

A G E N D A

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, to be held on **Thursday, February 12, 2026 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:	Jacqueline Montejano, Vice Chair
	Ronald Finch, Vice Chair
	Peggy Crabtree, Secretary
	Alex Lohmann
	Mark Gundert
	Mark McReynolds
	Kelly Savell

Planning & Zoning Commission Liaison:	Jimmy Poarch
Heritage Preservation Manager:	Sandy Rehkopf
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. ***Speakers must observe the three (3) minute time limit.***

In order to be recognized during Public Comments, please complete a Public Appearance Card located at the entrance of the meeting room. Please present the card to the City Secretary, or their designee, ten (10) minutes before the start of the business meeting.

3. Approve the meeting minutes of the regular meeting held on January 22, 2026
4. Consider Certificate of Appropriateness for 218 University
5. Consider Certificate of Appropriateness for 216 W Franklin
6. Consider Historic Tax Incentives for Historic Resources previously qualified
7. Consider Historic Tax Incentives for Historic Resources not previously qualified
8. Consider additional tax credits for routine maintenance or restoration of residential and commercial properties
9. Comments by Commission members and City staff
10. 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.

ACCESSIBILITY STATEMENT

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 ADA Coordinator at (469) 309-4000 or (TDD) 1-800-RELAY TX

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.

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, was held on Thursday, January 22, 2026 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:	Jacqueline Montejano, Chair Ronald Finch, Vice Chair Peggy Crabtree, Secretary Kelly Savell Mark Gundert Alex Lohmann Mark McReynolds
Planning & Zoning Commission Liaison:	Jimmy Poarch (Present)
Heritage Preservation Manager:	Sandy Rehkopf (Present)
Director of Parks & Leisure Services:	Gumaro Martinez (Present)
City Council Liaison:	Patrick Souter (Present)

1. Call to Order

Chair Jacqueline Montejano called the meeting to order at 5:30 p.m.

2. Public Comments

None.

3. Approve the meeting minutes of the regular meeting held on December 11, 2025 and special meeting held on January 7, 2026.

Action:

Peggy Crabtree moved to approve the December 11, 2025 and January 7, 2026 meeting minutes as presented. The motion was seconded by Kelly Savell and carried unanimously (7-0).

4. Consider a Certificate of Appropriateness for 815 Circle

Gumaro Martinez, Executive Director of Parks and Leisure Services, presented the item. The request involves removing the front addition where the front porch was closed in. Front door and window of same like and kind will be replaced in original locations.

Commissioner Alex Lohmann stated that he visited the property and spoke with the owner confirming the scope of work and its appropriateness.

Action:

Alex Lohmann motioned to approve the Certificate of Appropriateness for 815 Circle. The motion was seconded by Mark McReynolds and carried unanimously (7-0).

5. Consider a Certificate of Appropriateness for 608 N Rogers

Mr. Martinez presented the request and contractor, Jason Blair, was present. The request involves repair to the left pillar of the front porch where the brick has shifted and is beginning to buckle. The contractor stated that he expects to shore up the weight and manually shift the pillar without having to deconstruct it. If it is necessary to repair a small section, he will preserve and use original brick.

Commissioner Alex Lohmann stated that he visited the property and was able to speak to the contractor to confirm the scope of work.

Action:

Peggy Crabtree motioned to approve the Certificate of Appropriateness for 608 N Rogers. The motion was seconded by Alex Lohmann and carried unanimously (7-0).

6. Consider Historic Tax Incentives for Previously Qualified Resources

Mr. Martinez presented the item. He reminded the Commissioners of the new annual review process for re-applications where properties were approved in the prior tax year and no significant exterior changes were identified and use of a consent agenda approach to approve in bulk.

Mr. Martinez presented 51 properties and provided the Commissioners the opportunity to request discussion on any property. No requests were received.

Historic Tax Incentives Considered:

- 817 West Main
- 700 Water
- 700 South Rogers
- 626 Kaufman
- 626 Dunn
- 605 E Marvin Ave
- 600 Sycamore
- 521 E Ross
- 515 N College
- 512 N Grand Ave
- 501 Dunn Street
- 500 Madison
- 422 Dr Martin Luther King Jr
- 417 W Jefferson St
- 405 W Franklin
- 404 Perry Ave
- 401 E Marvin Ave
- 321 East University
- 3203 Howard Road
- 311 N Flat
- 300 Harbin Ave.
- 300 E Parks

- 243 Patrick St
- 2202 Howard Rd
- 218 University Ave
- 217 E Main
- 213 S College Street
- 209 W Jefferson
- 209 W Franklin
- 208 Wyatt
- 208 North Grand Ave
- 206 Lavista St
- 205 Overhill Dr
- 205 Lavista St
- 203 S College
- 203 Criddle
- 200 N Rogers
- 15 Yinger
- 1408 W Jefferson
- 120 University Ave.
- 117 W University
- 115 W University
- 105 Greenbrier
- 104 S Rogers St
- 104 Harbin Ave
- 104 Bateman
- 102 Griffin
- 1020 W. Main St.
- 101 S College
- 1015 Water
- 100 S Rogers St

Action:

Alex Lohmann moved to approve the list of fifty-one previously qualified historic resources as submitted via Memo and recommended by staff for the 2026 year. The motion was seconded by Ronald Finch and approved unanimously (7-0).

7. Consider Historic Tax Incentives for Historic Resources not previously qualified

Mr. Martinez presented the item. He presented new applications for seventeen properties to the commission for consideration. The Commission reviewed and discussed each property thoroughly.

Historic Tax Incentives Considered:

- 307 Monticello* (tabled from 12/11/25)
- 401 Turner* (tabled from 12/11/25)
- 604 Royal* (tabled from 12/11/25)

- 1203 W Marvin
- 711 W Main
- 810 E Marvin
- 622 Dunn
- 612 W Parks Ave
- 608 W Parks Ave
- 500 Bryson
- 321 University
- 309 Highland
- 307 Highland
- 203 W University
- 115 Overhill
- 109 Savannah
- 107 Park Dr

Action:

Ronald Finch motioned to:

Table the Certificate of Appropriateness for three properties to allow site visits:

- *401 Turner – to make recommendations on gable detail and porch posts.*
- *500 Bryson – to research siding*
- *109 Savannah – to gather historic photo of garage door*

Deny the Certificate of Appropriateness for three properties:

- *321 University for windows*
- *309 Highland for porch posts*
- *203 W University for windows*

Approve the remaining eleven properties:

- *307 Monticello*
- *604 Royal*
- *1203 W Marvin*
- *711 W Main*
- *810 E Marvin*
- *622 Dunn*
- *612 W Parks Ave*
- *608 W Parks Ave*
- *307 Highland*
- *115 Overhill*
- *107 Park*

The motion was seconded by Kelly Savell and carried unanimously (7-0).

