



# College Station, TX

City Hall  
1101 Texas Ave  
College Station, TX 77840

## Meeting Agenda - Final

### City Council Workshop

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**Monday, November 25, 2019**

**4:00 PM**

**City Hall Council Chambers**

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1. Call meeting to order.

Speaker Protocol: An individual who wishes to address the City Council regarding any item on the Workshop Agenda other than those items posted for Executive Session shall register with the City Secretary prior to the meeting being called to order. Registration forms are available in the Office of the City Secretary. Upon stepping to the podium the speaker must state their name and city of residence, including the state of residence if the city is located out of state. Speakers are encouraged to identify their College Station neighborhood or geographic location. An individual speaking on a Consent Agenda item on the Workshop agenda may not speak on that item at the Regular Meeting on the same day. Each speaker's remarks are limited to three (3) minutes. An individual speaking on multiple Consent Agenda items must speak on all items when the speaker is called to the podium. An individual speaking on multiple Consent Agenda items will have three (3) minutes to speak on the first item and one (1) additional minute to speak per each additional item regardless of the number of items they wish to address. Any speaker addressing the Council through the use of a translator may speak for six (6) minutes and in the case of Consent Agenda items an additional two (2) minutes per item. An individual may speak for ten (10) minutes on behalf of a group of five (5) or more. The five (5) or more individuals must sign the registration form and must be present when the speaker is introduced. Those signing may not speak individually. A speaker who wishes to include computer-based information while addressing the Council must provide the electronic file to the City Secretary by noon on the day of the Council meeting. During each speaker's remarks a timer light will change from green to yellow when there is thirty seconds remaining. The speaker must conclude their remarks when the timer light changes from yellow to red.

2. Executive Session is closed to the public and will be held in the Administrative Conference Room. The open meeting will resume no earlier than 5:00 pm.

Consultation with Attorney {Gov't Code Section 551.071}:

Possible action. The City Council may seek advice from its attorney regarding a pending or contemplated litigation subject or settlement offer or attorney-client privileged information. Litigation is an ongoing process and questions may arise as to a litigation tactic or settlement offer, which needs to be discussed with the City Council. Upon occasion the City Council may need information from its attorney as to the status of a pending or contemplated litigation subject or settlement offer or attorney-client privileged information. After executive session discussion, any final action or vote taken will be in public. The following subject(s) may be discussed:

Litigation

- a. Kathryn A. Stever-Harper as Executrix for the Estate of John Wesley Harper v. City of College Station and Judy Meeks; No. 15,977-PC in the County Court No. 1, Brazos County, Texas
- b. McCrory Investments II, LLC d/b/a Southwest Stor Mor v. City of College Station; Cause No. 17-000914-CV-361; In the 361st District Court, Brazos County, Texas
- c. City of College Station v. Gerry Saum, Individually, and as Independent Executrix of the Estate of Susan M. Wood, Deceased; Cause No. 17-002742-CV-361; In the 361st District Court, Brazos County, Texas
- d. Carrie McIver v. City of College Station; Cause No. 18-003271-CV-85; In the 85th District Court, Brazos County, Texas

Legal Advice

- a. Legal advice regarding the response of various Texas cities to recent legislation concerning telecom right-of-ways franchise fees.

Personnel {Gov't Code Section 551.074};

Possible action. The City Council may deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer. After executive session discussion, any final action or vote taken will be in public. The following public officer(s) may be discussed:

- a. Council Self Evaluation
- b. City Manager
3. Reconvene from Executive Session and take action, if any.

**Workshop Agenda**

During this time an individual may address the City Council on any Workshop Agenda item.

4. Presentation, discussion, and possible action on items listed on the consent agenda.
5. [19-0625](#) Presentation and discussion regarding the revised City of College Station Historical Marker application guidelines.

