



City of Hutto

Agenda

Historic Preservation Commission Wednesday, June 25, 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 June 25, 2025. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

4. **PRESENTATION**

4.1. Presentation by the Rotary Club on the Historical Marker Project.

5. **CONSENT AGENDA**

5.1. Consideration and possible action on the meeting minutes for the regular scheduled Historic Preservation Commission meeting held on April 30, 2025.

6. **AGENDA ITEMS**

6.1. Consideration and possible action on the Certificate of Appropriateness for an exterior update on an existing commercial structure on Lot 5-6, Railroad Addition, known as 201 N FM 1660.

6.2. Consideration and possible action on a Certificate of Appropriateness request to add an antenna to the main building of the City of Hutto Police Department within the Historic District, located at 401 West Front Street.

6.3. Consideration and possible action on being added to the Council agenda in July or August to update the Council on the current status of the continuing effort to write the history, specifically Chapter 2, on "The Formation of a Town". (DeAnne Worley)

6.4. Consideration and possible action on having the history writing copyrighted. (DeAnne Worley)

6.5. Consideration and possible action to have the history submitted to the Diversity and Inclusion Commission for review. (DeAnne Worley)

7. **ADJOURNMENT**

8. **CERTIFICATION**

I certify that this notice of the June 25, 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 June 20, 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@huttox.gov or call (512) 759-4033 for assistance.

AGENDA ITEM REPORT

4.1.



To: Historic Preservation Commission
Subject: Presentation by the Rotary Club on the Historical Marker Project.
Meeting: Wednesday, June 25, 2025
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

Presentation by the Rotary Club on the Historical Marker Project.

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.1.



To: Historic Preservation Commission
Subject: Consideration and possible action on the meeting minutes for the regular scheduled Historic Preservation Commission meeting held on April 30, 2025.
Meeting: Wednesday, June 25, 2025
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Historic Preservation Commission Meeting minutes April 30, 2025



City of Hutto

Minutes

**Historic Preservation Commission
Wednesday, April 30, 2025 at 7:00 PM
City Council Chambers**

1. CALL SESSION TO ORDER

The Historic Preservation Commission meeting was called to order at 7:00 PM

2. ROLL CALL

Members of the Historic Preservation Commission in attendance were Norman Delay, Alexis Ortiz, Jon Stephenson and DeAnne Worley

Members not in attendance were Robert Lykins and 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 April 30, 2025. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

No public Comment

4. AGENDA ITEMS

- 4.1. Consideration and possible action on the meeting minutes from the regular scheduled Historic Preservation Commission meeting held on March 26, 2025.

Minutes have been corrected, A motion was made by Chair DeAnne Worley to approve the meeting minutes from the regular scheduled Historic Preservation Commission meeting held on March 26, 2025, seconded by Commissioner Norman Delay.

Motion passed 4 Ayes to 0 Nays

- 4.2. Consideration and possible action on the Certificate of Appropriateness for the proposed project at 203 N FM 1660.

John Byrum presented. Commissioners asked questions. Applicant was present and answered questions. Chair DeAnne Worley made a motion to approve the Certificate of Appropriateness for the proposed project at 203 N FM 1660, seconded by Alexis Ortiz to approve as presented.

Motion passed 4 Ayes to 0 Nays

- 4.3. Discussion of ideas from the Boards and Commissions Strategic Planning Session held on January 25, 2025.

Commissioner Alexis Ortiz went over what was discussed at the strategic planning session held on Jan. 25, 2025. New park walkway with QR codes – scan and get history of the area. Staff member to be hired for specialty for historic? 150th anniversary – multi-board, city wide group to make a proposal. Media campaign for

Chapter 1 – Peter Gordan going to speak with Ashley. Make changes to the historic page – Proclamation for Historic Month? Second meeting in May? THC conference last week – Stephenson attended online and has access to recordings to share if there is any interest. Want this on the agenda to discuss. Update on the issues from last meeting.

5. ADJOURNMENT

A motion to adjourn the Historic Preservation Commission meeting was made by Commissioner Norm Delay and seconded by Chair DeAnne Worley. Adjourned at 7:28 PM.

6. CERTIFICATION

I certify that this notice of the April 30, 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 April 25, 2025 before 5:00 P.M.

Historic Preservation Commission Chair or Representative

AGENDA ITEM REPORT

6.1.



To: Historic Preservation Commission
Subject: Consideration and possible action on the Certificate of Appropriateness for an exterior update on an existing commercial structure on Lot 5-6, Railroad Addition, known as 201 N FM 1660.
Meeting: Wednesday, June 25, 2025
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

The contributing structure located at 201 North FM 1660 is an existing 2,480 square foot commercial building located on a 0.3 acre lot. The property is zoned OT-4T and falls under the purview of the Historic Preservation Commission. The applicant will be replacing the ADA ramp on the Grand House to allow for safe ADA access and to comply with federal regulations. The applicant will also be adding a ramp to the cottage to allow for ADA access. The cottage is located on the left rear side of the host structure. The applicant would also like to extend the fence in the rear. The fence will be the exact same material that is existing. The existing fence received a COA in February 2023.

Surrounding uses:

North - OT-4T

East - OT-4T

South - OT-5H

West - OT-5H

The applicant has stated that the work has already been completed but is requesting the COA to be in compliance with city code.

SUMMARY OF REQUEST:

A Certificate of Appropriateness is required for the following change to the exterior of a structure with designated or pending historic designation:

- Visible change to the exterior of a designated contributing structure

Building Design and Architectural Standards

Old Town Hutto has an historic existing character that shall be preserved by rehabilitation of existing significant buildings. In addition, new and infill construction in the district shall reflect the character of the district during its historic period of significance.

The key design principles establish essential goals for development in the Old Town to ensure the preservation, sustainability, and visual quality of this unique environment. Buildings shall be located

AGENDA ITEM REPORT

6.1.



and designed so that they provide visual interest and create enjoyable, human-scaled spaces.

Applicable Key Design Principles:

- New buildings/building facades shall utilize building elements and details to achieve compatibility with existing buildings in Old Town.
- Compatibility is not meant to be achieved through uniformity or replication of existing architecture, but through the use of variations in building elements to achieve individual building identity.
- Building facades must include appropriate architectural details and ornament to create variety and interest.

STAFF REVIEW:

A Certificate of Appropriateness is evaluated, in part, to the following criteria:

1. The structure or site will be used for its historic purpose or be placed in a new use that is permitted under this code. The use will require minimal change to the defining characteristics of the structure, property, site and environment.
2. The historic character of a structure or style will be kept and preserved. Removal of historic materials or alteration of features and spaces characterizing a structure or property will be avoided.
3. The structure and/or site remains as a physical record of its time, place and use. Changes will not create a false sense of historical development, such as adding conjectural features or architectural elements from other structures or property.
4. Most structures and property change over time; changes that acquired historic significance in their own right will be kept and preserved.
5. Distinctive features, finishes and construction techniques or examples of craftsmanship characterizing a structure or property will be preserved in the limits permitted by applicable regulations.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature must match the old in design, color, texture and other visual qualities; and, where possible, materials, if they meet other applicable codes and ordinances. Replacement of missing features will be proven by documentary, physical or pictorial evidence.
7. Chemical or physical treatments that could damage historic materials are prohibited. Surface cleaning of structures, if appropriate, must be undertaken using the gentlest method possible.
8. New additions, exterior alterations, or related new construction will not destroy historic materials characterizing the structure or property. New work will be differentiated from the old and will be compatible with the massing, size, scale and architectural features to protect the historic integrity of the structure or property and its environment.

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6.1.



9. New additions and adjacent or related new construction will be undertaken in a way that the essential form and integrity of the historic structure or property and its environment will be unimpaired if it is removed in the future.
10. New construction taking place after demolition or removal of a structure or property in an historic district will conform to the design guidelines for the district.

Staff recommends approval of the proposed Certificate of Appropriateness.

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Init-Photos of the Site 201 N FM 1660 Hutto(5-13-25)
2. Init-SCOPE OF WORK 201 N FM 1660 Hutto(5-13-25)
3. Init-SITE PLAN 201 N FM 1600 Hutto(5-13-25)
4. ada ramp - cottage
5. fence



201 N FM 1660 Hutto, TX 78634

Scope of Work

Level building to make sure doors open easily for ADA.

Keep original layout to maintain the integrity and character of the building and only change for ADA.

Add door to maintain patient privacy to comply with federal regulations such as Health Information Portability and Accountability Act. Add fluted trim around said door to match original 1929 building.

Replace like for like ADA ramp on Grand House to allow for a more safe ADA access and to comply with gradient per federal regulations.

Add a ramp to cottage to allow for ADA access.

Widen restroom in cottage to comply with ADA access.

Ensure restroom fixtures allow for the mandated 60 inch turning radius of wheelchair for ADA access.

Contact Fire Marshal to locate appropriate places for hard wired and battery operated exit lights, fire extinguishers, and smoke detectors.

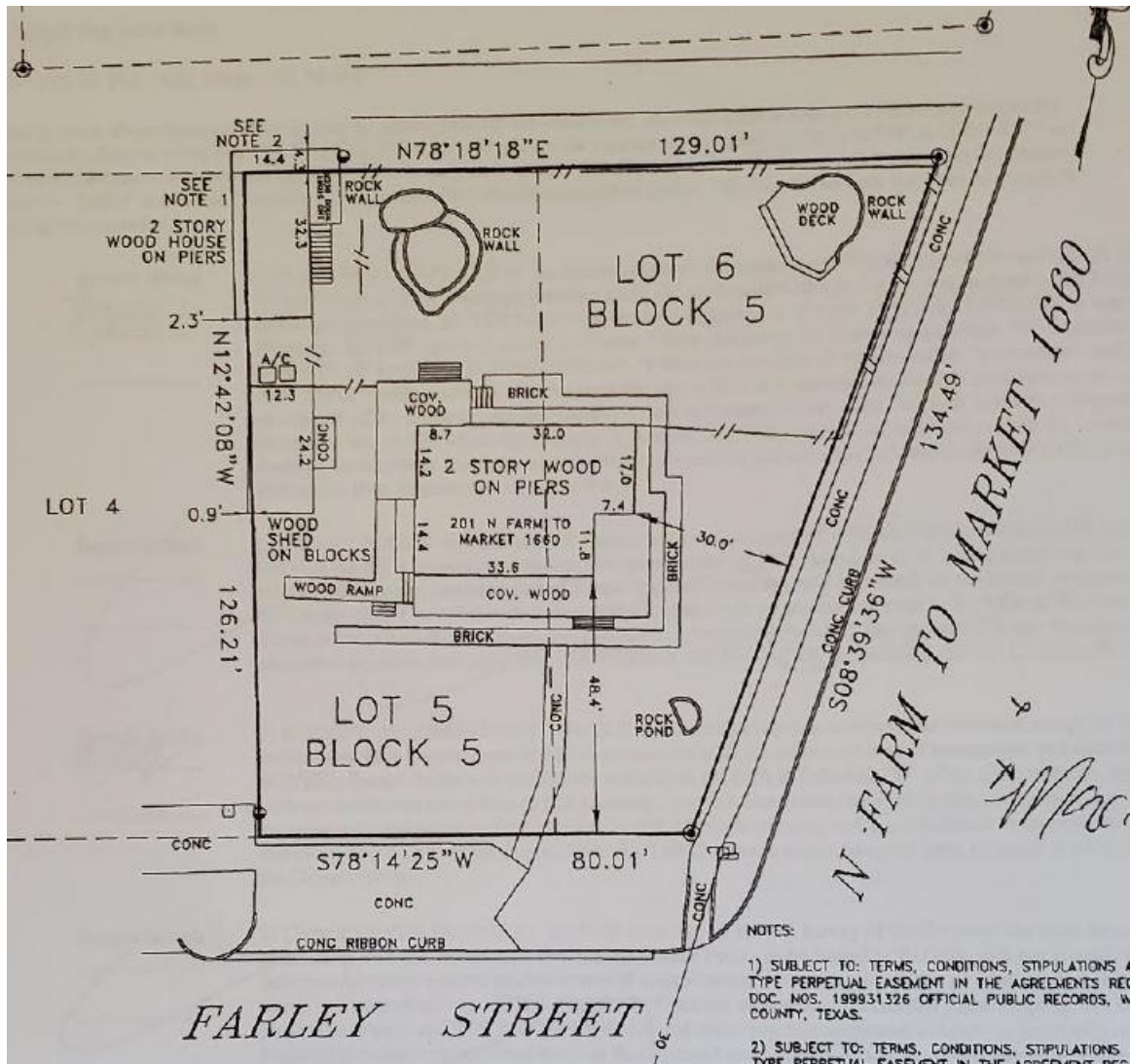
Move door down hallway to allow all tenants access to restroom.

