Regular Meeting of the
San Marcos Historic Preservation Commission
Thursday, January 3, 2019
5:45 P.M.
City Council Chambers, City Hall, 630 E. Hopkins St.

AGENDA

The Historic Preservation Commission may adjourn into executive session to consider any item on the agenda if a matter is raised that is appropriate for Executive Session discussion. An announcement will be made on the basis for the Executive Session discussion. The Historic Preservation Commission may also publicly discuss any item listed on this agenda for Executive Session.

1. Call to order.

2. Roll call.

3. 30 Minute Citizen Comment Period. The Commission welcomes citizen comments. Anyone wishing to speak must sign in with the secretary before the meeting and observe a three-minute time limit.

Consent Agenda

4. Consider approval of the minutes of the Regular Meeting of December 6, 2018.

Public Hearings:

5. HPC-18-36 Hold a public hearing and consider a request for a Certificate of Appropriateness by Billy Lee Windham, on behalf of John Greenwood, to allow the construction of a new single-family residence on a vacant lot at 508 Centre Street.

Non-Consent Agenda:

6. Discussion of meeting procedures, including consideration of approval of the Historic Preservation Commission bylaws.

7. Discussion of potential resolution to City Council to consider a paint palette for historic properties.

8. Discuss and consider approval of a resolution to City Council to consider tax incentives for historic properties.

9. Update and discussion regarding My Historic SMTX.

10. Questions from the Press and Public. This is an opportunity for the Press and Public to ask questions related to items on this agenda.
11. Adjourn.

Notice of Assistance at the Public Meetings:

The City of San Marcos does not discriminate on the basis of disability in the admission or access to its services, programs, or activities. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 512-393-8074 or sent by e-mail to ADArequest@sanmarcostx.gov
MINUTES OF THE REGULAR MEETING OF THE
SAN MARCOS HISTORIC PRESERVATION COMMISSION
December 6, 2018
Room 1, Activity Center, 501 East Hopkins Street

COMMISSIONERS PRESENT: Griffin Spell, Chair
Thea Dake, Vice Chair
Diana Baker
Bob Holder
Alex Arlinghaus
Ryan Patrick Perkins
Greg Standard

STAFF PRESENT: Alison Brake, Planner
Abby Gillfillan, Planning Manager
Sam Aguirre, Assistant City Attorney

Chair Spell called the meeting to order at 5:45 p.m.

Citizen Comment Period:
No one spoke.

Consent Agenda:

Consider the minutes of the Regular Meeting of November 1, 2018.

COMMISSIONER PERKINS MOVED TO APPROVE THE MINUTES AS SUBMITTED. COMMISSIONER DAKE SECONDED. ROLL WAS CALLED AND THE AMENDED MINUTES PASSED 5-0-2 WITH COMMISSIONERS SPELL, DAKE, HOLDER, AND PERKINS, AND STANDARD VOTING YES. COMMISSIONERS BAKER AND ARLINGHAUS ABSTAINED.

Public Hearings:

HPC-18-31 Hold a public hearing and consider a request for the extension of approval of a Certificate of Appropriateness by Craig Chambers to allow exterior renovations at 825 Lewis Street.

Alison Brake gave a presentation outlining the request. She concluded that Staff found the request met the criteria of the Historic Design Guidelines as well as the San Marcos Development Code and recommended approval of the request as submitted.

Chair Spell opened the public hearing. The applicant made themselves available for questions. Discussion followed. There were no further questions and Chair Spell closed the public hearing.

COMMISSIONER ARLINGHAUS MOVED TO APPROVE THE REQUEST AS SUBMITTED AS IT MET THE CRITERIA OF THE HISTORIC DESIGN GUIDELINES AS WELL AS THE SAN MARCOS DEVELOPMENT CODE. COMMISSIONER BAKER SECONDED. ROLL WAS CALLED AND THE MOTION PASSED 7-0 WITH
COMMISSIONERS SPELL, DAKE, HOLDER, BAKER, ARLINGHAUS, PERKINS, AND STANDARD VOTING YES.

HPC-18-32 Hold a public hearing and consider a request for a Certificate of Appropriateness by Brian Scofield to allow the addition of a metal canopy over the bar located on the rooftop of the property at 127 East Hopkins Street.

Alison Brake gave a presentation outlining the request. She concluded that Staff found the request met the criteria of the Historic Design Guidelines as well as the San Marcos Development Code and recommended approval of the request as submitted.

Chair Spell opened the public hearing. The applicant made themselves available for questions. Discussion followed. Commissioner Perkins mentioned a need to update the Historic Design Guidelines to include guidance on rooftop structures. There were no further questions and Chair Spell closed the public hearing.

COMMISSIONER ARLINGHAUS MOVED TO APPROVE THE REQUEST AS SUBMITTED AS IT MET THE CRITERIA OF THE HISTORIC DESIGN GUIDELINES AS WELL AS THE SAN MARCOS DEVELOPMENT CODE. COMMISSIONER DAKE SECONDED. ROLL WAS CALLED AND THE MOTION PASSED 7-0 WITH COMMISSIONERS SPELL, DAKE, HOLDER, BAKER, ARLINGHAUS, PERKINS, AND STANDARD VOTING YES.

HPC-18-33 Hold a public hearing and consider a request for a Certificate of Appropriateness by Corey Costello to allow the installation of solar panels on the roof of the property at 916 West Hopkins Street.

Alison Brake gave a presentation outlining the request. She concluded that Staff found the request met the criteria of the Historic Design Guidelines as well as the San Marcos Development Code and recommended approval of the request with the condition that the solar panels are installed in a way that allows them to be removed without damaging the roof and conform to the roof slope so they do not extend past the ridge or the eaves of the roof line.

Chair Spell opened the public hearing. The applicant made themselves available for questions. Discussion pertaining to the location of solar panels in relation to the street followed. There were no further questions and Chair Spell closed the public hearing.

COMMISSIONER PERKINS MOVED TO APPROVE THE REQUEST WITH STAFF CONDITIONS. COMMISSIONER ARLIGNHAUS SECONDED.

COMMISSIONER PERKINS MOVED TO AMEND THE MAIN MOTION AND APPROVE THE REQUEST WITH STAFF CONDITIONS AND THAT THE FIVE SOLAR PANELS LOCATED ON THE FRONT SECOND STORY GABLE BE MOVED TO A LESS VISIBLE ROOF SLOPE TO BE CONSISTENT WITH SECTION C.1.5.6 OF THE HISTORIC DESIGN GUIDELINES. COMMISSIONER DAKE SECONDED.
ROLL WAS CALLED AND THE AMENDMENT TO THE MOTION FAILED 4-2-1 WITH COMMISSIONERS BAKER, ARLINGHAUS, SPELL, AND DAKE VOTING NO. COMMISSIONERS PERKINS AND STANDARD VOTED YES. COMMISSIONER HOLDER ABSTAINED.

