

# Wylie Historic Review Commission Regular Meeting

April 28, 2022 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



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## CALL TO ORDER

## INVOCATION & PLEDGE OF ALLEGIANCE

## COMMENTS ON NON-AGENDA ITEMS

*Any member of the public may address Commission regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Commission requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Commission is not allowed to converse, deliberate or take action on any matter presented during citizen participation.*

## CONSENT AGENDA

*All matters listed under the Consent Agenda are considered to be routine by the Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

A. Consider, and act upon, the approval of the Minutes from March 24, 2022 Regular Meeting.

## WORK SESSION

WS1. Discuss and Review the Landmark Designation process.

## RECONVENE INTO REGULAR SESSION

## ADJOURNMENT

## CERTIFICATION

I certify that this Notice of Meeting was posted on April 22, 2022 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

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Stephanie Storm, City Secretary

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Date Notice Removed

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Commission should determine that a closed or executive meeting or session of the Commission or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Commission at the date, hour and place given in this notice as the Commission may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.

§ 551.073 – Discussing prospective gift or donation to the City.



# Historic Review Commission

## **AGENDA REPORT**

Department: Planning

Item: A

Prepared By: Mary Bradley

### **Subject**

Consider, and act upon, Minutes from the March 24, 2022 Regular Meeting.

### **Recommendation**

Motion to **approve** as presented.

### **Discussion**

The minutes are attached for your consideration.

# Wylie Historic Review Commission Regular Meeting

March 24, 2022 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



## CALL TO ORDER

Vice Chair Sandra Stone called the meeting to order and announced a quorum was present. Commissioners present: Vice Chair Sandra Stone, Commissioner Allison Stowe, Commissioner Kali Patton, and Commissioner Krisleigh Hoermann. Commissioners Absent: Chair Joe Chandler, Commissioner Melissa Kenfield, and Commissioner Frank Besadesky.

## INVOCATION AND PLEDGE OF ALLEGIANCE

Chair Stone gave the Invocation and led the Pledge of Allegiance.

## COMMENTS ON NON-AGENDA ITEMS

*Any member of the public may address Commission regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Commission requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Commission is not allowed to converse, deliberate or take action on any matter presented during citizen participation.*

No one approached the Commissioners.

## CONSENT AGENDA

*All matters listed under the Consent Agenda are considered to be routine by the Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- A. Consider, and act upon, the approval of the Minutes from January 27, 2022 Regular Meeting.

A motion was made by Commissioner Patton, seconded by Commissioner Hoermann to approve Consent Agenda A as submitted. A vote was taken and carried 4 – 0.

## REGULAR AGENDA

- 1. Consider, and act upon recommendation to City Council regarding window replacement on property located 307 N. Jackson.

### Staff Presentation

Assistant City Manager Ollie addressed the Commissioners stating that the applicant/property owner proposes to remodel the existing residential structure to remove a single window and replace it with a larger double window to match the rest of the house. The proposed renovation will be on the rear of the structure, facing west.

### Board Action

With no questions for the applicant or staff, a motion was made by Commissioner Hoermann, and seconded by Commissioner Stowe to recommend approval as submitted. A vote was taken and carried 4 – 0.

2. Hold a Public Hearing to consider and act upon recommendation to Planning & Zoning Commission and City Council to amend Zoning Ordinance 2015-09, Article 6, Section 6.3 Downtown Historic District.

### Staff Presentation

Assistant City Manager Ollie addressed the Commissioners stating that at the meeting in October, 2021 the Commissioners discussed at length revising Article 6, Section 6.3 Downtown Historic District. Staff proposes the subject section be amended.

Primary changes include:

- Better define substantial renovations and routine maintenance (Sec C.2 & C.3)
- Included a section on the submittal process for landmarks (Sec. C.6)
- Demolition & Relocation section (Sec. E)
- Separated parking standards for residential and non-residential uses (Sec E.4.c & d)
- Accessory structures: eliminated placement of garages behind the rear edge of the main building. (Sec. E.4.b.iii)
- Removed the prohibition of vertical siding (Sec. E.5.f.iv)
- Signage: updated to allow no more than two uprights for pole signs. (Sec. 6.a.i)
- Added a definition for *Mural Signs*. (Sec. 6.l)

### Commissioners Discussion

The Commissioners discussed Section 6.3, E.3. Standards and Guidelines for Demolitions and Relocation, and the need for review of contributing structures being demolished. At the end of the discussion, the Commissioners recommended requiring a letter from a structural engineer providing the reason(s) of an demolition, which shall be reviewed by the city inspector prior to a contributing structure being demolished.

