



City of Hutto

Agenda

Historic Preservation Commission Wednesday, January 29, 2025 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

Please fill out required registration form before meeting. Public comment is limited to 3 minutes. City Council can not talk about any items not on the agenda per state law. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on January 29, 2025. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

4. AGENDA ITEMS

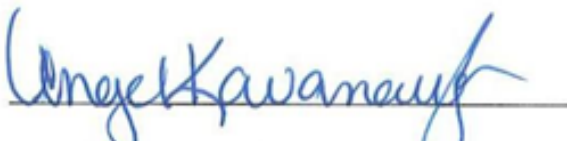
- 4.1. Consideration and possible action on the meeting minutes for the regular scheduled Historic Preservation Commission meeting held on October 23, 2024
- 4.2. Certified Local Government (CLG) Presentation and Recommendation

5. ADJOURNMENT

6. CERTIFICATION

I certify that this notice of the January 29, 2025 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 24, 2025 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@huttotx.gov or call (512) 759-4033 for assistance.

AGENDA ITEM REPORT

4.1.



To: Historic Preservation Commission
Subject: Consideration and possible action on the meeting minutes for the regular scheduled Historic Preservation Commission meeting held on October 23, 2024
Meeting: Wednesday, January 29, 2025
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Historic Preservation Commission meeting Minutes 10.23.2024



City of Hutto

Minutes

Historic Preservation Commission

Wednesday, October 23, 2024 at 7:00 PM

City Council Chambers

1. CALL SESSION TO ORDER

Thge meeting was called to order at 7:00 PM

2. ROLL CALL

All members of the Historic Preservation Commission meeting were present, including new commissioner Catherine Skeen

3. PUBLIC COMMENT

Please fill out required registration form before meeting. Public comment is limited to 3 minutes. City Council can not talk about any items not on the agenda per state law. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on October 23, 2024. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

There was no public comment

4. AGENDA ITEMS

4.1. Discussion and possible action on the meeting minutes from the regular scheduled Historic Preservation Commission meeting held on September 25, 2024

A motion to approve the meeting minutes from September 25, 2024 was made by commissioner Robert Lykins and seconded by commissioner Ray Alba. Motion passed 7 Ayes to 0 Nays

4.2. Consideration and possible action on the Master Sign Plan for 312 Farley Street.

Staff presented item 4.2 A discussion ensued between staff and commissioners. A motion was made by commissioner Ray Alba to approve as presented, seconded by the vice-chair Alexis Ortiz. Motion passed 7 Ayes to 0 Nays

4.3. Consideration and possible action on a Certificate of Appropriateness request to add a second conex building to the City of Hutto Police Department within the Historic District.

Staff presented item 4.3, staff and commissioners discussed. A motion was made by commissioner Catherine Skeen to approve the request that both conex buildings are painted to match the PD building, seconded by commissioner Ray Alba. Motion passed 6 Ayes to 1 Nay.

5. ADJOURNMENT

The meeting was adjourned at 7:20 PM

6. CERTIFICATION

I certify that this notice of the October 23, 2024 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 October 18, 2024 before 5:00 P.M.

Historic Preservation Commission Chair

AGENDA ITEM REPORT

4.2.



To: Historic Preservation Commission
Subject: Certified Local Government (CLG) Presentation and Recommendation
Meeting: Wednesday, January 29, 2025
Department: Community Services & Culture
Staff Contact: Kristi Barnes, Ashley Bailey

BACKGROUND INFORMATION:

This item is included in the Strategic Plan under the following:

1. Pillar: Collaborate for Operational Excellence and Efficiency.
2. Objective: to improve internal communication and staff awareness of city services and programs and foster a more informed and engaged workforce Objective.

Additionally, this is part of the SOAR 2040 Comprehensive Plan and is in alignment with current city ordinances.

During the City Council work session on or about December 5, 2024, the Council considered the Downtown Assessment (completed in June of 2024) which prioritizes revitalization of Hutto's downtown and outlines tangible steps to achieve Hutto's long-vision of the area. During that meeting, Council gave the following directives:

1. Staff shall conduct necessary research and analysis and bring back a recommendation on whether or not becoming a Certified Local Government ("CLG") would be beneficial, and
2. Staff shall include a downtown coordinator or similar position in the FY26 budget request to aid in achieving the goals outlined in the Downtown Assessment.

Per council direction, staff conducted necessary research and analysis and presented findings to the Historic Preservation Commission ("HPC") on January 29, 2025. It should be noted that the presentation to the HPC was the first step in becoming a CLG. This item should now be considered by Council before the CLG application process can occur.

SUMMARY OF REQUEST:

A recommendation to City Council is requested on this item.

STAFF REVIEW:

STAFF REVIEW

Recommendation:

- Proceed with applying for CLG certification if an additional position can be added for FY26.

