

Historic Preservation Commission

May 19, 2015 Meeting Minutes

A. Call to Order

The meeting was called to order at 5:50 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 April 21, 2015 Historic Preservation Commission meeting.

Motion: by Vice-Chair Anderson and Second by Commissioner Huggins to approve the minutes of the April 21, 2015 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 recommendation regarding 2015 applications for partial tax exemption for historically significant sites.

Ms. Jordan thanked the Commission for their efforts inspecting the properties this year, and outlined the exemption program and process. The exemption is for 75% of the City's portion of property taxes, and is conditioned on proper maintenance as described in City Code (Section 46-108).

This year we received applications for 52 properties. Of these, 18 properties received "conditional inspection" ratings on the inspection report because there were issues noted in the 2014 report that had not been addressed, and may not meet the maintenance requirement for the exemption. The Commission reviewed the inspection forms and photos of these properties and determined what work would need to be completed and re-inspected in order to avoid a "fail" rating when the Commission's recommendation is presented to the City Council.

- **609 E. Liberty Avenue:** The 2014 inspection had noted paint damage to a part of the bargeboard/rake trim/soffit trim above the door that had allowed part of the board to rot, which has not been addressed. The Commission conditioned that the area be replaced and repainted, or a work order submitted to staff, by June 1, 2015.
- **802 E. Liberty Avenue:** The 2014 inspection noted issues with siding, paint, broken and unfinished trim, and exposed wood on the porch columns and floor. These issues have not been addressed, and the Commission noted that the entire exterior of the main structure needs caulking, painting, rot repair, and replacement of missing wood. Although the inspection report also noted damage to other structures on the property, the Commission felt it was best to focus on the main structure and requested a contract (not estimate) for these repairs be submitted to staff by June 1, 2015.
- **803 E. Liberty Avenue:** The 2014 inspection noted vine damage to the house, particularly the soffit, and also siding damage on the north side. The Commission conditioned that by June 1, 2015 the vines should be removed from anywhere they have invaded the structure, and that a contract or plan for painting should be submitted to staff, along with a Certificate of Appropriateness application if color changes are proposed.
- **400 E. Main Street:** The 2014 inspection noted cracked stucco on the steps, which had not been repaired by the 2015 inspection. The Commission conditioned that this be repaired or a contract for repair be submitted to staff by June 1, 2015.

- **808 E. Main Street:** The 2014 and 2015 inspections noted that the garage and southwest corner of the house need paint. The inspecting Commissioner spoke to the owner, who indicated that repainting had been scheduled. The Commission requested that an update or estimate be submitted to staff by June 1, 2015.
- **1113 Ledbetter Street:** This property has a new owner who is in the process of making significant repairs. As the owner is new there are no outstanding issues from the previous year, but the Commission was concerned that significant work was being done without applying for a Certificate of Appropriateness, especially since the property is also a Recorded Texas Historic Landmark and state review may also be necessary. They requested that a general work plan outline be submitted to staff by June 1, 2015.
- **100 E. Main Street:** The 2014 inspection had noted that the back steps need staining/sealing, and the Commission conditioned that this be completed, or a contract submitted to staff, by June 1. They also noted new issues with the back steps and suggested that it may be practical to address both issues with the same repair.
- **105 E. Main Street:** The 2014 inspection noted an uncovered light fixture in the back and dirt and grease on the wall over the back door, which have not been addressed. The Commission requested that by June 1, 2015 the back wall should be cleaned and a Certificate of Appropriateness application submitted to staff for the light fixture.
- **109 E. Main Street:** The 2014 inspection had noted an area that needed painting over the eastern front door, and a tree brushing the rear of the building that needed to be trimmed. The Commission conditioned that the tree be trimmed by June 1, 2015, but noted new painting issues on the front, and felt that the 2014 paint issues could be corrected along with the new issues by April 2016.
- **111 E. Main Street:** The front doorknob still has some peeling white paint that was noted on the 2014 inspection. The Commission requested that the paint be removed and that missing and mismatched screws be replaced, or a contract for this work submitted to staff, by June 1, 2015.
- **114 E. Main Street:** Although this building has a new owner, new windows were installed in the back for which the Commission had denied a Certificate of Appropriateness in November 2014. No appeal or request for changes has been received since then, so the windows remain a zoning violation. The Commission requested that a new proposal for windows or plan to address compliance be submitted to staff by June 1, 2015.
- **116 E. Main Street:** The 2014 and 2015 inspections noted that the front door should be caulked and painted, and Ms. Jordan indicated that this had been completed as of May 18, 2015. The inspection form will be updated accordingly.
- **117 E. Main Street:** The 2014 inspection noted that the railing on the back steps was loose and needed to be repaired or reset in the concrete, which has not been addressed. The Commission conditioned that the railing be reattached/repared (including the concrete setting), or a contract for this work be submitted to staff, by June 1, 2015.
- **118 E. Main Street:** The 2014 inspection had noted that the windows needed caulk and paint, which has been partially completed. The Commission requested that a window-by-window work plan and timeline be submitted to staff by June 1, 2015.
- **201-203 E. Main Street:** The 2015 inspection noted a cracked transom window and several areas in need of mortar repair, but as the property is under renovation it should receive a "needs maintenance" rating. Commissioner Tipping expressed additional concerns about the building: the patina-ed downspout in the back was recently replaced with a prefinished tan downspout. Ms. Jordan confirmed that no Certificate of Appropriateness had been issued to replace the downspout. Commissioner Tipping also noted that the previously approved new doorway had been cut into the east (plaza) wall, but the door is nailed shut, there are no steps, and the city electric equipment is in the way.

