

## Historic Preservation Commission

### May 17, 2016 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 Rae Lynn Tipping, and Alternate Commissioner Cathleen Quick. Commissioner Paul Emerson arrived at 5:56.

**Absent:** None

**Staff present:** Principal Planner Joelle Jordan, Transportation Director Gary Hudder, Transportation Operations Manager Todd Keltgen, Transportation Engineer Leah Collier, CIP Program Manager Gerald Pohlmeier, and Planning Technician Kerstin Harding

#### C. Approval of Minutes

##### C.1 **Consider approval of the minutes of the April 19, 2016 Historic Preservation Commission meeting.**

**Motion:** by Commissioner Tipping and Second by Vice-Chair Anderson to approve the minutes of the April 19, 2016 meeting as presented.

**Vote:** Aye: Chairperson Hodges, Vice-Chair Anderson, Commissioner Emerson, and Commissioner Tipping. Nay: none. The vote was 4-0.

##### C.2 **Consider approval of the minutes of the May 9, 2016 Special Called Historic Preservation Commission meeting.**

**Motion:** by Vice-Chair Anderson and Second by Commissioner Tipping to approve the minutes of the May 9, 2016 Special Called meeting as presented.

**Vote:** Aye: Chairperson Hodges, Vice-Chair Anderson, Commissioner Emerson, and Commissioner Tipping. Nay: none. The vote was 4-0.

#### D. Presentations

##### D.1 **Consider a presentation, public hearing, and discussion on the 120-day waiting period imposed on a Certificate of Appropriateness for Demolition for the Old Stagecoach Inn.**

Principal Planner Joelle Jordan gave a brief recap of the status of the Stagecoach Inn. The Inn is one of Round Rock's oldest buildings, but is located in the path of the RM 620 road realignment project. In March the City's Transportation Department applied for a Certificate of Appropriateness for Demolition, which the Historic Preservation Commission (HPC) denied. The denial imposed a 120-day waiting period before a demolition permit can be issued, which is to be used to investigate alternatives to demolition. This is the strongest action that the Commission can take to prevent demolition of a historical property.

At its meetings during the 120 days, the HPC will hold public hearings and receive updates from the Transportation and Planning Departments will make monthly updates to the HPC. Ms. Jordan noted that since the certificate was denied, Transportation had consulted a structural mover and investigated moving the inn to different locations on the same lot. Residents have formed a 501c3 nonprofit organization called Round Rock Preservation.

Planning has hired a restoration consultant to do a feasibility study to evaluate potential sites, including the Bathing Beach Park, and assess the full cost of relocating and restoring the building. No final determination has been made as to whether the structure will be moved, or what the final use might be. Updates will be posted at [www.roundrocktexas.gov/stagecoach-inn](http://www.roundrocktexas.gov/stagecoach-inn). Comments and suggestions may be sent to [historic@roundrocktexas.gov](mailto:historic@roundrocktexas.gov).

Transportation Director Gary Hudder said that he did not have any new developments to report from the Transportation Department.

Chairman Hodges opened the public hearing and welcomed the first speaker. Shirley Marquardt greeted the Commission and announced that upcoming activities of the new nonprofit "Round Rock Preservation." In addition to membership and fundraising, the organization is seeking new owners and/or users of the building.

The next speaker was Nancy Brieger, Connections Minister at Restoration Covenant Church in Round Rock. Since the Inn originally served as a greeting space and hospitality center, she suggested that a church-city partnership could re-use it as a combination welcome/community information center and worship space.

The Chairman then thanked the speakers for their comments and closed the hearing. He asked the Commissioners for their comments.

#### **E. Action**

##### **E.1 Consider a presentation and action regarding a Certificate of Appropriateness for changes to the exterior, including foundation skirting, at 109 S. Sheppard Street.**

Principal Planner Joelle Jordan summarized the case. The house at 109 S. Sheppard is a hip-roofed Craftsman bungalow, almost identical to its neighbor at 107 S. Sheppard. Both were built in 1927 and are quite well-preserved. The foundation needs to be leveled, and the owner proposes removing the current pressed-metal skirting and replacing it with stucco. Staff recommended approval of the Certificate.

**Motion:** by Vice-Chair Anderson and Second by Commissioner Tipping to approve a Certificate of Appropriateness for the following changes to 109 S. Sheppard Street:

- The installation of new cement - stucco skirting is approved. The skirting shall have a flat texture and may be painted or unpainted.
- Skirting shall be completed by June 30, 2016.
- The bargeboard/water table must remain in place, and should be painted the trim color.
- If applicant chooses a different paint color scheme, it must be reviewed by staff.

**Vote:** Aye: Chairperson Hodges, Vice-Chair Anderson, Commissioner Emerson, and Commissioner Tipping. Nay: none. The vote was 4-0.

##### **E.2 Consider a presentation and recommendation regarding applications for the 2016 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 50 properties. Of these, 15 properties had preliminary "conditional inspection" ratings on the inspection report because there were issues noted in the 2015 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.

