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 August 28, 2019 Special meeting and the September 5, 2019 Regular meeting minutes.

PUBLIC HEARINGS

2. 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.

3. HPC-19-18 (702 Maury Street) Hold a public hearing and consider a request for a Certificate of Appropriateness by David and Linda Huff to allow the remodel and extension of the front porch of the property located at 702 Maury Street.

4. HPC-19-19 (916 West Hopkins Street) Hold a public hearing and consider a request for a Certificate of Appropriateness by Marjorie and Corey Costello to allow the installation of 13 weathering steel box planters in the front yard of the property located at 916 West Hopkins Street.
**DISCUSSION ITEMS**

5. Hold discussion on sustainability guidelines for historic properties, and provide direction to staff.

6. Update and discussion from staff on local tax incentives for historic properties, and provide direction to staff.

7. Update and discussion from staff on local landmarking initiative and provide direction to staff.

**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 abrace@sanmarcostx.gov.
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, August 28, 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 Arlinghaus, and Commissioner Perkins

III. 30 Minute Citizen Comment Period:

No one spoke.

DISCUSSION ITEMS

1. Review and possible consideration of a recommendation to City Council on a draft ordinance to amend the San Marcos Development Code to include a demolition review process for historic-age resources.

Staff presented the proposed draft demolition review ordinance for historic-age resources. Discussion by the Commission regarding holding the demolition permit for the full 90-days if the area for demolition was found to not be historically significant ensued. Discussion regarding other amendments and fees also took place.

A motion was made by Commissioner Spell, seconded by Commissioner Arlinghaus to approve the draft demolition review for historic-age resources with the following amendments to the ordinance:

1. Amend Section C.1. to read: “the demolition of a building, part thereof or addition thereto, within a local historic district or that is a local historic landmark and for which a certificate of appropriateness for demolition is required; or” instead of “the demolition of a building, part thereof or addition thereto, within a local historic district or that is a local historic landmark and for which an application for a certificate of appropriateness for demolition has been duly filed for consideration by the Historic Preservation Commission; or”;

2. Amend Section 2.7.4.3(B)(1) to explicitly state the process for a Neighborhood Presentation Meeting and make sure the timeline matches with the timeline for a Historic Preservation Commission Meeting; and
3. Spell out CONA in Section 2.7.4.3(B)(2)(g).

The motion carried by the following vote:

**For:** 5 – Commissioner Spell, Commissioner Dake, Commissioner Holder, Commissioner Perkins, and Commissioner Arlinghaus

**Against:** 0

**Recused:** 0

Staff explained that the proposed text amendment would go to the Planning and Zoning Commission for public hearing and recommendation on September 10, 2019.

**FUTURE AGENDA ITEMS**

There were none.

**Questions and Answer Session with Press and Public.**

Patrice Greer, no address given, had a question regarding the neighborhood presentation meeting process that the Commission recommended be included in the proposed draft demolition review ordinance. Staff explained the process.

**THERE BEING NO FURTHER BUSINESS, CHAIR SPELL DECLARED THE MEETING ADJOURNED AT 7:09 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 6:17 p.m. on Thursday, September 5, 2019 in the City Council Chambers, City Hall, 630 East Hopkins Street, San Marcos, Texas.

II. Roll Call

Present 5 – Commissioner Spell, Commissioner Dake (in late at 6:25 PM), Commissioner Holder, Commissioner Perkins, and Commissioner Arlinghaus

Absent 1 – Commissioner Behnke

III. 30 Minute Citizen Comment Period:

Cathy Dillon, 1000 Burleson Street, stated that she was interested in the local historic landmark designation process. She stated that she and her husband were getting ready to retire from managing the Crystal River Inn and she was concerned that it would be bought and demolished. She said that she was interested in the protection that a local historic landmark designation could offer.

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.

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

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

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.

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.

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.

Chris Seacrest, 719 West San Antonio Street, stated that he was in favor of the request and thanked the property owner for taking on a property that no one seemed to want.

There were no other speakers. Chair Spell closed the public hearing.

A motion was made by Commissioner Dake, seconded by Commissioner Arlinghaus to approve extending the front porch and installing a period correct porch railing as submitted as the request met the criteria 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 Arlinghaus
   Against:  0
   Recused:  1 – Commissioner Perkins

A motion was made by Commissioner Arlinghaus, seconded by Commissioner Dake to approve replacing the front door and side door with the condition that the original wood door frame and stained glass transom remains on the front door. The motion carried by the following vote:

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

A motion was made by Commissioner Arlinghaus, seconded by Commissioner Dake to approve replacing the skirting with a wooden framed lattice skirting with brick details as submitted as the request met the criteria 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 Arlinghaus
   Against:  0
   Recused:  1 – Commissioner Perkins
A motion was made by Commissioner Arlinghaus, seconded by Commissioner Dake to approve extending the concrete front porch steps and replacing the concrete pathway leading up to the front porch from the sidewalk with a brick pathway as submitted as the request met the criteria 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 Arlinghaus
Against:  0
Recused:  1 – Commissioner Perkins

A motion was made by Commissioner Arlinghaus, seconded by Commissioner Dake to approve replacing the exterior lighting with period correct lighting as submitted as the request met the criteria 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 Arlinghaus
Against:  0
Recused:  1 – Commissioner Perkins

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.

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. 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 as submitted as the request met the criteria 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 Holder, Commissioner Perkins, and Commissioner Arlinghaus
Against:  0
Abstain:  1 – Commissioner Dake (arrived late to the meeting)

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.
Commissioner Dake announced that she would have to recuse herself to avoid the appearance of impropriety.

Alison Brake gave a presentation outlining the request. She concluded that Staff found the request did not meet the criteria of the Historic Design Guidelines nor the San Marcos Development Code and recommended 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.

Staff gave the Commission the following conditions should the Commission be inclined to approve the request:
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.

A motion was made by Commissioner Perkins, seconded by Commissioner Holder to approve the request with staff recommendations.

Discussion ensued.

Commissioner Perkins amended his previous motion and moved to postpone the request to the October 3, 2019 Regular Meeting in order to obtain more information on the divided light windows located along the side and rear of the property. The motion was seconded by Commissioner Arlinghaus. The motion carried by the following vote:

For: 3 – Commissioner Spell, Commissioner Perkins, and Commissioner Arlinghaus

Against: 1 – Commissioner Holder

Recused: 1 – Commissioner Dake (to avoid the appearance of impropriety)

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.

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.

Clark Gray, address not given, stated he was there as the property owner’s representative and made himself available for questions.
Carol Frank, 1207 Belvin Street, stated that she was concerned that the new fence would make her driveway feel like a tunnel.

There were no other speakers. Chair Spell closed the public hearing.

A motion was made by Commissioner Arlinghaus, seconded by Commissioner Holder be approved.

Discussion ensued.

Commissioner Perkins moved to amend the main motion to include the condition that the side yard fence between the subject property and 1207 Belvin Street is located on the inside of the property line, north of the existing tree and landscaping.

Chair Spell called for a vote on the main motion with the amendment to include the condition that the side yard fence between the subject property and 1207 Belvin Street is located on the inside of the property line, north of the existing tree and landscaping. The motion carried by the following vote:

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

Against: 0

Abstain: 0 – Commissioner Holder

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.

The Commission provided direction to staff to remove the following language from Section 7(H):

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.

Staff stated they would work with the City Clerk to get the proposed amendment on the Council Audit and Finance Committee’s agenda.

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.

Staff recommended proactively reaching out to the property owners of the properties listed in My Historic SMTX that already have some type of designation: National Register of Historic Places (NRHP), Recorded Texas Historic Landmark (RTHL), or Official Texas Historic Marker (OTHM).
The Commission gave direction to Staff to draft a notice to those property owners that explained the survey findings, encouraging interested property owners to reach out to the City if they wanted to participate in the designation process.

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

Staff explained to the Commission that Certificates of Appropriateness (COAs) were tracked through the permit software, My Permit Now. Staff also explained that building plans are inspected by City Building Inspectors. Shannon Mattingly, Planning & Development Services Director, stated that Staff would work closely with them to ensure what was approved by HPC is what is constructed.

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

Commissioner Spell and Commissioner Perkins were nominated to the subcommittee. Commissioner Spell stated that he wanted to chair the subcommittee and explained that if the new Commissioner wished to be on the subcommittee they could add people to it as they needed. Staff explained how subcommittees at the Council level worked.

**FUTURE AGENDA ITEMS**

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

1. Commissioner Holder requested a future discussion item to discuss the sustainability guidelines.
2. Commissioner Perkins requested a future discussion item to discuss local tax incentives.

**Questions and Answer Session with Press and Public.**

There were none.

**THERE BEING NO FURTHER BUSINESS, CHAIR SPELL DECLARED THE MEETING ADJOURNED AT 8:45 P.M.**

Griffin Spell, Chair

**ATTEST:**

Alison Brake, Historic Preservation Officer and Planner
HPC-19-16
400' Notification Map
Window Replacement — 1003 W Hopkins 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: 9/18/2019
Applicant Information:
Applicant: Kathryn Kovaric
1003 West Hopkins Street
San Marcos, TX 78666

Property Owner/Manager: Same

Public Hearing Notice:
Mailed: September 20, 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:
10.3.19 Update
At the September 5th Regular Meeting, the Commission postponed action on this request in order for staff to obtain more information on the side addition of the home; there was much discussion on the divided light windows located on the rear portion of the home. The historic resources survey inventory form from My Historic SMTX states that the addition is of historic age. The applicant states it was a porch that was enclosed at some point in the property’s history. Following the meeting, staff spoke to Elizabeth Porterfield, Hicks & Company, Project Manager on My Historic SMTX, regarding an estimated date of construction of the addition. She could not say with certainty when exactly the side addition was added or the rear porch enclosed but did say that the side addition is evident on the 1930 Sanborn Map (shown below). Based on the cladding material and wood windows, she estimated it was added in the 1920s. She further
stated that from the footprint on the 1930 Sanborn, it also appears that the rear porch was enclosed by that time; open porches are indicated by dashed lines.

At the previous meeting, the applicant provided the Commission with a pricing sheet from a window restoration professional located in Austin ("EXHIBIT G"). According to that sheet, the cost to restore the sashes and jambs is roughly $1,890.00 per window; there are approximately 12 windows to restore.

The applicant has a quote from Pella to replace the windows. Because of this, staff researched divided light window options offered by the company and they do offer many window grille types for windows and doors. Staff spoke with the applicant regarding the wood Integral Light Technology® (ILT) Grilles, especially the Architect Series® Traditional, offered by Pella ("EXHIBIT H"). According to the website, these grilles are permanently bonded to the inside and outside of the window glass and a nonglare foam spacer is located in between the grilles and the glass. This casts a shadow much like individual windowpanes would. The website also states that the best use of the ILT Grille is when “you want to be authentic to your home’s traditional or historic design.” The applicant would prefer to replace the divided light windows with double hung windows to match the others she is proposing to replace. While the Historic Design Guidelines discourage the use of imitation dividers or “snap-in” muntins that truly do not divide and hold pieces of glass, staff finds the use of this type of grille the best alternative to maintaining the character defining feature of the divided light windows. Staff was unable to get pricing on this product.

Staff also spoke to the applicant about installing simple wood window screens to help soften the look of the new windows. The applicant stated that she would be willing to install window screens if the windows were replaced. She explained that they would be simple screens, much like the ones installed on the windows at the house adjacent to hers at 1011 West Hopkins. Wood window screens are very common in all of the historic districts.

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 recommends restoring and repairing the windows as laid out in the Historic Design Guidelines and the Secretary of Interior Standards.

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 utilizing the wood Integral Light Technology® Grilles by Pella or something similar if the applicant can find a cheaper alternative. Any alternative shall be reviewed by staff for consistency with the following:
   a. The grille used is permanently bonded to both the inside and outside of the window glass and creates a similar divided light effect as what currently exists.

