

A G E N D A

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, to be held on ***Thursday, January 16, 2025 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 meeting minutes of the meeting held on December 12, 2024
4. Consider a Sign Permit for 301 S. Rogers Street, Suite 205
5. Consider a Sign Permit for 114 E. Main Street
6. Consider Historic Tax Incentive Applications
7. Consider Additional Tax Credit Applications for Routine Maintenance or Restoration
8. Comments by Commission members and City staff
9. 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 meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, was 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 Present: Peggy Crabtree, Chair
Jacqueline Montejano, Vice Chair
Ronald Finch
Mark Gundert
Alex Lohmann

Heritage Preservation Commission Members Absent: Adam Graves
Kelly Savell

Planning & Zoning Commission Liaison: Marlene Norcross (Absent)
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. Approve the meeting minutes of the work session held on November 7, 2024 and the meeting held on November 14, 2024

Mark Gundert motioned to approve the meeting minutes for the November 7, 2024 work session and the November 14, 2024 meeting. Alex Lohman seconded the motion. **All ayes.**

4. Consider rescheduling the March 13, 2025 Heritage Preservation Commission meeting to March 27, 2025

Alex Lohman motioned to reschedule the March 13, 2025 Heritage Preservation Commission meeting to March 27, 2025. Ron Finch seconded the motion. **All ayes.**

5. Consider a Certificate of Appropriateness for 105 N. Patrick Street

Eleana Tuley presented the request. Ron Finch motioned to approve the Certificate of Appropriateness for 105 N. Patrick Street. Alex Lohman seconded the motion. **All ayes.**

6. Consider a Certificate of Appropriateness for 410 W. Parks Avenue

Eleana Tuley presented the request. Peggy Crabtree requested the nonfunctional shutters be removed with the home improvements.

Action:

Alex Lohman motioned to approve the Certificate of Appropriateness for 410 W. Parks Avenue. Mark Gundert seconded the motion. **All ayes.**

7. Consider a Certificate of Appropriateness for 700 Water Street

Eleana Tuley presented the request.

Action:

Mark Gundert motioned to approve the Certificate of Appropriateness for 700 Water Street. Ron Finch seconded the motion. **All ayes.**

8. Consider a Certificate of Appropriateness for 622 Dunn Street

Eleana Tuley presented the request. Jackie Montejano mentioned that the railing in this time period was constructed at the level of the window sills so that the porch railing would not obstruct the homeowner's view from the window. Peggy Crabtree also mentioned removing the shutters since they were for aesthetics and did not function properly as shutters.

The commission gave the Applicant the option of constructing the porch railing at the level of the window sill or a railing that aligns with the top of the four-inch concrete cap on top of the brick column (as shown in Exhibit A).

Action:

Alex Lohman motioned to approve the Certificate of Appropriateness for 622 Dunn Street with the option of constructing the porch railing at the level of the window sill or a railing that aligns with the top of the four-inch concrete cap on top of the brick column (as shown in Exhibit A). Ron Finch seconded the motion. **All ayes.**

9. Consider a Certificate of Appropriateness for 2202 Howard Road

Eleana Tuley presented the request. Although the house had been previously altered, the Certificate of Appropriateness was only for the proposed improvements.

Action:

Mark Gundert motioned to approve the Certificate of Appropriateness for 2202 Howard Road. Jackie Montejano seconded the motion. **All ayes.**

10. Consider a Certificate of Appropriateness for 902 E. Marvin Avenue

Eleana Tuley presented the request.

Action:

Alex Lohman motioned to approve the Certificate of Appropriateness for 902 E. Marvin Avenue. Mark Gundert seconded the motion. **All ayes.**

11. Consider Historic Tax Incentive Applications

Eleana Tuley presented the qualifications and disqualifications for the Historic Tax Incentive program per the ordinance.

