City of Hutto

Agenda

Historic Preservation Commission
Wednesday, May 27, 2026 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 3 business days prior to the scheduled date 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 May 27, 2026. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

4. MINUTES

4.1. Consideration and possible action on the meeting minutes from the regularly scheduled Historic Preservation Commission meeting held March 25,2026.

5. AGENDA ITEMS

5.1. Consideration and possible action on a certificate of appropriateness (COA-25-0008) for the installation of a fence at 204 W US 79.

5.2. Consideration and possible action on a certificate of appropriateness (COA-26-0002) for the installation of wall sconces at 117 East St.

5.3. Consideration and possible action on a certificate of appropriateness (COA-26-0004) for the installation of a new fence located at 615 N FM 1660.

5.4. Consideration and possible action on a certificate of appropriateness (COA-26-0005) regarding the paint color of the structure(s) located at 611 N FM 1660.

5.5. Consideration and possible action on a certificate of appropriateness (COA-26-0006) regarding the replacement of skirting around the home located at 609 N FM 1660.

6. OTHER BUSINESS

6.1. Discussion on the updates from the City of Hutto 150th Birthday Celebration activities to be held on November 14,2026. (Catherine Skeen and Jon Stephenson)

6.2. Placeholder for discussion on specs for possible Hutto museum or Visitor Center

6.3. Discussion and direction on Certificate of Appropriateness (COA) requirements related to: prior Historic Preservation Commission (HPC) actions, possible amendments to the UDC, and amendments to COA Fee(s).

7. ADJOURNMENT

8. CERTIFICATION

I certify that this notice of the May 27,2026 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 May 21, 2026 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 CitySecretary@huttox.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 from the regularly scheduled Historic Preservation Commission meeting held March 25,2026.
Meeting: Wednesday, May 27, 2026
Department: Development Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Historic Preservation Commission Meeting_Minutes_Preview

City of Hutto

Minutes

Historic Preservation Commission
Wednesday, March 25, 2026 at 7:00 PM
City Council Chambers

1. CALL SESSION TO ORDER

The Historic Preservation Commission meeting was called to order at 7:01 PM

2. ROLL CALL

Robert Lykins not present
Catherine Skeen not present
Jon Stephenson present
Alexis Ortiz present
DeAnne Worley Chair present
Christine Benson
Marie Joelle Dan

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 March 25, 2026. 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. MINUTES

4.1. Discussion and possible action of the meeting minutes from the regularly scheduled Historic Preservation Commission meeting held on January 28, 2026.

A motion was made by Chair DeAnne Worley to approve the meeting minutes from the regularly scheduled Historic Preservation Commission meeting held on January 28,2026 with the amendment that every agenda moving forward have the 150th anniversary discussion added until further notice, seconded by commissioner Christine Benson.

Motion passed 5 Ayes to 0 Nays

5. AGENDA ITEMS

5.1. Consideration and possible action on a certificate of appropriateness for the installation of a monument sign at 215 Brushy Street.

Staff introduced item 5.1 per staff report. Discussion ensued with commissioners. Stephenson asked for location clarification (on private or city property?); Stephenson questioned the applicant about what messaging would be on the sign; Benson asked about the design of the sign. The applicant described the design and materials proposed.

A motion was made by Chair DeAnne Worley to approve the request for a certificate of

appropriateness for the installation of a monument sign at 215 Brushy Street, seconded by Commissioner Jon Stephenson.

Motion passed 5 Ayes to 0 Nays

5.2. Consideration and possible action on a certificate of appropriateness for a fence and driveway extension on a residential property located at 503 N FM 1660.

Staff introduced item 5.2 per staff report. Discussion ensued between Commissioners. Stephenson sought clarification on the site location; Stephenson asked for clarification on the location of improvements on the site itself; Stephenson asked for more details and the purpose of the fence; The applicant responded to Stephenson about all his questions. The applicant continued to speak at length about many related issues.

A motion was made by Chair DeAnne Worley to approve the certificate of appropriateness for a fence and driveway extension on a residential property located at 503 N FM 1660 as presented, seconded by Commissioner Marie Joelle Dan.

Motion passed 5 Ayes to 0 Nays

6. ADJOURNMENT

Request to add discussion of the Boards and Commissions Strategic Planning meeting from March 2026, and revise agendas for more flexibility of discussions.

Meeting was adjourned at

7. CERTIFICATION

I certify that this notice of the March 25, 2026 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 March 19, 2026 before 5:00 P.M.

_____

Historic Preservation Commission Chair or Representative

AGENDA ITEM REPORT
5.1.

To:	Historic Preservation Commission
Subject:	Consideration and possible action on a certificate of appropriateness (COA-25-0008) for the installation of a fence at 204 W US 79.
Meeting:	Wednesday, May 27, 2026
Department:	Development Services
Staff Contact:	Manny Hernandez, Forrest Williams

BACKGROUND INFORMATION:

The site, 204 W US 79, is a 0.08-acre lot W US HWY 79 mid-block between East Street and Main Street. The parcel is developed with a single primary structure, the business called Snuffy's Classic Hangout, a bar/restaurant. The property is zoned OT-5H (Historic), is a contributing structure, and falls under the purview of the Historic Preservation Commission due to making a visible change to the exterior of a designated contributing structure (UDC 10.704.2.1). The applicant is proposing a rot-iron fence along the side and rear property lines behind the structure, facing the alleyway.

Surrounding uses:

- North – OT-5H(Historic)
- East – OT-5H (Historic)
- South – ROW (US HWY 79, UPRC)
- West – OT-5H (Historic)

SUMMARY OF REQUEST:

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.

The applicant is proposing a rot-iron fence along the side and rear property lines behind the building to protect clients from the alley.

STAFF REVIEW:

The proposed fence is in compliance.

FISCAL NOTES:

There is no fiscal impact of this project on the City.

AGENDA ITEM REPORT
5.1.

POLICY IMPLICATIONS:

There are no identifiable policy implications of erecting a fence on the non-residential lot.

ATTACHMENTS:

1. 204 W US 79 Zoning Map
2. U2(4-1-26)-Fence Details
3. U2(4-1-26)-Fence Location to Scale
4. U2(4-1-26)-FortressClassicSellSheet
5. U2(4-1-26)-Satilite image1
6. WCESD3_Appr(4-1-26)
7. Snuffy's Site Pictures

204 W US 79

5/21/2026, 12:02:12 PM

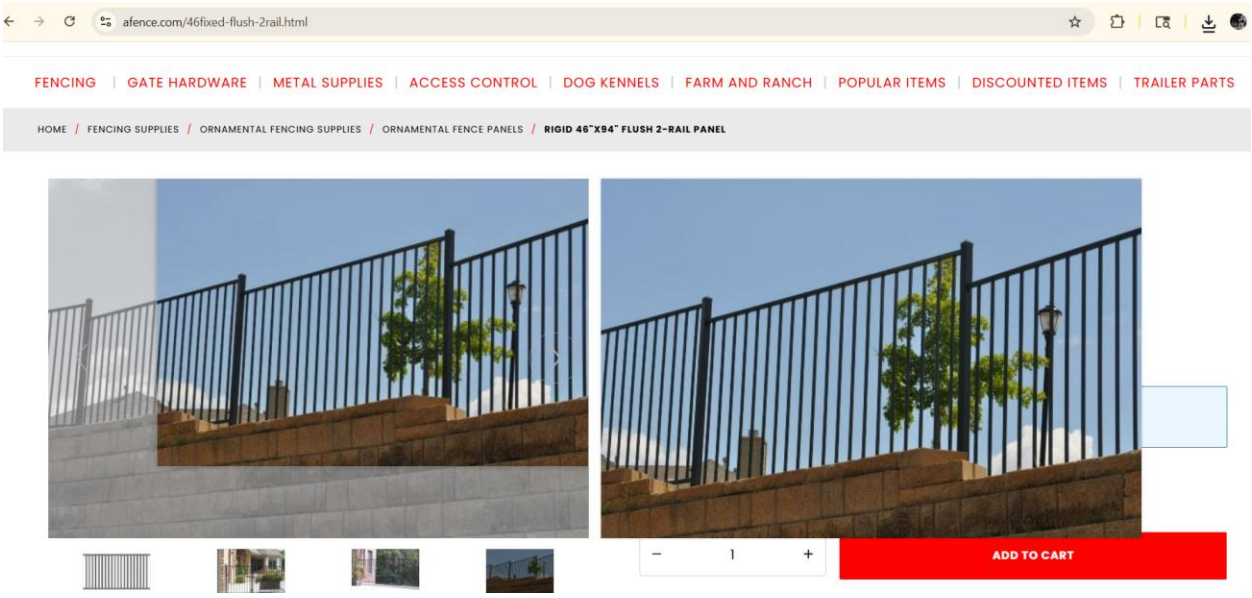
1:943

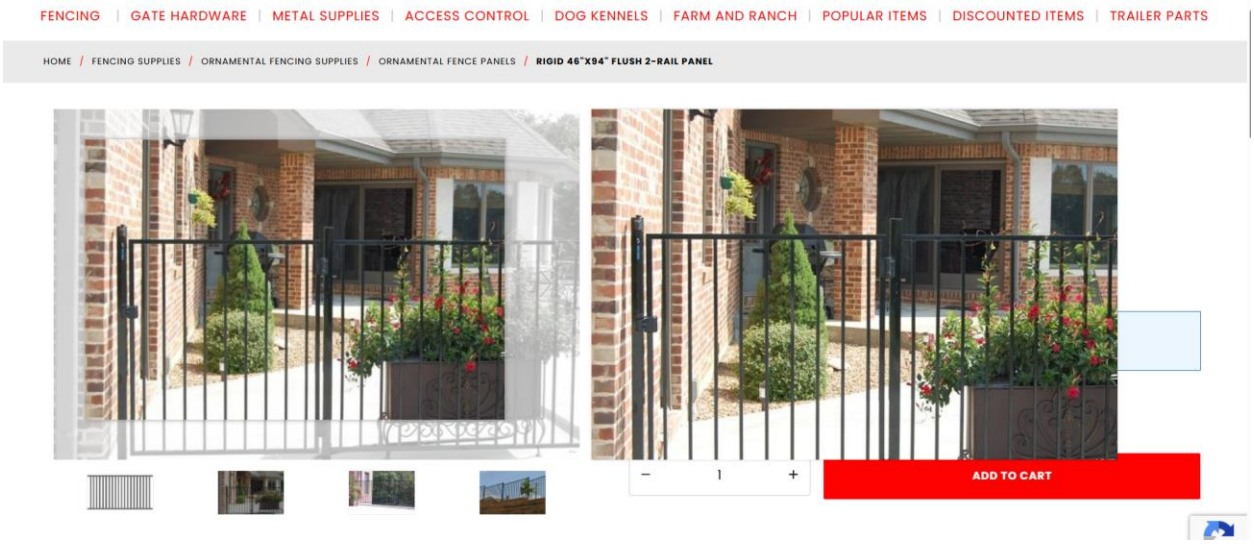
0 0.01 0.01 0.02 mi

0 0.01 0.02 0.04 km

Development Agreements in Lieu of Annexation
In City Development Agreements
Gateway Overlay District (G)
Historic Overlay District (H)
Historic and/or Contributing Structure
Hutto Zoning Districts
Agriculture (AG)
General Commercial (B-2)
Historic (OT-5H)
Light Industrial (LI)
Local Business (B-1)
Multi-Family (MF)
Planned Unit Development (PUD)
Recreation (REC)
Residential (OT-3)
Single Family (SF-1)
Special District (SD-A)
Transition (OT-4T)
Two Family (SF-2)
Urban Residential (OT-4R)
City Limits
ETJ
Parcels
World_Hillshade

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community


afence.com/46fixed-flush-2rail.html
FENCING | GATE HARDWARE | METAL SUPPLIES | ACCESS CONTROL | DOG KENNELS | FARM AND RANCH | POPULAR ITEMS | DISCOUNTED ITEMS | TRAILER PARTS
HOME / FENCING SUPPLIES / ORNAMENTAL FENCING SUPPLIES / ORNAMENTAL FENCE PANELS / RIGID 46"X94" FLUSH 2-RAIL PANEL
1
ADD TO CART

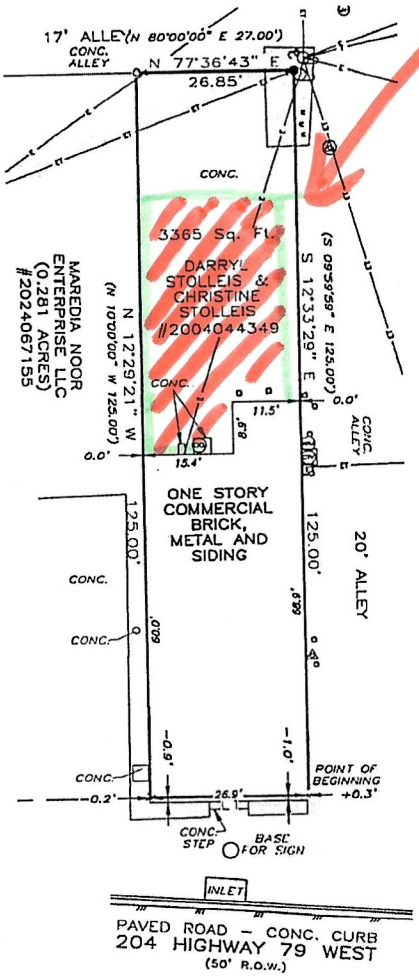

FENCING | GATE HARDWARE | METAL SUPPLIES | ACCESS CONTROL | DOG KENNELS | FARM AND RANCH | POPULAR ITEMS | DISCOUNTED ITEMS | TRAILER PARTS
HOME / FENCING SUPPLIES / ORNAMENTAL FENCING SUPPLIES / ORNAMENTAL FENCE PANELS / RIGID 46"X94" FLUSH 2-RAIL PANEL
1
ADD TO CART

BEING A 3365 SQUARE FOOT TRACT OF LAND, A PORTION OF LOTS 4 AND 5 IN BLOCK 3 OF THE I & G N RAILROAD ADDITION TO THE CITY OF HUTTO, WILLIAMSON COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 50, PAGE 251, DEED RECORDS, WILLIAMSON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED BY MEATS AND BOUNDS IN EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF FOR ALL PURPOSES.

JOB NO: 250074
DRAWN: JG
F.C.: RB

TITLE SURVEY

Fence AREA



Scale: 1" = 20'

BEARINGS CITED HEREON BASED ON TEXAS STATE PLANE COORDINATE SYSTEM, NORTH AMERICAN DATUM 1983, TEXAS CENTRAL ZONE.

RESTRICTIVE COVENANTS
ONLY THOSE EASEMENTS AND THAT INFORMATION LISTED IN TITLE COMMITMENT #GT2503416, EFFECTIVE DATE OF JANUARY 17, 2025 AND RE-LISTED BELOW WERE CONSIDERED FOR THIS SURVEY

10a) PUBLIC UTILITY EASEMENT RECORDED IN DOCUMENT NO 2011047277 (DOES NOT AFFECT)
10b) TEMPORARY CONSTRUCTION EASEMENT RECORDED IN DOCUMENT NO. 2011047287 (DOES NOT AFFECT)
10c) TERMS, CONDITIONS AND STIPULATIONS RECORDED IN VOLUME 1968, PAGE 787 AND DOCUMENT NO. 2002061791 AND 2009026672 (SUBJECT TO)

SW 2/11/25

LINE TABLE		
NUMBER	DIRECTION	DISTANCE
L1	S 77°36'03" W	27.00'
RECORD LINE TABLE		
NUMBER	DIRECTION	DISTANCE
L1	S 79°59'59" W	27.00'

NOTE:
HOUSE TIE (—x.x'—) WITH A "+" INDICATES A CORNER OF THE BUILDING INSIDE THE PROPERTY LINE. A "-" INDICATES A CORNER OUTSIDE THE PROPERTY LINE.

