



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

**Tuesday, March 5, 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 February 20, 2024, Meeting.

Board Action

On motion by Board Member Anderson, seconded by Vice Chair Cichowski, the Historic Preservation Board unanimously approved the February 20, 2024, Meeting Minutes.

- B. Receive a report, hold a discussion, and take action on a request for a Certificate of Appropriateness to add LED strip lighting around the roofline of 400 W. Main Street.

Board Action

Mary Tate, Director of Development, presented this agenda item. Ms. Tate stated that this item came before the Board on February 20, 2024, and at that time the Board voted to table the matter in order for the Applicant to be able to be present to answer Board Members' concerns. Ms. Tate presented a photo of the proposed lighting, noting that the Applicant is requesting multi-colored strip lighting. The Applicant would like to place LED strip

lighting along the roofline of 400 W. Main Street on both the Main and Burnett sides. The proposed lighting is multi-colored and would remain in place year-round. Ms. Tate stated that at the last meeting the Board requested that staff conduct research on other districts and she learned that other districts (both in Texas and outside of Texas) allow string lighting typically during the holiday season for a specific period of time, noting that the intent is to just highlight the building features or the windows. Board Member Riley asked Ms. Tate to confirm that her research found that the buildings allow white lights for holiday lighting and it is a certain period of time. Ms. Tate confirmed that was correct and it is for a 90-day period. She stated that some districts go so far as to say what color wiring was allowed as sometime Christmas lights have green, brown, or black wiring. Ms. Tate stated that the level of detail in some of the ordinances and some of the guidelines varies but it can be as specific as the Board wishes to allow. In response to Vice Chair Cichowski's inquiry, Ms. Tate stated that nothing was found in the City's past minutes regarding this type of lighting. Ms. Tate stated that the Applicant is present to speak on the item. Mr. Chris Romaine and Ms. Peggy Ang then came forward and provided the following information for the record:

Name: Mr. Chris Romaine and Ms. Peggy Ang (Applicant/Owner)

Address: 400 W. Main Street  
Denison, TX

Mr. Romaine spoke on behalf of the Applicants. He stated that the photo that was provided to the Board was a little extreme on the colors. Mr. Romaine stated that they do not want uplighting – only the white strip across the top of the building. Mr. Romaine presented the Board a digital rendering (example) on his iPad. He stated that they found a place in Ohio – showing the Board a photo – with the white light across the top of the building and it looks very classy. Mr. Romaine stated that they are hoping that this would be like a “beacon of light” for them as they will be going through the construction phase shortly (on Main Street) and they want people to know they are open and bring awareness to the building. He stated that the full-time choice is white and they would have multicolored holiday lighting. In response to Board Member Riley's inquiry, Mr. Romaine stated that the lights are programmable. Board Member Riley stated that they are looking for something complimentary as opposed to their own unique brand. He stated that there was some concern with the photo that they had seen in the agenda packet. Mr. Romaine stated that they are not trying to be loud, by any means, just spice up the place. Ms. Ang stated that the colored lights would only be placed at Christmas time. In response to Chair Solomon's inquiry, Mr. Romaine stated that the lights will predominantly be white and will not surpass the 90-day limit. Board Member Anderson inquired about the “shadowing effect” on the building that Applicant (Ms. Ang) had referenced in her letter. Mr. Romaine said he was unaware of what she was referring to but – speaking on behalf of Ms. Ang – stated that he assumes that she was referring to just making a shadow line across the top of the building versus a spotlight. He stated that there is no uplighting or downlighting on the building. Vice Chair Cichowski stated that the Board needs to address two things: 1) this type of lighting being addressed in the HP Design Guidelines; and 2) this issue being kind of a “tipping point.” He noted that the City of Grapevine has white lights like this for the

entire Main Street section. Vice Chair Cichowski stated that this would open the door with D3 construction coming in and closing the road and there might be others who want to do this. Board Member Riley agreed and said it would also have to be addressed in the HP Ordinance, but he does not see what they are proposing here today is that drastic and maybe our policies are a little deficient. He stated that perhaps the Board might want to redefine the policies so everyone coordinates like this, noting that anything outside these boundaries is going to be difficult. Vice Chair Cichowski stated that if the Board approves this item, he would ask the staff to direct them to add an appropriate spot in the Design Guidelines that the Board would then address because he is certain more places will want to do this. Board Member Borgne asked if the Board should possibly make a contingency for this approval and staff brought to the attention of the Board that if permanent lights are approved, they will have to meet the International Energy Code requirements so there is no need to make their approval of this item contingent.

