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**MINUTES**  
**LANDMARK COMMISSION**  
June 26, 2018

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**MEMBERS PRESENT:**

Michele Derr, Vice-Chairperson  
John Dickinson  
Stacie Flood  
Christy Graham, Chairperson  
Jim Johnson  
Andy Lee  
Cindy Ramirez  
Rodney Martin  
Eric West

- Members
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- P&Z Liaison
- Council Liaison

Karen Gagné, Planning Administrator  
Amy Gardner, City Attorney

- City Staff
- Legal Dept.

**APPLICANTS/VISITORS:**

Lisa Gonzales, 126 Pembroke Lane  
L.B. Rainbolt, Contractor  
Chuck Vergauwen, Woodco  
Monica Rojo, 1509 Tilden  
Carlton Hughes, 1609 Tilden  
Bill Andersen, 600 6<sup>th</sup> Street  
Anthony Inman, Contractor

- Applicant
- Applicant
- Applicant
- Applicant

**ABSENT:**

Jackie Lebow

- Members

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**I. Call to Order, and Introductions**

Chairperson Christy Graham welcomed and called the meeting to order at 12:08 p.m. The Chair asked and everyone introduced themselves.

**II. Review & Approval of Minutes from May 22, 2018.**

Chairperson Graham called for the review and approval of the May 22, 2018 Landmark Commission meeting minutes. Ms. Michele Derr made a motion to approve the minutes. Mr. Rodney Martin seconded the motion. The minutes were unanimously approved.

**III. Action Item - Design Review Application – 126 Pembroke – Morningside Historic District**

Chairperson Graham introduced the case, noting it was tabled (owner requested) at the May 2018 meeting. Ms. Karen Gagné summarized applicant's request for alterations had evolved since the original design application submittal and were as follows:

1. Replace 16 Windows – Revised: Lincoln Aluminum Clad - metal prairie style grids
2. Replace 1 Window with a New Door & Steps/Landing to Courtyard (south-east façade)

3. Removal of Tinted Glass Storm Windows
4. Brick-in 1 Window (west façade – not visible from public row)
5. Paint Brick Façades

She stated the Morningside District became a national register district and was certified by the Department of Interior on May 16, 1985. This Tudor Revival Style home was built in 1927 and is a contributing building to the character of the district. Ms. Michele Derr made a motion to separate the items and Mr. Rodney Martin seconded. The motion passed unanimously.

1. **Replace 16 Windows:** Mr. Jim Johnson commented the Design Guidelines and federal standards state first option should be repair/save the windows but he understood this is a residence not a museum situation and the structure has to be livable but also ensure compliance with historic integrity. He had questions regarding the glass and the metal grids for the replacement windows. Mr. Charles Vergauwen with Woodco explained that with the grids applied to the exterior and interior of the windows, they simulate true divided light appearance and there will be insulated glass. It is available in 6 different options so you can stain or paint to match. Lincoln Aluminum Clad windows with metal prairie style grids are used by other cities as well. He also brought a sample Lincoln Aluminum Clad window with metal prairie style grids. Ms. Cindy Ramirez said that in the past, the Landmark Commission required wood on the front of the structure and vinyl on the back where not visible. Her concern is that this could set a precedent and she wants to ensure consistency. Mr. Rodney Martin stated that they should keep all windows the same. Mr. Charles Vergauwen stated it was a wood product that has a veneer, pretreated aluminum surface. Mr. John Dickinson stated he was okay replacing with Lincoln style windows but wanted to encourage homeowner to repair if at all possible. Ms. Ramirez asked if this was a general okay. Mr. Martin stated this is not a general okay for Morningside as it would be on an individual case-by-case basis. Mr. John Dickinson made a motion to allow the replacement of windows with the proposed Lincoln windows. Mr. Rodney Martin seconded the motion. It was unanimously approved.
2. **Replace 1 Window with a New Door and Install new Steps/Landing to Courtyard:** Mr. Jim Johnson asked if the door would be prairie style. The owner's first preference was not prairie style as they wanted blinds between the glass panes. Mr. Johnson indicated that was a major change from a window to a door. Discussion ensued among commission members. Mr. Rodney Martin said to change the door style to have divided lights which most closely matches the window style. The owner stated the prairie grid would be okay as it lets in light and they specifically wanted the door for a secondary safety egress. Mr. Rodney Martin made a motion to replace 1 southeast window with a door with divided light panes (prairie style) and install a raised deck landing/steps according to the submitted plans with no modifications. Mr. Jim Johnson seconded the motion. The motion was unanimously approved with provisions that the door *must* have divided lite panes (prairie style design).
3. **Removal of Tinted Glass Storm Windows:** The tinted glass storm windows were not original to the house; previous owner installed in the late 1980s/early

1990s. No issues among commissioners regarding removal of tinted sheet glass storm windows. Mr. Rodney Martin made a motion to approve the removal of the tinted glass storm windows. Ms. Michele Derr seconded the motion. It was unanimously approved.

