City of San Marcos

Regular Meeting
Historic Preservation Commission
September 5, 2019, 5:45 PM
City Hall, Council Chambers
630 East Hopkins Street
San Marcos, Texas

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.

I. Call To Order

II. Roll Call

III. 30 Minute Citizen Comment Period: Each speaker signed up prior to the meeting being called to order will be called in order of sign-up, and will allowed three minutes to speak about items posted or not on the agenda.

MINUTES

1. Consider approval, by motion, of the July 11, 2019 Regular meeting, the July 31 Special Called meeting, and August 1, 2019 Regular meeting minutes.

PUBLIC HEARINGS

2. HPC-19-14 (816 West Hopkins Street) Hold a public hearing and consider a request for a Certificate of Appropriateness by Andrew Behnke to allow various exterior improvements including, but not limited to, extending the front porch, replacing the front and side door, installing period correct exterior lighting, installing period appropriate skirting, and adding a brick path approach up to the front porch of the property located at 816 West Hopkins Street.

3. HPC-19-15 (743 West San Antonio Street) Hold a public hearing and consider a request for a Certificate of Appropriateness by Gary Loyd, on behalf of Sue Cohen, to allow the replacement of the existing asphalt shingle roof with a standing seam metal roof for the property located at 743 West San Antonio Street.

4. HPC-19-16 (1003 West Hopkins Street) Hold a public hearing and consider a request for a Certificate of Appropriateness by Kathryn Kovaric to allow the replacement of the
windows which can be seen from the right-of-way of the property located at 1003 West Hopkins Street.

5. **HPC-19-17 (1203 Belvin Street)** Hold a public hearing and consider a request for a Certificate of Appropriateness by Shannon Jordan to allow the installation of a front yard fence and a privacy fence along the side and rear property line of the property located at 1203 Belvin Street.

**DISCUSSION ITEMS**

6. Hold discussion on amending Section 7(H) of the Historic Preservation Commission bylaws to remove the restriction for calling special meetings no more than once a quarter, and provide direction to staff.

7. Hold discussion on individual (thematic) local landmark and National Register of Historic Places (NRHP) initiatives including resources meriting further study in the My Historic SMTX historic resources survey, and provide direction to staff.

8. Hold discussion on tracking and notice pertaining to approved Certificates of Appropriateness, and provide direction to staff.

9. Hold discussion and consider establishment of a subcommittee pertaining to the City's historic preservation program.

**FUTURE AGENDA ITEMS**

Board Members may provide requests for discussion items for a future agenda in accordance with the board’s approved bylaws. *(No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.)*

**IV. Question and Answer Session with Press and Public.**

*This is an opportunity for the Press and Public to ask questions related to items on this agenda.*

**V. Adjournment**

Notice of Assistance at the Public Meetings

The City of San Marcos is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. 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 855-461-6674 or sent by e-mail to ADArequest@sanmarcostx.gov.

For more information on the Historic Preservation Commission, please contact Alison Brake, Historic Preservation Officer and Planner at 512.393.8232 or abrake@sanmarcostx.gov.
I. Call To Order

With a quorum present the regular meeting of the San Marcos Historic Preservation Commission was called to order at 5:45 p.m. on Thursday, July 11, 2019 in the City Council Chamber of the City of San Marcos, City Hall, 630 East Hopkins Street, San Marcos, Texas.

II. Roll Call

Present 5 – Commissioner Spell, Commissioner Dake, Commissioner Holder, Commissioner Perkins, and Commissioner Arlinghaus

III. 30 Minute Citizen Comment Period:

Lisa Marie Coppoletta, 1322 Belvin Street, stated that the agenda was good optics for future campaigns as there was unequivocal evidence at the last meeting to add the Belvin Street Sidewalk Project to this agenda. She stated that the heat map in historic resources survey showed that her block was under threat of gentrification. She referenced plat notes that state the survey was not done with the benefit of a title search. She also referenced a letter sent to her from the City Manager.

Diana Baker, 727 Belvin Street, spoke. She emphasized that she is not anti-development. She stated that historic conservation is actually about change and not keeping things exactly the same. She explained that she did not want the City’s history to be destroyed and discarded. She asked the Commission to bring forth to City Council a request for a demolition delay ordinance. She also asked the Commission to ask City Council to create an office of historic preservation separate from the Planning Department since the goals of historic preservation are sometimes not the same as the Planning Department. She stated that she believes the preservation office should report to and receive evaluations from the City Manager. She said that the design guidelines set up for the City’s downtown SmartCode area are not being properly implemented and as a result, buildings are being constructed around the historic downtown that are incompatible. She stated that the City is at a crisis point.

Cathy Dillon, 1000 Burleson Street, stated that she just got back from a long trip to Italy which came on the heels of a trip to Fredericksburg. She stated that she was impressed with all the tourism that is in Fredericksburg stating that the town is old-fashioned and pulled together. She stated the Kyle is requiring commercial buildings to be constructed to look historic. She wondered why San Marcos could not do the
same thing. She said she was heartbroken over the demolition of the Telephone Building. She said that she was in favor of having a separate preservation office.

Debbie Austin, 436 Stagecoach Trail, applauded the effort of the Commission and staff. She stated that she is not against development but did request that the guidelines that are in place be followed. She stated that she supports a preservation office in the City.

Kelly Stone, 118 North LBJ Drive, stated that she lives downtown and that her front lawn is the historic Hays County Courthouse. She explained that she fought corndogs while on the Main Street Board and that she just finished the Texas Water Safari. She stated that some of things that the Commission has tried to control are Capes Dam and that the San Marcos River has been there, historically, longer than Capes Dam. She stated that if the Commission was preserving history then they should preserve the river because climate change is real. She finished stating that the Commission was preserving the wrong side of history if they did not keep building on what they were discussing tonight.

**MINUTES**

1. **Consider the minutes of the Regular Meeting of June 6, 2019.**

   A motion was made by Commissioner Arlinghaus, seconded by Commissioner Holder to approve the minutes as submitted. The motion carried by the following vote:

   For: 4 – Commissioner Spell, Commissioner Arlinghaus, Commissioner Holder, and Commissioner Dake
   Against: 0
   Abstain: 1 – Commissioner Perkins

**PUBLIC HEARINGS**

2. **HPC-19-10 (619 Maury Street) Hold a public hearing and consider a request for a Certificate of Appropriateness by Ron Prewitt to allow the repair and remodel of the accessory structure located at the rear of the property located at 619 Maury Street.**

   Alison Brake gave a presentation outlining the request. She concluded that Staff found the request met the criteria of the Historic Design Guidelines and the Secretary of the Interior Standards 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.

   Shannon Fitzpatrick, 625 Burt Street, stated that she was in support of the request. Commissioner Spell asked the applicant about the structural integrity of the structure. The
applicant replied that there was none which was why he was requesting the remodel. There were no further questions and Chair Spell closed the public hearing.

A motion was made by Commissioner Perkins, seconded by Commissioner Arlinghaus to approve the request with the following conditions:

1. Utilize wood material for the repair and remodel; and
2. Construct using a board and batten siding style to mirror the existing structure’s siding.

The motion carried by the following vote:

For: 5 – Commissioner Spell, Commissioner Dake, Commissioner Holder, Commissioner Perkins, and Commissioner Arlinghaus
Against: 0
Recused: 0

3. HPC-19-11 (515 Scott Street) Hold a public hearing and consider a request for a Certificate of Appropriateness by Irving Seligman to allow various additions including remodeling the Rogers Street façade to include French doors, expanding the sunroom on the east facing façade, and constructing a new detached garage at the rear of the property located at 515 Scott Street.

Alison Brake gave a presentation outlining the request. She concluded that Staff found the request met the criteria of the Historic Design Guidelines and the Secretary of the Interior Standards 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. There were no further questions and Chair Spell closed the public hearing.

A motion was made by Commissioner Perkins, seconded by Commissioner Dake to approve the removal of three windows and construction of a small side porch on the Rogers Street side facade submitted as it met the regulations of the San Marcos Development Code and is consistent with the Historic Design Guidelines and the Secretary of the Interior Standards. The motion carried by the following vote:

For: 5 – Commissioner Spell, Commissioner Dake, Commissioner Holder, Commissioner Perkins, and Commissioner Arlinghaus
Against: 0
Recused: 0

A motion was made by Commissioner Perkins, seconded by Commissioner Dake to approve the replacement of two pairs of aluminum windows located along the Rogers Street façade to the right of the small side porch and at the rear of the property with double hung clad wood windows as submitted as it met the regulations of the San Marcos Development Code and is consistent with the Historic Design Guidelines and the Secretary of the Interior Standards. The motion carried by the following vote:
A motion was made by Commissioner Perkins, seconded by Commissioner Dake to approve the expansion and remodel of the existing sunroom as submitted as it met the regulations of the San Marcos Development Code and is consistent with the Historic Design Guidelines and the Secretary of the Interior Standards. The motion carried by the following vote:

For: 5 – Commissioner Spell, Commissioner Dake, Commissioner Holder, Commissioner Perkins, and Commissioner Arlinghaus
Against: 0
Recused: 0

A motion was made by Commissioner Perkins, seconded by Commissioner Arlinghaus to approve the construction of a new detached garage at the rear of the property approved with the following conditions:

1. Utilize board and batten style siding to match the style of the existing historic-age shed on the property;
2. Install square columns on the front of the garage that match the columns approved for the small side porch; and
3. Install an all metal roof.

The motion carried by the following vote:

For: 5 – Commissioner Spell, Commissioner Dake, Commissioner Holder, Commissioner Perkins, and Commissioner Arlinghaus
Against: 0
Recused: 0

**ACTION ITEMS**

4. Consider approval of My Historic SMTX, the City’s historic resources survey.

My Historic SMTX was unanimously approved 5-0.

**DISCUSSION ITEMS**

5. Hold discussion on the recent and potential demolition of historically and culturally significant properties, including a discussion on the process for granting demolition and construction permits, and provide direction to staff.

Staff explained how demolition permits were reviewed. The Commission discussed a 2018 letter written by Commissioner Perkins on behalf of the Commission which was signed by all Commissioners.
6. Hold discussion on a recommendation to City Council to consider including a demolition review process for historic-age resources in the San Marcos Development Code, and provide direction to staff.

Staff explained how other cities handle demolition review of historic-age resources and asked for direction on key decision points that would be written into the ordinance. Staff presented two process options – one did not include a landmark designation process and one that did. The Commission gave direction to include landmark designation in the process.

7. Hold discussion on the city’s obligations under the Texas Historical Commission’s Statewide Preservation Plan and the Certified Local Government Program, and provide direction to staff.

Staff explained that the City was meeting the requirements set forth by the CLG. Discussion regarding the 2016 State evaluation of the City’s preservation program followed.

8. Hold discussion on the establishment of an Office of Historic Preservation as a stand-alone City department, and provide direction to staff.

The Commission discussed possible expansion of the Planning and Development Services Department to include more staff devoted to preservation or moving historic preservation to a different department. The Commission requested an item be placed on the future Special Meeting agenda to continue the discussion.

9. Hold discussion on scheduling a Special Meeting in July in order to recommend an ordinance to City Council covering a demolition review process for historically significant buildings, and provide direction to staff.

The Commission will hold a Special Called Meeting on Wednesday, July 31, 2019 to discuss the draft demolition review ordinance and continue the dialogue of establishing a stand-alone Office of Historic Preservation.

FUTURE AGENDA ITEMS

A motion was made by Commissioner Perkins to extend the meeting past 10:00 PM. Commissioner Holder seconded.

The motion carried by the following vote:

For: 5 – Commissioner Spell, Commissioner Dake, Commissioner Holder, Commissioner Perkins, and Commissioner Arlinghaus
Against: 0
Recused: 0

The Commission requested the following item be placed on a future agenda for discussion:

1. Update and discussion on Downtown architectural standards.

Questions and Answer Session with Press and Public.
Diana Baker, 727 Belvin Street, asked who is responsible for implementing the design guidelines for the downtown SmartCode area. Staff responded that the Planning and Development Services Office is.

THERE BEING NO FURTHER BUSINESS, CHAIR SPELL DECLARED THE MEETING ADJOURNED AT 10:06 P.M.

Griffin Spell, Chair

ATTEST:

Alison Brake, Historic Preservation Officer and Planner
CITY OF SAN MARCOS
Meeting Minutes
Historic Preservation Commission

Thursday, July 31, 2019
5:45 PM
City Council Chambers

I. Call To Order

With a quorum present the special meeting of the San Marcos Historic Preservation Commission was called to order at 5:45 p.m. on Wednesday, July 31, 2019 in the City Council Chamber of the City of San Marcos, City Hall, 630 East Hopkins Street, San Marcos, Texas.

II. Roll Call

Present 4 – Commissioner Spell, Commissioner Dake, Commissioner Holder, and Commissioner Perkins

III. Executive Session.

The Commission convened into Executive Session at 5:46 PM and adjourned at 6:28 PM.

IV. 30 Minute Citizen Comment Period:

Amy Meeks, 450 Stagecoach Trail, stated that she feels the time is right and the City is ripe to hire a conservationist/preservationist who is educated in historic preservation, not just by going to a workshop or training. She said that it would benefit the City as there is so much history to be preserved. She stated that she was in agreement with the Commission to start the process for demolition review or delay for historic-age properties. She stated that she is not quite sure what happened to the information regarding architectural standards to go along with the current historic properties. She asked that it be pulled out and is put into practice.

DISCUSSION ITEMS

1. Consider a recommendation to City Council to amend the San Marcos Development Code to include a demolition review process for historic-age resources, and provide direction to staff.

Staff presented a draft demolition review process for historic-age resources. The Commission moved to approve the proposed San Marcos Development Code text amendment with the amendment that a Neighborhood Presentation Meeting, as outlined in Section 2.3.1.1(E), be built into the process.
Staff explained that the proposed text amendment would go to the Planning and Zoning Commission for public hearing and recommendation on August 27, 2019.

2. Hold discussion on the establishment of an Office of Historic Preservation as a stand-alone City department, and provide direction to staff.

The Commission discussed organizational structure and staffing that better prioritizes Historic Preservation within the City. The Commission directed staff to draft a comparison chart of Historic Preservation Programs including staffing and qualifications of the Historic Preservation Officer position using cities similar in size and with comparable number of historic districts to San Marcos. They also wanted to see the organizational structure for Cities like San Antonio and other Cities where Historic Preservation is located in departments other than Planning. The Commission directed staff to include budget dollars spent on consultants or experts in Historic Preservation in the report. The Commission asked that the next agenda item allow for the establishment of a subcommittee to make recommendations on the organizational structure and staffing of the Historic Preservation Department.

