



# HISTORIC PRESERVATION COMMISSION REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, April 06, 2023 at 4:00 PM

---

## Agenda

### CALL TO ORDER AND ROLL CALL

#### Commission Members

Dean Erickson, Chair  
Ashley Bobel, Vice Chair  
Delbert Bassett  
Minnie Glosson-Needham  
Haley Hunt  
Steve Mallett  
Nichole Prescott

#### Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer  
City Treasurer Shawn Cox  
Deputy City Secretary Cathy Gieselman  
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)*

### MINUTES

- 1. Discuss and consider approval of the March 2, 2023, Historic Preservation Commission regular meeting minutes.**

## BUSINESS

- 2. Public Hearing, discussion, and consideration of approval of a Certificate of Appropriateness for the Stephenson Building, located at 101 Old Fitzhugh Road, Dripping Springs, Texas. Applicant, City of Dripping Springs.**
  - a. Staff Report
  - b. Public Hearing
  - c. Certificate of Appropriateness
- 3. Public hearing, discussion, and consideration of approval of a recommendation regarding the Historic Preservation Commission Fiscal Year 2024 Budget.**
- 4. Discussion and consider approval of Historic Preservation Commission goals and committees.**

## 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**

May 4, 2023, at 4:00 p.m.

June 1, 2023, at 4:00 p.m.

July 6, 2023, at 4:00 p.m.

### **City Council Meetings**

April 18, 2023, at 6:00 p.m.

May 2, 2023, at 6:00 p.m.

May 16, 2023, at 6:00 p.m.

## 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](http://www.cityofdrippingsprings.com), on **March 31, 2023, at 2:15 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 02, 2023 at 4:00 PM

## MINUTES

### CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Chair Erickson called the meeting to order at 4:12 p.m.

**Commission Members present were:**

Dean Erickson, Chair  
Delbert Bassett  
Minnie Glosson-Needham  
Steve Mallett

**Commission Members absent were:**

Ashley Bobel, Vice Chair  
Haley Hunt  
Nichole Prescott

**Staff, Consultants & Appointed/Elected Officials**

City Administrator Michelle Fischer  
Deputy City Administrator Cathy Gieselmann  
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.

Agenda item 4 was taken out of order to allow for guest presentation.



**4. Update and discussion regarding Feasibility Study, Concept Plan, and Cost Estimates for the Stephenson Building.** *Larry Irsik, Architexas.*

Keenan Smith presented the staff report which is on file. Larry Irsik, Architexas, presented the revised concept package for the Stephenson Building; he and Dana Ridenour were available to answer questions. Commissioners were in consensus to go with stone facing, not to clip the roof, and have a covered entrance with no trellis on the addition. Recommendations will be taken to the Council with approval to move forward with contract negotiations contingent upon Certificate of Appropriateness (COA) from the Historic Preservation Commission.

## MINUTES

**1. Discuss and consider approval of the February 16, 2023, Historic Preservation Commission regular meeting minutes.**

A motion was made by Commissioner Mallett to approve the February 16, 2023, Historic Preservation Commission regular meeting minutes. Commissioner Glosson-Needham seconded the motion which carried unanimously 4 to 0.

## BUSINESS

**2. Discussion and consideration of approval of Historic Preservation Commission goals and committees.**

Chair Erickson reviewed the redlines with commissioners. Commissioner Bassett asked about disaster plans for historical buildings and if steps for disasters would be something that may need to be added. Keenan Smith said there is a guide specifically outlined in the ordinance to address and staff is diligent in reviewing as this is something that is done administratively.

It was determined by unanimous consent to postpone action on this agenda item until the April 6, 2023, meeting to ensure more commission members were present and had to opportunity to comment. No action was taken.

**3. Discussion and possible action regarding the Historic Preservation Commission Fiscal Year 2024 Budget recommendation.**

Michelle Fischer pointed out the need to order additional brochures and that she will get with Lisa Sullivan for costs on banners/placards on Mercer and will get back with the Commission with that information.

Chair Erickson tabled this item until the April 6, 2023, meeting. No action was taken.

## 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 6, 2023, at 4:00 p.m.

May 4, 2023, at 4:00 p.m.

June 1, 2023, at 4:00 p.m.

### **City Council Meetings**

March 7, 2023, at 6:00 p.m.

March 21, 2023, at 6:00 p.m.

April 4, 2023, at 6:00 p.m.

April 18, 2023, at 6:00 p.m.

## **ADJOURN**

A motion was made by Commissioner Bassett to adjourn the meeting. Commissioner Glosson-Needham seconded the motion which carried unanimously 4 to 0.

This regular meeting adjourned at 5:20 p.m.



## HISTORIC PRESERVATION MANUAL CERTIFICATE OF APPROPRIATENESS REVIEW

Date: **March 30, 2023**

Project: **Stephenson Building, 101 Old Fitzhugh Rd.  
Dripping Springs, TX 78620**

Applicant: **City of Dripping Springs c/o Michelle Fischer, City Administrator (512) 858-4725**

Historic District: **Mercer Street Historic District**

Base Zoning: **GUI-HO**

Proposed Use: **Community, Cultural and Civic Uses**

Submittals: ☒ Current Photograph    ☒ Concept Plans    ☒ Exterior Elevations **Renderings**  
☒ Color & Materials Samples **Photomontage**  
☐ Sign Permit Application (if applicable) **N/A**  
☐ Building Permit Application **N/A**  
☐ Alternative Design Standards (if applicable) **N/A**

The following review has been conducted for the City of Dripping Springs to determine compliance and consistency with the City of Dripping Springs CODE OF ORDINANCES, Title 2 BUILDING AND DEVELOPMENT REGULATIONS, Chapter 24, BUILDING REGULATIONS, Article 24.07: HISTORIC PRESERVATION, Section 24.07.014: "CRITERIA FOR ISSUANCE OF CERTIFICATE OF APPROPRIATENESS."

### Project Type & Description:

**"Rehabilitation, Adaptive Reuse & Addition"** Proposed repairs, refurbishment, and improvements to **Stephenson High School (ca. 1939)** a **Contributing Resource** and **High Preservation Priority** in the **Mercer St. National Register Historic District (NRHD)**.

### Review Summary, General Findings: **"Approval in Concept Recommended"**

General Compliance Determination- ☒ **Compliant**    ☐ Non-Compliant    ☐ Incomplete

**City of Dripping Springs**  
P.O. Box 384  
Dripping Springs, Texas 78620  
512-858-4725

### **Staff Recommendations / Conditions of Approval:**

1. **Approval in Concept:** Architectural Design Development and Construction Documents shall be reviewed by the Historic Preservation Commission for consistency with this COA prior to issuance of Building Permits.
2. **Staff Review and Assistance:** Staff review, and assistance is recommended to provide support as needed during discovery process and building rehab, to review found conditions and make supportive recommendations which are consistent with the City's Historic Preservation Program, goals, and Implementation Manual.

### **CERTIFICATE OF APPROPRIATENESS- Staff Review Summary:**

#### **Historic Resource Background /Survey Information:**

#### **(Resource #18) Stephenson High School, ca. 1939. Contributing.**

“Stephenson High School is a one-story limestone building with a rectangular footprint. It is located behind Dripping Springs Academy off Old Fitzhugh Road and is accessed by a wide curving driveway. The front, or east, elevation has four rectangular windows and an off-center inset entry porch. The building has a large metal hipped roof.

By the 1930s, Dripping Springs Academy was too small to accommodate students in the town and surrounding area. Under the Works Progress Administration (WPA), local laborers built a new building to be opened for the September 1939 school term. It was named for a popular student, Allen J. Stephenson, who died from complications of a broken leg. The building operated as a high school only eleven years when a new school building was completed in 1949. The Stephenson school building continued to serve the student body as an auditorium for graduation ceremonies and other meetings and has served various educational uses since that time. A window was added on the north wall and an entrance door to the superintendent's office on the south wall. Otherwise, the building is virtually the same as it was originally built. The school building is a contributing resource in the historic district.”

(US Dept. of the Interior / Mercer Street NRHP Registration #13000504- 5/31/15)

#### **“Stephenson Building- Rehabilitation, Adaptive Reuse & Addition:”**

This project seeks to adaptive re-use and bring new life to this significant, surviving and contributing historic resource in the heart of Downtown near Mercer St and Old Fitzhugh Rd. The proposed adaptive re-use will rehabilitate and restore the original building to prepare it for a variety of community, cultural and civic uses. An attached new addition of compatible design is needed provide modern facilities, functional spaces, and operational office support for the new uses.

Recognizing the significance and contribution of the original building, the design approach will preserve its character, materials, and unique craftsmanship, and ensure that all work, including alterations, will

---

**City of Dripping Springs**  
P.O. Box 384  
Dripping Springs, Texas 78620  
512-858-4725

adhere to the established Historic Preservation Standards and Design Guidelines. The proposed new addition will be consistent the existing historic structure and harmonious in design, with and compatible with the massing, scale, color, materials, and character of the Mercer St. Historic District.

