



City of Hutto

Agenda

Historic Preservation Commission Wednesday, February 22, 2023 at 7:00 PM Council Chambers

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. CALL SESSION TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes. Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on February 22, 2023. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

4. AGENDA ITEMS

- 4.1. Consideration and possible action on the meeting minutes from the regular scheduled Historic Preservation Commission meeting held on July 27, 2022.
- 4.2. Consideration and possible action on the meeting minutes for the regular scheduled Historic Preservation Commission meeting held on January 25, 2023.
- 4.3. Consideration and possible action on the Certificate of Appropriateness for an exterior update on an existing commercial structure on Lot 5 - 6, Block 5, Railroad Addition, known as 201 North FM 1660.
- 4.4. Discussion regarding the Real Places 2023 Conference.

5. HISTORIC WRITING COMMITTEE UPDATE

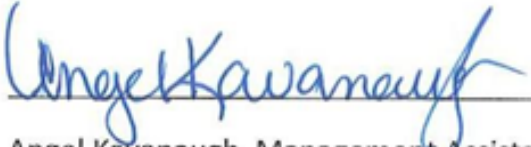
6. DIRECTOR'S REPORT

7. ADJOURNMENT

8. CERTIFICATION

I certify that this notice of the February 22, 2023 Hutto Historic Preservation Commission meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on February 17, 2023 before 5:00 P.M.




Angel Kavanaugh, Management Assistant

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at City.Secretary@huttox.gov or call (512) 759-4033 for assistance.



City of Hutto

Minutes

Historic Preservation Commission Wednesday, July 27, 2022 at 7:00 PM City Council Chambers

1. CALL SESSION TO ORDER

The meeting was called to order at 7:00 PM.

2. ROLL CALL

Members of the Historic Preservation Commission in attendance were Deanne Worley, Robert Lykins, Jon Stephenson, Alexis Ortiz, and Norman Delay. Kathy Hoover was not in attendance. Members of the City of Hutto Staff in attendance were Ashley Bailey, Director of Development Service, and Autumn Speer, Planning Manager, and Angel Kavanaugh, Management Assistant.

3. PUBLIC COMMENT

There were no public comments

4. AGENDA ITEMS

- 4.1. Consideration and possible action on the meeting minutes from the regular scheduled Historic Preservation Commission meeting held on October 27, 2021.

Commissioner Robert Lykins made a motion to accept the meeting minutes from the regular scheduled Historic Preservation Commission meeting held on October 27, 2021 as written, seconded by Commissioner Jon Stephenson. Motion passed 5 Ayes to 0 Nays

- 4.2. Consideration and possible action on the meeting minutes for the regular scheduled Historic Preservation Commission meeting held on April 27, 2022.

Commissioner Robert Lykins made a motion to approve the meeting minutes for the regular scheduled Historic Preservation Commission meeting held on April 27, 2022 as written, seconded by Commissioner Jon Stephenson. Motion passed 5 Ayes to 0 Nays.

- 4.3. Consideration and possible action on the Certificate of Appropriateness for a carport enclosure and exterior update on an existing single-family structure on Lot 2, Delancey's Addition, known as 108 East Pecan Steet.

Staff presented applicants' request for the Certificate of Appropriateness for a carport enclosure and exterior update on an existing single-family structure on Lot 2, Delancey's Addition, known as 108 East Pecan Street.

Discussion ensued between staff, commissioners and owner.

A motion to approve the Certificate of Appropriateness for a carport enclosure and exterior update on an existing single-family structure on Lot 2, Delancey's Addition, known as 108 East Pecan Street, was made by Commissioner Robert Lykins with the condition of extending driveway per recommendation, seconded by Commissioner Norman Delay. Motion passed 5 Ayes to 0 Nays

- 4.4. Consideration and possible action on the Certificate of Appropriateness for a new residential structure on Lot 11, McGee's Second Addition, known as 304 Church Street.

Staff presented applicants' request for the Certificate of Appropriateness for a new residential structure on Lot 11, McGee's Second Addition, known as 304 Church Street.

Discussion ensued between staff, commissioners and the applicants.

Commissioner Robert Lykins made a motion to accept the Certificate of Appropriateness for a new residential structure on Lot 11, McGee's Second Addition, known as 304 Church Street with staff conditions, seconded by Commissioner Alexis Ortiz. Motion passed 5 Ayes to 0 Nays.

- 4.5. Updates, discussion and possible action pursuant to the Hutto Historical Writing Committee.

