



**MINUTES  
THE HISTORIC LANDMARK PRESERVATION COMMITTEE  
REGULAR MEETING  
TUESDAY, FEBRUARY 23, 2016 – 5:30 P.M CITY COUNCIL CHAMBERS**

**STAFF PRESENT:**

<b>Juanita Cervantes</b>	<b>Permit Technician</b>
<b>Mike Grace</b>	<b>Director of Development Services</b>
<b>Jim Schlachter</b>	<b>Building Official</b>
<b>Kia Turner</b>	<b>Permit Technician</b>
<b>Sorangel Arenas</b>	<b>City Secretary</b>
<b>Alexis Allen</b>	<b>City Attorney</b>

**MEMBERS PRESENT:**

**Roll Call:**

Glenn Hooper – Chair  
Dee Hinkle – Vice Chair  
Patricia Siegfried-Giles - Member  
Norma Chambers- Member  
Shannon Abbott – alternate  
Gilles Delaisse – Absent

**5:30 P.M. WORK SESSION:**

1. General procedure training for Historic Landmark Preservation Committee members.

Adjourn Work Session

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**6:30 p.m. SPECIAL MEETING**

**CALL TO ORDER**

The meeting was called to order at 6:35 p.m. by Chair, Glenn Hooper.

2. HLPC16-01: Discuss a pending Certificate of Appropriateness to issue a permit in order to demolish a house located at 415 S. Dallas Avenue, a primary structure. Owner of record: Brian S. Sanders.

Director of Development Service, Mike Grace gave a brief overview of this pending item for next month. The applicant has not completed their certificate of appropriateness for the address at 415 S. Dallas Avenue and it was brought forth to each of you because the applicant has not brought forth the paperwork but it will go to the Committee again at next month's meeting. This is background information on this property that was built in 1888 and the applicant has already submitted his statement of intent located on the page 2 of their handout. The Dallas County appraisal District that shows Mr. Sanders is the owner of this property and the certified assessment of value of the property as of 2015. The handouts included an aerial view and an asbestos survey which was completed on January 26, 2016. The handouts include:

- Photographs, Methodically, Background Information, General Information, Description of the site and project history and also includes background of the property, description of the site and project history and also listings of the materials. In addition, photos of the property were given to the committee and the current owner has owned this property for approximately three (3) years.

Chair Hooper asked is anyone living in the property at this time and Mr. Grace stated that he believes the owner's mother is living at this property in a shed or an accessory structure located in the rear of the property. Mr. Grace also stated that at next month's meeting he will verify if anyone living there will be addressed. Mr. Grace stated that this is just a briefing for the board members. A reference of the asbestos analysis is listed on page 10 of the survey. Lancaster Historic guidelines were also given to the board for their review. All this information will go into this process and what applications have to be completed and the process to demolish this structure.

Chair Hooper asked if we will be making any formal recommendation and this is just for preparation for review and this will be on the agenda to approve at the March meeting.

Member Siegfried-Giles asked if the applicant is planning to rebuild. Mr. Grace stated that the applicant plan is to demolish the building and rebuild at a later date, no time table was given. If the applicant wants to rebuild he will have to complete floor plans with drawings as to how the new structure will look.

Jim Schlachter, Building Official stated that there were numerous code violations to this property including water damage and foundation issues. The owner was told by the City that you need to repair the structure because the City does not think that he can repair the building at this time. The owner had stated that when he purchased the property a few years ago, his plan was to tear down the building and rebuild. That is not feasible at this time.

Member Siegfroid-Giles stated that this structure is an eye-sore to the community and afraid of citizens driving by and the Historic District and see this. Mr. Schlachter stated that the structure is not repairable and Member Siegfroid-Giles agrees. Mr. Schlachter stated that it is up to the owner as to what he wants to do with his property but with all the pending Code violations he will have to make a decision soon.

Member Siegfroid-Giles stated that according to the demolition chapter of the Code, the owner just needs to get with the City and make sure that they demolish it properly. If all he is planning on doing is demolish it, he doesn't have to give any plans for the future structure. The applicant has to complete a Certificate of appropriateness and a construction permit. Another question asked by the committee is if there are any photographs of what the other houses look like in the area. Mr. Grace stated that these photographs will be included in the paperwork that will be submitted for your review and approval next month.

Member Hinkle stated that the City cannot force an owner to tear down the property. It's the applicant/owner choice. Mr. Grace stated that when he meets with the owner he will ask for him to complete a thorough application in order to address all issues at hand. Mr. Grace stated to the committee that this is just a discussion item at this time.

Member Siegfroid-Giles stated that their other issue is when the structure at 415 S. Dallas Avenue is gone then the house behind it will be visible from the street and the committee doesn't have anything to do with it unless the owner plans to re-furbish or remodel the structure. Mr. Schlachter stated that if the owner does not agree to tear it down then the matter can be taken to the Property Standards and Appeals Board for their review to tear down the property. If the applicant still decides to keep the structure the City can demolish the structure and issue a lien on the property. Mr. Schlachter stated that the City is in the process of starting to issue citations for the owner to tear down the structure.

Member Siegfroid-Giles asked what is the time process and Mr. Grace stated that this issue will be delivered to them at the next meeting for their recommendation to the Planning and Zoning Commission. Member Hinkle stated then it goes to Planning and Zoning the following month in April. Mr. Schlachter stated that the City is not issuing any citations as long as the owner is in the process of demolishing the structure.

Member Siegfroid-Giles asked if the structure will fall down before the next meeting and Mr. Schlachter stated that in his professional opinion the structure would not fall down soon.

Member Siegfroid-Giles stated that she doesn't think that the current structure can be saved. Mr. Grace stated that the applicant has until the end of the week to complete all the necessary paperwork in order to begin this process.

Chair Hooper asked if there were any other comments or questions. Member Siegfroid-Giles stated not about this item of discussion. Hooper entertained a motion to adjourn.

**A MOTION WAS MADE BY COMMITTEE MEMBER SIEGFREID-GILES AND SECONDED BY COMMITTEE MEMBER NORMA CHAMBERS TO ADJOURN THE MEETING AT 6:58 P.M.**

**ADJOURNMENT**

  
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Glenn Hooper, CHAIR

**ATTEST**

  
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Rona Stringfellow, Assistant City Manager