

A G E N D A

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, to be held on **Thursday, April 10, 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
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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 March 27, 2025
4. Consider Historic Tax Incentive Applications and associated additional tax credit requests for routine maintenance, restoration, or commercial reinvestment
5. Discuss improvements to the online Historic Tax Incentive Application form
6. Comments by Commission members and City staff
7. 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, March 27, 2025 at 3:00 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
Ronald Finch
Adam Graves
Kelly Savell
Alex Lohmann

Heritage Preservation Commission Members Not Present: Mark Gundert

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 3:00 pm.

2. Public Comments

There were no public comments.

3. Approve the meeting minutes of the meeting held on February 13, 2025

Action:

Jacqueline Montejano motioned to approve the February 13, 2025 meeting minutes. Alex Lohman seconded the motion. *All ayes.*

4. Consider a Sign Permit for 115 W. Franklin Street

Eleana Tuley presented the request.

Action:

Adam Graves motioned to approve the sign permit for 115 W. Franklin Street. Alex Lohman seconded the motion. *All ayes.*

5. Consider a Sign Permit for 302 N. College Street

Eleana Tuley presented the request.

Action:

Jacqueline Montejano motioned to approve the sign permit for 302 N. College Street. Adam Graves seconded the motion. *All ayes.*

6. Consider a Certificate of Appropriateness for 607 N. Rogers Street

(3)

Eleana Tuley presented the request.

Action:

Jacqueline Montejano motioned to approve the Certificate of Appropriateness for 607 N. Rogers Street. Adam Graves seconded the motion. *All ayes.*

7. Consider a Certificate of Appropriateness for 206 E. Marvin Avenue

Eleana Tuley presented the request.

Action:

Ronald Finch motioned to approve the Certificate of Appropriateness for 206 E. Marvin Avenue. Kelly Savell seconded the motion. *All ayes.*

8. Consider Historic Tax Incentive Applications

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

- 101 S. College St.
- 401 Oldham St.
- 626 Dunn St.
- 308 Oldham St.
- 301 S. Rogers St.
- 110 Trinity Ln.
- 210 E. University Dr.
- 212 N. Grand Ave.
- 508A N. College St.
- 608 N. Rogers St.
- 1307 W. Main St.
- 509 Sycamore St.
- 902 W. Marvin Ave.
- 521 N. Grand Ave.
- 312 E. University Ave.
- 318 E. University Ave.
- 108 S. Hawkins St.
- 401 E. Marvin Ave.
- 307 Virginia Ave.
- 106 Floyd St.
- 809 W. Main St.
- 604 W. Main St.
- 717 W. Main St.
- 303 E. Marvin Ave.
- 1025 W. Main St.
- 302 Harbin Ave.
- 200 S. Hawkins St.
- 903 W. Main St.
- 700 S. Rogers St.
- 1210 Martha St.
- 813 W. Jefferson St.
- 304 Harbin Ave.

- 417 W. Main St.
- 814 W. Main St.
- 405 Clark Ln.
- 301 E. University Ave.
- 1008 W. Main St.
- 305 Richmond Ln.
- 119 University Ave.
- 200 N. Rogers St.
- 1408 W. Jefferson St.
- 206 La Vista St.
- 320 W. University Ave.
- 808 Sycamore St.
- 412 W. Parks Ave.
- 121 Virginia Ave.
- 912 E. Marvin Ave.
- 323 Cynisca St.
- 211 Ferris Ave.
- 209 Kaufman St.
- 503 N. College St.
- 507 N. College St.
- 509 N. College St.
- 621 E. Marvin Ave.
- 1105 W. Main St.
- 303 Matthews St.
- 204 La Vista St.
- 110 S. Hawkins St.
- 337 E. University Ave.
- 617 E. Marvin Ave.
- 707 W. Marvin Ave.
- 1219 E. Marvin Ave.
- 109 E. Franklin St.
- 211 S. College St.
- 1000 W. Main St.
- 105 Lucas St.
- 111 Almond St.
- 1404 W. Main St.
- 219 Monticello Dr.
- 610 Sycamore St.
- 209 S. College St.
- 405 W. Marvin Ave.
- 204 E. University Ave.
- 818 W. Main St.
- 414 W. Marvin Ave.
- 309 E. Marvin Ave.
- 105 & 107 W. Franklin St.
- 855 Cantrell St.
- 415 Brown St.
- 415 S. Flat St.
- 320 E. Marvin Ave.
- 1034 W. Main St.
- 607 Sycamore St.
- 404 W. Main St.
- 511 Water St.
- 314 E. Marvin Ave.

- 210 S. Hawkins St.
- 120 University Ave.
- 510 W. Jefferson St.
- 307 S. Rogers St.
- 305 University Ave.
- 113 Overhill Dr.
- 603 N. Rogers St.
- 212 W. Jefferson St.
- 611 N. Rogers St.
- 602 N. Rogers St.
- 1208 E. Marvin Ave.
- 606 Sycamore St.
- 211 Harbin Ave.
- 313 Harbin Ave.
- 201 Harbin Ave.
- 207 S. Hawkins St.
- 329 Virginia Ave.
- 513 Sycamore St.
- 708 W. Main St.
- 215 S. College St.
- 1021 W. Main St.
- 802 Brown St.
- 113 William St.
- 201 Brown St.
- 114 E. Main St.
- 106 S. Rogers St.
- 316 Virginia Ave.
- 100 S. Rogers St.
- 1300 W. Main St.
- 514 W. Marvin Ave.
- 110 W. Main St.
- 114 W. Main St.
- 309 Oldham St.
- 330 E. University Ave.
- 510 Water St.
- 300 University Ave.
- 306 & 308 S. Rogers St.
- 1210 W. Main St.
- 110 E. Main St.
- 104 S. Rogers St.
- 421 S. College St.
- 503 Ferris Ave.
- 106 S. Jackson St.
- 215 W. Franklin St.
- 204 S. Elm St.
- 210 W. Franklin St.
- 203 S. College St.
- 213 S. College St.
- 209 W. Main St.
- 315 Virginia Ave.
- 206 N. Grand Ave.

The Heritage Preservation Commission tabled the historic tax incentive applications for the following properties:

(3)

- 602 N. Rogers St. – *The Commission tabled the application to verify whether the original wood windows had been removed and if the door had been replaced with one that is not period-appropriate for the home.*

The Heritage Preservation Commission denied the historic tax incentive applications for the following properties:

- 116 E. University Ave. – *The historic tax incentive application was denied because the columns were not composed of brick, as initially approved by the Certificate of Appropriateness.*
- 1414 Ross St. – *The historic tax incentive application was denied because the door was not period-appropriate for the home. The commission sent the applicant examples of four and six-panel doors.*
- 601 E. Ross St. – *The historic tax incentive application was denied because the original wood windows had been removed, and the home lacked period-appropriate door and columns.*
- 202 Rosseau St. – *The historic tax incentive application was denied because the original wood windows had been removed, and the home lacked period-appropriate door and railing.*
- 404 N. Gibson St. – *The historic tax incentive application was denied because the original wood windows had been removed, and the home lacked period-appropriate door and columns.*
- 500 Kaufman St. – *The historic tax incentive application was denied because the original wood windows had been removed.*
- 803 Cantrell St. – *The historic tax incentive application was denied because the property owner added a new window to the second-story façade, which was not architecturally consistent with the other windows on the front façade.*
- 303 Patterson St. – *The historic tax incentive application was denied because, according to the 2016 Historic Resource Survey prepared by a third-party consultant, the property was not historically significant. The subject property was deemed ineligible as a local landmark, non-contributing to a local historic district, and not eligible for individual listing in the National Register of Historic Places (NRHP), as well as non-contributing to the NRHP district proposed for that geographic area.*
- 208 N. Jackson St. – *The historic tax incentive application was denied because, according to the 2016 Historic Resource Survey prepared by a third-party consultant, the property was not historically significant. The subject property was deemed ineligible as a local landmark, non-contributing to a local historic district, and not eligible for individual listing in the National Register of Historic Places (NRHP), as well as non-contributing to the proposed NRHP district for that geographic area.*
- 407 Franklin St. – *The historic tax incentive application was denied because, according to the 2019 Historic Resource Survey prepared by a third-party consultant, the property was not historically significant. The subject property was deemed ineligible as a local landmark, non-*

contributing to a local historic district, and not eligible for individual listing in the National Register of Historic Places (NRHP), as well as non-contributing to the proposed NRHP district for that geographic area. (3)

