

AMENDED AGENDA

AGENDA

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, to be held on ***Thursday, December 12, 2024 at 5:30 p.m.*** in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas.

Heritage Preservation Commission Members:	Peggy Crabtree, Chair Jacqueline Montejano, Vice Chair Ronald Finch Adam Graves Kelly Savell Mark Gundert Alex Lohmann
Planning & Zoning Commission Liaison:	Marlene Norcross
Heritage Preservation Manager:	Eleana Tuley
City Council Liaison:	Patrick Souter

1. Call to Order
2. ***Public Comments:*** Persons may address the Heritage Preservation Commission on any issues. This is the appropriate time for citizens to address the Commission on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Commission may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.
3. Approve the minutes of the Work Session held on November 7, 2024, and the Regular Meeting held on November 14, 2024
4. Consider rescheduling the March 13, 2025 Heritage Preservation Commission meeting to March 27, 2025
5. Consider a Certificate of Appropriateness for 105 N. Patrick Street
6. Consider a Certificate of Appropriateness for 410 W. Parks Avenue
7. Consider a Certificate of Appropriateness for 700 Water Street
8. Consider a Certificate of Appropriateness for 622 Dunn Street
9. Consider a Certificate of Appropriateness for 2202 Howard Road
10. Consider a Certificate of Appropriateness for 902 E. Marvin Avenue
11. Consider Historic Tax Incentive Applications
12. Consider Additional Tax Credit Applications for Routine Maintenance and/or Restoration
13. Consider establishing committees for Restoration and Community Outreach & Education

14. Comments by Commission members and City staff

15. Adjourn

The Heritage Preservation Commission reserves the right to go into Executive Session as authorized by Section 551.071(2) of the Texas Government Code, for the purpose of seeking confidential legal advice from legal counsel on any agenda item listed herein. This meeting location is wheelchair-accessible. Parking for mobility impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at (469) 309-4006 or (TDD) 1-800-RELAYTX

Notice of Potential Quorum

One or more members of the Waxahachie City Council may be present at this meeting.

No action will be taken by the City Council at this meeting.

MINUTES

(3)

A work session of the Heritage Preservation Commission of the City of Waxahachie, Texas, was held on Thursday, November 7, 2024 at 1:00 p.m. in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas.

Heritage Preservation Commission Members Present: Peggy Crabtree, Chair
Jacqueline Montejano, Vice Chair
Ronaldald Finch
Adam Graves
Kelly Savell
Mark Gundert
Alex Lohmann

Planning & Zoning Commission Liaison: Marlene Norcross
Heritage Preservation Manager: Eleana Tuley
City Council Liaison: Patrick Souter

1. Call to Order

Peggy Crabtree called the meeting to order at 1:00 pm.

2. Discuss the historic preservation standards

Eleana Tuley informed the Commission that this meeting was organized at their request, and the Commissioners are welcome to ask questions or discuss any topics they wish at this time.

Ronald Finch praised the group for getting together to get on the same page on several topics. Ten years ago, there were 135 properties that received the historic tax incentive, but there were many more properties that were eligible for the incentive that were not taking advantage of it. He would like to ensure that the Commission is not an obstacle for real estate investors. He would like to ensure that the Commission also has the support from the business community. Since there are many historic homes owned by investors he wants to make the incentive appealing to them, as well. Additionally, he suggested the Commission consider the use of alternative exterior finishing materials for historic homes.

Eleana Tuley explained the historic tax incentive and additional tax credit application process and qualifications to Alex Lohman, Marlene Norcross, and Mark Gundert, as they are new to the Commission.

Jacqueline Montejano recommended following the standards published by the National Park Service on *the Use of Substitute Material on Historic Building Exteriors* because they identify circumstances in which the Commission could consider using alternative exterior finishing materials without compromising the building's architectural integrity. She distributed copies of the preservation brief and welcomed some flexibility to foster a collaborative process with the business community while following best practices.

Adam Graves said it is also important to identify the correct restoration or improvement process and then discuss alternative solutions based on the hurdles involved in the process.

Kelly Savell would enjoy working with property owners to understand their obstacles and help them find alternative solutions. While it's important for property owners to adhere to best practices, she recognizes that some flexibility may be necessary in certain situations and is willing to work with them in those circumstances.

Ronald Finch believes having as many properties as possible in the tax incentive program is a benefit.

Kelly Savell confirmed that the Commission is following best practices and national standards.

Adam Graves stated that creating a city-wide list of alternative materials would be challenging because it is difficult to identify every type of material suitable for each historical home in the city. However, having been on the Commission for the past year, he noticed that the historic preservation ordinance encourages the formation of committees. He recommended forming a committee to help property owners when they have questions or encounter obstacles with choosing an appropriate exterior finishing material for their homes.

Jacqueline Montejano has noticed that the community is not aware of the city's design guidelines, and efforts may be better allocated to educating the community as well.

Ronald Finch recommended reaching out to individual property owners who don't already receive the incentive to tell them that they would qualify for it.

Peggy Crabtree and Jacqueline Montejano suggested that the Commission might find creative ways to incentivize property owners to make incremental changes, helping them qualify for the historic tax incentive program in future years.

Kelly Savell stated that the Commission needs an outreach and educational committee to inform the community about best practices, historic preservation resources, funding options, and the committee's overall objectives.

Eleana Tuley stated that she recently updated the Heritage Preservation website to enhance public access to historic preservation resources; however, greater outreach is needed to raise public awareness of these resources.

The Commission discussed using social media outlets to inform property owners. The committee also discussed reaching out to realtors to make them aware of historic resources. Every quarter or couple of months make a post regarding historic preservation in the city newsletter or local newspaper.

Kelly Savell mentioned that she and several other members of the Commission have reached out to applicants whose certificates of appropriateness were not approved. They provided their personal phone numbers to offer assistance with their project.

