

Wylie Historic Review Commission Regular Meeting

August 27, 2026 – 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.

PRESENTATIONS

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 meeting minutes from the July 23, 2026, Historic Review Commission Regular Meeting.

REGULAR AGENDA

1. Consider and act upon a recommendation to the City Council for a request regarding the renovation of an existing residential structure for a conversion to office suites. Property located in the Downtown Historic District at 514 N Ballard Avenue.
2. Consider and act upon a recommendation to the City Council for a request regarding the enclosure and covering of an existing outdoor patio area for outside seating for a restaurant located in the Downtown Historic District. Property located at 302 N Ballard.

WORK SESSION

RECONVENE INTO REGULAR SESSION

EXECUTIVE SESSION

RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on August 21, 2026, 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 the meeting minutes from the July 23, 2026, 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 23, 2026 – 6:00 PM

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



CALL TO ORDER

(Former)Chair Allison Stowe called the meeting to order at 6:00 p.m. In attendance were Chair Allison Stowe, (Former)Vice-Chair Sandra Stone, Commissioner Kali Patton, Commissioner Jennifer Cleveland, Commissioner Tommy Todd, and Commissioner Bekka Herpeche. Staff present were Director of Community Services Jasen Haskins and Administrative Assistant Gabby Fernandez. Absent was Commissioner Krisleigh Hoermann.

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.

REGULAR AGENDA

ELECTION OF CHAIR AND VICE-CHAIR

Nominate and motion for Chair

BOARD ACTION

A motion was made by Chair Stowe, seconded by Commissioner Patton, to nominate Vice-Chair Stone as Chair of the Historic Review Commission. A vote was taken and passed 6-0.

Nominate and motion for Vice-Chair

BOARD ACTION

A motion was made by Chair Stone, seconded by Commissioner Patton, to nominate Former Chair Stowe as Vice-Chair of the Historic Review Commission. A vote was taken and passed 6-0.

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 meeting minutes from the March 26, 2026, Historic Review Commission Regular Meeting.

Commission Action on Consent Agenda

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

WORK SESSION**WS1. HRC Orientation presentation**

Director Haskins presented to the commission on the roles and responsibilities of the Historic Review Commission.

WS2. Presentation of the working draft of the historic design guidebook.

Director Haskins opened the discussion on the Downtown Historic District guidebook.

ADJOURNMENT

A motion was made by Commissioner Patton and seconded by Vice-Chair Stowe to adjourn the meeting. A vote was taken and carried 6–0. Chair Stone adjourned the meeting at 6:47 p.m.

Sandra Stone – Chair

ATTEST

Gabby Fernandez - Secretary



Historic Review Commission

AGENDA REPORT

Department: Planning

Item: 1

Prepared By: Kevin Molina

Subject

Consider and act upon a recommendation to the City Council for a request regarding the renovation of an existing residential structure for a conversion to office suites. Property located in the Downtown Historic District at 514 N Ballard Avenue.

Recommendation

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

Discussion

Owner: Jtez Holdings LLC

Applicant: Josh Roofing Contractors Inc

The Owner/Applicant is proposing to renovate an existing residential structure located at 514 N Ballard into office suites. The existing structure was constructed in 1970 with a generally ranch style and has been previously used as a single family home. The current owner purchased the property in March of 2026 in a condition which required substantial remodeling.

The purpose of the request is to provide exterior and interior modification of the building to allow for three office suites. Two front doors are located along the front and one is located at the rear of the property. The exterior of the building is proposed to be refaced white brick and white siding. Wooden ramps are proposed along the front and rear of the property. Metal roof accents that match the color of the existing roof shingles are proposed along the front elevation.

The proposed changes will preserve the general ranch style architecture but convert the structure to allow for a low impact commercial use.

If approved, the development shall be required to apply for a site plan review and platting of the land.

In accordance with Ordinance No. 2022-34, any development proposing new construction or substantial renovation requires special oversight by the Commission to ensure preservation of the historic and architectural character of the area.



