



**NOTICE OF A MEETING
HISTORIC PRESERVATION BOARD
THURSDAY, JANUARY 27, 2022, AT 5:15 PM
SECOND FLOOR CITY HALL BUILDING
COUNCIL CHAMBERS
200 W. VULCAN STREET
BRENHAM, TEXAS**

1. Call Meeting to Order

2. Public Comments

[At this time, anyone will be allowed to speak on any matter concerning this Board that is not on the agenda, for a length of time not to exceed three minutes. No Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with the law.]

REGULAR SESSION

- 3. Discuss and Possibly Act Upon Approval of Minutes from the November 29, 2021 Board Meeting**
- 4. Discuss and Possibly Act Upon a Certificate of Appropriateness for the Grand Leader Building Located at 100 E. Alamo Street, Brenham, Texas**
- 5. Discuss and Possibly Act Upon a Certificate of Appropriateness for the Marsh's Building Located at 219 E. Main Street, Brenham, Texas**

WORK SESSION

- 6. Report on Project Meeting with Owner Representative of Beaumier Iron Works located at 321 S. Baylor Street, Brenham, Texas**
- 7. Discuss Historic Preservation Board Training for February**
- 8. Staff Report to include possible dates for Texas Open Meetings Training**
- 9. Adjourn**

CERTIFICATION

I certify that a copy of the November 23, 2021, agenda of items to be considered by the Historic Preservation Board was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Monday, January 24, 2022, at 8.47 am.

Nancy Joiner

Tourism and Marketing Coordinator

Disability Access Statement: This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7200 for assistance.

I certify that the attached notice and agenda of items to be considered by the Historic Preservation Board was removed by me from the City Hall bulletin board on the _____ day of _____, 2022 at _____.

Signature

Title



**HISTORIC PRESERVATION BOARD MINUTES
MONDAY, NOVEMBER 29, 2021 at 5:15 pm**

The meeting minutes herein are a summarization of meeting proceedings, not a verbatim transcription.

Historic Preservation Board Members present:

Robert Grabarschick
Jennifer Hermann
Paul Homeyer
Stacy Marhofer
Hal Moorman
Brad Tegeler
Mike Vance

City Council members present:

Shannan Canales
Leah Cook

Others present:

Interim City Manager Carolyn Miller, Director of Tourism and Marketing Jennifer Eckermann, Main Street Coordinator Kathrin Briscoe, Project Planner Shauna Laauwe, Tourism and Marketing Coordinator Nancy Joiner, City Secretary Jeana Bellinger, and Main Street Coordinator Kathrine Briscoe.

Citizens present:

Randy and Suzanne Bayer, Shelley Homeyer, Jared Anderson, and Miguel Ramos.

Media Present:

Alyssa Faykus, Brenham Banner Press

1. Call Meeting to Order

Jeana Bellinger, City Secretary called the meeting to order at 5:15 pm.

2. Public Comments

There were no public comments.

3. Member Drawing of Lots for Terms as Outlined in Section 13-4(c) in the City of Brenham's Historic Preservation Ordinance No. 0-21-016

Jeana Bellinger, City Secretary, presented this item. City of Brenham Ordinance O-21-016 established the Historic Preservation Board. Board members generally serve 3-year terms; however, some of the first Board members will receive initial terms of less than three years

to stagger terms as required by the Ordinance. Section 13-4(c) addresses the initial staggering of terms. It provided for full 3-year terms for the two members elected by downtown property owners. Thus, members Jennifer Hermann and Brad Tegeler will serve full 3-year terms expiring December 31, 2024. The remaining five members of the Board will draw number position numbers to determine their new terms, which will be either two or three years. Four members were appointed to two (2) – year terms to expire in December 2023. They are Hal Moorman, Paul Homeyer, Stacy Marhofer, and Mike Vance. One member was appointed to a three (3) – year term to expire in December 2024, and Bob Grabarschick will serve this term.

4. Discuss and Possibly Act Upon the Election of a Chairperson and Vice-Chairperson, Effective Immediately and Continuing for the 2022 Calendar Year

Jeana Bellinger, City Secretary presented this item. Section 14 of the Brenham Policies and Procedures for Boards and Commissions reads in part “Each Board shall, in its first meeting of each calendar year, elect a Chair and Vice-Chair to serve for one (1)-year terms. The Chair of each board shall call the meeting to order and preside at the meetings. In the absence of the chair, the Vice-Chair shall preside.” The individuals selected will serve terms that begin immediately upon their selection, and end December 31, 2022. Any board member can nominate, and any board member can be nominated. A board member may also nominate themselves.

A motion was made by Bob Grabarschick and seconded by Mike Vance to elect Hal Moorman as Chair for the Historic Preservation Board.

Jeana Bellinger called for a vote. The motion passed with voting as follows:

| | |
|---------------------|-----|
| Robert Grabarschick | Yes |
| Jennifer Hermann | Yes |
| Paul Homeyer | Yes |
| Stacy Marhofer | Yes |
| Hal Moorman | Yes |
| Brad Tegeler | Yes |
| Mike Vance | Yes |

A motion was made by Mike Vance and seconded by Brad Tegeler to elect Paul Homeyer as Vice-Chair for the Historic Preservation Board.

Jeana Bellinger called for a vote. The motion passed with voting as follows:

| | |
|---------------------|-----|
| Robert Grabarschick | Yes |
| Jennifer Hermann | Yes |
| Paul Homeyer | Yes |
| Stacy Marhofer | Yes |
| Hal Moorman | Yes |
| Brad Tegeler | Yes |
| Mike Vance | Yes |

Hal Moorman lead the meeting after all Board members introduced themselves.

5. Discuss and Possibly Act Upon a Certificate of Appropriateness for a Building Located at 100 E. Alamo Street, Brenham, Texas

The first Certificate of Appropriateness for discussion and consideration by the Board is from Miguel Ramos and Alix Fox. The major renovation being planned will be the home of Mescalito Coffee in the front of the building on the first floor, and Ballad of the Bird Dog in the back, which faces Commerce Street on the second floor. They are requesting a Certificate of Appropriateness for the addition of a rear egress/ingress stair on Commerce Street. The owners met with City of Brenham officials and their architect and determined the most viable solution would be the addition of a balcony and stair structure on the Commerce Street side of the building. The design of the staircase uses the first parking space in front of the building on Commerce Street, allowing for continued pedestrian use of the sidewalk and office frontage for the rental property on the first floor.

Miguel Ramos – addressed the stairs and balcony access that would give business access on Commerce Street.

Jared Anderson – there is a side door on Park Street, but this entrance would have caused more problems with access on the Park Street sidewalk.

Board members spoke about this design. Everyone liked the design and thought it would be good to have a business entrance on Commerce Street. Parklets were discussed but not the purview of this Board. Parklet agreements are between the City and the property owner.

A motion was made by Mike Vance and seconded by Paul Homeyer to approve the Certificate of Appropriateness for 100 E. Alamo.

Hal Moorman, Chair, called for a vote. The motion passed with voting as follows:

| | |
|---------------------|-----|
| Robert Grabarschick | Yes |
| Jennifer Hermann | Yes |
| Paul Homeyer | Yes |
| Stacy Marhofer | Yes |
| Hal Moorman | Yes |
| Brad Tegeler | Yes |
| Mike Vance | Yes |

6. Discuss and Possibly Act Upon a Certificate of Appropriateness for a Building Located at 201 W. Main Street, Brenham, Texas

This Certificate of Appropriateness for discussion and consideration by the Board is from Randy and Suzanne Bayer. The Bayers are renovating the former Texas Farm Credit building to become Main Street Uncorked, a wine and martini bar. This application is for the removal of the awning currently on the building and the addition of a patio cover in the front to be used for outdoor seating. The proposed patio covers a private parking area in front of the building.

The Bayers spoke of their plans and answered questions from the Board.

A motion was made by Paul Homeyer and seconded by Jennifer Hermann to approve the Certificate of Appropriateness for 201 W. Main Street.

Hal Moorman, Chair, called for a vote. The motion passed with voting as follows;

| | |
|---------------------|-----|
| Robert Grabarschick | Yes |
| Jennifer Hermann | Yes |
| Paul Homeyer | Yes |
| Stacy Marhofer | Yes |
| Hal Moorman | Yes |
| Brad Tegeler | Yes |
| Mike Vance | Yes |

WORK SESSION

7. Staff Report

- **Review and Approval of an Administrative Certificate of Appropriateness for the Historic Grand Leader at 100 E. Alamo Street, and for the Historic Brenham Opera House 101 W. Alamo Street.**
 - Jennifer Eckermann, the Historic Preservation Officer presented this item. Section 13-7(d)1 allows for an Administrative COA by the Historic Preservation Officer for Insignificant Alterations to include changes to exterior paint colors on previously painted surfaces. Two requests were received for approval of paint colors. The applicants provided samples of the colors they were considering and received approval.
- **Review of Certificate of Appropriateness Application, Possible Board Member Participation in Pre-Application Meeting, and Certificate of Appropriateness Process Chart.**
 - Jennifer Eckermann, the Historic Preservation Officer presented this item. It was suggested that two or three Board members could participate in pre-application meetings as a time-saver to walk through plans for Significant Alterations before submission of a COA Application. This process would be a benefit to the property owner and the Historic Preservation Board. The two or three members would be able to answer and/or ask questions that may help the owner present a strong application and have a better chance of timely approval. Also, a checklist was presented to help with the application process. The application will be online soon and a draft of a COA Approval Process chart was shown. This will help the property owner see how the COA process works.

8. Adjourn

With no further business, Hal Moorman adjourned the meeting at 6:17 pm.

Hal Moorman

Date

Board Chair

ATTEST:

Nancy Joiner
Tourism & Marketing Coordinator

Date



AGENDA ITEM 4 – REGULAR SESSION

MEMORANDUM

To: Historic Preservation Board Members
From: Jennifer Eckermann, Historic Preservation Officer
Subject: Request for Certificate of Appropriateness
Date: January 22, 2022

The first Certificate of Appropriateness Application for discussion and consideration by the Board is from 100 Alamo Investments, LLC. for a 2nd Phase of Approval for the project at the Historic Grand Leader Building located at 100 E. Alamo Street.

A Pre-Application Meeting was held Monday, December 20, 2021 with the following in attendance:

Board Vice Chair Paul Homeyer
Board Member Jennifer Hermann
Alix Fox, property owner
Jared Anderson, business owner
Darren Heine, AIA, BBA Architects
Jhonatan Aguirre, AIA, BBA Architects
Jennifer Eckermann

The Certificate of Appropriateness Application was received by our office January 6, 2022 for the following Significant Alterations:

- Repositioned Storefront and Addition of Useable Covered Seating in Historic Department Store Display Areas
- Construction of Park Street Windows and Canopy

Included in the application is timeline documentation of the work completed to-date.

The owner will be in attendance at the meeting to answer any questions you may have.



HISTORIC PRESERVATION – MAIN STREET
Certificate of Appropriateness
Application

APPLICATIONS MUST BE COMPLETED IN THEIR ENTIRETY.

By signing this Certificate of Appropriateness (COA) application, the applicant affirms:

- All submitted information represents an accurate description of the proposed work.
- The project will be constructed in exact accordance with the plans and specifications submitted.
- S/he will conform to all conditions of approval.
- Approval of this application by the Historic Preservation Officer or the Historic Preservation Board in no way constitutes approval of a building permit or other required city permit approvals.
- Filing an application does not guarantee approval.

ADDRESS OF SUBJECT PROPERTY: 100 E. Alamo Street, Brenham, Texas 77833

APPLICANT/CONTACT PERSON

Name (Print): Alix Fox

Address: 4222 Vista Road

City, State, Zip: Pasadena, Texas 77504

Phone: (832) 687-7533

Email: alix@qualifiedproperties.com

Signature: *Alix Fox*

OWNER (Attach additional sheets, as needed)

Name (Print): 100 Alamo Investments, LLC

Address: 4222 Vista Road

City, State, Zip: Pasadena, Texas 77504

Phone: (832) 687-7533

Email: alix@qualifiedproperties.com

Signature: *Alix Fox*

THIS CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION APPLIES TO:

ADMINISTRATIVE COA (for Insignificant Changes)

BOARD COA (for Significant Changes)

FOR OFFICE USE ONLY:

Date Received: 1/6/2022

Built Circa: 1877

COA Case #: 2022-03-B

Type of Project: _____



HISTORIC PRESERVATION – MAIN STREET
**Certificate of Appropriateness
Application Narrative**

**PLEASE TYPE OR PRINT CLEARLY. ILLEGIBLE RESPONSES WILL NOT BE ACCEPTED.
USE ADDITIONAL SHEETS IF NECESSARY.**

GENERAL INFORMATION:

Address of Subject Property: 100 E. Alamo Street, Brenham, Texas 77833

Desired start date: January 17, 2022

Desired Completion Date: February 28, 2022

Type of Request:

- Exterior Alteration (Insignificant)
- Exterior Alteration (Significant)
- New construction
- Demolition
- Other: _____

Proposed Use:

- Commercial
- Office
- Restaurant
- Other: _____

WRITTEN DESCRIPTION OF PROPOSED WORK:

Please describe the scope of work. Include: materials to be used, how the project will impact the historic structure, and cleaning methods. How will proposed work be in keeping with the character of the property? Submit sufficient description and support documentation so that the project can be understood without talking to you. Attach another sheet if necessary.

