

MINUTES

HISTORIC LANDMARK PRESERVATION COMMITTEE SPECIAL MEETING OF  
NOVEMBER 17, 2020

The Historic Landmark Preservation Committee of the City of Lancaster, Texas,  
met in a Special Session in the Council Chambers of City Hall on November 17,  
2020 at 7:00 p.m. with a quorum present to-wit:

**Members Present:**

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

**City Staff:**

Vicki Coleman, Director of Development Services  
Bester Munyaradzi, Senior Planner  
Emma Chetuya, Planner  
Lexie Schrader, Planning Technician

**Call to order:**

Chair Hooper called the meeting to order at 7:13 p.m. on November 17, 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:**

Chair Hooper read the consent agenda.

1. **Consider approval of minutes from the Historic Landmark Preservation Committee special meeting held on October 13, 2020.**

Vice Chair Siegfroid-Giles discussed changes to the minutes to add a missing word.

**MOTION:** Vice Chair Siegfroid-Giles made a motion, seconded by Committee Member Wiseman to approve item 1 with corrections. The vote was cast 5 for, 0 against.

**ACTION:**

2. **HLPC21-01 Discuss and consider a Certificate of Appropriateness (COA) for the addition of a "receiving garage" at the property addressed as 425 North Dallas Avenue, City of Lancaster, Dallas County, Texas.**

Senior Planner Munyaradzi gave the staff report and stated this is a request to add a new single story wood frame receiving garage at the northwest corner of the property. The new addition is tucked behind the main building with only a portion visible from Dallas Avenue. The garage will be painted white to match the existing structure. The addition is in compliance with the Lancaster Historic Residential Design Regulations (LHRDR). Staff recommends approval of the request as presented.

Vice Chair Siegfroid-Giles complimented the applicant on the thoroughness of their application.

**MOTION:** Committee Member Hinkle made a motion, seconded by Vice Chair Siegfroid-Giles to approve item 2. The vote was cast 5 for, 0 against.

3. **HLPC21-02 Discuss and consider a Certificate of Appropriateness (COA) to install a wood fence on the property addressed as 111 East 3<sup>rd</sup> Street, City of Lancaster, Dallas County, Texas.**

Senior Planner Munyaradzi gave the staff report and stated that this is a request to replace the existing damaged wood and chain link fence. The proposed fence will be wood and 6 feet in height on all sides. The fence will be stained and sealed. The proposed fence is in compliance with the LHRDR. Staff recommends approval of the request.

Chair Hooper asked if the wood fence will be on the entire perimeter of the property and if the existing chain link fence will be replaced. Senior Planner Munyaradzi confirmed.

**MOTION:** Committee Member Wiseman made a motion, seconded by Vice Chair Siegfroid-Giles to approve item 3. The vote was cast 5 for, 0 against.

4. **HLPC21-03 Discuss and consider a Certificate of Appropriateness (COA) for the installation of a wood fence on the property addressed as 214 West Main Street, City of Lancaster, Dallas County, Texas.**

Senior Planner Munyaradzi gave the staff report and stated that this is a request to install a wood fence. The fence will be stained and sealed. The fence will be located 6 feet behind the front of the home and on the side property lines. The fence will be a minimum of 15 feet from the property line on Cedar Street as required by the Downtown Overlay District. This request is in compliance with the Lancaster Historic Residential Design Regulations. Staff recommends approval of the request as presented.

Committee Member Glover asked where the fence will be located. Chair Hooper stated that the fence will be set back from the corner of the house. Senior Planner Munyaradzi clarified that the property was recently replatted to become one lot.

Chair Hooper asked about the property behind the home's proposed fence. Senior Planner Munyaradzi stated that it is not part of the subject property. Chair Hooper asked if there will be

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access through the property behind the home. Senior Planner Munyaradzi stated that the main access is from West Main St.

Committee Member Glover asked if the site was commercial. Senior Planner Munyaradzi stated that the site is currently residential, but clarified that the site is under the Downtown Overlay District and can be used as a single family home but cannot make changes to the structure as it is legal nonconforming. Senior Planner Munyaradzi clarified that the Downtown Overlay District does not permit single family homes and any changes to the structure must comply with the Downtown Overlay District. Senior Planner Munyaradzi stated that the Downtown Overlay permits land uses like restaurants, offices and retail.

Committee Member Hinkle asked about the setbacks between the home and adjacent property. Chair Hooper stated that the setback looks to be approximately 10 feet. Senior Planner Munyaradzi stated that the fence will be placed on the property lines.