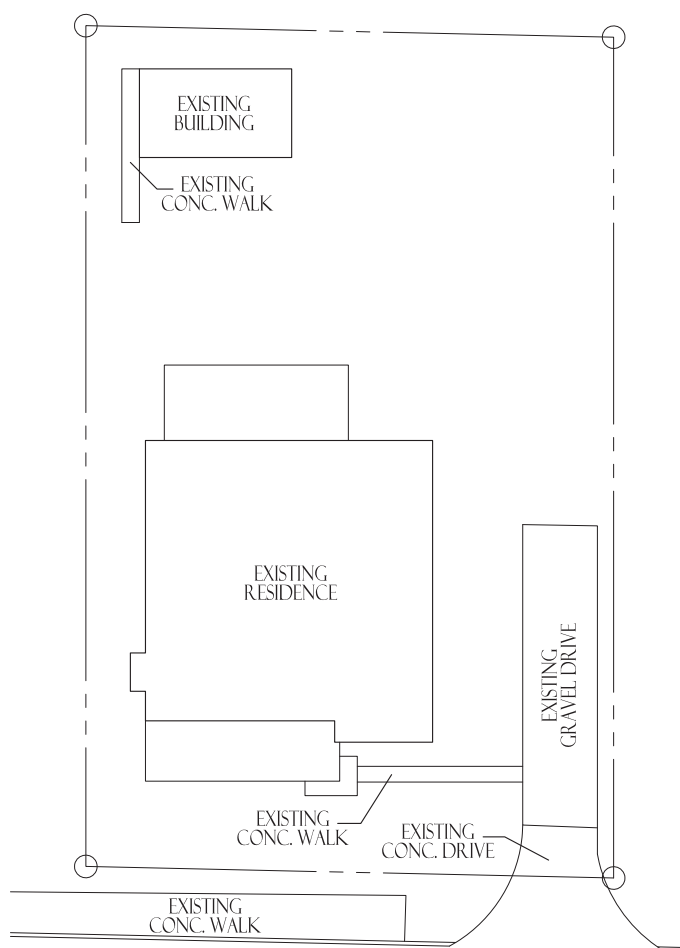








EXISTING

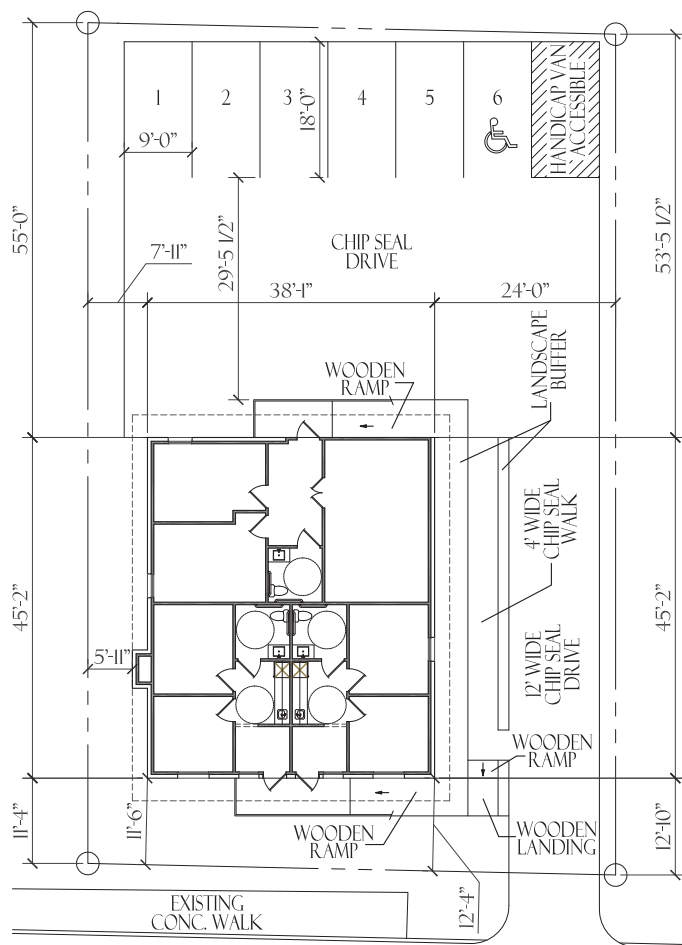


514 NORTH BALLARD AVENUE

8-5-2026

PLANS BY: GILBERT GUTIERREZ III 817-521-7216 GILBERTSDESIGNS@GMAIL.COM		<u>SITE PLAN</u> 1" = 20'-0" WYLIE, TEXAS 3 - OFFICE SUITES 26052
* Contractor/Owner to verify and check all aspects of this site and plot plan prior to any construction		

