

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

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.

ELECTION OF CHAIR AND VICE-CHAIR

Nominate and motion for Chair

Nominate and motion for Vice-Chair

WORK SESSION

[WS1.](#) Staff presentation on Historic Review Commission rules, procedures, and expectations.

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.

WORK SESSION

[WS1.](#) Hold a work session to discuss amendments to Section 6.3 of the Zoning Ordinance.

RECONVENE INTO REGULAR SESSION

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on July 19, 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.

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....



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

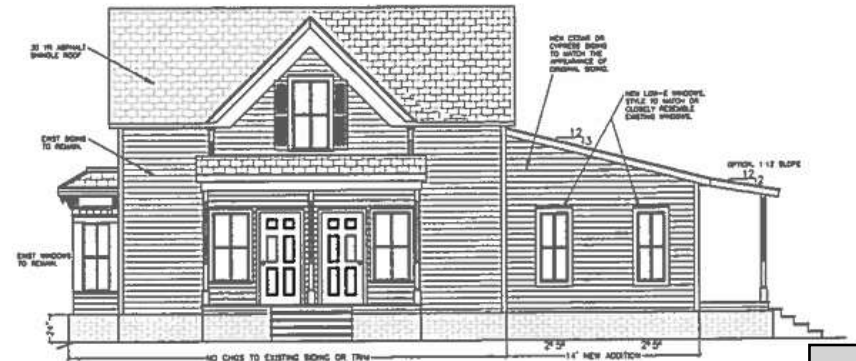
New Construction

- 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

AGENDA REPORT

Department: Planning

Item: A

Prepared By: Gabby Fernandez

Subject

Consider and act upon meeting minutes from the June 27, 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

June 27, 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 Kali Patton, Commissioner Krisleigh Hoermann, Deputy City Manager Renae Ollie, Community Development Director Jasen Haskins and Administrative Assistant Gabby Fernandez. Absent were Commissioner Anita Jones, Commissioner Kevin Hughes, and Commissioner Laurie Sargent.

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.

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 April 25, 2024, Meeting Minutes for the Historic Review Commission 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 4 – 0.

REGULAR AGENDA

1. REMOVE FROM TABLE

Consider and act upon a recommendation to the City Council regarding a request to renovate an existing commercial structure, located at 110 East Oak Street, within the Downtown Historic District.

Commission Action on Regular Agenda Item Table

A motion was made by Commissioner Patton and seconded by Commissioner Hoermann to remove the item from table for consideration. A vote was taken and carried 4-0.

Commission Action on Regular Agenda Item 1

A motion was made by Vice-Chair Stowe and seconded by Commissioner Hoermann to approve Agenda Item 1 as presented. A vote was taken and carried 4-0.

ADJOURNMENT

A motion was made by Commissioner Patton and seconded by Chair Stone to adjourn. A vote was taken and carried 4 – 0. Chair Stone adjourned the meeting at 6:08 p.m.

Sandra Stone – Chair**ATTEST**

Gabby Fernandez - Secretary



Historic Review Commission

AGENDA REPORT

Department: Planning

Account Code: _____

Prepared By: Renae' Ollie

Subject

Hold a work session to discuss amendments to Section 6.3 of the Zoning Ordinance.

Recommendation

Discussion

Discussion

At its March 28, 2024 meeting the Commission directed staff to begin amending Article 6, Section 6.3 Downtown Historic District guidelines and regulations. Those comments have been incorporated into the attached document for review and discussion.

Updates include:

- Removed/reworded commercial parking section E.4.c.iii
- Moved/reworded section 5.a.iv.1 to 5.a.ii
- Removed figure 6-2
- Made section 5.b.ii Identifying Features its own section 5.c

Several sections throughout the ordinance mention painting regulations. Section C.3. Common routing maintenance items that may be reviewed at staff level include:

- Application of paint that is the same color as the existing or that is an appropriate dominant, trim, or accent color, and part of an historic color palette.
- Painting, replacing, duplicating or stabilizing deteriorated or damaged architectural features (including but not limited to roofing, windows, columns, and siding) in order to maintain the structure and to slow deterioration.

The current ordinance does not specify an individual manufacturer, but Section E.5 lists Sherwin Williams Preservation Palette, Valspar Historic Color Palette or equal would be an approved color palette.

Additionally, staff is working on guidelines to assist in identifying the style/character of a structure, which will include photos of local properties. We have drafted a generic letter to property owners to request permission to use a photo of their home/business. The proposed letter is included in the packet for the Commissioners review and comment.



ZONING ORDINANCE

ARTICLE 6 SPECIAL PURPOSE AND OVERLAY DISTRICTS

SECTION 6.3 DOWNTOWN HISTORIC DISTRICT (DTH)

A. *Purpose*

Wylie's downtown has been identified by the Comprehensive Plan as a valuable resource worthy of preservation as a historic district. This district provides development and design standards that preserve the historic and architectural character of existing development, provides for adaptive reuse of existing buildings, and the compatibility of new structures and uses with the historic nature of downtown.

A contributing property is a building, structure, object, or site within the boundaries of the district that adds to the historic associations, historic architectural qualities, or archaeological values for which the historic district is significant. A contributing property must also retain integrity, meaning enough of its historic physical features to convey its significance as part of the district.
~~A contributing building and/or structure is one which retains a high degree of architectural integrity that adds to the overall historic character of the district, and was built during the period of significance for the district, generally more than 50 years ago.~~

A non contributing property is a building, structure, object, or site within the boundaries of the district that does not add to the historic associations, historic architectural qualities, or archaeological values for which the historic district is significant. Typically this means that the property is less than fifty years old, has been significantly altered, or is not associated with the historic theme or time period of the district.
~~A non-contributing building and/or structure means a building not contributing to the historic significance of the district and does not add to the district's sense of time and place, and historical development; or one where the location, design, setting, materials, workmanship, feeling, and association have been so altered or have so deteriorated that the overall integrity of the building has been irretrievably lost. Generally, less than 50 years old.~~

The design standards and guidelines outlined in this section are intended to assist property owners, architects and contractors who are considering work within the Historic District, including changes to existing buildings, demolition, or new construction. The guidelines are not rigid sets of rules, but serve as a guide in making improvements that are compatible with the district's character.

Commented [1]: Definitions are from US Secretary of Interior's

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B. *District Boundaries*



ZONING ORDINANCE

1. The Downtown Historic District (DTH) is generally bounded by State Highway 78 on the south, Cottonbelt Avenue on the west, from Elliot Street to Brown Street, and including property north of Brown Street on Keefer, and to the eastern property line of those lots facing west on Second Street from Brown Street to the north and Marble Street to the south, and those properties north of Brown Street along Ballard Avenue facing east and continuing north to Tract 4 of the Samuel B. Shelby Abstract and approximately 100 feet of frontage of those lots facing west and continuing north parallel to Ballard Avenue and encompassing all of Block 1, Lot 5 of the Russell #01 Addition and Block 1, Tract 49 of the James Truett Abstract.
2. The precise boundaries of the Downtown Historic District shall be shown on the official zoning map of the City of Wylie. The boundaries of the Downtown Historic District may be amended from time to time based on a request from area property owners, a request of the staff, the Commission, or at the pleasure of the Council. In considering a request for a change in district boundaries, the Council shall require:
 - a. Any additions to the district shall be contiguous to the existing boundaries of the district;
 - b. Any reductions in the district shall be located on the edge of the district such that a hole is not left inside the district; and
 - c. If requested by a property owner, a petition shall be presented showing owners of more than 50 percent of the land within the district, excluding streets, and owners of more than 50 percent of the building sites in the district are in support of the requested change in boundaries.



