



City of Denton

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

Meeting Agenda Historic Landmark Commission

Monday, July 8, 2024

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, July 8, 2024, 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. [HLC24-028](#) Consider approval of the June 10, 2024 minutes

Attachments: [Exhibit 1 - June 10, 2024 HLC Meeting Minutes](#)

- B. [HLC24-025](#) Receive a report, hold a discussion, and give staff direction regarding the current historic tax exemption program and potential program changes to better encourage the designation and/or preservation of historic properties.

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

- C. [HLC24-023](#) Receive a report, hold a discussion, and give staff direction regarding three historic properties located on the Texas Woman’s University campus.

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

4. WORK SESSION

- A. [HLC24-029](#) Receive a report and hold a discussion regarding Section 2.83(c) of the City Code which governs boards, commissions, and committees specifically related to the attendance policy.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)
[Exhibit 2 - Board Member Notification of Absence Form](#)
[Exhibit 3 - HLC Attendance Presentation](#)

- B. [HLC24-024](#) 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](#)

- C. [HLC24-030](#) Hold a discussion regarding the Historic Landmark Commission Project Matrix.

Attachments: [Exhibit 1 - 2024 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 June 3, 2024, 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.



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Legislation Text

File #: HLC24-028, **Version:** 1

AGENDA CAPTION

Consider approval of the June 10, 2024 minutes

MINUTES
HISTORIC LANDMARK COMMISSION
June 10, 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, June 10, 2024, at 5:30 p.m. at the Development Service Center, 401 N. Elm Street, Denton, Texas, at which the following items will be considered:

PRESENT: Chair Angie Stripling, Vice-Chair Shaun Treat, and Commissioners: Etan Tepperman, Ethan Gillis, and Linnie McAdams

ABSENT: None

REGULAR MEETING

1. PLEDGE OF ALLEGIANCE

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

2. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

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There were no presentations from the public.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. HLC24-022:** Introduction of new Commissioner Ethan Gillis.

Introduction of Commissioner Tepperman was had.

- B. HLC24-016:** Consider approval of the May 13, 2024 minutes.

Commissioner McAdams moved to approve the minutes as presented. Motion seconded by Vice-Chair Treat. Motion carried.

AYES (5): Chair Angie Stripling, Vice-Chair Shaun Treat, and Commissioners: Etan Tepperman, Ethan Gillis, and Linnie McAdams.

NAYS (0): None.

4. WORK SESSION

- A. HLC24-021:** Receive a report and hold a discussion regarding different local level tax exemptions offered throughout Texas for historic properties.

Cameron Robertson, Historic Preservation Officer, presented on the different local level tax exemptions offered throughout Texas for historic properties.

- B. HLC24-020:** 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.

Commissioner Treat made a motion to add Mr. Frosty's located at 1002 Fort Worth Drive to the list of properties of interest for designation. Commissioner McAdams seconded the motion. The commission voted unanimously.

- C. HLC24-019:** Hold a discussion regarding the Historic Landmark Commission Project Matrix.

Commissioner Treat made a motion to further discuss and consider ideas for updating present the City of Denton Tax Exemption Program. Commissioner Gillis seconded the motion. The commission voted unanimously.

5. CONCLUDING ITEMS

With no further business, the meeting was adjourned at 6:34 pm.

X

Angie Stripling
Historic Landmark Commission Chair

X

Lacy Brummett
Administrative Assistant

Minutes Approved On: _____



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Legislation Text

File #: HLC24-025, Version: 1

AGENDA CAPTION

Receive a report, hold a discussion, and give staff direction regarding the current historic tax exemption program and potential program changes to better encourage the designation and/or preservation of historic properties.



City of Denton

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AGENDA INFORMATION SHEET

DEPARTMENT: Department of Development Services

ACM: Cassey Ogden

DATE: July 8, 2024

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding the current historic tax exemption program and potential program changes to better encourage the designation and/or preservation of historic properties.

BACKGROUND

The purpose of this agenda item is to continue the discussion related to the City's historic tax exemption program and is being presented as a follow-up to two previous work sessions held on May 13, 2024 and June 10, 2024 with the Historic Landmark Commission (HLC). During those work sessions, the following items were discussed: Denton's current 'Designated Historic Sites' Tax Exemption program and the average homeowner's savings, and examples of other Texas cities historic tax incentives programs and how they compare to Denton's current tax exemption program.

Following the two work sessions, the Commission determined that updates need to be made to the City of Denton's 'Designated Historic Sites' Tax Exemption program and/or additional incentives need to be established. The 2019 Denton Historic Preservation Plan, Goal #2, Policy 2.1 provides Recommendations #2.1 and #2.2 that seek to broaden the tax-exemption eligibility criteria, as well as the exploration of allowing partial or full property tax exemption.

Goal #2: Promote the preservation, adaptive use, and stewardship of historic resources as integral elements to a vibrant and sustainable Downtown Denton and residential neighborhoods.

Policy 2.1: Continue ongoing support for Main Street revitalization efforts and other preservation-based economic development initiatives, including heritage tourism, as a means to preserve, adapt, and reuse Denton's historic resources.

