

AGENDA
CITY OF TAYLOR, TEXAS
HISTORIC PRESERVATION COMMISSION MEETING
TAYLOR CITY HALL COUNCIL CHAMBERS
400 PORTER STREET
TAYLOR, TX 76574
MAY 29, 2024, 6:00 PM

I. CALL TO ORDER AND DECLARE A QUORUM

II. CITIZEN COMMUNICATION

III. CONSENT AGENDA

1. Review and approve the minutes of the April 18, 2024 regular meeting.

IV. REGULAR AGENDA - NEW BUSINESS

2. Review, discuss, and consider action regarding the List of Objectives to guide the work of the Taylor Historic Preservation Commission
3. Review, discuss, and consider action regarding the draft 5-Year HPC Work Plan
4. Receive information and consider action regarding Taylor's participation in the Texas Certified Local Government Program

V. REGULAR AGENDA - CONTINUING BUSINESS

5. Review progress made by HPC members for required training.

VI. ADJOURN

6. Adjournment of the May HPC meeting until Wednesday, June 5, 2024 at 6:00 PM.

I certify that the notice of this meeting was posted in the Taylor City Hall Lobby continuously for 72 continuous hours before the scheduled time of said meeting. I further certify that the following news media was notified of this meeting: Taylor Daily Press.

Posted by: Jan Harris Date: May 22, 2024
Main Street Manager & Historic Preservation
Officer

Minutes
Taylor Historic Preservation Commission
City Hall Council Chambers
400 Porter Street
Taylor, Texas 76574
Wednesday, April 18, 2024
6:00 pm

MEMBERS PRESENT: Frances Sorrow, Erwin Stauffer, Shiloh Brown, Lea Bowman, and Kay Peebles

STAFF PRESENT: Tom Yantis, Assistant City Manager; Dianna McLain, Taylor City Clerk; and Jan Harris, Historic Preservation Officer

1. Oaths of office for new members –
Ms. McLain issued the oath of office to each of the members of the Historic Preservation Commission. Each member also signed the oath of office which will be maintained by Ms. McLain as City Clerk.
2. Introduction of members and staff -
Each of those present briefly introduced themselves to the group.
3. Election of officers
MOTION: To nominate Erwin Stauffer for Chair. F STAUFFER / K PEEBLES / UNANIMOUS
MOTION: To nominate Lea Bowman for Vice Chair: F STAUFFER / S BROWN / UNANIMOUS
Chairperson Stauffer assumed control of the meeting at 6:10 pm and it was officially called to order.
4. Required Open Meetings / Open Records training –
The City of Taylor requires that all City Board & Commission members take online courses to familiarize themselves with the Open Meetings Law and the Open Records Law. Ms. Harris will send the members the web link to that training.
5. Overview of the powers and duties of the Historic Preservation Commission –
Staff reviewed Ordinance 2023-55 which created the Historic Preservation Commission, and which lays out their duties and responsibilities. The HPC's jurisdiction extends to the Taylor city limits. A copy of this Ordinance is located in each member's HPC Handbook.
6. Overview of the Taylor historic preservation ordinance –
Chapter 6 of the Land Development Code is dedicated to Historic Preservation and the duties and actions of the HPO and the HPC. Before the Commission can move forward, a work plan needs to be developed and approved. This work

plan will outline the necessary steps for the HPC to take to become fully functioning. A copy of Chapter 6: Historic Preservation has been provided to the members along with Chapter 7: Definitions.

7. HPC member training opportunities –
Preservation Boot Camp is a free online series of videos which takes people on a deep dive into the field of Historic Preservation and how it may be applied in a community. The Commission members were asked to have completed Preservation Boot Camp by the next meeting.
8. Selection of a regular meeting date and time –
The HPC chose the first Wednesday of the month at 6 pm as their regular meeting date and time. It will meet in the City Council Chambers. The Commission decided to skip May as the first Wednesday was only two weeks away.
9. Items for the next meeting –
Staff will have a draft work plan for the Commission to review.
10. Adjournment
MOTION: To adjourn the meeting at 7.23 pm. F SORROW / S BROWN / UNANIMOUS

Respectfully submitted by: Jan Harris Date: 4/22/2024
Historic Preservation Officer
Main Street Manager

The historic preservation objectives for the Taylor Historic Preservation Commission are as follows:

1. Preservation and protection of historic fabric for present and future generations as a tangible link to the community's past and as a record of the City's history.
2. Promotion of sustainability through the retention of existing historic buildings.
3. Cultivation of civic appreciation of the City's architectural, social, and cultural history and stewardship of its historic resources.
4. Engagement of the public in preservation activities.
5. Safeguarding of the City's distinctive visual character through the retention of existing resources and the discouragement of the demolition of historic structures.
6. Encouragement of contextually appropriate new design that contributes to a sense of cohesiveness and meets the City's needs as a growing community.
7. Enhancement of historic commercial corridors that attract businesses and cultural institutions.
8. Stimulation of the local economy through the growth of heritage tourism and the creation of jobs associated with the rehabilitation of historic structures.
9. Protection of property owners' investments and strengthening of property values through careful design review of alterations and new development.