FUTURE AGENDA ITEMS

There were none.

Questions and Answer Session with Press and Public.

There were none

THERE BEING NO FURTHER BUSINESS, CHAIR SPELL DECLARED THE MEETING ADJOURNED AT 9:00 P.M.

______________________________
Griffin Spell, Chair

ATTEST:

______________________________
Alison Brake, Historic Preservation Officer and Planner
I. Call To Order

With a quorum present the regular meeting of the San Marcos Historic Preservation Commission was called to order at 5:45 p.m. on Thursday, August 1, 2019 in the Multipurpose Room of the City of San Marcos, Activity Center, 501 East Hopkins Street, San Marcos, Texas.

II. Roll Call

Present  4 – Commissioner Spell, Commissioner Dake, Commissioner Holder, and Commissioner Perkins

III. 30 Minute Citizen Comment Period:

No one spoke. Chair Spell closed the Citizen Comment period. Lisa Marie Coppoletta provided written comments which are attached.

PUBLIC HEARINGS

1. HPC-19-12 (804 Burleson Street) Hold a public hearing and consider a request for a Certificate of Appropriateness by Rolf Straubhaar and Kristy Money to allow a change in material for an approved fence located at 804 Burleson 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. Commissioner Perkins asked if there had been any opposition or discussion from neighbors. Staff responded that no comments had been received. There were no further questions and Chair Spell closed the public hearing.

   A motion was made by Commissioner Perkins, seconded by Commissioner Dake to approve the request as submitted as it met the regulations of the San Marcos Development Code and is consistent with the Historic Design Guidelines. The motion carried by the following vote:

   For:  4 – Commissioner Spell, Commissioner Dake, Commissioner Holder, and Commissioner Perkins
   Against:  0
   Recused:  0
2. HPC-19-14 (816 West Hopkins Street) Hold a public hearing and consider a request for a Certificate of Appropriateness by Andrew Behnke to allow various exterior improvements including, but not limited to, extending the front porch, replacing the front and side door, installing period correct exterior lighting, installing period appropriate skirting, and adding a brick path approach up to the front porch of the property located at 816 West Hopkins Street.

Commissioner Perkins announced that he would have to recuse himself to avoid the appearance of impropriety and because a person related to him in the first degree, his mother, owns real property within the 400’ notification buffer. Chair Spell stated that this left the Commission without a quorum.

A motion was made by Commissioner Holder, seconded by Commissioner Dake to postpone the request to the September 5, 2019 Regular meeting. The motion carried by the following vote:

   For:  3 – Commissioner Spell, Commissioner Dake, and Commissioner Holder
   Against:  0
   Recused:  1 – Commissioner Perkins (avoiding the appearance of impropriety and a person related to him in the first degree owns property within the 400’ notification buffer)

FUTURE AGENDA ITEMS
The Commission requested the following items be placed on a future agenda for discussion:
1. Chair Spell requested a future item to discuss an amendment to 7(H) of the HPC Bylaws to remove the restriction for calling special meetings no more than once a quarter.
2. Commissioner Holder requested a future discussion item to allow My SMTX Survey as a standing agenda item. Commissioner Spell stated he would follow up with Legal.
3. Commissioner Perkins requested a future item to discuss the initiation of local landmarks and areas and items identified as needing additional/future analysis in the My Historic SMTX historic resources survey.
4. Commissioner Perkins requested a future item to discuss notification requirements to HPC and tracking approved COAs through the development process.

Questions and Answer Session with Press and Public.

Forest Fulkerson asked why the meeting was shorter than the typical meeting and if it was due to the minutes from the previous meeting not being included in the packet. Chair Spell stated that the second item on the agenda was postponed due to a quorum not being present and it did not have to do with the minutes from the previous meeting not being included in the packet.
THERE BEING NO FURTHER BUSINESS, CHAIR SPELL DECLARED THE MEETING ADJOURNED AT 6:05 P.M.

________________________________________
Griffin Spell, Chair

ATTEST:

________________________________________
Alison Brake, Historic Preservation Officer and Planner
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: 8/6/2019
Staff Report  
Historic Preservation Commission  
HPC-19-14

Prepared by: Alison Brake, CNU-A, Historic Preservation Officer and Planner  
Date of Meeting: September 5, 2019

Applicant Information:
Applicant: Andrew Behnke  
816 West Hopkins Street  
San Marcos, TX 78666

Property Owner: Same

Public Hearing Notice:
Mailed: August 23, 2019  
Response: None as of report date.

Subject Properties:
Location: 816 West Hopkins Street  
Historic District: Hopkins Street  
Description: Folk Victorian  
Date Constructed: 1890 (My Historic SMTX)  
Priority Level: High (My Historic SMTX)  
Listed on NRHP: No  
RTHL: No

Applicant Request:
To allow various exterior improvements including extending the front porch, replacing the front and side door, installing period correct exterior lighting, installing period appropriate skirting, and adding a brick path approach up to the front porch.

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.

Staff Comments:
The subject property is located on Hopkins Street between Travis and Endicott Streets (“EXHIBIT A”). The property is identified, with a high preservation priority, as a Folk Victorian-style home in My Historic SMTX (“EXHIBIT B”). The historic resources survey form states that the property had been identified in the 1997 historic resources survey with a medium preservation priority but as the home retains high integrity, the consultants identified it with a high priority level. The applicant recently purchased the home and is proposing various exterior improvements, including repairing much of the exterior, to return the home back to a single-family home for their primary residence. It had been used as a triplex for many years. To simplify the staff report, the items in the scope have been reviewed separately against the San Marcos Development Code, the Historic Design Guidelines, and the Secretary of Interior Standards below.
Extension of Front Porch and Installation of Railing

The applicant is proposing to extend the decking of the existing front porch to run the length of the front façade of the house and replace the existing railing with a more period correct railing while also restoring the existing wooden columns. No new columns are proposed with the extension of the deck at this time.

Existing Front Porch

The existing front porch measures 9 feet (w) by 14 feet (l) and the extended front porch will measure 9 feet (w) by 28 feet (l); extending the porch by an additional 14 feet. The applicant submitted a copy of a Sanborn map that indicates the front porch at one time did extend across the façade ("EXHIBIT C"). The historic resources survey form confirms that the extended front porch was shown in the 1930 and 1944 Sanborn maps and was shortened sometime after 1945. The applicant is proposing to utilize wood decking to extend it. The extended porch will not be covered at this time. The applicant has chosen a late Victorian style railing for the new proposed railing. The new railing will be constructed out of wood. The applicant supplied a photo of the proposed rail style shown below:
The Historic Design Guidelines state that porches are frequently the most modified portion of the house. They recommend returning a porch to its original design when possible stating that doing so will make a positive visual impact to the house and the neighborhood. Staff finds the request consistent with this. Retaining original material and making repairs that match the original design of the porch is also recommended by the Historic Design Guidelines. Staff finds the request consistent with this. Staff finds the request to extend the porch consistent with Section 4.5.2.1(I)(1)(f). The porch will not be widened so the projection to sidewalks of the building will remain visually compatible.

The Secretary of Interior’s Standards define restoration 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 Secretary of the Interior’s Standards for Restoration recommend using the physical evidence as a model to reproduce the feature or using historic documentation to reproduce the feature. Staff finds the request to extend the porch consistent with this recommendation.

**Front and Side Porch Door**
The applicant states that the front door and side door have been replaced in the past with more modern style doors; the side door is currently nailed shut. The applicant is proposing to replace these doors with more period correct wooden doors that will either be salvaged or replicas. The photos below show the existing front door and the side door:

*Existing Front Door (via Google Street View)*
The applicant states that the front hallway is very dark. To help alleviate the darkness, the applicant is requesting to add sidelights to the front door while preserving the original wooden trim. The applicant has proposed the following door styles for the front door:
The Historic Design Guidelines state that door frames, trim and surrounds help to define the character and style of the house. Staff finds the addition of the sidelights, especially the addition of ½ light sidelights as shown in the example photo on the left, will allow the applicants to gain more light into the hallway while not changing the character of the home. The applicant is proposing to preserve the original wooden trim and the stained glass transom.

**Skirting**
The applicant states that the current modern lattice skirting is only a few years old and is badly deteriorated. The existing skirting was removed in order for the property owners to work on repairing the pier and beam foundation.

The applicant is proposing a wooden framed lattice skirting with brick details. The new skirting will be installed around the entire home and will be similar in style to what is shown in the photos below:
The Historic Design Guidelines state that the skirting may deteriorate over time and should be repaired or replaced if missing or badly deteriorated. The skirting should match the original in design and detail. The Historic Design Guidelines discourage skirting of solid materials (brick, stucco) as it changes the historic appearance of the house and does not provide the essential ventilation required for pier and beam foundations. The Guidelines continue stating that cement board siding may be an acceptable alternative for ground contact skirting if installed in a manner that reflects the original design, detail and dimension. Staff finds the request for the wooden framed lattice skirting with brick details consistent with the Historic Design Guidelines. The use of brick Section 4.5.2.1(l)(g) of the San Marcos Development Code as there are many homes in the Hopkins Street District that boast wooden lattice skirting.

**Porch Steps and Brick Pathway**
The applicant is proposing to widen the existing concrete porch steps and replace the existing concrete pathway leading up to the front porch from the sidewalk along Hopkins Street with a brick pathway. Staff believes that the concrete steps were added sometime after the porch was shortened.

The Historic Design Guidelines state that removing or relocating the sidewalk from the street would break the rhythm of the neighborhood. The Guidelines recommend replacing broken sidewalks while keeping the location of the sidewalk or pathway. The Guidelines also state that the material should match the original or should be compatible with the house and the surrounding neighborhood and suggest the use of stone, concrete or brick pavers as appropriate replacement materials. Staff finds the request for a brick pathway consistent with these recommendations. Staff also finds the brick pathway is appropriate in design, scale and character of the house which is consistent with the Guidelines.

**Exterior Lighting**
The applicant states that none of the exterior lighting is original and in need of replacement as it is all in poor repair. They submitted the following photos of the existing exterior lighting:
Existing Exterior Lighting
The applicant is proposing to replace the exterior lighting with period correct lighting, either salvaged or replica lighting, similar to what is shown below:

The Historic Design Guidelines state that light fixtures located on the building exterior should be appropriate in design, scale, and character of the house. The Historic Design Guidelines do caution against creating false history but Staff finds the request for new exterior lighting appropriate in design, scale and character of the home.

**Summary**
Staff finds the proposed exterior improvements will enhance the character of the property and are consistent with the Historic Design Guidelines, the San Marcos Development Code and the Secretary of the Interior Standards. Staff finds the request will not have a negative effect on the historical, architectural or cultural character of the historic district. Therefore, Staff recommends **approval of the request as submitted**.

**EXHIBITS**
- Aerial Map
- Historic Resources Survey Form and Table E-5 from *My Historic SMTX*
- Sanborn map
- San Marcos Development Code Sections 2.5.5.4 and 4.5.2.1(l)
**SECTION 1**

**Basic Inventory Information**

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<th>Current Name:</th>
<th>Historic Name:</th>
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| Owner Information | Name: ADAMS KRISTEN PAULA |
| Address: PO BOX 24 | City: SUTHERLAND SPRINGS |
| State: TX | Zip: 78161 |

| Geographic Location | Latitude: 29.876727 | Longitude: -97.950268 |
| Parcel Id: | EVA DOLAN SUBD LOT 2 0.33 AC |

| Property Type: | Building |
| Listed NR District Name: | Hopkins Street Local Historic District |
| Current Designations: | NR District |
| | Local |
| Architect: | Unknown |
| Builder: | |
| Contraction Date: | 1890 |
| Source: | Current resident |
| Recorded By: | Elizabeth Porterfield/Hicks & Company |
| Date Recorded: | 2/1/2019 |

| Function | Current: Domestic |
| Historic: | Domestic |

**SECTION 2**

**Architectural Description**

Folk Victorian-style residence built in 1890 (per comment from current resident who stated that it was originally a farm house and retains original stained glass and interior trim); cross-gabled metal roof, wood siding, original 2/2-light wood windows, decorative window hoods, stained glass transom, bay window on side; per 1930 and 1944 Sanborn maps, original porch extended across acade, but current porch appears to be of historic age; identified as medium priority in 1997 Heritage Neighborhood survey; high integrity

- [✓] Additions, modifications
  - Explain: Porch shortened sometime after 1945 (per Sanborn map)

- [ ] Relocated
  - Explain: 
**TEXAS HISTORICAL COMMISSION**

**Project #:** 00046  
**Local Id:** R26126  
**County:** Hays  
**City:** SAN MARCOS  
**Address No:** 816  
**Street Name:** W Hopkins St  
**Block:** 2

### Stylistic Influence
- Folk Victorian

### Structural Details

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<td>Single, With transom</td>
<td></td>
</tr>
</tbody>
</table>

### ANCILLARY BUILDINGS:
- Garage:  
- Barn:  
- Shed:  
- Other:  

### SECTION 3 Historical Information

**Associated Historical Context:**  
- Architecture, Community Development

**Applicable National Register (NR) Criteria:**
- A: Associated with events that have made a significant contribution to the broad pattern of our history
- B: Associated with the lives of persons significant in our past
- C: Embodies the distinctive characteristics of a type, period or method of construction or represents the work of a master, or possesses high artistic value, or represents a significant and distinguishable entity whose components lack individual distinctions
- D: Has yielded, or is likely to yield, information important in prehistory of history

**Areas of Significance:**
- Significant/intact late 19th cent. residence/farmhouse; reflects late 19th cent. residential dev. of neighborhood

**Periods of Significance:**
- ca. 1890-1975

**Levels of Significance:**
- National:  
- State:  
- Local: ✓

**Integrity:**
- Location ✓
- Design ✓
- Materials ✓
- Workmanship ✓
- Setting ✓
- Feeling ✓
- Association ✓

**Integrity Notes:**
- Altered porch but of historic age

**Individually Eligible?** Yes  
**Within Potential NR District?** Yes  
**Is Property Contributing?** ✓

**Potential NR District Name:** Within Hopkins Street Local Historic District

**Priority**
- High

**Explain:** High integrity

**Other Information**
- Is prior documentation available for this resource? Yes  
- Type:  
  - [ ] HABS  
  - [ ] Survey  
  - ✓ Other

**Documentation Details:**
- 1997 San Marcos Heritage Neighborhood Survey; Sanborn maps 1930 & 1944 (sheet 11), resident comment
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<tr>
<th>Local ID (CAD Property ID)</th>
<th>Address</th>
<th>1997 Heritage Neighborhood Survey Priority Recommendation</th>
<th>2019 My SMTX Survey</th>
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<td>Medium</td>
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<td>132 Blanco Street</td>
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<td>Contributing</td>
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<td>Post 1950 (non-contributing)</td>
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</tr>
</tbody>
</table>
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 proft, 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:
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   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.
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   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.
Staff Report
Historic Preservation Commission
HPC-19-15

Prepared by: Alison Brake, CNU-A, Historic Preservation Officer and Planner
Date of Meeting: September 5, 2019

Applicant Information:

Applicant: Gary Loyd
808 Mustang Lane
San Marcos, TX 78666

Property Owner/Manager: Sue Cohen
743 West San Antonio Street
San Marcos, TX 78666

Public Hearing Notice:

Mailed: August 23, 2019
Response: At time of report: 1 letter in support from 809 W. San Antonio ("EXHIBIT D")

Subject Property:

Location: 743 West San Antonio Street
Historic District: San Antonio Street
Description: Four Square with Colonial Revival influences
Date Constructed: Ca. 1915 (My Historic SMTX)
Priority Level: High (My Historic SMTX)
Listed on NRHP: No
RTHL: No

Applicant Request:

To replace the existing asphalt shingle roof with a standing seam metal roof.

