



**NOTICE OF A MEETING
HISTORIC PRESERVATION BOARD
WEDNESDAY, MARCH 27, 2024, AT 5:30 PM
SECOND FLOOR CITY HALL BUILDING
CONFERENCE ROOM 2A
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 January 24, 2024 Board Meeting

4. Discuss and Possibly Act Upon the Election of a Chairperson and Vice-Chairperson, Effective Immediately and Continuing for the 2024 Calendar Year

WORK SESSION

5. Presentation and Preservation Training for Historic Preservation Board

6. Staff Report

7. Adjourn

CERTIFICATION

I certify that a copy of the March 27, 2024, 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 Thursday, March 21, 2024, at 11:15 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 _____, 2024 at _____.

Signature

Title

HISTORIC PRESERVATION BOARD MINUTES

A regular meeting of the City of Brenham's Historic Preservation Board was held on Wednesday, January 24, 2024, beginning at 5:30 PM in the Brenham City Hall, Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

Board Members present:

Becky Bosse
Rachel Nordt
Brad Tegeler
Tommy Upchurch

Board Members absent:

Hal Moorman- Chair
Jennifer Hermann
Charles Keese

City Staff present:

Historic Preservation Officer Jennifer Eckermann
Tourism and Marketing Coordinator Nancy Joiner

Community:

David Thomas, Brenham Heritage Museum

Call meeting to Order

Board member Brad Tegeler called the meeting to order, since the Chair Hal Moorman was absent.

Public Comments

None

Regular Session

3. Discuss and Possibly Act Upon Election of Historic Preservation Board Chairperson and Vice Chairperson for a Term of One Year

It was discussed since there was no Chair and two board members absent it was agreed upon that this item would be tabled and no action taken in electing a Chair and Vice Chair until all board members were present.

A motion was made by Board member Becky Bosse to table this item until all board members are present with a second by Board member Rachel Nordt.

The motion passed with voting as follows:

Hal Moorman	Absent
Becky Bosse	Yes
Brad Tegeler	Yes
Jennifer Hermann	Absent
Charles Keese	Absent
Rachel Nordt	Yes
Tommy Upchurch	Yes

4. Discuss and Possibly Act Upon Approval of Minutes from November 28, 2023, Board Meeting

The motion was made by Board member Tommy Upchurch to approve the minutes with a second by Board member Rachel Nordt.

The motion passed with voting as follows:

Hal Moorman	Absent
Becky Bosse	Yes
Brad Tegeler	Yes
Jennifer Hermann	Absent
Charles Keese	Absent
Rachel Nordt	Yes
Tommy Upchurch	Yes

5. Discuss and Possibly Act a Certificate of Appropriateness Application for 309 S Park Street, Brenham, Texas

This item was presented by Jennifer Eckermann, Historic Preservation Officer. 309 S Park Street is located at the NE corner of the intersection of Park Street and the BNSF Railroad tracks. The owner is Ross Martella, who has approved the improvements requested by Pioneer Smokehouse owner Mark Renn. Renn was notified in November of 2023. That the health code now requires that his smoker, located on the east side of the property, be enclosed. A plan to build a simple structure around the existing smoker tailer that could be easily roofed with weathered tin and screened with metal screening. Renn plans to complete the bottom half of the enclosure with weathered tin to match surrounding structures.

A meeting with Renn, Development Services Director Stephanie Doland, Building Official Allen Jacobs, Fired Marshall Steven Loving, and Building Inspector Mark Pierce to discuss the project. Renn explained at the meeting that while the required enclosure was being built, he planned to add covered eating space next to it, using the same materials required for the smoker enclosure. Development Services determined the plans and drawings presented would meet the new requirements of the health code.

In the Historic Preservation Ordinance, a Certificate of Appropriateness is required for Significant Alterartions, and this project, although not connected to a historic building, qualifies

as significant because a building permit is necessary to meet construction requirements. (Sec. 13-7 (b)(1))

Staff recommends approval of the Certificate of Appropriateness Application for improvements to the property located at 309 S. Park Street.

Drainage was discussed about the backside of the property. Renn was called prior to the meeting about this subject and said that the rain flows to Park Street, and it would not be a problem. Renn said if it is a problem, then he would install gutters on the back of the structures. It was suggested that Renn contact his back door neighbor, Doug Peck, and let him know about the structure and drainage issue.

A motion was made by Board member Becky Bosse to approve the Certificate of Appropriateness application submitted by Mark Renn of Pioneer Smokehouse to enclose around his existing smoker using weathered tin and screened with metal screening, add a new structure beside the smoker using the same materials as the smoker, and be a good neighbor and notify Doug Peck about possible drainage.

The motion passed with voting as follows:

Hal Moorman	Absent
Becky Bosse	Yes
Brad Tegeler	Yes
Jennifer Hermann	Absent
Charles Keese	Absent
Rachel Nordt	Yes
Tommy Upchurch	Yes

WORK SESSION

6. Administrative Report

This item was presented by Jennifer Eckermann, Historic Preservation Officer. She has worked on two other Certificate of Appropriateness (COA) projects. The first was an application by the owner of a new business at 210 E. Alamo that, with the building owner's approval, requested an Administrative COA to paint trim on the building. The request was approved with a Determination Letter dated January 9, 2024.

Another project concerns the property located at 407 S. Park, which is a leased warehouse space. The owner requested approval of Development Services for a storage container to be placed in front of the property, to expand usable space. Development Services staff sent them to her for Historic Preservation Board consideration. As the office, she would not recommend approval of the storage container. She expects an application for this project to be completed in time for the next meeting.

Eckermann shared plans surrounding Visit Brenham's hosting of the Smithsonian's traveling exhibit program, called Museum on Main Street. She also shared their goals for hosting, partners who have signed on with the project, and plans underway for local exhibits. Cultural programs

and activities being planned county-wide. She would like to discuss ways the Historic Preservation Board might partner on the program.

The next meeting is scheduled for February 28, 2024.

Adjourn

Motion to adjourn. The motion passed unanimously.

Brad Tegeler
Board Chair

Date

ATTEST:

Nancy Joiner
Tourism and Marketing Coordinator

Date



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.