

## LANDMARK COMMISSION MINUTES

October 18, 2022

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### MEMBERS PRESENT:

Michele Derr  
Christy Graham  
Andy Lee

Nadine McKown

Noros Martin

Marcela Medellin

Janel Ponder Smith

Tim Brewer

Terry Floyd, Development Services Director

Chris Horgen, Public Information Officer

Karen Montgomery-Gagné, Principal Planner

■ Chairperson  
■ Member  
■ Member  
■ Vice-Chairperson  
■ P&Z Liaison  
■ Member  
■ Member  
■ Council Liaison  
■ City Staff  
■ City Staff  
■ City Staff

### ABSENT:

John Dickinson

Joel Hartmangruber

■ Member  
■ Member

### GUESTS:

Mark Jackson, Applicant

John Phillips, Resident

Kim Tigrett, President

■ WFHHD  
■ WFHHD  
■ WFHHD

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### I. Call to Order, Introductions and Administer Oath of Office

Chairperson Michele Derr called the meeting to order at 12:00 p.m. Ms. Derr had Commission members, staff and guests, introduce themselves.

### II. Review & Approval of Minutes from: August 23<sup>rd</sup> 2022

Chairperson Derr called for review and approval of the August 23<sup>rd</sup> 2022 Landmark Commission meeting minutes. Mr. Noros Martin made a motion to approve the minutes, Ms. Janel Ponder-Smith seconded the motion. Minutes were unanimously approved 7-0.

### Regular Agenda Item

### III. Action Item: Design Review – 1614 Tilden Rear: West Floral Heights Historic District

Request design review approval for Exterior Alterations:

- Replace Vinyl Windows (West Façade) with Aluminum
- Install Ductless Mini-Split Heating/Cooling System & Conduit
- Replace Siding with Hardie-Plank Lap Siding

Ms. Gagné presented the case and gave an overview of the subject property location, noting the property was unusual as this was a second residence on the lot at 1614 Tilden,



a corner property located at Tilden Street and Avenue G. The structure the Commission was considering was located at the rear of the property by Avenue G and the alley.

Ms. Gagné displayed inventory photos noting the structure was a mix of architectural styles having some bungalow features but also minimal traditional. Photos shown from 2019, show deterioration of windows, trim around the roof and shingle siding. Views from the alley looking southwest at the rear structure show changes from current photos, prior to window replacement; installation of rear access steps, ductless mini-split heating/cooling system and exterior conduit.

Current photos looking north at the rear residence were displayed as Ms. Gagné advised the Commission the structure was not an original residence to the historic district, the exact date of placement is not known.

Ms. Gagné advised a stop work order was issued by the building inspector on September 15<sup>th</sup>, 2022. The owner/applicant met with city staff to discuss how to address the violations. The request was being made to replace the siding with Hardie-Plank cement board lap siding. Ms. Gagné advised the exposed rafter ends were a defining feature and would need to remain visible.

Photos shown of the non-approved replacement vinyl windows on the west façade facing the alley with visibility from Ave G. The applicant will replace the two vinyl windows with PlyGem aluminum single hung windows with LowE glass with a 1 over 1 pattern.

Ms. Gagné stated the second item being requested was the new ductless mini-split heating/cooling system installed along with conduit, also absent of appropriate permits and part of the stop work order issued until addressed by Landmark Commission. The owner has already worked with the city inspections department on all interior items that triggered permitting and inspecting that did not require Landmark approval. An overview on how the Ductless Mini-Split Heating/Cooling System worked was given to the Commission along with photo displays.

The final item requested for replacement was the shingle-style siding. Photos shown displaying various stages of deterioration. Applicant was requesting replacement due to crumbling materials. Existing siding dimensions were 12"x48". Owner requesting Hardie-Plank cement board as a long-term solution for the exterior materials. The proposed material is designed to mimic natural cedar with wood grain texture; resists water absorption; non-combustible; and must be painted within 180 days of installation.

