



## NOTICE OF MEETING OF REGULAR MEETING OF THE BURNET HISTORIC BOARD

301 E. Jackson Street, Burnet, TX

Thursday, November 13, 2025 at 10:00 AM

Notice is hereby given that a **Regular Meeting of the Burnet Historic Board** will be held on **Thursday, November 13, 2025 at 10:00 AM** located at the 301 E. Jackson Street, Burnet, TX, at which time the following subjects will be discussed, to-wit:

*This notice is posted pursuant to the Texas Government Code, Chapter §551-Open Meetings.*

**1. CALL TO ORDER:**

**2. ROLL CALL:**

**3. CONSENT AGENDA:**

1. Approval of the October 16, 2025 Minutes.

**4. ACTION ITEMS:**

1. Discuss and consider: Remaining portion of the limestone sidewalk: C. Bromley
2. Discuss and consider: Guide for Historic District Signs: C. Bromley
3. Discuss and consider action: BEDC Grant Application Review

**5. REPORTS:**

1. Discuss and consider: Walking Tour Guide: C. Bromley

**6. REQUESTS FOR FUTURE REPORTS:**

**7. ADJOURN:**

I, the undersigned authority, do hereby certify that the above NOTICE OF MEETING of the governing body of the above named City, BURNET, is a true and correct copy of said NOTICE and that I posted a true and correct copy of said NOTICE on the bulletin board, in the City Hall of said City, BURNET, TEXAS, a place convenient and readily accessible to the general public at all times, and said NOTICE was posted on **November 6, 2025** and remained posted continuously for at least three full business days prior to the meeting date.

Dated this the 6th day of November 2025

Maria Gonzales, City Secretary

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS:**

*The City of Burnet Community Center is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the Development Services Department at (512) 715-3215, FAX (512) 756-8560 or e-mail at [lkimbler@cityofburnet.com](mailto:lkimbler@cityofburnet.com) for information or assistance.*

**RIGHT TO ENTER INTO EXECUTIVE SESSION:**

*The Burnet Historic and Preservation Board of Directors for the City of Burnet reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).*





## MINUTES OF THE BURNET HISTORIC BOARD

Notice is hereby given that a **Regular Meeting of the Burnet Historic Board** was held on the **16<sup>th</sup> day of October 2025** at **10:00 a.m.** in the Burnet City Hall Executive Conference Room, 301 E. Jackson, Burnet, at which time the following subjects will be discussed, to-wit:

This notice is posted pursuant to the Texas Government Code, Chapter §551-Open Meetings.

### CALL TO ORDER:

The meeting was called to order by Crista Bromley, Board President, at 10:03 A.M.

### ROLL CALL:

Present: Crista Bromley, Jessica Haile, Renee Riddell

GUESTS: Vicki Talley, Leslie Kimbler, Maria Gonzales

CONSENT AGENDA: None.

### ACTION ITEMS:

Discuss and consider action: Updates regarding the status, condition, and potential next steps for the Robinson Building: L. Kimbler:

Planning Manager Leslie Kimbler reported that there are currently no updates to provide to the Board. The owner has obtained the necessary interior demolition permits and completed interior demolition for further engineering evaluation; however, no further discussions or progress have occurred since the permits were issued.

Discuss and consider: Permit Process Review for New Business Signs: L. Kimbler:

Planning Manager Leslie Kimbler reviewed the process that commercial businesses must follow to obtain a new sign. Business owners are required to access the online portal and select the sign permit application. The permitting process typically takes 7–10 days, as a Certificate of Appropriateness must be established. If the proposed sign is located within the Historic District and there are any concerns, the Historic Preservation Officer, David Vaughn, will review the application and make a determination.

Discuss and consider action: Guide for Historic District Signs: C. Bromley:

Board President Crista Bromley reviewed a guide designed to assist businesses in the Historic District with creating signage that reflects their unique identity while enhancing the district's

historic character. The guide includes suggestions for appropriate color palettes, sign sizes, and fonts.

Mrs. Bromley requested that Board members review the guide at their convenience and share their feedback with her. The City Attorney, Habib Erkan, Jr., has also reviewed the document, however, implementation of the guidelines will require the passage of an ordinance by the City Council.

