

DATE: August 25, 2021

TO: Honorable Mayor and City Council

FROM: Harold Sickler, Chair, Heritage Commission

SUBJECT: Results of Heritage Commission Meeting on August 24, 2021

MB

**AGENDA ITEM NO. 3 - DISCUSSION AND CONSIDERATION - HAGGARD PARK
HERITAGE DISTRICT DESIGN STANDARDS**

Discussion and consideration of an update to the Haggard Park Heritage District Design Standards.

APPROVED: 7-0 **DENIED:** **TABLED:**

Speaker Card(s) Received **Support:** 0 **Oppose:** 0 **Neutral:** 0

STIPULATIONS:

Recommend for approval as submitted.

FOR CITY COUNCIL MEETING OF: September 13, 2021 (To view the agenda for this meeting, see www.plano.gov)

RESOLUTION

BM/ks

CITY OF PLANO
HERITAGE COMMISSION

August 24, 2021

Agenda Item No. 3

Discussion & Consideration: Haggard Park Heritage District Design Standards

DESCRIPTION:

Discussion and consideration of an update to the Haggard Park Heritage District Design Standards.

REMARKS:

In 2015, the Heritage Commission was receiving feedback from local heritage property owners about the lack of clarity, consistency, and user-friendliness in many of the regulatory documents and design standards used by the heritage preservation program. A work plan was developed to update these materials to include more clear and consistent language, incorporate illustrations and graphics, and bring the program in line with new trends and best practices. Since that time, the Commission has been systematically reviewing and modernizing all major components of the heritage preservation program, including the Downtown Heritage District Design Standards (2016), the Heritage Preservation Ordinance (2017), the Heritage Resource Surveys (2018), and the Preservation Plan (2018). In November 2020, with the assistance of Post Oak Preservation Solutions (POPS), a firm specializing in historic preservation and design guidelines, the Commission began updating the last major component of the program, the design standards for the Haggard Park Heritage District (HPPD).

Update of the design standards occurred with over 10 months of research and refinement, and with significant outreach to residents, business owners, and property owners within the district. Staff and POPS are now pleased to submit the updated HPPD Design Standards to the Heritage Commission for its review and consideration. The incorporation of colored illustrations, photos, and other graphics to visually depict the intent of the Design Standards and new elements, such as energy efficiency strategies, non-contributing structures, non-residential buildings, new compatible materials and technologies, and backyard cottages, bring the program in line with the industry's best practices. Additionally, the new design standards will help to educate property owners and others on the importance of preservation and good preservation practices.

The purpose of this agenda item is to review the final draft of the updates HPPD standards and provide a recommendation to City Council.

Background

Haggard Park Heritage District Overview

The HPHD is approximately 42 acres and includes 134 historic resources (90 primary structures and 44 accessory buildings), a public park, and two vacant lots. With 62% Contributing Structures, HPHD was deemed eligible for listing in the National Register of Historic Places (NRHP) as a historic district under Criterion A for Community Planning and Development at the local level of significance. Additionally, the district consists of 13 individual local landmarks, three Recorded Texas Historical Landmarks, and two National Register properties.

The HPHD was designated in 1999 as the first local heritage district and the existing design guidelines were developed that year, updated in 2002, and formally [adopted by City Council in 2012](#). Since then, ongoing redevelopment and rehabilitation work and a mix of new infill construction within the HPHD, as well as a lack of helpful graphics or illustrations to accompany the existing text, have spurred the need to update the existing design guidelines.

Purpose of Design Standards

Per Section 16-105(h) of the Heritage Preservation Ordinance, the Heritage Commission is tasked with establishing standards to be used in granting or denying Certificates of Appropriateness (CA) for proposed alterations to designated heritage resources. Design standards, and the CA review process through which these standards are administered, promote preservation of historic, cultural, and architectural heritage within the city's two designated heritage districts.

Design standards are an essential part of creating and maintaining the historical character of Haggard Park as they establish a consistent approach for exterior treatment of historic buildings and public parks. Standards can also be communicated with property owners to help establish consistent expectations for proposed structure improvements. The standards seek to maintain historic Haggard Park as a cohesive, livable place and prevent the inappropriate alteration or demolition of historic properties.

