



# PLANNING AND ZONING CASE CHECKLIST

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

P&Z CASE # H2021-006 P&Z DATE \_\_\_\_\_ CC DATE \_\_\_\_\_ APPROVED/DENIED \_\_\_\_\_  
ARCHITECTURAL REVIEW BOARD DATE \_\_\_\_\_ HPAB DATE 11/18/21 PARK BOARD DATE \_\_\_\_\_

ZONING APPLICATION
<input type="checkbox"/> SPECIFIC USE PERMIT
<input type="checkbox"/> ZONING CHANGE
<input type="checkbox"/> PD CONCEPT PLAN
<input type="checkbox"/> PD DEVELOPMENT PLAN

SITE PLAN APPLICATION
<input type="checkbox"/> SITE PLAN
<input type="checkbox"/> LANDSCAPE PLAN
<input type="checkbox"/> TREESCAPE PLAN
<input type="checkbox"/> PHOTOMETRIC PLAN
<input type="checkbox"/> BUILDING ELEVATIONS
<input type="checkbox"/> MATERIAL SAMPLES
<input type="checkbox"/> COLOR RENDERING

PLATTING APPLICATION
<input type="checkbox"/> MASTER PLAT
<input type="checkbox"/> PRELIMINARY PLAT
<input type="checkbox"/> FINAL PLAT
<input type="checkbox"/> REPLAT
<input type="checkbox"/> ADMINISTRATIVE/MINOR PLAT
<input type="checkbox"/> VACATION PLAT
<input type="checkbox"/> LANDSCAPE PLAN
<input type="checkbox"/> TREESCAPE PLAN

<input type="checkbox"/> COPY OF ORDINANCE (ORD.# _____)
<input type="checkbox"/> APPLICATIONS
<input type="checkbox"/> RECEIPT
<input type="checkbox"/> LOCATION MAP
<input type="checkbox"/> HOA MAP
<input type="checkbox"/> PON MAP
<input type="checkbox"/> FLU MAP
<input type="checkbox"/> NEWSPAPER PUBLIC NOTICE
<input type="checkbox"/> 500-FT. BUFFER PUBLIC NOTICE
<input type="checkbox"/> PROJECT REVIEW
<input type="checkbox"/> STAFF REPORT
<input type="checkbox"/> CORRESPONDENCE
<input type="checkbox"/> COPY-ALL PLANS REQUIRED
<input type="checkbox"/> COPY-MARK-UPS
<input type="checkbox"/> CITY COUNCIL MINUTES-LASERFICHE
<input type="checkbox"/> MINUTES-LASERFICHE
<input type="checkbox"/> PLAT FILED DATE _____
<input type="checkbox"/> CABINET # _____
<input type="checkbox"/> SLIDE # _____
<b>NOTES:</b> _____
_____
_____
_____
_____
<b>ZONING MAP UPDATED</b> _____



# HISTORIC PRESERVATION ADVISORY BOARD APPLICATION

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

### 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 *if Applicable*
- 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]

*HISTORICAL LANDMARK- OLD METHODIST CHURCH*

ADDRESS *303 E RUSK ST. ROCKWALL, TX 75087*

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 *HIS COVENANT CHILDREN INC*

APPLICANT(S) NAME *ANNETTE LALL*

ADDRESS *303 E. RUSK STREET  
ROCKWALL, TX 75087*

ADDRESS *102 A FANNIN ST  
ROCKWALL, TX 75087*

PHONE

PHONE *214-543-2807*

E-MAIL

E-MAIL *LegacyVillage-rock@att.net*

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

CONSTRUCTION TYPE [CHECK ONE]:

- EXTERIOR ALTERATION
- NEW CONSTRUCTION
- ADDITION
- DEMOLITION
- RELOCATIONS
- OTHER, SPECIFY: *WINDOWS AND DOORS / STEPS*