Commissioner Jon Stephenson updated the commission that the committee went to the Williamson County Museum, found some good information, added a new member, Terry Robinson, to the writing group. 2nd chapter in review stage

5. ADJOURNMENT

The meeting was adjourned at 7:36 PM

6. CERTIFICATION

I certify that this notice of the July 27, 2022 Hutto Historic Preservation Commission meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on July 22, 2022 at 5:00 P.M.

Historic Preservation Commission Chair



City of Hutto

Minutes

Historic Preservation Commission

Wednesday, January 25, 2023 at 7:00 PM

City Council Chambers

1. CALL SESSION TO ORDER

Meeting was called to order at 7:01 PM

2. ROLL CALL

Historic Preservation Commission members in attendance were: Curtis Ortin, Robert Lykins, Jon Stephenson, Norman Delay and Alexis Ortiz, DeAnne Whorley was not in attendance.

3. PUBLIC COMMENT

No public comment

4. AGENDA ITEMS

- 4.1. Consideration and possible action on sending one or more Historic Preservation Commission members to the Real Places 2023 Conferences conference in February 2023.

Request to send this out to commissioners again, did not have the internet to send it.
No motion made

- 4.2. Consideration, presentation from the Hutto Rotary Club, and possible action for the Historic Preservation Commission to work with the Hutto Rotary Club to possibly install historical markers throughout Hutto's Historic District.

Rotary Club Presentation by Scott Kerwin, about possible historical markers in Hutto with QR codes so they can be told as a narrative. Have possible 20+ sites will work on top 10 to see if it is easy to do. No motion made.

- 4.3. Consideration and possible action regarding the old rail depot currently owned by the Hutto ISD, including but not limited to receipt of a building, possible locations to house it, and potential uses of the building.

Added to the Parks Agenda, we will discuss possible locations within the city and Parks to move the old RR depot and how to utilize it.

Robert Lykins made a motion to get this item placed on the Parks Board Agenda, and was seconded by Board Member Curtis Orton. Motion passed 4 Ayes to 0 Nays.

- 4.4. Consideration and possible action on applying for grants to support historical projects including but not limited to the Hutto history writing project, the rail depot project, the historical marker project, and other projects as may arise that are historical in purpose.
Receomended to see about a contract grant writed for the city on a as needed basis.
no motion

5. ADJOURNMENT

Meeting adjourned at 7:42 PM

6. CERTIFICATION

I certify that this notice of the January 25, 2023 Hutto Historic Preservation Commission meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on January 20, 2023 at 5:00 P.M.

Historic Preservation Commission Chair



CERTIFICATE OF APPROPRIATENESS APPLICATION

Must be accompanied by a Master Application

City of Hutto Development Services
500 W. Live Oak Street
Hutto TX 78634
Phone: 512-782-2640
Planning: 512-759-3479
Permits & Inspections: 512-846-2640
Engineering: 512-759-4038
planning@huttotx.gov
building@huttotx.gov
www.huttotx.gov

PROJECT NAME: Poth Properties LLC
PROPERTY ADDRESS: 201 N Fm 1660 Hutto, TX 78634
Current zoning district: OT-4T Current use: SUP Occupancy: ☐ Residential ☒ Commercial

☒ **** Pre-application meeting with Development Services staff. (Required for all COA applications.) ****

Request Type (Check One)

- ☐ New construction ☒ Remodel or Addition ☐ Storage or Accessory Building ☐ Fence construction or Repair
☐ Demolition ☐ Storage or Accessory Building ☐ Other: _____

FEES ☒ All required fees may be provided by cash, credit card (plus additional fee) or check made payable to: City of Hutto
See City of Hutto Development Fee flyer for appropriate fees \$ 257

REQUIRED FOR SUBMITTAL:

ALL SUBMITTAL DOCUMENTS PROVIDED ON A CD (disk) OR OTHER COMPATIBLE ELECTRONIC STORAGE DEVICE

All items listed must be included with application, unless otherwise noted per your Pre Application meeting.

- ☒ Complete Master application and Certificate of Appropriateness application.
- ☒ Proof of ownership (copy of deed).
- ☒ Photos of lot and existing structure(s) (all sides), submitted digitally/electronically (via: email, flash drive, disc).

If applicable to the project, the following items are to be submitted digitally/electronically (via: email, flash drive, disc) at a minimum scale of (1/8 inch = 1 foot), unless otherwise indicated.

☒ 1. Site Plan

- A. Minimum scale (1 inch = 20 feet) and must include the following:
- B. North arrow and scale
- C. Lot lines with dimensions, setback and easement lines
- D. Existing/proposed structure location(s), accessory structures, and reference dimensions from all lot lines
- E. Existing trees (with sizes) and locations of all primary/secondary entrances to structures
- F. Driveway, parking, walkway, fence and retaining wall locations (existing/proposed)

☐ 2. Floor Plan

- G. Existing/proposed structure location on site
- H. Layout of all rooms, exterior decks, porches, windows and door openings
- I. Total square footage of overall structure (total heated/cooled area)

☐ 3. Roof Plan

- J. Flue, roof, exhaust vents, chimneys, skylights
- K. All projections, penetrations, overhang lines and lengths
- L. Gutters, downspouts, major ridge, valley and eave lines

☐ 4. Architectural Elevations

- M. North, south, east and west side elevations showing: deck/patio, porch, and showing heights for building, plate, foundation and roof pitch
- N. Calculated areas for all facades and glazed surfaces (windows)
- O. Additions: show entire structure

☐ 5. Significant Architectural Details

- P. Descriptions and drawings that demonstrate the architectural character of the structure, exposed structural connections, materials, interfaces, etc. (includes finials, corbels, brackets, rafter ends, window casing, etc)

☐ 6. Material Samples

- Q. Exterior wall/siding, color, texture and finish (photos from current property or any website of materials)
- R. Trim, masonry type, color, texture and layup (photos from current property or any website of materials)
- S. Roof, garage, exterior door type and driveway color (if other than asphalt/grey concrete)
- T. Window type and color (photos from website of materials)
- U. Site, building exterior lighting fixtures and home numbering (photos from website of materials)

FOR DEPARTMENT USE ONLY:

Submittal date	Date accepted for review	Payment type	Fees paid	HPC Mtg. date	HPC determination
					☐ Approved ☐ Approved with conditions (attached) ☐ Denied



MASTER APPLICATION

Must accompany all application types unless otherwise indicated

City of Hutto Development Services 210
500 W. Live Oak St Hutto TX 78634
512-759-3479 Planning
512-846-2640 Permits & Inspections
512-759-4038 Engineering
512-759-5962 Fax
planning@huttotx.gov
building@huttotx.gov
www.huttotx.gov

PROJECT NAME: Poth Properties LLC APPLICATION TYPE: COA

APPLICANT INFORMATION (property owner or authorized agent) this will be the City's official contact.

Name: Jinger Poth
Company Name: Hutto's Affordable Chiropractor
Address: 201 N FM 1660 Hutto, TX 78634
Phone: (512) 508-0632 Email: jinger.poth@gmail.com

PROPERTY INFORMATION

Address: 201 N FM 1660 Hutto, TX 78634

Legal Description: Deed Lot(s) _____ Block _____ Subdivision _____

Reference: Volume _____ Page(s) _____ or Document No. _____

City Limits ☒ ETJ ☐ Current Zoning District: _____

PROPERTY OWNER INFORMATION

Name: _____
Company Name: See above / Same as above
Address: _____
Phone: _____ Email: _____

PROPERTY OWNER CONSENT/AGENT AUTHORIZATION

By my signature I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the submittal of this application. Additionally, my signature below indicates my awareness of the fee(s) required at the time of application submittal and that this fee(s) is non-refundable even in the event of application withdrawal or if reviewed and denied.

By signing this form, the owner of the property authorizes the City of Hutto to begin proceedings in accordance with the process for the type of application indicated on page one of this application. The owner further acknowledges that submittal of an application does not in any way obligate the City to approve the application and that although City staff may make certain recommendations regarding this application, the City Council may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.

Jinger Poth
Property Owner Signature

Jinger Poth
Property Owner Printed Name

11/4/22
Date

THE STATE OF TEXAS

COUNTY OF Williamson

Before me, the undersigned authority, on this day personally appeared Jinger Poth, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

