



**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:

**MARCH 19, 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 Historic Review Board meeting.**
- E. Update on the Vacant Building Ordinance implementation.**
- F. Update on the Demolition by Neglect process against identified buildings on the Square.**
- G. Discuss, consider, and possible action on updating the Historic District Design Guidelines.**
- H. Discuss, consider, and possible action on the identification of buildings and property suitable for historic landmarks.**

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

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 **March 12, 2020 by 5:00 p.m.**, and shall remain posted for at least 72 hours preceding the scheduled time of said meeting.

  
JoAnn Wright, Assistant 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 24<sup>th</sup>.**

**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. No
2. No
3. No
4. Not applicable
5. No
6. Not applicable
7. Not applicable
8. Not applicable
9. No
10. 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 2<sup>nd</sup> 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. Worksession 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.**

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**Chris Aquinaldo, Chairperson**

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**John Taylor, Secretary**



January 27, 2020

Dear Property Owner:

As you are listed as the owner of the building at **102 W. Main Street**, Pilot Point, TX you are receiving this written notice as required by ordinance. The Pilot Point Historic Review Board approved a revised version of the Demolition by Neglect Order on January 23, 2020. Modifications to the original order were required by the City Attorney. A copy of the revised Order is attached to this letter.

The start date of the following timeframes begins with the adoption date of the revised order being **January 23, 2020**.

The Owner is hereby notified that the Structure may be repaired, and all conditions identified under Section 2 remedied to remove the cloud of this Order. These repairs must include the following in the timeframes set out below:

- **Within 30 days, February 23, 2020, the owner shall seal the building envelope (eliminate all water penetration), address any exterior life safety issues and provide a detailed plan of action with timeline on how the remaining Standards of Care, as are listed in the Order, will be addressed.**
- **Within 60 days, March 24, 2020, provide the Board with a report showing substantial progress on the plan of action.**
- **Within 90 days, April 23, 2020, the building inspector will inspect the building to see that all related standards of care have been addressed. If not addressed or a time extension granted the owner will be in violation of the Demolition by Neglect Order.**

A property owner dissatisfied with the action of the board relating to the determination of demolition by neglect shall have the right to appeal to the city council within (30) days after receipt of notification of such action.

The city council shall give notice, follow publication procedure, hold hearings, and make its decision in the same manner as provided in the general zoning ordinance of the city.

To have the cloud of this Order removed the Structure must comply with all conditions identified in Section 3.08.005 **Standard of Care for Vacant Property and Inspections as listed below:**

- (a) The standard of care, shall follow the appropriate City codes, but is not limited to:
  - (1) Protective treatment: All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained weather tight and in such condition to prevent the entry of rodents and other pests. All exposed wood or metal surfaces subject to rust or corrosion, other than decay resistant

**Development Services Department  
102 E. Main Street Pilot Point, Texas 76258  
(940) 324-5026**



woods or surfaces designed for stabilization by oxidation shall be protected from the elements and against decay or rust by periodic application of weather coating materials such as paint or similar surface treatment. All surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. All siding, cladding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and watertight.

- (2) Premises identification: The property shall have address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of four inches (102mm) high with a minimum stroke width of one-half inch (12.7mm). All buildings shall display a vacant building identification placard as required by the City Manager.
- (3) Structure: All structural members and foundation shall be maintained free from deterioration and shall be capable of safely supporting the imposed loads.
- (4) Exterior walls: All exterior walls shall be free from holes, breaks, loose or rotting materials, vegetation and graffiti.
- (5) Roof and drainage: The roof and flashing shall not have defects that admit rain. Roof drainage shall be adequate to prevent accumulation, dampness or deterioration. Roof drains, gutters and downspouts shall be free from obstructions and operational.
- (6) Decorative features: All cornices, belt courses, corbels, applications, wall facings and similar decorative features shall be maintained with proper anchorage and in a safe condition.
- (7) Overhang extensions and awnings: All overhang extensions including, but not limited to canopies, marquees, signs, awnings, and fire escapes shall be properly anchored and supported.
- (8) Stairways, decks, porches and balconies: Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained with proper anchorage and capable of supporting the imposed loads.
- (9) Chimneys and towers: All chimneys, cooling towers, smokestacks and similar appurtenances shall be maintained structurally safe and sound.
- (10) Handrails and guards: Every exterior handrail and guard shall be firmly fastened and capable of supporting normally imposed loads.
- (11) Window, skylight and door: Every window, storefront, skylight and exterior door part, including but not limited to the frame, the trim, window screens and hardware shall be kept in sound condition. All broken or missing windows shall be replaced with glass and secured in



a manner to prevent unauthorized entry. All broken or missing doors shall be replaced with new doors which shall be secured to prevent unauthorized entry. Locks at all exterior doors, exterior attic access, windows, or exterior hatchways shall tightly secure the opening. Windows and doors shall not be secured by plywood or other similar means mounted on the exterior except as a temporary securing measure, and the same shall be removed within a period designated by the City Manager.

- (12) Secure and maintain the property, both structure and grounds, against trespasser, including maintaining all windows and doors with locks, replacing all broken doors and windows, and securing any other openings into the structure that are readily accessible to trespassers. In the event that window cannot be maintained as required herein, the owner or property manager shall secure windows that are visible from any public right of way with rigid transparent material such as but not limited to clear Lexan type material. No opaque (typically plywood) boarding materials shall be used where visible from a public right of way.
- (13) Weather protection of all exterior surfaces shall be maintained, including paint on exterior wood surfaces.
- (14) Both interior and exterior areas of the property shall be kept free of accumulations of junk, trash, debris, combustible or other materials such as would constitute an unsafe, unsanitary or unsightly condition or appearance. The building shall not be utilized for storage.
- (15) In all applicable respects, the condition, maintenance and appearance of vacant property shall be subject to the requirements of all applicable state and local ordinances, standards, regulations and abatement procedures currently in effect. This will include any applicable City issued permits and site plans in the replacement and repair of all elements of the exterior of the building and site.
- (16) Owners of vacant structures shall remove all combustibles as defined by the fire code.

