



**NOTICE OF REGULAR MEETING AGENDA
HISTORIC LANDMARK PRESERVATION COMMITTEE
MUNICIPAL CENTER CITY COUNCIL CHAMBERS
211 N. HENRY STREET, LANCASTER, TEXAS**

Tuesday, May 25, 2021 - 7:00 p.m.



The Chair and other Committee Members will attend via video or audio link due to the COVID-19 emergency situation.

IMPORTANT NOTICE: Due to the COVID-19 (coronavirus) state of emergency and consistent with the Governor's Order regarding modifications to the Texas Open Meetings Act ("TOMA"), the public will not be admitted to the physical meeting location.

Please click the link below for forms:

<https://www.lancaster-tx.com/1413/Notice-Regarding-Public-Participation>

Please click the link below to join the webinar:

https://us02web.zoom.us/webinar/register/WN_AfZ2EhpjT0WeX6O4P-dlxQ

The meeting will be broadcast live via video at the following address:

<http://www.lancaster-tx.com/324/Watch-Meetings>

7:00 p.m. Regular Meeting

CALL TO ORDER

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.

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 approval of minutes from the Historic Landmark Preservation Committee Regular Meeting held on April 27, 2021 and the Joint Special Meeting on April 29, 2021.

ACTION:

2. Discuss and consider election of a Chair to the Historic Landmark Preservation Committee.
3. Discuss and consider the election of a Vice Chair to the Historic Landmark Preservation Committee.
4. HLPC21-12 Discuss and consider an amendment to the Certificate of Appropriateness (COA)

to a.) change the siding material to vinyl and direction to horizontal, b.) reduce window count, and c.) address window size and placement on the property addressed as 427 South Centre, City of Lancaster, Dallas County, Texas.

ADJOURNMENT

ACCESSIBILITY STATEMENT: Meetings of the Lancaster Boards and Commissions are held in municipal facilities that are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

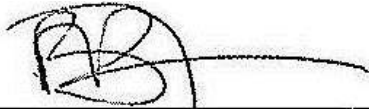
CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

Certificate

I hereby certify the above Notice of Meeting was posted at Lancaster City Hall on May 21, 2021 @ 3:00 p.m. and copies thereof were provided to the Historic Landmark Preservation Committee members.



**Bester Munyaradzi,
Board Liaison**

CITY OF LANCASTER BOARDS AND COMMISSIONS

Historic Landmark Preservation Committee

Item 1.

Meeting Date: 05/25/2021

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Quality Development

Submitted by: Bester Munyaradzi, Senior Planner

Agenda Caption:

Consider approval of minutes from the Historic Landmark Preservation Committee Regular Meeting held on April 27, 2021 and the Joint Special Meeting on April 29, 2021.

Background:

Attached for your review and consideration are minutes from the:

1. Historic Landmark Preservation Committee regular meeting held on April 27, 2021.
2. Joint Special Meeting held on April 29, 2021.

Attachments

April 27, 2021 HLPC Draft Minutes

April 29, 2021 Joint Special Meeting Minutes

CITY OF LANCASTER BOARDS AND COMMISSIONS

Historic Landmark Preservation Committee

Item 2.

Meeting Date: 05/25/2021

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Effective Municipal Operations
Healthy, Safe & Engaged Community

Submitted by: Bester Munyaradzi, Senior Planner

Agenda Caption:

Discuss and consider election of a Chair to the Historic Landmark Preservation Committee.

Background:

Chapter 5, "Boards, Commissions and Committees", Section 5.01.001 Board and Commission appointments, terms, removal and meetings; (b) of the Code of Ordinances states that "All appointments to Boards, Commissions and Committees of the City shall expire on December 1st of the year in which they would normally expire. At the first meeting of the board or commission following December 1st, a chairperson and vice-chairperson shall be elected by the members of the board or commission. Should no appointment be made at the time a term would otherwise expire, the sitting board, commission, or committee member will continue to serve in an interim capacity until the replacement appointment has been made".

On March 22, 2021, the City Council appointed two (2) Committee members to the Historic Landmark Preservation Committee (HLPC) during annual appointments. As part of the above stated process, the HLPC shall elect a Chair once all of the members have been seated.

This item is for Historic Landmark Preservation Committee discussion and consideration.

CITY OF LANCASTER BOARDS AND COMMISSIONS

Historic Landmark Preservation Committee

Item 3.

Meeting Date: 05/25/2021

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Effective Municipal Operations
Healthy, Safe & Engaged Community

Submitted by: Bester Munyaradzi, Senior Planner

Agenda Caption:

Discuss and consider the election of a Vice Chair to the Historic Landmark Preservation Committee.

Background:

Chapter 5, "Boards, Commissions and Committees", Section 5.01.001 Board and Commission appointments, terms, removal and meetings; (b) of the Code of Ordinances states that "All appointments to Boards, Commissions and Committees of the City shall expire on December 1st of the year in which they would normally expire. At the first meeting of the board or commission following December 1st, a chairperson and vice-chairperson shall be elected by the members of the board or commission. Should no appointment be made at the time a term would otherwise expire, the sitting board, commission, or committee member will continue to serve in an interim capacity until the replacement appointment has been made".

On March 22, 2021, the City Council appointed two Committee members to the Historic Landmark Preservation Committee (HLPC) during annual appointments. As part of the above stated process, the HLPC shall elect a Vice-Chair once all of the members have been seated.

This item is for Historic Landmark Preservation Committee discussion and consideration.

CITY OF LANCASTER BOARDS AND COMMISSIONS

Historic Landmark Preservation Committee

Item 4.

