

**Glen Rose Historic Preservation Commission
City Hall
201 SW Vernon Street
September 16, 2025
Regular Scheduled Meeting Minutes**

Moderator: Melinda Patrick, Chairperson
Recorder: Ann Carver, Vice Chairperson

Melinda Patrick, Chairperson, called the meeting to order at 5:30 pm.

- a. Pledge of Allegiance, US Flag
- b. Roll call and verification of quorum: Attendees: Melinda Patrick, Ann Carver, Karen Braswell, Sherri Steenson, and Ember McCune all present
Absent voting members: Scott Cole and Gabriel Campos (secretary)

A quorum has been established, and the meeting will proceed.

Attendance non-voting: Heather Beinko, Historic Preservation Officer and Jodi Holthe, Building and Code Administrative Assistant.

2. Consent Agenda (Chairperson): Melinda Patrick reviewed the following items with commission:

- a. Approval of minutes from May 20, 2025 and June 17, 2025 Preservation Commission meeting, both regular scheduled meetings.

With no changes noted to the Consent Agenda items Melinda Patrick asked for a motion to accept. Motion made by Ann Carver and second by Sherri Steenson. Motion passed 5-0

3. Workshop:

A. Accomplishments of Historic Preservation Commission for 2025.

- 1. Updated the Historic Property listing with property owners and Tenants of commercial property with addresses for mailings.
- 2. Mailing all property owners information about individual property that they own, including but not limited to the Historic Resource survey done in 2010, copy of blank COA with instruction on how to fill it out, list of contacts within Historic Preservation Commission and City of Glen Rose; Copy of the City of Glen Rose Historic Preservation Ordinance as pertains to Ordinary Maintenance
- 3. Updated Certificate of Appropriateness – just made new and crisp looking no changes noted to form
- 4. Historic Preservation Guideline is still working but a second draft has been reviewed. Reviewing grammar.

5. Approximately 5% of documents for each historic Property has been scanned into the system. This is a long process but continuing to make headway.
6. Historic Walking Tour Map has been updated and is currently in review for grammar. Pictures still need to be added. Then send it out to be printed.
7. Annual Historical Resource Inventory Inspection Report are 80% complete as of this date, Will be finished by end of year along with letters sent to property owners.
8. Two new programs-initiated Façade Grant Program (City of Glen Rose Ordinance 14.03.013) open to commercial property and Tax Incentives for all Historic Properties. Mailed all Historic Commercial Property Owners information about the Façade Program.

B. Outstanding items to be completed in 2025/2026

1. Historic Preservation Commission Website: Updated information about contacts, historic properties, Certificate of Appropriateness, how to become a Landmark Property, etc.
2. Historic Preservation Guidelines to be completed.
3. Meet and Greet with the Historic Property owner and tenants. Let them know the programs available and even some ways to get grants for the property
4. Continue open dialogue with the City of Glen Rose regarding getting someone to assist with Historic Preservation, i.e. mailings, façade grant administrator, scanning and assistant with overall day-to-day tasks
5. Continue open discussion with City of Glen Rose as it relates to the beautification of Historic Downtown Square, i.e. lighting, planter boxes and overkeep

C. Current Commission Members and Expiration dates of some members

Melinda Patrick, Chairperson Ann Carver, Vice Chairperson, and Scott Cole membership expires at the end of December 2025. Scott Cole has expressed he will not consider (at this time) returning to the commission. Both Melinda Patrick, and Ann Carver expressed (at this time) they both will look at returning. They both want to see the programs that we have started. Consider asking Austin Bewley to join the commission. He is an architect and owner of Sycamore Grove (historic property and City Landmark)

D. Façade Grant Program application and reward process

Façade Grant Program opens October 1 through October 31, 2025. This is written in the ordinance. Letters need to be sent to commercial properties with the Historic Overlay District, and those that are any of the following designations, Recorded Texas Historic Landmark, National Register of Historic Places and/or State Antiquities Landmark that are commercial and just outside the overlay. Ann will send the letters and include the

application, and ordinance. Since we had to wait for the City of Glen Rose to approve this in the budget we implemented for this year only (2025) that application must be turned in by October 31, 2025, they have until November 15th, 2025, to get all bids and final paperwork into Historic Preservation Commission. If they do not turn in application by October 31, 2025, there will be no consideration. Final determination will be at the December 2025 Historic Preservation Commission Meeting once reviewed by the design committee, Sherri Steenson will head this committee.

E. City of Glen Rose staff assistance needs

We will continue to request staff from the City of Glen Rose.

We will need at least two (2) people to run and assist with the Façade Grant Program and Tax Incentive Program.

Continue to scan the documents so that nothing gets missed.

Assist with Historic Preservation Monthly Meeting packets and minutes

Sherri Steenson and Ann Carver will work the city and staff to accomplish this goal.

F. Fiscal Year 2026 Certified Local Government (CLG) Grant Cycle through the Texas Historical Commission

A letter of intent needs to be sent by October 17, 2025, to THC. Heather Beinko will send the letter of intent and at the next meeting we will discuss ideas for what we are wanting to accomplish with this grant money.

With no further business before the board, this meeting is adjourned at 7:10 p.m.

Chairperson Historic

Preservation Officer