



**SPECIAL CALLED MEETING OF THE
SALADO PLANNING & ZONING COMMISSION**

MEETING AGENDA

**1:30 P.M., TUESDAY, JULY 26, 2016
MUNICIPAL BUILDING
301 NORTH STAGECOACH, SALADO, TX
BOARD OF ALDERMEN CHAMBERS**

I. CALL TO ORDER

1. Consider approval of the minutes from the June 7, 2016, meeting.

II. REGULAR AGENDA

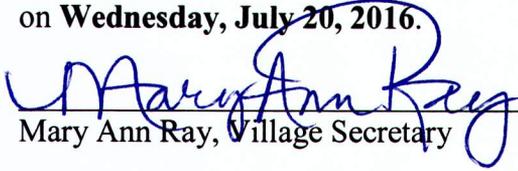
2. Consider and take action on an alteration to a building in the Historic District, including awning and sign design, located at 1 Royal Street as per Section 3.15K, Permitting Process (Sugar Shack).
3. Consider and take action on an alteration to a building in the Historic District, including awning and sign design, located at 401 S. Main Street, Suite 102 as per Section 3.15K, Permitting Process (FSG Fine Jewelry).
4. Consider and take action on a proposed sign design in the Historic District located at 600 North Main Street, Suite B as per Section 3.15K, Permitting Process (SophistiKatz Bead Emporium).
5. Consider and take action on a proposed sign design in the Historic District located at 201 North Main Street as per Section 3.15K, Permitting Process (Susan Marie's).

III. ADJOURN

All meetings of the Planning & Zoning Commission are open to the public, except when there is a necessity to meet in an Executive Session (closed to the public) under the provisions of Section 551, Texas Government Code. The Planning & Zoning Commission reserves the right to convene into Executive Session to hear any of the above described agenda items that qualifies for an executive session by publicly announcing the applicable section number of the Open Meetings Act.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Village Secretary's office at (254) 947-5060 for further assistance.

I hereby certify that a true and correct copy of this Notice of Meeting was posted in a public place at 5:45 p.m. on **Wednesday, July 20, 2016.**


Mary Ann Ray, Village Secretary

Removed from display: _____

Village of Salado, Texas
Planning & Zoning Commission
Minutes
Special Called Meeting
5:00 p.m. Thursday, May 19, 2016
Municipal Building, 301 N. Stagecoach Road
Board of Aldermen Chambers

Members Present: Ron Coleman, K.D. Hill, Jim Reed, Merle Stalcup, Larry Wolfe.

Others Present: Kim Foutz, Village Administrator; Chrissy Lee, Planning & Development; John Simcik, P.E., Kasberg, Patrick & Associates; Mary Ann Ray, Village Secretary.

I. Call to Order.

Commission Stalcup called the meeting to order at 1:33 p.m.

1. Consider and take action on the appointment of a Chairman and Vice Chairman.

Commissioner Wolfe made a motion to elect Commissioner Stalcup as Chairman. Commissioner Reed seconded. The motion carried by a 4-0 vote, with Commissioner Stalcup abstaining.

Chairman Stalcup accepted the gavel.

Commissioner Coleman made a motion to elect Commissioner Hill as Vice Chairman. Commissioner Reed seconded. The motion carried by a 4-0 vote, with Commissioner Hill abstaining.

2. Consider approval of the minutes from previous meetings:

- a. April 12, 2016
- b. May 19, 2016

Commissioner Reed made a motion to approve the minutes from the April 12, 2016, and May 19, 2016, meetings. Commissioner Wolfe seconded. The motion carried unanimously.

II. Regular Agenda.

3. Consider and take action on an alteration to a building in the Historic District, including awning and sign design, located at 1 Royal Street (Sugar Shack) as per Section 3.15K2, Permitting Process.

Ms. Lee reviewed the sign request. The applicant is proposing a new dome style awning over the front of the building facing Main Street. The awning will be 51' long by 3' drop by 3' projection. It will be built with an aluminum frame, pink sunbrella fabric, and white acrylic lettering.

There was discussion about whether or not the applicant must consult with representatives of the Salado Historical Society; Ms. Lee explained that the Village's Zoning Ordinance says the applicant is encouraged to consult with the Historical Society.

Commissioner Wolfe made a motion to approve an alteration to a building in the Historic District, including awning and sign design, located as 1 Royal Street (Sugar Shack) as presented. The motion died for lack of a second.

4. Consider and take action on a proposed fence and gate design in the Historic District located at 18 N. Main St. (Mud Pies Pottery) as per Section 3.15K2, Permitting Process.