The Heritage Preservation Commission approved the historic tax incentive application for the following properties:

- 233 Patrick Street
- 527 W Jefferson St
- 420 W. Franklin Street
- 219 Virginia Ave
- 711 W Main St
- 243 Patrick St
- 124 Kaufman St
- 118 Overhill Dr
- 610 Kaufman St
- 817 W Main St
- 418 N College St
- 317 E University Ave
- 1020 W Main St
- 905 W. Marvin Avenue
- 115 E University Avenue
- 103 University Ave
- 218 University Ave

Mark Gundert recused himself from evaluating the historic tax incentive application for 124 Kaufman Street because he owned the property in question.

The Heritage Preservation Commission tabled the historic tax incentive application for 605 N. Grand Avenue and 2202 Howard Road. The Commission presented both property owners with the opportunity for their application to be considered at the January 9, 2025 Heritage Preservation Commission meeting. The historic tax incentive application for 605 N. Grand Avenue was tabled for altering the original wood windows for aluminum windows. The historic tax incentive application for 2202 Howard Road was tabled for changing columns to cedar columns.

Action:

Alex Lohman motioned to approve all the historic tax incentive applications except 605 N. Grand and 2202 Howard Road and to table them for the January 9, 2025 Heritage Preservation Commission meeting. **All ayes.**

12. Consider Additional Tax Credit Applications for Routine Maintenance and/or Restoration

Eleana Tuley presented the additional tax credit request for routine maintenance at 233 Patrick Street and 218 University Avenue and for restoration at 905 W. Marvin Avenue and 103 University Drive.

Action:

As presented, Jackie Montejano motioned to approve the additional tax credit for routine maintenance and restoration. Alex Lohman seconded the motion. **All ayes.**

13. Consider establishing committees for Restoration and Community Outreach & Education

Eleana Tuley stated that per the Commission's November 7, 2024 work session meeting, the Commission was considering the formation of the Restoration and Community Outreach & Education committees.

Action:

Jackie Montejano motioned to designate Adam Graves, Jackie Montejano, and Mark Gundert on the Restoration Committee and Ron Finch, Kelly Savell, and Alex Lohman on the Community Outreach & Education Committee. Alex Lohman seconded the motion. **All ayes.**

14. Comments by Commission members and City staff

Eleana Tuley informed the Commission of the upcoming Real Places Conference in Austin, Texas, from April 23rd to April 25th. The conference is hosted by the Texas Historical Commission and provides professional training on a wide range of topics related to historic preservation. They need to let her know as soon as possible if they are interested since early registration closes December 20th.

15. Adjourn

The meeting adjourned at 6:45 pm.

Submitted Respectfully by Eleana Tuley



Memorandum

To: Heritage Preservation Commission
 From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
 Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
 Date: January 9, 2025
 Re: Consider a Sign Permit for 301 S. Rogers Street, Suite 205

Applicant: Chris Reeves, Quickway Signs

Owner's Name: ROOROJO2022 LLC

Property Address: 301 S. Rogers Street, Suite 205

Request: The Applicant plans to install a new sign at 301 S. Rogers Street for Suite 205. The size of the sign is 1.5 feet tall by 8 feet wide. As presented, the sign complies with the City's sign requirements.

Since the Applicant did not specify where on the façade the sign will be anchored, a condition has been included in the approval to guide the Applicant on how to properly anchor the sign while preserving the façade. For instance, the Applicant should utilize existing holes on the façade rather than creating new anchor points. If new anchor points are required, they should be placed between the mortar rather than on the face of the brick to minimize damage to the building's façade.

Conditions of Approval:

- The Applicant shall utilize existing anchor points to minimize the creation of new ones. If a new anchor point is necessary, the Applicant shall place the anchors between the mortar joints instead of on the brick face to reduce potential damage to the building's façade.

- 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.
- The Applicant shall not change the scope of work after a Certificate of Appropriateness is approved unless a revised scope of work is resubmitted and approved by the Heritage Preservation Commission.

Attachments:

- Sign Rendering
- Building Street View Image

CUSTOMER INFO

Contact: -Audrey Crouch
Company: -Healing Haven Counseling
Phone #:
Email:

JOB DESCRIPTION

1- 18" x 96"
Alum Sign

(4)

Date: November 25th, 2024 JS

PRICE

*****PLEASE READ THIS FIRST*****

AFTER APPROVAL, QUICKWAY SIGNS WILL NOT BE FINANCIALLY RESPONSIBLE FOR ERRORS ON PROOF.
PLEASE CHECK THIS PROOF THOROUGHLY, CHECKING FOR CORRECT SIZE, COLOR ETC.



- ☐ I have verified the artwork.
- ☐ I have verified the colors.
- ☐ I have verified the text and spelling.
- ☐ I have verified the layout.
- ☐ I have read and agree to all disclaimers.

- ☐ Approved. No Changes Required
- ☐ Please make the noted changes



306 W. Main St.
Waxahachie, TX 75165
972-937-7446
info@quickwaysignstx.com

Signature

Date

(4)



301 S. Rogers Suite 205

Shear (Average in Pounds)					
Size	20 Gauge	18 Gauge	16 Gauge	14 Gauge	12 Gauge
#6	480	789	877	885	
#8	513	846	1108	1131	
#10	580	865	1291	1576	1567
#12	578	914	1308	1836	2267
#14	609	965	1373	1941	2468

(4)





Memorandum

To: Heritage Preservation Commission
From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
Date: January 9, 2025
Re: Consider a Sign Permit for 114 E. Main Street

Applicant: Chris Reeves, Quickway Signs

Owner's Name: Joseph R. Gallo

Property Address: 114 E. Main Street

Request: The applicant plans to install a new wall sign and a vinyl window sign on each storefront window and door. As proposed, they all comply with the City's sign requirements.

The wall sign will be 2.1 feet tall and 9.4 feet wide. Since the Applicant did not specify where on the façade the sign will be anchored, a condition has been included in the approval to guide the Applicant on how to anchor the sign while preserving the façade properly. For instance, the Applicant should utilize existing holes on the façade rather than creating new anchor points. If new anchor points are required, they should be placed between the mortar rather than on the face of the brick to minimize damage to the building's façade.

The vinyl sign on the left storefront window will be 2.6 feet tall and 5.6 feet wide.

The vinyl sign on the right storefront window will be 2.7 feet tall and 5.6 feet wide.

The vinyl sign on the left door will be 1.2 feet tall and 1.2 feet wide.

The vinyl sign on the right door will be 1.1 feet tall and 1.8 feet wide.

Conditions of Approval:

- The Applicant shall utilize existing anchor points to minimize the creation of new ones. If a new anchor point is necessary, the Applicant shall place the anchors between the mortar joints instead of on the brick face to reduce potential damage to the building's façade.
- 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.
- The Applicant shall not change the scope of work after a Certificate of Appropriateness is approved unless a revised scope of work is resubmitted and approved by the Heritage Preservation Commission.

Attachments:

- Sign Renderings

Sign - 005224 - 2024

12/4

(5)



14.8 sq

1.2 sq

14.8 sq = 30.8 Total All Windows

\$39.00
sf ft

Window
44 sq Ft



Memorandum

To: Heritage Preservation Commission
From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
Date: January 9, 2025
Re: Consider Historic Tax Incentive Applications

The City of Waxahachie offers tax incentives for historic residential and commercial properties to encourage property owners to maintain the historical integrity of our community's historic resources. The historic tax incentive is a 25 percent tax exemption of the city portion of the property taxes on the property's appraised value. Property owners must apply for the tax incentive annually with the City of Waxahachie. The Historic Preservation Officer starts accepting applications for the exemption in December, and the application deadline is March 15th every year. All historic tax incentives are approved by the Heritage Preservation Commission to ensure property owners have maintained the historical integrity of their property.

