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**HISTORIC LANDMARK COMMISSION MEETING MINUTES
FIRST FLOOR, CITY COUNCIL CHAMBERS
CITY 1 BUILDING, 300 N. CAMPBELL STREET
JANUARY 5, 2015, 4:00 P.M.**

The El Paso Historic Landmark Commission held a public hearing in the City Council Chambers, First Floor, City 1 Building, January 5, 2015, 4:00 p.m.

The following commissioners were present:

Vice-Chairman Edgar Lopez
Commissioner Beatriz Lucero
Commissioner Randy Brock
Commissioner Cesar Gomez
Commissioner William Helm II
Commissioner John Moses

The following City staff members were present:

Ms. Providencia Velázquez, Historic Preservation Officer, Economic Development
Ms. Kristen Hamilton, Assistant City Attorney, City Attorney's Office

CALL TO ORDER

Vice-Chairman Lopez called the meeting to order at 4:05 p.m., quorum present.

CHANGES TO THE AGENDA

None.

I. CALL TO THE PUBLIC – PUBLIC COMMENT

None.

II. REGULAR AGENDA – DISCUSSION AND ACTION

Certificate of Appropriateness

1. **PHAP14-00035:** Being 10 Sunset Heights 65 & E Pt. of 64 (3103 Sq. Ft.), City of El Paso, El Paso County, Texas

Location:	511 Upson Drive
Historic District:	Sunset Heights
Property Owner:	Julian Garcia
Representative:	Michael Rose
Representative District:	8
Existing Zoning:	A-3/H (Apartments/Historic)
Year Built:	1930
Historic Status:	Contributing

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Request: Certificate of Appropriateness for the removal of three one-over-one sash windows on the first floor and replacement with single pane fixed windows.

Application Filed: 12/11/14
45 Day Expiration: 1/25/15

Ms. Velázquez gave a presentation and noted the applicant is requesting a Certificate of Appropriateness for the removal of three one-over-one sash windows on the first floor and replacement with single pane fixed windows. On the first floor, above grade, on the porch are three-one-over-one windows that are behind iron bars. The property owner would like to replace the existing windows with single-pane windows. Pictures of the proposed windows were shown to commissioners.

At this time, Ms. Velázquez read the following into the record:

The Design Guidelines for El Paso's Historic Districts, Sites, and Properties recommend the following:

- *When windows are involved in the construction process it is recommended to repair rather than replace. Ms. Velázquez explained staff and commissioners have often seen wood windows, which are often as old as the house, being replaced with vinyl, fiberglass or sometimes even metal windows which does change the character of the property significantly.*
- *If windows are damaged beyond repair, replacement windows should match the type (such as double hung), style (for example six panes over six panes), and finish (paint).*
- *Do not use single pane picture windows or horizontal sliding windows if they are not the original window types. Because at this point, Ms. Velázquez clarified, these windows (sliders) are not really considered historic. Furthermore, windows are character-defining features and easily consist of 50% of the building's façade.*
- *Installation of windows similar to the original in appearance and structural purpose, regardless of construction materials is permitted.*
- *When repair is not feasible, door and window products will be reviewed on an individual basis using the following criteria:*
 - a. *Architectural and historical compatibility*
 - b. *Comparison to original profile*
 - c. *Level of significance of original doors and windows to the architectural style of the building.*
 - d. *Three dimensional exterior applied muntins that simulate or match the original muntins may be approved. Single dimension interior applied muntins are not appropriate.*

The Secretary of the Interior's Standards for Rehabilitation recommend the following:

- *When the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible materials.*

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While attending a conference in Georgia last year, Ms. Velázquez met with several window insert companies, manufacturers and contractors. One such company, Indow, explains their window inserts as:

“Indow window inserts are made of acrylic and edged with our patented Compression Tube. When pressed into place, the silicone tubing compresses, holding the Indow insert securely in place while sealing out cold drafts or hot summer air.”

