

# Wylie Historic Review Commission Regular Meeting - Cancelled No Quorum

May 23, 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, the approval of the April 25, 2024 meeting minutes.

## WORK SESSION

WS1. Discuss the current Landmark ordinances.

WS2. 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 May 17, 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.



# Historic Review Commission

## **AGENDA REPORT**

Department: Planning

Item: A

Prepared By: Gabby Fernandez

### **Subject**

Consider, and act upon, the approval of the April 25, 2024 meeting minutes.

### **Recommendation**

Motion to approve as presented.

### **Discussion**

The minutes are attached for your consideration.

# Wylie Historic Review Commission Regular Meeting

April 25, 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 Anita Jones, Commissioner Krisleigh Hoermann Deputy City Manager Renae Ollie, Community Development Director Jasen Haskins, and Administrative Assistant Gabby Fernandez. Absent was 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.*

Deputy City Manager Renae Ollie gave an update on Landmarks. Amendments were made to the ordinance to include Historical local landmarks. She stated that currently, there have been no applications received to date. Chair Stone asked if the update could be put on the agenda for the next meeting for further discussion.

## 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 March 28, 2024 Regular Meeting Minutes.

## Board Action

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

## REGULAR AGENDA

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

### **Commission Discussion on Regular Agenda Item 1**

Director Haskins presented, stating that the applicant is looking to renovate the property located within the Historic Downtown District. The applicant is looking to make both interior and exterior renovations. Director Haskins explained that they are looking to paint the outside of the building and make changes to the doors of the building. He presented a brief history of the property.

Chair Stone questioned if the back of the building was separated from the building to which Director Haskins answered they are next to each other but not part of each other. She also asked if it had ever been a two-story building to which Director Haskins answered as far as he knew, it had never been a two-story building.

Applicant Blake Herpeche approached the Commission. Chair Stone stated that she would prefer white over black paint for the building. The Commission and applicant discussed plans for the garage door. Vice-Chair Stowe questioned a door on the existing building. The applicant stated that the door would not be operational. Herpeche asked the Commission for direction on what design updates could be done to the building and approved by the Commission.

The Commission discussed matching doors for the front and side doors. Herpeche stated that he thought there was no need for approval on paint color. The Commission discussed that the Ordinance discourages painting brick. There was discussion on the buildings painted in the District and that painting the building would not be a major concern. The applicant explained to the Commission that he mainly wanted to move forward on getting rid of the garage door and updating the current doors.

The Commission further discussed either white or black paint not being a major concern. Vice-Chair Stowe also brought up signage for the building as that is in the Ordinance.

The Commission discussed tabling the Item and having the applicant bring back updated detailed plans to present to the Commission.

### **Board Action on Item 1**

A motion was made by Vice-Chair Stowe, seconded by Commissioner Patton, to table Item 1. A vote was taken and carried 6 – 0.

### **ADJOURNMENT**

A motion was made by Commissioner Patton, and seconded by Commissioner Hoermann to adjourn the meeting at 6:27 PM. A vote was taken and carried 6 – 0.

\_\_\_\_\_  
*Sandra Stone – Chair*

### **ATTEST**

\_\_\_\_\_  
*Gabby Fernandez, Secretary*



# Wylie City Council

## AGENDA REPORT

**Department:** Planning

**Prepared By:** Renae' Ollie

**Account Code:**

### Subject

Work Session to provide updates on Chapter 58 Landmarks of the Code of Ordinances and Section 6.3 of the Zoning Ordinance.

### Recommendation

Discussion

### Discussion

Discuss the current Landmark ordinances. To date we have not received any requests to designate a property as a local landmark.

Landmark Ordinance No. 2022-46 was adopted by City Council on May 31, 2022. The purpose of designating a local historic landmark is to bring attention to the general public of places of importance and protect the historic resource from inappropriate changes or demolition. In addition, such landmarks will help reinforce the city's mission statement of "Honoring our past; Embracing our present; Planning our future".

Guidance for landmark designation shall be in accordance with Local Government Code Chapter 211, whereby section 211.0165 outlines the necessary steps and grants authority to the municipality. Before a structure or land can be designated as a local historic landmark, the property owner must consent. If the owner does not consent, approval by at least a three-fourths majority vote of the City Council and HRC is required.

#### **Responsibility of the City:**

The HRC shall identify and designate an area(s) in order to make a recommendation on whether it qualifies for a local landmark. The City Council, a property owner, an individual or neighborhood organization, may also request the Commission to make such a study and recommendation. The municipality must provide the property owner a statement that describes the impact that a historic designation of the owner's property may have on the owner and the owner's property. Consider tax abatement on the city portion of taxes only for properties with a designated landmark.

