

**HERITAGE COMMISSION  
PLANO MUNICIPAL CENTER  
1520 K AVENUE  
December 15, 2009**

<b>ITEM NO.</b>	<b>EXPLANATION</b>	<b>ACTION TAKEN</b>
	<p><b>5:30 p.m. - Dinner - Planning Conference Room 2E</b></p> <p><b>6:00 p.m. - Regular Meeting - Training Room A</b></p> <p><b>The Heritage Commission may convene into Executive Session pursuant to Section 551.071 of the Texas Government Code to consult with its attorney regarding posted items in the regular meeting.</b></p>	
1	Call to Order/Pledge of Allegiance	
2	Approval of Agenda as Presented	
3	Approval of Minutes for the November 17, 2009, Heritage Commission meeting	
4	<p><b>General Discussion:</b> The Heritage Commission will hear comments of public interest. Time restraints may be directed by the Chair of the Heritage Commission. Specific factual information, explanation of current policy, or clarification of Heritage Commission authority may be made in response to an inquiry. Any other discussion or decision must be limited to a proposal to place the item on a future agenda.</p>	
5 PM	<p><b>Discussion:</b> Heritage Commission Roles and Responsibilities. <b>Applicant: City of Plano</b></p>	
6 LH	<p><b>Certificate of Appropriateness:</b> 920 18th Street. <b>Applicant: Joe Ergonis</b></p>	
7 LH	<p><b>Discussion and Direction:</b> 2010 Heritage Commission Goals and Recommendations. <b>Applicant: City of Plano</b></p>	
8 LH	<p><b>Discussion:</b> 2010 Heritage Preservation Tax Exemption Survey. <b>Applicant: City of Plano</b></p>	
9 LH	<p><b>Discussion and Direction:</b> 2009-2010 Heritage Grant Site Tours. <b>Applicant: City of Plano</b></p>	

<p><b>10</b> <b>LH</b></p>	<p><b>Election of Heritage Commission Vice Chair:</b> Election of a Vice Chairperson for period ending October 31, 2010. <b>Applicant: City of Plano</b></p>	
<p><b>11</b> <b>LH</b></p>	<p><b>Report:</b> Staff Approved Certificates of Appropriateness. <b>Applicant: City of Plano</b></p>	
<p><b>12</b> <b>LH</b></p>	<p><b>Items for Future Discussion</b> - The Heritage Commission may identify issues or topics that they wish to schedule for discussion at a future meeting.</p>	
<p>Council Liaison: Mayor Pro Tem Lee Dunlap</p>		
<p style="text-align: center;"><b>ACCESSIBILITY STATEMENT</b></p>		
<p>Plano Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance facing Municipal Avenue, with specially marked parking spaces nearby. Access and special parking are also available on the north side of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the Planning Department at (972) 941-7151.</p>		

**CITY OF PLANO  
HERITAGE COMMISSION  
PUBLIC HEARING PROCEDURES**

**The Heritage Commission welcomes your thoughts and comments on these agenda items. The commission does ask, however, that if you wish to speak on an item you:**

1. **Fill out a speaker card.** This helps the commission know how many people wish to speak for or against an item, and helps in recording the minutes of the meeting. **However, even if you do not fill out a card, you may still speak.** Please give the card to the secretary at the right-hand side of the podium before the meeting begins.
2. **Limit your comments to new issues dealing directly with the case or item.** Please try not to repeat the comments of other speakers.
3. **Limit your speaking time so that others may also have a turn.** If you are part of a group or homeowners association, it is best to choose one representative to present the views of your group. The commission's adopted rules on speaker times are as follows:

- 15 minutes for the applicant - After the public hearing is opened, the Chair of the Heritage Commission will ask the applicant to speak first.
- 3 minutes each for all other speakers, up to a maximum of 30 minutes. Individual speakers may yield their time to a homeowner association or other group representative, up to a maximum of 15 minutes of speaking time.

If you are a group representative and other speakers have yielded their 3 minutes to you, please present their speaker cards along with yours to the secretary.

- 5 minutes for applicant rebuttal.
- Other time limits may be set by the Chairman.

**The commission values your testimony and appreciates your compliance with these guidelines.**

For more information on the items on this agenda, or any other planning, zoning, or transportation issue, please contact the Planning Department at (972) 941-7151.

CITY OF PLANO  
HERITAGE COMMISSION

December 15, 2009

**Agenda Item No. 5**

**Discussion:** Heritage Commission Role and Responsibilities

**Applicant:** City of Plano

---

**DESCRIPTION:**

Discussion regarding the roles and responsibilities of the Heritage Commission.

**REMARKS:**

At the November 17, 2009, Heritage Commission meeting, the Commission expressed a desire to review their role and responsibilities. Several questions were raised regarding the scope of authority as a Commission. At the December 15, 2009, Heritage Commission meeting, Paige Mims, Assistant City Attorney, will lead a discussion addressing these issues.

The roles of heritage preservation, as well as the Heritage Commission duties are established in the Plano City Code of Ordinances, Chapter 16, Article VI., Sections 16-101 to 16-130. The Heritage Commission has many roles including serving as an advisor to the City Council regarding heritage preservation matters; acting as a regulatory body and reviewing applications in accordance with adopted guidelines; and promoting and advocating heritage preservation while still remaining objective and unbiased in order to serve as a neutral, regulatory body. The Commission also oversees specific programs delegated to them including the Tax Exemption and Heritage Grant programs, as well as participates in the formulation and adoption of the Preservation Plan.

The Heritage Commission duties, as stated in the ordinance, are as follows:

**Section 16-108. Heritage Commission-Functions**

- (a) The commission shall thoroughly familiarize itself with the buildings, land, areas, and districts within the city which may be eligible for designation as heritage resources and shall prepare a heritage resource preservation plan referred to as the "preservation plan" which shall:

- (1) Identify and catalog buildings, land, areas, and districts of historical, architectural, archaeological, or cultural value, along with statements of fact which verify their significance;
  - (2) Establish criteria to be used in determining whether certain buildings, land, areas, and districts should be designed as heritage resources;
  - (3) Establish guidelines to be used in determination of whether to grant or deny certificates of appropriateness for proposed alterations to the exterior of a designated heritage resource;
  - (4) Formulate a program for private and public action, which will state the role of various city agencies in the preservation of heritage resources;
  - (5) Suggest sources of funds for preservation and restoration activities and for acquisitions, to include federal, state, municipal, private, and foundation sources; and
  - (6) Recommend incentives for preservation.
- (b) The Preservation Plan shall be presented to the Planning and Zoning Commission and City Council in preparing and updating the comprehensive plan of the city.
- (c) The Commission shall recommend to the Planning and Zoning Commission that certain buildings, land, areas, and districts in the city be designated as heritage resources. Each recommendation shall include:
- (1) Those premises, lots or tracts to be designated;
  - (2) Any additional uses to be permitted in the specific "H" district; and
  - (3) Specific criteria for the required preservation of the exteriors of premises within the designated district, which shall follow the United States Secretary of the Interior's Standards for Rehabilitation.
- (d) If the Commission finds that certain buildings, land, areas, or districts cannot be preserved without acquisition, the Commission shall recommend to the City Council that the fee or a lesser interest in the property be acquired by gift or purchase, using private and/or public funds available for preservation or restoration.
- (e) Where there are conditions under which the required preservation of a heritage resource would cause undue hardship to the owner, use changes may be recommended by the Commission. Changes must be adopted by the City Council upon recommendation of the Planning and Zoning Commission in accordance with current zoning procedures. Such changes shall be in keeping with the spirit and intent of this article.

- (f) Periodically, the Commission shall review the status of designated heritage resource districts and include in the commission minutes a report of such review.
- (g) The Commission shall direct the action of committees.
- (h) The Commission shall receive, review and recommend grant applications from area historic preservation agencies, groups or organizations and make a recommendation to the City Council on the recipient's grant and amount to be awarded.

Another item the Heritage Commission wished to discuss is their ability to create subcommittees and what function those committees are allowed to have. The Heritage Commission may create a subcommittee consisting of current appointed Heritage Commission members in order to complete a specific task if a need arises. Once that task is complete, the subcommittee should be dissolved. The Heritage Commission does not have the ability to create a standing subcommittee. It also does not have the ability to delegate its authority or primary responsibilities to a subcommittee.

Staff has included several attachments for the Commission's information including Legal Foundations for Historic Preservation (Attachment A), excerpts from the City's Code of Ordinances regarding the purpose of Plano's Heritage Preservation Program (Attachment B), and the Commission's Bylaws (Attachment C).

**RECOMMENDATION:**

No specific action from the Commission is required; however it may wish to offer suggestions or request further information.

## **Attachment A**

### **Legal Foundations for Historic Preservation**

#### **A. Texas Statutory Municipal Authority - Heritage Preservation**

1. Texas Local Government Code (LGC) Section 211.001 defines the zoning authority of Texas cities to include “promoting public health, safety, morals or general welfare, and protecting and preserving places and areas of historical, cultural or architectural importance and significance.
2. Section 214.00111 LGC - City preservation boards can review substandard buildings to determine rehabilitation and designation to preserve substandard buildings as historic property.

#### **B. City of Plano Heritage Preservation Ordinance**

1. Plano City Code of Ordinances - Chapter 16, Article VI., Sections 16-101 - 16-130:
  - City Council heritage preservation a matter of public policy and a public necessity.
  - Adoption of Heritage Resource Preservation Plan.
  - Creates staff position for Heritage Preservation Officer
  - Creates Heritage Commission, 7 members appointed by City Council to serve 2 year staggered terms, minimum meetings of once a month, Heritage Preservation Officer, and Chief Building Official are ex officio members.
  - Sets out designation and removal procedures.
  - Sets out procedures for review of alterations, repair, relocations, and demolitions.
  - Provides for enforcement and penalties.

#### **C. “Police Powers”**

1. General Authority - Local governments are allowed to exercise “police powers” which is the ability to prevent people from conducting themselves or using property in a manner harmful to the public health, safety and welfare. Examples are laws and regulations affecting public health, building safety, environmental protection and zoning. Section 51.001 LGC and Sec 2.01 Plano City Charter.
2. Case Identifying Heritage Preservation as a Police Power - *Penn Central Transportation Co. vs. City of New York*, 1978. The U.S. Supreme Court held “states and cities may enact land-use restrictions or controls to enhance the quality of life by preserving the character and desirable aesthetic features of a city.” The case explicitly recognizes historic preservation as a legitimate government purpose and exercise of police power.

**D. Limitations on Exercise of Police Powers - The U.S. Constitution sets up a balancing between governmental promotion of general welfare and the rights of individual citizens.**

1. Individual Liberties - First Amendment - no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble and petition the Government for redress of grievances.”
  - a. Speech - Cannot regulate the content of signs. Reasonable regulation of time, place and manner is approved as long as content is not regulated. Aesthetics are a reasonable basis for regulating.
  - b. Religion - Government may not “substantially burden the free exercise of religion unless there is a “compelling governmental interest” and the government employs the “least restrictive means” of furthering its interest. Religious Land Use and Institutionalized Persons Act, (RLUIPA) 42 U.S.C. Section 2000cc, et seq.
2. Due Process and Equal Protection - Fifth Amendment - “No person shall be deprived of life, liberty or property, without due process of law; nor shall private property be taken for public use, without just compensation.” Fourteenth Amendment - “No state shall deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction equal protection of the laws.”
  - a. Due Process - a local government cannot deprive people of a property interest without adequate notice and an opportunity to be heard on any charge. Regulations should be clear and straightforward so that a reasonable person would understand what is expected under the law. There should be a fair hearing process with notice of any alleged violation of the law and an opportunity for the violators to present their side of the case to an impartial decision-maker within a specified, reasonable time frame.
  - b. Equal Protection - Requires equal treatment including no intent to discriminate in application or practice when applying the law.
  - c. Taking of Property:
    - i. Condemnation - eminent domain: The appropriation of property for public purpose. Property owner must be compensated.
    - ii. Exaction - Requirements exacted as part of zoning process must be roughly proportional.
    - iii. Regulatory - Where general regulation has the effect of denying owner a reasonable economic return or use of property. Three part inquiry on a case-by-case basis
      - Economic impact on property owners

- Effect on Owner's investment backed expectation
- Character of Governmental action. Taking occurs if all economically viable beneficial use of property is denied.

#### **E. Texas Open Meetings Act**

1. Meetings shall be open to public - Deliberation within jurisdiction of body at regular or special called meetings with a quorum present. Situations that require caution so as not to violate the act are informal and/or e-mail discussions with a quorum of members about substantive issues.
2. Notice of Meetings - Timing, location, and adequate information on subject posted for public 72 hours in advance.
3. Executive Sessions - Attorney advice on litigation or settlement, real property, negotiations re gift or donation, personnel matters, security, medical records.
4. Meetings are recorded.
5. Violations and Penalties - Decisions and discussions should not be made outside of public meeting. Penalties include injunction, declaratory judgment, void-ability, and criminal provisions.

