Vote: Aye: Chair Anderson, Commissioner Conklin, Commissioner Emerson, Commissioner Jordan, and Vice-Chair Whitaker. Nay: none. The vote was 5-0.

F. Staff Report

F.1 Consider an update on the 2018 Historic Preservation Commission work session.

Ms. Jordan said that the annual work session is currently scheduled for the next regular meeting, August 21. The meeting typically lasts a couple of hours and is held in the Planning and Development Services office. Staff hopes to distribute packets in early August.

I. Adjournment

The meeting adjourned at 8:03 p.m.

Respectfully Submitted,

Kerstin Harding
Planning Technician

Historic Preservation Commission
August 21, 2018 Meeting Minutes

A. Call to Order

The meeting was called to order at 6:00 p.m.

B. Roll Call

Present: Chairman Pamela Sue Anderson, Commissioner Blane Conklin, Commissioner Paul Emerson, and Vice-Chair Sharon Whitaker. Alternate Commissioner Frank Darr was in the audience.

Absent: Commissioner Patti Jordan arrived as the meeting was adjourned.

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

Also Present: Round Rock Preservation President Shirley Marquardt, Certificate of Appropriateness applicants Robert Levin, Eric Schaefer, Lisa and Joseph Adams, and Local Legend Selection Committee members Tina Steiner, Kami Barron, and Jen Henderson.

C. Citizen Communication

Round Rock Preservation (RRP) President Shirley Marquardt reported that assuming that work on the Stagecoach Inn is completed as scheduled, the group plans to host an end-of-project party in mid-September. She reported that the group had sold enough bricks to place an order but would wait to do so until the Parks Dept. has a place to store them. RRP added four new board members at its annual general meeting on August 4. The group's next public event will be its participation in the Chalk Walk event in October and is working on a historic homes tour for December.

D. Approval of Minutes

D.1 Consider approval of the minutes of the July 17, 2018 Historic Preservation Commission meeting.

Motion: by Commissioner Conklin and Second by Vice-Chair Whitaker to approve the minutes of the July 17, 2018 HPC meeting with one correction.

Vote: Aye: Chair Anderson, Commissioner Conklin, Commissioner Emerson, and Vice-Chair Whitaker. Nay: none. The vote was 4-0.

E. Certificate of Appropriateness

E.1 Consider an action regarding a Certificate of Appropriateness application for an addition and garage at 104 S. Georgetown Street.

Planning Tech Kerstin Harding briefly summarized the applicant's request to build a one-story addition with a roof balcony and a freestanding garage with a roof deck at 104 S. Georgetown Ave. The Colonial Revival-style "President's House" was built between 1907-1909 for the president of Trinity Lutheran College. Its original location was at 908 E. Main Street (next to the college), and it was moved to its present location in 1971.

The proposed addition would be in the back across the full width of the house, roughly the same size as the full-width porch on the front of the house. The second-floor balcony accessed from doors to the second-floor bedrooms. The applicant had stated his intent to re-use windows where possible, or salvage similar ones. The proposed garage would be in the back at a right angle to the house, with a "bridge" connecting its roof deck to the new balcony on the house.

Ms. Harding noted that in keeping with the city's Design Guidelines and the Secretary's Standards, the addition is in the back and is clearly secondary to the historic part of the house. The full-width balcony would not have been a common feature at the time it was built, but is a common feature of additions to traditional homes. The proposed ¾ light wood doors are similar to the existing front door and sidelights. Although the plans called for four existing windows to be remove and six new windows added, only one of those windows would be the same size as the existing windows.

She stated that the proposed garage was historically appropriate in that it was a separate building located behind the main house, using similar materials. The design is clearly contemporary, but doesn't detract from the historic structure. She also noted that there was a possibility that the location of the garage and design of the balcony and deck railings could be modified in the future, and recommended that the Commission include allowing staff approval for such changes in their motion.

Motion: by Vice-Chair Whitaker and Second by Commissioner Emerson to approve the Certificate of Appropriateness as presented with the following conditions:

- New or salvaged windows must be wood 1/1 with a similar profile as the existing windows. Staff must approve the final selections before they are ordered.
- New or salvaged doors must be wood with a large single light, similar to the front door. Staff must approve the final selections before they are ordered.
- Balcony and deck railings must be painted wood. If design changes become necessary, staff may approve them.
- Garage must be a separate building behind the main house. If siting changes from the submitted plans become necessary during permitting, staff may approve the new site.

