

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 23, 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
Director of Planning:	Trenton Robertson
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 March 12, 2026
4. Consider Certificate of Appropriateness for 208 W Main
5. Consider Certificate of Appropriateness for 105 N Rogers
6. Consider Sign Permit for 201 Monroe
7. Consider Sign Permit for 113 N College
8. Consider Historic Tax Incentives for Historic Resources previously qualified
9. Consider Historic Tax Incentives for Historic Resources not previously qualified
10. Consider additional tax credits for routine maintenance and/or restoration of residential and commercial properties
11. Comments by Commission members and City staff
12. 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, March 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 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 (Absent)
Heritage Preservation Manager:	Sandy Rehkopf (Present)
Director of Planning:	Trenton Robertson (Present)
City Council Liaison:	Patrick Souter (Present)

1. Call to Order

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

2. Public Comments

None.

3. Approve the meeting minutes of the regular meeting held on February 12, 2026.

Action:

Alex Lohmann moved to approve the February 12th meeting minutes as presented. The motion was seconded by Kelly Savell and carried unanimously (7-0).

4. Consider a Certificate of Appropriateness for 100 N College

Downtown Redevelopment & Historic Preservation Manager Sandy Rehkopf presented the item. Property owner was not present. The request involved additional emergency brick replacement in multiple areas around the exterior of the building. Owner proposes to replace with matching brick and appropriate mortar to keep with historic guidelines. This COA is being presented with the intention of the owner to request additional funding from TIRZ.

The Commission discussed several concerns regarding safety barricades, specific locations of the new emergency repairs, and the plan going forward as work continues with the likeliness for additional discoveries of broken/loose bricks.

Chair Montejano stated that the application and attachments were not thorough enough and without the owner present, they could not make a decision at this time. A motion to deny without prejudice was discussed, as it would allow time to contact the owner and gather additional information.

Action:

Jacqueline Montejano motioned to deny without prejudice the Certificate of Appropriateness for 100 N College. The motion was seconded by Alex Lohmann and carried unanimously (7-0).

5. Consider a Certificate of Appropriateness for 124 Kaufman

Mrs. Rehkopf presented the item. Owner and HPC Commissioner, Mark Gundert, was present. The request involves replacing fish scale cedar shingles on front and side of home that were damaged in recent storm. In addition, owner will be replacing the broken dormer windowpanes. They currently have modern panes, and he will replace with historic wavy glass.

Action:

Ronald Finch motioned to approve the Certificate of Appropriateness for 124 Kaufman. The motion was seconded by Alex Lohmann and carried unanimously (6-0) with Mark Gundert abstaining.

6. Consider a Certificate of Appropriateness for 1404 W Main

Mrs. Rehkopf presented the item. Owner was not present. The request involves replacing seven windows on the front of the home, repairing trim wood, and complete exterior paint.

The Commission discussed the drawing submitted and compared it to historic photos of the home. They commented on the obvious mismatch. The planned windows are sized differently than original windows. In addition, the proposed new windows do not appear to be the appropriate material for historic homes. Secretary Peggy Crabtree also reminded the group that guidelines require that homeowners repair windows unless more than 50% of the window is irreparable. Chair Montejano expressed concerns with lack of specificity and hopes that the home owner will opt to reapply with more information on the windows and attend the meeting to answer questions.

Action:

Jacqueline Montejano motioned to deny without prejudice the Certificate of Appropriateness for 1404 W Main. The motion was seconded by Alex Lohmann and carried unanimously (7-0).

7. Consider Sign Permit for 212 Jefferson Street

Mrs. Rehkopf presented the item for DTF T-Shirt Shop. Owner was not present. The request includes installation of a 36"X72" MDO sign affixed to the current wood brackets. Owner will not make any new entry points into the building.

The Commission expressed concern with the logo which has company's initials on it and asked owner to consider using full name to prevent any confusion.

Action:

Peggy Crabtree motioned to approve the sign permit with request to add full company name at the bottom. The motion was seconded by Kelly Savell and carried unanimously (7-0).

8. Consider Sign Permit for 201 Monroe

Mrs. Rehkopf presented the item for Six O Two Taco Shop. The owner was not present. The request includes a 36"x120" black aluminum sign with the company logo backlit. The Commission had several questions and concerns regarding the plan for attaching the sign to the building. The application submitted appears to have a large number of anchor points in the building for the sign and the lighting. Without the owner present and adequate documentation, the Commission expressed desire to discuss details further with owner and asked staff to reach out to them.

