterior paint color or exterior lighting that are attached to a single-family or two-family residential structure provided the alterations do not alter the exterior wall of a building designated as a historic landmark.

- (d) Demolition of a building or structure that the Building Official has declared a dangerous structure in accordance with Article 3.12 of this Ordinance, as amended, or determined that demolition is necessary for the preservation of the public health, safety and welfare.
  - a. Should the Building Official declare a building a dangerous structure or determine that demolition is necessary for the preservation of public health, safety and welfare, the Building Official shall coordinate with the Historic Preservation Officer and property owner to identify historic and significant architectural features that are unique to the building or structure, era or district and that may be salvaged.
  - b. The Historic Preservation Officer shall create a record of the building or structure to be demolished through archival-quality photo-documentation, drawings, and other information similar to those required by the Historic American Buildings Survey. The list of identified historic and significant architectural features to be salvaged shall also be made part of this record.
- (e) New fence, railing or wall that is consistent with the historic district's characteristics and applicable guidelines.
- (f) Site alterations and other hardscape features provided that these do not alter a building or structure designated as a Historic Landmark or that is a contributing historic structure to the historic district.

(C) Certificate of Appropriateness Application Procedure

- (1) When a Certificate of Appropriateness is required, no work can begin before the Historic Preservation Officer or the Commission has first issued a Certificate of Appropriateness. The Certificate of Appropriateness shall be in addition to and not in lieu of any permits required (i.e. building, sign, alcohol, etc.). The Building Official cannot approve any application for a building permit to a structure and/or site that requires, but does not have a Certificate of Appropriateness.
- (2) The owner or owner's agent shall file an application, as provided by the City, for such a certificate. The application shall contain at a minimum:
  - (a) Contact information for the applicant and/or owner;
  - (b) A detailed description of all proposed work;
  - (c) Location and photographs of existing conditions;
  - (d) Elevation drawings, photographs, or illustrations of the proposed changes;
  - (e) Samples of materials to be used;
  - (f) If the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination (if any), and a plan showing the sign's location on the property; and
  - (g) Any other information that the City may deem necessary in order to visualize the proposed work.
- (h) The Historic Preservation Officer shall review the submission and determine if the application is complete. If the application does not meet the requirements to be approved administratively, the application will be forward to the Historic Landmark Commission for consideration at their next available meeting agenda.

(D) Administrative Approval of a Certificate of Appropriateness

- (1) A Certificate of Appropriateness may qualify for administrative approval by the Historic Preservation Officer if the proposed project meets all of the following conditions:
  - (a) All of the standards identified in the Design Guidelines for the specific district in which it is located are met;
  - (b) There will not be a change in materials or design of the structure or site;
  - (c) There is no in an increase in the height of an existing structure or site;
  - (d) The neighborhood compatibility standards established within the Design Guidelines for the specific district in which it is located are met;
  - (e) There is no demolition of any structure or site;

(f) The proposed structure or site is not designated as a Historic Landmark.

- (2) The Historic Preservation Officer may elect to present a Certificate of Appropriateness to the Historic Landmark Commission for review and consideration.
- (3) If the Historic Preservation Officer does not approve a Certificate of Appropriateness, the application may be forwarded to the Historic Landmark Commission for review and consideration at the request of the applicant.

(E) Historic Landmark Commission Approval of Certificate of Appropriateness.

- (1) The Commission shall review an application for a certificate of appropriateness at a regularly scheduled or special meeting within forty-five (45) days from the date the application is received, at which time an opportunity will be provided for the applicant to be heard. The Commission shall approve, deny, or approve with conditions or modifications the permit, within thirty (30) days after the review meeting, provided however, both review and action may occur at the same meeting. In the event the Commission does not act within sixty (60) days of the receipt of the application, a permit will be deemed approved.
- (2) All decisions of the Commission shall be in writing. The Commission's decision shall state its findings pertaining to the approval, denial, or modification of the application. A copy shall be provided to the applicant and a copy shall be maintained in the files of the Planning and Development Department and distributed to other appropriate city departments.
- (3) An applicant for a Certificate of Appropriateness who is dissatisfied with the action of the Commission relating to the issuance or denial of a Certificate of Appropriateness shall have the right to appeal the determination to the City Council. The applicant has fifteen (15) calendar days from date of the Commission action to file for the appeal. The appeal request will be placed on the next available City Council agenda. To be considered, the appeal shall set forth the grounds for such appeal and shall provide the City with any pertinent evidence and all related documentation related to the appeal. The City Council shall use the adopted approval criteria for the appeal review.
- (4) A Certificate of Appropriateness shall expire two (2) years from the date of approval if the proposed scope of work has not been completed. If a building permit for approved work has been issued, the Certificate of Appropriateness will expire two (2) year from the permit issue date. The Commission, upon determination of a reasonable need, may authorize one (1) extension of an additional six (6) months to obtain a building permit for the work in which the Certificate of Appropriateness was approved.

