

# Granbury

## Historic Preservation Handbook



Granbury Opera House, 116 E. Pearl St.  
Built in 1886

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Baker-Carmichael House, 226 E. Pearl St.  
Built in 1905

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**P**reservation, or retaining a building's historic appearance through continued maintenance and use, is a bridge to Granbury's rich past and a pathway to its promising future.

Individual homeowners and business people have rehabilitated and restored old homes and buildings throughout Granbury's historic district and neighborhoods with private, not public, funding. This interest in preserving the community's heritage has strengthened the economy and given Granbury its No.1 industry, tourism.

### Preservation Pioneers Inspire a Community

Granbury's highly successful historic preservation movement began in 1969 with the restoration of the Hood County courthouse. The county commissioners actually considered removing the courthouse clock tower, but a movement to save it was led by Mrs. A. B. Crawford, Granbury's prominent newspaper publisher.

Mary Lou Watkins, a descendant of the Nutt brothers, two of Granbury's founding fathers, restored the old Nutt family home in the late 1960s. She and her cousin, Joe Nutt, then restored the Nutt House building on the Granbury Courthouse Square.

Their restoration efforts and the success of the Nutt House Restaurant inspired other building owners on the square who soon restored or refurbished their historic buildings, many of which were empty and dilapidated.

The community then joined together, led by Joe Nutt, and restored the 1886 Granbury Opera House in the early 1970s.

O'Neil Ford, a well-known Texas architect from San Antonio, visited Granbury in the early 1970s. While sitting in front of the Nutt House on a bench with Mrs. Watkins, he suggested she nominate the entire town square for the National Register of Historic Places.

Because of her efforts, the Granbury Courthouse Square was listed in the National Register of Historic Places in 1974. It was the first town square in Texas to be listed in the National Register and was described as "...one of the most complete examples of a late 19th century courthouse square in Texas."

The City of Granbury, a leader in historic preservation in Texas, created a historic district for the downtown in 1972. The ordinance passed that year established the Historic Preservation Commission, which enforces preservation policies in the historic district.

Jeannine Macon, a Granbury business woman and preservationist, served as chairwoman of the commission for 15 years, and led the commission in updating the Historic Landmark and District Zoning Ordinance several times.

In 1995, the city joined the U.S. Department of Interior's Certified Local Government program, which is administered by the Texas Historical Commission.

The citizens of Granbury were awarded the Ruth Lester Award for Meritorious Service in Historic Preservation by the Texas Historical Commission in 1976 in recognition of the unified redevelopment of the city's town square. Many individual awards have also been conferred upon the city's preservation leaders.

### **Revitalization Leads to Economic Growth**

The economic revitalization of Granbury's Courthouse Square, which was a direct result of successful historic preservation, served as an inspiration for the National Trust for Historic Preservation's Main Street Program.

Today, the Granbury Courthouse Square's restored Victorian commercial structures house an array of fine shops, antique and art galleries, and eateries. Downtown Granbury is alive with booming commerce, enlarging the city's tax base.

The number of visitors to Granbury continues to grow each year. Granbury's sales tax receipts grew from \$1.1 million in 1990 to \$2.1 million in 1997. The town's hotel-motel tax receipts increased 23 percent from 1994 to 1997.

The charm created by the restoration of residential neighborhoods has increased the value of home-owners' property and created a demand for historic homes. Granbury and Hood County are among the fastest growing communities in North Texas. According to the North Texas Council of Governments, the population in Hood County grew 30 percent from 1990 to 1998.

### **Preservation Tax Incentives and Historic Preservation Easements**

The federal government encourages the preservation of historic buildings through federal tax incentives. Income tax credits are available for the rehabilitation of income-producing or commercial structures. For more information, see the Resources Chapter of this handbook.

Federal tax relief is also available to historic property owners in Texas if they donate a preservation easement to a government agency or charitable organization.

Preservation easements offer long-term protection of historic properties by protecting them from further inappropriate changes. An easement follows the land, and continues to protect a property from alterations after the donating owner no longer has possession. For more information on preservation easements, contact the Texas Historical Commission.

### **Benefits of Historic Preservation**

The owners of historic structures and homes in Granbury are entrusted with proper preservation of the community's architectural past. Proper preservation will help Granbury maintain its historical designations and ensure that tourism and its economic benefits continue to grow.

This handbook is intended to aid in the decisions and processes that the owners of historic structures and homes will encounter during the preservation and maintenance of their properties.

Preserving Granbury's old structures enriches the community and maintains a strong link to its past. Both Granbury and its residents benefit financially from the town's revitalization. Visitors and new residents come to Granbury to step back in time and savor the rural, frontier heritage of Texas.

Cherishing and preserving that heritage has enabled Granbury to pave a new pathway to the community's growing future.

# HISTORY of GRANBURY and HOOD COUNTY

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## Chapter 2

### Frontier Outpost

Comanche Peak, Hood County's 1,129-foot mesa, was recognized as the area's most prominent natural landmark by early explorers, Indians, travelers and buffalo hunters. Located west of the Brazos River, Comanche Peak was in Indian territory.

For years, the Brazos River was considered the "dead line," separating Comanche territory from Anglo settlements east of the river.

