

A G E N D A

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, to be held on **May 14, 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, 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 April 23, 2026
4. Consider Historic Tax Incentives for Historic Resources previously qualified
5. Consider Historic Tax Incentives for Historic Resources not previously qualified
6. Comments by Commission members and City staff
7. Adjourn

The Heritage Preservation Commission reserves the right to go into Executive Session as authorized by Section 551.071(2) of the Texas Government Code, for the purpose of seeking confidential legal advice from legal counsel on any agenda item listed herein.

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, 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 Present:	Jacqueline Montejano, Chair Ronald Finch, Vice Chair Peggy Crabtree, Secretary Mark Gundert Alex Lohmann Mark McReynolds
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Heritage Preservation Commission Members Absent:	Kelly Savell
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Planning & Zoning Commission Liaison:	Jimmy Poarch (Absent)
Heritage Preservation Manager:	Sandy Rehkopf (Present)
Director of Planning:	Trenton Robertson (Absent)
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 April 23, 2026.

Action:

Mark Gundert moved to approve the April 23, 2026 meeting minutes as presented. The motion was seconded by Alex Lohmann and carried unanimously (6-0).

4. Consider a Certificate of Appropriateness for 208 W Main

Downtown Redevelopment & Historic Preservation Manager Sandy Rehkopf presented the item and the owner was present. The request involved restoration of entire storefront including second story windows due to broken glass and rotten wood, awning, and repairs to brick and mortar due to structural issues and safety. This COA is being presented with the intention of the owner to request additional funding from TIRZ.

The Commission discussed the project at length with the owner with specific interest in requiring the replacement of the four pane (2 over 2) double hung windows on mezzanine level and the replacement awning using the same holes as previously attached.

Action:

Jacqueline Montejano motioned to approve the Certificate of Appropriateness for 208 W Main. The motion was seconded by Mark McReynolds and carried unanimously (6-0).

5. Consider a Certificate of Appropriateness for 105 N Rogers

Mrs. Rehkopf presented the item and the owner was present. The request involves replacement and redesign of metal storefront to bring it back to its original design, repair structural masonry, repair existing windows, and addition of an awning.

The Commission discussed the project at length with the owner with specific interest in requiring the replacement with single pane or four pane windows on storefront and the replacement awning using the same holes as previously attached.

Action:

Jacqueline Montejano motioned to approve the Certificate of Appropriateness for 105 N Rogers. The motion was seconded by Alex Lohmann and carried unanimously (6-0).

6. Consider Sign Permit for 201 Monroe

Mrs. Rehkopf presented the item. The proposed sign is a 36"X120" backlit aluminum sign affixed to the brick. The owner was not present, but the contractor provided additional photos of examples of the aluminum backing that would be installed. The Commission discussed the requirement to limit new holes, use as many of the previous holes as possible, and re-use the hole that is currently there to run the electrical through the brick to the inside.

Action:

Alex Lohmann motioned to approve the Sign Permit for 201 Monroe. The motion was seconded by Mark McReynolds and carried unanimously (6-0).

7. Consider Sign Permit for 113 N College

Mrs. Rehkopf presented the item for Wyrd and Wand Archive. The owner's contractor was present. The request includes installation of a 1.1' X 22.5' (24.8sf) painted aluminum sign affixed to the brick using two existing holes and two new holes. The Commission discussed the requirement to make entry into mortar only and contractor agreed.

Action:

Peggy Crabtree motioned to approve the sign permit for 113 N College. The motion was seconded by Alex Lohmann and carried unanimously (6-0).

8. Consider Historic Tax Incentives for Previously Qualified Resources

Mrs. Rehkopf presented eighty-four (84) 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.

Historic Tax Incentives Considered in group vote:

1000 W Main	708 W Main	912 W Main
1021 W Main	801 W Main	1004 W Marvin
109 E Franklin	902 W Marvin	1034 W Main
1108 W Jefferson	1004 W Marvin	1104 E Marvin
1210 W Main	1034 W Main	110 W Main
1307 Main	1104 E Marvin	111 Almond
201 Brown	110 W Main	114 W Main
204 E University	111 Almond	116 E University
204 LaVista	114 W Main	1201 W Marvin
208 Oldham	116 E University	1300 W Main
211 S College	1201 W Marvin	209 Kaufman
212 N Grand	1300 W Main	209 W Main
219 Monticello Dr	209 Kaufman	210 S Hawkins
301 S Rogers	209 W Main	305 Richmond
302 Harbin	210 S Hawkins	309 Oldham
315 Virginia	305 Richmond	314 E Marvin
320 W University	309 Oldham	401 Oldham
327 East University	314 E Marvin	405 W Marvin
329 Virginia	401 Oldham	510 W Jefferson
401 Monroe	405 W Marvin	514 W Marvin
404 W Main	510 W Jefferson	601 W Jefferson
405 Clark Lane	514 W Marvin	604 W Main
415 Brown	601 W Jefferson	607 Sycamore
420 W Franklin	604 W Main	611 N Rogers
511 Water Street	607 Sycamore	802 Brown
606 Sycamore	611 N Rogers	818 W Main
610 Sycamore	802 Brown	912 W Main
700 W Main	818 W Main	707 Sycamore

