

# PRESERVATION COMMISSION MEETING

Tuesday, December 20, 2022 at 5:30 PM

Glen Rose City Hall, Council Chambers,  
201 NE Vernon, Glen Rose, TX 76043



## AGENDA

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City Hall will be open to the public.

Citizens can view or listen live by tuning in to the following Zoom.com webinar:

Meeting ID: 873 9281 1408 • Passcode 118629 • or dial 1-346-248-7799

### CALL TO ORDER

Pledge of Allegiance, Roll Call

### CONSENT AGENDA

1. Consider approval of minutes from November 15, 2022 Historic Preservation Commission Meeting
2. Consider approval of Certificate of Appropriateness Application as submitted by Renya Draper for 211 NE Barnard (Crave Bakery)
3. Consider approval of Certificate of Appropriateness Application as submitted by Ann Carver (Somervell History Foundation) for 307 SW Barnard St regarding temporary placement of restoration sign
4. Consider approval of Certificate of Appropriateness Application as submitted by Ann Carver (Somervell History Foundation) for 307 SW Barnard St regarding removal of 2 portions of fence
5. Consider approval of Certificate of Appropriateness Application as submitted by Ann Carver (Somervell History Foundation) for 307 SW Barnard St regarding dinosaur painted by Molly Golston
6. Consider approval of Certificate of Appropriateness Application as submitted by Ann Carver (Somervell History Foundation) for 307 SW Barnard St regarding dinosaur painted by Lissa Lee Nelson

### INDIVIDUAL ITEMS FOR CONSIDERATION

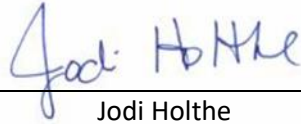
7. Discussion, consideration and possible action regarding the revised City of Glen Rose Farmers Market Application
8. Discussion, consideration and possible action regarding the revised City of Glen Rose Farmers Market 2022 Guiding Principles

### 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 102 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](http://www.glenrosetexas.org) and said notice was posted on the following date and time: **Friday, December 16, 2022, by 2:30 PM** and remained posted for at least two hours after said meeting was convened.



Jodi Holthe  
Building, Planning Code Enforcement Department

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

by \_\_\_\_\_ . \_\_\_\_\_



## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	Tuesday, December 20, 2022		
<b>AGENDA SUBJECT:</b>	Consider approval of minutes from November 15, 2022 Historic Preservation Commission Meeting		
<b>PREPARED BY:</b>	Building/Planning/Code Enforcement Assistant Holthe	<b>DATE SUBMITTED:</b>	12/7/22
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>			
Move to approve or deny as presented.			

Minutes  
Preservation Board - City of Glen Rose, Texas  
November 15, 2022

**Call to Order** - Chairperson, Ann Carver, called the meeting to order at 5:30 p.m.

- a. Pledge of Allegiance
- b. Roll call and verification of quorum - by Chairperson. Members: Ann Carver, Scott Cole, Karen Braswell, Sue McDonald in attendance. Also present: Jodi Holthe and Mario Cosio. A quorum is present.

**Consent Agenda:**

1. Approval of minutes from October 18, 2022, Preservation Board meeting. Motion by Scott Cole, second by Karen Braswell. Minutes approved 4/0.

**Individual Items for Discussion:**

1. Discussion, consideration and possible action regarding a Certificate of Appropriateness Application as submitted by Lindsey Stewart for Feast at 116 NE Barnard Street for a painted sign on the front of the building as presented in COAA. Motion by Sue McDonald to accept, second by Karen Braswell. Approved 4-0.

2. Discussion, consideration and possible action regarding a Certificate of Appropriateness Application as submitted by Donnelle Dot Barnes (Glen Rose Reporter) for window signage at 103 NE Vernon Street. Motion by Scott Cole to accept, second by Karen Braswell. Approved 4/0.

3. Discussion, consideration and possible action regarding a Certificate of Appropriateness Application as submitted by Darren Karels or 110 NE Barnard Street. Owner will remove existing ramp, pour porch slab across building width (25 ft x 12 ft), install steps, cover to be supported by 4x4 steel posts, a/c to go on top of porch cover (lines won't require drilling into stone), sign to be raised no more than 24 inches. Motion to approve by Karen Braswell, second by Sue McDonald. Approved 4/0. Note: Mario Cosio asked if A/C could be placed on roof instead.