**Sponsors:**

Schmitz

**Attachments:**

[HPC College Station Historic Marker Application--final redlined from CSO.. \(00](#)  
[HPC College Station Historic Marker Application--final from CSO.. \(003\)](#)

6. Council Calendar - Council may discuss upcoming events.
7. Discussion, review, and possible action regarding the following meetings: Animal Shelter Board, Annexation Task Force, Arts Council of Brazos Valley, Architectural

Advisory Committee, Audit Committee, Bicycle, Pedestrian, and Greenways Advisory Board, Bio-Corridor Board of Adjustments, Brazos County Health Dept., Brazos Valley Council of Governments, Brazos Valley Economic Development Corporation, Bryan/College Station Chamber of Commerce, Budget and Finance Committee, BVSWMMA, BVWACS, Compensation and Benefits Committee, Comprehensive Plan Evaluation Committee, Experience Bryan-College Station, Design Review Board, Economic Development Committee, Gulf Coast Strategic Highway Coalition, Historic Preservation Committee, Interfaith Dialogue Association, Intergovernmental Committee, Joint Relief Funding Review Committee, Landmark Commission, Library Board, Metropolitan Planning Organization, Parks and Recreation Board, Planning and Zoning Commission, Research Valley Technology Council, Regional Transportation Committee for Council of Governments, Sister Cities Association, Spring Creek Local Government Corporation, Transportation and Mobility Committee, TAMU Student Senate, Texas Municipal League, Walk with the Mayor, YMCA, Zoning Board of Adjustments, (Notice of Agendas posted on City Hall bulletin board).

#### 8. Adjourn.

The City Council may adjourn into Executive Session to consider any item listed on this agenda if a matter is raised that is appropriate for Executive Session discussion. An announcement will be made of the basis for the Executive Session discussion.

I certify that the above Notice of Meeting was posted at College Station City Hall, 1101 Texas Avenue, College Station, Texas, on November 21, 2019 at 5:00 p.m.

  
City Secretary

This building is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need accommodations, auxiliary aids, or services such as interpreters, readers, or large print are asked to contact the City Secretary's Office at (979) 764-3541, TDD at 1-800-735-2989, or email [adaassistance@cstx.gov](mailto:adaassistance@cstx.gov) at least two business days prior to the meeting so that appropriate arrangements can be made. If the City does not receive notification at least two business days prior to the meeting, the City will make a reasonable attempt to provide the necessary accommodations.

#### **Penal Code § 30.07. Trespass by License Holder with an Openly Carried Handgun.**

"Pursuant to Section 30.07, Penal Code (Trespass by License Holder with an Openly Carried Handgun) A Person Licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter this Property with a Handgun that is Carried Openly."

#### **Codigo Penal § 30.07. Traspasar Portando Armas de Mano al Aire Libre con Licencia.**

"Conforme a la Seccion 30.07 del codigo penal (traspasar portando armas de mano al aire libre con licencia), personas con licencia bajo del Sub-Capitulo H, Capitulo 411, Codigo de Gobierno (Ley de licencias de arma de mano), no deben entrar a esta propiedad portando arma de mano al aire libre."

## Legislation Details (With Text)

|                       |                                                                                                                                                                                             |                      |   |                      |                                                 |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----------------------|-------------------------------------------------|
| <b>File #:</b>        | 19-0625                                                                                                                                                                                     | <b>Version:</b>      | 1 | <b>Name:</b>         | Historical Marker Packet Application guidelines |
| <b>Type:</b>          | Report                                                                                                                                                                                      | <b>Status:</b>       |   | <b>Status:</b>       | Agenda Ready                                    |
| <b>File created:</b>  | 11/12/2019                                                                                                                                                                                  | <b>In control:</b>   |   | <b>In control:</b>   | City Council Workshop                           |
| <b>On agenda:</b>     | 11/25/2019                                                                                                                                                                                  | <b>Final action:</b> |   | <b>Final action:</b> |                                                 |
| <b>Title:</b>         | Presentation and discussion regarding the revised City of College Station Historical Marker application guidelines.                                                                         |                      |   |                      |                                                 |
| <b>Sponsors:</b>      | David Schmitz                                                                                                                                                                               |                      |   |                      |                                                 |
| <b>Indexes:</b>       |                                                                                                                                                                                             |                      |   |                      |                                                 |
| <b>Code sections:</b> |                                                                                                                                                                                             |                      |   |                      |                                                 |
| <b>Attachments:</b>   | <a href="#">HPC_College Station Historic Marker Application--final redlined from CSO.._(003)</a><br><a href="#">HPC_College Station Historic Marker Application--final from CSO.._(003)</a> |                      |   |                      |                                                 |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

Presentation and discussion regarding the revised City of College Station Historical Marker application guidelines.

