

PRESERVATION COMMISSION MEETING

Tuesday, February 25, 2025 at 5:30 PM

Glen Rose City Hall, Council

Chambers, 201 NE Vernon, Glen

Rose, TX 76043



AGENDA

Live stream of this meeting is available on the City's Facebook and YouTube pages.

CALL TO ORDER

Pledge of Allegiance, Roll Call

CONSENT AGENDA

1. Consider approval of minutes from January 21, 2025 Historic Preservation Commission Meeting

INDIVIDUAL ITEMS FOR CONSIDERATION

2. Discussion, consideration and possible action regarding a Tax Credit Program Application
3. Discussion, consideration and possible action regarding a HPC Application Packet

ADJOURNMENT

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in the is meeting should contact the City Secretary's office at (254) 897-2272 x 201 at least 48 hours prior to the meeting to request such assistance.

CERTIFICATION

I, the undersigned authority, do hereby certify that this NOTICE OF MEETING was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance of the City of Glen Rose City Hall, a place convenient and readily accessible to the general public, as well as to the City's website at www.glenrosetexas.org and said notice was posted on the following date and time: **Tuesday, February 18, 2025, on or before 5:00 PM** and remained posted for at least two hours after said meeting was convened.

Veronica Welch, City Secretary

Certification of NOTICE OF MEETING was removed on: _____ at _____ am/pm

by _____ . _____



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	2/18/25		
AGENDA SUBJECT:	Consider approval of minutes from January 21, 2025 Historic Preservation Commission Meeting		
PREPARED BY:	Building/Planning/Code Enforcement Assistant Holthe	DATE SUBMITTED:	2/13/25
EXHIBITS:			
BUDGETARY IMPACT:		Required Expenditure:	\$00.00
		Amount Budgeted:	\$00.00
		Appropriation Required:	\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION: Move to approve or deny as presented.			

Historic Preservation Commission Meeting
City of Glen Rose, Texas
January 21, 2025 – 5:30 PM

Call to Order and Pledge of Allegiance

The meeting was called to order by Ann Carver at 5:30 PM.

Roll Call

Roll call confirmed a quorum. Members present: Scott Cole, Gabriel Campos, Ann Carver, JC Stone, Melinda Patrick via Zoom and Ember McCune arrived at 5:44 pm. Also present: Heather Bienko via Zoom, Stephen Boyd and Jodi Holthe.

Consent Agenda

The commission reviewed the minutes from the December 17, 2024, meeting. No changes or corrections were noted. The motion to approve was made by Scott Cole and seconded by JC Stone, and passed unanimously (5-0)

Individual Items for Consideration**1. Certificate of Appropriateness – Sycamore Groves**

Austin Bewely (147 Drive, Arlington, TX 76012) presented a request for a Certificate of Appropriateness to install a temporary manual metal gate at the entrance of Sycamore Groves, historically known as Outlaw Station (built in 1929-1930).

- The gate is intended to prevent unauthorized vehicle access and reduce vibrations that may affect the structure's integrity.
- The gate will be placed at the entrance of the existing dirt driveway and will include bollards to prevent vehicles from bypassing it.
- The gate will not be automatic.
- The proposed location avoids any known historical foundations or artifacts as identified in the historical survey.
- Austin was informed that he must secure a permit from the Building and Code Department before installing the gate.

The motion to approve was made by Gabriel Campos and seconded by Scott Cole, passed unanimous (5-0)

2. Historic Preservation Incentive Program

The commission reviewed the city's historic preservation incentive program, which offers a reimbursement of up to 50% of the appraised property tax for preservation-related work. Eligible expenses include structural repairs, electrical, plumbing, and exterior restoration.

Points discussed:

- The reimbursement is capped at 50% of the property's appraised tax value per calendar year.
- The reimbursement applies retroactively after work is completed and proper documentation is submitted.
- Exterior work requires prior approval from the Historic Preservation Commission before reimbursement.
- The commission recognized that while helpful, the funding amount is limited and does not significantly support large restoration projects.

- Potential future discussions regarding additional grant opportunities for larger projects were suggested.

A form will be developed for applicants to submit requests for reimbursement. The first application under this program will be reviewed at the next meeting.

Adjournment:

The meeting was adjourned at 5:51 PM.

Chairperson Historic

Preservation Officer



CITY COUNCIL AGENDA ACTION FORM

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TAX CREDIT PROGRAM APPLICATION

1. Name of Applicant(s): _____

2. Name of Business: _____

3. Mailing Address of Applicant: _____

4. Project Address: _____

5. Does the applicant own the building? _____ Yes _____ No

(If the answer is no, please provide an approval letter from the building owner of the project.)