Hood County's first Anglo settler was Charles Barnard, a hardy entrepreneur from the northeast. He and his brother opened a trading post on the Brazos River in 1847, in the shadow of Comanche Peak.

Other pioneers soon began to settle in Hood County during the 1850s. Among them were Davy Crockett's widow, Elizabeth, and his son, Robert Patton Crockett. They settled on land granted to them by the Republic of Texas for Davy Crockett's bravery at the Alamo.

Hood County was created by a special act of the Texas Legislature in 1866. The legislature decreed that the county be named for Confederate Gen. John Bell Hood, who commanded the Army of the Tennessee. The county seat was christened "Granbury" in honor of Confederate Gen. Hiram B. Granbury, leader of the Texas Brigade.

### Granbury Established on the Brazos River

Granbury's location within the new county was hotly contested by settlers. Three elections were held until a 40-acre site on Lambert Branch, donated by Thomas Lambert and blind brothers Jesse and Jacob Nutt, was chosen.

Granbury was established on the heavily wooded banks of the Brazos River. The entire town was a thick forest of oak, pecan, elm and cottonwood trees. Town lots were surveyed and plotted and several sales were conducted, with the largest public auction of lots held in 1871. Granbury was laid out in a grid pattern, centered around the courthouse square.

Log buildings and structures built of "rawhide" lumber, which was supplied by a busy local saw mill, were erected on the town square. Both the first Hood County Courthouse and the first Hood County Jail were log structures. Four or five saloons, complete with adjacent ten pin alleys, soon opened in Granbury and were frequented by cowboys.

### Early Economic Boom Creates Prosperity

During the 1880s and 1890s the log buildings were replaced by the native limestone structures that are still standing in Granbury. The Hood County Jail, with its hanging tower, was built in 1885; the Granbury Opera House was built in 1886; and the Second Empire-style Hood County Courthouse was built in 1891.

The heavy blocks of white limestone used to construct Granbury's commercial buildings were quarried within five miles of the town square.

In 1887, the Fort Worth and Rio Grande Railroad arrived in Granbury, bringing Hood County its first rail transportation. The arrival of the railroad triggered an economic boom in Granbury. The excitement generated by the arrival of the railroad was reported in the Granbury News in March of that year: "A bank, a bridge, a railroad, and a new college are the all-absorbing enterprises just now. On with the boom and a good rain."

Colleges were established in both Granbury and the nearby resort town of Thorp Spring in the 1870s. Granbury College was located north of the town square, and Add-Ran College in Thorp Spring was the predecessor of Texas Christian University, which is now located in Fort Worth.

Agriculture was Hood County's top industry for many years, and cotton was the county's first leading crop. Granbury, the county seat, was the natural agricultural trading center. In 1905, Granbury had five cotton gins. The Hood County Milling Company, a cotton-seed oil mill, was located in Granbury near the railroad tracks.

### Legends and Lore of Granbury

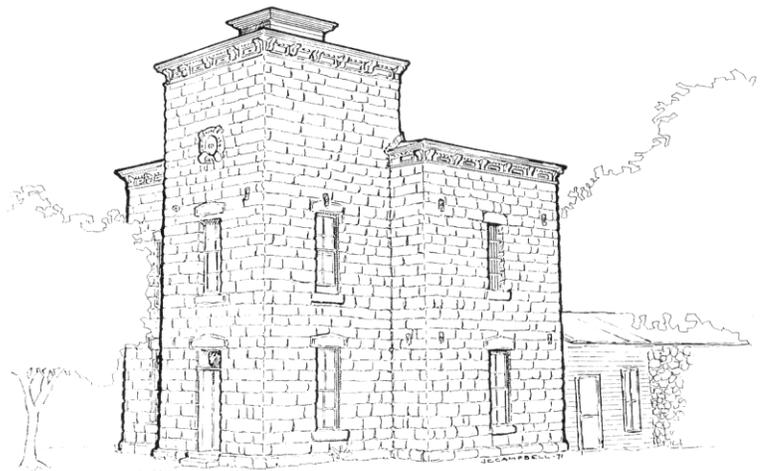
Prohibition was supported by the county's residents in the early 1900s, causing all of Granbury's saloons to close. Carrie Nation visited Granbury in 1905. Local legend has it that she wielded her infamous ax through Granbury's saloons. In fact, most of Granbury's residents met her at the railroad depot when she arrived. The Granbury News wrote, "The curiosity of most people was satisfied by a sight of the notorious woman."

Legends abound in Granbury concerning the town's frontier days and notorious outlaws like John Wilkes Booth and Jesse James. Both men, stories say, lived in Granbury, and old-timers believe that Jesse James is buried in Granbury Cemetery.

### Lake Granbury Created

After decades of planning, the Brazos River was dammed in 1969 to create sparkling Lake Granbury and its 103-mile shoreline. Along with the historic preservation movement, which began at the same time, the lake has had a tremendous impact on the growth and economy of Hood County.

Today, Granbury's pristine historic buildings are nestled on the shore of the lake, shining reminders of days gone-by, and bright harbingers of days to come.



