This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a Regular Historic Preservation Commission Meeting of the City of Buda, TX, will be held at which time the following subjects will be discussed and may be acted upon.

A. CALL TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE TO THE FLAGS OF THE UNITED STATES AND TEXAS

PLEDGE OF ALLEGIANCE TO THE TEXAS FLAG: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

D. ROLL CALL

Commissioner Andrew Minter
Commissioner Terry Cummings
Commissioner Cheryl Peterson
Commissioner John David Sanford
Commissioner Carman DeLeon-Wissel
Commissioner Belinda Ellis
Commissioner Michael Springer

E. PUBLIC COMMENTS

At this time, comments will be taken from the audience on non-agenda related topics for a length of time not to exceed three minutes per person. To address the Historic Preservation Commission (HPC), please submit a Citizen’s Comment form to the Staff Liaison prior to the start of the meeting. No action may be taken by the HPC during Public Comments.

F. CONSENT AGENDA

F.1. Approval of the minutes from the August 1, 2018 meeting of the Historic Preservation Commission

HPC Minutes from 080118.pdf

F.2. Approval of the minutes from the August 16, 2018 meeting of the Historic Preservation Commission

HPC Minutes from 081618.pdf

G. REGULAR AGENDA
G.1. Deliberation and possible action in regards to an application for a Certificate of Appropriateness for
sign(s) to be located at 203 Railroad Street, Suite 3A, more commonly known as Bare Tans

COA Signage Staff Report - Bare Tans.pdf

H. STAFF REPORTS

I. COMMISSION REQUESTS FOR FUTURE AGENDA ITEMS

J. ADJOURNMENT

Requests for accommodations must be made 48 hours prior to the meeting. Please contact City Hall at (512) 312-0084, or FAX (512) 312-1889 for information or assistance.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Historic Preservation Commission of the City of Buda, was posted on the bulletin board in front of Buda City Hall, which is readily accessible to the public at all times, by 5:00 pm on September 14, 2018.

/s/ ____________________________
Chance Sparks, AICP, CNU-A
Assistant City Manager/Board Liaison

Meetings scheduled in the Council Chambers are set up to publicly broadcast meetings. You may be audio and video recorded while in this facility. Meetings scheduled in other City Facilities are set up to publicly audio record meetings. You may be audio recorded in the other City Facilities.

In accordance with Article III, Section 3.10, of the Official Code of the City of Buda, the minutes of this meeting consist of the preceding Minute Record and the Supplemental Minute Record. Details on meetings may be obtained from the Board Liaison, or video of the entire meeting may be downloaded from the website. (Portions of the Supplemental Minute Record video tape recording may be distorted due to equipment malfunction or other uncontrollable factors.)

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that body, board, commission or committee subject to the Texas Open Meetings Act.
A. CALL TO ORDER
Commissioner Ellis called the regular meeting of the Historic Preservation Commission to order at 7:00 p.m.

B. INVOCATION

C. PLEDGE OF ALLEGIANCE TO THE FLAGS OF THE UNITED STATES AND TEXAS

PLEDGE OF ALLEGIANCE TO THE TEXAS FLAG: Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

D. ROLL CALL
Commissioner Andrew Minter Present
Commissioner Terry Cummings Present
Commissioner Cheryl Peterson Present
Commissioner John David Sanford Present
Commissioner Carman DeLeon-Wissel Present
Commissioner Belinda Ellis Present
Commissioner Michael Springer Present

E. PUBLIC COMMENTS
At this time, comments will be taken from the audience on non-agenda related topics, for a length of time not to exceed three minutes per person. To address the Historic Preservation Commission, please submit a Citizen’s Comment Form to the Staff Liaison prior to the start of the meeting. No action may be taken by the Historic Preservation Commission during Public Comments.

No public comments were made.

F. CONSENT AGENDA

1. Approval of the regular Historic Preservation Commission meeting minutes dated May 17, 2018.

   Commissioner Minter made a motion to accept the minutes, Commissioner Vasquez seconded. The motion was approved 7-0.

G. REGULAR AGENDA ITEMS

1. Deliberation and possible action in regard to a request for a Certificate of Appropriateness for new signage located at 108 Lilly Street.
Commissioner Cummings made the motion to approve the Certificate of Appropriateness with the following conditions: Historic Preservation Officer can approve minor adjustments to the location administratively as necessary for technical feasibility and final code compliance. Commissioner Sanford seconded the motion. The motion carried 7-0.

