

Wylie Historic Review Commission Regular Meeting

July 23, 2026 – 6:00 PM

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



CALL TO ORDER

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.

REGULAR AGENDA

Election of Chair and Vice-Chair

Nominate and motion for Chair

Nominate and motion for Vice-Chair

PRESENTATIONS

CONSENT AGENDA

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

A. Consider and act upon the approval of the meeting minutes from the March 26, 2026, Historic Review Commission Regular Meeting.

WORK SESSION

WS1. HRC Orientation presentation

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

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 July 16, 2026, at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

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

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

Texas Government Code Section:

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

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



Historic Review Commission

AGENDA REPORT

Department: Planning

Item: A

Prepared By: Gabby Fernandez

Subject

Consider and act upon meeting minutes from the March 26, 2026, Historic Review Commission Regular Meeting.

Recommendation

Motion to approve as presented.

Discussion

The minutes are attached for your consideration.

Wylie Historic Review Commission Regular Meeting

March 26, 2026 – 6:00 PM

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



CALL TO ORDER

Chair Allison Stowe called the meeting to order at 6:01 p.m. In attendance were Chair Allison Stowe, Vice-Chair Sandra Stone, Commissioner Krisleigh Hoermann, Commissioner Tommy Todd, and Commissioner Bekka Herpeche. Staff present were Director of Community Services Jasen Haskins and Administrative Assistant Janet Pieper. Absent were Commissioner Edwin Caffrey and Commissioner Kali Patton.

COMMENTS ON NON-AGENDA ITEMS

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One speaker 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 September 25, 2025, Historic Review Commission Meeting.

Commission Action on Consent Agenda

A motion was made by Commissioner Hoermann and seconded by Vice-Chair Stone to approve the Consent Agenda with an amendment to correct "Chair Allison Stowe." A vote was taken and carried 5 – 0.

WORK SESSION

WS1. Work Session to discuss a Downtown Historic District building guidebook

Director Haskins opened the work session to discuss the Downtown Historic Building Guidebook.

ADJOURNMENT

A motion was made by Vice-Chair Stone and seconded by Commissioner Hoermann to adjourn. A vote was taken and carried 5 – 0. Chair Stowe adjourned the meeting at 6:37 p.m.

*Allison Stowe – Chair***ATTEST**

Gabby Fernandez - Secretary



Historic Review Commission

AGENDA REPORT

Department: Planning

Item: WS - 1

Prepared By: [Jasen Haskins](#)

Subject

HRC Orientation presentation

Recommendation

Discussion

Discussion

Staff will give a presentation on the roles and responsibilities of the Historic Review Commission. Q&A will follow, as needed.

Welcome to the Historic Review Commission (HRC)

HRC Adoption

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

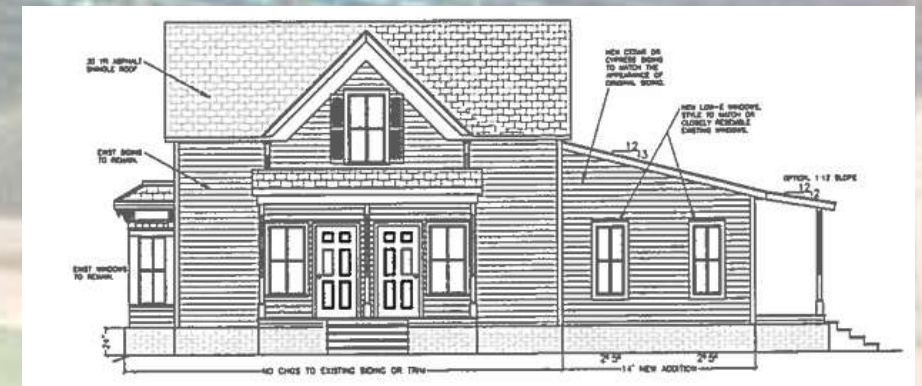
New Construction

- 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

Rules and Procedures

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)

Texting during a meeting may and can constitute as Public Information, please refrain from using personal devices during meetings.

Other Considerations

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

Planning Staff

Director of Community Development

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 - 972-516-6324

Senior Planner

- kevin.molina@wylietetexas.gov
 - 972-516-6323

Administrative Assistant

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 - 972-516-6320

Deputy City Manager

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 - 972-516-6009



Historic Review Commission

AGENDA REPORT

Department: Planning **Item:** WS-2
Prepared By: Jasen Haskins, AICP

Subject

Work Session to discuss a Downtown Historic District building guidebook

Recommendation

Discussion

Discussion

Discuss the progress on the Downtown Historic District guidebook.



HISTORIC ARCHITECTURAL GUIDE BOOK

Guide for the restoration and new construction
of residential properties within the
Downtown Historic District

FEDERAL (1815-1840)

07/23/2026 Item WS2.



Key Features: 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.

