



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

Tuesday, July 28, 2020 - 7:00 PM



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"), and executive orders the public will not be admitted to the physical meeting location.

Public Comments will be taken during the Public Testimony and may be made by filling out the Public Testimony Comment form prior to 5:00 p.m., and by joining the Zoom Webinar prior to 7:00 p.m.

Please click the link below to join the Zoom webinar:

https://us02web.zoom.us/webinar/register/WN_OY1SIN2wRwia6NI82f7Row

Please click the link below to access public participation forms:

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

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

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

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 item 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 Boards and Commissions 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 (HLPC) Regular Meeting held on June 23, 2020.

ACTION:

2. HLPC 20-07 Discuss and consider a Certificate of Appropriateness (COA) for the installation of an outdoor storage structure on the property addressed as 543 Wilson Street, Lancaster, Dallas County, Texas.

ADJOURNMENT

ACCESSIBILITY STATEMENT: Meetings of the Lancaster Boards and Commissions are held in municipal facilities 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.

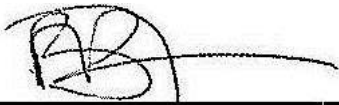
CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

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 the Lancaster City Hall on July 24, 2020 @ 5:00 p.m. and copies thereof were provided to the Historic Landmark Preservation Committee members.



Bester Munyaradzi,
Board Liaison

CITY OF LANCASTER'S BOARDS AND COMMISSIONS

Historic Landmark Preservation Committee

1.

Meeting Date: 07/28/2020

Policy Statement: This request supports the City Council 2019-2020 Policy Agenda

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

Submitted by: Bester Munyaradzi, Senior Planner

Agenda Caption:

Consider approval of minutes from the Historic Landmark Preservation Committee (HLPC) Regular Meeting held on June 23, 2020.

Background:

Attached for your review and consideration are minutes from the:

- Historic Landmark Preservation Committee Regular Meeting held on June 23, 2020.

Attachments

June 23, 2020 HLPC Draft Minutes

MINUTES

HISTORIC LANDMARK PRESERVATION COMMITTEE REGULAR MEETING OF JUNE 23, 2020

**The Historic Landmark Preservation Committee of the City of Lancaster, Texas,
met in a Regular Session in the Council Chambers of City Hall on June 23, 2020 at
6:30 p.m. with a quorum present to-wit:**

Commissioners Present:

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

City Staff:

Bester Munyaradzi, Senior Planner
Emma Chetuya, Planner
Lexie Schrader, Planning Technician

Call to order:

Vice Chair Hinkle called the meeting to order at 6:30 p.m. on June 23, 2020.

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:

Vice Chair Hinkle read the consent agenda.

1. **Consider approval of minutes from the Historic Landmark Preservation Committee Regular Meetings held on October 22, 2019, January 28, 2020, and the Open Meetings Act Joint Special Meeting held on March 2, 2020.**

Committee Member Siegfroid-Giles pulled the October 22, 2019 meeting minutes for further discussion.

MOTION: Committee Member Hooper made a motion, seconded by Committee Member Siegfroid-Giles to approve item 1 with the exception of minutes from the October 22, 2019 meeting. The vote was cast 5 for, 0 against.

Committee Member Siegfroid-Giles commended City staff for revising the October 22, 2019 minutes to clarify her comment about Craftsman style homes.

MOTION: Committee Member Glover made a motion, seconded by Committee Member Siegfried-Giles to approve the minutes from the HLPC Regular Meeting on October 22, 2019. The vote was cast 5 for, 0 against.

ACTION:

2. **HLPC20-05 Discuss and consider a Certificate of Appropriateness (COA) to replace a portion of existing wood fence on the property addressed as 329 South Dallas Avenue, Lancaster, Dallas County, Texas.**

Committee Member Laurens-Wiseman and Committee Member Hooper requested to be recused for item 2.

Planner Chetuya reported that the applicant is proposing to replace 53 to 55 linear feet of fence from the back of the corner of the house to the front corner of the garage because the current section of the wooden fence is rotten and needs to be replaced. The current fence is made of wood and is 6 feet in height. The proposed fence would be consistent with the existing fence's material and height. The Lancaster Historic Residential Design Regulations states that fences shall be constructed of wood, twisted wire, metal or other appropriate materials and fences at side yards or front facing portions of front yards should not exceed 6 feet in height. The applicant's request is in compliance with the Lancaster Historic Residential Design Regulations.