### Relationship to Strategic Goals:

1. Providing Core Services and Infrastructure
2. Neighborhood Integrity

**Recommendation(s):** Council should receive information on the new revised guidelines. This item is also on tonight's Consent agenda for council's approval, no action is required at this time.

**Summary:** Last reviewed in August 2014, the Historical Preservation Committee is submitting the attached Historical Marker application guidelines for Council approval. The committee revised the document to reflect current practice and policy regarding the application and follow up processes. The red-lined version from Legal has been reviewed and approved by the committee and staff.

**Budget & Financial Summary:** NA

**Reviewed and Approved by Legal:** Yes

### Attachments:

- ☐ City of College Station Historical Marker application red-lined
- ☐ City of College Station Historical Marker application final



# ***City of College Station Historical Marker Packet***

Revised ~~August~~  
~~2014~~October~~July~~ 2019

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# City of College Station Historical Marker Guidelines

Revised- ~~2014~~2019

Thank you for your interest in the College Station Historical Marker Program! This program is a project of the College Station Historic Preservation Committee. ~~Though our city is relatively young, the~~ The Committee created this program ~~in order~~ to recognize sites, persons, objects, events, or buildings which are significant to the history of College Station, yet do not meet the criteria for historical al marker designation at the State or Federal level. ~~It is important to note that the College Station Historical Marker Program is separate from the federal inventory of historic properties (National Register of Historic Places), and separate from the state marker program (Official Texas Historical Markers). Information about the federal marker program, as well as the state marker program, may be obtained through the College Station Historic Preservation Committee, or by contacting either the Local History Programs Office or the National Register Programs Office of the Texas Historical Commission.~~

The Historic Preservation Committee requires that certain criteria be met ~~in order~~ to receive approval for a College Station Historical Mmarker. Applications for markers, ~~with payment of the appropriate fees,~~ may be filed ~~submitted in in any one either~~ of two categories: structure/site or subject.

The following information ~~is intended to provide~~ s you ~~with information regarding the~~ criteria ~~and to aid you in the marker application process.~~ ~~Keep in mind when filling out the application that the~~ The purpose of this program is ~~not to be burdensome to the applicant,~~ ~~but~~ to identify and preserve as much information as possible about the history of our city for future generations.

~~We are always here to provide assistance if questions arise.~~

## The Marker Process....

~~Nominations~~ Applications may be submitted for a structure/site (home, building, site) or a subject (business, event, topic, person). ~~Interested parties wishing to submit a nomination should complete a~~ An application detailing the significance of the structure/site or subject should provide ~~Supporting documentation, should be collected, and would include including~~ such things as:

- a narrative of the structure/site or subject's importance to the history of College Station
- photographs
- dates of events related to the structure/site or subject
- locations in the city related to the structure/site or subject
- sources from which you obtained your information
- collected oral histories, or any interesting stories associated with the nomination.

The ~~purpose of the~~ documentation ~~is to~~ should provide an accurate, thorough, and lasting record of the history behind the subject of the proposed marker nomination historical marker, ~~and it is important that this be as complete as possible.~~

~~Once Submit~~ the completed application ~~is completed it will need to be submitted with all~~ supporting documents to the Historic Preservation Committee for approval review.

