

# Historic Review Commission



**October 17, 2016**



# Wylie Historic Review Commission

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## NOTICE OF MEETING

Special Called Meeting Agenda  
**Monday, October 17, 2016 – 6:00 p.m.**  
Wylie Municipal Complex – Council Chambers  
300 Country Club Road, Building #100

**Jon Lewis** ..... Board Member  
**Sandra Stone** ..... Board Member  
**Gary Taylor** ..... Board Member  
**John Pugh** ..... Board Member  
**Bob Heath, Sr.** ..... Board Member  
**James Park** ..... Board Member  
**Mandi Wilson** ..... Board Member

**Renaè Ollie** ..... Planning Director  
**Mary Bradley** ..... Administrative Assistant

*In accordance with Section 551.042 of the Texas Government Code, this agenda has been posted at the Wylie Municipal Complex, distributed to the appropriate news media, and posted on the City website: [www.wylietexas.gov](http://www.wylietexas.gov) within the required time frame. As a courtesy, the entire Agenda Packet has also been posted on the City of Wylie website: [www.wylietexas.gov](http://www.wylietexas.gov).*

*The Chair and Commissioners request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to respond to a page or to conduct a phone conversation.*

*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.*

### CALL TO ORDER

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*Announce the presence of a Quorum.*

### CITIZENS COMMENTS ON NON-AGENDA ITEMS

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*Residents may address Coimmissioners regarding an item that is not listed on the Agenda. Residents must provide their name and address. The Commission requests that comments be limited to three (3) minutes. In addition, the Commissioners are not allowed to converse, deliberate or take action on any matter presented during citizen participation.*

### NOMINATE CHAIR AND VICE CHAIR

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1. Nominate and motion on Vice Chair.
2. Nominate and motion on Chair.

## CONSENT AGENDA

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1. Consider and act upon approval of the Minutes from May 26, 2016, Special Called Meeting.
2. Consider and act upon approval of the Minutes from September 27, 2016, Joint Work Session Meeting with City Council.

## Regular Agenda

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### **Regular Agenda**

1. Consider and act upon a recommendation to the City Council regarding a request to provide 7-1/4" Smartsiding as an alternate exterior material, in lieu of the required 4" – 5" wood siding or composite masonry to an existing contributing residential structure located at 201 E. Jefferson Street.
2. Consider and act upon approval of the Bylaws, and Rules of Procedure for the Historic Review Commission.

## ADJOURNMENT

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## CERTIFICATION

*I certify that this Notice of Meeting was posted on this 14th day of October, 2016 at 5:00 p.m. as required by law in accordance with Section 551.042 of the Texas Government Code and that the appropriate news media was contacted. As a courtesy, this agenda is also posted on the City of Wylie website: [www.wylietexas.gov](http://www.wylietexas.gov).*

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**Carole Ehrlich, City Secretary**

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## Wylie Historic Review Commission

**Minutes  
Wylie Historic Review Commission  
Thursday, May 26, 2016 – 6:00 pm  
Wylie Municipal Complex – Council Chambers  
300 Country Club Road, Building 100**

### **CALL TO ORDER**

Chair Jon Lewis called the meeting to order at 6:02 PM. Commissioners present: Chair Lewis, Vice Chair Annilee Waterman, Commissioner James Park, Commissioner Jennifer Wakefield, Commissioner Bob Heath, Sr. and Commissioner John Park. Commissioner Gary Taylor was absent.

Staff present: Renae' Ollie, Planning Director and Administrative Assistant Mary Bradley.

### **CITIZENS COMMENTS**

Chair Lewis opened the Citizens Participation. With no one approaching the Commissioners, Chair Lewis closed the Citizens Participation.

### **CONSENT AGENDA**

1. Consider and act upon approval of the Minutes from April 28, 2016, Special Called Work Session Meeting.

A motion was made by Commissioner Heath and seconded by Commissioner Wakefield, to approve the minutes as submitted. Motion carried 6 – 0.