Adam Graves confirmed that the Commission upholds the design guidelines only for the front façade of historic homes. The standards are not required for the other sides of the exterior or for the interior. This should make projects more feasible, as homeowners only need to be cautious about the front façade.

The Commission putting the formation of the committees on the next HPC agenda.

Unfortunately, building permits are not required for windows and other aesthetic changes. The Commission also suggested reaching out to contractors. The Chamber may be a good start to communicating with the community's contractors.

The Commission also discussed partnering with Historic Waxahachie Incorporated and other community organizations for community outreach efforts.

3. Adjourn

Peggy Crabtree adjourned the meeting at 2:34 pm.

Submitted Respectfully by Eleana Tuley

MINUTES

(3)

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, was held on Thursday, November 14, 2024 at 5:30 p.m. in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas.

Heritage Preservation Commission Members Present:	Peggy Crabtree, Chair Jacqueline Montejano, Vice Chair Ronald Finch Adam Graves Kelly Savell Mark Gundert Alex Lohmann
Planning & Zoning Commission Liaison:	Marlene Norcross
Heritage Preservation Manager:	Eleana Tuley
City Council Liaison:	Patrick Souter

1. Call to Order

Peggy Crabtree called the meeting to order at 5:30 pm.

2. Public Comments

None.

3. Recognize Michelle Haye and Curtiss Thompson for their service on the Heritage Preservation Commission

Peggy Crabtree honored Michelle Haye for her years of dedicated service on the Heritage Preservation Commission. During the meeting, the commission unveiled a plaque to recognize her professional contributions throughout her tenure. Although Curtiss Thompson was unable to attend the meeting to accept his plaque, his contributions were also acknowledged during the meeting.

4. Approve the meeting minutes of the meeting held on October 3, 2024

Action:

Adam Graves motioned to approve the October 3, 2024 meeting minutes. Alex Lohman seconded the motion. **All ayes.**

5. Consider a Certificate of Appropriateness for 603 and 605 E. Marvin Avenue

Eleana Tuley presented the request.

Action:

Jacqueline Montejano motioned to approve the Certificate of Appropriateness for 603 and 605 E. Marvin Avenue. Mark Gundert seconded the motion. **All ayes.**

6. Consider a Certificate of Appropriateness for 810 E. Marvin Avenue

(3)

Eleana Tuley presented the request.

Action:

Adam Graves motioned to approve the Certificate of Appropriateness for 810 E. Marvin Avenue. Ron Finch seconded the motion. **All ayes.**

7. Comments by Commission members and City staff

Eleana Tuley shared with the commission the new online application process for the Historic Tax Incentive Program.

8. Adjourn

Peggy Crabtree adjourned the meeting at 6:11 pm.

Submitted Respectfully by Eleana Tuley



(5)

Memorandum

To: Heritage Preservation Commission
From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
Date: December 12, 2024
Re: Consider a Certificate of Appropriateness for 105 North Patrick Street

Applicant: Brad Yates, Colonial Restoration

Property Address: 105 North Patrick Street

Request: The Applicant proposes to make the following changes to the home at 105 North Patrick Street:

- Remove the vinyl and aluminum siding to restore the original wood siding;
- Remove the wood porch next to the front door and refurbish the original concrete porch; and
- Replace the existing three columns with two wooden columns for a more architecturally appropriate design (as shown in Exhibit A).

The subject property has not received the historic tax incentive or identified as a historic resource in a prior historic resource survey.

Conditions of Approval:

- The Applicant shall apply for all required permits from the City in accordance with the City's applicable rules and regulations governing such permits.
- The Applicant must notify the Heritage Preservation Commission when improvements are completed so that the Chair may verify that they were completed in accordance with HPC approval.

Attachments:

- COA Application

(5)

CITY OF WAXAHACHIE
APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
FOR HISTORIC PROPERTY RESTORATIONS

Case Number _____

Date Filed: _____

Date for Consideration by the Heritage Preservation Commission: _____

Property Owner _____ and/or Agent Brad Yates

Mailing Address – Owner/Agent (circle one) _____

Phone number _____

Email address _____

Historic Structure Address 105 Patrick

Is this structure for residential or non-residential use? (circle one)

Has this structure been designated as a Historic Resource?

Yes _____ No ✓ By whom _____

(If it has not been designated, the property owner must request designation as a historic resource from the Heritage Preservation Commission prior to applying for a Certificate of Appropriateness.)

Is this structure in the Historic Overlay District? Yes _____ No ✓

The Commission is appointed to assist you, but it also has the responsibility of protecting significant historic properties from inappropriate changes. **The Heritage Preservation Commission will not approve your project unless the Commission is shown to its satisfaction that the project is consistent with the historical character of the property.**

Answer the following statements carefully and provide as much information as possible so the Commission can make an informed decision.

1. Description of Project: Remove siding to expose original #105 siding
Remove front porch to expose original concrete
Remove/replace front posts/columns to be more appropriate sizing

2. Reason(s) you feel the proposed exterior work is consistent with the historical character of the property (use additional space on the back of this form or by attaching additional sheets if necessary).

Pictures reflect and show original detail

CHECKLIST

The following items **must** be included with this application:

- Current photograph(s) of the existing structure
- Historic photographs (if available) upon which the proposed work is based
- NOTE: Please research the history of your property before you begin planning your project. Sims Library and the Ellis County Museum are good places to start.**
- Elevation drawing(s) of any part of structure that is visible from the public right-of-way with details drawn to scale for work to be done
- List of materials for all exterior surfaces and/or signs
- Dollar value of improvements to be made

The following items may be requested:

- Location map of proposed buildings and structures
- Details of proposed lighting fixtures
- Sample(s) of material(s) to be used
- Any other reasonable information that the Commission may deem necessary in order to visualize the proposed work

If your property is located in the Historic Overlay District, you must consult the *Downtown Waxahachie Design Guidelines* before planning your project. You can obtain a copy of the guidelines from the Heritage Preservation Officer or on the City of Waxahachie website at www.waxahachie.com/images/City2/files/downtown_waxahachie_guidelines_08-19-2011.pdf.