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. Pricing Sheet from Barron Restorations (Austin)
H. Information from Pella Website on Grilles
I. San Marcos Development Code Sections 2.5.5.4 and 4.5.2.1(I)

9.5.19 Original Staff Report
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(l)(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:**

4. 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;
5. Wooden window screens are installed to help soften the look of the new windows; and
6. 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(I)
**TEXAS HISTORICAL COMMISSION**

**Historic Resources Survey Form**

**Project #:** 00046  
**County:** Hays  
**Address No:** 1003  
**Street Name:** W Hopkins St  
**Local Id:** R23114  
**City:** SAN MARCOS  
**Block:** 2

**SECTION 1**

**Basic Inventory Information**

**Current Name:**  
**Historic Name:**

**Owner Information**  
**Name:** KOVARIC KATHRYN A  
**Address:** 1003 W HOPKINS  
**City:** SAN MARCOS  
**State:** TX  
**Zip:** 78666

**Geographic Location**  
**Latitude:** 29.876917  
**Longitude:** -97.951468  
**Parcel Id:**

**Legal Description (Lot/Block):** J M CAPE

**Addition/Subdivision:**

**Property Type:** Building  
**Listed NR District Name:** Hopkins Street Local Historic District

**Current Designations:**  
- □ NR District  
- □ NHL  
- □ SR  
- □ RTHL  
- □ OTHM  
- □ HTC  
- □ SAL  
- ✔ Local  
- □ Other  
- **Is property contributing?** ✔

**Architect:**

**ConSTRUCTION Date:** ca. 1910  
**Builder:**

**Source:** Field survey

**Recorded By:** Elizabeth Porterfield/Hicks & Company  
**Date Recorded:** 2/1/2019

**Function**

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

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**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:**

---
**TEXAS HISTORICAL COMMISSION**

**Historic Resources Survey Form**

| Project #: | 00046 |
| County:    | Hays  |
| Address No: | 1003  |
| Street Name: | W Hopkins St |
| City:      | SAN MARCOS |
| Block:     | 2      |

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

**Structural Details**

<table>
<thead>
<tr>
<th>Roof Form</th>
<th>Plan</th>
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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>
</tr>
</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>
<tr>
<td></td>
<td>SUPPORT Box columns</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Windows</th>
<th>Landscape Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood, Double hung, Small viny windows in front dormer</td>
<td>Wood rail fence at rear yard</td>
</tr>
</tbody>
</table>

**Doors (Primary Entrance)**
Single (original), With Sidelights, With Transom

**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 example of early 20t-cent style/type; reflects early 20th-cent 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?:** Yes

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

**Priority**
High

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

**Other Information**

- Is prior documentation available for this resource? Yes
- **Type:** □ HABS ☑ Survey □ Other

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

<table>
<thead>
<tr>
<th>Kathryn Kovaric</th>
</tr>
</thead>
<tbody>
<tr>
<td>1003 W Hopkins St</td>
</tr>
<tr>
<td>SAN MARCOS, TX 78666-4210</td>
</tr>
<tr>
<td>Primary Phone: (512) 804-8129</td>
</tr>
<tr>
<td>Mobile Phone:</td>
</tr>
<tr>
<td>Fax Number:</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:kathryn@clcrockerlaw.com">kathryn@clcrockerlaw.com</a></td>
</tr>
<tr>
<td>Great Plains #:</td>
</tr>
<tr>
<td>Customer Number: 1009253545</td>
</tr>
<tr>
<td>Customer Account: 1005338269</td>
</tr>
</tbody>
</table>

### Project/Delivery Address

<table>
<thead>
<tr>
<th>Kovaric, Kathryn, 2353048</th>
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<tbody>
<tr>
<td>1003 W Hopkins St</td>
</tr>
<tr>
<td>Lot #</td>
</tr>
<tr>
<td>San Marcos, TX 78666-4210</td>
</tr>
<tr>
<td>County:</td>
</tr>
</tbody>
</table>

### Order Information

<table>
<thead>
<tr>
<th>Quote Name: July 2019 window job</th>
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</thead>
<tbody>
<tr>
<td>Order Number: 714</td>
</tr>
<tr>
<td>Quote Number: 11669692</td>
</tr>
<tr>
<td>Order Type: Installed Sales</td>
</tr>
<tr>
<td>Payment Terms: Deposit/C.O.D.</td>
</tr>
<tr>
<td>Tax Code: AUSSC</td>
</tr>
<tr>
<td>Quoted Date: 8/2/2019</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 aspectic purposes.

This includes labor, material, clean up, and haul off of all old windows removed from house.
Impervia, Direct Set Fixed Frame Rectangle, 38 X 88, White

1: 3888 Fixed Frame Direct Set
Frame Size: 38" X 88"
General Information: Standard, Duracast® Block, 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 0.26, SHGC 0.24, VLT 0.56, CPD PEL-N-127-02342-00001, Performance Class CW, PG 50, Calculated Positive DP Rating 50, Calculated Negative DP Rating 60, TDI WIN-1594, Year Rated 08
Grille: No Grille.

Impervia, Double Hung, 38 X 71, White

1: Non-Standard Size Non-Standard Size Double Hung, Equal
Frame Size: 38" X 71"
General Information: Standard, Duracast® Block, 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
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-126-00675-00001, Performance Class LC, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, TDI WIN-684, Year Rated 08, Egress Meets Typical 5.7 sqft (E) (United States Only)
Grille: No Grille.

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com
### Support Product, Direct Set Fixed Frame, 38 X 88, White

- **Frame Size:** 38 X 88
- **Exterior Color / Finish:** Painted, Standard Enduraclad, White
- **Interior Color / Finish:** Prefinished White Paint Interior
- **Glass:** Insulated Dual Low-E SunDefence™ Low-E Insulating Glass Argon Non High Altitude
- **Performance Information:** U-Factor 0.27, SHGC 0.24, VLT 0.56, CPD PEL-N-19-02795-00001, Performance Class CW, PG 40, Calculated Positive DP Rating 40, TDI WIN-174, Year Rated 08/11
- **Grille:** No Grille.

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

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

- **Frame Size:** 62 X 83
- **Exterior 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:** 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", 1 3/4", Pella Recommended Clearance, Perimeter Length = 290".

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

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com
### Impervia, Direct Set Fixed Frame Rectangle

**Attributes**

<table>
<thead>
<tr>
<th>Line #</th>
<th>Location</th>
<th>PK #</th>
<th>General Information</th>
<th>Exterior Color / Finish</th>
<th>Interior Color / Finish</th>
<th>Glass</th>
<th>Performance Information</th>
<th>Grille</th>
<th>Wrapping Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>Living Front*</td>
<td>2041</td>
<td>Standard, Duracast®, Block, Foam Insulated, 3&quot;, 1 11/16&quot;</td>
<td>White</td>
<td>White</td>
<td>Insulated Low-E SunDefense™ Low-E Insulating Glass Argon Non High Altitude</td>
<td>U-Factor 0.26, SHGC 0.24, VLT 0.58, CPD PEL-N-127-02342-00001</td>
<td>No Grille</td>
<td>Frame Expander Kit, Frame Expander Kit, Frame Expander Kit, Factory Supplied, Shipped Separate, 1 3/4&quot;, 1 3/4&quot;, 1 3/4&quot;, Pella Recommended Clearance, Perimeter Length = 290&quot;</td>
</tr>
</tbody>
</table>

**Frame Size:** 62" X 83. White

**Quantity:** 1

---

### Pella 250 Series, Direct Set Fixed Frame

**Attributes**

<table>
<thead>
<tr>
<th>Line #</th>
<th>Location</th>
<th>PK #</th>
<th>General Information</th>
<th>Exterior Color / Finish</th>
<th>Interior Color / Finish</th>
<th>Glass</th>
<th>Performance Information</th>
<th>Grille</th>
<th>Wrapping Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Living side</td>
<td>2041</td>
<td>Standard, Vinyl, Block, No Foam Insulated, 3 1/4&quot;, 3 1/4&quot;, Sill Adapter Included, Head Expander Included</td>
<td>White</td>
<td>White</td>
<td>Insulated Dual Tempered Low-E SunDefense™ Low-E Insulating Glass Argon Non High Altitude</td>
<td>U-Factor 0.27, SHGC 0.24, VLT 0.54, CPD PEL-N-209-00057-00001, Performance Class CW, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, TDI VIN-1956, Year Rated 08/11</td>
<td>No Grille</td>
<td>Pella Recommended Clearance, Perimeter Length = 252&quot;</td>
</tr>
</tbody>
</table>

**Frame Size:** 38" X 88

**Quantity:** 2
### Pella 250 Series, Direct Set Fixed Frame, 24 X 71, White

<table>
<thead>
<tr>
<th>Line #</th>
<th>Location</th>
<th>Attributes</th>
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</thead>
<tbody>
<tr>
<td>60</td>
<td>Dining</td>
<td><strong>Qty</strong>: 3</td>
</tr>
</tbody>
</table>

- **PK #**: 2041
- **Viewed From Exterior**
- **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 0.26, SHGC 0.23, VLT 0.55, CPD PEL-N-209-00050-00004, Performance Class CW, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, TDI WIN-1656, Year Rated 08/11
- **Grille**: No Grille
- **Wrapping Information**: Pella Recommended Clearance, Perimeter Length = 190".

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

<table>
<thead>
<tr>
<th>Line #</th>
<th>Location</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
<td>BR3</td>
<td><strong>Qty</strong>: 1</td>
</tr>
</tbody>
</table>

- **PK #**: 2041
- **Viewed From Exterior**
- **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-211-00088-00001, 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**

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 0.55, CPD PEL-N-203-00050-00004, Performance Class CW, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, TDI WIN-1649, Year Rated 08/11
- **Grille:** No Grille.
- **Wrapping Information:** Pella Recommended Clearance, Perimeter Length = 218".

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

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**Impervia, 2-Wide Single Hung, 72.5 X 72, White**

1: Non-Standard Size Non-Standard Size Single Hung, Equal
- **Frame Size:** 38 X 72
- **General Information:** Standard, Duracast®, Block, 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
- **Hardware Options:** Cam-Action Lock, Oil Rubbed Bronze
- **Screen:** Half Screen, InView™
- **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 sqft (E) (United States Only)
- **Grille:** No Grille.
- **Vertical Mull 1:** Factory Mull, 1/2" Reinforcing Mullion, Frame To Frame Width- 0.5", Mull Design Pressure- 20

2: Non-Standard Size Non-Standard Size Single Hung, Equal
- **Frame Size:** 36 X 72
- **General Information:** Standard, Duracast®, Block, 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
- **Hardware Options:** Cam-Action Lock, Oil Rubbed Bronze
- **Screen:** Half Screen, InView™
- **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 sqft (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", Pella Recommended Clearance, Perimeter Length = 289".