## **Attachment B**

### **Excerpt from the Plano City Code of Ordinances, Chapter 16, Article VI., Section 16-101**

The purpose of Plano's preservation program, as stated in the ordinance, is to:

1. Safeguard the city's history and culture by promoting the value and importance reflected in recognizing founders of the city, establishing historic landmarks teaching the evolution of the area and fostering general heritage preservation;
2. Protect, enhance, and perpetuate historic resources which represent or reflect distinctive and important elements of the city's cultural, social, economic, political, archaeological and architectural history;
3. Promote the city's heritage by educating and attracting tourists and visitors while providing incidental support and stimulus to business and industry;
4. Promote the city's heritage by encouraging the use of historic resources;
5. Increase historical awareness, including educating the youth of the city, in order to strengthen the culture, prosperity and welfare of local citizens and visitors to the city; and
6. Provide input and advice to the City Council regarding matters of heritage preservation.

## Attachment C

### CITY OF PLANO HERITAGE COMMISSION BYLAWS

- 1.0 **PURPOSE** - The following rules and procedures have been adopted by the Heritage Commission of the City of Plano concerning the preparation of its agendas, the scheduling and conduct of its meetings, the preparation of reports and recommendations, and the appointment of committees. Except where prescribed by State Law or City Ordinance, the rules and procedures defined herein may be amended by a favorable vote of two-thirds of the commission.
- 2.0 **MEETINGS**
  - 2.1 **Regular Meetings** - The number of meetings per month and a schedule of meeting dates shall be established, and may be changed at any regularly scheduled meeting. One regular meeting date is currently established each month on the fourth Tuesday of each month in Training Room A of the Plano Municipal Center, subject to availability.
  - 2.2 **Special Meetings** - Additional meetings may be held at any time upon the call of the Chair, or by a majority of the voting members of the commission, or upon request of the City Council, following at least seventy-two hours notice to each member of the commission. In case of emergency or urgent public necessity, which shall be clearly identified in the notice, it shall be sufficient if notice is posted two hours before a meeting is convened.
- 3.0 **NOTICE AND RECORDS**
  - 3.1 **Notice of Meetings** - Notice of all meetings shall be posted in a place readily accessible to the general public at all times for at least 72 hours preceding the scheduled time of the meeting, except as provided in Section 2.2.
  - 3.2 **Open Meetings and Open Records Act** - The activities of the Heritage Commission are governed by the State's Open Meetings and Open Records Act.
  - 3.3 **Robert's Rule of Order** - The general conduct of the meetings shall be in accordance with Robert's Rule of Order.
- 4.0 **OFFICERS** - The officers of the Heritage Commission shall be Chair, Vice Chair, and Secretary. The method of appointment, duties and term of office are defined below:
  - 4.1 **CHAIR**
    - 4.2 **Appointment**- The Chair shall be appointed each October by the City Council. Should the office become vacant, the City Council shall appoint a new chair to fill the unexpired term.

**4.3 Duties**- The Chair is responsible for:

- a. Conducting the meetings of the Heritage Commission;
- b. Appointing committees and committee chairs, except where appointed by the City Council;
- c. Acting as liaison to the City Council;
- d. Voting on all matters, unless a conflict of interest exists; and
- e. Providing for the issuance of reports to City Council in accordance with actions taken by the Commission at its meetings.

**4.4 Term**- One year

**4.5 VICE CHAIR**

**4.6 Appointment** - The Designation of the Vice Chair shall be part of the agenda of the Heritage Commission each year at its regular meeting in December. Nominations for the position shall require a motion and a second. If only one nomination is received, a simple hand vote shall be adequate. If more than one nomination is received and seconded, a paper ballot shall be conducted, and counted by the Chair and one other un-nominated Commissioner. A majority vote of those members present in the affirmative shall result in the designation of the Vice Chair. (There shall be no abstentions.) In the event of more than two nominations and no majority on the first ballot, a second ballot consisting of the two highest vote recipients from the first ballot shall be conducted and the majority vote shall decide the designation. If no December meeting is held or if a decision cannot be reached, designation may be deferred to a future regular or called meeting but shall occur prior to January 31st of the following year. Should the office become vacant, designation shall be scheduled for a regular or called meeting within 45 days of official notification.

**4.7 Duties**- The 1st Vice Chair is responsible for:

- a. Serving in the place of the Chair in his/her absence.
- b. Assisting the Chair as needed.

**4.8 Term**- One year

**4.9 Absence of Chair and Vice Chair** – In the event that a quorum exists and the Chair and Vice Chair have previously informed the Commission of their pending absence or late arrival, a motion, second, and majority vote of those members present in the affirmative shall result in the selection of a Commissioner to chair a meeting until such time as the Chair or Vice Chair arrives.

**4.10 SECRETARY**

**4.11 Appointment** - The Long Range Planning Manager or his/her designee shall serve as the Secretary of the Heritage Commission. This position is a non-voting position.

**4.12 Duties** - The Secretary is responsible for the preparation of minutes and maintaining records and files of the Commission

**4.13 Term** - Continuous.

**5.0 QUORUM** -A majority of the Plano Transition and Revitalization Commission entitled to vote shall constitute a quorum for the transaction of business.

**6.0 ORDER OF BUSINESS** - The following procedure will normally be observed at regular meetings of the Commission. The Chair may rearrange it to expedite the conduct of business.

- a. The Chair shall call the meeting to order with the Pledge of Allegiance;
- b. An opportunity shall be provided for audience members to address the Commission on items not included on the agenda. . The Commission may not discuss these items, but factual or policy information may be provided in response to the comments, and the Commission may choose to place the item on a future agenda. Comments will generally be limited to five (5) minutes per speaker, with a maximum time limit of thirty (30) minutes for this portion of the meeting. All other agenda items are not expressly open for public comment; however, the Chair shall attempt to give audience members the opportunity to address specific agenda items. The Chair may also impose a time limit and direct speakers to comment specifically on that agenda item and on matters consistent with the authority of the Commission.
- c. Approval of the minutes of previous meetings or work sessions shall typically follow the public comments.
- d. The Commission shall then consider Heritage Resource Designation requests requiring its recommendation to the Planning and Zoning Commission in accordance with the Zoning Ordinance.
- e. Requests for Certificates of Appropriateness, except for matters delegated to City staff in accordance with the Preservation Ordinance, shall follow designation requests.
- f. Other matters of old and new business shall be considered next. The Agenda shall provide the opportunity for Commissioners to identify topics for consideration at future meetings and to discuss the scheduling of future meetings. Discussion of items for future consideration shall be limited to that required to explain the significance of the topic and establish the types of information required for its consideration.
- g. The meeting shall be adjourned upon completion of business by the chair or by motion, second, and vote.