COMMISSIONER BAKER MOVED TO AMEND THE MAIN MOTION AND APPROVE THE REQUEST WITH STAFF CONDITIONS AND A CONDITION THAT NO SOLAR PANELS MAY BE LOCATED ON A ROOF SLOPE THAT FACES HOPKINS STREET. ALTERNATIVELY, SOLAR PANELS MAY BE LOCATED ON REAR OR SIDE FACING ROOF SLOPES. COMMISSIONER STANDARD SECONDED.

ROLL WAS CALLED AND THE AMENDMENT TO THE MOTION PASSED 3-2-2 WITH COMMISSIONERS BAKER, DAKE, AND STANDARD VOTING YES. COMMISSIONERS PERKINS AND ARLINGHAUS VOTED NO. COMMISSIONERS HOLDER AND SPELL ABSTAINED.

COMMISSIONER PERKINS MOVED TO APPROVE THE MAIN MOTION WITH THE CONDITIONS THAT THE SOLAR PANELS ARE INSTALLED IN A WAY THAT ALLOWS THEM TO BE REMOVED WITHOUT DAMAGING THE ROOF AND CONFORM TO THE ROOF SLOPE SO THEY DO NOT EXTEND PAST THE RIDGE OR THE EAVES OF THE ROOF LINE AND NO SOLAR PANELS MAY BE LOCATED ON A ROOF SLOPED THAT FACES HOPKINS STREET. ALTERNATIVELY, SOLAR PANELS MAY BE LOCATED ON REAR OR SIDE FACING ROOF SLOPES.

ROLL WAS CALLED AND THE MOTION PASSED 6-0-1 WITH COMMISSIONERS SPELL, DAKE, BAKER, ARLINGHAUS, PERKINS, AND STANDARD VOTING YES. COMMISSIONER HOLDER ABSTAINED.

HPC-18-34 Hold a public hearing and consider a request for a Certificate of Appropriateness by Mike Wills, on behalf of Blake Stasney, to allow the construction of an outdoor pavilion in the rear yard of the property at 903 Belvin Street.

Alison Brake gave a presentation outlining the request. She concluded that Staff found the request met the criteria of the Historic Design Guidelines as well as the San Marcos Development Code and recommended approval of the request as submitted.

Chair Spell opened the public hearing. The applicant made themselves available for questions. Discussion followed. There were no further questions and Chair Spell closed the public hearing.

COMMISSIONER PERKINS MOVED TO APPROVE THE REQUEST AS SUBMITTED AS IT MET THE CRITERIA OF THE HISTORIC DESIGN GUIDELINES AS WELL AS THE SAN MARCOS DEVELOPMENT CODE. COMMISSIONER BAKER SECONDED. ROLL WAS CALLED AND THE MOTION PASSED 7-0 WITH COMMISSIONERS SPELL, DAKE, HOLDER, BAKER, ARLINGHAUS, PERKINS, AND STANDARD VOTING YES.
Historic Preservation Commission

December 6, 2018

HPC-18-35 Hold a public hearing and consider a request for a Certificate of Appropriateness by Barrie Breed to allow various exterior improvements at 545 West Hopkins Street.

Alison Brake gave a presentation outlining the request. She concluded that Staff found the request met the criteria of the Historic Design Guidelines as well as the San Marcos Development Code and recommended approval of the request as submitted.

Chair Spell opened the public hearing. The applicant made themselves available for questions. Discussion followed. There were no further questions and Chair Spell closed the public hearing.

COMMISSIONER PERKINS MOVED TO APPROVE THE REQUEST AS SUBMITTED AS IT MET THE CRITERIA OF THE HISTORIC DESIGN GUIDELINES AS WELL AS THE SAN MARCOS DEVELOPMENT CODE. COMMISSIONER BAKER SECONDED. ROLL WAS CALLED AND THE MOTION PASSED 6-0-1 WITH COMMISSIONERS SPELL, DAKE, HOLDER, BAKER, PERKINS, AND STANDARD VOTING YES. COMMISSIONER ARLINGHAUS RECUSED HIMSELF FROM THE DAIS PRIOR TO THE PUBLIC HEARING.

Non-Consent Agenda:

Discussion of potential resolution to City Council to consider tax incentives for historic properties.

Staff explained that, in order to work within the proposed new bylaws of the Commission, a recommendation resolution would have to be drafted and approved by the Commission before the recommendation could be sent to City Council. Staff reminded the Commission that they did not have the ability to initiate a text amendment to the San Marcos Development Code and reiterated Staff’s recommendation to wait until the historic resources survey is completed to form a cohesive plan on tax incentives. Discussion ensued. A draft recommendation will be brought to the Commission in January for discussion and possible action.

Update and discussion regarding My Historic SMTX.

Staff updated the Commission on the progress of the survey. Staff explained the boundaries of Phase 2 had been modified to better keep five of the seven historic districts in tact while conducting the field survey. Staff also stated that Phase 1 was wrapping up and a report from the consultants on Phase 1 was due in early January.

Questions from the press and public.

Forest Fulkerson asked if the Commission wanted to incentivize rental investors and asked if there was a conflict of interest as members of the Commission may directly benefit from tax incentives for historic properties.

THERE BEING NO FURTHER BUSINESS, CHAIR SPELL DECLARED THE MEETING ADJOURNED AT 8:00 P.M.
Griffin Spell, Chair

ATTEST:

Alison Brake, Planner
HPC-18-36
Notification Map
New Construction — 508 Centre St

Site Location

Subject Property
Parcel
City Limit
400' Buffer

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

Map Date: 12/17/2018
**Staff Report**

**Historic Preservation Commission**

**HPC-18-36**

*Prepared by: Alison Brake, CNU-A, Historic Preservation Officer and Planner*

*Date of Meeting: January 3, 2019*

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**Applicant Information:**

**Applicant:** Billy Lee Windham  
220 West Hillcrest  
San Marcos, TX 78666

**Property Owner:** John Greenwood  
720 IH-35 North  
San Marcos, TX 78666

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**Public Hearing Notice:**

**Mailed:** December 21, 2018

**Response:** None as of report date.

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**Subject Property:**

**Location:** 508 Centre Street

**Historic District:** Dunbar

**Description:** Vacant Lot

**Priority Level:** None

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**Applicant Request:**

To allow construction of a new single-family dwelling unit on a vacant lot.