4. **Brick-in 1 Window:** The owners want to brick in 1 window in the kitchen that during an interior remodel was covered by a wall so had no visibility to the outside. There was discussion as to why they wanted to paint the brick; was it to match the fill-in window? Mrs. Lisa Gonzales said she would like to update the view of the home with paint as there was still brick on hand to fill in the window. Chairperson Graham stated that she thought the Landmark Commission should allow the owner to brick in the window as it could leak on the inside when it rains resulting in mold formation between the walls. Mr. Rodney Martin made a motion to approve the brick-in of only one (1) west façade window in the kitchen and to utilize the brick that matches the home's existing exterior brick. Mr. John Dickinson seconded the motion. It was unanimously approved.
5. **Paint Brick Façades:** Ms. Michele Derr stated that according to the Secretary of Interior Standards it is quite clear that if the brick is not painted, don't paint. Mr. Andy Lee stated that there are 37 buildings in the district with 5 painted brick. National Register / THC Architects approved painting the brick at 616 7<sup>th</sup> Street (Toodles) which had previously been painted. Mr. Martin stated that page 51 of the Local Historic District Design Guidelines says do not paint if not painted. Chairperson Graham said that Toodles was painted for preservation of materials not for aesthetics. Ms. Stacie Flood said we need to look at individual buildings and not compare with a commercial district. Mr. Johnson stated the Downtown Depot Square District has the most painted brick buildings. Mrs. Gonzales stated that there are 8 homes in Morningside that have painted brick. Mr. Andy Lee commented they could request or obtain a ruling from the Texas Historical Commission (THC) regarding the issue of "paint" on unpainted exterior brick facades.

There was discussion among members that they were going against guidelines to allow the brick façade to be painted. Ms. Michele Derr introduced a motion to approve painting the brick. Mr. Rodney Martin seconded the motion. Commission members voted; the motion unanimously failed. The request to paint the brick facades was unanimously denied. Mrs. Lisa Gonzales asked if Morningside was a local district. Ms. Karen Gagné stated that Morningside was national, not local. Mrs. Gonzales stated she thought they were a national district which has no restrictions and cited a January 19, 2012 letter that states "A National Register designation imposes no restrictions unless the site maintains a local City of Wichita Falls historic designation." She said this is opposite to what the letter stated. Staff indicated the Commission began reviews in the national register district after being directed to do so by THC when the design review guidelines were revised. Chairperson Graham stated that they are the Landmark Commission and there are guidelines that were set by the Department of the Interior and the State Historic Preservation Officer (THC) that national register properties are to be monitored for inappropriate alterations and reported. Mrs. Gonzales states it didn't make any sense why they were being held to the

standards in the Design Guidelines if a national district. The Chairperson stated the applicant could potentially appeal to THC and/or to the Department of the Interior for a different interpretation.

#### **IV. Action Item - Design Review Application – 1509 Tilden – Install an ADA ramp, rear concrete slab and driveway access to alley - West Floral Heights Historic District**

The applicant requested to install an ADA compliant wheelchair ramp in rear yard (visible from Tilden & alley); install a concrete slab by rear, detached garage and a driveway for rear alley access. Ms. Christy Graham introduced the action item. The applicant has proposed a wood ramp with treated lumber with metal hand rails that match the hand rails for the stairs on the front façade facing Tilden. Ramp proposed to service rear entry to the house. It was noted the Americans with Disabilities Act (ADA) would supersede the Department of the Interior requirements and local design review requirements. Ms. Cindy Ramirez stated she didn't think they could vote for letting them extend the concrete all the way to the alley as that would be a Planning and Zoning Commission item. Mr. Rodney Martin stated they would have to get a permit and it would potentially trigger review from Planning and Zoning (P&Z); as P&Z Chairperson he noted they would look at it and make sure it didn't conflict with any of the historic regulations. They can apply for a driveway permit from Public Works/Building Inspections. Staff explained the property abuts the alley and there was already an existing dirt driveway that accessed the alley. Ms. Monica Rojo, owner/applicant, stated when it rains, it is muddy with ruts and they have to use the front driveway for access and its' angle catches on the bottom of their handicapped accessible vehicle. Mr. Martin made a motion to approve the ramp, concrete pad area and rear drive. Ms. Flood seconded the motion. It was unanimously approved. Ms. Rojo asked for clarification on the request to remove existing concrete landing and steps that are sinking. Since the concrete ramp was so expensive (\$10,000), they want to install a wooden ramp/landing with metal rails. Mr. Martin said as long as it is behind the house, it was approved.