“Indow window inserts give you energy-saving insulation equivalent to double-pane windows, and they’re even better at insulating sound. Plus, you don’t have to worry about any lead contamination that can occur when your old windows are ripped out of the walls.”

“Each Indow window insert is laser-measured and custom made to fit your window precisely, making them easier to use than storm windows.”

Ms. Velázquez explained how the Indow window inserts work:

1. The inserts are on the inside;
2. The inserts do not change the form, appearance, function, or character of the original windows; and
3. Property owners can keep the original windows but still get all the protection needed from interior storm windows.

Per presentation photos of the property, Ms. Velázquez noted the property owner is currently working on the structure. The existing one-over-one windows, located on the ground floor, are characteristic of this property and of the neighborhood. Photos of the adjoining property and two properties across the street were shown.

Ms. Velázquez recommends approval with the following modification:

****THE MODIFICATION IS THAT THE NEW WINDOWS ACTUALLY BE OPERATIONAL ONE-OVER-ONE SASH WINDOWS TO MATCH THE EXISTING WINDOWS OR THAT THE OWNER INSTALL INTERIOR STORM WINDOWS OR INSERTS.***

In this case, Ms. Velázquez explained, removing these original windows and installing single-pane windows is not appropriate.

Vice-Chairman Lopez asked Ms. Velázquez if the property owner wanted to change just the windows in the front or all windows in the home.

Ms. Velázquez replied the application she received was only for the first floor windows; specifically, the windows located on the porch.

Vice-Chairman Lopez added as long as the windows have the security bars.

Ms. Velázquez agreed.



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Vice-Chairman Lopez asked if the windows on the second floor were the original, wooden windows.

Built in 1930, Ms. Velázquez remarked, she would not be surprised if all the windows were original, wooden windows.

Mr. Julian Garcia, Jr., property owner, stated he has lived in the home for 20 years; additionally, he would like to replace all the windows for the following reasons:

1. During the summer months:
 - a. he pays high utility bills for two central refrigeration units
 - b. the upstairs bedrooms are too hot due to the sunshine coming through the windows
2. During the winter months:
 - a. he pays high utility bills (for same two central heating units)
 - b. cold air comes through the windows
3. The windows are so old they rattle, upstairs and down
4. Remove all wrought iron bars from windows

Eventually he wants to do all the windows; however, today he wants to do just the front windows. Additionally, because of the windows, he hears all the freeway traffic going by and cannot sleep. Unfortunately, Mr. Garcia did not have a sample of the proposed windows to show commissioners. He will be using Sears's products and has already provided them a down payment. Mr. Garcia clarified the new windows will be double-pane, not single-pane, windows.

Vice-Chairman Lopez asked Mr. Garcia what type of material the windows will be for example, aluminum, wood, vinyl ...

Mr. Garcia was unsure, maybe aluminum or vinyl.

Commissioner Gomez asked Mr. Garcia if he had explored *repairing* rather than replacing the windows.

Mr. Garcia replied that was the whole idea, he just wanted to repair them; these windows are beyond repair. He reiterated he has lived in this home for over 20 years. Two central air and heating units were installed; however, due to the windows (*especially the upstairs*), the house is still cold in the winter and hot in the summer.

Vice-Chairman Lopez explained commissioners are concerned that you not change the look of the structure.

Mr. Garcia noted the adjacent property owners had recently redone all their windows. He asked commissioners why the adjacent property owners could redo their windows but he could not.

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Vice-Chairman Lopez asked Mr. Garcia why *fixed glass*. Vice-Chairman Lopez commented on a transom window.

Mr. Garcia responded because of financial reasons and the utility bills. The house next door, all windows were redone, look at the big picture window in the front; it is single/double-paned. Mr. Garcia was unsure if the adjacent property owners had submitted for permit or not.

The adjacent property owner's upstairs windows, Vice-Chairman Lopez clarified, those windows have the sash in the middle.

