Wylie Historic Review Commission Regular Meeting

August 24, 2023 – 6:00 PM
Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098

CALL TO ORDER

INVOCATION AND PLEDGE OF ALLEGIANCE

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

ELECTION OF CHAIR AND VICE CHAIR

A. Nomination and Motion for Chair

B. Nomination and Motion for Vice-Chair

CONSENT AGENDA
All matters listed under the Consent Agenda are considered to be routine by the Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

A. Consider and act upon the approval of June 22, 2023 Meeting Minutes.

REGULAR AGENDA

1. Consider and act upon a recommendation to the City Council regarding a request to renovate an existing commercial structure, located at 105 W. Jefferson within the Downtown Historic District.

WORK SESSION

WS1. Work Session: Discuss Landmarks Ordinance

RECONVENE INTO REGULAR SESSION

EXECUTIVE SESSION

RECONVENE INTO OPEN SESSION
Take any action as a result from Executive Session.

ADJOURNMENT

CERTIFICATION
I certify that this Notice of Meeting was posted on August 18, 2023 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.

CITY OF WYLIE

Historic Review Commission

AGENDA REPORT

Department: Planning **Item:** A

Prepared By: Lillian Baker

Subject

Consider and act upon Minutes from the June 22, 2023 Regular Meeting.

Recommendation

Motion to approve as presented.

Discussion

The minutes are attached for your consideration.

Wylie Historic Review Commission Regular Meeting

June 22, 2023 – 6:00 PM
Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098

CALL TO ORDER

The meeting was called to order by Chair Sandra Stone at 6:01 p.m. Present were Chair Sandra Stone, Commissioner Anita Jones, Commissioner Kali Patton, Commissioner Laurie Sargent, Commissioner Joe Chandler, Commissioner Krisleigh Hoermann, Deputy City Manager Renae' Ollie, and Secretary Lillian Baker. Absent was Vice Chair Allison Stowe.

INVOCATION AND PLEDGE OF ALLEGIANCE

The invocation was performed by Commissioner Chandler and the Pledge of Allegiance was led by Commissioner Patton.

COMMENTS ON NON-AGENDA ITEMS

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

None approached the Commissioners

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

A. Consider and act upon the approval of the May 25, 2023 Meeting Minutes.

Board Action on Consent Agenda

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

REGULAR AGENDA

1. Consider and act upon a recommendation to the City Council regarding a request to renovate an existing commercial structure, located at 105 W Jefferson within the Downtown Historic District.

Board Presentation on Regular Agenda

Renae' Ollie presented. The proposal is to remove existing fire escape which is not to code. Use is for a retail t-shirt shop and a real estate agent office. It was noted that the windows would not extend past the existing façade. Applicant Robert Heath was present and spoke regarding striping on building. Color choices were discussed to

match the period of the building. Daniel Heath was also present and discussed the color and aesthetics. The color of the frames was also discussed. It was noted, by applicant, that they would be energy saving. The applicant was unsure of what color the frames would be, but stated that they would make effort to keep it period. The glass would be upgraded to fixed tempered. Due to crime, a double set of doors are being installed. Fire safety was also discussed and a fire escape is being added. Chance Heath, the applicant's son and architect, attended by phone and discussed the stripes on the exterior of the building. Coloring was based on other sixties architecture buildings in/near Dallas. The Board felt that seeing a rendering next to the church would be helpful for their decision.

Board Action on Regular Agenda Item

A motion was made by Chair Sandra Stone and seconded by Commissioner Jones to table the item until a rendering can be produced with more details for next meeting. A vote was taken and carried 6 – 0.

ADJOURNMENT

A motion was made by Commissioner Patton and seconded by Commissioner Jones to adjourn. A vote was taken and carried 6 – 0. The meeting adjourned at 6:45 p.m.

Sandra Stone - Chair

ATTEST

Lillian Baker - Secretary

CITY OF WYLIE

Historic Review Commission

AGENDA REPORT

Department: Planning **Account Code:**

Prepared By: Renae' Ollie

Subject

Consider and act upon a recommendation to the City Council regarding a request to renovate an existing commercial structure, located at 105 W. Jefferson within the Downtown Historic District.

Recommendation

Motion to recommend approval as presented

Discussion

OWNER: Robert Heath **APPLICANT: Robert Heath**

MOTION TO REMOVE FROM TABLE

At its June 22, 2023 meeting, the Commission tabled this item to allow the applicant sufficient time to submit a rendering to indicate the actual exterior paint colors. The Commissioners specifically want to see the striping band at the top of the building. The applicant has revised the plans based on the feedback from the Commission.

The Owner/Applicant proposes to make major renovations to the exterior facade as well as interior changes to accommodate an Office Use and a T-Shirt Shop on the subject property. The plans indicate new paint colors, removing and adding new windows and doors, replacing fire escape, added color bands at parapet and signage, and a wood fence to match existing. New windows will be aluminum.

The revised renderings show the following colors:
Sample 1 Behr Paint samples
- Band/striping: G6-6 Chimney PPU25-22 (smokey ink color and may appear as a blue-black)
- Primary Wall: W2-7 Shoelace OR-W13 (off white with a dusty yellow-beige cast)
- Arch Wall: G6-3 Dark Storm Cloud 740F-4 (a complex gray with a blue-green undertone)
- Archway inside trim: OH-8-8 Treasure Map S500-5

Sample 2 Behr & Glidden Paint samples
- Band/striping: Glidden THD-B31 Blue Opal PPG1166-3
- Primary Wall: Behr W2-7 Shoelace OR-W13 (off white with a dusty yellow-beige cast)
- Arch Wall: Behr RS3-1 Wine Pairing S120-1

Actual color samples will be provided during the meeting.

