

**CITY OF LAREDO**  
**HISTORIC DISTRICT/LANDMARK BOARD**  
**PUBLIC NOTICE OF REGULAR MEETING**

City of Laredo City Hall  
City Council Chambers  
1110 Houston Street  
Laredo, Texas  
February 10, 2022  
12:00 p.m.

**MEETING AGENDA**

1. CALL TO ORDER

2. ROLL CALL

REC'D CITY SEC OFF  
FEB 4 '22 PM4:56

3. PLEDGE OF ALLEGIANCE

4. CONSIDER APPROVAL OF MINUTES OF :

Regular Meeting of December 9, 2021

5. **CITIZEN COMMENTS**

Citizens are required to fill out a witness card and submit it to the HPO, or designee, no later than 11:45 a.m. and identify themselves at the microphone. Comments are limited to three (3) minutes per speaker. No more than three (3) persons will be allowed to speak on any side of an issue. Should there be more than three (3) people who wish to speak on a particular issue, they need to select not more than three (3) representatives to speak for them and the presiding officer may limit the public comments further in the interest of an orderly meeting. Speakers may not pass their minutes to any other speaker. Comments should be relevant to City business and delivered in a professional manner. No derogatory remarks will be permitted.

6. PUBLIC HEARING AND CONSIDERATION OF THE FOLLOWING:

A. Public hearing and consideration of a motion to consider new site improvements to an existing historic property on Lot 3, Block 166 located at 1814 Victoria Street in the Saint Peter's Historic District.

**HD-003-2022**  
**District VIII**

7. DISCUSSION ON THE FOLLOWING:

- A. Laredo Land Development Code Section 24.66.4.4 which states that "the Historic District/Landmark Board may authorize staff to administratively approve activities which require Board approval."
- B. Laredo Land Development Code Section 24-84, entitled Ad Valorem Tax Exemptions for Certified Historic Rehabilitation Projects.

8. ADJOURNMENT

**THIS NOTICE WAS POSTED AT THE MUNICIPAL GOVERNMENT OFFICES, 1110 HOUSTON STREET, LAREDO, TEXAS, AT A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES. SAID NOTICE WAS POSTED FRIDAY, FEBRUARY 4, 2022, BY 5:00 PM.**



**DISABILITY ACCESS STATEMENT**



Persons with disabilities who plan to attend this meeting and who may need auxiliary aid or services are requested to contact Laura R. Garza, Planner II, at (956) 794-1613, [lrgarza@ci.laredo.tx.us](mailto:lrgarza@ci.laredo.tx.us), at least two working days prior to the meeting so that appropriate arrangements can be made. The accessible entrance and accessible parking spaces are located at City Hall, 1100 Victoria Ave. Out of consideration for all attendees of the meeting, please turn off all cellular phones and pagers, or place on inaudible signal. Thank you for your consideration.

Pursuant to Section 30.06 Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed 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.

**Información en Español:** Personas que planeen asistir a esta reunión y que requieran de servicios, auxiliares como: intérpretes para personas sordas o con discapacidad auditiva, lectores de letra grande o en Braille, o un traductor del idioma español, favor de comunicarse con Laura R. Garza, del Departamento de Planificación y Zonificación de la Ciudad, 1413 Houston Street, al teléfono (956) 794-1602, o por correo electrónico a, [lrgarza@ci.laredo.tx.us](mailto:lrgarza@ci.laredo.tx.us), cinco días hábiles antes de la fecha en la cual se llevara a cabo dicha reunión, para que los arreglos apropiados puedan ser realizados. Materiales en español serán provistos mediante una petición, la cual deberá ser efectuada también anticipadamente.

Orlando D. Navarro  
Director of Planning

Jose A. Valdez, Jr.  
City Secretary

**City of Laredo**

**Historic District/Landmark Board**

**Minutes of Regular Meeting of December 9, 2021**

The Historic District/Landmark Board of the City of Laredo convened in a regular meeting on Thursday, December 9, 2021 at 12:00 noon, at the City Council Chambers at 1110 Houston St., in Laredo, Texas 78040, to consider the following:

**1. CALL TO ORDER**

Madam Chair Sepulveda, called the meeting to order at 12:05 p.m.

**2. ROLL CALL**

Madam Chair Sepulveda, called roll and verified a **quorum** existed.

**Members present:** Rebecca Sepulveda  
Robert David Gonzalez  
Christina Davila Villarreal  
Wayne Nance  
Stanley Green  
Priscilla Iglesias  
Marc Gonzalez

**Members absent:** Council District I - Vacant  
Maria Elena Morales

**Staff present:** Orlando Navarro  
Vanessa Guerra

**Others present:** Jason Hinojosa

**3. PLEDGE OF ALLEGIANCE**

**4. CONSIDER APPROVAL OF MINUTES OF:**

**A. Regular meeting of August 12, 2021**

**B. Regular Meeting of October 14, 2021**

**C. Regular Meeting of November 10, 2021**

Bm. Nance made a motion to **approve** the minutes of August 12, 2021, October 14, 2021 and November 10, 2021.

Minutes of the HDLB meeting of December 9, 2021

Second: Bm. Villarreal  
For: 7  
Against: 0  
Abstain: 0

Motion carried unanimously.

## 5. CITIZEN'S COMMENTS

None

## 6. PUBLIC HEARING AND CONSIDERATION OF THE FOLLOWING:

- A. Public Hearing and consideration of a motion to consider new site improvements to an existing historic property on the east one-half of Lot 4 and Lot 5, Block 122 located at 1802 Houston Street in the Saint Peter's Historic District.**

**HD-002-2022**

**District VIII – Cm. Alyssa Cigarroa**

**Staff recommends approval.**

Vanessa Guerra, Planning Staff, gave a presentation on the item. In general, the applicant proposed the placement of a number of solar panels on the south, east, and west sides of the roof of the primary structure.

Mr. Navarro, Planning Director, explained that Staff had consulted with the Texas Historical Commission, who advised that placement of the solar panels on historic structures is only recommended in cases where the panels are placed in such a manner that they are not visible from the street. The primary concern is the preservation of the historic character of the building.

Madame Chair Sepulveda, confirmed that the item was opened for public hearing on HD-002-2022.

Jason Hinojosa, Applicant, spoke in favor of the item and gave a brief presentation and answered questions.

The Board expressed its support for the addition of solar panels on historic structures on a case by case basis, where the panels are placed such that they are not visible from the street.



Bm. Iglesias made a motion to **close** the public hearing and **approve** the solar panels as presented on the site plan exhibit on page 20 of the packet which identified 6 panels (3 over 3) on the Sta. Cleotilde side of the structure.

Second:	Bm. M. Gonzalez
For:	7
Against:	0
Abstain:	0

Motion carried unanimously.

