



City of San Marcos

Regular Meeting Historic Preservation Commission January 2, 2020, 5:45 PM City Hall, Council Chambers 630 East Hopkins Street San Marcos, Texas

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

I. Call To Order

II. Roll Call

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

MINUTES

1. Consider approval, by motion, of the December 5, 2019 regular meeting minutes.

ACTION ITEM

2. Consideration of Recommendation Resolution 2020-01RR, recommending the City Council amend the structure of the Historic Preservation Commission.

PUBLIC HEARINGS

3. **HPC-20-01 (916 West Hopkins Street)** Hold a public hearing and consider a request for a Certificate of Appropriateness by Marjorie Costello to allow the installation of a privacy fence along the side and rear property lines.
4. **HPC-20-02 (904 West San Antonio Street)** Hold a public hearing and consider a request for a Certificate of Appropriateness by Susan Castellow to allow the replacement of the existing composition shingle roof with a Galvalume standing seam metal roof.
5. **HPC-20-03 (704 West Hopkins Street)** Hold a public hearing and consider a request for a Certificate of Appropriateness by Matt Akins to allow the installation of four plastic rainwater collection tanks and an illuminated freestanding metal sign on the property.

6. **HPC-20-04 (117 North Guadalupe Street)** Hold a public hearing and consider a request for a Certificate of Appropriateness by Kathryn Welch, on behalf of Melissa Hodgkins, to allow the installation of a new attached sign and a new hanging sign.

DISCUSSION ITEMS

7. Potential expansion of the Downtown Historic District, and provide direction to staff.
8. Proposed scope from Winter and Company for Downtown Design Standards and Guidelines, and provide direction to staff.

IV. 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.)*

V. 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.

VI. Adjournment

Notice of Assistance at the Public Meetings

The City of San Marcos is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 855-461-6674 or sent by e-mail to ADArequest@sanmarcostx.gov.

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



CITY OF SAN MARCOS

Meeting Minutes

Historic Preservation Commission

Thursday, December 5, 2019

5:45 PM

City Council Chambers

I. Call To Order

With a quorum present the regular meeting of the San Marcos Historic Preservation Commission was called to order at 5:45 p.m. on Thursday, December 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, Commissioner Holder, Commissioner Perkins, and Commissioner Arlinghaus

Absent 0

III. 30 Minute Citizen Comment Period:

No one spoke. Chair Spell closed the Citizen Comment Period.

MINUTES

1. Consider approval, by motion, of the November 7, 2019 regular meeting minutes.

Chair Spell stated that he had two corrections to make regarding his absence at the meeting. On page 1, he is not marked absent and on page 4, he is incorrectly marked as being absent to avoid the appearance of impropriety.

A motion was made by Commissioner Arlinghaus, seconded by Commissioner Dake to approve the amendments. The motion carried by the following vote:

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

Against: 0

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

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

Against: 0

ACTION ITEMS

- 2. Consideration of Recommendation Resolution 2019-03RR, recommending the City Council authorize an amendment to Appendix C of the San Marcos Design Manual, the Historic Design Guidelines, to include a purpose section to Article 5: Sustainability Guidelines.**

Staff presented the resolution to include a purpose section to the Sustainability Guidelines within the Historic Design Guidelines.

A motion was made by Commissioner Arlinghaus, seconded by Commissioner Perkins to approve Recommendation Resolution 2019-03RR. The motion carried by the following vote:

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

Against: 0

- 3. Consideration of Recommendation Resolution 2019-04RR, recommending the City Council expand the city's historic preservation program.**

Chair Spell and Commissioner Perkins presented the resolution recommending the expansion of the city's historic preservation program.

Discussion regarding the language in the resolution ensued.

A motion was made by Commissioner Arlinghaus, seconded by Commissioner Dake, to approve Recommendation Resolution 201-04RR with the discussed changes and additions. The motion carried by the following vote:

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

Against: 0

DISCUSSION ITEMS

- 4. Potential expansion of the Downtown Historic District, and provide direction to staff.**

The Commission discussed the recommendation from My Historic SMTX to expand the Downtown Historic District. The recommended expansion would encompass properties along both North and South LBJ Drive.

The Commission directed staff to partner with Main Street regarding the expansion and to bring the item back for more discussion in January.

- 5. Composition structure of the Commission, and provide direction to staff.**

Staff discussed the current structure of the Commission. Staff discussed the ways that the structure could be amended and still meet the CLG requirements.

The Commission directed staff to work on a Recommendation Resolution that would be placed on the January HPC agenda for discussion and consideration and then be forwarded on to the City Council.

6. Update from staff regarding items from the November meeting including Neighborhood Conservation Districts, local landmark marker, and the letter of interest for the local landmark initiative.

Staff updated the Commission on the upcoming City Council Work Session on December 17, 2019. Staff explained that City Council would be giving direction on the 2020 Comprehensive Plan Update, including discussion regarding the Housing Action Plan, Small Area Plans, amendments to the Development Code and architectural standards. Staff explained that the Neighborhood Conservation Districts discussed and recommended in *My Historic SMTX* could be a part of the Small Area Plan process.

Staff also updated the Commission regarding a local landmark marker stating that staff will work with Hill Country Trophy to design a few markers for the Commission to discuss and approve in the future.

Staff stated that 18 letters of interest for the local landmark initiative had been mailed. To date, no response has been received.

FUTURE AGENDA ITEMS

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

1. Commissioners Perkins requested that a discussion item be placed on an agenda to discuss the potential expansion of the two National Register of Historic Places Districts: Hays County Courthouse Historic District and Belvin Street Historic District.

Questions and Answer Session with Press and Public.

Diana Baker, 727 Belvin Street, asked how common it is for a city of San Marcos' size to have Small Area Plans. Staff stated that they would be in touch once they could research the topic. She also asked about Downtown architectural standards. Staff stated that City Council had directed them to reach out to Nore Winters.

THERE BEING NO FURTHER BUSINESS, VICE CHAIR DAKE DECLARED THE MEETING ADJOURNED AT 7:27 P.M.

Griffin Spell, Chair

ATTEST:

Alison Brake, Historic Preservation Officer and Planner



PLANNING AND DEVELOPMENT SERVICES

TO: Historic Preservation Commission
FROM: Alison Brake, CNU-A, Historic Preservation Officer and Planner
DATE: December 16, 2019
RE: **AGENDA ITEM 2: COMMISSION STRUCTURE**

At the December 5th regular meeting, the Commission discussed amending the structure of the Commission.

The Commission directed staff to bring a recommendation resolution to the January meeting regarding the structure. It is attached along with a redlined amendment to the Commission structure for discussion and action.



RECOMMENDATION RESOLUTION

Historic Preservation Commission

Recommendation Number: (2020-01RR): Recommending an amendment to the qualifications for membership on the Historic Preservation Commission.

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; and

WHEREAS, the qualifications for membership on Historic Preservation Commission were first codified in 1984; and

WHEREAS, the Historic Preservation Commission believes that the current qualifications established by ordinance should be updated to encourage broader opportunities for membership on and participation in the decisions of the Commission; and

WHEREAS, broadening opportunities for membership on and participation in the decisions of the Historic Preservation Commission would, ultimately, advance the goals of the Comprehensive Plan, and preservation of the City's historical and cultural resources for future generations.

NOW, THEREFORE, BE IT RESOLVED that the Historic Preservation Commission recommends that the San Marcos City Council consider amending Section 2.191 of the City Code to update the qualifications for membership on the Historic Preservation Commission substantially in the form attached.

Date of Approval: January 2, 2020

Record of the vote:

Attest: _____
Griffin Spell, Chair, Historic Preservation Commission



Proposed Amendment

DIVISION 7. - HISTORIC PRESERVATION COMMISSION

Sec. 2.191. - Composition; term.

(a) *Composition.* The historic preservation commission shall consist of seven members appointed by the city council from the following sources:

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

(b) *Term of office.* The members of the Historic Preservation Commission shall serve three-year staggered terms. Three members shall be appointed in one year. Two members appointed in the next year and two appointed in the third year. An appointment to fill a vacancy shall be for the unexpired term.

([source=ordbank" web="yes">2018-04](#), § 5, 4-17-18)

Sec. 2.192. - Rules and regulations.

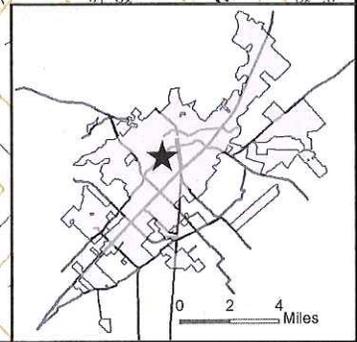
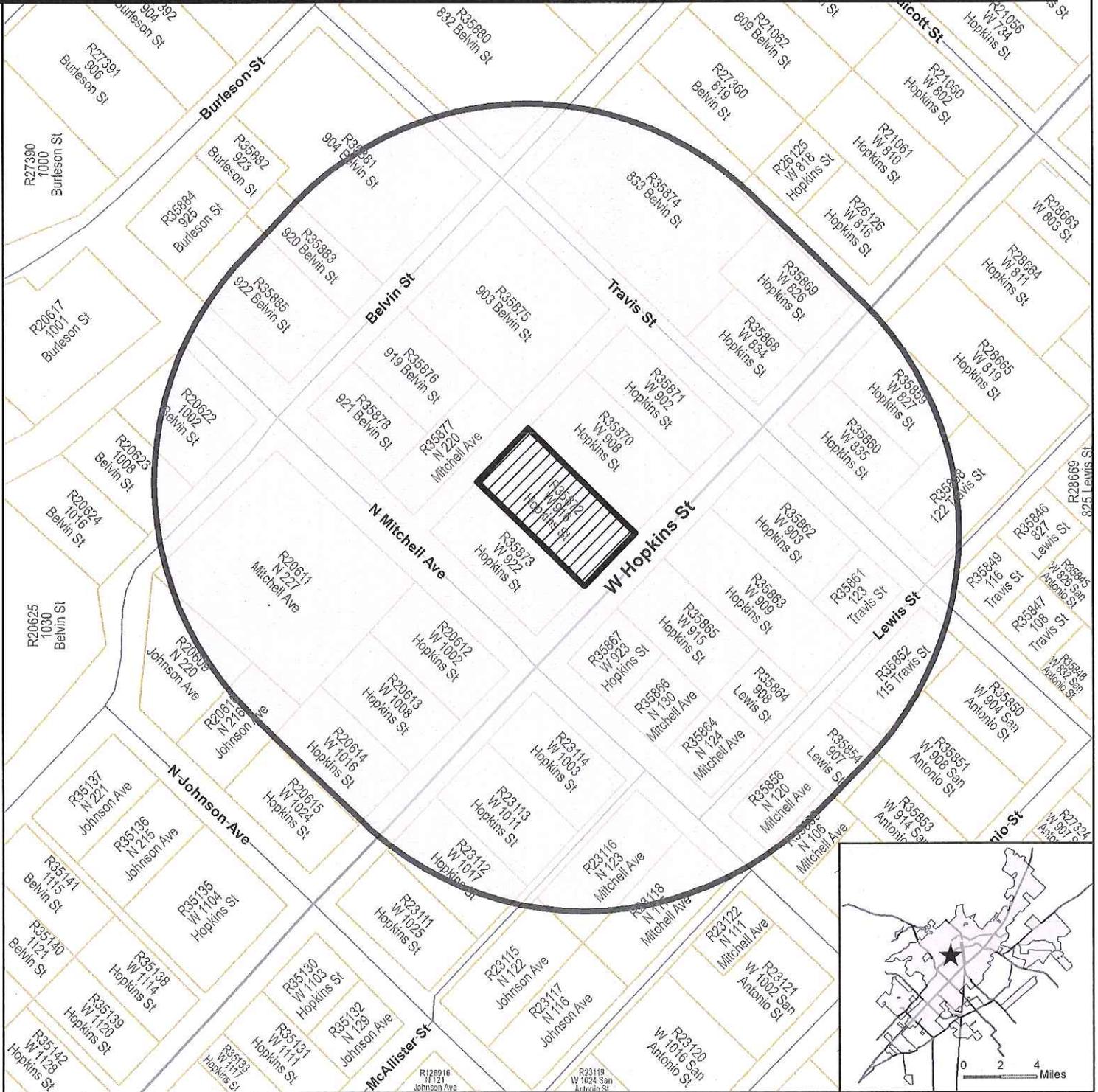
The historic preservation commission shall elect from its membership a chair who shall serve for a term of one year and who shall be eligible for reelection. The chair shall preside over the historic preservation commission and shall have the right to vote.

