



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, February 16, 2023 at 4:00 PM

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
City Secretary Andrea Cunningham
Deputy City Secretary Cathy Gieselman
Public Works Director Aaron Reed
Architectural Consultant Keenan Smith
Transportation Consultant Leslie Pollack, HDR Engineering

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 January 5, 2023, Historic Preservation Commission regular meeting minutes.**

BUSINESS

- 2. Presentation and discussion regarding the Old Fitzhugh Road Project.**
- 3. Discuss and consider approval of a Resolution of Support regarding the Old Fitzhugh Road Transportation Alternatives Project.**
- 4. Update on Stephenson Building Project.**
- 5. Discussion and consideration of approval of Historic Preservation Commission goals and committees.**
- 6. Presentation and possible action regarding the Historic Preservation Commission Fiscal Year 2024 Budget recommendation.**

COMMITTEE REPORTS

- 7. Landscape Improvements Committee**
Commissioner Minnie Glosson-Needham
- 8. Parking Lot Improvements Committee**
Commissioner Dean Erickson

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

March 2, 2023, at 4:00 p.m.

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

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

City Council Meetings

February 21, 2023, at 6:00 p.m.

March 7, 2023, at 6:00 p.m.

March 21, 2023, at 6:00 p.m.

April 18, 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, on **February 10, 2023 at 1:00 PM**.*

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, January 05, 2023 at 4:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Chair Erickson called the meeting to order at 4:00 p.m.

Commission Members present were:

Dean Erickson, Chair
Delbert Bassett
Minnie Glosson-Needham
Haley Hunt

Commission Members absent were:

Ashely Bobel, Vice Chair
Steve Mallett
Nichole Prescott

Staff, Consultants & Appointed/Elected Officials present were:

City Administrator Michelle Fischer
Planning Director Tory Carpenter
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 November 3, 2022, Historic Preservation Commission regular meeting minutes.**

A motion was made by Commissioner Hunt to approve the November 3, 2022, Historic Preservation Commission regular meeting minutes. Commissioner Bassett seconded the motion which carried unanimously 4 to 0.

BUSINESS

2. **Public hearing and consideration of approval of COA2022-0007: Application for a Certificate of Appropriateness for adaptive reuse, restoration, and improvements to the "Little House", including the addition of a restroom and handicap ramp, for property located in the Old Fitzhugh Road Historic District at 215 Old Fitzhugh Road, Dripping Springs, Texas. Applicant: Carole Crumley**

a. Applicant Presentation – Applicants Carole and John Crumley were present and available for questions from the Commission.

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

- 1) Any and all required and applicable City of Dripping Springs permits shall be obtained prior to beginning work (site development permit; building permits, etc.);
- 2) Historic Preservation Commission review and approval is for design concept and certificate of appropriateness determination only. City Staff shall review site development and building permit submittal documents for consistency with this certification of appropriateness, prior to issuance of those permits; and
- 3) Applicant and City Staff shall coordinate with other City Projects, including but not limited to, the TIRZ Old Fitzhugh Road Project and City Utility Improvements.

c. Public Hearing – No one spoke during the Public Hearing.

d. COA2022-0007: 215 Old Fitzhugh Road – A motion was made by Commissioner Hunt to approve with staff conditions, COA2022-0007: Application for a Certificate of Appropriateness for adaptive reuse, restoration, and improvements to the "Little House", including the addition of a restroom and handicap ramp, for property located in the Old Fitzhugh Road Historic District at 215 Old Fitzhugh Road, Dripping Springs, Texas. Commissioner Glosson-Needham seconded the which carried unanimously 4 to 0.

COMMITTEE REPORTS

No reports at this time.

3. **Landscape Improvements Committee**
Commissioner Minnie Glosson-Needham

4. **Parking Lot Improvements Committee**

Commissioner Dean Erickson

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

February 2, 2023, at 4:00 p.m.

March 2, 2023, at 4:00 p.m.

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

City Council Meetings

January 17, 2023, at 6:00 p.m.

February 7, 2023, at 6:00 p.m.

February 21, 2023, at 6:00 p.m.

ADJOURN

A motion was made by Commissioner Glosso-Needham to adjourn the meeting. Commissioner Hunt seconded the motion which carried unanimously 4 to 0.

This regular meeting adjourned at 4:12 p.m.



DRIPPING SPRINGS
Texas

Old Fitzhugh Road

Project Status Updates

TIRZ Board Feedback
01/010/23



Project History to Date Item 2.

- Concept Plan Stakeholder Input - **2017-2018**
- Concept Plan Development / Approval – **2018**
- Budget Requests & Grant Writing – **2019-2021**
- Engineering Firm Search & Contracting - **2021**
- Engineering Plans Start – **February 2022**
- Engineering 30% Plans – **September 2022**
- Stakeholder Outreach – **January – March 2023**
- Engineering 60% Plans – In progress - **Complete Spring / Summer 2023**

EXPOSED AGGREGATE



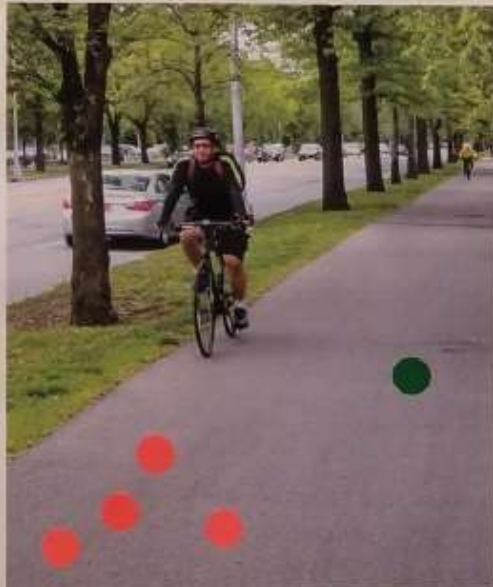
PERVIOUS PAVERS



DECOMPOSED GRANITE



ASPHALT



Stakeholder Input

Item 2.