(F) Criteria of Approval of a Certificate of Appropriateness.

- (a) In considering an application for a Certificate of Appropriateness, the commission shall be guided by any locally adopted design standards, and where applicable, the following from the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings*. Any adopted design standards and *Secretary of the Interior's Standards* shall be made to the property owners of historic landmarks.
  - (1) Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment.
  - (2) The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
  - (3) All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier or later appearance shall be discouraged.

- (4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- (5) Distinctive stylistic features or examples of skilled craftsmanship which characterize, a building, structure, object, or site shall be kept to the greatest extent practical.
- (6) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other building or structures.
- (7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- (8) Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.
- (9) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, color, material, and character of the property, neighborhood, or environment.
- (10) Wherever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.

(G) Consideration of Previously Denied Application

A new application for a Certificate of Appropriateness for a structure or site that was previously denied a similar Certificate of Appropriateness shall not be considered if the Historic Landmark Commission or the City Council, on appeal, for the structure or site within one (1) year from the date of the final decision. If there has been a substantial change in the conditions affecting the structure or site or the proposed project is substantially different from the previous application, the City may find that are sufficient to warrant consideration prior to the one (1) year period.

(G) Enforcement

- (1) All work performed pursuant to a Certificate of Appropriateness issued under this ordinance shall conform to any conditions or requirements included therein. It shall be the duty of the building inspector or his designee to inspect periodically any such work to assure compliance. In the event work is not being performed in accordance with the Certificate of Appropriateness, the building official or his designee shall issue a stop-work order, and all work shall immediately cease. No further work shall be undertaken on the project as long as a stop-work order is in effect.
- (2) A stop-work order may be lifted following submission and approval of plans for corrective action or work, or other plans to bring the project into compliance with the conditions or requirements of the Certificate of Appropriateness or other approvals.

**Section 14.03.004. Certificate of Appropriateness Required for Demolition or Relocation**

(A) Certificate of Appropriateness for Demolition or Relocation Required

A permit for demolition, removal, or relocation for any Historic Landmark or any structure or site within a local historic district shall not be granted by the City without the review and approval of a Certificate

of Appropriateness by the Historic Landmark Commission in accordance with the provisions of this ordinance.

(B) Procedure for Certificate of Appropriateness for Demolition

- (1) An application for a Certificate of Appropriateness shall contain the following minimum information:
  - (a) Owner and agent contact information
  - (b) A detailed description of the reason the proposed demolition is necessary;
  - (c) Location of the proposed demolition;
  - (d) Evidence of the existing conditions of the property which justify the need for demolition;
  - (e) A detailed description of the methods of demolition including the process and procedure for removal of all debris and how surrounding properties will be protected during the demolition process;
  - (f) Any other information that the City may deem necessary in order to determine the need for the proposed demolition.
- (2) The Commission shall hold a public hearing on the application within forty-five (45) days after the date a complete application is filed with the City. The applicant, property owner, and all property owners located within two hundred (200) feet of the property proposed to be demolished shall be mailed a written notice ten (10) days prior to the hearing.
- (3) When considering the Certificate of Appropriateness for Demolition, the Commission shall consider the following:
  - (a) The historic value of the structures or site;
  - (b) The state of repair of the structures or site;
  - (c) The existing and potential usefulness, including the economic usefulness, of the structures, buildings or objects on the lot, parcel or site;
  - (d) The reasons for preserving the structures, buildings or objects on the lot, parcel or site;
  - (e) The character of the neighborhood;
  - (f) Any other factors the Commission deems appropriate when considering the proposed demolition.
- (4) When considering the Certificate of Appropriateness for Relocation, the Commission shall consider the following:
  - (g) The style of construction and compatibility with the local historic district
  - (h) The historic value and structural state of the structure;
  - (i) The historic value of the site;
  - (j) The reasons for preserving the structure on an alternate site;
  - (k) The character of the neighborhood;
  - (l) Any other factors the Commission deems appropriate when considering the proposed demolition.
- (5) If the Commission determines, that the evidence supports the demolition, removal or relocation of the structure or if the Commission determines that the interest of preserving historic values will not be adversely affected by such demolition, removal or relocation that the interest of preserving historical values can best be served by the removal of the structures, buildings or objects, it shall issue a Certificate of Appropriateness for Demolition of the structures or site.
- (6) If no action has been taken by the Commission within sixty (60) days of original receipt by the Commission of the application, the Certificate of Appropriateness for Demolition shall be deemed approved by the Commission.
- (7) Any applicant who is dissatisfied with the action of the Commission relating to the issuance or denial of a Certificate of Appropriateness shall have the right to appeal the determination to the