4. Discussion, consideration and possible action regarding a Certificate of Appropriateness Application as submitted by Sue McDonald for 706 NE Barnard Street. Painting related to this COA was started in 2018 - no COA was filed prior to work. Motion to accept in arrears was made by Ann Carver, second by Scott Cole. Approved 3/0.

5. Discussion, consideration and possible action regarding the revised Historical Inspection Checklist. Order of items on checklist was rearranged as discussed, with lighting added to each section. Motion to accept made by Karen Braswell, second by Ann Carver. Approved 4/0. Note: inspections to be street view only.

**Workshop: The Historic Preservation Tax Exemption program**

Letters have been mailed to homeowners.

Inspections by committee members must be turned in between December 26 and January 2 - earlier if possible. Sue McDonald will not be able to do her inspections, therefore, those were redistributed among remaining members.

Ann Carver, Chairperson: Having no further business before the Board, the meeting was adjourned at 6:15 p.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Historic Preservation Officer



## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	Tuesday, December 20, 2022		
<b>AGENDA SUBJECT:</b>	Consider approval of Certificate of Appropriateness Application as submitted by Renya Draper for 211 NE Barnard (Crave Bakery)		
<b>PREPARED BY:</b>	Building/Planning/Code Enforcement Assistant Holthe	<b>DATE SUBMITTED:</b>	12/1/22
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>			
Move to approve or deny as presented.			

Staff Use Only  
Date Received: 12/1/22

Item 2.

CITY OF GLEN ROSE

Code Enforcement Office

254-897-9373

Fax 254-897-7989

## CERTIFICATE OF APPROPRIATENESS APPLICATION

- Completed package must be received at least three weeks prior to the next scheduled Board 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	Katie Moore	Name	Crave Bakery
Address	211 NE Barnard St.	Address	
Phone	254-897-2852	Phone	(817) 773-8265
Email		Email	crave.glenrose@gmail.com

Property Address	211 NE Barnard	Legal Description	Bakery / Coffee Shop
Present Use		Built Circa	
Proposed Use		Current Zoning	

Architect or Contractor Name Lions Club

Address \_\_\_\_\_ Phone \_\_\_\_\_

Proposed Work/Design Description Pin, Lights Christmas outdoor

<input type="checkbox"/> Scale Drawings with Dimensions Attached	<input type="checkbox"/> Photos Attached	<input type="checkbox"/> Current	<input checked="" type="checkbox"/> Historic
<input type="checkbox"/> Material Sample(s) Attached	<input type="checkbox"/> Rendering of Signage Attached		

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 Katie Moore *verbal approval on 9/20/22* Applicant's Signature [Signature]

☐ Denied ☐ Approved Conditions \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

Preservation Board Chair

Preservation Board Officer

City Building Official

- THIS IS NOT A BUILDING PERMIT AUTHORIZING ANY CONSTRUCTION OR REMODELING. CONTACT THE CODE ENFORCEMENT OFFICE PRIOR TO THE START OF ANY WORK. THIS COA BECOMES NULL AND VOID OF AUTHORIZED WORK IS NOT COMMENCED WITHIN 180 DAYS.



## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	Tuesday, December 20, 2022		
<b>AGENDA SUBJECT:</b>	Consider approval of Certificate of Appropriateness Application as submitted by Ann Carver (Somervell History Foundation) for 307 SW Barnard St regarding temporary placement of restoration sign		
<b>PREPARED BY:</b>	Building/Planning/Code Enforcement Assistant Holthe	<b>DATE SUBMITTED:</b>	12/2/22
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
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Staff Use Only  
Date Received: 12/2/22

CITY OF GLEN ROSE

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## Property Owner

## Applicant/Tenant/Owner's Representative

Name <u>SUMNERVELL HISTORY FOUNDATION</u>	Name <u>Ann Carver, President</u>
Address <u>307 SW Barnard St.</u>	Address <u>307 SW Barnard St</u>
Phone <u>254-897-1125</u>	Phone <u>254-897-1125</u>
Email <u>barnardsmill@gmail.com</u>	Email <u>barnardsmill@gmail.com</u>

