

9/29/25

Date Received (staff use only)

City of Glen Rose Development Services Dept

(254) 897-2272 ext. 109

Deliver to completed application and requirements to Historic Preservation Commission – Development Services Department  
 100 NE Barnard Street Glen Rose, TX 76042 (254) 897-2272 ext. 109

Please refer to the city website at [www.glenrosetexas.org](http://www.glenrosetexas.org) or call the Development Services Department for a schedule of the Historic Preservation Commission meetings.

HISTORIC PRESERVATION COMMISSION (HPC)  
**CERTIFICATE OF APPROPRIATENESS APPLICATION**

The completed package must be delivered no later than three (3) weeks prior to the next scheduled HPC meeting in order to be placed on the agenda for review and vote. Attach additional description pages to give full details, if needed.

|                                               |                                                         |
|-----------------------------------------------|---------------------------------------------------------|
| Property Owner                                | Applicant / Tenant / Owner's Representative             |
| Name: Lane Family Trust                       | Name: Melody Pena                                       |
| Address: 5604 Oak Top Dr Colleyville TX 76034 | Address: 1713 CR 318 GR TX 76003                        |
| Phone: 214-629-6603 (Troy)                    | Phone: 817-518-1328                                     |
| Email: troy-lane@yahoo.com                    | Email: mysclosetonline@gmail.com                        |
| Property Address: 200 NE Barnard St (Unit A)  | Legal Description: Lot 7 & 8 Bk 6<br>Glen Rose Township |
| Present Use: Retail Store                     | Built Circa:                                            |
| Proposed Use: Retail Store                    | Current Zoning:                                         |

Architect or Contractor Name:

JEC

Contractor Phone Number:

Elias Prado

Contractor Address:

1024 CR 1024

Proposed Work / Design Description: 3x5 Banner to attach to existing hooks on side of building; vinyl decals - logos for doors/windows + product words at bottom - all white.

## Attachments:

☒ Scale Drawings with Dimensions☐ Material Samples☒ Rendering of Signage☐ Historic Photos☐ Current Photos☐ Proposed Photos

I hereby certify that this information is correct to the best of my knowledge and that the said work will be done in conformance with all submissions herein set forth and in compliance with the City of Glen Rose's Historic District ordinances and Building Codes. I understand that falsifying information may result in nullification of this request.

Owner's Signature:

Heather Bink

Applicant's Signature:

Melody Pena

☐ Approved☐ Denied☐ Conditions:

Preservation Commission Chair

Preservation Commission Officer

City Building Official

THIS IS NOT A BUILDING PERMIT AUTHORIZING AND CONSTRUCTION OR REMODELING. CONTACT THE DEVELOPMENT SERVICES DEPARTMENT PRIOR TO THE START OF ANY WORK. THIS COA BECOME NULL AND VOID IF AUTHORIZED WORK IS NOT COMMENCED WITHIN 180 DAYS.

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**FOR STAFF / HPC MEMBERS USE ONLY**

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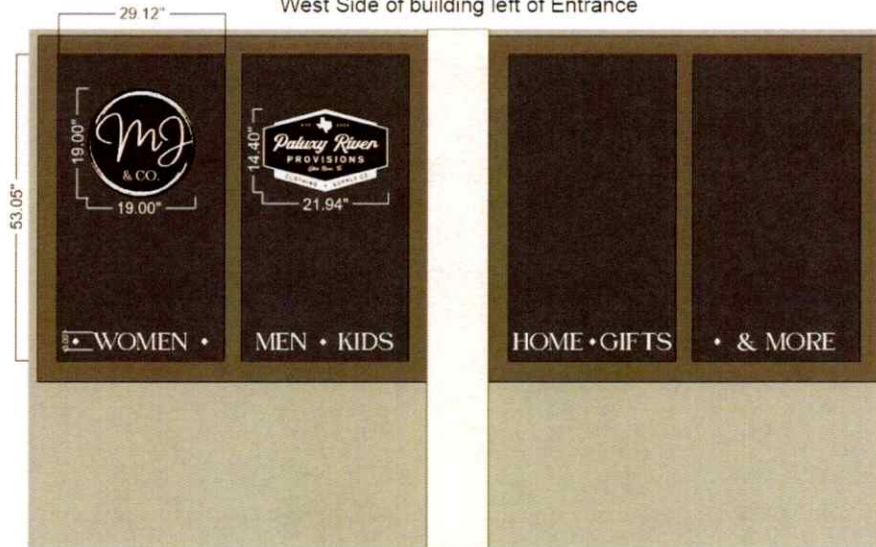
**HISTORIC PRESERVATION COMMISSION (HPC)  
CERTIFICATE OF APPROPRIATENESS CHECKLIST**

The following items are requested for consideration of this application. These and additional items may be required, at the request of the Historic Preservation Commission, in order to consider the application as complete and filed.

| Checklist Item                                                                                                                                                                                                                                                                                                                                                                                 | Comments                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Applicant informed request must meet City Building Code/Ordinances                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> Yes |
| Historic Preservation Officer review/approval (unless waived by city)                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> Yes |
| Complete Certificate of Appropriateness Application                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> Yes |
| Detailed description of all proposed activities                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> Yes |
| Photographs of the property and areas of alteration provided                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> Yes |
| Scaled drawing illustrating all proposed activities, including: <ul style="list-style-type: none"><li>• Building elevations showing the proposed change</li><li>• Exterior building material(s) description</li><li>• Material samples</li><li>• Site plan</li><li>• Architectural drawings</li><li>• List of proposed colors and color numbers, chosen from the HPC approved colors</li></ul> | <input checked="" type="checkbox"/> Yes |
| Authorization to represent the property owner, if the applicant is not the owner                                                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/> Yes |
| Applications for signs must include a City Sign Permit Application and diagram of the sign with dimensions                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> Yes |



West Side of building left of Entrance



North East Corner Main Entrance





South Side of building right of Entrance

