

## **PUBLIC NOTICE**

**City of Lockhart  
Historical Preservation Commission  
5:30 p.m. Wednesday, November 20, 2024  
Municipal Building – Glosserman Room  
308 West San Antonio Street**

### **AGENDA**

1. Call meeting to order.
2. Citizen comments not related to an agenda item.
3. Consider the minutes of the October 14, 2024 meeting.
4. CFA-24-13. Consider a request by Abigail Black of Chioco Design, LLC for approval of a Certificate for Alteration for various exterior improvements on part of Lot 6, Block 19, Original Town of Lockhart, on property zoned CCB (Commercial Central Business), and located at 119 South Main Street.
5. Presentation and discussion regarding a potential application to the Texas Historical Commission for Certified Local Government (CLG) designation.
6. Discuss the date and agenda of the next meeting, including Commission requests for agenda items.
7. Adjournment.

**Posted on the bulletin board in the Municipal Building, 308 West San Antonio Street, Lockhart, Texas, at 1:00 p.m. on the 12<sup>th</sup> day of November, 2024.**

**City of Lockhart**  
**Historical Preservation Commission**  
**October 14, 2024**

**MINUTES**

Members Present: Christine Ohlendorf, Jerry Haug, Ron Faulstich, Kevin Thuerwaechter, Marcia Proctor

Members Absent: Ray Ramsey, Frank Gomillion

Staff Present: Kevin Waller, Romy Brossman

Public Present:

1. Call meeting to order. Chair Ohlendorf called the meeting to order at 5:30 p.m.
2. Citizen comments not related to an agenda item. None
3. Consider the minutes of the September 4, 2024, meeting.

*Commissioner Haug moved to approve the minutes as presented. Commissioner Thuerwaechter seconded; the motion passed by a vote of 5-0.*

4. CFA-24-11. Consider a request by Jenn Hodges for approval of a Certificate for Alteration for the removal of portions of a rear fence, relocation of an air conditioning unit, repainting to a different color, and two new signs on part of Lot 6, Block 23, Original Town of Lockhart, on property zoned CCB (Commercial Central Business), and located at 108 North Main Street.

Planning Staff, Kevin Waller, provided a brief presentation of the project with photos and maps. The proposed work is the removal of the fence at the rear of the property, relocation of the air conditioning unit at the rear of the property, repainting portions of the previously painted rear wall façade to a different color, and the addition of two new signs, for a new bar establishment within the Fiddler's Green building to be named The Case Room. The rear chain-link fence on the subject property will be removed, with the portion on the adjacent property to the south (Logos) to remain. According to the applicant, the A/C unit to be relocated will not be visible from the front of the property, and slightly visible from the rear when viewed from the alley. The rear door, transom, and wooden window coverings on either side of the door will be repainted to a dark brown color. The new signage will consist of a sign hanging from the existing Fiddler's Green Music Shop sign at the front of the property, as well as a neon wall sign above the rear entry door. The new hanging sign will read the "The Case Room" in white lettering, with a martini graphic to the right of the text, all against a black background. Both the existing and proposed hanging signs will be positioned such that at least 7 feet of clearance above the public sidewalk is maintained, which is a recommended condition of approval. The new, non-flashing neon sign at the rear of the property will be mounted above the door. The sign will read "Cocktails" in red neon letters.

Mr. Waller reported that Staff recommends approval with the condition that the proposed hanging sign is installed in a manner that allows for at least 7 feet of clearance above the public sidewalk.

Applicant Jenn Hodges, 501 Ash St., Lockhart, introduced herself and discussed the proposal.

Commissioner Faulstich asked if outdoor seating will be available in the rear where the A/C unit is being moved from.

Mrs. Hodges replied that two cocktail tables, about 45 inches tall, will be outside for guests to gather around, but there will be no seating. There will be no service outside.

*Commissioner Faulstich moved to approve CFA-24-11, with the condition that the new hanging sign be placed to allow for at least 7 feet of clearance above the public sidewalk. Commissioner Ohlendorf seconded; the motion passed by a vote of 5-0.*

5. CFA-24-12. Consider a request by Robert Steinbomer for approval of a Certificate for Alteration for four new roof vents on parts of Lots 5 and 6, Block 13, Original Town of Lockhart, on property zoned CCB (Commercial Central Business), and located at 218 South Main Street.

Mr. Waller reported that the applicant proposes four new roof vents along the north edge of the roof of the Gaslight-Baker Theatre office building. The four square-shaped vents will replace the original proposal of 8 dome-shaped roof vents approved by the Commission, along with several other roof-based improvements, on January 3, 2024. The proposed vents will be made of metal and painted a grayish beige to match the existing roof membrane. The vent dimensions are 28 inches wide by 28 inches long, 18 inches tall at the vent's downslope edge, and 14 inches tall at the upslope edge. The difference in height on opposite ends will enable the vents to be mounted in a level fashion on the sloping roof. According to the applicant, the four new vents are needed in place of the 8 approved dome-shaped vents for flashing and height reasons. The vents will be visible from East Prairie Lea Street, but not from South Main Street. For the revision from 8 dome roof vents to four square vents, Staff recommends approval.

Applicant Robert Steinbomer, 321 San Jacinto St., Lockhart, explained that the four square vents will be more efficient, have a smaller foot print, and will be painted.

Commissioner Ohlendorf inquired about the estimated cost of the project, as it was not listed in the application.

Mr. Steinbomer replied that the cost of the four vents is \$4,500.00 with installation.

*Commissioner Faulstich moved to approve CFA-24-12. Commissioner Thuerwaechter seconded; the motion passed by a vote of 5 - 0.*

6. Discuss the date and agenda of the next meeting, including Commission requests for agenda items.

Mr. Waller reported that November 6 is the next regularly scheduled meeting date, if applications are submitted by the October 23 deadline.

7. Adjournment.

*Commissioner Faulstich moved to adjourn the meeting, and Commissioner Haug seconded. The motion passed by a vote of 5-0, and the meeting adjourned at 5:53 p.m.*

Approved: \_\_\_\_\_  
(date)

\_\_\_\_\_  
Romy Brossman, Recording Secretary

\_\_\_\_\_  
Christine Ohlendorf, Chairman





CFA-24-13

119 S MAIN ST

VARIOUS EXTERIOR IMPROVEMENTS



SUBJECT PROPERTY



ZONING BOUNDARY

Scale 1" = 100'

# STAFF REPORT

# CERTIFICATE FOR ALTERATION

## CASE SUMMARY

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STAFF: Kevin Waller, Historical Preservation Officer/Senior Planner *KW* CASE NUMBER: CFA-24-13  
REPORT DATE: November 13, 2024  
MEETING DATE: November 20, 2024  
APPLICANT'S REQUEST: Various exterior improvements (see details below)  
STAFF RECOMMENDATION: ***Approval, with the exception of the painting of the unpainted brick wall surfaces***  
CONDITIONS: None

## BACKGROUND DATA

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APPLICANT: Abigail Black, Chioco Design, LLC  
OWNER: Black Family Hospitality, c/o Scott Wieland  
SITE LOCATION: 119 S. Main St.  
LEGAL DESCRIPTION: Part of Lot 6, Block 19, Original Town of Lockhart  
EXISTING USE OF PROPERTY: Vacant commercial building  
PROPOSED USE OF PROPERTY: Commercial  
ZONING CLASSIFICATION: CCB (Commercial Central Business)

## ANALYSIS OF ISSUES

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PROJECT DESCRIPTION: The applicant proposes multiple exterior improvements to the property as part of a renovation project for a new bowling alley and sushi restaurant, as follows: (1) three new wall signs, one on the South Main Street building façade and two on the West Market Street façade; (2) the painting of the presently unpainted South Main Street façade, rear (west) façade, and portions of the West Market Street façade; (3) the placement of new windows and glass block within two currently open archways on the South Main Street façade; 13 new windows along the West Market Street façade, 8 of which are replacement windows and 5 of which will fill existing arched openings, as well as new glass block to replace one window and to infill three existing arched openings at the west end of the building along West Market Street; (4) the removal of a window, leaving the existing arched opening in place, near the east end of the Market Street façade; (5) the relocation of the entry and steps from one arched opening to another on the South Main Street façade, relocation of the rear entry door from an arched opening to a former window opening on the rear building façade, and relocation of a side entry door to an existing arched opening on the Market Street façade; (6) a new fabric awning above the proposed relocated side entry door and new window near the west end of the Market Street façade, which will feature a black and white pattern with an aluminum frame, to be mounted into the wall's mortar joints with anchor bolts; (7) the infill of brick over certain arched openings on the Market Street and rear building facades, and over a portion of an opening on the Main Street façade, all of which will be painted as noted above; (8) the placement of two new planters along the sidewalk against the Market Street façade, for which the applicant is consulting with the Public Works department; and (9) the sloping of the sidewalk at the new side entry door, in accordance with ADA requirements and those of Public Works. With regard to the proposed signs, the sign on the Main Street façade will be located in the upper-left corner of the façade and feature a neon, non-flashing, sign reading "Big Bob's Bowling & Billiards". Featured graphics include a bowling ball, pins, cue stick, and an 8-ball. The word "bowling" and the sign's border will be a pale-yellow color, with the remainder of the sign text and background in

green. One of the two proposed signs on the Market Street façade will be located in the upper-right corner of the façade, will be internally lit, and include the name "Big Bob's Bowling", with individual diamond-shaped backgrounds against each letter, with the lettering black and backgrounds orange. The other sign on the Market Street façade will read "Smoko Loco" in black, vertical lettering, to be painted onto the wall to the right of a new service window and beneath the new awning noted above. The proposed painting of the building includes a dark blue color on the north portion of the Main Street façade, and a combination of white and dark green on the south portion of the façade. The white and green paint will also carry over to three small portions of the Market Street façade, as well as the entirety of the rear, west building façade. The applicant also proposes to treat the existing copper roofing material on all three facades to restore it back to its previous appearance. This portion of the project is considered ordinary maintenance, which does require review by the Commission. Please refer to the photos, visual renderings, and product specifications included with your agenda packet materials.

COMPATIBILITY: Although the proposed improvements are broad in scope, Staff finds that they will not detract from the character of the Courthouse Square Historic District, with the exception of the painting of unpainted brick. The Commission has expressed on multiple occasions that the painting of unpainted brick or stone surfaces on historic buildings is unacceptable, as it diminishes their historic character, is difficult to remove, and reduces an already-small inventory of unpainted buildings in the Historic District as well as Historic Landmarks. As a result, Staff recommends denial of the proposed painting component.

COMPLIANCE WITH STANDARDS: The signs comply with the Sign Ordinance, and the required Sign Permits are subject to approval of this Certificate for Alteration. Although there are no design guidelines in the Historic Districts and Landmarks Ordinance for the other proposed improvements, save for pre-approved windows, which are not proposed, the improvements are subject to approval of the Certificate for Alteration, and building permits as necessary.

ALTERNATIVES: Staff recommends that the building be left unpainted, as an alternative to the painting proposed.

