

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



January 07, 2026

Agenda - Joint Historic Landmark Commission and Main Street Advisory Meeting 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

- 1A. Call to Order - Historic Landmark Commission
- 1B. Call to Order - Main Street Advisory

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 December 4, 2025, Joint Historic Landmark Commission and Main Street Advisory 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

- 5A. Adjournment - Historic Landmark Commission

- 5B. Adjournment - Main Street Advisory

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: Tuesday, December 30, 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 Services



Historic Landmark Commission STAFF REPORT

MEETING DATE: January 7, 2026

TITLE:

Consider and act to approve the meeting minutes from December 4, 2025, Joint Historic Landmark Commission and Main Street Advisory Meeting.

AGENDA ITEM SUBMITTED BY:

Alondra Macias, Planner I

ATTACHMENTS:

- December 4, 2025, Meeting Minutes

HISTORIC LANDMARK COMMISSION

MEETING MINUTES

December 4, 2025

The City of Bastrop Historic Landmark Commission met on Wednesday, December 4, 2025, at 5:00 PM in the Bastrop City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

1. CALL TO ORDER

The Chair called the meeting to order at 5:00 PM.

The Main Street Advisory Chair called their meeting to order at 5:11 PM.

Commissioners:

Samuel Bennett	Present
Lisa Laky, Vice-Chair	Present
Susan Long	Present – Arrived at 5:12 pm
Blake Kaiser, Chair	Present
Gary Moss	Present
Janean Whitten	Present
Cheryl Long	Present

City Council Liaison:

Cynthia Meyer Present

Staff:

Alondra Macias	Present
Nicole Peterson	Present
James E. Cowey	Present
Brittany Epling	Present

2. CITIZEN COMMENTS

There were no citizen comments.

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

Commissioner Gary Moss made a motion to approve the meeting minutes from November 5, 2025, Historic Landmark Commission Regular Meeting. Commissioner Samuel Bennett seconded the motion. The motion passed unanimously.

HISTORIC LANDMARK COMMISSION

MEETING MINUTES

December 4, 2025

4. WORKSHOP

- 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 Directo

The Commissioners and staff held a discussion regarding the following topics:

- Overview of District 1832 overlay and boundaries
- National register District Expansion
- Design guidelines and jurisdictional boundaries
- Commercial Use restrictions and Conditional use permits
- Mixed-use Buildings and office/retail balance
- Design Guidelines Development Process and Materials
- Main Street versus Chestnut Street Design Standards

After discussion commenced, the boards were recommended to read the B3 pattern book, review other city guidelines, walk their respective districts and take notes on any preferred or undesired elements to bring forward at the next meeting.

5. ADJOURNMENT

Commissioner Gary Moss made a motion to adjourn the meeting at 6:31 PM and Samuel Bennett seconded the motion and the meeting was adjourned.

The Main Street Advisory Board made a motion to adjourn at 6:32 PM and the meeting was adjourned.

Blake Kaiser
Commission Chair

Lisa Laky
Commission Vice-Chair

Proposed City of Bastrop Design Guidelines

Article 1. Introduction and Purpose

Sec. 1.01. Title and authority.

This document shall be known as the “City of Bastrop Design Guidelines for the Downtown Historic District and Downtown Bastrop District” and may be adopted by reference as part of the City’s land development regulations. These Guidelines establish objective and discretionary standards for exterior work, streetscape activity, and new construction within the Downtown districts identified herein.

Sec. 1.02. Purpose of the Design Guidelines.

The purpose of these Guidelines is to protect and enhance the character-defining features of Bastrop’s historic Main Street commercial environment; to support economic vitality through predictable, high-quality design outcomes; to reinforce community identity and placemaking; and to ensure that reinvestment occurs in a manner compatible with the unique history and built form of Downtown.

Sec. 1.03. Vision for the Downtown and Main Street districts.

The City’s vision is a walkable, active downtown comprised of intact historic commercial buildings and compatible contemporary infill that together create a cohesive streetscape, support local business, encourage reinvestment, and project a distinctly Bastrop identity. The Downtown Historic District shall remain the most historically authentic and visually consistent part of downtown, while the Downtown Bastrop District shall accommodate a wider range of architectural expression, including contemporary Texas Hill Country and vernacular-influenced design, provided that the resulting streetscapes remain pedestrian-oriented, human-scale, and durable.

Sec. 1.04. Relationship to zoning, building codes, and preservation requirements.

These Guidelines are intended to be used in conjunction with adopted zoning standards, building and fire codes, sign regulations, floodplain requirements where applicable, and accessibility standards. Where conflicts occur, the most restrictive applicable standard shall govern. For any structure located within the Downtown Historic District, and for any individually designated historic structure located outside the Downtown Historic District but within the City, exterior work shall be reviewed for consistency with the Secretary of the Interior’s Standards for Rehabilitation, in addition to these Guidelines.

Sec. 1.05. How to use this document.

Property owners and tenants should use these Guidelines to plan maintenance, improvements, signage, and outdoor activity in a manner consistent with Downtown character. Developers and design professionals should use these Guidelines to shape building form, materials, transparency, and streetscape interface early in design. City staff shall apply these Guidelines during administrative review

and in preparing findings and recommendations for boards and commissions. Boards and commissions shall use these Guidelines to evaluate Certificates of Appropriateness and design-related approvals, with particular emphasis on the Secretary of the Interior's Standards for any project subject to those Standards.

Sec. 1.06. Graphic and mapping placeholders.

Figures referenced in this document are intended to be inserted at adoption. Figure references may be satisfied with City-prepared maps, diagrams, and illustrative examples approved for use with these Guidelines.

Article 2. Applicability and Boundaries

Sec. 2.01. Districts established and relationship.

Two Downtown districts are addressed in these Guidelines. The “Downtown Historic District” is the City’s official National Register historic district on historic Main Street in downtown Bastrop and is a smaller district located within the broader Downtown Bastrop District. The Downtown Historic District is comprised of historic (contributing and noncontributing) commercial buildings and is subject to the highest level of preservation and compatibility expectations. The “Downtown Bastrop District” is the City’s official Texas Main Street Program area certified by the Texas Historical Commission and functions as a larger downtown area that includes both historic and non-historic properties. The Downtown Historic District is a subset of the Downtown Bastrop District. Where a property is within both boundaries, the Downtown Historic District standards and review lens shall control.

Sec. 2.02. Official maps and boundaries.

The boundaries of the Downtown Historic District and the Downtown Bastrop District shall be as shown on the official map adopted by the City and maintained by the Development Services Department. Where a question arises regarding boundary interpretation, the City shall rely on the adopted map and supporting records, including plats, surveys, and GIS layers maintained by the City.

