

Wylie Historic Review Commission Regular Meeting

August 22, 2024 – 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.

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 meeting minutes from the July 25, 2024 Historic Review Commission Meeting.

REGULAR AGENDA

1. Consider and act upon a recommendation to the City Council regarding a request to renovate an existing residential structure, located at 301 N Ballard within the Downtown Historic District.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on August 16, 2024 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.



Historic Review Commission

AGENDA REPORT

Department: Planning

Item: A

Prepared By: Gabby Fernandez

Subject

Consider and act upon meeting minutes from the July 25, 2024, Historic Review Commission Regular Meeting.

Recommendation

Motion to approve as presented.

Discussion

The minutes are attached for your consideration.

Wylie Historic Review Commission Regular Meeting

July 25, 2024 – 6:00 PM

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



CALL TO ORDER

Chair Sandra Stone called the meeting to order at 6:00 p.m. In attendance were Chair Sandra Stone, Vice-Chair Allison Stowe, Commissioner Krisleigh Hoermann, Commissioner Kali Patton, Commissioner Tommy Todd, Commissioner Kevin Hughes, Deputy City Manager Renae Ollie, Director of Community Services Jasen Haskins and Administrative Assistant Gabby Fernandez. Absent was Commissioner Edwin Caffrey.

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.

None approached the Commission.

ELECTION OF CHAIR AND VICE-CHAIR

Nominate and motion for Chair

Commission Action on Election of Chair

A motion was made by Commissioner Stowe to nominate Commissioner Sandra Stone as Chair and seconded by Commissioner Hoermann. A vote was taken and carried 6-0.

Nominate and motion for Vice-Chair

Commission Action on Election of Vice-Chair

A motion was made by Chair Stone to nominate Commissioner Allison Stowe as Vice-Chair and seconded by Commissioner Patton. A vote was taken and carried 6-0.

WORK SESSION

Director Haskins presented to the Commission regarding the rules and procedures of the HRC.

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 the approval of the June 27, 2024 Meeting Minutes.

Commission Action on Consent Agenda

A motion was made by Vice-Chair Stowe and seconded by Commissioner Patton to approve the Consent Agenda as presented. A vote was taken and carried 6 – 0.

WORK SESSION 2

Deputy City Manager Ollie presented a work session to discuss amendments to Section 6.3 of the Zoning Ordinance.

ADJOURNMENT

A motion was made by Vice-Chair Stowe and seconded by Commissioner Patton to adjourn. A vote was taken and carried 6 – 0. Chair Stone adjourned the meeting at 7:13 p.m.

Sandra Stone – Chair

ATTEST

Gabby Fernandez - Secretary



Historic Review Commission

AGENDA REPORT

Department: Planning

Account Code: _____

Prepared By: Jasen Haskins, AICP

Subject

Consider and act upon a recommendation to the City Council regarding a request to renovate an existing residential structure, located at 301 N Ballard within the Downtown Historic District.

Recommendation

Motion to recommend (**approval, approval with conditions, or denial**) as presented

Discussion

OWNER: City of Wylie

APPLICANT: Brent Stowers

The Owner/Applicant proposes to make repairs to the exterior facade on the subject property. This project will include removing and replacing damaged ceiling board, trim at column header, and damaged or rotted siding; power wash all previously painted surfaces, sand and scrape any loose paint and sealants; prep and paint previously painted surfaces; seal and caulk all windows and door frames, paint all previously painted surfaces; repair two windows to match existing windows (re-using the glass). All items and paint that is replaced will be replicated to the extent possible.

Built in 1905, the Brown House has worn many hats. Through the years the house was a private residence until 1988, when it was purchased by the Birmingham Trust and renovated to be its headquarters. In 1992, the house was designated a Historical Marker by the Texas Historical Commission. (Marker Number 535.) The City of Wylie purchased the property in 2015 and opened the home as a Welcome and Events Center in 2022.

Section 6.3.C.3 of the Zoning Ordinance generally allows this type of renovation and maintenance to be approved by staff, except in the event of sand or high-pressure water blasting, as may be the case during this renovation. Therefore, it shall be reviewed by HRC and considered by the City Council.

This item will be considered at the September 10 City Council meeting.



APPLICATION FOR HISTORIC REVIEW

Date: 08/15/2024

NOTICE TO APPLICANT

1. Completed applications and drawings must be in the Planning and Engineering Office no later than 10 days business days before the meeting. Regular meetings are held on the 4th Thursday at 6:00 p.m. in the City Hall Council Chambers, or Special Called Meetings as needed.
2. It is imperative that you complete this application in its entirety. Incomplete applications will be returned and could delay the commencement of your project.
3. The presence of the applicant or his/her agent as designated herein is necessary at the Historic Review Commission Meeting.
4. Applications are reviewed using the Secretary of Interior [Historic Preservation guidelines](#).

APPLICANT INFORMATION

Name: Brent Stowers Phone: (972) 516-6371
 Mailing Address: 300 Country Club Road
 Email: brent.stowers@wylietetexas.gov Fax: _____

PROPERTY OWNER INFORMATION

Name: City of Wylie Phone: (972) 516-6000
 Mailing Address: 300 Country Club Road
 Email: brent.stowers@wylietetexas.gov Fax: _____

PROJECT INFORMATION

Name of Business (if applicable): Thomas and Mattie Brown House
 Current or intended use of the building: Welcome Center
 Address of Project: 301 North Ballard Avenue Wylie, TX 75098

(The below information (Lot, Block, Subdivision, and Frontage) can be obtained on the County Appraisal District's website by entering the physical address of the property: <http://collincad.org> or <http://dallascad.org> or <http://rockwallcad.com>. If you do not have access to the Internet or cannot locate this information on the website, contact the Planning Department at (972)516-6320 for assistance.