TAYLOR HPC 5-YEAR WORK PLAN

I. BEGIN THE LOCAL DESIGNATION OF HISTORIC RESOURCES

Item	Priority	Timeframe	Responsibility	Objective(s) Met
A. Re-survey the Taylor DT National Register Historic District	High	May-Dec 2024	HPO/HPC/Stakeholders	1,2,5,7
B. Evaluate survey results and confirm the proposed Local District borders noting contributing/non-contributing properties	High	Jan-Mar 2025	HPO/HPC/THC Staff (as needed)	1,2
C. Evaluate the RTHLs (Recorded Texas Historic Landmarks) within the Taylor city limits for current status	High	Jan-Mar 2025	HPC/HPO	1,2
D. Seek Council approval to locally designate resources that are already listed in the National Register or are RTHLs	High	April-June 2025	HPO/HPC/City Council	1,2,3,4,7
E. Apply for CLG funds to offset the costs of the survey of potential local historic districts.	High	January 2026	HPO	1,2,3
F. Seek ATB funds in FY 26 for matching funds for the survey of potential historic districts.	High	Jan-June 2026	HPO/City Staff	1,2
G. Conduct a city-wide windshield survey to assess the eligibility of previously undesignated historic resources for local designation.	High	FY 26	HPO/HPC/Consultants	1,2,3,4,5
H. Consultant to assist HPC in assessing survey results & determining the order for proposed local districts.	High	Late FY 26- Early FY 27	HPO/HPC/Consultants/THC Staff	1,2
I. Begin work to educate the owners of potential local district(s) properties of the benefits of participation	High	FY 27	HPO/HPC/Stakeholders/THC Staff	1,2,3,4,5
J. Survey property owners in proposed district for buy-in	High	QTR 4 of FY 2027	HPO/HPC/City Council	1,2,3,4,5
K. Seek Council approval for the proposed local district	High	QTR 4/FY 27 – QTR 1/FY 28	HPO, HPC, City Staff, City Council	1,2,3,4,5

2. DEVELOP LOCAL DESIGN GUIDELINES TO ASSIST PROPERTY OWNERS IN MAKING APPROPRIATE DECISIONS IN RENOVATION PROJECTS.

Item	Priority	Timeframe	Responsibility	Objective(s) Met
A. Review examples of design guidelines (including new construction) and determine the desired content of the Taylor Historic Preservation Guidelines	High	QTR 4/FY 2024	HPO/HPC/ THC Staff	1,2,3,5,6
B. Apply for a CLG grant for writing the design guidelines	High	QTR 2/FY25	HPO / HPC	1,2,3
C. Seek ATB funds in FY 26 for matching funds for a consultant to write the design guidelines	High	QTR 2/FY25	HPO/City Staff	1,2
D. Develop the design guidelines for commercial, residential, and public properties.	High	QTR 4/FY 25 – QTR 3/FY 26	HPC/HPO/ City Staff/THC/Consultant	1,2,3,5,6,7,9
E. Obtain City Council approval of the guidelines	High	QTR 4/FY 26	HPC/HPO/City Council	1,2,3,4,5,9
F. Mount a campaign to inform & educate the public re: design guidelines	High	QTR 4/FY 26- QTR 2/FY 27	HPO/HPC/City Staff	1,2,3,5,9

3. SUPPORT PUBLIC ENGAGEMENT IN THE STEWARDSHIP OF LOCAL HISTORIC RESOURCES

Item	Priority	Timeframe	Responsibility	Objective(s) Met
A. Develop educational outreach and interpretive programming for students, property owners, real estate agents, business owners, and other members of the community.	High	Ongoing	HPC/CoT PIO/ Stakeholders	1,2,3,4,5,6,9
B. Develop programming for Historic Preservation Month in May	Medium	annually	HPC	1,2,3,4,5,6,7,8,9

