

Minutes

Regular Meeting

Historic Preservation Commission

City of Dripping Springs

A regular meeting of the City of Dripping Springs Historic Preservation Commission was held Tuesday, January 3, 2017, beginning at 5:30 PM in the City Hall, 511 Mercer Street, Dripping Springs, Texas.

I. CALL TO ORDER AND ROLL CALL

COMMISSION

Melissa Oehler - Chair

Nicholas Dotin

John Holdridge

Karl Seelbach - Vice Chair

Ted Lehr

Vacancy

Kathryn Chandler

STAFF

Michelle Fischer, City Administrator

Rachel Goodnight, Administrative Assistant

Keenan Smith, Exterior Design, Architectural & Land Planning Consultant

Commission Chair Melissa Oehler calls the meeting to order at 5:30 pm. All present except Commissioner Ted Lehr. Also present is Code Enforcement Manager/ Building Official Kyle Dannhaus.

II. PRESENTATION BY CITIZENS

Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak. No one speaks.

Commissioner Lehr arrives at 5:37 pm.

III. BUSINESS

Discussion and possible action regarding:

A. Application for a Certificate of Appropriateness for Old Fitzhugh Road Office Park for a New Office Building and Adaptive Reuse Rehabilitation of Existing Two Story Building, Located at 102 Old Fitzhugh Road, Weeton Properties, LLC, Applicant

Commission Chair Melissa Oehler asks for an explanation of what happened between the Certificate of Appropriateness approval and the tear down of the structure.

1. Report on Project by Applicant-Gavin Loftus (owner), and Alan McAden (contractor) give an overview of the demolition of the structure.
Mr. McAden describes the condition of the structure including the following: the back half of the building was sitting on the ground; that was extensive termite damage; the original panels were very thin; and repairs to the building were not done properly. He states that the building couldn't be fixed without taking it apart piece by piece. He states that a structural engineer determined that they were not able to repair the building without taking it down. He stated that the structure was tilting, eventually resulting in it needing to be propped up. He says the structure was at risk of collapse and was not safe. Mr. McAden described how the building was taken down, the corner footings were left, he took photographs throughout the process, he stockpiled the materials, and materials will be reused.
2. Discussion and Possible Action Regarding Enforcement of Historic Preservation Ordinance and Possible Penalties

Commissioner Dotin asks why they did not wait until Monday to take the building down. Mr. McAden states that the structure was at risk of collapse and unsafe and it was a safety precaution and he was concerned with liability.

Commissioner Dotin asks why there was no fence around the site if a collapse and safety were issues. Mr. McAden states he did not think a fence was necessary and that he had cameras set up around the site.

Commissioner Dotin asks if the structural engineer gave them his determination in writing. Mr. Mc Aden states that he did not.

Mr. Loftus states that four different builders were interviewed for the project and no one would touch it. He states that the house leaned 6 feet. He states that the previous owners, the Dodson, told him that the house would not stand up, that it didn't have the integrity to keep it up.

Commissioner her asks staff if they concurred with the need for the building to come down. Keenan Smith states that the Certificate of Appropriateness approval was approached as an adaptive reuse and says he and Kyle Dannhaus met with the applicant, toured the building, saw the condition of it, and encouraged him to work with the history of the building. He noted that this building is listed as a non-conforming structure in the historic district.

Commission Chair Oehler asks if there was a point that Keenan felt that the project could not be completed within the confines of what was permitted.

Keenan states that the permits that were approved reflected new construction. The Certificate of Approval was a design approval based on what you can see from the outside, and the ones that were approved were

based on the best information that they had. He says that the approach to design of the project gets defined in the building permit stage. He recommends improving the city's process of checking Certificates of Appropriateness against building permits.

Kyle Dannhaus goes over the new process that has been implemented and what happened for the building permit to not match up to the Certificate of Appropriateness. In the future, if a building permit does not match up to the Certificate of Appropriateness, the building permit will not be issued.

Commissioner Lehr asks if it was cheaper to tear down the building and build a new building instead of trying to preserve it. Keenan Smith states that throughout the entire process, everyone's intention was to try to preserve what they could.

Mr. McAden says that it would have been cheaper to tear down the structure from the start, but he spent three weeks trying to find the best way to keep it together, and then disassembled it.

Commissioner Dotin says he disagrees with the decision to take the building down as a safety precaution, especially considering there was no fencing up to protect the site.

Commission Chair Melissa Oehler asks what materials will be reused. Mr. McAden states that they saved all the beams that were not rotten, and as much tin, siding, and rock as they could.

Commission Chair Oehler asks where the rock will be used. Mr. McAden says they are looking at creating a front seating wall that will carry on from Mercer Street.

Commission Chair Oehler mentions that the applicant might want to think about making it right with the community, many people are upset that the building went down. Mr. Loftus states that he feels he made the best decisions he could, and the previous owners are alright with what happened.

Mr. McAden recommends that the Commission fills some of their vacancies with an engineer or professional construction person.

Keenan recommends more of a front end assessment is done on a property before a Certificate of Appropriateness is issued. He also states that the Commission could upgrade a non-contributing building to a contributing one based on the significance of the site.

Commissioner Lehr asks Code Enforcement Manager/ Building Official Kyle Dannhaus if he can document the lessons learned and procedural changes that have occurred because of this situation. Kyle says yes, he will.

Keenan Smith says that Eugene Foster, a former member of the Commission and historic preservation consultant that conducted the historic resource survey of the district, recommends the Commission go beyond considering a site as contributing based only visuals, and consider other things such as the site's history, the people who lived there, emotions, and community connection.

Commissioner Lehr motions that staff compiles a set of lessons learned and procedural changes coming from this incident and present it at the next Historic Preservation Commission Meeting, along with a list of possible penalties. Commissioner Holdridge seconds. VOTE: 4:1 in favor, motion passes.

Commissioner Chandler says that, legally, it seems that the situation is over and her emotions do not affect the visuals that were being considered. Commission Chair Oehler agrees.

Commissioner Chandler motions to make a recommendation that construction projects in Historic District require fencing to go up around it. Commissioner Lehr seconds. VOTE: 4:1 in favor (Commissioner Dotin opposes), motion passes.

Michelle Fischer reminds the Commission that, at the last Commission meeting, they discussed creating a plaque or monument to honor the house. It could mention the reuse of the original historic materials, and its historical significance. Would the applicant be interested in that? Mr. Loftus states that he and his wife will consider this. Commissioner Chandler says she supports it. Commission Chair Oehler asks the applicant to submit information for the plaque with the next 90 days.

Commissioner Dotin leaves the meeting at 6:44 pm.

B. Selection of Historic District Street Signs

No action taken.

C. Selection of Mercer Street Historic District Waste Receptacles

Commissioner Holdridge motions approve to the Harmony in bronze style. Commissioner Chandler seconds. VOTE: 4:0 in favor, motion passes.

D. Proposed Mercer Street Landscaping and Pedestrian Improvements

Commission Chair Oehler and City Administrator Michelle Fischer will check back with Brent Luck who is drafting recommendations. No action is taken.