Mr. Garcia replied he would do that, have a sash in the middle if commissioners required. He just wants to redo all the windows.

For clarification, Commissioner Gomez asked Mr. Garcia if he was *repairing* or replacing the windows.

Mr. Garcia replied the windows are beyond repair, he was replacing them; those are the original windows. The window glass looks warped and has air bubbles; furthermore, on windy days, he is afraid the windows may shatter. Finally, he plans to remove the wrought iron bars from all the windows. Mr. Garcia restated the adjacent property owner redid all his windows.

Commissioner Helm noted the request before commissioners today was for the removal of three one-over-one sash windows on the first floor and replacement with single pane fixed windows specifically the three windows in the front and the four windows upstairs, seven windows total.

Mr. Garcia explained he was going to start in the front but all the windows need replacing. He clarified he wants to start with the front windows because that is where all the noise is coming in from. Yes, seven windows to start with; additionally, he will be changing the door.

Commissioner Helm asked Mr. Garcia if he did not have a problem with matching the same style, a one-over-one sash window.

Mr. Garcia stated if commissioners request, he will get windows with the sash. For his mother's safety, he prefers double pane windows. To clarify, he wants to replace the windows not repair them. Mr. Garcia was confused, commissioners want him to repair the windows, not replace.

Commissioner Gomez did not see any documentation information stating the windows were beyond repair.



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For commissioners, Mr. Garcia will:

1. Get vinyl windows with a sash in the middle
2. Not change the look of the home, at all
3. Remove the wrought iron bars from all the windows
4. Get a new roof because it is time

Vice-Chairman Lopez asked Ms. Velázquez if the adjacent property windows, on the balcony, were the same windows as Mr. Garcia.

Ms. Velázquez explained they are one-over-ones. For clarification, when Ms. Velázquez spoke with the contractor, the contractor told Ms. Velázquez that Mr. Garcia wanted to replace three windows in the living room. (See floor plan) The news that Mr. Garcia wants to replace all the windows is news to her. She apologized to commissioners.

Mr. Garcia apologized to Ms. Velázquez then stated he intends to replace all the windows eventually; however, for now he will start with the three windows in front.

Vice-Chairman Lopez reiterated the request before commissioners today shows *four* ...

Mr. Garcia noted the request today shows *three*; however, immediately following these three he intends to replace the *four*.

Vice-Chairman Lopez commented that Mr. Garcia would have to submit documents for another permit.

Mr. Garcia asked commissioners if he had to get another permit.

Ms. Velázquez explained that at the time the contractor submitted the permit paperwork, Ms. Velázquez informed the contractor that if Mr. Garcia wanted to replace his windows to match these, one-over-one operable sash windows in any material, that would be fine and Ms. Velázquez could approve that request administratively. Mr. Garcia said no, he wanted single pane windows, which is why we are here today. If Mr. Garcia wants simple one-over-one windows, that function just like the ones shown today, that would be fine and Ms. Velázquez could approve that request administratively.

Mr. Garcia interjected but he wants double pane windows.

Ms. Velázquez emphasized that would be fine, too.



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To Mr. Garcia, Vice-Chairman Lopez explained staff would need to see proof the windows are one-over-one. The request today was for the removal of three one-over-one sash windows and replacement with single pane fixed windows. However, Vice-Chairman Lopez stated, Mr. Garcia changed the request to be ...

Mr. Garcia explained he changed the request only because Ms. Velázquez said he could not do it.

Vice-Chairman Lopez agreed with Ms. Velázquez.

Mr. Garcia responded he would do what commissioners required regarding the sash but he insisted the windows be double pane to keep out the noise.

Vice-Chairman Lopez explained the look must be the same.

Mr. Garcia affirmed the look would be the same. He then asked commissioners what he needed to do.

Commissioner Helm explained it would be best if Mr. Garcia submits for one permit for all seven windows that way Mr. Garcia would not have to appear before commissioners again.

