

ORDINANCE NO. 2024-O-XX

AN ORDINANCE OF THE CITY OF STEPHENVILLE, TEXAS ESTABLISHING A ZONING CLASSIFICATION IN THE CODE OF ORDINANCES PROVIDING FOR PROGRAMS FOR HISTORIC PROPERTIES AND DISTRICTS TO BE KNOWN AS SECTION 154.06.8 – HISTORIC OVERLAY DISTRICT (HD) AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, CHAPTER 221 of the TEXAS LOCAL GOVERNMENT CODE, the Municipal Zoning Authority, specifically authorizes zoning functions and procedures for municipalities; and

WHEREAS, CHAPTER 211 of the TEXAS LOCAL GOVERNMENT CODE, Section 211.005, authorizes the governing body of a municipality to divide the municipality into districts, within which the governing body may regulate the erection, construction, reconstruction, alteration, repair, or use of buildings, other structures, or land and within which zoning regulation must be uniform for each class or kind of building in a district; however, zoning regulations may vary from district to district; and

WHEREAS, The City desires to provide an Ordinance to oversee programs for historic properties and districts, and provide criteria and procedures for administering the program.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS:

That the Zoning Ordinance of the City of Stephenville is hereby Amended pursuant to CH. 211 TEXAS LOCAL GOVERNMENT CODE AS FOLLOWS:

SECTION 1. PURPOSE

The City Council of the City of Stephenville hereby declares that as a matter of public policy the protection, enhancement, and perpetuation of a district or resource of historical and cultural importance and significance is necessary to promote the economic, cultural, educational, and general welfare of the public. It is recognized that said district or resource represents the unique confluence of time and place that shaped the identity of generations of citizens, collectively and individually, and produced significant historic, architectural, and cultural resources that constitute their heritage. This act is intended to:

- (a) protect and enhance the distinctive elements of historic, architectural, and cultural heritage;
- (b) foster civic pride in the accomplishments of the past;
- (c) protect and enhance attractiveness to visitors and the support and stimulus to the economy thereby provided;
- (d) insure the harmonious, orderly, and efficient growth and development of the city;

- (e) promote economic prosperity and welfare of the community by encouraging the most appropriate use of such property;

SECTION 2. DEFINITIONS

In-kind repair - the practice of using the same original material type, design, dimension, texture, detailing, and exterior appearance when repairing or replacing a portion of an historic building as commonly used in preservation and restoration work.

In-kind Repair - to preserve the current condition or restore to the original condition.

Replacement in-kind - replacing equipment or components as the original item.

Commission – Historic Preservation Commission

Historic resource - includes a site, building, monument, structure or landmark.

SECTION 3. HISTORIC PRESERVATION COMMISSION

There is hereby created a Commission to be known as the Historic District Commission.

The Commission shall consist of five members, citizens of Stephenville, to be appointed by the City Council.

Commission members shall serve for a term of two years, with the exception that the initial term of three members shall be two years, and two members shall be three years.

The Chairman of the Commission shall be elected by and from the members of the Commission.

The Commission shall be empowered to:

- Conduct studies and maintain an inventory of significant historic, architectural, and cultural landmarks and all properties located in historic district
- Recommend the designation of historic resources and districts to the City Council.
- Maintain written minutes which record all actions taken by the Commission and the reasons for taking such actions.
- Recommend conferral of recognition upon the owners of historic resources within the district by means of certificates, plaques, or markers to the City Council.
- Approve or disapprove of applications for certificates of appropriateness.
- Through the approval of the Certificate of Appropriateness, recommend that the Building Official grant permits subject to compliance with all applicable building codes and regulations as adopted by the City and the construction plan as specified in the Certificate of

Appropriateness

- Prepare and submit annually to the City Council a report summarizing the work completed during the previous year.
- Recommend properties that are granted a certificate of appropriateness for city provided incentives to the City Council.

The Commission shall meet at least monthly, if business is at hand. Special meetings may be called at any time by the Chairman or on the written request of any two Commission members.

A quorum for the transaction of business shall consist of not less than three (3) of the full authorized membership.

Any action by the Commission shall require at least three positive votes.

