

MINUTES

HISTORIC LANDMARK PRESERVATION COMMITTEE REGULAR MEETING OF  
JANUARY 26, 2021

The Historic Landmark Preservation Committee of the City of Lancaster, Texas, met in a Regular Session in the Council Chambers of City Hall on January 26, 2021 at 7:00 p.m. with a quorum present to-wit:

**Members Present:** (City Hall and Virtual)

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

**Members Absent:**

Amy Glover

**City Staff:**

Emma Chetuya, Planner  
Lexie Schrader, Planning Technician

**Call to order:**

Chair Hooper called the meeting to order at 7:00 p.m. on January 26, 2021.

**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 regular meeting held on December 22, 2020.**

Committee Member Hinkle asked about the color "brite" referred to in the minutes. Vice Chair Siegfroid-Giles stated that "brite" referred to white per the agenda.

**MOTION:** Vice Chair Siegfroid-Giles made a motion, seconded by Committee Member Hinkle to approve item 1. The vote was cast 3 for, 0 against (Wiseman abstaining, Glover absent).

**ACTION:**

2. **HLPC21-06 Discuss and consider a Certificate of Appropriateness (COA) to allow for installed wood siding and aluminum windows at the property addressed as 710 North Dallas Avenue City of Lancaster, Dallas County, Texas.**

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Planner Chetuya gave the staff report and stated that the applicant installed wood siding and aluminum single pane windows at the deck on the north side of the home. This request is coming before the HLPC because these additions are visible from the street and a COA has not been approved. According to permitting records, a permit for a 15' x 18' porch with a screen around it was issued on June 30, 2015. The permit expired on December 27, 2015 with no inspections requested or performed.

The added siding is in compliance with the Lancaster Historic Residential Design Regulations as it is wood and similar to the existing siding. The added windows are not in compliance with the regulations as their forms are not simpler in comparison to the existing windows and aluminum is not a permitted window material. The existing windows are 1/1 panel and the added windows are 2/2 panels, therefore being more complex than the existing windows. Staff recommends approval of the added wood siding and recommends the windows be replaced with 1/1 panel wood windows in order to maintain similarity with the existing windows.

Chair Hooper asked when the porch was constructed. Planner Chetuya stated that the porch was constructed between the permit approval in June of 2015 and now.

Committee Member Hinkle asked if they received a permit for a porch then decided to enclose it with wood siding without a permit. Planner Chetuya confirmed and stated that the permit was not approved nor inspected.

Chair Hooper asked when the porch was constructed. Jessica Prado, 710 N Dallas, applicant, stated that they received a permit five years ago and later enclosed the porch due to rain.

Committee Member Hinkle asked if the new wood on the porch would be painted to match the house. Ms. Prado said yes and stated that they intended to paint the entire house a different color.

Committee Member Hinkle asked if the roof of the porch was metal. Ms. Prado stated that she thought the roof was metal. Chair Hooper stated that it appeared to be roof flashing.

Committee Member Hinkle said that the regulations stated that additions should reflect the massing, roof shape, bay spacing, cornice lines and building materials of the house, and windows should be simpler in design than the historic structure. Committee Member Hinkle stated that the addition did not have a finished appearance, and tabling the item may be the best option.

Vice Chair Siegfried-Giles stated that the item before them was not finished. She stated that the wood needed to be painted, the roof needed to conform to the style of the home, and the windows on the addition needed to reflect the 1 over 1 style with wide trim. Vice Chair Siegfried-Giles stated that Committee Member Hinkle referred to table the item in order to give the applicant more time to produce photos and/or drawings of what the completed structure will look like.

Committee Member Wiseman stated that the metal flashing was inappropriate, and explained the difference between the 1/1 windows on the home and the 4 panel windows on the addition. He stated that it was possible to find inexpensive used wood windows if necessary.

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Ms. Prado stated that the windows on the home are metal but have wood trim. Committee Member Hinkle stated that it would not be fair to require wood windows on the addition, but the aluminum windows must be comparable to those on the home. Chair Hooper recommended adding the wide wood siding and adding a roof overhang to make the addition look more consistent with the home.

Committee Member Wiseman asked the applicant if the mullions could be removed. Ms. Prado stated that she did not know whether the mullions could be removed. Vice Chair Siegfried-Giles stated that removing the mullions and adding a wood trim would help.

Vice Chair Siegfried-Giles asked if tabling the item would require them to pay for another application. Chair Hooper said no. Chair Hooper asked how many times the item could be tabled. Planner Chetuya stated that the Committee could table the items as many times as necessary.

Vice Chair Siegfried-Giles asked if it would be helpful to table the item for one month to provide documentation on what the finished addition will look like. Ms. Prado confirmed.

Chair Hooper stated that no work could be done on the addition in the time that it is tabled.

**MOTION:** Committee Member Hinkle made a motion, seconded by Vice Chair Siegfried-Giles to table item 2 for a month with the option for the applicant to request more time. The vote was cast 4 for, 0 against (Glover absent).

- 3. HLPC21-07 Discuss and consider a Certificate of Appropriateness (COA) to install a wood fence on the property addressed as 103 East Second Street City of Lancaster, Dallas County, Texas.**

Planner Chetuya stated that the applicant is proposing to replace the existing wood fence on the west and south sides of the property and install a wood fence on the east side of the property as shown. The replaced and proposed fence will be wood, six feet in height, and stained. The entire fence will be located in the rear 50% of the side yard. The applicant will add an electric gate wood fence on the driveway leading to the garage on the east side of the property. The applicant's request is in compliance with the Lancaster Historic Residential Design Regulations. Staff recommends approval of the request as presented.

Chair Hooper asked the height of the fence. Jose Perez, 103 East Second Street, applicant, stated that the fence will be 6 feet tall all the way around the property.

Committee Member Hinkle asked if the gate would look like part of the fence. Mr. Perez confirmed.

Committee Member Wiseman asked if there was an existing chain link fence on the property. Mr. Perez stated that the existing fence is wood.

Committee Member Wiseman asked how far up the fence would come on the side of the home on the Dallas Avenue side. Mr. Perez stated that the fence will pass the back of the home by

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around 8 feet, but will not cover the three windows on the side of the home. Committee Member Wiseman asked if this was an extension of where the fence currently is. Mr. Perez confirmed.

Committee Member Wiseman asked if the finished side of the fence would face outward. Mr. Perez confirmed.

Chair Hooper asked if there would be any other gates. Mr. Perez stated that the only gate would be on the driveway in front of the garage.

**MOTION:** Committee Member Hinkle made a motion, seconded by Committee Member Wiseman to approve item 3. The vote was cast 4 for, 0 against (Glover absent).

**MOTION:** Vice Chair Siegfroid-Giles made a motion, seconded by Committee Member Wiseman to adjourn. The vote was cast 4 for, 0 against (Glover absent).

The meeting was adjourned at 7:46 PM.

ATTEST:



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Bester Munyaradzi, Senior Planner

APPROVED:

  
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Glenn Hooper, Chair  
Patricia Siegfroid-Giles