

Historic Review Commission



September 27, 2016



Wylie Historic Review Commission

NOTICE OF MEETING

Joint Work Session Agenda
Tuesday, September 27, 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 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.

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

Announce the presence of a Quorum.

Joint Work Session

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

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on this 23rd day of September, 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.

Carole Ehrlich, City Secretary

Date Notice Removed



Wylie Historic Review Commission

AGENDA REPORT

Meeting Date:	<u>September 27, 2016</u>	Item Number:	<u>Work Session</u>
Department:	<u>Planning</u>	Account Code:	<u></u>
Prepared By:	<u>Renae' Ollie</u>	Budgeted Amount:	<u></u>
Date Prepared:	<u>September 21, 2016</u>	Exhibits:	<u>Rules & Procedures; DRAFT Ordinance</u>

Subject

Hold a Joint Work Session with the City Council to discuss rules and procedures.

Recommendation

Discussion

Discussion

Subsequent to the June 28th Council meeting, the Attorney General submitted an opinion (KP-0105) regarding conflict of interest among the appointed members of a Historic Board and compliance with Chapter 171 of the Texas Local Government Code. Staff had communications with the City Attorney on how this affects the Rules and Procedures of the HRC. 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. Tex. Loc. Gov't 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).

A local public official has a substantial interest in a business entity if the official (or certain of the official's relatives):

- (1) owns 10 percent or more of the voting stock or shares of the business entity; (2) owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or
- (3) receives funds from the business entity that exceed 10 percent of the person's gross income for the preceding year.

A person has a 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 adoption of Ordinance 2013-17 set forth the powers and duties of the Commission and gave final approval on certain matters to the board. Exhibit "A" is included to show the current and proposed rules and procedures.

The primary changes include modifications that would restrict the responsibilities of the HRC and bring it into conformance with Chapter 171 of the Texas Local Government Code.

Consideration:

- 1. Revising Rules and Procedures to reflect advisory capacity of the HRC
- 2. Revisions to the proposed text amendments that restrict final approval by the HRC
- 3. Re-consideration of the proposed text amendments by the PZ Commission and/or HRC

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). 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 Planning and Zoning Commission and/or the City Council on a 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.

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.



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 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. Typically, contributing structures are older than 50 years. Typically, non-contributing structures are less than 50 years old. For the purposes of this section, a contributing structure shall be those structures built prior to the World War II.~~

~~DEFINITIONS: PERIOD OF SIGNIFICANCE: 1890-1940~~

~~CONTRIBUTING STRUCTURES: Any building within ~~a~~the historic district that adds to the overall historic integrity and architectural quality of the district. Including but not limited to those properties recognized by the National Historic Commission or the Collin County Historic Society.~~

~~NON-CONTRIBUTING STRUCTURES: An existing building within ~~a~~the historic district that does not contribute to the historic character of the district. ~~These buildings were usually constructed after the era of significance. (1890-1940).~~ 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.~~

Architectural Styles that are prominent or important to the City of Wylie vary in style and form. New structures and major renovations should be compatible with these existing styles. (Virginia Savage McAlester's book "A Field Guide to American Houses" would be an appropriate reference).

- Victorian (1860-1900)
o Architectural Precedent: National Folk, Queen Anne, Italianate
o Roof Type: Asphalt/ fiberglass shingles
o Roof Forms: Steep pitched of irregular shape, dominant front-gabled, gable front and wing, side-gabled, pyramidal with moderate pitch.
o Heights: One and two stories