CHIOCO | design LLC

# Submission For Historical Alteration

119 S Main Street  
Lockhart, TX 78644  
Renders - 11.06.2024



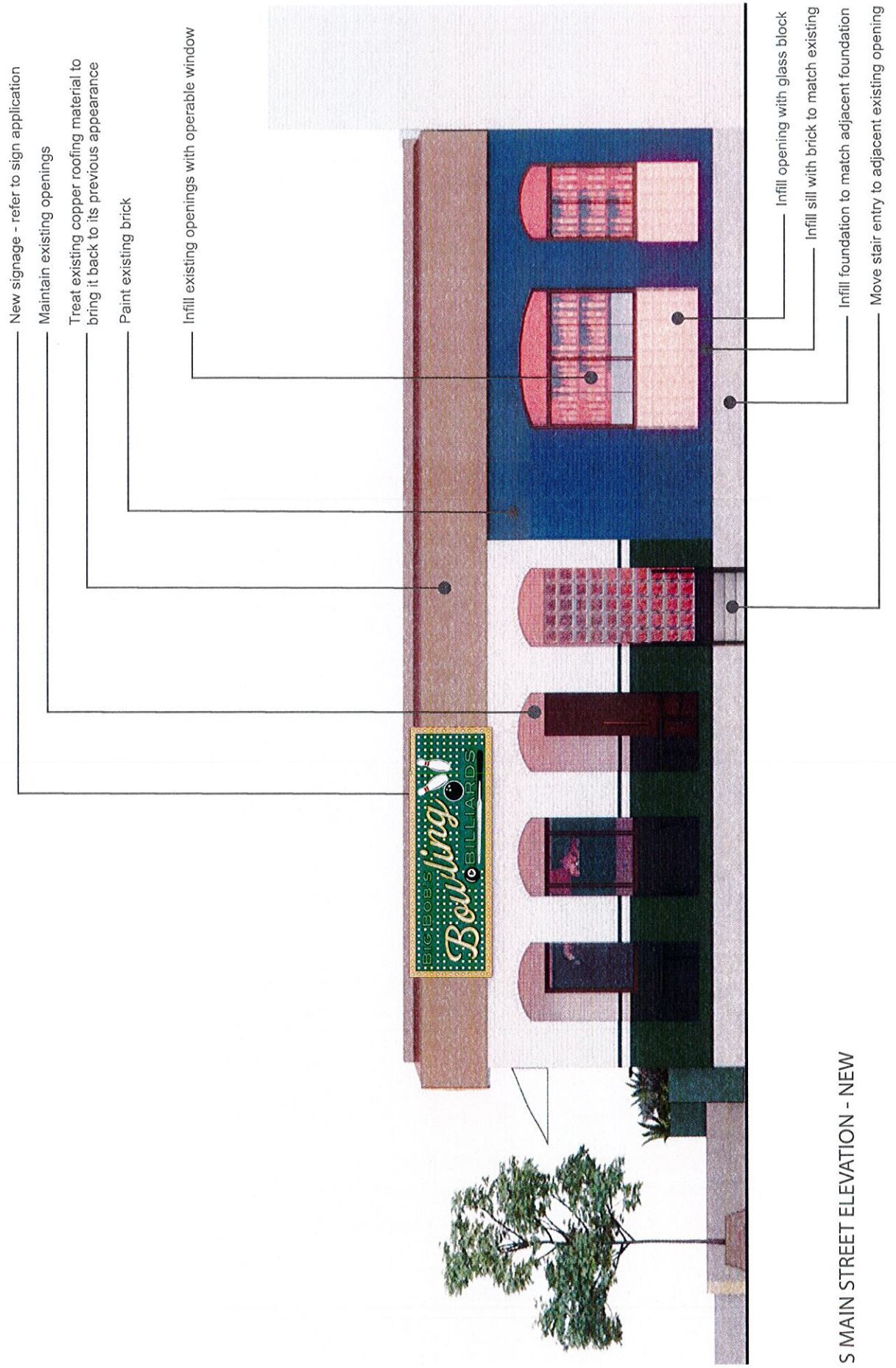






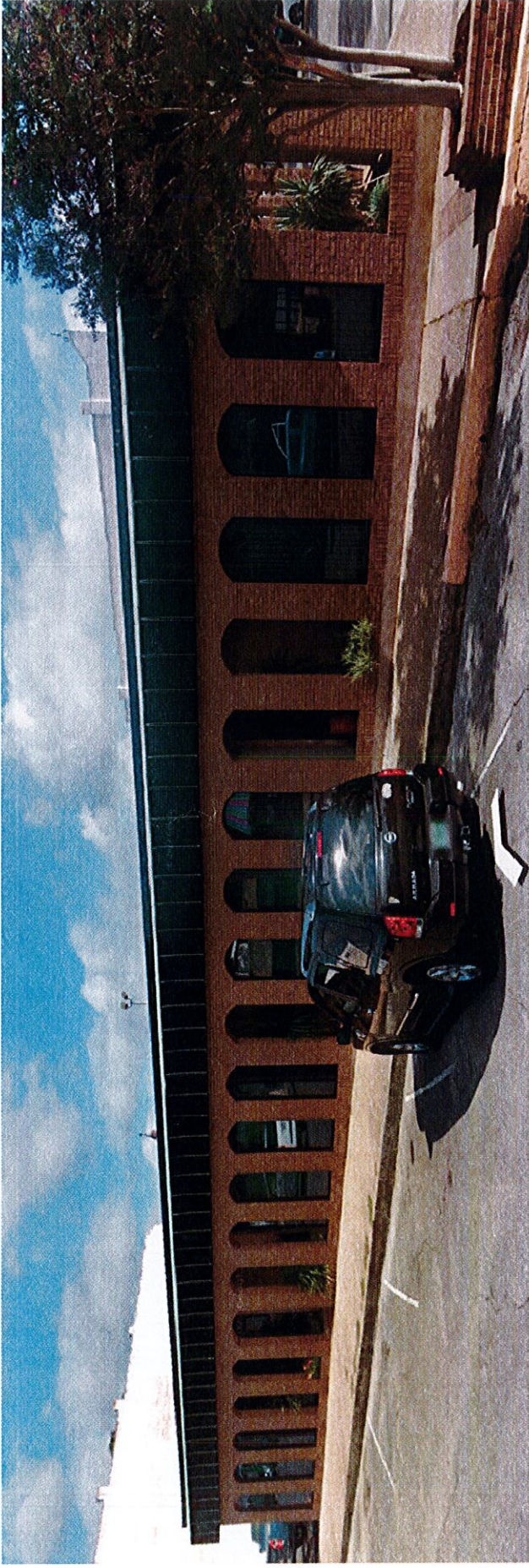
S MAIN STREET ELEVATION - EXISTING





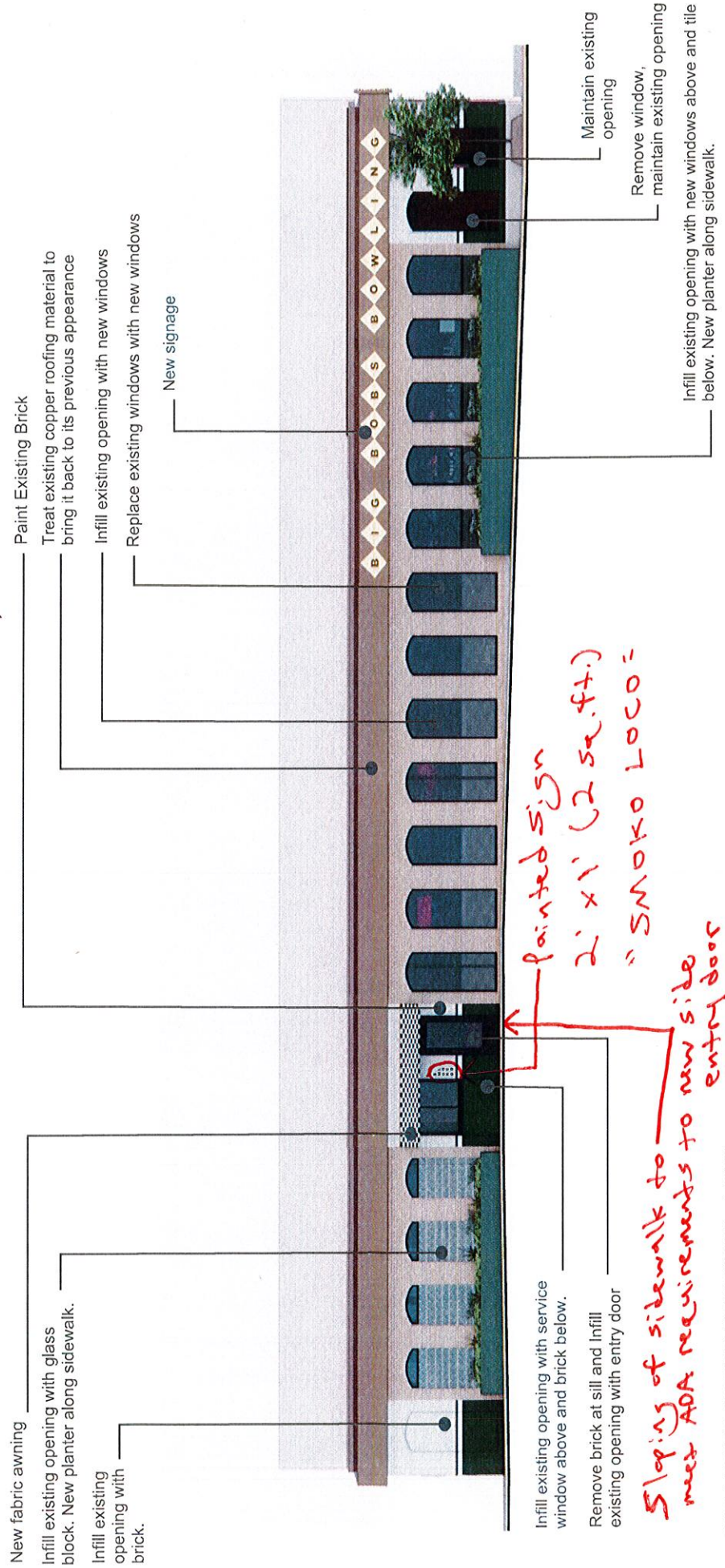
S MAIN STREET ELEVATION - NEW





W MARKET STREET ELEVATION - EXISTING





W MARKET STREET ELEVATION - NEW



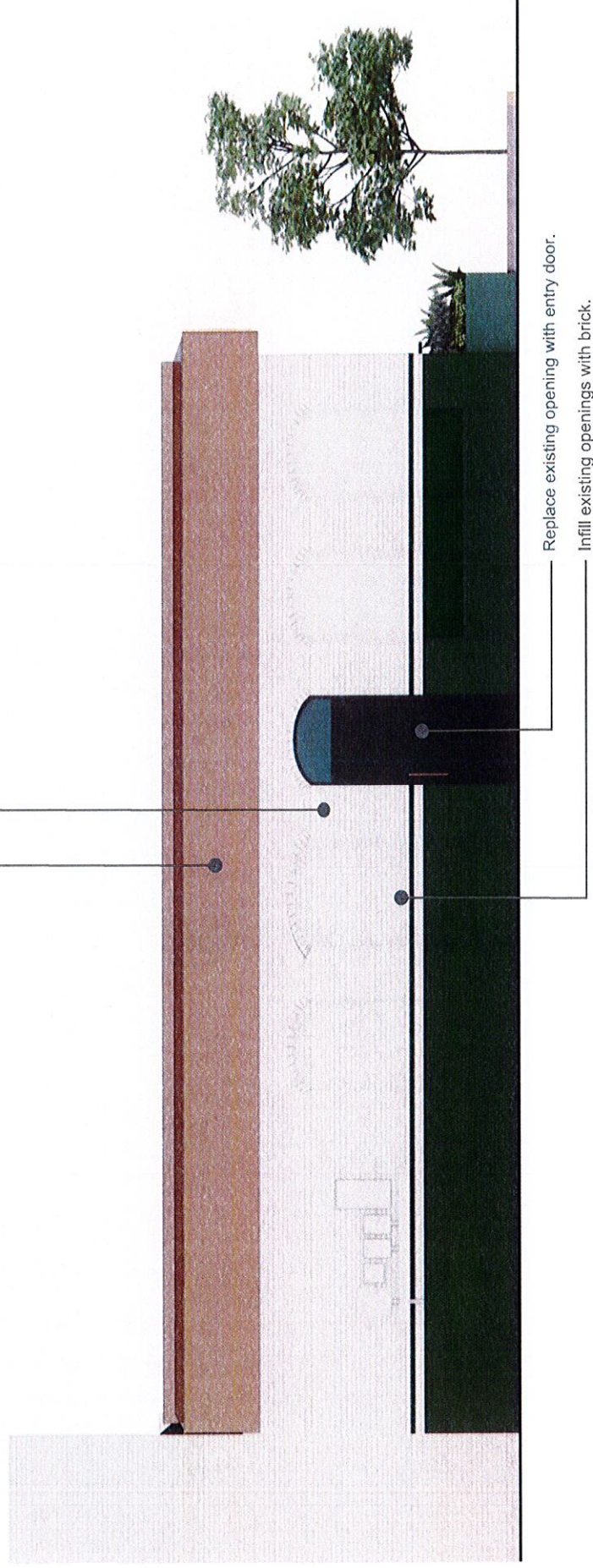


ALLEY ELEVATION - EXISTING



Treat existing copper roofing material to  
bring it back to its previous appearance

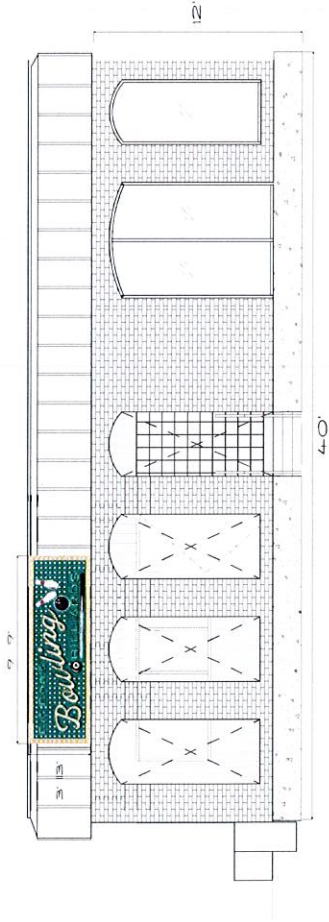
Paint Existing Brick and stucco infill



Replace existing opening with entry door.  
Infill existing openings with brick.

ALLEY ELEVATION - NEW

Big Bob's Bowling	
"BIG BOB'S BOWLING & BILLIARDS"	
119 S. MAIN ST. LOCKHART, TX 78644	
<b>Sign 1- Specifications</b> Qty. 1 H-3' 3" W-10' D-6" A) 4" D painted can with neon and small bulbs on face. 2 D border with bulbs. B) 1" x 1" 1/8" alum. tube structure C) 1" x 1" x 1/8" tube frame D) 1/2" steel bolts	

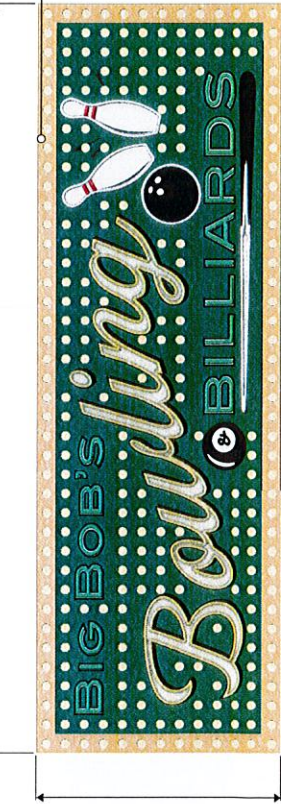


AREA CALC.	ALLOWANCE
40' x 12' = 480SF,	7% = 33.6 SF
9'9" x 3'3" = 31.7 SF	SIGN AREA

WEST ELEV.

1/4" = 1'

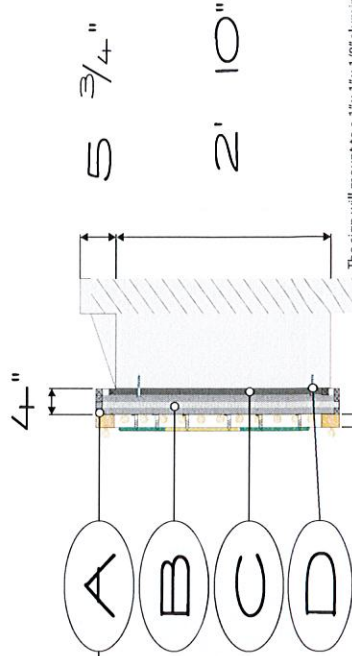
9' 9"



3' 3"

FACE DETAIL (TYP)

1" = 1'



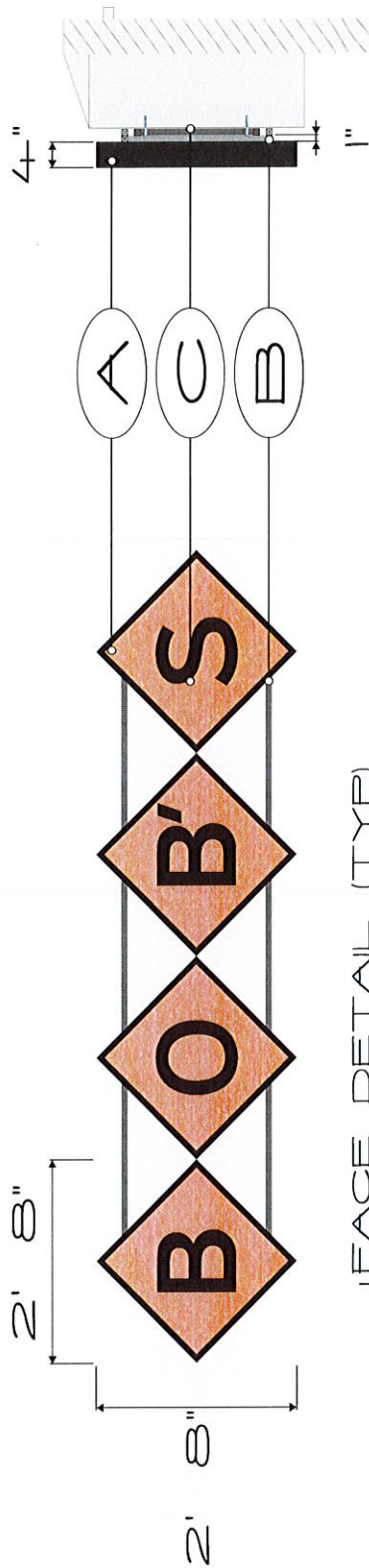
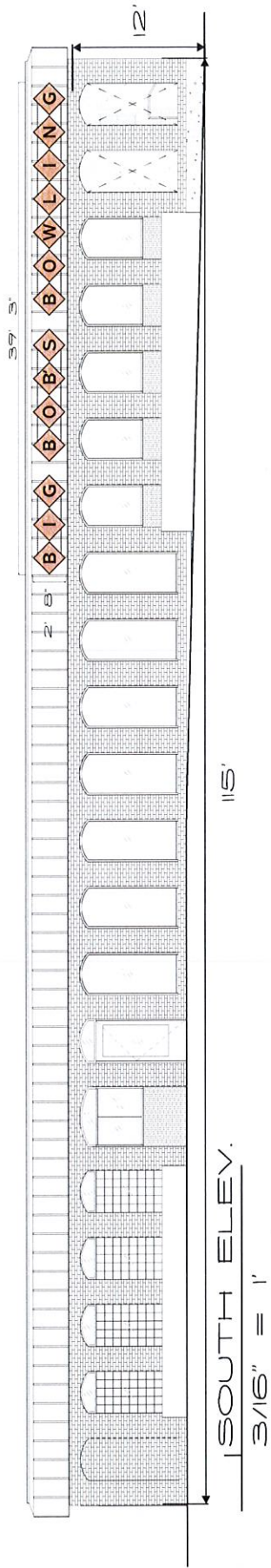
The sign will mount to a 1" x 1" x 1/8" aluminum frames that will be attached to the building. The frames will attach to the structure with 1/2" steel bolts or all thread, washers, and nuts as needed. Signs will sleeve over these frames and sign will fasten to them with 1/2" bolts or all thread.

ATTACHMENT

1" = 1'



Big Bob's Bowling
"BIG BOB'S BOWLING"
119 S. MAIN ST. LOCKHART, TX 78644
<b>Sign 1- Specifications</b> Qty. 1 H-2' 8" W-2'8" (x14 letters) D-4" A) Internally illuminated vacuum formed acrylic face B) 1" x 1" 1/8" aluminum tube structure C) 1" x 1" 1/8" aluminum tube frame D) 1/2" steel bolts (into frame)



FACE DETAIL (TYP)  
1" = 1'

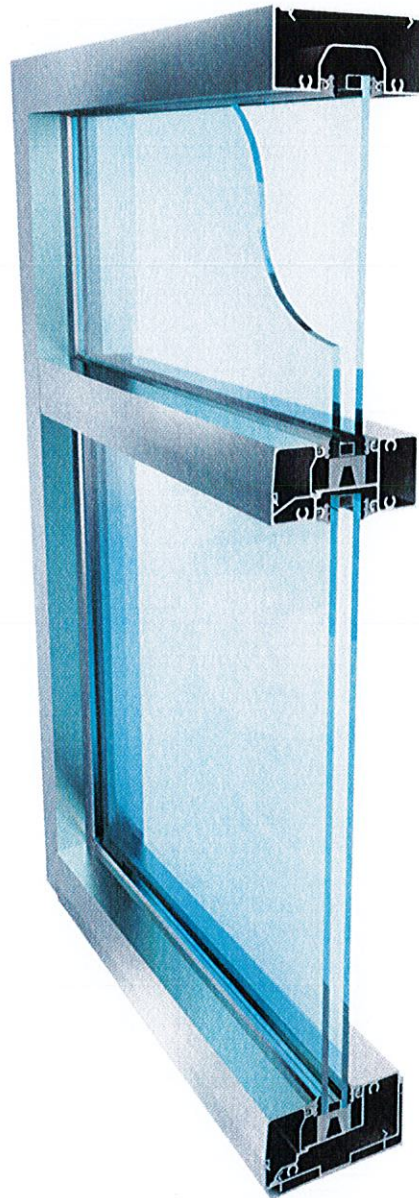


EXAMPLE

ATTACHMENT  
1" = 1'

### Series 3000 Thermal MultiPlane

The Series 3000 (2" x 4-1/2") Thermal MultiPlane from Oldcastle BuildingEnvelope® extends the versatility of standard storefront systems by offering improved thermal performance and multiple glass plane options. Recently enhanced, Series 3000 Thermal MultiPlane now provides more options for head and sill anchorage, improved structural silicone glazing, and a new front set installation option utilizing continuous head and sill members. Designed for 1" infill, Series 3000 Thermal MultiPlane has available glazing adaptors and gasket options for infills ranging from 1/4" to 1-1/8".



\*Window replacements- W. Market St. facade



# GLIDER

\* Service Windows - S. Main St. and W. Market St. Facades

Gliders are available as a double sash unit with one side fixed and the other operable or as a triple sash unit with operating sash flanking a studio center. Standard units can glide from either direction sliding smoothly over a vinyl track for long lasting trouble-free operation. Choose from a full or half screen option.

## Styles

- Traditonal
- Triple



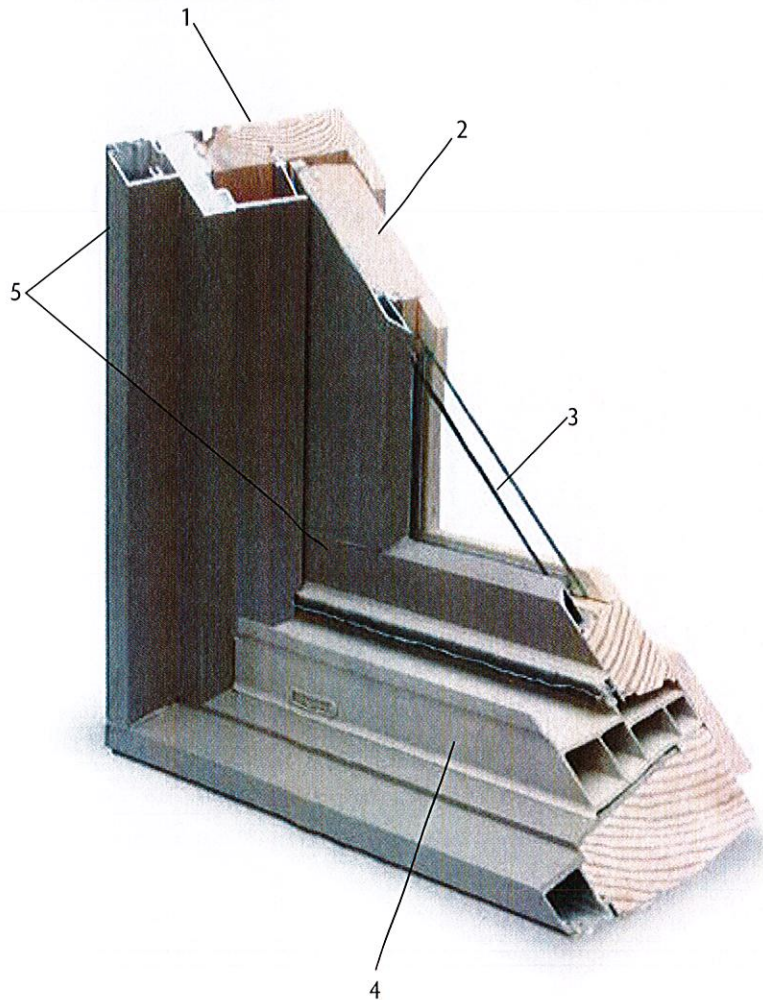
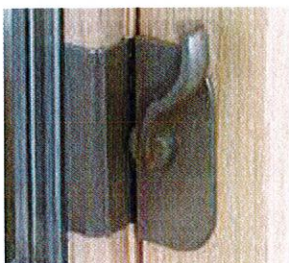
## Glider

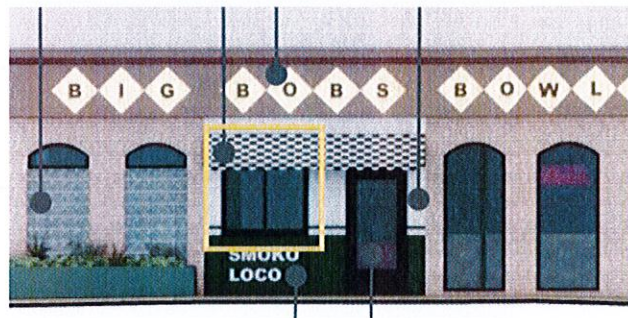
1. 4 1/8" jamb.
2. 1 1/8" thick sash.
3. 1 1/8" warm edge insulating glass.
4. Heavy extruded PVC sill track.
5. .050 extruded aluminum on sash and frame.