E. Appointment of Commission Vice Chair

Commission Chair Oehler motions to make Commissioner Kathryn Chandler the Vice Chair. Commissioner Lehr seconds. VOTE: 4:0 in favor, motion passes.

F. Report on Administratively Approved Certificates of Appropriateness

1. Certificate of Appropriateness for Signage for Avery Grace, located at 400 W. Highway 290

IV. COMMISSION COMMITTEE REPORTS

- A. Mercer Street Landscaping and Pedestrian Improvements--Ted Lehr and Melissa Oehler
- B. Signage--Melissa Oehler
- C. Benches and Waste Receptacles--Nick Dotin

V. ANNOUNCEMENTS

- A. Regular City Council Meeting, January 10, 2017 at 7:00 pm
- B. Regular Planning and Zoning Commission Meeting, January 24, 2017 at 7:00 pm
- C. Regular Historic Preservation Commission Meeting, February 6, 2017 at 5:30 pm

- IX. ADJOURN** -Commissioner Lehr motions to adjourn the meeting. Commissioner Holdridge seconds. VOTE: 4:0 in favor, motion passes. Meeting adjourns at 7:11pm.

Minutes
February 6, 2017
Regular Meeting
Historic Preservation Commission Meeting
City of Dripping Springs

A meeting of the City of Dripping Springs Historic Preservation Commission was held Monday, February 6, 2017, beginning at 5:30 PM at City Hall, located at 511 Mercer Street, Dripping Springs, Texas.

I. CALL TO ORDER AND ROLL CALL

COMMISSION:

Melissa Oehler - Chair
Kathryn Chandler - Vice Chair
Nicholas Dotin
Doyle Fellers
Emilie Kopp
Bruce Lewis
Kelli Tucker

STAFF:

Michelle Fischer, City Administrator
Rachel Goodnight, Administrative Assistant
Keenan Smith, Exterior Design, Architectural & Land Planning Consultant
Alan Bojorquez, City Attorney

Commission Chair Melissa Oehler calls the meeting to order at 5:32 PM. All present. Also present is City Secretary Angelica Reyes.

II. PRESENTATION BY CITIZENS

Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak.

City Communications Coordinator Bonnie Gonzalez speaks about City involvement in the It's Time Texas Community Challenge.

- A. Introduction of new Historic Preservation Commission Members Doyle Fellers, Emilie Kopp, Bruce Lewis and Kelli Tucker.

III. EXECUTIVE SESSION

The Historic Preservation Commission for the City of Dripping Springs has the right

to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

- A. Consultation with City Attorney regarding Post-demolition measures at Old Fitzhugh Road Office Park regarding previously existing Two Story Building, Located at 102 Old Fitzhugh Road, Weeton Properties, LLC, Applicant (551.071: Consultation with Attorney)

Executive Session convenes at 5:36 PM.

Executive Session closes at 6:36 PM and the meeting recesses.

The meeting reconvenes at 6:38 PM.

IV. CONSENT ITEMS

Discussion and possible action regarding:

- A. Approval of Regular Meeting Minutes, December 5, 2016
- B. Approval of Regular Meeting Minutes, January 3, 2017.

Commissioner Dotin motions to approve the minutes for December 5th and January 3rd. Commission Vice Chair Chandler seconds. Vote 7:0 in favor, motion passes.

V. BUSINESS

Discussion and possible action regarding:

Item B. is moved ahead of item A.

B. Application for a Certificate of Appropriateness for “Site Walls” at 102 Old Fitzhugh Rd., Weeton Properties LLC, Applicant

1. Presentation- Gavin Loftis, presentation on file.
2. Staff Report (Keenan Smith) Report on file, Conditions of Approval: 1) Exact wall layout & extents, wall mockups, details, & Historical Plaque content & style to be reviewed & approved by Staff in Field prior to construction. 2) OFR walls to receive “Cut Stone Cap” to match previously approved Monument Sign
3. Public Hearing- No one speaks.
4. Certificate of Appropriateness

Commission Vice Chair Chandler says she wants to make the plaque a condition of approval, as well as make sure the design, location, material, and

language of the plaque comes back to the Historic Preservation Commission for a Certificate of Appropriateness before the building receives a Certificate of Occupancy.

Commission Chair Oehler asks the applicant if they are open to making the plaque a definite. The applicant says yes.

Commissioner Dotin asks about the planned size of the plaque and says he wants an 11"x 17" plaque at least.

Consultant Keenan Smith says he has provided the applicant with direction on the plaque design.

Vice Chair Chandler says she would like to have an image included on the plaque.

Commission Chair Oehler says she would like to review the plan with the applicant.

Commissioner Lewis asks about possibly building a monument.

Commissioner Fellers point out the tourist attraction aspect to the plaque and says it must tell the whole story of the building and be seen immediately by passersby. Commission Chair Oehler mentions including a historical marker for reference.

Commissioner Dotin talks about incorporating the original preserved limestone.

Commission Vice Chair Chandler motions to approve the Certificate of Appropriateness and to have the applicant present the size, scope, and placement of the plaque to be integrated into the wall for its approved Certificate of Occupancy at a future meeting.

A. Post-demolition measures at Old Fitzhugh Road Office Park regarding previously existing Two Story Building, Located at 102 Old Fitzhugh Road, Weeton Properties, LLC, Applicant

Commissioner Dotin motions to table until after the Commission is able to review what the applicant submits for item B at a later meeting. Commissioner Fellers seconds. Vote 7:0 in favor, motion passes.

C. Application for a Certificate of Appropriateness for Wallace Place Addition, 310 U.S. Hwy 290., *Dennis D. Dement Family Trust, Applicant*

1. Presentation- Jon Thompson, presentation on file.

2. Staff Report (Keenan Smith) Report on file, and includes Conditions of Approval: 1) Architectural Materials & Details to match existing building as closely as possible. 2) Protection and Preservation of existing Live Oaks is required. 3) All other City Permits required (Site Development, Building Permit, Lighting, Signage, etc.).

3. Public Hearing- No one speaks

4. Certificate of Appropriateness

Commissioner Dotin asks for clarification that the trees in the area will not be removed and that the building will look like the original. The applicant says the trees will not be removed and the building will look similar to the original.

Commission Chair Oehler asks about the total square footage of the addition. Keenan says it is 691 feet.

Commissioner Dotin motions to approve the certificate of appropriateness with staff recommendations. Commissioner Kopp seconds. Vote 7:0 in favor, motion passes.

**D. Proposed Historic District Landscaping and Pedestrian Improvements,
*Brent Luck, Landscape Architect.***

No action taken.

**E. Purchase of Mercer Street Historic District Waste Receptacles and
Recommendation of Amendment to the Mercer Street Project Budget
Expenses**

Commission Vice Chair Chandler motions to increase the budget to buy all four trash cans. Commissioner Kopp seconds. Vote 7:0 in favor, motion passes.

Commissioner Dotin motions to give City Administrator Michelle Fischer the power to make monetary decisions to buy a fifth trash can. Commission Vice Chair Chandler seconds. Vote 7:0 in favor, motion passes.