Top Three Priorities

1. Sidewalks and Trails
2. Traffic Calming
3. Parking

Project Challenges / Issues

- Drainage & Runoff
- Street Conditions & Narrow Right of Way
- Lighting
- Preserve Historic Character
- Preserve Trees
- Encourage Local Shops

Design Elements

Item 2.



- Street Reconstruction (shifted to East)
- Shared Use Path (8' wide - West side)
- Curb & Gutter on West (Drainage)
- Ribbon Curb on East
- Traffic Calming
- On-Street Parking (17 spaces)
- Lighting at Activity Nodes
- Landscaping / Trees
- Utility Relocations / Adjustments



Design Challenges

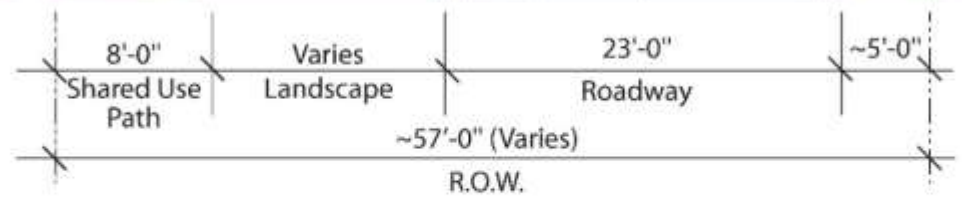
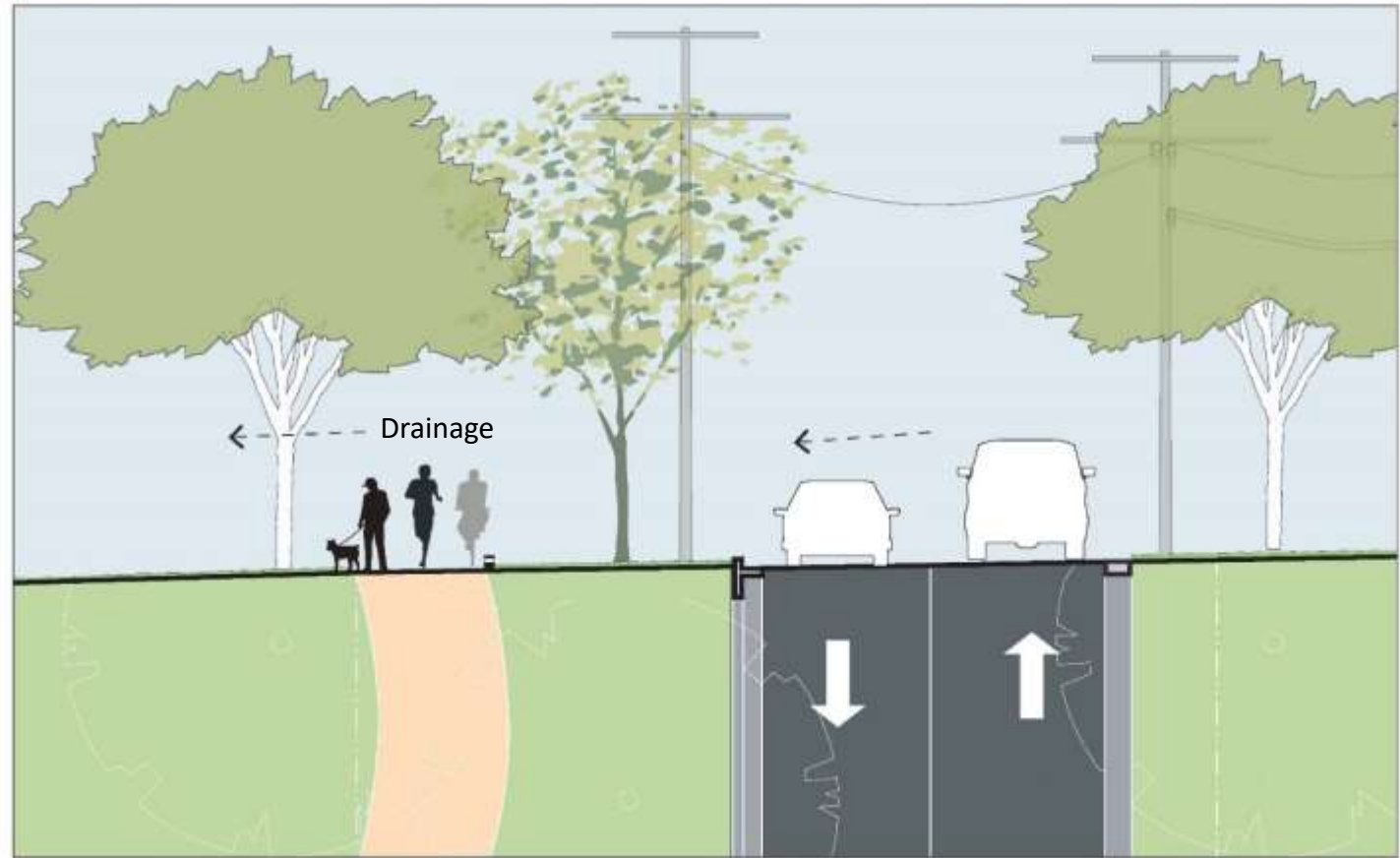
Item 2.