Staff is planning to discuss potential changes to the current tax exemption program during the August 12, 2024 HLC meeting.

In preparation for this meeting, staff will be seeking direction from the Commission regarding the following:

1. How should the City expand the tax-exemption eligibility criteria for the present 'Designated Historic Sites' Tax Exemption to cover additional historic resources?
2. What additional actions would the Commission like to take to encourage historic property owners to designate and/or preserve their properties?

EXHIBITS:

1. Agenda Information Sheet
2. [HLC24-018 Agenda Item](#) (May 13, 2024 HLC Meeting)
3. [HLC24-021 Agenda Item](#) (June 10, 2024 HLC Meeting)

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

Prepared By:
Cameron Robertson, AICP
Historic Preservation Officer



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File #: HLC24-023, **Version:** 1

AGENDA CAPTION

Receive a report, hold a discussion, and give staff direction regarding three historic properties located on the Texas Woman's University campus.



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AGENDA INFORMATION SHEET

DEPARTMENT: Department of Development Services

ACM: Cassey Ogden

DATE: July 8, 2024

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding three historic properties located on the Texas Woman's University campus.

BACKGROUND

At the May 13, 2024 Historic Landmark Commission (HLC) meeting, the Commission received a presentation from a member of the public regarding three historic buildings on the Texas Woman's University (TWU) campus in Denton. These buildings are the:

- Greenhouse,
- Support Annex Building, and
- Patio Building.

The member of the public wanted to bring awareness to the current condition of these three buildings to encourage the Commission to speak with TWU about preserving the three buildings.

Following the presentation, the Commission voted to place a future discussion item on the Matrix concerning the three TWU historic properties and what action step(s) to take.

Consequently, Staff seeks direction from the HLC regarding the three TWU properties and what step(s), if any, the Commission would like to take. Such steps that could be taken are the following:

- Sending a letter to the university expressing HLC's interest in the preservation of the three buildings.
- Inviting a member of the Facilities Management & Construction to come and speak to the commission about the university's plans for the three historic properties.

EXHIBITS:

1. Agenda Information Sheet

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

Prepared By:
Cameron Robertson, AICP



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File #: HLC24-029, **Version:** 1

AGENDA CAPTION

Receive a report and hold a discussion regarding Section 2.83(c) of the City Code which governs boards, commissions, and committees specifically related to the attendance policy.



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AGENDA INFORMATION SHEET

DEPARTMENT: Development Services

ACM: Cassey Ogden, Assistant City Manager

DATE: July 8, 2024

SUBJECT

Receive a report and hold a discussion regarding Section 2.83(c) of the City Code which governs boards, commissions, and committees specifically related to the attendance policy.

BACKGROUND

The attendance policy for City of Denton boards, commissions, and committees is governed by [Section 2.83\(c\) of the Code of Ordinances](#). The Code generally states that members shall attend regularly scheduled meetings and must contact staff prior to the meeting if they are unable to attend. Absences can be excused for the following reasons:

- Personal or family illness
- Death of a family member
- Jury duty
- Service in the armed forces
- Testifying before the legislature
- Attending a seminar involving municipal matters of importance to the member's duties
- An absence necessary for the member's business or employment

If the absences does not meet one of the criteria above then the member has the ability to request the absence be excused by City Council or leave the absence as unexcused. An unexcused absence of a member for more than three meetings in a year or 50 percent of regular meetings in a year shall be considered cause for removal from the board by City Council. The City Secretary is required to report board attendance to City Council quarterly.

In order to follow City procedures following this meeting, HLC Commissioners will be required to notify staff prior to the meeting if they will be absent and complete the Board Member Notification of Absence Form included as **Exhibit 2**.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Board Member Notification of Absence Form

Exhibit 3 – HLC Attendance Presentation

Respectfully submitted:
Lacy Brummett
Administrative Assistant



B&C NOTIFICATION OF ABSENCE

Per Section 2.83(c) of the Denton City Code, *Members who cannot attend the meeting must contact the chairperson or an appropriate staff liaison concerning his or her absence prior to the meeting. Please also include citysecretary@cityofdenton.com in the notification email.*

MEMBER INFORMATION		
Name	Email	Phone

Date of absence: _____

What board, commission, or committee does this absence apply to?

- Select only one Submit one form per absence

- | | |
|--|--|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Internal Audit Advisory Committee |
| <input type="checkbox"/> Animal Shelter Advisory Committee | <input type="checkbox"/> Library Board |
| <input type="checkbox"/> Animal Shelter Advisory Committee | <input type="checkbox"/> Parks, Recreation and Beautification Board |
| <input type="checkbox"/> Board of Ethics | <input type="checkbox"/> Planning and Zoning Commission |
| <input type="checkbox"/> Committee on Persons with Disabilities | <input type="checkbox"/> Public Art Committee |
| <input type="checkbox"/> Community Services Advisory Committee | <input type="checkbox"/> Public Utilities Board |
| <input type="checkbox"/> Denton Code Review Committee | <input type="checkbox"/> Sustainability Framework Advisory Committee |
| <input type="checkbox"/> Denton Police Department Chief of Police Advisory Board | <input type="checkbox"/> Traffic Safety Commission |
| <input type="checkbox"/> Health and Building Standards Commission | <input type="checkbox"/> Zoning Board of Adjustment |
| <input type="checkbox"/> Historic Landmark Commission | <input type="checkbox"/> Economic Development Boards |

Reason for Absence (Select only one criteria, as applicable. If not noted, see section below.)

