



SPECIAL CITY COUNCIL MEETING

Tuesday, April 18, 2023 at 7:00 PM

CITY COUNCIL CHAMBERS - 120 Paint Rock Street, Eden, TX

Off: 325-869-2111 | Fax: 325-869-5075

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. EXECUTIVE SESSION

The City Council for the City of Eden has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices, and 551.086 (Economic Development).

3. BUSINESS

Consideration and Possible Action On:

- A.** Consideration of Application from the Eden Economic Development Corporation for a Zone Change from "A" Single-Family Residential District to "B" Multi-Family Residential District to create apartment-style residences inside of the old Methodist Church Building and move application to the Zoning Board for the following property:

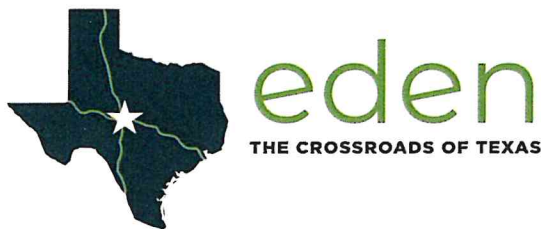
4 E. Bryan Street, .733 Acres in Lot 3, Block 4, Drinkard Addition, Eden, Concho County, TX
- B.** Discuss Solid Waste Collection and consideration of a Republic Services Solid Waste Collection 5-Year Contract Term Extension Offer from October 1, 2023 to September 30, 2028, which includes no annual rate increases for the first two years and an annual fixed 3% rate increase for years 3-5
- C.** Discuss and Consider a request from the Eden Cemetery Committee to submit a Historic Texas Cemetery Request for Designation for Eden Cemetery
- D.** Updates and possible action regarding Management, Maintenance, and Funding of Golf Course, to include consideration of electrical estimates for the check valve

4. ADJOURN

Notice is posted in accordance with Chapter 551 Government Code, Vernon's Texas Codes, Annotated. I certify that the above notice of meeting was posted on the bulletin board located at City of Eden City Hall on or before April 14, 2023 by 5:00 pm.

Laura Beeson, City Administrator

All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (325) 869-2211.



Eden Economic Development

120 Paint Rock St.

P.O. Box 1182 Eden, Tx 76837

TO: Eden City Council Members and the Eden Zoning Committee

From: Brent Frazier President Eden Economic Development

It is with great enthusiasm that the Eden Economic Development board present this application for a change in zoning for our property at 4 East Bryan St. in the City of Eden. A perspective buyer for the property has come forward with a proposal to bring much needed affordable housing to Eden, by converting the old Methodist Church into apartment style residences. This plan includes maintaining the exterior of the building as is and adding multiple 2 story residences on the interior of the building.

We submit this application and letter with the hope of bringing a great project forward that will hopefully encourage the Economic growth in Eden by allowing our City to become more marketable for prospective business to relocate in our great community.

Respectfully,


Brent Frazier

4/12/2023

Eden Economic Development Board President

**APPLICATION FOR CHANGE OR AMENDMENT UNDER SECTION 20
OF THE ZONING ORDINANCE OF THE CITY OF EDEN, TEXAS**

1. Name, address and telephone of Applicant: Eden Economic
Development Corporation 325-454-6447
2. Street address and legal description of property ("Property") for which change or amendment is sought: 9 E Bryan St, Eden United Methodist Church
.733 Acres Lot 3 BLK 4 Driskill Addn
3. Name, address of owner ("Owner") of Property as shown on tax roles of the Concho County Appraisal District: Eden Economic Development Corporation
P.O. Box 1182 Eden Tx 76837
4. Telephone number of person identified in #3 above: 325-454-6447
5. Description of change or amendment requested: Change from single
family residential to multi-family residential
6. Reason change or amendment requested: Sale of property to be
converted into apartment style residences to promote growth in Eden.
7. If Applicant is not Owner, authority under which Applicant signs this application:
N/A