Action:

Peggy Crabtree motioned to deny without prejudice the Sign Permit for 201 Monroe to allow for staff to reach out to owner and request attendance at meeting to answer questions and collaborate to plan for best installation process to protect integrity of the building. The motion was seconded by Kelly Savell and carried unanimously (7-0).

9. Consider Historic Tax Incentives for Previously Qualified Resources

Mrs. Rehkopf presented eighty (80) properties with staff recommendation to approve based on multiple years of prior approval and no significant changes to the properties. She provided the Commissioners with the opportunity to request discussion on any property. After discussion, seven properties were pulled from the list due to being owned by members of the Commission in attendance. Commissioners acknowledged that they would need to abstain from the vote for their property.

Historic Tax Incentives Considered in group vote:

1008 W Main
1009 W Main
103 University
104 Savannah
105 Lucas
106 Floyd
106 S Jackson
107 Park
108 S Hawkins
1109 W Main
111 N College
113 Overhill
115 E University
118 Overhill
119 University
1210 Martha
121 Virginia
1219 E Marvin
124 Kaufman

200 S Hawkins
201 Oldham
204 S Elm
206 N Grand
207 S Hawkins
209 S College
209 S Hawkins
210 W Franklin
211 Ferris
211 Harbin
212 Virginia
212 W Jefferson
215 W Franklin
219 Virginia
301 E University
303 Matthews
304 Oldham
305 University
307 S Rogers
308 Oldham
309 E Marvin
310 Harbin
310 S College
312 E University
317 E University
317 Virginia
318 E University
323 Cynisca
323 E Marvin
401 Oldham
407 Oldham
408 Oldham
412 W Marvin
412 W Parks
414 W Marvin
415 S Flat
417 W Main
421 S College
501 Brown
501 Sycamore
503 Ferris
504 Sycamore
513 Sycamore
523 Highland

607 W Jefferson
 607 W Marvin
 615 N Rogers
 616 Kaufman
 619 N Rogers
 621 E Marvin
 707 W Marvin
 717 W Main
 808 Sycamore
 813 W Main
 814 W Main
 855 Cantrell
 902 E Marvin
 903 W Main
 905 W Marvin
 906 W Main
 912 E Marvin

Action:

Alex Lohmann moved to approve the list of 80 previously qualified historic resources as submitted via Memo and recommended by staff.

106 Floyd and 504 Sycamore was seconded by Jacqueline Montejano and carried unanimously (6-0) with Ronald Finch abstaining.

124 Kaufman was seconded by Peggy Crabtree and carried unanimously (6-0) with Mark Gundert abstaining.

207 Hawkins, 209 Hawkins, and 607 Jefferson was seconded by Kelly Savell and carried unanimously (6-0) with Peggy Crabtree abstaining.

412 W Marvin was seconded by Peggy Crabtree and carried unanimously (6-0) with Jacqueline Montejano abstaining.

The remaining 73 properties were seconded by Peggy Crabtree and carried unanimously (7-0).

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

Mrs. Rehkopf presented eight (8) new applications to the Commission for consideration. The Commission reviewed and discussed each property thoroughly.

Historic Tax Incentives Considered:

- 107 Savannah
- 109 Criddle
- 300 Virginia
- 303 Kirven

- 310 Brown
- 815 Circle
- 900 E Marvin
- 905 W Main

Action:

Alex Lohmann motioned to:

Deny the application for two properties:

- *109 Criddle for too many alterations (windows, door, carport). Historic character not preserved.*
- *303 Kirven for porch decking not appropriate and front porch railing too high.*

Approve the remaining six properties.

Motion was seconded by Peggy Crabtree and carried unanimously (7-0)

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

Mrs. Rehkopf presented twenty-nine (29) applications for historic tax incentive which included a request for additional tax credit associated with routine maintenance and/or restoration efforts for the property. Properties presented are:

104 Savannah
 1109 W Main
 113 Overhill
 201 Oldham
 209 S College
 209 S Hawkins
 211 Harbin
 305 University
 309 E Marvin
 323 E Marvin
 401 Oldham
 407 Oldham
 414 W Marvin
 501 Brown
 513 Sycamore
 523 Highland
 607 W Jefferson
 902 E Marvin
 905 W Marvin
 906 W Main
 207 S Hawkins
 212 Virginia

814 W Main
303 Kirven
815 Circle
616 Kaufman
412 W Marvin
903 W Main
212 W Jefferson

The Commission reviewed each property and discussed each at length. Secretary Crabtree and Chair Montejano abstained due to owning properties on the list.

