



**AGENDA
HISTORICAL PRESERVATION COMMISSION
MEETING
CITY OF LEANDER, TEXAS**



Development Services - San Gabriel Conference Room
201 North Brushy Street - Leander, Texas
Wednesday, June 18, 2025
Regular Meeting at 5:30 PM

Place 1 - Benjamin Geiger
Place 2 - Anna Yelaun
Place 3 - Kathy Howell
Place 4 - Esmeralda Gonzalez
Place 5 - Carlos Gormaz

Place 6 - Christina Twing
Place 7 - Triste Freeburg
Council Liaison - Kathryn Pantalion-Parker
Staff Liaison - Karina Castillo

REGULAR MEETING

1. Open Meeting.
2. Roll Call.
3. Public comments on items not listed in the agenda.

Public comments on items listed in the agenda will be heard at the time each item is discussed.

[All comments are limited to no more than 3 minutes (6 minutes if translation is needed) per individual.]

4. CHAIR'S REPORT
5. SUB-COMMITTEE REPORT
 1. Public Education
 2. Website and Social Media
 3. Special Events
 4. Historic Locations
6. STAFF BRIEFINGS
 1. Bryson Farmstead
 2. Mason Homestead
 3. Budget Update

CONSENT AGENDA: ACTION

7. Approval of the minutes for meeting held on May 21, 2025.

REGULAR AGENDA

8. Discuss the procedures for oral history.
9. Discussion of a marker program for historical properties within the City of Leander limits.
10. Discuss and consider volunteering at the ArtFest held on October 11, 2025.
11. Discuss the rack cards to be printed to showcase City of Leander's history.
12. Future Agenda Items [Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.]
13. Adjournment

CERTIFICATION

The City of Leander is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary at (512) 528-2743 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call (512) 528-2800. I certify that the above agenda for this meeting of the Historic Preservation Commission of the City of Leander, Texas, was posted on the bulletin board at City Hall in Leander, Texas, on the 13th day of June, 2025 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.

A handwritten signature in black ink that reads "Karina Castillo". The signature is written in a cursive, flowing style.

Karina Castillo, Planning Manager



EXECUTIVE SUMMARY
6/18/2025

AGENDA SUBJECT:

Approval of the minutes for meeting held on May 21, 2025.

BACKGROUND:

HISTORY/TIMELINE:

APPLICANT/AGENT:

PRESENTER:

Attachments:

1. 05.21.2025 HPC Draft Minutes



**MINUTES
HISTORICAL PRESERVATION COMMISSION
MEETING
CITY OF LEANDER, TEXAS**



Development Services - San Gabriel Conference Room
201 North Brushy Street - Leander, Texas
Wednesday, May 21, 2025
Regular Meeting at 5:30 PM

Place 1 - Benjamin Geiger
Place 2 – Anna Yelaun
Place 3 – Kathy Howell
Place 4 – Esmeralda Gonzalez
Place 5 - Joel Bakki

Place 6 – Christina Twing
Place 7 – Triste Freeburg
Council Liaison - Kathryn Pantalion-Parker
Staff Liaison – Karina Castillo

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REGULAR MEETING

1. Open Meeting.

Opened meeting at 5:34 p.m.

2. Roll Call.

Roll call reflected Commissioner Howell, Commissioner Gonzalez, and Commission Freeburg absent.

3. Public comments on items not listed in the agenda.

Public comments on items listed in the agenda will be heard at the time each item is discussed.

[All comments are limited to no more than 3 minutes (6 minutes if translation is needed) per individual.]

No one spoke.

4. CHAIR'S REPORT

Chair provided a debrief from the meeting with the Williamson County Historical Commission on May 8, 2025 and informed the Commissioners how to apply to join their Commission.

5. SUB-COMMITTEE REPORT

1. Public Education
2. Website and Social Media
3. Special Events
4. Historic Locations

1. The public education updated include a presentation with the Williamson County Museum and upcoming presentations to the City Council regarding the history of Leander ISD.

2. The website and social media update included discussing the content to be shared throughout the year and the potential of creating an Instagram account for the Commission.
3. The special events update included the Parks Department confirming that presence is required for a booth followed by a discussion to not participate in the Juneteenth event this year but considering participation in 2026.
4. The historic locations update included the discussion to recreate photos around Old Town.