LEGEND	
●	1/2" IRON ROD FOUND WITH NO CAP (UNLESS OTHERWISE NOTED)
o	60d NAIL FOUND
⊗	X SET IN CONCRETE
+	CALCULATED POINT
|||	PAVEMENT
⊗	GAS LID
▲	GAS METER
●	BOLLARD
⊖	MANHOLE
○	UTILITY POLE
—E—	ELECTRIC AND TELEPHONE LINES
⊖	WATER METER
⊖	CABLE TV
⊠	ELECTRIC
((	GUY ANCHOR
CONC.	CONCRETE
R.O.W.	RIGHT-OF-WAY
( )	RECORD INFORMATION
D.R.W.C.T.	DEED RECORDS WILLIAMSON COUNTY, TEXAS

THIS AREA DOES NOT APPEAR TO BE IN SPECIAL FLOOD HAZARD AREAS PER FEMA'S FLOOD INSURANCE RATE MAP #48491C0520F, DATED DEC. 20, 2019. THIS STATEMENT IS NOT MADE IN LIEU OF AN ELEVATION CERTIFICATE.

CERTIFY TO: LONGHORN TITLE COMPANY / TEXAN TITLE INSURANCE COMPANY / SRINIVAS TUMMALA / GF# GT2503416

STATE OF TEXAS §
§ KNOW ALL MEN BY THESE PRESENTS
COUNTY OF WILLIAMSON §

THAT SURVEYOR FOR TEXAS LAND SURVEYING, INC., HAVE THIS DATE CAUSED TO BE PERFORMED AN ON-THE-GROUND SURVEY UNDER MY SUPERVISION OF THE FOREGOING TRACT OF LAND AND TO THE BEST OF MY KNOWLEDGE AND BELIEF THERE ARE NO DISCREPANCIES, CONFLICTS, SHORTAGES IN AREA, ENCROACHMENTS, VISIBLE UTILITY LINES OR ROADS IN PLACE, AND THAT SAID PROPERTY ADJOINS A DEDICATED ROADWAY, EXCEPT AS SHOWN HEREON.

Texas Land Surveying, Inc.
-A Land Surveying Firm-
3613 Williams Drive, Suite 903 - Georgetown, Texas 78628
(512) 930-1600 www.texas-ls.com
TBPELS LAND SURVEYING FIRM NO.10056200

IF THIS DOCUMENT DOES NOT CONTAIN THE STAMP AND SIGNATURE OF THE UNDERSIGNED SURVEYOR, IT IS AN UNAUTHORIZED/ILLEGAL COPY. TEXAS LAND SURVEYING, INC. ASSUMES NO LIABILITY FROM THE USE OF ANY UNAUTHORIZED/ILLEGAL DOCUMENT.

STATE OF TEXAS REGISTERED DANNY J STARK 5602 PROFESSIONAL LAND SURVEYOR

Witness my hand and seal this the 4th Day of February, 2025 A.D.

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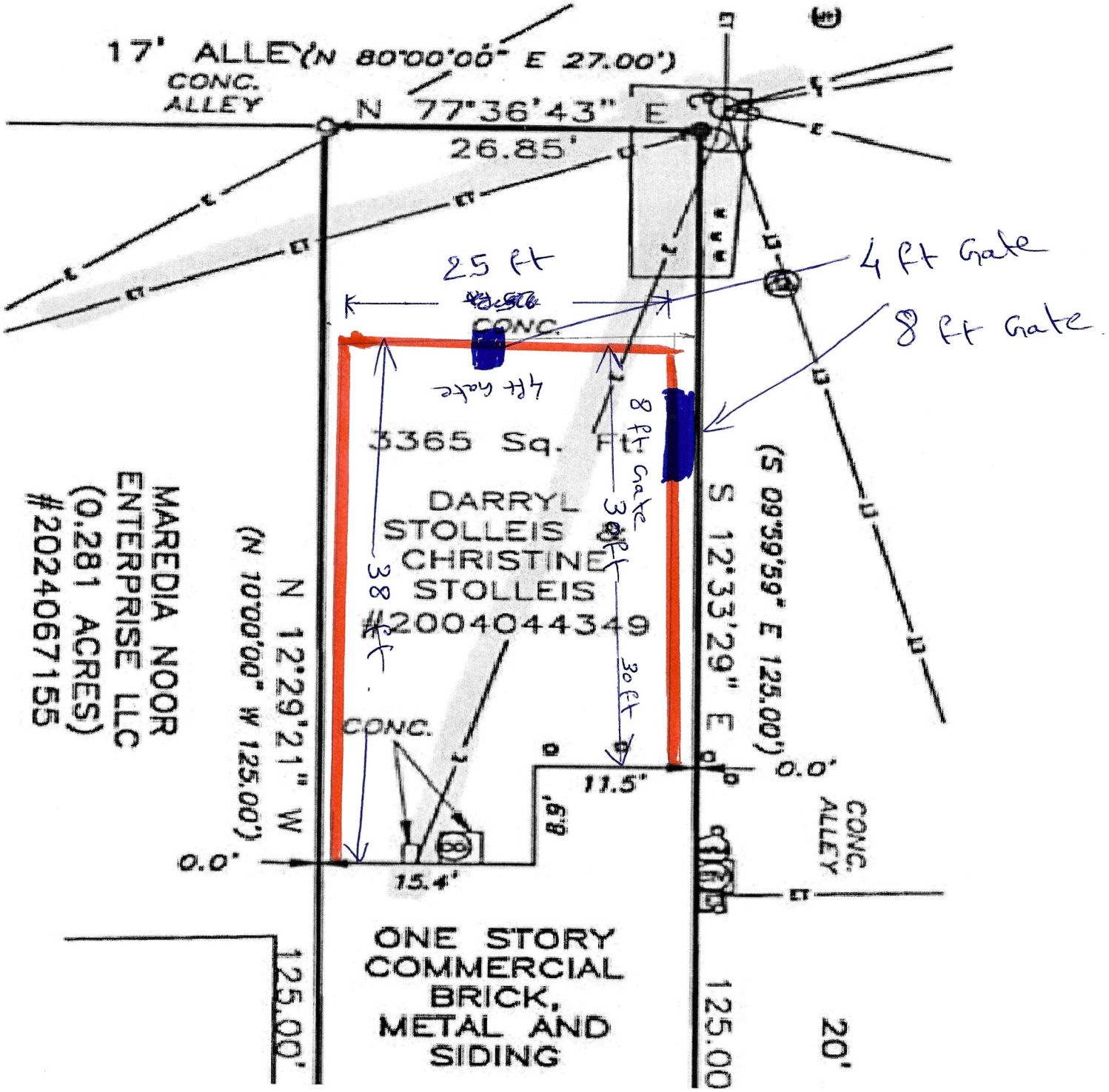
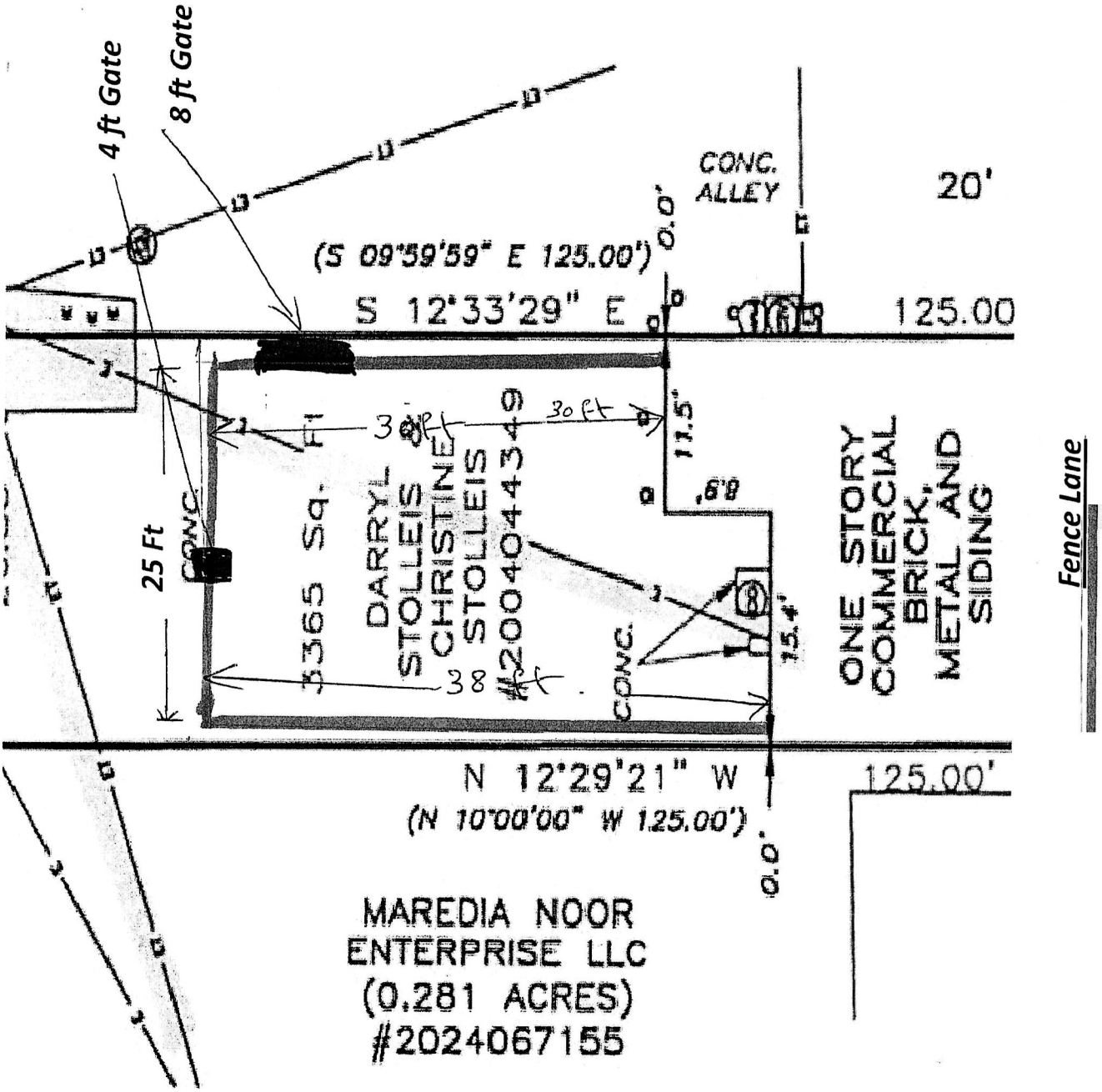
#1 Survey

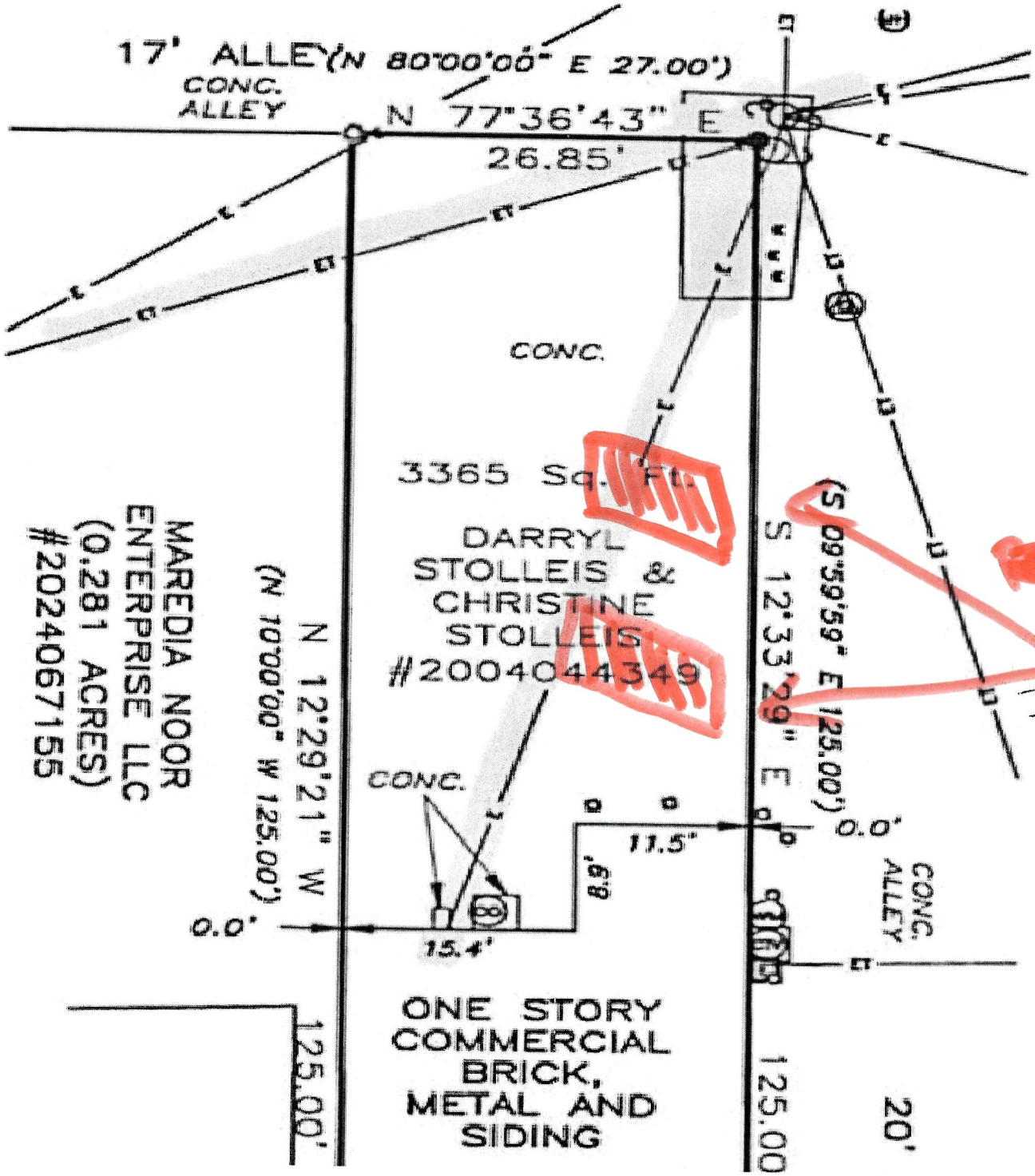


#2

Fence and Gate



#3 Fence & Gate locations.