Wood units have primed sash on the exterior with cPVC sill, sill nosing, blindstops and brickmould.

## Hardware

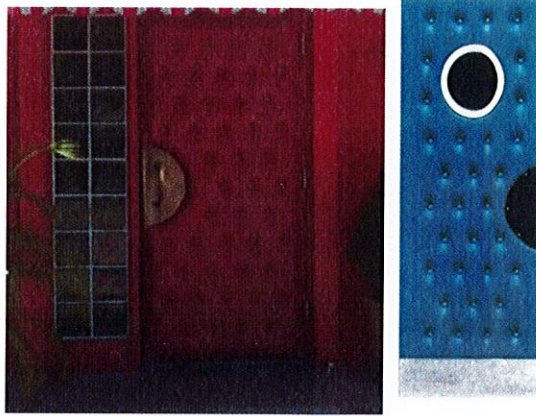
Available in 8 hardware finishes, two low-profile pick resistant locks are used on units with 32" glass and taller. Units with glass smaller than 32" tall have one lock.





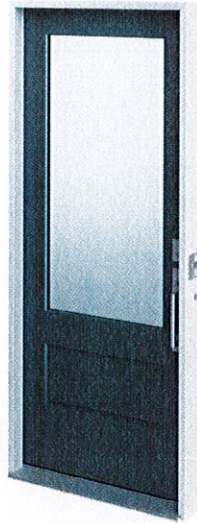
**Wood Service Window Locations**





Front Entry Door on S. Main St.

Custom pleather tufted door in a navy color



Side Entry Door on W. Market St.

**VistaGrande Flush-Glazed 3/4 Lite**

Fiberglass Flush-Glazed

- Allows up to 18% more light than doors with traditional glass frames and increases visibility with a wider view.
- Fiberglass Flush-Glazed doors have a modern, seamless look and require less maintenance than wood or steel doors.
- Available as a Masonite Performance Door System, which is 64% better at keeping air and water out than the leading competitor.

[Get a Quote\(/quote-request\)](#)



Featuring Doors Made in the USA!

[Commercial Hollow Metal Doors \(https://www.trudoor.com/commercial-hollow-metal-doors/\)](https://www.trudoor.com/commercial-hollow-metal-doors/) > **Flush Metal Door**

\* Proposed Door  
at West  
Building Wall  
Facade (Rear)



(<https://prod-trudoor-media.s3.us-west-2.amazonaws.com/wp-content/uploads/2019/04/21112338/flush-hollow-metal-door-2.jpg>)

## Flush Commercial Hollow Metal Doors

Starting at ~~\$1,299~~

Nationwide Delivery

The flush hollow metal door, or *steel slab door*, is the most common commercial steel door and can be used for virtually any application, including industrial and commercial buildings. Flush doors have no cut-outs for anything other than

locksets and hinges but can be prepped for other hardware, glass kits, and louvers.

- Heavy-Duty 18-Gauge Steel
- Rigid Honeycomb or Polystyrene Core
- Ideal for Exterior and Interior Applications

**CONFIGURE & GET PRICE(/QUOTE-REQUEST/)**

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## Product Overview

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### **Heavy-duty steel door for commercial, industrial, and institutional applications**

Our stock hollow metal door is an affordable non-handed, square-edge door solution designed to meet your requirements for quality full flush steel doors. These doors are designed to satisfy your requirements for durability, security, aesthetics, or fire protection. Replacement doors and doors with new frames available.

#### **Features**

- 1-3/4" Thick, non-handed design with reversible hinge plates
- Inverted top and bottom channels for additional stability and protection
- Interlocking seam enhances structural rigidity and durability
- Available with a wide range of glass lites, louvers, and hardware preps
- Factory-applied rust-inhibiting primer (no special color options)
- Fire-rated doors up to 3 hours (<https://www.trudoor.com/commercial-hollow-metal-doors/fire-rated-metal-door/>) with WHI / ITS mylar label applied (optional)



#### **Specifications**

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Level	Heavy Duty, SDI Level 2 – 18-Gauge Steel Face Sheets – (16 Ga. Available)
Core	Rigid Honeycomb Core or Polystyrene Core
Door Thickness	1-3/4" Standard

Handing	Non-Handed Design; Reversible Hinge Plates
Sizes	Standard Widths up to 4'0", Heights to 8'0" (Custom Sizes Available)
Edges	Square Hinge and Lock Edges (Beveled Edges Available) – Full Height, Epoxy Filled Mechanical Interlock Edges
Reinforcements	Heavy Gauge Door Closer and Hinge Reinforcements
Channels	14-Gauge Inverted Top and Bottom Channels, Optional Flush Top Cap
Door Finish	Factory-Applied, Baked-On, Rust Inhibiting Gray Primer (No Special Color Options) – Not intended to be a finish coat. It is recommended that finish paint (topcoat) be applied after installation
Standard Preps	161 (cylindrical lock), 86 Edge (mortise lock), Deadbolt, RPD (blank edge, panic reinforced)
Optional Preps	Continuous Hinge Application (Undersized Width), Exit Device Trim, Deadbolts, Lite and Louver Cutouts
ANSI Standards	Meets or Exceeds Standards for ANSI 250.4 and ANSI 250.8
Fire-Rating	Optional – WHI / ITS up to 3-hour Fire-Rating, Positive Pressure and "S" Smoke included
Approvals	Optional – Florida Product Approved FL-13884 or FL-14237
Buy American Act Compliance	Meets Buy American Act – Made in USA
Mfg. Hinge/Lock Locations	Steelcraft, Baron, Ceco, Curries, Mesker, Republic, Pioneer, Deansteel, Custom Locations

Specification Sheets

+

Typical Preps

+

Core Types

+

< >

Popular Metal Doors





## FLUSH HOLLOW METAL DOOR

Heavy-duty steel door for commercial, industrial and institutional applications

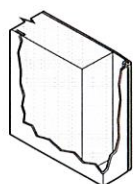
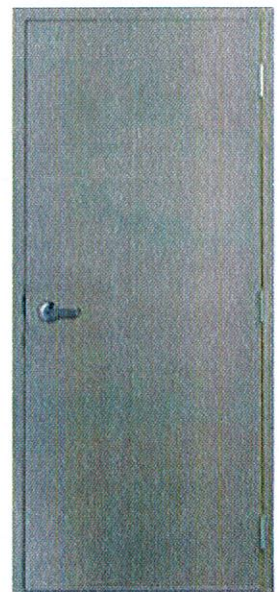
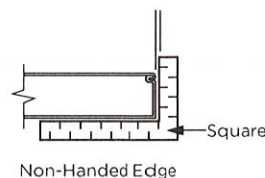
Our stock hollow metal door is an affordable non-handed, square-edge door solution designed to meet your requirements for quality full flush steel doors - for commercial, institutional and industrial applications. Stocked with Steelcraft locations, these doors are designed to satisfy your requirements for durability, security, aesthetics or fire protection. Trudoor is authorized by Warnock Hersey / Intertek to modify, re-certify and label fire-rated metal doors.

### Features:

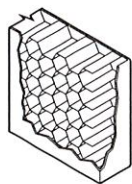
- Heavy-duty, SDI Level 2 - 18 gauge steel faces
- 1-3/4" Thick, non-handed design with reversible hinge plates
- Polystyrene or rigid honeycomb core
- Inverted top and bottom channels for additional stability and protection
- Interlocking seam enhances structural rigidity and durability
- Heavy gauge hinge reinforcements and door closer reinforcement
- Available with a wide range of glass lites, louvers and hardware preps
- Factory applied rust inhibiting primer (no special color options)
- Fire-rated up to 3 hours with WHI / ITS mylar label applied
- Preps include 161 (cylindrical lock), 86ED (mortise lock), RPD (Rim Panic Reinforced)

### Code Compliance:

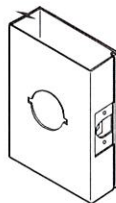
- Meets or exceeds ANSI A250.6 and A250.8
- Construction meets the requirements of ANSI A250.8
- Listed for installations requiring compliance to negative pressure testing (UL-10B) and positive pressure (UL-10C)
- Florida Product Approved



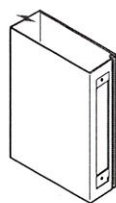
Polystyrene Core



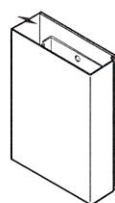
Honeycomb Core



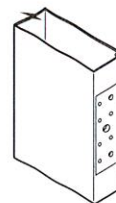
161 Lock



86ED Lock



RPD



Non-Handed  
Mortise Hinge Prep



### Grade and Model:

ANSI A250.8 - SDI 100			Edge Construction	Maximum Sizes		Recommended Gauge of Frame
Level	Model	Description		Single	Pair	
Level 2: Heavy Duty Commercial			18 gauge (1.0 mm) - heavy commercial and institutional applications with high use			
2	1	Full Flush	Visible	4'0" x 8'0"	8'0" x 8'0"	16 gauge (1.3 mm)

Grades and models defined by Steel Door Institute (SDI)

Manufacturers include Steelcraft and ASSA Abloy



Kyle 10PM 78640

What can we help y...



Kyle 10PM 78640



Shop All Services



DIY



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AWNTECH (Brand Rating: 4.0/5) ⓘ

**10.38 ft. Wide Santa Fe Twisted Rope Arm Window/Entry Fixed Awning (24 in. H x 12 in. D)  
Black/White**

★★★★★ (2) ✓ Questions &amp; Answers (2)



Feedback

Hover Image to Zoom

[Share](#) [Print](#)

Pay \$ [redacted] OFF your total qualifying purchase upon opening a new card. ⓘ

[Apply for a Home Depot Consumer Card](#)

- Modular awning; Patented; Aluminum frame; 100% acrylic fabric
- DIY; Contractor not required; Two-step fabric cover installation
- Fabric is fade, mildew, water and soil resistant
- [View More Details](#)

Color: **Black/White**





Product Width (in.): **124.5 in**

40.5 in

52.5 in

64.5 in

76.5 in

88.5 in

100.5 in

**124.5 in**

Height (in.) x Depth (in.): **18 X 12**

**18 X 12**

31 X 24

44 X 24

44 X 36

56 X 36

Pickup at **Kyle**

Delivering to **78640**

**Ship to Store**  
Nov 27 - Nov 29  
100 available  
**FREE**

**Delivery**  
Nov 25 - Nov 26  
100 available  
**FREE**

- 1 +

**Add to Cart**

As low as \$41.57/mo with **PayPal**. [Learn more](#)

**Free & Easy Returns In Store or Online**  
Return this item within **90 days** of purchase.  
[Read Return Policy](#)

## Product Details

### About This Product

The Awntech Santa Fe awning is a twisted rope arm style door and window awning applicable for residential homes and commercial buildings. The patented modular awning framework is designed for seamless assembly and installation for any homeowner, DIY (Do-It-Yourself) project, or professional installer. The commercial grade aluminum frame is strategically handcrafted. The Santa Fe comes with Beauty-Mark Brand 100% acrylic fabric offered in a variety of solid and stripe colors. The canopy fabric offers optimal shade, has a resistance coating to prevent mildew, water, fading and UV sun ray damage. Each Santa Fe canopy comes with a wavy valance that hangs off the end of the canopy and it is aligned with a chorded trim. Awntech fixed awnings are durable and engineered and tested to withstand high winds and heavy snow. They are pre-packaged, modular, light weight, are accessible to parts replacements, and have a five year limited warranty.

### Highlights

- Style: Twisted rope arm awning
- Modular assembly design with a patented component to ensure its durability
- Beauty-Mark brand solution dyed, woven, 100% acrylic fabrics
- Commercial grade mill-finish aluminum frame
- Designed to withstand substantial wind and snow loads
- Included in the package: frame, fabric cover, assembly hardware, and an instruction manual
- Available widths from 40.5 in to 124.5 in; Available heights from 18 in to 56 in; Available depth from 12 in to 48 in
- Requires a vertical height of 84 inches for awning installation
- The awning remains fixed and is non-adjustable
- Limited warranty coverage for a duration of 5 years
- Includes assembly hardware, with z-brackets provided for wall mounting; other installation hardware is not included
- Optional fabric covers for the frame are available but depend on the model and year of purchase. Please note that new covers are not covered by warranty; they are considered accessories, offering the flexibility to dress your building with different patterns or colors, without limiting you

**Feedback**



to one choice for an extended period

- [Return Policy](#)

## Product Information

Internet # 301156315

Model # ST21-10KW

## Additional Resources

[Shop All AWNTECH](#)

### From the Manufacturer

- [Warranty](#)
- [Replacement Part List](#)
- [Energy Guide](#)
- [Installation Guide](#)
- [Use and Care Manual](#)
- [Instructions / Assembly](#)
- [Measurement Guide](#)
- [Full Product Manual](#)
- [Return Policy](#)



## Specifications

Dimensions: H 18 in, W 124.5 in, D 12 in

## Dimensions

Minimum mounting height (in.)	84
Mounting space required (in.)	4
Product Depth (in.)	12 in
Product Height (in.)	18 in
Product Width (in.)	124.5 in
Projection from wall (in.)	12

## Details

Awning Location	Door, Patio, Window
Color	Black/White
Color Family	Black
Commercial / Residential	Commercial / Residential
Features	Assembly Required, Rust Resistant, Water Resistant
Frame Material	Aluminum/Stainless Steel
Minimum clearance requirement (in.)	84
Outdoor Living Product Type	Fixed Awning
Product Weight (lb.)	18 lb
Remote Access	No Remote Access
Returnable	90-Day
Weight Capacity (lb.)	100 lb



**CERTIFICATE FOR ALTERATION APPLICATION****CFA-24-13**

(512) 398-3461 • FAX (512) 398-3833  
P.O. Box 239 • Lockhart, Texas 78644  
308 West San Antonio Street

**APPLICANT / PROPERTY OWNER**

APPLICANT NAME	<u>Chioco Design</u>	ADDRESS	<u>1306 Rosewood Ave.</u>
DAY-TIME TELEPHONE	<u>512-374-0288</u>		<u>Austin, TX 78702</u>
E-MAIL	<u>abby@chiocodesign.com</u>		
OWNER NAME	<u>119 Corner Main LLC</u>	ADDRESS	<u>P.O. Box 990</u>
DAY-TIME TELEPHONE	<u>517-719-7416</u>		<u>Lockhart, TX 78644</u>
E-MAIL	<u>scott@blackfamilyinvestments.com</u>		
PERSON DOING WORK	<u>Scott Wieland</u>	ESTIMATED COST	<u>\$1.4 million</u>

**PROPERTY**

LEGAL DESCRIPTION O.T. LOCKHART, BLOCK 19, LOT PT 6  
ADDRESS 119 S Main Street Lockhart, TX 78644 ZONING CLASSIFICATION CCB

**GENERAL INFORMATION**

An approved Certificate for Alteration (CFA) is required by City Code for all signage, construction, alteration, or modification of property designated as Historic, if such activities will change the architecture, design, finishes, or outward appearance of a building, structure, object, site, area, or district, as viewed from the exterior (Ord. 93-19, Sec. 11 and 12). A CFA is also required for interior work affecting load-bearing walls. A City Sign Permit and/or City Building Permit may also be required by City Code. **Only fully completed applications will be accepted.**

**PROJECT DESCRIPTION AND ATTACHMENTS**

PLEASE INCLUDE PHOTOS OF THE PROJECT AREA WITH THE APPLICATION, AS WELL AS A DIAGRAM(S) OF THE PROPOSED WORK WITH DIMENSIONS, MATERIALS, METHOD OF ATTACHMENT TO THE BUILDING (IF APPLICABLE), TECHNICAL SPECIFICATIONS, ETC. THE DIAGRAM MAY BE HAND-DRAWN. ALL ATTACHMENTS MUST BE IN 8.5" X 11" FORMAT **PROVIDE A DESCRIPTION OF THE PROPOSED WORK HERE:**

We are proposing to renovate the existing building into a bowling alley with a separate sushi restaurant component. We are also replacing the exterior windows and infilling existing openings with new windows.

We will be moving the entry stair from an existing arched opening to an adjacent existing arched opening and sloping the sidewalk to meet ADA at the side entry.

**APPLICATION FEE OF \$50.00, payable to the City of Lockhart** Receipt Number: **R0133323A**

TO THE BEST OF MY KNOWLEDGE, THIS APPLICATION AND ASSOCIATED DOCUMENTS ARE COMPLETE AND CORRECT, AND IT IS UNDERSTOOD THAT I OR ANOTHER REPRESENTATIVE SHOULD BE PRESENT AT ALL PUBLIC MEETINGS CONCERNING THIS APPLICATION.

APPLICANT SIGNATURE	<u></u>	DATE	<u>10-22-24</u>
PROPERTY OWNER SIGNATURE	<u> D.O. OF DEVELOPMENT</u>	DATE	<u>10-17-24</u>
HISTORICAL PRESERVATION COMMISSION APPROVAL	_____	DATE	_____



## CERTIFICATE FOR ALTERATION- SCOPE OF WORK QUESTIONNAIRE

This form must be completed by the applicant for a Certificate for Alteration. The Lockhart Historical Preservation Officer (HPO) shall independently verify all information provided on the application and attached questionnaire. The HPO shall review the application and this questionnaire in an expedient manner and notify the applicant of the outcome of the review. Additional information may be needed to complete the application and review process. Final review and action on the application for the Certificate for Alteration by the Lockhart Historical Preservation Commission in a public meeting is required. Any required explanations to answers given shall be attached. The proposed improvements represented on this application will be the limit of construction and alteration work undertaken.

**Construction shall not begin prior to authorization by the approval of the Certificate for Alteration.**

Yes No Verified

### SCOPE OF WORK QUESTIONS

#### Section One

- |                                     |                                     |           |   |
|-------------------------------------|-------------------------------------|-----------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <u>KW</u> | 1. Is this application for construction or alteration on or at a property which is in a Historic District or a City-designated Historic Landmark? What is its zoning designation? <u>CCB</u><br>Check one: Historic Landmark <input type="checkbox"/> Historic District <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <u>KW</u> | 2. Is this application for any construction or alteration work that is <b>NOT</b> described or defined as ordinary maintenance of a historic property? Is it more than limited "Ordinary Maintenance"?  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <u>KW</u> | 3. Will the construction or alteration covered by this application include any work visible from the exterior of the property?  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <u>KW</u> | 4. Will the construction or alteration covered by this application remove or physically change any structural elements of the property (i.e. interior or exterior load-bearing walls, columns, posts, foundations, footings, etc.)?   |

#### Section Two

- |                                     |                                     |           |   |
|-------------------------------------|-------------------------------------|-----------|---|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <u>KW</u> | 1. Is the construction or alteration covered by this application considered an emergency repair of sudden, accidental, or unforeseen property damage? When did damage occur? _____  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <u>KW</u> | 2. Is the construction or alteration covered by this application considered necessary to correct a circumstance that endangers a building, business, owner, or the public?  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <u>KW</u> | 3. Is the construction or alteration covered by this application considered permanent, to be in place more than 90 days? (A temporary construction or alteration is required to be removed within 90 days and the property is to be returned to the original or agreed upon condition.) |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <u>KW</u> | 4. Has a permit been issued for any of the proposed work? Date: _____ Permit No. _____<br>Has any work actually started? <input type="checkbox"/> Describe: _____   |

#### Section Three

- |                                     |                          |           |   |
|-------------------------------------|--------------------------|-----------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>KW</u> | 1. Will the construction or alteration covered by this application make a physical change to any design elements, features, or finishes visible from the exterior of the property?                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>KW</u> | 2. Will the construction or alteration covered by this application repair or replace an element of the building or property with a material different from the original material of that element? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>KW</u> | 3. Will the construction or alteration covered by this application include painting exterior surfaces that have not been previously painted?  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>KW</u> | 4. Does the construction or alteration covered by this application include demolition or removal of any part or element of the property visible from the exterior of the property?                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>KW</u> | 5. Will the construction or alteration covered by this application make any change in the appearance of the property as viewed from the exterior of the property?                                 |

Scope of Work Questions Verified By: Kevin Waller

Date of Verification: 11/12/24

Certificate No. CFA-24-13 Date Submitted 11/8/24

**Please Note:** A Certificate for Alteration is valid for a period concurrent with the Building Permit granted for the proposed work, or a period not to exceed 18 months.