**7. DISCUSSION WITH POSSIBLE ACTION ON THE FOLLOWING:**

- A. Ordinance 2021-O-091 as approved by City Council on May 17<sup>th</sup>, 2021 (2<sup>nd</sup> reading) – which clarified which activities in the historic districts require Historic Board review, and specified that only activity which require a building permit and are not considered repair or maintenance require Historic Board review.**

After a brief discussion, the Board requested Staff develop a draft listing of administrative approval activities and place them on the next Historic Board meeting agenda for review. Furthermore, the Board requested Staff provide information on incentives and/or resources available to historic property owner to assist in the preservation of their properties.

**8. ADJOURNMENT**

Madam Chair Sepulveda, requested a motion to adjourn the meeting at 1:11 p.m.

Bm. Nance made a motion to **adjourn** the meeting.

Second:	Bm. Villarreal
For:	7
Against:	0
Abstain:	0

Motion carried unanimously.

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Orlando D. Navarro,  
City Planning Director

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Rebecca Sepulveda  
HDLB Chair

## **Historic District/Landmark Board- Regular**

Meeting Date: 02/10/2022

Initiated by: Jorge Santana, Jr., Owner

Staff Source: Orlando D. Navarro, Planning  
Director

Prior Action: On December 10, 2020, Historic District Landmark Board approved of an installation of outdoor patio pavers and the installation of an outdoor spiral staircase.

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### **SUBJECT:**

Public hearing and consideration of a motion to consider new site improvements to an existing historic property on Lot 3, Block 166 located at 1814 Victoria Street in the Saint Peter's Historic District.

### **HD-003-2022**

### **District VIII**

### **BACKGROUND:**

#### **Action Proposed:**

Applicant built a second floor terrace facing the rear of the house and is also proposing to renovate and restore the existing structure. Proposed existing and exterior improvements require Board approval.

#### **Background:**

**Site** - The property is in an H-R-O (Historic Residential Office District) zoning district. The property is occupied by a residential structure.

**Previous requests** - Applicant previously requested approval from the Historic Board for the installation of pavers for outdoor patio and installation for outdoor spiral staircase. Both proposed improvements were approved. Applicant also received administrative approval for maintenance work on residential structure on 6/16/2020 and 11/9/2020.

**Citations/ Violations** - Applicant had also received a previous stop work order citation for exceeding the then proposed scope of work. The scope of work built, and exterior improvements require Board approval. Applicant received a stop work order citation for the rear second floor terrace for building without a permit.

#### **Scope of work requiring Board approval:**

1. Second floor terrace - already constructed
  1. Initial terrace was removed by previous owners causing damage to the roof of the residential property
  2. Existing terrace was recently added
2. Replacement or restoration of fascia
  1. Fascia located on the north side of the residential property
  2. Paint maintenance of the fascia required due to weathering
3. Replacement of a louver window
  1. Replacing existing louver window
  2. Window located towards the rear facing east of the property
4. Restoration of the roof of the existing structure
  1. Roof of the residential property still requires restoration due to leakage

**Letters sent to surrounding property owners: 27**

- **For:** 0
- **Against:** 0

**STAFF COMMENTS:**

Staff **supports** the existing and proposed scope of work conditional to the following comments:

1. Existing recently constructed second floor terrace should use the same material and match the existing structure without diminishing its character.
2. Restoration/replacement of fascia shall also use the same materials and should be similar as the one used on the existing structure without diminishing its character.
3. Installation of the window shall be similar to the other windows used on the existing structure and should not diminish its character.
4. Materials use for the restoration of the roof shall also use the same material as the existing roof and should not diminish its character.
5. Any improvements which are approved by the Historic District Landmark Board shall also comply with all Building Code requirements and other regulations as provided in the Laredo Development Code.
6. Approval by the Historic District Landmark Board does not guarantee approval of a building permit or any other permit which may be required.
7. It is recommended that all existed improvements utilize the following resources as a guide:
  1. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings
  2. City of Laredo Historic Urban Design Guidelines
  3. City of Laredo Historic Preservation Plan

**STAFF RECOMMENDATION:**

Staff **supports** the existing and proposed improvements.