2. Deliberation and possible action in regard to a request for a Certificate of Appropriateness for a proposed new building located at 318 Main Street.

Commissioner Cummings recommended approval with the following conditions: Historic Preservation Officer can approve minor adjustments to the site plan administratively as necessary for technical feasibility and final code compliance; Applicant may choose to remove dividing mullions on windows, subject to Historic Preservation Officer approval; Applicant may choose to include addition of articulations of human scale design details to storefront complementary to those found elsewhere in the district, subject to Historic Preservation Officer approval; Applicant may choose to continue brick masonry on rear façade instead of Hardiplank, subject to Historic Preservation Officer approval; Applicant is encouraged to use (but not required) dark anodized aluminum or painted aluminum for storefront and windows framed with aluminum, subject to Historic Preservation Officer approval.

Commissioner Ellis seconded the motion. The motion carried 7-0.

3. Deliberation and possible action regarding the election of the Chair and Vice Chair.

Commissioner Sanford nominated Commissioner Ellis to be the Chair, seconded by Commissioner Cummings. The motion carried 6-0, with Commissioner Ellis abstaining. Commissioner Ellis became Chair immediately. Chair Ellis nominated Commissioner Cummings to be chair, with Commissioner Springer seconding. The motion carried 6-0, with Commissioner Cummings abstaining. Commissioner Cummings became Vice-Chair immediately.

H. STAFF REPORTS
The Historic Preservation Commission may discuss any of the items under Staff Reports, but no formal action will be taken.
- Update on Historic Preservation activities within the city limits and Extraterritorial Jurisdiction (ETJ)
- Update on Certificate of Design Compliance cases, including cases of insignificant alterations

I. COMMISSION REQUESTS FOR FUTURE AGENDA ITEMS
No deliberation or discussion may take place by the Commission during this agenda item.

J. ADJOURNMENT
Commissioner Springer made a motion to adjourn the meeting. Vice-Chair Cummings made a second to the motion. After a unanimous vote in favor of the motion, and having no further business to consider, Chair Ellis adjourned the meeting at 8:02 p.m.

ATTEST:

_____________________
Chair
Historic Preservation Commission

ATTEST:

_____________________
Recording Secretary
A. CALL TO ORDER
   Chairperson Ellis called the regular meeting of the Historic Preservation Commission to order at 7:00 p.m.

B. INVOCATION

C. PLEDGE OF ALLEGIANCE TO THE FLAGS OF THE UNITED STATES AND TEXAS

PLEDGE OF ALLEGIANCE TO THE TEXAS FLAG:  *Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

D. ROLL CALL
   - Commissioner Andrew Minter: Present
   - Vice-Chair Terry Cummings: Present
   - Commissioner Cheryl Peterson: Absent
   - Commissioner John David Sanford: Present
   - Commissioner Carman Deleon-Wissel: Absent
   - Chair Belinda Ellis: Present
   - Commissioner Michael Springer: Present

E. PUBLIC COMMENTS
   At this time, comments will be taken from the audience on non-agenda related topics, for a length of time not to exceed three minutes per person. To address the Historic Preservation Commission, please submit a Citizen’s Comment Form to the Staff Liaison prior to the start of the meeting. *No action may be taken by the Historic Preservation Commission during Public Comments*

   No public comments were made.

F. CONSENT AGENDA

1. Approval of the regular Historic Preservation Commission meeting minutes dated August 1, 2018.

   *These minutes were not prepared and will be included in the packet at the September 20th meeting.*

G. REGULAR AGENDA ITEMS

1. Deliberation and possible action in regard to a request for a Certificate of Design Compliance for a new roof, coping cap and gutter installation at 212 Main Street (W.G. Barber Building/Lyric Theater)
Commissioner Springer made the motion to approve the Certificate of Appropriateness with the following conditions: Submittal of detail drawings for coping cap or compliance with coping cap design component recommendations listed in the staff report; Removal of the coping cap along the primary facade roofline from design proposal; and Commission may authorize HPO to work with applicant to identify a suitable alternative to coping cap along front façade with administrative authority to approve; Painting of the metal of the coping cap to match structural clay tile/brick in order to be least discernable as possible from the historic facade when viewed from the street; and Coping Cap should not extend on the exterior building wall farther than the approximate width of a single brick or clay structural tile unit; Match downspouts and gutters to the color and finish of the building as to not distract from the character of the building; Routine inspection, maintenance, and cleaning are highly recommended to evaluate any deterioration or adverse impacts of the new additions to the building and prevent further water damage to historic materials; and Applicant agrees to work with staff to complete and begin execution of a plan to meet minimum maintenance standards per section 2.10.10 (F) of Buda UDC within the next 90 days.