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**Staff Recommendation:**

- Approval - appears to meet criteria for approval

- Approval with conditions – see comments below

- Denial - does not appear to meet criteria for approval

- Commission needs to address policy issues regarding this case.

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**Staff Comments:**

The subject property is located on Centre Street, adjacent to the Jackson Chapel United Methodist Church ("EXHIBIT A"). The property is currently a vacant lot. A home had been located here for a number of years but about ten years ago the home was placed on the City’s Unsafe Structures list and demolished. The applicant is proposing the construction of a 1,973 square foot, one-story single-family dwelling unit on the vacant lot. The architectural plans submitted by the applicant, included as "EXHIBIT B", show the new home will be setback 25-feet from the property line which meets the setback requirements of the San Marcos Development Code. The renderings show that the proposed new residence will be constructed on a concrete foundation and include a standing seam metal roof. A small porch is located on the front of the home which includes front steps and a handrail in order to meet the Building Code. The exterior siding is proposed to be Hardieplank lap siding.

When reviewing new construction, the Commission should refer to the standards in 4.5.2.1.1 of the San Marcos Development Code. Staff has reviewed the proposed new construction against each of the regulations separately below:
• Section 4.5.2.1.a states that "the height of a proposed building shall be visually compatible with adjacent buildings." Staff finds the request for the new residence consistent with this regulation. The proposed home is one-story which is compatible with the modest one-story homes located across the street.

• Section 4.5.2.1.b states that "the relationship of the width of a building to the height of the front elevation shall be visually compatible to the other buildings to which it is visually related." Staff finds the request somewhat consistent with this requirement in that the home at 502 Centre Street, adjacent to the property, is approximately 54' wide. The homes across the street range in width from 34'-45'. The new residence's proposed width is 64', the lot is 125' wide. The homes located across the street are not located within the Dunbar Historic District. In addition, there are other elements within the design that are compatible with the surrounding area.

• Section 4.5.2.1.c states that "the relationship of the width of the windows in a building shall be visually compatible with the other buildings to which it is visually related." Staff finds the request consistent with this regulation. The proposed front windows are appropriately sized and compatible with the surrounding properties.

• Section 4.5.2.1.d says that "the relationship of solids to voids in the front façade of a building is to be visually compatible with the other buildings to which it is visually related." Staff finds the request consistent with this regulation. The proposed front window pattern is compatible with the window pattern of the home located at 502 Centre Street.

• Section 4.5.2.1.e states that "the relationship of a building to the open space between it and adjoining buildings shall be visually compatible to the other buildings to which it is visually related." Staff finds the request consistent with this requirement. The proposed new residence appears to retain compatible spacing surrounding the property.

• Section 4.5.2.1.f states that "the relationship of entrances and porch projections to sidewalks of a building shall be visually compatible to the other buildings to which it is visually related." Staff finds the request consistent with this as most of the homes in the district have modest porches such as what is proposed with the new house.

• Section 4.5.2.1.g says that "the relationship of the materials, and texture of the exterior of a building including its windows and doors, shall be visually compatible with the predominant materials used in the other buildings to which it is visually related." Staff finds the request somewhat consistent with this requirement. The use of Hardie board is not ideal as the adjacent homes are both constructed of wood. However, the Historic Design Guidelines caution against creating a false history when constructing new buildings. The goal is to not force a new structure to be made to look old. Staff finds the use of a plank siding more compatible with the home next door and directly across the street.

• Section 4.5.2.1.h explains that "the roof shape of a building shall be visually compatible with the other buildings to which it is visually related." Staff finds the request consistent with this regulation. The proposed style is a simple gable roof that faces Centre Street. While not as inviting as a gable roof that faces the street, the requested roof is compatible with the property at 502 Centre Street which has a similar simple gable roof that runs parallel to the street.

• Section 4.5.2.1.i states that "appurtenances of a building including walls, fences, and building facades shall, if necessary, form cohesive walls of enclosure along a street, to ensure visual compatibility of the building to the other buildings to which it is visually related." Staff finds the placement of the new home consistent with this requirement. The placement will be consistent with the setback requirement of the zoning
requirement. The placement will be consistent with the setback requirement of the zoning
district. The front porch of the home at 502 Centre Street is set back approximately 13’
from the property line. However, Staff finds the wall of continuity along Centre Street should
not be disrupted as the new home will be located in line with the front wall of the home at
502 Centre Street which is set back approximately 22’ from the property line.

- Section 4.5.2.1.j notes “the scale of a building shall be visually compatible with other
buildings in the area.” Staff finds the new home as proposed is consistent with this
regulation. Most of the homes within the Dunbar Historic District are modest one-story
home which the proposed home is compatible with.

The Historic Design Guidelines recognize that new construction will take place in historic districts
as opportunities arise and encourage new construction in order to maintain a viable living
community. Guidance on new construction is found in Section C.1.2.4 of the San Marcos Design
Manual (“EXHIBIT C”):

- Respect and maintain the overall height of buildings in the immediate vicinity
  The new residence is in line with the overall height of the buildings in the adjacent
  residences.

- Maintain the building relationship to the street
  By facing Centre Street, the new residence will retain visual continuity with adjacent
  structures.

- Maintain the established rhythm of the entrances and porch projections in surrounding
  buildings
  The rhythm of the new residence reflects that of other homes in the district; the front
  entrance of the proposed structure is oriented in the same manner, towards Centre Street.

- Respect the overall proportion and form
  The new residence is well-proportioned in comparison to the residences located on either
  side of the subject property.

- Utilize floor heights common to adjacent buildings
  The floor height is common to the buildings immediately adjacent.

- Roof forms and roof lines should be consistent in shape and detail
  The forms and lines are consistent and compatible with the adjacent properties.

- Maintain the solid to void pattern established in window openings in front façades
  The window pattern is compatible with that of the adjacent properties.

- Materials should reflect the period in which they are built but also respect the scale of
  adjacent buildings
  The proposed Hardieplank siding appears to match the width and style of the siding on
  other homes in the vicinity.

- Avoid creating a false sense of history when constructing new buildings
  The new residence as proposed is similar in style to the other one-story homes in the area.
  The new residence should provide enough differentiation using door, window, and roofline
details to make it distinguishable from the historic properties located in the vicinity.

