



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

**Tuesday, December 19, 2023**

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, December 19, 2023, 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. Comments related to the Public Hearings listed below, will be heard when the specific hearing starts.

**3. ITEMS FOR INDIVIDUAL CONSIDERATION**

- A. Receive a report, hold a discussion, and take action on approving the Minutes from the December 5, 2023, Meeting.
- B. Receive a report, hold a discussion, and take action on the 2024 Historic Preservation Board Meeting dates.
- C. Receive a report, hold a discussion and take action on replacing the rear upstairs windows on 408 W. Main Street.

**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 15<sup>th</sup> day of December 2023.

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Karen L. Avery, Deputy 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, December 5, 2023**

**1. CALL TO ORDER**

Announce the presence of a quorum.

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

Staff present were Donna Dow, Main Street Director; Grant Yoder, Main Street Coordinator; Sam Patterson, Main Street Management Assistant; Mary Tate, Director of Development, Kirk Kern, Jr., Interim 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 November 21, 2023, Meeting.

Board Action

On motion by Board Member Riley, seconded by Board Member Borgne, the Historic Preservation Board approved the November 21, 2023, Meeting Minutes. For the record, Board Member Anderson recused as she was absent at the November 21, 2023, Meeting.

- B. Receive a report, hold a discussion, and take action adding a stained-glass window to the entrance at 101 E. Main Street.

Board Action

Donna Dow, Main Street Director, presented this agenda item. Ms. Dow stated that the Applicant would like to add a stained-glass window to the inside of their exterior window as a solution to sun shining in through the windows. Ms. Dow stated that the Applicant is present to speak on the item. Ms. Stafford then came forward and provided the following information for the record:

Name: Ms. Dana Stafford  
Stafford House

Address: 101 E. Main Street, Ste. 100  
Denison, TX 75020

In response to Board Member Anderson’s inquiry, Ms. Stafford stated that there is enough ambient light to light the inside efficiently, although it will not be really bright. In response to Vice Chair Solomon’s inquiry, Ms. Stafford stated that the stained glass incorporates into both of the existing windows.

On motion by Board Member Cichowski, seconded by Board Member Anderson, the Historic Preservation Board approved adding a stained-glass window to the inside of the existing building at 101 E. Main Street.

#### **4. STAFF UPDATES**

Ms. Dow provided information regarding the two upcoming local trainings stating that 1) after the Historic Preservation Board meeting on December 19, 2023, a training will be held regarding roles, responsibilities, conflicts of interest, etc. (staff will choose the topics). The training will be provided by the City Attorney (if available), Director of Development, and City Clerk. [Note: If the City Attorney is unable to attend the training that date - and legal questions are posed - they will be answered by the City Attorney at a later date]; and 2) on January 16, 2024, training will be held regarding the new Historic Preservation Ordinance and Design Guidelines. Ms. Dow stated that Kelly Little, Certified Local Government Coordinator, will be invited to attend, along with the Board and all staff members that typically attend the meetings. She stated that the training will be held immediately after the Historic Preservation Board meeting and lunch will be served.

Board Member Cichowski inquired of Ms. Dow if the Historic Preservation Ordinance and Design Guidelines were approved at the December 4, 2023, City Council meeting and Ms. Dow stated she is hopeful the items will be on the December 18, 2023, Agenda.

Board Member Anderson encouraged everyone to sign up for the “Real Places Conference” April 3 – 5, 2024 in Austin.

#### **5. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 12:07 p.m.

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KIRSTEN SOLOMON, Board Vice Chair

ATTEST:

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Karen L. Avery, Deputy City Clerk



## 2024 HISTORIC PRESERVATION BOARD MEETING DATES

<b>January</b>	<b>July</b>
2 <sup>nd</sup> – 1 <sup>st</sup> Tuesday of the Month 16 <sup>th</sup> – 3 <sup>rd</sup> Tuesday of the Month	2 <sup>nd</sup> – 1 <sup>st</sup> Tuesday of the Month 16 <sup>th</sup> – 3 <sup>rd</sup> Tuesday of the Month
<b>February</b>	<b>August</b>
6 <sup>th</sup> – 1 <sup>st</sup> Tuesday of the Month 20 <sup>th</sup> – 3 <sup>rd</sup> Tuesday of the Month	6 <sup>th</sup> – 1 <sup>st</sup> Tuesday of the Month 20 <sup>th</sup> – 3 <sup>rd</sup> Tuesday of the Month
<b>March</b>	<b>September</b>
5 <sup>th</sup> – 1 <sup>st</sup> Tuesday of the Month 19 <sup>th</sup> – 3 <sup>rd</sup> Tuesday of the Month	3 <sup>rd</sup> – 1 <sup>st</sup> Tuesday of the Month 17 <sup>th</sup> – 3 <sup>rd</sup> Tuesday of the Month
<b>April</b>	<b>October</b>
2 <sup>nd</sup> – 1 <sup>st</sup> Tuesday of the Month 16 <sup>th</sup> – 3 <sup>rd</sup> Tuesday of the Month	1 <sup>st</sup> – 1 <sup>st</sup> Tuesday of the Month 15 <sup>th</sup> – 3 <sup>rd</sup> Tuesday of the Month
<b>May</b>	<b>November</b>
7 <sup>th</sup> – 1 <sup>st</sup> Tuesday of the Month 21 <sup>st</sup> – 3 <sup>rd</sup> Tuesday of the Month	5 <sup>th</sup> – 1 <sup>st</sup> Tuesday of the Month 19 <sup>th</sup> – 3 <sup>rd</sup> Tuesday of the Month
<b>June</b>	<b>December</b>
4 <sup>th</sup> – 1 <sup>st</sup> Tuesday of the Month 18 <sup>th</sup> – 3 <sup>rd</sup> Tuesday of the Month	3 <sup>rd</sup> – 1 <sup>st</sup> Tuesday of the Month 17 <sup>th</sup> – 3 <sup>rd</sup> Tuesday of the Month