SECTION 4. APPOINTMENT OF HISTORIC PRESERVATION OFFICER

The City Manager or a designee shall appoint a qualified staff person to serve as the Official Liaison to the Historic Preservation Commission. The Official Liaison shall administer this ordinance and advise the Commission on matters submitted to it.

SECTION 5. DESIGNATIONS

A. Designations

The Commission may recommend a site, building, structure, landscape or object as a historic resource and a historic area as a historic district together with the public rights of way in and surrounding the resource or area, by establishing a Historic District Overlay that does not conflict with one or more of the City’s zoning ordinances; said designation subject to state law.

B. Criteria for Historic Resources:

1. Possesses significance in history, architecture, or culture of the city, county, state or nation.
2. Is associated with events that have made a significant contribution to the broad patterns of local, regional, state, or national history.
3. Is associated with the lives of persons of significance in Stephenville’s past.
4. Embodies 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 of Stephenville.
7. Is the location of a significant event.

C. Designation of Historic Resources:

- (a) These provisions pertaining to the designation of historic resources constitutes a part of the

comprehensive zoning plan of the City of Stephenville.

- (b) Property owners of proposed historic resources shall be notified prior to the Commission hearing on the recommended designation. At the Commission’s public hearing, owners, interested parties, and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, architectural, or cultural importance of the proposed historic resource.
- (c) Upon recommendation of the Commission, the proposed historic resource shall be submitted to the City Council The City Council shall conduct its hearing on the proposed designation within forty-five (45) days of receipt of such recommendation from the Commission.
- (d) Upon designation as a historic resource, the City Council shall cause the designation to be recorded in the Official Public Records of Real Property of Erath County, the tax records of the City of Stephenville, and the Erath County Appraisal District as well as the official zoning maps of the City of Stephenville.

D. Designation of Historic District:

A Historic Overlay District may be established to preserve a historic area of exemplary architectural, cultural, or historic value.

- (a) These provisions pertaining to the designation of historic districts constitutes a part of the comprehensive zoning plan of the City of Stephenville.
- (b) Property owners within a proposed historic district shall be notified prior to the Commission hearing on the recommended designation. At the Commissioner’s public hearing, owners, interested parties, and technical experts may present testimony or documentary evidence which will become part of a record regarding the historic, architectural, or cultural importance of the proposed historic district.
- (c) The commission may recommend the designation of a district if it:
 - a. Contains properties and an environmental setting which meet one or more of the criteria for designation of a resource; and,
 - b. Constitutes a distinct section of the city.
- (d) Upon recommendation of the Commission, the proposed historic district shall be submitted to the City Council the City Council shall conduct its hearing on the proposed designation within forty-five (45) days of receipt of such recommendation from the Commission.
- (e) Upon designation of a historic district the City Council shall cause the designated boundaries to be recorded in the Official Public Records of real property of Erath County, the tax records of the City of Stephenville and the Erath County Appraisal District as well as the official zoning maps of the City of Stephenville.

SECTION 6. CERTIFICATE OF APPROPRIATENESS FOR EXTERIOR, STREET FACING FAÇADE MODIFICATIONS

Any person making modifications to historic resources or the exterior of street facing facades of any building within the Historic Preservation District must obtain a Certificate of Appropriateness before

work may be authorized.

All Certificates of Appropriateness authorized by the Commission shall be provided to the Building Official by the Liaison. The Building Official shall not issue any permit within the historic district relating to renovation, demolition or construction within the district without a Certificate of Appropriateness. All renovations, regardless if deemed in-kind or beyond, shall comply with the provisions set forth within the land use regulations of the Downtown District.

