



Henderson Historic Landmark Preservation Committee Façade/Sign Modification Guidelines & Application

Dear Applicant,

The Henderson Historic Landmark Preservation Committee was created by the Henderson City Council under Ordinance 88-4-14 on April 12, 1988. This committee was given the authority to approve or prohibit construction, destruction or modification of buildings within the Henderson Historic District.

It is the goal of the committee to see that Henderson's Historic District be among the best in Texas. To obtain this goal it must be a team effort, with the cooperation of the district's property and/or business owners, the City of Henderson and this committee. Approval from the Henderson Historic Landmark Preservation Committee and City of Henderson Building Inspectors must be obtained before work on the outside of your building begins.

For the fiscal year that began October 1, 2024, and ends September 30, 2025 the Henderson City Council has set aside funds for a façade/sign grant program. Qualified applicants may be awarded up to \$1,000 in matching funds for façade improvements. Decisions on these grants are made by the Henderson Main Street Advisory Board.

Façade Grant = Reimburse up to \$1,000

Sign Grant = Reimburse half actual cost, not to exceed \$1,000

Free design services are available from professionals at the Texas Historical Commission in Austin. Experienced architects will consult with you and provide computerized renderings of various changes that could be made to the outside of your building with the goal of making your building as attractive and historically accurate as possible. We strongly encourage you to take advantage of these free services by working with the Henderson Main Street Coordinator, who will act as liaison with the T.H.C. staff. The renderings they will provide for you will help all of us as we seek to make Henderson's Historic District the best it can possibly be.

After you complete this application, please return it to Henderson Civic Center, 1500 Lake Forest Parkway. A meeting of the Henderson Historic Landmark Preservation Committee will be scheduled and you will be notified. The Committee requires representation to be present, either you or your contractor may attend.



Henderson Historic Landmark Façade/Sign Modification Application

APPLICANT INFORMATION

Name: _____

Address: _____

Phone Number(s): _____

E-mail: _____

BUILDING OWNER INFORMATION (if different from applicant)

Name: _____

Address: _____

Phone Number(s): _____

E-mail: _____

Do you wish to pursue historical recognition (Texas Historical Medallion, Texas Historical Marker, National Register of Historic Places, etc.) for this property?

☐ Yes ☐ No If yes, what type? _____

BUILDING INFORMATION

Building Name/Use: _____

Address: _____

Legal Description – Block #: _____ Lot(s): _____

Building Age: _____ Building Square Footage: _____



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EXTERIOR IMPROVEMENT PLAN

1. Have you consulted the Building Owner regarding this project? ☐ Yes ☐ No
2. Have you consulted the Henderson Main Street Coordinator? ☐ Yes ☐ No
3. Has the staff of the Texas Historical Commission been consulted? ☐ Yes ☐ No
4. Are renderings/drawings or pictures of proposed work attached? ☐ Yes ☐ No

DESCRIPTION OF PROPOSED WORK (Attach separate sheet if necessary)

Please include detailed information such as: **dimensions, material types, paint color sample(s), how work will be installed, etc.**

Exterior Walls & Detailing: _____

Windows: _____

Painting – please attach color sample(s): _____

Roofing: _____

Signs: _____

Site Work (landscaping, etc.): _____



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DESCRIPTION OF PROPOSED WORK – CONT.

Storefront/Doors: _____

Outside Lighting: _____

Other: _____

Name of Architect and/or Contractor: _____

Phone Number(s): _____

E-mail: _____

RENDERINGS/DRAWINGS

Please attach drawings/renderings or plans illustrating all proposed work. This includes: any structural work or repair, installation methods, materials to be used, paint colors, proposed canopies or awnings, and proposed signs. **For signs, renderings must include dimensions, material type, and paint color sample(s) to be used. For all proposed work involving paint, please provide paint color sample(s).**

If available, please attach photos of the building, current and historic.

Applicant Signature: _____ **Date:** _____

Building Owner Signature: _____ **Date:** _____

Please submit via email:

aduke@hendersontx.us

or call 903-392-8232

Thank you!



Recommended Practices with Historical Buildings

The following Recommended Practices have been adopted by the Henderson Historic Landmark Preservation Committee:

I. BUILDINGS

- **Structural** – The structural systems of the building should be studied at the beginning of the project. Roofs, floors, and foundations should be evaluated before any project begins.
- **Façade Restoration** – Retain original masonry and mortar wherever possible, without any application of any surface treatment.

When repairs of masonry or mortar are necessary, a close duplication of the old brick and mortar is very important.

Repointing (replacement of mortar) with a mortar containing a high content of Portland cement can cause deterioration. A more consistent look will be obtained by duplicating old mortar in composition, color, and texture; as well as duplication the size, method of application, and joint profile.

Clean masonry only when necessary to stabilize the brickwork by halting deterioration. Removing paint from masonry surfaces indiscriminately may damage the building or change its historical appearance. Brick or stone surfaces may have been painted for practical or esthetic reasons.

