

Mark Henderson, Chair  
Jason Stephens, Commissioner  
Mark Thomas, Commissioner  
Kurt Herrington, Commissioner  
Isaac Wynn, Commissioner  
George Torma, Commissioner  
James Giles, Commissioner

Susan Davis, Planning Tech.  
Will McCormick, Building Inspector



**NOTICE OF MEETING  
BUILDING AND STANDARDS  
COMMISSION  
November 21, 2024  
4:00 p.m.  
City Council Chambers  
504 N. Queen Street  
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/88451946883?pwd=uXUnp6qJ8jawCwJjd7UvvaDIgJaL5w.1>

Meeting ID: 884 5194 6883

Passcode: 407453

One tap mobile

+13462487799,,88451946883#,,, \*407453# US

Note: when you are joining a Zoom meeting by phone, you can use your phone's dial pad to enter the commands \*6 for toggling mute/unmute and \*9 to "raise your hand."

Follow us live at: [facebook.com/palestinetx/](https://facebook.com/palestinetx/)

**A. CALL TO ORDER**

**B. PROPOSED CHANGES OF AGENDA ITEMS**

**C. PUBLIC COMMENTS**

Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so during this section of the agenda. All comments must be no more than five minutes in length. Any comments regarding items, not on the posted agenda may not be discussed or responded to by the Commissioners. Members of the public may join via Zoom or in person.

**D. CONFLICT OF INTEREST DISCLOSURES**

**E. DIRECTOR'S REPORT**

**F. DISCUSSION AND ACTION ITEMS**

1. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 903 East Poplar Street, Original, Block 10, Lot 2B & 11B.
2. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 108 Fifth Street, Lipsey, Block 18, Lot 7.

3. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 309 West Reagan Street, Railroad, Block R, Lot 6.

G. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Monday, November 18, 2024, at 4:15 p.m.**



April Jackson, City Secretary

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT [citysecretary@palestine-tx.org](mailto:citysecretary@palestine-tx.org) or 903-731-8414.



Agenda Date: 11/21/2024  
To: Building and Standards Commission  
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer  
Agenda Item: Consider Substandard Structure located at 903 East Poplar Street  
Date Submitted: 11/18/2024

---

**SUMMARY:**

Discussion and possible action concerning a substandard structure located at 903 East Poplar Street, also known as Original, Block 10, Lot 2B & 11B for rehabilitation or demolition. The structure is currently vacant. The owner, Mirna Sanchez, has not responded to the notices or provided a Rehabilitation Plan. Based on the information available, taxes appear current.

**RECOMMENDED ACTION:**

For discussion and consideration.

**CITY MANAGER APPROVAL:**

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**Attachments**

report Notices and Green Cards



INSPECTION REPORT OF SUBSTANDARD BUILDING  
(Palestine City Codes §22-302; §22-303)

Case #: 32690

Bldg. Location: <u>903 E Poplar St</u>	LOCID/BLK/LOT: <u>Original Blk 10 Lot 2B 3 11B</u>
Owner/Lienholder: <u>Sanchez Mirna</u>	Type Build: <u>Residential</u> Year Built: <u>Unknown</u>
Address: <u>44603 State Highway 19</u>	Elec Meter #: <u>N/A</u> # of bedrooms: <u>Unknown</u>
City: <u>Palestine</u>	Appraised Value: <u>\$11,182</u>
State/Zip Code: <u>TX, 75801</u>	Length Vacant: <u>Unknown</u>
Phone:	Checked ACAD: <u>2-21-2024</u>
	Parcel ID #: <u>33857</u>

DESCRIPTION	MEETS CODE		REMARKS
	YES	NO	
Plumbing: (a) Kitchen		<u>X</u>	Inspect and or replace all plumbing parts
(b) Bathroom		<u>X</u>	Inspect and or replace all plumbing parts
(c) Water Heater		<u>X</u>	Inspect and or replace by certified plumber
Electrical: (a) Service		<u>X</u>	Bring electrical supply up to minimum of _____ amps
Installation & Maintenance		<u>X</u>	Install heating system to bring habitable rooms to 68 degrees
Condition of Foundation		<u>X</u>	Repair or replace piers and beams
Condition of Exterior Walls		<u>X</u>	Repair or replace missing or rotted siding
Condition of Roof		<u>X</u>	Replace/repair roof. Replace/repair fascia/soffit
Condition of Floors		<u>X</u>	Replace/repair/level flooring on interior of structure
Condition of Interior Walls/Ceiling		<u>X</u>	Replace/repair sheetrock, studs, plates and other wood supporting parts
Condition of Exterior Doors/Windows		<u>X</u>	Replace/repair broken and missing windows.
Condition of Porches (Front & Back)		<u>X</u>	Replace/repair rotted or missing wood
Condition of Steps (Front & Back)		<u>X</u>	Replace/repair rotted or missing wood