Committee Member Wiseman asked why the property was being fenced. Senior Planner Munyaradzi stated that the fence is for security. Shane Shepard, property owner, 111 East 3<sup>rd</sup> St, stated that the fence is for privacy and possible private space for a future commercial use.

Committee Member Hinkle asked if the vacant area would be used for parking. Mr. Shepard stated that the vacant area could be used for event space for a future restaurant or retail use. Mr. Shepard stated that the market would determine the future use. Mr. Shepard clarified that code would require some on-site parking, but the entire second lot would not be used for parking.

Committee Member Hinkle asked if there will be items stored behind the fence. Mr. Shepard said no and that he will add gravel inside the back of the fence for parking.

**MOTION:** Vice Chair Siegfried-Giles made a motion, seconded by Committee Member Glover to approve item 4. The vote was cast 5 for, 0 against.

5. **HLPC21-04 Discuss and consider a Certificate of Appropriateness (COA) to (a) replace windows, (b) replace siding, (c) install colonial style doors, (d) renovate existing guest house, (e) construct a detached garage, (f) install a wood and metal fence, (g) pave existing driveway and add front walk, (h) install a parking pad, and (i) remove two (2) accessory structures at the property addressed as 206 E Pecan Street, City of Lancaster, Dallas County, Texas.**

Planner Chetuya gave the staff report and stated that the first request is for the replacement of windows. The applicant was granted a COA in March of 2019 to replace some windows with wood and restore which is sand, prime and paint the rest of the windows. The applicant is now requesting to replace all the windows.

The second request is for the replacement of siding. The March 2019 COA granted the removal and replacement of damaged and rotten siding on certain places of the home. The applicant is now requesting for all wooden siding to be replaced with colonial style siding that will be 1"x8"x12".

The third request is for the installation of colonial style doors. The COA in March of 2019 approved the replacement of the existing front and rear colonial style doors with transoms above them. The applicant is now requesting to install colonial style doors without transoms. According to the applicant, there is not enough room for the transom as there is approximately 5.5" between the ceiling and the door, and the transom could possibly make the ceiling weaker.

The fourth request is for the renovation of the existing guest house. The applicant is requesting to remove the roof tiles from the sides of the guest house and either reuse the wood siding which is under the roof tiles or replace it with new wood siding. According to the applicant the condition of the inside wood siding is not known as it is covered with roof tiles from the previous owner. The applicant also indicated that the existing aluminum windows are destroyed and cannot be reused. The applicant is proposing to replace the windows with new aluminum windows.

The fifth request is to construct a new detached garage. The garage will be 840 square feet and for two single cars. The siding will consist of wood and the door will be colonial style. The garage will be painted white with black trim to match the primary home.

The sixth request is to install a wood and metal fence. The applicant is proposing to install a 6 foot high wood fence on the east side of the property behind the front porch. The applicant is also proposing to install a 4 foot high metal fence in both front yards. The fences will be the same colors as indicated in the fence description of work.

The seventh request is to pave the existing driveway and add a front walk. The applicant is proposing to pave the existing driveway that extends from E Pecan St to Hackberry St. According to the applicant, the existing driveway is not salvageable. The driveway will be 12 feet wide, perpendicular to the street and made of brushed concrete. No trees will be disturbed. The applicant is also requesting to install a 3 foot wide concrete front walk extending from the proposed porch to the driveway.

The eighth request is for the installation of a parking pad. The applicant is proposing to install a 40'x40' concrete parking pad in the front yard of the property that faces Hackberry St. Access to the parking pad will be provided through the proposed driveway.

The ninth request is to remove two existing accessory structures. The applicant is requesting to remove two existing accessory structure in order to have space to construct the proposed garage. According to the applicant, the wood on one of the sheds is weathering away and both are not in good condition. According to the City Building Official, neither of the buildings are currently habitable. Based on the applicant's attestations concerning the status of the sheds and as a result of the Building Official's review, staff recommends that the sheds be demolished. Staff recommends support of all the requests as presented.

Committee Member Hinkle discussed the history of the site as the only remaining structure of the White estate, one of the founding fathers of Lancaster. Committee Member Hinkle stated that this property is a success story for the HLPC given that it is being renovated and restored instead of demolished as originally requested.

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Vice Chair Siegfried-Giles stated that the current proposals are an improvement for the area. Vice Chair Siegfried-Giles stated that the HLPC encourages preservation for historic properties and applauded the applicant for the proposal.

Committee Member Wiseman asked about the requirement for two single doors instead of one large door for detached garages, given that the current proposal is for two double doors. Committee Member Hinkle stated that the two doors are appropriate. Committee Member Wiseman stated that the doors will not be very visible from the street.