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.

Staff Comments:

The subject property is located on West San Antonio Street, at the intersection of Endicott Street in the San Antonio Street Historic District ("EXHIBIT A"). The Four Square residence with Colonial Revival influences (multi-light upper sash windows and symmetry of façade) was evaluated in the recent My Historic SMTX with a high preservation priority level ("EXHIBIT B"). The applicant is proposing to remove the existing asphalt shingle roof and replace it with a 24 gauge standing seam metal roof. The gauge refers to the thickness of the material. The thinner the material, the higher the number and the lower the number, the thicker the material.
There are several homes in the district with metal roofs as shown in the photos below:

826 West San Antonio Street

1001 West San Antonio Street
The Historic Design Guidelines state that roofing is one material which might need to be replaced rather than repaired. The Design Guidelines note that roof repairs are often temporary and that a new roof will be necessary at some point in the future and that the primary use of metal on residential homes in San Marcos was as a roofing material. This is evident as there are several other houses that have standing seam metal roofing in the immediate area around this house as well as in the other historic districts in San Marcos. Staff finds the request consistent with Section 4.5.2.1(I)(1)(g) and 4.5.2.1(I)(1)(h) of the San Marcos Development Code. The proposed metal roof is visually compatible with other buildings in the district and the hipped-roof form is not being changed.

Staff finds that the request to replace the shingle roof with a standing seam metal roof meets the regulations of the San Marcos Development Code and is consistent with the Historic Design Guidelines. 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. Historic Resources Survey Form and Page from Survey Inventory Table from My Historic SMTX
C. San Marcos Development Code Sections 2.5.5.4 and 4.5.2.1(I)
## TEXAS HISTORICAL COMMISSION

**Historic Resources Survey Form**

### Project #: 00046  
**County:** Hays  
**Address No.:** 743  
**Street Name:** W San Antonio St  
**City:** SAN MARCOS  
**Block:** 2  
**Local Id:** R27342  
**State:** TX  
**Zip:** 78666

### SECTION 1

#### Basic Inventory Information

- **Current Name:**
- **Historic Name:**
- **Name:** COHEN, SUE KEELING  
- **Address:** 743 W SAN ANTONIO ST  
- **City:** SAN MARCOS  
- **State:** TX  
- **Zip:** 78666  
- **Latitude:** 29.87793  
- **Longitude:** -97.947933  
- **Legal Description (Lot\Block):** FARM LOT, BLOCK 12, Lot 9-98, ALSO LOT 12  
- **Addition/Subdivision:**
- **Year:**

#### Property Type:

- **Building**  
- **Listed NR Distrcit Name:** San Antonio Street Local Historic District  
- **NR District:**
- **NHL:**
- **NR:**
- **RTHL:**
- **OTHM:**
- **HTC:**
- **SAL:**
- **Local:**
- **Other:**
- **Is property contributing?**

- **Builder:**
- **Source:** Field survey  
- **Recorded By:** Elizabeth Porterfield/Hicks & Company  
- **Date Recorded:** 2/1/2019

### Function

- **Current:** Domestic  
- **Historic:** Domestic

#### Architecture Description

Ca. 1915 Four Square residence with Colonial Revival influences in the multi-light upper sash windows and symmetry of façade; two stories with hipped roof, original wood siding, original wood windows, and original front door with sidelights and transom; hipped-roof wraparound porch; rear hipped-roof addition of historic age

- **Additions, modifications**
- **Explain:** Hipped-roof addition of historic age

- **Relocated**
- **Explain:**

---

### SECTION 2

#### Architectural Description

Ca. 1915 Four Square residence with Colonial Revival influences in the multi-light upper sash windows and symmetry of façade; two stories with hipped roof, original wood siding, original wood windows, and original front door with sidelights and transom; hipped-roof wraparound porch; rear hipped-roof addition of historic age

- **Additions, modifications**
- **Explain:** Hipped-roof addition of historic age

- **Relocated**
- **Explain:**
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<thead>
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<th><strong>TEXAS HISTORICAL COMMISSION</strong></th>
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<tr>
<td><strong>Project #:</strong> 00046</td>
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<td><strong>County:</strong> Hays</td>
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<tr>
<td><strong>Address No:</strong> 743</td>
</tr>
<tr>
<td><strong>Street Name:</strong> W San Antonio St</td>
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<td><strong>Local Id:</strong> R27342</td>
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<tr>
<td><strong>City:</strong> SAN MARCOS</td>
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<tr>
<td><strong>Block:</strong> 2</td>
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**Stylistic Influence**
Colonial Revival (Influences)

**Structural Details**

<table>
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<tr>
<th>Roof Form</th>
<th>Plan</th>
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<tr>
<td>Hipped</td>
<td>Four Square</td>
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<table>
<thead>
<tr>
<th>Roof Materials</th>
<th>Chimneys</th>
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<tbody>
<tr>
<td>Composition Shingles</td>
<td>Brick</td>
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<tr>
<th>Wall Materials</th>
<th>Porches/Canopies</th>
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<tbody>
<tr>
<td>Wood Siding</td>
<td>FORM Hipped Roof, Wraparound</td>
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<tr>
<th>Windows</th>
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<th>MATERIAL</th>
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<td>Wood, Double hung, multi-light upper sashes</td>
<td>Box columns</td>
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<th>Doors (Primary Entrance)</th>
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<td>Garage (hist. age) with residence on 2nd floor; small wood outbldg</td>
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**ANCILLARY BUILDINGS:**

| Garage: Large garage |
| Barn: |
| Shed: Hist. age shed |
| Other: |

**SECTION 3  Historical Information**

**Associated Historical Context**
Architecture, Community Development

**Applicable National Register (NR) Criteria:**

- **A** Associated with events that have made a significant contribution to the broad pattern of our history
- **B** Associated with the lives of persons significant in our past
- **C** Embodies the distinctive characteristics of a type, period or method of construction or represents the work of a master, or possesses high artistic value, or represents a significant and distinguishable entity whose components lack individual distinctions
- **D** Has yielded, or is likely to yield, information important in prehistory of history

**Areas of Significance:**
Significant example of type/style and reflects early 20th century neighborhood development

**Periods of Significance:**
ca. 1915-1975

**Levels of Significance:**

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<tbody>
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</table>

**Integrity:**

- ☑ Location
- ☑ Design
- ☑ Materials
- ☑ Workmanship
- ☑ Setting
- ☑ Feeling
- ☑ Association

**Integrity Notes:**

**Individually Eligible?** Yes

**Within Potential NR District?** Yes

**Is Property Contributing?** ☑

**Potential NR District Name:** Within San Antonio Street Local Historic District

**Priority** High

**Explain:** Significant/intact example of type/style

**Other Information**

**Is prior documentation available for this resource?** Type

- [ ] HABS
- [ ] Survey
- [ ] Other

**Documentation Details:**
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<th>Current Function/ Historic Function</th>
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<th>Construction Date</th>
<th>Existing Designation</th>
<th>Eligibility</th>
<th>Priority</th>
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</tr>
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San Antonio Street Local Historic District
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:

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   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.
Development Services-Planning  
City of San Marcos  
630 E. Hopkins  
San Marcos, TX 78666

Re: Case No. HPC-19-15  
Certificate of Appropriateness  
743 West San Antonio Street  
Gary Loyd, on behalf of Sue Cohen

To Whom it May Concern:

Please submit this comment regarding the above-referenced case to the Members of the Historic Preservation Commission prior to the scheduled hearing on Thursday, September 5, 2019.

I am a neighbor of Sue and Gary and have lived at 809 W. San Antonio St. since 1985.

Sue and Gary are excellent neighbors and conscientious property owners and I fully support the Commission's approval of a Certificate of Appropriateness to allow the replacement of the existing asphalt shingle roof with a standing seam metal roof for the property located at 743 West San Antonio Street.

Sincerely,

[Beth Bisett]

Beth Bisett

cc: Sue Cohen and Gary Loyd  
743 West San Antonio Street  
San Marcos, Texas 78666
HPC-19-16
400' Notificatoin Map
Window Replacement — 1003 W Hopkins St

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: 8/7/2019
Staff Report
Historic Preservation Commission
HPC-19-16

Prepared by: Alison Brake, CNU-A, Historic Preservation Officer and Planner
Date of Meeting: September 5, 2019

Applicant Information:
Applicant: Kathryn Kovaric
1003 West Hopkins Street
San Marcos, TX 78666

Property Owner/Manager: Same

Public Hearing Notice:
Mailed: August 23, 2019
Response: None as of report date.

Subject Property:
Location: 1003 West Hopkins Street
Historic District: Hopkins Street
Description: National Folk / Neoclassical-influenced
Date Constructed: Ca. 1910 (My Historic SMTX)
Priority Level: High (My Historic SMTX)
Listed on NRHP: No
RTHL: No

Applicant Request:
To replace all of windows on the front and side of the property.

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.

Staff Comments:
The subject property is located on West Hopkins Street, at the intersection with Mitchell Avenue in the Hopkins Street Historic District (“EXHIBIT A”). The National Folk / Neoclassical-influenced home was evaluated in the recent historic resources survey, My Historic SMTX, with a high preservation priority level and is considered contributing to the district (“EXHIBIT B”). High priority properties are those resources recommended as potentially National Register of Historic Places (NRHP) or local landmark eligible either individually or as part of a potential historic district based on the results of research and survey efforts. These resources have retained integrity, are significant or rare examples of a particular type or style, and/or have significant associations with the community.

The applicant is requesting to replace the windows that can be seen from the right-of-way with Pella fiberglass windows. Most of the windows appear to be double-hung windows. Along the
Mitchell Street side of the property, at the rear, the windows are divided light windows, with multiple panes of glass that are separated by muntins or grilles. The applicant states that this portion of the house is an addition. The Historic Resources Survey Form states that the side addition and rear porch enclosure are of historic age. The applicant is not proposing to replace the vinyl windows located in the dormer on the front façade of the home. Images of the windows proposed for replacement are shown below, taken from Google Street View:
The applicant also submitted photographs of the windows in question, shown in “EXHIBIT C”, and has stated that most of the windows are nailed shut and will not open. The applicant has also stated that the sashes on the windows that have been opened are broken and fall apart easily. The applicant has also stated that she would like more energy efficient and noise reducing windows. The consultant for Pella stated that the existing window frames are intact and
would remain but the sashes are disintegrating away, beyond any repair or restoration. He stated that the only solution is to remove the sashes and replace them with new ones. The detailed information from the Pella consultant has been included as “EXHIBIT D.”

Staff visited the site on August 14, 2019 and walked the property with the applicant. Photographs from that visit are shown in “EXHIBIT E” and most of what staff saw appeared to be cosmetic. There is one window located along the south side of the property that does indeed have a broken sash; shown in bottom right hand photograph in “EXHIBIT E”. In meeting with the property owner, staff explained options such as installing interior storm windows or inserts to help achieve the energy efficiency and noise reduction they are looking for. Interior work is not subject to requiring a Certificate of Appropriateness. As this property was evaluated in the historic resources survey with a high priority level, staff consulted with the CLG Program Coordinator at the Texas Historical Commission. They agreed that what is shown in the photographs appear to be cosmetic repairs. They did explain that fiberglass is a good replacement option if a clad or true wood option is not what the applicant wants. However, it is still a replacement which results in material integrity being lost.

The Historic Design Guidelines state that windows play an important role in defining the character of the houses and the overall neighborhood and recommend retaining original windows when possible. The proportion, material and organization of windows in the wall help to establish a construction date of the house and the detail of the window is frequently a key characteristic in identifying an architectural style. They state it is not necessary to replace an entire window if only a portion is in need of repair and recommend considering replacing the deteriorated portion only; a single sash can be made to replace a deteriorated one. The Historic Design Guidelines also state that imitation dividers or “snap-in” muntins that truly do not divide and hold pieces of glass should be avoided. In addition, the Secretary of the Interior Standards Recommendations for Rehabilitation do not recommend replacing windows solely because of peeling paint, broken glass, stuck sash, or high air infiltration as these conditions, in themselves, do not indicate that windows are beyond repair. SOIS also state that changes to a property that have acquired historic significance in their own right will be retained and preserved.

While retention of the original window frames is consistent with the Historic Design Guidelines and the Construction and Repair Standards of Section 4.5.2.1(I)(1) of the San Marcos Development Code, staff finds the replacement of the windows could be detrimental to the integrity of the property. Due to this, staff spoke to the applicant about contacting a local window restoration professional for repair estimate for each window. The applicant stated that she did reach out to a few companies and it would take several weeks to get any quote. She did get a verbal confirmation from one company that the average cost to repair is $800-$1,000/window. Staff believes it is important to provide a repair estimate from a window restoration professional in order for the Commission to make an informed decision.

In previous cases, the Commission has taken the following actions related to window replacement:

510 West Hopkins Street — The property is listed in the Heritage Neighborhood Historic Resource Survey (1997) with a high priority level. The wood windows of the home had been replaced with smaller aluminum windows and the window framing had been modified to fit. The Commission approved the request with the condition that the windows and framing along the front façade visible to the right-of-way be restored with similar dimension, depth, frame count, and wood framing material. This property was re-evaluated with a high priority level in My Historic SMTX.

714 Burleson Street — The property is listed in the Heritage Neighborhood Historic Resource Survey (1997) with a high priority level. The first request was to replace various wood windows around the house and replace them with fiberglass windows. The original window frames, which
included the trims, sills, and jambs, remained. The Commission approved the first request with the condition that windows that could be seen from Burleson and those in the bay window not be replaced. The applicant replaced the windows that were allowed to be replaced and came back with a second request to replace the rest of the windows along the side elevations using the same windows that were approved in the first request. The Commission denied the second request finding the proposed windows to be replaced were original to a historically significant house. The Zoning Board of Adjustments reversed the decision of the Commission. This property was re-evaluated with a high priority level in *My Historic SMTX*.

