



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, May 05, 2022 at 4:00 PM

Agenda

CALL TO ORDER AND ROLL CALL

Commission Members

Dean Erickson, Interim Chair
Ashley Bobel
Minnie Glosson-Needham
Steve Mallett
Nichole Prescott

Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer
Senior Planner Tory Carpenter
Planning Assistant Warlan Rivera

PRESENTATION OF CITIZENS

Each member of the public who desires to address the Historic Preservation Commission regarding any item for an open meeting may do so immediately before or during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during Presentation of Citizens. The Commission may limit the total amount of time the public may speak on a given item. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Commission. The Commission may not prohibit public criticism of the governmental body, including criticism of any act, omission, policy, procedure, program, or service. This does not apply to public criticism that is otherwise prohibited by law. It is the request of the Commission that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. (Section 1. Subchapter A, Chapter 551, Government Code, Section 551.007)

MINUTES

- 1. Discuss and consider approval of the March 3, 2022, Historic Preservation Commission regular meeting minutes.**

BUSINESS

- 2. Discuss and consider approval of a request from the Dripping Springs Visitors Bureau to display Mercer Street Banners for the 2022 Dripping Springs Songwriters Festival.**

- 3. Discuss and consider approval of the Fiscal Year 2023 Historic Preservation Commission budget recommendation.**

COMMITTEE REPORTS

- 4. Landscape Improvements Committee**
Commissioner Minnie Glosson-Needham
- 5. Parking Lot Improvements Committee**
Commissioner Dean Erickson

EXECUTIVE SESSION

The Historic Preservation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 Deliberations about Gifts and Donations), 551.074 Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Historic Preservation Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

UPCOMING MEETINGS

Historic Preservation Commission Meetings

June 2, 2022, at 4:00 p.m.

July 7, 2022, at 4:00 p.m.

August 4, 2022, at 4:00 p.m.

City Council & Board of Adjustment Meetings

May 10, 2022, at 5:00 pm. (Moratorium Waivers)

May 17, 2022, at 6:00 p.m. (CC)

June 7, 2022, at 6:00 p.m. (CC & BOA)

June 21, 2022, at 6:00 p.m. (CC)

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING

All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the Commission may consider a vote to excuse the absence of any Commissioner for absence from this meeting.

*I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com, on **April 29, 2022, at 12:15 p.m.***

City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



HISTORIC PRESERVATION COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, March 03, 2022 at 4:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Vice Chair Erikson called the meeting to order at 4:02 p.m.

Commission Members present were:

Dean Erickson, Vice Chair
Ashley Bobel
Minnie Glosson-Needham
Steve Mallett

Commission Members absent were:

Nichole Prescott

Staff, Consultants & Appointed/Elected Officials present were:

City Administrator Michelle Fischer
City Treasurer Shawn Cox
Senior Planner Tory Carpenter
Planning Assistant Warlan Rivera
Architectural Consultant Keenan Smith

PRESENTATION OF CITIZENS

Each member of the public who desires to address the Historic Preservation Commission regarding any item for an open meeting may do so immediately before or during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during Presentation of Citizens. The Commission may limit the total amount of time the public may speak on a given item. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Commission. The Commission may not prohibit public criticism of the governmental body, including criticism of any act, omission, policy, procedure, program, or service. This does not apply to public criticism that is otherwise prohibited by law. It is the request of the Commission that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. (Section 1. Subchapter A, Chapter 551, Government Code, Section 551.007)

No one spoke during Presentation of Citizens.

MINUTES

1. **Discuss and consider approval of the January 13, 2022, Historic Preservation Commission regular meeting minutes.**

A motion was made by Commissioner Mallett to approve the January 13, 2022, Historic Preservation Commission regular meeting minutes. Commissioner Glosson-Needham seconded the motion which carried unanimously 4 to 0.