FEDERAL HOUSE TYPE DETAILS

Entryways, Windows, Doors, and Symmetry



Fanlight Detail



Sidelights



Sash Windows

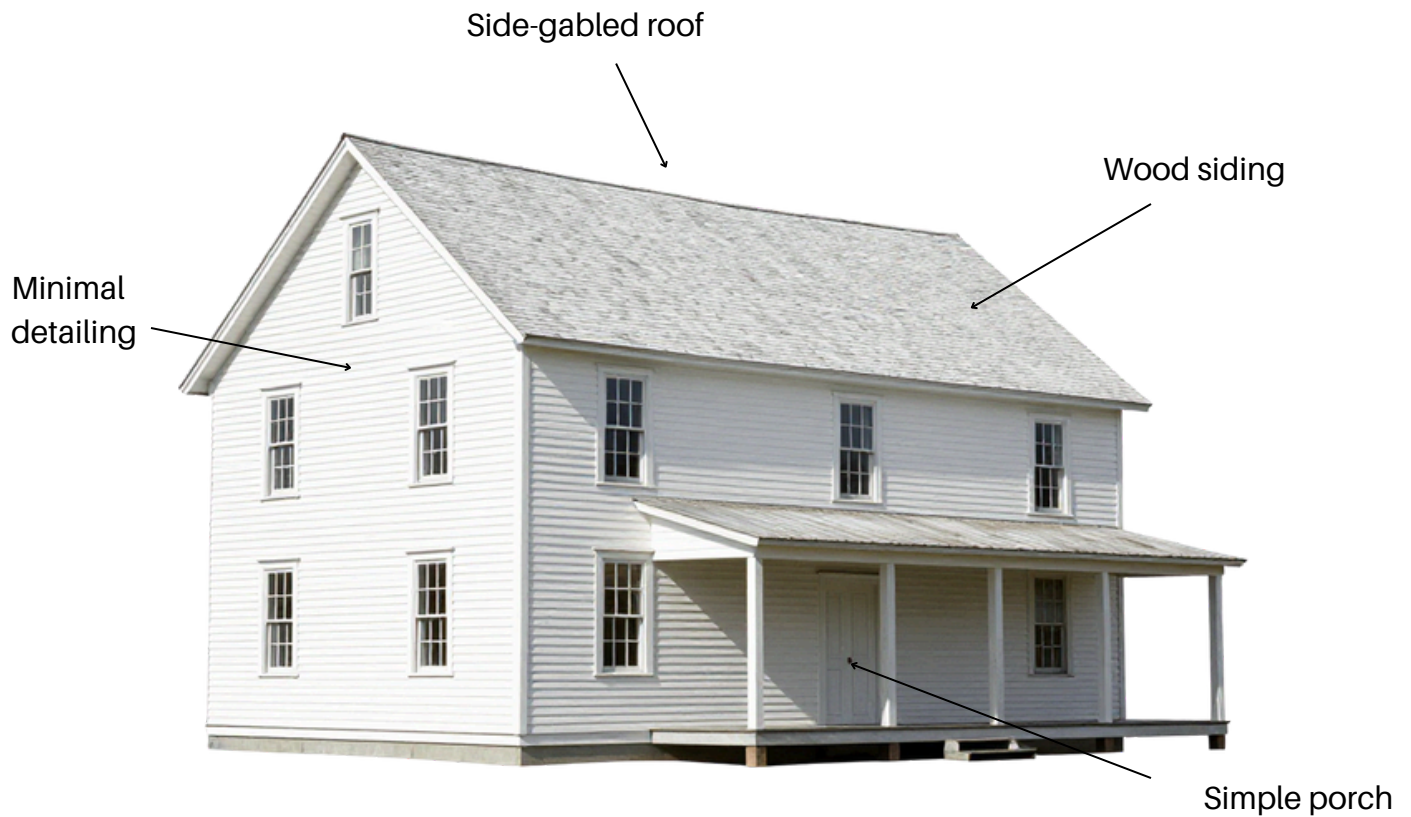


Box Form & Wings

Projecting wings or attached dependencies may modify the basic box form.

NATIONAL FOLK (1850-1890)

07/23/2026 Item WS2.



Key Features: 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.

NATIONAL FOLK HOUSE TYPE DETAILS

Roof Forms, Porches, Windows, and Simple Massing



Side-Gabled Roof



Double-Hung Window



Simple Porch



Gable-Front & Wing

National Folk houses are simple vernacular forms with very limited ornament, built using balloon or braced framing made possible by the railroad distribution of milled lumber.

FOLK VICTORIAN (1870-1910)

07/23/2026 Item WS2.



Key Features: 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.

FOLK VICTORIAN HOUSE TYPE DETAILS

Decorative Shingles, Gothic Trim, Windows, and Entryways

Decorative gable
shingles

Carpenter Gothic
trim / detailing

Front porch with
turned posts

Bay window /
double-hung
window



Decorative Gable Shingles



Carpenter Gothic Trim



Bay / Double-Hung Window



Entryway with Turned Posts

Folk Victorian houses applied mass-produced decorative millwork—spindles, brackets, and jigsawn trim—to simple National Folk house forms, creating an accessible version of high-style Victorian ornament.

