



*Where History Meets Opportunity*

## **Richmond Historical Commission Meeting Minutes**

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

**Tuesday, December 19, 2023, at 8:00 a.m.**

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The Richmond Historical Commission met in a regular meeting on Tuesday, December 19, 2023, at 8:00 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  
Gary Gillen  
Lonnie Meadows  
David Smith  
Jess Stuart

Staff in attendance: Mason Garcia, Historic Preservation Officer (HPO); Helen Landaverde, Planner II; Gary Smith, City Attorney; Matthew Roberts, Planner I; 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 November 21, 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 January 16, 2024, at 8:00 a.m. All were in favor.

Chairperson Edwards introduced regular agenda item C1a., Community and Museum Events Update. There was no discussion on this item.

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

- C2a. Certificate of Appropriateness for proposed sign permit at 611 Jackson Street, Suite B, Mr. Garcia, HPO, stated the applicant proposed to install a 7' 5.5" x 10" sign measuring a total of 6.21 square feet. Staff recommended approval of the Certificate of Appropriateness for the proposed signage. Vice-Chair Atkinson moved to approve the Certificate of Appropriateness for the proposed sign at 611 Jackson Street, Suite B. The motion was seconded by Commission Member McGee. The vote for approval was unanimous.
- C2b. Certificate of Appropriateness for façade improvements at 611 Jackson Street, Suite B, Mr. Garcia, HPO, stated the applicant proposed to add a rear patio and pergola with cover over an area of approximately 123.85 square feet. The structure is proposed to be 7'7" x 16' 4". The applicant also proposed to replace the rear window with a large black anodized aluminum window, the rear door with a black anodized aluminum door, and glass rear door. Staff recommended approval of the Certificate of Appropriateness for the proposed façade improvements. Commission Member Gillen moved to approve the Certificate of Appropriateness for the proposed façade improvements at 611 Jackson Street, Suite B. The motion was seconded by Vice-Chair Atkinson. The vote for approval was unanimous.
- C2c. Certificate of Appropriateness for proposed façade improvements at 314 Morton Street, Commission Member McGee abstained from participation in the discussion due to a conflict of interest. Mr. Garcia, HPO, stated the applicant will be performing minimum maintenance to the front façade of the building. The front façade will be repainted black (door) and white (wall). Additionally, there will be minor repairs to hardiplank along the front of the awning. Staff recommended approval of the Certificate of Appropriateness for the proposed façade improvements. Commission Member Gillem moved to approve the Certificate of Appropriateness for the proposed façade improvements at 314 Morton Street. The motion was seconded by Vice-Chair Atkinson. The vote for approval was unanimous.
- C2d. Staff Update Traffic Signal Box Wrap Artwork, Mr. Garcia, HPO, introduced Carmen Flores, Owner of the Catapult Art Gallery. As part of a Richmond Small Business Downtown meeting on December 6, 2023, the Traffic Signal Box Art Wraps were discussed. During that discussion, local business owner, Carmen Flores, Catapult Art Gallery, expressed her interest in participating. Following the meeting, Staff coordinated with Ms. Carmen Flores on an artwork proposal. Ms. Flores gave a presentation on the proposal details and provided renderings to give the Commission an idea of the work that would be provided. The Commission provided feedback to the presentation and what they would like to see.
- C2e. Staff Report text amendment to sign regulations in the Olde Town and Downtown zoning districts, Mr. Garcia, HPO, briefly went over the applicable amended sign regulations.

Chairperson Edwards introduced regular agenda item C3., Consider agenda item request by Commission Members for January 16, 2024, regular meeting. None were discussed.

Chairperson Edwards introduced regular agenda item C4., Excuse from attendance at regular Richmond Historical Commission Meeting. Commission Member McGee moved to approve the absence of Commission Member Gillen and Commission Member Meadows. The motion was seconded by Vice-Chair Atkinson. The vote for approval was unanimous.

There being no further business to be brought before the Richmond Historical Commission, Chairperson Edwards adjourned the meeting at 8:34 a.m.

Approved

A handwritten signature in cursive script that reads "Carol Edwards". The signature is written in black ink and is positioned above a horizontal line.

Carol Edwards, Chair

Richmond Historical Commission