

**Bastrop Joint Special Historic Landmark
Commission and Main Street Advisory Agenda**
Bastrop City Hall City Council Chambers
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8800



December 04, 2025

Agenda - Joint Special Historic Landmark Commission and Main Street Advisory at 5:00 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 the City Manager for research and possible future action. Profanity, physical or other threats are not allowed and may subject the speaker to loss of the time for comment, and if disruptive to the conduct of business, could result in removal of the speaker.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

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

Submitted by Alondra Macias, Planner I

4. WORKSHOP WITH POSSIBLE ACTION

4A. Review, discuss, and provide recommendation on design guidelines to be adopted to the Bastrop Commercial District Overlay and Historic Core Overlay.

Presented by Brittany Epling, Development Services Senior Planner and Michaela Joyce
Discover Bastrop Director

5. ADJOURNMENT

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 convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Wednesday, November 26, 2025 at 12:00 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 Services



Historic Landmark Commission STAFF REPORT

MEETING DATE: December 4, 2025

TITLE:

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

AGENDA ITEM SUBMITTED BY:

Alondra Macias, Planner I

ATTACHMENTS:

- November 5, 2025, Meeting Minutes

HISTORIC LANDMARK COMMISSION

MEETING MINUTES

November 5, 2025

The City of Bastrop Historic Landmark Commission met on Wednesday, November 5, 2025, at 6:01 PM in the Bastrop City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

1. CALL TO ORDER

The Chair called the meeting to order at 6:01 PM.

Commissioners:

Samuel Bennett	Present
Lisa Laky, Vice-Chair	Present
Susan Long	Present
Blake Kaiser, Chair	Present
Gary Moss	Present
Janean Whitten	Absent
Cheryl Long	Present

City Council Liaison:

Cynthia Meyer	Absent
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Staff:

Alondra Macias	Present
Brittany Epling	Present
James E. Cowey	Present

2. CITIZEN COMMENTS

There were no citizen comments.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- 3A. Consider and act to approve the meeting minutes from the August 20, 2025, Historic Landmark Commission Regular Meeting.

Presented by Alondra Macias, Planner I

Commissioner Gary Moss made a motion to approve the meeting minutes from the August 20, 2025, Historic Landmark Commission Regular Meeting. Commissioner Samuel Bennett seconded the motion. The motion passed unanimously.

- 3C. Consider and act on a Certificate of Appropriateness for 0.3440 acres of Building Block 9 West of Water Street, also known as the Bastrop County Museum & Visitor Center, located at 904 Main Street, to install a new band sign. This property is designated as a Contributing Structure to the Bastrop Commercial National Register District.

HISTORIC LANDMARK COMMISSION

MEETING MINUTES

November 5, 2025

Presented by Alondra Macias, Planner I

Commissioner Gary Moss made a motion to approve the Certificate of Appropriateness for 0.3440 acres of Building Block 9 West of Water Street, also known as the Bastrop County Museum & Visitor Center, located at 904 Main Street, to install a new band sign. Commissioner Cheryl Long seconded the motion. The motion passed unanimously.

- 3B. Consider and act on a recommendation to the Planning and Zoning Commission and the City Council to amend the Historic Landmark Preservation Ordinance and adopt as Article 9, within Chapter 14 of the Bastrop Code of Ordinances.

Presented by Brittany Epling, Senior Planner

Commissioner Gary Moss made a motion to recommend to the Planning and Zoning Commission and the City Council to amend the Historic Landmark Preservation Ordinance and adopt as Article 9, within Chapter 14 of the Bastrop Code of Ordinances. Commissioner Samuel Bennett seconded the motion. The motion passed unanimously.

4. UPDATES

- 4A. Discussion about designated homes that need to be locally designated.

Development Services Director, James E. Cowey, informed the commission of the homes that are designated at a state level or national level that are intended to be locally designated.

- 4B. Discussion on homes that are in disrepair.

Development Services Director, James E. Cowey, informed the commission of the work city staff is doing for the homes that are in disrepair.

5. ADJOURNMENT

A motion was made to adjourn the meeting at 7:02 PM and the meeting was adjourned.