### Public Comments

Chair Stone opened the Public Hearing for Item 2 at 6:15 pm. With no one addressing the Commissioners, Chair Stone closed the Public Hearing for Item 2.

### Board Action

A motion was made by Commissioner Patton and seconded by Commissioner Hoermann, to recommend approval for Item 2 as submitted. A vote was taken and carried 4 – 0.

3. Consider, and act upon a recommendation to the City Council to amend Chapter 58, Article II of the Code of Ordinances on Landmarks.

### Staff Presentation

Assistant City Manager Ollie addressed the Commissioners stating that at its October 28, 2021 meeting, the Commission discussed at length the proposed updates to Chapter 58 of the Code of Ordinances. Staff is proposing amendments to the current ordinance as adopted in 1990 by creating definitions as well as changes to bring the ordinance more in line with established goals of the HRC.

The purpose of designating a local historic landmark is to bring attention to the general public of places of importance and protect the historic resource from inappropriate changes or demolition. In addition, such landmarks will help reinforce the city's mission statement of "*Honoring our past; Embracing our present; Planning our future.*"

### Commissioners Discussion

The Commissioners reviewed the responsibility of the City and asked about incentives. Assistant City Manager Ollie stated that no incentives are in place at this time. However, we will consider tax abatements or other incentives during the upcoming budget discussions. Any abatements or incentives will require Council approval.

Board Action

A motion was made by Commissioner Stowe, and seconded by Commissioner Patton, to recommend approval as submitted for Item 3. A motion was taken and carried 4 – 0.

**ADJOURNMENT**

A motion was made by Commissioner Stowe, and seconded by Commissioner Hoermann, to adjourn the meeting at 6:25 pm. A vote was taken and carried 4 – 0.

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*Sandra Stone, Chair*

**ATTEST**

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*Mary Bradley, Secretary*



# Historic Review Commission

## **AGENDA REPORT**

**Department:** Planning

**Account Code:** \_\_\_\_\_

**Prepared By:** Renae' Ollie

### **Subject**

Work Session to discuss the process for designating local Landmarks.

### **Recommendation**

Discussion

### **Discussion**

### **Financial Summary/Strategic Goals**

Attachments:

1. Landmark Ordinance - DRAFT
2. Landmark Application - DRAFT

## ARTICLE I. - IN GENERAL

**Secs. 58-1 - 58.19. - Reserved**

## ARTICLE II. - LANDMARKS

### **Sec. 58-20. - Definitions.**

**Accessory Structure** means structures which are incidental to, and located on the same lot as a principle building(s) including but not limited to, gazebos, garages, sheds, greenhouses, etc.

**Building** means a structure for the support or shelter of any use or occupancy.

**Certificate Of Appropriateness (COA)** means a permit issued by the historic review commission and the city council granting an applicant approval for the alteration, change, demolition, relocation, excavation, or new construction of contributing site, contributing structure, or landmark for work proposed by an owner or applicant that is subject to this article.

**Contributing Structure** means a building, site, structure, or object that adds to the historic character, or cultural values and possesses historic integrity of the district or area, and because it was constructed during the period of significance, typically at least 50 years old.

**Demolition** means an act or process (notwithstanding acts of God, criminal activity, etc.) which destroys a site or structure in its entirety, or which destroys a part of a site or structure and permanently impairs its structural, historic, or architectural integrity.

**Demolition by Neglect** means allowing a structure, whether intentional or unintentional, to fall into such a state of disrepair that it becomes necessary or desirable to demolish it.

**Demolition Delay** means suspension by the City of Wylie of an application for removal or demolition of a structure.

**Design Standards** means guidelines adopted by the city council defining the requirements that will preserve the historic and architectural character of a structure or a historic district.

**Downtown Historic District (DTH)** means an area as described in Section 6.3 Downtown Historic District (DTH) B. District Boundaries of the city's Zoning Ordinance. The historic district may have within its boundaries contributing, and non-contributing structures.