Lot 13 14 15 Block 3 Subdivision Brown and Burns Current Zoning DTH

Which District is the property located within?

- ☒ Downtown Historic District
☐ South Ballard Overlay District
☐ Other _____

SCOPE OF WORK

Remodeling/Renovating

Provide a detailed description of the nature of the proposed alterations and /or repairs (attach additional sheets if necessary):

This project will include removing and replacing damaged ceiling board, trim at column header, and damaged or rotted siding; power wash all previously painted surfaces, sand and scrape any loose paint and sealants; prep and paint previously painted surfaces; seal and caulk all windows and door frames, paint all previously painted surfaces; repair two windows to match existing windows (re-using the glass).

Are you painting an exterior feature? ☒ Yes ☐ No

If Yes:

	Describe Feature	Color Name	Sample Attached	
<i>Example</i>	<i>Window and door frames</i>	<i>SW Autumn Hue (no. 7665)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Siding	SW Glamour (no. 6031)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Window/Door Trim, Details	SW Tricorn Black (no. 6258)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Pillars	SW Creme (no. 7556)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are you replacing an exterior feature? ☐ Yes ☒ No

If Yes:

	Describe Feature	Current Material	Proposed Material	Sample Attached	
<i>Example</i>	<i>Window Frame</i>	<i>Wood</i>	<i>Vinyl</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

New Construction

Are you replacing an existing structure? ☐ Yes ☒ No

If Yes, complete "Demolition" below

Demolition

Describe the condition of the existing structure:

What is the estimated cost of restoration or repair of the existing Structure? _____

Explain why the property is being demolished as opposed to restored or renovated for adaptive reuse:

SCOPE OF WORK**Remodeling/Renovating**

Provide a detailed description of the nature of the proposed alterations and /or repairs (attach additional sheets if necessary):

This project will include removing and replacing damaged ceiling board, trim at column header, and damaged or rotted siding; power wash all previously painted surfaces, sand and scrape any loose paint and sealants; prep and paint previously painted surfaces; seal and caulk all windows and door frames, paint all previously painted surfaces; repair two windows to match existing windows (re-using the glass).

Are you painting an exterior feature? ☒ Yes ☐ No

If Yes:

	Describe Feature	Color Name	Sample Attached	
<i>Example</i>	<i>Window and door frames</i>	<i>SW Autumn Hue (no. 7665)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Skirt/Details/Ornate Siding (Fish Scales)	SW Batueu Brown (6033)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Window/Door Trim, Details	Gallery Green (0015)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are you replacing an exterior feature? ☐ Yes ☒ No

If Yes:

	Describe Feature	Current Material	Proposed Material	Sample Attached	
<i>Example</i>	<i>Window Frame</i>	<i>Wood</i>	<i>Vinyl</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

New Construction

Are you replacing an existing structure? ☐ Yes ☒ No

If Yes, complete "Demolition" below

Demolition

Describe the condition of the existing structure:

What is the estimated cost of restoration or repair of the existing Structure? _____

Explain why the property is being demolished as opposed to restored or renovated for adaptive reuse:

What do you plan to do to mitigate the loss of the landmark structure?

Sign

Type of Sign:

<input type="checkbox"/> Attached Sign	<input type="checkbox"/> Pole Sign
<input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Banner
<input type="checkbox"/> Monument Sign	<input type="checkbox"/> Other _____

Sign Dimensions: _____ Total Square Footage _____

Will the sign be connected to electricity or lit in any way? ☐ Yes ☐ No

If Yes, what is the method of lighting? _____

Will this sign project over a public sidewalk? ☐ Yes ☐ No

If Yes, what is the distance from the sidewalk to the bottom of the sign? _____

Have you submitted an application for a Sign Permit to Building Inspections? ☐ Yes ☐ No

Fence

What is the proposed material and style of fence you intend to install?

What is the proposed height of the fence? _____

Are you replacing an existing fence? ☐ Yes ☐ No

If Yes, what is the current fence material? _____

Have you submitted an application for a Fence Permit to Building Inspections? ☐ Yes ☐ No

Provide a detailed description of the nature of the proposed project (attach additional sheets if necessary):

REQUIRED ATTACHMENTS:

- Current photographs of the property
- If available, historic photographs of the property
- Site Plan indicating the following:
 - Dimensions of the lot on which the building will be located, including setbacks (check official plat records and Zoning Ordinance)
 - Location and width of all easements (check official plat records)
 - Location and dimensions of all existing and proposed buildings, parking areas, and existing signs (if any)
 - Architect's rendering or elevations of proposed construction
- Sample board of materials and colors to be used
- Site Plan Fee \$350.00 - Check/Card/Cash (Check made payable to City of Wylie)

Intended start and finish dates: Start: 10/01/2024 Finish: 11/30/2024

I have carefully read the complete application and know the same is true and correct. I understand the ordinances governing the activity described in this application, and I agree to comply with all provisions of the City ordinances, State laws, and all property restrictions, whether herein specified or not.

X 

(Owner or Authorized Agent Signature)

REMIT IN PERSON TO:

City of Wylie
Planning Department
300 Country Club Road, Building 100 Wylie, Texas 75098
(972) 516-6320

OR

Email to: planning@wylietexas.gov

If emailing, please call number above to make credit card payment over the phone. Applications submitted without payment will not be processed until payment is received.