Figure 2-1: Downtown Historic District

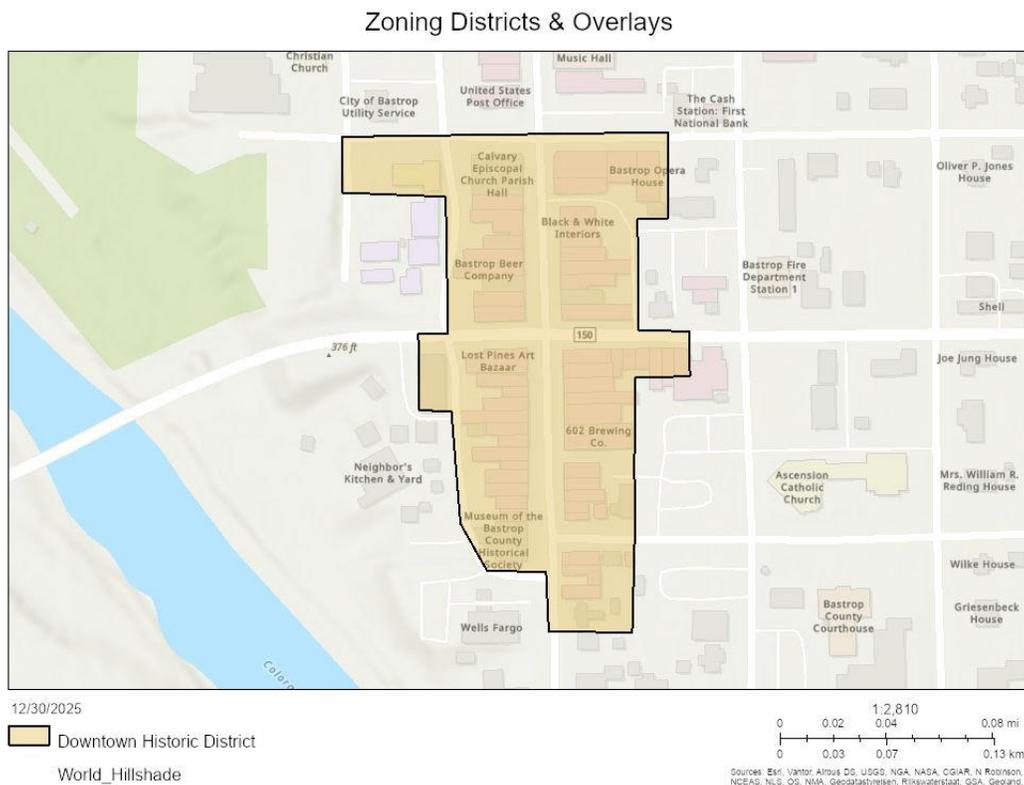
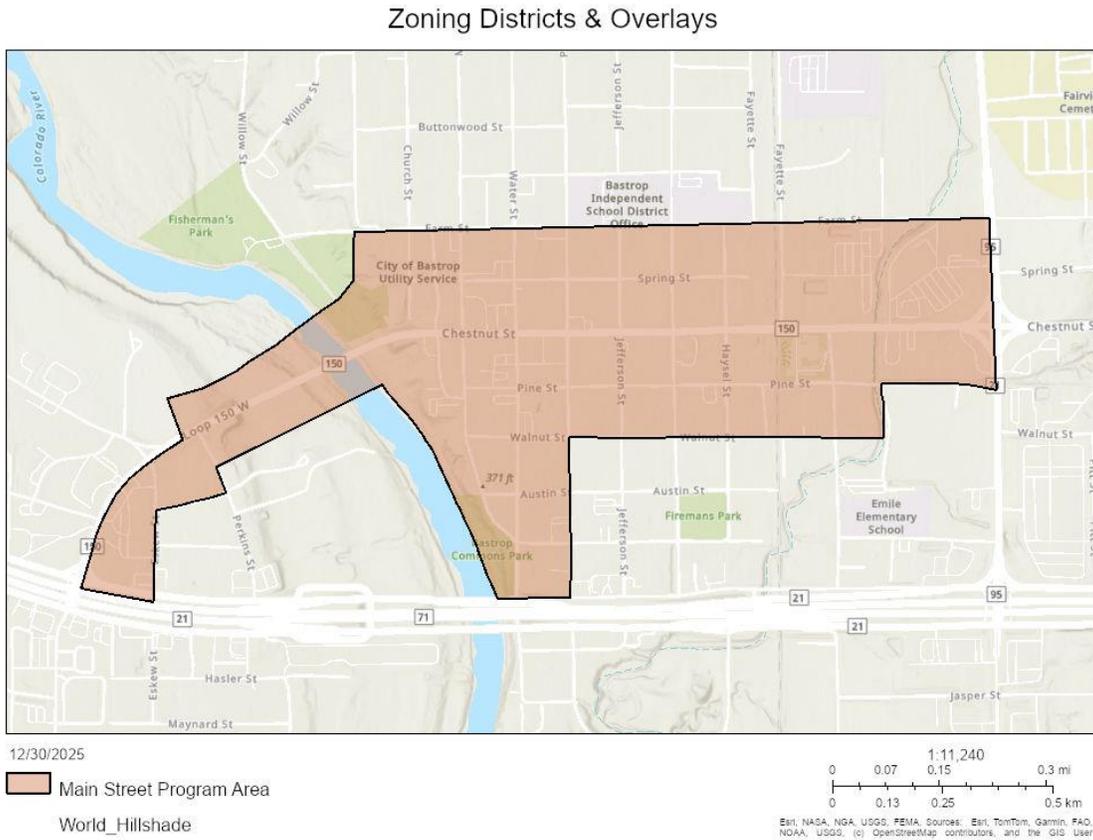


Figure 2-2: Downtown Bastrop District



Sec. 2.03. Covered properties and projects.

These Guidelines apply to exterior work visible from the public right-of-way and to site features and streetscape activity that affect pedestrian experience within the Downtown Historic District and Downtown Bastrop District. Covered work includes, but is not limited to, façade alterations; storefront modifications; window and door replacement; exterior material changes; roof and parapet work visible from the street; new signage; awnings and canopies; exterior lighting; outdoor dining and sidewalk encroachments; screening of service functions; and new construction, additions, and demolition.

In addition to the geographic districts described in this document, these Guidelines also apply to any property or structure within the corporate limits of the City of Bastrop that is designated as a historic resource at the local, state, or national level, regardless of whether the property is located within the Downtown Historic District or the Downtown Bastrop District. Such designated properties and structures are subject to design review consistent with the Secretary of the Interior’s Standards for Rehabilitation and any applicable provisions of the Downtown Historic District guidelines as determined by the Historic Preservation Commission.

Sec. 2.04. Secretary of the Interior standards and applicability of Downtown Historic District provisions.

For any structure located within the Downtown Historic District, and for any locally, state, or nationally designated property or structure within the City of Bastrop, exterior work shall be reviewed for consistency with the Secretary of the Interior's Standards for Rehabilitation. In conducting such review, the Historic Preservation Commission may apply relevant standards from the Downtown Historic District sections of these Guidelines where those standards are determined to be applicable to the designated resource, even when the resource is located outside the Downtown Historic District boundaries. The Historic Preservation Commission's determination regarding applicability of Downtown Historic District provisions to a designated resource shall control, subject to any appeal rights established by ordinance.

Where these Guidelines address the same subject matter as other adopted City requirements, the most restrictive applicable requirement shall govern.

Sec. 2.05. Review authority and required design approvals.