ZONING ORDINANCE

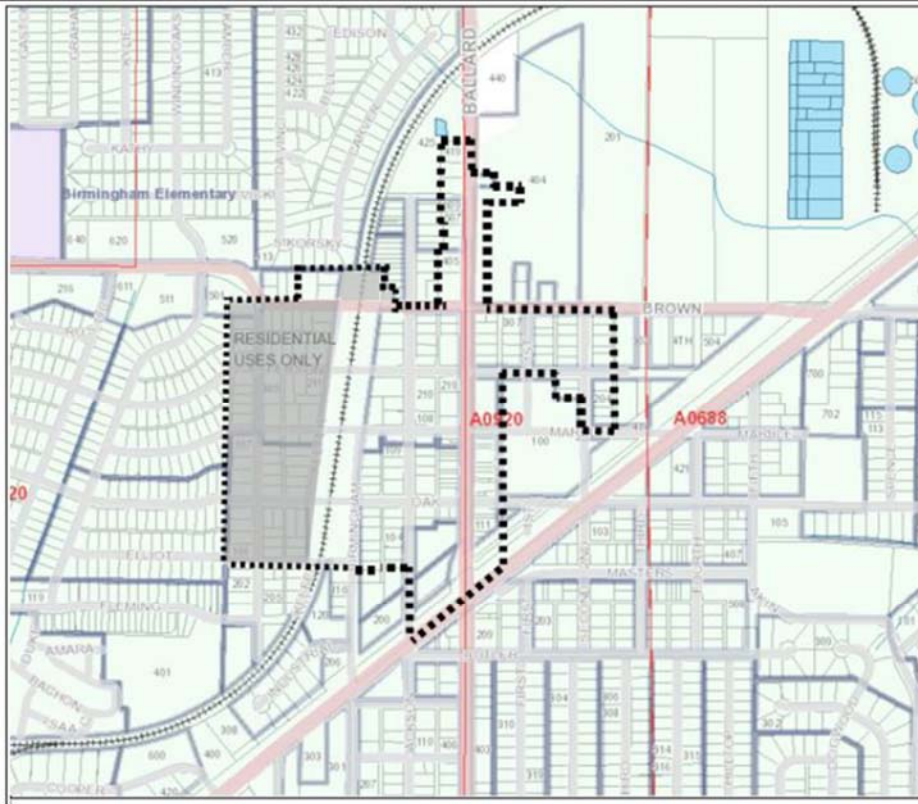


FIGURE 6-1 DOWNTOWN HISTORIC DISTRICT BOUNDARIES

C. General Provisions

1. Site plan and design review submitted to the Planning Department is required for new construction and substantial renovation of existing buildings within the Downtown Historic District. All demolition request and work for contributing buildings and/or structures that do not qualify as routine maintenance must be reviewed by the Historic Review Commission
 - a. Historic Review Commission (HRC) shall be appointed by the City Council and shall consist of seven (7) members in accordance with Ordinance 2013-17, and as amended.
 - b. The HRC will be responsible for reviewing and recommending an action to the Planning and Zoning Commission and/or the City Council for proposed new construction or substantial renovation, revisions to the ordinance, and planning efforts



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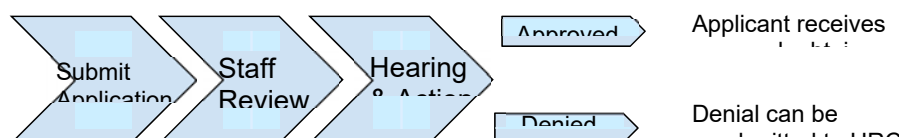
- to fulfill the purpose of the Downtown Historic Ordinance and to consider future amendments and long range goals of the District.
- c. Submission of Plans. A completed application shall be submitted with a fee, accompanied by the following, and any other necessary documents required by the Planning Department.
 - i. Site Plan showing existing and proposed structures and improvements
 - ii. Interior floor plan showing all spaces, doors and windows
 - iii. Exterior elevations including
 1. Existing & proposed changes
 2. Doors & windows
 3. Architectural features
 4. Trim details
 5. Material details
 - iv. Roof Plan
 - v. Accessory Structures
 - vi. Sections (for additions)
 2. Substantial renovations as listed below require review by the HRC and City Council:
 - a. Alterations to the exterior of existing buildings that change the placement or design of windows, doors or other exterior features of the building such as coping or pilasters;
 - b. An increase in the floor area of the building greater than 10 percent.
 - c. Adding new exterior building materials that do not match the existing materials.
 - d. Interior renovation of existing buildings that alter the exterior appearance of the building (e.g., a drop ceiling that covers part of an existing window)
 3. Common routine maintenance items as listed below may be reviewed at staff level.
 - a. Installation of an awning located on an accessory building, or on the rear facade of a main building.
 - b. Shingle replacement that does not include a change in color or style.
 - c. Siding replacement that meets the requirements of this ordinance.
 - d. Application of paint that is the same color as the existing or that is an appropriate dominant, trim, or accent color and part of an historic color palette.
 - e. The process of cleaning (including but not limited to low-pressure water-blasting and stripping, but excluding sandblasting and high-pressure water blasting.
 - f. Painting, replacing, duplicating or stabilizing deteriorated or damaged architectural features (including but not limited to roofing, windows, columns, and siding) in order to maintain the structure and to slow deterioration.
 - g. Interior renovation of existing buildings that do not alter the exterior appearance of the building.
 4. Physical properties of an existing building such as setbacks, foot prints, height, or other similar characteristics that cannot be altered without substantial hardship are not required to meet the development or design standards within this article. All other provisions shall apply.
 5. All new development shall comply with the Site Design Standards included in Subsection 4, and the Architectural Standards in Subsection 5.



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6. Submission of Plans for Landmark Designation shall be delivered to the City of Wylie Planning Department, a minimum of 30 days prior to the meeting date set for the Historic Review Commission
 - a. Required Documentation:
 - i. Completed application on forms provided by the City of Wylie with applicable fees
 - ii. Stated criteria met in accordance with Article II Landmarks, Section 58.23 of the Code of Ordinances, as amended
 - iii. Documented history of the structure, complete with photos
 - b. Review Criteria
 - i. Staff prepares a written report documenting the historical facts of the property and stating any impact that the owner may have with a historic landmark designation on the owner's property.
 - ii. Staff will present the completed application for consideration by the Historic Review Commission.
 - iii. ~~The Commission will make a recommendation to the City Council.~~ Designation of city landmarks will be made in accordance with Local Government Code 211, Section 211.0165, as amended.

Commented [2]: Removing the recommendation part. Per TLGC the Commission has exclusive authority to designate landmarks. Unless the owner does not consent, in which case Council must approve by a 3/4 vote.