History of property
According to available records, the building was constructed in 1924. Owners have included: Wylie Methodist Church, Wylie Bible Church, and current owner Robert Heath.

A Replat was approved in 2013 that combined 3 separate lots into a single lot to allow for expansion of a worship center.

In 2022, a Replat was approved to separate the property and create lot 26R-2 (105 W Jefferson)

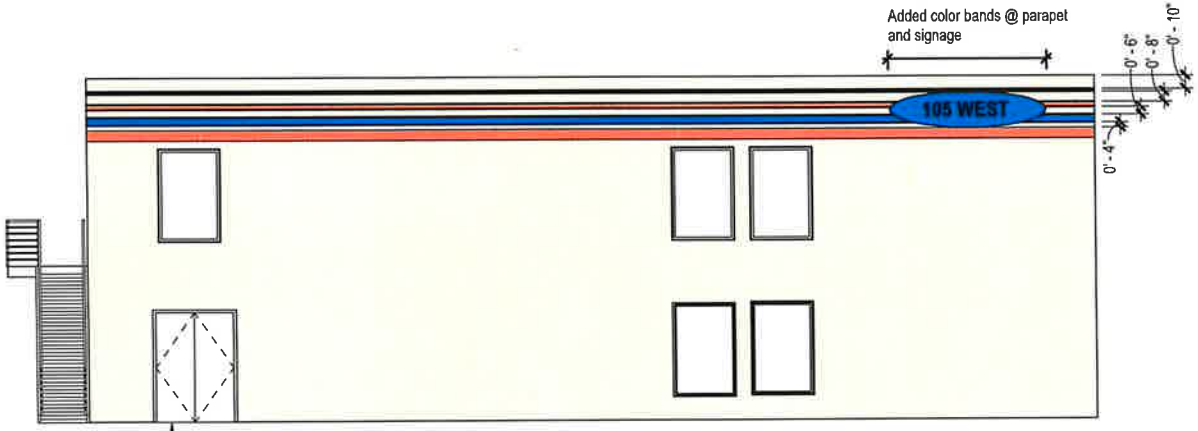
This item will be considered on the September 12th Council Consent Agenda. If approved, work will begin as soon as possible and be completed within 3 - 6 months.

105 West
105 West

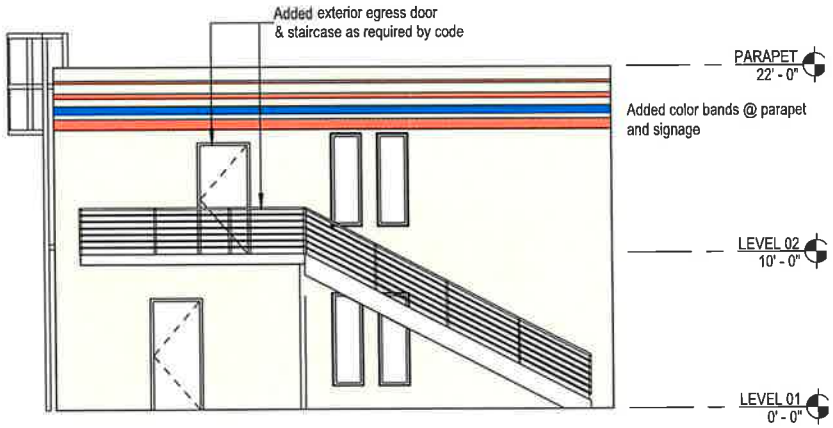
105 West
105 West

105 Jefferson Street

Striped Band will be modified per new elevations



East Elevation
1/8" = 1'-0"