([source=ordbank" web="yes">2018-04](#), § 5, 4-17-18)

Secs. 2.193—2.210. – Reserved

HPC-20-01 400' Notification Buffer Fence COA — 916 W. Hopkins St.

W 716 Hopkins St
R20584
W 816 Hopkins St



	Site Location	 0 100 200 400 Feet
	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: 12/10/2019



Staff Report
Historic Preservation Commission
HPC-20-01

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

Date of Meeting: January 2, 2020

Applicant Information:

Applicant: Marjorie Costello
916 West Hopkins Street
San Marcos, TX 78666

Property Owner/Manager: Same

Public Hearing Notice:

Mailed: December 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 a six foot tall wood privacy fence along the side and rear property lines.

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:

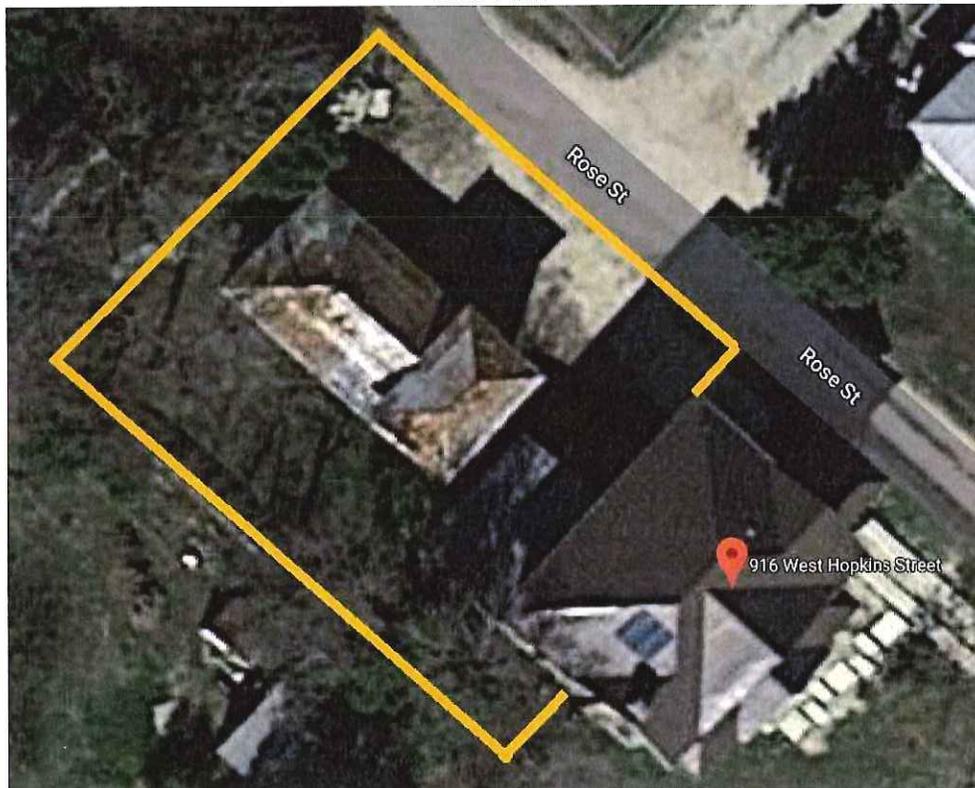
The subject property is located on West Hopkins Street, north of the intersection with North Mitchell Avenue. ("EXHIBIT A"). The home was evaluated in the recent *My Historic SMTX* as a Neoclassical / Craftsman influenced style home with a medium preservation priority level and is considered non-contributing 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.

916 West Hopkins Street



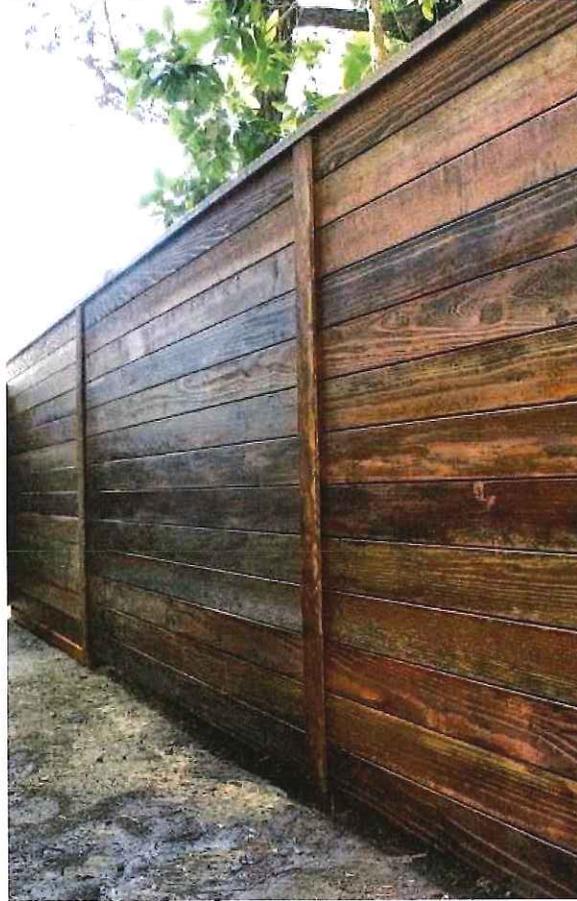
The property owner is proposing to install a six (6) foot tall privacy fence around the side and rear yards in order to enclose the property; no fences exist currently. The location of the fence is shown in yellow in the site plan submitted by the applicant, below:

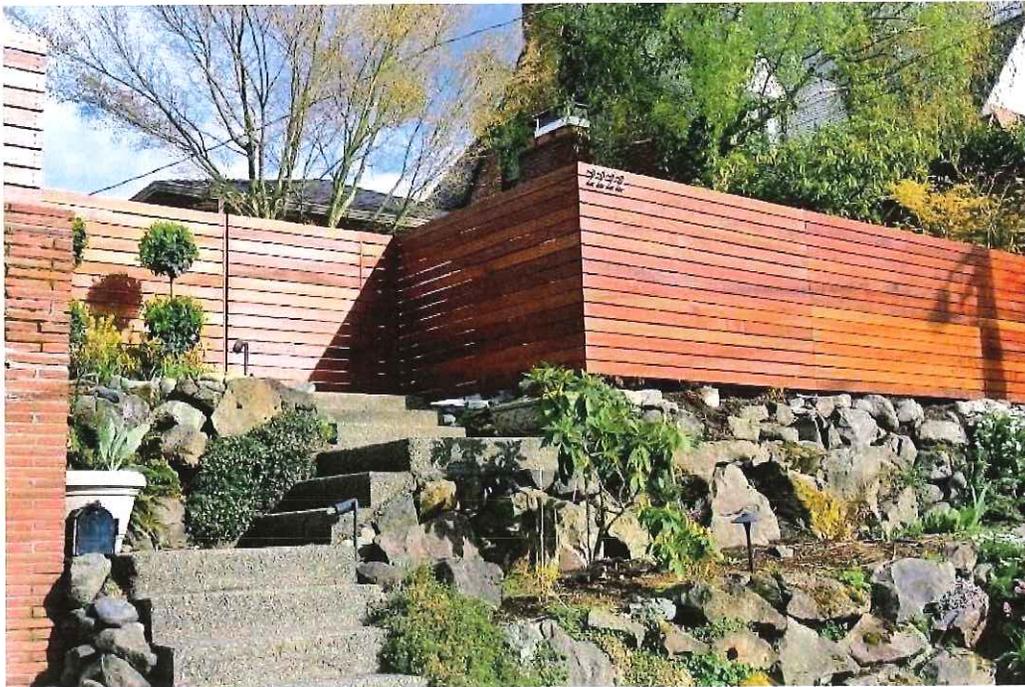
Site Plan



The applicant is proposing a wooden privacy fence using horizontal fence slats as shown in the examples below:

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





Staff has reviewed the fence request against the fence regulations in Chapter 7, Article 2, Division 6 of the San Marcos Development Code and the request appears to meet the regulations. The applicant is aware that a fence permit will need to be applied for and issued prior to installation.

While the Historic Design Guidelines do not list specific recommendations regarding privacy fences, they do recommend locating fences at or behind the setback line. Staff finds the location of the proposed fence consistent with this recommendation. Staff finds utilizing wood for the proposed fence is consistent with Section 4.5.2.1(l)(1)(g) of the San Marcos Development Code. The Secretary of the Interior Standards (SOIS) for Rehabilitation recommend installing new additions in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired. Staff finds the request consistent with

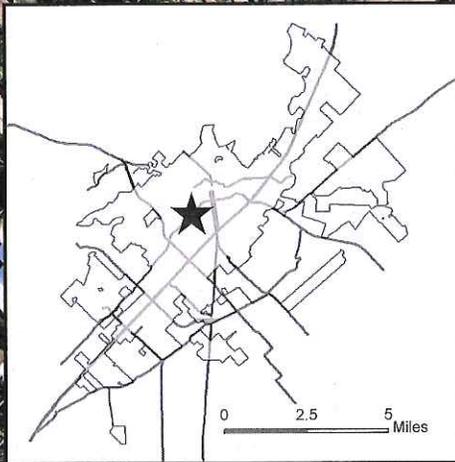
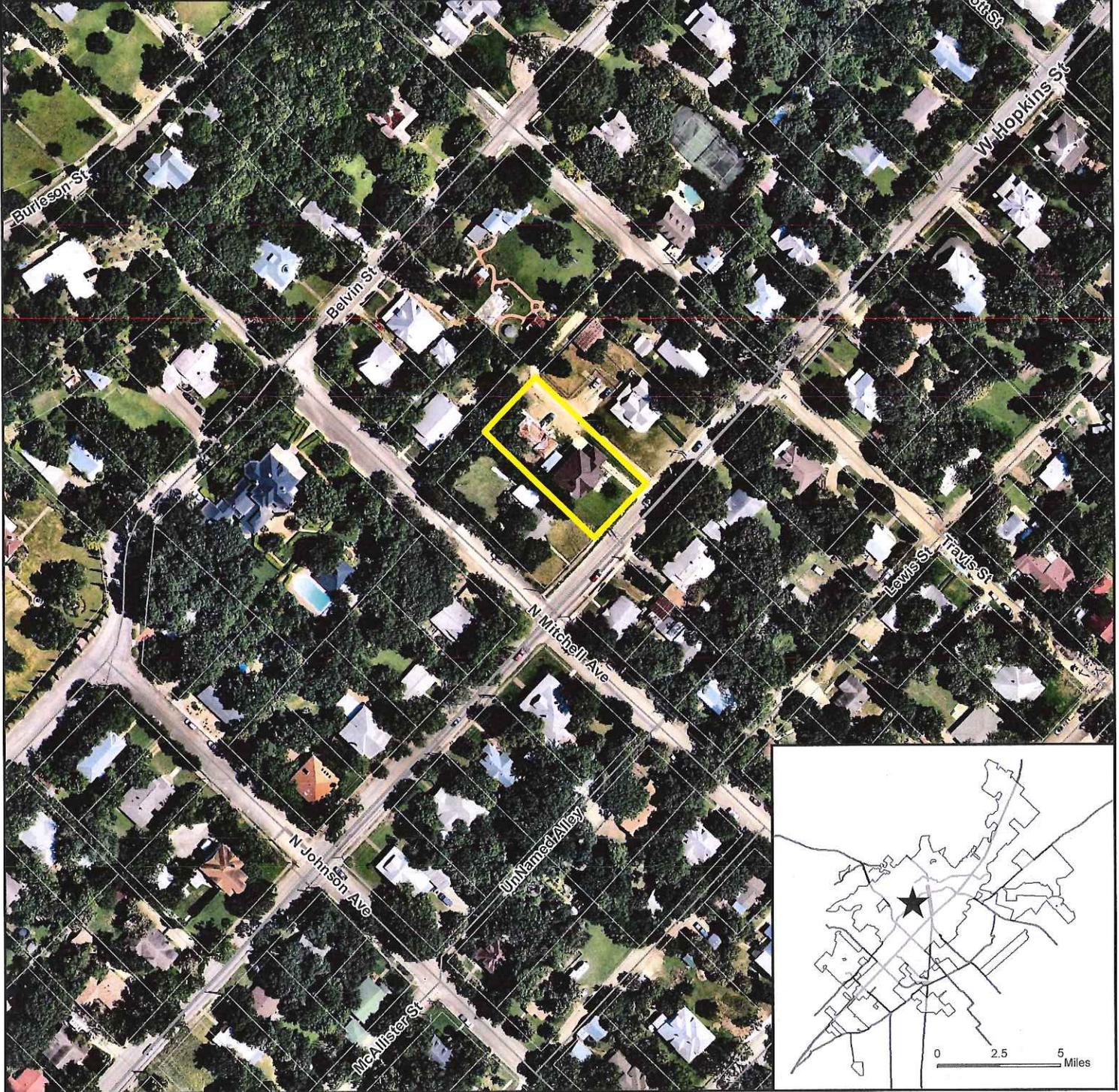
this recommendation as the fence can be removed in the future without impairing the integrity of the property.

