



**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:

**AUGUST 20, 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

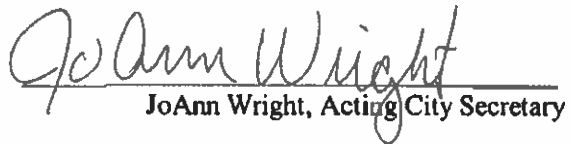
*Honor the Texas Flag, I pledge allegiance to thee,  
Texas, one state under God, one and indivisible*

- 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 July 6, 2020 Historic Review Board meeting.**
- E. Discuss, consider, and possible action on design changes to Certificate of Appropriateness on 200 S. Washington St.**
- F. Discuss, consider, and possible action on Certificate of Appropriateness on 111 S. Jefferson St.**
- G. Update on the status of the properties on the Vacant Building Ordinance list.**
- H. Discuss, consider, and possible action on current Demolition by Neglect buildings on the Square and adding additional buildings to the list.**

- I. Discuss, consider, and possible action on updating the Historic District Design Guidelines.
- J. Discuss, consider, and possible action on establishing Historic Review Board bylaws.
- K. 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.*
- L. 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 **August 17, 2020 by 12:00 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 July 6, 2020  
Historic Review Board Regular Meeting**

The Historic Review Board of the City of Pilot Point, Texas met on July 6, 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 Larry Bailey and Chris Aquinaldo. Absent were Bob Heuman and Cliff Lunsford. City staff present were Lenette Cox, Main Street Director; Britt Lusk, City Manager; John Taylor, Development Services; Denise Morris, EDC Director.

**AGENDA**

**A. 6:00 PM - ROLL CALL/CALL TO ORDER**

**The meeting was called to order by chair-person Chris Aquinaldo and a quorum was announced at 6:00 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 6:02 p.m. and closed at 6:02 p.m.**

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

**Debbie McEwen made a motion to approve the minutes, Bonnie White seconded. Motion passed.**

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

**Lenette Cox notified the Board that a new term began on July 1 and it was necessary to elect officers for the upcoming term. Debbie Ewen made a motion to have Chris Aquinaldo continue to be the Chairperson and for Barbie Mays to continue as Vice-Chair. Bonnie White seconded the motion. Motion passed.**

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

**Kevin and Shannon Stafford submitted a Certificate of Appropriateness application and three versions of possible layouts. The Board reviewed the three options with them and asked the building owners to: use the Version 2 layout which does not have wood on the metal building, the building will need to be painted using the Sherwin Williams Historic Color palette, the building can have overhead roll-up garage doors as long as they do not take up more than 75%**

of the front of the building, railings will be metal and the fence should continue along the front of the building, a drive-thru window is allowed, bollard posts need to be installed in front of the glass garage doors, and the HRB will need to approve the final brick color selection. Barbie Mays made the motion to approve the COA with these requirements and Debbie McEwen seconded the motion. Motion passed.

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

Lenette Cox gave a copy of the email sent to the property owner of 102 W. Main asking him to attend a HRB meeting to review the timeline issued on January 27, 2020. The property owner replied that nothing has been done to the building due to COVID. The board asked what the City's consequences are for violating the order. Britt Lusk responded that Code Enforcement would need to be the next step to issue the property owner a citation. Debbie McEwen made a motion to forward the Order violation to Code Enforcement. Chris Aquinaldo seconded. Motion passed.

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

Lenette Cox presented Design Guidelines for the city of Granbury. She had previously presented the guidelines for the cities of Denton and Waxahachie for the Board to review. Chris Aquinaldo made a motion for the Board to take home the various guidelines and make notes on the changes they would like to make to the PP Design Guidelines and present them at the August 20<sup>th</sup> HRB meeting. Debbie McEwen seconded the motion. Motion passed.

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.*

- Review other cities Historic Review Board bylaws and begin the process of establishing a set of bylaws for the PP HRB
- Discuss possible buildings to include on the Demolition by Neglect list
- Update the Vacant Building Ordinance to include 205, 209, and 215 S. Jefferson St.

J. Adjourn

Chris Aquinaldo adjourned the meeting at 7:22 P.M.

---

Chris Aquinaldo, Chairperson

---

Lenette Cox, Secretary