# SIGN PERMIT APPLICATION

SP - 24 - \_\_\_\_\_

CITY OF

# Lockhart

TEXAS

*~ East building wall facade*

(512) 398-3461 • FAX (512) 398-3833

P.O. Box 239 • Lockhart, Texas 78644

308 West San Antonio Street

## CONTRACTOR/OWNER

CONTRACTOR NAME TBD LICENSE NO. TBD

DAY-TIME TELEPHONE TBD ADDRESS TBD

E-MAIL TBD TBD

OWNER NAME Scott Wieland ADDRESS 208 North Main Street

DAY-TIME TELEPHONE 517-719-7416 Lockhart, TX 78644

E-MAIL scott@blackfamilyinvestments.com \_\_\_\_\_

## PROPERTY

ADDRESS OR GENERAL LOCATION 119 S Main Street Lockhart, TX 78644

ZONING CLASSIFICATION CCB HISTORIC LANDMARK OR DISTRICT (Y/N) Y

NUMBER OF STREET FRONTAGES (Property lines abutting a public street) 2

PRINCIPAL USE OF LAND AND/OR BUILDINGS ON THE SITE Commercial

We are proposing to renovate the existing building into a bowling alley with a separate sushi restaurant component.

NAME OF BUSINESS TO OWN OR USE PROPOSED SIGN Black Family Hospitality

## REQUESTED PERMIT

PROPOSED CONSTRUCTION (Check all that apply) ☒ ON-PREMISE \_\_\_\_\_ OFF-PREMISE

☒ NEW SIGN \_\_\_\_\_ STRUCTURAL REPAIR \_\_\_\_\_ STRUCTURAL ALTERATION/RELOCATION

TYPE OF SIGN PROPOSED (Check all that apply) ☒ WALL \_\_\_\_\_ MARQUEE

\_\_\_\_\_ LOW PROFILE \_\_\_\_\_ MEDIUM PROFILE \_\_\_\_\_ HIGH PROFILE

\_\_\_\_\_ INSTITUTIONAL \_\_\_\_\_ DEVELOPMENT ENTRANCE \_\_\_\_\_ RESIDENTIAL IDENTIFICATION

710 of 4800 = 33.6% max allowed sign area  
Proposed sign = 31.7%

## CHARACTERISTICS OF SIGN

IF ATTACHED SIGN, TOTAL AREA OF BUILDING FACADE ON WHICH LOCATED 480 SQ. FT.  
IF FREESTANDING SIGN, SETBACK FROM NEAREST STREET RIGHT-OF-WAY LINE N/A FT.  
HEIGHT TO TOP OF SIGN 14'-4" FT. TOTAL SIGN FACE AREA (One side only) 31.7 SQ. FT.  
ILLUMINATION        NONE        INTERNAL        REFLECTED   ✓   BARE BULB

## SUBMITTAL REQUIREMENTS

DRAWING, PREFERABLY SUBMITTED ON PAPER NO LARGER THAN 11" X 17", SHOWING: 1) The location of the proposed sign on the site or building, including dimensioned references to adjacent building features or nearest property line, as appropriate; 2) Dimensions of the sign and sign structure, including foundation or mounting details; 3) Material and electrical specifications; 4) Name of sign manufacturer, if applicable; and, 5) If the sign is to be freestanding and over six feet high, certification by a licensed engineer for structural compliance with the building code.

LIST OF SIGN FACE AREA OF ALL EXISTING SIGNS, IF ANY, ON THE SAME BUILDING FACADE (for attached signs) OR ALONG EACH STREET FRONTAGE OF THE PROPERTY (for freestanding signs).

COPY OF STATE PERMIT OR AUTHORIZATION IF APPLICATION IS FOR AN OFF-PREMISE SIGN.

COMPLETED APPLICATION FOR A CERTIFICATE OF ALTERATION IF SIGN IS IN HISTORIC DISTRICT OR ON HISTORIC LANDMARK PROPERTY.

PERMIT FEE OF \$100, PLUS \$1.00 PER EACH SQUARE FOOT, (applied to only one side of double-faced signs), APPLICATION FEE OF ~~\$432~~ 131.70  
PAYABLE TO THE CITY OF LOCKHART WHEN THE PERMIT IS ISSUED.

I HEREBY AFFIRM THAT IF I AM NOT OWNER OF THE PROPERTY UPON WHICH THE SIGN IS TO BE LOCATED, I AM AUTHORIZED BY THE PERSON, ORGANIZATION, OR BUSINESS ENTITY OWNING THE PROPERTY TO REPRESENT THEM IN THIS APPLICATION. TO THE BEST OF MY KNOWLEDGE, THIS APPLICATION AND ASSOCIATED DOCUMENTS ARE COMPLETE AND CORRECT.

SIGNATURE Abigail Black  
Digitally signed by Abigail Black  
DN: C=US, E=abby@chiocodesign.com,  
CN=Abigail Black  
Date: 2024.11.06 13:01:08-06'00'

DATE 11/06/2024

PRINTED OR TYPED NAME Abigail Black

**NOTE: All freestanding signs require a pre-pour foundation inspection to verify the location and reinforcement of the sign. It is the contractor's responsibility to call for the inspection.**

## OFFICE USE ONLY

APPROVED BY   
Planning

Building Inspection

PERMIT NUMBER SP - 24 -       

CERT. FOR ALTERATION NUMBER CFA - 24 - 13

DATE       

FEE \$131.70

RECEIPT #



CITY OF  
**Lockhart**  
TEXAS

**SIGN PERMIT APPLICATION**

SP-24 - \_\_\_\_\_

— South building wall facade —

(512) 398-3461 • FAX (512) 398-3833

P.O. Box 239 • Lockhart, Texas 78644

308 West San Antonio Street

**CONTRACTOR/OWNER**

CONTRACTOR NAME TBD LICENSE NO. TBD  
DAY-TIME TELEPHONE TBD ADDRESS TBD  
E-MAIL TBD TBD  
OWNER NAME Scott Wieland ADDRESS 208 North Main Street  
DAY-TIME TELEPHONE 517-719-7416 Lockhart, TX 78644  
E-MAIL scott@blackfamilyinvestments.com

**PROPERTY**

ADDRESS OR GENERAL LOCATION 119 S Main Street Lockhart, TX 78644  
ZONING CLASSIFICATION CCB HISTORIC LANDMARK OR DISTRICT (Y/N) Y  
NUMBER OF STREET FRONTAGES (Property lines abutting a public street) 2  
PRINCIPAL USE OF LAND AND/OR BUILDINGS ON THE SITE Commercial  
We are proposing to renovate the existing building into a bowling alley with a separate sushi restaurant component.  
NAME OF BUSINESS TO OWN OR USE PROPOSED SIGN Black Family Hospitality

**REQUESTED PERMIT**

PROPOSED CONSTRUCTION (Check all that apply) ☒ ON-PREMISE ☐ OFF-PREMISE  
☒ NEW SIGN ☐ STRUCTURAL REPAIR ☐ STRUCTURAL ALTERATION/RELOCATION  
TYPE OF SIGN PROPOSED (Check all that apply) ☒ WALL ☐ MARQUEE  
☐ LOW PROFILE ☐ MEDIUM PROFILE ☐ HIGH PROFILE  
☐ INSTITUTIONAL ☐ DEVELOPMENT ENTRANCE ☐ RESIDENTIAL IDENTIFICATION

710 ft by 380 ft = 96.6k max. allowed sign area  
Proposed signs = 51k

## CHARACTERISTICS OF SIGN

IF ATTACHED SIGN, TOTAL AREA OF BUILDING FACADE ON WHICH LOCATED 1380 SQ. FT.  
IF FREESTANDING SIGN, SETBACK FROM NEAREST STREET RIGHT-OF-WAY LINE N/A FT.  
HEIGHT TO TOP OF SIGN 14'4" FT. TOTAL SIGN FACE AREA (One side only) 51 SQ. FT.  
ILLUMINATION NONE ☒ INTERNAL REFLECTED BARE BULB

## SUBMITTAL REQUIREMENTS

DRAWING, PREFERABLY SUBMITTED ON PAPER NO LARGER THAN 11" X 17", SHOWING: 1) The location of the proposed sign on the site or building, including dimensioned references to adjacent building features or nearest property line, as appropriate; 2) Dimensions of the sign and sign structure, including foundation or mounting details; 3) Material and electrical specifications; 4) Name of sign manufacturer, if applicable; and, 5) If the sign is to be freestanding and over six feet high, certification by a licensed engineer for structural compliance with the building code.

LIST OF SIGN FACE AREA OF ALL EXISTING SIGNS, IF ANY, ON THE SAME BUILDING FACADE (for attached signs) OR ALONG EACH STREET FRONTAGE OF THE PROPERTY (for freestanding signs).

COPY OF STATE PERMIT OR AUTHORIZATION IF APPLICATION IS FOR AN OFF-PREMISE SIGN.

COMPLETED APPLICATION FOR A CERTIFICATE OF ALTERATION IF SIGN IS IN HISTORIC DISTRICT OR ON HISTORIC LANDMARK PROPERTY.

PERMIT FEE OF \$100, PLUS \$1.00 PER EACH SQUARE FOOT, (applied to only one side of double-faced signs), APPLICATION FEE OF \$151.00  
PAYABLE TO THE CITY OF LOCKHART WHEN THE PERMIT IS ISSUED.

I HEREBY AFFIRM THAT IF I AM NOT OWNER OF THE PROPERTY UPON WHICH THE SIGN IS TO BE LOCATED, I AM AUTHORIZED BY THE PERSON, ORGANIZATION, OR BUSINESS ENTITY OWNING THE PROPERTY TO REPRESENT THEM IN THIS APPLICATION. TO THE BEST OF MY KNOWLEDGE, THIS APPLICATION AND ASSOCIATED DOCUMENTS ARE COMPLETE AND CORRECT.

SIGNATURE Abigail Black  
Digitally signed by Abigail Black  
DN: C=US, E=abby@chicodesign.com,  
CN=Abigail Black  
Date: 2024.11.06 13:01:08-06'00'

DATE 11/06/2024

PRINTED OR TYPED NAME Abigail Black

**NOTE: All freestanding signs require a pre-pour foundation inspection to verify the location and reinforcement of the sign. It is the contractor's responsibility to call for the inspection.**

## OFFICE USE ONLY

APPROVED BY [Signature] Planning Building Inspection

PERMIT NUMBER SP - 24 - CERT. FOR ALTERATION NUMBER CFA - 24 - 13

DATE \_\_\_\_\_ FEE \$151.00 RECEIPT # \_\_\_\_\_



## Kevin Waller

---

**From:** Terry Black <terry@blackfamilyinvestments.com>  
**Sent:** Wednesday, November 13, 2024 12:33 PM  
**To:** Kevin Waller  
**Cc:** Michael Black; Christina Black; Abby Black  
**Subject:** 119 Corner Main, LLC Application

**This email originated from an external sender. Please exercise caution before clicking on any links or attachments.**

Hi Kevin:

Good to speak with you earlier today.

Per our conversation a few minutes ago, please be advised that the property at 119 S Main is owned by 119 Corner Main, LLC - as a separate legal entity.

Black Family Hospitality does not own the property.

I am an authorized agent for both entities. If you need any more information or me to sign any documents, please let me know. My cell number is 512 376-8840.

Thank you for your time and assistance. Have a great week.

Terry Black

**TO:** Lockhart Historical Preservation Commission  
**FROM:** David Fowler, AICP, Planning Director  
**SUBJECT:** Certified Local Government Proposal  
**DATE:** November 15, 2024

Dear Commissioners:

This item is included on the agenda to introduce the Texas Historical Commission's Certified Local Government program. The program certifies that qualified local governments have historic preservation ordinances that meet the state's recommended best practices. Certification under the program opens the possibility for cities to apply for Texas Historical Commission grant money and receive professional advice from state staff, adds additional legitimacy to local preservation efforts, and allows cities to participate in state and federal historic designation processes within their jurisdiction. Requirements of the program include collecting and maintaining details of historic properties, districts, and historic preservation staff and commissioners.

The Texas Historical Commission published the attached *Certified Local Government Handbook* (2019) as a comprehensive guide to certification. The *Handbook* is attached so that you may review and send comments to staff following this meeting's introductory presentation.

Texas Historical Commission staff reviewed Lockhart's current historic preservation ordinance and recommended several changes to strengthen the protection of historic resources. If the Commission wishes to pursue the Certified Local Government designation the first step will be for staff to prepare and present the recommended amendments to the Commission. Afterward, staff will collect the required data and materials for the certification application.





# **CERTIFIED LOCAL GOVERNMENT HANDBOOK**

*Updated 2019*

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**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*



Cover art: City of Palestine, certified in 1990



# Introduction to CLG

## The Certified Local Government Program in Texas

The purpose of the Texas Historical Commission's CLG Program is to empower local communities to better protect historic resources by identifying local priorities, meeting recognized historic preservation standards and providing access to financial and technical services to further the identification, evaluation, designation, and protection of buildings, sites, districts, structures, and objects. In 1966, Congress passed the National Historic Preservation Act, establishing preservation as a national priority and creating programs to encourage preservation including State Historic Preservation Offices (SHPOs). The Texas Historical Commission (THC) serves as the SHPO and is charged with administering federal preservation laws and policies in Texas.

Congress amended the National Historic Preservation Act in 1980. The amendment built upon the successes of the original legislation and outlined a program to encourage participation in preservation at the local level, known as the Certified Local Government (CLG) Program. The CLG Program formally recognizes a partnership between the local, state, and federal governments to enhance preservation.

The THC's CLG Program is part of the agency's responsibilities in administering the National Historic Preservation Act of 1966, which along with the Historic Preservation Fund (HPF) Grants Manual, and Chapter 15.6 of the Texas Administrative Code, dictates how the CLG Program is administered.

The HPF Grants Manual dictates the minimum requirements states must follow in administering the CLG Program, and Chapter 9 outlines the purpose of statewide CLG Programs:

1. Ensure the broadest possible participation of local governments in the national historic preservation program while maintaining standards consistent with the National

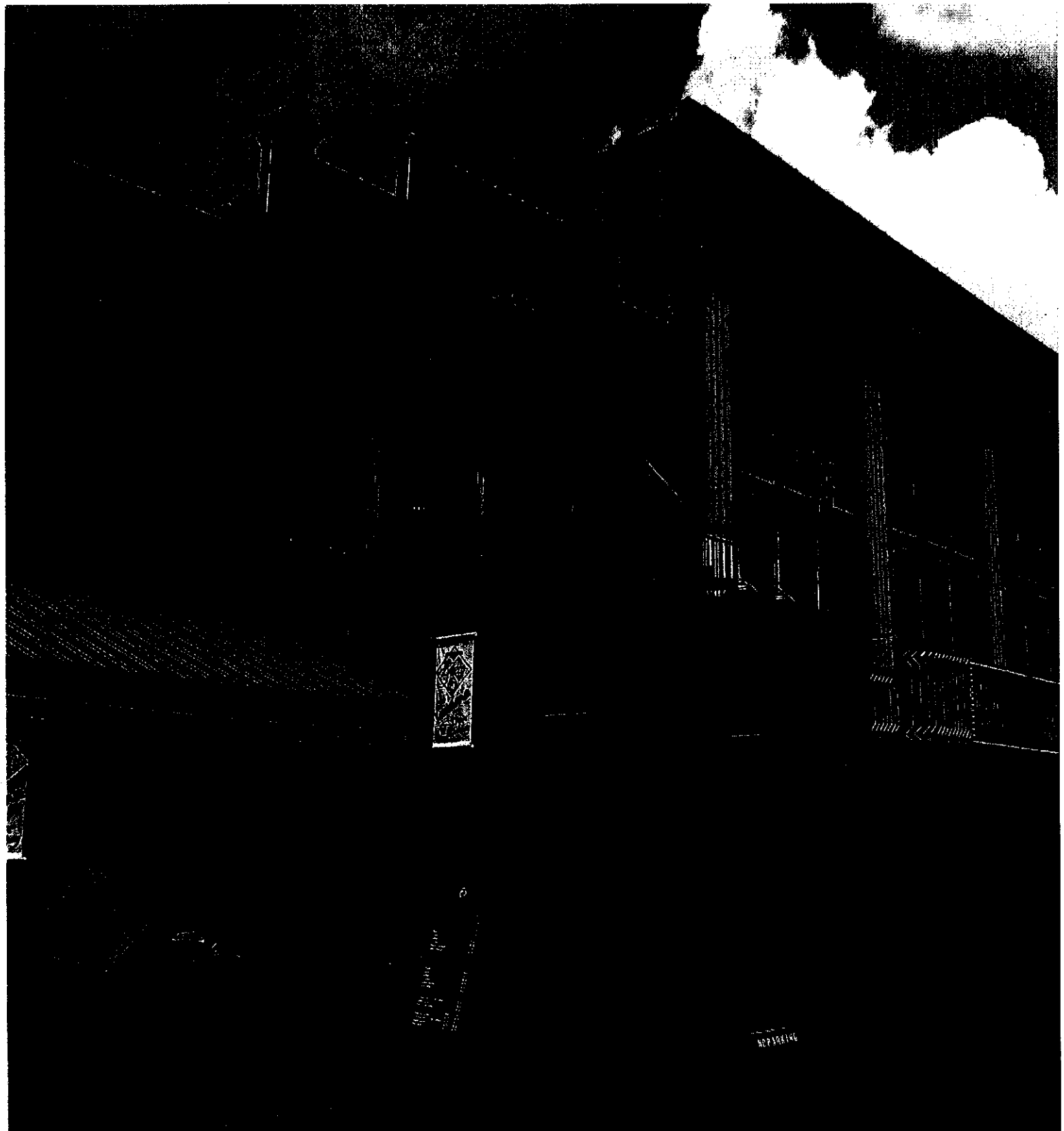
Historic Preservation Act and the Secretary of the Interior's "Standards and Guidelines for Archeology and Historic Preservation;"

2. Enrich, develop, and help maintain local historic preservation programs in cooperation and coordination with the SHPO; and
3. Provide financial and technical assistance to further these purposes.