- **Eave:** Boxed or open
- **Building Materials:** Wood siding, patterned wood shingles
- **Detailing:** Porches with spindlework detailing and jigsaw cut trim. Lace-like spandrels and turned balusters may be used in porch railings and in friezes suspended from the porch ceiling. Window surrounds may have simple pediments above
- **Other Features:** Spindlework details and jigsaw cut trim is sometimes used in the gables.
- Arts and Crafts (1870 – 1920)
 - **Architectural Precedent:** English Arts and Crafts movement, oriental wooden architecture, and the manual arts
 - **Roof Type:** Asphalt/ fiberglass shingles
 - **Roof Forms:** Front, cross, side, or hipped gabled roofs with low-moderate pitch
 - **Heights:** One and one-half to two stories
 - **Eave:** Intermediate too deep with or without exposed rafter tails
 - **Building Materials:** Wood weatherboards or shake is most common; stone, brick, concrete block, and stucco are also used
 - **Detailing:** Columns for supporting the porch roofs are a distinctive and variable detail. Typically short, square upper columns rest upon more massive piers, or upon a solid porch balustrade. Roof timbers either extend through the wall to support the eave or false rafter ends are added
 - **Other Features:** Craftsman doors and windows are similar to those used in Vernacular Prairie houses.
- Transitional
 - A mix of architectural styles, like Queen Anne derivatives with classical revival elements.
- Minimal Traditional (1935 – 1950)
 - The Minimal Traditional structure has almost no overhangs and more often a gabled roof, double-hung windows and minimal architectural details.
- Colonial Revival (1880 - 1955)
 - Accentuated front door with decorative crown supported by pilasters. Can be asymmetrical with varied roof types.
- Georgian (1700 – 1780; locally to ca. 1830)
 - Paneled front door, usually centered and capped by an elaborate decorative crown supported by decorative pilasters. Typically a simple one or two story box with varied roof types.
- Texas Folk Houses – built to provide basic shelter with little regard for changing fashion. They are strongly influenced by geography than by architectural styles.
 - Full-width, shed-roofed front porch,
 - Simple roof forms (pyramidal, gables or hip roofs)



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.

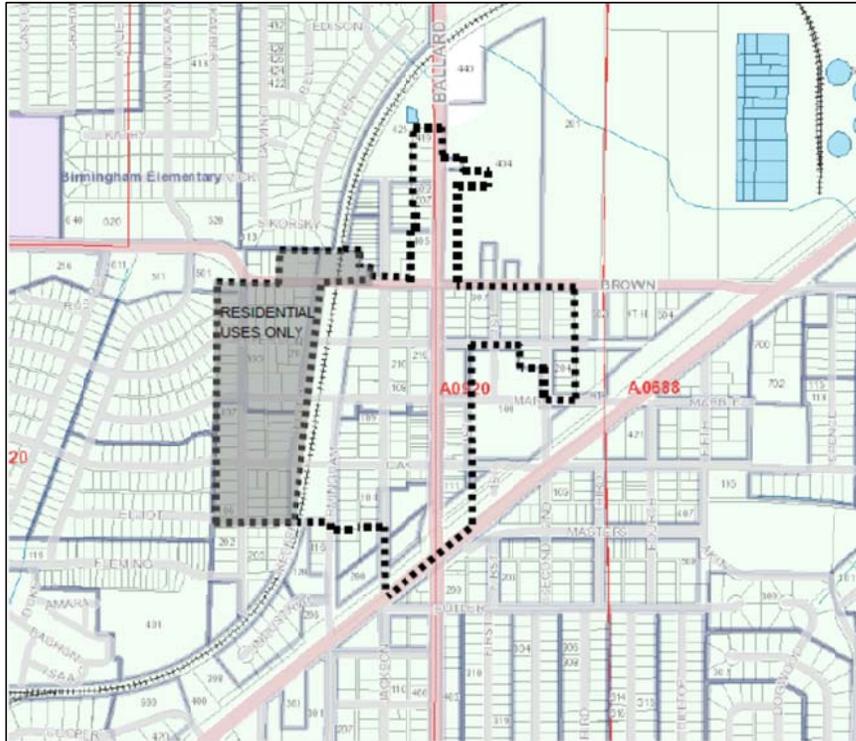


FIGURE 6-1 DOWNTOWN HISTORIC DISTRICT BOUNDARIES

C. General Provisions

1. Site plan and design review submitted to the Planning Department is required for new construction and substantial renovation of existing contributing buildings within the Downtown Historic District. Substantial renovation means:
 - a) Alterations to the exterior of existing contributing buildings that change the placement or design of windows, doors or other exterior features of the building such as coping or pilasters; ~~also includes exterior paint.~~
 - 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 do not alter the exterior appearance of the building do not require site plan and design review under the provisions of this article. (e.g., a drop ceiling that covers part of an existing window would alter the exterior appearance and require review.)
 - e) 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.

e)–

- ~~1. 2. Interior renovation of existing buildings that do not alter the exterior appearance of the building do not require site plan and design review under the provisions of this article. (e.g., a drop ceiling that covers part of an existing window would alter the exterior appearance and require review.)~~
- ~~3. 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.~~

