

# Bastrop Historic Landmark Commission Agenda

Bastrop City Hall City Council Chambers

1311 Chestnut Street

Bastrop, TX 78602

(512) 332-8800



---

March 05, 2025

## Agenda - Historic Landmark Commission at 6:00 PM

---

*Bastrop Historic Landmark Commission meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.*

---

**1. CALL TO ORDER**

**2. CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Board/Commission must complete a citizen comment form and give the completed form to the Board/Commission Secretary prior to the start of the Board/Commission meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board/Commission cannot discuss issues raised or make any decision at this time. Instead, the Board/Commission is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.*

*It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board/Commission to allow a member of the public to slur the performance, honesty and/or integrity of the Board/Commission, as a body, or any member or members of the Board/Commission individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Board/Commission and/or any person in the Board/Commission's presence will not be tolerated.*

**3. ITEMS FOR INDIVIDUAL CONSIDERATION**

**3A.** Consider and act to approve meeting minutes from February 5, 2025, Historic Landmark Commission Regular Meeting.

Submitted by: Alondra Macias, Development Services Planner I

3B. Consider and act on a Certificate of Appropriateness for a blade sign on a structure in the Bastrop Commercial National Register Historic District, located at 715 Chestnut Street, being 0.0450 acres Building Block, Block 4, West of Water Street, within the City Limits of Bastrop.

Submitted by: Alondra Macias, Development Services Planner I

3C. Discuss and possible action on the Historic Landmark Commission Board workplan.

**4. UPDATES**

4A. Discussion on the list of homes that were previously invited to apply for designation as well as the list of homes that need maintenance.

4B. Update on Historic Home Designation Plaques and the different level of designation.

4C. Individual request from the Historic Landmark Commission for items to be listed on future agendas.

**5. ADJOURNMENT**

\*\*\*\*\*

***Notice is hereby given of the possibility of a quorum of members from any City of Bastrop Council, Boards, and/or Commissions, at this Historic Landmark Commission Meeting.***

***NO Council/Board/Commission action will be taken; NO deliberations will be held; and NO Council/Board/Commission business will be conducted.***

\*\*\*\*\*

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: Wednesday, February 26, 2025 at 4:30 p.m. and remained posted for at least two hours after said meeting was convened.

/s/James E. Cowey  
James E. Cowey, Director of Development



# Historic Landmark Commission STAFF REPORT

---

**MEETING DATE:** March 5, 2025

**TITLE:**

Consider and act to approve meeting minutes from February 5, 2025, Historic Landmark Commission Regular Meeting.

**AGENDA ITEM SUBMITTED BY:**

Alondra Macias, Development Services Planner I

**ATTACHMENTS:**

- February 5, 2025, Meeting Minutes

# HISTORIC LANDMARK COMMISSION

## MEETING MINUTES

### February 05, 2025

The City of Bastrop Historic Landmark Commission met on Wednesday, February 05, 2025, at 6:00 PM in the Bastrop City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

#### 1. CALL TO ORDER

The Chair called the meeting to order at 6:00 PM.

Commissioners:

Samuel Bennett	Present	
Lisa Laky, Vice-Chair	Present	
Susan Long	Present	Arrived at 6:03
Blake Kaiser, Chair	Present	
Gary Moss	Present	
Janean Whitten	Absent	
Cheryl Long	Present	

City Council Liaison:

Cynthia Meyer Present

Staff:

Kennedy Higgins	Present
Alondra Macias	Present

#### 2. CITIZEN COMMENTS

There were no citizen comments.

#### 3. ITEMS FOR INDIVIDUAL CONSIDERATION

- 3A. Consider and act on approval of meeting minutes from the January 15, 2025, Historic Landmark Commission Regular Meeting.

Alondra Macias, Development Services Planner I

Commissioner Gary Moss made a motion to approve the meeting minutes from the January 15, 2025, Historic Landmark Commission Regular Meeting. Commissioner Cheryl Long seconded the motion. The motion passed unanimously.

- 3B. Consider and act on a Certificate of Appropriateness for an exterior renovation and addition of the main structure at 1002 Pine Street, being 0.314 acres out of Building Block 28 E of Water Street, within the City Limits of the City of Bastrop, Texas.

Presented by Kennedy Higgins, Senior Planner, Development Services Department

# HISTORIC LANDMARK COMMISSION

## MEETING MINUTES

### February 05, 2025

Commissioner Gary Moss made a motion to approve the Certificate of Appropriateness for an exterior renovation and addition of the main structure at 1002 Pine Street, being 0.314 acres out of Building Block 28 E of Water Street, within the City Limits of the City of Bastrop, Texas. Vice chair Lisa Laky second the motion with the amendment to indicate they need to keep the wooden screens on the windows. The motion passed unanimously.

#### 4. UPDATES

##### 4A. Discussion/Updates from last meeting

Assistant to the City Manager, Vivianna Andres, did a presentation for the STR Ordinance that will be presented to City Council on February 11, 2025 and offered the commissioners some information regarding the process for the STR registration.

##### 4B. Items or topics requested by Historic Landmark Commission for future agendas.

- Council Member Cynthia Meyers wanted to bring up the term demolition by neglect and the possibility of changing the wording to prevention of demolition.
- The possibility of the Historic Landmark Commission inspecting the exterior of the homes.
- The discussion of different levels of designation.

#### 5. ADJOURNMENT

Commissioner Cheryl Long made a motion to adjourn the meeting at 6:34 PM. Commissioner Susan Long seconded the motion. The motion passed unanimously, and the meeting adjourned.