Please see the attached Description of Proposed Work.

100 ALAMO INVESTMENTS, LLC

Alix Fox
Manager

January 6, 2022

4222 Vista Road
Pasadena, Texas 77504
(832) 687-7533 Cell
alix@qualifiedproperties.com

Brenham Historic Preservation Board

Attn: Jennifer H. Eckermann, CTE
200 W. Vulcan Street
Brenham, Texas 77833
JEckermann@cityofbrenham.org

Re: Certificate of Appropriateness Application
Grand Leader Building – 100 E. Alamo Street
Description of Proposed Work

Dear Jennifer:

In connection with the Certificate of Appropriateness (“**COA**”) application being filed by 100 Alamo Investments, LLC for alterations to the historic Grand Leader Building located at 100 E. Alamo Street, Brenham, Texas 77833 (the “**Building**”), I would like to provide the following background of the issues that necessitated such alterations and the description of the work being proposed to remedy those issues.

1. **Background of Issues Necessitating Proposed Alterations.**

It should be noted that our appreciation of the history behind the Brenham Downtown District was a contributing factor in our decision to purchase and commit to make a significant investment in the Building. As such, our intention was never to change the historic aspects of the Building. Instead, our mission and vision with this project has been to repurpose the use of the main floor of the Building into a vibrant and inviting indoor/outdoor café and retail space that attracts both residents and tourists and adds to the desirability, walkability, and economic growth of the Brenham Historic Downtown District, all while preserving the historic elements of the Building.

However, as part of our due diligence study for the Building, an asbestos survey was obtained, which noted that plastered sheetrock on the ceiling in the entryway (both inside and outside of the space) contained asbestos and would require abatement. It was our desire to simply remove the portion of the ceiling containing asbestos, with hopes that we would reveal an original wood ceiling. After abating the asbestos and removing the sheetrock ceiling, we discovered a second, deteriorating drop ceiling, which was subsequently removed to expose the wood planks that are visible today.

With portions of the ceiling removed as part of the asbestos abatement process, areas of serious concern were uncovered. First, the original transom windows (which were previously

hidden from the street view by signage) were found to be shattered and encased in rotted wood. This deteriorated wood and the shards of transom glass would need to be removed before exterior painting of the façade could continue. Upon further investigation, nearly all of the wood framing the non-tempered storefront windows was seriously rotted as well. Some of the storefront windows cracked simply from the pressure differential when removing the weight of the asbestos ceiling. Significant effort was made to preserve the storefront windows to the extent possible, but due to the brittle nature of the glass, only a portion of those windows were able to be salvaged and saved.

As the investigation continued, we began to have serious concerns about the safety of portions of the façade. The removal of the recent signage revealed evidence of significant water infiltration. The bottom support for the original transom windows was held in place by two metal rods, which were rusting away as a result of the water infiltration. The structural steel beam above the transom windows showed significant deterioration from the water infiltration as well. Due to the obvious danger posed by these conditions to our contractors and the general public (especially in light of the increased traffic expected for the then-upcoming Texas Arts and Music Festival), the decision was made to remove the hanging transom frame.

For more detailed information concerning the issues that necessitated the proposed alterations, including photographs of each step along the way, please see the timeline prepared by Jared Anderson, attached hereto as Exhibit "B".

2. Description of Proposed Work.

Following the discovery of the issues set forth above, we were forced to revisit our renovations plans and develop a solution that would further take into account the age of the various building components and provide a safe and attractive façade for the Building. After much consideration and discussion with our design consultants, Jonathan Smith, AIA, LEED AP BD+C of Smithdish Architecture (originally associated with Lake Flato) and Darren Heine, AIA of BBA Architects, we believe that the following alterations achieve that goal while preserving the historic aspects of the Building.

a. Repositioned Storefront and Addition of Useable Covered Seating Area in Historic Department Store Display Areas (see Exhibit "A" for full-sized renderings of the proposed alterations included herein).

We propose to reposition the original storefront design to the location of the original entry doors. The original doors will be reused, and the surrounding steel framework and glass will provide natural light to the interior space. The street-front façade would feature the exposed, historic steel posts and superstructure (see **Figures 1 and 2** below), which reintroduces the steel post design prevalent in the early 1900s (see the historic photograph of the neighboring Brenham Opera House included as **Figure 3** below). Additionally, the addition of a horizontal, wide-flange steel beam and vertical steel members to the street front façade would allude to the historic transom windows that were known to be displayed in the mid-1900s (see **Figure 4** below).



Figure 1
Proposed Façade and Storefront
(view from Alamo Street)



Figure 2
Proposed Storefront and Covered Seating Area
(view from interior)



Figure 3
Historic Brenham Opera House
with exposed steel column construction

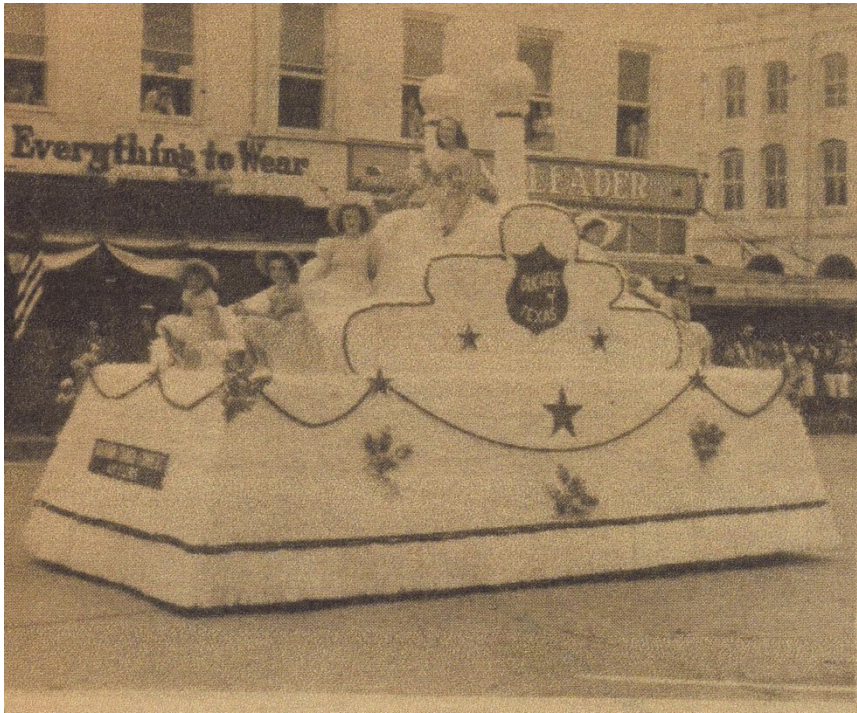


Figure 4
Photograph of Historic Transom Windows and "Grand Leader"
Signage behind Duchess of Texas Float (ca. 1940)

To preserve the Building's department store history, the area that previously served only as limited-use display cases would be repurposed into an inviting, covered seating area that would provide beautiful views of the Downtown District and the courthouse. This area would maintain the excavated and sloped floor created during the Building's department store

configuration and would feature exposed beadboard that is reflective of the Building's original design. Additionally, the seating areas will feature poured concrete steps and will be bounded by protective glass on the Park Street side and steel railings throughout.

The shape and flow of the Building entry will remain the same under the proposed plans and will allow for a more desirable and effective use of the elevated seating space, which once only served a very limited purpose. We believe that the addition of the covered seating space will increase the café attractiveness to both patrons and tourists and will encourage a friendly and walkable downtown area. In our opinion, this will be an inviting feature and will provide a pleasant place to view and admire the Washington County courthouse and Historic Downtown District.

b. Construction of the Park Street Windows and Canopy (see **Exhibit "A"**).

In conjunction with our vision to make this corner of downtown a thriving outdoor area that attracts foot traffic to the entire block, we propose the addition of a window on the Park Street side of the Building, aligned with the proposed parklet area (see **Figure 5** below). The window will be an attractive architectural feature covered by a canopy and relieving congestion inside of the café area. Our hope is that this will serve as a convenient option to the café customers and allow for friendly interaction among patrons.

An additional, second-story window is proposed further south on the Park Street side of the Building, which will provide natural light to the retail space and will offer guests a view of the beautiful and historic Toubin Park directly across Park Street. We have presented two options for the southern window – a flush window with canopy and a pop-out, bay window without a canopy (see **Figures 6 and 7** below). We respectfully request approval for both options so that a determination can be made closer to construction commencement after considering the cost of each option.



Figure 5
Proposed Façade and Park St. Window and Canopy Addition
(daylight view from intersection of Alamo St. and Park St.)



Figure 6
Option 1 - Proposed Park Street Bay Window Addition
(daylight view from intersection of Park St. and Commerce St.)



Figure 7
Option 2 - Proposed Park Street Flush Window and Canopy Addition
(daylight view from intersection of Park St. and Commerce St.)

c. Exterior Building Paint.

An application for administrative approval was submitted to paint the façade of the Building to compliment the now-existing paint colors along the Park Street side of the Building (recently repainted in connection with the Texas Arts and Music Festival mural installation). Additionally, the application included the painting of the Commerce Street side of the building in

order to give the appearance of one, cohesive building from block corner to block corner and to provide a neutral background for the Park Street mural. Although administrative COA approval was granted on October 12, 2021, these paint colors are being included here for informational purposes. Sherwin Williams Shoji White has been used as the primary paint color (with slightly darkened tint for the trim), and Naval Blue (navy) has been used as an accent color (see **Figure 6** below for color samples).



Figure 6
Approved Color Samples

We appreciate your consideration of these alterations and hope that you find that they meet the requirements of the Brenham Historic Preservation Ordinance. Please feel free to contact me with any questions or comments that you may have.

Sincerely,

Alix Fox
Manager

EXHIBIT "A"

**RENDERINGS AND DRAWINGS
OF PROPOSED ALTERATIONS**



MESCALITO
COFFEE





MESCALITO
COFFEE

BBA
ARCHITECTS



MESCALIT
COFFEE



MESCALIT
COFFEE











MESCALITO

BBA
ARCHITECTS



MESCALITO

EXHIBIT "B"

**DETAILED PHOTOS AND TIMELINE OF ISSUES
NECESSITATING PROPOSED ALTERATIONS**

EXHIBIT "A"

Timeline of 100 E Alamo from Concept to Current

Report By: Jared Anderson, TX PE #137868

Date: 11/05/2021

Step 1 – Original Feasibility – 8/3/21

Lake Flato | Smithdish Architecture Hired for concept design



Aug 3 2021

102 Alamo - Initial Concept

alamo + park perspective - annotated

Timeline of 100 E Alamo from Concept to Current

Step 2 – Asbestos Removal – Demo Permit – 10/1/21



Timeline of 100 E Alamo from Concept to Current

Step 3 – Discovery of Original Windows – 10/1/21



Timeline of 100 E Alamo from Concept to Current

Step 3 – Discovery of Original Windows – 10/1/21



Timeline of 100 E Alamo from Concept to Current

Step 4 – Uncovering of Original Windows – 10/15/21

Window frames rotted, glass falling



Timeline of 100 E Alamo from Concept to Current

Step 4 – Uncovering of Original Windows – 10/15/21



Timeline of 100 E Alamo from Concept to Current

Step 5 – Discovery of rot, corrosion and dilapidation – quantity increasing – 10/16/21



Only rod support supporting header beam fully corroded

Timeline of 100 E Alamo from Concept to Current

Step 5 – Discovery of rot, corrosion and dilapidation – quantity increasing – 10/16/21



Only rod support supporting header beam fully corroded

Timeline of 100 E Alamo from Concept to Current

Step 5 – Discovery of rot, corrosion and dilapidation – quantity increasing – 10/16/21



Wet and rotted wood

Timeline of 100 E Alamo from Concept to Current

Step 5 – Discovery of rot, corrosion and dilapidation – quantity increasing – 10/16/21



Main structural beam discovered to have significant corrosion with cause for immediate attention

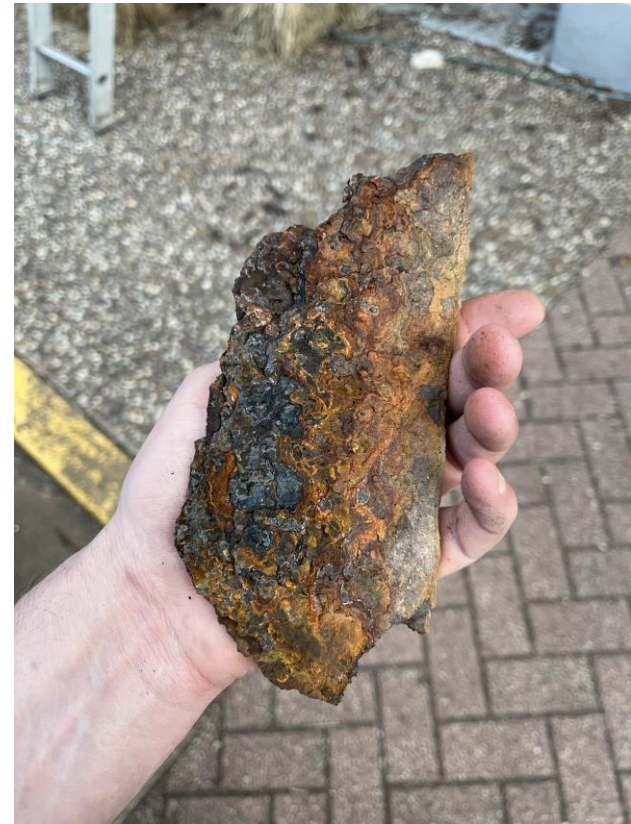


Timeline of 100 E Alamo from Concept to Current

Step 5 – Discovery of rot, corrosion and dilapidation – quantity increasing – 10/16/21



2 locations at support for hanging rod fully corroded



Timeline of 100 E Alamo from Concept to Current

Step 5 – Discovery of rot, corrosion and dilapidation – quantity increasing – 10/16/21



Header beam fully rotted at both ends, and throughout span. Summary: midsupport hanging rods – deficient, end rotten supports compromised. The entire header beam was in serious danger of collapse.