D. Permitted Uses

1. The Downtown Historic District may contain any combination of uses shown in the Use Chart in Article 5, Section 5.1.
2. Within the Downtown Historic District there are both residential and nonresidential uses which may be located in either residential structures or commercial structures. To maintain the architectural and historic character of existing blocks where one type of structure predominates, the following regulations shall apply.
 - a. Residential uses may be in residential structures or commercial structures. Residential uses in commercial structures are only allowed if they occupy less than 40 percent of the floor area of the building; and do not occupy the area adjacent to the street front.
 - b. Nonresidential uses may be in residential or commercial structures. Nonresidential uses in residential structures must be in those blocks where existing residential structures predominate.



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- c. In block faces within the District that are currently developed with residential structures, new construction shall be of historic design. Either residential or nonresidential uses may be located in the residential structures.
- d. In block faces within the Downtown Historic District that are currently developed with commercial structures, new construction shall be of historic design.
- e. Only residential uses are permitted for those lots along Cotton Belt Avenue, and along Keefer Street from Elliot Street on the south to Brown Street on the north, as depicted in Figure 6.1 and on the official zoning map of the City of Wylie.

E. Downtown Historic District Development and Design Standards and Guidelines

1. All properties must meet requirements provided in this section for Site Design, and Architectural Standards.
2. **Purpose of Downtown Historic District Design Standards.** The purpose of these design standards is to ensure the preservation of the historic and architectural qualities which make the Downtown Historic District a unique place by permitting new development compatible with existing historic buildings and by maintaining the historic and architectural qualities of existing buildings.
 - a. Site Design Standards. The purpose of the Site Design Standards is to provide for building and parking placement compatible with existing development.
 - b. Architectural Standards. The purpose of the Architectural Standards is to provide for the preservation of existing historic and architectural qualities of Downtown Wylie, ensure new construction is compatible with these qualities, and to protect and promote the uniqueness of downtown as a commercial area.
 - c. The form of new construction and its integration with existing residential historic structures is critical to maintaining the character of the Historic District. Form includes the size, shape, massing and materials of new construction. It may be defined as a new, stand-alone residential building, as an infill into the district, or a new accessory structure behind an existing residence.

~~e. Encourage the retention of original architectural elements:~~

- ~~i. Wood Windows~~
- ~~ii. Wood Doors~~
- ~~iii. Columns~~
- ~~iv. Chimneys~~
- ~~v. Porches~~
- ~~vi. Trim~~

~~d. Discourage:~~

- ~~i. Painting original brick that has never been painted~~
- ~~ii. The removal or replacement of original windows and doors~~
- ~~iii. The enclosure of porches~~
- ~~iv. The use of cementitious fiber board products except along ground~~
- ~~v. The use of vinyl windows~~

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d. The Federal Secretary of the Interior's guidelines for new buildings in historic districts encourage similarity of form and materials, but not actual replication.

3. **Standards and Guidelines for Demolitions and Relocation.**

a. **DEMOLITION**

Prior to Demolition of a structure, a letter from a structural engineer is required if the request is based on a lack of integrity and structural soundness of the structure. Each request for demolition shall be considered on a case by case basis for contributing structures.

Demolition of a structure will NOT be allowed if any of the items below are met:

1. A structure is of architectural or historical interest and/or value or its removal would be detrimental to the public interest, or
2. The building contributes significantly to the character of the historic district and demolition would create a detrimental view or adversely affect the existing buildings on the block, or
3. A structure is contributing or unusual or uncommon design and materials and it could not be reproduced without great difficulty and/or expense, or
4. If its proposed replacement would not make a positive visual contribution, would disrupt the character or be visually incompatible within the historic district.

Demolition of a structure MAY be allowed if any of the following criteria is met:

1. The building has lost its architectural and historical integrity and importance and its removal will not result in a negative, less appropriate visual effect on the historic district, or
2. The structure does not contribute to the historical or architectural character and importance of the historic district (e.g. a non contributing structure), and its removal will result in a positive, appropriate visual effect in the district.

b. **RELOCATION**

A building may only be moved from one site to another site within the historic district under the following conditions:

1. The building is seriously threatened in its original location,
2. The integrity and structural soundness of the building will be maintained,

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3. The building will be compatible with the overall character, visual appearance and site orientation of existing buildings on the block at the new location, and
4. The removal of the building from its original site will not create a detrimental view or loss of integrity on its immediate block.

A building may be moved from a site outside of the historic district to a site within the historic district under the following conditions:

1. The integrity and structural soundness of the building will be maintained,
2. The building will be compatible with the overall character, visual appearance, and site orientation of existing buildings on the block at the new location, and
3. Any proposed replacement at the original site will result in a more positive visual effect on its immediate block.
4. Any relocated building moved into the historic district shall be rehabilitated and/or repaired in accordance with the applicable sections of these guidelines so as to retain the original character, architectural details, design, and materials of the structure.

4. Site Design Standards

a. Building Placement - Commercial Structures

- i. Buildings shall be placed on the front property line. Buildings may be moved back from the front property line a total of four feet to provide for wider sidewalks and entries, if: The building takes up an entire block face; or is located on a corner; or has a total frontage of more than 50 percent of the block face.
- ii. New commercial structures shall be allowed only in block faces which are predominantly developed with existing commercial structures, or are predominately vacant land.
- iii. Buildings shall be placed on the side property line. Buildings may be moved back from the side property line a total of four feet to provide for wider sidewalks and entries when the side property line is along a street.
- iv. Buildings that go through a block so that they have frontage on two parallel streets, shall treat each frontage as a main façade.
- v. New commercial structures shall construct at least a six (6) foot wide sidewalk.

b. Building Placement - Residential Structures

- i. New single family residential structures are only allowed in blocks which are predominantly developed with existing residential structures.



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- ii Residential structures shall conform with the front yard, side yard and rear yard setbacks of existing residential buildings on the block face. Front yard and rear yard setbacks will be deemed to be in conformity if they are within five feet of the average of the existing setback on either side of the new construction. Side yard setbacks shall be no closer than the side yard setback adjacent to the new construction or 20 feet whichever is less. On corner lots, side yards shall be treated as front yards and shall be the same as that required for the primary front yard.
- iii New a Accessory structures such as garages, sheds, greenhouses, etc. shall be located in a separate structure from the main building, and be visually compatible with the main building and,
 - 1. Shall not extend beyond a platted side or rear building line adjacent to a street. If no building line exists adjacent to a street on an approved plat, the accessory structure shall not be located closer than ten (10) feet from the side or rear property line.
 - 2. Shall not be located closer than five (5) feet to the side property line when the accessory structure is located behind the main building.
 - 3. When the accessory structure is located in the side yard, the setback for the accessory structure will be the same as the setback requirement for the main building.
 - 4. No accessory structure shall be located within the front yard setback.
- iv New residential structures shall construct at least a six (6) foot wide sidewalk.

c. Parking for Nonresidential Uses

- i Onsite surface parking shall generally not be placed in the required front yard and shall generally be separated from public streets by the building which it serves. Exceptions to this requirement include:
 - a. A lot that is used entirely for surface parking with no listed use in accordance with Section 5.2.
 - b. Surface parking on corner lots or lots with frontage on 2 or more public streets shall comply with the above parking requirements along at least one street frontage.
 - c. Where onsite surface parking is constructed to serve existing buildings or additions to existing buildings, the above parking requirements shall not apply.
- ii Existing nonresidential uses may be renovated, reconstructed, and expanded up to 10 percent of their original floor area without having to comply with these parking standards.
- iii If parking requirements are such that it is difficult to rehabilitate buildings or construct new buildings without compromising the historic character of a lot(s) in the Downtown Historic District, the applicant may petition the Commission to consider a reduction in the number of required parking spaces.