Staff finds that the request to install a wooden privacy fence around the side and rear yard meets the regulations of the San Marcos Development Code and is consistent with the Historic Design Guidelines and 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**.

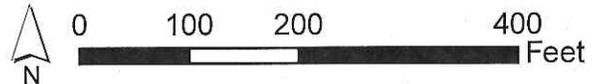
EXHIBITS

- 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)

HPC-20-01 Aerial View Fence COA — 916 W. Hopkins St.



-  Site Location
-  Subject Property
-  Parcel
-  City Limit



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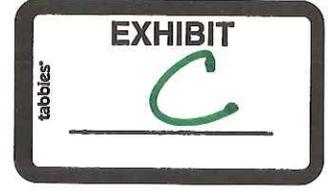
Map Date: 12/15/2019

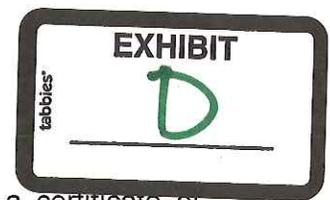
Local Id# / Image	Address	Current Name/ Historic Name	Current Function/ Historic Function	Stylistic Influence/ Historical Context	Construction Date	Existing Designation	Eligibility	Priority
R35863	 909 W HOPKINS ST SAN MARCOS	Domestic	Domestic	Minimal Traditional	ca. 1950	<input type="checkbox"/> NR <input type="checkbox"/> RTHL <input type="checkbox"/> OTHM <input type="checkbox"/> HTC <input type="checkbox"/> SAL <input checked="" type="checkbox"/> Local <input type="checkbox"/> In District <input checked="" type="checkbox"/> Contributing	Individually: No In District?: Yes Contributing	Medium
Hopkins Street Local Historic District								
R35865a	 915 W HOPKINS ST SAN MARCOS	Domestic	Domestic	Minimal Traditional	ca. 1950- 1975	<input type="checkbox"/> NR <input type="checkbox"/> RTHL <input type="checkbox"/> OTHM <input type="checkbox"/> HTC <input type="checkbox"/> SAL <input checked="" type="checkbox"/> Local <input type="checkbox"/> In District <input type="checkbox"/> Contributing	Individually: No In District?: Yes Non- contributing	Low
Hopkins Street Local Historic District								
R35865b	 915 (rear) W HOPKINS ST SAN MARCOS	Domestic	Domestic	No Style	ca. 1980	<input type="checkbox"/> NR <input type="checkbox"/> RTHL <input type="checkbox"/> OTHM <input type="checkbox"/> HTC <input type="checkbox"/> SAL <input checked="" type="checkbox"/> Local <input type="checkbox"/> In District <input type="checkbox"/> Contributing	Individually: No In District?: Yes Non- contributing	Low (not historic)
Hopkins Street Local Historic District								
R35872a	 916 W HOPKINS ST SAN MARCOS	Domestic	Domestic	Neoclassical/Craftsm an (influences)	ca. 1925	<input type="checkbox"/> NR <input type="checkbox"/> RTHL <input type="checkbox"/> OTHM <input type="checkbox"/> HTC <input type="checkbox"/> SAL <input checked="" type="checkbox"/> Local <input type="checkbox"/> In District <input checked="" type="checkbox"/> Contributing	Individually: No In District?: Yes Contributing	Medium
Hopkins Street Local Historic District								
R35872b	 916 (rear) W HOPKINS ST SAN MARCOS	Domestic, Garage	Domestic, Garage	No Style	ca. 1925	<input type="checkbox"/> NR <input type="checkbox"/> RTHL <input type="checkbox"/> OTHM <input type="checkbox"/> HTC <input type="checkbox"/> SAL <input checked="" type="checkbox"/> Local <input type="checkbox"/> In District <input checked="" type="checkbox"/> Contributing	Individually: No In District?: Yes Contributing	High
Hopkins Street Local Historic District								



Standards for Rehabilitation

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





Section 2.5.5.4 Criteria for Approval

The following criteria shall be used to determine whether the application for a certificate of appropriateness shall be approved, conditionally approved or denied:

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

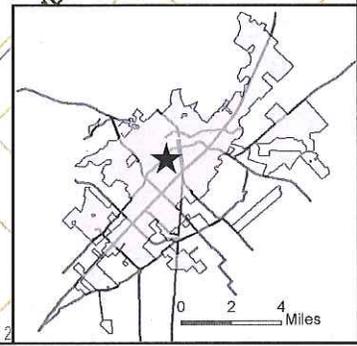
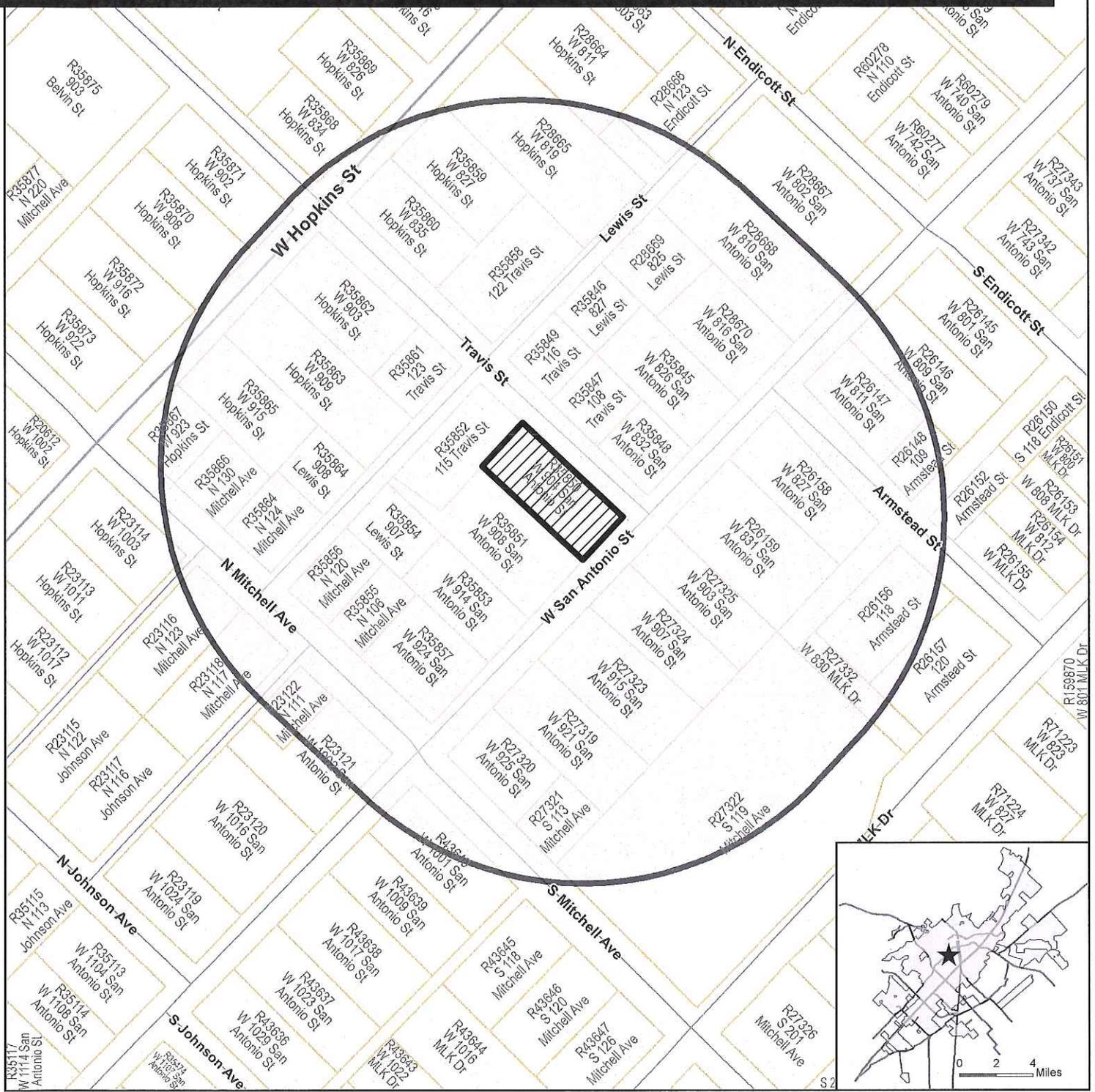
Section 4.5.2.1 Historic Districts

I. Construction and Repair Standards.

- (1) New construction and existing buildings and structures and appurtenances thereof within local Historic Districts that are moved, reconstructed, materially altered or repaired shall be visually compatible with other buildings to which they are visually related generally in terms of the following factors; provided, however, these guidelines shall apply only to those exterior portions of buildings and sites visible from adjacent public streets:
 - a. **Height.** The height of a proposed building shall be visually compatible with adjacent buildings.
 - b. **Proportion of building's front facade.** The relationship of the width of a building to the height of the front elevation shall be visually compatible to the other buildings to which it is visually related.
 - c. **Proportion of openings within the facility.** The relationship of the width of the windows in a building shall be visually compatible with the other buildings to which it is visually related.
 - d. **Rhythm of solids to voids in front Facades.** The relationship of solids to voids in the front facade of a building shall be visually compatible with the other buildings to which it is visually related.
 - e. **Rhythm of spacing of Buildings on Streets.** The relationship of a building to the open space between it and adjoining buildings shall be visually compatible to the other buildings to which it is visually related.
 - f. **Rhythm of entrance and/or porch projection.** The relationship of entrances and porch projections to sidewalks of a building shall be visually compatible to the other buildings to which it is visually related.
 - g. **Relationship of materials, texture and color.** The relationship of the materials, and texture of the exterior of a building including its windows and doors, shall be visually compatible with the predominant materials used in the other buildings to which it is visually related.
 - h. **Roof shapes.** The roof shape of a building shall be visually compatible with the other buildings to which it is visually related.
 - i. **Walls of continuity.** Appurtenances of a building including walls, fences, and building facades shall, if necessary, form cohesive walls of enclosure along a street, to ensure visual compatibility of the building to the other buildings to which it is visually related.
 - j. **Scale of a building.** The size of a building, the mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the other buildings to which it is visually related.
- (2) The Historic Preservation Commission may use as general guidelines, in addition to the specific guidelines contained this section, the Historic Design Guidelines located in Appendix C of the San Marcos Design Manual and the current Standards for Historic Preservation Projects issued by the United States Secretary of the Interior.

HPC-20-02 400' Notification Buffer Roof COA — 904 W. San Antonio St.

123
173
14735
W 14th St
Antioch



★ Site Location

▨ Subject Property

○ 400' Buffer

□ Parcel

■ City Limit

0 100 200 400 Feet

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

Map Date: 12/10/2019



Staff Report
Historic Preservation Commission
HPC-20-02

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

Date of Meeting: January 2, 2020

Applicant Information:

Applicant: Susan Castellow
904 West San Antonio Street
San Marcos, TX 78666

Property Owner/Manager: Same

Public Hearing Notice:

Mailed: December 20, 2019

Response: None as of report date.

Subject Property:

Location: 904 West San Antonio Street
Historic District: San Antonio Street
Stylistic Influence: Queen Anne
Date Constructed: Ca. 1910 (*My Historic SMTX*)
Priority Level: High (*My Historic SMTX*)
Listed on NRHP: No
RTHL: No

Applicant Request:

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

Staff Recommendation:

- Approval* - appears to meet criteria for approval
- Approval with conditions* – see comments below
- Denial* - does not appear to meet criteria for approval
- Commission needs to address policy issues regarding this case.

Staff Comments:

The subject property is located on West San Antonio Street, south of the intersection with Travis Street in the San Antonio Street Historic District ("EXHIBIT A"). The Queen Anne-style residence was evaluated in the recent *My Historic SMTX* with a high preservation priority level ("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 proposing to remove the existing composite shingle roof and replace it with a Galvalume standing seam metal roof.