**7.0 COMMITTEES** - The Heritage Commission may rely on committees as needed to carry out its responsibilities.

7.1.1 **Committee Appointments** - Appointments to committees of the Heritage Commission shall be made by the Chair or the City Council.

CITY OF PLANO  
HERITAGE COMMISSION

December 15, 2009

**Agenda Item No. 6**

**Certificate of Appropriateness: 920 18th Street**

**Applicant: Joe Ergonis**

---

**REQUEST:**

Request for a Certificate of Appropriateness to:

1. Add a paneled wood door to the west facade;
2. Construct a six (6) foot by six (6) foot wood porch and ramp on the west facade;  
and
3. Construct a wood fire emergency staircase to the south facade.

**GENERAL INFORMATION:**

**Location:** 920 18th Street (southwest corner of 18th Street and I Ave)

**Zoning:** Retail (R); H-20

**Resource Type:** Haggard Park Heritage District - Contributing Structure

**CASE HISTORY:**

<b>Date</b>	<b>Description</b>
Aug 2001	CA approved to replace porch floor
Sept 2004	CA approved for construction of addition
Mar 2007	CA approved to install a business sign
Apr 2007	CA approved to construct a wood fence
Jun 2008	CA approved to install a business sign
Mar 2009	CA approved by staff to amend approved fence
Jun 2009	CA approved to enlarge business sign
Aug 2009	CA approved by staff to amend approved fence
Dec 2009	CA approved by staff to amend approved fence

## **BACKGROUND:**

<b>Building:</b>	Commercial
<b>Architectural Style:</b>	Victorian - Queen Anne
<b>Date of Construction:</b>	Circa 1901
<b>Historic Use:</b>	Residential - Single Family
<b>Current Use:</b>	Vacant
<b>Proposed Use:</b>	Commercial - Day Care Center

## **STAFF FINDINGS AND ANALYSIS:**

See the attachment for the applicable criteria used in this analysis.

The applicant is in the process of changing the use of the structure to a child day care center. The requested items are required in order to accommodate the new use.

The applicant is requesting to install a solid wood door with six panels to the west facade (see image for location). This section of the west facade appears to be a later addition to the structure and is not visible from the public right-of-way. It may have been an enclosed porch. The applicant has indicated that a door had been located on this facade at one time. Staff did find evidence of a door opening when visiting the site. The requested door would be installed in that same general location. The style of door proposed is appropriate for a Victorian style structure and will be painted to match the other exterior doors.

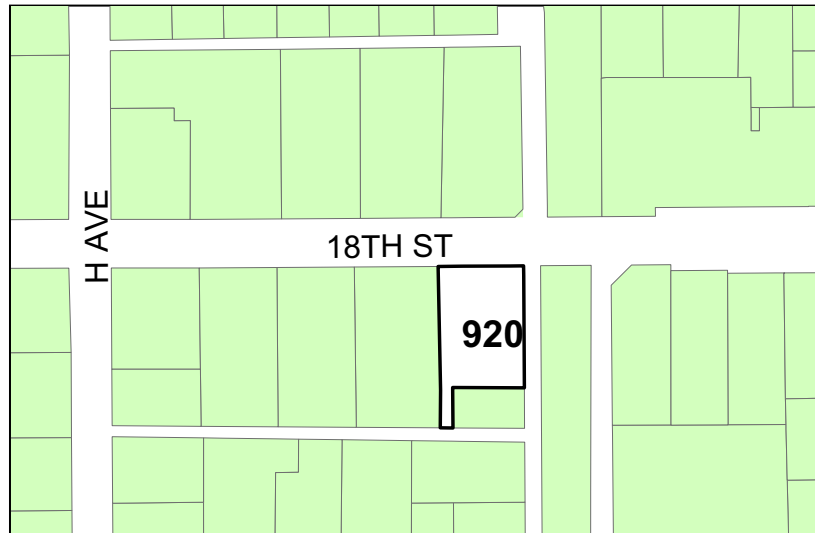
The applicant is also requesting to construct a small wood porch and ramp on this west facade that will be painted to match the primary structure. The requested door would open up onto this porch. Wood hand rails are proposed to be installed on the porch and ramp as well (see plans for details). The installation of the porch and ramp will not have an adverse affect on the character of the structure and will not be visible from the public right-of-way.

In order to meet fire safety regulations, the applicant is requesting to install a fire emergency staircase which will be constructed out of wood and painted to match the primary structure. The stairs will be located on a south-facing facade on the west side of the structure, above the location of the requested porch and ramp, in order to provide for an emergency egress from the second floor of the structure. The installation of the fire emergency staircase will not have an adverse affect on the character of the structure and will not be visible from the public right of way.

## **RECOMMENDATION:**

Staff recommends approval of all the requested items per submitted documentation and issuance of any necessary permits from the Building Inspections Department with the stipulation that the applicant be allowed to work with staff to resolve any issues that may arise during the construction and installation of the requested items.