Ms. Gagné stated the treatment for historic materials within the Districts shall follow the sequence of priorities set forth in the Secretary of the Interior's Standards: preservation first, then rehab, the restoration of missing elements if necessary, and finally, new construction. In order to obtain a Certificate of Appropriateness, the applicant shall objectively demonstrate that the proposed project has selected the least intrusive treatment option that is feasible because of the conditions of the existing historic materials. In regard to the windows, ideally the process is to preserve, rehabilitate and restore with replacement as last option. Owners already removed two original windows; replaced with vinyl and are now requesting approval to replace with two aluminum, 1 over 1 windows which follow more closely with the City's Design Review Guidelines provisions. Changes to mechanical



equipment can impact the historic character of a property; it's recommended to locate these elements in the rear yard or non-street facing setback areas. Applicant installed the heating/cooling unit in the rear yard with conduit on the north, east and west facades which do have visibility from Ave G and limited visibility from the alley.

Chairwoman Derr asked if there were any questions. Mr. Noros Martin asked if the owner/applicant was doing the work themselves or was a contractor hired. Ms. Gagné deferred the question to the owner. Mr. Martin stated he was asking because he wanted to know if the owner was doing the work if he was aware he had to go through this process or if he had a contractor, and did the contractor contact the city to see if he was following the proper procedures. Ms. Gagné advised the owner/applicant did not reside at the subject property, that it was a rental and from there would let the owner respond. Mr. Mark Jackson, 406 Morningside Drive, is the owner/applicant and stated this all started as a father/daughter project, initially just interior painting, replacing some lights until vagrants knocked out some windows. Mr. Jackson stated he was not aware there were requirements on window replacements and did not have a contractor doing the work, they simply picked out new windows they thought would make the structure esthetically pleasing. Mr. Jackson stated once the stop work order was issued he immediately contacted city staff to rectify the situation and has now employed a contractor to over-see the work to ensure it's done correctly and all standards/Code requirements are adhered to. Mr. Martin asked if the structure would be able to hold the new concrete fiber siding with no studs. Mr. Jackson advised where the deterioration was found it was repaired with marine grade wood and believes the replacement siding is not much heavier than the current siding and contractors have not stated there were any issues. Ms. Marcela Medellin advised the structure not having any studs was a concern. Other questions about siding and insulation were asked and addressed by Mr. Jackson.

Ms. Christy Graham made a suggestion to vote on each item separately. Chairwomen Derr made a motion to vote on items separately, Ms. Janel Ponder-Smith seconded the motion which passed unanimously 7-0.

Ms. Derr stated the first item would be the replacement windows. Ms. Christy Graham made a motion to approve aluminum one-over-one replacement windows, Ms. Nadine McKown seconded the motion which passed unanimously with a vote of 7-0.

The second item was the installation of ductless mini-split heating/cooling system and conduit. Ms. Medellin asked if the system was visible from the right-of-way. Ms. Gagné stated the actual outdoor mechanical unit had minimal visibility, however, the conduit has visibility from the corner of the alley and Avenue G. Ms. Graham asked if the duct had foam on it. Mr. Jackson stated it had an insulated hard wrap on the conduit. Ms. Medellin stated different casings could be purchased that would make the conduit look better. Ms. Christy Graham made a motion to approve the mini-split heating/cooling system and conduit. Mr. Andy Lee seconded the motion which passed unanimously with a 7-0 vote.

Ms. Derr stated the last item for consideration was the replacement siding with Hardie-Plank Lap Siding. Mr. Martin made a motion to approve the replacement siding. Ms. Graham seconded the motion that was approved with a vote of 7-0.



#### **IV. Consideration of Appointments to: West Floral Heights Historic District: Volunteer Design Review Committee**

Staff outlined the committee requirements as described in the Wichita Falls Design Review Guidelines:

- Design review volunteer members appointed by the Landmark Commission for 3yr. term
- Assist with reviewing all district design review applications and provide non-binding recommendations to the Historic Preservation Officer and/or Commission
- Demonstrate interest and/or background in historic preservation
- Own property in the West Floral Heights Historic District
- Minimum Number of Appointees: 5
- Maximum Number of Appointees: 7

The current committee structure, as of 2019 appointments, only includes three active members (K. Lister, C. Looney, and J. Phillips) with three vacancies due to relocation/retirement from Wichita Falls (C. Heidebrecht, S. Gross, and J. Phipps).

Current applicants for consideration include: K. Lister, C. Looney, J. Phillips, J. Ponder-Smith, K. Tigrett, S. Todd and J. York.