Old Hood County Jail, 208 N. Crockett St.  
Built in 1885

# RESEARCHING the HISTORY of YOUR OLD HOUSE or BUILDING

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## Chapter 3

**R**esearching the history of your old house or building can help you gain an interest in and appreciation for your historic property. Historical designations can help increase the value of your historic property, and sleuthing can be fun.

### How to Begin

If your research is thorough, your house or building can receive local, state or national historical designations. You can begin by going to the Hood County Library and reading research papers that have been written on other local historic structures.

To obtain information on how to have your building designated as a Granbury Historic Landmark, see the appropriate section of this handbook. To obtain an application for a Texas Historical Marker or the National Register of Historic Places, call the Texas Historical Commission in Austin. The appropriate addresses and phone numbers are listed in the Resources Chapter of this book.

### Take a Good Look at Your House or Building

By examining your old house or building carefully and doing some reading on architectural styles (see the next section of this book), you can get an idea of when your structure might have been built.

Look for obvious additions and alterations that may have occurred over the years, and also look at outbuildings and landscaping.

### Researching Old Records

Begin your search for written information at the Hood County Clerk's office with a warranty deed search. Researching transactions that your property has gone through helps reveal its age and historical significance.

Look for obvious references to structures in each deed, or large increases in sales prices. These can indicate the addition of a home or building to the property.

Old county tax assessor records are stored in the Granbury Railroad Depot. Look through these for increases in your property's tax assessment from one year to the next, which can also indicate the addition of an improvement like a home or building.

Sanborn Insurance Maps of Granbury for 1893,1898,1905,1910 and 1932 are part of the Barker Texas History Collection at the University of Texas at Austin. These maps show sketches of each old building and give information on construction materials.

## **Old Newspapers, Written Histories and Photographs**

The Hood County Library has many old issues of Granbury newspapers on microfilm, which can be an invaluable resource for information on buildings, people and events in the history of our community.

The library also has hand-written genealogical records compiled by Judge Henry Davis about many old families in Granbury. You can request census records at the library, and there are files of written information and photographs compiled by other local historians on file there.

The Hood County Genealogical Society has genealogical records on file at the Granbury Railroad Depot, and the Hood County Historic Preservation Council has historical collections and old photographs at the Hood County Museum in the old Hood County Jail.

*Hood County History in Picture and Story*, published by the Granbury Woman's Club, and *Hood County History*, written by T. T. Ewell and published in 1895, are both excellent local history books. *The Story of Comanche Peak, Landmark of Hood County, Texas*, written by Vance J. Maloney, is also an excellent local resource.

## **Oral Histories and Cemetery Records**

There are many local historians in Granbury and Hood County who have maintained private collections of records and who have much first-hand knowledge of Granbury's history that they have learned from their families.

Mary Kate Durham, who is one of Granbury's greatest resources of oral history and local history collections, has worked with others to compile precise cemetery records for all of Hood County's old cemeteries. These are available at the Hood County Library.

Other local residents of your neighborhood may have knowledge of the history of your home or building and the people who built it and lived there.

## **For More Information or Help**

Please refer to the Resources Chapter of this handbook for addresses and phone numbers of the organizations mentioned here.

**G**ranbury is rich with historic Texas architecture that has been preserved for many years. These are descriptions of some of the architectural styles that can be found in Granbury.

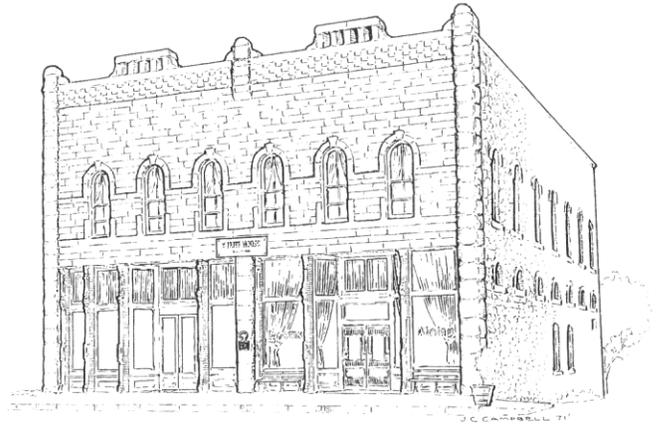
### Commercial Eclectic (1870s to early 1900s)

*Built of hand-hewn native Hood County limestone that was quarried within five miles of the courthouse square in Granbury, these buildings replaced the town's first log or rawhide lumber structures.*

*These buildings have thick rock walls and some ornamentation like bracketed eaves, cornices and arched windows.*

*The Nutt House Hotel features a cast-iron storefront and Richardsonian Romanesque characteristics like bandings within the stone, and stone corner pilasters and finials.*

*The rear and sides of many of Granbury's earliest commercial buildings have simple vernacular limestone walls without architectural detail.*



Local example: Nutt House Hotel, 121 E. Bridge St.  
Built in the 1890s

### Italianate Victorian Commercial (1870s to early 1900s)

*These commercial buildings in downtown Granbury have more pronounced Victorian features than the Commercial Eclectic buildings described above, such as hood moldings with pediments over narrow windows, heavier cornices and elaborate pressed tin ornamentation on their facades.*



