

# Bastrop Historic Landmark Commission Agenda

Bastrop City Hall City Council Chambers

1311 Chestnut Street

Bastrop, TX 78602

(512) 332-8800



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October 18, 2023

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

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*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. INTRODUCTION OF NEW BOARD MEMBER

2A. Welcome Lisa Lakey.

3. 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.*

4. ITEMS FOR INDIVIDUAL CONSIDERATION

4A. Receive training by the City Secretary.

4B. Consider action to approve meeting minutes from the September 20, 2023, Historic Landmark Commission Regular Meeting.

Melissa Gustafson, Development Services Technician

4C. Consider action on a Certificate of Appropriateness for a sign on a commercial building within the Bastrop Commercial National Register of Historic District, located at 1018 Main Street, being .14 acres out of Building Block 8, West of Water Street within the City Limits of Bastrop.

Presented by: Kennedy Higgins, Planner, Development Services Department

4D. Consider action on a Certificate of Appropriateness for a sign on a commercial building within the Bastrop Commercial National Register of Historic District, located at 1018 Main Street, being .14 acres out of Building Block 8, West of Water Street within the City Limits of Bastrop.

Presented by: Kennedy Higgins, Planner, Development Services Department

## **5. UPDATES**

5A. Items or topics requested by Historic Landmark Commission for future agendas.

5B. Updates on questions from previous meeting.

## **6. 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 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: Friday, October 13, 2023 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/Nicole Peterson  
Nicole Peterson, Project Coordinator



# STAFF REPORT

**MEETING DATE:** October 18, 2023

**TITLE:**

Introduction of new Board Member.

**STAFF REPRESENTATIVE:**

Kennedy Higgins, Planner, Development Services Department

**BACKGROUND/HISTORY:**

A little bit about our new member.

In 1983 Lisa bought her old house (a 1922 Craftsman bungalow in the Travis Heights area of Austin) and fell in love with the history a house of that age brings. She learned how to care for the house such as how to replace sash cords in a double hung window, or how to install wallpaper. Through this process she realized the time and money that it takes to maintain a historic home, but in the end, it is a labor of love.

The next historic house she purchased was right here in Bastrop, the E.C. Erhard House at 1507 Pecan Street. After this she moved back to Austin due to familial necessity and moved into a stone home in the Castle Hill area. This house was built in 1901 – she was thrilled with the renovations of the kitchen and bathroom. At the same time, she was appointed as the Travis County Bar Association representative to the City of Austin Historic Landmark Commission. She served with the Austin HLC for 8 years, 3 of which she was the chair. Through her time with them she was able to help preserve Austins Historic homes from the relentless development.

When she purchased the B.D. Orgain House, an 1888 Victorian home on Church Street here in Bastrop, it was a dream come true for her husband and her. They were able to move back to Bastrop, with her mother Mary, and truly enjoy the history of the house they had just purchased. They take pride in being the house's caretaker and protector. She is thrilled to be serving with the Bastrop HLC, "I'm so grateful to now be able to help this Commission honor and protect Bastrop's historic fabric." – Lisa Laky.



# Historic Landmark Commission STAFF REPORT

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**MEETING DATE:** October 18, 2023

**TITLE:**

Consider action to approve meeting minutes from the September 20, 2023, Historic Landmark Commission Regular Meeting.

**AGENDA ITEM SUBMITTED BY:**

Melissa Gustafson, Development Services Technician

**ATTACHMENTS:**

- September 20, 2023, Meeting Minutes

# HISTORIC LANDMARK COMMISSION MEETING

## September 20, 2023

### Meeting Minutes

The City of Bastrop Historic Landmark Commission met Wednesday, September 20, 2023, at 6:00 p.m. in the Bastrop City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

#### 1. CALL TO ORDER

The Chair called the meeting to order at 6:03 PM

Commissioners:

Blake Kaiser, Chair	Present	
Sharah Johnson, Vice-Chair	Present	
Susan Long	Present	- Arrived at 6:21 pm
Janean Whitten	Present	
Cheryl Long	Present	
Pete Parsons	Absent	

City Council Liaison:

Cynthia Meyer Present

Staff:

Kennedy Higgins	Present
Melissa Gustafson	Present

#### 1A. Introduction of new board member

Lisa Laky was unable to attend, however, Kennedy Higgins shared with the Commissioners her name and that she would be at the next HLC Commission Meeting.