STRUCTURE OPEN TO PUBLIC: X YES \_\_\_\_\_ NO

COMMENTS: Structure in need of repair or demo

Date of Inspection/tag 2-21-2024 Inspector: [Signature] Inspector's phone: (903) 731-8417

This inspection is intended for a general guide as to deficiencies resulting in the tagging of the structure as substandard. It is the owner's responsibility to contact the City of Palestine Development Services Department at (903) 731-8419 to get more detailed information concerning specific code violations and what repairs are necessary to bring the dwelling up to minimum standards.



Date: 10.11.2024

Ranking Sheet

Priority: High

Total Score: 169

Structure location: 903 E Poplar

- ☒ 20 Harbor for vagrants, criminals or immoral persons, or evidence of occupation by vagrants, criminals or immoral persons, or found unsecured from unwanted entry
- ☒ 10 Portion of the building has collapsed
- ☐ 10 Major structure fire
- ☐ 10 Reported by law enforcement agency, utility company, etc.
- ☒ 10 In high traffic area or near school
- ☒ 10 Damage to exterior electrical service equipment and with power.
- ☒ 8 Supporting members more than 33% damaged or deteriorated
- ☒ 8 Exterior walls or vertical structural members are listing/leaning/buckled
- ☒ 8 Roof has holes
- ☒ 8 Detached, dislodged or collapsed ceiling beams/wall studs/structural members
- ☒ 8 Evidence of leaking roof
- ☐ 7 Fire damage exterior or interior that has gone un repaired
- ☒ 7 Roof is sagging
- ☒ 7 Vandalism / Graffiti (attractive nuisance to children)
- ☒ 7 Window glass missing/broken
- ☒ 6 Holes in exterior walls, siding missing, broken, damaged, etc
- ☒ 6 Foundation cracked, warped, settled, etc.
- ☐ 6 Vacant and electric still connected
- ☒ 5 More than 2 complaints
- ☒ 5 Doors missing/broken
- ☒ 5 Detached, unanchored, rotten, or unfastened exterior appurtenances, or ornamentation
- ☐ 5 Mold
- ☒ 5 Stair, step, balcony or porch railings missing, cracked, defective, etc.
- ☒ 5 Damage to interior or exterior electrical equipment or devices
- ☒ 5 Damage to exterior or interior plumbing equipment, devices, piping, or fixtures.
- ☒ 4 Rotted/rotting eaves, soffets, etc.
- ☒ 3 Storage in building and not approved for storage use
- ☒ 3 Trash, rubbish, sewage, waste, etc.
- ☒ 2 Floors are warped, worn, loose, torn or otherwise unsafe
- ☒ 2 Window frames missing, cracked, broken, etc.
- ☒ 1 Evidence of animal/pest infestation
- ☒ 1 Needs exterior paint to protect from elements

Score  $\geq 85$  = High Priority

Score 41 to 84 = Medium Priority

Score  $\leq 40$  = Low Priority

Susan Davis  
Planning Tech  
City of Palestine  
Phone: (903) 731-8419

504 N. Queen St.  
Palestine, TX 75801  
plantech@palestine-tx.org

February 22, 2024

VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT R

Mirma Sanchez  
4460 S. State Hwy 19  
Palestine, Texas 75801

Re: Case Number: 32690; Notice of Substandard Building at 903 East Poplar  
Parcel ID 33857; Original Block 10 Lot 2B & 11B

Dear Ms. Sanchez:

The above referenced property was inspected and tagged on February 21, 2024, and has been found to be substandard and a public nuisance as defined by the Buildings and Building Regulations, found in Chapter 22, Art. VII, Division 3, Section 22-302 and 22-303 of the City of Palestine Code of Ordinances. Records at the Anderson County Appraisal District indicate that you are the owner. If you are not the present owner, please advise this office; otherwise, we assume you are responsible for the property. The attached Inspection Report of Substandard Building identifies violations and defects at your property. Be advised that until this matter is resolved, and the substandard tag removed, the building may not be occupied.