Commented [3]: Consider this alternate language in lieu of iv.1



ZONING ORDINANCE

- iii ~~Commercial Uses over 4,000 square feet will be required to provide off street parking under the following standards:~~
 - 1 ~~A minimum of 50% of all required parking, in accordance with Article 5 Use Charts of this Ordinance, shall be located on site as required by specified use. All on-site parking shall be placed a minimum of 10 feet behind the front façade of the building with a landscape buffer provided.~~
 - 2 ~~Alternative materials for driveways and parking spaces may include pavestones, grass pavers or other materials, subject to approval of the City Engineer.~~
 - 3 ~~Up to 25 percent of the required parking can be provided by on-street parking in front or to the side of the building with approval of the City Engineer.~~
 - 43 ~~The remainder of the required parking can be provided by off-site parking facilities within 1,000 feet of the site with approval of the property owner.~~
 - 54 ~~Upon a finding that a parking reduction is necessary to preserve historic buildings and maintain the design integrity of the Downtown Historic District, the Commission may grant parking variances up to a maximum of 75 percent of the required parking.~~
- iv Off-street parking lots with over 20 spaces are required to have landscaping and lighting that meets the standards for other nonresidential developments. (Article 4, Section 4.3)

Commented [4]: Discuss: Is this feasible with smaller lot configurations in the DTH? Could/should it be worded differently?

d. Parking for Residential Uses

- i Parking for residential use shall be on site and shall provide a minimum of two parking spaces.
- ii Alternative materials for driveways and parking spaces may include pavestones, grass pavers or other materials, subject to approval of the City Engineer.

5. Architectural Design Standards

a. Street Facade – Commercial Structures

- i. Primary street facades for nonresidential buildings in the Downtown Historic District shall have the following basic features of existing historic buildings:
 - 1. Cornice at top of facade;
 - 2. Display windows with transom windows above and lower window panels below.
 - 3. Pilasters that divide the facade vertically and separate the display windows units into discrete visual elements.
 - 4. Second floor windows, recessed with multiple lights, lintels, and sills.
- ii. Architectural elements such as doors, windows, awnings, canopies and architectural details shall be compatible with the overall visual qualities existing within the historic buildings downtown. Maintain as much of the original basic façade as possible. The basic façade consists of three parts: the storefront, with



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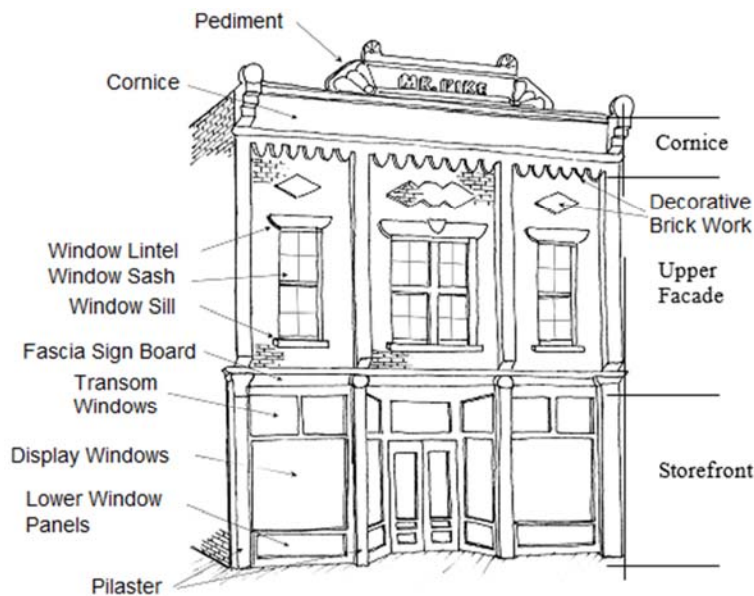
large display windows and transom; the upper façade, with large regularly spaced windows; and the decorative cornice. Similar base standards shall be incorporated on street facades facing a side street.

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- iii. Choice of color for the primary facade, various architectural elements, or details shall be in conformance with the color scheme existing within downtown and appropriate for the historic and architectural character of the commercial structure. (Sherwin Williams Preservation Palette, Valspar Historic Color Palette or equal would be an approved color palette)
- iv. In addition to the above, all commercial structures shall have at least two of the following desirable design features as appropriate:

- 1. Street facades on side streets that meet the requirement for primary facades; or
- 2. Buildings on corners which create a diagonal corner cut with the entrance on the corner; or
- 3. Pediments added to the top of the facade; or
- 4. Decorative brickwork and architectural detailing on or around the cornice, fascia, pilasters, or around windows; or
- 5. Use of natural wooden doors with glass windows; or
- 6. Projecting canopies and or awnings placed over the ground floor windows and doors

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ZONING ORDINANCE

FIGURE 6-2 TYPICAL FEATURES OF COMMERCIAL STRUCTURES IN THE DOWNTOWN HISTORIC DISTRICT**b. Street Facade – Residential Structures**

- i. Residential structures within the Downtown Historic District shall have identifiable features appropriate to the architectural style of the building. These features may include the following:
 1. Covered porches integrated into the front facade of the main structure;
 2. Multiplicity of roof forms;
 3. Columns and railings defining porch;
 4. Windows with multiple lights;
 5. High pitch roof lines; and
 6. Architectural detailing of gables, window and door casings, eave lines, and foundations.
 7. Use of skirting along the base of the building, in a manner appropriate to the architectural design of the building; Skirting materials shall be durable, suitable for exterior exposure, and installed in accordance with the manufacturer's installation instructions. Skirting shall be secured as necessary to ensure stability, to minimize vibrations, or minimize susceptibility to wind damage; or
 8. Use of foundation plantings to soften and conceal the foundation; or
 9. Use of architectural detailing appropriate to the architectural style of the building. Architectural detailing includes but is not limited to elements such as carving in porch rails, turned stiles, use of ornamentation around windows, doors, eave lines, porches, and decorative windows and materials within gables.
 10. Choice of color for the primary facade, various architectural elements, or details shall be in conformance with the color scheme appropriate for the architectural style of the residential structure. (Sherwin Williams Preservation Palette, Valspar Historic Color Palette or equal would be an approved color palette)

c. Identifying Features - Residential Structures

According to A Field Guide to American Houses by Virginia Savage McAlester.

The first step in identifying the style of your house is to take a good look at the outside. Take note of the roof shape, the arrangement of the windows and doors, the basic shape of the building, the materials and the details. Over the years, your house may have undergone renovations since it was built. It may have a different type of siding, ornament may have been removed or added, or windows may have been changed. It is often possible to determine the style of an altered house by its shape and roof type.