SECTION 7. CERTIFICATION OF APPROPRIATENESS APPLICATION PROCEDURE

- (a) Prior to the commencement of any work requiring a certificate of appropriateness the owner shall file and application for such a certificate with the Commission. The application shall contain:
- (i) Name, address, telephone number and email address of the applicant.
 - (ii) If the applicant is not the owner of the building, written and signed consent of the building owner authorizing the applicant to apply for the Certificate of Appropriateness
 - (iii) A detailed description of proposed work.
 - (iv) Location and photograph of the property and adjacent properties.
 - (v) Elevation drawings of the proposed changes, if available.
 - (vi) Samples of materials to be used and renderings of the building as it will appear upon completion of the modifications.
 - (vii) If the proposal includes signs or lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of materials to be used, method of illumination (if any), and a plan showing the sign s location on the property.
 - (viii) Any other information which the Commission may deem necessary in order visualize the proposed work.
- (b) The Commission shall review the application at the next regularly scheduled meeting pursuant to notice requirements. In the event the Commission does not act within thirty (30) days of the receipt of the application the case will be referred to City Council.
- (c) All decisions of the Commission shall be in writing. The Commission’s decision shall state its findings pertaining to the approval, denial, or modification of the application and submitted work plan. A copy shall be provided to the applicant. Additional copies shall be filed as part of the public record on that property and dispersed to appropriate departments, e.g., building inspection.

An applicant for a Certificate of Appropriateness dissatisfied with the action of the Commission relating to the issuance or denial of a Certificate of Appropriateness shall have the right to appeal to the City Council within (30) days after receipt of notification of such action. The City Council shall give notice, follow publication procedures as required, hold hearings, and make its decision in the same manner as provided in the general zoning ordinance of the City.

SECTION 8. CRITERIA FOR APPROVAL OF A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission shall render decisions on the approval or denial of a Certificate of Appropriateness subject to the requirements of this ordinance and the Historic Preservation Guidelines (*Exhibit A*) as adopted by the City Council.

SECTION 9. DEMOLITION

A permit for the demolition of a historic resource or property within a historic district, including secondary buildings and landscape features, shall not be granted by the (Building Official or other City Official) without the review of a completed application for a Certificate of Appropriateness by the Commission, as provided for in Section 6, 7 & 8 of the ordinance.

SECTION 10: RIGHT TO APPEAL

An applicant for a Certificate of Appropriateness dissatisfied with the action of the Commission relating to the issuance or denial of a Certificate of Appropriateness shall have the right to appeal to the City Council within thirty (30) days after receipt of notification of such action.

SECTION 11. ENFORCEMENT

In the event work is not being performed in accordance with the applicant's submittal that led to the approved Certificate of Appropriateness, or upon notification of such fact by the Commission and verification by the Liaison, the Building Official may, at his discretion, issue a stop work order and all work shall immediately cease. No further work shall be undertaken on the project and the stop work order shall remain in effect until the Liaison formally requests the Building Official to release the stop work order and the Building Official decides to release same.

SECTION 12. ORDINARY MAINTENANCE

Nothing in this ordinance shall be construed to prevent the ordinary maintenance and repair of any exterior architectural feature of a resource or property within a historic district which does not involve a change in design, material, or outward appearance.

SECTION 13. DEMOLITION BY NEGLECT

No owner or person with an interest in real property designated as a resource or included within a historic district shall permit the property to fall into a serious state of disrepair so as to result in the deterioration of any exterior architectural feature which would, in the judgment of the Commission, produce a detrimental effect upon the character of the historic district as a whole or the life and character of the property itself. Determinations of such neglect shall be made upon a specially called meeting of the Commission.

Examples of such deterioration include:

- (a) Deterioration of exterior walls or other vertical supports.
- (b) Deterioration of roof or other horizontal members.
- (c) Deterioration of exterior chimneys.
- (d) Deterioration or crumbling of exterior stucco or mortar.
- (e) Ineffective waterproofing of exterior walls, roof, or foundations, including broken windows or doors.
- (f) Deterioration of any feature so as to create a hazardous condition which could lead to the claim that demolition is necessary for the public safety.

SECTION 14. PENALTIES

Any person, firm, or corporation who violates, disobeys, omits, neglects, or refuses to comply with the provisions of this ordinance commits an offense Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 15.

That this Ordinance shall be in effect immediately from and after its passage and publication as provided by law.