Shorten existing cabinet to allow room for mini fridge for break area for tenants.

Change kitchen sink like for like and add cabinets to increase function of use of breakroom.

HVAC to allow comfortable conditions for tenants.

Texture walls to hide nail holes when tenants move out.



- NOTES:
- 1) SUBJECT TO: TERMS, CONDITIONS, STIPULATIONS & TYPE PERPETUAL EASEMENT IN THE AGREEMENTS REC DOC. NOS. 199931326 OFFICIAL PUBLIC RECORDS, W COUNTY, TEXAS.
 - 2) SUBJECT TO: TERMS, CONDITIONS, STIPULATIONS, TYPE PERPETUAL EASEMENT IN THE AGREEMENT REC





AGENDA ITEM REPORT

6.2.



To: Historic Preservation Commission
Subject: Consideration and possible action on a Certificate of Appropriateness request to add an antenna to the main building of the City of Hutto Police Department within the Historic District, located at 401 West Front Street.
Meeting: Wednesday, June 25, 2025
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

This is a request for a Certificate of Appropriateness for a new antenna to be installed on the rear facade of the Hutto Police Station located at 401 West Front Street.

SUMMARY OF REQUEST:

The Hutto Police Department is seeking approval for the installed antenna that is located on the rear facade.

An antenna was installed at the police station to enhance the signal strength of police radars. Prior to its installation, radio communication was unreliable inside the building. These radios are critical for effective emergency response and communication.

The subject site is located within the historic district and zoned SD-A, but it is not a contributing structure or site.

STAFF REVIEW:

Staff is in support of the request for the antenna for the Hutto Police Department.

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. 401 W FRONT ST-StaffComments (5-23-25)

401 W FRONT ST - HUTTO POLICE ANTENNA - INITIAL SUBMITTAL

5/23/2025

Attendees

jbyrum (john.byrum@huttotx.gov)

Manny Hernandez (manny.hernandez@huttotx.gov)

Documents

PD Antenna.pdf

Antenna PD Letter of Explanation.pdf



An antenna was installed at the police station to enhance the signal strength of police radios. Prior to its installation, radio communication was unreliable inside the building. These radios are critical for effective emergency response and communication.

AGENDA ITEM REPORT

6.3.



To: Historic Preservation Commission
Subject: Consideration and possible action on being added to the Council agenda in July or August to update the Council on the current status of the continuing effort to write the history, specifically Chapter 2, on "The Formation of a Town". (DeAnne Worley)
Meeting: Wednesday, June 25, 2025
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

6.4.



To: Historic Preservation Commission
Subject: Consideration and possible action on having the history writing copyrighted.
(DeAnne Worley)
Meeting: Wednesday, June 25, 2025
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

6.5.



To: Historic Preservation Commission
Subject: Consideration and possible action to have the history submitted to the Diversity and Inclusion Commission for review. (DeAnne Worley)
Meeting: Wednesday, June 25, 2025
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None