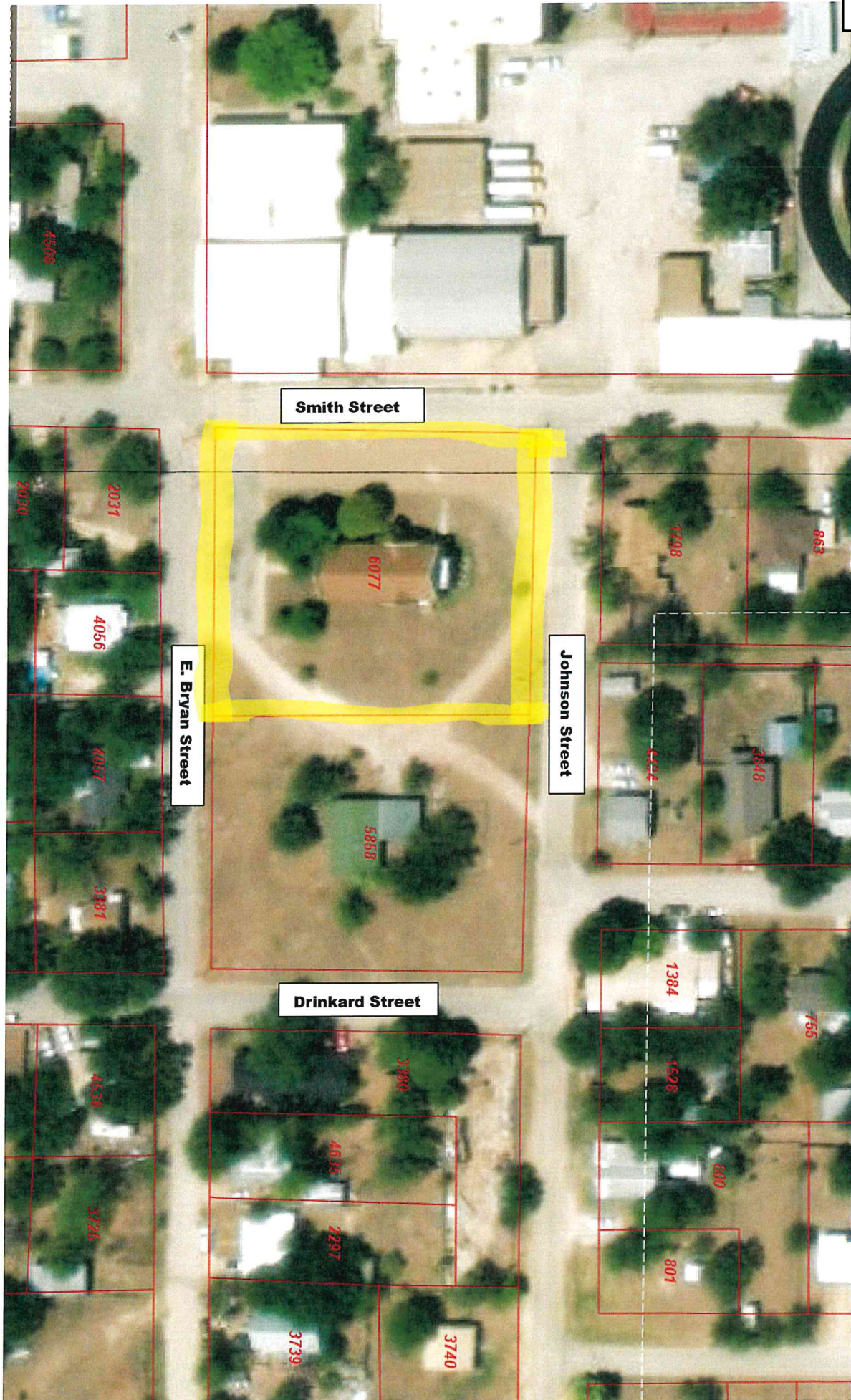
No further action on this application will be taken unless and until all fees required by the City in this matter are paid in full.

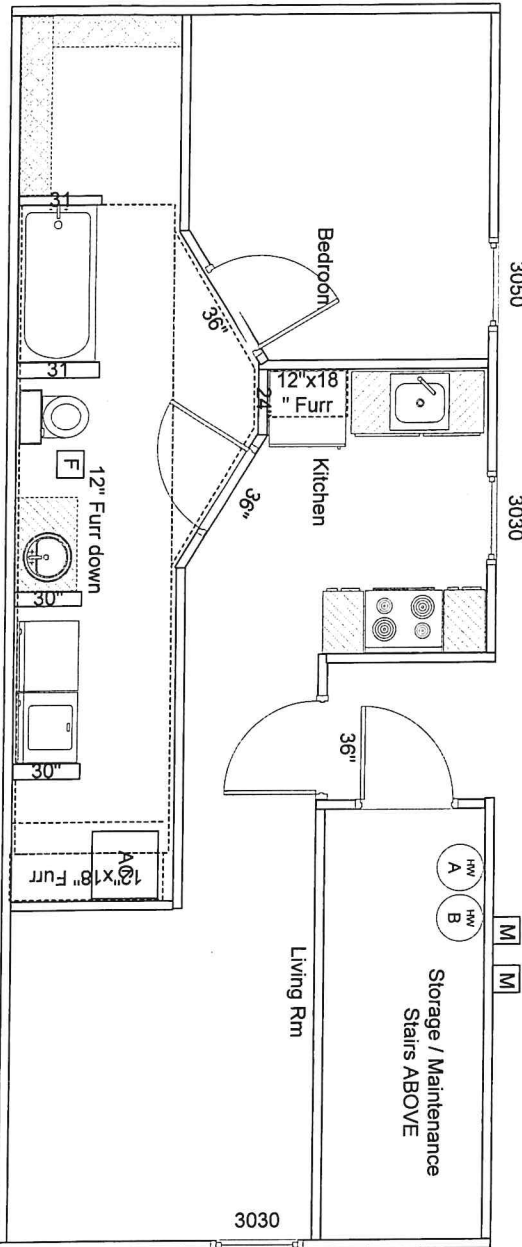
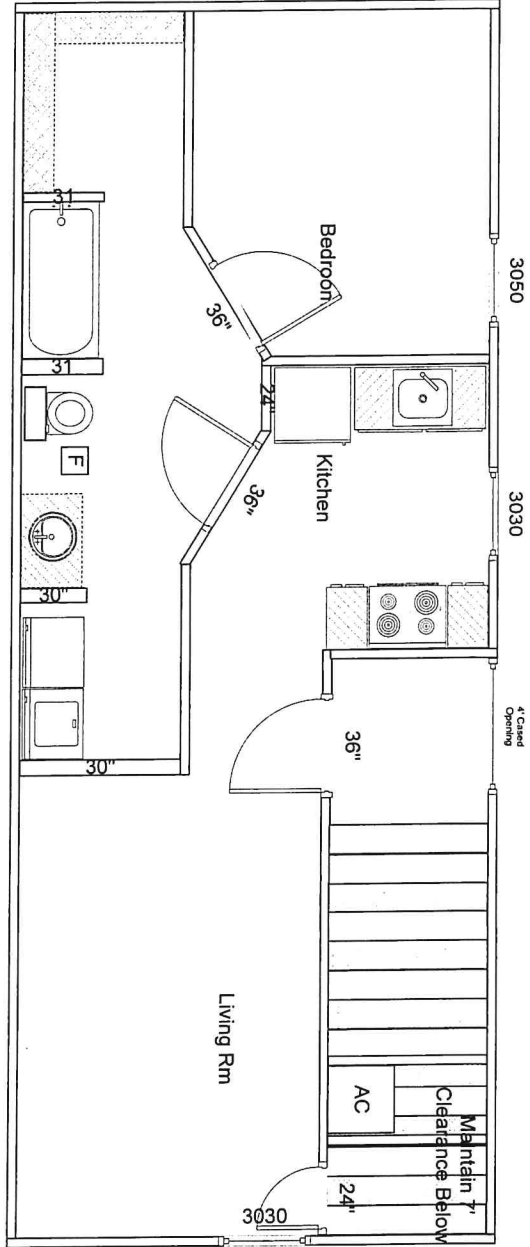
This application will be referred to the Planning and Zoning Commission ("PZC") of the City. The PZC will conduct a public hearing on this matter, and make a recommendation to the City Council regarding further action. The City Council, after its receipt of the PZC recommendation, will conduct a public hearing on the application, and then decide the issues raised in the application. In most cases, it will take at least 60 days from submission to obtain a final decision on this application. Failure to attend and present your case at any public hearing or duly noticed meeting of either the PZC or the City Council at which this application is considered, may be, at the option of the City Council, grounds for denial of the request made in this application.

Applicant requests the changes and/or amendments as set forth above.

Bt J
Signature of Applicant

4/12/2023
Date of Signature:





General Notes

- 1) A wet system installed per NFPA130.
- 2) Hangers installed per NFPA standards.
- 3) Above ground sprinkler piping and fittings per listed Blazemaster specifications
- 4) Residential areas are designed with 18x16 pattern
- 5) Minimum 9' Head Spacing

Water Source Information

- Utility Distribution Rm:
- 6" Main COSA
- 2" water meter in Utility distribution Room
- 2" Distribution Header with 1" PVC Supply line 80' maximum for each dwelling unit.

Dwelling Unit:

- 1" Blazemaster Orange CPVC distribution piping inside each unit

Static Pressure = 75 PSI

1" Flow Pressure = 57 PSI

Q = 17.1 K

Q = GPM Available

P = PSI (57)

K = Factor of Sprinkler Head

N₅₇ = 7.55

Q = 7.55 * 4.9 = 36.995 GPM Available

Dwelling Unit Area

10 - Globe GL4906 (Pendant) K-4.9

Pendant Spacing 16x16'

2 Pendant (2*13GPM=26GPM) Min. Required

SIN	STYLE	MAX AREA OF COVERAGE (FEET ²)	MINIMUM FLOW (GPM) (at 1.0 MPa)	MINIMUM FLOW (GPM) (at 1.0 MPa)
GL4906	THE INCH ADJUSTABLE CONCEALED PENDANT	12 (0.7) x 12 (3.7)	7 (0.48)	13 (49)
		14 (4.3) x 14 (4.3)	7 (0.48)	13 (49)
		16 (4.9) x 16 (4.9)	7 (0.48)	13 (49)
		18 (5.3) x 18 (5.3)	12 (1.43)	17 (64)
		20 (6.1) x 20 (6.1)	16.7 (1.19)	20 (76)

Dwelling Unit Area

9 - Globe GL4906 (Pendant) K-4.9

Pendant Spacing 16x16'

2 Pendant (2*13GPM=26GPM) Min. Required



WARNING

Do not remove this sign. This sign is to be placed on the exterior of the building. It is to be used to warn the public of the presence of a fire alarm pull station. It is to be used to warn the public of the presence of a fire alarm pull station. It is to be used to warn the public of the presence of a fire alarm pull station.

10/12/2020

Rev D

Scale:

1/4" = 1'

One Bedroom

Floor Plans

FP-1

Mickey Favre
Duplex Units
San Angelo, Texas 76904

Mickey Favre Design
San Angelo Texas
325-656-8275

City of Eden Administrator

From: Brent Frazier <brent.frazier@conchosherriff.com>
Sent: Wednesday, April 12, 2023 8:09 AM
To: Kit Hall; Ben Borrego; City of Eden Administrator; Julie Jones; Cecil Kelley; drdayln@hotmail.com
Subject: Fwd: Eden United Methodist Church Atlas Number 5095012350

Here is the response I got from the Historical Commission

----- Forwarded message -----

From: Trisha Norton <Trisha.Norton@thc.texas.gov>
Date: Wed, Apr 12, 2023 at 7:56 AM
Subject: RE: Eden United Methodist Church Atlas Number 5095012350
To: Brent Frazier <brent.frazier@conchosherriff.com>

Good morning,

The historical marker at the Eden United Methodist Church is a subject marker, which is more educational/informational and holds no historical designations over the property. There are no restrictions on the purchase/sale of the property. The only caveat is that the marker cannot be removed or relocated without written permission from the Texas Historical Commission.

If you have any questions, please let me know.