South Elevation
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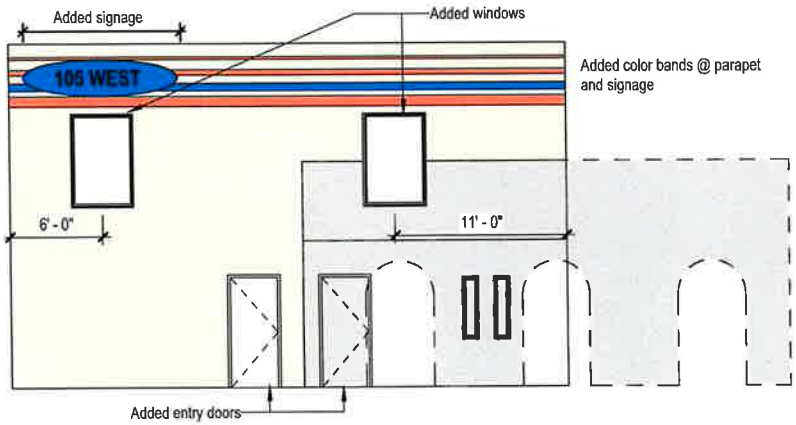
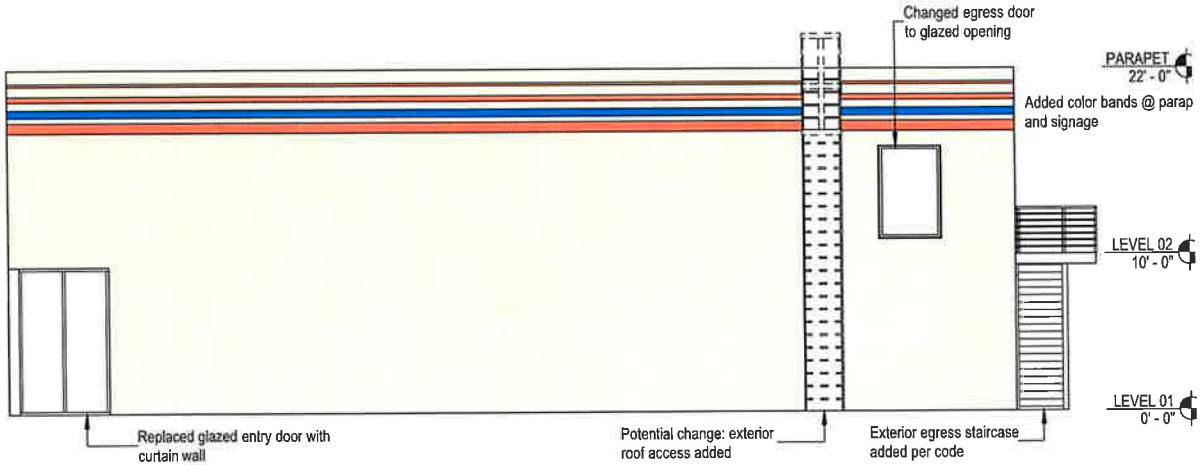
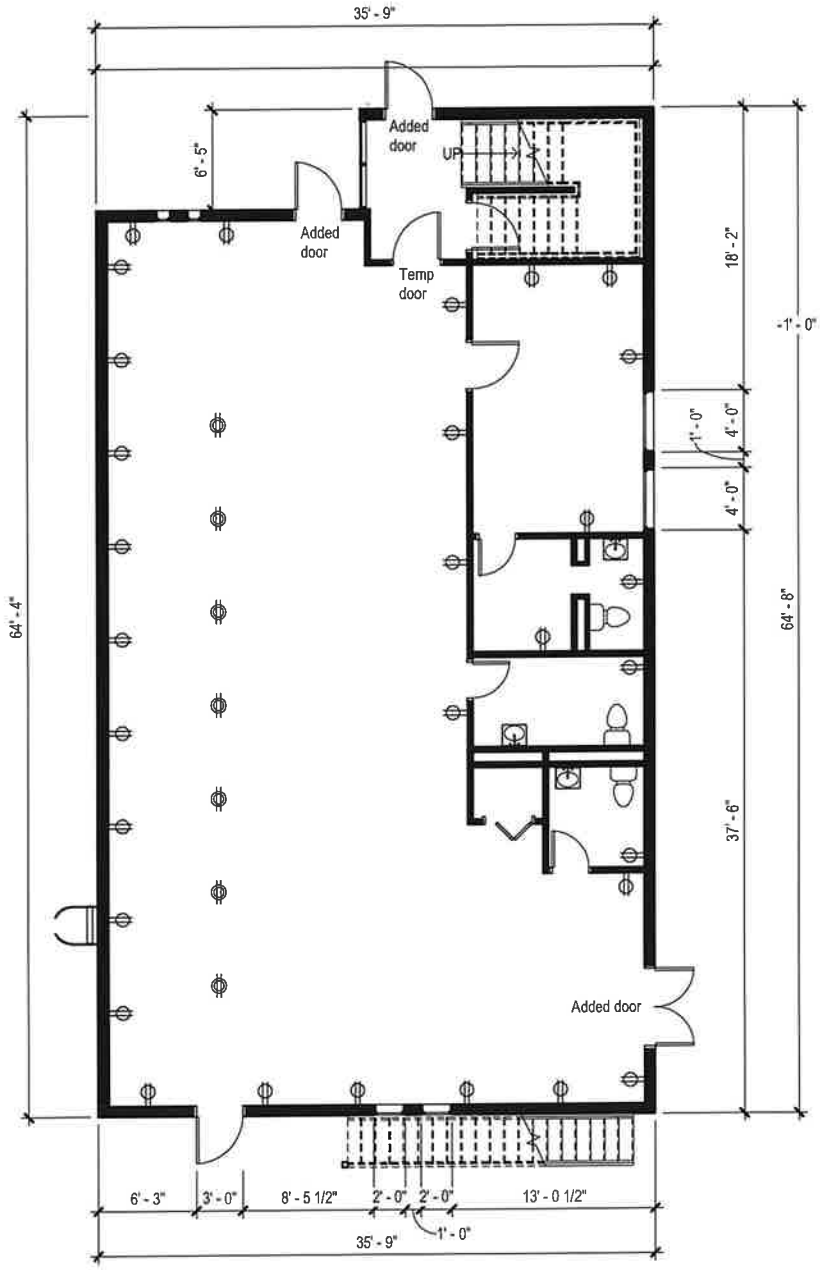


North Elevation
1/8" = 1'-0"