Local example: First National Bank, 101 E. Bridge St.  
Built in 1883

## Greek Revival (1825 to 1860)

*Simplicity of design includes moderate-pitched, gabled or hipped roofs with a wide cornice, and entry porches or full-width porches supported by columns and pilasters and surmounted by low pediments.*

*The doors of Greek Revival buildings usually have a transom window above the entry and sidelights on either side.*

*The David Lee Nutt House has Greek Revival forms, but was built after the Greek Revival time period. It reflects many Victorian characteristics as well, including tall, narrow windows.*



Local example: David Lee Nutt House, 319 E. Bridge St.  
Built in 1879

## Eastlake Style (1870 to 1910)



Local example: W. B. Daniel House, 107 W. Bluff St.  
Built before 1893

*Many Victorian homes in Granbury feature Eastlake ornamentation, which is also called "gingerbread." It's named for Charles Locke Eastlake, a noted designer who lived and worked during the period.*

*The porch posts, railings, balusters, spindles and lattice work typical of Eastlake design are featured on many of Granbury's Victorian homes.*

## Queen Anne (1880 to 1910)

*Asymmetrical design with gables, towers, porches, encircling verandahs, bay windows, patterned shingles and steeply pitched roofs define Queen Anne houses, which are usually referred to as Victorian mansions, but are also often built on a smaller scale.*

*The Aston House in Granbury is a fine local example of Queen Anne architecture. When Andy Aston built it for his wife, Dollie, in 1905, he told her he would build her the finest house in Hood County if she would marry him.*

*The Baker-Carmichael House in Granbury features two-story Ionic columns, indicating a transition from Queen Anne to Classical Revival-style architecture.*



Local example: Aston House, 221 E. Bridge St.  
Built in 1905

## Shingle Style (1890 to 1915)



Local example: Cogdell House, 616 Thorp Spring Rd.  
Built about 1907

*These two- or three-story homes feature wood shingles, multi-level eaves, and wide gabled porches. Shingle-style homes evolved from the Queen Anne style of architecture, but were simpler and less ornate. Shingle-style homes adapted asymmetrical design from Queen Anne architecture, and they adapted classical columns and Palladian windows from Colonial Revival styles.*

*The Cogdell House, a Shingle-style home built in Granbury about 1907, was described in the local paper at the turn of the century as "...a nice, modern cottage" while it was being built. The interior of the Cogdell House features built-in cabinets and beautiful wood beams and paneling, reflecting influences of the arts and crafts movement.*

*Wyatt Hedrick, the architect who designed the Cogdell House, carried the design of the home to its heavy oak furnishings, which is very rare. Many pieces of the Cogdell family's original furniture still remain in the house.*

## Prairie Style (1900 to 1920)

*These two-story homes feature broad gabled or hipped roofs with wide overhanging eaves, one-story porches and horizontal appearances. The first Prairie homes were developed by a group of American architects that included Frank Lloyd Wright.*

*The Estes-Green House, built in 1912, is a vernacular Prairie-style home with large, square pillars, supporting its one-story porch and porte-cochere. This house also features the boxed eaves and typical front door of Prairie-style homes. Note the steps rising from two directions to the front porch, which is typical of Prairie-style forms.*



Local example: Estes-Green House, 319 W. Pearl St.  
Built in 1912

**T**here are three different types of historical designations available to owners of historic buildings in Granbury: local, state and national.

### **Granbury Historic Landmarks and Granbury Historic Districts**

The City of Granbury recognizes structures that are historically significant as Granbury Historic Landmarks. The city also recognizes neighborhoods that are historically significant as Granbury Historic Districts.

The city protects the architectural integrity of the buildings and homes that it recognizes as historic.

Any changes to these buildings must receive a Certificate of Appropriateness from the city's Historic Preservation Commission (see the chapter on Certificates of Appropriateness).

A property can be awarded designation as a Granbury Historic Landmark or a neighborhood can be awarded designation as a Granbury Historic District if it:

1. has been recognized as a Recorded Texas Historic Landmark or has been entered into the National Register of Historic Places.
2. possesses significance in history, architecture, archeology, and culture.
3. is associated with the lives of persons significant in our past.
4. embodies the distinctive characteristics of a type, period, or method of construction.
5. represents the work of a master designer, builder or craftsman.
6. represents an established and familiar visual feature of the city.

*The property or district must meet one or more of these criteria.*

### **Established Historic Districts in Granbury**

In 1972, the city created the Granbury Town Square Historic District, protecting the historic integrity of the buildings in the district.

The district is defined as the town square and 150 feet from each of its four corners.

Any preservation work (including changing paint colors) to the buildings on the town square must receive a Certificate of Appropriateness from the city's Historic Preservation Commission.

Demolition, new construction, landscaping, signs and merchandise displays within the historic district must also receive a Certificate of Appropriateness.

## **Texas Historical Markers**

There are two types of historical markers awarded by the Texas Historical Commission: subject markers and Recorded Texas Historic Landmark markers.

Subject markers are educational and are best suited for church congregations, cemeteries, events, persons, or institutions.

The Recorded Texas Historic Landmark designation is awarded to historic structures deemed worthy of preservation for their architectural integrity and historical associations.