ESTIMATED COST OF CONSTRUCTION/DEMOLITION OF THE PROJECT (IF APPLICABLE): *\$ 67,900.00*

**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.

*REPLACE AND REPAIR WINDOWS, Facing, remove all rotted wood and replace and paint. STAIN GLASS WINDOWS will be removed and replaced with double paned glass temporarily, until stain glass is repaired. New DOORS TO BE INSTALLED, due to supply chain problems, will install when available. See attached letter. STEPS-resurface, pressure washed and paint.*

### 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 *HIS COVENANT CHILDREN*

APPLICANT'S SIGNATURE *Annette Lall*



# CHECKLIST FOR HISTORIC PRESERVATION ADVISORY BOARD (HPAB) SUBMITTALS

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

CASE NUMBER:

REVIEWED BY:

CONTRIBUTING STATUS:

REVIEW DATE:

## GENERAL INFORMATION FOR ALL SUBMITTALS

Requirements	✓= OK	N/A	Comments	UDC Reference
<b>Items Necessary for Site Plan Review:</b>				
✓ Applicant's Letter	<input type="checkbox"/>	<input type="checkbox"/>		<i>Per Application</i>
✓ Site Plan, Survey or Plot Plan	<input type="checkbox"/>	<input type="checkbox"/>		-
✓ Photographs	<input type="checkbox"/>	<input type="checkbox"/>		-
✓ Building Elevations	<input type="checkbox"/>	<input type="checkbox"/>		-
✓ Materials List	<input type="checkbox"/>	<input type="checkbox"/>		-
<b>Building Permit Waiver/Reduction</b>				
	<input type="checkbox"/>	<input type="checkbox"/>	Indicate if a Building Permit Waiver/Reduction is being requested.	-
✓ Scope of Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	STAFF ONLY: Case Number _____ Provide a detailed description outlining the work being proposed.	-
✓ Supporting Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please provide any addition information necessary (e.g. photographs, drawings, material samples) for the HPAB to make a determination of the request.	-
<b>Small Neighborhood Matching Grant</b>				
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indicate if a Small Neighborhood Matching Grant is being requested.	-
✓ Scope of Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	STAFF ONLY: Case Number _____ Provide a detailed description outlining the work being proposed.	-
✓ Supporting Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please provide any addition information necessary (e.g. photographs, drawings, material samples) for the HPAB to make a determination of the request.	-

## BUILDING HEIGHT

Requirements	✓= OK	N/A	Comments	UDC Reference
Height	<input type="checkbox"/>	<input type="checkbox"/>	All new buildings and additions shall be constructed to a height and number of stories which are consistent and compatible with existing neighboring historic buildings or structures on the same block face.	<i>App. D 07.C.3</i>

## BUILDING SETBACK AND ORIENTATION

Requirements	✓= OK	N/A	Comments	UDC Reference
Additions, Alterations, New Construction	<input type="checkbox"/>	<input type="checkbox"/>	All new additions, alterations, infill, and new infill construction should recognize and maintain the established historic home site orientation, and side and front setbacks within the block face, thereby being visually compatible and maintaining the established rhythm and setback spacing.	<i>App. D 07.A</i>
Accessory Buildings	<input type="checkbox"/>	<input type="checkbox"/>	Consideration will be given to the historic precedence for previous site configuration. Out-buildings such as garages and storage buildings are historically set upon the lot-line in this district, therefore this configuration is proper.	<i>App. D. 0.7.A</i>
Elevations	<input type="checkbox"/>	<input type="checkbox"/>	New structures should be built to maintain an elevation with a "pier-and-beam" appearance.	<i>App. D 07.B.3</i>
New Commercial Structures	<input type="checkbox"/>	<input type="checkbox"/>	A new commercial structure should not be oriented toward a residential block face. Residential block for new construction is defined as a block face having at least 50% residential use at the time the new structure is proposed.	<i>App. D 07.B.4</i>