Committee Member Glover asked if the proposed fence was an exact replacement of the existing fence. Planner Chetuya confirmed.

MOTION: Committee Member Glover made a motion, seconded by Committee Member Siegfried-Giles to approve item 2. The vote was cast 3 for, 0 against [Wiseman and Hooper were recused].

Committee Members Laurens-Wiseman and Hooper returned to the meeting.

3. **HLPC20-06 Discuss and consider a Certificate of Appropriateness (COA) for an installed wood fence on the property addressed as 119 East 5th Street, Lancaster, Dallas County, Texas.**

Planner Chetuya reported that the applicant installed a 6 feet high wood fence at the west and east sides of the property behind the front façade of the home. The purpose of the fence is for privacy and neighbors. The applicant indicated that they might stain the fence a redwood color. The Lancaster Historic Residential Design Regulations state that fences shall be constructed of wood, twisted wire, metal or other appropriate materials. Fences at side yards or front facing portions of front yards should not exceed 6 feet in height. The applicant's request is in compliance with the Lancaster Historic Residential Design Regulations, and staff recommends approval of the request.

Committee Member Siegfried-Giles expressed concern about the possibility of the applicant staining the fence any color of their choice. Senior Planner Munyaradzi stated that approval of the item could include a condition that the fence must be a certain color if stained.

MOTION: Committee Member Glover made a motion, seconded by Committee Member Laurens-Wiseman to approve item 3 with the condition that the fence must be a redwood color if stained. The vote was cast 5 for, 0 against.

4. **HLPC20-04A Discuss and consider a Certificate of Appropriateness (COA) to upgrade parking lot materials, replace entry doors, and to install a new sign on the property located at 520 North Dallas Avenue, Lancaster, Dallas County, Texas.**

Planner Chetuya reported that the Lancaster Historic Residential Design Regulations states that replacement doors must be wood unless there is documentation that other materials were historically utilized. The applicant replaced the former double wood doors with glass panel double wood doors. The applicant indicated the request is because the prior existing framing did not allow for the doors to securely close. The newly installed doors are in compliance with the Lancaster Historic Residential Design Regulations as the materials used for the doors are consistent with the former wood doors.

The Lancaster Historic Residential Design Regulations states that signs should avoid garish colors or patterns, but use the detail and style of the building's architecture to speak for the business. Signs should be constructed of painted wood or metal, and should not be illuminated or lit from a separate lighting source. The applicant installed an aluminum sign on the subject site. The sign has no garish colors and is composed of a metal material. The newly installed sign is consistent with the Lancaster Historic Residential Design Regulations.

The Lancaster Historic Residential Design Regulations states that driveways shall be appropriate to the historic house in placement, material and form, and should be of brushed finish concrete or gravel over an approved substrate. The applicant is requesting to upgrade the current parking lot which consists of gravel, dirt and grass by installing gravel throughout the parking lot. The request is consistent with the Lancaster Historic Residential Design Regulations. Staff recommends support of all of the requests as presented.

Kenneth Johnson, 520 North Dallas Avenue, stated he was available for questions.

Committee Member Glover asked if the doors will be painted. Mr. Johnson stated the doors will not be painted.

Vice Chair Hinkle commended the applicant for the door upgrade. Vice Chair Hinkle then stated that the applicant's sign choice did not meet the design regulation's standards of a monument sign and noted that a brick to the base of the sign would help.

The applicant agreed to installing a brick base to the sign.

MOTION: Committee Member Glover made a motion, seconded by Committee Member Laurens-Wiseman to approve item 4 as presented with the condition that the sign will be bricked at the base. The vote was cast 5 for, 0 against.