- Maintain Historic Character
- Narrow Right of Way
 - Fitting Roadway, Trail, Parking, Drainage
- Drainage Easements Required
 - Two offsite drainageways and basins
 - 3 impacted property owners
 - Right-of-Way Clean Up
- ROW Acquisition
 - 3 impacted parcels
- Utility **Adjustments &** Relocations
 - Pedernales Electric Cooperative
 - Frontier
 - Dripping Springs Water Supply
 - Dripping Springs Wastewater

Typical Section

Item 2.

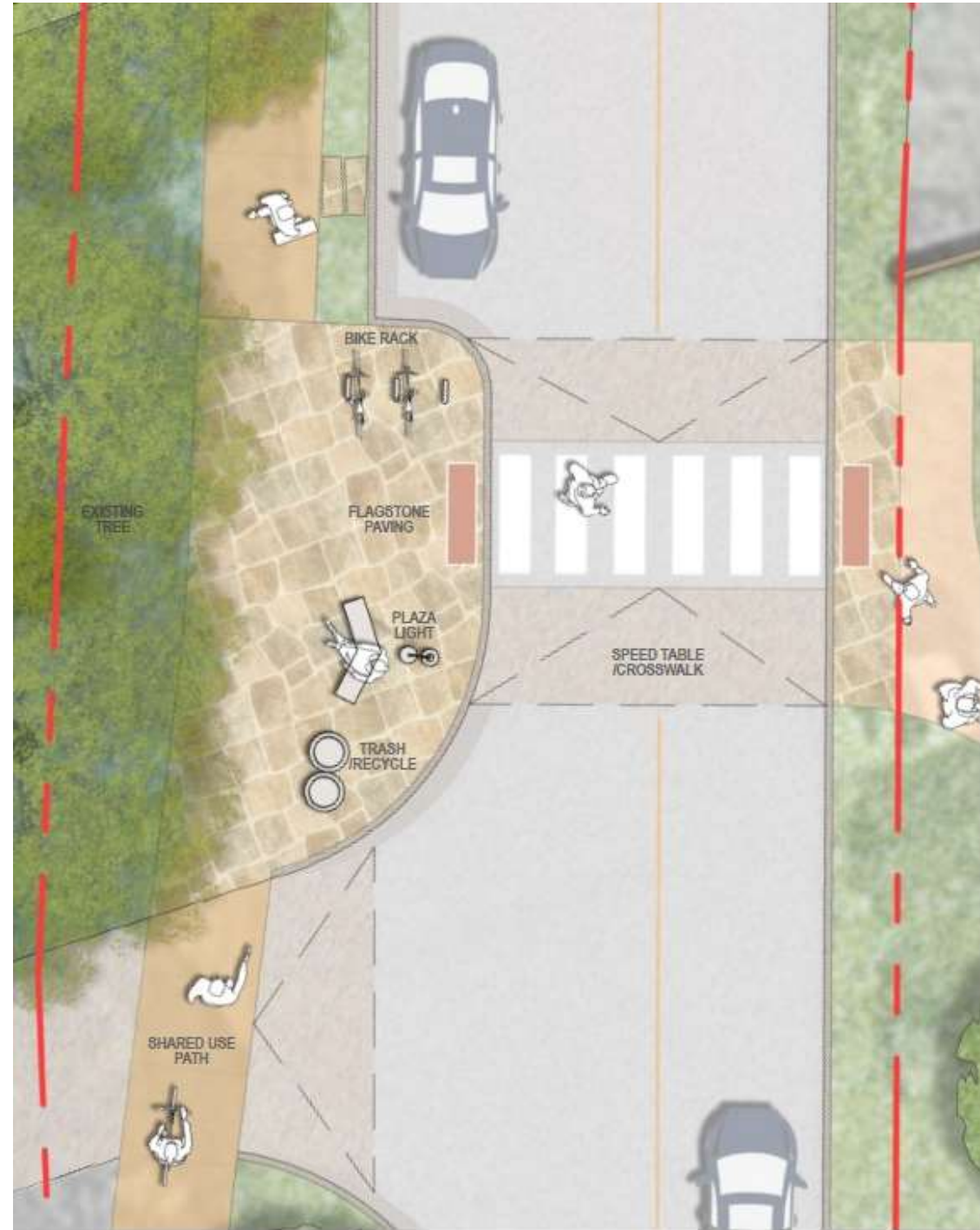
Old Fitzhugh
Road



SECTION CONDITION 2: TYPICAL WITHOUT PARKING (LOOKING NORTH)

Pedestrian Amenities / Activity Node

*Old Fitzhugh
Road*



Engineering: 30% Design Plans - Complete

Item 2.

Old Fitzhugh
Road

DATE	BY	JOB	REVISION
8/8/22	XXX	RR 12	
8/12/22	XXX	RR 12	
8/12/22	XXX	RR 12	

CITY OF DRIPPING SPRINGS

**CONSTRUCTION PLANS FOR
ROADWAY IMPROVEMENTS ON OLD FITZHUGH ROAD**

DESIGN SPEED
OLD FITZHUGH 30 MPH

NET LENGTH OF PROJECT = 3,300 FEET = 0.625 MILES

HAYS COUNTY

FROM: MERCER STREET
TO: RR 12

FOR THE RECONSTRUCTING OF THE ROADWAY AND OPERATIONAL
IMPROVEMENTS
CONSISTING OF: GRADING, BASE, ASPHALT, DRAINAGE,
PEDESTRIAN FACILITIES, ILLUMINATION, LANDSCAPING,
LIMITED ON-STREET PARKING, PAVEMENT MARKING, AND
EROSION CONTROL.