Although your house will probably not be exactly like any of the examples shown, you should look for similar shapes, materials, and details. This list is not intended to be all inclusive, but to give a small example of the various architectural styles. Then read the

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ZONING ORDINANCE

description of that style to find out more about its history and specific characteristics. A style shall be a unique individual expression or part of a broad cultural pattern

Commented [5]: From city of Lancaster Historic Residential Design

Federal: 1815 - 1840

Federal houses are square or rectangular in plan, two to three stories high, and constructed of brick or wood. Semi-circular or elliptical fanlight over front door (with or without sidelights). Most commonly a simple box, with doors and windows arranged in strict symmetry. However, the box may be modified by projecting wings or attached dependencies.

National Folk: 1850-1890

The National folk/farmhouse style home consists of a rectangular shape with side-gabled roofs or square layouts with pyramidal roofs. Simple and minimal detailing, minimal to medium eave overhang. There are typically six house shapes: Gable-front, Gable-front and wing, Hall and parlor, I-house, Massed plan/side gabled, and Pyramidal.

Folk Victorian: 1870-1910

Folk Victorian have medium pitched gabled roofs with decorative shingles in gable ends, often with pent roofs. It is often identified by basic or simpler details with asymmetrical floor plans, with Carpenter Gothic detailing. Some of the features include cypress siding, a bay window, cross gabled roof, and an asymmetrical floor plan.

Queen Anne & Shingle: 1880 To 1900 (Brown House)

Queen Anne houses are brick with wood shingled or stuccoed upper floors, or wood with surfaces variously sided with clapboards and an assortment of shingle patterns. Steeply pitched roofs of irregular shape, may have hip or multi-gabled roofs, or a combination of both. Towers, dormer windows, stained glass windows, bay windows, turrets, encircling porches, and tall chimneys with decorative brick patterns are typical.

Colonial Revival: 1880-1955

Colonial Revival is used to describe houses based on designs from the Colonial period in American history. Typical characteristics include windows with sashes, usually with multi-pane glazing in one or both sashes and frequently in adjacent pairs, accentuated front door, normally with decorative crown supported by pilasters or extended forward and supported by slender columns to form entry porch, sidelights and transom windows may be present, facade is typically symmetrically balanced.

Prairie: 1900 To 1920



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Houses of the Prairie style are characterized by hipped low-pitched or flat roofs with wide overhangs, banded casement windows, and low, massive chimneys. The eaves, cornices, and facade detailing emphasize the horizontal lines; often with massive, square porch supports.

Craftsman: 1905-1930

Most Craftsman style homes have low-pitched, gable roof (occasionally hipped) with wide, unenclosed eave overhangs; roof rafters are usually exposed and have decorative (false) beams or braces commonly added under gables; full or partial-width porches are typically covered by a lower gable, with roof supported by tapered square column; column or piers frequently extend to ground level (without a break at level of porch floor); commonly one or one-half stories high, although two-story examples occur in every subtype.

Bungalow: 1910 To 1940

The Bungalow is a more simple Craftsman style square or rectangular plan. Simple design, sparse decoration, and natural materials are the essential components of the bungalow style. Low-sloping gable roof, open floor plans, large front windows, and broad front porches, typically either a single story or has a second, half, or partial story, that is built into a sloped roof. Bungalows are typically small in terms of size and square footage and often are distinguished by the presence of dormer windows and verandas?

Airplane Bungalow: 1910 To 1940

The Bungalow is a more simple Craftsman style square or rectangular plan. Simple design, sparse decoration, and natural materials are the essential components of the bungalow style. Low-sloping gable roof, open floor plans, large front windows, and broad front porches, typically either a single story or has a second, half, or partial story, that is built into a sloped roof. Bungalows are typically small in terms of size and square footage and often are distinguished by the presence of dormer windows and verandas?

Minimal Traditional: 1935 To 1950

Low to medium pitched roof, little or no eave overhang, more often gabled roof with a front door entrance under the front cross gable, double-hung windows, typically multi-pane or 1 over 1, generally small one-story residences with minimal added architectural detail.

Note:

A later addition to an old house may have gained significance on its own. Don't assume it's worthless just because it's not part of the original building. For example, Greek Revival



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buildings built between 1830 and 1850 had plain window decorations. Some of these were "updated" with more elaborate Italianate window decoration in the 1870s. Since this later decoration reflects a style of architecture now over 100 years old, it too has gained historic significance and is architectural evidence which tells us something about the history of the building; such later decoration should not be removed.

Commented [6]: Reword this to fit Wylie character

- ~~6.~~
- ~~i. Residential structures shall face the main street.~~
 - ~~ii. Residential structures that have a room projecting from the primary line of the front facade shall have a covered porch across the inset portion of the facade.~~
 - ~~iii. Residential structures which do not have any projecting rooms shall have a covered porch across at least two thirds of the width of the facade.~~
 - ~~iv. Porches on residential structures shall be covered with a roof that is integral to the main roof of the structure, or covered with a roof that is a substantial architectural element integral to the design of the front facade.~~
 - ~~v. Porches shall have columns and railings around the edge of the porch except for the entrance steps.~~
 - ~~iii. Choice of color for the primary facade, various architectural elements, or details shall be in conformance with the color scheme appropriate for the architectural style of the residential structure. (Sherwin Williams Preservation Palette, Valspar Historic Color Palette or equal would be an approved color palette).~~
 - ~~iv. In addition to the above, new all residential structures shall have at least two of the following desirable design features as appropriate:~~

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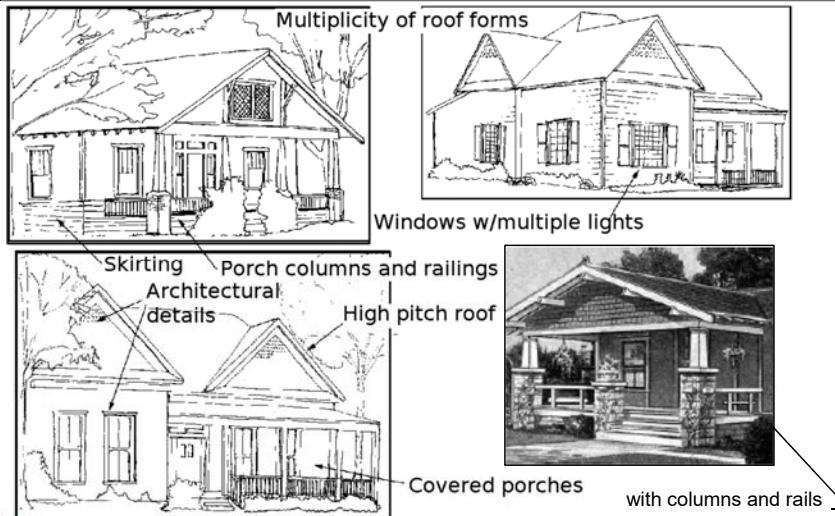


FIGURE 6-3 TYPICAL FEATURES OF RESIDENTIAL STRUCTURES IN THE DOWNTOWN HISTORIC DISTRICT

1. Use of skirting along the base of the building, in a manner appropriate to the architectural design of the building; Skirting materials shall be durable, suitable for exterior exposure, and installed in accordance with the manufacturer's installation instructions. Skirting shall be secured as necessary to ensure stability, to minimize vibrations, or minimize susceptibility to wind damage; or
2. Use of foundation plantings to soften and conceal the foundation; or
3. Use of architectural detailing appropriate to the architectural style of the building. Architectural detailing includes but is not limited to elements such as earving in porch rails, turned stiles, use of ornamentation around windows, doors, eave lines, porches, and decorative windows and materials within gables.

c. Building Proportions – Commercial Structures

- i. New construction height, width and massing should be consistent with the scale of adjacent contributing structures.
- ii. Traditional patterns should be incorporated into new construction whenever possible.
- iii. The ground floor facade shall have at least 45 percent of its area in transparent windows, or doors. The second floor facade shall have at least 20 percent of its area in windows. The area of windows includes any mullions framing individual lights within the window frame.
- iv. The building height shall not exceed forty-five (45') feet at the highest point for architectural elements including but not limited to turrets, pinnacles and pediments.



