

CITY OF MCKINNEY

**CERTIFICATE OF APPROPRIATENESS
APPLICATION SUBMITTAL PACKET**



HISTORIC PRESERVATION/PLANNING

221 N. TENNESSEE ST, MCKINNEY, TX 75069





CONTENTS

- Purpose and Criteria for Approval
- Pertinent Ordinance Sections
- Approval Process Flowchart
- Preapplication Meetings
- Submittal Requirements Checklist
- Letter of Intent Requirements
- Application

PURPOSE & CRITERIA FOR APPROVAL



Purpose:

The McKinney Historic Preservation Office welcomes you to the historic preservation community. Ownership of a designated historic building makes you a steward of McKinney's history. The Certificate of Appropriateness (CoA) review process is designed to preserve the distinct character of McKinney's designated historic properties and the integrity of its older neighborhoods.

Certificate of Appropriateness Application

All owners of properties within the historic preservation overlay district are required to obtain a Certificate of Appropriateness (COA) before making any exterior changes to their property. Many CoAs can be reviewed and approved by staff. Completed COAs must be received by the City's Historic Preservation Office at least two weeks prior to the scheduled Board meeting in order to be placed on the agenda; assuming the COA application needs to go to the Board. All application must provide justification for the requested Certificate of Appropriateness based on the criteria set forth in the City Code of Ordinances

A Certificate of Appropriateness is required before a permit can be issued for properties in the historic districts.

Criteria for Approval:

The primary instrument that the City of McKinney uses to determine whether an intended action is appropriate or inappropriate is the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings: <https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>
<https://www.nps.gov/tps/standards/rehabilitation/rehab/guide.htm>

Processing Certificates of Appropriateness

The processing of Certificates of Appropriateness involves reviewing, interpreting, explaining, and ensuring compliance with provisions of federal, state, and city laws, codes, ordinances, rules, regulations, policies, procedures, standards, and other guidelines that pertain to historic preservation. There is significant coordination of the Historic Preservation Office with the Departments of Planning, Engineering, Building Inspections, Public Information, Convention & Visitors Bureau, McKinney Main Street, Texas Historic Commission, Collin County Historic Commission, and the National Trust. Applications may take between 10-30 days for review once a complete application is submitted.

What is a Designated Historic Property?

A designated historic property is one that is listed in the McKinney Historic Properties whether individually or as part of a historic district or is located within the historic districts defined by the McKinney City Code Section 146-96 and Section 146-97. Visit the Historic City Resources Map at <https://bit.ly/MCKHist> to check your property.

PERTINENT ORDINANCES*



All City of McKinney ordinances are available at Municode.com

***Please note that this is not a comprehensive list. Please refer to the Zoning Ordinance for all applicable regulations**

HISTORIC OVERLAY DISTRICT ORDINANCE: Section 146-97, this includes the CoA process

COMMERCIAL HISTORIC OVERLAY DISTRICT ORDINANCE: Section 146-96, this includes the CoA process