4. DEVELOP CERTIFICATE OF APPROPRIATENESS AND OTHER PERTINENT FORMS

Item	Priority	Timeframe	Responsibility	Objective(s) Met
A. Research COA forms, etc. from other cities and develop draft forms	High	QTR 4/FY 24	HPC/CoT PIO/ Stakeholders	1,2,3,9
B. Receive Council approval of the draft forms	High	QTR 1/FY 25	HPO/HPC/City Council	1,2,3,4,5,9
C. Begin use of the forms	High	QTR 2/FY 25	HPO/HPC	1,2,3,5,6,7,8,9

TAYLOR HISTORIC PRESERVATION COMMISSION
5-YEAR PRESERVATION PLAN

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	NOTE: The City of Taylor operates on a fiscal year rather than a calendar year. QUARTER 1 = October-Dec QUARTER 2 = Jan-March QUARTER 3 = April-June QUARTER 4 = July-September																							
2																								
3																								
4																								
5	1. BEGIN THE LOCAL DESIGNATION OF HISTORIC RESOURCES		FY 2023-2024				FY 2024-2025				FY 2025-2026				FY 2026-2027				FY 2027-2028					
6	TASK #	TASK	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)		
7	1-A	Re-survey the Taylor NR HD																						
8	1-B	Evaluate survey results																						
9	1-C	Evaluate Taylor RHTLs																						
10	1-D	Locally designate state & fed listed resources																						
11	1-E	Apply for CLG grant for city survey																						
12	1-F	Request ATB funds for survey match																						
13	1-G	Undertake windscreen survey of historic resources																						
14	1-H	Consultant to Consultant to assist HPC in assessing survey results & determining the order for proposed local districts.																						
15	1-I	Begin work to educate the owners of potential local district(s) properties of the benefits of participation																						
16	1-J	Survey property owners in proposed district for buy-in																						
17	1-K	Seek Council approval for proposed local district																						
18																								
19																								
20																								
21																								
22																								
23																								
24																								
25																								
26																								
27																								
28																								
29																								

TAYLOR HISTORIC PRESERVATION COMMISSION
5-YEAR PRESERVATION PLAN

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
30		2. DEVELOP LOCAL DESIGN GUIDELINES TO ASSIST PROPERTY OWNERS IN MAKING APPROPRIATE DECISIONS IN RENOVATION/NEW INFILL PROJECTS		FY 2023-2024				FY 2024-2025				FY 2025-2026				FY 2026-2027				FY 2027-2028					
31	TASK #	TASK	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)			
32	2-A	Review examples of design g'lines and determine content of Taylor's g'lines																							
33	2-B	Apply for CLG grant for writing the design guideline																							
34	2-C	Request ATB funds for design guidelines match																							
35	2-D	Develop commercial and residential design guidelines																							
36	2-E	Obtain Council approval of the guidelines																							
37	2-F	Mount a campaign to inform & educate the public re: design guidelines																							
38																									
39																									
40																									
41																									
42		3. SUPPORT PUBLIC ENGAGEMENT IN THE STEWARDSHIP OF LOCAL HISTORIC RESOURCES		FY 2023-2024				FY 2024-2025				FY 2025-2026				FY 2026-2027				FY 2027-2028					
43	TASK #	TASK	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)			
44	3-A	Develop educational and outreach programs to encourage and promote HP																							
45	3-B	Develop and implement programming for HP Month in May																							
46																									
47																									
48																									
49																									
50																									
51																									
52																									
53																									

TAYLOR HISTORIC PRESERVATION COMMISSION
5-YEAR PRESERVATION PLAN

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
54																									
55		4. DEVELOP CERTIFICATE OF APPROPRIATENESS AND OTHER PERTINENT FORMS		FY 2023-2024				FY 2024-2025				FY 2025-2026				FY 2026-2027				FY 2027-2028					
56	TASK #	TASK	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)	QTR 1 (Oct-Dec)	QTR 2 (Jan-Mar)	QTR 3 (Apr-Jun)	QTR 4 (Jul-Sep)			
57	4-A	Research COA forms, etc. from other cities and develop draft forms																							
58	4-B	Receive Council approval of the draft forms																							
59	4-B	Begin using the forms																							

Certified Local Government

Providing tools to aid in historic preservation on the local level.

The purpose of a local CLG

- To identify & designate historic assets within the community;
- To integrate historic preservation tools and solutions into the local planning and decision-making process;
- To engender pride in the history of the community and to promote an understanding of how local events shape our history through education and outreach efforts;
- Adopt incentives to encourage the proper maintenance and rehabilitation of local historic assets.

CLG Program Requirements for Cities

1. Maintain qualified HPO who meets the Secretary of the Interior's Professional Qualification Standards;
2. Maintain, by the local HPO, a qualified review board for HP;
3. Enforce the local HPO;
4. Adopt the Secretary of the Interior's Standards for Rehabilitation;
5. Ensure, to the maximum extent possible, public participation in the local HP program.