**REQUESTS FROM BOARD FOR FUTURE REPORTS:**

Board Member Renee Riddell requested an update on the Walking Tour Guide.

**ADJOURN:**

There being no further business, Board Member Renee Riddell made a motion to adjourn the meeting at 10:28 a.m. Board Member Jessica Haile seconded the motion. The motion passed unanimously.

**Burnet Historic and Preservation Board**

**ATTEST:**

---

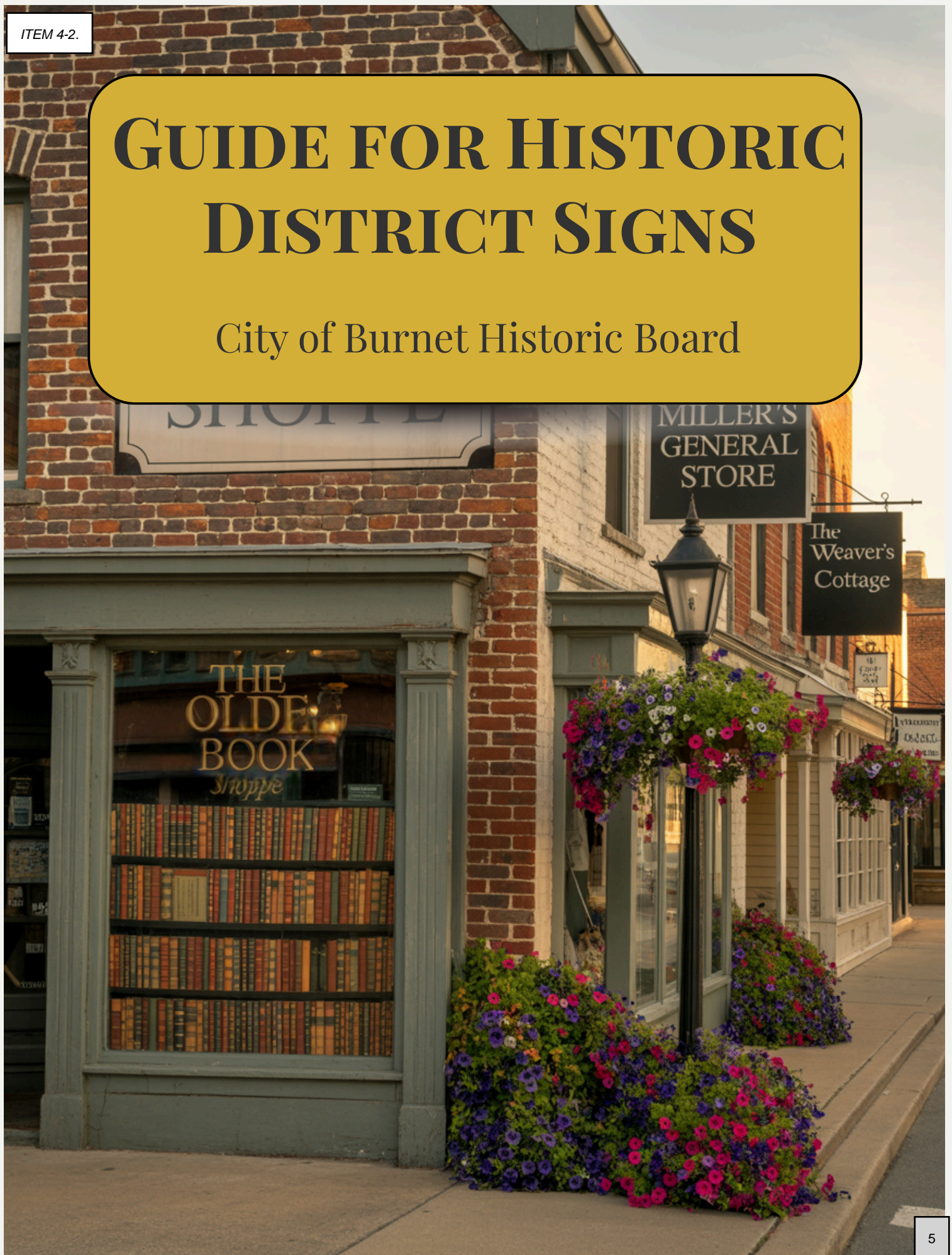
Crista Bromley, Board President

---

Maria Gonzales, City Secretary

# GUIDE FOR HISTORIC DISTRICT SIGNS

City of Burnet Historic Board







This booklet is intended as a planning resource to help business owners, designers, and property managers develop signage that fits within the character of the Historic District. The examples and suggestions included here are not mandatory but are offered to provide guidance and inspiration when considering sign designs.

