



# City of Hutto

## Agenda

### Historic Preservation Commission Wednesday, June 24, 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](http://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](mailto:comments@huttotx.gov) PRIOR to 4:00 pm on June 24, 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 on May 27, 2026

#### 5. AGENDA ITEMS

5.1. Consideration and possible action of a certificate of appropriateness (COA-26-0007) for 110 W. Pecan Street to make a change to the exterior of a historic and contributing structure.

5.2. Consideration and possible action on a certificate of appropriateness (COA-26-0008) for 107 East Street to make a change to the exterior existing and contributing structure.

#### 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. (Commissioner Skeen and Stephenson)

6.2. Discussion and updates on possible site and specs for the future Hutto Museum and/or Visitor Center. (Commissioner Benson and Stephenson)

6.3. Update from staff 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 June 24, 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 June 18, 2026 before 5:00 P.M.



*Angel Kavanaugh*  
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](mailto: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 on May 27, 2026  
**Meeting:** Wednesday, June 24, 2026  
**Department:** Development Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

1. Historic Preservation Commission Meeting Minutes May 27, 2026



# City of Hutto

## Minutes

**Historic Preservation Commission  
Wednesday, May 27, 2026 at 7:00 PM  
City Council Chambers**

### 1. CALL SESSION TO ORDER

The meeting was called to order at 7:01 PM

### 2. ROLL CALL

DeAnne Worley, Board Chair	Y
Catherine Skeen, Board Member	Y
Jon Stephenson, Board Member	arrived at 7:25 PM
Alexis Ortiz, Board Member	N
Christine Benson, Board Member	Y
Marie Joelle Dan, Board Member	Y

### 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](mailto: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.

No public comment

### 4. MINUTES

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

The meeting minutes were corrected. A motion to approve was made by Commissioner Catherine Skeen, seconded by Commissioner Christine Benson.

Motion passed 4 Ayes to 0 Nays

### 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.

Planning Manager, Forrest Williams provided a presentation on the project beginning at 7:04. The applicant was present and shared the scope of work. Commissioner Catherine Skeen asked if we would be losing any parking spots because of the addition of the fence. The applicant shares that additional parking has already been secured through the demo of a building. The old metal siding building that was behind the gas station. Commissioner Christine Benson asks if there will be any outdoor seating created. The applicant says no. Commissioner Marie Dan made a motion to approve item 5.1, seconded by Chair DeAnne Worley.

Motion passed 4 Ayes to 0 Nays

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

Planning Manager, Forrest Williams provides a presentation beginning at 7:11. Chair DeAnne Worley states that the application mentions the lighting is supposed to match the time period and asks if we have anything in our code that regulates our lighting types. Forrest shares that we do not, but that if the board is interested it could be a later discussion to establish something.

A motion was made by Commissioner Christine Benson to approve item 5.2, seconded by Commissioner Marie Dan.

Motion passed 4 Ayes to 0 Nays

- 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.

Planning Manager, Forrest Williams, begins the presentation at 7:16.

Deliberation regarding fence height. The presentation included an 8 ft-high section of fence. Staff mentions to board that the maximum allowed height is 6ft. The applicant shares that there are 2 non-compliant fences on the same street. Planner, Manny Hernandez shares that those fences have not been before staff, or have been approved by staff, and that they are non-compliant and require code action. Chair DeAnne Worley asks if this can be tabled. Director, Howard Koontz shares that non-compliance should not influence their decision, and that their responsibility is to look at this through the lens of what is currently allowed by the code.

A motion was made by Commissioner Marie Dan to approve item 5.3 with the condition that the max height is 6 ft, seconded by Commissioner Christine Benson.

Motion passed 4 Ayes to 0 Nays

- 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.

Planning Manager, Forrest Williams begins presentation at 7:29

Commissioner Jon Stephenson asks why they are asking to vary. The applicant shares that they were inspired by existing colors in the historic district of the old HBC building, but those colors are not on the approved color palette. No further questions from the board.

A motion was made by Commissioner Catherine Skeen to approve item 5.4, seconded by Commissioner Marie Dan.

Motion passed 5 Ayes to 0 Nays

- 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.

Planning Manager, Forrest Williams presents at 7:37

Commissioner Jon Stephenson asks about the year that this was built, and if we are aware of when it was built. Jennifer shares that she believes it was 1942.

A Motion was made by Commissioner Jon Stephenson to approve item 5.5, seconded by Commissioner Marie Dan.

Motion passed 5 Ayes to 0 Nays

Stephenson asks if he can be kept in the loop regarding the outcome of the grant.

## 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)

CC approved \$20,000 and an additional \$40,000 in matching funds if the commission raises enough money for the sponsorship.

The history committee is requesting sponsors to help raise money for the banners. Taylor is hosting a Smithsonian traveling exhibit. This is a great opportunity for Hutto to share 5 historical markers, which would be the first time that our city has installed 6 topics on 5 markers, one double-sided.

The activity book that teaches the history of Hutto is something that Skeen is working on. A 200-word essay competition that covers the topic of historic Hutto. Plant growing contest (historic plants) bring it and compete for who grows the best crop? Costume competition at the event at Adam Organ.

- 6.2. Placeholder for discussion on specs for possible Hutto museum or Visitor Center  
The board does not remember requesting this. Discussion about the old train depot and what happened to it. Stephenson suggests staying in touch with the school district and seeing if we can acquire a portable building that they want to get rid of to use as a museum building. Benson and Skeen question the feasibility of taking a building and where one would place it. Stephenson states that the city has plenty of land and suggests it would be easy to find somewhere to place it.

Benson suggests that the farm building at the Peterson community demonstration garden could be a good fit for the museum. Cat suggests that someone from the garden could help judge a plant competition.

Worley requests that 6.1 and 6.2 become standing items at these meetings so they can continue to discuss.

- 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).

Planning Manager, Forrest Williams presents at 8:06.

Paint Palette

Commissioner Jon Stephenson recommends that staff work on updating the paint palette and bringing it back. Other board members suggest that it be range rather than specific colors and that it should not be brand-specific. Benson recommends that we add a note to the website that this is not formally adopted and not required at this time. Instead, at that time all paint must come before the board.

Fences

The board is open to getting it included in the UDC. No direction on expanding fence types or zoning districts. Staff will come up with multiple scenarios and present them to the board. Staff will come up with a list of what is considered a minor improvement and will not require coming before the board.

Stephenson recommends eliminating the fees. He also wants to know the history of the fees and where the money goes once the fee is charged. Staff will do research. Direction for the budget session is to reduce costs with the goal of eliminating fees.

**7. ADJOURNMENT**

The meeting was adjourned at 8:30 PM

**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.

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Historic Preservation Commission Chair or Representative

# AGENDA ITEM REPORT

## 5.1.



**To:** Historic Preservation Commission  
**Subject:** Consideration and possible action of a certificate of appropriateness (COA-26-0007) for 110 W. Pecan Street to make a change to the exterior of a historic and contributing structure.  
**Meeting:** Wednesday, June 24, 2026  
**Department:** Development Services  
**Staff Contact:** Forrest Williams, Manny Hernandez

### BACKGROUND INFORMATION:

110 W. Pecan Street is a historic and contributing residential structure located within the Old Town Historic District. The property is surrounded by OT-4T Transition zoning to the north, east, and west. Adjacent properties to the east and west are also historic and contributing structures. To the south is property designated OT-5T Historic, currently used as a public parking lot and pocket park, also identified as a historic and contributing site.

The property owner is undertaking extensive work to the home, including cosmetic upgrades intended to improve the condition and appearance of the structure. Because one component of the project involves altering the exterior of the building, a Certificate of Appropriateness (COA) is required.

