



# Historic Preservation Certificate of Appropriateness

## **Contents:**

Process flowchart

What is a Certificate of Appropriateness?

What defines “appropriate”?

When do I need a Certificate of Appropriateness?

Planning & Development Services Department contact information

Certificate of Appropriateness review process:

- Pre-application conference

- Design guidelines for historic properties

- Administrative review

- Historic Preservation Commission (HPC) review

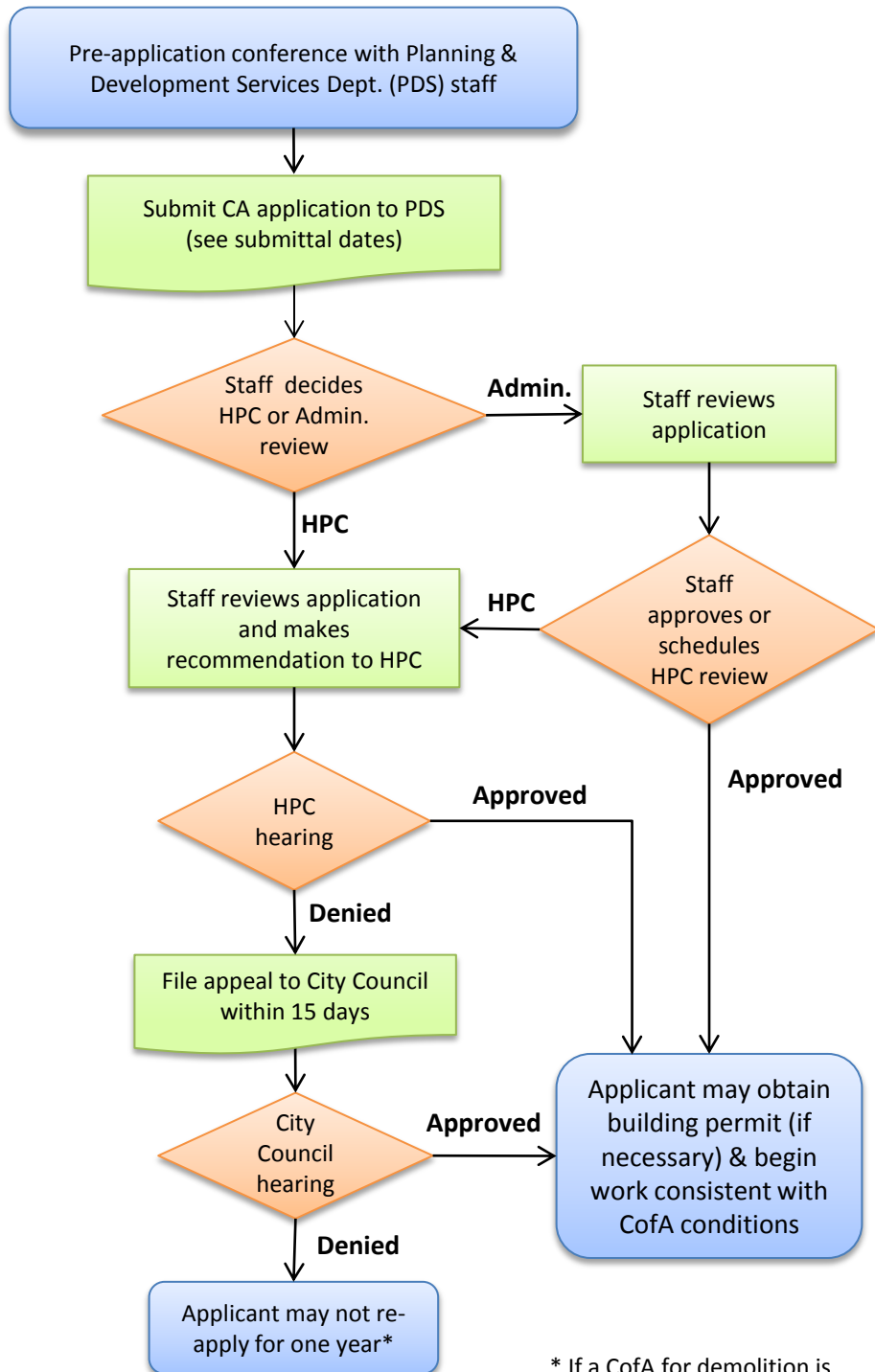
Design guidelines principles

Historic Preservation Commission (HPC) application & meeting schedule

Application and attachment checklist

Certificate of Appropriate application

# Certificate of Appropriateness (CofA) Application Review Process



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

## What is a Certificate of Appropriateness (CofA)?

A Certificate of Appropriateness confirms that proposed changes to a property with Historic (H) Overlay Zoning are appropriate to the historic period, architecture and style of the property, and are consistent with the City's design guidelines for historic properties so that the historic authenticity of the property is preserved.