2. Historic Review Commission

- a. **Establishment.** 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. **Rules and Regulations.** 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.
3. Submission of Plans. A completed application declaring the proposed style shall be submitted with a fee, accompanied by the following, and any other necessary documents required by the Planning Department:
- 1) Site plan showing existing and proposed structures and improvements
 - 2) Interior floor plan showing all spaces, doors and windows
 - 3) Exterior elevations including
 - 1) Existing & proposed changes
 - 2) Doors & windows
 - 3) Architectural features
 - 4) Trim details
 - 5) Material details
 - 6) Exterior paint color
 - 4) Roof Plan
 - 5) Accessory Structures
 - 6) Sections (for additions)

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, and including properties north of Brown Street on Keefer Street, 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

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 effect the change of character in a historic district are remodeling, demolition and new construction. When altering an existing structure, or constructing a new structure 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 buildings. However, new construction should be sympathetic to the existing building typologies within the district and, more specifically, in the block face, if applicable.

~~1. All properties must meet requirements provided in this section for Site Design, and Architectural Standards.~~

a. **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.

~~3. Design Standards Review. All new development shall comply with the Site Design Standards included in Subsection 4, and the Architectural Standards in Subsection 5.~~



- ~~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.~~

Definition of “Standards” and “Guidelines”

Standards are objective, measurable regulations, often illustrated through diagrams and sketches with which all projects must comply. They will use language such as “shall” and “prohibit”. If a project of exceptional design is clearly consistent with the Purpose of the Standards and Guidelines but does not conform to a certain standard, the Historic Commission shall **recommend** approval of a Certificate of Appropriateness (COA) that cites the project’s compliance with that purpose.

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Design Guidelines are more subjective statements through which the City proposes additional design strategies and will use language such as “should” and “may”. The guidelines should be suitable for most projects, and developers should endeavor to ensure that guidelines are followed to the extent possible.

b. Standards and Guidelines for New Commercial Construction, Reconstruction, and Additions

a. **Design Principles of New Construction.** New construction should reflect design concepts of the period in which it is created, while recognizing that a new building or additions must fit within an existing framework of a variety of older structures. New structures and additions shall harmonize with older structures. Means for differentiating may include materials, form and construction method. Style is discouraged from being the primary indicator of differentiation.

~~b. Site Design Standards~~ **Design Standards – New Commercial Structures**

1) Building Placement – New Commercial Structures

- (a) 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.
- (b) New commercial structures shall be allowed only in block faces which are predominately developed with existing commercial structures, or are predominately vacant land.
- (c) 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.

- (d) Buildings that go through a block so that they have frontage on two parallel streets, shall treat each frontage as a main façade.
- (e) All service areas and loading shall be from the alley where applicable.
- (f) New commercial structures shall construct at least a six (6) foot wide side walk.

5. Architectural Design Standards

2) Street Facade – New Commercial Structures

- (a) 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.
- (b) 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 consist of three parts: the storefront, with large display windows and transom; the upper façade, with large regularly spaced windows; and the decorative cornice.
- (c) 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. (Reference Preservation or Historic Color Palettes ~~Sherwin-Williams Preservation Palette, Valspar Historic Color Palette or equal would be an approved color palette~~)
- (d) ~~No like color may be repeated on both sides and or adjoining streets.~~
- (e) 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 requirements 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

