



# City of Richmond

*Where History Meets Opportunity*

## Richmond Historical Commission Meeting Minutes

City Commission Room (In-Person and Zoom)

600 Morton Street, Richmond, Texas 77469

**Tuesday, May 16, 2023, at 8:00 a.m.**

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The Richmond Historical Commission met in a regular meeting on Tuesday, May 16, 2023, at 8:01 a.m. Chairperson Edwards called the meeting to order. A quorum was present, with the following members in attendance:

Carol Edwards - Chair  
Jackie Atkinson – Vice-Chair  
Gary Gillen  
Jess Stuart  
David Smith  
Madeleine Calcote-Garcia

Staff in attendance: Mason Garcia, Historic Preservation Officer (HPO); Helen Landaverde, Planner II; Terri Vela, City Manager; Gary Smith, City Attorney; and Brittany Mullings, Public Works Executive Secretary.

Chairperson Edwards declared the meeting open.

Chairperson Edwards introduced agenda item number A2., Recite the Pledge of Allegiance to the U.S. Flag and Texas Flag. Pledge of Allegiance to the U.S. Flag and Texas Flag was recited.

Chairperson Edwards introduced agenda item number A4., Public comments.

- Clark East (4510 Topaz Trail Dr., Sugar Land)  
Mr. East began to give a presentation on the proposed Retail Center at 405 Richmond Parkway. The Commission opened agenda item C2e for discussion for this project.

Chairperson Edwards introduced consent agenda items B1-B2. B1. Review and approve minutes from April 18, 2023, regular meeting. B2. Announce the next Richmond Historical Commission meeting to be held on June 20, 2023, at 8:00 a.m. Commission Member Gillian moved to approve the minutes. The motion was seconded by Commission Member Stuart. The vote for approval was unanimous.

Chairperson Edwards introduced regular agenda item C1a., Community and Museum Events Update.

- The Williams Smokehouse Food Truck will be behind the Courthouse on Friday, May 26, 2023, for lunch.

- The Blockhouse Market will be on Sunday, May 28, 2023, from 10:00 a.m. to 2:00 p.m.
- The Farmers Market will be on Friday, June 2, 2023, from 3:00 p.m. to 7:00 p.m.
- Summer History at the Fort Bend Museum, Tuesday and Saturdays in July (excluding the 4<sup>th</sup> of July), 10-12, \$5 each. The theme is Architecture and Builders.

Chairperson Edwards introduced regular agenda item C2., Staff reports:

- C2a. Staff Update regarding discussion Unified Development Code Text amendment to certain regulations and provisions within the DN Downtown District and OT, Olde Town district. Mr. Garcia, HPO, gave an overview of parking requirements in the Downtown and Olde Town District. He opened a discussion with the Commission regarding current parking requirements and the possibility of alternative approaches. Mr. Garcia continued his presentation by going over alternative or modifications to required parking. The Commission was in favor of parking requirement revisions.
- C2b. Administratively approved Certificate of Appropriateness for fencing at Richmond Annex located at 600 Morton St. Mr. Garcia, HPO, reported the fencing along the northside of the Annex building needed maintenance. The fence replacement was administratively approved by Staff. Commission Member asked if the City has considered camouflaging the generator at the back of the City Annex building. Mr. Garcia stated he would pass the recommendation along.
- C2c. Staff Report on procedures for possible expansion of the Historic Overlay District. Mr. Garcia, HPO, explained at the last Richmond Historical Commission meeting, there was a discussion about expanding the Historical District. More development is being proposed within the Olde Town Zoning District. Despite the Historic Overlay District covering a portion of Olde Town, enlarging it may benefit the city to ensure its integrity and historic character. At the direction of the City Commission, the Richmond Historical Commission discussed expanding the Historic Overlay District to Clay Street and North 2nd Street in 2018. In its discussion, the Richmond Historic Commission looked at structures on both sides of North 2nd Street and at the intersection of Clay Street and determined that none of the homes were historically significant. Mr. Garcia provided the Commission with information on the process of expanding the Historic Overlay District. Commission Member Gillen gave examples of areas that are not being protected by the Richmond Historical Commission. Mr. Garcia stated he will start researching the areas provided and will have a report for the Commission at a later date.
- C2d. Staff Report on County Acquisition of real property located near or adjacent to existing County facilities. Mr. Garcia, HPO, reported the City was notified about Fort Bend County exploring the possibility of acquiring property near the Jane Long building and Travis building along Liberty Street. Based on the provisions, the City recommends and supports the preservation, rehabilitation and the relocation of buildings within the Historic Overlay District whenever possible and discourages demolition or removal of historic buildings. Mr. Garcia briefly went over development policies and regulations. Commission Member Gillen

expressed concern regarding the policies being in reference to a citizen, not a government agency. Mr. Garcia explained any work done within the city limits requires a city permit regardless of it being a citizen for a government agency. Commission Member Smith requested to go on record stating he strongly disapproves of the County Acquisition for a proposed parking lot adjacent to existing County facilities. The Commission inquired if the County has applied for a permit. Mr. Garcia stated at this time they have not, which is why we are unsure of the location at this time. Chairperson Edwards proposed that the Commission meet with County Commissioner Dexter McCoy to discuss concerns. Commission Member Gillen suggested the possibility of a two-story parking structure as an alternative option and inviting Commissioner Dexter McCoy to a Richmond Historical Commission meeting to have said discussion. The Commission agreed to invite Commissioner Dexter McCoy to a Richmond Historical Commission meeting to have a discussion on the County acquisition property.

- C2e. Staff Report on 405 Richmond Parkway. Clark East presented a presentation to the Commission. In the presentation he stated they were able to obtain brick from the 1800's from the previous owner. They will be able to cover the entire building in obtained brick. He presented the Commission with an example of what the brick will look like. Jerry Tipps with Heights Venture Architects presented a slideshow of the proposed site development. Mr. East explained there will be sign criteria for the tenants in the mixed retail area. They use what is called raceway signage, which means the tenants will adhere to one style, with the exception of Starbuck. Commission Member Gillen asked if the entrance to the retail center is at Highway 90, will it cause driveway issues for future owner of the adjacent property. Mr. East stated that TxDOT requires everyone to negotiate cross access with each other. Mr. East also spoke on the trees in the area and how they are trying to preserve as many as they can. This item was discussed at length among the commission members.

Chairperson Edwards introduced regular agenda item C3., Consider agenda item request by Commission Members for June 20, 2023, regular meeting.

1. Invite County Commissioner Dexter McCoy to the next meeting to discuss County acquisition of property adjacent to existing County Facilities.
2. An update on research into expanding the Historical District.

Chairperson Edwards introduced regular agenda item C4., Excuse from attendance at regular Richmond Historical Commission Meeting.

There being no further business to be brought before the Richmond Historical Commission, Chairperson Edwards adjourned the meeting at 9:31 a.m.

Approved



*Carol Edwards*

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Carol Edwards, Chair  
Richmond Historical Commission