**Historic Review Commission (HRC)** means the historic review commission of the City of Wylie.

**Historic Landmark (HL)** means a structure, a group of structures, a site, an area, a district, or combination thereof, that has received designation from the Wylie City Council on its own and not as part of the Downtown Historic district. It may or may not also be located within the Downtown Historic district as part of a separate designation.

**Historic Preservation** means the protection, rehabilitation, restoration, or reconstruction of historically significant structures in an effort to preserve the historic character of Wylie.

**Heritage Preservation Plan or Preservation Plan** means a document created by the historic review commission to provide a current inventory of heritage resources, a list of potential heritage resources, and to make policy recommendations to guide heritage preservation activities for the city of Wylie.

**Heritage Resource** means a property or properties designated by the city council as a Historic Landmark (HL) or Downtown Historic district (DTH).

**Maintenance** means any work for which the purpose and effect of which is to correct or protect with least degree of intervention any deterioration or decay of or damage to a structure or property, or any part thereof, and to repair or replace the same, as nearly as may be practicable, to avoid any further deterioration, decay, or damage, using the same materials or those materials available which are as close as practicable to the original and all of which must comply with applicable codes and ordinances. Maintenance does not include a change in design, material, or outward appearance, but does include in-kind repairs or replacements.

**Minor in-kind repairs or replacements** means small-scale repairs or replacements to correct minor problems or damage to the exterior of a structure or building, not including a change in design, material, or outward appearance. Examples that satisfy this definition include, but are not limited to touch up painting, spot replacement of shingles, replacement of a windowpane, caulking, and securing loose boards.

**National Historic Landmark** means a nationally significant historic place designated by the Secretary of the Interior for its exceptional value or quality in illustrating or interpreting the heritage of the United States.

**National Register of Historic Places** means the nation's official list of buildings, districts, and sites, including structures and objects, significant in American history and culture, architecture, archeology, and engineering maintained by the National Park Service and administered on a state-wide basis by the Texas Historical Commission.

**Non-contributing structure** means a structure within a heritage district that was substantially constructed after the district's period of significance and is not an integral part of the historic, archaeological and architectural fabric of the district or the city, or was substantially constructed

within the district's period of significance and does not retain a significant portion of its architectural or design integrity.

**Potential heritage resource** means a property listed in the preservation plan that, according to preliminary research, may have historical, cultural, archeological or architectural importance, either as an individual property or as part of a larger district. A potential heritage resource has not received designation, but has the potential to become designated with further historic research, restoration, or property owner interest.

**Preservation** means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

**Reasonable rate of return** means a reasonable profit or capital appreciation, which may accrue from the use or ownership of a structure or property as the result of an investment or labor.

**Reconstruction** means the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

**Recorded Texas Historical Landmark** means a state designation for buildings important for their historical associations and which have retained a high degree of their original historic fabric, at least fifty (50) years of age, and retained their original exterior appearance.

**Rehabilitation** means the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.

**Relocation** means any change of the location of a structure, object, or material thing in its present setting to another setting.

**Restoration** means the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

**Secretary of the Interior's Standards for Rehabilitation** means the standards established by the Secretary of the Interior for advising federal agencies on the preservation and rehabilitation of historic properties listed or eligible for listing on the National Register of Historic Places.

**State Antiquities Landmark** means a designation made by the Texas Historical Commission and, in the case of privately owned property, with the landowner's permission. This designation can include buildings as well as archeological sites. For a building to be designated as a state archeological landmark, it must first be listed on the National Register of Historic Places.

#### **Sec. 58-21. - Landmark Designation Purpose.**

In accordance with Section 11 of Ordinance 2013-17, and Local Government Code Chapter 211, Section 211.0165 Designation of Historic Landmark, as amended, the municipality shall have the authority to recommend historic landmarks that have local importance. Designating local historic landmarks as Places of Importance brings attention to the general public and protects the historic resource from inappropriate changes or demolition. Such places of importance may be edifices or locations which are distinctive and important elements of the city's cultural, social, economic, political, archeological and architectural history.

(Code 1991, ch. 1, §§ 15.00, 15.01; Code 1997, § 58-31; Code 2005, § 58-21; Ord. No. 90-11, § 1, 8-28-1990)

#### **Sec. 58-22. - City council to designate.**

Designation of city landmarks will be made by the City Council. Designations may be initiated by a property owner, the Wylie Historical Society, the City Council, Planning and Zoning Commission, Historic Review Commission, or city staff. If the property owner does not consent, the designation or inclusion of the owner's property must be approved by a three-fourths vote of the City Council, and the Historic Review Commission.