BUSINESS

2. **Public hearing and consideration of approval regarding COA2022-0001: Application for Certificate of Appropriateness for adaptive reuse of existing homestead and demolition of non-contributing historic structures for property located in the Old Fitzhugh Road Historic District at 505 Old Fitzhugh Road, Dripping Springs, Texas. Applicant: Jon Thompson, J Thompson Professional Consulting**

a. Applicant Presentation – Jon Thompson, James Cornetet (Hip Hop Design Studio), and Brandy Wolf (property owner) presented the item.

b. Staff Report – Keenan Smith presented the staff report which is on file. Staff recommends approval of the certificate of appropriateness with the following conditions:

- (1) COA scope is limited to proposed buildings and site work as per the COA application and any future development shall require a separate COA.
- (2) Applicant obtain required city permits – demolition, site development and building permits.
- (3) Site plan and architectural concept development shall be reviewed by staff at site development and building permits for consistency with the approved COA and Old Fitzhugh Road design and development standards.
- (4) Project shall coordinate with city projects – Old Fitzhugh Road Project, city utilities, etc.

c. Public Hearing – No one spoke during Presentation of Citizens.

d. COA2022-0001 – A motion was made by Commissioner Bobel to approve, with staff recommendations, COA2022-0001: Application for Certificate of Appropriateness for adaptive reuse of existing homestead and demolition of non-contributing historic structures for property located in the Old Fitzhugh Road Historic District at 505 Old Fitzhugh Road, Dripping Springs, Texas. Commissioner Glosson-Needham seconded the motion which carried unanimously 4 to 0.

3. **Presentation, discussion and possible action regarding the Historic Preservation Commission Fiscal Year 2023 budget recommendations.**

Shawn Cox presented the staff report which is on file.

No action was taken on this item, and the Commission requested the item be placed on the next agenda for action.

4. Discuss and consider possible action regarding the Appointment of Officers, chair and/or vice chair, to the Historic Preservation Commission for terms ending June 30, 2022.

No action was taken on this item, and the Commission requested the item be placed on the next agenda for action.

Vice Chair Erickson will remain as acting chair until an appointment is made.

COMMITTEE REPORTS

5. Landscape Improvements Committee
Commissioner Minnie Glosson-Needham

No report at this time.

6. Parking Lot Improvements Committee
Commissioner Dean Erickson

No report at this time.

EXECUTIVE SESSION

The Historic Preservation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 Deliberations about Gifts and Donations), 551.074 Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Historic Preservation Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

The Commission did not meet in Executive Session.

UPCOMING MEETINGS

Historic Preservation Commission Meetings

April 7, 2022, at 4:00 p.m.

May 5, 2022, at 4:00 p.m.

June 2, 2022, at 4:00 p.m..

City Council Meetings

March 15, 2022, at 6:00 p.m.

April 5, 2022, at 6:00 p.m.

April 19, 2022, at 6:00 p.m.

ADJOURN

A motion was made by Commissioner Bobel to adjourn the meeting. Commissioner Mallett seconded the motion which carried unanimously 4 to 0.

This regular meeting adjourned at 4:59 p.m.



October 15-17





REQUEST FOR DOWNTOWN MERCER STREET BANNERS

MUST BE RECEIVED AT LEAST FIVE MONTHS PRIOR TO EVENT.

Knowing that there are many events and organizations that may request Mercer Street Pedestrian Light Pole Banners, the following policy will help guide those who may inquire or who are interested. These factors must be met before banners can be created and displayed:

- Banners will only be used for downtown Mercer Street events or general marketing that is connected to the City, such as branding.
- If banners are requested for an event, only events co-sponsored by the City will be considered.
- Only ***Downtown*** Mercer Street events will be considered, not events held in other parts of the City such as parks, event centers, etc.
- Events must be large scale, with 2,000 or more attendees anticipated and must be a 2-day or longer event.
- Banners must be able to be displayed for up to a month. The installation of the banners is work intensive, so banner requests and installation must be planned out accordingly.
- Dates for banner request must not conflict with banners already slated to be displayed. IE: An event in Mid-November may conflict with dates that Christmas on Mercer banners will be displayed and will not be approved. City will maintain a Mercer Street Banner Calendar that shows when and what banners are on display throughout the year.
- Banner request must be approved first by the City of Dripping Springs and then approved by the Historic Preservation Commission. Related sponsorship agreements must be approved according to city policy.
- City of Dripping Springs will design the banner, with input from requesting organization. Organization must supply needed graphics/logos in high-resolution format. Specs will be supplied to the organization once banner request is approved. Once design is created, organization will have two opportunities for proofing and corrections. If the City and organization cannot come to agreement on design, banners will not be created or placed.
- Final banner design will be approved by City of Dripping Springs, Historic Preservation Commission, and event organizer.
- Event organizer is responsible for the cost of printing the banners, including tax and shipping.
- There are 13 banner locations. Organizer must pay for 13 banners; no partial requests approved.
- Once event is over and banners are taken down, organization will be given the banners. City cannot store the banners.