Chair Hooper asked the material of the portion of the driveway connecting to Hackberry Street. Planner Chetuya stated that the material will be concrete.

Committee Member Hinkle asked for clarification of the fence material. Chair Hooper clarified that the fence will be 4 feet tall and metal in both front yards of the property.

Chair Hooper asked if there are two front yard setbacks for the fence. Planner Chetuya confirmed and stated that the applicant is meeting the requirement for metal fences up to 4 feet tall are permitted in front yards.

Committee Member Hinkle stated that HLPC should have photos of the restored home. Vice Chair Siegfried-Giles stated that the City should promote this type of restoration for historic homes.

**MOTION:** Committee Member Hinkle made a motion, seconded by Vice Chair Siegfried-Giles to approve item 5. The vote was cast 5 for, 0 against.

**6. HLPC20-10 Discuss and consider a Certificate of Appropriateness (COA) to construct ten townhomes on the properties addressed as 131 and 109 West First Street, Lancaster, Dallas County, Texas.**

Planner Chetuya gave the staff report and stated that this is a request to construct ten craftsman style townhomes, open space, four visitor parking spaces and landscaping. The townhomes will be two stories with a total living area of 1,422 square feet for each townhome. The proposed height of the building will be approximately 28 feet tall and there will be two car garages provided for each townhome and four visitor parking spaces provided in Lot 10X. The applicant is proposing to install a 6 foot wide sidewalk across the front of the lot parallel to West First Street per the Downtown Overlay District standards. The proposed development is meeting the minimum setback requirements. The applicant is proposing to install a 6 foot tall decorative metal fence in the front yard along West First Street and a 6 foot tall cedar wood fence on the boundary of the development. The proposed 6 foot tall wood fence is in compliance with the Lancaster Historic Residential Design Regulations and Downtown Overlay District as it will be in the rear and sides of the property. The proposed 6 foot tall decorative metal fence is not in compliance with the fence ordinance which restricts fences in the front yard to 48". Staff therefore recommends the decorative metal fence be restricted to 48" tall. The proposed townhome development is in compliance with both the Downtown Overlay District and Lancaster Historic Residential Design

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Regulations as the regulations call for higher density residential uses that will add to the vibrancy of the downtown area. The proposed design is in compliance with the criteria for a craftsman style residence and meets the setback, landscaping, parking, and signage requirements as indicated in the Downtown Overlay District. Staff recommends approval of the townhome development with the condition that the front yard fence not exceed 48" in height.

Chair Hooper asked if the metal front yard fence connects with the structures. Planner Chetuya confirmed that the fence is parallel to West First, then returns toward the structures.

Committee Member Wiseman asked about the side setbacks. Chair Hooper stated that the side setbacks were 10 feet.

Committee Member Hinkle asked if the townhomes will be rented or sold. Steve Homeyer, applicant with Homeyer Engineering, 206 Elm St Suite 105, Lewisville, Texas, stated that the townhomes will be sold.

Committee Member Hinkle expressed concern about what the townhomes will look like from the street and asked if there will be landscaping. Mr. Homeyer stated that there will be landscaping.

Committee Member Wiseman stated that a 6 foot tall fence is inappropriate for the front yard. Mr. Homeyer stated that they can change the fence to be 48" tall.

Committee Member Glover asked if the trees are able to be preserved. Mr. Homeyer said no, but they will be planting trees as part of the development.

**MOTION:** Committee Member Wiseman made a motion, seconded by Vice Chair Siegfried-Giles to approve item 6 subject to 48" tall front fence. The vote was cast 5 for, 0 against.

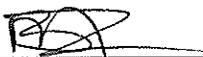
Committee Member Glover asked what the time frame of the project is. Mr. Homeyer stated that the project will begin as soon as possible, and construction will likely take around 8 to 10 months.

Committee Member Hinkle asked for clarification on what a Public Improvement District (PID) is. Senior Planner Munyaradzi clarified that the Public Improvement District would maintain the open spaces within the property like a homeowner's association.

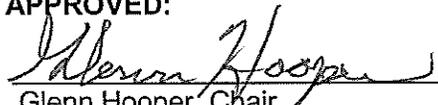
**MOTION:** Committee Member Hinkle made a motion, seconded by Vice Chair Siegfried-Giles to adjourn. The vote was cast 5 for, 0 against.

The meeting was adjourned at 8:20 PM.

**ATTEST:**

  
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Bester Munyaradzi, Senior Planner

**APPROVED:**

  
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Glenn Hooper, Chair