401 N Elm St., Denton, TX 76201 (940) 349-8600

HISTORIC LANDMARK COMMISSION REVIEW CHECKLIST

The Historic Landmark Commission's (HLC) powers and duties are outlined in Denton Development Code (DDC) Section 2.3.6. The HLC's review and decision authorities are outlined in the DDC Sections 2.9.2, 2.9.3, 2.9.4, and 4.10. In addition to these sections of the DDC, Code of Ordinances Subpart A, Chapter 10, Articles VI and VII also requires HLC review and decision.

All applications found on the City of Denton 'Historic Preservation' webpage

Below are historic preservation procedural projects that will require HLC review and approval. Please contact the Historic Preservation Officer via email or phone if the proposed project involves any one of these procedures.

CERTIFICATE OF APPROPRIATENESS (COA) [DDC SECTION 2.9.2]

Required for any exterior work proposed to a local, state, or national landmark, as well as any exterior work proposed to buildings located within local historic districts.

Requires the Certificate of Appropriateness Application and Checklist

*NOTE: Important because it ensures that changes to historic buildings and districts are made in a way that preserves their historical character and integrity. This process protects unique architectural styles and features by reviewing proposed work for its impact on design, materials, and historical significance.

Reviewed and Approved by: HLC

- Demolition Request
- New Construction
- Relocation
- Exterior Alterations not considered Minor
- Additions
- Any Work Visible from the Street with a Change in Outward Appearance (i.e., Color, Material, Design, etc.)

HISTORIC AND CONSERVATION DISTRICT DESIGNATION (DDC SECTION 2.9.3)

Requires the <u>Historic and Conservation District Designation Checklist and Application</u>

*NOTE: Both districts' designations are important because they preserve a community's character, protect cultural and architectural heritage, and promote sustainability. They act as a zoning measure to safeguard a sense of place, encourage affordable housing, and can drive economic development through tourism and investment while controlling inappropriate development.

Reviewed by: HLC and the Planning & Zoning Commission

Approved by: City Council

- Historic District
 - Preserves the specific architectural integrity and historical character of individual structures, often requiring period-appropriate materials and reviews by the Historic Preservation Officer (HPO) and the HLC.
- Conservation District

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 Maintain a broader neighborhood character by regulating new construction and changes to elements like height, setbacks, and streetscape. Often have less stringent rules for repair and materials on existing structures. Undergo review by the HPO and the HLC.

HISTORIC LANDMARK DESIGNATION (DDC SECTION 2.9.4)

Serve to preserve and officially recognize a building, district, object, site, or structure for its outstanding architectural, archeological, cultural, social, economic, ethnic, and political history significance to Denton.

Requires the Historic Landmark Designation Application and Checklist

*NOTE: If locally designated as a historic landmark, eligible to apply for the Designated Historic Sites tax exemption (see Page 2).

Reviewed by: HLC and the Planning & Zoning Commission

Approved by: City Council

- 13 Approval Criteria, but only need to meet one criterion to apply
 - 1. Character, interest, or value as part of the development, heritage, or cultural characteristics of the city, state or the United States;
 - 2. Recognition as a recorded state historic landmark, a national historic landmark, or entered into the National Register of Historic Places;
 - 3. Reflects a distinguishing characteristic of an architectural type or specimen;
 - 4. Identification as the work of an architect or master builder whose individual work has influenced the development of the city;
 - 5. Reflects elements of architectural design, detail, material, or craftsmanship which represent a significant architectural innovation;
 - 6. Relationship to other distinctive buildings, sites, or areas which are eligible for preservation according to a plan based on architectural, historic, or cultural motif;
 - 7. Portrayal of the environment of a group of people in an area of history characterized by a distinctive architectural style;
 - 8. Archeological value in that it has produced or can be expected to produce data affecting theories of historic or prehistoric interest;
 - 9. Exemplification of the cultural, economic, social, ethnic, or historical heritage of the city, state, or the United States;
 - 10. Location as the site of a significant historic event; Identification with a person who significantly contributed to the culture and development of the city, state or the United States;
 - 11. A building or structure that, because of its location, has become of value to a neighborhood, community area, or the city; or
 - 12. Value as an aspect of community sentiment or public pride.

DENTON SQUARE DISTRICT (DDC SECTION 4.10)

The Denton Square District establishes a set of design standards for new construction, certain exterior renovations, and demolition of property in The Denton Square that serve to protect and enhance the historic character of the area, preserve property values, and encourage high-quality, sustainable, pedestrian-friendly development.

Requires the <u>Certificate of Appropriateness Application and Checklist</u>

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1) Most Circumstances (Exterior Rehabilitation or Restoration)

Reviewed and Approved by: HLC

2) Demolitions and New Construction

Reviewed by: HLC (for demolitions and new construction)

Approved by: City Council (for demolitions and new construction)

- ONLY have jurisdiction over the following located within the Denton Square District:
 - Local Historic Landmarks
 - State Landmarks
 - National Register Landmarks

HISTORIC TAX EXEMPTIONS (CITY MUNICIPAL CODE SUBPART A, CH. 10, ARTICLES VI & VII)

Requires the <u>Tax Exemption Application for Designated Historic Sites</u>

*NOTE: Can only apply during January of each year and MUST be a locally designated historic landmark.

- <u>Tax Exemption for Designated Historic Sites (Subpart A, Ch. 10, Article VI)</u>
 - The City of Denton offers an annual tax exemption up to 50% of the assessed value of the
 designated historic building or site to property owners, who demonstrate qualifying expenses of
 a minimum of \$10,000 on improvements and/or restoration work done to the property.
 - o Reviewed by: HLC
 - Approved by: City Council

Requires the <u>Tax Exemption Application for Historically Significant Sites</u>

*NOTE: Can only apply during January of each year and can be either a residential and commercial structures, 50 years old or older, that are within the boundaries of the Downtown Commercial District, historic districts, historic conservation districts, deemed historic or in need of preservation by the City Council.

- <u>Tax Exemption for Historically Significant Sites (Subpart A, Ch. 10, Article VII)</u>
 - Allows abatement of any increase in the assessed value of ad valorem tax purposes more than
 the evaluated value of the property for the tax year prior to the renovation, for a period of 10
 years following the project's completion.
 - o Reviewed by: HLC
 - o <u>Approved by</u>: City Council