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Attachments

Notification Map

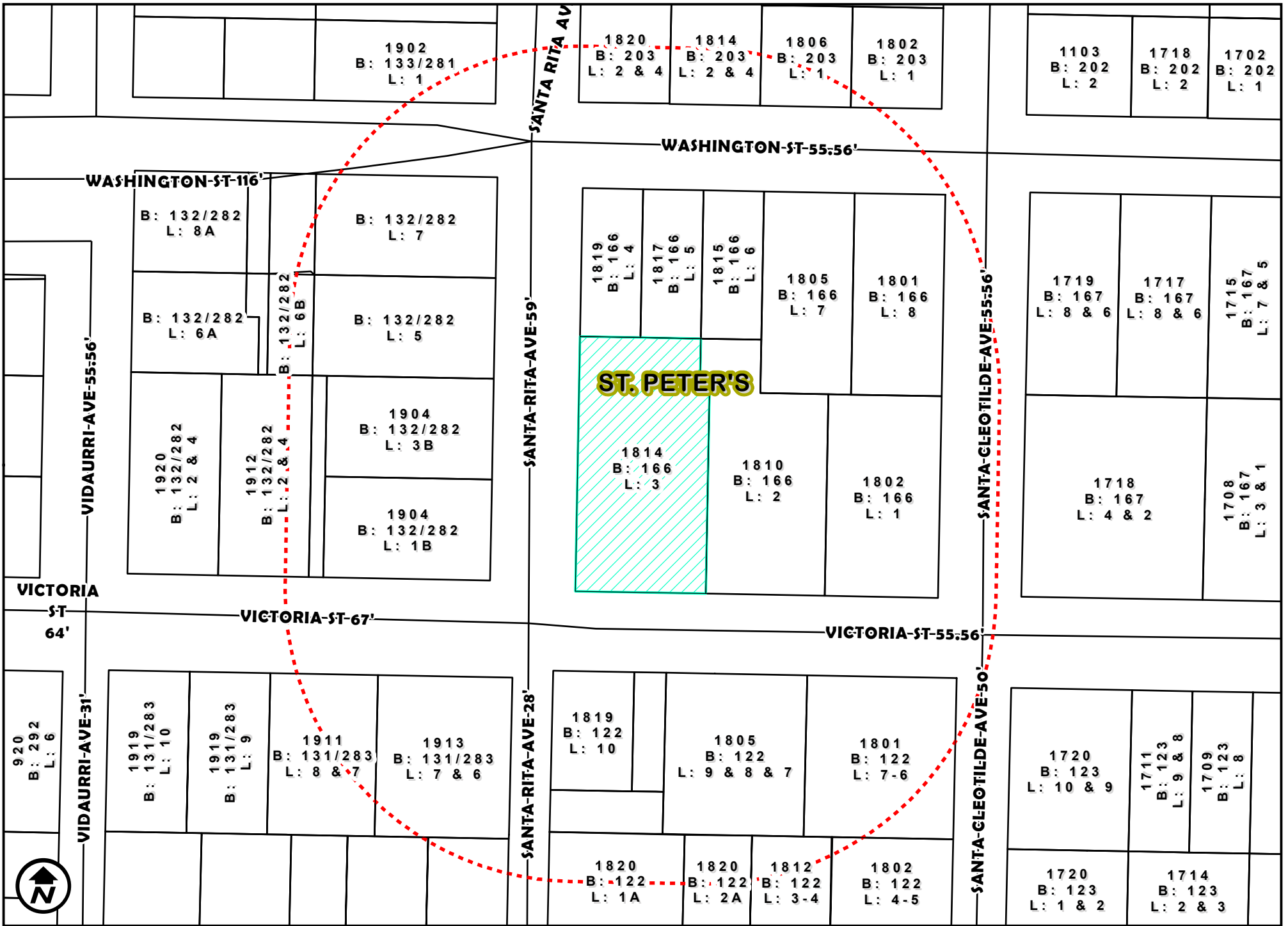
Site Plans

Pictures

Stop Work Order

Proposed Materials

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HD-003-2022

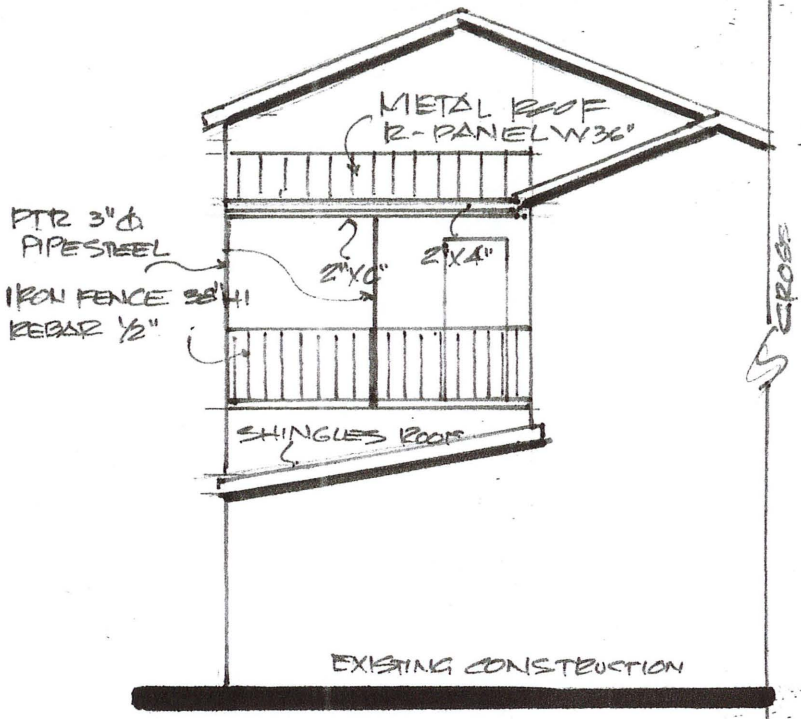
1 inch = 85 feet

1814 Victoria Street

St. Peter's  
Historic District

Council District 8



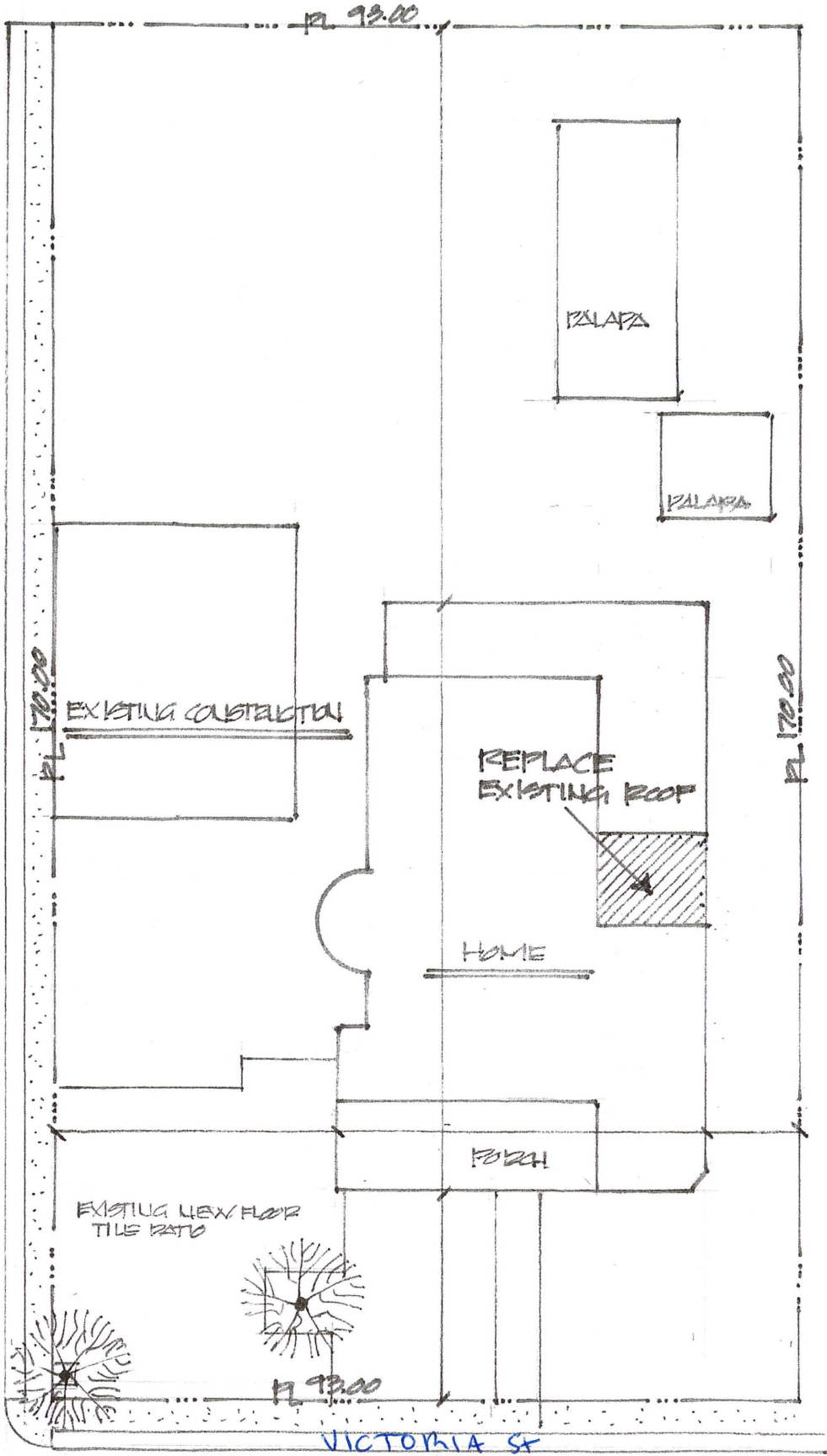


# REAR ELEVATION

SCALE 1/8" = 1'-0"