Staff finds the proposed project to be exemplary of the city's established Historic Preservation Goals, Design Guidelines and Standards and recommends an **"Approval in Concept,"** subject to review of Architectural Design Development and Construction Documents phases by the Historic Preservation Commission as the concepts are more fully developed and detailed **(Condition of Approval #1).**

Due the public ownership, significance, age of the building and its building envelope, and the sensitivity needed in its rehabilitation, it is recommended that Staff be directed to provide support to the Applicant as needed during the rehabilitation and adaptive re-use, to review any newfound conditions and all proposed replacement elements or materials, and make supportive recommendations consistent with the City's Historic Preservation Program, goals, and Implementation Manual. **(Condition of Approval #2).**

**Approval in Concept is recommended, with Conditions of Approval as stated above.**

**"Mercer Street Design and Development Standards:"**

The proposal is found to be consistent with applicable design and development standards (Comparative Summary Below), and "Approval with Conditions" is recommended.

**Character/Vision:** Consistent: "Preserve Historic Resources- Rehab & Adaptive Re-Use; Promote Revitalization."

**Design Principles:** Consistent: "Protect Historic Pedestrian Scale & Main Street Character; New Construction shall be compatible with surroundings."

**Preferred Uses:** Consistent: "Pedestrian- Oriented." Building is walkable to Mercer and Old Fitzhugh.

**Site Planning & Building Placement:** N/A- (Existing) Building Placement not affected.

**Parking Arrangement:** N/A- (Existing) Parking Arrangements are not affected.

**Building Footprint / Massing / Scale:** Consistent: (Existing) Building Footprint preserved; footprint, massing and scale of proposed Addition is compatible with the existing building and surroundings.

**Street Frontage / Articulation:** Consistent: (Existing) Building Frontage preserved; massing and articulation of proposed Addition complies, is compatible with the existing building and surroundings.

**Porches:** N/A- Existing Covered Entry to be preserved and enclosed.

**Roofs:** Consistent: (Existing) Corrugated Metal Roof to be refurbished "in kind," with new Roof of the proposed Addition to match.

---

**City of Dripping Springs**  
P.O. Box 384  
Dripping Springs, Texas 78620  
512-858-4725

**Materials:** Conditional Approval Recommended. (Existing) Native Limestone Masonry craftsmanship shall be cleaned and refurbished with non-damaging methods as reviewed by City Staff. New materials, details, and replacement elements (e.g., windows & doors, trim, etc) shall be compatible and consistent with the building's history and reviewed for appropriateness by City Staff. **(Condition of Approval #2).**

**Color Palette:** Consistent: see Colored Renderings "muted, rustic earth-toned hues."

**Tree Preservation:** N/A- No proposed impact to existing trees.

**Landscape Features:** N/A- no existing landscape features affected.

**CRITERIA FOR CERTIFICATE OF APPROPRIATENESS**  
**(SECTION 24.07.014)**

**(a) STANDARDS & DESIGN GUIDELINES OBSERVED;**

Project is guided by applicable Historic Preservation Standards and Design Guidelines.

See detailed summary above. ☒ Compliant ☐ Non-Compliant ☐ Not Applicable

**(b) MINIMAL ALTERATION:**

Reasonable efforts made to adapt property requiring minimal alteration of building, structure, object site & environment.

☒ Compliant ☐ Non-Compliant ☐ Not Applicable

**(c) ORIGINAL QUALITIES PRESERVED: "Compliant with Conditions of Approval."**

Distinguishing original qualities or characteristics not destroyed. Removal or alteration of historic material or distinguishing architectural features avoided.

☒ Compliant ☐ Non-Compliant ☐ Not Applicable

**(d) PERIOD APPROPRIATENESS:**

Buildings, structures, objects, sites recognized as products of their own time. Alterations without historic basis or creating an earlier appearance discouraged.

☒ Compliant ☐ Non-Compliant ☐ Not Applicable

**(e) CUMULATIVE & ACQUIRED SIGNIFICANCE:**

Cumulative changes with acquired and contributing significance are recognized and respected.

☒ Compliant ☐ Non-Compliant ☐ Not Applicable

---

**City of Dripping Springs**  
P.O. Box 384  
Dripping Springs, Texas 78620  
512-858-4725

- (f) **DISTINCTIVE STYLISTIC FEATURES & CRAFTSMANSHIP:**  
Distinctive stylistic and characteristic features and examples of skilled craftsmanship are retained where possible.  
☒ Compliant ☐ Non-Compliant ☐ Not Applicable
- (g) **DETERIORATED ARCHITECTURAL FEATURES:**  
Deteriorated architectural features repaired rather than replaced. Necessary replacements reflect replaced materials. Repair or replacement based on historical evidence not conjecture or material availability.  
☒ Compliant ☐ Non-Compliant ☐ Not Applicable
- (h) **NON-DAMAGING SURFACE CLEANING METHODS:**  
Surface Cleaning Methods prescribed are as gentle as possible. No sandblasting or other damaging cleaning methods. *“Compliant with Conditions of Approval.”*  
☒ Compliant ☐ Non-Compliant ☐ Not Applicable
- (i) **ARCHEOLOGICAL RESOURCES PRESERVED:**  
Reasonable efforts made to protect and preserve archeological resources affected by, or adjacent to project.  
☒ Compliant ☐ Non-Compliant ☐ Not Applicable
- (j) **CONTEMPORARY DESIGN- CONTEXT SENSITIVE & COMPATIBLE:**  
Contemporary alterations & additions do not destroy significant historical, architectural, or cultural material and are compatible with the size, scale, color, material and character of the property, neighborhood, or environment.  
☒ Compliant ☐ Non-Compliant ☐ Not Applicable
- (k) **RETROVERSION- ESSENTIAL FORM & INTEGRITY UNIMPAIRED:**  
Future removal of new additions & alterations will leave the essential form & integrity of building, structure, object or site unimpaired.  
☒ Compliant ☐ Non-Compliant ☐ Not Applicable
- (l) **PAINT COLORS- HISTORICAL BASIS:**  
Paint colors based on duplications or sustained by historical, physical or pictorial evidence, not conjecture.  
☒ Compliant ☐ Non-Compliant ☐ Not Applicable
- (m) **HISTORIC DISTRICT CONTEXT- OVERALL COMPATIBILITY:**  
Construction plans are compatible with surrounding buildings and environment vis. height, gross volume and proportion.  
☒ Compliant ☐ Non-Compliant ☐ Not Applicable

---

**City of Dripping Springs**  
P.O. Box 384  
Dripping Springs, Texas 78620  
512-858-4725

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (SECTION 24.07.015)****(g) EXPEDITED PROCESS FOR SMALL PROJECTS: ELIGIBILITY = “Not Eligible”**

Expedited process for small projects (cumulative costs &lt; \$10,000); must be “No” to all:

<b>Building Footprint Expansion/Reduction?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Façade Alterations facing Public Street or ROW?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Color Scheme Modifications?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Substantive/Harmful Revisions to Historic District?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

\* \* \*

Please contact (512) 659-5062 if you have any questions regarding this review.


By: **Keenan E. Smith, AIA**


---

**City of Dripping Springs**  
P.O. Box 384  
Dripping Springs, Texas 78620  
512-858-4725



# Conceptual Budget

## Stephenson School Building - Existing Building

NO.	ITEM	QUANTITY	UNIT	UNIT COST	SUBTOTAL	COST/SECT
01000	<b>GENERAL REQUIREMENTS (15% Total Construction Cost)</b>				152,057	152,057
	A. General Conditions					
	B. Labor Burden					
	C. General Liability Insurance					
	D. Builders Risk					
	E. Building Permit (owner)					
	F. 3rd Party Inspections (owner)					
	G. Lifts/Scaffolding					
	H. Dumpsters					
	I. Final Clean					
01000	<b>HAZARDOUS MATERIALS ABATEMENT</b>					60,000
	A. Asbestos abatement	1	Allow	25,000.00	25,000	
	B. Lead based paint abatement	1	Allow	25,000.00	25,000	
	C. Environmental consultant	1	Allow	5,000.00	5,000	
	D. State/regulatory fees	1	Allow	5,000.00	5,000	
02000	<b>SITE WORK</b>					107,500
	A. Interior Demolition & Hauling					
	1. Interior demo for MEP / A/V / security, & fire alarm systems installation	1	L.S.	4,500.00	4,500	
	2. Demo portion of interior wall for kitchen serving window	1	L.S.	1,500.00	1,500	
	B. Exterior Demolition & Hauling					
	1. Demo roof and damaged/deteriorated trim including gutter and downspout	1	L.S.	4,000.00	4,000	
	2. Demo concrete steps and landing at south elevation	1	L.S.	2,100.00	2,100	
	3. Demo concrete paving & landscaping areas	1	L.S.	2,100.00	2,100	
	4. Demo portions of north wall for addition	1	L.S.	1,800.00	1,800	
	C. Utilities					
	1. Misc. for utilities affected by site work	1	Allow	2,500.00	2,500	
	D. Earthwork & Grading					
	1. Modify exist. site drainage swales to direct water away from building & regrade at perimeter of building to slope away from foundation	1	L.S.	15,000.00	15,000	
	E. Paving					
	1. Sidewalk replacement & installation	2,300	S.F.	12.00	27,600	
	2. Curb installation at parking areas	200	L.F.	10.00	2,000	
	3. Curb ramps at sidewalk to ADA parking stall	1	Ea.	1,500.00	1,500	
	4. Pre-cast concrete splash blocks at downspouts	8	Ea.	50.00	400	
	F. Landscaping Allowance					
	1. Metal edging between compacted fill & sod	1	L.S.	7,500.00	7,500	
	2. Re-sod at removed sidewalk locations & restore where affected by site work	1	L.S.	7,500.00	7,500	
	3. Site landscaping	1	allow	25,000.00	25,000	
	G. Irrigation system					
	1. Provide irrigation control system	1	L.S.	2,500.00	2,500	
	H. Site furnishings					
	None					
	I. Sub-surface Piping					
	None					
03000	<b>CONCRETE</b>					12,500
	A. Structural Repairs and Modifications					
	None					
	B. Non-structural Fabrications					
	1. Construct concrete steps and landing at south elevation entrance	1	L.S.	7,500.00	7,500	
	2. Construct concrete steps, landing extension, and ramp at east elevation	1	L.S.	5,000.00	5,000	