When reviewing the HPHD Design Standards, it is important to differentiate regulations set forth by the Zoning Ordinance and those within the Design Standards. A summarized comparison is provided below:

- *Zoning Standards*, which are incorporated into the Zoning Ordinance, set forth zoning regulations that provide the basic rules for development. These include: permitted uses, density, building placement, lot coverage, and setbacks. As zoning standards are incorporated into the Zoning Ordinance, they are not part of the Design Standards and may not be altered by the Heritage Commission alone.
- *Design Standards* are intended to provide site and exterior building design guidance to property owners, which may include: building scale, orientation, massing, historic rehabilitation, doors, windows, awnings/canopies, architectural details, signs, materials, and finishes. Unlike zoning standards, the Heritage

Commission has some discretion in how the design standards should apply for various properties, allowing flexibility to meet the unique qualities of individual buildings and the overall spirit and intent of the district.

Design Standards Update Process

Project Consultants

To complete the HPHD Design Standards update, the city contracted with Post Oak Preservation Solutions (POPS), a full-service historic preservation consulting firm from San Antonio, Texas that provides holistic support for historic preservation projects nationwide. The project team is comprised of Ann Benson McGlone, a partner, along with Kate Singleton and Izabella Nuckles, both associates in the firm. Ms. McGlone is a licensed architect in Texas who had previously served as Heritage Preservation Officer for 15 years with the City of San Antonio and a former City Manager of the City of Alamo Heights, Texas. Ms. Singleton has worked in the fields of historic preservation, downtown revitalization, and economic development for over 40 years and served as a Historic Preservation Consultant for seven years with the Plano Economic Development Council. Ms. Nuckles, is experienced in historic building materials analysis, treatment testing, and preservation consulting.

Project Timeline

Date	Major Milestones
October 20, 2020	Project Kickoff
November 11-12, 2020	Stakeholder Committee Meeting #1 – Introduction 1-on-1 Interviews
January 13, 2021	Public Meeting #1 – Review of 1st Draft Outline Heritage Commission Meeting #1 – Update
January 14, 2021	Stakeholder Committee Meeting #2 – Review of 1st Draft Outline and Public Feedback
April 21, 2021	Public Meeting #2 – Review of 2nd Draft Stakeholder Committee Meeting #3 – Review of 2nd Draft
June 21, 2021	Public Meeting #3 – Review of 3rd Draft Stakeholder Committee Meeting #4 – Review of 3rd Draft
July 27, 2021	Heritage Commission Meeting #2 – Update
August 3, 2021	Stakeholder Committee Meeting #5 – Review of Final Draft
August 24, 2021	Heritage Commission Meeting #3 – Consideration of Final Draft
September 13, 2021	Tentative: City Council Consideration of Final Draft

Public Outreach

Public outreach was a key component of the update process, which included stakeholder committee meetings, interviews with Council members and HPHD property owners, and public meetings. These meetings are summarized below:

- *Stakeholder Committee Meetings* – An 11-member Stakeholder Committee comprised of representatives from several HPHD property and business owners, heritage partners, two Heritage Commission members, and city staff, was established to monitor the process and make certain the content of the design standards addressed the issues that were identified. A total of five stakeholder committee meetings were held virtually and in-person to discuss various drafts of the design standard document and provide comments for final revisions and modifications. On August 3, 2021, the Stakeholder Committee recommended forwarding the new design standards for Heritage Commission review.
- *Interviews* – On November 11-12, 2020, the project consultants conducted individual interviews, virtually and in-person, with several property owners from HPHD, the City Council liaisons to the Heritage Commission, the Heritage Commission Chair, and staff from the Neighborhood Services Department, Parks & Recreation Department, Building Inspections Department, and City Attorney's Office. During the interviews, POPS discussed concerns related to the existing design guidelines, ways to improve them, and additional content and expectations for new design standards.
- *Public Meetings* – A total of three public meetings were held virtually and in-person. In-person meetings were held at the Municipal Center and the Saigling House for close proximity to the neighborhood. At the first public meeting, the project consultants conducted a virtual survey to understand the neighborhood's needs, preferences, and tolerance for change. Additionally, the survey was posted online for public input for a couple of weeks after the meeting. Key findings from this survey are listed in the following section. The last two public meetings involved discussions over the proposed design standards draft as the project consultant gathered community feedback, suggestions, and comments for final revisions and modifications.
- *Heritage Commission Updates* – The Heritage Commission appointed two members to serve on the project Stakeholder Committee and act as the liaisons to the Commission. On January 13, 2021, a special meeting was called during which the project consultants presented the project overview, purpose, and timing for completion. Additionally, there was a review of the district's history, development, and character. On July 27, 2021, project consultants presented a final draft of the HPHD design standards to the Heritage Commission through web conferencing.

Summary of Feedback

A summary of the feedback received through public outreach efforts are provided in Attachment A. Based on this feedback, the project consultants worked with staff and the

stakeholder committee to address the concerns of the property owners and to provide additional detail and greater clarity within the design standards.