#4 – Impacted Parking Spaces

FORTRESS™
FENCE PRODUCTS
A division of THE FORTRESS COMPANY

CLASSIC

RESIDENTIAL PREMIUM WELDED FENCE

TOUGH

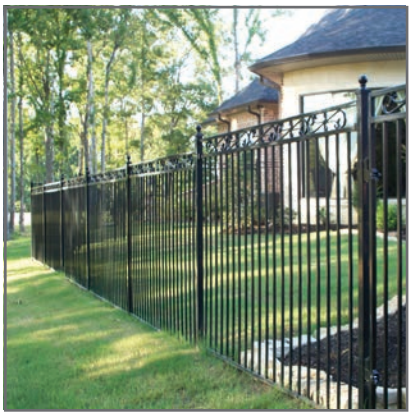
- Rigid welded steel construction
- Clean, treated welds
- True 1" Rails and ⅝"square picket

DURABLE

- Architectural Grade Powder Coat
- UV inhibitors reduce fading over time
- Virtually maintenance free

ELEGANT

- Old world, wrought iron style
- Matching walk and drive gates
- Variety of styles and custom options



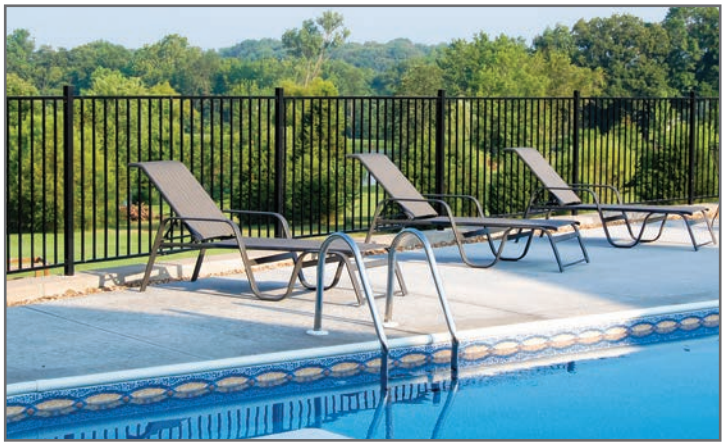
CLASSIC

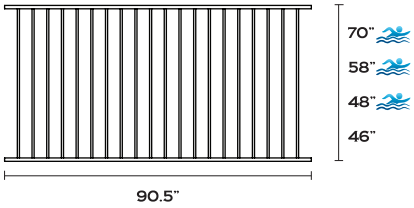
RESIDENTIAL PREMIUM WELDED FENCE

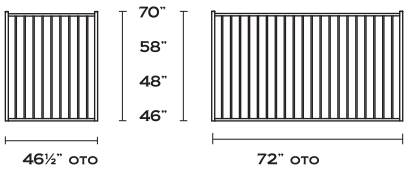
PANEL & GATE STYLES

Meets ICC pool code
Always consult local code requirements

FLAT TOP / FLAT BOTTOM



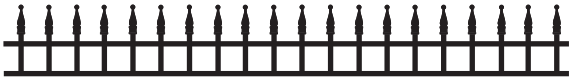




GATE

ACCENT TOP PANELS

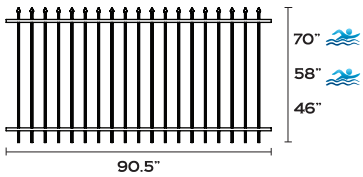
SPEAR TOP (SPT)
Adds 11" to overall panel height

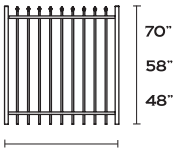


SPEAR TOP RING TOP (STRT)
Adds 11" to overall panel height

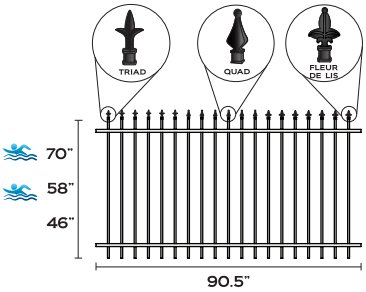
RING TOP (RT)
Adds 5" to overall panel height

PRESSED SPEAR

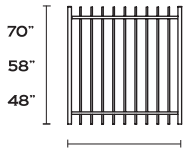




EXTENDED PICKET



*Extended Picket Panel shown with optional decorative finials



CLASSIC

RESIDENTIAL PREMIUM WELDED FENCE

PANEL & GATE STYLES

FORTRESS™ FENCE PRODUCTS

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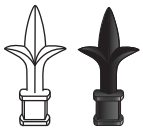
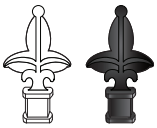
FINIALS



TRIAD

QUAD



FLEUR DE LIS

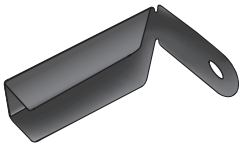
KNUCKLE

2PC KNUCKLE

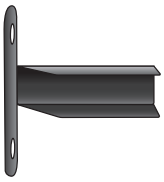
BRACKETS

HEAVY DUTY BRACKET (HD-104)
standard 90 degree angles

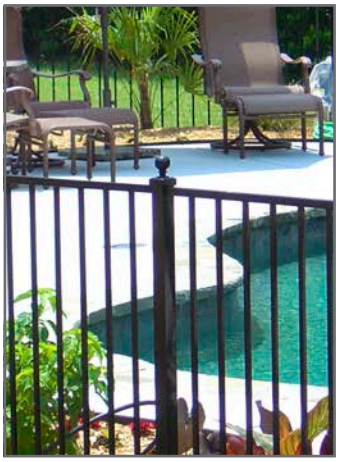
ADJUSTABLE BRACKET (AL-04)
vertical adjustability



SIDE MOUNT BRACKET (SM-08)
horizontal adjustability

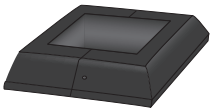


POST & ACCESSORIES



BALL CAP
(2" & 2.5")

PRESSED DOME CAP
(1.5", 2" & 2.5")



BASE COVER 5"

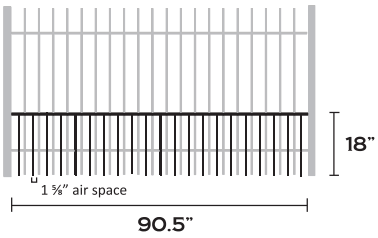
NYLON CAP
(⅝", 1.5", 2", 2.5")

with base

2"
52"
58"
64"
76"

2"	2.5"
55"	72"
62"	84"
67"	96"
72"	108"
79"	120"
84"	132"
96"	
108"	

DOG ADD-ON PANEL



The accessory dog panels are perfect for keeping smaller dogs in or unwanted animals out. The addition of these panels to an Extended Picket or Pressed Spear design brings a 3 ⅞" air space to just 1 ⅝" without substantially changing the look of your fence or adding significant cost.

*Dog Add-On Panel as shown installed.
Dog Add-On Panel requires just two HD-104 Brackets to install with Extended Picket Panels or Pressed Spear Panels.

CUSTOM FABRICATION

Fortress Fence Products is proud to offer a full range of custom fabricated gates and panels to meet any project needs. With its own custom fabrication facility, there is a dedicated staff to help design any gate or panel to individual specification and style. Fortress Custom Fabrication is also available in a broad range of premium finishes. Carrying up to a 5-year limited manufacturer warranty, Fortress Custom Fabrication manufactures to a standard of pre-galvanized and premium powder coated steel to provide gates and panels that will withstand the elements. For assistance with developing custom gates or panels, information about custom colors and pricing, please contact us at 1.866.323.4766 or specifications@fortressfence.com.

Limited Manufacturer 5 Year Warranty

POST INSTALLATION OPTIONS

OZ-POST

READYSET

GATE HARDWARE

PROSERIES

RESIDENTIAL

COMMERCIAL

INDUSTRIAL

Williamson County Emergency Services District No. 3

Hutto Fire Rescue

Fire Prevention Division
210 E. Hwy 79 Suite 103, Hutto, TX 78634
Office: 512-759-2616 Fax: 512-846-1946
www.huttofirerescue.org

Permit Number

N/A

Date: 03/25/2026

To: Jessica Harcoourt
Snuffyshutto@outlook.com

Site Submittal

Reference: **204 W US 79 (Snuffy's)**

Scope: install a fence and gate at the rear of the building

Disposition: **Approve**

This permit authorizing construction, repair, alteration, moving, removal, or demolition **expires 365 days from the approval date**. If permitted work has not commenced before this date, plans must be resubmitted for review along with the plan review fee for a new plan submittal.

Plan Review Comments

The following comments must be addressed for plan approval:

1. No comments.

The following comments do not need to be addressed for plan approval but may need to be addressed before scheduling an inspection or during an inspection:

2. Schedule inspections at **HFRpermits.com** Provide as much advance notice as possible.

3. Re-inspections are subject to a fee. Consult the fee schedule at: **Huttofirerescue.org.**
   This fee is due before scheduling and must be received at our office.

The above-referenced plans have been reviewed against the requirements of the **2024 International Fire Code**, referenced standards, and local ordinances. Any plan review comments are provided as a service to the design professional and are based upon the plan reviewer's interpretation of the applicable codes and standards. It is the design professional's responsibility to ensure that the requirements in all applicable codes and standards are met. The plan reviewer disclaims all responsibility for the accuracy and adequacy of any representation, expressed or implied, contained within the plans.

Eric G. Woods

Fire Marshal
WCESD#3
ewoods@huttofire.gov

Snuffy’s Parking Lot Facing South

Snuffy’s Parking lot Facing West

AGENDA ITEM REPORT
5.2.

To:	Historic Preservation Commission
Subject:	Consideration and possible action on a certificate of appropriateness (COA-26-0002) for the installation of wall sconces at 117 East St.
Meeting:	Wednesday, May 27, 2026
Department:	Development Services
Staff Contact:	Manny Hernandez

BACKGROUND INFORMATION:

The site, 113 East Street, is a 0.09-acre lot on the south-west corner of East Street and Farley Street. The parcel is developed with a 2-story, zero lot-line structure, vacant retail space, that is a historically contributing structure and listed on the national register of historic places. The property is zoned as OT-5H (Historic), and falls under the purview of the Historic Preservation Commission due to making a visible change to the exterior of a designated contributing structure (UDC 10.704.2.1). The applicant is proposing two new wall sconces (lighting) on the front facade facing East street.

Surrounding Uses

- North - OT-5H (Historic)
- East - OT-5H (Historic)
- South - OT-5H (Historic)
- West - OT-5H (Food Truck Park)

SUMMARY OF REQUEST:

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.

The applicant is proposing four (4) sconces for increased lighting on the front of the building. While the city of Hutto does not have guidelines for lighting types in the historic district, the applicant has selected something fitting to the character of old town.

STAFF REVIEW:

The sconces are in compliance.

FISCAL NOTES:

There is no fiscal impact of this project on the City.

AGENDA ITEM REPORT
5.2.

POLICY IMPLICATIONS:

There are no identifiable policy implications of installing wall sconces on the non-residential lot.

ATTACHMENTS:

1. 117 East ST Zoning Map
2. Init(2-24-26)-Photo
3. INIT(2~2
4. 615 N FM 1660 - Site Pictures
5. 117 East St - Site Pictures

117 East St

5/21/2026, 11:47:45 AM

1:738

0 0.01 0.01 0.02 mi

0 0.01 0.01 0.03 km

Development Agreements in Lieu of Annexation
In City Development Agreements
Gateway Overlay District (G)
Historic Overlay District (H)
Historic and/or Contributing Structure
Hutto Zoning Districts
Agriculture (AG)
General Commercial (B-2)
Historic (OT-5H)
Light Industrial (LI)
Local Business (B-1)
Multi-Family (MF)
Planned Unit Development (PUD)
Recreation (REC)
Residential (OT-3)
Single Family (SF-1)
Special District (SD-A)
Transition (OT-4T)
Two Family (SF-2)
Urban Residential (OT-4R)
City Limits
ETJ
Parcels
World_Hillshade

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

This is for permission to install Lighting into 4 open Junction Boxes at the front facade of 117 East street. Electrical is already there. We just need the actual fixtures approved.

The fixtures are: Hampton Bay

Easton 11 in. 1-Light Glossy Black Barn Outdoor Wall Light Lantern Sconce with Steel Shade

The link to the photos are:
https://www.homedepot.com/p/Hampton-Bay-Easton-11-in-1-Light-Glossy-Black-Barn-Outdoor-Wall-Light-Lantern-Sconce-with-Steel-Shade-KHC1691AM-01-GB/319393161#overlay

615 N FM 1660 Facing West

615 N FM 1660 Facing North West

615 N FM 1660 Facing West

117 East St Facing West

117 East Street Facing West

AGENDA ITEM REPORT
5.3.

To:	Historic Preservation Commission
Subject:	Consideration and possible action on a certificate of appropriateness (COA-26-0004) for the installation of a new fence located at 615 N FM 1660.
Meeting:	Wednesday, May 27, 2026
Department:	Development Services
Staff Contact:	Manny Hernandez, Forrest Williams

BACKGROUND INFORMATION:

The site, 615 N FM 1660, is a 0.45-acre lot on the west side of N FM 1660 between Church Street and Cottonwood Drive. The parcel is developed with a single primary structure, a residence, and an accessory structure along the northern property line. The property is zoned OT-3 (Residential), is a contributing structure, and falls under the purview of the Historic Preservation Commission due to making a visible change to the exterior of a designated contributing structure (UDC 10.704.2.1). The applicant is proposing a new fence, along the side property lines and facing the front, (towards FM 1660) but behind the front of the primary structure.

Surrounding uses

- North - OT-3 (Residential)
- East - OT-3 (Residential) and SF-1 (Residential / single household)
- South - OT-3 (Residential)
- West - PUD (Durango Farms)

SUMMARY OF REQUEST:

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.

The applicant is proposing a new fence.

STAFF REVIEW:

This fence is in compliance.

FISCAL NOTES:

There is no fiscal impact of this project on the City.

AGENDA ITEM REPORT
5.3.

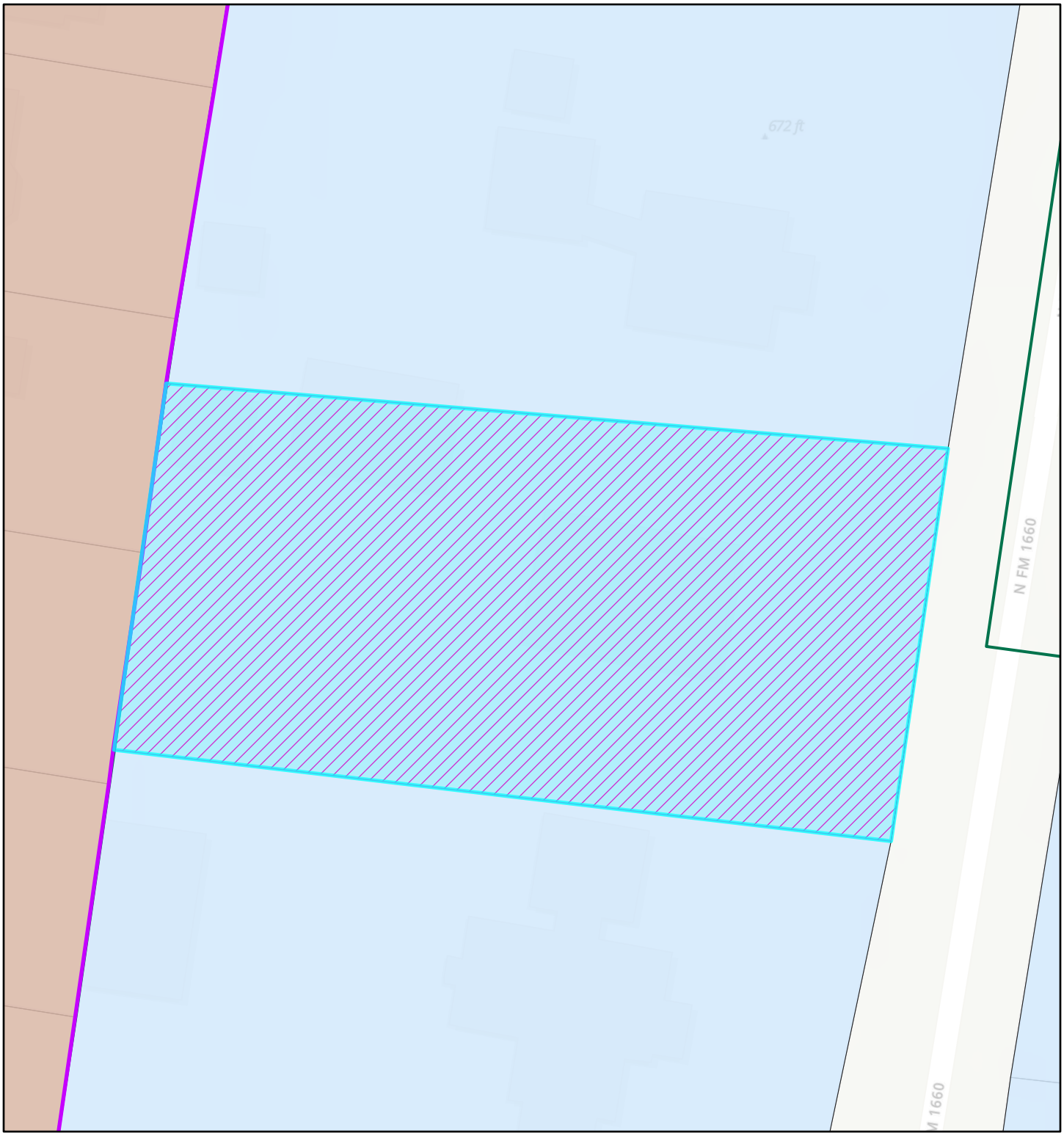
POLICY IMPLICATIONS:

There are no identifiable policy implications of installing the proposed fence on the residential lot.