5. **HLPC20-04B Discuss and consider a Certificate of Appropriateness (COA) to replace windows on the property located at 520 N. Dallas Avenue, Lancaster, Dallas County, Texas.**

Planner Chetuya reported that the Lancaster Historic Residential Design Regulations states that new windows shall be wood unless there is documentation that another material was historically utilized. The existing glass windows are 6 over 6 panes and single panel. The applicant is requesting to replace 27 glass windows with single panel and single pane glass windows that are lightly frosted, and will be framed with wood. There will be no new window openings created. According to the applicant, the wood frame is aging and the glass windows need replacement. The requested changes are in compliance with the Lancaster Historic Residential Design Regulations. Staff recommends approval of the request as presented.

Committee Member Hooper stated that commercial properties in the Historic District should not have to meet residential design standards.

Committee Member Hooper asked if every window will be replaced. Planner Chetuya confirmed.

The applicant, Kenneth Johnson, stated that he is unable to purchase wood framed windows as was stated in the letter of intent and inquired about the possibility of other materials. Committee Member Hooper stated that aluminum windows are present in other religious structures in the Historic District.

Mr. Johnson stated that he can purchase the same style of window with a different material. Committee Member Hooper stated that aluminum windows are appropriate for a non-residential structure in the Historic District.

Committee Member Siegfried-Giles expressed concern about the uncertainty of window style and color. Senior Planner Munyaradzi stated that the Committee does not have purview over paint colors.

Committee Member Laurens-Wiseman asked if the glass would still be frosted. Mr. Johnson confirmed.

MOTION: Committee Member Siegfried-Giles made a motion, seconded by Committee Member Glover to approve item 5 as presented with commercial aluminum or vinyl window material. The vote was cast 5 for, 0 against.

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

Committee Member Siegfried-Giles asked why HLPC was being asked to elect a Chair and Vice Chair when their terms expired in December and the guidelines state that a Chair and Vice Chair are to be elected at the next meeting.

Senior Planner Munyaradzi stated that City Council had not yet made their appointments in December, so HLPC could not elect a new Chair and Vice Chair in January's meeting.

Committee Member Glover asked when the Chair and Vice Chair would begin their term. City Secretary Arenas stated that the Chair and Vice Chair would begin at the next meeting.

MOTION: Committee Member Siegfried-Giles made a motion, seconded by Committee Member Laurens-Wiseman to nominate Glenn Hooper as Chair. The vote was cast 5 for, 0 against.

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

MOTION: Committee Member Hooper made a motion, seconded by Committee Member Laurens-Wiseman to nominate Patricia Siegfried-Giles as Vice Chair. The vote was cast 5 for, 0 against.

MOTION: Committee Member Siegfried-Giles made a motion to adjourn, seconded by Committee Member Laurens-Wiseman. The vote was cast 5 for, 0 against.

The meeting was adjourned at 7:50 PM.

ATTEST:

Bester Munyaradzi, Senior Planner

APPROVED:

Dee Hinkle, Vice Chair

CITY OF LANCASTER'S BOARDS AND COMMISSIONS

Historic Landmark Preservation Committee

2.

Meeting Date: 07/28/2020

Policy Statement: This request supports the City Council 2019-2020 Policy Agenda

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

Submitted by: Bester Munyaradzi, Senior Planner

Agenda Caption:

HLPC 20-07 Discuss and consider a Certificate of Appropriateness (COA) for the installation of an outdoor storage structure on the property addressed as 543 Wilson Street, Lancaster, Dallas County, Texas.

Background:

1. **Location and Size:** The property is addressed as 543 Wilson Street and is approximately .30 acre in size.
2. **Current Zoning:** The subject property is currently zoned Historic Overlay District, Single Family Residential SF-6.
3. **Adjacent Properties:**
North: HP-SF-6, Historic Overlay District (Occupied Residence)
South: HP-SF-6, Historic Overlay District (Occupied Residence)
East: HP-SF-6, Historic Overlay District (Occupied Residence)
West: HP-SF-6, Historic Overlay District (Occupied Residence)
4. **Case History/Background:**
The home was built in 1940 and is listed on the Dallas Central Appraisal District (DCAD) website as pier and beam foundation and frame house.

Operational Considerations:

The applicant is requesting to install a 10'x10'x10' 6" outdoor storage structure composed of smart wood siding on the southwest corner of the subject site. The top two feet of the structure will be visible from Wilson Street.