Meeting Date: 05/25/2021

Policy Statement: This request supports the City Council 2020-2021 Policy Agenda

Goal(s): Healthy, Safe & Engaged Community
Quality Development

Submitted by: Bester Munyaradzi, Senior Planner

Agenda Caption:

HLPC21-12 Discuss and consider an amendment to the Certificate of Appropriateness (COA) to a.) change the siding material to vinyl and direction to horizontal, b.) reduce window count, and c.) address window size and placement on the property addressed as 427 South Centre, City of Lancaster, Dallas County, Texas.

Background:

1. **Location and size:** The subject property is addressed as 427 South Centre Street and is approximately .38 acre in size.
2. **Current Zoning:** The subject property is currently zoned Historic Overlay District Single Family Residential SF-5.
3. **Adjacent Properties:**
North: HP-SF-5, Historic Overlay District (Occupied Residence)
South: HP-SF-5, Historic Overlay District (Occupied Residence)
East: HP-SF-5, Historic Overlay District (Occupied Residence)
West: HP-SF-5, Historic Overlay District (Occupied Residence)
4. **Case History/Background:**
The house was built in 1930 and is listed on the Dallas Central Appraisal District (DCAD) as pier and beam foundation and frame house.

Date	Body	Action
08/25/20	HLPC	HLPC20-09 Recommended approval of the requests to rebuild a portion of the home.
10/06/20	P&Z	HLPC20-09 Approved the request to rebuild a portion of the home.
04/27/21	HLPC	HLPC21-12 Tabled

Operational Considerations:

This item was tabled from the April 27, 2021 meeting at the HLPC's request in order for the applicant to prepare a complete set of plan elevations with proposed changes that the committee could review comprehensively.

a.) Change Siding Material and Direction

Section 3.5.2 New Wood Siding and Trim of the LHRDR requires that, "Wood siding and trim shall be used on historic structures where it is necessary to replace severely deteriorated existing siding and trim and where the historic siding has been previously removed." Section 3.5.1 Types of Siding of the

LHRDR states that, "Wood siding typically used in Lancaster houses is horizontal siding".

Previously Approved Plans

A COA and construction plans were permitted with vertical wood siding on the second floor of the home. The applicant installed horizontal vinyl siding on the home and was placed on notice that their construction deviated from the approved COA.

New/Updated Plans

The applicant is seeking approval to modify the approved COA and construction plans to allow horizontal wood siding and use horizontal wood siding is in conformance with the LHRDR.

b.) Reduce Window Count

Section 3.3.2 Existing Windows states, "Preserve original historic windows including opening size, lights (panes of glass), configuration, and trim (window frame, sills and heads)".

Previously Approved Plans

A COA was approved with seven (7) wood windows on the second floor of both the south and north sides of the home.

New/Update Plans

The applicant is requesting to install six (6) wood windows on the south side of the home on the second floor instead of seven (7) wood windows. This is one (1) window less than what was approved per the COA. They are also requesting to install five (5) windows on the north side of the home, this is two (2) less windows than what was approved. Furthermore, the applicant is requesting a minor change in placement of windows on both sides of the home on the second floor as shown on the attached *Proposed Changes* exhibit.

All new wood windows will have built-in depth and will not be flushed with the exterior wall. The second floor windows will have a matching grid design (6/1) as the first floor. Since the home originally had six (6) windows on the north and south sides of the second floor prior to the fire, the proposed changes are substantially in conformance with the original design of the home. The applicant is also requesting to remove a window on the north elevation of the first floor and fill it in with brick due to the internal layout of the kitchen. It is recommended this original window opening remain on the home as it is historically present.

c.) Address Window Size and Placement

Section R310.2.1 of the IRC states that, "Minimum opening area. Emergency and escape rescue openings shall have a net clear opening of not less than 5.7 square feet (0.530 m2)."

Previously Approved Plans

The COA was approved with the same size but its placements vary from what was approved as shown on the *Proposed Changes* exhibit.

New/Updated Plans

The windows closest to the gables on the north and south sides on the second floor do not meet minimum International Residential Code (IRC) size requirements. The applicant is proposing a slight shift in placement and modification in size to meet the egress size requirements. In addition the applicant is also proposing the new window sizes be 35 3/8" x 60 1/2" double hung. This request is in compliance with the IRC. The LHRDR or the Lancaster Development Code (LDC) does not make mention of egress window requirements. This request is coming before the Historic Landmark Preservation Committee because the change in sizes of the windows are visible from the street.

Window Materials

A COA was previously approved for wood windows. This was the original material of the windows before the home was burned. The applicant was placed on Notice for installing vinyl windows that did not comply with the previously approved COA.

New/Updated Plans

The applicant will comply with the COA by replacing the vinyl windows and installing the wood windows in accordance with the regulations. Section 3.3.3 New Windows of the LHRDR states that, "New windows shall be wood unless there is documentation that other materials were historically utilized." This request is in compliance with the LHRDR.

Public Information Considerations:

This item is being considered at a Regular Meeting of the Historic Landmark Preservation Committee noticed in accordance with the Texas Open Meetings Act.

Options/Alternatives:

1. The Historic Landmark Preservation Committee may recommend approval of the requests, as presented.
2. The Historic Landmark Preservation Committee may recommend approval of the requests with conditions, and state those conditions.
3. The Historic Landmark Preservation Committee may recommend denial the requests.

Recommendation:

Staff recommends approval of the requests with the following stipulation; the window on the first floor of the north elevation remain.

Attachments

Location Map

Proposed Changes

Staff Photos