Timeline of 100 E Alamo from Concept to Current

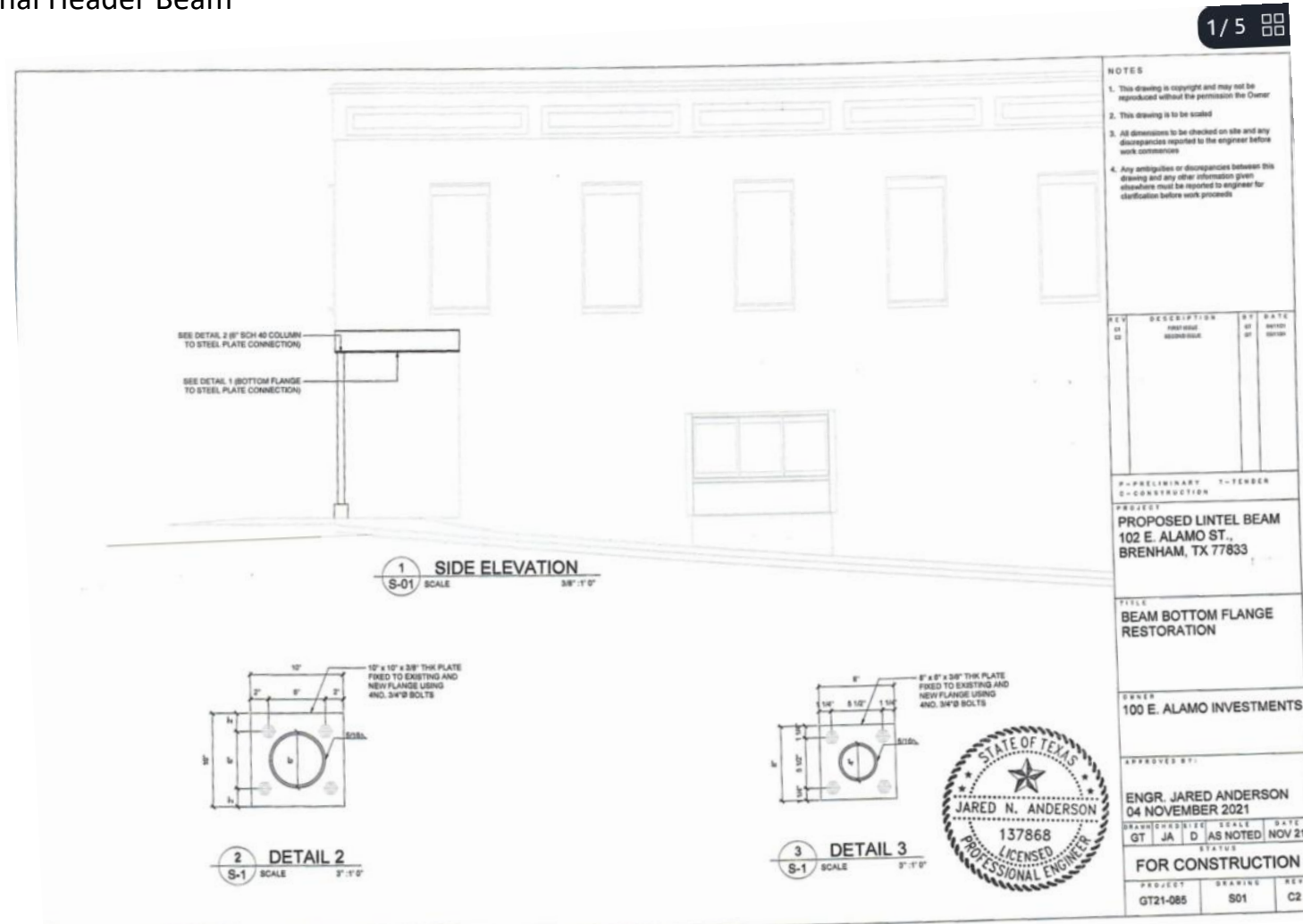
Step 6 – Stop Work and Violation of Ordinance issued 10/19/21. Current condition 10/19-11/8



Timeline of 100 E Alamo from Concept to Current

Step 7 – Course of action taken 10/27/2021

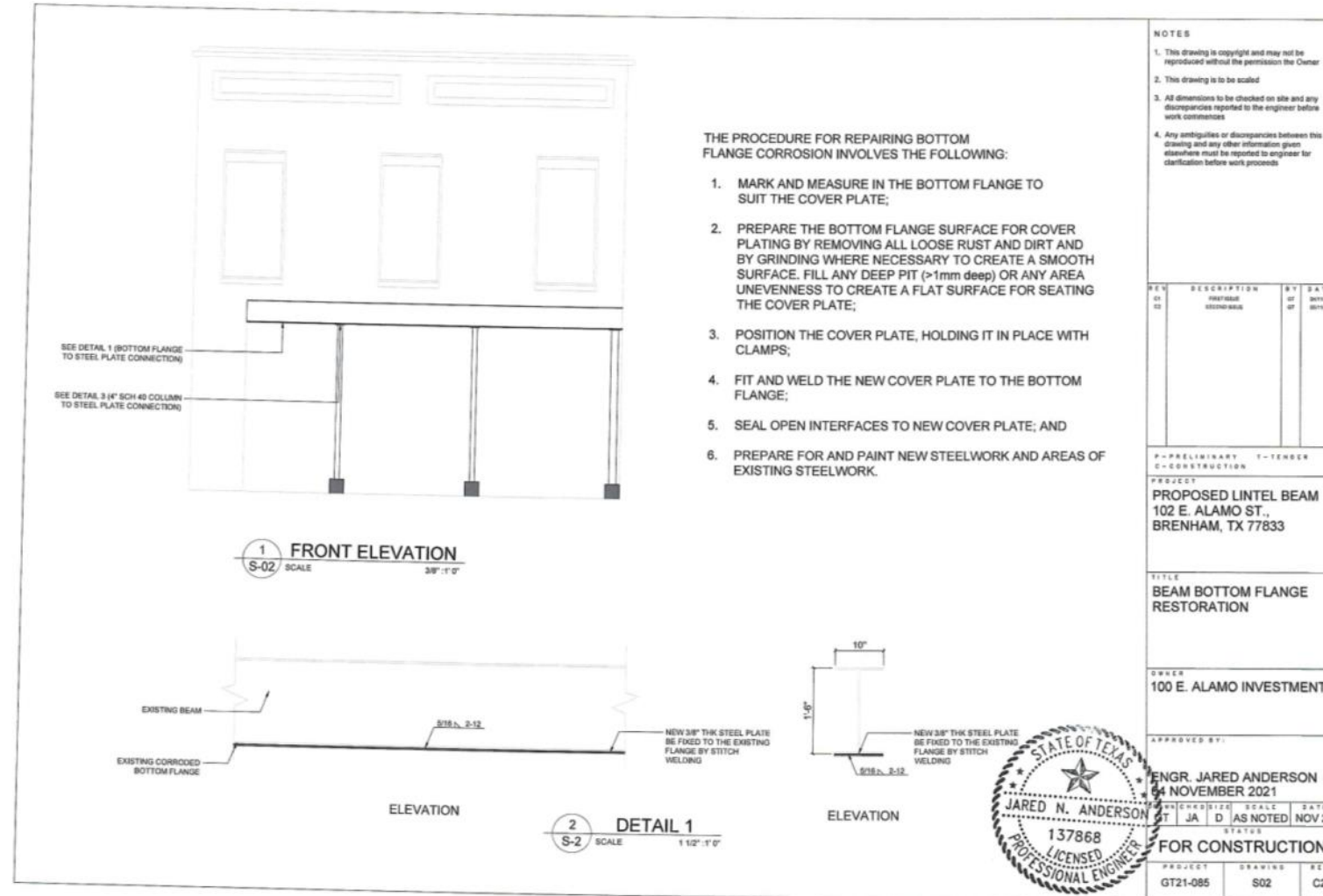
1. Commenced design analysis of Original Header Beam



Timeline of 100 E Alamo from Concept to Current

Step 7 – Course of action taken 10/27/21

2. Repair procedure developed





AGENDA ITEM 5 – REGULAR SESSION

MEMORANDUM

To: Historic Preservation Board Members

From: Jennifer Eckermann, Historic Preservation Officer

Subject: Request for Certificate of Appropriateness for Work Proposed to
219 E. Main Street

Date: January 22, 2022

The second Certificate of Appropriateness Application for discussion and consideration by the Board is from TNT Entities, LLC. for Approval of Significant Alterations in the renovation of the former Marsh's Building located at 219 E. Main Street.

A Pre-Application Meeting was held Wednesday, January 19, 2022 with the following in attendance:

Board Member Brad Tegeler
Board Member Bob Grabarschick
Tiffany Howard, property and business owner
Elizabeth Price, AIA, Upchurch Architects
Jennifer Eckermann

The Certificate of Appropriateness Application included in your packet was received by our office January 19, 2022 for the following:

- Restoration of the Main Street facade
- Restoration of the Vulcan Street facade

The owner will be in attendance at the meeting to answer any questions you may have.



AGENDA ITEM 5 – REGULAR SESSION

MEMORANDUM

To: Historic Preservation Board Members

From: Jennifer Eckermann, Historic Preservation Officer

Subject: Request for Certificate of Appropriateness for Work Proposed to
219 E. Main Street

Date: January 22, 2022

The second Certificate of Appropriateness Application for discussion and consideration by the Board is from TNT Entities, LLC. for Approval of Significant Alterations in the renovation of the former Marsh's Building located at 219 E. Main Street.

A Pre-Application Meeting was held Wednesday, January 19, 2022 with the following in attendance:

Board Member Brad Tegeler
Board Member Bob Grabarschick
Tiffany Howard, property and business owner
Elizabeth Price, AIA, Upchurch Architects
Jennifer Eckermann

The Certificate of Appropriateness Application included in your packet was received by our office January 19, 2022 for the following:

- Restoration of the Main Street facade
- Restoration of the Vulcan Street facade

The owner will be in attendance at the meeting to answer any questions you may have.



HISTORIC PRESERVATION – MAIN STREET
Certificate of Appropriateness
Application

APPLICATIONS MUST BE COMPLETED IN THEIR ENTIRETY.

By signing this Certificate of Appropriateness (COA) application, the applicant affirms:

- All submitted information represents an accurate description of the proposed work.
- The project will be constructed in exact accordance with the plans and specifications submitted.
- Applicant & Owner will conform to all conditions of approval.
- Approval of this application by the Historic Preservation Officer or the Historic Preservation Board in no way constitutes approval of a building permit or other required city permit approvals.
- Filing an application does not guarantee approval.

ADDRESS OF SUBJECT PROPERTY: _____

APPLICANT/CONTACT PERSON

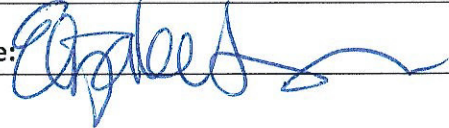
Name (Print): Elizabeth Price

Address: 404 East Main Street

City, State, Zip: Brenham, Texas 77833

Phone: (979)830-1723

Email: eprice@upchurcharchitects.com

Signature: 

OWNER (Attach additional sheets, as needed)

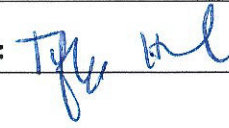
Name (Print): TNT Entities, LLC

Address: 219 E Main Street

City, State, Zip: Brenham, TX 77833

Phone: (832)656-9374

Email: tiffany@glamfetti.com

Signature: 

THIS CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION APPLIES TO:

ADMINISTRATIVE COA (for Insignificant Changes)

BOARD COA (for Significant Changes)

FOR OFFICE USE ONLY:

Date Received: 1/20/2022

COA Case #: 2022-04-B

Built Circa: 1885

Type of Project: _____



Certificate of Appropriateness Application Narrative

**PLEASE TYPE OR PRINT CLEARLY. ILLEGIBLE RESPONSES WILL NOT BE ACCEPTED.
USE ADDITIONAL SHEETS IF NECESSARY.**

GENERAL INFORMATION:

Address of Subject Property: 219 East Main Street

Anticipated start date: February 2022

Anticipated Completion Date: June 2022

Type of Request:

- Exterior Alteration (Insignificant)
 - Exterior Alteration (Significant)
 - New construction
 - Demolition
 - Other:
-

Proposed Use:

- Commercial
 - Office
 - Restaurant
 - Other:
-

WRITTEN DESCRIPTION OF PROPOSED WORK:

Please describe the scope of work. Include: description of alterations, new construction, or demolition, materials to be used, impact on the historic fabric, and proposed cleaning methods. How will proposed work be in keeping with the character of the property? Submit sufficient description and supporting documentation so that the project can be understood without verbal communication. Attach additional sheets as necessary.