The Lancaster Historic Residential Design Regulations (LHRDR) states that, "New outbuildings should be compatible in size, scale, proportion, spacing, texture, setbacks, height, materials, color and detail to adjacent or nearby buildings... outbuildings such as sheds and barns were located for utility on the site, and should be located in the rear portion of a residential lot...each type of outbuilding should have its own identity...materials used in the construction should be typical of common building materials, such as wood siding (novelty, tongue, and groove, shiplap or equivalent), stone or brick."

The proposed structure is composed of smart siding (wood strands that are coated with a resin binder and compressed to create a board) and will be located in the rear portion of the lot. It will be painted to match the existing home and is compatible with nearby outbuildings, as demonstrated in the attached

photos. The proposed outdoor storage building has a design that is unique from the existing home and meets the Lancaster Development Code's (LDC) setback requirements of 3 feet on the side, 3 feet on the rear, and 3 feet separation from other structures. The proposed outbuilding is in compliance with the LHRDR's requirements.

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 this request, as presented.
2. The Historic Landmark Preservation Committee may recommend approval of this request with conditions.
3. The Historic Landmark Preservation Committee may recommend denial of the request.

Recommendation:

Staff recommends approval the request, as presented.

Attachments

Location Map

Letter of Intent

DCAD Report

Site Plan

Pictures of Proposed Shed

Staff Photos

City of Lancaster

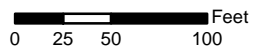
543 Wilson Sr

Zoned: SF-6 (Residential)