## BUILDING FACADES AND MATERIALS

Requirements	✓= OK	N/A	Comments	UDC Reference
Exterior Materials	<input type="checkbox"/>	<input type="checkbox"/>	All exterior wood and masonry materials and their use should be compatible to the style and period of the building or structure.	App. D 07.C.1
Existing Building Facade	<input type="checkbox"/>	<input type="checkbox"/>	The existing building façade materials on a building should be respected and not changed or concealed by the introduction of a different material.	App. D 07.C.2
Exterior Building Façade Materials	<input type="checkbox"/>	<input type="checkbox"/>	When the existing façade materials are not the original type, then materials may be replaced with or returned to the original type.	App. D 07.C.3
Exterior Building Columns	<input type="checkbox"/>	<input type="checkbox"/>	Exterior building columns should be of a style and materials typical of the period and style of the building.	App. D 07.C.4
Chimneys	<input type="checkbox"/>	<input type="checkbox"/>	All chimneys should be of a style, proportion, and materials compatible with the period and style of the building. Any new construction or additions should not conceal or destroy existing chimneys.	App. D 07.C.5
Materials and Architectural Elements	<input type="checkbox"/>	<input type="checkbox"/>	Materials, structural and decorative elements and the manner in which they are use, applied, or joined together should be typical of the style and period of the existing structure. New additions, alterations, and new construction should be visually compatible with neighboring historic buildings or structures.	App. D 07.C.6
Windows and Doors <i>steps</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The overall relationship of the size, width, height and number of doors and windows on the exterior building facades should be typical of the style and period of the structure. These elements should be proportionally balanced, sized and located in a manner typical of the style and period of the structure and compatible with neighboring historic buildings or structures.	App. D 07.C.7
Storm Doors and Storm Windows	<input type="checkbox"/>	<input type="checkbox"/>	Storm doors and storm windows are permitted so long as they do not damage or conceal significant features and are visually compatible in size, style and color with the structure. Finishes or should be consistent with the historical materials of the property.	App. D 07.C.8
Awnings	<input type="checkbox"/>	<input type="checkbox"/>	Metal and corrugated or slatted plastic awnings are not permitted except where these awnings are a historical feature of the property. The shape, size and color of awnings shall be compatible with the structure and not conceal or damage any significant architectural details.	App. D 07.C.9

## ROOFS

Requirements	✓= OK	N/A	Comments	UDC Reference
Roof Shape, Form, and Design	<input type="checkbox"/>	<input type="checkbox"/>	Roof shape, form and design should be typical of or consistent with the style and period of the architecture of buildings within the Historic District.	App. D 07.D.1
Roof Overhang	<input type="checkbox"/>	<input type="checkbox"/>	The accepted roof overhang for a new structure should be typical of a structure of similar style and period. Replacement, addition or alteration to an existing roof should have the same overhang as the existing roof.	App. D 07.D.2
Eaves and Soffits	<input type="checkbox"/>	<input type="checkbox"/>	The eaves or soffit heights of a structure should be consistent with the heights of neighboring contributing structures or with those in the closest block face with buildings of a similar period and style and the same number of stories.	App. D 07.D.3
Roof Materials	<input type="checkbox"/>	<input type="checkbox"/>	Roof materials/colors should be visually compatible and compliment the style and period of the structure. Where historically typical materials are no longer available, compatible alternatives will be allowed.	App. D 07.D.4
Roof Slope and Pitch	<input type="checkbox"/>	<input type="checkbox"/>	The degree and direction of roof slope and pitch should be consistent with the style and period of the historic structure.	App. D 07.D.5
Mechanical Equipment	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical equipment placed on the roof should not to be visible from the street.	App. D 07.D.6

## FRONT YARDS

Requirements	✓= OK	N/A	Comments	UDC Reference
<b>NOTE:</b> The front yard is defined as a yard across the full width of a lot extending from the front line of the main building to the front street line of the lot. Generally, the use of the front yard will be reserved for landscaping with the purpose of enhancing the structures on the lot with plant material.				
Paving	<input type="checkbox"/>	<input type="checkbox"/>	Any paving in the front yard should be consistent with the historic character of the property or nearby contributing properties. As a general rule, the following standards will be followed:	App. D 07.E.2