**603 Blanco Street**—This property is listed in the Heritage Neighborhood Historic Resource Survey (1997) with a medium priority level. The request was to replace fifteen (15) wood windows visible from the street with new double-hung wood windows. The proportions of the windows did not change therefore the outward appearance of the house was little changed. The Commission approved the request with the staff recommendation to add wood screens. The addition of the wood screens was a compromise reached with Staff and the applicant and was less cost prohibitive than putting original windows back or replacing panes of glass with original wavy glass. This property was re-evaluated with a high priority level in *My Historic SMTX*.

Staff finds that the request to remove and replace the windows that can be seen from the right-of-way of the property does not meet the regulations of the San Marcos Development Code and is not consistent with the Historic Design Guidelines nor the Secretary of the Interior Standards. Therefore, staff concludes that the request could have a negative effect on the historical, architectural or cultural character of the historic resource and/or district and recommend either repairing the windows as laid out in the Historic Design Guidelines and the Secretary of Interior Standards OR postponing the request until further information is received from a window restoration professional regarding the potential repair of the windows.

**Should the Commission be inclined to approve the request, Staff recommends that the following conditions be included:**

1. The windows are installed so that the depth of the reveal matches the existing window location rather than being installed flush with the façade of the home;
2. Wooden window screens are installed to help soften the look of the new windows; and
3. The divided light windows located along the Mitchell Street side of the property and along the rear of the property are replaced with true divided-light sash that matches the profile of the existing.

**EXHIBITS**

A. Aerial Map  
B. Historic Resources Survey Form from *My Historic SMTX*  
C. Applicant Photos of Existing Windows  
D. Pella Windows Quote  
E. Staff Site Visit Photos  
F. Secretary of the Interior Standards for Rehabilitation  
G. San Marcos Development Code Sections 2.5.5.4 and 4.5.2.1(l)
## SECTION 1

### Basic Inventory Information

**Current Name:**

**Historic Name:**

### Owner Information

**Owner:** KOVARIC KATHRYN A

**Address:** 1003 W HOPKINS

**City:** SAN MARCOS

**State:** TX

**Zip:** 78666

### Geographic Location

**Latitude:** 29.876917

**Longitude:** -97.951468

**Parcel Id:** J M CAPE

### Legal Description (Lot\Block): J M CAPE

**Addition/Subdivision:**

**Year:**

### Property Type:

**Building**

**Listed NR District Name:** Hopkins Street Local Historic District

### Current Designations:

- □ NR District
- □ NHL
- □ RTHL
- □ OTHM
- □ HTC
- □ SAL
- □ Local
- □ Other

**Is property contributing?** ✅

### Architect:

**Builder:**

**Contraction Date:** ca. 1910

**Source:** Field survey

**Recorded By:** Elizabeth Pomerfield/Hicks & Company

**Date Recorded:** 2/1/2019

### Function

**Current:** Domestic

**Historic:** Domestic

---

## SECTION 2

### Architectural Description

Ca. 1910 National Folk/Neoclassical-Influenced residence with pyramidal metal roof, wood siding, wood windows, original front door with sidelights and transom, and wraparound porch with box column supports; vinyl replacement windows in dormer; identified as high priority in 1997 Heritage Neighborhood survey

- □ Additions, modifications
  - **Explain:** Side addition and rear porch enclosure of hist. age; vinyl windows in dormer

- □ Relocated
  - **Explain:**
<table>
<thead>
<tr>
<th>Project #: 00046</th>
<th>Local Id: R23114</th>
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<tbody>
<tr>
<td>County: Hays</td>
<td>City: SAN MARCOS</td>
</tr>
<tr>
<td>Address No: 1003</td>
<td>Block: 2</td>
</tr>
</tbody>
</table>

**Stylistic Influence**
Neoclassical (cottage); National Folk

**Structural Details**

<table>
<thead>
<tr>
<th>Roof Form</th>
<th>Plan</th>
</tr>
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<tbody>
<tr>
<td>Pyramidal</td>
<td>Rectangular</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Roof Materials</th>
<th>Chimneys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metal</td>
<td>Brick, Interior</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Wall Materials</th>
<th>Porches/Canopies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Siding</td>
<td>FORM Flat Roof, Wraparound</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Windows</th>
<th>SUPPORT Box columns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood, Double hung, Small viny windows in front dormer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doors (Primary Entrance)</th>
<th>Landscape Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single (original), With Sidelights, With Transom</td>
<td>Wood rail fence at rear yard</td>
</tr>
</tbody>
</table>

**ANCILLARY BUILDINGS:**
Garage: 
Shed:
Other:

**SECTION 3 Historical Information**

**Associated Historical Context**
Architecture, Community Development

**Applicable National Register (NR) Criteria:**
- A Associated with events that have made a significant contribution to the broad pattern of our history
- B Associated with the lives of persons significant in our past
- C Embodies the distinctive characteristics of a type, period or method of construction or represents the work of a master, or possesses high artistic value, or represents a significant and distinguishable entity whose components lack individual distinctions
- D Has yielded, or is likely to yield, information important in prehistory of history

**Areas of Significance:**
Significant/intact example of early 20th-century style/type; reflects early 20th-century neighborhood development

**Periods of Significance:**
ca. 1910-1975

**Levels of Significance:**
- ☑ National
- ☑ State
- ☑ Local

**Integrity:**
- ☑ Location
- ☑ Design
- ☑ Materials
- ☑ Workmanship
- ☑ Setting
- ☑ Feeling
- ☑ Association

**Integrity Notes:**
Small replacement windows in gable do not detract from overall integrity of materials/workmanship

**Individually Eligible?** Yes
Within Potential NR District?: Yes
Is Property Contributing?: ☑

**Potential NR District Name:** Within Hopkins Street Local Historic District
**Priority** High
**Explain:** Significant example of type/style

**Documentation Details:**
1997 San Marcos Heritage Neighborhood Survey (Keystone Architects)
HPC-19-16 Applicant Photos of Existing Windows
# Contract - Detailed

Pella Windows & Doors of Austin
9222 Burnet Rd. Suite 106
Austin, TX 78758-5251

Sales Rep Name: Hilton, Ken
Sales Rep Phone: 512-554-5883
Sales Rep Fax:
Sales Rep E-Mail: ken@pellaaustrin.com

<table>
<thead>
<tr>
<th>Customer Information</th>
<th>Project/Delivery Address</th>
<th>Order Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn Kvaric</td>
<td>Kvaric,Kathy,2353048</td>
<td>Quote Name: July 2019 window job</td>
</tr>
<tr>
<td>1003 W Hopkins St</td>
<td>1003 W Hopkins St</td>
<td>Order Number: 4</td>
</tr>
<tr>
<td>SAN MARCOS, TX 78666-4210</td>
<td>Lot #</td>
<td>Quote Number: 11669692</td>
</tr>
<tr>
<td>Primary Phone: (512) 8049128</td>
<td>San Marcos, TX 78666-4210</td>
<td>Order Type: Installed Sales</td>
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<tr>
<td>Mobile Phone:</td>
<td>County:</td>
<td>Payment Terms: Deposit/C.O.D.</td>
</tr>
<tr>
<td>Fax Number:</td>
<td></td>
<td>Tax Code: AUSCC</td>
</tr>
<tr>
<td>E-Mail:</td>
<td></td>
<td>Quoted Date: 8/2/2019</td>
</tr>
<tr>
<td>Great Plains #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Number:</td>
<td></td>
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<tr>
<td>1009253545</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Account:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1005335269</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Customer Notes: We need to get approval from San Marcos Historical Society prior to ordering job. 09/11/2019.  
We are ensuring 10 windows are Impervia Fiberglass windows to meet Historical Society requirement because they are visible from streets.  
All others will be Series 250 vinyl windows.  
We will be removing the sashes of the old windows and installing new windows with a pocket installation method to maintaining the original frames and trim work for aesthetic purposes.  
This includes labor, material, clean up, and haul off of all old windows removed from house.
<table>
<thead>
<tr>
<th>Line #</th>
<th>Location:</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>BR 1**</td>
<td>Impervia, Direct Set Fixed Frame Rectangle, 38 X 88, White</td>
</tr>
</tbody>
</table>

- **PK #:** 2041
- **Viewed From Exterior:**
- **General Information:** Standard, Duracast®, Block, Foam Insulated, 3", 1 11/16"
- **Exterior Color / Finish:** White
- **Interior Color / Finish:** White
- **Glass:** Insulated Low-E SunDefensa™ Low-E Insulating Glass Argon Non High Altitude
- **Performance Information:** U-Factor 0.26, SHGC 0.33, VLT 0.56, CPD FEL-N-127-02342-00001, Performance Class CW, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 0, TDI WIN-1694, Year Rated 08
- **Grille:** No Grille
- **Wrapping Information:** Frame Expander Kit, Frame Expander Kit, Frame Expander Kit, Frame Expander Kit, Factory Supplied, Shipped Separate, 1 3/4", 1 3/4", 1 3/4", 1 3/4", Pella Recommended Clearance, Perimeter Length = 262".

**Frame Size:** 38" X 88"

<table>
<thead>
<tr>
<th>Line #</th>
<th>Location:</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>BR 2**</td>
<td>Impervia, Double Hung, 38 X 71, White</td>
</tr>
</tbody>
</table>

- **PK #:** 2041
- **Viewed From Exterior:**
- **General Information:** Standard, Duracast®, Block, Foam Insulated, 3", 1 11/16"
- **Exterior Color / Finish:** White
- **Interior Color / Finish:** White
- **Glass:** Insulated Low-E SunDefensa™ Low-E Insulating Glass Argon Non High Altitude
- **Hardware Options:** Cam-Action Lock, Oil Rubbed Bronze
- **Screen:** Full Screen, InView™
- **Performance Information:** U-Factor 0.29, SHGC 0.21, VLT 0.48, CPD PEL-N-126-00876-00001, Performance Class LC, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, TDI WIN-884, Year Rated 08, Egress Meets Typical 5.7 soft (E) (United States Only)
- **Grille:** No Grille
- **Wrapping Information:** Frame Expander Kit, Frame Expander Kit, Frame Expander Kit, Frame Expander Kit, Factory Supplied, Shipped Separate, 1 3/4", 1 3/4", 1 3/4", 1 3/4", 6 1/2", Pella Recommended Clearance, Perimeter Length = 218".

**Frame Size:** 38" X 71"
### Support Product, Direct Set Fixed Frame, 38 X 88, White

<table>
<thead>
<tr>
<th>Line #</th>
<th>Location:</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>Office**</td>
<td></td>
</tr>
</tbody>
</table>

- **PK #** 2041
- **Viewed From Exterior**
- **Frame Size:** 38" X 88"
- **1: 3888 Fixed Frame**
- **Exterior Color / Finish:** Standard, Duracast®, Block, Foam Insulated, 3", 1 11/16"**
- **Interior Color / Finish:** Standard, Duracast®, Block, Foam Insulated, 3", 1 11/16"**
- **Glass:** Insulated Low-E SunDefence™, Low-E Insulating Glass Argon Non High Altitude
- **Performance Information:** U-Factor 0.26, SHGC 0.24, VL T 0.57, CPD PEL-N-127-02337-00003
- **Grille:** No Grille,

### Impervia, Direct Set Fixed Frame Rectangle, Impervia, Direct Set Fixed Frame Rectangle. 62 X 83, White

<table>
<thead>
<tr>
<th>Line #</th>
<th>Location:</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Office Front*</td>
<td></td>
</tr>
</tbody>
</table>

- **PK #** 2041
- **Viewed From Exterior**
- **Frame Size:** 62 X 83
- **1: 3253 Fixed Frame Direct Set**
- **Exterior Color / Finish:** Standard, Duracast®, Block, Foam Insulated, 3", 1 11/16"**
- **Interior Color / Finish:** Standard, Duracast®, Block, Foam Insulated, 3", 1 11/16"**
- **Glass:** Insulated Low-E SunDefence™, Low-E Insulating Glass Argon Non High Altitude
- **Performance Information:** U-Factor 0.26, SHGC 0.24, VL T 0.57, CPD PEL-N-127-02337-00003
- **Grille:** No Grille,
- **Horizontal Mull:** FactoryMull, Integral Mullion

---

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Printed on 8/5/2019  Contract - Detailed  Page 3 of 14
### Line 41: Impervia, Direct Set Fixed Frame Rectangle, Impervia, Direct Set Fixed Frame Rectangle, 62 X 83, White

<table>
<thead>
<tr>
<th>PK #</th>
<th>2041</th>
</tr>
</thead>
</table>

**Location:** Living Front

**Attributes:**

- **Frame Size:** 62 X 83
- **General Information:** Standard, Duracast®, Block, Foam Insulated, 3”, 1 11/16”
- **Exterior Color / Finish:** White
- **Interior Color / Finish:** White
- **Glass:** Insulated Low-E SunDefence™, Low-E Insulating Glass Argon Non High Altitude
- **Performance Information:** U-Factor 0.26, SHGC 0.24, VLT 0.56, CPD PEL-N-127-02342-00001
- **Grille:** No Grille.
- **Horizontal Mull 1:** FactoryMull, Integral Mullion
- **Wrapping Information:** Frame Expander Kit, Frame Expander Kit, Frame Expander Kit, Frame Expander Kit, Factory Supplied, Shipped Separate, 1 3/4”, 1 3/4”, 1 3/4”, Pella Recommended Clearance, Perimeter Length = 290”.

**Qty:** 1

### Line 50: Pella 250 Series, Direct Set Fixed Frame, 38 X 88, White

<table>
<thead>
<tr>
<th>PK #</th>
<th>2041</th>
</tr>
</thead>
</table>

**Location:** Living side

**Attributes:**

- **Frame Size:** 38 X 88
- **General Information:** Standard, Vinyl, Block, No Foam Insulated, 3 1/4”, 3 1/4”, Sill Adapter Included, Head Expander Included
- **Exterior Color / Finish:** White
- **Interior Color / Finish:** White
- **Glass:** Insulated Dual Tempered Low-E SunDefence™, Low-E Insulating Glass Argon Non High Altitude
- **Performance Information:** U-Factor 0.27, SHGC 0.24, VLT 0.64, CPD PEL-N-209-00067-00001, Performance Class CW, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, TDI WIN-1956, Year Rated 08/11
- **Grille:** No Grille.
- **Wrapping Information:** Pella Recommended Clearance, Perimeter Length = 252”.