Vice-Chair Cummings seconded the motion. The motion carried 5-0

H. STAFF REPORTS
The Historic Preservation Commission may discuss any of the items under Staff Reports, but no formal action will be taken.
- Update on Historic Preservation activities within the city limits and Extraterritorial Jurisdiction (ETJ)
- Update on Certificate of Appropriateness cases, including cases of insignificant alterations

I. COMMISSION REQUESTS FOR FUTURE AGENDA ITEMS
No deliberation or discussion may take place by the Commission during this agenda item.

J. ADJOURNMENT
Vice-Chair Cummings made a motion to adjourn the meeting. Commissioner Springer made a second to the motion. After a unanimous vote in favor of the motion, and having no further business to consider, Chair Ellis adjourned the meeting at 7:33 p.m.

ATTEST:

________________________
Chair
Historic Preservation Commission

ATTEST:

________________________
Recording Secretary
SUBJECT: DELIBERATION AND POSSIBLE ACTION IN REGARDS TO AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS FOR A SIGN(S) TO BE LOCATED AT 203 RAILROAD STREET, SUITE 3A, MORE COMMONLY KNOWN AS BARE TANS.

1. BACKGROUND/HISTORY
Bare Tans is a business located in the Railyard building on Railroad Street. The applicant is requesting approval of the design of a sign to be located outside of the storefront.

This request is being brought to the Commission because the property where the sign is proposed to be located is zoned F5H and within the Historic District Overlay. Form District 5H (F5H) preserves the existing historic commercial buildings and new compatible infill to accommodate retail, offices, townhouses and apartments. It should have a tight network of streets, with wide sidewalks, steady street tree plantings and buildings set close to the sidewalks and must match the existing character and form of the existing fabric of Buda’s Historic Downtown. Signs that are located in either one of these districts shall have a Certificate of Appropriateness from the Commission.

2. FINDINGS/CURRENT ACTIVITY
The applicant is requesting approval of a sign that identifies the name of the business, and will hang outside the storefront. The applicant submitted an original and alternative design at staff request.

Staff recommended the applicant submit an alternative design proposal for the Commission’s consideration with a neutral background color which may be more complementary of the existing signs and overall building design. The applicant submitted an additional design with a brown background because the applicant does not want a sign with a white background. The original pink background sign is the preferred design by the business owner. Please see the chart for a description of the proposed sign designs, as well as the attached renderings provided by the applicant.
Chart of Proposed Sign Designs:

<table>
<thead>
<tr>
<th></th>
<th>Color Scheme</th>
<th>Material</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Design</td>
<td>Pink background; Brown letters; Sand-blasted wood.</td>
<td>26 x 48 inches</td>
<td></td>
</tr>
<tr>
<td>Alternative Design</td>
<td>Brown background; Pink letters Sand-blasted wood</td>
<td>26 x 48 inches</td>
<td></td>
</tr>
</tbody>
</table>
Alternative Design Proposal

Previous signage at 203 Railroad Street, Suite 3A
3. **ACTION OPTIONS/RECOMMENDATION**

Staff recommends approval of either sign design and requests the Commission vote on the color preference. The designs do not seem injurious to the historic character of the building or to the District as a whole. The sign seems in keeping with the historic character of the District. However, the Commission shall consider the following criteria for approval of a COA according to City of Buda UDC 2.10.10, Sections I-K.

The Historic Preservation Commission shall determine whether to issue a Certificate of Appropriateness based on the criteria set forth by the City of Buda UDC and the City of Buda Historic District Design Standards & Guidelines, Section K criteria:

### K. SIGNS & GRAPHIC DESIGNS

**GENERAL OVERVIEW**

Signage has long been a part of historic buildings and as such is a vital part of the City of Buda Historic District. Successful signage guidelines can reinforce the image of the Historic District, serve the needs of business and compliment the architectural styles within the District. The design and installation of signs on the façade or site of an Historic landmark building or within the Historic District must be approached with care and sensitivity to the historic style and materials of the building, and also be compatible with the overall proportions and detailing of said building.