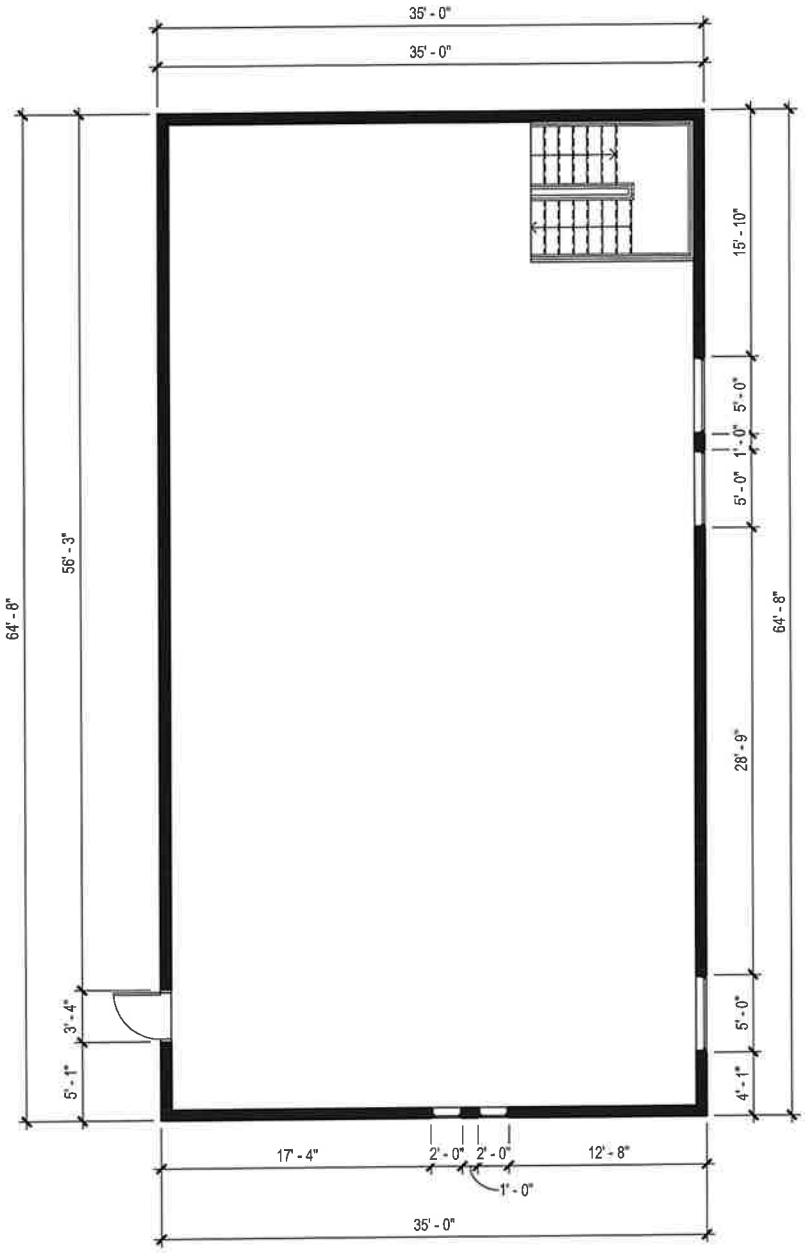
West Elevation
1/8" = 1'-0"

105 Jefferson Street



Level 01
Floor Plan
1/8" = 1'-0"

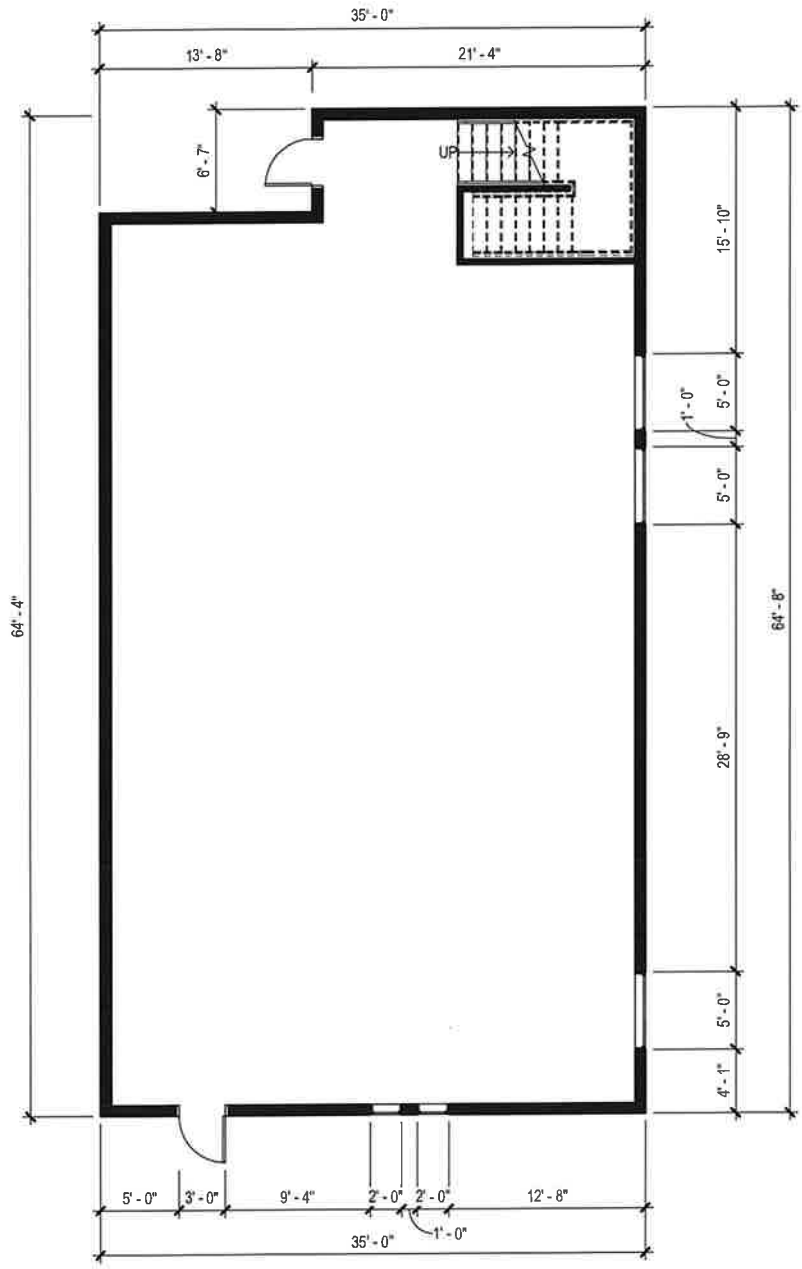
105 Jefferson Street



Level 02

1/8" = 1'-0"

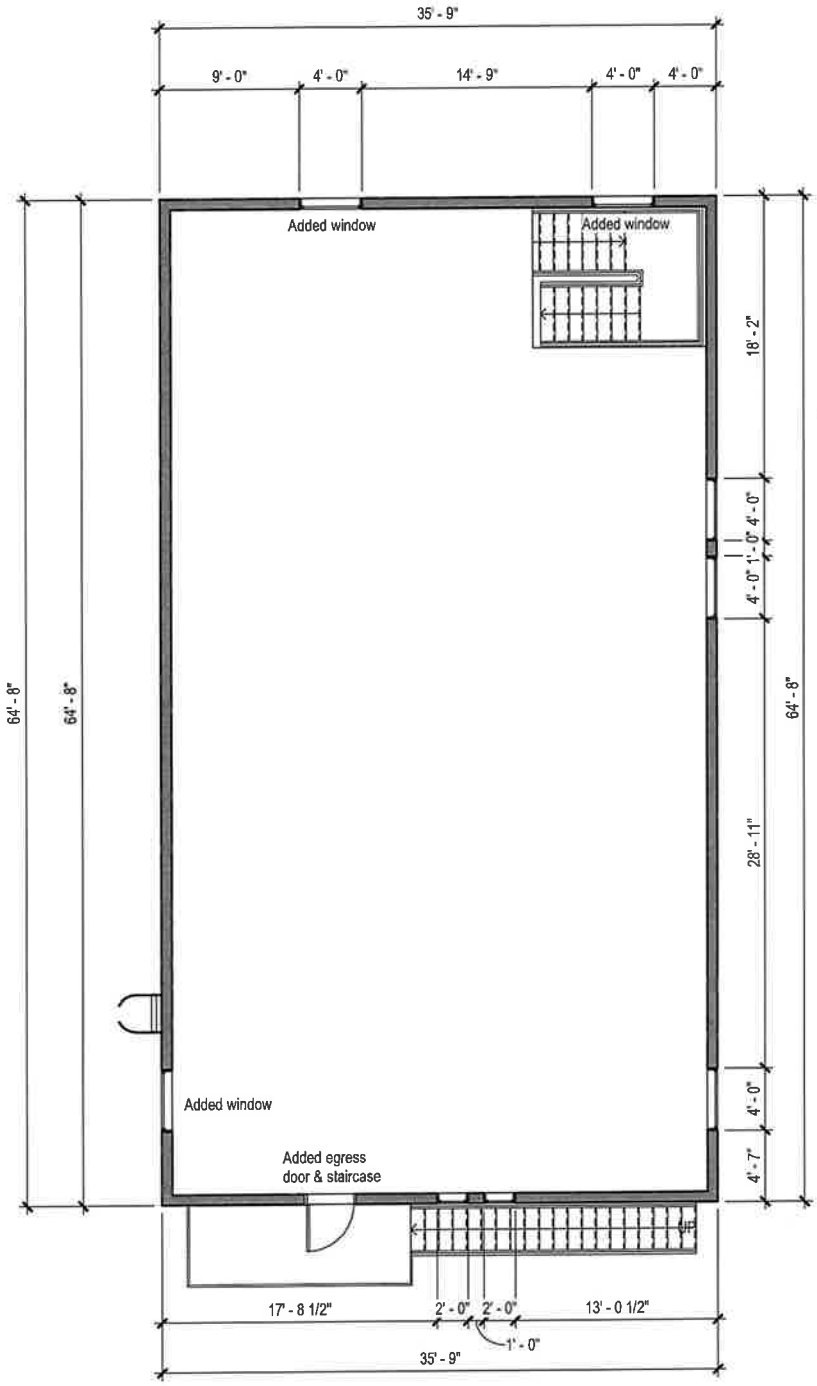
105 Jefferson Street



Level 01

1/8" = 1'-0"

105 Jefferson Street

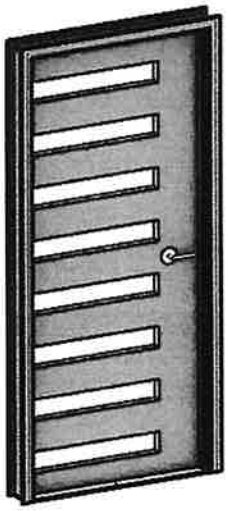


Level 02
Floor Plan
1/8" = 1'-0"

105 W Jefferson additions or alterations

1) Exterior
   a) N
      i) 1 new downstairs exterior door facing N
      ii) Two upstairs windows
      iii) Alteration to downstairs windows facing N to door
      iv) "Hidden" security camera (not visible from street)
   b) W
      i) Alteration to emergency exit door to window
      ii) Potential exterior ladder for rooftop access
      iii) Alteration to current downstairs door to large window (N side facing W)
   c) S
      i) New emergency egress, landing and stairs with additional balcony area
      ii) Slight alteration to downstairs door (left to right swing) exit towards alley vs towards church)
      iii) Visible security camera (visible from alley)
   d) E
      i) Alteration to 1st floor window changed to double doors
      ii) Gas line going over building removed
      iii) New to code electrical base meters
   e) Entire Exterior
      i) New paint color
      ii) New signage
      iii) Visible security cameras (visible from street and alley)

2) Interior 1st floor
   a) Removal of walls (offices turned to open space)
   b) Removal of drop ceiling
   c) Original offices that do remain drop ceiling turned to drywall or bead board
   d) Bathrooms
      i) Shower added to original private office bath
      ii) Urinal removed from ADA bath
      iii) 2nd commode removed from employee bath
      iv) All trades, electrical, plumbing, mechanical updated to todays code.
      v) All windows updated to todays code (low E tempered glass)
      vi) Insulation better than minimum code standards
      vii) Removal of interior door connecting 1st and 2nd floor
3) Interior 2nd floor
      i) Walls removed for open space
      ii) Drop ceilings removed in remaining offices
      iii) Drywall ceilings to replace removed drop ceilings
      iv) No change to bathrooms
      v) All trades, electrical, plumbing, mechanical updated to todays code
      vi) All windows ypdated to todays code
      vii) Insulation better than minimum code standard
      viii) Alteration of some office doors from wood to glass



CITY OF WYLIE

Historic Review Commission

AGENDA REPORT

Department: Planning **Account Code:**

Prepared By: Renae' Ollie

Subject

Work Session: Discuss Landmarks Ordinance

Recommendation

Discussion

Discussion

Discuss Landmark plaque options

1. Wall Plaque
2. Yard Sign
3. Do we charge for plaque? The City of San Antonio charges $95; Arlington also charges a fee. Any fees collected from the plaque program can be used to put back into historic preservation.

Discuss criteria of awarding LM designation. *Review criteria in ordinance.*

Discuss modifications proposed after designation:

1. Does this jeopardize the designation?
2. If modifications are known should that be required to be presented at time of LM application?

Arlington:

Nomination Criteria

At a minimum, any nomination for a structure or site must meet the following criteria:

- Be at least 50 years old
- Be visible and accessible to the public
- Be within Arlington city limits

At least one of the following criteria must also be met:

- Possess significance in the history, archeology, architecture, or culture of Arlington
- Be associated with events that have made significant contributions to the Arlington community
- Be associated with the biography of current or previous residents of Arlington with substantiated documentation

Attachments

Landmark plaque types

Landmark Ordinance

Landmark Plaque Types

Mode of Fabrication: Plaques are fabricated in several ways: metal casting, or metal photo processing.

· **Metal Casting:** Plaques fabricated in this method are usually made from either bronze, aluminum, or iron. All three must be cast in a foundry; however, not all foundries are alike. Depending on the equipment and casting process used by a foundry, the price of a cast plaque can vary greatly. Furthermore, there are advantages and disadvantages for each type of material. Aluminum, while typically priced in the middle range, looks less expensive and may corrode over time. Bronze, while the most expensive, looks more dignified and lasts longer.

· **Metal Processing:** Plaques processed onto metal, as opposed to plaques cast out of metal, are the least expensive. For the historical society considering this mode of fabrication, there are two choices, metal photo and screen processing. In the case of the former, text and photograph are embedded in photosensitized aluminum. In the case of the latter, text and photo are essentially painted onto the surface of the metal. Metal photo offers a number of advantages since it is the least expensive to produce and provides the clearest image reproduction, which is ideal if the historical society wishes to incorporate into the plaque an old fashioned-looking, tintype photo of a structure that once stood on a site. However, these plaques can be damaged if vandals use a sharp object, and they can only be reproduced in a limited number of colors (silver and black) when used outdoors.

· **Shape and Size:** Depending upon the type of plaque (cast metal, photo processed metal) desired, historical societies should be able to find a manufacturer able to provide a plaque of nearly any shape or size. Clearly, the price of the plaque depends to a great extent upon the size ordered. With respect to plaque shapes, while historical societies using processed metal usually are limited to a square or rectangular shape, in theory, no such limitations exist with respect to processed wood or cast metal. A number of mass-produced standard shapes, suitable for historic sites – squares, rectangles, ovals, and “colonials” – are available primarily through local sign shops. Finally, cast metal plaques can be made in virtually any shape since they are cast from reusable patterns. However, the more complex the shape, the more difficult to finish the edges of the plaque and, thus, the higher the price. While these steps may make the process of setting up the program seem quite complex, most plaque producers will be able to provide advice and assistance, hence greatly simplifying the decision-making process.

Fort Worth: Property owner pays for plaque

Arlington: Property owner pays for plaque

San Antonio: Historic plaques cost $95. They are cast aluminum with raised silver letters on a dark grey background and approximately 7½ inches in diameter and ¼ inch thick.

Frisco: The markers measure 16”x14” and are made of cast aluminum with a black leatherette background. They are attached to posts set in cement usually located in front of the property to be marked. The markers are purchased by the property owner with the assistance and guidance of the Historic Sites Committee Cost of the marker and post installed on your property is $900. (This cost may change as foundry costs change.) The marker’s owner is responsible for its safekeeping, maintenance and liability once it is installed. On some occasions, the Heritage Association will install a marker at its expense to designate a landmark not owned by any specific person. Suggestions for such landmarks are welcome.

Chapter 58 - HISTORICAL PRESERVATION

> *Footnotes:*
> *--- (**1**) ---*
> ***State Law reference—** Texas Historical Commission, Texas Government Code § 442.001 et seq.*

ARTICLE I. - IN GENERAL

Secs. 58-1—58-19. - Reserved.

ARTICLE II. - LANDMARKS

Sec. 58-20. - Definitions.

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

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

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

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

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

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

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

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

Downtown historic district (DTH) means an area as described in section 6.3 downtown historic district (DTH). 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 city council on its own and not as part of the downtown historic district. It may or may not also be located within the downtown historic district as part of a separate designation.

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

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

Heritage resource means a property or properties designated by the city council as a historic landmark (HL) or downtown historic district (DTH).

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

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

National historic landmark means a nationally significant historic place designated by the secretary of the interior for its exceptional value or quality in illustrating or interpreting the heritage of the United States.

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

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

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

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

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

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

Recorded Texas historical landmark means a state designation for buildings important for their historical associations and which have retained a high degree of their original historic fabric, at least 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.

(Ord. No. 2022-46 , § 2, 5-31-2022)

Sec. 58-21. - Landmark designation purpose.

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

(Code 1991, ch. 1, §§ 15.00, 15.01; Code 1997, § 58-31; Code 2005, § 58-21; Ord. No. 90-11, § 1, 8-28-1990; Ord. No. 2022-46 , § 2, 5-31-2022)

Editor's note— Ord. No. 2022-46 , § 2, adopted May 31, 2022, amended the title of this section to read as herein set out. The former section title pertained to similar subject matter.

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

Designation of city landmarks will be made by the city council. Designations may be initiated by a property owner, the historical society of the city, the city council, or the planning and zoning commission, the historic review commission, or city staff. If the property owner does not consent, the designation or inclusion of the owner's property must be approved by a three-fourths vote of the city council, and the historic review commission.

(Code 1991, ch. 1, § 15.02; Code 1997, § 58-32; Code 2005, § 58-22; Ord. No. 90-11, § 2, 8-28-1990; Ord. No. 2022-46 , § 2, 5-31-2022)

Sec. 58-23. - Criteria and markers.

(a) *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:

(1)

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;

(2) Identification with a person or persons who significantly contributed to the culture and development of the city;

(3) Location as the site of a significant historic event;

(4) Exemplification of the cultural, economic, social or historical heritage of the city;

(5) Relationship to other distinctive buildings, sites or areas which are eligible for preservation according to a plan based on historical, cultural or architectural motif;

(6) Unique location of singular physical characteristics representing an established and familiar visual feature of a neighborhood, community or the city;

(7) Value as an aspect of community sentiment or public pride.

(8) Detailed recommendation from the historic preservation commission.

(b) *Markers.* Designated landmarks will be awarded markers based on the category of selection.

(1) Historical edifices and similarly small sites shall be designated with a marker detailing the historical significance of the edifice or site.

(2) 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.

(c) *Revocation of local historical landmarks.*

(1) Loss of integrity (through alteration, addition, or designation) is the most common reason for the withdrawal of landmark designation. The city council shall have the power to revoke any local historical landmark (LHL) for the violation of any criteria set forth by this ordinance. The following criteria shall justify the withdrawal of a local historical landmark designation:

a. The property has ceased to meet criteria for designation; the qualities for which it was originally designated have been lost or destroyed.

b. Additional information forthcoming after the designation demonstrates that the property does not possess sufficient significance to be a local historic landmark.

c. A professional error was made in the designation of the property.

(2) Revocation of a local historical landmark designation requires:

a. A public hearing where the HRC and city council shall determine the nature and extent of the violation of the designation;

b. Proper notice to the designee;

c.

Written notice from the HRC, which shall give the designee the reasons for the proposed revocation of the designation; and

d. A finding by the council that reasonable corrective measures have not been done by the designee and that revocation of the designation is required.

(Code 1991, ch. 1, § 15.03; Code 1997, § 58-33; Code 2005, § 58-23; Ord. No. 90-11, § 3, 8-28-1990; Ord. No. 2022-46 , § 2, 5-31-2022)

Editor's note— Ord. No. 2022-46 , § 2, adopted May 31, 2022, amended the title of this section to read as herein set out. The former section title pertained to similar subject matter.

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

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

(Code 1991, ch. 1, § 15.04; Code 1997, § 58-34; Code 2005, § 58-24; Ord. No. 90-11, § 4, 8-28-1990; Ord. No. 2022-46 , § 2, 5-31-2022)

Sec. 58-25. - Ordinary maintenance.

Nothing in this article 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.

(Code 1991, ch. 1, § 15.05; Code 1997, § 58-35; Code 2005, § 58-25; Ord. No. 90-11, § 5, 8-28-1990; Ord. No. 2022-46 , § 2, 5-31-2022)

Editor's note— Ord. No. 2022-46 , § 2, adopted May 31, 2022, amended the title of this section to read as herein set out. The former section title pertained to similar subject matter.

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. 2022-46 , § 2, 5-31-2022)

Secs. 58-27—58-50. - Reserved.

ARTICLE III. - HISTORIC REVIEW COMMISSION

Sec. 58-51. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commission means the Historic Review Commission of the City of Wylie, Texas.

Commission member means the members of the Historic Review Commission.

District means the historic district boundaries as set forth and amended by the comprehensive zoning ordinance and official zoning map.

Staff liaison means the planning director of the City of Wylie, Texas, or his designee.