Summary of Proposed Standards

Plan Organization

The [HPHD Design Standards](#) are organized into eight chapters that apply to different types of projects. While some chapters apply to all projects, others are only relevant to specific requests. An applicability chart is provided on Page 33 of the Design Standards document to assist property owners in identifying the chapters which pertain to their project.

- Chapter 1: Using the Design Standards
This chapter provides a brief history of HPHD, describes the basic preservation principles and strategy with overall design review system, explains which chapters apply to individual projects, and defines key terms and components that are associated with the Design Standards.
- Chapter 2: Understanding Neighborhood Character and Architectural Style
This chapter outlines the important neighborhood characteristics and typical character-defining features of a historic building. Additionally, it provides a graphical stylistic guide of existing architectural styles in HPHD. The guide will help in designing new compatible structures.
- Chapter 3: Maintenance Standards for Historic Properties
This chapter presents detailed guidance for maintenance and preservation related treatment for historic properties. It addresses building details, site elements, materials, non-contributing structures, and other essential components.
- Chapter 4: Design Standards for New Construction (Primary Buildings)
This chapter provides detailed guidance for designing new infill primary structures and describes ways to make the new construction appear compatible with the existing historic buildings in HPHD.
- Chapter 5: Design Standards for Additions
This chapter provides guidance for designing compatible additions to existing historic buildings within the district.
- Chapter 6: Design Standards for Outbuildings and Backyard Cottages
This chapter outlines guidance for outbuildings including maintenance of existing outbuildings and new construction of accessory buildings. Additionally, this chapter includes standards for designing backyard cottages within the district.
- Chapter 7: Design Standards for Public Spaces and Haggard Park
This chapter presents guidance for various elements related to the existing Haggard Park, including signage and lighting.

- Chapter 8: Signage and Miscellaneous Standards

This chapter addresses sign design and placement and other miscellaneous topics pertaining to building/site design such as energy efficiency, accessibility, utilities, lighting, and moving of historic structures.

Notable New Content

A number of noteworthy additions are included in the HPHD Design Standards:

- History of Haggard Park neighborhood;
- Defining primary, secondary and tertiary facades;
- Typical character-defining features of a historic building;
- Style guide of existing architectural styles in the district;
- Maintenance standards for various building/site features and materials;
- Illustrative examples for both appropriate and inappropriate improvements;
- Better standards for new construction of primary buildings, outbuildings, and backyard cottages;
- Design standards for non-residential buildings and Haggard Park;
- Design standards for designing additions to historic structures;
- Appropriate energy conservation improvements to further promote sustainability of historic buildings;
- Illustrative examples for signage; and
- An appendix section outlining the overall process and public outreach efforts, and a glossary of terms associated with the design standards document.

Consistency with the Heritage Preservation Plan

In 2018, the City of Plano adopted Preservation Plano 150, the most recent update to the Heritage Preservation Plan. The plan recommended the following actions:

- Growth & Redevelopment Policy: Action 1.2 – Through the design review process, work with developers in and around Plano’s downtown district to minimize negative impacts and encourage complementary design and compatible infill development.
- Growth & Redevelopment Policy: Action 2.5 – Enable historic houses to be retrofitted with materials and technologies that support residents of all ages and abilities, such as ADA compliant ramps and universal design.
- Emerging Trends Policy: Action 1.1 – Integrate energy-efficiency principles into all new and updated preservation documents.
- Benefits & Protections: Action 5.1 – Create and update Heritage District Design Standards as needed.
- Benefits & Protections: Action 5.4 – Encourage the relocation of historic resources in danger of demolition into existing heritage districts or neighborhoods, preferably within the same city or county.

Texas Historical Commission Grant

The HPHD Design Standards is funded in part by a \$26,450 grant from the Texas Historical Commission. To comply with the grant requirements, approval by the Heritage Commission is needed prior to September 30, 2021.

Summary

The proposed HPHD Design Standards are the culmination of over 10 months of research and refinement, and have been created through conversations and meetings with neighborhood residents and property owners, the stakeholder committee, and the Heritage Commission. With the assistance from experienced consultants who have completed similar design standards for several other historic districts across the country, these standards promote rehabilitation and redevelopment that is sensitive to the surrounding historical context and protects the historical integrity of HPHD. The incorporation of colored illustrations, photos, and other graphics to visually depict the intent of the Design Standards and new elements, such as energy efficiency strategies, non-contributing structures, non-residential buildings, new compatible materials and technologies, and backyard cottages bring the program in line with the industry's best practices.

