



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



Development Services - San Gabriel Conference Room
201 North Brushy Street - Leander, Texas
Wednesday, August 20, 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 - Na'Cole Thompson
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 - updates on community engagements, presentations, and other educational opportunities.
2. Website and Social Media - discuss the upcoming posts on the Commission's Facebook page.
3. Special Events - discuss upcoming events including Holidays at the Homestead and Spirits of Bagdad.
4. Historic Locations - discuss any updates on the historic locations throughout the City.

6. STAFF BRIEFINGS

1. Bryson Farmstead - updates on the status of the rehabilitation of the Bryson Farmstead.
2. Mason Homestead - updates on the maintenance of the Mason Homestead.
3. Fiscal Year 2024/2025 Budget - status update of the current budget cycle.

CONSENT AGENDA: ACTION

7. Approval of the minutes for the canceled meeting on June 18, 2025 and the meeting held on July 16, 2025.

REGULAR AGENDA

8. Discuss and consider volunteering at the Spirits of Bagdad event hosted by the Chamber of Commerce.
9. Receive a presentation from the Communications Department regarding the City's Social Media policy.
10. Discuss the rack cards to be printed to showcase City of Leander's history.
11. Discuss the procedures for oral history.
12. Discussion of a marker program for historical properties within the City of Leander limits.
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 12th day of August, 2025 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.



Karina Castillo, Planning Manager



EXECUTIVE SUMMARY
8/20/2025

AGENDA SUBJECT:

Approval of the minutes for the canceled meeting on June 18, 2025 and the meeting held on July 16, 2025.

BACKGROUND:

HISTORY/TIMELINE:

APPLICANT/AGENT:

PRESENTER:

Attachments:

1. 06.18.2025 HPC Draft Minutes
2. 07.16.2025 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, June 18, 2025 Regular
Meeting at 5:30 PM

Place 1 - Benjamin Geiger	Place 6 - Christina Twing
Place 2 - Anna Yelaun	Place 7 - Triste Freeburg
Place 3 - Kathy Howell	Council Liaison - Na'Cole Thompson
Place 4 - Esmeralda Gonzalez	Staff Liaison - Karina Castillo
Place 5 - Carlos Gormaz	

Meeting canceled due to an error in posting.

APPROVED

CHAIR

ATTEST:

STAFF LIAISON



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



Development Services - San Gabriel Conference Room
201 North Brushy Street - Leander, Texas
Wednesday, July 16, 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 - Na'Cole Thompson
Staff Liaison – Karina Castillo**

REGULAR MEETING

1. Open Meeting.

Opened meeting at 5:40 p.m.

2. Roll Call.

Roll call reflected Commissioner Gonzalez and Commissioner Twing absent, and Commission Gormaz arriving at 6:42 pm.

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's report included items an update to the new agenda posting dates and additional language required on the agenda items.

5. SUB-COMMITTEE REPORT

1. Public Education - provide updates on educational sessions that occurred since the last meeting and any upcoming sessions.
2. Website and Social Media - discuss the upcoming posts on the Commission's Facebook page.
3. Special Events - debrief from the Old Town Street Festival and coordinate on any upcoming events.
4. Historic Locations - discuss recreating photos around Old Town.

1. The public education update included a presentation with the Williamson County Museum and presentations to the City Council regarding the history of Leander ISD.
2. The website and social media update included coordinating with the Communications Department on the upcoming posts and sharing some photos from the historic floods.
3. The special events update included a debrief of the Old Town Street Festival and the upcoming Holidays at the Homestead and Mason Heritage Days.
4. The historic locations update was postponed.

6. STAFF BRIEFINGS

1. Bryson Farmstead - updates on the status of the rehabilitation of the Bryson Farmstead.
2. Mason Homestead - updates on maintenance of the Mason Homestead.

1. Bryson Farmstead updates included the plans being under design for the 90% plan set. A meeting was pending to discuss the preservation of the fireplace mantel.
2. Mason Homestead updates included the beginning to fill the cisterns/wells but pending approval of additional costs, and coordination on the contract for design.

CONSENT AGENDA: ACTION

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

Motion: Approve

By: Board Member Howell

Seconded: Board Member Freeburg

Vote: 4 - 0 None

REGULAR AGENDA

8. Discuss the procedures for oral history.

Action was delayed to the meeting of August 20, 2025.

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

The Commission discussed costs for the markers and agreed to continue the discussions in future meetings before proceeding with presenting it to the City Council.

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

The Commission discussed the volunteer opportunity and how it aligned with their purpose and schedules. This item will be reconsidered for the upcoming year.

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

The Commission discussed the events listed on the card and updates to the text and photos.

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.]

Future agenda items include oral history procedures, historic marker program, and presenting the rack cards to the Communications Department.

13. Adjournment

Adjourned at 6:51 pm.

APPROVED

CHAIR

ATTEST:

STAFF LIAISON



EXECUTIVE SUMMARY
8/20/2025

AGENDA SUBJECT:

Discuss and consider volunteering at the Spirits of Bagdad event hosted by the Chamber of Commerce.

BACKGROUND:

The Chamber of Commerce will be providing an update on event setup, event activities, costumes, marketing/promotion, volunteers, and will be available for any additional questions.

HISTORY/TIMELINE:

APPLICANT/AGENT:

PRESENTER:

Bridget Brandt

Attachments:



EXECUTIVE SUMMARY
8/20/2025

AGENDA SUBJECT:

Receive a presentation from the Communications Department regarding the City's Social Media policy.

BACKGROUND:

Staff will be providing an update on the City of Leander's social media pages. These accounts are all managed by Staff.

HISTORY/TIMELINE:

APPLICANT/AGENT:

PRESENTER:

Maureen Joones

Attachments:



EXECUTIVE SUMMARY
8/20/2025

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 was reviewed by the Commission in July 2025. The updated design will be referred to the Communications Department to be finalized.

HISTORY/TIMELINE:

APPLICANT/AGENT:

PRESENTER:

Attachments:



EXECUTIVE SUMMARY
8/20/2025

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
8/20/2025

AGENDA SUBJECT:

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

BACKGROUND:

The Commission began discussing the process for historical properties within the City of Leander during the March 2025 meeting. This item will continue to 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>