F. Creation of Additional Commission Committees

**Commissioner Fellers joins the Signage committee. Commission Vice Chair
Chandler joins the Mercer Street Landscaping and Pedestrian
Improvements committee**

VI. COMMISSION COMMITTEE REPORTS

No Action To Be Taken

A. Mercer Street Landscaping and Pedestrian Improvements--Melissa Oehler

B. Signage--Melissa Oehler

C. Benches and Waste Receptacles--Nick Dotin

VII. ANNOUNCEMENTS

A. Regular City Council Meeting, February 15, Workshop at 5:30 p.m./Regular Meeting at 7:00 p.m.

B. Regular Historic Preservation Commission Meeting, March 6, 2017 at 5:30 p.m.

Commission Vice Chair Chandler motions to adjourn the meeting. Commissioner Dotin seconds. Vote 7:0 in favor, motion passes. Meeting adjourns at 7:28 PM.

**Minutes
March 6, 2017
Regular Meeting
Historic Preservation Commission
City of Dripping Springs**

A regular meeting of the City of Dripping Springs Historic Preservation Commission was held Monday, March 6, 2017, beginning at 5:30 PM in the City Hall, 511 Mercer Street, Dripping Springs, Texas.

I. CALL TO ORDER AND ROLL CALL

COMMISSION:

Melissa Oehler - Chair
Kathryn Chandler - Vice Chair
Nicholas Dotin
Doyle Fellers
Emilie Kopp
Bruce Lewis
Kelli Tucker

STAFF:

Michelle Fischer, City Administrator
Rachel Goodnight, Administrative Assistant
Keenan Smith, Exterior Design, Architectural & Land Planning Consultant

Commission Chair Oehler calls the meeting to order at 5:32 PM. All present except for Commissioner Doyle Fellers. Also present is Development Coordinator Lali Rambeau.

II. PRESENTATION BY CITIZENS

Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak. No one speaks.

III. CONSENT ITEMS

Discussion and possible action regarding:

- A. Approval of Regular Meeting Minutes, February 6, 2017

Minutes have not been completed and are asked to be put on a later agenda.

IV. BUSINESS

Discussion and possible action regarding:

- A. **Application for a Certificate of Appropriateness for Door, Parking,**

Walkway, and Wall at 750 Old Fitzhugh Road, Glenn and Linda Weichert, Applicant

1. Presentation- Linda Weichert presents on ADA accessibility of the walkway, location of the additional parking, and functional purpose of the wall to redirect water that can flood the area.
2. Staff Report- Keenan Smith, report on file, Recommended Conditions: 1) Other City Permits & requirements to be assessed (Site Development, Signs, Lighting, etc). 2) Front Parking Wall to be Native Stone Masonry
3. Public Hearing- No one speaks.
4. Certificate of Appropriateness

Commission Chair Oehler asks about the applicants plan for the wall. Applicant says she would prefer to do stucco, but she would be willing to switch to native stone.

Commission Chair Oehler asks Consultant Keenan Smith what he was referring to in his report when he discussed catching up approvals. City Administrator Michelle Fischer clarifies that, apart from the wall, most of the exterior work is largely completed. The sidewalk and parking lot are not, and they may require a site plan.

Commission Chair Oehler asks about the additional parking and the use changes. Consultant Smith refers to the City's Zoning Ordinance that addresses these items.

Commission Chair Oehler and Consultant Smith discuss stucco versus natural stone being used for the wall.

Commissioner Dotin motions to approve the Certificate of Appropriateness with staff recommendations. Commission Vice Chair Chandler seconds. Vote 6:0 in favor, motion passes.

B. Application for a Certificate of Appropriateness for Doors and Decks at 505 Old Fitzhugh Road, Jay Vickers, Applicant

Commissioner Kopp recuses herself at 5:57 PM and steps away from the dais.

1. Presentation- Jay Vickers.
2. Staff Report- Keenan Smith, report on file, Staff Recommendations for conditions of approval:" 1) Scope of Approval shall be limited to Door Replacement & Decks. 2) All City Permit requirements (Site Development, Building Permit, etc) shall be assessed. 3) A comprehensive COA Application for development vision, phasing, and the anticipated balance of "Phase I" Improvements shall be prepared for HPC Review & Approval.

3. Public Hearing- Sherrie Watts, 515 Old Fitzhugh Road, asks about the specific location of the deck. Staff shows her images of the plans.
4. Certificate of Appropriateness

Development Coordinator Lali Rambeau says she feels strongly that the applicant needs a comprehensive plan for the project.

Commissioner Dotin asks about the square footage and the height of the deck. The applicant says it is proposed to be 800 square feet and 28 inches high.

Commissioner Dotin motions to approve the Certificate of Appropriateness with staff recommendations. Commissioner Lewis seconds. Vote 5:0:1 in favor, motion passes.

Commissioner Kopp returns to the dais at 6:23 PM.

Items C., D., E., and F. are discussed together

Commissioner Doyle Fellers arrives at 6:50 PM.

- C. Proposed Landscape Plan and Contract with Landscaper for Historic District Landscaping and Pedestrian Improvements, *Brent Luck, Luck Design Team***
- D. Proposed Banners for Mercer Street Pedestrian Light Poles**
- E. Proposed Modification to Mercer Street District Monument Sign Panels**
- F. Proposed Old Fitzhugh Road Historic District Signage at Intersection of Ranch Road 12 and Old Fitzhugh Road**

Presentation- Brent Luck.

The Commission discusses creating a clearer vision for a landscaping plan and creating a design standard for proposed and future signage in the Historic District.

No action on items C through F; the Commission will plan a workshop to further discuss the Mercer Street plans and contract.

- G. Spring Store Front Competition for Historic Districts**

Commission Chair Melissa Oehler gives an overview of the idea. No action taken.

- H. Proposed Amendment to Fiscal Year 2017**

No action taken.

I. Creation of Additional Commission Committees

No action taken.

V. EXECUTIVE SESSION

The Historic Preservation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

The Commission does not enter Executive Session.

VI. ANNOUNCEMENTS

- A. Regular City Council Meeting, March 21, 2017: Workshop 5:30pm/7:00pm Meeting
- B. Regular Historic Preservation Commission, April 3, 2017 at 5:30pm

Commission Chair Oehler adjourns the meeting at 7:45 PM.

**Minutes
April 3, 2017
Regular Meeting
Historic Preservation Commission
City of Dripping Springs**

A meeting of the City of Dripping Springs Historic Preservation Commission was held Monday, April 3, 2017, beginning at 4:00 PM in the City Hall, 511 Mercer Street, Dripping Springs, Texas.

I. CALL TO ORDER AND ROLL CALL

COMMISSION:

Melissa Starr - Chair
Kathryn Chandler - Vice Chair
Nicholas Dotin
Doyle Fellers
Emilie Kopp
Bruce Lewis
Kelli Tucker

STAFF:

Michelle Fischer, City Administrator
Rachel Goodnight, Administrative Assistant
Keenan Smith, Exterior Design, Architectural & Land Planning Consultant

Commission Chair Melissa Oehler calls the meeting to order at 4:03 PM. All present.

