

Meeting Minutes

Historic Preservation Commission Meeting

Date: September 17th, 2024

Time: 5:30 PM

1. Call to Order

The meeting was called to order at 5:30 PM by Melinda Patrick.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

The following members were present:

- Ann Carver
- Gabriel Campos
- Scott Cole
- JC Stone
- Karen Braswell
- Ember McCon
- Melinda Patrick

A quorum was present.

4. Consent Agenda

Approval of August 20th, 2024 Meeting Minutes

- Corrections were identified for item 15, stating that the name "Catherine" should be corrected to "Katherine Shelton," and that she is from the Texas Historical Commission, not the CLG division. Kelly Little was noted to be the CLG coordinator.
- A second correction was identified for item 2, which stated that Karen Braswell made the nomination for Secretary, not Ann Carver.

Motion: JC Stone

Seconded by: Ann Carver

Motion: Approve the minutes with corrections.

Vote: Passed unanimously (7-0).

Certificate of Appropriateness Application - Jane Doe Company for 101 East Elm Street

The application was reviewed, and the work proposed was consistent with historical guidelines.

Motion: Ann Carver

Seconded by: Karen Braswell

Motion: Approve the Certificate of Appropriateness for 101 East Elm Street.

Vote: Passed unanimously (7-0).

5. Discussion Items

Certificate of Appropriateness Application - Scott Burgess for 103 Southwest Barnard

- Presentation by James Johnston on behalf of Scott Burgess regarding the replacement of front and rear doors with exact replicas to be painted Noir.
- No objections were raised, and the work was deemed appropriate.

Motion: Ann Carver

Seconded by: Ember McCune

Motion: Approve the application as submitted.

Vote: Passed unanimously (7-0).

Wayfinding Signs for Downtown

Presentation by Troy Hill, Glen Rose City Administrator, about new wayfinding signs around town, including four signs to be placed within the Town Square area.

Discussions revolved around sign colors, post placements, and ensuring visibility while removing redundant poles.

Motion: Ann Carver

Seconded by: Scott Cole

Motion: Approve the wayfinding signs with the flexibility to finalize colors (Black w/White or Black w/Gold) and placements based on practicality.

Vote: Passed unanimously (7-0).

Discussion Regarding a Movable Structure at 112 Southwest Barnard Street

Discussion about placing a movable "dog library" outside the property for public use.

Concerns were raised about how movable the structure would be, its placement on private property versus the public right-of-way, and the potential precedent for other businesses.

It was decided to table the discussion until more details, including dimensions, color, and mobility, could be provided.

The committee agreed to table the discussion pending additional information from the applicant.

Certificate of Appropriateness - Jane Doe Company for 101 East Elm Street (Further Renovations)

Detailed presentation of proposed renovations, including window replacements, door replacements, and signage for the business.

Discussions centered around the historical integrity of the building, energy code updates, and appropriate color schemes for doors and windows.

Motion: Melinda Patrick

Seconded by: Ann Carver

Motion: Approve the Certificate of Appropriateness with specified modifications, including door color (stained mahogany or black), black vinyl multi-light windows, and signage approval.

Vote: Passed unanimously (7-0).

6. Extension of Certificate of Appropriateness Application

A form was reviewed for extending Certificates of Appropriateness for an additional 90 days if work is not completed within the initial approval period.

Formatting corrections were noted, and further clarification on submission methods was discussed (whether by hand, email, etc.).

Motion: Gabriel Campos

Seconded by: Ann Carver

Motion: Approve the extension form with formatting revisions and clarification on submission details.

The revisions made to the Certificate of Appropriateness (COA) extension form were as follows:

- It was noted that there was a large gap between the words "work" and "completed" in the phrase "work completed to date."
- The checkboxes for "approved" and "denied" were in the wrong place and needed to be repositioned.
- The left margin needed to be justified, particularly where the line sticks out too far.
- The phrase "onsite contact name" needed to have the word "name" capitalized to match the format of other fields.

Clarification on Submission Methods:

- The form should include contact information for submission, specifying whether the form should be submitted by hand, via email, or by other means.
- It was suggested that the form be made available on the city website in PDF format, ideally as a fillable form that could be submitted online or via email.

Date Clarification:

- The form needed to include a clear specification of the extension period (90 days) and indicate whether the 90-day extension begins from the expiration of the initial approval or from the date the extension is approved.

Attachment for Additional Information:

- There was a suggestion to allow for an attachment to the form for cases where additional work needs to be listed beyond what could fit in the provided space.

These revisions were proposed and discussed, and the form was approved with these updates.

Vote: Passed unanimously (7-0).

7. Historic Paint Color Palette Discussion

A presentation was given on the Sherwin-Williams Historic Color Palette. The commission reviewed color palettes by architectural periods, discussing the need to add black and white options that were not included in the pre-approved palettes.

The Commission debated whether colors like pinks and bold combinations should be pre-approved, with the consensus that every color scheme must still be reviewed for appropriateness.

Motion: Ann Carver

Seconded by: JC Stone

Motion: Approve the Sherwin Williams Historic Color Palette with the addition of Iron Ore (black) and Alabaster (white), excluding the Jazz Age palette.

Vote: Passed unanimously (7-0).

8. Subcommittee Formations

The commission discussed the need to form subcommittees or task forces to handle specific ongoing projects, such as updating guidelines, improving property owner communications, and coordinating with the Glen Rose Convention and Visitors Bureau for a walking tour.

Motion: Melinda Patrick

Seconded by: Karen Braswell

Motion: Form three task forces:

Task Force 1: Process Improvement and Property Owner Communication- Ember, Karen, Scott

Task Force 2: Historic Walking Tour Coordination- Ann, JC, Gabriel

Task Force 3: Finalizing Guidelines- Melinda, Ann, Karen

Vote: Passed unanimously (7-0).

9. Meeting Adjournment

The meeting was adjourned at 7:59 PM.