On motion by Vice Chair Cichowski, seconded by Board Member Borgne, the Historic Preservation Board unanimously approved a request for Certificate of Appropriateness to add LED white strip lighting around the roofline of 400 W. Main Street in compliance with all other City ordinances.

- C. Receive a report, hold a discussion, and take action on a request for a Certificate of Appropriateness for new construction on the site of 321 W. Main Street (Case No. 2024-013H).

#### Board Action

Mary Tate, Director of Development, presented this agenda item. Ms. Tate stated that this request is on behalf of the City through David Baca's office (BACA Architects). Mr. Baca will be constructing the City's new building across the street at 321 W. Main Street. Ms. Tate stated that the previous building located at 321 W. Main Street was destroyed in a fire (2019). The City intends to build a three-story masonry structure with a visitor's center and public restrooms on the first floor and offices on the second and third floors. Ms. Tate stated that the gate on the left-hand side of the center will be locked at certain hours so that people cannot go in there at all hours of the night. She stated that it is kind of like a hallway through to the alleyway so that you can get to the [back] parking lot. Ms. Tate stated that a facility study is currently being conducted to figure out who will be in this building. Ms. Tate stated that construction will commence shortly after the necessary approvals are granted. Vice Chair Cichowski stated that in reviewing the new Design Guidelines, this is fully what you would expect for an infill and it is exactly appropriate to the setback and to the height. In response to Chair Solomon's inquiry, Mary stated that the windows on the 2<sup>nd</sup> floor are fixed. Ms. Tate stated that there are five or six restrooms downstairs, which is heavily needed in the downtown area. She stated that their goal was to have a space that could be utilized by the public, as well as the City, as we expand.

On motion by Vice Chair Cichowski, seconded by Board Member Anderson, the Historic Preservation Board unanimously approved a request for Certificate of Appropriateness for new construction on the site of 321 W. Main Street.

- D. Receive a report, hold a discussion, and take action on a request for a Certificate of Appropriateness to place a feather sign (flag) in front of 325 W. Main Street during D3 construction (Case No. 2024-014H).

#### Board Action

Mary Tate, Director of Development, presented this agenda item. Ms. Tate stated that this request came from the business owner at 325 West Main Street and they are requesting the placement of what is considered a “feather sign/flag” (hereinafter “flag”). She stated that the flag would be placed in front of their business during the upcoming D3 construction. Ms. Tate stated that the Applicant wrote a very detailed letter of intent, which was helpful. She stated that it included the types of material, the size, and some suggestions on the placement of the sign. Ms. Tate noted that she was following what the City ordinances state when she wrote that her staff recommendation was a “denial” of the request. She further stated that staff and City leadership are aware of the hardships that construction can cause to small business owners and they are amenable to moving forward with the flags during the period of construction. Ms. Tate stated that staff prefers that the flags not be allowed on the construction fences because the wind can catch the flags and knock the fence down; however, she did note that in previous phases, the flags were allowed on the fences and the contractor stated he is good with that again. The intended purpose of the flag is to ensure visitors are aware that businesses are open during construction activities. The flag would be made with weather-resistant materials to prohibit water and sun damage. Ms. Tate reiterated that the flags are only allowed during the construction period and once the construction is finalized, the flags will be prohibited. She also stated that flags are not allowed, otherwise, throughout the City. Ms. Tate stated that the placement of the flags has not yet been determined and options provided by the Applicant include freestanding on the ground with a weighted base or mounted on PVC pipes and affixed to the construction fence. Ms. Tate stated that the Applicant is present to speak on the item. Vice Chair Cichowski stated that there were lessons learned from the 100-200 block Main Street construction and the adverse issues that happened to those store owners. He stated that he believes there will be more store owners that would like to utilize this type of flag and inquired if the Board could approve the flags for all store owners. Ms. Tate stated that it would be sufficient for the Board to approve flags (today) for all future requests from store owners. Vice Chair Cichowski inquired if the Board could grant a variance to the ordinance and Ms. Tate confirmed that the Board is allowed to do that. Vice Chair Cichowski stated that the Board could also just endorse or support, to which Ms. Tate stated that is what staff is looking for today. Board Member Anderson stated that she believes it is appropriate to have some kind of individual signage down the street to let people know that businesses are open, noting that others on the street (during construction) did not have that opportunity and there were repercussions from it. Ms. Anderson stated that she would like to see some uniformity in the flags. Ms. Tate stated that they have learned from the past and want to do what is best for the community and for the business owners. Ms. Tate stated that the colors of the flag would be consistent with the D3 branding but will be uniform for all businesses. Mr. Derrick Roberts and Mr. Mike Roberts then came forward and provided the following information for the record:

Name: Mr. Derrick Roberts (Applicant)

Address: 325 W. Main Street  
Denison, TX

Name: Mr. Mike Roberts (Main Street business owner)

Address: 131 W. Main Street  
Denison, TX

Mr. Mike Roberts stated that his business was open for five or six weeks and then the first phase of the construction began and they were extremely slow. He stated that they were trying to do everything they could to get people in their store and even had some feather flags out (noting that he now understands it was against the City's ordinance). Mr. Roberts stated that one of the intersections had to be redone and it was closed down for a weekend and his store was completely empty for that whole time. He believes that any kind of sign would be beneficial to the business owners and agrees that they should be uniform.