The design and placement of signs in the Historic District must be in accordance with these guidelines as well as with the city sign ordinance for the purpose of preserving the historic character of the Historic District of Buda. In making a decision whether to approve such a sign, the Commission shall consider the following criteria:

1. The compatibility of the sign with the historic and architectural character of the establishment for which the sign is proposed.
2. The compatibility of the sign with the historic and architectural character of other buildings adjacent to the establishment.
3. The compatibility of the proposed sign with the Historic District and other signs, buildings and structures within the Historic District.
4. The visibility of architectural, historic and esthetic elements within the Historic District.
5. The general design, arrangement, materials, textures and colors of the sign and their relation to other signs in the Historic District.
6. Whether the scale, height and mass of the sign are appropriate for its intended use in the Historic District.

**SIGN AREA, SIZES & CONDITIONS**

Sign areas, sizes and conditions are specified in the sign regulations contained in the Unified Development Code.

**SIGN DESIGN**

A sign should express a simple, easy to read direct message. Sign design should take into consideration the historical significance of the building and promote, or at least preserve, the integrity of the building’s character and the character of the adjacent buildings. The Commission prefers simple sign shapes, such as rectangular or oval signs. However, signs which resemble logos or symbols may be permitted. For sites with multiple signs, all signs should have corresponding or matching design, coloring and materials. Signage design, coloring and materials should match or complement the existing color scheme of the historic buildings on the site to the maximum extent feasible.

- **Color.** Sign colors should be chosen carefully keeping in mind the color of the building upon which the sign is mounted, as well as the adjacent buildings. No sign shall display more than four colors (i.e., three colors in addition to the natural background). Only earth tones and demonstrable nineteenth and twentieth century colors shall be used on signs. Sign colors shall be coordinated with the colors of the building to which they refer. Black and white are considered colors.

- **2. Materials.** The Commission recommends painted wood and metal signs with matte finish; signs using reflective materials, plastics, and unfinished surfaces are not generally allowed, and may not be approved depending on circumstances.
• Lettering. No more than two typefaces allowed. A letter style should be chosen that is easy to read and reflects the image of the business it represents. Avoid lettering appearing contemporary in design or materials. Generally, serif type styles may be used for late nineteenth and early twentieth century commercial buildings and sans serif type styles for Art Deco and buildings from the later modernist movement.

• Logos & Illustrations. Logos or illustrations are permissible provided that they conform in color and design to these guidelines. Photographic images may be used in limited circumstances.

• Sign Placement. Signage has long been a part of historic buildings. Traditional buildings were designed with “built-in” signage locations. Identify these locations and try to work within these areas. Flush-mounted and projecting signs should be positioned near the business entrance immediately above the shop doorway or shop front. Single-tenant signs are not allowed over doorways serving multiple tenants. As required by sign ordinance, the bottom of the sign shall maintain a minimum clearance above the sidewalk. Signs shall be strategically placed so they do not obscure, cover, hide or compete with significant architectural elements, such as windows, decorative banding and ornamentation. When feasible, place signs to align with those of neighboring buildings so as to avoid visual clutter and enhance readability.

• Sign Mounting. Signage should be securely anchored to the building or canopy but should not be anchored in such a way as to cause damage to the historic building material. New signs should utilize existing mounting apparatus whenever possible. If new bolt holes or brackets are necessary for sign installation, minimize the damage to historic building material by bolting through mortar joints to avoid damage to the stone or brick.

• Awning Sign. A sign painted on or attached to the outside of an awning, canopy or any similar structure used as a protection from the sun or rain, regardless of whether the structure is retractable. A sign which is suspended from or projects into the space beneath an awning, canopy or similar structure, so as to be read from within the area enclosed by the structure is a Canopy Sign (See the description below). Awning signs are acceptable provided the total area does not exceed twenty-five (25%) percent of the overall area allowed as described earlier in this section. Text shall not exceed six (6") inches in height and the overall gross awning sign area shall be counted towards the total allowable signage face.

• Canopy Sign. A sign which is suspended from the underside of an awning or canopy structure and which projects into the space enclosed within or beneath said awning or canopy structure. Canopy signs, or two-sided hanging signs, are an appropriate signage type, provided the total area does not exceed twenty-five (25%) percent of the overall area allowed as described earlier in this section. Text should not exceed six (6") inches in height and the overall gross awning sign area shall be counted towards the total allowable signage face.

• Use color to coordinate façade elements in an overall composition and to tie all elements of the building together.

When considering any possible action on this Certificate of Design Compliance request, staff recommends that the Commission review the following options:
  • Approve
  • Deny
  • Conditionally Approve
  • Postpone

5. ENCLOSURES
   A. Applicant’s submittal
   B. UDC excerpt 2.10.10., Sections I-K