

A G E N D A

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, to be held on ***Thursday, June 12, 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 May 8, 2025
4. Consider a Certificate of Appropriateness for 510 Water Street
5. Discuss Best Practices and Submission Requirements for Window Restoration and Replacement
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

<i>Notice of Potential Quorum</i> <i>One or more members of the Waxahachie City Council may be present at this meeting.</i> <i>No action will be taken by the City Council at this meeting.</i>

MINUTES

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, was held on Thursday, May 8, 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 Present: Peggy Crabtree, Chair
Jacqueline Montejano, Vice Chair
Ronald Finch
Adam Graves
Mark Gundert
Alex Lohmann

Heritage Preservation Commission Members Not Present: Kelly Savell

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

1. Call to Order

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

2. Public Comments

None.

3. Approve the meeting minutes of the meeting held on April 10, 2025

Action

Jacqueline Montejano motioned to approve the meeting minutes of the meeting held on April 10, 2025. Motion was seconded by Adam Graves and carried 6-0.

4. Consider a Certificate of Appropriateness for 215 E. Main Street

Eleana Tuley presented the request to the commission.

Since the improvements were predominantly located behind the building, the Commission recommended that the property owner reuse the existing brick to the extent possible when removing the wall to add a new back door. If the contractor needs to incorporate new brick, it should closely resemble the existing brick. Furthermore, the Commission recommended that the property owner ensure the contractor uses a lime-based mortar (rather than Portland cement) on the back wall to prevent damage and cracking. Historic brick is often softer and more porous, requiring a compatible mortar to allow for proper breathability and movement.

Action

Jacqueline Montejano motioned to approve the Certificate of Appropriateness for 215 E. Main Street with the recommendation that the property owner reuse the existing brick to the greatest

extent possible. If new brick is necessary, it should match the existing brick. Additionally, the contractor should use a lime-based mortar (rather than Portland cement) on the back wall to prevent damage and cracking. Motion was seconded by Alex Lohman and carried 5-1 with Adam Graves voting in opposition.

5. Consider a Certificate of Appropriateness for 205 Oldham Street

Eleana Tuley presented the request to the commission.

Action

Adam Graves motioned to approve the Certificate of Appropriateness for 205 Oldham Street. Motion was seconded by Ronald Finch and carried 4-2 with Jacqueline Montejano and Peggy Crabtree voting in opposition.

6. Comments by Commission members and City staff

The Commission discussed the need to enhance the Certificate of Appropriateness application by providing a more detailed checklist to better guide applicants on the information required when proposing window replacements. This initiative is intended to improve clarity and set expectations for applicants regarding preservation standards. Recently, the National Alliance of Preservation Commissions (NAPC) hosted a webinar highlighting best practices for window restoration and offering examples of application processes and evaluation criteria used in other cities. The Commission agreed that all members would view the webinar in preparation for further discussion on how to strengthen the City's approach and encourage appropriate window restoration practices.

Eleana announced to the Commission that Historic Waxahachie Incorporated (HWI), in coordination with HHM & Associates, Inc., will host an informational meeting about the historic resource survey currently being conducted for 1200 properties in the city on June 26, 2025, at 5:30 pm in the Charles Beatty Building, located in the Mean Green Conference Room.

7. Adjourn

The meeting adjourned at 6:31 pm.

Respectfully Submitted 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: June 12, 2025
Re: Consider a Certificate of Appropriateness for 510 Water Street

Applicant: James Honeycutt

Owner's Name: Jeffery Calvery

Property Address: 510 Water Street

Request: The applicant proposed to restore nine windows and the siding on the west façade of the residential structure using original materials. Additionally, the applicant included a link on the last page of the COA application that features photos showing the existing conditions of the windows and siding.

It is the property owner's intent to apply for the Historic Tax Incentive Program in the future.

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.

- 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:

- Certificate of Appropriateness Application

CITY OF WAXAHACHIE

APPLICATION FOR

CERTIFICATE OF APPROPRIATENESS

FOR HISTORIC PROPERTY RESTORATIONS

Case Number _____ Date Filed: 05/29/2025

Date for Consideration by the Heritage Preservation Commission: _____

Property Owner Jeff Calvery and/or Agent Credo Construction, James Honeycutt

Mailing Address –Owner/Agent (circle one) 3201 Dallas Parkway, Suite 200 Frisco, TX 75034

Phone number [REDACTED]

Email address [REDACTED]

Historic Structure Address 510 Water St, Waxahachie, TX 75165

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 x 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: This project is to restore 9 plate glass windows on the west side of the building, and 1 window/stain glass. We will replace 7 courses of 5 1/2" pine lap siding rotted/damaged at the HVAC termination to the interior of the building. Both as a result of the elements.

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).

___The proposed exterior work will be utilizing the same materials to bring the windows and siding back into functional condition. There will be no aesthetic changes to the structure of the property. Windows to be restored with premium kiln dried square edge pine and primed with Sherwin Williams PrimeRx Peel bonding primer. Siding to be replaced with premium pine lap siding and primed with Sherwin Williams Preprite Problock latex primer/sealer.

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CHECKLIST

The following items must be included with this application:

- o Current photograph(s) of the existing structure
- o 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.

- o 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
- o List of materials for all exterior surfaces and/or signs
- o Dollar value of improvements to be made

The following items may be requested:

- o Location map of proposed buildings and structures
- o Details of proposed lighting fixtures
- o Sample(s) of material(s) to be used
- o 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

(4)

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 ____

Links to all window photos <https://app.companycam.com/galleries/oTjFcPwI>

Links to siding photos <https://app.companycam.com/galleries/LjogLAFw>

Estimate

Reel Quality Paint

168 S.

Greenbriar Rd.

Whitney TX

76692

Please make checks payable to John C. Reel

BILL TO

ESTIMATE #

160

James Honeycutt Credo Construction

This is an estimate for restoration work at

501 Water St. Waxahachie Tx. 75165

ESTIMATE DATE

05/27/2025

DESCRIPTION

AMOUNT

We will be restoring the 9 windows on the west side of the building, 2 windows at the back door. We will be replacing several 1x4 side trim boards with premium kiln dried square edge white pine common boards, all exposed wood will be primed with Sherwin Williams PrimeRx Peel Bonding Primer

4,600.00

Replace 7 courses of 5 1/2" pine lap siding with 5 1/2" premium pine lap siding. This will be labor intensive due to several electrical conduits, utilities and duct work on this side of the building. All raw wood will be primed with Sherwin Williams Preprite Problock latex primer/ sealer

4,900.00

Subtotal

\$9,500.00

Overhead and Profit

\$1,900.00

TOTAL

\$11,400

Taxes may apply

(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: June 12, 2025

Re: Discuss Best Practices and Submission Requirements for Window Restoration and Replacement

The Heritage Preservation Commission will review best practices for window restoration and consider strategies to enhance communication with applicants regarding the required documentation and evaluation criteria for window restoration or replacement requests. These efforts are intended to streamline and facilitate the restoration process for homeowners of historic properties.