#### 2. CITIZEN COMMENTS

There were no citizen comments.

#### 3. ITEMS FOR INDIVIDUAL CONSIDERATION

#### 3A. Consider action to approve meeting minutes from the August 23, 2023, Historic Landmark Commission Regular Meeting.

Janean Whitten made a motion to approve the August 23, 2023, Historic Landmark Commission Regular Meeting Minutes. Cheryl Long seconded the motion. The motion passed unanimously.

#### 3B. Consider action on a Certificate of Appropriateness for a sign, with the condition that the letter size meet the B<sup>3</sup> Code requirements, on a commercial building within the

# HISTORIC LANDMARK COMMISSION MEETING

September 20, 2023  
Meeting Minutes

Bastrop Commercial National Register of Historic District, located at 909 Main Street, being .05 acres out of Building Block 4, West of Water Street within the City Limits of Bastrop.

Kennedy Higgins, the Planner presented a Certificate of Appropriateness for a sign, with the condition that the letter size meet the B<sup>3</sup> Code requirements, on a commercial building within the Bastrop Commercial National Register of Historic District, located at 909 Main Street, being .05 acres out of Building Block 4, West of Water Street within the City Limits of Bastrop to the Commissioners.

Sharah Johnson made a motion to approve the Certificate of Appropriateness for the sign, with the condition that the letter size met the B<sup>3</sup> Code requirements. Cheryl Long seconded the motion. The motion passed unanimously.

- 3C. Consider action on a Certificate of Appropriateness for the exterior alterations to the rear of a commercial building, with the condition that the fire lane encroachment is settled before work is to begin, within the Bastrop Commercial National Register of Historic District, located at 922 Main Street, being .07 acres out of Building Block 9, West of Water Street within the City Limits of Bastrop.

Kennedy Higgins, the Planner, presented a Certificate of Appropriateness for the exterior alterations to the rear of a commercial building, with the condition that the fire lane encroachment is settled before work is to begin, within the Bastrop Commercial National Register of Historic District, located at 922 Main Street, being .07 acres out of Building Block 9, West of Water Street within the City Limits of Bastrop to the Commissioners.

Sharah Johnson made a motion to approve the Certificate of Appropriateness for the exterior alterations with the condition that the fire lane encroachment is settled before work is to begin. Janean Whitten seconded the motion. The motion passed unanimously.

## 4. UPDATES

- 4A. Items or topics requested by Historic Landmark Commission for future agendas.

The Commissioners requested that staff look up the time frame for HLC required action for projects.

Staff provided an update on the bookstore sign as requested at the previous HLC meeting.

- 4B. Picture of the Board for the Board and Commission Banquet.

Kennedy Higgins informed the Commissioners that Staff needed a group picture for the Board and Commission Banquet.

# HISTORIC LANDMARK COMMISSION MEETING

September 20, 2023

## Meeting Minutes

4C. Attendance is required for new and existing members. It will be held in the Council Chambers on September 25, 2023, at 6:00 PM

Kennedy Higgins informed the Commissioners of the Board Orientation that is being held on September 25, 2023, at 6:00 p.m.

### 5. ADJOURNMENT

The meeting was adjourned at 6:29 pm.

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Commission Chair

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Commission Vice-Chair



# STAFF REPORT

**MEETING DATE:** October 18, 2023

**TITLE:**

Consider action on a Certificate of Appropriateness for a sign on a commercial building within the Bastrop Commercial National Register of Historic District, located at 1018 Main Street, being .14 acres out of Building Block 8, West of Water Street within the City Limits of Bastrop.

**STAFF REPRESENTATIVE:**

Kennedy Higgins, Planner, Development Services Department

**ITEM DETAILS:**

Site Address: 1018 Main Street  
Property Owner: Sheldon Swaney  
Agent: Sheldon Swaney  
Current Use: Commercial  
Existing Zoning: P5 Core  
Designations: Structure in the Bastrop Commercial National Register Historic District

**BACKGROUND/HISTORY:**

The business occupying 1018 Main Street, Howdy Yall Tattoo, is wanting to hang a blade sign measuring 3 feet by 18 inches, with 8-inch lettering. The sign itself will be black with yellow lettering. It will match in style with the window sign.



