

AGENDA
CITY OF TAYLOR, TEXAS
HISTORIC PRESERVATION COMMISSION MEETING
TAYLOR CITY HALL COUNCIL CHAMBERS, 400 PORTER STREET
JULY 3, 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 May 29, 2024 regular meeting.
- IV. REGULAR AGENDA - NEW BUSINESS
 - 2. Consider content for the August 22, 2024 HPC presentation to the City Council
 - 3. Request suggestions regarding training or additional information the HPC's members feel would be beneficial
- V. REGULAR AGENDA - CONTINUING BUSINESS
 - 4. Report on the progress made by HPC members regarding training
- VI. ADJOURN

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: June 27, 2024

Jan Harris, Main Street Manager

MINUTES
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

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

MEMBER ABSENT: Lea Bowman (excused)

STAFF PRESENT: Jan Harris, Historic Preservation Officer

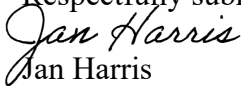
- I. CALL TO ORDER AND DECLARE A QUORUM – The May 29, 2024 meeting was called to order at 6 pm by Chairperson Stauffer who noted that a quorum was present.
- II. CITIZEN COMMUNICATION – There was no citizen communication.
- III. CONSENT AGENDA
 1. Review and approve the minutes of the April 18, 2024 regular meeting. – MOTION: To approve the minutes with one correction: correct the error in Frances Sorrow’s surname. K PEEBLES / S BROWN / UNANIMOUSLY APPROVED
- 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 – Ms. Harris presented the board with 9 Objectives for the Taylor Historic Preservation Commission for their review. DISCUSSION: Ms. Sorrow added a 10th objective which was to educate owners of historic property, Taylor residents, and the general public about the importance of historic preservation. MOTION: To approve the List of Objectives (with the addition of the 10th objective) as presented. F SORROW / S BROWN / UNANIMOUSLY APPROVED
 3. Review, discuss, and consider action regarding the draft 5-Year HPC Work Plan - Ms. Harris presented the board with a 5-year work plan draft along with a Gantt Table illustrating when projects were scheduled to begin and end. The Plan divided the Commission’s work into 4 broad categories: 1. Begin the local designation of historic resources; 2. Develop local design guidelines to assist property owners in making appropriate decisions in renovation projects; 3. Support public engagement in the stewardship of local historic resources; and 4. Develop the Certificate of Appropriateness and other pertinent forms. Under each broad category, she had added the steps necessary to accomplish the task along with the names of those who are responsible for the step. The Gantt Table illustrates when each task is scheduled to begin and end. MOTION: To approve the 5-year Work Plan and Gantt Table as presented. K PEEBLES / S BROWN / UNANIMOUSLY APPROVED
 4. Receive information and consider action regarding Taylor's participation in the Texas Certified Local Government Program – Ms. Harris presented the Commission with information about the Texas CLG Program along with the steps that would have to be taken for Taylor to be named a CLG City. She reported that a portion of the historic preservation ordinance would need to be updated before she could submit the packet for approval. MOTION: To receive the report as information. F SORROW / S BROWN / UNANIMOUSLY APPROVED
- V. REGULAR AGENDA - CONTINUING BUSINESS

5. Review progress made by HPC members for required training – Ms. Harris reminded the board that they were required to complete training regarding the Public Information Act and the Open Meetings Act. These courses were online, and the certificates of completion were to be sent to the City Clerk. Another required course was Preservation Boot Camp. This course was also online, and Commission members should submit their completed quiz to the email address presented and request that the reviews send their score to her. MOTION: To receive the report as information. F SORROW / S BROWN / APPROVED UNANIMOUSLY

VI. ADJOURN –

6. Adjournment of the May HPC meeting until Wednesday, June 5, 2024 at 6:00 PM. MOTION: To declare the meeting adjourned at 7 pm. K PEEBLES / S BROWN / UNANIMOUSLY APPROVED

Respectfully submitted,


Jan Harris

Main Street Manager and Historic Preservation Officer

HPC Power Point Presentation to City Council – Thursday, August 22, 2024 at 6 pm

Background:

Each board and commission have the opportunity to make a brief presentation to the City Council annually at a regularly scheduled meeting. The date set aside for the Historic Preservation Commission is Thursday, August 22, 2024.

Suggestions for this first presentation:

WHO: Introduce the HPC – take headshots of each member.

WHAT (we do): Quickly review what historic preservation is and does. Then briefly describe our 10 HPC Objectives and the approved 5-Year Work Plan

WHEN: Tell them when we meet and share our Gantt Table of the 5 Year Plan to show how we will be spending our time.

WHERE: Tell them where we meet.

Additional Suggestions?

Suggested Training Topics:

1. Deep dive into the Taylor Historic Preservation Ordinance
2. Review of the Secretary of the Interior's Rehabilitation Guidelines
3. Review of commercial architectural styles, especially those found in Taylor

Tracking HPC members' progress with required training:

I. Open Meeting Act and Public Information Act Training:

100% of the members of the HPC have taken these courses and submitted proof to Dianna McLean – Taylor City Clerk.

II. Historic Preservation Boot Camp:

Frances Sorrow has completed the course and received a passing grade on the quiz.

HPC members, please have the course completed and the quiz submitted by our regularly scheduled meeting in August.