



HISTORIC PRESERVATION COMMISSION

Regular Meeting

City Council Chambers and via Zoom
Wednesday, June 23, 2021
4:00 PM

MEETING AGENDA

- 1. Call to Order**
- 2. Attendance (Roll Call)**
- 3. Approval of Minutes from May 26th Meeting**
- 4. Discussion: Historic Preservation Plan**
 - a. Formation Subcommittees
 - i. Historical Context & Survey Subcommittee
 - ii. Education & Outreach Subcommittee
 - b. Subcommittee Reports
- 5. Discussion: Review of Certificate of Alteration Application Form**
- 6. Public Comment and General Announcements**
 - a. Upcoming CLG Training Webinars
- 7. Adjournment**

Next Regular Meeting: July 28, 2021 at 4pm



HISTORIC PRESERVATION COMMISSION SPECIAL PUBLIC HEARING

City Council Chambers and via Zoom
Wednesday, May 26, 2021
4:00 PM

MEETING MINUTES

1. **Call to Order** at 4:01pm
2. **Attendance (Roll Call)** See attached
3. **Approval of Minutes from April 14th Meeting** Motion made to approve the minutes, and seconded. See attached roll call.
4. **Discussion: Historic Preservation Plan**
 - a. **Formation of Committees or Subcommittees**

Jim suggested that we have committee look at the overall scope of the work; Mike agreed; Jim liked the Glenwood Springs plan as a template for future work; Jim didn't think we needed a consultant involved, at least at the beginning; Mike would like to see the sub-committee meet prior to the next CCHPC meeting at end of June. Rochelle would like to see as many people as possible involved in the sub-committee. Lisa suggested the Commission members could all be on the committee, and hold a special meeting with the public involved. Chris asked if we could have a more informal setting for this meeting. Public would be invited. June 9 at 4pm was suggested. Lisa will look into room availability. An announcement would be placed on the city's website. An interested public member was present.

Lisa received a draft of the comprehensive plan for the City of Canon City, and addressed specifically the historic portion of the plan. Comments are required by Friday, May 28, 2021.

5. Discussion: Review of Certificate of Appropriateness Application

The HPC is responsible for reviewing any applications received from the community making changes to any historic structures, (local, state, or national historic districts). The owner would submit this prior to getting a building permit. Lisa is working with the city building dept to create a flag notification if a property is a historic property. The HPC would have to do a public hearing to approve the applications. Contributing structures would be flagged as well. Chris voiced concerns about not knowing standards for alterations, and Lisa stated there are resources available. The Secretary of the Interior website has guidelines. Carol asked for clarification about what properties the CCHPC would have to review, and Lisa stated it would be for local, state, and national designations. There is a possibility for property owners to be de-listed as historic sites if they don't follow rules.

CCHPC recommendations need to be standardized and consistent with the Secretary of the Interior's guidelines. Mike suggested including the Secretary of Interior guidelines as a reference in the application.

CCHPC will need to coordinate with the city building dept to ensure the Certificate of Appropriateness Application is completed prior to the building permit. The instructions could be included on the application itself and building dept paperwork.

Changes to application:

1. attachment checklist to include guidelines for Secretary of Interior
2. Include reference # for building dept on application for ease in approval; the commission stressed the desire to make this process easy and efficient

The application will be reviewed again after changes.

6. Public Comment and General Announcements

a. Reimbursement and Report Deadline for Saving Places Scholarship – June 1st

Lisa still needs reports from the Saving Places conferences; deadline is June 1 for reimbursements

b. Upcoming CLG Training Webinars [register for these through the CLG portal](#)

i. History with a Slide Preservation – June 16th

7. Adjournment at 4:54pm

Next Special Meeting: June 9, 2021 at 4pm

Regular Meeting: June 23rd, 2021 at 4pm



**City of Cañon City
Historic Preservation Commission**

City of Cañon City
Historic Preservation Commission
P.O. Box #1460
Cañon City, CO 81215

Certificate of Alteration Application

Current Owner of Property (for properties with multiple owners, list the names and addresses of each on one or more continuous sheet)

Name: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Preparer of Application (if different from property owner)

Name: _____ Date: _____

Organization: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Name of Property /Historic Name (if any): _____

Address of Property: _____

Legal Description of Property

Subdivision: _____ Lot: _____ Block: _____

Section: _____ Township: _____ Range: _____ (if rural or not located within a subdivision)

Property Size: _____ Zone: _____

Type of Historic Registry National State Local **Site Reference No.** (if known) _____
(format: 5FN.035)

Brief Description of Proposed Alterations

Scope of Work (Mark all that apply and attach a detailed description as Attachment A)

- New Construction Addition - % of existing _____ % Modification
- Paint New Colors _____ Repaint same colors _____ Paint Removal
- Awning Replace or add windows or doors Signs
- Reroof Maintenance of stone or brick Lighting
- Certificate of Economic Hardship Demolition
- Other: _____

Project Information

Area of property effected _____

Materials to be used _____

Will this change be visible from the road/property line? Yes No

Additional information regarding project _____

Attachment Checklist (required submittals)

- Detailed description of the proposed alterations and purpose of the alterations
- One photo of the property as it looks today accurately showing the existing materials, colors, and textures
- Photographs showing the location of the proposed alterations
- Two (2) copies of all drawings and related materials (i.e. site plan, samples, or product literature on materials) to be used)
- Applicant has reviewed the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and/or the National Park Service Historic Preservation Briefs as it pertains to the proposed work. <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm> or <https://www.nps.gov/tps/how-to-preserve/briefs.htm>

Owner Certification

I certify that the information, plans, and exhibits I have submitted are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge and consent of all persons in interest. All provisions and ordinances governing this type of work will be complied with whether specified herein or not. If submitted information is insufficient or incomplete, this application will be held in abeyance until such time as all required information is submitted and eventually destroyed. I understand that I am consenting to allow City Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining prior consent. Any alteration in approved plans must be submitted to the Historic Preservation Commission for approval. The owner/agent must be present during the Historic Preservation Commission review hearing. Approval, if granted, is valid for one-year following approval and is void thereafter.

Owner/Authorized Agent Signature _____

Date _____

For Official Use:

Date Application Received: _____

Historic Preservation Commission

Approval:

Denial:

Comments: _____

Signature: _____

Date: _____

City of Cañon City
Historic Preservation Commission
P.O. Box #1460
Cañon City, CO 81215

City of Cañon City

Certificate for Alteration Requirements Summary

When Is A Certificate For Alteration Required? (Ord. 27, Series 2012 – Section 12.30.110)

- A) No person shall cause or permit to be caused on or in a designated historic resource any construction, alteration, restoration, removal or demolition without first obtaining an Alteration Certificate for the proposed work from the Commission.
- B) The Building Department shall not issue a building permit for work on or in a designated historic resource until an Alteration Certificate or Exemption Certificate has been obtained by the property owner.
- C) An application for any construction, alteration, or demolition on or in a historic resource must be filled with the Commission on a form provided by the Commission.
- D) The Commission shall consider the application and determine whether the proposal preserves the criteria for which the resource was designated, or adds to the architectural, cultural or historic significance of the resource. The Commission shall make its review pursuant to the procedures in Section 12.30.080.
- E) Criteria to Review Alteration Certificate Application. In reviewing a proposed alteration, the Commission shall consider the project in term such as design, finish, material, scale, mass and height and if the alteration is compatible with the historic designation. The Commission shall use the following criteria to determine compatibility of a proposed alteration:
 - 1. The effect upon the general historical and architectural character of the district, site or structure;
 - 2. The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation and compatibility with other structures;
 - 3. The size of the structure, its setbacks, its site, location and the appropriateness thereof, when compared to existing structures and the site;
 - 4. The compatibility of accessory structures and fences with the main structure on the site, with other structures;
 - 5. The effects of the proposed work in creating, changing, destroying, or otherwise impacting the exterior architectural features of the resource upon which such work is done;
 - 6. The condition of existing improvements and whether they are a hazard to public health and safety;
 - 7. The effects of the proposed work upon the protection, enhancement, perpetuation and use of the resource;
 - 8. The ability to comply with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, a section of the Secretary of the Interior's Standards for The Treatment of Historic Properties, of the Department of the Interior Regulations (36 C.F.R. Part 67), as may be amended from time to time; and
 - 9. Guidance provided by the National Park Service Historic Preservation Briefs, as the same may exist from time to time.
- F) Historic Districts; Additional Criteria for Contributing Buildings In addition to the consideration set forth in Section (E) above, in reviewing a proposed alteration of a contributing building within a historic district, the Commission shall consider the following:
 - 1. The effect upon the general historic and architectural character of the building;
 - 2. The architectural style, arrangement, texture and material used on the existing and proposed buildings and their relation and compatibility with other historic landmarks, including state and national designations;
 - 3. The effects of the proposed work in creating, changing, destroying or otherwise affecting their exterior architectural features of the building upon which such work is done;
 - 4. The effects of the proposed work upon the protection, enhancement and perpetuation of the building;
 - 5. The condition of existing improvements and whether they are a hazard to public health and safety;
 - 6. The compatibility of accessory buildings, structures and fences with the main building and with other historic landmarks; and
 - 7. Substantial compliance with the Secretary of the Interior Standards as they apply to building exteriors only, except those relating to paint color, which shall not apply.
- G) Historic Districts; Additional Criteria for Noncontributing Buildings. In addition to the consideration set forth in Section (E) above, in reviewing a proposed alteration of a noncontributing building within a historic district, the Commission shall consider the following:
 - 1. Noncontributing buildings should be compatible with contributing building;
 - 2. Noncontributing buildings should not attempt to mimic or duplicate the historic feature of contributing buildings; and
 - 3. Contemporary designs that creatively draw upon the important characteristics of a historic district are favored.
- H) If an Alteration Certificate is approved, the designated resource will retain its historic designation.
- I) If an Alteration Certificate is denied, any of the affected property owners may appeal the Commission's decision by filing a written appeal with City Council within thirty (30) days of the Commission's decision.

CERTIFICATE FOR ALTERATION APPLICATION

DATE RECEIVED: _____	DATE APPROVED: _____	CERTIFICATE NUMBER: _____
<small>NOTE: 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, or area as viewed from the exterior. (Ord.93-19, Sec. 11 and 12). A City Sign Permit and/or City Building Permit may also be required by the City Code.</small>		
ONLY FULLY COMPLETED APPLICATIONS WILL BE ACCEPTED		

Applicant _____	Property Owner _____
Mailing Address _____	Mailing Address _____
_____	_____
Telephone _____	Telephone _____
Person Doing Work _____	Estimated Cost _____
Property Legal Description _____	
Property Street Address _____	
Property City Zoning Designations _____	Location Map Attached _____

PHOTOS ARE REQUIRED SHOWING ALL THE AREAS TO BE AFFECTED BY THE WORK DESCRIBED:

Include photos of: Area of Work _____ Full Elevation Showing Area Affected and/or Site _____

Description of Proposed Work
Please - Attach Scope of Work Questionnaire _____ Attach Sketches/Illustrations _____ Are Detailed Plans Available? _____

REQUIRED SIGNATURES: Before me the undersigned authority, on this day appeared and solemnly swears, that the statements above and attached concerning the above-described property are true and that (s)he is authorized to act as an agent in procuring the certificate requested.

Applicant Signature: _____	Date: _____
Property Owner Signature: _____	Date: _____
Historical Preservation Officer Approval: _____	Date: _____
Historical Preservation Commission: _____	Date: _____

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.

CERTIFICATE FOR ALTERATION
SCOPE OF WORK QUESTIONNAIRE

Certificate No. _____
Page 2 of ____ Reviewed: _____

The following questions must be answered and the form completed by the applicant for a Certificate For Alteration. This questionnaire shall be attached to any application for Certificate For Alteration. The Lockhart Historical Preservation Officer shall independently verify all information provided on the application and the attached questionnaires. The Lockhart Historical Preservation Officer shall review the application and this questionnaire in an expedient manner and notify the applicant of the outcome of the review. The Lockhart Historical Preservation Officer may approve the Certificate For Alteration prior to a commission hearing, based upon adequacy of the information provided and verification of the scope of work. Additional information may be needed to complete the application and review process. Final review and action on the application for Certificate For Alteration by the Lockhart Historical Preservation Commission at a properly scheduled public hearing may be required. Any required explanations to answers given shall be in writing and attached.

Yes	No	Verified	Scope Of Work Questions
			Section One
			1. Is this application for construction or alteration on or at a property which is in a Historic District or a designated Historic Landmark? What is its zoning designation? _____ HL? ___ H? ___
			2. Is this application for any construction or alteration work that is <u>NOT</u> described or defined as ordinary maintenance of a historic property? Is it more than limited "Ordinary Maintenance"?
			3. Will the construction or alteration covered by this application include any work visible from the exterior of the property?
			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
			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? _____
			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?
			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.)
			4. Has a permit been issued for any of the proposed work? Date: _____ Permit No. _____ Has any work actually started? _____ Describe: _____
			Section Three
			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?
			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?
			3. Will the construction or alteration covered by this application include painting exterior surfaces that have not been previously painted?
			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?
			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?

The undersigned owner or authorized agent attests that the statements made above and on any attached explanations are true and agrees that this Scope Of Work Questionnaire and any attachments shall become a part of the application and the Certificate For Alteration cited and will be the limit of construction and/or alteration work undertaken. Further, construction will not start prior to authorization by the approval of the Certificate For Alteration.

Applicant Signature: _____

Date: _____

Verified By: _____

Date: _____

Action: _____

Date: _____

CITY OF LOCKHART
CERTIFICATE FOR ALTERATION REQUIREMENTS
SUMMARY

When Is A Certificate For Alteration Required? (Ord.93-19, Sec. 11 and 12)

A Certificate For Alteration is required to carry out construction or relocation on property designated as Historic (H and HL) if such construction will change the exterior architecture, design, finishes or outward appearance of a building, structure, object, site, area, or district.

Note: Prior to the commencement of any work requiring a Certificate For Alteration the owner shall file an application for such a Certificate with the Lockhart Historical Preservation Officer. The city shall not issue a city building permit prior to approval of a Certificate For Alteration, if it is required. Demolition of any part of a property designated as Historic (H or HL) that will occur as a part the construction or relocation requiring a Certificate For Alteration which is not replaced by the construction or relocation shall also require a Certificate For Demolition. The Certificate For Demolition application shall be filed with and be reviewed with the Certificate For Alteration application. A Certificate For Alteration shall be obtained prior to the issuance of a city building permit, if such permit is required. A Certificate For Alteration or Certificate For Demolition shall not be issued in lieu of a required city building permit. Approval and issuance of a Certificate For Alteration by the Commission qualifies as "other zoning action required to effect the issuance of a city building permit" as specified in the Lockhart Code, Article 28-5-1(b)(3), or as maybe hereafter amended.

When Is A Certificate For Alteration Not Required? (Ord. 93-19, Sec. 10 and 11)

A Certificate For Alteration is not required for any property which is situated outside of a Historic District, is not designated Historic (H and HL), or meets one of the following criteria.

- (a) A Certificate For Alteration is not required for any interior or exterior construction or activities which do not make a physical change to the exterior elements, design features, finishes or appearance of the property designated Historic.
- (b) A Certificate For Alteration is not required for in-kind replacement or repair of any interior or exterior building element, which is considered ordinary maintenance. Interior repairs or construction which do not change the appearance or structure of the building are considered ordinary maintenance for the purposes of this ordinance. This includes a[[activities which do not change the architecture, appearance, finishes or design of the building, structure or object as viewed from its exterior.
- (c) Certificate For Alteration is not required for the ordinary maintenance of a Historic Landmark or property within a Historic District.

Note: The intent and purpose of the Historic Landmarks And Districts Ordinance is to encourage and assist the property owners to maintain, rehabilitate, enhance and preserve landmarks and districts. Ordinary maintenance does not include a physical change in exterior elements, design and finishes visible from grade level which affect the appearance and cohesiveness of a building, structure, site or area (e.g. a physical change in the design, finishes, size, shape, etc. of facades, windows, doors, light fixtures, awnings, signs,. sidewalks, fences, steps, paving, etc.). Changes of this magnitude require a Certificate For Alteration and city building permit prior to beginning work.

- (d) A Certificate For Alteration is not required for maintenance activities which are customary or common for maintaining the property without a change of overall appearance.
- (e) A Certificate For Alteration is not required for repainting which is considered ordinary maintenance. This may include a change in color of painted surfaces.
- (f) Special considerations and provisions shall be made for emergency repair of sudden, accidental, and unforeseen damage to buildings by acts of God or man which shall endanger a building, business. owner, or the

public. Immediate temporary repair of damage shall be encouraged with only notification of the Historical Preservation Officer that such work is taking place. If a Certificate For Alteration is required for permanent repairs of damage which will change the exterior appearance of the building or structure, a special rapid review and approval may be requested. The Historical Preservation Officer shall immediately contact the Commission Chairman for action.

(g) Special consideration and provisions shall be made for temporary alteration of the appearance of Historic Landmarks or property located in a Historic District for a special event or occurrence (e.g. a movie, fund raiser, etc.). The Commission may grant one Certificate For Alteration to the responsible organization to approve all of the temporary work anticipated, conditional upon the organization returning the property to its original condition. The Commission shall require photographic documentation of existing conditions prior to issuance of the Certificate For (temporary) Alteration. An individual "permanent" Certificate For Alteration is required for each property which wishes to retain the "temporary" alterations after the special event.

What Is The Certificate For Alteration Application Procedure? (Ord. 93-19, Sec. 12)

The property owner or his agent shall complete a City Of Lockhart Certificate For Alteration Application, if required for the work contemplated. The application shall be filed with the city for review by the Historical Preservation Officer. The Lockhart Historical Preservation Officer shall review the application for completeness and determine the appropriate review and approval process for the work contemplated. The Lockhart Historical Preservation Officer may pre-approve a Certificate For Alteration for many projects at this point, if the information provided by the owner is complete, accurate and can be verified. Following the review and action by the Lockhart Historical Preservation Officer (HPO), copies of the application shall immediately be forward to each member of the Commission. A hearing on the application will be scheduled for review and action by the Commission. The applicant is encouraged to attend any hearing scheduled for review of the application and be prepared to answer questions regarding the application.

The owner shall file the application on the form(s) provided by the city. The level of detail and the particular forms required shall be determined by the scope of work contemplated. The owner is encouraged to discuss the project with the Lockhart Historical Preservation Officer (HPO) prior to completing the application. The owner shall complete the application and provide the following information:

- (a) Name, address, telephone number of applicant
- (b) Provide a detailed description of proposed work.
- (c) Identify the location of the property and work by street address and map.
- (d) Complete a basic information questionnaire regarding the work.
- (e) Provide photographs of the property, area of planned work, and adjacent properties.
- (f) If determined necessary by the HPO or the Commission, provide illustrations and /or drawings which adequately show the work proposed. This should include a site plan and/or elevation sketches and details showing all dimensions, colors, a description of materials to be used, method of illumination (if any). As an example: the addition or alteration of a sign may include a plan or sketch showing the sign's location on the property, an illustration of the sign or lettering or a scale drawing showing the type of lettering to be used.
- (g) The HPO or Commission may deem necessary to request completion of an additional questionnaire or other supplemental information in order to better visualize and review the proposed work. The more information provided by the applicant with the application will facilitate a quicker review and less chance for delay.

What Is The Criteria For Approval Of A Certificate For Alteration? (Ord. 93-19, Sec. 13)'

In considering an application for a Certificate For Alteration, the HPO and the Commission shall be guided by the design criteria and guidelines developed by the Commission and adopted by the City Council. The criteria and guidelines shall follow, where applicable, 'The Secretary of the Interiors Standards for the Rehabilitation of Historic Buildings', as revised 1990. If requested, the Commission and/or the Historical Preservation Officer shall assist property owners with advice, guidance, resource lists and other information regarding construction techniques, materials, means and methods which are acceptable and recommended for a proposed Certificate For Alteration.

The following shall be the minimum criteria for approval:

- (a) The predominate criteria for approval of a Certificate For Alteration shall be to support proposed construction activities which will enhance an area, site, building, structure or object which is zoned Historic, and thereby encourage continued maintenance and preservation of historical buildings, structures, objects and sites.
- (b) Contemporary design for alterations and new additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material; or such design is compatible with the size, scale, color, material, finishes and character of the property, neighborhood, or environment.
- (c) Wherever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original building, structure, object, or site would be unimpaired.
- (d) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, object or site and its environment. These changes may or may not have acquired significance in their own right. If these changes have acquired significance in their own right, this significance shall be recognized and respected.
- (e) Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the basic building, structure, object or site and its environment.
- (f) The distinguishing original qualities or character of a building, structure, object or site and its environment should not be destroyed. The removal or alteration of any historic material, finish or distinctive architectural features should be avoided when possible.
- (g) Distinctive stylistic features, finishes and construction techniques or examples of craftsmanship that characterize a building, structure, object or site should be kept and preserved, where possible.
- (h) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should reflect the material being replaced in composition, design, finish, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- (i) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken. Painting of original unfinished masonry surfaces shall be discouraged.
- (j) Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.
- (k) The owner of property for which a city building permit is issued shall be responsible for maintaining a safe construction and/or demolition site at all times by providing proper barricades, signage, walkways, erosion control, etc. and following all structural and safety recommendations and requirements of city, state, and federal governmental agencies.

Definitions (Ord. 93-19, Sec. 2)

Alteration: A physical change in or to the appearance of a building, district, structure, object or site.

Architectural Control: Regulations governing the appearance or architectural style of buildings or structures. Architectural control is an accepted form of aesthetic zoning.

Building: A building is a house, barn, church, hotel, commercial structure or similar construction which is created to shelter any form of human activity. Building also may be used to refer to a historically and functionally related unit.

Comprehensive Master Plan: A statement of public policy containing the goals and objectives of the community which may be a document or series of documents which may include:

- (i) capital improvements program;
- (ii) Land use plan;
- (iii) Thoroughfare plan;
- (iv) Community facilities plan;
- (v) Subdivision and zoning regulations and other development codes, ordinances, policies, and plans promulgated by the council for the quality and orderly growth of the community.

Comprehensive Historical Preservation Plan: A document that integrates the various preservation activities and gives coherence and direction, as well as relates the community's preservation efforts to community development planning as a whole.

Construction: The activities related to making or remaking, creating or recreating, erecting, manufacturing or fabricating a part, parts or whole structure, building or object. For this ordinance and purposes herein, construction shall include activities related to new construction, reconstruction, repair, remodeling, relocation, moving, enlargement, alteration, addition, restoration, rehabilitation and preservation.

Contemporary Design: Elements of style, layout, arrangement, scheme, construction, materials and/or technique which are generally recognized and considered as relatively modern, current and up-to-date.

Design Review: The decision-making process conducted by an established review commission of a local government that is guided by the terms set out in a historical preservation ordinance.

Design Guidelines: These are a set of guidelines adopted by the Historical Preservation Commission that details acceptable alterations of designate properties. They are usually generously illustrated and written in a manner that would be understood by most property owners.

District: A district possesses a significant concentration, linkage, or continuity of contiguous sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

Finishes: The final surface conditions of a completed construction project or assembly. Paint, varnish, stain, oil, tar, chemical etch, etc. are finishes. Brick, stone, tile, terra cotta, metal, stucco, concrete, wood, etc. are also finishes when left in a natural (uncovered, unadorned or "unfinished") state as the final surface condition of a completed construction or assembly.

Historic Property: A district, site, building, structure, or object significant in history, architecture, engineering, archaeology or culture at the national, state or local level.

Historic Resource: This generally is the same as a historic property. It includes architectural, historical and archaeological properties as well as landscape features.

Intensive Survey: A systematic detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of significance.

Integrity: The authenticity of a property's historic identity, evidenced by survival of physical characteristics that existed during the property's historic or prehistoric period.

Inventory: A list of historic properties that have been identified and evaluated as meeting specified criteria of significance.

Landmark: Any individual building, structure, or object that is significant for historical, architectural, or archaeological reasons.

Object: A term used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment, such as statuary in a designed landscape.

Ordinary Maintenance: (See requirements summary text, Page 1, or Ord. 93-19, Sec. 10 for guidance.)

Overlay Zones: A set of zoning requirements that do not affect the land use restrictions set by the comprehensive land use plan and city zoning code. The overlay zone is described in the ordinance text, is mapped, and is imposed as an augmentation to those of the underlying district. The applicable requirements shall govern.

Preservation: The act or process of applying measures to obtain or sustain the historic form, integrity, and material of a building, structure or a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building.

Preservation Planning: This refers to the planning for the continued identification and evaluation of historic properties and for their protection and enhancement.

Property: A property is a site or area which generally corresponds to a City of Lockhart subdivision lot, or zoning use district, which may include any combination of one or more buildings, structures, or objects.

Rehabilitation: The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

Refinishing: The act of applying a new finish to a surface using the same type of material previously applied to the surface (e.g. paint over paint, varnish over varnish, oil over oil).

Repainting: The act of putting a new coat of any colored paint on a previously painted surface. The previous paint may be removed for better appearance or bonding.

Restoration: The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

Site: The location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanishes, where the location itself possesses historical, cultural, or archaeological value regardless of the value of any existing structure.

Special District: A district established to accommodate a narrow or special set of uses or for special purposes. The term can signify any district beyond the conventional residential, commercial, industrial, and agricultural district. (Examples include open space districts, hotel/motel districts, or historical preservation districts.)

Structure: The term structure is used to distinguish from buildings those functional constructions made usually for purposes other than creating shelter.

Temporary: A condition not to be considered permanent and/or not to exist in excess of ninety (90) days.

Zoning: A measure, enacted primarily by general purpose units of local government, in which the community is divided into districts or zones within which permitted and special uses are established as are regulations governing lot size, building bulk, placement, and other development standards.