

# Historic Landmark Commission Agenda

Council Chambers  
1311 Chestnut Street  
Bastrop, TX 78602



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**May 19, 2021 at 6:00 P.M.**

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*Historic Landmark Commission meetings are available to all persons regardless of disability. If you require special assistance, please contact the Commission Secretary at (512) 332-8840, or write to 1311 Chestnut Street, Bastrop, TX 78602, or call Relay Texas through a T.D.D. (Telecommunication Device for the Deaf) at 1-800-735-2989 at least 48 hours in advance of the meeting.*

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**1. CALL TO ORDER**

**2. CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. To address the Commission, please submit a fully completed request card to the Commission Secretary prior to the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Commission cannot discuss issues raised or make any decision at this time. Issues may be referred to City Staff for research and possible future action.*

*To address the Commission concerning any item on the agenda, please submit a fully completed request card to the Commission Secretary prior to the meeting.*

**3. ITEMS FOR INDIVIDUAL CONSIDERATION**

3A. Consider action to approve meeting minutes from the April 21, 2021 Historic Landmark Commission Regular Meeting.

3B. Consider action to approve a Certificate of Appropriateness for a blade sign on a structure at Baham Interests Subdivision Lot 2, located at 702 Main Street, to be known as Radiant Mama, located on a Historic Landmark Site known as the John Carnelson House/Old Cornelson-Fehr House

3C. Discussion of requirements and process for designating a local Historic Landmark.

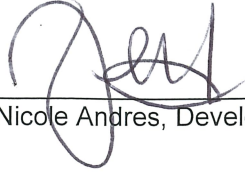
3D. Discussion on MyGov, the City's online system for permitting and inspections.

**4. UPDATES**

4A. Individual Requests from Historic Landmark Commissioners that particular items to be listed on future agendas (no group discussion allowed).

## 5. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org). Said Notice was posted on the following date and time: May 14, 2021 3:07 p.m. and will remain posted for at least two hours after said meeting has convened.



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Vivianna Nicole Andres, Development Coordinator



# STAFF REPORT

**MEETING DATE:** May 19, 2021

**AGENDA ITEM:** 3A

**TITLE:**

Consider action to approve meeting minutes from the April 21, 2021 Historic Landmark Commission Regular Meeting.

**STAFF REPRESENTATIVE:**

Debra Adams, Commission Secretary/Permit Technician

**ATTACHMENTS:**

- April 21, 2021 Meeting Minutes



# HISTORIC LANDMARK COMMISSION MEETING

## Meeting Minutes

The City of Bastrop Historic Landmark Commission met Wednesday, April 21, 2021 at 6:00 p.m. in the Bastrop City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

### 1. CALL TO ORDER

The Chair called the meeting to order at 6:02 PM

#### Commissioners:

Blake Kaiser, Chair	Present
Christine Cartwright	Present
Pablo Serna, Vice-Chair	Present
Susan Long	Present
Matt Lassen	Present
Janean Whitten	Present
Cheryl Long	Present

#### City Council Liaison:

Bill Ennis	Present
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#### Staff:

Jennifer Bills	Present
Debra Adams	Present
Shirley Ellis	Present

### 2. CITIZEN COMMENTS

There were no citizen comments.

### 3. ITEMS FOR INDIVIDUAL CONSIDERATION

- 3A. Consider action to approve the amended meeting minutes from the March 17, 2021 Historic Landmark Commission Regular Meeting.

Matt Lassen made a motion to approve the amended meeting minutes from the March 17, 2021 Historic Landmark Commission. Janean Whitten seconded the motion, and the motion carried unanimously.

- 3B. Consider action on an amendment to the approved Certificate of Appropriateness for 0.068 acres of Building Block 5, West of Water Street, located at 1011 Main Street, to eliminate the flat roof awning, for a Structure located in the Bastrop Commercial National Register Historic District.

Jennifer Bills presented the item to the Commission. Photo samples were provided for context.

Discussion commenced between staff, client and commission.

# HISTORIC LANDMARK COMMISSION MEETING

## Meeting Minutes

Architect was present to discuss and present updated plans.

