

Wylie Historic Review Commission Regular Meeting

July 08, 2021 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



CALL TO ORDER

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Commission regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Commission requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Commission is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

NOMINATE CHAIR AND VICE CHAIR

PR1. Nominate and Motion on Chair and Vice Chair.

PRESENTATIONS

[PR1.](#) Presentation and discussion of Rules and Procedures.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

[A.](#) Consider and act upon approval of the Minutes from the August 27, 2020 Special Called Meeting.

REGULAR AGENDA

[1.](#) Consider and act upon appointing a Commissioner to the Comprehensive Master Plan Advisory Committee.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on July 2, 2021 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

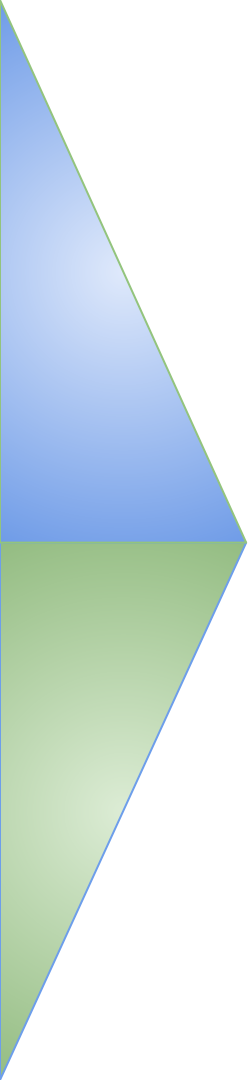
The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Commission should determine that a closed or executive meeting or session of the Commission or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Commission at the date, hour and place given in this notice as the Commission may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.

§ 551.073 – Discussing prospective gift or donation to the City.



So you are on the Historic Review Commission....

Everything you need to know
about the role and responsibility of
being an Historic Review
Commissioner (almost).

The HRC was created by adoption of Ordinance No. 2013-17, for the purpose of reviewing and recommending an action to the City Council for proposed new construction or substantial renovations within the Downtown Historic District, revisions to the ordinance and to consider long range goals or historic landmarks.

Generally responsible for:

- New Construction
- Substantial Renovations
- Ordinance and Regulation Amendments
- Recommend designation of historic landmarks

New Construction

- Governed by Section 6.3 of the Zoning Ordinance
 - Residential Structures
 - Commercial Structures
- HRC makes a recommendation to Council



Substantial Renovations

- Alterations to the exterior of existing buildings that change the placement or design of windows, doors or other exterior features of the building
- An increase in the floor area of the building greater than 10%
- Adding new exterior building materials that do not match the existing materials





Ordinance and Regulation Amendments

- Generally initiated by staff or City Council
- Covers Zoning Ordinance
- HRC makes recommendation to City Council

Recommend designation of Historic Landmarks

- Establish criteria to be used in determining whether certain buildings, land, areas, and districts should be designated as heritage resources.
- Subject to guidance from Chapter 211, Section 211.0165 of the Texas Local Government Code
- HRC makes a recommendation to City Council

HRC operates by an adopted Rules and Procedures.

- Written by HRC
- Approved by City Council September 2013

General meeting format

- Chairman calls meeting
- Citizen comments on non-agenda items
- Consent items (minutes)
- Regular agenda items
- Executive session, as needed
- Worksessions, as needed
- Adjournment

General item format

- Chairman introduction
- Staff report
- Applicant remarks and citizen comments
- Commission discussion
- Motion (approve, approve with conditions, disapprove, or continue)

Other considerations

- Packet delivery
- Attendance
- Quorums / Open meetings
- Pre-meeting questions
- Open records
- Conflict of Interest



Planning Staff

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Historic Review Commission

Minutes

Special Called Meeting

August 27, 2020 – 6:00 p.m.

Wylie Municipal Complex – Council Chambers

300 Country Club Road, Bldg. 100

Wylie, TX 75098

CALL TO ORDER

Announce the presence of a Quorum.

Chair Chandler called the meeting to order at 6:01PM. Commissioners present: Chair Joe Chandler, Vice Chair John Pugh, Commissioner Jesse Hale, Commissioner Melissa Kenfield, Commissioner Debbie Loraine, and Commissioner Frank Besadesky. Those absent: Commissioner Kirstin Dodd.

Staff present: Ms. Renae' Ollie, Assistant City Manager, and Mary Bradley, Administrative Assistant.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Commissioners regarding an item that is not listed on the Agenda. Residents must fill out a non-agenda form prior to the meeting in order to speak. Commissioners requests that comments be limited to three (3) minutes. In addition, Commissioners not allowed to converse, deliberate or take action on any matter presented during citizen participation

No one approached the Commissioners.

PRESENTATIONS

1. Presentation and Discussion of Rules and Procedures.

Ms. Ollie gave the presentation on duties and responsibilities of a Commissioner on the Historic Review Commission, stating the purpose is to preserve and character for the Downtown Historic District, as well as preserving other structures or property within the city.