6. Ensure, to the maximum extent possible, public participation in the local HP program;
7. Maintain a system for the survey & inventory of local historic properties coordinated with the statewide Cultural Resource Survey Process;
8. Review & comment on NR nominations of properties within its jurisdiction;
9. Monitor & report to the THC any actions affecting any RTHL, NR property, or locally designated landmark;

10. Monitor & report to the THC any actions affecting any RTHL, NR property, or locally designated landmark;
11. Provide appropriate training for the HPO, city staff and HPC members;
12. Submit an annual report to CLG Program staff.

The benefits of being a designated CLG

- Access to **training opportunities** for the HPO, the HPC, elected officials;
- Access to **technical assistance** from the THC's CLG staff;
- Access to matching grants;
- Access to the CLG network.

Steps to Become Certified for Cities

- Provide a copy of the local Historic Preservation Ordinance;
- Provide a list of locally listed individual properties & districts;
- Provide a list of RTHLs, SALs, and NR districts;
- Provide the resumes of the designated HPO & members of the HPC listing their qualifications, credentials, and/or expertise in fields related to HP;
- Provide a copy of the Local Preservation Plan or a statement of goals & objectives;
- Provide completed HPO Appointment and Request for CLG Status forms.

Additional action steps for submission

- Receive City Council approval to apply for CLG status;
- THC will ask the Mayor to sign the CLG Certification Agreement;
- The THC sends the packet to the National Park Service with its recommendation.
- When a letter of acceptance is received from the NPS, the City officially becomes certified.

**Public
Information Act
Training Video &
Completion
Certificate**

**Open Meetings
Act Training
Video &
Completion
Certificate**

**Public
Information Act
Handbook (PDF)**

**Open Meetings
Act Handbook
(PDF)**

.....

**Public Information Act
Handbook**

**Download the Public
Information Act
Handbook (PDF)**

.....

**Open Meetings Act
Handbook**

**Download the Open
Meetings Act Handbook
(PDF)**

.....

**2023 Texas Legislative
Update**

Preservation Boot Camp

Welcome to Preservation Boot Camp!

This program will take you on a deep dive through the basics of historic preservation as a discipline and help you understand how it can be a vital part of your community. We hope that Boot Camp will prepare and equip you to embrace your role as a historic preservationist!



Congratulations! You are at the end of Boot Camp! This next step is a voluntary quiz to test your knowledge and includes a space for short feedback!

How to proceed:

Highlight your answers to the questions below

Include a short (or long) comment in the feedback space

Email your completed form to Ericca.Espindola@thc.texas.gov for grading and if you receive 75% or higher, you will receive a certificate!

Quiz Questions

During which span of time is mid-century modern style generally ascribed to?

- A. Ca. 1850-1869
- B. Ca. 2000s-2010s
- C. Ca. 1930s-1960s
- D. Ca. 1910s-1920s

Bonus Activity: Take a minute and explore your community's architectural styles!

How can a Sanborn map help in identifying and documenting a resource?

- A. They help reveal development patterns
- B. They help show building evolution
- C. Recorded details like dates of construction, materials, building uses, and lot sizes
- D. All of the above

What are some of the designations that can be applied to a historic property?

- A. National Register listing
- B. Recorded Texas Historical Landmark
- C. Local-level landmark
- D. All of the above

What are some of the roles and responsibilities that your commission has?

What law established the Certified Local Government Program?

- A. The National Environmental Policy Act
- B. The National Historic Preservation Act of 1966
- C. The 1980 Amendment to the NHPA
- D. None of the Above

What code gives authority for a local preservation program by ‘outlining municipal zoning authority’? (Hint: check the statutes link)

- A. The Antiquities Code of Texas
- B. Chapter 211 of the Local Government Code
- C. Chapter 15 of the Texas Administrative Code
- D. None of the Above

What are some of the preservation incentives available to your community through the THC? Are there any you might be interested in applying for?

Based on the material provided here, what sort of public engagement activity would be most well received in your community?

What is a benefit(s) of historic preservation?

- A. Preserves and Enhances Neighborhood Character
- B. Promotes and Preserves Our Cultural and Architectural Heritage
- C. Encourages Compatible Infill Construction
- D. All of the above

What is an example of a non-built resource?

- A. Cultural landscape
- B. Historic District
- C. The Capitol Building
- D. None of the above

Feedback

How was your experience as you went through Boot Camp? What did you find most helpful? Least helpful? What else do you have questions about?