8. Consider Additional Tax Credits for Routine Maintenance or Restoration of Residential and Commercial Properties

Mr. Martinez presented a new application for historic tax incentive which included a request for additional tax credit associated with routine maintenance and/or restoration efforts for the property:

- 303 Kirven

Mr. Martinez then presented applications that were previously approved for tax credit in the prior year which included requests for additional tax credits associated with routine maintenance and/or restoration efforts for properties:

- 203 Bryson
- 1500 W Main
- 105/107 Franklin

The Commission reviewed each property and discussed each at length.

Action:

Mark Gundert motioned to:

Deny the historic tax incentive and Deny the additional tax credit for:

- 303 Kirven – *for porch railing and new porch flooring not appropriate*

Approve the tax incentives and Deny the additional tax credits for:

- 203 Bryson – *interior repairs, not qualified*
- 1500 W Main – *interior repairs, not qualified*
- 105/107 Franklin – *no COA for windows*

The motion was seconded by Peggy Crabtree and approved unanimously (7-0).

9. Comments by Commission members and City staff

Chair Montejano mentioned making a change to the tax incentive application by adding a question for the property owners, “Has the property undergone any exterior repairs or alterations in the past year?”. This question may ease the burden of the commission trying to determine in the meetings if items in the photos are the same or not, since the quality of many photos is not conducive for making comparisons. This question on the application would allow confirmation without tabling of properties and/or property owner being present at the meeting.

Chair Montejano initiated additional discussion about how the Commission can be more available to property owners both to make specific recommendations and to provide general education about historic preservation. Discussion ensued about potentially partnering with another historic preservation group, such as HWI, to host an event for citizens in May to align with Historic Preservation Month.

Commissioners Jacqueline Montejano, Alex Lohmann, Ron Finch, and Mayor Pro Tem Souter volunteered to establish a Planning Committee around the event idea suggested.

Lastly, Commissioner Montejano requested to reschedule the April 9, 2026 HPC meeting due to the majority of the Commissioners and the staff being away at the annual conference. After brief

discussion of available dates and potential agenda content, it was unanimously agreed to reschedule the meeting for April 23, 2026.

10. Adjourn

There being no further business, the meeting adjourned at 7:55 p.m.

Respectfully submitted,

Sandy Rehkopf
Historic Preservation Manager



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Manager
Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
Date: February 12, 2026
Re: Consider a Certificate of Appropriateness for 218 University Ave

Applicant: Mark McReynolds

Owner's Name: Mark McReynolds

Property Address: 218 University Ave

Request: The request involves replacing current front door (non-original) with one that is more appropriate to the Craftsman style of the home as opposed to the Traditional style (6-panel).

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 complete 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
- Photo
- Drawing

Certificate of Appropriateness Application Form

Date Filed: 01-20-26

Property Owner's Name: Mark McReynolds and/or Agent: Same

Mailing Address: 218 University Ave, Waxahachie, TX 75165

Phone number: [REDACTED] Email address: [REDACTED]

Historic Structure Address: 218 University Ave, Waxahachie, TX 75165

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

Has this structure been designated as a Historic Resource?

Yes X No _____ By whom: HWI

(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 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: Replace the current front door (non-original) with one that is more appropriate to the Craftsman style of the home as opposed to the Traditional style (6-panel).

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): I am a residential designer who has worked on several hundred historical structures, many of them being Craftsman's. I have never seen a 6-panel door as the front entry door; the doors have always had some sort of multi-pane window feature at the top.

General Checklist for Certificate of Appropriateness Application

(Applicable to All Project Types)

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

- ☒ Current photograph(s) of the existing structure
- ☐ Historic photograph(s) (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

The following items may be requested:

- Site plan showing the location of existing and proposed structures on the subject property
- Sample(s) of material(s) or fixture(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 a Historic Overlay District, you must consult the *Downtown or Residential Design Guidelines* before planning your project. You can obtain a copy of the guidelines on the City of Waxahachie website at www.waxahachie.com under the Heritage Preservation Department webpage or by contacting the Downtown Redevelopment and Historic Preservation Manager.

If your property is not in the Historic Overlay District, we highly recommend you refer to the *Residential Design Guidelines* and the *Secretary of the Interior's Standards for the Treatment of Historic Properties* as you plan your project. You can obtain a copy online at www.waxahachie.com under the Heritage Preservation Department webpage or by contacting the Heritage Preservation Officer (sandy.rehkopf@waxahachie.com).

NOTE: Plan to submit your application to 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 AUTHORIZATION

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

Signature: _____ Date: _____ Preliminary Approval Yes _____ No _____

Signature: _____ Date: _____ Final Approval Yes _____ No _____

Checklist for Certificate of Appropriateness – Window Repair & Restoration

(Applicable to Projects Involving the Repair or Restoration of Existing Windows)

The Downtown and Residential Design Guidelines encourage restoring and stabilizing historic windows whenever feasible. Historic windows were designed to be easily repaired using methods such as reglazing, wood fillers, or selective replacement of damaged wood. **If replacement is proposed, applicants must demonstrate that repair is not feasible (more than 50% of the window is damaged or destroyed, excluding glass). Vinyl windows are not permitted.** Replacement windows should match the historic windows' sash, pane configuration, and material so as to make them indistinguishable from the original windows.

Please complete the checklist below and include all required supporting documentation with your COA application.

