

LANDMARK COMMISSION MINUTES

May 21, 2024

MEMBERS PRESENT:

Michele Derr
Christy Graham
Andy Lee
Marcela Medellin
Janel Ponder Smith
John Dickinson
John Yates

■ Member
■ Vice-Chair
■ Member
■ Chairperson
■ Member
■ Member
■ Member

Monica Aguon, Assistant City Attorney
Terry Floyd, Development Services Director
Karen Montgomery-Gagné, Principal Planner/HPO

■ City Staff
■ City Staff
■ City Staff

ABSENT:

Joel Hartmangruber
Noros Martin
Michael Smith

■ Member
■ P&Z Liaison
■ Council Liaison

GUESTS:

None

I. Call to Order, Introductions and Welcome

Chairperson Marcela Medellin called the meeting to order at 12:05 p.m. Ms. Medellin had Commission members, staff and guests introduce themselves. Ms. Montgomery-Gagné welcomed and introduced new member Mr. John Yates. Mr. Yates was appointed by City Council May 7th to fill the Commission's vacant position as a representative from the Museum of North Texas History.

II. Review & Approval of Minutes from: March 26th, 2024

Chairperson Medellin called for review and approval of the March 26, 2024 Landmark Commission meeting minutes. Ms. Michele Derr made a motion to approve the minutes as presented, Ms. Janel Ponder Smith seconded the motion. Minutes were unanimously approved 7-0.

Regular Agenda

III. Action Item: Design Review – 2908 10th

New Design Review Case to Consider:

- Completion of Partially Constructed Metal/Wood Carport; No Building Permits
- Design Review Expired November 23, 2023

Chairperson Medellín introduced the case. Staff directed Commission members to the power point and highlighted the design review case history associated with this property. Alterations began in 2021 with fence supports erected along 10th St property line prior to any design review approval; owner worked to complete design process and Commission authorized the fence/gate system. By mid-2022 metal framing and concrete slab appeared void of design review, permits and inspections; owner given various options to address illegal structure and pursued replat to combine 2908 and 2910 10th St allowing an option for an accessory structure on a formerly vacant residential lot. A design review application for the illegal metal carport was reviewed by the Commission in November 2022 at which time it was approved with a detailed set of conditions, including material specifications such as wood trim covering metal components, gable covered with wood lap siding, false window, exposed rafters, fascia boards, etc. to replicate architectural character of historic residence and only metal shingles or composition shingle roof no standing seam metal roof permitted. Design review approval expired November 2023, owner had not requested an extension prior to expiration. Stop work order issued March 4 as construction conducted void of any building permit/inspections and outside window of design approval. Owner requested extension but legally deemed beyond limits of ordinance provision therefore options of either removing carport framework, roof decking and concrete slab or request a new design review case. Staff explained the owner/applicant was not present to answer questions due to a work conflict.

Commission members had numerous questions, specifically regarding amount of exposed metal. Mr. Andy Lee commented there has to be a commitment to a design adding that the façade should meet the Design Guidelines provisions which includes appearance of elements visible from the street. The façade design and materials are important in this case and it's also important to be consistent with how the Guidelines are applied throughout the WFH Historic District. Ms. Ponder Smith had concerns with the angle/scale of the design sketch as it appeared the roof would overhang the fence. Staff referenced photos in the power point taken looking eastward toward the carport, house and fence and the carport roof/overhang would not extend beyond the fence line. There appeared to be about a 2-3ft gap between carport roof and the fence area; the fence was setback at least 25ft from the property line as Design Guidelines require any fence construction not documented as historic be placed behind the 25ft front building setback. The fence was previously approved by the Commission in August 2021. Staff noted the owner provided the same design drawing as the Commission considered and then approved with a list of conditions in November 2022.

Ms. Ponder Smith had questions about the exposed metal beams not being covered with wood as report indicates painted metal and would there be rafter tails covered in wood as on the west and east facades of the historic house. Staff referred members to their case packet and the sample design sketch/written explanation, owner was attempting to add wood components to cover metal framework to reflect the architectural design, form and materials on the historic residence. The roof support beams on the 10th St façade were noted to be painted metal. Discussion continued with questions about the design plan for the west and east facades as those were also visible from the public right-of-way. After discussion there was group consensus the exposed

metal beams along the roof line (west and east façade) should be covered with wood trim (rafter tails) and not just painted metal. There was a legal point of order that there was no standing motion at this time. Mr. John Dickinson stated, in his opinion, there should be a new drawing provided with clear dimensions. Discussion continued regarding items of concern with the existing metal framework. Legal requested a point of order to clarify discussion based on understanding from the Commission's discussion. Ms. Aguon, legal liaison, stated the Commission needs to: a) determine what they believe are appropriate conditions for this case; b) require case return with a new site plan, helpful to owner if they provided clear guidance; and c) if the items being requested by the owner are not considered realistic, legal options available include move to table or require owner return with revisions. Mr. Dickinson commented through this process, owner should know the requirements and be able to furnish the Commission with a new rendering. Ms. Ponder Smith requested a new site plan showing the elevation for each visible side of the carport and not just the south façade (10th St façade). Discussion among members regarding items they would like included with a revised application. Mr. Lee commented on the Building Code elements and if a new detailed rendering was provided to Landmarks it may save time in the future obtaining a building permit. Staff indicated the application was part new/part old as the site plan had not been revised since Landmark approval in 2022.

Ms. Graham inquired if the columns would be painted metal or covered with wood. Ms. Ponder Smith stated all columns should be wrapped in wood. Chairperson Medellin commented there should be no exposed metal; all visible components covered with wood. There was a question from members if they could require a new drawing/site plan. Staff responded the Commission can require an updated design plan noting specific material. Ms. Graham clarified that all exposed metal on all facades should be wrapped with wood. Ms. Derr concurred that a revised design drawing with dimensions/materials needs to be provided for Commission review. Members inquired about the deadline for June case materials; staff indicated May 31, but would be willing to work with the owner through June 5. Chairperson Medellin stated she was understanding the consensus was the owner would need to provide further clarification that all exposed metal must be covered by wood to ensure design elements similar form/material to the historic residence and provide new detailed drawings. A point of legal order requested again whether the case was being tabled. Ms. Aguon stated the Commission seemed to be moving toward requiring additional information to comply with the order.

Ms. Derr introduced a motion that the design review application needs additional information to be resubmitted with timely consideration for the following:

1. Drawings need to include more specifics including elevations, detailed dimensions for the east, west, and south facades (10th St) as all are visible from the public ROW.
2. Detail/outline showing covering on exposed metal rafters, supports, specifically, wood coverings to more closely match the historic residence.
3. Completed and submitted in time to be considered at the Landmark Commission's June 25, 2024 meeting.

Chairperson Medellin called for any public comments; there were none. Ms. Ponder Smith wanted full wood covering the metal components from roof to concrete slab not

just what was visible above the fence line. Mr. Lee seconded the motion. Motion passed unanimously 7-0. Staff indicated they would coordinate a meeting with the owner/applicant.

IV. Other Business:

a) **Monthly Report:**

Depot Square Historic District: Ms. Derr briefed members about upcoming downtown Depot activities. However, she noted since no longer at the downtown office it may be beneficial having another person provide the monthly report. Ms. Graham indicated she could provide updates and encouraged everyone to look at 615 7th St which was previously considered by the Commission for design approval related to a restoration/rehab project. Façade work is moving forward and Mr. Dickinson explained he's working on the transom windows and rebuilding components of the storefront.

West Floral Heights Historic District:

Ms. Ponder Smith provided updates on the historic plaque project noting they had begun working with the Association Executive Committee and WFH HD Volunteer Design Review Com. members for initial installation. She indicated with some contentious illegal alterations recently it has resulted in some neighborhood issues making it harder to demonstrate the value of having the plaques installed on all 208 homes in the district. Ms. Ponder Smith stated that once all the plaques are installed there will be no excuse for realtors or prospective buyers to not know a property is located within a designated historic district.

- b) Updates: Staff referred members to updates in their meeting packets, highlighting some of the historic preservation activities conducted during May, specifically the 'lunch & learn' on refurbishing historic markers at the Museum of North Texas followed by volunteers getting hands-on experience working on a THC marker. In addition, Wichita Co. Historical Com. submitted a THC Marker nomination for the Memorial Auditorium on May 1st. Staff highlighted some issues regarding 1611 Buchanan and an unauthorized brick archway demolition; as of May 17, owner submitted a design review application requesting to rebuild arch/abutment with salvaged bricks; case pending consideration in June.

- c) Resources/Webinars: National Trust – Preservation periodical (spring 2024)

- d) Design Review – Staff Authorized:

- 1505 Buchanan (West Floral Heights HD) – replace roof – same materials
- 1717 Grant (West Floral Heights HD) – replace roof – same materials
- 129 Pembroke (NRHP District) - *Informational purposes only* electric service upgrade
- 111 Pembroke (NRHP District) - *Informational purposes only* foundation repair
- 135 Pembroke (NRHP District) - *Informational purposes only* house addition

V. Adjourn:

Next regularly scheduled meeting June 25, 2024 – 12 p.m.

Meeting adjourned at 1:02 p.m.



Ms. Marcela Medellin, Chairperson

06/25/2024
Date