If your property is not in the Historic Overlay District, please refer to the Secretary of the Interior's Standards for Rehabilitation as you plan your project. You may obtain a copy online at www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm or by contacting the Heritage Preservation Officer.

NOTE: Ten (10) copies of plans and/or specifications must be on file with the Heritage Preservation Officer **at least** 20 days before the Heritage Preservation Commission meeting date.

Signature of Property Owner or Agent: _____

Date: 11/20/24

CERTIFICATE OF APPROPRIATENESS

Commission Action: Requires Signature of Chair of the Heritage Preservation Commission

Date: _____ Preliminary Approval YES _____ NO _____
& Signature

Date: _____ Final approval after work is YES _____ NO _____
& Signature inspected and completed

Scope

(5)

Remove vinyl & aluminum siding &
restore original #105 1x6 siding

Remove existing porch & refurbish
original concrete front porch

Replace 3 columns with 2 columns
to be more appropriate in sizing

Repaint exterior

(5)



(5)



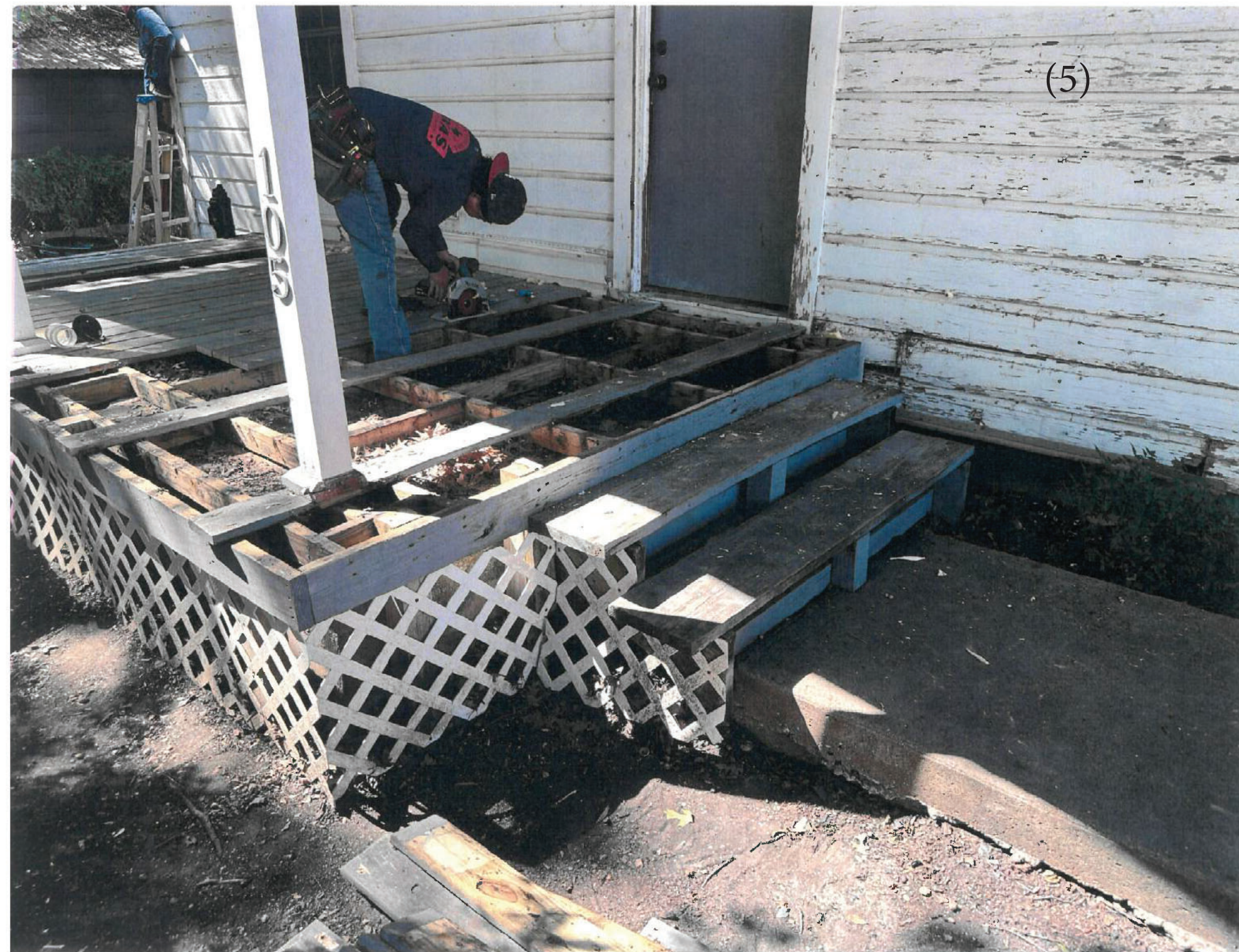
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(5)