1. Project Scope

(Check All That Apply)

- ☐ Window Repair (minor or major)
- ☒ Window Replacement with Same Materials
- ☐ Window Replacement with Substitute Materials (e.g., engineered wood, composite)
- ☐ Enlargement of Existing Window Opening
- ☐ Addition of New Windows to Historic Structure
- ☐ Elimination or Removal of Existing Windows
- ☐ Alteration in the Number, Size, or Style of Windows (including trim)

2. Existing Window Status

(Check All That Apply)

- ☐ Windows are original to the structure
- ☐ Windows have already been replaced
- ☐ I don't know

3. Existing Window Composition and Character

(Check All That Apply)

- ☐ Wood Frame
- ☐ Metal Frame
- ☐ Aluminum-Clad Wood
- ☐ Vinyl

- ☐ Arched Frame
- ☐ Unique Divided Light (Window Pane) Patterns
- ☐ Unique Mullion/Mutton Configurations
- ☐ Unique Window Groupings (e.g., bay windows)
- ☐ Stained or Leaded Glass
- ☐ Rounded Glass
- ☐ Etched Glass
- ☐ Carved Wood
- ☐ Other Historic Glass (e.g., wavy, bubble, textured): _____

4. Window Location

(Check All That Apply)

- ☒ **Front Elevation** – Primary façade (or entrance) facing the street
- ☐ **Side Elevation (Street Facing)** – Side of the building facing a street (e.g., corner lots with two street frontages)
- ☐ **Side Elevation (Non-Street Facing but Visible)** – Side of the building not facing a street but visible from the public right-of-way
- ☐ **Side Elevation (Non-Street Facing)** - Side of the building not visible from the public right-of-way
- ☐ **Rear Elevation** – Back of the building

5. Window Placement by Building Level

(Select One)

- ☒ First Floor Only
- ☐ Second Floor Only
- ☐ Third or Higher Elevation
- ☐ Multiple Floors, including the following: _____

6. Required Documentation

(Check each box to confirm that you have included all required documentation with your application)

In addition to this form, please include the following:

- ☐ Photo(s) of each elevation where windows are affected

- Clearly label each window (e.g., “Window 1,” “Window 2,” etc.)



- ☐ Photo(s) of existing conditions for each affected window

- Clearly label each window (e.g., “Window 1,” “Window 2,” etc.)
- If windows are damaged, photos must clearly show the extent of deterioration



For window replacement projects, also include the following:

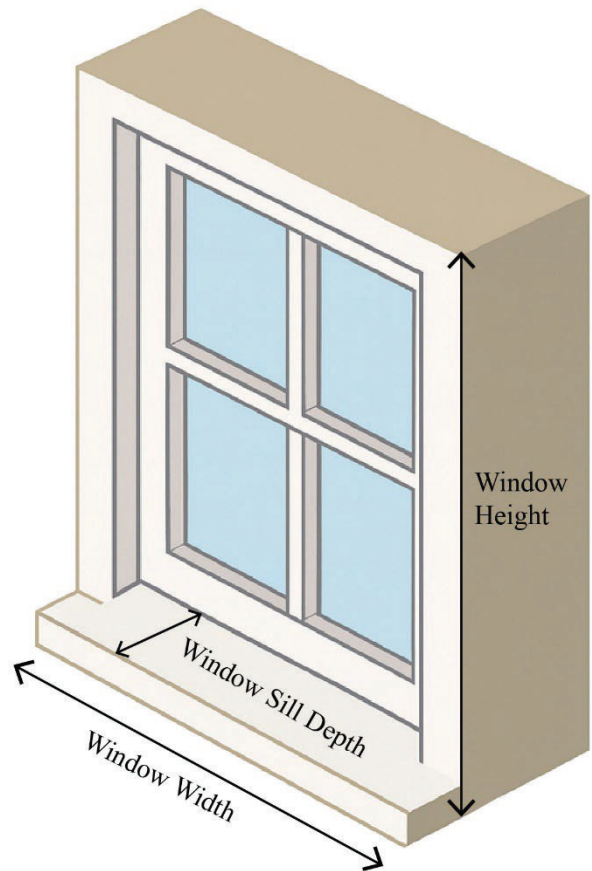
- ☐ Name and Manufacturer of proposed replacement windows: _____
- ☐ Manufacturer’s Brochure – Include specifications and product details.
- ☐ Sample of Replacement Material – Provide a digital photo or a physical sample for review.
- ☐ Diagram of Each Existing Window—Use the diagram provided on the next page to record the height, width, and recessed sill depth of each existing window. This information ensures that replacement windows match the size and proportions of the originals. You may also add dimensions for any additional window elements you believe are important for accurately representing the existing conditions.

Existing Window Diagram*(Make additional copies of this page as needed for multiple windows)***Window #** _____

_____ Window Height
 _____ Window Width
 _____ Window Sill Depth
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____

Window # _____

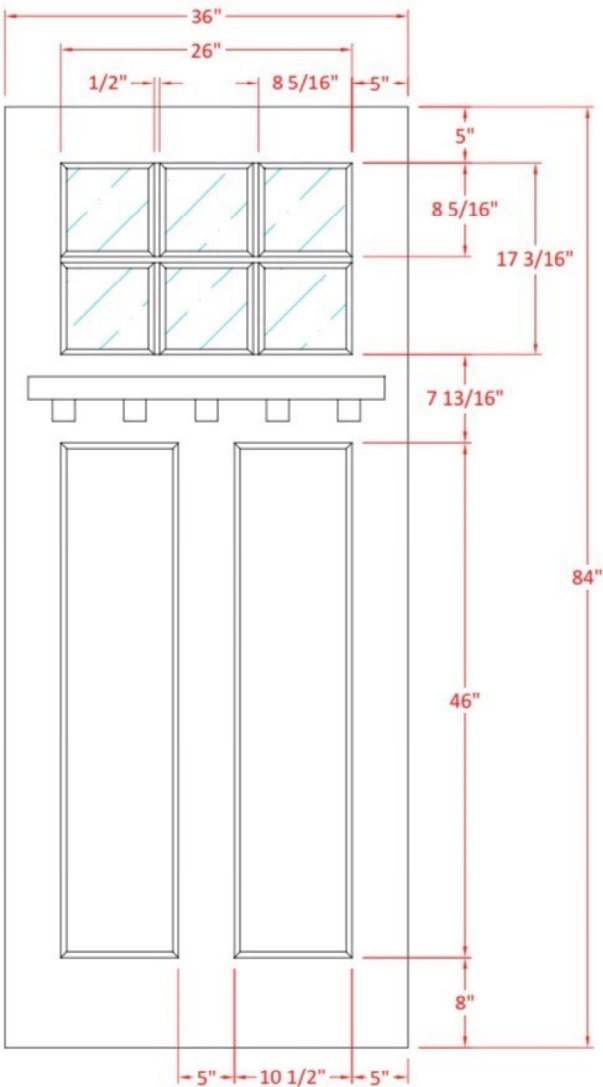
_____ Window Height
 _____ Window Width
 _____ Window Sill Depth
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____