Main Street façade will be restored: Aluminum storefront will be replaced with wood storefront, transoms will be restored, awning will be added, lighting will be added, and brick will be repointed as needed and repainted. Signage will be addressed in separate contract.

Vulcan Street Façade will be restored: Loose plaster will be removed and replaced, windows will be replaced at both levels. Rear door will be reconfigured to open out. Landing and ramps will be installed at sidewalk for accessible entry.



HISTORIC PRESERVATION – MAIN STREET

**Certificate of Appropriateness
Application Checklist**

| The following items are requested for consideration of this application. These and additional items may be required, at the request of the Historic Preservation Office, in order to determine the application complete and filed. Please include with submission of your application. | | Comments |
|--|--|----------|
| <input checked="" type="checkbox"/> | A pre-application meeting with Historic Preservation Office staff is required unless waived by Office. Please email HistoricPreservation@cityofbrenham.org to set up a meeting. | |
| <input checked="" type="checkbox"/> | Completed Application for Certificate of Appropriateness. | |
| <input checked="" type="checkbox"/> | Completed Application for Certificate of Appropriateness Application Narrative. | |
| <input checked="" type="checkbox"/> | Current photograph(s) of the property and area of alteration | |
| <input checked="" type="checkbox"/> | Samples of materials to be used, including paint colors | |
| <input checked="" type="checkbox"/> | Evidence of historic authenticity (photographs) SIGNIFICANT ALTERATIONS ONLY | |
| <input checked="" type="checkbox"/> | SITE Plan and Exterior Elevations SIGNIFICANT ALTERATIONS ONLY | |