Mr. Garcia would do as Commissioner Helm suggested.

Vice-Chairman Lopez reminded Mr. Garcia to bring pictures of the windows to be installed to Ms. Velázquez at the same time Mr. Garcia submits documentation for the permit.

Mr. Garcia asked when he could submit his documents for the permit.

Commissioner Helm explained Mr. Garcia could submit his documents to Ms. Velázquez for administrative approval should Mr. Garcia decide to use one-over-one windows with the sash.

Mr. Garcia asked if he would have to come before the commission again.

Vice-Chairman Lopez replied no, Mr. Garcia should meet with Ms. Velázquez so that she can approve your request(s) administratively. Today, commissioners will be approving one-over-one, operable windows just like the existing window.

Vice-Chairman Lopez asked staff since commissioners will neither approve nor deny the request, should the request be postponed.

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Ms. Velázquez responded no, the modifications were:

1. Either replace with a one-over-one, sash window; or
2. Use a window insert

Ms. Velázquez stated commissioners can approve the request with the first modification. To clarify, commissioners authorize Mr. Garcia to replace the windows as long as he follows the guidelines.

Commissioner Helm asked Ms. Velázquez if commissioners should modify the application so that Mr. Garcia can replace all seven windows.

Ms. Velázquez did not think that was necessary as she can approve that request administratively as long as everyone understands we are talking about one-over-one window, operable (bottom half) window. The new windows can be single-pane or triple-pane as long as it looks and operates like these (as shown in the example).

To Mr. Garcia, Vice-Chairman Lopez reiterated, the look is what is important.

Mr. Garcia replied, okay, okay, acknowledging that he understood what was requested of him.

Vice-Chairman Lopez asked if commissioners had any further comments/questions for Mr. Garcia or Ms. Velázquez.

Commissioner Moses asked Ms. Velázquez commissioners are not talking about a fixed window now we are talking about ...

Ms. Velázquez replied no, we are talking about an operable, sash window. She asked Mr. Garcia if he understood what that meant.

Mr. Garcia replied, "It means that I can replace those windows."

Ms. Velázquez agreed and added, "with ...

Mr. Garcia interrupted, "...double-pane, but they look just exactly like they do ... "

Ms. Velázquez agreed and added, "...and they operate just like that."

Mr. Garcia continued, "...so you can open them ...

Ms. Velázquez added, "...you cannot have single-pane."

Mr. Garcia continued, "...okay, yes, I get it, I understand. Okay, I'm okay with that."



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MOTION:

Motion made by Commissioner Helm, seconded by Commissioner Moses AND UNANIMOUSLY CARRIED TO APPROVE BASED ON THE MODIFICATION OF ONE-OVER-ONE, OPERABLE, SASH WINDOWS THAT MATCH THE ORIGINAL APPEARANCE, PER STAFF RECOMMENDATION, AND THAT ARE OPERABLE.

- Addresses of property HLC commissioners have requested that HLC staff review or investigate and provide a report to the HLC. If no addresses are submitted in advance and listed under this agenda item, commissioners may announce such addresses under this agenda item. Discussion on property announced at this meeting will take place during the next regularly scheduled meeting. January 5, 2015 deadline for HLC members to request for agenda items to be scheduled for January 26, 2015 meeting. January 26, 2015 deadline for HLC members to request for agenda items to be scheduled for the February 9, 2015 meeting.

No requests from commissioners.

HLC Staff Report

- Update on Administrative Review Cases since the last HLC meeting for the properties listed on the attachment posted with this agenda. (See Attachment "A")

Vice-Chairman Lopez asked commissioners if they had any comments and/or questions for staff.

Referring to **PHHR14-00185-123 Mills Avenue, Mills Plaza Properties (owner)** – Landmark Property – A request was made to install a gas line for the restaurant on the rear façade, Commissioner Helm asked Ms. Velázquez where the gas lines were installed; in the back or the side alley.