Within the Downtown Historic District, and for any locally, state, or nationally designated historic property or structure within the City of Bastrop, the Historic Preservation Commission shall be the design review authority. Such properties and projects shall require review using the Secretary of the Interior's Standards for Rehabilitation and these Guidelines, and shall require a Certificate of Appropriateness in accordance with the City's Historic Preservation Ordinance and adopted procedures.

For properties located within the Downtown Bastrop District that are not otherwise designated as historic resources and are not located within the Downtown Historic District, design review shall be conducted by the Main Street Advisory Board. Such projects shall be evaluated for consistency with the Downtown Bastrop District standards of these Guidelines and shall require issuance of a Certificate of Design Compliance in accordance with the City's adopted procedures.

Sec. 2.06. Administrative approvals and minor work.

Routine maintenance and minor work may be handled administratively when the work does not alter historic character and is consistent with these Guidelines, in accordance with the City's adopted procedures within the Historic Preservation Ordinance. Emergency repairs necessary to address an immediate safety hazard may be authorized administratively, provided that permanent repairs and any resulting exterior changes remain consistent with these Guidelines and, where applicable, the Secretary of the Interior's Standards and Certificate of Appropriateness requirements.

Sec. 2.07. Relationship to permits and other City requirements.

Nothing in these Guidelines eliminates the requirement to obtain all other permits and approvals required by the City, including building permits, sign permits, and any approvals required under the City's Historic Preservation Ordinance. The Certificate of Appropriateness and Certificate of Design Compliance described herein are design determinations and shall be obtained as required prior to issuance of permits where applicable under City ordinance and procedure.

Article 3. Guiding Principles

Sec. 3.01. Preservation of authentic historic character.

The City shall prioritize preservation of authentic historic character in the Downtown Historic District by retaining historic form, materials, workmanship, and character-defining features. Rehabilitation shall favor repair over replacement and shall avoid treatments that remove historic fabric or create a false historical appearance.

Sec. 3.02. Compatible, human-scale development.

New development and alterations shall reinforce the human-scale character of downtown by maintaining active ground floors, appropriate transparency, façade rhythm consistent with historic parcel patterns, and a strong pedestrian orientation.

Sec. 3.03. Reinvestment and place identity.

The City encourages reinvestment in downtown buildings and sites when it strengthens place identity, supports local business, and improves long-term building performance without eroding character and authenticity.

Sec. 3.04. Discouragement of demolition of contributing structures.

Demolition of contributing historic structures in the Downtown Historic District is strongly discouraged. When demolition is proposed, the applicant bears the burden of demonstrating compliance with applicable preservation ordinances and demonstrating that alternatives have been reasonably evaluated.

Sec. 3.05. Pedestrian-oriented streetscapes.

Downtown streetscapes shall maintain continuous walkability, legibility, and comfort. Building entries, storefront visibility, shade, lighting, and sidewalk management shall support a safe and accessible pedestrian environment.

Sec. 3.06. Craftsmanship, quality materials, and durability.

The City favors authentic, durable materials and details. Brick, limestone, wood, metal, and high-quality fiber cement are generally appropriate when properly detailed. Thin veneers, low-durability synthetic systems, and prototype suburban façade treatments are discouraged in both districts, and particularly discouraged at the ground floor.

Article 4. Historic Building Context

Sec. 4.01. Overview of historic building types.

The Downtown Historic District is characterized by traditional commercial buildings, typically one to two stories, aligned at or near the sidewalk, with flat or concealed roofs behind parapets, repetitive storefront bays, large ground-floor display windows, transoms, recessed entries where historically present, and upper-story windows organized in a regular rhythm.

Sec. 4.02. Character-defining features.

Character-defining features include storefront systems, structural piers, transom windows, bulkheads, cornices, parapets and coping, masonry patterns and details, historic window openings and proportions, original door locations, and historic sign bands. Preservation of these features is fundamental to maintaining historic character.

Sec. 4.03. Typical façade elements and materials.

Common façade elements include masonry walls with brick and stone detailing, wood or metal storefront framing, traditional awnings, and historically scaled signage. Materials commonly found in the district include brick, limestone and other stone, wood, and metal. The historic streetscape depends on the visual continuity of these materials and the proportional relationships among openings, piers, and parapet lines.

Sec. 4.04. What preservation means in practice.

Preservation, as applied by these Guidelines, means retaining historic materials where feasible; repairing rather than replacing; replacing in kind when required; ensuring new work does not damage or obscure historic features; and designing any addition or new construction to be clearly of its time while compatible with the established historic context.

Figure 4-1: Typical Bastrop historic storefront patterns and parapet lines.



Article 5. Treatment of Existing Buildings

Sec. 5.01. Applicability of this Article.

This Article applies to existing buildings in both districts. Within the Downtown Historic District, this Article shall be applied in a manner consistent with the Secretary of the Interior's Standards for Rehabilitation, with priority placed on retention of historic fabric and character-defining features. Existing buildings that are not within the Bastrop Historic District and not otherwise historically designated may not be required to retain all original features if the building is less than 50 years or as determined by the Main Street Advisory Board.

Sec. 5.02. Storefronts.

Original storefront features shall be retained and repaired when feasible. Historic storefront configurations should be restored when evidence supports restoration, including reopening of historically transparent display areas, restoration of transoms, and reinstatement of recessed entries where historically present. Modern alterations that conceal or flatten storefront depth, cover historic details, or materially reduce transparency are discouraged. In the Downtown Historic District, bricking in or otherwise infilling display windows, substantially reducing storefront openings, or replacing commercial storefront proportions with residential-style punched openings is inconsistent with the intended historic commercial character.

Ground-floor transparency shall be maintained as a defining storefront characteristic. In the Downtown Historic District, the primary street-facing façade shall provide a minimum of seventy percent (70%) ground-floor transparency. In the Downtown Bastrop District, the primary street-facing façade shall provide a minimum of fifty percent (50%) ground-floor transparency. Transparency shall be calculated on the ground-floor plane between two feet and ten feet above the finished sidewalk grade. Clear glazing in doors and display windows may be counted. Opaque, mirrored, or highly reflective glazing shall not be used to satisfy the transparency requirement.

Sec. 5.03. Windows and doors.

Original window and door openings shall be maintained. Repair is preferred over replacement. Where replacement is necessary, replacements shall match the original opening size, proportions, and visual depth to the greatest extent feasible. In the Downtown Historic District, replacement windows and doors shall be selected and detailed to maintain historic character, including appropriate frame profiles, muntin patterns where applicable, and recess depth. New openings on primary façades in the Downtown Historic District are generally inappropriate unless supported by historic documentation and demonstrated to be consistent with the Secretary of the Interior's Standards.

Sec. 5.04. Masonry and exterior materials.

Historic masonry shall be preserved and maintained using methods that avoid damage. Cleaning shall use the gentlest means possible. Abrasive cleaning methods that damage masonry surfaces are not

appropriate. Repointing shall use mortar compatible in hardness, composition, color, and tooling with historic masonry to avoid long-term damage.

Street-facing façades within both districts shall maintain a durable material presence consistent with downtown character. At least twenty-five percent of each street-facing façade shall be comprised of brick or limestone, with locally sourced materials preferred where feasible.