Trisha Norton



Trisha Norton

Office Manager/Historical Markers Program Specialist
 History Programs Division
 P.O. Box 12276, Austin, Texas 78711-2276
 Phone: +1 512 463 6063
 Fax: +1 512 475 3122

thc.texas.gov



From: Brent Frazier <brent.frazier@conchosherriff.com>
Sent: Tuesday, April 11, 2023 12:21 PM
To: history <history@thc.texas.gov>
Subject: Eden United Methodist Church Atlas Number 5095012350

CAUTION: External Email – This email originated from outside the THC email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon, I am the current Eden Economic Development Board President, and we have a party interested in purchasing this property that we now own. Our question is that since it has been dedicated as a historic site are there any restrictions on the purchase/sale of the property? The interested party wishes to keep the exterior of the church as is but plans to convert the interior into apartments. Any information you can provide would be greatly appreciated.

Thank you

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Chief Deputy Brent Frazier
Concho County Sheriff's Office
P.O. Box 67 Paint Rock, Tx 76866
Office 325-869-2222
Cell 325-456-6447

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Concho County Sheriff's Office
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Solid Waste Contract - Republic Services

Republic Services
New Contract from
10/1/13 to 9/30/18

Second Extension -
3-Year - from
10/1/20 to 9/30/23

First Extension -
5-Year - from
10/1/15 to
9/30/20

Proposed Additional
5-Year Extension
from 10/1/23 to
9/30/28

Original Contract

- 5 Year Term (10/1/13 to 9/30/18)
- Exclusive Territory
- Yearly Rate Increase
- based on cost of operations

First Extension - 5-Year

- 5 Year Term (10/1/15 to 9/30/20)
- Exclusive Territory
- Yearly Rate Increase
-3% per year

Second Extension - 3-Year

- 3 Year Term (10/1/20 to 9/30/23)
- Exclusive Territory
- Yearly Rate Increase
-3% per year

Proposed Third Extension - 5-Year

- 5 Year Term (10/1/23 to 9/30/28)
- Exclusive Territory
- No Rate Increase for 1st two years
- Rate Increase of 3% per year for years 3-5



1422 Hughes Street San Angelo, TX 76903
o 325.481.7700 f 325.481.7776 republicservices.com

April 3rd, 2023

Mayor and City Council
CITY OF EDEN
PO Box 506
Eden, TX 79508-0506

Regarding: Extension to Contract

Honorable Mayor and City Council:

Republic Waste Services of Texas, Ltd, dba Republic Services of San Angelo, Texas (Republic) is pleased to offer the City of Eden a 5year extension to the current Solid Waste Collection contract with the City.

Accordingly, it is proposed that effective on and after October 1, 2023, through September 30, 2025, no price increases will be requested by Republic Services. Each year thereafter through 2028, all rates to the City are changed to reflect an annual price increase at a fixed 3% rate increase as shown on the attached Exhibit A. Upon review, please sign two copies of the contract extension and return to our letterhead address at your earliest convenience.

If you have any questions regarding this matter, please do not hesitate to call. We appreciate the opportunity to serve the City of Eden and look forward to a mutually beneficial relationship for many years to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Spano", written over a horizontal line.

Joe Spano
Municipal Services Manager

HISTORIC TEXAS CEMETERY REQUEST FOR DESIGNATION

Review the Guidelines & Instructions document and the “how-to” webinar at www.thc.texas.gov/htc before completing this form.

IDENTIFYING INFORMATION

Primary Name of Cemetery: _____ Also known as: _____

THC Cemetery ID or Atlas #, if known: _____

Person completing this form: _____ Date: _____

Mailing Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Affiliation with cemetery: _____

LOCATION

County: _____ City, town, or community (or the nearest one): _____

Cemetery address, if known: _____

Original Survey Name and Abstract Number: _____

Latitude, Longitude (use decimal degrees format, e.g. 30.123456, -95.123456): _____

Driving directions to cemetery from the nearest town: _____

CEMETERY ASSOCIATION OR TRUSTEESHIP

Is the cemetery ☐ Public or ☐ Private?

Name of cemetery association, organization, political entity, or religious institution that oversees the cemetery:

Mailing address: _____

Name and title of organization's primary contact person: _____

Association's meeting dates, if applicable (e.g., annually in October): _____

DEED REFERENCES (See Instructions & Guidelines for additional information and tips to guide your research.)

List the volume, page, and filing date for the earliest deed to specifically reference the cemetery and any later deeds that add (or subtract) acreage to the cemetery. **Attach copies.** Do not enter “see attached.” Do not leave blank—if you found none, explain how and where you searched.

OWNERSHIP OF LAND ADJACENT TO CEMETERY

List all property owners who share a common boundary with the cemetery; they will be notified of this designation request by mail. Do not include owners located across a public street.
Required: Attach a current parcel or plat map from the county appraisal district that illustrates the location of these property owners in relation to the cemetery.

Provide name and mailing address. *Example: John Doe, PO Box 123, Post Oak, TX 77777*

- Adjacent Owner No. 1:
- Adjacent Owner No. 2:
- Adjacent Owner No. 3:
- Adjacent Owner No. 4:
- Adjacent Owner No. 5:
- Adjacent Owner No. 6:

If more than 6 adjacent owners, continue on a separate page.

EXISTING THC HISTORICAL MARKERS

Provide the title and date of each Official Texas Historical Marker marker within the cemetery.