Matt Lassen made a motion to approve an awning with a minimum depth of six foot and width of the windows. Final design to match style of picture provided and staff to approve the work to be done prior to issuing the Certificate of Occupancy. Pablo Serna seconded the motion, and the motion carried unanimously.

- 3C. Consider action to amend the approved Certificate of Appropriateness for 921 Main Street Subdivision, Lot 1, located at 921 Chestnut Street, also known as the Art Institute, to install a new band sign on the front facade, for a Structure within the Bastrop Commercial National Register of Historic Places District.

Jennifer Bills presented the item to the Commission.

Discussion commenced between Staff and the Commission.

No citizen comments were made.

Matt Lassen made a motion to approve to install the new band sign on the front façade. Susan Long second the motion, and the motion carried unanimously.

- 3D. Discussion on the Commission's history and past work towards implementation of Historic Landmark Preservation's Purpose and Intent.

Bill Ennis presented the items to the Commission.

Discussion commenced between Staff and the Commission on the project,

No citizen comments were made.

Bill Ennis announced that he is retiring from his position.

- 3E. Recognize Council Liaison Bill Ennis for his years of service to the Historic Landmark Commission.

Jennifer Bills recognize Council Liaison Bill Ennis for his years of service to the Historic Landmark Commission.

#### **4. UPDATES**

- 4A. Individual Requests from Historic Landmark Commissioners that items to be listed on future agendas (no group discussion allowed).

No more requests were made, and no action taken.

# HISTORIC LANDMARK COMMISSION MEETING

## Meeting Minutes

### 5. ADJOURNMENT

Pablo Serna made a motion to adjourn, Matt Lassen seconded. Meeting adjourned by Chair at 7:22 pm.

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Commission Chair

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Commission Vice-Chair



# STAFF REPORT

**MEETING DATE:** May 19, 2021

**AGENDA ITEM:** 3B

**TITLE:**

Consider action to approve a Certificate of Appropriateness for a blade sign on a structure at Baham Interests Subdivision Lot 2, located at 702 Main Street, to be known as Radiant Mama, located on a Historic Landmark Site known as the John Carnelson House/Old Cornelson-Fehr House.

**STAFF REPRESENTATIVE:**

Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director/Historic Preservation Officer

**ITEM DETAILS:**

Site Address: 702 Main Street (Attachment 1)  
Property Owner: Baham Interest Limited Partnership  
Agent: Jennifer Long, Property Agent  
Current Use: Commercial/Retail  
Existing Zoning: P-5 Core  
Designations: Historic Landmark Site known as the John Carnelson House/Old Cornelson-Fehr House.

**BACKGROUND/HISTORY:**

The property owner of 702 Main Street is proposing to add a new blade sign (Attachment 3). The sign will be made of 6-millimeter aluminum (Attachment 4).

*Proposed Sign*



The sign will be located on a new metal bracket located towards the top of the second story. Per the Bastrop Building Block (B<sup>3</sup>) Code, a blade sign can be up to four feet in height and length but cannot be more than 6 square feet in size. The applicant has proposed the sign to be 3-foot by 3-foot square, but the sign can be scaled to meet the requirements and maintain the look of the sign.

**POLICY EXPLANATION:**

When a Certificate of Appropriateness is required, no work can begin before the Historic Preservation Officer or the Commission has first issued a Certificate of Appropriateness. The Certificate of Appropriateness shall be in addition to and not in lieu of any permits required (i.e. building, sign, alcohol, etc.). The Building Official cannot approve any application for a sign or building permit to a structure and/or site that requires but does not have a Certificate of Appropriateness.

*Criteria of Approval of a Certificate of Appropriateness:*

(1) In considering an application for a Certificate of Appropriateness, the commission shall be guided by any locally adopted design standards, and where applicable, the following from the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings*. Any adopted design standards and *Secretary of the Interior's Standards* shall be made to the property owners of historic landmarks.