Texas cities and counties that meet the criteria set forth in this document are eligible to apply for certification as a CLG. An American Indian tribe may be certified and participate in the CLG program if the tribe effectively meets the definition of a local government in Section 301(3) of the National Historic Preservation Act.

Communities participating in the CLG Program must follow the requirements set forth in the National Historic Preservation Act of 1966 (16 U.S.C. 470 et seq.), the National Park Service Historic Preservation Fund Grants Manual, Chapter 15.6 of the Texas Administrative Code, the CLG Certification Agreement, and the policies contained in this handbook.

## HELPFUL HINT: HOW TO USE THIS HANDBOOK



City of Beaumont, certified in 1986

# **EXISTING CLGs**

## **Requirements and Expectations**



# CLG Program Requirements for Cities

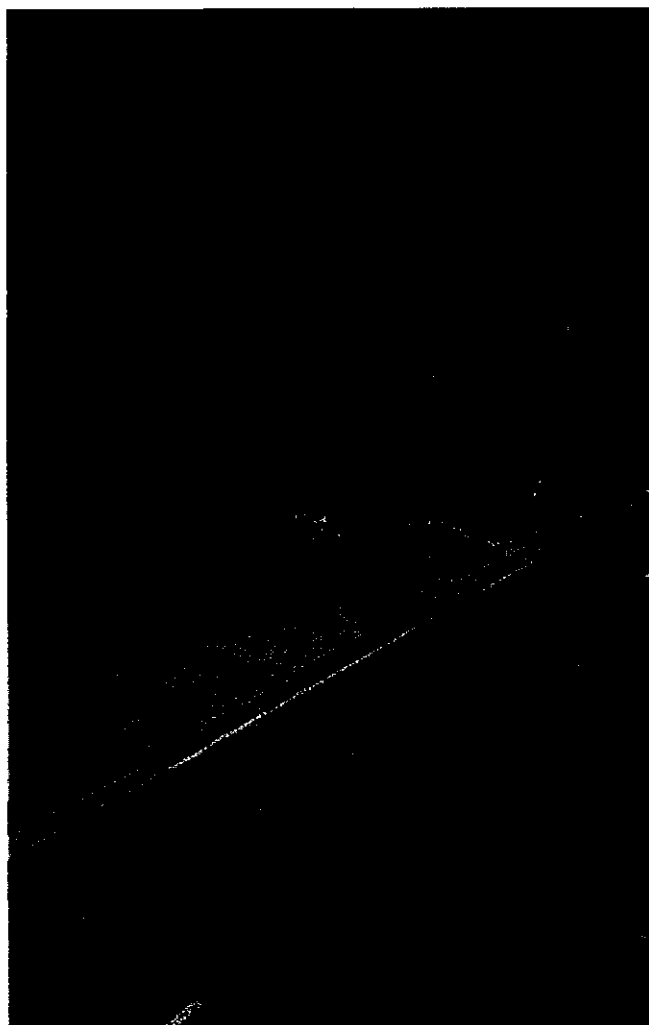
## **1** Adopt and maintain a local historic preservation ordinance that meets the CLG Program standards.

### **Requirements for the Preservation Ordinance**

City CLGs must comply with the following to remain in good standing with the CLG Program. Preservation ordinances must meet the following standards to adequately protect the community's historic resources and meet the CLG Program standards.

- a. Clearly define the purpose of the ordinance;
- b. Establish a board or commission to carry out the business of the ordinance, and explain its duties;
- c. Appoint a city Historic Preservation Officer (HPO) to administer the ordinance;
- d. Establish a process for designating individual properties and districts;
- e. Use criteria based on the National Register of Historic Places for the designation of properties and districts;
- f. Enable the preservation commission to locally designate properties, or recommend designation to the jurisdiction's governing body;
- g. Follow municipal zoning codes, and detail how a designated historic property's zoning changes after designation;
- h. Establish provisions for the Certificate of Appropriateness application review for locally designated properties and districts;
- i. Criteria used to rule on a Certificate of Appropriateness must be based on, and consistent with, the Secretary of the Interior's Standards for Rehabilitation;
- j. Define how the local government will enforce the protection of locally designated historic properties;
- k. Describe the path to appeal a decision made by the preservation commission;
- l. Address demolition by neglect;
- m. Require a minimum of a 60-day stay on the demolition of designated historic properties.

① **PRESERVATION ORDINANCE:** A preservation ordinance is a local statute which gives a city the ability to protect its historic places through zoning.



City of Rockwall, certified in 2013

All new CLGs must fully meet the requirements for preservation ordinances stated above. Current CLGs certified before 2012 must meet ordinance requirements a-k. Requirements l-m were added in 2012; therefore, some existing CLGs may not meet all requirements. As the city updates or revises its preservation ordinance, the CLG shall be expected to comply with all CLG preservation ordinance requirements.

① **DEMOLITION BY NEGLECT:** Improper maintenance, neglect in the maintenance of, or lack of maintenance of a designated structure or property, which results in deterioration of the structure and threatens the preservation of the structure.

## **2 Maintain a designated city official, staff person, or other appropriate representative of the municipal entity to serve as a local Historic Preservation Officer (HPO) for the purpose of administering the local preservation ordinance. The HPO must meet the Secretary of the Interior's Professional Qualification Standards.**

The CLG shall submit the HPO Appointment Form and HPO's résumé to CLG Program staff each time a new HPO is appointed.

The CLG must make every effort to appoint a HPO who meets the Secretary of the Interior's Professional Qualification Standards. The CLG Program recommends selecting a HPO who meets the qualification standards under History, Architectural History, Architecture or Historic Architecture. If the city is unable to find a qualified HPO, they must summarize unsuccessful efforts to hire a qualified HPO and explain how the appointed HPO will successfully perform the duties of the position. This summary and explanation shall be submitted as part of the HPO Appointment Form.

### **Secretary of the Interior's Professional Qualification Standards**

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

### **HISTORY**

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

### **ARCHEOLOGY**

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrated ability to carry research to completion.

## **HELPFUL HINT: CITY HPO**



In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period.

A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

#### ARCHITECTURAL HISTORY

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

#### ARCHITECTURE

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a state license to practice architecture.

#### HISTORIC ARCHITECTURE

The minimum professional qualifications in historic architecture are a professional degree in architecture or a state license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.



City of Mount Vernon, certified in 2009

### **3 Maintain, by the local preservation ordinance, a qualified review commission, board, or committee for historic preservation having specific powers, such as review responsibility pertaining to proposed National Register nominations as well as actions that will affect local historic properties.**

#### **Requirements for City Preservation Commissions**

Preservation commissions, through the powers and duties assigned to them in the city's preservation ordinance, should actively seek opportunities to promote preservation and proactively take steps to ensure protection of significant properties. Below are the requirements for city CLG preservation commissions.

- a. The preservation commission shall have a minimum of five members;
- b. All commission members must be appointed by either the chief elected official or City Council;
- c. All commission members must have a demonstrated interest, knowledge, or training in historic preservation;
- d. All commission members are required to complete Texas Open Meetings Act training provided by the Texas Attorney General's Office;
- e. All commission members must attempt to remain current concerning historic preservation issues and techniques. At least once a year, one or more commission members must attend a THC-led or THC-approved training;
- f. At least 60 percent of the commission membership shall be drawn from the preservation-related professions defined by the National Park Service. These professions include Architecture, History, Architectural History, Planning, Prehistoric and Historic Archaeology, Folklore, Cultural Anthropology, Curation, Conservation, and Landscape Architecture. This requirement may be waived if the local government can provide written documentation to the THC that it has made a reasonable effort to fill those positions;

① **CERTIFICATE OF APPROPRIATENESS:** The certificate issued by the city approving alterations, rehabilitation, construction, reconstruction, or improvement of a locally designated property.

- g. Terms of office of commission members shall be staggered and of at least two years duration. There need not be a limit on the number of consecutive terms served by one member;
- h. The local appointing authority shall act within 60 days to fill a vacancy, including expired terms. **The THC shall be provided with the résumés and qualifications of new appointments;**
- i. All meetings of the commission shall be open to the public. Minutes shall be kept of each meeting and shall be available for public inspection. **A copy of the minutes of each meeting shall be sent to the THC following approval at the next regularly scheduled meeting;**
- j. The commission must meet no less than six times a year. All commission meetings shall be properly posted and conducted in accordance with the Texas Open Meetings Act;
- k. All responsibilities and duties assigned to local preservation commissions shall be complementary to and carried out in coordination with those assigned to the State in 36 C.F.R. 61.6 (e) *Procedures for State, Tribal, and Local Government Historic Preservation Programs.*

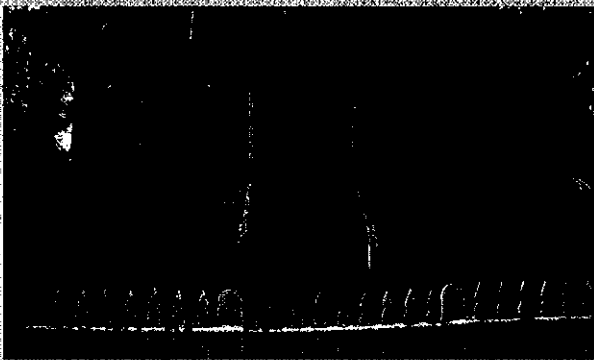


City of Waxahachie, certified in 2003

## **4 Enforce the local historic preservation ordinance for the designation and protection of local historic properties.**

The preservation commission shall carry out the business of the ordinance. This includes designating local historic landmarks and districts, and reviewing Certificate of Appropriateness applications for demolitions, alterations, modifications, or additions to designated properties.

### **CLG CASE STUDY: Galveston**



Lost Bayou District, Galveston

In 2014, every local historic district in Galveston was also listed on the National Register, except the Lost Bayou Historic District. City staff recognized that designation of this district would allow property owners to take advantage of state and federal tax incentives as well as floodplain and building code exemptions during a natural disaster. With the help of a FY15 CLG grant, Galveston hired a consultant to prepare the National Register nomination, and the district was listed in 2017.

## **5 Adopt the Secretary of the Interior's Standards for Rehabilitation as the standards by which the preservation commission will review all work applications brought before it under the terms of the local historic preservation ordinance.**

The criteria by which the preservation commission reviews Certificate of Appropriateness applications shall be based on the Secretary of the Interior's Standards for Rehabilitation.

### **Secretary of the Interior's Standards for Rehabilitation**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships;
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided;
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken;
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved;
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved;
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence;
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used;



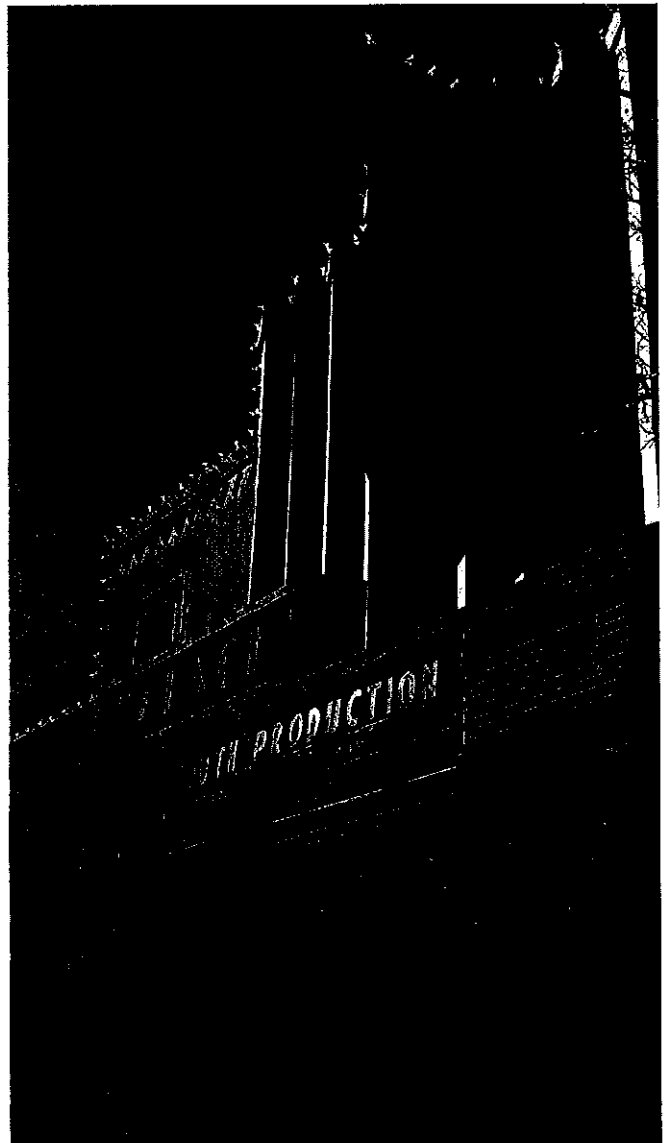
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken;
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, and proportion, and massing to protect the integrity of the property and its environment;
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

## HELPFUL HINT: CLG RESOURCES

① **REHABILITATION:** The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

## 6 Ensure, to the maximum extent possible, public participation in the local historic preservation program, including the process of nominating properties to the National Register of Historic Places.

CLGs shall include the public in the local designation, design review, and National Register nomination process. Successful local preservation programs fully engage the public in preservation efforts beyond public meetings; these activities include educational events, programming for a variety of ages, and sharing information on the city's website or social media platforms.



City of Georgetown, certified in 1986

## **7 Maintain a system for the survey and inventory of local historic properties that is coordinated with the statewide cultural-resource-survey-process, with technical assistance provided by the National Register Program of the Texas Historical Commission's History Programs Division.**

Every CLG must maintain a system for the survey and inventory of historic properties that is coordinated with the statewide cultural resources survey process. Inventories shall be updated as changes occur; and surveys shall be updated every 10 years. If the city is unable to update the survey every 10 years, it shall submit a written survey plan to the THC detailing the city's plan to update the survey within a reasonable and agreed upon timeframe. In addition, CLGs shall continue to document new areas, or expand survey areas, as more resources reach historic age (50 plus years).

An updated survey allows the CLG to prioritize the designation of properties at the federal, state, and local level. Publishing the results of the survey may also raise the community's awareness of its cultural heritage and increase the public's preservation ethic.

To ensure that CLGs use a system of survey and inventory in a manner consistent with the Texas Statewide Preservation Plan, CLGs shall follow the requirements for historic resources surveys below.

1. The CLG shall use a system to maintain a survey and inventory of historic properties within its jurisdiction;
2. The CLG shall notify the THC's Survey Coordinator of its survey efforts;
3. All new surveys shall utilize the THC Historic Resource Survey Form, or a pre-approved, compatible format;
4. All survey and inventory materials shall be accessible to the public;
5. Copies of materials from all survey efforts conducted by the CLG shall be provided to the THC;

The THC recommends that historic resources surveys include the following.

1. Survey Report: includes survey methodology, a historic context, survey results, and survey recommendations. The report should be in conformance with the U.S. Secretary of the Interior's Guidelines for Identification;
2. Survey Forms: each property located in the survey area should be described using a survey form. Survey forms are often organized in an electronic database. It is recommended the CLG use the THC's historic resources form, or a compatible alternative;
3. Inventory Table: includes basic information about each resource in the survey area (image, address, historic and current name, historic and current function, construction date, existing designations, National Register of Historic Places eligibility, and priority rating);
4. Photo Documentation: color, digital images of each surveyed resource
5. Detailed Maps: identifying locations of all surveyed resources.

① **INVENTORY:** is an organized list of historic resources that is regularly updated as changes occur. An inventory typically includes a photograph, current and historic name, address and geographic location, property type, date of construction, architect (if known), current and historic use, current historical designations, eligibility and contributing status, and priority level for each resource.

① **HISTORIC RESOURCES SURVEY:** A systematic method of documenting historic resources through fieldwork and historic research. A survey includes the same information as an Inventory with additional documentation of a written physical description, historical background, photographs, maps, and historical recommendations on a form for each resource. The THC recommends that the survey be updated approximately every 10 years.

**8 Review and comment upon nominations to the National Register of Historic Places for properties within its jurisdiction, and within 60 days of being notified that a nomination has been posted on the THC website ([www.thc.texas.gov/sbrmeeting](http://www.thc.texas.gov/sbrmeeting)), submit the Preservation Commission's report and the recommendations of the chief elected official of the city to the National Register Program Office as to whether or not the nominated properties meet the criteria of the National Register.**

As a participant in the CLG program, the Preservation Commission and the chief elected official are required to coordinate review and separately notify both the THC's National Register program and CLG program of their opinions in regard to nominations before consideration by the State Board of Review.

The THC will notify the HPO of the CLG when a nomination has been submitted within its jurisdiction at least 60 days prior to the State Board of Review's consideration. If the HPO position is vacant, due to a period of transition, notification will be sent to the chief elected official. In order to comply with CLG Program requirements, the CLG must complete the following steps.

1. Review the nomination at a meeting of the Preservation Commission and allow the public the opportunity to comment on the nomination during the meeting. During the Commission's review of the National Register nomination, at least one member of the Commission must meet the Secretary of the Interior's Professional Qualifications Standards. If no one on the Commission meets the Secretary of the Interior's

**① NATIONAL REGISTER OF HISTORIC PLACES:**

The National Register of Historic Places is the official list of the nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.

Professional Qualifications Standards, or does not meet the standards in the applicable subject relevant to the nomination in question, the CLG shall seek the advice of an expert in the particular field or consult with the THC. The expert must meet the Secretary of the Interior's Professional Qualifications Standards;

2. After the meeting, the CLG will prepare a report as to whether or not such property meets the criteria of the National Register;
3. Within 60 days of first receiving notification of the nomination, the Preservation Commission and the chief elected official are required to separately notify both the THC's National Register program and CLG program their opinions in regard to the nominations.

This process does not apply when a federal agency nominates a property under its ownership or control.

## HELPFUL HINT: CLG REPORT



City of Denison, certified in 2012.