# Conceptual Budget

## Stephenson School Building - Existing Building

NO.	ITEM	QUANTITY	UNIT	UNIT COST	SUBTOTAL	COST/SECT
<b>04000</b>	<b>MASONRY</b>					<b>25,905</b>
	A. General Exterior Restoration					
	1. Chemically cleaning stone masonry 100%	3,830	S.F.	5.00	19,150	
	2. Repoint stone masonry joints, assume 20% (Field verify)	1	L.S.	6,755.00	6,755	
	B. Structural repairs/modifications					
	None					
<b>05000</b>	<b>METALS</b>					<b>4,300</b>
	A. Structural Elements (i.e. decking, framing, columns)					
	1. Lintel at new opening to addition	1	allow	800.00	800	
	B. Non-structural Fabrications (stairways, ladders)					
	1. Exterior metal railings at ramp on east elevation and steps on south elevation	1	L.S.	3,500.00	3,500	
<b>06000</b>	<b>CARPENTRY</b>					<b>67,993</b>
	A. Rough Carpentry/Structural Repairs					
	1. 1/2" plywood sheathing at roof	4,700	S.F.	5.00	23,500	
	2. Misc. Repairs throughout	1	L.S.	13,810.00	13,810	
	3. New wd. stud interior partitions with 1/2" gyp.	68	L.F.	24.75	1,683	
	B. Finish Carpentry					
	1. Standing & running trim, including baseboard, window & door casings	1	L.S.	11,000.00	11,000	
	C. Casework					
	1. Kitchen cabinetry and countertops	1	L.S.	18,000.00	18,000	
<b>07000</b>	<b>THERMAL &amp; MOISTURE PROTECTION</b>					<b>126,496</b>
	A. Roofing & Flashing					
	1. Replace corrugated metal roof and flashings	4,700	S.F.	6.00	28,200	
	2. Water resistive barrier at roof	4,700	S.F.	2.00	9,400	
	B. Drainage System					
	1. Replace metal gutter liner, gutters, & downspouts (galvanized)	1	L.S.	5,500.00	5,500	
	C. Insulation, Caulking, Sealants					
	1. Acoustic insulation at new interior partitions	68	L.F.	7.25	493	
	2. Acoustic insulation between wooden roof structure in assembly space	2,550	S.F.	7.25	18,488	
	3. Thermal insulation, insulation at roof structure	4,700	S.F.	7.25	34,075	
	4. Thermal insulation at crawl space	3,840	S.F.	7.25	27,840	
	5. Sealants/Firestopping	1	L.S.	2,500.00	2,500	
<b>08000</b>	<b>DOOR &amp; WINDOWS</b>					<b>89,675</b>
	A. Exterior Doors					
	1. Reconstruct all exterior doors and restore frames	3	Ea.	1,500.00	4,500	
	2. Provide glass doors, transom, and sidelights at entry vestibule	1	L.S.	7,000.00	7,000	
	B. Interior Doors					
	1. Reconstruct wood doors for accordion partition	2	Ea.	1,000.00	2,000	
	2. Restore wood doors at accordion partition	7	Ea.	500.00	3,500	
	3. Replace all exist interior doors	3	Ea.	750.00	2,250	
	4. New doors at new partitions	5	Ea.	750.00	3,750	
	C. Exterior Windows					
	1. Restore windows on East facade, assume interior & exterior painting	4	Ea.	3,000.00	12,000	
	2. Restore large windows on West elevation, assume interior & exterior painting	2	Ea.	18,000.00	36,000	
	3. Solar film on inside face of glass	1	L.S.	875.00	875	
	D. Hardware					
	1. Period style hardware on reconstructed exterior wd. Doors, including exiting hardware	1	L.S.	5,100.00	5,100	
	2. New door hardware at glass entry vestibule doors	1	L.S.	4,000.00	4,000	

# Conceptual Budget

## Stephenson School Building - Existing Building

NO.	ITEM	QUANTITY	UNIT	UNIT COST	SUBTOTAL	COST/SECT
	3. Restore hardware on accordion doors with period style hardware	1	L.S.	1,500.00	1,500	
	4. New door hardware at interior doors	1	L.S.	7,200.00	7,200	
<b>09000</b>	<b>FINISHES</b>					<b>109,960</b>
	A. Ceilings					
	1. Repair/Replace exist. damaged or missing wood lath	1	L.S.	9,250	9,250	
	2. Repair/Replace beadboard in recessed entry	1	L.S.	6,620	6,620	
	3. Suspended gyp board ceiling/furr down assemblies to conceal MEP at restrooms and addition	1	L.S.	4,750.00	4,750	
	B. Walls					
	1. Ceramic tile wainscot in all restrooms	180	S.F.	8.00	1,440	
	2. Repair/Restore flat 3 coat plaster and lath, including patching for MEP trenching	1	L.S.	7,500.00	7,500	
	3. Acoustic wall panels in assembly space	1	L.S.	7,500.00	7,500	
	C. Floors					
	1. Restore original wood flooring (assume 15% replacement)	1	L.S.	25,000.00	25,000	
	2. Ceramic tile flooring at restrooms	100	S.F.	8.00	800	
	D. Misc.					
	1. Restoration of stage wood beadboard proscenium and steps	200	S.F.	18.00	3,600	
	2. Install beadboard on stage wall framing	1	L.S.	3,500.00	3,500	
	E. General painting	1	L.S.	40,000.00	40,000	
<b>10000</b>	<b>SPECIALITIES</b>					<b>5,450</b>
	A. Toilet Accessories					
	1. Toilet accessories at unisex restrooms	1	L.S.	1,200.00	1,200	
	2. Fire extinguishers	1	L.S.	1,750.00	1,750	
	B. Building Directories & Signage					
	1. Interior signage (ADA)	1	L.S.	2,500.00	2,500	
<b>11000</b>	<b>EQUIPMENT</b>					<b>0</b>
<b>12000</b>	<b>FURNISHINGS</b>					<b>15,000</b>
	A. Acquisition furnishings					
	1. New furnishings	1	Allow	7,500.00	7,500	
	B. Historically Documented Window Treatment					
	1. Wood louvered blinds - 2" stained slats all windows	1	L.S.	7,500.00	7,500	
<b>13000</b>	<b>SPECIAL CONSTRUCTION</b>					<b>0</b>
	A. Lightning Protection		Allow		0	
	None					
<b>14000</b>	<b>CONVEYING SYSTEMS</b>					<b>0</b>
<b>15000</b>	<b>MECHANICAL</b>					<b>104,760</b>
	A. Plumbing					
	1. Investigate exist. sanitary piping scheduled to remain utilizing camera & scoping	1	allow	500.00	500	
	2. New/refurbished plmbing fixtures in restrooms	1	L.S.	2,000.00	2,000	
	3. Provide kitchen sink	1	Ea.	500.00	500	
	B. HVAC					
	1. Split system above ceiling & attic air handling units to outdoor heat pumps	3,840	S.F.	20.00	76,800	
	C. Fire Supression					
	1. Fire alarm/detection system	3,840	S.F.	2.00	7,680	
	2. Fire Sprinkler	3,840	S.F.	4.50	17,280	
<b>16000</b>	<b>ELECTRICAL</b>					<b>192,020</b>

**Conceptual Budget****Stephenson School Building - Existing Building**

NO.	ITEM	QUANTITY	UNIT	UNIT COST	SUBTOTAL	COST/SECT
	A. General Service & Distribution					
	1. Electrical wiring, distribution, raceways, fixtures	3,840	S.F.	28.00	107,520	
	B. Data & Communication Systems					
	1. Phone/computer networking distribution system	1	L.S.	3,500.00	3,500	
	C. Exterior Lighting					
	1. Building perimeter uplighting at grade & on the building	1	L.S.	10,000.00	10,000	
	2. Security parking lot and pathway lighting	1	L.S.	9,000.00	9,000	
	D. Security system	1	L.S.	12,000.00	12,000	
	E. Audio-visual system Allowance	1	Allow	50,000.00	50,000	
	<b>SUBTOTAL</b>				1,073,616	1,073,616
	<b>10% GC OVERHEAD &amp; PROFIT</b>					107,362
	<b>TOTAL CONSTRUCTION (INCLUDES O &amp; P)</b>					1,180,977
	<b>10% ESTIMATE CONTINGENCY</b>					118,098
	<b>ESTIMATED FINAL CONSTRUCTION COST</b>					1,299,075
	<b>ESCALATION FROM FALL 2021 - FALL 2023 (26%)</b>					337,759
	<b>ESTIMATED FINAL CONSTRUCTION COST</b>					1,636,834
	<b>12% A/E FEES AND EXPENSES</b>					196,420
	<b>ESTIMATED TOTAL PROJECT COST</b>					1,833,254