Photographs of the property from My Historic SMTX are below:





There are several homes in the district with metal roofs as shown in the photos below:

826 West San Antonio Street



1016 West San Antonio Street



1119 West San Antonio Street



The Historic Design Guidelines state that roofing is one material which might need to be replaced rather than repaired. The Design Guidelines note that roof repairs are often temporary and that a new roof will be necessary at some point in the future and that the primary use of

metal on residential homes in San Marcos was as a roofing material. This is evident as there are several other houses that have standing seam metal roofing in the immediate area around this house as well as in the other historic districts in San Marcos. Staff finds the request consistent with Section 4.5.2.1(l)(1)(g) and 4.5.2.1(l)(1)(h) of the San Marcos Development Code. The proposed metal roof is visually compatible with other buildings in the district and the roof form is not proposed to be changed.

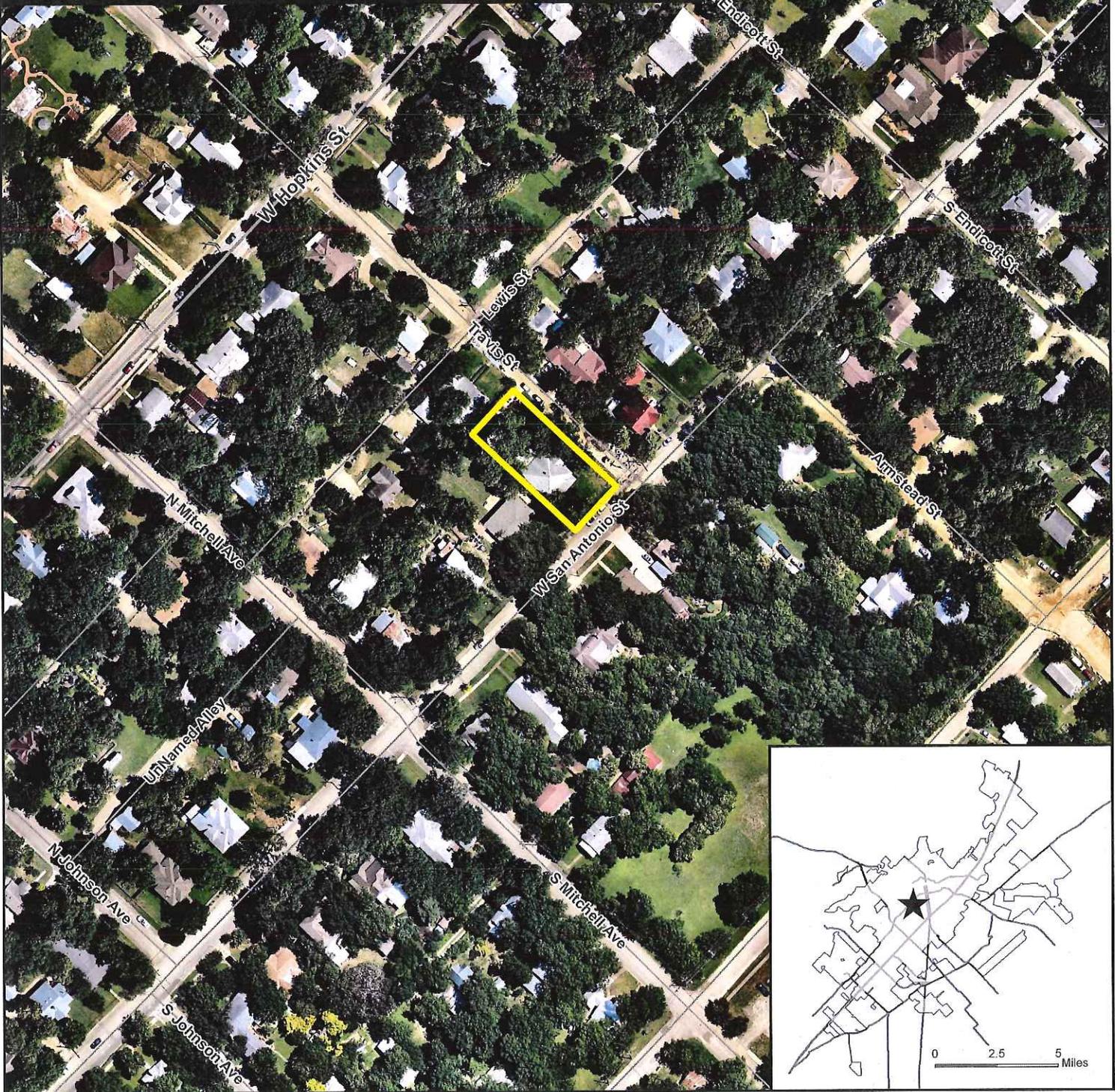
Staff finds that the request to replace the composite shingle roof with a Galvalume standing seam metal roof meets the regulations of the San Marcos Development Code and is consistent with the Historic Design Guidelines. Therefore, staff concludes that the request will have no negative effect on the historical, architectural, or cultural character of the historic district, and recommends **approval as submitted**.

EXHIBITS

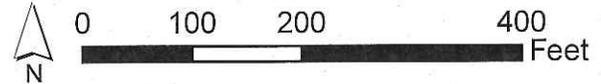
- A. Aerial Map
- B. Historic Resources Survey Form *My Historic SMTX*
- C. San Marcos Development Code Sections 2.5.5.4 and 4.5.2.1(l)

HPC-20-02 Aerial View Roof COA — 904 W. San Antonio St.

EXHIBIT
A



-  Site Location
-  Subject Property
-  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. Imagery from 2017.

Map Date: 12/15/2019

TEXAS HISTORICAL COMMISSION

Historic Resources Survey Form

Local Id: R35850

City: SAN MARCOS

Block: 2

Project #: 00046

County: Hays

Address No: 904

Street Name: W SAN ANTONIO ST

SECTION 1

Basic Inventory Information

Current Name:

Historic Name:

Owner Information Name: CASTELLOW MICHAEL S & SUSAN E

Address: 904 W SAN ANTONIO ST

City: SAN MARCOS

State: TX

Zip: 78666

Geographic Location Latitude: 29.877057

Longitude: -97.949754

Parcel Id Phase 2

Legal Description (Lot\Block): MITCHELL L W 15-5 LOT S PT 1 BLK 2 GEO#33296074

Addition/Subdivision:

Year:

Property Type: Building**Listed NR District Name:** San Antonio Street Local Historic District**Current Designations:** NR District NHL NR RTHL OTHM HTC SAL Local Other

Is property contributing?

Architect:**Builder****Construction Date:** ca. 1910**Source** Field survey**Recorded By:** Elizabeth Porterfield/Hicks & Company**Date Recorded:** 2/1/2019

Function

Current: Domestic**Historic:** Domestic

SECTION 2

Architectural Description

Ca. 1910 Queen Anne-style residence with original wood siding, original wood windows and multi-light wood screens, and replaced front door with original sidelights; rear addition of historic age; per Sanborn maps (1922 and 1930, sheet 11), original front porch was extended across front gabled ell after 1922 and by 1930

Additions, modifications **Explain:** Rear addition of a historic age; porch extension (hist. age)

Relocated

Explain:

TEXAS HISTORICAL COMMISSION

301

Project #: 00046

Historic Resources Survey Form

Local Id: R35850

County: Hays

City: SAN MARCOS

Address No: 904

Street Name: W SAN ANTONIO ST

Block: 2

Stylistic Influence

Queen Anne

Structural Details

Roof Form

Hipped, Gable

Plan

Rectangular

Roof Materials

Composition Shingles

Chimneys

Wall Materials

Wood Siding

Porches/Canopies

FORM Hipped Roof

SUPPORT Box columns

Windows

Wood, Double hung, Decorative Screenwork

MATERIAL

Doors (Primary Entrance)

Single (replaced), With Sidelights (original)

Landscape Features

ANCILLARY BUILDINGS:

Garage: Hist age 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:

Intact/significant example of type/style and 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:

Rear addition and porch extension are of historic age and do not compromise the integrity of the original design

Individually Eligible? Undetermined Within Potential NR District?: Yes

Is Property Contributing?:

Potential NR District Name: San Antonio Street Historic District

Priority High

Explain: Merits research for potential NRHP eligibility; contributing to local hist. dist.

Other Information

Is prior documentation available for this resource? Yes

Type HABS Survey Other

Documentation Details:

Sanborn maps 1922 and 1930, sheet 11

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

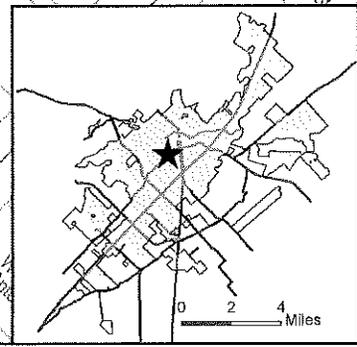
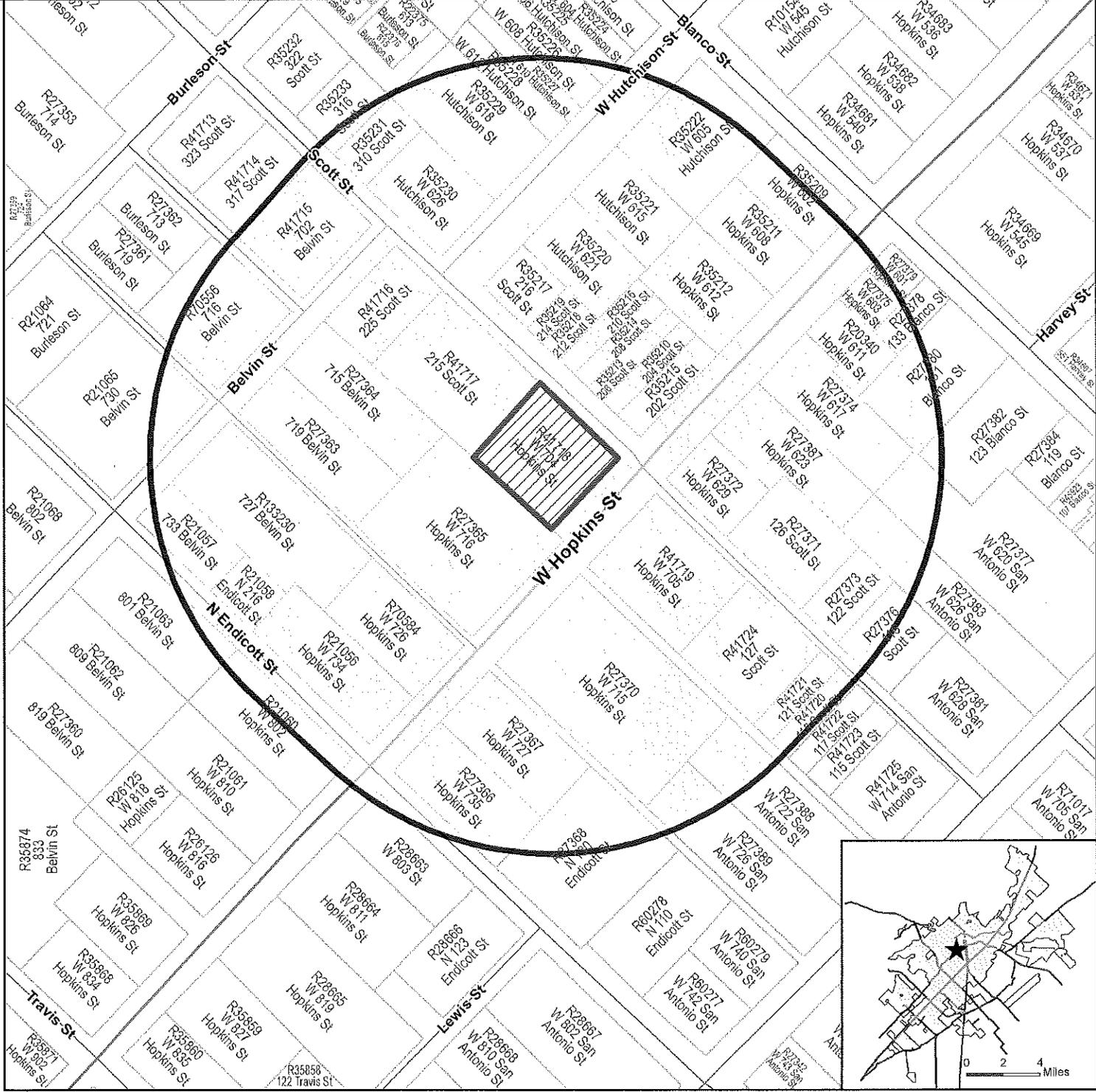
Section 4.5.2.1 Historic Districts

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-20-03 400' Notification Buffer COA — 704 W. Hopkins St.