City Council. The applicant has fifteen (15) calendar days from date of the Commission action to file for the appeal. The appeal request will be place on the next available City Council agenda. To be considered, the appeal shall set forth the grounds for such appeal and shall provide the City with any pertinent evidence and all related documentation related to the appeal. The City Council shall use the adopted approval criteria for the appeal review.

#### **Section 14.03.005. Failure to Maintain Resulting in Demolition by Neglect**

##### **(A) State of Demolition by Neglect**

No owner or person, firm, corporation or other organization with an interest in real property that is designated as a Historic Landmark, a structure or site that has been certified, registered or designated by any Federal, State or other authorized body/entity as having historical significance, or any structure or site that is located within a local historic district, shall permit the property to fall into a serious state of disrepair so as to result in the deterioration of any exterior architectural feature which would, in the judgment of the Commission, produce a detrimental effect upon the character of a Historic Landmark, the District as a whole, or the life and character of the property itself. Examples of such deterioration include:

- (1) Deterioration of exterior walls or other vertical supports.
- (2) Deterioration of roofs or other horizontal members.
- (3) Deterioration of exterior chimneys.
- (4) Deterioration or crumbling of exterior stucco or mortar.
- (5) Ineffective waterproofing of exterior walls, roof, or foundations, including broken windows or doors.
- (6) Deterioration of any feature creating a hazardous condition which could lead to the claim that demolition is necessary for the public safety.

##### **(B) Demolition By Neglect Hearing Procedure**

- (1) Upon notification to the Commission of such a state of disrepair, the Commission shall notify the owner in writing, informing the owner of the violation and the specifics of the alleged deterioration, requesting that the owner appear before the Commission for determination of the existence of detrimental deterioration.
- (2) If, after a public hearing before the Commission, the Commission determines that the deterioration has produced a detrimental effect as described in Subsection A of this section, the owner shall cure the deterioration by restoration or other appropriate actions within a reasonable period of time as determined by the Commission but in no case longer than 180 calendar days from the determination by the Commission. The owner must comply with all requirements of requesting a Certificate of Appropriateness from the Commission. Failure of the owner to cure the deterioration within the time specified by the Commission shall cause the property owner to be subject to penalties as defined in Section 14.03.009.

- (C) Any applicant who is dissatisfied with the action of the Commission relating to the issuance or denial of a Certificate of Appropriateness shall have the right to appeal the determination to the City Council. The applicant has fifteen (15) calendar days from date of the Commission action to file for the appeal. The appeal request will be place on the next available City Council agenda. To be considered, the appeal shall set forth the grounds for such appeal and shall provide the City with any pertinent evidence and all related documentation related to the appeal. The City Council shall use the adopted approval criteria for the appeal review.

#### **Section 14.03.006. Incentives for Historic Landmarks**

(A) Continuation of Existing Incentives

All properties subject to refund of City Taxes under the Ordinance 2007-30 shall be eligible to maintain the existing refund of City Taxes and are specifically saved from repeal. Upon adoption of this Ordinance, no additional properties may be considered for refund of City Taxes under the incentive program established in Ordinance 2007-30. A list of all properties subject to refund of City Taxes shall be maintained on file in the City Secretary's office.