## Subject Property Locator Map



### **APPLICABLE REVIEW CRITERIA:**

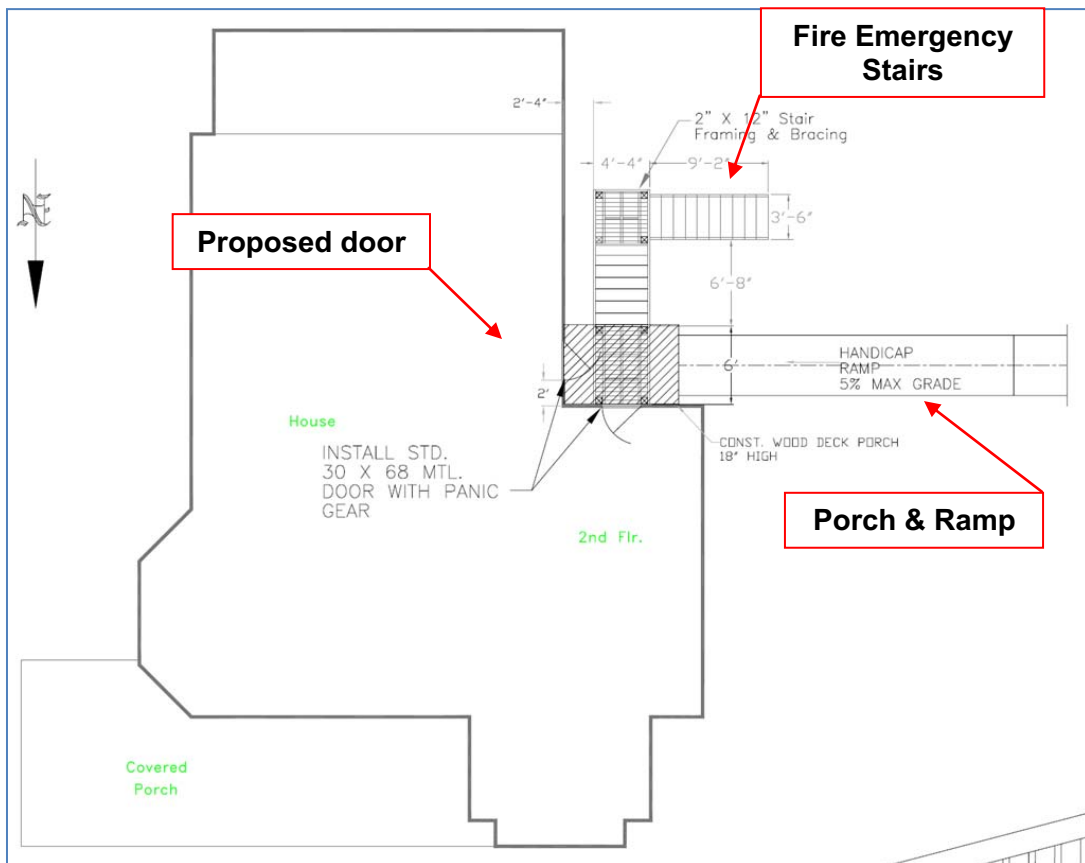
#### Haggard Park District Guidelines

No.	Guideline Statement
<b>Facades</b>	
4.1b	Reconstruction, renovation, repair or maintenance of all protected façades must be appropriate and must employ materials similar to the historic materials in texture, color, pattern, grain, and module size.
<b>Fenestration and Openings</b>	
5.7	New door and window openings in protected façades are permitted only where there is evidence that historic openings have been filled or the safety of life is threatened.
<b>Additions, Renovations and Outbuildings</b>	
9.4	The color, details, form, materials, and general appearance of new construction, renovations and additions must be compatible with the existing historic structures.

#### Secretary of the Interior's Standards for Rehabilitation

No.	Standard Statement
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.

# Supplemental Information



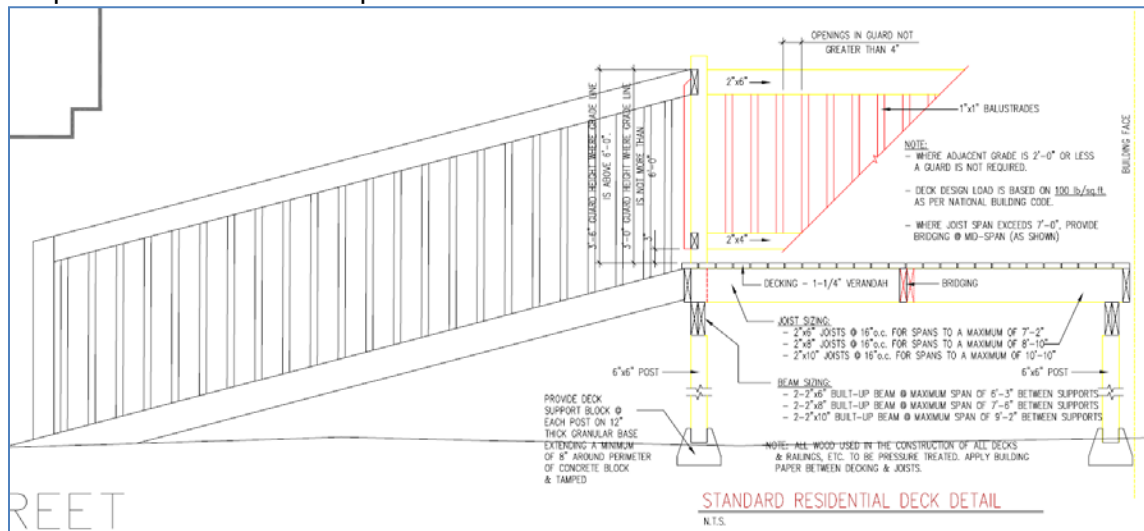
Section of west façade where the requested items will be located