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d. Building Proportions – Residential Structures

- i. New residential structures within the Downtown Historic District should respect building heights in accordance with period specific design.
- ii. The building height shall not exceed forty-five (45') feet including architectural elements.

e. Building Materials - Commercial Structures

The base facade materials for commercial structures within the Downtown Historic District shall be brick or stone. Architectural details, trim, window or door framing may be wood, stone, cast stone, cast iron, or other materials compatible with the historic and architectural character of the Downtown Historic District.

f. Building Materials – Residential Structures

- i. The primary exterior material for residential structures within the Downtown Historic District shall be wood siding and/or composite masonry materials having a wood pattern.
- ii. The width of the siding shall be between four and five inches in width.
- iii. Renovation to existing residential structures should use materials which are compatible with the existing residential structure. Adherence to these material standards are encouraged where appropriate and/or possible.
- iv. ~~All development is defined by the base, middle and roof elements with particular attention to the front façade as this is the section that defines the character of the streetscape for the DTH. See Figure 6-4.~~



FIGURE 6-4 EXPRESSION OF BASE, MIDDLE AND ROOF ELEMENTS

g. Fencing – Commercial Structures



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Any fencing for commercial structures within the Downtown Historic District shall be in the rear of the building.

h. Fencing – Residential Structures

- i. Fencing placed in the front of the residential structure shall be limited as follows:
 - a. Height not to exceed 3 feet;
 - b. At least 50 percent of the surface area of the fence shall be open and transparent;
 - c. Made from wood or wrought iron. Masonry or brick may be used for columns with wood or wrought iron fence panels;
 - d. Have the posts and rails facing the inside of the fence.
- ii. Fences placed in the side or rear yard shall be permitted to a height of 8 feet maximum and shall be constructed of wood or wrought iron. Masonry or brick may be used for columns with wood or wrought iron fence panels. All fences placed in front of the residential building shall be decorative in design.

6. Signs

Purpose: All signs in this section are applicable to the Downtown Historic District only and are not appropriate to any other zoning district. The purpose of this section is to ensure that the area, material, and placement of new signs and alterations made to existing signs are appropriate to the architectural design of the building and the district, and that signs do not visually obscure significant architectural features of a building or the district in general.

a. General Provisions:

- (i) Pole sign means any sign erected on a vertical framework consisting of no more than two uprights supported by the ground and where there is a physical separation between the base of the sign and the ground.
- (ii) Signs shall be constructed of materials that are not subject to deterioration when exposed to the weather. Internally illuminated signs must be constructed of non-combustible material or approved plastics.
- (iii) New signs should respect the size, scale and design of the historic building.
- (iv) New signs should not obscure significant features of the historic building.
- (v) No sign permitted under the regulations of this section shall be installed without first obtaining zoning clearance and a sign permit.

b. Signs for Residential Structures

- i. The sign area of any one face shall not exceed sixteen (16) square feet in area. The sign area of a pole sign shall not comprise more than seventy percent (70%) of the entire sign structure.
- ii. The maximum height of a pole sign structure shall be six (6) feet when no lighting is included. The maximum height of a pole sign structure shall be eight (8) feet when a globe type light is included.



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- iii Logos and symbols may be illuminated or backlit by fluorescent fixtures. The use of indirect lighting is also allowed.
- iv The use of a fluorescent color on a sign is prohibited.
- v No more than one pole sign may be displayed on a premise at any given time.
- vi The sign may be placed adjacent to the public right-of-way, provided it does not encroach on the sight visibility triangle and is a minimum of six feet from the outside face of curb.
- vii Single acorn type luminaires, flutes, moldings or other traditional details are strongly preferred. See Figure 6-~~5~~2.



Figure 6-2 Typical Pole Sign Features for Residential Structures

c. Signs for Commercial Structures

- i The size of the sign shall be in proportion to the building and the neighboring structures and signs.
- ii The total maximum allowable sign area for each building face is one square foot per one linear foot of a single tenant, not to exceed 70 square feet, whichever is less.
- iii The total maximum allowable sign area for each building face is one square foot per one and one-half (1-1/2) linear foot of a multi-tenant building, not to exceed 100 square feet whichever is less.



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- iv Signs shall be mounted or erected so they do not obscure the architectural features or openings of a building.
- v No sign or portion of a sign shall extend above the cornice line at the top of the building face. Roof top signs are prohibited.
- vi For buildings without a recognizable style, the sign shall adopt the decorative features of the building, utilizing the same materials and colors.
- vii The structural materials of the sign should match the historic materials of the building. Wood, metal, stucco, stone or brick, is allowed. Plastic, vinyl or similar materials are prohibited. Neon, resin to give the appearance of wood, and fabric may be used as appropriate.
- viii Attached signs may only be illuminated utilizing internal lighting. Exterior letters with exposed neon lighting are allowed.

d. Window Signs

Window signs do not require a permit or a permit fee. Window Signs must meet the following regulations:

- i. Window Signs must not obscure more than 20 percent of the window area per façade.
- ii. No illuminated Window Signs shall be allowed where it creates an unduly distracting and hazardous condition to motorist, pedestrian or the general public..

e. Awning Signs

- i. An Awning may extend the full length of the wall of the building to which it is attached and shall solely be supported by the exterior wall of the building. The awning sign shall be no more than six feet (6') in height and shall not be placed less than eight feet (8') above the sidewalk.
- ii. The artwork or copy for an Awning Sign shall not exceed twenty percent (20%) of the area of the Awning and shall extend for no more than sixty percent (60%) of the length of the Awning.

f. Projecting Signs

- i Signs shall be constructed of noncombustible material.
- ii Signs shall not project more than three feet (3'), measured from the building face and shall not be closer than two feet (2') from the back of the curb line.
- iii Bottom of the sign shall be at least 8 feet above the sidewalk.
- iv Signs shall be compatible in design, shape, and material with the architectural and historic character of the building.
- v Signs shall not exceed sixteen (16) square feet per sign face.

g. Canopy Signs

- i A Canopy Sign is a permanent structure that is supported by the building or by a support extending to the ground directly under the canopy. The Canopy Sign may be attached to, or be an integral part of the face of a canopy.