QUEEN ANNE & SHINGLE (1880-1900)



Key Features: 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.

QUEEN ANNE & SHINGLE HOUSE TYPE DETAILS

Wood Shingles, Dormers, Stained Glass, and Decorative Brick Patterns

Dormer windows

Decorative brick patterns

Wood shingles / shingle patterns

Stained glass windows



Wood Shingles / Shingle Patterns



Dormer Windows



Stained Glass Windows



Decorative Brick Patterns

Queen Anne and Shingle style houses feature richly textured surfaces—wood shingles in varied patterns, prominent dormer windows, stained glass accents, and ornamental brickwork—creating visually complex and highly individualized facades.

COLONIAL REVIVAL (1880-1955)

07/23/2026 Item WS2.



Key Features: 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.

COLONIAL REVIVAL HOUSE TYPE DETAILS

Windows with Sashes, Formal Entryways, and Classical Details



Multi-Pane Sash Windows



Decorative Crown / Pediment



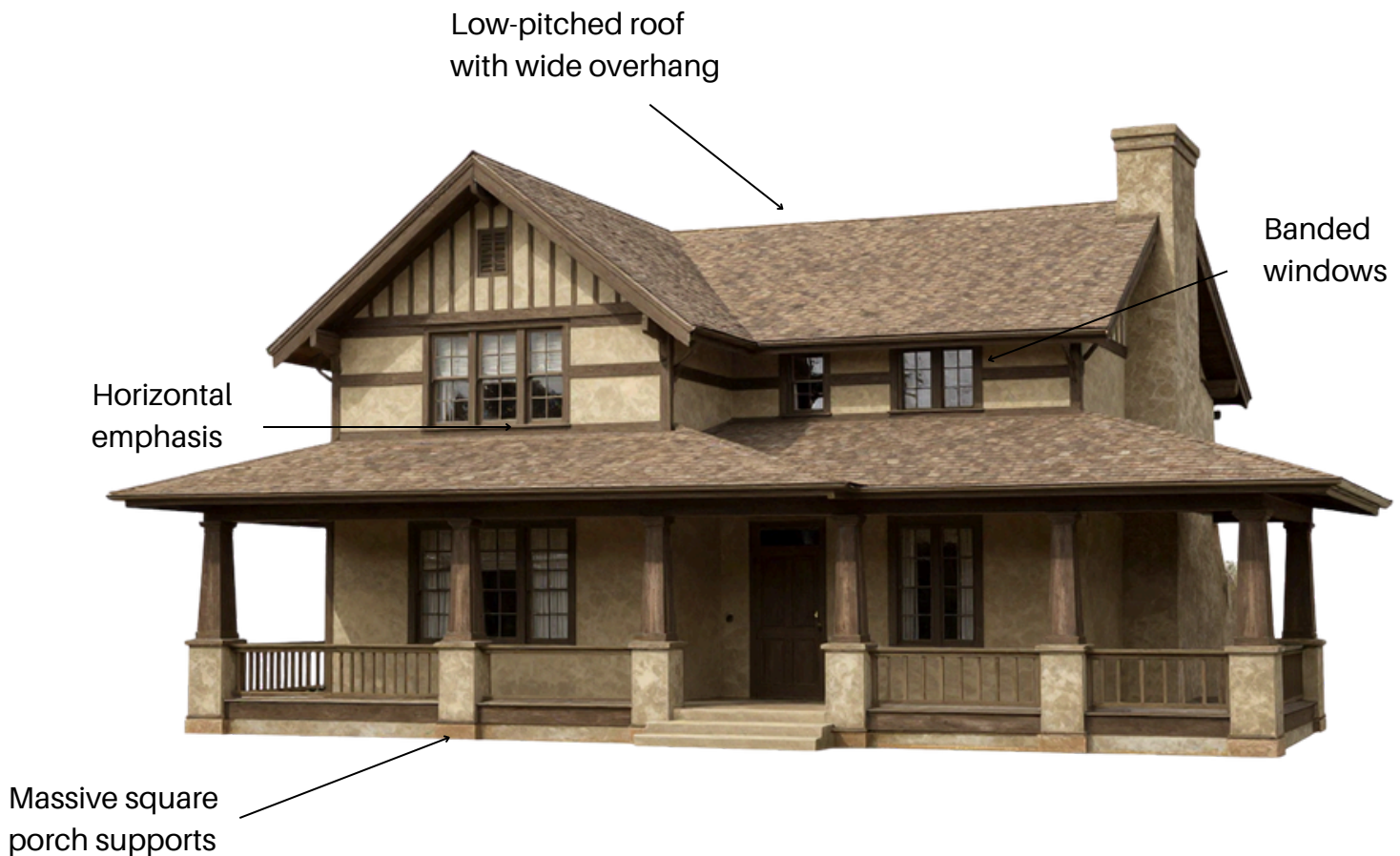
Sidelights & Transom at Entry



Classical Porch Entry with Columns

PRAIRIE (1900-1920)

07/23/2026 Item WS2.



