



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Meeting Agenda

Historic Landmark Commission

Monday, January 13, 2025

5:30 PM

Development Service Center

After determining that a quorum is present, the Historic Landmark Commission of the City of Denton, Texas will convene in a Regular Meeting on Monday, January 13, 2025, at 5:30 p.m. in Training Rooms 3, 4 and 5 at the Development Service Center, 401 N Elm Street, Denton, Texas, at which the following items will be considered:

1. PLEDGE OF ALLEGIANCE

- A. U.S. Flag
- B. Texas Flag

“Honor the Texas Flag – I pledge allegiance to thee, Texas, one state under God, one and indivisible.”

2. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

Citizens may complete one Request to Speak “Public Comment” card per night for the “Presentations from Members of the Public” portion of the meeting and submit it to City Staff. Presentations from Members of the Public time is reserved for citizen comments regarding items not listed on the agenda. No official action can be taken on these items. Presentations from Members of the Public is limited to five speakers per meeting with each speaker allowed a maximum of three (3) minutes.

3. ITEMS FOR CONSIDERATION

Interested citizens should arrive at the meeting prior to the scheduled start time. Public comment will be accepted only for those items identified to be "public meeting(s)".

- A. [HLC25-001](#) Consider approval of the December 9, 2024 minutes.

Attachments: [December 9, 2024](#)

- B. [HLC24-062](#) Elect a Chair and Vice-Chair to the Historic Landmark Commission.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)

4. WORK SESSION

- A. [HLC24-060](#) Receive a report, hold a discussion, and give staff direction on the Historic Landmark Commission’s request for local historic designation of eligible historic properties.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)

- B. [HLC25-002](#) Hold a discussion regarding the Historic Landmark Commission Project Matrix.

Attachments: [2025 Matrix](#)

5. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Historic Landmark Commission or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting AND Under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

NOTE: The Historic Landmark Commission reserves the right to adjourn into a Closed Meeting on any item on its Open Meeting agenda consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law.

CERTIFICATE

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on January 8, 2025, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST 48 HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: HLC25-001, **Version:** 1

AGENDA CAPTION

Consider approval of the December 9, 2024 minutes.

MINUTES
HISTORIC LANDMARK COMMISSION
December 9, 2024

After determining that a quorum was present, the Historic Landmark Commission of the City of Denton, Texas convened in a Regular Meeting on Monday, December 9, 2024, at 5:54 p.m. at the Development Service Center, 401 N. Elm Street, Denton, Texas, at which the following items will be considered:

PRESENT: Vice-Chair Shaun Treat, and Commissioners: Etan Tepperman, Patricia Sherman, and Linnie McAdams

ABSENT: Chair Angie Stripling, Commissioners Ethan Gillis and Heather Gregory

REGULAR MEETING

1. PLEDGE OF ALLEGIANCE

- A. U.S. Flag
- B. Texas Flag

2. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

Citizens may complete one Request to Speak “Public Comment” card per night for the “Presentations from Members of the Public” portion of the meeting and submit it to City Staff. Presentations from Members of the Public time is reserved for citizen comments regarding items not listed on the agenda. No official action can be taken on these items. Presentations from Members of the Public is limited to five speakers per meeting with each speaker allowed a maximum of three (3) minutes.

No presentations from the public.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. **HLC24-059:** Consider approval of the November 18, 2024, minutes.

Commissioner McAdams moved to approve the minutes as presented. Motion seconded by Commissioner Tepperman. Motion carried (4-0).

AYES (4): Vice-Chair Shaun Treat, and Commissioners: Etan Tepperman, Patricia Sherman, and Linnie McAdams

NAYS (0): None.

- B. **HLC24-0006a:** Hold a public meeting and determine whether the presented expenses resulted in a permanent improvement and/or restoration of a local historic landmark property located at 1526 Willowood Street. The site is located on the north side of Willowood Street, between Kendolph Drive and McCormick Street. (HL24-0006a, 1526 Willowood Street Historic Tax Exemption, Cameron Robertson)

Commissioner McAdams moved to approve the item as presented. Motion seconded by Commissioner Sherman. Motion carried (4-0).