### SUMMARY OF REQUEST:

The applicant is requesting approval to install masonry underpinning/skirting around the base of the structure. This change will modify the visible exterior façade and therefore triggers review under the Historic Preservation Ordinance.

No additional changes requiring a COA have been requested at this time.

### STAFF REVIEW:

- Per UDC Section 10.704.2.1 Applicability, Any of the following changes to the exterior of a structure in a historic district, or with designated or pending historic designation, require a certificate of appropriateness.
  - Visible change to the exterior of a designated contributing structure.
  - Addition to a designated contributing structure in a historic district.
  - Demolition or relocation of a designated contributing structure. The Historic Preservation Commission may require the owner to conform to a salvage plan as a condition for approving a certificate of appropriateness.
  - Construction of a new detached structure.

# AGENDA ITEM REPORT

## 5.1.



- Staff reviewed the request for consistency with the Historic Preservation Design Standards and the character of contributing structures within the Old Town Historic District.
  - Masonry skirting is commonly used as an underpinning method for historic homes when designed in a manner consistent with the architectural period and surrounding context.
  - Adjacent properties contain a mix of traditional pier-and-beam foundations with skirting materials that vary but maintain a cohesive historic appearance.
  - The proposed change does not involve removal of historic architectural elements and is considered a reversible and minimally impactful modification when executed with materials and detailing compatible with the original structure.
  - The improvement is expected to enhance the home's visual stability, reduce exposure to environmental conditions, and support long-term preservation of the structure.
- Based on the information provided, the request appears generally compatible with the historic character of the district and the surrounding contributing properties, pending final material selection and design detailing that meet applicable standards.

### **FISCAL NOTES:**

This project was previously under consideration for Economic Development Corporation (EDC) grant assistance. However, due to project timing, the property owner has elected to proceed with the improvements without the use of EDC grant funds. As a result, there is no fiscal impact to the City, and all work will be privately funded by the property owner.

### **POLICY IMPLICATIONS:**

Approval of the request would be consistent with the City's goals for preservation of historic resources and reinvestment in contributing structures within the Old Town Historic District. Allowing appropriately designed masonry underpinning/skirting supports continued maintenance of aging foundations while preserving the district's overall character.

This application aligns with adopted historic preservation policies, including:

- Encouraging upgrades that extend the longevity of historic structures
- Allowing exterior modifications that are compatible, reversible, and sensitive to the structure's historic integrity
- Supporting reinvestment that enhances the visual and cultural value of Old Town

### **ATTACHMENTS:**

1. 10. Init(6-11-26)-Scope of Work
2. Location Map

# AGENDA ITEM REPORT

## 5.1.



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3. 5. Init(6-11-26)-110 W Pecan St - Site Plan
  4. 6. Init(6-11-26)-Archtiectural Elevations Front and Rear
  5. 7. Init(6-11-26)-Proposed Architectural Details
  6. 9. Init(6-11-26)-Photos of the Site and Material for underpinning

### Project Overview

- Objective: Phase-based restoration and revitalization of the property at 110 Pecan Street, Hutto, TX, preserving historic character while upgrading essential systems and improving accessibility. Phase 1 focuses on mechanicals; Phase 2 on cosmetic revitalization; Phase 3 on interior remodel; Phase 4 on exterior outbuilding (garage) assessment and disposition.
- Location: 110 Pecan Street, Hutto, TX
- Budget: Approximately \$300,000 total
- Schedule: 3 to 9 months total (phased)
- Stakeholders: Property owner, city of Hutto, local historic authorities, tenants/visitors, and the surrounding community

### Phase 1: Mechanical Systems and Structural Foundation (Immediate priorities)

- Duration: Expected 4–12 weeks within the overall project window
- Objectives:
  - Mechanical: Upgrade or install essential electrical, plumbing, HVAC as required for code compliance and safety.
  - Foundation: Assess, repair, and reinforce foundation as needed to support current loads and future phases.
  - Roofing: Repair or replace roof to ensure watertight condition; select materials sympathetic to historic character where visible.
- Deliverables:
  - Structural assessment report with recommendations and permits if required
  - Updated electrical service and distribution plan
  - Plumbing remediation plan (water supply, waste lines, fixtures)
  - Roofing plan and material specifications compatible with historic aesthetics
  - As-built drawings for Phase 1 scope
- Compliance: Align with local building codes, State of Texas requirements, and any historic preservation guidelines applicable to the structure
- Local contractors: Prioritize licensed contractors located in Hutto or within a defined radius with experience in historic restoration and small commercial projects

### Phase 2: Cosmetic Revitalization and Site Improvements

- Duration: Following Phase 1, approximately 4–8 weeks
- Objectives:
  - Exterior cosmetic: Repaint exterior; repair or replace front porch per renders; remove/trim brush; remove the pecan tree on the east street side if required; rebuild front porch to specified design.
  - Windows/doors: Restore or replace original windows to their original state where feasible; install a new front door aligned with historic character.
  - Accessibility: Add a new wheelchair-accessible entrance/landing on the Pecan Street side; ensure path of travel complies with accessibility standards.
  - Landscaping: Landscape improvements, brush removal, and site cleanliness

to restore curb appeal.

- Deliverables:
  - Exterior restoration plan with paint palette, porch design, and porch details
  - Window restoration/replacement plan and schedule
  - Accessibility upgrade plan (ramps, entrances, clearances)
  - Landscaping plan (plantings, grading, drainage, irrigation if included)
  - Tree/brush removal plan and disposal
- Compliance: All work to respect historic fabric and approvals from local authorities as needed
- Local contractors: Continue to prioritize Hutto-area contractors with relevant experience

### Phase 3: Interior Cosmetic and Functional Remodel

- Duration: Approximately 6–12 weeks
- Objectives:
  - Kitchen: Full remodel; maximize reuse of existing items where feasible; install updated cabinetry, surfaces, and fixtures while preserving historic charm
  - Bathrooms: Full remodel upstairs and downstairs with modern facilities; reuse items as feasible
  - Interior finishes: Walls, ceilings, flooring updates with a design that complements historic character
  - Utilities: Ensure electrical, plumbing, and HVAC are compatible with new layouts and meet current codes
- Deliverables:
  - Detailed floor plans for the interior layout
  - Interior finish schedules and material palettes
  - Cabinetry, fixture, and appliance specifications
  - Updated MEP plans reflecting remodel
  - Final as-built interior drawings
- Compliance: Adhere to applicable building codes and accessibility standards; preserve historical interior features where feasible

### Phase 4: Exterior Garage Structure and Site Reconfiguration

- Duration: 4–8 weeks (concurrent with Phase 3 where possible)
- Objectives:
  - Assess the exterior separate garage: determine feasibility of repair/rebuild versus removal
  - If repair/rebuild is not feasible, implement alternative: remove garage and repurpose the space for additional city parking or public use
  - Final site reconfiguration to optimize traffic flow and parking
- Deliverables:
  - Structural condition assessment of the garage
  - Construction plan and cost estimate for repair/rebuild or removal
  - Updated site plan showing revised parking and access
- Compliance: Ensure any changes align with local zoning, historic guidelines, and parking requirements

### Cost and Budget Allocation (High-Level)

- Phase 1 (Mechanical, Foundation, Roofing): \$100,000–\$140,000
- Phase 2 (Cosmetic Exterior, Accessibility, Landscaping): \$60,000–\$90,000
- Phase 3 (Interior Remodel): \$90,000–\$110,000
- Phase 4 (Garage Assessment/Disposition and Site Reconfig): \$20,000–\$40,000
- Contingency: Include a 5–15% contingency within each phase
- Note: Exact allocations will be refined after Phase 1 assessments and design decisions

### Change Management

- Any scope changes require written change orders describing impact on cost, schedule, and quality
- Baseline schedule and budget will be maintained; deviations tracked and reported monthly
- Approvals required from owner and applicable authorities for significant changes

### Preservation and Historical Character

- Preserve where feasible; document changes for historic records
- Reversible or minimally invasive methods preferred
- Public communications highlighting preservation efforts and progress

### Local and Community Impact

- Local contractor utilization prioritized (Hutto-based first)
- Step-by-step plan for minimizing disruption to the neighborhood
- Public realm improvements to support revitalization and walkability
- Alignment with downtown revitalization goals to attract visitors and support local businesses

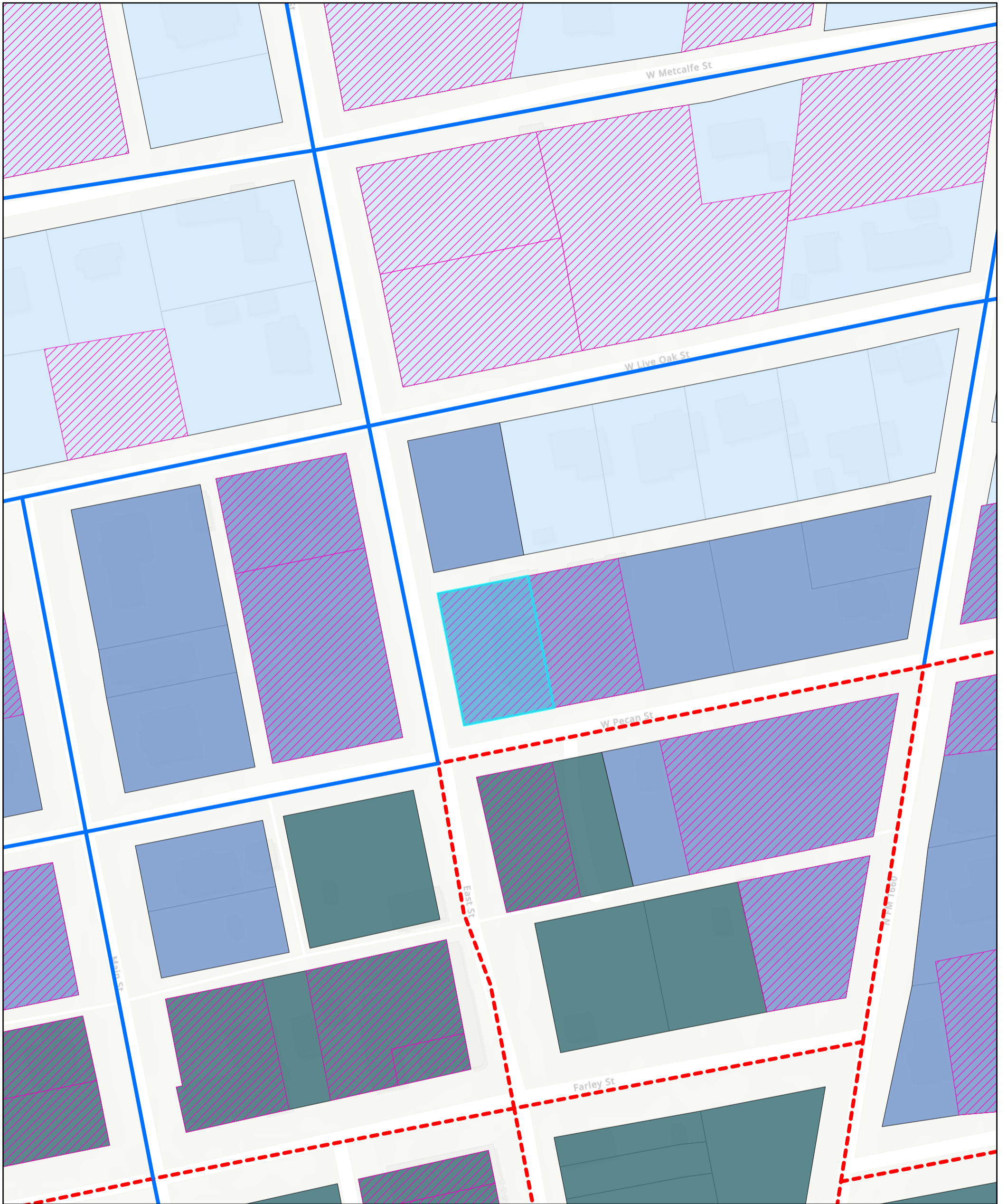
### Deliverables Summary

- Phase-specific drawings, specifications, and permits
- Documentation of historic elements and restoration decisions
- Site plans, landscape plans, and accessibility details
- Interior remodel plans with finish schedules
- Final as-built documentation and operation manuals

### Next Steps

- Confirm site conditions and obtain any required historical documentation
- Engage licensed local contractors (Hutto-focused) for Phase 1 bid package
- Develop a detailed Phase 1 design package and permitting plan
- Establish procurement, schedule, and milestone-based payments

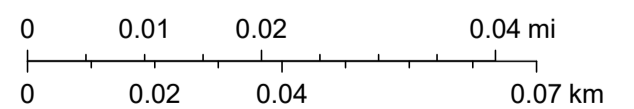
# 110 W. Pecan Street



6/17/2026, 8:54:11 AM

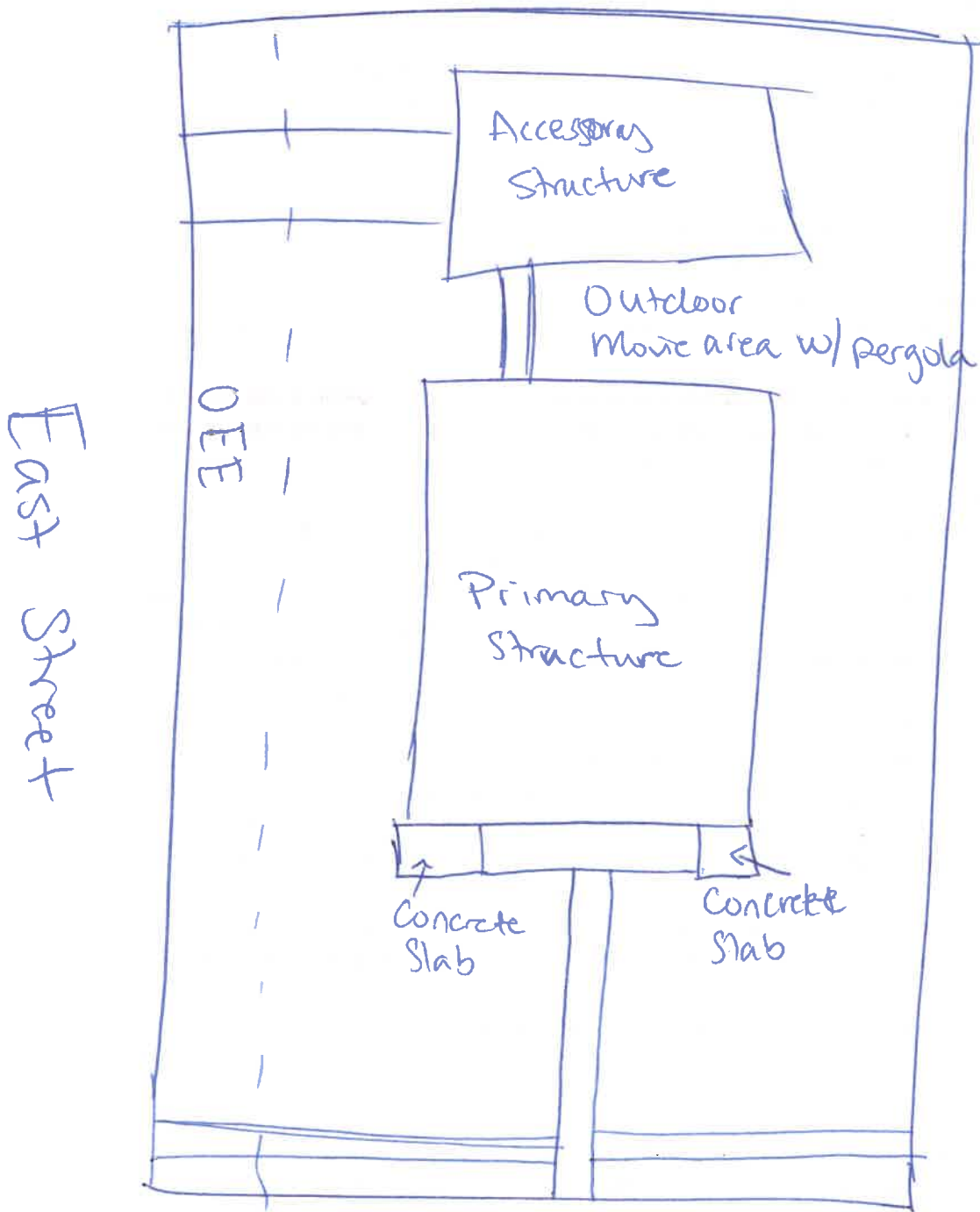
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| <ul style="list-style-type: none"> <li> Development Agreements in Lieu of Annexation</li> <li> In City Development Agreements</li> <li> Gateway Overlay District (G)</li> <li> Historic Overlay District (H)</li> <li> Historic and/or Contributing Structure</li> <li> SmartCode (SC)</li> <li>Historic Overlay District Roadways <ul style="list-style-type: none"> <li> A-Grid</li> <li> B-Grid</li> </ul> </li> </ul> | <b>Hutto Zoning Districts</b> <ul style="list-style-type: none"> <li> Agriculture (AG)</li> <li> General Commercial (B-2)</li> <li> Historic (OT-5H)</li> <li> Light Industrial (LI)</li> <li> Local Business (B-1)</li> <li> Multi-Family (MF)</li> <li> Planned Unit Development (PUD)</li> <li> Recreation (REC)</li> <li> Residential (OT-3)</li> </ul> | <ul style="list-style-type: none"> <li> Single Family (SF-1)</li> <li> Special District (SD-A)</li> <li> Transition (OT-4T)</li> <li> Two Family (SF-2)</li> <li> Urban Residential (OT-4R)</li> <li> City Limits</li> <li> ETJ</li> <li> Parcels</li> <li>World_Hillshade</li> </ul> |
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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,

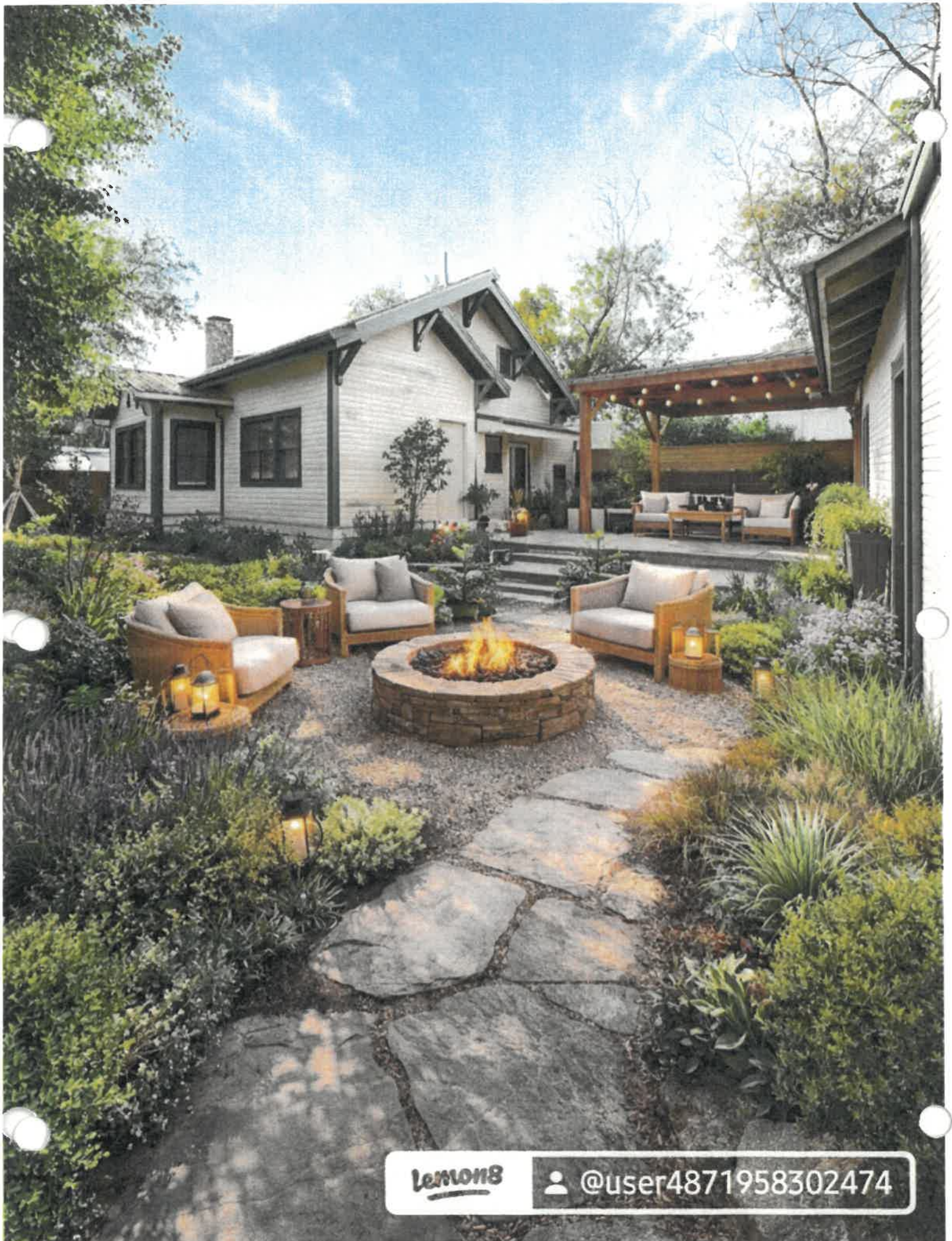
110 W Pecan St.



W Pecan Street

Elevation #2





**lenora8**

@user4871958302474



NOW  
PLAYING



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**FW: Pre-Application Meeting Debrief**

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**From** Jennifer DeRoeck <Jennifer.DeRoeck@HuttoTX.gov>  
**Date** Tue 6/9/2026 12:05 PM  
**To** Forrest Williams <Forrest.Williams@HuttoTX.gov>

Just in case she didn't send this to you. 😊

**Jennifer DeRoeck**

Economic Development | Marketing  
512.759.5970 | [huttotxedc.gov](http://huttotxedc.gov)



500 W. Live Oak Street  
Hutto, TX 78634  
[City of Hutto](http://City.of.Hutto)



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**From:** Gina La Fiora <gg102472@yahoo.com>  
**Date:** Tuesday, June 9, 2026 at 11:46 AM  
**To:** Jennifer DeRoeck <Jennifer.DeRoeck@HuttoTX.gov>  
**Subject:** Re: Pre-Application Meeting Debrief





[Yahoo Mail: Search, Organize, Conquer](#)

On Mon, Jun 8, 2026 at 5:17 PM, Jennifer DeRoeck <Jennifer.DeRoeck@HuttoTX.gov> wrote:

Hi Gina,

9:30 AM tomorrow at City Hall works perfectly. I will say however, for any questions related to permitting or Certificates of Appropriateness (COAs), Forrest will be the best resource, as those items fall within Development Services and are outside my area of expertise. We can

both be available at 9:30 to discuss your project and make sure your questions are addressed.

I'm more than happy to walk through any questions you have regarding the Historic Downtown Incentive Program and available incentives. For the permitting and COA process, Forrest can provide guidance on the requirements and procedures outlined in the Unified Development Code, as well as any specific considerations related to your project.

As we discussed at the Chamber a few weeks ago, our goal is to help navigate the process and ensure everyone is working from the same information. I'm happy to facilitate the conversation so we can align on next steps and identify any opportunities to keep the project moving forward.

We are excited about your project, rooting for its success, and committed to helping however we can to bring it across the finish line.

Looking forward to seeing you tomorrow.

## Jennifer DeRoeck

Economic Development | Marketing  
512.759.5970 | [huttotxedc.gov](http://huttotxedc.gov)



500 W. Live Oak Street  
Hutto, TX 78634  
[City of Hutto](http://CityofHutto)



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**From:** Gina La Fiora <gg102472@yahoo.com>  
**Date:** Monday, June 8, 2026 at 4:38 PM  
**To:** Jennifer DeRoeck <Jennifer.DeRoeck@HuttoTX.gov>  
**Subject:** Re: Pre-Application Meeting Debrief

Can we do tomorrow at nine thirty? But I'd like to sit down and meet with you. In person is that a possibility?

[Yahoo Mail: Search, Organize, Conquer](#)

On Mon, Jun 8, 2026 at 4:37 PM, Jennifer DeRoeck <Jennifer.DeRoeck@HuttoTX.gov> wrote:

Good Afternoon Gina,

Forrest and I were notified that you were needing to discuss your project in more detail regarding permitting. We would like to schedule an in person meeting to go over your questions and concerns and ensure we are all on the same page. Here are some available times based on mine and Forrest's calendar beginning as early as tomorrow if needed:

Tuesday, June 9th: 9:30am, 10:30am, 11:30am and 1pm  
Friday, June 12th: 9:30am, 10:30am, 11:30am

Let me know if any of these times work for you and we can get something scheduled.

Thank you!

## Jennifer DeRoeck

Economic Development | Marketing  
512.759.5970 | [huttotedc.gov](http://huttotedc.gov)



500 W. Live Oak Street  
Hutto, TX 78634  
[City of Hutto](http://CityofHutto)



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**From:** Jennifer DeRoeck <Jennifer.DeRoeck@HuttoTX.gov>  
**Date:** Friday, June 5, 2026 at 4:40 PM  
**To:** Gg102472@yahoo.com <gg102472@yahoo.com>  
**Subject:** Re: Pre-Application Meeting Debrief

Hi Gina!

Happy Friday! Just touching base. Now that you have all the information about next steps to move forward with your incredible vision, I just wanted to be sure you felt like you were in a good place with obtaining your COA's. From the incentive side, once you get the approvals for the COA's, we can submit the full packet to the EDC board for incentive requests. Let me know if there are any questions I can answer on the incentive side or if I can help reconnect you with Forrest and Manny with any other clarifications if necessary. If you are all set, just disregard. I just want to be sure you feel like you have support as you move through this process.

Hope you have a wonderful weekend!

**Jennifer DeRoeck**

Economic Development | Marketing  
512.759.5970 | [huttotxedc.gov](http://huttotxedc.gov)



500 W. Live Oak Street  
Hutto, TX 78634  
[City of Hutto](http://CityofHutto)



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**From:** Forrest Williams <Forrest.Williams@HuttoTX.gov>  
**Date:** Friday, May 29, 2026 at 11:57 AM  
**To:** Gg102472@yahoo.com <Gg102472@yahoo.com>  
**Cc:** Manny Hernandez <Manny.Hernandez@HuttoTX.gov>, Jennifer DeRoeck <Jennifer.DeRoeck@HuttoTX.gov>  
**Subject:** Re: Pre-Application Meeting Debrief

Sorry, I forgot to include the porch info:

The porch would also be required for a COA under the major COA application due to it being a add-on. If it is more than 200 square feet it will also require a building permit. Note: if the porch is being tied into the existing home in any way it may also be subject to engineered plans being required.

Best,

**Forrest A. Williams, AICP | CFM**

Planning Manager  
512-759-5974  
[City of Hutto](http://CityofHutto)



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**From:** Forrest Williams <Forrest.Williams@HuttoTX.gov>  
**Sent:** Friday, May 29, 2026 11:24 AM  
**To:** Gg102472@yahoo.com <Gg102472@yahoo.com>  
**Cc:** Manny Hernandez <Manny.Hernandez@HuttoTX.gov>; Jennifer DeRoeck

<Jennifer.DeRoeck@HuttoTX.gov>

**Subject:** Re: Pre-Application Meeting Debrief

Gina,

After discussing the project in more detail following our meeting, we identified several items that will require a Certificate of Appropriateness (COA) and approval from the Historic Preservation Commission (HPC), since these elements are not being replaced or repaired *like for like*. Below is the list of applicable items from Section 10.704.2.1 of the UDC regarding COA applicability. Any of the following changes to the exterior of a structure in a historic district, or with designated or pending historic designation, require a COA:

- Visible change to the exterior of a designated contributing structure.
- Addition to a designated contributing structure in a historic district.
- Demolition or relocation of a designated contributing structure (the HPC may require adherence to a salvage plan as a condition of approval).
- Construction of a new detached structure.

Based on the items identified in the binder you provided, along with the accompanying images, we noted the following elements that will require COA review (see attached Word document for details):

- The existing underpinning is aluminum skirting, but stonework is being proposed.
- Stonework is also being added around the front columns.
- The pergola and other outdoor seating features constitute a new structure.
- The proposed stone path materials, which differ from the existing concrete, will also require approval.

It would be helpful if you could provide a complete rendering (a single image showing all proposed exterior changes) so that we can include it with your COA applications along with a list and image of the exact item(s) that are changing so it is easy for the commission to see the differences.

We may need to process this as two separate COA applications since there is so much going into this:

1. A minor COA application (\$508 fee) for repair and update items.
2. A major COA application (\$2,226 fee) for the outdoor seating area, as this is a new standalone construction and not part of the home's rehabilitation.

If you'd like, we can schedule another meeting with the four of us to help you prepare and submit your COA applications in GovWell. Please let us know your availability so we can ensure your items are ready for placement on the June 23 HPC meeting agenda.

Best,

**Forrest A. Williams, AICP | CFM**

Planning Manager

512-759-5974

[City of Hutto](#)

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**From:** Jennifer DeRoeck <Jennifer.DeRoeck@HuttoTX.gov>  
**Sent:** Thursday, May 28, 2026 12:21 PM  
**To:** Gg102472@yahoo.com <Gg102472@yahoo.com>  
**Cc:** Forrest Williams <Forrest.Williams@HuttoTX.gov>; Manny Hernandez <Manny.Hernandez@HuttoTX.gov>  
**Subject:** Pre-Application Meeting Debrief

Hi Gina!

It was a pleasure speaking with you today (even without your microphone working) 😊 I am so glad we could answer all of your questions and help you feel more prepared for this wonderful endeavor you are taking on to enhance the historic downtown and the community.

In our debrief after the call we did identify some areas that could trigger a COA. Forrest is going to follow up with more details and information. We couldn't quite confirm the like-for-like without hearing you on this meeting so we would propose an in-person meeting to look at your documents alongside you and get the clarity we need on the path forward. We don't want anything to get in the way of this moving forward on the incentive side so we would like to nail this down sooner than later and lock you in for the June HPC meeting.