R34683
W 536
Hopkins St



	Site Location	  0 100 200 400 Feet
	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: 12/10/2019



Staff Report
Historic Preservation Commission
HPC-20-03

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

Date of Meeting: January 2, 2020

Applicant Information:

Applicant: Matt Akins
Akins & Olson, LLC
704 West Hopkins Street
San Marcos, TX 78666

Property Owner/Manager: Same

Public Hearing Notice:

Mailed: December 20, 2019

Response: None as of report date.

Subject Property:

Location: 704 West Hopkins Street
Historic District: Hopkins Street
Stylistic Influence: Neoclassical
Date Constructed: Ca. 1910 (*My Historic SMTX*)
Priority Level: Medium (*My Historic SMTX*)
Listed on NRHP: No
RTHL: No

Applicant Request:

To allow installation of a rainwater collection system and the installation of an illuminated freestanding sign.

Staff Recommendation:

- Approval* - appears to meet criteria for approval
- Approval with conditions* – see comments below
- Denial* - does not appear to meet criteria for approval
- Commission needs to address policy issues regarding this case.

Staff Comments:

The subject property is located on West Hopkins Street, at the intersection of Scott Street in the Hopkins Street Historic District (“EXHIBIT A”). The Neoclassical-style was evaluated in the recent *My Historic SMTX* with a medium preservation priority level (“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 applicant is proposing to install a rainwater collection system consisting of four plastic rainwater collection barrels. The applicant originally received approval to install the system in

February 2018 but the approval expired in 2019 as the work never begun. The applicant is also proposing to install an illuminated sign on the property. To simplify the staff report, the items in the scope have been reviewed separately against the Development Code and the Historic Design Guidelines below.

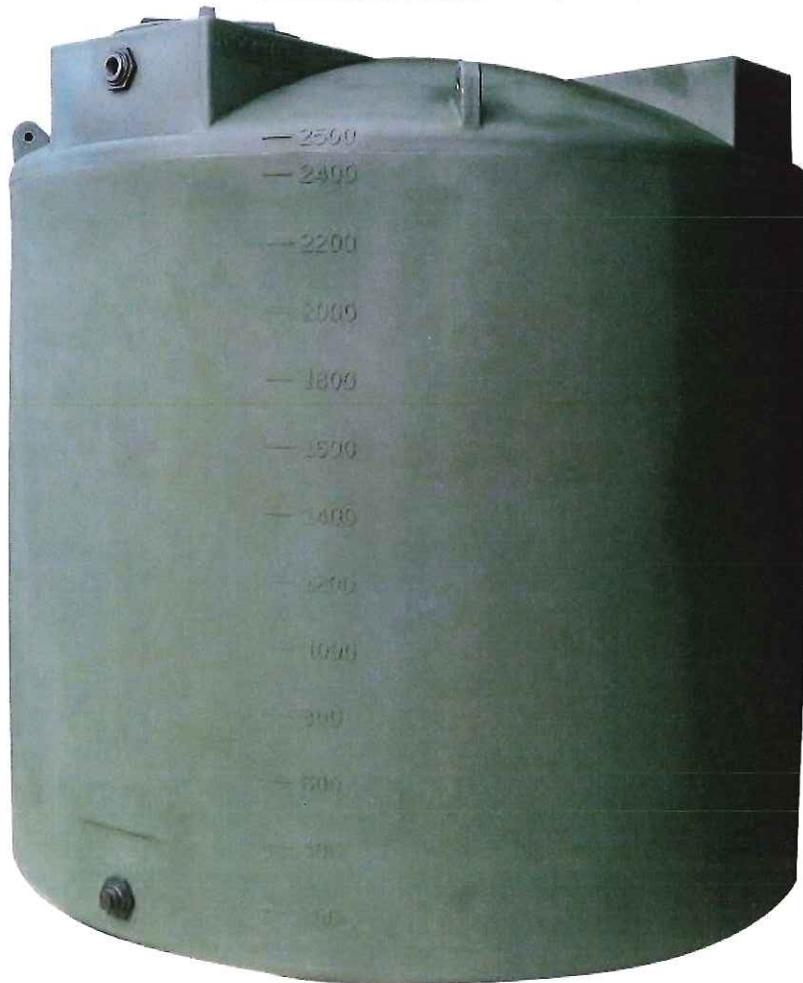
Photographs of the property from My Historic SMTX are below:



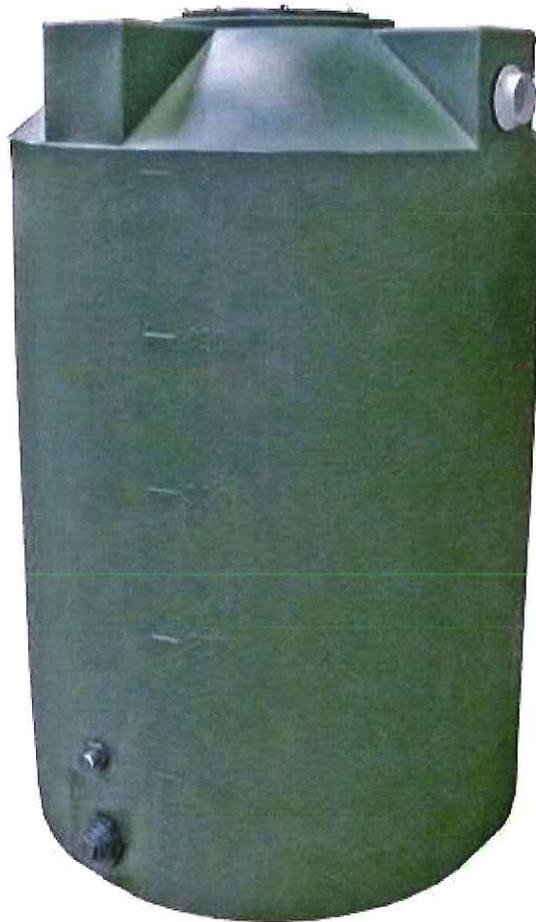
One 500 gallon tank will be located behind the existing six-foot fence next to the existing workshop at the rear of the property. One 2,500 gallon tank will be located in the rear yard facing Scott Street. The applicant was approved for the installation of a six-foot undulating French Gothic semi-privacy fence to screen this tank. This fence is proposed to mirror the existing fence along the rear property line. Two 2,500 gallon tanks will be located to the left of the main residence facing the alley and will be partially screened by a Mountain Laurel that is currently ten feet tall; this helps to screen it from the right-of-way. The applicant has stated that he is willing to install a six-foot tall semi-privacy fence to obscure the view of these tanks should the Commission feel that is necessary. The applicant states that all of the tanks will be connected to the approved metal rain gutters and will be utilized for on-site irrigation.

Examples of the proposed rain barrels are shown below:

2,500 Gallon Rain Barrel



500 Gallon Rain Barrel

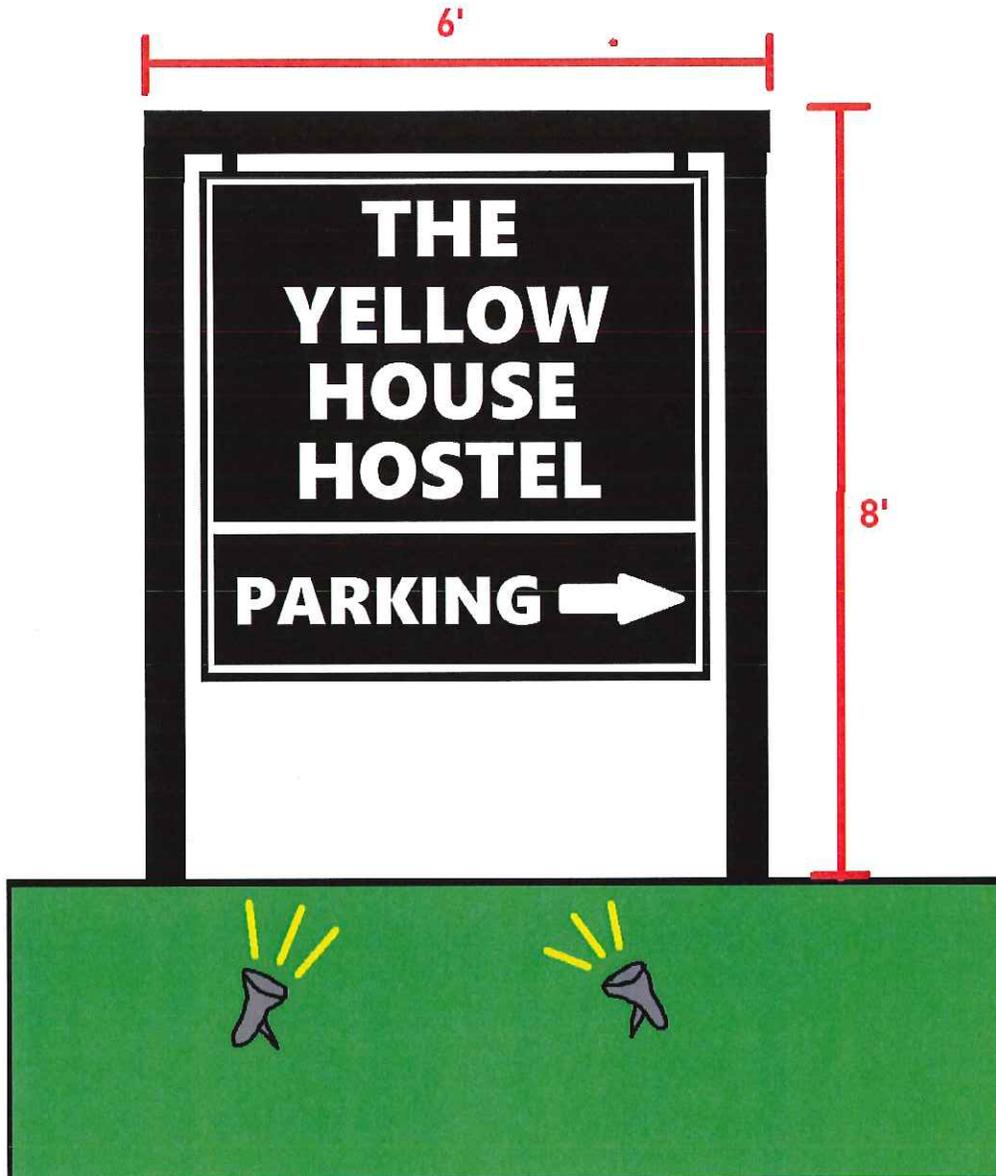


The Historic Sustainability Guidelines do not address rainwater collection systems. However, the Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines of Sustainability for Rehabilitating Historic Buildings do address these systems. They recommend adding features such as rain barrels and collection tanks, if compatible, to the building site to enhance storm-water management and on-site water reuse. In addition, the applicant is willing to take measures to screen the units making them less visible from the right-of-way. The Secretary of the Interior's Standards also recommend installing new additions in such a manner that if removed in the future, the essential form and integrity of the property is unimpaired. Staff finds the request to install the rainwater system consistent with this recommendation. Removal of the tank would not impair the home's structure or historic integrity.

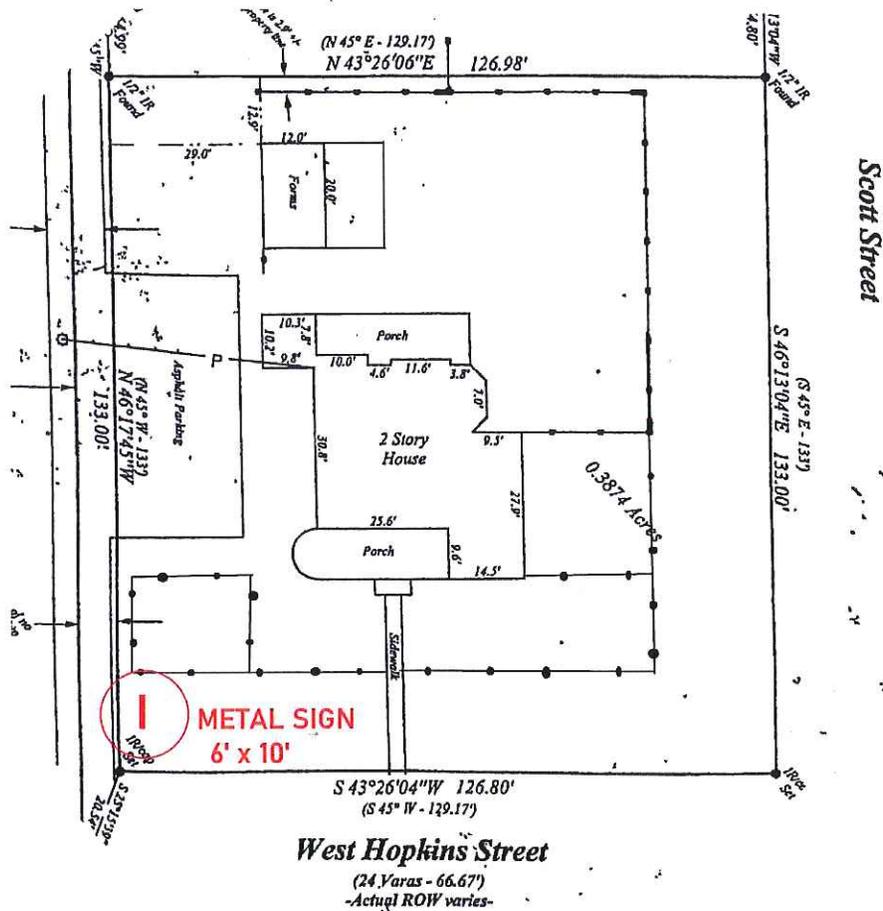
Sign

The applicant is also proposing to install a 5' x 5' (25-square foot) metal sign in a 6' x 8' wooden frame on the property; the applicant is proposing to reuse the old Tantra Coffeehouse sign. Solar-powered lights are proposed to illuminate the sign. The sign will include the name of the bed and breakfast, "Yellow House Hostel", in white lettering on a black background. It will also include directional signage, the word "PARKING" underneath the main sign in the same white lettering on a black background.

