



Historic Landmark Commission
Bastrop City Hall
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8840

March 21, 2018 at 6:00 P.M.

City of Bastrop Historic Landmark Commission meetings are available to all persons regardless of disability. If you require special assistance, please contact the Planning Department at (512) 332-8840 or write 1311 Chestnut Street, 78602, or emailing plan@cityofbastrop.org or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purposes of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

The City of Bastrop reserves the right to reconvene, recess, or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

- 1. CALL TO ORDER**
- 2. CITIZEN COMMENTS**

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the Board Secretary prior to the beginning of the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Commission cannot discuss issues raised or make any decision at this time. Issues may be referred to City Staff for research and possible future action.

To address the Commission concerning any item on the agenda, please submit a fully completed request card to the Board Secretary prior to the consideration of that item.

- 3. ITEMS FOR INDIVIDUAL CONSIDERATION**
 - 3A. Consider action to approve minutes from February 21, 2018, meeting.
 - 3B. Discuss update on the draft Historic Landmark Preservation Ordinance and consider action to approve amendments, if necessary.

3C. Discuss Certified Local Government criteria and the process for application to the Texas Historical Commission.

4. WORKSHOP

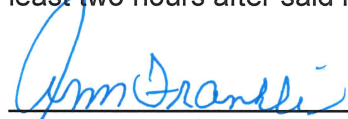
4A. Watch Part 4: Certificate of Appropriateness Review webinar from the Texas Historical Commission's "*Building a Strong Preservation Program*" series. (About 25 minutes)

5. DIRECTOR OF PLANNING UPDATES

5A. Suggestions from the Historic Landmark Commission for any items to be included on future agendas.

6. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Wednesday, March 14, 2018 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.



Ann Franklin, City Secretary



Historic Landmark Commission
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Bastrop, TX 78602
(512) 332-8840

Meeting Minutes for the Historic Landmark Commission

February 21, 2018 at 6:00 P.M.

CALL TO ORDER

Dan Hays-Clark called the meeting to order at 6:01PM.

Christine Cartwright	<u>Present</u>	Susan Long	<u>Present</u>
Dan Hays-Clark	<u>Present</u>	Kathryn Lang	<u>Present</u>
Blake Kaiser	<u>Present</u>	Diana Rose	<u>Present</u>
Pat Crawford	<u>Present</u>		

1. CITIZEN COMMENTS

None

2. ITEMS FOR INDIVIDUAL CONSIDERATION

- a. Consider action to approve minutes from January 17, 2018.

Pat Crawford made a motion to approve the minutes from the January 17, 2018 meeting, motion seconded by Diana Rose. The motion carried 7-0.

- b. Consider action to recommend approval of amendments to the Historic Landmark Preservation Ordinance and forward to the Planning & Zoning Commission for consideration.

Pat Crawford made a motion to recommend the approval of the amendments to the Historic Landmark Preservation Ordinance, with the suggested changes to staff. Seconded by Blake Kaiser. Motion carried 7-0.

3. DIRECTOR OF PLANNING & DEVELOPMENT UPDATES

- a. Direction from the Historic Landmark Commission on any items to be included on future agendas.

Next steps to include application for Certified Local Government (CLG) status.

4. ADJOURNMENT

Meeting adjourned at 7:10PM

Dan Hays-Clark

DRAFT

HISTORIC LANDMARK COMMISSION

STAFF REPORT



MEETING DATE: March 21, 2018

ITEM: 3B

TITLE:

Update on the draft Historic Landmark Preservation Ordinance and approve any amendments, if necessary.

STAFF REPRESENTATIVE:

Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director

BACKGROUND/HISTORY:

At the last HLC meeting, one of the comments was to review the deadline for having property taxes paid in order for the Incentive Rebates to be awarded.

Some Historic Landmark properties utilize payment plans with the Tax Assessor's office. These plans are negotiated on a case-by-case basis with each property owner, so there is no one deadline for full payment of property taxes. However the City's fiscal year starts in October 1, so funds will need to be disbursed before then.

On the requirement for payment of taxes, the section has been changed to say:

"Refunds will be based on taxes paid in full by **July 31st**."

Refunds will be calculated and distributed annually in the month of August.

HISTORIC LANDMARK COMMISSION

STAFF REPORT



MEETING DATE: March 21, 2018

ITEM: 3C

TITLE:

Discuss Certified Local Government criteria and the process for application to the Texas Historical Commission.