---

Blake Kaiser  
Commission Chair

---

Lisa Laky  
Commission Vice-Chair



# STAFF REPORT

---

**MEETING DATE:** March 05, 2025

**TITLE:**

Consider and act on a Certificate of Appropriateness for a blade sign on a structure in the Bastrop Commercial National Register Historic District, located at 715 Chestnut Street, being 0.0450 acres Building Block, Block 4, West of Water Street, within the City Limits of Bastrop.

**STAFF REPRESENTATIVE:**

Alondra Macias, Planner I, Development Services Department

**ITEM DETAILS:**

Site Address: 715 Chestnut Street  
Property Owner: Bacchus Ventures LLC  
Agent: Joseph Feminella  
Current Use: Commercial  
Existing Zoning: P5- Core  
Designations: Structure in the Bastrop Commercial National Register Historic District

**BACKGROUND/HISTORY:**

The business, occupying 715 Chestnut Street, Ringel & Brymer Law Office, is interested in placing a blade sign above the door.

Per the Bastrop Building Block (B<sup>3</sup>) Code, a blade sign can be up to four feet in height and length but cannot be more than 6 square feet in size and does have appropriate clearance from the sidewalk of 8 ft from the sidewalk.

The front of the building as it exists today:



The proposed signage:



POLICY EXPLANATION:

When a Certificate of Appropriateness is required, no work can begin before the Historic Preservation Officer, or the Commission has first issued a Certificate of Appropriateness. The Certificate of Appropriateness shall be in addition to and not in lieu of any permits required (i.e., building, sign, alcohol, etc.). The Building Official cannot approve any application for a sign or building permit to a structure and/or site that requires but does not have a Certificate of Appropriateness.

*Section 9.3.006 Criteria of Approval of a Certificate of Appropriateness (COA)*

(1) In considering an application for a Certificate of Appropriateness, the commission shall be guided by any locally adopted design standards, and where applicable, the following from the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings*. Any adopted design standards and *Secretary of the Interior's Standards* shall be made to the property owners of historic landmarks.

- (A) **Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment.**
- (B) **The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.**
- (C) All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier or later appearance shall be discouraged.
- (D) Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, object, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
- (E) Distinctive stylistic features or examples of skilled craftsmanship which characterize, a building, structure, object, or site shall be kept to the greatest extent practical.
- (F) Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- (G) **The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.**
- (H) **Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project.**
- (I) Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with



the size, color, material, and character of the property, neighborhood, or environment.

- (J) Wherever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.**

**RECOMMENDATION:**

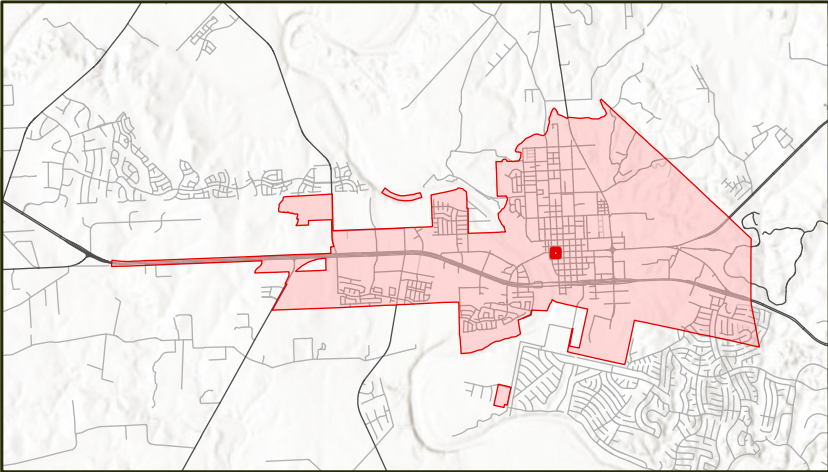
Consider and act on a Certificate of Appropriateness for a blade sign on a structure in the Bastrop Commercial National Register Historic District, located at 715 Chestnut Street, being 0.0450 acres of Building Block 4 West of Water Street, within the City Limits of Bastrop.

**ATTACHMENTS:**

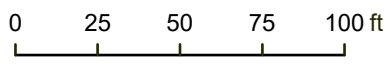
- Attachment 1: Location Map
- Attachment 2: Project Description Letter



# 715 Chestnut St.



2/11/2025



Scale 1:700

The City of Bastrop, Texas makes no warranties regarding the accuracy or completeness of the information used to compose this map or the data from which it was produced. The map does not purport to depict the boundaries between private and public lands. This map is general in nature and is not suitable for navigational purposes.

Blade sign to be installed at 715 Chesnut -  
Ringel & Brymer Law Office

Size: 36" x 24" Double-Sided 6mm Aluminum  
Composite Material

Hung from a Deluxe Scroll Bracket

## Historic Landmark Commission Work Plan FY 25

### Board Goals:

1. Create strategies to increase protection of not just locally designated structures but historical structures in general.
2. Review policies, procedures and regulations on an annual basis to ensure adequate changes are made to keep up with the growing challenges facing Historic Preservations.

### Action Plan:

1. Goal # 1 will be accomplished as follows:
  - Invite eligible properties to apply for a local designation.
  - Educate the public on the purpose/benefits of Historic Preservation.
  - Educate about the different levels of designations. Ie. Local, State and National.
  - Advocate and increase education around becoming a Certified Local Government.
  - Work towards increasing protection and expanding resources available for Historic Preservation.
2. Goal # 2 will be accomplished as follows:
  - The Historic Preservation Officer or Development Director will, on an annual basis, bring forth any amendments to current and future regulations as applicable.
  - The documents will be presented to the City Council for approval if changes have been made to the policies.

### To succeed, we need the following resources:

1. Staff: Development Director, Historic Preservation Officer (HPO) and Development staff as determined by the Development Director or HPO.
2. Supplies: a budget to produce written materials.
3. Other: Location for public education opportunities.