



Historic Preservation Certificate of Appropriateness

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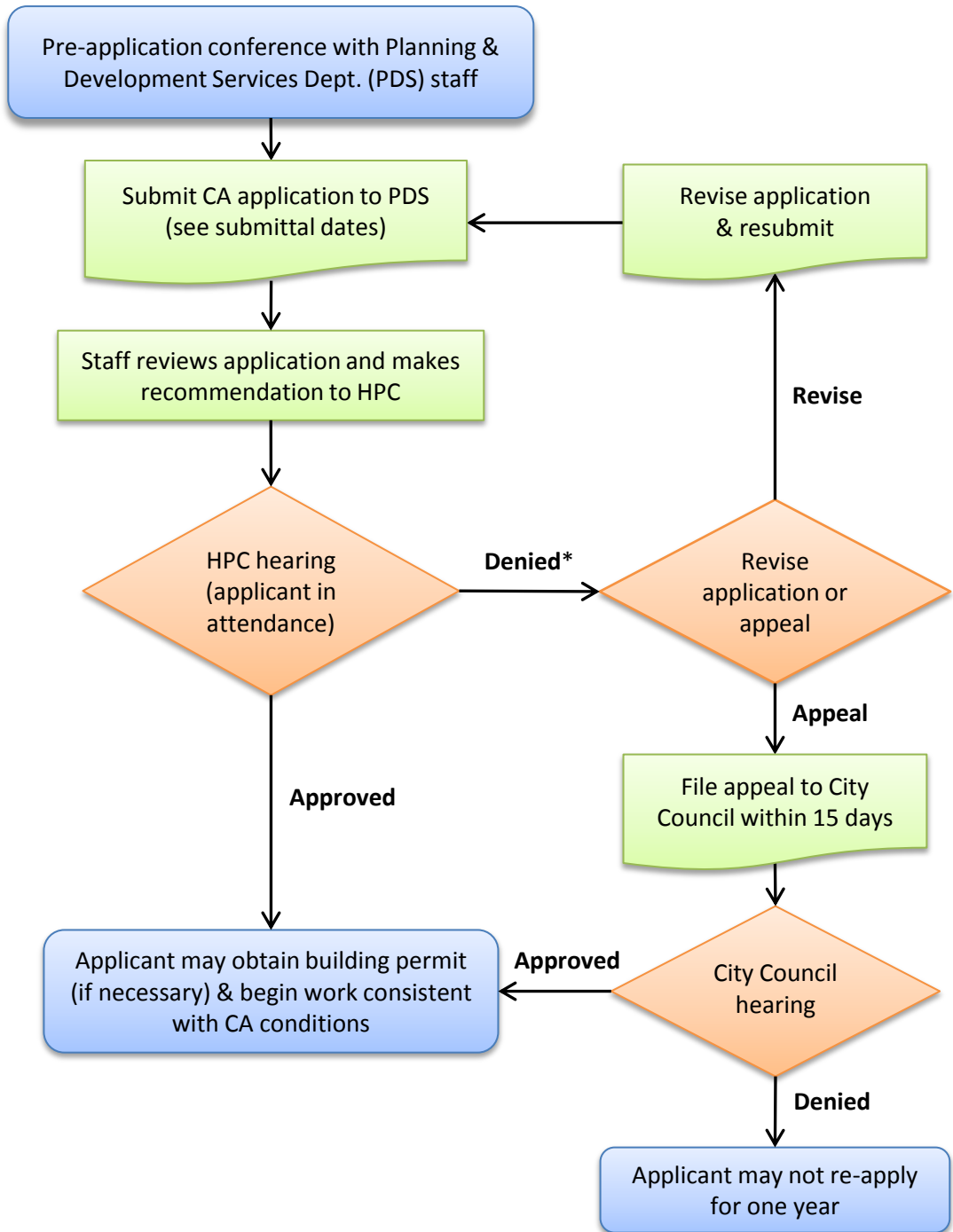
**Planning and Development Services Department
City of Round Rock, Texas**

Updated: November 2011

Certificate of Appropriateness (CA)

Application Review Process

Historic Preservation Commission (HPC)



* If a CA for demolition is denied, the HPC may delay the demolition for up to 120 days.

Getting Started

Are you beginning a project on a property that is a historic landmark or in a historic district? The City of Round Rock strives to preserve areas and properties that are architecturally, culturally, or historically significant through historic designation. An historic property may be designated either individually, as a local landmark, or as part of an historic district. This is accomplished through the addition of Historic Overlay Zoning to the property.

If a property has Historic Overlay Zoning, the owner/applicant is required to obtain a "Certificate of Appropriateness" from the City's Historic Preservation Commission before obtaining a building permit or beginning work involving any change to the exterior of the property (including paint color).

