



Memorandum

To: Heritage Preservation Commission
From: Eleana Tuley, AICP, Downtown Redevelopment & Historic Preservation Manager
Thru: Gumaro Martinez, Executive Director of Parks & Leisure Services
Date: July 3, 2025
Re: Consider a Certificate of Appropriateness for 100 N. College Street

Applicant: Kevin Cross

Owner's Name: Rogers Hotel Partners LLC

Property Address: 100 N. College Street

Request: The Applicant seeks approval to replace several windows at the Rogers Hotel. All windows are on the facades facing N. College Street and Main Street. While some windows were broken during the March hailstorm, most deterioration seems to be caused by long-term wear and tear. In response to the damage, the Applicant plans to replace the affected units with custom wood windows designed to match the existing ones in style and appearance, ensuring minimal difference between old and new. To support the request, the Applicant has provided photos identifying the windows to be replaced, along with documentation of current conditions, highlighting areas of rot and damage.

Conditions of Approval:

- The Applicant shall apply for all required permits from the City in accordance with the City's applicable rules and regulations governing such permits.

- The Applicant must notify the Heritage Preservation Commission when improvements are completed so that the Chair may verify that they were completed in accordance with HPC approval.
- The Applicant shall not change the scope of work after a Certificate of Appropriateness is approved unless a revised scope of work is resubmitted and approved by the Heritage Preservation Commission.

Attachments:

- Certificate of Appropriateness Application
- Existing Conditions Report
- Existing Conditions Photos

CERTIFICATE OF APPROPRIATENESS APPLICATION AND PROCESS INFORMATION

Waxahachie is full of wonderful, historic buildings which have served our community as both commercial and residential properties for decades. Protecting and honoring the architectural integrity of these properties is of great importance to both our authenticity and our economy.

The City Council of Waxahachie has adopted ordinances that address the proper handling of these historic resources and that also provide tax incentives and exemptions to owners of these properties. All information on these ordinances and benefits can be obtained on the city of Waxahachie website at www.waxahachie.com.

To receive the Historic Property Tax Exemption a Certificate of Appropriateness must be submitted to the Heritage Preservation Commission. There are three parts to the process:

1. Submission of application
2. Submission of documentation required from checklist
3. Hearing at a regularly scheduled meeting of the Heritage Preservation Commission

It is imperative that research be done *before* the project is submitted to the Commission. Historic Waxahachie, Inc. has created a brochure called *Researching Your Historic Property* that can aid in your research. You can find this at <http://www.historicwaxahachie.com/preservation-tools/>. You can also contact Elena Tuley Heritage Preservation Officer at 469-309-4111 for a copy of the brochure.

Pre-hearing planning information can be obtained at a regularly scheduled meeting of the Heritage Preservation Commission or by appointment with the Heritage Preservation Officer. This meeting might be necessary depending on the size and complexity of the project. The Heritage Preservation Commission or City staff may require other information and data for certain projects.

If your property is in the Historic Overlay District (which encompasses downtown) no building permits for work on the exterior of the property can be issued without approval from the Heritage Preservation Commission. A map of the Overlay District is available on the city website.

If you have any questions, please contact:

Eleana Tuley
eleana.tuley@waxahachie.com
469-309-4111

**CITY OF WAXAHACHIE
APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
FOR HISTORIC PROPERTY RESTORATIONS**

Case Number _____ Date Filed: _____

Date for Consideration by the Heritage Preservation Commission: _____

Property Owner _____ and/or Agent _____

Mailing Address –Owner/Agent (circle one) _____

Phone number _____

Email address _____

Historic Structure Address _____

Is this structure for residential or non-residential use? (circle one)

Has this structure been designated as a Historic Resource?

Yes _____ No _____ By whom _____

(If it has not been designated, the property owner must request designation as a historic resource from the Heritage Preservation Commission prior to applying for a Certificate of Appropriateness.)

Is this structure in the Historic Overlay District? Yes _____ No _____

The Commission is appointed to assist you, but it also has the responsibility of protecting significant historic properties from inappropriate changes. **The Heritage Preservation Commission will not approve your project unless the Commission is shown to its satisfaction that the project is consistent with the historical character of the property.** Answer the following statements carefully and provide as much information as possible so the Commission can make an informed decision.

1. Description of Project: _____

2. Reason(s) you feel the proposed exterior work is consistent with the historical character of the property (use additional space on the back of this form or by attaching additional sheets if necessary).

CHECKLIST

The following items **must** be included with this application:

- Current photograph(s) of the existing structure
- Historic photographs (if available) upon which the proposed work is based

NOTE: Please research the history of your property before you begin planning your project. Sims Library and the Ellis County Museum are good places to start.