✓ Paved Walkway Location	<input type="checkbox"/>	<input type="checkbox"/>	A paved walkway from the front lot line to the front or, on a corner lot, from the side lot line to a side entry of the structure. In all cases, the walkway should not be wider than the entry steps and in no instance should the walkway be wider than ten (10) feet.	App. D 07.E.3
✓ Maximum Width	<input type="checkbox"/>	<input type="checkbox"/>	A paved walkway is allowed from the driveway to the front and/or side entry walkway, with a maximum width of three (3) feet.	App. D 07.E.4
✓ Paving Materials	<input type="checkbox"/>	<input type="checkbox"/>	In no instance will the front yard of any lot be paved or graveled except for an appropriate driveway or walkways.	App. D 07.E.5
✓ Vehicle Parking	<input type="checkbox"/>	<input type="checkbox"/>	No residential front yard area will be designated as a vehicle parking area unless previously paved as such.	App. D 07.E.6

### SIDE YARDS

Requirements	✓= OK	N/A	Comments	UDC Reference
<b>NOTE: The side yard is defined as a yard between the building and the side line of the lot, extending from the front yard to the rear yard</b>				
Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	Unless previously used for a driveway, the side yard shall be used for landscaping with the purpose of enhancing the structures with plant material.	App. D 07.F.2
Parking	<input type="checkbox"/>	<input type="checkbox"/>	Parking of vehicles on the side yard will not be allowed, except on paved driveways as outlined in Section (I).	App. D 07.F.3

### REAR YARDS

Requirements	✓= OK	N/A	Comments	UDC Reference
<b>NOTE: The rear yard is the area extending across the full width of the lot and measured between the rear lot line and rear line of the main building.</b>				
Garages, Storage Buildings, and Out-Buildings	<input type="checkbox"/>	<input type="checkbox"/>	Garages, storage buildings and out buildings are allowed in the rear yard to the extent permitted by City of Rockwall Unified Development Code (UDC). These structures should reflect the character of the existing residence and be compatible in terms of scale, height, size, roof shape, materials and detailing. Consideration should be given to the historic precedence for previous site configuration. Outbuildings such as garages and storage buildings are historically set upon the lot line in this Historic District. This configuration is proper for new additions, alterations, infill and new infill construction.	App. D 07.G.1
Site Layout	<input type="checkbox"/>	<input type="checkbox"/>	The location of these buildings should be sensitive to the character, site and environment of any adjacent contributing structures, especially when the rear yard is on a corner lot visible from street public rights-of-way.	App. D 07.G.2

### FENCES

Requirements	✓= OK	N/A	Comments	UDC Reference
Compatibility	<input type="checkbox"/>	<input type="checkbox"/>	A fence in the front, side, or rear yards should meet all applicable city codes. Most fences require only a fence permit; however, a fence requiring a building permit will also be reviewed and approved by the board. Any fence that requires review must be architecturally compatible in height, materials, color, texture and design with the style and period of the main structure on the lot.	App. D 07.H.1

### DRIVEWAYS

Requirements	✓= OK	N/A	Comments	UDC Reference
Pavement Material Requirements	<input type="checkbox"/>	<input type="checkbox"/>	The purpose of the driveway shall be to create a paved surface for the movement of vehicles to parking areas. The driveway is defined as the paved area within the property line extending from the back of the sidewalk or lot line to the garage, out building or porte-cochere.	App. D 07.I.1
Width of Driveway	<input type="checkbox"/>	<input type="checkbox"/>	The driveway should not exceed a width of ten feet.	App. D 07.I.2
Location of Driveways	<input type="checkbox"/>	<input type="checkbox"/>	The driveway may extend along the side of the residence or structure, through the porte-cochere (if applicable) to the rear yard.	App. D 07.I.3
Front Yard and Circular Driveways	<input type="checkbox"/>	<input type="checkbox"/>	Front or side yard circular driveways will not be allowed, unless consistent with the historic character or features of the property or nearby contributing properties	App. D 07.I.4