Key Features: 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.

PRAIRIE HOUSE TYPE DETAILS

Wide Overhangs, Banded Windows, and Massive Chimneys



Banded casement windows

Low massive chimney

Strong horizontal emphasis / low massing

Wide roof overhangs



Wide Overhanging Eaves



Banded Casement Windows



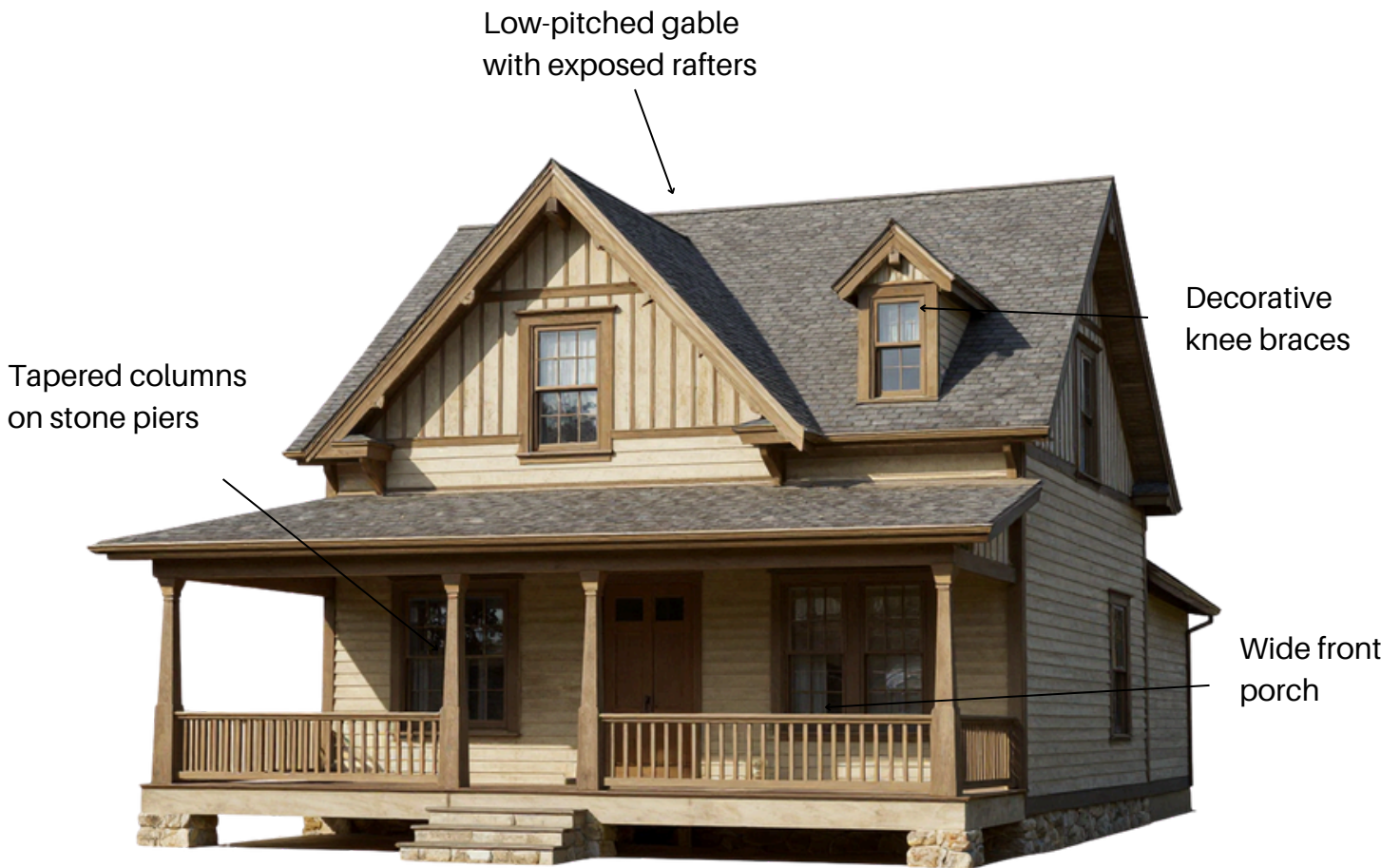
Low Massive Chimney



Horizontal Emphasis / Low Massing

CRAFTSMAN (1905-1930)

07/23/2026 Item WS2.



Key Features: 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.