If cleaning is necessary, always use the gentlest means possible, such as low-pressure water, soft natural bristle brushes, and mild chemicals. Before any cleaning agent is used, testing is a must. Sandblasting should never be considered when the objective is stabilization of a masonry surface. This erodes the surface of the materials and accelerates deterioration.

Waterproof or water repellant coatings or other treatments should not be used unless required to solve a specific technical problem that has been studied and identified. Coatings are frequently unnecessary, expensive, and do not stabilize masonry.

Other exterior materials, such as stucco, should also duplicate the original materials, applications, textures, and appearances as closely as possible.



Recommended Practices with Historical Buildings

BUILDINGS – CONT.

Cast iron and steel are usually not affected by mechanical cleaning methods, while pressed tin, zinc, and aluminum should be cleaned by the gentlest means possible. Cleaning methods which alter color or texture of the metal should be avoided. Exposing metals originally intended to be protected from the environment can encourage structural failure.

Retain original windows and door openings including: window sashes, glass, lintels, sills, architraves, shutters, doors, pediments, hoods, transoms, steps, and hardware when possible. The Texas Historical Commission has extensive resources for help with repairs or for places to purchase salvaged items if originals are unavailable or beyond repair. Beyond this, duplication of original material is the next best alternative. Inappropriate new windows or doors, such as aluminum doors or storm/screen combinations, should be avoided.

In General

Architectural features that are an essential part of a building's character and appearance – such as size, scale, color, and material – should be protected. Changes that illustrate a continuity of growth and change give each building distinguishing characteristics.

New Construction

New construction must conform to the architectural era and features of adjacent buildings. If a building is destroyed, new construction must conform architecturally with adjacent buildings or should resemble as closely as possible the previous structure as it was originally designed.

II. SIGN RECOMMENDATIONS FOR THE HENDERSON HISTORIC DISTRICT

The following is an outline of signs allowed in the Historic District:

- Any sign other than Wall Sign/Signboard (please see definition below) is discouraged. However, every sign listed below will be reviewed on a case-by-case basis and is subject to the approval of the Committee.
- Any sign purchased prior to approval may forfeit qualifying for the Sign Grant Program.



Recommended Practices with Historical Buildings

SIGN RECOMMENDATIONS FOR THE HENDERSON HISTORIC DISTRICT – CONT.

Definitions

- A.** Wall Sign/Signboard – any flat sign mounted or applied to a building façade
- B.** Window Sign – any sign painted or applied to a window glass
- C.** Projecting Sign – any sign attached to and placed perpendicular to a building façade
- D.** Hanging Sign – any sign suspended from an awning or canopy
- E.** Awning Sign – any sign painted or applied to the face, valance, or side panels of an awning
- F.** Pedestrian Sign – any sign oriented to pedestrian or street level visibility (including window signs, awning signs, hanging signs, nameplates, and plaques)

Number of Signs

- A.** Each building may have one signboard or projecting sign oriented to its primary or entrance frontage
- B.** A building located at a corner may also have one signboard oriented to its secondary or side-street entrance.
- C.** Awning signs or awning faces may be used in lieu of a signboard or projecting sign.
- D.** In addition to a signboard, projecting sign or awning face sign, a building may have one pedestrian sign oriented to each street on which the premises have frontage, relating to the occupancy within the building.
- E.** Buildings with public rear entrances may also have one pedestrian sign oriented to the rear of the building, relating to each occupant within the building.

Location of Signs

- A.** No sign shall be allowed above the second story windows of a building.
- B.** Awning signs shall be allowed when such signs are painted or applied flat against the awning surface.
- C.** Hanging signs shall be allowed when such signs have a minimum clearance of seven feet from the sidewalk and do not extend beyond the awning or canopy projection.
- D.** Projecting signs shall have a minimum clearance from the sidewalk of ten feet and shall not project more than 60 inches, or one-half of the sidewalk width, whichever is less.



Recommended Practices with Historical Buildings

SIGN RECOMMENDATIONS FOR THE HENDERSON HISTORIC DISTRICT – CONT.

Size of Signs

- A.** Signboard maximum size shall be based on the following: for every one linear foot of the building primary or entrance footage, two square feet of sign area shall be allowed. Signboard on secondary or side-street frontage shall not exceed the size of signboards on the primary or entrance footage.
- B.** Window signs shall cover no more than 40% of the total glass of the window on which they are placed. The sign coverage shall be determined by an imaginary square or rectangle that encompasses the window sign graphics.
- C.** Each face of a hanging sign shall be no more than eight square feet in size.
- D.** Awning sign size shall not exceed the surface of the awning.
- E.** Projecting signs shall be no more than fifteen square feet in size with a maximum sign height of three feet.

Material

- A.** Interior Illumination for signs shall not be allowed.
- B.** Plastic shall not be allowed for sign faces.
- C.** No fluorescent materials and/or paints shall be allowed.

NOTE: Free design services for signs and logos are available from professionals at the Texas Historical Commission. Contact the Henderson Main Street Coordinator for more information.