#### **V. Action Item - Design Review Application – 1609 Tilden – Accessory Garage Remodel and Above Ground Pool Installation - West Floral Heights Historic District**

Staff outlined the applicant was requesting the addition of two wooden garage doors to a rear, detached garage and remove deteriorated exterior panel siding to expose and repair original (wood) lap siding; paint wood lap siding and install an above ground pool in rear yard. Mr. Carlton Hughes, owner/applicant, explained that he is requesting to remove siding with lap siding and paint. There was discussion among the group regarding the doors and support system for the garage; Mr. Hughes noted there will be two double swing doors. Ms. Flood inquired if the garage ever had doors; Mr. Hughes couldn't determine from his research. Mr. Rodney Martin made a motion to approve the request as outlined in the design review application and Ms. Stacie Flood seconded the motion. The Landmark Commission, after discussion, unanimously approved the request to rehabilitate the detached, rear garage by adding two wooden garage doors, removal of the deteriorated exterior panel siding to expose and repair original (wood) lap siding; paint the wood lap siding and install an above ground pool in the rear yard.

## **VI. Action Item - Design Review Application – 1605 Tilden – Accessory Garage Demolition - West Floral Heights Historic District**

The applicant requested to demolish rear, detached garage due to life, health and safety issues identified by Code Enforcement. Ms. Karen Gagné spoke on behalf of the applicant as she wasn't able to attend the meeting due to childcare conflicts. This case came about after complaints were received by Code Enforcement who sent a letter to the property owner and then obtained a search warrant to access the property/garage and get photos. The letter was sent to the applicant and her father (owner) in Arkansas about the next steps as the structure violated the Hazardous Accessory Structure Ordinance and a corrective list of things had to be done; the final item recommended demolition if those items could not be improved or addressed in a timely manner. The applicant indicated they tried to repair the garage and obtained a building permit. Some of her family started repairing it and the roof began to creak and crack and they were afraid the roof would completely cave in so they stopped work and decided it would have to be demolished. They realized approval from the Landmark Commission was required when they applied for a demolition permit and it was put on hold.

Demolitions are a major alteration. The state requires preservation boards review demolition requests very seriously. There is an exception to the established Design Guidelines under Chapter 22 of the City's Code of Ordinances that the Landmark demolition provisions do not apply when it is a building or structure that is ordered by City Council for demolition and has reached the point where Code has tagged it as a life, health and safety threat. Ms. Gagné stated they had worked with Ms. Kristina Andonian, Code Enforcement, as she's the Structures Officer but was unable to attend the meeting. According to the photo inventory from 2013, the structure was already in poor condition. Mr. Rodney Martin stated that it is best to demolish and then if they decide to rebuild, they would come before the commission and they could look at the architectural guidelines for an appropriate replacement. Mr. Martin introduced a motion to approve demolition of the rear, accessory garage due to life, health and safety structural concerns and violation of the hazardous structures ordinance. Ms. Cindy Ramirez stated the commission has an issue with people letting buildings go until they are deteriorating and then request to demolish since it's too far gone for repair. Mr. Martin stated that a lot of homes in this district were in disrepair prior to the historical designation in 2005. The Commission discussed the Design Guidelines regarding the demolition by neglect. Ms. Cindy Ramirez seconded the motion. The Landmark Commission, after a lengthy discussion, unanimously approved the request to demolish the rear, detached garage based on there being documented life, health and safety concerns from the Wichita Falls Code Enforcement Division. Those safety concerns related to the structure being deemed a violation of the City's Hazardous Accessory Structure Ordinance; including a list of corrective actions ending in a recommendation for demolition.

