

CITY OF SMITHVILLE
HISTORIC PRESERVATION AND DESIGN STANDARDS MEETING
WEDNESDAY, APRIL 19, 2023 AT 5:00 P.M.

NOTICE IS HEREBY GIVEN PURSUANT TO THE TEXAS OPEN MEETING ACT, VERNON'S
ANN. CIV. ST. art 6252-17 THAT THE CITY OF SMITHVILLE WILL CONDUCT A HISTORIC
PRESERVATION AND DESIGN STANDARDS COMMITTEE MEETING ON
WEDNESDAY, APRIL 19, 2023 at 5:00 p.m.
AT CITY HALL, 317 MAIN STREET, IN COUNCIL CHAMBERS.

If you have comments regarding an agenda item, please email jstrube@ci.smithville.tx.us or call 512-789-3413.
Comments must be received by 4:00 p.m. Tuesday, April 18, 2023 to be heard at the 5:00 p.m. meeting.

Please follow us on our YouTube Page: (www.youtube.com/channel/UCN7rJz0wVKS4zWV9EvKcH5w). You can also go to the City website and click the link on the News and Announcements home page to access our YouTube page. The meeting will be recorded and uploaded to the City website following its conclusion.

Open Meeting:

1. Call to Order
2. Introductions—Welcome New Members
3. Announcements/Presentations/Proclamations/Awards
4. Discussion and Action: Resignation of Faith Franklin/Appointment of LeRoy Behrens to represent Smithville Heritage Society
 - a. Public Comment
5. Discussion and Action: Review and Approve Meeting Minutes (February 15, 2023)
 - a. Public Comment
6. Discussion and Action: Historic Marker Review for Smithville Heritage House
 - b. Public Comment
7. Discussion and Potential Action: Historic Preservation Awareness in the Historic District
 - a. Public Comment
8. Report and Potential Action: Marker Application and Program Update
 - a. Public Comment
9. Discuss National Preservation Month (May)
 - a. Public Comment
10. Discuss future agenda items and meeting dates/times
 - a. Public Comment
11. Adjourn Committee Meeting

This agenda was posted by 5:00 p.m., April 14, 2023, pursuant to the Texas Open Meetings Act.



Jill Strube, Staff Support

ITEM 5

Smithville Historic Preservation and Design Standards Advisory Committee (HPDSAC) Meeting

Minutes: Wednesday, February 15, 2023

PRESENT: Sarah O'Brien, Caroline Noya, Walter Winslett, Monica Poss, Susie Cannon, Jill Strube (via Zoom)

Absent: Victoria Allen, Faith Franklin, Nancy Catherman, Bonny Joplin

Other Non-Committee Members Present: Andy Esquivel

Called to Order: by Sarah O'Brien at 5:05pm in the Smithville City Council Chambers and via the city's YouTube channel.

1. Introductions – Welcome New Member – Susie Cannon is the new Executive Director of the Smithville Area Chamber of Commerce. She is replacing April Daniels who resigned from the SACOC in August, 2022 and Gina Chronis-Bayer, who was the Interim Executive Director of the SACOC who resigned in January 2023. Welcome, Susie, as the SACOC representative to the Smithville HPDSAC Committee!
2. Announcements/Presentations/Proclamations/Awards: None
3. Minutes:
Monica moved and Walter seconded that the 10/27/22 minutes be approved as submitted. It was unanimously approved by the present members.
4. Committee appointments: Nancy Catherman has decided to step down as Vice-Chairman of this committee due to personal reasons. Sarah O'Brien nominated Caroline Noya to be the Vice Chairman to replace Nancy. Caroline reminded Sarah that she was currently serving as Secretary. Sarah nominated Victoria Allen to replace Caroline as Secretary. Monica seconded both motions; the members voted and these changes passed unanimously.
5. Updates on Main Street Ramps/First Street sidewalks and EPIC Requirements: Jill reported that TXDOT/EPIC Requirements "deputized" a local group of advisors for when they do construction work near historic properties. The Contractor works with Jill, or a City staff designee, regarding any concerns and Jill goes to TXDOT with said concerns. The City of Smithville received a grant from TXDOT for improving ramp work from 1st Street to the Library (6th Street). There would be no new sidewalks. Construction is tentatively scheduled to begin in the Fall of 2023. The design plans are approximately 30% complete. Sarah said that she would like TXDOT/EPIC and TX Historical Commission members to attend future meetings so they can share more information.
6. Historic Preservation Awareness in the Historic District: How to inform people about this information. Monica and Victoria worked on this and felt that this was not a "one and done" thing. They felt this should be a monthly project where specific topics were addressed in a brief but explanatory manner. Ideas for information distribution included, but are not limited to, the Chamber to circulate the topic information in its monthly column/newsletter, the City Manager to include it in his monthly report, door hangers for the Downtown merchants, etc. Funding options for the door hangers are not decided yet. Topics tentatively assigned are:
 - A brief history of Smithville – Faith Franklin
 - What is the HPDSAC? – Sarah O'Brien
 - Why do we have design standards? – Monica Poss
 - What is a Certificate of Appropriateness (COA)? – Walter Winslett
 - What is the approval process? – Jill Strube