SURROUNDING LAND USE (check all that apply)

- ☐ Urban setting ☐ Suburban setting ☐ Rural setting ☐ Agricultural ☐ Game/nature preserve
- ☐ Transitional ☐ Industrial ☐ Encroachment ☐ Other: _____

CEMETERY ACCESS (check all that apply)

- ☐ Direct access to public road ☐ Must cross private property to access
- Is the cemetery reached primarily by driving or do you have to walk to it? ☐ Walk ☐ Drive
- Limitations to access, if any: _____

IDENTIFIABLE CULTURAL HERITAGE (check all that apply)

- ☐ African American ☐ Asian ☐ European ☐ Hispanic ☐ Jewish ☐ Middle Eastern
- ☐ Native American ☐ Other: _____
- Language on stones: _____ Any other cultural information: _____

IDENTIFIABLE RELIGIOUS HERITAGE (check all that apply)

- ☐ Catholic ☐ Islamic ☐ Jewish ☐ Protestant ☐ Other: _____
- Source/evidence: _____

LANDSCAPING

Identify cultural and naturally occurring plants. Include names of identifiable trees, shrubs, and ground cover.

Cultural plants (planted deliberately): _____

Natural plants: _____

PERIMETER

Required: Attach a sketch map that illustrates dimensions and features as described in the Instructions & Guidelines.

Measured dimensions of cemetery: _____ x _____ feet ☐ Irregular shape Acreage: _____ acres

Do the on-the-ground measurements given above match those given in the deed description? ☐ Yes ☐ No

Explain: _____

Is the cemetery enclosed by a fence? ☐ Fully fenced ☐ Partially fenced ☐ No fence

If known, approximate year (decade) in which fence was installed: _____

Perimeter fence materials (check all that apply): ☐ No fence ☐ Chain link ☐ Cast/wrought iron
☐ Barbed wire ☐ Woven wire ☐ Brick ☐ Stone ☐ Wood ☐ Other: _____

If not fully fenced, is the perimeter of the cemetery property defined by any of the following:

☐ Cultivated fields ☐ Trimmed grass ☐ Roads ☐ Tree/brush line ☐ Body of water
☐ Hedgerow (deliberately planted) ☐ Vacant land ☐ Other: _____

AGE AND CONTEXT

Date of oldest burial: _____ Date of most recent burial: _____ Cemetery still active? ☐ Yes ☐ No

Approximate number of graves: _____

☐ Unmarked graves ☐ Marked graves, no dates ☐ Marked, dated graves

☐ Original associated cultural context (such as community, church, family homestead, etc.): _____

☐ Subsequent community established around cemetery site? Explain: _____

☐ Original geographic context removed (cemetery now in road right-of-way, parking lot, etc.)? Explain: _____

☐ Cemetery relocated from original site? Explain, include source of info: _____

☐ Burial Records Exist ☐ Gravestones have been inventoried ☐ Location of inventory: _____

CEMETERY CONDITION (check all that apply)

☐ Evidence of cemetery above ground ☐ Graves not readily visible ☐ Grave depressions

☐ Maintained ☐ Overgrown ☐ No obvious evidence of maintenance ☐ Select sections maintained

☐ Trash/dumping ground ☐ Vandalized

☐ Leaning stones ☐ Fallen stones ☐ Missing features ☐ Evidence of gravestone repairs

GRAVESTONE MATERIALS (check all that apply)

☐ Cast iron ☐ Ceramic photographs ☐ Concrete ☐ Fieldstone ☐ Funeral company marker

☐ Granite ☐ Limestone ☐ Marble ☐ Sandstone ☐ Resin/plastic ☐ Steel ☐ Structural glass

☐ Tile ☐ Wood ☐ Zinc ☐ Other: _____

CEMETERY FEATURES OVERVIEW

Section 3, Item C.

Cemetery sign: ☐ Yes ☐ No

Text on sign: _____

Location of sign: ☐ at the cemetery ☐ on the road ☐ on gate ☐ on fence ☐ on post

Entry gate: ☐ Yes ☐ No Manufacturer, if known: _____

Drivable cemetery roads: ☐ None ☐ Dirt ☐ Brick ☐ Gravel ☐ Paved ☐ Cobblestone
☐ Grass ☐ Other: _____

Walkways and paths: ☐ None ☐ Dirt ☐ Brick ☐ Gravel ☐ Paved ☐ Cobblestone
☐ Grass ☐ Other: _____

Fenced plots: (meaning fences which surround individual graves or a family/group plot.)

☐ None ☐ Individual graves, number: _____ ☐ Family plots, number: _____

Fence materials: ☐ N/A ☐ Barbed wire ☐ Brick ☐ Cast/wrought iron ☐ Chain link
☐ Woven wire ☐ Stone ☐ Wood ☐ Other: _____

Curbing: (a low rim of building material found around an individual plot or a larger grouping of graves)

☐ None ☐ Cut stone ☐ Concrete ☐ Brick ☐ Other: _____

Grave decoration: ☐ Shells ☐ Gravel ☐ Scraped earth ☐ Floral ☐ Other: _____

Terracing/retaining walls: ☐ Yes ☐ No

Segregated burials: ☐ None ☐ Family ☐ Race ☐ Religion ☐ Fraternal order ☐ Nationality
☐ Pauper ☐ Babies ☐ Institutional ☐ Other: _____

Cemetery features: ☐ Benches ☐ Flagpole ☐ Folk decorations ☐ Fountains ☐ Grave houses
☐ Grave shrines ☐ Grave slabs ☐ Handcrafted/local castings ☐ Cairns ☐ Mausoleums/vaults
☐ Obelisks ☐ Original statuary ☐ Outhouse ☐ Tabernacle ☐ Structures or out buildings
☐ Unique stone carving ☐ Urns ☐ Water Well or pump ☐ Other: _____
☐ Statuary or gravemarkers signed by an artist; name: _____

