

**Minutes of the February 5, 2020
Historic Review Board Special Meeting**

The Historic Review Board of the City of Pilot Point, Texas met on February 5, 2020 at 9:00 a.m. for a special meeting at the City Council Chambers, 102 E. Main Street Pilot Point, Texas 76258. Historic Review Board members present were Bob Heuman, Barbie Mays, Debbie McEwen, Bonnie White, Cliff Lunsford and Chris Aquinaldo. City staff present was John Taylor, Development Services Director.

AGENDA

A. 9:04 AM - ROLL CALL/CALL TO ORDER

The meeting was called to order by chairperson Chris Aquinaldo and a quorum was announced at 9:04 a.m.

B. PLEDGE TO FLAGS:

1. United States of America
2. Texas Flag

C. Discuss, consider, and possible action on the minutes from the January 23, 2020 Historic Review Board meeting.

Bonnie White made a motion approve the minutes; the motion was seconded by Debbie McEwen. The motion passed unanimously.

D. Discuss, consider, and possible action on the Certificate of Appropriateness for the demolition of the building at 124 N. Washington.

John Taylor addressed the Board. Mark Schon reviewed with the Board the reasoning for demolition and the condition of the building. He reviewed with the board the monitoring wells that are on the property and the restrictions on disturbing them. The Board asked about how long they would be required to remain on the property and Mr. Schon said that he would find out and let the Board know. He stated that due to the wells the demolition would not include grading of the property or removal of the slabs.

Barbie Mays made a motion to approve the Certificate of Appropriateness for the demolition of the building at 124 N., Washington. Motion seconded by Chris Aquinaldo. Motion passed unanimously.

E. Discuss, consider and provide staff direction to the changes needed to the Historic District Ordinance and the Historic District Guidelines.

John Taylor reviewed with the Board why the city attorney made the recommended changes to the previously approved order and the concerns with using the Substandard Structure Order as

a template. The Board members discussed how the changes would affect the enforcement of the order.

Barbie Mays made the motion to approve the revised order as written. Debbie McEwen seconded, and the motion was approved unanimously.

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

The Board discussed changes that need to be made to either the Historic District Ordinance and/or the Historic District Guidelines.

1. Page 12 and page 21 of the Historic Guidelines refers to color pallet that was adopted by ordinance and while the city has referred to Sherwin and Williams Historic Colors this needs to be made official by ordinance. In addition, the Board discussed a repetition clause suggesting that you can not repeat color 2 left, 2 right or across the street.
2. Change all references to “Aluminum” to “Metal” in the Guidelines.
3. Change Sec. 1402.358 making an exception for non-permanent seasonal decorations.
4. Need to add a section on specifications on “outdoor space” including public art, patios and lighting. The Board used Powerhouse as an example of need for guidelines on commercial decks and commercial patios and that they have to be able to meet all commercial building codes.
5. Change the Historic District ordinance to reference the Guidelines.
6. Clarify that “contributing” and Non-contributing” buildings are all treated the same as it relates to the design guidelines and district regulations.
7. Clarify the requirements for submittal of an application for a “Certificate of Appropriateness”. No hand drawn exhibits. Include a flowchart to make sure the process is clearly stated.
8. Clarify page 3 of the Guidelines when it is referencing required primary materials that it is not requiring all the materials be used.

The Board mentioned that they need to review other city’s guidelines on outdoor commercial patios and McKinney’s Square Guidelines.

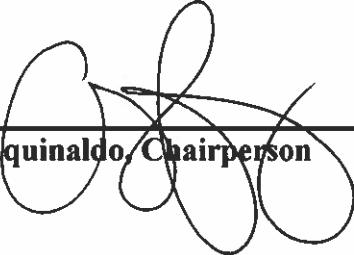
These changes need to be incorporated into the district Ordinance and the Historic Guidelines and be brought back to a future meeting.

- G. 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.*

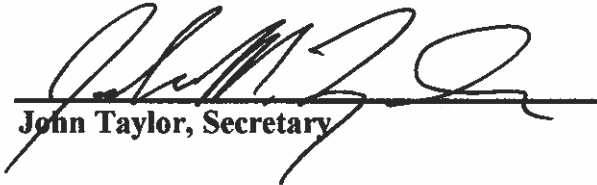
Landmark Buildings was requested to back on the agenda.

H. Adjourn

Chris Aquinaldo adjourned the meeting at 11:21 AM.



Chris Aquinaldo, Chairperson



John Taylor, Secretary