



City of Round Rock

Meeting Minutes

Historic Preservation Commission

Tuesday, November 18, 2025

A. CALL MEETING TO ORDER

The Historic Preservation Commission for the City of Round Rock met on Tuesday, November 18, 2025 in the City Council Chambers located at 221 E. Main Street. Chair Parson called the session to order at 6:03 p.m.

B. ROLL CALL

Present 6 - Vice Chair Sharon Whitaker
Commissioner Tammy Conrad
Commissioner Shagufta Ellam
Chairman Richard Parson
Commissioner Audrey Simmons
Commissioner Gavin Peterson

Absent 1 - Commissioner Andrew Wolfe

C. PLEDGES OF ALLEGIANCE

D. CITIZEN COMMUNICATION

There were no citizens wishing to speak at this meeting.

E. APPROVAL OF MINUTES:

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

A motion was made by Commissioner Ellam and seconded by Commissioner Peterson to approve the minutes of the October 21, 2025 Historic Preservation Commission Meeting as presented. The motion carried by the following vote:

Aye: 6 - Vice Chair Whitaker
Commissioner Conrad
Commissioner Ellam
Chairman Parson
Commissioner Simmons
Commissioner Peterson

Nay: 0

Absent: 1 - Commissioner Wolfe

F. CERTIFICATE OF APPROPRIATENESS:

F.1 Consider a presentation and action regarding a Certificate of Appropriateness for 103 E. Main Street HP25-026.

Planner Kerstin Harding explained that the request was to cover a 2013 brick cooler addition with horizontal wood paneling. At the previous meeting he had requested a retroactive CofA for having painted the brick blue, which had been denied. Rather than removing the paint or repainting it a conventional clay brick color, he preferred to cover the blue brick with wood siding installed horizontally with a small gap between planks, similar to a partition that he had constructed on the patio. Since the partition and several other items on the patio also hadn't been approved with a CofA, these items had been added to the current request, including light sconces that had been installed by the service counter of the cooler addition, and a new door to the patio.

Based on Secretary of the Interior's Standards 9 and 10, staff recommended that the existing partition and the siding should be approved as presented, with the condition that the brick should be repainted a more conventional brick color before the siding was installed, so that when the siding is eventually removed, the blue paint is not visible. Staff believed that the selected paint color, Dark Walnut, was too dark to work with the limestone building or other brick colors found in the historic district, and recommended a light to medium yellow or orange color. Staff recommended approval of the globe sconces, which they believed appeared contemporary but not uncomplimentary. The appearance of the original back door was unknown, but staff believed that it would have a utilitarian character, and that the new door had a similar utilitarian, if contemporary, appearance, and recommended approval.

Vice-Chair Whitaker questioned the necessity for the siding if the brick was to be repainted. Commissioners Simmons, Ellam, and Conrad agreed that the Dark Walnut paint was too dark, but that some of the lighter colors that he had also considered would be appropriate.

Vice-Chair Whitaker moved, and Commissioner Simmons seconded, that the southern yellow pine siding stained Dark Walnut is appropriate, but that the brick must be painted a lighter brick color subject to staff approval before the siding is installed. The siding was to be attached to furring strips that are attached to the brick wall only at mortar joints, without drilling into the brick. The installed partition, sconces and door are appropriate. The motion carried wby the following vote:

Aye: 6 - Vice Chair Whitaker
Commissioner Conrad
Commissioner Ellam
Chairman Parson
Commissioner Simmons
Commissioner Peterson

Nay: 0

Absent: 1 - Commissioner Wolfe

G. PRESENTATIONS:

G.1 Consider a discussion regarding the implementation of the Historic Preservation Commission's FY2026 Goals.

Long-Range Planning Manager Joelle Jordan explained that there was no presentation associated with this agenda item but it was an opportunity for the Commissioners to discuss how the goals approved at the October meeting would be implemented. Commissioner Ellam asked for volunteers to take the lead on any of the listed goals, with staff assistance or a subcommittee. Commissioner Peterson volunteered to work on a restoration plan for the Sansom House. Commissioner Ellam volunteered to create a scoring rubric for selection of the Local Legends.

H. PLANNER REPORT:

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

Ms. Harding read a few selections from the November HPC Update, including the Local Legends presentation November 6, and recommended that Commissioners watch the recording of the NAPC's Design Review Roundtable, and announced the next Lunch and Learn on February 10.

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

Vice-Chair Whitaker announced Preservation Georgetown's annual historic homes tour December 13-14.

I. ADJOURNMENT

There being no further business, Chair Parson adjourned the meeting at 6:34.

Respectfully submitted, Kerstin Harding

POSTING CERTIFICATION