(B) Calculation of Refund Incentives

The amount of the refund shall be based on a uniform percentage of the assessed value, determined by the City Council, each budget year, which can be financed by the amount of general funds appropriated for such refunds. It is expressly provided, however, that such refunds shall be no less than 0.15% and no greater than 0.2245% of the assessed value. Eligibility for such refund shall require compliance with all requirements of this Ordinance.

(C) Loss of Incentives

No owner, owner's agents, contractors and/or representatives shall alter or totally or partially destroy any Historic Landmark subject to incentives under Ordinance 2007-30 without first obtaining a Certificate of Appropriateness or Demolition Permit in accordance with the terms of this ordinance. In the event that a Historic Landmark subject to incentives is altered or totally or partially destroyed without a Certificate of Appropriateness or Demolition permit, the owner shall be required to restore the structure to its original state, within a reasonable period of time as established by the Commission but in no case longer than 180 calendar days from the date of any notice of violation provided to the property owner. No incentives will apply during the time that the owner is restoring the property. Failure to restore the Significant Historical Landmark to its pre-destruction condition shall subject the owner to the penalties set forth in this Ordinance and the owner shall:

- (1) no longer be entitled to the incentives set forth herein, and
- (2) immediately remit to the City monies in an amount equal to the total City Tax revenues that were refunded because of the incentives, plus interest calculated at an annual rate of          percent.

(D) Transferability of Incentives

The benefits of the incentive program relating to Historic Structures under Ordinance 2007-30 are transferable and run with the property.

**Sec. 14.03.006 - Economic hardship.**

(a) *Economic hardship application procedure.*

- (1) After receiving written notification from the commission of the denial of a certificate of appropriateness, or an application to demolish, an applicant may commence the hardship process. No building permit or demolition permit shall be issued unless the commission makes a finding that hardship exists.
- (2) When a claim of economic hardship is made due to the effect of this article, the owner must prove that:
  - (A) The property is incapable of earning a reasonable return, regardless of whether that return represents the most profitable return possible;
  - (B) The property cannot be adapted for any other use, whether by the current owner or by a purchaser, which would result in a reasonable return; and

- (C) Efforts to find a purchaser interested in acquiring the property and preserving it have failed.
- (3) The applicant shall consult in good faith with the commission, local preservation groups and interested parties in a diligent effort to seek an alternative that will result in preservation of the property. Such efforts must be shown to the commission.
  - (4) The commission shall hold a public hearing on the application within sixty (60) days from the date the application is received by either the building inspector or the preservation officer. Following the hearing, the commission has thirty (30) days in which to prepare a written recommendation to the building inspector or other official. In the event that the commission does not act within ninety (90) days of the receipt of the application, a permit may be granted by the building inspector.
  - (5) All decisions of the commission shall be in writing. A copy shall be sent to the applicant by certified mail and a copy filed with the city clerk's office for public inspection. The commission's decision shall state the reasons for granting or denying the hardship application.
  - (6) An applicant submitting a hardship application who is dissatisfied with the decision of the commission relating to the approval or denial of such application shall have the right to appeal the commission's decision to the City Council by using the appeal process set forth in section 14.03.010 of this article.

**Section 14.03.009. Penalties**

Any person, firm, association of persons, corporation or other organization violating the provisions of this ordinance shall be deemed to be guilty of a misdemeanor and, upon conviction, shall be fined an amount not to exceed \$XXXX (need to check with legal). Each day that a violation continues shall be deemed a separate and distinct offense.