The front of the building, as it exists, is shown below:



The proposed changes to the front facade are shown below:



#### **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 building 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.**

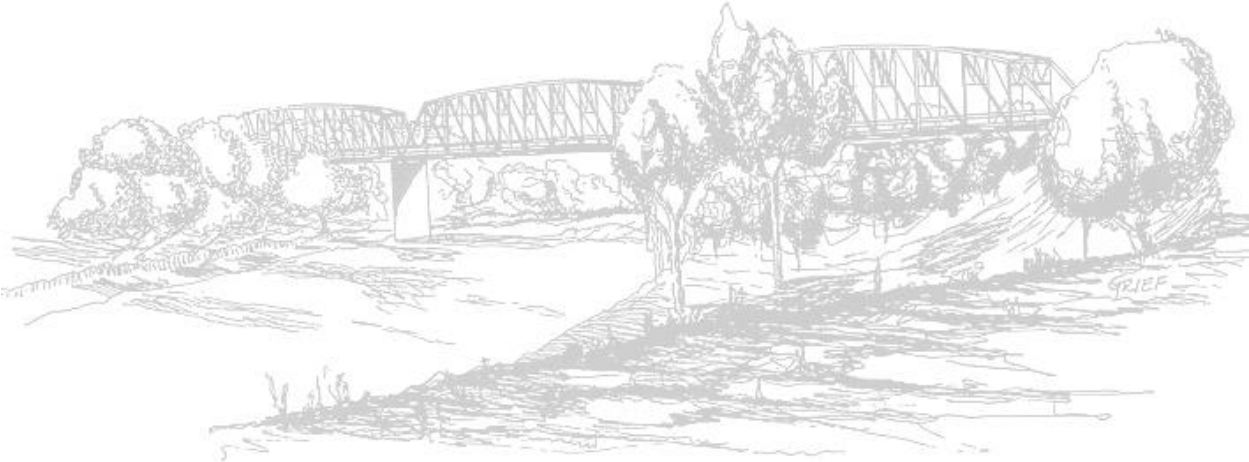
**RECOMMENDATION:**

Recommend approval on a Certificate of Appropriateness for a sign on a commercial building within the Bastrop Commercial National Register of Historic District, located at 1018 Main Street, being .14 acres out of Building Block 8, West of Water Street within the City Limits of Bastrop. This sign meets the B<sup>3</sup> code requirements for letter size as well as the size of the sign itself.

**ATTACHMENTS:**

- Attachment 1: Location Map

- Attachment 2: Photos
- Attachment 3:
- Attachment 4:





**Bowman**  
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Transportation • Water/Wastewater  
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A 501(c)(3) NONPROFIT LAND CONSERVATION ORGANIZATION