Action:

Alex Lohmann motioned to:

- *Deny the additional tax credit for 303 Kirven – historic incentive was denied, therefore additional credit requests are also denied*
- *Table additional credit for 401 Oldham – owner mentioned stained glass repair that would qualify for additional restoration credit, but no photos or documentation were provided.*
- *Approve the remaining properties as listed above.*

The motion was seconded by Kelly Savell and carried unanimously (5-0) with Jacqueline Montejano and Peggy Crabtree abstaining.

12. Comments by Commission members and City staff

Jacqueline Montejano expressed her gratitude for excellent work done by Gumaro Martinez to stand in the vacancy of the Heritage Preservation Manager role and Sandy Rehkopf for coming onboard and learning so quickly. She welcomed Trenton Robertson to the team.

Mark McReynolds let the Commission know that he will be unable to attend the Real Places Conference after all and would like to offer his ticket to another who may be able to attend in his place.

13. Adjourn

There being no further business, the meeting adjourned at 7:38 p.m.

Respectfully submitted,

Sandy Rehkopf
Historic Preservation Manager



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Manager
Thru: Trenton Robertson, Director of Planning
Date: April 23, 2026
Re: Consider a Certificate of Appropriateness for **208 W Main**

Applicant: Dusty Autrey

Owner's Name: JED, LLC

Property Address: 208 W Main

Request: The request involves restoration of entire store front including second story windows, restoration of awning, and repair of brick and mortar.

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: 4-14-26

Property Owner's Name: JED LLC and/or Agent: _____

Mailing Address: 200 S Elm Waxahatchie TX

Phone number: 972-670-7121 Email address: dgate100@aol.com

Historic Structure Address: 208 ~~W~~ Main

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

Has this structure been designated as a Historic Resource?

Yes ☒ No _____ By whom: City of Waxahatchie
(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: Restoration of entire store front including 2nd story windows; also restoration of awning; repairing brick & mortar

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): _____

This is a restoration, replacing rotten wood and broken glass; also structural repair to brick & mortar

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

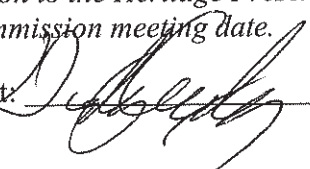
The following items may be requested:

- 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: 4-14-20

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: 1st & 2nd floor

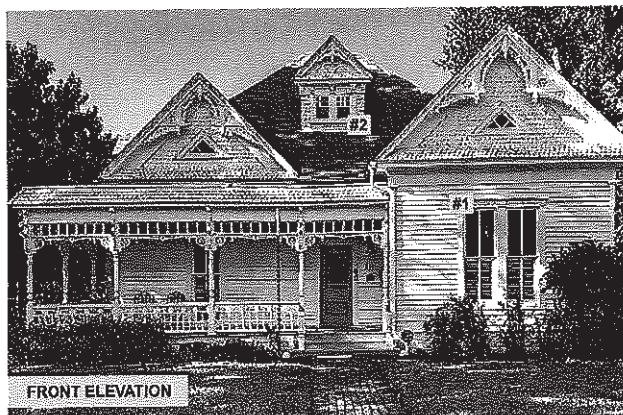
6. Required Documentation

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

In addition to this form, please include the following:

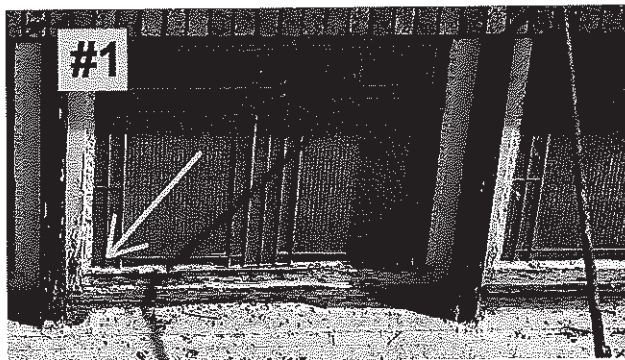
- ☐ Photo(s) of each elevation where windows are affected

- 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:

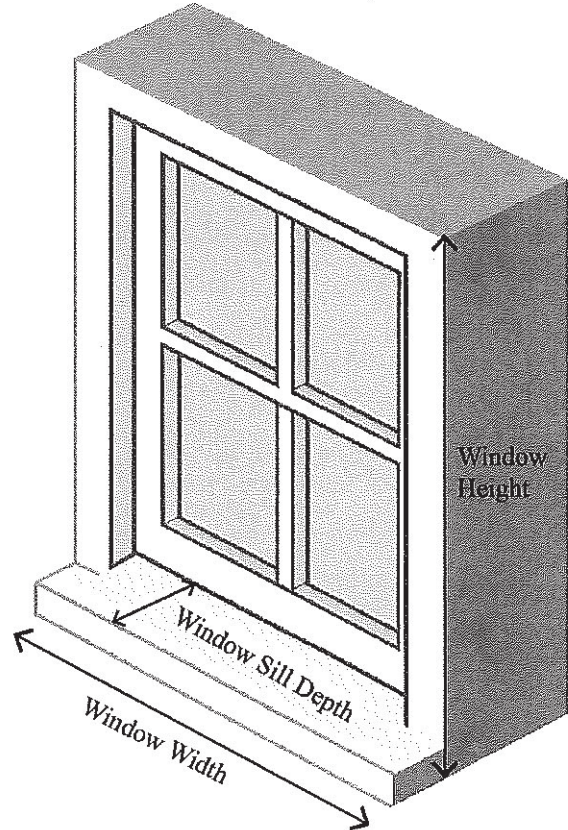
- ☐ Name and Manufacturer of proposed replacement windows: _____
- ☐ Manufacturer's Brochure – Include specifications and product details.
- ☐ Sample of Replacement Material – Provide a digital photo or a physical sample for review.
- ☐ Diagram of Each Existing Window—Use the diagram provided on the 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 # _____

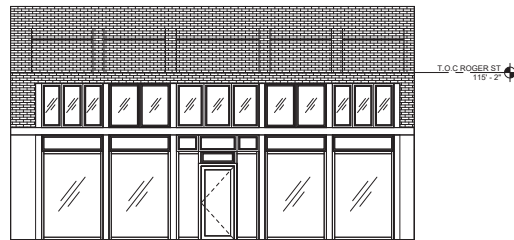
_____ Window Height
 _____ Window Width
 _____ Window Sill Depth
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____
 _____ Other Element: _____



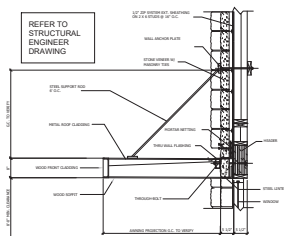
(4)



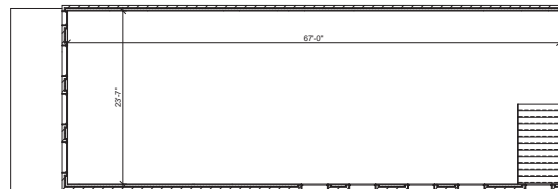
5 MAIN ST. ELEVATION
3/16" = 1'-0"



