

# Wylie Historic Review Commission Regular Meeting

July 24, 2025 – 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.*

### ELECTION OF CHAIR AND VICE-CHAIR

PR1. Nominate and motion for Chair

PR2. Nominate and motion for Vice-Chair

### 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 December 19, 2024 Historic Review Committee meeting.

### REGULAR AGENDA

1. Consider and act upon a request regarding the building of an accessory structure addition to a single family home in the Downtown Historic District. Property located at 211 North Keefer.

### ADJOURNMENT

### CERTIFICATION

I certify that this Notice of Meeting was posted on July 18, 2025 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

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## **AGENDA REPORT**

Department: Planning Item: A

Prepared By: Gabby Fernandez

### **Subject**

Consider and act upon meeting minutes from the December 19, 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

December 19, 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, Commissioner Kali Patton, Commissioner Tommy Todd and Commissioner Edwin Caffrey. Staff present were Deputy City Manager Renae' Ollie, Director of Community Services Jasen Haskins and Administrative Assistant Gabby Fernandez. Absent was Commissioner Krisleigh Hoermann, Commissioner Kevin Hughes and Vice-Chair Allison Stowe.

## 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 November 21, 2024, Historic Review Commission Meeting.**

#### **Commission Action on Consent Agenda**

A motion was made by Commissioner Patton and seconded by Commissioner Caffrey to approve the Consent Agenda. A vote was taken and carried 4 – 0.

## REGULAR AGENDA

- 1. Consider, and act upon, a recommendation to the City Council regarding construction of a new Residential structure in accordance with Ordinance No. 2022-34. Property located at 100 S. Cottonbelt St. within the Downtown Historic District.**

#### **Commission Action on Regular Agenda**

A motion was made by Chair Stone and seconded by Commissioner Patton to approve Regular Agenda Item 1, with the conditions that include craftsman-style windows, adding a wood panel to the Hardie siding, and incorporating two colors from the historic palette. A vote was taken and carried 4 – 0.

**ADJOURNMENT**

A motion was made by Commissioner Caffrey and seconded by Commissioner Patton to adjourn. A vote was taken and carried 4 – 0. Chair Stone adjourned the meeting at 6:16 p.m.

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*Sandra Stone – Chair*

**ATTEST**

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*Gabby Fernandez - Secretary*



# Historic Review Commission

## **AGENDA REPORT**

Department: Planning

Item: 1

Prepared By: [Jasen Haskins](#)

### Subject

Consider and act upon a request regarding the building of an accessory structure addition to a single family home in the Downtown Historic District. Property located at 211 North Keefer.

### Recommendation

Motion to recommend approval as presented

### Discussion

**Owner: Sandra Stone**

**Applicant: Sandra Stone**

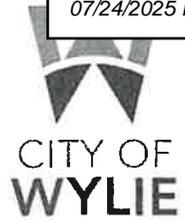
The Owner/Applicant is proposing to remove a brick patio and picket fence and construct a new deck with a detached pergola style accessory structure on a single lot containing a single family home.

The purpose of the replacement is to provide an off the ground surface enclosed area to create a usable outdoor area for the home.

The home was built in 1906 and is within the residential only section of the Downtown Historic District . The deck and posts will be stained to match the front porch of the home. The railing for the deck will be black. The size and general shape are shown on the exhibit.

Pergolas can be plain or ornate, but do not necessarily have architectural periods that define their design as the primary functions have been either shade or gardening.

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



APPLICATION FOR HISTORIC REVIEW

Date: 7/9/2025

NOTICE TO APPLICANT

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

APPLICANT INFORMATION

Name: SANDRA S STONE Phone: 972-978-0692
Mailing Address: 211 N Keefer Dr. Wylie, TX 75098
Email: mycityofwylie@gmail.com Fax: -

PROPERTY OWNER INFORMATION

Name: Same as above Phone:
Mailing Address:
Email: Fax:

PROJECT INFORMATION

Name of Business (if applicable): N/A
Current or intended use of the building:
Address of Project:

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

Lot 48A+49A Block 10 Subdivision Brown + Burnes Survey Current Zoning Residential Historic District

Which District is the property located within?