As discussed on next steps, I have attached the fillable expense sheet for you to capture all costs that are related to the project, so we have them in one space. Use "Qty. of Item" and "Cost per Item" as needed but don't stress over it if you can communicate it in the description. Just put N/A. The focus is to capture the material and design items listed from the application which are listed below:

**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



[City of Hutto](#)









\$250.00 ton

Stone to be used on Cedar Post on Front porch  
Front underpinning for house full house to be  
wrapped



Undecided on Underpinning for house

# AGENDA ITEM REPORT

## 5.2.



**To:** Historic Preservation Commission  
**Subject:** Consideration and possible action on a certificate of appropriateness (COA-26-0008) for 107 East Street to make a change to the exterior existing and contributing structure.  
**Meeting:** Wednesday, June 24, 2026  
**Department:** Development Services  
**Staff Contact:** Forrest Williams, Manny Hernandez

### BACKGROUND INFORMATION:

107 East Street is a historically registered and contributing building located within the OT-5H Historic district in downtown Hutto. The property is surrounded on all sides: north, south, east, and west by other OT-5H designated parcels, each of which contains historic and contributing structures. Together, these buildings form a continuous and cohesive portion of the historic downtown core.

The applicant is proposing a rehabilitation and adaptive reuse of the existing building to support a new commercial use. Because several components of the work involve modifications to the building's exterior and structural envelope, a Certificate of Appropriateness is required.

### SUMMARY OF REQUEST:

The applicant seeks approval for the rehabilitation of the structure at 107 East Street, including:

- Retention and preservation of the existing roof and the north, east, and west exterior wall assemblies to the greatest extent feasible
- Replacement of deteriorated or non-historic materials with historically compatible materials
- Construction of a new concrete slab and internal steel structural framework
- Reconfiguration of the interior into a single-story commercial space of approximately 3,000 square feet, with the option for a future partial mezzanine
- Installation of new mechanical, electrical, plumbing, and fire protection systems consistent with all adopted codes
- Addition of historically appropriate double doors on the west wall for access to the adjacent Hutto Wine Bar property
- Exterior work to be completed only in accordance with the approved Certificate of Appropriateness and consistent with the OT-5H design standards

### STAFF REVIEW:

# AGENDA ITEM REPORT

## 5.2.



- Per UDC Section 10.704.2.1 Applicability, Any of the following changes to the exterior of a structure in a historic district, or with designated or pending historic designation, require a certificate of appropriateness.
  - Visible change to the exterior of a designated contributing structure.
  - Addition to a designated contributing structure in a historic district.
  - Demolition or relocation of a designated contributing structure. The Historic Preservation Commission may require the owner to conform to a salvage plan as a condition for approving a certificate of appropriateness.
  - Construction of a new detached structure.
- Staff evaluated the application for compliance with the City's historic preservation regulations, the OT-5H district requirements, and accepted preservation practices.
  - The project maintains the majority of the existing historic envelope, which aligns with preservation goals.
  - Material replacement is limited to components that are deteriorated or non-compliant, with historically compatible materials proposed.
  - The internal slab and structural frame do not affect visible historic character.
  - The west-facing double doors appear to be compatible with the architectural style and context of the building and surrounding district.
  - The proposal supports adaptive reuse while retaining character-defining elements, consistent with the Secretary of the Interior's Standards for Rehabilitation.Staff finds the proposed work generally appropriate for a historic and contributing structure, subject to final review of materials and elevations at permitting.

### **FISCAL NOTES:**

The applicant is planning to pursue façade improvement grant incentives associated with the proposed rehabilitation. All construction work itself is privately funded by the property owner. The applicant has been made aware that the request for incentives may delay the project and it is a risk for the applicant to begin work if the incentives have not been approved by City Council.

### **POLICY IMPLICATIONS:**

Approval would further the City's historic preservation goals by:

- Supporting reinvestment in a contributing historic structure
- Encouraging adaptive reuse that maintains the defining character of the OT-5H district
- Promoting long-term structural stability and continued use of a historically significant building

The request aligns with adopted preservation policies and goals for sustaining and enhancing the historic downtown environment.

# AGENDA ITEM REPORT

## 5.2.



### ATTACHMENTS:

1. 8. Init(6-11-26)-Scope of Work Letter 107 East
2. Location Map
3. 6. Init(6-11-26)-107 East (Existing-Proposed)
4. 9. Init(6-11-26)-\_A3.02 - CONCEPT BOARD
5. 4. Init(6-11-26)-\_A1.02 - ARCH.SITE PLAN
6. 5. Init(6-11-26)-\_A3.01 - ELEVATIONS

# Scope of Work Letter

**Re: 107 East Street, Hutto, Texas 78634**  
**Historic Registered Building | OT-5H District**

This application is submitted for review of proposed rehabilitation and adaptive reuse work at 107 East Street, a historically registered building located in downtown Hutto within the OT-5H district. The proposed work is intended to preserve the historic character of the structure while accommodating a new commercial use consistent with applicable City of Hutto regulations, building codes, and historic preservation requirements.

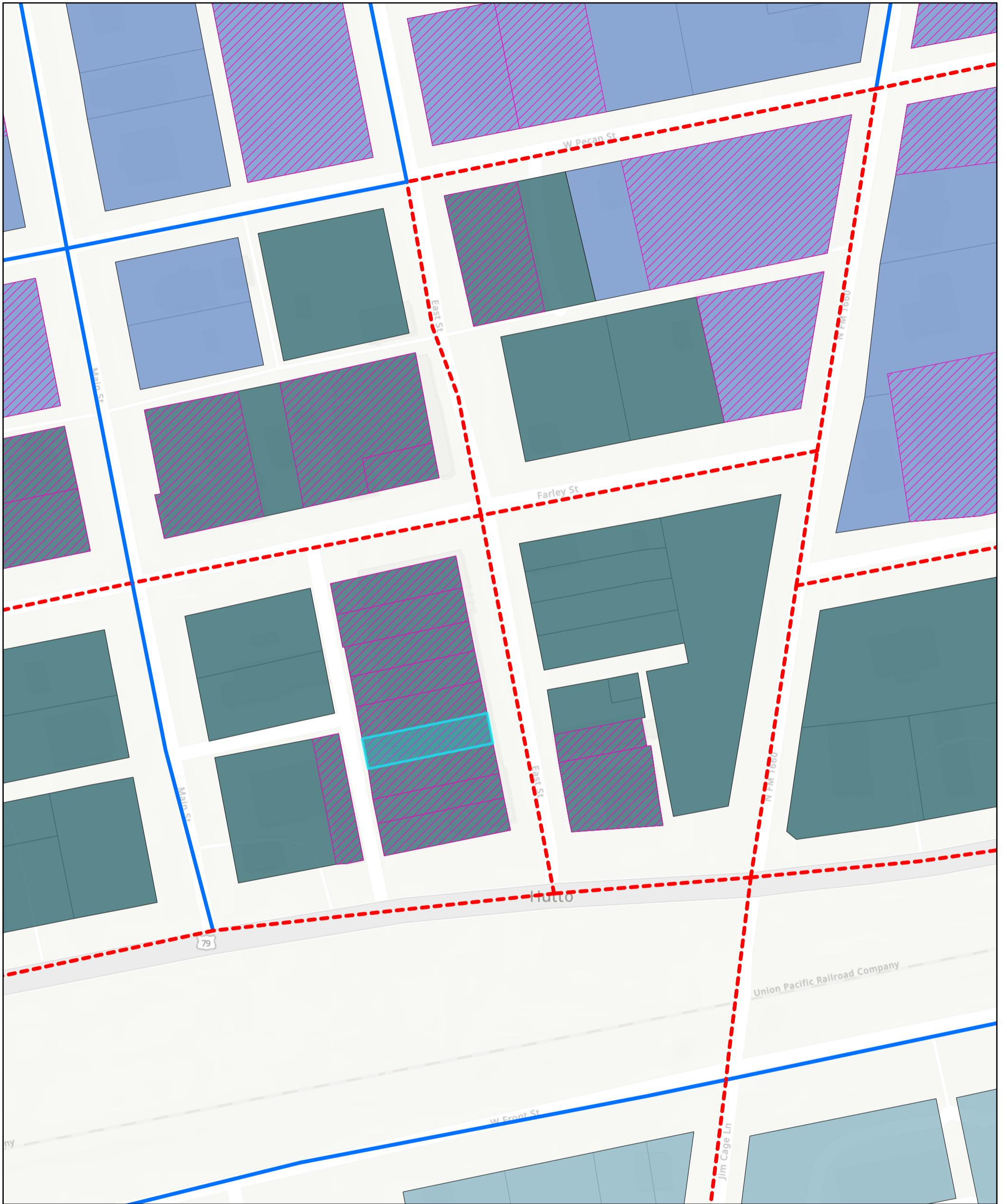
The existing roof, as well as the north, east, and west exterior wall assemblies, will remain in place and unchanged to the greatest extent practicable. Areas of deteriorated or rotting wood, and any non-historically compliant materials identified during construction, will be removed and replaced with materials that are historically compatible and appropriate to the building, including steel and wood as needed to match the character of the original construction.