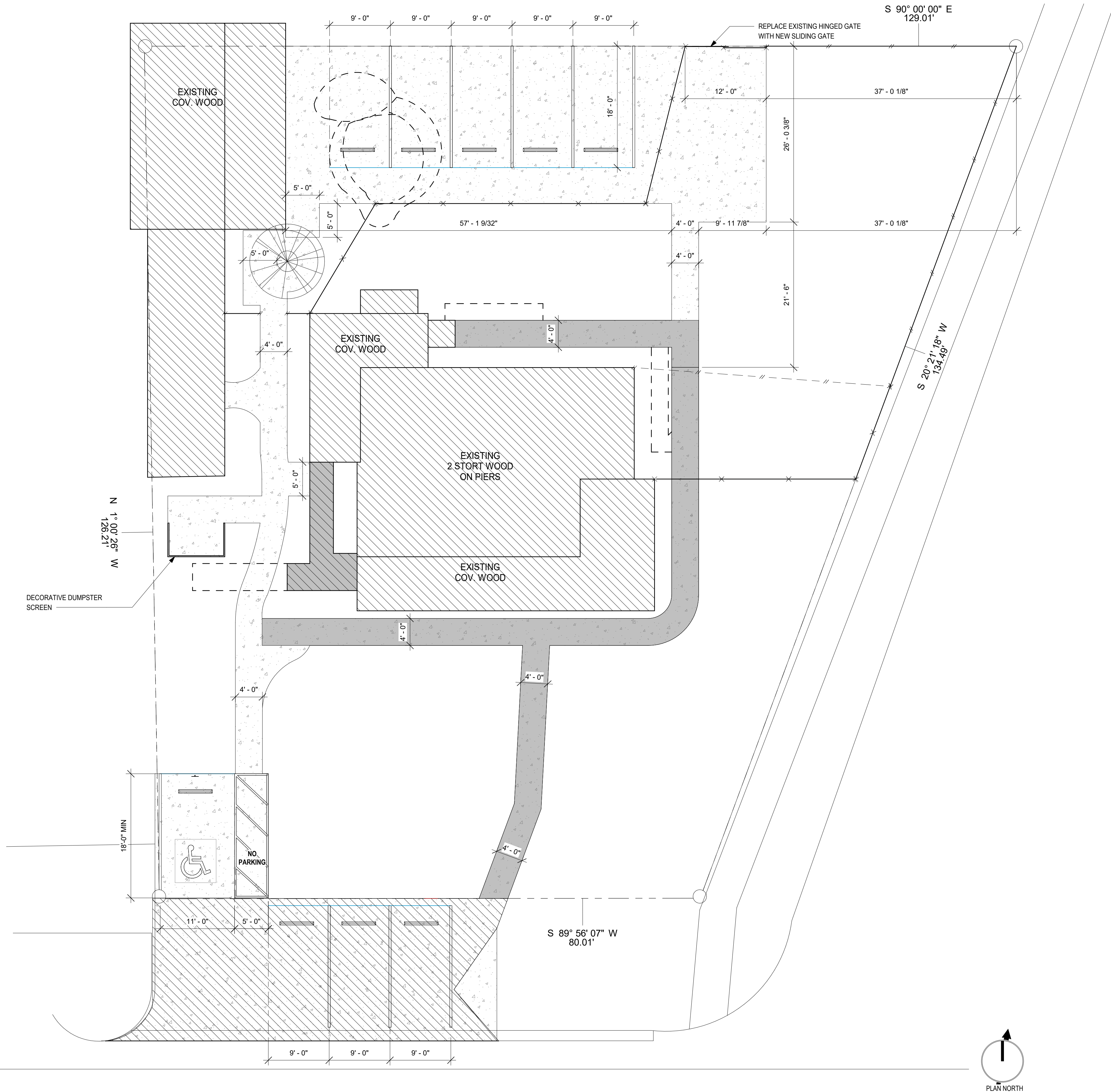
Given under my hand and seal of office this 4 day of November, 2022
Angela Kavanaugh
Notary Public Signature

Angela Kavanaugh
Notary Public Printed Name



If there are multiple property owners attach separate page(s) with notarized signature(s)

