

MINUTES

A special meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, was held on Thursday, July 3, 2025 at 10 am. in the Hatchet Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas.

Heritage Preservation Commission Members Present: Jacqueline Montejano, Vice Chair
Ronald Finch
Mark Gundert
Alex Lohmann

Heritage Preservation Commission Members Not Present: Peggy Crabtree, Chair
Adam Graves
Kelly Savell

Planning & Zoning Commission Liaison: Marlene Norcross (Not Present)
Heritage Preservation Manager: Eleana Tuley (Present)
City Council Liaison: Patrick Souter (Not Present)

1. Call to Order

Jacqueline Montejano called the meeting to order at 10:03 am.

2. Public Comments

There were no public comments.

3. Approve the meeting minutes of the meeting held on June 12, 2025

Action:

Alex Lohman motioned to approve the June 12, 2025, meeting minutes. Mark Gundert seconded the motion. ***All ayes.***

4. Consider a Certificate of Appropriateness for 100 N. College Street

The property owners presented their request to the commission and brought a prototype of the custom wood window explicitly designed for the Rogers Hotel. They also provided photographs of the existing conditions, highlighting areas where the wood was so severely rotted and deteriorated that repair was no longer feasible. Their intent was for the custom wood windows to be identical to the original windows, ensuring that the difference between the old and new windows is virtually indistinguishable. Additionally, the windows will include a 10-year warranty provided by the carpenter. The commission expressed the importance of the new windows having the same number of panes, recessed depth, and character glass, if any.

Action:

Mark Gundert motioned to approve the Certificate of Appropriateness with the conditions listed below:

- The windows approved for replacement or restoration are limited to those identified in the “Existing Conditions Photos Report” (dated June 25, 2025). Any additional windows proposed for inclusion in the scope of work must receive prior approval from the Heritage Preservation Commission.
- All replacement windows must match the configuration of the original windows they are replacing. For example, a 6-over-1 window must be replaced with a 6-over-1 window, and an 8-over-1 window with an 8-over-1.
- Replacement 6-over-1 or 8-over-1 pane windows will be made of wood and may utilize clear glass; however, leaded architectural windows must be replaced using the same type of leaded glass to maintain their historic character.
- Any salvageable wavy glass should be preserved and donated to a local architectural salvage organization, the City of Waxahachie, or Historic Waxahachie Inc. for historic homeowners to reuse as architectural glass is historically significant and increasingly difficult to obtain.

Alex Lohman seconded the motion. ***All ayes.***

5. Comments by Commission members and City staff

No comments.

6. Adjourn

The meeting adjourned at 11:03 am.

Respectfully Submitted by Eleana Tuley