PROPOSED



514 NORTH BALLARD AVENUE

8-5-2026

PLANS BY:
GILBERT GUTIERREZ III
817-521-7216
GILBERTSDESIGNS@GMAIL.COM



SITE PLAN

1" = 20'-0"

WYLIE, TEXAS
3 - OFFICE SUITES
26052

* Contractor/Owner to verify and check all aspects of this site and plot plan prior to any construction



DOOR SCHEDULE			
QTY.	MARK	SIZE	REMARKS
3	1	3' 8"	ENCLOSURE ENF.
9	2	5' 6"	H.C.
1	3	4' 6"	TWIN (2) H.C.
TOTAL DOORS			

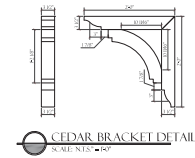
NORTHINGTON (FLOOR C) CUB. SHEDS IN PLANS ABOVE THIS SCHEDULE. VERIFY PRICES TO AND CONSTRUCTION.

[illegible]

514 NORTH BALLARD AVENUE
WYLIE, TEXAS

3 - OFFICE SUITES

JOB #:
26052
A-1



REVISIONS

NO.	DATE	DESCRIPTION
1	08/27/2026	Initial Design
2	08/27/2026	Revised Design
3	08/27/2026	Final Design

NOTES

1. Confirm that all materials are of high quality and meet the design intent.
2. Confirm that all materials are of high quality and meet the design intent.
3. Confirm that all materials are of high quality and meet the design intent.
4. Confirm that all materials are of high quality and meet the design intent.
5. Confirm that all materials are of high quality and meet the design intent.
6. Confirm that all materials are of high quality and meet the design intent.
7. Confirm that all materials are of high quality and meet the design intent.
8. Confirm that all materials are of high quality and meet the design intent.
9. Confirm that all materials are of high quality and meet the design intent.
10. Confirm that all materials are of high quality and meet the design intent.

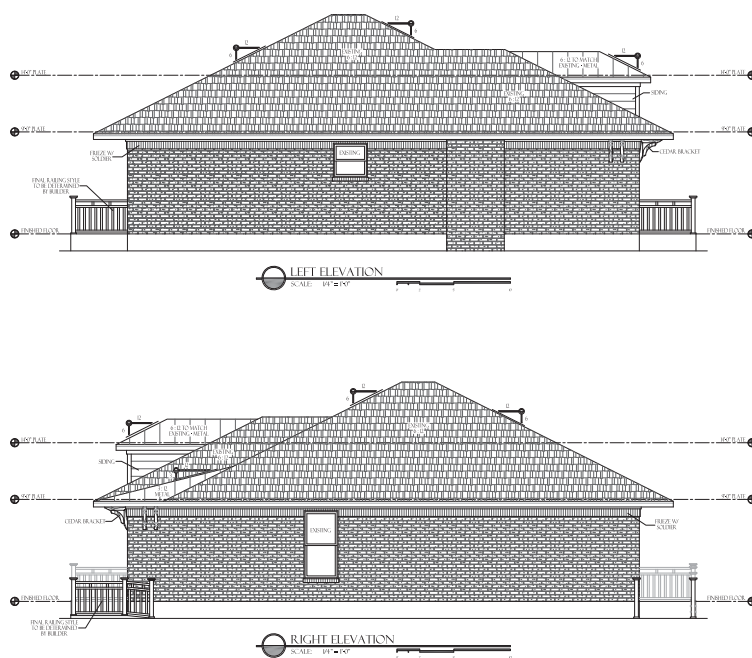
NOTES

1. ROOF PITCH TO MATCH EXISTING STRUCTURE ON SITE.
2. BRICKER/CONCRETE TO VERIFY EXISTING ROOF PITCHES.
3. BRICKER/CONCRETE TO VERIFY EXISTING ROOF PITCHES.
4. NEW PLANT LIFE TO MATCH EXISTING.
5. NEW PLANT LIFE TO MATCH EXISTING.