VETERAN GRAVES

☐ American Revolution ☐ War of 1812 ☐ Texas Revolution ☐ U.S.-Mexico War ☐ Civil War
☐ Indian Wars ☐ Spanish American War ☐ World War I ☐ World War II ☐ Korean War
☐ Vietnam War ☐ Gulf War ☐ Afghanistan ☐ Iraq ☐ Conflict Not Identified
☐ Other: _____

HISTORICAL BACKGROUND

Provide a brief narrative history of the cemetery that answers at least the following questions: How and when did the cemetery start? How did it get its name(s)? Was it associated with a particular person, family, community, or church? Who first owned the land surrounding the cemetery? Who donated the land? Were additions of land or improvements made to the cemetery? If so, when did they occur? If no longer an active cemetery, why not? If there is a cemetery association, when did it begin? Is it still active? Are there historically significant people buried there? Provide any additional details to help establish the cemetery’s historical significance and its development over time. See the [Guidelines & Instructions](#) document for additional tips. You may submit this as a separate document if you prefer.

Click or tap here to enter text.

List bibliographic references (the sources you consulted to write your narrative):

Click or tap here to enter text.

PHOTO DOCUMENTATION LOG

At least five current photographs of the cemetery are **required—one of the entrance and one from each corner looking toward the center**. Submit no more than five additional photos of outstanding or significant features. Note the location/view of photos on your site plan/sketch map. See Guidelines & Instructions document for more information.

Photographer	Date	Photo Number/File Name	Description
John Doe	05-03-2022	Photo 1/ SmithCemetery_01.jpg	From the entry, looking north

APPLICATION SUBMITTAL CHECKLIST

Section 3, Item C.

(refer to [Guidelines & Instructions document](#) for detailed requirements for each item)

Review your application packet carefully. Incomplete submissions may be returned to the applicant.

- ☐ HTC “Request for Designation” application form, including narrative history, bibliography and photo log
- ☐ Attachment 1: Copies of deeds
- ☐ Attachment 2: Photographs (one of entry and one from each corner are required)
- ☐ Attachment 3: Site plan/sketch map with all required annotations
- ☐ Attachment 4: Property ownership/parcel map obtained from appraisal district or tax office
- ☐ Attachment 5: Location map (not required if the cemetery is accurately mapped in the THC’s [Historic Sites Atlas](#))
- ☐ Attachment 6: \$25 application fee – see payment instructions below
- ☐ Optional Attachment: Professional survey map and/or field notes (not required, but submit if available)

SUBMIT THE APPLICATION PACKET

There are no deadlines for the Historic Texas Cemetery designation. Applications are accepted year-round.

The THC prefers electronic submission of HTC applications and attachments, either by email or on a CD or USB flash drive. Electronic submissions reduce processing times and aid accurate data entry. Hard copies are accepted but not encouraged.

Email all application components as attachments to: htc@thc.texas.gov. Include the cemetery name, county, and “HTC application” in the subject line.

Mail all other materials, such as application hardcopies, CDs or USB drives to:
Texas Historical Commission
History Programs Division
PO Box 12276
Austin, TX 78711-2276

Application fee of \$25 can be submitted by check or money order to the address above. Make payable to the Texas Historical Commission. On the memo line, write: HTC application fee for [Name] Cemetery, [Name] County. If you require an invoice in advance of payment, please request it via htc@thc.texas.gov.

For assistance with this application, contact THC’s Cemetery Preservation Program staff at htc@thc.texas.gov or 512.463.5853. Also consider reviewing the “how-to-apply” webinar posted at www.thc.texas.gov/htc.



HISTORIC TEXAS CEMETERY REQUEST FOR DESIGNATION GUIDELINES & INSTRUCTIONS

The Texas Historical Commission (THC) is the state agency for historic preservation, responsible for identifying, protecting and interpreting our historic resources. The THC works with interested citizens, county historical commissions, and heritage groups to preserve our historic resources, including cemeteries. The Historic Texas Cemetery (HTC) designation [policies](#) are adopted as Commission rules in the Texas Administrative Code, Title 13, Chapter 22, Section 22.6.

This document explains the criteria, research methods, and documentation necessary to apply for an HTC designation. A “how-to” webinar with supplemental instruction is posted at www.thc.texas.gov/htc. Follow the instructions closely. **Inadequate applications may be returned to the applicant.**

CRITERIA FOR DESIGNATION

To be considered for HTC designation, a cemetery must be at least 50 years old and deemed worthy of recognition for its historical associations. For the purposes of the HTC designation, the THC defines an eligible cemetery as a secure burial place of human remains, including single graves. Collections or scatterings of ashes, unless associated with a columbarium within an established graveyard, do not constitute a cemetery eligible for the HTC designation. The burden of proof of the existence of the cemetery is on the applicant.

Anyone may submit a Request for Designation application. Applications are accepted year-round. The THC will provide copies of the application to the local county historical commission for their reference.

HTC DESIGNATION IS NOT A HISTORICAL MARKER

The HTC designation process does not result in a historical marker for the cemetery, although it is a prerequisite. The designation process is separate from the Official Texas Historical Marker process. A separate application is required for a marker and additional conditions must be met. The HTC designation process must be completed by the time of application for the historical marker.

For detailed information on the requirements for each program, visit the Texas Historical Commission’s website at www.thc.texas.gov/markers or contact your local county historical commission.

