



**NOTICE OF REGULAR MEETING
CITY OF PILOT POINT
HISTORIC REVIEW BOARD**

NOTICE IS HEREBY GIVEN THAT THE HISTORIC REVIEW BOARD OF THE CITY OF PILOT POINT, TEXAS, WILL HOLD A REGULAR MEETING ON:

JULY 6, 2020

AT 6:00 PM

**COUNCIL CHAMBERS, PILOT POINT CITY HALL
102 E. MAIN STREET, PILOT POINT, TEXAS**

AGENDA

A. ROLL CALL/CALL TO ORDER

B. PLEDGE TO FLAGS:

1. United States of America

2. Texas Flag

Honor the Texas Flag, I pledge allegiance to thee,

Texas, one state under God, one and indivisible

C. Public Forum: (Citizens are allowed 3 minutes to speak. If the issue is on the agenda, the Historic Review Board may choose to discuss and consider the item. If the issue is not on the agenda, the Historic Review Board is not permitted by state law to respond to or discuss the item other than to make statements of specific information in response to a citizen's inquiry or to recite existing policy in response to the inquiry. The Board may request the issue to be placed on a future agenda for action in accordance with state law. This forum is not the appropriate place to address complaints against Public Officials and/or Staff. Complaints of this nature should be made in writing and filed with the City Manager.)

D. Discuss, consider, and possible action on the minutes from the February 20, 2020 and May 21, 2020 Historic Review Board meeting.

E. Discuss, consider, and possible action on 2020-2021 Advisory Board Officers.

F. Discuss, consider, and possible action on Certificate of Appropriateness on 216 E. Liberty St.

G. Update on the Demolition by Neglect process against identified buildings on the Square.

H. Discuss, consider, and possible action on updating the Historic District Design Guidelines.

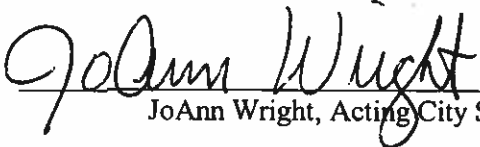
I. Items for Future Discussion - The Historic Review Board may identify issues or topics that they wish to schedule for discussion at a future meeting. *Board members shall not comment upon, deliberate, or*

discuss any item that is not on the agenda. Board members shall not make routine inquiries about operations or project status on an item that is not posted. Any Board member may, however, state an issue and a request that this issue be placed on a future agenda.

J. Adjourn

In compliance with the Americans with Disabilities Act, the City of Pilot Point will provide reasonable accommodations for disabled persons attending this meeting. Requests should be received at least 24 hours prior to the scheduled meeting by contacting the City Secretary's office at 940-686-2165.

I the undersigned authority do hereby certify this notice was posted on the official bulletin board for the City of Pilot Point, Texas on **July 2, 2020 by 5:00 p.m.**, and shall remain posted for at least 72 hours preceding the scheduled time of said meeting.



JoAnn Wright, Acting City Secretary

**Minutes of the February 20, 2020
Historic Review Board Regular Meeting**

The Historic Review Board of the City of Pilot Point, Texas met on February 20, 2020 at 6:00 p.m. for a regular meeting at the City Council Chambers, 102 E. Main Street Pilot Point, Texas 76258. Historic Review Board members present were Barbie Mays, Debbie McEwen, Cliff Lunsford and Chris Aquinaldo. Absent were Bob Heuman and Bonnie White. City staff present were John Taylor, Development Services Director and Lenette Cox, Main Street Director.

AGENDA

A. 6:02 PM - ROLL CALL/CALL TO ORDER

The meeting was called to order by chairperson Chris Aquinaldo and a quorum was announced at 6:02 p.m.

B. PLEDGE TO FLAGS:

1. United States of America
2. Texas Flag

C. Public Forum:

No one appeared. Public forum was opened at 6:03 p.m. and closed at 6:03 p.m.