Facing North

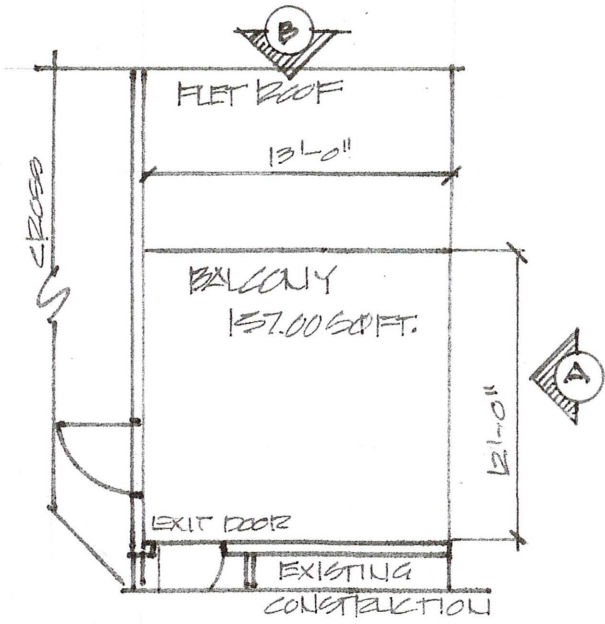
Santa Rita Ave.



# SITE PLAN

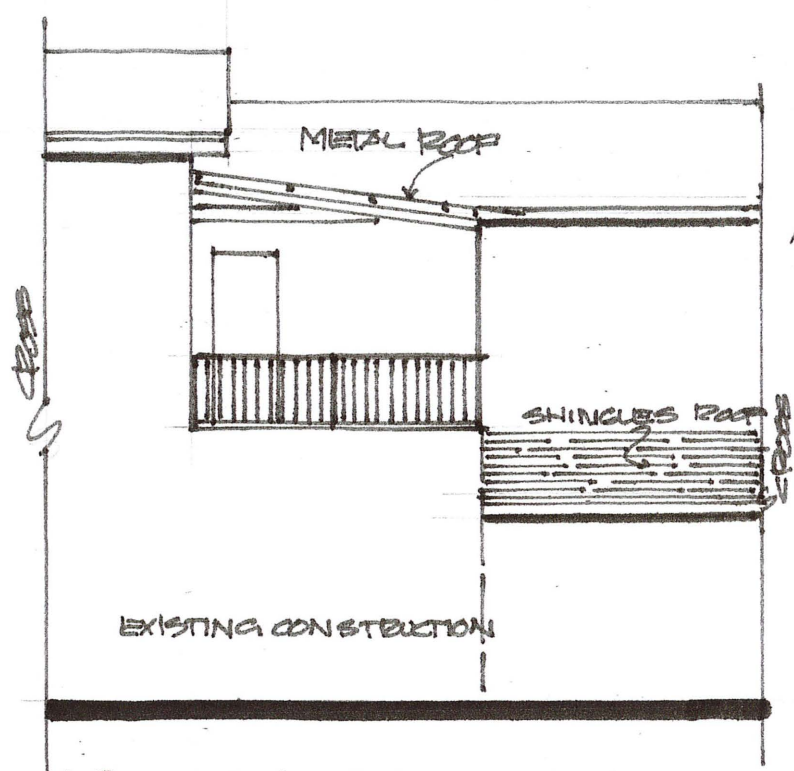
SCALE: 1" = 20'-0"