The Commission may also utilize the Secretary of the Interior’s Standards for Rehabilitation and
Guidelines for Rehabilitating Historic Buildings when reviewing requests for Certificates of
 Appropriateness. These Standards state that new construction should be appropriately scaled and
located far enough away from the historic building to maintain its character and that of the site and setting. In urban or other built-up areas, new construction that appears as infill within the existing pattern of development can also preserve the historic character of the building, its site, and setting. The Standards continue stating that new additions should be designed and constructed so that the character-defining features of the historic building, its site, and setting are not negatively impacted. A new addition should be compatible, but differentiated enough so that it is not confused as historic or original to the building. The same guidance applies to new construction so that it does not negatively impact the historic character of the building or its site. Introducing new construction on the building site which is visually incompatible in terms of size, scale, design, material or color is not recommended. The Standards recommend: “Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the site and preserves the historic relationship between the building or buildings and the landscape.” Staff finds the request for the new home on the vacant lot consistent with these recommendations.

Staff finds that the request is consistent with the Historic Design Guidelines and the Secretary of the Interior Standards as well as the San Marcos Development Code. Therefore, staff concludes that the request will have no negative effect on the historical, architectural or cultural character of the historic district and recommends approval as submitted.

EXHIBITS
A. Aerial Map
B. Architectural Renderings and Site Plan
C. Section C.1.2.4 of the San Marcos Design Manual
D. San Marcos Development Code Sections 2.5.5.4 and 4.5.2.1(I)
SITE, FOUNDATION, AND CONCRETE NOTES:

1. **REINFORCING --- EXTERIOR BEAMS**
   - 1/2" REBAR SPACED AT 3'-0" ON CENTER
   - TOP AND BOTTOM HORIZONTAL METAL SHEET
   - BEAM WIDTH = 3'-0" TO 4'-0"
   - 2'-0" TO 3'-0"

2. **REINFORCING --- INTERIOR BEAMS**
   - 1/2" REBAR SPACED AT 3'-0" ON CENTER
   - TOP AND BOTTOM HORIZONTAL METAL SHEET
   - BEAM WIDTH = 3'-0" TO 4'-0"
   - 2'-0" TO 3'-0"

**NOTE:**
- ALL CONCRETE FACES SHALL BE SMOOTHED AND CEMENTED WITH A MORTAR MIX.
- ALL CONCRETE FACES SHALL BE FINISHED FOR A SATURATED SURFACE.

**CURING OF CONCRETE**
- CONCRETE SHALL BE CURBED AND CURVED IN ACCORDANCE WITH THE DRAWINGS.
- CONCRETE SHALL BE CURBED AND CURVED ACCORDING TO THE DRAWINGS.
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Section C.1.2.3 Residential Buildings

A. Porches are frequently the most modified portion of a house. Returning a porch to its original design, when possible, will make a positive visual impact to the house and the neighborhood.

B. If a porch has been lowered, consider raising it to its original level.

C. If the original columns have been replaced with another material and design, consider replacing the columns with columns which are compatible with the original design and material.

D. If porches have been closed to provide additional space in the house, look for other locations for this space when remodeling.

E. If porches have been removed, consider reconstructing them.

F. Synthetic siding which has been applied over the original siding changes the character of the house. Consider removing the synthetic siding and restoring the original detail of the house.

G. When windows have been removed and placed with windows of a different material and proportion, consider replacing them with windows to match the original.

Section C.1.2.4 New Construction in Historic Districts

1. As opportunities arise, new construction will take place in historic districts and this is to be encouraged in order to maintain a viable living community. However, new construction should follow the characteristics and guidelines outlined in this document.

2. Respect and maintain the overall height of buildings in the immediate vicinity.

3. Maintain the building relationship to the street. Set the new building back a distance equal to that of the surrounding structures and orient the new building in the same way.

4. Maintain the established rhythm of the structural piers in the surrounding buildings, consider a similar rhythm, structural bay or width.

5. Respect the overall proportion and form. Maintain the width to height relationship.

6. Utilize floor heights common to adjacent buildings. Maintain the horizontal continuity of the elevations in commercial buildings.

7. Roof forms and roof lines or cornices should be consistent in shape and detail.

8. Maintain the solid-to-void pattern established in the window openings and follow the proportions established in these openings.

9. Materials used in the construction of new buildings should reflect the period in which they are built but should respect the established scale of adjacent buildings.

10. Construct garages and carports to the rear of the property, behind the face of the house.

11. Orient garage doors away from the street when possible.

12. Consider the density of a neighborhood when constructing new buildings on vacant or subdivided lots.

13. Maintain the orientation of building entrances on a street.

14. Construct additions to existing buildings that do not overpower the original building.

15. Seek guidance and assistance early in a project. Look at options that will enhance the historic district and satisfy your needs.

16. Avoid creating a false history when constructing new buildings. New buildings are new buildings and should not be confused with historic structures.

Section C.1.2.5 Priority Planning - Renovation Guidelines

A. Evaluate the existing structure to establish the most important work to be completed.

B. What may be the most visible to the eye may not be the most important to the life of the building. For example, a new coat of paint for the front of the building will not do much to extend the life of the building if the roof is leaking badly.

C. Identify the “character defining” features of the building and relate their importance to the character of the street as well as the building itself.
Section 2.5.5.4 Criteria for Approval
The following criteria shall be used to determine whether the application for a certificate of appropriateness shall be approved, conditionally approved or denied:

(1) Consideration of the effect of the activity on historical, architectural or cultural character of the Historic District or Historic Landmark;
(2) For Historic Districts, compliance with the Historic District regulations;
(3) Whether the property owner would suffer extreme hardship, not including loss of profit, unless the certificate of appropriateness is issued;
(4) The construction and repair standards and guidelines cited in Section 4.5.2.1