**(A) Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment.**

**(C) All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier or later appearance shall be discouraged.**

**(G) Wherever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.**

**RECOMMENDATION:**

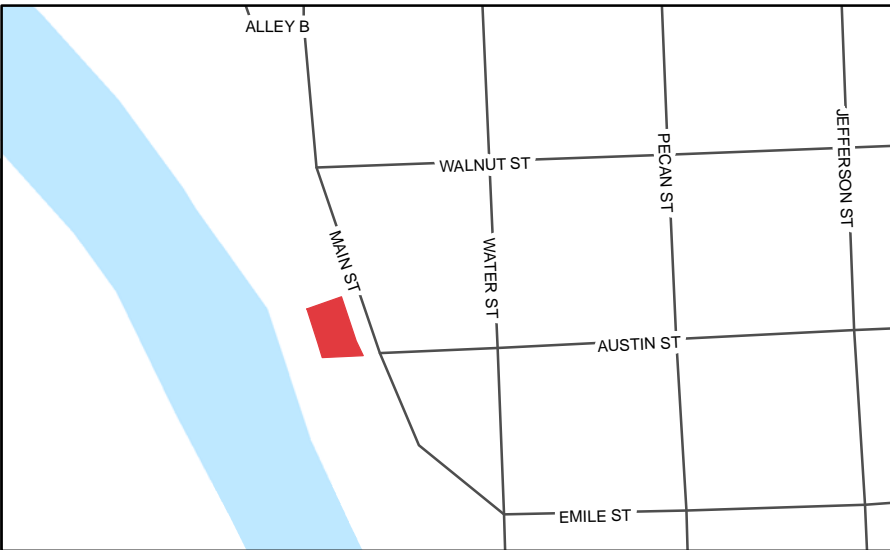
Consider action to approve a Certificate of Appropriateness for a blade sign on a structure at Baham Interests Subdivision Lot 2, located at 702 Main Street, to be known as Radiant Mama, located on a Historic Landmark Site known as the John Carnelson House/Old Cornelson-Fehr House.

**ATTACHMENTS:**

- Attachment 1 – Location Map
- Attachment 2 – Project Description Letter
- Attachment 3 – Storefront Pictures
- Attachment 4 – Blade Sign Pictures



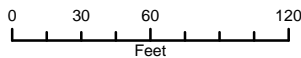
# Attachment 1 Location Map



## 702 Main St. Certificate of Appropriateness

Date: 5/14/2021

The accuracy and precision of this cartographic data is limited and should be used for information /planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of any such information, nor does it represent that its use would not infringe upon privately owned rights.



1 inch = 83 feet



We plan to intstall a 3'x3' store front blade sign at 702 Main St. #103. Pictures were sent of project.





OPEN

702 Main #103



COLD PRESSED JUICES  
SMOOTHIES + BOWLS  
HEALTHY SNACKS  
ENERGY DRINKS  
SUPPLEMENTS

OPEN

702 MAIN #2017

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DOWNTOWN  
BASTROP  
CURBSIDE

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11

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All Ahe

DOWNTOWN  
BASTROP  
CURBSIDE  
MAIN STREET  
CALL OR TEXT FOR YOUR CURBSIDE PICKUP!





712 Main #103

WOOD PRESSED JUICES  
SMOOTHIES - BOVLS  
LOCAL PRODUCE

**Juice + Smoothie Bar**  
**Takeout · Curbside · Deliver**  
RadiantMamaIceBar.com | 803.549.3711  
Order Online | Call Ahead