6. Estimated Project Cost: \$ _____

(Attach a detailed cost breakdown supported by one or more quotes from recognized contractors or suppliers with a written description of work to be completed. Include photo of the site to be improved and a sketch or photos of planned improvements, paint samples etc.)

7. Total Grant Request (not to exceed 50% of the City of Glen Rose ad valorem Tax) \$ _____

(Matching funds will be provided for Commercial properties up to \$5,000 and Residential properties up to \$2,500 per calendar year, after inspection and completion of improvement as per agreement. Work must commence within 90 days after acceptance of credit application and should be complete or in progress within one year of issuance of said application.)

8. Proposed project start date: _____

9. Proposed project completion date: _____

11. Will the proposed project result in a change of use of the building?

Yes _____ No _____ If Yes, please explain the change _____

12. The following are attached to this application: _____

A written description of the proposed project with drawings if needed _____

A detailed cost breakdown of the proposed project _____

Quotes from contractors or suppliers if applicable _____

A letter of approval from the building owner

The undersigned applicant affirms that:

1. The information in the application is true and accurate.

2. The applicant has read and understands the conditions of the Tax Credit program.

3. The City of Glen Rose has reserved the right in its sole discretion to reject this application.

Applicant Signature: _____ Date: _____

Business Name: _____

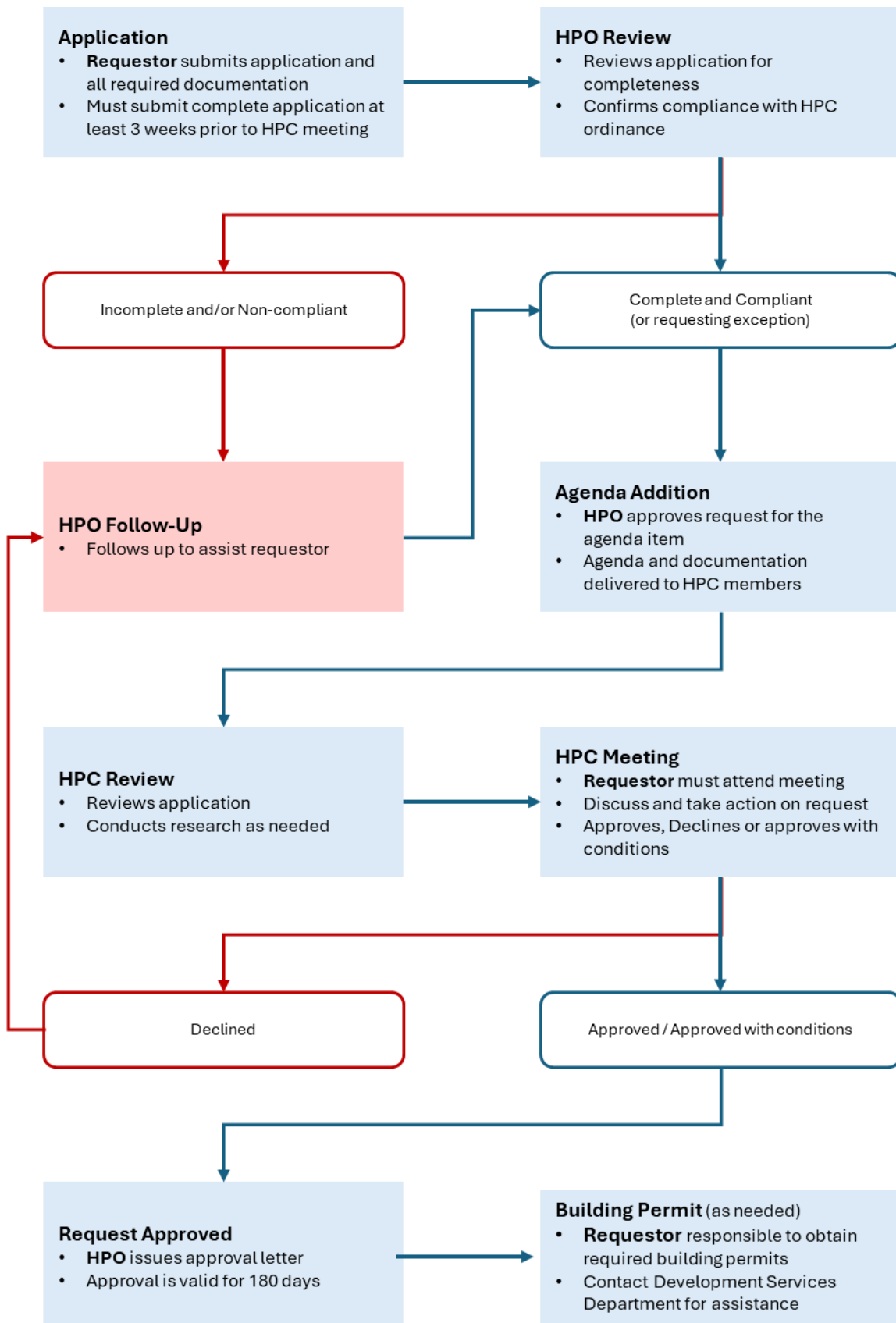


GENERAL GUIDELINES USED FOR REVIEW OF CERTIFICATES OF APPROPRIATENESS FOR PROPERTIES IN THE HISTORIC DISTRICT OR WITH HISTORICAL DESIGNATIONS

