

A G E N D A

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, to be held on ***July 9, 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 June 11, 2026
4. Consider Sign Permit for 441 S College
5. Consider Continued Eligibility in Historic Tax Incentive Program for 414 Coleman
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.

Heritage Preservation Commission
June 11, 2026

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, was held on Thursday, June 11, 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 Ron Finch, Vice Chair Peggy Crabtree, Secretary Mark Gundert Alex Lohmann
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Heritage Preservation Commission Member Absent:	Mark McReynolds Kelly Savell
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Planning & Zoning Commission Liaison:	Jimmy Poarch (absent)
Heritage Preservation Manager:	Sandy Rehkopf (absent)
Director of Planning:	Trenton Robertson
City Council Liaison:	Patrick Souter

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 May 14, 2026

Action:

Alex Lohmann moved to approve the May 14, 2026 meeting minutes as presented. The motion was seconded by Peggy Crabtree and carried unanimously (5-0).

4. Consider Certificate of Appropriateness for 303 Virginia

Director of Planning and Zoning Trenton Robertson presented the request on behalf of the property owner for a complete restoration of the exterior of the home to include new windows, new porch, new railings, new columns, removal of vinyl siding to expose wood, and exterior paint. After HPC members reviewed and discussed the application, said application was determined to be lacking in pertinent information. Specifically, plans for the new door and windows were not included in the detail requested. In addition, Commissioners identified the original columns on the house as tapered box wooden column with brick base. The drawings provided show plans for a standard box column with a brick base. The Commission expressed their desire for the owner to restore the columns to the original design.

Action:

Peggy Crabtree moved to deny the Certificate of Appropriateness for 303 Virginia without prejudice, thereby allowing the property owner to reapply. The motion was seconded by Ron Finch and carried unanimously (5-0).

5. Consider Certificate of Appropriateness for 200 N Monroe

Mr. Robertson presented the request on behalf of the property owner to install full length awnings to two sides of the building, Water Street and Monroe Street. The awnings will extend 7ft from the building and will be supported by angled tie rods and attached to the wall with vintage escutcheon plates. Property owner provided detailed drawings and expressed in his application that he would be intentional about using existing anchor points and adding only what may be necessary for safety and durability of the awnings.

Action:

Peggy Crabtree moved to approve the Certificate of Appropriateness for the property at 200 N Monroe. The motion was seconded by Mark Gundert and carried unanimously (5-0).

6. Consider Certificate of Appropriateness for 301 University

Mr. Robertson presented the request on behalf of the property owner to replace her front door with a more period correct door so that she may qualify for the City's tax incentive program. The Commissioners reviewed photos of the new door that were provided by the property owner and agreed that she had chosen an appropriate door.

Action:

Ron Finch moved to approve the Certificate of Appropriateness for the property at 301 University. The motion was seconded by Alex Lohmann and carried unanimously (5-0).

7. Consider Historic Tax Incentives for Historic Resources previously qualified

Mr. Robertson presented three (3) properties with staff recommendation to approve based on prior approval and no significant changes to the properties:

- 320 E Marvin
- 1208 E Marvin
- 326 University

Action:

Alex Lohmann moved to approve the list of three previously qualified historic resources as presented by staff. The motion was seconded by Mark Gundert and carried unanimously (5-0).

8. Comments by Commission members and City staff

No comments were provided by Commission members or staff.

9. Adjourn

There being no further business, the meeting adjourned at 5:57 p.m.

Respectfully submitted,

Trenton Roberston, Director of Planning
c/o Peggy Crabtree, Secretary



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Historic Preservation Manager
Thru: Trenton Robertson, Director of Planning
Date: July 9, 2026
Re: Consider a Sign Permit for 441 S College

Applicant: Meat Church BBQ Supply

Owner's Name: Matt Pittman

Property Address: 441 S College

Request: The proposed sign is for Meat Church BBQ Supply. Owner requests to paint individual white letters on the existing tin. The designer informs the commission of the historic intentionality of the painted block letters, as the intention is to replicate many of the ghost murals that can be seen around downtown currently. Oil-based paint with protective coating will be used. The proposed letters will be 3 ft tall and span 50 ft across the front of the building, leaving 5 ft on each side.

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 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

(4)



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Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown & Historic Preservation Manager
Thru: Trenton Robertson, Director of Planning
Date: July 09, 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.

Background

Maria Mendez purchased the property located at **414 Coleman Street** in 2015. The home, originally constructed in **1963**, had already been participating in the City's Historic Preservation Tax Incentive Program, and Ms. Mendez intended to continue the property's participation after purchasing the home.

In 2019, Ms. Mendez experienced a significant family tragedy when her 20-year-old daughter, Karina, suffered a sudden medical emergency during the night that resulted in cardiac arrest. Although emergency medical personnel

were ultimately able to save her life, she was without oxygen for an extended period, resulting in a severe traumatic brain injury.

Following nearly two years in a nursing facility, Karina was able to return home. In preparation for her return, family members, friends, and members of the community came together to modify the residence so it could safely accommodate her extensive medical and accessibility needs.

Modifications to the Home

The improvements included:

- Construction of an ADA-accessible driveway and front entrance.
- Enclosing the existing garage to create a wheelchair-accessible entrance.
- Construction of a specialized bedroom and care area designed to meet Karina's long-term medical needs.

These improvements allowed Karina to return home and receive care from her mother rather than remain in a long-term care facility.

Historic Preservation Process

Ms. Mendez obtained the required building permits for the renovation project before construction began. However, she has stated that she was not informed that a Certificate of Appropriateness (COA) was also required for the exterior modifications. Because a COA was never requested, the project was not reviewed by the Heritage Preservation Commission at that time, and the modifications ultimately affected the property's eligibility for the Historic Preservation Tax Incentive Program.

Ms. Mendez has indicated that, had she been aware of the COA requirement, she would have completed that process before beginning the work.

Request

Ms. Mendez has requested that the Heritage Preservation Commission consider making an exception that would allow the property to continue participating in the Historic Preservation Tax Incentive Program. She shared that, as a single mother providing full-time care for an adult daughter with significant disabilities, the financial relief provided through the tax incentive would be meaningful to her family.

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