



RICHMOND

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Where History Meets Opportunity

Richmond Historical Commission Meeting Minutes

City Commission Room (In-Person and Zoom) | 600 Morton Street, Richmond, Texas 77469

Tuesday, November 21, 2023, at 8:00 a.m.

The Richmond Historical Commission met in a regular meeting on Tuesday, November 21, 2023, at 8:02 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
Payton McGee
Jess Stuart
Madeleine Calcote-Garcia

Staff in attendance: Mason Garcia, Historic Preservation Officer (HPO); Helen Landaverde, Planner II; 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 A3., Public comments. She asked if there were any public comments. Hearing no public comments, the agenda item was closed.

Chairperson Edwards introduced consent agenda items B1-B2.

- B1. Review and approve minutes from October 17, 2023, regular meeting. Commission Member McGee moved to approve the minutes. The motion was seconded by Vice-Chair Atkinson. The vote for approval was unanimous.
- B2. Announce the next Richmond Historical Commission meeting to be held on December 19, 2023, at 8:00 a.m. All were in favor.

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

- Fall Festival at the George Ranch Historical Park will be held on November 24-25, 2023.
- Mark Winters will be playing at Blockhouse Kitchen and Coffee on November 26, 2023.
- Community Christmas Walk in downtown Richmond will be held on December 1, 2023.

- Richmond Tree lighting will be on December 1, 2023.
- Miracle on Morton Street will be held on December 2, 2023.
- Candlelight Tours at the Moore Home will be on December 1-2, 2023, and December 8-9, 2023.

Chairperson Edwards introduced regular agenda item C2a.- C2e., Staff reports:

- C2a. Staff Update regarding discussion possible expansion of the Historic Overlay District, Mason Garcia, HPO, stated as requested from the last meeting the data has been sorted by priority. The Commission pointed out a few properties that Staff will need to verify to ensure the information is correct. Mr. Garcia explained that Staff is currently in the process of identifying the locations and their conformance to Section 6.3.402 Designation of Historic Landmarks and Districts.
- C2b. Certificate of Appropriateness for proposed sign permit at 611 Jackson Street, Suite A2, Mr. Garcia, HPO, stated the applicant has proposed to install a 9' 5" x 10" sign measuring a total of 7.84 square feet. Staff recommended approval of the Certificate of Appropriateness for the proposed signage. Commission Member McGee moved to approve the Certificate of Appropriateness for the proposed sign at 611 Jackson Street, Suite A2. The motion was seconded by Vice-Chair Atkinson. The vote for approval was unanimous.
- C2c. Certificate of Appropriateness for façade improvements at 314 Morton Street, Commission Member McGee abstained from participation in the discussion due to a conflict of interest. There was no quorum for this item due to Commission Member McGee's recusal. This item was tabled for the December meeting.
- C2d. Certificate of Appropriateness for proposed façade improvements at 103 S. 3rd Street, Mr. Garcia, HPO, stated the proposed façade changes include exterior painting, in which the paint conforms to Historic Design Guidelines and approved color palette, and the door will be updated to a half-light door. Staff recommended approval of the Certificate of Appropriateness for the proposed façade improvements. Vice-Chair Atkinson moved to approve the Certificate of Appropriateness for the proposed façade improvements at 103 S. 3rd. The motion was seconded by Commission Member McGee. The vote for approval was unanimous.
- C2e. Staff Update Tree Removal at 410 S. 5th Street, Mr. Garcia, HPO, explained the discovery of a large broken tree limb on 5th Street prompted a survey of three water oaks at 410 S. 5th Street, inspected by Brad Koehl of Yellowstone Landscaping within the Arbor Division. Two additional trees along Houston Street have dead and decaying limbs and pose a significant hazard because of their size and location. The trees in question are exempt from the Tree Removal Permit process. Since the trees are diseased and may pose a threat to public safety, the city will not require a permit to remove them.

Chairperson Edwards introduced regular agenda item C3., Consider agenda item request by Commission Members for December 19, 2023, regular meeting. None were discussed.

Chairperson Edwards introduced regular agenda item C4., Excuse from attendance at regular Richmond Historical Commission Meeting. None to approve.

There being no further business to be brought before the Richmond Historical Commission, Chairperson Edwards adjourned the meeting at 8:28 a.m.

Approved



Carol Edwards, Chair

Richmond Historical Commission