



## MEETING AGENDA HISTORIC LANDMARK PRESERVATION COMMITTEE

CITY OF LANCASTER, TEXAS  
CITY COUNCIL CHAMBERS MUNICIPAL BUILDING  
211 NORTH HENRY STREET  
LANCASTER, TEXAS 75146  
TUESDAY, JANUARY 24, 2012 – 6:30 P.M.



DEE HINKLE, CHAIR  
GILLES DELAISSE, MEMBER  
CAROLYN MILLER, MEMBER

GLENN HOOPER, VICE-CHAIR  
CHERYL WRIGHT, MEMBER  
PATRICIA SEIFRIED-GILES, ALTERNATE

**As authorized by Section 551.071(2) of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.**

**The City of Lancaster reserves the right to reconvene recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.**

### **CALL TO ORDER**

### **SWEARING IN CEREMONY OF NEW AND RE-APPOINTED MEMBERS**

**CONSENT AGENDA:** Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Commission member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider the approval of the meeting minutes from the July 26, 2011 meeting.

### **DISCUSSION**

2. Update Committee on the Certified Local Government status.
3. General information.

### **ACCESSIBILITY STATEMENT**

The Municipal Building is wheelchair-accessible. If you plan to attend the meeting and have a physical impairment, which requires special arrangements, please contact the City Secretary's Office 72 hours prior to the meeting at (972) 218-1310, seventy-two (72) hours prior to the meeting. Reasonable accommodations will be made to assist your needs.

I certify that this notice was posted on \_\_\_\_\_, 2012 at \_\_\_\_\_ a.m./ p.m.

\_\_\_\_\_  
Nathaniel Barnett, Senior Planner

**HISTORIC LANDMARK  
PRESERVATION COMMITTEE**  
Agenda Communication for  
January 24, 2012

**#1**

Consider the approval of the meeting minutes from July 26, 2011.

**Prepared by:**

Nathaniel Barnett  
Senior Planner



**MINUTES  
THE HISTORIC LANDMARK PRESERVATION COMMITTEE  
FOR THE CITY OF LANCASTER, TEXAS  
REGULAR MEETING  
TUESDAY, JULY 26, 2011  
CITY COUNCIL CHAMBERS  
211 N. HENRY ST.**

**STAFF PRESENT:**

**Nathaniel Barnett, Senior Planner**

**MEMBERS PRESENT:**

**Roll Call:**

Dee Hinkle - Chair  
Glenn Hooper – Vice-Chair  
Emily Lewis – (absent)  
Carolyn Miller (absent)  
Cheryl Wright  
Gilles Delaisse – alternate

**Regular Meeting**

**CALL TO ORDER**

The meeting was called to order at 6:32 p.m.

**CONSENT AGENDA:** Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Commission member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider the approval of the meeting minutes from the January 25, 2011 meeting.

Chair Hinkle entertained a motion for the January 25<sup>th</sup> minutes.

**A MOTION WAS MADE BY VICE CHAIR GLENN HOOPER TO APPROVE THE MINUTES, SECONDED BY COMMITTEE MEMBER CHERYL WRIGHT.**

**AYES: HINKLE, DELAISSE, HOOPER, WRIGHT**

**NAYES: NONE**

**THE MOTION CARRIED 4 – 0.**

2. Consider the approval of the meeting minutes from the May 24, 2011 meeting.

Chair Hinkle entertained a motion for the May 24<sup>th</sup> minutes.

**A MOTION WAS MADE BY COMMITTEE MEMBER CHERYL WRIGHT TO APPROVE THE MINUTES, SECONDED BY COMMITTEE MEMBER GILLES DELAISSE.**

**AYES: HINKLE, DELAISSE, HOOPER, WRIGHT**

**NAYES: NONE**

**THE MOTION CARRIED 4 – 0.**

## **ACTION**

3. **HLPC11-02** – Consider a Certificate of Appropriateness to allow renovations for an existing building located at 171 & 175 Historic Town Square.