Ribbon Driveways	<input type="checkbox"/>	<input type="checkbox"/>	<p>On a corner lot, the driveway may extend from the side street to the garage if the garage is facing the side street. All other width and approach regulations will apply to driveways on corner lots.</p> <p>Ribbon driveways are allowed if the paved ribbons are at least one (1) foot wide, and no greater than two (2) feet wide.</p> <p>Any new driveway constructed through a front yard should be a minimum of ten (10) feet from an existing driveway on the adjacent lot, except in the instances of "shared" driveways.</p> <p>Parking should be on "improved" surfaces only, thereby maintaining the integrity of the front, side and rear yards of the property.</p>	App. D 07.L.5
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**PAVING MATERIAL**

Requirements	✓= OK	N/A	Comments	UDC Reference
Paving Materials	<input type="checkbox"/>	<input type="checkbox"/>	Driveway and sidewalks should be paved with concrete, brick, cut stone, pavers, natural rock or asphalt.	App. D 07.J.1
Compatibility	<input type="checkbox"/>	<input type="checkbox"/>	All new sidewalks and driveways should be constructed to be compatible in texture, color, style and size with the main structure on the lot.	App. D 07.J.1

**PARKING AREAS FOR COMMERCIAL DEVELOPMENT**

Requirements	✓= OK	N/A	Comments	UDC Reference
Off-Street Parking	<input type="checkbox"/>	<input type="checkbox"/>	Off-street parking should be provided behind the front facade of the main structure on the property. The number of spaces and design of the parking spaces shall conform to the off-street parking requirements as set forth in Article 05, District Development Standards, of the Unified Development Code (UDC).	App. D 07.K.3
Parking Lot Screening	<input type="checkbox"/>	<input type="checkbox"/>	All parking lots for more than five (5) vehicles and having frontage on a public street should be screened from the street by an evergreen hedge not lower than three (3) feet nor higher than four (4) feet tall. If a hedge is not desired, then an earthen berm, masonry wall, or combination thereof may be substituted, provided the stated heights are observed.	App. D 07.K.3
Landscape Table	<input type="checkbox"/>	<input type="checkbox"/>	A visibility triangle with a minimum base of four (4) feet shall be provided at entrances.	App. D 07.K.3

**LIGHTING OF YARDS AND PARKING AREAS**

Requirements	✓= OK	N/A	Comments	UDC Reference
<i>These guidelines regulate the spillover of light and glare on operators of motor vehicles, pedestrians, and nearby property. The nuisance and hazard aspects of glare are regulated.</i>				
Flashing Lights	<input type="checkbox"/>	<input type="checkbox"/>	No flickering or flashing lights shall be permitted.	App. D 07.L.1
Light Sources	<input type="checkbox"/>	<input type="checkbox"/>	Light sources shall not be located in the buffer yard except on pedestrian walkways. No light shall spill across the property line of an adjacent residential property.	App. D 07.L.2
Outdoor Security Lights	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor security lights should be placed so that no light spills across the adjacent property line.	App. D 07.L.3

**PAINT AND COLOR**

Requirements	✓= OK	N/A	Comments	UDC Reference
Materials	<input type="checkbox"/>	<input type="checkbox"/>	Brick, stone or other naturally or historically unpainted materials should not be painted unless the material has been painted before.	App. D 07.M.3
Colors <i>White trim + doors</i>	<input type="checkbox"/>	<input type="checkbox"/>	Florescent and metallic colors are not recommended on the exterior of any structure. Paint does not require a building permit and therefore is not subject to board review. Appropriate colors complimentary to the style and period of the structure and to neighboring historic structures are preferred; however, specific approval of paint colors is not required.	App. D 07.M.3
Commercial Buildings	<input type="checkbox"/>	<input type="checkbox"/>	For new commercial construction and for additions requiring site plan approval, finishes and color may be a part of the review.	App. D 07.M.3