- Downtown Commercial district map – Monica Poss
 - Retaining and replacing historic elements – Susie Cannon
 - Demolition by neglect – Caroline Noya
 - Restoration/Reconstruction – (not assigned yet)
 - New Construction – (not assigned yet)
 - Building elements (facades, parapets, awnings, windows, façade doors, signs, lighting, site features) – (not assigned yet)
7. Marker Application and Program Update: Faith was not present at this meeting. The information is not needed now, but we want to make people aware as this pertains to residential and commercial buildings. It was noted that the Heritage House does not have a marker now but that it needs to get one before/by May (Historic Preservation month). Sarah spoke on this.
8. National Historic Preservation Month (May): We want to make sure that the Heritage House gets recognition as a historical structure and that we need to ask for a proclamation for it to be presented at the May City Council meeting. Preservation Awards program in partnership between HPDSAC, SACOC and Heritage Society to handful of structures who have done a good job in preserving their building was discussed.
9. Future agenda items and meeting dates and times: Our next meeting is scheduled for Wednesday, April 19, 2023 at 5:00pm in the Smithville City Council Chambers.
10. Open discussion:
- It was noted that there is not currently a city ordinance regarding “demolition by neglect” (vacant buildings, on/off registry). We will be talking with Robert Tamble about this since he and the City Staff are currently working on revising/updating these.
 - Monica wants to see some of the South side properties/events recognized. Sarah stated that regarding the Marker program that the South side has distinctly different character/designs/styles. In order to get this done, funding has to be set aside to designate an area of the South side as historic first. The cost to designate any specific part of a city as “historic” runs between \$7,500 - \$75,000. We could also look at other areas as historic.
 - Monica commented about the general lack of audience participation. There was a brief discussion about trying to drum up interest in our meetings.
 - Sarah said that we could possibly get a local historian to come and tell stories to drum up interest. Jill commented that she, or her designee, could talk about historic preservation.
 - Sarah will meet with Robert and at the April 2023 meeting will make a presentation on “Demolition by Neglect”, update on the May Preservation Month proclamation, Historic Marker application, and Jill will talk about historic preservation. Any downtown historic building owners were encouraged to get their COA done after discussing the process with Jill.

Adjournment: With no further business for discussion, Sarah adjourned the meeting at 5:39pm.

Respectfully submitted: Caroline Noya

ITEM 8



CITY OF SMITHVILLE APPLICATION – HISTORIC MARKER/DESIGNATION

HISTORIC PROPERTY/INDIVIDUAL/EVENT NOMINATED:

Name of Nominated Entity: _____

Address (Street & Number-Property Only): _____

APPLICANT:

Name: _____

Address: _____

Phone: _____

Email: _____

OWNER (If different from Applicant):

Name: _____

Address: _____

Phone: _____

Email: _____

Nomination for: 1) Historical Structure(s) ____ 2) Historic Location ____ 3) Individual ____ 4) Event ____

(Historic Structure only) Date Structure Built: _____ Current Zoning of Property: _____

Architectural Style or period: _____

Why is this structure/location/individual/event historically significant? (Brief summary; add pages if needed)

Attach clear and organized complete documentation as appropriate. This includes, but is not limited to:

- Pictures - if structure/property, taken from all sides; if individual, portrait or other likeness.
- Deeds, plats, maps, or other papers relating to property.
- Letters, news accounts, or other pertinent verifications of facts – either property or individual.
- For individuals - biographies including details of lives and their contribution to history: birth/death dates and places, education, occupations, military or civic service, news accounts, etc.