# Historic Preservation Meeting Staff Report



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## Agenda Item

Receive a report, hold a discussion and take action on replacing the rear upstairs windows on 408 W. Main.

## Staff Contact

Donna Dow, Historic Preservation Officer

ddow@cityofdenison.com

903-464-4452

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## Summary

- The applicant is requesting to replace windows on rear of building.

It will be like for like replacement.

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## Background Information and Analysis

The applicant has indicated that the windows have deteriorated and are not weather tight. They would like to replace the windows on the rear façade.

All three windows will be replaced. The top/transom window will remain stationary. The two lower windows will be double hung (movable) as they are now.

The consultant believes that because the windows are replacement windows and are on a secondary (rear) elevation, the work is okay.

## Staff Recommendation

Staff recommends approval.

## Prior Board or Council Action

The Historical Preservation Board has not previously considered this item.

## Alternatives

The Historic Preservation Board may table, recommend denial, or recommend approval with conditions.

## Proposed Motion

I make a motion to approve the replacement of windows on the rear exterior façade of 408 W. Main.

City of Denison  
**Application for Certificate of Appropriateness**  
 300 W. Main Street, PO Box 347  
 Denison, TX 75020  
[planning@cityofdenison.com](mailto:planning@cityofdenison.com)  
 903-465-2720



Revision Date: 05/2021  
 Page 1 of 3

Address of Property: 408 W. Main Street, Denison, Texas 75020

Property Owner(s): Nitia, Inc

Applicant Name: Nitia Musico

Relationship to Owner: Self

*Check if same as Property Owner*

Applicant Mailing Address: 408 W. Main Street, Denison, Texas 75020

Applicant E-Mail Address: monstersonmain@gmail.com Applicant Cell Phone Number: 214-823-3656

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>Kevin Fitzhugh. 972-261-4111</u> <hr/> Has the building been previously painted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Property's Current Primary Use: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Other: <u>residential and commercial</u>	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><b>Masonry</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type</li> <li><input type="checkbox"/> Repointing</li> <li><input type="checkbox"/> Cleaning</li> <li><input type="checkbox"/> Removing paint</li> <li><input type="checkbox"/> Repairing/replacing/removing</li> <li><input type="checkbox"/> Coatings, including water repellent coatings</li> </ul>	<p><b>Wood</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Removing Paint</li> <li><input type="checkbox"/> Repairing/replacing/removing wood</li> <li><input type="checkbox"/> Coating, including chemical preservatives</li> </ul>	<p><b>Painting:</b> <i>Please provide samples and list all colors.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Brick: _____</li> <li><input type="checkbox"/> Other masonry: _____</li> <li><input type="checkbox"/> Wood: _____</li> <li><input type="checkbox"/> Other façade elements: _____</li> </ul>
<p><b>Windows</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Repairing/replacing sashes</li> <li><input type="checkbox"/> Changing number size, location, or glazing pattern</li> <li><input type="checkbox"/> Cutting new windows</li> <li><input type="checkbox"/> Closing or blocking</li> <li><input checked="" type="checkbox"/> Replacing</li> </ul>	<p><b>Entrances:</b> <i>including doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, stairs, etc.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Entrance repair/replacement</li> <li><input type="checkbox"/> Entrance removal</li> <li><input type="checkbox"/> Porch removal</li> <li><input type="checkbox"/> Porch closure/enclosure</li> </ul>	<p><b>Roof:</b> <i>including dormers, chimneys, slates, tiles, shingles, metal, etc.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Repairing roof</li> <li><input type="checkbox"/> Replacing roof</li> <li><input type="checkbox"/> Repairing/replacing features</li> <li><input type="checkbox"/> Removing features</li> </ul>
<p><b>Additions</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Addition to primary facade</li> <li><input type="checkbox"/> Other addition: _____</li> </ul>	<p><b>Demolition</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Residential</li> <li><input type="checkbox"/> Commercial</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p><b>Other</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Please explain: _____ _____</li> </ul>