LOT# 3      BLK# 166  
ADDRESS 1814 Victoria  
OWNER Jorge Santos



# SECOND FLOOR

SCALE  $1/8" = 1' - 0"$



facing East

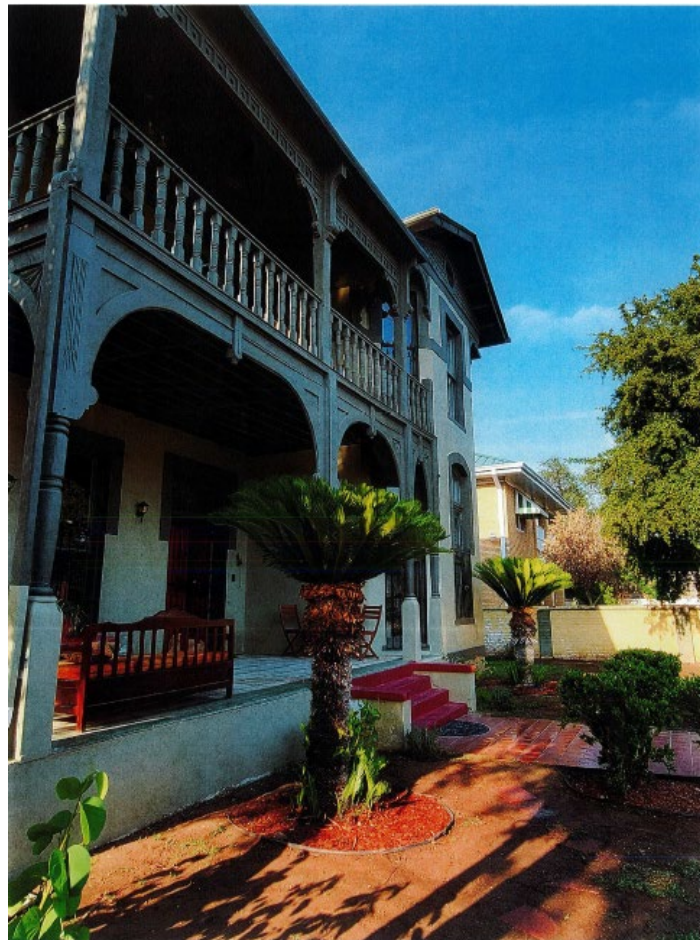
# RIGHT SIDE ELEVATION A

SCALE  $1/8" = 1' - 0"$





FRONT ELEVATION OF RESIDENTIAL HOME

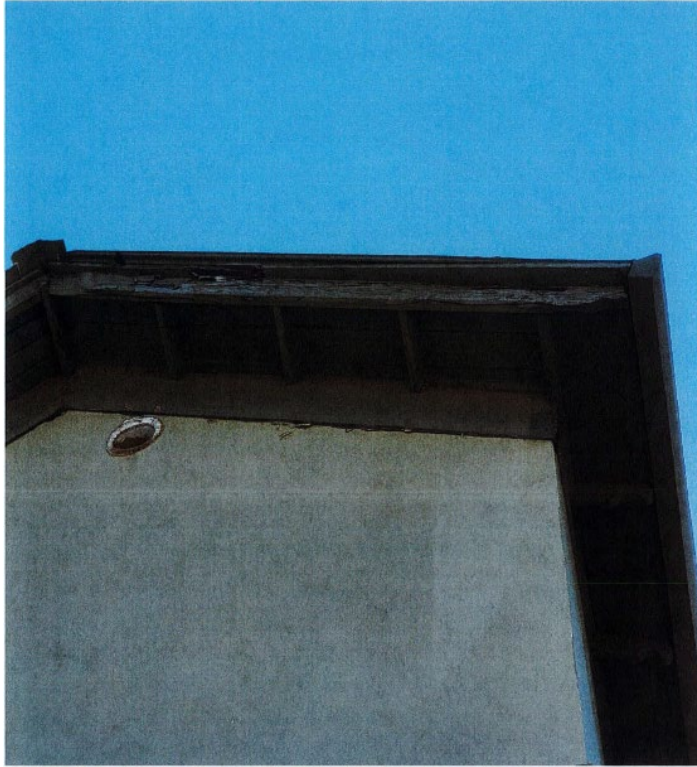


FRONT OF THE RESIDENTIAL HOME. (CLOSE UP)

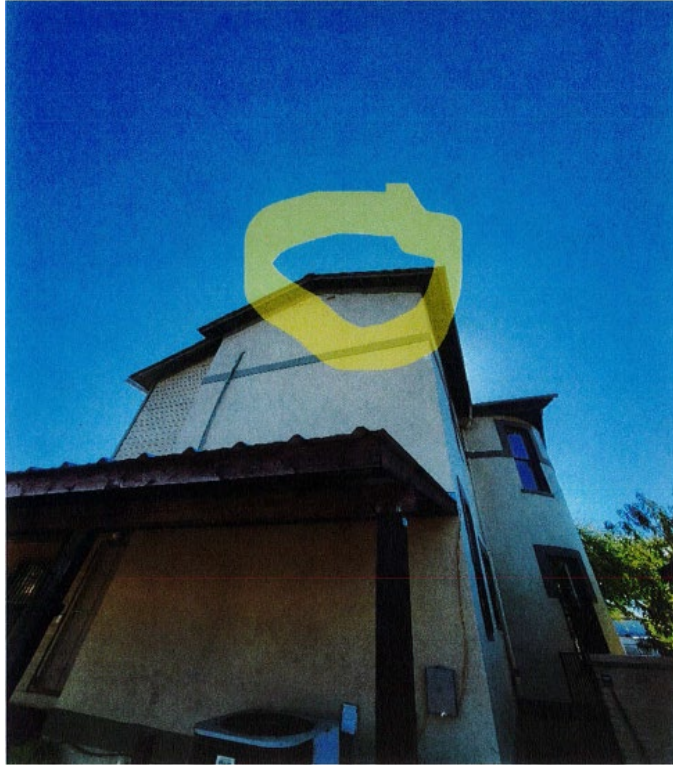




PAINTED FENCE

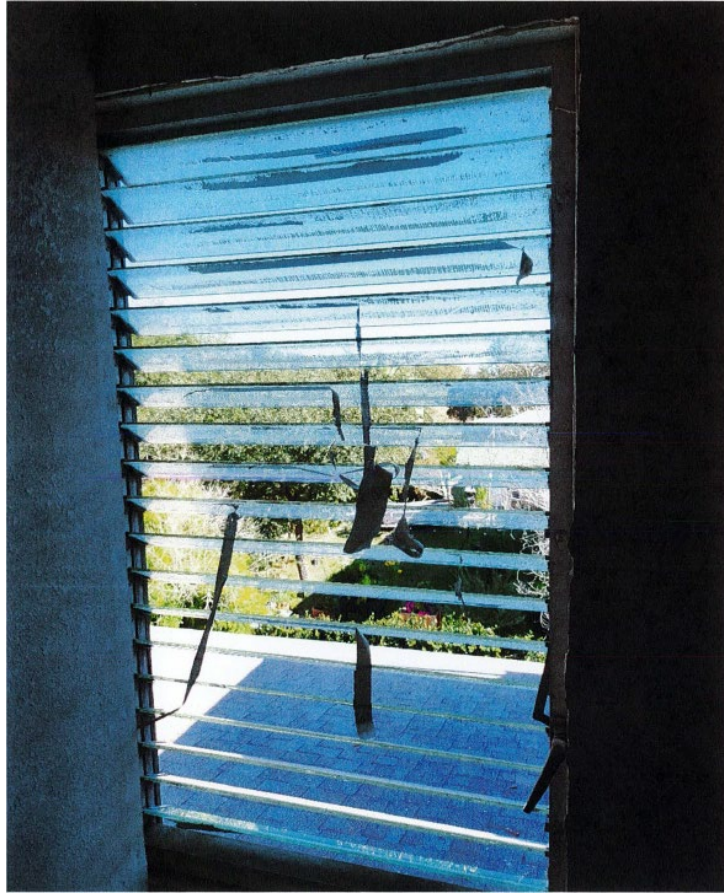


RESTORATION OF WOOD BEAM



RESTORATION OF WOOD BEAM





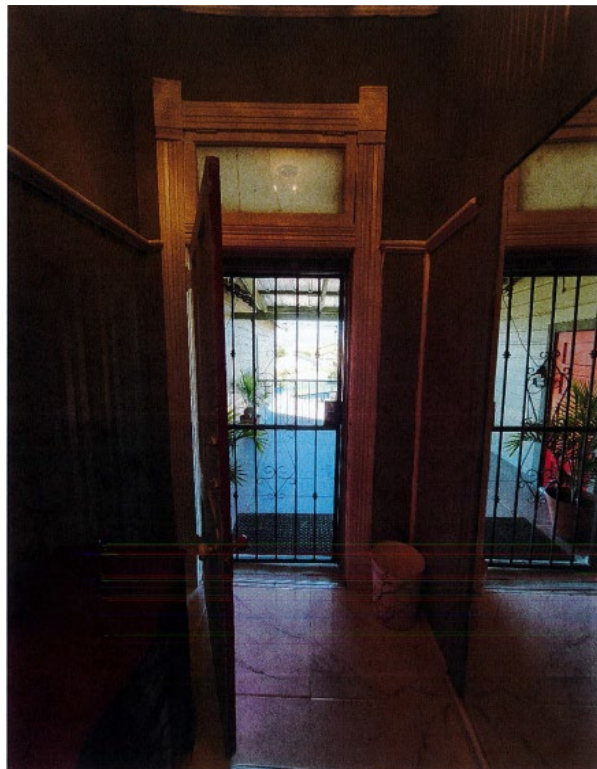
INSTALLATION OF WINDOW



INSTALLATION OF WINDOW



INTERIOR VIEW OF BACK DOOR (CLOSED)