- Elevation drawing(s) of any part of structure that is visible from the public right-of-way with details drawn to scale for work to be done
- List of materials for all exterior surfaces and/or signs
- Dollar value of improvements to be made

The following items may be requested:

- Location map of proposed buildings and structures
- Details of proposed lighting fixtures
- Sample(s) of material(s) to be used
- Any other reasonable information that the Commission may deem necessary in order to visualize the proposed work

If your property is located in the Historic Overlay District, you must consult the *Downtown Waxahachie Design Guidelines* before planning your project. You can obtain a copy of the guidelines from the Heritage Preservation Officer or on the City of Waxahachie website at www.waxahachie.com/images/City2/files/downtown_waxahachie_guidelines_08-19-2011.pdf.

If your property is not in the Historic Overlay District, please refer to the Secretary of the Interior's Standards for Rehabilitation as you plan your project. You may obtain a copy online at www.nps.gov/tps/standards/rehabilitatiion/rehab/stand.htm or by contacting the Heritage Preservation Officer.

NOTE: Ten (10) copies of plans and/or specifications must be on file with the Heritage Preservation Officer **at least** 20 days before the Heritage Preservation Commission meeting date.

Signature of Property Owner or Agent: Amanda Moreno-Lake Date: _____

CERTIFICATE OF APPROPRIATENESS

Commission Action: Requires Signature of Chair of the Heritage Preservation Commission

Date: _____ Preliminary Approval YES _____ NO _____
& Signature

Date: _____ Final approval after work is YES _____ NO _____
& Signature inspected and completed

MICHAEL SALINAS

[Excel Construction Group](#)

Mar 18, 2025 | 225 Photos



THE ROGERS HOTEL CONDITION REPORT



ADDRESS CONFIRMATION

1



Project: The Rogers Hotel

Date: Mar 13, 2025, 9:34 AM

Creator: MICHAEL SALINAS

2



Project: The Rogers Hotel

Date: Mar 13, 2025, 9:35 AM

Creator: MICHAEL SALINAS

3



Project: The Rogers Hotel

Date: Mar 13, 2025, 9:35 AM

Creator: MICHAEL SALINAS

DETAILED PHOTOS OF EXTERIOR DAMAGE

1.25-1.75 Inch Hail with High Wind Gust in Waxahachie, Texas on 03/08/2025:

This half-dollar sized + hail was reported at 5:15:00 AM CST on 03/08/2025 Waxahachie, Texas.

DEFICIENCIES

SECTION: Windows Damaged by hail

OVERALL GRADE: F

General - Failures -

(Emergency)Deficiency: Hail Damaged panels, glass and seals. Can cause leaks between panes. * Moisture is the main reason for warping, and cracking window frames. * Multiple leaks may occur.

CORRECTIVE ACTION: Remove and replace with a new window, by an Excel certified window installer.

DEFICIENCIES

SECTION: MOD BIT

OVERALL GRADE: D

General - Punctures -

(Emergency)Deficiency: These deficiencies are typically caused by foot traffic, mechanical work, or simply by a waterproofing membrane that is at the end of its service life and can no longer withstand weathering and building movement.

Corrective Action: The area surrounding the deficiency must be cleaned. A new piece of the waterproofing membrane would be installed and sealed per industry standards.

DEFICIENCIES

SECTION: Roofing

OVERALL GRADE: F

General - Punctures - Tears (Emergency)

Deficiency: HAIL DAMAGE TO ROCK BALLAST

Corrective Action: The areas of deficiency must be removed. Replace with new 60mil of the waterproofing membrane would be installed and sealed per industry standards.

Damage to window seals will cause moisture to build up between the windowpanes causing the window to look foggy and at times you will even see the water bead up inside the windows

DEFICIENCIES

SECTION: Paint Damages

OVERALL GRADE: F

Chipped paint is an indication of storm damage to the property. Just like anything else once affected the degradation process is accelerated.

DEFICIENCIES

SECTION: HVAC Damage

OVERALL GRADE: F

Reduced Heat Exchange Efficiency: Hail can bend or flatten the fins, reducing the surface area available for heat exchange. This diminishes the system's ability to transfer heat effectively, leading to decreased efficiency

Airflow Restriction: Damaged fins may restrict the airflow across the coils. This can cause the HVAC system to work harder, potentially leading to increased energy consumption and higher utility bills.

Compressor Strain: The reduced efficiency and increased workload on the HVAC system can put additional strain on the compressor. Over time, this can lead to premature wear and tear, potentially resulting in the need for costly repairs or premature system failure.