To mail application:                   **Historic Preservation Committee**  
                                                  **c/o Historic Records Coordinator**  
                                                  **P.O. Box 9960**  
                                                  **1101 Texas Avenue —**  
                                                  **College Station, Texas 77842**

To drop off application:           **Municipal Court Building**  
                                                  **300 Krennek Tap Road**  
                                                  **College Station, Texas 77842**  
                                                  **Historic Records Coordinator's Office**  
                                                  **Monday through Friday, 8 am- 5 pm.**

~~Once the completed application is received by t~~ The submitted application is reviewed by the  
~~The Historic Records Coordinator processes the application is then logged in the system and forwarded forwards it to the~~ to the Staff Liaison for the Historic Preservation Committee for  
~~review. The Staff Liaison scans and emails the packet to the Historic Preservation Committee and places on the agenda for consideration. After t~~ The Historic Preservation Committee  
~~considers reviews the application, the applicant will be notified of the final decision, and either approves, denies, or requests additional information in order to be considered at a later meeting. If approved, the Staff Liaison orders the Marker, and prepares a letter from the Historic Preservation Committee chair informing the applicant of approval and when to expect the Marker. If denied, the Staff Liaison prepares a letter from the Historic Preservation Committee chair informing the applicant of the denial and why. If more information is requested, the Historic Records Coordinator will provide the necessary research to the Historic~~

~~Preservation Committee at a later meeting. All applicants will be notified by the committee as soon as a decision is made. If approved, the information submitted will be preserved in the city archives for the future, and to act as a lasting resource for information on why the marker was deemed eligible. Once approved After approval, the Staff Liaison will schedule with the City Secretary the Historic Marker presentation by the Historic Preservation Committee to will normally schedule a presentation of the proposed marker at a the applicant at a regularly scheduled City Council meeting.~~

Please be aware that College Station Historical Markers are for historical interest and educational purposes, and obtaining a marker will not ~~affect~~impose a legal impediment on, in any way, affect your ability to alter or add improvements -to your property or ~~property or~~ structure in compliance with city regulations. ~~In light of this, However,~~ should the City determine the structure/site or structure no longer meets the criteria for which it received historical designation~~future developments compromise the appropriateness of a marker~~, the College Station Historic Preservation Committee may recommend that the historical designation be retracted. reserves the right to retract a marker previously granted. (See Structure Criteria, Item 5.)

## Once Approved....

~~Upon approval of a marker application for a structure (home or building), payment for the plaque will be required. The fee for the home or building plaque which you affix to your structure is \$255 and prices are subject to change as vendor costs rise. Once payment is received, a date will be set for you to receive your plaque from the Mayor at a future monthly city council meeting. Your numbered plaque, which is made of cast aluminum and bears the likeness of one of the early College Station depots, can then be affixed to the front of your home or building, and is large enough to be easily visible from the street. Upon approval of a subject marker (event, topic, person, or object), arrangements should be made for the creation of the marker. The text for the marker will be written by a subcommittee of the Historic Preservation Committee. The final text must then be approved by the committee and any city officials that may need to be involved in order for markers to be placed on city property. Subject markers are also numbered and bear the likeness of the early College Station depot. These markers are available in both free-standing or attachable plaque form. The determination of whom should bear the cost of the marker and where the marker will be placed will be determined by the Historic Preservation Committee.~~

## Structure/Site Marker e-Criteria ....

A ~~home-structure~~ or site must be fifty years old or older, ~~AND~~ and meet one of the following requirements:

a. Have historical al significance to the University or to the community

OR

b. Have architectural significance.

Any ~~house or other~~ structure or site over fifty years old and meeting one of the above criteria is eligible for consideration. Structures that are rResidences, businesses, and/or non-profit organizations (including churches) fit within this category. Any site determined to have historical significance fits within this category.

Every house moved from the Texas A&M University campus automatically qualifies for a marker and designation as a historical house.

Approval for a structure/site marker will be based on several areas of significance:

1. **Historical Significance:** A structure/site which has been the site of significant events, or which has hosted the life and labors of important community personalities, whether or not it is of significant architectural importance. Was the structure/site associated with an event or a person important to the local scene?
2. **Architectural Significance:** A structure which is an excellent example of a certain architectural style at a certain time. Is the structure a good example of College Station's architectural style at a given period? Does it display unique architectural details from that period?

3. **Intrinsic Significance:** A structure that was designed or constructed by an important architect or builder, or that utilizes a local building material or product. Was it designed by an important local architect, or built by an important local builder? Did the brick, wood, or windows, etc., come from local sources?