6. STAFF BRIEFINGS

1. Bryson Farmstead
2. Mason Homestead

1. The Bryson Farmstead update included the 60% drawings having comments issued by the Texas Historical Commission and proceeding with the 90% plans.
2. The Mason House update included the cisterns/wells being filled in by the contractor that began in April. The above-ground features will remain. A meeting was had in early May to discuss the scope of work needed. A firm will need to be selected to complete the maintenance work during the non-peak months of January and February 2026.

CONSENT AGENDA: ACTION

7. Approval of the minutes for meeting held on April 16, 2025. Motion: Approve

By: Board Member Yelaun
 Seconded: Board Member Gormaz

Vote: 4 - 0 None

REGULAR AGENDA

8. Discuss and consider volunteer schedule and responsibilities for Old Town Festival being held on June 7, 2025.

The Commission discussed the schedules and duties for the Old Town Street Festival held on June 7, 2025.

9. Discuss the posters to be printed for upcoming events and display options.

The Commission discussed the selection of the posters to be displayed at the Old Town Street Festival on June 7, 2025.

10. Discuss the rack cards to be printed to showcase City of Leander's history.

Action was delayed to the meeting of June 18, 2025.

11. Discuss the procedures for oral history.

Action was delayed to the meeting of June 18, 2025.

12. Discuss and consider volunteering at the ArtFest held on October 4, 2025.

The Commission received a presentation by Sammy Panzarino, member of the LPACC, and discussed the possibility of having a booth but not hosting the contest this year. Action was delayed to the meeting of June 18, 2025.

13. Future Agenda Items [Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.]

Future agenda items include review of rack card draft, oral history procedures, volunteering at the Artfest, and the continuation of the Historical Marker program.

14. Discussion of a marker program for historical properties within the City of Leander limits.

Action was delayed to the meeting of June 18, 2025.

15. Adjournment

Adjourned at 6:42 p.m

APPROVED

CHAIR

ATTEST:

STAFF LIAISON



EXECUTIVE SUMMARY
6/18/2025

AGENDA SUBJECT:

Discuss the procedures for oral history.

BACKGROUND:

The Commission has participated in events where the public was invited to share their history. In addition, the Commission had previously appointed a Commission to host oral history sessions in a reserved conference room from 10 am - 12 pm every first Monday of the month.

HISTORY/TIMELINE:

APPLICANT/AGENT:

PRESENTER:

Attachments:



EXECUTIVE SUMMARY
6/18/2025

AGENDA SUBJECT:

Discussion of a marker program for historical properties within the City of Leander limits.

BACKGROUND:

The Commission discussed the process for historical properties within the City of Leander during the March 2025 meeting. This item will discuss the criteria and framework for a Marker Program.

HISTORY/TIMELINE:

APPLICANT/AGENT:

PRESENTER:

Attachments:

1. LHPC Marker Guidelines

The following guidelines are designed to assist individuals and organizations who wish to sponsor a historical marker through the Metropolitan Historical Commission's historical marker program.

Significance

Every statement on a Leander Historical Preservation Commission marker must satisfy two conditions:

- Is it significant?
- Is it accurate?

The subject of any marker erected by the Leander Historic Preservation Commission should be a *person, place, structure, or event* that has local importance and, wherever possible, significance in the broad pattern of Texas or national history. The event, person, structure, or place should have achieved historical significance fifty years or more ago. Exceptions may be made by the Leander Historical Preservation Commission if the sponsoring party can show that it is of exceptional importance.

Examples of markers that would not meet our criteria for significance:

- Markers for specific land grants
- Markers solely of genealogical or family interest
- Markers about living people
- Markers for architectural significance

Markers to unprotected archaeological sites will also not be considered, not because of a lack of historical significance, but so as not to endanger the archaeological artifacts by drawing attention to them before they can be properly assessed and secured.

Historical Fact

Historical significance may be subjective, but factual accuracy must be proved, and documentation of every fact is required. A permanent file on each marker is kept at the Commission office so that answers may always be provided to anyone who asks for verification of a particular marker or for additional information on the subject. Your text and documentation should acknowledge historically marginalized groups—such as Native American, enslaved persons, immigrant groups, etc.— as applicable.

Location

A suitable and safe location should be designated in the marker application. The same marker text cannot be approved to be placed at more than one (1) location. Generally, markers are placed within the public right-of-way. Exceptions may be made that allow a

marker to be placed on private property. In all cases, the site must be adjacent to a public road or property to facilitate installation and maintenance. If the proposed marker is to be located on private property, written consent of the owner must be filed with the Commission. If a historical marker needs to be moved to a new location, the Commission must give consent before the marker can be moved.