Senior Planner Nathaniel Barnett gave a presentation regarding the proposed renovations of the building in the historic town square. He referenced that the building is a two-story structure with a residential unit on the second floor and the spa on the ground level keeping consistent with the other two-story buildings. Senior Planner Barnett detailed many of the elements that would be renovated and/or restored.

The applicant, Alicia Quintons 2251 Vantage St, Dallas, Tx 75217, with Robin Mentor Associates is the architect for the project. Ms. Quintons informed the Committee of the repairs and renovations to take place. These include looking at the roof and light fixtures as well as interior renovations.

Committee Member Wright asked about the transom windows and how that would be repaired. Ms. Quintons stated that they would leave the transom windows and repair the rotted wood. Committee Member Wright asked if the 2-over-2 windows on the second level would be kept. Ms. Quintons stated they would but would like to make them casement windows but keep the 2-over-2 pattern. Committee Member Wright also asked about the door and what their plans were for it. Ms. Quintons explained that they wanted to replace the door with a metal door for security and maintenance purposes but it would replicate the historic characteristics of the original door. Committee Member Wright asked if the owner would be willing to store some of the original items being updated. The owner, Cemetria Hayes-McMullen 3919 Holland Ave 202, Dallas, Tx 75219, stated that she lived in the subject property when she purchased it and would be willing to store some of the items. Mrs. Hayes-McMullen stated that the door was not the original door for the property.

Vice Chair Hooper asked about the windows being changed on the second floor to casement windows. Ms. Quintons stated that they would replicate the current windows but some of the windows would not be able to be seen because of a building behind the subject property. Vice Chair Hooper also mentioned the awning of the property and how other properties on the square had awnings as protection of the front doors from the elements. Ms. Quintons stated that they are looking at an awning that would allow light to come through and she's looking at some different type of designs. Chair Hinkle mentioned that she had concerns about the door. She stated that other doors on the square are wood and only one was metal. Chair Hinkle wanted to know if they were open to a door that would emulate the other doors on the square. Ms. Quintons stated that they would look for doors that would match the others. Vice Chair Hooper asked if there were any original brick remaining to replace some of the damages to the wall. Mrs. Hayes-McMullen stated that there are bricks on the property that match the building so they would have some bricks to repair any damages to the wall.

Chair Hinkle entertained a motion for the Certificate of Appropriateness.

**A MOTION WAS MADE BY COMMITTEE MEMBER CHERYL WRIGHT TO APPROVE HLPC11-02 WITH THE FRONT DOOR AND CANOPY BEING BROUGHT BACK FOR ADDITIONAL REVIEW, SECONDED BY COMMITTEE MEMBER GLENN HOOPER.**

**AYES: HINKLE, DELAISSE, HOOPER, WRIGHT**

**NAYES: NONE**

**THE MOTION CARRIED 4 – 0.**

**DISCUSSION**

4. Discuss the procedures for completing the Certified Local Government status. Senior Planner Barnett gave an update of the application to become a Certified Local Government. He mentioned that resumes were needed and that a survey of the properties would be taking place.

5. The creation of a 2012 Calendar featuring Historic Homes in Lancaster in collaboration with the Lancaster Historical Society. Senior Planner Barnett presented the proposed initial calendar featuring historic homes in the City of Lancaster. Photos were shown of the proposed homes to be included in the calendar. The proposal was to raise money by getting sponsors for the calendar so that they would be free to the public to raise awareness of the historic district. Jere Giles and Patricia Siegfried-Giles assisted in the presentation of the calendar.

Chair Hinkle entertained a motion to adjourn.

**A MOTION WAS MADE BY MEMBER CHERYL WRIGHT AND SECONDED BY COMMITTEE MEMBER GILLES DELAISSE TO ADJOURN THE MEETING AT 7:32 P.M.**

**AYES: HINKLE, DELAISSE, HOOPER, WRIGHT**

**NAYS: NONE**

**THE MOTION CARRIED.**

**APPROVED**

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**Dee Hinkle, Chairperson**

**ATTEST**

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**Nathaniel Barnett, Senior Planner**