

# Wylie Historic Review Commission Regular Meeting

September 26, 2024 – 6:00 PM

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



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## 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 approval of the meeting minutes from the August 22, 2024 Historic Review Commission Meeting.

## REGULAR AGENDA

1. Consider and act upon a request to change the meeting start time of the Historic Review Commission from 6:00pm to 6:30pm.

## WORK SESSION

WS1. Hold a work session to discuss amendments to Section 6.3 of the Zoning Ordinance.

## 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 September 20, 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.

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*Stephanie Storm, City Secretary*

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*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 August 22, 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

August 22, 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, 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.

## 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.

### Commission Action on Consent Agenda

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

## 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.

### Commission Action on Regular Agenda

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

## ADJOURNMENT

A motion was made by Chair Stone and seconded by Commissioner Hoermann to adjourn. A vote was taken and carried 6 – 0. Chair Stone adjourned the meeting at 6:09 p.m.

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Sandra Stone – Chair

## ATTEST

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Gabby Fernandez - Secretary



# Historic Review Commission

## AGENDA REPORT

**Department:** Planning

**Account Code:** \_\_\_\_\_

**Prepared By:** Renae' Ollie

### Subject

Consider and act upon a request to change the meeting start time of the Historic Review Commission from 6:00pm to 6:30 pm.

### Recommendation

Motion to **(approve, or deny)** a request to change the meeting start time of the Historic Review Commission from 6:00pm to 6:30 pm.

### Discussion

At the request of two board members, it has been asked to consider changing the meeting start time from 6:00 pm to 6:30 pm. One of the Commissioners has expressed the difficulty of getting to meetings by 6pm.

Since its establishment, the HRC board meeting has started at 6:00 pm. With the exception of the Library Board which starts at 7pm, most of the city's board meetings start at 6pm. However, it wasn't until 2014 that the Planning and Zoning Commission meeting changed from 6:30 pm to 6:00 pm. A primary factor in a 6:00 pm start time was to reduce staff overtime.

Staff realizes that it may be difficult for some board members and even citizens to attend meetings. However, 6pm is the traditional start time for city meetings, including City Council, and is the time represented to those interested in serving.

HRC does not meet every month, but when it does, staff gives as much notice as possible to the board members to allow them to schedule their time accordingly. Also, as with any job we understand there are times when things come up that prevent a board member from arriving on time or at all in some cases.

Staff humbly ask that the HRC meetings continue with a 6:00 pm start time.



# Historic Review Commission

## AGENDA REPORT

**Department:** Planning

**Prepared By:** Renae' Ollie

**Account Code:** \_\_\_\_\_

### Subject

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

### Recommendation

Discussion

### Discussion

At its July 25, 2024 meeting Staff discussed with the Commission amendments to Article 6, Section 6.3 Downtown Historic District guidelines and regulations. Those comments have been incorporated into the attached document for review and further discussion.

Summary of amendments:

- Added a description for Ranch style house in Section 5.f. Building Materials to allow for brick facades.
- Added identifying features for Ranch style houses in Section 5.g.
- Add Section 7. Security Hardware (burglar bars) on Buildings

Discuss Section 6. Signs h. Special Events Banner Signs



## 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 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.

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.

#### ***B. District Boundaries***

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





## ZONING ORDINANCE

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.