## SIGNAGE

Requirements	✓= OK	N/A	Comments	UDC Reference
Unlighted Signs	<input type="checkbox"/>	<input type="checkbox"/>	An unlighted sign with the address or name of the occupant of the residence may be attached or detached and should not measure more than one (1) square foot.	App. D 07.N.3
Compatibility	<input type="checkbox"/>	<input type="checkbox"/>	Signs should not obscure significant architectural features of a building or structure. The material, shape, color, design and lettering style of all signs should be compatible with the style and period of the structure and the Historic District as a whole.	App. D 07.N.3

## SIGNAGE FOR COMMERCIAL PROPERTIES

Requirements	✓= OK	N/A	Comments	UDC Reference
Types of Signs	<input type="checkbox"/>	<input type="checkbox"/>	No signs other than those identifying the property where they are installed or identifying the business conducted therein should be permitted. All lighting elements such as wires, junction boxes, transformers, ballasts, switches and panel boxes should be concealed from view.	App. D 07.O.1
Signs for Buildings Greater Than Two (2) Floors	<input type="checkbox"/>	<input type="checkbox"/>	In a building of more than two (2) floors, no sign is permitted above the second floor.	App. D 07.O.2
Size	<input type="checkbox"/>	<input type="checkbox"/>	Size should be in proportion to the architecture and scale of the building. Horizontal signs should not exceed ten (10) percent of the total front elevation of the building.	App. D 07.O.3
Horizontal Signs	<input type="checkbox"/>	<input type="checkbox"/>	Horizontal signs should be located in the area defined by the first-floor cornice and the vertical supports. A horizontal sign should not cover tops of first floor windows. Horizontal signs should not project more than 12-inches from the surface of the building.	App. D 07.O.4
✓ Attached Signs	<input type="checkbox"/>	<input type="checkbox"/>	Attached signs should be placed below the cornice line of the first floor no higher than the bottom of the second story windows, or not less than 11 feet above grade level. An awning or canopy should be subjected to the same requirements as an attached sign. An awning or canopy and an attached sign combined should not exceed the total area permitted for a wall sign.	App. D 07.O.4
✓ Projecting Signs	<input type="checkbox"/>	<input type="checkbox"/>	Projecting signs should not extend higher than the bottom of the second story windows or not less than 11 feet above grade level. Projecting signs should not extend more than two (2) feet beyond the building surface.	App. D 07.O.4
Lighted Signs	<input type="checkbox"/>	<input type="checkbox"/>	Lighted signs will receive approval from the City of Rockwall Historic Preservation Advisory Board (HPAB) on a case-by-case basis.	App. D 07.O.5
Rooftop Signs	<input type="checkbox"/>	<input type="checkbox"/>	Roof top signs are not permitted. Banners signs are permitted for 30-days and "special event" banners are allowed for two (2) weeks. The City of Rockwall sign ordinance requires permits for banners.	App. D 07.O.6
Flashing Signs	<input type="checkbox"/>	<input type="checkbox"/>	Flashing, flickering or moving signs are not permitted.	App. D 07.O.7
Temporary Signs	<input type="checkbox"/>	<input type="checkbox"/>	Temporary signs may be permitted for no longer than 30 days.	App. D 07.O.8
Display Windows	<input type="checkbox"/>	<input type="checkbox"/>	Display window signs will not occupy more than 20% of the window area. This window area includes signs, which are placed within three (3) feet of the window and visible from the outside.	App. D 07.O.9
Signs on a Residential Structure	<input type="checkbox"/>	<input type="checkbox"/>	Signs on a residential structure converted to commercial should be a single freestanding and/or "swinging" sign with one (1) or two (2) support standards. The maximum size is 16 square feet and it should not impede pedestrian or motor vehicle traffic. Monument signs should not be permitted. Detached signs will be approved the City of Rockwall Historic Preservation Advisory Board (HPAB) on a case-by-case basis.	App. D 07.O.10

His Covenant Children, Inc.  
303 E Rusk  
Rockwall, Texas 75087  
214-543-2807

Historic Preservation Advisory Board  
City of Rockwall  
Planning and Zoning Department  
385 S. Goliad Street  
Rockwall, Texas 75087

November 5, 2021

**Re: Scope of work for Landmark – The Old Methodist Church at 303 E. Rusk Street, Rockwall, Texas 75087.**

Attached are NJB Roofing LLC., 1009 Stoneport Lane, Allen, Tx. 75002 bids for doors, windows and time frame for completion of work.