# DRAFT Historic Resource Map

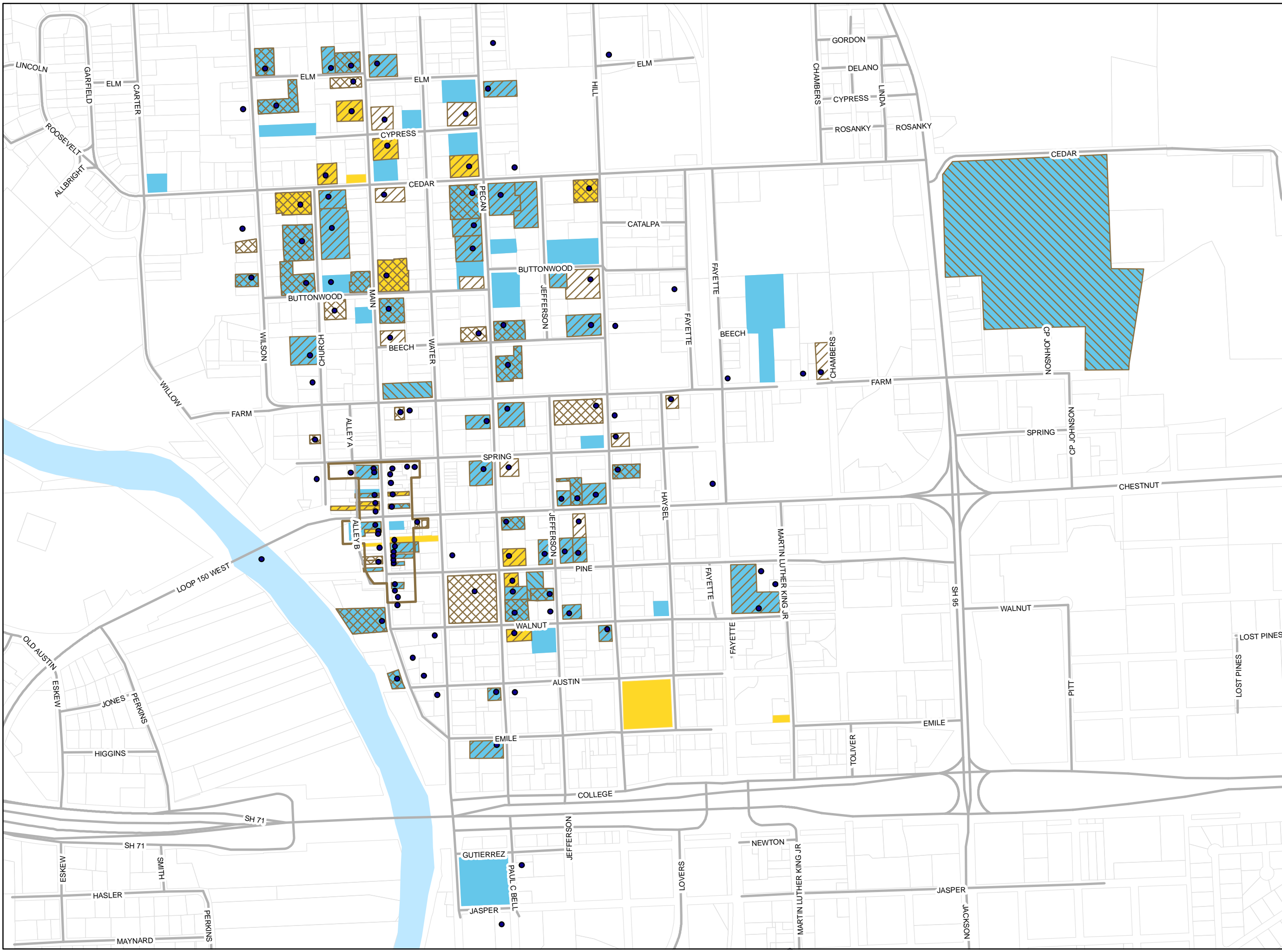
## Legend

- National Points (Researching)
  - Roads
  - ▭ Parcels
  - ▭ River
  - ▭ National Register Districts
- ### Other Designations
- ▭ National Register
  - ▭ State Register
  - ▭ National & State
- ### Local Designation
- ▭ Significant
  - ▭ Historic

Not Shown:  
Iron Bridge over Piney Creek  
Bastrop State Park

0 112.5 225 450 Feet Date: 1/12/2018

**N** The accuracy and precision of this cartographic data is limited and should be used for information/planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of any such information, nor does it represent that its use would not infringe upon privately owned rights.



# HISTORIC LANDMARK COMMISSION

## STAFF REPORT

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**MEETING DATE:** January 17, 2018

**ITEM:** 4B

**TITLE:**

Watch and discuss the Part 3 and Part 4 of the *Building a Strong Preservation Program* webinars from the Texas Historical Commission.