If an organization or event is interested in the banners, they need to print out this form and send to lsullivan@cityofdrippingsprings.com. Form **MUST BE RECEIVED AT LEAST FIVE MONTHS PRIOR TO EVENT TO GIVE TIME FOR DESIGN AND APPROVALS.**



REQUEST FORM FOR DOWNTOWN MERCER STREET BANNERS

ORGANIZATON NAME: Dripping Springs Visitors Bureau

APPLICANT: FIRST NAME: Pam

LAST NAME: Owens

PHONE NUMBER: 512-858-4740

EMAIL: pam@destinationdrippingsprings.com

ADDRESS: 509 W Mercer St, Unit 13

CITY: Dripping Springs ST: TX ZIP: 78620

EVENT/PURPOSE OF BANNERS:

NAME OF EVENT: Dripping Springs Songwriters Festival

EVENT IS IN DOWNTOWN MERCER: YES NO

START DATE: Oct 14 END DATE: Oct 16

ESTIMATED ATTENDANCE: 3,000-5,000

DESCRIPTION OF THE EVENT: 8th Annual festival with 7-8 venues.
(5 on Mercer Street and 3 on Old Fitzhugh Road)
Songwriters from around the country perform "in-the-
round" and rotate around the venues. Free admission.

INFORMATION FOR COORDINATION OF BANNER DESIGN

Item 2.

The City of Dripping Springs will be responsible for the design. We will work with organizer or organizer’s design firm. Please list the contact information below:

NAME: _____

ORGANIZATION/COMPANY: _____

EMAIL: _____

PHONE: _____

BILLING INFORMATION IF DIFFERENT THAN APPLICANT:

CONTACT FOR BILLING: _____

EMAIL: _____

PHONE: _____

SIGNATURE OF APPLICANT – By signing, applicant/organization agrees to meeting all dates and guidelines.

PRINTED NAME: **Pam Owens**

SIGNATURE: *Pam Owens* DATE: **4-6-2023**

*****BELOW INFORMATION IS TO BE COMPLETED BY CITY STAFF*****

RECEIVED BY CITY DATE: _____

DATE: _____ APPROVE DENY

NAME _____

SIGNATURE _____

Send form to the City of Dripping Springs Communications Department. Email to: communications@cityofdrippingsprings.com.

Form MUST BE RECEIVED AT LEAST FIVE MONTHS PRIOR TO EVENT.

Questions, call: 512-858-4725

HPC Budget Recommendation
FY 2023

Item 3.

	A	B	C	D
		FY 2022 Budget	FY 2023 Proposed	
1				
2	GENERAL FUND			
3	Historic District Consultant	\$3,500.00	\$3,500.00	
4				
5	SPECIAL PROJECTS			
6	OFR and Hays St. District Signage Design*	\$2,000.00		
7	Mercer Street Planters (Quantity 4)**	\$3,850.00		
8	Mercer & OFR District Marketing Signs in ROW at each of Mercer Stre	\$3,000.00		new signs using existing posts
9	Historic Tour Brochure Printing	\$2,800.00	\$2,800.00	have not printed more in 2022
10	TOTAL	\$15,150.00		
11				
12				
13				
14	SUPPORT OF PROJECTS			
15	Support improvements to Stephenson Bldg			
16	Support of advancement of Old Fitzhugh Rd. Improvement Project			
17				
18	*Eligible for Hotel Occupancy Tax Funds			
19	**Eligibile for Landscape Funds			