AGENDA ITEM REPORT

4.2.



- This position would administer the CLG program and oversee the implementation of the downtown-specific focus of the SOAR 2040 comprehensive plan.
- Rationale:
 - Ensures adequate resources and dedicated oversight for both the CLG program and downtown development initiatives.
 - Aligns with Texas Historical Commission guidance on maintaining compliance and sustainability.

FISCAL NOTES:

The fiscal impact will be assessed with City Council during the upcoming budget creation.

POLICY IMPLICATIONS:

ATTACHMENTS:

1. CLG Presentation_HPC

Becoming a Certified Local Government (CLG)

Strengthening Historic Preservation



OBJECTIVE

Objective:

- Strengthen historic preservation efforts.
- Access financial and technical resources.
- Enhance community pride and education regarding local history.

About CLG Program:

- Administered by the Texas Historical Commission (THC) under the National Historic Preservation Act of 1966.
- Creates a local-state-federal partnership.
- Aligns local priorities with recognized historic preservation standards and provides financial and technical services to protect historic resources.

KEY BENEFITS OF BECOMING A CLG

1. Access to Funding:

- Grants for surveys, nominations, plans, outreach, and rehabilitation.
- Matching grants to support preservation activities, including education and outreach.

2. Technical Assistance:

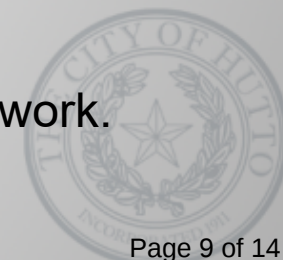
- Preservation expertise and ordinance review support.
- Access to THC's preservation-related training and expertise.

3. Training and Education:

- Workshops for city staff, Historic Preservation Officer (HPO), and commission members.
- Access to webinars and regional training sessions organized by THC.

4. Recognition and Networking:

- Credibility in preservation leadership.
- Connections with other CLG communities and preservation professionals through the CLG network.



KEY REQUIREMENTS FOR CERTIFICATION

1. Adopt a Local Historic Preservation Ordinance:

- Establish purpose and compliance mechanisms.
- Define property designation criteria.
- Ensure ordinance includes provisions for Certificate of Appropriateness, appeals process, and enforcement of preservation standards.

2. Establish a Historic Preservation Commission (HPC):

- Minimum 5 members with preservation expertise.
- Annual THC-sponsored training for commission members.
- Maintain public access to commission meetings and minutes.

3. Appoint a Historic Preservation Officer (HPO):

- Must meet professional qualification standards set by the Secretary of the Interior.
- Oversee preservation activities and local ordinance compliance.

4. Survey and Inventory Historic Properties:

- Maintain and update historic property inventories every 10 years or submit a survey plan to THC.
- Coordinate with the statewide cultural resource survey process.

5. Public Participation and Transparency:

- Engage the public in preservation processes.
- Promote educational events and online access to preservation resources.

6. Annual Reporting and Compliance:

- Submit reports to THC detailing preservation activities.
- Participate in 4-year compliance reviews conducted by THC.

STEPS TO APPLY FOR CLG CERTIFICATION

1. Prepare Application Materials:

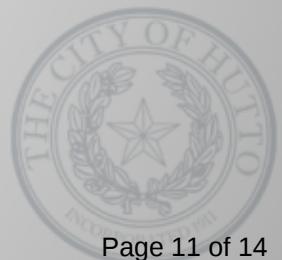
- Request for CLG Status form.
- Copy of Historic Preservation Ordinance.
- List of local landmarks and districts.
- Resumes of HPO and HPC members.
- Preservation plan or goals.
- HPO appointment form.

2. Submit Application to THC:

- THC reviews materials and mayor signs certification agreement.

3. Achieve Certification:

- National Park Service (NPS) provides final approval.



IMPLEMENTATION & NEXT STEPS

1. Presentations:

- January 2025: Historic Preservation Commission.
- February 6, 2024: City Council.

2. Ordinance Review and Update:

- Ensure compliance with CLG requirements.
- Incorporate guidelines from the Secretary of the Interior's Standards for Rehabilitation.

3. Staffing and Appointments:

- Appoint HPO and HPC members meeting professional standards.

4. Public Engagement:

- Educate the community on CLG benefits through workshops, outreach programs, and social media.

5. Submit Application:

- Send completed package to THC.

STAFF RECOMMENDATION

- **Recommendation:**

- Proceed with applying for CLG certification if an additional position can be added for FY26.
- This position would:
 - Administer the CLG program.
 - Oversee the implementation of the downtown-specific focus of the SOAR 2040 comprehensive plan.

- **Rationale:**

- Ensures adequate resources and dedicated oversight for both the CLG program and downtown development initiatives.
- Aligns with THC guidance on maintaining compliance and sustainability.

QUESTIONS?