Ms. Velázquez stated in the back.

MOTION:

Motion made by Commissioner Lucero, seconded by Commissioner Gomez AND UNANIMOUSLY CARRIED TO APPROVE THE HLC STAFF REPORT.



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Other Business – Discussion and Action

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4. Discussion and action on Downtown survey and map. (per 11.24.2014 meeting discussion)

Ms. Velázquez explained staff and commissioners have discussed updating the downtown survey of the Downtown Historic District and expanding that survey to include more areas of downtown, especially the Segundo Barrio. Ms. Velázquez presented the map that she and Dr. Grossman compiled.

Ms. Velázquez stated the project is to:

1. Update the survey of the Downtown historic district, including reviewing and reassessing the boundaries;
2. Provide the City with recommendations for revising the boundaries of the district and the historic overlays therein; and
3. Prepare and submit an application for the creation of a National Register Historic District thereby freeing up significant federal and state tax credits for renovation projects.

Ms. Velázquez explained the survey will have to be conducted by an outside party because we want a measure of objectivity when we present this information to City Council. In order to accomplish that Ms. Velázquez had to look for funding. She applied for two, \$50,000.00 grants to the Texas Historical Commission. The THC approved the first hurdle for one the grants. At this time, Ms. Velázquez read several paragraphs from the THC approval letter. Ms. Velázquez stated she will work very hard so that the THC will approve the second hurdle and ultimately award the \$50,000.00 grant.

Ms. Velázquez stated the city must have the funds to match the \$50,000.00. It would be most beneficial if the city has those funds by the end of February when she submits the application. She is busy compiling a list of foundations sympathetic to the cause and that would agree to help fund this project.

Ms. Velázquez has spoken with a few East Texas agencies in the Dallas, Austin area regarding the survey and has received a great deal of interest from those agencies. She expects an estimate from one of those agencies very soon.

Vice-Chairman Lopez reiterated that by the end of the February, the city must have the \$50,000.00 matching funds.

Ms. Velázquez replied it would be advantageous for us to have those matching funds. Although, the language does not state that the matching funds were a requirement; however, agencies with the matching funds available are favored.



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Vice-Chairman Lopez asked if Ms. Velázquez had a list of agencies she can contact.

Ms. Velázquez replied she does have a list of foundations; for example, Ms. Velázquez will be contacting the Union Pacific Foundation and the Summerlee Foundation. The Summerlee Foundation gave money for the Magoffin Historic District National Register nomination. Ms. Velázquez has contacted the El Paso Community Foundation, the Hunt Foundation, the McKee Foundation, and will accept any suggestions from commissioners

Vice-Chairman Lopez stated it was nice to see this moving forward.

Ms. Velázquez agreed and added progress is being made.

Vice-Chairman Lopez asked if commissioners needed to take action on this.

Ms. Velázquez responded no, action was not necessary.

Vice-Chairman Lopez asked Ms. Velázquez after the funds are received do we then look for someone to do the survey.

Ms. Velázquez replied she has begun looking for agencies to do the survey. After the monies are awarded commissioners and staff can hire a firm/agency to do the survey. At this time, Ms. Velázquez and Vice-Chairman Lopez discussed the map boundaries, existing and proposed survey. Although the Chihuahuita Historic District is locally designated it does not have a National Register nomination. Properties listed on the National Register qualify for the 25% State Tax Credit and 20% Federal Tax Credit for Rehabilitation.

Commissioner Gomez clarified then the results of the survey will be presented to City Council.

Ms. Velázquez agreed.

Commissioner Moses asked if any of the matching grant sources have a completion time to allow matching the Texas Historical Commission grant.

Ms. Velázquez explained some do have a deadline, for example, the Summerlee Foundation. As far as the second part of this application, Ms. Velázquez will note that she had previously applied for these funds. The city's grant coordinator is actively seeking matching grants.