**Qty:** 2

Frame Size: 38” X 88”
**Pella 250 Series, Direct Set Fixed Frame, 24 X 71, White**

**Qty:** 3

- **Frame Size:** 24" X 71"
- **General Information:** Standard, Vinyl, Block, No Foam Insulated, 3 1/4", 3 1/4", Sill Adapter Included, Head Expander Included
- **Exterior Color / Finish:** White
- **Interior Color / Finish:** White
- **Glass:** Insulated Dual Low-E SunDefense™ Low-E Insulating Glass Argon Non High Altitude
- **Performance Information:** U-Factor 0.28, SHGC 0.23, VLT 0.35, CPD PEL-N-209-00350-00004, Performance Class CW, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, TDI WIN-1956, Year Rated 08/11
- **Grille:** No Grille,
- **Wrapping Information:** Pella Recommended Clearance, Perimeter Length = 190".

**Pella 250 Series, Double Hung, 38 X 71, White**

**Qty:** 1

- **Frame Size:** 38" X 71"
- **General Information:** Standard, Vinyl, Block, Foam Insulated, 3 1/4", 3 1/4", Sill Adapter Included, Head Expander Included
- **Exterior Color / Finish:** White
- **Interior Color / Finish:** White
- **Glass:** Insulated Dual Low-E SunDefense™ Low-E Insulating Glass Argon Non High Altitude
- **Hardware Options:** Cam-Action Lock, White, Standard Vent Stop, No Limited Opening Hardware
- **Screen:** Full Screen, Conventional Fiberglass
- **Performance Information:** U-Factor 0.28, SHGC 0.21, VLT 0.49, CPD PEL-N-211-00085-00001, Performance Class R, PG 20, Calculated Positive DP Rating 20, Calculated Negative DP Rating 20, Year Rated 08/11, Egress Meets Typical 5.7 sqft (E) (United States Only)
- **Grille:** No Grille,
- **Wrapping Information:** Pella Recommended Clearance, Perimeter Length = 218".

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com
<table>
<thead>
<tr>
<th>Line #</th>
<th>Location</th>
<th>Attributes</th>
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</thead>
<tbody>
<tr>
<td>70</td>
<td>BR3</td>
<td><strong>Pella 250 Series, Direct Set Fixed Frame, 38 X 71, White</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: 3871 Fixed Frame Direct Set</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Frame Size: 38 X 71</td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Information: Standard, Vinyl, Block, No Foam Insulated, 3 1/4&quot;, 3 1/4&quot;, Sill Adapter Included, Head Expander Included</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exterior Color / Finish: White</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interior Color / Finish: White</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Glass: Insulated Low-E SunDefence™ Low-E Insulating Glass Argon Non High Altitude</td>
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<td></td>
<td></td>
<td>Performance Information: U-Factor 0.26, SHGC 0.33, VLT 0.65, CPD PEL-N-209-00005-00004, Performance Class CW, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, TDI WIN-1959, Year Rated 08/11</td>
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<tr>
<td></td>
<td></td>
<td>Grille: No Grille.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wrapping Information: Pella Recommended Clearance, Perimeter Length = 218&quot;.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Frame Size: 38&quot; X 71&quot;</td>
</tr>
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<table>
<thead>
<tr>
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<tr>
<td>75</td>
<td>Kitchen</td>
<td><strong>Impervia, 2-Wide Single Hung, 72.5 X 72, White</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1: Non-Standard Size Non-Standard Size Single Hung, Equal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Frame Size: 36 X 72</td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Information: Standard, Duracast®, Block, Foam Insulated, 3&quot;, 1 11/16&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exterior Color / Finish: White</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interior Color / Finish: White</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Glass: Insulated Low-E SunDefence™ Low-E Insulating Glass Argon Non High Altitude</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hardware Options: Cam-Action Lock, Oil Rubbed Bronze</td>
</tr>
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<td></td>
<td>Screen: Half Screen, InView™</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Performance Information: U-Factor 0.28, SHGC 0.21, VLT 0.49, CPD PEL-N-102-00941-00001, Performance Class LC, PG 40, Calculated Positive DP Rating 40, Calculated Negative DP Rating 40, TDI WIN-1649, Year Rated 08/11, Egress Meets Typical 5.7 sq.ft (E) (United States Only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grille: No Grille.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vertical Mull 1: Factory Mull, 1/2&quot; Reinforcing Mullion, Frame To Frame Width- 0.5&quot;, Mull Design Pressure- 20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2: Non-Standard Size Non-Standard Size Single Hung, Equal</td>
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<tr>
<td></td>
<td></td>
<td>Frame Size: 36 X 72</td>
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<td></td>
<td>General Information: Standard, Duracast®, Block, Foam Insulated, 3&quot;, 1 11/16&quot;</td>
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<tr>
<td></td>
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<td>Exterior Color / Finish: White</td>
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<td></td>
<td></td>
<td>Interior Color / Finish: White</td>
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<tr>
<td></td>
<td></td>
<td>Glass: Insulated Low-E SunDefence™ Low-E Insulating Glass Argon Non High Altitude</td>
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<tr>
<td></td>
<td></td>
<td>Hardware Options: Cam-Action Lock, Oil Rubbed Bronze</td>
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<td>Screen: Half Screen, InView™</td>
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<tr>
<td></td>
<td></td>
<td>Performance Information: U-Factor 0.28, SHGC 0.21, VLT 0.49, CPD PEL-N-102-00941-00001, Performance Class LC, PG 40, Calculated Positive DP Rating 40, Calculated Negative DP Rating 40, TDI WIN-1649, Year Rated 08/11, Egress Meets Typical 5.7 sq.ft (E) (United States Only)</td>
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<td>Grille: No Grille.</td>
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<tr>
<td></td>
<td></td>
<td>Frame Size: 72.5&quot; X 72&quot;</td>
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</table>
Impervia, Direct Set Fixed Frame Rectangle, 38 X 71, White

1: 3871 Fixed Frame Direct Set
Frame Size: 38 X 71
General Information: Standard, Duracast®, Block, No Foam Insulated, 3", 1 11/16"
Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Low-E SunDefense™ Low-E Insulating Glass Argon Non High Altitude
Performance Information: U-Factor 0.27, SHGC 0.24, VLT 0.57, CPD PEL-N-127-02245-00003, Performance Class CW, PG 45, Calculated Positive DP Rating 45, Calculated Negative DP Rating 45, TDI WIN-1694. Year Rated 06
Grille: No Grille,

Pella 250 Series, Double Hung, 38 X 71, White

1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size: 36 X 71
General Information: Standard, Vinyl, Block, Foam Insulated, 3 1/4", 3 1/4", Sill Adapter Included, Head Expander Included
Exterior Color / Finish: White
Interior Color / Finish: White
Glass: Insulated Dual Low-E SunDefense™ Low-E Insulating Glass Argon Non High Altitude
Hardware Options: Cam-Action Lock, White, Standard Vent Stop, No Limited Opening Hardware
Screen: Full Screen, Conventional Fiberglass
Performance Information: U-Factor 0.28, SHGC 0.21, VLT 0.49, CPD PEL-N-211-00088-00001, Performance Class R, PG 20, Calculated Positive DP Rating 20, Calculated Negative DP Rating 20, Year Rated 08/11, Egress Meets Typical 5.7 sqft (E) (United States Only)
Grille: No Grille,
Wrapping Information: Pella Recommended Clearance, Perimeter Length = 218".
## Pella 250 Series, Direct Set Fixed Frame, 38 X 71, White

<table>
<thead>
<tr>
<th>Line #</th>
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<th>Attributes</th>
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<tbody>
<tr>
<td>81</td>
<td>Bathroom- back</td>
<td>Pella 250 Series, Direct Set Fixed Frame, 38 X 71, White</td>
</tr>
</tbody>
</table>

1: 3871 Fixed Frame Direct Set  
**Frame Size:** 38 X 71  
**General Information:** Standard, Vinyl, Block, No Foam Insulated, 3 1/4", 3 1/4", Sill Adapter Included, Head Expander Included  
**Exterior Color / Finish:** White  
**Interior Color / Finish:** White  
**Glass:** Insulated Dual Low-E SunDefense™ Low-E Insulating Glass Argon Non High Altitude  
**Performance Information:** U-Factor 0.26, SHGC 0.23, VLT 0.65, CPD PEL-N-209-00050-C0004, Performance Class CW, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, TDI WN-1956, Year Rated 08/11  
**Grille:** No Grille  
**Wrapping Information:** Pella Recommended Clearance, Perimeter Length = 218”.

**Frame Size:** 38" X 71"

## Installation

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<td>Installation</td>
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## Installation Materials

<table>
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<th>Line #</th>
<th>Location:</th>
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<tbody>
<tr>
<td>85</td>
<td>Installation Materials</td>
<td>1</td>
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</tbody>
</table>
45% of Labor and Marketing discount

Thank You For Purchasing Pella® Products
PELLA WARRANTY:

Pella products are covered by Pella's limited warranties in effect at the time of sale. All applicable product warranties are incorporated into and become a part of this contract. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system. Neither Pella Corporation nor the Seller will be bound by any other warranty unless specifically set out in this contract. However, Pella Corporation will not be liable for branch warranties which create obligations in addition to or obligations which are inconsistent with Pella written warranties.

Clear opening (egress) information does not take into consideration the addition of a Rolscreen [or any other accessory] to the product. You should consult your local building code to ensure your Pella products meet local egress requirements.

Per the manufacturer's limited warranty, unfinished mahogany exterior windows and doors must be finished upon receipt prior to installing and refinished annually, thereafter. Variations in wood grain, color, texture or natural characteristics are not covered under the limited warranty.

INSYNCTIVE PRODUCTS: In addition, Pella Insynctive Products are covered by the Pella Insynctive Products Software License Agreement and Pella Insynctive Products Privacy Policy in effect at the time of sale, which can be found at Insynctive.pella.com. By installing or using Your Insynctive Products you are acknowledging the Insynctive Software Agreement and Privacy Policy are part of the terms of sale.

ARBITRATION AND CLASS ACTION WAIVER ("ARBITRATION AGREEMENT")

YOU and Pella and its subsidiaries and the Pella Branded Distributor AGREE TO ARBITRATE DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS (INCLUDES PELLA GOODS AND PELLA SERVICES) AND WAIVE THE RIGHT TO HAVE A COURT OR JURY DECIDE DISPUTES. YOU WAIVE ALL RIGHTS TO PROCEED AS A MEMBER OR REPRESENTATIVE OF A CLASS ACTION, INCLUDING CLASS ARBITRATION, REGARDING DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS. You may opt out of this Arbitration Agreement by providing notice to Pella no later than ninety (90) calendar days from the date You purchased or otherwise took ownership of Your Pella Goods. To opt out, You must send notice by e-mail to pellawebsupport@pella.com, with the subject line: “Arbitration Opt Out” or by calling (877) 473-5527. Opting out of the Arbitration Agreement will not affect the coverage provided by any applicable limited warranty pertaining to Your Pella Products. For complete information, including the full terms and conditions of this Arbitration Agreement, which are incorporated herein by reference, please visit www.pella.com/arbitration or e-mail to pellawebsupport@pella.com, with the subject line: “Arbitration Details” or call (877) 473-5527. D'ARBITRAGE ET RENONCIATION AU RECOURS COLLECTIF ("convention d'arbitrage") EN FRANÇAIS SEE PELLA.COM/ARBITRATION. DE ARBITRAJE Y RENUNCIA COLECTIVA ("acuerdo de arbitraje") EN ESPAÑOL VER PELLA.COM/ARBITRATION.

Product Performance Information:

U-Factor, Solar Heat Gain Coefficient (SHGC), and Visible Light Transmittance (VLT) are certified by the National Fenestration Rating Council (NFRC). Manufacturer stipulates that these ratings conform to applicable NFRC procedures for determining whole product performance. NFRC ratings are determined for a fixed set of environmental conditions and a specific product size. NFRC does not recommend any products and does not warrant the suitability of any product for any specific use.

Design Pressure (DP), Performance Cess, and Performance Grade (PG) are certified by a third party organization, in many cases the Window and Door Manufacturers Association (WDMA). The certification requires the performance of at least one product of the product line to be tested in accordance with the applicable performance standards and verified by an independent party. The certification indicates that the product(s) of the product line passed the applicable tests. The certification does not apply to mulled and/or product combinations unless noted. Actual product results will vary and change over the product’s life.

For more performance information along with information on Florida Product Approval System (FPAS) Number and Texas Dept. of Insurance (TDI) number go to www.pella.com/performance.

This sales agreement consists of and is subject to the Terms and Conditions set forth on subsequent pages of this document as well as the terms and conditions printed on this page. For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com.
conditions of the applicable Pella Products Limited Warranties available at www.pella.com/warranty <http://www.pella.com/warranty> and Seller's Installation Limited Warranty and Service Agreement and Seller's Finish Limited Warranty (if Seller is providing finishing services) and referred to collectively as the "Contract". Please read the entire Contract carefully before signing. Contract must be signed within thirty (30 days of the Quoted Date for pricing to remain firm. Contract becomes binding only upon execution by Pella Products, Inc ("Seller") management.

If the home was built prior to 1978, the Buyer(s) has been provided with a “Protect your Family from Lead in your Home” brochure: (int.)
Buyer(s) understands the Pella Care Guarantee is the Seller’s Installation Limited Warranty and Service Agreement and Pella Product Limited Warranty(ies) (int.)
Buyer(s) has received the Pella Products Limited warranty or reviewed at www.pella.com/warranty <http://www.pella.com/warranty> (int.)

I hereby authorize Pella Corporation, its affiliates and/or subsidiaries to use, reproduce, and/or publish photographs and/or video that may pertain to me and my project, including materials described below, without compensation. I understand that this material may be used in various communications (e.g. Website, e-newsletters, promotional materials, etc). Consequently, the Corporation may publish materials, photographs, and/or refer to the project in a manner that the Corporation or project sponsor deems appropriate. Int. _____
Pella Windows and Doors is not responsible for the removal or reinstallation of existing alarm contacts. It is the responsibility of the customer to have the alarm contacts re-installed by the alarm company of choice. The installers can remove the existing contacts - if you choose but are not responsible for replacing them in the event that they are damaged during removal. _____
In the case of Stucco repair, replacement, cut back or other work Pella does not warrant an exact match in color or texture to remaining stucco on the home. _____

Customer assumes the responsibility of reviewing the contract details to confirm, color selections, type of windows requested, direction of door and window sliding directions, hinged door opening direction as well as materials selected. Unless outlined in the contract all additional work will be at customers expense _________
Customewr agrees to make final payment upon substantial completion of work. If punch list or warranty work is still required customer agrees to make the final payment less up to 10% of that final payment which may be withheld until final work is complete ______________

Please Read All Applicable Warranties Before Signing As The Terms May Condition or Limit Your Rights Under This Contract.
I have reviewed each line on the contract with the sales representative and clearly understand the hinging, venting and color is correct, and all products are viewed from the exterior. Customer Initials ______________, Sales Rep Initials _________.