#### **Responsibility of the property owners:**

All property owners with a designated landmark have the responsibility as any property owner within the city to maintain their property to minimum standards, which include the structural soundness of the building, deteriorated roofing or siding materials, broken windows, maintaining porches and balconies, and keeping the yard free of debris.

A Certificate of Appropriateness is required prior to any exterior work beginning on a property with a designated landmark.

**ORDINANCE NO. 2022-46**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, AMENDING WYLIE’S CODE OF ORDINANCES, ORDINANCE NO. 2021-17, AS AMENDED, AMENDING CHAPTER 58 (HISTORICAL PRESERVATION), ARTICLE I (GENERAL) AND ARTICLE II (LANDMARKS); PROVIDING FOR A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; PROVIDING FOR A SAVINGS AND REPEALING CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, City Council has adopted “*Honoring our past; Embracing our present; Planning our future*” as the City’s mission statement; and

**WHEREAS**, cultural and historic resources enhance the quality of life for individuals living in, working in, and visiting the City of Wylie; and

**WHEREAS**, designating a local historic landmark is to bring attention to the general public of places of importance and protect the historic resource from inappropriate changes or demolition; and

**WHEREAS**, Chapter 211, Section 211.0165 of the Texas Local Government Code outlines the necessary steps and grants authority to the municipality to designate Historic Landmarks or Districts; and

**WHEREAS**, the City Council finds that it is in the best interest of the citizens of Wylie to amend Chapter 58 (Historical Preservation), Article I (General) and Article II (Landmarks) of the City’s Code of Ordinances, Ordinance No. 2021-17, as amended (“Code of Ordinances”), as set forth below, to promote public health, safety and welfare to promote cultural, or architectural importance and significance.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS:**

**SECTION 1: Findings Incorporated.** The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

**SECTION 2: That Chapter 58 of the Code of Ordinances, City of Wylie, Texas, is hereby amended as follows:**

**“CHAPTER 58 – HISTORICAL PRESERVATION**

**ARTICLE I. - IN GENERAL**

**Secs. 58-1 - 58.19. - Reserved**

**ARTICLE II. - LANDMARKS**

**Sec. 58-20. - Definitions.**

**Accessory Structure** means structures which are incidental to, and located on the same lot as a principle building(s) including but not limited to, gazebos, garages, sheds, greenhouses, etc.

**Building** means a structure for the support or shelter of any use or occupancy.

**Certificate of Appropriateness (COA)** means a permit issued by the historic review commission and the city council granting an applicant approval for the alteration, change, demolition, relocation, excavation, or new construction of contributing site, contributing structure, or landmark for work proposed by an owner or applicant that is subject to this article.

**Contributing Structure** means a building, site, structure, or object that adds to the historic character, or cultural values and possesses historic integrity of the district or area, and because it was constructed during the period of significance, typically at least 50 years old.

**Demolition** means an act or process (notwithstanding acts of God, criminal activity, etc.) which destroys a site or structure in its entirety, or which destroys a part of a site or structure and permanently impairs its structural, historic, or architectural integrity.

**Demolition by Neglect** means allowing a structure, whether intentional or unintentional, to fall into such a state of disrepair that it becomes necessary or desirable to demolish it.

**Demolition Delay** means suspension by the City of Wylie of an application for removal or demolition of a structure.

**Design Standards** means guidelines adopted by the city council defining the requirements that will preserve the historic and architectural character of a structure or a historic district.

**Downtown Historic District (DTH)** means an area as described in Section 6.3 Downtown Historic District (DTH) B. District Boundaries of the city's Zoning Ordinance. The historic district may have within its boundaries contributing, and non-contributing structures.

**Historic Review Commission (HRC)** means the historic review commission of the City of Wylie.

**Historic Landmark (HL)** means a structure, a group of structures, a site, an area, a district, or combination thereof, that has received designation from the Wylie City Council on its own and not as part of the Downtown Historic district. It may or may not also be located within the Downtown Historic district as part of a separate designation.

**Historic Preservation** means the protection, rehabilitation, restoration, or reconstruction of historically significant structures in an effort to preserve the historic character of Wylie.

**Heritage Preservation Plan or Preservation Plan** means a document created by the historic review commission to provide a current inventory of heritage resources, a list of potential heritage resources, and to make policy recommendations to guide heritage preservation activities for the city of Wylie.

**Heritage Resource** means a property or properties designated by the city council as a Historic Landmark (HL) or Downtown Historic district (DTH).