STAFF REPRESENTATIVE:

Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director

BACKGROUND/HISTORY:

The Texas Historical Commission (THC) has the Certified Local Government (CLG) Program, which is a local, state, and federal partnership designed to help cities and counties develop high standards of preservation. The program helps local communities by providing access to financial and technical services to further the identification, evaluation, designation and protection of buildings, sites, districts, structures, and objects. The Texas Historical Commission administers the program at the state level and the National Park Service is the responsible federal agency.

To become a CLG a local government must:

1. Enforce state or local legislation that protects historic properties
2. Establish a qualified review commission composed of professional and lay members
3. Maintain a system for surveying and inventorying historic properties
4. Provide for public participation in the historic preservation process, including recommending properties to the National Register of Historic Places.

Submission requirements to become a CLG Community:

1. A copy of the local historic preservation or landmark ordinance, including any and all amendments to same;
2. A listing of individual properties and/or districts designated under the city historic preservation ordinance, including addresses and statements of significance for each landmark or district;
3. A list, with appropriate location maps, of Recorded Texas Historic Landmarks, State Archeological Landmarks, and any individual properties and/or districts identified and/or listed in the National Register of Historic Places with statements of significance for each property or district;
4. Resumes of the designated historic preservation officer and members of the historic preservation review commission, board, or committee, indicating their qualifications, credentials, or expertise in fields related to historic preservation; and,
5. A copy of the local preservation plan, if available, or a statement of goals and objectives for the preservation program.

After certification, each CLG must provide an annual report to the THC. An example of the Fiscal Year 2015 Annual Report is attached.

ATTACHMENTS:

Request for Certified Local Government Status application
Example of the 2015 CLG Annual Report

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REQUEST FOR CERTIFIED LOCAL GOVERNMENT STATUS

THC Contact

Local Contact

Contact: Madeline Clites, State Coordinator
Address: Certified Local Government Program
Texas Historical Commission
PO Box 12276
Austin, TX 78711-2276
Email Address: madeline.clites@thc.state.tx.us
Phone: 512.463.9063
Fax: 512.463.5862

Contact:
Address:
Email
Address:
Phone:
Fax:

FROM:

(Name, title and mailing address of chief elected official of the applicant government)

In accordance with the National Historic Preservation Act of 1966, and the amendments to the Act approved in 1980, as well Rule 15.6 (f) of the Texas Administrative Code, I hereby request Certified Local Government status for

(city or county)

Enclosed are [check off as applicable]

_____ (1) a copy of the local historic preservation or landmark ordinance, including any and all amendments to same; (required for cities only)

_____ (2) a copy of by-laws adopted by an appointed county historical commission; (required for counties only)

_____ (3) a listing of individual properties and/or districts designated under the city historic preservation ordinance, including addresses and statements of significance for each landmark or district;

_____ (4) a list, with appropriate location maps, of Recorded Texas Historic Landmarks, State Archeological Landmarks, and any individual properties and/or districts identified and/or listed in the National Register of Historic Places with statements of significance for each property or district;

_____ (5) resumes of the designated historic preservation officer and members of the historic preservation review commission, board, or committee, indicating their qualifications, credentials, or expertise in fields related to historic preservation; and,

_____ (6) a copy of the local preservation plan, if available, or a statement of goals and objectives for the preservation program.

The requirements for certification of local governments, as described in the Texas Administrative Code, Rule 15.6 (e) (1-5) Rules and Procedures for Certified Local Governments, are presently fulfilled by

(city/county making application)

[check one]

_____ without exception

_____ with exception(s), as follows: [indicate the item(s), above, for which exceptions exist, and explain each, below]

I understand that if my (city/county) is certified, a written certification agreement specifying the responsibilities of the local government will be required and that

(city/county)

will be eligible to apply for special Certified Local Government matching grants to be used for eligible local historic preservation projects.

(Signed by chief local elected official)

(Dated)

Enclosures (as applicable):

- (1) Local historic preservation ordinance
- (2) By-laws of the county historical commission
- (3) List of locally designated properties/districts
- (4) List of identified properties and districts
- (5) Resumes of historic preservation review commission/board/committee members
- (6) Local preservation plan or statement of goals and objectives
- (7) HPO appointment form

Revised 1/6/16





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Certified Local Government Annual Report Fiscal Year 2015

1.