1. ☐ personal or family illness
2. ☐ death of a family member
3. ☐ jury duty
4. ☐ service in the armed forces
5. ☐ testifying before the legislature
6. ☐ attending a seminar involving municipal matters of importance to the member's duties
7. ☐ absence necessary for the member's business or employment
8. ☐ OTHER: _____

If your absence is determined to be unexcused (not clearly meeting Criteria 1-7), would you like the City Secretary to submit a request to the City Council to excuse your absence? ☐ Yes ☐ No

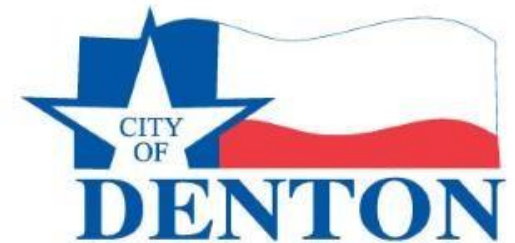
Signed by: _____

Attendance Policy

HLC24-029

July 8, 2024

Historic Landmark Commission

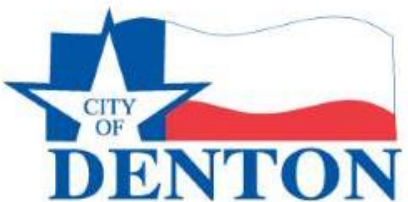


Board Attendance Policy

- Originally adopted in 1966 and expanded for additional excused absences in 2000 and modified in 2020 to include procedures for absences.
- Every board member shall attend regularly scheduled meetings.
- Members unable to attend shall notify staff prior to the meeting.
- Cause for removal:
 - Unexcused absences of **more than 3 or 50% of regular scheduled meetings in one year.**

Excused Absences

- Personal or family illness
- Death of a family member
- Jury duty
- Service in the armed forces
- Testifying before the legislature
- Attending a seminar involving municipal matters of importance to the member's duties
- An absence necessary for the member's business or employment



Procedure

- If a Board Member knows they will be unable to attend a meeting:
 - Notify the Board Secretary (Lacy Brummett).
 - Fill out the Board Absentee Form within 10 days of the missed meeting.
 - If unexcused, the Commissioner can:
 - Leave as unexcused.
 - Request the absence come before the City Council for consideration to excuse.
- Board and Commission attendance will be provided to the City Council quarterly.



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Legislation Text

File #: HLC24-024, 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.



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AGENDA INFORMATION SHEET

DEPARTMENT: Department of Development Services

ACM: Cassey Ogden

DATE: July 8, 2024

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



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Legislation Text

File #: HLC24-030, **Version:** 1

AGENDA CAPTION

Hold a discussion regarding the Historic Landmark Commission Project Matrix.

2024
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	To be presented in the early Fall
Discussion regarding the historically significant Texas Woman's University properties	HLC	5/13/2024	To be discussed at the July 8th HLC Meeting
Continuation of the historic tax exemption discussion	HLC	6/12/2024	To be discussed at the July 8th and August 12th HLC Meetings
General topic training relevant to duties and interests of the Historic Landmark Commission	HLC	2/12/2024	Monthly occurrence
Presentation of preliminary guidelines regarding property features, such as fencing and windows, for use by the public and HLC	HLC	11/14/2022	On-hold
Focus group of historic property owners to discuss present historic preservation procedures and incentives	HPO	12/27/2023	Will schedule for early Fall
Items for Historic Landmark Commission Consideration			

Start discussing ideas for HLC outreach in Winter 2024 and into 2025 (ex. Preservation Month, historic Porch Fest, etc.)	HPO	3/18/2024	Commissioners have provided ideas over the last few months, so would be good to create a reoccurring agenda item for 2-3 months to discuss outreach events
Annual Update			
Prepare an annual study list of potential landmarks and districts.	HLC/HPO	2024 Work Plan Goal	
Broaden the tax-exemption eligibility criteria for improvements to historic buildings.	HLC/HPO	2024 Work Plan Goal	
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	2024 Work Plan Goal	
Complete designation reports for landmarks and districts.	HLC/HPO	2024 Work Plan Goal	
Update the Denton Historic Preservation Ordinance to promote clarity in Certificate of Appropriateness procedures and Historic Landmarks Commission responsibilities, among other Ordinance enhancements.	HLC/HPO	2024 Work Plan Goal	
Create a marketing plan to encourage additional Local Landmark designations.	HLC/HPO	2024 Work Plan Goal	
Provide training to local realtors and bankers.	HLC/HPO	2024 Work Plan Goal	

Future HLC Meetings:

Monday, August 12th

Monday, September 9th

Monday, October 14th

Monday, November 18th

Monday, December 9th