



City of Round Rock

Meeting Minutes

Historic Preservation Commission

Tuesday, April 21, 2026

A. CALL MEETING TO ORDER

The Historic Preservation Commission for the City of Round Rock met on Tuesday, April 21, 2026 in the City Council Chambers located at 221 E. Main Street. Chair Parson called the session to order at 6:00 p.m.

B. ROLL CALL

Present 6 - Commissioner Tammy Conrad
Commissioner Shagufta Ellam
Chairman Richard Parson
Commissioner Audrey Simmons
Commissioner Andrew Wolfe
Commissioner Gavin Peterson

Absent 1 - Vice Chair Sharon Whitaker

Commissioner Peterson arrived at 6:17 p.m. during item F.2.

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 February 10, 2026 Historic Preservation Commission Meeting.

A motion was made by Commissioner Conrad and seconded by Commissioner Wolfe to approve the minutes of the February 10, 2026 Historic Preservation Commission Meeting as presented. The motion carried by the following vote:

Aye: 5 - Commissioner Conrad
Commissioner Ellam
Chairman Parson
Commissioner Simmons
Commissioner Wolfe

Nay: 0

Absent: 2 - Vice Chair Whitaker
Commissioner Peterson

F. CERTIFICATE OF APPROPRIATENESS:

F.1 Consider a presentation and action regarding a Certificate of Appropriateness HP26-003 at 603 E. Liberty Avenue.

Planner Kerstin Harding presented the staff recommendation regarding replacement roofing on a small Tudor Revival home. The existing and replacement roofing would both be composition shingle, but the replacement roofing, Owens-Corning Duration in the color Estate Gray was noticeably darker. In consideration of Standard for Preservation #6 and the City's adopted historic design guidelines, staff recommended approval.

A motion was made by Commissioner Ellam and seconded by Commissioner Simmons to accept the staff recommendation to approve Certificate of Appropriateness HP26-003 at 603 E. Liberty Avenue. The motion carried by the following vote:

Aye: 5 - Commissioner Conrad
Commissioner Ellam
Chairman Parson
Commissioner Simmons
Commissioner Wolfe

Nay: 0

Absent: 2 - Vice Chair Whitaker
Commissioner Peterson

F.2 Consider a presentation and action regarding a Certificate of Appropriateness HP26-004 at 2500 E. Palm Valley Blvd.

Ms. Harding presented the staff recommendation regarding replacement shingles on the steeple of Palm Valley Lutheran Church (PVLC), a Recorded Texas Historic Landmark. The shingles had already been installed because, although the church's Property Committee had sought review by the Texas Historical Commission (THC), it had not realized that a Certificate of Appropriateness (CofA) from the City was also required. The church had been annexed into the city in 2009, and this was the first project since annexation that required a CofA. Staff did not become aware of the work until a passerby inquired about the scaffolding around the steeple.

The steeple previously had painted wood shingles with a shallow double-cove cut. The church's original proposal to the THC was either to repaint the shingles with Rhino

Shield paint or replace them with powder-coated metal fish-scale shingles. The THC responded that the selected paint could damage the historic material and that the difference in the shingles' shapes would create a different shadow line on the steeple, citing Secretary of the Interior's Standard No. 6 and Preservation Brief No. 4. Because custom-cut wood shingles replicating the original shape were not within the church's budget, the church and THC considered several wood and metal shingle profiles but could not agree on a product. The church ultimately selected the fish-scale shingles after confirming with the THC that the church would not lose its designation. Ms. Harding stated that because the HPC nearly always concurs with the THC's assessments, the Commission was placed in a difficult position because the shingles had been installed without a CofA after the THC had rejected the product.

Ms. Harding noted that the THC did not appear concerned about replacing the wood shingles with metal shingles, but rather with the difference in visual texture. She also noted that an older photograph indicated the steeple had not been white prior to the 1930s, although the texture of the shingles was not discernible in the image. She reviewed Secretary of the Interior's Standard No. 6 and Preservation Brief No. 4 and concluded that, although the shingles created a different visual texture, the change did not diminish the steeple's historic character. Staff therefore recommended approval.