II. WORKSHOP (begins at 4:00 pm)

(No action to be taken)

- A. Review of the Historic Preservation Ordinance, Including Commission's Powers and Duties**
- B. Review of Historic District and Landmark Guidelines and Standards**
- C. Review of Incentives for Historic District and Landmark Properties**

Commission Chair Oehler breaks the meeting for recess at 5:26 PM.

Commission Chair Oehler reconvenes the meeting at 5:36 PM. Also present is Development Coordinator Lali Rambeau.

III. PRESENTATION BY CITIZENS (begins at 5:30 pm)

Floor open to discussion on any subject. No action may be taken by law. Citizens

wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak. No one speaks.

IV. EXECUTIVE SESSION

The Historic Preservation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

The Commission does not enter Executive Session.

V. CONSENT ITEMS

Discussion and possible action regarding:

- A. Approval of Regular Meeting Minutes, February 6, 2017
- B. Approval of Regular Meeting Minutes, March 6, 2017

No action taken because the minutes have not been prepared. Minutes will be put on a future agenda.

VI. BUSINESS

Discussion and possible action regarding:

- A. **Application for a Certificate of Appropriateness for 381 Mercer St, Dripping Springs, TX 78620 for a food truck to be allowed on the patio at Hudson's on Mercer, Natasha and Chad Hudson, Applicant**

Commissioner Dotin recuses himself from this item.

1. Presentation
2. Staff Report- Keenan Smith and Michelle Fischer, report on file. Ms. Fischer reports the proposed location in the application doesn't comply with the Fire Code and the food truck needs to be located further away from the building, such as in the rear of the building in the open area. The applicant is agreeable to this location. Keenan Smith is also supportive of this location.
3. Public Hearing- No one speaks.
4. Certificate of Appropriateness

Commissioner Fellers asks about details on the proposed food options. Applicant says the decision is still up in the air.

Commission Chair Oehler asks if the food truck will be a permanent addition. The applicant says yes, but it can be moved

Commission Chair Oehler asks if changing the design of the food truck will trigger a Certificate of Appropriateness. Consultant Smith says it will.

Commissioner Kopp asks if the food truck will be visible from the street. Development Coordinator Rambeau says no, it will likely be located on the back patio.

Commissioner Kopp motions to approve the certificate of appropriateness with staff recommendation on final location of the food truck. Commissioner Vice-Chair Chandler seconds. Vote: 6:0:1 in favor, motion passes. Commissioner Dotin abstains.

B. Discuss Historic Preservation Commission Proposed Goals and Action Items within the scope of the Commission's powers and duties, including but not limited to the following:

1. Increase public awareness of the City of Dripping Springs Historic Districts
2. Increase quality of pedestrian traffic in the Historic Districts
3. Define Dripping Springs historic district branding guidelines and increase local business awareness and adoption of these guidelines

No action taken.

C. Approval of Historic Preservation Commission Goals and Action Items for Remaining Fiscal Year 2017

No action taken.

D. Proposed Amendment to Fiscal Year 2017 Budget

No action taken.

E. Creation of Additional Commission Committees

No action taken.

VII. ANNOUNCEMENTS

A. Next Historic Preservation Commission Meeting, May 1, 2017

Commission Chair Oehler adjourns the meeting at 5:52 PM.

Minutes
Regular Meeting
June 5, 2017
Historic Preservation Commission
City of Dripping Springs

A City of Dripping Springs Historic Preservation Commission meeting was held on Monday, June 5, 2017, beginning at 5:30 PM in the City Hall, 511 Mercer Street, Dripping Springs, Texas.

I. CALL TO ORDER AND ROLL CALL

COMMISSION:

Melissa Oehler - Chair
Kathryn Chandler - Vice Chair
Nicholas Dotin
Doyle Fellers
Emilie Kopp
Bruce Lewis
Kelli Tucker

STAFF:

Michelle Fischer, City Administrator
Rachel Goodnight, Administrative Assistant
Keenan Smith, Exterior Design, Architectural & Land Planning Consultant

Commission Vice Chair Kathryn Chandler calls the meeting to order at 5:30 P.M.
All present except for Commission Chair Melissa Oehler.

II. PRESENTATION BY CITIZENS

Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak. -none.

III. MINUTES

Discussion and possible action regarding:

- A. Approval of Regular Meeting Minutes, February 6, 2017
- B. Approval of Regular Meeting Minutes, March 6, 2017
- C. Approval of Regular Meeting Minutes, April 3, 2017

Commissioner Kopp motions to approve the minutes with a correction on the February minutes to change “tees” to “trees” on the second to last page.
Commissioner Lewis seconds. Vote: 6:0 in favor, motion passes.

- D. Discussion of recommended language for stating motions and the preparation of proper minutes. Michelle Fischer reports on the recommendations. No action

is taken.

IV. BUSINESS

Discussion and possible action regarding:

A. **Application for a Certificate of Appropriateness for Historic Site Plaque on “Site Walls” at 102 Old Fitzhugh Rd., Weeton Properties LLC, Applicant**

1. Presentation- None
2. Staff Report (Keenan Smith) Consultant Keenan Smith provides an update on the constructed site walls and how the design and layout are appropriate. He clarifies the location of the sign as the angled portion at the end of the wall. The text of the sign has been worked on by the applicant and city staff. The applicant proposes imbedding the plaque in the top of the wall. Michelle Fischer reports that the applicant has verbally agreed to the 11” x 17” size plaque.
3. Public Hearing- No one speaks
4. Certificate of Appropriateness-

The Commission discusses changing the location of the plaque to the building or a standing sign post so the plaque can be read by someone walking up and to maintain consistency with the other plaques in the historic district.

Commissioner Dotin suggests tabling the item until after he is able to visit the site with the applicant to decide on a new location together.

Commissioner Dotin motions to table the item until the next meeting so he and Commissioner Lewis are able to visit the site and bring back recommendations to the Commission. Commissioner Dotin amends his motion to include allowing the subcommittee of Commissioner Dotin and Commissioner Lewis to make the final determination on the location of the plaque.

Commissioner Dotin retracts his motion.

Commissioner Dotin motions to table the item until he and Commissioner Lewis make a site visit and return to the Commission with recommendations on locations. Commissioner Tucker seconds. Vote: 5:1 in favor, Commissioner Kopp votes against. Motion passes.

B. **Discuss Historic Preservation Commission Proposed Goals and Action Items within the scope of the Commission's powers and duties, including but not limited to the following:**

1. Increase public awareness of the City of Dripping Springs Historic Districts
2. Increase quality of pedestrian traffic in the Historic Districts

3. Define Dripping Springs historic district branding guidelines and increase local business awareness and adoption of these guidelines

C. Approval of Historic Preservation Commission Goals and Action Items for Remaining Fiscal Year 2017

D. Proposed Amendment to Fiscal Year 2017 Budget

E. Creation of Additional Commission Committees

Items B, C, D, and E are not discussed and are tabled until the next meeting.

F. Proposed Fiscal Year 2018 Budget

City Administrator Michelle Fischer informs the Commission that their 2018 budget request is due next month and asks the Commissioners to send her budget recommendations and requests. The budget preparation calendar is in the meeting packet.

The Commission discusses adding Mercer Street traffic control measures to the budget and recommending the Transportation Committee evaluate the traffic on Mercer Street and make recommendations.