HISTORIC NEIGHBORHOOD IMPROVEMENT ZONE ORDINANCE: Section 98-83, 98-84

NEIGHBORHOOD EMPOWERMENT ZONE ORDINANCE: Section 98-84, 98-85

GENERAL ZONING ORDINANCE:
Section 146

**McKINNEY TOWN CENTER
ORDINANCE:**

SIGN ORDINANCE: Section 134

**SIDEWALK USE LICENSE
ORDINANCE:** Section 122

PARKLET ORDINANCE: Sections 90-
361,362

**TREE PRESERVATION
REQUIREMENTS:** Section 146-136
the Zoning Ordinance

APPROVED PLANT LIST: Appendix A
of the Zoning Ordinance

**SPACE LIMITS AND PERMITTED
USES:** Appendix F of the Zoning
Ordinance

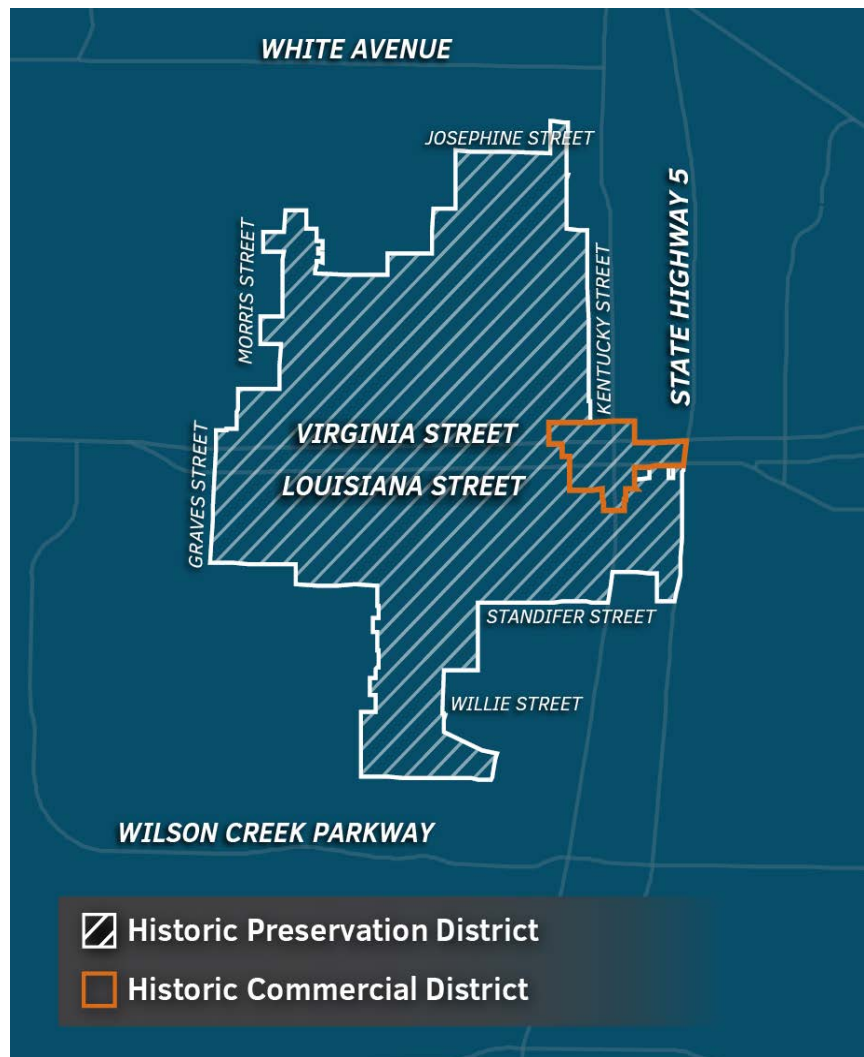


Figure 1 - Historic Districts. See Sections C-1 and C-2 of Zoning Ordinance or visit the Historic City Resources Map to verify your address is in the Historic District. and to check on the preservation priority of the property. <https://bit.ly/MCKHist>

CoA PROCESS FLOWCHART



What are the three ways CoAs can be approved?

- Staff Approval Process — projects that conform to the Secretary’s Standards
- Historic Preservation Advisory Board (HPAB) Approval Process - applications may be sent to the HPAB as determined by Staff
- City Council Approval Process — appeals of Historic Preservation Advisory Board decisions

Outline of the typical steps involved in each of these approval processes see the chart below.

Start Here	Staff Approval Process	HPAB Approval Process	City Council Approval Process
Step 1	Preapplication Meetings – Applicant may request and schedule a preapplication meeting to review preliminary elevations and materials prior to submitting an application.		
Step 2	CoA Submittal - See the Checklist for submittal requirements, and the Submittal and Revision Guidelines for assistance submitting plans.		
Step 3	Staff Review - Once the documents are received, the Historic Preservation Office will coordinate with other city departments for compliance with ordinances. Staff may request additional documentation to complete the application review.		
Step 4	Staff Comments - The Historic Preservation staff will ensure that all comments are returned to the applicant via email.		
Step 5	Applicant Submitted Revisions - The applicant will then be responsible for revising and resubmitting the plans. Step 2 and Step 3 will repeat until all comments are addressed.		
Step 6	CoA Approved by Staff and approval letter issued and building permit application may be submitted.	Staff forwards to HPAB	
Step 7		CoA is scheduled for review by HPAB board meeting (monthly on the first Thursday as needed.)	
Step 8		HPAB Approves or Denies Application	
Step 9			If the HPAB denies the request, the Applicant may appeal to City Council – City Council Decision is Final
Step 10			CoA Approved or Denied by City Council. This is the final action.
Final Step	Once CoA is approved the applicant may submit for a building permit. Work must be made only as approved by the CoA process. Any changes to the approved plans necessitate a new CoA approval.		