Chairperson Derr reconvened the regular session of the Landmark Commission at 12:55 p.m. At that time, Mr. Martin introduced a motion to approve all seven applicants as members of the West Floral Heights Historic District Volunteer Design Review Committee with Ms. Janel Ponder Smith as Chairperson. Mr. Andy Lee seconded the motion. Motion passed unanimously. Committee members include the following for a term of three years: K. Lister, C. Looney, J. Phillips, J. Ponder-Smith, K. Tigrett, S. Todd, J. York.

#### **V. Executive Session**

Chairperson Derr adjourned the regular meeting at 12:38 p.m. to conduct an Executive Session at 12:39 p.m. in accordance with Texas Government Code §551.074.

The Landmark Commission adjourned into Executive Session with the exception of Ms. Ponder Smith who refrained from participation due to potential conflict of interest being an applicant for consideration of appointment.

#### **VI. Other Business:**

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

##### **Depot Square:**

Ms. Derr gave the following updates:

- Oct. 21<sup>st</sup>, 22<sup>nd</sup>, 28<sup>th</sup> & 29<sup>th</sup> – Kell House Haunted Tours
- Oct. 25<sup>th</sup> – Grand Re-Opening of the Kell House
- Oct. 29<sup>th</sup> – Downtown Trick-Or-Treat 1pm – 3pm
- Nov. – Oct. 22<sup>nd</sup> – Wait Till Dark – Backdoor Theater
- Oct. 29<sup>th</sup> – Rocky Horror Picture Show – Backdoor Theater
- Nov. – Nov. 12<sup>th</sup> – Clue, the musical – Wichita Theater, Stage 2 Dinner Theater
- Nov. 12<sup>th</sup> – Art Battle at Big Blue
- Downtown Farmer's Markets open and operational



**Kell House Restoration/Rehab Project:**

Ms. McKown, Kell House Museum Curator, provided a final restoration status report and invited members to the official ribbon cutting on Oct. 25<sup>th</sup> at 5:00 p.m.

**West Floral Heights:**

Ms. Ponder-Smith gave the following updates:

- Turkey Trot Fundraiser – Thanksgiving morning (Nov. 24<sup>th</sup>)
- Introduced Kim Tigrett, President of the West Floral Heights Historic District

Ms. Gagné gave the following updates:

- 2908/2910 10<sup>th</sup> Street – Illegal Accessory Structure

**b) Updates:**

- Hull Millwork – Part II Window Workshop Cancellation
- Sec. 106 Review – 1600 Block 11<sup>th</sup> Street (Bethania/URHCS)
- 604 7<sup>th</sup> (Pfaeffle Bldg) Pending Project Design
- Real Places THC Conference: Registration Still Open RP23 Feb. 1-3; Austin
- Texas Statewide Preservation Plan: Our Resilient Heritage – 50% draft available online: <http://www.thelakotagroup.com/wp-content/uploads/2022/08/Texas-Statewide-Historic-Preservation-Plan-50-percent.pdf>
- TX Preservation Network – Demolition by Neglect for Non-Designated Resources

**c) Resources & Periodicals - THC:**

- Medallion – Summer 2022
- Indow Windows – Interior Storm/Noise Reduction Inserts; consulted THC CLG staff who indicated this may be a viable option for historic building owners
- NPS Technical Series Webinar – Historic Masonry Façade Repairs – Oct. 26<sup>th</sup>
- IMI Historic Masonry Webinar - Nov 15<sup>th</sup>

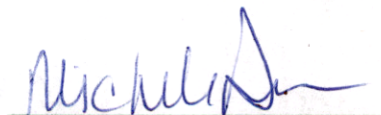
**d) Design Review – Staff Authorized – Minor Alteration/Repairs**

- 1503 Grant – WFH HD – Roofing permit: composition shingle
- 711 Indiana – Landmark #36 – Replacement of flat roof
- 1614 Tilden Front – WFH HD – Pending roofing permit issuance for composition shingle

**VII. Adjourn**

Next regularly scheduled meeting November 22, 2022 – 12 p.m.

Meeting adjourned at 1:13 p.m.



Michele Derr, Chairperson



Date