## **9 Monitor and report to the Texas Historical Commission any actions affecting any county courthouse, Recorded Texas Historic Landmark, State Antiquities Landmark, National Register property, and any locally designated landmark.**

The THC maintains lists of state- and national-level historic designations, including National Register properties, Recorded Texas Historic Landmarks (RTHL), and State Antiquities Landmarks (SAL). Both RTHL and SAL designations include some measure of protection under state law. **Proposed alterations to, or demolitions of, RTHLs and SALs require coordination with THC project review staff.** The CLG shall notify the THC, or refer the property owner to the THC, if a permit is sought for demolition or alterations to a RTHL or SAL. Ultimately, the property owner is responsible for complying with state law;

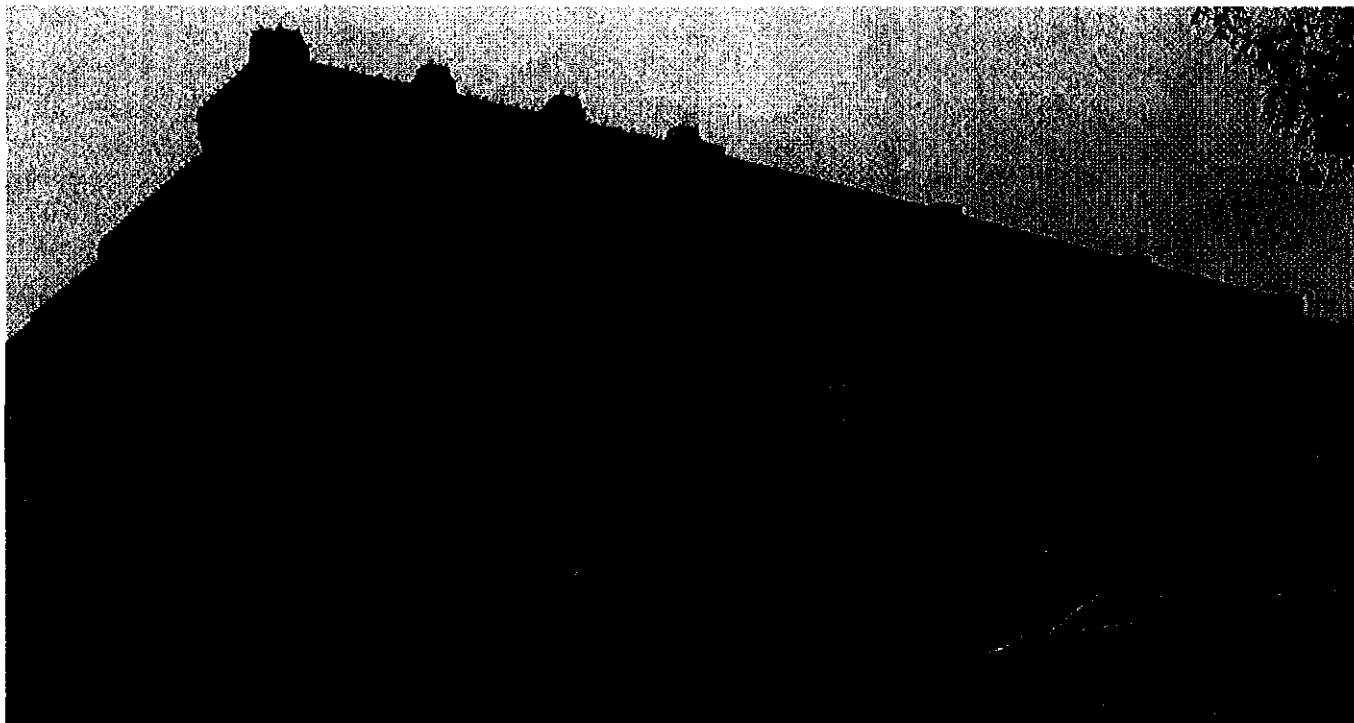
① **RECORDED TEXAS HISTORIC LANDMARK (RTHL):** Recorded Texas Historic Landmarks are properties judged to be historically and architecturally significant. The Texas Historical Commission (THC) awards RTHL designation to buildings at least 50 years old that are worthy of preservation for their architectural and historical associations.

however, CLGs are in a position to help the THC communicate with property owners, leading to better protection of historic resources.

Designation in the National Register alone does not restrict an owner's ability to alter, move, or demolish his or her property. As the entity responsible for maintaining an updated list of properties listed in the National Register of Historic Places, the THC asks that CLGs notify the THC's National Register Program of alterations, relocations, or demolitions of properties listed on the National Register within the CLG's jurisdiction.

Actions affecting locally designated landmarks shall be communicated to the THC through the regular submittal of the Preservation Commission's meeting minutes. See "Requirements of City Preservation Commissions."

① **STATE ANTIQUITIES LANDMARKS (SAL):** State Antiquities Landmarks are designated by the Texas Historical Commission (THC) and receive legal protection under the Antiquities Code of Texas. This designation can apply to buildings as well as archaeological sites and stipulates that a property cannot be removed, altered, damaged, salvaged, or excavated without a permit from the THC.



City of Plano, certified in 1989

# 10

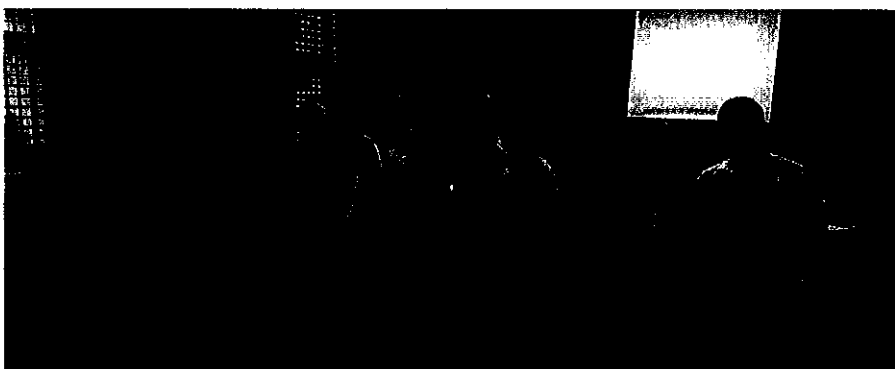
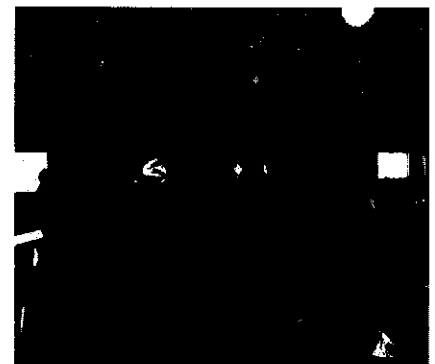
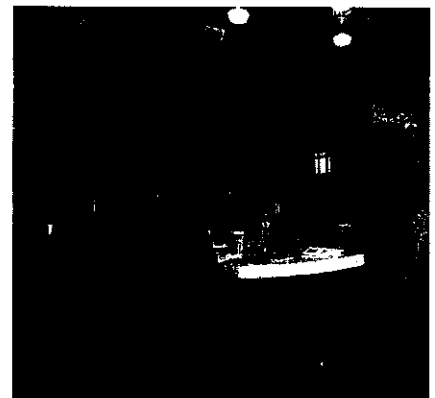
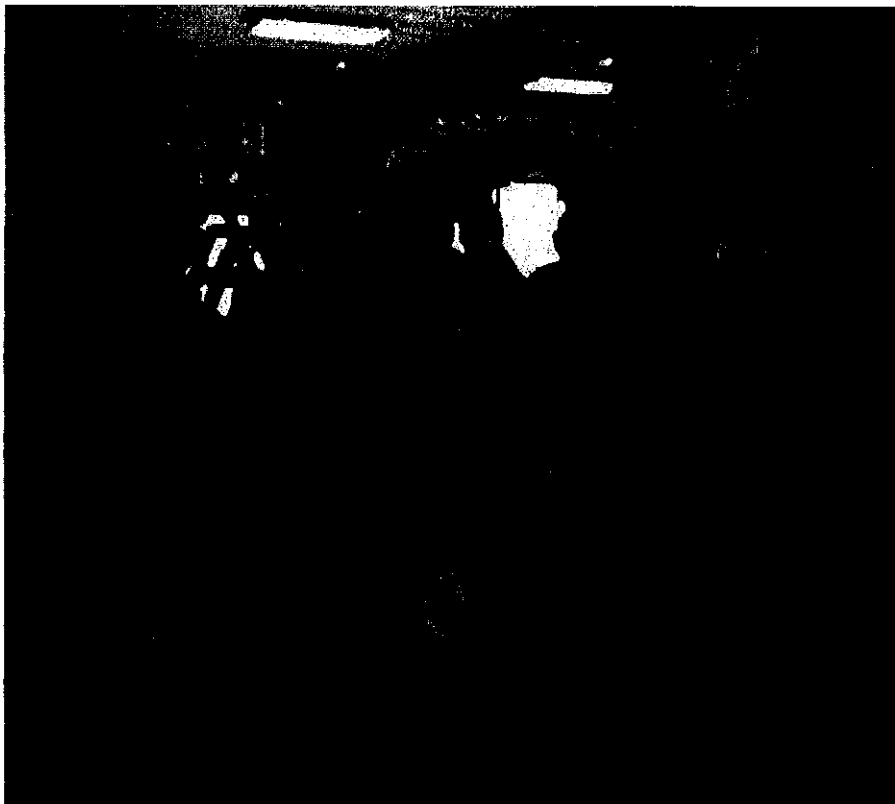
**Provide appropriate training for the Historic Preservation Officer, city staff, and members of the Preservation Commission.**

The Historic Preservation Officer *and* at least one member of the preservation commission must attend one THC-sponsored or THC-approved training a year. The training shall focus on historic preservation or a topic directly related to the attendee's roles in the local preservation program.

# 11

**Submit an Annual Report to CLG Program staff each year that describes the actions of the local preservation commission and other preservation-related activities of the previous fiscal year.**

Each year, CLG Program staff will develop an annual report for the CLG to complete by an achievable deadline. One report is used to collect data for both NPS and THC purposes. Typically, reports are sent electronically at the end of the calendar year.



(Top Left) THC Real Places Conference 2018, Austin, (top right) CAMP Training 2017, Paris, (middle right) CLG Training 2018, Gonzales, (bottom left) CLG Training 2018, Rio Grande City, and (bottom right) CAMP Training 2018, San Antonio.

# CLG Program Requirements for Counties

## **1 Appoint a county official, staff person, or other appropriate representative of the county to serve as a local Historic Preservation Officer (HPO).**

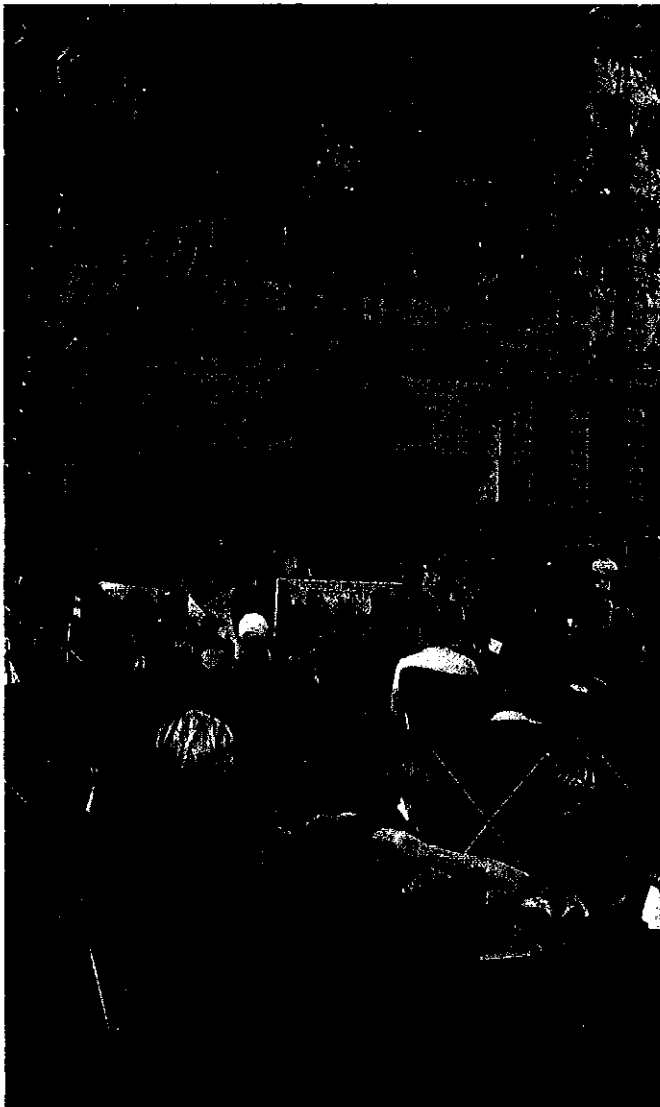
The CLG shall submit the HPO Appointment Form and HPO's résumé each time a new HPO is appointed.

The CLG must make every effort to appoint a HPO who meets the Secretary of the Interior's Professional Qualification Standards. The CLG Program recommends selecting a HPO who meets the

qualification standards under History, Architectural History, Architecture, or Historic Architecture. If the county is unable to find a qualified HPO, they must summarize unsuccessful efforts to hire a qualified HPO and explain how the appointed HPO will successfully perform the duties of the position. This summary and explanation shall be submitted as part of the HPO Appointment Form.

### **Secretary of the Interior's Professional Qualification Standards**

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.



Denton County, certified in 2013

### **HELPFUL HINT: COUNTY HPO**



## HISTORY

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

## ARCHEOLOGY

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrated ability to carry research to completion;
4. In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

## ARCHITECTURAL HISTORY

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture

with an academic institution, historical organization or agency, museum, or other professional institution; or

2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

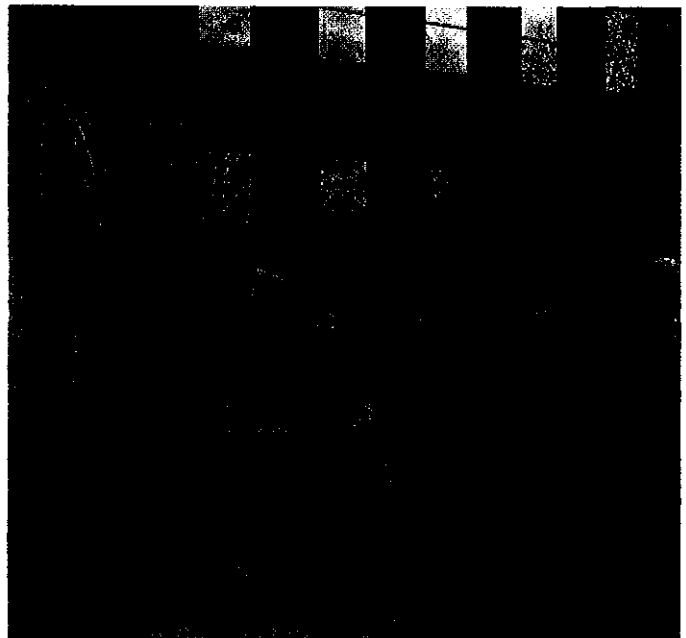
## ARCHITECTURE

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a state license to practice architecture.

## HISTORIC ARCHITECTURE

The minimum professional qualifications in historic architecture are a professional degree in architecture or a state license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects;
3. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.



Lubbock County, certified in 2006

## **2 Maintain an adequate and qualified CLG Committee established by the County Historical Commission by-laws.**

### **Requirements for County CLG Committee**

The county must establish an adequate and qualified historic preservation committee, also known as a CLG committee. The committee shall be recognized in the County Historical Commission's bylaws.

- a. The committee shall consist of a minimum of five members;
- b. Committee members shall be appointed to either the County Historical Commission or the CLG Committee by the County Judge or the County Commissioners Court;
- c. All committee members shall have a demonstrated interest, knowledge, or training in historic preservation;
- d. All committee members are required to complete Texas Open Meetings Act training provided by the Texas Attorney General's Office;
- e. All committee members must attempt to remain current concerning historic preservation issues and techniques. At least once a year, one or more committee members must attend a THC-led or THC-approved training;
- f. At least 60 percent of the committee membership shall be drawn from the preservation-related professions defined by the National Park Service. These professions include Architecture, History, Architectural History, Planning, Prehistoric and Historic Archaeology, Folklore, Cultural Anthropology, Curation, Conservation, and Landscape Architecture. This requirement may be waived if the local government can provide written documentation to the THC that it has made a reasonable effort to fill those positions;
- g. Terms of office of committee members shall be staggered and of at least two years duration. There need not be a limit on the number of consecutive terms served by one member;
- h. The local appointing authority shall act within 60 days to fill a vacancy, including expired terms. **The THC shall be provided with the resumes and qualifications of new appointments;**
- i. All meetings of the committee shall be open to the public. Minutes shall be kept of each meeting and shall be available for public inspection. **A copy of the minutes of each meeting shall be sent to the THC following approval at the next regularly scheduled meeting;**
- j. The committee must meet no less than six times a year. All committee meetings shall be properly posted and conducted in accordance with the Texas Open Meetings Act;
- k. All responsibilities and duties assigned to the committee shall be complementary to and carried out in coordination with those assigned to the State in 36 C.F.R. 61.6 (e) Procedures for State, Tribal, and Local Government Historic Preservation Programs.



Matagorda County, certified in 2000

### **3 Ensure, to the maximum extent possible, public participation in the local historic preservation program, including the process of nominating properties to the National Register of Historic Places.**

Successful local preservation programs fully engage the public in preservation efforts beyond public meetings; these activities include educational events, programming for a variety of ages, and sharing information on the county's website or social media platforms.

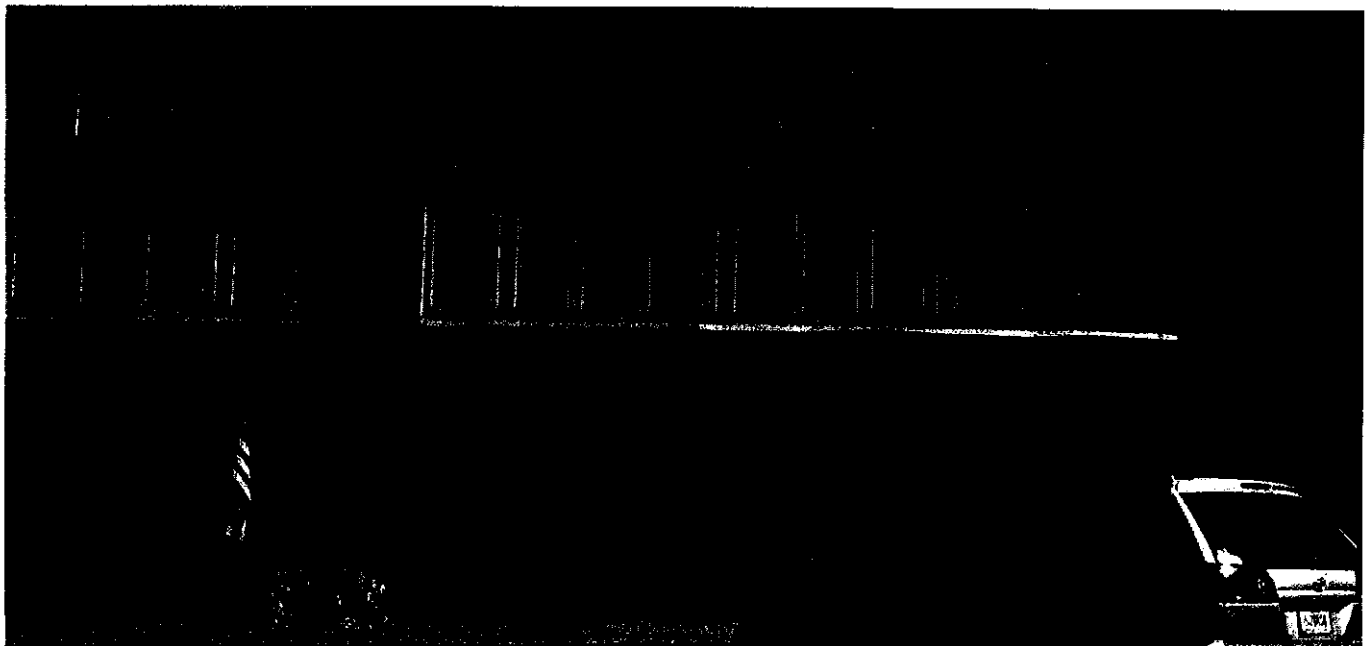
① **INVENTORY:** is an organized list of historic resources that is regularly updated as changes occur. An inventory typically includes a photograph, current and historic name, address and geographic location, property type, date of construction, architect (if known), current and historic use, current historical designations, eligibility and contributing status, and priority level for each resource.