Photo 1



Photo 2



Photo 4



Photo 5



Photo 7



Photo 9



Photo 13

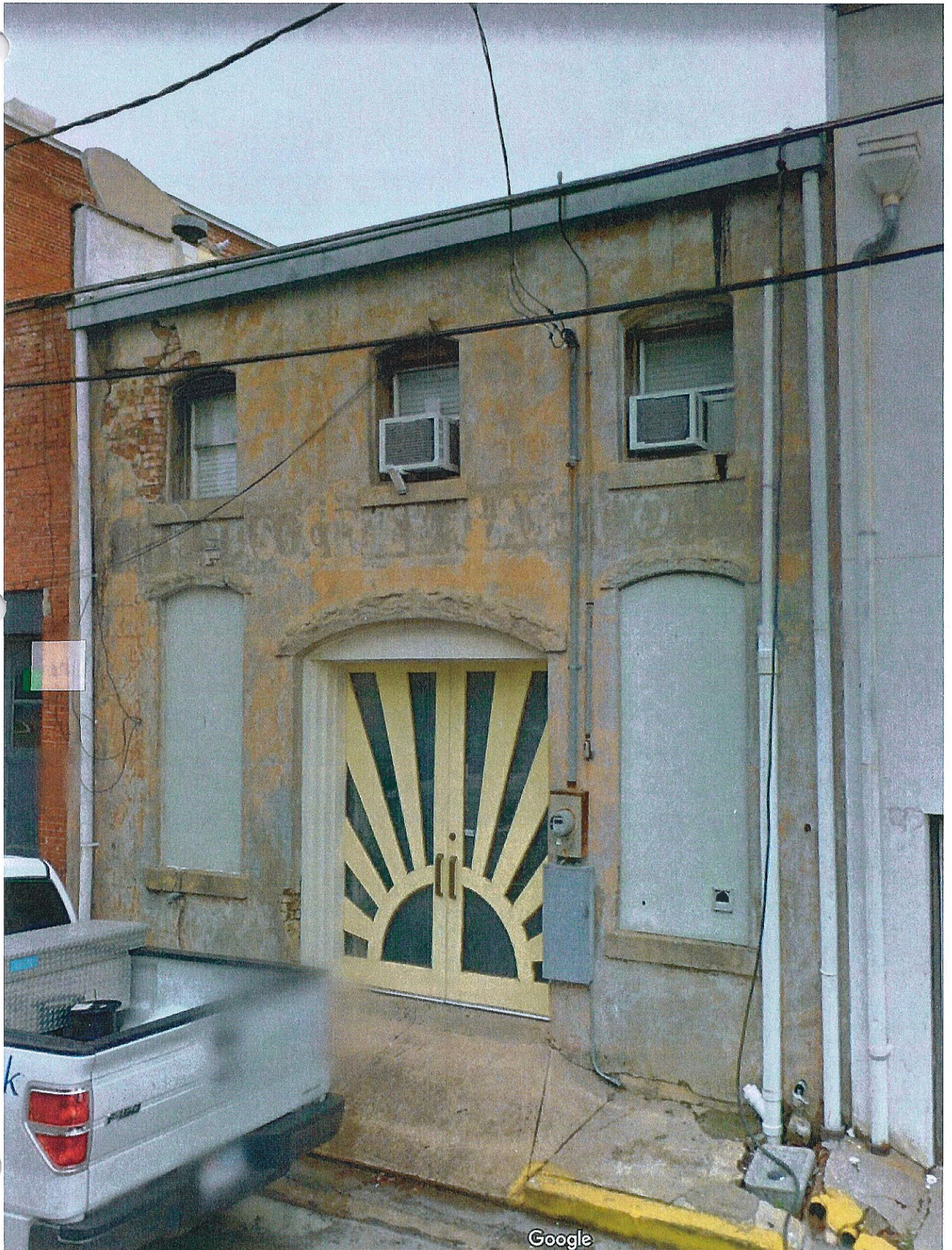
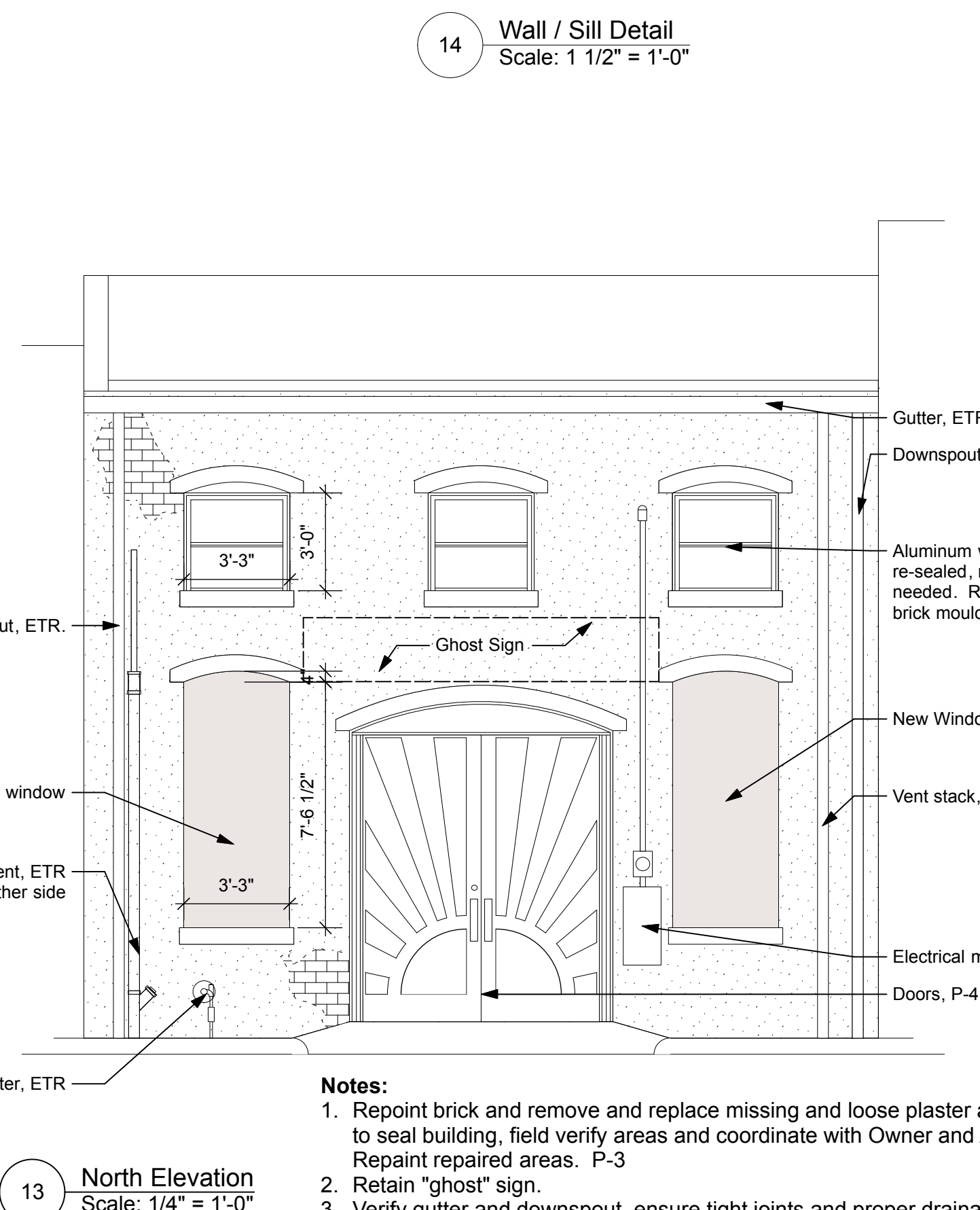
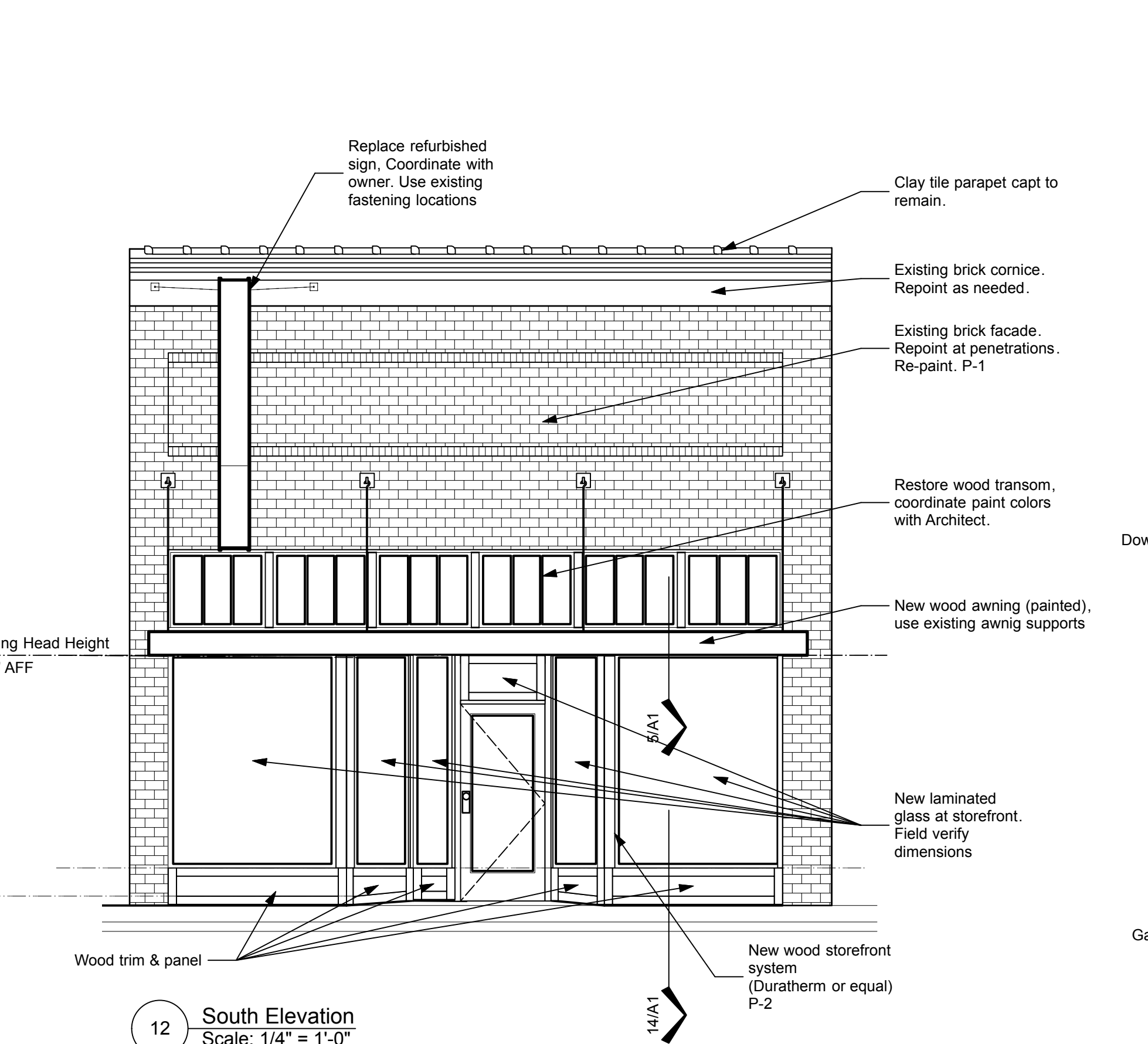
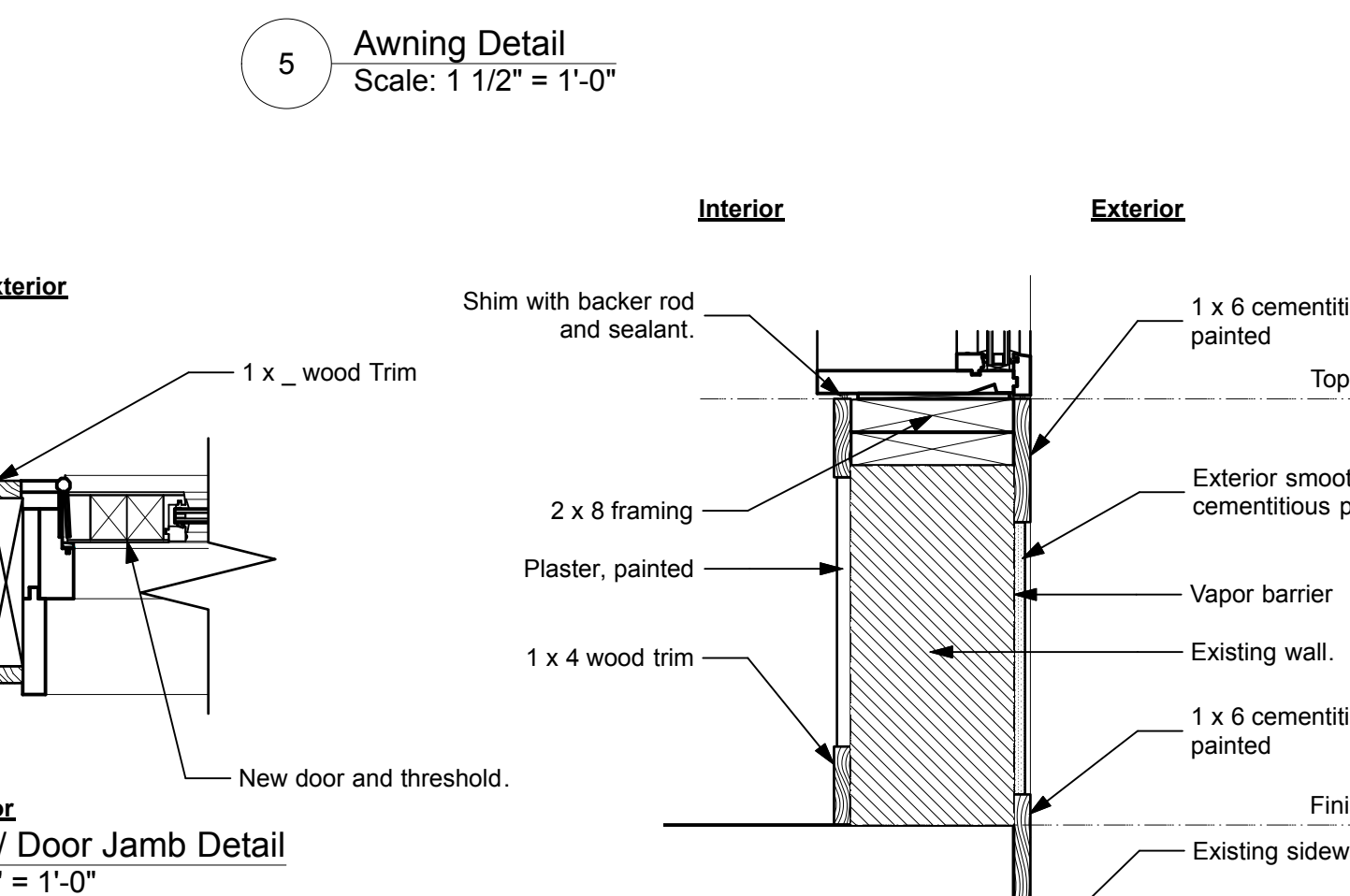
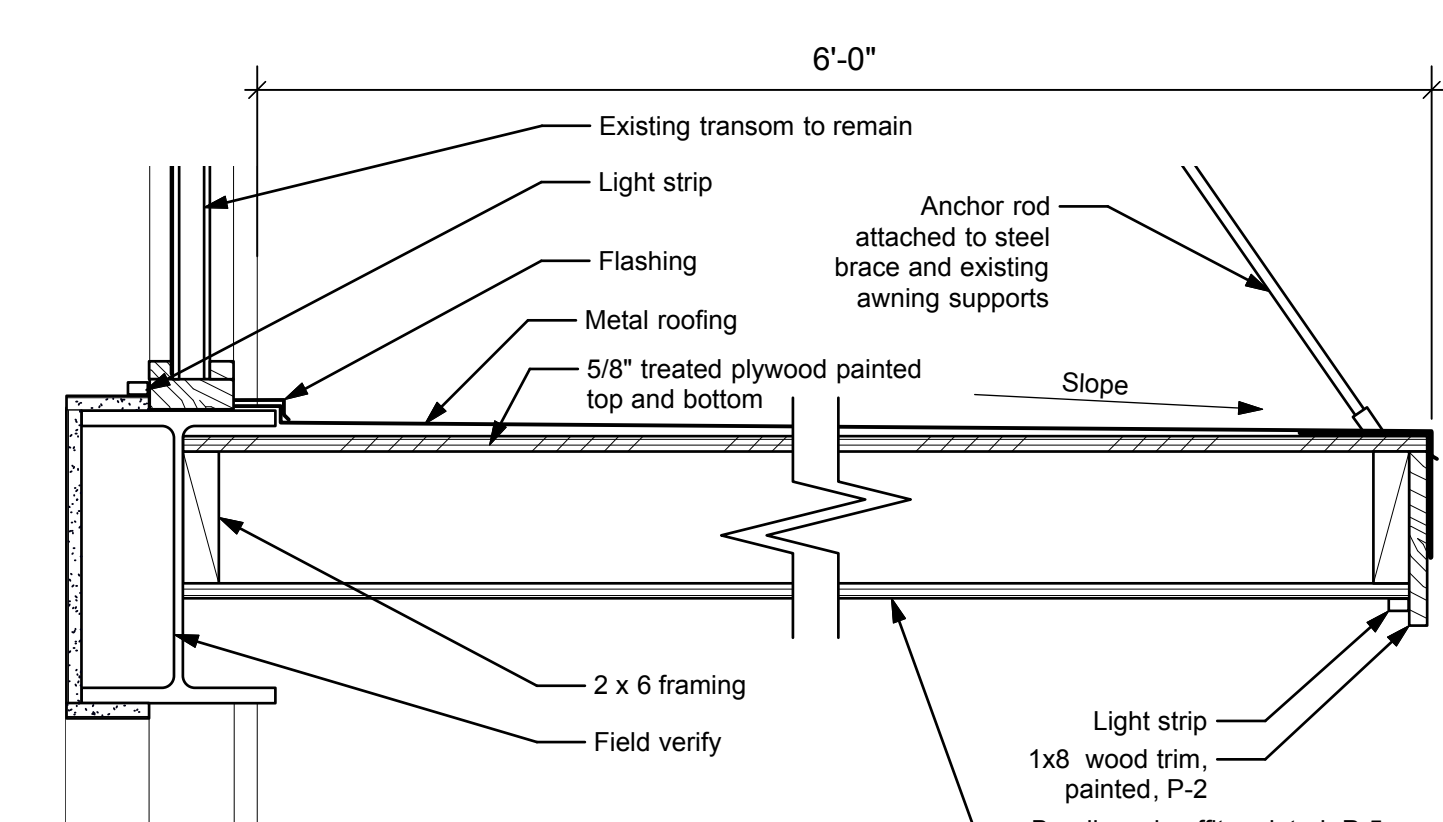
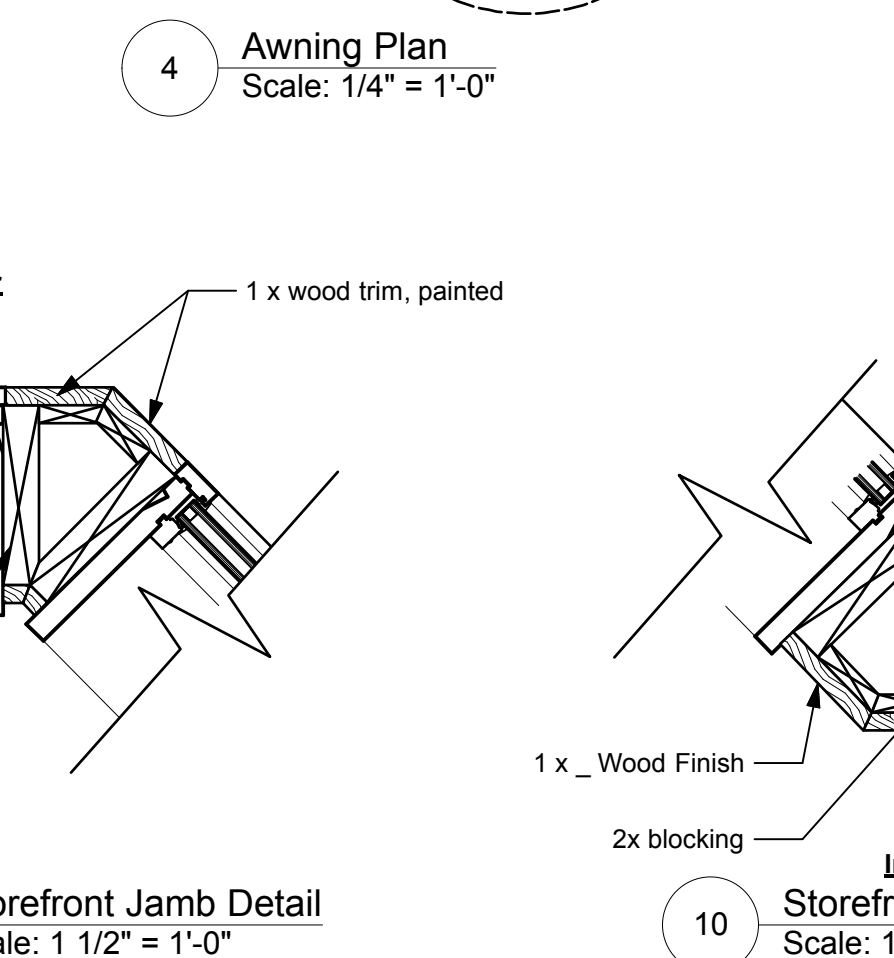