- [x] Downtown Historic District
[ ] South Ballard Overlay District
[ ] Other

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

N/A

Sign N/A

Type of Sign:

- Attached Sign
- Pole Sign
- Temporary Sign
- Banner
- Monument Sign
- Other \_\_\_\_\_

Sign Dimensions: \_\_\_\_\_ Total Square Footage \_\_\_\_\_

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

If Yes, what is the method of lighting? \_\_\_\_\_

Will this sign project over a public sidewalk?  Yes  No

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

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

**Fence**

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

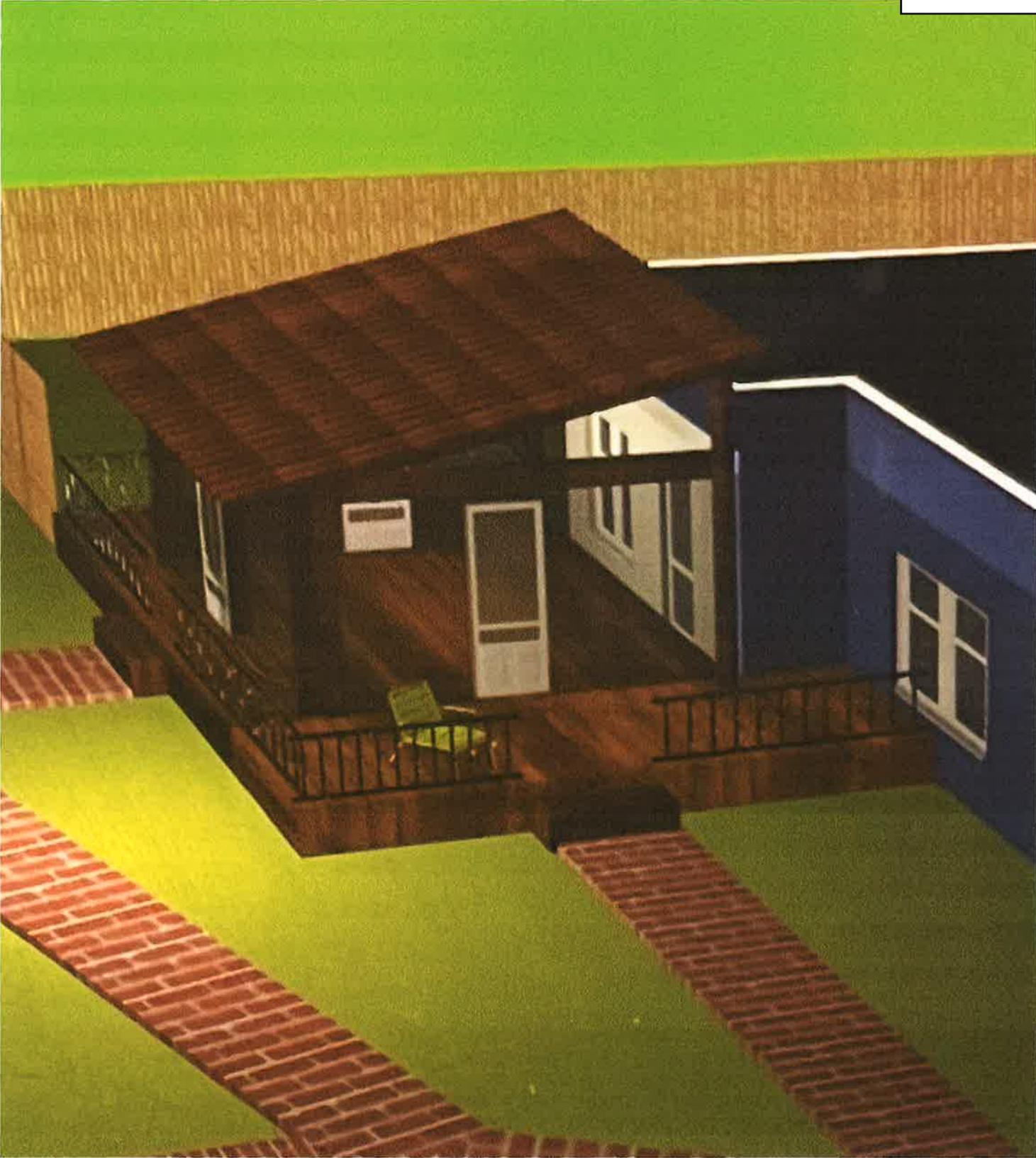
N/A

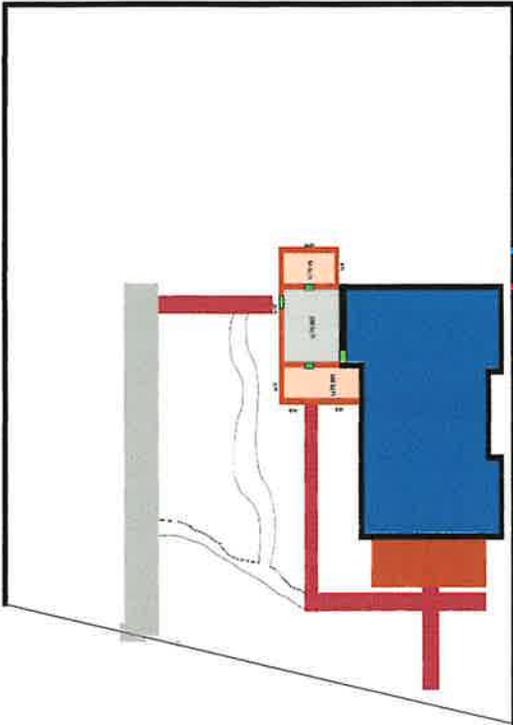
What is the proposed height of the fence? \_\_\_\_\_

Are you replacing an existing fence?  Yes  No

If Yes, what is the current fence material? \_\_\_\_\_

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





## Project Summary

- **Total Deck Size:** 388 sq ft
  - **Deck Shape:** Rectangular
  - **Deck Height:** 13 inches (1 ft 1 in) above finished grade
  - **Deck Layout:**
    - **Left side:** 6 ft deep × 14 ft wide (uncovered)
    - **Middle section:** 14 ft × 14 ft (covered & screened-in area)
    - **Right side:** 6 ft deep × 18 ft wide (uncovered)
- 

## Foundation & Framing Specs

- **Post Footings:**
    - Min. 12" diameter × 18–24" deep concrete piers
    - Spaced no more than 8 ft apart under beams
  - **Posts:**
    - 6×6 pressure-treated posts
    - Anchored using galvanized post base brackets
  - **Beams:**
    - 2×10 or engineered beams, double-ply
    - Attached to tops of posts or notched in
  - **Joists:**
    - 2×8 pressure-treated lumber
    - Spaced 16" O.C.
    - Joist hangers attached to ledger and beams
  - **Decking:**
    - 5/4" × 6" pressure-treated deck boards
    - Perpendicular to house