- 1) 107 S. Sheppard
  - The building needs to be properly repainted. Paint is still peeling on all sides as well as the ramp and the freestanding shed. Please repaint these areas or submit a contract for this work by May 31, 2016.
  - The back porch railing needs to be tightened because it is still loose. Please re-secure the railing or provide a contracted scope of work for additional repairs related to the railing by May 31, 2016.
- 2) 109 S. Sheppard – rating was changed to "needs maintenance" because the maintenance issue will be addressed over the summer as part of a larger repair project.
- 3) 105 S. Mays
  - The paint is badly peeling on metal east wall in same places as 2015. Last year applicant agreed to request callback from painter.

- Rear metal wall must be properly prepped and repainted by 5/31/16. If weather does not permit painting, wall must be prepped and a contract for repainting submitted by 5/31/16.
- 4) 107 S. Mays – the upper left window on the north wall still needs paint, and the inspection noted several other windows that now need the same repair. The rating was changed to “needs maintenance” to allow the north window repairs to be made at the same time as the other repairs.
  - 5) 101 E. Main
    - Front doors and window panels need painting.
    - West side south door needs painting.
    - West side concrete step is cracked.
    - Please complete repairs by May 31, 2016, or if hiring a contractor submit a signed contract by May 31, 2016.
  - 6) 102 E. Main – rating was changed to “needs maintenance” because it has a new owner.
  - 7) 109 E. Main
    - Front door has nicks that should be repaired and painted.
    - Panel to the lower left of front door has a crack and needs repainting.
    - Commission is concerned that rot has worsened over the past year. Please ensure that proper repairs are made before painting, and that paint is applied uniformly to surfaces.
    - Please complete repairs and repainting, or submit a contract for this work, by May 31, 2016. The front doors have new paint issues that could be addressed at the same time.
  - 8) 112 & 114 E. Main – both inspections noted unscreened CO2 containers. Screening requirements were discussed last year, but have not yet been adopted as code. Both ratings were changed to “needs maintenance.”
  - 9) 115 E. Main
    - Wood siding, fascia and window trim is worn and needs repainting.
    - Please complete or submit a contract for this work by May 31, 2016.
  - 10) 118 E. Main
    - Based on the 2015 correspondence (attached) caulk and painting repairs were to have been completed by October 2015.
    - Caulk and painting repairs on the east wall appear half-finished: some caulk is unpainted, and paint patches do not match. Please complete paint and caulking repairs by May 31, 2016.
    - The glass on the teller window is cracked, and an interior covering has fallen so that the window displays the inside of a wall cavity. Please submit a plan and timeline for how to address the teller window by May 31, 2016. Depending on how these will be addressed, it may be necessary to obtain a Certificate of Appropriateness from the Historic Preservation Commission.
  - 11) 200-202 E. Main
    - Please make a coordinated plan with the owner of 204 E. Main Street to repair, clean, and repaint the entire canopy, and submit this plan to staff by May 31, 2016. Please pay special attention to the canopy corner.
  - 12) 201-203 E. Main
    - Replace weather stripping on the bottom of the back doors where missing by May 31, 2016
  - 13) 204 E. Main
    - Please make a coordinated plan with the owner of 200-202 E. Main Street to repair, clean, and repaint the entire canopy, and submit this plan to staff by May 31, 2016. Please pay special attention to the canopy corner.
  - 14) 402 E. Main
    - Broken window on east side; broken windows on out building
    - Please submit a plan for all window repairs by May 31, 2016, to be completed by the end of 2016. This must include a repair noted in 2016 to two panes on the window to the right of the front door
  - 15) 508 E. Main
    - Open crawl spaces on east side must be secured by May 31, 2016.



- Screens on west side must be repaired by May 31, 2016.
- Porch pillars and rails to be repaired & repainted, or a contract outlining completion of work submitted by May 31, 2016.

**Motion:** by Vice-Chair Anderson and Second by Commissioner Emerson to accept the inspection ratings in Exhibit A, and allow staff the ability to change a rating according to whether a conditionally-rated property meets the conditions as specified earlier in this meeting.

**Vote:** Aye: Chairperson Hodges, Vice-Chair Anderson, Commissioner Emerson, and Commissioner Tipping. Nay: none. The vote was 4-0.

**E.3 Consider the applications and appointment of members to a committee that will assist with the selection of the 2016 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 2015 Selection Committee had reapplied, one person applied who had served on the committee in 2014, and there was one new applicant. The Commission agreed to appoint all eight applicants. They also suggested that the Committee limit the number of awards to three or four, and that there should be variety in the type of honoree: living legends, historical persons, and "wild cards" (groups, buildings, businesses etc.).

**Motion:** by Commissioner Tipping and Second by Commissioner Emerson to the appointment of Kami Barron, Martha Chavez, Jesus Franco, Jennifer Henderson, Rufus Honeycutt, Dale Ricklefs, Audrey Simmons, and Tina Steiner to the 2016 Local Legend Selection Committee.

**Vote:** Aye: Chairperson Hodges, Vice-Chair Anderson, Commissioner Emerson, and Commissioner Tipping. Nay: none. The vote was 4-0.

**F. Planner Report**

**F.1 Consider a presentation and discussion of upcoming events related to historic preservation.**

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. Staff arranged a kids' coloring activity at Music on Main and Market Days, and will have one more at Music on Main on May 25<sup>th</sup>. Preservation Minute videos are playing in rotation on the City's cable channel.

**G. Adjournment**

The meeting adjourned at 8:27 p.m.

Respectfully Submitted,

  
Kerstin Harding  
Planning Technician