If a property has Historic Overlay Zoning, the owner/applicant is required to obtain a "Certificate of Appropriateness" (CofA) before obtaining a building permit or beginning work involving any change to the exterior of the property, demolishing all or part of the structure, or relocating a structure to or from a property with historic overlay zoning (Code of Ordinances [Part III Section 10-56](#)). Some types of minor changes may qualify for expedited review by a staff member instead of the Historic Preservation (see "administrative review" on subsequent pages).

## What defines "appropriate"?

The City has adopted design guidelines for changes to historic landmarks and districts, which are based on the Secretary of the Interior's *Standards for the Rehabilitation of Historic Buildings*. The two sets of design guidelines, [Design Guidelines for Historic Commercial Districts and Properties](#), and the [Design Guidelines for Historic Residential Districts and Properties](#). The set of guidelines used is based on the building type, regardless of how the building is currently used. For example, offices or day care in a house would use the residential guidelines.

The HPC and City staff use these design guidelines to evaluate CofA applications, so it is highly advisable for applicants to consult them when planning their projects. Both sets of guidelines are posted on the historic preservation web site at [www.roundrocktexas.gov/cofa](http://www.roundrocktexas.gov/cofa)

## When do I need a CofA?

Below are guidelines for when a CofA is required; please contact Joelle Jordan at 512-218-5422 or [jjordan@roundrocktexas.gov](mailto:jjordan@roundrocktexas.gov) if you are unsure or need clarification.

### A Certificate of Appropriateness is REQUIRED for:

- **Any repairs or work that involves a change in material, finish, design, or color**  
Anything that changes the exterior appearance may affect the historic character of a structure, and a CofA is necessary to ensure that the changes do not detract from its authenticity. Examples: change in siding or roofing material or color; replacing windows, doors, light fixtures or hardware; adding exterior equipment such as antennas or condensers; adding window film or changing paint color.
- **Restoration to a structure/property's period of historic significance**  
Projects intended to restore a historic property to an earlier condition also must be reviewed for appropriateness, to ensure the authenticity of the restoration.

- **Yard: hardscape, paving, or fencing**  
Adding or changing structures such as paving, fences, gazebos etc. requires a CofA.
- **Addition of features such as awnings, lighting, etc. that are not currently attached to the structure**  
While not permanent, these features have a major impact on the character of the building, and must be reviewed for appropriateness.
- **Structural additions**  
Additions and changes to historic structures must be reviewed for appropriateness to ensure that the structure's authenticity is not compromised. Additions to noncontributing structures in historic districts must be reviewed to ensure that the district's character is maintained.
- **New structures, including outbuildings, on a property with Historic zoning**  
New structures on properties with H overlay zoning must have a CofA before beginning construction. This also applies to new structures in an historic district, even if the property was previously undeveloped.
- **Structural relocation or demolition**  
Relocating a historic structure from one location to another requires a Certificate of Appropriateness for Relocation, and demolition of all *or part* of a historic structure requires a Certificate of Appropriateness for Demolition. This packet does not outline processes specific to structural relocation or demolition. Please refer to Code of Ordinances [Part III Section 10-56](#) (b) (relocation) or [Part III Section 10-56](#) (a) (8) (demolition) for information and procedures.

**A Certificate of Appropriateness is NOT REQUIRED for:**

- **Interior projects**  
Projects that are confined to the interior of a structure do not require a CofA.
- **Signs**  
Signs do not require a Certificate of Appropriateness, only a standard sign permit. There are different sign standards for different types of areas, and the "Special Areas" sign standards apply to properties with H overlay zoning.
- **Yard : plants and landscaping**  
Altering non-structural elements such as plants or landscaping does not require a CofA, however adding or changing structures such as fences, paving, gazebos, etc. (other than "ordinary maintenance and repair") do require a CofA.
- **Ordinary maintenance and repair**  
"Ordinary maintenance and repair" which does not change the appearance of the property exterior does not require a CofA. The original appearance must be maintained

using the same materials and colors (repainting the same color is ordinary maintenance; repainting a different color requires a CofA).