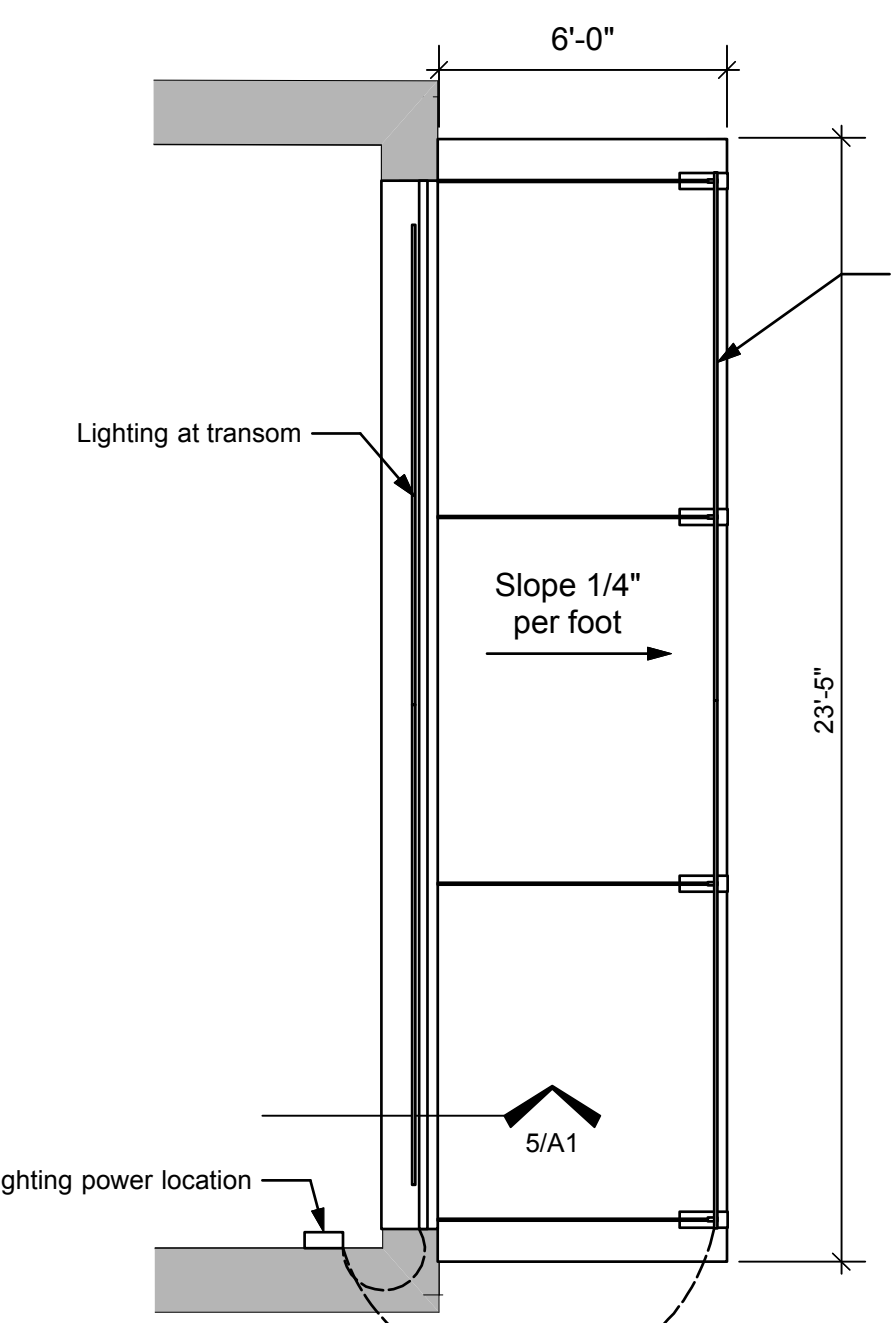
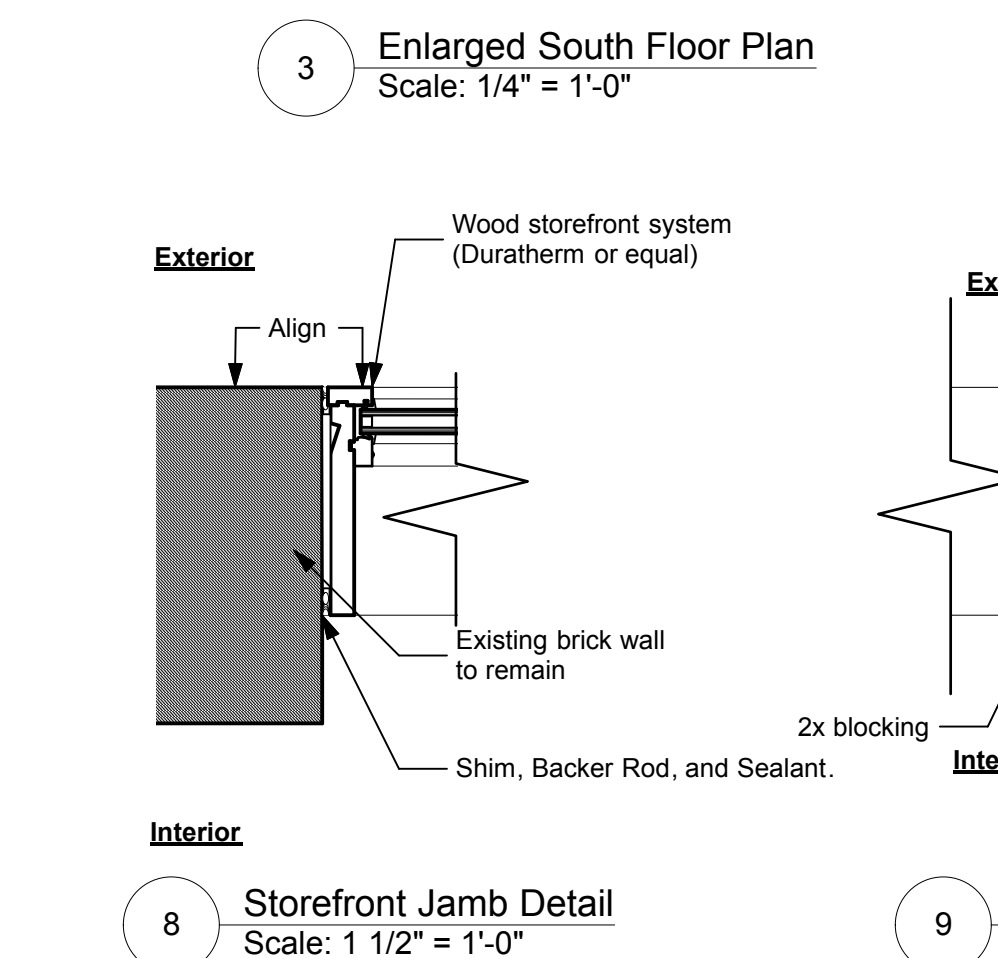
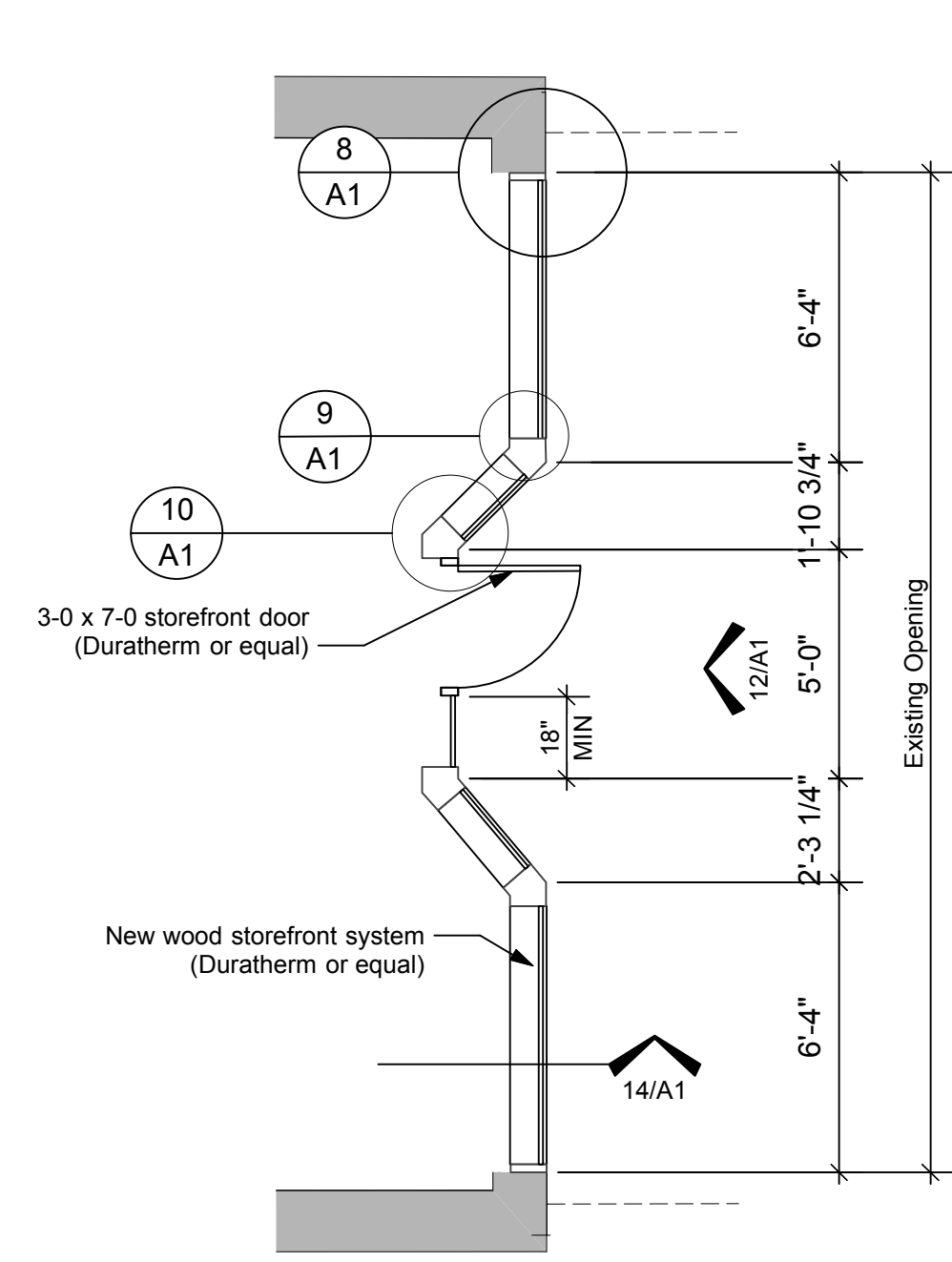
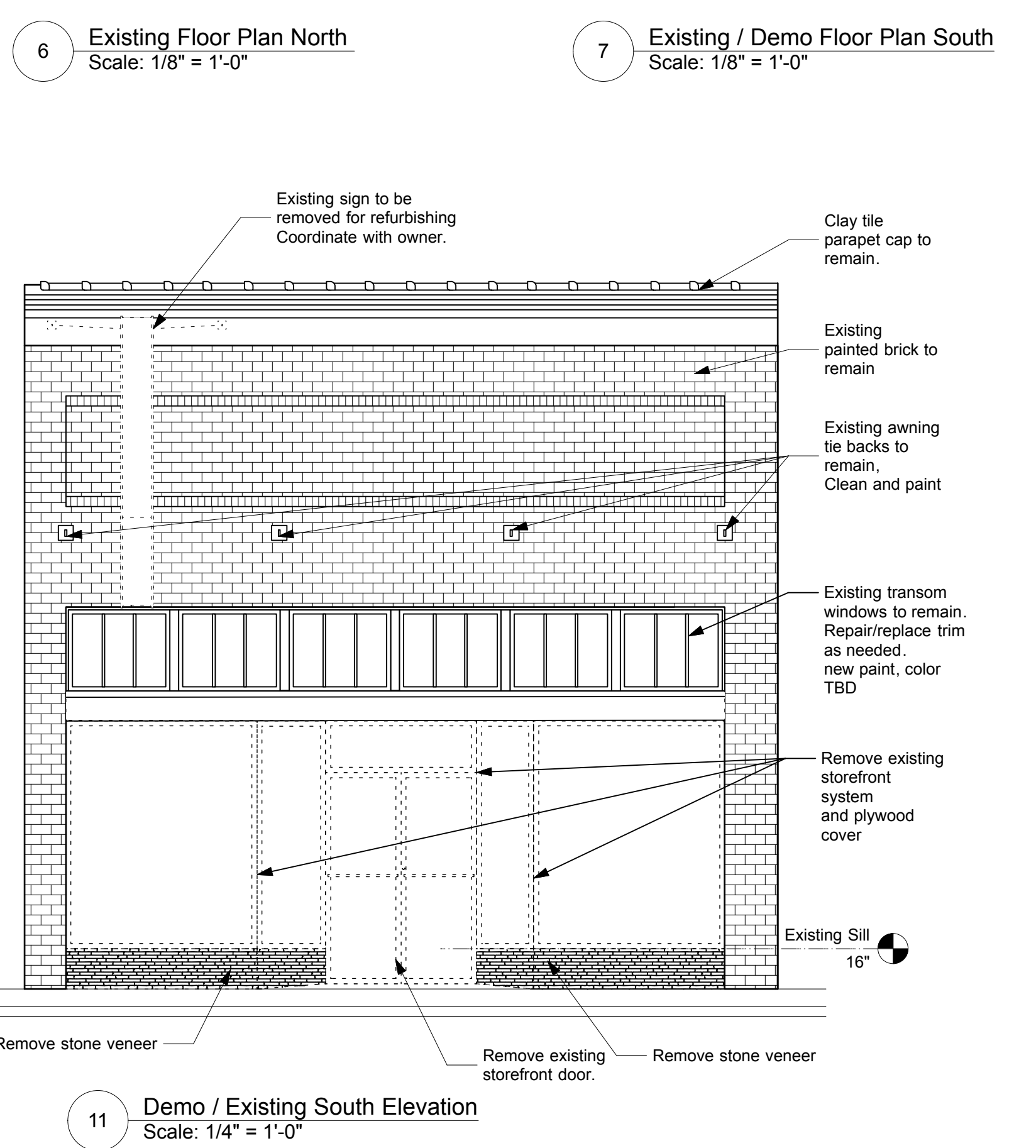
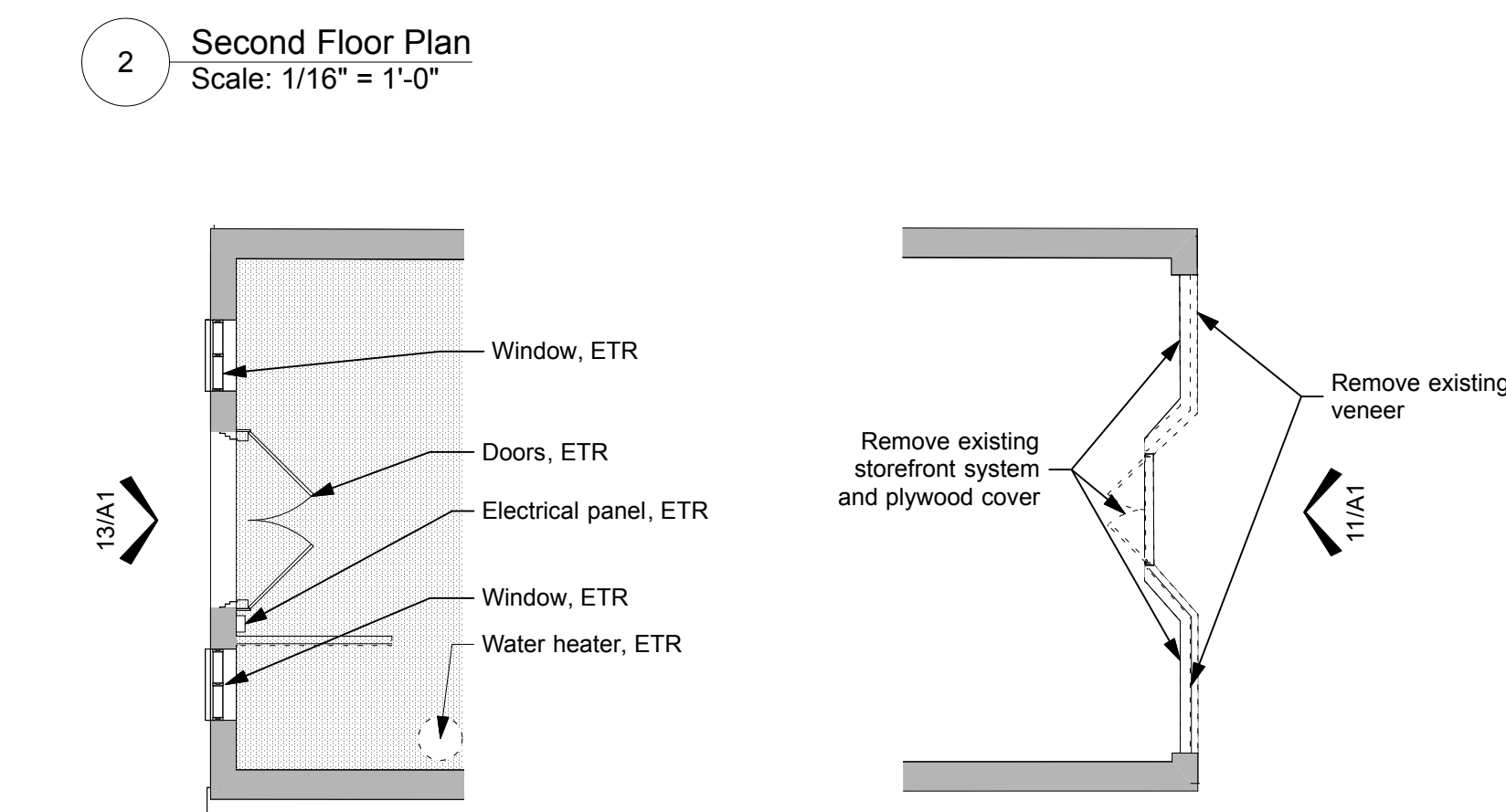
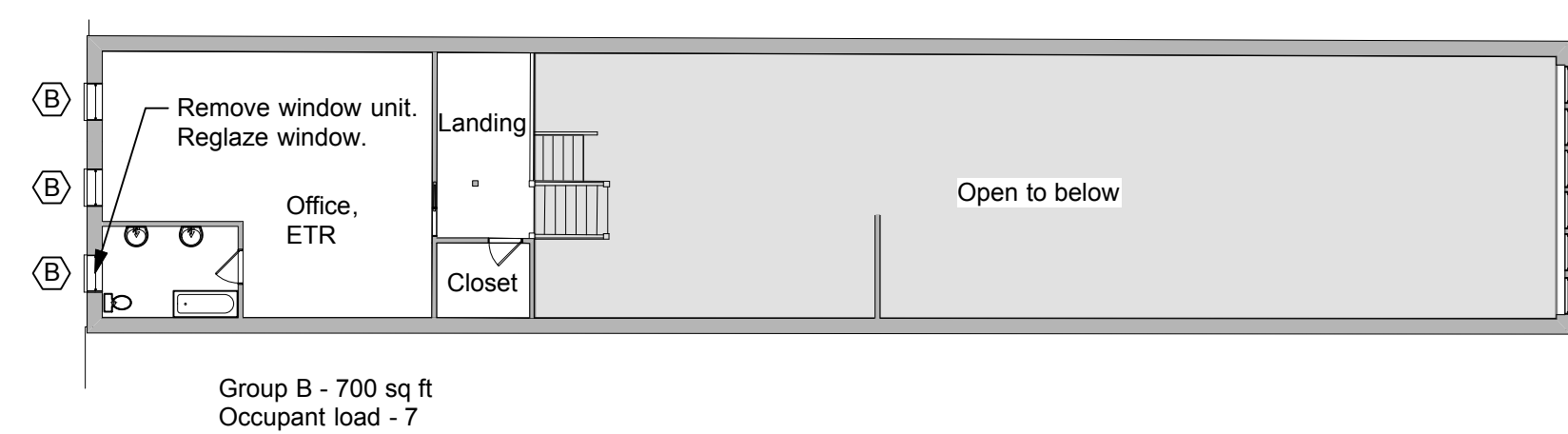
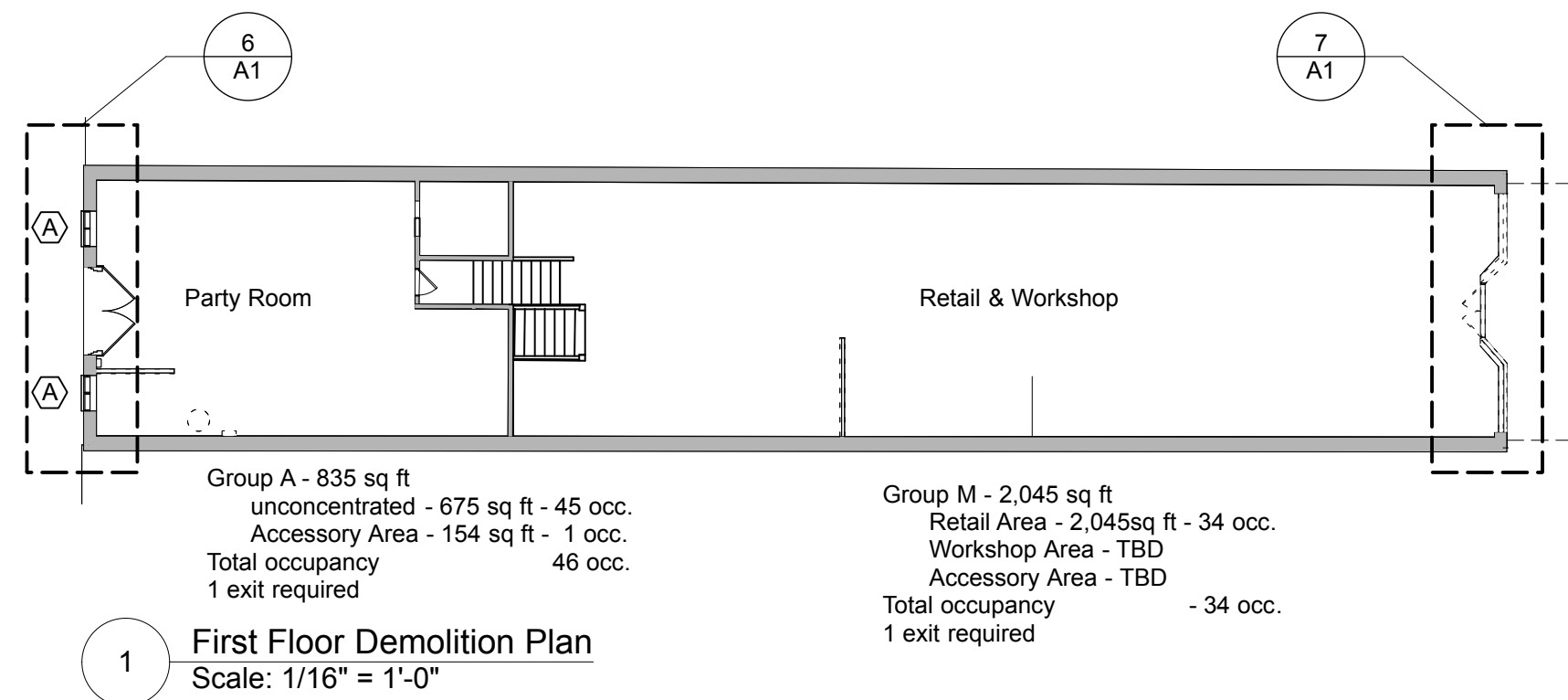