Painting previously unpainted historic brick or stone is strongly discouraged and, within the Downtown Historic District, shall require a Certificate of Appropriateness when proposed. Where masonry has historically been painted or where prior coatings have already altered the surface, color changes shall be reviewed for compatibility and for long-term maintenance implications, and must obtain a Certificate of Occupancy. Coatings that trap moisture or accelerate masonry deterioration are not appropriate.

Sec. 5.05. Roofs, parapets, and mechanical equipment.

Original rooflines and parapets shall be maintained. Historic parapet shapes, cornices, coping, and related details shall be preserved and repaired when feasible. New rooftop elements visible from the public right-of-way, including mechanical equipment, shall be screened in a manner compatible with the building and streetscape. Screening shall be integrated into the building design and shall not introduce visually dominant massing that competes with historic parapet lines.

Sec. 5.06. Additions and rear or side expansions.

Additions shall follow a placement hierarchy that prioritizes rear additions first, side additions second, and avoids front additions that alter the primary façade or street wall. Additions shall be subordinate to the original building in massing and shall be designed so that the historic building remains legible. In the Downtown Historic District, additions shall be differentiated from the historic building while remaining compatible in overall scale, materials, and proportions, consistent with the Secretary of the Interior's Standards.

Article 6. Design Guidelines for New Construction

Sec. 6.01. Intent and district application.

New construction shall reinforce downtown form, support pedestrian activity, and respect established patterns of massing and façade rhythm. In the Downtown Historic District, new construction shall be compatible with the historic commercial context without creating false historicism. In the Downtown Bastrop District, new construction may express a contemporary Texas Hill Country or vernacular influence, provided it maintains downtown urban form and meets the transparency and materials requirements herein.

Sec. 6.02. Site orientation and setbacks.

New buildings shall orient primary entrances to the street and shall maintain a street-facing frontage consistent with downtown patterns. Setbacks should align with established block conditions, with building faces located at or near the sidewalk where historic storefront patterns exist and along commercial corridors. Corner sites shall address both street frontages with active design elements, and primary entrances should reinforce corner prominence where feasible.

Sec. 6.03. Height, scale, and massing.

New buildings shall be compatible with adjacent contributing historic buildings and shall not overwhelm historic structures through excessive height at the street wall, unbroken massing, or disproportionate façade scale. Where additional height is proposed adjacent to smaller-scale buildings, upper stories should be set back and massing should be articulated to preserve a comfortable street-level scale.

Within the Downtown Historic District, the prevailing historic scale should remain the dominant reading from the sidewalk. In the Downtown Bastrop District, additional flexibility may be accommodated when transitions are carefully managed through step-backs, façade articulation, and material hierarchy.

Sec. 6.04. Materials and architectural character.

Within the Downtown Bastrop District, the street-facing façades shall include a minimum of twenty-five percent brick or limestone, with locally sourced materials preferred where feasible. Materials shall be durable and appropriately detailed for a prominent downtown context. Architectural metal panels and similar contemporary cladding systems may be permitted, particularly in the Downtown Bastrop District, but metal siding or metal panel cladding shall not exceed fifty percent of any street-facing façade. Within the Downtown Historic District, contemporary materials may be used when clearly subordinate to the primary masonry and storefront character and when detailed to avoid a suburban or temporary appearance.

Interpretation of historic character is encouraged; mimicry that results in false historicism is discouraged. Compatibility should be achieved through massing, rhythm, proportions, storefront organization, and material authenticity, rather than through applied imitation ornament.

Sec. 6.05. Façade rhythm, proportions, and transparency.

Façade rhythm shall respect established downtown patterns, including vertical bay spacing, consistent window alignment, and a clear storefront base that supports pedestrian activity. Long façades shall be broken into bays that reflect historic parcel rhythm through pilasters, piers, changes in plane, or material transitions that read as structural.

Ground-floor transparency is mandatory to ensure an active streetscape. In the Downtown Historic District, a minimum of seventy percent ground-floor transparency is required on the primary street-facing façade. In the Downtown Bastrop District, a minimum of fifty percent ground-floor transparency is required on the primary street-facing façade. Transparency shall be measured between two feet and ten feet above finished sidewalk grade and shall be comprised primarily of clear glazing intended for display and visibility.

Article 7. Signs, Awnings, and Lighting

Sec. 7.01. Sign types and general intent.

Signs shall be pedestrian-scaled, compatible with downtown architecture, and designed to reinforce storefront visibility without overwhelming façades. Historic sign restoration is encouraged when supported by documentation and executed with appropriate materials and workmanship.

Sec. 7.02. General sign standards.

Signs should be located in traditional sign areas, including sign bands, storefront glazing, and modest projecting signs (blade signs). Materials should be durable and appropriate to downtown character. Illumination should favor external downlighting or halo lighting. Internally illuminated box signs are discouraged and may be prohibited on primary pedestrian streets when inconsistent with downtown character.

Sec. 7.03. Awnings and canopies.

Awnings and canopies should provide shade, enhance pedestrian comfort, and reinforce storefront rhythm. Fabric awnings and appropriately detailed metal canopies are generally appropriate. Awnings should be located and sized to avoid obscuring character-defining features. Backlit plastic awnings are discouraged.

Sec. 7.04. Lighting.

Exterior lighting shall be warm, pedestrian-friendly, and designed to limit glare and spillover. Fixtures should be shielded where appropriate and scaled for downtown use. Building-mounted lighting should complement architectural features without creating harsh illumination or visual clutter.

Article 8. Site and Streetscape Elements

Sec. 8.01. Sidewalks, paving, and pedestrian clear path.

Sidewalks are a defining downtown asset and shall remain safe, accessible, and unobstructed. Streetscape design and sidewalk use shall maintain a continuous accessible route consistent with applicable accessibility requirements. The City's operational standard for downtown sidewalk management should maintain a clear pedestrian through-zone that is preferably six feet wide and, where constrained conditions exist, not less than four feet wide, with passing opportunities and transitions managed to preserve accessibility and comfort.

Sec. 8.02. Outdoor dining and sidewalk activation.

Outdoor dining and sidewalk activity may be permitted when it supports downtown vitality while protecting accessibility and pedestrian flow. Furniture, menu boards, planters, and similar items shall be organized within a designated activation zone so the pedestrian through-zone remains clear and continuous. Encroachments shall not obstruct entrances, curb ramps, crosswalk approaches, or required clearances. The City may require a sidewalk café or encroachment permit that documents the layout, clear path dimensions, hours of operation, and removable nature of furnishings.

Sec. 8.03. Street trees, planters, and landscaping.

Street trees and landscaping should enhance shade and comfort while preserving visibility into storefronts and maintaining clear pedestrian routes. Plant materials and planters should be durable and should not create pinch points within the pedestrian through-zone. Landscape elements should be coordinated with utilities, drainage, and sight distance requirements.

Sec. 8.04. Fences, screening, and service areas.

Service areas, dumpsters, loading zones, and outdoor storage shall be screened from primary pedestrian streets. Screening shall be durable, appropriately scaled, and compatible with building materials. Blank screening walls without articulation are discouraged where visible from public areas.