Property Address <u>307 SW Barnard Street</u>	Legal Description
Present Use <u>HISTORY MUSEUM &amp; ART MUSEUM</u>	Built Circa <u>1856-1860</u>
Proposed Use <u>No changes noted</u>	Current Zoning <u>HISTORIC</u>

Architect or Contractor Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Proposed Work/Design Description Temp placement of restoration sign on Frontalview Way - Prior placement of sign in 2020 - Sign to go back in same place

<input type="checkbox"/> Scale Drawings with Dimensions Attached	<input type="checkbox"/> Photos Attached
<input type="checkbox"/> Material Sample(s) Attached	<input type="checkbox"/> Rendering of Signage Attached

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 Ann Carver, President Applicant's Signature Ann Carver, President

☐ Denied ☐ Approved Conditions \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
 Preservation Board Chair Preservation Board Officer City Building Official

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## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	Tuesday, December 20, 2022		
<b>AGENDA SUBJECT:</b>	Consider approval of Certificate of Appropriateness Application as submitted by Ann Carver (Somervell History Foundation) for 307 SW Barnard St regarding removal of 2 portions of fence		
<b>PREPARED BY:</b>	Building/Planning/Code Enforcement Assistant Holthe	<b>DATE SUBMITTED:</b>	12/2/22
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
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<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>			
Move to approve or deny as presented.			

CITY OF GLEN ROSE

Code Enforcement Office

254-897-9373

Fax 254-897-7980

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Property Owner

Applicant/Tenant/Owner's Representative

Name <u>Barnard Mill History Foundation</u>	Name <u>Ann Curver, President</u>
Address <u>307 SW Barnard Street</u>	Address <u>307 SW Barnard St</u>
Phone <u>254-897-9373</u>	Phone <u>254-897-9373</u>
Email <u>barnardmill@gmail.com</u>	Email <u>barnardmill@gmail.com</u>

Property Address <u>307 SW Barnard St</u>	Legal Description
Present Use <u>History &amp; Art Museum + event</u>	Built Circa <u>1856-1860</u>
Proposed Use <u>no noted changes -</u>	Current Zoning <u>HISTORIC</u>

Architect or Contractor Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Proposed Work/Design Description Removal of a portion of rail fence that is currently sitting & falling down - replacement to be determined at later date

<input type="checkbox"/> Scale Drawings with Dimensions Attached	<input type="checkbox"/> Photos Attached
<input type="checkbox"/> Material Sample(s) Attached	<input type="checkbox"/> Rendering of Signage Attached

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Owner's Signature \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

☐ Denied    ☐ Approved    Conditions \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

Preservation Board Chair

Preservation Board Officer

City Building Official

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## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	Tuesday, December 20, 2022		
<b>AGENDA SUBJECT:</b>	Consider approval of Certificate of Appropriateness Application as submitted by Ann Carver (Somervell History Foundation) for 307 SW Barnard St regarding dinosaur painted by Molly Golston		
<b>PREPARED BY:</b>	Building/Planning/Code Enforcement Assistant Holthe	<b>DATE SUBMITTED:</b>	12/2/22
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
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	<b>Appropriation Required:</b>	\$00.00	
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<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>			
Move to approve or deny as presented.			

Date Received: 12/2/20 <sup>Staff Use Only</sup>

Item 5.

CITY OF GLEN ROSE

Code Enforcement Office

254-897-9373

Fax: 254-897-7989

## CERTIFICATE OF APPROPRIATENESS APPLICATION

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Property Owner		Applicant/Tenant/Owner's Representative	
Name <u>Samuel History Foundation</u>		Name <u>Ann Curver, President</u>	
Address <u>307 SW Bernard Street</u>		Address <u>307 SW Bernard St</u>	
Phone <u>254-897-1111</u>		Phone <u>254-897-1111</u>	
Email <u>bernardmill@gmail.com</u>		Email <u>bernardmill@gmail.com</u>	
Property Address <u>307 SW Bernard St</u>		Legal Description	
Present Use <u>History &amp; Art Museum + event</u>		Built Circa <u>1856-1860</u>	
Proposed Use <u>no noted changes -</u>		Current Zoning <u>HISTORIC</u>	

Architect or Contractor Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Proposed Work/Design Description placement of sign that was purchased via Lions Club fundraiser, will be placed on front yard of museum, painted by Holly