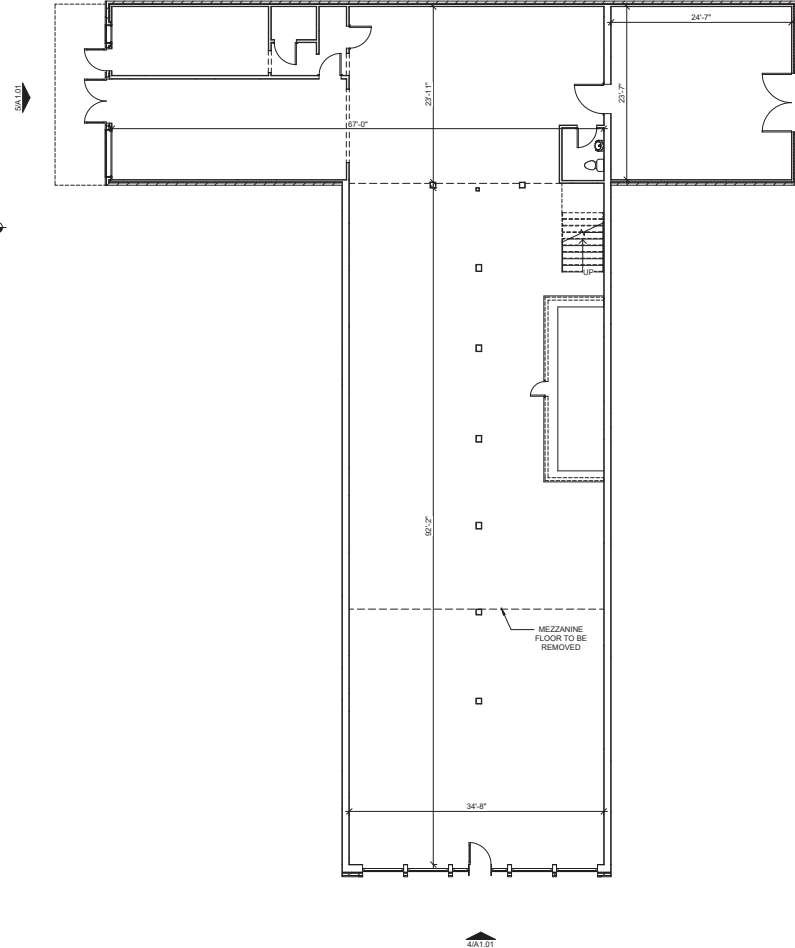
4 ROGERS ST. ELEVATION
3/16" = 1'-0"



3 AWNING DETAIL
1/2" = 1'-0"



2 AS-BUILT 2ND FLOOR PLAN
1/8" = 1'-0"



1 AS-BUILT FLOOR PLAN
1/8" = 1'-0"



AVILA + CASTILLO
Architecture & Construction



A PROJECT FOR:
ROGERS ST. RETAIL

203 S COLLIER ST
WAXAHACHIE, TX 75165

REVISIONS:
PERMIT SET

PROJECT NUMBER:
012926-01

DATE ISSUE:
03-15-26

SHEET TITLE:
**AS-BUILT FLOOR
PLANS &
ELEVATIONS**

SHEET NO.

A1.01



EXISTING AWNING TO BE REPLACED



EXISTING STOREFRONT TO BE REPLACED

(4)



A PROJECT FOR:
ROGERS ST. RETAIL

203 S COLLIER ST
WANNAPHOLE, VA 23166

REVISIONS:	
PERMIT SET	
PROJECT NUMBER:	012926-01
DATE ISSUE:	03-15-26
SHEET TITLE:	PROPOSED ELEVATIONS
SHEET NO.	

A1.02



2 PROPOSED MAIN ST. ELEVATION
3/8" = 1'-0"



1 PROPOSED ROGERS ST. ELEVATION
3/8" = 1'-0"



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Manager
Thru: Trenton Robertson, Director of Planning
Date: April 23, 2026
Re: Consider a Certificate of Appropriateness for **105 N Rogers**

Applicant: Dusty Autrey

Owner's Name: JED, LLC

Property Address: 108 N Rogers

Request: The request involves repair of structural masonry, replace metal storefront with traditional materials for historic period, add awning, repair existing wood windows. All work will be done with intention to restore historic look of building.

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(s)
 - Drawings and specifications
-

Certificate of Appropriateness Application Form

Date Filed: 4-14-26

Property Owner's Name: JED LLC and/or Agent: _____

Mailing Address: 200 S Elm Way TX 75165

Phone number: 972-670-7121 Email address: dpate100@aol.com

Historic Structure Address: 105 W Rogers

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: City of Washachus
(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 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: Repair structural masonry; replace metal storefront with more traditional materials, add awning; repair existing wood windows

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): Removal of modern metal frames replacing with traditional materials; using existing wood windows on upper level

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: 4-11-24

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)

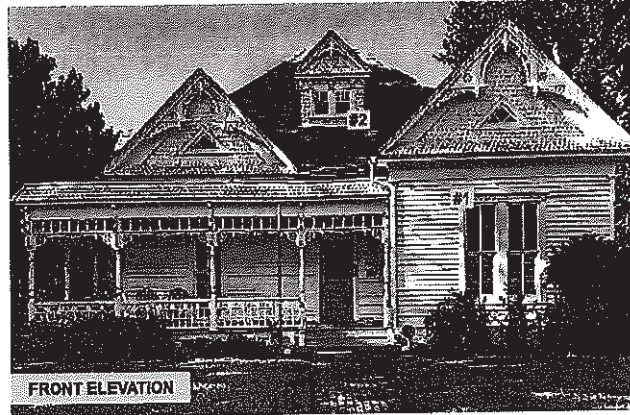
- ☒ First Floor Only
- ☒ Second Floor Only
- ☐ Third or Higher Elevation
- ☐ Multiple Floors, including the following: _____