Section 4.5.2.1 Historic Districts
I. Construction and Repair Standards.
(1) New construction and existing buildings and structures and appurtenances thereof within local Historic Districts that are moved, reconstructed, materially altered or repaired shall be visually compatible with other buildings to which they are visually related generally in terms of the following factors; provided, however, these guidelines shall apply only to those exterior portions of buildings and sites visible from adjacent public streets:
   a. **Height.** The height of a proposed building shall be visually compatible with adjacent buildings.
   b. **Proportion of building’s front facade.** The relationship of the width of a building to the height of the front elevation shall be visually compatible to the other buildings to which it is visually related.
   c. **Proportion of openings within the facility.** The relationship of the width of the windows in a building shall be visually compatible with the other buildings to which it is visually related.
   d. **Rhythm of solids to voids in front Facades.** The relationship of solids to voids in the front facade of a building shall be visually compatible with the other buildings to which it is visually related.
   e. **Rhythm of spacing of Buildings on Streets.** The relationship of a building to the open space between it and adjoining buildings shall be visually compatible to the other buildings to which it is visually related.
   f. **Rhythm of entrance and/or porch projection.** The relationship of entrances and porch projections to sidewalks of a building shall be visually compatible to the other buildings to which it is visually related.
   g. **Relationship of materials, texture and color.** The relationship of the materials, and texture of the exterior of a building including its windows and doors, shall be visually compatible with the predominant materials used in the other buildings to which it is visually related.
   h. **Roof shapes.** The roof shape of a building shall be visually compatible with the other buildings to which it is visually related.
   i. **Walls of continuity.** Appurtenances of a building including walls, fences, and building facades shall, if necessary, form cohesive walls of enclosure along a street, to ensure visual compatibility of the building to the other buildings to which it is visually related.
   j. **Scale of a building.** The size of a building, the mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the other buildings to which it is visually related.

(2) The Historic Preservation Commission may use as general guidelines, in addition to the specific guidelines contained this section, the Historic Design Guidelines located in Appendix C of the San Marcos Design Manual and the current Standards for Historic Preservation Projects issued by the United States Secretary of the Interior.
MEMO

To: Historic Preservation Commission
From: Alison Brake, CNU-A, Historic Preservation Officer and Planner
Date: December 10, 2018
Re: Item 7 – Adoption of Bylaws

The City Clerk presented the bylaws to the Commission at the November 1st Regular Meeting. At this meeting, the Commission requested the bylaws be amended to allow ad hoc committees.

On November 20, 2018 the City Council adopted Ordinance 2018-48, which did two things:
1. All boards and commissions, with the exception of any board or commission created by State Statute or Federal Law and the San Marcos Youth Commission, will serve three (3) year terms and shall be effective for any term beginning on or after March 1, 2019.
   a. Anyone that is currently serving a two (2) year term will complete his or her term as originally appointed. If that member is eligible to serve another term when their term expires then they will reapply for appointment as usual.
2. All boards and commissions created and/or regulated by city charter or ordinance will adopt and adhere to a standard set of bylaws that are approved by the City Council.
   a. A board or commission may request amendments to their bylaws by submitting an approved recommendation to the Council Finance and Audit Committee for consideration.

Ad hoc committees are now allowed under Article 9 of the attached bylaws. The City Clerk has requested that all boards and commissions created and/or regulated by city charter or ordinance should have these adopted by January 31, 2019.
BYLAWS OF THE
HISTORIC PRESERVATION COMMISSION

ARTICLE 1. NAME.

The name of the board is the Historic Preservation Commission.

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the board is defined within Chapter 2, Article 2, Division 6: Historic Preservation Commission of the San Marcos Development Code as follows:

(A) The historic preservation commission shall act as an advisory body to the city council and as a final or initial decision maker in deciding certificates of appropriateness.

(B) The historic preservation commission may initiate an application for the establishment or expansion of historic districts and historic landmarks.

(C) The historic preservation commission shall review, prepare reports upon and make recommendations concerning approval, conditional approval or denial of an application for the establishment or expansion of historic districts and historic landmarks.

ARTICLE 3. MEMBERSHIP.

(A) The commission is composed of seven members appointed by the city council.

(B) A member serves at the pleasure of the city council.

(C) Qualifications:

1. Two members shall be residents of the city, or shall be employed in the city.
2. Two members shall be citizens of the City with a demonstrated interest in the history of the City of San Marcos.
3. Two members shall be property owners or residents from one of the Historic Districts designated in the Development Code, other than the downtown Historic District. The city council shall endeavor to rotate appointments evenly among the districts.
4. One member shall be a property owner, business owner, or resident of the downtown Historic District.
5. If possible, at least two members shall be from the disciplines of architecture, history, archaeology, or other disciplines related to historic preservation.

(D) Commission members shall serve three-year staggered terms beginning March 1st on the year of appointment. Three members shall be appointed in one year. Two members shall be
appointed in the next year and two appointed in the third year. An appointment to fill a vacancy shall be for the unexpired term. If a member is appointed to fill a vacancy, the term begins on the date of appointment.

(E) All vacancies shall be filled as provided for by Section 2.071 of the City Code.

(F) An individual commission member may not act in an official capacity except through the action of the commission.

(G) Attendance at commission meetings shall conform to the requirements outlined in Section 2.069 - Absence from meetings of the City Code.

(H) A member who seeks to resign from the commission shall submit a written resignation to the chair of the commission, the staff liaison, or the city clerk’s office. If possible, the resignation should allow for a thirty-day notice so the city council can appoint a replacement.

ARTICLE 4. OFFICERS.

(A) The officers of the commission shall consist of a chair and a vice-chair.

(B) Officers shall be elected annually by a majority vote of the commission at the first regular meeting after March 1. In the event a current officer becomes ineligible to serve as an officer, the commission may hold an election at the next regular meeting agenda.

(C) The term of office shall be one year, beginning April 1st and ending March 31st.

(D) A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS.

(A) The chair shall preside at board meetings, approve each final meeting agenda, and execute approved meeting minutes.

(B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

(C) In the absence of both the Chair and the Vice-Chair, the commission should elect an interim chair for that meeting, or until the Chair or Vice-Chair arrives.

(D) The Chair is responsible for promoting and maintaining order in meetings. The Chair should ensure adherence to the agenda for the meeting.

(E) The Chair should control discussion to ensure that it focuses on the issue and not on any person. Personal remarks and attacks are not permitted.
ARTICLE 6. AGENDAS.

(A) The following general order of business should be used for regular meetings of the commission:

1. Call to order
2. Roll call
3. Citizen Comments – 30 minutes, 3 minutes per speaker
4. Consent Agenda (includes routine items such as minutes from the previous meeting which normally do not need separate discussion)
5. Presentations and/or Public Hearings
6. Items for action or discussion/direction
7. Reports (report items should be listed individually as needed to comply with Open Meetings Act requirements)
8. Items for future agendas
9. Executive Session (in accordance with Open Meetings Act exceptions)
10. Question and Answer Session.
11. Adjournment

(B) The commission may only discuss or consider an item that is stated within the assigned scope of work or charge of the commission as provided in Article 2.

