

Historic Preservation Commission

April 21, 2015 Meeting Minutes

DRAFT

A. Call to Order

The meeting was called to order at 5:45 p.m.

B. Roll Call

Present: Chairperson Jerry Hodges, Vice-Chair Pamela Sue Anderson, Commissioner Billy Huggins, Commissioner Barbara Keese, Commissioner Rae Lynn Tipping, and Alternate Commissioner Cathleen Quick (not at dias)

Staff present: Senior Planner Joelle Jordan and Planning Technician Kerstin Harding

C. Approval of Minutes

C.1 Consider approval of the minutes from the December 16, 2014 Historic Preservation Commission meeting.

Motion: by Commissioner Tipping and Second by Vice-Chair Anderson to approve the minutes of the December 16, 2014 meeting.

Vote: Aye: Chairperson Hodges, Vice-Chair Anderson, Commissioner Huggins, Commissioner Keese, and Commissioner Tipping. Nay: none. The vote was 5-0.

D. Presentations

D.1 Consider a presentation and update on recent administratively approved Certificates of Appropriateness.

Ms. Jordan gave an overview of the staff-administrated Certificate of Appropriateness (CofAs). The City adopted an ordinance allowing staff review for minor changes to historic properties (such as paint color, equipment screening, etc.) in June of 2012. The meeting packet included a list of all Administrative CofAs issued, and noted that so far in 2015 there have been sixteen, a significant increase from previous years.

One Administrative CofA was recently approved for the entire Downtown Commercial Historic District regarding ash receptacles. Downtown Manager Courtney Ainsworth explained that there had been an increase in cigarette litter downtown, and that it is best to deal with the problem in a uniform way. She has selected a few options, and will order samples so that the Parks Department can evaluate which best work with the existing trash receptacles. She presented several options that all had a black powder-coated finish to match the trash receptacles. The Commissioners had no comments.

D.2 Consider a presentation and discussion on the 2015 Partial Tax Exemption Program for Historically Significant Sites.

Ms. Jordan presented an overview of the tax exemption program and procedures for administering it. The purpose of the program is to encourage timely and appropriate maintenance to prevent deterioration of the city's historic resources. The program exempts 75% of the City's portion of property taxes. Owners must apply for the exemption each year, and the Commissioners evaluate the property's condition against maintenance criteria established in the ordinance. The Commission reviews the results of the inspection, and makes a recommendation to the City Council to approve (or disapprove) exemptions. The timeline is tight because applications are due April 30 and the Council must adopt an ordinance for the exemptions by July 15.

Inspection assignments and forms were distributed at the meeting, including the 2014 inspection forms for properties that applied that year. The Commissioners will inspect the properties and note any maintenance concerns, particularly any issues that were also noted in the 2014 inspections. Copies of recent Certificates of Appropriateness are included with the forms so that the inspector can evaluate whether any features are inconsistent with the requirements of the Certificates.

The Commission will discuss properties that have repeating maintenance issues at its May meeting and evaluate whether the property meets the requirements for the exemption, or what conditions could be met to improve the property's condition enough to satisfy those requirements.

E. Planner Report

E.1 Consider a planner report on Preservation Month 2015.

Ms. Jordan announced planned activities for Preservation Month in May. Preservation Month is organized by the National Trust for Historic Preservation to encourage local communities to engage the public about historic preservation issues. Round Rock will rebroadcast the Preservation Minute videos in rotation on the City's cable channel and play them before the downtown drive-in movie on May 17. Staff will produce preservation and local legend-related information, games and kids activity sheets at a Music on Main performance May 28 and at a screening of The Daytripper on May 7. Profiles of downtown historic buildings will be posted on Instagram, and the public is invited to share their pictures of old Round Rock with the hashtag #historicalpreservation.

F. Adjournment

The meeting adjourned at 6:15 p.m.

Respectfully Submitted,

**Kerstin Harding
Planning Technician**