## **VII. Action Item - Design Review Application – 600 6<sup>th</sup> Street – Storefront renovation - Depot Square Historic District**

The applicant requested to renovate the Jones Building storefront at 6<sup>th</sup>/Ohio; 6<sup>th</sup> Street façade propose new tinted windows; new doors; lighting; repoint masonry; new architectural elements; awning & canopy and interior remodel. Mr. Andy Lee recused himself as he was agent for the project. The Landmark Commission discussed the application and considered potential conditions for altering the exterior façade. Members reviewed options for: exposing the previous building façade currently covered by stucco

clad plywood, scoring the stucco to provide symmetry with the proposed opening, painting the façade to match the existing brick color, not installing tinted glass on the south facing façade (issue in the design guidelines) and installing something on the interior such as roller shades to help reduce the heat and sun glare, etc. There was also discussion regarding the potential of obtaining tax credits and the owner Mr. Andersen hired Ogee Preservation Group to research the history of the building. Ms. Ramirez stated it is the owner's choice to pursue tax credits and it is also the owner's responsibility to ensure they comply with THC's standards to qualify for the credits. There was consensus from the commission that this project would improve the northern section of the Depot District.

Mr. Rodney Martin made a motion to approve the design review case with the south windows having only a minimal tint that is not distinguishable in addition to the other items outlined in the application; Ms. Stacie Flood seconded the motion. The Landmark Commission approved the request for a 10ft x 10ft commercial-grade steel garage door to be located in the opening previously cut into the original façade with the condition that the door and two façade panels (approx. 13ft x 20ft) along Ohio Street be painted to match/blend with the existing brick. Commission members encouraged the applicant to protect the existing architectural features (transom windows and any remaining brickwork) on the interior of the Ohio Street façade in the event that they may be exposed in the future.

### **VIII. Action Item: Recommendation to Update & Accept New West Floral Heights Historic District – Neighborhood Design Review Committee Applicants**

Ms. Karen Gagné explained that the 1501 Tilden roof replacement has taken almost a year from getting the design review approval which raised an issue when he removed one of the window dormers to rebuild. It is still off and filled in and he's covered the other ones. He is having trouble finding a person that specializes in window repair and it resulted in neighborhood concern. Planning received complaints and someone submitted a COMCATE, Citizen Access City Hall Complaint. There is a new neighborhood president that wants to get more engaged. Ms. Susan Koch contacted Planning as she is still active on the neighborhood design committee. The original committee was created after the district designation in 2005; there are only 3 of the original 7 still interested & residing in the neighborhood. Ms. Koch also inquired if they could reduce the size of the neighborhood design committee from 7 to 5 members. Since the Landmark Commission appoints, staff recommended the committee be updated so it is functional again. Ms. Michele Derr made a motion to initiate the process to update the West Floral Heights Neighborhood Design Committee. Mr. John Dickinson seconded the motion. The motion passed unanimously.

### **IX. Other Business:**

#### **a) Monthly Reports:**

##### **Depot Square, West Floral Heights and Morningside Historic Districts:**

##### **Depot Square and Historic District:**

Ms. Michele Derr gave an overview of activities coming up:

- Outdoor dining/patio fencing being installed at the Karat Bar (Zales Bldg).
- Repairs are being made to the Farmer's Market to make it more accessible for catering functions and taking care of water issues; hiring market manager

- West side of Big C, the stucco has been painted.
- July 4<sup>th</sup> - WCHS Annual Old Fashioned 4<sup>th</sup> of July Event
- July 5<sup>th</sup> - After Hours Art Walk
- Kell House is having summer camps.
- Backdoor Theatre has Summer Theatre Academy
- Mary Poppins is playing at Wichita Theatre

**Morningside District:**

Nothing to report.

**West Floral Heights District:**

Nothing to report.

**b) Design Review Follow-up: 1501 Tilden – roof replacement; dormer/window repair issue**

Issue previously discussed during the meeting. However, Mr. Jim Johnson commented the property at 10<sup>th</sup> & Tilden that previously received Landmark Commission's approval to redo the windows may be a good example. Mr. Johnson stated the owner (Josh Lemley) may be a point of contact for the option of window repair vs. replacement at 1501 Tilden.

**c) Design Review – Staff Authorized – Minor Alteration/Repairs:**

- 3008 10<sup>th</sup> Street – lawn sprinklers (*Harris Nursery & Landscaping*)
- 1710 Grant – electrical repair from storm June 7 (*Ed Solis*)
- 1300 Tilden – roof replacement - composition shingle to composition (*Cornerstone Construction*)
- 1508 Buchanan – roofing replacement – composition to composition shingle (*Mataska Roofing*)

**There is no meeting in July. The next meeting is August 28, 2018.**

**X. Adjourn:**

Meeting adjourned at 1:56 p.m.

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Christy Graham, Chairperson

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Date