Commissioner Fellers recommends adding staining the concrete sidewalk on Mercer Street to the 2018 budget. He also recommends having a workshop in the Fall to discuss goals of the Historic Preservation Commission in a proactive rather than a reactive manner.

The Commission discusses having the meeting on Mercer Street before the next meeting. They discuss a walking workshop, about 90 minutes long.

The Commissioners then discuss walking Mercer Street individually and bringing their recommendations to the July 10th meeting.

Commissioner Fellers recommends expanding the Historic District brochure up Old Fitzhugh Road and adding their addresses. City Administrator Michelle Fischer says we are working on adding them to the Historic District Brochure.

G. Proposed Old Fitzhugh Road Traffic Control Devices

City Administrator Michelle Fischer provides an overview of the proposed Old Fitzhugh Road traffic control devices of keeping the same speed limit on the road and installing several sets of speed humps/tables. She states that representatives of the Historic Preservation Commission will attend the next meeting and give a presentation on the recommendations.

The Commission discusses improving Old Fitzhugh Road while preserving the look and feel of the area. City Administrator Michelle Fischer tells the

Commission that the City's Tax Increment Reinvestment Zone (TIRZ) No. 1 and No. 2 Board will be discussing a recommendation to the Transportation Committee to include Old Fitzhugh Road engineering, surveying, and design of improvements in its Fiscal Year 2018 budget request. The TIRZ Board has determined that improving Old Fitzhugh Road is one of its high priority projects. She recommends that the Commission ask to be included in the decision making to preserve the historical integrity of the area.

H. Commission Member Terms Expiring June 2017

Commissioner Fellers and Commissioner Kopp indicate they would like to continue being on the Commission. Commission Chair Oehler is not at the meeting.

V. EXECUTIVE SESSION

The Historic Preservation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).-The Commission does not hold an executive session.

VI. ANNOUNCEMENTS

- A. Regular City Council Meeting, June 13, 2017: Workshop 5:30pm/6:30pm Meeting
- B. Regular Historic Preservation Commission, July 10, 2017 at 5:30pm

Commissioner Fellers motions to adjourn the meeting. Commissioner Kopp seconds the motion. Vote: 6:0 in favor, motion passes. Meeting adjourns at 6:48 P.M.

**Minutes
Historic Preservation Commission
City of Dripping Springs
Regular Meeting
July 10, 2017**

A regular meeting of the City of Dripping Springs Historic Preservation Commission was held Monday, July 10, 2017, beginning at 5:30 PM in the City Hall, 511 Mercer Street, Dripping Springs, Texas.

I. CALL TO ORDER AND ROLL CALL

COMMISSION:

Melissa Oehler - Chair
Kathryn Chandler - Vice Chair
Nicholas Dotin
Doyle Fellers
Emilie Kopp
Bruce Lewis
Kelli Tucker

STAFF:

Michelle Fischer, City Administrator
Rachel Goodnight, Administrative Assistant
Keenan Smith, Exterior Design, Architectural & Land Planning Consultant

Commission Chair Oehler calls the meeting to order at 5:37 PM. All present except for Commissioner Fellers, Commissioner Lewis, and Consultant Keenan Smith.

II. PRESENTATION BY CITIZENS

Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak. No one speaks.

III. MINUTES

Discussion and possible action regarding:

A. Approval of Minutes for June 5, 2017 Regular Commission Meeting

Commissioner Dotin motions to approve the minutes. Commissioner Tucker seconds. Vote 5:0 in favor, motion passes.

Consultant Keenan Smith joins the meeting at 5:41 PM.

IV. BUSINESS

Discussion and possible action regarding:

A. Proposed Old Fitzhugh Road Traffic Control Devices

Michelle Fischer and Keenan Smith give an overview of the traffic control recommendations. Commission Tucker motions that the Commission has no objections to speed humps and recommends including centerline and edge of pavement striping as a traffic calming measure. Commission Vice Chair Chandler seconds. Vote 5:0 in favor, motion passes.

B. Application for a Certificate of Appropriateness for Historic Site Plaque on “Site Walls” at 102 Old Fitzhugh Rd., Weeton Properties LLC, Applicant

1. Presentation- None
2. Sub-Committee Report- Commissioner Dotin provides an overview of his site visit and the committee recommendation. The applicant provided examples of the kind of plaque holder that he would like to use and the committee recommends approval of it.
3. Public Hearing- None
4. Certificate of Appropriateness

City Administrator Michelle Fischer asks which side the applicant wants to put the sign on. Commission Dotin and Consultant Keenan Smith say either side will work.

Commission Vice Chair Chandler says she prefers the sign-post sign as opposed to the double-post because it feels more historic. The Commission clarifies that the sign will be made of granite with carved lettering.

Commissioner Kopp motions to approve the Certificate of Appropriateness given that no Certificate of Occupancy is approved until it is installed, the plaque is 11”x17”, and the plaque follows the characteristics stated in the emails received from the applicant and the illustrations that were provided. Commissioner Dotin seconds. Vote 5:0 in favor, motion passes.

C. Application for a Certificate of Appropriateness for Demolition of Old Fire Station Building Located at 104 E. Mercer (also known as 27500 Ranch Road 12), Michelle Fischer, City of Dripping Springs

1. Presentation-same as staff report.
2. Staff Report- Michelle Fischer explains that although the Triangle is in the Mercer Street Historic District, the Old Fire Station Building is a non-contributing building. She states that the building is structurally unsafe, was severely damaged by the 2015 floods, and it is located within the flood plain. Keenan Smith states that the building has not been included as a contributing structure in any of the three historic resource surveys conducted for the city.
3. Public Hearing- No one speaks
4. Certificate of Appropriateness

Commission Kopp asks if this item, coupled with the previous item, sets a precedence for demolition. Consultant Keenan Smith states that he does not think it sets a precedence since they were both noncontributing structures to the historic districts. He clarifies that due to the approval needed to demolish a building, the Commission will still be able to approve or deny requests to demolish.

Commissioner Kopp says she would like to commemorate the building. The Commission supports the idea. City Administrator Michelle Fischer says the Commission could include guidelines on how to commemorate lost sites in the Historic District and Landmark Guidelines.

Commission Chair Oehler motions to approve the Certificate of Appropriateness and recommends that a plaque or some other kind of commemoration be installed when the property is developed or improved in the future. Commissioner Kopp seconds. Vote 6:0 in favor, motion passes.

D. Discuss Historic Preservation Commission Proposed Goals and Action Items within the scope of the Commission's powers and duties, including but not limited to the following:

1. Increase public awareness of the City of Dripping Springs Historic Districts
2. Increase quality of pedestrian traffic in the Historic Districts
3. Define Dripping Springs historic district branding guidelines and increase local business awareness and adoption of these guidelines
No action taken.

E. Approval of Historic Preservation Commission Goals and Action Items for Remaining Fiscal Year 2017

Commission Chair Oehler says everyone should state the goals they think the Commission should focus on and then they can review them and pick their priorities.

They state several goals: pole signage and banners on Mercer Street; landscaping and planters on Mercer Street; creating updated brochures for the Historic Districts; adding Historic Districts signs; revisiting documentation and permitting processes; and getting the remainder of the National Historic Registry plaques.