**Frame Size: 72.5" X 72"**

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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
<table>
<thead>
<tr>
<th>Line #</th>
<th>Location</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>Bathroom-side**</td>
<td><strong>Impervia, Direct Set Fixed Frame Rectangle, 38 X 71, White</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Frame Size:</strong> 38&quot; X 71&quot;&lt;br&gt;&lt;br&gt;<strong>General Information:</strong> Standard, Duracast®, Block, No Foam Insulated, 3&quot;, 1 11/16&quot;&lt;br&gt;<strong>Exterior Color / Finish:</strong> White&lt;br&gt;<strong>Interior Color / Finish:</strong> White&lt;br&gt;<strong>Glass:</strong> Insulated Low-E SunDefensa™ Low-E Insulating Glass Argon Non High Altitude&lt;br&gt;<strong>Performance Information:</strong> U-Factor 0.27, SHGC 0.24, VLT 0.57, CPD PEL-N-127-02248-00003, Performance Class CW, PG 45, Calculated Positive DP Rating 45, Calculated Negative DP Rating 45, TDI WIN-1504, Year Rated 08&lt;br&gt;<strong>Grille:</strong> No Grille.&lt;br&gt;<strong>Wrapping Information:</strong> Frame Expander Kit, Frame Expander Kit, Frame Expander Kit, Frame Expander Kit, Factory Supplied, Shipped Separate, 1 3/4&quot;, 1 3/4&quot;, 1 3/4&quot;, 1 3/4&quot;, Pella Recommended Clearance, Perimeter Length = 218&quot;.</td>
</tr>
<tr>
<td>80</td>
<td>Bathroom-back</td>
<td><strong>Pella 250 Series, Double Hung, 38 X 71, White</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Frame Size:</strong> 38&quot; X 71&quot;&lt;br&gt;&lt;br&gt;<strong>General Information:</strong> Standard, Vinyl, Block, Foam Insulated, 3 1/4&quot;, 3 1/4&quot;, Sill Adapter Included, Head Expander Included&lt;br&gt;<strong>Exterior Color / Finish:</strong> White&lt;br&gt;<strong>Interior Color / Finish:</strong> White&lt;br&gt;<strong>Glass:</strong> Insulated Dual Low-E SunDefensa™ Low-E Insulating Glass Argon Non High Altitude&lt;br&gt;<strong>Hardware Options:</strong> Cam-Action Lock, White, Standard Vent Stop, No Limited Opening Hardware&lt;br&gt;<strong>Screen:</strong> Full Screen, Conventional Fiberglass&lt;br&gt;<strong>Performance Information:</strong> U-Factor 0.28, SHGC 0.21, VLT 0.49, CPD PEL-N-211-00068-00001, 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)&lt;br&gt;<strong>Grille:</strong> No Grille.&lt;br&gt;<strong>Wrapping Information:</strong> Pella Recommended Clearance, Perimeter Length = 218&quot;.</td>
</tr>
</tbody>
</table>

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at [www.pella.com](http://www.pella.com).
<table>
<thead>
<tr>
<th>Line #</th>
<th>Location:</th>
<th>Attributes</th>
</tr>
</thead>
</table>
| 81     | Bathroom- back | **Pella 250 Series, Direct Set Fixed Frame, 38 X 71, White**  
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 0.28, SHGC 0.23, VLT 0.55, CPD PEL-N-209-00050-00004, Performance Class CW, PG 30, Calculated Positive DP Rating 30, Calculated Negative DP Rating 30, TDI WIN-1555, Year Rated 08/11  
Grille: No Grille,  
Wrapping Information: Pella Recommended Clearance, Perimeter Length = 218". |
| PK #   | 71        | 2041       |
| Viewed From Exterior | |
| Frame Size: 38" X 71" | |

<table>
<thead>
<tr>
<th>Line #</th>
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<tbody>
<tr>
<td>90</td>
<td></td>
<td><strong>Installation</strong></td>
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<tr>
<td></td>
<td></td>
<td>Qty 1</td>
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</tbody>
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<table>
<thead>
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<tbody>
<tr>
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<td><strong>Installation Materials</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Qty 1</td>
</tr>
</tbody>
</table>
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 Class, 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 products 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.
conditions of the applicable Pella Products Limited Warranties available at 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, hinge opening direction as well as materials selected. Unless outlined in the contract all additional work will be at customers expense ________
Customer orw 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 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 Product, to include but not limited to water infiltration, mold, damaged or rotted framing or 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 upon request and 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.
# BARRON RESTORATIONS

**PROPOSAL**

Daniel Sidler  
214-810-0232  
www.barronrestorations.com  
dsidler@barronrestorations.com  
Austin, Texas

**Attention:** Kathryn Kovaric  
kathryn@clorockerlaw.com  
1003 W. Hopkins, San Marcos, Texas

**Job Description:** Ballpark pricing for Window Restoration

**DATE:** 9/3/16  
**PROPOSAL:** 500

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**TOTAL** $1,890.00

Old buildings are full of surprises and we are able to anticipate most of the issues that will arise; however, there are occasionally things that come up that could not have been anticipated and will require extra work. The time and cost of this proposal may require some changes as the project moves forward.

Sign: ____________________________ Date: ____________________________

Min $25,000.00

For windows NS wants to keep
Grilles

With many styles and patterns, you can choose one that best fits your home’s architectural style.

Wood Grilles

Pella offers many window and patio door grille types for your own personal style. Some make the glass easier to clean, too.

Integral Light Technology® (ILT) Grilles

Architect Series® Traditional
Contemporary Integral Light Technology® (ILT) Grilles

Architect Series® Contemporary

- Grilles are permanently bonded to the inside and outside of your window glass.
- Nonglare foam spacer in between the grilles casts a realistic shadow like individual windowpanes would.
- Creates the most authentic look of true-divided-light windows.

**Best Use:** When you want to be authentic to your home's traditional or historic design.

Interior finish: Unfinished, prefinished stain or paint, primed.
Exterior finish: Matches exterior cladding color, natural Mahogany, primed Pine.

Simulated Divided-Light Grilles

Pella® Lifestyle Series

- Designed for real life, room by room.
- On dual-pane products, grilles are permanently bonded to the inside and outside of the glass.

- Grilles are bonded only to the outside of the glass on triple-pane products with grilles between-the-glass on the interior.

**Best Use:** When you want the traditional look of divided-light windowpanes.

Interior finish: Unfinished, prefinished stain or paint, primed.

Exterior finish: Matches exterior cladding color.

---

**Removable Roomside Wood Grilles**

**Architect Series® and Pella® Lifestyle Series**

- Grilles are attached to the interior side of your windows with latches.

- Can be removed to make cleaning the glass easier.

**Best Use:** Any home where the authenticity of wood and easy cleaning are desired.

Interior finish: Unfinished, prefinished stain or paint, primed.

Exterior finish: May be finished to match exterior cladding color.

---

**Grilles Between-the-Glass (GBG)**

- Aluminum grilles are permanently sealed between the panes of insulating glass.
- Create a smooth glass surface that's easy to clean.

**Best Use:** Homes where the look of divided light is desired, but a more convenient cleaning option is preferred.

**Exterior finish:** Matches select exterior cladding colors.

_Tan, Brown, Putty, Sand Dune and Morning Sky Gray available on Architect Series® only._

**Architect Series and Pella Lifestyle Series**

![Color options: Black, White, Tan, Brown, Sand Dune, Ivory](image)

View All 11 options

**Grille Patterns**

- Give the traditional look of individual windowpanes.
- Complement your home's architectural style.

_12-Lite Prairie, 14-Lite Prairie, New England and Victorian available on Architect Series products only._

View All 9 options
Grilles for wood windows and patio doors available in:

- Architect Series Traditional
- Architect Series Contemporary
- Pella Lifestyle Series

Fiberglass Grilles

Pella offers many window and patio door grille types for your own personal style. Some make the glass easier to clean, too.

Grilles Between-the-Glass

Pella Impervia


View All 5 options

Aluminum grilles are permanently sealed between the panes of insulating glass and create a smooth glass surface that's easy to clean. Finish is color-matched to interior and exterior frame color.

**Best Use:** Homes where the look of divided light is desired, but a more convenient cleaning option is preferred.

Grille Patterns

Gives the traditional look of individual windowpanes. Complements your home's style.
Grilles for fiberglass windows and patio doors available in:

- Pella Impervia

**Vinyl Grilles**

Pella offers many window and patio door grille types for your own personal style. Some make the glass easier to clean, too.

**Simulated-Divided-Light Grilles Solid-Color Frames**

*Exterior grilles shown.*

- Pella 350 Series and Pella 250 Series

![Grille Options](image)

- 7/8" White
- 7/8" Almond

**Simulated-Divided-Light Grilles Dual-Color Frame**

*Exterior grilles shown.*

- Pella 350 Series and Pella 250 Series
Vinyl window and patio door grilles are permanently bonded to the inside and outside of the glass. No spacer between the grilles, and finish is color-matched to interior and exterior frame color.

Best Use: When you want to complement your home’s traditional or historic design.

Grilles-Between-the-Glass

Pella 350 Series, Pella 250 Series and Encompass by Pella

Aluminum window and patio door grilles are permanently sealed between the panes of insulating glass and create a smooth glass surface that's easy to clean.

- Interior finish is color-matched to interior frame color.
- On Pella 350 Series and Pella 250 Series products, 3/4" Contour grilles available with nine exterior grille colors to choose from for a matching or contrasting look.
- Almond frames available only with interior and exterior color-matched grilles. Almond exterior grill color only available for Almond frames.

Best Use: Homes where the look of divided light is desired, but a more convenient cleaning option is preferred.
Grille Patterns

Gives the traditional look of individual windowpanes. Complements your home’s architectural style.

Grilles for vinyl windows and patio doors available in:

- Pella 350 Series
- Pella 250 Series
- Encompass by Pella

See all Pella Product Disclosures

Next Page: Hardware

Inspired Design. Exceptional Detail.

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Your email here

Zip Code:
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-19-18
400' Notification Buffer
Addition of New Front Porch — 702 Maury St

Site Location

Subject Property

400' Buffer

Parcel

City Limit

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: 9/18/2019
Staff Report  
Historic Preservation Commission  
HPC-19-18  
Prepared by: Alison Brake, CNU-A, Historic Preservation Officer and Planner  
Date of Meeting: October 3, 2019  

Applicant Information:  
Applicant: David and Linda Huff  
702 Maury Street  
San Marcos, TX 78666  

Property Owner/Manager: Same  

Public Hearing Notice:  
Mailed: September 20, 2019  
Response: None as of report date.  

Subject Property:  
Location: 702 Maury Street  
Historic District: Lindsey-Rogers  
Description: Minimal Traditional  
Date Constructed: Ca. 1950 (My Historic SMTX)  
Priority Level: Low (My Historic SMTX)  
Listed on NRHP: No  
RTHL: No  

Applicant Request:  
To remodel and expand the porch located on the front 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 Maury Street, at intersection with Hansen Street in the Lindsey-Rogers Historic District (“EXHIBIT A”). The Minimal Traditional style home was evaluated in the recent My Historic SMTX with a low preservation priority level and is considered non-contributing to the district (“EXHIBIT B”). Low priority properties are those resources that were recommended not eligible for listing in the National Register of Historic Places (NRHP) or as local landmarks and non-contributing to potential historic districts. My Historic SMTX explains that properties that clearly lacked integrity, were significantly altered or deteriorated, or lacked overall architectural or historical significance were given a low priority rating and no further recommendations were provided for these properties. The historic resources survey states that those that lack of integrity could be reevaluated as potentially contributing resources if inappropriate alterations were to be reversed.
The property owner is proposing to remodel and expand the front porch. The applicant submitted the photograph below which shows the existing front porch:

702 Maury Street – Front Porch

They are proposing to remodel the porch by extending the porch floor, extending the porch roof, and replacing the two existing metal columns with four wooden square columns. The rendering below illustrates the change to the porch:
The applicant states that the existing porch currently projects six feet from the front of the house. The new porch will project a maximum of eight feet from the house as shown by the schematic submitted by the applicant; an increase of two feet. The schematic also shows that the applicant will be retaining the existing pitch of the porch roof and the rendering shows it extending it along the front of the home. The porch roof is proposed to match the existing standing seam metal roof and the applicant is proposing four new wooden square columns which is a typical porch column style in the surrounding area.

Porch Schematic

The applicant submitted a map showing the locations of properties in the area with similar front porch styles:
Below are Google Street Views of a few of the properties identified in the above map:

605 Rogers Street

719 Belvin Street
The Historic Design Guidelines state that historically the front porch of a home was the most dominant feature. They recommend looking to a similar house for ideas regarding porch design when there is no clear idea of what the original details were. Staff finds the request consistent with this recommendation as there are several front porches of similar styles that can serve as guides. Staff finds the relation of the porch projection to the sidewalk of the building visually compatible to the other buildings which is consistent with Section 4.5.2.1(I)(1)(f) of the San Marcos Development Code. The house next door has a similar style porch. Staff finds the proposed porch will be in scale with the home which will meet Section 4.5.2.1(I)(1)(j). Staff finds the proposed use of wood to replace the metal porch columns consistent with recommendations of the Historic Design Guidelines which explain that wood was the primary building material in residential construction.

The Secretary of the Interior's Standards for Rehabilitation state that new additions should be designed and constructed so that the character-defining features of the historic building, its site, and setting are not negatively impacted. Generally, a new addition should be subordinate to the historic building. Standard #9 states: “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.” Standard #10 states: “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.” (“EXHIBIT C”) Staff finds the request consistent with these standards are the proposed simple columns and similar roofing material of the proposed remodeled porch will be compatible with the simple style and materials of the home.