This annual report is REQUIRED to be filed by each Certified Local Government (CLG) community at the end of each fiscal year. The Fiscal Year 2015 report is due no later than February 29, 2016. Failure to comply will reflect negatively on the THC's consideration of future funding requests. Please keep in mind that Fiscal Year 2015 began October 1, 2014 and ended September 30, 2015. Please use these dates when reporting.

* 1. Certified Local Government Name

* 2. CLG Representative

* 3. Mailing Address

* 4. City/State/Zip

* 5. Phone Number

* 6. E-mail Address



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Certified Local Government Annual Report Fiscal Year 2015

2.

IDENTIFICATION, EVALUATION AND REGISTRATION

The CLG shall maintain a system for survey and inventory of historic properties and participate in the process of nominating properties to the National Register.

7. Please list all of the CLG's historic resources surveys with the date of completion or update. (e.g. Post Oak Historic District, 2008; Downtown, 2013; East Side, 2011)

* 8. From the surveys listed above, what is the total number of historic properties surveyed in the CLG? (e.g. 546 historic properties)

* 9. Did the CLG add to the number of historic properties or expand its survey during the past fiscal year?

YES

NO

Please list the number of properties and acreage added to the survey in FY15.

* 10. Does the CLG have a local designation program?

YES

NO

NOT APPLICABLE (Counties Only)

11. How many historic properties are currently protected under the local preservation ordinance? (i.e. local landmark designation or local historic district)



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3.

* 12. In the past fiscal year, did the CLG designate any properties through local historic districts?

- YES
- NO
- NOT APPLICABLE (Counties Only)

How many properties were designated in FY15? (Include all contributing properties within a district.)

* 13. In the past fiscal year, did the CLG designate any properties as local landmarks?

- YES
- NO
- NOT APPLICABLE (Counties Only)

How many local landmarks were designated in FY15?

* 14. Item # 11 in the CLG Certification Agreement states that CLGs will “monitor and report to the Texas Historical Commission any actions affecting any county courthouse, Recorded Texas Historic Landmark, State Archaeological Landmark [now renamed State Antiquities Landmark], National Register property, and any locally designated landmark.”

Did the CLG notify the Texas Historical Commission of any activities affecting National Register properties, SALs and RTHLs?

YES

NO

Please describe any issues that affected these properties in FY15.



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4.

MANAGING, PROTECTING AND PRESERVING

The CLG shall enforce all appropriate federal, state and local legislation for the protection of historic properties.

- * 15. When did the CLG adopt its current preservation ordinance? Or, if the CLG is a county, when did the CLG adopt the current commission by-laws?

- * 16. Did the CLG make any revisions to the historic preservation ordinance or commission by-laws during the past fiscal year?

YES

NO

Please explain any revisions below.

- * 17. Does the CLG have the authority to issue Certificates of Appropriateness as outlined by its historic preservation ordinance? If you answer no or N/A you will be directed to Q22.

YES

NO

NOT APPLICABLE (Counties Only)



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5.

* 18. Please complete the following information regarding Certificates of Appropriateness:

Number of applications received:

Number of applications reviewed administratively by the Historic Preservation Officer:

Number of applications reviewed by the Historic Preservation Commission:

Total number of applications approved:

Total number of applications denied:

Number of applications involving new construction within an existing historic district:

Number of applications proposing demolition of historic property:

Number of applications involving dangerous buildings, life safety threats or requiring some form of mitigation:

Total number of applications denied that were new construction:

Total number of applications denied for demolition:

Number of applications involving economic hardship:

* 19. Please describe any specific recurring design issues related to Certificates of Appropriateness.

* 20. Has the CLG adopted local Design Guidelines or Standards?

- Design Standards (governing changes to designated historic properties, enforceable)
- Design Guidelines (recommended best practices, unenforceable)
- Both
- Neither

Please list the districts or areas that adopted design guidelines including the date of adoption (e.g. Post Oak Historic District Design Guidelines, 2014).

* 21. Did the CLG make any revisions or updates to the Design Guidelines or Design Standards during the past fiscal year?

- YES
- NO

Please describe any changes or revisions.

* 22. Does the CLG have a preservation plan, or a community comprehensive master plan that incorporates historic resources?

- YES
- NO

* 23. Does the CLG have the authority to acquire property?

- Yes
- No

* 24. Did the CLG acquire, or help others acquire, any historic property during the past fiscal year through purchase, donation or other means?

- YES
- NO

How many properties were acquired in FY15?

