

MINUTES

HISTORIC LANDMARK PRESERVATION COMMITTEE REGULAR MEETING OF  
JUNE 23, 2020

The Historic Landmark Preservation Committee of the City of Lancaster, Texas,  
met in a Regular Session in the Council Chambers of City Hall on June 23, 2020 at  
6:30 p.m. with a quorum present to-wit:

**Members Present:**

Dee Hinkle, Vice Chair  
Glenn Hooper  
Amy Glover  
Patricia Siegfroid-Giles  
Paul Laurens Wiseman

**City Staff:**

Angie Arenas, City Secretary  
Bester Munyaradzi, Senior Planner  
Emma Chetuya, Planner  
Alexandra Schrader, Planning Technician

**Call to order:**

Vice Chair Hinkle called the meeting to order at 6:30 p.m. on June 23, 2020.

**Public Testimony:**

At this time citizens who have pre-registered before the call to order will be allowed to speak on consent or action items on the agenda, with the exception of public hearings, for a length of time not to exceed three minutes. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing on that item.

There were no speakers.

**CONSENT AGENDA:**

Vice Chair Hinkle read the consent agenda.

1. **Consider approval of minutes from the Historic Landmark Preservation Committee Regular Meetings held on October 22, 2019, January 28, 2020, and the Open Meetings Act Joint Special Meeting held on March 2, 2020.**

Committee Member Siegfroid-Giles pulled the October 22, 2019 meeting minutes for further discussion.

**MOTION:** Committee Member Hooper made a motion, seconded by Committee Member Siegfroid-Giles to approve item 1 with the exception of minutes from the October 22, 2019 meeting. The vote was cast 5 for, 0 against.

Committee Member Siegfroid-Giles commended City staff for revising the October 22, 2019 minutes to clarify her comment about Craftsman style homes.

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**MOTION:** Committee Member Glover made a motion, seconded by Committee Member Siegfried-Giles to approve the minutes from the HLPC Regular Meeting on October 22, 2019. The vote was cast 5 for, 0 against.

**ACTION:**

2. **HLPC20-05 Discuss and consider a Certificate of Appropriateness (COA) to replace a portion of existing wood fence on the property addressed as 329 South Dallas Avenue, Lancaster, Dallas County, Texas.**

Committee Member Laurens Wiseman and Committee Member Hooper requested to be recused for item 2.

Planner Chetuya reported that the applicant is proposing to replace 53 to 55 linear feet of fence from the back of the corner of the house to the front corner of the garage because the current section of the wooden fence is rotten and needs to be replaced. The current fence is made of wood and is 6 feet in height. The proposed fence would be consistent with the existing fence's material and height. The Lancaster Historic Residential Design Regulations states that fences shall be constructed of wood, twisted wire, metal or other appropriate materials and fences at side yards or front facing portions of front yards should not exceed 6 feet in height. The applicant's request is in compliance with the Lancaster Historic Residential Design Regulations.

Committee Member Glover asked if the proposed fence was an exact replacement of the existing fence. Planner Chetuya confirmed.

**MOTION:** Committee Member Glover made a motion, seconded by Committee Member Siegfried-Giles to approve item 2. The vote was cast 3 for, 0 against [Wiseman and Hooper were recused].

Committee Members Laurens Wiseman and Hooper returned to the meeting.

3. **HLPC20-06 Discuss and consider a Certificate of Appropriateness (COA) for an installed wood fence on the property addressed as 119 East 5<sup>th</sup> Street, Lancaster, Dallas County, Texas.**

Planner Chetuya reported that the applicant installed a 6 feet high wood fence at the west and east sides of the property behind the front façade of the home. The purpose of the fence is for privacy and neighbors. The applicant indicated that they might stain the fence a redwood color. The Lancaster Historic Residential Design Regulations state that fences shall be constructed of wood, twisted wire, metal or other appropriate materials. Fences at side yards or front facing portions of front yards should not exceed 6 feet in height. The applicant's request is in compliance with the Lancaster Historic Residential Design Regulations, and staff recommends approval of the request.

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The applicant was not available for comment.

Committee Member Siegfried-Giles expressed concern about the possibility of the applicant staining the fence any color of their choice. Senior Planner Munyaradzi stated that approval of the item could include a condition that the fence must be a certain color if stained.

**MOTION:** Committee Member Glover made a motion, seconded by Committee Member Laurens Wiseman to approve item 3 with the condition that the fence must be a redwood color if stained. The vote was cast 5 for, 0 against.

4. **HLPC20-04A Discuss and consider a Certificate of Appropriateness (COA) to upgrade parking lot materials, replace entry doors, and to install a new sign on the property located at 520 North Dallas Avenue, Lancaster, Dallas County, Texas.**

Planner Chetuya reported that the Lancaster Historic Residential Design Regulations states that replacement doors must be wood unless there is documentation that other materials were historically utilized. The applicant replaced the former double wood doors with glass panel double wood doors. The applicant indicated the request is because the prior existing framing did not allow for the doors to securely close. The newly installed doors are in compliance with the Lancaster Historic Residential Design Regulations as the materials used for the doors are consistent with the former wood doors.