4. **Social Significance:** A structure/site that demonstrates a particular lifestyle in College Station, the A&M community, or Texas. Does the structure/site show a characteristic way in which people lived in this area in the past?

Information ~~you would want to~~ that should be included in ~~you r~~ the documentation: ~~would be:~~

- o        the name of the architect and the builder (if known),
- o a description of the building materials used, ~~and~~
- o the year built, and
- o ~~Any any~~ interesting stories associated with the structure/site ~~are also welcome.~~

**Preservation and Maintenance:** The structure must be preserved and maintained in accordance with its historic character. If alterations to the historic structure impact its historic character, then the Historic Preservation Committee may review and ~~reseind retract~~ the historical designation. ~~The marker will remain with the structure, regardless of change in ownership.~~

Upon approval of a marker application for a structure/site (home or building), a non-refundable fee ~~for the~~ marker will be required. The current fee for the marker can be obtained from the offices of the City Parks and Recreation Department. Once payment is received, a date will be set for a presentation of the marker at a city council meeting.



# Subject Marker Criteria...

~~A nomination~~An application for a subject marker should meet one or more of the following criteria:

1. **Enterprise:** Must have been in operation at least 20 years although it may have ceased current operations. This will include commercial enterprises, ~~churches, public buildings (city hall, school buildings, cemeteries),~~ and non-profit organizations.
2. ~~\_\_\_\_\_~~ **Persons:** Must have been deceased at least 20 years, and must be demonstrated to have played a significant part in the development of some aspect of the ~~C~~city's history, including, but not limited to education, government, business, religion, cultural institutions, ethnic or civic leadership, or other aspects of the community that make that person stand out as an historic figure.
3. **Events:** Must have occurred at least 20 years ago. Events slated for historical designation with a marker must be shown to have a lasting impact on the community, or to have been significant in some way to the community beyond trivial interest.
2. ~~**Objects:** Objects can be justified as worthy of marker designation if they in some way contribute to the goals of historic preservation and the promotion of historic interests in the city. An example might be a trolley car that once served the Interurban Railway between College Station and Bryan. Objects that are historic but that do not have intrinsic value to the city's history, are generally not deemed eligible. To be considered, an object must be at least fifty years old, relevant to the city's history, and reasonably permanent to the site.~~
- 3.4. **Topics:** The topic must date back at least ~~fifty~~20 years, and can commemorate a number of historic concerns for the ~~C~~city. Examples might cover such topics as Aggie Muster, Bonfire, or the old Zoo, social, political, ethnic, or religious congregations, clubs, neighborhoods, business districts, early activities, early settlers, Native American presence in the area, etc. The primary criteria for granting a topical marker would be that the topic has played a meaningful part to members of the community in the city's past or present.

Upon approval of a ~~marker application for a subject marker. (person, event, or topic).~~ ~~arrangements should be made for the creation of the marker.~~ a non-refundable fee for the marker will be required. The current fee for the marker can be obtained from the offices of the City Parks and Recreation Department. Once payment is received, a date will be set for a presentation of the marker at a city council meeting.

~~the text of the marker will be determined by~~ The Historic Preservation Committee. ~~The determination of whom should bear the cost of the marker and will determine where the marker will be placed will be determined by the Historic Preservation Committee.~~

The City may on occasion in its sole discretion determine that the historical significance to the community at large is such that the City may justify expending public funds to purchase the historical marker.

### **Retraction of a Designated Historical Marker**

In the event that a designated historical structure is demolished or destroyed, or if it undergoes significant redesign in appearance, or in the event that circumstances are such that the historical significance of a subject marker is compromised, then the City may remove the historical designation and remove the supporting materials from the City's archives. In this case, it is requested that the historical marker be returned to the City of College Station.

