

---

**MINUTES**  
**LANDMARK COMMISSION**  
August 23, 2016

---

**MEMBERS PRESENT:**

Stacie Flood, Chairperson  
Barney Brock  
Cindy Cotton  
Michele Derr  
Christy Graham  
Jackie Lebow  
Andy Lee  
Cindy Ramirez

■ Members  
■ P&Z Liaison  
■  
■  
■  
■  
■  
■

Michael Smith

■ Council Liaison

Karen Gagné, Planning Administrator  
Aaron Hudman, Planner III  
Leslie Dunn, Senior Administrative Clerk  
Amy Krikorian, Municipal Court Prosecutor

■ City Staff  
■  
■  
■ Legal Dept.

**ABSENT:**

N/A

---

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

Chairperson Stacie Flood called the meeting to order at 12:06 p.m.

**II. Review & Approval of Minutes from June 28, 2016**

Chairperson Flood called for review and approval of minutes from the June 28, 2016 Landmark Commission meeting. Mrs. Michele Derr made a motion to approve the minutes. Mr. Andy Lee seconded the motion. The motion was taken to a vote and passed unanimously.

**III. Application for Design Review – 1404 Hayes Street (West Floral Heights) – Request to Replace Chain Link Fencing with 8ft Cedar Privacy Fencing (Side/Rear Yards)**

Mrs. Karen Gagné stated that the applicant, Mr. Daniel Ordoñez, was proposing to replace his existing chain link fence along the north property line between 1402 and 1404 Hayes Street and along the back alley of the property at 1404 Hayes. She stated that Mr. Ordoñez was requesting to put up an 8ft cedar privacy fence in place of the existing fence. Mrs. Gagné presented photographs of the two properties, and pointed out the proposed location for a gate across the driveway at 1402 Hayes.

Mrs. Gagné explained that the existing privacy fence at 1402 Hayes would also be removed, and the new privacy fence would be shared between both residents. She stated that there were height issues with the property due to the slope of the land and there was about 11/2 ft. difference between the elevation at the front of the property and the lower elevation at the rear of the property. Mrs. Gagne presented photos illustrating that you could see into the neighbor's back yard from the applicant's back deck.

Chairperson Stacie Flood asked if anyone on the commission had any questions. Ms. Cindy Cotton stated that she had put up a similar fence on her property for the same reason. Ms. Cindy Ramirez asked how far back the proposed gate was being placed. Mr Ordoñez stated that the gate would go back to the neighbor's chimney and that there would still be room to park 2 cars in the driveway.

Mrs. Christy Graham made the motion to approve the request for an 8 ft. privacy fence at 1404 Hayes Street. Ms. Cindy Cotton seconded the motion. The commission voted on the motion; motion passed unanimously.

Mrs. Gagné stated that, because the fence will be over 6 ft., the applicant would be required to acquire a building permit prior to erecting the fence.

#### **IV. Project Update – THC Design Review for Recorded Texas Historic Landmark – Perkins-Prothro House (3301 Harrison) – Slate Roof Replacement**

Mrs. Karen Gagné presented an update on the status of the slate roof replacement for the Perkins-Prothro House at 3301 Harrison Avenue, which was originally presented in June. She stated that, because staff had not been notified of the house's status as a Recorded Texas Historic Landmark, this had to first be clarified. Once the property's status as an RTHL had been confirmed, the work plan for the project had to be approved by the State's architectural reviewers.

Mrs. Gagné stated that the applicants were proposing to have the slate for the roof brought in from the same quarry in upstate New York that provided the slate for the garage addition done in 1999. She stated that the State's architectural reviewer, Alexander Toprac, had initially expressed concerns regarding the color and texture of the replacement slate. Mrs. Gagné explained that staff had worked with Mr. Toprac in an effort to clarify that the existing slate, in its current state, was not necessarily representative of the slate's original color and texture due to age and sustained exposure to the elements. After some discussion, staff received approval from the State.

Mrs. Gagné stated that the damage to the roof had resulted in leaks, causing damage to the interior of the home. She stated that replacing the roof was an imminent need, and without approval from the State the project would have been placed on hold because the quarry providing the slate would be closing in the fall. Mrs. Gagné presented photographs of the damaged roof, as well as plans for the replacement roof's design.

#### **V. Other Business:**

##### **a) Monthly Report—Depot Square & West Floral Heights Historic Districts**

Mrs. Michele Derr stated the Downtown Farmer's Market would be open two Saturday's a month beyond October 10<sup>th</sup>.

Ms. Cindy Cotton stated that a deal had been negotiated to purchase trees to plant in the West Floral Heights Historic District in an effort to replace those that were lost to age and drought. She stated it was the goal of the West Floral Heights Neighborhood Association to restore the canopy to the area. Ms. Cotton stated the cost of each 10 ft. tree would be \$200. She stated the home owners would be asked to cover half the cost of each tree, and the West Floral Heights Neighborhood Association would cover the remaining half. She stated that the homeowners' were being asked to care for the trees that they purchase.

**b) Design Review—Staff Authorized—Minor Alterations/Repairs:**

Mrs. Gagné reported on the six staff authorized minor alterations/repairs:

- 1005 9<sup>th</sup> St. – Elks Home/BYSP Architects – (City Landmark) – Backflow Inspection
- 350 Morningside – (Morningside District) – Mechanical Permit (Ferguson-Veresh)
- 900 Bluff – (Kell House – City Landmark) – Backflow Inspection
- 408 Morningside – (Morningside District) – Backflow Inspection
- 1300 Tilden – (West Floral Heights) – Plumbing Permit – Water Line Re-piping
- 711 Indiana – (Gorsline's Fashion Livery Stable – City Landmark) – Plumbing Permit  
Tankless Water Heater

**c) Articles & Periodicals/Updates: National Trust – *Preservation*; THC – *The Medallion*; National Park Service – Civil Rights Grant**

**VI. New Business:**

a) **Next Mtg.** – Tuesday, September 27, at 12pm

b) Mrs. Karen Gagné stated that Matt Prouty, Planner II, was out on FMLA following surgery, and was expected to be back sometime in September. The Commission thanked Mrs. Gagné for the update and sent their best wishes.

c) Ms. Stacie Flood stated "Texoma Gives" would be held on September 15<sup>th</sup>. She said it was a local day of giving put on by the Community Foundation, and several great causes were being represented, including the Heritage Society. Ms. Flood stated that there were several donors participating that would be matching contributions, and that there would be people to assist with donation forms. She stated the Kell House would be serving doughnuts and coffee in the morning, and then a food truck would be there during lunch, and people would be invited to picnic on the grounds.

Ms. Flood stated that "Top of Texas", presented by the Wichita County Heritage Society, was being held on September 23<sup>rd</sup>, 24<sup>th</sup>, and 25<sup>th</sup> at the Wichita Falls MPEC. There would be several antique, vintage and craft vendors present, and they will be holding a vintage market flip competition where the team creations would be raffled off. She stated that Erin and Ben Napier from the HGTV show "Home Town" would also be present to speak on Friday and Saturday.

- d) Mrs. Karen Gagné stated the empty seat on the Landmark Commission, which was vacated by Kevin Bazner who submitted his resignation in letter June, would need to be filled since he officially moved in August. She stated there hadn't been many applicants for the position and suggested that the commission members recommend to anyone with an interest in historic preservation they submit an application. Applications can be found on the City's website under "Boards and Commissions". Mrs. Michele Derr stated that she had spoken to Gary Cook of Morningside about applying, and Mrs. Gagné stated she had sent a website link to the application to John Dickinson. Discussion continued and there was interest in trying to find applicants who could represent Morningside Historic District.
- e) Councilor Michael Smith stated he had received an email from the Texas Historical Commission discussing their role in observing the 100<sup>th</sup> anniversary of the U.S. entry into WWI. He stated that the THC wished to be contacted by any entity or organization that might have something to contribute on the topic. Councilperson Smith stated the period of observation would begin April 6, 2017, the 100<sup>th</sup> anniversary of the declaration of war, through June 20<sup>th</sup>, 2019, the anniversary of the signing of the Treaty of Versailles, which ended the war. He stated there were several local site references to WWI that could be provided to the THC, including the "Jenny to Jet" exhibit at the Wichita Falls Regional Airport. He stated the Museum of North Texas History would also be doing an exhibit commemorating the war.

**VII. Adjourn:**

Meeting adjourned at 12:41 pm

\_\_\_\_\_  
Stacie Flood, Chairperson\_\_\_\_\_  
Date