<div>Conceptual Budget</div> <div>Stephenson School Building - Phase 1 Addition</div>						
NO.	ITEM	QUANTITY	UNIT	UNIT COST	SUBTOTAL	COST/SECT
01000	GENERAL REQUIREMENTS (15% total construction cost)				79,942	79,942
	A. Project Management					
	B. Field Personnel					
	C. Construction Documents / Printing					
	D. Quality Control					
	E. Temporary Utilities					
	F. Construction Facilities					
	G. Bond & Insurance					
	H. Temporary Construction					
	1. Scaffolding					
	2. Project sign					
	3. Barrier fencing (Staging area, protection, etc...)					
	I. Materials Testing					
	NEW CONSTRUCTION COSTS					484,500
	A. Phase 1 Addition, including restrooms and dressing room	1140	S.F.	425.00	484,500	
	SUBTOTAL				564,442	564,442
	10% GC OVERHEAD & PROFIT					56,444
	TOTAL CONSTRUCTION (INCLUDES O & P)					620,886
	10% ESTIMATE CONTINGENCY					62,089
	ESTIMATED FINAL CONSTRUCTION COST					682,975
	12% A/E FEES AND EXPENSES					81,956.98
	ESTIMATED TOTAL PROJECT COST					764,931.80

Conceptual Budget						
Stephenson School Building - Optional Alternate Addition						
NO.	ITEM	QUANTITY	UNIT	UNIT COST	SUBTOTAL	COST/SECT
01000	GENERAL REQUIREMENTS (15% total construction cost)				53,460	53,460
	A. Project Management					
	B. Field Personnel					
	C. Construction Documents / Printing					
	D. Quality Control					
	E. Temporary Utilities					
	F. Construction Facilities					
	G. Bond & Insurance					
	H. Temporary Construction					
	1. Scaffolding					
	2. Project sign					
	3. Barrier fencing (Staging area, protection, etc...)					
	I. Materials Testing					
	NEW CONSTRUCTION COSTS					324,000
	A. Optional Alternate Addition, including offices	750	S.F.	400.00	300,000	
	B. Porch and sitework	1	L.S.	24,000.00	24,000	
	SUBTOTAL				377,460	377,460
	10% GC OVERHEAD & PROFIT					37,746
	TOTAL CONSTRUCTION (INCLUDES O & P)					415,206
	10% ESTIMATE CONTINGENCY					41,521
	ESTIMATED FINAL CONSTRUCTION COST					456,727
	12% A/E FEES AND EXPENSES					47,956.29
	ESTIMATED TOTAL PROJECT COST					504,682.89

Conceptual Budget		
Stephenson School Building - Summary		
NO.	ITEM	COST
	Phase 1 - Existing Building and Phase 1 Addition	2,598,186
	Phase 2 - Optional Alternate Addition	504,683
	TOTAL ALL PHASES	3,102,869

# STEPHENSON HIGH SCHOOL

Dripping Springs, Texas



**City of Dripping Springs  
Historic Preservation Commission**

March 3, 2023

*Rehabilitation of the Historic Stephenson  
High School Building and Proposed Addition*



## CONCEPTUAL DESIGN SUMMARY

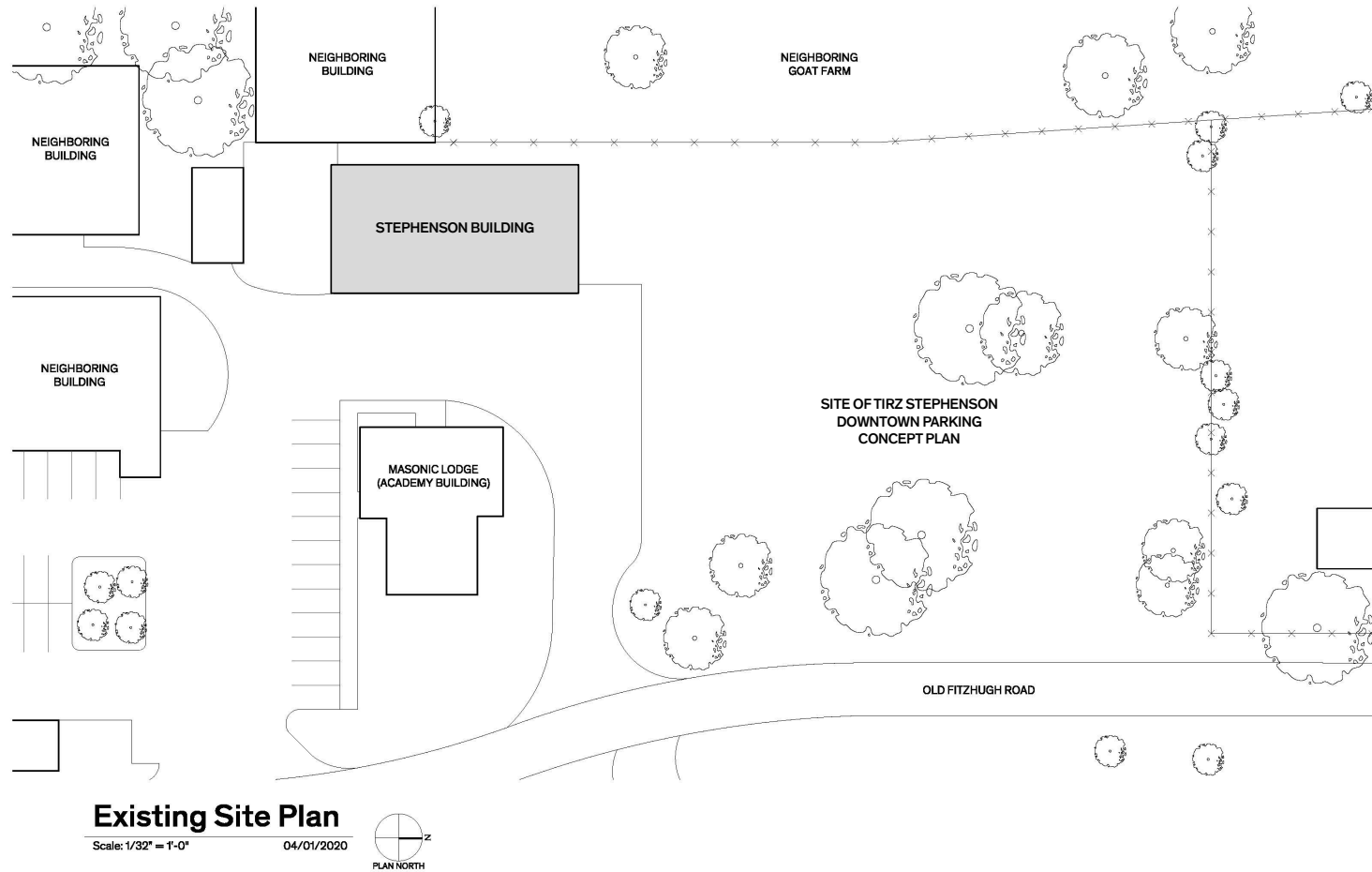


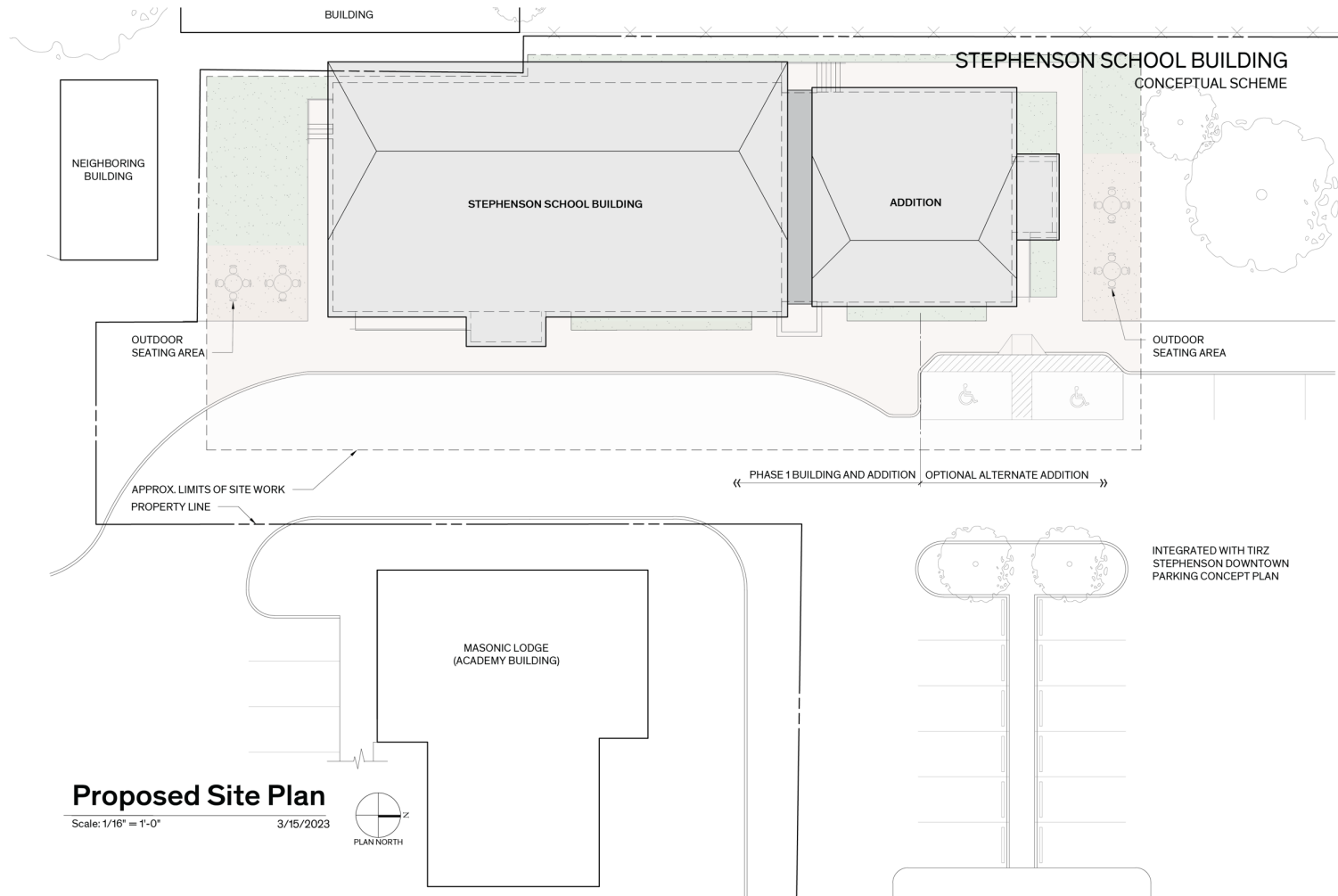
### Key Design Updates:

- Accessible stage and dressing room
- Private rear entry to dressing room
- Kitchen with serving window for multi-use space
- Flexible gallery/vestibule
- Addition of Parks & Community Services Department with phasing opportunities

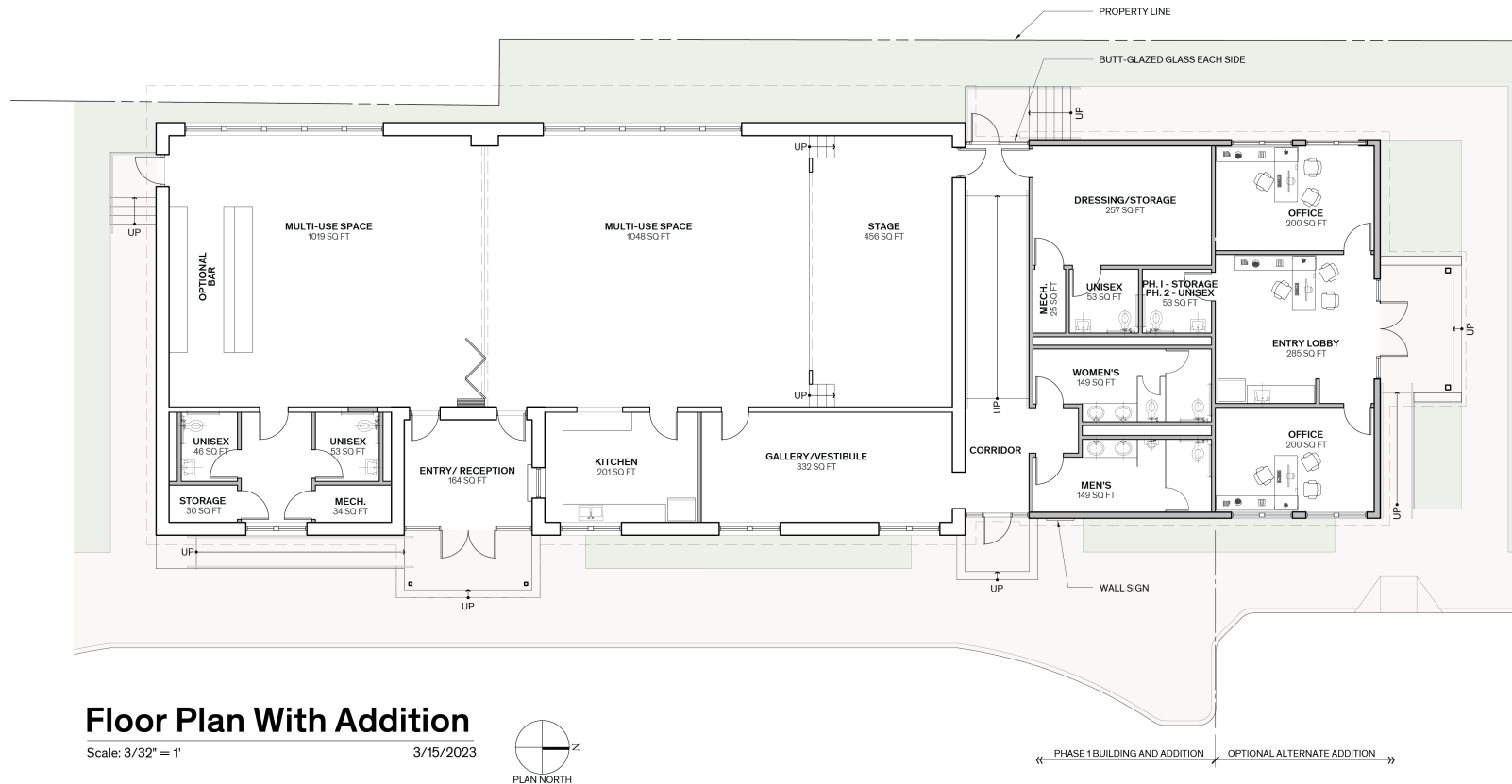
### Massing Concepts:

- Addition with limestone façade to match existing with contemporary coursing, and clipped gable roof matching historic roof form
- Addition with corrugated metal siding and limestone base, and gable roof



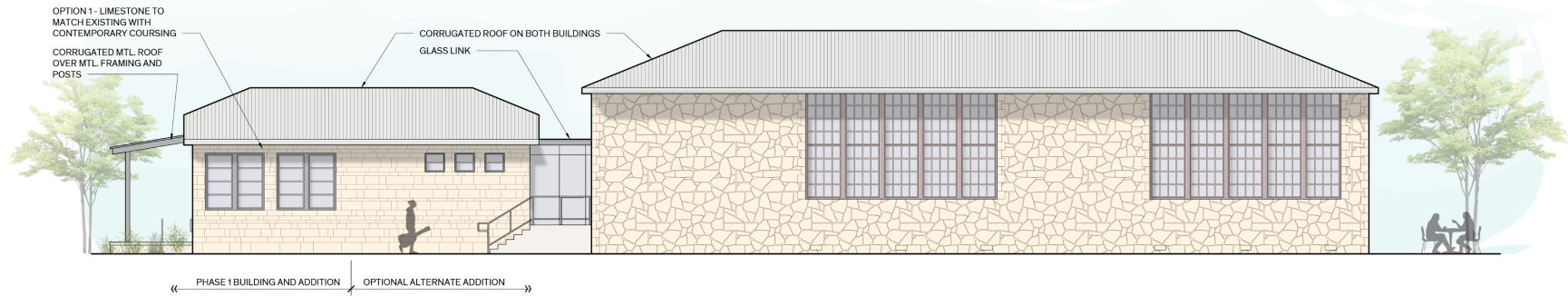


STEPHENSON SCHOOL BUILDING  
CONCEPTUAL SCHEME



## STEPHENSON SCHOOL BUILDING

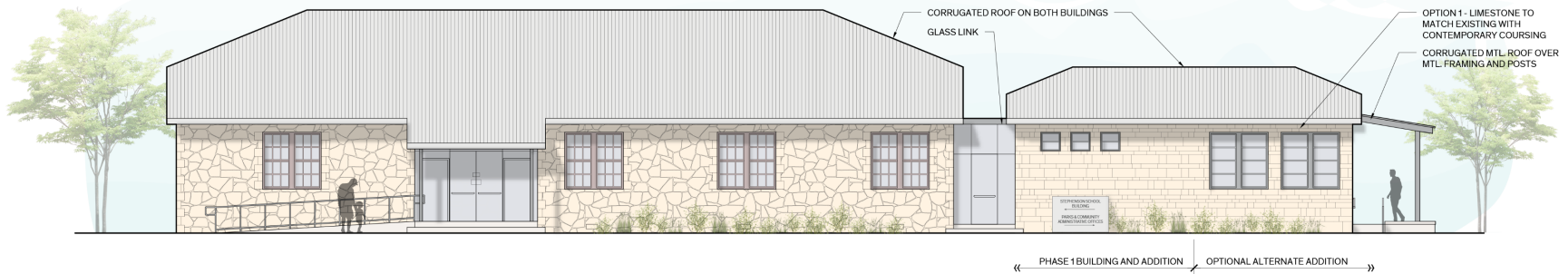
CONCEPTUAL SCHEME - OPTION 1



### Option 1 - West Elevation

Scale: 3/32" = 1'