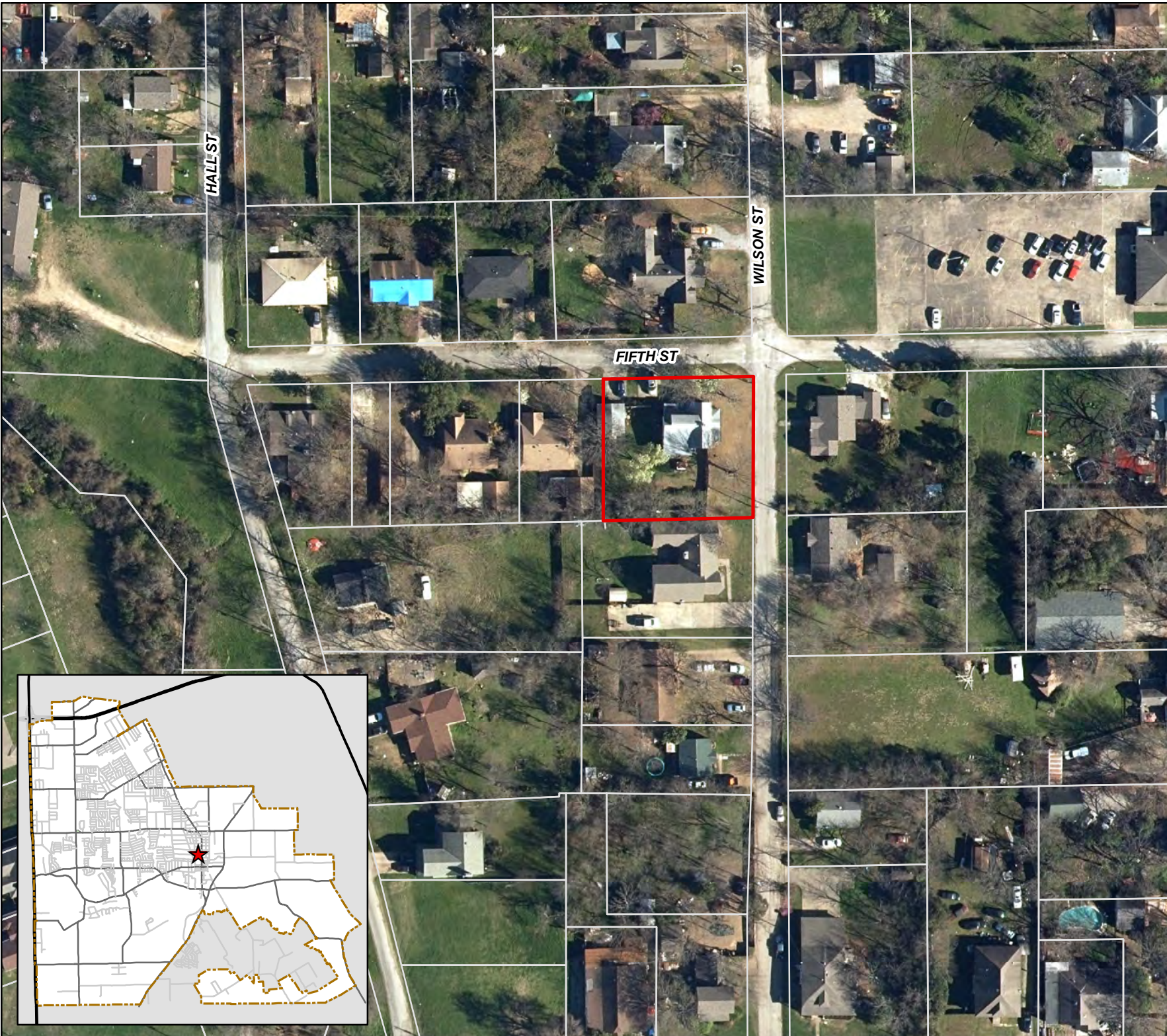


Legend

-  City Limits
-  Parcels



date: 06/22/2020



June 21, 2020

I would like to have a storage ^{shed}~~barn~~ constructed on the back (southwest) side of the property that I own. It is a 10 x 10 Rainier ^{Shed}~~Barn~~ by Backyard Solutions. It is a very well made and eye pleasing structure that will only have the top two feet visible from the Wilson Street side of my property. The ^{shed}~~barn~~ is similar to ones that already exist in our neighborhood. The specifications for this structure are attached as well as the site plan, and renderings.

Material of shed is wood siding
and will be painted to match
the house.

Jana Martin

RECEIVED

JUN 22 2020

Planning Division



Residential Account #36015550850010000

[Location](#) [Owner](#) [Legal Desc](#) [Value](#) [Main Improvement](#) [Additional Improvements](#) [Land](#) [Exemptions](#)
[Estimated Taxes](#) [History](#)

Property Location (Current 2020)

Address: 543 WILSON ST

Neighborhood: 4LSG06

Mapsco: 86-C (DALLAS)

DCAD Property Map

2020 Current Appraisal Notice

Electronic Documents (ENS)

File Homestead Exemption Online



Print Homestead Exemption Form

Owner (Current 2020)

MARTIN JANA
543 WILSON ST
LANCASTER, TEXAS 751462435

Multi-Owner (Current 2020)

Owner Name	Ownership %
MARTIN JANA	100%

Legal Desc (Current 2020)

- 1: COOLIDGE
- 2: BLK 6/85 LT 1A
- 3:
- 4: VOL2000124/7735 DD05302000 CO-DC
- 5: 0155508500100 23601555085

Deed Transfer Date: 6/26/2000

Value

2020 Proposed Values	
Improvement:	\$76,710
Land:	+ \$29,700
Market Value:	= \$106,410
Capped Value: \$89,532	
Revaluation Year:	2020
Previous Revaluation Year:	2019

Main Improvement (Current 2020)

Building Class	04	Construction Type	FRAME	# Baths (Full/Half)	2/ 0
Year Built	1940	Foundation	PIER AND BEAM	# Kitchens	1
Effective Year Built	1940	Roof Type	GABLE	# Bedrooms	3
Actual Age	80 years	Roof Material	COMP SHINGLES	# Wet Bars	0
Desirability	AVERAGE	Fence Type	CHAIN	# Fireplaces	1
Living Area	1,440 sqft	Ext. Wall Material	FRAME	Sprinkler (Y/N)	N
Total Area	1,440 sqft	Basement	NONE	Deck (Y/N)	N
% Complete	100%	Heating	CENTRAL FULL	Spa (Y/N)	N
# Stories	ONE AND ONE HALF STORIES	Air Condition	CENTRAL FULL	Pool (Y/N)	N
Depreciation	50%			Sauna (Y/N)	N

Additional Improvements (Current 2020)

#	Improvement Type	Construction	Floor	Exterior Wall	Area (sqft)
1	DETACHED GARAGE		UNASSIGNED	FRAME	480

Land (2020 Proposed Values)