The new Design Standards will help to educate property owners and others on the importance of preservation and good preservation practices. They explain and show options for rehabilitation, materials, additions, new construction, and explain where there is flexibility. Standards help in clarifying property owners, what can and cannot be done. They will help in maintaining the "look" and "feel" of the HPHD.

NEXT STEPS:

If recommended for approval, the Heritage Commission's recommendation will be forwarded to City Council for consideration at their September 13, 2021, meeting.

RECOMMENDATION:

Recommend for approval as submitted.

ATTACHMENTS:

Attachment A – Summary of Public Feedback

Attachment A

Summary of Feedback

Based on the interviews in November 2020, and 30 virtual surveys from the public meeting, the following key issues with the current design guidelines and neighborhood concerns were identified:

- Design guidelines are 20 years old and in need of an update.
- Design guidelines are not flexible.
- Guidelines do not address energy efficiency and sustainability design features.
- No guideline standards for backyard cottages, public realm, and Haggard Park.
- Guidelines are very textual with no graphic or visual examples.
- Guidelines do not address windows looming over neighboring rear yards.
- Guidelines are not clear and concise for new construction and additions.
- Concerned about the impact of homelessness in the park, the neighborhood, and downtown. Creates a nuisance, danger, and it also presents a perception that downtown, the neighborhood, and the park are not safe for residents or visitors.
- Haggard Park is an important amenity for the downtown and the neighborhood as well as the city as a whole. Concerned about the long-term use of the park as well as the need for other green space in the downtown area. People also noted the importance of the arts and the vibrancy they bring.
- Use design standards instead of design guidelines. Be consistent so people know that "standards" are the must do. Guidelines make it seem like they "may" use them.
- Existing guidelines do not address new materials and technologies.

When asked what opportunities exist to improve the clarity of the design standards, the public identified the following:

- Use of photos and clear descriptions would help in making good decisions and assist the property owners to better understand what is appropriate.
- Incorporate a visual architectural style guide showing typical characteristics, materials, how the styles developed and their historic importance in HPHD.
- Make the design standards concise and easier to use.
- Provide more visuals and good descriptions to help property owners better understand the difference between appropriate and inappropriate. Additionally, it will assist both the staff and the Heritage Commission in making appropriate decisions and enforcement.
- Provide guidance on where to put historical markers such as Recorded Texas Historical Landmark markers or local plaques.
- Make sure new construction is not "cookie cutter". It can appear contemporary, yet retain elements of historic houses such as a front porch, similar window patterns and door placement. Small houses should also be an option; including maintaining the small Minimal Traditional houses in the neighborhood as options for affordable housing.
- The standards need flexibility with a focus on housing, density control, new infill construction, additions and backyard cottages.

- Need options to show appropriate and inappropriate.
- Haggard Park is as an integral component of the neighborhood; brings together neighborhood, downtown, and Douglass community; needs to be maintained.
- Provide visual examples like the Downtown Heritage District design standards which will help people on several levels.
- Like downtown, provide more staff review.
- To address the conflict between what is appropriate from a preservation standpoint and aesthetics, the standards should clarify the difference between restoration, rehabilitation and renovation. This also applies to materials and new technologies, in terms of what is good, what is bad, old vs. new.
- Provide information for the “lay person” on a variety of topics in the Standards with ongoing information and education about the Standards and how to use and interpret them.
- The overall process needs to be a community effort with a lot of engagement and feedback opportunities. Engage stakeholders in the creation of design standards.
- Think of neighborhood branding.
- Limit parking in front yards.
- The Standards should educate property owners about preservation, policies, maintenance, funding, what is important when it comes to a building and site, the history of the neighborhood and why it is a historic district as well as serve as a deterrent to demolition.
- The Standards should help decide what aspects of the building and site are the most important vs. aspects that are less important.
- The Standards should reinforce the character and design of the neighborhood.
- Address importance of spacing between houses, setbacks and the more nuanced aspect such as windows (for new construction or replacement) that have expressed muntins/mullions to create shadow lines.
- Similar to DHD design standards, define what you can’t and can do; define “must”, “shall” and “may.”
- Provide an appendix with external and internal (City of Plano) hyperlinks to relay preservation information such as materials, technologies, maintenance, regulatory documents, etc.
- Explain why historic materials are better, such as keeping original wood windows. Tell the history about each style and why design standards are important.
- Address unique features and patterns of neighborhood including setbacks, residential feel and walkability, front porches and yards, building placement, layout of lots, garages in the rear, fences and how they impact the “feel” of the neighborhood. Maintenance is important to maintain the historic “feel” of the neighborhood.
- Explain and address what are the character defining features of a house; what is important and what is less important.
- Provide information on what style and size of homes can be moved into the HPHD.
- Allow development but keep historic. Ability to communicate preservation properly.
- Need specific standards for new development – especially for lots that could be potentially subdivided under existing zoning.
- Add better wayfinding directed to the neighborhood so people can find out about it.