HDR HDR Engineering, Inc.
710 Huelgas Crossing Suite 150
Round Rock, TX 78681
Phone No. 7-7541

PRELIMINARY-FOR INFORMATION ONLY
THIS DOCUMENT IS RELEASED FOR THE
PURPOSE OF INTERIM REVIEW AND IS
NOT TO BE USED FOR CONSTRUCTION,
BIDDING, OR PERMITTING PURPOSES.
Supervised By: LESLIE D. POLLACK
P.E. Serial No. 101288
Date: 8/12/2022

Registered Accessibility Specialist
(RAS) Inspection Required

TOLR No. EABPRJ _____

END CONSTRUCTION
END PROJECT
E OLD FITZ
STA 132+75.37

BEGIN CONSTRUCTION
BEGIN PROJECT
E OLD FITZ
STA 100+15.89

LOCATION MAP NOT TO SCALE
EXCEPTIONS: NONE
EQUATIONS: NONE
RAILROAD CROSSINGS: NONE

SPECIFICATIONS ADOPTED BY THE TEXAS DEPARTMENT OF
TRANSPORTATION ON NOVEMBER 1, 2014; EXCLUDING ITEMS 1-9,
SHALL GOVERN ON THIS PROJECT.

FILED: 8/12/22
DATE: 8/12/2022 4:40:00 PM

SUBMITTED
FOR LETTING: _____

CITY OF DRIPPING SPRINGS

SUBMITTED
FOR LETTING: _____

AREA ENGINEER

CONSULTANT: _____

HDR ENGINEERING, INC. (TSPS FORM REG. F-194)

RECOMMENDED
FOR LETTING: _____

DISTRICT DESIGN ENGINEER

APPROVED
FOR LETTING: _____

DIRECTOR OF TRANSPORTATION
PLANNING & DEVELOPMENT

30% Design - Project Plan Rendering



Old Fitzhugh Road



30% Plans- Design Rendering

Old Fitzhugh
Road



30% Plans- Design Rendering





DRIPPING SPRINGS
Texas



30% Plans- Design Rendering

Project Funding

- Project Costs and Estimates
 - Engineering Plans (\$712K- per Agreement)
 - Construction Cost (\$6.4M – Current Estimate)
- Committed Funding
 - Engineering Plans – by TIRZ (\$602K- FY'22-23)
 - Hays County Parks & Open Space Bond pledge – Trail Portions (\$1.3M)
- Prospective Funding
 - Grants – CAMPO / TXDOT ('23 pursuits)
 - Finish Engineering Plans – by TIRZ (\$110K- FY '24)
 - Construction (\$5.1M Plan of Finance- TBD FY'24)

*Old Fitzhugh
Road*



Moving Forward

- Key Stakeholder Coordination – Ongoing
- Boards and Commissions – Project Update
 - TIRZ Board Meeting 01/09/23
 - Historic Preservation Meeting 02/02/23
 - Planning and Zoning Commission 02/15/23
 - City Council 02/21/23
 - Transportation Committee 02/27/23
- Public Engagement
 - Online content available - March 2023
 - Public Meeting - March 2023
- Engineering Plans, Specifications & Estimates (PSE's)
 - 60-90% Plans- Q3 - Q4 '23 (funding committed)
 - Bidding & Contract Award (Q1 '24 funding dependent)
- Project Construction- Q2 – Q4 '24 (funding dependent)

*Old Fitzhugh
Road*



DRIPPING SPRINGS
Texas

**Thank You
!!!**

Old Fitzhugh Road

Project Status Updates

TIRZ Board Feedback
01/010/23



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Aaron Reed, Public Works Director

Meeting Date: February 2, 2023

Agenda Item Wording: **Discuss and consider approval of a Resolution of Support regarding the Old Fitzhugh Road Transportation Alternatives Project.**

Agenda Item Requestor: Aaron Reed, Public Works Director

Summary/Background: City staff submitted a preliminary application for the 2023 TxDOT TASA call for projects for construction of an 8' concrete sidewalk, ADA-compliant curb ramps, and curb and gutter on the west side of Old Fitzhugh Road between Mercer Street and RM 12 (~3,200 LF). The project includes five speed tables with raised crosswalks and safety lighting. Bicycle racks are provided at five locations on the corridor. The project addresses pedestrian safety and connectivity issues between Downtown Dripping Springs and the Mercer Street Historic District. These improvements are part of the Old Fitzhugh Road Project currently being designed. If the project is deemed eligible for funding by TxDOT, City staff will prepare the detailed application. City staff would like to request a Resolution of support from the Historic Preservation Commission as this project would decrease traffic on City streets and provide safe, ADA compliant routes for pedestrians.

Commission Recommendations: Staff recommends approval of the resolution.

Attachments: TASA Resolution of Support

Next Steps/Schedule: Send to City Secretary for execution.

CITY OF DRIPPING SPRINGS

RESOLUTION No. HPC2023-R01

A RESOLUTION OF SUPPORT BY HISTORIC PRESERVATION COMMISSION (“HPC”) OF THE CITY OF DRIPPING SPRINGS, TEXAS (“CITY”) FOR THE GRANT APPLICATION TO THE TEXAS DEPARTMENT OF TRANSPORTATION FOR THE CREATION OF PEDESTRIAN AND CYCLIST TRAIL CONNECTIONS FROM MERCER ST TO RR-12 ALONG OLD FITZHUGH RD.