COMPLETING THE HTC REQUEST FOR DESIGNATION

The following information will guide preparation of the application form and all required attachments. A sample application packet is available for reference on the agency’s website.

Request for Designation Application Form, including a Narrative History with Bibliography

The application form is available on the THC website at: www.thc.texas.gov/htc as a Word document or as a PDF. Applicants are strongly encouraged to complete the form electronically since this reduces processing times and aids accurate data entry.

The application requires broad research into the cemetery’s history using a variety of resources, including deeds. It also requires at least one site visit to the cemetery to inventory the cemetery’s features, measure its boundaries, assess its condition, sketch out a site plan, and take photographs. Applicants must also obtain information on ownership of surrounding property from the county’s appraisal district or tax office.

The narrative history of the cemetery should include information regarding land ownership; date of establishment; origin of the cemetery name; historical association with a family, community, or church; cemetery development and growth; and current activity. The local history section of your public library may have valuable information. Many County Historical Commissions or individual researchers have inventoried historic cemeteries in Texas counties. These inventories are a good place to start. **Include at least the following in the application's narrative history:**

- How and when did the cemetery start?
- How did it get its name(s)? Was it associated with a person, family, community, or church?
- Who first owned the land surrounding the cemetery? Who donated the land?
- If no longer active, why not? When was the last burial?
- Are there historically significant people buried there?
- If there is a cemetery association, when did it begin? Is it still active?
- Were additions of land or improvements made to the cemetery? If so, when did they occur?
- Provide any additional details to help establish the cemetery's historical significance and its development over time.

A bibliography must also be provided. Include all the resources you consulted to write your narrative.

Attachment 1: Deeds

Deed records are a critical source for helping understand a cemetery's history. Deeds give important clues about the age of a cemetery, its location, its size, its trustees, etc.

Property deeds are typically located at the county clerk's office. Depending on how much you already know about the cemetery's history, including who originally gave the land and when, you might be able to easily locate the original deed and search forward from there. In other instances, you may need to start with the current property owner (or surrounding or adjacent owners) and work backward. Sometimes there is a deed specifically for the cemetery. Often, though, the cemetery is referenced in a deed for a larger, surrounding piece of property. Be thorough in your search. It's common to discover that the reference to a cemetery was dropped off a property's description when it changed ownership at some point in the past.

Ideally you'll locate the deed in which the land was first given (or bought) for use as a cemetery, along with any other deeds that add (or subtract) acreage. **On page 1 of the application form, list the volume, page, and filing date of each deed that specifically references the cemetery. Attach copies of each deed to your application. Highlight or otherwise mark each reference to the cemetery.** Pay special attention to the physical description of the cemetery's dimensions or size, if given, and be ready to explain any differences between the deed record and the actual size today. Do not include any deeds that do not specifically reference the cemetery.

Many cemeteries were never reflected in deed records. If your search reveals no deed references, enter "none found" in the form and describe where and how you conducted your search. The expectation is that you search the deed records from the current property owner(s) to as far back as at least the first known burial.

Attachment 2: Photographs

THC encourages comprehensive photo documentation of all cemeteries. For the purposes of the HTC designation, however, submit no more than ten photos that provide general views and selected outstanding features. **At least five photographs of the cemetery are required—one of the entrance (this may include the gate, signs, or the most common entrance) and one from each corner of the cemetery looking toward the center.** Also include any other characteristic or important features. Try not to include people or vehicles. Submit no more than ten photos.

Create a log of your photos on the last page of the application form. Provide the direction and description of the view and any other important information. Map the location of each photo on your site plan/sketch map (see Attachment 3, below) by placing the number of each photo with an arrow indicating the direction of the view.

THC prefers full color digital image files, submitted as email attachments, on a CD, or on a USB flash drive. Accepted formats include jpegs and tiffs. If possible, each image file should be sized under 2MB. The file name should identify the cemetery and the photo number. For example: SmithCemetery_01.jpeg. These must match the names used on your photo log on the last page of the application form.

Printed photos are allowed, but not encouraged. Do not mount or sleeve your photos. Simply place the loose photos in an envelope. Number the photos with a photo-safe pen on the back, lower right corner. Include only the photo number; any additional information should be included on the photo log on Page 5 of the application form.

Attachment 3: Site Plan/Sketch Map

Submit an annotated site plan of the cemetery to record important features. This can be a sketch map drawn by hand or one created electronically. A sample site plan/sketch map is available at www.thc.texas.gov/htc. **The drawing MUST include:**

- A north arrow.
- Dimensions, measured in feet - clearly indicate the dimensions of the cemetery's property boundaries, as well as the dimensions of fenced perimeter, if different. Be aware that existing fences may not necessarily indicate the extent of a cemetery. Burials may be located outside the fenced perimeter. If you suspect or have evidence of burials extending beyond the fenced portion of the cemetery, make note of it on the map.
- Road names or access routes to the cemetery.
- Elements such as fencing, trees, landscaping, prominent gravestones, flagpoles, memorials, structures, entryways, internal roads, walkways, and any other highly significant features worthy of note.
- Adjacent landowner(s) name(s).
- The location of your photos and the view (indicated with an arrow).

THC encourages individuals or organizations to thoroughly document the cemetery, including an inventory of each gravemarker and all landscape features. This level of documentation is not required for the purposes of the designation application, but should be considered a priority in the long-term preservation plan for the cemetery.

If a survey exists for the cemetery (such as one prepared by a Registered Professional Land Surveyor), please submit a copy in addition to your site plan. You may also choose to use the survey as the base for your site plan. If the survey is recorded in the county's Official Public Records, please provide the volume, page, and recording date.