<input type="checkbox"/> Scale Drawings with Dimensions Attached	<input type="checkbox"/> Photos Attached	<input type="checkbox"/> Current	<input type="checkbox"/> Historic
<input type="checkbox"/> Material Sample(s) Attached	<input type="checkbox"/> Rendering of Signage Attached		

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Owner's Signature \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

☐ Denied ☐ Approved Conditions \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

Preservation Board Chair

Preservation Board Officer

City Building Official

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## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	Tuesday, December 20, 2022		
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<b>PREPARED BY:</b>	Building/Planning/Code Enforcement Assistant Holthe	<b>DATE SUBMITTED:</b>	12/2/22
<b>EXHIBITS:</b>			
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<b>RECOMMENDED ACTION:</b>			
Move to approve or deny as presented.			

CITY OF GLEN ROSE

Code Enforcement Office

254-897-9373

Fax: 254-897-7989

# CERTIFICATE OF APPROPRIATENESS APPLICATION

Completed package must be received at least three weeks prior to the next scheduled Board 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 <u>Samuel History Foundation</u>	Name <u>Ann Currier, President</u>
Address <u>307 SW Bernard Street</u>	Address <u>307 SW Bernard St</u>
Phone <u>254-897-1120</u>	Phone <u>254-897-1120</u>
Email <u>bernardmill@gmail.com</u>	Email <u>bernardmill@gmail.com</u>

Property Address <u>307 SW Bernard St</u>	Legal Description
Present Use <u>History &amp; Art Museum + event</u>	Built Circa <u>1856-1860</u>
Proposed Use <u>no noted changes -</u>	Current Zoning <u>HISTORIC</u>

Architect or Contractor Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Proposed Work/Design Description placement of Dins that was purchased via Lions Club fundraiser, will be placed on front yard of museum, painted by Lisa Robinson

<input type="checkbox"/> Scale Drawings with Dimensions Attached	<input type="checkbox"/> Photos Attached	<input type="checkbox"/> Current	<input type="checkbox"/> Historic
<input type="checkbox"/> Material Sample(s) Attached	<input type="checkbox"/> Rendering of Signage Attached		

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 \_\_\_\_\_

☐ Denied ☐ Approved Conditions \_\_\_\_\_

☒ \_\_\_\_\_ ☒ \_\_\_\_\_ ☒ \_\_\_\_\_

Preservation Board Chair

Preservation Board Officer

City Building Official

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## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	Tuesday, December 20, 2022		
<b>AGENDA SUBJECT:</b>	Discussion, consideration and possible action regarding the revised City of Glen Rose Farmers Market Application		
<b>PREPARED BY:</b>	Building/Planning/Code Enforcement Assistant Holthe	<b>DATE SUBMITTED:</b>	12/2/22
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>			
Move to approve or deny as presented.			

City of Glen Rose **Historic** Farmers Market  
Vendor Participation Application

Item 7.

Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_ (Good for 1 calendar year)

Our Glen Rose Farmers Market is a community gathering place to sell local agriculture products and other items hand crafted, homemade, home-grown, value-added goods, baked goods, arts & crafts, and others listed on this application in **Texas within a 150-mile radius**. It is the responsibility of the vendor to abide by all laws and regulations which govern the production, harvest, preparation, preservation, labeling, and/or safety of products offered for sale at the market. Vendors are liable for their own product(s). The vendor is responsible for having all required taxes, permits, licenses, and insurance policies and have copies with them at the market. The **GLEN ROSE HISTORIC FARMERS MARKET 2022 GUIDING PRINCIPLES** includes a summary of these responsibilities and links for further information.

Name of Business: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Text    Y    N

Website: \_\_\_\_\_

Sales Tax ID# \_\_\_\_\_

County (where product is produced) \_\_\_\_\_

**Business Type (Circle all that apply for this 1-year application)**

Arts & Crafts	Baked Goods	Dairy/Cheese/Milk
Dried Herbs/Spices	<b>Eggs</b>	Floral & Nursery
Farm/Garden Tools - handmade	Honey	Jelly / Jams / Butters
Jewelry - handmade	Meats (Butchered/Processed)	Non- Alcoholic Beverages
Nuts – plain/candied Organic Grower	<b>Personal Care</b>	Pet Treats & Products
Pickles/Salsas/Relishes	Produce (Vegetables & Fruits)	Quilting/Crochet
Ready-To-Eat Foods	Small Arms Ammunition	Value Added Foods/Products*
Wood Crafts	Other: _____	

\*Valued Added Foods/Products are items made from raw agricultural product to which some value has been added through preparing, crafting, cooking, packaging, or other methods. Value-Added: Culinary products from Texas Food Manufacturing license operation that has changed the form, flavor, blend and/or the substance of raw products using as many market products as available, preference given to those vendors who use local products. Organic ingredients must be incorporated when available. Cottage kitchen must be within 150 miles of the market attended.