Qualifications for the Historic Tax Incentive Program:

Per Section 24-57 of the Code of Ordinances, Historic resources and property within a historic overlay district shall be eligible for the historic tax incentive program based on meeting all of the following criteria:

- All modifications or expansions are completed through an approved Certificate of Appropriateness;
- The historic resource or property within a historic overlay district is listed on the National Register of Historic Places, designated as a Recorded Texas Historic Landmark or State Archaeological Landmark by the Texas Historical

Commission, or has been designated by the City of Waxahachie as a historically significant;

- The historic resource or property within a historic overlay district must adhere to all city ordinances; and
- The property must apply by March 15th.

Disqualifications for the Historic Tax Incentive Program:

Per Section 24-56 of the Code of Ordinances, no owner of a historic resource or national register shall do any of the following without disqualification from participation in the tax incentive program.

- Implement any exterior alteration, restoration, reconstruction, new construction, or movement of a historic resource (excluding minor in-kind repairs and ordinary maintenance as described in sections 24-60) without first applying for and receiving a certificate of appropriateness from the Heritage Preservation Commission;
- Make any change in the appearance of the historic resource (i.e. light fixtures, signs, sidewalks, fences, steps, paving, or other exterior elements visible from the public right-of-way, excluding minor in-kind repairs and ordinary maintenance as described in section 24-60 of the Code of Ordinances) which affect the appearance and cohesiveness of the historic resource, other historic resources, or a historic overlay district without first applying for and receiving a Certificate of Appropriateness from the Heritage Preservation Commission;
- Demolish an individual historic resource or remove it from its site; or
- Allow a historic resource to fall into a serious state of disrepair, such that deterioration of an exterior architectural feature would likely produce a detrimental effect upon the character of the historic resources, other historic resources in proximity, or a historic overlay district.



Memorandum

To: Heritage Preservation Commission
From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
Date: January 9, 2025
Re: Consider Additional Tax Credit Applications for Routine Maintenance or Restoration

As part of the Historic Tax Incentive Program, a property owner can apply for an additional tax credit for routine maintenance, restoration or commercial reinvestment.

Additional Tax Credit for Routine Maintenance

In addition to the Historic Tax Incentive, residential property owners can apply for an extra 25 percent tax exemption for routine maintenance projects that cost \$1,250 or more. Property owners must submit a copy of the invoice along with before and after photos to the Heritage Preservation Officer to qualify. This additional 25 percent tax credit for routine maintenance is only valid for one year. The maintenance work must be completed between March 15, 2024, and March 15, 2025, and approved by HPC by the March 15th deadline. The purpose of the additional tax credit is to encourage property owners to invest in annual routine maintenance on the exterior of their historic homes.

Residential property owners may apply for either the additional tax credit for routine maintenance or restoration but not both.

Additional Tax Credit for Restoration

In addition to the Historic Tax Incentive, residential property owners can apply for an extra 50 percent tax exemption for restoration projects that cost \$1,250 or more. To qualify, the property owner must submit a copy of the invoice along with before-and-after photos to the Heritage Preservation Officer. This additional 50 percent tax credit will only be available for one year. The restoration work must be completed between March 15, 2024, and March 15, 2025, and must be approved by HPC by the March 15th deadline. The purpose of the additional tax credit is to encourage property owners to restore the original historical features on the exterior of their homes.

Residential property owners may apply for either the additional tax credit for routine maintenance or restoration but not both.

Additional Tax Credit for Commercial Reinvestment

In addition to the Historic Tax Incentive, the property owner of a nonresidential building may apply for an additional 50 percent tax exemption for reinvestment projects costing \$1,250 or more. Only nonresidential properties are eligible for this additional tax credit option. Investments eligible for this incentive shall be those made for:

- Structural repairs and improvements;
- Electrical repairs and improvements;
- Plumbing repairs and improvements;
- Mechanical repairs and improvements;
- Interior repairs and improvements; or
- Exterior restoration.

The property owner must provide the Heritage Preservation Officer with a copy of the invoice and a before-and-after photo. The additional 50 percent tax credit for restoration will apply for only one year. The reinvestment work must be completed between March 15, 2024, and March 15, 2025, and approved by HPC by the March 15th deadline.