- 418 W. Franklin St. – *The historic tax incentive application was denied due to significant alterations to the front façade that undermined the home’s original historic character. Additionally, modifications were made without securing a certificate of appropriateness.*
- 614 N. Rogers St. – *The historic tax incentive application was denied because the gingerbread trim on the front gable was altered inappropriately, the original wood windows were removed, and the window lacked mullions.*
- 1209 Martha St. – *The historic tax incentive application was denied due to significant alterations to the front façade that undermined the home’s original historic character. Additionally, modifications were made without securing a certificate of appropriateness.*
- 327 N. Grand Ave. – *The historic tax incentive application was denied because the subject property was not 50 years or older.*

Ronald Finch recused himself from reviewing the historic tax incentive application for 106 Floyd Street.

Peggy Crabtree recused herself from reviewing the historic tax incentive application for 207 Hawkins Street.

Action:

Adam Graves motioned to approve, table, and deny the historic tax incentive applications as presented above. Alex Lohman seconded the motion. *All ayes.*

9. Consider Additional Tax Credit Applications for Routine Maintenance, Restoration and Commercial Reinvestment

The Heritage Preservation Commission approved the additional tax credit for routine maintenance for the following properties:

- | | |
|----------------------|-----------------------|
| • 304 Oldham St. | • 610 Sycamore St. |
| • 124 Kaufman St. | • 405 W. Marvin Ave. |
| • 207 S. Hawkins St. | • 818 W. Main St. |
| • 106 Floyd St. | • 855 Cantrell St. |
| • 809 W. Main St. | • 607 Sycamore St. |
| • 302 Harbin Ave. | • 611 N. Rogers St. |
| • 209 Kaufman St. | • 1208 E. Marvin Ave. |
| • 621 E. Marvin Ave. | • 313 Harbin Ave. |
| • 1105 W. Main St. | • 201 Harbin Ave. |

- 329 Virginia Ave.

The Heritage Preservation Commission approved the additional tax credit for restoration for the following properties:

- 902 E. Marvin Ave.
- 210 E. University Ave.

The Heritage Preservation Commission approved the additional tax credit for commercial reinvestment for the following properties:

- 209 S. College St.
- 212 W. Jefferson St.
- 105 & 107 W. Franklin St.
- 1300 W. Main St.

The Heritage Preservation Commission tabled the additional tax credit for routine maintenance for the following properties:

- 602 N. Rogers St. – *The Commission tabled the additional tax credit application because the associated historic tax incentive application was tabled.*

The Heritage Preservation Commission denied the additional tax credit for routine maintenance for the following properties:

- 604 W. Main Street – *The additional tax credit application was denied because routine maintenance was performed on the accessory structure, which was not originally part of the primary structure and was constructed in 2001.*
- 617 E. Marvin Street – *The additional tax credit application was denied because the work was not performed within the last year.*
- 116 E. University Ave. - *The additional tax credit application was denied because the associated historic tax incentive application was not approved.*

The Heritage Preservation Commission denied the additional tax credit for commercial reinvestment for the following properties:

- 208 N. Jackson St. – *The additional tax credit application was denied because the related historic tax incentive application was not approved.*

Ronald Finch recused himself from reviewing the additional tax credit application for 106 Floyd Street.

Peggy Crabtree recused herself from reviewing the additional tax credit application for 207 Hawkins Street.

Action:

Alex Lohman motioned to approve the additional tax credit applications as noted above. Kelly Savell seconded the motion. *All ayes.*

10. Comments by Commission members and City staff

Jacqueline Montejano asked Eleana Tuley whether the City had received any Certificate of Appropriateness (COA) applications for homes affected by the recent storm. She wanted to ensure that we weren't delaying repairs for historic homes. Eleana confirmed that a Certificate of Appropriateness was not needed for roof replacements or minor exterior repairs, as these fell under routine maintenance, which does not require a COA. Jacqueline noted that if any repair work arose that required a Certificate of Authorization (COA), the commission should hold a special meeting to assist those impacted by the storm. All other commission members agreed.