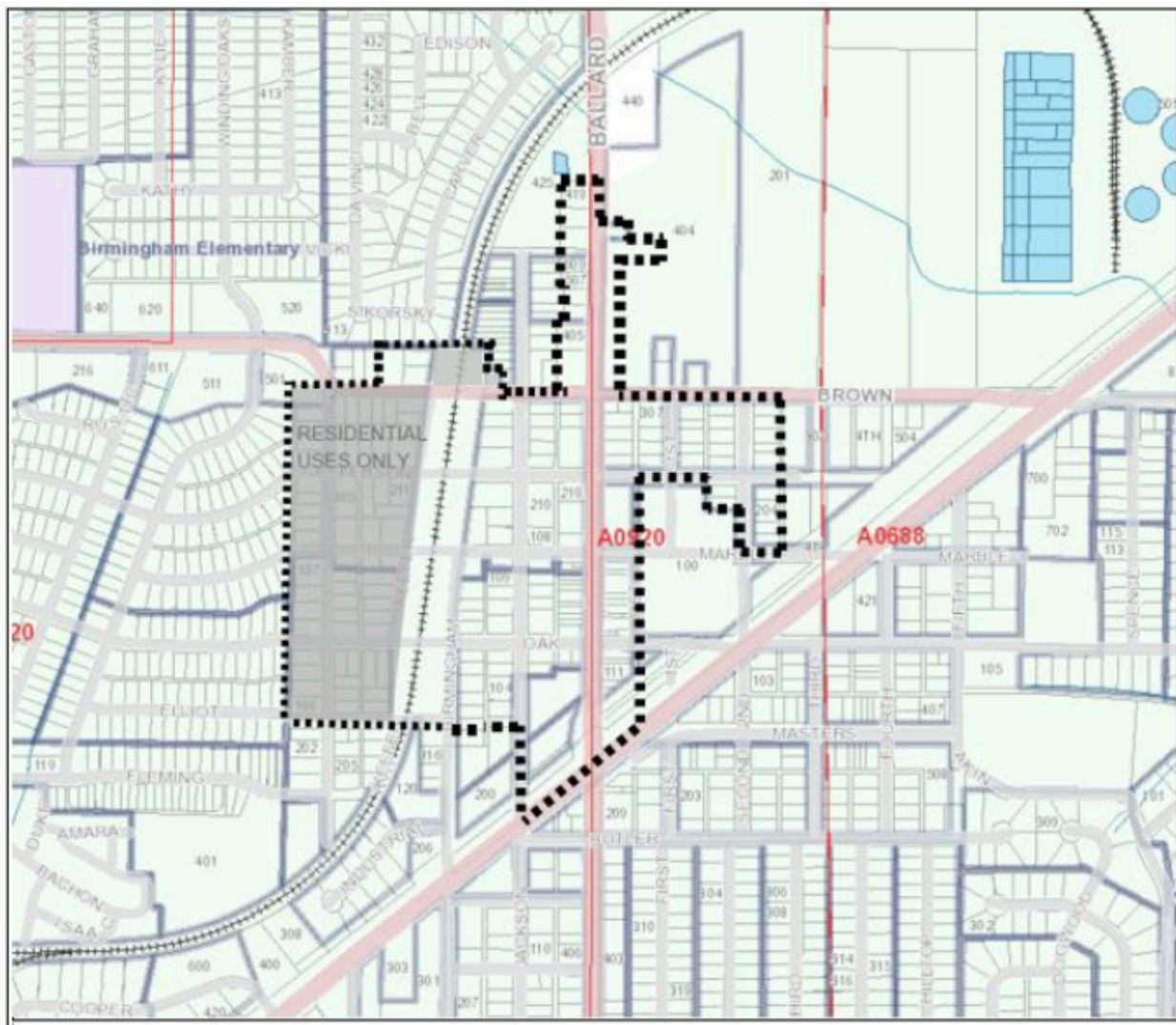


FIGURE 6-1 DOWNTOWN HISTORIC DISTRICT BOUNDARIES

### 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



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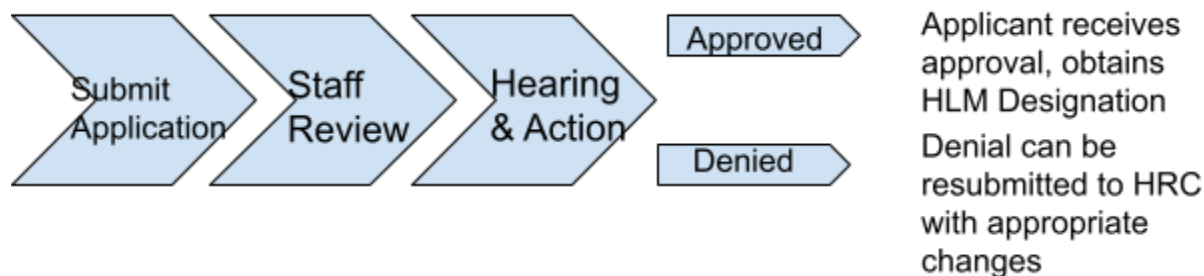
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- construction or substantial renovation, revisions to the ordinance, and planning efforts to fulfill the purpose of the Downtown Historic Ordinance and to consider future amendments and long range goals of the District.
- c. Submission of Plans. A 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
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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.
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. Designation of city landmarks will be made in accordance with Local Government Code 211, Section 211.0165, as amended.



#### 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.



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- 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.
- 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.
  - 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



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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,
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.





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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.
- 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



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treated as front yards and shall be the same as that required for the primary front yard.

- iii New 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.
- iv Alternative materials for driveways and parking spaces may include pavestones, grass pavers or other materials, subject to approval of the City Engineer.





## ZONING ORDINANCE

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- v 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)

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

**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. 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.



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- 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.

**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.

**g. 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 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



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**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**

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,



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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.



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**Ranch: 1935-1975**

Broad one-story shape; low-pitched roof typically with carport or garage incorporated under main roof; asymmetrical facade with front entry usually located off-center. Variations: no carport/garage, with carport or garage (1 car or 2 car).

**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 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.

**h. Fencing – Commercial Structures**

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

**i. 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.



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**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.
- 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 6-2.



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.
- 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





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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.
- 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.



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- 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.
- 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.

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- 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;



Figure 6-3 Exempt Incidental Signs



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- 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.