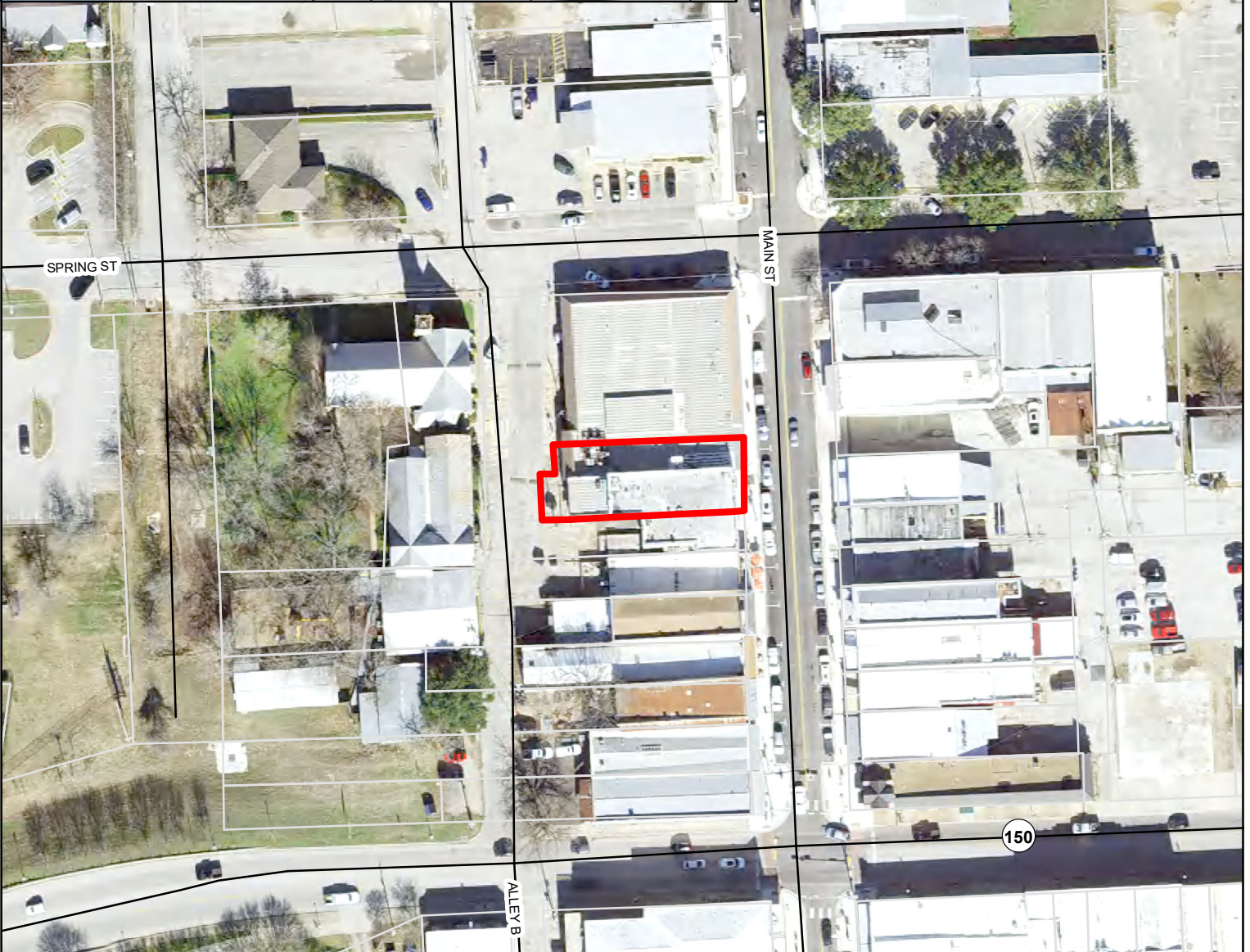
**TATTOO**

8"

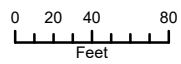
18"

3ft





### 1018 Main Street Property Location Map



1 inch = 100 feet



Date: 10/12/2023

The accuracy and precision of this cartographic data is limited and should be used for information /planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of this information, nor does it represent that its use will not infringe upon privately owned rights.



# STAFF REPORT

**MEETING DATE:** October 18, 2023

**TITLE:**

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**STAFF REPRESENTATIVE:**

Kennedy Higgins, Planner, Development Services Department

**ITEM DETAILS:**

Site Address: 1018 Main Street  
Property Owner: Sheldon Swaney  
Agent: Sheldon Swaney  
Current Use: Commercial  
Existing Zoning: P5 Core  
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**BACKGROUND/HISTORY:**

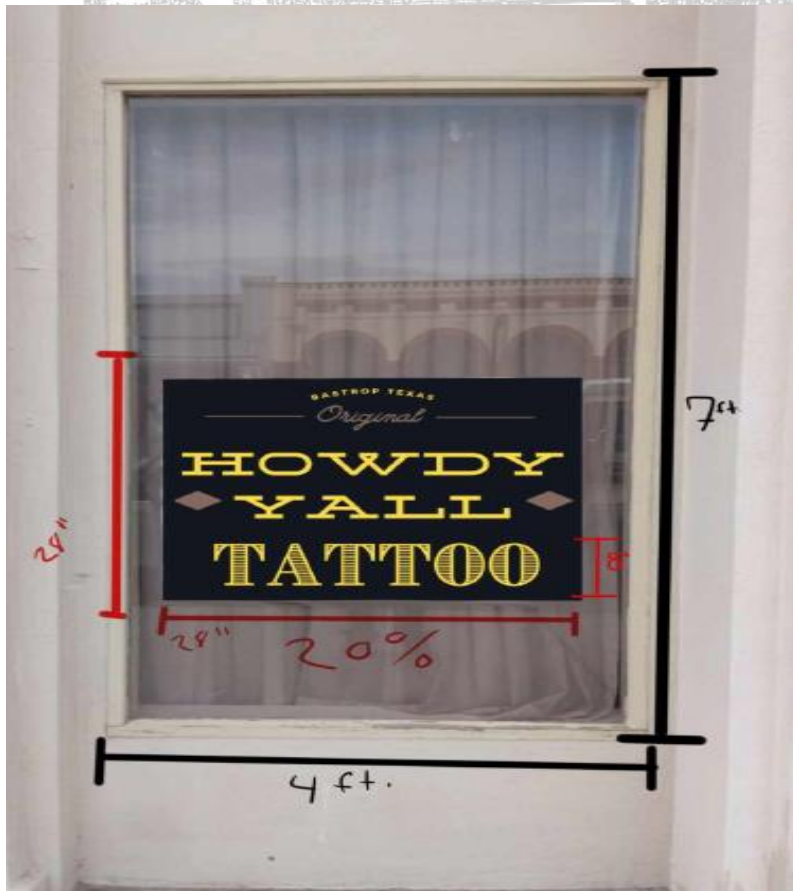
The business occupying 1018 Main Street, Howdy Yall Tattoo, is wanting to place a window sign. The sign will be black and yellow, have 8-inch letters and make up 20% of the window surface. The sign will measure 4 feet by 28 inches.