Windows - Once materials are in, should take approximately 2 weeks barring any unforeseen issues and weather- related delays. Meeting with NJB on November 14, 2021 for scheduled date on repairs.

Doors - The time frame could take 8-12 weeks due to non-availability from local sources and supply chain issues.

Steps - The steps will be resurfaced, pressure washed and painted, barring any unforeseen issues and weather- related delays.

We are ready to proceed based on NJB's scheduling and weather permitting conditions.

The following are emails to Caroline Wright, Historic Preservation, Division of Architecture, Austin, Texas 78711 regarding the installation of double paned glass temporarily, until stain glass is repaired.

**Caroline Wright**

Program Coordinator, Historic Preservation Tax Credit Program  
Division of Architecture  
P.O. Box 12276, Austin, Texas 78711-2276



Phone: +1 512 463 7687  
Fax: + 1 512 463 6095

RE: Historical Landmark - Old Methodist Church, 303 E. Rusk Street, Rockwall, Texas

**Caroline Wright** <[caroline.wright@thc.texas.gov](mailto:caroline.wright@thc.texas.gov)>

To: Annette Lall

On Friday, September 24, 2021, 09:43:40 AM CDT, Caroline Wright <[caroline.wright@thc.texas.gov](mailto:caroline.wright@thc.texas.gov)> wrote:

Hello Annette,

I apologize for not responding to your last email. I did however reply to an earlier email from you on August 12<sup>th</sup> with links to information on the tax credit program. I'd encourage you to go look through that information and let me know what specific questions you have about the program. I'll need more specific information about your plans for the property in order to answer questions about eligibility.

Thank you,

Caroline

**From:** Annette Lall <[legacyvillage-rock@att.net](mailto:legacyvillage-rock@att.net)>

**Sent:** Friday, September 24, 2021 11:13 AM

**To:** Caroline Wright <[Caroline.Wright@thc.texas.gov](mailto:Caroline.Wright@thc.texas.gov)>; Annette Lall <[legacyvillage-rock@att.net](mailto:legacyvillage-rock@att.net)>

**Subject:** Re: Historical Landmark - Old Methodist Church, 303 E. Rusk Street, Rockwall, Texas

The wood stained glass windows - We want to install wood windows without the stain glass temporarily to stop further deterioration. The stain glass will first take considerable amount of time to finish and is also very costly, but will be installed at a later date.

**From:** Caroline Wright <[Caroline.Wright@thc.texas.gov](mailto:Caroline.Wright@thc.texas.gov)>

**Sent:** Friday, September 24, 2021 11:53 AM

**To:** Annette Lall <[legacyvillage-rock@att.net](mailto:legacyvillage-rock@att.net)>

**Subject:** RE: Historical Landmark - Old Methodist Church, 303 E. Rusk Street, Rockwall, Texas

You could take this temporary measure as long as you're doing work. However, we would not be able to certify a completed project until the stained glass windows are back in place.

**From:** Annette Lall <legacyvillage-rock@att.net>  
**Sent:** Thursday, October 14, 2021 11:32 AM  
**To:** Caroline Wright <Caroline.Wright@thc.texas.gov>; Annette Lall <legacyvillage-rock@att.net>  
**Subject:** Re: Historical Landmark - Old Methodist Church, 303 E. Rusk Street, Rockwall, Texas

Is there a time limit to replace the stained glass.? Please let me know.