CRAFTSMAN HOUSE TYPE DETAILS

Windows, Doors, Entryways, and Characteristic Architectural Features



Multi-Pane Grouped Windows



Paneled Door with Divided Light



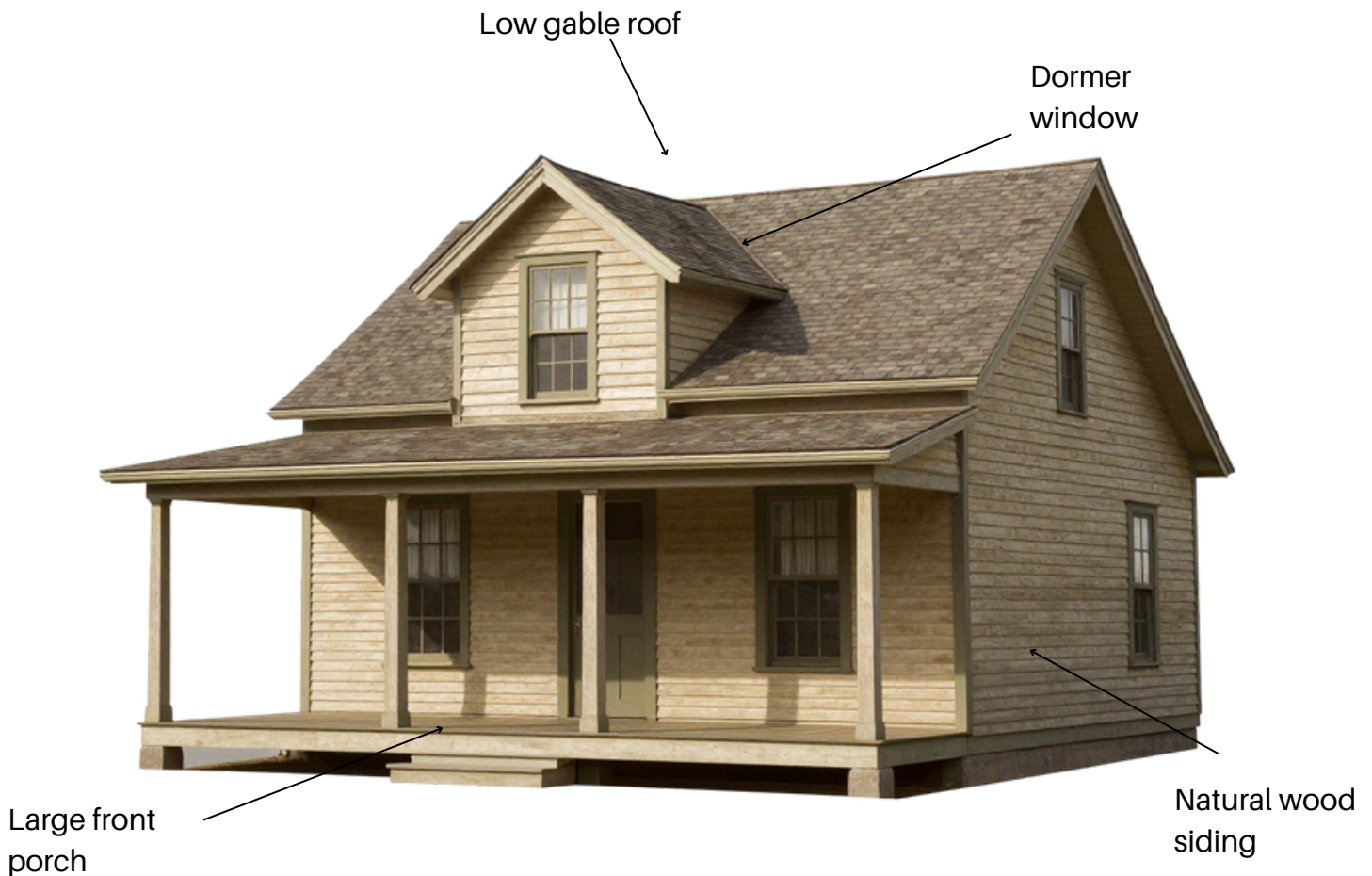
Tapered Columns on Stone Piers



Exposed Rafters / Knee Braces

BUNGALOW (1910-1940)

07/23/2026 Item WS2.



Key Features: 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.

