



City of Round Rock

Meeting Minutes

Historic Preservation Commission HPC Annual Work Session

Tuesday, September 16, 2025

A. CALL MEETING TO ORDER

The Historic Preservation Commission for the City of Round Rock met on Tuesday, September 16, 2025 in the Technology Classroom at the Public Library at 200 E. Liberty Ave. Vice-Chair Parson called the meeting to order at 4:00 p.m.

B. ROLL CALL

Present 7 - Chair Sharon Whitaker
Commissioner Tammy Conrad
Commissioner Shagufta Ellam
Vice-Chair Richard Parson
Commissioner Audrey Simmons
Commissioner Andrew Wolfe
Commissioner Gavin Peterson

Absent 0

Chair Whitaker joined the meeting remotely through Teams at 4:06 and left the meeting at 5:07. She could be seen on camera but could not be heard and communicated through the meeting chat feature.

C. ELECTION OF OFFICERS

C.1 Consider the nomination and election of a Chairperson.

Commissioner Conrad nominated Richard Parson for Chair, and Commissioner Wolfe seconded the nomination. Commissioner Ellam nominated Sharon Whitaker for Chair and Commissioner Parson seconded the nomination. There were no other nominations.

Parson: 4 - Commissioner Conrad
Commissioner Simmons
Commissioner Wolfe
Commissioner Peterson

Whitaker: 2 - Commissioner Ellam
Vice-Chair Parson

Absent: 1 - Chair Whitaker

C.2 Consider the nomination and election of a Vice-Chair.

Commissioner Ellam nominated Sharon Whitaker for Vice-chair and Commissioner Wolfe seconded the nomination. There were no other nominations.

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

Other: 0

Absent: 1 - Chair Whitaker

D. UPDATES FROM PRESERVATION PARTNERS:**D.1** Consider an update from Round Rock Preservation.

Round Rock Preservation President Judy Anderson presented a summary of the organization's activities over the past year. Highlights included the grand re-opening of the Stagecoach Inn in October 2024, joint Preservation Month events with the City of Round Rock, local history presentations to community groups, and a monthly series of local history columns published on the Round the Rock website. She also outlined the organization's plans for the coming year and invited commissioners to contribute by writing a column or giving a presentation.

E. LOCAL LEGENDS:**E.1** Consider a presentation and action concerning selection of the 2025 Local Legends.

Planner Kerstin Harding gave an overview of the Local Legend program and the Local Legend selection guidelines adopted by the City Council on June 9, 2022. Under the selection guidelines the HPC is to select two Local Legends per year:

- 1) A person or members of a family, living or deceased, whose contributions to the City of Round Rock were preferably at least 30 years ago, particularly those that tell the story of the early history of Round Rock; and
- 2) A place, business, group, institution, publication, or organization. Places, businesses, groups, institutions, publications and organizations are recognized for their substantive contributions to the culture and history of the City.

Ms. Harding reviewed the six new nominations and five carryover nominations received between 2021-2024. Commissioner Simmons asked why the text field for the Sansom House nomination was blank. Ms. Harding apologized for the missing nomination in the meeting packets and recommended that the Sansom House nomination be reconsidered the following year as a new submission.

The commission agreed to conduct an initial numerical vote to narrow the nominees in each category, followed by a formal motion and roll-call vote.

Category 1 results:

Rev. A.W. Anthony Mays - 5 votes; Yolanda Sanchez - 2 votes; Sergio Sanchez, Steve Sheets, James and Caroline Johnson, Dale Ricklefs and Roy Beard - 0 votes

Category 2 results:

The commission determined that the nomination for Yolanda Sanchez could be considered in Category 2 as *Ballet Folklorico*, reflecting her primary accomplishment noted in the nomination.

First round:

Round Rock Community Choir - 1 vote; Round Rock Independent School District - 3 votes; Sansom House - 2 votes; Sweet Home the Pinnacle of Praise - 1 vote; Ballet Folklorico - 0 votes

Second round:

Round Rock Independent School District - 4 votes; Sansom House - 3 votes

Commissioner Wolfe motioned and Commissioner Simmons seconded to select Rev. A.W. Anthony Mays as the Category 1 Local Legend. The motion carried by the following vote:

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

Nay: 1 - Chair Whitaker

Absent: 0

Commissioner Wolfe Motioned and Commissioner Ellam seconded to select the Round Rock Independent School District for the Category 2 Local Legend. The motion carried by the following vote:

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

Nay: 1 - Chair Whitaker

Absent: 0

F. PRESENTATIONS:**F.1** Consider a presentation and discussion concerning proposed revisions to the *Design Guidelines for Historic Commercial and Residential Districts and Properties*.

Ms. Harding explained that the current Historic Design Guidelines were adopted in 2000 and outlined how their use has evolved over time. The guidelines now apply not only to historic properties an non-historic properties in the historic district, but also to non-historic properties within the MU-L zoning district. She noted that proposed zoning amendments would extend their application to non-historic properties in the MU-1 zoning district as well.

Ms. Harding stated that the revised Historic Design Guidelines are in an early draft stage and will not be presented for the Historic Preservation Commission's formal recommendation until later in 2025. The draft was shared at this meeting for commissioner review and feedback. She described the goals of the revision, the reorganization of the document's structure, and the new content added to the introductory section, and then invited commissioners to provide comments and suggestions.

Vice-Chair Parson called for a dinner break at 5:45 and the meeting resumed at 6:22.

F.2 Consider an update regarding the Historic Preservation Commission's currently adopted goals and a discussion regarding the development of its FY2026 goals.

Long-Range Planning Manager Joelle Jordan explained that the Historic Preservation Commission's (HPC) annual goals serve both as an internal planning tool and as part of the city's Certified Local Government (CLG) reporting requirements to the Texas Historical Commission. She noted that the goals would be discussed during the Work Session but would not be formally adopted until a future meeting.

Ms. Jordan provided a brief update on several high-priority commission goals. Ms. Harding reported on outreach to owners of ten properties built in 1975 or earlier who had expressed interest in historic designation. Ms. Jordan also updated the commission on proposed amendments to the downtown mixed-use zoning districts, scheduled for City Council consideration on October 23.

Ms. Jordan then directed the commissioners to the goals worksheet and, with Senior Planner Lily Park, recorded the members' suggested additions, deletions, and modifications to the list of priority goals.

G. ADJOURNMENT

There being no further business, Vice Chair Parson adjourned the meeting at 7:33. Respectfully submitted, Kerstin Harding

POSTING CERTIFICATION