The front of the building, as it exists, is shown below:



The proposed changes to the front facade are shown below:





**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.
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  - (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.
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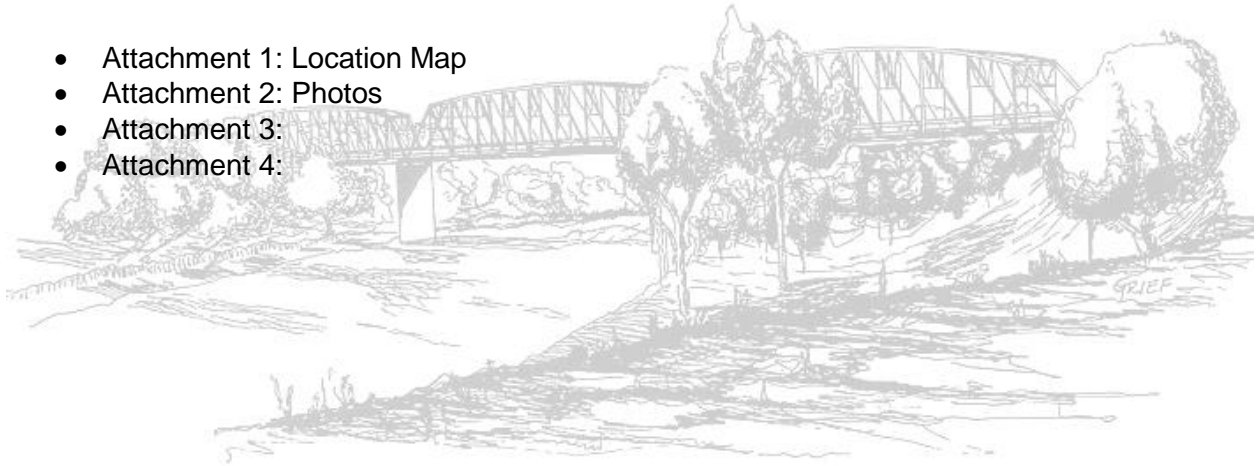
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**RECOMMENDATION:**

Recommend approval on a Certificate of Appropriateness for a sign on a commercial building within the Bastrop Commercial National Register of Historic District, located at 1018 Main Street, being .14 acres out of Building Block 8, West of Water Street within the City Limits of Bastrop. This sign meets the B<sup>3</sup>code requirements for letter size as well as the size of the sign itself.

**ATTACHMENTS:**

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28"