BUNGALOW HOUSE TYPE DETAILS

Windows, Doors, Entryways, and Characteristic Architectural Features



Multi-Pane Grouped Windows



Paneled Door with Glass Panes

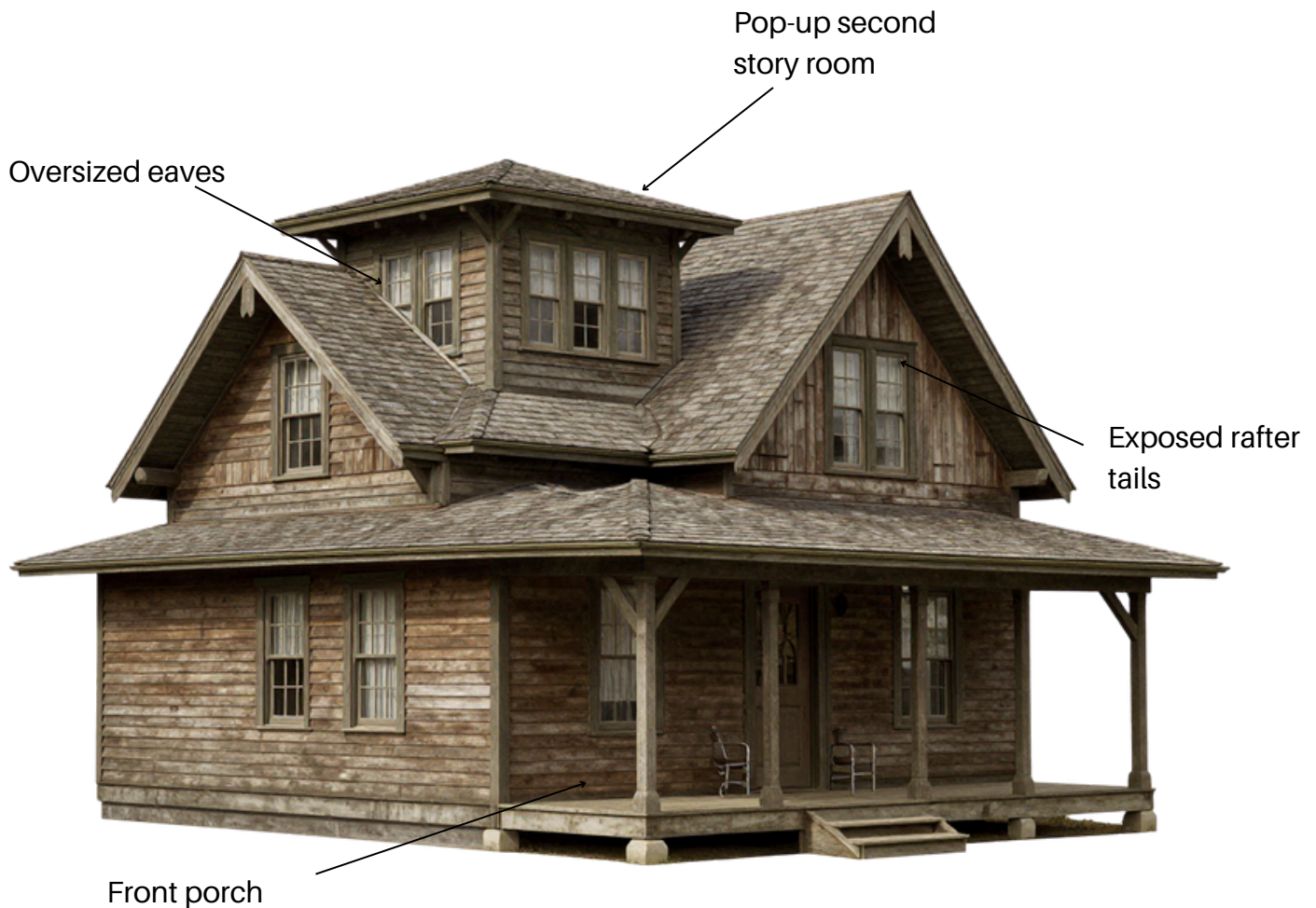


Broad Front Porch Entry



Low-Pitched Gable Roof & Dormer

AIRPLANE BUNGALOW (1910-1925)



Key Features: The Airplane Bungalow style home is a subtype of the Craftsman style home, but has low-pitched, gabled roofs with oversized eaves and exposed rafters that create a canopy effect, and bands of windows, with a much smaller "pop-up" single room on the second floor.