Commissioner Moses asked if some consideration would be given to the fact that even though Ms. Velázquez does not have the match yet ...

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Ms. Velázquez replied that was her belief.

Commissioner Gomez asked how far north the boundary went on Mesa, was it three blocks.

Ms. Velázquez explained the boundary adjoins Sunset Heights and stops just where our National Register Districts, the Rio Grande and Montana, are located.

Commissioner Gomez and Commissioner Helm discussed Trost homes on Rim Road.

Commissioner Helm noted Rim Road might be an important corridor to pick up.

Commissioner Moses asked if there was a reason why the railroad was included in the map.

Ms. Velázquez explained the railroad was included just for convenience; additionally, this map is not written in stone. The surveying agency/firm may request additional properties be included or revise the boundaries somewhat.

Vice-Chairman Lopez reiterated the map is a suggested outline for the survey. Once the survey is completed, another outcome(s) is very possible.

Commissioner Helm explained the survey boundaries must be defined prior to hiring the surveying agency/firm.

Ms. Velázquez agreed; additionally, one consultant estimates there are over 1,000 buildings within this proposed survey boundary.

Commissioner Helm thought the 1,000 number of buildings might be somewhat on the low side. He suggested Ms. Velázquez and Dr. Grossman include the corridor north of Arizona Avenue, along Mesa Street, one block out, all the way to Rim Road. He explained there are many historic homes along that corridor.

Ms. Velázquez responded she and Dr. Grossman would research that; however:

1. Including that corridor would add to the expense; and
2. To designate an area as a "Historic District", 51% of the property owners must agree. By adding more properties, the balance can be tipped in either direction.

Vice-Chairman Lopez thought this was a wonderful beginning for this survey. He asked Ms. Velázquez if it were possible to modify the survey boundaries and remove a portion of the railroad tracks.

Ms. Velázquez replied yes, modifications to the boundaries were a possibility.

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5. Discussion and action regarding an application for the designation of San Jacinto Plaza as a Lone Star Legacy Park by the Texas Recreation and Parks Society.

Ms. Velázquez updated commissioners regarding the Parks & Recreation Department's application submittal to the Texas Recreation and Parks Society to designate the San Jacinto Plaza as a Lone Star Legacy Park. Ms. Velázquez read into the record the Historic Landmark Commission's proposed letter of support written by the Parks & Recreation Department.

If approved, Ms. Velázquez explained, she would deliver the letter to Ms. Marcia Tuck, Parks & Recreation Department, for submittal.

Commissioner Moses asked staff to reword the following paragraph:

It became a fully functional plaza in 1883, ~~named for the battle for Texas Independence in 1903~~, used as a transportation hub, and has been the center of El Paso's Christmas celebrations since 1954.

... named in 1903 for the battle for Texas Independence, ...

Vice-Chairman Lopez asked which city department would pay for the marker.

Ms. Velázquez replied the Parks Department, the Department is aware of that expense.

Commissioner Helm asked Ms. Velázquez which city department would be submitting the application.

Ms. Velázquez replied the Parks Department. She clarified commissioners were reviewing the proposed letter of support from the Historic Landmark Commission. Ms. Velázquez assumed the Parks Department would compose the narrative. Additionally, Ms. Velázquez assumed the Texas Recreation and Parks Society would be reviewing and approving the request; however, she would confer with Ms. Tuck.

Vice-Chairman Lopez requested the Parks Department ensure the letter of support's dates and numbers match the narrative's dates and numbers.

Ms. Velázquez agreed.

MOTION:

Motion made by Commissioner Helm, seconded by Commissioner Lucero AND UNANIMOUSLY CARRIED TO APPROVE WITH THE CLARIFICATION OF THE DATE IN 1903.

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6. Approval of Regular Meeting Minutes for October 6, October 20, and December 8, 2014.

Agenda items 6. and 7. were discussed concurrently as requested by Vice-Chairman Lopez.