ATTACHMENTS:

1. 615 N FM 1660 - Zoning Map
2. Initial(4-14-26)-COA Letter - 615 FM 1660 N
3. Initial(4-14-26)-Fence Elevations
4. Initial(4-14-26)-Site Photos - 615 FM 1660 N
5. INITIA~4

615 N FM 1660



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Development Agreements in Lieu of Annexation
In City Development Agreements
Gateway Overlay District (G)
Historic Overlay District (H)
Historic and/or Contributing Structure
Hutto Zoning Districts
Agriculture (AG)
General Commercial (B-2)
Historic (OT-5H)
Light Industrial (LI)
Local Business (B-1)
Multi-Family (MF)
Planned Unit Development (PUD)
Recreation (REC)
Residential (OT-3)
Single Family (SF-1)
Special District (SD-A)
Transition (OT-4T)
Two Family (SF-2)
Urban Residential (OT-4R)
City Limits
ETJ
Parcels
World_Hillshade
World_Hillshade

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

Stand Strong Fencing of East Austin

April 10, 2026

City of Hutto
Planning Department
P.O. Box 337
Hutto, TX 78634

Re: Scope of Work – Fence Installation
615 FM 1660 N, Hutto, TX 78634

Dear Planning Department Staff,

I am writing on behalf of Mrs. Jeanna Lewis, owner of the property located at 615 FM 1660 N, Hutto, Texas 78634, to describe the proposed scope of work for a fencing project to be performed at the above-referenced location for the purpose of obtaining a Certificate of Appropriateness. This work will be completed by Stand Strong Fencing of East Austin, with myself, Alex Siegler, serving as President and responsible contractor.

The proposed project consists of the installation and replacement of perimeter fencing on the residential property at 615 FM 1660 N. The intent of the work is to clearly define property boundaries, enhance safety and security, and improve the functionality and appearance of the yard areas, while maintaining compatibility with surrounding properties and compliance with applicable City of Hutto ordinances.

The scope of work includes the following general activities:

- Installation of a new 8 ft. tall wood privacy perimeter and street-facing fence system, constructed of 2” steel posts set in concrete, and 5-½” horizontal Cedar pickets.
- Installation of a new 6 ft. tall wood privacy fence system, installed on the interior of the property, constructed of 3” steel posts set in concrete, and 5-½” horizontal Cedar pickets.
- Installation of a new 6 ft. tall ornamental steel perimeter fence system, constructed of 2” steel posts set in concrete, horizontal 1” steel rails, and vertical ⅝” steel pickets.
- Perimeter and street-facing fence alignment and layout to follow existing property lines as reasonably and visibly established, based on on-site conditions and provided reference information.
- Installation of new fence gates, where required, to allow for safe and functional access to yard areas.
- All fencing components will be installed to provide a uniform, stable, and durable enclosure appropriate for residential use.

All work will be performed by experienced fencing professionals using industry-standard materials and methods. Posts will be installed to appropriate depths for soil conditions, fencing will be properly

secured and leveled, and the finished installation will be free of hazardous protrusions or debris. Construction activities will be limited to the subject property, and reasonable care will be taken to minimize disruption to adjacent properties.

The project is intended to comply with all applicable City of Hutto OT-3 zoning, fencing, and development regulations, including height, placement, and setback requirements. No structures other than the fence and associated gate components are proposed as part of this scope.

This letter is provided to assist the Planning Department in its review of the proposed fence improvements at 615 FM 1660 N. Should additional documentation or clarification be required, I would be happy to provide it upon request.

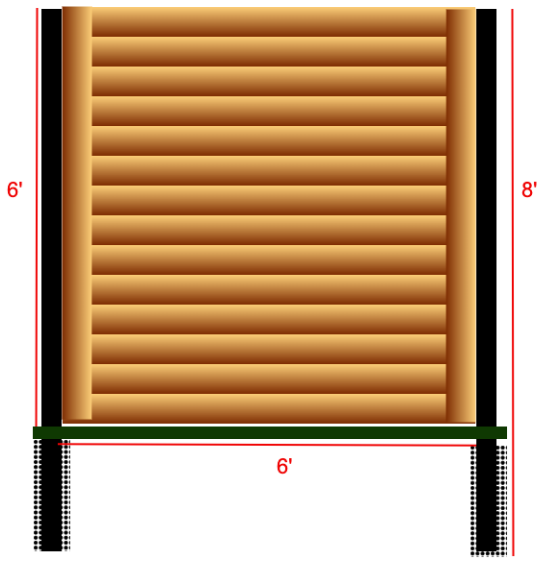
Thank you for your time and consideration.

Sincerely,

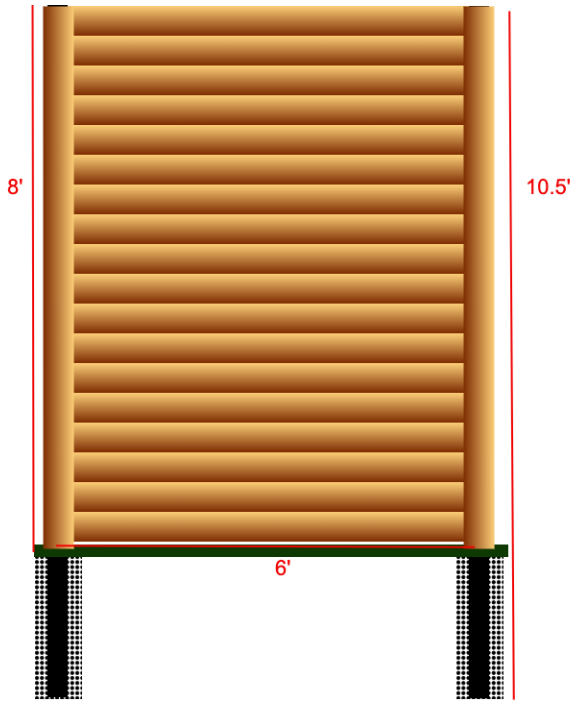
Alex Siegler
President
Stand Strong Fencing of East Austin

Wood Fence Elevations

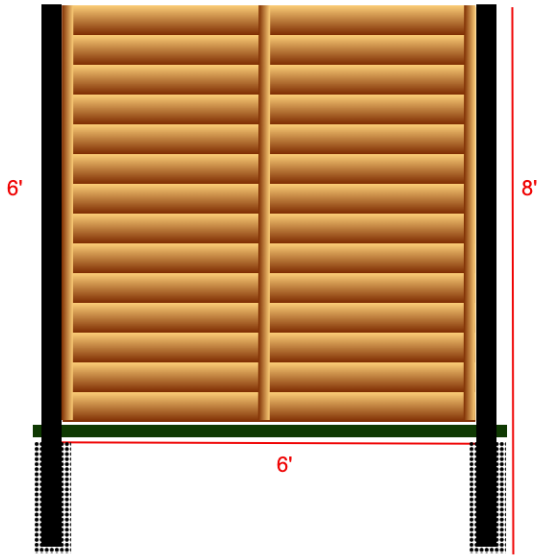
6' Tall Fence Elevation (Finished Side)



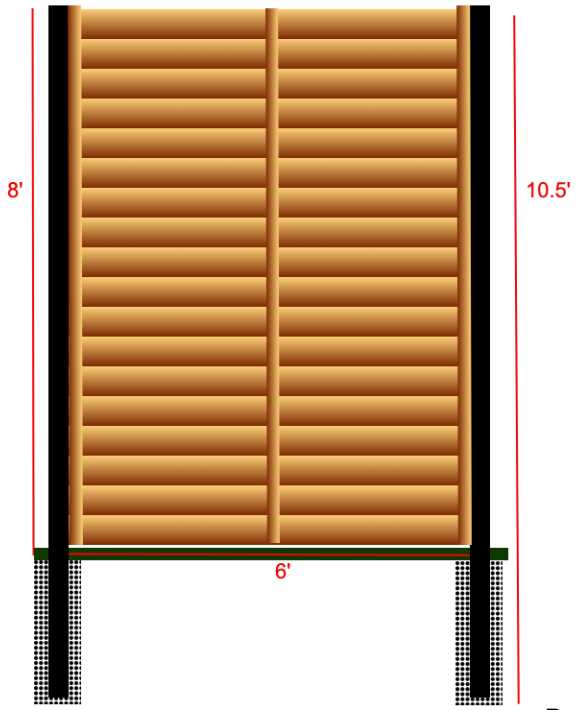
8' Tall Fence Elevation (Finished Side)



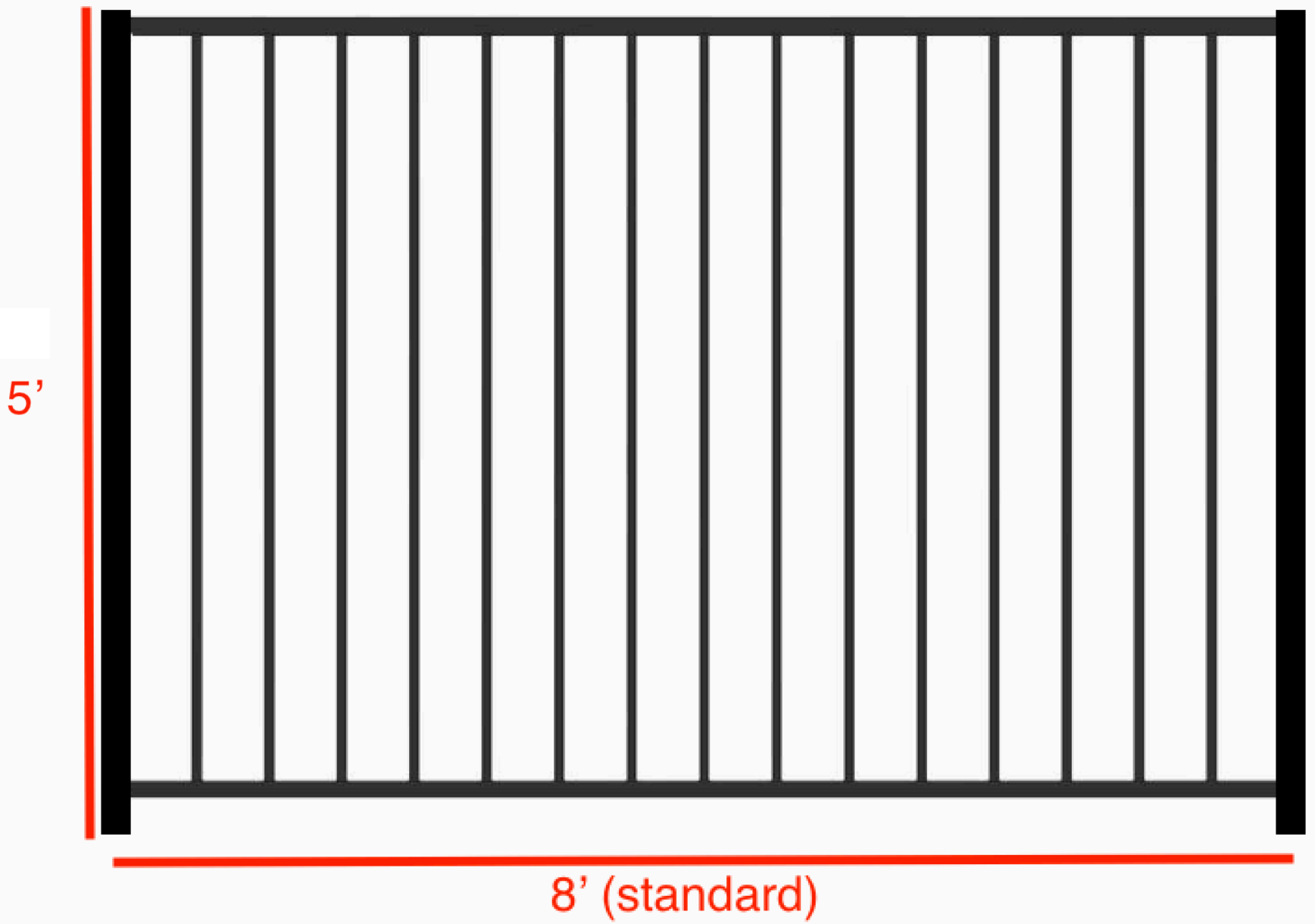
6' Tall Fence Elevation (Unfinished Side)



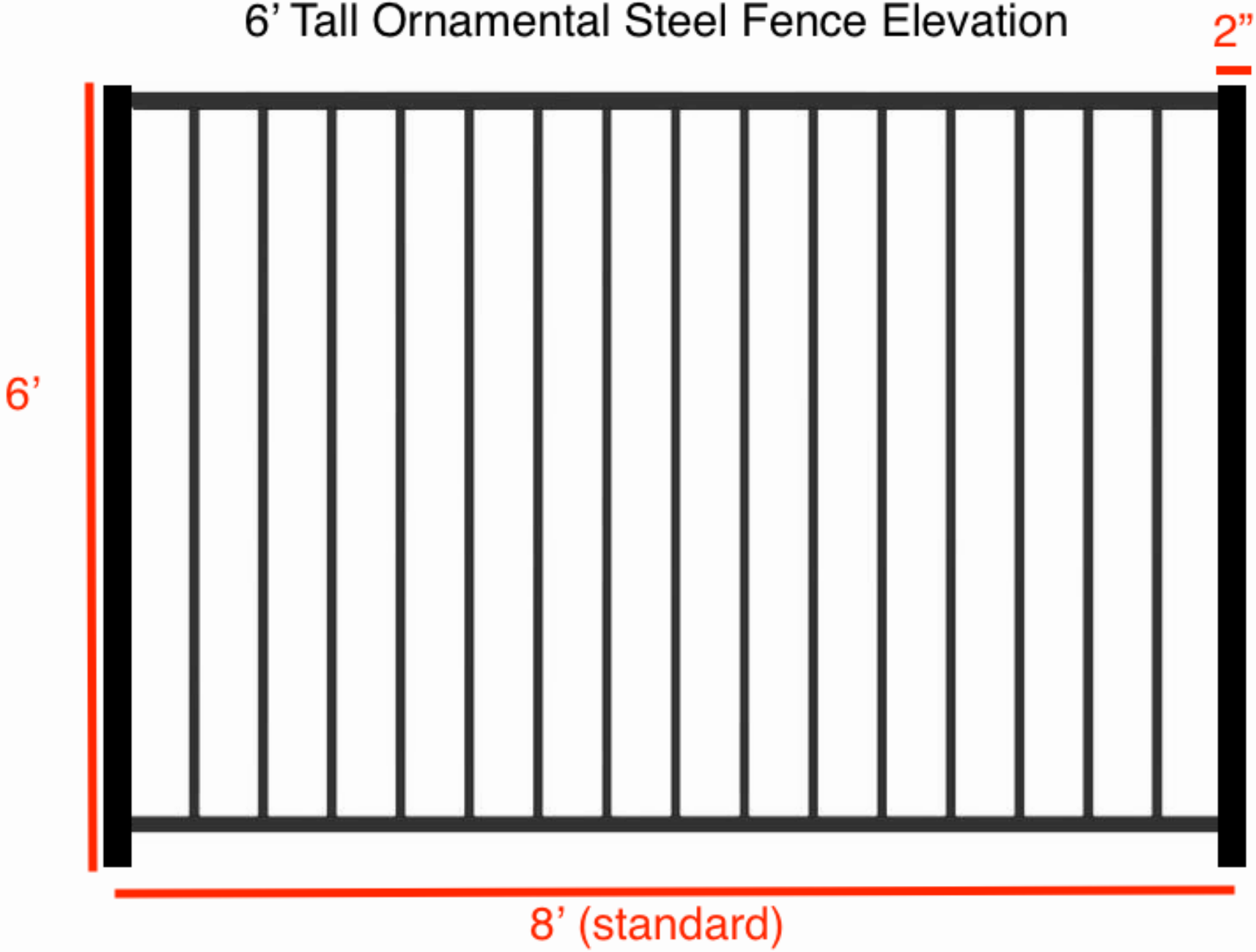
8' Tall Fence Elevation (Unfinished Side)