**CITY OF PLANO HERITAGE COMMISSION
PRESERVATION GUIDELINES
Haggard Park Heritage Resource District
Adopted by City Council on November 26, 2012**

Purpose: To establish guidelines for appropriate treatment of structures and new construction within a historic district to be used by the Heritage Commission in granting Certificates of Appropriateness and to assist property owners in planning appropriate rehabilitation, restoration, construction and repair.

1. GENERAL

- 1.1. All demolition, maintenance, new construction, public works, renovations, repairs, and site work in this district must comply with these preservation guidelines.
- 1.2. Any alterations to this property must comply with the regulations contained in Ordinance 86-3-14 (the Zoning Ordinance) of the City of Plano, as amended. In the event of a conflict, these preservation guidelines control.
- 1.3. A person may not alter a historic resource site, or any portion of the exterior of a structure on the site, or place, construct, maintain, expand, remove, or demolish any structure in the historic zone without first obtaining a Certificate of Appropriateness in accordance with Ordinance 98-2-26 (the Preservation Ordinance) of the City of Plano, as amended, and the provisions of this ordinance. A person who violates this provision is guilty of a separate offense for each day or portion of a day during which the violation is continued, from the first day the unlawful act was committed until either a Certificate of Appropriateness is obtained or the property is restored to the condition it was in immediately prior to the violation.
- 1.4. The Certificate of Appropriateness review procedure outlined in the Preservation Ordinance of the City of Plano, as amended, applies to this resource.
- 1.5. Preservation and restoration materials and methods used must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties (see attachment) and the Preservation Briefs published by the United States Department of the Interior (on file at the Plano Municipal Center).
- 1.6. The Heritage Commission may approve a Certificate of Appropriateness for work that does not strictly comply with these preservation guidelines upon a finding that:
 - 1.6.a. the proposed work is historically accurate and is consistent with the spirit and intent of these preservation guidelines; and
 - 1.6.b. the proposed work will not adversely affect the historic character of the property or the integrity of the resource.

2. DEFINITIONS

- 2.1. Unless defined below, the definitions contained in the Preservation Ordinance of the City of Plano, as amended, apply.
- 2.2. **APPROPRIATE** means typical of the historic architectural style, compatible with the character of the historic district, and consistent with these preservation guidelines.
- 2.3. **CERTIFICATE OF APPROPRIATENESS** means a certificate required by the Preservation Ordinance of the City of Plano, as amended, and these preservation guidelines.
- 2.4. **COLUMN** means the entire column, including the base and capital.
- 2.5. **COMMISSION** means the Heritage Commission of the City of Plano.
- 2.6. **CONTRIBUTING STRUCTURE** is any structure within a historic district that is typical of the district, is an integral part of the historic and architectural fabric of the district, and retains a significant portion of its architectural or design integrity. A structure built outside of the district's period of significance may be deemed contributing if it is compatible with existing architecture and contributes to the overall architectural fabric of the district, regardless of age. This may include new construction built under the C.A. process and deemed appropriate and contributing by the Heritage Commission.
- 2.7. **CORNERSIDE FAÇADE** means a façade facing a side street.
- 2.8. **CORNERSIDE FENCE** means a fence adjacent to a side street.
- 2.9. **CORNERSIDE YARD** means a side yard abutting a street.
- 2.10. **DIRECTOR** means the Director of the Planning Department at the City of Plano or the Director's representative.
- 2.11. **DISTRICT** means Heritage Resource No. 5, designated in the Zoning Ordinance as H-5.
- 2.12. **ERECT** means to attach, build, draw, fasten, fix, hang, maintain, paint, place, suspend, or otherwise construct.
- 2.13. **FENCE** means a structure or hedgerow that provides a physical barrier, including a fence gate.
- 2.14. **HERITAGE PRESERVATION OFFICER (HPO)** means the city staff member who serves as liaison to the Heritage Commission and is responsible for administering the city's heritage resource preservation ordinance.