### **Regular Agenda**

#### **Action Item**

#### **Item 1 – 507 N Ballard**

Remove from Table renovations to a 1,912 square foot residential structure located 507 N Ballard, for Kime Roofing and Construction.

#### **Board Action**

A motion was made by Commissioner Waterman, and seconded by Commissioner Wakefield, to remove from the table the renovations for 507 N Ballard. Motion carried 6 – 0.

Consider and act upon renovations to a 1,912 square foot residential structure located 507 N Ballard, for Kime Roofing and Construction.

### **Staff Presentation**

Ms. Ollie stated that the Commissioners had tabled the consideration for color for the door, and the type of column styles to 507 N Ballard at the last meeting. The applicant is offering multiple colors and requesting direction from the board.

Mr. David Brennan, 12647 Sunglow Lane, Dallas, Texas, applicant, stated that the desire was to paint the front door to match the company brand color, which is orange.

The Commissioners discussed in length the various shades of orange that were offered from a historic color palette. After the discussion Mr. Brennan and the Commissioners agreed upon Old Fort Prepared Orange from J.F Kurfees Paint Company 1930s Paint Color Chart – Depression Era Paint Color Brochure for the door. Mr. Brennan stated that the main color is Alabaster White with Tri-Con Black for the trim. Commissioner Wakefield stated that she preferred a gray color, instead of the black.

Mr. Brennan stated that the wooden decking is in bad shape and desired to replace with composite decking for the porch.

The Commissioners discussed in length column styles and size. After the discussion Mr. Brennan and the Commissioners agreed upon substantial posts with square block 6 x 6 with white spindles, the posts painted black on the bottom.

### **Board Action**

A motion was made by Commissioner Park and seconded by Commissioner Pugh to approve the renovations to 507 N Ballard, with paint color Old Fort Orange for the door, Alabaster White as main color, Tri-Con Black for trim, composite decking to the porch and 6 x 6 square block columns with white spindles and posts painted black on bottom. Motion carried 5 – 1, with Commissioner Wakefield voting in opposition.

## **Item 2 – 301 N Ballard Avenue**

Consider and act upon renovations to the roof of a 2,563 square foot residential structure located at 301 N Ballard Avenue, for City of Wylie Brown House.

### **Staff Presentation**

Ms. Ollie stated that the house is the Brown House, and is owned by City of Wylie. The applicant is seeking alternative roofing options to the current cedar shingle roof, due to major damage sustained to the roof during the April 11, 2016 hail storm.

Mr. Shane Colley, Facility Construction Manager, stated that the current roof only has the cedar shingles and no plywood decking under the shingle. The hail storm went directly through the cedar shingles into the attic area, which contributed to water damage within the building. Alternatives to the cedar shingle would be a composite roofing material, metal roofing, and a combination of decking and cedar shingle.

They are having difficulty locating the same roofing materials. The request is for direction on the type of shingles to use. The Commissioners were in agreement not to use the Terra Cotta Tiles. The Commissioners requested visual of type of product and recommended slate, copper or metal roof with decking underneath.

### **Board Action**

A motion was made by Commissioner Wakefield, and seconded by Commissioner Park, to table the amendments to allow time for Mr. Colley to decide on which roofing material either slate, copper or metal. Motion carried 6 – 0.

### **Item 3 – 100 N Ballard Avenue**

Consider and act upon renovations to exchange window and door for a commercial structure located at 100 N Ballard Avenue.

### **Staff Presentation**

Ms. Ollie stated that the applicant is proposing to renovate the façade. The use is a TCBY ice cream store, located at 100 N Ballard Avenue. The exterior of the subject structure will be modified only by the relocation of the primary entry door and the windows facing Ballard. The door will be moved three feet south and the window will be moved three feet north.