(C) The chair or two or more members may place a discussion item on an agenda for a regular commission meeting no later than 10 business days prior to the meeting. If two or more members wish to place a discussion item on a meeting agenda, they must separately contact the staff liaison by written request.

(D) After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda. The chair may not remove an item placed on an agenda by prior direction of the commission under subsection (B) above, or placed on an agenda as a discussion item by two members under subsection (B) above.

(E) The staff liaison will submit the meeting agenda to the City Clerk’s Office for posting no later than 72 hours before the meeting. If the 72 hour deadline should fall on a weekend or holiday it is the responsibility of the staff liaison to provide the meeting agenda to the City Clerk’s Office by 4:30 p.m. on the last business day before the weekend or holiday.

(F) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7. MEETINGS.

(A) The commission meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

(B) The commission will conduct its meetings by the rules of common courtesy and procedure
identified in Article 10.

(C) The Chair should introduce each item as it appears on the agenda, and in the order in which it appears on the agenda. The Chair may allow items to be considered out of order with the informal consent of the commission.

(D) The following types of actions may be taken or motions can be made during a meeting:

1. **Approval** - Means the item is approved as proposed.
2. Conditional approval - Means approval for the item will take effect upon the occurrence of the conditions.
3. **Approval as amended** - Means the item is approved with changes from the original proposal.
4. **To Table** - Means to temporarily delay the consideration of the item while another item is brought up for consideration.
5. **Remove from Table** – Means to bring back the previously delayed item for consideration.
6. **Postpone** - Means postponement of consideration of the item, either until a definite time, or indefinitely. Action on the item at a subsequent meeting requires the item to be placed on the agenda for that meeting.
7. **Reconsider** - Means to reopen discussion of an item that was already acted upon. Reconsideration may only occur at the same meeting, or at the next meeting after the one at which the original action occurred. A motion to reconsider may only be made by a person who voted on the prevailing side on the original action. Reconsideration of an item at a subsequent meeting requires the item to be placed on the agenda for that meeting.
8. **Withdraw** - Made by the person who made the motion. Does not require a formal vote unless a member objects to the withdrawal.
9. **Close debate ("calling for the question")** – Requires a motion and second and 2/3 vote. If it passes, a vote is then taken on the motion that was under discussion, without further debate. If it fails, debate resumes on the motion that was being discussed.
10. **Amend** - Usually consists of striking out, inserting, adding, or substituting words, sentences or paragraphs to the subject of the original motion. This motion is voted upon separately from the original motion. Note: A friendly amendment, agreed to by persons who made and seconded a motion, does not require a separate vote from the original motion.
11. **Recess** - A temporary break in a meeting may be called by the Chair. This does not require a formal vote unless a member objects to the recess.
12. **Limited discussion or debate** - The Chair may establish a reasonable time limit for consideration of an item, or a reasonable time limit for each person addressing the commission, or upon each commission member who comments on an issue. This does not require a formal vote unless a member objects to the limits.

(E) In accordance with the Open Meetings Act, discussion and action is limited to the items listed on the agenda for a meeting. Discussion of any subject not listed on the agenda must be limited to whether to place the item on the agenda for a future meeting.
(F) Commission meetings will adhere to Sec. 2.045. - Rules of decorum for city council and city board and commission meetings of the San Marcos City Code.

(G) The commission shall meet on the first Thursday of every month. In October of each year, the board shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.

(H) Special meetings of the commission shall be called by the staff liaison upon the written request of the chair or any three members of the commission. A commission may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.

(I) Executive sessions are permitted only when they have been posted in advance and conform to those requirements of the Texas Government Code Chapter 551 (Texas Open Meetings Act) which pertain to executive sessions.

(J) A majority of the voting membership of the commission members constitute a quorum.

(K) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting is deemed cancelled.

(L) To be effective, a commission action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.

(M) The chair has the same voting privilege as any other member.

(N) The commission will allow citizens to address the commission during a period of time set aside for citizen communications during their regular meeting. Each speaker will be limited to three minutes.

(O) The staff liaison shall prepare the meeting minutes. The minutes of each commission meeting must include the vote of each member on each item before the commission and indicate whether a member is absent or failed to vote on an item.

(P) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Planning and Development Services Department shall retain all other commission documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).

(Q) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.
ARTICLE 8. RECOMMENDATIONS.

(A) The commission is encouraged to provide the city council with advisory recommendations on matters of city policy within their purpose and duties provided in Article 2 as necessary.

(B) The staff liaison must submit a policy recommendation that has been approved by a majority of the membership in the form of a resolution to the city clerk and city manager for distribution to the city council.

(C) The commission will submit an annual report to the city clerk by February 28 of each year.

ARTICLE 9. COMMITTEES.

(A) The Historic Preservation Commission does not have any standing committees, but may have ad hoc committees as necessary.

(B) Each committee must be established by an affirmative vote of the commission. Each committee shall consist of at least three commission members approved by the commission. A staff member shall be assigned to each committee by the director of the Planning and Development Services Department.

(C) A committee may designate a chair, with the member’s consent, but is not required to do so.

(D) Quorum requirements do not apply to committees.

(E) Committees are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act). A quorum of the membership is not allowed to be present.

(F) Each committee shall update the commission at least quarterly on their work.

ARTICLE 10. RULES OF COMMON COURTESY AND PROCEDURE.

(A) During meetings, members shall preserve order and decorum, shall not interrupt or delay proceedings.

(B) Members shall demonstrate respect and courtesy to each other, to city staff members, and to members of the public appearing before the commission.

(C) Members shall refrain from rude and derogatory remarks and shall not belittle staff members, other commission members, or members of the public.

(D) The Chair should exercise control over persons who abridge this policy or disrupt a meeting in the following ascending order of action:
1. Call the person to order, advising the person of the infraction.
2. Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
3. Order the person to leave the meeting. If the offending person is a member of the commission, the Chair shall call for a vote on the expulsion of the member from the meeting.

ARTICLE 11. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the Historic Preservation Commission at their meeting held on January 3, 2019.

(Signature of Executive or Staff Liaison)    (Title of Executive or Staff Liaison)
MEMO

To: Historic Preservation Commission
From: Alison Brake, CNU-A, Historic Preservation Officer and Planner
Date: December 11, 2018
Re: Item 8 – Discussion of Policy Recommendation for Adoption of a Color Palette

When the City of San Marcos first adopted a historic preservation ordinance in 1984, it was a requirement that a Certificate of Appropriateness was required if changing the color of the exterior of a structure within a local historic district or of a local historic landmark. Through the 1990s and until the Land Development Code was adopted in 2004 this remained a requirement. In 2004, changes in color to a structure’s exterior no longer required an approved Certificate of Appropriateness. This requirement was carried over in Section 2.5.5.1(C)(1) of the newly adopted San Marcos Development Code in 2017. In recent years, concerns have been raised in regards with the painting of a few properties within the City’s Historic Districts.