- 2.15. **INTERIOR SIDE FAÇADE** means a façade not facing a street or alley.
- 2.16. **INTERIOR SIDE FENCE** means a fence not adjacent to a street or alley.
- 2.17. **INTERIOR SIDE YARD** means a side yard not abutting a street or alley.
- 2.18. **MAIN BUILDING** means the primary structure on the lot, the house.
- 2.19. **PROTECTED** means an architectural or landscaping feature that must be retained and maintain its historic appearance, as near as practical, in all aspects.
- 2.20. **PERIOD OF SIGNIFICANCE** is the time period established by the designation ordinance or application when the majority of the buildings were constructed and during which the district gained historical significance; may also reflect the primary evolution of the district over time. The Period of Significance for the Haggard Park Heritage District is 1888 – 1960.

3. BUILDING SITE AND LANDSCAPING

- 3.1. New construction is prohibited in all front yards in the district (except where parking is allowed by the ordinance creating the district).
- 3.2. All contributing structures are protected.
- 3.3. New driveways, sidewalks, steps, and walkways must be constructed of brick, brush finish concrete, stone, or other appropriate material. Artificial grass, artificially colored concrete and outdoor carpet are not permitted.
- 3.4. Circular driveways and parking areas are not permitted in a front yard, except where parking currently exists. It is recommended, however, that the front yards be replaced and parking be moved to the side and rear in the future.
- 3.5. Carports or garages are permitted only in the rear yard, detached from the main structure.
- 3.6. Outdoor lighting must be appropriate and enhance the structure.
- 3.7. Landscaping must be appropriate, enhance the structure and surroundings, and not obscure significant views of a protected façade.
- 3.8. It is recommended that landscaping reflect the historic landscape design.
- 3.9. Existing trees are protected, except unhealthy or damaged trees may be removed.
- 3.10. Any new mechanical equipment must be erected in the side or rear yards and must be screened from the view of any adjacent street or alley.

3.11. Fences

- 3.11.a. Fences must comply with the Zoning Ordinance, and a Certificate of Appropriateness is required in accordance with the Preservation Ordinance.
- 3.11.b. Historically appropriate fences are permitted in the front yard and must be constructed of the following materials: wood, brick, iron, steel or a combination of materials as deemed appropriate. Metal fences must be of construction and design to resemble iron fences of the late 19th and early 20th centuries. They may not exceed 40 inches in height and should be of a picket style. Wood fences must be at least 50% open, and iron or steel fences should be at least 80% open.
- 3.11.c. Side fences and fences in rear yards may not exceed eight feet in height.
- 3.11.d. Interior side fences may be located in the rear 50% of the lot or extend from the rear lot line to the rear of the main structure, whichever distance from the rear lot line is greater.
- 3.11.e. Cornerside fences will enclose no more than 25% of the rear of the main structure. Cornerside fences enclosing more than 50% of the rear of the lot must either be at least 50% open or no more than four (4) feet tall (both preferred).
- 3.11.f. Side and rear fences may be constructed of wood, iron, masonry, historic wire, or steel only and must be appropriate to the age and character of the resource. Metal fences must be of construction and design to resemble iron fences of the late 19th and early 20th centuries. Cornerside fences may not be chain link.
- 3.11.g. Fences located completely or partially in the front 50% of a lot and any fence facing a street shall be painted, opaque stained or whitewashed. A protective sealant, regardless of color or finish, is recommended on all other fences.

4. FACADES

4.1. Protected façades on contributing structures.

- 4.1.a. Front and side façades are protected. Rear façades are not protected but changes do require review.
- 4.1.b. Reconstruction, renovation, repair or maintenance of all protected façades must be appropriate and must employ materials similar to the historic materials in texture, color, pattern, grain, and module size.
- 4.1.c. Historic solid-to-void ratios of protected façades must be maintained.

- 4.1.d. Brick, cast stone, concrete or other masonry elements are not appropriate for protected façades where they do not already exist, except for foundation materials.
- 4.1.e. Brick added to protected façades where appropriate must match in color, texture, module size, bond pattern, and mortar color.
- 4.1.f. Brick, cast stone and concrete elements on protected façades not previously painted may not be painted unless the applicant establishes that:
 - 1) the brick cannot be matched with the color and texture of existing brick that of replacement brick;
 - 2) the brick is not original or compatible with the style and color of the period of the main building or district;
 - 3) the brick has been damaged or painting is the only method by which the brick can be salvaged.
- 4.2. Non-protected façades (rear): reconstruction, renovation, repair, or maintenance of non-protected façades must be compatible with protected features.
- 4.3. Wood siding, trim, and detailing must be restored wherever practical.
- 4.4. All exposed wood must be painted, stained, or otherwise preserved.
- 4.5. Historic materials should be repaired if possible. They may be replaced only when necessary and excessive deterioration has occurred.
- 4.6. Paint must be removed in accordance with the Secretary of the Interior's standards prior to refinishing. No sandblasting or other inappropriate mechanical abrasive or chemical cleaning processes which compromises the original materials are permitted.
- 4.7. Aluminum siding, stucco, and vinyl cladding are not permitted.
- 4.8. Historic color must be maintained or restored wherever practical. Color schemes for non-masonry elements should conform to any available documentation as to historic color. Otherwise, appropriate color may be determined by using such sources as *Victorian Exterior Decoration* by Roger Moss and Gail Winkler, *Paint in America: The Colors of Historic Buildings* by Roger Moss, or other appropriate sources. Fluorescent and metallic colors are not permitted on the exterior of any structure in the district.
- 4.9. All structures must have a dominant body color and no more than four accent colors. The colors of a structure must be complementary to each other and to the overall character of the district.
- 4.10. Exposing and restoring historic materials is recommended.

