



**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:

**OCTOBER 15, 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*

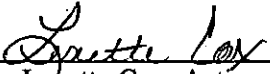
- C. Public Forum: (Citizens are allowed 3 minutes to speak. If the issue is on the agenda, the Historic Review Board may choose to discuss and consider the item. If the issue is not on the agenda, the Historic Review Board is not permitted by state law to respond to or discuss the item other than to 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 August 20, 2020 Historic Review Board meeting.
- E. Update on the status of the properties on the Vacant Building Ordinance list.
- F. Discuss, consider, and possible action on current Demolition by Neglect buildings on the Square and adding additional buildings to the list.
- G. Discuss, consider, and possible action on updating the Historic District Design Guidelines.
- H. Discuss, consider, and possible action on establishing Historic Review Board bylaws.

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 **October 9, 2020 by 5:00 p.m.**, and shall remain posted for at least 72 hours preceding the scheduled time of said meeting.

  
\_\_\_\_\_  
Lenette Cox, Acting City Secretary

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

The Historic Review Board of the City of Pilot Point, Texas met on August 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 Bonnie White, Cliff Lunsford, Debbie McEwen, Larry Bailey and Chris Aquinaldo. Barbie Mays was present via FaceTime. City staff present was Lenette Cox, Main Street Director.

**AGENDA**

**A. 6:01 PM - ROLL CALL/CALL TO ORDER**

**The meeting was called to order by chair-person Chris Aquinaldo and a quorum was announced at 6:01 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 July 6, 2020 Historic Review Board meeting.**

**Debbie McEwen made a motion to approve the minutes, Cliff Lunsford seconded. Motion passed.**

**E. Discuss, consider, and possible action on design changes to the Certificate of Appropriateness on 200 S. Washington St.**

**Lenette Cox notified the Board that the property owners did not have their paperwork ready to present at this meeting. The agenda item was tabled.**

**F. Discuss, consider, and possible action on Certificate of Appropriateness on 111 W. Jefferson St.**

**Robert Smith submitted a Certificate of Appropriateness application and the rendering done by the Texas Historical Commission in 2008. Mr. Smith has proposed a new front façade, a 5' recessed entrance, dark glass panels above the canopy, storefront glass, wood columns, a raised sill panel, and paint from the Sherwin Williams Historic Paint Pallet. His projected date of completion is mid-December. Larry Bailey made the motion to approve the COA and Debbie McEwen seconded the motion. Motion passed.**

**G. Update on the status of the properties on the Vacant Building Ordinance List.**

**Lenette Cox gave the Board an update on the Vacant Building Ordinance List properties. The Board asked that the properties of 205 S. Jefferson St., 209 S. Jefferson St. and 215 S. Jefferson St. be added to the list and to begin the process of notifying the property owner.**

- H. Update, consider, and possible action on current Demolition by Neglect buildings on the Square and adding additional buildings to the list.

**Lenette Cox gave the Board an update on the Demolition by Neglect properties. The property owners of the three properties are currently waiting to meet with the City's Prosecutor. This has been delayed due to Covid-19. Chris Aquinaldo made a motion for updates on 216 W. Main, 224 W. Main, and 124 N. Washington to be available at the September HRB meeting. Cliff Lunsford seconded the motion. Motion passed.**

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

**Lenette Cox had previously presented Design Guidelines for the cities of Denton, Granbury and Waxahachie for the Board to review. Debbie McEwen said she would like the guidelines to be more user friendly. Chris Aquinaldo said he would like there to be more detail in the guidelines. Chris Aquinaldo made a motion for the Board to review the various guidelines at home and bring the city guideline format they would most like to emulate to the September HRB meeting where they will be able to begin making necessary changes. Debbie McEwen seconded the motion. Motion passed.**

- J. Discuss, consider, and possible action on establishing Historic Review Board bylaws.

**Lenette Cox presented bylaws from National Main Street, the Historic Landmark Commission, the City of Seguin Historic Design Review, and the City of Carrollton Historic Preservation Advisory Committee. Cliff Lunsford made a motion to begin with a draft of the Historic Landmark Commission bylaws, and for edits specific to Pilot Point be made at the September HRB meeting. Chris Aquinaldo seconded the motion. Motion passed.**

- 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

**Chris Aquinaldo adjourned the meeting at 7:21 P.M.**

---

**Chris Aquinaldo, Chairperson**

---

**Lenette Cox, Secretary**