



City of Round Rock

Meeting Minutes

Historic Preservation Commission

Tuesday, May 21, 2024

A. CALL MEETING TO ORDER

The Historic Preservation Commission for the City of Round Rock met on Tuesday, May 21 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 6 - Chairman Sharon Whitaker
Vice Chair Pamela Anderson
Commissioner Tammy Conrad
Commissioner Adrian Neely
Commissioner Audrey Simmons
Commissioner Andrew Wolfe

Absent 1 - Commissioner Richard Parson

C. PLEDGES OF ALLEGIANCE

D. LAND ACKNOWLEDGEMENT

A discussion about the Land Acknowledgement will be placed on the agenda the next time the HPC meets for other business.

E. CITIZEN COMMUNICATION

There were no citizens wishing to speak at this meeting.

F. APPROVAL OF MINUTES:

F.1 Consider approval of the minutes of the February 20, 2024 Historic Preservation Commission Meeting.

Vice-Chair Anderson noted that item 1 of the draft minutes indicated that Chairperson Whitaker had adjourned the meeting, although she was absent for that meeting and Commissioner Parson chaired the meeting, and asked for this to be corrected.

A motion was made by Vice-Chair Anderson and seconded by Commissioner Neely to approve the minutes of the February 20, 2024 Historic Preservation Commission Meeting as amended. The motion carried by the following vote:

Aye: 6 - Chairman Whitaker
Vice Chair Anderson
Commissioner Conrad
Commissioner Neely
Commissioner Simmons
Commissioner Wolfe

Nay: 0

Absent: 1 - Commissioner Parson

G. CERTIFICATE OF APPROPRIATENESS:

G.1 Consider a presentation and action regarding a Certificate of Appropriateness for 302 W. Main Street, HP24-000008.

Planner Kerstin Harding presented the application, staff analysis and recommended motion for a proposal to attach a 44-inch wide metal awning to the back (north) wall over the entrance to the back unit. This unit is part of an addition made in 2015, and the proposal would not affect the historic structure.

A motion was made by Commissioner Wolfe and seconded by Vice-Chair Anderson to approve Certificate of Appropriateness HP24-000008 in accordance with Secretary of the Interior's Standards for Rehabilitation #5, 9, and 10. The motion carried by the following vote:

Aye: 6 - Chairman Whitaker
Vice Chair Anderson
Commissioner Conrad
Commissioner Neely
Commissioner Simmons
Commissioner Wolfe

Nay: 0

Absent: 1 - Commissioner Parson

G.2 Consider a presentation and action regarding a Certificate of Appropriateness for 609 E. Liberty Avenue, HP24-000011.

Planner Kerstin Harding presented the application, staff analysis and recommended motion for a balcony deck and railing to be built over a sunroom on the back (south) side of the house, with a metal spiral stair connecting the balcony to the existing deck. The deck was installed in 2022 without a Certificate of Appropriateness so she recommended including it as part of the request.

A motion was made by Vice-Chair Anderson and seconded by Commissioner Wolfe to approve Certificate of Appropriateness HP24-000011 in accordance with Standard for Rehabilitation #9 as presented, with the following conditions:

- The existing first-floor deck is included in this certificate of appropriateness as presently constructed. Building Inspection should be contacted about a building permit.
- The upper balcony/roof deck railing should be white so that it appears to be a part of the house rather than part of the landscape.

- **The exterior of the house is to be modified only to accommodate the balcony, railing, and stair; the walls of the house will not be otherwise altered with respect to windows, moldings, trim, eaves and other design elements.**

The motion carried by the following vote:

Aye: 6 - Chairman Whitaker
Vice Chair Anderson
Commissioner Conrad
Commissioner Neely
Commissioner Simmons
Commissioner Wolfe

Nay: 0

Absent: 1 - Commissioner Parson

G.3 Consider a presentation and action regarding a Certificate of Appropriateness for 116 E. Main Street, HP24-000010.

Planner Kerstin Harding presented the application, staff analysis and recommended motion regarding replacement windows at 116 E. Main Street. The affected part of the façade was built in 2003 and the wood windows were noted in the 2018, 2022 and 2023 tax exemption inspections as having maintenance issues relating to peeling paint and/or wood rot. The applicants would prefer to replace the wood windows with aluminum-clad wood windows (Pella Clad-Wood Reserve) or fiberglass (Pella Impervia) windows with exterior grilles rather than with new wood windows. Instead of true divided lites the windows would have grilles in the same muntin pattern, and the two double-hung windows would be replaced with fixed windows resembling double-hung windows.

A motion was made by Vice-Chair Anderson and seconded by Commissioner Wolfe to approve Certificate of Appropriateness HP24-000010 in accordance with Standard for Rehabilitation #9, with the following conditions:

- **Muntins or grilles are to match the pattern of the current divided lite windows;**
- **The double-hung windows may be replaced with fixed windows if the “sashes” are distinct;**
- **Wood windows without cladding are an appropriate material for both window types;**
- **Pella Impervia fiberglass windows are not an appropriate replacement window series;**
- **Pella Clad-Wood Reserve windows are not an appropriate replacement window series;**
- **The applicant may work with staff to review new selections.**

The motion carried by the following vote:

Aye: 6 - Chairman Whitaker
Vice Chair Anderson
Commissioner Conrad
Commissioner Neely
Commissioner Simmons
Commissioner Wolfe

Nay: 0

Absent: 1 - Commissioner Parson

H. TAX EXEMPTIONS:

H.1 Consider a recommendation regarding applications for the 2024 partial tax exemptions for historically significant sites.

Planner Kerstin Harding summarized the results of the 2024 tax exemption inspection results, with updates on the two applications that had initially received failing inspections.

A motion was made by Vice-Chair Anderson and seconded by Commissioner Woolfe to approve the tax exemption recommendations as presented in Exhibit A with the following changes:

- **The inspection rating for 113 E. Main Street will be changed to Needs Maintenance**
- **The inspection rating for 802 E. Liberty Avenue will be changed to Needs Maintenance**

The motion carried by the following vote:

Aye: 6 - Chairman Whitaker
Vice Chair Anderson
Commissioner Conrad
Commissioner Neely
Commissioner Simmons
Commissioner Wolfe

Nay: 0

Absent: 1 - Commissioner Parson

I. PLANNER REPORT:

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

Planner Lily Park gave an update on city projects affecting historic properties.

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

Principal Planner Joelle Jordan asked the Commissioners for announcements of upcoming preservation-related activities.

J. ADJOURNMENT

*There being no further business, chairperson Whitaker adjourned the meeting at 7:35.
Respectfully submitted, Kerstin Harding*

POSTING CERTIFICATION