A photograph of a white, six-panel front door set within a red brick wall. The door features a brass knocker with a lion's head design and a brass handle. To the left of the handle is a black electronic door lock. The door is flanked by white, louvered shutters. The number '4' is visible on the upper right shutter. A small black device is mounted on the left shutter. A potted plant is visible in the bottom left corner, and a black object is in the bottom right corner. A small rug is on the ground in front of the door.

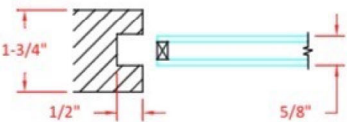
Customer: NATIONS BEST- TEXAS LLC			Line 2	Qty. 1	Description 36" X 84" X 1-3/4" SQ TOP 6 LITE (3W2H) OVER 2 FLAT PANEL W/SQ STICKING CRAFTSMAN STYLE NRM SLAB W/ DENTAL SHELF IN OKUME ****PANEL HEIGHT 46" CLEAR LOW-E IG GLAZED TO SLAB ABOVE	SPECIFICATIONS			
Production will not Start until Customer has signed below. _____						3	6	(4)	
Unit size: Suggested rough opening:									
Date 12-16-2025	SO# -	PO# -	QUO# QUO42185		Wood Type OKOUME	Drawn By GAT			
Doormaker Tech		Assembly Tech			Final Product Tech				

(4)



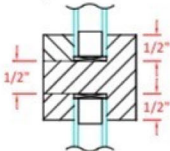
NO WARRANTY FOR DOORS OVER 42" AND/OR OVER 96"

COPE & INSULATED GLASS DETAIL

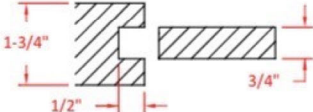


Square / Insulated Glass

Square TDL Bar



COPE & PANEL DETAIL



Square / Flat Panel





Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Manager
Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
Date: February 12, 2026
Re: Consider a Certificate of Appropriateness for 216 W Franklin

Applicant: Sharron Hartley

Owner's Name: SBH Design Consultants LLC

Property Address: 216 W Franklin

Request: The request involves changing existing double door to a single door and adding a window on the side elevation, which faces Hwy 77 due to corner lot. Window and brick will be matched with existing. Changes are necessary to create additional office space on interior.

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 complete 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
- Photos
- Architectural Site Plans, Drawings, and Materials Schedule

Certificate of Appropriateness Application Form

Date Filed: 2/2/20

Property Owner's Name: SBH DESIGN CONSULTANTS, LLC
SHARON HARTLEY and/or Agent:

Mailing Address: 2203 KESSLER WOODS CT. DALLAS, TX 75203

Phone number: [REDACTED]

Email address: [REDACTED]

Historic Structure Address: 216 W. FRANKLIN WAX. TX 75165

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 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: REMODELED STORAGE AREA FOR
ADDITIONAL OFFICE SPACE TO INCLUDE EXTERIOR
FACADE FACING HWY. 77.

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): WE ARE MATCHING THE BRICK AND THE
WINDOW DETAILS THAT ARE EXISTING.

General Checklist for Certificate of Appropriateness Application

(Applicable to All Project Types)

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

- ☒ Current photograph(s) of the existing structure
- ☐ Historic photograph(s) (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 **BRICK / WINDOWS / WOOD TRIM / DOOR**

The following items may be requested:

- Site plan showing the location of existing and proposed structures on the subject property
- Sample(s) of material(s) or fixture(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 a Historic Overlay District, you must consult the *Downtown or Residential Design Guidelines* before planning your project. You can obtain a copy of the guidelines on the City of Waxahachie website at www.waxahachie.com under the Heritage Preservation Department webpage or by contacting the Downtown Redevelopment and Historic Preservation Manager.

If your property is not in the Historic Overlay District, we highly recommend you refer to the *Residential Design Guidelines* and the *Secretary of the Interior's Standards for the Treatment of Historic Properties* as you plan your project. You can obtain a copy online at www.waxahachie.com under the Heritage Preservation Department webpage or by contacting the Heritage Preservation Officer (sandy.rehkopf@waxahachie.com).

NOTE: Plan to submit your application to the Heritage Preservation Officer **at least 20 days** before the Heritage Preservation Commission meeting date.

Signature of Property Owner or Agent: _____

Date: 2/2/20

CERTIFICATE OF APPROPRIATENESS AUTHORIZATION

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

Signature: _____ Date: _____ Preliminary Approval Yes _____ No _____

Signature: _____ Date: _____ Final Approval Yes _____ No _____

Checklist for Certificate of Appropriateness – Window Repair & Restoration

(Applicable to Projects Involving the Repair or Restoration of Existing Windows)

The Downtown and Residential Design Guidelines encourage restoring and stabilizing historic windows whenever feasible. Historic windows were designed to be easily repaired using methods such as reglazing, wood fillers, or selective replacement of damaged wood. **If replacement is proposed, applicants must demonstrate that repair is not feasible (more than 50% of the window is damaged or destroyed, excluding glass). Vinyl windows are not permitted.** Replacement windows should match the historic windows' sash, pane configuration, and material so as to make them indistinguishable from the original windows.

Please complete the checklist below and include all required supporting documentation with your COA application.

