



# HISTORIC PRESERVATION COMMISSION REGULAR MEETING

City of Dripping Springs  
Council Chambers, 511 Mercer St, Dripping Springs, TX  
Thursday, May 04, 2023 at 4:00 PM

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## Agenda

### CALL TO ORDER AND ROLL CALL

#### Commission Members

Dean Erickson, Chair  
Ashley Bobel, Vice Chair  
Delbert Bassett  
Minnie Glosson-Needham  
Haley Hunt  
Steve Mallett  
Nichole Prescott

#### Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer  
City Treasurer Shawn Cox  
Deputy City Secretary Cathy Gieselman  
Architectural Consultant Keenan Smith

### PRESENTATION OF CITIZENS

*Each member of the public who desires to address the Historic Preservation Commission regarding any item for an open meeting may do so immediately before or during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during Presentation of Citizens. The Commission may limit the total amount of time the public may speak on a given item. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Commission. The Commission may not prohibit public criticism of the governmental body, including criticism of any act, omission, policy, procedure, program, or service. This does not apply to public criticism that is otherwise prohibited by law. It is the request of the Commission that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. (Section 1. Subchapter A, Chapter 551, Government Code, Section 551.007)*

### MINUTES

- 1. Discuss and consider approval of the April 6, 2023, Historic Preservation Commission regular meeting minutes.**

### BUSINESS

- 2. Discuss and consider approval of the Historic Preservation Commission Fiscal Year 2024 Budget recommendation.**

**3. Historic District Survey Overview.**

*Keenan Smith, Historic Preservation Architectural Consultant.*

**EXECUTIVE SESSION**

*The Historic Preservation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter 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 551.086 (Economic Development). The Historic Preservation Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.*

**UPCOMING MEETINGS**

**Historic Preservation Commission Meetings**

June 1, 2023, at 4:00 p.m.

July 6, 2023, at 4:00 p.m.

August 3, 2023, at 4:00 p.m.

**City Council Meetings**

May 16, 2023, at 6:00 p.m.

June 6, 2023, at 6:00 p.m.

June 20, 2023, at 6:00 p.m.

July 5, 2023, at 6:00 p.m.

**ADJOURN**

**TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING**

*All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the Commission may consider a vote to excuse the absence of any Commissioner for absence from this meeting.*

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, [www.cityofdrippingsprings.com](http://www.cityofdrippingsprings.com), on **April 27, 2023 at 10:20 AM.***

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*Deputy City Secretary*

*This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.*



# HISTORIC PRESERVATION COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, April 06, 2023 at 4:00 PM

## MINUTES

### CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Vice Chair Bobel called the meeting to order at 4:05 p.m.

**Commission Members present were:**

Dean Erickson, Chair (arrived @ 4:08 p.m.)  
Ashley Bobel, Vice Chair  
Delbert Bassett  
Minnie Glosson-Needham  
Haley Hunt  
Steve Mallett

**Commission Member absent was:**

Nichole Prescott

**Staff, Consultants & Appointed/Elected Officials present were:**

Planning Director Tory Carpenter  
City Administrator Michelle Fischer  
Deputy City Secretary Cathy Gieselman  
City Planner Warlan Rivera  
Architectural Consultant Keenan Smith

### PRESENTATION OF CITIZENS

*Each member of the public who desires to address the Historic Preservation Commission regarding any item for an open meeting may do so immediately before or during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during Presentation of Citizens. The Commission may limit the total amount of time the public may speak on a given item. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Commission. The Commission may not prohibit public criticism of the governmental body, including criticism of any act, omission, policy, procedure, program, or service. This does not apply to public criticism that is otherwise prohibited by law. It is the request of the Commission that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. (Section 1. Subchapter A, Chapter 551, Government Code, Section 551.007)*

No one spoke during Presentation of Citizens.

## MINUTES

1. **Discuss and consider approval of the March 2, 2023, Historic Preservation Commission regular meeting minutes.**

A motion was made by Commissioner Mallett to approve the March 2, 2023, Historic Preservation Commission regular meeting minutes. Commissioner Glosson-Needham seconded the motion which carried unanimously 5 to 0.

Chair Erickson arrived @ 4:08 p.m.

## BUSINESS

2. **Public Hearing, discussion, and consideration of approval of a Certificate of Appropriateness for the Stephenson Building, located at 101 Old Fitzhugh Road, Dripping Springs, Texas. Applicant, City of Dripping Springs.**

**a. Staff Report** – Keenan Smith presented the staff report which is on file. Staff recommends approval of a COA with the following conditions of approval:

- 1) *Approval in Concept:* Architectural Design Development and Construction Documents shall be reviewed by the Historic Preservation Commission for consistency with this COA prior to issuance of Building Permits.
- 2) *Staff Review and Assistance:* Staff review, and assistance is recommended to provide support as needed during discovery process and building rehab, to review found conditions and make supportive recommendations which are consistent with the City's Historic Preservation Program, goals, and Implementation Manual.

**b. Public Hearing** – No one spoke during the Public Hearing.

**c. Certificate of Appropriateness** - A motion was made by Commissioner Bobel to approve consideration by City Council for a Certificate of Appropriateness for the Stephenson Building, located at 101 Old Fitzhugh Road, Dripping Springs, Texas with the conditions recommended by staff. Commissioner Hunt seconded the motion which carried unanimously 6 to 0.

Chair Erickson took items #3 and #4 out of sequence. Item #4 was taken first.

3. **Public hearing, discussion, and consideration of approval of a recommendation regarding the Historic Preservation Commission Fiscal Year 2024 Budget.**

No one spoke during the Public Hearing. Keenan Smith and Michelle Fischer reviewed the budget and planning for 2024 and took recommendations from the Board for consideration. An updated budget will be provided to the Commission for review and a vote at the May 2023 meeting.

#### 4. Discussion and consider approval of Historic Preservation Commission goals and committees.

A motion was made by Commissioner Hunt to approve the Historic Preservation Commission goals and committees. Commissioner Mallett seconded the motion which carried unanimously 6 to 0.

#### **EXECUTIVE SESSION**

*The Historic Preservation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter 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 551.086 (Economic Development). The Historic Preservation Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.*

The Commission did not meet in Executive Session.

#### **UPCOMING MEETINGS**

##### **Historic Preservation Commission Meetings**

May 4, 2023, at 4:00 p.m.

June 1, 2023, at 4:00 p.m.

July 6, 2023, at 4:00 p.m.

##### **City Council Meetings**

April 18, 2023, at 6:00 p.m.

May 2, 2023, at 6:00 p.m.

May 16, 2023, at 6:00 p.m.

#### **ADJOURN**

A motion was made by Commissioner Bassett to adjourn the meeting. Commissioner Bobel seconded the motion which carried unanimously 6 to 0.

This regular meeting adjourned at 5:43 p.m.

**Historic Preservation Committee**

**Proposed FY 2024 Budget**

Draft 04/10/2023

GL Account	Description	FY 2023 Adopted	FY 2024 Proposed	Notes
<b>Expenditures</b>				
	<b>General Fund</b>			
	Historic District Consultant	3,500.00	3,500.00	3,500 COA scoping and city projects
	Update Historic Resource Surveys	-	10,000.00	Old Fitzhugh Rd District first, then Hays, Mercer Districts
	Training for Commissioners	-	3,000.00	2,000 Real Places Conference and online training; 1,000 Historic District Consultant training for Commissioners
	Mercer Street Pedestrian Crossing Signs	-	-	Replace signs removed due to damage
	<b>Total Other</b>	<b>3,500.00</b>	<b>16,500.00</b>	
	<b>Special Projects</b>		-	
	OFR & Hays St. District Signage *	1,000.00	5,000.00	Signs identifying districts
	Mercer & OFR District Marketing Signs in ROW at each of Mercer Street *	-	-	Staff currently workng on this
	Historic Tour Brochure Printing *	2,800.00	-	
	Preventative Oak Wilt Program for Historic Districts **	25,000.00	-	Tree inventory and assessment to be followed by request for funds for preventative oak wilt plan, tree maintenance, and care
	Website for Historic Site Brochure & Additional Sites *	-	-	to be done by staff
	Mercer Street pedestrian light banners design & production *	-	1,500.00	print two sets of banners
	<b>Total Special Projects</b>	<b>28,800.00</b>	<b>6,500.00</b>	
	<b>Total Expenditures</b>	<b>32,300.00</b>	<b>23,000.00</b>	

**Support of Projects:**

- Support improvements to Stephenson Bldg
- Support of advancement of Old Fitzhugh Rd. Improvement Project

**Notes:**

\* Eligible for Hotel Occupancy Tax Funds

\*\* Eligible for Landscape Funds