Ms. Jordan explained that the Texas Historical Commission and HPC had approved a new door on the east wall, but one of the conditions in the notification letter was that no cutting would take place until a license agreement is in place to determine the location of the door and what improvements the applicant would be required to construct in the plaza. The applicant decided to delay putting improvements in the plaza, so did not pursue a license agreement, but has cut the door opening. The interior of the building has been reconfigured, so the opening is no longer required by code as a fire exit. The Commission decided that the

final rating for the 2015 inspection should be “needs maintenance,” but the inspection form should note that the lack of a license agreement violates the Certificate of Appropriateness for the door. Ms. Jordan said she would follow up with the property owner about the downspout installation.

- **105 S. Mays Street:** The 2014 inspections noted that the metal paneling on the rear (east) side of the building needed repainting, the steps are required to have a railing, and several boards on the steps needed to be replaced. The Commission conditioned that the paneling be repainted, the stairs repaired and a railing installed by June 1, or a Certificate of Appropriateness be submitted to staff if any changes are proposed. The Commission also noted that there is new and mismatched hardware on the front doors, which had been installed without a Certificate of Appropriateness, and requested that an application for hardware be submitted to staff by June 1, 2015.
- **107 S. Mays Street:** The 2014 inspection noted a rotting sash on the southernmost upper window on the east (back) side of the building, which has not been repaired. The Commission conditioned that the window be repaired and repainted, or work order submitted for same, by June 1, 2015. They also noted another window that now needs repair and suggested that it would be efficient to address both at the same time.
- **109 S. Sheppard Street:** The 2014 inspection had noted areas of peeling paint on the shed and ramp side of the building, but the Commissioners noted several new paint problems, and decided that the earlier issues would be better addressed by repainting the entire building by April 2016.

Commissioner Huggins recused himself and left the chambers, as he has applied for the tax exemption for two of his properties.

Motion: by Commissioner Tipping and Second by Commissioner Keese to approve the inspection ratings as documented in Exhibit A, with the conditions discussed this evening for properties with “conditional inspection” ratings, and with approval for staff to make any necessary updates or changes to Exhibit A, depending on the outcome of these conditions by the deadline of June 1.

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

D.2 Consider applications and appointment of members to a committee to assist with the selection of 2015 Local Legend Award recipients.

Ms. Jordan summarized the Local Legend program and the role of the Local Legend Selection Committee. She noted that six of the eight members of the 2014 Selection Committee had reapplied and there were two new applicants. The Commission agreed to appoint all eight applicants.

Motion: by Vice-Chair Anderson and Second by Commissioner Huggins to approve the appointment of Kami Barron, Martha Chavez, Jesus Franco, Jennifer Henderson, Dana Oglesby, Dora Owens, Dale Ricklefs, and Audrey Simmons to the 2015 Local Legend Selection Committee.

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

E. Planner Report

Chairman Hodges asked for a Planner Report. Ms. Jordan updated the Commission on the progress of activities for Preservation Month. Preservation Month is organized by the National Trust for Historic Preservation to encourage local communities to engage the public about historic preservation issues. The Preservation Minutes videos are being rebroadcast on the City’s cable channel and a few posted on its Facebook page on Thursdays. A few segments were shown before the *Daytripper* premiere in Prete Plaza, where staff had an information table. The drive-in movie on the 16th was rained out, so the videos were not shown then. Staff has been posting photos and descriptions of historic downtown buildings all month on the Downtown Round Rock Instagram account, and some have also been reported to the Facebook page. The last activity will be making preservation-themed activity materials such as games and coloring pages for kids at the Music on Main concert on the 27th.

Commissioner Tipping noted that the videos on the Facebook page seemed to get a lot of views and positive comments.

F. Adjournment

The meeting adjourned at 7:35 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Kerstin Harding', written over a horizontal line.

**Kerstin Harding
Planning Technician**