Photo 15



Facade Renovations

219 East Main Street



Notes:

1. Scope of work includes facade renovations only.
2. Field Verify all dimensions.
3. Asbestos report is available for review. All known ACMs were removed during remediation May 2018.
4. All improvements must meet City of Brenham ordinances, 2018 IBC and the Texas Accessibility Standards.

Window Schedule:

A Single Hung - 3'-3" x 7'-6"

B ETR Repair glass and glazing. Refurbish trim.

1. All new windows to be Andersen E Series, or approved equal.
2. Installation:
 - A. Install frames and flashings in accordance with the manufacturer's instructions.
 - B. Use anchorage devised to securely attach frame to structure.
 - C. Align assembly plumb and level, free of warp and twist. Maintain assembly dimensional tolerances, aligning with adjacent work.
 - D. Coordinate attachment and seal of air and vapor materials. Pack fibrous insulation in shim spaces at perimeter of assembly to maintain continuity of thermal barrier. Do not use expandable foam to fill space unless it is low expansion and under close supervision to avoid over application which may cause operation problems with window units.
 - E. Install perimeter type sealant and backing materials according to the manufacturer's instructions.
3. Finish: Interior: Bare Wood Exterior: Clad, white.
4. All hardware shall be White
5. All glazing shall be Insulating Low E II Glass. Tempered where required by code.
6. Provide window screens at all operable units.

Hardware Schedule:

| | |
|-------------|---------------------------|
| Front Door: | Rear Door: |
| 3 hinges | 3 pair hinges |
| Closer | 2 pulls |
| Deadbolt | Deadbolt |
| Pull | Pr Pulls |
| Push plate | Pr Push plates |
| Floor stop | 2 floor stops |
| | Flushbolt, Top and Bottom |

Hardware Notes

1. Hardware to be selected by Owner.
2. Verify all keying requirements with Owner.
3. Provide thresholds with machine screws and steel anchors and all necessary anchoring devices for weatherstripping and seals.
4. Mounting heights shall be 36" aff for pulls. 38" aff for locks.

Finish Materials

Paint: All materials by Sherwin Williams.

| | |
|-------------|--------------|
| P-1 SW 0070 | Pink Shadow |
| P-2 SW 7005 | Pure White |
| P-3 SW 7718 | Oak Creek |
| P-4 SW 6497 | Blue Horizon |
| P-5 SW 0064 | Blue Peacock |

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Project:

Glamfetti
219 East Main Street
Brenham, Texas 77833

Issues:

| No. | Date | Description |
|-----|------|-------------|
| | | |
| | | |
| | | |
| | | |

Drawing:
Cover Sheet, Plans, Elevations and Details

Date: **1.19.22**

Scale: **As Shown**

Project No.: **2336**

Sheet: **A0**



AGENDA ITEM 6 – WORK SESSION

MEMORANDUM

To: Historic Preservation Board Members
From: Jennifer Eckermann, Historic Preservation Officer
Subject: Report on Project at Beaumier Iron Works
Date: January 22, 2022

Work on a roof at the historic Beaumier Iron Works was brought to my attention the weekend of January 15. The job done did not fall under Ordinary Maintenance and Repairs, which approves roof work under that definition *if not seen from the public right-of-way*.



Board Members Brad Tegeler and Bob Grabarschick agreed to stay following the January 19 Pre-Application Meeting and met with owner representatives Salha Voelkel and JD Holt.

Voelkel had a building permit, which is attached, that was issued October 14, 2021, for “partial roof repair” at the estimated cost of \$2,500.

The Building Official issued the permit in the period between the adoption of the ordinance and approval of the Board.

Although Development Services includes the Historic Preservation Office on all Plan Reviews for the downtown area, we had not seen a reason to be included in the approval of building permits for which no plans are needed, or presented.

We are currently developing a procedure for approvals of all building permits that include any work to the façade of a building, to be aware of all work downtown that the ordinance might affect.



Development Services Department

Building Permit Application

Plan submittal shall include:

- 1. A dimensional site plan in accordance with the checklist showing:
 - a. All property line
 - b. All easements and setbacks located on the lot
- 2. All existing and proposed structures including paving
- 3. Existing and proposed floor plan if altering
- 4. Scope of work / plan notes

PROJECT ADDRESS

321 S. Baylor St.

Legal Description-

Lot _____ Block _____ Subdivision _____ Section/Phase _____

APPLICANT (property owner or authorized agent) This will be the City's official contact.

