

MINUTES

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, was held on Thursday, May 8, 2025 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: Peggy Crabtree, Chair
Jacqueline Montejano, Vice Chair
Ronald Finch
Adam Graves
Mark Gundert
Alex Lohmann

Heritage Preservation Commission Members Not Present: Kelly Savell

Planning & Zoning Commission Liaison: Marlene Norcross
Heritage Preservation Manager: Eleana Tuley
City Council Liaison: Patrick Souter

1. Call to Order

Chair Peggy Crabtree called the meeting to order at 5:30 pm.

2. Public Comments

None.

3. Approve the meeting minutes of the meeting held on April 10, 2025

Action

Jacqueline Montejano motioned to approve the meeting minutes of the meeting held on April 10, 2025. Motion was seconded by Adam Graves and carried 6-0.

4. Consider a Certificate of Appropriateness for 215 E. Main Street

Eleana Tuley presented the request to the commission.

Since the improvements were predominantly located behind the building, the Commission recommended that the property owner reuse the existing brick to the extent possible when removing the wall to add a new back door. If the contractor needs to incorporate new brick, it should closely resemble the existing brick. Furthermore, the Commission recommended that the property owner ensure the contractor uses a lime-based mortar (rather than Portland cement) on the back wall to prevent damage and cracking. Historic brick is often softer and more porous, requiring a compatible mortar to allow for proper breathability and movement.

Action

Jacqueline Montejano motioned to approve the Certificate of Appropriateness for 215 E. Main Street with the recommendation that the property owner reuse the existing brick to the greatest extent possible. If new brick is necessary, it should match the existing brick. Additionally, the contractor should use a lime-based mortar (rather than Portland cement) on the back wall to prevent damage and cracking. Motion was seconded by Alex Lohman and carried 5-1 with Adam Graves voting in opposition.

5. Consider a Certificate of Appropriateness for 205 Oldham Street

Eleana Tuley presented the request to the commission.

Action

Adam Graves motioned to approve the Certificate of Appropriateness for 205 Oldham Street. Motion was seconded by Ronald Finch and carried 4-2 with Jacqueline Montejano and Peggy Crabtree voting in opposition.

6. Comments by Commission members and City staff

The Commission discussed the need to enhance the Certificate of Appropriateness application by providing a more detailed checklist to better guide applicants on the information required when proposing window replacements. This initiative is intended to improve clarity and set expectations for applicants regarding preservation standards. Recently, the National Alliance of Preservation Commissions (NAPC) hosted a webinar highlighting best practices for window restoration and offering examples of application processes and evaluation criteria used in other cities. The Commission agreed that all members would view the webinar in preparation for further discussion on how to strengthen the City's approach and encourage appropriate window restoration practices.

Eleana announced to the Commission that Historic Waxahachie Incorporated (HWI), in coordination with HHM & Associates, Inc., will host an informational meeting about the historic resource survey currently being conducted for 1200 properties in the city on June 26, 2025, at 5:30 pm in the Charles Beatty Building, located in the Mean Green Conference Room.

7. Adjourn

The meeting adjourned at 6:31 pm.

Respectfully Submitted by Eleana Tuley