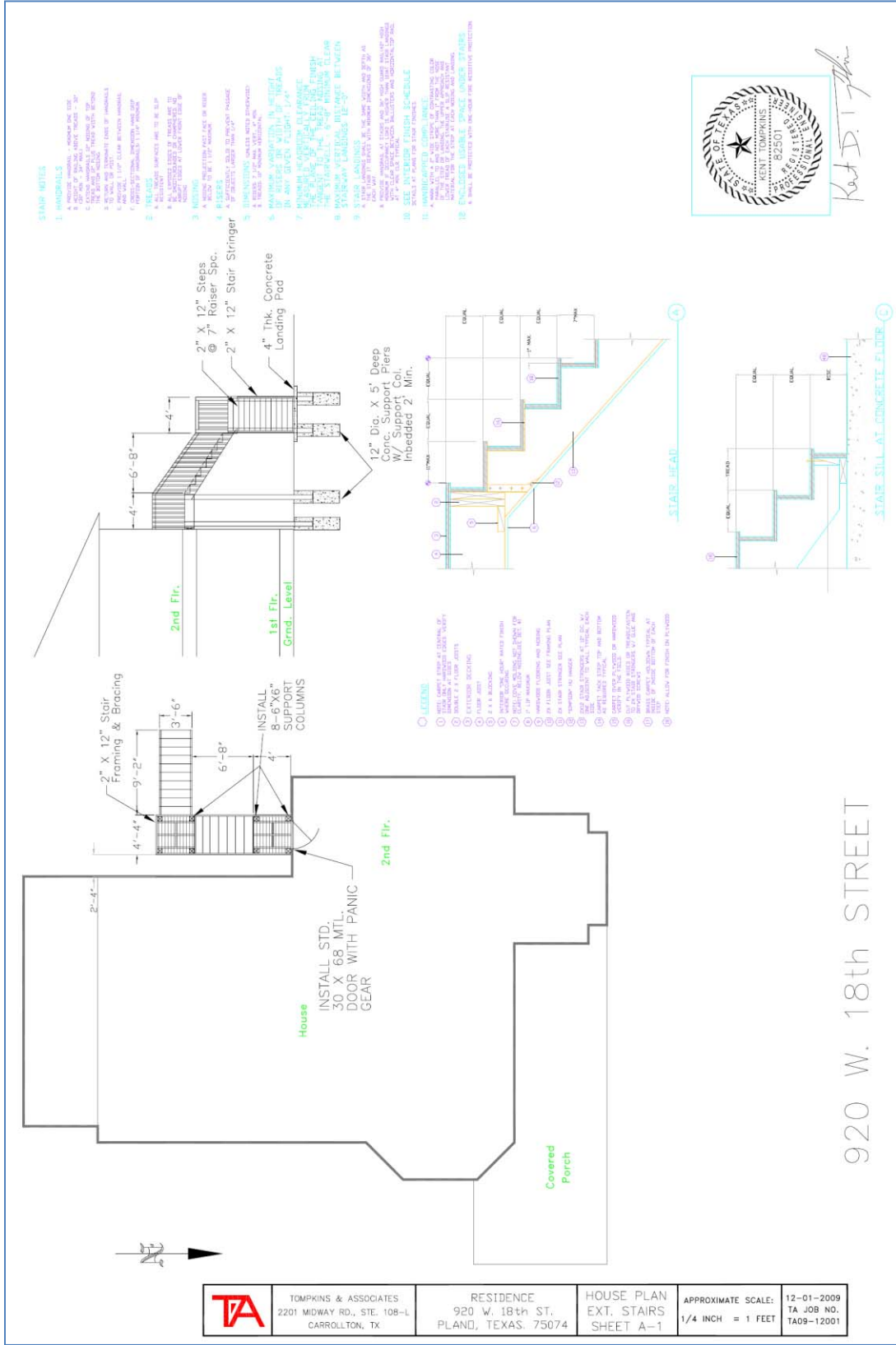
Requested door



Requested Porch and Ramp



# Requested Fire Emergency Stairs



**STAIR NOTES**

1. FINISH FLOOR - FINISH FLOOR
2. FINISH FLOOR - FINISH FLOOR
3. FINISH FLOOR - FINISH FLOOR
4. FINISH FLOOR - FINISH FLOOR
5. FINISH FLOOR - FINISH FLOOR
6. FINISH FLOOR - FINISH FLOOR
7. FINISH FLOOR - FINISH FLOOR
8. FINISH FLOOR - FINISH FLOOR
9. FINISH FLOOR - FINISH FLOOR
10. FINISH FLOOR - FINISH FLOOR
11. FINISH FLOOR - FINISH FLOOR
12. FINISH FLOOR - FINISH FLOOR
13. FINISH FLOOR - FINISH FLOOR
14. FINISH FLOOR - FINISH FLOOR
15. FINISH FLOOR - FINISH FLOOR
16. FINISH FLOOR - FINISH FLOOR
17. FINISH FLOOR - FINISH FLOOR
18. FINISH FLOOR - FINISH FLOOR
19. FINISH FLOOR - FINISH FLOOR
20. FINISH FLOOR - FINISH FLOOR



*Kent D. Tompkins*

- LEGEND**
1. SEE SHEET FOR DETAILS OF...
  2. SEE SHEET FOR DETAILS OF...
  3. SEE SHEET FOR DETAILS OF...
  4. SEE SHEET FOR DETAILS OF...
  5. SEE SHEET FOR DETAILS OF...
  6. SEE SHEET FOR DETAILS OF...
  7. SEE SHEET FOR DETAILS OF...
  8. SEE SHEET FOR DETAILS OF...
  9. SEE SHEET FOR DETAILS OF...
  10. SEE SHEET FOR DETAILS OF...
  11. SEE SHEET FOR DETAILS OF...
  12. SEE SHEET FOR DETAILS OF...
  13. SEE SHEET FOR DETAILS OF...
  14. SEE SHEET FOR DETAILS OF...
  15. SEE SHEET FOR DETAILS OF...
  16. SEE SHEET FOR DETAILS OF...
  17. SEE SHEET FOR DETAILS OF...
  18. SEE SHEET FOR DETAILS OF...
  19. SEE SHEET FOR DETAILS OF...
  20. SEE SHEET FOR DETAILS OF...

920 W. 18th STREET

	TOMPKINS & ASSOCIATES 2201 MIDWAY RD., STE. 108-L CARROLLTON, TX	RESIDENCE 920 W. 18th ST. PLANO, TEXAS. 75074	HOUSE PLAN EXT. STAIRS SHEET A-1	APPROXIMATE SCALE: 1/4 INCH = 1 FEET	12-01-2009 TA JOB NO. TA09-12001

CITY OF PLANO  
HERITAGE COMMISSION

December 15, 2009

**Agenda Item No. 7**

**Discussion and Direction:** 2010 Heritage Commission Goals and Recommendations

**Applicant:** City of Plano

---

**DESCRIPTION:**

Discussion and direction regarding the Heritage Commission's 2010 Goals and Recommendations.

**REMARKS:**

Annually, the Heritage Commission considers and adopts goals and preferred strategies that support the Commission's mission of preserving and promoting Plano's heritage. The 2009 goals and recommendations are attached.

The annual goals and recommendations are important to the Commission's work in order to ensure that projects and resources are dedicated to the Commission's current priorities. Additionally, the goals may be consulted when considering Heritage Grant applications, to ensure that agencies are proposing projects that support the Commission's mission and priorities.

At the December 15, 2009, meeting, staff will review with the Commission their current goals and recommendations for 2009. Staff seeks direction from the Commission regarding any new goals and recommendations they may wish to see included in preparation of the 2010 Goals and Recommendations document.

**RECOMMENDATION:**

Recommend the Commission provide comments and direction to staff pertaining to the Commission's 2010 Goals and Recommendations.

## Attachment A

### HERITAGE COMMISSION 2009 GOALS/RECOMMENDATIONS

Plano Heritage Commission

#### ***Mission Statement:***

***To preserve and promote the City of Plano's heritage thereby supporting and stimulating local business and strengthening the culture, prosperity and welfare of Plano's citizens and visitors.***

#### **Goal #1:**

Recognize, protect, and utilize landmarks, icons, and cultures in a manner that respects Plano's heritage.