5. FENESTRATION AND OPENINGS

- 5.1. Historic doors and windows must remain intact except when replacement is necessary due to irreparable damage or deterioration. When feasible, existing non-historic windows should be replaced with historically appropriate ones. Additionally, historically appropriate trim should be replaced around window openings where appropriate.
- 5.2. Replacement of doors and windows that have been altered and no longer match the historic appearance is recommended.
- 5.3. Replacement doors and windows must express muntin and mullion size, light configuration, and material to match the historic.
- 5.4. Exterior storm doors and windows are permitted where appropriate (generally ca. 1955 and later) and must match the existing doors and windows in width, height, proportion, glazing materials, and color. Painted or factory finished aluminum storm doors, storm windows or screens are permitted. Mill finished aluminum is not permitted.
- 5.5. Decorative ironwork and burglar bars are not permitted over doors or windows of protected façades. Interior mounted burglar bars are permitted where appropriate.
- 5.6. Glass and glazing must match historic materials as much as practical. Films and tinted or reflective glazing are not permitted on glass.
- 5.7. New door and window openings in protected façades are permitted only where there is evidence that historic openings have been filled or the safety of life is threatened.
- 5.8. The Secretary of the Interior's Standards for Rehabilitation should be referred to for acceptable techniques to improve the energy efficiency of historic fenestration.

6. ROOFS

- 6.1. The historic slope, massing, configuration, and materials of the roof must be preserved and maintained.
- 6.2. The following roofing materials are allowed: composition shingles, wood and synthetic wood shingles, and standing seam metal. Built-up, metal corrugated, single-ply membrane, clay tile, and synthetic clay tile roofs are not permitted.
- 6.3. Historic eaves, coping, cornices, and roof trim must be retained, and should be repaired with material matching in size, finish, module and color.

- 6.4. Mechanical equipment, skylights, satellite dishes, antennas and solar panels must occur on a rear facing slope or be screened appropriately so that they are not visible to a person standing at ground level on the opposite side of any adjacent street or alley.

7. PORCHES AND BALCONIES

- 7.1. Historic porches and balconies on protected façades are protected.
- 7.2. Porches and balconies on protected façades may not be enclosed (except where existing). It is recommended that existing enclosed porches on protected façades be restored to their historic appearance.
- 7.3. Historic columns, detailing, railings, and trim on porches and balconies are protected.
- 7.4. Porch floors must be brick, concrete, stone, or wood. Brick, concrete, or stone porch floors may not be covered with carpet or paint. Wood floors must be painted. A clear sealant is acceptable on porch floors.

8. EMBELLISHMENTS AND DETAILING

The following architectural elements are considered important features and are protected: historic front porches, balconies, columns, detailing, trim, fenestration, exterior materials, architectural features, roof lines and porte cocheres.

9. ADDITIONS, RENOVATIONS AND OUTBUILDINGS

- 9.1. Stand-alone new construction is permitted only behind the main building.
- 9.2. Vertical additions to contributing structures are permitted only on non-protected façades and must be set back so that they are not visible to a person standing at ground level on the opposite side of any adjacent street or alley.
- 9.3. Horizontal additions to the main building are permitted only on non-protected façades and must be located so that they are not visible to a person standing at ground level on the opposite side of any adjacent street or alley.
- 9.4. The color, details, form, materials, and general appearance of new construction, renovations and additions must be compatible with the existing historic structures.
- 9.5. New construction and additions must have appropriate color, detailing, fenestration, massing, materials, roof form, shape, and solids-to-voids ratios that are typical of the historic structure.
- 9.6. The height of new construction and additions must not exceed the height of similar historic structures in the district.