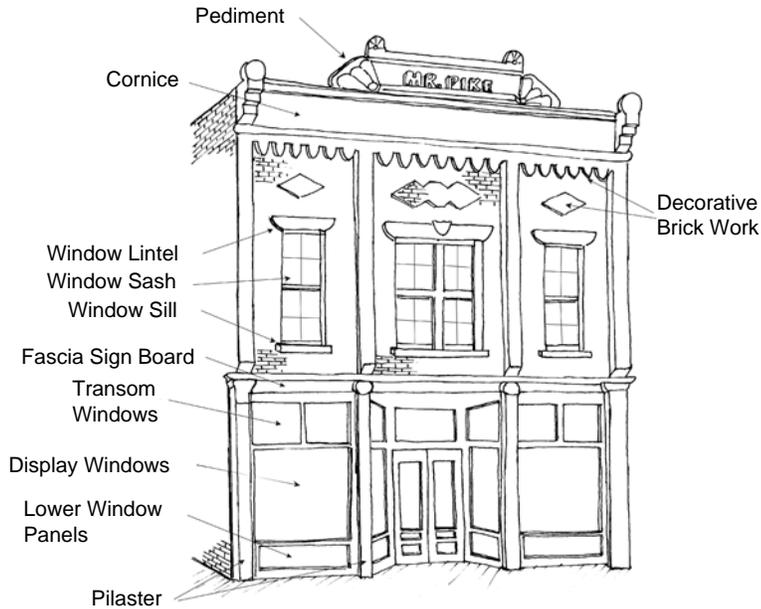


FIGURE 6-2 TYPICAL FEATURES OF COMMERCIAL STRUCTURES IN THE DOWNTOWN HISTORIC DISTRICT

3) **Building Proportions – New Commercial Structures**

- a) Overall height of single story commercial buildings in the Downtown Historic District shall be between 18 and 26 feet.
- b) 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.
- c) 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.
- d) The building height shall not exceed thirty-five (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.

4) **Building Materials – New 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.

5) Fencing – New 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.

6) Parking for Nonresidential Uses

- a. 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.
- b. 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. Not more than 140 feet of contiguous frontage of parking shall be visible from a street. On-site parking shall also provide spaces for bicycles at a rate of one for every full 25 spaces of required parking.
 - 2) Alternative materials, such as pavestones and grasspavers 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.
 - 4) The remainder of the required parking can be provided by off-site parking facilities within 1,000 feet of the site. 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~~ **Council** may grant parking variances up to a maximum of 75 percent of the required parking.
 - 6) 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)

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c. Design Standards – Existing Contributing Commercial Structures

- 1) Additions to historic buildings shall replicate the style of the main building if possible, otherwise they shall adhere to the general style with simplified details.
- 2) At a minimum, additions shall reflect the massing, roof shape, bay spacing's, cornice lines and building materials of the primary structure.
- 3) When replacing elements that were originally part of an historic building, those elements shall be replicated when evidence of the actual detail has been documented by photographs, drawings, or remaining physical evidence. If no evidence exists, elements typical of the architectural style may be used as approved by the HRC.
- 4) Masonry used in additions shall match or complement the color, size and patterns of the brick or masonry used in the historic building.

c. Standards and Guidelines for New Residential Construction, and Additions

a. **Design Principles for New Residential Construction.** The use of simplified detailing as not to imitate historic ornamentation. Detailing should be inspired by historic structures rather than mimic historic detailing. A building should harmonize with the neighboring styles. The objective is to complement the context of the neighborhood.

b. Design Standards – New Residential Structures

1) Building Placement – New Residential Structures

- a) New single family residential structures are only allowed in blocks which are predominately developed with existing residential structures.
- b) 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.
- c) **Setbacks –** Setback refers to the distance a building is located from a property line. Front setbacks are very important to the character of a historic district. To maintain the character of the district, it is important that new buildings maintain a similar setback to the historic structures on the block. Consistent spacing between buildings helps to establish an overall rhythm along a particular street.
- d) **Site Configuration and Orientation –** The site configuration and orientation of new buildings or structures shall be compatible and consistent with the orientation of existing buildings or structures on the adjacent lots within the block face.
- e) New residential structures shall construct at least a six (6) foot wide sidewalk.

2) Street Façade – New Residential Structures

- a) Residential structures within the Downtown Historic District shall have the following basic features of existing residential structures in the district, as appropriate to the architectural style of the building. These features 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.

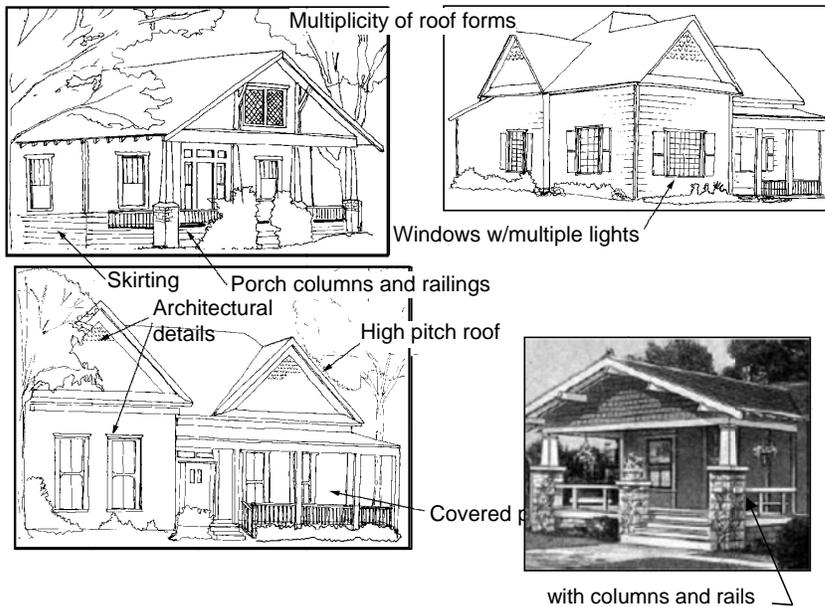


FIGURE 6-3 TYPICAL FEATURES OF RESIDENTIAL STRUCTURES IN THE DOWNTOWN HISTORIC DISTRICT

- b) The orientation of the front façade shall be consistent with the predominant orientations of historic structures found on the block face.
- c) The height and scale of new construction should generally not exceed that of adjacent structures by more than one story.
- d) Roof pitch, form and orientations shall be consistent with those predominantly found on the block face.
- e) Residential structures that have a room projecting from the primary line of the front façade shall have a covered porch across the inset portion of the façade.
- f) 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.
- g) Porches shall have columns and railings around the edge of the porch except for the entrance steps.
- h) Where used, front porches shall be a minimum of 8 feet deep, and be a minimum of 200 square feet subject to the specific architectural style of the house as defined by the National Historic Commission.
- i) 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. (Reference Preservation or Historic Color

Palettes ~~Sherwin-Williams Preservation Palette, Valspar Historic Color Palette or equal would be an approved color palette~~).

- j) No like color may be repeated on both sides and or adjoining streets.
- k) In addition to the above all residential structures shall have at least two of the following desirable design features as appropriate:
 - 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.



PORCH W/ SEPARATE ROOF at a FOLK VICTORIAN HOUSE



QUEEN ANN STYLE



PORCH AT A FRONT GABLE at a CRAFTSMAN HOUSE



SMALL WRAP AROUND PORCH at a FOLK VICTORIAN HOUSE

DESIGN TIPS:

- Because the elimination or enclosure of a front or side porch alters the character of a

building significantly, it is not considered appropriate.

- Align all header heights.
- Use at least 4" trim for windows, doors and corner boards on residential structures.
- Balustrades are comprised of three pieces: top rail, a bottom rail, and a baluster. When replacing a balustrade it is important to take into consideration style and character of the structure, as well as, existing building code. When installing a new balustrade it should be sympathetic to the architectural style or have simplified detailing.
- Reference national standards: <http://www.nps.gov/tps/standards.htm>

3) Building Proportions – New Residential Structures

- a. Residential structures within the Downtown Historic District 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.
- b. Residential structures shall have a minimum roof pitch ~~of 8:12~~ and style of house that is consistent with those predominantly found on the block face.
- c. The building height shall not exceed thirty-five (35') feet at the roof ridge and up to forty (40') feet for architectural elements including but not limited to turrets, pinnacles.

4) Building Materials – New Residential Structures

- a. 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.
- b. The width of the siding shall be between ~~four and five inches in width~~ no more than six inches in width.
- c. ~~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.~~
- d. Vertical siding is prohibited. Board and Batten is an acceptable style.
- e. Vinyl siding, plastic, and EIFS are prohibited for use of building envelope materials.
- f. Metal roofs and metal sheeting used as the primary building envelope material on primary residential structures are prohibited.
- g. 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

5) **Parking for New residential Uses**

Parking for residential use shall be on site and conform to standards for residential uses in other single family districts.

4. Design Standards – Existing Residential Structures

a. **Street Façade – Existing Residential**

- 1) 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.
- 2) Additions shall not be constructed on a primary or character defining elevation.
- 3) Additions shall be differentiated but compatible, so that the new work does not appear to be part of the historic building; the character of the historic resource should be identifiable after the new addition is constructed.
- 4) Identifying, retaining, and preserving entrances and porches – and their functional and decorative features –that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilaster, entablatures, columns, balustrades, and stairs.
- 5) Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

DESIGN TIPS

Encourage the retention of original architectural elements:

- Wood Windows
- Wood Doors

- Columns
- Chimneys
- Porches
- Trim

Discourage

- Painting original brick that has never been painted
- The use of vinyl or metal siding
- The removal or replacement of original windows and doors
- The enclosure of porches
- The use of hardy board products except along ground
- The use of vinyl windows
- Stripping entrances and porches of historic material such as wood, cast iron, terra cotta tile, and brick.
- Removing an entrance or porch because the building has been re-oriented to accommodate a new use.
- Cutting new entrances on a primary elevation. Altering utilitarian or service entrances so they appear to be formal entrances by adding paneled doors, fanlights, and sidelights.

b. Fencing – Residential Structures

- 1) 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.
- 2) All fences placed in front of the residential building shall be decorative in design.
- 3) Fences placed behind the residential building shall conform to fencing requirements for single family development elsewhere in the city.

