



# City of Round Rock

## Meeting Minutes

### Historic Preservation Commission

Rescheduled from April 15th

Monday, April 21, 2025

#### A. CALL MEETING TO ORDER

The Historic Preservation Commission for the City of Round Rock met on Monday, April 21, 2025 in the City Council Chambers located at 221 E. Main Street. Chairperson Whitaker called the session to order at 6:00 p.m.

#### B. ROLL CALL

**Present** 5 - Chairman Sharon Whitaker  
Commissioner Tammy Conrad  
Commissioner Shagufta Ellam  
Vice Chair Richard Parson  
Commissioner Andrew Wolfe

**Absent** 1 - Commissioner Audrey Simmons

#### C. PLEDGES OF ALLEGIANCE

#### D. CITIZEN COMMUNICATION

Round Rock Preservation President Judy Anderson, 1169 Renaissance Trail, Round Rock, spoke to the Commission regarding the organization's planned activities.

#### E. APPROVAL OF MINUTES:

##### E.1 Consider approval of the minutes of the January 21, 2025 Historic Preservation Commission Meeting.

**A motion was made by Commissioner Wolfe and seconded by Commissioner Ellam to approve the minutes for the January 28, 2025 HPC meeting with the correction noted by Chair Whitaker. The motion passed by the following vote:**

**Aye:** 5 - Chairman Whitaker  
Commissioner Conrad  
Commissioner Ellam  
Vice Chair Parson  
Commissioner Wolfe

**Nay:** 0

**Absent:** 1 - Commissioner Simmons



**F. ELECTION OF OFFICERS****F.1** Consider the nomination and election of a Vice-Chair.

**A motion was made by Commissioner Conrad and seconded by Commissioner Ellam to nominate and elect Commissioner Parson for Vice-Chair for the remainder of the 2024-2025 Historic Preservation Commission. The motion carried by the following vote:**

**Aye:** 5 - Chairman Whitaker  
Commissioner Conrad  
Commissioner Ellam  
Vice Chair Parson  
Commissioner Wolfe

**Nay:** 0

**Absent:** 1 - Commissioner Simmons

**G. CERTIFICATE OF APPROPRIATENESS:****G.1** Consider a presentation and action regarding a Certificate of Appropriateness for 405 E. Main Street, HP25-007.

Planner Kerstin Harding presented the staff recommendation regarding HP25-007. Applicant Rob Levin wished to replace three damaged 6-over-6 windows on the garage. Because he wanted to replace the true divided lites with a single tempered glass pane for each sash the case could not be considered maintenance and required HPC review. Although the property is a Recorded Texas Historic Landmark, the Texas Historical Commission has previously said that it does not review the accessory buildings. Ms. Harding explained that tempered glass is difficult to cut into separate panes but felt that changing from 6-over-6 to 1-over-1 windows would be too much of a change in appearance. She suggested that the HPC condition that the windows include a grille on the outside of the glass to simulate divided lites.

**A motion was made by Commissioner Conrad and seconded by Commissioner Wolfe that the Certificate of Appropriateness should be approved as amended with the following conditions, because it satisfied the Secretary of the Interior's Standard for Rehabilitation #6:**

- **Wooden grilles are to be added to the outside of the glass.**
- **Once measurements and/or drawings are completed the design must be approved by staff.**

**The motion carried by the following vote:**

**Aye:** 5 - Chairman Whitaker  
Commissioner Conrad  
Commissioner Ellam  
Vice Chair Parson  
Commissioner Wolfe

**Nay:** 0

**Absent:** 1 - Commissioner Simmons



**G.2** Consider a presentation and action regarding a Certificate of Appropriateness for 207 N. Stone Street, HP25-006.

Planner Kerstin Harding presented the staff recommendation for HP25-006. One wall of applicant Patti Jordan's garage had been noted as having water damage on the property's tax exemption inspection for several years, and she proposed replacing the wall with the same materials except that the lower edge would be a fiber cement plank. This change in material required HPC review. Ms. Harding explained that the garage was built between 2002 and 2006 and one wall had rotted along the bottom edge where the board-and-batten siding was in contact with the ground. The applicant proposed rebuilding the wall to begin a few inches above grade, and the space between the ground and the new board-and-batten siding would be concealed with a horizontal fiber cement plank. The entire garage would also be repainted.

**A motion was made by Commissioner Wolfe and seconded by Vice-Chair Parson to approve the Certificate of Appropriateness be approved as amended with the following condition, because it satisfied the Secretary of the Interior's Standard for Rehabilitation #6:**

- **The fiber cement board used shall be smooth-textured if possible.**

**The motion carried by the following vote:**

**Aye:** 5 - Chairman Whitaker  
Commissioner Conrad  
Commissioner Ellam  
Vice Chair Parson  
Commissioner Wolfe

**Nay:** 0

**Absent:** 1 - Commissioner Simmons

**G.3** Consider a presentation and action regarding a Certificate of Appropriateness for 3300 E. Palm Valley Blvd., HP25-008.

Planner Kerstin Harding presented the staff recommendation regarding HP25-008. The applicant, architect Ben Heimsath, was present to answer questions. A year ago the HPC had approved a CofA to relocate the Palm House, and the current CofA was for its rehabilitation. The Texas Historical Commission had reviewed the proposal and staff concurred with their recommendation. Two parts of the project had alternates: the cedar shingle roof had an alternate using Brava synthetic shakes, and the open deck had an alternate for an enclosed back porch. Ms. Harding noted that the air conditioning proposal had changed since the plans were submitted, and the city's zoning ordinance required screening for the condenser unit. Staff concluded that the proposal satisfied the Secretary of the Interior's Standards for Rehabilitation #2, 3, 4 and 6.

**A motion was made by Commissioner Wolfe and seconded by Commissioner Conrad that the Certificate of Appropriateness be approved as amended with the following conditions,:**

- **The condenser unit must be screened; screening material may be approved by staff;**
- **The real cedar shake roofing is appropriate; the synthetic cedar shake roofing alternate is not;**



- The back deck presented is appropriate; the screened porch alternate is not;
- Changes to the presented plans may be approved by staff.

The motion carried by the following vote:

**Aye:** 5 - Chairman Whitaker  
Commissioner Conrad  
Commissioner Ellam  
Vice Chair Parson  
Commissioner Wolfe

**Nay:** 0

**Absent:** 1 - Commissioner Simmons

## **H. PLANNER REPORT:**

- H.1** Consider a monthly update regarding projects relating to Historic Preservation Commission actions and goals.

Senior Planner Lily Park presented some highlights from the April HPC Update included in the meeting packet. Planner Kerstin Harding gave additional information about the tax exemption program and National Preservation Month.

- H.2** Consider discussion regarding upcoming preservation events and activities.

Chair Whitaker announced two upcoming events co-sponsored by the City of Round Rock and the Williamson Museum, the Chuckwagon Dinner on May 2 and Pioneer Day on May 3. She also announced a lecture about the Williamson County Sun newspaper on April 22.

## **I. ADJOURNMENT**

There being no further business, Chair Whitaker adjourned the meeting at 6:41. Respectfully submitted, Kerstin Harding

## **POSTING CERTIFICATION**