- 9.7. Aluminum siding, stucco, and vinyl cladding are not permitted on additions. Aluminum siding, vinyl cladding, "hardi-plank", wood and brick (where appropriate) are allowed on new outbuildings when in compliance with the Uniform Code for Building Conservation.
- 9.8. Chimneys visible from a street or alley must be brick or clad in brick. Imitation brick will be reviewed through the Certificate of Appropriateness process.
- 9.9. The setback of new construction and additions must conform to the setback of adjacent historic structures.
- 9.10. New construction and additions must be designed so that connections between new construction or additions and the historic structure are clearly discernible as suggested by the Secretary of the Interior in Preservation Brief No. 14 (on file at the Plano Municipal Center). A clear definition of the transition between new construction or additions and the historic structure must be established and maintained. Historic details in the coping and eaves of the historic structure must be preserved and maintained at the point where the historic structure abuts new construction or additions.
- 9.11. Outbuildings may be salvaged historic buildings or new construction.
- 9.12. Outbuildings located in the front 50% of a lot (generally garages or "car barns") should reflect the architecture of the main structure. Other outbuildings may be of a utilitarian nature representative of similar buildings historically located in this area during the main structure's period of significance. Outbuildings over 200 square feet or over 15 feet tall and architectural "follies" (carriage houses or garages, gazebos, arbors, etc.) should be designed and painted or opaque stained to reflect the architecture of the main structure and/or the period of significance of the district.
- 9.13. If the original finish (unpainted, painted, whitewashed, etc.) of an outbuilding can be determined, it should be preserved and/or recreated. Otherwise, an outbuilding located completely or partially in the front 50% of a lot shall be painted, opaque stained or whitewashed. Outbuildings located completely in the rear 50% of the lot (other than "follies" and large outbuildings addressed in subsection 9.12) may be painted, opaque stained, whitewashed or "weathered wood." Unpainted or stained buildings must be clad in a material historically used in this area on similar buildings and that is resistant to decay (cedar, cypress, etc.). A sealant, whether tinted or clear, is required for protection and maintenance.

10. NEW CONSTRUCTION OF PRIMARY STRUCTURES AND MOVE-IN STRUCTURES

- 10.1. The style of new or move-in structures will be determined by the location of the lot and existing styles of historic structures on the blockface.
- 10.2. Minimum lot sizes must be 50x100. The front façade of new construction or a move-in structure located on a lot of this or similar size must be a minimum of 30' in width for 1 and 1.5 story structures, and 35' for two-story structures.
- 10.3. For lots larger than 80x100, the front façade must be a minimum of 40' in width for 1 and 2-story structures.
- 10.4. The width of a front façade of a new single-family residence must not be more than 20 percent greater than the average width of single family dwellings on the blockface, if located on similar sized lots.
- 10.5. The height of new construction and move-in structures should be compatible with the height of similar structures in the district.
- 10.6. Where the ordinance creating the district limits height to three stories, the third story should be directly under the roof of the structure (i.e., finished attic space, or half story).

11. SIGNS

- 11.1. Temporary signs and real estate signs as defined in Ordinance 91-4-12 (the Sign Ordinance) of the City of Plano, as amended, and the Zoning Ordinance, may be erected without a Certificate of Appropriateness.
- 11.2. Signs may be erected if appropriate but require a Certificate of Appropriateness.
- 11.3. All signs must comply with the provisions of the Plano City Code, as amended.

ATTACHMENT A
SECRETARY OF THE INTERIOR'S STANDARDS
FOR TREATMENT OF HISTORIC PROPERTIES, 1995

PRESERVATION is defined as 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.

When the property's distinctive materials, features, and spaces are essentially intact and thus convey the historic significance without extensive repair or replacement; when depiction at a particular period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations, *preservation* may be considered as a treatment.

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new materials will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

REHABILITATION is defined as the act or process of making possible a compatible use for property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, *rehabilitation* may be considered as a treatment.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

RESTORATION is defined as 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.

When the property's design, architectural, or historical significance during a particular period of time outweighs the potential loss of extant materials, features, spaces, and finishes that characterize other historical periods; when there is substantial physical and documentary evidence for the work; and when contemporary alterations and additions are not planned, *restoration* may be considered as a treatment. Prior to undertaking work, a particular period of time, i.e., the restoration period, should be selected and justified, and a documentation plan for restoration developed.

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.

8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed (e.g., a front porch on a house that has never had one).

RECONSTRUCTION is defined as 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.

When a contemporary depiction is required to understand and interpret a property's historic value (including the re-creation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation exists to ensure an accurate reproduction, *reconstruction* may be considered as a treatment.

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as contemporary re-creation.
6. Designs that were never executed historically will not be constructed.