~~***If you have a subject or structure which you feel is important enough to warrant historical designation, but does not meet certain criteria, please contact the committee. The subject may be significant enough that approval could be granted regardless.***~~ **Contact Information**

If you have any questions or need help completing your application, please contact:

~~Historic Records~~ Administrator~~Coordinator~~  
City Staff Liaison  
College Station Historic Preservation Committee  
Office: 979-764-3491  
Email: HeritageProgram@cstx.gov

To mail application:

Historic Preservation Committee  
c/o Historic Records Administrator~~Coordinator~~  
Box 9960  
1101 Texas Avenue  
College Station, Texas 77842

To drop off application:

Historic Records ~~Coordinator~~Administrator's Office  
Municipal Court Building  
300 Krenek Tap Road  
College Station, Texas 77842

~~Again, thank you for your interest, and good luck~~

# College Station Historic~~al~~ Marker Application

Revised ~~August 2014~~2019

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

I. ~~this~~ This marker ~~nomination~~ application is for a:

## A. STRUCTURE MARKER

Structure is a:

\_\_\_\_\_ (Home/Building)

If a home, was it formerly located on campus? \_\_\_\_\_ (Yes/No)

Address of structure: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Owner's Name, Current Mailing Address, Phone Number & Email address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(979) \_\_\_\_\_

## B. SUBJECT MARKER

Historic~~al~~ Marker Application, Historic Preservation Committee, City of College Station,  
Texas

This nomination is for:\_\_\_\_\_

\_\_\_\_\_(Enterprise/Person/Event/Topic/~~Person/Object~~)

The title of this subject is\_\_\_\_\_

Is the proposed marker to be placed on public or private property?\_\_\_\_\_

Address where marker will be placed:\_\_\_\_\_

**II. Describe the significance of this ~~nomination~~proposed historical marker with as much detail as possible:**

---

You may attach additional pages for your narrative, if needed. Be sure to attach supporting documentation to this form.

#### **IVIII. Supporting Documentation**

Please attach the following information.

##### **A. Alterations**

List any known changes or modifications made to the property throughout its history.

##### **B. Prominent Historical Figures**

List any prominent historical figures associated with the property.

##### **C. Property Ownership**

List all known owners of the property. Include original owner and subsequent owners.

##### **D. Tenant History**

List all known tenants of the property throughout its history.

##### **E. Narrative History**

Attach a narrative explanation of the chronological and historical development of the property.

##### **F. Drawings**

- Provide a sketch of the current site plan. Include the proposed location of the historical [marker plaque](#).
- Provide a sketch map indicating the nominated property and any related sites.

##### **G. Photographs**

###### **Historic**

- Provide at least one historic photograph of the property. **Current**
- Provide at least one current photograph of the property illustrating in its surrounding context. For example, photograph the streetscape in which the building is included.
- Provide at least one photograph of each side of the building.

##### **H. Additional Information**

Provide any additional information that supports the application. This may include architectural drawings, letters, oral histories, newspaper/ magazine articles, etc.

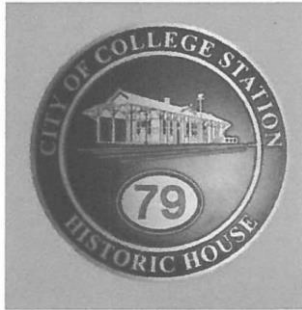
##### **I. References**

Attach a list of the books, articles, and other sources used in preparing this form.

The College Station Historic Preservation Committee requests that **structure all plaques-markers are be** mounted on the front facade of the approved building within thirty (30) days of receipt. **The marker will remain with the structure regardless of change in ownership.**

### **Retraction of a Designated Historical Marker**

In the event that a designated historical structure is demolished or destroyed, or if it undergoes significant redesign in appearance, then it is requested that the historical marker be returned to the City of College Station.



***City of College Station  
Historical Marker  
Packet***

**Revised October 2019**

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# *City of College Station Historical Marker Guidelines*

Revised 2019

**T**hank you for your interest in the College Station Historical Marker Program! This program is a project of the College Station Historic Preservation Committee. The Committee created this program to recognize sites, persons, objects, events, or buildings which are significant to the history of College Station, yet do not meet the criteria for historical marker designation at the State or Federal level.

The Historic Preservation Committee requires that certain criteria be met to receive approval for a College Station Historical Marker. Applications for markers may be submitted in either of two categories: structure/site or subject.

The following information provides you the criteria to aid in the marker application process. The purpose of this program is to identify and preserve as much information as possible about the history of our city for future generations.

