

A G E N D A

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, to be held on **Thursday, August 14, 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:	Vacant
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 special meeting held on July 3, 2025, and the regular meeting held on July 10, 2025
4. Discuss and consider revisions to the Certificate of Appropriateness Application
5. Comments by Commission members and City staff
6. 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 special meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, was held on Thursday, July 3, 2025 at 10 am. in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas.

Heritage Preservation Commission Members Present: Jacqueline Montejano, Vice Chair
Ronald Finch
Mark Gundert
Alex Lohmann

Heritage Preservation Commission Members Not Present: Peggy Crabtree, Chair
Adam Graves
Kelly Savell

Planning & Zoning Commission Liaison: Marlene Norcross (Not Present)
Heritage Preservation Manager: Eleana Tuley (Present)
City Council Liaison: Patrick Souter (Not Present)

1. Call to Order

Jacqueline Montejano called the meeting to order at 10:03 am.

2. Public Comments

There were no public comments.

3. Approve the meeting minutes of the meeting held on June 12, 2025

Action:

Alex Lohman motioned to approve the June 12, 2025, meeting minutes. Mark Gundert seconded the motion. *All ayes.*

4. Consider a Certificate of Appropriateness for 100 N. College Street

The property owners presented their request to the commission and brought a prototype of the custom wood window explicitly designed for the Rogers Hotel. They also provided photographs of the existing conditions, highlighting areas where the wood was so severely rotted and deteriorated that repair was no longer feasible. Their intent was for the custom wood windows to be identical to the original windows, ensuring that the difference between the old and new windows is virtually indistinguishable. Additionally, the windows will include a 10-year warranty provided by the carpenter. The commission expressed the importance of the new windows having the same number of panes, recessed depth, and character glass, if any.

Action:

Mark Gundert motioned to approve the Certificate of Appropriateness with the conditions listed below:

- The windows approved for replacement or restoration are limited to those identified in the “Existing Conditions Photos Report” (dated June 25, 2025). Any additional windows proposed for inclusion in the scope of work must receive prior approval from the Heritage Preservation Commission.
- All replacement windows must match the configuration of the original windows they are replacing. For example, a 6-over-1 window must be replaced with a 6-over-1 window, and an 8-over-1 window with an 8-over-1.
- Replacement 6-over-1 or 8-over-1 pane windows will be made of wood and may utilize clear glass; however, leaded architectural windows must be replaced using the same type of leaded glass to maintain their historic character.
- Any salvageable wavy glass should be preserved and donated to a local architectural salvage organization, the City of Waxahachie, or Historic Waxahachie Inc. for historic homeowners to reuse as architectural glass is historically significant and increasingly difficult to obtain.

Alex Lohman seconded the motion. *All ayes.*

5. Comments by Commission members and City staff

No comments.

6. Adjourn

The meeting adjourned at 11:03 am.

Respectfully Submitted by Eleana Tuley

MINUTES

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, was held on Thursday, July 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
Planning & Zoning Commission Liaison:	Marlene Norcross (Present)
Heritage Preservation Manager:	Eleana Tuley (Present)
City Council Liaison:	Patrick Souter (Present)

Guests: Chris Wright, Council Member Place 3

1. Call to Order

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

2. Public Comments

There were no public comments.

3. Consider a Certificate of Appropriateness for 411 E. Marvin Avenue

Eleana Tuley presented the request to the commission.

Action:

Adam motioned to approve the Certificate of Appropriateness for 411 E. Marvin Street.
Jacqueline Montejano seconded the motion. *All ayes.*

4. Discuss Best Practices and Submission Requirements for Window Restoration and Replacement

At the June 12, 2025 Heritage Preservation Commission (HPC) meeting, the commission agreed to add a window repair and restoration checklist to the Certificate of Appropriateness (COA) application. Following the meeting, each commissioner submitted recommendations for items to include in the checklist. Eleana has consolidated all the feedback into a single draft checklist, which was discussed as a group at the meeting. A revised COA application and checklist will be presented at the August 14, 2025, HPC meeting.

5. Comments by Commission members and City staff

Eleana Tuley reminded the commission that the deadline to apply for the City's Boards and Commissions was July 31, 2025. The City Secretary should have notified every board member whose term was expiring.

6. Adjourn

The meeting adjourned at 6:30 pm.

Respectfully Submitted by Eleana Tuley