    - 1/8" spacing between boards
- 

## Lean-To Roof Specs (Screened Area Only)

- **Covered Area Size:** 14 ft wide × 14 ft deep = 196 sq ft
- **Roof Type:** Lean-to / ~~gabled~~ Pergola style
- **Roof Pitch:** From 12 ft high at house connection down to 10 ft at outer beam (2 ft drop over 14 ft span ≈ ~1.7:12 slope)

- **Rafters:**
  - 2×6 or 2×8 spaced 24" O.C.
  - Birdsmouth cuts at ledger and beam
- **Roof Sheathing:** ½" OSB or plywood
- **Roofing Material:** Corrugated metal / ~~singles~~ / appropriate roofing panel (as per local weather code)
- **Ledger Board for Roof:**
  - Mounted to rim joist or wall plate of house
  - Flashing installed under siding

## Screened-In Porch Details (Middle Section)

- **Framing:**
  - 4×4 posts at corners and every 6–8 ft
  - Top plate: 2×4 or 2×6 tied into rafters
- **Screen Material:**
  - Aluminum or fiberglass mesh
  - Framed with pressure-treated lumber
- **Doors:**
  - 3 Screen doors total
  - One on each side of deck (left, right, and rear exit)
  - Door framing: 36" wide rough openings with headers

## Dimensions Breakdown

Section	Width (ft)	Depth (ft)	Sq Ft	Notes
Left Side	14	6	84	Uncovered
Middle (Screened)	14	14	196	Covered lean-to roof
Right Side	18	6	108	Uncovered
<b>Total</b>	—	—	<b>388</b>	

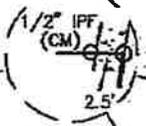
## Additional Structural Details

- **Ledger Board (deck):** 2×10 PT lumber bolted to house with lag screws, properly flashed
- **Lateral Bracing:** Diagonal bracing or blocking under joists for anti-sway
- **Screen Room Floor:** Same deck boards continue throughout — no gap between sections
- **Skirting (Optional):** Treated lattice or framed vertical board skirting for ventilation

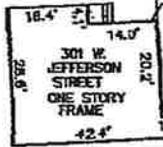
# W. JEFFERSON STREET

70' ROW  
ASPHALT ROAD

POINT OF BEGINNING



LOT 48



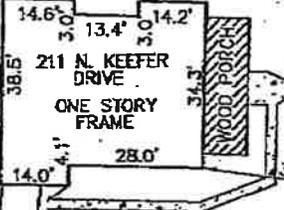
JAMES D. KENNEDY, JR.  
VOL. 1817, PG. 419  
D.R.C.C.T.