### **Board Discussion**

Mr. Sam Taylor, 100 S Jackson, applicant for the subject property stated that tenant has prototype floor plan for serving ice cream. The current location of the door does not allow space for a counter, in which to serve the ice cream. The same style door and window will be the same as currently, just moved three feet.

The Commissioners expressed the concern of changing the door and window, being a significant change to the building.

Commissioner Heath stated in favor of moving the door, but expressed concern on keeping the same brick. Mr. Taylor stated that the Downtown Historic invited the smaller businesses to open up.

Commissioner Wakefield stated that moving the door would change the significance of the building, and recommended having entry access off Oak Street. Commissioner Waterman recommended asking the tenant to revise their floor plan to fit the current door location.

### **Board Action**

A motion was made by Commissioner Heath, and seconded by Commissioner Pugh, to approve the second elevation plan for property located 100 N Ballard Avenue. Motion failed 3 – 3. Ms. Ollie stated that the applicant may appeal to the City Council.

### **Item 4 – 100 N Ballard Avenue**

Consider and act upon modifications to approved plans to include a balcony to a 2,825 square foot commercial structure located at 129 N Ballard, for Wylie Flower Shop.

### **Staff Presentation**

Ms. Ollie stated that the applicant recently received approval to begin renovations of an existing 2,825 square foot commercial structure for the purpose of creating new lease space and two upstairs dwelling units.

The architect informed the applicant that the previously approved plans for patio on the second floor would require steel beams to the interior of the flower shop. This is not feasible option.

The applicant is requesting a modification to construct a walkway and awning that will extend from the side of 131 N Ballard and wrap around to the front of 129 N Ballard.

### **Board Discussion**

Ms. Wells, 129 N Ballard, applicant for the subject property, stated that the beams will be free-standing on each side of the walkway. The door will be on the north instead of the south, as approved previously, due to walkway.

Commissioners recommended Gothic Arch Railing with ironwork cap and vases. The windows will be eleven feet on the bottom floor, and the bricks will be used to fill in for the second floor development.

Commissioner Wakefield questioned the lights. Ms. Wells asked for preference. Commissioner Wakefield recommended 1900 or turn of the century style lights.

### **Board Action**

A motion was made by Commissioner Waterman, and seconded by Commissioner Wakefield, to approve the modifications with stipulation of Diamond Gothic Arch style railings, porch support posts with cap and vases, allow black metal awning, the exterior lightening to be 1900's or turn of century style, and keep the eyebrow arches over the doors on the second floor. Motion carried 6 – 0.

Commissioner Pugh questioned the reasoning for approving the balcony, changing the whole elevation but not approving moving a door three feet. Commissioner Wakefield stated that the style of the historic buildings allow the balcony. Chairman Lewis stated that moving the door would change the whole look of the building from an architectural stand point. The location of the door may work for a tenant, and not work for the next tenant.

### **ADJOURNMENT**

A motion was made by Commissioner Wakefield, seconded by Commissioner Park to adjourn the meeting at 8:14pm. All Commissioners were in consensus.

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**Jon Lewis, Chairman**

**ATTEST:**

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**Mary Bradley, Administrative Assistant**

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## Wylie Historic Review Commission

**Minutes  
Joint Work Session  
City Council and Wylie Historic Review Commission  
Tuesday, September 27, 2016 – 6:00 pm  
Wylie Municipal Complex – Council Conference Room  
300 Country Club Road, Building 100**

### **CALL TO ORDER**

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The Historic Review Commission held a joint work session with City Council. A Quorum was present. The Commissioners appointed Commissioner Bob Heath, Sr. and he called the meeting to order at 6:28 PM. Commissioners present: Commissioner Bob Heath, Sr., Commissioner James Park, Commissioner Sandra Stone, Commissioner Mandi Wilson, Commissioner John Park and Commissioner Gary Taylor. Commissioner Jon Lewis was absent.

Staff present: Renae' Ollie, Planning Director and Administrative Assistant Mary Bradley.