## *The Marker Process....*

Applications may be submitted for a structure/site (home, building, site) or a subject (business, event, topic, person). An application detailing the significance of the structure/site or subject should provide supporting documentation, including such things as:

- a narrative of the structure/site or subject's importance to the history of College Station
- photographs
- dates of events related to the structure/site or subject
- locations in the city related to the structure/site or subject
- sources from which you obtained your information
- collected oral histories, or any interesting stories associated with the nomination.

The documentation should provide an accurate, thorough, and lasting record of the history behind the subject of the proposed historical marker

Submit the completed application with supporting documents to the Historic Preservation Committee for review.

To mail application:      **Historic Preservation Committee  
c/o Historic Records Coordinator  
P.O. Box 9960  
1101 Texas Avenue  
College Station, Texas 77842**

To drop off application:      **Municipal Court Building  
300 Krenak Tap Road  
College Station, Texas 77842  
Historic Records Coordinator's Office  
Monday through Friday, 8 am- 5 pm.**

The submitted application is reviewed by the Historic Preservation Committee. After the Historic Preservation Committee reviews the application, the applicant will be notified of the final decision. If approved, the information submitted will be preserved in the city archives. After approval, the Historic Preservation Committee will schedule a presentation of the proposed marker at a City Council meeting.

Please be aware that College Station Historical Markers are for historical interest and educational purposes, and obtaining a marker will not affect your ability to alter or add improvements to your property or structure in compliance with city regulations. However, should the City determine the structure/site or structure no longer meets the criteria for which it received historical designation, the College Station Historic Preservation Committee may recommend that the historical designation be retracted.

# ***Structure/Site Marker Criteria ....***

A structure or site must be fifty years old or older and meet one of the following requirements:

- a. Have historical significance to the University or to the community
- b. Have architectural significance.

Any structure or site over fifty years old and meeting one of the above criteria is eligible for consideration. Structures that are residences, businesses, or non-profit organizations (including churches) fit within this category. Any site determined to have historical significance fits within this category.

Every house moved from the Texas A&M University campus automatically qualifies for a marker and designation as a historical house.

Approval for a structure/site marker will be based on several areas of significance:

1. **Historical Significance:** A structure/site which has been the site of significant events, or which has hosted the life and labors of important community personalities, whether or not it is of significant architectural importance. Was the structure/site associated with an event or a person important to the local scene?
2. **Architectural Significance:** A structure which is an excellent example of a certain architectural style at a certain time. Is the structure a good example of College Station's architectural style at a given period? Does it display unique architectural details from that period?
3. **Intrinsic Significance:** A structure that was designed or constructed by an important architect or builder, or that utilizes a local building material or product. Was it designed by an important local architect, or built by an important local builder? Did the brick, wood, or windows, etc., come from local sources?
4. **Social Significance:** A structure/site that demonstrates a particular lifestyle in College Station, the A&M community, or Texas. Does the structure/site show a characteristic way in which people lived in this area in the past?

Information that should be included in the documentation:

- the name of the architect and the builder (if known),
- a description of the building materials used
- the year built and
- any interesting stories associated with the structure/site

**Preservation and Maintenance:** The structure must be preserved and maintained in accordance with its historic character. If alterations to the historic structure impact its historic character, then the Historic Preservation Committee may review and retract the historical designation.

Upon approval of a marker application for a structure/site, a non-refundable fee for the marker will be required. The current fee for the marker can be obtained from the offices of the City Parks and Recreation Department. Once payment is received, a date will be set for a presentation of the marker at a city council meeting.