5’ Tall Ornamental Steel Fence Elevation



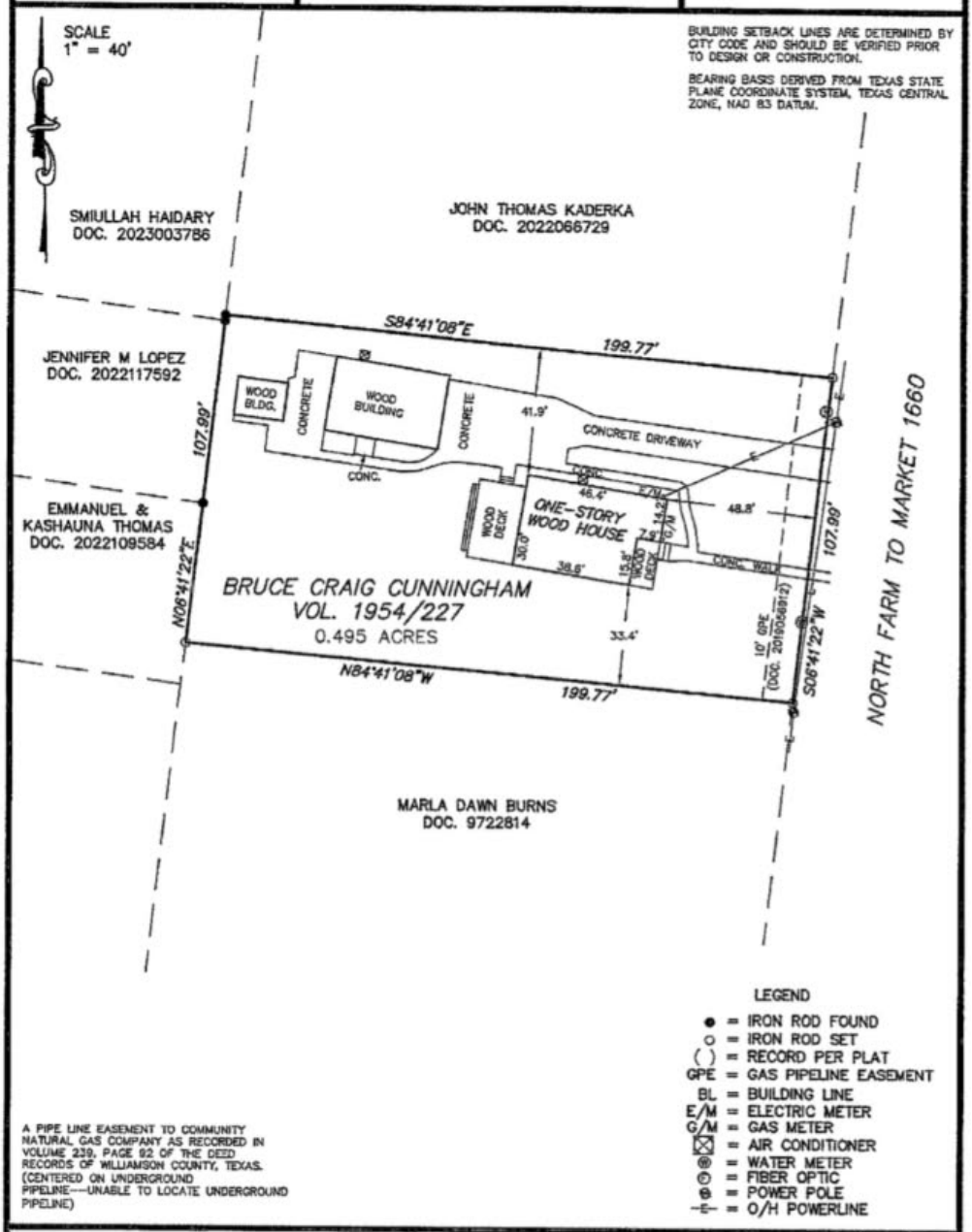
6’ Tall Ornamental Steel Fence Elevation



CELCO SURVEYING
REG. # 10193975
TEL: 830-214-5109

SURVEY PLAT

P.O. Box 701267
SAN ANTONIO, TEXAS 78270
eddie@celcosurveying.com
www.celcosurveying.com



ADDRESS: 615 NORTH FARM TO MARKET 1660, HUTTO, TEXAS

LEGAL DESCRIPTION: SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

CATEGORY 1A CERTIFICATION

THE UNDERSIGNED DOES HEREBY CERTIFY TO THE PARTIES LISTED BELOW THAT THIS SURVEY SUBSTANTIALLY COMPLIES WITH THE CURRENT TEXAS SOCIETY OF PROFESSIONAL SURVEYORS MANUAL OF PRACTICE REQUIREMENTS FOR A CATEGORY 1A, TSPS LAND TITLE SURVEY.

STATE OF TEXAS REGISTERED GEORGE E. LUCAS 4160 PROFESSIONAL LAND SURVEYOR

BUYER: RICHARD WAYNE TURNER
TITLE CO: TEXAS NATIONAL TITLE
G.F.#: T-180053

LENDER: NEW REZ LLC

PLAN No.: 2024-3325

SURVEY DATE: JULY 25, 2024

GEORGE E. LUCAS R.P.L.S. 4160

Red: 5'H 2-Rail Ornamental Steel Fence
Blue: 6'H Horizontal Cedar Privacy Fence w/ 2" Square Black Posts
Green: 8'H Horizontal Cedar Privacy Fence w/ 2" Square Black Posts
(Posts Visible on Unfinished Side Only)
Yellow: 6'H 2-Rail Ornamental Steel Fence
Arrows indicate direction of wood fence "finished" side
Durango
N Farm to Market 1
207
209
301
303
305
307
617
615
613
6'
8'
38'
11'
5'
36'
4' single gate
4' single gate
4' single gate
4' single gate
3'
3'
4'
15'
82'
56'
36'
8' double gate
30 ft

AGENDA ITEM REPORT
5.4.

To:	Historic Preservation Commission
Subject:	Consideration and possible action on a certificate of appropriateness (COA-26-0005) regarding the paint color of the structure(s) located at 611 N FM 1660.
Meeting:	Wednesday, May 27, 2026
Department:	Development Services
Staff Contact:	Manny Hernandez, Forrest Williams

BACKGROUND INFORMATION:

The site, 611 N FM 1660, is a 0.48-acre lot on the west side of N FM 1660 one property north from the intersection of Church Street and FM 1660. The parcel is developed with a single primary structure, a residence, and an accessory structure(s) on the property. The property is zoned OT-3 (Residential), is a contributing structure, and falls under the purview of the Historic Preservation Commission due to a visible change to the exterior of a designated contributing structure (UDC 10.704.2.1). The applicant is proposing to repaint the structure(s) on the property to colors that are historically accurate and already existing within the historic district, but are not allowed on the list of approved color palette.

Surrounding uses:

- North – OT-3 (Residential)
- East – OT-3 (Residential)
- South – OT-3 (Residential)
- West – PUD (Durango Farms)

SUMMARY OF REQUEST:

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.

The applicant is proposing exterior repainting and minor façade repairs using historically appropriate colors, consistent with the character requirements outlined in UDC Section 10.704.2.1.

STAFF REVIEW:

Staff has reviewed the applicant’s request to repaint the structures using colors that are historically appropriate to the district but not currently included on the approved color palette. Typically this work does not require a COA under the UDC, but the commission approved a paint palette and until

further clarification from the commissioner staff is going to continue to bring items similar to this for commission approval. The proposed work includes power washing, minor siding and trim repairs, and repainting the structures with the following Sherwin-Williams colors: Salty Dog (SW 9177) for the main body, Gypsum (SW 9543) as the primary trim color, and Black Magic (SW 6991) as an accent trim color. These improvements are consistent with typical maintenance and do not conflict with the historic character of the property.

FISCAL NOTES:

There is no fiscal impact of this project on the City.

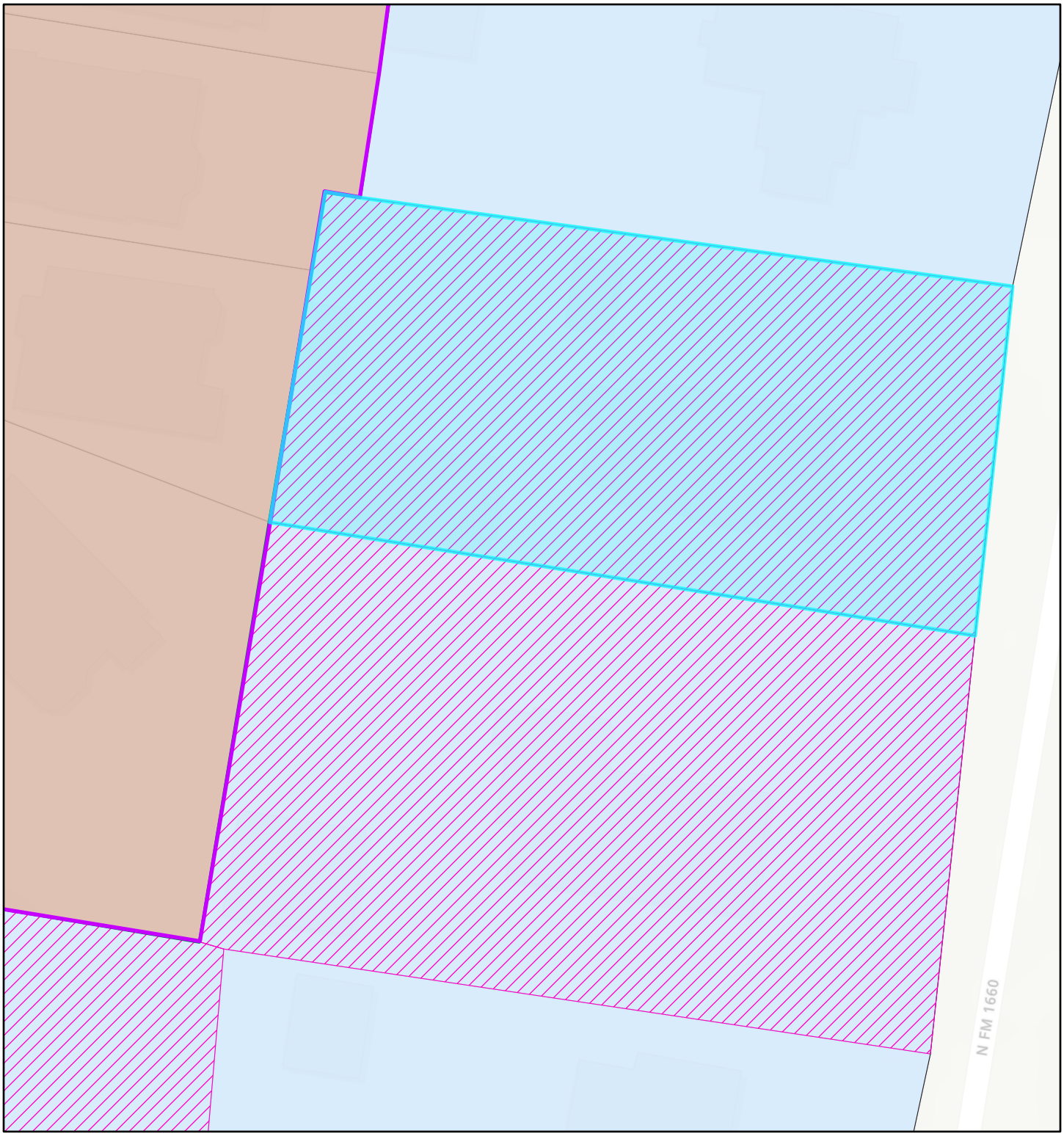
POLICY IMPLICATIONS:

There are no identifiable policy implications of new exterior paint on the residential lot.

ATTACHMENTS:

1. 611 N FM 1660 - Zoning Map
2. Initial (4-14-26)-COA letter
3. Initial (4-14-26)-paint rendering
4. Initial (4-14-26)-topo survey
5. 611 North FM 1660 - Site Pictures

611 N FM 1660



5/21/2026, 1:00:33 PM

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Development Agreements in Lieu of Annexation
In City Development Agreements
Gateway Overlay District (G)
Historic Overlay District (H)
Historic and/or Contributing Structure
Hutto Zoning Districts
Agriculture (AG)
General Commercial (B-2)
Historic (OT-5H)
Light Industrial (LI)
Local Business (B-1)
Multi-Family (MF)
Planned Unit Development (PUD)
Recreation (REC)
Residential (OT-3)
Single Family (SF-1)
Special District (SD-A)
Transition (OT-4T)
Two Family (SF-2)
Urban Residential (OT-4R)
City Limits
ETJ
Parcels
World_Hillshade

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

COA application

We are asking for a COA for paint choices that are historically accurate and already existing within the historic district however not currently on the approved list of color choices. We will also be doing some repairs to the facade of the house including trim repairs and replacement of some of the existing siding where needed. This process will include powerwashing, repairs to the siding and trim as well as the paint itself.

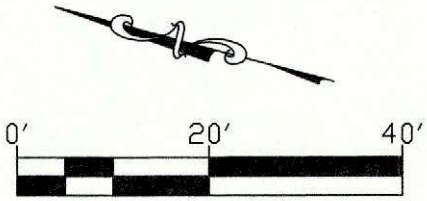
The
We are asking to paint the structures:

Main body of each structure: Salty Dog (SW 9177)
Trim color #1: Gypsum (SW 9543)
Trim color #2: Black Magic (SW 6991)

We are also seeking to do some foundation repair due to an abnormal amount of settling on our property. Those improvements include removal and replacement of all nonfunctioning part of the foundation.

611

Tree Table in Inches		
Tag	Trunk	Comment
5103	7	UNKNOWN CITRUS (5-4)
5104	12	RED OAK
5105	26	CRAPE MYRTLE (9-8-8-7-5-5)
5106	12	CRAPE MYRTLE (4-3-3-3-2-2-2-1)
5107	17	LACEY ELM (13-8)
5108	10	HACKBERRY (8-4)
5109	9	CRAPE MYRTLE (4-4-3-3)
5110	15	CHINABERRY (4-3-2-2-2-2)
5111	13	CHINABERRY (5-5-4-4-3)
5254	17	LIVE OAK
5256	13	LIVE OAK
5257	11	CEDAR
5258	11	LIGUSTRUM (6-5-5)
5259	6	LIGUSTRUM
5260	48	LIVE OAK (16-13-13-11-10-10-7)
5261	7	RED BUD (5-4)
5262	17	ASH
5263	6	RED OAK
5264	8	RED OAK
5265	12	RED OAK
5267	16	RED OAK
5268	35	PECAN
5269	6	PECAN
5270	18	UNKNOWN
5271	11	UNKNOWN
5272	12	HACKBERRY
5273	17	HACKBERRY
5274	15	HACKBERRY
5275	22	RED OAK
5276	12	PECAN
5277	7	PECAN
5278	20	UNKNOWN (8-8-7-5-4)
5279	9	PECAN
5280	11	RED BUD (6-5-5)
5283	32	PECAN (16-16-15)
5284	27	PECAN
5285	28	PECAN
5286	20	PECAN
5287	17	PECAN
5288	39	PECAN
5289	34	LIVE OAK
5290	18	BURR OAK
5291	4	UNKNOWN
5292	5	LIVE OAK
5293	4	UNKNOWN
5294	4	LIVE OAK
5297	4	OAK
5298	5	OAK



Graphic Scale: 1" = 20'

Notes:

1) Surveyor makes no expressed or implied warranties as to the fee ownership of the property shown.
2) Directional control is based on the Texas State Plane Coordinate System, Central Zone (4203).
3) Contours shown hereon were produced by an on the ground survey and are based on the Benchmark shown hereon (NAVD88).
4) This survey was performed without the benefit of a title commitment, therefor, agreements, easements and restrictions may exist that are not shown hereon.

611 North FM 1660 Facing West

AGENDA ITEM REPORT
5.5.

To:	Historic Preservation Commission
Subject:	Consideration and possible action on a certificate of appropriateness (COA-26-0006) regarding the replacement of skirting around the home located at 609 N FM 1660.
Meeting:	Wednesday, May 27, 2026
Department:	Development Services
Staff Contact:	Manny Hernandez, Forrest Williams

BACKGROUND INFORMATION:

The site, 609 N FM 1660, is a 0.61-acre lot on the west side of N FM 1660 at the intersection of Church Street and FM 1660. The parcel is developed with a single primary structure, a residence, and an accessory structure along the southern property line near the rear of the property. The property is zoned OT-3 (Residential), it is a contributing structure, and falls under the purview of the Historic Preservation Commission due to a visible change to the exterior of a designated contributing structure (10.704.2.1). The applicant is proposing the replacement of the skirting (under pinning) around the foundation of the home from the existing aluminum to a stucco material to help prevent water from flooding or washing out the area beneath the home.

Surrounding uses:

- North – OT-3 (Residential)
- East – OT-3 (Residential)
- South – OT-3 (Residential)
- West – PUD (Durango Farms)

SUMMARY OF REQUEST:

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.

The applicant is proposing to replace the existing aluminum skirting (underpinning) around the foundation of the home with a stucco material to help prevent water from flooding or washing out the area beneath the home.

STAFF REVIEW:

The skirting is in compliance.

AGENDA ITEM REPORT
5.5.

FISCAL NOTES:

There is no fiscal impact of this project on the City.

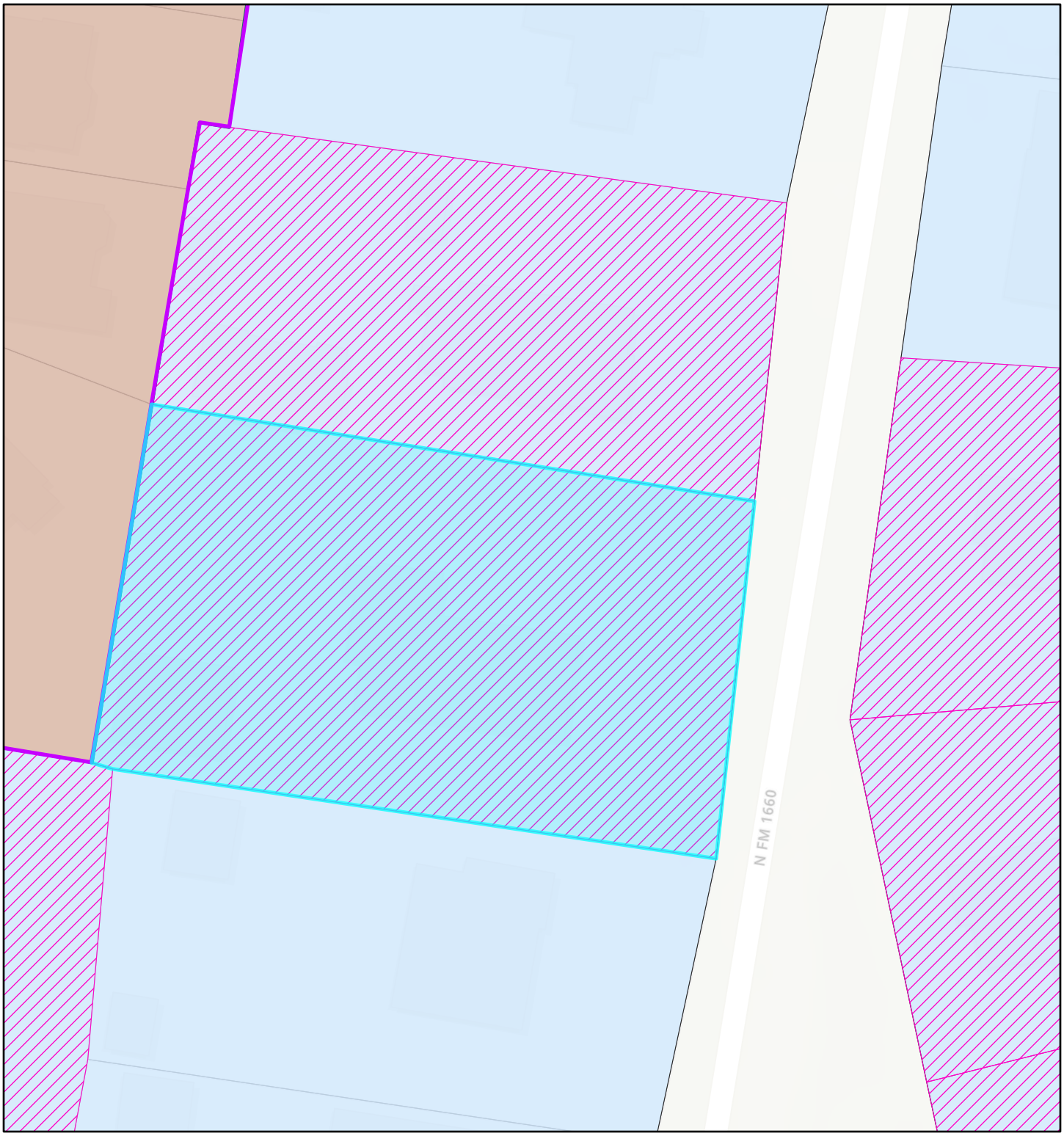
POLICY IMPLICATIONS:

There are no identifiable policy implications of changing the skirting around the home on this residential lot.

ATTACHMENTS:

1. 609 N FM 1660 - Zoning Map
2. Correspondance for skirting samples
3. MARCIW~1
4. 609 North FM 1660 - Site Pictures

609 N FM 1660



5/21/2026, 1:09:02 PM

1:677

0 0.01 0.01 0.02 mi

0 0.01 0.01 0.03 km

Development Agreements in Lieu of Annexation
In City Development Agreements
Gateway Overlay District (G)
Historic Overlay District (H)
Historic and/or Contributing Structure
Hutto Zoning Districts
Agriculture (AG)
General Commercial (B-2)
Historic (OT-5H)
Light Industrial (LI)
Local Business (B-1)
Multi-Family (MF)
Planned Unit Development (PUD)
Recreation (REC)
Residential (OT-3)
Single Family (SF-1)
Special District (SD-A)
Transition (OT-4T)
Two Family (SF-2)
Urban Residential (OT-4R)
City Limits
ETJ
Parcels
World_Hillshade

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

Outlook

FW: 609 N. FM 1660 SKIRTING DESCRIPTION

From Jennifer DeRoeck <Jennifer.DeRoeck@HuttoTX.gov>
Date Mon 5/18/2026 8:39 AM
To Forrest Williams <Forrest.Williams@HuttoTX.gov>; Manny Hernandez <Manny.Hernandez@HuttoTX.gov>

Good Morning!

Below are the images Marci sent me as well as an email thread between her and the contractor for the skirting with the description. Will this be what you need for HPC?

Jennifer DeRoeck
Economic Development | Marketing
512.759.5970 | huttotxedc.gov

HUTTO ECONOMIC DEVELOPMENT

500 W. Live Oak Street
Hutto, TX 78634
City of Hutto

From: marci wagner <marciwagnerhomes@gmail.com>
Date: Sunday, May 17, 2026 at 11:55 PM
To: Jennifer DeRoeck <Jennifer.DeRoeck@HuttoTX.gov>
Subject: 609 N. FM 1660 SKIRTING DESCRIPTION

Good morning Jennifer. Hope you had a nice weekend.

I'm forwarding the complete description and how it's made from Quality Foundation. I think he sent me photos separately so please look for those as well.

Marci Wagner
512-496-4980

---------- Forwarded message ---------
From: **marci wagner** <marciwagnerhomes@gmail.com>
Date: Sat, May 16, 2026 at 10:51 PM
Subject: Re: URGENT DEADLINE 609 N. FM 1660 Hutto
To: Marco Franco <marco@qfrtx.com>

Marco, you are the best!!! I cannot thank you enough for getting this to me. I can't imagine any reason they wouldn't approve this. I see cement, brick, siding and even lattice but I've gotta follow the rules. Skirt first or painter first? I'm gonna start scheduling as soon as I get approval.

Marci Wagner
512-496-4980

On Sat, May 16, 2026 at 5:32 PM Marco Franco <marco@qfrtx.com> wrote:

> Marci,
>
> Please see the attached pictures of the skirting we install. This is the optimal approach to enclose the crawl space and allow for ventilation. To describe the application:
>
> 1. Existing skirting is removed.
> 2. A 6"-8" trench is dug around the perimeter to allow for skirting.
> 3. #3 rebar is used as the backing for the skirting and installed around the perimeter every 12 inches.
> 4. Wire mesh is added, 8"x16" vents are prepared around the perimeter and then an initial coat of stucco is applied from the top to the bottom of the trench we dig.
> 5. A second coat is added which adds additional rigidity and also is the coat that we cosmetically brush out to what you see attached.
> 6. We will build and install a crawlspace door at the location you choose.

Let me know if you need more skirting pics. This is what I had right off the bat!

Cheers!

Marco Franco
Sales Manager, Foundation Specialist

Quality Foundation Repair
Austin, Texas
512.888.5425
QFR-austin.com

On Sat, May 16, 2026 at 15:50 PM marci wagner wrote:

> Hey there! Marco I'm in desperate need of the material being used for the skirting around my home. Any change to the exterior of my home must be approved. I'd be grateful if I could turn this into the city Monday end of day or Tuesday morning at the latest. They've got me on a very tight schedule. If I miss the Historical Committee's meeting this week, I'll have to wait another 4-6 weeks until they meet again & since it goes to City, Historic and finally city council first week of June, missing the meeting this week pushes me to August or later and due to rain, I really don't want to have to wait because I know this skirting is going to help with the water problem directly coming from the Durango Farms neighborhood in back of me. The only other question I have which doesn't really have anything to do with any of the meetings or approvals is this: if the house is being painted, do you prefer the painter to paint before the skirting or after you're done with the skirting?
>
> Thank you to everyone involved for trying to get this done and turned in by end of day Monday or no later than Tuesday early morning.
>
> Best regards,
>
> Marci Wagner
> 512-496-4980
>
> On Thu, May 14, 2026 at 10:48 AM Linda Aleman <info@qfrtx.com> wrote:
>
>> Hello Marci,
>>
>> Thank you for your email. As per our phone conversation, I'm sending this information on to Marco.
>>
>> Thank you,
>> Linda
>>
>> **Linda Aleman**
>> Customer Support & Admin
>>
>> Quality Foundation Repair
>> Austin, Texas
>> 512-363-7769
>> QFR-austin.com

On Thu, May 14, 2026 at 10:43 AM marci wagner <marciwagnerhomes@gmail.com> wrote:

Hey there! One more small ask for the Hutto Historical Preservation Committee.

If possible, can you PLEASE send me some kind of photo of the skirting that you'll be using to replace what's on the house now? I'm so close to having approval in 3 weeks & unless it's something crazy (which I doubt. Marco, I believe it's some form of cement that will also help the drainage issue) it will be approved on May 26th. 🙏. Just a photo & maybe description if you think it's necessary.

Oh thank you so much.

Also so I don't have to bother you again. The home is being painted. Marco, does skirting come first or painter? Once I know I can get on schedules.

Cheers to old houses😅

Marci Wagner
512-496-4980

EXHIBIT C

HISTORIC DOWNTOWN INCENTIVE PROGRAM APPLICATION

1. Applicant Information

- Applicant Name: Marci H. Wagner
- Business Name (if applicable):
- Mailing Address: 609 N. FM 1660
- Phone Number: 512-496-4980
- Email Address: marciwagnerhomes@gmail.com
- Property Owner Name (if different):
- Property Address: 609 N. FM 1660
- Williamson County Appraisal District Property ID:

2. Incentive(s) Requested

Check all that apply:

- ☒ Façade Improvement Reimbursement Grant
- ☒ Property Tax Reimbursement
- ☒ Property Tax Freeze
- ☐ Sales Tax Reimbursement
- ☐ Development Inspections and Permitting Reimbursement
- ☐ Other Chapter 380 Incentive (describe): _____

Requested Incentive Amount (if applicable): 18000.00

3. Project Description

Provide a detailed description of the proposed project, including:

- Existing conditions of the structure;
- Scope of work and proposed improvements; Exterior Paint, repair/replace falling down fence, replace broken window seen from street
- Historic features to be preserved or restored;
- How the project supports the goals of the Historic Downtown Incentive Program.

(Attach additional pages if necessary.)

4. Historic Status and Required Approvals

Indicate all that apply and attach supporting documentation:

- ☐ Property is a designated local historic landmark

Skirting is falling off/away from house + paint is peeled off in large sections.

The project supports the goal by bringing this once beautiful 1942 home back to life. The more people able to do this the better for beautiful old town

These Much Needed projects change Nothing. I wish to Restore it back to its original beauty

- ☐ Property is listed on the State Registry of Historic Places
- ☒ Property is located within a locally designated historic district
- ☐ Property is not designated but is contributing to the Historic Downtown area

The following approvals may be required prior to incentive disbursement, depending on the nature of the project and incentive requested:

- Approval from the Hutto Historic Preservation Commission (HPC)
- Certificate of Appropriateness (COA), if required by City ordinance
- Review or confirmation of listing by the Texas Historical Commission for properties on the State Registry of Historic Places
- All required building permits and inspections

5. Approved Building Materials and Design Standards

All improvements must utilize durable, high-quality materials consistent with historic preservation best practices and applicable design guidelines. Approved materials may include, but are not limited to:

Structural Framing and Foundation

- Steel support structures
- Foundation replacement
- Foundation leveling and repair

Exterior Walls and Façades

- Brick, stone, or masonry compatible with the original structure
- Fiber-cement siding designed to replicate historic profiles
- Historically appropriate wood siding or trim

Windows and Doors

- Wood or aluminum-clad wood windows with true or simulated divided lights
- High-quality metal or wood doors consistent with historic character

Roofs and Awnings

- Standing-seam metal roofing
- Architectural-grade shingles
- Canvas or metal awnings consistent with historic storefront design

Finishes and Details

- Paint colors compatible with approved historic palettes
- Energy-efficient lighting fixtures with historic styling

- Signage compliant with Downtown and historic sign regulations

Substitutions or alternative materials may be considered upon approval by the Historic Preservation Commission and City staff.

6. Project Budget and Timeline

Attach a detailed project budget, including:

- Cost estimates or contractor bids;
- Identification of eligible versus ineligible costs;
- Sources and uses of funds.

Proposed Start Date: As soon as I find out if I'm appoved.

Proposed Completion Date: From start to finish - 4 weeks

7. Required Documentation Checklist

The following documents must be submitted with this application, as applicable:

- ☒ Completed application form
- ☒ Proof of property ownership or owner authorization
- ☐ Site plan, elevations, and construction drawings
- ☒ Photographs of existing conditions
- ☒ Contractor bids or cost estimates
- ☐ Historic designation documentation (if applicable)
- ☐ Certificate of Appropriateness (if required)
- ☐ HPC approval letter or meeting minutes (if applicable)
- ☐ Evidence of State Registry listing or eligibility (if applicable)
- ☐ Any additional documentation requested by City staff

8. Review and Approval Process

1. Application submission to City staff.
2. Staff review for completeness and eligibility.
3. Referral to the Hutto Historic Preservation Commission, if required.
4. Review by City Council for incentives requiring Council approval.
5. Execution of incentive or Chapter 380 agreement.
6. Issuance of building permits and commencement of work.

9. Applicant Certifications

By signing below, the applicant certifies that:

EXHIBIT D

APPLICANT GUIDE

Historic Downtown Incentive Program – City of Hutto

This guide outlines the basic steps to apply for incentives available through the City of Hutto's Historic Downtown Incentive Program. Early coordination with City staff is strongly encouraged.

STEP 1: Confirm Eligibility

- The property must be located within **Historic Downtown Hutto**.
- The project must involve **rehabilitation, renovation, façade improvement, or adaptive reuse** of an existing building.
- Incentives are performance-based and subject to City approval.

STEP 2: Determine Required Historic Approvals

Based on the property's designation and the scope of work, the following approvals **may be required before incentives are approved or reimbursed**:

- Review by the **Hutto Historic Preservation Commission (HPC)**
- A **Certificate of Appropriateness (COA)**
- Verification of listing on the **State Registry of Historic Properties**, if applicable
- All required **building permits and inspections**

City staff will help identify which approvals apply to your project.