### **Joint Work Session**

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#### **Discussion**

1. Hold a Joint Work Session with the Historic Review Commission and City Council to discuss rules and procedures.

#### **Staff Presentation**

In August, 2016 the Attorney General submitted an opinion (KP-0105) regarding conflict of interest among the Historic Board Commissioners and compliance with Chapter 171 of the Texas Local Government Code. The City Attorney has recommended that the HRC serve in an advisory only capacity.

Chapter 171 of the Local Government Code regulates local public officials' conflicts of interest. Texas Local Government Code §§ 171.001-010. It prohibits a local public official from voting or participating on a matter involving a business entity or real property in which the official has a substantial interest if an action on the matter will result in a special economic effect on the business that is distinguishable from the effect on the public, or in the case of a substantial interest in real property, it is reasonably foreseeable that the action will have a

special economic effect on the value of the property, distinguishable from its effect on the public. *Id.* at § 171.004(a).

Ms. Ollie further explained the definition from Local Government Code 171.002(b), stating a local public official has substantial interest in real property if the interest of the official (or certain of the official's relatives) is an equitable or legal ownership interest with a fair market value of \$2,500 or more. *Id.* at § 171.002(b). The primary changes in the proposed ordinance include modifications that would restrict the responsibilities of the HRC and bring it into conformance with Chapter 171 of the Texas Local Government Code.

The adoption of Ordinance 2013-17 set forth the powers and duties of the Historic Review Commission and gave final approval on certain matters to the board.

Currently, the board is made up of seven board members, and has one member on the board that does not work or live in the Downtown Historic District.

Staff is asking for direction to reflect advisory capacity of the HRC, revisions to the proposed text amendments that restrict final approval by the HRC and re-consideration of the proposed text amendments by the Planning and Zoning Commission and/or HRC.

### **Discussion**

The Council directed staff to revise the Rules and Procedures for the Historic Review Commission to reflect that it is an advisory committee, shall review and make recommendations to the City Council.

The HRC Board Members and Council discussed definition of Historic, contributing versus non-contributing. HRC Commissioners recommended the age of fifty years or older. Mayor Hogue stated that the Council desires to protect and preserve structures within the Downtown Historic District. Council directed staff for a clear definitive description of contributing building. Contributing could be in the form of a person or historical structure.

City Council discussed reviewing the aesthetics of a structure. Ms. Ollie stated that an item can't be denied for aesthetics only, the denial must tie to Comp Plan, Preservation Ordinance, Zoning Ordinance and/or Building Code.

Ms. Ollie stated that preservation is not only for Historical markers, but preservation for business purposes as well.

Acting City Manager, Chris Holsted, recommended that the Historic Review Commission revise the text guidelines to the Historic District and make recommendations to the Planning and Zoning Commission, and then to City Council.

Chair Heath adjourned the work session at 7:33 PM.

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**Robert Heath, Sr, Chairman**

**ATTEST:**

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**Mary Bradley, Administrative Assistant**

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# Wylie Historic Review Commission

## AGENDA REPORT

**Meeting Date:** October 17, 2016  
**Department:** Planning  
**Prepared By:** Renaë' Ollie  
**Date Prepared:** October 13, 2016

**Item Number:** 1  
*(City Secretary's Use Only)*  
**Account Code:** \_\_\_\_\_  
**Budgeted Amount:** \_\_\_\_\_  
**Exhibits:** Application, Photos

### Subject

Consider and act upon a recommendation to the City Council regarding a request to provide 7-1/4" Smartsiding as an alternate exterior material, in lieu of the required 4" – 5" wood siding or composite masonry to an existing contributing residential structure located at 201 E. Jefferson Street.

### Recommendation

Motion to recommend \_\_\_\_\_ to the City Council regarding a request to provide 7-1/4" Smartsiding as an alternate exterior material, in lieu of the required 4" – 5" wood siding or composite masonry to an existing contributing residential structure located at 201 E. Jefferson Street.