As a part of this process the Building Official was asked to do an outside inspection of your building and his report is also attached.

If you have questions about this Order, please call me at 940-324-5026 or email me at [jtaylor@cityofpilotpoint.org](mailto:jtaylor@cityofpilotpoint.org).

Sincerely,

John Taylor  
City of Pilot Point  
Development Services Director

**Development Services Department**  
**102 E. Main Street Pilot Point, Texas 76258**  
**(940) 324-5026**





January 27, 2020

Dear Property Owner:

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Sincerely,

John Taylor  
City of Pilot Point  
Development Services Director

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# Vacant Bui

CAD	Address	Block	Lot	Business	Status	Owner
39421	110 E. Liberty St.	12	4	Magnolia Station II	Vacant	Michael Holt
39456	111 E. Liberty St.	18	1,2,3	Sturm Welding		Dale Dollar
39418	111 E. Main St.	12	1	Pilot Point Post Signal	C/O	David Lewis
39496	117 E. Main St.	11	3	Storage Warehouse	C/O not required	Paula Crowsey
39489	124 E. Main St.	10	2	The Soap Box	C/O	Chance Kirby
39467	125 N. Jefferson St.	2	1	Calvary Baptist Church	C/O	Calvary Baptist Church
39439	102 N. Washington St.	7	2,3,4	F & M Art Gallery		Konrad Shields
39438	106 N. Washington St.	7	3	Next to Powerhouse	Vacant	Stephen Halsey - Texan Good, LL
39441	108 N. Washington St.	7	2,3	Powerhouse Burgers	C/O	Stephen Halsey Jr.
39397	111 N. Washington St.	8	1,2	Hotel	Vacant	Michael Holt
39443	112 N. Washington St.	7	1	Rocco's Barbershop	C/O	Alfieri Bianconi & Martha Guerre
158916	116 N. Washington St.	4	3	Frontier Communications old gas station Walcott and Washington		GTE Southwest Inc.
39482	124 N. Washington St.	4	1,2		Vacant	Mark & Barbara Schon
39417	101 S. Jefferson St.	12	1	Martin General Store	C/O	Rafael Gregorio
39428	103 S. Jefferson St.	12	1	Selz & Henzler Ins.	C/O	Michael & Chrystel Fritcher
39426	107 S. Jefferson St.	12	2	Square Center	C/O	Cliff Lunsford
39423	109 S. Jefferson St.	12	3	Office (no water acct)	Vacant	Darrell Alessi
39422	111 S. Jefferson St.	12	3	Green Building	Vacant	Martha Wahlert
39420	113 S. Jefferson St.	12	4	Hair Salon/residence proposed	Construction	Berry & Rickey Noles
39419	115 S. Jefferson St.	12	4	Dolly's (no water acct.)	Vacant	Dolly Hoyrup
39464	201 S. Jefferson St.	18	1	Clifton & Nadene Irick Museum	C/O	City of Pilot Point
39462	203 S. Jefferson St.	18	1	Meat Processing	Construction	Larry Hill - 610-453-4158
04712	221 S. Jefferson St.	21	1,2,3,4	David Auto Parts	C/O	David Parts Inc.

## Vacant Bui

39434	110	S. Washington St.	13	3	Opera House	CIP	Pilot Point Community Opera Ho
39434	110 Suite A	S. Washington St.	13	3	AFG (All For Good)	C/O	Vikki/Pam Aulie
39453	200	S. Washington St.	16	1	Lowbrow's	C/O	Probie, Inc.
39452	204	S. Washington St.	16	1,2,3		Vacant	Michael Holt
39408	209	S. Washington St.	17	1,2		C/O	Gretta Ann Buchanan
39450	212	S. Washington St.	16	3,4		Registered - Vacant	Pellegrino Restaurant Partnership
39506	216/226	S. Washington St.	23	2,3,4	La Mexicana Imports	CIP	Juan Galvan
39504	224	W. Division St.	24	3	Anchor Graphics	C/O	Photobackz, Inc.
113321	216	W. Liberty St.	14	4	Building behind Oprera House	Construction to start soon	Stafford
158917	216/224	W. Main St.	6	4	Mill Pro Cabinets	C/O	Larry & Pam Maier
39398	100	W. Main St.	8	4	Corner Building	Vacant	Konrad Shields
39399	102	W. Main St.	8	4		Vacant	Kamy Real Property Trust Khosrc Sadeghian 940-536-1274
39400	104	W. Main St.	8	3	Notoriously Yours	CIP	Texas Isotopes
39401	106	W. Main St.	8	3	Furnture shop and residence	CIP	Britton Foster
39402	108	W. Main St.	8	2	Pelzel's Barber Shop &Salon	C/O	Gretchen Counts
39403	110	W. Main St.	8	2	Future Bar	Vacant	Texan Good, LLC
39404	112	W. Main St.	8	1	Residential	C/O not required	Kevin McConnell
39405	114	W. Main St.	8	1	Purple Door Day Spa	C/O	Bobbie Jezek

Legend		Numbers (41 total)
Certificate of Occupancy In Process	CIP	
Certificate of Occupancy	CO	
Vacant	Vacant	
Registered Vacant	Registered	
Needs Certificate of Occupancy	Need CO	