RADIANT MAMA  
Smoothie Juice & Smoothie Bar

Instagram Facebook Google Plus  
@radiantmamaicebar

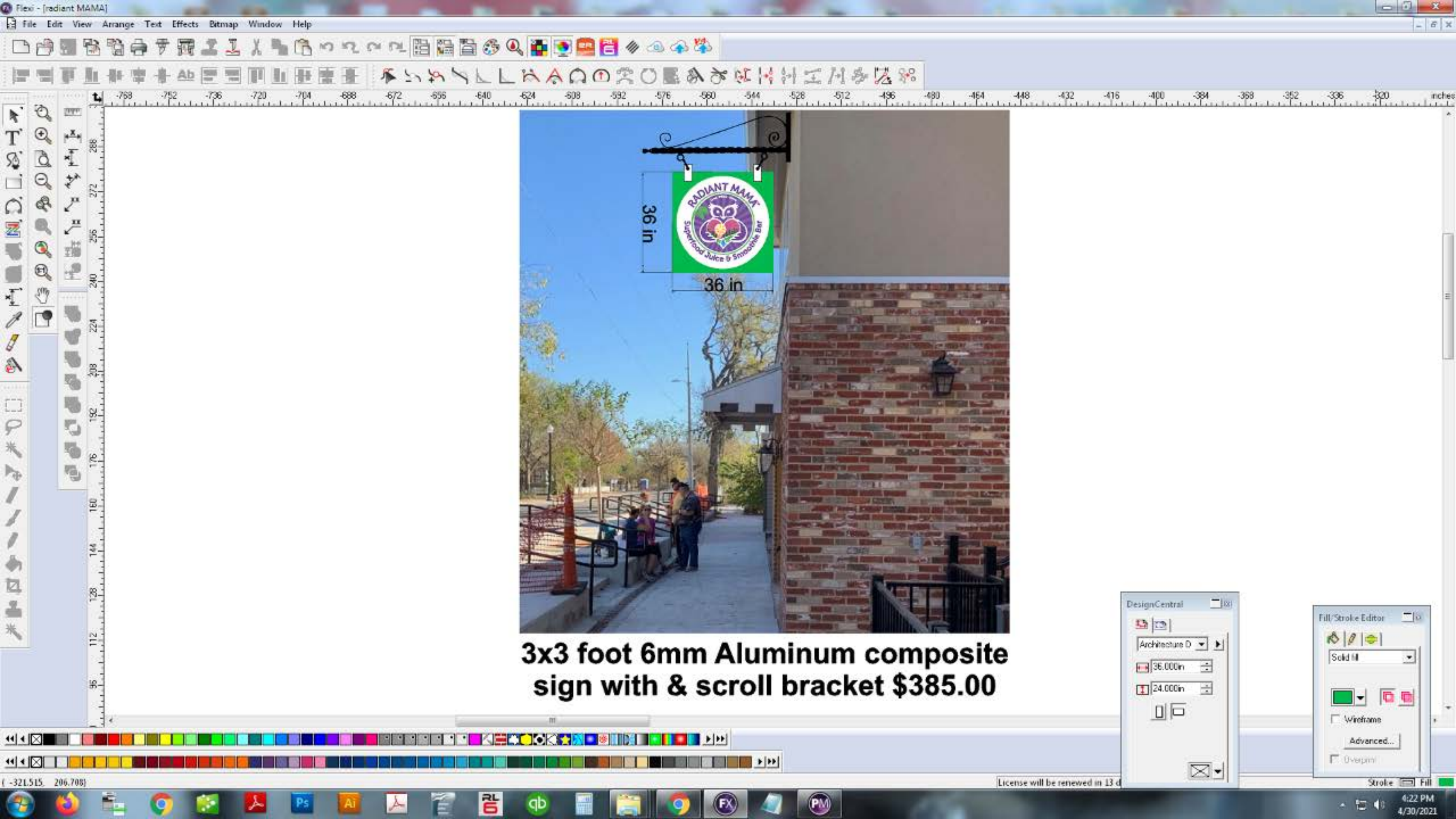






FOR MAIN #2011





**3x3 foot 6mm Aluminum composite sign with & scroll bracket \$385.00**

DesignCentral

Architecture 0

36.000in

24.000in

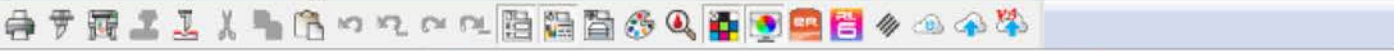
Fill/Stroke Editor

Solid fill

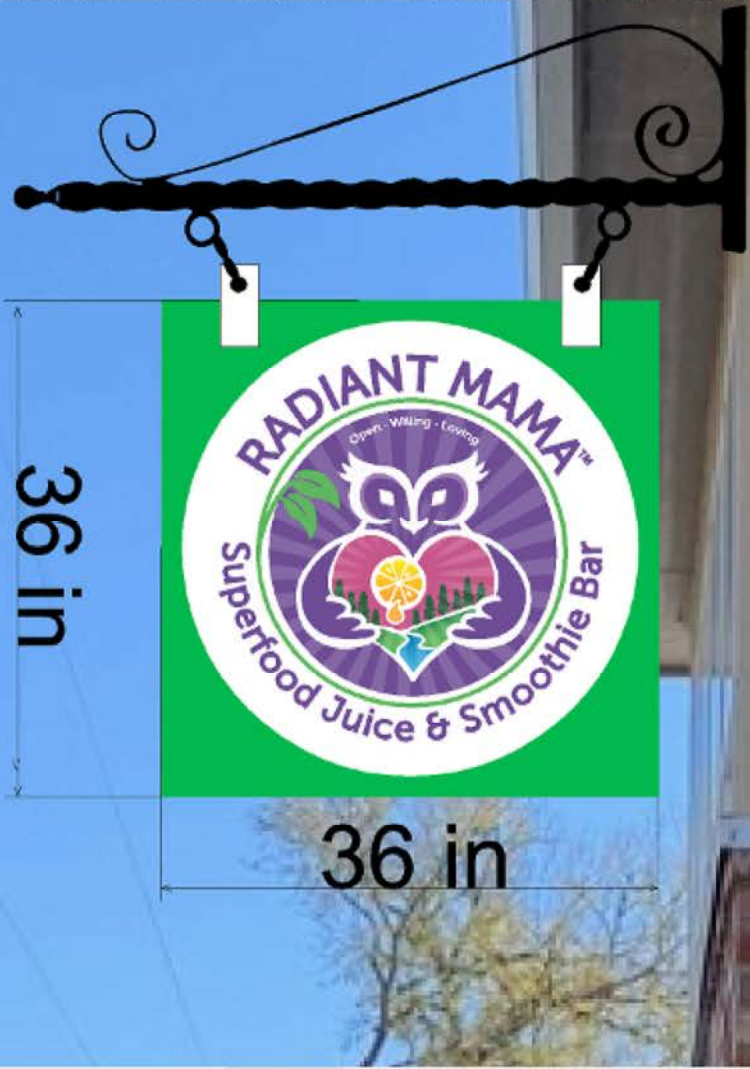
Advanced...

Overprint





616 608 600 592 584 576 568 560 552 544 536 528 520 512 504 496 488 480 472



36 in

36 in



DesignCentral

Architecture D

36.000in

24.000in

License will be renewed in 13 d





# STAFF REPORT

**MEETING DATE:** May 19, 2021

**AGENDA ITEM:** 3C

**TITLE:**

Discussion of requirements and process for designating a local Historic Landmark.

**STAFF REPRESENTATIVE:**

Jennifer C. Bills, Assistant Planning Director/Historic Preservation Officer

**BACKGROUND:**

One of the duties of the Historic Landmark Commission is to make recommendations to the City Council on the designation of historic landmarks, Historic Districts, Contributing and non-Contributing Structures.

Chapter 9 of the Bastrop Building Block (B3) Code contains the criteria, process, and requirements for

Section 9.2.002 Criteria for Historic Landmark Status

- (a) A Structure or Site is considered a local Historic Landmark if it is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places.
- (b) A Structure or Site also may be designated by the City as a Historic Landmark if it meets 2 or more of the criteria set out below.
  - (1) Possesses significance in history, architecture, archeology, or culture;
  - (2) Is associated with events that have made a significant contribution to the broad patterns of local, regional, state, or national history;
  - (3) Is associated with the lives of persons significant in our past;
  - (4) Embodies the distinctive characteristics of a type, period, or method of Construction;
  - (5) Represents the work of a master designer, builder, or craftsman; or
  - (6) Represents an established and familiar visual feature of the City.

Section 9.2.003 Process for Designation of Historic Landmarks

- (a) Owners of property being considered for designation as a Historic Landmark shall be notified prior to the Historic Landmark Commission hearing on the recommended designation. The Historic Landmark Commission shall provide notice to property owners within 200 feet of the property and conduct a public hearing.
- (b) After consideration by the Historic Landmark Commission, a recommendation regarding designations shall be submitted the City Council to conduct a public hearing and consider the designations of a Historic Landmark. The adoption of the landmark shall be through a resolution.
- (c) Upon designation of a Historic Landmark, the City Council shall cause the designation to be noted as follows:



- (1) Recorded in the official real property records of Bastrop County.
- (2) Designated on the historic resource map of the City.
- (3) Provide the property owner with a plaque and require the installation indicating the designation of the landmark as a City Historic Landmark.