The Historic District ordinance as adopted from time to time remains the controlling requirement. All signage must comply with the ordinance, which states “Signs shall be designed to complement the historic character of the building and district.”

When businesses have an established logo, brand color, or font, the Historic Preservation Officer/Board will take that into consideration during review. Flexibility may be allowed when brand identity is a factor, provided the design does not conflict with the historic setting.

The goal of this guide is to support businesses in creating signage that both expresses their unique identity and enhances the historic character of the district.

This booklet applies to all signs located within the Burnet Historic District. All signs require a Certificate of Appropriateness (COA) prior to installation, alteration, or replacement.



# COLORS

Colors for signs in the Historic District should reflect those traditionally used during the period of the buildings they accompany. Rich, muted tones such as deep greens, burgundy reds, navy blues, black and warm creams are encouraged, as they provide strong visibility while maintaining a historic character. Minor accent colors may be allowed, particularly for blade signs or temporary signs, provided they are used sparingly and do not overwhelm the overall design. Neon, overly bright, or fluorescent colors are not permitted, as they detract from the architectural setting and historic streetscape.

## TYPICAL HISTORIC COLOR PALETTE



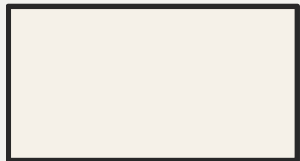
Deep Green



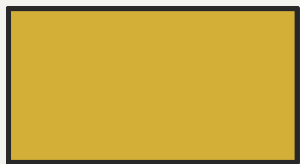
Burgundy



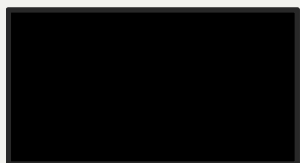
Navy



Ivory



Gold



Black



## EXAMPLE SIGNS

The following examples illustrate sign designs that meet the intent of the Historic District sign guidelines. Each sample shows how traditional colors, fonts, and motifs can be combined in ways that highlight the business name while maintaining harmony with the surrounding architecture. These examples are not mandatory templates, but rather guides to help inspire sign designs that are historically appropriate, legible, and attractive.

# SIGN SIZES

Sign Type	Maximum Size	Mounting / Height	Illumination	Notes
<b>Wall/Flush Sign</b>	≤ 20% of wall area or 75 sq ft,	Flat against façade; cannot	External, shielded only	Uses existing ordinance size
<b>Projecting/Blade Sign (Pedestrian-</b>	6–15 sq ft per face	Bottom ≥ 8 ft above sidewalk;	External, shielded fixtures only	No internal lighting or
<b>Window Sign (Permanent)</b>	≤ 20–25% of window area	May be inside or outside of glass	External, shielded, soft	Temporary signs subject to same
<b>Awning/Canopy Sign</b>	≤ 8 sq ft or 20% of awning face;	On valance or face	External, shielded only	Awnings may be fabric or wood;
<b>Freestanding Sign (Individual</b>	≤ 12 sq ft per face; max 8 ft	In landscaped base	External, shielded only	Only where wall or projecting
<b>Multi-Tenant Directory Sign</b>	≤ 10% of ground-floor façade area;	Wall-mounted only; vertical or	External, shielded only	Panels must be uniform in style;





# Fonts

Fonts used in the Historic District should reflect the traditional character of the buildings and streetscape. Classic serif typefaces, simple sans serifs, and modest decorative styles are encouraged for readability and period-appropriate appearance. Script fonts can be used for larger sized lettering. See the attached sign examples for ideas on appropriate fonts

Minor decorative variations may be permitted for blade signs or temporary signs, provided they remain legible and do not distract from the historic setting. Overly modern, novelty, or exaggerated fonts are not acceptable, as they conflict with the architectural context and diminish the district's historic character.