Action:

Mark McReynolds moved to approve the list of 84 previously qualified historic resources as submitted via Memo and recommended by staff. The motion was seconded by Peggy Crabtree and carried unanimously (6-0).

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

Mrs. Rehkopf presented fifty (50) new applications to the Commission for consideration. The Commission reviewed and discussed each property thoroughly.

Historic Tax Incentives Considered:

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	517 Lake Park
122 Lake Park	602 Brown
1502 Ferris	602 Dunn
200 Lake Park	616 N Rogers
205 Lewis	701 N Gibson
206 McKenzie	714 W Jefferson
227 Criddle	802 W Main
301 Lake Park	808 Williams
304 Cumberland	919 Ellis
304 University	99 Joseph
311 Lake Park	1703 Alexander
313 Lake Park	201 Williams
314 Coleman	611 N Grand
323 Coleman	711 Ferris

Action:

Alex Lohmann motioned to:

Deny the applications for:

- *101 Rosa for vinyl windows, inappropriate door.*
- *1040 Water for porch railing not appropriate.*
- *105 Sycamore for windows*
- *111 Brown for inappropriate alteration to banisters (lack uniformity).*
- *113 Cumberland for garage & siding.*
- *1204 E Marvin for windows.*
- *122 Lake Park for porch railing and windows.*
- *200 Lake Park for multiple inappropriate alterations*
- *205 Lewis for siding.*
- *206 McKenzie for windows*
- *227 Criddle for porch railings*
- *301 Lake Park for porch railing and door*
- *304 Cumberland for windows*
- *304 University for inappropriate alterations/remodel*
- *311 Lake park for windows*
- *313 Lake park for windows and railing*
- *401 Richmond for iron post removal*
- *409 Monroe for porch posts and door*

- *411 Monroe for inappropriate alterations*
- *424 Gingerbread for posts*
- *503 N Rogers for incomplete application – no photo*
- *505 Dunn for siding*
- *517 Lake Park for windows*
- *602 Brown for inappropriate alterations*
- *714 W Jefferson for inappropriate alterations*
- *99 Joseph for porch posts*
- *1703 Alexander inappropriate alterations*

Approve the remaining twenty-three properties.

The motion was seconded by Peggy Crabtree and carried unanimously (6-0).

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

Mrs. Rehkopf presented thirty (30) 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:

	401 Oldham
1004 W Marvin	405 W Marvin
1034 W Main	510 W Jefferson
1104 E Marvin	514 W Marvin
110 W Main	601 W Jefferson
111 Almond	604 W Main
114 W Main	607 Sycamore
116 E University	611 N Rogers
1201 W Marvin	802 Brown
1300 W Main	818 W Main
209 Kaufman	912 W Main
209 W Main	1703 Alexander
210 S Hawkins	201 Williams
305 Richmond	611 N Grand
309 Oldham	711 Ferris
314 E Marvin	

The Commission reviewed each property and discussed each at length.

Action:

Alex Lohmann motioned to:

- Deny the additional tax credit for 1703 Alexander – historic incentive was denied, therefore additional credit requests are also denied
- Deny additional credit for 611 N Grand – interior repairs are not considered

- *Approve the remaining properties for the additional tax credits for maintenance or restoration as presented.*

The motion was seconded by Peggy Crabtree and carried unanimously (6-0)

11. Comments by Commission members and City staff

Jacqueline Montejano expressed her gratitude for the opportunity to attend the Real Places Conferences in Austin. She reported that the team of eight who attended learned a lot and picked up several contacts for contractors who provide specialized restoration services.

12. Adjourn

There being no further business, the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Sandy Rehkopf
Historic Preservation Manager



Memorandum

To: Heritage Preservation Commission
 From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Mgr.
 Thru: Trenton Robertson, Director of Planning
 Date: May 14, 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:

- | | |
|-------------------|---------------|
| 405 Williams | 507 N College |
| 441 S College | 509 N College |
| 503-505 N College | |



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Mgr.
Thru: Trenton Robertson, Director of Planning
Date: May 14, 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:

- 325 W University
- 412 Royal