**Definition of ordinary maintenance and repair, Section 46-5:** Any work, the sole purpose of which is to correct deterioration, decay, or damage, including repair of damage caused by fire or other disaster and which does not result in a change in the existing appearance and materials of a property. Examples of this work include, but are not limited to the following:

- (1) Caulking or reglazing windows;
- (2) Minor repairs to windows, doors, siding, gutters, etc.;
- (3) Replacement of existing mechanical equipment;
- (4) Repairing or repaving of flat concrete work in side and rear yards;
- (5) Repairing or repaving of existing front yard paving, concrete work and walkways, if material the same or similar in appearance is used;
- (6) Foundation work, if no change in appearance occurs; and
- (7) Chimney work, if no change in appearance occurs.

# Applying for a Certificate of Appropriateness (CofA)

## Contact information

**Planning and Development Services Department 512-218-5428**

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.

### Historic Preservation Staff:

Joelle Jordan, AICP	512-218-5422	<a href="mailto:jjordan@roundrocktexas.gov">jjordan@roundrocktexas.gov</a>
Kerstin Harding	512-218-5421	<a href="mailto:kharding@roundrocktexas.gov">kharding@roundrocktexas.gov</a>

Historic preservation web page: [www.roundrocktexas.gov/historicpreservationn](http://www.roundrocktexas.gov/historicpreservationn)

Certificate of Appropriateness web page: [www.roundrocktexas.gov/cofa](http://www.roundrocktexas.gov/cofa)

## Pre-application conference

It is highly advisable to consult with preservation staff while still in the planning stages of your project. Staff will determine whether the project will be reviewed administratively or by the Historic Preservation Commission, or if a CofA is unnecessary. Staff will explain the design guidelines that will apply to the project, and can be a resource for information about appropriate architectural styles and materials, and local vendors of specialized services.

It is also advisable to consult the [Design Guidelines for Historic Residential Properties and Districts](#) or the [Design Guidelines for Historic Commercial Properties and Districts](#) early in the project.

## Projects that may be reviewed administratively

The Zoning Administrator may issue a CofA for some projects that result in only minor changes to the appearance of the property. Whether a project qualifies for expedited administrative review will be determined at a pre-application meeting.

Administrative review for a CofA can usually be completed within ten days. Staff may also decide to forward the application to the HPC to review at its next meeting.

The following projects are considered eligible for administrative review ([Section 10-56](#) (a) (3)):

- a. Paint colors for the exterior of a structure including siding, trim, doors, steps, porches, railings, and window frames. This shall not include painting or otherwise coating previously unpainted masonry;
- b. The placement and screening, if necessary, of roof-mounted equipment and other mechanical equipment of various types;
- c. The placement and design of screening treatments for trash and recycling receptacles;
- d. Fences to be installed in the rear and/or side yard;
- e. Ground lighting;

- f. Elements attached to a facade of any building, garage or carriage house including, but not limited to, door hardware, hinges, mailboxes, light fixtures, sign brackets, street address signage and historic interpretive signage;
- g. Replacing roofing materials or color on a flat roof that will not be visible from the ground or from immediately adjacent taller buildings;
- h. Gutters and downspouts;
- i. Installation or removal of landscaping, including trees;
- j. Accessibility ramps;
- k. Changes to awning fabric color for an existing awning;
- l. Landscape elements, including but not limited to, walks, paving, benches, outdoor furniture, planters, pools, trellises, arbors and gazebos;
- m. Installation of any elements required by other codes such as emergency lighting;
- n. Modifications that are considered nonpermanent such as, but not limited to, window films and temporary features to weatherize or stabilize a historic resource;
- o. Minor modifications to an existing certificate of appropriateness that still meets the intent of the original approval; or
- p. Renewal of an expired certificate of appropriateness.

## **Administrative review process**

If your project can be reviewed administratively, complete an application and bring it and any supporting materials (see pages 11-12) to the Planning & Development Services Department. Necessary supplemental materials usually include photos of the property and specifically of the parts affected, paint samples, photos and item numbers of parts and fixtures, etc. – please refer to the checklist on page 11. Documentation must be complete in order for staff to begin review of an application.

Staff will review the application for conformance with the design guidelines and applicable ordinances. A decision will be made within ten days, although staff may refer the application to the HPC if they believe the request requires additional scrutiny.

