

Wylie Historic Review Commission Regular Meeting

October 28, 2021 – 6:00 PM

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



CALL TO ORDER

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Commission regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Commission requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Commission is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

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, Minutes from the August 26, 2021 Regular Meeting.

WORK SESSION

WS1. Discuss and Review the Downtown Historic District, Section 6.3 of the Zoning Ordinance, and Chapter 58, Article II Landmarks of the Code of Ordinances.

WS2. Discuss the rezoning of the area on North Keefer Street.

RECONVENE INTO REGULAR SESSION

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on October 22, 2021 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

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

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

Texas Government Code Section:

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

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



Historic Review Commission

AGENDA REPORT

Department: Planning

Account Code: _____

Prepared By: Mary Bradley

Subject

Consider, and act upon, Minutes from the August 26, 2021 Regular Meeting.

Recommendation

Motion to recommend **approval** as presented.

Discussion

The minutes are attached for your consideration.

Financial Summary/Strategic Goals

Community Focused Government



Historic Review Commission

Minutes

Regular Meeting

August 26, 2021 – 6:00 p.m.

Wylie Municipal Complex – Council Chambers

300 Country Club Road, Bldg. 100

Wylie, TX 75098

CALL TO ORDER

Announce the presence of a Quorum.

Chair Chandler called the meeting to order at 6:00PM. Commissioners present: Commissioner Joe Chandler, Vice Chair Sandra Stone, Commissioner Krisleigh Hoermann, Commissioner Melissa Kenfield, Commissioner Kali Patton, and Commissioner Allison Stowe. Commissioners absent: Commissioner Frank Besadesky.

Staff present: Renae' Ollie, Assistant City Manager and Mary Bradley, Administrative Assistant.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Commissioners regarding an item that is not listed on the Agenda. Residents must fill out a non-agenda form prior to the meeting in order to speak. Commissioners requests that comments be limited to three (3) minutes. In addition, Commissioners not allowed to converse, deliberate or take action on any matter presented during citizen participation

Chair Chandler addressed the Commissioners recommending to include the Pledge and Invocation to the agenda. All Commissioners were in agreement.

INVOCATION & PLEDGE OF ALLEGIANCE

Vice Chair Stone gave the invocation and Chair Chandler led the Pledge of Allegiance.

CONSENT AGENDA

- A. Consider and act upon approval of the Minutes from the July 8, 2021 Special Called Meeting.**

Commission Action

A motion was made by Vice Chair Stone, seconded by Commissioner Hoermann, to approve the Minutes from the July 8, 2021 Special Called Meeting. A vote was taken and the motion carried 6-0.

Minutes August 26, 2021

Historic Review

Page 1

WORK SESSION

A. Discuss and Review the Downtown Historic District, Section 6.3 of the Zoning Ordinance, and Chapter 58, Article II Landmarks of the Code of Ordinances.

Ms. Ollie addressed the Commissioners giving a brief summary of the proposed revisions to Section 6.3 of the Zoning Ordinance and Chapter 58, Article II of the Code of Ordinances.

Commissioners discussed the revisions for the boundaries, to allow commercial or residential uses on the properties north of Brown Street and Keefer Street.

Commissioners discussed the proposed addition regarding Demolitions and Relocation. Commissioners recommended requiring a letter from a structural engineer giving the reasons for the demolition, which shall be reviewed by the city inspector.

Commissioners made minor revisions to the remaining ordinance.

Commissioners discussed the additions to Section II of Chapter 58 of the Code of Ordinances involving Landmarks. Ms. Ollie stated that an application for a local landmark was created and will be sent to the Commissioners. The Commissioners desired having the process included in Section 6.3 of the Zoning Ordinance and desired to have incentives for those making applications. Ms. Ollie stated that she would research and get back with the Commissioners.

RECONVENE INTO REGULAR SESSION

Chair Chandler reconvened the Commission into Regular Session at 7:50pm

ADJOURNMENT

A motion was made by Vice Chair Stone, and seconded by Commissioner Hoermann, to adjourn the meeting at 7:51PM. A vote was taken and carried 5 - 0, Commissioner Kenfield departing earlier.

Joe Chandler, Chair

ATTEST:

Mary Bradley, Administrative Assistant



Historic Review Commission

AGENDA REPORT

Department: Planning

Prepared By: Renae' Ollie

Account Code: _____

Subject

Discuss and Review the Downtown Historic District, Section 6.3 of the Zoning Ordinance, Chapter 58, Article II Landmarks of the Code of Ordinances.

Recommendation

Review and Direction

Discussion

The last updates to Section 6.3 DTH were conducted in 2015. Staff is seeking direction from the Commission on updates to the ordinance. Such amendments include, but are not limited to district boundaries and landmarks.

In summary, the proposed amendments include:

- Better define routine maintenance
- Accessory structures
- Demolition & Relocation section
- Signage
- Landmarks

Financial Summary/Strategic Goals

Ties in with the City's mission statement: Honoring our past; Embracing our present; Planning our Future.
Meets the following Strategic Goals: Economic Growth: Support and grow our local economy

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 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 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.

B. District Boundaries

1. The Downtown Historic District (DTH) is generally bounded by State Highway 78 on the south, Cottonbelt Avenue on the west, from Eliot 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.

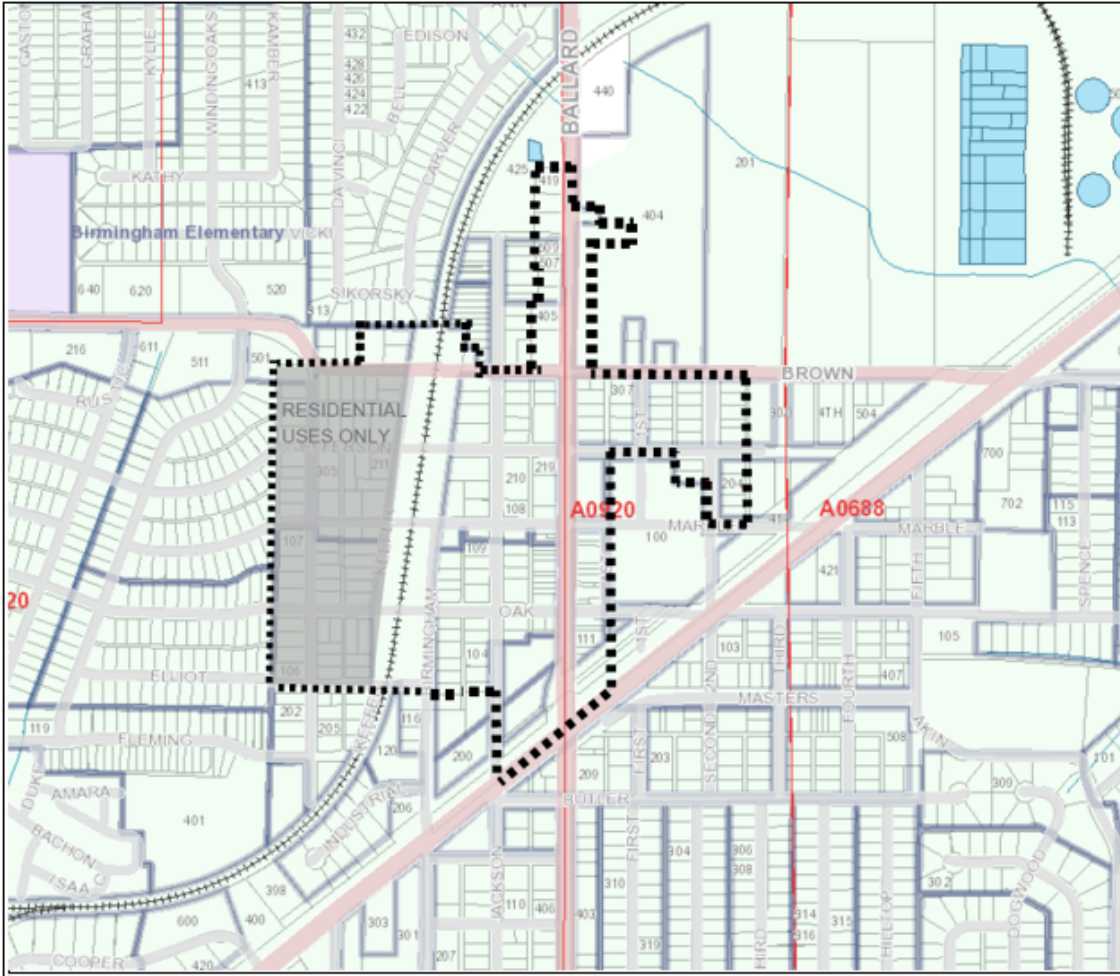


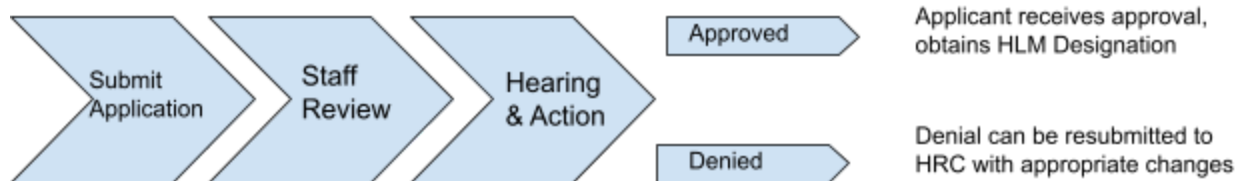
FIGURE 6-1 DOWNTOWN HISTORIC DISTRICT BOUNDARIES

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

- 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.

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 written statement that the owner may have of the impact of a historic landmark designation of the owner's property the owner
 - 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 by a three-fourths vote of the city council in accordance with Local Government Code 211, Section 211.0165, as amended.



D. Permitted Uses

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

- e. Only residential uses are permitted for those lots along Cotton Belt Avenue, and along Keefer Street from Elliot Street on the south to Brown Street on the north, as depicted in Figure 6.1 and on the official zoning map of the City of Wylie.

E. *Downtown Historic District Development and Design Standards and Guidelines*

1. All properties must meet requirements provided in this section for Site Design, and Architectural Standards.
2. **Purpose of Downtown Historic District Design Standards.** The purpose of these design standards is to ensure the preservation of the historic and architectural qualities which make the Downtown Historic District a unique place by permitting new development compatible with existing historic buildings and by maintaining the historic and architectural qualities of existing buildings.
 - a. Site Design Standards. The purpose of the Site Design Standards is to provide for building and parking placement compatible with existing development.
 - b. Architectural Standards. The purpose of the Architectural Standards is to provide for the preservation of existing historic and architectural qualities of Downtown Wylie, ensure new construction is compatible with these qualities, and to protect and promote the uniqueness of downtown as a commercial area.
 - c. 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 hardy board products except along ground
 - v. The use of vinyl windows
3. **Standards and Guidelines for Demolitions and Relocation.** Each historic style in Wylie is equally important, just as each house and the way it has, or will, develop is important. The historic district designation is not meant to freeze the neighborhood in time, but rather to guide the neighborhood into the future. The most significant events that affect the change of character in a historic district are remodeling, demolition and new construction. When altering an existing structure, or constructing a new home in the district, it is important to draw upon the context of the local neighborhood for inspiration. This does not mean that new construction should mimic existing homes. However, new construction should be sympathetic to the existing building typologies within the district and, more specifically, in the sub-district and block face, if applicable

a. DEMOLITION

Demolition of a structure will NOT be allowed if any of the ~~four~~ 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 of old 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 noncontributing structure), and its removal will result in a positive, appropriate visual effect in the district.

b. RELOCATION

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

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

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

b. Building Placement - Residential Structures

- i. New single family residential structures are only allowed in blocks which are predominantly developed with existing residential structures.
- ii. Residential structures shall conform with the front yard, side yard and rear yard setbacks of existing residential buildings on the block face. Front yard and rear yard setbacks will be deemed to be in conformity if they are within five feet of the average of the existing setback on either side of the new construction. Side yard setbacks shall be no closer than the side yard setback adjacent to the new construction or 20 feet whichever is less. On corner lots, side yards shall be

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

- iii Accessory structures such as garages, sheds, greenhouses etc. shall be located in a separate structure from the main building, 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 Commercial Uses less than 4,000 square feet in a block face with existing historic commercial buildings shall not be required to provide off-street parking.
- iv 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 such as pavestones, and grasspavers or other materials can be used for driveways and parking spaces, 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**. No off-street parking can be developed with frontage on Ballard Street ~~or the block face on the east side of Jackson Street.~~
 - 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.
- v Off-street parking lots with over 20 spaces are required to have landscaping and lighting that meets the standards for other nonresidential developments. (Article 4, Section 4.3)
- d. Parking for Residential Uses**
- i Parking for residential use shall be on site and shall provide a minimum of two parking spaces.
 - ii Alternative materials; ~~for driveways and parking spaces may include such as~~ ~~pavestones, and grasspavers or other materials can be used for driveways and parking spaces,~~ subject to approval of the City Engineer.

5. Architectural Design Standards

a. Street Facade – Commercial Structures

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

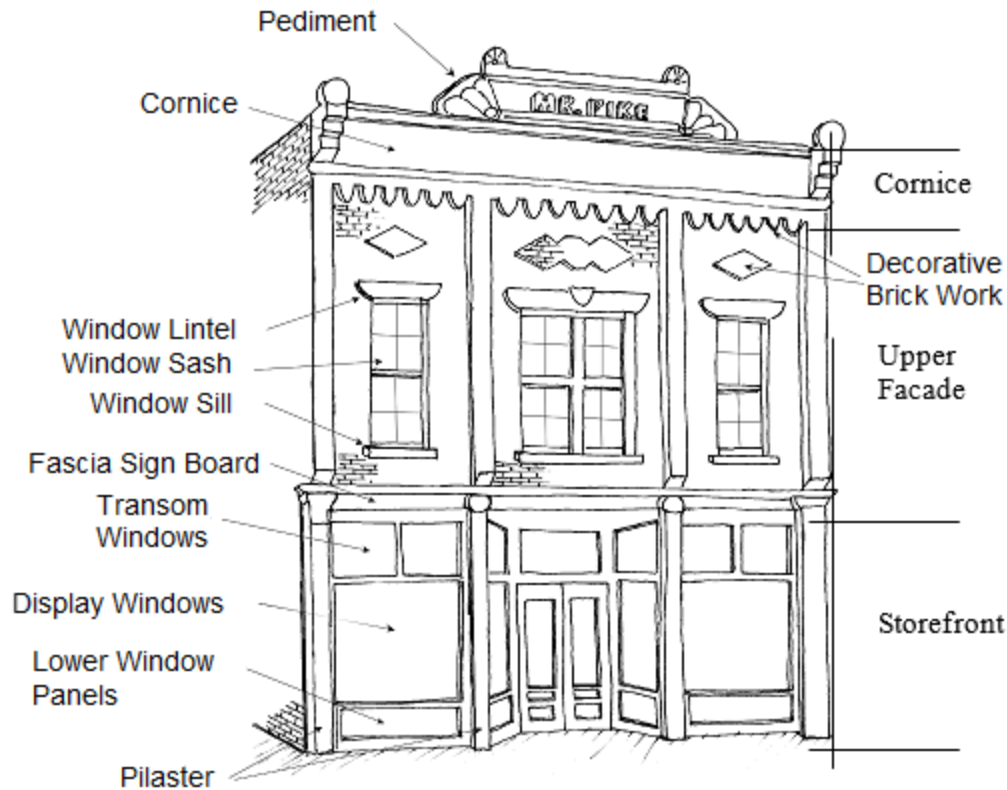


FIGURE 6-2 TYPICAL FEATURES OF COMMERCIAL STRUCTURES IN THE DOWNTOWN HISTORIC DISTRICT

b. Street Facade – Residential Structures

- i. ~~(1) —~~ Residential structures within the Downtown Historic District shall have ~~identifiable~~ the following basic features ~~of existing residential structures in the district, as appropriate to the architectural style of the building. These features may include~~ are depicted in the following: ~~illustration for definitional purposes.~~
 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.
- ii. Residential structures shall face the main street
- iii. 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.
- iv. 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.
- v. 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.
- vi. Porches shall have columns and railings around the edge of the porch except for the entrances steps.
- vii. 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)
- viii. In addition to the above all residential structures shall have at least two of the following desirable design features as appropriate:

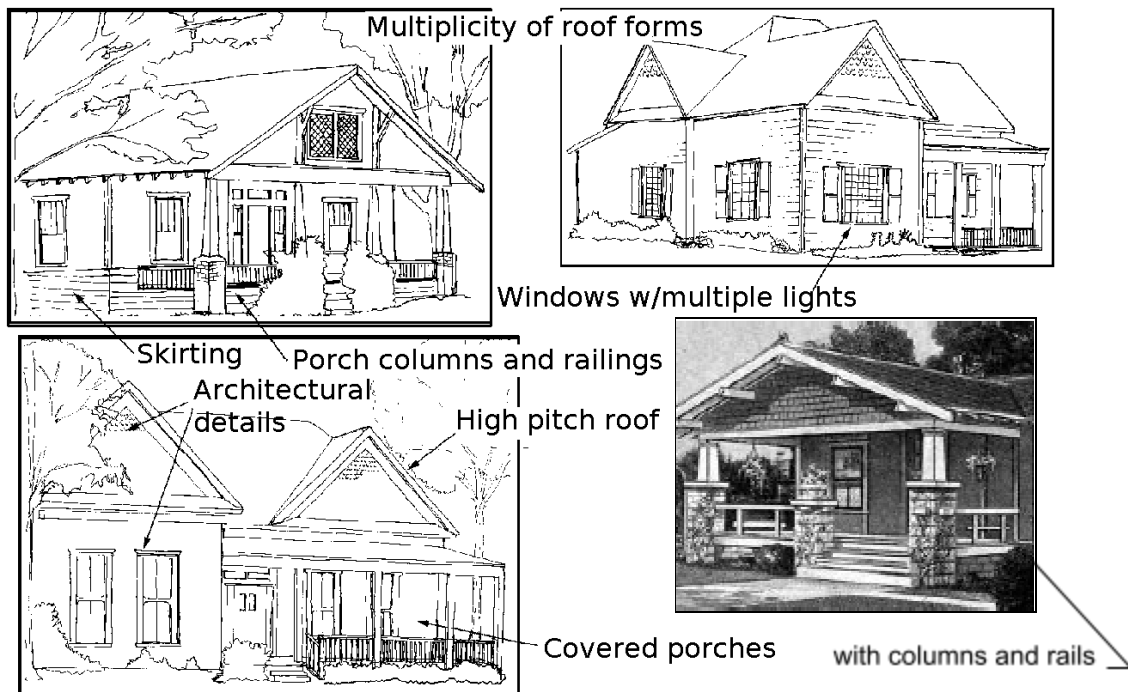


FIGURE 6-3 TYPICAL FEATURES OF RESIDENTIAL STRUCTURES IN THE DOWNTOWN HISTORIC DISTRICT

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 carving 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. Overall height of single story commercial buildings in the Downtown Historic District shall be between 18 and 26 feet.~~
- ii. ~~Traditional patterns should be incorporated into new construction whenever possible.~~
- iii. ~~The proportion of the height to width of the facade between pilasters shall be in the range of 2.5 to 1 to 3 to 1. The basic window units shall be between 2 to 2.5 times the remaining height to the top of the cornice.~~
- iv. 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.
- v. The building height shall not exceed ~~forty-five~~ ~~thirty-five~~ (45~~35~~) feet at the highest point ~~of the cornice and up to forty (40') feet for architectural elements including but not limited to turrets, pinnacles and pediments.~~

d. Building Proportions – Residential Structures

- i. ~~New r~~Residential structures within the Downtown Historic District ~~should respect building heights in accordance with period specific design. may be a maximum of two stories in height, so long as the second floor is located under the roof over the first floor. Dormers and/or windows in the gable end of the roof shall be used to provide light and air.~~
- ii. ~~Residential structures shall have a minimum roof pitch of 8:12.~~
- iii. The building height shall not exceed ~~forty-five~~ ~~thirty-five~~ (45~~35~~) feet ~~including at the roof ridge and up to forty (40') feet for architectural elements including but not limited to turrets, pinnacles.~~

e. Building Materials - Commercial Structures

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

f. Building Materials – Residential Structures

- i. The primary exterior material for residential structures within the Downtown Historic District shall be wood siding and/or composite masonry materials having a wood pattern.
- ii. The width of the siding shall be between four and five inches in width.

- iii. Renovation to existing residential structures should use materials which are compatible with the existing residential structure. Adherence to these material standards are encouraged where appropriate and/or possible.
- iv. ~~Vertical siding is prohibited.~~
- v. 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 ~~not visible from the street.~~

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.
- iii. ~~Fences placed behind the residential building shall conform to fencing requirements for single family development elsewhere in the city.~~

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 ~~not to regulate the content of any sign, but to regulate~~ **to ensure that** the area, material, and placement of new signs and alterations made to existing signs ~~and to ensure consistency and to preserve the Downtown Historic District as a desirable area that is pleasing and visually attractive.~~ **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~~ **one** 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. ~~(Signs above a storefront should fit within the historic signboard for example.)~~
- (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.



FIGURE 6-5 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

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.~~ ~~allowed within two feet of the window surface, except for open/closed signs.~~

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. ~~Artwork or copy on Awning Signs shall be limited to a business name and or logo.~~
- iii. 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. ~~A Canopy Sign may consist of only the name and/or logo of the business at the location of the canopy.~~
- iii. 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.
- iv. An illuminated stripe may be incorporated into a canopy. The stripe may extend along the entire length of the face of the canopy. The width or thickness of the stripe shall be limited to one-third of the vertical dimension of the face of the canopy. The internal illumination of a canopy is limited to the portions of the canopy face on which a sign or stripe is permitted.

h. Special Events Banner Signs

- i. A Special Event Banner sign is composed of cloth, plastic, canvas or other light fabric.

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

i. A-Frame/Sandwich Board Signs

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

ZONING ORDINANCE

- ii Maximum area allowed is 3 sq. ft. each, with a total cumulative area not to exceed 7 sq. ft.;
- iii Incidental signs that project over or into a pedestrian right-of-way must be at least 7'-6" above the sidewalk;
- iv Cannot project beyond the awning;
- v Cannot extend above the awning;

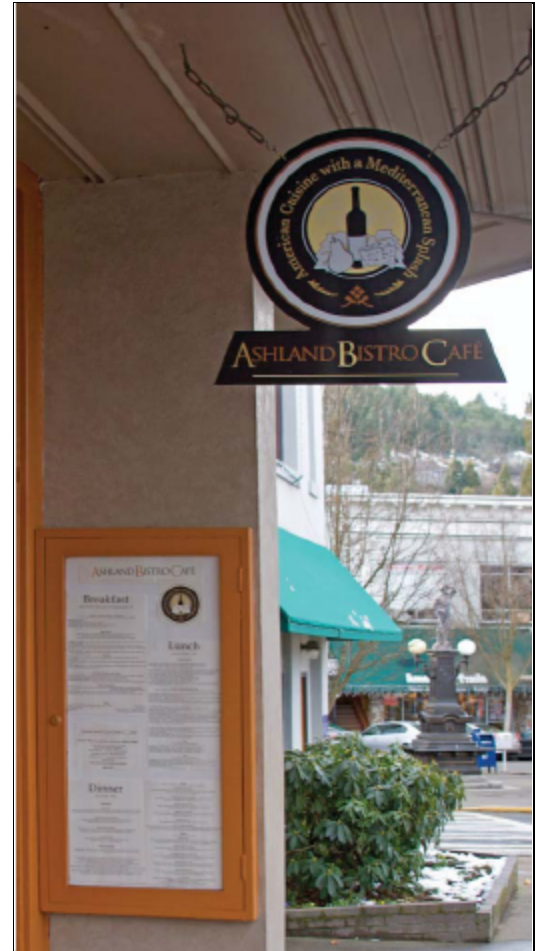


Figure 6-6 Exempt Incidental Signs

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

ARTICLE I. - IN GENERAL

Secs. 58-1 - 58.1920. - 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, archaeological 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 ~~on perpetual monthly basis.~~

In accordance with Section 11 of Ordinance 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. Whether ~~On a monthly basis in perpetuity historic landmarks, if they are~~ edifices or locations which are distinctive and important elements of the city's cultural, social, economic, political, archaeological and architectural history, shall be designated as historical landmarks of the city.

(Code 1991, ch. 1, §§ 15.00, 15.01; Code 1997, § 58-31; Code 2005, § 58-21; Ord. No. 90-11, § 1, 8-28-1990)

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

Designation of city landmarks will be made by a ~~three-fourths vote of 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.

(Code 1991, ch. 1, § 15.02; Code 1997, § 58-32; Code 2005, § 58-22; Ord. No. 90-11, § 2, 8-28-1990)

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.

(Code 1991, ch. 1, § 15.03; Code 1997, § 58-33; Code 2005, § 58-23; Ord. No. 90-11, § 3, 8-28-1990)

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

The eCity eCouncil, 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.

(Code 1991, ch. 1, § 15.04; Code 1997, § 58-34; Code 2005, § 58-24; Ord. No. 90-11, § 4, 8-28-1990)

Sec. 58-25. Ordinary Maintenance. ~~Participation in state Main Street center program.~~

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. ~~The city council in recognition of the need to protect, preserve and promote the existing town center, i.e., North Ballard Street Business District, declares official desire to participate in the state Main Street center program. To begin the process the city council instructs the city manager to contact and cooperate with the city chamber of commerce and the historical society of the city in presenting a plan to the state Main Street center for consideration in inclusion in the state Main Street program.~~

~~(Code 1991, ch. 1, § 15.05; Code 1997, § 58-35; Code 2005, § 58-25; Ord. No. 90-11, § 5, 8-28-1990)~~

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.

(Ord. No. 90-11, § 5, 8-28-1990; Code 1991, ch. 1, § 15.05; Code 1997, § 58-35)

State Law reference— Main Street program, V.T.C.A., Government Code § 442.014; loans, V.T.C.A., Government Code § 481.201.



Historic Review Commission

AGENDA REPORT

Department: Planning

Account Code: _____

Prepared By: Renae' Ollie

Subject

Discuss the rezoning of the area on North Keefer Street.

Recommendation

Direction.

Discussion

Staff is seeking direction from the Commission on rezoning the area on North Keefer Street to allow commercial and residential uses.

Financial Summary/Strategic Goals

Ties in with the City's mission statement: Honoring our past; Embracing our present; Planning our Future.
Meets the following Strategic Goals: Economic Growth: Support and grow our local economy.