WHEREAS, the City of Dripping Springs Historic Preservation Commission (“HPC”) is aware of the lack of pedestrian/ cyclist trails or sidewalks along Old Fitzhugh Road from Mercer St. to Ranch Road 12 (Area); and

WHEREAS, in order to make the Area safe for pedestrians and cyclists, including all residents, visitors, and ADA (Americans with Disabilities) pedestrians; significant work must be done to create ADA pathways; and

WHEREAS, funding from the 2023 TxDOT TASA Program would afford the construction of several, needed improvements within the Area slated as: Construction of an 8' concrete sidewalk, ADA-compliant curb ramps, and curb and gutter on the west side of Old Fitzhugh Road between Mercer Street and RM 12 (~3,200 LF). The project includes five speed tables with raised crosswalks and safety lighting. Bicycle racks are provided at five locations on the corridor. The project addresses pedestrian safety and connectivity issues between Downtown Dripping Springs and the Mercer Street Historic District.; and

WHEREAS, with the constant flow of commercial vehicles and cars, it is extremely dangerous for pedestrians to traverse the Area without a safe route; and

WHEREAS, the HPC believes funding under the 2023 TxDOT TASA Program for the improvement and enhancement of a shared pathway in the Area would provide safety for the City’s residents and patrons alike.

NOW, THEREFORE, BE IT RESOLVED BY THE HISTORIC PRESERVATION COMMISSION OF THE CITY OF DRIPPING SPRINGS, TEXAS:

1. The Dripping Springs Historic Preservation Commission supports the safe travel of all residents and patrons of the City.
2. The Dripping Springs Historic Preservation Commission supports submission of the application for funding under the 2023 TxDOT TASA Program to create a shared pedestrian/cyclist pathway of various parts on the west side of Old Fitzhugh Road from Mercer St. to Ranch Road 12 and surrounding area.

3. The meeting at which this Resolution was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

PASSED & APPROVED this, the 2nd day of February 2023, by a vote of _____ (ayes) to _____ (nays) to _____ (abstentions) of the Historic Preservation Commission of Dripping Springs, Texas.

CITY OF DRIPPING SPRINGS:

Dean Erickson, Historic Preservation Commission Chair

ATTEST:

Andrea Cunningham, City Secretary

Stephenson Building Updated Feasibility Study & Cost Estimate Schedule

Stephenson Building:

- Plan Revisions, massing model of exterior – Thurs. Jan. 26
- Submit to Owner for review – Jan. 27 – Jan. 31
- Revise based off owner comments – Feb. 1-Feb. 2
- Cost Estimate – Feb. 3 thru Feb. 10
- Final submission of revised design (site plan, plan, elevations, cost estimate) – Fri. Feb. 10

Restroom Building:

- Schematic plans and elevations – Thurs., Jan. 26
- Submit to owner for review – Jan. 27 - Jan. 31
- Revise based off owner comments – Feb. 1 thru Feb. 2
- Submission of design (plan and elevation) – Thurs. Feb. 2

Presentations:

- Historic Preservation Commission
- TIRZ Board
- Parks & Recreation Commission
- City Council

H. Historic Preservation Commission

2.47. General.

The historic preservation commission (also referred to as HPC) shall function according to the following criteria.

2.48. Creation.

- (a) Membership; organization; meetings : There is hereby created a commission to be known as the city historic preservation commission. The commission members shall serve without pay. The commission shall consist of seven members to be appointed by majority vote of the city council.
- (1) All commission members shall have a demonstrated outstanding interest in the historic traditions of the city and experience in the preservation of the historic character of the city.
 - (2) The city council shall endeavor, to the extent reasonably available, to appoint members from the following categories:
 - (A) Architect, planner or design professional;
 - (B) Historian;
 - (C) Licensed real estate broker or appraiser;
 - (D) Attorney at law;
 - (E) Owner of a landmark property or property in a historic district;
 - (F) Member of the Hays County Historical Society;
 - (G) Archaeologist;
 - (H) Geographer;
 - (I) Anthropologist; and/or
 - (J) Member of the planning and zoning commission.
 - (3) To the extent possible, the city council shall endeavor to appoint to the commission residents, business owners or property owners from within the city limits or extraterritorial jurisdiction. The commission as a whole shall represent the ethnic makeup of the city to the extent possible.
 - (4) Commission members shall serve for a term of two years, with the exception that the initial term of three members shall be one year. The terms shall expire in June. Commission members may be removed by the city council for cause.
 - (5) The chair and vice-chair of the commission shall be elected by and from the members of the commission and shall serve for a period of one year.
 - (6) The commission shall meet at least monthly, if business is at hand. Special meetings may be called at any time by the chair or on the request of any two commission members. All meetings shall be held in conformance with the Texas Open Meetings Act, Texas Government Code chapter 551.
 - (7) A quorum for the transaction of business shall consist of a simple majority of the membership.

- (8) Commission members unable to attend any meeting shall notify the chairperson as soon as possible, in order to assure a quorum will be present. Any member of the commission absent for three regular consecutive meetings or four regular meetings during the preceding twelve-month period of the commission, without having obtained leave of absence at a regular meeting, unless prevented by sickness, shall be deemed to have automatically vacated his or her office.

