

MINUTES

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, was held on **Thursday, June 12, 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
Kelly Savell
Mark Gundert
Alex Lohmann

Heritage Preservation Commission Members Not Present: Adam Graves

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

Guest(s): Chris Wright, City Council Member (Place 3)

1. Call to Order

Peggy Crabtree called the meeting to order at 5:32 pm.

2. Public Comments

No public comments.

3. Approve the meeting minutes of the meeting held on May 8, 2025

Action:

Jacqueline Montejano motioned to approve the May 8, 2025 meeting minutes. Alex Lohman seconded the motion. ***All ayes.***

4. Consider a Certificate of Appropriateness for 510 Water Street

Eleana Tuley presented the request.

Action:

Jacqueline Montejano motioned to approve the Certificate of Appropriateness for 510 Water Street. Kelly Savell seconded the motion. ***All ayes.***

5. Discuss Best Practices and Submission Requirements for Window Restoration and Replacement

Eleana Tuley stated that the purpose of this discussion was based on the Commission's desire to update the Certificate of Appropriateness (COA) application to specify what information an applicant should provide with their application when repairing or replacing windows. Before this

meeting, the commission was required to watch the National Alliance of Preservation Commissions webinar on window restoration.

The Commission discussed the other city's window requirements and standards and agreed to incorporate a window repair and restoration checklist into the COA application. Each commissioner will send their criteria for the checklist by June 30th and Eleana will compile a list of everyone's input to discuss at the next HPC meeting on July 10th.

6. Comments by Commission members and City staff

Eleana Tuley mentioned that the property owners of the Rogers Hotel were interested in sharing a custom wood window prototype with the commission for the hotel's window repairs. This could be a future COA request.

7. Adjourn

Peggy Crabtree adjourned the meeting at 6:12 pm.

Respectfully Submitted by Eleana Tuley