- Part 3: Design Guidelines & Standards
- Part 4: Certificate of Appropriateness Review

**STAFF REPRESENTATIVE:**

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

**BACKGROUND/HISTORY:**

These webinars are available on the Texas Historical Commission website:

<http://www.thc.texas.gov/preserve/projects-and-programs/certified-local-government/clg-reference-center-0>

The handouts from the site are attached.

# TEXAS HISTORICAL COMMISSION

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## EXAMPLE Design Guidelines & Standards

### **Amarillo, Texas**

- Downtown Amarillo Urban Design Standards - [http://www.amarillo.gov/departments/planning/pdf/Proposed\\_DAUD\\_standards.pdf](http://www.amarillo.gov/departments/planning/pdf/Proposed_DAUD_standards.pdf)
  - applies to all buildings, new and old, in downtown

### **Elgin, Texas**

- Historic District Design Guidelines (2006) - <http://www.elgintx.com/218/Historic-District-Design-Guidelines>
  - applies to downtown district only

### **Fredericksburg, Texas**

- 2015 Design Standards - <http://www.fbgtx.org/DocumentCenter/View/758>
  - applies to properties directly adjacent to entry corridors
- 1997 Design Guidelines - <http://www.fbgtx.org/DocumentCenter/View/1562>
  - applies to historic district which includes commercial and residential properties

### **Galveston, Texas**

- Design Standards for Historic Properties (2012) - <http://www.galvestontx.gov/DocumentCenter/Home/View/337>
  - applies to all designated properties both individually designated or in a district, residential or commercial
- A Property Owner's Guide to Galveston's Historic Districts - <http://www.galvestontx.gov/DocumentCenter/Home/View/338>
- Design Guidelines for Height and Density Overlay Zones - <http://www.galvestontx.gov/DocumentCenter/View/1714>
  - applies to development at the gateway and seawall areas

### **Georgetown, Texas**

- Downtown and Old Town Overlay Design Guidelines (2012) - <https://historic.georgetown.org/downtown-design-guidelines/>
  - applies to all designated properties both commercial and residential, and new construction in overlay district



## **Killeen, Texas**

- Historic District Design Guidelines (2009) - <http://www.killeentexas.gov/files/Historic-District-Design-Guidelines--March-2009-.pdf>
  - applies to downtown historic district only

## **Palestine, Texas**

- Historic District Design Guidelines Handbook - <http://www.cityofpalestinetx.com/users/OldFiles/upload/Historic%20Property%20Handbookpdf.pdf>
- Residential Design Guidelines (2005)- [http://www.cityofpalestinetx.com/users/OldFiles/upload/Residential%20Design%20Guidelines\(1\).pdf](http://www.cityofpalestinetx.com/users/OldFiles/upload/Residential%20Design%20Guidelines(1).pdf)
- Commercial Design Guidelines (2005)- [http://www.cityofpalestinetx.com/users/OldFiles/upload/Commercial%20Design%20Guidelines\(1\).pdf](http://www.cityofpalestinetx.com/users/OldFiles/upload/Commercial%20Design%20Guidelines(1).pdf)

## **Paris, Texas**

- Design Standards for the Historic Districts of the City of Paris (2009) - <https://www.paristexas.gov/DocumentCenter/Home/View/1087>
  - applies to both residential and commercial designated properties

## **Plano, Texas**

- Downtown Heritage Resource District Design Standards (2016) - <https://www.plano.gov/DocumentCenter/View/18164>
  - applies to downtown only, residential districts have their own guidelines
- Plano Heritage Resources Map - <https://planogis.maps.arcgis.com/apps/MapTour/index.html?appid=471084b0e477475f8a6a213ab3f9d448>
- Heritage Preservation Website - <https://www.plano.gov/655/Guidelines-Applications>

## **San Antonio, Texas**

- Historic Design Guidelines (2012) - <http://www.sanantonio.gov/historic/Resources/HistoricDistrictGuidelines>
  - applies to all individually designated landmarks and historic districts

## **Waxahachie, Texas**

- Downtown Waxahachie Design Guidelines (2011) - [http://www.waxahachie.com/images/City2/files/downtown\\_waxahachie\\_guidelines\\_08-19-2011.pdf](http://www.waxahachie.com/images/City2/files/downtown_waxahachie_guidelines_08-19-2011.pdf)
  - applies to downtown district only
- Downtown Incentive Program Brochure - <http://www.waxahachie.com/images/City2/files/D%27town%20Incentives%202013.pdf>