2.49. Powers and duties.

The commission shall be empowered to:

- (1) Make recommendations for employment of staff and professional consultants as necessary to carry out the duties of the commission;
- (2) Prepare rules and procedures as necessary to carry out the business of the commission, which shall be ratified by the city council;
- (3) Adopt criteria for the designation of historic, architectural, and cultural landmarks and the delineation of historic districts, which shall be ratified by the city council;
- (4) Conduct surveys and maintain an inventory of significant historic, architectural, and cultural landmarks and all properties located in historic districts within the city;
- (5) Recommend the designation of resources by the city council as landmarks and historic districts;
- (6) Create committees and delegate to these committees' responsibilities to carry out the purposes of this article;
- (7) Maintain written minutes which record all proceedings and actions taken by the commission;
- (8) Recommend conferral of recognition upon the owners of landmarks or properties within districts by means of certificates, plaques, or markers;
- (9) Increase public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public education programs;
- (10) Make recommendations to the city council concerning the utilization of state, federal, or private funds to promote the preservation of landmarks and historic districts within the city;
- (11) Approve or disapprove of applications for certificates of appropriateness pursuant to this article;
- (12) Prepare specific design guidelines to be enacted by the city council for the review of landmarks and districts;
- (13) Recommend the acquisition of a landmark structure by the city where its preservation is essential to the purpose of this article and where private preservation is not feasible;
- (14) Propose tax abatement programs for landmark districts;
- (15) Accept on behalf of the city the donation of preservation easements and development rights as well as any other gift of value for the purpose of historic preservation, subject to the approval of the city council;
- (16) Evaluate concept site plans in accordance with all historic district zoning requirements for proposed construction, other than ordinary repairs or maintenance for which the cumulative cost of construction is less than \$10,000.00, in the historic districts as part of the certificates of appropriateness review;
- (17) Conduct reviews of applications for alternative exterior design standards and consider the alternative exterior design standards for issuance or denial.

(Ordinance 2020-26, adopted 6/9/20)

Possible Historic Preservation Commission Goals

The Historic Preservation Commission shall be empowered to:

- (1) Make recommendations for employment of staff and professional consultants as necessary to carry out the duties of the commission;
- (2) Prepare rules and procedures as necessary to carry out the business of the commission, which shall be ratified by the city council;
- (3) Adopt criteria for the designation of historic, architectural, and cultural landmarks and the delineation of historic districts, which shall be ratified by the city council;
 Review designation criteria and the delineation of the current historic districts.
 Recommend changes to the designation criteria if needed and recommend changes to the district boundaries if warranted.
- (4) Conduct surveys and maintain an inventory of significant historic, architectural, and cultural landmarks and all properties located in historic districts within the city;
 Develop a survey of historic, architectural, and cultural sites that are not located in an historic district.
- (5) Recommend the designation of resources by the city council as landmarks and historic districts;
 Recommend designation of resources outside the historic districts for landmark designation.
- (6) Create committees and delegate to these committees' responsibilities to carry out the purposes of this article;
- (7) Maintain written minutes which record all proceedings and actions taken by the commission;
- (8) Recommend conferral of recognition upon the owners of landmarks or properties within districts by means of certificates, plaques, or markers;
 Approve the creation of certificates, plaques, or markers and recommend landmarks to receive them.
- (9) Increase public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public education programs;
 Digitize historic site brochure. Create descriptions for additional sites.
- (10) Make recommendations to the city council concerning the utilization of state, federal, or private funds to promote the preservation of landmarks and historic districts within the city;
- (11) Approve or disapprove of applications for certificates of appropriateness pursuant to this article;

Review regulations for certificates of appropriateness and recommend revisions.

Consider revisions regarding administrative approval of a COA for some types of construction, reconstruction, alteration, restoration, and material change in the paint color, light fixtures, signs, sidewalks, fences, steps, paving, or other exterior elements visible from a public right-of-way.

- (12) Prepare specific design guidelines to be enacted by the city council for the review of landmarks and districts;
- (13) Recommend the acquisition of a landmark structure by the city where its preservation is essential to the purpose of this article and where private preservation is not feasible;
- (14) Propose tax abatement programs for landmark districts;
This is an area of exploration at minimum. If we want to expand upon our three districts, this is a way to drive their growth.
- (15) Accept on behalf of the city the donation of preservation easements and development rights as well as any other gift of value for the purpose of historic preservation, subject to the approval of the city council;
- (16) Evaluate concept site plans in accordance with all historic district zoning requirements for proposed construction, other than ordinary repairs or maintenance for which the cumulative cost of construction is less than \$10,000.00, in the historic districts as part of the certificates of appropriateness review;
- (17) Conduct reviews of applications for alternative exterior design standards and consider the alternative exterior design standards for issuance or denial.

Banners on Mercer Street that promote our heritage and recognize historical events, persons, and places of importance.

Identify historic preservation training for Commissioners. Example: Texas Historical Commission's Real Places Annual Conference.

Apply to the Texas Historical Commission to become a Certified Local Government Community.

Review current incentives for landmarks/properties in historic districts and recommend changes.

Support renovation of Stephenson Building.

Support Old Fitzhugh Road Improvement Project.

Support Downtown Parking Project.

Support Downtown Restrooms Project.