STEP 3: Assemble Application Materials

Applicants should be prepared to submit:

- Completed incentive application
- Project description and scope of work
- Photos of existing conditions
- Construction drawings or elevations (if exterior changes are proposed)
- Contractor bids or cost estimates
- Proof of property ownership or written owner authorization

STEP 4: Submit Application

- Applications **must be submitted before construction begins**.
- Incomplete applications may delay review.

STEP 5: Review & Approval

- City staff review the application for completeness and eligibility.
- HPC review occurs if required.
- City Council approval is required for reimbursement or tax-based incentives.

STEP 6: Execute Agreement & Begin Construction

- An incentive or Chapter 380 agreement must be executed.
- All required permits must be issued before work begins.

STEP 7: Completion & Incentive Disbursement

- Final inspections are completed.
- Required documentation is submitted.
- Incentives are issued in accordance with the executed agreement.

- All information provided is true and correct;
- No work has commenced prior to required approvals unless expressly authorized;
- The applicant agrees to comply with all applicable City ordinances, policies, and agreement terms.

Applicant Signature: Marci [illegible] Date: 5-1-2026

Property Owner Signature (if different): _____ Date: _____

FLOYD'S GLASS COMPANY

JOB ESTIMATE

1604 WEST SECOND ST.
P.O. BOX 803
TAYLOR, TEXAS 76574
TAYLOR: 352-7618 - AUSTIN 365-2016

PHONE: 512-496-4980

DATE: 04/03/26

SOLD TO:
MARCI WAGNER

MARCIWAGNERHOMES@GMAIL.COM

JOB NAME/LOCATION:
609 N FM 1660
HUTTO, TX

JOB DESCRIPTION: FURNISH AND INSTALL THE FOLLOWING:

Left side, bottom sash
Replacement clear insulated glass
1- 30" x 36"

Floyd's Glass is not responsible for repairing or replacing wood trim that could be damaged upon removal.

Total installed = $350.00

This project will require 50% deposit when placing the order and the balance due upon completion

This estimate is for completing the job as described above. It is based on our evaluation and does not include material price increases or additional labor or materials which may be required should unforeseen problems or adverse weather conditions arise

Estimated by:

Quality Foundation Repair

Proposal for 609 North FM 1660

Prepared for: Marci Wagner

Prepared by: Marco Franco
512.888.5425
marco@qfrtx.com

Date: Apr 29, 2026

Skirting North FM 1660 609

Proposal Total

$15,345.05

Expires on Jul 28, 2026

Sign & Approve

Payment Plan:

Payment 1

Deposit(50%)

$7,672.53

Payment 2

Download Contact Sales

Sign & Approve

www.QFR-austin.com
info@qfrtx.com
512.363.7769
8240 Georgian Drive
Austin, TX 78753

Quality Foundation Repair

Date 04/29/2026

Address 609 North FM 1660, Hutto, TX 78634

Client Details
Marci Wagner
5124964980
marciwagnerhomes@gmail.com
609 North FM 1660
Hutto, TX 78634

Foundation Specialist
Marco Franco
512.888.5425
marco@qfrtx.com

Scope of work

Description	Quantity	Amount
Skirting Per the Foundation Plan, replace any existing skirting with mortar skirting up to the current siding and 6" below grade, using #3 re-bar, metal lath, and a cement/sand mix. Vents will be added where suitable. A Cedar access door w be placed at your chosen location. Custom steel-framed doors are available on request. Note: Perimeter beam positioning may prevent vent installation and vents at grade may not be installed to avoid crawl space flooding risks. QFR isn't liable for moisture issues in the crawl space. Qty in square feet	595.0 sq ft	**$15,345.05**
Subtotal		$15,345.05
Total		**$15,345.05**

The owner agrees to pay 50% upon signing and 50% upon completion of structural work.
All Fees and Taxes are included in this invoice unless otherwise stated above.

Ask about our In-House Financing.

Deposit	**$7,672.53**
Balance	**$7,672.52**
Payment method	Wisetack Financing
Financing Amount Request	$7672.52

As low as **$166.44 per month with Wisetack***
Learn more

SEE FINANCING OPTIONS

Customer Signature Date

Additional Information

Property + Client:
609 North Fm 1660, Hutto, Tx 78634
Marci Wagner

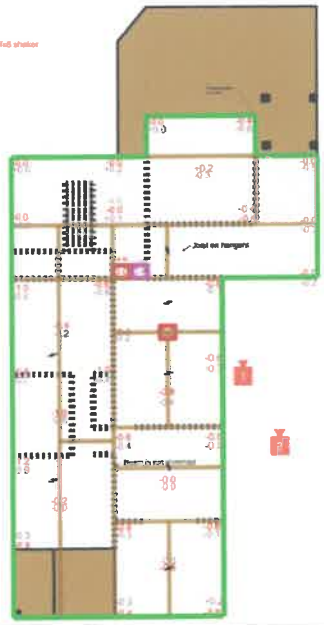
7/30/2024

Quality Foundation Repair

Inspector: Marco Franco 512.888.5425 marco@qfrtx.com

New elevation is taken April 28, 2026

Existing Foundation
Pier: Sono
Beams: 8x8 perimeter/4x6 mid span 4x6 shelter
Joists: 2x8 @ 24"
Clearance Joist to Grade 16"



Legend	
Skirting	

www.QFR-Austin.com | (512) 363-7769 | info@qfrtx.com | 8240 Georgian Dr. Austin, Texas, 78753

Rey Painting

Reynaldo Najera
163 PR 906
Hutto, TX 78634
Phone 512-585-8211

QUOTE

Benjamin Moore
Approved paint color

DATE: APRIL 7, 2026

TO:
609 N Farm to Market 1660
Hutto, TX 78634

JOB:
HOME

All Trim will be repainted same white as now

	JOB QUOTE	
	Description:	**Cost:**
Labor:		
	Paint exterior of home	**$9,000**
	-includes: power washing, caulk and prep.	
Paint:	**Paint**	**$800.00**
	Total :	**$9,800.00**

*Make all checks payable to Reynaldo Najera

If you have any questions about this quote, contact
Reynaldo Najera, 512-585-8211, reypaintingrr@gmail.com

Thank you for your business!

PFLUGERVILLE PFENCE COMPANY

Prepared for:

Marci Wagner
609 N Farm to Market 1660
Hutto, TX 78634

(512) 496-4980 | marciwagnerhomes@gmail.com

Evaluated on:

Thursday, April 16, 2026

Evaluated By:

Terry Davis

(512) 284-1553 | terryd@pflugervillepfencecompany.com

Pfantastic Pfences LLC, dba Pflugerville Pfence Company
3540 Co Rd 100
Hutto, TX 78634
Main (512) 284-1553
www.pflugervillepfencecompany.com

Scope of Work

Thank you for considering us for your project. We've attached a detailed estimate with clear, upfront information to help you make a confident, informed decision. If you have any questions—about materials, services, pricing, or anything else—just give us a call. We offer flexible options to fit most budgets and are always happy to help you find the right fit.

Since 2006, we've proudly built fences for homes and businesses across Central Texas. From wood privacy fences in nearly every style to ornamental iron, chain-link, custom gates, gate operators, decks, and pergolas—we've done it all. And we do it right: screws, not nails, for stronger, longer-lasting builds.

We source premium wood and top-tier ornamental iron directly from national fencing suppliers —not big box stores—so you get consistent quality and better pricing.

To put it in perspective, we build more than 200,000 linear feet of fence each year—nearly 38 miles. With almost 150 years of combined experience on our team, we're proud to be Central Texas' trusted fence company. If you want it built right and built to last, you've come to the right folks.

Pfence Pfixer Add-On (for post-warranty value)
Every new installation comes with our 1-Year Workmanship Warranty, giving you peace of mind from day one. When that warranty expires, we offer an optional program to keep your fence looking great and performing its best:

Pflugerville Pfence Pfixer™ – Year-Round Fence Protection
After your first year, you'll have the option to enroll in our Pfence Pfixer program, which includes:

Bi-annual professional inspections
Minor repairs and adjustments before they become major issues
Expert guidance on maintenance, staining, and long-term care
Priority scheduling for any future work
Exclusive member pricing on upgrades and repairs
It's the easiest way to extend the life of your fence and protect your investment long after the warranty period.

Front Picket Fence

Custom Services

Item	Cost
Replace 2 french gothic pickets, 1 2x4, replace gate hardware, adjust gate, reset 20 posts	1,000.00

Notes

Add $200 for painting

Costs

Section: Front Picket Fence

Description	Quantity
Replace 2 french gothic pickets, 1 2x4, replace gate hardware, adjust gate, reset 20 posts	1.00
Total Cost:	$1,000.00

Total: $1,000.00

Pg. 3 For Painting 200.00

Payment Terms

Deposit	*Due at bid acceptance*	600.00	~~$500.00~~
Final Payment	*Due at project completion*	600.00	$500.00

$1200 - Total With Picket Fence Painted

Terms & Conditions

Warranties

Cedar Privacy Pfences will be covered by our 1 year workmanship warranty. Any issues with workmanship will be addressed thru this warranty. Natural products being built in a natural environment will be affected by acts of God, Natures and the elements. Wood splitting, warping, excessive water or lack of water can affect the fence. It can lean with excessive wind in moist terrain as well as in dry terrain. Gates have the most issues on pfences. As the gate is will be pulled by gravity, it will put strain on the latch side of the fence, lean into the latch post. We usually have 3/4" of space between the gate and the latch post to help with this issue.

Our Ornamental Iron and Chainlink fences are covered by our one year workmanship warranty. Any workmanship issues are covered by this warranty. Any material concerns or issues must be handled by the manufacturer.

Contract

Agreement: By signing this document, the customer agrees to the services and conditions outlined in this document,**no verbal discussions are to be considered part of the services.**

This is a binding agreement between the hiring customer and Pflugerville Pfence Company. Material details & work being performed are detailed on this estimate/agreement. Invoice due date are included on Quickbook invoices sent. Any cancellations are subject to 10% chargeback. All material is considered to be owned by Pflugerville Pfence Company until full payment is made.

Pricing: Prices valid for 7 days from estimate date.

Payments: Pay terms are 50% deposit upon acceptance of bid, balance upon completion of the project.
1.5% late fees will accrue if not paid timely.

If paying by card, there is an additional convenience fee. ACH can also be submitted on this link. Please clickPay Now

If choosing to pay by check/cash, please mail your check with your invoice number to our address noted on the bid or you can drop it or cash off at the same location. $50 returned check fee +$15 bank fee, including stop payments.

We also offer discounts to:

Military (active/retired)
Law enforcement/First responders
Nurses
Seniors 65+
Public Educators
Discounts are based on footage contracted. We can apply a single qualifying discount

Business hours:

Office hours
Monday - Friday 8a-5p
We run a low overhead operation so there's times we are out with customers and can't be at the office or answer the phone but we will get back with you.

Installation Start time:

Our work schedule is Monday thru Saturday. We won't start before 8am but will be there once the previous job is finished, we're loaded and moving to your location. Our goal is to always start as early as possible but sometimes we run into unforeseen delays. We won't ask anyone to be home or take a day off during the install, we just need access to water for the concrete and electricity to run the saws and charge the batteries

Teardown/Haul away:

Teardown/Haul away is quoted within your bid and included in most fence replacements. Chain link removal is additional depending on the vines, trees and other vegetation grown into the fence. Standard haul away covers a basic fence tear down & haul away. Any trees, vines, vegetation, decor and/or anything attached, hanging or stacked on or near the fence is not included. These items need to be removed prior to our arrival the day of the install.

Tree removal:

If you have vines, trees or other landscaping needs, we can highly recommend Miguel Muñoz Lawn Service
They can clear the fence line so we can build your Pfence or most other landscaping needs
512-940-6663

Warranty:

Our Cedar privacy, ornamental iron, corrugated fences, Cedar pergolas, Cedar and Composite decks are covered by our one year workmanship warranty. Any wood defects are not part of this warranty. Natural products in nature will do things beyond anyone's control and can't be warrantied. Acts of God are also not warrantied along with abuse & neglect. If we fail to build properly, we will cover the repairs of affected areas of the project.

If you'd like to request a warranty inspection/repair visit, please email cierra@pflugervillepfencecompany.com

Please include the name of the person who contracted the work, address and details of the concerns. Pictures are also helpful

By signing any forms or agreements provided to you by Pfantastic Pfences LLC, dba Pflugerville Pfence Company, you understand, agree and acknowledge that your electronic signature is the legally binding equivalent to your handwritten signature. You agree, by providing your electronic signature, that you will not repudiate, deny or challenge the validity of your electronic signature or of any electronic agreement that you electronically sig or their legally binding effect.

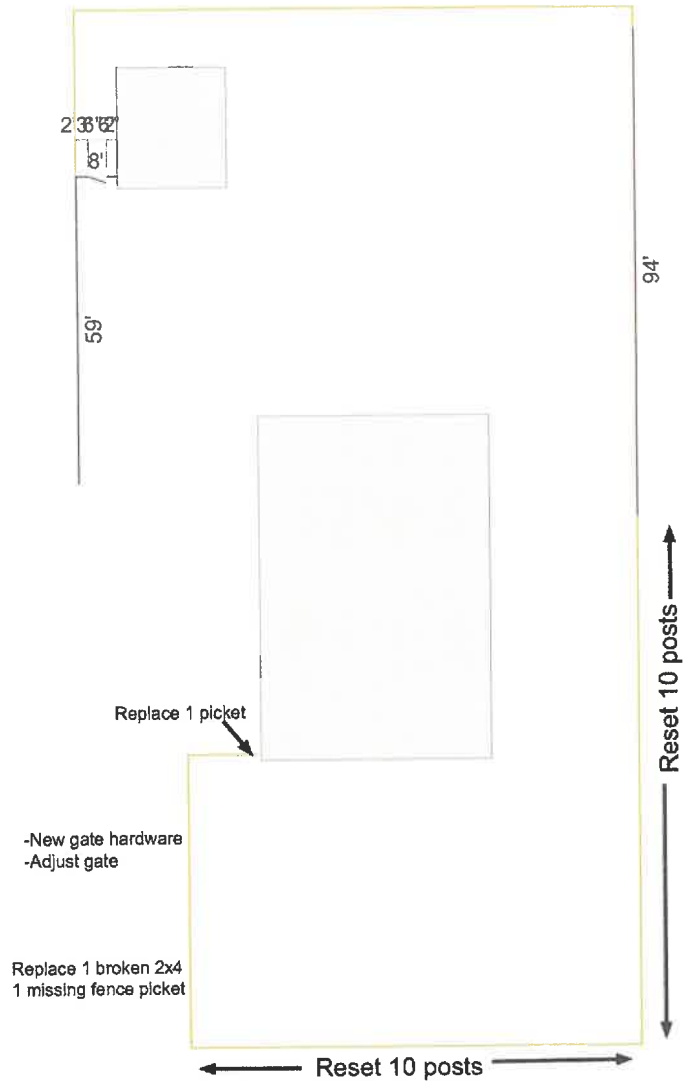
Signature: _____ Date: _____ Time: _____

Legend

New Fence

Existing Fence

Single Gate



Pfence Repair Estimate

PFLUGERVILLE PFENCE COMPANY

Pfantastic Pfences LLC, dba Pflugerville Pfence Company
3540 Co Rd 100
Hutto, TX 78634
www.pflugervillepfencecompany.com
(512) 284-1553

Project Address
Marci Wagner
609 N Farm to Market 1660
Hutto, TX 78634
(512) 496-4980 |
marciwagnerhomes@gmail.com

Created By
Terry Davis
(512) 284-1553
terryd@pflugervillepfencecompany.com
Created 4/16/2026

PFLUGERVILLE PFENCE COMPANY

Prepared for:

Marci Wagner
609 N Farm to Market 1660
Hutto, TX 78634

(512) 496-4980 | marciwagnerhomes@gmail.com

Evaluated on:

Thursday, April 16, 2026

Evaluated By:

Terry Davis

(512) 284-1553 | terryd@pflugervillepfencecompany.com

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We source premium wood and top-tier ornamental iron directly from national fencing suppliers —not big box stores—so you get consistent quality and better pricing.