Sec. 8.05. Mechanical equipment and utilities at grade.

Ground-mounted mechanical equipment and utilities visible from the public right-of-way shall be screened or integrated into building and site design. Screening shall avoid creating visual clutter and shall not impair pedestrian circulation.

Article 9. Parking and Access

Sec. 9.01. Parking location and hierarchy.

Parking should be located to the rear of buildings whenever feasible to preserve downtown street walls and storefront continuity. Front-lot parking along primary downtown streets is discouraged where it interrupts the pedestrian environment and historic development pattern.

Sec. 9.02. Shared parking and district solutions.

Shared parking arrangements are encouraged to reduce redundant paved areas and support efficient downtown land use. Applicants should demonstrate how parking demand will be met through shared lots, on-street parking, structured parking where available, and operational strategies that support downtown walkability.

Sec. 9.03. Driveways, curb cuts, and alley access.

New curb cuts on primary downtown streets are discouraged. Access should prioritize alleys and shared driveways where feasible. Where new access is unavoidable, it shall be designed to minimize conflicts with pedestrians, preserve street trees where feasible, and reduce the visual disruption of the street wall.

Article 10. Sustainability and Resiliency

Sec. 10.01. Adaptive reuse.

Adaptive reuse is encouraged as a primary downtown sustainability strategy. Reuse extends building life, reduces demolition waste, and supports economic reinvestment while preserving community identity.

Sec. 10.02. Energy efficiency improvements compatible with historic character.

Energy upgrades are encouraged when they do not materially alter historic character. Improvements should prioritize measures that preserve façade integrity, maintain historic window openings, and avoid inappropriate exterior alterations. Rooftop equipment and solar installations should be located and screened to reduce visibility from the public right-of-way, particularly in the Downtown Historic District.

Sec. 10.03. Stormwater and durable materials.

Projects should incorporate durable materials and stormwater strategies appropriate to downtown conditions. Where stormwater features are visible, they should be integrated into streetscape design in a manner consistent with pedestrian circulation and downtown aesthetics.

Sec. 10.04. Dark-sky-friendly lighting.

Lighting should minimize glare, uplight, and spillover. Warm color temperatures and shielded fixtures are encouraged to support a comfortable downtown night environment.

Article 11. Administrative Process

Sec. 11.01. Purpose and scope of administrative process.

This Article establishes the review authorities, approval types, submittal requirements, and enforcement framework for projects subject to these Guidelines. The process is intended to provide predictable pathways for routine work, ensure appropriate public review for work affecting historic resources, and implement the distinct review roles of the Historic Preservation Commission and the Main Street Advisory Board.

Sec. 11.02. Review authority and jurisdiction.

The Historic Preservation Commission shall be the design review authority for all exterior work subject to the City's Historic Preservation Ordinance within the Downtown Historic District. The Historic Preservation Commission shall also be the design review authority for any locally, state, or nationally designated property or structure located anywhere within the corporate limits of the City of Bastrop, even when such designated property or structure is located outside the Downtown Historic District and outside the Downtown Bastrop District.

In conducting review of designated historic resources, the Historic Preservation Commission shall apply the Secretary of the Interior's Standards for Rehabilitation and may apply any applicable provisions of the Downtown Historic District sections of these Guidelines, as determined appropriate by the Historic Preservation Commission based on the resource type, historic character, and proposed scope of work.

The Main Street Advisory Board shall be the design review authority for properties located within the Downtown Bastrop District that are not otherwise locally, state, or nationally designated and are not located within the Downtown Historic District. For such properties, the Main Street Advisory Board shall apply the Downtown Bastrop District standards of these Guidelines.

Sec. 11.03. Required approvals and certificates.

Projects located within the Downtown Historic District, and projects affecting any locally, state, or nationally designated property or structure within the City of Bastrop, shall require a Certificate of Appropriateness when required by, and in the manner outlined in, the City's Historic Preservation Ordinance and adopted procedures. Such projects shall be reviewed by the Historic Preservation Commission.

Projects located within the Downtown Bastrop District that are not otherwise designated historic resources and are not located within the Downtown Historic District shall require a Certificate of Design Compliance, issued following review by the Main Street Advisory Board, in accordance with the City's adopted procedures.

Nothing in these Guidelines alters the requirement to obtain all other permits and approvals required by the City. Certificates issued under this Article are design determinations and shall be obtained prior to issuance of permits where required by City ordinance and procedure.

Sec. 11.04. Administrative approvals versus commission or board approvals.

Routine maintenance and minor work that does not alter character-defining features, does not reduce required transparency, and does not change exterior materials or openings may be approved administratively when authorized by the City's adopted procedures. Administrative approvals are intended to streamline predictable, low-impact work while maintaining consistency with these Guidelines.

Work that materially affects a building's exterior appearance, historic character, storefront configuration, fenestration, exterior materials, rooflines visible from the public right-of-way, signage type or illumination, or sidewalk encroachments beyond routine removable furnishings shall be referred to the appropriate review body based on jurisdiction under Sec. 11.02.

Emergency repairs necessary to address an immediate safety hazard may be authorized administratively. Where emergency work affects a designated historic resource or a property within the Downtown Historic District, the applicant shall return for Historic Preservation Commission review and obtain a Certificate of Appropriateness for permanent repairs when required by the Historic Preservation Ordinance.

Sec. 11.05. When a Certificate of Appropriateness is required.

A Certificate of Appropriateness shall be required for exterior work within the Downtown Historic District and for exterior work on any locally, state, or nationally designated property or structure within the City of Bastrop when such work is regulated by the City's Historic Preservation Ordinance. Determinations regarding whether a proposed action requires a Certificate of Appropriateness shall be made in accordance with the Historic Preservation Ordinance and adopted procedures. The Historic Preservation Commission's review shall include findings addressing consistency with the Secretary of the Interior's Standards for Rehabilitation and applicable provisions of these Guidelines.

Sec. 11.06. When a Certificate of Design Compliance is required.

A Certificate of Design Compliance shall be required for applicable exterior work on properties within the Downtown Bastrop District that are not otherwise designated historic resources and are not located within the Downtown Historic District, when such work is subject to Main Street design review under adopted City procedures. The Main Street Advisory Board shall evaluate such projects for consistency with the Downtown Bastrop District provisions of these Guidelines.

Sec. 11.07. Submittal requirements.

Applicants shall submit sufficient information to allow an objective evaluation of compliance with these Guidelines and, where applicable, the Secretary of the Interior's Standards. Submittals shall generally include current photographs of all affected elevations and the broader streetscape context; dimensioned elevations when altering openings, materials, or storefront configuration; a materials and finish schedule; a color schedule; product cut sheets for windows, doors, lighting, awnings, and signs as applicable; site plans for any outdoor dining or encroachments; and a ground-floor transparency calculation for affected street-facing façades.

For projects within the Downtown Historic District and for any locally, state, or nationally designated property or structure, submittals shall also include a brief narrative describing how the proposed work

meets the Secretary of the Interior's Standards for Rehabilitation and how the project retains and protects character-defining features.