DRIPPING SPRINGS Texas

City of Dripping Springs FY 2024 Tax Rate & Budget Adoption Important Dates & Deadlines

Approved by Council: Tuesday, February 7, 2023

The attached Budget Calendar outlines the statutory dates and planning activities for City Staff, B Commissions, Committees and City Council as they relate to the Budget Process for Fiscal Year 2024. Calendar activities in RED note deadlines for staff & City Council, and Public Notifications. The Finance Director will coordinate with City Administration, the City Attorney and City Secretary regarding all notices, ordinances and resolutions as adopted, to include filing the proper documents with County and State Entities. The City Council will hold the following meetings regarding the Tax Rate and Budget Adoption:

- June 06, 2023: Budget Workshop
- June 20, 2023: Budget Workshop
- July 05, 2023: Budget Workshop
- July 18, 2023: Budget Workshop
- August 01, 2023: Budget Workshop
- August 15, 2023: Budget Workshop, Set Proposed Tax Rate, and Discussion
- September 05, 2023: Budget Workshop, Public Hearings on Tax Rate and Budget, and Possible Adoption of the Budget*
- September 19, 2023: Adoption of Approved Budget and Tax Rate, and Ratification of Tax Rate**

**The Council may choose to either adopt the budget or postpone adoption to the following meeting on September 19, 2023.*

***If the total property tax revenue is raised, the Council will need to Ratify the Tax Rate with a resolution.*

All other calendar dates are related to the budget planning process for City staff to include recommendations from boards, commissions, and committees. Budget process activities are listed below each calendar for reference. The following boards, commissions and committees will submit budget recommendations:

- DSRP Board of Directors
- Economic Development Committee
- Emergency Management Commission
- Farmers Market Committee
- Founders Day Commission
- Historic Preservation Commission
- Parks & Recreation Commission
- TIRZ No. 1 & No. 2 Board
- Transportation Committee

The Finance Director will provide staff with the proper forms and budget planning materials related to individual requests and department requests. Staff will work with their supervisor and the Finance Director to draft and submit their requests, and Staff Liaisons to Boards, Commissions and Committees will hold meetings to discuss and provide recommendations for requests. The City Secretary will make sure that each meeting following approval of the Budget Calendar has a budget review/recommendation added to the abovementioned board and commission agendas. The City Secretary does not draft committee agendas but is available to staff for assistance. Please make sure you attach, or forward for attachment documents for agenda discussion items.



City of Dripping Springs

FY 2024 Tax Rate & Budget Adoption

Important Dates & Deadlines

Item 6.

February 7, 2023	City Council Approval of Budget Calendar and Presentation on Legislative Changes to the Budget Process
April 14, 2023	City Staff Department Budget Requests Due (includes individual staff member requests submitted to supervisors and IT related requests)
May 5, 2023	Board, Commission and Committee Budget Recommendations Due; City Staff Employee Pay Recommendations Due from Department Heads
June 6, 2023	City Council Budget Workshop
June 20, 2023	City Council Budget Workshop
July 5, 2023	City Council Budget Workshop
July 18, 2023	City Council Budget Workshop
August 1, 2023	City Council Budget Workshop
August 4, 2023	Finance Director files Proposed Budget with City Secretary
August 15, 2023	City Council Budget Workshop, Set Proposed Tax Rate, and Discussion
August 24, 2023	Publication of Notice of Proposed Tax Rate, and Tax Rate and Budget Public Hearings (<i>Submit for publication August 18, 2023</i>) Begin Continuous Notice of Proposed Tax Rate on City Website with Public Hearing Dates for Budget and Tax Rate Hearing, and Notice of Tax Rate
September 5, 2023	City Council Budget Workshop – Public Hearings on Tax Rate and Budget (<i>Must take action to either adopt or postpone adoption of the Budget to the September 19, 2023 City Council meeting</i>)
September 19, 2023	City Council Meeting – Adoption of Budget, Ratification of the Tax Rate (if total property tax revenue is raised) and Adoption of the Tax Rate
September 20, 2023	Publication of Tax Rate and Budget on City Website, File Tax Rate and Budget with County and State Entities
September 28, 2023	Publication of Notice of Approved Tax Rate and Budget (<i>Submit for publication on September 21, 2023</i>)

February 2023



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
			Historic Preservation Commission Budget Discussion	**Staff obtain proper budget request forms from Finance Director
6	7	8	9	10
Parks & Recreation Commission Budget Discussion	CC Meeting: Budget Presentation & Budget Calendar Approval			
13	14	15	16	17
TIRZ Board Budget Discussion Founders Day Commission Budget Discussion			Farmers Market Committee Discussion Emergency Management Commission Budget Discussion	
20	21	22	23	24
		Economic Development Committee Budget Discussion		Departmental IT budget requests due to City Administrator
27	28			
Transportation Committee Budget Discussion				

Budget Activities

- Finance Director provides necessary budget information and request forms to develop individual and department budget requests.
- Staff begins meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff department heads review IT related software and equipment requests with City Administrator & Finance Director and determine any additional costs related to infrastructure. Requests due to City Administrator & Finance Director by February 24th.

***Dates may vary according to progress*

March 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
		DSRP Board Budget Discussion	Historic Preservation Commission Budget Discussion	HOT Grant Application Available
				
6	7	8	9	10
Parks & Recreation Commission Budget Discussion				
				
13	14	15	16	17
TIRZ Board Budget Discussion Founders Day Commission Budget Discussion			Farmers Market Committee Budget Discussion	
20	21	22	23	24
		Economic Development Committee Budget Discussion	Emergency Management Commission Budget Discussion	
27	28	29	30	31
Transportation Committee Budget Discussion				

Budget Activities

- Staff continues meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff reviews draft budget requests with supervisors and Finance Director.
- HOT Grant Applications become available.

April 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
Parks & Recreation Commission Budget Discussion		DSRP Board Budget Discussion	Historic Preservation Commission Budget Discussion	
10	11	12	13	14
TIRZ Board Budget Approve Recommendation Founders Day Commission Budget Discussion				
17	18	19	20	21
			Farmers Market Committee Approve Recommendation Emergency Management Commission Approve Recommendation	City Staff Department Budget Requests Due (Includes individual staff requests)
24	25	26	27	28
Transportation Committee Approve Recommendation		Economic Development Committee Approve Recommendation		
← City Administration Budget Development →				

Budget Activities

- City Staff continues meeting with boards, commissions, committees, and council members to review and approve budget requests and recommendations.
- City Staff continues developing individual and department budget requests and updates them with feedback provided by City Administrators and Finance Director. Due by April 21st.
- City Administrator & Finance Director work with vendors and staff on options and costs for IT related expenses.