TEXAS ROOFING CONTRACTORS
514 NORTH BALLARD AVENUE
WYLLIE, TEXAS
3 - OFFICE SUITES

PLANS BY:
GILBERT GUTIERREZ III
817-527-7206
GILBERTSDIGNS@GMAIL.COM

JOB #:
26052
A-3



NOTES:

- 1) ROOF PITCH TO MATCH EXISTING STRUCTURE ON LOT.
- 2) BUILDER / CONTRACTOR TO VERIFY EXISTING ROOF PITCHES.
- 3) BUILDER / CONTRACTOR TO VERIFY EXISTING ROOF PLATES.
- 4) NEW PLATE LINE TO MATCH EXISTING.
- 5) NEW EAVES AND SOFFITS TO MATCH EXISTING.

[illegible]

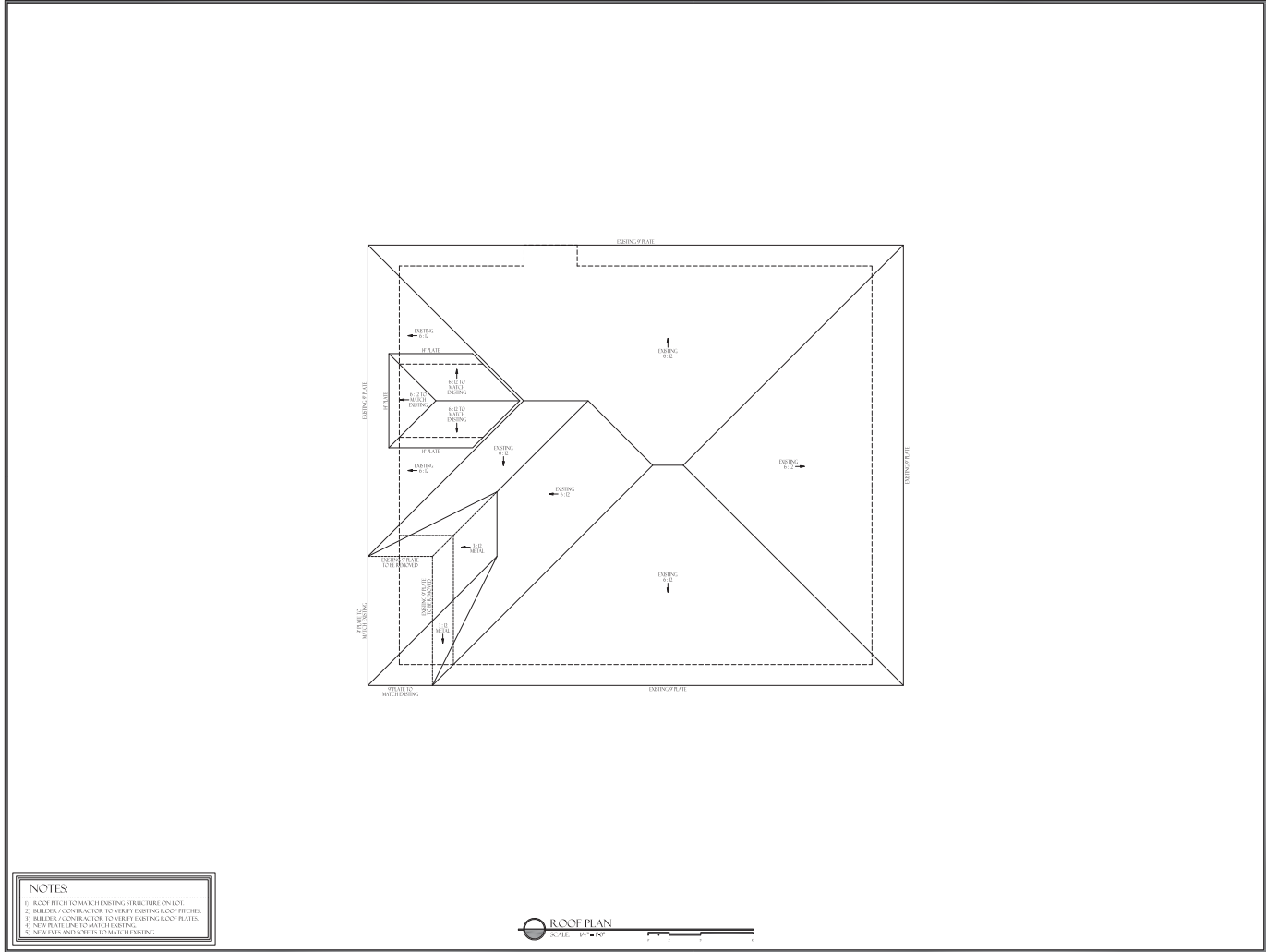
TEXAS ROOFING CONTRACTORS

514 NORTH BALLARD AVENUE
WYLLIE, TEXAS

3 - OFFICE SUITES

PLANS BY:
GILBERT GUTIERREZ III
817-521-7216
GILBERTSDESIGNS@GMAIL.COM

JOB #:
26052
A-4



TEXAS ROOFING CONTRACTORS

514 NORTH BALLARD AVENUE
WYLLIE, TEXAS

3 - OFFICE SUITES

JOB #:
26052
A-5



Historic Review Commission

AGENDA REPORT

Department: Planning

Item: 2

Prepared By: Kevin Molina

Subject

Consider and act upon a recommendation to the City Council for a request regarding the enclosure and covering of an existing outdoor patio area for outside seating for a restaurant located in the Downtown Historic District. Property located at 302 N Ballard.

Recommendation

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

Discussion

Owner: Jimenez Evaristo

Applicant: Jose Rosales & Bryan Rogers

The Owner/Applicant is proposing to replace an existing open air patio with a covered raised wooden deck that faces N Ballard Avenue. The measurements of the deck are 50 feet by 19 feet (950sf) with a cover height of 12 feet.