Sec. 11.08. Appeals.

Appeals of administrative determinations, decisions of the Historic Preservation Commission, and decisions of the Main Street Advisory Board shall be processed in accordance with the City's adopted appeal procedures and the City's Historic Preservation Ordinance, as applicable.

Sec. 11.09. Enforcement.

Violations of these Guidelines, including work performed without the required Certificate of Appropriateness or Certificate of Design Compliance, and unauthorized sidewalk encroachments or exterior alterations, shall be subject to enforcement pursuant to City ordinance. The City may require corrective action, restoration, removal of noncompliant work, or other remedies as authorized by ordinance.

Sec. 11.10. Relationship to permits and occupancy.

Approval under this Article does not constitute a building permit, sign permit, or authorization to commence work. Where required by ordinance or procedure, applicants shall obtain the applicable Certificate of Appropriateness or Certificate of Design Compliance prior to permit issuance. Issuance of permits and authorization for occupancy remain subject to compliance with all applicable City codes and standards.

Article 12. Appendices

Sec. 12.01. Appendix A: Glossary of architectural terms.

The following terms are provided to support consistent application of these Guidelines. Where a term is defined in the City's Development Code or Historic Preservation Ordinance, the City definition shall control.

Addition. New construction that increases the exterior envelope of an existing building, including rear, side, or vertical expansions.

Arcade. A covered pedestrian passage at the building frontage supported by columns or piers.

Awning. A roof-like cover, typically fabric or metal, projecting from a building and designed to provide shade or weather protection.

Bay. A vertical division of a façade, typically defined by structural piers or columns and the spacing of openings, creating a repeating rhythm.

Bulkhead. The solid panel area at the base of a storefront display window, typically below the glazing and above the sidewalk or finished floor.

Canopy. A rigid, permanent roof-like projection over an entry or sidewalk area, usually metal or other durable material.

Character-defining feature. An architectural element or material that contributes to a building's historic identity, such as a storefront system, parapet, cornice, original masonry detailing, or original fenestration pattern.

Cladding. An exterior finish material applied to a building envelope, including masonry, wood, metal panels, fiber cement, and other siding systems.

Cornice. The projecting horizontal element at the top of a wall or parapet, often decorative, that caps the façade.

Coping. The protective cap on top of a parapet wall, often stone, metal, or masonry, designed to shed water.

Display window. A large ground-floor window designed for visibility into retail space and merchandise display.

Façade. The exterior face of a building, typically the principal street-facing elevation.

Fenestration. The arrangement, size, proportion, and pattern of windows and doors on a façade.

Frieze/Sign band. The horizontal area above a storefront, traditionally used for signage and typically aligned with the storefront system.

Glazing. The glass component of windows and doors.

Head. The top horizontal element of a window or door opening.

Historic fabric. Original or historic-era materials and construction components of a building, including masonry, windows, doors, trim, and structural elements.

In-kind repair. Repair or replacement using the same or substantially similar materials, design, and appearance as the original.

Lintel. A horizontal structural element spanning the top of a window or door opening, often brick, stone, steel, or wood.

Masonry. Construction using brick, stone, concrete masonry units, or similar units laid in mortar.

Mullion. A vertical structural or dividing element between adjacent window units or panes.

Mortar joint. The visible mortar line between masonry units.

Parapet. The portion of a wall that extends above the roofline, commonly used to conceal flat roofs on commercial buildings.

Pier. A vertical structural element of masonry or other material that supports loads and divides bays, often prominent on historic commercial façades.

Punched opening. A window or door opening that appears as a discrete “hole” within a wall plane, as opposed to a storefront system with large display glazing.

Recessed entry. A storefront entry set back from the primary façade plane, typically providing weather protection and transition space.

Repointing. The selective removal and replacement of deteriorated mortar in masonry joints, using compatible mortar and tooling.

Rhythm. The repeating pattern of bays, openings, and vertical elements that creates façade organization and a consistent streetscape cadence.

Sash. The operable part of a window that holds the glass, such as a double-hung upper or lower sash.

Sill. The bottom horizontal element of a window opening that sheds water outward.

Storefront. The ground-floor commercial façade assembly, typically including display windows, bulkheads, transoms, entry doors, and a sign band.

Transom. A window or glazed panel above a door or display window, often operable historically for ventilation and contributing to storefront transparency.

Through-zone. The portion of sidewalk reserved for continuous, accessible pedestrian travel, kept clear of obstructions.

Tooling. The finished shape and texture applied to mortar joints during installation or repointing.

Transparency. The percentage of a façade area comprised of clear glazing within the defined measurement zone, intended to provide visibility between interior and exterior.

Weathering profile. The shape and detailing of exterior elements designed to shed water, including sills, coping, and cornices.

Wythe. A single vertical layer of masonry units, such as the outer layer of a brick wall.

Sec. 12.02. Appendix B: Material palette and compatibility guidance.

This Appendix establishes preferred material characteristics and provides compatibility guidance for use in both districts, with stricter expectations in the Downtown Historic District. Where this Appendix addresses historic resources, it shall be applied consistent with the Secretary of the Interior's Standards for Rehabilitation.

B.1 Preferred masonry materials.

Brick should be genuine clay brick with natural coloration compatible with Bastrop's historic palette. Highly uniform, glossy, or strongly saturated brick colors are discouraged when they conflict with the established downtown context. Limestone is strongly encouraged and should reflect regional characteristics in color and texture, including natural variation. Locally sourced or regionally compatible masonry materials are preferred where feasible and reasonably available.

B.2 Mortar and repointing compatibility.

Repointing shall use mortar compatible with historic masonry in hardness, permeability, composition, color, and tooling. Mortar that is harder than the historic masonry units is discouraged because it can cause spalling and long-term damage. Joint profiles should match historic conditions where feasible. Repointing should be limited to areas of deterioration and should avoid unnecessarily removing sound mortar.

B.3 Cleaning guidance.

Masonry cleaning should use the gentlest means possible. Abrasive methods that remove the fired surface of brick or damage stone are not appropriate. Chemical cleaners, if used, must be appropriate to the masonry type and fully rinsed to avoid residue.

B.4 Wood and fiber cement.

Wood is appropriate for trim, doors, storefront components, and traditional detailing when properly protected. High-quality fiber cement may be appropriate on secondary façades and in contemporary infill when properly detailed with appropriate reveals, trim thickness, and corner conditions. Thin lap applications that lack shadow lines and durability are discouraged on primary downtown frontages.

B.5 Metal materials and panel systems.

Metal may be appropriate for roofs, canopies, awnings, and architectural panel systems, especially within the Downtown Bastrop District. Preferred metal applications include standing seam roofing and architectural panels with concealed fasteners, substantial gauge, durable factory finishes, and well-resolved corners and transitions. Corrugated or exposed-fastener “pole barn” style metal siding is discouraged on primary street-facing façades. Metal panel cladding on street-facing façades shall comply with any district caps established in the main Guidelines.

B.6 Glass and storefront framing.