PASSED AND APPROVED this 5ST day of November 2024.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason King,
City Manager

Randy Thomas, City Attorney
Approved as to form and legality

Exhibit A

HISTORIC PRESERVATION GUIDELINES

GOAL

Our goal is to ensure the preservation of the unique character and historic significance of Stephenville's Historic Downtown and to provide a set of clear and comprehensive guidelines for downtown businesses, owners, and their tenants to refer to when making decisions regarding the maintenance and refurbishment of their properties. Renovations, refurbishments and or maintenance should continue to develop in a cohesive manner so that an overall sense of visual continuity is achieved. The dominant character of this area should be that of a retail, dining, and entertainment oriented, commercial environment with an active street edge that is pedestrian friendly.

PROCESS TO OBTAIN A CERTIFICATE OF APPROPRIATENESS (COA) FOR EXTERIOR MODIFICATIONS

Owner/Tenant requests an application through Development Services at 214-918-1224 or permits@stephenvilletx.gov A COA is only needed for **exterior street facing facade modifications. City permits may be required for interior modifications, please check with Development Services.

**Owner/or applicant with written consent from the owner, completes application and returns it to permits@stephenvilletx.gov. For some exterior modifications, additional information may be required such as conceptual designs, etc. Minor repairs/replacements to windows and doors that do not detract from the aesthetics of the property will not require a COA.

**The COA application is sent to the Historic Preservation Commission for review and recommendation.

**The HPC then provides their recommendation for approval or denial and issues the Certificate of Appropriateness.

**Once a COA application is approved the applicant must then apply for any additional required permits through Development Services.

Applications for a Certificate of Appropriateness must be turned in at least 7 business days before the Historic Preservation Commission meeting date to be placed on the agenda and formally reviewed during an open session Commission meeting. Applicants/representatives shall attend to offer clarifications if requested. The HPC will make render a decision at the meeting.

Building owners/tenants are also encouraged to explore facade incentive grant opportunities by visiting the SEDA website. There you will find grant information, and copies of the COA application and design guidelines.

DESIGN GUIDELINES

The following guidelines refer to the renovation of the **exteriors facing streets** of existing buildings. Although these guidelines apply primarily to contributing buildings, changes made to non- contributing buildings must be reviewed and follow the spirit of these guidelines.

Preservation and restoration materials and methods used should comply with the Preservation Briefs published by the United States Department of the Interior. The Historic Preservation Commission may approve a design for work that does not strictly comply with these guidelines providing that: a) the proposed work is historically accurate and is consistent with the spirit and intent of these guidelines; and/or b) the proposed work will not adversely affect the historic character of the property or district.

1. General Purpose of the Downtown Design Guideline Process

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

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

1.3 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.

1.4 Most properties change over time; those changes have acquired historic significance in their own right and shall be retained and preserved.

1.5 Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

1.6 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 that which it replaces 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.

Renovation/Replacement/Demolition/New Construction will be reviewed in the following categories:

STRUCTURAL MODIFICATION

2. Facades/Storefronts

2.1 Maintain original elements and style of the storefront: historical features of the cornices, transom windows, display windows, and kick plates. Upper story windows should also be considered.

2.2 Maintain recessed storefront entries where they exist. They provide weather protection, protect passing pedestrians from opening doors, and add attractive detail to the storefront.

2.3 Integrate access to upper story offices or other uses with the historic features of the building.

2.4 Where backs of buildings are used for commercial purposes, preserve the utilitarian character of the architecture and site.

2.5 Historic slope, massing, and configuration of roofs should be preserved and maintained.

2.6 The following roofing materials are appropriate: flat (built-up), metal, single-ply membrane, and composition shingles. The following materials are not appropriate: clay tiles (except on decorative architectural details), slate tiles, terra-cotta tile, wood shingles, synthetic wood shingles, and synthetic clay tile.

2.7 Buildings with historic eaves, coping, cornices, dormer, parapets and roof trim should be retained, and should be repaired with material matching in size, finish, module and color.

2.8 Mechanical equipment, skylights and solar panels on the roof should be set back or screened so that they are not visible to a person standing at ground level on the opposite side of the street.

2.9 Historic doors and windows should remain intact, except when replacement is necessary due to excessive damage or deterioration.

2.10 Doors and windows that have been altered and no longer match the historic appearance should be replaced with economically feasible ones.

