

MINUTES

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas, was held on Thursday, July 10, 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:	Peggy Crabtree, Chair
	Jacqueline Montejano, Vice Chair
	Ronald Finch
	Adam Graves
	Kelly Savell
	Mark Gundert
	Alex Lohmann

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

Guests: Chris Wright, Council Member Place 3

1. Call to Order

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

2. Public Comments

There were no public comments.

3. Consider a Certificate of Appropriateness for 411 E. Marvin Avenue

Eleana Tuley presented the request to the commission.

Action:

Adam motioned to approve the Certificate of Appropriateness for 411 E. Marvin Street.
Jacqueline Montejano seconded the motion. ***All ayes.***

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

At the June 12, 2025 Heritage Preservation Commission (HPC) meeting, the commission agreed to add a window repair and restoration checklist to the Certificate of Appropriateness (COA) application. Following the meeting, each commissioner submitted recommendations for items to include in the checklist. Eleana has consolidated all the feedback into a single draft checklist, which was discussed as a group at the meeting. A revised COA application and checklist will be presented at the August 14, 2025, HPC meeting.

5. Comments by Commission members and City staff

Eleana Tuley reminded the commission that the deadline to apply for the City's Boards and Commissions was July 31, 2025. The City Secretary should have notified every board member whose term was expiring.

6. Adjourn

The meeting adjourned at 6:30 pm.

Respectfully Submitted by Eleana Tuley