Business Name _____ Name Sally Voelkel
 Address _____ City, State, Zip _____
 Email _____ Phone 979-661-1384

PROPERTY OWNER INFORMATION

Name Beaumer Iron Works Phone _____
 Address _____
 City, State, Zip _____ Email _____

GENERAL CONTRACTOR

Business Name Owner Name _____
 Address _____ City, State, Zip _____
 Email _____ Phone _____

Class of Work – (Separate permits are required for each class of work)

New _____ Addition _____ Repair _____ Remodel _____ Move _____ Demo _____ Driveway _____
 Swimming Pool _____ Foundation Repair _____ Other _____

Use of Building _____

Residential _____ Commercial _____ Multi-Family _____ Other _____

Description of Work

partial roof replacement & repair

Existing Square Feet _____ Additional Square Feet _____ (for additions & accessory buildings)

Construction Type _____ Occupancy Group _____ Occupancy Load _____

Valuation of Work (labor and materials) \$ 2500.00

Are Mechanical, Electrical, and Plumbing Subcontractors fees included? Yes _____ No _____

Mechanical Contractor _____ Job Cost \$ _____

Electrical Contractor _____ Job Cost \$ _____

Plumbing Contractor _____ Job Cost \$ _____

Please allow a minimum of ten (10) business days for all plan review. Resubmittals are subject to the same timeframe. Permit must be posted in view at the jobsite at all times.

Approved plans with City Approved stamp must be available on site at all times.

Under no circumstances will paid fees be refunded or transferred.

Any work or construction done prior to acquiring a permit may be charged double the total permitting fee.

\$50 Re-inspection fee for all failed inspections

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING, OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OR CONSTRUCTION.


Property Owner/Authorized Agent Signature

Property Owner/Agent Printed Name

Oct 14th 2021
Date

FOR OFFICE USE ONLY

RECEIVED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

APPROVED: _____

DENIED: _____

REVISIONS REQUESTED: _____

NOTES: Approved per AJS 10/14/21

BASE PERMIT FEE: _____ \$25.00 +

PLAN REVIEW FEE: _____ +

PERMIT FEE: 37,00 +

TOTAL FEE: 62,00

62

CITY OF BRENHAM

CITY HALL
BRENHAM, TEXAS

CONTRACTORS ARE RESPONSIBLE FOR REMOVING ALL DEBRIS FROM JOB SITE
**POST PERMIT AT JOB SITE. OUR OFFICE REQUIRES
24 HOURS ADVANCE NOTICE FOR ALL INSPECTIONS**

PROPERTY : 321 S BAYLOR ST
OWNER : BEAUMIER IRON WORKS
1009 SONOMA CIR
COLLEGE STATION TX 77845

CONTRACTOR : BEAUMIER IRON WORKS
1009 SONOMA CIR
COLLEGE STATION TX 77845

DESCRIPTION : REPAIRS TO BLDG OR RESIDENCE
OF WORK

| TYPE | FEE | PAYMENTS | BALANCE |
|---------------------------------------|-------|----------|---------|
| BUILDING | 62.00 | 0.00 | 62.00 |
| PARTIAL ROOF REPLACEMENT & REPAIRS | | | |

ISSUING DATE: 10/14/2021

PERMIT NO 2110058

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING, OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

BEFORE WORK IS COMMENCED, AND DURING PROGRESS OF WORK, THIS PERMIT SHALL BE DISPLAYED. THIS PERMIT IS ISSUED WITH THE UNDERSTANDING THAT THE BUILDER IS FAMILIAR WITH THE APPLICABLE CITY BUILDING CODE AND COMPLIANCE WITH THESE CODES WILL BE OBSERVED.

PLEASE CALL A MINIMUM OF ONE (1) BUSINESS DAY IN ADVANCE TO
SCHEDULE AN INSPECTION.
979-337-7220



AGENDA ITEM 7 – WORK SESSION

MEMORANDUM

To: Historic Preservation Board Members

From: Jennifer Eckermann, Historic Preservation Officer

Subject: Discuss Historic Preservation Board Training

Date: January 24, 2022

We are currently unaware of any plans for other COA Applications and are planning for Historic Preservation Board training by Historical Architect Karen Van Citters, CSI, CDT.

Karen's resume is attached. We are fortunate to have someone local who is qualified not only for board training but for assistance with other projects that this Board and the Historic Preservation Office see are needed to achieve the goals of the Ordinance.

The next meeting for the Board is February 22. We'll need two hours, and training could begin at 4 pm or 5 pm. We'll discuss which works best at the Thursday meeting.



KAREN VAN CITTERS, CSI, CDT

Historical Architect

Education

University of New Mexico
Master of Architecture, 1997

Columbia University
Master of Science in Historic
Preservation, 1987

University of New Mexico
Bachelor of Arts in
Environmental Design Cum
Laude, 1985

Instructor

**National Preservation
Institute**
Campus Preservation
Planning

Professional Courses

Context Sensitive Solutions
American Society of Civil
Engineers

Historic Wood Workshop
Architectural Preservation
Institute

**Americans with Disability
Act and Historic
Preservation**
National Trust for Historic
Preservation

**Cultural Resources and the
National Environmental
Policy Act (NEPA)**
National Preservation
Institute

**Federal Projects and
Historic Preservation Law**
Advisory Council

**International Seminar on
Evaluating, Strengthening,**

SUMMARY OF CAPABILITIES

Karen Van Citters, CSI, CDT has over 35 years of professional experience working with National Register of Historic Places properties and developing engaging histories. Ms. Van Citters is Principal of Van Citters: Historic Preservation, LLC. She is responsible for developing written histories, nomination forms, conditions assessments, developing treatments and recommendations for repair, contract management, project development and management, ensuring quality control, and participating in architectural analysis.

Prior to developing VCHP, as Historical Architect employed by the National Park Service, Ms. Van Citters wrote and updated many of the Historic Structure Reports for the Southwest Region and has used that skill to develop Historic Preservation Plans and interpretive products for clients.

As a contract and project manager, Ms. Van Citters has extensive experience overseeing project planning, development and execution. She is particularly adept at managing complex, multi-task/multi-state projects with tight deadlines and has produced such projects that have both exceeded client expectations and undergone State Historic Preservation Office concurrence with little or no comment. Projects are delivered prior to or on the original deadline and always within the original budget, unless the client requests additional work.

Ms. Van Citters also has extensive experience with the National Historic Preservation Act, Section 106 process, Secretary of the Interior's Standards (both Identification and the Treatment of Historic Properties) and is 36 CFR 61 Appendix A qualified as an Architectural Historian and Historical Architect, as well as being on the New Mexico state directory as Historian, Architectural Historian and Historical Architect. In this capacity, Ms. Van Citters has worked on preservation planning and the restoration of National Historic Landmarks and historic structures dating as far back as the 1700s. She has worked to preserve historic properties throughout the country through writing historic structure reports, collaborating with A&E firms, producing construction documents, and developing maintenance plans. She has also completed histories to aid in the interpretation of sites and has developed outdoor interpretive signs for the Department of Defense and the State of New Mexico. She has completed preservation planning on individually significant structures and campuses encompassing over 700 buildings.

Most recently she has completed a statewide management project for the Texas Historical Commission to develop a strategic program for the buildings on which they hold easements. The work included developing an operation's manual and conducting conditions assessments on 220 buildings throughout the state. She has also conducted many training programs for federal employees and is an instructor for the National Preservation Institute and teaches a two-day course on Campus Preservation Planning.

and Retrofitting Masonry Buildings

University of Texas at Arlington, Construction Research Center

Professional Affiliations

Construction Specifications Institute, Albuquerque Chapter

Transportation Research Board

TRB AFB50T Context Sensitive Design & Solutions Joint Task Force, Secretary

TRB ADC50 Committee on Historic Preservation in Transportation

TRBAFB40 Committee on Landscape and Environmental Design

National Trust for Historic Preservation

New Mexico Heritage Preservation Alliance

Institute of Transportation Engineers – New Mexico Section

Amercian Cultural Resources Association
Treasurer 2006-2007

SELECTED EXPERIENCE

Statewide Easement Program for the Texas Historical Commission.

The THC's Division of Architecture (DOA) provide grants for the preservation of historic properties across the state. These grants are for acquisition, survey, restoration, planning, and educational activities leading to the preservation of these important Texas historic properties. Property owners receiving these grants are required to file a preservation easement on their property. Ms. Van Citters, working with a subconsultant, conducted research on programs throughout the U.S. and developed a draft administrative structure/program for easements at THC. The team then worked with THC to adapt to their specific circumstances. Additionally, Ms. Van Citters worked with a THC staff member to develop a digital application whereby THC could input all the data about historic structures in the program and manage those properties. Ms. Van Citters also conducted conditions assessments on 220 properties throughout the state of Texas and entered the data into the new application.

Casa San Ysidro Historic Structure Report. The VCHP project team, including engineers and a licensed architect, is producing an HSR for the Museum of Albuquerque's site in Corrales. It is a publicly interpreted site that requires a long-term management document including upgrades for code, preservation of character-defining features, and recommendations for hands-on interpretation for the school groups that visit the building/site.

National Register of Historic Places Nomination Form for Carlito Springs, Bernalillo County. Developed a written history of Carlito Springs (Camp Whitcomb) from the mid-1800s through 1996, with an eye towards interpretation. The form was accepted by SHPO and will be forwarded to the Keeper. The County is planning on opening the site to the public and the data from the form will be used to develop displays.

Historic Structure Strategy for Yellowstone National Park. Managed a three-year park-wide project that identified priorities for critical repairs and long-term use of buildings and research gaps that affect Section 110 and 106 compliance. Developed the final report with documentation of priorities and recommendations for future study. Contracted with University of Montana under cooperative agreement with Yellowstone National Park.

Historic Preservation Planning and Architectural Coordination for Fuller Lodge NHL. Coordinated ADA, code upgrades, and restoration of features at Fuller Lodge in Los Alamos. Worked with architect and County to develop scopes of work that would meet the Secretary of the Interior's Standards and guided them through the Section 106 process with the State Historic Preservation Office.

Preservation Plan for the University of New Mexico Main Campus. Managed the identification and evaluation of historic properties on the UNM main campus. Developed a preservation plan for historic properties and also identified heritage preservation zones that included historic buildings, landscapes and open spaces important to the overall character of the campus. Contracted with UNM, funded by Getty Foundation.

Campus Preservation Plan for New Mexico State University, Las Cruces, New Mexico. Managed and participated in a comprehensive survey of historic buildings and landscapes on campus, in-depth historical research, and identification, architectural characterization, and documentation of historic buildings and districts on campus. Developed recommendations for preservation policies and guidelines to direct future conservation work and maintenance activities that coordinated with the existing master plan for development of the camps. Contracted with NMSU.

Repair of Wood Features for National Park Service Old Santa Fe Trail

Building NHL. Santa Fe, NM. Developed specifications for repair of vigas, wood windows and other wood elements for this WPA building in Santa Fe, New Mexico. Contracted with BDA Architects for the NPS.

Historic Structure Report for Lake McDonald Lodge NHL. Glacier National Park, Montana. Conducted research and developed the history, developmental history, and character defining features section of the report. Contracted with ARC for the NPS.

Assessment and Recommendations for Wheelock Academy NHL. Oklahoma. Conducted an on-site conditions assessment and provided treatment recommendations for emergency repair of the abandoned Indian School. Contracted with NPS.

Historic Structure Reports for Buildings 13 and 111. Fort Bliss, TX.

Coordinated team and developed a historic structure report that documented the history of the building and its construction, architectural development since construction, character-defining features, existing conditions for mechanical, electrical, structural, code, material conservation issues and general preservation issues. Work included coordinating the efforts of the architects and engineers and ensuring the recommendations met the Secretary's Standards.

Historic Preservation Plan. San Xavier Indian Hospital Historic District.

Tucson Area Indian Health Service. Report includes an overview of federal Indian health care policy, historical summary of the Indian hospital, establishes the boundaries of the district and identifies the contributing properties. Gives architectural descriptions, existing conditions assessment, and recommendations for managing the buildings.

Eglin AFB WWII Survey. Eglin AFB, Florida. Managed in-depth archival research, development of a historic context, on-site recordation of all World War II-era buildings, National Register evaluation of the buildings, survey forms and a final report. Contracted with Three Rivers for Eglin AFB.

Documentation of TRESTLE. Kirtland AFB, New Mexico. Documented historic test structure using HAER Level I Standards. The TRESTLE is located at Kirtland AFB and is the largest all wood structure in the world (12 stories tall and 1500 feet long). It has the appearance of a railroad bridge and was constructed of laminated trusses with wood bolts. The structure provided a testing platform that simulated an in-flight environment for B-52s to be tested for the effects of electromagnetic pulse (EMP). In addition to the HAER written history, large format photographs, and measured drawings, the VCHP team produced a 3D model and a 45 minute documentary. Contracted with KAFB.



AGENDA ITEM 8 – WORK SESSION

MEMORANDUM

To: Historic Preservation Board Members

From: Jennifer Eckermann, Historic Preservation Officer

Subject: Staff Report

Date: January 24, 2022

- There were no Administrative COA requests since our last meeting.
- We may have dates at this meeting to consider for the City-required Texas Open Meetings Act training, to be conducted by the City Secretary's Office.
- We've not been able to launch a preservation webpage, but following the experience with the Beaumier property, we believe a mailing is needed to re-confirm adoption of the Ordinance, the properties included within the Historic Downtown Overlay District, the COA Process Chart, and where the application can be found online.