City of Kingsville

Historical Development Board

Permits and Recommendations

Applications for building and demolition permits in the historic district or to a historic landmark are evaluated by City staff to determine if the desired work will alter or destroy the historical or architectural integrity of the site in accordance with the ***Secretary of Interior's Standards of Rehabilitation.***

U S SECRETARY OF INTERIOR'S STANDARDS OF REHABILITATION

The Secretary of Interior's Standards of Rehabilitation are available in the Illustrated Guidelines for Rehabilitating Historic Buildings at the National Park Service website listed below. In addition, those standards may be accessed at City Hall in written or electronic formats.

http://www.nps.gov/hps/tps/tax/rhb/index.htm

For more information please contact Department of Planning & Development Services

At (361) 595-8055, or visit our website www.cityofkingsville.com

Historical Development Board

The City has created a Historical Development Board to advise the City Commission on matters that relate to:

- The protection, enhancement, and perpetuation of historic structures, landscape features and districts which represent or reflect elements of the city's cultural, social, economic, political and architectural history and heritage
- Protect and enhance the city's attraction in support of the local economy
- Promote Historic districts, landmarks, and structures for the education, pleasure and welfare of our citizens
- Foster community pride

Criteria and Standards

The Board and Staff shall consider the following matters in accordance with guidance from the ***US Secretary of Interior's Standards for Rehabilitation:***

- The effect of the proposed change upon the general historic, cultural, and architectural nature of the historic district or landmark
- The appropriateness of exterior architectural features which can be seen from a public street, alley, road, highway, or walkway
- The general design, arrangement, texture, material, and color of the building, structure or appurtenances and the relation of such factors to similar features in the district – in conformity to the general character of the historic area or to similar features of the same period
- Signs not in keeping with the character of the district or of the landmark shall not be permitted
- The value of a historic landmark as a place of unique interest shall not be impaired.

Summary of Secretary of Interior Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of Buildings, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Historical Development Board Review

Applications for permits for construction, reconstruction, alteration, restoration, demolition or relocation of all or part of any building, structure, or appurtenance within Kingsville's Historic District (see Map) or to a Historic Landmark require review for compliance with the City of Kingsville's Historic Districts and Landmarks Ordinance.

Such applications shall be evaluated by the Building Official and by other Planning or Historic Preservation staff to determine if the desired work will alter or destroy the historical or architectural integrity of the site, in accordance with the criteria listed above and in accordance with the US Secretary of Interior's Standards for Rehabilitation.

If staff determines that the desired work is not covered by the subject regulations or DOES NOT entail either alteration or destruction of the historical or architectural integrity of the site, the project shall be granted a Historical Development Board Permit administratively.

If staff determines that the desired work DOES entail either alteration or destruction of the historical or architectural integrity of the site, an application together with a copy of a plot and/or building plan and specifications shall be forwarded to the Historical Development Board for its further review.

Administrative Versus Board Action

Board Review	Administrative Review
Exterior Alteration in Material and Design including Window Replacement	Replacement of Deteriorated Features, Materials, or Finishes with the Same
New Parking Driveway, Sidewalk, etc.	Foundation, Driveway, Patio and Sidewalk REPAIR
Demolition	HVAC out of Public Sight
Construction, Alteration, or Removal of Stairs. Porch or Rails	Replacement of Synthetic Sidings with Original Wooden Siding
Replacement with Different Materials of Roof, Windows, Doors, etc	Paint Colors Consistent with the District
Construction of Accessory Structure with a Foundation or Larger than 200 Square Feet	Demolition of Non-Historic Accessory Structures or Additions
New Exterior Signage	Sign Replacement or Temporary Banners
New Fencing	New or Replacement Fencing out of Public Sight
Change in Use	Minor Landscaping and Backyard Landscaping or Pool Construction.
Relocation of Structure	Removal of Burglar Bars and Doors
New Construction	

These are examples and are not intended as a complete listing.

Findings of the Historical Development Board

After review of the application, the Board will approve, deny or approve with modifications the permit in writing. If the Board recommends against the granting of a permit as submitted, it shall indicate the changes in plans and specifications which they believe would protect the property.

A period of 5 days after the Board meeting shall be given for the applicant to decide whether to accept the recommendations of the Board for suggested changes to plans and specifications and to so inform the Board, in writing.

At that time, the applicant may appeal the findings of the Board to the City Commission and the Board shall submit to the City Commission its opinions concerning the application including any dissent as well as the Board's specific recommendations.

Action by the City Commission

At its next regularly scheduled meeting, the City Commission shall review the appeal request and make its determination, notifying the applicant in writing of its approval, conditional approval, or disapproval.

In the case of disapproval by the City Commission, the application may not be resubmitted for consideration until one year after its disapproval unless the conditional changes have been incorporated into the reapplication.

Violations

It shall be unlawful to construct, reconstruct, structurally alter, remodel, renovate, relocate, restore, demolish, raze, or maintain any building, structure, accessory building, fence or other appurtenance in an historic district or historic landmark in violation of the Historic Districts and Landmarks Article of the City of Kingsville Code of Ordinances (Part 2, Chapter XV, Article 5). The City may institute actions or proceedings to prevent such unlawful actions and to restrain, correct or abate such violations. Each day of violation is a separate violation, is a misdemeanor, punishable by a fine not to exceed $200.00.

Historical Development Board Review Application

Date of Request: _____ Property is Zoned: _____

Property Location and Description: _____

_____

Year Built: _____ Style, Period, Condition, Context or other Comments: _____

_____

Description of Work: _____

_____

_____

Applicant: _____

Address: _____

Contact: Cell: _____ Office: _____ Home: _____ Email: _____

Contractor: _____

Contact: Cell: _____ Office: _____ Home: _____ Email: _____

Documents Required:	Req'd	Have
1. Building or Planning Department Application(s)	☐	☐
2. Sketch, Drawing, Plans, Site Plans, Mock-ups	☐	☐
3. Photographs (Historic, Current, Surrounding Structures)	☐	☐
4. Materials List or Samples	☐	☐
5. Proof of Ownership	☐	☐

I certify that this information and the additional information submitted to the Department of Development Services is correct and that the work will completed as described, as approved by the Historical Development Board and in accordance with applicable codes.

Print Name: _____ Signature: _____

Hearing Date:_____ Approved ☐ Disapproved with Recommendations ☐ Disapproved ☐

- Meetings are held in the City Hall Commission Chambers, 200 East Kleberg Avenue.
- If the Board disapproves the application with recommended changes, the applicant has 5 days to inform the City if he/she accepts the changes.
- If the application is disapproved or if the applicant does not accept all recommendations, he/she may appeal the Boards decision by informing the City within the 5 day period.
- The Board only hears cases when the owner is present or represented.
- Call 361-595-8055 for information.