① **HISTORIC RESOURCES SURVEY:** A systematic method of documenting historic resources through fieldwork and historic research. A survey includes the same information as an Inventory with additional documentation of a written physical description, historical background, photographs, maps, and historical recommendations on a form for each resource. The THC recommends that the survey be updated approximately every 10 years.

### **4 Maintain a system for the survey and inventory of local historic properties that is coordinated with the statewide cultural-resource-survey-process, with technical assistance provided by the National Register Program Office of the Texas Historical Commission's History Programs Division.**

Every CLG must maintain a system for the survey and inventory of historic properties that is coordinated with the statewide cultural resources survey process. Inventories shall be updated as changes occur; and surveys shall be updated every 10 years. If the county is unable to update the survey every 10 years, it shall submit a written survey plan to the THC detailing the county's plan to update the survey within a reasonable and agreed upon timeframe. In addition, CLGs shall continue to document new areas, or expand survey areas, as more resources reach historic age (50 plus years ).

An updated survey allows the CLG to prioritize the designation of properties at the federal, state, and local level. Publishing the results of the survey may also raise the community's awareness of its cultural heritage and increase the public's preservation ethic.



San Augustine County, certified in 1997



To ensure that CLGs use a system of survey and inventory in a manner consistent with the Texas Statewide Preservation Plan, CLGs shall follow the requirements for historic resources surveys below.

1. The CLG shall use a system to maintain a survey and inventory of historic properties within its jurisdiction;
2. The CLG shall notify the THC's Survey Coordinator of its survey efforts;
3. All new surveys shall utilize the THC Historic Resource Survey Form, or a pre-approved, compatible format;
4. All survey and inventory materials shall be accessible to the public;
5. Copies of materials from all survey efforts conducted by the CLG shall be provided to the THC.

The THC recommends that historic resources surveys include the following.

1. Survey Report: includes survey methodology, a historic context, survey results, and survey recommendations. The report should be in conformance with the U.S. Secretary of the Interior's Guidelines for Identification;
2. Survey Forms: each property located in the survey area should be described using a survey form. Survey forms are often organized in an electronic database. It is recommended the CLG use the THC's historic resources form, or a compatible alternative;
3. Inventory Table: includes basic information about each resource in the survey area (image, address, historic and current name, historic and current function, construction date, existing designations, National Register of Historic Places eligibility, and priority rating);
4. Photo Documentation: color, digital images of each surveyed resource;
5. Detailed Maps: identifying locations of all surveyed resources.

**5 Review and comment upon nominations to the National Register of Historic Places for properties within its jurisdiction, and within 60 days of being notified that a nomination has been posted on the THC website ([www.thc.texas.gov/sbrmeeting](http://www.thc.texas.gov/sbrmeeting)), submit the CLG Committee's report and the recommendations of the chief elected official of the county to the National Register Program Office as to whether or not the nominated properties meet the criteria of the National Register.**

As a participant in the CLG program, the CLG Committee and the chief elected official are required to coordinate review and separately notify both the THC's National Register program and CLG program their opinions in regard to nominations before consideration by the State Board of Review.

The THC will notify the HPO of the CLG when a nomination has been submitted within its jurisdiction at least 60 days prior to the State Board of Review's consideration. If the HPO position is vacant, due to a period of transition, notification will be sent to the chief elected official. In order to comply with CLG Program requirements, the CLG must complete the following steps.

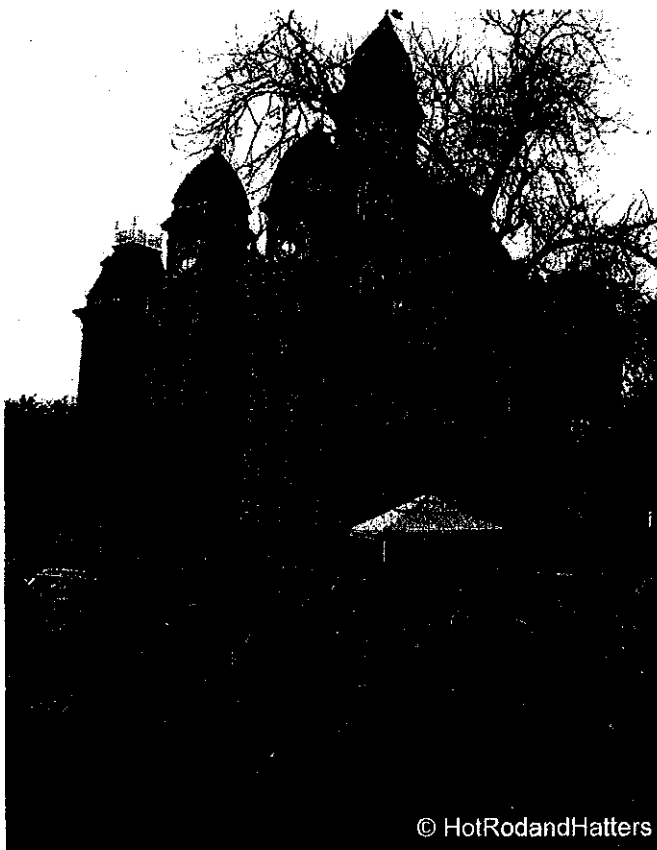
1. Review the nomination at a meeting of the Preservation Commission and allow the public the opportunity to comment on the nomination during the meeting. During the Commission's review of the National Register nomination,

**HELPFUL HINT:  
CLG REPORT**

at least one member of the Commission must meet the Secretary of the Interior's Professional Qualifications Standards. If no one on the Commission meets the Secretary of the Interior's Professional Qualifications Standards, or does not meet the standards in the applicable subject relevant to the nomination in question, the CLG shall seek the advice of an expert in the particular field or consult with the THC. The expert must meet the Secretary of the Interior's Professional Qualifications Standards;

2. After the meeting, the CLG will prepare a report as to whether or not such property meets the criteria of the National Register;
3. Within sixty days of first receiving notification of the nomination, the Preservation Commission and the chief elected official are required to separately notify both the THC's National Register program and CLG program their opinions in regard to the nominations.

This process does not apply when a federal agency nominates a property under its ownership or control.



Caldwell County, certified in 1995

## 6 Monitor and report to the Texas Historical Commission any actions affecting any county courthouse, Recorded Texas Historic Landmark, State Antiquities Landmark, or National Register property.

The THC maintains lists of state- and national-level historic designations, including National Register properties, Recorded Texas Historic Landmarks (RTHL), and State Antiquities Landmarks (SAL). Both RTHL and SAL designations include some measure of protection under state law. **Proposed alterations to, or demolitions of, RTHLs and SALs require coordination with THC project review staff.**

The CLG shall notify the THC, or refer the property owner to the THC, if the CLG becomes aware of plans for demolition or alterations to a RTHL or SAL. Ultimately, the property owner is responsible for complying with state law; however, CLGs are in a position to help the THC communicate with property owners, leading to better protection of historic resources.

① **NATIONAL REGISTER OF HISTORIC PLACES:** The National Register of Historic Places is the official list of the Nation's historic places worthy of preservation. Authorized by the National Historic Preservation Act of 1966, the National Park Service's National Register of Historic Places is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect America's historic and archeological resources.

① **RECORDED TEXAS HISTORIC LANDMARK (RTHL) :** Recorded Texas Historic Landmarks are properties judged to be historically and architecturally significant. The Texas Historical Commission (THC) awards RTHL designation to buildings at least 50 years old that are worthy of preservation for their architectural and historical associations.

① **STATE ANTIQUITIES LANDMARKS (SAL):** State Antiquities Landmarks are designated by the Texas Historical Commission (THC) and receive legal protection under the Antiquities Code of Texas. This designation can apply to buildings as well as archaeological sites and stipulates that a property cannot be removed, altered, damaged, salvaged, or excavated without a permit from the THC.

## **7 Provide appropriate training for the Historic Preservation Officer, county staff, and members of the CLG Committee.**

The Historic Preservation Officer *and* at least one member of the CLG Committee must attend one THC-sponsored or THC-approved training a year. The training shall focus on historic preservation or a topic directly related to the attendee's roles in the local preservation program.

## **8 Submit an Annual Report to CLG Program staff each year that describes the actions of the CLG Committee and other preservation-related activities of the previous fiscal year.**

Each year, CLG Program staff will develop an annual report for the CLG to complete by an achievable deadline. One report is used to collect data for both NPS and THC purposes. Typically, reports are sent electronically at the end of the calendar year.

### **CLG CASE STUDY: Comal County and Travis County**

Regions of Texas are experiencing unprecedented growth, and as more people move to these areas, there's increased development pressure. In Texas, two CLGs have been working over the past several years to proactively identify historic resources in their communities before it's too late by taking advantage of annual CLG grants.

Starting with a FY12 CLG grant, Comal County embarked on a county-wide historic resources survey. The entire county, outside of the city limits, was surveyed in three years using annual CLG grant funds. The county has continued to use CLG grants to nominate individual properties and districts to the National Register of Historic Places using the survey data that was collected.



Travis County also began to systematically survey historic resources throughout the county through the assistance of a FY13 CLG grant. The project was broken up into four phases and geographic regions. The surveys are shared with the public through the county's website, and there are plans to display the information on an online interactive map.

Comal and Travis counties have reaped abundant and diverse benefits from their work to identify and designate historic properties. The counties can now educate new and longtime residents about the history of their communities. Survey and National Register data is immediately available to county planning staff and developers, as well as for projects that trigger Section 106 reviews. The Texas Historical Commission is committed to helping CLGs accomplish these important projects that make a significant impact on preservation in Texas.



Moore's Crossing Bridge (left) in Travis County, certified in 2004, and Fischer Store (right) in Comal County, certified in 2001.

# Four-Year Evaluation of CLGS

The THC shall conduct a comprehensive review of each CLG every four years. The purpose of the Four-Year Evaluation is to ensure that each CLG fulfills its responsibilities in accordance with the requirements found in the Texas Administrative Code, CLG Handbook, and the Certification Agreement.

The THC may ask to review the following for the purposes of the Four-Year Evaluation:

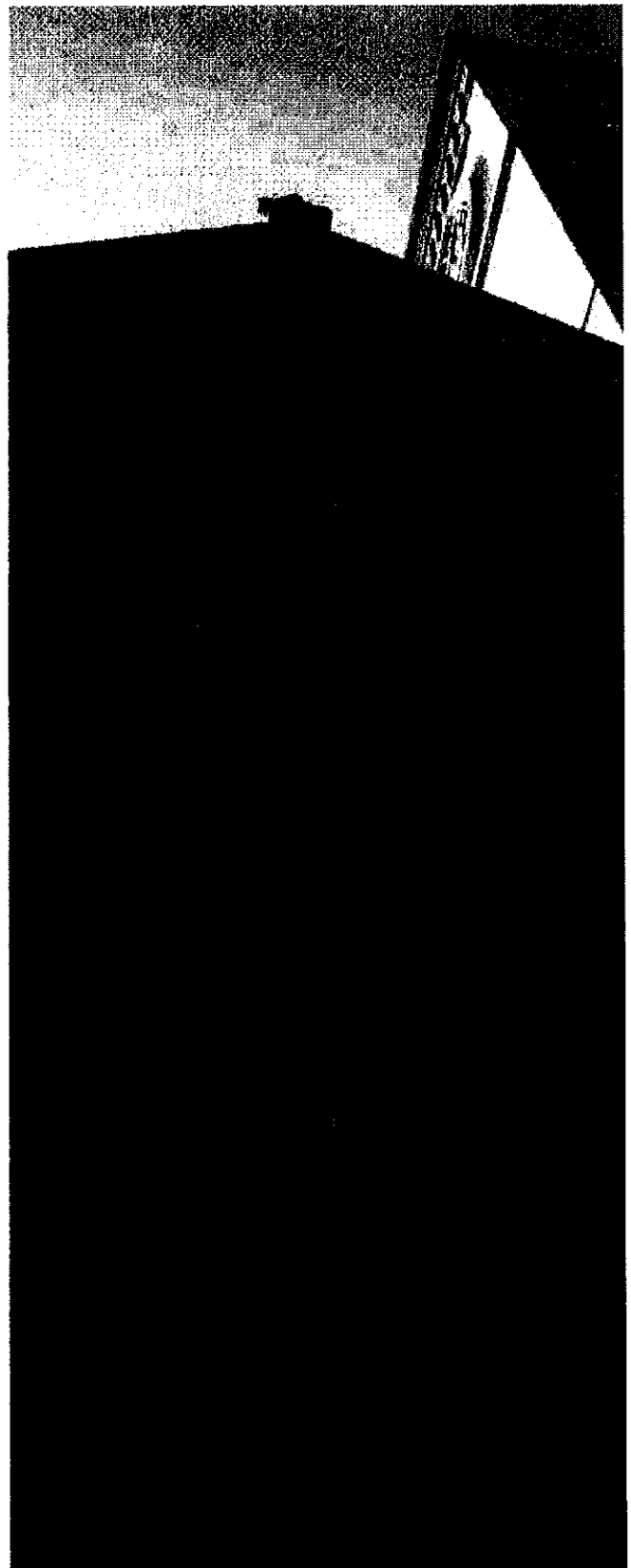
1. CLG Annual Reports;
2. Reports and documents pertaining to the fiscal management of CLG Grant funds;
3. Relevant records, including historic resources survey reports, preservation commission or CLG Committee meeting minutes, preservation ordinance, public information and education handouts, letters and other documents regarding the review of National Register nominations, etc.

THC staff may attend a regularly scheduled Preservation Commission or CLG Committee meeting or meet with the HPO to complete the evaluation. Upon completion of the review, THC staff will issue a written report summarizing the findings, including any mandatory improvements and recommendations to the HPO and the CLG's highest elected official.

If the evaluation determines the CLG is not satisfying the minimum requirements for participating in the CLG Program, THC staff will work with the CLG to establish a timeframe to correct deficiencies. All efforts will be made to assist the CLG in returning to compliance with state and federal regulations. If the CLG is unable to demonstrate substantial compliance, the THC may recommend to the decertification of the CLG to the National Park Service.

## ① CLG CERTIFICATION AGREEMENT:

Each CLG signs a Certification Agreement upon joining the program. The agreement outlines the responsibilities of the city or county, the THC, and the National Park Service within the CLG Program.



City of Laredo, certified in 1995



# Decertification

The THC may initiate the decertification process at any time upon determining that a CLG is not meeting the minimum requirements as stipulated in the CLG Handbook, Certification Agreement, HPF Grants Manual, and the Texas Administrative Code. If a CLG is not meeting program requirements, THC staff will issue written recommendations and a timeframe for compliance. THC staff will make every effort to assist the CLG in satisfying the minimum requirements. If the CLG is unable to demonstrate compliance with the minimum standards within the allotted time, the THC will initiate decertification.

The CLG will be notified in writing of the THC's intent to recommend decertification of the CLG to the National Park Service. Following notification, the

THC may suspend financial and technical services to the CLG. The CLG shall be notified in writing of the National Park Service decision and the date of the letter serves as the date of decertification.

Following decertification, a CLG will not be eligible for recertification until all previous deficiencies are addressed to the satisfaction of the THC and the National Park Service.

Decertification may also be initiated by the CLG at any time. The THC will recommend decertification to NPS if the CLG submits a written request to the THC. Effective date of decertification will be when NPS concurs with THC's recommendation in writing.



If a CLG is not meeting program requirements, THC staff will issue written recommendations and a timeframe for compliance.

# CLG Participation in the Section 106 Process

Section 106 of the National Historic Preservation Act requires federal agencies to take into account the effects that their proposed work might have on historic resources listed, or eligible for listing, in the National Register of Historic Places (NRHP).

Examples of the types of projects subject to Section 106 include work on federally owned or controlled property, such as a military installation; a project receiving federal funds, grants, or loans, in whole or in part, including pass-through funds, such as bridge rehabilitation funded by the Federal Highway Administration; projects requiring a federal permit, license, or approval such as communications infrastructure requiring a permit from the Federal Communications Commission.

Under Section 106, the local government of an area in which the effects of a project may occur is entitled to be a consulting party and THC encourages CLGs to actively participate in the review process. Consulting parties participate in the identification of historic properties and in conversations about the project's effect on historic properties. CLGs can also help determine appropriate mitigation.

If one or more NRHP-eligible properties are adversely affected by a project, the federal agency responsible for the undertaking, the THC, and any other consulting parties will develop a Memorandum of Agreement that includes specific measures to minimize or mitigate the loss or adverse effect. Mitigation might include documentation or interpretation related to the adversely affected resource. Consulting parties may

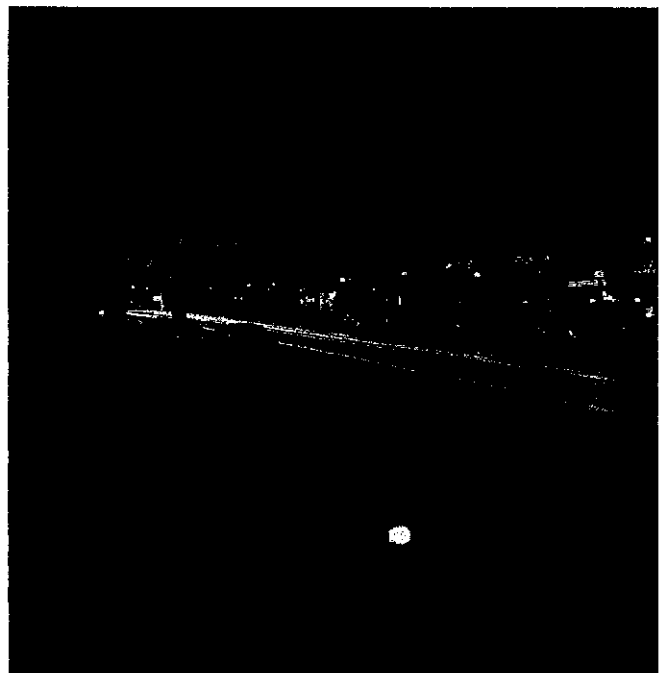
be involved in suggesting appropriate approaches to address mitigation agreements.

The purpose of the THC's CLG Program is to empower local communities to better protect historic resources by identifying local priorities, meeting recognized historic preservation standards and providing access to financial and technical services to further the identification, evaluation, designation and protection of buildings, sites, districts, structures, and objects.