F. DEMOLITION AND RELOCATION OF A STRUCTURE

Any structure being considered for demolition or relocation requires HRC approval.

1. Demolition of a structure will NOT be allowed if:
 - a. A structure is of architectural or historical interest and/or value or its removal would be detrimental to the public interest, or
 - b. 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
- c. 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
 - d. If its proposed replacement would not make a positive visual contribution, would disrupt the character or be visually incompatible within the historic district.
2. Demolition of a structure MAY be allowed upon approval by the Commission and the issuance of a demolition Permit:
 - a. 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
 - b. 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.
 3. Relocation of a building may only be moved from one site to another site WITHIN the historic district under the following conditions:
 - a. The building is seriously threatened in its original location,
 - b. The integrity and structural soundness of the building will be maintained,
 - c. 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
 - d. The removal of the building from its original site will not create a detrimental view or loss of integrity on its immediate block.
 4. Relocation of a building may be moved from a site OUTSIDE of the historic district to a site within the historic district under the following conditions:
 - a. The integrity and structural soundness of the building will be maintained,
 - b. 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
 - c. Any proposed replacement at the original site will result in a more positive visual effect on its immediate block.
 - d. 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.

G. 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 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.

a. General Provisions:

- (1) Pole sign means any sign erected on a vertical framework consisting of one upright supported by the ground and where there is a physical separation between the base of the sign and the ground.
- (2) 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.
- (3) New signs should respect the size, scale and design of the historic building.
- (4) New signs should not obscure significant features of the historic building. (Signs above a storefront should fit within the historic signboard for example.)
- (5) 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

- (1) 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.
- (2) 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.
- (3) Logos and symbols may be illuminated or backlit by fluorescent fixtures. The use of indirect lighting is also allowed.
- (4) The use of a fluorescent color on a sign is prohibited.
- (5) No more than one pole sign may be displayed on a premise at any given time.
- (6) 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.
- (7) 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

c. Signs for Commercial Structures

- (1) The size of the sign shall be in proportion to the building and the neighboring structures and signs.
- (2) 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.
- (3) 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.
- (4) Signs shall be mounted or erected so they do not obscure the architectural features or openings of a building.
- (5) 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.
- (6) For buildings without a recognizable style, the sign shall adopt the decorative features of the building, utilizing the same materials and colors.
- (7) 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.
- (8) 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:

- (1) Window Signs must not obscure more than 20 percent of the window area per façade.
- (2) No illuminated Window Signs shall be allowed within two feet of the window surface, except for open/closed signs.

e. Awning Signs

- (1) 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.
- (2) Artwork or copy on Awning Signs shall be limited to a business name and or logo.
- (3) 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

- (1) Signs shall be constructed of noncombustible material.
- (2) 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.
- (3) Bottom of the sign shall be at least 8 feet above the sidewalk.
- (4) Signs shall be compatible in design, shape, and material with the architectural and historic character of the building.
- (5) Signs shall not exceed sixteen (16) square feet per sign face.

g. Canopy Signs

- (1) 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.
- (2) A Canopy Sign may consist of only the name and/or logo of the business at the location of the canopy.
- (3) 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.
- (4) 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

- (1) A Special Event Banner sign is composed of cloth, plastic, canvas or other light fabric.
- (2) Only banners promoting or supporting local community events will be permitted over public right-of-ways.
- (3) 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.

- (4) 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.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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

- (1) 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.
- (2) 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.
- (3) 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. 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.

1. No more than three (3) incidental signs per building entrance.
2. Maximum area allowed is 3 sq. ft. each, with a total cumulative area not to exceed 7 sq. ft.;
3. Incidental signs that project over or into a pedestrian right-of-way must be at least 7'-6" above the sidewalk;
4. Cannot project beyond the awning;
5. Cannot extend above the awning;