6. Required Documentation

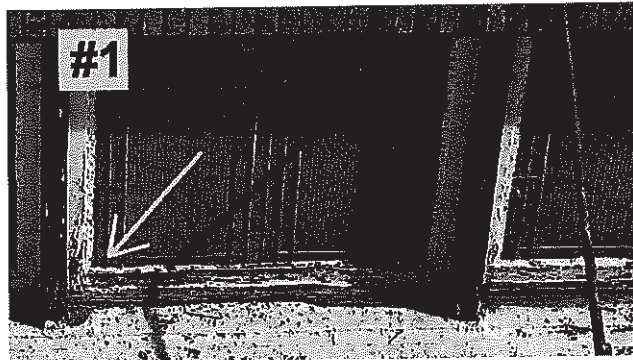
(Check each box to confirm that you have included all required documentation with your application)

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

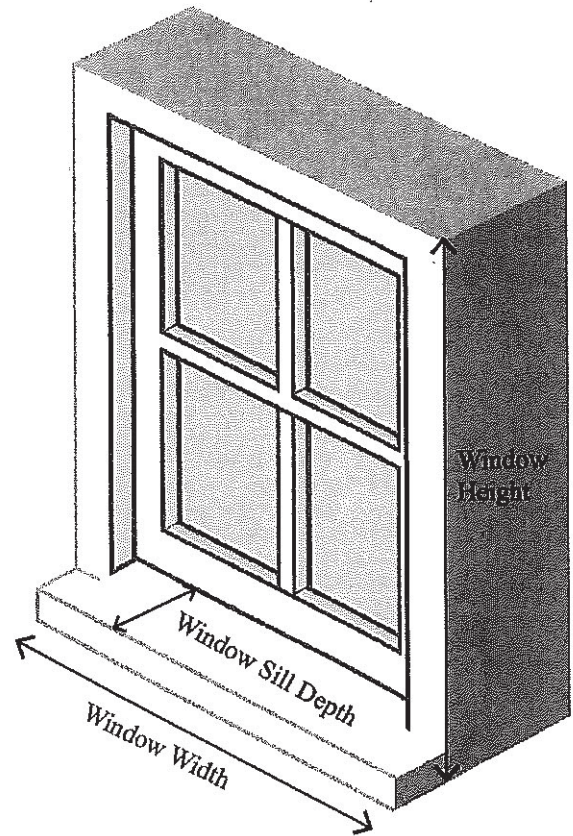
(Make additional copies of this page as needed for multiple windows)

Window # _____

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

Window # _____

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



Main St Render.jpg [Download](#) [Full screen](#) [Print](#) [Show email](#) [Close](#)





203 S COLLEHE ST,
WAXAHACHIE, TX 75165

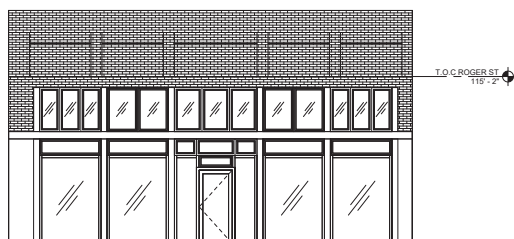
SHEET NO.

A1.01

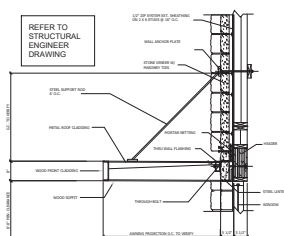
5



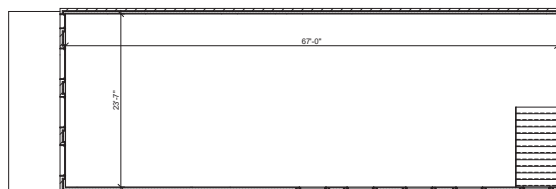
5 MAIN ST. ELEVATION
3/16" = 1'-0"