INTERIOR VIEW OF BACK DOOR (OPEN)





TERRACE VEIW 1



TERRACE VEIW 2

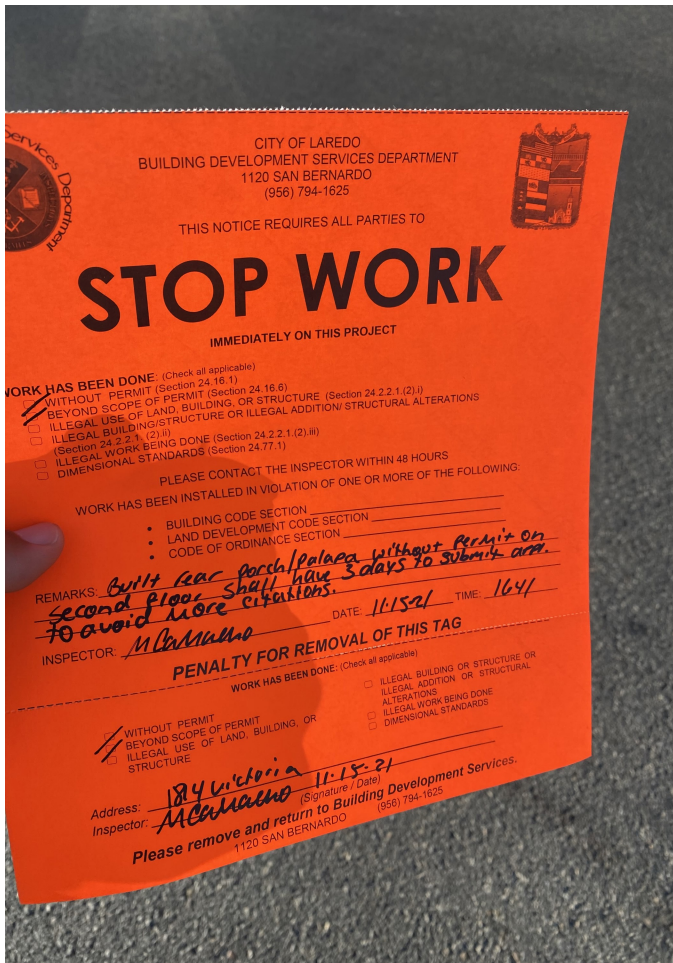


TERRACE (BEFORE)

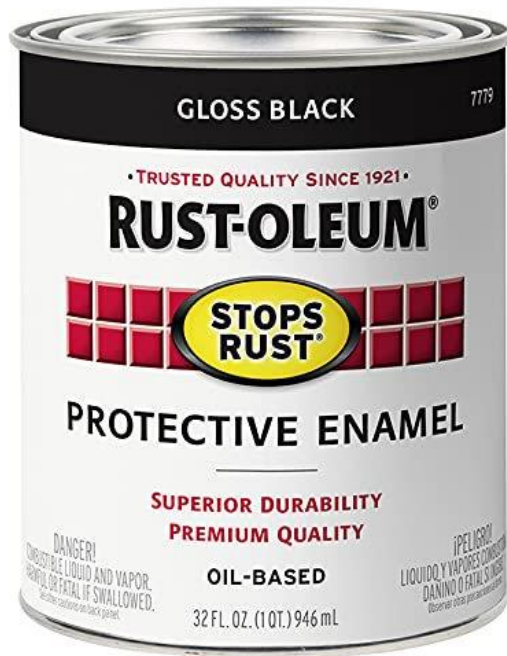


TERRACE (AFTER)