**Maintenance** means any work for which the purpose and effect of which is to correct or protect with



least degree of intervention any deterioration or decay of or damage to a structure or property, or any part thereof, and to repair or replace the same, as nearly as may be practicable, to avoid any further deterioration, decay, or damage, using the same materials or those materials available which are as close as practicable to the original and all of which must comply with applicable codes and ordinances. Maintenance does not include a change in design, material, or outward appearance, but does include in-kind repairs or replacements.

**Minor in-kind repairs or replacements** means small-scale repairs or replacements to correct minor problems or damage to the exterior of a structure or building, not including a change in design, material, or outward appearance. Examples that satisfy this definition include, but are not limited to touch up painting, spot replacement of shingles, replacement of a windowpane, caulking, and securing loose boards.

**National Historic Landmark** means a nationally significant historic place designated by the Secretary of the Interior for its exceptional value or quality in illustrating or interpreting the heritage of the United States.

**National Register of Historic Places** means the nation's official list of buildings, districts, and sites, including structures and objects, significant in American history and culture, architecture, archeology, and engineering maintained by the National Park Service and administered on a state-wide basis by the Texas Historical Commission.

**Non-contributing structure** means a structure within a heritage district that was substantially constructed after the district's period of significance and is not an integral part of the historic, archaeological and architectural fabric of the district or the city, or was substantially constructed within the district's period of significance and does not retain a significant portion of its architectural or design integrity.

**Potential heritage resource** means a property listed in the preservation plan that, according to preliminary research, may have historical, cultural, archeological or architectural importance, either as an individual property or as part of a larger district. A potential heritage resource has not received designation, but has the potential to become designated with further historic research, restoration, or property owner interest.

**Preservation** means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

**Reasonable rate of return** means a reasonable profit or capital appreciation, which may accrue from the use or ownership of a structure or property as the result of an investment or labor.

**Reconstruction** means the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

**Recorded Texas Historical Landmark** means a state designation for buildings important for their historical associations and which have retained a high degree of their original historic fabric, at least fifty (50) years of age, and retained their original exterior appearance.

**Rehabilitation** means the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.

**Relocation** means any change of the location of a structure, object, or material thing in its present setting to another setting.

**Restoration** means the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

**Secretary of the Interior's Standards for Rehabilitation** means the standards established by the Secretary of the Interior for advising federal agencies on the preservation and rehabilitation of historic properties listed or eligible for listing on the National Register of Historic Places.

**State Antiquities Landmark** means a designation made by the Texas Historical Commission and, in the case of privately-owned property, with the landowner's permission. This designation can include buildings as well as archeological sites. For a building to be designated as a state archeological landmark, it must first be listed on the National Register of Historic Places.

#### **Sec. 58-21. - Landmark Designation Purpose.**

In accordance with Section 11 of Ordinance No. 2013-17, and Local Government Code Chapter 211, Section 211.0165 Designation of Historic Landmark, as amended, the municipality shall have the authority to recommend historic landmarks that have local importance. Designating local historic landmarks as Places of Importance brings attention to the general public and protects the historic resource from inappropriate changes or demolition. Such places of importance may be edifices or locations which are distinctive and important elements of the city's cultural, social, economic, political, archeological and architectural history.

#### **Sec. 58-22. - City council to designate.**

Designation of city landmarks will be made by the City Council. Designations may be initiated by a property owner, the Wylie Historical Society of the city, the City Council, or the Planning and Zoning Commission, the Historic Review Commission, or city staff. If the property owner does not consent, the designation or inclusion of the owner's property must be approved by a three-fourths vote of the

City Council, and the Historic Review Commission.

**Sec. 58-23. Criteria and Markers.**

1. Criteria. In making such designations as set forth in this article, the City Council and the Historic Review Commission shall consider one or more of the following criteria:
  - a. Character, interest or value as part of the development, heritage or cultural characteristics of the City of Wylie, State of Texas, or the United States;
  - b. Identification with a person or persons who significantly contributed to the culture and development of the City;
  - c. Location as the site of a significant historic event;
  - d. Exemplification of the cultural, economic, social or historical heritage of the City;
  - e. Relationship to other distinctive buildings, sites or areas which are eligible for preservation according to a plan based on historical, cultural or architectural motif;
  - f. Unique location of singular physical characteristics representing an established and familiar visual feature of a neighborhood, community or the City;
  - g. Value as an aspect of community sentiment or public pride.
  - h. Detailed recommendation from the Historic Preservation Commission.
2. Markers. Designated landmarks will be awarded markers based on the category of selection.
  - a. Historical edifices and similarly small sites shall be designated with a marker detailing the historical significance of the edifice or site.
  - b. Historical zones, areas and residential neighborhoods shall, where possible in cooperation with the parks and recreation department, be provided with a conspicuous and attractive landscaped area with a marker detailing the historical significance of the zone, area or residential neighborhood.
3. Revocation of Local Historical Landmarks.
  - a. Loss of integrity (through alteration, addition, or designation) is the most common reason for the withdrawal of Landmark Designation. The City Council shall have the power to revoke any Local Historical landmark (LHL) for the violation of any criteria set forth by this ordinance.

The following criteria shall justify the withdrawal of a Local Historical Landmark designation:

- (1) The property has ceased to meet criteria for designation; the qualities for which it was originally designated have been lost or destroyed.
- (2) Additional information forthcoming after the designation demonstrates that the property does not possess sufficient significance to be a Local Historic Landmark.
- (3) A professional error was made in the designation of the property.

Revocation of a Local Historical Landmark designation requires:

- (1) A public hearing where the HRC and City Council shall determine the nature and extent of the violation of the designation;
- (2) Proper notice to the designee;
- (3) Written notice from the HRC, which shall give the designee the reasons for the proposed revocation of the designation; and
- (4) A finding by the Council that reasonable corrective measures have not been done by

the designee and that revocation of the designation is required.

**Sec. 58-24. City to take into account all landmarks when making improvements.**

The City Council, when considering normal city improvements such as lighting, pavement or landscaping, shall, where designated historic landmarks exist, make every effort to ensure that such improvements are in keeping with and enhance the appearance of the landmark edifice or site.

**Sec. 58-25. Ordinary Maintenance.** Nothing in this ordinance should be construed to prevent ordinary maintenance or repair of any exterior architectural feature of a property designated as a landmark or within a historic overlay district. Ordinary maintenance shall be defined as any work that does not constitute a change in design, material, color from a historic palette or outward appearance, and include in-kind replacement or repair.

**Sec. 58-26. Off-Street Parking and Loading.**

Due to the development nature of property with a Historic Landmark Designation, it is recognized that conventional off-street parking, loading, and development standards required by Section 6.3 of the comprehensive zoning ordinance for individual lots may be difficult to provide. Any uses proposed with a Historic Landmark Designation may present a plan for parking to the Historic Review Commission and or the Planning and Zoning Commission. Upon review, the required Commission may determine different amounts and methods in establishing off-street parking.”

**SECTION 3: Savings/Repealing Clause.** All provisions of the Code of Ordinances shall remain in full force and effect, save and except as amended by this or any other ordinance. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.

**SECTION 4: Severability.** Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional or invalid.

**SECTION 5: Effective Date.** This Ordinance shall become effective immediately upon its adoption.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS,** on this 31st day of May, 2022.

\_\_\_\_\_  
Matthew Porter, Mayor

**ATTEST:**

\_\_\_\_\_  
Stephanie Storm, City Secretary

## LOCAL GOVERNMENT CODE

TITLE 7. REGULATION OF LAND USE, STRUCTURES, BUSINESSES, AND  
RELATED ACTIVITIES

## SUBTITLE A. MUNICIPAL REGULATORY AUTHORITY

## CHAPTER 211. MUNICIPAL ZONING AUTHORITY

## SUBCHAPTER A. GENERAL ZONING REGULATIONS

Sec. 211.0165. DESIGNATION OF HISTORIC LANDMARK OR DISTRICT. (a) Except as provided by Subsection (b), a municipality that has established a process for designating places or areas of historical, cultural, or architectural importance and significance through the adoption of zoning regulations or zoning district boundaries may not designate a property as a local historic landmark or include a property within the boundaries of a local historic district unless:

(1) the owner of the property consents to the designation or inclusion; or

(2) if the owner does not consent, the designation or inclusion of the owner's property is approved by a three-fourths vote of:

(A) the governing body of the municipality; and

(B) the zoning, planning, or historical commission of the municipality, if any.

(a-1) If a municipality has more than one commission described by Subsection (a)(2)(B), the municipality shall designate one of those commissions as the entity with exclusive authority to approve the designations of properties as local historic landmarks and the inclusion of properties in a local historic district under that paragraph.

(b) If the property is owned by an organization that qualifies as a religious organization under Section [11.20](#), Tax Code, the municipality may designate the property as a local

historic landmark or include the property in a local historic district only if the organization consents to the designation or inclusion.

(c) The municipality must provide the property owner a statement that describes the impact that a historic designation or inclusion in a local historic district of the owner's property may have on the owner and the owner's property. The municipality must provide the statement to the owner not later than the 15th day before the date of the initial hearing on the historic designation or inclusion in a local historic district of the property of:

(1) the zoning, planning, or historical commission, if any; or

(2) the governing body of the municipality.

(d) The historic designation impact statement must include lists of the:

(1) regulations that may be applied to any structure on the property after the designation;

(2) procedures for the designation;

(3) tax benefits that may be applied to the property after the designation; and

(4) rehabilitation or repair programs that the municipality offers for a property designated as historic.

(e) The municipality must allow an owner to withdraw consent at any time during the designation process.

Added by Acts 2019, 86th Leg., R.S., Ch. 231 (H.B. [2496](#)), Sec. 1, eff. May 25, 2019.

Amended by:

Acts 2021, 87th Leg., R.S., Ch. 405 (S.B. [1585](#)), Sec. 1, eff. September 1, 2021.

Acts 2021, 87th Leg., R.S., Ch. 405 (S.B. [1585](#)), Sec. 2, eff. September 1, 2021.



# City of Wylie

## Historic Landmarker Application

Submit the completed application to the following address:  
City of Wylie, Planning Department  
300 Country Club Road, Wylie, TX 75098

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **I. Applicant/Agent Information**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

### **II. Owner Information (If different from Applicant)**

Name of Owner/  
Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

### **III. General Property/Structure Information**

Name of  
Property/Structure \_\_\_\_\_

Address of Property/Structure

\_\_\_\_\_

\_\_\_\_\_

Date of Construction Known \_\_\_\_\_ or Circa \_\_\_\_\_

(If not known provide approximate date Circa )

Architect/Designer \_\_\_\_\_

Builder/Contractor \_\_\_\_\_

Architectural Period/Style \_\_\_\_\_

Legal Property Description of Current Location (Lot and Block Numbers)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Does the property/structure remain on its original site?

☐ Yes

☐ No (specify original location) \_\_\_\_\_

List any known historical facts regarding the structure

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Indicate the original and adapted uses of the property/structure.

#### Original Uses

- ☐ Agriculture \_\_\_\_\_
- ☐ Commerce \_\_\_\_\_
- ☐ Education \_\_\_\_\_
- ☐ Government \_\_\_\_\_
- ☐ Healthcare \_\_\_\_\_
- ☐ Industrial \_\_\_\_\_
- ☐ Recreation \_\_\_\_\_
- ☐ Religious \_\_\_\_\_
- ☐ Residential \_\_\_\_\_
- ☐ Social \_\_\_\_\_
- ☐ Transportation \_\_\_\_\_

#### Adapted Uses

- ☐ Agriculture \_\_\_\_\_
- ☐ Commerce \_\_\_\_\_
- ☐ Education \_\_\_\_\_
- ☐ Government \_\_\_\_\_
- ☐ Healthcare \_\_\_\_\_
- ☐ Industrial \_\_\_\_\_
- ☐ Recreation \_\_\_\_\_
- ☐ Religious \_\_\_\_\_
- ☐ Residential \_\_\_\_\_
- ☐ Social \_\_\_\_\_
- ☐ Transportation \_\_\_\_\_



#### IV. Architectural Description

##### A. Physical Characteristics

	Original	Current
Number of stories	_____	_____
Orientation	_____	_____
Floor Plan		
Open plan	<input type="checkbox"/>	<input type="checkbox"/>
L-plan	<input type="checkbox"/>	<input type="checkbox"/>
Modified L-plan	<input type="checkbox"/>	<input type="checkbox"/>
Center passage plan	<input type="checkbox"/>	<input type="checkbox"/>
2-room plan	<input type="checkbox"/>	<input type="checkbox"/>
T-plan	<input type="checkbox"/>	<input type="checkbox"/>
Shotgun plan	<input type="checkbox"/>	<input type="checkbox"/>
Asymmetrical plan	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Roof Type		
Gable	<input type="checkbox"/>	<input type="checkbox"/>
Hipped	<input type="checkbox"/>	<input type="checkbox"/>
Flat with parapet	<input type="checkbox"/>	<input type="checkbox"/>
Gambrel	<input type="checkbox"/>	<input type="checkbox"/>
Mansard	<input type="checkbox"/>	<input type="checkbox"/>
Shed	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____

##### B. Materials (Please check all that apply)

	Original	Current
Construction		
Frame	<input type="checkbox"/>	<input type="checkbox"/>
Solid Brick	<input type="checkbox"/>	<input type="checkbox"/>
Solid Stone	<input type="checkbox"/>	<input type="checkbox"/>
Concrete	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Foundation		
Pier and Beam	<input type="checkbox"/>	<input type="checkbox"/>
Stone	<input type="checkbox"/>	<input type="checkbox"/>
Brick	<input type="checkbox"/>	<input type="checkbox"/>
Concrete	<input type="checkbox"/>	<input type="checkbox"/>
Concrete Masonry Units	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Exterior Wall Surface		
Siding (specify type)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Stucco	<input type="checkbox"/>	<input type="checkbox"/>
Stone	<input type="checkbox"/>	<input type="checkbox"/>

Brick	<input type="checkbox"/>	<input type="checkbox"/>
Wood Shingle	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Windows</b>		
Wood Sash	<input type="checkbox"/>	<input type="checkbox"/>
Aluminum Sash	<input type="checkbox"/>	<input type="checkbox"/>
Single-hung	<input type="checkbox"/>	<input type="checkbox"/>
Double-hung	<input type="checkbox"/>	<input type="checkbox"/>
Casement	<input type="checkbox"/>	<input type="checkbox"/>
Fixed	<input type="checkbox"/>	<input type="checkbox"/>
Awning	<input type="checkbox"/>	<input type="checkbox"/>
Hopper	<input type="checkbox"/>	<input type="checkbox"/>
Sliding	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<b>Roof Materials</b>		
Shingles (specify type)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Tile (specify type)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Slate	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Metal (specify type)	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Other	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Primary Exterior Color	_____	_____
Secondary (Trim) Color	_____	_____

## V. Supporting Documentation

Please attach the following information. All written documentation should be double spaced, 12 point-font, justified.

### A. Alterations

List any known changes or modifications made to the property throughout its history.

### B. Historical Figures/ Historical Information about individuals who are associated with the property.

List any historical figures associated with the property. Provide names and occupations.

### C. Property Ownership

Legal description of property with a location map as well as a list of all known owners of the property. Include original owner and subsequent owners.

### D. Tenant History

List all known tenants of the property throughout its history.

### E. Narrative History

Attach a narrative explanation of the chronological and historical development of the property. A narrative history is simply a research paper that documents the significance of

the property or topic. This research paper must be complete, orderly, concise and fully documented with endnotes or footnotes.

#### F. Drawings

- Provide a sketch of the current site plan. Include the proposed location of the historic plaque.
- Provide a sketch map indicating the nominated property/structure and any related sites.
- Copies of Sanborn Maps <sup>TM</sup> showing the property/structure relationships to other property/structure and the footprint of the property/structure

#### G. Photographs

Historic

- Provide at least one historic photograph of the property/structure.

Current

- Provide at least one current photograph of the property/structure illustrating its surrounding context. For example, photograph the streetscape in which the property/structure is included.
- Provide at least one photograph of each side of the property/structure.

#### H. Additional Information

Provide any additional information that supports the application. This may include copies of architectural drawings, letters, oral histories, newspaper/magazine articles, etc.

#### I. References

Attach a list of the books, articles, Sanborn Maps <sup>TM</sup>, newspapers, and other sources used in preparing this form. (See a list of possible references after the signature page.)

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The Historic Review Commission requests that all plaques be mounted on the front façade of the approved property/structure within thirty (30) days of receipt.

Permission of owner for plaque placement ☐

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Applicant Signature

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Owner Signature

## Property Research Terms

**Abstract of title:** A complete historical summary of all recorded documents affecting the title of a property. An abstract can also be the original grant, usually followed by a number. Example: T. Lindsay Baker League, A-117.

**Affidavit:** A sworn statement, usually for purposes of establishing land use and ownership or legal heirs.

**Assignee:** One to whom a right or property is transferred.

**Chain of title:** The linkage of property ownership that connects the present owner to the original source of title.

**Cloud on the title:** Any claim, lien, or encumbrance that impairs title to the property.

**Codicil:** A written supplement or amendment to an existing will.

**Deed:** A document that when properly executed and delivered conveys title to land.

**Deed of trust:** A deed given to secure a loan and treated as a mortgage.

**Easement:** The right or privilege one party has to use land belonging to another for a special purpose not inconsistent with the owner's use of the land.

**Executor or executrix:** A person named in a will to carry out its instructions.

**Fee simple:** The most complete set of rights one can hold in land and land ownership.

**Gift deed:** A deed that usually states "love and affection" as the consideration.

**Grant:** The act of conveying ownership; also the original division of land in conveyance from the government to an individual or company.

**Grantee:** The person named in a deed that acquires ownership.

**Grantor:** The person named in a deed that conveys ownership.

**Heirs:** Those designated by law to receive the property of a deceased person if he leaves no will.

**Intestate:** One who dies without a legal will.

**Lien:** A hold or claim which one person has on the property of another to secure payment of a debt or other obligation.

**Mechanic's lien:** A claim placed against property by unpaid workmen or material suppliers.

**Metes and bounds:** A method of land description that identifies a parcel by specifying its shape and boundaries.

**Monument:** An iron pipe, stone, tree, or other fixed point used in making a survey.

**Partition:** To divide jointly held property into distinct portions.

**Party wall:** A fence or wall erected along a property line for the mutual benefit of both owners.

**Personal property:** A right or interest in things of a temporary or movable nature; anything not classed as real property.

**Plat:** A map that shows the location and boundaries of individual properties.

**Promissory note:** A written promise to pay a debt.

**Oil, gas, and mineral lease:** An agreement that grants use of the land for the purpose of exploration/production.

**Quit claim deed:** A document conveying whatever title interest the grantor has.

**Real property:** Land and improvements.

**Sheriff's deed:** A deed issued as a result of a court-ordered foreclosure sale.

**Testate:** To die with a last will and testament.

**Title search:** An inspection of publicly available records and documents to determine the current ownership and title condition of a property.

**Trustee:** One who holds property in trust for another.

**Warranty deed:** Essentially a deed guaranteed free from encumbrances.

Terms collected by Dan Utley of the Texas Historical Commission from the following source:

Charles J. Jacobus and Bruce Harwood, eds. *Texas Real Estate*, Third Edition. Reston, VA: Reston Publishing Company, 1983.



# 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 included:

- 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

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 attached 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*



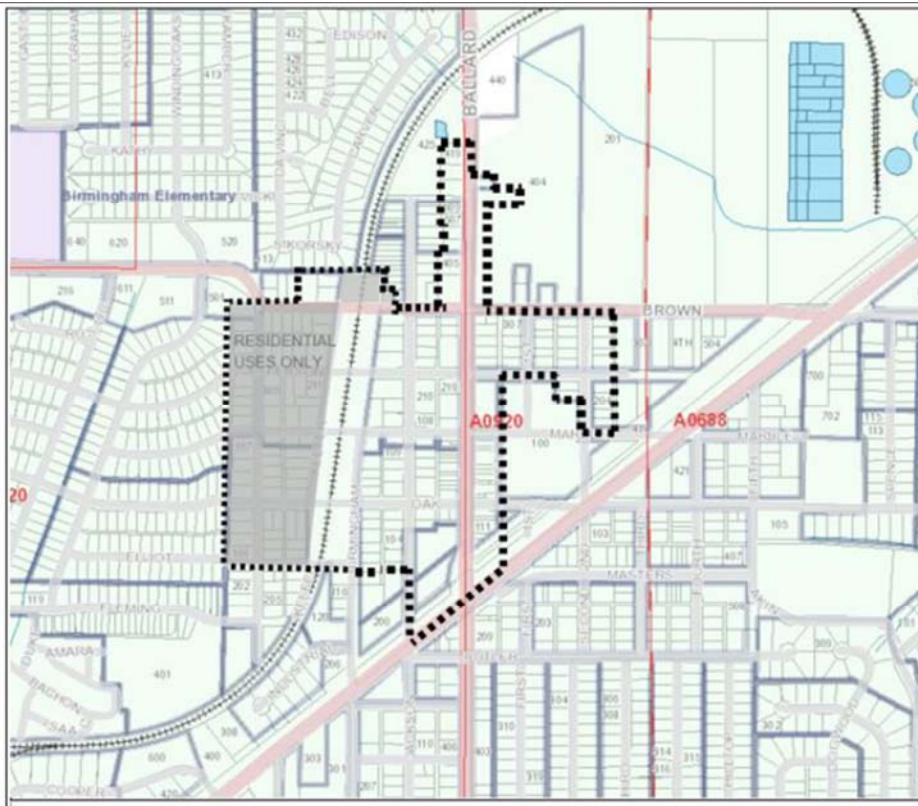
## ZONING ORDINANCE

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



## ZONING ORDINANCE

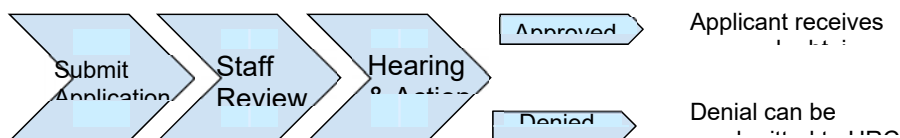
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- to fulfill the purpose of the Downtown Historic Ordinance and to consider future amendments and long range goals of the District.
- c. Submission of Plans. A completed application shall be submitted with a fee, accompanied by the following, and any 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.
-



## ZONING ORDINANCE

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.



## ZONING ORDINANCE

- 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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## ZONING ORDINANCE

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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 ZONING ORDINANCE

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.
-



## ZONING ORDINANCE

- 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.~~
  - 4. ~~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.~~
  - 5. ~~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





## ZONING ORDINANCE

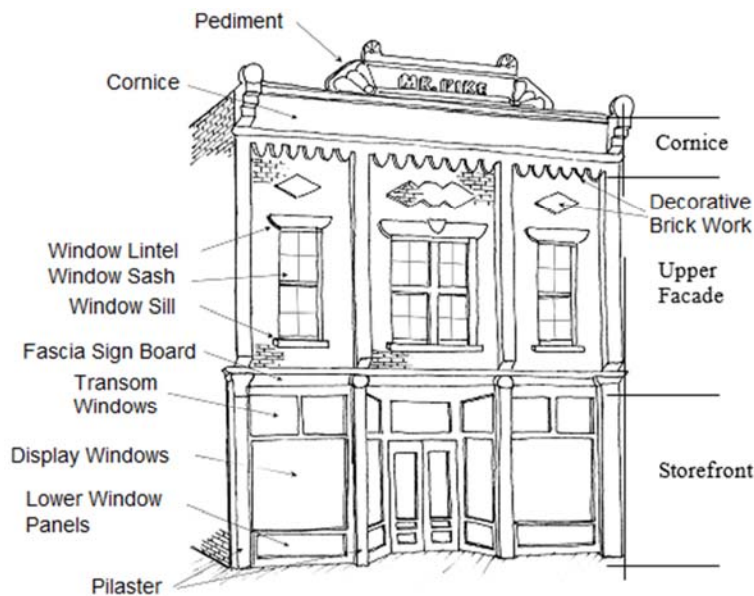
large display windows and transom; the upper façade, with large regularly spaced windows; and the decorative cornice. Similar base standards shall be incorporated on street facades facing a side street.

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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. Keep in mind that your house may have changed 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.

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## ZONING ORDINANCE

### **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,



## ZONING ORDINANCE

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 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 [5]:** Reword this to fit Wylie character

- 6- ~~Residential structures shall face the main street~~
- ~~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.~~
- ~~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.~~
- ~~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.~~
- ~~Porches shall have columns and railings around the edge of the porch except for the entrance steps.~~
- ~~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)~~
- ~~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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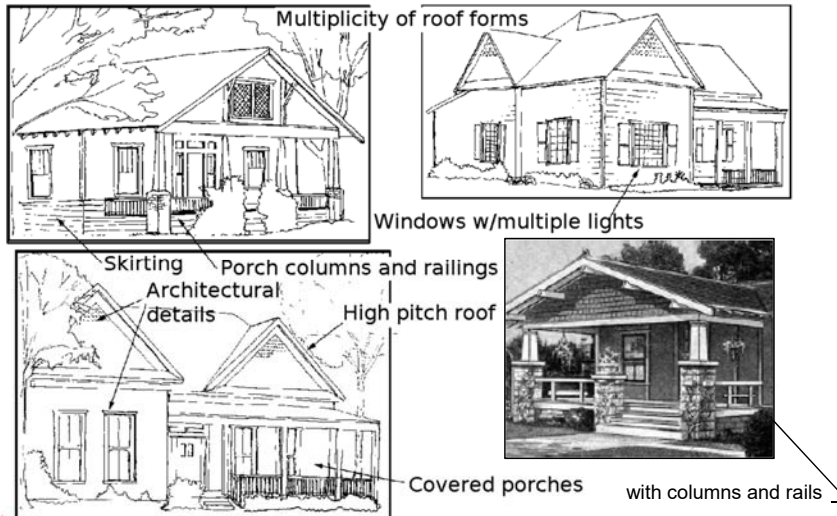
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## ZONING ORDINANCE

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.

**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.



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- 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**

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



## ZONING ORDINANCE

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.
- 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.





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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.
- 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.



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- 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.
  - ii Maximum area allowed is 3 sq. ft. each, with a total cumulative area not to exceed 7 sq. ft.;



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- 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 6-6 Exempt Incidental Signs**

1. 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.



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- 
- 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.

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

**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.*

Subject: Request to Feature Your Historic Home in Supplemental Guideline

[Homeowner's Address]

Dear [Homeowner's Name],

According to Collin County Appraisal District, you are the listed property owner of [STREET ADDRESS], Wylie, TX 75098. 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.*

**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: \_\_\_\_\_

\$

***The form can be mailed to the address below or scanned and emailed to  
planning@wylietexas.gov***