AIRPLANE BUNGALOW HOUSE TYPE DETAILS

Windows, Doors, Entryways, and Characteristic Architectural Features



Bands of Grouped Windows



Simple Paneled Door with Glass Panes

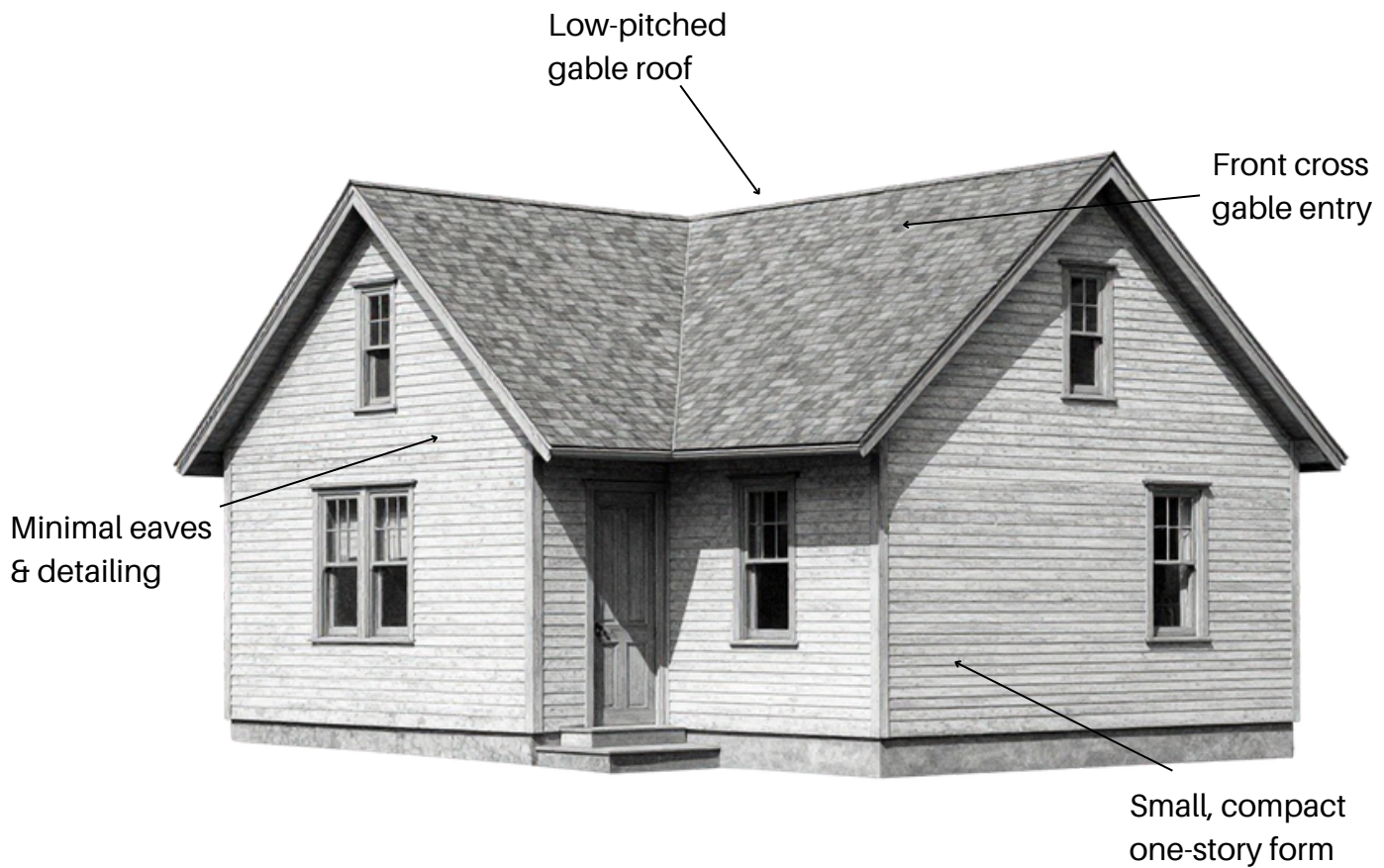


Front Porch with Tapered Supports



Oversized Eaves & Pop-Up Upper Room

MINIMAL TRADITIONAL (1935-1950)



Key Features: 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.

MINIMAL TRADITIONAL HOUSE TYPE DETAILS

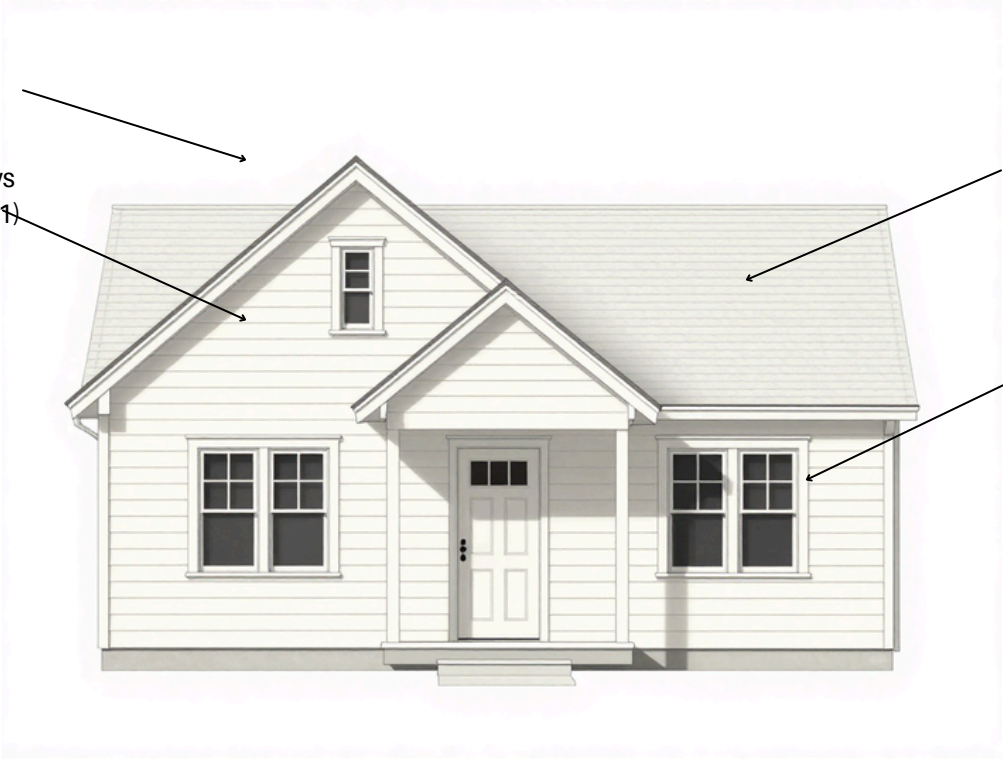
Windows, Doors, Entryways, and Characteristic Architectural Features