## **Projects that are reviewed by the HPC**

Certificates of Appropriateness for all other projects affecting the exterior appearance of a property with H overlay zoning must be reviewed by the Historic Preservation Commission. The commission meets monthly, and applications should be submitted two weeks before the meeting in order to allow time for staff research and distribution to Commissioners before the meeting.

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.

## **HPC review process**

If the project is to be reviewed by the HPC, the applicant will need to submit ten copies of the application and supporting materials at least fourteen days before the desired HPC meeting. Please refer to the HPC schedule on page 10 for the HPC submittal and meeting schedule.

Supplemental materials usually include photos of the property and specifically of the parts affected, paint samples, photos and item numbers of parts and fixtures, etc. – please refer to the checklist on page 11. Documentation must be complete in order for staff to begin review of an application. If it is not possible to obtain ten copies of all materials, please contact staff to determine how samples may be provided for the HPC hearing.

Staff will review the application for conformance with the design guidelines and applicable ordinances, and write a recommendation to the Commissioners. The application, supplemental materials and staff recommendation will then be distributed to the commissioners 4-5 days before the scheduled meeting to allow time to examine and research the application.

At the HPC meeting a staff member will present a summary of the application and the staff recommendation. The applicant is not required to attend, although it is helpful in case the Commission has additional questions. The application is considered in a public hearing, so there will be an opportunity for the applicant and/or their contractor(s) to address the Commission. 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.

## **Notification and building permits**

The applicant will receive correspondence detailing the outcome of the case and any conditions associated with approval or denial. This correspondence serves as the CofA. The CofA is also sent to the Building Inspections Office, which will reference them when issuing permits and conducting inspections.

## **Appeals**

If an administratively reviewed application is denied, the applicant may appeal to the HPC. If an HPC-reviewed application is denied, the applicant may, within 15 days, appeal the denial to the City Council, otherwise the applicant may not reapply for a year.



# Design Guidelines Principles

The complete document, *Design Guidelines for Historic Commercial and Residential Districts and Properties*, is posted online at: [www.roundrocktexas.gov/historicpreservation](http://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, but by the historic building type as it currently appears. A house converted to an office would use the Residential standards.

## 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 2021 Meeting Schedule

Meetings are typically held at 6:00 p.m. in the City Council Chambers at 221 E. Main Street. Please check the online calendar [www.roundrocktexas.gov/events/](http://www.roundrocktexas.gov/events/), or call 512-218-5428 before the meeting in case there have been schedule changes or cancellations. Agendas, minutes and video of HPC meetings are posted online at Round Rock Replay, [www.roundrocktexas.gov/replay](http://www.roundrocktexas.gov/replay).

Submission Deadline (1 <sup>st</sup> Tuesday)	HPC Meetings (3 <sup>rd</sup> Tuesday)
January 5	January 19
February 2	February 16
March 2	March 23*
April 5	April 20
May 4	May 18
June 1	June 15
July 6	July 20
August 3	August 17
September 7	September 21 Work Session
October 5	October 19
November 2	November 16
November 30*	December 14*

\* Dates adjusted to accommodate holidays

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](http://www.roundrocktexas.gov/historicpreservation), or contact the Planning & Development Services Department at 512-218-5428.

# Certificate of Appropriateness Application Attachment Checklist

## Number of application and attachment copies to include in submittal:

- For Administrative (Staff) Review, please attach one copy of the application and all supplementary materials.

### OR:

- For Historic Preservation Commission Review, please attach **nine (9) copies** of the application and all supplementary materials. If it is not possible to obtain all nine 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
- Photographs/printouts of any new or replacement parts (doors, windows, shingles, siding etc.)

## *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, hardscape, fencing, parking lots and driveways

## Painting, stucco, repointing:

- Color photographs of all areas to be affected
- Diagram of where each color/material will be applied on the structure
- Color samples/paint chips
- 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

## Relocation:

Refer to Code of Ordinances [Part III Section 10-56](#) (b) and discuss with staff what documents are necessary and appropriate to include with the application.

## Demolition:

Refer to code of Ordinances [Part III Section 10-56](#) (a) (8) and discuss with staff what documents are necessary and appropriate to include with the application.



# Certificate of Appropriateness Application

## Historic Preservation Commission

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.

### Applicant contact information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Role:  Owner  Architect/contractor  Other: \_\_\_\_\_

### Developer contact information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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