### Discussion

**OWNER: Jerilyn K. Staring**

**APPLICANT: Rod Staring**

The Applicant had begun remodeling of the subject residential structure due to rot/wear and the April 11 hail storm. On October 10<sup>th</sup>, staff made contact with the applicant to inform them that the siding that was being installed did not meet the ordinance. At that time, the applicant ceased work and submitted an application to seek an approval from the HRC.

The request is to install 7-1/4" LP Smartsiding in lieu of the required 4" – 5" width wood or composite masonry with a wood pattern siding. In accordance with Section 6.3.E.5.f, 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. The applicant states that cost restraints prevent the installation of similar materials that match the existing 3"-3-1/2" wood siding.

Siding will be painted SW-Ivory Palace with SW-Wedding White trims. Caulking to match previous antique white with white trim. The application does not indicate the replacement of any existing wood windows.

APPLICATION FOR HISTORIC REVIEW #

Date: October 10, 2016

NOTICE TO APPLICANT

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

APPLICANT INFORMATION

Name: Rod Staring Phone: 214.552.6947

Mailing Address: 3806 Toler Road, Rowlett, TX 75089

Email Address: rodstaring@gmail.com Fax: \_\_\_\_\_

PROPERTY OWNER INFORMATION

Name: Jerilyn Staring Phone: 214.724.6448

Mailing Address: 201 E. Jefferson, Wylie, TX 75098

Email Address: n/a Fax: n/a

PROJECT INFORMATION

Name of Business (if applicable): Residential dwelling

Current or intended use of the building: Residential occupation

Address of Project: 201 E. Jefferson, Wylie, TX 75098

*(The below information (Lot, Block, Subdivision, and Frontage) can be obtained on the County Appraisal District's website by entering the physical address of the property: <http://collincad.org> or <http://dallascad.org> or <http://rockwallcad.org>*

*If you do not have access to the Internet or cannot locate this information on the website, contact the Planning Department at (972)516-6320 for assistance.*

Lot 6&7A, Block 5, Subdivision Railroad Wylie Current Zoning: A Residential Single Family

Which District is the property located within?

- Downtown Historic District
- South Ballard Overlay District
- Other \_\_\_\_\_

**SCOPE OF WORK**

**o Remodeling/Renovating**

Provide a detailed description of the nature of the proposed alterations and /or repairs (attach additional sheets if necessary):

Residential Siding replacement resulting from previous rot/wear damage as well as from storm damage 4/11/2016. Replacing rotten pine siding with 7 1/4" LP Smartsiding. 50year warranty product. Sheathing added to provide barrier to exterior environments. Cost restraints prevent the installation of similar to existing product but use of construction building materials exceed alternative siding solutions. Siding to be caulked and painted to previous antique white color with white trims. Other surrounding properties have similar siding characteristics in siding widths.

Are you painting an exterior feature?  YES  NO

If YES:

	<i>Describe Feature</i>	<i>Color Name</i>	<i>Sample Attached</i>	
Ex.	<u>Window and door frames</u>	<u>SW Autumn Hue (No. 7665)</u>	YES	NO
	<u>Siding</u>	<u>SW - Ivory Palace</u>	YES	NO
	<u>Trims</u>	<u>SW - Wedding White</u>	YES	NO
	_____	_____	YES	NO

Are you replacing an exterior feature?  YES  NO

If YES:

	<i>Describe Feature</i>	<i>Current Material</i>	<i>Proposed Material</i>	<i>Sample Attached</i>	
Ex.	<u>Window frame</u>	<u>Wood</u>	<u>Vinyl</u>	YES	NO
	<u>Siding</u>	<u>Wood</u>	<u>Wood</u>	YES	NO
	<u>Trims</u>	<u>Wood</u>	<u>Wood</u>	YES	NO
	_____	_____	_____	YES	NO

**o New Construction**

Are you replacing an existing structure? YES  NO

If YES, complete "Demolition" below.

**o Demolition**

Describe the condition of the existing structure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the estimated cost of restoration or repair of the existing structure? \_\_\_\_\_

Explain why the property is being demolished as opposed to restored or renovated for adaptive reuse:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**o Sign**

Type of Sign:

- Attached Sign
- Temporary Sign
- Monument Sign
- Pole Sign
- Banner
- Other (Specify) \_\_\_\_\_

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

Will the sign be connected to electricity or lit in any way? YES NO

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

Will this sign project over a public sidewalk? YES NO

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

Have you submitted an application for a Sign Permit to the Building Inspections? YES NO

**o Fence**

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

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

Are you replacing an existing fence? YES NO

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

Have you submitted an application for a Fence Permit to the Building Inspections? YES NO

Provide a detailed description of the nature of the proposed project (attach additional sheets if necessary):

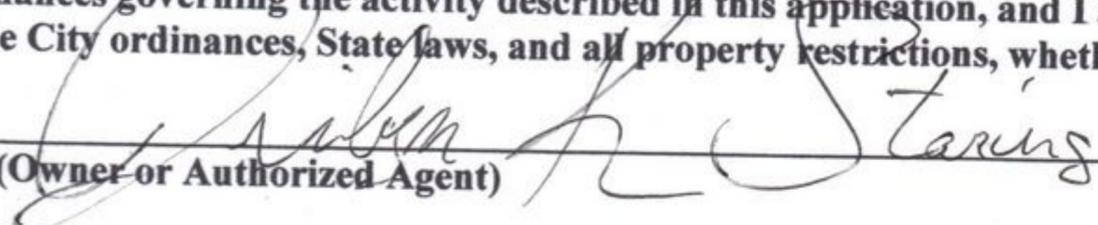
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**REQUIRED ATTACHMENTS:**

- Current photographs of the property
- If available, historic photographs of the property
- Site Plan indicating the following:
  - Dimensions of the lot on which the building will be located, including setbacks (check official plat records and Zoning Ordinance)
  - Location and width of all easements (check official plat records)
  - Location and dimensions of all existing and proposed buildings, parking areas, and existing signs (if any)
  - Architect's rendering or elevations of proposed construction
- Sample board of materials and colors to be used
- Site Plan Fee \$250.00 - Check/Card/Cash (Check made payable to City of Wylie)

Intended start and finish dates: Start October 5, 2016 Finish October 31, 2016

**I have carefully read the complete application and know the same is true and correct. I understand the ordinances governing the activity described in this application, and I agree to comply with all provisions of the City ordinances, State laws, and all property restrictions, whether herein specified or not.**

X   
(Owner or Authorized Agent)

**RETURN TO:**

**City of Wylie  
Planning Department  
300 Country Club Road, Building 100  
Wylie, Texas 75098  
(972) 516-6320**





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# Wylie Historic Review Commission

## AGENDA REPORT

<b>Meeting Date:</b>	<u>October 17, 2016</u>	<b>Item Number:</b>	<u>2</u> <i>(City Secretary's Use Only)</i>
<b>Department:</b>	<u>Planning</u>	<b>Account Code:</b>	<u></u>
<b>Prepared By:</b>	<u>Renae' Ollie</u>	<b>Budgeted Amount:</b>	<u></u>
<b>Date Prepared:</b>	<u>October 13, 2016</u>	<b>Exhibits:</b>	<u>Rules and Procedure</u>

### Subject

Consider and act upon a recommendation to the City Council regarding acceptance of the Bylaws, and Rules of Procedure for the Historic Review Commission.

### Recommendation

Motion to recommend \_\_\_\_\_ to the City Council regarding acceptance of the Bylaws, and Rules of Procedure for the Historic Review Commission.