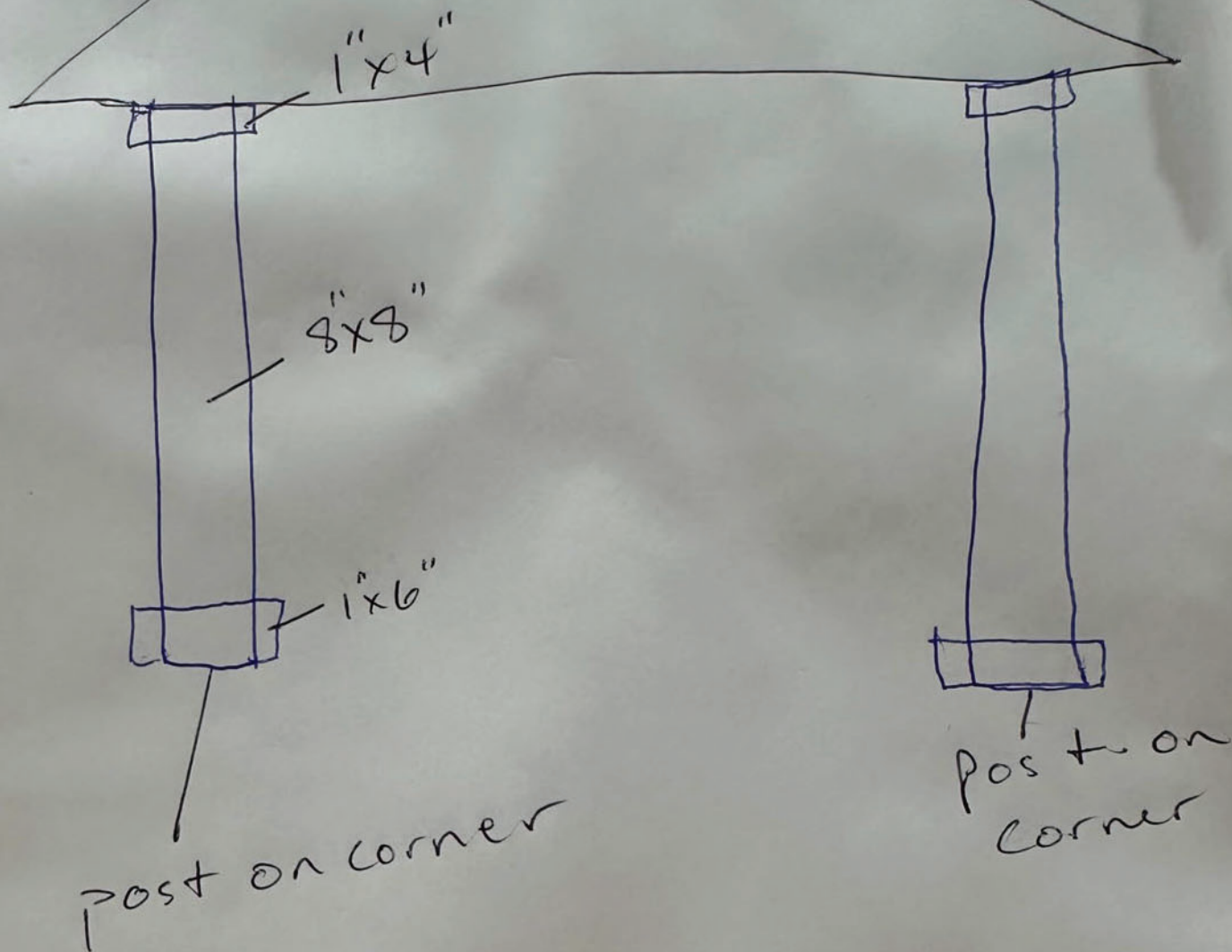
(5)



(5)



(5)





Memorandum

To: Heritage Preservation Commission
From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
Date: December 12, 2024
Re: Consider a Certificate of Appropriateness for 410 W. Parks Avenue

Applicant: Brad Yates, Colonial Restoration

Property Address: 410 W. Parks Avenue

Request: The Applicant intends to make the following improvements to the home at 410 W. Parks Avenue:

- Remove the vinyl siding to expose the original wood siding;
- Replace the front porch with tongue and groove wood flooring; and
- Replace the metal handrail and replace with a new wood railing that aligns with the top of the existing brick column base (as shown in Exhibit A);
- Remove the latticework on the carport;
- Remove the iron door and leave the original door behind the iron door; and
- Restore the windows in the front gable.

The subject property has not received the historic tax incentive or designated as a historic resource in a prior historic resource survey.

Conditions of Approval:**(6)**

- The Applicant shall apply for all required permits from the City in accordance with the City's applicable rules and regulations governing such permits.
- The Applicant must notify the Heritage Preservation Commission when improvements are completed so that the Chair may verify that they were completed in accordance with HPC approval.

Attachments:

- COA Application

(6)

**CITY OF WAXAHACHIE
APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
FOR HISTORIC PROPERTY RESTORATIONS**

Case Number _____

Date Filed: _____

Date for Consideration by the Heritage Preservation Commission: _____

Property Owner Loren Gray Investments LLC and/or Agent _____

Mailing Address Owner Agent (circle one) PO Box 2868 Waxahachie, TX 75768

Phone number _____

Email address _____

Historic Structure Address 410 W. Parks Ave.

Is this structure for residential or non-residential use? (circle one)

Has this structure been designated as a Historic Resource?

Yes _____ No X By whom _____

(If it has not been designated, the property owner must request designation as a historic resource from the Heritage Preservation Commission prior to applying for a Certificate of Appropriateness.)

Is this structure in the Historic Overlay District? Yes _____ No X

The Commission is appointed to assist you, but it also has the responsibility of protecting significant historic properties from inappropriate changes. **The Heritage Preservation Commission will not approve your project unless the Commission is shown to its satisfaction that the project is consistent with the historical character of the property.**

Answer the following statements carefully and provide as much information as possible so the Commission can make an informed decision.

1. Description of Project: Remove vinyl & expose #105 siding
Replace front porch with T/G 1x4 flooring
Replace handrail

2. Reason(s) you feel the proposed exterior work is consistent with the historical character of the property (use additional space on the back of this form or by attaching additional sheets if necessary).