TERMS AND CONDITIONS

ARTICLE 1 - SCOPE OF WORK. Pella Or Austin("Seller") Seller shall provide and install the products and accessories and provide the services described above on premises of the Buyer(s) identified as the Project/Delivery Address (the “Property”).

All work to be performed during normal working hours of 7:00 a.m. to 5:00 pm Monday-Friday, unless other arrangements are made. Depending on the Buyer(s)’ product choice and the required installation method, Seller cannot guarantee that the newly installed Pella product will line up with the original paint line or wallpaper, and the new Pella product may result in less visible glass area than that of the original product. Final sizes may vary to ensure proper fit and to meet installation specifications.

ARTICLE 2 - PRICE AND PAYMENT TERMS. Buyer(s) agrees to pay Seller the amount set forth in this Contract (the “Contract Price”) and any sums due in
addition for taxes or other charges expressly allowed under the Contract. Applicable taxes have been added to the Contract Price. Buyer(s) shall deposit (the “Deposit”) with Seller immediately upon execution of this Contract the amount set forth on the first page of this Contract. Seller hereby gives notice of its lien rights as a provider of goods and services to the improvement of Buyer(s)’ real property and of its intention to assert those rights in the event Buyers fail to make payment for the goods and services furnished as required by this Contract.

ARTICLE 3 - CANCELLATION. BUYER(S) MAY CANCEL THIS CONTRACT BY GIVING SELLER WRITTEN NOTICE TO SELLER PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS CONTRACT. If Buyer(s) cancels the Contract after the third business day, the Buyer(s) forfeits the entire Deposit. Furthermore, if this Contract provides for product specially made or the product has been delivered to the job site, the Buyer(s) agrees to pay the entire Contract Price and taxes attributable to the products as liquidated damages. In such event, Buyer(s) will be entitled to keep the products.

ARTICLE 4 - CHANGES. Any notice or instruction from Buyer(s) received after execution of this Contract, which has the effect of changing the terms or scope of this Contract will be effective only upon an appropriate adjustment in the price and/or delivery date, and acceptance of the change by Seller in writing. Deletion of specific Goods shall be subject to the terms of the Cancellation provision of these Terms and Conditions.

ARTICLE 5 - ACCEPTANCE OF WORK. All work performed and materials supplied under this Contract shall be deemed in full compliance unless Seller is notified by Buyer(s) in writing to the contrary within five (5) days following substantial completion of installation.

ARTICLE 6 - TIME FOR COMPLETION. The work described under the terms of this Contract shall begin on or about the date indicated. Seller shall agree on an installation date. Seller shall make reasonable effort to complete the Project in a timely manner but there is no guarantee that shipment and installation will occur on the proposed date. Seller, installer and Pella shall not be liable for any direct, indirect or consequential damage or loss caused by delay in shipment or delay in installation for any reason.

ARTICLE 7 - PROBLEMATIC SITE CONDITIONS. If Seller is aware of conditions that make installation difficult, inefficient, or otherwise compromise the performance of the Products, to include but not limited to: water infiltration, mold, damaged or rotted framing, structural members, termites, wiring, or plumbing that must be moved, construction defects, lead paint, or asbestos, Seller shall have no obligation under this agreement to repair such conditions, but Seller may notify Buyer(s) of such conditions and the Contract Price shall be amended for any cost increases resulting from such conditions. If, in Seller’s opinion, site conditions render performance hazardous or impracticable, it shall so notify Buyer(s) and the Contract may be terminated pursuant to Article 8 of this Contract. Seller may become aware of such conditions but is not responsible for discovering such conditions, determining the extent of such conditions, repairing such conditions or notifying Buyer(s) of such conditions.

ARTICLE 8 - SELLER’S TERMINATION. Seller, in its sole discretion, may terminate this Contract if the work is stopped for a period of thirty (30) consecutive days through no fault of Seller; or for conditions described in Article 7 above or if Buyer(s) defaults on any of its obligations contained in this Contract and does not cure said defaults within a reasonable period of time. In the event of such termination, Seller is entitled to recover from Buyer(s) such remedies as set forth under the cancellation provision (Article 3) contained in this Contract and any sums owed under the Contract, including the recovery of reasonable attorneys’ fees incurred in the exercise of Seller’s rights under this Contract.

ARTICLE 9 - WARRANTY AND LIMITATIONS. Seller warrants the installation services only as set forth in the Seller’s Installation Limited Warranty and Service Agreement, which is made a part of this Contract. The Seller’s Installation Limited Warranty and Service Agreement, is available from Seller upon request and may (but need not) be attached hereto or enclosed herewith. All product warranties for products manufactured by Pella or others are direct from Pella or others, respectively. Seller also agrees to service the Pella products purchased by Buyer(s) for an 8-year period starting from the date of the expiration of the Installation Limited Warranty pursuant to the conditions and limitations set forth in the Service Agreement, which is made a part of this Contract. Pella warrants its products only as set forth in Pella’s separate product limited warranties, which are made a part of this Contract. The product limited warranties for Pella products are available from Pella at www.pella.com/warranty, and may (but need not) be attached hereto or enclosed herewith. Other manufacturer warranties can be obtained directly from such manufacturer. Certain Pella products contain a factory finish. If the products purchased...
by Buyer(s) contain a factory finish, this finishing will be warranted as part of Pella’s Product Warranties. These warranties are available at www.pella.com/warranty. Seller’s or Pella’s stain and paint color samples are produced as accurately as possible; however, actual colors may vary from these samples and from batch to batch. Because wood is a natural product, each window or door will display its own personality with regard to variation in color, texture, and grain pattern. Natural wood variations include distinctive grain patterns or unusual shadings and color. Buyer(s) may have been shown stain and paint samples in the color of Buyer(s)’ choosing that show some, but not all, of the possible variations that can occur during the finishing process. Due to the nature of using natural products, Seller or Pella cannot be responsible for the actual degree of variation that occurs in Buyer(s)’ window or door purchase. If the Buyer(s) elects finishing by the Seller, Seller warrants the finishing only as set forth in the separate 2-Year Finishing Warranty. The 2-Year Finishing Warranty is available from Seller upon request and may (but need not) be attached hereto or enclosed herewith. Where applicable, all terms and limitations of the 2-Year Finishing Warranty are made a part of this Contract as if expressly set forth herein. If finishing is not selected from the Seller or from the factory, Buyer(s) is responsible for finishing. THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL SELLER OR PELLA OR ITS SUBSIDIARIES BE LIABLE FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES ARISING OUT OF OR RELATED TO THE PRODUCT OR WORK.

ARTICLE 10 - WAIVER OF SUBROGATION. Buyer(s) waives all rights to recover against Seller any losses covered by Buyer(s)’ property insurance and waives all rights of subrogation for losses to the extent covered by insurance.

ARTICLE 11 - LIMITATION OF SUITS. Any controversy or claim arising out of, or relating to, the sale and/or installation of Products must be commenced within one (1) year after the cause of action has accrued.

ARTICLE 12 - SUBCONTRACTORS. Seller may contract with subcontractors to perform some or all of the installation work. Buyer(s) authorizes Seller to utilize subcontractors for all or any portion of the work.

ARTICLE 13 - MISCELLANEOUS PROVISIONS. Seller offers this service and products, and Buyer(s) accepts them, subject to the foregoing conditions of sale and limitations of warranty and liability, which may be modified only by written contract signed by a duly authorized representative of Seller. This Contract contains the entire understanding of the parties concerning the subject matter hereof and supersedes all previous understandings relating thereto, whether oral or written. If any one or more of the provisions of this Contract shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions of the Contract shall not be affected. Buyer(s) may not assign this Contract, in whole or in part, without prior written consent of Seller. This Contract shall be governed by and construed in accordance with the laws of the state of Texas. Buyer(s) waives its right to a trial by jury on any claim or dispute between the parties.
Standards for Rehabilitation

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 the 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.
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.
HPC-19-17
400' Notification Map
Fence Installation — 1203 Belvin St

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: 8/7/2019
Applicant Information:
Applicant: Shannon Jordan
280 Harvest Ridge Way
Paso Robles, CA 93446

Property Owner/Manager: Same

Public Hearing Notice:
Mailed: August 23, 2019
Response: None as of report date.

Subject Property:
Location: 1203 Belvin Street
Historic District: Belvin Street
Description: Craftsman
Date Constructed: Ca. 1925 (My Historic SMTX)
Priority Level: Medium (My Historic SMTX)
Listed on NRHP: No
RTHL: No

Applicant Request:
To install a four foot tall wood fence in the front yard of the property and a six foot tall wood privacy fence in the side and rear yard of the property.

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.

Staff Comments:
The subject property is located on Belvin Street, near the intersection with Veramendi Street in the Belvin Street Historic District (“EXHIBIT A”). The Craftsman style home was evaluated in the recent My Historic SMTX with a medium preservation priority level and is considered contributing to the district (“EXHIBIT B”). Medium priority properties are those that could be contributing to an eligible National Register of Historic Places (NRHP) or local historic district. These resources may also have significant associations but are generally more common examples of types or styles or have experienced some alterations.
The property owner is proposing to install a four (4) foot tall wooden fence in the front yard and a six (6) foot tall privacy fence around the side and rear yards in order to enclose the property; no fences exist currently. The location of the fences are shown in the site plan submitted by the applicant, below:
The photos of the fence style proposed by the applicant, below, show wood, Craftsman style fences.

*Proposed Fence Style – Front Yard (4' tall)*

*Proposed Privacy Fence Style – Side and Rear Yard (6' tall)*

The site plan indicates that there will be a street entrance gate at the sidewalk to the house along with two side yard gates. The site plan also shows a rear gate which will allow access to the existing detached garage. The applicant has indicated to staff that a narrow side gate will be installed on the side closest to the alley as there is not much room between the curb and the side of the house; approximately eight (8) feet. Where the four (4) foot fence transitions to the
six (6) foot fence along the sides of the property, the applicant is planning a step-up similar to what is shown below:

*Proposed Transition between Fence Height*

![Proposed Transition between Fence Height](image)

The San Marcos Development Code allows for fences to be placed along front property lines if the fence is no taller than four feet with openings no more than 50% of the fence area. Staff has reviewed the fence request against the fence regulations in Chapter 7, Article 2, Division 6 of the San Marcos Development Code and the request appears to meet the regulations. The applicant is aware that a fence permit will need to be applied for and issued prior to installation.

The Historic Design Guidelines discuss the rhythm of the street which adds to the visual continuity for a neighborhood. In addition to the rhythm of the neighborhood, the Guidelines state that the front of each building, including the walls, porch alignment, and fences, aide in defining the wall of continuity. The Belvin Street Historic District boasts a variety of front yard fence styles. Staff finds the new location of the fence appears to meet the Guidelines’ recommendation of not obscuring the house. The Guidelines recommend considering the style of house and surroundings when thinking of a front yard fence. Staff finds the Craftsman style fence compatible with the home. Staff also finds the enclosure of the front yard does not appear to disturb the wall of continuity established along the streetscape of Belvin Street. The fence encloses the yard for the residents’ use without becoming “wall-like” and out of character with surrounding properties. The house adjacent to the property at 1207 Belvin Street also has a front yard fence. The Secretary of the Interior Standards (SOIS) for Rehabilitation recommend installing new additions 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. Staff finds the request consistent with this recommendation as it can be removed in the future without impairing the integrity of the property.

Staff finds that the request to install a wooden front yard fence and a privacy fence around the side and rear yard meets the regulations of the San Marcos Development Code and is consistent with the Historic Design Guidelines. 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. Page from the Survey Inventory Table from My Historic SMTX
C. Secretary of the Interior Standards for Rehabilitation
D. San Marcos Development Code Sections 2.5.5.4 and 4.5.2.1(I)
<table>
<thead>
<tr>
<th>Local Id# / Image</th>
<th>Address</th>
<th>Current Name/ Historic Name</th>
<th>Current Function/ Historic Function</th>
<th>Stylistic Influence/ Historical Context</th>
<th>Construction Date</th>
<th>Existing Designation</th>
<th>Eligibility</th>
<th>Priority</th>
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<td>1133</td>
<td>Domestic</td>
<td>Pueblo Revival</td>
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<td>ca. 1925</td>
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<td>RTHL</td>
<td>Individually: No</td>
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<tr>
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<td></td>
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<td>Tudor Revival</td>
<td></td>
<td>ca. 1935</td>
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<td>RTHL</td>
<td>Individually: No</td>
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<td></td>
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<td></td>
<td>Medium</td>
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<tr>
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<td>RTHL</td>
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<td>RTHL</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td>Low</td>
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</tbody>
</table>
Standards for Rehabilitation

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 the 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.
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.
At the August 1st Regular Meeting, the Chair requested a future item to discuss an amendment to Section 7(H) of the HPC Bylaws to remove the restriction for calling special meetings no more than once a quarter.

Section 7(H) reads as follows:

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 meeting 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.

Article 11 of the bylaws regulates amendments of bylaws. It reads as follows:

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

Should the Commission decide to remove the restriction for calling special meetings, staff will work with the City Clerk to place the proposed amendment on an agenda of the Council Audit and Finance Committee. A copy of the bylaws is attached.
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 on 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.

\[\text{Signature of Executive or Staff Liaison}\]
\[\text{Historic Preservation Officer or Planner (Title of Executive or Staff Liaison)}\]
At the August 1st Regular Meeting, Commissioner Perkins requested a future item to discuss the initiation of local landmarks, including items/properties identified as needing additional/future analysis in the My Historic SMTX historic resources survey.

While the City has seven local historic districts, the recent historic resources survey, My Historic SMTX, points out that there are very few individually designated local landmarks. Local landmark and district designation offers the greatest protection from demolition or inappropriate exterior alterations through a design review process. Prior to receiving building or demolition permits, a Certificate of Appropriateness (COA) must be obtained. The COA is reviewed by City staff and then presented for review by the Commission at a public hearing. The Commission may approve, deny, or include specific conditions in the COA, following the Secretary of the Interior's Standards for the Treatment of Historic Properties, the San Marcos Land Development Code and associated Historic Design Guidelines within the San Marcos Design Manual.

My Historic SMTX recommends the City approach the local landmark initiative process thematically and by priority of potential threat from demolition or development. While there are multiple themes recommended under Section IX.A.3 of the survey report, Staff recommends beginning a local landmark initiative with the "High Priority Resources with Current National Register of Historic Places (NRHP), Recorded Texas Historic Landmark (RTHL), or State Antiquities Landmark (SAL) Designations". Table 4 is included to help facilitate discussion and identifies high preservation priority resources located outside of existing historic districts. Of those resources listed 14 are listed with NRHP, RTHL, and/or OTHM designations. These resources have already been identified as significant for their architectural or historical associations. It is strongly recommended to work with property owners to undertake the local landmark initiative.

The resources survey evaluated numerous resources with medium preservation priority. Section IX.C.1 of the survey report explains the resources identified in Table 12 were recommended for further research as they may have significant historical associations to local communities, events or people. Three properties, located outside the survey area, identified through public comments and recommended for further study, are listed with either a NRHP or OTHM designation. Section IX.C.1 has been included to aid the Commission in the discussion.
It is important to note that Texas House Bill 2496 passed in May 2019 requires property owner consent to the designation as a local historic landmark. If the owner does not consent to the designation, a \( \frac{3}{4} \) vote is required by the Historic Preservation Commission, the Planning and Zoning Commission, and the City Council. Also, the owner may withdraw their consent at any point during the designation process.
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<th>Previous Designation</th>
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<td>738</td>
<td>Centre Street</td>
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<td>None</td>
<td>R24255</td>
<td>2</td>
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<tr>
<td>406</td>
<td>Harvey Street</td>
<td>Residence</td>
<td>None</td>
<td>R32191</td>
<td>1</td>
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<tr>
<td>524</td>
<td>Harvey Street</td>
<td>Residence</td>
<td>None</td>
<td>R34674</td>
<td>1</td>
</tr>
<tr>
<td>229</td>
<td>Knox Street</td>
<td>Residence</td>
<td>None</td>
<td>R46566</td>
<td>1</td>
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<td>211</td>
<td>Lee Street:</td>
<td>Southside School</td>
<td>RTHL/OTHM</td>
<td>R144072</td>
<td>1</td>
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<tr>
<td>408</td>
<td>McKie Street</td>
<td>Residence</td>
<td>None</td>
<td>R35358</td>
<td>1</td>
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<td>627</td>
<td>McKie Street</td>
<td>Residence</td>
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<td>R40039</td>
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<td>217</td>
<td>Moore Street</td>
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<td>None</td>
<td>R34689</td>
<td>1</td>
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<tr>
<td>119</td>
<td>N. Bishop Street</td>
<td>Residence</td>
<td>None</td>
<td>R24720</td>
<td>2</td>
</tr>
<tr>
<td>223</td>
<td>N. Bishop Street</td>
<td>Residence</td>
<td>None</td>
<td>R47365</td>
<td>2</td>
</tr>
<tr>
<td>104</td>
<td>N. CM Allen Parkway</td>
<td>Cock House and Merriman Cabin (Veramendi Park)</td>
<td>NRHP listed/Local Landmarks</td>
<td>RPARK2</td>
<td>1</td>
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<tr>
<td>219</td>
<td>N. Comanche Street</td>
<td>Former residence</td>
<td>None</td>
<td>R41600</td>
<td>1</td>
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<tr>
<td>401</td>
<td>N. Comanche Street</td>
<td>Goforth-Harris House</td>
<td>NRHP-listed</td>
<td>R53149</td>
<td>1</td>
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<tr>
<td>409</td>
<td>N. Comanche Street</td>
<td>Residence</td>
<td>None</td>
<td>R53150</td>
<td>1</td>
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<tr>
<td>428</td>
<td>N. Comanche Street</td>
<td>Residence</td>
<td>None</td>
<td>R27405</td>
<td>1</td>
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<td>434</td>
<td>N. Comanche Street</td>
<td>Residence</td>
<td>None</td>
<td>R27409</td>
<td>1</td>
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<td>510</td>
<td>N. Guadalupe Street</td>
<td>Christ Chapel at Texas State</td>
<td>None</td>
<td>R99564</td>
<td>1</td>
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<tr>
<td>122</td>
<td>N. Johnson Avenue</td>
<td>Residence</td>
<td>None</td>
<td>R23115</td>
<td>2</td>
</tr>
<tr>
<td>117</td>
<td>N. Mitchell Street</td>
<td>Residence</td>
<td>None</td>
<td>R23118</td>
<td>2</td>
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<tr>
<td>221</td>
<td>North Street</td>
<td>Residence</td>
<td>None</td>
<td>R34755</td>
<td>1</td>
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<tr>
<td>325</td>
<td>North Street</td>
<td>Residence</td>
<td>None</td>
<td>R34761</td>
<td>1</td>
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<tr>
<td>350</td>
<td>North Street</td>
<td>Former First Baptist Church (Sanctuary Lofts)</td>
<td>OTHM</td>
<td>R97834</td>
<td>1</td>
</tr>
<tr>
<td>419</td>
<td>North Street</td>
<td>Residence</td>
<td>None</td>
<td>R141054</td>
<td>1</td>
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<tr>
<td>115</td>
<td>Olive Street</td>
<td>Residence</td>
<td>None</td>
<td>R24735</td>
<td>2</td>
</tr>
<tr>
<td>1100</td>
<td>Patton Street</td>
<td>Cuauhtemoc Hall</td>
<td>OTHM</td>
<td>R46563/R46562</td>
<td>2</td>
</tr>
<tr>
<td>312</td>
<td>Porter Street (Joe Nicola Street)</td>
<td>San Marcos Milling Company</td>
<td>NRHP listed</td>
<td>R32218</td>
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<tr>
<td>Add. No.</td>
<td>Street Name</td>
<td>Resource Type/Description</td>
<td>Previous Designation</td>
<td>Local ID (CAD Property ID)</td>
<td>Phase</td>
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<tr>
<td>1000</td>
<td>Prospect Street</td>
<td>Wonder World Cave (Bevers Cave)</td>
<td>OTHM</td>
<td>R20632/R20633</td>
<td>2</td>
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<td>127</td>
<td>S. Bishop Street</td>
<td>Residence</td>
<td>None</td>
<td>R45657</td>
<td>2</td>
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<td>101</td>
<td>S. Edward Gary Street</td>
<td>Moore Grocery Company Building</td>
<td>NRHP listed</td>
<td>R41462</td>
<td>1</td>
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<tr>
<td>518</td>
<td>S. Guadalupe Street</td>
<td>Southside Community Center Residence</td>
<td>None</td>
<td>R42718</td>
<td>1</td>
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<td>132</td>
<td>S. Johnson Street</td>
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<td>R97837</td>
<td>2</td>
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<tr>
<td>318</td>
<td>S. Johnson Street</td>
<td>Residence</td>
<td>None</td>
<td>R27302</td>
<td>2</td>
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<tr>
<td>126</td>
<td>S. LBJ Drive</td>
<td>Commercial building</td>
<td>None</td>
<td>R41550</td>
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<tr>
<td>321</td>
<td>S. LBJ Drive</td>
<td>Second Empire-style residence</td>
<td>None</td>
<td>R32215</td>
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<td>404</td>
<td>S. LBJ Drive</td>
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<td>R35655</td>
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<td>708</td>
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<td>Residence</td>
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<td>R35397</td>
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<td>Residence</td>
<td>None</td>
<td>R43645</td>
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<td>119</td>
<td>S. Mitchell Street</td>
<td>Residence</td>
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<td>R27322</td>
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<td>120</td>
<td>S. Mitchell Street</td>
<td>Residence</td>
<td>None</td>
<td>R43646</td>
<td>2</td>
</tr>
<tr>
<td>122</td>
<td>Scott Street</td>
<td>Residence</td>
<td>None</td>
<td>R27373</td>
<td>1</td>
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<tr>
<td>734</td>
<td>Valley Street</td>
<td>ca. 1940s apartment complex</td>
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<td>R21983</td>
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<tr>
<td>120</td>
<td>W. Grove Street</td>
<td>Farmers Union Gin Company</td>
<td>NRHP listed/RTHL/OTHM</td>
<td>R11951</td>
<td>1</td>
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<tr>
<td>124–126</td>
<td>W. Hopkins Street</td>
<td>Simon Building (part of parcel with First United Methodist Church)</td>
<td>NRHP listed</td>
<td>R93798</td>
<td>1</td>
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<tr>
<td>225</td>
<td>W. Hopkins Street</td>
<td>Former Episcopalian Rectory</td>
<td>NRHP listed</td>
<td>R41575</td>
<td>1</td>
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<td>316</td>
<td>W. Hopkins Street</td>
<td>John Matthew Cape House</td>
<td>NRHP listed/RTHL/OTHM</td>
<td>R41598</td>
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<tr>
<td>322</td>
<td>W. Hopkins Street</td>
<td>Residence</td>
<td>None</td>
<td>R32197</td>
<td>1</td>
</tr>
<tr>
<td>323</td>
<td>W. Hopkins Street</td>
<td>Former residence</td>
<td>None</td>
<td>R32193</td>
<td>1</td>
</tr>
<tr>
<td>326</td>
<td>W. Hopkins Street</td>
<td>Residence/Crystal River Inn</td>
<td>None</td>
<td>R32200</td>
<td>1</td>
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<tr>
<td>129A</td>
<td>W. Hutchison Street</td>
<td>First United Methodist Church</td>
<td>NRHP listed/RTHL/OTHM</td>
<td>R93798</td>
<td>1</td>
</tr>
<tr>
<td>310</td>
<td>W. Hutchison Street</td>
<td>Calvary Chapel (mid-century building)</td>
<td>None</td>
<td>R41665</td>
<td>1</td>
</tr>
<tr>
<td>323</td>
<td>W. Hutchison Street</td>
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<td>R32198</td>
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<td>W. Hutchison Street</td>
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<td>R141046</td>
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<td>410</td>
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<td>First Presbyterian Church</td>
<td>OTHM</td>
<td>R34749</td>
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<tr>
<td>500</td>
<td>W. Hutchison Street</td>
<td>Lamar School</td>
<td>None</td>
<td>R143037</td>
<td>1</td>
</tr>
<tr>
<td>511</td>
<td>W. Hutchison Street</td>
<td>Residence</td>
<td>None</td>
<td>R34690</td>
<td>1</td>
</tr>
<tr>
<td>521</td>
<td>W. Hutchison Street</td>
<td>Residence</td>
<td>None</td>
<td>R34603</td>
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<tr>
<td>801A</td>
<td>W. MLK Drive</td>
<td>Dunbar School</td>
<td>Local Landmark</td>
<td>R159869</td>
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<td>1029</td>
<td>W. MLK Drive</td>
<td>Residence</td>
<td>None</td>
<td>R43648</td>
<td>2</td>
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<tr>
<td>1130</td>
<td>W. MLK Drive</td>
<td>Residence</td>
<td>None</td>
<td>R48331</td>
<td>2</td>
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<tr>
<td>119</td>
<td>W. San Antonio Street</td>
<td>Commercial</td>
<td>None</td>
<td>R41530</td>
<td>1</td>
</tr>
<tr>
<td>215A</td>
<td>W. San Antonio Street</td>
<td>Residence (now commercial use)</td>
<td>None</td>
<td>R41582</td>
<td>1</td>
</tr>
<tr>
<td>215B</td>
<td>W. San Antonio Street</td>
<td>Commercial building</td>
<td>None</td>
<td>R41582</td>
<td>1</td>
</tr>
<tr>
<td>411</td>
<td>W. San Antonio Street</td>
<td>Basil Dailey House</td>
<td>RTHL/OTHM</td>
<td>R38014</td>
<td>1</td>
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</table>

*Table 4. High Preservation Priority Resources – Outside Existing Historic Districts*
<table>
<thead>
<tr>
<th>Add. No.</th>
<th>Street Name</th>
<th>Resource Type/Description</th>
<th>Previous Designation</th>
<th>Local ID (CAD Property ID)</th>
<th>Phase</th>
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<tbody>
<tr>
<td>420</td>
<td>W. San Antonio Street</td>
<td>Residence</td>
<td>None</td>
<td>R32188</td>
<td>1</td>
</tr>
<tr>
<td>501–507</td>
<td>W. San Antonio Street</td>
<td>Residence</td>
<td>None</td>
<td>R24621</td>
<td>1</td>
</tr>
<tr>
<td>520</td>
<td>W. San Antonio Street</td>
<td>Residence</td>
<td>None</td>
<td>R34656</td>
<td>1</td>
</tr>
<tr>
<td>526</td>
<td>W. San Antonio Street</td>
<td>Residence</td>
<td>None</td>
<td>R34654</td>
<td>1</td>
</tr>
<tr>
<td>527</td>
<td>W. San Antonio Street</td>
<td>Residence</td>
<td>None</td>
<td>R24614</td>
<td>1</td>
</tr>
</tbody>
</table>
may benefit from the creation of an NCD to ensure that new development is in keeping with the overall character of the area. NCDs can encourage neighborhood pride of place and can help stabilize property values against gentrification and incompatible development. Neighborhood conservation district designation should take into consideration the relevance to the local community, and residents and property owners should be active participants in the process.

IX.B.2.b. Cultural Heritage Districts

Cultural heritage districts are designated by the Texas Commission on the Arts (TCA) to "harness the power of cultural resources to stimulate economic development and community revitalization." These districts, although largely honorary, can serve as economic development tools to attract businesses, artists, and cultural arts to areas by highlighting the history, culture, and identity of a particular community. Specifically for commercial areas within the Dunbar and East Guadalupe neighborhoods that are experiencing new development and loss of historic character, the designation of cultural districts could foster community pride and encourage new development and rehabilitation of existing resources in keeping with community values and cultural heritage. If pursued, cultural district designation should take into consideration the relevance to local residents and seek support, close involvement, and partnerships from the local community. Austin’s East End Cultural Heritage District is a successful example that celebrates and promotes local art, music, heritage, historic sites, and business and neighborhood development (http://www.eastendculturaldistrict.org/cms/)

IX.B.2.c. OTHMs and Interpretive Material

In addition to district or individual historic designation, commemorative markers such as OTHMs through the THC may be an appropriate mechanism for celebrating and sharing the history and significance of local communities and resources, especially those that have historically been underrepresented. Other educational materials such as local interpretive signage utilizing historic photographs, maps, and other images can help to convey the story of a community or particular site. Neighborhood banners or decorative street signs can also identify a particular community and foster a sense of pride and civic engagement. The City is encouraged to solicit input from neighborhood associations and local residents and business owners within the Dunbar, East Guadalupe, and Victory Gardens neighborhoods. Citizen stakeholder groups could be established to determine areas of greatest local interest and to fully recognize and represent the history and culture of these neighborhoods. Interpretive materials should also be created in Spanish within the East Guadalupe and Victory Gardens neighborhoods.

IX.C. Third Phase Recommendations

IX.C.1. Resources Meriting Further Study

Numerous resources were evaluated in the reconnaissance survey area as medium priority but may have significant historical associations to local communities, events, or people. The resources identified below in Table 12 are recommended for further research and may be eligible for individual historic designation based on historical significance. It is recommended that the City solicit assistance with this undertaking.

My Historic SMTX City of San Marcos Historic Resources Survey Report, San Marcos, Texas, Phases 1 and 2 – August 2019
from community members and volunteers who signed up to participate in the survey initiative during the
My Historic SMTX Historic Resources Survey public meetings.

<table>
<thead>
<tr>
<th>Address</th>
<th>Resource Type/Description</th>
<th>Local ID (CAD Property ID)</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>807 Alabama Street</td>
<td>Mana’s Restaurant</td>
<td>R47146</td>
<td>Local restaurant reportedly opened in 1962 and under same ownership since 1970s; determine significance to local community</td>
</tr>
<tr>
<td>816 Alabama Street</td>
<td>Residence</td>
<td>R47137</td>
<td>Determine if possible former military barrack</td>
</tr>
<tr>
<td>412 Armstrong Street</td>
<td>Residence</td>
<td>R46441</td>
<td>Determine if possible former military barrack</td>
</tr>
<tr>
<td>400 Browne Terrace</td>
<td>Mid-century residence</td>
<td>R35989</td>
<td>Determine historical significance</td>
</tr>
<tr>
<td>1005 Burleson Street</td>
<td>Residence</td>
<td>R20618</td>
<td>Unusual stonework; determine if significant historical associations</td>
</tr>
<tr>
<td>1010 Burleson Street</td>
<td>Residence and Barn</td>
<td>R20634</td>
<td>Need access to further evaluate; determine if significant historical associations</td>
</tr>
<tr>
<td>312 Camacho Street</td>
<td>Warehouse</td>
<td>R46426</td>
<td>Determine if significant historical associations</td>
</tr>
<tr>
<td>401 Centre Street</td>
<td>Antioch Church of our Lord Jesus Christ</td>
<td>R24692</td>
<td>Further determine significance of congregation to community; part of current #ReclaimDunbar SMTX, Texas State University</td>
</tr>
<tr>
<td>524 Centre Street</td>
<td>Jackson Chapel United Methodist Church</td>
<td>R154920</td>
<td>Within Dunbar Local Historic District; recommended for potential future designation in 1956 survey; determine significance of congregation to community; part of current #ReclaimDunbar SMTX, Texas State University</td>
</tr>
<tr>
<td>625 Centre Street</td>
<td>Pentecostal Temple Church of God in Christ</td>
<td>R24658</td>
<td>Determine historical significance to community; part of current #ReclaimDunbar SMTX, Texas State University</td>
</tr>
<tr>
<td>726 Centre Street</td>
<td>Greater Bethel Baptist Church</td>
<td>R21964</td>
<td>Determine historical significance to local community; part of current #ReclaimDunbar SMTX, TSU</td>
</tr>
<tr>
<td>114 E. Hutchison Street</td>
<td>Fire Station</td>
<td>R41618</td>
<td>Determine if significant architect</td>
</tr>
<tr>
<td>111A–B Eisenhower Street</td>
<td>La Victoria Grocery</td>
<td>R11853</td>
<td>Determine significance to local community</td>
</tr>
<tr>
<td>303 Ellis Street</td>
<td>Residence</td>
<td>R27037</td>
<td>Determine historical significance of reported former military mess hall (barrack)</td>
</tr>
<tr>
<td>Address</td>
<td>Resource Type/Description</td>
<td>Local ID (CAD Property ID)</td>
<td>Recommendation</td>
</tr>
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</tr>
<tr>
<td>310 Ellis Street</td>
<td>Residence</td>
<td>R29648</td>
<td>Further evaluate association with military as former barracks</td>
</tr>
<tr>
<td>714 Georgia Street</td>
<td>Residence</td>
<td>R42628</td>
<td>Determine if possible former military barrack</td>
</tr>
<tr>
<td>624 Hansen Street</td>
<td>Former Hill Store</td>
<td>R4035/</td>
<td>Current residence that neighbor stated was former Hill Store; determine historical association and significance</td>
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<tr>
<td>400 Hines Street</td>
<td>Gonzales Store (former)</td>
<td>R46556/R46557</td>
<td>Former Gonzales Store that opened in 1930s by local family; in business through ca. 1990s; determine significance to local community</td>
</tr>
<tr>
<td>508B Hines Street</td>
<td>Building (vacant)</td>
<td>R46535/R46536</td>
<td>Determine if possible former military barrack</td>
</tr>
<tr>
<td>11238 Jones Street</td>
<td>Building</td>
<td>R46550</td>
<td>Former mechanic/auto shop of local Rodriguez and Villapanos families; determine significance to local community</td>
</tr>
<tr>
<td>902 Kasch Street</td>
<td>Residence</td>
<td>R27394</td>
<td>Need access to further evaluate</td>
</tr>
<tr>
<td>702 Knox Street</td>
<td>La Nueva Jerusalem Church</td>
<td>R134667</td>
<td>Determine association and significance to local community</td>
</tr>
<tr>
<td>537 Lindsey Street</td>
<td>Residence</td>
<td>R34713</td>
<td>Owner noted original portion of house dates to ca. 1869; merits further research for historical association and significance</td>
</tr>
<tr>
<td>118 Love Street</td>
<td>Building</td>
<td>R35401</td>
<td>Determine if significant historical associations and former use (residential or other)</td>
</tr>
<tr>
<td>823 Midway Street</td>
<td>Residence</td>
<td>R29705</td>
<td>Determine history of property; per owner, house was originally a dogtrot with an open central passage</td>
</tr>
<tr>
<td>320 N. Fredericksburg Street</td>
<td>Bank Drive-Thru (and former drive-thru)</td>
<td>R43609</td>
<td>Determine if significant historical association</td>
</tr>
<tr>
<td>211 Porter Street (233 Callahan Alley)</td>
<td>Residence</td>
<td>R38163</td>
<td>Determine if significant historical associations; one of oldest extant residences within the area</td>
</tr>
<tr>
<td>715 Rogers Street</td>
<td>Residence (vacant)</td>
<td>R27354</td>
<td>Determine if significant historical associations</td>
</tr>
<tr>
<td>401 Roosevelt Street</td>
<td>Residence</td>
<td>R46451</td>
<td>Determine if possible former military barrack</td>
</tr>
<tr>
<td>S. C M Allen Parkway</td>
<td>Pavilion</td>
<td>R141268</td>
<td>Determine if historically associated with development of railroad</td>
</tr>
</tbody>
</table>

*My Historic SMTX City of San Marcos Historic Resources Survey Report, San Marcos, Texas, Phases 1 and 2 – August 2019*
<table>
<thead>
<tr>
<th>Address</th>
<th>Resource Type/Description</th>
<th>Local ID (CAD Property ID)</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>118 ½ S. Edward Gary Street</td>
<td>Industrial building near railroad</td>
<td>R41505/ R131959</td>
<td>Determine if significant historical associations to railroad or local industry [see R131959 below]</td>
</tr>
<tr>
<td>118 ½ S. Edward Gary Street</td>
<td>Former store/commercial building</td>
<td>R131959/ R141268</td>
<td>Determine if historical association with commerce/railroad</td>
</tr>
<tr>
<td>S. Guadalupe Street at Purgatory Creek</td>
<td>Bridge</td>
<td>RBRIDGE1</td>
<td>Determine if significant historical associations</td>
</tr>
<tr>
<td>S. Guadalupe Street at Willow Springs Creek</td>
<td>Bridge</td>
<td>RBRIDGE2</td>
<td>Determine if significant historical associations</td>
</tr>
<tr>
<td>338 S. Guadalupe Street</td>
<td>Building</td>
<td>R26140</td>
<td>Architecturally significant; determine if significant associations with community</td>
</tr>
<tr>
<td>1300 S. IH 35</td>
<td>Commercial</td>
<td>R140983</td>
<td>Reportedly the site of a former local furniture store where residents could purchase on credit; determine association and significance to community</td>
</tr>
<tr>
<td>1400 S IH 35</td>
<td>Walter Smith Furniture Company (former)</td>
<td>R47188</td>
<td>Determine extent of association with former first Hispanic mayor of San Marcos, per public comment provided</td>
</tr>
<tr>
<td>618 S. LBJ Drive</td>
<td>Residence</td>
<td>R35385</td>
<td></td>
</tr>
<tr>
<td>701 S. LBJ Drive</td>
<td>Chapultepec Homes</td>
<td>No CAD ID</td>
<td>Determine historical significance of public housing in San Marcos</td>
</tr>
<tr>
<td>415–421 S. Mitchell Street</td>
<td>American GI Forum</td>
<td>R27328</td>
<td>Further research on San Marcos Chapter of American GI Forum (third chapter in nation); further evaluate association with Mexican-American community and public/veteran housing</td>
</tr>
<tr>
<td>408 Valley Street</td>
<td>Possible Folk Victorian-style residence</td>
<td>R133202</td>
<td>Large setback with dense landscaping limited visibility but appears to be one of oldest remaining homes in the area</td>
</tr>
<tr>
<td>715 Valley Street</td>
<td>Willie Mae Mitchell Community Center</td>
<td>R60284</td>
<td>Reportedly part of the former Dunbar School; determine association and significance</td>
</tr>
<tr>
<td>335 Veramendi Street</td>
<td>Residence</td>
<td>R143330</td>
<td>Need access to further evaluate (large setback, difficult to see)</td>
</tr>
<tr>
<td>1117 W. Hopkins Street</td>
<td>Residence</td>
<td>R35113</td>
<td>Unusual stone cladding; determine if significant historical associations with builder</td>
</tr>
</tbody>
</table>
### Table 12. Medium Preservation Priority Resources Meriting Further Study

<table>
<thead>
<tr>
<th>Address</th>
<th>Resource Type/Description</th>
<th>Local ID (CAD Property ID)</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1231–1235 W. MLK Drive</td>
<td>Porter Homes</td>
<td>No CAD ID</td>
<td>Determine historical significance of public housing in San Marcos</td>
</tr>
<tr>
<td>1239 W. MLK Drive</td>
<td>Residence</td>
<td>R11792</td>
<td>Need access to further evaluate</td>
</tr>
</tbody>
</table>

In addition to those resources noted above within the current reconnaissance survey area, a small number of resources outside the survey area were identified through public comments and are recommended for further research to determine historical significance and potential NRHP and/or local landmark eligibility. These resources include the following:

- Former Bismark filling station – 1521 Post Road
- Two-story residence on Post Road (slightly southwest of Uhland Road intersection) – believed to have been built by the railroad as a switch operator’s home
- Spring Oak Farm (includes OTHM for Sink Springs) – Spring Road
- Belcher-Cahill Lime Kiln/Old Lime Kiln (NRHP listed and OTHM) – Lime Kiln Road
- Burleson-Knispel House/Major Edward Burleson Home (NRHP listed) – Lime Kiln Road
- Former Aquarena Springs and Meadows Center complex
- Dams and associated mill/irrigation features along San Marcos River
- Rio Vista – includes WWII-era houses built for officer families and soldier housing

### IX.C.2. Continuation of Survey Efforts

The My SMTX Historic Resources Survey Phases 1 and 2 encompasses a large portion of central San Marcos, including downtown and several adjacent neighborhoods and existing local historic districts. The survey area includes the commercial core of the city and residential development spanning numerous decades from the mid-nineteenth to the late-twentieth centuries. It is recommended that the current survey area be reevaluated every 10 years to document the loss of resources, extent of alterations, and to include the evaluation of previously un-inventoryed resources outside the current historic-age cut-off date.

As a result of the information collected and analysis performed on the six neighborhoods within the windshield survey project area, one is rated as a high preservation priority and three are rated as medium preservation priority. Those four neighborhoods are recommended for further research and field survey to fully evaluate their potential as local or NRHP-eligible historic districts (see Table 13 below). Additional information and representative field photos are included in Appendix D Windshield Survey Photos.

In addition to the areas identified for potential survey within the Windshield Survey area, it is recommended that future survey initiatives include the evaluation of all historic-age resources located...
## Historic Preservation Officer Position Analysis

<table>
<thead>
<tr>
<th>City</th>
<th>Position</th>
<th>Department</th>
<th>HPO Reports to...</th>
<th>Percentage of Time Spent on Historic Preservation</th>
<th># of Local Historic Districts and Landmarks</th>
<th>Use of External Consultants</th>
<th>Background of HPO</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Marcos</td>
<td>Historic Preservation Officer and Planner</td>
<td>Planning &amp; Development Services</td>
<td>Planning Manager</td>
<td>90% = historic preservation (e.g. COAs, survey, research)</td>
<td>7 – Historic Districts 8 – Local Landmarks</td>
<td>Yes – for specific projects like historic resources survey Utilize CLG listserv and contacts at THC</td>
<td>Masters – Applied Geography (Resource and Environmental Studies)</td>
</tr>
<tr>
<td>Fredericksburg</td>
<td>Historic Preservation Officer</td>
<td>Development Services</td>
<td>Director of Development Services</td>
<td>80% = historic preservation 20% = other development related applications (entry corridor design issues, some zoning, some annexation)</td>
<td>1 – Historic District; recently expanded to include about 800 properties 117 – Local Landmarks; about 50 of these are located in recently expanded district</td>
<td>Yes – for specific projects like historic resources survey</td>
<td>Masters – Community and Regional Planning with certificate in historic preservation</td>
</tr>
<tr>
<td>Georgetown</td>
<td>Historic &amp; Downtown Planner (currently this position is vacant)</td>
<td>Planning</td>
<td>Long Range Planning Manager</td>
<td>100% – position reviews development related applications within historic districts (i.e. site plans, zoning requests, and subdivisions) along with COAs</td>
<td>2 – Historic Districts</td>
<td>Yes – for specific projects like historic resources survey and design guidelines update</td>
<td>Small budget allotted for “on-call” consultants</td>
</tr>
<tr>
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</tr>
<tr>
<td>San Antonio</td>
<td>Historic Preservation Officer (Director)</td>
<td>Office of Historic Preservation</td>
<td>Assistant City Manager</td>
<td>100% - promotes preservation through the creation of local historic districts and local individual landmarks; oversees a design review process for exterior alterations public properties, and public art; coordinate with other City departments to comply with required environmental review processes</td>
<td>31 – Historic Districts</td>
<td>Over 2,000 – Local Landmarks</td>
<td>N/A</td>
</tr>
</tbody>
</table>