

# **A G E N D A**

A meeting of the Heritage Preservation Commission of the City of Waxahachie, Texas to be held in the City Council Conference Room, 401 S. Rogers Street, Waxahachie, TX, on **Thursday, December 9, 2021 at 5:30 p.m.**

Heritage Preservation Commission Members: Peggy Crabtree  
Glinda Felty  
Becky Kauffman  
Shannon Simpson  
Curtiss Thompson  
Jeff Smith  
Michelle Haye

Planning & Zoning Commission Liaison: Bonney Ramsey

Heritage Preservation Officer: Anita Simpson

City Council Liaison: Billie Wallace

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 Heritage Preservation Commission on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Heritage Preservation Commission may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.
3. Approve the minutes of the meeting held October 14, 2021
4. Consider approval of renewal HT tax exemption applications
5. Consider approval of new HT tax exemption applications
6. Comments by Commission members and Heritage Preservation Officer
7. Adjourn

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 City Secretary at 469/309-4006 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.***

**MINUTES**

A meeting of the **Heritage Preservation Commission** of the City of Waxahachie, Texas was held in the City Council Chambers, 401 S. Rogers, Waxahachie, TX on **Thursday, October 14, 2021 at 5:30 p.m.**

Heritage Preservation Commission Members present: Becky Kauffman  
Shannon Simpson  
Peggy Crabtree  
Michelle Haye

Planning & Zoning Commission Liaison: Bonney Ramsey

Heritage Preservation Officer: Anita Simpson

Guests: Kelley Cruzan, Shane McKinley,  
Thea Harris, Jordan Harris

**1. Call to Order**

Becky Kauffman called the meeting to order at 5:28 p.m.

**2. Public Comments**

None

**3. Reorganize the Commission**

Becky Kauffman introduced the new Commission member and welcomed her. She then nominated Peggy Crabtree as Chair of the Commission. Shannon Simpson seconded the nomination. **All ayes.** Shannon nominated Glinda Felty as Vice-Chair of the Commission. Becky seconded the motion. **All ayes.**

**4. Approve minutes of meeting held September 9, 2021**

Peggy Crabtree made a motion to approve the minutes of the meeting held September 9, 2021. The motion was seconded by Michelle Haye. **All ayes.**

**5. Consider Certificate of Appropriateness for 100 N. College Street**

Thea Harris acknowledged that she was the applicant for this property and would answer any questions. Becky asked if the awning would be on both sides—Main and College—or just one? Mrs. Harris said the awnings would be on both sides of the business. Noticing that a color had not been decided on Becky referenced p. 96 of the Downtown Design Guidelines and recommended a lighter color for the proposed awnings. There was some discussion of color and Anita asked if the pedestrian signs currently in place would be removed or relocated. That has not been determined yet but the awning will most likely take the place of the pedestrian signs. Michelle Haye made a motion to approve the COA for 100 N. College Street. Peggy Crabtree seconded the motion. **All ayes.**

**6. Consider Certificate of Appropriateness for 112-114 E. Main**

Shane McKinley, the contractor for this project, noted that the wooden doors on this property are not that old but they are very weathered from constant sun exposure. He stated that most of the wooden doors

downtown are mahogany and those type are available. However, he would like to use an alternate material that would have a longer life span than the wood. It has the same look and characteristics and can be stained like wood but is fiberglass. There was some discussion and Michelle Haye made a motion to approve the COA for 112-114 E. Main with the recommendation to keep the historic materials intact and use wood doors for replacement. Peggy Crabtree seconded the motion. **All ayes.**

**7. Consider Certificate of Appropriateness for 101 S. College**

Kelley Cruzan told the Commission that she heard the conversation about the previous COA and would follow the recommendation to replace the door at her property with wood. She explained that the mechanism on the existing door was broken so it had to be replaced and she wanted to take the opportunity to install a more appropriate door. The Commission thanked her for her stewardship of such an important building and noted they could not approve a “type” of door. Kelley said she would send a photo of the proposed door once she found it and resubmit it for approval from the Commission. Anita told Kelley the same COA could be used with the new photo to avoid having to fill out another one. Kelley then asked if an alarm system was used on the new door would that require separate approval. Shannon Simpson answered that unless it changed the appearance of the door/property it would not require approval from the HPC.

**8. Comments by Commission members and Heritage Preservation Officer**

Anita told the Commission she had received a new draft of the residential design guidelines and she printed two hard copies for review. Becky had gone over one and it was passed on to Peggy for review. Anita went over the notes she and Becky had and confirmed those changes with the Commission. Anita then told the board the guidelines would be put to council for adoption in November. She explained that process and answered questions. She also encouraged the board to attend the groundbreaking for the new city hall annex on Friday morning.

**9. Adjourn**

A motion to adjourn was made by Peggy Crabtree and seconded by Shannon Simpson. **All ayes.**  
Meeting adjourned at 6:00 pm.

*Respectfully submitted by Anita Simpson*