Cities manage the design review process for paint and selecting paint colors in different ways. Generally cities choose one of the following processes:

1. Exterior paint color changes are NOT reviewed by HPO/Landmark/Preservation Commission (Bastrop is an example. They consider paint to be “ordinary maintenance.”)
2. Exterior paint color changes are administratively reviewed and approved by the HPO using design guidelines. If denied, it can be appealed to Landmark/Preservation Commission. Generally speaking, there is an approved paint palette to choose colors from which includes a variety of base colors and accent colors that are relevant for certain time periods. (Paint is considered an “exterior alteration” (Georgetown, McKinney, Round Rock are examples).
3. Exterior paint color changes are reviewed and approved by Landmark/Preservation Commission using design guidelines. (Same as above, paint is considered an “exterior alteration” Elgin, Galveston).

The Commission has held discussions regarding adoption of a color palette along with discussions of the painting of brick and masonry during regular meetings as well as at the annual visioning workshop.

Article 8 of the newly adopted bylaws states that staff liaison must submit a policy recommendation that has been approved by a majority of the membership in the form of a resolution to the City Clerk and City Manager for distribution to the City Council. Following discussion at the January meeting, Staff will bring back a draft policy recommendation on adoption of a color palette for the Commission to take action on.
MEMO

TO: Historic Preservation Commission
FROM: Alison Brake, CNU-A, Historic Preservation Officer and Planner
DATE: December 12, 2018
RE: Item 9 – Discussion of Policy Recommendation for Tax Incentives for Historic Properties

BACKGROUND

Financial incentives can encourage rehabilitation of existing historic properties as well as encourage designation of new districts and landmarks. Currently, there are no local tax incentives for historically designated properties. In 2001, an ordinance providing ad valorem tax incentives for the preservation of historic buildings was drafted, but never adopted, where, upon completion of an approved project, the increase in property value resulting from the project would be exempt from city ad valorem taxes for a period of 10 years.

The City of San Marcos has not designated a new historic district since the Hopkins Street Historic District was established in 2008; the most recent local landmark established is the Old First Baptist Church (2018). Local tax exemption programs should be established to encourage the establishment of new districts as well as local landmarks. Development of financial incentives for historic properties has been discussed on many occasions with the Commission. A goal of the Commission is to expand protection of historic resources. This goal was strengthened at the Visioning Workshop in August 2018 to include a third objective: “Implement financial incentives for historic properties.” The reason for including this as a third objective was the discussion had by the Commission regarding losing historic structures due to the growth of the City.

At the December Regular Meeting, the Commission directed Staff to draft a recommendation for discussion and possible consideration by the Commission.

STAFF PROPOSAL FOR ADDITIONAL REVIEW AND DISCUSSION

Staff reached out to other CLG cities that have implemented successful financial incentive programs. The proposal below consists of three types of financial incentive programs. The first two are based on the City of Galveston’s tax exemption program. Staff found that there were not many programs that were solely for the sake of incentivizing the maintenance of historic properties. It could be argued that the money saved on taxes through a financial incentive program, whatever tax exemption is chosen, could be utilized on regular maintenance and/or repair on historic resources. Staff has outlined three maintenance incentive programs for the Commission to discuss below.

Staff recommends that the Commission discuss and consider the following incentive programs:
1. **Substantial Rehabilitation for Historic Properties** – property owner invests at least 50% of value of the building and receives a “freeze” on City taxes for a number of years. Staff found that 10-years is a typical timeframe for a freeze such as this. The property owner continues to pay City of San Marcos taxes on the pre-improvement assessed value for the same timeframe as the freeze. The property owner would pay taxes to the remainder of the taxing entities based on the current, post-improvement value. The same benefit is proposed for both residential and commercial structures.

   a. In order to qualify for the program, the building must be located in a locally designated historic district or be designated as a local historic landmark. If located in a historic district, the building must be considered “Contributing”. Properties that are “Non-Contributing” may be considered if the proposed work would result in a reclassification to “Contributing”.

   b. The owner must invest an amount equal to at least 50% of the pre-improvement value of the property (i.e. the appraised value of the house per the Hays County Appraisal District, not including the land value, before work begins). “Sweat equity,” for labor provided by the property owner, may be included in the cost of work.

   c. Qualifying improvements must extend the life of the building, such as roof, foundations, and siding work; electrical, plumbing, and HVAC systems work; and any other related structural work. It would not include additions as these could be seen as not “extending the life of the house”. An accessory structure which is a contributing structure, could potentially qualify but would really be on a case-by-case basis. Other improvements, such as interior work, may be considered upon commitment to completion of structural work.

   d. Improvements that increase the energy efficiency of the building, while retaining its historic integrity, may also be considered. Such improvements may include but are not limited to: rainwater harvesting, renewable energies, attic and floor insulation, interior window insulation, and radiant barriers.

   e. The Historic Preservation Commission will review the scope of work in order to ensure conformance with Section 4.5.2.1(I) of the San Marcos Development Code and “Appendix C. Historic District Guidelines” of the San Marcos Design Manual. City Staff will also verify that the work was performed correctly before the tax “freeze” would be granted.

2. **New Historic Districts and Local Historic Landmarks** – tax exemption on City taxes for structures in newly designated historic districts and locally designated landmarks which would last for a certain amount of years. Staff found that 25% is a typical percentage for new exemptions and 10 years is a typical timeframe. Tax exemption for locally designated landmarks only applies for new designations outside of existing historic districts.
A primary purpose of the above tax exemption programs is to act as an incentive for the establishment of new historic districts and landmarks. As stated earlier, it has been ten years since the last historic district was established. There are currently eight (8) locally designated landmarks, the majority of them City-owned properties.

Another purpose of the exemptions is to discourage gentrification if property values increase after historic designation. A 2000 study by the Center for Urban Policy Research at Rutgers University titled *Historic Preservation and Residential Property Values: An Analysis of Texas Cities* found that, generally, designation enhances and has a positive impact on property values. It cautions that rising prices in designated neighborhoods may result in displacement of lower-income residents but points to tax incentives as a means of encouraging rehabilitation while dampening displacement.