2.11 Decorative ironwork and burglar bars over windows are not appropriate to the age and character of the district. Interior mounted burglar bars may be used where appropriate and necessary. If used, interior bars should be “swing away” style so they are not visible in the window during operating hours.

2.12 Glass and glazing should match historic materials as much as practical. Colored films and dark tints or reflective glass are not appropriate.

2.13 New door and window openings in facades should only be made where safety of life is threatened or where evidence exists of historic openings that, over time, have been filled or altered.

2.14 Flat canopies should be retained if present and replaced where needed. Awnings should be a “drop-front” or flat style. A building may, however, have cloth (canvas) awnings in appropriate colors for visual interest. Awnings should not be “bubble” style. Metal awnings may be retained and/or replaced if they have been on a building at least 40 years.

3. BRICK/PAINT

3.1 Historic brick should not be painted. If the brick has already been painted, removal of the paint is highly encouraged. Since historic brick was made using a different process, sandblasting and other highly abrasive methods may be used only if all other gentler processes have been tried to clean the historic brick. Old brick is soft, and its mortar is crumbly. Always begin with the gentlest means possible, working up to detergents and chemicals if necessary.

3.2 Downtown buildings almost exclusively have brick or limestone rock facades and, in some cases, plaster-over-brick/rock facades. The sides of corner buildings also reflect this construction. Any other materials should be used cautiously and should be compatible with the style and character of existing buildings. Brick should be uniform in color with little or no variation. Aluminum siding, wood siding, metal, stucco (other than traditional smooth coat cement plaster stucco), synthetic stucco and vinyl cladding are not appropriate.

3.3 When tuck pointing an historic brick wall, mortar should match the historic lime mortar composition. Old bricks are softer than new bricks and will crack if pointed with a modern cement mortar.

3.4 Paint color should be considered very carefully and mainly used as trim or accents to the buildings. Paint colors that will only be considered for approval will be from the palettes of the Historical Color Collections of Sherwin Williams or Benjamin Moore with the following exclusions: Sherwin Williams (SW 0080 Pink Flamingo, SW 0075 Holiday Turquoise, SW 2838 Polished Mahogany. Benjamin Moore HC-189 Chrome Green, HC-188 Essex Green, HC-187 Black Forest Green, HC-63 Monticello, HC-62 Somerville Red, HC-61 New London Burgundy, HC-12 Concord Ivory, HC-11 Marblehead Gold, HC-10 Stuart Gold.

3.5 Accent colors should be consistent with the age and character of the downtown area and used to embellish façade elements. Color palettes should enhance the attractive details of the building, not disguise them or overpower them. Approved color palettes can be found through Sherwin Williams <https://www.sherwin-williams.com/en-us/color/color-collections/historic-paint-colors> and Benjamin Moore <https://www.benjaminmoore.com/en-us/color-overview/color-palettes/historical-collection>.

3.6 Colors should complement neighboring buildings and reflect the original historic color palette. Bright colors should be used cautiously. Metals should not be shiny or highly reflective.

4. LIGHTING/SIGNAGE

4.1 Fully recessed down lights, gooseneck style lights or approved historical district style fixtures are encouraged. Lighting is an important element in retail areas. Fixtures should be consistent with the historic character of the area and are subject to approval on a case-by-case basis.

4.2 Repair/Replacement lighting fixture will need to be reviewed on a case-by-case basis. For example, early 20th-century theaters and diners are examples of building styles where exposed lighting and neon were used architecturally, but other commercial structures should avoid the uses of these lighting styles.

4.3 Signage shall be limited to 2-3 signs per business depending on the building, size of building and placement of the signs. One primary sign and up to two secondary signs. Signs which contain statements, words or pictures of an obscene, indecent, or immoral character or which offend public morals or decency are not permitted and will not be approved or allowed. All signs shall also comply with the current City of Stephenville Sign Ordinance as may be adopted or amended.

5. SITE/LANDSCAPING

5.1 New driveways, sidewalks, steps and walkways should be constructed of brick, brick pavers, concrete, asphalt or other materials deemed appropriate. Exposed aggregate concrete, artificially colored concrete and outdoor carpet are not appropriate.