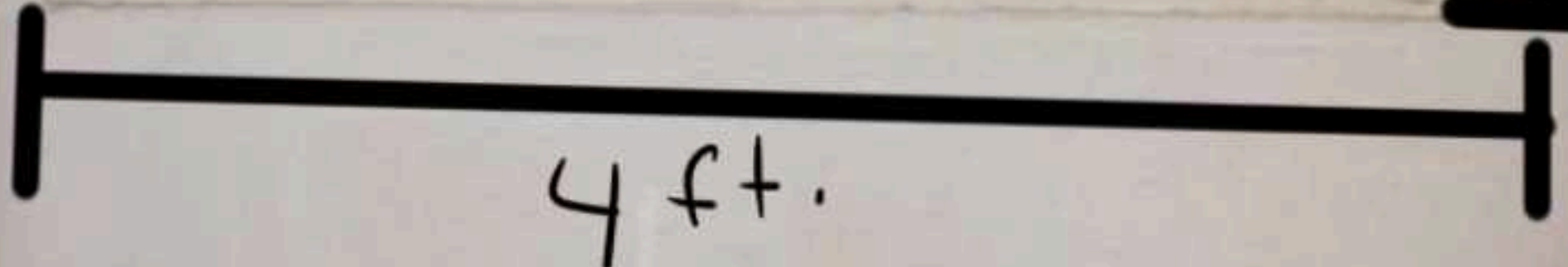
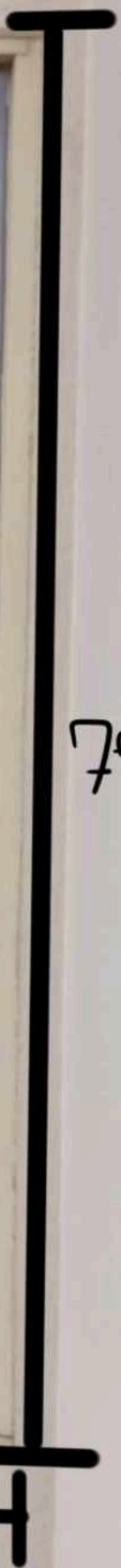
BASTROP TEXAS  
*Original*  
**HOWDY**  
 ◆ **YALL** ◆  
**TATTOO**



28"