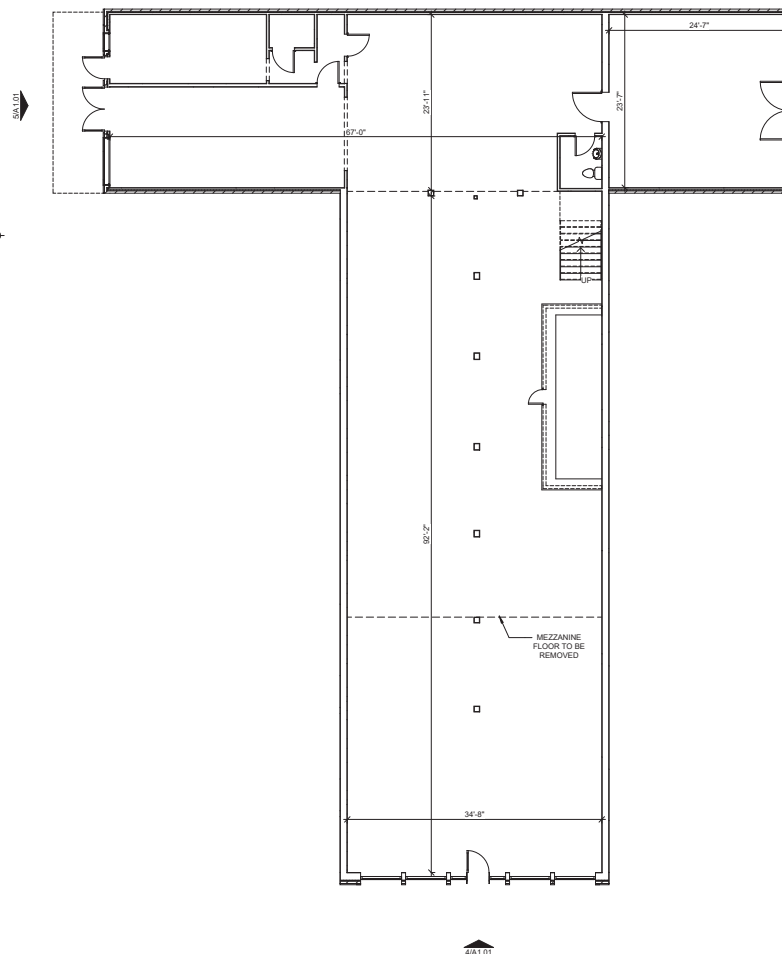
4 ROGERS ST. ELEVATION



3 AWNING DETAIL



2 AS-BUILT 2ND FLOOR PLAN



1 AS-BUILT FLOOR PLAN
1/8" = 1'-0"





EXISTING AWNING TO BE REPLACED



EXISTING STOREFRONT TO BE REPLACED

5



A PROJECT FOR:
ROGERS ST. RETAIL

203 S COLLIER ST
WAXAHACHIE, TX 75165

REVISIONS:

PERMIT SET

PROJECT NUMBER: 012926-01

DATE ISSUE: 03-15-26

SHEET TITLE:

PROPOSED ELEVATIONS

SHEET NO.

A1.02



2 PROPOSED MAIN ST. ELEVATION
3/8" = 1'-0"



1 PROPOSED ROGERS ST. ELEVATION
3/8" = 1'-0"



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Historic Preservation Manager
Thru: Trenton Robertson, Director of Planning
Date: April 23, 2026
Re: Consider a Sign Permit for **201 Monroe**

Applicant: Karla Verdugo

Owner's Name: Octavio Miranda

Property Address: 201 Monroe

Request: The proposed sign is for restaurant, **Six 0 Two Tacos**. Owner requests install of 36" X 120" backlit aluminum sign affixed to brick.

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

Attachments:

- Sign Rendering
- Street View Image
- Photos of similar signs as examples



LAMOR

SEAFOOD AND S



Memorandum

To: Heritage Preservation Commission
 From: Sandy Rehkopf, Historic Preservation Manager
 Thru: Trenton Robertson, Director of Planning
 Date: April 23, 2026
 Re: Consider a Sign Permit for 113 N College

Applicant: Wyrld and Wand Archive

Owner's Name: Nichole Crites

Property Address: 113 N College

Request: The proposed sign is for bookstore, Wyrld and Wand Archive. Owner requests install of 1.1' X 22.5' (24.8sf) painted aluminum sign with vinyl graphics affixed to brick.