Acknowledgments

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal at the Historic Preservation/Design Standards Advisory Committee Meeting and City Council hearings. I further certify that I have read and understand the following information concerning the procedure for consideration of my marker request and that I am currently in good standing with all taxing authorities.

I understand that the application for historic marker/designation will first be submitted to the Smithville Historic Preservation and Design Standards Advisory Committee (HPDS) and that the case will be submitted to City Council for consideration at the subsequent City Council meeting.

I understand that I am encouraged to be present or represented at the public hearings.

I understand that if the HPDS recommends approval of the designation, the recommendation will be submitted to the City Council for final determination. If the HPDS recommends denial, I understand that I may appeal the recommendation of denial to the City Council by submitting a letter of appeal to the HPDS within 14 days after the Board's action.

I reserve the right to withdraw this proposal at any time prior to 14 days after the schedule filing deadline for the HPDS meeting, by filing a written request with the Chair of the HPDS Committee. I understand that such withdrawal shall immediately stop all proceedings thereon.

I understand that people, places and events nominated, reviewed and disapproved three (3) times in succession are not eligible for review panel for three (3) years.

I understand that, if accepted, City or Chamber of Commerce historic tours may call attention to the nominated property as an example of Smithville history, and I will allow the City and Chamber to use any images of the marker and its surroundings.

If the nomination is approved by City Council, I agree to pay for the approved City Historic Marker from the approved vendor at current cost, and I agree to install it on my property in an area that is publically visible. I understand that the marker will remain with the property structure at its recognized location unless extenuating circumstances, approved by HPDS prevent it from remaining at the historic location.

SIGNATURE OF PROPERTY OWNER/AGENT

Print Name: _____

Date: _____

**SIGNATURE OF PROPERTY CO-OWNER/AGENT
(if applicable)**

Print Name: _____

Date: _____

HPDS Approved on (Date): _____

By HPDS Committee Members (Signatures): _____

Nomination Criteria: **NOTE: Criteria are still under discussion**

Designation as a Historic Property, Location, Individual or Event must meet **three (3)** of the **eleven (11)** Criteria for Designation. Please give detail on how property or individual meets each selected Criterion for evaluation. Each appropriate or applicable Criterion must be addressed individually.

No more than two (2) typewritten pages, double spaced in 12 pt. font.

- 1) Structures must be at least 50 years old. Individuals are not eligible for nomination until 10 years after death.
- 2) Individual must have made a significant impact on their era or contributed to the culture and development of the City of Smithville, Texas or the United States.
- 3) Is distinctive in character, interest or value, strongly exemplifies the cultural, economic, social, ethnic or historical heritage of Smithville, Texas or the United States.
- 4) Original character of property must be well preserved and maintained and important to architectural, cultural and historical nature of the local neighborhood.
- 5) Property must possess significance in history, architecture, archeology and/or culture.
- 6) Location must be the site of one or more historic events that made a significant contribution to the broad patterns of local, regional, state or national history, or with events that have significance in our past.
- 7) Must represent the work of a master designer, builder or craftsman.
- 8) Property is an important example of a type, period or method of construction, embodying distinctive characteristics of a particular architectural type or specimen in the City of Smithville, e.g., Queen Anne (aka Victorian/ Late Victorian), Classical Revival, Tudor Revival, Bungalow, Arts and Crafts, Ranch-Style, Mid-Century Modern, etc.
- 9) Represents a resource, whether natural or man-made, which greatly contributes to the character or image of a defined neighborhood or community area.
- 10) Possesses significant archeological value, which has produced or is likely to produce data affecting theories of historic or prehistoric interest.
- 11) Is designated as a Recorded Texas Historic Landmark or State Archeological Landmark or is included as "contributing" on the National Register of Historic Places.