Staff finds that the request to remodel and extend the front porch will enhance the character of the home and meets the regulations of the San Marcos Development Code. Staff also finds the request is consistent with the Historic Design Guidelines as well as the Secretary of the Interior
Standards. 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)
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<td>In District?: Yes Contributing</td>
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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 craftmanship 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-19-19
400' Notification Buffer
Installation of Planter Boxes — 916 W Hopkins 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: 9/20/2019
**Applicant Information:**

**Applicant:** Marjorie and Corey Costello  
P.O. Box 143  
Dripping Springs, TX 78620

**Property Owner/Manager:** Same

**Public Hearing Notice:**

**Mailed:** September 20, 2019  
**Response:** None as of report date.

**Subject Property:**

**Location:** 916 West Hopkins Street  
**Historic District:** Hopkins Street  
**Description:** Neoclassical / Craftsman (influences)  
**Date Constructed:** Ca. 1925 (My Historic SMTX)  
**Priority Level:** Medium (My Historic SMTX)  
**Listed on NRHP:** No  
**RTHL:** No

**Applicant Request:**

To install weathered steel box planters in the front yard.

**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, north of the intersection with North Mitchell Avenue. (“EXHIBIT A”). The home was evaluated in the recent My Historic SMTX as a Neoclassical / Craftsman influenced style home with a medium preservation priority level and is considered non-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 14 weathering steel box planters. The application states that four planters will be located directly in front of the porch, four will be spaced every 20’ along the driveway, three will be spaced every 20’ along the south side of the front yard, one will run the length of the front yard at the sidewalk and there will be two planters on each end of that
front planter. The applicant submitted a site plan showing where the planters are proposed, circled or underlined in red; the site plan is rotated so that the driveway is shown on the right, with the long planter along Hopkins Street at the bottom of the site plan:

![Site Plan](image)

The property owner began work on the front planter and installed a couple of the planters along the driveway not realizing that a Certificate of Appropriateness is required for appurtenances such as the planter boxes. A Stop Work Order was issued by the Chief Building Official and the property owner submitted an application afterwards.

![Planters](image)
The applicant also submitted photos of finished planters that were the inspiration for the design. They are shown below:

Example of Planters
The Historic Design Guidelines define front yards by sidewalks, yard curbs, short walls, or boundary walls made of stone, brick, concrete or concrete block that are low in profile so the house is not obscured. They do not specifically address landscaping box planters. However, they do address walls and fences. Staff finds the enclosure of the front yard utilizing the steel box planters does not appear to disturb the wall of continuity established along the streetscape.
of Hopkins Street. While metal is a bit more modern of a material, the Guidelines point to its use in a decorative sense in the historic districts stating roofs and fences have been constructed using metal.

The Secretary of the Interior’s Standards for Rehabilitation state that new additions should be designed and constructed so that the character-defining features of the historic building, its site, and setting are not negatively impacted. Generally, a new addition should be subordinate to the historic building. Standard #9 states: “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.” Standard #10 states: “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.” (“EXHIBIT C”) Staff finds the request consistent with these standards. The planters do not obscure the view of the property and can be removed without impairing the essential form and integrity of the property.

Staff finds that the request to install the box planters will enhance the streetscape of the property and meets the regulations of the San Marcos Development Code. Staff also finds the request is consistent with the Historic Design Guidelines as well as the Secretary of the Interior Standards. 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>
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<th>Address</th>
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<th>Current Function/ Historic Function</th>
<th>Stylistic influence/ Historical Context</th>
<th>Construction Date</th>
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MEMO

TO: Historic Preservation Commission
FROM: Alison Brake, CNU-A, Historic Preservation Officer and Planner
DATE: September 18, 2019
RE: Item 5 – Sustainability Guidelines

At the September 5th Regular Meeting, Commissioner Holder requested a future item to discuss the City’s sustainability guidelines for historic properties.

Beginning in 2013, staff worked with the Commission to draft sustainability guidelines for historic properties using a template from the City of Fort Worth and incorporating best practices from the Secretary of the Interior Standards. The Commission held a workshop on draft sustainability guidelines on February 20, 2014. These draft guidelines were presented at a public hearing at the March 6, 2014 meeting. In June of that same year, the City Council adopted the sustainability guidelines applicable to alteration of historic structures in Resolution 2014-92R. After adoption, the guidelines were incorporated into the Historic Design Guidelines. In 2018, all of the Historic Design Guidelines, including the sustainability guidelines, were moved into the San Marcos Design Manual; Article 5, Appendix C is where the sustainability guidelines can be found.

To help facilitate discussion both Article 5, Appendix C of the San Marcos Design Manual and the Secretary of the Interior’s Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings have been included.
**ARTICLE 5: STANDARDS FOR GUIDELINES FOR SUSTAINABILITY**

**Section C.5.1.1 Introduction**

A. Design and construction of historic structures maximized the use of natural resources such as light and ventilation. This Division will explore old and new techniques to assist you in maintaining your home and provide additional energy efficient options. These techniques and options will allow your home to operate efficiently while maintaining its character defining features. Proof of an Energy Audit from the City of San Marcos’ Conservation Coordinator is recommended prior to undertaking the following techniques. The least visible improvements shall be undertaken first. The more visible improvements should only be considered once the least visible improvements have been completed.

B. All exterior work visible from the right-of-way requiring a building permit requires a Certificate of Appropriateness and must conform with all of City of San Marcos ordinances. It is helpful when using these guidelines to be familiar with your architectural style.

**Section C.5.1.2 Wood Windows - Maintenance and Efficiency**

A. **General.** The US Department Of Energy estimates that windows account for roughly 10% of a structure’s air loss. Three basic steps can be taken to reduce the amount of air loss through the window unit; maintenance and the installation of Low-E film and storm windows.

B. **Maintenance, Weather Stripping and Caulking.** Maintaining windows on a regular basis to ensure that they operate properly will significantly reduce the amount of air loss. This includes replacing rotten wood, painting, and adding weather stripping and caulk. Weather stripping should be used between the movable parts of a window. It can easily become ripped, torn, loose, bent or otherwise damaged so follow the manufacturers instructions for installation and routinely inspect and replace if needed. Caulk and other sealants can be used on the exterior...
of your building where different materials meet or where expansion and constriction occur.

C. **Low-E Film.** A quick and inexpensive fix is to apply Low-emissivity film (Low-E). This can reduce your window energy loss by 30% to 50%. In warmer climates the film should be applied to the exterior of the window pane to reflect solar radiation out. In cooler climates the film should be placed on the interior of the window pane. So heat is reflected back into the house. The film can be purchased at your local hardware store and has a lifespan of approximately 10-15 years.

![Image of windows with Low-E coating](image-source)

Windows with Low-E coating reflect back part of the summer sun. **IMAGE SOURCE:** Energy Savers, U.S. Department of Energy.

D. **Storm Windows and Doors.** Storm windows can be installed either on the interior or exterior of the structure to increase the thermal performance of your window. The addition of a storm window to a single pane window will have an energy rating close to that of a double pane replacement unit. Storm windows avoid the irreplaceable seal failure on insulated glass units (IGUs). The typical life span of an IGU is approximately 25 years. Storm windows can also be purchased with a Low-E coating. Storm windows and doors should not be installed in locations where they damage or conceal significant features and should fit the opening.

![Image of storm windows](image-source)

Section C.5.1.3 **Shutters**

A. **General.** Historic windows are recessed within the wall of the structure. This allows for either a shutter or a screen to sit within the frame of the window unit. When the shutter is closed it creates a flush condition that provides protection from storms and intruders. Exterior shutters, historically have been used to provide privacy and security while controlling light and air circulation. For this reason, all shutters shall be operational (hinged). The style of shutter is dependent upon the architectural style and not all styles can accommodate shutters. Styles that cannot accommodate shutters can accommodate wood screens and awnings on the exterior and blinds on the interior.

![Image of shutters](image-source)

B. **Shutter Types**

1. **Louvered.** Provide the most control for light and air circulation. They can be closed and locked, with the louvers open. This provides protection from rain and security while allowing light and air in. Louvered shutters are appropriate for all style of homes.

2. **Board and Batten.** Are vertical boards, usually beaded tongue and groove, fastened by horizontal battens. They
provide security but do not allow for the control of air circulation and light. They are appropriate for Arts and Crafts style structures, with or without a decorative cutout and Tudor style structures. They are NOT appropriate for Victorian style structure.

3. **Paneled.** These shutters have panels and don’t afford much control of air circulation or light infiltration. They are appropriate for Arts and Craft style structures, with a decorative cutout, and for ground floor commercial Victorian style structures, without a decorative cutout.

Section C.5.1.4 Screens for Doors and Windows

A. **General.** Screening became popular in the 1880s and remained popular throughout the United States. It fell out of favor as air conditioning became affordable. During the beginning of the 20th century it was so popular that a 1930 survey from The Journal of Home Economics ranked window screening as the third most important “household appliance” behind running water and sewage disposal. Screen doors can be simple in design or can match the style of the main structure. Paired and ribbon windows will not accommodate shutters; however, wood screens can be installed to help control light and air circulation. Screens also provide some protection from rain and sun. Screens can be combined with shutters. Structures that have shutters located on the exterior will have screens located on the interior; while, windows that can not accommodate shutters will often have screens on the exterior with blinds on the interior.

B. **Solar Screen.** Solar screening is more opaque than traditional screening. This allows for more privacy while still allowing for air circulation. It will reduce the amount of light infiltration, by reflecting the sun’s rays and because of its thickness it will help to trap heat in the winter months. The reflection of the sun’s rays will also extend the life of your window unit.

Section C.5.1.5 Cool Roofs

A. **General.** Cool roofs reflect and emits the sun’s heat back into the sky instead of transferring it to the structure. Their average energy saving range from 7-10%. There are several different types of cool roofs. They range from coatings for metal roofs and flat roofs to reflective granules on asphalt and other synthetic shingles.

Cool Roofs come in three colors in asphalt/ fiberglass shingles. They are typically lighter and more reflective than traditional roof shingles.
Section C.5.1.6 Solar Panels

A. **General.** Prior to installing solar technology on-site, try improving the energy efficiency of the structure through other passive methods such as awnings, and screens. When placing solar panels on-site, consider the impact that the technology will have on the historic character and fabric of the site. Consider the following locations prior to requesting the installation of solar technology on historic structures:

1. Pole mounted below the fence line
2. Non-historic structure on the site

B. If the desired energy efficiency cannot be achieved in the above locations then consider the following location:

1. Historic Accessory Structures

C. If the desired energy efficiency cannot be achieved by placing solar technology in the above three areas, and the technology must be placed on the historic structure, then the following locations should be considered in the order listed below.

1. Non-visible roof slope
2. Rear roof slope
3. Rear portion of side or secondary roof slope
4. Side or secondary roof slopes
5. Front or primary roof slope

D. In addition, solar panels installed on the main structure should conform to the slope of the roof and not extend past the ridge line or eave line of the roof. Note, that solar panels may be permissible if visible only along an alley.

Section C.5.1.7 Additional Resources

A. NPS Preservation Brief #3 Improving Energy Efficiency in Historic Buildings

B. NPS Preservation Brief #9: The Repair of Historic Wooden Windows

C. NPS Preservation Brief #44: The Use of Awnings on Historic Buildings: Repair, Replacement and New Design

D. The Secretary of the Interior’s Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings

E. The Secretary of the Interior’s Standards for Rehabilitation and Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings

F. Energy Savers, US Department of Energy

G. National Trust for Historic Preservation’s Preservation Green Lab
H. National Trust for Historic Preservation’s “Repair or Replace Old Windows: A Visual Look at the Impacts”

I. National Trust for Historic Preservation’s “Energy Advice for Owners Historic and Older Homes”

Section C.5.1.8 Sustainability Standards

A. Proof of an Energy Audit from the City of San Marcos’ Conservation Coordinator is recommended prior to undertaking the following techniques. The least visible improvements shall be undertaken first. The more visible improvements should only be considered once the least visible improvements have been completed.