3. **Maintenance** – The following Cities were researched: Uvalde, Round Rock, Plano, and Seguin. It should be noted that financial incentive programs relating to maintenance require an increase in Staff time and generally an increase in City Council workload due to Council often being the final decision maker on the exemption.

Each program is summarized below:

a. **Uvalde:** Properties listed on the National Register of Historic Places (NRHP) and/or Recorded Texas Historic Landmarks (RTHL) are eligible for a 25% exemption of the assessed values from both City of Uvalde and Uvalde County taxes. Properties granted local landmark status by the City of Uvalde Historic Preservation Board are eligible for the exemption from City taxes only.

   Property owners must complete and return a tax form by January 31st of each year for review. The City’s Historic Preservation Officer verifies the information for eligibility, inspects the property, and makes recommendations to the City Council and, if applicable, to the County Commissioners Court.

b. **Round Rock:** Property owners of both residential and commercial historically-significant structures are eligible for an exemption of 75% of municipal property taxes on the assessed value of land and improvements (buildings). In other words, a property owner who has received a historic tax exemption pays City property tax on only 25% of the assessed value. The City of Round Rock and Williamson County Central Appraisal District work together to administer the program. Historically-significant properties are those listed on the NRHP or listed as “Contributing” to a NRHP historic district, listed as RTHLs, or listed through Historic (H) Overlay zoning in the City of Round Rock.

   Property owners are required to apply each year to be considered for the tax exemption. After submittal, the property is inspected against an inspection checklist. The Historic Preservation Commission makes its recommendation on all tax exemption applications to City Council, which has final approval. A decision on
the applications are made by July 15th of each year and the property owner receives a letter of notification.

c. **Plano:** Dependent on the designation and use of the property, property owners are eligible for full or partial exemption based on the improvements value on the property. Properties individually designated heritage resources or are contributing structures within a heritage district are eligible to participate. Property taxes related to the land are not eligible for the exemption. In addition to the City of Plano, other taxing entities participate in the tax exemption program (e.g. Plano Independent School District and Collin College). Collin County operates a separate tax abatement program for historic properties.

The age of tax exemption for which a property is eligible is based on the class of the historic structure as defined below:

i. **Class A Structures** - Structures occupied exclusively for residential purposes and individually designated as a local historic resource could potentially receive a 100% exemption.

ii. **Class B Structures** - Structures occupied in whole or in part for purposes other than residential and individually designated as a local historic resource could potentially receive a 50% exemption.

iii. **Class C Structures** - Structures occupied exclusively for residential purposes and noted as a contributing resource in a locally designated historic district could potentially receive a 75% exemption.

iv. **Class D Structures** - Structures occupied in whole or in part for purposes other than residential and noted as a contributing resource in a locally designated historic district could potentially receive a 38% exemption.

Participants are required to keep their historic properties properly maintained and on occasion may be required to complete specific repair items. Each January, City Staff survey the participating properties in order to verify that they are being property maintained. Participants are listed on the City’s website. Following the tax exemption survey, the Heritage Preservation Officer presents to the Heritage Commission a list of properties recommended for approval or denial of the tax exemption. Following a public hearing at the Heritage Commission, request is heard by City Council, no later than March 30 of the subject year. If approved, City Council adopts an ordinance granting the type of exemption.

d. **Seguin:** Residential property owners who homestead has a National or State landmark are eligible to apply to have municipal taxes owed waived in lieu of providing receipts that show expenses incurred for the upkeep of the historic property.

Property owners are required to apply to City Council on or before April 1 of the tax year the exemption is being requested in the form of a written request to the
City Manager. Upon receipt, the City Manager forwards the application to Staff for review and recommendation and the request is placed on the agenda for the next available council meeting. City Council votes by resolution to either approve or deny the application. The resolution states the tax year for which the exemption is being granted, the legal description of the property, and the percentage of the appraised value of the property.

**STAFF RECOMMENDATION**

Staff recommends the Commission discuss the programs as outlined but postpones action on the resolution so that recommendations from the Phase 1 historic resources survey report and any discussion had by the Commission can be incorporated into the document.

The historic resources survey report for Phase 1 of My Historic SMTX is scheduled to be submitted by the consultants to Staff on January 11, 2019. Once the policy recommendation is approved by the Commission, per the newly adopted bylaws, it will be forwarded to the City Clerk and City Manager for distribution to City Council.
TO: Historic Preservation Commission
FROM: Alison Brake, CNU-A, Historic Preservation Officer and Planner
DATE: December 10, 2018
RE: Item 10 – My Historic SMTX Update

A quarterly report from Hicks & Company is attached.
PROGRESS REPORT – August–November 2018

DATE: December 7, 2018

TO: Alison Brake, Historic Preservation Officer and Planner
    City of San Marcos Planning and Development Services

FROM: Elizabeth Porterfield
    Hicks & Company

RE: San Marcos Historic Resources Survey – Phase 1

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<tr>
<th>Date</th>
<th>Completed Tasks and Description</th>
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<tbody>
<tr>
<td>8/15/2018</td>
<td>Historic Resources Survey Kickoff Meeting with City of San Marcos</td>
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<tr>
<td>8/30/2018</td>
<td>Survey presentation by Hicks &amp; Company historian to Historic Preservation Committee (HPC) at HPC Visioning 2018 Workshop in San Marcos</td>
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<tr>
<td>9/7/2018</td>
<td>Conference call with project historians and City of San Marcos staff to discuss Public Outreach Plan</td>
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<tr>
<td>9/14/2018</td>
<td>Public Outreach Plan submitted to City of San Marcos</td>
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<tr>
<td>10/19/2018</td>
<td>Draft Research Design submitted to City of San Marcos and Texas Historical Commission (THC)</td>
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<td>11/5/2018</td>
<td>Final Research Design (with draft comments addressed) submitted to City of San Marcos and THC</td>
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<tr>
<td>11/8/2018</td>
<td>My Historic SMTX Open House in San Marcos</td>
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<tr>
<td>11/13/2018–11/16/2018</td>
<td>Field survey Phase 1 (Downtown)</td>
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<td>11/19/2018</td>
<td>Field survey Phase 1 (Dunbar)</td>
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<td>11/28/2018–11/30/2018</td>
<td>Field survey Phase 1 (Dunbar, Lamar School, northwest of downtown, and East Guadalupe)</td>
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Upcoming Tasks:

- Anticipated completion of Phase 1 field survey – week of December 10-14, 2018