The applicant provided the following rendering of the proposed sign:



The site plan, shown below, shows that the sign will be located near the alley in order to direct customers to the parking lot. The applicant states that the sign will be placed far enough away from West Hopkins Street to allow for next year's Hopkins Street improvement project. The project will add on-street parking spaces in front of the property and relocate the sidewalk closer to the fence.



The submitted sign rendering appears to meet the requirements for freestanding signs in Section 7.3.3.2 of the San Marcos Development Code; before installation a sign permit will need to be issued. Staff finds the request for the new sign is consistent with the recommendations of Article 4, Appendix C, the Historic Design Guidelines. The proposed sign height is compatible with the other freestanding signs along Hopkins Street (604 West Hopkins Street and 705 West Hopkins Street) and the font has appropriate letter size. It is legible and in scale with the building and has background and border space that allows for increased readability. In addition, the color does not disrupt or distract from the building's overall appearance and provides enough contrast for legibility.

Staff finds that the request to install the rainwater collection system and the sign on the property meets the regulations of the San Marcos Development Code and is consistent with the Historic Design Guidelines. Therefore, staff concludes that the request will have no negative effect on the historical, architectural, or cultural character of the historic district, and recommends **approval as submitted**.

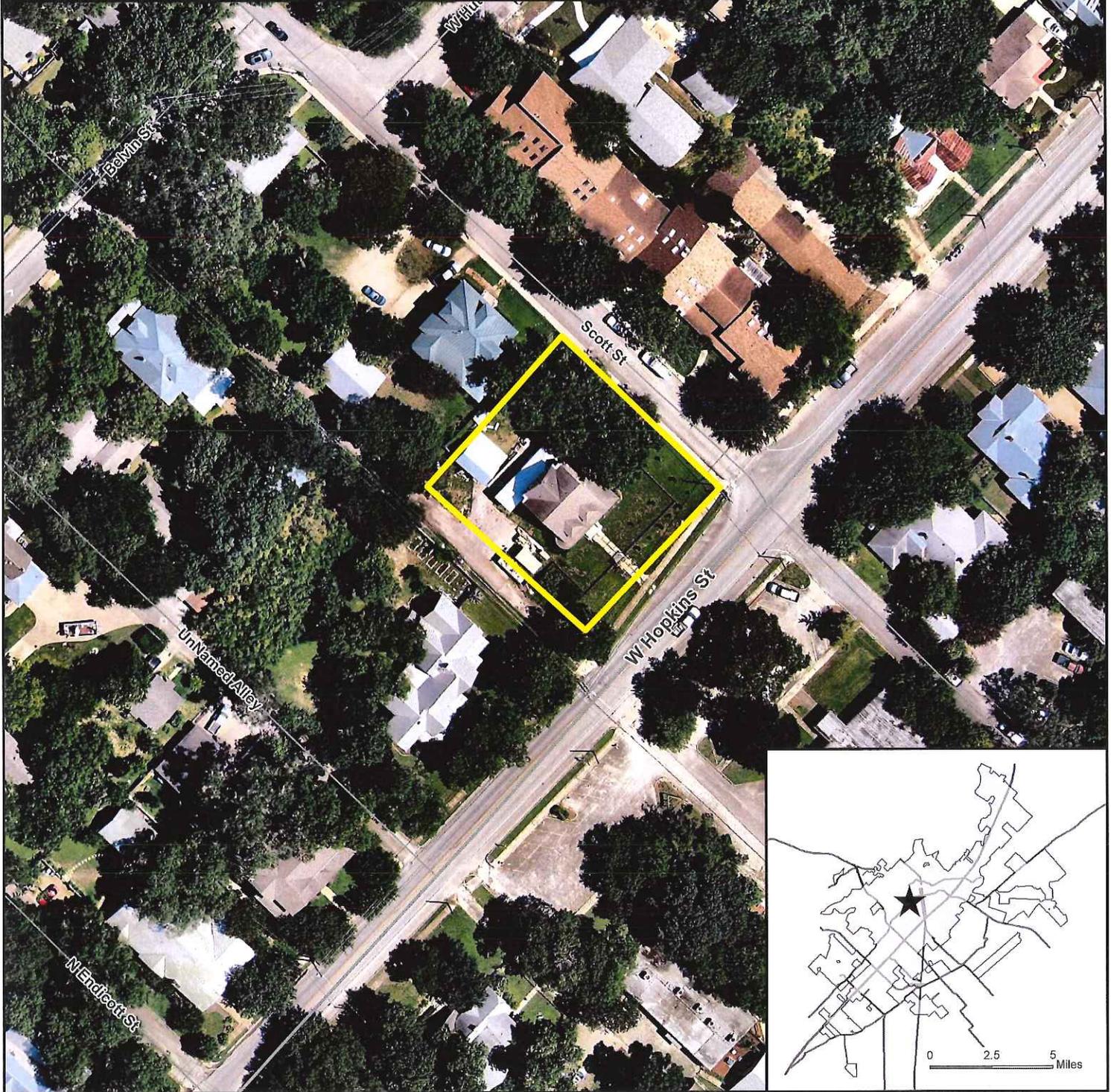
EXHIBITS

- A. Aerial Map
- B. Survey Inventory Table from *My Historic SMTX*
- C. San Marcos Development Code Sections 2.5.5.4 and 4.5.2.1(l)

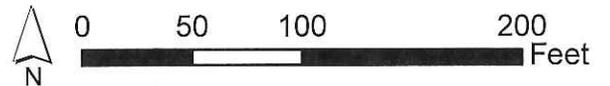
HPC-20-03 Aerial View COA — 704 W. Hopkins St.

tabbies®

EXHIBIT
A



- ★ Site Location
- ▭ Subject Property
- ▭ Parcel
- ▭ City Limit



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Map Date: 12/15/2019

Local Id# / Image	Address	Current Name/ Historic Name	Current Function/ Historic Function	Stylistic Influence/ Historical Context	Construction Date	Existing Designation	Eligibility	Priority
R27374 	617 W HOPKINS ST SAN MARCOS	Domestic	Domestic	National Folk, Neoclassical	ca. 1900	<input type="checkbox"/> NR <input type="checkbox"/> OTHM <input type="checkbox"/> SAL <input type="checkbox"/> In District	Individually: Undetermined In District?: Yes Contributing	High
Hopkins Street Local Historic District								
R27387a 	623 W HOPKINS ST SAN MARCOS	Domestic	Domestic		ca. 1930	<input type="checkbox"/> NR <input type="checkbox"/> OTHM <input type="checkbox"/> SAL <input type="checkbox"/> In District <input checked="" type="checkbox"/> Contributing	Individually: Undetermined In District?: Yes Contributing	Medium
Hopkins Street Local Historic District								
R27387b 	623 (rear) W HOPKINS ST SAN MARCOS	Domestic	N/A	No Style	2006	<input type="checkbox"/> NR <input type="checkbox"/> OTHM <input type="checkbox"/> SAL <input type="checkbox"/> In District <input type="checkbox"/> Contributing	Individually: No In District?: Yes Non-contributing	Low (not historic)
Hopkins Street Local Historic District								
R27372 	629 W HOPKINS ST SAN MARCOS	Domestic	Domestic	Prairie (influence) Architecture, Community Development	ca. 1930	<input type="checkbox"/> NR <input type="checkbox"/> OTHM <input type="checkbox"/> SAL <input type="checkbox"/> In District <input checked="" type="checkbox"/> Contributing	Individually: Undetermined In District?: Yes Contributing	High
Hopkins Street Local Historic District								
R41718 	704 W HOPKINS ST SAN MARCOS	Domestic	Domestic	Neoclassical	ca. 1910	<input type="checkbox"/> NR <input type="checkbox"/> OTHM <input type="checkbox"/> SAL <input type="checkbox"/> In District <input checked="" type="checkbox"/> Contributing	Individually: No In District?: Yes Contributing	Medium
Hopkins Street Local Historic District								



Section 2.5.5.4 Criteria for Approval

The following criteria shall be used to determine whether the application for a certificate of appropriateness shall be approved, conditionally approved or denied:

- (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:
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 - 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.
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 - g. **Relationship of materials, texture and color.** The relationship of the materials, and texture of the exterior of a building including its windows and doors, shall be visually compatible with the predominant materials used in the other buildings to which it is visually related.
 - h. **Roof shapes.** The roof shape of a building shall be visually compatible with the other buildings to which it is visually related.
 - i. **Walls of continuity.** Appurtenances of a building including walls, fences, and building facades shall, if necessary, form cohesive walls of enclosure along a street, to ensure visual compatibility of the building to the other buildings to which it is visually related.
 - j. **Scale of a building.** The size of a building, the mass of a building in relation to open spaces, the windows, door openings, porches and balconies shall be visually compatible with the other buildings to which it is visually related.
- (2) The Historic Preservation Commission may use as general guidelines, in addition to the specific guidelines contained this section, the Historic Design Guidelines located in Appendix C of the San Marcos Design Manual and the current Standards for Historic Preservation Projects issued by the United States Secretary of the Interior.



Staff Report
Historic Preservation Commission
HPC-20-04

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

Date of Meeting: January 2, 2020

Applicant Information:

Applicant: Kathryn Welch
San Marcos Art League
P.O. Box 260
San Marcos, TX 78667

Property Owner/Manager: Melissa Hodgkins
ForrReal Properties
215 West San Antonio Street
San Marcos, TX 78666

Public Hearing Notice:

Mailed: December 20, 2019

Response: None as of report date.

Subject Property:

Location: 117 North Guadalupe Street
Historic District: Downtown
Description: Two-part commercial block building
Date Constructed: c. 1880
Priority Level: High (*My Historic SMTX*)
Listed on NRHP: Yes, within Hays County Courthouse NRHP District (contributing building)
RTHL: No

Applicant Request:

To install a new attached sign to awning and a hanging sign below the awning.

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 along Guadalupe Street across from the Courthouse and is the new location of the San Marcos Art League; adjacent to Cardinal Frame & Art ("EXHIBIT A"). The property was evaluated in the recent My Historic SMTX with a high preservation priority level ("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.