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- ii The artwork or copy on a Canopy Sign shall not exceed ten percent of the face of the canopy, or a maximum of twenty-five (25) square feet, whichever is greater.
- iii An illuminated stripe may be incorporated into a canopy. The stripe may extend along the entire length of the face of the canopy. The width or thickness of the stripe shall be limited to one-third of the vertical dimension of the face of the canopy. The internal illumination of a canopy is limited to the portions of the canopy face on which a sign or stripe is permitted.

h. Special Events Banner Signs

- i A Special Event Banner sign is composed of cloth, plastic, canvas or other light fabric.
- ii Only banners promoting or supporting local community events will be permitted over public right-of-ways.
- iii An application to place a banner over a public right-of-way shall be submitted to the Building Inspections Department at least 10 days before the date to be installed.
- iv The City of Wylie may erect and remove banners over public right-of-way. Banners may only be installed at locations approved by the City.
- v The maximum banner size allowed is 4 x 36 feet, unless extended over the public right-of-way. Banners must be in good repair at all times.
- vi The banner may remain a maximum of fourteen (14) days. A maximum of two banners can be hung for each event with placement of the second banner provided as space allows. Only one banner will be hung at each location.
- vii When a banner over the public right-of-way is removed, the applicant is responsible for picking up the banner from the City of Wylie Service Center within ten (10) working days of the removal date. A late fee of \$50 will be charged for banners left after the ten (10) day period. Unclaimed banners will be disposed of 30-days after removal date.
- viii Banners not defined as Special Events Banners are regulated by the City's current Sign Ordinance and as amended.

i. A-Frame/Sandwich Board Signs

- (i) No more than one a-frame or sandwich board sign per business shall be allowed, and a minimum of four feet of clear sidewalk shall be maintained at all times. The sign shall be sufficiently weighted or anchored to prevent movement by wind or other elements.
- (ii) No a-frame or sandwich board sign shall exceed eight square feet per face or four feet in height. The entire sign structure shall be calculated as the total of sign area.



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- (iii) Materials suggested for use for signs are finished hardwoods, or softwoods. Materials not allowed include, but are not limited to, fluorescent materials, paper or fluorescent paints.
- j. Encroachment into Public Right-of-Way. Any sign that is located upon or overhangs a public right-of-way shall be approved by the Public Works Director or his/her designee on forms provided by the City of Wylie.
- k. **Exempt Incidental Signs.** Small incidental signs can be installed along a business frontage without permit approval from the City. Incidental signs are commonly seen as menu boards, open signs, small window signs noting hours of operation, and small hanging signs. Incidental signs do not include other signs specifically listed within this ordinance. Although a permit is not required for these type signs, the following guidelines must be maintained.
 - i No more than three (3) incidental signs per building entrance.
 - ii Maximum area allowed is 3 sq. ft. each, with a total cumulative area not to exceed 7 sq. ft.;
 - iii Incidental signs that project over or into a pedestrian right-of-way must be at least 7'-6" above the sidewalk;
 - iv Cannot project beyond the awning;
 - v Cannot extend above the awning;





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Figure 6-6 Exempt Incidental Signs

- l.** Mural Signs shall be reviewed and approved by the Building Official for compliance with the definition of a mural and other applicable local, state, and federal laws.
- m.** Signs denied by the Building Official shall be subject to review pursuant to Sec 22-443 (10) Variances of the city's Sign Ordinance, as amended.

HISTORIC ARCHITECTURE

IDENTIFYING FEATURES GUIDELINES

The Wylie City Council and Historic Review Commission has deemed the architectural character of Wylie as a valuable resource worthy of preservation. Wylie's historic style varies across the district and throughout the city.

The photos and descriptions listed in the below design guidelines are not intended to be all inclusive, but to give a small example of the various historical architectural styles that exist throughout Wylie.

First, to determine the style of your house, note the characteristics of the exterior facade.

1. What shape is the roof:
 - a. Side-gabled
 - b. Front-gabled
 - c. Cross-gabled
 - d. Gabled front and wing
 - e. Hipped
 - f. Steep pitch
 - g. Moderate or varied pitch
 - h. Low pitch
 - i. Minimal to medium eave overhang
2. What are the window arrangements:
 - a. Paired windows
 - b. horizontal panes
 - c. Large panes surrounded by smaller panes
 - d. Round windows in pediment
 - e. 2 over 2 double hung windows
 - f. Large single pane below smaller upper pane
3. What type of door
 - a. Transom lights
 - b. Round fanlight or elliptical fan light with sidelights
 - c. Rectangular transom and sidelights
 - d. Six to eight panel door
 - e. Pilasters to side of door
 - f. Curved panels on door (French Provincial)
4. What is the basic shape of the building
 - a. Broad, low one story
 - b. American four-square
 - c. bi-level split
 - d. Asymmetrical
5. What are the primary materials

- a. Wood
- b. Brick
- c. Stone

It is possible that alterations were made from its original design. It may have a different type of siding, ornaments may have been removed or added, or windows may have been changed. It is often possible to determine the style of an altered house by its shape and roof type.

Although your house will probably not be exactly like any of the examples shown, you should look for similar shapes, materials, and details. Then read the description of that style to find out more about its history and specific characteristics.

National Folk: 1850-1890**After 1850-1890**

Medium-pitched roof

Minimal to medium eave overhang

Simple and minimal detailing

One to two stories in height

Six house shapes:

- Gable-front,
- Gable-front-and-wing,
- Hall-and-parlor,
- I-house,
- Massed-plan/side-gabled,
- Pyramidal



Folk Victorian: 1870-1910

Folk Victorian have medium pitched gabled roofs with decorative shingles in gable ends, often with pent roofs. It is often identified by basic or simpler details with asymmetrical floor plans. with Carpenter Gothic detailing. Some of the features include cypress siding, a bay window, cross gabled roof, and an asymmetrical floor plan.



Queen Anne & Shingle: 1880 To 1900 (Brown House)

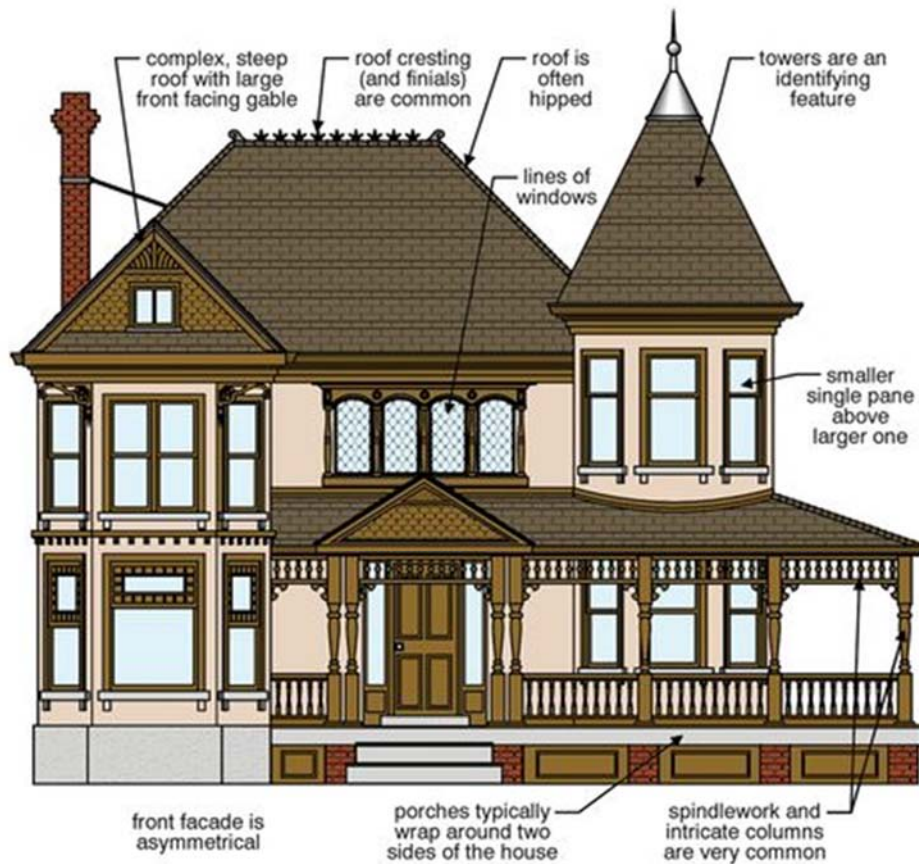
Queen Anne houses are brick with wood shingled or stucco-ed upper floors, or wood with surfaces variously sided with clapboards and an assortment of shingle patterns. Steeply pitched roofs of irregular shape, may have hip or multi-gabled roofs, or a combination of both. Towers, dormer windows, stained glass windows, bay windows, turrets, encircling porches, and tall chimneys with decorative brick patterns are typical.