#	State Code	Zoning	Frontage (ft)	Depth (ft)	Area	Pricing Method	Unit Price	Market Adjustment	Adjusted Price	Ag Land
1	SINGLE FAMILY RESIDENCES	SINGLE FAMILY RES-2 (8000)	110	123	13,200.0000 SQUARE FEET	STANDARD	\$2.25	0%	\$29,700	N

*** All Exemption information reflects 2020 Proposed Values. ***

Exemptions (2020 Proposed Values)

	City	School	County and School Equalization	College	Hospital	Special District
Taxing Jurisdiction	LANCASTER	LANCASTER ISD	DALLAS COUNTY	DALLAS CO COMMUNITY COLLEGE	PARKLAND HOSPITAL	UNASSIGNED
HOMESTEAD EXEMPTION	\$0	\$25,000	\$17,906	\$17,906	\$17,906	\$0
Taxable Value	\$89,532	\$64,532	\$71,626	\$71,626	\$71,626	\$0

Exemption Details

Estimated Taxes (2020 Proposed Values)

	City	School	County and School Equalization	College	Hospital	Special District
Taxing Jurisdiction	LANCASTER	LANCASTER ISD	DALLAS COUNTY	DALLAS CO COMMUNITY COLLEGE	PARKLAND HOSPITAL	UNASSIGNED
Tax Rate per \$100	\$0.840925	\$1.52835	\$0.2531	\$0.124	\$0.2695	N/A
Taxable Value	\$89,532	\$64,532	\$71,626	\$71,626	\$71,626	\$0
Estimated Taxes	\$752.90	\$986.27	\$181.29	\$88.82	\$193.03	N/A
Tax Ceiling	N/A	N/A	N/A	N/A	N/A	N/A
Total Estimated Taxes:						\$2,202.31

DO NOT PAY TAXES BASED ON THESE ESTIMATED TAXES. You will receive an **official tax bill** from the appropriate agency when they are prepared. Please note that if there is an Over65 or Disabled Person **Tax Ceiling** displayed above, **it is NOT reflected** in the Total Estimated Taxes calculation provided. Taxes are collected by the agency sending you the **official tax bill**. To see a listing of agencies that collect taxes for your property. [Click Here](#)

The estimated taxes are provided as a courtesy and should not be relied upon in making financial or other decisions. The Dallas Central Appraisal District (DCAD) does not control the tax rate nor the amount of the taxes, as that is the responsibility of each Taxing Jurisdiction. Questions about your taxes should be directed to the appropriate taxing jurisdiction. We cannot assist you in these matters. These tax estimates are calculated by using the most current certified taxable value multiplied by the most current tax rate. **It does not take into account other special or unique tax scenarios, like a tax ceiling, etc..** If you wish to calculate taxes yourself, you may use the [Tax Calculator](#) to assist you.