Original is under siding

CHECKLIST

The following items **must** be included with this application:

- Current photograph(s) of the existing structure
- Historic photographs (if available) upon which the proposed work is based
NOTE: Please research the history of your property before you begin planning your project. Sims Library and the Ellis County Museum are good places to start.
- Elevation drawing(s) of any part of structure that is visible from the public right-of-way with details drawn to scale for work to be done
- List of materials for all exterior surfaces and/or signs
- Dollar value of improvements to be made

The following items may be requested:

- Location map of proposed buildings and structures
- Details of proposed lighting fixtures
- Sample(s) of material(s) to be used
- Any other reasonable information that the Commission may deem necessary in order to visualize the proposed work

If your property is located in the Historic Overlay District, you must consult the *Downtown Waxahachie Design Guidelines* before planning your project. You can obtain a copy of the guidelines from the Heritage Preservation Officer or on the City of Waxahachie website at www.waxahachie.com/images/City2/files/downtown_waxahachie_guidelines_08-19-2011.pdf.

If your property is not in the Historic Overlay District, please refer to the Secretary of the Interior's Standards for Rehabilitation as you plan your project. You may obtain a copy online at www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm or by contacting the Heritage Preservation Officer.

NOTE: Ten (10) copies of plans and/or specifications must be on file with the Heritage Preservation Officer **at least 20 days** before the Heritage Preservation Commission meeting date.

Signature of Property Owner or Agent _____

Date: 11/25/24

CERTIFICATE OF APPROPRIATENESS

Commission Action: Requires Signature of Chair of the Heritage Preservation Commission

Date: _____ Preliminary Approval YES _____ NO _____
 & Signature

Date: _____ Final approval after work is YES _____ NO _____
 & Signature inspected and completed

(6)



Scope

(6)

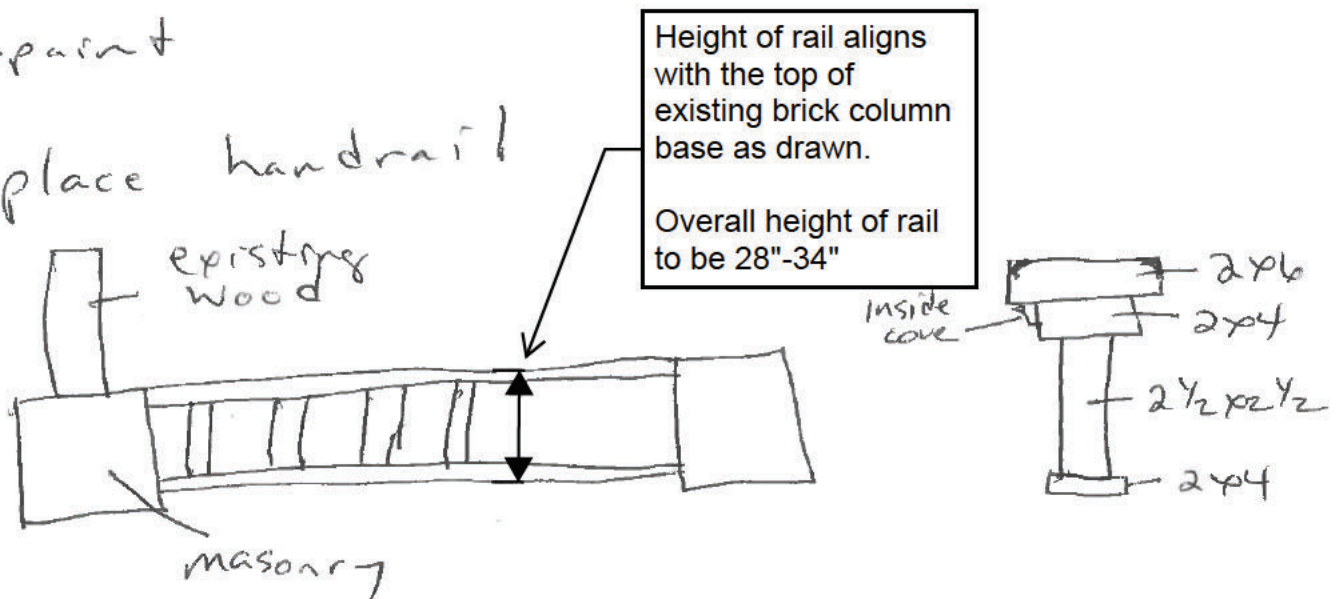
Remove vinyl/Aluminum siding + repair original #105 siding

Remove porch + replace with 1x4 tongue + groove flooring

Remove iron storm door

Repair +

Replace handrail



Remove lattice work

Restore windows in front gable



Memorandum

To: Heritage Preservation Commission
From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
Date: December 12, 2024
Re: Consider a Certificate of Appropriateness for 700 Water Street

Applicant: Brad Yates, Colonial Restoration

Property Address: 700 Water Street

Request: The Applicant intends to make the following improvements to the home at 700 Water Street:

- Repair existing bevel siding;
- Repair porch boards;
- Repair gingerbread trimming with no aesthetic changes;
- Repair fascia;
- Remove the pink feature that is not original to the gingerbread trimming. It was a name placard for the hospice business that used to be there; and
- Repaint the exterior of the home.

The building on the subject property was recognized in the 2019 Historic Resource Survey as an 1885 Folk Victorian home, marking it as a high-priority historic resource.

Conditions of Approval:**(7)**

- The Applicant shall apply for all required permits from the City in accordance with the City's applicable rules and regulations governing such permits.
- The Applicant must notify the Heritage Preservation Commission when improvements are completed so that the Chair may verify that they were completed in accordance with HPC approval.

Attachments:

- COA Application

(7)

**CITY OF WAXAHACHIE
APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
FOR HISTORIC PROPERTY RESTORATIONS**

Case Number _____ Date Filed: _____

Date for Consideration by the Heritage Preservation Commission: _____

Property Owner Loren Michael Holdings LLC and/or Agent _____

Mailing Address - Owner/Agent (circle one) 12148 N. Ridgeway Willis, Tx. 77318

Phone number _____

Email address _____

Historic Structure Address 700 Water Street

Is this structure for residential or non-residential use? (circle one)

Has this structure been designated as a Historic Resource?

