

**Historic Preservation Commission**  
**August 20, 2019 Meeting Minutes**

**A.     Call to Order**

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

**B.     Roll Call**

**Present:**       Chair Pamela Sue Anderson, Vice-Chair Sharon Whitaker, Commissioner Patti Jordan, Commissioner Shirley Marquardt, Commissioner Richard Parson, Commissioner Tina Steiner, and Commissioner Andrew Wolfe

**Absent:**       None

**Staff present:** Principal Planner Joelle Jordan and Planning Tech Kerstin Harding

**Also present:** Library Director Michelle Cervantes and Williamson Museum Executive Director Mickie Ross

**C.     Citizen Communication**

There were no citizens wishing to speak during this agenda item.

**D.     Approval of Minutes**

**D.1    Consider approval of the minutes of the May 21, 2019 Historic Preservation Commission meeting.**

**Motion:** by Vice-Chair Whitaker and Second by Commissioner Parson to approve the minutes of the May 21, 2019 HPC meeting as presented.

**Vote:** Aye: Chair Anderson, Vice-Chair Whitaker, Commissioner Jordan, Commissioner Marquardt, Commissioner Parson, Commissioner Steiner, and Commissioner Wolfe. Nay: none. The vote was 7-0.

**E.     Presentations**

**E.1    Consider a presentation regarding the development of the City's 2020-2030 Preservation Plan.**

Principal Planner Joelle Jordan gave a brief description of the purpose of a preservation plan, the goals stated in the most recent (2010) preservation plan, and the actions taken to achieve those goals since. The next preservation plan will be adopted as part of the comprehensive plan *Round Rock 2030*, and Ms. Jordan gave an overview of the public input process related to historic presentation. She listed themes that had emerged at four "quadrant meetings" that had taken place in January and February 2019. In spring an online engagement tool was used to collect additional input, and a survey on historic preservation was added during National Preservation Month in May. She shared the result of the survey, which included questions asking for properties that should be identified as historic resources, and an open question asking for additional comment on preservation in Round Rock. She outlined the schedule to complete the comprehensive plan, with adoption anticipated in spring 2020. The Preservation Plan will go back to the HPC for recommendation before incorporation into the Comprehensive Plan.

Ms. Jordan introduced Mickie Ross, Executive Director of the Williamson Museum, one of the HPC's preservation partners. The Williamson Museum is a nonprofit organization focused on education about Williamson County History. Two of its most significant activities are its travelling trunks for school presentations, and Pioneer Days, where kids partake in various pioneer crafts and activities. The Museum has a collection of about 16,000 items in its archives. In 2017 it purchased 8 Chisholm Trail Rd. as the Williamson Museum on the Chisholm Trail. Unfortunately, the Museum has not been able to meet its fundraising goals for the project and the property will soon be put up for sale. When Chair Anderson asked what preservation at the museum looks like in 2030, she responded expanded partnerships, better public access, better collection, and increased public awareness of the museum's resources.

Round Rock Library Director Michelle Cervantes saw the library's mission less as an archive of information than as a means to access that information. Although the library keeps some city records it does not actively collect items. Both physical and digital archiving space have costs. When Chair Anderson asked what preservation looks like, she replied that the library would like to increase equitable access to information and research materials so that members of the community can find the information they seek.

**E.2 Consider a presentation concerning the adoption of the 2019 Partial Tax Exemption for Historically Significant Sites program.**

In an effort reduce the length of the annual work session, several agenda items normally covered at the work session were added to this evening's meeting. Ms. Jordan gave a brief recap of the 2019 historic tax exemption program since the HPC made its recommendation regarding the exemption applications at its May 21, 2019 meeting. This year the HPC did not allow any "conditional inspections," so there were no changes after the meeting, and the City Council adopted the HPC's recommendation with no changes. Appeals from owners disputing items on the maintenance 2019 inspection form but be received by August 30, otherwise all items on the form must be completed by April 30, 2020 to be eligible for the 2020 tax exemption.

Because the HPC had planned not to allow conditional inspections in 2019, staff had sent extra maintenance reminders to owners who had participated in the 2018 exemption program. The January maintenance reminder included a note that conditional inspections would be unlikely in 2019, and in March an email was sent to owners of properties that had a "needs maintenance" rating in 2018, listing outstanding maintenance items and offering an early inspection for work completed. Staff plans to do the same for the 2020 exemptions.

Ms. Jordan asked whether the Commissioners had any additional suggestions. Commissioner Marquardt asked whether there had ever been a post-exemption survey of participants on how the process went. Ms. Jordan replied that there had not and suggested that the Commission add it to the HPC goals to be adopted at the September 2019 work session.

**E.3 Consider a presentation regarding the Round Rock Preservation Education and Awareness Program.**

Ms. Jordan gave a brief overview of the Preservation Education and Awareness program, noting partnerships with other history and preservation organizations. She briefly summarized the status of the city landmark marker program for city-designated historic properties, and asked for activity suggestions for National Preservation Month in May 2020.

**E.4 Consider a presentation concerning recent administrative and Commission-reviewed Certificates of Appropriateness.**

Ms. Jordan explained that twice a year staff provides a list of Certificates of Appropriateness (CofAs), because although the HPC reviews many of the applications, they would otherwise not be aware of the CofAs that had been reviewed by staff. Since the previous work session in September 2018 there have been 12 reviewed by the HPC and 15 reviewed by staff. 22 CofAs in 2018 and 2019 were for a major renovation at 405 E. Main Street, and since the project is wrapping up, it is expected that the number of CofAs will decline.

**F. Staff Report**

**F.1 Consider an update regarding Commissioner training opportunities.**

Ms. Jordan asked Chair Anderson, Vice-Chair Whitaker, and Commissioner Marquardt for their impressions of the Commission Assistance and Mentoring Program (CAMP) training they had attended on August 16. Chair Anderson and Commissioner Marquardt spoke to the value of the program and said that the three of them planned to provide the other commissioners with a brief list of takeaways from the session.

Ms. Jordan announced the Real Places conference organized by the Friends of the Texas Historical Commission scheduled in January 2020. She asked that Commissioners who are interested in attending contact staff soon, and that registration would need to be completed by mid-September.

**F.2 Consider an update regarding the Historic Preservation Commission Work Session in September.**

Ms. Jordan outlined the agenda of the September work session and announced that packets would be distributed early. So far no CofA applications had been received that the HPC would need to review, so the work session was expected to be on the 17<sup>th</sup> at the training room. Commissioner Wolfe requested that the training room be equipped to allow live editing of documents under discussion. Chair Anderson announced that she would not seek re-election to the Chairmanship, though she planned to remain on the commission.

**G. Adjournment**

The meeting adjourned at 7:17 p.m.

**Respectfully Submitted,**

A handwritten signature in dark ink, appearing to read 'Kerstin Harding', is written over the typed name and title.

**Kerstin Harding  
Planning Technician**