# ***Subject Marker Criteria...***

An application for a subject marker should meet one or more of the following criteria:

1. **Enterprise**: Must have been in operation at least 20 years although it may have ceased current operations. This will include commercial enterprises, cemeteries, and non-profit organizations.
2. **Person**: Must have been deceased at least 20 years, and must be demonstrated to have played a significant part in the development of some aspect of the City's history, including, but not limited to education, government, business, religion, cultural institutions, ethnic or civic leadership, or other aspects of the community that make that person stand out as an historic figure.
3. **Event**: Must have occurred at least 20 years ago. Events slated for historical designation with a marker must be shown to have a lasting impact on the community, or to have been significant in some way to the community beyond trivial interest.
4. **Topic**: The topic must date back at least 20 years and can commemorate a number of historic concerns for the City. Examples might cover such topics as Aggie Muster, Bonfire, or the old Zoo, social, political, ethnic, or religious congregations, clubs, neighborhoods, business districts, early activities, early settlers, Native American presence in the area, etc. The primary criteria for granting a topical marker would be that the topic has played a meaningful part to members of the community in the city's past or present.

Upon approval of a marker application for a subject, a non-refundable fee for the marker will be required. The current fee for the marker can be obtained from the offices of the City Parks and Recreation Department. Once payment is received, a date will be set for a presentation of the marker at a city council meeting. The Historic Preservation Committee will determine where the marker will be placed. The City may on occasion in its sole discretion determine that the historical significance to the community at large is such that the City may justify expending public funds to purchase the historical marker.

## **Retraction of a Designated Historical Marker**

In the event that a designated historical structure is demolished or destroyed, or if it undergoes significant redesign in appearance, or in the event that circumstances are such that the historical significance of a subject marker is compromised, then the City may remove the historical designation and remove the supporting materials from the City's archives. In this case, it is requested that the historical marker be returned to the City of College Station.

# ***Contact Information***

If you have any questions or need help completing your application, please contact:

Historic Records Administrator  
City Staff Liaison  
College Station Historic Preservation Committee  
Office: 979-764-3491  
Email: [HeritageProgram@cstx.gov](mailto:HeritageProgram@cstx.gov)

To mail application:

Historic Preservation Committee  
c/o Historic Records Administrator  
Box 9960  
1101 Texas Avenue  
College Station, Texas 77842

To drop off application:

Historic Records Administrator's Office  
Municipal Court Building  
300 Krenek Tap Road  
College Station, Texas 77842

# College Station Historical Marker Application

Revised 2019

**APPLICANT'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**I. This application is for a:**

**A. STRUCTURE MARKER**

Structure is a: \_\_\_\_\_ (Home/Building)

If a home, was it formerly located on campus? \_\_\_\_\_ (Yes/No)

Address of structure: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Owner's Name, Current Mailing Address, Phone Number & Email address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. SUBJECT MARKER**

This nomination is for: \_\_\_\_\_ (Enterprise/Person/Event/Topic)

The title of this subject is \_\_\_\_\_

Is the proposed marker to be placed on public or private property? \_\_\_\_\_

Address where marker will be placed: \_\_\_\_\_

***II. Describe the significance of this proposed historical marker with as much detail as possible:***

You may attach additional pages for your narrative, if needed. Be sure to attach

*Historical Marker Application, Historic Preservation Committee, City of College Station,  
Texas*

supporting documentation to this form.

### **III. Supporting Documentation**

Please attach the following information.

#### **A. Alterations**

List any known changes or modifications made to the property throughout its history.

#### **B. Prominent Historical Figures**

List any prominent historical figures associated with the property.

#### **C. Property Ownership**

List all known owners of the property. Include original owner and subsequent owners.

#### **D. Tenant History**

List all known tenants of the property throughout its history.

#### **E. Narrative History**

Attach a narrative explanation of the chronological and historical development of the property.

#### **F. Drawings**

- Provide a sketch of the current site plan. Include the proposed location of the historical marker.
- Provide a sketch map indicating the nominated property and any related sites.

#### **G. Photographs**

- Provide at least one historic photograph of the property.
- Provide at least one current photograph of the property illustrating in its surrounding context. For example, photograph the streetscape in which the building is included.
- Provide at least one photograph of each side of the building.

#### **H. Additional Information**

Provide any additional information that supports the application. This may include architectural drawings, letters, oral histories, newspaper/ magazine articles, etc.

#### **I. References**

Attach a list of the books, articles, and other sources used in preparing this form.

**The College Station Historic Preservation Committee requests that structure markers be mounted on the front facade of the approved building within thirty (30) days of receipt. The marker will remain with the structure regardless of change in ownership.**

