



**MINUTES  
THE HISTORIC LANDMARK PRESERVATION COMMITTEE  
REGULAR MEETING  
TUESDAY, May 24, 2016 – 6:30 P.M.  
CITY COUNCIL CHAMBERS**

**STAFF PRESENT:**

<b>Rona Stringfellow</b>	<b>Assistant City Manager</b>
<b>Deborah Bunton</b>	<b>Development Services</b>

**MEMBERS PRESENT:**

Chair - Glenn Hooper  
Vice Chair - Dee Hinkle  
Gilles Delaisse  
Patricia Siegfroid-Giles

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

**CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by Chair, Glenn Hooper.

1. Consider the approval of the meeting minutes from the April 26, 2016 meeting.

**A MOTION WAS MADE BY COMMITTEE MEMBER DELAISSE TO APPROVE THE MINUTES AND SECONDED BY VICE CHAIR HINKLE.**

**AYES: HINKLE, HOOPER, DELAISSE, SIEGFREID-GILES  
NAYES: NONE**

**THE MOTION CARRIED 4-0.**

2. HLPC 16-05 Discuss and consider a Certificate of Appropriateness to replace the windows and siding located at 203 West 4<sup>th</sup> Street.

ACM Stringfellow provided the staff report. The applicant is proposing to change the windows and siding on the structure. The applicant had began work on the windows and siding prior to seeking approval from the HLPC. Once discovered the applicant was ordered to "stop work" until such time that a recommendation and approval is sought by the HLPC and P&Z Commission. It was an oversight on the part of staff. The applicant wants to comply with the requirements from HLPC. The applicant is here to address any questions that you might have.

Veronica Salinas, 203 West 4<sup>th</sup> Street, Lancaster, Texas stated that the windows and siding needed to be replaced.

Chair Hooper asked how much work has been completed on the property. Ms. Salinas stated that some of the work has been completed and they had received a permit from Building Inspections. Ms. Salinas stated that Building Inspector called and they were informed that they needed to go before the HLPC before the work can be completed. Vice Chair Hinkle asked is the siding vinyl. Ms. Salinas stated no, its hardie plank. Chair Hooper asked were they going to paint the property. Ms. Salinas stated that they were. Chair Hooper stated that the siding looks appropriate to the neighborhood. Vice Chair Hinkle asked about the windows. Ms. Salinas stated that the windows are the same size. Committee Member Seigfreid-Giles wanted to review the style of the windows. Ms. Salinas stated that the new windows are the same size on the front and side of the house and smaller windows at the top. She stated that they kept the windows the same style because they like the look of the house.

Chair Hooper suggested that they look at changing the color of the house but before selecting a color please review to the Historic District Guidelines. Ms. Salinas agreed to refer to the Historic District color palette, held by local companies specializing in paint and provided pictures for the committee to review.

Chair Hooper asked are these the last requests in which applicants have already completed some or all of the work on their property. ACM Stringfellow stated to her knowledge there is only one more that needs to be considered by this committee for their review and recommendation. As mentioned at a previous meeting Building Inspections and the office staff have been trained on issuing permits in the Historic District.

Committee Member Siegfroid-Giles wanted to see if the applicant could add a little extra trim around the windows on the front and bottom window. Ms. Salinas stated yes. Committee Member Delaisse and Committee Member Siegfroid-Giles suggested that the applicant refer to pages 66 thru 70 in the Historic District Guidelines in reference to the colors of paint palette and was given a copy of the Guidelines for her use. ACM Stringfellow stated if the HLPC approves this item, the next step will be a meeting with the Planning and Zoning Commission to approve this item.

**A MOTION WAS MADE BY COMMITTEE MEMBER DELAISSE TO APPROVE HLPC 16-05 AND SECONDED BY COMMITTEE MEMBER SEIGFREID-GILES WITH THE RECOMMENDATION OF ADJUSTMENTS TO THE WINDOW SASH AND MUST BE IN WOOD.**

**AYES: HINKLE, HOOPER, DELAISSE, SIEGFREID-GILES**  
**NAYS:**

**THE MOTION CARRIED 4-0**

**A MOTION WAS MADE BY COMMITTEE MEMBER DELAISSE AND SECONDED BY COMMITTEE MEMBER SIEGFREID-GILES TO ADJOURN THE MEETING.**

**AYES: HINKLE, HOOPER, DELAISSE, SIEGFREID-GILES**  
**NAYS: NONE**

THE MOTION CARRIED 4-0

30

THE MEETING WAS ADJOURNED AT 7:26 P.M.

ADJOURNMENT

  
\_\_\_\_\_  
Glenn Hooper, Chair

ATTEST

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Rona Stringfellow, Assistant City Manager