B. Desired locations of solar panels shall be: pole mounted (not visible above fence line), rear roof slopes and rear portion of side (secondary) roof slopes, alleyways, and the least visible portion of non-historic accessory structures.

C. Solar panels located on front roof slopes or primary roof slopes shall only be permitted provided that they increase energy production by more than 10%.

D. Solar panels shall conform to the slope of the roof.

E. Solar panels shall not extend above the ridge line of the roof.

F. Shutters shall be operational (hinged) and fit the opening.

G. Shutters on paired or ribbon windows are prohibited.

H. Vinyl and metal shutters are prohibited.

I. Storm doors and windows shall not damage or conceal significant features and shall fit the opening.

J. Screen doors and widows should be made of wood and shall not damage or conceal significant features and shall fit the opening.

K. Metal screens or storm doors and windows shall have a factory painted finish or shall be painted to match the window frame or sash.
THE SECRETARY OF THE INTERIOR’S STANDARDS FOR REHABILITATION & ILLUSTRATED GUIDELINES ON SUSTAINABILITY FOR REHABILITATING HISTORIC BUILDINGS
Cover Photo: Green roof at the U.S. Department of the Interior, Washington, D.C.
THE SECRETARY OF THE INTERIOR’S
STANDARDS FOR REHABILITATION &
ILLUSTRATED GUIDELINES ON SUSTAINABILITY
FOR REHABILITATING HISTORIC BUILDINGS

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Technical Preservation Services
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Acknowledgements

The Secretary of the Interior’s Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings was produced by Anne E. Grimmer and Kay D. Weeks, first published in 1992 and reprinted in 1997. The Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings, which are presented in the same format, replace the chapter on “Energy Conservation” in the 1992 publication. They have been developed with the guidance and support of numerous public agencies, professional organizations and individuals.

All photographs and drawings included here not individually credited have been selected from National Park Service files.
Foreword

The Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings replaces the chapter on “Energy Conservation” in the Illustrated Guidelines for Rehabilitating Historic Buildings published in 1992. (This same guidance is presented in the chapter entitled “Energy Retrofitting” in the unillustrated Guidelines for Rehabilitating Historic Buildings.) The illustrated version of the Guidelines for Rehabilitating Historic Buildings was designed to further enhance overall understanding and interpretation of basic preservation principles. The Illustrated Guidelines on Sustainability begin with an overview focusing on the fact that historic buildings are themselves often inherently sustainable and that this should be used to advantage in any proposal to upgrade them. These guidelines offer specific guidance on how to make historic buildings more sustainable in a manner that will preserve their historic character and that will meet The Secretary of the Interior's Standards for Rehabilitation. The written guidance is illustrated with examples of appropriate or “recommended” treatments and some that are “not recommended” or could negatively impact the building’s historic character. The National Park Service Branch of Technical Preservation Services has developed these illustrated guidelines in accordance with its directive to provide information concerning professional methods and techniques to ensure the preservation and rehabilitation of the historic properties that are an important part of the nation’s heritage.
Introduction to the Standards

The Secretary of the Interior is responsible for establishing standards for all programs under Departmental authority and for advising federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places. In partial fulfillment of this responsibility The Secretary of the Interior’s Standards for the Treatment of Historic Properties have been developed to guide work undertaken on historic properties; there are separate standards for preservation, rehabilitation, restoration and reconstruction. The Standards for Rehabilitation (codified in 36 CFR 67) comprise that section of the overall treatment standards and address the most prevalent treatment. “Rehabilitation” is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.”

Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties supported by the Historic Preservation Fund grant-in-aid program, the Standards have been widely used over the years—particularly to determine if a rehabilitation project qualifies as a Certified Rehabilitation for Federal Historic Preservation Tax Incentives. In addition, the Standards have guided federal agencies in carrying out their responsibilities for properties in federal ownership or control; and state and local officials in reviewing both federal and non-federal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

The intent of the Standards is to assist in the long-term preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes and occupancy and include the exterior and the interior of the buildings. They also encompass the building’s site and environment, including landscape features, as well as attached, adjacent or related new construction. To be certified for federal tax purposes, a rehabilitation project must be determined by the Secretary of the Interior to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located.
As stated in the definition, the treatment “rehabilitation” assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building’s historic character. For example, certain treatments—if improperly applied—may cause or accelerate physical deterioration of the historic building. This can include using improper repointing or exterior masonry cleaning techniques, or introducing insulation that may damage historic fabric. Any of these treatments will likely result in a project that does not meet the Standards. Similarly, exterior additions that duplicate the form, material and detailing of the historic structure to the extent that they compromise its historic character also will fail to meet the Standards.
The Secretary of the Interior’s Standards for Rehabilitation

The Standards (Department of the Interior regulations 36 CFR 67) pertain to all historic properties listed in or eligible for listing in the National Register of Historic Places.

1) A property shall be used for its intended historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

3) Each property shall 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 architectural elements from other buildings, shall not be undertaken.

4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Large windows and a roof monitor provide natural illumination in a historic industrial building.
7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10) New additions and adjacent or related new construction shall 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.
Wood shutters provide natural light when open and keep interiors cool when closed in historic residential buildings.

A vestibule helps retain interior conditioned air in the living space in this historic row house.


Roof monitors provide natural light in historic industrial buildings.

[12-14] Roof monitors provide natural light in historic industrial buildings.
GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

Introduction to the Guidelines

The Guidelines for Rehabilitating Historic Buildings were initially developed in 1977 to help property owners, developers and federal managers apply The Secretary of the Interior’s Standards for Rehabilitation during the project planning stage by providing general design and technical recommendations. Unlike the Standards, the Guidelines are not codified as program requirements.

The Guidelines are general and intended to provide guidance to help in interpreting and applying the Standards to all rehabilitation projects. They are not meant to give case-specific advice. For instance, they cannot tell owners or developers which features in a historic building are important in defining the historic character and must be retained. This case-by-case determination is best accomplished by seeking assistance from qualified historic preservation professionals in the very early stages of project planning.

Like the Standards, the Guidelines pertain to historic buildings of all materials, construction types, sizes and occupancy; and apply to exterior and interior work, as well as new additions and the building’s site and environment. The Guidelines are presented in a “Recommended” vs. “Not Recommended” format. Those approaches, treatments and techniques that are consistent with The Secretary of the Interior’s Standards for Rehabilitation are listed in the “Recommended” column on the left; those approaches, treatments and techniques which could adversely affect a building’s historic character are listed in the “Not Recommended” column on the right. To provide clear and consistent guidance for property owners, developers and federal agency managers, the “Recommended” courses of action are listed in order of historic preservation concerns so that a rehabilitation project may be successfully planned and completed—one that, first, assures the preservation of a building’s important or “character-defining” architectural materials, features and spaces and, second, makes possible an efficient contemporary use. The guidance that follows begins with the most basic and least invasive approaches that will help the project achieve the desired goal, before considering work that may involve more change and potentially greater impact on the historic character of the building.
Before implementing any energy conservation measures to enhance the sustainability of a historic building, the existing energy-efficient characteristics of the building should be assessed. Buildings are more than their individual components. The design, materials, type of construction, size, shape, site orientation, surrounding landscape and climate all play a role in how buildings perform. Historic building construction methods and materials often maximized natural sources of heating, lighting and ventilation to respond to local climatic conditions. The key to a successful rehabilitation project is to identify and understand any lost original and existing energy-efficient aspects of the historic building, as well as to identify and understand its character-defining features to ensure they are preserved. The most sustainable building may be one that already exists. Thus, good preservation practice is often synonymous with sustainability. There are numerous treatments--traditional as well as new technological innovations--that may be used to upgrade a historic building to help it operate even more efficiently. Increasingly stricter energy standards and code requirements may dictate that at least some of these treatments be implemented as part of a rehabilitation project of any size or type of building. Whether a historic building is rehabilitated for a new or a continuing use, it is important to utilize the building’s inherently-sustainable qualities as they were intended. It is equally important that they function effectively together with any new measures undertaken to further improve energy efficiency.

Sustainability

### Planning

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
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<tbody>
<tr>
<td>Forming an integrated sustainability team when working on a large project that includes a preservation professional to ensure that the character and integrity of the historic building is maintained during any upgrades.</td>
<td>Omitting preservation expertise from a sustainability project team.</td>
</tr>
<tr>
<td>Analyzing the condition of inherently-sustainable features of the historic building, such as shutters, storm windows, awnings, porches, vents, roof monitors, skylights, light wells, transoms and naturally-lit corridors, and including them in energy audits and energy modeling, before planning upgrades.</td>
<td>Ignoring inherently-sustainable features of the existing historic building when creating energy models and planning upgrades.</td>
</tr>
<tr>
<td>Identifying ways to reduce energy use, such as installing fixtures and appliances that conserve resources, including energy-efficient lighting or energy-efficient lamps in existing light fixtures, low-flow plumbing fixtures, sensors and timers that control water flow, lighting and temperature, before undertaking more invasive treatments that may negatively impact the historic building.</td>
<td></td>
</tr>
<tr>
<td>Prioritizing sustainable improvements, beginning with minimally invasive treatments that are least likely to damage historic building material.</td>
<td>Beginning work with substantive or irreversible treatments without first considering and implementing less invasive measures.</td>
</tr>
</tbody>
</table>

[16-18] Inherently sustainable features of historic buildings: Shutters and a deep porch keep the interior cool in a historic house in a warm climate (top); a skylight provides natural light to the interior of this mid-20th century house (center); partially glazed partitions and doors allow natural light into the corridor of a historic office building (bottom).
# MAINTENANCE

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
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<tbody>
<tr>
<td>Maintaining historic buildings regularly to preserve historic fabric and maximize operational efficiency.</td>
<td>Delaying maintenance treatments which may result in the loss of historic building fabric or decrease the performance of existing systems or features.</td>
</tr>
<tr>
<td>Retaining and repairing durable historic building materials</td>
<td>Removing durable historic building materials and replacing them with materials perceived as more sustainable; for instance, removing historic heart pine flooring and replacing it with new bamboo flooring.</td>
</tr>
<tr>
<td>Using environmentally-friendly cleaning products that are compatible with historic finishes.</td>
<td>Using cleaning products potentially harmful to both historic finishes and the environment.</td>
</tr>
<tr>
<td>Using sustainable products and treatments, such as low VOC paints and adhesives and lead-safe paint removal methods, as much as possible, when rehabilitating a historic building.</td>
<td></td>
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</tbody>
</table>

**Recommended:** [19] Caulking the gap between the aluminum storm window and wood window frame helps maximize thermal efficiency in this historic residence.

**Not Recommended:** [21-22] The peeling paint on an exterior window sill and on the interior of a window indicates that these features have not received regular maintenance. The broken casement window hardware also needs to be repaired to make the window operable.
Maintaining windows on a regular basis to ensure that they function properly and are completely operable. 

Neglecting to maintain historic windows and allowing them to deteriorate beyond repair with the result that they must be replaced.

Retaining and repairing historic windows when deteriorated. 

Removing repairable historic windows and replacing them with new windows for perceived improvement in energy performance.

Weather stripping and caulking historic windows, when appropriate, to make them weather tight. 

Replacing repairable historic windows with new insulated windows.

Installing interior or exterior storm windows or panels that are compatible with existing historic windows. 

Recommended: [23-25] Historic exterior storm windows have been well maintained and continue to perform as intended.

Recommended: [26] The new metal interior storm window was carefully matched to the exterior window as part of the rehabilitation of this historic armory building.

Not Recommended: [27] A broken sash cord can be repaired easily and does not justify replacement of the window.
## WINDOWS

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
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<tbody>
<tr>
<td>Installing compatible and energy-efficient replacement windows that match the appearance, size, design, proportion and profile of the existing historic windows and that are also durable, repairable and recyclable, when existing windows are too deteriorated to repair.</td>
<td>Installing incompatible or inefficient replacement window units that are not durable, recyclable or repairable when existing windows are deteriorated beyond repair or missing.</td>
</tr>
<tr>
<td>Replacing missing windows with new, energy-efficient windows that are appropriate to the style of historic building and that are also durable, repairable and recyclable.</td>
<td></td>
</tr>
<tr>
<td>Retrofitting historic windows with high-performance glazing or clear film, when possible, and only if the historic character can be maintained.</td>
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</tr>
</tbody>
</table>

**Recommended: [28-29]**
These exterior storm windows match the pane configuration of the historic interior windows in a residence and in a multi-story hotel building.