Photographs of the property from My Historic SMTX are below:

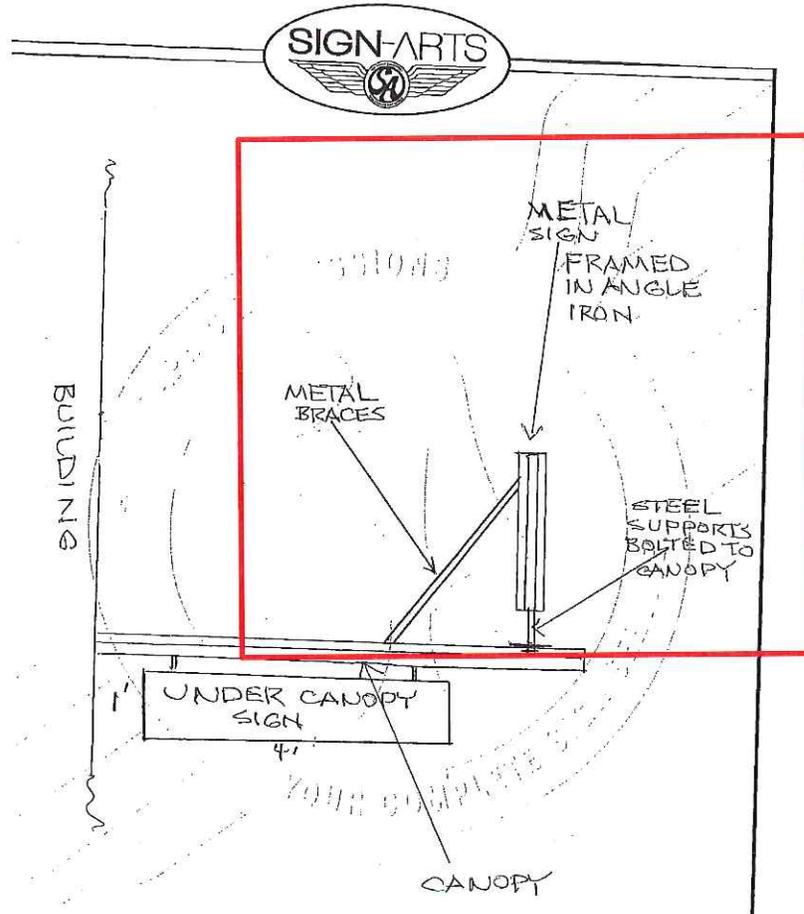


The San Marcos Art League recently moved into the suite adjacent to Cardinal Art & Frame and is proposing to install a new aluminum sign to the awning facing North Guadalupe and a new aluminum hanging sign located underneath the awning.

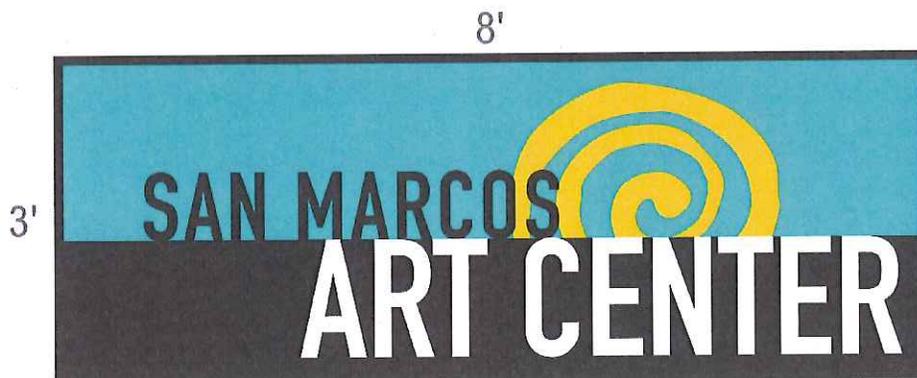
Staff has reviewed each sign separately below against the San Marcos Development Code and Appendix C, San Marcos Design Manual, Historic Design Guidelines.

Awning Sign

The applicant is proposing to install a new aluminum sign above the front entrance to the suite on top of the existing awning. The site plan below illustrates the location of the sign:



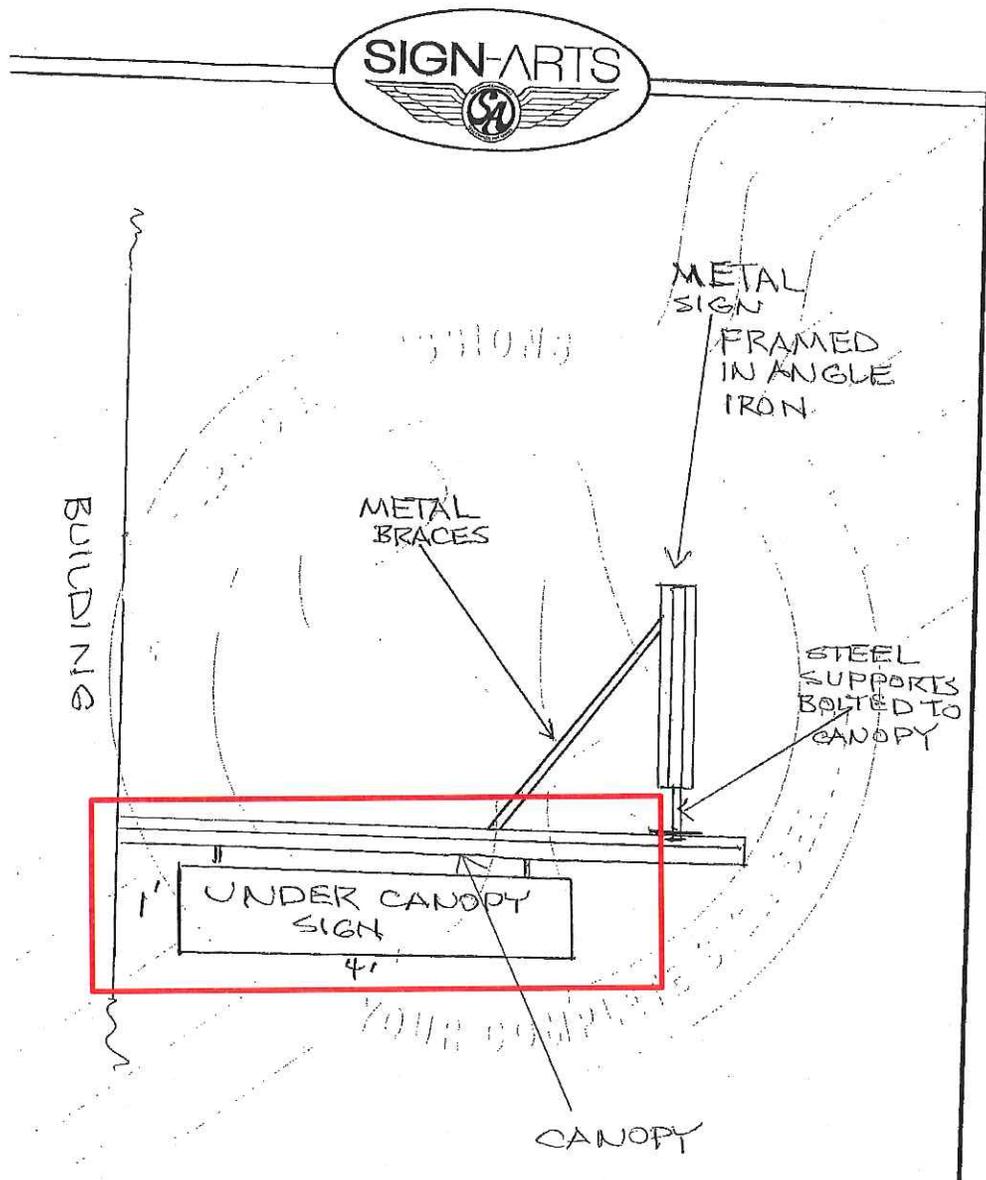
The proposed sign measures three (3) feet by eight (8) feet (24 square feet) and will have "San Marcos Art Center" in grey and white lettering on a teal and grey background as shown in the rendering submitted by the applicant:



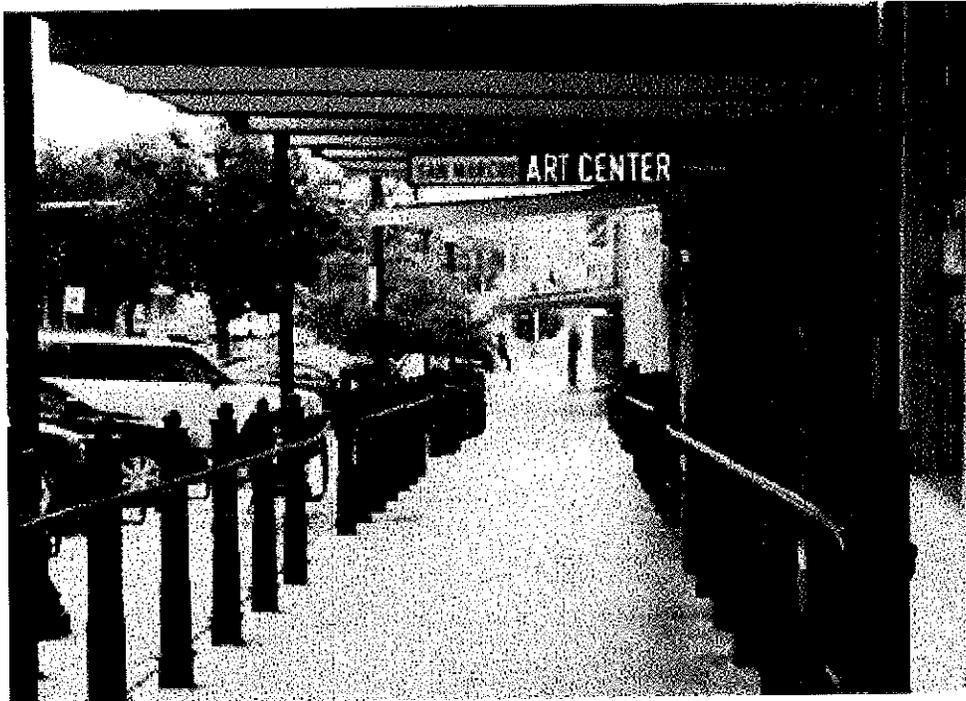
There are no plans for external illumination. The submitted sign permit application shows the sign dimensions meet the requirements of Section 7.3.4.4 of the San Marcos Development Code. The sign will be attached flat to the top of the awning. Staff finds the request for the new wall sign is consistent with the recommendations of Article 4, Appendix C, the Historic Design Guidelines. It is located in a compatible location with the other attached awning sign and the font has appropriate letter size. It is legible and in scale with the building and has background and border space that allows for increased readability. In addition, the color does not disrupt or distract from the building's overall appearance and provides enough contrast for legibility.

Hanging Sign

The applicant is also proposing to install a four (4) square-foot metal hanging sign that will be installed underneath the awning as shown below:



This sign will mirror the design of the wall sign with "San Marcos Art Center" in grey and white lettering on a teal and grey background. The rendering below is from the submitted sign permit application and shows the location of the sign. Staff has confirmed with the sign contractor that the colors will match the awning sign.



No illumination is proposed. The submitted sign permit application shows the sign dimensions meet the requirements of Section 7.3.4.6 of the San Marcos Development Code. Staff finds the request for the sign consistent with Article 4, Appendix C, the Historic Design Guidelines. The sign has been designed to integrate with and not detract from architectural features and the font has appropriate letter size making it legible. Staff finds that the colors of the sign do not disrupt the overall appearance of the building while providing contrast for legibility. Staff finds that the sign is easily read from both sides while walking down the sidewalk.

Staff finds that the request to install a new awning sign and a new hanging sign meets the recommendations of the Historic Design Guidelines and is consistent with the San Marcos Development Code. Therefore, staff concludes that the request will have no negative effect on the historical, architectural or cultural character of the historic district and recommends **approval as submitted**.

EXHIBITS

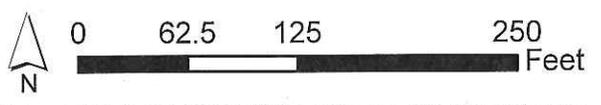
- A. Aerial Map
- B. *My Historic SMTX* Historic Resources Form
- C. San Marcos Development Code Sections 2.5.5.4 and 4.5.2.1(I)

HPC-20-04 Aerial View Sign COA — 117 N Guadalupe St

EXHIBIT
A



-  Site Location
-  Subject Property
-  Parcel
-  City Limit



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Map Date: 12/10/2019

TEXAS HISTORICAL COMMISSION

Historic Resources Survey Form

Project #: 00046 **Local Id:** R41516
County: Hays County **City:** SAN MARCOS
Address No: 117 **Street Name:** N GUADALUPE ST **Block:** 1

SECTION 1

Basic Inventory Information

Current Name:
Historic Name:

Owner Information **Name:** FORREAL LTD
Address: 215 W SAN ANTONIO ST **City:** SAN MARCOS **State:** TX **Zip:** 78666

Geographic Location **Latitude:** 29.882573 **Longitude:** -97.941768 **Parcel Id** Phase 1

Legal Description (Lot\Block): ORIGINAL TOWN OF SAN MARCOS, BLOCK 11, Lot PT OF 3
Addition/Subdivision: **Year:**

Property Type: Building **Listed NR District Name:** Hays County Courthouse NRHP District & Downtown Local Historic District
Current Designations: NR District
 NHL NR RTHL OTHM HTC SAL Local Other Is property contributing?