D. Discuss, consider, and possible action on the minutes from the February 5, 2020 Historic Review Board meeting.

Barbie Mays made a motion approve the minutes with the correction to the start times; the motion was seconded by Cliff Lunsford. The motion passed unanimously.

E. Discuss, consider, and possible action on the certificate of appropriateness request of Lowbrow's Beer and Wine Garden, 200 S. Washington, on patio and building additions.

Applicant Billy Longo provided the Board with an overview of the project. John Taylor reviewed the need for a Right of way use agreement to be approved by the City Council on February 24th.

Board asked questions about the materials that would be used on the new portion of the building façade, the walk doors and the garage door. It was stated by the board that once these materials were selected Mr. Longo would need to come back to the Board for approval. Mr. Longo stated that would not be a problem. Debbie McEwen stated that the walk door into the patio should match the existing walk door. Chris Aquinaldo stated that the garage door would be better if designed as a carriage door and trimmed in wood.

Chris Aquinaldo made the motion to approve the Certificate of Appropriateness for the conceptual design with the stipulation that the final selection of the garage door, exterior

building materials and walk doors would need to be approved by the Board at a later date after the selections had been made. Debbie McEwen seconded. Motion passed unanimously.

- F. Discuss, consider, and possible action on the status of the denied Certificate of Appropriateness on 108 N. Washington (Powerhouse).

Applicant Stephen Halsey reviewed with the Board why he believed the changes to the façade of the building were appropriate and reviewed Sec. 14.02.359, Criteria for approval of a certificate of appropriateness.

Chris Aquinaldo said that the ordinance states that alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged. Debbie McEwen said that on page 5 of the Guidelines it states that original materials shall not be covered.

Mr. Halsey requested that the Board go through each of the 10 Criteria for approval of a certificate of appropriateness and conclude, on each, whether it has been met. The following are the decisions of the Board.

1. Every reasonable effort shall be made to adapt the property in a manner which requires minimal alteration of the building, structure, object, or site and its environment - **No**
2. The distinguishing original qualities or character of a building, structure, object, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible. - **No**
3. All buildings, structures, objects, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged. - **No**
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, object or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected. - **Not applicable**
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, object, or site shall be kept where possible. - **No**
6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should reflect the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements form [from] other buildings or structures. - **Not applicable**
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken. - **Not applicable**
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any project. - **Not applicable**

9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment. - No
10. Whenever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired. - No

The Board then moved to the previous decisions the Board had made on the pontoon boat being used as a commercial deck.

Chris Aquinaldo stressed that the Board never said that the boat had to be removed and that the Board had tried to work with Mr. Halsey on the boat. Mr. Aquinaldo stated that once the boat was placed on dry ground removed from any body of water and used for restaurant seating it was no longer a boat and was now a commercial deck and would have to meet the requirements of the International Building Code. Mr. Aquinaldo also stated that the Board asked Mr. Halsey to show how the boat would be incorporated into an overall outdoor seating area.

Mr. Aquinaldo questioned if the boat would be able to meet the weight carrying capacity required by the IBC. He said that Mr. Halsey would need to have a structural engineer rate the weight capacity of the boat.

Mr. Halsey asked staff to send him the name and number of the plans examiner that would be reviewing the boat as a commercial deck.

Chris Aquinaldo made the motion that the boat could stay on the property and be used as a commercial deck if it is proven that it meets the IBC requirements of a commercial deck and a plan be brought back to the board as to how the boat would be incorporated into an overall patio area. Cliff Lunsford 2nd the motion and the motion passed unanimously.

- G. Discuss, consider and possible action on the identification of buildings and property suitable for historic landmarks.

Cliff Lunsford made the motion that the item be tabled. Chris Aquinaldo seconded. Motion passed unanimously.

- H. Discuss Historic Review Board membership and staffing changes.

John Taylor corrected the information that he had given the Board in the previous meeting, as it related to the membership makeup of the Board. He encouraged the Board to look for a person to fill the vacant position and reminded them that it could be a person the lives in the ETJ. He also told the board that the staffing of the Board was changing to Lenette Cox the Main Street Director. This change was being done so the Board could have a closer relationship to the Main Street Program and the Main Street Board. Lenette Cox addressed the Board.