1. Project Scope

(Check All That Apply)

☐ Window Repair (minor or major)

☒ Window Replacement with Same Materials

☐ Window Replacement with Substitute Materials (e.g., engineered wood, composite)

☐ Enlargement of Existing Window Opening

☒ Addition of New Windows to Historic Structure

☒ Elimination or Removal of Existing Windows

☐ Alteration in the Number, Size, or Style of Windows (including trim)

2. Existing Window Status

(Check All That Apply)

☐ Windows are original to the structure

☐ Windows have already been replaced

☒ I don't know

3. Existing Window Composition and Character

(Check All That Apply)

☒ Wood Frame

☒ Metal Frame

☐ Aluminum-Clad Wood

☐ Vinyl

- ☐ Arched Frame
- ☐ Unique Divided Light (Window Pane) Patterns
- ☐ Unique Mullion/Mutton Configurations
- ☐ Unique Window Groupings (e.g., bay windows)
- ☐ Stained or Leaded Glass
- ☐ Rounded Glass
- ☐ Etched Glass
- ☐ Carved Wood
- ☐ Other Historic Glass (e.g., wavy, bubble, textured): _____

4. Window Location

(Check All That Apply)

- ☒ **Front Elevation** – Primary façade (or entrance) facing the street
- ☒ **Side Elevation (Street Facing)** – Side of the building facing a street (e.g., corner lots with two street frontages)
- ☐ **Side Elevation (Non-Street Facing but Visible)** – Side of the building not facing a street but visible from the public right-of-way
- ☐ **Side Elevation (Non-Street Facing)** – Side of the building not visible from the public right-of-way
- ☐ **Rear Elevation** – Back of the building

5. Window Placement by Building Level

(Select One)

- ☒ First Floor Only
- ☐ Second Floor Only
- ☐ Third or Higher Elevation
- ☐ Multiple Floors, including the following: _____

6. Required Documentation

(Check each box to confirm that you have included all required documentation with your application)

In addition to this form, please include the following:

- ☒ Photo(s) of each elevation where windows are affected

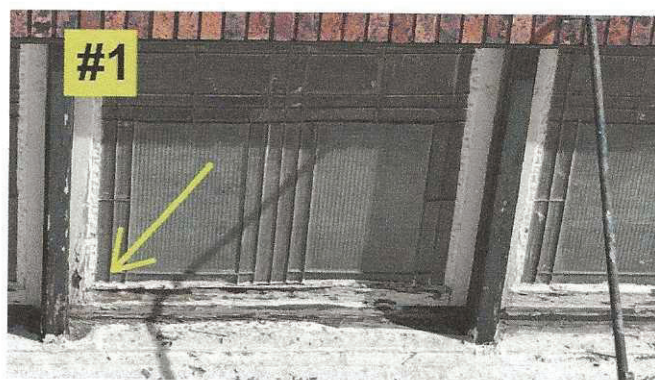
- Clearly label each window (e.g., "Window 1," "Window 2," etc.)



N/A

- ☐ Photo(s) of existing conditions for each affected window

- Clearly label each window (e.g., "Window 1," "Window 2," etc.)
- If windows are damaged, photos must clearly show the extent of deterioration



For window replacement projects, also include the following:

- ☐ Name and Manufacturer of proposed replacement windows: _____
- ☐ Manufacturer's Brochure – Include specifications and product details.
- ☐ Sample of Replacement Material – Provide a digital photo or a physical sample for review.
- ☐ Diagram of Each Existing Window—Use the diagram provided on the next page to record the height, width, and recessed sill depth of each existing window. This information ensures that replacement windows match the size and proportions of the originals. You may also add dimensions for any additional window elements you believe are important for accurately representing the existing conditions.

(5)



(5)