\*Ex: Salsa, Hummus, Cider, Dog Food Treats, Baked Goods, Herbal Products, Jelly, Jams, Ready-to-Eat. Must have cold storage if acceptable, 45°.



## Required Documents

Item 7.

**The vendor is responsible for complying and having all required taxes, permits, licenses, and insurance policies and have copies with them at the market if required in regulations with federal, state, county, and city. Check and provide copies of all licenses and permits that apply to your products:**

Cottage Law - Food Handler

Nursery & Floral

Sales Tax ID

Federal Firearms License (ATF)

Others: \_\_\_\_\_

### Product Labels

- Attach a copy of a general label, or business card for each business type checked on side 1
- Attach a copy of your Cottage Law - Food Handler, labels and other ingredient labels below, whichever is appropriate
- Attach separate sheet/copies if more room is needed

### Vendors Direct Representative Assignment

The following person(s) may serve as your Direct Representative(s) for the Glen Rose Farmers Market and may sell items on your behalf.

Vendor understands that each person listed below must have read, filled out and signed the Market Rules and Regulations.

PRINTED NAME	PHONE #	TEXT Y/N	SIGNATURE

I have designated the above parties to represent me and sell the products that have been listed above and approved **to sell** at the **Historic** Glen Rose Farmers Market.

\_\_\_\_\_  
Signature of Vendor / Applicant

\_\_\_\_\_  
Date

### Accommodation

If you need special assistance of any kind to participate in the market, please request specific accommodations here:

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**APPLICATION SUBMITTAL CHECKLIST:**

Item 7.

- ☐ I have completed and signed the City of Glen Rose Historic Farmers Market Vendor Participation Application
- ☐ I have read and agree to the GLEN ROSE HISTORIC FARMERS MARKET 2022 GUIDING PRINCIPLES
- ☐ I have included general product labels for all business types circled
- ☐ I have attached copies of all necessary licenses and permits

All required items and information above must be submitted to the City of Glen Rose Building and Planning Department for an application to be considered complete.

Incomplete application submissions will not be reviewed or approved until all deficient items or licenses have been submitted. Final admittance to the Farmers Market is pending final approval from the City of Glen Rose through the Glen Rose Historic Preservation Commission, and issuance of a Glen Rose Historical Farmers Market Approval Certificate.

***By signing below, I acknowledge that I have read and met the above requirements for a complete submittal:***

\_\_\_\_\_  
Vendor Printed Name

\_\_\_\_\_  
Signature of Vendor/Applicant

\_\_\_\_\_  
Date

Applications shall be submitted to the City of Glen Rose in person at City of Glen Rose City Hall (201 NE Vernon St) during regular business hours, or emailed to Jodi Holthe at [jodiholthe@glenrosetexas.org](mailto:jodiholthe@glenrosetexas.org)

\_\_\_\_\_  
City of Glen Rose Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	Tuesday, December 20, 2022		
<b>AGENDA SUBJECT:</b>	Discussion, consideration and possible action regarding the revised City of Glen Rose Farmers Market 2022 Guiding Principles		
<b>PREPARED BY:</b>	Building/Planning/Code Enforcement Assistant Holthe	<b>DATE SUBMITTED:</b>	12/2/22
<b>EXHIBITS:</b>			
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>	\$00.00	
	<b>Amount Budgeted:</b>	\$00.00	
	<b>Appropriation Required:</b>	\$00.00	
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>			
<b>RECOMMENDED ACTION:</b>			
Move to approve or deny as presented.			