I. Items for Future Discussion - The Historic Review Board may identify issues or topics that they wish to schedule for discussion at a future meeting. *Board members shall not comment upon, deliberate, or discuss any item that is not on the agenda. Board members shall not make routine inquiries about operations or project status on an item that is not posted. Any Board member may, however, state an issue and a request that this issue be placed on a future agenda.*

1. Work session to incorporate desired changes into the Historic District and the Historic Guidelines.

2. Discussion of standards for outdoor areas, patios, public art, and landscaping

3. Landmark Buildings was requested to back on the agenda.

J. Adjourn

Chris Aquinaldo adjourned the meeting at 8:00 P.M.

Chris Aquinaldo, Chairperson

John Taylor, Secretary

**Minutes of the May 21, 2020
Historic Review Board Regular Meeting**

The Historic Review Board of the City of Pilot Point, Texas met on May 21, 2020 at 6:00 p.m. for a regular meeting at the City Council Chambers, 102 E. Main Street Pilot Point, Texas 76258. Historic Review Board members present were Barbie Mays, Bonnie White, Debbie McEwen and Chris Aquinaldo. Absent were Bob Heuman and Cliff Lunsford. City staff present were Lenette Cox, Main Street Director.

AGENDA

A. 6:05 PM - ROLL CALL/CALL TO ORDER

The meeting was called to order by chairperson Chris Aquinaldo and a quorum was announced at 6:02 p.m.

B. PLEDGE TO FLAGS:

1. United States of America
2. Texas Flag

C. Public Forum:

No one appeared. Public forum was opened at 6:06 p.m. and closed at 6:06 p.m.

D. Discuss, consider, and possible action on the minutes from the February 5, 2020 Historic Review Board meeting.

Debbie McEwen asked that the Certificate of Appropriations 10 Criteria be added to the minutes and to be brought back at the June 18, 2020 meeting for approval.

E. Update on the Vacant Building Ordinance implementation.

Lenette Cox gave the Board the updated spreadsheet showing the process each property owner has taken towards the Vacant Building Ordinance.

F. Update on the Demolition by Neglect process against identified buildings on the Square.

Lenette Cox gave copies of the certified letter sent to the property owners of 102 W. Main St. and 111 S. Jefferson showing the timeline they were given to comply with the Demolition by Neglect Order. Due to Covid-19 and the protection guidelines, the timeline had become invalid. The Board asked that the property owners be asked to attend the June 18, 2020 HRB meeting to discuss their updated timelines.

G. Discuss, consider, and possible action on updating the Historic District Design Guidelines.

Lenette Cox presented Design Guidelines for the cities of Denton and Waxahachie for the Board to review. The Board asked if they could also see guidelines for the cities of Gainesville and Granbury. Lenette will gather the information and bring it to the June 18, 2020 meeting.

- H. Discuss, consider, and possible action on the identification of buildings and property suitable for historic landmarks.

The Board would like to gather more information on a possible City Historic Registry and Neighborhood Empowerment Zones and asked to table this item indefinitely.

- I. Discuss, consider, and possible action on the status of the denied Certificate of Appropriateness on 108 N. Washington St. (Powerhouse Burger).

Lenette Cox updated the Board that the property owner had gone before City Council on March 16, 2020 to appeal the HRB decision. He did not provide the plans necessary for the appeal and Council asked him to come back at another date with all of the plans.

- J. Items for Future Discussion - The Historic Review Board may identify issues or topics that they wish to schedule for discussion at a future meeting. *Board members shall not comment upon, deliberate, or discuss any item that is not on the agenda. Board members shall not make routine inquiries about operations or project status on an item that is not posted. Any Board member may, however, state an issue and a request that this issue be placed on a future agenda.*

- K. Adjourn

Chris Aquinaldo adjourned the meeting at 7:00 P.M.

Chris Aquinaldo, Chairperson

Lenette Cox, Secretary