3/15/2023

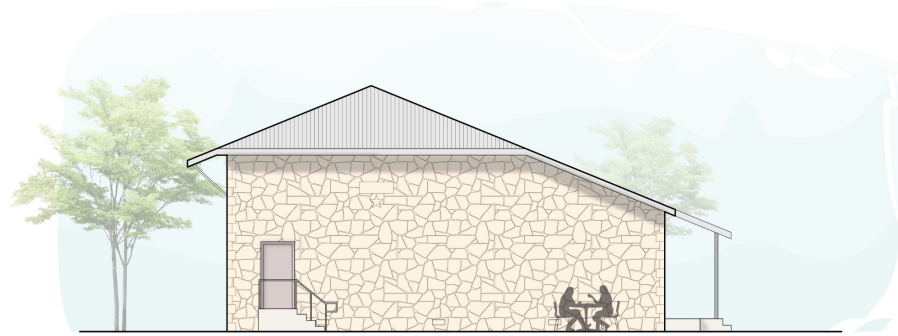


### Option 1 - East Elevation

Scale: 3/32" = 1'

3/15/2023

STEPHENSON SCHOOL BUILDING  
CONCEPTUAL SCHEME - OPTION 1



**Option 1 - South Elevation**

Scale: 3/32" = 1'

3/15/2023



CORRUGATED ROOF ON BOTH BUILDINGS

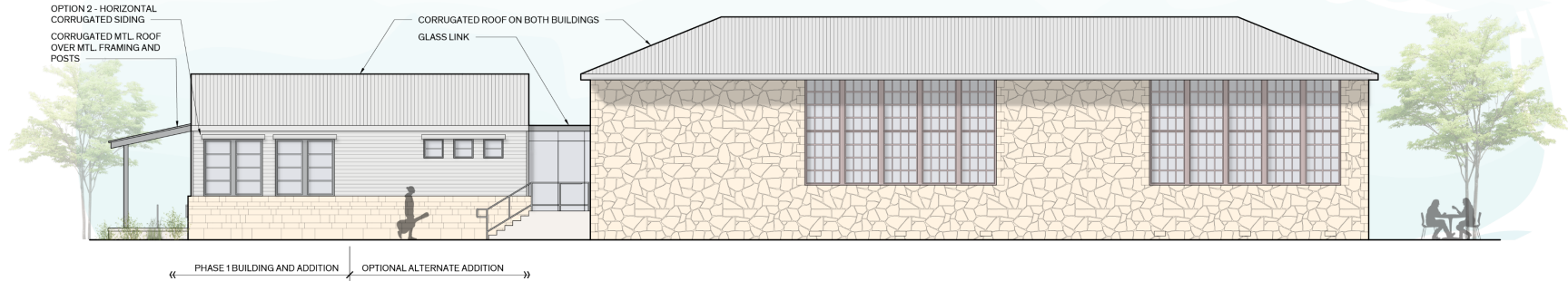
OPTION 1 - LIMESTONE TO  
MATCH EXISTING WITH  
CONTEMPORARY COURSING

**Option 1 - North Elevation**

Scale: 3/32" = 1'

3/15/2023

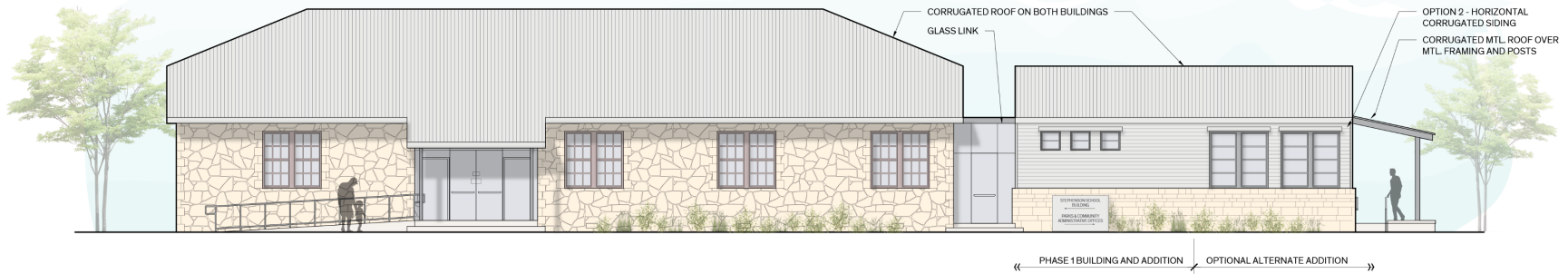
STEPHENSON SCHOOL BUILDING  
CONCEPTUAL SCHEME - OPTION 2



**Option 2 - West Elevation**

Scale: 3/32" = 1'

3/15/2023

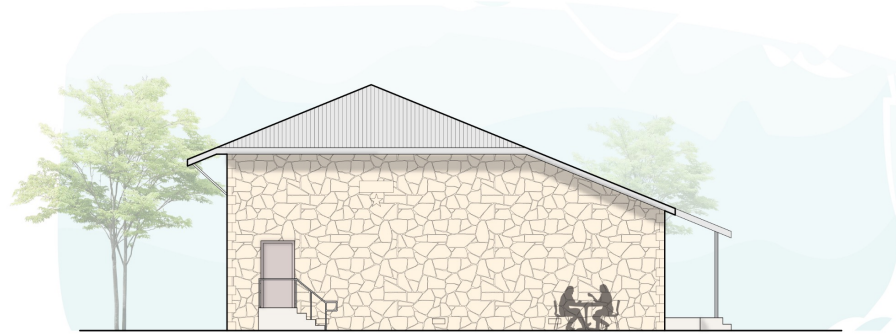


**Option 2 - East Elevation**

Scale: 3/32" = 1'

3/15/2023

STEPHENSON SCHOOL BUILDING  
CONCEPTUAL SCHEME - OPTION 2



**Option 2 - South Elevation**

Scale: 3/32" = 1'

3/15/2023



CORRUGATED ROOF ON BOTH BUILDINGS

OPTION 2 - HORIZONTAL  
CORRUGATED SIDING

**Option 2 - North Elevation**

Scale: 3/32" = 1'

3/15/2023



Existing Limestone



Contemporary Limestone



Corrugated Siding



## MATERIALS



### PHASE 1: Existing Building and Phase 1 Addition

Estimated Conceptual Cost:

- Restore Existing Building
- Phase 1 Addition with Restrooms, Dressing Room, and Mechanical Space

## CONCEPTUAL BUDGET

\$2,598,186

### PHASE 2: Optional Alternate Addition

Estimated Conceptual Cost:

- Provide New Office Space for Parks and Community Services Department

\$504,682

**Estimated Total Project Cost for all Phases:**

**\$3,102,869**

Historic Preservation Committee  
Proposed FY 2024 Budget

GL Account	Description	FY 2020 Adopted	FY 2021 Adopted	FY 2022 Adopted	FY 2023 Adopted	FY 2024 Proposed	Notes
Expenditures							
	General Fund						
	Historic District Consultant	1,500.00	2,000.00	3,500.00	3,500.00	-	
	Parking Lot Clean Up and Improvements by Stephenson Bldg.	6,500.00	-	-	-	-	
	Total Other	8,000.00	2,000.00	3,500.00	3,500.00	-	
	Special Projects					-	
	OFR & Hays St. District Signage *	2,000.00	2,000.00	2,000.00	1,000.00	-	Signs identifying districts
	Mercer Street Planters (Quantity - 4) **	20,000.00		3,850.00	-	-	
	Mercer & OFR District Marketing Signs in ROW at each of Mercer Street *	-	-	3,000.00	-	-	Status w/Lisa? Status w/signs using existing poles?
	Historic Tour Brochure Printing *	5,000.00	2,500.00	2,800.00	2,800.00	-	
	Preventative Oak Wilt Program for Historic Districts **	-	-	-	25,000.00	-	Tree inventory and assessment to be followed by request for funds for preventative oak wilt plan, tree maintenance, and care
	Website for Historic Site Brochure & Additional Sites *	4,000.00	4,000.00	-	-	-	
	Street Name Signs, Poles & Stop Signs *	4,972.60	8,500.00	-	-	-	Remaining Hays Street District Signs
	Mercer Street pedestrian light banners design & production *	6,500.00	6,500.00	-	-	-	
		-	-	-	-	-	
		-	-	-	-	-	
		-	-	-	-	-	
	Total Dues, Fees & Subscriptions	42,472.60	23,500.00	11,650.00	28,800.00	-	
	Total Expenditures	50,472.60	25,500.00	15,150.00	32,300.00	-	

Support of Projects:

- Support improvements to Stephenson Bldg
- Support of advancement of Old Fitzhugh Rd. Improvement Project

Notes:

- \* Eligible for Hotel Occupancy Tax Funds
- \*\* Eligible for Landscape Funds





# DRIPPING SPRINGS Texas

## City of Dripping Springs FY 2024 Tax Rate & Budget Adoption Important Dates & Deadlines

Approved by Council: Tuesday, February 7, 2023

The attached Budget Calendar outlines the statutory dates and planning activities for City Staff, B Commissions, Committees and City Council as they relate to the Budget Process for Fiscal Year 2024. Calendar activities in RED note deadlines for staff & City Council, and Public Notifications. The Finance Director will coordinate with City Administration, the City Attorney and City Secretary regarding all notices, ordinances and resolutions as adopted, to include filing the proper documents with County and State Entities. The City Council will hold the following meetings regarding the Tax Rate and Budget Adoption:

- June 06, 2023: Budget Workshop
- June 20, 2023: Budget Workshop
- July 05, 2023: Budget Workshop
- July 18, 2023: Budget Workshop
- August 01, 2023: Budget Workshop
- August 15, 2023: Budget Workshop, Set Proposed Tax Rate, and Discussion
- September 05, 2023: Budget Workshop, Public Hearings on Tax Rate and Budget, and Possible Adoption of the Budget\*
- September 19, 2023: Adoption of Approved Budget and Tax Rate, and Ratification of Tax Rate\*\*