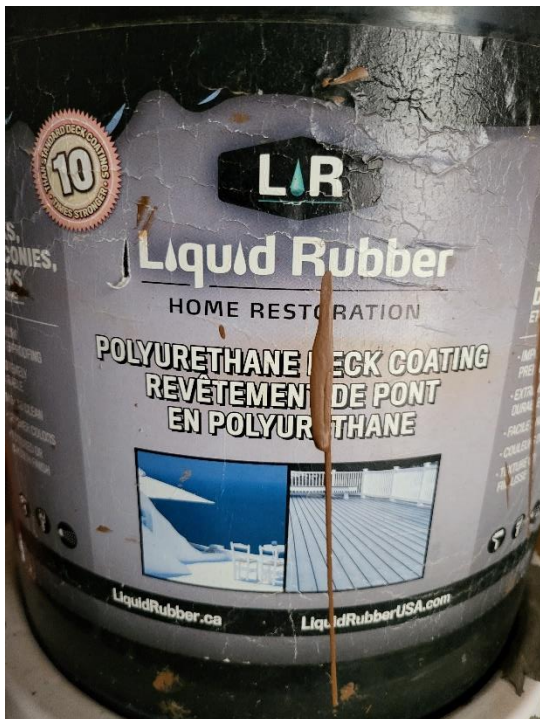




BLACK PAINT



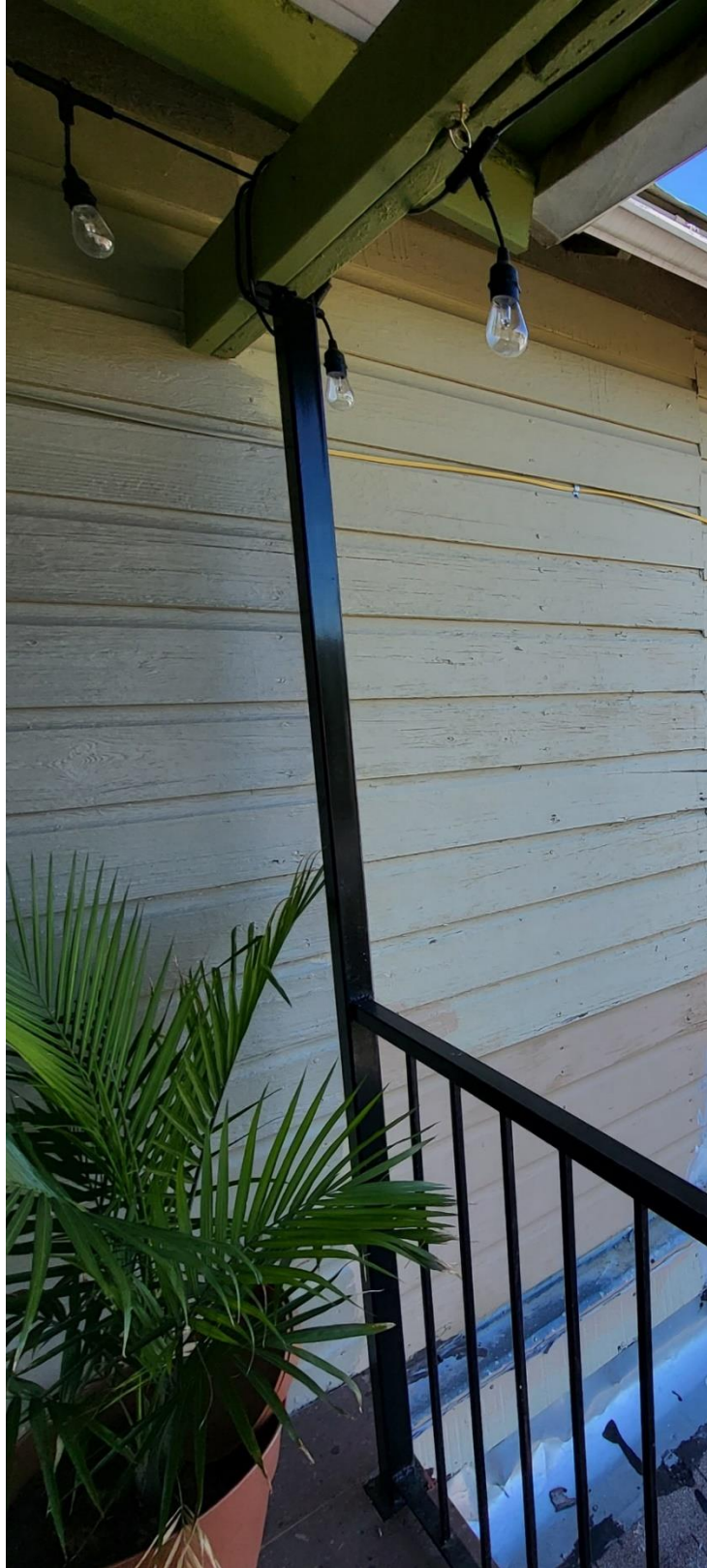
CEMENT MATERIAL



DECK COATING



DECK COATING - PAINT



METAL BAR





METAL ROOF



RED PAINT

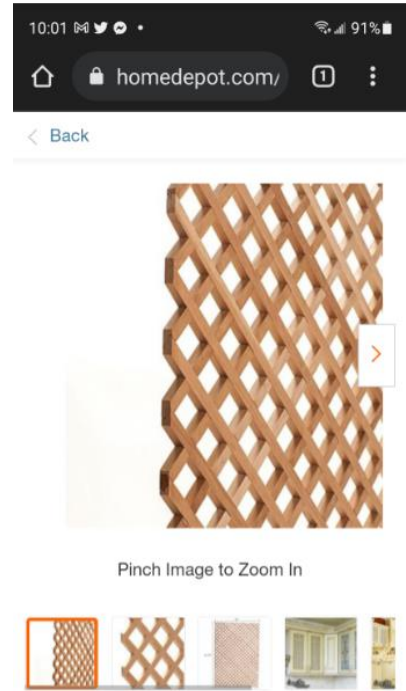


WOOD





WEATHER PROOF BROWN PAINT



WOOD CRISS-CROSS PANELS



SLIP PROOF TILE



DARK GREEN & BEIGE PAINT



PROPOSED WINDOW (BLACK)



PROPOSED WINDOW (TAN)

WINDOW SIZE: 36" X 48"

## Historic District/Landmark Board- Regular

Meeting Date: 02/10/2022

Initiated by: Historic District Landmark Board Staff Source: Laura R. Garza, Planner II

Prior Action: Historic District Landmark Board requested staff develop a list of suggested activities that Staff may administratively approve, in lieu of Board approval.

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### SUBJECT:

Laredo Land Development Code Section 24.66.4.4 which states that "the Historic District/Landmark Board may authorize staff to administratively approve activities which require Board approval."

### BACKGROUND:

On December 9, 2021, in consideration Laredo Land Development Code Section 24.66.4.4, (see below) the Historic District Landmark Board (HDLB) requested staff develop a list of suggested activities that Staff may administratively approve, in lieu of Board approval. Staff is in the process of developing said listing.

Laredo Land Development Code, Section 24.66.4.4 provides the following:

4. The Historic District/Landmark Board may authorize staff to administratively approve activities which require Board approval.

### STAFF COMMENTS:

See above.

### STAFF RECOMMENDATION:

None.

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**Historic District/Landmark Board- Regular**

Meeting Date: 02/10/2022

Initiated by: The Historic District and Landmark Board Staff Source:

Prior Action:

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**SUBJECT:**

Laredo Land Development Code Section 24-84, entitled Ad Valorem Tax Exemptions for Certified Historic Rehabilitation Projects.

**BACKGROUND:**

The Board directed Staff to gather information on resources or incentives available to assist Historic property owners rehabilitate their properties. Section 24-84 of the Land Development Code provides for the encouragement of the preservation of the city's historic properties through tax exemptions for Certified Historic Rehabilitation Projects. Section 24-84 may be found at the following

link: [https://www.cityoflaredo.com/LaredoPlanning/wp-content/uploads/2021/03/ldcb-2018\\_march\\_2.pdf#page=262](https://www.cityoflaredo.com/LaredoPlanning/wp-content/uploads/2021/03/ldcb-2018_march_2.pdf#page=262)

Section 24-84 provides (*see attached*):

- Residential structures - 8 years of tax relief for Council approved certified residential projects on the increased value accruing to the property following rehabilitation
- Non-residential structures - 4 years of tax relief, with a possible additional 4 more years of tax relief upon application on the enhances value of the property following rehabilitation, for Council approved certified Historic Rehabilitation Projects.

**STAFF COMMENTS:**

See above.

**STAFF RECOMMENDATION:**

None.

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Attachments

Historic Tax Exemption

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## SECTION 24-84

### AD VALOREM TAX EXEMPTIONS FOR CERTIFIED HISTORIC REHABILITATION PROJECTS

#### Section 24.84.1 DEFINITIONS

As used in this section, the following words and phrases are specifically defined:

Historic Property - shall mean a building or structure which has been designated as a locally significant historic landmark by the Historic District/Landmark Board, or which contributes to the significance of a historic district, or which has been designated as a Recorded Texas Landmark by the Texas Historical Commission, or which is listed on the National Register of Historic Places, or which is identified as a contributing property in a National Register Historic District.

Certification - shall mean certification by the Historic District/Landmark Board that the property is a 'Historic Property' as defined in this section; that tax relief is necessary for the rehabilitation of the property; and that the plans for rehabilitation conform to the standards for historic preservation adopted by the Board.

Applicant - shall mean the owner or designated agent of an owner seeking exemption from the payment of ad valorem taxes for the rehabilitation of a historic property.

Certified Historic Rehabilitation Project - shall mean a certified project whose application for tax exemption for historic rehabilitation has been approved by the City Council.

Certified Rehabilitation Expenditures - shall mean any expenditures incurred in connection with the rehabilitation of a Certified Historic Rehabilitation Project that are properly chargeable to a capital account.