To be designated as a Recorded Texas Historic Landmark, a structure must be at least 50 years of age and should retain its appearance from its period of historical significance. The Recorded Texas Historic Landmark designation is awarded to buildings that are exemplary models of preservation. It is the highest honor the state can bestow to historic structures.

There are more than 10,000 Texas Historical Markers throughout the state, with approximately 40 in Hood County.

For information on how to apply for a Texas Historical Marker, see the Resources Chapter of this handbook.

## **National Register of Historic Places**

The National Register of Historic Places is a catalog of districts, sites, buildings, structures and objects that are a major part of the cultural heritage of the American people.

The National Register is maintained by the U.S. Department of the Interior with the assistance of each state's historic preservation officer. Nominations for the National Register are submitted to the Texas Historical Commission (see the Resources Chapter of this handbook).

To be eligible for the National Register, a property is evaluated for significance in one or more of the following criteria. Eligible properties:

1. are associated with events that have made a significant contribution to the broad patterns of our history;
2. are associated with the lives of persons significant in our past;
3. embody the distinctive characteristics of a type, period, or method of construction, or represent the work of a master, or possess high artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction; or
4. have yielded or may be likely to yield archeological information important in prehistory and/or history.

To be eligible for the National Register, properties must be at least 50 years of age, and they must have maintained their historic integrity in respect to location, design, setting, materials, workmanship, feeling, and association.

The Granbury Town Square Historic District and the Wright-Henderson-Duncan House on Spring Street are listed in the National Register of Historic Places.

# HOW to APPLY FOR a GRANBURY HISTORIC LANDMARK or GRANBURY HISTORIC DISTRICT DESIGNATION

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## Chapter 6

To apply to have your old home or building recognized as a Granbury Historic Landmark, or to apply to have your neighborhood recognized as a Granbury Historic District, follow the steps in this section.

### **Why You Should Apply for Local Historical Designation**

If your old home or building is recognized as historic by the City of Granbury, its architectural integrity will be protected for generations to come by the city's Historic Preservation Commission.

### **Application**

The Granbury Historic Landmark or Granbury Historic District application form is available from the Community Development Department at the City of Granbury.

The application asks for a documented, written history of the property, its legal description, the date it was built, and a chain of title for the property. It also asks you to submit both current and historic photographs of the property.

The application must be submitted to the Community Development Department 10 days before a regular meeting date of the city's Historic Preservation Commission. The commission meets on the first and third Thursdays of each month.

You will be asked to pay an application fee with your application.

You will be notified prior to the Historic Preservation Commission's hearing on your application. At the hearing, you may present testimony or documentary evidence on the importance of the proposed historic landmark or district.

### **Approvals and Zoning**

If the Historic Preservation Commission recommends your property for designation as a historic landmark, or they recommend your neighborhood for designation as a historic district, their recommendation will be submitted to the Zoning Commission.

Both the Zoning Commission and the City Council must hold hearings on your application. If the City Council votes to recognize your building as a historic landmark or your neighborhood as a historic district, the designation will be recorded with the county, city, and tax appraisal district. All zoning maps will indicate the designated historic landmark or district.

### **Forward Copies to the Texas Historical Commission**

Forward copies of submitted photography and information about historic properties to the Texas Historical Commission, so it can be included in their repository.

# The GRANBURY HISTORIC PRESERVATION COMMISSION

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## Chapter 7

In 1972, the City of Granbury designated its courthouse square as a historic district and created a Historic Preservation Commission to oversee protection and development of the district's resources.

Today, the city's Historic Landmark and District Zoning Ordinance authorize the commission to protect and preserve the architectural and historic integrity of the Granbury Town Square Historic District and other historic districts and landmarks that may be designated.

The Historic Preservation Commission is made up of seven members who are appointed by the City Council. Four of the commission members must own property that is a Granbury Historic Landmark or is within a Granbury Historic District. The chairman of the Hood County Historical Commission or a designee from the commission is also an appointed member.

The remaining voting members of the commission must be residents of the City of Granbury or own property in Granbury. The term of membership in the commission is two years. Members may be reappointed as their terms expire.

The members of the commission elect their chairperson annually at their first meeting in December.

Many local residents feel it is an honor to serve on the Historic Preservation Commission, so they can help protect and enhance Granbury's historic, architectural and cultural heritage.

### **Goals of the Historic Preservation Commission**

Commission members have a three- to five-year goal plan established. They plan to work with the community to educate Granbury residents about historic preservation. They also plan to work with other historical groups in Hood County to prepare a strategic preservation plan for the community.

The commission's goals also include protecting historic structures in Granbury. They hope to identify all of the city's historic resources by conducting a comprehensive survey and preparing an inventory.

The commission also plans to create additional historic districts and designate historic landmarks in the city, thus expanding the number of protected historic properties in Granbury.

### **Responsibilities of the Historic Preservation Commission**

The Historic Landmark and District Zoning Ordinance empower the commission to do the following:

1. Approve or disapprove of applications for Certificates of Appropriateness (see the chapter on Certificates of Appropriateness).
2. Adopt criteria for the designation of historic, architectural, and cultural landmarks and for the delineation of historic districts, which will be ratified by the City Council.
3. Recommend the designation of historic resources as Granbury Historic Landmarks and Granbury Historic Districts.
4. Recommend recognition for owners of landmarks or properties within historic districts with certificates, plaques or markers.