The purpose of the request is to provide exterior improvements to the existing visual appearance of the restaurant, and provide additional seating for the clientele. While the main area for the restaurant was a home built in 1900, the existing outside patio was constructed in 2021.

All of the proposed exterior materials are to match the existing appearance of the restaurant. The construction of the deck will be made out of cedar wood. Paint for the new deck shall be SW 7012 Creamy from the Sherwin Williams America's Heritage Pallet. The shingles of the covered deck shall match the shingles of the primary structure.

The current owner purchased the property in 2019 (which has used as a restaurant at that time) and has completed renovations on the property which include outdoor seating, constructing a walk-in cooler to the rear, expanding the south side of the building to add a bar on the porch, adding doors and windows, extending the existing patio to relocate the ADA ramp to the front of the building, enclosure of an existing outdoor storage area and lastly the conversion of a garage for overflow seating. These previous modifications received approval by the Historic Review Commission and City Council on 06/11/2019, 04/11/2023, and on 10/14/25.

In accordance with Ordinance No. 2022-34, any development proposing new construction or substantial renovation requires special oversight by the Commission to ensure preservation of the historic and architectural character of the area.

FRANKIE'S CASA
OPTION 1 COVERED DECK



PERSPECTIVE VIEW
NTS

PLANS FOR:
FRANKIE'S CASA
OPTION 1 COVERED DECK
302 N. BALLARD AVENUE
WYLLIE, TEXAS 75098

TITLE:
COVER SHEET

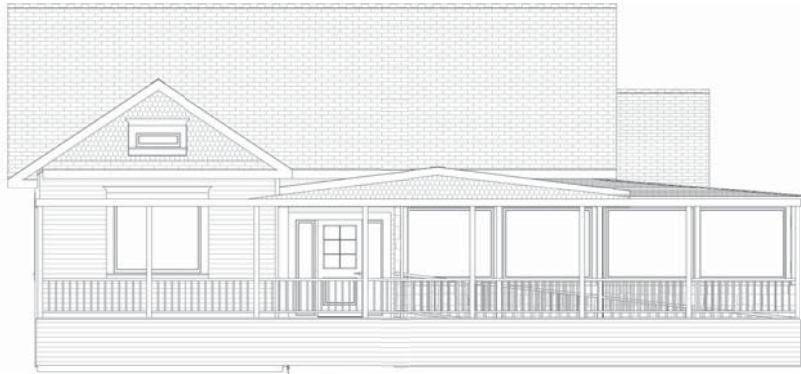
SHANNON NEWBOM MARK NEWBOM
CADAZIGN
COMMERCE, TEXAS 75426
469-338-9863
DRAWN BY:

DATE:
3/4/2026

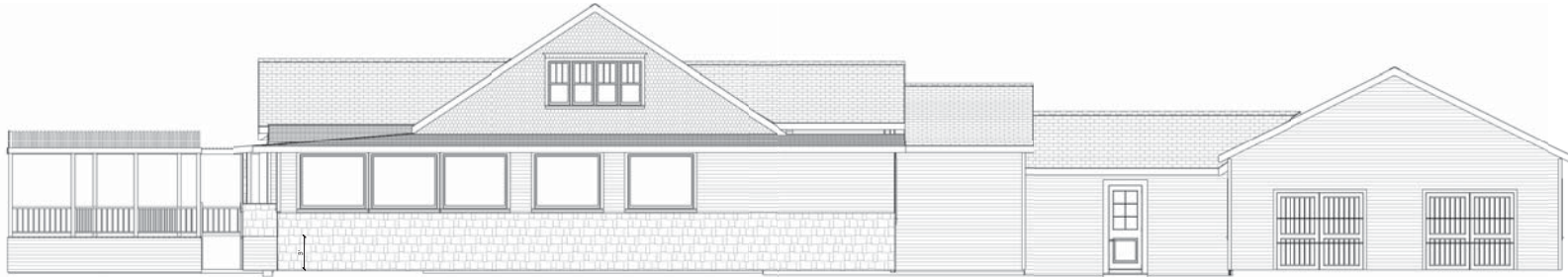
SCALE:
AS SHOWN

SHEET:

A-1

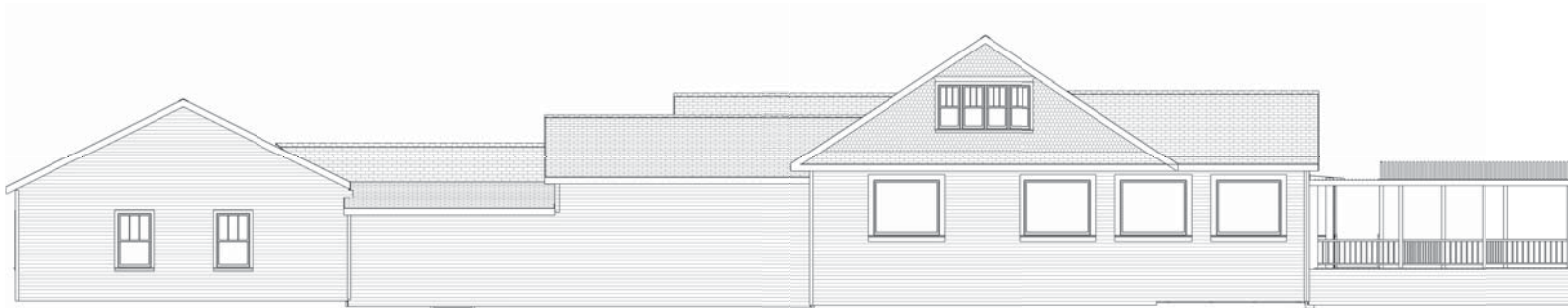


① FRONT ELEVATION
SCALE: 1/4"=1'



NOTE:
1. MATCH EXISTING MATERIAL AND PAINT COLOR.
2. FIELD VERIFY ROOF PITCH AND DIMENSIONS.

② RIGHT ELEVATION
SCALE: 1/4"=1'



③ LEFT ELEVATION
SCALE: 3/16"=1'

PLANS FOR:
FRANKIE'S CASA
OPTION 1 COVERED DECK
302 N. BALLARD AVENUE
WYLIE, TEXAS 75098

TITLE: ELEVATIONS

SHANNON NEWSON MARK NEWSON
CADAZIGN
COMMERCE, TEXAS 75426
469-338-9863
DRAWN BY:

DATE:
3/4/2026

SCALE:
AS SHOWN

SHEET:

A-3