May 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
Parks & Recreation Commission Approve Recommendation		DSRP Board Approve Recommendation	Historic Preservation Commission Approve Recommendation	Board, Commission, Committee, & Council Member Budget Recommendations Due
City Administration Budget Development				
8	9	10	11	12
Founders Day Commission Approve Recommendation				
City Administration Budget Development				
15	16	17	18	19
City Administration Budget Development				
22	23	24	25	26
Budget Review w/Mayor				
29	30	31		
Budget Review w/Mayor				

Budget Activities

- All board, commission, committee, and council member recommendations due to Finance Director by May 6th, except for the Founders Day Commission Recommendation, which is due May 8th.
- City Administrators and Finance Director draft proposed budget and review with staff and council members as necessary.
- City Administrators and Finance Director begin budget review with the Mayor.

June 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
				HOT Grant Program Recommendation Due
5	6	7	8	9
	CC Meeting: Budget Workshop			
12	13	14	15	16
19	20	21	22	23
	CC Meeting: Budget Workshop			
26	27	28	29	30

Budget Activities

- City Administrators & Finance Director continue discussion with Mayor to finalize budget for filing.
- City Council holds 1st budget workshop to review and discuss proposed budget on June 6th.
 - Review of Budget Process - Presentation of Draft Budget to be Filed – Review of Assumptions
- City Council holds 2nd budget workshop to review and discuss proposed budget on June 20th.
 - Review of General, Agriculture, Landscaping, Sidewalk, & PEG Funds

July 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
		CC Meeting: Budget Workshop		
10	11	12	13	14
17	18	19	20	21
	CC Meeting: Budget Workshop			
24	25	26	27	28
31				

Budget Activities

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 3rd Budget Workshop on July 5th.
 - Review of Wastewater, Utilities, Impact Fees, & TWDB Project
- City Council holds 4th Budget Workshop on July 18th.
 - Review of Parks (General Fund), DSRP, Parkland Dedication, Parkland Development, & HOT

August 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	CC Meeting: Budget Workshop			File Proposed Budget with City Secretary and Post on Website
7	8	9	10	11
14	15	16	17	18
	CC Meeting: Budget Workshop Set Proposed Tax Rate			
21	22	23	24	25
			Publication of Proposed Tax Rate & Budget Public Hearings Begin Continuous Notice on City website	
28	29	30	31	

Budget Activities

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 5th Budget Workshop on August 1st.
 - Review of Parks (General Fund), DSRP, Parkland Dedication, Parkland Development, & HOT
- Finance Director files proposed budget with City Secretary.
- City Secretary posts proposed budget on city website and copy given to Receptionist for public review.
- City Council holds 6th Budget Workshop on August 15th.
- City Council Sets Proposed Tax Rate on August 15th.
- City Secretary submits notice to Century News and Hays Free Press regarding Public Hearing dates for proposed Tax Rate and Budget on August 17th for publication on August 24th.
- City Secretary begins continuous notification of public hearings on City website on August 24th.

September 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
4	5	6	7	8
	CC Meeting: Budget Workshop Public Hearing on Tax Rate & Budget			
11	12	13	14	15
18	19	20	21	22
	CC Meeting: 2 nd Public Hearing on Tax Rate & Budget Budget Adoption Tax Rate Ratification & Adoption	Publication of Tax Rate & Budget on City website File Tax Rate & Budget with County and State Entities		
25	26	27	28	29
			Publication of Notice of Approved Tax Rate & Budget	

Budget Activities

- City Council holds 7th Budget Workshop on September 5th.
- City Council holds Public Hearings for proposed Tax Rate and Budget on September 5th.
- City Council adopts Budget and Tax Rate on September 19th.
- Finance Director prepares Approved Budget for Fiscal Year 2024 with prescribed cover page.
- City Secretary submits notice to Century News and Hays Free Press regarding Approved Tax Rate and Budget on September 21st for publication on September 28th.
- City Secretary files Approved Tax Rate and Budget with Hays County and State Entities.

	A	B	C	D
1		FY 2022 Budget	FY 2023 Proposed	
2	GENERAL FUND			
3	Historic District Consultant	\$3,500.00	\$3,500.00	
4				
5	SPECIAL PROJECTS			
6	OFR and Hays St. District Signage*	\$2,000.00	\$1,000.00	signs identifying districts
7	Mercer Street Planters (Quantity 4)**	\$3,850.00	\$0.00	
8	Mercer & OFR District Marketing Signs in ROW at each of Mercer Street	\$3,000.00		status with Lisa status new signs using existing posts
9	Historic Tour Brochure Printing*	\$2,800.00	\$2,800.00	2022
10	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
11	TOTAL	\$15,150.00	\$32,300.00	
12				
13				
14				
15	SUPPORT OF PROJECTS			
16	Support improvements to Stephenson Bldg			
17	Support of advancement of Old Fitzhugh Rd. Improvement Project			
18				
19	*Eligible for Hotel Occupancy Tax Funds			
20	**Eligible for Landscape Funds			

	E	F	G
1			
2			
3	x	Gen	
4			
5			
6	x	HOT	
7			
8			
9	X	HOT	
10	x	Landscape	
11			
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