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Pfence Pfixer Add-On (for post-warranty value)
Every new installation comes with our 1-Year Workmanship Warranty, giving you peace of mind from day one. When that warranty expires, we offer an optional program to keep your fence looking great and performing its best:

Pflugerville Pfence Pfixer™ – Year-Round Fence Protection
After your first year, you'll have the option to enroll in our Pfence Pfixer program, which includes:

Bi-annual professional inspections
Minor repairs and adjustments before they become major issues
Expert guidance on maintenance, staining, and long-term care
Priority scheduling for any future work
Exclusive member pricing on upgrades and repairs
It's the easiest way to extend the life of your fence and protect your investment long after the warranty period.

Right & Left ~~Rear~~

Side yard - falling DOWN. Seen from street.

Pflugerville Pfence Company

Pflugerville Pfence Company has been building quality fences across Central Texas since 2006. We take pride in doing things the right way, using better materials, better installation practices, and a team you can trust on your property.

We recycle every old fence we can. Through our long-standing partnership with a local pallet company, usable wood is repurposed and the remainder is shredded into mulch, keeping waste out of the landfill whenever possible.

Every fence we build is assembled with exterior-coated screws that cut their own groove into the wood. Unlike nails, screws do not strip protective coatings or loosen over time, which helps prevent rust and reduces wood rot.

All posts are set using Maximizer concrete, a 5500 PSI mix that cures faster and stronger than traditional concrete bags. This provides a more stable foundation and longer-lasting performance in Central Texas soil conditions.

Our crews work exclusively for us. In fact, our first two employees from 2006 are still with us today. We promote from within, ensuring consistent training, reliable workmanship, and the peace of mind that comes from knowing exactly who is on your property.

Fencing

Product	Quantity
166CDR58PM (Linear Foot) *>5/8" thick #2 1x6x6 Western Red Cedar* *>Postmaster Plus galv steel posts set in concrete* *>3-2x4 Western Red Cedar rails* *>Built with exterior coated screws*	161

Gates

Product	Quantity
WLKGTPM (Each) *Walk gate installation 42" to 45"* *Extra Postmaster Plus post *2x4 framing*gate hardware set*labor to install gate*	1

Notes

N/A

Custom Services

Item	Cost
Painting new fence white	1,000.00

Notes

N/A

Costs

Section: Right & Left Rear

Description	Quantity
166CDR58PM[1]	161.00
WLKGTPM	1.00
Painting new fence white	1.00
Total Cost:	$6,849.23

[1] *Any vegetation, vines, trees, decor or any other items on or near the fence including landscaping & barriers will need to be removed prior to installation and is not included in this quote.*

Total: $6,849.23

+ 1,000.00
7849.23

Payment Terms

Deposit	*Due at bid acceptance*	3924.61	$3,424.61
Final Payment	*Due at project completion*	3924.61	$3,424.62

$1000.00 Additional Amount For Painting New Side Fencing White To Match existing

See page 4 - Total w/white paint to match $7849.23

Terms & Conditions

Warranties

Cedar Privacy Pfences will be covered by our 1 year workmanship warranty. Any issues with workmanship will be addressed thru this warranty. Natural products being built in a natural environment will be affected by acts of God, Natures and the elements. Wood splitting, warping, excessive water or lack of water can affect the fence. It can lean with excessive wind in moist terrain as well as in dry terrain. Gates have the most issues on pfences. As the gate is will be pulled by gravity, it will put strain on the latch side of the fence, lean into the latch post. We usually have 3/4" of space between the gate and the latch post to help with this issue.

Our Ornamental Iron and Chainlink fences are covered by our one year workmanship warranty. Any workmanship issues are covered by this warranty. Any material concerns or issues must be handled by the manufacturer.

Contract

Agreement: By signing this document, the customer agrees to the services and conditions outlined in this document,**no verbal discussions are to be considered part of the services.**

This is a binding agreement between the hiring customer and Pflugerville Pfence Company. Material details & work being performed are detailed on this estimate/agreement. Invoice due date are included on Quickbook invoices sent. Any cancellations are subject to 10% chargeback. All material is considered to be owned by Pflugerville Pfence Company until full payment is made.

Pricing: Prices valid for 7 days from estimate date.

Payments: Pay terms are 50% deposit upon acceptance of bid, balance upon completion of the project.
1.5% late fees will accrue if not paid timely.

If paying by card, there is an additional convenience fee. ACH can also be submitted on this link. Please clickPay Now

If choosing to pay by check/cash, please mail your check with your invoice number to our address noted on the bid or you can drop it or cash off at the same location. $50 returned check fee +$15 bank fee, including stop payments.

We also offer discounts to:

Military (active/retired)
Law enforcement/First responders
Nurses
Seniors 65+
Public Educators
Discounts are based on footage contracted. We can apply a single qualifying discount

Business hours:

Office hours
Monday - Friday 8a-5p
We run a low overhead operation so there's times we are out with customers and can't be at the office or answer the phone but we will get back with you.

Installation Start time:

Our work schedule is Monday thru Saturday. We won't start before 8am but will be there once the previous job is finished, we're loaded and moving to your location. Our goal is to always start as early as possible but sometimes we run into unforeseen delays. We won't ask anyone to be home or take a day off during the install, we just need access to water for the concrete and electricity to run the saws and charge the batteries

Teardown/Haul away:

Teardown/Haul away is quoted within your bid and included in most fence replacements. Chain link removal is additional depending on the vines, trees and other vegetation grown into the fence. Standard haul away covers a basic fence tear down & haul away. Any trees, vines, vegetation, decor and/or anything attached, hanging or stacked on or near the fence is not included. These items need to be removed prior to our arrival the day of the install.

Tree removal:

If you have vines, trees or other landscaping needs, we can highly recommend Miguel Muñoz Lawn Service
They can clear the fence line so we can build your Pfence or most other landscaping needs
512-940-6663

Warranty:

Our Cedar privacy, ornamental iron, corrugated fences, Cedar pergolas, Cedar and Composite decks are covered by our one year workmanship warranty. Any wood defects are not part of this warranty. Natural products in nature will do things beyond anyone's control and can't be warrantied. Acts of God are also not warrantied along with abuse & neglect. If we fail to build properly, we will cover the repairs of affected areas of the project.

If you'd like to request a warranty inspection/repair visit, please email cierra@pflugervillepfencecompany.com

Please include the name of the person who contracted the work, address and details of the concerns. Pictures are also helpful

By signing any forms or agreements provided to you by Pfantastic Pfences LLC, dba Pflugerville Pfence Company, you understand, agree and acknowledge that your electronic signature is the legally binding equivalent to your handwritten signature. You agree, by providing your electronic signature, that you will not repudiate, deny or challenge the validity of your electronic signature or of any electronic agreement that you electronically sigr or their legally binding effect.

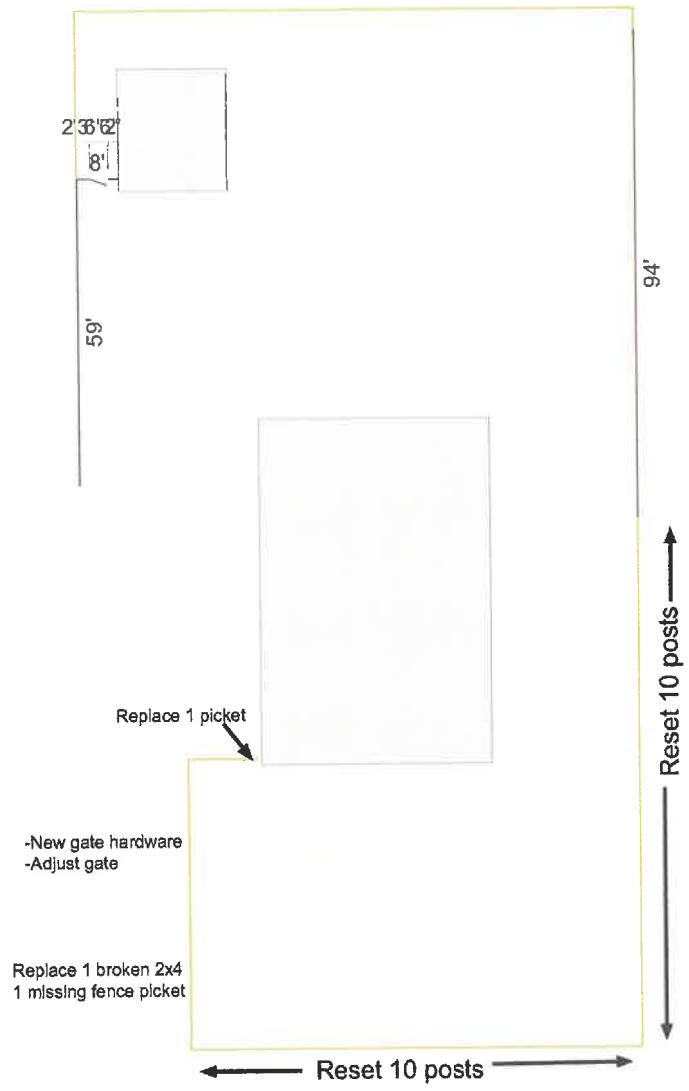
Signature: _____ Date: _____ Time: _____

Legend

New Fence

Existing Fence

Single Gate



Pfence Estimate

PFLUGERVILLE PFENCE COMPANY

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Created 4/16/2026

The City shall monitor project performance and compliance with agreement terms. Failure to meet performance standards may result in reduction, suspension, or recapture of incentives as provided in the applicable agreement.

10. Policy Amendments

This Policy may be amended by resolution of the City Council.

I don't have a written bid but I'M also asking to be able to have the horrible Meta eyesore that has been hit Multiple times taken out (this is cemented in) And replace with a true Mailbox + post. My Nextdoor Neighbors Mailbox is also attached and they are renters in same house for 20 years or More, Their Son Travis passed away 9 Months ago in the house, Ginger broke her hip about a Month ago + I would like to gift them with a true post + Mailbox. I'M asking for 1,000 for this project as it is a big job (if youve seen this thing you understand) to jackhammer the entire Metal thing out and replace with really Nice posts and Mailboxes.

Thank you for your consideration. It would Mean a lot.

609

609 North FM 1660 Facing South West

609 North FM 1660 Facing West

AGENDA ITEM REPORT
6.3.

To:	Historic Preservation Commission
Subject:	Discussion and direction on Certificate of Appropriateness (COA) requirements related to: prior Historic Preservation Commission (HPC) actions, possible amendments to the UDC, and amendments to COA Fee(s).
Meeting:	Wednesday, May 27, 2026
Department:	Development Services
Staff Contact:	Manny Hernandez

BACKGROUND INFORMATION:

Chapter 7 of the Unified Development Code (UDC) establishes requirements for changes to contributing structures within the City's designated Historic Districts. Under UDC §10.704, the Historic Preservation Commission (HPC) is the designated decision-making body responsible for reviewing and issuing Certificates of Appropriateness (COAs) for visible exterior changes to contributing structures within the Old Town zoning district. Over time, staff has identified areas where historical HPC actions, informal administrative practices, and website guidance differ from the current UDC language. These discrepancies create uncertainty for applicants, staff, and commissioners regarding which items require a COA, what types of improvements are exempt, and whether HPC adopted guidelines from prior years have regulatory authority absent a formal UDC text amendment. Additionally, several minor improvements frequently requested by property owners mailbox replacement, skirting replacement, exterior lighting are not clearly addressed in the UDC. When in doubt, staff often defaults to recommending a COA; however, the current fee structure ($500 for a minor COA and $2,200 for a major COA) may be cost-prohibitive relative to the actual project valuation. To ensure consistent administration of code and align HPC procedures with the UDC, staff seeks direction from the Commission on whether past HPC actions should be formalized through a UDC text amendment, retained as guidance, or reconsidered.

SUMMARY OF REQUEST:

Staff requests feedback and direction on the following items:

- Historic Paint Color Palette Discussions (2010)
  - Whether HPC intends to maintain, remove, or formalize the paint color palette information currently posted on the City's website given that no final action was taken in 2010 and no code amendment was adopted.

- Old Town (OT-3) Fence Standards Adopted in 2013
  - Whether the 2013 HPC approved list of acceptable OT-3 fences should be incorporated into the UDC or remain a Commission-approved guideline.

- Porch and Railing Approvals (2013)
    - Whether to codify HPC direction that matching-style railing replacements may be administratively approved while new railing requires HPC review.

- Clarification of COA Applicability for Minor Improvements

- Direction on whether certain frequently requested items (mailboxes, skirting replacement, exterior lighting, etc.) should be:
    - Exempt from COA requirements,
    - Administratively approvable, or
    - Required to go before the HPC.

- COA Fee Structure Review:
    - Whether the Commission supports staff evaluating a proportional fee model (e.g., minimum $50 and/or 2% of project valuation) for a future fee schedule amendment.

STAFF REVIEW:

1. Historic Color Palette (2010)
    a. Prior actions by HPC:
        i. March 23, 2010: HPC tabled paint color item for additional review.
        ii. April 27, 2010: City Attorney presented examples of possible palettes; HPC discussed need for public input; no action.
        iii. May 25, 2010: Public workshop held; no residents attended; no action.
        iv. June 22, 2010: Public workshop indicated strong opposition to mandatory color regulation; three owners showed interest in incentives; HPC discussed obtaining further public input; item not returned for action.
    b. No official color palette was ever adopted from staff's research, yet the City website currently displays an “approved paint palette” FAQ.
    c. Staff concern: The UDC does not regulate paint color. Any palette would require a formal UDC amendment to be enforceable.
2. Old Town Residential Fences (2012–2013)
    a. Nov. 13, 2012: HPC discussed acceptable fence types in OT-3; directed staff to revise list.

   b. Dec. 18, 2012: Item tabled.
   c. Jan. 22, 2013: HPC directed staff to incorporate recommended changes.
   d. Feb. 26, 2013: HPC formally approved a list of pre-approved OT-3 fence types (with removal of white-iron).
   e. This list now lives as a brochure on the City website: https://www.huttotx.gov/DocumentCenter/View/3389/Fence-Brochure-for-Old-TownHistoric-District?bidId= *Staff concern: The UDC does not reference this list, raising enforcement and procedural questions.*
3. Porch and Railing Modifications (2013)
   a. April 23, 2013: HPC directed staff that replacement railing matching existing style could be approved administratively; new railing must return to HPC. *Staff concern: This direction is not codified in the UDC and relies on institutional memory.*
4. Unclear Items Requiring COAs
   1. Staff routinely receives questions regarding whether the following require a COA:
      i. Mailbox replacement
      ii. Replacement of damaged or deteriorated skirting
      iii. Addition of exterior lighting fixtures
      iv. Small hardware additions (door knockers, house numbers, etc.)
   2. Current UDC §10.704 requires COAs for visible changes to contributing structures; however, §10.704.2.2 exempts in-kind repair, paint color, and ADA-related improvements. Many of the items listed above fall into gray areas not clearly defined. *Staff concern: Applicants may avoid compliance due to ambiguity and cost.*
5. COA Fee Structure
   1. Current fees:
      a. Minor COA: $500
      b. Major COA: $2,200
   2. This structure may not be proportionate to project valuation. For example:
      a. A $45 door knocker could trigger a $500 COA fee.
      b. A $10,000 façade restoration would be only $2,200.
   3. Staff proposes exploring a fee structure such as:
      1. Minimum fee of $50, AND/OR
      2. 2% of project valuation.
      3. Staff request: HPC direction on whether staff should study and return with recommendations as part of a citywide fee schedule update or proceed with one of the proposed options presented?

FISCAL NOTES:

- A percentage-based fee structure may moderately reduce revenue for large projects but increase compliance for small improvements that currently face disproportionate fees.

- Clarifying COA applicability may reduce unnecessary COA applications and staff processing time.

POLICY IMPLICATIONS:

- Aligning past HPC decisions with the UDC will ensure transparency, consistency, and defensibility of future decisions.
- Creating formal UDC amendments for paint palettes, fence types, or railing standards would provide enforceable regulations but require public hearings.
- Establishing clear COA exemptions or administrative approvals will help reduce confusion and improve customer service.
- A revised fee structure may improve public perception of the preservation process and reduce barriers to maintaining contributing structures.
- HPC direction will need to support staff in preparing appropriate text amendments during the broader UDC re-write.

ATTACHMENTS:

None