Cost

Standard markers cost approximately \$3500-\$4000 and are generally funded by the applicant. Ask the Commission staff for specific marker costs.

Text specifications

Marker texts should be approximately 480 characters and spaces, cast in 1-inch letters. The same text will appear on both sides of the marker. If the text is shorter than this, staff may help revise to reach the maximum character count.

In some cases, it may be appropriate for a longer text to "wrap" the marker, with text continuing on the reverse side of the marker, or to have text on one side and a metal photograph on the other. These markers are more expensive than standard markers. Please indicate if you wish to pursue one of these options when you submit your application.

Marker Approval

The Commission staff and the sponsoring party will work together to write a suitable marker text before it is submitted to the Commission for approval. If the Commission staff feels that the submitted draft text is not compatible with the standards of the Leander Historical Preservation Commission, the sponsoring party will be notified immediately. The staff will help with any corrections or improvements that can be made to revise the proposed text.

Once the staff and sponsoring party agree to a suitable marker text, it will be submitted to the Commission for approval. The Commission generally will consider and vote on the proposed marker at the next regularly scheduled Commission meeting. The Commission meets monthly on the third Monday of the month. After Commission approval, allow approximately twenty-four (24) weeks manufacturing time for the casting, shipping, and erection of the marker.

Marker proposals must be submitted for consideration to the Leander Historical Preservation Commission staff four (4) to six (6) weeks before a regular meeting of the Commission, to allow time for staff review and revisions.

Historical Marker Application Process

Proposals should be submitted in the form of a letter to the Commission, and should include the following:

1. The name of the person, place, structure, or event for which the marker is to be erected and a statement of significance of the same.
2. A copy of the proposed marker text with documentation sheet for the information put forth in each sentence in the text (see documentation sheet sample below).
3. A proposed location for the marker, documented by photographs and/or maps, and a letter of permission of the property owner.
4. The source of funding for the marker, and written statement guaranteeing payment.

Markers are generally placed in the right-of-way rather than on private property, but a letter of permission from the property owner, indicating that they consent to a marker being placed in front of their property, is still required. The staff is available to work with individuals and organizations proposing historical markers to advise on the text, references, and placement of markers.

The staff **MUST** have a letter from an organization guaranteeing payment for the marker before a marker can be ordered. This letter should be on the organization's letterhead with a billing address clearly stated. A copy of this letter and the billing address of the individual or organization sponsoring the marker will be sent to the manufacturer. The manufacturer will bill the sponsoring organization directly. **DO NOT** make checks to the Leander Historical Preservation Commission.

SAMPLE Documentation Sheet Facts Sources

List each important fact that is relevant to this marker subject. All places, dates, sites, names of people involved, etc. must be documented.

The Leander Park and Ride is operated by the City of Leander and CapMetro.

The train line they use today for CapMetro redline is the same train line they used to transport Pink Granite from Marble Falls to Austin to build the Capitol in the 1880s.

Each fact must be verified with notation of the source material. You must include a copy of the page from each document that was used.

<https://www.capmetro.org/park-ride/leander-station-park-ride>

<https://www.tshaonline.org/handbook/entries/austin-and-northwestern-railroad>



EXECUTIVE SUMMARY
6/18/2025

AGENDA SUBJECT:

Discuss and consider volunteering at the ArtFest held on October 11, 2025.

BACKGROUND:

The City of Leander Public Arts and Culture Commission (LPACC) is hosting the ArtFest on October 11, 2025 and has invited the Historical Preservation Commission to facilitate and host the children's art contest. The Commission heard from Sammy Panzarino, member of the LPACC, during the May 21, 2025 meeting and discussed the possibility of having a booth but not hosting the contest this year.

HISTORY/TIMELINE:

APPLICANT/AGENT:

PRESENTER:

Attachments:



EXECUTIVE SUMMARY
6/18/2025

AGENDA SUBJECT:

Discuss the rack cards to be printed to showcase City of Leander's history.

BACKGROUND:

The Commission discussed printing rack cards during the April 2025 meeting to include some photos and list of events. The draft design of the rack card will be referred to the City of Leander's Communications team to draft a rack card for the Commission's review.

HISTORY/TIMELINE:

APPLICANT/AGENT:

PRESENTER:

Attachments: