



**CITY OF DENISON
HISTORIC PRESERVATION BOARD MEETING
AGENDA**

Tuesday, April 2, 2024

After determining that a quorum is present, the Historic Preservation Board of the City of Denison, Texas will convene in a Regular Meeting on **Tuesday, April 2, 2024 at 12:00 PM** in the Council Chambers at City Hall, 300 W. Main Street, Denison, Texas at which the following items will be considered:

1. CALL TO ORDER

2. PUBLIC COMMENTS

Citizens may speak on items listed on the Agenda. A “Request to Speak Card” should be completed and returned to the City Clerk upon arrival, prior to the Board reaching the Public Comment section of the agenda. Citizen comments are limited to three (3) minutes, unless otherwise required by law.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Receive a report, hold a discussion, and take action on approving the Minutes from the March 19, 2024, Meeting.
- B. Receive a report, hold a discussion and take action on a request for a Certificate of Appropriateness to clean and repair deteriorating masonry on the rear facade, paint the rear brick façade and add alleyway stairs and railing at 325 W. Main Street (Case No. 2024-018H).

4. STAFF UPDATES

5. ADJOURNMENT

CERTIFICATION

I do hereby certify that a copy of this Notice of Meeting was posted on the front windows of City Hall readily accessible to the general public at all times and posted on the City of Denison website on the 28th day of March 2024.

Christine Wallentine, City Clerk

In compliance with the Americans With Disabilities Act, the City of Denison will provide for reasonable accommodations for persons attending Historic Preservation Board Meeting. To better serve you, requests should be received 48 hours prior to the meetings. Please contact the City Clerk’s Office at 903-465-2720, Ext: 2437.



**CITY OF DENISON
HISTORIC PRESERVATION BOARD MEETING
MINUTES**

Tuesday, March 19, 2024

1. CALL TO ORDER

Announce the presence of a quorum.

Chair Kirsten Solomon called the meeting to order at 12:00 p.m. Board Members present were Vice Chair Kurt Cichowski, Linda Anderson, Rhonda Borgne, and Steve Riley.

Staff present were Mary Tate, Director of Development; Donna Dow, Director of Main Street; Grant Yoder, Main Street Coordinator; Sam Patterson, Main Street Management Assistant; Kirk Kern, Jr., Chief Building Official; Robert Lay, Neighborhood Services Manager, and Karen L. Avery, Deputy City Clerk.

2. PUBLIC COMMENTS

No Request to Speak Cards were received at this point in the meeting. Therefore, no public comments were received.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Receive a report, hold a discussion, and take action on approving the Minutes from the March 5, 2024, Meeting.

Board Action

On motion by Board Member Anderson, seconded by Vice Chair Cichowski, the Historic Preservation Board unanimously approved the March 5, 2024, Meeting Minutes.

- B. Receive a report, hold a discussion, and take action on a request for a Certificate of Appropriateness for the addition of new signage at 531 W. Crawford Street.

Board Action

Mary Tate, Director of Development, presented this agenda item. Ms. Tate stated that this request is for a Certificate of Appropriateness for a sign that is facing Crawford Street for Mells Grill. Ms. Tate stated that the proposed location is where the old sign was and now they have moved that around the corner to distinguish the two entrances. She stated that

the sign concept is “*M.E.C Mells Event Center.*” Ms. Tate stated that she noticed that there was a period missing after the “C” and she is unaware if that is intentional or not, but the owner did not address that. Ms. Tate stated that the sign is 4’ x 4’ and is an Outdoor Black Ultra Board and will be screwed into the brick. There is no intention to add any additional lighting as there is lighting on the building already. Ms. Tate stated that Applicant was unable to be present today since it is the lunch hour and he has the lunch crowd at the restaurant.

Board Member Anderson stated that she believes the sign is fine, however, she did have the same question as to whether or not there should be a period after the “C” or was that done intentionally. In response to Vice Chair Cichowski’s inquiry, Ms. Tate stated that the sign is the same size as the former sign. In response to Board Member Anderson’s inquiry, Ms. Tate stated that they are only requesting the one sign [and not signs on the other side of the building], noting that the other signs are already in place at the other entrance.

On motion by Vice Chair Cichowski, seconded by Board Member Anderson, the Historic Preservation Board unanimously approved a request for a Certificate of Appropriateness for the addition of new signage at 531 W. Crawford Street.

- C. Receive a report, hold a discussion, and take action on a request for a Certificate of Appropriateness to wash and clean the west elevation, repaint in the existing color, and add a new mural to the exterior of 316 W. Woodard Street.

Board Action

Mary Tate, Director of Development, presented this agenda item. Ms. Tate stated that this is a request for a Certificate of Appropriateness to wash and clean the west elevation, repaint in the existing color, and add a new mural to the exterior of 316 W. Woodard Street. Ms. Tate noted that this is the new location for the Denison Development Alliance (DDA) office space. Ms. Tate stated that she received a call from Mr. Toni Kaai at the DDA wanting to know if it was ok to go ahead and repaint the building since the contractor was there (at the time of the call). Ms. Tate stated that she informed him it was acceptable to do so and they washed and repainted the building over the weekend. She stated that she thought it would be acceptable because it was the existing color and she did not see there being any questions concerning that. Ms. Tate stated that the Board is only looking at the mural aspect and it is on the rear half of the building and quite colorful. Ms. Tate stated that the Design Committee has already approved it and they are aware of the funding that will need to be in place. Ms. Tate stated that she has discussed having some type of maintenance agreement prepared for the Applicant to sign so that maintenance requirements will be in place moving forward.

On motion by Board Member Borgne, seconded by Board Member Riley, the Historic Preservation Board unanimously approved a request for a Certificate of Appropriateness to wash and clean the west elevation, repaint in the existing color, and add a new mural to the exterior of 316 W. Woodard Street.

- D. Receive a report, hold a discussion, and take action on a request for a Certificate of Appropriateness for the addition of new window graphics at 517 W. Main Street.

Board Action

Mary Tate, Director of Development, presented this agenda item. Ms. Tate stated that this is a request for new vinyl window graphics at 517 W. Main Street for 517 Gallery, as well as the Denison Arts Council. Ms. Tate provided a rendering of the vinyl graphics and colors for the graphics. She stated that the graphics will be comprised of 3.5” white lettering with gold, green, purple, and maroon details. The west window will be 24” x 43” digital printed and laminated (517 Gallery) and the east window will be 24” x 39” digital printed and laminated (Denison Arts Council). Ms. Tate stated that the window requirements are of an appropriate size and staff recommends approval. Ms. Tate stated that the Applicant is not present to speak on the item. Board Member Anderson stated that she is delighted that the Arts Council presence in that block continues to grow and that there will be new graphics to identify and exemplify that things are growing and changing.

On motion by Vice Member Cichowski, seconded by Board Member Anderson, the Historic Preservation Board unanimously approved a request for a Certificate of Appropriateness for the addition of new window graphics at 517 W. Main Street.

4. STAFF UPDATES

There were no staff updates.

Vice Chair Cichowski stated that he is pleased with the presence of all City staff here today, both Planning and Zoning staff and support staff. He expressed his appreciation for their attendance and answering the Board Member’s questions.

5. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:10 p.m.

KIRSTEN SOLOMON, Chair

ATTEST:

Karen L. Avery, Deputy City Clerk

Historic Preservation Staff Report



Agenda Item

Receive a report, hold a discussion and take action on a request for a Certificate of Appropriateness to clean and repair deteriorating masonry on the rear facade, paint the rear brick façade and add alleyway stairs and railing at 325 W. Main Street (Case No. 2024-018H).

Staff Contact

Mary Tate, Director of Development Services
mtate@cityofdenison.com

Summary

- The applicant is requesting approval for masonry repairs, cleaning and painting of the rear brick elevation, and the addition of rear-entry stairs and railing for the submitted design.
- The applicant stated via a phone call on March 28th that the paint color would be similar to that of the current bricks. The HPO requested that a sample be brought to the meeting.
- The applicant has submitted the required Right-of-Way Encroachment Agreement and Fee and has worked with the Public Works Director on the appropriate placement and measurements for the stairs.

Staff Recommendation

Staff recommends approval of this request.

Recommended Motion

The Historic Preservation Board may approve, deny, or table the item.

Background Information and Analysis

The requested rear façade improvements would complete the exterior improvements for this building. Previous enhancements have been made to the primary façade as well as significant interior modifications.

Currently, there is a metal set of stairs attached to the rear elevation. While a new rear-entry door has been installed, the current stairs were not updated. The stairs are not up to code due to the lack of a railing at the landing. The replacement of the stairs will provide a secondary point of access for the first-floor business and the second-story residential units.

Masonry repairs are needed to both the brick and rubble stone. Painting is at the discretion of the owner with approval from the HPB.

Financial Considerations

NA

Prior Board Action

The board has previously approved other CoA applications for this building.

Alternatives

NA

Attached is the application, photos, and the scaled CAD drawing James Green created. As we discussed, we are matching what the Salon [327 W. Main] did for the concrete steps and railing, installing concrete stairs on the rear façade of the building. Let us know if anything else is required.

Here is a photo of the steps and railing installed at the salon, which we plan to match.



Address of Property: 325 W Main

Property Owner(s): Graham Property Investment Holdings LLC

Applicant Name: Bob Graham

Relationship to Owner: Owner

Check if same as Property Owner

Applicant Mailing Address: 351 Lakeview Dr, Denison, TX 75020

Applicant E-Mail Address: bobg@fsgi.com Applicant Cell Phone Number: 214-213-0942

Please submit this completed application with the following supplemental items attached:

- Letter of intent stating all work being done, purpose of work, and all colors, materials to be used
- Current photograph of property
- Historical photograph of property (if available)
- A detailed list of all building materials and colors to be used (swatches and samples may be requested) Three (3) color options and their proposed application shall be provided with each painting request.
- Site Plan or photograph of site with proposed changes
- Drawing of proposed changes, including dimensions of each element being added/removed
- Required if signage is involved: scale drawing of signage, including dimensions, colors, locations, illumination, materials, and hardware listed noted

This application may not be considered complete without supplemental items.

Bold items required for all projects.

Attachments should be 11" X 17" or smaller.

Certificate of Appropriateness becomes null and void if authorized work has not begun one year after issuance.

Building Primary Material Type: <input type="checkbox"/> Wood <input checked="" type="checkbox"/> Brick <input type="checkbox"/> Stucco <input type="checkbox"/> Other: _____	Name of Contractor: <u>James Green</u> <hr/> Has the building been previously painted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Property's Current Primary Use: <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Other: _____	Will changes being made change the primary use? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If yes, state new use: _____

Please check all that apply regarding the work to be done at the property:

<p>Masonry</p> <p><input type="checkbox"/> Type</p> <p><input type="checkbox"/> Repointing</p> <p><input checked="" type="checkbox"/> Cleaning</p> <p><input type="checkbox"/> Removing paint</p> <p><input checked="" type="checkbox"/> Repairing/replacing/removing</p> <p><input type="checkbox"/> Coatings, including water repellent coatings</p>	<p>Wood</p> <p><input type="checkbox"/> Removing Paint</p> <p><input type="checkbox"/> Repairing/replacing/removing wood</p> <p><input type="checkbox"/> Coating, including chemical preservatives</p>	<p>Painting: <i>Please provide samples and list all colors.</i></p> <p><input checked="" type="checkbox"/> Brick: <u>Rear Facade will be painted</u></p> <p><input type="checkbox"/> Other masonry: _____</p> <p><input type="checkbox"/> Wood: _____</p> <p><input type="checkbox"/> Other façade elements: _____</p>
<p>Windows</p> <p><input type="checkbox"/> Repairing/replacing sashes</p> <p><input type="checkbox"/> Changing number size, location, or glazing pattern</p> <p><input type="checkbox"/> Cutting new windows</p> <p><input type="checkbox"/> Closing or blocking</p> <p><input type="checkbox"/> Replacing</p>	<p>Entrances: <i>including doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, stairs, etc.</i></p> <p><input checked="" type="checkbox"/> Entrance repair/replacement</p> <p><input type="checkbox"/> Entrance removal</p> <p><input type="checkbox"/> Porch removal</p> <p><input type="checkbox"/> Porch closure/enclosure</p>	<p>Roof: <i>including dormers, chimneys, slates, tiles, shingles, metal, etc.</i></p> <p><input type="checkbox"/> Repairing roof</p> <p><input type="checkbox"/> Replacing roof</p> <p><input type="checkbox"/> Repairing/replacing features</p> <p><input type="checkbox"/> Removing features</p>
<p>Additions</p> <p><input type="checkbox"/> Addition to primary facade</p> <p><input checked="" type="checkbox"/> Other addition: <u>Concrete steps</u></p>	<p>Demolition</p> <p><input type="checkbox"/> Residential</p> <p><input type="checkbox"/> Commercial</p> <p><input type="checkbox"/> Other: _____</p>	<p>Other</p> <p><input type="checkbox"/> Please explain: _____ _____</p>

Signage to be installed:

<p>Location</p> <p><input type="checkbox"/> Window/door</p> <p><input type="checkbox"/> Building</p> <p><input type="checkbox"/> Pole</p> <p><input type="checkbox"/> Other: _____</p>	<p>Lighting</p> <p><input type="checkbox"/> Exterior illumination</p> <p><input type="checkbox"/> Building illumination</p> <p><input type="checkbox"/> Non-white lighting</p> <p><input type="checkbox"/> Type: _____</p> <p><input type="checkbox"/> Other: _____</p>	<p>Hardware</p> <p><input type="checkbox"/> Screw mounting</p> <p><input type="checkbox"/> Wires</p> <p><input type="checkbox"/> Tension system</p> <p><input type="checkbox"/> Freestanding:</p> <p><input type="checkbox"/> Other: _____</p>
<p>Colors</p> <p><input type="checkbox"/> Please list: _____ _____</p>	<p>Materials</p> <p><input type="checkbox"/> Masonry Type: _____</p> <p><input type="checkbox"/> Vinyl</p> <p><input type="checkbox"/> Metal</p> <p><input type="checkbox"/> Canvas</p> <p><input type="checkbox"/> Other: _____</p>	<p>Other signage elements</p> <p><input type="checkbox"/> Please explain: _____ _____</p>

I hereby certify that I have examined this application and know the information presented herein to be true and correct. All provisions of laws and ordinance governing this type of work will be complied with whether specified or not. If a Certificate of Appropriateness (COA) is issued, it is my responsibility to verify if a Building Permit is necessary before beginning work, and to verify if inspections must be done upon completion of work. The granting of a COA does not give authority to violate or be exempt from the provisions of any other local, state, or federal law regulating construction or performance of construction.

Work done without an applicable COA may result in a fine, and removal of unauthorized construction required.



March 18, 2024

Property Owner's Signature

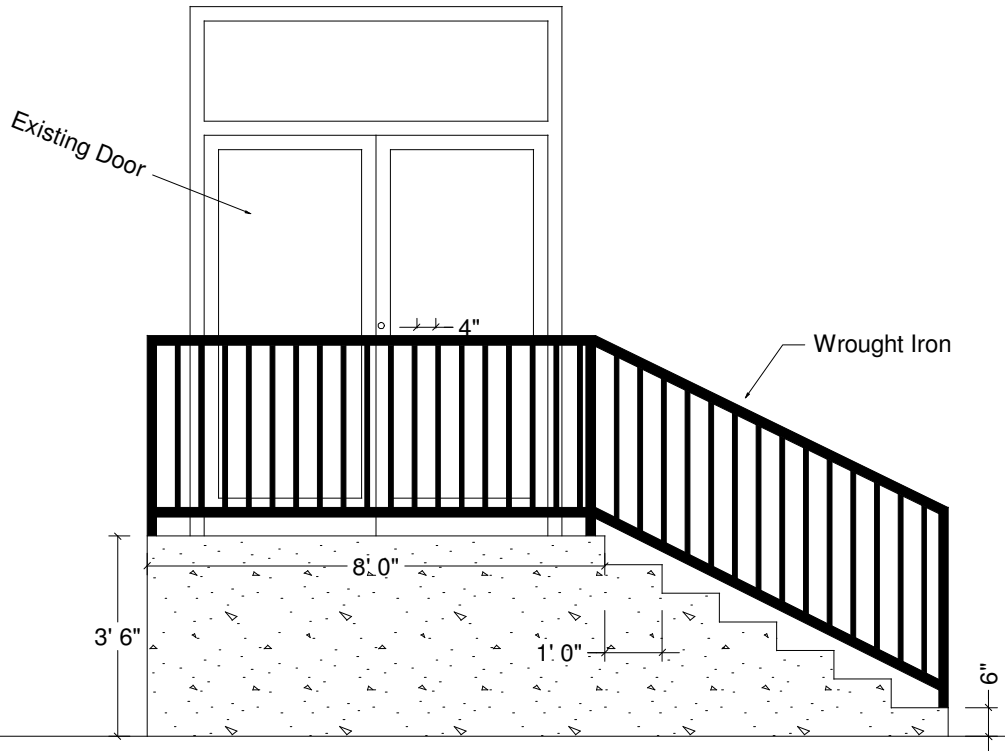
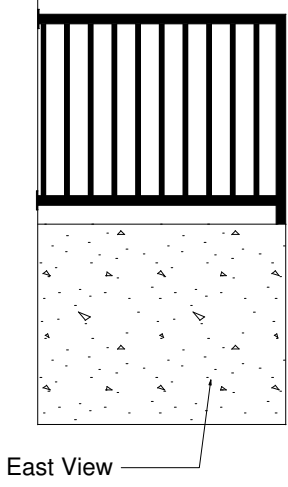
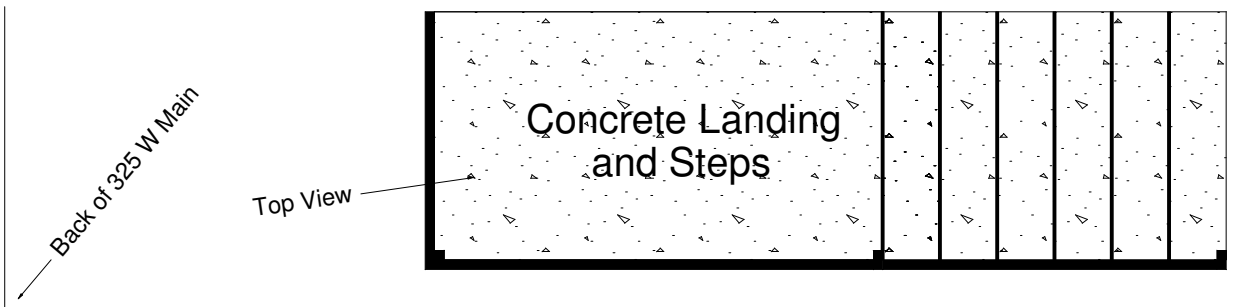
Date

Bob Graham

Property Owner's Printed Name

OFFICIAL USE ONLY

Staff Received:	Case Number:	Receipt #:
Select one: Contributing/Non-contributing	Date Received:	Built Circa:



Back Entrance 325 W Main



325 W MAIN



327

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