As the Commission begins to research and talk to property owners, this information is important to keep in mind.

**ATTACHMENTS:**

- Historic Landmark Status Designation Checklist





# Local Historic Landmark Status Designation Checklists

## Process Overview

1. Property owner completes the application with required Checklist items online on <https://web.mygov.us>.
2. Staff will review the materials to ensure there is enough information for the Historic Landmark Commission to consider.
3. The request will be placed on the Historic Landmark Commission meeting agenda for a public hearing and recommendation.
4. Notice shall provide notice to property owners within 200 feet of the property of the public hearing.
5. After consideration by the HLC, a recommendation regarding designations shall be submitted the City Council to conduct a public hearing and consider the designations of a Historic Landmark.
6. Upon designation of a Historic Landmark, the City Council shall cause the designation to be noted as follows:
  - a. Recorded in the official real property records of Bastrop County.
  - b. Designated on the historic resource map of the City.
  - c. Provide the property owner with a plaque and require the installation indicating the designation of the landmark as a City Historic Landmark.

## General Notes

- Historic Landmark – a structure, building or site may be designated as an historic landmark or already has a designation as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places complies with to comply with all procedures and regulations associated with historic landmarks within Chapter 9 – Historic Landmark Preservation and Iredell District of the Bastrop Building Block (B<sup>3</sup>) Code.
- Participation in the Local Historic Landmark Designation requires compliance with Section 9.6.004 Required Maintenance Standards and is eligible for a tax rebate under Article 9.6 of the B<sup>3</sup> Code.

## Digital Submittal

Digital submittals shall be provided in pdf format through the online portal <https://web.mygov.us>.

## Structure Criteria

Structures must meet two or more criteria to be considered:

- Possesses significance in history, architecture, archeology or culture.
- Is associated with events that have made a significant contribution to the broad patterns of local, region, state or national history.
- Is associated with the lives of persons significant in Bastrop's past.
- Embodies the distinctive characteristics of a type, period, or method of construction.
- Represents the work of a master designer, builder or craftsman.
- Represents an established and familiar visual feature of the city.
- Is designated as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places.



# HLC Status Designation Checklists

## Structure Submittal Package Checklist Items

Check items included in the Applicant column before submitting documents with the project application. If all checklist items are not present, the submittal will not be accepted.

Staff	Applicant	Item
<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Form (if not the owner)
<input type="checkbox"/>	<input type="checkbox"/>	Project Description Letter listing all structures to be included in the designation, year each structure was built, description of each structure, which criteria each structure meets, and an explanation of how each structure meet those criteria
<input type="checkbox"/>	<input type="checkbox"/>	Sketch Plan detailing site and all structures, with an indicator on structures to be designated
<input type="checkbox"/>	<input type="checkbox"/>	Photographs from all sides of each structure to be designated
<input type="checkbox"/>	<input type="checkbox"/>	Documentation on historical background (Sanborn Maps, previous surveys, tax records, photographic records, etc)
<input type="checkbox"/>	<input type="checkbox"/>	Tax certificate showing taxes have been paid
<input type="checkbox"/>	<input type="checkbox"/>	HLC status filing fee (unless invite by the HLC to apply)



# STAFF REPORT

**MEETING DATE:** May 19, 2021

**AGENDA ITEM:** 3D

**TITLE:**

Discussion on MyGov, the City's online system for permitting and inspections.

**STAFF REPRESENTATIVE:**

Jennifer C. Bills, Assistant Planning Director/Historic Preservation Officer

**BACKGROUND:**

Staff will go over the online portal where developers and citizens submit applications and permits for review by the Planning & Development Department, as well as a Request Manager to ask questions or request code enforcement and work orders to the City.

You can go to the website below to find out more information and get to the MyGov portal.

**ATTACHMENTS:**

- <https://www.cityofbastrop.org/page/plan.MyGov>