#### **Recommendations/Strategies**

- Provide for efficient, effective, and user-friendly review program.**
  - ◇ *Amend the Preservation Ordinance review process for Demolition Delay.*
  - ◇ *Conduct an annual review of the duties delegated to the Heritage Preservation Officer.*
  
- Ensure that the annual Tax Exemption program provides for a clear and consistent review process.**
  - ◇ *Continue to monitor the effectiveness of the inspection rating system adopted in 2007.*
  - ◇ *Conduct an annual review of the Tax Exemption program and provide recommendations.*
  
- Expand property owner awareness of preservation laws and guidelines, the tax exemption program and process, and other available incentives.**
  - ◇ *Review and update website as needed to inform property owners about the ordinances and related initiatives.*
  - ◇ *Evaluate the potential for developing other materials to inform and educate property owners about heritage preservation opportunities.*
  
- Develop a "user friendly" strategic framework for future preservation activities.**
  - ◇ *Work jointly with City Council and the Planning & Zoning Commission to establish a vision for the future role of preservation in the City of Plano.*
  - ◇ *Complete the update of the Preservation Plan.*

- **Provide for adequate documentation of Plano's physical attributes including those that may not qualify for Heritage Resource Designation to help describe Plano's evolution to future generations.**

- ◇ *Conduct a photographic survey of all existing heritage resources.*
- ◇ *Conduct a photographic and informational survey of potential heritage resources.*
- ◇ *Update the attribute file with new photographs and survey information.*

## **Goal #2**

Increase public awareness and civic pride about Plano's heritage and history.

## **Recommendations/Strategies**

- ◇ *Define expectations of public awareness and civic pride through the update of the Preservation Plan.*
  - ◇ *Establish a comprehensive approach to increase local interest and understanding for Plano's past.*
  - ◇ *Review current educational and public awareness programs and who they are to reaching.*
  - ◇ *Identify gaps and define resources and a process for reducing those gaps.*
- **Develop a realistic assessment of Plano's ability to link tourism to its historic attributes and develop a program focused on those capabilities through the update of the Preservation Plan.**
    - ◇ *Compare Plano and its attributes to other cities, their programs, and level of success.*
    - ◇ *Develop an achievable, focused program involving the City's Convention and Tourism Office, non-profit preservation related organizations, merchant groups, property owners, and others. Consider the use of CLG or Preserve America grants to develop and implement the program.*
  - **While the above strategies are in progress, continue to take an active role in public awareness and tourism.**
    - ◇ *Identify opportunities and support non-profit agencies in developing new programming to educate all age groups about Plano's history.*
    - ◇ *Continue support of Subject Marker Program.*
    - ◇ *Support and encourage cooperation between the Heritage Commission and other historic preservation organizations.*
    - ◇ *Encourage the creation and implementation of community gatherings/programs that effectively expand the public knowledge of Plano's heritage and instill pride in Plano's past. These programs should be well organized and promoted and should include activities that are clearly focused on the history of Plano and the events that shaped its develop.m.ent.*
    - ◇ *Encourage other agencies and the public to participate in historic cemetery awareness and preservation activities.*

- **Through the Preservation Plan update, begin to address the effectiveness/use of the Heritage Preservation Grant Program to achieve long term expectations.**

- ◇ *Continue to monitor, evaluate, and implement the annual Heritage Preservation Grant program.*
- ◇ *Perform a preliminary review of the Heritage Preservation Grant program to determine its effectiveness.*
- ◇ *Identify concepts that will make the grant program more effective.*
- ◇ *Work with City Council to approve these new concepts.*

### **Goal # 3**

Enhance commission member's knowledge and understanding of heritage preservation.

### **Recommendations/Strategies**

- **Make effective use of both internal and external educational opportunities.**

- ◇ *Identify workshops, seminars, and conferences that are accessible to commissioners and arrange attendance when possible.*
- ◇ *Identify local experts and speakers that can address the commission on certain topics.*
- ◇ *Establish an ongoing internal training program where staff from heritage preservation and other departments educate the commission on related processes, procedures, and programs.*

- **Identify opportunities to work with City Council, other Boards and Commissions, and the general public whose actions affect or are affected by those taken by the Heritage Commission.**

- ◇ *Utilize the update of the Preservation Plan as an opportunity to share ideas and insights with the City Council, other Boards and Commissions, and the public.*
- ◇ *Meet jointly with the Planning & Zoning Commission and others to discuss common topics.*

CITY OF PLANO  
HERITAGE COMMISSION

December 15, 2009

**Agenda Item No. 8**

**Discussion:** 2010 Heritage Preservation Tax Exemption Survey

**Applicant:** City of Plano

---

**DESCRIPTION:**

Discussion regarding the 2010 tax exemption survey schedule.

**REMARKS:**

The City of Plano's Heritage Preservation Tax Exemption Program was established to provide an incentive for owners of historic properties to continue to maintain them in a manner that reflects their significance to the community. The upkeep and repair of older properties can be a costly endeavor and the tax exemption was intended to help offset recurring expenditures. In accordance with the ordinance, it is necessary to conduct an annual review of all properties to ensure that proper maintenance and upkeep is occurring.

January 15, 2010, is the deadline for completion of maintenance and repair items to the property. Surveys typically begin immediately following this deadline. During the survey, staff reviews the property to make sure that repair items noted the previous year were completed. They also record any new repair items that will need to be taken care of over the course of the next year. In 2007, the Commission adopted a new rating system with two classifications. Repairs requested of the property owners are rated as "1" or "2", and the primary determinants are the length of time to plan and complete the repair and its cost. A time consuming, costly repair such as foundation work might be rated "2" to give an owner time to arrange financing, hire a contractor, and complete the repair. On the other hand, paint "touch-up" would be rated "1" because it could be easily completed in one year at a minimal cost.

Proposed Schedule:

The survey for 2010 is proposed to be conducted between January 18 and January 22, 2010. Once the surveys have been completed, staff will compile the results to be reviewed by the Heritage Commission in February, 2010.

There are approximately seventy (70) properties that will be reviewed during the 2010 survey. These properties will be divided between two teams, consisting of two staff members. Heritage Commission members are welcome to join these teams. Team 1 will survey the downtown heritage properties, individually designated properties not located in a district, and a few Haggard Park heritage properties. Team 2 will survey Haggard Park heritage properties. The actual times for the "Survey Work" are flexible (the dates are not).