PRE-APPLICATION MEETINGS



Pre-Application Meetings

All applicants are encouraged to schedule a pre-application meeting with the Historic Preservation Officer prior to submitting an application. Minor maintenance projects can often be approved at this meeting. Pre-application meetings can be scheduled by calling the Planning Department at 972-547-2000.

Suggested items for the Pre-application meeting (not required but helpful):

- The property address
- Images of the property/structure
- Images depicting your proposed work
- Questions you have about the process and possibilities
- Proposed elevations

LIST OF REQUIRED SUBMITTALS



DUE TO HIGH SUBMITTAL VOLUMES AND DUE TO THE PLANNING DEPARTMENT'S CONTINUED EFFORTS TO PROVIDE THE VERY BEST CUSTOMER SERVICE TO ALL OF OUR APPLICANTS, BOTH ALREADY IN QUEUE AND NEW SUBMITTERS, INCOMPLETE SUBMITTALS CANNOT BE ACCEPTED. There is no fee for the CoA review.

- **Completed Certificate of Appropriateness (COA) application form**
All COA's must be submitted (and complete) 2 weeks prior to the monthly HPAB Meeting to be included in the next meeting.
- **Letter of Intent - Application Narrative explains project and materials.**
- **Elevation drawings of proposed changes (required for all submittals) ***
 - Depicts all sides of existing and proposed structures
 - Drawn to scale
- **Site Plan or Survey of the subject property ***
 - Drawn to scale
 - Dimensions and exact locations of all property lines, structures, parking spaces, and landscaping
 - North arrow
- **Floor Plans (Additions, modifications, and new buildings *as requested*) ***
 - Drawn to scale
 - Locations of all doorways, windows, and walls (interior and exterior)
 - Dimensions and Area of each room
 - North arrow
- **Photographs of the subject property and structures in question (required for all submittals)**
 - Photos of existing property and/or items to be changed
 - Photos of adjacent properties
 - Available historic photos
- **Samples or a detailed brochure for new materials to be used (*as requested*)**
- **Sign and Lettering Approvals:**
 - If submitting a COA for signs or lettering, you must provide:
 - A scaled drawing showing the type and size of the lettering
 - All colors to be used and description of materials
 - A plan showing the location of the sign/lettering on the building or site
 - An explanation of the method of illumination, if applicable.

* Staff strongly encourages applicants to retain the services of a design professional to prepare the required drawings as they generally need to be to scale and have dimensions. The city is unable to accept site plans, surveys, floor plans, or elevations that are incomplete, illegible, unclear, or do not meet the criteria listed on the Application Checklist. Such determinations are made at the discretion of the City.

***Return all forms and documentation as PDF's to the Historic Preservation Office,
Development Services Building, at
contact-historicpreservation@mckinneytexas.org***

LETTER OF INTENT GUIDELINES



- Describe the work to be performed on the exterior of the property. This should include any proposed materials.
- Describe the current condition of the property/structure.
- Describe in detail the location of the property [Example: approximately (distance) feet South of (street name), approximately (distance) feet North of (street name), approximately (distance) feet East of (street name), and/or approximately (distance) feet West of (street name).]
- Special considerations (i.e. requested variances, unique characteristics of subject property).
- Justification for the proposed work.
 - Demolition request should include an engineer's or architects report detailing the condition of the property.
 - Request for replacement of architectural features should include a description of the condition of the existing item and the proposed replacement.
 - Photos of the existing conditions should be included.
- The Letter of Intent must provide the signature and contact information of the owner or applicant.



INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

REFER TO THE "LIST OF REQUIRED SUBMITTALS"

Certificate of Appropriateness Application, p1

By signing this Certificate of Appropriateness (COA) application, the applicant affirms:

- All submitted information for this application represents an accurate description of the proposed work.
- The applicant certifies that the project described in this application will be constructed in exact accordance with aforesaid plans and specifications.
 - The applicant agrees to conform to all conditions of approval.
- It is understood that approval of this application by the Historic Preservation Officer or the Historic Preservation Advisory Board in no way constitutes approval of a building permit or other required City permit approvals.
- Filing an application does not guarantee approval.
- The COA becomes null and void if authorized construction is not commenced within one year. This will require receiving a new CoA approval.
 - Work completed in deviation from this Certificate of Appropriateness or without a Certificate of Appropriateness may result in fines and/or misdemeanor charges.
 - Work proposed in this application may also be eligible for the City's tax exemption program or impact fee waiver program. To see if you qualify, please contact the Historic Preservation office.

