



# HISTORIC PRESERVATION ADVISORY BOARD APPLICATION PACKET

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

## HISTORIC PRESERVATION ADVISORY BOARD (HPAB)

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

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

## MEETING CALENDAR FOR 2024

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

APPLICATION DEADLINE	HPAB MEETING <sup>(1)</sup>	PLANNING AND ZONING COMMISSION MEETING <sup>(1)</sup>	CITY COUNCIL MEETING <sup>(1) &amp; (3)</sup>
December 29, 2023	January 18, 2024	January 30, 2024	February 5, 2024
January 26, 2024	February 15, 2024	February 27, 2024	March 4, 2024
February 23, 2024	March 21, 2024	March 26, 2024	April 1, 2024
March 28, 2024	April 18, 2024	April 30, 2024	May 6, 2024
April 26, 2024	May 16, 2024	May 28, 2024	June 3, 2024
May 31, 2024	June 20, 2024	June 25, 2024	July 1, 2024
June 28, 2024	July 18, 2024	July 30, 2024	August 5, 2024
July 26, 2024	August 15, 2024	August 27, 2024	September 3, 2024 (Tuesday)
August 30, 2024	September 19, 2024	September 24, 2024	October 7, 2024
September 27, 2024	October 17, 2024	October 29, 2024	November 4, 2024
October 25, 2024	November 21, 2024	November 26, 2024	December 2, 2024
November 22, 2024	December 19, 2024 <sup>(2)</sup>	December 30, 2024 (Monday) <sup>(2)</sup>	January 6, 2025
December 27, 2024	January 16, 2025	January 28, 2025	February 3, 2025

### NOTES:

<sup>1</sup>: MEETINGS HELD AT 6:00 PM IN THE CITY COUNCIL CHAMBERS.

<sup>2</sup>: MAY BE CANCELLED DUE TO HOLIDAYS.

<sup>3</sup>: ZONING AND SPECIFIC USE PERMITS WILL REQUIRE A SECOND READING OF THE ORDINANCE PRIOR TO FINAL APPROVAL/ADOPTION. PLEASE SEE THE DEVELOPMENT APPLICATION SCHEDULE TO SEE SECOND READING DATES.



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**NOTE:** THERE IS NO APPLICATION FEE, MONETARY OR OTHERWISE, ASSOCIATED WITH SUBMITTING A REQUEST TO THE HISTORIC PRESERVATION ADVISORY BOARD.

## CERTIFICATE OF APPROPRIATENESS (COA)

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

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

### SUBMITTAL CRITERIA:

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

## REQUEST FOR LOCAL LANDMARK EVALUATION & DESIGNATION

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

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

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

### SUBMITTAL CRITERIA:

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

## BUILDING PERMIT WAIVER AND REDUCTION PROGRAM

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

### SUBMITTAL CRITERIA:

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

## SMALL MATCHING GRANTS PROGRAM

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

### SUBMITTAL CRITERIA:

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



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STAFF USE ONLY

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

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

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

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

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

### APPLICATION:

- CERTIFICATE OF APPROPRIATENESS (COA)
- LOCAL LANDMARK EVALUATION & DESIGNATION
- BUILDING PERMIT WAIVER & REDUCTION PROGRAM
- SMALL MATCHING GRANT APPLICATION

### SPECIAL DISTRICTS [SELECT APPLICABLE]:

- OLD TOWN ROCKWALL HISTORIC (OTR) DISTRICT
- PLANNED DEVELOPMENT DISTRICT 50 (PD-50)
- SOUTHSIDE RESIDENTIAL NEIGHBORHOOD OVERLAY (SRO) DISTRICT
- DOWNTOWN (DT) DISTRICT

### CONTRIBUTING STATUS [SELECT APPLICABLE]:

- LANDMARKED PROPERTY
- HIGH CONTRIBUTING PROPERTY
- MEDIUM CONTRIBUTING PROPERTY
- LOW CONTRIBUTING PROPERTY
- NON-CONTRIBUTING PROPERTY

### CURRENT LAND USE OF THE SUBJECT PROPERTY:

- RESIDENTIAL
- COMMERCIAL

## PROPERTY INFORMATION [PLEASE PRINT]

ADDRESS \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_

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

IS THE OWNER OF THE PROPERTY THE PRIMARY CONTACT?  YES  NO

APPLICANT(S) IS/ARE:  OWNER  TENANT  NON-PROFIT  RESIDENT

CHECK THIS BOX IF OWNER AND APPLICANT ARE THE SAME.

OTHER, SPECIFY: \_\_\_\_\_

OWNER(S) NAME \_\_\_\_\_

APPLICANT(S) NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

E-MAIL \_\_\_\_\_

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

CONSTRUCTION TYPE [CHECK ONE]:  EXTERIOR ALTERATION  NEW CONSTRUCTION  ADDITION  DEMOLITION  
 RELOCATIONS  OTHER, SPECIFY: \_\_\_\_\_

ESTIMATED COST OF CONSTRUCTION/DEMOLITION OF THE PROJECT (IF APPLICABLE): \$ \_\_\_\_\_

**PROJECT DESCRIPTION.** IN THE SPACE PROVIDED BELOW OR ON A SEPARATE SHEET OF PAPER, DESCRIBE IN DETAIL THE WORK THAT WILL BE PERFORMED ON SITE. FOR LOCAL LANDMARK EVALUATION & DESIGNATION REQUESTS INDICATE ANY ADDITIONAL INFORMATION YOU MAY HAVE CONCERNING THE PROPERTY, HISTORY, SIGNIFICANCE, PRESENT CONDITIONS, STATUS, CURRENT OR PAST USE(S), ETC. STAFF RECOMMENDS THAT PHOTOGRAPHS OF THE INTERIOR AND EXTERIOR OF THE PROPERTY ARE SUBMITTED WITH THIS APPLICATION.

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

## OWNER & APPLICANT STATEMENT [ORIGINAL SIGNATURES REQUIRED]

I ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. FURTHERMORE, I UNDERSTAND THAT IT IS NECESSARY FOR ME OR A REPRESENTATIVE TO BE PRESENT AT A PUBLIC HEARING FOR THIS CASE TO BE APPROVED.

OWNER'S SIGNATURE \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_