**2010 Tax Exemption Survey Schedule:**

Survey Training - Wednesday, January 13, 2009, 4:00 p.m. to 4:30p.m.

Survey Work - Monday, January 18, 2009, 2:00 p.m. to 5:00 p.m.

Survey Work - Tuesday, January 19, 2:00 p.m. to 5:00 p.m.

Survey Work - Wednesday, January 20, 2:00 p.m. to 5:00 p.m.

Survey Work - Thursday, January 21, 2:00 p.m. to 5:00 p.m.

Extra Survey Day (if needed) - Friday, January 22, 2009.

**RECOMMENDATION:**

No specific action by the Commission is required; however the Commission may wish to offer suggestions or request further information.

CITY OF PLANO  
HERITAGE COMMISSION

December 15, 2009

**Agenda Item No. 9**

**Discussion and Direction:** 2009-2010 Heritage Grant Site Tours

**Applicant:** City of Plano

---

**DESCRIPTION:**

Discussion and direction regarding possible dates and times for touring the 2009-2010 Heritage Grant recipient sites.

**REMARKS:**

In the past, the only opportunity the Heritage Commission has had to hear about completed heritage grant projects has been when grant applicants briefly describe their accomplishments of the year before during the grant application presentations. Many commissioners have indicated that they would like to see and know more about the completed projects. In addition, several grant recipients expressed interest in having the Heritage Commission visit their locations in order to see firsthand how heritage grant funds have been spent. Touring the heritage grant sites would provide the Heritage Commission the opportunity to get a closer look at how heritage grant funds are being spent.

Staff would like to propose several options for touring the 2009-2010 Heritage Grant recipient sites. It is possible that more than one option is appropriate in order to accommodate commissioner and grant recipient schedules. Also, because of the number of sites, it may not be possible to visit all five in one day. Each tour may last approximately thirty minutes to an hour. Grant recipients will have the opportunity to show the Commission around the site, and point out grant projects. There are five 2009-2010 Heritage Grant recipients:

- The Plano Conservancy for Historic Preservation Inc.,
- The Heritage Farmstead Museum (Plano Heritage Association),
- Plano African American Museum,
- North Texas Masonic Historical Museum and Library, and
- Rowlett Creek Cemetery Association.

Thus far, the only grant recipient to express a time preference has been the Plano African American Museum. They indicated that early evening would work best for touring their site.

**Tour Options:**

- Visit one site each month before dinner and the regular meeting;
- Visit two or three sites a month on a day other than a regular commission meeting day;
- Visit all sites in one day; or
- Visit one site every other week in either the afternoon or early evening.

**RECOMMENDATION:**

Staff seeks direction from the Commission regarding their availability and time preference for touring the 2009-2010 Heritage Grant recipient sites.

CITY OF PLANO  
HERITAGE COMMISSION

December 15, 2009

**Agenda Item No. 10**

**Election of Heritage Commission Vice Chair**

**Applicant:** City of Plano

---

**DESCRIPTION:**

Election of the Heritage Commission Vice Chairperson for period ending October 31, 2010.

**REMARKS:**

Per the Heritage Preservation Ordinance, the City Council reappointed Commissioner Chaput to serve as Chairperson of the Commission beginning November, 2009. The Heritage Commission is responsible for designating a Vice Chair from the remaining appointed members. In the Chair's absence, the Vice Chair presides over Commission meetings, makes committee appointments when needed, and signs minutes or other documents, as required. Additionally, the Vice Chair may assist the Chair in other matters as needed.

**RECOMMENDATION:**

Staff recommends the Heritage Commission nominate and elect a Vice Chair.

CITY OF PLANO  
HERITAGE COMMISSION

December 15, 2009

**Agenda Item No. 11**

**Report:** Staff Approved Certificates of Appropriateness

**Applicant:** City of Plano

---

**DESCRIPTION:**

Update the Heritage Commission regarding the most recent staff approved Certificates of Appropriateness.

**APPLICATION:**

A Certificate of Appropriateness was requested as noted below:

- 920 18th Street - Amendment to previously approved fence.

**REMARKS:**

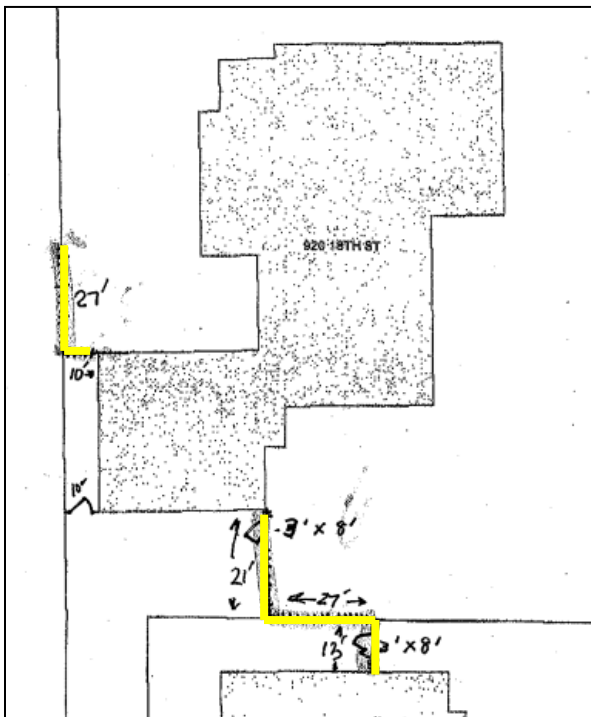
The above request met the requirements of the Heritage Preservation Ordinance, as well as the "Heritage Preservation Officer, Delegation of Duties", as approved by the Heritage Commission on February 3, 2009.

**RECOMMENDATION:**

No specific action from the Commission is required.

### Supplemental Information: 920 18th Street

- The applicant requested an amendment to a previously approved Certificate of Appropriateness (CA) to construct a fence on the west side of the property. The approved fence at the rear of the property will not change (see drawing below).
- The applicant has indicated that they intend to change the use of the structure to a daycare. The purpose of the amendment is to enclose a play area for children on the west side of the property (see drawing on next page).
- The fence will remain a six (6) foot wood picket fence. The section most visible from the public right-of-way will have pointed top pickets. The remainder of the fence will have flat top pickets.
- The playground will be divided in the center by a four (4) tall open-view fence to be constructed out of wood or a plastic material. This divider will not be visible from the public right-of-way.



Previously approved  
fence locations

The portion on the  
south end of the  
property will remain as  
previously approved

Approved CA amendment to the fence:

