

HISTORIC PRESERVATION COMMISSION – 2024 UPDATE

1. Process Improvement and Simplification

- a. Update contact information on City Website
 - i. Remove Building Official
 - ii. Add phone number to Administrative Assistant contact
 - iii. Add HPO email and phone number
- b. Add section to HPC page – “Am I required to get a Certificate of Appropriateness?” that takes them to a page with the high-level overview and link to in depth guide
- c. Interactive in-depth guideline document including step-by-step instructions to follow when wanting to make changes that require a CoA.
- d. Here’s what’s allowed/not allowed and here’s what’s required to submit with your CoA for:
 - i. Roofs
 - ii. Paint
 - iii. Windows
 - iv. Doors
 - v. Etc.
- e. Clearly define maintenance not requiring a CoA

2. Improve Property Owner Communication

- a. Ensure property owners are aware of the purpose of HPC – This is what we do and why...
- b. One-page overview of the HPC
 - i. High level explanation of the purpose of the HPC and types of work that require CoA
 - ii. How to tell if your property is on the State/National registry
 - iii. High-level process for requesting CoA
 - iv. Who to contact for help
 - v. Penalties for not adhering to requirements
- c. Develop dossier on all historical properties
 - i. Construction details
 - ii. Historical pictures
 - iii. Designations
- d. Ensure property owners are aware of historic property status and receive copy of dossier
- e. Level-Set: Send notification to all property owners that their property is a historic property by the end of 2024 – include one-pager and dossier
- f. Go-forward:
 - i. Deliver reminder annually – include one-pager
 - ii. Add to deed so owner is aware at purchase
 - iii. Engage realtors to ensure it is included when property is on the market and delivered at closing – include one-pager

3. **Coordinate with the Glen Rose-Somervell County Convention & Visitors Bureau (CVB) to update the Glen Rose Historic Walking Tour once the Historic Resources Survey Update is completed, as applicable.**

THE FOLLOWING ARE OPPORTUNITIES TO BE ADDRESSED AS WELL, BUT THE ABOVE ARE THE PRIORITY:

1. Tracking and Enforcement
 - a. Have a tracker listing all requests and the date they came to HPC for approval by address
 - b. Allows to easily pull minutes for reference
 - c. Have a tracker of all violations by address and property owner
 - d. Have a standard enforcement protocol (by property owner), e.g.:
2. First violation – warning and must submit for CoA within 30 days
3. Second violation – option to undo work within 30 days or receive citation and submit for CoA within 30 days
 - i. Property owner may escalate to City Council
 - ii. City staff does not have discretion
4. Third plus violation – owner must undo work within 30 days and receive citation
 - i. Property owner may escalate to City Council
 - ii. City staff does not have discretion
5. Create and adopt a Preservation Plan to identify and enhance historic and natural preservation in the community.
6. Complete the Historic Resource Survey Update