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CLIENT: MICHAEL W.
HARTLEY & SHARON
BENGE HARTLEY

GC: ALCO HOMES

216 W FRANKLIN ST
LOT 8A BLOCK 8
WAXAHACHIE, TX 75165

?
~3/32

REVISION SCHEDULE

REV. #	NAME	DATE

SITE PLAN

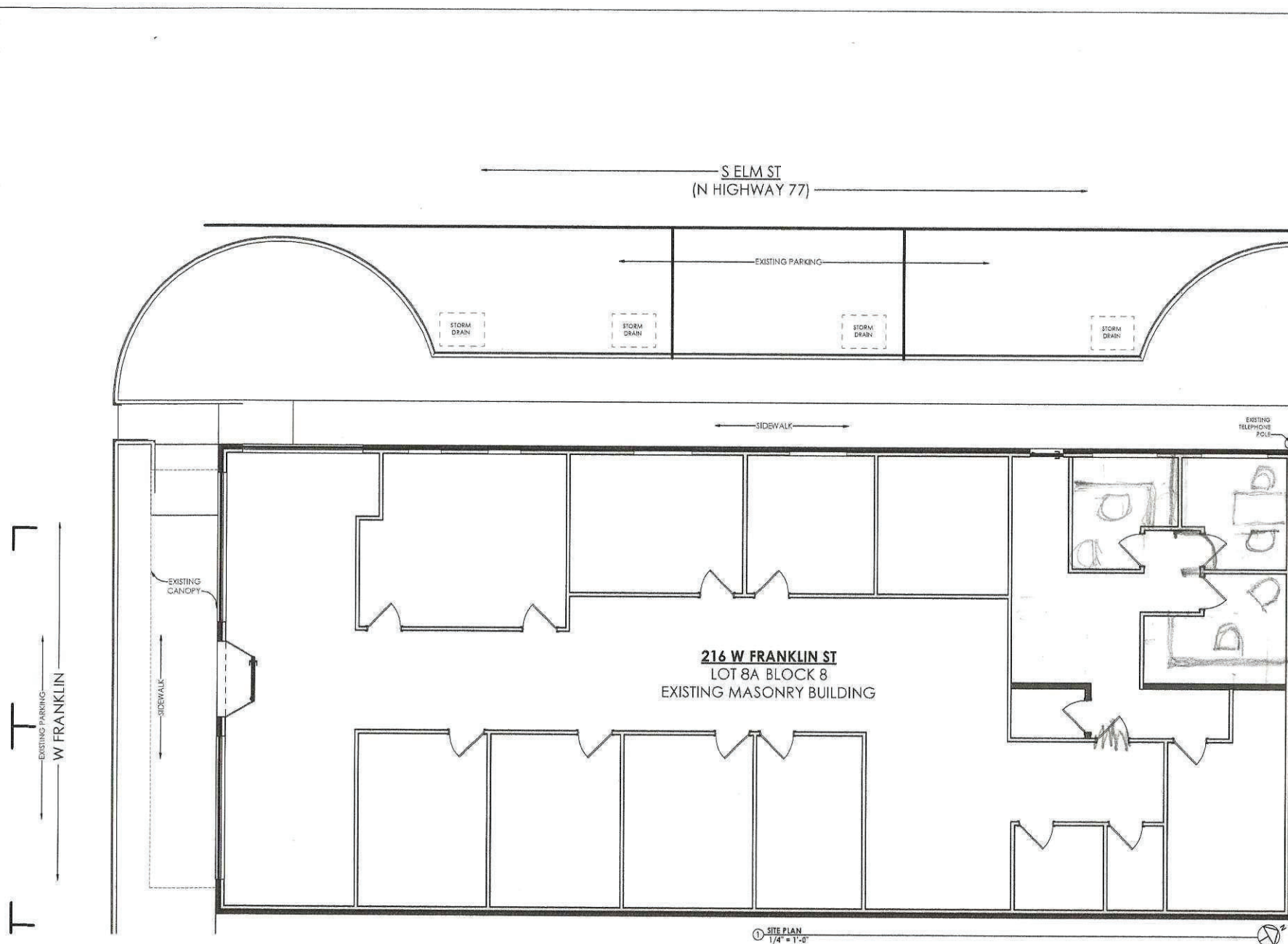
DATE 2025.11.12

DRAWN BY JGG

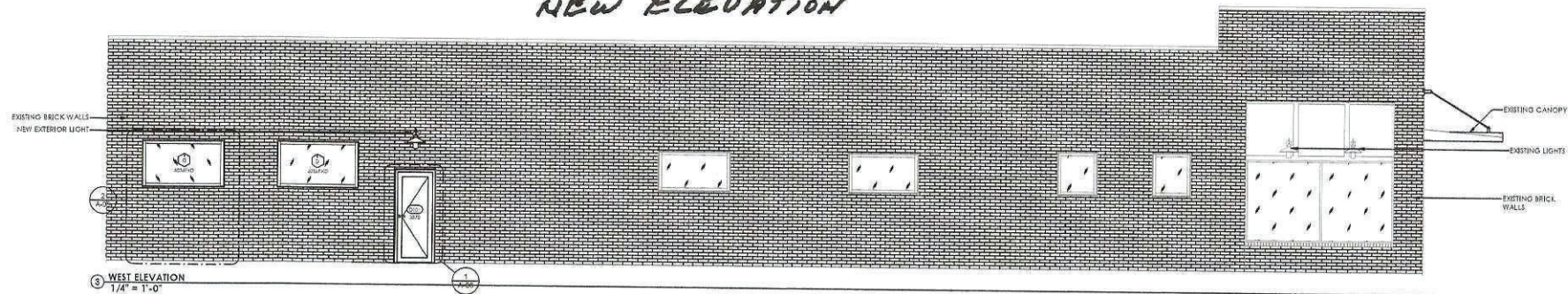
CHECKED BY JGG

A-01

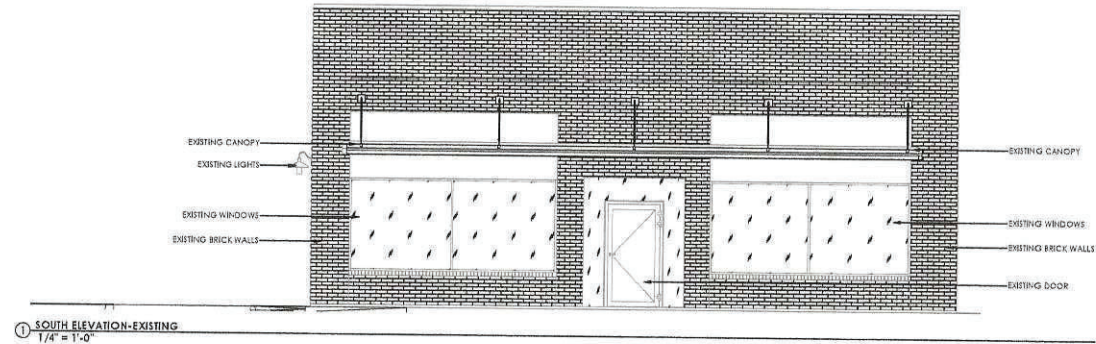
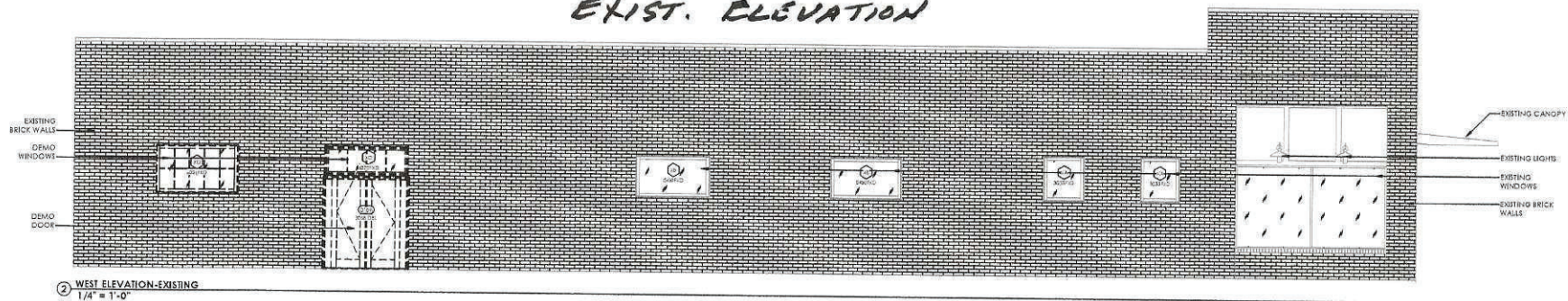
SCALE AS INDICATED ON 22x34