Yes _____ No X By whom _____

(If it has not been designated, the property owner must request designation as a historic resource from the Heritage Preservation Commission prior to applying for a Certificate of Appropriateness.)

Is this structure in the Historic Overlay District? Yes _____ No X

The Commission is appointed to assist you, but it also has the responsibility of protecting significant historic properties from inappropriate changes. **The Heritage Preservation Commission will not approve your project unless the Commission is shown to its satisfaction that the project is consistent with the historical character of the property.**

Answer the following statements carefully and provide as much information as possible so the Commission can make an informed decision.

1. Description of Project: Repair to existing 1x6 Bevel siding
Repair to 5/4 porch boards, Repair to rotten
gingerbread detail of fascia, Repaint

2. Reason(s) you feel the proposed exterior work is consistent with the historical character of the property (use additional space on the back of this form or by attaching additional sheets if necessary).

Has not been altered

CHECKLIST

The following items **must** be included with this application:

- Current photograph(s) of the existing structure
- Historic photographs (if available) upon which the proposed work is based
- NOTE: Please research the history of your property before you begin planning your project. Sims Library and the Ellis County Museum are good places to start.**
- Elevation drawing(s) of any part of structure that is visible from the public right-of-way with details drawn to scale for work to be done
- List of materials for all exterior surfaces and/or signs
- Dollar value of improvements to be made

The following items may be requested:

- Location map of proposed buildings and structures
- Details of proposed lighting fixtures
- Sample(s) of material(s) to be used
- Any other reasonable information that the Commission may deem necessary in order to visualize the proposed work

If your property is located in the Historic Overlay District, you must consult the *Downtown Waxahachie Design Guidelines* before planning your project. You can obtain a copy of the guidelines from the Heritage Preservation Officer or on the City of Waxahachie website at www.waxahachie.com/images/City2/files/downtown_waxahachie_guidelines_08-19-2011.pdf.

If your property is not in the Historic Overlay District, please refer to the Secretary of the Interior's Standards for Rehabilitation as you plan your project. You may obtain a copy online at www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm or by contacting the Heritage Preservation Officer.

NOTE: Ten (10) copies of plans and/or specifications must be on file with the Heritage Preservation Officer **at least** 20 days before the Heritage Preservation Commission meeting date.

Signature of Property Owner or Agent: _____

Date: _____

CERTIFICATE OF APPROPRIATENESS

Commission Action: Requires Signature of Chair of the Heritage Preservation Commission

Date: _____ Preliminary Approval YES _____ NO _____
& Signature

Date: _____ Final approval after work is YES _____ NO _____
& Signature inspected and completed

(7)





Memorandum

To: Heritage Preservation Commission
From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
Date: December 12, 2024
Re: Consider a Certificate of Appropriateness for 622 Dunn Street

Applicant: Brad Yates, Colonial Restoration

Property Address: 622 Dunn Street

Request: The Applicants intends to make the following improvements to the home at 622 Dunn Street:

- Remove vinyl siding to expose original wood siding;
- Remove iron columns and replace them with 8"x8" wood box columns (refer to exhibit A);
- Add a new wood handrail that aligns with the top of the four-inch concrete cap on top of the brick column (as shown in Exhibit A);
- Remove the front awning beside the gable since it is not an original feature of the home; and
- Repaint the exterior of the home.

The subject property has not received the historic tax incentive or designated as a historic resource in a prior historic resource survey.

Conditions of Approval:**(8)**

- The Applicant shall apply for all required permits from the City in accordance with the City's applicable rules and regulations governing such permits.
- The Applicant must notify the Heritage Preservation Commission when improvements are completed so that the Chair may verify that they were completed in accordance with HPC approval.

Attachments:

- COA Application

622 Dunn

(8)

**CITY OF WAXAHACHIE
APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
FOR HISTORIC PROPERTY RESTORATIONS**

Case Number _____

Date Filed: _____

Date for Consideration by the Heritage Preservation Commission: _____

Property Owner Loren Gray Investments LLC and/or Agent _____

Mailing Address Owner/Agent (circle one) PO Box 2868 Waxahachie TX 75168

Phone number _____

Email address _____

Historic Structure Address 622 Dunn

Is this structure for residential or non-residential use? (circle one)

Has this structure been designated as a Historic Resource?

Yes _____ No xx By whom _____

(If it has not been designated, the property owner must request designation as a historic resource from the Heritage Preservation Commission prior to applying for a Certificate of Appropriateness.)

Is this structure in the Historic Overlay District? Yes _____ No x

The Commission is appointed to assist you, but it also has the responsibility of protecting significant historic properties from inappropriate changes. **The Heritage Preservation Commission will not approve your project unless the Commission is shown to its satisfaction that the project is consistent with the historical character of the property.** Answer the following statements carefully and provide as much information as possible so the Commission can make an informed decision.

1. Description of Project: Remove vinyl siding to expose 117 siding
Remove iron columns + replace with wood box columns
Repair + Remove front awning

2. Reason(s) you feel the proposed exterior work is consistent with the historical character of the property (use additional space on the back of this form or by attaching additional sheets if necessary).

It is original underneath.

CHECKLIST

The following items **must** be included with this application:

- Current photograph(s) of the existing structure
- Historic photographs (if available) upon which the proposed work is based
- NOTE: Please research the history of your property before you begin planning your project. Sims Library and the Ellis County Museum are good places to start.**
- Elevation drawing(s) of any part of structure that is visible from the public right-of-way with details drawn to scale for work to be done
- List of materials for all exterior surfaces and/or signs
- Dollar value of improvements to be made

The following items may be requested:

- Location map of proposed buildings and structures
- Details of proposed lighting fixtures
- Sample(s) of material(s) to be used
- Any other reasonable information that the Commission may deem necessary in order to visualize the proposed work

If your property is located in the Historic Overlay District, you must consult the *Downtown Waxahachie Design Guidelines* before planning your project. You can obtain a copy of the guidelines from the Heritage Preservation Officer or on the City of Waxahachie website at www.waxahachie.com/images/City2/files/downtown_waxahachie_guidelines_08-19-2011.pdf.

