

A G E N D A

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, to be held on ***September 10, 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 August 13, 2026
4. Consider Sign Permit for 213 S College
5. Consider Sign Permit for 215 E Main
6. Consider Certificate of Appropriateness for 329 Virginia
7. Consider Certificate of Appropriateness for 604 W Jefferson
8. Discuss Design Standards Guidelines
9. Discuss and consider recommendations for the Historic Tax Incentive Program
10. Comments by Commission members and City staff
11. 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
August 13, 2026

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, was held on Thursday, 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 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
Heritage Preservation Manager:	Sandy Rehkopf
Assistant Director of Planning:	Brian Guenzel
City Council Liaison:	Patrick Souter (absent)

1. Call to Order

Chair Jackie Montejano called the meeting to order at 5:30 PM. All commissioners were present (100% attendance). The Chair acknowledged a guest in attendance, and Sandy Rehkopf introduced the City's new Assistant Director of Planning, Brian Guenzel. Commissioners welcomed Mr. Guenzel.

Planning & Zoning Liaison Jimmy Poarch addressed the Commission regarding a banner placed on a historic building advertising his real estate firm. He apologized for the incident, explaining that a mix-up with the sign company resulted in the banner being drilled directly into the brick. He confirmed the error was unintentional and stated he has corrected it and will prevent a recurrence.

2. Public Comments

None.

3. Approve the meeting minutes of the regular meeting held on July 9, 2026

Action:

Alex Lohmann made a motion to approve the minutes of the regular meeting held July 9, 2026, as presented. The motion was seconded by Kelly Savell and carried unanimously (7-0).

4. Consider Sign Permit for 109 W Franklin

Downtown Redevelopment & Historic Preservation Manager Sandy Rehkopf presented on behalf of Quickway Signs a sign permit request for Viva Limited Jewelry Store. The request is for an approximately 3' x 2' double-sided wood sign, hung from the existing metal hardware on the awning left by the previous tenant. The proposed sign matches the size of the previous tenant's sign and meets all applicable City signage requirements.

Action:

Peggy Crabtree moved to approve the sign permit for 109 W Franklin. The motion was seconded by Mark McReynolds and carried unanimously (7-0).

5. Consider Certificate of Appropriateness for 311 E Marvin

Ms. Rehkopf presented the item on behalf of the homeowner. The request is to replace the front door, which has broken windowpanes and poor insulation due to foundation settling. The homeowner proposes a similar replacement door, with a change from eight windowpanes to four.

Commissioners approved of the design of the new solid wood door but asked that, as a condition of approval, Ms. Rehkopf contact the homeowner to encourage donation of the original door to a local salvage company, noting that it still has value and that there are parties who may want to reuse it.

Action:

Alex Lohmann moved to approve the Certificate of Appropriateness for 311 E Marvin. The motion was seconded by Jacqueline Montejano and carried unanimously (7-0).

6. Consider Certificate of Appropriateness for 303 Virginia

Ms. Rehkopf presented the item. The property owner was present to answer commissioners' questions. Ms. Rehkopf noted that this certificate of appropriateness had previously come before the Commission in June, when the homeowner presented a scope of work to remove vinyl siding and expose and restore the original wood siding, remove the current 4x4 columns and rebuild them; remove the existing porch railings and rebuilding them to match historic photos of the home; rebuild the masonry columns; restore the one-over-one wood windows on the front facade; and replace the front door with a historically appropriate Craftsman-style door.

When this item was first submitted in June, the drawings showed porch columns that would not have matched the home's original appearance. City staff located a 1985 photograph showing the original tapered box columns, and the Commission denied the request at that time, asking the homeowner to revise the design to match the original tapered box columns. The homeowner has since returned with a revised request that duplicates the original tapered box columns.

The owner submitted two options for the front door. Commissioners stated they had no preference between the two and left the choice to the owner, based on availability for the project. They expressed their gratitude to the owner for his revisions and the continued work he does locally to restore many of Waxahachie's historic properties.

Action:

Alex Loman made a motion to approve the certificate of appropriateness for 303 Virginia. The motion was seconded by Mark McReynolds and carried unanimously (7-0).

7. Consider Certificate of Appropriateness for 1500 W Main

Ms. Rehkopf presented the item on request of the homeowner to install black woven mesh solar screens with bronze frames on all windows. The owner stated the screens would not affect the original wood windows, as they are inset and removable.

Commissioners were strongly opposed to the solar screens, citing the Commission's role in preserving the visual appearance of historic homes; darkening the windows with solar screens was viewed as inconsistent with that goal.

Discussion turned to alternatives. Brad Yates of Colonial Restoration, a locally respected restoration professional, was present and described a glass film that reduces heat by 50%, is not visible from the outside, adheres to the interior of the glass, and is easily removed. He noted several area providers offer the product, including one based in Corsicana, and that the cost is comparable to or less than solar screens. He offered to provide contact information for interested property owners and the Commission. Ms. Rehkopf offered to contact the applicant with the glass film information.

Action:

Kelly Savell made a motion to deny the certificate of appropriateness for 1500 W. Main. The motion was seconded by Ron Finch and carried unanimously (7-0).

8. Comments by Commission members and City staff

Ms. Rehkopf announced that the property at 611 N. Grand Street has been officially approved by the Texas Historical Commission to receive a historical marker. The homeowner expressed pride in the achievement, noting it was the result of a long effort.

Ms. Rehkopf raised the topic of exterior paint standards in the downtown overlay district, asking commissioners whether they wished to consider restrictions on paint or paint colors as part of the Commission's review authority. Following discussion, commissioners expressed no interest in ruling on or restricting paint colors for property owners. They indicated a preference for offering recommendations and guidelines rather than approving or denying based on paint choice.

Ms. Rehkopf then raised the topic of the age threshold for the historic tax incentive program, currently set at any home over fifty years old, and asked whether the Commission wished to consider narrowing the threshold to avoid ruling on homes built in the 1980s and 1990s as historic properties.

Commissioner Alex Lohmann acknowledged hesitation to extend tax incentives to properties built after Waxahachie's principal historic building era, but noted that the Commission's mandate — as the Heritage Preservation Commission, not a body limited to a single architectural era — requires it to consider any property over fifty years old. He stated that homes not currently appreciated architecturally may be viewed differently in future decades, and cautioned against imposing restrictions that would bind future commissions.

Vice Chair Ron Finch countered, stating a boundary is needed because the Commission could not feasibly review every tract or planned development, and suggested tiering the incentive program with different percentages based on the era in which a home was built. Peggy Crabtree agreed with a tiered approach and further suggested establishing separate overlay districts to support the tier structure.

Commissioners agreed to consider the proposal further and return to the next meeting with a potential tiered-system recommendation to bring to city leadership.

Ms. Rehkopf next raised the topic of the scope of items the ordinance currently authorizes the Commission to review, noting that while the ordinance lists items such as fencing, paving, lighting, and other exterior elements, the Commission has not historically ruled on them. She asked whether commissioners wished to begin reviewing those items or continue declining to do so.

Heritage Preservation Commission
August 13, 2026
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Commissioner Mark McReynolds stated that some exterior elements should be considered, specifically citing that the old waterfall walkways as contributing to a home's architectural value. Jackie Montejano agreed and added exterior lighting as another element that contributes to a home's historic appearance and should be considered. Secretary Peggy Crabtree disagreed, stating the Commission should not consider any item that the Ellis County Appraisal District does not factor into a home's valuation. Chair Jackie Montejano added that, in her view, there are exterior items that should not be considered under any circumstance, with the example of fencing and driveways.

As with the tax incentive discussion, commissioners agreed to consider the matter further and return with a recommendation at the next meeting.

Finally, Ms. Rehkopf announced that the city-owned property at 216 N. College Street, the former police department building, is available for sale, with offers being accepted through September 11th. She offered to provide additional information to anyone interested in the opportunity.

9. Adjourn

There being no further business, the meeting was adjourned at 6:59 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: September 10, 2026
Re: Consider a Sign Permit for 213 S College

Applicant: Chris Reeves, Quickway Signs

Owner's Name: Kalee Craig

Property Address: 213 S College

Request: The proposed sign is for **The Oily Bar Soapery**. Owner requests to install 32" X 120" painted wooden sign above front door identical to the prior installation at 205 S College and using the same entry points as previous tenant signage.

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.

Attachment:

- Sign Rendering with Street View Image



213 S. College



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Historic Preservation Manager
Thru: Trenton Robertson, Director of Planning
Date: September 10, 2026
Re: Consider a Sign Permit for 215 E Main

Applicant: Chris Reeves, Quickway Signs

Owner's Name: Ellis County Democratic Party

Property Address: 215 E Main

Request: The proposed sign is for **Ellis County Democratic Party**. Owner requests to install stud mounted 10" plastic form letters to front of building spanning 272.25" across front.

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 with Street View Image

(5)



Sign Sq. Ft.: 19' **Linear Ft.:** 22.5
Mounting: Studd Mounted to Building/ Calking Seal
Sign Type: Plastic Formed Letters
Font: Times New Roman

215. E. Main Street



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Manager
Thru: Trenton Robertson, Director of Planning
Date: September 10, 2026
Re: Consider a Certificate of Appropriateness for 329 Virginia

Applicant: Dale Whitfield

Owner's Name: Dale Whitfield

Property Address: 329 Virginia

Request: The request involves removal of damaged wood siding and replacement with same, double ogee siding.

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
- Materials Description

Name of Property Owner Dale Whitfield

Name of Agent (If applicable) *Field not completed.*

Mailing Address 329 Virginia Ave

City Waxahachie

State Tx

Zip Code 75165

Phone Number

Email Address

Is this information for the Owner or Agent? Owner

Historic Structure Address 329 Virginia Ave

City Waxahachie

State TX

Zip Code 75165

Is this structure for residential or non-residential use? Residential

Has this structure been designated as a Historic Resource? No

(6)

Description of Project	Restore and replace damaged exterior woodwork
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Reason(s) you feel the proposed exterior work is consistent with the historical character of the property.	Using only historically accurate / appropriate materials
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Checklist

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

Current photograph(s) of the existing structure.	IMG_2922.jpeg , IMG_2921.jpeg
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Historic photographs (if available) upon which the proposed work is based.	IMG_5334.jpeg
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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_2926.jpeg
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List of materials for all exterior surfaces and/or signs	IMG_2882.jpeg , IMG_2883.jpeg
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Dollar value of improvements to be made	7800
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(6)



(6)



DOUBLE OGEE SIDING

(6)

Popular in the late 19th and early 20th century especially on **American Bungalow architecture** a single piece of double ogee siding gives the appearance of two smaller pieces of siding. Sometimes even triple ogee patterns were used fitting was appeared to be three courses of siding on one piece of wood.



Double Ogee Siding



Memorandum

To: Heritage Preservation Commission
From: Sandy Rehkopf, Downtown Redevelopment & Historic Preservation Manager
Thru: Trenton Robertson, Director of Planning
Date: September 10, 2026
Re: Consider a Certificate of Appropriateness for 604 W Jefferson

Applicant: Rebecca Frankiewicz

Owner's Name: Rebecca Frankiewicz

Property Address: 604 W Jefferson

Request: The request involves removal of rotten wood tongue and groove boards on porch floor and replacing with same after foundation is leveled. Owner will paint to match the rest of the home. After foundation is leveled, owner may need to replace additional decorative wood pieces if they are damaged in the process, but she will replace with identical materials.

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:

- Project plans
- Photos
- Materials Description

Certificate of Appropriateness Application

(7)

Case Number	<i>Field not completed.</i>
Date Filed	<i>Field not completed.</i>
Date for Consideration by the Heritage Preservation Commission	<i>Field not completed.</i>
Name of Property Owner	Rebecca Bates Frankiewicz
Name of Agent (if applicable)	<i>Field not completed.</i>
Mailing Address	1450 E Fairy Chasm Rd
City	Bayside
State	Wisconsin
Zip Code	53217
Phone Number	
Email Address	
Is this information for the Owner or Agent?	Owner
Historic Structure Address	604 W Jefferson Street
City	Waxahachie
State	Texas

Description of Project	Restore rotted wood tongue and groove boards on porch to original tongue and groove after foundation is leveled, replace rotted wood on exterior of home with same wood and paint to match the rest of the home. Consulting with Colonial Restoration on some internal restoration as well.
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Reason(s) you feel the proposed exterior work is consistent with the historical character of the property.	Not changing the exterior of the home in any way - only replacing materials with historically consistent materials and matching paint to current paint on home.
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Checklist

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

Current photograph(s) of the existing structure.	porch.jpg , exterior of home current.jpg
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Historic photographs (if available) upon which the proposed work is based.	historic photo and article.jpeg
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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_9191.jpeg
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List of materials for all exterior surfaces and/or signs	Porch Materials List 604 W Jefferson Waxahachie.docx
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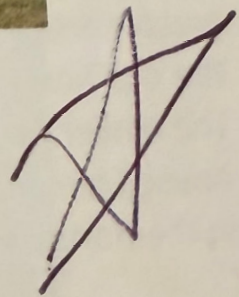
Dollar value of improvements to be made	\$10,000
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(7)



(7)



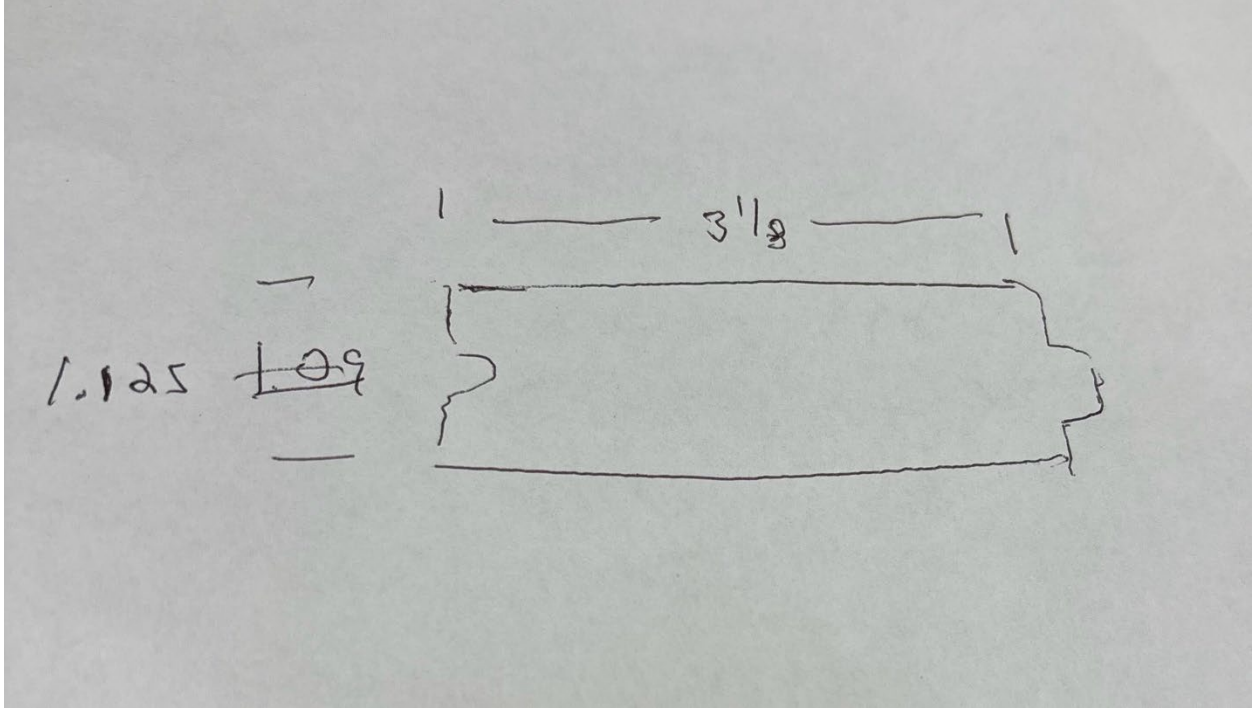
WEST END AND FERRIS ADDITIONS**C-70****604 West Jefferson Street***1887, 1922*

A 1922 porch and sunroom addition do much to camouflage the 1887 Italianate-style house that remains behind them. Clues to its earlier identity can be seen in the second-floor windows, with their tall, narrow proportions and their asymmetrical placement that reflects a hall and parlor floor plan. A pre-1922 photograph documents the original decorative details, including spindlework on the porch and paired Italianate brackets at the eaves. This was one of several Waxahachie houses built by Oscar F. Parks for speculative sale. Subsequent owners included Mrs. A. L. Redding, a widow; A. B. McKnight, county treasurer; and another widow, Mrs. T. L. Ross. It was Mrs. Ross who in 1922 contracted with W. B. and C. C. Ramsey to add the sun room on the east side and rebuild the front porch as part of a major redo that included a new roof, painting the exterior, and papering the interior.

(7)

Porch Materials List 604 W Jefferson Waxahachie

Millwork by Buffalo Creek Millworks



Clear Western Red Cedar

Grade: True Clear Vertical Grain (CVG) or Clear A/B+

The porch floorboards will run perpendicular to the front of the house.

Porch boards will be sealed on all six sides and painted to match original color on the current deck.

(7)