NEW ELEVATION



EXIST. ELEVATION



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BENEFIT TRUST

GIC ALCO HOMES

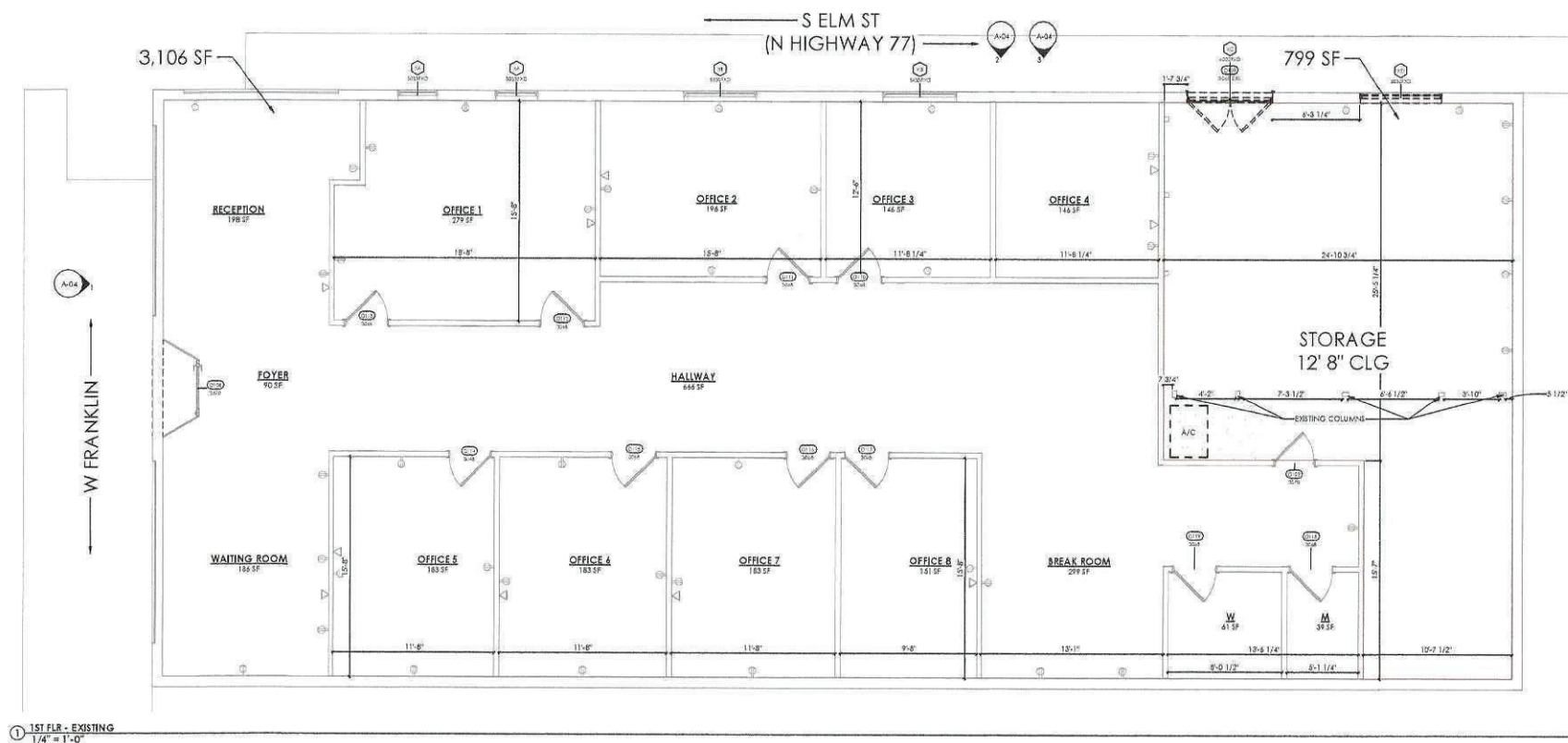
216 W FRANKLIN ST
LOT 8A BLOCK 8
WAXAHACHIE, TX 75165