## **ADDITIONAL RESOURCES**

- National Park Service – Creating + Using Design Guidelines: <https://www.nps.gov/tps/education/workingonthepast/roletheyplay.htm>
- The Benefits of Design Review by Noré Winter - [http://docs.wixstatic.com/ugd/a918c9\\_863a0e61103f43c3a9948d8b503935cb.pdf](http://docs.wixstatic.com/ugd/a918c9_863a0e61103f43c3a9948d8b503935cb.pdf)

# TEXAS HISTORICAL COMMISSION

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## **Design Guidelines & Standards CHECKLIST**

*The list below outlines suggested topics to cover in any set of design guidelines or standards.*

### **Introduction - Include explanations for:**

- Who uses the Guidelines
- How to use the Guidelines
- Design Review System
- Why Preserve Historic Properties?
- Enabling Ordinance and other Policies
- Zoning vs. Guidelines
- Guidelines vs. Standards
- History / Development of Community

### **Building Form**

- Massing
- Height
- Scale
- Edge Alignments
- Rhythm of Solid to Voids
- Horizontal and Vertical Organization
- Location and Treatment of Entryways

### **Building Elements**

- Exterior Walls
- Roofs
- Windows / Doors
- Storefronts
- Porches / Balconies
- Awnings / Canopies
- Signage
- Lighting
- Mechanical Equipment

### **Materials**

- General Maintenance
- Links to Repair Guides
- Brick
- Stone
- Wood
- Metal
- Glass
- Terra Cotta
- Stucco / Plaster

### **Site Work & Outdoor Amenities**

- Landscaping
- Lighting
- Benches / Seating
- Fencing
- Sidewalks / Driveways

### **Additions & New Construction**

- Massing & Form
- Orientation
- Set-backs
- Height
- Design and Style
- Materials and Textures
- Location of Additions

### **Other**

- Sustainability
- Energy Efficiency
- Parklets
- Murals
- Parking
- Service Areas
- Outbuildings
- Etc.

### **Appendices**

- Glossary of Terms
- Map of Historic Districts







# PART 4: CERTIFICATE OF APPROPRIATENESS HANDOUT

## ADMINISTRATIVE REVIEW

- PLANO'S CERTIFICATE OF APPROPRIATENESS APPLICATION FOR [SIGN APPLICATIONS](#) & [HPO DELEGATION OF DUTIES](#)
- GEORGETOWN'S [PRE-APPLICATION](#)
- SAN ANTONIO'S [ADMINISTRATIVE COA APPLICATION](#)
- FREDERICKSBURG'S [COA APPLICATION](#)

## COMMISSION REVIEW

- PLANO'S CERTIFICATE OF APPROPRIATENESS APPLICATION FOR [NEW CONSTRUCTION, RESTORATION, ALTERATIONS, ETC.](#) APPLICATIONS.
- PALESTINE'S [COA APPLICATION](#) | [SIGN APPLICATION](#)
- TYLER'S [COA APPLICATIONS](#)
- SAN ANTONIO'S [COA APPLICATION](#)
- PARIS'S [COA APPLICATION](#)

## DEMOLITION APPLICATION

- PLANO'S CERTIFICATE OF APPROPRIATENESS APPLICATION FOR [DEMOLITION](#) APPLICATIONS.
- SAN ANTONIO'S [DEMOLITION](#) APPLICATION.
- SAN ANTONIO'S [DETERMINATION OF NON-CONTRIBUTING STATUS](#)
- BROWNSVILLE'S [DEMOLITION PROGRAM](#)

## OTHER RESOURCES

- EXAMPLES OF COMPLETED APPLICATIONS, STAFF REPORTS, AND AGENDAS: [GALVESTON](#) | [GEORGETOWN](#)
- EXAMPLE OF DETAILED MEETING MINUTES NACOGDOCHES'S [MEETING MINUTES](#)
- SAN ANTONIO'S [HOMEOWNER HANDBOOK](#) | [APPLICATION PROCESS BROCHURE](#)
- FREDERICKSBURG'S [CHECKLIST](#)
- GEORGETOWN'S [COA CHECKLIST](#)