Once certified, CLGs are considered leaders in preservation. As such, CLGs are uniquely positioned to participate in the designation process for the National Register of Historic Places. CLGs are also called on to participate in the Section 106 review process and provide feedback during the establishment of state historic preservation goals and objectives.

Section 106 assigns state-level review authority to the State Historic Preservation Office, in Texas, the THC. Under the Historic Preservation Act, the THC may delegate its review authority; however, this is very rare. Typically, the THC will work with the CLG throughout the Section 106 process.

## HELPFUL HINT: SECTION 106 REVIEW PROCESS



City of San Marcos, certified in 1990

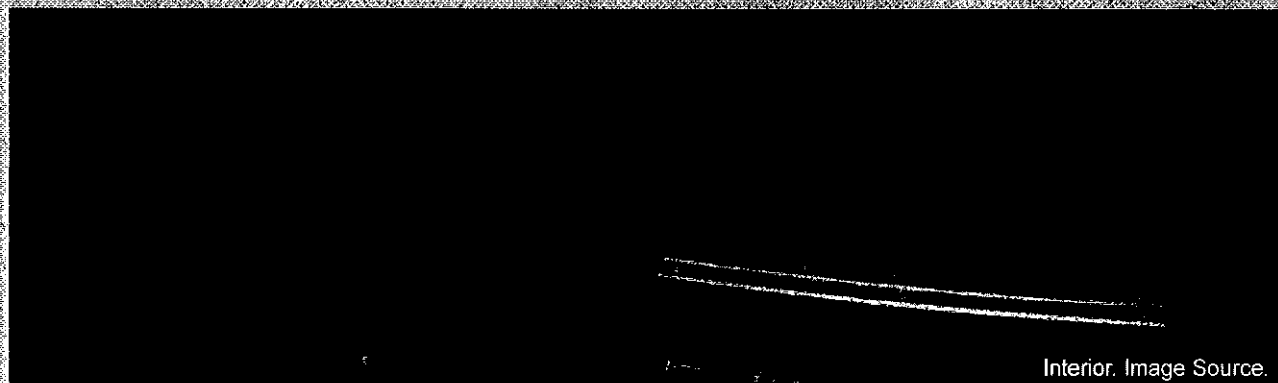
## CLG CASE STUDY: Houston



Historic. Image Source.



Current. Image Source.



Interior. Image Source.

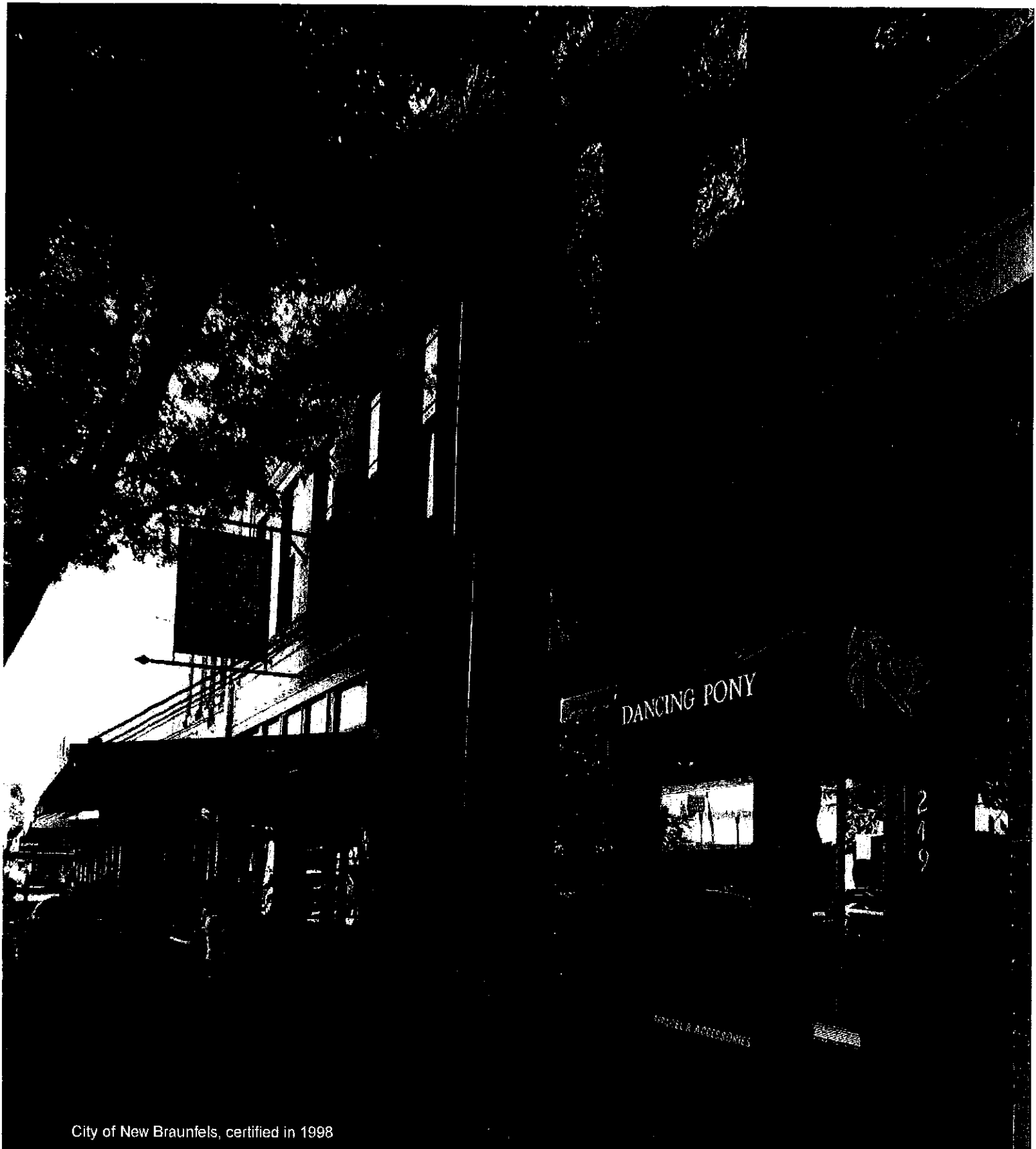
### DeLuxe Theater, Houston

In 1941, the DeLuxe Theater opened in the Fifth Ward as the first African American movie house in Houston. The Streamline Moderne theater operated for 28 years as one of the few venues open to black residents during segregation until closing in 1969. It re-opened in 1971 to house the DeLuxe Show, one of the first interracial exhibitions of contemporary artists under sponsorship of the Menil Foundation and continued to host exhibits through 1973. Despite hopes of continuing to use the theater as an arts venue, the structure sat vacant and abandoned for 40 years until the City of Houston acquired it in 2009. The DeLuxe Theater was determined eligible for the National Register of Historic Places in 2008.

In 2008, the City of Houston and Fifth Ward residents decided to build a cultural and arts center on the DeLuxe Theater site to spark development and serve the Fifth Ward community and surrounding neighborhoods. The city planned to purchase the DeLuxe Theater using Community Development Block Grant (CDBG) funds from the Department of House and Urban Development (HUD) and considered demolition or rehabilitation.

Section 106 of the National Historic Preservation Act requires federal agencies to take into account the effects of projects they carry out, fund, or permit on historic properties prior to making final decisions on projects. The law creating the CDBG Program delegates that responsibility to HUD's grantees, so the City of Houston undertook compliance with Section 106.

Through evaluation and consultation with the THC, the city decided to rehabilitate the DeLuxe Theater and an adjoining storefront. After years of neglect, all that was left of the theater was a shell, but the vision was to maintain the characteristic of the theater including the concrete surfaces, rounded corners, semicircular bays, metal windows, and other Art Deco design details. Completed in 2015, the re-created 8,000 square foot theater is back to its original 1940s Art Deco exterior, with a new marquee, rebuilt structure, and renovations. The \$5.7 million project was a collaborative effort between the City of Houston, Texas Southern University, and the Fifth Ward Community Redevelopment Corporation.



City of New Braunfels, certified in 1998

# **FUTURE CLGs**

## **Benefits & Application Process**



# Benefits of Becoming a CLG

CLGs continuously strive to meet high standards in preservation by pursuing the following:

1. Identifying and designating historic assets within the community;
2. Integrating historic preservation tools and solutions into the local planning and decision-making process;
3. Engendering pride in the history of the community and an understanding of how local events shape the course of Texas history through local education and outreach efforts;
4. Adopting incentives to encourage proper maintenance and rehabilitation of the historic assets.

In order to help CLGs meet high standards in local preservation, the CLG Program provides access to **training** opportunities, **technical assistance**, **matching grants** for preservation projects, and a **network** of preservation professionals from other CLG communities.

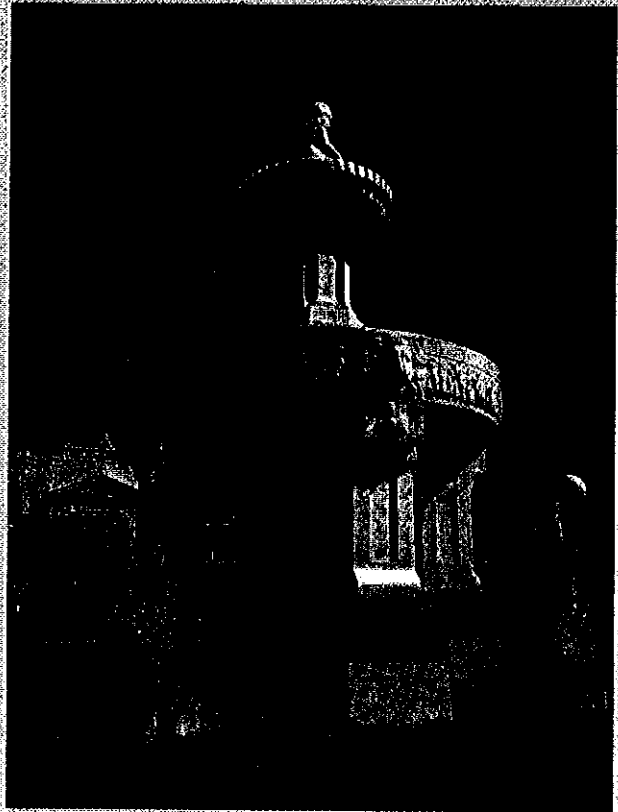
## Training

The CLG Program provides a range of training opportunities to participating cities and counties. CLG Program staff lead trainings for Historic Preservation Officers, Preservation Commissioners, city or county staff, and elected officials upon the community's request. The CLG Program also organizes periodic regional trainings, hosts online webinars, and shares information on upcoming preservation-related trainings.

## Technical Assistance

The THC's CLG Program staff is always available to help participating CLGs with preservation-related challenges. This may include the review of a preservation ordinance, help with developing an education or outreach program to enhance the local preservation ethic, or working with the preservation commission to set meaningful and achievable goals.

## CLG CASE STUDY: Paris



J.J. Culbertson fountain, Paris

The J.J. Culbertson fountain stands in the center of Town Plaza in downtown Paris, Texas. Town Plaza is a gathering place for residents and tourists of Paris, and community gatherings and events are frequently held in the parklike setting. The original floor of the fountain was replaced in the 1980s; however, the tiles had begun to pop out of place and posed a serious tripping hazard. Exposure to the elements had also led to the deterioration of the water lines within the fountain so that it no longer pumped water as originally designed. Recognizing the need to restore the fountain as a symbol of the community, the City of Paris applied for and received a FY14 CLG grant. The funds were used to appropriately replace the 1980s tilework and restore the water lines allowing the fountain to once again function properly. This project represents the city's commitment to the revitalization of downtown and can now be used as an example of proper maintenance and repair.

## Matching Grants

Participating communities in good standing with the CLG Program are eligible to receive funding through the CLG grant program. This matching grant is available each year for projects that provide a lasting impact on preservation in the community. Typical projects include historic resources surveys, National Register nominations, development of preservation plans or design guidelines, education and outreach projects, and rehabilitation work on properties listed in the National Register.

The National Historic Preservation Act of 1966, as amended, provides that at least 10 percent of the THC's annual Historic Preservation Fund allocation be distributed as subgrants exclusively among CLGs. All Texas CLGs in good standing with the CLG Program are eligible to apply for CLG funds but not all will receive funding.

Available CLG funds shall be granted on an annual basis through a competitive process as outlined in the CLG Grants Manual and Application. The THC may choose to score specific types of projects higher based upon agency goals and objectives.

CLG Grants can be utilized to fund a variety of projects; however, projects which further the goals of identification, evaluation, nomination, and protection of the community's historic resources and are complementary to the statewide comprehensive preservation plan are prioritized for funding. Allowable and unallowable grant activities are outlined in the

CLG grant application, and CLG Program staff are available to discuss grant projects to ensure compliance in advance of the application deadline.

CLG grants require a one-to-one (dollar for dollar) match equal to a 50-50 ratio for the total cost of the project. The local match may be any combination of cash and verifiable in-kind services. CLG monies are federal monies and may not be matched with any other federal grants or funding with the exception of Community Development Block Grant (CDBG) funding. The THC may select to waive the matching requirements under special circumstances or to support agency initiatives.

## CLG Network

The CLG Program connects preservation professionals and volunteers to one another. Individuals are able to share ideas, ask questions, and develop solutions using the CLG listserv. Throughout the year, Historic Preservation Officers, preservation commissioners, and committee members are invited to regional trainings where they can meet in person and discuss common challenges and brainstorm solutions.

### ① STATEWIDE PRESERVATION PLAN:

Every 10 years the Texas Historical Commission, in collaboration with its partners, develops a Statewide Historic Preservation Plan for Texas. The plan is an opportunity to lay a pathway for Texans to preserve, protect, and leverage our historic and cultural fabric for the betterment of our communities statewide.

## CLG CASE STUDY: Longview



Fredonia Street, Longview

The City of Longview became a CLG in 2014. One year later, the city received a FY15 CLG grant for \$20,000 to update the city's Historic Resource Survey. There had not been an update since the survey was first completed in 1986! A consultant was hired to complete a survey of the downtown core as well as a survey plan identifying and prioritizing later survey efforts. The project took about six months to complete, and included an intensive level survey of approximately 400 properties. The city now has color photographs, and the update corrected incorrect information in the 1986 survey. The survey has allowed the local preservation program to function more efficiently and be more proactive about design review, designation, and preventing demolition.

# Application and Steps to Become Certified for Cities

A complete CLG application includes the following:

- a. "Request for Certified Local Government Status" form;
- b. A copy of the city's preservation ordinance, including any and all amendments to the same;
- c. A listing of individual properties and/or districts designated under the city historic preservation ordinance, including addresses, and statements of significance for each landmark or district;
- d. A list, with appropriate location maps, of Recorded Texas Historic Landmarks, State Antiquities Landmarks, and any individual properties and/or districts identified and/or listed in the National Register of Historic Places with statements of significance for each property or district;
- e. Resumes of the designated historic preservation officer and members of the historic preservation commission, indicating their qualifications, credentials, or expertise in fields related to historic preservation;
- f. A copy of the local preservation plan, if available, or a statement of goals and objectives for the preservation program; and,
- g. A completed "Historic Preservation Officer Appointment" form.

If the application meets all CLG Program requirements, the THC will ask the mayor to sign the CLG Certification Agreement. Once the Certification Agreement is signed, the application is considered complete, and a copy will be submitted to the National Park Service with the THC's recommendation.

The local government will officially become certified once the National Park Service approves the application in writing.

## HELPFUL HINT: CLG PROGRAM STAFF

## CLG CASE STUDY: Tyler



In 2015, the City of Tyler applied for a FY16 CLG grant to hire a consultant to develop a Preservation Plan for the city. The plan identified the preservation program's strengths and weaknesses and set realistic and achievable goals to help the program overcome challenges and get to the next level of preservation success. The plan was completed and adopted by City Council in 2017 and the city's planning department continues to implement the strategies identified in the plan such as pursuing training for city staff, preservation commission members, and the public.

# Application and Steps to Become Certified for Counties

A complete CLG application includes the following:

- a. A signed "Request for Certified Local Government Status" form;
- b. A copy of by-laws adopted by an appointed County Historical Commission;
- c. A list, with appropriate location maps, of Recorded Texas Historic Landmarks, State Antiquities Landmarks, and any individual properties and/or districts identified and/or listed in the National Register of Historic Places with statements of significance for each property or district;
- d. Resumes of the designated historic preservation officer and members of the historic preservation committee, indicating their qualifications, credentials, or expertise in fields related to historic preservation;
- e. A copy of the local preservation plan, if available, or a statement of goals and objectives for the preservation program; and,
- f. A completed "Historic Preservation Officer Appointment" form.

## HELPFUL HINT: CLG PROGRAM STAFF

If the application meets all CLG Program requirements, the THC will ask the County judge to sign the CLG Certification Agreement. Once the Certification Agreement is signed, the application is considered complete, and a copy will be submitted to the National Park Service with the THC's recommendation.

The local government will officially become certified once the National Park Service approves that application in writing.

## CLG CASE STUDY: Gonzales County



George Edwards High School, Gonzales

In coordination with the CLG Program, Gonzales County hosted a regional workshop in August 2018. The training was led by Texas A&M professor, Dr. Andrea Roberts and focused on outreach methods to build an effective and more diverse CLG organization. Over 35 Historic Preservation Officers, county CLG committee members, and city preservation commissioners from around the state gathered to learn about the importance of recognizing personal and organizational biases and working toward recruiting and retaining members and leaders of the community to serve on preservation committees and commissions so all histories are identified and documented. Dr. Roberts connected this lesson to her own research of Texas Freedom Colonies and the successes that result in telling more inclusive histories. The CLG Program is committed to offering regional trainings and creating places for participating CLGs to learn, share, and network.



# Contact Information and Helpful Links

## Texas Historical Commission

Texas Historical Commission  
P.O. Box 12276  
Austin, TX 78711-2276  
512.463.6100  
[www.thc.texas.gov](http://www.thc.texas.gov)

## Certified Local Government (CLG) Program Staff

Lorelei Willett  
CLG State Coordinator  
512.463.7812  
[lolelei.willett@thc.texas.gov](mailto:lolelei.willett@thc.texas.gov)

## Helpful Links

### Certified Local Government Program

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

### Cemetery Preservation Program

<http://www.thc.texas.gov/preserve/projects-and-programs/cemetery-preservation>

### County Historical Commission Outreach Program

<http://www.thc.texas.gov/preserve/projects-and-programs/county-historical-commission-outreach>

### Historic Resources Survey Program

<http://www.thc.texas.gov/preserve/projects-and-programs/historic-resources-survey>

### How THC Reviews Projects

<http://www.thc.texas.gov/project-review/how-thc-reviews-projects>

### National Register of Historic Places Program

<http://www.thc.texas.gov/preserve/projects-and-programs/national-register-historic-places>

### State Historical Markers Program

<http://www.thc.texas.gov/preserve/projects-and-programs/state-historical-markers>



**TEXAS HISTORICAL COMMISSION**  
*real places telling real stories*