All signs shall clearly identify the business name or trade name in text as the primary element. The lettering of the name must remain the dominant feature of the design. At least 50% of the sign area should be devoted to lettering (business name, trade name, or functional descriptor). Lettering shall be simple, legible, and consistent with the historic character of the district.

# MOTIFS & DECORATIVE ELEMENTS

Motifs and decorative details on signs should be drawn from traditional forms that reflect the historic era of the district. Simple embellishments such as borders, scrollwork, rosettes, or modest geometric patterns may be used to frame or highlight lettering. Trade symbols — such as a key for a locksmith, a book for a bookstore, or a mortar and pestle for a pharmacy — are also appropriate when used in proportion and as secondary elements to the text. When a business has an established logo or branded graphic, the Historic Preservation Officer/Board will take that into consideration. Logos may be permitted as part of a sign design if they are scaled appropriately and adapted to avoid conflict with the historic setting. Modern cartoon imagery is unacceptable, as it detracts from the district's historic character.

Traditional sign-painting techniques are encouraged, such as modest drop shadows, outlines, or the use of gold leaf for emphasis. Decorative borders or motifs may be used to complement lettering, provided they do not overwhelm the design.

## SAMPLE MOTIFS & DECORATIVE ELEMENTS

There are literally hundreds, if not thousands of motifs and decorative elements. These are just a few examples.



Fleur-de-lis



Star



Laurel Wreath



Rope Border



Diamond Repeat



Greek Key



Dentil Trim



Flourishes



Symbol

A decorative flourish in the top left corner, featuring a small square, a diamond, and several curved lines extending towards the title.

# LOGOS & ILLUSTRATIONS

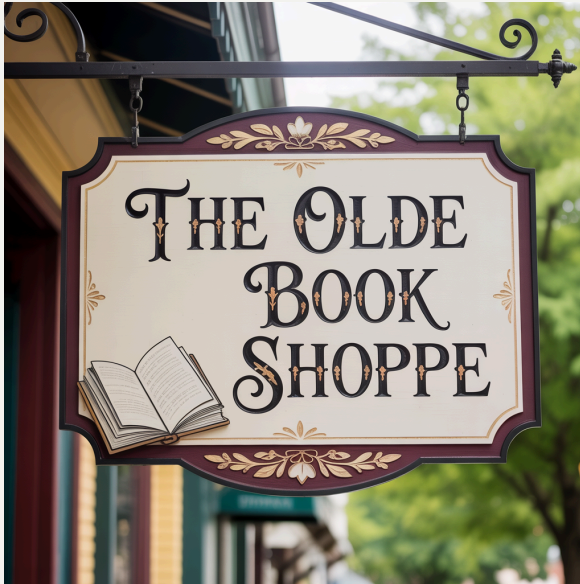
The key element in using logos and illustrations is that they should be secondary to the name.

A logo, symbol, or illustration may be included, but should not exceed 25% of the total sign design. Logos must be scaled to complement the text and should not be taller than the combined lines of text. For example, if there are three lines of text, the logo or illustration should not be taller than the three lines together. Portraits, photos, cartoon characters, or large faces are prohibited unless historically documented for that business or building.



## SAMPLE SIGNS WITH LOGOS & ILLUSTRATIONS

These are just some quick samples to give you some ideas. You are not required to use these exact designs although you are certainly welcome to do so.





## MORE SAMPLE SIGNS WITH LOGOS & ILLUSTRATIONS





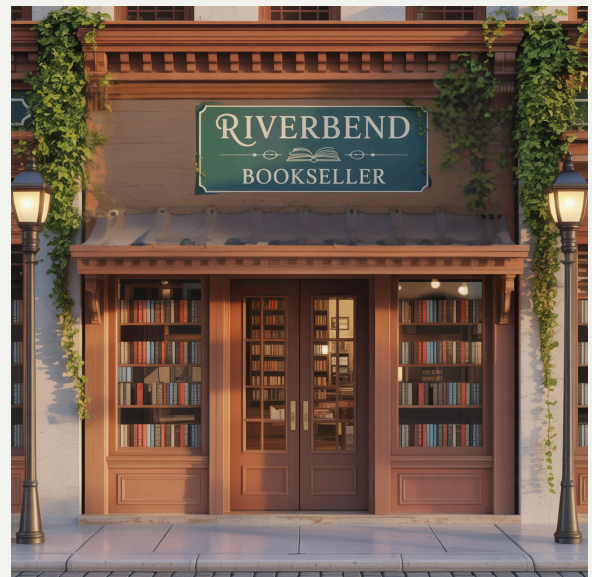
## MORE SAMPLE SIGNS WITH LOGOS & ILLUSTRATIONS

The key element in using logos and illustrations is that they should be secondary to the name.