**Not Recommended: [31-32]**
Ill-fitting exterior aluminum storm windows viewed from both inside and outside are clearly not energy efficient.

**Not Recommended: [30]**
Not only have incompatible windows that do not fit the size and shape of the historic window openings been installed, but the original openings have also been shortened to install through-the-wall HVAC units.
### Windows

<table>
<thead>
<tr>
<th>Recommended</th>
<th>Not Recommended</th>
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<tbody>
<tr>
<td>Retrofitting historic steel windows and curtain-wall systems to improve thermal performance without compromising their character.</td>
<td>Retrofitting historically-clear windows with tinted glass or reflective coatings that will negatively impact the historic character of the building.</td>
</tr>
<tr>
<td>Installing clear, low-emissivity (low-e) glass or film without noticeable color in historically-clear windows to reduce solar heat gain.</td>
<td>Installing film in a slightly lighter shade of the same color tint when replacing glazing panels on historically-dark-tinted windows to improve daylighting.</td>
</tr>
<tr>
<td>Installing film in a slightly lighter shade of the same color tint when replacing glazing panels on historically-dark-tinted windows to improve daylighting.</td>
<td>Introducing clear glazing or a significantly lighter colored film or tint than the original to improve daylighting when replacing historically dark-tinted windows.</td>
</tr>
</tbody>
</table>

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**Recommended:** [33-35] Original metal windows were appropriately repaired as part of the rehabilitation of this historic industrial building.

**Recommended:** [36-38] Original metal windows were retained and made operable during the rehabilitation of this historic mill complex. Installing patio slider doors as interior storm windows was a creative and successful solution to improve the energy efficiency of the existing windows.
## WINDOWS

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
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</thead>
<tbody>
<tr>
<td>Maintaining existing, reinstalling or install-</td>
<td>Removing historic shutters and awnings or installing</td>
</tr>
<tr>
<td>ing new, historically-appropriate shutters and</td>
<td>inappropriate ones.</td>
</tr>
<tr>
<td>awnings.</td>
<td></td>
</tr>
<tr>
<td>Repairing or reopening historically-operable</td>
<td>Covering or removing existing transoms.</td>
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<tr>
<td>interior transoms, when possible, to improve</td>
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<td>air flow and cross ventilation.</td>
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</table>

**Recommended:** [39-40] The original windows, which were deteriorated beyond repair, featured a dark tint. They were replaced with a slightly lighter-tinted glazing to improve daylighting in this mid-century modern office building.

**Recommended:** [41] Traditional canvas awnings should be retained when they exist on historic buildings.

**Recommended:** [42] Transoms and screen doors are distinctive and practical features that provided cross ventilation in this historic hotel.

**Recommended:** [43] The wall and door glazing ensures that the corridor receives natural daylight and the operable transom helps air to circulate in this historic office building.
WEATHERIZATION AND INSULATION

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
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<tbody>
<tr>
<td>Using a variety of analytical tools, such as a comprehensive energy audit, blower door tests, infrared thermography, energy modeling or daylight modeling, to gain an understanding of the building’s performance and potential before implementing any weatherization or retrofit treatments.</td>
<td>Implementing energy-retrofit measures without first diagnosing the building’s performance and energy needs.</td>
</tr>
<tr>
<td>Developing a weatherization plan based on the results of the energy analysis of the building’s performance and potential.</td>
<td>Undertaking treatments that result in loss of historic fabric, for example, installing wall insulation that requires removing plaster, before carrying out simple and less damaging weatherization measures.</td>
</tr>
<tr>
<td>Eliminating infiltration first, beginning with the least invasive and most cost-effective weatherization measures, such as caulking and weather stripping, before undertaking more invasive weatherization measures.</td>
<td>Understanding the inherent thermal properties of the historic building materials and the actual insulating needs for the specific climate and building type before adding or changing insulation.</td>
</tr>
<tr>
<td>Insulating unfinished spaces, such as attics, basements and crawl spaces, first.</td>
<td>Insulating a finished space, which requires removing historic plaster and trim, before insulating unfinished spaces.</td>
</tr>
</tbody>
</table>

Recommended: [44-45] A blower door test is a useful tool to help identify air infiltration in a historic building before undertaking weatherization or retrofit treatments. Top Photo: Robert J. Cagnetta, Heritage Restoration, Inc.

Recommended: [46] A hand-held infrared scanner reveals areas that are not well insulated and that allow heat transfer through the walls of a building.

Recommended: [47-48] Insulation should be installed first in unfinished areas such as attics, crawl spaces and basements of residential buildings.
### WEATHERIZATION AND INSULATION

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
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<tbody>
<tr>
<td>Using the appropriate type of insulation in unfinished spaces and ensuring the space is adequately ventilated.</td>
<td>Using wet-spray or other spray-in insulation that is not reversible or may damage historic materials.</td>
</tr>
<tr>
<td>Ensuring that air infiltration is reduced before adding wall insulation.</td>
<td>Adding insulation in cavities that are susceptible to water infiltration.</td>
</tr>
<tr>
<td>Installing appropriate wall insulation, only if necessary, after lower impact treatments have been carried out.</td>
<td>Installing wall insulation that is not reversible and that may cause damage to historic building materials.</td>
</tr>
<tr>
<td>Removing interior plaster only in limited quantities and when absolutely necessary to install appropriate insulation.</td>
<td>Removing all interior plaster to install appropriate insulation.</td>
</tr>
<tr>
<td>Replacing interior plaster—removed to install insulation—with plaster or gypsum board to retain the historic character of the interior, and in a manner that retains the historic proportion and relationship of the wall to the historic windows and trim.</td>
<td>Replacing interior plaster—removed to install insulation—with gypsum board that is too thick and that alters the historic proportion and relationship of the wall to the historic windows and trim.</td>
</tr>
<tr>
<td>Reinstalling historic trim that was removed to install insulation.</td>
<td>Replicating trim rather than retaining and reinstalling historic trim that is repairable.</td>
</tr>
</tbody>
</table>

**Recommended:** [52-53] The original proportion and relationship of the wall to the windows and trim, which is important in defining the character of these historic interior spaces, has been retained here.

**Recommended:** [54] This rigid insulation has been correctly installed in the wall cavity so that when the gypsum board is hung the original proportion and relationship of the wall to the trim will be retained.

*Photo: Robert J. Cagnetta, Heritage Restoration, Inc.*

**Not Recommended:** [49] The original proportion and relationship of the wall to the door trim has been all but lost because the gypsum board installed was too thick.

[50-51] When wall insulation was installed here the walls were furred out, which created deep, historically inappropriate window recesses. The repairable historic trim was also not reinstalled.
HEATING, VENTILATING AND AIR CONDITIONING (HVAC) AND AIR CIRCULATION

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
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</thead>
<tbody>
<tr>
<td>Retaining and maintaining functional and efficient HVAC systems.</td>
<td>Replacing existing HVAC systems without testing their efficiency first.</td>
</tr>
<tr>
<td>Upgrading existing HVAC systems to increase efficiency and performance within normal replacement cycles.</td>
<td>Replacing HVAC systems prematurely when existing systems are operating efficiently.</td>
</tr>
<tr>
<td>Installing an energy-efficient system that takes into account whole building performance and retains the historic character of the building and site when a new HVAC system is necessary.</td>
<td>Installing an inefficient HVAC system or installing a new system based on pre-retrofit building performance when a smaller system may be more appropriate.</td>
</tr>
</tbody>
</table>

Recommended: [55-57] Wood vents in the gable ends of a historic house and a barn and cast-iron oval vents in a masonry foundation traditionally helped air circulate.
### HEATING, VENTILATING AND AIR CONDITIONING (HVAC) AND AIR CIRCULATION

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
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</thead>
<tbody>
<tr>
<td>Supplementing the efficiency of HVAC systems with less energy-intensive measures, such as programmable thermostats, attic and ceiling fans, louvers and vents, where appropriate.</td>
<td>Installing through-the-wall air conditioners, which damages historic material and negatively impacts the building’s historic character.</td>
</tr>
<tr>
<td>Retaining or installing high efficiency, ductless air conditioners when appropriate, which may be a more sensitive approach than installing a new, ducted, central air-conditioning system that may damage historic building material.</td>
<td>Installing a central HVAC system in a manner that damages historic building material.</td>
</tr>
</tbody>
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**Recommended:** [58] Ceiling fans enhance the efficiency of HVAC systems in historic buildings.

**Recommended:** [59] Installing a programmable thermostat can help existing systems to operate more efficiently.

**Not Recommended:** [61] The cuts made in the brick and the decorative stone trim to install through-the-wall air conditioners have not only destroyed building material, but have also negatively impacted the character of this historic apartment building.

**Recommended:** [60] Original radiators that are still functional and efficient were retained in the rehabilitation of this historic house.
### HEATING, VENTILATING AND AIR CONDITIONING (HVAC) AND AIR CIRCULATION

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
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<tbody>
<tr>
<td>Installing new mechanical ductwork sensitively or using a mini-duct system, so that ducts are not visible from the exterior and do not adversely impact the historic character of the interior space.</td>
<td>Installing new mechanical ductwork that is visible from the exterior or adversely impacts the historic character of the interior space.</td>
</tr>
<tr>
<td>Leaving interior ductwork exposed where appropriate, such as in industrial spaces, or when concealing the ductwork would destroy historic fabric.</td>
<td>Leaving interior ductwork exposed in highly-finished spaces where it would negatively impact the historic character of the space.</td>
</tr>
<tr>
<td>Leaving interior ductwork exposed and painting it, when concealing it would negatively impact historic fabric such as a historic pressed metal ceiling.</td>
<td>Leaving exposed ductwork unpainted in finished interior spaces, such as those with a pressed metal ceiling.</td>
</tr>
<tr>
<td>Placing HVAC equipment where it will operate effectively and efficiently and be minimally visible and will not negatively impact the historic character of the building or its site.</td>
<td>Placing HVAC equipment in highly-visible locations on the roof or on the site where it will negatively impact the historic character of the building or its site.</td>
</tr>
</tbody>
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**Recommended:** [62-63] Carefully installed new mechanical ductwork is barely visible in the elaborately decorated ceiling of this historic theater. [64] The ductwork has been left unpainted which is compatible with this historic industrial interior. [65] To avoid damaging the metal ceiling, the ductwork was left exposed and it was painted to minimize its impact, thus preserving the historic character of this former bank.

**Not Recommended:** [66] Interior ductwork has been inappropriately left exposed and unpainted here in this traditionally-finished school entrance hall.
#### HEATING, VENTILATING AND AIR CONDITIONING (HVAC) AND AIR CIRCULATION

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
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<tbody>
<tr>
<td>Commissioning or examining the performance of the HVAC system and continuing to examine it regularly to ensure that it is operating efficiently.</td>
<td>Installing a new HVAC system without commissioning or testing its efficiency after installation.</td>
</tr>
<tr>
<td>Investigating whether a geothermal heat pump will enhance the heating and cooling efficiency of the building before installing one.</td>
<td>Installing a geothermal heat pump without evidence that it will improve the heating and cooling efficiency of the building.</td>
</tr>
<tr>
<td>Installing a geothermal system where there is a significant landscape or where there are archeological resources that could be damaged.</td>
<td></td>
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</tbody>
</table>

**Recommended:** [67] A professional energy auditor analyzes the performance of an existing furnace to ensure it is operating efficiently.

[68-69] A geothermal system, evidenced by a panel in the sidewalk, was installed on the site of this historic firehouse during rehabilitation.