Ms. Lee reviewed the fence and gate request. The applicant is proposing a new fence and gate to be located at the rear of the property and facing Church Street. The fence and gate will be twenty feet (20') long and eight feet (8') tall. It will be a sliding metal gate made of R-9 material. The applicant is proposing to mitigate the metal look of the gate with painted art work (1st choice) or attached wooded pickets.

Applicant Titia Arledge explained that she would ensure any painting on the gate would blend well with the surrounding environment.

Commissioner Reed made a motion to approve a proposed fence and gate design in the Historic District located at 18 N. Main St. subject to any additions to the fence have a consultation with the Historic Society, who will then have 30 days to make comment regarding any adornment to the fence. Vice Chairman Hill seconded. The motion carried unanimously.

5. Consider and take action on waivers to Sections 3.1C5, Offsite Improvements; Section 3.5, Sidewalks; Section 5.5D, Ramps; and Section 5.9, Perimeter Street Improvements of the Village of Salado Subdivision Ordinance 2009.03 for a construction plat of Mill Creek Springs, Phase VIII, a subdivision in the ETJ.

Administrator Foutz reviewed the request for a waiver to the requirement for sidewalks in the development. She said the following findings must be met to award such a waiver:

“General. Where the Planning & Zoning Commission recommends, and the Board of Aldermen finds, that undue hardships will result from strict compliance with a certain provision(s) of this Ordinance, or where the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve a waiver/suspension from any portion of these regulations so that substantial justice may be done and the public interest is secured, provided that the waiver/suspension shall not have the effect of nullifying the intent and purpose of these regulations, and further

provided that the Board of Aldermen shall not approve a waiver/suspension unless it shall make findings based upon the evidence presented to it in each specific case that:

1. Granting the waiver/suspension will not be detrimental to the public safety, health or welfare, and will not be injurious to other property or to the owners of other property, and the waiver/suspension will not prevent the orderly subdivision of other property in the vicinity;
2. The conditions upon which the request for a waiver/suspension is based are unique to the property for which the waiver/suspension is sought, and are not applicable generally to other property;
3. Because of the particular physical surroundings, shape and/or topographical conditions of the specific property involved, a particular hardship to the property owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;
4. The waiver/suspension will not in any manner vary the provisions of the Zoning Ordinance or Comprehensive Plan or any other adopted plan(s) or ordinance(s) of the Village;
5. An alternate design will generally achieve the same result or intent as the standards and regulations prescribed herein.

Such findings of the Board of Aldermen, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Board of Aldermen meeting at which a waiver/suspension is considered. A waiver/suspension from any provision of this Ordinance may be granted only when in harmony with the general purpose and intent of this Ordinance so that the public health, safety and welfare may be secured and substantial justice done. Pecuniary hardship to the property owner or developer, standing alone, shall not be deemed to constitute undue hardship.”

Chairman Stalcup requested that each waiver be voted upon separately.

Section 3.5: Sidewalks

Commissioner Wolfe made a motion to recommend the waiver to the requirement for sidewalks as presented. Vice-Chairman Hill seconded. The motion carried unanimously.

Section 3.1C5, Offsite Improvements

Commissioner Wolfe made a motion to recommend the waiver to the requirements for street and thoroughfares as presented. The motion died for lack of a second.

Section 5.5, Ramps

Vice Chairman Hill made a motion to recommend the waiver for ramps as presented. Commissioner Reed seconded. The motion carried unanimously.

Section 5.9, Perimeter Street Improvements

Commissioner Wolfe made a motion to recommend the waiver for perimeter street improvements as presented. The motion died for lack of a second.

6. PUBLIC HEARING -- Hold a public hearing and consider a recommendation on rezoning of 12.98+/- acres to PD-MU (Planned Development Mixed Use, PDD #1), generally located at the intersection of Royal Street and Tablerock Road and commonly known as Tablerock.

Ms. Lee explained that this Planned Use Development had been proposed in 2003 but no records could be located to show that the measure was fully adopted by the Village. After conferring with the Village attorney, it was decided to adopt the full PDD at this time. All appropriate actions were taken: 200-foot notices were mailed out, the required notice was published in the newspaper, and responses were received. Twenty-nine notices were mailed: four denials and four approvals were received, and one denial was received in the form of a telephone call.

Chairman Stalcup opened the public hearing at 2:30 p.m.

Maurice Striegler, 901 Salado Oaks Drive, addressed his concerns that his street would be opened as a thoroughfare to the property in question.

After calling twice more for speakers, Chairman Stalcup closed the public hearing at 2:35 p.m.

Commissioner Reed made a motion to recommend approval of the rezoning of 12.98+/- acres to PD-MU as presented. Commissioner Wolfe seconded. The motion carried unanimously.

7. Hold a public hearing and consider a recommendation on a re-plat of Terra Bella Phase III, a 24.33 +/- acre subdivision in the ETJ located ½ mile north of the corner of Armstrong Road & Sulpher Wells Road.

Ms. Lee reported that this item has been removed from the agenda at the request of the developer.

8. Presentation, public hearing, and recommendation on an Ordinance of the Village of Salado, Texas, amending the Subdivision Ordinance, revising Section 3.1, Streets, Cul-de-Sac Length; revising Section 4.2, Protection of Drainage and Creek Areas; revising Section 3.5, Sidewalks; revising Section 2.9, Amending Plats; delegating certain approval authority to the Planning and Zoning Commission; delegating certain approval authority to the Mayor/Village Administrator; revising Section 1.13, Definitions; revising Section 2.2, Submission Materials and Completeness of Application; revising Section 3.1, General Adequacy of Streets Policy; and revising Section 2.9, Amending Plats.

Ms. Foutz reviewed the amendments and explained that their purpose is to streamline the applications process and eliminate numerous appearances before the Planning & Zoning Commission and the Board of Aldermen. She showed a PowerPoint presentation outlining the changes. At 2:56 p.m., Commissioner Wolfe removed himself from the panel because of Section 4.2, Protection of Drainage and Creek Areas. There was lengthy discussion about the recommended changes.

Commissioner Reed made a motion to recommend the ordinance to amend the Subdivision Ordinance.

Administrator Foutz said that Commissioner Wolfe did not need to excuse himself from the entire item, only Section 4.2. Commissioner Wolfe rejoined the Commission on the dais.

Commissioner Reed revised his motion to recommend all amendments in the ordinance except the amendment for Section 4.2. Commissioner Wolfe seconded. The motion carried unanimously.

Commissioner Wolfe excused himself from the panel at 2:58 p.m.

Commissioner Reed made a motion to recommend the amendment to Section 4.2. The motion died for lack of a second.

Chairman Stalcup closed the Regular Session at 3:01 p.m.

III. Workshop Session.

9. Discussion regarding update of the Future Land Use Plan.

The Workshop was tabled and the Regular Session reopened at 3:09 p.m.

IV. Regular Session.

There was additional discussion about Section 4.2.

Vice-Chairman Hill made a motion to recommend the amendment to Section 4.2 as presented. Commissioner Coleman seconded. The motion carried by a 4-0 vote (Commissioner Wolfe abstaining).

V. Adjourn.

Commissioner Reed made a motion to postpone the Workshop to a later date. Commissioner Wolfe seconded. The motion carried unanimously and the meeting was adjourned at 3:25 p.m.

Merle Stalcup, Chairman

Mary Ann Ray, Village Secretary

SALADO PLANNING & ZONING COMMISSION

AGENDA ITEM MEMORANDUM

07/26/2016

Item #2

Page 1 of 1

DEPT/DIVISION REVIEW: Chrissy Lee, Planning and Development

ITEM DESCRIPTION: Consider and take action on an alteration to a building in the Historic District, including awning and sign design, located at 1 Royal Street as per Section 3.15K, Permitting Process (Sugar Shack).

HISTORIC SOCIETY RECOMMENDATION: Historic Society has no objection to the awning, but does not feel the color choice is in keeping with the historic qualities of the Rosanky building.

ITEM SUMMARY AND ANALYSIS: The applicant is proposing a new dome style awning over the front of the building facing Main Street. The awning will be 51' long x 3' drop x 3' projection. It will be built with an aluminum frame, pink sunbrella fabric, white acrylic lettering (see attached picture). The applicant has the permission of the building owner.

As per Section 3.15B of the Zoning ordinance, a sign and awning are defined as an Alteration, therefore it must be approved by the Planning and Zoning Commission. **Alteration:** Any change to the exterior of a Historic Landmark, building, object, structure or site within the designated district. For buildings, objects, sites or structures, alteration shall include, but is not limited to, the changing of roofing or siding materials; changing, eliminating, or adding doors, door frames, windows, window frames, shutters, fences, railings, porches, balconies, signs, or other ornamentation, painting previously unpainted surfaces, removing paint, or the changing of paint color.

Purpose: The HD, Historic District is intended to implement the goals and policies of the Village concerning the preservation of historically significant elements within the original Village area. The HD, Historic District is intended to preserve, enhance, and perpetuate those aspects of the Village having historical, cultural, architectural and archaeological merit.

EVALUATION CRITERIA

1. To preserve, protect, and enhance historically, culturally, architecturally, and archaeologically significant sites and structures which represent the unique character of Salado and serve as reminders of the village's historical, cultural, architectural, and archaeological heritage;
2. To provide a review process for the appropriate preservation and development of important historical, cultural, architectural, and archaeological resources;
3. To ensure the harmonious, orderly, and efficient growth and development of the Village;
4. To protect and enhance Salado's attractiveness to visitors and the support and stimulus to the economy thereby provided;
5. To maintain a generally harmonious appearance of both historic and modern structures through the use of complimentary scale, form, color, proportion, texture, and material;

ATTACHMENTS:

- Photograph of business front w/ diagram of sign placement
- Historic Society Recommendation Letter



Memo: June 15, 2016

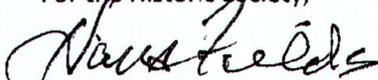
To: Planning and Zoning Commission
From: The Salado Historic Society
Regarding: signage at the Rosanky building for the Sugar Shack

The Historic Society realizing that the P&Z Commission and the board of Aldermen have the final vote on the signage issue, suggest that the addition of a Pink awning with the White letters is not in keeping with the historic qualities of the historic Rosanky building.

Our objection is not on the installation of the awning but rather on the color choice. We suggest that the Sugar Shack investigate a more appropriate color scheme for the awning. If the Historic Society can be of assistance to the Sugar Shack we would be pleased to assist in the color selection.

We sincerely thank the P&Z Commission for the opportunity to comment on this issue and look forward to being of assistance in the future on questions involving the Historic areas of our Village.

Respectively Submitted,
For the Historic Society,

A handwritten signature in cursive script, appearing to read "Hans Fields".

Hans Fields, History Preservation Chairman

SALADO PLANNING & ZONING COMMISSION

AGENDA ITEM MEMORANDUM

07/26/2016
Item #3
Page 1 of 1

DEPT/DIVISION REVIEW: Chrissy Lee, Planning and Development

ITEM DESCRIPTION: Consider and take action on an alteration to a building in the Historic District, including awning and sign design, located at 401 S. Main Street, Suite 102 as per Section 3.15K, Permitting Process (FSG Fine Jewelry).

HISTORIC SOCIETY RECOMMENDATION: Historic Society has no objection to the awning or signs.

ITEM SUMMARY AND ANALYSIS: The applicant is proposing a painted wood sign 18" H x 42" W to hang outside the front door under the porch of the building. Additionally, the applicant would like to move the sign they had at their current location to the rear door of the new location. This sign is 44" H x 48" W and is also painted wood. The applicant is also requesting a small maroon awning installed above the rear door. The applicant has the permission of the building owner.

As per Section 3.15B of the Zoning ordinance, a sign and awning are defined as an Alteration, therefore it must be approved by the Planning and Zoning Commission. **Alteration:** Any change to the exterior of a Historic Landmark, building, object, structure or site within the designated district. For buildings, objects, sites or structures, alteration shall include, but is not limited to, the changing of roofing or siding materials; changing, eliminating, or adding doors, door frames, windows, window frames, shutters, fences, railings, porches, balconies, signs, or other ornamentation, painting previously unpainted surfaces, removing paint, or the changing of paint color.

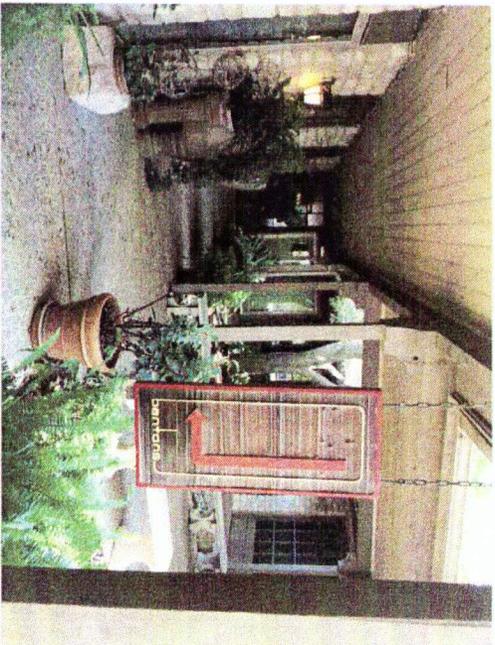
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ATTACHMENTS:

- Photograph of business front w/ diagram of sign placement
- Historic Society Recommendation Letter



Pentons Sign:
30" H x 16" W



Shady Villa:
What it looks like now

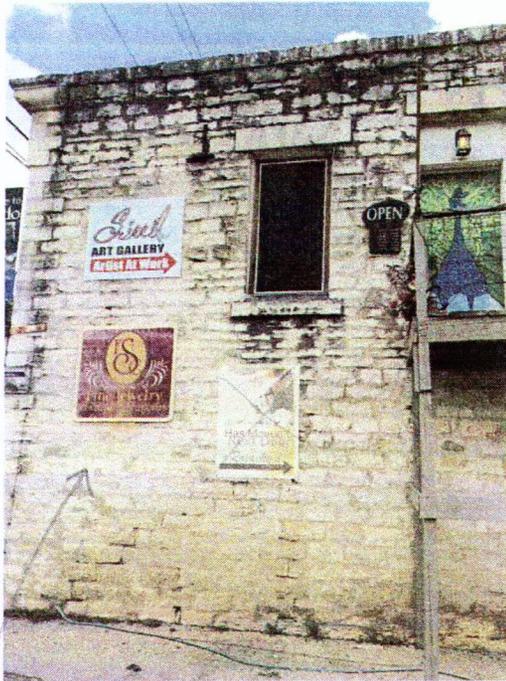
The Mix Sign:
18" H x 42" W

Countdown down



The sign we want to add

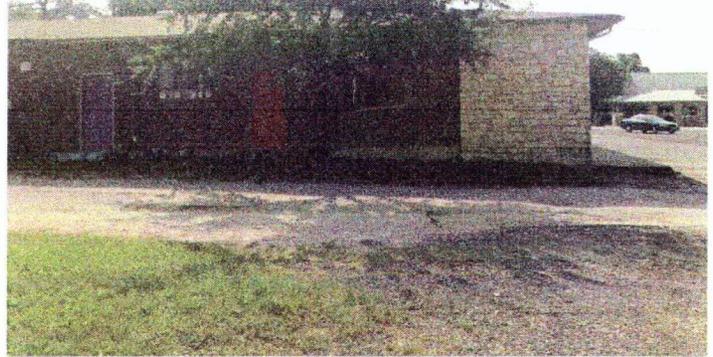
18" H x 42" W - 70 match the other sign in size.



Where The sign is now

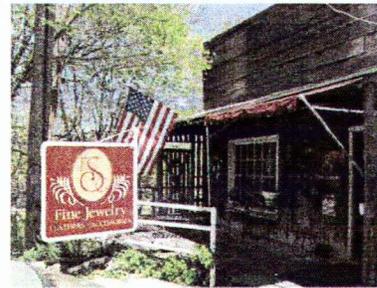
244" H x 48" W

Bleached out spot
on back wall where a
sign once was
48" w x 36" H



Where we would like to move it to
The Back door of Study Villa

401 S. main
Ste 102



What the sign originally looked like

Back door



Where we want to put it

Back door
awning



Back door of 401 S. Main, Suite 102
Facing Peddler's Alley



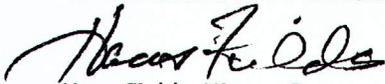
We would like to put a maroon canvas awning similar to this one over the door
must be a size that will not interfere with the
tree.

Memo: June 15, 2016

To: Planning and Zoning Commission
From: The Salado Historic Society
Regarding: signage at FSG, Fine Jewelry

The Historic Society has no objection to the Signage and Awning installation as requested at the Shady Villa. We find the signs very tasteful and the awning is the same maroon color as the existing awning,

Respectfully submitted
for the Salado Historic Society

A handwritten signature in black ink, appearing to read "Hans Fields". The signature is written in a cursive, flowing style.

Hans Fields, History Preservation Chairman

SALADO PLANNING & ZONING COMMISSION

AGENDA ITEM MEMORANDUM

07/26/2016

Item #4

Page 1 of 1

DEPT/DIVISION REVIEW: Chrissy Lee, Planning and Development

ITEM DESCRIPTION: Consider and take action on a proposed sign design in the Historic District located at 600 North Main Street, Suite B as per Section 3.15K, Permitting Process (SophistiKatz Bead Emporium).

HISTORIC SOCIETY RECOMMENDATION: Historic Society has no objections with the following two conditions. First, the sign is no larger than 4' H x 8' W and second, the sign is erected in the same place as the current sign.

ITEM SUMMARY AND ANALYSIS: The applicant is proposing to place a 4' H x 8' W painted wood sign between two windows facing Main Street on the Old Town Salado Shopping Center. There is a current sign in the location that is 4' H x 4' W which was placed by the applicant after the previous tenant left. In January of 2016 the P&Z Commission reviewed a sign permit for this applicant at a different suite, in the same building. The applicant has permission from the building owner.

As per Section 3.15B of the Zoning ordinance, a sign and awning are defined as an Alteration, therefore it must be approved by the Planning and Zoning Commission. **Alteration:** Any change to the exterior of a Historic Landmark, building, object, structure or site within the designated district. For buildings, objects, sites or structures, alteration shall include, but is not limited to, the changing of roofing or siding materials; changing, eliminating, or adding doors, door frames, windows, window frames, shutters, fences, railings, porches, balconies, signs, or other ornamentation, painting previously unpainted surfaces, removing paint, or the changing of paint color.

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ATTACHMENTS:

- Photograph of hanging sign and attached sign placement
- Historic Society Recommendation Letter



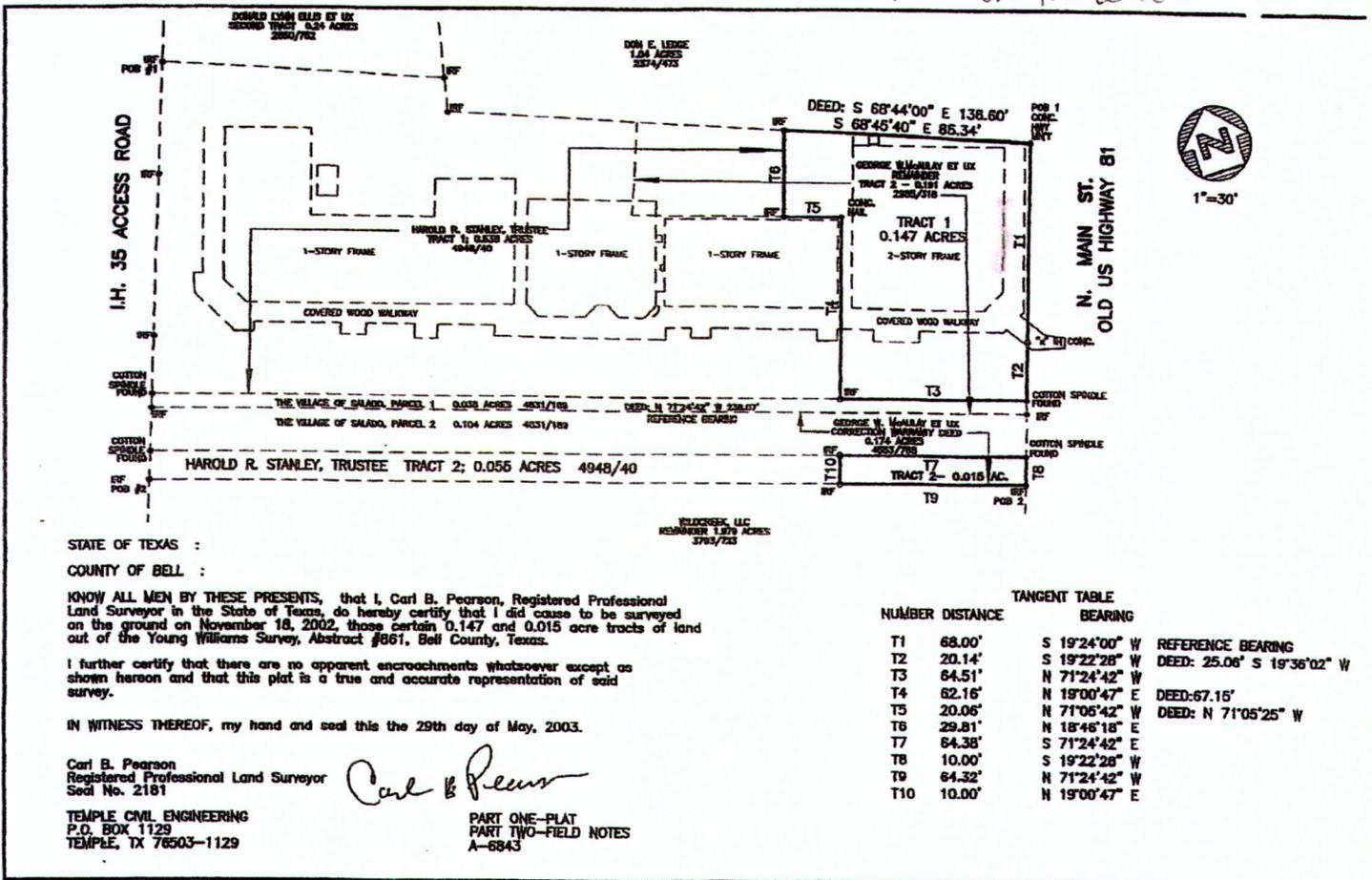
4x8 Sign to
go where
'Christine's'
4x8 Sign hung

Picture of
New Sign



4x8 See Picture

Sign to be hung where
 Existing sign for "Christine's"
 was on the wall



STATE OF TEXAS :
 COUNTY OF BELL :

KNOW ALL MEN BY THESE PRESENTS, that I, Carl B. Pearson, Registered Professional Land Surveyor in the State of Texas, do hereby certify that I did cause to be surveyed on the ground on November 18, 2002, those certain 0.147 and 0.015 acre tracts of land out of the Young Williams Survey, Abstract #861, Bell County, Texas.

I further certify that there are no apparent encroachments whatsoever except as shown hereon and that this plat is a true and accurate representation of said survey.

IN WITNESS THEREOF, my hand and seal this the 29th day of May, 2003.

Carl B. Pearson
 Registered Professional Land Surveyor
 Seal No. 2181

Carl B. Pearson

TEMPLE CIVIL ENGINEERING
 P.O. BOX 1129
 TEMPLE, TX 76503-1129

PART ONE—PLAT
 PART TWO—FIELD NOTES
 A-6843

NUMBER	DISTANCE	TANGENT TABLE	
		BEARING	
T1	68.00'	S 19°24'00" W	REFERENCE BEARING
T2	20.14'	S 19°22'28" W	DEED: 25.06' S 19°36'02" W
T3	64.51'	N 71°24'42" W	
T4	62.16'	N 19°00'47" E	DEED: 67.15'
T5	20.06'	N 71°05'42" W	DEED: N 71°05'25" W
T6	29.81'	N 18°45'18" E	
T7	64.38'	S 71°24'42" E	
T8	10.00'	S 19°22'28" W	
T9	64.32'	N 71°24'42" W	
T10	10.00'	N 19°00'47" E	

Memo: July 11, 2016

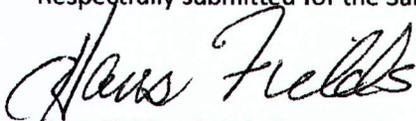
To: Salado Planning and Zoning Board
Regarding: Signage at SophistiKatz Bead Emporium, 600 North Main, Ste B
From: Salado Historic Society

The Salado Historic Society approves of the requested signage with two conditions.

- 1, The sign becomes no larger than its present size
2. The placement of the sign does not change from its present location.

Salado Historic Society realizes that the final decision rests with the Planning and Zoning Board and ultimately with the Board of Aldermen. Therefore, the above conditions should be considered suggestions that we feel will continue to protect the integrity of the Historic District. Thank you for your consideration of the Historic Society's opinion.

Respectfully submitted for the Salado Historic Society

A handwritten signature in cursive script that reads "Hans Fields".

Hans Fields, Historic Preservation Chairman

SALADO PLANNING & ZONING COMMISSION

AGENDA ITEM MEMORANDUM

07/26/2016
Item #5
Page 1 of 1

DEPT/DIVISION REVIEW: Chrissy Lee, Planning and Development

ITEM DESCRIPTION: Consider and take action on a proposed sign design in the Historic District located at 201 North Main Street as per Section 3.15K, Permitting Process (Susan Marie's).

HISTORIC SOCIETY RECOMMENDATION: Historic Society has no objections to the signs.

ITEM SUMMARY AND ANALYSIS: The applicant is proposing to replace the two (2) existing oval signs with rectangular signs of a similar size and color. One is an attached sign by the front door that is approximately 12" H x 24" W and the other is a hanging sign at the corner of the building that is approximately 18" H x 48" W. The signs will be dark green painted wood, with gold lettering. The applicant has the permission of the building owner.

As per Section 3.15B of the Zoning ordinance, a sign and awning are defined as an Alteration, therefore it must be approved by the Planning and Zoning Commission. **Alteration:** Any change to the exterior of a Historic Landmark, building, object, structure or site within the designated district. For buildings, objects, sites or structures, alteration shall include, but is not limited to, the changing of roofing or siding materials; changing, eliminating, or adding doors, door frames, windows, window frames, shutters, fences, railings, porches, balconies, signs, or other ornamentation, painting previously unpainted surfaces, removing paint, or the changing of paint color.