Vice-Chairman Lopez asked commissioners if they had any additions, corrections, and/or revisions for staff.

OCTOBER 6

No additions, corrections and/or revisions from commissioners.

OCTOBER 20

PAGE 5 OF 23, THIRD PARAGRAPH FROM THE BOTTOM

Commissioner Helm requested staff revise the following sentence:

“Commissioner Helm was **NOT** opposed to using Corten steel because that material has not been used in historic districts before.

DECEMBER 8, 2014

No additions, corrections and/or revisions from commissioners.

MOTION:

Motion made by Vice-Chairman Lopez, seconded by Commissioner Lucero AND UNANIMOUSLY CARRIED TO APPROVE THE OCTOBER 6, OCTOBER 20, AND DECEMBER 8, 2014 MINUTES WITH THE MODIFICATION REQUESTED BY COMMISSIONER HELM FOR THE OCTOBER 20, 2014 MINUTES.

7. Correction – September 22, 2014 minutes (per Commissioner Moses)

Commissioner Moses requested the following revision:

Prior to adjourning, Commissioner Moses noted he had researched the City of Fort Worth Historic Landmark Commission decisions/appeals process. He explained all Historic Landmark Commission decisions/appeals are brought before the [Appeals Board](#) ~~Historic and Cultural Landmark Commission~~, so that appeals, instead of going to City Council or back to Historic Landmark, go to the Appeals Board.

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Carl L. Robinson

District 5

Dr. Michiel R. Noe

District 6

Claudia Ordaz

District 7

Lily Limón

District 8

Cortney C. Niland

City Manager

Tommy Gonzalez

8. Replacement of Commissioner Berchermann

Ms. Velázquez explained, unfortunately, Commissioner Berchermann had reached his term limit and could not be reappointed. We are very sad to see him go because we were very fortunate to have him; however, that leaves the Chairman spot open. Ms. Velázquez asked commissioners to consider nominating someone for that spot.

NOMINATIONS FOR CHAIRMAN OF THE HISTORIC LANDMARK COMMISSION

Commissioner Moses clarified commissioners do not need to appoint a commissioner, the City Council Representative does that. Commissioners are being asked to elect a new Chairman.

Ms. Velázquez responded yes, that is correct.

Commissioner Brock pointed out, “Edgar does a great job.”

Vice-Chairman Lopez suggested Commissioner Helm as Chairman

Ms. Velázquez asked Commissioner Helm if he was up to the task.

Commissioner Helm answered, “Yes, I am willing to serve.”

MOTION:

Motion made by Vice-Chairman Lopez, seconded by Commissioner Brock AND UNANIMOUSLY CARRIED TO APPOINT COMMISSIONER WILLIAM HELM CHAIRMAN OF THE HISTORIC LANDMARK COMMISSION.

VACANT COMMISSIONER POSITIONS

After the vote, staff and commissioners discussed vacant Historic Landmark Commissioner positions for District 6, City Council representative Claudia Ordaz and District 7, City Council representative Lily Limón.

At the December 30, 2014 City Council meeting Ms. Velázquez noted, City Council Representatives approved the appointment of Mr. Paul Gilcrease to the Historic Landmark Commission. District 8 City Council representative Cortney Niland appointed him.

Vice-Chairman Lopez wondered if commissioners could submit names of people to sit on this commission to Ms. Velázquez.

Ms. Velázquez replied yes.

Vice-Chairman Lopez asked staff if the person must live in the same district as the City Council representative appointing them.



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City Manager

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Ms. Velázquez replied no.

Commissioner Moses wondered if past commissioners receive a certificate of thanks from the Mayor.

Ms. Velázquez responded she was not aware of any unless we as a group do something like that.

MOTION:

Motion made by Vice-Chairman Lopez, seconded by Commissioner Brock AND UNANIMOUSLY CARRIED TO ADJOURN THE MEETING AT 5:08 P.M.

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