*\*The Council may choose to either adopt the budget or postpone adoption to the following meeting on September 19, 2023.*

*\*\*If the total property tax revenue is raised, the Council will need to Ratify the Tax Rate with a resolution.*

All other calendar dates are related to the budget planning process for City staff to include recommendations from boards, commissions, and committees. Budget process activities are listed below each calendar for reference. The following boards, commissions and committees will submit budget recommendations:

- DSRP Board of Directors
- Economic Development Committee
- Emergency Management Commission
- Farmers Market Committee
- Founders Day Commission
- Historic Preservation Commission
- Parks & Recreation Commission
- TIRZ No. 1 & No. 2 Board
- Transportation Committee

The Finance Director will provide staff with the proper forms and budget planning materials related to individual requests and department requests. Staff will work with their supervisor and the Finance Director to draft and submit their requests, and Staff Liaisons to Boards, Commissions and Committees will hold meetings to discuss and provide recommendations for requests. The City Secretary will make sure that each meeting following approval of the Budget Calendar has a budget review/recommendation added to the abovementioned board and commission agendas. The City Secretary does not draft committee agendas but is available to staff for assistance. Please make sure you attach, or forward for attachment documents for agenda discussion items.





## City of Dripping Springs

### FY 2024 Tax Rate & Budget Adoption

#### Important Dates & Deadlines

---

Item 3.

February 7, 2023	City Council Approval of Budget Calendar and Presentation on Legislative Changes to the Budget Process
April 14, 2023	City Staff Department Budget Requests Due (includes individual staff member requests submitted to supervisors and IT related requests)
May 5, 2023	Board, Commission and Committee Budget Recommendations Due; City Staff Employee Pay Recommendations Due from Department Heads
June 6, 2023	City Council Budget Workshop
June 20, 2023	City Council Budget Workshop
July 5, 2023	City Council Budget Workshop
July 18, 2023	City Council Budget Workshop
August 1, 2023	City Council Budget Workshop
August 4, 2023	Finance Director files Proposed Budget with City Secretary
August 15, 2023	City Council Budget Workshop, Set Proposed Tax Rate, and Discussion
August 24, 2023	Publication of Notice of Proposed Tax Rate, and Tax Rate and Budget Public Hearings ( <i>Submit for publication August 18, 2023</i> )  Begin Continuous Notice of Proposed Tax Rate on City Website with Public Hearing Dates for Budget and Tax Rate Hearing, and Notice of Tax Rate
September 5, 2023	City Council Budget Workshop – Public Hearings on Tax Rate and Budget ( <i>Must take action to either adopt or postpone adoption of the Budget to the September 19, 2023 City Council meeting</i> )
September 19, 2023	City Council Meeting – Adoption of Budget, Ratification of the Tax Rate (if total property tax revenue is raised) and Adoption of the Tax Rate
September 20, 2023	Publication of Tax Rate and Budget on City Website, File Tax Rate and Budget with County and State Entities
September 28, 2023	Publication of Notice of Approved Tax Rate and Budget ( <i>Submit for publication on September 21, 2023</i> )

# February 2023

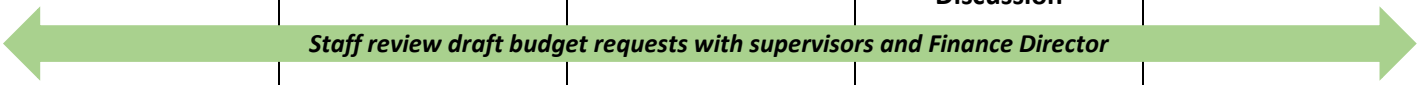
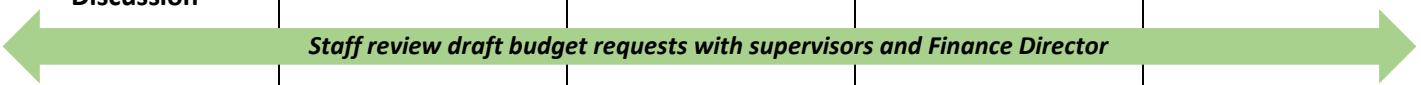
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
			Historic Preservation Commission Budget Discussion	<b>**Staff obtain proper budget request forms from Finance Director</b>
6	7	8	9	10
Parks & Recreation Commission Budget Discussion	<b>CC Meeting: Budget Presentation &amp; Budget Calendar Approval</b>			
13	14	15	16	17
TIRZ Board Budget Discussion  Founders Day Commission Budget Discussion			Farmers Market Committee Discussion  Emergency Management Commission Budget Discussion	
20	21	22	23	24
		Economic Development Committee Budget Discussion		<b>Departmental IT budget requests due to City Administrator</b>
27	28			
Transportation Committee Budget Discussion				

## Budget Activities

- Finance Director provides necessary budget information and request forms to develop individual and department budget requests.
- Staff begins meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff department heads review IT related software and equipment requests with City Administrator & Finance Director and determine any additional costs related to infrastructure. Requests due to City Administrator & Finance Director by February 24<sup>th</sup>.

*\*\*Dates may vary according to progress*

# March 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
		DSRP Board Budget Discussion	Historic Preservation Commission Budget Discussion	HOT Grant Application Available
 <i>Staff review draft budget requests with supervisors and Finance Director</i>				
6	7	8	9	10
Parks & Recreation Commission Budget Discussion				
 <i>Staff review draft budget requests with supervisors and Finance Director</i>				
13	14	15	16	17
TIRZ Board Budget Discussion  Founders Day Commission Budget Discussion			Farmers Market Committee Budget Discussion	
20	21	22	23	24
		Economic Development Committee Budget Discussion	Emergency Management Commission Budget Discussion	
27	28	29	30	31
Transportation Committee Budget Discussion				

## Budget Activities

- Staff continues meeting with boards, commissions, committees, and council members to discuss budget recommendations and form budget planning committees, if that is usual practice.
- Staff reviews draft budget requests with supervisors and Finance Director.
- HOT Grant Applications become available.



# April 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
Parks & Recreation Commission Budget Discussion		DSRP Board Budget Discussion	Historic Preservation Commission Budget Discussion	
10	11	12	13	14
TIRZ Board Budget Approve Recommendation  Founders Day Commission Budget Discussion				
17	18	19	20	21
			Farmers Market Committee Approve Recommendation  Emergency Management Commission Approve Recommendation	City Staff Department Budget Requests Due (Includes individual staff requests)
24	25	26	27	28
Transportation Committee Approve Recommendation		Economic Development Committee Approve Recommendation		
← City Administration Budget Development →				

## Budget Activities

- City Staff continues meeting with boards, commissions, committees, and council members to review and approve budget requests and recommendations.
- City Staff continues developing individual and department budget requests and updates them with feedback provided by City Administrators and Finance Director. Due by April 21<sup>st</sup>.
- City Administrator & Finance Director work with vendors and staff on options and costs for IT related expenses.

May 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
Parks & Recreation Commission Approve Recommendation		DSRP Board Approve Recommendation	Historic Preservation Commission Approve Recommendation	Board, Commission, Committee, & Council Member Budget Recommendations Due
City Administration Budget Development				
8	9	10	11	12
Founders Day Commission Approve Recommendation				
City Administration Budget Development				
15	16	17	18	19
City Administration Budget Development				
22	23	24	25	26
Budget Review w/Mayor				
29	30	31		
Budget Review w/Mayor				

### Budget Activities

- All board, commission, committee, and council member recommendations due to Finance Director by May 6<sup>th</sup>, except for the Founders Day Commission Recommendation, which is due May 8<sup>th</sup>.
- City Administrators and Finance Director draft proposed budget and review with staff and council members as necessary.
- City Administrators and Finance Director begin budget review with the Mayor.

June 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
				HOT Grant Program Recommendation Due
5	6	7	8	9
	CC Meeting: Budget Workshop			
12	13	14	15	16
19	20	21	22	23
	CC Meeting: Budget Workshop			
26	27	28	29	30

### Budget Activities

- City Administrators & Finance Director continue discussion with Mayor to finalize budget for filing.
- City Council holds 1<sup>st</sup> budget workshop to review and discuss proposed budget on June 6<sup>th</sup>.
  - Review of Budget Process - Presentation of Draft Budget to be Filed – Review of Assumptions
- City Council holds 2<sup>nd</sup> budget workshop to review and discuss proposed budget on June 20<sup>th</sup>.
  - Review of General, Agriculture, Landscaping, Sidewalk, & PEG Funds

July 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
		CC Meeting: Budget Workshop		
10	11	12	13	14
17	18	19	20	21
	CC Meeting: Budget Workshop			
24	25	26	27	28
31				

### Budget Activities

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 3<sup>rd</sup> Budget Workshop on July 5<sup>th</sup>.
  - Review of Wastewater, Utilities, Impact Fees, & TWDB Project
- City Council holds 4<sup>th</sup> Budget Workshop on July 18<sup>th</sup>.
  - Review of Parks (General Fund), DSRP, Parkland Dedication, Parkland Development, & HOT

# August 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	CC Meeting: Budget Workshop			File Proposed Budget with City Secretary and Post on Website
7	8	9	10	11
14	15	16	17	18
	CC Meeting: Budget Workshop  Set Proposed Tax Rate			
21	22	23	24	25
			Publication of Proposed Tax Rate & Budget Public Hearings Begin Continuous Notice on City website	
28	29	30	31	

## Budget Activities

- City Staff continues to meet with council members assigned to discuss recommendations.
- City Council holds 5<sup>th</sup> Budget Workshop on August 1<sup>st</sup>.
  - Review of Parks (General Fund), DSRP, Parkland Dedication, Parkland Development, & HOT
- Finance Director files proposed budget with City Secretary.
- City Secretary posts proposed budget on city website and copy given to Receptionist for public review.
- City Council holds 6<sup>th</sup> Budget Workshop on August 15<sup>th</sup>.
- City Council Sets Proposed Tax Rate on August 15<sup>th</sup>.
- City Secretary submits notice to Century News and Hays Free Press regarding Public Hearing dates for proposed Tax Rate and Budget on August 17<sup>th</sup> for publication on August 24<sup>th</sup>.
- City Secretary begins continuous notification of public hearings on City website on August 24<sup>th</sup>.