Vote: Aye: Chair Anderson, Commissioner Conklin, Commissioner Emerson, and Vice-Chair Whitaker. Nay: none. The vote was 4-0.

E.2 Consider an action regarding a Certificate of Appropriateness for relocation of the servant's cottage from 405 E. Main Street to 702 E. Main Street.

Ms. Jordan gave a brief description of the servant's cottage at 405 E. Main Street and how the HPC had denied a Certificate of Appropriateness for its demolition in June and imposed a 120-day waiting period for demolition. Since then the owners of the house at 702 E. Main Street had offered to have the cottage moved to their property. The primary structure on the receiving property is a Queen Anne style home of similar age as the cottage but has no historic designation or zoning.

Ms. Jordan reviewed the criteria for evaluating a Certificate of Appropriateness for relocation in Section 46-99.1. The cottage is in imminent threat of demolition and reasonable alternatives to relocation have been explored during the waiting period imposed June 19. The relocation site is in the city limits, only three blocks away on the same street, and the primary structure on the site is of similar age and architectural style. She noted that putting the cottage on a pier-and-beam foundation would raise the floor level from its current near-grade level.

Staff recommended approving the CofA for relocation and suggested requiring the cottage's new site to be rezoned with Historic (H) overlay upon relocation. She also suggested allowing administrative review for necessary modifications that arise during the relocation, repair, and stabilization of the structure. Also, normally CofAs for a structure that is in the process of adding Historic (H) overlay zoning would not be considered, however Ms. Jordan recommended granting staff the ability to approve administrative CofAs even if rezoning is still in process.

Chair Anderson asked the cottage's current and future owners to come forward. Commissioner Conklin thanked Mr. Levin for his patience with the process and asked Joe and Lisa Adams to verify that they were prepared for the repairs that the cottage would require. Chair Anderson said that she concurred with Commissioner Conklin and thanked the Adams' for their interest in preserving the property. Lisa Adams said that they were looking forward to it and was considering potential uses.

Motion: by Commissioner Conklin and Second by Commissioner Emerson to approve the Certificate of Appropriateness to relocate the cottage at 405 E. Main Street to 702, and to require rezoning, and allow administrative review for modifications as the staff recommends.

Vote: Aye: Chair Anderson, Commissioner Conklin, Commissioner Emerson, and Vice-Chair Whitaker. Nay: none. The vote was 4-0.

E.3 Consider a recommendation concerning the addition of historic (H) overlay zoning to a portion of the lot at 702 E. Main Street to contain the relocated servant's cottage.

Ms. Jordan said that this item would be to make the recommendation for rezoning that was required in the previous item. The recommendation to rezone part of the property with Historic (H) overlay zoning would move forward to the Planning & Zoning Commission and City Council after the cottage is in place and the boundaries for that rezoning can be confirmed (since last-minute site adjustments may be necessary). Commissioner Conklin asked the Adams' to confirm their support for applying the overlay to part of their property; Ms. Adams confirmed that they did.

Motion: by Commissioner Emerson and Second by Commissioner Conklin to recommend rezoning with Historic overlay part of the property at 702 E. Main Street to contain the relocated servant's cottage, conditional on HPC approval of the CofA for relocation. The boundary of the rezoning is to be established after the cottage is in place. The overlay boundary should include the cottage and possible future addition to the north and east property line.

Vote: Aye: Chair Anderson, Commissioner Conklin, Commissioner Emerson, and Vice-Chair Whitaker. Nay: none. The vote was 4-0.

E.4 Consider a request to remove the 120-day waiting period imposed June 19, 2018 on a Certificate of Appropriateness for demolition of the servant's quarters at 405 E. Main Street.

Ms. Jordan explained that when the demolition waiting period was imposed by the HPC in June, they had specified that the waiting period could be cancelled when an alternative plan for the building is approved. Staff recommendation was that cancelling the waiting period should be contingent on HPC approval of both the CofA for relocation and adding Historic (H) overlay zoning, which were approved as items E.2 and E.3. Staff also recommended conditioning that cancellation not take effect until the cottage is lifted from its foundation for relocation.

Motion: by Commissioner Conklin and Second by Commissioner Emerson to approve the cancellation of the remainder of the 120-day waiting period, on the condition that the cancellation not take effect until the cottage is lifted from its foundation.

Vote: Aye: Chair Anderson, Commissioner Conklin, Commissioner Emerson, and Vice-Chair Whitaker. Nay: none. The vote was 4-0.