Blake Kaiser
Commission Chair

Lisa Laky
Commission Vice-Chair

DOWNTOWN / MAIN STREET DESIGN GUIDELINES

Skeleton Outline

1. Introduction & Purpose

- Purpose of the Design Guidelines
 - Vision for the Downtown/Main Street District
 - How these guidelines support historic preservation, economic vitality, and community identity
 - Relationship to zoning, building codes, historic district ordinances
 - How to use this document (property owners, developers, staff, boards)
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2. Applicability & Boundaries

- Map of the Downtown/Main Street / Historic District
 - What types of properties and projects are covered
 - Projects requiring review or Certificate of Appropriateness
 - Exemptions or minor work handled administratively
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3. Guiding Principles

- Preserve authentic historic character
 - Promote compatible, human-scale development
 - Encourage reinvestment while retaining place identity
 - Discourage demolition of contributing structures
 - Maintain pedestrian-oriented streetscapes
 - Encourage craftsmanship, quality materials, and durability
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4. Historic Building Context

- Overview of historic building types in the district

- Character-defining features
 - Typical façade elements (storefronts, windows, doors, parapets, porches, masonry patterns)
 - Materials commonly found in the district (brick, stone, wood, metal)
 - What preservation means in practice
-

5. Treatment of Existing Buildings

(This is a major shared section across all four communities)

5.1 Storefronts

- Retain and repair original features
- Restore historic storefront configuration where appropriate
- Avoid incompatible modern coverings, textures, or removed elements

5.2 Windows & Doors

- Maintain original openings and proportions
- Repair > replace
- Appropriate replacement window materials and profiles

5.3 Masonry & Materials

- Cleaning, repointing, and repair guidance
- Discouraged materials or coatings

5.4 Roofs & Parapets

- Maintain original rooflines
- Guidance for mechanical equipment screening

5.5 Additions & Rear/Side Expansions

- Placement hierarchy (rear first, side second, avoid front)
 - Height, scale, and massing relative to the original structure
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6. Design Guidelines for New Construction

6.1 Site Orientation & Setbacks

- Street-facing orientation
- Consistent setbacks with historic patterns

6.2 Height, Scale & Massing

- Keep compatible with adjacent historic structures
- No overwhelming of contributing buildings

6.3 Materials & Architectural Character

- Recommended materials
- Discouraged materials
- Interpretation vs mimicry (avoid fake historicism)

6.4 Façade Rhythm & Proportions

- Respect established patterns, window spacing, height continuity
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7. Signs, Awnings, and Lighting

7.1 Sign Types

- Blade signs
- Wall signs
- Window signs
- Monument signs (if allowed)
- Historic sign restoration

7.2 General Sign Standards

- Pedestrian scale
- Placement
- Materials
- Illumination (downlighting, halo lighting, discouraged internally lit boxes)

7.3 Awnings & Canopies

- Shape, materials, placement
- Avoiding backlit plastic awnings

7.4 Lighting

- Warm, pedestrian-friendly lighting
 - Avoid glare and overly bright fixtures
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8. Site & Streetscape Elements

- Sidewalks and paving
 - Street trees, planters, and landscaping
 - Outdoor dining guidelines
 - Public art integration (optional if you want this here)
 - Fences and screening
 - Service areas, dumpsters, mechanical equipment
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9. Parking & Access

- Location of parking (rear-lot priority)
 - Shared parking solutions
 - Avoid breaking historic streetwalls with new driveways
 - Alley access principles
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10. Sustainability & Resiliency (Optional but modern)

- Adaptive reuse
 - Energy efficiency improvements sensitive to historic character
 - Stormwater considerations
 - Durable materials
 - Dark-sky-friendly lighting
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11. Administrative Process

11.1 When a Certificate of Appropriateness Is Required

11.2 Administrative Approvals vs. Board/HPC Approvals

11.3 Submittal Requirements

11.4 Appeals Process

11.5 Enforcement

12. Appendices

- Glossary of architectural terms
- Material palette (if you adopt one)
- Example diagrams and illustrations
- Application forms
- Historic district map
- Secretary of the Interior's Standards summary