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

Attachments:

- Sign Rendering
- Street View Image



The Wyrd and the Wand Archive

3/31/2026

ART The Wyrd v1 - CC.fs

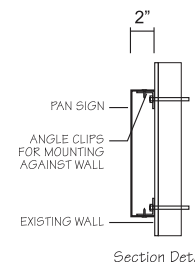


1.83'H x 22.417'L = 41.02 SF

1.1' H x 22.5' L = 24.8 SF

Pan Sign with Vinyl Graphics

269 in



SPECIFICATIONS	
	Painted SW ???? COLOR NAME
	3M Black vinyl
	Faces: Aluminum
	Returns: 2" Color T.B.D.
	Lighting: None

22 in.

The Wyrd and Wand Archive

1. The proposed signage exceed the maximum allowance of 25 sqft.
2. The proposed sign will need approval from HPC prior to the approval of this sign permit.



STORE FRONT 22'.5"

ART The Wyrd v1 - CC.fs



THIS IS A CONCEPT DRAWING. Colors depicted are not exact (see color callouts). Some details may be modified in production. May not be to an exact scale.
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Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Mgr.
Thru: Trenton Robertson, Director of Planning
Date: April 23, 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 eighty-four (84) 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:

1000 W Main	1210 W Main	208 Oldham
1021 W Main	1307 Main	211 S College
109 E Franklin	201 Brown	212 N Grand
1108 W Jefferson	204 E University	219 Monticello Dr
	204 LaVista	301 S Rogers

302 Harbin
315 Virginia
320 W University
327 East University
329 Virginia
401 Monroe
404 W Main
405 Clark Lane
415 Brown
420 W Franklin
511 Water Street
606 Sycamore
610 Sycamore
700 W Main

708 W Main
801 W Main
902 W Marvin
1004 W Marvin
1034 W Main
1104 E Marvin
110 W Main
111 Almond
114 W Main

116 E University
1201 W Marvin
1300 W Main
209 Kaufman
209 W Main
210 S Hawkins
305 Richmond
309 Oldham
314 E Marvin
401 Oldham
405 W Marvin
510 W Jefferson
514 W Marvin
601 W Jefferson
604 W Main
607 Sycamore
611 N Rogers
802 Brown
818 W Main

912 W Main
1004 W Marvin
1034 W Main
1104 E Marvin

110 W Main
111 Almond
114 W Main
116 E University
1201 W Marvin
1300 W Main
209 Kaufman
209 W Main
210 S Hawkins
305 Richmond
309 Oldham
314 E Marvin
401 Oldham
405 W Marvin
510 W Jefferson
514 W Marvin
601 W Jefferson
604 W Main
607 Sycamore
611 N Rogers
802 Brown
818 W Main
912 W Main
707 Sycamore



Memorandum

To: Heritage Preservation Commission
 From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Mgr.
 Thru: Trenton Robertson, Director of Planning
 Date: April 23, 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 fifty (50) 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:

101 Rosa	327 Cynisca
1012 E Marvin	401 Richmond
1015 Ferris	406 Bird Lane
1040 Water	409 Monroe
105 E Criddle	411 Monroe
105 Sycamore	411 Sycamore
111 Brown	424 Gingerbread
112 E. Franklin	503 N Rogers
112 W University	505 Dunn
112 Wilmington	512 Lake Park
113 Cumberland	516 Lake Park

1204 E Marvin
122 Lake Park
1502 Ferris
200 Lake Park
205 Lewis
206 McKenzie
227 Criddle
301 Lake Park
304 Cumberland
304 University
311 Lake Park
313 Lake Park
314 Coleman
323 Coleman

517 Lake Park
602 Brown
602 Dunn
616 N Rogers
701 N Gibson
714 W Jefferson
802 W Main
808 Williams
919 Ellis
99 Joseph
1703 Alexander
201 Williams
611 N Grand
711 Ferris



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Mgr.
Thru: Trenton Robertson, Director of Planning
Date: April 23, 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:

1004 W Marvin
 1034 W Main
 1104 E Marvin
 110 W Main
 111 Almond
 114 W Main
 116 E University
 1201 W Marvin
 1300 W Main
 209 Kaufman

209 W Main
210 S Hawkins
305 Richmond
309 Oldham
314 E Marvin
401 Oldham
405 W Marvin
510 W Jefferson
514 W Marvin
601 W Jefferson
604 W Main
607 Sycamore
611 N Rogers
802 Brown
818 W Main
912 W Main
1703 Alexander
201 Williams
611 N Grand
711 Ferris