**Recommended:** [70-71] A geothermal system was installed on the property of this historic mansion, but only after an archeological investigation was conducted of the grounds.
SOLAR TECHNOLOGY

<table>
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<tr>
<th>RECOMMENDED</th>
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<tbody>
<tr>
<td>Considering on-site, solar technology only after implementing all appropriate treatments to improve energy efficiency of the building, which often have greater life-cycle cost benefit than on-site renewable energy.</td>
<td>Installing on-site, solar technology without first implementing all appropriate treatments to the building to improve its energy efficiency.</td>
</tr>
<tr>
<td>Analyzing whether solar technology can be used successfully and will benefit a historic building without compromising its character or the character of the site or the surrounding historic district.</td>
<td>Installing a solar device without first analyzing its potential benefit or whether it will negatively impact the character of the historic building or site or the surrounding historic district.</td>
</tr>
<tr>
<td>Installing a solar device in a compatible location on the site or on a non-historic building or addition where it will have minimal impact on the historic building and its site.</td>
<td>Placing a solar device in a highly-visible location where it will negatively impact the historic building and its site.</td>
</tr>
<tr>
<td>Installing a solar device on the historic building only after other locations have been investigated and determined infeasible.</td>
<td>Installing a solar device on the historic building without first considering other locations.</td>
</tr>
</tbody>
</table>

**Recommended:** [72-73] Solar panels were installed appropriately on the rear portion of the roof on this historic row house that are not visible from the primary elevation.

**Recommended:** [74] Free-standing solar panels have been installed here that are visible but appropriately located at the rear of the property and compatible with the character of this industrial site.

**Not Recommended:** [75] Solar roof panels have been installed at the rear, but because the house is situated on a corner, they are highly visible and negatively impact the character of the historic property.
### SOLAR TECHNOLOGY

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installing a low-profile solar device on the historic building so that it is not visible or only minimally visible from the public right of way: for example, on a flat roof and set back to take advantage of a parapet or other roof feature to screen solar panels from view; or on a secondary slope of a roof, out of view from the public right of way.</td>
<td>Installing a solar device in a prominent location on the building where it will negatively impact its historic character.</td>
</tr>
<tr>
<td>Installing a solar device on the historic building in a manner that does not damage historic roofing material or negatively impact the building’s historic character and is reversible.</td>
<td>Installing a solar device on the historic building in a manner that damages historic roofing material or replaces it with an incompatible material and is not reversible.</td>
</tr>
<tr>
<td>Removing historic roof features to install solar panels.</td>
<td>Altering a historic, character-defining roof slope to install solar panels.</td>
</tr>
<tr>
<td>Installing solar devices that are not reversible.</td>
<td>Installing solar roof panels horizontally -- flat or parallel to the roof—to reduce visibility.</td>
</tr>
<tr>
<td>Placing solar roof panels vertically where they are highly visible and will negatively impact the historic character of the building.</td>
<td></td>
</tr>
</tbody>
</table>

**Recommended:** [76-77] Solar panels, which also serve as awnings, were installed in secondary locations on the side and rear of this historic post office and cannot be seen from the front of the building. [78] Solar panels placed horizontally on the roof of this historic building are not visible from below.

**Not Recommended:** [79] Although installing solar panels behind a rear parking lot might be a suitable location in many cases, here the panels negatively impact the historic property on which they are located.
## WIND POWER—WIND TURBINES AND WINDMILLS

**RECOMMENDED**

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Considering on-site, wind-power technology only after implementing all appropriate treatments to the building to improve energy efficiency, which often have greater life-cycle cost benefit than on-site renewable energy.</td>
<td>Installing on-site, wind-power technology, without first implementing all appropriate treatments to the building to improve energy efficiency.</td>
</tr>
<tr>
<td>Analyzing whether wind-power technology can be used successfully and will benefit a historic building without compromising its character or the character of the site or the surrounding historic district.</td>
<td>Installing wind-powered equipment without first analyzing its potential benefit or whether it will negatively impact the character of the historic building or the site or the surrounding historic district.</td>
</tr>
<tr>
<td>Installing wind-powered equipment in an appropriate location on the site or on a non-historic building or addition where it will not negatively impact the historic character of the building, the site or the surrounding historic district.</td>
<td>Placing wind-powered equipment on the site where it is highly visible when it is not compatible with the historic character of the site.</td>
</tr>
</tbody>
</table>

**NOT RECOMMENDED**

- Installing on-site, wind-power technology, without first implementing all appropriate treatments to the building to improve energy efficiency.

---

**Recommended:**

[80] It is often best to install wind-powered equipment in off-site, rural locations to avoid negatively impacting a historic building and its site.

[81] This wind turbine is located in a large parking lot next to a historic manufacturing complex and it is compatible with the character of the industrial site.

[82] This 2011 Kansas postage stamp features a traditional windmill and modern wind turbines to illustrate the importance of wind power in the growth of the state.
Installing wind-powered equipment on the historic building without damaging the roof or walls or otherwise negatively impacting the building’s historic character.

Installing wind-powered equipment on the historic building in a manner that damages the roof, compromises its structure or negatively impacts the building’s historic character.

Removing historic roof features to install wind-powered equipment, such as wind turbines.

Installing wind-powered equipment on the historic building that is not reversible.

Installing wind-powered equipment on the primary façade of a historic building or where it is highly visible.

Investigating off-site, renewable energy options when installing on-site wind-power equipment would negatively impact the historic character of the building or site.

Not Recommended:
[83-84] This historic hotel is a prominent and highly visible local landmark, and the wind turbines proposed to be added on the roof would negatively impact its historic character.
### ROOFS—COOL ROOFS AND GREEN ROOFS

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retaining and repairing durable, character-defining historic roofing materials in good condition.</td>
<td>Replacing durable, character-defining historic roofing materials in good condition with a roofing material perceived as more sustainable.</td>
</tr>
<tr>
<td>Analyzing whether a cool roof or a green roof is appropriate for the historic building.</td>
<td>Installing a cool roof or a green roof without considering whether it will be highly visible from the public right of way and will negatively impact the building’s historic character.</td>
</tr>
<tr>
<td>Installing a cool roof or a green roof on a flat-roofed historic building where it will not be visible from the public right of way and will not negatively impact the building’s historic character.</td>
<td>Installing a cool roof or a green roof that is incompatible in material or color with the historic building.</td>
</tr>
<tr>
<td>Selecting appropriate roofing materials and colors when putting a new cool roof on the historic building.</td>
<td>Installing a cool roof that is incompatible in material or color with the historic building.</td>
</tr>
<tr>
<td>Ensuring that the historic building can structurally accommodate the added weight of a green roof and sensitively improving the structural capacity, if necessary.</td>
<td>Adding a green roof that would be too heavy and would damage the historic building or supplementing the structural capacity of the historic building in an insensitive manner.</td>
</tr>
</tbody>
</table>

**Recommended:** [85-86] A cool or green roof is best installed on a flat roof where it cannot be seen from the public right of way and will not negatively impact the character of the historic building.

**Not Recommended:** [87] Historic roofing materials in good condition should be retained rather than replaced with another material perceived as more sustainable, such as, in this case, solar roofing shingles.

**Not Recommended:** [88] This new, cool white metal roof is not an appropriate material or color for this historic mid-20th century house.
**ROOFs—COOL ROOFs AND GREEN ROOFs**

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensuring that the roof is water tight and that roof drains, gutters and downspouts function properly before installing a green roof.</td>
<td>Installing a green roof without ensuring that the roof covering is water tight and that drainage systems function properly.</td>
</tr>
<tr>
<td>Including a moisture-monitoring system when installing a green roof to protect the historic building from added moisture and accidental leakage.</td>
<td></td>
</tr>
<tr>
<td>Selecting sustainable native plants that are drought resistant and will not require excessive watering of a green roof.</td>
<td></td>
</tr>
<tr>
<td>Selecting appropriately-scaled vegetation for a green roof that will not grow so tall that it will be visible and detract from the building’s historic character.</td>
<td>Selecting vegetation for a green roof that will be visible above the roof or parapet.</td>
</tr>
</tbody>
</table>

Recommended: [89-92] Low-scale and sustainable native plants are appropriate for these roof gardens on historic buildings.

Not Recommended: [93] The vegetation on these green roofs has grown too tall and negatively impacts the character of these historic commercial buildings.
### Recommended

- Respecting an important cultural landscape and significant character-defining site features when considering adding new sustainable features to the site.
- Using to advantage existing storm-water-management features, such as gutters, downspouts and cisterns, as well as site topography and vegetation that contribute to the sustainability of the historic property.
- Adding natural, sustainable features to the site, such as shade trees, if appropriate, to reduce cooling loads for the historic building.
- Using permeable paving where appropriate on a historic building site to manage storm water.

### Not Recommended

- Installing new sustainable site features without considering their potentially negative impact on an important cultural landscape and character-defining site features.
- Ignoring existing features that contribute to the sustainability of the historic property.
- Removing existing natural features, such as shade trees, that contribute to the building's sustainability.
- Planting trees where they may grow to encroach upon or damage the historic building.
- Using permeable paving where appropriate on a historic building site to manage storm water.

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**Recommended:** [94-95] Permeable pavers were used at this historic residential property for a driveway and parking (above) and a hard-packed, construction aggregate provides environmentally-friendly paths for visitors at this historic site (below).

[96] Mature trees and a water feature contribute to the sustainability of this mid-twentieth century property.

**Not Recommended:** [97] This tree, which was planted too close to the building, has caused the masonry wall to retain moisture that damaged the mortar and required that the brick be repointed in this area.
## SITE FEATURES AND WATER EFFICIENCY

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avoiding paving up to the building foundation to reduce heat island effect, building temperature, damage to the foundation and storm-water runoff.</td>
<td>Paving up to the building foundation with impermeable materials.</td>
</tr>
<tr>
<td>Landscaping with native plants, if appropriate, to enhance the sustainability of the historic site.</td>
<td>Introducing non-native plant species to the historic site that are not sustainable.</td>
</tr>
<tr>
<td>Adding features, such as bioswales, rain gardens, rain barrels, large collection tanks and cisterns, if compatible, to the historic building site to enhance storm-water management and on-site water reuse.</td>
<td></td>
</tr>
</tbody>
</table>

**Recommended:** [98-100] Rain gardens and rainwater collection tanks are features that may be added to a historic property to improve storm-water management and increase on-site water use.

**Not Recommended:** [101] Splash back from the impermeable concrete paving next to the foundation is damaging these stones.
## DAYLIGHTING

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retaining features that provide natural light to corridors, such as partial glass partitions, glazed doors and transoms, commonly found in historic office buildings.</td>
<td>Removing or covering features that provide natural light to corridors, such as partial glass partitions, glazed doors and transoms, commonly found in historic office buildings.</td>
</tr>
<tr>
<td>Reopening historic windows that have been blocked in to add natural light and ventilation.</td>
<td>Blocking in historic window openings to accommodate new building uses.</td>
</tr>
<tr>
<td>Adding skylights or dormers on secondary roof elevations where they are not visible or are only minimally visible so that they do not negatively impact the building’s historic character.</td>
<td>Adding skylights or dormers on primary or highly-visible roof elevations where they will negatively impact the building’s historic character.</td>
</tr>
<tr>
<td>Adding a small light well or light tubes, where necessary and appropriate, to allow more daylight into the historic building.</td>
<td></td>
</tr>
<tr>
<td>Inserting a small atrium, only when necessary, to allow more daylight into the building in a manner that is compatible with the historic character of the building.</td>
<td>Cutting a very large atrium into the historic building that is not compatible with the building’s historic character.</td>
</tr>
<tr>
<td>Creating an open, uncovered atrium or courtyard in the historic building that appears to be an outdoor space, rather than an interior space.</td>
<td></td>
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</tbody>
</table>

**Recommended:** [102-103]
Small, covered atriums that are compatible with the character of these historic warehouses have been inserted to light the interior.

