



# City of Round Rock

## Meeting Minutes

### Historic Preservation Commission

Tuesday, January 28, 2025

**A. CALL MEETING TO ORDER**

**B. ROLL CALL**

**Present** 5 - Vice Chair Sharon Whitaker  
Chairman Pamela Anderson  
Commissioner Tammy Conrad  
Commissioner Shagufta Ellam  
Commissioner Audrey Simmons

**Absent** 2 - Commissioner Richard Parson  
Commissioner Andrew Wolfe

**D. PLEDGES OF ALLEGIANCE**

**C. 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 November 19, 2024 Historic Preservation Commission Meeting.

**Planner Kerstin Harding noted that the names of the Chair and Vice-Chair were switched throughout the minutes. Commissioner Whitaker motioned and Commissioner Ellam seconded approving the minutes with the corrected names of the Chair and Vice-Chair. The motion passed by the following vote:**

**Aye:** 5 - Vice Chair Whitaker  
Chairman Anderson  
Commissioner Conrad  
Commissioner Ellam  
Commissioner Simmons

**Nay:** 0

**Absent:** 2 - Commissioner Parson  
Commissioner Wolfe

**F. CERTIFICATE OF APPROPRIATENESS:**

**F.1** Consider a presentation and action regarding a Certificate of Appropriateness for 100 E. Main Street, HP24-000017.

Planner Kerstin Harding presented the staff analysis. In the 2024 tax exemption inspection it was noted that the back stair had been rebuilt with a slightly different layout without a CofA, and part of this application is for the reconfigured stair completed in 2024. She also noted that as of that morning there was additional work in progress on the back stair but she did not have any information about the nature of the work. The other parts of the application are to replace the shingles on the back porch with a standing seam metal roof, replace a light fixture under the back stairs, and to cover an exposed steel lintel on the back wall with a soldier course of limestone veneer.

The Texas Historical Commission (THC) had reviewed plans and approved all except veneering over the lintel, because they felt that it would disguise the building's history as an auto service facility between 1938 and 1982. Staff concurred with the THC's recommendation, although Ms. Harding noted that it was a different type of lintel than the lintel in the 1938 photo, which might indicate that the back lintel was a more recent addition. She did not believe that this was reason to counter the THC's recommendation, but did believe that it indicated there was a possibility that documentation justifying reconsideration might emerge in the future, and recommended that the HPC waive the one-year waiting period otherwise required before reconsidering a denied request.

Based on Standards for Rehabilitation #2, #4 and #9, staff recommended approval as presented with the following conditions:

- New staircase configuration is approved
- Standing seam Galvalume finish roof on back porch is approved
- The new lighting fixture is approved, provided that:
  - Fixture will not be attached to the stone wall
  - Product number and mounting location are provided to staff before ordering
- Stone veneer over the steel back lintel is not approved
- If additional information about the lintels becomes available and applicant wishes to have the HPC reconsider, the HPC need not wait a full year.

Vice-Chair Whitaker felt that since some work had been completed or was in progress without a CofA that staff should inform the owner that the correct sequence is to obtain a CofA before beginning the work.

**Commissioner Ellam motioned and Commissioner Simmons seconded approval of CofA HP24-000017 with the staff recommendations, and that staff should educate the applicant about the Certificate of Appropriateness process. The motion carried by the following vote:**

**Aye:** 5 - Vice Chair Whitaker  
Chairman Anderson  
Commissioner Conrad  
Commissioner Ellam  
Commissioner Simmons

**Nay:** 0

**Absent:** 2 - Commissioner Parson  
Commissioner Wolfe

## **G. PLANNER REPORT:**

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

Senior Planner Lily Park presented some highlights from the HPC monthly update included in the meeting packet:

- Ms. Park encouraged Commissioners to attend the February 11 Lunch & Learn about Kenney Fort
- All Commissioners and staff have been registered for a February 20 webinar on roadside architecture and signs
- All work on the Stagecoach Inn had been completed and CofA had been closed out
- Work on Heritage Trail was complete except for interpretive materials, which will be on a separate contract.

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

Chair Anderson recommended that commissioners attend the February 11 Lunch and Learn about Kenney Fort, and announced that there would be a presentation at the Williamson County Courthouse on February 13 as part of the Williamson County Historical Commission's Toast to Our Past series. She also distributed current copies of *Authentic Texas* Magazine, which had an article about the recently completed Heritage Trail by Round Rock Parks Development Manager Katie Baker.

## **H. ADJOURNMENT**

There being no further business, Chairman Whitaker adjourned the meeting at 6:25.  
Respectfully submitted, Kerstin Harding

## **POSTING CERTIFICATION**