Attachment 4: Property Ownership Map – from Appraisal District or Tax Office

Submit a current parcel or plat map that demonstrates current ownership of the land containing the cemetery and any adjacent owners who share a common property line with the cemetery. These maps are available from your county appraisal district or tax office. **If the cemetery does not show up on the map, you'll need to draw it in to demonstrate the relationship of the cemetery's boundaries with those of the surrounding property owners.** (We also encourage you to ask the appraisal district to make note of the cemetery on its maps in the future.)

Some counties make these maps available on their websites, but the data is not always up-to-date or accurate. You may need to confirm the information at the office itself. Proper identification of the adjacent land owners is important because the THC is required to notify them about the pending designation. **The designation could be at risk if a landowner is incorrectly identified or not notified.**

Attachment 5: Location Map

Include a county map, Google map (or similar), or hand-drawn map that clearly shows the location of the cemetery in relation to the closest community or intersection of two major roads or other landmark. If the cemetery does not appear on standard maps, make sure your map includes as many details as possible to help THC staff locate the cemetery using standard maps and aerial imagery (such as Google Earth). **You may omit this attachment if the cemetery location is accurately mapped in THC's [Historic Sites Atlas](#).**

Attachment 6: Application Fee

Submit a check or money order for \$25 made out to the Texas Historical Commission. On the memo line, write: HTC Application fee for [name] Cemetery, [name] County. If you are submitting all components of the application electronically via email, make sure to send your application fee by mail with a memo stating its purpose, or print out the first page of the Request for Designation application form to include in the mailing.

SUBMIT THE APPLICATION PACKET

The last page of the application contains an Application Submittal Checklist. Please review your application packet carefully. **Incomplete submissions may be returned to the applicant.**

The THC prefers electronic submission of HTC applications and attachments, either by email or on a CD or USB flash drive. Electronic submissions reduce processing times and aid accurate data entry. Hard copies are accepted but not encouraged. Submit application and all other required components as attachments via email to: htc@thc.texas.gov. Include the cemetery name, county, and "HTC application" in the subject line.

Mail all other materials to:

Texas Historical Commission
History Programs Division
PO Box 12276
Austin, TX 78711-2276

WHAT HAPPENS NEXT

THC staff reviews the Request for Designation packet. If the packet is complete and the cemetery is deemed eligible for the designation, THC staff will prepare a draft document known as Exhibit A and send it to the applicant for review and approval. This document contains a detailed map and description of the cemetery's location and boundaries; it also identifies the adjacent landowners.

Once the applicant reviews and approves the draft Exhibit A, THC sends notification of the designation request to the trustee of the cemetery, the owner of land containing the cemetery and/or any landowners who share a common property line with the cemetery. No response is required to this notification. The chair of the local county historical commission is also copied on all correspondence and provided a copy of the application.

Once all adjacent landowners have been notified and any issues regarding the Exhibit A have been resolved, the THC will send a Declaration of Dedication for Cemetery Purposes, including Exhibit A, to the applicant with instructions on how to file it at the county clerk's office. The cemetery will be officially recognized as a Historic Texas Cemetery when the applicant forwards to THC a copy of the recorded Declaration of Dedication and exhibits which include the filing date and recording data. The completed designation is recognized with a certificate.

QUESTIONS?

For assistance, contact THC's Cemetery Preservation Program staff at htc@thc.texas.gov or 512.463.5853.

Consider watching the "how-to-apply" webinar posted at www.thc.texas.gov/htc.

Standards for Preservation of Historic Cemeteries

The following standards are adapted from the Secretary of the Interior's Standards for the Treatment of Historic Properties:

1. Identify and inventory all features, materials, spaces, and spatial relationships that are important in defining the historic character of the cemetery. Features can include gravemarkers, sculpture, grave decorations, curbing, fences, walks, roads, lights, benches, fountains, pools, land forms (terracing, berms, grading), and vegetation (trees, shrubs, other historic plant material).
2. Preserve distinguishing original qualities that reflect the integrity of the cemetery. Avoid removing or altering any historic material or distinctive landscape features.
3. Historic structures contribute to the cultural landscape of a cemetery.
4. Recognize that landscape features are products of their own time. Alterations that have no historic basis and that seek to create an earlier appearance should be discouraged.
5. Recognize that changes over time are evidence of the history and development of the cemetery. These changes may have acquired significance in their own right, and this significance should be respected.
6. Repair, rather than replace, deteriorated cemetery features when feasible. If replacement is necessary, match the material being replaced with similar composition, design, color, texture, and other visual qualities. Replacement of missing features should be substantiated by historical, physical, or pictorial evidence rather than by relying on conjectural designs or on elements copied from other cemeteries.
7. Use the gentlest means possible to clean the surfaces of features in the cemetery. Avoid sandblasting and harsh chemicals that will damage historic materials.
8. Plan new construction so it will not destroy the historic character of the site. Differentiate new elements from the old, but ensure they are compatible with the general massing, size, and scale in order to protect the historic integrity.
9. Make every reasonable effort to protect and preserve cemetery features, including unmarked graves affected by or adjacent to any proposed work. Contact the History Programs Division at 512-463-5853 if you have concerns about the likelihood of unmarked graves or encounter evidence of disturbed graves during the course of your cemetery preservation project.

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HISTORIC SITES ATLAS

The Atlas features nearly 300,000 site records, including markers, historic places, courthouses, cemeteries, museums, and sawmills across the state.

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