Signage to be installed:

<p><b>Location</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Window/door</li> <li><input type="checkbox"/> Building</li> <li><input type="checkbox"/> Pole</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p><b>Lighting</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exterior illumination</li> <li><input type="checkbox"/> Building illumination</li> <li><input type="checkbox"/> Non-white lighting</li> <li><input type="checkbox"/> Type: _____</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p><b>Hardware</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Screw mounting</li> <li><input type="checkbox"/> Wires</li> <li><input type="checkbox"/> Tension system</li> <li><input type="checkbox"/> Freestanding:</li> <li><input type="checkbox"/> Other: _____</li> </ul>
<p><b>Colors</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Please list: _____ _____</li> </ul>	<p><b>Materials</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Masonry Type: _____</li> <li><input type="checkbox"/> Vinyl</li> <li><input type="checkbox"/> Metal</li> <li><input type="checkbox"/> Canvas</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p><b>Other signage elements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Please explain: _____ _____</li> </ul>

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.**



\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
12-13-23

Date

\_\_\_\_\_  
Nitia Musico

\_\_\_\_\_  
Property Owner's Printed Name

OFFICIAL USE ONLY

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



Monsters on Main  
408 W. Main Street  
Denison, Texas 75020

December 13th, 2023

To whom it may concern,

Re: New back windows

Our upstairs rear windows, were not in great shape when we purchased the building but have deteriorated rapidly in recent years. The double glazing is all but gone as the sealing has been very heat damaged. The glass is almost impossible to see through because of the dirt between each pane. The gapping around the frame is getting wider as the building sinks.

They need replacing to help not only visually but with the insulation of the building.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nitia Musico', with a stylized flourish at the end.

Nitia Musico

### 1 Select Window Styles



### 2 Select Colors\*

*For wood effect finishes, use an insert or profile to match your floor.*

**Interior**

- Walnut
- Maple
- White

**Interior/Exterior**

- White
- Black
- Dark Grey
- Light Grey
- Dark Brown
- Black

**Exterior**

- Dark Blue
- Dark Green
- Dark Red

### FEEL CONFIDENT TRUST YOUR HOME TO THE MASTERS

By working with the best window master, you know you're getting the best window. Andersen Master installers are the best experts in the job - for their own pride, for your peace of mind, for your safety, and for your investment. Andersen Master installers are the best in the business. They're the ones you want to trust with your windows.

**Master Installer**  
 A Master Installer is a professional window installer who has completed a rigorous training program and passed a certification exam. They are the best in the business and are the ones you want to trust with your windows.

**Renewal by Andersen Master Installer**  
 A Renewal by Andersen Master Installer is a professional window installer who has completed a rigorous training program and passed a certification exam. They are the best in the business and are the ones you want to trust with your windows.

### What are Renewal by Andersen windows made of?

Renewal by Andersen windows are made of Fibrex, a revolutionary composite material that's stronger, more durable, and more energy-efficient than any other window material. Fibrex is made of a blend of fiberglass and wood fibers, which makes it a strong, durable material that can withstand the elements. Fibrex is also a natural insulator, which means it helps keep your home warm in the winter and cool in the summer. Fibrex is also a natural fire retardant, which means it helps protect your home from fire. Fibrex is also a natural pest repellent, which means it helps protect your home from insects.

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### DOUBLE-HUNG WINDOWS

Double-hung windows are the most popular window style in the United States. They offer a classic look, excellent ventilation, and a wide range of design options. Double-hung windows are available in a variety of styles, including traditional, modern, and contemporary. They are also available in a variety of colors and finishes, including wood, white, and black. Double-hung windows are a great choice for any home, and they are a great way to add style and functionality to your windows.

**Traditional**  
 Classic design with a decorative upper sash and a plain lower sash.

**Modern**  
 Clean lines and a minimalist design.

**Contemporary**  
 Bold design with a mix of materials and colors.

**Energy Efficient**  
 Double-pane glass and low-E coatings help reduce energy costs.

**Easy to Clean**  
 Removable sashes make cleaning a breeze.

**Low Maintenance**  
 Fibrex material is resistant to rot, insect, and weather damage.

**Wide Range of Options**  
 Choose from a variety of styles, colors, and finishes.

**Great Value**  
 Double-hung windows are a great way to get a lot of window for your money.

**Renewal by Andersen Windows are made of Fibrex, a revolutionary composite material that's stronger, more durable, and more energy-efficient than any other window material. Fibrex is made of a blend of fiberglass and wood fibers, which makes it a strong, durable material that can withstand the elements. Fibrex is also a natural insulator, which means it helps keep your home warm in the winter and cool in the summer. Fibrex is also a natural fire retardant, which means it helps protect your home from fire. Fibrex is also a natural pest repellent, which means it helps protect your home from insects.**