The Lancaster Historic Residential Design Regulations states that signs should avoid garish colors or patterns, but use the detail and style of the building's architecture to speak for the business. Signs should be constructed of painted wood or metal, and should not be illuminated or lit from a separate lighting source. The applicant installed an aluminum sign on the subject site. The sign has no garish colors and is composed of a metal material. The newly installed sign is consistent with the Lancaster Historic Residential Design Regulations.

The Lancaster Historic Residential Design Regulations states that driveways shall be appropriate to the historic house in placement, material and form, and should be of brushed finish concrete or gravel over an approved substrate. The applicant is requesting to upgrade the current parking lot which consists of gravel, dirt and grass by installing gravel throughout the parking lot. The request is consistent with the Lancaster Historic Residential Design Regulations. Staff recommends support of all of the requests as presented.

Kenneth Johnson, 520 North Dallas Avenue, stated he was available for questions via Zoom webinar.

Committee Member Glover asked if the doors will be painted. Mr. Johnson stated the doors will not be painted.

Vice Chair Hinkle commended the applicant for the door upgrade. However, she stated that the applicant's sign choice did not meet the design regulation's standards of a monument sign and noted that brick and/or landscaping to the base of the sign would help.

The applicant agreed to install a brick base to the sign.

**MOTION:** Committee Member Glover made a motion, seconded by Committee Member Laurens Wiseman to approve item 4 as presented with the condition that the sign will be bricked at the base. The vote was cast 5 for, 0 against.

5. **HLPC20-04B Discuss and consider a Certificate of Appropriateness (COA) to replace windows on the property located at 520 N. Dallas Avenue, Lancaster, Dallas County, Texas.**

Planner Chetuya reported that the Lancaster Historic Residential Design Regulations states that new windows shall be wood unless there is documentation that another material was historically utilized. The existing glass windows are 6 over 6 panes and single panel. The applicant is requesting to replace 27 glass windows with single panel and single pane glass windows that are lightly frosted, and will be framed with wood. There will be no new window openings created. According to the applicant, the wood frame is aging and the glass windows need replacement. The requested changes are in compliance with the Lancaster Historic Residential Design Regulations. Staff recommends approval of the request as presented.

Committee Member Hooper stated that commercial properties in the Historic District should not have to meet residential design standards.

Committee Member Hooper asked if every window will be replaced. Planner Chetuya confirmed.

The applicant, Kenneth Johnson, stated that he is unable to purchase wood framed windows as was stated in the letter of intent and inquired about the possibility of other materials. Committee Member Hooper stated that aluminum windows are present in other religious structures in the Historic District.

Mr. Johnson stated that he can purchase the same style of window with a different material. Committee Member Hooper stated that aluminum windows are appropriate for a non-residential structure in the Historic District.

Committee Member Siegfried-Giles expressed concern about the uncertainty of window style and color. Senior Planner Munyaradzi stated that the Committee does not have purview over paint colors.

Committee Member Laurens Wiseman asked if the glass would still be frosted. Mr. Johnson confirmed.

**MOTION:** Committee Member Siegfried-Giles made a motion, seconded by Committee Member Glover to approve item 5 as presented with commercial aluminum or vinyl window material. The vote was cast 5 for, 0 against.

**6. Discuss and consider election of a Chair to the Historic Landmark Preservation Committee.**

Committee Member Siegfroid-Giles asked why HLPC was being asked to elect a Chair and Vice Chair when their terms expired in December and the guidelines state that a Chair and Vice Chair are to be elected at the next meeting.

Senior Planner Munyaradzi stated that City Council had not yet made their appointments in December, so HLPC could not elect a new Chair and Vice Chair at January's meeting.

City Secretary Arenas explained the process involved with the election of a Chair and Vice Chair.

Committee Member Glover asked when the Chair and Vice Chair would begin their term. City Secretary Arenas stated that the Chair and Vice Chair would begin at the next meeting.

**MOTION:** Committee Member Siegfroid-Giles made a motion, seconded by Committee Member Laurens Wiseman to nominate Glenn Hooper as Chair. The vote was cast 5 for, 0 against.

**7. Discuss and consider election of a Vice-Chair to the Historic Landmark Preservation Committee.**

**MOTION:** Committee Member Hooper made a motion, seconded by Committee Member Laurens Wiseman to nominate Patricia Siegfroid-Giles as Vice Chair. The vote was cast 5 for, 0 against.

**MOTION:** Committee Member Siegfroid-Giles made a motion to adjourn, seconded by Committee Member Laurens Wiseman. The vote was cast 5 for, 0 against.

The meeting was adjourned at 7:50 PM.

**ATTEST:**

  
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Bester Munyaradzi, Senior Planner

**APPROVED:**

  
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Dee Hinkle, Vice Chair