REVISION SCHEDULE

REV. #	NAME	DATE

ELEVATIONS

DATE	2025.11.12
DRAWN BY	JIG
CHECKED BY	JIG
A-04	
SCALE	AS INDICATED ON 22x34



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CLIENT: MICHAEL W.
HARTLEY & SHERON
BENICE-HARTLEY

GC: ALCO HOMES

216 W FRANKLIN ST
LOT 8A BLOCK 8
WAXAHACHIE, TX 75165

REVISION SCHEDULE

REV. #	NAME	DATE

1ST FLOOR-EXISTING

DATE: 2025.11.12

DRAWN BY: JGD

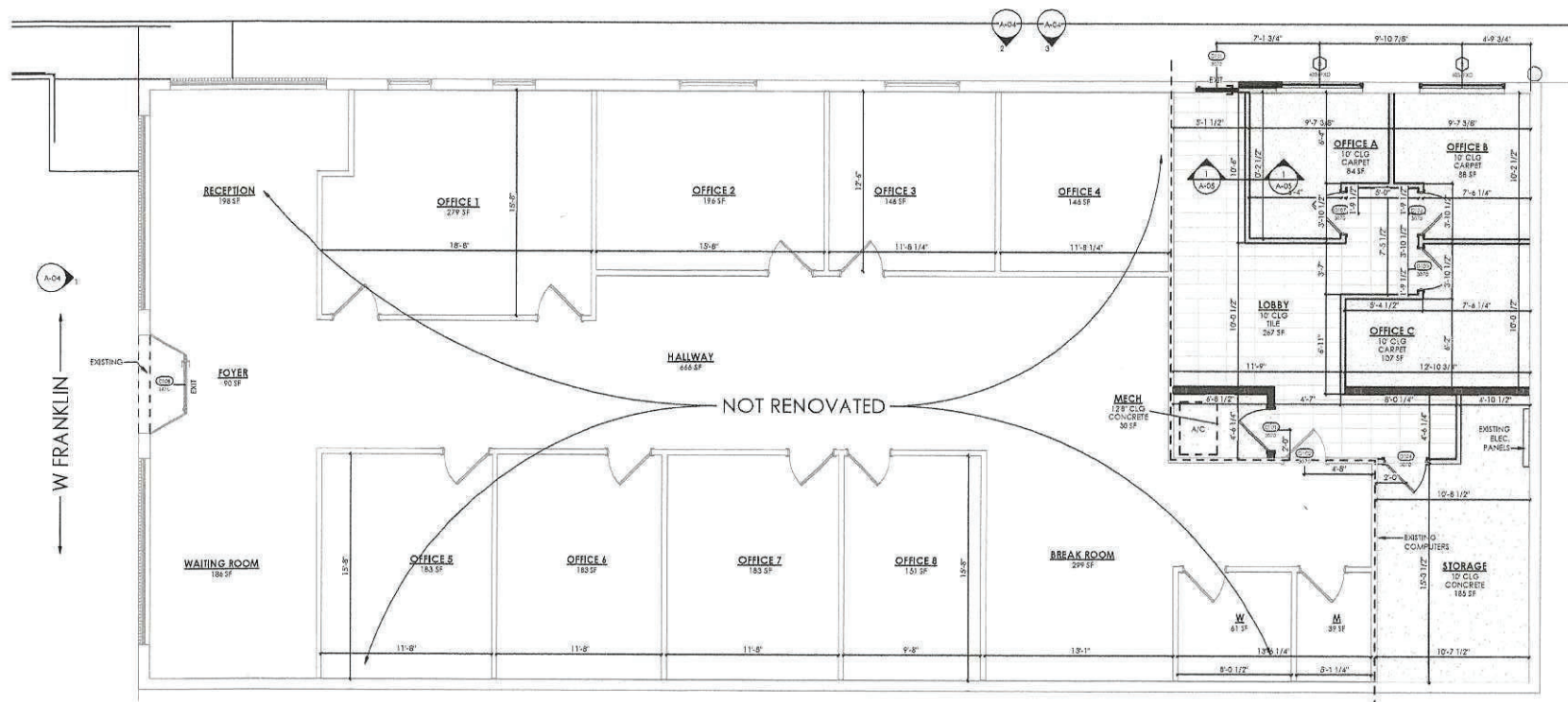
CHECKED BY: JGD

A-02

SCALE: AS INDICATED ON 22034

NET AREAL CHART	
EXISTING	
RECEPTION	198
FOYER	90
WAITING ROOM	188
HALLWAY	666
BREAK ROOM	299
OFFICE 1	279
OFFICE 2	196
OFFICE 3	146
OFFICE 4	146
OFFICE 5	183
OFFICE 6	183
OFFICE 7	183
OFFICE 8	151
TOTAL	2955
OCCUPANCY LOAD	19.37
PROPOSED	
WOMEN RR	61
MEN RR	39
TOTAL	100
LOBBY	266
OFFICE A	84
OFFICE B	88
OFFICE C	107
TOTAL	545
OCCUPANCY LOAD	3.6
MECHANICAL	30
STORAGE	185
TOTAL	215
OCCUPANCY LOAD	0.72
TOTAL OCCUPANCY LOAD	24

S ELM ST
(N HIGHWAY 77)



① 1ST FLR - PROPOSED
1/4" = 1'-0"



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CLIENT: MICHAEL W.
HENDERSON
BENEFIT HARTLEY

CC: ALCO HOMES

216 W FRANKLIN ST
LOT 8A BLOCK 8
WAXAHACHIE, TX 75165

REVISION SCHEDULE

REV. #	NAME	DATE

1ST
FLOOR-PROPOSED

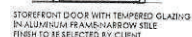
DATE: 2025.11.12

DRAWN BY: JJC

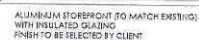
CHECKED BY: JJC

A-03

SCALE: AS INDICATED ON 22034



Grand total: 19

Grand total: 8ROOM SCHEDULE/FLOOR FINISHES

GC: ALCO HOMES

216 W FRANKLIN ST

REV. #	NAME	DATE
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SCALE AS INDICATED ON 22x34



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Mgr.
Thru: Ricky Boyd, City Manager
Date: February 12, 2026
Re: Consider Historic Tax Incentives for Previously Qualified Historic Resources

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.

The following twenty-six (26) historic resources were qualified and approved during the previous year's review by the Heritage Preservation Commission and have reapplied for the current year's historic tax incentive offered by the city. There were no changes to the structures that would disqualify or affect the ability to qualify for the current year's historic tax incentive, as such the properties identified below are recommended for approval by staff:

- 1005 W Main
- 101 Greenbrier
- 1025 W Main
- 107 Chapman Circle
- 1105 E Marvin

- 1109 E Marvin
- 123 E University
- 202 Overhill
- 206 E Marvin
- 209 Brown
- 210 E University
- 233 Patrick
- 300 University
- 303 E Marvin
- 304 Harbin
- 316 Virginia
- 407 Brown
- 521 N Grande
- 527 W Jefferson
- 608 W Marvin
- 611 W Marvin
- 622 Kaufman
- 808 W Main
- 809 W Main
- 900 Bryson
- 910 W Main



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Mgr.
Thru: Ricky Boyd, City Manager
Date: February 12, 2026
Re: Historic Tax Incentives for Historic Resources not Previously Qualified

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.

The following historic resources are new properties seeking approval from the Heritage Preservation Commission for the current year's historic tax incentive offered by the city. The properties identified below are considered new applications and were not considered in the prior year.

Historic Tax Incentives for Historic Resources not Previously Qualified

- 109 Savannah (Tabled 1/22/26)
- 401 Turner (Tabled 12/11/25 & 1/22/26)
- 500 Bryson (Tabled 1/22/26)
- 406 Brown
- 609 Ferris
- 705 Water
- 900 E Marvin
- 607 N Rogers



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Mgr.
Thru: Ricky Boyd, City Manager
Date: February 12, 2026
Re: Consider Additional Tax Credits Applications for Routine Maintenance or Restoration of Residential and Commercial Properties

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, 2025, and March 15, 2026, 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, 2025, and March 15, 2026, 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, 2025, and March 15, 2026, and approved by HPC by the March 15th deadline.

The following properties are applying for the historic tax incentive as well as the additional tax credit offered for either routine maintenance, restoration, or commercial reinvestment. The Commission can approve the applications for the base historic incentive, and upon review of the qualifying expenditures can approve an additional tax credit as identified on the applicant's submittal.

Additional Tax Credits Applications for Routine Maintenance or Restoration of Residential and Commercial Properties:

- 607 N Rogers
- 417 W Jefferson
- 316 Virginia
- 300 University
- 900 Bryson