# September 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
4	5	6	7	8
	CC Meeting: Budget Workshop  Public Hearing on Tax Rate & Budget			
11	12	13	14	15
18	19	20	21	22
	CC Meeting: 2 <sup>nd</sup> Public Hearing on Tax Rate & Budget  Budget Adoption  Tax Rate Ratification & Adoption	Publication of Tax Rate & Budget on City website  File Tax Rate & Budget with County and State Entities		
25	26	27	28	29
			Publication of Notice of Approved Tax Rate & Budget	

## Budget Activities

- City Council holds 7<sup>th</sup> Budget Workshop on September 5<sup>th</sup>.
- City Council holds Public Hearings for proposed Tax Rate and Budget on September 5<sup>th</sup>.
- City Council adopts Budget and Tax Rate on September 19<sup>th</sup>.
- Finance Director prepares Approved Budget for Fiscal Year 2024 with prescribed cover page.
- City Secretary submits notice to Century News and Hays Free Press regarding Approved Tax Rate and Budget on September 21<sup>st</sup> for publication on September 28<sup>th</sup>.
- City Secretary files Approved Tax Rate and Budget with Hays County and State Entities.

	A	B	C	D
1		<b>FY 2022 Budget</b>	<b>FY 2023 Proposed</b>	
2	<b>GENERAL FUND</b>			
3	Historic District Consultant	\$3,500.00	\$3,500.00	
4				
5	<b>SPECIAL PROJECTS</b>			
6	OFR and Hays St. District Signage*	\$2,000.00	\$1,000.00	signs identifying districts
7	Mercer Street Planters (Quantity 4)**	\$3,850.00	\$0.00	
8	Mercer & OFR District Marketing Signs in ROW at each of Mercer Street	\$3,000.00		status with Lisa status new signs using existing posts
9	Historic Tour Brochure Printing*	\$2,800.00	\$2,800.00	2022
10	Preventative Oak Wilt Program for Historic Districts**		\$25,000.00	tree inventory and assessment to be followed by request for funds for preventative oak wilt plan, tree maintenance, and care
11	<b>TOTAL</b>	<b>\$15,150.00</b>	<b>\$32,300.00</b>	
12				
13				
14				
15	<b>SUPPORT OF PROJECTS</b>			
16	Support improvements to Stephenson Bldg			
17	Support of advancement of Old Fitzhugh Rd. Improvement Project			
18				
19	*Eligible for Hotel Occupancy Tax Funds			
20	**Eligible for Landscape Funds			

	E	F	G
1			
2			
3	x	Gen	
4			
5			
6	x	HOT	
7			
8			
9	X	HOT	
10	x	Landscape	
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			





## **Draft Historic Preservation Commission Goals**

**03/06/2023**

Review designation criteria and the delineation of the current historic districts.

Recommend changes to the designation criteria if needed and recommend changes to the district boundaries if warranted.

Develop a survey of historic, architectural, and cultural sites that are not located in an historic district.

Recommend designation of resources outside the historic districts for landmark designation.

Approve the creation of certificates, plaques, or markers and recommend landmarks to receive them.

Digitize historic site brochure. Create descriptions for additional sites.

Review regulations for certificates of appropriateness and recommend revisions.

Consider revisions regarding administrative approval of a Certificate of Appropriateness for some types of construction, reconstruction, alteration, restoration, and material change in the paint color, light fixtures, signs, sidewalks, fences, steps, paving, or other exterior elements visible from a public right-of-way.

Review Certificate of Appropriateness criteria; consider raising ordinary maintenance from \$10,000.

Consider process and requirements for Certificates of Appropriateness when a disaster damages or destroys a landmark or property within an historic district.

Become familiar with tax abatement programs and consider recommending a local one.

Propose and approve banners on Mercer Street that promote our heritage and recognize historical events, persons, and places of importance.

Identify historic preservation training for Commissioners. Example: Texas Historical Commission's Real Places Annual Conference.

Apply to the Texas Historical Commission to become a Certified Local Government Community.



Review current incentives for landmarks/properties in historic districts and recommend changes.

Support renovation of Stephenson Building.

Support Old Fitzhugh Road Improvement Project.

Support Downtown Parking Project.

Support Downtown Restrooms Project.

## H. Historic Preservation Commission

### 2.47. General.

The historic preservation commission (also referred to as HPC) shall function according to the following criteria.

### 2.48. Creation.

- (a) Membership; organization; meetings : There is hereby created a commission to be known as the city historic preservation commission. The commission members shall serve without pay. The commission shall consist of seven members to be appointed by majority vote of the city council.
- (1) All commission members shall have a demonstrated outstanding interest in the historic traditions of the city and experience in the preservation of the historic character of the city.
  - (2) The city council shall endeavor, to the extent reasonably available, to appoint members from the following categories:
    - (A) Architect, planner or design professional;
    - (B) Historian;
    - (C) Licensed real estate broker or appraiser;
    - (D) Attorney at law;
    - (E) Owner of a landmark property or property in a historic district;
    - (F) Member of the Hays County Historical Society;
    - (G) Archaeologist;
    - (H) Geographer;
    - (I) Anthropologist; and/or
    - (J) Member of the planning and zoning commission.
  - (3) To the extent possible, the city council shall endeavor to appoint to the commission residents, business owners or property owners from within the city limits or extraterritorial jurisdiction. The commission as a whole shall represent the ethnic makeup of the city to the extent possible.
  - (4) Commission members shall serve for a term of two years, with the exception that the initial term of three members shall be one year. The terms shall expire in June. Commission members may be removed by the city council for cause.
  - (5) The chair and vice-chair of the commission shall be elected by and from the members of the commission and shall serve for a period of one year.
  - (6) The commission shall meet at least monthly, if business is at hand. Special meetings may be called at any time by the chair or on the request of any two commission members. All meetings shall be held in conformance with the Texas Open Meetings Act, Texas Government Code chapter 551.
  - (7) A quorum for the transaction of business shall consist of a simple majority of the membership.

- (8) Commission members unable to attend any meeting shall notify the chairperson as soon as possible, in order to assure a quorum will be present. Any member of the commission absent for three regular consecutive meetings or four regular meetings during the preceding twelve-month period of the commission, without having obtained leave of absence at a regular meeting, unless prevented by sickness, shall be deemed to have automatically vacated his or her office.

## 2.49. Powers and duties.

The commission shall be empowered to:

- (1) Make recommendations for employment of staff and professional consultants as necessary to carry out the duties of the commission;
- (2) Prepare rules and procedures as necessary to carry out the business of the commission, which shall be ratified by the city council;
- (3) Adopt criteria for the designation of historic, architectural, and cultural landmarks and the delineation of historic districts, which shall be ratified by the city council;
- (4) Conduct surveys and maintain an inventory of significant historic, architectural, and cultural landmarks and all properties located in historic districts within the city;
- (5) Recommend the designation of resources by the city council as landmarks and historic districts;
- (6) Create committees and delegate to these committees' responsibilities to carry out the purposes of this article;
- (7) Maintain written minutes which record all proceedings and actions taken by the commission;
- (8) Recommend conferral of recognition upon the owners of landmarks or properties within districts by means of certificates, plaques, or markers;
- (9) Increase public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public education programs;
- (10) Make recommendations to the city council concerning the utilization of state, federal, or private funds to promote the preservation of landmarks and historic districts within the city;
- (11) Approve or disapprove of applications for certificates of appropriateness pursuant to this article;
- (12) Prepare specific design guidelines to be enacted by the city council for the review of landmarks and districts;
- (13) Recommend the acquisition of a landmark structure by the city where its preservation is essential to the purpose of this article and where private preservation is not feasible;
- (14) Propose tax abatement programs for landmark districts;
- (15) Accept on behalf of the city the donation of preservation easements and development rights as well as any other gift of value for the purpose of historic preservation, subject to the approval of the city council;
- (16) Evaluate concept site plans in accordance with all historic district zoning requirements for proposed construction, other than ordinary repairs or maintenance for which the cumulative cost of construction is less than \$10,000.00, in the historic districts as part of the certificates of appropriateness review;
- (17) Conduct reviews of applications for alternative exterior design standards and consider the alternative exterior design standards for issuance or denial.

(Ordinance 2020-26, adopted 6/9/20)