Architect: **Builder**
Construction Date: ca. 1893 **Source** Downtown LHD Ordinance
Recorded By: Elizabeth Porterfield/Hicks & Company **Date Recorded:** 11/13/2018

Function

Current: Commerce/Trade

Historic: Commerce/Trade

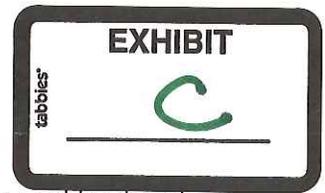


SECTION 2

Architectural Description

ca. 1893 two-part block with identical elaborate cornice and corbelled brick at second floor as adjacent McKie-Bass Bldg. (113 N. Guadalupe); original 1/1-wood windows on second floor, first floor original transoms and later fixed glass windows; ca. 1960s arched awning; served as grocery/bakery in 1896 with offices above; post office in part of building in 1902 (per 1985 survey); contributing to NRHP-listed Hays Co. Courthouse Hist. Dist. and Downtown Local Historic District.

Additions, modifications **Explain:** Replacement storefront windows and ca. 1960s awning
 Relocated **Explain:**



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.

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 - 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.



PLANNING AND DEVELOPMENT SERVICES

TO: Historic Preservation Commission
FROM: Alison Brake, CNU-A, Historic Preservation Officer and Planner
DATE: December 17, 2019
RE: **AGENDA ITEM 8: DOWNTOWN DESIGN STANDARDS & GUIDELINES SCOPE**

At the December 17th City Council Work Session, the City Council directed staff to bring the proposed Downtown Design Standards & Guidelines scope before the Commission for input. Attached is the proposed scope submitted by Winter and Company.

Scope of Services to Update Downtown Design Standards and Guidelines San Marcos, Texas



Approach for San Marcos

This assignment is to update design standards and guidelines for downtown San Marcos. The focus will be on design variables that were addressed by Winter & Company in a previous project for the city. Recent developments have raised questions about the degree to which new, larger buildings fit with the traditional scale and character of downtown. There also are concerns that the different sub-areas in downtown may need more refined guidance for compatible development. Initially, we understand these to be the key topics:

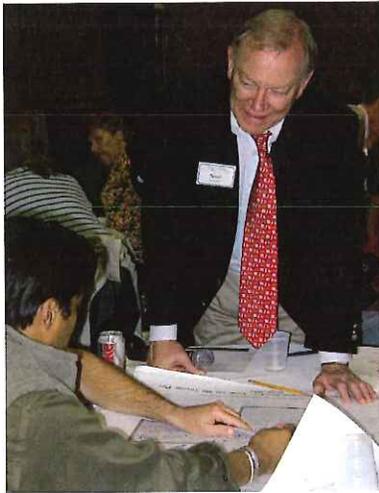
- Ways in which to vary massing of larger building such that they will be more compatible with the traditional scale of downtown
- Ways in which to provide variety in articulation of facades such they appear to be more in scale with design traditions
- Treatment of building materials that will be in character with downtown
- Treatment of street level design to provide a sense of scale and activate the public realm
- Ways in which to provide transitions from higher density zones to abutting sensitive edges

Tailoring to context

We will revisit the vision for the individual sub-areas that are identified in the design guidelines. Working with the community, we will draft more detailed vision statements for these contexts. These will serve as the base for updating the standards and guidelines and also can be used in the future as a starting point for updates to the comprehensive plan and downtown plan.

New standards

We will explore opportunities for providing new, prescriptive standards to address the design issues. At the same time, we will consider how new, discretionary guidelines may be crafted to work in concert with the revised standards. In both cases, we will strive to provide clarity and predictability in the standards and guidelines while also offering flexibility in meeting their intent.



Noré Winter conducting a community workshop.

New graphics

New illustrations will be developed to more clearly illustrate the standards and guidelines. Computer-generated illustrations will be designed to match the illustrations in the current code. Photographs of real, built examples will also be included.

We will draft the standards and guidelines as a stand-alone document for public review and adoption, such that the public can understand the changes that are proposed. They will be formatted such that they can easily be inserted into the land development code after adoption.

Outreach

A key part of developing design standards and guidelines is to involve major stakeholders as well as the general public. The Outreach has several levels:

Community Workshops/Open House

These are designed to engage the greatest numbers of people and to highlight a diversity of ideas. They are interactive and help build consensus.

Focus/Stakeholder Groups

These appeal to special stakeholders who wish to participate in more specific discussions about matters of interest to them. In these sessions, special concerns are addressed and information related to specific issues is collected. These often include Downtown business leaders and historic preservation players.

We will conduct a series of focus/stakeholder groups and community workshops, which will include exercises that are designed to actively engage participants in this update.

Scope of Services

Step 1. Set the Stage

In this step, we will help build an understanding of existing conditions in downtown San Marcos. We will evaluate the existing code for downtown, generate alternative computer models and hold a public workshop.

Tasks:

1.1 Review existing conditions

- Review current building trends
- Review existing code for downtown
- Review Design Manual as it relates to downtown

1.2 Conduct start-up strategy call with staff

- Discuss issues and objectives
- Discuss project logistics and schedule

1.3 Generate alternative models

- The models will illustrate variations in massing and articulation techniques that may be amendments to the code.

1.4 Orientation session with staff (Trip 1)

- Review itinerary and final logistics.

1.5 Conduct Workshop #1 (Trip 1)

- Introduce the project
- Present models illustrating design variables (i.e., massing, articulation, street level character)
- Discuss a vision for the character areas (including transitions to sensitive edges)
- Conduct exercises in which participants can apply the variables to the different contexts

1.6 Joint meeting with the CC and P&Z (Trip 1)

1.7 Conduct three (3) focus/stakeholder groups (Trip 1)

- Historic Preservation Commission/Heritage Association
- Property Owners
- Downtown Association/Main Street

Step 2. Develop the Strategy

In this step we will work with the downtown to refine a vision for the area and its sub-areas, with respect to design. We will use the new computer models to test the benefits of other potential design standards and guidelines and determine the best approach for addressing the findings from Step 1.

Tasks:

2.1 Refine the vision for downtown and its sub-areas.

- Fine tune vision based on feedback from staff and the community workshop

2.2 Outline potential new design standards.

- Build from the new models and apply specific dimensional standards.

2.3 Outline potential new design guidelines.

2.4 Discuss with the client in a conference call.



Participants chart preferred scenarios in a Greenville, South Carolina workshop.

Step 3. Develop the Design Standards and Guidelines

Tasks:

3.1 Develop draft #1 of the design standards and guidelines.

3.2 Review with the client via conference call.

3.3 Develop draft #2 of the design standards and guidelines.

- Edit Draft #1 based on consolidated comments received from staff

3.4 Work session with staff (Trip 2)

- Review on-site logistics; discuss next steps.

3.5 Present draft #2 of design standards and guidelines in Workshop #2. (Trip 2)

- Present draft materials and collect comments.

3.6 Joint work session with the CC and P&Z. (Trip 2)

- Present draft materials and collect comments.

3.7 Develop final draft of design standards and guidelines.

- Edit Draft #2 based on consolidated comments received from staff

Step 4. Adoption

4.1 Prepare Powerpoint presentation

4.2 Present final Design Standards and Design Guidelines to Planning Commission. (Trip 3)

4.3 Present final Design Standards and Design Guidelines to City Council. (Trip 4)

Proposed Timeline

January 2020	Negotiate contract
February 2020	Gather information, finalize schedules
April 2020	Hold first public meetings, develop models (Trip 1)
May 2020	Refine vision and develop outlines for new design standards & guidelines
June-July 2020	Develop draft #1 of design standards & guidelines
August-Sept 2020	Develop draft #2 of design standards & guidelines
September 2020	Hold second public workshop and meetings (Trip 2)
October 2020	Develop final draft of design standards & guidelines
November 2020	Prepare Powerpoint presentation for adoption hearings
TBD	Present final design standards and guidelines to Planning Commission (Trip 3)
TBD	Present final design standards and guidelines to City Council for adoption (Trip 4)

Cost of Services

BUDGET

8-Nov-19

Step 1: Set the Stage

1.1 Review existing conditions.				
1.2 Conduct start-up strategy call with staff				
1.3 Generate alternative models				
1.4 On-site orientation session with staff (Trip 1)				
1.5 Conduct Workshop #1 (Trip 1)				
1.6 Joint meeting with CC and P&Z (Trip 1)				
1.7 Conduct focus/stakeholder groups (Trip 1)				

In-house fees

Personnel	Rate	Hours	Amount	Subtotal
N. Winter	\$190	12	\$2,280	
J. Husband	\$130	24	\$3,120	
Graphics/admin	\$70	32	\$2,240	
Total In-house Fees				\$7,640

On-site fees (2 people, 2 nights)

Personnel	Rate	Hours	Amount	Subtotal
N. Winter	\$190	24	\$4,560	
J. Husband	\$130	24	\$3,120	
Total On-site Fees				\$7,680

Expenses	Cost	Quantity	Amount	Subtotal
Airfare	\$400	2	\$800	
Surface transit, Parking	\$100	3	\$300	
Car rental	\$265	Lump Sum	\$265	
Accommodations	\$165	4	\$660	
Meals	\$65	6	\$390	
Photography	\$100	Lump Sum	\$100	
Technical	\$250	Lump Sum	\$250	
Workshop materials	\$100	Lump Sum	\$100	

Step 1 Expenses **\$2,865**

Total Step 1 Fees & Expenses **\$18,185**

Step 2: Develop the Strategy

2.1 Refine the vision for downtown & its sub-areas				
2.2 Outline potential new design standards				
2.3 Outline potential new design guidelines				
2.4 Discuss with client in a conference call				

Personnel	Rate	Hours	Amount	Subtotal
N. Winter	\$190	16	\$3,040	
J. Husband	\$130	32	\$4,160	
M. Boyle	\$100	8	\$800	
Graphics/admin	\$70	10	\$700	
Step 2 Fees				\$8,700

Expenses	Cost	Quantity	Amount	Subtotal
Reproduction	\$100	Lump Sum	\$100	
Technical	\$100	Lump Sum	\$100	

Step 2 Expenses **\$200**

Total Step 2 Fees & Expenses **\$8,900**

Step 3: Develop the Design Standards and Guidelines				
3.1 Develop draft #1 of the design standards & guidelines				
3.2 Review with client via conference call				
3.3 Develop draft #2 of the design standards & guidelines				
3.4 Work session with staff (Trip 2)				
3.5 Present draft #2 in Workshop #2 (Trip 2)				
3.6 Joint work session with CC and P&Z (Trip 2)				
3.7 Develop the final draft of design standards & guidelines				
In-house fees				
Personnel	Rate	Hours	Amount	Subtotal
N. Winter	\$190	32	\$6,080	
J. Husband	\$130	80	\$10,400	
M. Boyle	\$100	24	\$2,400	
Graphics/admin	\$70	40	\$2,800	
Total In-house Fees				\$21,680
On-site fees (2 people, 2 nights)				
Personnel	Rate	Hours	Amount	Subtotal
N. Winter	\$190	24	\$4,560	
J. Husband	\$130	24	\$3,120	
Total On-site Fees				\$7,680
Expenses	Cost	Quantity	Amount	Subtotal
Airfare	\$400	2	\$800	
Surface transit, Parking	\$100	3	\$300	
Car rental	\$265	Lump Sum	\$265	
Accommodations	\$165	4	\$660	
Meals	\$65	6	\$390	
Reproduction	\$100	Lump Sum	\$100	
Technical	\$100	Lump Sum	\$100	
Workshop Materials	\$100	Lump Sum	\$100	
Step 3 Expenses				\$2,715
Total Step 3 Fees & Expenses				\$32,075

Step 4: Adoption				
4.1 Prepare Powerpoint presentation				
4.2 Present final draft to Planning Commission (Trip 3)				
4.3 Present final draft to City Council (Trip 4)				
In-house fees				
Personnel	Rate	Hours	Amount	Subtotal
N. Winter	\$190	2	\$380	
J. Husband	\$130	2	\$260	
Graphics/admin	\$70	2	\$140	
Total In-house Fees				\$780
On-site fees (1 person, 1 night x 2 trips)				
Personnel	Rate	Hours	Amount	Subtotal
N. Winter	\$190	32	\$6,080	
Total On-site Fees				\$6,080
Expenses	Cost	Quantity	Amount	Subtotal
Airfare	\$400	2	\$800	
Surface transit, Parking	\$100	4	\$400	
Car rental	\$350	Lump Sum	\$350	
Accommodations	\$165	2	\$330	
Meals	\$65	4	\$260	
Step 4 Expenses				\$2,140
Total Step 4 Fees & Expenses				\$9,000
TOTAL FEES & EXPENSES				\$68,160