Planning	Date	Building	Date	Notes



GENERAL KEYNOTE PLAN NOTES

1. THIS PROJECT CONSISTS OF RESIDENTIAL AND COMMERCIAL IMPROVEMENTS. IT IS ASSUMED THE COMMERCIAL PORTION OF THE PROJECT BUDGET WILL BE BELOW \$50,000 AND THEREFORE IS NOT REQUIRED TO BE SUBMITTED TO TDLR FOR ACCESSIBILITY REVIEW. IF THE COMMERCIAL PORTION OF THE PROJECT IS TO EXCEED \$50,000 THE GENERAL CONTRACTOR SHALL NOTIFY THE ARCHITECT WITHIN 10 DAYS OF ISSUANCE OF THESE DRAWINGS TO ALLOW FOR A TIMELY APPLICATION SUBMISSION TO TDLR FOR REVIEW. ALL FEES WILL BE SUBMITTED AS REIMBURSABLE EXPENSES.
2. ALL THE EXISTING FENCE IS BEING REPLACED. THE WHEELCHAIR RAMP WAS REMOVED AND A NEW ONE IS BEING INSTALLED.
3. THIS DOCUMENT IS PREPARED FOR THE PURPOSE OF CONVEYING THE OWNER'S PLANNING INTENTIONS AND IS NOT INTENDED TO CONVEY CONSTRUCTION DETAILING. THE GENERAL CONTRACTOR IS RESPONSIBLE TO ASSURE THE CONSTRUCTION COMPLIES WITH THE CITY OF HUTTO'S CONSTRUCTION STANDARDS.
4. THE WORK SHALL BE DONE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF ALL APPLICABLE SAFETY AND BUILDING CODES, AND AS APPROVED BY THE AUTHORITY HAVING JURISDICTION. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR SECURING AND PAYING FOR ALL PERMITS REQUIRED FOR THE WORK AND FOR THE SCHEDULING OF ALL REQUIRED INSPECTIONS DURING THE WORK.
5. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR ASSURING THE HANDICAP SIGNAGE, PARKING AND ACCESSIBLE SIDEWALKS ARE WITHIN THE TOLERANCES AS OUTLINED IN THE MOST CURRENT TEXAS ACCESSIBILITY STANDARDS.
6. THE SITE PLAN WAS CREATED FROM THE SURVEY PROVIDED BY THE OWNER FROM CRICHTON AND ASSOCIATES, INC. LAND SURVEYORS DATED APRIL 3, 2014. SUNLAND IS NOT RESPONSIBLE FOR ANY ERRORS ON THIS SURVEY, NOR ANY MODIFICATIONS OR PLAT AMENDMENTS INCURRED SINCE THE ISSUANCE OF THE SURVEY.
7. THE GENERAL CONTRACTOR SHALL REVIEW AND VERIFY EXISTING CONDITIONS AS PROVIDED IN THE PLANNING DOCUMENTS. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ALL DISCREPANCIES, ERRORS, INCONSISTENCIES, OR AMBIGUITIES PRIOR TO PROCEEDING WITH THE WORK.

GRAPHIC LEGEND - PHASES

- REPLACE EXISTING BRICK SIDEWALK WITH NEW CONCRETE SIDEWALK
- NEW CONCRETE SIDEWALK
- EXISTING TO REMAIN
- REPLACE EXISTING RAMP WITH NEW WHEELCHAIR RAMP
- DEMOLISH
- REPLACE EXISTING FENCE WITH NEW FENCE
- NEW FENCE
- DEMOLISH FENCE

1

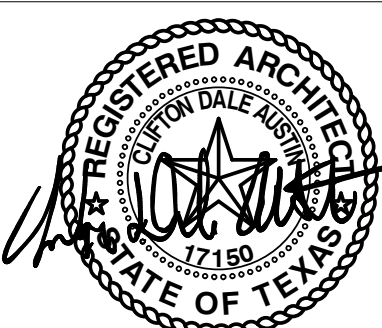
SITE PLAN

1/8" = 1'-0"

Sunland GROUP

1812 Centre Creek Drive, Suite 350
Austin, Texas 78754
TEL 512-494-0208
FAX 512-494-0406

www.sunlandgrp.com



12/15/22

G.MELTON CONSTRUCTION

SITE PLAN LAYOUT

Project Address : 201 FM 1660, HUTTO, TX

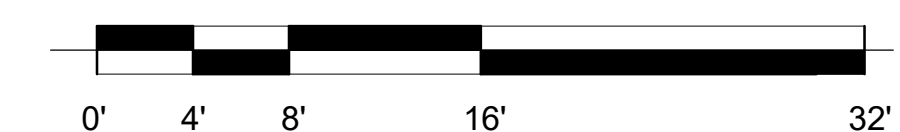
Sunland Project No.:

Permit Issue No.:

NO: DATE:

ISSUE DESCRIPTION:

SITE PLAN



JOB NO.: Project Number
DRAWN BY: AS
CHECKED BY: BT
COORD. CHECK: BT
FILE NAME:
DATE: 12/15/22
SCALE: As indicated
SHEET NO.:

A101














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CONSTRUCTION & REMODELING
COMMERCIAL - RESIDENTIAL
(512) 762-6955

ACE