Low-pitched roof /
minimal eaves

Double-hung windows
(multi-pane or 1-over-1)

Front cross-gable
entry / small porch

Simple paneled
front door



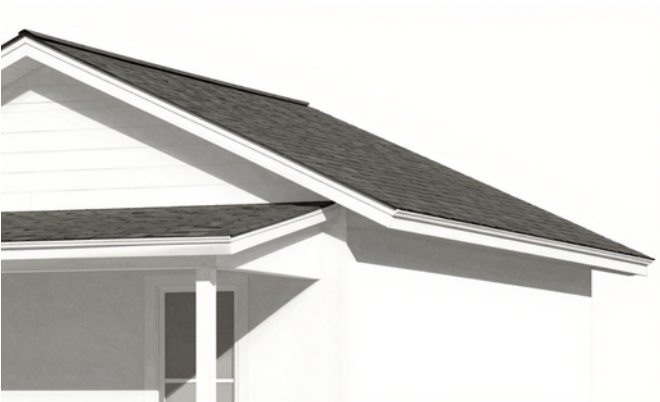
Double-Hung Windows



Simple Paneled Front Door



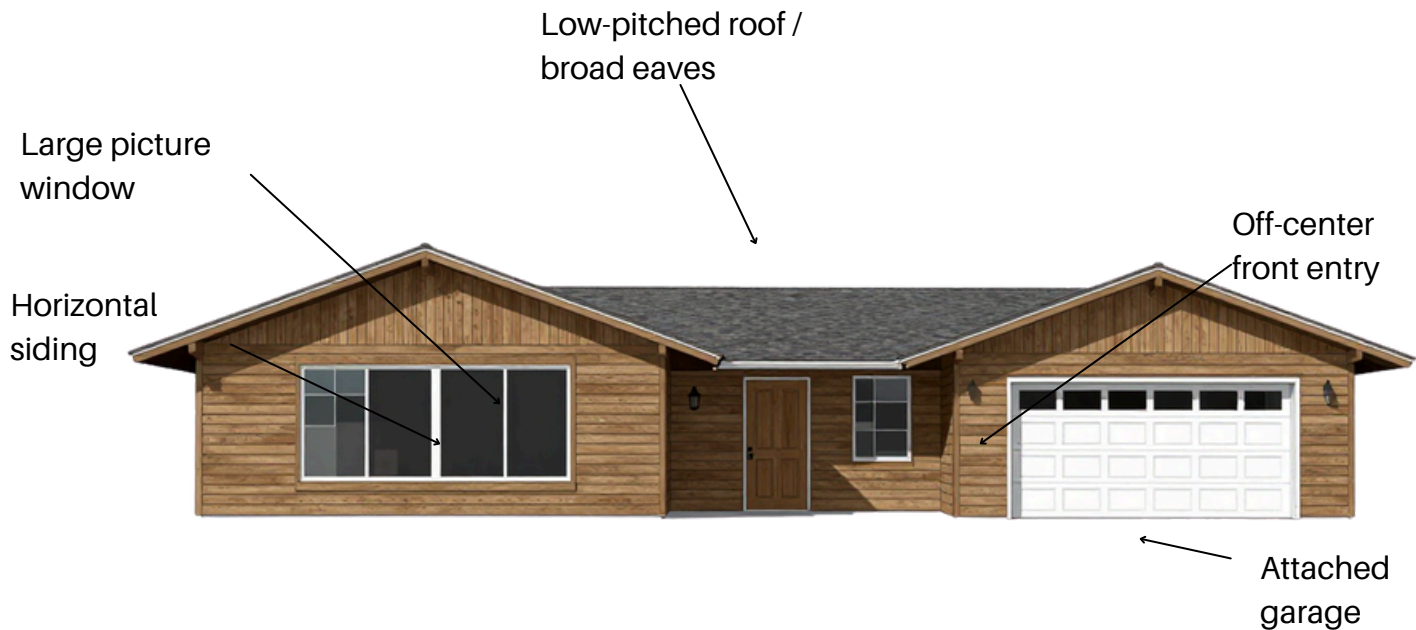
Front Cross-Gable Entry & Small Porch



Low-Pitched Roof & Compact One-Story Form

RANCH (1935-1975)

07/23/2026 Item WS2.



Key Features: 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).

RANCH HOUSE TYPE DETAILS

Windows, Doors, Entryways, and Characteristic Architectural Features



Picture Windows / Large Horizontal Windows



Simple Front Door



Off-Center Entry & Covered Porch



Low-Pitched Roof, Broad Eaves & Attached Garage