Storefront glazing should be clear and intended to provide visibility. Mirrored, opaque, or heavily reflective glazing is discouraged on primary façades and shall not be used to satisfy transparency requirements. Storefront framing should be robust and appropriately scaled, with visual depth that reads as a storefront system rather than a flush curtain wall unless the building is specifically designed as a contemporary storefront that remains compatible in proportion and rhythm.

B.7 Discouraged façade systems and treatments.

EIFS on ground floors is discouraged. Thin faux-stone veneers and highly synthetic “applied historic ornament” are discouraged, particularly where they create a false historic appearance. Painting of previously unpainted historic masonry is strongly discouraged in the Downtown Historic District and requires a Certificate of Appropriateness when proposed. Abrasive cleaning and coatings that trap moisture in historic masonry are discouraged.

Sec. 12.03. Appendix C: Historic color palette for the Downtown Historic District.

This Appendix provides a structured historic color guidance framework for the Downtown Historic District. The intent is to reinforce the historically appropriate character of late nineteenth and early twentieth century commercial downtown buildings while allowing coordinated variation from building to building.

C.1 General palette approach.

Exterior color schemes should be cohesive and restrained and should reflect historic commercial precedents. The preferred approach is a coordinated palette of two to four colors applied in a hierarchy: body, trim/cornice, storefront framing and bulkhead, and door accent. Masonry should remain unpainted where historically unpainted and should function as the dominant “body color” when present.

C.2 Preferred body colors for painted surfaces.

Preferred body colors include warm creams, buffs, beiges, taupes, warm grays, soft browns, and similarly muted earth tones. Muted greens and subdued historic blues may be appropriate when used in a restrained manner and coordinated with masonry and trim.

C.3 Preferred trim and storefront framing colors.

Trim and storefront framing may use deeper historic tones, including dark green, charcoal, deep brown, muted navy, and burgundy or oxblood tones. These colors should support architectural articulation and storefront legibility without overwhelming the façade.

C.4 Accent colors.

Accent colors may be used sparingly on doors and minor trim elements. Accent use should be limited to small areas and should not be used as the primary wall color. Highly saturated, fluorescent, or neon colors are not appropriate as dominant wall colors in the Downtown Historic District.

C.5 Prohibited or strongly discouraged applications.

Painting of previously unpainted historic brick or stone is strongly discouraged and requires a Certificate of Appropriateness when proposed. Color schemes that introduce excessively bright, intensely saturated, or visually disruptive dominant wall colors are not compatible with the Downtown Historic District character.

C.6 Documentation option.

Where feasible, applicants are encouraged to provide paint analysis, scrape sampling, or other documentation that informs historically appropriate selections. Where documentation is not feasible, applicants should provide precedent-based justification aligned with the building's era and downtown context.

Sec. 12.04. Appendix D: Example diagrams and illustrations.

This Appendix shall include the figures referenced throughout these Guidelines to support consistent interpretation and enforcement. At a minimum, the City should include the following exhibits as final graphics for adoption: the Downtown Historic District and Downtown Bastrop District map; a transparency measurement diagram showing the two-foot to ten-foot measurement zone and calculation method; an addition placement diagram illustrating the rear-first hierarchy and recommended step-back strategies; a sidewalk zoning diagram illustrating an activation zone and pedestrian through-zone; and sign placement examples illustrating preferred sign types, locations, and illumination approaches. The City may supplement these exhibits with local photographic examples of compliant storefronts, preferred materials, and appropriate contemporary infill.

Sec. 12.05. Appendix E: Application forms and checklists.

This Appendix shall include application forms and checklists to standardize submittals and ensure predictable review. Forms should include an administrative approval request form, a sidewalk café or encroachment permit application if applicable, a Certificate of Appropriateness application for

Downtown Historic District and designated historic resources, and a Certificate of Design Compliance application for projects reviewed by the Main Street Advisory Board. Checklists should address required photos, context documentation, elevations, material and color schedules, product cut sheets, transparency calculations, and any district-specific requirements.

Sec. 12.06. Appendix F: District maps.

This Appendix shall include the officially adopted Downtown Historic District map and Downtown Bastrop District map as controlling exhibits. The maps should clearly depict district boundaries, identify primary streets, and provide sufficient reference information to allow a property owner to determine whether a property is within a district. Where feasible, the maps should include parcel lines and street names, and should reference the City’s official GIS layers as the administrative source for interpretation.