AYES (4): Vice-Chair Shaun Treat, and Commissioners: Etan Tepperman, Patricia Sherman, and Linnie McAdams

NAYS (0): None.

4. **WORK SESSION**

- A. **HLC24-058:** Receive a report and hold a discussion regarding notice of possible quorum eligible events.

Cameron Robertson, Historic Preservation Office, presented the item. Discussion followed.

- B. **HLC24-057:** Receive a report, hold a discussion, and give staff direction regarding prioritizing the Historic Landmark Commission's work plan actions for 2025.

Cameron Robertson, Historic Preservation Officer, presented the item. Discussion followed. Direction from the Commission suggested a priority on developing marketing tactics in 2025 and collaboration with other organizations.

- C. **HLC24-055:** Receive a report, hold a discussion, and give staff direction on the Historic Landmark Commission's request for local historic designation of eligible historic properties.

Cameron Robertson, Historic Preservation Officer, presented the item. Discussion followed. No new items were brought forth. Cameron shared an update on the Brown Brothers' Trail inquiry.

- D. **HLC24-056:** Hold a discussion regarding the Historic Landmark Commission Project Matrix.

Cameron Robertson, Historic Preservation Officer, presented the item. Official decision was made to add marketing strategies and partnerships as a Matrix item.

5. **CONCLUDING ITEMS**

Cameron Robertson, Historic Preservation Officer, gave update on Quakertown Pool staff report, upcoming scheduling of ribbon cuttings and plaque reveals, and interest in local structure.

Commissioners received an update from Vice-Chair Treat on Evers Farm meeting with Parks and Recreation Department.

With no further business, the meeting was adjourned at 6:45 pm.

X

Angie Stripling
Historic Landmark Commission Chair

X

Carly Blondin
Administrative Assistant

Minutes Approved On: _____



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: HLC24-062, **Version:** 1

AGENDA CAPTION

Elect a Chair and Vice-Chair to the Historic Landmark Commission.



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Department of Development Services

ACM: Cassey Ogden

DATE: January 13, 2025

SUBJECT

Elect a Chair and Vice-Chair to the Historic Landmark Commission.

BACKGROUND

The Historic Landmark Commission elects a chairperson and vice-chairperson from its members annually.

Per the Boards, Commissions and Council Committees Handbook.

Election of Officers

The Boards, Commissions and Council Committees Handbook includes a list of procedures for the election of officers for appointed boards. The procedures are established to ensure consistency with the City Council's goals and policies in making board appointments. Except where otherwise provided by state law, federal law, City Charter, or City ordinances or resolutions, election of officers for City of Denton council-appointed boards will be as follows:

- The chair and vice-chair will be elected by voting board members.
- Election of officers shall be annually and occur in January or February. For those boards not meeting regularly, the election shall be held during the first board meeting of the calendar year. If, for any reason, the chair or vice-chair vacates their seat, a special election shall be held to fill the unexpired term. A temporary chair may be selected by the board pursuant to Roberts Rules of Order.
- The staff liaison, designated by the City Manager, shall serve as the official secretary to the board or commission to ensure records are maintained in accordance with requirements of the City Secretary's office.
- The City Council shall reserve the right, as deemed necessary in individual instances, to appoint the chair and vice-chair for any special issue or temporary advisory committees. If the City Council chooses not to make the appointment for chair and vice-chair, then the procedure outlined in this policy will apply.

According to Robert's Rules of Order, once a chairperson and vice-chairperson are elected, they will "take possession of [their] office immediately upon [their] election's becoming final." As such, the present chairperson and vice-chairperson will vacate their roles at that time, and the newly elected chairperson and vice-chairperson will continue the Historic Landmark Commission meeting.

EXHIBITS

1. Agenda Information Sheet

Respectfully submitted:
Tina Firgens, AICP
Deputy Director Development Services/
Planning Director

Prepared By:
Cameron Robertson, AICP
Historic Preservation Officer



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: HLC24-060, **Version:** 1

AGENDA CAPTION

Receive a report, hold a discussion, and give staff direction on the Historic Landmark Commission's request for local historic designation of eligible historic properties.