301 N. Ballard



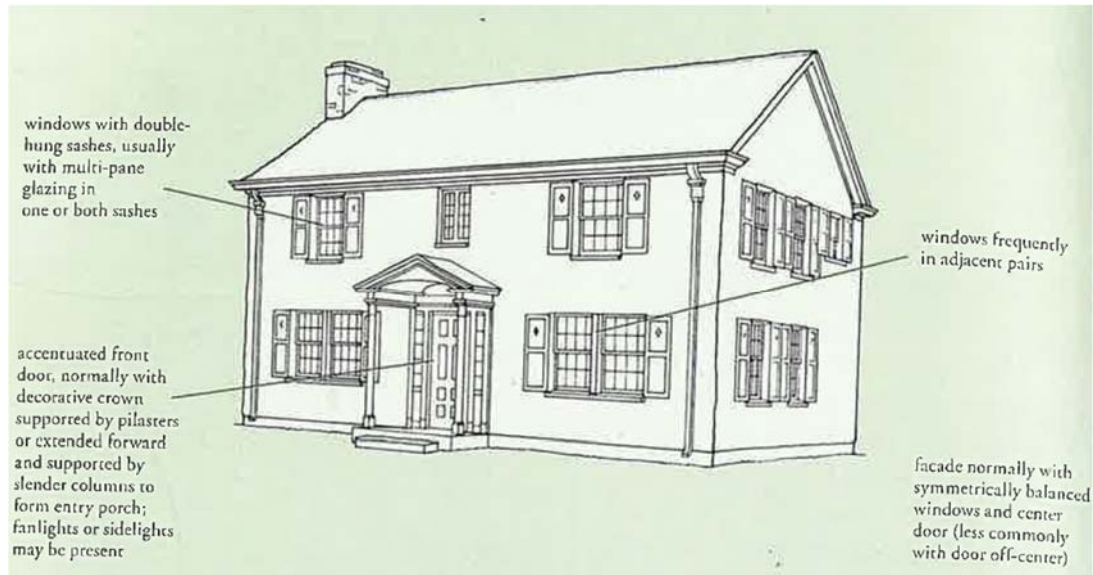
Queen Anne

late 1800's to early 1900's



Colonial Revival: 1880-1955

Colonial Revival is used to describe houses based on designs from the Colonial period in American history. Typical characteristics include windows with sashes, usually with multi-pane glazing in one or both sashes and frequently in adjacent pairs, accentuated front door, normally with decorative crown supported by pilasters or extended forward and supported by slender columns to form entry porch, sidelights and transom windows may be present, facade is typically symmetrically balanced.



Craftsman: 1905-1930

Most Craftsman style homes have low-pitched, gable roof (occasionally hipped) with wide, unenclosed eave overhangs; roof rafters are usually exposed and have decorative (false) beams or braces commonly added under gables; full or partial-width porches are typically covered by a lower gable, with roof supported by tapered square column; column or piers frequently extend to ground level (without a break at level of porch floor); commonly one or one-half stories high, although two-story examples occur in every subtype.

211 N Keefer Dr



Airplane Bungalow: 1910 To 1940

The Bungalow is a simpler Craftsman style square or rectangular plan. Simple design, sparse decoration, and natural materials are the essential components of the bungalow style. Low-sloping gable roof, open floor plans, large front windows, and broad front porches. Typically, either a single story or has a second, half, or partial story, that is built into a sloped roof. Bungalows are typically small in terms of size and square footage and often are distinguished by the presence of dormer windows and verandas.

**Our Mission...**

*...to be responsible stewards of the public trust,
to strive for excellence in public service
and to enhance the quality of life for all.*

211 N Keefer Dr
Wylie, TX 75098-4432

Subject: Request to Feature Your Historic Home in Supplemental Guidelines

Dear Stone Sandra Sue,

According to Collin County Appraisal District, you are the listed property owner of the above address. The city is in the process of updating our historic zoning ordinance, which will include supplemental guidelines of the architectural character of our community.

The purpose of these supplemental guidelines is to promote and preserve our local historic character. We believe that photographs of your historic home would greatly enrich the document and help us celebrate the diverse architectural legacy of our great city.

Your home, with its rich history and unique architectural features, represents an important part of our local heritage. We believe that featuring it in our guidelines would not only showcase the beauty and significance of your historic home but also contribute to the broader understanding and appreciation of preserving our community's historic architectural character.

We assure you that any photographs of your home used in the document will be treated with the utmost respect and professionalism. We understand the importance of preserving the privacy and integrity of historic properties, and we will ensure that your home is represented accurately and tastefully.

We would be honored to include an exterior photo of your historic home in our document. No address will be included in the document. There is no monetary value for inclusion. The Guidelines will not be sold. If you are willing to participate, we kindly ask you to sign and return the permission form to use a photograph of your home in our document.

Thank you for considering our request. We look forward to hearing from you soon and hope to have the privilege of featuring your historic home in our guidelines.

Sincerely,

Jasen Haskins, AICP
Director of Community Development

Sandra Stone
Historic Review Commission Chair

Our Mission...

*...to be responsible stewards of the public trust,
to strive for excellence in public service
and to enhance the quality of life for all.*

211 N Keefer Dr
Wylie, TX 75098-4432

Subject: Request to Feature Your Historic Home in Supplemental Guidelines



PERMISSION FORM

_____ I consent for a photograph of my home to be included in the Supplemental Guidelines publication.

_____ I have included a photo that I would like for you to consider.

_____ I do not consent for a photograph of my home to be included in the Supplemental Guidelines publication.

Homeowner signature: _____

Property Address: _____

HISTORIC ARCHITECTURE
IDENTIFYING FEATURES GUIDELINES

Proposed Properties to include

201 E Jefferson St
201 N Jackson Ave
900 S. Birmingham
100 S. Third
211 Masters
405 N Ballard
101 S. Jackson
206 Keefer