

## **Historic Preservation Commission (HPC) Meeting Minutes**

City of Glen Rose, Texas

**Date: June 17, 2025**

**Time: 5:30 PM**

### **Call to Order and Pledge of Allegiance**

The meeting was called to order at 5:30 PM. The Pledge of Allegiance was recited.

### **Roll Call**

- Ann Carver, Chairperson – Present
- Scott Cole – Present
- Ember McCune – Present
- Gabriel Campos, Secretary – Present
- Sherri Steenson – Present
- Melinda Patrick, Chair – Present
- Karen Braswell- Absent

Quorum declared.

### **Approval of Consent Agenda**

Items:

1. Consider approval of Certificate of Appropriateness as submitted by The Barnard Street Corp to replace the interior roof of the porch with the same material for 706 SW Barnard Street
2. Consider approval of Certificate of Appropriateness as submitted by Alison Couch to re-install awnings over the windows that were previously removed due to damage for 100 NE Barnard Street

Motion: Ember McCune moved to approve the consent agenda.

Second: Scott Cole.

Vote: Motion carried unanimously, 6–0.

### **Individual Items for Consideration**

#### **1. Discussion, consideration, and possible action regarding the Façade Grant Program - Ordinance 14.03.0010**

Discussion was held regarding eligibility and procedural details for the proposed Façade Grant Program ordinance.

Key points approved:

- Eligible properties include those in:
  - Historic Preservation Overlay District
  - Glen Rose Downtown National Register District
  - Texas Recorded Historic Landmarks
  - State Antiquities Landmarks
- Removed references to general National Register listings
- Grant range: \$250 to \$5,000

- Applications accepted from October 1–31 annually
- Reimbursements issued upon submission of receipts and proper documentation
- HPO and Commission will review and approve, with no requirement for individual City Council action

Motion: Ann Carver moved to approve the Facade Grant Program with all noted changes.

Second: Sherri Steenson.

Vote: Motion carried unanimously, 6-0.

## **2. Discussion, consideration, and possible action regarding revisions of Ordinance 14.03.004 - Appointment of Historic Preservation Officer (if HPO is a volunteer)**

The Commission reviewed the current ordinance concerning HPO appointment.

Key issues discussed:

- HPO should be appointed by the Director of Development Services or designee
- HPO must meet qualifications per the Texas Historical Commission
- A volunteer may serve only if no qualified staff is available and the appointment is justified to the state

Motion: Ann Carver moved to take no action and revisit the ordinance with edits in July.

Second: Melinda Patrick.

Vote: Motion carried unanimously, 6-0.

## **3. Discussion, consideration, and possible action regarding administrative support for Historic Preservation Commission**

The Commission reviewed and approved the proposed responsibilities for administrative assistance.

Duties include:

- Maintain historic property and COA database
- Assist with grant tracking and documentation
- Prepare agendas, reports, and meeting packets
- Update HPC website and submit reports to THC
- Coordinate logistics and recordkeeping

Motion: Ann Carver moved to approve the administrative workload document with edits and corrections made.

Second: Ember McCune

Vote: Motion carried unanimously, 6-0.

**Adjournment**

There being no further business, the meeting was adjourned at **6:29 PM.**

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Chairperson Historic

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Preservation Officer