The Commission discusses the drainage issue on Mercer Street by North Street and Drippin' With Delights. Commission Chair Oehler motions to create a subcommittee headed by Commissioner Dotin to address the drainage issue with City Staff. Commissioner Dotin seconds. Vote 5:0 in favor, motion passes.

Michelle notifies the Commission of the upcoming City Council agenda item on July 11th to address the spread of oak wilt and tells them that it may be possible to use the Tree Replacement Fund for oak wilt mitigation.

Commissioner Dotin says the trees and signs take priority over landscaping. Commission Chair Oehler says Boerne has a landscaping iconography that indicates a downtown Historic District.

The Commission discusses trash cans and pollution on Mercer Street. Commissioner Tucker says that we should have a volunteer and community service clean up day.

Commission Chair Oehler talks about the street signs and how companies want to redo the poles as well. Commissioner Dotin says he knows a company that can help create signs to go on our existing poles.

Commissioner Dotin says he prioritizes fixing the buildings on Mercer Street.

Commission Chair Oehler motions to accept the goals and action plan for the remainder of 2017 of getting new pole signs and banners, getting new street signs, updating the Historic District brochure, ordering the remaining National Historic Registry plaques, and creating a litter campaign.

Commission Chair Oehler takes up item G. **Creation of Additional Commission Committees** She recommends that the goals will be headed up by the subcommittees of: Street Signs- Commissioners Dotin and Tucker; Banners- Commission Doyle and Vice Chair Chandler; Historic District brochures- Commissioner Kopp and Communications Coordinator Bonnie Gonzalez; Litter Campaign- Commission Tucker and Commission Chair Oehler; and National Historic Registry Plaques- Commission Chair Oehler, Commissioner Tucker, and Administrative Assistant Rachel Goodnight. Commission Vice Chair Chandler seconds. Vote 4:1 in favor, Commissioner Dotin opposes, motion passes.

Commission Vice Chair Chandler motions to accept the aforementioned subcommittees. Commissioner Dotin seconds. Vote 5:0 in favor, motion passes.

Commission Vice Chair Chandler makes a motion to direct Michelle Fischer to speak to the City Council about the Commission's concern regarding oak wilt in the Historic Districts. Commissioner Kopp seconds. Vote 5:0 in favor, motion passes.

F. Proposed Amendment to Fiscal Year 2017 Budget

Commission Chair Oehler review the budget expenses in light of the approved goals and action items. She recommends the following amendment requests be

submitted to City Council: add Mercer Street Litter Campaign \$1,000, additional waste receptacles for a total of \$6450, add light pole decorative banners and brackets \$6,512.87, National Register Plaques change to \$3,850, and move TXDOT wayfinding signs and Old Fitzhugh Road Historic District signage to FY 2018. Commissioner Kopp motions to accept the noted budget amendments. Commission Vice Chair Chandler seconds. Vote 5:0 in favor, motion passes.

G. Creation of Additional Commission Committees-no additional action taken regarding this matter.

H. Proposed Fiscal Year 2018 Budget Recommendation

Commission Chair Melissa Oehler recommends that the FY 2018 budget request be the following: \$1,000 for Historic Preservation Consultant, \$1,000 for Mercer Street Litter Campaign, \$20,000 for TXDOT wayfinding signs, and \$3,000 for Old Fitzhugh Road Historic District signage. She also recommends that should any projects in the FY 2017 budget not be completed, those budget items be added to the FY 2018 budget request.

V. EXECUTIVE SESSION

The Historic Preservation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

VI. ANNOUNCEMENTS

A. Regular City Council Meeting, August 11, 2017, 5:30 pm workshop/6:30 pm meeting

B. Regular Historic Preservation Commission, August 7, 2017 at 5:30 pm

Commissioner Dotin motions to adjourn. Commissioner Tucker seconds. Vote 5:0 in favor, motion passes. Meeting adjourns at 7:30 PM.

VII. ADJOURN

Commissioner Russell motions to adjourn. Commissioner King seconds. Vote 5:0 in favor, motion passes. Meetings adjourns at 8:32 PM.

Minutes
September 11, 2017
Regular Meeting
Historic Preservation Commission
City of Dripping Springs

A regular meeting of the City of Dripping Springs Historic Preservation Commission was held Monday, September 11, 2017, beginning at 5:30 p.m. in the City Hall Council Chambers located at 511 Mercer Street, Dripping Springs, Texas.

I. CALL TO ORDER AND ROLL CALL

COMMISSION MEMBERS PRESENT:

Nicholas Dotin
Doyle Fellers
Emilie Kopp
Bruce Lewis
Kelli Tucker

COMMISSION MEMBERS ABSENT:

Melissa Oehler – Chair
Kathryn Chandler – Vice Chair

STAFF PRESENT:

Michelle Fischer, City Administrator
Rachel Goodnight, Administrative Assistant
Megan Will, City Planner
Keenan Smith, Exterior Design, Architectural & Land Planning Consultant

With a quorum of the Commission present, Commissioner Tucker called the meeting to order at 5:30 p.m.

Michelle Fischer introduced City Planner Megan Will to the Commission.

II. PRESENTATION BY CITIZENS

Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak.

No one spoke during Presentation by Citizens.

III. MINUTES

Discussion and possible action regarding:

A. Approval of Minutes for August 17, 2017 Regular Commission Meeting

A motion was made by Commissioner Kopp to approve the August 17, 2017 minutes. Commissioner Lewis seconded the motion, which passed unanimously 5 to 0.

IV. BUSINESS

Discussion and possible action regarding:

A. Application for a Certificate of Appropriateness for Adaptive Re-use (Residential to Office) and Associated Exterior Alterations and Parking Located at 700 Old Fitzhugh Road, Carrie Napiorkowski LLC, Applicant

1. Presentation

Kevin Herron with Kevin Herron Design Studio reviewed the project and discussed maintenance and improvements, and changes in color scheme.

2. Staff Report

Keenan Smith presented the staff report, and recommends approval of the Application for a Certificate of Appropriateness as submitted.

3. Public Hearing

No one spoke during the Public Hearing.

4. Certificate of Appropriateness

A motion was made by Commissioner Dotin to approve the application as submitted. Commissioner Kopp seconds the motion, which passed unanimously 5 to 0.

B. Street Sign Committee (Commissioner Dotin and Commissioner Tucker)

1. Selection of Historic District Street Signs and Poles

The Commission discussed different vendors they could work with to select signage for the Historic District. Commissioner Tucker found a local company with an emphasis on Historic Districts. Commissioner Fellers found a company in Buda and will contact them. Commissioner Dotin found several online resources.

C. Banner Committee (Commissioner Fellers and Commissioner Chandler)

1. Selection of Mercer Street Pedestrian Light Pole Banners and Brackets

Commissioner Fellers has the banners and brackets for the light poles.

D. Historic District Brochure Committee (Commissioner Kopp and Communications Coordinator Bonnie Gonzales)

1. Update of Historic District Brochure

The Commission discussed coordinating the design of the brochure with the design of the banners. Commissioner Fellers who is also a member of the Visitor's Bureau Tourism Board, would like to see the Commission and work with the CVB on the brochure. Commissioner Kopp requested that the Commission also work with the Chamber of Commerce.