## GLEN ROSE HISTORIC FARMERS MARKET



Est. in 1800's

### 2022 GUIDING PRINCIPLES

The Glen Rose Historic Preservation Commission (GRHPC) has ~~purview~~ ~~preview~~ over the Glen Rose Historic Farmers Market (GRHFM), and set forth these guiding principles to govern the administration, operation and management of the ~~GRHFM Glen Rose Historic Farmers Market~~. In addition to these guiding principles contained herein, the GRHFM has a city of Glen Rose City Code of Ordinances. The GRHPC and City Staff ~~will~~ implements and enforces all rules, and may change, delete or modify the GRHFM guiding principles at any time. The ~~GRHFM~~ GRHPC and City Staff have ~~has~~ the right to refuse vendor space, as well as suspend and/or expel violators of these rules and/or local, state or federal laws, and/or ordinances.

Direct all questions or comments to the Building and Planning Department:

- Phone: 254-897-2272, Ext 109
- Address: 201 NE Vernon Glen Rose, TX 76043
- Email: [buildingofficial@glenrosetexas.org](mailto:buildingofficial@glenrosetexas.org)

### Welcome

The ~~GRHFM Glen Rose Historic Farmers Market~~ welcomes applicants that meet the standards of the guiding principles set forth in 2022.

### History

It's a farmers market with no strings attached — and it's been a place as long as anyone can remember. The ~~GRHFM Glen Rose Historic Farmers Market~~ on the downtown square ~~pre-dates the city and~~ was likely first organized in the early days of Somervell County. When the ~~GRHFM Glen Rose Historic Farmers Market~~ got its start, it was a common idea in many counties to have a central location for farmers ~~to bring their produce~~ to sell their produce. Everybody gathered on Saturdays. ~~The farmers market pre-dates the city.~~

### The Famers Market Hours

The GRHFM is open 365 days a year, ~~Open rain or shine during the following days and hours:~~ Monday through Sunday, sunrise to sunset. ~~This market is open 365 days a year. The Farmers Market~~ Vendors ~~are will~~ not ~~be~~ allowed to set up during events produced, sponsored or hosted by the city and/or the city's convention and visitor's bureau or any private event taking place in the historic square.

See City of Glen Rose Ordinance 2020.02.10C, sec 5 adopted 02/10/2020. 4.05.034 Farmers Market

#### **4.05.034 Farmers Market**

1. The Glen Rose Historic Farmers Market is located on Elm Street in the parking area adjoining the historic courthouse square.
2. Items that can be sold in the farmers market are homemade, homegrown and/or handcrafted products. No resale items are allowed.
3. The farmer's market area is on a first come basis, with no designated or reserved parking. Times of operation are from sunrise to sunset, Monday–Sunday. Vendors will not be allowed to set up during events produced, sponsored or hosted by the city and/or the city's convention and visitors bureau or any private event taking place in the historic square.
4. Vendors may not utilize any electrical outlets on the square without expressed written permission from the city.

## VENDOR TYPES AND ELIGIBILITY

### Farmers and Ranchers

A farmer/rancher is a person who grows, raises or produces agricultural products and may be a sole proprietorship, partnership, non-profit or corporation that owns or leases land. A single farm/ranch may include family members and employees who assist in the production or sales/marketing of the farm direct products.

### Farm Craft

Farm craft vendors are those who grow the primary ingredients in their products and offer traditional farm home items at the market. While typically not all of the ingredients in these products are possible to grow or make on a farm, they are staples of a home or pantry. The farm-grown ingredients must be the focal point of the products. Examples may include spice mixes, teas, soaps, lotions etc. All vendors must be from Texas and within 150 miles of Glen Rose.

### Artisan food/bakery/coffee

An artisan food vendor is a person who prepares, produces and packages a specialty food or beverage product. Priority is given to vendors that create a value-added food product sourcing directly from local farmers or ranchers. Examples include: herbs and spices, pickles, canned goods, fermented products, breads, pastries, pastas, sauces and drinks and mixes. All vendors must be from Texas and within 150 miles of Glen Rose.

### Arts and Crafts

An arts and craft vendor is anyone who handcrafts a quality and unique products such as textiles, home goods and beauty products. All products will be produced by the person applying to the GRHFM Glen Rose Historic Farmers Market. ~~Some vendors may be grandfathered in due to length of time and history at the Glen Rose Historic Famers Market.~~ All vendors must be from Texas and within 150 miles of Glen Rose.