# SAMPLE WALL SIGNS

Here are some ideas to get you thinking about what you might do for wall signs. Note that a business may have both a wall sign in addition to a blade/projecting sign.





# SAMPLE WALL SIGNS

MORE SAMPLE WALL SIGNS.





# SAMPLE WALL SIGNS

MORE EXAMPLES.





# **SAMPLE PROJECTING/ BLADE SIGNS**

Projecting/Blade signs should be Pedestrian-Scale. A Pedestrian-Scale sign is designed primarily for visibility and legibility to people walking on the sidewalk, not for drivers at a distance. Pedestrian-scale signs are modest in size, mounted at a height of at least eight feet above the sidewalk to clear head height while remaining eye-level and shall project no more than one foot from the side of the building.

All illumination shall be external, shielded, and stationary. Internally illuminated cabinets, exposed bulbs, neon, digital/LED message boards, and flashing lights are prohibited.

Note that a business may have both a wall sign in addition to a projecting/blade sign.



# SAMPLE PROJECTING/ BLADE SIGNS



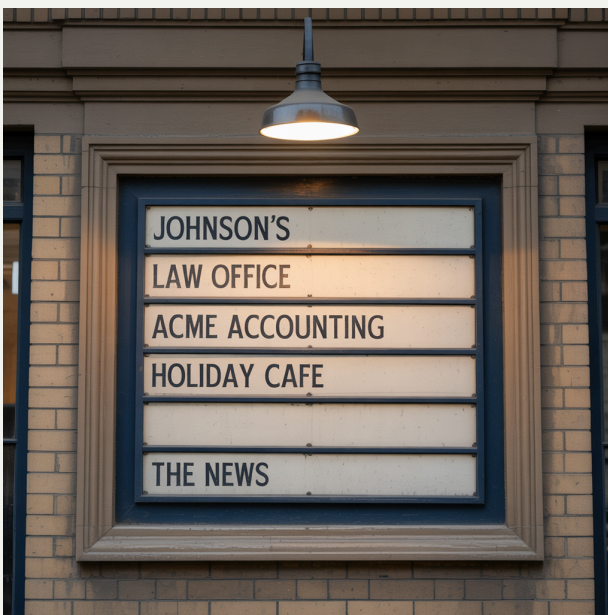
# SAMPLE PROJECTING/ BLADE SIGNS

CONTINUED





# SAMPLE MULTI-TENANT SIGNS



# SAMPLE WINDOW/ DOOR SIGNS







# WHAT NOT TO DO

Although this guide encourages creativity, there are clear limits to protect the historic character of the district. Some design choices—such as oversized graphics, neon colors, or signs that ignore the balance between text and image—conflict with both the spirit and requirements of the ordinance. The following practices should be avoided:


- Signs made entirely of logos without the business name in text.
- Logos or illustrations that dominate the sign face or exceed the height of the lettering.
- Neon, fluorescent, or glowing colors and finishes.
- Cartoon characters, portraits, or large faces, unless historically documented.
- Fonts that are overly modern, novelty-based, or difficult to read.
- Photographic images or full-color printed graphic panels.
- Cluttered designs with too many words, fonts, or motifs competing for attention.





## KEY TAKE-A-WAYS

- Flat wall signs should be secondary to the building, never overwhelming architectural features.
- Use approved historic palettes for consistency and harmony.
- Choose serif fonts or classic sans serifs; avoid novelty or cartoon styles.
- Motifs are allowed as accents but must remain simple and historically inspired.
- Signs should always emphasize legibility and respect for historic context.



For more information contact:  
Development Services  
City of Burnet, Texas  
[www.cityofburnet.com](http://www.cityofburnet.com)  
Phone - (512) 715-3206  
Fax - (512) 756-8560