11. Adjourn

The meeting adjourned at 7:07 pm.

Respectfully Submitted by Eleana Tuley.



(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: April 10, 2025

Re: Consider Historic Tax Incentive Applications and associated additional tax credit requests for routine maintenance, restoration, or commercial reinvestment

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 on December 1st, and the application deadline is March 15th every year. All historic tax incentives are approved by the Heritage Preservation Commission to ensure that property owners maintain the historical integrity of their properties.

The historic tax incentive applications under discussion at this meeting include those tabled at the March 27th Heritage Preservation Commission meeting, as well as applications submitted in paper form by property owners before the deadline who encountered difficulties with the online submission process. The applications considered at this meeting were not accepted after the March 15th deadline.



(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: April 10, 2025

Re: Discuss improvements to the online Historic Tax Incentive Application form

This year, we successfully launched the online application process for the historic tax incentive program, making it easier and more efficient for applicants to submit their applications. The transition to a digital platform streamlined the submission process, improved accessibility, and allowed for a more organized review by the Staff and the Heritage Preservation Commission. Given the success of this launch, we are now evaluating potential enhancements to the application for next year to ensure we receive the most comprehensive information from applicants. These improvements will enable the commission to conduct thorough reviews with all necessary details readily available, ultimately strengthening the program and enhancing its impact on historic preservation.



Historic Tax Incentive Application

The City of Waxahachie offers a historic tax incentive to encourage property owners to preserve the historical integrity of their historic homes or nonresidential buildings. These incentives are approved by the Heritage Preservation Commission. The deadline to apply for the historic tax incentive is March 15, 2025, at 11:59 PM. Before submitting your application, please ensure that you have gathered all necessary documentation required for the historic tax incentive, as well as any additional tax credits related to routine maintenance, restoration, or commercial reinvestment.

(5)

E-mail *

Property Owner's Name *

Provide the name of the property owner as it appears on the Ellis County Appraisal District records

Applicant's Name *

Provide the name of the person submitting this application

Are you the property owner?

☐ Yes

☐ No

Property Address *

Provide the address for the property for which you are seeking the historic tax incentive

ECAD Property ID *

Provide the six-digit property identification assigned by the Ellis County Appraisal District

Upload a **CURRENT** photo of the residential or nonresidential bldg. *

A current photo of the home or nonresidential building is required annually to ensure the property owner is maintaining the historical integrity of the historic structure.

Drag and drop up to 1 files here to upload or [Choose files](#)

Would you like to apply for the additional tax credit for routine maintenance? Only residential properties are eligible. *

To qualify for the additional tax credit for routine maintenance, you must spend a minimum of \$1,250 and provide a copy of the invoice along with a photo of the completed improvement. Only residential properties are eligible for this additional tax credit. If you have any questions, contact Eleana Tuley at eleana.tuley@waxahachie.com or 469-309-4111 before submitting your application.

☐ Yes

☐ No

Would you like to apply for the additional tax credit for restoration? Only residential properties are eligible. *

To qualify for the additional tax credit for restoration, you must spend a minimum of \$1,250 and provide a copy of the invoice along with a photo of the completed improvement. Only residential properties are eligible for this additional tax credit. If you have any questions, contact Eleana Tuley at eleana.tuley@waxahachie.com or 469-309-4111 before submitting your application.

☐ Yes

☐ No

Would you like to apply for the additional tax credit for commercial reinvestment? Only nonresidential properties are eligible. *

To qualify for the additional tax credit for commercial reinvestment, you must spend a minimum of \$1,250 and provide a copy of the invoice along with a photo of the completed improvement. Only nonresidential properties are eligible for this additional tax credit. If you have any questions, contact Eleana Tuley at eleana.tuley@waxahachie.com or 469-309-4111 before submitting your application.

☐ Yes

☐ No

I hereby confirm that all information provided in this application is true, accurate, and complete to the best of my knowledge, and I understand that any falsification of information may result in disqualification. *

☐ By checking this box I agree to the statement above.

Signature *

Sign

(5)

Submit