* 25. Did the CLG provide comment on any federal undertakings through the Section 106 Federal Review Process in the past fiscal year?

YES

NO

Please list any Section 106 projects for which comment was provided to the federal agency in FY15.

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6.

GRANTS AND INCENTIVE PROGRAMS

CLG grants provide funding to participating city and county governments to develop and sustain an effective local preservation program critical to preserving local historic resources.

The THC encourages CLGs to enhance preservation efforts by offering local preservation incentives.

* 26. What prevented the CLG from applying for CLG grant funds? If the CLG applied for a CLG grant in FY15, please select "Not Applicable".

- No clearly defined project
- Lack of matching funds
- Difficulty of application
- Lack of staff time to manage project
- Not Applicable
- Other (please specify)

* 27. Does the CLG offer any local incentives to support historic preservation projects?

- Facade Grants
- Tax Abatements
- Low Interest Loans
- Other Grants or Loans (Please specify below)
- No local incentives

Please list any incentive programs not listed above.

28. How many properties were assisted by local preservation incentives identified in the question above?

Facade Grants

Tax Abatements

Low Interest Loans

Other Grants or Loans

29. What is the total dollar amount of public funds used to support these preservation incentives? (e.g. \$15,000 facade grants, \$7,000 low interest loan, \$12,000 tax abatement = \$34,000 total.)

30. What is the estimated total dollar amount of private funds reinvested as a result of these incentives? (e.g. facade grants supported \$125,000 of private reinvestment, \$850,000 spent on rehabilitations in pursuit of property tax abatements = \$975,000 total.)

* 31. Are there any additional local incentives available for historic preservation projects not offered by the city? (e.g. local nonprofit) If so, please describe and provide the number of properties assisted.



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7.

HISTORIC PRESERVATION ADMINISTRATION

The CLG shall establish by local legislation a local commission for historic preservation and the granting of specific powers to it. The CLG shall also designate a city or county official, staff person or other appropriate resident of the community to serve as Historic Preservation Officer.

* 32. How many members serve on the local Historic Preservation Commission?

* 33. How frequently does the Historic Preservation Commission meet? (CLG regulations require that commissions meet at least 6 times a year.)

- Monthly
- More than once a month
- Less than once a month
- As Needed

* 34. When does the Historic Preservation Commission usually meet? Please include date and time.
(e.g. Third Monday of the month at 4pm.)

* 35. Does the CLG have the following technical representation on the Historic Preservation Commission?

- HISTORIC PRESERVATIONIST
- ARCHITECT
- LAWYER
- REAL ESTATE AGENT
- HISTORIAN
- HISTORIC PROPERTY OWNER

Please explain any technical representation not listed above:

* 36. Did the CLG make any new appointments to the Historic Preservation Commission during the past fiscal year? (CLG regulations require that all current commission members have resumes on file with the CLG staff.)

- YES
- NO

* 37. Does the CLG have a designated Historic Preservation Officer who satisfies the Secretary of the Interior's Professional Qualification Standards?

- YES
- NO

* 38. Did the CLG designate a new Historic Preservation Officer during the past fiscal year? (CLG regulations require that the resumes of current HPOs be on file with CLG staff.)

- YES
- NO

Please provide the name and contact information for the new HPO, if applicable.

* 39. Please list all trainings attended by the Historic Preservation Officer or members of the Historic Preservation Commission during the past fiscal year.

* 40. Please list any individual or institutional professional memberships held by members of the Historic Preservation Commission, the Historic Preservation Officer or the CLG.

National Alliance of Preservation Commissions

National Trust for Historic Preservation

Preservation Texas

No Professional Memberships

Other

Please list any additional memberships not listed above.

* 41. Please describe any projects, educational programs and public outreach activities completed during the past fiscal year.



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Certified Local Government Annual Report Fiscal Year 2015

8.

SUMMARY OF PRESERVATION PRIORITIES FOR NEXT YEAR

* 42. Please describe any anticipated local preservation activities and initiatives for the next fiscal year.

* 43. Are there any specific issues that the Texas Historical Commission may be able to address in your community? (e.g. Certificate of Appropriateness application review, ordinance revisions, CLG grants, preservation planning, survey and inventory, design standards, etc.)

44. Please use this space to describe any accomplishments of the CLG in the last fiscal year that are not reflected in the questions above. County CLGs, especially, may want to utilize this space.

* 45. Certification

I hereby certify that the information provided in this report is accurate and correct to the best of my knowledge.