ADDRESS OF SUBJECT PROPERTY:

APPLICANT/CONTACT PERSON:

OWNER: Attach additional sheets for Multiple owners and/or addresses.

NAME (Print): _____

NAME (Print): _____

ADDRESS (line 1): _____

ADDRESS (line 1): _____

ADDRESS (line 2): _____

ADDRESS (line 2): _____

City, ST, ZIP: _____

City, ST, ZIP: _____

Phone: _____

Phone: _____

E-mail: _____

E-mail: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

For Office Use Only

Date Received: _____

COA Case #: _____

Type of Project: _____

Preservation Priority: _____

Built Circa: _____

Approved. Please release the building permit.

Approved with conditions. Please release the building permit in accordance with conditions.

Forwarded to **HPAB** for review. Do Not release building permit.

Denied. Do Not release the building permit.



All applications must provide justification for the requested Certificate of Appropriateness based on the criteria set forth in the City Code of Ordinances. These criteria are based upon the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties (available on-line at http://www.nps.gov/history/hps/tps/standards_guidelines.htm). Please type or print clearly. Illegible responses will not be accepted. Please use additional sheets if necessary.

GENERAL INFORMATION

Property Address: _____

Type of Request:

Proposed Use:

<input type="checkbox"/>	Alteration of building/structure
<input type="checkbox"/>	New Construction
<input type="checkbox"/>	Demolition
<input type="checkbox"/>	Fencing
<input type="checkbox"/>	Signage
<input type="checkbox"/>	Other: _____

<input type="checkbox"/>	Single-Family Use
<input type="checkbox"/>	Multi-Family Use
<input type="checkbox"/>	Commercial
<input type="checkbox"/>	Office
<input type="checkbox"/>	Restaurant
<input type="checkbox"/>	Other: _____

Written Description of Proposed Work:

Explain what changes will be made to the following architectural elements and how the changes will be accomplished. *Please provide a detailed brochure or samples of new materials.*

1. Structural Work _____

2. Roof and Roofing Systems _____

3. Windows _____

4. Doors _____

5. Exterior siding _____

Case #

Date Received:



Written Description of Proposed Work (continued):

Explain what changes will be made to the following architectural elements and how the changes will be accomplished. *Please provide a detailed brochure or samples of new materials.*

- 6. Decorative elements (window and door trims, ornamental trims, brackets, lighting): _____

- 7. Porches, Carriage Houses, Patio, Carport, and Steps: _____

- 8. Outbuildings: _____

- 9. Fencing: _____

- 10. Other: _____

- 11. Painting (Commercial Historic District Only)

Written Description of Proposed Work for which applicant is requesting advice but CoA approval is not required:

- 12. Landscape, parking, sidewalks, garden features

- 13. Painting (Historic Overlay District only)

Case #

Date Received:

FREQUENTLY ASKED QUESTIONS (FAQs)



Q: Does every change to my property require a Certificate of Appropriateness?

A: All proposed changes to the exterior of your property require consideration by the Preservation Office and are regulated by the City's Zoning Ordinance which uses the Secretary of the Interior's Standards for the Rehabilitation of Houses. These Standards are used throughout the United States to determine the appropriateness of treatments for historic homes. Some examples of changes that are subject to city regulations include replacing windows, siding, exterior doors, adding shutters, and adding architectural elements not original to the house, removing masonry, adding or removing porches, railings, chimneys, or removing historic architectural trims, adding or changing fencing and signage.

Maintenance to your property is not restricted if it does not involve any changes to the structures. But we recommend you consult the Historic Preservation Office to make sure your plans are considered general maintenance and you are using the best methods to preserve your house.

Q: Is my property designated or contributing?

A: The city maintains the McKinney Historic Resource Inventory Survey that lists locally designated and contributing historic properties. A property does not have to be in a district to be considered a historic property; however, the property will not benefit from the overlay protection. You can check whether a property is in either the "H" Overlay District or the Commercial Historic District by accessing the [Historic District Map Online](#) or by contacting the City Historic Preservation Office at 972-547-2000.

Q: What does it mean to be designated or contributing?

A: A property can have numerous types of designations or no designation at all. Not having a designation does not mean the property is not historic.