### Seasonal Vendors

In between Thanksgiving and Christmas, the GRHFM Glen Rose Historic Farmers Market ~~add~~ may add Holiday Market vendors who are approved for only the holiday season. Vendors are based on current needs of the market, and some categories may be expanded specially for the holiday season. The application for the year-round farmers market also serves for the holiday market. Holiday Market vendors may also be invited to other holiday dates, events, or promotions, per the discretion of the market.

## APPLICATION PROCESS

### Overview

~~The application process at the Glen Rose Historic Farmers Market.~~ To become a vendor at the GRHFM, applicants must complete the application **either online or in person** at City Hall in the **Building and Planning Department Building Code** Office. At this time there is not an application fee.

The information provided in the application is the information the **GRHPC GRHFM** uses to evaluate each applicant. It is imperative that the application is filled out with as much detail as is needed to convey the business and products. Applications are reviewed on a weekly basis and applicants will be notified of their status. The **GRHPC or City Staff GRHFM** will notify the applicant of their status within a week. **All Any requested** documents, licenses, permits, etc. must be provided before the vendor **will be approved able** to sell at GRHFM.

### Restrictions of Products

The **GRHFM Glen Rose Historic Farmers Market** does not allow MLM, network marketing, home based franchises, or other forms of these products to be sold at the GRHFM.

### Approval Considerations

Space availability is contingent upon overall mix and percentage of vendors and products. The **GRHPC Glen Rose Historic Farmers Market** has the following criteria for approval of vendors and products:

- First priority is given to farmers and ranchers, followed by products made with local farm ingredients, sustainable/compostable products, attractive displays and signage and **those these** with active social media presence.
- Applicants must have read and agreed to all of the Guiding Principles for understanding and adherence to the mission, rules and regulations.
- **Though applicants may not** be **it is not** required to provide all applicable permits, licenses and certificates necessary for vendor sales at the GRHFM **before applying**, it is the vendor's responsibility to know the required permits/licenses and to maintain them while selling at the **GRHFM market**.

### Vendor Requirements

- Items that can be sold in the farmers market are homemade, homegrown and/or handcrafted products. No resale items are allowed.
- If vendors wish to add products to their booth, they must **complete a new, updated application and** receive **approval prior permission** from the **GRHPC. GRHFM**. Vendors will be asked to remove unapproved products from their tables.

## FARM/RANCH VISITS

### Product Validity

The GRHPC or City Staff ~~GRHFM~~ may, at any time, question the validity of any product sold at the GRHFM. Proof of a products origin through a visit to the production location and/or additional proof of validity may be requested.

### Food Handlers Certification

Certifications are available online and is a requirement for the Cottage Food Law. Once obtained, they must be ~~presented~~ provided to the ~~GRHPC GRHFM-office~~. The GRHPC ~~GRHFM~~ verifies these licenses throughout the market season. Fines may be issued for missing, expired or incorrect information.

### Sales Tax Number

Some vendors may be responsible for sales tax if required by the State of Texas. The vendor shall be responsible for filing any and all returns required by the State of Texas with respect to sales tax collection.

## APPLICATION

The application process DOES NOT REQUIRE a payment at this time to sell at the ~~GRHFM Glen Rose Historic Farmers Market~~.

- All interested vendors are required to complete the application process.
- Applicants that do not meet the requirements may submit a request to the HPBC to be grandfathered in, due to length of time and history at the GRHFM.

## REGISTRATION FOR MARKET

Vendors must be in good standing before attending the market.

- “Good standing” includes all application, licenses and permits are correctly filed with the GRHPC ~~GRHFM-office~~ and market rules have been adhered to.



## OPERATING GUIDELINES

### Vendor Display

- GRHFM Approval Certificate must be prominently displayed.
- Vendors display and products must remain within one vendor space, defined as one parking space.
- Display products are to be within the designated vendor space. A-frame signs must be within the vendor's space ~~10x10 stall~~, and not in the walkways, in order to prevent interference with customer flow.
- Vendor displays must be assembled in a manner that allows clear access to adjoining stalls.
- Displays may not be left overnight.
- All signage and displays must be attractive, of good quality and look professional, subject to the discretion of the GRHPC and City Staff. ~~Glen Rose Historic Farmers Market team.~~
- Vendors must display prices of items for sale and their return policy.
- Any canopy must have a minimum of a 25lb-weight on each of the four canopy legs - All weights must be fastened to the canopy and approved.
- Tables must have a base spread and locking legs - They are subject to inspection by the GRHPC and City Staff. ~~Glen Rose Historic Farmers Market.~~
- Only temporary attachments such as zip ties, bungee cords or tape may be used to secure/display signs.
- Vendors are required to bring all necessary set-up items (duct tape, dollies, etc.) ~~Set-up equipment is not provided by the GRHFM.~~ - Come prepared for anything and everything that might happen during the market day.

### Good Housekeeping

- Vendors shall keep spaces neat, clean and in a sanitary condition.
- Vendors must remove all booth generated trash and recycling from the GRHFM premises at the close of the market day. Vendors must bring their ~~your~~ own trash bags, and remove trash from the GRHFM premises.
- Animals are ~~only~~ allowed in vendor stalls ~~only~~ with permission from the GRHPC. ~~Glen Rose Historic Farmers Market~~
- All water should be poured into drains and not onto sidewalks, common areas or aisles.
- All places where food is stored, sold, sampled or handled should be maintained and operated in a sanitary manner in accordance with all applicable local, state and federal regulations.

## Business Conduct

- Approval and placement are at the discretion of the GRHPC and City Staff. ~~GRHFM~~
- All vendors are to remain open during market hours.
- Vendors ~~must will~~ close within one hour after advertised market close time.
- Vendors may only sell within the space designated to them by the GRHPC. ~~Glen Rose Historic Farmers Market~~
- Standing in front of spaces, hawking customers or pushing samples ~~will is not be~~ allowed.
- All vendors are required to have their business cards or name and contact information posted and accessible to customers.
- Vendors and their employees are expected to immediately comply with requests of the GRHPC and City Staff. ~~GRHFM~~
- Vendors are an extension of the ~~GRHFM Glen Rose Historic Farmers Market~~ and at all times will maintain a positive, kind and respectful attitude to customers and fellow vendors.
- The ~~GRHFM Glen Rose Historic Farmers Market~~ is committed to providing a space that is free from harassment, in any form, and does not allow discrimination.
- Vendors may not consume alcohol on the property during market hours.
- No vendor, or employee, may be under the influence of illegal drugs or intoxicated while at the ~~GRHFM Glen Rose Historic Farmers Market~~
- Children must remain in vendor space and not disturb others.
- Music played in vendor spaces should not disrupt surrounding vendors and may not contain explicit content.
- Customer and vendor complaints that cannot be resolved amicably should be immediately referred to the ~~GRHPC Glen Rose Historic Farmers Market office~~ for mediation.
- Attire and grooming must be neat, clean and appropriate for work at the ~~GRHFM Glen Rose Historic Farmers Market~~
- Vendors may be asked to leave the market at the discretion of the GRHPC and City Staff. ~~GRHFM~~

## Vehicles

In order to put the customer first, vendors may ONLY park in their display space Any other parking must be outside of ~~designated must utilize parking not in~~ the Farmers Market area.

## Employees

- Employees of vendors may only sell the products that are included in the application and approved by the ~~GRHPC Glen Rose Historic Farmers Market team~~.
- All vendors are responsible for the actions of their employees.

## Product Quality

- It is the responsibility of each vendor to refund or exchange merchandise that is unsatisfactory to a customer.
- All pre-packaged products must be labeled and have weight and measurement declarations.
- All products must be sold at a standard weight and measure. Produce may be sold by the pound, provided scales are certified by the Texas Department of Agriculture (TDA); otherwise produce may be sold by the piece, pint, quart, peck or another generally accepted measure of quantity.

## Complaint Process

- Vendors or customers may file a complaint in writing to the GRHPC ~~GRHFM~~ if they suspect a vendor is violating market rules and regulations.
- Complaints should be submitted to the GRHPC ~~GRHFM~~ in person or via email and include the reporter's name, phone number and a description of the complaint.
- The GRHPC ~~GRHFM~~ will determine any course of action that may be needed in order to resolve the issue.

## Grievances

- All vendors agree that they understand and will adhere to the GRHFM Guiding Principles to participate in the market.
- In the case of infractions that may result in suspension or termination, a written notice of the action to be taken will be provided to the vendor.
- The vendor may appeal, in writing, the action to be taken within 3 days prior to becoming effective.
- The GRHPC and City Staff ~~Glen Rose Historic Farmers Market~~ reserves the right to refuse space to any vendor at any point within the year.