Thanks,

Annette Lall

RE: Historical Landmark - Old Methodist Church, 303 E. Rusk Street, Rockwall, Texas

**Caroline Wright** <caroline.wright@thc.texas.gov>

To: Annette Lall

Thu, Oct 14 at 5:18 PM

There is not a specific time limit, no, but you would not be awarded any tax credits until the work is complete.

**Caroline Wright**

**Sincerely,**



**Annette Lall**  
**His Covenant Children, Inc.**



Date: 11/4/2021

**BID ESTIMATES**

**CUSTOMER INFORMATION:**

Annette Lall  
 Cell: 214.543.2807  
 legacyvillage-rock@att.net

**JOB INFORMATION:**

His Covenant Children  
 303 East Rusk Street  
 Rockwall, TX 75087

Boo / Chili	1913 National Landmark Church / Windows	Commercial
	<ul style="list-style-type: none"> <li>Remove all 83 windows, upper and lowers carefully.</li> <li>Stack them to side location to be prepped and shipped by property owner to be refurbished.</li> </ul>	
	<ul style="list-style-type: none"> <li>Install new double pane glass panels on each window, trim out with appropriate 1x2, 2x2 pine trim, Caulked &amp; Painted.</li> </ul>	
	<ul style="list-style-type: none"> <li>Frame in between each pane to make the double panes.</li> </ul>	
	<ul style="list-style-type: none"> <li>Various sizes to be installed. Many of the existing frames are rotted and damaged, we will attempt to salvage everything that we can, knowing some of them will not be salvageable.</li> </ul>	
	<ul style="list-style-type: none"> <li>Includes all labor &amp; needed materials.</li> </ul>	
	<ul style="list-style-type: none"> <li>If any issues arise during demo, then a change order may be needed to continue working, which may or may not require any more funds.</li> </ul>	
	<ul style="list-style-type: none"> <li>The removal and reinstall of the windows should take approximately 2 weeks barring any unforeseen issues are weather related delays</li> </ul>	
	<ul style="list-style-type: none"> <li>To order the 166 glass panels in each specific size, \$28,000.00 down for materials will be required upon agreement. <u>Once materials are paid for, it will take 1 week to get them in, once we get them in, we could begin work within 1 week of that, assuming the weather cooperates.</u></li> </ul>	
	<b>TOTAL BID ESTIMATE:</b>	<b>\$ 60,000.00</b>



Best,  
*Boo Nathaniel J Bradberry*  
 Cell: 469.422.9097  
 Boo@njbroof.com



Date: 11/4/2021

**BID ESTIMATES**

**CUSTOMER INFORMATION:**

Annette Lall  
Cell: 214.543.2807  
legacyvillage-rock@att.net

**JOB INFORMATION:**

His Covenant Children  
303 East Rusk Street  
Rockwall, TX 75087

Boo / Chili	5 EXT Doors. Hung / Painted / Trimmed Out	Commercial
	<ul style="list-style-type: none"> <li>Remove 5 old doors, haul away and install new.</li> </ul>	
	<ul style="list-style-type: none"> <li>4 – 72 x 96 solid core EXT pre-hung.</li> <li>1 - 64x80 solid core EXT pre-hung.</li> </ul>	
	<ul style="list-style-type: none"> <li>Reframe new doors in, replacing rotten wood, trim out</li> </ul>	
	<ul style="list-style-type: none"> <li>Once doors are in, paint doors to match and finish trim out.</li> </ul>	
	<ul style="list-style-type: none"> <li>There is a national shortage on doors and windows at the moment. The 4 commercial door vendors that we have used for years do not have these doors in stock. We have been told that it could be 8-12 weeks (maybe) for these to come in if we order them. Once we get doors in hand, then they can be installed in 3 days. Again: We cannot source these doors locally at the moment and will most likely have to wait 2 months or so for them to come in.</li> </ul>	
	<b>Total Bid Estimate:</b>	<b>\$ 7,800.00</b>



Best,  
*Boo Nathaniel J Bradberry*  
Cell: 469.422.9097  
[Boo@njbroof.com](mailto:Boo@njbroof.com)