If your property is not in the Historic Overlay District, please refer to the Secretary of the Interior's Standards for Rehabilitation as you plan your project. You may obtain a copy online at www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm or by contacting the Heritage Preservation Officer.

NOTE: Ten (10) copies of plans and/or specifications must be on file with the Heritage Preservation Officer at least 20 days before the Heritage Preservation Commission meeting date.

Signature of Property Owner or Agent: _____

Date: 11/25/24

CERTIFICATE OF APPROPRIATENESS

Commission Action: Requires Signature of Chair of the Heritage Preservation Commission

Date: _____ Preliminary Approval YES ____ NO ____
& Signature

Date: _____ Final approval after work is YES ____ NO ____
& Signature inspected and completed

(8)

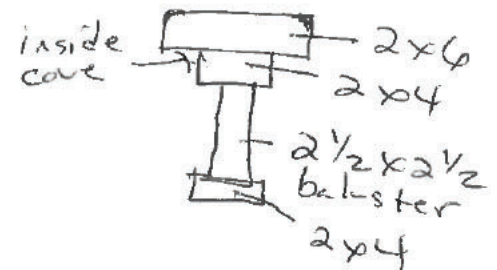
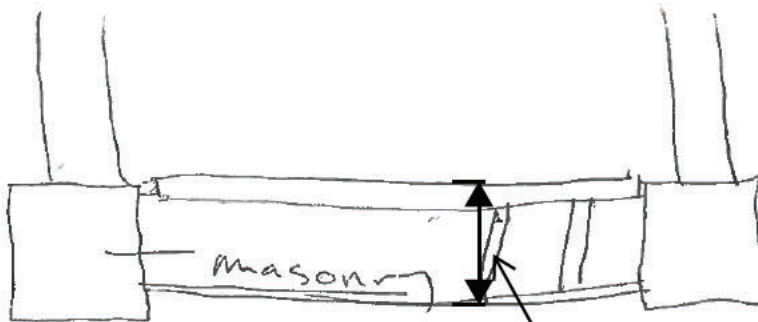


Remove vinyl / Aluminum siding to expose original #117 siding

Remove iron columns & replace with wooden columns on top of existing masonry



Install new handrail



Repaint

The wooden handrail will align with the top of the 4" concrete cap on top of brick columns (approx. 28-34"). The handrail will be a 2x6 over a 2x4 with a 2x4 base. Balusters will be a 2 1/2 x 2 1/2.



Memorandum

To: Heritage Preservation Commission
From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
Date: December 12, 2024
Re: Consider a Certificate of Appropriateness for 2202 Howard Road

Applicant: Brad Yates, Colonial Restoration

Property Address: 2202 Howard Road

Request: The Applicant is adding a new door to the home at 2202 Howard Road. The subject property has not received the historic tax incentive or identified as a historic resource in a prior historic resource survey.

Conditions of Approval:

- The Applicant shall apply for all required permits from the City in accordance with the City's applicable rules and regulations governing such permits.
- The Applicant must notify the Heritage Preservation Commission when improvements are completed so that the Chair may verify that they were completed in accordance with HPC approval.



Memorandum

To: Heritage Preservation Commission
From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
Date: December 12, 2024
Re: Consider a Certificate of Appropriateness for 902 E. Marvin Avenue

Applicant: Delbert and Dorothea Russell

Property Address: 902 E. Marvin Avenue

Request: The Applicant intends to make the following improvements to the home at 902 E. Marvin Avenue:

- Repair joists on the front porch; and
- Construct and install historically accurate wooden screens with period-appropriate hardware for functionality similar to that of 1914.

The property was identified in the 2019 Historic Resource Survey as a 1920 Craftsman home with a medium priority level.

Conditions of Approval:

- The Applicant shall apply for all required permits from the City in accordance with the City's applicable rules and regulations governing such permits.

- The Applicant must notify the Heritage Preservation Commission when improvements are completed so that the Chair may verify that they were completed in accordance with HPC approval.

Attachments:

- COA Application

**CITY OF WAXAHACHIE
APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
FOR HISTORIC PROPERTY RESTORATIONS**

Case Number _____

Date Filed: 11-25-24

Date for Consideration by the Heritage Preservation Commission: _____

Property Owner Russell Living Trust and/or Agent Delbert & Dorothea Russell,Mailing Address Owner Agent (circle one) 902 E Marvin Ave, Waxahachie

Phone number _____

Email address _____

Historic Structure Address 902 E Marvin Ave, WaxahachieIs this structure for residential or non-residential use? (circle one)

Has this structure been designated as a Historic Resource?

Yes ☒ No _____ By whom City of Waxahachie*(If it has not been designated, the property owner must request designation as a historic resource from the Heritage Preservation Commission prior to applying for a Certificate of Appropriateness.)*Is this structure in the Historic Overlay District? Yes _____ No ☒ (I don't think so)

The Commission is appointed to assist you, but it also has the responsibility of protecting significant historic properties from inappropriate changes. **The Heritage Preservation Commission will not approve your project unless the Commission is shown to its satisfaction that the project is consistent with the historical character of the property.**

Answer the following statements carefully and provide as much information as possible so the Commission can make an informed decision.

1. Description of Project: Repair joists on front porch, Repaint Exterior, build period appropriate Screens & install

2. Reason(s) you feel the proposed exterior work is consistent with the historical character of the property (use additional space on the back of this form or by attaching additional sheets if necessary).

Researched Craftsman color schemes

Period appropriate screens: The top of the hinge goes on the exterior window frame and the bottom of the hinge goes on the top of the window screen. This allows the screen to fit in the window space. Then a hook & eye goes on the interior of the window frame that holds the screen secure. The window screens will be wood, made to fit each window.