The following guidelines, based upon the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, are used to review projects in the National Register of Historic Districts:

- The distinguishing original qualities or character of a property and its environment shall not be destroyed.
 - Removal or alteration of any historic material or distinctive architectural features should be avoided.
- All properties shall be recognized as products of their own time.
- Alterations which have no historical basis, and which seek to create an earlier appearance shall be discouraged.
 - Changes which have taken place in the course of time may have acquired significance in their own right and shall be recognized and respected.
- Distinctive stylistic features or examples of skilled craftsmanship which characterize a property shall be treated with sensitivity.
- Deteriorated architectural features shall be repaired rather than replaced whenever possible.
 - In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities.
- Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence.
- Surface cleaning of structures shall be undertaken with the gentles means possible.
 - Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- Contemporary design for alterations and additions to existing properties are appropriate when such alterations and additions do not destroy significant historic, architectural, or cultural material and are compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
- Whenever possible, new additions or alterations to structures shall be made in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would not be impaired.
- The installation of protective or code-required mechanical systems shall be concealed whenever possible so as not to intrude upon or detract from the property's aesthetic and historical qualities, except where concealment would result in the alteration or destruction of historically significant materials or spaces.
- Reconstruction of a part or all of a property shall be undertaken only when such work is essential to reproduce a significant missing feature in a historic district, and documentation exists to ensure an accurate reproduction of the original.

CERTIFICATE OF APPROPRIATENESS APPLICATION FLOW CHART



Deliver to completed application and requirements to Historic Preservation Commission – Development Services Department

100 NE Barnard Street Glen Rose, TX 76042 (254) 897-2272 ext. 109

Please refer to the city website at www.glenrosetexas.org or call the Development Services Department for a schedule of the Historic Preservation Commission meetings.

HISTORIC PRESERVATION COMMISSION (HPC)
CERTIFICATE OF APPROPRIATENESS APPLICATION

The completed package must be delivered no later than three (3) weeks prior to the next scheduled HPC meeting in order to be placed on the agenda for review and vote. Attach additional description pages to give full details, if needed.

Property Owner	Applicant / Tenant / Owner's Representative
Name:	Name:
Address:	Address:
Phone:	Phone:
Emai:	Emai:

Property Address:	Legal Description:
Present Use:	Built Circa:
Proposed Use:	Current Zoning:

Architect or Contractor Name: _____

Contractor Phone Number: _____

Contractor Address: _____

Proposed Work / Design Description: _____

Attachments:

- | | | |
|---|---|---|
| ☐ Scale Drawings with Dimensions | ☐ Material Samples | ☐ Rendering of Signage |
| ☐ Historic Photos | ☐ Current Photos | ☐ Proposed Photos |

I hereby certify that this information is correct to the best of my knowledge and that the said work will be done in conformance with all submissions herein set forth and in compliance with the City of Glen Rose's Historic District ordinances and Building Codes. I understand that falsifying information may result in nullification of this request.

Owner's Signature: _____ Applicant's Signature: _____

☐ Approved ☐ Denied ☐ Conditions: _____

Preservation Commission Chair

Preservation Commission Officer

City Building Official

FOR STAFF / HPC MEMBERS USE ONLY

HISTORIC PRESERVATION COMMISSION (HPC)
CERTIFICATE OF APPROPRIATENESS CHECKLIST

The following items are requested for consideration of this application. These and additional items may be required, at the request of the Historic Preservation Commission, in order to consider the application as complete and filed.

Checklist Item	Comments
Applicant informed request must meet City Building Code/Ordinances	
Historic Preservation Officer review/approval (unless waived by city)	
Complete Certificate of Appropriateness Application	
Detailed description of all proposed activities	
Photographs of the property and areas of alteration provided	
Scaled drawing illustrating all proposed activities, including: • Building elevations showing the proposed change • Exterior building material(s) description • Material samples • Site plan • Architectural drawings • List of proposed colors and color numbers, chosen from the HPC approved colors	
Authorization to represent the property owner, if the applicant is not the owner	
Applications for signs must include a City Sign Permit Application and diagram of the sign with dimensions	



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