E. Litter Campaign Committee (Commissioner Tucker and Commissioner Oehler)

1. Creation of Historic District Littering Campaign

The Commission reviewed the littering policy of the campaign, and discussed creating a shirt and/or tag line for the day of the campaign. Commissioner Fellers will design a certificate for students participating in the campaign.

F. National Register of Historic Places Plaques Committee (Commissioner Oehler, Commissioner Tucker, and Administrative Assistant Rachel Goodnight)

1. *Purchase of Remaining National Register Plaques*

Rachel Goodnight gave an update on the remaining plaques left to order.

G. Proposed Fiscal Year 2018 Budget Recommendation

No action was taken on this item.

V. ANNOUNCEMENTS

A. Regular City Council Meeting, September 12, 2017: Workshop at 5:30 p.m. and meeting at 6:30 p.m.

B. Regular Historic Preservation Commission, October 2, 2017 at 5:30 pm

A motion was made by Commission Fellers to adjourn the meeting. Commission Dotin seconded the motion, which passed unanimously 5 to 0.

The regular meeting adjourned at 6:27 p.m.

Minutes
October 2, 2017
Regular Meeting
Historic Preservation Commission
City of Dripping Springs

A regular meeting of the City of Dripping Springs Historic Preservation Commission was held Monday, October 2, 2017, beginning at 5:30 p.m. in the City Hall Council Chambers located at 511 Mercer Street, Dripping Springs, Texas.

I. CALL TO ORDER AND ROLL CALL

COMMISSION MEMBERS PRESENT:

Melissa Oehler – Chair
Nicholas Dotin
Doyle Fellers
Emilie Kopp
Bruce Lewis
Kelli Tucker

COMMISSION MEMBERS ABSENT:

Kathryn Chandler

STAFF PRESENT:

Michelle Fischer, City Administrator
Rachel Goodnight, Administrative Assistant
Keenan Smith, Exterior Design, Architectural & Land Planning Consultant

With a quorum of the Commission present, Commissioner Oehler called the meeting to order at 5:30 p.m.

II. PRESENTATION BY CITIZENS

Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak.

No one spoke during Presentation by Citizens.

III. MINUTES

Discussion and possible action regarding:

A. Approval of Minutes for August 17, 2017 Regular Commission Meeting

A motion was made by Commissioner Dotin to approve the September 11, 2017 minutes. Commissioner Tucker seconded the motion, which passed unanimously 6

to 0.

IV. BUSINESS

Discussion and possible action regarding:

A. **Application for a Certificate of Appropriateness for Mobile Food Vendor Court (Two Mobile Food Vendors) Located at 101 San Marcos St. (Mercer Street District), Mark Sutton, Applicant**

1. *Presentation*

Roland Garza represented the applicant and was available to answer questions.

2. *Staff Report*

Keenan Smith presented the staff report, and recommends approval of the Application for a Certificate of Appropriateness with the condition that a Conditional Use Permit be obtained from the Planning & Zoning Commission.

3. *Certificate of Appropriateness*

The Commission discussed the appropriateness of Mobile Food Vendors in the Historic District and expressed concern regarding current City Ordinances. Michelle Fischer explained that revisions to the code are being reviewed and staff can make a Conditional Use Permit a condition of approval.

The Commission expressed that they did not feel the application appropriate for the Historic District, and that if the Planning & Zoning Commission approves the Conditional Use Permit the Historic Preservation Commission would like to review the aspects of the site as a condition of approval of the Application for a Certificate of Appropriateness.

A motion was made by Commission Fellers, that although the Commission does not feel the application is appropriate for the district, to postpone the item until the applicant receives a Conditional Use Permit from the Planning & Zoning Commission after which, the Historic Preservation will hear the item again. Commissioner Dotin seconded the motion, which passed unanimously 4 to 0.

B. **Invitation to Participate in Stakeholder Work Session on Old Fitzhugh Road Improvements**

Keenan Smith provided an overview of the Work Session and invited Commissioners to attend and provide their input.

C. **Street Sign Committee (Commissioner Dotin and Tucker)**

1. *Selection of Historic Street Signs and Poles*

Commissioner Dotin presented a mockup of the signs in brown. As suggested by Keenan Smith, the Commission will discuss changing the coloring of the signs to maroon to match the color scheme of Dripping Springs Independent School District.

V. ANNOUNCEMENTS

- A. Regular City Council Meeting, September 12, 2017: Workshop at 5:30 p.m. and meeting at 6:30 p.m.
- B. Regular Historic Preservation Commission, October 2, 2017 at 5:30 pm

VI. ADJOURN

A motion was made by Commissioner Tucker to adjourn the meeting. Commissioner Dotin seconded the motion, which carried unanimously 6 to 0.

The regular meeting adjourned at 6:57 p.m.

**Minutes
November 6, 2017
Regular Meeting
Historic Preservation Commission
City of Dripping Springs**

A regular meeting of the Historic Preservation Commission of the City of Dripping Springs was held Monday, November 6, 2017, beginning at 5:30 PM in the City Hall, 511 Mercer Street, Dripping Springs, Texas.

I. CALL TO ORDER AND ROLL CALL

Commissioners Present:

Nicholas Dotin
Doyle Fellers
Bruce Lewis
Kelli Tucker

Commissioners Absent:

Melissa Oehler
Kathryn Chandler
Emilie Kopp

Staff Present:

Michelle Fischer, City Administrator
Andrea Cunningham, City Secretary
Megan Will, City Planner
Keenan Smith, Exterior Design, Architectural & Land Planning Consultant

With a quorum of the Commission present, Commissioner Tucker called the meeting to order at 5:39 p.m.

II. PRESENTATION BY CITIZENS

Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak.

Pam Owens with the Dripping Springs Visitors Bureau spoke regarding wayfinding signs for the community and would like to work with the Commission on messaging. The DSVB is working with the Texas Department of Transportation and Jacob Doctor with Executive Signs. (??)

III. MINUTES

Discussion and possible action regarding:

A. Approval of Minutes for October 2, 2017 Regular Historic Preservation Commission Meeting

A motion was made Commissioner Dotin to approve the minutes for the October 2, 2017 Regular Historic Preservation Commission meeting. Commissioner Lewis seconded the motion, which carried unanimously 4 to 0.

IV. BUSINESS

Discussion and possible action regarding:

Without objection from Commission, Commissioner Tucker approved staff request to hear Business Item C first.

C. **Approval of 2018 Meeting Schedule dates and times for the Historic Preservation Commission to hold regular meetings in the Council Chambers located at City Hall, 511 Mercer Street, Dripping Springs, TX**

Andrea Cunningham reviewed the draft calendar for the Historic Preservation Commission for the 2018 calendar year. Staff recommended the HPC move their meeting from the 1st Monday of each month to either the 1st Tuesday or 1st Wednesday to prevent a conflict in meeting times with the TIRZ No. 1 & No. 2 Board and the Parks and Recreation Commission. There are no other meetings scheduled for these days, and the Commission is allowed to select a different time if they would like.

A motion was made by Commissioner Lewis to approve the 2018 Meeting Calendar for the HPC, with the Commission meeting on the 1st Tuesday of each month at 4:00 p.m. Commissioner Dotin seconded the motion, which carried unanimously 4 to 0.

The Commission agreed that if the remaining members did not agree with the change, the Commission can revisit the item.

A. **Application for a Certificate of Appropriateness for Conversion of Barn Doors to Glass Doors, 101 College Street. (Mercer Street District), Applicant: Gordon Inscore/Short Mama's**

1. Presentation

Gordon Inscore was available to answer questions regarding the application.

2. Staff Report

Keenan Smith presented the staff report which is on file. Staff recommended approval of the application.

3. Public Hearing

No one spoke during the Public Hearing.

4. *Certificate of Appropriateness*

A motion was made by Commissioner Dotin to approve the Application for a Certificate of Appropriateness for 101 College Street. Commissioner Fellers seconded the motion, which carried unanimously 4 to 0.

B. Discussion and Possible Action Regarding Removal of Diseased Tree located on City Property at 511 Mercer Street

A motion was made by Commissioner Dotin to seek a second and third opinion regarding the removal of the tree. Commissioner Lewis seconded the motion, which carried unanimously 4 to 0.

C. Approval of 2018 Meeting Schedule dates and times for the Historic Preservation Commission to hold regular meetings in the Council Chambers located at City Hall, 511 Mercer Street, Dripping Springs, TX

D. Street Sign Committee (Commissioner Dotin and Commissioner Tucker)

1. Selection of Historic District Street Signs and Poles

Commissioner Dotin has prepaid to purchase sample sign for Historic District and will email a sample to Michelle Fischer. Staff will ensure Commissioner Dotin receives a list of all the signs needed.

No action was taken.

E. Banner Committee (Commissioner Fellers and Commissioner Chandler)

1. Selection of Mercer Street Pedestrian Light Pole Banners and Brackets

Commissioner Fellers will meet with Pam Owens (DSVB) and Jacob Doctor with Executive Signs regarding light pole banners and brackets.

No action was taken.

~~**F. Historic District Brochure Committee (Commissioner Kopp)**~~

~~*1. Update of Historic District Brochure*~~

~~**G. Litter Campaign Committee (Commissioner Tucker and Commissioner Oehler)**~~

~~*1. Creation of Historic District Littering Campaign*~~

H. National Register of Historic Places Plaques Committee (Commissioner Oehler, Commissioner Tucker, and Administrative Assistant Rachel Goodnight)

1. Purchase of Remaining National Register Plaques

Rachel Goodnight submitted an update of plaques which is on file. The Commission requested an update regarding Wells Fargo.

No action was taken.

V. ANNOUNCEMENTS

- A. Regular City Council Meeting, November 14, 2017, 5:30 PM Workshop/6:30 PM Regular Session
Regular City Council Meeting, November 21, 2017, 6:00 PM
- B. Regular Historic Preservation Commission, December 4, 2017 at 5:30 pm

VI. ADJOURN

A motion was made by Commissioner Fellers to adjourn the regular meeting. Commissioner Dotin seconded the motion, which carried unanimously 4 to 0.

Commissioner Tucker adjourned the regular meeting at 6:31 p.m.

**Minutes
December 4, 2017
Regular Meeting
Historic Preservation Commission
City of Dripping Springs**

A regular meeting of the Historic Preservation Commission of the City of Dripping Springs was held Monday, December 4, 2017, beginning at 5:30 PM in the City Hall, 511 Mercer Street, Dripping Springs, Texas.

I. CALL TO ORDER AND ROLL CALL

Commissioners Present:

Melissa Oehler, Chair
Nicholas Dotin
Doyle Fellers
Emilie Kopp
Bruce Lewis
Kelli Tucker
VACANT

Staff Present:

Michelle Fischer, City Administrator
Megan Will, City Planner
Keenan Smith, Exterior Design, Architectural & Land Planning Consultant

With a quorum of the Commission present, Commissioner Tucker called the meeting to order at 5:38 p.m.

II. PRESENTATION BY CITIZENS

Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit on each citizen wishing to speak.

No one spoke during Presentation of Citizens.

III. MINUTES

Discussion and possible action regarding:

A. Approval of Minutes for November 6, 2017 Regular Historic Preservation Commission Meeting

A motion was made by Commission Doyle to approve the November 6, 2017 Regular Minutes with the following corrections: 1) Last paragraph on Business Item C, change “they” to “the.”, and 2) Business Item D motion should read

“prepaid to purchase sample sign.” Commissioner Tucker seconded the motion, which carried unanimously 6 to 0.

IV. BUSINESS

Discussion and possible action regarding:

A. TIRZ Town Center Preliminary Concept Plan

1. Presentation – Keenan Smith, TIRZ Project Manager

Keenan Smith presented the item. The project will either be funded by a bond issuance or pay-as-you-go. Currently the Board is seeking support for the project from the Historic Preservation Commission, and will return to the board with items or consideration in the future. The project will take into consideration the look and feel of the Downtown Historic District, and that the Board is working on connectivity between Mercer and the proposed project site.

2. Public Hearing

Ben Nash spoke during the Public Hearing.

3. Consideration and Possible Action on Preliminary Concept Plan

A motion was made by Commissioner Tucker to approve the Preliminary Concept Plan with the recommendation that the project abide by current flavor of Downtown Dripping Springs. Commissioner Dotin seconded the motion, which carried unanimously 6 to 0.

B. Street Sign Committee (Commissioner Dotin and Commissioner Tucker)

1. Selection of Historic District Street Signs and Poles

Commissioner Dotin presented the sample sign. The Commission discussed the layout of the sign and options for changes. Commissioner Kopp will submit photos of the City of Austin Historic District signage as an example other options with regards to wording on the signs.

Ben Wash spoke regarding the signs and expressed concerns regarding the amount of allowable fonts.

A motion was made by Commissioner Fellers to adopt the signs as presented with the curved top and “Historic District Established 1853,” and to allow Commissioner Dotin to explore mounting options and costs. Commissioner Tucker seconded the motion, which carried unanimously 6 to 0.

C. Banner Committee (Commissioner Fellers)

Commissioner Fellers presented the item, and reported that there is currently a waiting list for consideration on banners, and that signage should come first.

D. Historic District Brochure Committee (Commissioner Kopp)

Commissioner Kopp will contact the person that worked on the previous brochure.

E. Litter Campaign Committee (Commissioner Tucker and Commissioner Oehler)

The Commission will revisit the Litter Campaign in 2018.

F. National Register of Historic Places Plaques Committee (Commissioner Oehler, Commissioner Tucker, and Administrative Assistant Rachel Goodnight)

1. Purchase of Remaining National Register Plaques

Rachel Goodnight presented the item, and explained to the Commission that she is still in progress with the purchase of the remaining plaques.

VI. ADJOURN

A motion was made by Commissioner Dotin to adjourn the regular meeting. Commissioner Kopp seconded the motion, which carried unanimously 6 to 0.

Commissioner Tucker adjourned the regular meeting at 7:07 p.m.