Substantial renovation means 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; an increase in the floor area of the building greater than ten percent; adding new exterior building materials that do not match the existing materials.

(Code 2005, § 58-51; Ord. No. 2013-17, § 2, 4-9-2013)

Sec. 58-52. - Establishment of the historic review commission.

There is hereby created and established within the city the historic review commission for the purpose of, among other things, reviewing and recommending an action to the planning and zoning commission and/or city council for proposed new construction or substantial renovation, revisions to the ordinance, and to consider future amendments and long range goals of the historic district or landmarks. The commission will act in an advisory capacity to the city council.

(Code 2005, § 58-52; Ord. No. 2013-17, § 3, 4-9-2013)

Sec. 58-53. - Number of members; appointment terms.

(a) The commission shall consist of seven members to be appointed by the city council for a term of two years each. The city council shall, to the extent reasonably possible, endeavor to appoint at least four citizens at large and the remaining three from the following categories:

(1) Member in good standing with the downtown merchants association;

(2) Member in good standing with the city historic society;

(3) Historian; and/or

(4) Owner of, or resident or tenant in, a landmark property.

(b) No member shall serve on the commission for more than three consecutive, two-year terms or six consecutive years, whichever is less, unless extended by the affirmative vote of at least three-fourths of the full membership of the city council.

(c) Except for a commission member whose tenure has been extended by the city council, as provided above, a member who has served three consecutive, two-year terms or six consecutive years, whichever is less, on the commission may be reappointed to serve on the commission after being off the commission for at least one year, and upon reappointment, the member is eligible to serve another three consecutive terms or six consecutive years, whichever is less. Such member is eligible, however, for appointment to a different board or commission without waiting.

(Code 2005, § 58-53; Ord. No. 2013-17, § 4, 4-9-2013; Ord. No. 2020-05, § 2, 1-14-2020; Ord. No. 2020-34 , § 4, 5-26-2020)

Sec. 58-54. - Commission member's qualifications.

Each commission member shall be a qualified voter and shall not be an employee of the city. Each commission member shall have any other qualification as the city council deems necessary and appropriate.

(Code 2005, § 58-54; Ord. No. 2013-17, § 5, 4-9-2013)

Sec. 58-55. - Meetings.

The commission shall meet at least once each month at such time and place as shall be fixed by the commission by its standing rules, which meetings shall be open to the public. Special meetings may be called by the chairperson or by written request sent to the chairperson or vice-chairperson by three members of the commission. Minutes shall be kept of all such meetings, and any special meetings, with copies of said minutes and any other reports to be transmitted to the city council and the city manager. The commission shall have technical and logistical support provided as designated by the city manager.

(Code 2005, § 58-55; Ord. No. 2013-17, § 6, 4-9-2013)

Sec. 58-56. - Vacancies.

When vacancies occur on the commission, the city council shall appoint, by majority vote, a replacement to serve the remainder of the term.

(Code 2005, § 58-56; Ord. No. 2013-17, § 7, 4-9-2013)

Sec. 58-57. - Removal.

Each commission member serves at the pleasure of the city council and may be removed at the discretion of the city council. Commission member absences shall be controlled by article VIII of the city Charter.

(Code 2005, § 58-57; Ord. No. 2013-17, § 8, 4-9-2013)

Sec. 58-58. - Quorum; voting.

Four commission members shall constitute a quorum of the commission for the purpose of conducting its business, exercising its powers and for all other purposes. No action of the commission shall be valid or binding unless adopted by the affirmative vote of a majority of those commission members present and voting.

(Code 2005, § 58-58; Ord. No. 2013-17, § 9, 4-9-2013)

Sec. 58-59. - Officers.

The commission shall have a chairperson and vice-chairperson whose terms shall be one year. The chairperson and vice-chairperson shall be elected by the commission members. Neither the chairperson nor vice-chairperson shall serve as an officer for more than two consecutive terms. The chairperson shall preside over meetings and shall be entitled to vote upon each issue. The vice-chairperson shall assist the chairperson in directing the affairs of the commission. In the absence of the chairperson, the vice-chairperson shall assume all duties of the chairperson.

(Code 2005, § 58-59; Ord. No. 2013-17, § 10, 4-9-2013)

Sec. 58-60. - Powers and duties.

(a) The commission shall act principally in an advisory capacity to the city council and the city staff in any matter pertaining to development within the historic district.

(b) The commission shall have the power to:

(1) Develop, for city council approval, a set of bylaws governing rules of procedure for their meetings and operation;

(2) Review and recommend an action to the city council and/or planning and zoning commission for proposed new construction or substantial renovation as it relates to historic preservation;

(3) Recommend designation of historic districts and landmarks;

(4)

The commission shall advise and make recommendations to the city council pertaining to, among other things, policies and procedures of the district as identified in the comprehensive zoning ordinance;

(5) Encourage public outreach/education/awareness programs;

(6) Establish criteria to be used in determining whether certain buildings, land, areas, and districts should be designated as heritage resources.

(c) All powers and duties prescribed and delegated herein are delegated to the commission, as a unit, and all action hereunder shall be of the commission acting as a whole. No action of any individual commission member is authorized, except through the approval of the commission or city council.

(d) The commission shall not have the power to obligate the city for funds and/or expenditures or incur any debt on behalf of the city.

(e) The commission shall have any other power and/or duty as prescribed and authorized by the city council.

(Code 2005, § 58-60; Ord. No. 2013-17, § 11, 4-9-2013)