A new concrete slab and new steel structural framework will be constructed to support the renovated interior space. The building will be reconfigured as a single-story commercial space of approximately 3,000 square feet, with a potential future option for a partial mezzanine subject to final design, code compliance, and permit approval. All mechanical, electrical, plumbing, and fire protection work will be designed and installed in accordance with all applicable City of Hutto standards and adopted codes.

The west wall will include historically appropriate double doors to provide access and a functional connection to the adjacent lot occupied by Hutto Wine Bar. This opening and associated exterior treatment will be designed to remain compatible with the historic character of the building and the surrounding downtown streetscape. The exterior facade will conform to the Certificate of Appropriateness as approved by the Historic Preservation Commission, and no exterior work visible from the public right-of-way will proceed except in accordance with such approval.

This project is intended to maintain the historic building envelope where feasible, preserve character-defining features, and introduce compatible new construction necessary for rehabilitation and continued use. All final work will be completed in accordance with the approved plans, applicable Certificate of Appropriateness conditions, and all city permitting requirements.

# 107 East Street



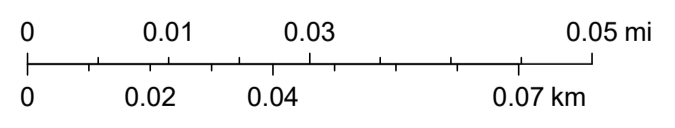
6/17/2026, 8:45:34 AM

- Development Agreements in Lieu of Annexation
- In City Development Agreements
- Gateway Overlay District (G)
- Historic Overlay District (H)
- Historic and/or Contributing Structure
- SmartCode (SC)
- Historic Overlay District Roadways
  - A-Grid
  - B-Grid

- 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)

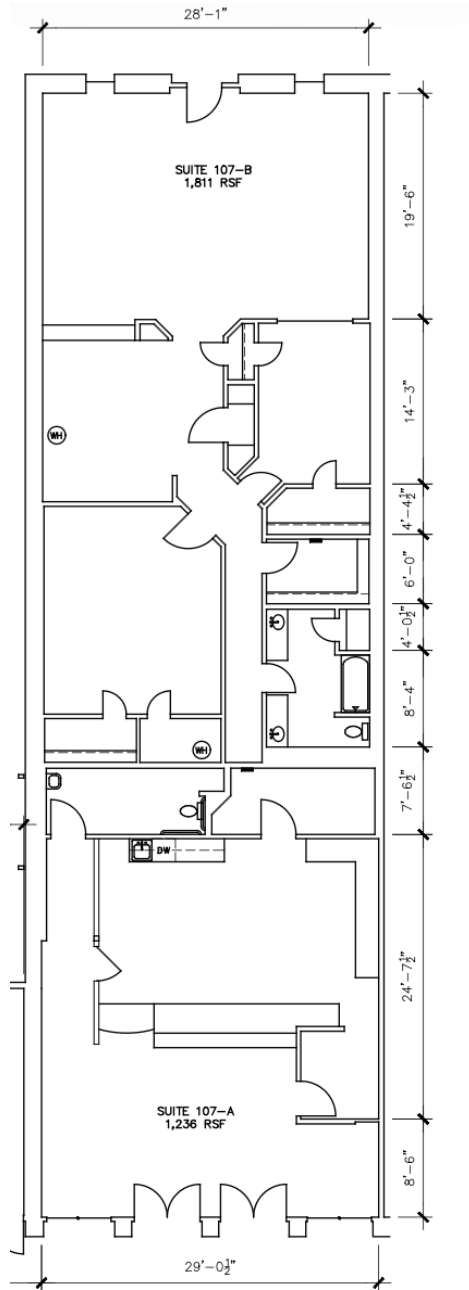
- Single Family (SF-1)
- Special District (SD-A)
- Transition (OT-4T)
- Two Family (SF-2)
- Urban Residential (OT-4R)
- City Limits
- ETJ
- Parcels
- World\_Hillshade

1:1,251

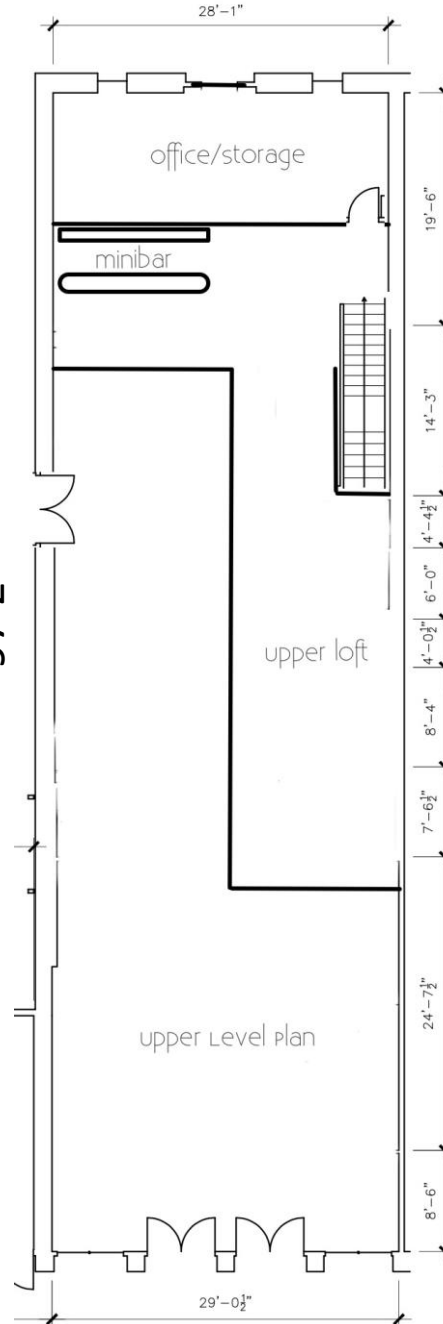
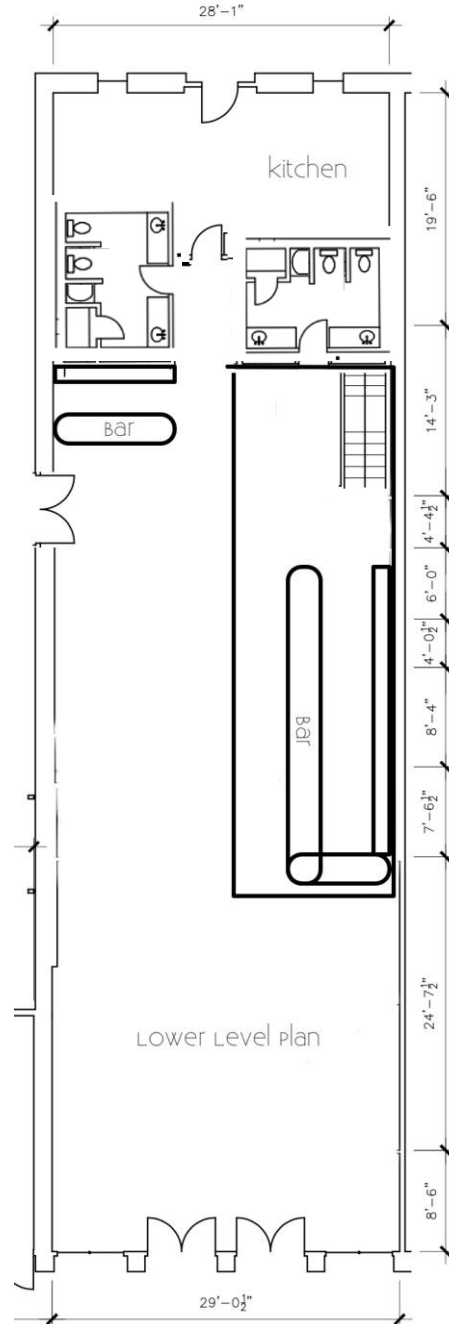


Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA,

# As Is



# To Be



97'2"







# AGENDA ITEM REPORT

## 6.1.



**To:** Historic Preservation Commission  
**Subject:** Discussion on the updates from the City of Hutto 150th Birthday Celebration activities to be held on November 14, 2026. (Commissioner Skeen and Stephenson)  
**Meeting:** Wednesday, June 24, 2026  
**Department:** Development Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

At the May 27, 2026 meeting the Commissioner Skeen and Stephenson provided updates on the 150th Birthday Celebration:

- CC Approved \$20,000 and additional \$40,000 in matching funds if the commission raises enough money for the sponsorship.
- History committee is requesting to have sponsors to help raise money for the banners. Taylor is hosting a Smithsonian traveling exhibit. This is a great opportunity for Hutto to share. 5 historical markers which would be the first time that our city has installed 6 topics on 5 markers one double sided.
- Activity book that teaches the history of Hutto is something that Skeen is working on. 200 word essay competition that covers the topic of historic hutto. Plant growing contest, (historic plants) bring it and compete who grows best crop? Costume competition at the event at Adam Orgain.

### SUMMARY OF REQUEST:

### STAFF REVIEW:

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None

# AGENDA ITEM REPORT

## 6.2.



**To:** Historic Preservation Commission  
**Subject:** Discussion and updates on possible site and specs for the future Hutto Museum and/or Visitor Center. (Commissioner Benson and Stephenson)  
**Meeting:** Wednesday, June 24, 2026  
**Department:** Development Services  
**Staff Contact:**

### BACKGROUND INFORMATION:

At the May 27, 2026 meeting the commission discussed the old train depot and what happened to it. Stephenson suggests staying in touch with school district and see if we can acquire a portable building that they want to get rid of to use as a museum building. Benson and Skeen question the feasibility of taking a building and where one would place it. Stephenson states that they city has plenty of land and suggests it would be easy to find somewhere to place it. Benson suggests that the farm building at the Peterson community demonstration garden could be a good fit for the museum. Cat suggests that someone from garden could help judge plant competition.

### SUMMARY OF REQUEST:

### STAFF REVIEW:

Staff wanted to mention the possibility of

### FISCAL NOTES:

### POLICY IMPLICATIONS:

### ATTACHMENTS:

None

# AGENDA ITEM REPORT

## 6.3.



**To:** Historic Preservation Commission  
**Subject:** Update from staff 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, June 24, 2026  
**Department:** Development Services  
**Staff Contact:** Manny Hernandez

### BACKGROUND INFORMATION:

Chapter 7 of the UDC outlines the requirements for exterior changes to contributing structures in the City's Historic Districts, with the HPC serving as the review authority under UDC §10.704. Staff has identified inconsistencies between the UDC, past HPC actions, and informal administrative practices, which has created uncertainty about which projects require a COA and which improvements may be exempt. Minor items frequently requested by property owners—such as mailboxes, skirting replacement, and exterior lighting—are not clearly addressed in the UDC, leading staff to default to requiring a COA. The current COA fees (\$500 minor / \$2,200 major) can be disproportionate to the cost of small projects. To improve consistency and customer clarity, staff is seeking direction from the Commission on whether prior HPC practices should be formalized through UDC amendments, retained only as guidance, or reconsidered.

### SUMMARY OF REQUEST:

Updates

### STAFF REVIEW:

#### Staff Report Update – June 2026

##### 1. COA Fee Schedule Amendment

Since the May 27, 2026 discussion, staff has prepared the proposed Certificate of Appropriateness (COA) fee schedule amendment and submitted it for City Council consideration at the July meeting.

The proposed fee structure is:

- Certificate of Appropriateness (Historic District Only): 2% of project valuation, with a minimum fee of \$100. This would replace the current minor (\$500) and major (\$2,200) COA fees.

Although the HPC expressed interest in fully eliminating COA fees, staff must continue performing application intake, code review, site visits, public noticing, and meeting preparation. A valuation-based fee allows fees to remain significantly lower for small-scale projects while recovering a portion of administrative costs.

Additional background on the origin of the current fees and fund allocation is being researched and will be provided at a future meeting.

##### 2. Paint Palette Update

Staff has begun updating the paint palette resource as directed. The Commission's guidance emphasized:

# AGENDA ITEM REPORT

## 6.3.



- a preference for a range of historically appropriate colors rather than specific brands,
- no mandatory application unless adopted by UDC amendment, and
- ensuring residents understand that paint color is currently not regulated under the UDC.

Staff has added a note to the City website clarifying that no paint palette has ever been formally adopted and that paint applications must still be reviewed by the HPC at this time. Once draft color ranges are prepared, staff will bring options back for Commission review before any public posting or recommendation is made.

### **3. Fence Standards and UDC Integration**

Following Commission direction, staff has incorporated Old Town fence standards into the larger UDC rewrite process.

The Commission did not provide direction to expand permitted fence types or the zoning districts where standards apply.

In response, staff is preparing several regulatory scenarios, including:

- maintaining the 2013 pre-approved list as advisory guidance,
- incorporating select standards directly into the UDC,
- or establishing an updated, broader set of compatible fence types.

These options will be presented to the HPC in a future workshop session.

### **4. Minor Improvements and COA Clarification List**

Staff is developing a proposed list of items that could be exempt from COA review or approved administratively. This follows the Commission's request to reduce minor, low-impact applications that currently trigger full HPC review.

Items under evaluation include:

- mailbox replacement,
- skirting replacement (in-kind or historically compatible materials),
- installation of exterior light fixtures,
- installation of small architectural hardware such as door knockers, address numbers, and similar elements.

Staff is reviewing applicability under UDC §10.704 and identifying where clarification or amendment is needed. A draft recommendation will be brought forward for HPC discussion.

### **5. Fee History and Use of Funds**

Staff is researching:

- when COA fees were first adopted,
- whether those fees have been adjusted over time, and
- where COA fee revenue is currently directed within the City's accounting structure.

This information will be provided in an upcoming meeting to support the Commission's interest in potentially reducing or eliminating fees in the future.

### **FISCAL NOTES:**

### **POLICY IMPLICATIONS:**

# AGENDA ITEM REPORT

## 6.3.

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### ATTACHMENTS:

None