(Code 1991, ch. 1, § 15.02; Code 1997, § 58-32; Code 2005, § 58-22; Ord. No. 90-11, § 2, 8-28-1990)

#### **Sec. 58-23. - Criteria and Markers.**

1. Criteria. In making such designations as set forth in this article, the City Council and the Historic Review Commission shall consider one or more of the following criteria:
  - a. Character, interest or value as part of the development, heritage or cultural characteristics of the City of Wylie, State of Texas, or the United States;
  - b. Identification with a person or persons who significantly contributed to the culture and development of the City;
  - c. Location as the site of a significant historic event;
  - d. Exemplification of the cultural, economic, social or historical heritage of the City;

- e. Relationship to other distinctive buildings, sites or areas which are eligible for preservation according to a plan based on historical, cultural or architectural motif;
  - f. Unique location of singular physical characteristics representing an established and familiar visual feature of a neighborhood, community or the City;
  - g. Value as an aspect of community sentiment or public pride.
  - h. Detailed recommendation from the Historic Preservation Commission.
2. Markers. Designated landmarks will be awarded markers based on the category of selection.
- a. Historical edifices and similarly small sites shall be designated with a marker detailing the historical significance of the edifice or site.
  - b. Historical zones, areas and residential neighborhoods shall, where possible in cooperation with the parks and recreation department, be provided with a conspicuous and attractive landscaped area with a marker detailing the historical significance of the zone, area or residential neighborhood.

(Code 1991, ch. 1, § 15.03; Code 1997, § 58-33; Code 2005, § 58-23; Ord. No. 90-11, § 3, 8-28-1990)

**Sec. 58-24. - City to take into account all landmarks when making improvements.**

The City Council, when considering normal city improvements such as lighting, pavement or landscaping, shall, where designated historic landmarks exist, make every effort to ensure that such improvements are in keeping with and enhance the appearance of the landmark edifice or site.

(Code 1991, ch. 1, § 15.04; Code 1997, § 58-34; Code 2005, § 58-24; Ord. No. 90-11, § 4, 8-28-1990)

**Sec. 58-25. Ordinary Maintenance.** Nothing in this ordinance should be construed to prevent ordinary maintenance or repair of any exterior architectural feature of a property designated as a landmark or within a historic overlay district. Ordinary maintenance shall be defined as any work that does not constitute a change in design, material, color from a historic palette or outward appearance, and include in-kind replacement or repair.

(Code 1991, ch. 1, § 15.05; Code 1997, § 58-35; Code 2005, § 58-25; Ord. No. 90-11, § 5, 8-28-1990)

**Sec. 58-26. Off-Street Parking and Loading.**

Due to the development nature of property with a Historic Landmark Designation, it is recognized that conventional off-street parking, loading, and development standards required by Section 6.3 of the comprehensive zoning ordinance for individual lots may be difficult to provide. Any uses proposed with a Historic Landmark Designation may present a plan for parking to the Historic Review Commission and or the Planning and Zoning Commission. Upon review, the required Commission may determine different amounts and methods in establishing off-street parking.

(Ord. No. 90-11, § 5, 8-28-1990; Code 1991, ch. 1, § 15.05; Code 1997, § 58-35)



## City of Wylie Historic Building Marker Application

*Submit the completed application to the following address:  
City of Wylie, Planning Department  
300 Country Club Road, Wylie, TX 75098*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **I. Applicant/Agent Information**

Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_  
\_\_\_\_\_

### **II. Owner Information (If different from Applicant)**

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_  
\_\_\_\_\_

### **III. General Building Information**

Name of Building \_\_\_\_\_

Address of Building \_\_\_\_\_  
\_\_\_\_\_

Date of Construction Known \_\_\_\_\_ or Circa \_\_\_\_\_  
(If not known provide approximate date Circa )

Architect/Designer \_\_\_\_\_

Builder/Contractor \_\_\_\_\_

Architectural Period/Style \_\_\_\_\_

# Legal Property Description of Current Location (Lot and Block Numbers)

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Does the building remain on its original site?

☐ Yes

☐ No (specify original location) \_\_\_\_\_

List any known historical facts regarding the structure

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Indicate the original and adapted uses of the building.