### Discussion

Pursuant to the Attorney General's opinion KP-0105 regarding a conflict of interest, the City Council has directed staff to draft an amendment to the Rules and Procedures of the HRC that reflect the board in an advisory capacity only.

The adoption of Ordinance 2013-17 set forth the powers and duties of the Commission and gave final approval on certain matters to the board. At the joint work session between the City Council and the Historic Commission the direction was given to modify the rules that would restrict the responsibilities of the HRC and bring it into conformance with Chapter 171 of the Texas Local Government Code.

Primary changes include amending words from Approve/Disapprove to Review or Recommend. The Commission will recommend and action to the City Council.

CITY OF WYLIE, TEXAS  
HISTORIC REVIEW COMMISSION  
RULES OF PROCEDURE

**1.0 Statement**

1.0 It is hereby declared that appointment to the Historic Review Commission is a distinct honor and the trust imposed in the appointee involves the corresponding obligation of the appointee to serve the community by regular attendance and participation in the proceedings of the body.

**2.0 Creation and Membership**

2.1 The Commission is created by Wylie Ordinance 2013-17 and serves at the will of the City Council.

2.2 The Historic Review Commission shall consist of seven (7) regular members who will serve for terms of two (2) years. Their terms to be staggered, with the initial Commission appointed so that three (3) members shall serve one (1) year terms and four (4) members shall serve two (2) year terms. No member may serve more than three (3) consecutive terms.

2.3 Each Commission member shall be a qualified voter. Each Commission member shall reside in, work in, or have a demonstrated outstanding interest in the historic traditions of the City of Wylie.

2.4 The Commissioners are required to complete Open Meetings Act and receive Certificate of Completion by the first ninety (90) days of first year appointment. This may be taken online via Office of Attorney General's website ([www.oag.state.tx.us](http://www.oag.state.tx.us)). Effective January 1, 2006, elected and appointed public officials are required by a new state law to receive training in Texas open government laws. The Office of the Attorney General offers free video training courses, which were developed in compliance with a mandate from the 79th Texas Legislature that the Attorney General establish the formal training necessary to ensure that all elected and appointed government officials have a good command of both open records and open meetings laws.

**3.0 Officers**

3.1 The Commission shall select from among its members in the meeting in July (and at such other times as these offices may become vacant), a Chairperson and Vice-Chairperson to serve for a period of one (1) year.

3.2 In the absence of both the Chairperson and Vice-Chairperson, the Commission shall elect an Acting Chairperson.

#### 4.0 Officers Duties

4.1 The Chairperson shall preside over all meetings and briefing sessions, and perform all duties as required by law.

4.2 The Vice-Chairperson shall assume all duties of the Chairperson in the absence of the Chairperson.

#### 5.0 Powers and Duties of the Commission

5.1 The Historic Review Commission shall review and make recommendations to the City Council on request concerning new development or substantial renovations as defined within the Downtown Historic Ordinance and recommend future amendments and long range goals for historic preservation.

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5.1-2 ~~Adopt~~ Establish rules and procedures to be adopted by the Governing Body.

5.2 ~~Adopt~~ Propose identification criteria and rules for delineation of historic district boundaries.

5.3 Recommend designation of districts and landmarks.

5.4 Encourage public outreach/education/awareness programs.

5.5 ~~Approve/disapprove~~ Review certificates of appropriateness to recommend action.

5.6 Provide design and other reasonable forms of advice to owners and tenants of historic properties in the certificate of appropriateness review process.

5.7 Recommend acquisition of endangered historic resources to the city council when necessary.

5.8 Recommend acceptance of donations of preservation easements and other historic resources.

5.9 Recommend tax or other financial incentives to encourage preservation of historic resources.

5.10 The Commission should thoroughly familiarize itself with the buildings, land areas, and districts within the city which may be eligible for designation as heritage resources and shall prepare a heritage resource preservation plan. Prepare and promote design guidelines for landmarks/districts.

5.11 The Commission shall perform all other duties as the City Council may direct.