CONSENT AGENDA

A. Consider and act upon approval of the Minutes from the July 23, 2020 Special Called Meeting.

Commission Action

A motion was made by Commissioner Kenfield, seconded by Vice Chair Pugh, to approve the Minutes from the July 23, 2020 meeting. A vote was taken and the motion carried 6-0.

REGULAR AGENDA

- A. Consider, and act upon, a recommendation to the City Council regarding a request for substantial renovations in accordance with Ordinance No. 2013-17 for the remodel of an existing residential structure, located at 401 N. Keefer, Lot 75R, Block 12 of the Brown & Burns Addition within the Downtown Historic District.**

Staff Comments

Ms. Ollie stated that the Commissioners recommended approval for substantial renovations in April 2020 including keeping the windows in the front. The applicant is now requesting consideration to modify the previously approved plans.

The new plans propose a new 8:12 slope roof and the addition of a garage. Due to the main structure being setback further from the front build line the garage placement is not behind the rear edge of the main structure as required by Section 6.3.E.4.(b).(3). To maintain the 8:12 roof slope to match the house, the garage is 16 feet at its highest point, in lieu of the 14 feet max requirement for accessory structures. The garage does meet the rear and side setback requirements.

Commissioners Discussion

The Commissioners asked for clarification of the height. Ms. Ollie stated that within the Residential Design Standards of the Zoning Ordinance, the height for accessory structure is 14 foot height. The proposed is detached garage, and the height is 16 foot with a 8:12 roof slope to match the main structure..

Commissioners Action

A motion was made by Commissioner Lorraine, and seconded by Commissioner Besadesky, to recommend approval to the City Council regarding a request for substantial renovations in accordance with Ordinance No. 2013-17 for the remodel of an existing residential structure, located at 401 N. Keefer, Lot 75R, Block 12 of the Brown & Burns Addition within the Downtown Historic District. A vote was taken and carried 6 – 0.

WORK SESSION

- 1. Discuss creating local landmarks and its significance for the city.**

Ms. Ollie stated that staff is seeking input from the Commissioners to draft resolutions, possible ordinances and maps that would designate areas as “Places of Importance.” The Places of

Importance would go with the property, not the property owners. Currently the financial incentives are not available, but may be able to provide incentives in the future.

The Commissioners discussed including cemeteries as having a landmark. Staff responded that cemeteries will be included. The Commissioners directed staff to research expanding the boundaries of the Downtown Historic District, determining the properties for the landmarks, as well as sending a survey from the citizens regarding their input on local landmarks.

ADJOURNMENT

A motion was made by Commissioner Besadesky, and seconded by Vice Chair Pugh, to adjourn the meeting at 6:51PM. A vote was taken and carried 6 - 0.

Joe Chandler, Chair

ATTEST:

Mary Bradley, Administrative Assistant



Historic Review Commission

AGENDA REPORT

Meeting Date: July 8, 2021
Department: Planning
Prepared By: Jasen Haskins, AICP
Date Prepared: July 1, 2021

Item: _____
Subdivision: N/A
Zoning District: N/A
Exhibits: N/A

Subject

Consider and act upon appointing a Commissioner to the Comprehensive Plan Advisory Committee

Recommendation

Appoint a Board Member to the Commissioner Plan Advisory Committee

Discussion

At the direction of City council, staff has begun work with a consultant for an update to the 2012 Comprehensive Master Plan for the City of Wylie.

The city's comprehensive plan can be defined as a long-range planning tool (document) that is intended to be used by citizens, the City Council, City Staff, and other decision-makers to guide the growth and physical development of the community for the near future. The plan will address future land uses, transportation, housing, along with some aspects of economic development, parks and trails, and neighborhood and business enhancement topics.

A beginning step in this process is the formation of a Comp Plan Advisory Committee (CPAC). The CPAC will work directly with the consultant team to develop the draft plan and will serve as a way for various citizens and City Staff to be directly involved in the planning process. The CPAC and the consultants will take public input and use that input to create a draft plan. Once the draft comprehensive plan has been completed, it will then be presented to the Planning and Zoning (P&Z) Commission and City Council for their consideration.

CPAC members are asked to attend meetings, bring their ideas for what is best for the City of Wylie, and to think critically and creatively about the community. CPAC members are asked to read meeting materials and be prepared to discuss those materials at the CPAC meetings. Lastly, CPAC members should advocate for the plan and encourage neighbors and people they know to participate in the planning process by attending an open house or taking a survey online.

CPAC will meet about once a month for 2-3 hours for each meeting. This encompasses meetings, work sessions, and open houses. The process is expected to last about one year and be completed by Summer of 2022.

Council has directed staff to ask the Historic Review Commission to designate one member of the Commission to the CPAC. Staff is asking for the Commission to discuss and vote to confirm that member.

For reference a copy of the current Comp Plan can be found [HERE](#).

Approved By

	<i>Initial</i>	<i>Date</i>
Department Director	<u>JH</u>	<u>July 1, 2021</u>