## Original Uses

- ☐ Agriculture \_\_\_\_\_
- ☐ Commerce \_\_\_\_\_
- ☐ Education \_\_\_\_\_
- ☐ Government \_\_\_\_\_
- ☐ Healthcare \_\_\_\_\_
- ☐ Industrial \_\_\_\_\_
- ☐ Recreation \_\_\_\_\_
- ☐ Religious \_\_\_\_\_
- ☐ Residential \_\_\_\_\_
- ☐ Social \_\_\_\_\_
- ☐ Transportation \_\_\_\_\_

## Adapted Uses

- ☐ Agriculture \_\_\_\_\_
- ☐ Commerce \_\_\_\_\_
- ☐ Education \_\_\_\_\_
- ☐ Government \_\_\_\_\_
- ☐ Healthcare \_\_\_\_\_
- ☐ Industrial \_\_\_\_\_
- ☐ Recreation \_\_\_\_\_
- ☐ Religious \_\_\_\_\_
- ☐ Residential \_\_\_\_\_
- ☐ Social \_\_\_\_\_
- ☐ Transportation \_\_\_\_\_

## IV. Architectural Description

### A. Physical Characteristics

	Original	Current
Number of stories	_____	_____
Orientation	_____	_____
Floor Plan		
Open plan	<input type="checkbox"/>	<input type="checkbox"/>
L-plan	<input type="checkbox"/>	<input type="checkbox"/>
Modified L-plan	<input type="checkbox"/>	<input type="checkbox"/>
Center passage plan	<input type="checkbox"/>	<input type="checkbox"/>
2-room plan	<input type="checkbox"/>	<input type="checkbox"/>
T-plan	<input type="checkbox"/>	<input type="checkbox"/>
Shotgun plan	<input type="checkbox"/>	<input type="checkbox"/>

Asymmetrical plan	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Roof Type</b>		
Gable	<input type="checkbox"/>	<input type="checkbox"/>
Hipped	<input type="checkbox"/>	<input type="checkbox"/>
Flat with parapet	<input type="checkbox"/>	<input type="checkbox"/>
Gambrel	<input type="checkbox"/>	<input type="checkbox"/>
Mansard	<input type="checkbox"/>	<input type="checkbox"/>
Shed	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**B. Materials** (Please check all that apply)

	Original	Current
<b>Construction</b>		
Frame	<input type="checkbox"/>	<input type="checkbox"/>
Solid Brick	<input type="checkbox"/>	<input type="checkbox"/>
Solid Stone	<input type="checkbox"/>	<input type="checkbox"/>
Concrete	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Foundation</b>		
Pier and Beam	<input type="checkbox"/>	<input type="checkbox"/>
Stone	<input type="checkbox"/>	<input type="checkbox"/>
Brick	<input type="checkbox"/>	<input type="checkbox"/>
Concrete	<input type="checkbox"/>	<input type="checkbox"/>
Concrete Masonry Units	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Exterior Wall Surface</b>		
Siding (specify type)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Stucco	<input type="checkbox"/>	<input type="checkbox"/>
Stone	<input type="checkbox"/>	<input type="checkbox"/>
Brick	<input type="checkbox"/>	<input type="checkbox"/>
Wood Shingle	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Windows</b>		
Wood Sash	<input type="checkbox"/>	<input type="checkbox"/>
Aluminum Sash	<input type="checkbox"/>	<input type="checkbox"/>
Single-hung	<input type="checkbox"/>	<input type="checkbox"/>
Double-hung	<input type="checkbox"/>	<input type="checkbox"/>
Casement	<input type="checkbox"/>	<input type="checkbox"/>
Fixed	<input type="checkbox"/>	<input type="checkbox"/>
Awning	<input type="checkbox"/>	<input type="checkbox"/>
Hopper	<input type="checkbox"/>	<input type="checkbox"/>
Sliding	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Roof Materials</b>		
Shingles (specify type)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Tile (specify type)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Slate	<input type="checkbox"/>	<input type="checkbox"/>



Metal (specify type)	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Primary Exterior Color		
Secondary (Trim) Color		

## V. Supporting Documentation

Please attach the following information. All written documentation should be double spaced, 12 point-font, justified.

### A. Alterations

List any known changes or modifications made to the property throughout its history.