Ms. Jordan noted that the Local Legend Selection Committee members who were to present the groups selections were expected to arrive at 7:00 and suggested discussing item G.1 first. Chair Anderson agreed.

G. Planner Report

G.1 Consider a presentation and discussion on the Historic Preservation Commission 2018 work session

Ms. Jordan explained that because of the number of items on the August agenda and because the City Council had delayed appointments from June to September, the work session had been postponed. The current proposal was to hold the work session on Tuesday, September 25, 2018 at the Administration Training Room. She asked the Commissioners to confirm the date. The regular September 18 meeting would still take place as scheduled.

F. Local Legend Selection

F.1 Consider an action concerning the Local Legend Selection Committee's recommended recipients of the 2018 Local Legend Award.

Ms. Jordan noted that for the second year the Local Legend Selection Committee had been appointed earlier in the year to engage in outreach activities to encourage nominations and reminded the Commissioners that they would need to confirm the selections with a vote.

Committee member Kami Barron greeted the Commissioners and said that the Committee had made three selections for the award this year. She gave a short presentation about the first selection Nyle Maxwell.

Commissioner Emerson asked Chair Anderson whether the Commission could vote on each selection separately rather than as a group, and she replied that they could. He then asked Ms. Barron about the Committee's process. Ms. Barron replied that the Chair was Tina Steiner, who had made several presentations to civic clubs and organizations, and asked for personal recommendations from them.

The Committee started this outreach in 2017 in response to a lack of nominations. This year's outreach efforts resulted in 8-10 nominations. The Committee considered the nominations then met to choose honorees by each selecting their top three. Chair Anderson asked how the response was from these groups. Committee Chair Steiner took the podium and said that she'd reached out to groups she was a member of and sent letters to at least 15 groups and nonprofits. Ms. Barron said she hoped the organizations would be encouraged to send nominations every year.

Commissioner Emerson asked Ms. Barron whether there was anything that the HPC could do to make the process better. She replied that it was helpful to be appointed earlier and have extra time. Commissioner Emerson asked if there were any particular challenges. Ms. Barron said that the challenge as always in the number of nominees. He asked whether reducing the size of the Committee had had an effect. She replied that it had worked well, and all the members had been active.

Motion: by Commissioner Emerson and Second by Vice-Chair Whitaker to approve the Selection Committee's recommendation to select Nyle Maxwell as a recipient of the 2018 Local Legend Award.

Vote: Aye: Chair Anderson, Commissioner Conklin, Commissioner Emerson, and Vice-Chair Whitaker. Nay: none. The vote was 4-0.

Jen Henderson gave a summary of the Committee's second selection, Waymon Ferrell.

Motion: by Commissioner Conklin and Second by Commissioner Emerson to approve Waymon Ferrell as a 2018 Local Legend.

Vote: Aye: Chair Anderson, Commissioner Conklin, and Vice-Chair Whitaker. Nay: Commissioner Emerson. The vote was 3-1.

Ms. Henderson briefly summarized the group's selection of the Round Rock Water Tower. The Commissioners discussed the selection. Commissioner Conklin noted that the award recognized "individuals, families, businesses, groups, publications, and organizations" and that the water tower is none of those things. He felt that there were more deserving nominees that did meet that condition. Ms. Jordan noted that buildings had been selected twice before, and that the HPC had previously asked the Selection Committee to select from living people, historical figures, and "wild cards" which is where she felt it fit in.

Motion: by Vice-Chair Whitaker and Second by Commissioner Emerson to approve the Water Tower as a recipient of the 2018 Local Legend Award.

Vote: Aye: Chair Anderson, Commissioner Emerson, and Vice-Chair Whitaker. Nay: none. Abstained: Commissioner Conklin. The vote was 3-0.

Chair Anderson asked whether there were any other nominations that the HPC wanted to consider, and Commissioner Conklin replied that although he felt others were worthy it would be difficult to choose among them. Commissioner Emerson asked about the guidance the HPC had given the Committee to limit the number of honorees to 3-4, and the Commission discussed the number and variety of honoree types. Ms. Barron said that she felt that the broadness of the guidelines gave the Committee flexibility to make unusual selections. She also noted that nominations are open to anyone, and she would love to see a personal nomination from each of the Commissioners.

I. Adjournment

The meeting adjourned at 7:13 p.m.

Respectfully Submitted,

Kerstin Harding
Planning Technician