Historic Preservation Commission members, appointed by the Round Rock City Council, are Round Rock residents; their goal is to assist in the development of the most cost effective, high quality, and historically appropriate project possible.

The Historic Preservation Program's offices are located in the Planning and Development Services Department on the second floor of the McConico Building at 301 W. Bagdad, Suite 210.

When do I need a Certificate of Appropriateness?

An applicant must obtain the approval of the Historic Preservation Commission before beginning any work on a structure or site with Historic Overlay Zoning (a historic landmark or property in a historic district). This approval, in the form of a Certificate of Appropriateness, verifies that the historic character of a property or district is maintained. There is no application fee for a Certificate of Appropriateness.

A Certificate of Appropriateness is required for **any exterior alteration, construction, removal or demolition of all or part of a structure or site**, but does not apply to building interiors (Code of Ordinances, Section 46-99). Simple repairs do not require a Certificate, provided that the materials, design and application are the same. Signs do not require a Certificate of Appropriateness and follow a separate review process (see sign application packet for details).

Building permits for any property with Historic Overlay Zoning are not issued until the applicant has obtained a Certificate of Appropriateness.

Contact information

Planning and Development Services Department 512-218-5428

Historic Preservation Staff:

Brad Dushkin 512-671-2728 bdushkin@round-rock.tx.us

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www.roundrocktexas.gov/historicpreservation

Certificate of Appropriateness (CA) Review Process

Pre-application conference

Owners contemplating exterior changes to buildings or structures designated as historic by the City of Round Rock should first consult with the staff of the Historic Preservation Commission (HPC) in the Planning and Development Services Department. Please contact staff to schedule a meeting or discuss the plans for your historic property. Staff will explain the design guidelines that will apply to the project, and can be a resource for information about architectural styles and materials.

Design guidelines for historic properties

Any exterior modifications to buildings and properties that are within any historic district or to a locally designated historic landmark are required to conform to criteria included in the City Code of Ordinances governing these buildings and properties (Section 46-107) and with the Secretary of the Interior's *Standards for the Rehabilitation of Historic Buildings*. The City's *Design Guidelines for Historic Commercial and Residential Districts and Properties* explain these standards, and also serve as a reference for property owners thinking about making modifications to their properties and for those who may be planning new construction or additions to their historic properties in any historic district or to a designated historic landmark. A summary of the principles of the design guidelines is included in this information packet, and the complete *Design Guidelines* are posted at www.roundrocktexas.gov/historicpreservation.

Complete a Certificate of Appropriateness application

An application is required for all exterior projects, whether or not a building permit is also necessary. Applications must be accompanied by documentation (such as photographs, drawings, written specifications, color samples and other information) sufficient to illustrate the proposal and its impact on the property. This will assist the applicant, the staff and the HPC in reaching a successful conclusion to the review, and provides a detailed record of the project for future reference. Documentation must be complete in order for staff to begin review of an application.

Applications must be submitted no later than 14 days prior to an HPC meeting. Please refer to the HPC's published meeting schedule.

Application submittal

The applicant should schedule a meeting with staff to review the CA application and accompanying documentation by the submittal deadline.

Ten (10) copies of the CA application and accompanying documentation must be submitted. In cases where 10 samples are not available, the applicant should determine with staff how samples will be provided to the HPC at the hearing.

Staff review and recommendation

The CA application will be reviewed by staff, and a recommendation made to the Historic Preservation Commission. Staff will distribute items submitted by the applicant to the HPC for review with copies/samples submitted by the applicant.

HPC hearing

At the hearing, the applicant and any other interested parties are invited to speak about the proposed project. At the end of the discussion, the HPC votes whether to approve the application as submitted, to approve with conditions, or to deny the application. The applicant will receive a letter in the mail detailing the outcome of the case and any conditions associated with the HPC's decision. For demolitions, the HPC can opt to postpone demolition for a period of up to 120 days. If an application is denied, the applicant may, within 15 days, appeal the denial to the City Council.

Obtain permits (as necessary)

When a favorable decision is issued, applicants may proceed with the project, pending issuance of any necessary permits. It is the applicant's responsibility to find out whether additional permits are needed and to obtain them. If a CA application is approved, all the conditions of the approval must be met by the applicant throughout the project. The applicant must contact staff upon completion of the project.

Design Guidelines Principles

The complete document, *Design Guidelines for Historic Commercial and Residential Districts and Properties*, is available on-line at: www.roundrocktexas.gov/historicpreservation

The *Design Guidelines* are divided into commercial and residential guidelines. "Commercial" and "Residential" properties are defined not by their present use (i.e. office/retail v. residences), but by the historic building type as it currently appears.

Principles of the design guidelines

There are several guiding principles that the *Design Guidelines* incorporate; these pertain to buildings of all occupancy and construction types, sizes and materials, permanent and temporary construction on the exterior of existing buildings within the historic districts or as individual historic landmarks, as well as new construction:

1. Original or historically significant materials and/or features of a structure or site shall be maintained and repaired rather than replaced whenever possible.
2. If replacement of existing materials or features is necessary, the new feature shall match the old in design, color, texture, and other visual qualities.
3. Replacement of missing features should be based on historical, documentary, physical or pictorial evidence.
4. Minimal alteration of the building, structure, site or environment should be made.
5. Each property should be recognized as a product of its own time. Alterations that seek to create a false sense of historical development should be discouraged.
6. Changes to a building or site that have taken place over time are evidence of its history and development. Those changes that have acquired significance in their own right should be recognized and preserved.
7. Where historic architectural or site features are determined by the Commission to contribute to the historic character of the property or the district, proposed alterations or additions affecting such features should be reviewed more stringently.
8. New additions, exterior alterations, or new construction should not destroy historic materials or general features that characterize the property. The new work may be differentiated from the old and should be compatible with the massing, size, scale and architectural features of the property and the surrounding neighborhood, to protect the historic integrity of the property and the site.
9. Whenever possible, new additions or alterations to structures should be done in such a manner that if removed in the future, the essential form and integrity of the structure and the site would be unimpaired.



Historic Preservation Commission 2012 Application & Meeting Schedule

Application Deadline (1 st Tuesday)	HPC Meetings (3 rd Tuesday unless otherwise noted)
January 3	January 17
February 7	February 21
March 6	March 20
April 3	April 17
May 1	May 15
June 5	June 19
July 3	July 17
August 7	August 21
September 4	September 18
October 2	October 16
November 6	November 13*
December 4	December 11*

* November and December meeting are on 2nd Tuesday of the month.

While City Hall is undergoing renovations HPC meetings will be held in the Round Rock Public Library Meeting Room C at 216 E. Main Street, unless otherwise noted. When renovations are completed (estimated completion May 2012), meetings will move back to the City Council Chambers at 221 E. Main Street. Please check the online calendar at www.roundrocktexas.gov/calendar for updated information.

Agendas, minutes and video of HPC meetings are posted online at Round Rock Replay, www.roundrocktexas.gov/replay.

The Historic Preservation Commission (HPC) preserves, protects, and promotes the City of Round Rock's historical resources through preservation, public education, community partnerships, and heritage tourism. Its preservation responsibilities include issuing Certificates of Appropriateness for proposed changes to historic properties and making recommendations for historic designations and historic policy and programs to the City Council. For more information, visit our website at www.roundrocktexas.gov/historicpreservation, or contact the Planning & Development Services Department at 512-218-5428.



Certificate of Appropriateness Application

Historic Preservation Commission

Applicant contact information

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Role: Owner Architect/contractor Other: _____

Property Address: _____

1. In the space below, briefly describe the work proposed (*use separate page(s) if necessary*).
2. Please refer to the attachment checklist for additional materials necessary to evaluate the proposed work.

Description of proposed work:

Signature Date

Submit this form and all necessary attachments (see checklist) at least 14 days before the Historic Preservation Commission meeting to the Planning & Development Services Department, 301 W. Bagdad Avenue, Suite 210, Round Rock, Texas 78664; ph. 512-218-5428.

Certificate of Appropriateness Application Attachment Checklist

Please attach ten (10) copies of all supplementary materials with your application. If it is not possible to obtain all ten copies, please contact Staff to determine how samples can be provided at the HPC hearing.

All Applications:

- Certificate of Appropriateness application
- Completed application attachment checklist

Rehabilitation, Remodeling, Additions or New Construction:

- Elevation and plan drawings to scale indicating proposed alterations, clearly indicating the existing building and what changes are proposed. Please indicate location relative to adjacent structures.
- Exterior materials description and samples (if possible).
- Photograph(s) of existing conditions documenting all sides of the structure that will be affected.

For restoration to an earlier condition:

- Historical documentation (plans, elevations, photographs) of that earlier condition, if available.

For building additions or new construction:

- Site plan showing dimensions of lot, location and dimensions of existing building(s), location, dimensions and sight lines of addition, location of all exterior ground- and roof-mounted equipment, hardscaping, fencing, parking lots and driveways.

Painting, Stucco, Repointing:

- Color photographs of all areas to be affected.
- Color samples/paint chips.
- Diagram of where each color/material will be applied on the structure.
- Information on relevant textures, sheens, etc.

Awnings and Canopies:

- Photograph of building elevation to which the awning or canopy is to be attached.
- Dimensioned drawings. Indicate the front and side view of awning or canopy and placement on structure.
- Samples of colors and materials.

Demolition:

- Color photographs, written descriptions, drawings or other records documenting the current state of the structure.