

**City of Lockhart**  
**Historical Preservation Commission**  
**October 17, 2018**

**MINUTES**

Members Present: Kathy McCormick, Victor Corpus, Richard Thomson, Ron Faulstich

Members Absent: Ronda Reagan, John Lairsen, Juan Alvarez

Staff Present: Yvette Aguado, Dan Gibson

Public Present: Jaclyn Zapien

1. Call meeting to order. Commissioner McCormick called the Lockhart Historical Preservation Commission meeting to order at 5:42 p.m.

2. Citizen comments not related to an agenda item.

None

3. Consider the minutes of the September 19, 2018 meeting.

*Commissioner Thomson moved to approve the minutes as presented. Commissioner Corpus seconded, and the motion passed by a vote of 4-0.*

4. CFA-18-14. Consider a request by Jaclyn Zapien for approval of a Certificate for Alteration to allow window and wall signs, as well as a roof replacement for an existing awning, on property identified as Part of Lots 1 and 2, Block 17, Original Town of Lockhart, zoned CCB and located at 114 South Commerce Street.

Commissioner McCormick expressed concerns with the CFA Application due to the lack of the property owner signature on the application. She stated that if there was not a recorded deed, then she could not find it worthy of consideration at this point.

Planning Staff Dan Gibson responded that his understanding from Kevin Waller, Historical Preservation Officer, was that City staff was waiting for a letter from the property owner. He suggested the Commission hear the staff report and the applicant's explanation of ownership, and vote to either deny or table if they did not believe the explanation is adequate.

Commissioner McCormick responded that she would agree to continue under the advisement of Mr. Gibson. The members present agreed to proceed in hearing the staff report and explanation from the applicant. Using a PowerPoint presentation, Mr. Gibson gave the staff report explaining the proposed wall and window signage, and roof replacement for the existing awning to an R-panel design. Staff recommended approval.

Commissioner McCormick inquired if the amount of signage complied with the allotted percentage.

Mr. Gibson replied that it would comply.

Discussion continued amongst staff and the Commission.

Applicant Jaclyn Zapien responded to questions from the Commission regarding the changes proposed for the awning cover.

Commissioner Faulstich moved to approve the proposed lights and signage, but deny the R-panel awning roof material.

Commissioner Corpus seconded the motion.

Commissioner McCormick requested discussion as to the ownership before proceeding.

Ms. Zapien explained that she was under a contract to purchase through owner financing. She has documentation that shows she is the owner, which is the same documentation provided to the utility department for transfer of services due to new ownership of property. The documents grant her permission for any renovations and/or changes.

Commissioner McCormick explained that without the paperwork present she could not agree to vote for the motion. Her concern was that the property owner signature was missing on the application and that issues could possibly arise at a later date.

Commissioner Faulstich suggested proceeding with the motion subject to a condition that the applicant provide a letter of authorization from the owner for the proposed renovations.

Commissioner McCormick stated she would agree if the property owner would sign the application in office or submit a letter to be reviewed by the City Attorney.

Mr. Gibson replied that if there were any other questions then the Attorney could be consulted, but, otherwise, this would only require the property owner submit a letter of authorization for the renovations. He further explained that since a motion was made, the member making the motion and the member seconding could agree to add a condition regarding ownership prior to the Commission's vote.

Ms. Zapien asked about information pertaining to rules and regulations for proposed renovations to a building in the Historic District.

Mr. Gibson read the applicable section from the Historic Preservation Ordinance.

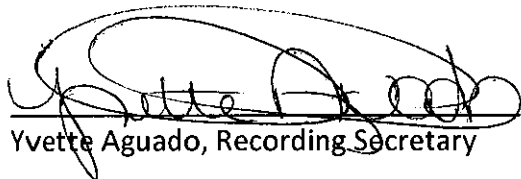
*Commissioner Faulstich moved to approve CFA-18-14 for the signage below and above the awning, the can lights, and the spotlights, but recommended a standing seam metal awning roof cover, and to disapprove the R-panel cover, with the condition that approvals will be issued only with the required letter of authorization for the improvements, or the property owner's signature on the application. Commissioner Corpus seconded, and the motion passed by a vote of 4-0.*

5. Discuss the date and agenda of next meeting, including Commission requests for agenda items.

Mr. Gibson reported that there was an application submitted for the next meeting to be held on November 7, 2018.

6. Adjournment.

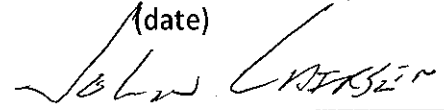
*Commissioner Faulstich moved to adjourn the meeting, and Commissioner Thomson seconded. The motion passed by a vote of 4-0, and the meeting adjourned at 6:32 p.m.*

  
Yvette Aguado, Recording Secretary

Approved: \_\_\_\_\_

11/7/18

(date)



John Lairsen, Chair