These expenditures do not include:

- a) costs of acquiring the building or any interest therein
- b) enlargement costs which expand the total volume of the existing building, interior remodeling which increases floor space is not considered enlargement
- c) new building construction costs

City Council - shall mean the City Council of the City of Laredo.

Board - shall mean the Historic District/Landmark Board of the City of Laredo.

Non-residential structure - shall mean any structure to be used for non-residential purposes following rehabilitation, including industrial, commercial, or rental residential uses.

Rehabilitation - shall mean the act or process of upgrading an older building both structurally and mechanically while preserving its unique historic, architectural or cultural significance.

Residential structure - shall mean a structure to be used following rehabilitation for a single family residence by the owner.

Structure - shall mean a building, edifice, dwelling unit or other construction which is permanently affixed to the land and which is composed of discrete elements.

Substantial Rehabilitation - shall mean the repair or restoration to standards established by the Board whose value is not less than 50% of the value of the improvements to the property as established by the Webb County Central Appraisal District on the date that application for historic property tax relief is made.

Tax Assessor/Collector - shall mean the Tax Assessor/Collector of the City of Laredo.

#### Section 24.84.2 PURPOSE

The purpose of this section is to encourage the preservation of the city's historic properties. These tax exemptions apply only to city property taxes and not to taxes owing to other taxing entities. Nothing in this ordinance relieves a person from the responsibility to apply each year to the Chief Appraiser of the Webb County Central Appraisal District for an exemption pursuant to the requirements of the Texas Property Tax Code.

#### Section 24.84.3 APPLICATION

The owner or designated agent of a historic property may make sworn application to the Board on a form approved by the city containing the following information:

- a. The name, address and telephone number of the applicant.
- b. The legal description and physical address of the property.
- c. Information which establishes its eligibility for historic property tax exemption. In the event that the property seeks designation by the Board as a locally significant Historical Landmark or has been nominated as a Texas Historic Landmark, for the National Register of Historic Places, or as a contributing structure in a National Register Historic District, applicant shall submit documentation of such application for designation or nomination.
- d. Plans and specifications detailing the proposed substantial rehabilitation.
- e. Estimates of Certified Rehabilitation Expenditures with a statement that the cost of the proposed rehabilitation exceeds the value of existing improvements on the property by fifty percent (50%).
- f. Tax certificates indicating that all taxes have been paid.
- g. A notarized affidavit indicating the need for tax relief and a statement concerning the proposed use of the structure.

#### Section 24.84.4 REVIEW BY THE BOARD

1. The Board shall review the application for conformance with the adopted standards for Historic Preservation, and may request changes or alterations in the plans. The Board shall consider the following:

- a. The adherence to adopted design standards; and
- b. The requirement for substantial rehabilitation; and
- c. Proposed post rehabilitation use; and
- d. The need for tax relief for historic rehabilitation; and
- e. Conformance with the Comprehensive Plan.

If the Board finds that the application complies with the requirements of this chapter, the Board shall, following a public hearing, designate the proposed restoration as a Certified Historic Rehabilitation Project.



2. The Board shall submit its findings to the City Council with a recommendation for the granting of tax relief.

#### Section 24.84.5 REVIEW BY THE COUNCIL

1. The Council shall review the recommendation of the Board concerning the proposed project, and if it determines, following notice and hearing, that the project is eligible for tax relief, and that the best interests of the citizens of the City of Laredo would be served by granting tax relief, Council shall certify the project, granting tax relief as follows:

- a. A residential structure shall be exempt from the payment of ad valorem taxes on the increased value accruing to the property following rehabilitation for a period of eight (8) years following the issuance of a certificate of occupancy by the city's Building Official. Transfer of ownership shall not cause the exemption to be revoked except as otherwise provided.
- b. The applicant owner of a non-residential structure shall be exempt from the payment of any ad valorem tax on the land and improvements which are an integral part of the Certified Historic Rehabilitation Project for a period of four (4) years following the issuance of a certificate of occupancy by the city's Building Official. Upon written application by the owner, an additional exemption on the enhanced value of the property following rehabilitation may be granted for a period not to exceed four (4) years. Transfer of ownership shall cause the exemption to lapse on the last day of the tax year in which the transfer occurs, unless the transfer of ownership is effected through devise or descent, or conveyed with a historic easement which qualifies as a charitable contribution under Section 170(f)(3) of the Internal Revenue Code.
- c. The exemption shall be effective on January 1 of the year following the date on which the Certificate of Occupancy was issued.
- d. The Council, upon the recommendation of the Board, may grant partial certification for projects which will be completed in phases because of the scale or complexity of the proposed restoration.

2. Certified Historic Rehabilitation Projects which have been granted tax relief shall be issued a Certificate of Occupancy by the Building Official within twenty-four (24) months following the effective date of the ordinance granting such relief. Projects failing to meet this deadline shall be ineligible for the exemption of ad valorem taxes, unless an application for an extension of time is filed in writing with the City Secretary prior to the expiration of the 24 month period. Council may approve an extension of time not to exceed twelve (12) months.

3. The applicant owner shall present the Certificate of Occupancy, the Historic District/Landmark Board's order indicating the property is a Certified Historic Rehabilitation Project, and a letter from the Historic Preservation Officer verifying actual Certified Rehabilitation Expenditures and compliance with rehabilitation plans to the City of Laredo Tax Assessor/Collector to initiate the tax exemption process. The applicant owner shall present proof of application for exemption from the Webb County Appraisal District to the City of Laredo Tax Assessor/Collector on an annual basis to receive the tax exemption.

#### Section 24.84.6 ADMINISTRATION

1. The Historic Preservation Officer shall conduct an annual inspection to determine whether the property has been maintained in accordance with the approved preservation standards. If the property has deteriorated, been demolished or destroyed, or been modified or altered in a manner which has compromised its historical, architectural or cultural value, the Historic Preservation Officer shall notify the owner, the Historic District/Landmark Board, the Tax Assessor/Collector and the City Manager of his findings. The Historic District/Landmark Board shall consider the findings of the Historic Preservation Officer, and, following notice and hearing, act to revoke the exemption.



2. The owner may appeal the revocation of exemption to the Council upon written application filed within sixty days, stating the reasons why the exemption should not be revoked.

Section 24.84.7 RECAPTURE

1. Tax receipts and tax certificates for Certified Historic Rehabilitation Projects shall be clearly marked "Historic Property - subject to recapture of additional taxes under Section 24.84.7 of the Laredo Land Development Code."

2. Each year during which the property is granted tax relief, the Tax Assessor/Collector shall note the valuation which would have been made and the taxes which would have been due had the property not qualified for tax relief under this section.

3. If the exemption is revoked because the property was damaged or destroyed, or if taxes become delinquent, the property shall be subject to payment of all taxes, penalty and interest which would have been paid, absent the granting of an exemption under this section, which additional taxes shall be a lien on the property."