5.2 Landscaping should enhance the structure and surroundings and not obscure significant views of protected facades. Any new sidewalks must adhere to ADA guidelines.

5.3 Any new mechanical equipment should be erected on the roof or in the rear yard and should not be visible from the public right-of-way.

5.4 Patios and outdoor dining areas are appropriate at the rear of a building and appropriate in front (on existing sidewalks) where ample right-of-way is available and there is an agreement with the City of Stephenville.

5.5 Fences should be limited to the rear of a structure and should not exceed six feet in height. Fences should be constructed of brick, caststone, iron, or a combination of these materials. Plastic vinyl and chain-link are not appropriate. Fences should be 70% open. Solid masonry fences/walls are appropriate only when screening is required by the zoning ordinance (i.e., for dumpsters or mechanical equipment).

REPLACEMENT/REPAIR, DEMOLITION, NEW CONSTRUCTION AND ADDITIONS

The following guidelines refer to exterior repairs or replacement of significant design elements, demolition, new infill construction, additions to existing buildings and accessory buildings in the historic district. New buildings should be visually cohesive with existing buildings. New buildings do not have to replicate an old building but must respect the same patterns of building line, window and door placement and rhythm, mass, height, architectural design, etc.

6.1 Repairs that require a significant element of a building to be removed and/or replaced, shall require a COA. A copy of the engineering report, conceptual designs and/or a photo of the proposed replacement must be included along with the COA application in order to be considered. If an item is to be removed and replaced onto a building, there will be a 90-day deadline on the replacement being installed.

6.2 Demolition in the Historic Preservation District is firmly discouraged. However, were a building to be seriously damaged or destroyed, new construction would be allowed if proof of the structural condition of the building can be provided along with the COA application.

6.3 All new construction in the downtown district must reflect the architectural character of the existing buildings.

6.4 New building exterior facing roadways 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

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

12. VACANT BUILDINGS

12.1 Definition: "Vacant building" as used herein means a building that: (A) is unoccupied, unattended, used for storage, and is not actively used as a place of residence or business or (B) is frequently open or unsecured so that unauthorized admittance may be gained without damaging any portion of the property.

12.2 An Owner is every person, entity, or service company, who alone or jointly or severally with others:

- (a) Has the legal or equitable title to any dwelling, dwelling unit, building, land, or structure.
- (b) Has the legal or equitable title care, charge, or control of any dwelling, dwelling unit, building, land, or structure, in any capacity including but not limited to agent, executor, administrator, trustee, or guardian of the estate of the holder of legal title; or
- (c) Is a mortgagee under the terms of a mortgage, where the mortgagor no longer takes responsibility for the property, and where the mortgage in question contains a provision authorizing the mortgagee to act to secure or repair the property; or is a mortgagee in possession of any such property; or is a mortgagee that has instituted foreclosure proceedings against the mortgagor; or
- (d) Is an agent, trustee, or other person appointed by the courts and vested with possession or control of any such property.

12.3 Vacancy Registration: Within 90 days after the time that the building becomes a vacant building, the owner shall register that building with the city remitting to the city the required registration fee set by the City. Vacant buildings that do not register within the allotted time period shall be subject to a hold on utilities and a daily fee as established by the current fee schedule as adopted by the City Council.

The registration form shall include:

- (a) The street address of each vacant building,
- (b) The floor plan,
- (c) The name, address, phone number and email address of each owner,
- (d) The name, address, phone number and email address of a designated local agent who can provide access to the building upon request,
- (e) Proof of \$100,000 in liability insurance for each vacant building
- (f) A plan of action for the structure, including:
 - (1) A narrative that describes the plans that the owner has for the current and future use of the property, and.
 - (2) A narrative of the owner's ongoing maintenance schedule for the building and the property where it is located, and
 - (3) A criminal trespass affidavit is required
 - 4) Buildings must be secured with no entry or openings that allow entry.
- (g) A registration of a vacant building issued pursuant to this section is not transferrable. New owners shall submit a new registration upon transfer of ownership.