History

History

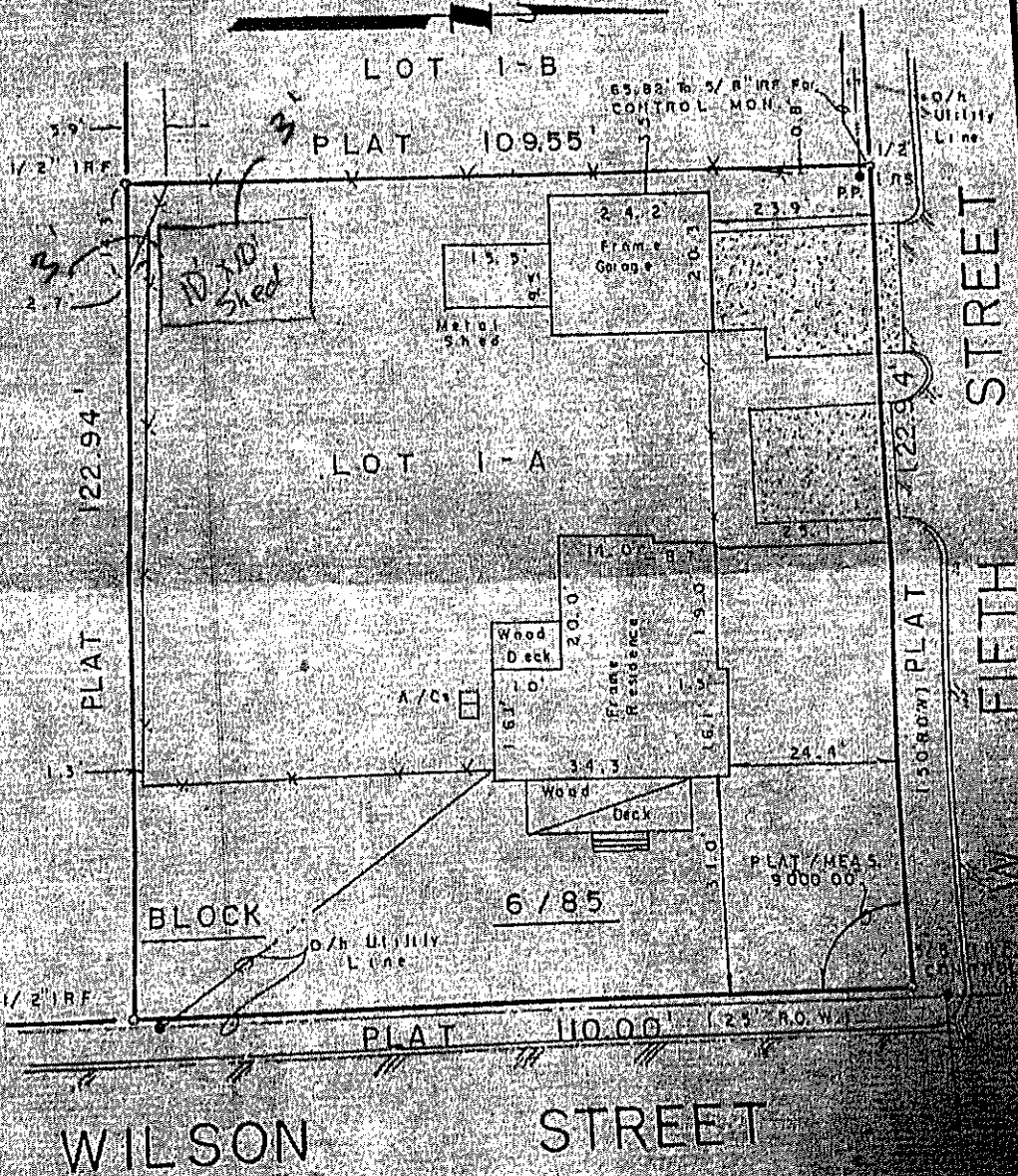
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SURVEY PLAT

This is to certify that I have, this date, made a careful and accurate survey on the ground, of property located at 543 Wilson Street, Being Lot 1-A of the Subdivision of Lot 1, Block 6/85, of Coolidge Addition, an addition to the City of Lancaster, Dallas County, Texas, according to the Map or Plat thereof recorded in Volume 75071, Page 439, Map Records, Dallas County, Texas.

Ray A. Crawford 6/9/95

0 line 2, 0 dls



To Stewart Title Company in connection with the
 G.P. No. 54304480 The plat shown hereon is a correct and accurate representation of the
 are as indicated, location and type of buildings are as shown, and EXCEPT AS SHOWN, all improvements
 the distances indicated, and EXCEPT AS SHOWN there are no visible and apparent easements, and
 ground.

SCALE 1" = 20'
 DATE 6/7/95
 JOB NO. 95-1487
 DRAWN BY _____

A & W SURVEYORS, INC.
 P.O. BOX 870028
 MESQUITE, TX 75150-0028



10-ft.



6-ft.



SHED INCLUDES

- Workbench & pegboard
- Two shelves
- Window with shutters

64-in.

SAVE \$265

RAINIER 10-ft. x 10-ft. *

Item # 293123

Base model features

- Extra-wide 64-in. double doors for easy access
- Treated, engineered wood siding is factory primed
- 10-year limited material warranty

10-ft.
7-in.

5-ft.



64-in.



SHED INCLUDES

- Loft provides 40% more storage space

SAVE \$187

BELMONT 8-ft. x 10-ft. *

Item # 716643

East



Fenced Front Yard





North

Similar Shed



Similar
Shed



Similar Shed