CHECKLIST

The following items **must** be included with this application:

- Current photograph(s) of the existing structure *before/after paint*
- Historic photographs (if available) upon which the proposed work is based
- NOTE: Please research the history of your property before you begin planning your project. Sims Library and the Ellis County Museum are good places to start.**
- Elevation drawing(s) of any part of structure that is visible from the public right-of-way with details drawn to scale for work to be done
- ✓○ List of materials for all exterior surfaces and/or signs
- ✓○ Dollar value of improvements to be made

The following items may be requested:

- Location map of proposed buildings and structures
- Details of proposed lighting fixtures
- Sample(s) of material(s) to be used
- Any other reasonable information that the Commission may deem necessary in order to visualize the proposed work

If your property is located in the Historic Overlay District, you must consult the *Downtown Waxahachie Design Guidelines* before planning your project. You can obtain a copy of the guidelines from the Heritage Preservation Officer or on the City of Waxahachie website at www.waxahachie.com/images/City2/files/downtown_waxahachie_guidelines_08-19-2011.pdf.

If your property is not in the Historic Overlay District, please refer to the Secretary of the Interior's Standards for Rehabilitation as you plan your project. You may obtain a copy online at www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm or by contacting the Heritage Preservation Officer.

NOTE: Ten (10) copies of plans and/or specifications must be on file with the Heritage Preservation Officer **at least** 20 days before the Heritage Preservation Commission meeting date.

Signature of Property Owner or Agent: *Sarah Ann Russell* Date: *11-28-24*

CERTIFICATE OF APPROPRIATENESS

Commission Action: Requires Signature of Chair of the Heritage Preservation Commission

Date: _____ Preliminary Approval YES ____ NO ____
& Signature

Date: _____ Final approval after work is YES ____ NO ____
& Signature inspected and completed

(10)

Former aluminum
screens removed
from home since they
were not original to
the home



House without window screens

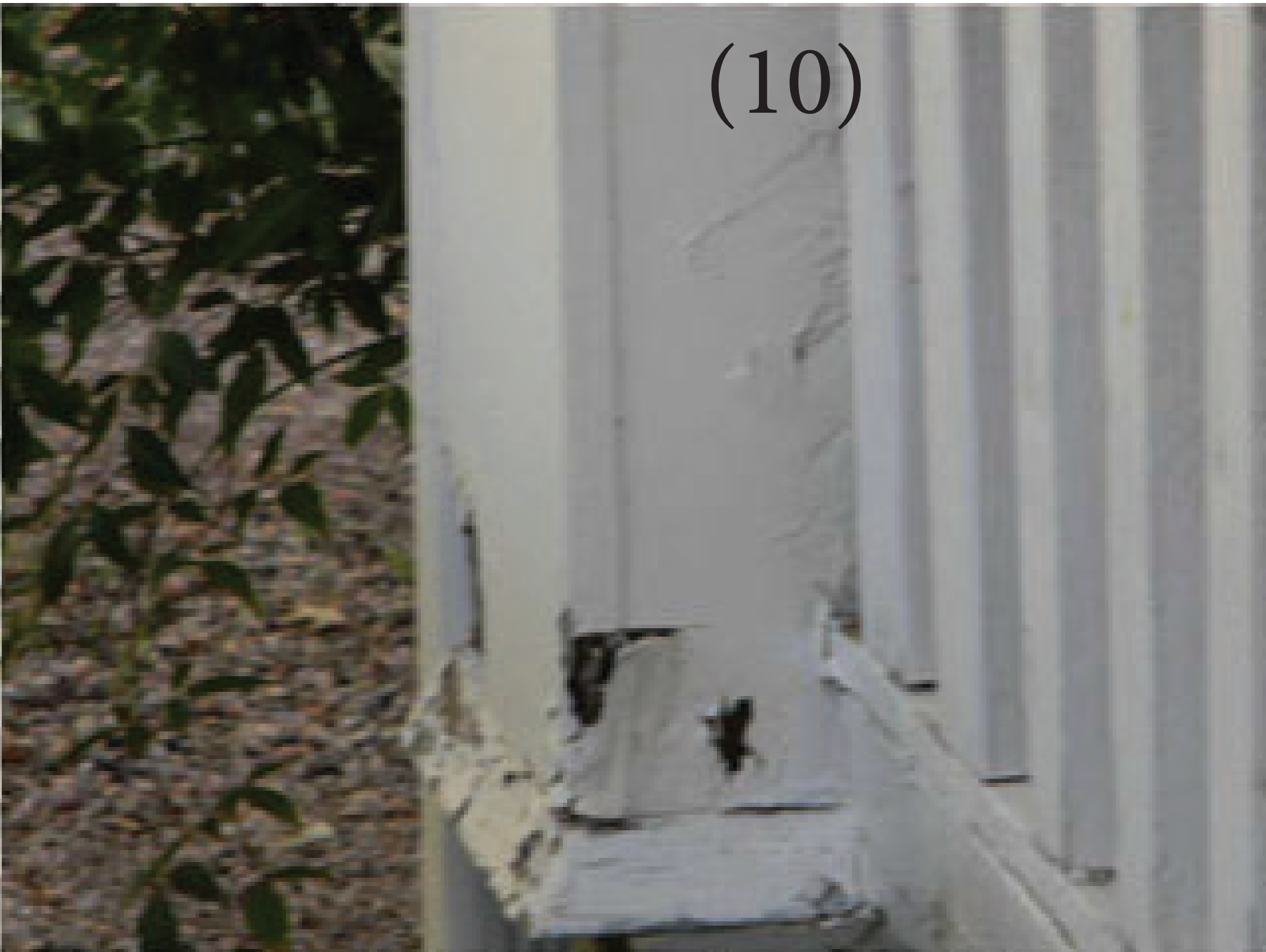
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