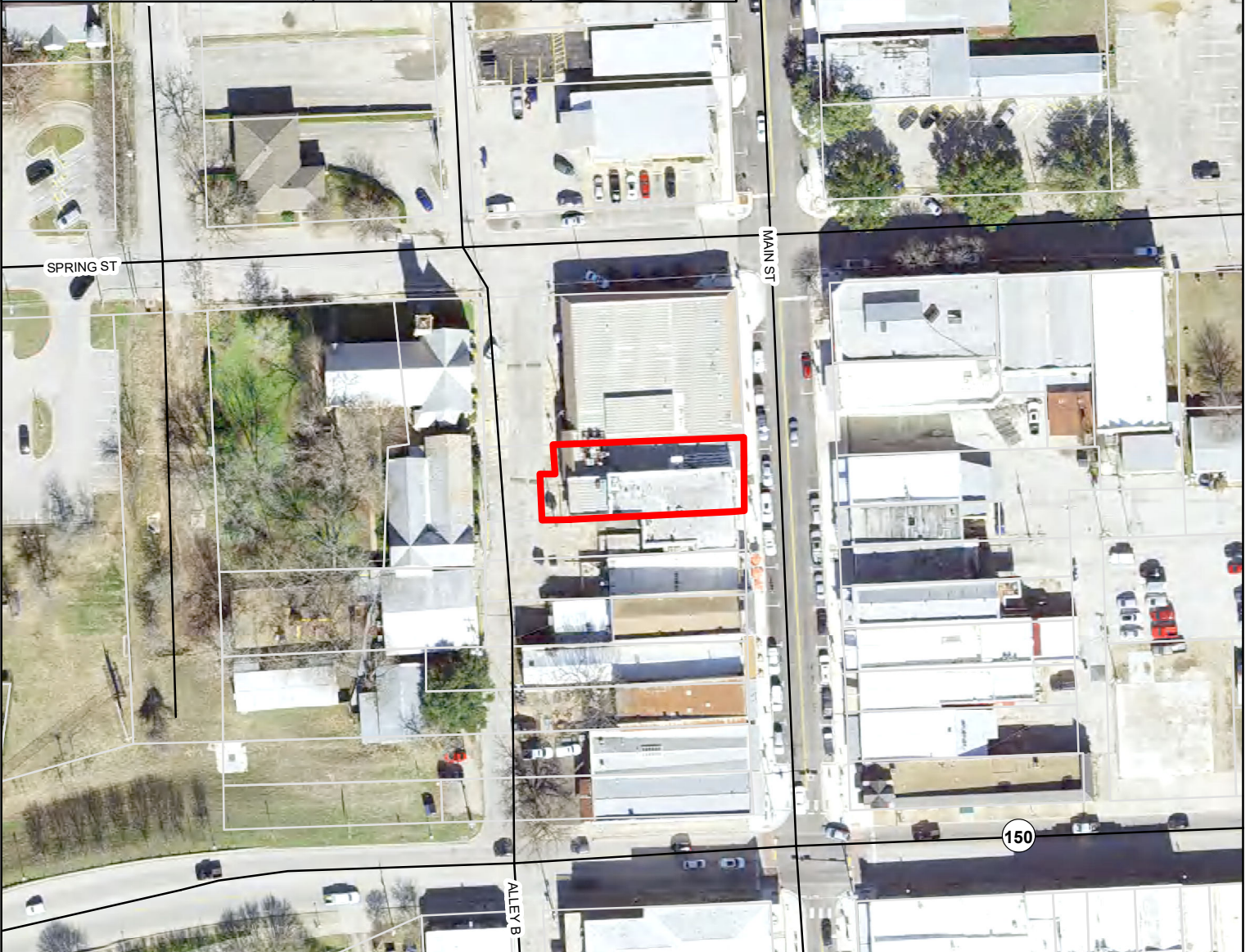
20%

7ft.

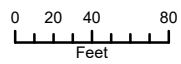


4ft.





### 1018 Main Street Property Location Map



1 inch = 100 feet



Date: 10/12/2023  
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(9) The Historic Preservation Officer shall review the submission and determine if the Application is complete. If the Application does not meet the requirements to be approved administratively, the Application will be forward to the Historic Landmark Commission for consideration at their next available meeting agenda.

#### **SEC. 9.3.004 ADMINISTRATIVE APPROVAL OF A CERTIFICATE OF APPROPRIATENESS**

(a) Certificate of Appropriateness may qualify for Administrative Approval by the Historic Preservation Officer if the proposed Project meets all of the following conditions:

- (1) The property is not located in a national Historic District;
- (2) All of the material Standards identified in the Pattern Book are met;
- (3) The proposed Structure or Site is not designated as a local, state, or national Historic Landmark.

(b) The Historic Preservation Officer may elect to present a Certificate of Appropriateness to the Historic Landmark Commission for review and consideration.

(c) If the Historic Preservation Officer does not approve a Certificate of Appropriateness, the Application may be forwarded to the Historic Landmark Commission for review and consideration at the request of the Applicant.

#### **SEC. 9.3.005 HISTORIC LANDMARK COMMISSION APPROVAL OF CERTIFICATE OF APPROPRIATENESS**

(a) The Commission shall review an Application for a Certificate of Appropriateness at a regularly scheduled or special meeting within 45 days from the date the Application is deemed administratively complete for review, at which time an opportunity will be provided for the Applicant to be heard. The Historic Landmark Commission shall approve, deny, or approve with conditions or modifications the permit, within 30 days after the review meeting, provided however, both review and action may occur at the same meeting. In the event the Historic Landmark Commission does not act within 60 days from the date the Application is deemed administratively complete for review, a permit will be deemed approved.

(b) All decisions of the Historic Landmark Commission shall be in writing. The Historic Landmark Commission's decision shall state its findings pertaining to the approval, denial, or modification of the Application. A copy shall be

provided to the Applicant and a copy shall be maintained in the files of the Planning and Development Department and distributed to other appropriate City departments.

- (c) An Applicant for a Certificate of Appropriateness who is dissatisfied with the action of the Historic Landmark Commission relating to the issuance or denial of a Certificate of Appropriateness shall have the right to Appeal the determination to the City Council. The Applicant has 15 calendar days from date of the Historic Landmark Commission action to file for the Appeal. The Appeal request will be placed on the next available City Council agenda. To be considered, the Appeal shall set forth in writing the grounds for such Appeal and shall provide the City with any pertinent evidence and all related documentation related to the Appeal. The City Council shall use the adopted approval criteria for the Appeal review.
- (d) A Certificate of Appropriateness shall expire 2 years from the date of approval if the proposed scope of work has not been completed. If a building permit for approved work has been issued, the Certificate of Appropriateness will expire 2 years from the permit issue date. The Commission, upon determination of a reasonable need, may authorize 1 extension of an additional 6 months to

obtain a building permit for the work in which the Certificate of Appropriateness was approved upon showing of just cause by the Applicant.

#### **SEC. 9.3.006 CRITERIA FOR APPROVAL OF CERTIFICATE OF APPROPRIATENESS (COA)**

- (a) In considering an Application for a Certificate of Appropriateness (COA), the Historic Landmark 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.
- (1) 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.
  - (2) 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.