Mr. Derrick Roberts, Applicant, stated that he is also representing Downtown Denison, Inc., and they have already pledged to purchase at least half of the signs for the business owners and the owners would only have to pay up to 50% of the sign so they would all look exactly the same. He stated that the photo in the agenda packet is just a quick drawing of the flag and they could change the font, color, or anything that the Board wishes. He stated that the signs come with feet to hold it so it could sit by itself. Mr. Roberts stated that they spoke with some people from the City and they were looking at signs that hooked onto the fence, but would purchase whatever the Board preferred. He stated that the DDI was planning to purchase 20 flags that are identical starting on the 300 block only. He understands that the flags can only be placed out whenever the construction fences are in front of the businesses. Mr. Roberts stated that the flags can be shared with other businesses in the 400-500 block as the construction progresses down the street.

On motion by Vice Chair Cichowski, seconded by Board Member Anderson, the Historic Preservation Board unanimously approved a request for Certificate of Appropriateness to place weighted and free-standing uniform flags in front of the 300 block of the W. Main Street businesses during the D3 construction when the construction fences are in front of their businesses.

Chair Solomon reconfirmed with Director Tate that this approval is for any Main Street business that wishes to place a feather flag in front of their business during the D3 construction (no further Board action would be required).

- E. Receive a report, hold a discussion, and take action on a request for a Certificate of Appropriateness to remove metal accent skirting along roof, replace roof, and add custom metal screening enclosures around the A/C units at 430 W. Chestnut Street (Case No. 2024-015H).

### Board Action

Mary Tate, Director of Development, presented this agenda item. Ms. Tate stated that this request is for Bella Fontana Salon and Day Spa at 430 W. Chestnut Street. The Applicant has presented this as an emergency request. Ms. Tate stated that the Applicant is requesting the removal of the metal accent skirting along the roof because the framing holding the skirting in place is deteriorating and causing multiple leaks in the roof. The skirting would not be replaced because the contractor believes that over time the same circumstances would arise if secured to the roof again. The skirting over the main entrance will remain intact. Ms. Tate stated that the insurance company has agreed to replace the roof and they are ready to move on this to prevent further damage. With the removal of the skirting, the A/C units may be visible so, to mitigate this, the Applicant is proposing to fabricate metal enclosures. Ms. Tate stated that the Applicant is present today to speak on the item. Mr. Ben Crouse then came forward and provided the following information for the record:

Name: Mr. Ben Crouse  
T Rock Roofing

Address: 108 E. Houston Street, Ste. 200  
Sherman, TX

Mr. Crouse stated that the roof currently has the skirting, but the A/C unit is sticking up above it so it is not serving its current purpose. He stated that the metal framing that holds the skirting in place penetrates the roof approximately every eight (8) feet and is leaking through each hole. Because of that, they would like to completely remove the skirting whenever they replace the roof. Mr. Crouse stated that they will build custom screens out of the same R Panel material as the skirting and that will hide the HVAC unit. In response to Board Member Riley's inquiry, Mr. Crouse stated that they plan to redo the roof as soon as possible as they just now received insurance approval (after six to eight months of waiting).

On motion by Board Member Borgne, seconded by Board Member Riley, the Historic Preservation Board unanimously approved a request for Certificate of Appropriateness to remove metal accent skirting along roof, replace roof, and add custom metal screening enclosures around the A/C units at 430 W. Chestnut Street.


## **4. STAFF UPDATES**

- A. Historic Preservation Board Members and City Staff will be participating in training for the remainder of the afternoon following the adjournment of the meeting. The training will be conducted by the Texas Historical Commission's Certified Local Government Coordinator.


Director Tate stated that the Training is open to the public and will be held immediately following the Historic Preservation Board Meeting on the 3<sup>rd</sup> floor in the Eisenhower Conference Room.

**5. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 12:30 p.m.

  
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KIRSTEN SOLOMON, Chair

ATTEST:

  
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Karen L. Avery, Deputy City Clerk