Figure 2-1: Downtown Historic District

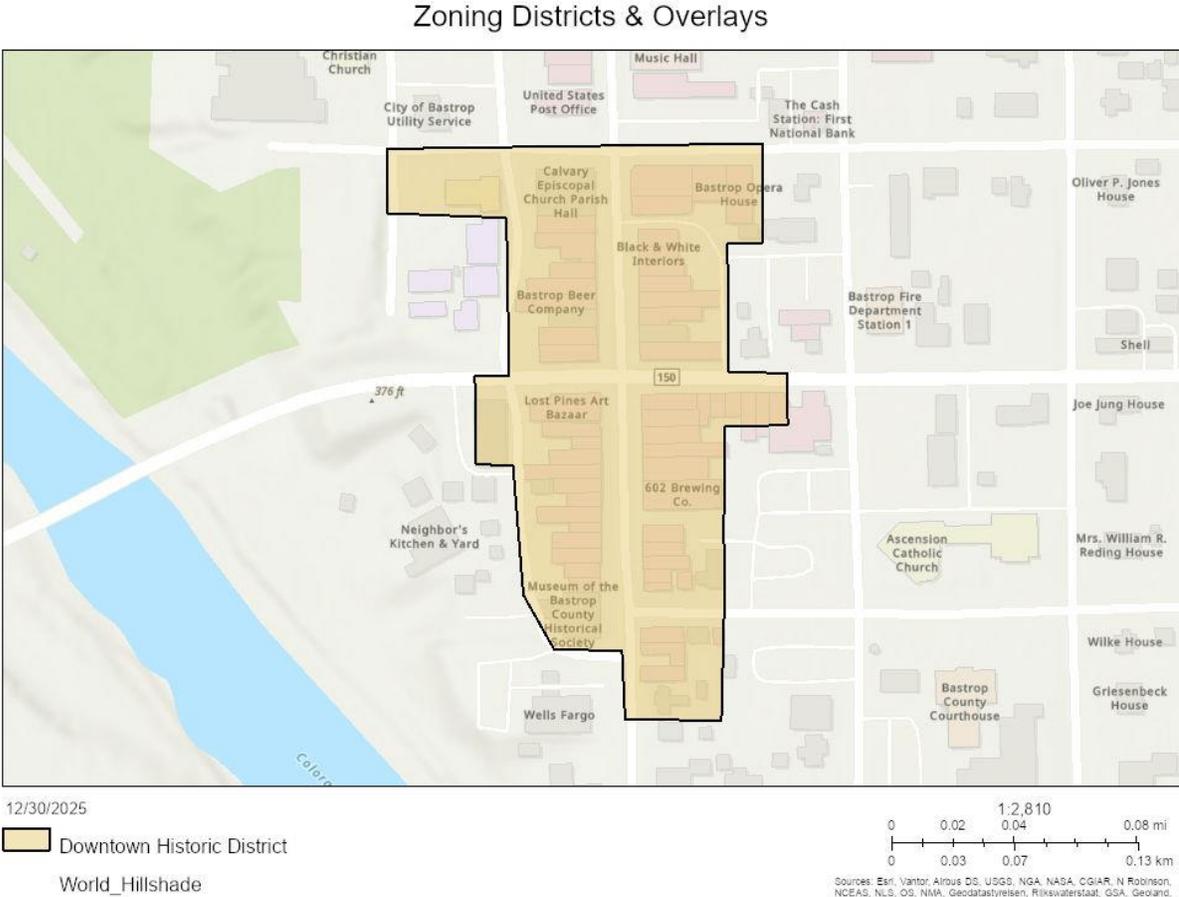
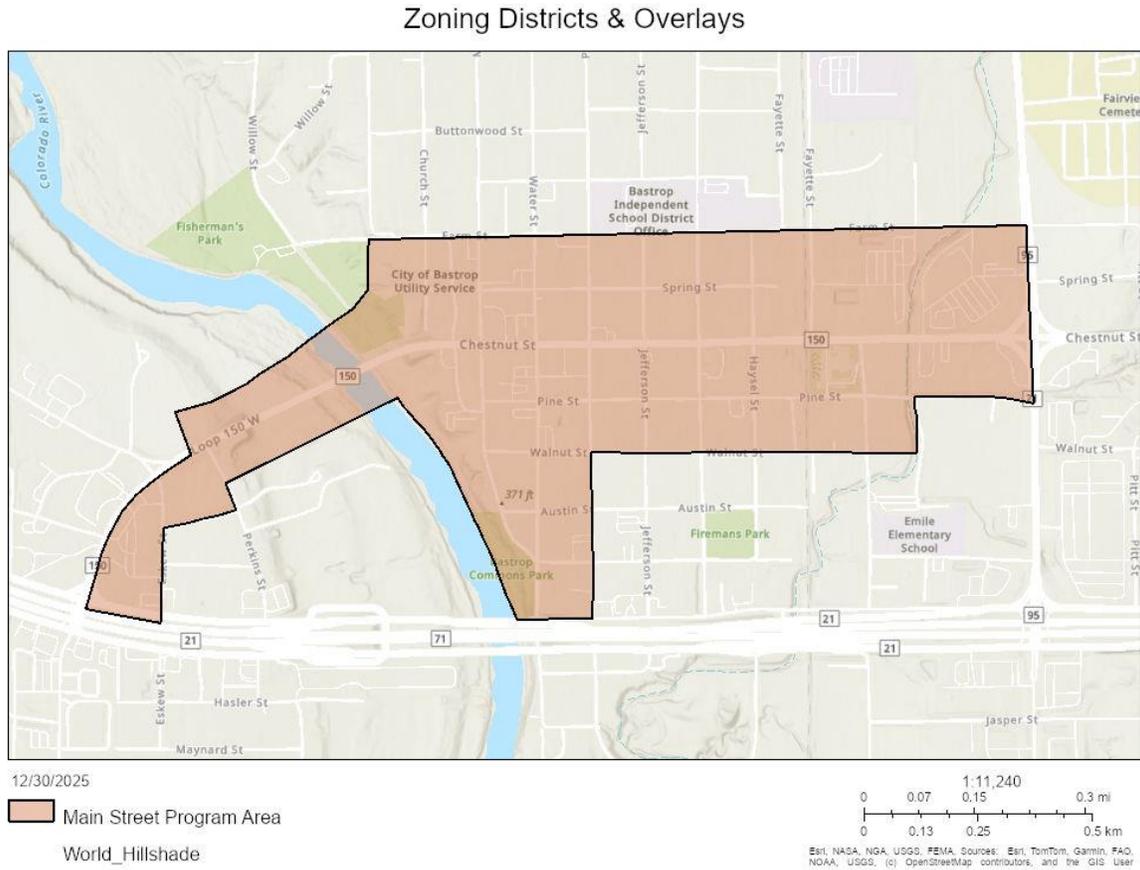


Figure 2-2: Downtown Bastrop District



Sec. 12.07. Appendix G: Secretary of the Interior’s Standards summary.

This Appendix summarizes the Secretary of the Interior’s Standards for Rehabilitation to support consistent applicant understanding, staff findings, and Historic Preservation Commission decisions. The Standards are applied to guide repair, alteration, and additions to historic properties in a manner that preserves historic character while allowing continued use and reinvestment. Where the Standards are incorporated by reference or required by ordinance, the Secretary of the Interior’s Standards themselves shall govern.

G.1 Core Principles for Downtown Rehabilitation

Rehabilitation work in the historic district should be planned and executed to:

- **Retain historic character.** Protect the overall form, scale, and defining appearance of the building and streetscape.

- **Preserve distinctive materials and features.** Maintain original or historic elements such as storefronts, windows, doors, masonry, cornices, parapets, trim, and detailing.
- **Repair rather than replace.** Stabilize and repair historic materials where feasible. When replacement is necessary, match the original in design, material, texture, and, where possible, workmanship.
- **Avoid “false history.”** Do not add features or finishes that create a misleading sense of historic development, such as conjectural details or incompatible “period” elements not supported by evidence.
- **Design additions to be compatible but identifiable.** New work should be clearly differentiated as contemporary, while remaining compatible in massing, scale, proportion, rhythm, materials, and context.

G.2 The Ten Standards

Standard 1. Use and overall character. A historic property shall be used as it was historically, or be given a new use that requires minimal change to the defining characteristics of the building and its site. In a downtown context, this standard supports adaptive reuse that retains the traditional storefront-and-upper-façade relationship and preserves the historic street presence.

Standard 2. Retention of historic character. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize the property shall be avoided. For Main Street commercial buildings, this includes preserving character-defining storefront components, masonry, parapets, cornices, and the rhythm of openings.

Standard 3. Avoidance of false history. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other buildings or periods, shall not be undertaken. This standard discourages “fake historic” treatments and requires that rehabilitation decisions be grounded in evidence and context.

Standard 4. Preservation of later historic changes. Changes to a property that have acquired historic significance in their own right shall be retained and preserved. In practice, this means later alterations that are themselves historic and contributory should not be removed simply to pursue an earlier appearance.

Standard 5. Preservation of distinctive materials and craftsmanship. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved. For downtown buildings, this includes masonry detailing, original storefront framing patterns, historic window proportions, pressed metal elements, and other period workmanship.

Standard 6. Repair rather than replacement. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of

missing features shall be substantiated by documentary, physical, or pictorial evidence. This standard is central to storefront rehabilitation, window work, parapet repair, and masonry maintenance.

Standard 7. Gentle treatment of historic materials. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. Surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible. In downtown masonry, this standard supports non-abrasive cleaning and compatible mortar repointing that does not damage brick or stone.

Standard 8. Protection of archeological resources. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. In a downtown setting, this can apply to excavation associated with additions, utilities, site work, and paving.

Standard 9. New additions, exterior alterations, and related new construction. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with historic property and its setting.

Standard 10. Reversibility. New additions and alterations should be designed so they can be removed in the future without impairing the essential historic form and integrity of the building.