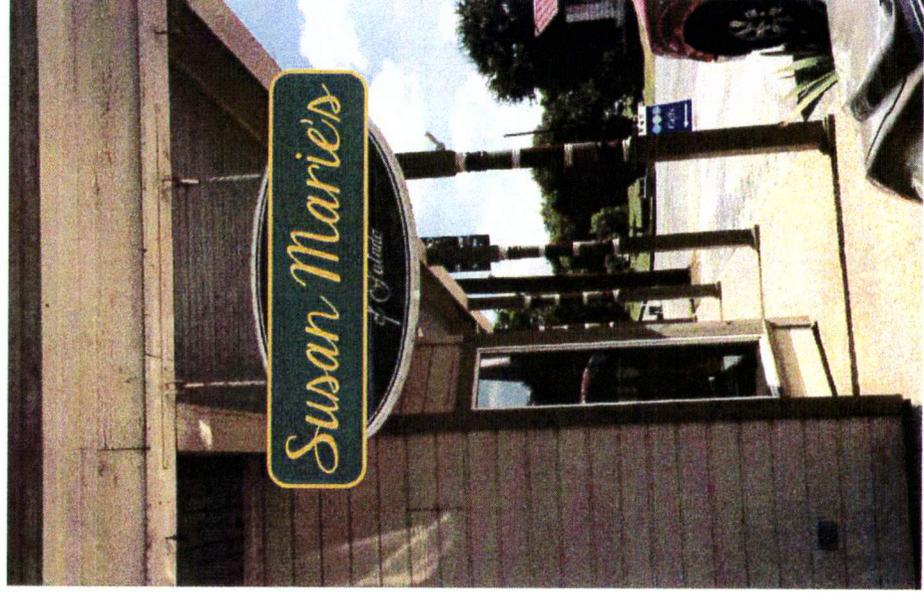
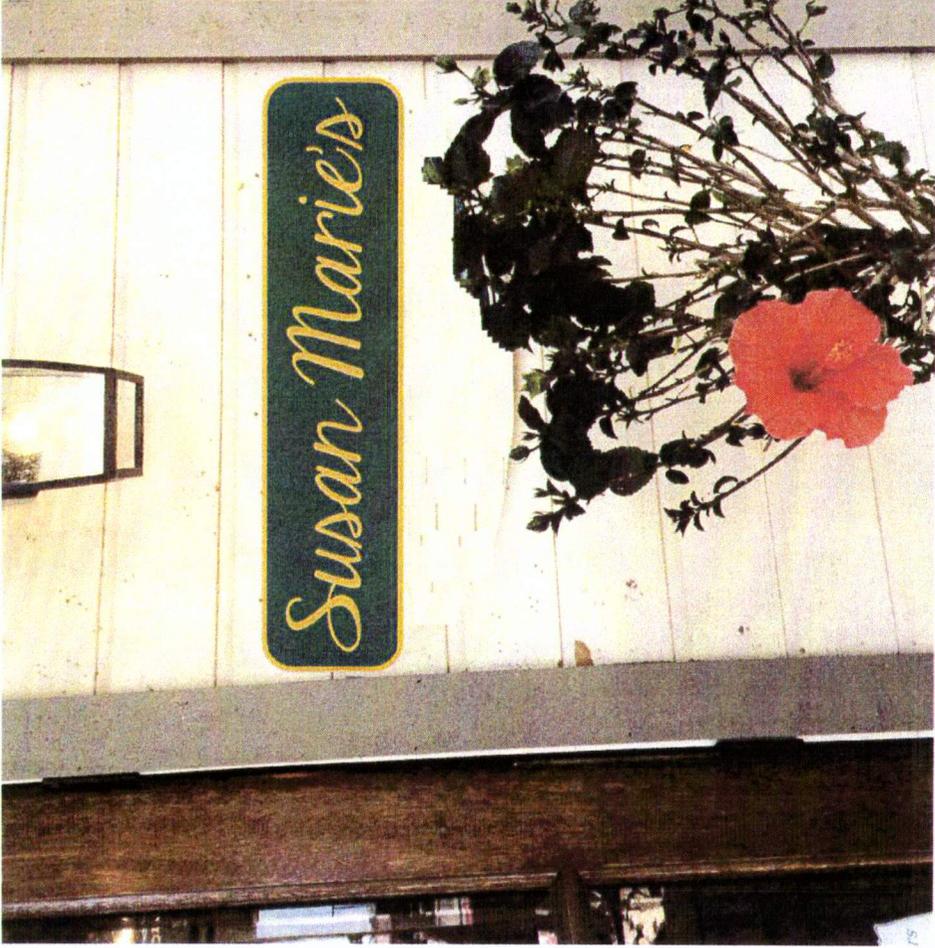
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ATTACHMENTS:

- Photograph of hanging sign and attached sign placement
- Historic Society Recommendation Letter

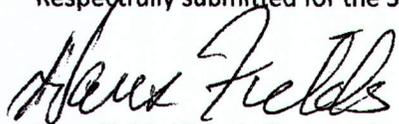


Memo: July 11, 2016

To: Salado Planning and Zoning Board
Regarding: Signage at Susan Maries, 201 North Main
From: Salado Historic Society

The Salado Historic Society has no objections or concerns with the change in the signage requested at the Susan Marie Shop. The colors are the same as previous approved signage on the shape has changed. We find the signage to be in good taste and befitting the Historic District. The Salado Historic Society has no objection should the board chose to approve the request for permit.

Respectfully submitted for the Salado Historic Society

A handwritten signature in cursive script that reads "Hans Fields". The signature is written in black ink and is positioned above the printed name.

Hans Fields Historic Preservation Chairman