**Not Recommended:** [104-106]
Skylights added on a primary roof elevation negatively impact the character of these historic houses.
### DAYLIGHTING

<table>
<thead>
<tr>
<th>RECOMMENDED</th>
<th>NOT RECOMMENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installing light-control devices on the historic building where appropriate</td>
<td>Installing light-control devices that are incompatible with the type or style of</td>
</tr>
<tr>
<td>to the building type, such as light shelves in industrial or mid-century</td>
<td>the historic building.</td>
</tr>
<tr>
<td>modern buildings, awnings on some commercial and residential buildings and</td>
<td></td>
</tr>
<tr>
<td>shutters on residential buildings that had them historically.</td>
<td></td>
</tr>
<tr>
<td>Installing automated daylighting controls on interior lighting systems that</td>
<td>Adding new window openings on primary</td>
</tr>
<tr>
<td>ensure adequate indoor lighting and allow for energy-saving use of</td>
<td>elevations that will negatively impact the character of the historic building.</td>
</tr>
<tr>
<td>daylighting.</td>
<td></td>
</tr>
<tr>
<td>Adding new window openings on secondary and less visible facades, where</td>
<td></td>
</tr>
<tr>
<td>appropriate, to allow more natural light into the historic building.</td>
<td></td>
</tr>
</tbody>
</table>

**Recommended:** [107] Traditional canopies compatible with the industrial character of this former factory building were installed when it was converted for residential use.

[108-109] The original, partially-glazed doors and office partitions, as well as skylights, that let natural light into the corridors were retained as part of the rehabilitation of this early-20th century building.

[110] A clerestory window lights the interior corridor of this historic mill building.

[111] A limited number of new window openings may be added to non-character-defining, secondary facades to allow natural light into formerly windowless spaces.
MEMO

TO: Historic Preservation Commission
FROM: Alison Brake, CNU-A, Historic Preservation Officer and Planner
DATE: September 18, 2019
RE: Item 6 – Local Tax Incentives Update

At the September 5, 2019 Regular Meeting Commissioner Perkins requested that this item be placed on a future agenda for discussion.

The Commission adopted Resolution 2019-01RR at the February 7th Regular Meeting. The Resolution was placed on the May 7, 2019 City Council meeting for discussion. Council provided direction to move forward with the recommendations within the Resolution.

Both Resolution 2019-01RR and the minutes from the May 7th City Council meeting have been included to help facilitate discussion.
RECOMMENDATION RESOLUTION

Historic Preservation Commission

Recommendation Number: (2019-01RR): Implementation of incentive programs, including tax-based incentive programs, designed to encourage or enable the ownership, rehabilitation, and continued maintenance of historic structures in the City.

WHEREAS, the City’s Comprehensive Plan, “Vision San Marcos: A River Runs Through Us,” recognizes that the citizens of San Marcos “are conscious of preserving our rich historical past and will pursue future cultural enrichment;” and

WHEREAS, toward that end, the City boasts seven locally designated historic districts and eight locally designated landmarks while other structures and sites have been recognized at the national and state levels for their historical or cultural significance;

WHEREAS, the City Council has identified a Strategic Initiative for Workforce Housing with the outcome to maintain existing workforce housing in safe and healthy conditions; and

WHEREAS, to uphold the goals of the Comprehensive Plan, City Council’s Strategic Initiatives, and to preserve the City’s historical and cultural resources for future generations, the Historic Preservation Commission has explored possible incentive programs, including tax-based incentive programs that would encourage or enable the ownership, rehabilitation, and continued maintenance of historic structures and landmarks in the City.

NOW, THEREFORE, BE IT RESOLVED that the Historic Preservation Commission encourages the City Council to consider the adoption of incentive programs, including tax incentive programs such as those outlined in the memorandum attached to this resolution, designed to encourage or enable the ownership, rehabilitation, and continued maintenance of historic structures and landmarks in the City. The Commission further recommends that, if the City Council concurs that such incentives should be explored, the City Council refer the matter of possible incentives back to the Commission for the development of more specific recommendations for the adoption of ordinances, resolutions or programs, as appropriate, creating such incentives. Upon the transmittal of the final recommendations of the Commission to the City Council, the Commission respectfully requests the City Council consider implementation of the recommendations, together with any other incentives developed
independently by the City Council, that would encourage or enable the ownership, rehabilitation,
and continued maintenance of historic structures and landmarks in the City.

Date of Approval: February 7, 2019

Record of the vote: Unanimous on a 6-0 vote

Attest: ______________________________
Griffin Spell, Chair, Historic Preservation Commission
BACKGROUND

Financial incentives can encourage rehabilitation of existing historic properties as well as encourage designation of new districts and landmarks. The Federal Historic Preservation Tax Incentives Program includes a 20 percent income tax credit for the rehabilitation of historic, income-producing buildings and the Texas Historic Preservation Tax Credit Program offers a 25 percent tax credit for the rehabilitation of historic, income-producing or non-profit buildings. Additionally, a state sales tax exemption on labor is available for work to buildings that are listed in the National Register of Historic Places. Local tax exemptions for historic properties are authorized by Title 1, Section 11.24 of the Texas Tax Code.

In comparison to other similarly sized cities along the corridor such as New Braunfels and Kyle, San Marcos is one of the only cities that does not offer some form of local tax incentive for historically designated properties. In 2001, an ordinance proposing ad valorem tax incentives for the preservation of historic buildings was drafted, but never adopted. The 2001 ordinance proposed exempting any increase in ad valorem taxes resulting from a qualifying project for a period of 10 years after the completion of the project.

The City of San Marcos has not designated a new historic district since the Hopkins Street Historic District was established in 2008; the most recent local landmark established is the Old First Baptist Church (2018). Local tax exemption programs can be used as a tool to encourage the establishment of new districts as well as local landmarks. A goal of the Historic Preservation Commission (HPC) is to expand protection of historic resources. This goal was strengthened at the Visioning Workshop in August 2018 to include a third objective: “Implement financial incentives for historic properties.” The reason for including this as a third objective was to help prevent the loss of historic structures due to the growth of the City.

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

At the January and February Regular Meetings, the Commission discussed their desire for a flexible financial incentive program to be crafted for San Marcos’ historic properties and directed Staff to draft a recommendation resolution to be sent to City Council for discussion and possible consideration of a project to explore financial incentive programs.
JANUARY 3, 2019 HISTORIC PRESERVATION COMMISSION DISCUSSION

Staff presented three types of financial incentive programs to the Historic Preservation Commission. The HPC discussed the following incentive programs with the idea that the program crafted for San Marcos could potentially incorporate all three types of program, possibly more:

1. **Substantial Rehabilitation for Historic Properties**
   a. **Purpose:** To encourage preservation of existing substandard historic properties, prevent demolition, and spur economic development through rehabilitation.
   b. **Program Description:**
      - Investment of at least 50% of value of the building by property owner
      - Property owner receives a “freeze” on City taxes for a number of years.
      - Typical timeframe is 10 years
      - Both residential and commercial structure would be eligible

2. **New Historic Districts and Local Historic Landmarks**
   a. **Purpose:** To encourage the designation of new districts, prevent displacement of existing residents while addressing affordable housing needs, and prevent the loss of historic structures.
   b. **Program Description:**
      - Exemption on City taxes for structures in newly designated historic districts and locally designated historic landmarks
      - 25% is a typical percentage for new exemptions; typical timeframe is 10 years
      - Exemption for locally designated historic landmarks only applies for new designations outside of existing historic districts

3. **Maintenance**
   a. **Purpose:** To promote the upkeep of historic properties and stabilize tax valuations.
   b. **Program Description:**
      - Property owners of both residential and commercial historically-significant structures eligible for an exemption of assessed City taxes
      - Percentage exempted ranges from 25% - 100%
      - Reviewed annually

**MY HISTORIC SMTX PHASE I HISTORIC RESOURCES SURVEY REPORT**

The My Historic SMTX draft historic resources survey report for Phase 1 outlines many recommendations for further work, including designation of new historic districts, expansion of existing historic districts, and undertaking a local landmark designation
initiative to provide protection for significant individual historic resources. The report strongly recommends the development of financial incentives, such as a tax credit or tax abatement, in order to encourage local historic designation as well as to stimulate restoration and rehabilitation of historic buildings. The report also mentions including reduced or waived building and signage permit fees as additional financial incentives for designated landmarks or districts.

**STAFF RECOMMENDATION AND NEXT STEPS**

With the potential for new districts and new landmarks as well as the introduction of new preservation tools, Staff recommends tailoring a financial incentive program which would include a variety of types of incentives to best address the City’s historic preservation needs utilizing the information contained within the My Historic SMTX Historic Resources Survey Report.

Public outreach is a critical component to a successful tax incentive program. This will ensure that those who could take advantage of are aware of it. A public outreach plan to involve relevant stakeholders and the public should be drafted upon project commencement. The following list was compiled by the Commission and Staff to help identify potentially relevant stakeholders:

- CONA
- Neighborhood Commission
- Heritage Association
- Main Street
- Economic Development Groups
- Hays County Tax Assessor’s Office
- Hays County Appraisal District
- Realtors
- Architects
- Contractors
- News Media, including social media
the Redwood 1 (High Branch) Development. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Council Member Derrick, Mayor Hughson, Council Member Mihalkanin, Council Member Marquez and Council Member Rockeymoore

Against: 0

23. Receive a Staff presentation and consider approval of setting the proposed schedule for the annexation of the Redwood 2 (High Branch) Development, and provide direction to the City Manager.

A motion was made by Council Member Gonzales, seconded by Council Member Mihalkanin, to approve the proposed schedule for the annexation of the Redwood 2 (High Branch) Development. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Council Member Derrick, Mayor Hughson, Council Member Mihalkanin, Council Member Marquez and Council Member Rockeymoore

Against: 0

24. Consider the appointment of Shelley Sherman, to fill the Housing Resident Position vacancy on the Housing Authority Board, and provide direction to Staff.

A motion was made by Council Member Derrick, seconded by Council Member Rockeymoore, to approve the appointment of Shelley Sherman to fill the Housing Resident position vacancy on the Housing Authority. The motion carried by the following vote:

For: 7 - Mayor Pro Tem Prewitt, Council Member Gonzales, Council Member Derrick, Mayor Hughson, Council Member Mihalkanin, Council Member Marquez and Council Member Rockeymoore

Against: 0

25. Hold discussion regarding Historic Preservation Commission Recommendation Resolution 2019-01RR requesting policy that would implement incentive programs, including tax-based incentive programs, designed to encourage or enable the ownership, rehabilitation, and continued maintenance of historic structures in the City, and provide direction to Staff.

Council Member Mihalkanin and Deputy Mayor Pro Tem Prewitt recused themselves and left the chambers, during discussion, to avoid a conflict of interest as they both own homes in a Historic District.

This recommendation was recently approved by the Historic Preservation Commission and they are seeking a policy, from Council, that would implement incentive programs, including tax-based incentive programs,
designed to encourage or enable the ownership, rehabilitation, and continued maintenance of historic structures in the City.

Mayor Hughson would like a list of cities nearby or communities our size that have a policy in place such as this and she also expressed her concerns for the loss of revenue with the implementation of these tax incentives.

Bert Lumbreras, City Manager suggested a financial analysis be done to see what benefit or direct impact a program like this would have prior to implementing this program.

Griffin Spell, Historic Preservation Commission Chair, provided additional information on why a city would implement this type of program and the benefits of the tax break. He stated there are typically three reasons which include to promote ordinary maintenance, significant restoration, and promote new districts and new expansions.

Council provided direction to move forward with this recommendation.

26. Hold discussion regarding Historic Preservation Commission Recommendation Resolution 2019-02RR to consider the management of painting historic commercial buildings and masonry in the City, and provide direction to Staff.

Council Member Mihalkanin and Deputy Mayor Pro Tem Prewitt recused themselves and left the chambers, during discussion, to avoid a conflict of interest as they both own homes in a Historic District.

This recommendation was recently approved by the Historic Preservation Commission and they are seeking approval from Council to consider the management of painting historic commercial buildings and masonry in the City. The following recommendations were supported by the Historic Preservation Commission:

1. Amend the San Marcos Development Code to prohibit painting of previously unpainted masonry as part of the Annual Code Update

2. Adopt the color palette from the National Trust for Historic Preservation in Historic Design Guidelines, while allowing historic palettes from all major paint manufacturers, and require an administrative Certificate of Appropriateness for the current Downtown Historic District and potential future commercial historic districts

3. Include educational guidance and information for residential properties