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Department of Development Services

ACM: Cassey Ogden

DATE: January 13, 2025

SUBJECT

Receive a report, hold a discussion, and give staff direction on the Historic Landmark Commission's request for local historic designation of eligible historic properties.

BACKGROUND

At the November 14, 2022, HLC meeting, staff started including a standing agenda item that pertains to the designation of local historic properties. Commissioners have the opportunity to bring forward one to two properties from Denton's Historically Eligible Structures map to discuss and vote on. A Commissioner proposing a property for local designation consideration will have a maximum of two-minutes to justify the need for designation of the property. Remaining Commissioners will then have a maximum of one minute each to provide feedback and indicate their support for the designation. Each proposed property will need a minimum of four Commissioner votes to pursue designation of the property. If the property receives four or more votes, the property will be added to an active designation list to be maintained by staff for the HLC. The HLC will have the opportunity to utilize the list to reach out to property owners to encourage the designation of their property or properties.

EXHIBITS

1. Agenda Information Sheet
2. Denton's [Historically Eligible Structures](#) Map

Respectfully submitted:
Tina Firgens, AICP
Deputy Director Development Services/
Planning Director

Prepared by:
Cameron Robertson, AICP
Historic Preservation Officer



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: HLC25-002, **Version:** 1

AGENDA CAPTION

Hold a discussion regarding the Historic Landmark Commission Project Matrix.

**2025
Historic Landmark Commission
Requests for Information**

Request		Request Date	Status
Template/agenda to be utilized by HLC members at community meetings to discuss and educate historic property owners on designation, HLC/HPO processes, etc.	HLC	2/12/2024	On-going
Continuation of the historic tax exemption discussion	HLC	6/12/2024	On-going
Discussion regarding marketing the historic preservation program; forming new partnerships; educating property owners, etc.	HLC	12/9/2024	Discussion will occur in early 2025
Focus group of historic property owners to discuss present historic preservation procedures and incentives	HPO	12/27/2023	Will schedule after the historic tax exemption discussions are complete
Items for Historic Landmark Commission Consideration			
Discuss 'Stop Work Order' fees for properties working without Certificates of Appropriateness	HPO	7/9/2024	Deters inappropriate work from taking place to historically recognized properties and fees collected can be utilized for preservation efforts. Strengthens the COA process.

Update the COA Process to include inspection dependent upon the scale of work taking place (i.e. new construction, demolition, addition)	HPO	7/9/2024	Further strengthen and clarify the COA process
Annual Update			
Prepare an annual study list of potential landmarks and districts.	HLC/HPO	2025 Work Plan Goal	Implemented; On-going from 2024
Broaden the tax-exemption eligibility criteria for improvements to historic buildings.	HLC/HPO	2025 Work Plan Goal	Discussion has started; on-going from 2024
Explore a program allowing for the partial or full property tax exemption from the City of Denton and other applicable taxing authorities for locally designated historic homes.	HLC/HPO	2025 Work Plan Goal	Discussion has started; on-going from 2024
Complete designation reports for landmarks and districts.	HLC/HPO	2025 Work Plan Goal	Implemented; On-going from 2024
Improve visibility and awareness of tax exemption program to increase participation.	HLC/HPO	2025 Work Plan Goal	New for 2025
Increase awareness and use of Federal Rehabilitation Tax Credit.	HLC/HPO	2025 Work Plan Goal	New for 2025
Include additional historic preservation information materials in the City of Denton website	HLC/HPO	2025 Work Plan Goal	New for 2025
Create a marketing plan to encourage additional Local Landmark designations.	HLC/HPO	2024 Work Plan Goal	On-going from 2024

Provide training to local realtors and bankers.	HLC/HPO	2024 Work Plan Goal	On-going from 2024
---	---------	---------------------	--------------------

Future HLC Meetings:

Monday, February 10th

Monday, March 3rd

Monday, April 14th

Monday, May 12th

Monday, June 9th

Monday, July 14th

Monday, August 11th

Monday, September 8th

Monday, October 13th

Monday, November 10th

Monday, December 8th