Commissioner Wolfe asked whether staff had any insight into why the church selected the metal shingles, noting that he did not believe they were compatible with the original appearance, and the church representative was not present to answer questions. Commissioner Conrad asked how the church had overlooked the CofA requirement and whether the THC should have alerted City staff. Long-Range Planning Manager Joelle Jordan explained that, because the church is tax-exempt, it does not have the annual interaction with staff that typically occurs when property owners apply for the tax exemption. Commissioner Wolfe asked whether other tax-exempt properties might similarly be unaware of the requirement. Ms. Harding responded that a Methodist church had likewise been unaware of the requirement until the city installed a historical plaque approximately 10 years earlier. She noted that denial of the CofA would make the shingle installation a zoning violation, which could result in a fine assessed by a judge.

A motion was made by Commissioner Wolfe and seconded by Commissioner Ellam to accept the staff recommendation and approve Certificate of Appropriateness HP26-004 at 2500 E. Palm Valley Blvd. The motion carried by the following vote:

Aye: 6 - Commissioner Conrad
Commissioner Ellam
Chairman Parson
Commissioner Simmons
Commissioner Wolfe
Commissioner Peterson

Nay: 0

Absent: 1 - Vice Chair Whitaker

F.3 Consider a presentation and action regarding a Certificate of Appropriateness HP26-002 at 10 Chisholm Trail Rd.

Ms. Harding presented background information regarding the request. The structure was originally military housing that had been relocated to the site in the 1960s, and no records of its original appearance were available. For several years, tax exemption inspections had noted deterioration of the board-and-batten siding in various areas. The 2024 inspection revealed that a portion of the north elevation had been replaced with plain lap siding without a Certificate of Appropriateness (CofA). The 2025 inspection report noted that the siding remained unchanged and that the owner had still not applied for a CofA; consequently, the tax exemption was denied.

The current request was to replace the lap siding with board-and-batten siding composed of LP SmartSide panels and trim boards with an embossed woodgrain texture; replace the deteriorated wood porch columns with similarly shaped PVC columns; and paint the replacements using Pittsburgh Paints colors #415-5 Windmill and #14-21 Wheat Sheaf.

Ms. Harding noted that the existing board-and-batten siding was wood and that the CT (Chisholm Trail Overlay) zoning district requires exterior materials to be stone, board-and-batten wood siding, or narrow lapped wood siding. She explained that the proposed siding was an engineered wood product composed of wood strands bonded with resins. She further noted that the deterioration of the porch columns was likely caused by the columns being installed directly on the concrete porch slab, allowing moisture to wick upward into the wood. She stated that this condition could be mitigated through the use of a standoff post base or membrane materials commonly used to separate wood framing from concrete foundations.

Ms. Harding stated that the proposed paint colors appeared appropriate; however, it was unclear whether only the replacement siding and columns would be painted. She explained that, without physical paint chips, it was difficult to determine whether the proposed colors matched the existing paint colors. She concluded that, in accordance with Secretary of the Interior's Standard for Preservation No. 6 and the CT zoning requirements, replacement siding should consist of rough-textured wood installed to

match the existing board-and-batten siding on the east and south elevations; replacement columns should be turned wood columns with a similar profile; and approval of the paint colors should be conditioned upon the applicant providing paint chips if only the replacement siding and columns were to be painted.

A motion was made by Commissioner Conrad and seconded by Commissioner Wolfe to accept the staff recommendation and approve Certificate of Appropriateness HP26-002 at 10 Chisholm Trail Rd. The motion carried by the following vote:

Aye: 6 - Commissioner Conrad
Commissioner Ellam
Chairman Parson
Commissioner Simmons
Commissioner Wolfe
Commissioner Peterson

Nay: 0

Absent: 1 - Vice Chair Whitaker

G. UPDATE:

G.1 Consider a monthly update by staff and Commissioners relating to historic preservation projects, goals, events and activities.

Ms. Harding presented an update on upcoming Preservation Month events, Local Legends nominations, Commissioner training and procedures for processing the 2026 historic tax exemptions.

H. ADJOURNMENT

POSTING CERTIFICATION