

A G E N D A

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, to be held on ***August 13, 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 July 9, 2026
4. Consider Sign Permit for 109 W Franklin
5. Consider Certificate of Appropriateness for 311 E Marvin
6. Consider Certificate of Appropriateness for 303 Virginia
7. Consider Certificate of Appropriateness for 1500 W Main
8. Comments by Commission members and City staff
9. 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, 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 Present:	Jacqueline Montejano, Chair Ron Finch, Vice Chair Peggy Crabtree, Secretary Mark Gundert Alex Lohmann Mark McReynolds Kelly Savell
Planning & Zoning Commission Liaison:	Jimmy Poarch (absent)
Heritage Preservation Manager:	Sandy Rehkopf
Director of Planning:	Trenton Robertson (absent)
City Council Liaison:	Patrick Souter

1. Call to Order

Chair Jacqueline Montejano called the meeting to order at 5:33 p.m.

2. Public Comments

None.

3. Approve the meeting minutes of the regular meeting held on June 11, 2026

Action:

Alex Lohmann moved to approve the June 11, 2026 meeting minutes as presented. The motion was seconded by Mark Gundert and carried unanimously (7-0).

4. Consider Sign Permit for 441 S College

Downtown Redevelopment & Historic Preservation Manager Sandy Rehkopf presented on behalf of the property owner, Meat Church LLC, with Sam Anderson, Project Manager, present. The request presented was for two signs. First, the owner requests to paint individual white letters on the existing aged tin on the front façade of the second building. The mural letting will have an aged look to replicate the ghost murals that can be seen in downtown Waxahachie currently. Second, the owner requests to affix individual metal block letters to the auger that runs across the top of the silos. The letters will be 2'x4', backlit, and span the length of the auger.

Commissioners had few questions, complimented the project, and expressed gratitude for the design choices to keep the historic look of the entire property. Chair Montejano presented Mr. Anderson with an official HPC Designated Historic Resource plaque.

Action:

Alex Lohmann moved to approve the sign permit for 441 S College. The motion was seconded by Kelly Savell and carried unanimously (7-0).

5. Consider Continued Eligibility in Historic Tax Incentive Program for 414 Coleman

Mrs. Rehkopf presented the request on behalf of the homeowner to appeal for an exception and allow her to remain in the Historic Tax Incentive Program. The applicant purchased the home in 2015 and had been part of the Historic Tax Incentive Program. When her daughter suffered a traumatic brain injury in 2019, she was forced to make the home ADA accessible so that she could bring her home from the hospital. The applicant knew nothing of the Certificate of Appropriateness (COA) requirement and was admittedly rushed to provide for her daughter. She closed in the garage and replaced the front facing garage door with siding and a small, white vinyl window.

The Commissioners discussed the matter at length and with sympathy. They held consensus that the modifications are too significant and that they are bound to follow the guidelines set forth by the rules of the commission.

Action:

Peggy Crabtree moved to deny the request for continued eligibility in the Historic Tax Incentive Program for 414 Coleman. The motion was seconded by Jacqueline Montejano and carried unanimously (7-0).

6. Comments by Commission members and City staff

In preparation for next year's Historic Tax Incentive Program application process, Commissioner Mark McReynolds made the recommendation to mail letters to all properties that are over 50 years old to inform them of the Program and the guidelines that dictate participation.

Commissioner Mark Gundert presented photographs of the historic downtown building at 114 E Main where a vinyl real estate sign had been mounted directly to the brick facade with screws. Commissioner Gundert noted that this is not an isolated incident, and that the Commission has raised this same concern with this real estate agent on multiple prior occasions.

Commissioner Gundert stated that his frustration was compounded by the fact that the agent responsible currently serves as the Planning and Zoning Commission's liaison to HPC. He noted that, as a local resident in a leadership position, the agent is aware that screwing signage into historic brick is not an acceptable installation method. There is no sign permit and no COA on record for this vinyl sign.

Commissioner Gundert requested that the Commission pursue formal accountability measures rather than another informal conversation with the agent, stating that verbal requests have been made repeatedly without result.

Other commissioners echoed similar frustration and agreed that the matter should be referred to the Building/Ordinance Department for enforcement.

Chair Jacqueline Montejano expressed her desire for the HPC to host a Historic Window Workshop to teach up and coming trades men and women the art of restoring historic windows. She asked the commissioners to scour their networks to help find a credible and qualified presenter/teacher.

Secretary Peggy Crabtree stated that there must be a way for HPC members to connect with WISD to encourage teaching window restoration to youth via the high school carpentry program.

7. Adjourn

There being no further business, the meeting adjourned at 6:21 p.m.

Respectfully submitted,

Sandy Rehkopf
Heritage Preservation Officer



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Historic Preservation Manager
Thru: Trenton Robertson, Director of Planning
Date: August 13, 2026
Re: Consider a Sign Permit for 109 W Franklin

Applicant: Chris Reeves, Quickway Signs

Owner's Name: Lindsay Daughtry

Property Address: 109 W Franklin

Request: The proposed sign is for **Viva La Vintage Jewelers**. Owner requests to use existing hooks and new metal hardware to install a 24" X 17.5" double-faced, painted wooden sign hanging perpendicular to the front door. The awning height will allow for the sign to have the required 8ft clearance to the sidewalk below.

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

CUSTOMER INFO		JOB DESCRIPTION
Contact: - Lindsay D.	(4)	1- 24" x 17.5" Double Faced Hanging Sign
Company: - Viva La Vintage		
Phone #: - n/a		
Email: [REDACTED]		

Date: June 12th, 2026 

JS

PRICE

Install Available At Additional Cost



109 W Franklin Street

(4)



SIGN TYPE: Hanging Sign
Sq. Ft.: 3' Linear: 2'
Material: MDO (WOOD)
W/ Metal Hardware

109 W Franklin Street



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Manager
Thru: Trenton Robertson, Director of Planning
Date: August 13, 2026
Re: Consider a Certificate of Appropriateness for **311 E Marvin**

Applicant: Joshua Lopez

Owner's Name: Joshua Lopez

Property Address: 311 E Marvin

Request: The request involves removal and replacement of front door with new door of like appearance with intent to maintain historic look of home.

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

Certificate of Appropriateness Application

(5)

Case Number *Field not completed.*

Date Filed *Field not completed.*

**Date for Consideration by
the Heritage Preservation
Commission** *Field not completed.*

Name of Property Owner Joshua Lopez

**Name of Agent (if
applicable)** Joshua Lopez

Mailing Address 311 E Marvin Ave

City *Field not completed.*

State *Field not completed.*

Zip Code 75165

Phone Number

Email Address

**Is this information for the
Owner or Agent?** Owner

**Historic Structure
Address** 311 E Marvin

City *Field not completed.*

State *Field not completed.*

Description of Project	need to replace front door and deck
------------------------	-------------------------------------

Reason(s) you feel the proposed exterior work is consistent with the historical character of the property.	the front door isn't insulated well, the glass is broken due to foundation repairs. Deck is rotted and has a hole
--	---

Checklist

Please upload the following (items **must** be included with this application)

Current photograph(s) of the existing structure.	IMG_8835.jpeg
--	-------------------------------

Historic photographs (if available) upon which the proposed work is based.	<i>Field not completed.</i>
--	-----------------------------

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.	IMG_8771.png
---	------------------------------

List of materials for all exterior surfaces and/or signs	IMG_8771_1.png
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Dollar value of improvements to be	2,700
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(5)



(5)



(5)







Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Manager
Thru: Trenton Robertson, Director of Planning
Date: August 13, 2026
Re: Consider a Certificate of Appropriateness for 303 Virginia

Applicant: Brad Yates

Owner's Name: Loren Gray Investments, LLC

Property Address: 303 Virginia

Request: The request involves removal of vinyl siding to expose and restore original wood siding. Removal of current 4X4 columns and rebuild original tapered box columns. Rebuild porch railings to original look. Rebuild masonry columns. Restore wood one/one windows on front façade. Replace front door with historically appropriate craftsman door.

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
- Drawings

(6)

Certificate of Appropriateness Application Form

Date Filed: _____

Property Owner's Name: Loren Gray Investments, LLC and/or Agent: _____

Mailing Address: PO Box 2868 Wapakoneta, TX. 75168

Phone number: _____ Email address: _____

Historic Structure Address: 303 Virginia

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 not 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 the 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.

Description of Project: General remodel to structure
& front porch

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): exposes original siding & reinstall
wood windows & rebuild original
columns & handrail

General Checklist for Certificate of Appropriateness Application

(6)

(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: _____

7/25/26

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

(6)

(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 *but originals were onsite in shed*

☐ I don't know

3. Existing Window Composition and Character

(Check All That Apply)

☒ Wood Frame

☐ Metal Frame

☐ Aluminum-Clad Wood

☐ Vinyl

(6)

- ☐ 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)

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:

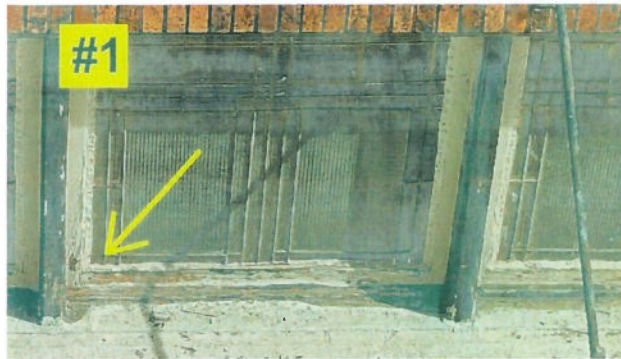
- ☐ Photo(s) of each elevation where windows are affected

- 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: original

☐ 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 # 166 Window Height36 Window Widthoriginal Window Sill Depth

Other Element: _____

Other Element: _____

Other Element: _____

Other Element: _____

Other Element: _____

Other Element: _____

Other Element: _____

Other Element: _____

Window # 2/366 Window Height31 Window Widthoriginal Window Sill Depth

Other Element: _____

Other Element: _____

Other Element: _____

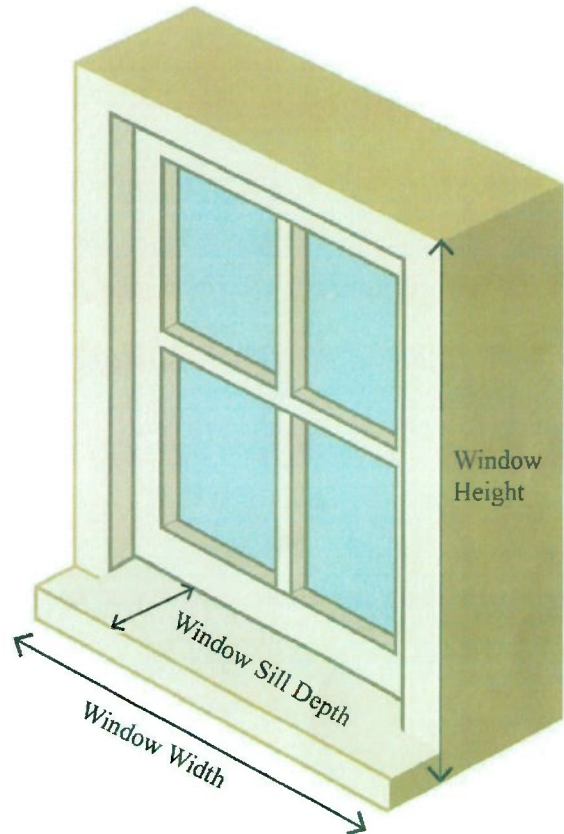
Other Element: _____

Other Element: _____

Other Element: _____

Other Element: _____

Other Element: _____



Scope of work

(6)

Remove vinyl siding to expose original
117 siding

Remove current 4x4 columns & rebuild
tapered box columns as per photograph

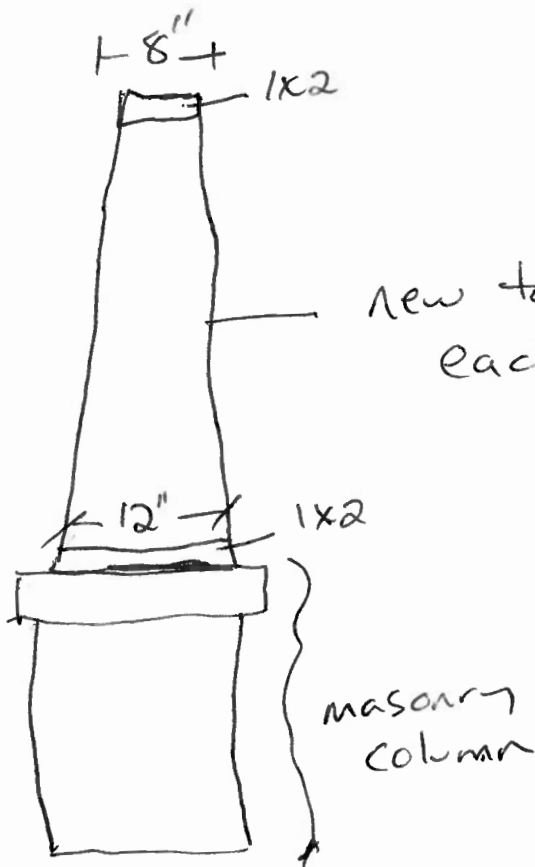
Remove existing rail & rebuild per photo
& drawing

Rebuild masonry columns

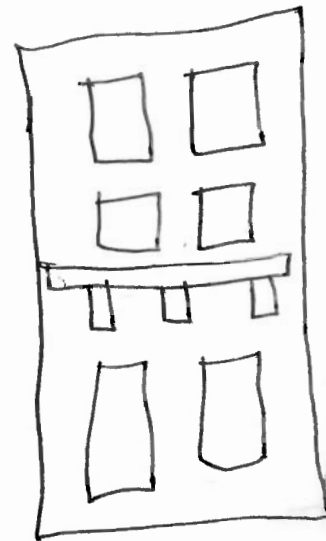
Reinstall wood one/one windows in front
façade

Change front door to Craftsman
door

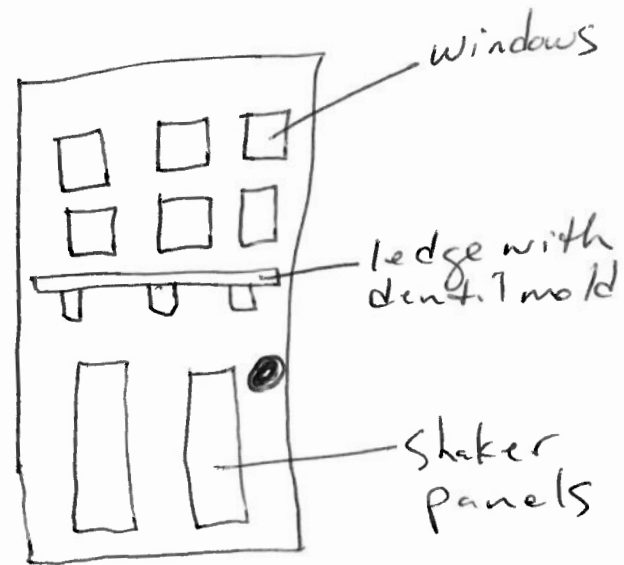
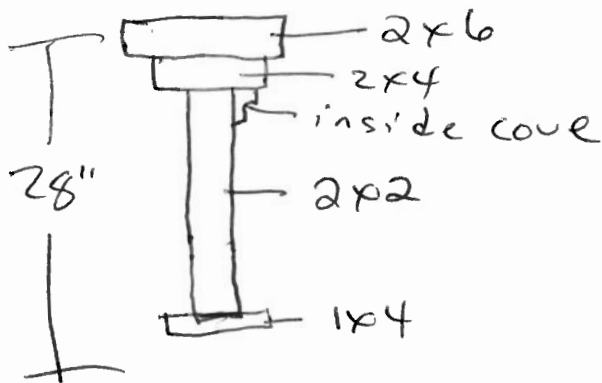
(6)



new tapered wood columns @
each end of porch



1st
choice



2nd
choice

(6)



(6)





Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Manager
Thru: Trenton Robertson, Director of Planning
Date: August 13, 2026
Re: Consider a Certificate of Appropriateness for **1500 W Main**

Applicant: Kristy Siple

Owner's Name: Siple Revocable Trust

Property Address: 1500 W Main

Request: The request involves installation of solar screens on the full exterior. Per applicant, the screens will not affect the current windows which are the original wood.

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
- Spec Sheet
- Photos

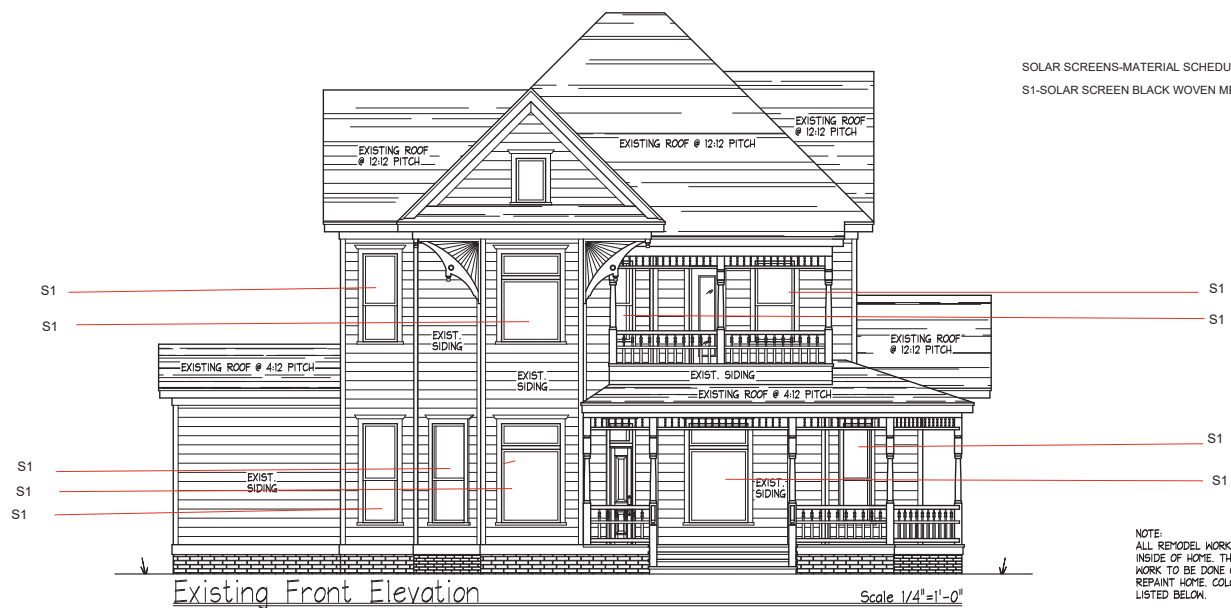
(7)

Solar Screens

\$2,695.00

(28) White Frames with 90% Phifer Suntex Black
Front - 10
Left - 9
Right - 9

Subtotal \$2,695.00



SOLAR SCREENS-MATERIAL SCHEDULE
S1-SOLAR SCREEN BLACK WOVEN MESH 90% WITH BRONZE FRAME, BY SUNTEX

NOTE:
ALL REMODEL WORK TO BE DONE
INSIDE OF HOME. THE ONLY EXTERIOR
WORK TO BE DONE ON HOME IS TO
REPAINT HOME. COLOR DESIGNATION
LISTED BELOW.

These plans are the property of Lindbergh Designs LLC and are not to be reproduced, stored or reused for any other project without the written permission of Lindbergh Designs LLC. Lindbergh Designs LLC is not responsible for any construction information necessary to build the structure. Make/Owner shall verify and check all dimensions prior to construction. Lindbergh Designs LLC is not responsible for any errors or omissions in these plans. The architect's professional seal is required in addition to these plans.



Job Location:
Spide Project
1300 W. Main St.
Waxahachie, TX 75165

Lindbergh Designs
Commercial & Residential Planning
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DATE: 26 AUG 24
REV: 05 OCT 24
PLAN: REM 167
A1



(7)

(7)