5. Conduct surveys and maintain an inventory of significant historic landmarks and of all properties located in historic districts within the city.
6. Prepare specific design guidelines. The guidelines will be used by the members of the commission when they review renovation or work to historic landmarks and historic districts. The guidelines can also be used by property owners as they preserve their historic structures.
7. Increase public awareness of the value of historic, cultural and architectural preservation by developing and participating in public education programs.
8. Make recommendations to the city government concerning the utilization of state, federal, or private funds to promote the preservation of landmarks and historic districts within the city.
9. Recommend the acquisition of a landmark structure by the city government, when its preservation is essential, and private preservation is not feasible.
10. Accept, on behalf of the city, donations of preservation easements and development rights as well as any other gift of value for the purpose of historic preservation, subject to approval of the City Council.
11. Propose tax abatement programs for landmarks or districts.

#### **Granbury Historic Preservation Officer**

The city's Historic Preservation Officer works with the Historic Preservation Commission to administer the Historic Landmark and District Ordinance.

The Historic Preservation Officer reviews renovation work approved by the commission when it grants a Certificate of Appropriateness.

As a representative of the commission, the officer is available to consult with historic property owners when they begin planning preservation work, and can guide them through the process of obtaining a Certificate of Appropriateness from the commission.

For major renovation, the officer guides owners to define restoration, renovation or rehabilitation changes in plans, elevations, and budgets in a Historic Structures Report. This may be used to seek grants or other funding.

The Historic Preservation Officer annually inspects the exterior of Granbury Historic Landmarks or property within historic districts and makes an annual report to the commission that is passed on to the city and county and forwarded to the state preservation officer.

The city's preservation officer also coordinates the city's preservation activities with those of state and federal agencies and with local, state and national organizations.

# HISTORIC LANDMARK and DISTRICT ZONING ORDINANCE CERTIFICATE of APPROPRIATENESS

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## Chapter 8

**B**efore making any changes to buildings that are Granbury Historic Landmarks or making any changes to buildings that are in a Granbury Historic District, you must apply for a Certificate of Appropriateness.

The kind of work to these historic structures that requires a Certificate of Appropriateness from the Historic Preservation Commission includes:

1. restoration, rehabilitation, reconstruction, renovation, or alteration of a building (including changing paint colors).
2. demolition or relocation of a structure.
3. new construction or additions.
4. changing or adding signs, light fixtures, sidewalks, fences, steps, paving or other exterior elements.
5. landscaping or open-air displays of merchandise within a historic district.

### Levels of Review

There are two levels of review for Certificates of Appropriateness: *Minor Exterior Alterations*, which can be reviewed by the Historic Preservation Officer, or *Significant and Major Changes*, which must be reviewed by the Historic Preservation Commission.

The Historic Preservation Officer will determine the correct level of review for each application for a Certificate of Appropriateness. The preservation officer's decisions may be appealed to the Historic Preservation Commission.

### How to Apply for a Certificate of Appropriateness

Applications for a Certificate of Appropriateness are available from the Community Development Department of the City of Granbury at City Hall, 116 W. Bridge St.

The Granbury Historic Preservation Commission meets the first and third Thursdays of each month to review applications. Completed applications and drawings must be in the Community Development Department 10 days prior to the commission's meeting date.

You will be asked to pay a fee based on the project cost when you submit your application for a Certificate of Appropriateness. If the application is for a sign, an additional fee is collected after the application is approved. The fee schedule is available for your review at the Community Development Department.

You must post a notice of your proposed project in the window of your building after submitting your application. The notice must be posted at least 10 days in advance of the Historic Preservation Commission meeting. Notices are available at the Community Development Department.

### *Follow these steps when completing your application:*

1. Your permanent address and telephone number and the address and telephone number of the property owner must be on the application.

2. The location of the building where work will be occurring must be on the application. Describe the current or intended use of the building.
3. Attach a detailed description of the proposed alterations or repairs and paint color schemes of the building. Also attach samples of materials to be used.
4. Select paint colors for buildings and signs from the approved color palettes at City Hall. You may select up to three color combinations and prioritize your selections.
5. Scale drawings of building alterations must accompany your application. If your application is for a sign, attach a drawing showing the sign's dimensions, materials, and its height and position. Also show the size and style of lettering, what will be on the sign, any method of illumination, and where and how it will be mounted.
6. Attach photographs of the building and of adjacent properties.
7. Include the project's intended start and completion dates.
8. Be sure you or your designated agent attends the Historic Preservation Commission meeting when your application is being reviewed.

### **Review Process and Criteria**

The Historic Preservation Commission is guided by *The Secretary of the Interior's Standards for Rehabilitation of Historic Buildings* when considering applications for a Certificate of Appropriateness (see the chapter on Preservation Guidelines).

They will also use *Historic Preservation Design Guidelines for Granbury*, which are being developed with a preservation architect, as criteria. The guidelines will be available at the City of Granbury Community Development Department.

The commission must review your application within 60 days from the date it is received, and they must approve it, deny it or approve it with modifications within 45 days after the review meeting.

### **Regular Inspections and Enforcement**

After you receive your Certificate of Appropriateness, you must notify the city's Historic Preservation Officer when work begins on your building, so inspections can be conducted periodically.

The officer will submit inspection forms for review at the Historic Preservation Commission's regular meetings.

If work on a building is not being performed according to the Certificate of Appropriateness, the Historic Preservation Officer or building inspector can issue a stop work order.

### **Right of Appeal**

If you are dissatisfied with the action of the commission on your application for a Certificate of Appropriateness, you can appeal their decision to the City Council within 30 days.

### **Ordinary Maintenance**

A Certificate of Appropriateness is not necessary for ordinary maintenance or repair that does not involve a change in design, material, paint color or outward appearance that has been previously approved by the Historic Preservation Commission.

# PRESERVATION GUIDELINES

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## Chapter 9

The City of Granbury's Historic Preservation Commission uses *The Secretary of the Interior's Standards for Rehabilitation* as guidelines for preservation of Granbury's historic buildings, districts and resources.

To be eligible for federal preservation tax incentives, a rehabilitation project must meet all ten of the Secretary of Interior's Standards.

### **The Secretary of the Interior's Standards for Rehabilitation**

These standards pertain to historic buildings of all materials, construction types, sizes and occupancy and encompass the exterior and the interior of historic buildings.

The standards also encompass related landscape features and the building's site and environment and attached, adjacent or related new construction.

The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

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 structures, 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.

### **Inappropriate Treatments**

Certain treatments, if improperly applied, or certain materials, by their physical properties, may cause or accelerate physical deterioration of historic buildings.

Inappropriate physical treatments include, but are not limited to: improper repointing techniques; improper exterior masonry cleaning methods; or improper introduction of insulations where damage to historic fabric would result.

Every effort should be made to ensure that new materials and workmanship are compatible with the materials and workmanship of the historic property.

### **Design Guidelines**

The Historic Preservation Commission will also use *Historic Preservation Design Guidelines for Granbury*, which are being developed with a preservation architect, when working with property owners on rehabilitation projects. These Design Guidelines will be available at the City of Granbury Community Development Department.

### **Preservation Briefs**

The U. S. Department of the Interior has a series of technical *Preservation Briefs* available that give invaluable information on specific preservation projects, like cleaning and repointing rock and masonry buildings and rehabilitating historic storefronts.

### **For More Information**

See the Resources Chapter of this handbook for a list of design guidelines and preservation briefs available and how to find copies of them.

<b>ADAPTIVE USE</b>	Adapting a building for a use that is different than its original use.
<b>BALUSTRADE</b>	A decorative railing supported by small posts or balusters.
<b>CORNICE</b>	A prominent, projecting continuous ornamental molding that runs horizontally along the top of a building.
<b>FACADE</b>	The front of a building, or its face. "Facade" may refer architecturally to any two-dimensional surface of the building, as the "west" facade, or "garden" facade, or "street" facade, or "front" facade.
<b>HOOD MOLDING</b>	Decorative molding over a window that was originally designed to protect the window from dripping water.
<b>PEDIMENT</b>	The crown part of a gable, which may be triangular and pointed, rounded or broken, typically with horizontal and raking cornices. It may surmount a major division of a facade or be part of a decorative scheme over an opening.
<b>PRESERVATION</b>	Allowing a property to retain its historic appearance through continued maintenance and use, or saving an old building from destruction or disrepair.
<b>REHABILITATION</b>	A project that combines preservation, restoration and adaptive use, allowing a property to retain its historic integrity while meeting modern requirements.
<b>RESTORATION</b>	The return of a property (or an element such as the exterior or interior) to its appearance at a particular time during its history.
<b>TRANSOM</b>	A smaller window above a door or window, which is often hinged.
<b>SIDELIGHTS</b>	Vertical windows alongside a door or window.
<b>VERNACULAR</b>	A type of building featuring a traditional design that has been adapted to locally available materials (such as limestone) and social and practical requirements. Vernacular buildings are often produced in mass.  Many one-story frame homes in small towns in Texas were ordered from Sears and Roebuck catalogs during the first decade of the 20th century. The materials and plans were shipped to the homeowner by railroad.

**F**or more information on historic preservation and historical research, the following resources are available.

### **Preservation Assistance**

The following *Historic Presentation Design Guidelines for Granbury* are available at the city's Community Development Office.

1. *Categories of Preservation for Historic Buildings & Landmarks*
2. *Application to Receive a Certificate of Appropriateness*
3. *Procedure to Obtain Designation as a City of Granbury Historic Landmark or a Historic District*
4. *Definitions*
5. *Porches, Doors, Windows, & Related Façade Elements*
6. *Commercial Facades Including Ground Floor Glazed Storefronts*
7. *Awnings, Canopies, Shutters & Other Exterior Weather-Control Devices*
8. *Signs*
9. *Building Exterior Materials*
10. *Architectural Metals: Cast Iron, Steel, Pressed Tin, Copper, Aluminum & Zinc*
11. *Roof Systems Including Membranes, Flashings & Roof Drainage*
12. *Colors*
13. *Mechanical, Electrical & Plumbing Services in Existing Buildings*
14. *Landscape & Streetscape*

Copies of the following U.S. Department of Interior *Preservation Briefs* are available from the city's Community Development Department or from the Texas Historical Commission.

1. *The Cleaning and Waterproof Coating of Masonry Buildings*
2. *Repointing Mortar Joints in Historic Brick Buildings*
3. *Conserving Energy in Historic Buildings*
4. *Roofing for Historic Buildings*
6. *Dangers of Abrasive Cleaning to Historic Buildings*
8. *Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings*
9. *The Repair of Historic Wooden Windows*
10. *Exterior Paint Problems on Historic Woodwork*
11. *Rehabilitating Historic Storefronts*
13. *The Repair and Thermal Upgrading of Historic Steel Windows*
14. *New Exterior Additions to Historic Buildings: Presentation Concerns*
17. *Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character*
19. *The Repair and Replacement of Historic Wooden Shingle Roofs*

In all, there are 38 *Presentation Briefs* available from the Texas Historical Commission. Additional topics available include *Repairing Historic Flat Plaster - Walls and Ceilings*, and *Rehabilitating Interiors in Historic Buildings - Identifying Characteristic Defining Elements*.

Guidelines to help property owners apply *The Secretary of the Interior's Standards for Rehabilitation* are available from the National Park Service and the Texas Historical Commission.

A booklet entitled *Preservation Tax Incentives for Historic Buildings* is also available from the National Park Service.

## **STATE and NATIONAL AGENCIES**

### ***Texas Historical Commission***

P. O. Box 12276  
Austin, TX 78711  
(512) 463-6100  
[www.thc.state.tx.us](http://www.thc.state.tx.us)

### ***Technical Preservation Services***

Heritage Preservation Services-2255  
National Park Service  
1849 C. St., NW  
Washington, D.C. 20240  
Publications - (202) 343-9583  
[www.cr.nps.gov](http://www.cr.nps.gov)

### ***National Trust for Historic Preservation***

1785 Massachusetts Ave., NW  
Washington, D.C. 20036  
[www.nthp.org](http://www.nthp.org)

### ***National Trust for Historic Preservation***

Southwest Regional Office  
500 Main St., Suite 1030  
Fort Worth, TX 76102  
(817) 332-4398

## **LOCAL ORGANIZATIONS**

### ***Granbury Historic Preservation Commission***

Community Development Office  
City of Granbury  
116 W. Bridge St.  
Granbury, TX 76048  
(817) 573-9692

### ***Hood County Historic Preservation Council***

109 E. Ewell St.  
Granbury, TX 76048  
(817) 573-2557

### ***Hood County Historical Commission***

109 E. Ewell St.  
Granbury, TX 76048  
(817) 573-2557

***Hood County Genealogical Society***

P.O. Box 1623

Granbury, TX 76048

(817) 573-2557

<http://www.granburydepot.org>

**HISTORICAL RESEARCH RESOURCES**

***Hood County Library***

222 N. Travis St.

Granbury, TX 76048

(817) 573-3569

***Granbury Railroad Depot***

109 E. Ewell St.

Granbury, TX 76048

(817) 573-2557

***The Jail and Hood County Historical Museum***

208 N. Crockett St.

Granbury, TX 76048

(817) 573-5135

***Barker Texas History Collection***

***Center for American History***

University of Texas

Sid Richardson Hall, 2.101

Austin, TX 78712

(512) 495-4515

**PUBLICATIONS**

*A Field Guide to American Houses.* Virginia and Lee McAlester.

New York: Alfred A. Knopf, 1984.

*Caring for Your Historic House.* Heritage Preservation and National Park Service.

New York: Harry N. Abrams Inc., 1998.

*Hood County History in Picture and Story,* 1978. Granbury Junior Woman's Club.

Fort Worth, Texas: Historical Publishers, 1978.

*House Histories, A Guide to Tracing the Genealogy of Your Home.* Sally Light.

Spencertown, New York: Golden Hill Press, Inc., 1989.

*Identifying American Architecture, a Pictorial Guide to Styles and Terms, 1600 -1945.*

John J. G. Blumenson.

New York: W. W. Norton & Company, Inc., 1983.

*Paint in America, the Colors of Historic Buildings.* Roger W. Moss, editor.

New York: John Wiley & Sons, 1994.

*Respectful Rehabilitation – Caring for Your Old House, A Guide for Owners and Residents.*

Judith L. Kitchen.

New York: John Wiley & Sons, 1991.

*The Old-House Journal Compendium:  
A Complete How-To Guide for Sensitive Rehabilitation.*  
Patricia Pore and Clem Labine, editors.  
New York: Doubleday, 1983.

*The Story of Comanche Peak, Landmark of Hood County, Texas.* Vance J. Maloney.  
Glen Rose, Texas: Vance J. Maloney, 1973.

*What Style is it? A Guide to American Architecture.*  
John C. Poppeliers, S. Allen Chambers Jr., and Nancy B. Schwartz.  
Washington, D.C.: Preservation Press, 1983. 1

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