National Register Property is a historic property which can be a site, building, structure or object significant in American history, architecture, engineering, archeology or culture. These properties can be associated with events that have made significant contributions to broad patterns of history, associated with lives of persons significant in our past, embody distinctive characteristics of a type, period, method of construction, work of a master, etc. or have yielded or be likely to reveal important information about our prehistory or history. (Excerpted from the National Register Bulletin.) National Register Properties may qualify for Federal Income Tax exemptions and Collin County exemptions.

A *Recorded Texas Historic Landmark (RTHL)* is a state designation. You may get more information by reviewing the [State of Texas RTHL webpage](#). Houses with a RTHL potentially qualify for a Collin County tax exemption.

A *City of McKinney Historic Marker* is a local designation awarded by the City of McKinney Historic Preservation Advisory Board. The owner of the house submits an application along with a documented history of the house and property. If the house is awarded a marker, then the house may qualify for a tax exemption for city property taxes.

Other houses and properties may be only *contributing* to a Historic District. These properties contribute to the overall character and setting of the historic district. These house, like the other designated properties in the Historic Overlay and Commercial Historic Districts are subject to the Certificate of Approval process in the city of McKinney. More about that process can be found at the [McKinney Historic Resources](#) web page.

Q: May I paint my house any color I want?

A: Technically, yes. The McKinney Historic Preservation Ordinance does not regulate paint colors in the Historic Overlay District. However, it is strongly recommended that you don't paint unpainted stucco or masonry (brick or stone). Should you want to remove paint from masonry, the Historic Preservation Office recommends that you not use abrasives, such as sandblasting or any other blasting method, but instead, consider a chemical paint remover.

Additionally, paint colors in the **Commercial Historic** areas require approval for changing paint colors. A CoA must be obtained for this.

Q: May I put an addition on my historic property?

A: Yes, however, the addition should be located away from public view to preserve the property's historic streetscape appearance. The Historic Preservation Office requires property owners to meet with the Historic Preservation Officer during the earliest design phase of the project to obtain professional feedback and input on the design. All additions should be compatible with the scale, massing, and architecture of your property and compatible with adjacent properties. Additions must comply with the City zoning ordinance and building codes.

Q: May I install a fence on my historic property?

A: Fences are permitted but have slightly different regulations in the Historic District. The maximum height for a fence on rear and interior side yards in the historic district is 6'-8". On the front yard and side yards along a street or alley, the maximum height for the fence is 4' with 50% transparency. All new fences or changes to the style, size, and location of a fence require a CoA and may require a permit.

Q: Do I need permission to perform ordinary maintenance to my house or building?

A: No, as long as the materials and design are not changed, you do not need permission to paint, make repairs, or replace materials in-kind (replacing cedar shingles with cedar shingles, wood siding with matching wood siding, etc.) You should discuss your proposed plans with the Historic Preservation Office prior to commencing the repairs to make sure they are repairs and not work that would require a Certificate of Appropriateness.

Q: Where can I receive help designing an addition for my house?

A: The Historic Preservation Office staff is available by appointment to review preliminary designs. Please contact the Historic Preservation Office at 972.547.2000 set up a meeting.

Q: Is there a requirement that restoration must be made to property located within the Historic District?

A: You are not required to *restore* your property. The property, however, should be maintained so as to not create a hazardous condition which would lead to the demolition of the property for public safety. The City does have a “Demolition by Neglect” provision in the Historic Preservation Ordinance. The provision states that no owner of real property that is designated as a landmark or located within a historic district shall permit the property to fall within a serious state of disrepair which would produce a detrimental effect upon the character of the historic district or the property and lead to the demolition of the property.

Q: Can I install solar panels on my historic home?

A: Yes, solar panels may be installed on a historic home. The Historic Preservation office is available for consultation on the most appropriate location.

Q: Are there economic incentives for improving property in the historic district?

A: Yes, properties in the *Historic Neighborhood Improvement Zone* may be eligible for certain tax exemptions on City of McKinney ad valorem taxes.

The *Neighborhood Empowerment Zone* offers impact fee waivers for developing new residential and nonresidential projects on vacant parcels in the zone. This program requires projects follow design guidelines to be compatible with the historically sensitive neighborhoods of McKinney.

Contact the Historic Preservation Office or visit our website for more information on this program.

Additionally, certain Downtown properties may be eligible for *Tax Increment Reinvestment Zone* funding. Visit the Downtown Development webpage for more information on this program.

This publication can be made available upon request in alternative formats such as Braille, large print, audio, or electronic file. Requests can be made by calling 972-547-2694 or emailing contact-adacompliance@mckinneytexas.org. Please allow 48 hours for your request to be processed.