

**CITY OF PLANO HERITAGE COMMISSION
PRESERVATION GUIDELINES
Haggard Park Heritage Resource District
Adopted December 14, 1999
Revised February 20, 2001, August 27, 2002**

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

1. GENERAL

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

2. DEFINITIONS

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

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

3. BUILDING SITE AND LANDSCAPING

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

3.11. Fences

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

4. FACADES

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

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

5. FENESTRATION AND OPENINGS

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

6. ROOFS

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

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

7. PORCHES AND BALCONIES

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

8. EMBELLISHMENTS AND DETAILING

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

9. ADDITIONS, RENOVATIONS AND OUTBUILDINGS

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

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

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

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

11. SIGNS

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

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

PRESERVATION is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

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

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

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

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

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

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

RESTORATION is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

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

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

9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed (e.g., a front porch on a house that has never had one).

RECONSTRUCTION is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

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

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