

PRESERVATION COMMISSION MEETING

Tuesday, June 17, 2025 at 5:30 PM

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



AGENDA

City Hall will be open to the public.

CALL TO ORDER

Pledge of Allegiance, Roll Call

CONSENT AGENDA

1. Consider approval of Certificate of Appropriateness Application as submitted by The Barnard Street Corp for 706 SW Barnard St
2. Consider approval of Certificate of Appropriateness Application as submitted by Alison Couch for 100 NE Barnard St

INDIVIDUAL ITEMS FOR CONSIDERATION

3. Discussion, consideration and possible action regarding the Facade Grant Program
4. Discussion, consideration and possible action regarding revisions of Ordinance 14.03.004 Appointment of Historic Preservation Officer (if HPO is a volunteer)
5. Discussion, consideration and possible action regarding administrative support for Historic Preservation Commission

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: **Friday, June 13, 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:	6/17/2025		
AGENDA SUBJECT:	Consider approval of Certificate of Appropriateness Application as submitted by The Barnard Street Corp for 706 SW Barnard St		
PREPARED BY:	Historic Preservation Officer Heather Bienko	DATE SUBMITTED:	6/3/2025
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.		

6/3/2025 Date Received (staff use only)

City of Glen Rose Development Services Dept. (254) 897-2272 ext. 109

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 The Barnard Street Corp	Name: Same
Address: 5604 Oak Top, Colleyville TX	Address: Same
Phone: 214-914-5330	Phone: Same
Email: jandhbienko@sbcglobal.net	Email: Same

Property Address: 706 SW Barnard St.	Legal Description: A47 James H. Haley, Tract H8, H9 and H10
Present Use: Long Term Rental	Built Circa: 1930s
Proposed Use: Short Term Rental	Current Zoning: Residential

Architect or Contractor Name: Abel Currujedo

Contractor Phone Number: _____

Contractor Address: _____

Proposed Work / Design Description: The interior roof on porch rotted. Will be replacing with same material

Attachments:

- Scale Drawings with Dimensions
- Historic Photos
- Material Samples
- Current Photos
- Rendering of Signage
- 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: Heather Bienko Applicant's Signature: Heather Bienko

X Approved Denied Conditions: Routine Maintenance

Preservation Commission Chair Heather Bienko _____
Preservation Commission Officer City Building Official

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	Yes
Historic Preservation Officer review/approval (unless waived by city)	Yes
Complete Certificate of Appropriateness Application	Yes
Detailed description of all proposed activities	
Photographs of the property and areas of alteration provided	Yes
Scaled drawing illustrating all proposed activities, including: <ul style="list-style-type: none"> • 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 	Yes
Authorization to represent the property owner, if the applicant is not the owner	Yes
Applications for signs must include a City Sign Permit Application and diagram of the sign with dimensions	NA





CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	6/17/2025		
AGENDA SUBJECT:	Consider approval of Certificate of Appropriateness Application as submitted by Alison Couch for 100 NE Barnard St		
PREPARED BY:	Historic Preservation Officer Heather Bienko	DATE SUBMITTED:	5/28/2025
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.		

5/28/25 Date Received (staff use only)

City of Glen Rose Development Services Dept.

(254) 897-2272 ext. 109

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

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Property Owner	Applicant / Tenant / Owner's Representative
Name: City of Glen Rose	Name: Alison Couch, Building Official
Address: 201 NE Vernon St, Glen Rose	Address: 201 NE Vernon St, Glen Rose
Phone: 254-897-2272	Phone: 254-897-2272 x104
Email: city.administrator@glenrosetexas.org	Email: alison.couch@glenrosetexas.org

Property Address: 100 NE Barnard St	Legal Description: Blk: 00005, Subd: G0500, Abst: A136, GLEN ROSE TOWNSITE, BLOCK 5, LOT 7&8
Present Use: City Government Offices	Built Circa: 1896
Proposed Use: City Government Offices	Current Zoning: B-3

Architect or Contractor Name: City of Glen Rose

Contractor Phone Number: _____

Contractor Address: _____

Proposed Work / Design Description: Re-install awnings over windows that were removed due to damage. Color will remain the same, minor repairs to be made to the fabric to prevent further damage.

Attachments:

- Scale Drawings with Dimensions
- Historic Photos
- Material Samples
- Current Photos
- Rendering of Signage
- 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: Alison Couch

XApproved Denied Conditions: Routine Maintenance

Preservation Commission Chair

Heather Bienko Heather Bienko
Preservation Commission Officer

City Building Official

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.

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Scaled drawing illustrating all proposed activities, including: <ul style="list-style-type: none"> • 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 	Yes
Authorization to represent the property owner, if the applicant is not the owner	Yes
Applications for signs must include a City Sign Permit Application and diagram of the sign with dimensions	NA





CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	6/17/2025		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding the Facade Grant Program		
PREPARED BY:	Historic Preservation Officer Heather Bienko	DATE SUBMITTED:	6/12/2025
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.		

FAÇADE GRANT PROGRAM

1. The purpose of this section is to establish a façade grant program to encourage the preservation or improvement of any non-residential property located in the Downtown Historic Preservation Overlay (“HPO”) District defined in 14.02.053 of the City of Glen Rose Ordinance. In addition, buildings listed in the Glen Rose Downtown Historic District or listed in the National Register of Historic Places will also be eligible for this grant.
2. The program will offer a range of \$250 to \$5,000 with applicants providing a 50% match of the funds they receive, making these grants a true partnership between the city and its building owners/businesses.
3. The Façade Enhancement Grants will cover projects to improve commercial properties' functionality and appeal. Eligible enhancements include:
 1. Pedestrian Amenities: Grants can create inviting outdoor spaces, such as dining areas, awnings or shade structures, public art installations, and improved lighting. These upgrades not only enhance the aesthetic appeal of buildings/businesses but also contribute to a more welcoming environment for customers.
 2. Façade Enhancements: Grants for exterior improvements such as painting, window, and door replacements, and restoring historical architectural features. These changes preserve the character of Glen Rose commercial properties and attract more visitors and customers.
4. The “Façade Grant Application” must be submitted between October 1st and October 31st of each year, with the required items below, to the Historic Preservation Officer.
 1. A written description of the proposed project with drawings and photos
 2. A detailed cost breakdown of the proposed project
 3. Quotes from contractors or suppliers if applicable
 4. A letter of approval from the building owner if applicable
5. The Façade Grant Application will be reviewed by the Historic Preservation Officer, the Historic Design Committee and approved by the Historic Preservation Commission with final approval decisions made by the December Historic Preservation Commission meeting.
6. Applicants who received approval of their application may submit receipts for reimbursement once work is complete to be reviewed by the Historic Preservation Officer, the Historic Design Committee and approved by the Historic Preservation Commission. This approval and reimbursement of expenses will occur within 60 days of submittal.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	6/17/2025		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding revisions of Ordinance 14.03.004 Appointment of Historic Preservation Officer (if HPO is a volunteer)		
PREPARED BY:	Historic Preservation Officer Heather Bienko	DATE SUBMITTED:	6/12/2025
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.		

14.03.004 APPOINTMENT OF HISTORIC PRESERVATION OFFICER

The city administrator or its designee shall appoint a qualified volunteer or staff person to serve as historic preservation officer (HPO). The HPO shall be empowered to:

1. Administer this article and advise the commission on matters submitted to it.
2. ~~To maintain and hold open for public inspection all documents and records pertaining to the provisions of this article. All records will be maintained at city hall or other designated location as determined by the city records officer.~~
3. Receive and review all applications pursuant to this article to ensure their completeness.
4. Review and take action on all certificates of appropriateness applications subject to administrative review pursuant to this article.
5. Review and forward with any recommendations all applications for certificates of appropriateness subject to review by the commission pursuant to this article.
6. ~~Ensure proper posting and noticing of all commission meetings, schedule applications for HPC review, provide packets to its members prior to the meetings, record meeting minutes and facilitate all commission meetings. The HPC secretary will assist in these administrative duties.~~
7. Review and help coordinate the city's preservation and urban design activities with those of local, state and federal agencies and with local, state, and national preservation organizations in the private sector.

(Ordinance 17.03.13A, sec. 4, adopted 3/13/17)



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	6/17/2025		
AGENDA SUBJECT:	Discussion, consideration and possible action regarding administrative support for Historic Preservation Commission		
PREPARED BY:	Historic Preservation Officer Heather Bienko	DATE SUBMITTED:	6/12/2025
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.		

Administrative Work:

- Post meetings of the Glen Rose Historical Commission
- Prepare agenda
- Prepare packets for meeting
- Send agenda and packet to Commission members before the meetings
- Type minutes (maybe Secretary of Commission)
- Keep copy of the agenda and minutes on file at the city offices
- Send COA decisions to applicants with additional copies to be filed as part of the public record on that property and dispersed to appropriate departments, e.g., building inspection
- Keep a listing of all COAs in a spreadsheet to include complete work and potential need for an extension
- Send minutes of each meeting to the Texas Historical Commission (THC) following approval at the next regularly scheduled meeting
- Develop and submit an annual report to the THC outlining the work of the Glen Rose Historical Commission. This is a requirement to remain certified as a Certified Local Government to complete by an achievable deadline.
- Maintain the listing of every property in the Glen Rose Historical Overlay
- Record all information received from Commission members after the “annual assessment” of properties in the Historic Overlay. Send out letters to owners of property whose assessment has warranted concerns.
- Run the tax credit program and the Façade Grant Program. Which includes receiving application, recording approvals, receiving request for reimbursement, ensuring request is approved and requesting funds from City to approved projects.
- Attend all meetings of the Historical Commission and Design Committee of the Historical Commission.