LOT 49

20' ALLEY  
ENCUMBERED BY DEED TO MR. JAMES D. KENNEDY, JR. (at us)  
PER PLAT RESEARCHED JAMES D. KENNEDY, JR. (at us)

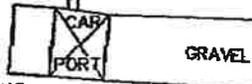
NO 12612 W 119.95'

3.6'± S89°57'05" E  
119.98'



0.30 ACRES  
JAMES KENNEDY, et ux  
VOL. 1583, PG. 739  
D.R.C.C.T.

LOT 54



STOR. BLDG.

0.5'±

WEST 100.95'  
(REFERENCE BEARING)

LOT 50

LOT 53

H.L. SMITH  
VOL. 1240, PG. 855  
D.R.C.C.T.

*Handwritten signatures and date:*  
05/16/02

DATE

N. KEEFER STREET  
ASPHALT ROAD

(CM) = CONTROL MONUMENT

### LEGEND

- IRON ROD FND. [Symbol] = TRANSFORMER PAD
- IRON ROD SET [Symbol] = SUBSURFACE
- IRON PIPE FND. [Symbol] = ELECTRIC BOX
- POWER POLE [Symbol] = WATER METER
- GAS METER [Symbol]
- CHAIN-LINK FENCE [Symbol]
- WOOD FENCE [Symbol]
- BARBED-WIRE FENCE [Symbol]
- IRON FENCE [Symbol]
- OVERHEAD ELECTRIC LINE(S) [Symbol]

THIS PROPERTY IS NOT LOCATED IN A 100 YEAR FLOOD PLAIN ACCORDING TO THE FLOOD PLAIN MAP OF CITY OF WYLLIE COMMUNITY PANEL NO. 480759 0470 G MAP DATED 1/19/96 (ZONE "X"). NO OTHER FLOOD OF RECORD, IF ANY, HAS BEEN RESEARCHED.

**TO ALL PARTIES INTERESTED IN PREMISES SURVEYED:**

This is to certify that I have, this date, made a careful and accurate survey on the ground of property located at 211 N. KEEFER STREET in the City of WYLIE, Texas, described as follows:

**Legal Description**

Being all of Lot 54 in Block 10 and part of an alley along the West line of said lot 54 in the Brown and Burns Addition, an addition to the city of Wylie, Texas, according to the Map thereof recorded in Volume 1, Page 111 of the Map Records of Collin County, Texas, and being the same tract of land described in deed to James Kennedy, et ux, as recorded in Volume 1683, Page 739, Deed Records, Collin County, Texas, and being more particularly described as follows:

**BEGINNING** at a point in the Westerly line of N. Keefer Street, an asphalt road, and the Southerly line of W. Jefferson Street, a 70 foot right of way, from which a 1 / 2 inch iron pipe found being off-set WEST, 2.5 feet;

**THENCE** South 07°37'59" West along the Westerly line of said N. Keefer Street, a distance of 120.88 feet to a point for corner, from which a 1 / 2 inch iron rod found being off-set WEST 2.5 feet, said point being the Northeast corner of Lot 53;

**THENCE** West, (bearing base for this survey), along the Northerly line of said Lot 53, a distance of 100.95 feet to a 1 / 2 inch iron rod set for corner;

**THENCE** North 01°25'12" West, a distance of 119.95 feet to a 1 / 2 inch iron rod found being the Southerly line of aforesaid W. Jefferson Street;

**THENCE** South 89°57'05" East, a distance of 119.99 feet to the POINT OF BEGINNING, containing 0.30 acres of land, more or less.

**ACCEPTED AND APPROVED**

*James Campbell*

DATE

**BEARINGS BASED ON VOL. 1617, PG. 419, D.R.C.C.T.**

The plat hereon is a representation of an on the ground survey as dated thereabove, the lines and dimensions of said property being indicated, the size, location and type of buildings and improvements are as shown, all improvements being within the boundaries of the property set back from property lines the distance indicated, all easements and other matters of record of which I have been advised are as shown hereon. This survey was performed in connection with the transaction described in G.F. No. 00142988C of COMMONWEALTH TITLE CO. Use of this survey for any other purpose or by any other parties shall be at their own risk and the undersigned is not responsible to any others for any loss resulting therefrom.

Registered Professional  
Land Surveyor

*[Signature]*  
Daniel A. Smith, R.P.L.S. No. 4645



**Daniel A. Smith Land Surveying, Inc.**

309 N. Galloway, Suite 107  
Mesquite, Texas 75149  
(972) 216-3334 fax (972) 216-9922

Job No. 5322

Scale: 1" = 30"

Date: 12/12/00

Drawn by: Mww