



**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

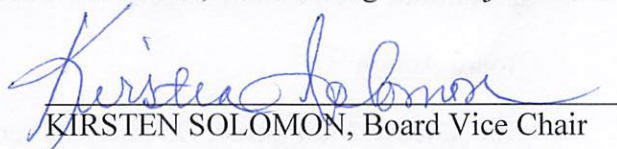
Ms. Dow provided information regarding the two upcoming local trainings stating that 1) after the Historic Preservation Board meeting on December 19, 2023, a training will be held regarding roles, responsibilities, conflicts of interest, etc. (staff will choose the topics). The training will be provided 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.

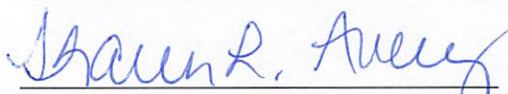
Board Member Anderson encouraged everyone to sign up for the “Real Places Conference” April 3 – 5, 2024 in Austin.

5. ADJOURNMENT

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


KIRSTEN SOLOMON, Board Vice Chair

ATTEST:


Karen L. Avery, Deputy City Clerk