

**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.

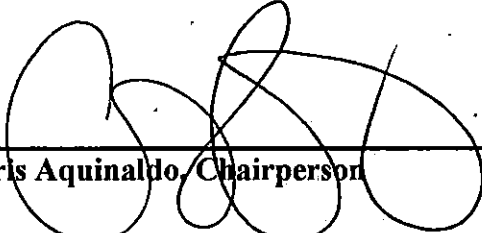
- J. Discuss, consider, and possible action on establishing Historic Review Board bylaws.


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