### B. Historical Figures/ Historical Information about individuals who are associated with the property.

List any historical figures associated with the property. Provide names and occupations.

### C. Property Ownership

Legal description of property with a location map as well as a list all known owners of the property. Include original owner and subsequent owners.

### D. Tenant History

List all known tenants of the property throughout its history.

### E. Narrative History

Attach a narrative explanation of the chronological and historical development of the property. (See attached example.) The above information should be included as part of your narrative.

### F. Drawings

- Provide a sketch of the current site plan. Include the proposed location of the historic plaque.
- Provide a sketch map indicating the nominated property and any related sites.
- Copies of Sanborn Maps <sup>TM</sup> showing the house's relationship to other homes and the footprint of the house

### G. Photographs

Historic

- Provide at least one historic photograph of the property.

Current

- Provide at least one current photograph of the property illustrating its surrounding context. For example, photograph the streetscape in which the building is included.
- Provide at least one photograph of each side of the building.

**H. Additional Information**

Provide any additional information that supports the application. This may include copies of architectural drawings, letters, oral histories, newspaper/magazine articles, etc.

**I. References**

Attach a list of the books, articles, Sanborn Maps™, newspapers, and other sources used in preparing this form. (See a list of possible references after the signature page.)

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The Historic Review Commission requests that all plaques be mounted on the front façade of the approved building within thirty (30) days of receipt.

Permission of owner for plaque placement ☐

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Applicant Signature

Owner Signature

## Property Research Terms

**Abstract of title:** A complete historical summary of all recorded documents affecting the title of a property. An abstract can also be the original grant, usually followed by a number. Example: T. Lindsay Baker League, A-117.

**Affidavit:** A sworn statement, usually for purposes of establishing land use and ownership or legal heirs.

**Assignee:** One to whom a right or property is transferred.

**Chain of title:** The linkage of property ownership that connects the present owner to the original source of title.

**Cloud on the title:** Any claim, lien, or encumbrance that impairs title to the property.

**Codicil:** A written supplement or amendment to an existing will.

**Deed:** A document that when properly executed and delivered conveys title to land.

**Deed of trust:** A deed given to secure a loan and treated as a mortgage.

**Easement:** The right or privilege one party has to use land belonging to another for a special purpose not inconsistent with the owner's use of the land.

**Executor or executrix:** A person named in a will to carry out its instructions.

**Fee simple:** The most complete set of rights one can hold in land and land ownership.

**Gift deed:** A deed that usually states "love and affection" as the consideration.

**Grant:** The act of conveying ownership; also the original division of land in conveyance from the government to an individual or company.

**Grantee:** The person named in a deed that acquires ownership.

**Grantor:** The person named in a deed that conveys ownership.

**Heirs:** Those designated by law to receive the property of a deceased person if he leaves no will.

**Intestate:** One who dies without a legal will.

**Lien:** A hold or claim which one person has on the property of another to secure payment of a debt or other obligation.

**Mechanic's lien:** A claim placed against property by unpaid workmen or material suppliers.

**Metes and bounds:** A method of land description that identifies a parcel by specifying its shape and boundaries.

**Monument:** An iron pipe, stone, tree, or other fixed point used in making a survey.

**Partition:** To divide jointly held property into distinct portions.

**Party wall:** A fence or wall erected along a property line for the mutual benefit of both owners.

**Personal property:** A right or interest in things of a temporary or movable nature; anything not classed as real property.

**Plat:** A map that shows the location and boundaries of individual properties.

**Promissory note:** A written promise to pay a debt.

**Oil, gas, and mineral lease:** An agreement that grants use of the land for the purpose of exploration/production.

**Quit claim deed:** A document conveying whatever title interest the grantor has.

**Real property:** Land and improvements.

**Sheriff's deed:** A deed issued as a result of a court-ordered foreclosure sale.

**Testate:** To die with a last will and testament.

**Title search:** An inspection of publicly available records and documents to determine the current ownership and title condition of a property.

**Trustee:** One who holds property in trust for another.

**Warranty deed:** Essentially a deed guaranteed free from encumbrances.

Terms collected by Dan Utley of the Texas Historical Commission from the following source:

Charles J. Jacobus and Bruce Harwood, eds. *Texas Real Estate*, Third Edition. Reston, VA: Reston Publishing Company, 1983.