To request rehabilitation of the substandard building, you must submit a Rehabilitation Plan of Action (Plan) within fifteen (15) days of the date that you receive this Notice. Your failure to respond or furnish requested information will result in referral of this case to the Building and Standards Commission.

Please submit your Rehabilitation Plan of Action and other required documents to the Development Services Department. Construction plans should reflect efforts to bring the building into compliance with minimum standards and financial feasibility of the planned project will be based on verifiable financial information showing how you intend to pay for planned rehabilitation costs.

Your Plan will be reviewed by the Building and Standards Commission at a public hearing at the time and place assigned below. You should be present to answer any questions the Commissioners may have about your Plan.

If the Building and Standards Commission accepts your Plan with or without modification, a Rehabilitation Order will be issued requiring you to start rehabilitation and complete the project within a specific period, usually no more than 30-90 days. You will be responsible to obtain all applicable permits and to perform the required work so that the substandard property will be brought into compliance with the minimum standards and consistent with your Rehabilitation Plan of Action and the Commission's Order.

9589 0710 5270 1325 1660 03

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a> ™.	
Palestine, TX 75801	
OFFICIAL USE	
Certified Mail Fee	\$4.40
Extra Services & Fees (check box, add fee as appropriate)	\$3.65
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.92
<b>Total</b>	<b>\$8.97</b>
Postmark Here	
02/23/2024	
Mirma Sanchez 4460 S. State Hwy 19 Palestine, Tx 75801	

One Reverse for Instructions

Chasity Esparza  
HPO/Administrative Asst.  
City of Palestine  
Phone: (903) 731-8402

504 N. Queen St.  
Palestine, TX 75801  
hpoadmin@palestine-tx.org

## 2<sup>nd</sup> Notice

April 12, 2024

VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT R

Mirna Sanchez  
4660 South State Highway 19  
Palestine, Texas 75801

U.S. Postal Service<sup>™</sup>  
**CERTIFIED MAIL<sup>®</sup> RECEIPT**  
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**OFFICIAL USE**

Certified Mail Fee \$

Extra Services & Fees (check box, add fee as appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postage \$

PS Form 3800, January 2013 PSN 7530-02-000-90-17 See Reverse for Instructions

PALESTINE TX 75801  
15  
Postmark Here  
2024  
USPS

Mirna Sanchez  
4660 South State Highway 19  
Palestine, Texas 75801

RE: 903 East Poplar, Palestine Texas 75801; Case Number 32690

Dear Property Owner:

An onsite inspection was made at the above referenced address. It was determined by our department that a substandard structure exists as defined by the building code.

On February 22, 2024, a certified letter was sent, to date no response has been received. A public hearing will be conducted by the City of Palestine Building and Standards Commission to receive any relevant information regarding this structure. You are urged to attend this meeting on the date and time shown below. This is your opportunity to present evidence either by oral testimony or by presenting documents regarding your plan for this structure. Please contact our office before your hearing date.

### BUILDING AND STANDARDS COMMISSION

504 N. Queen St.  
Palestine, TX 75801

Date: May 23, 2024

Time: 4:00 P.M.

The Building and Standards Commission has the authority to declare the building substandard, cause the structure to be vacated, cause its removal, cause its rehabilitation and file liens against the property for expenses occurred.

Respectfully,

Chasity Esparza

Susan Davis  
Planning Tech  
City of Palestine  
Phone: (903) 731-8419

504 N. Queen St.  
Palestine, TX 75801  
plantech@palestine-tx.org

July 8, 2024

**VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT RE**  
Mirna Sanchez  
816 N. Perry  
Palestine, Texas 75801

Re: Case Number: 32690; Notice of Substandard Building at 903 East Poplar  
Parcel ID 33857; Original Block 10 Lot 2B & 11B

Dear Ms. Sanchez:

The above referenced property was inspected and tagged on February 21, 2024, and has been found to be substandard and a public nuisance as defined by the Buildings and Building Regulations, found in Chapter 22, Art. VII, Division 3, Section 22-302 and 22-303 of the City of Palestine Code of Ordinances. Records at the Anderson County Appraisal District indicate that you are the owner. If you are not the present owner, please advise this office; otherwise, we assume you are responsible for the property. The attached Inspection Report of Substandard Building identifies violations and defects at your property. Be advised that until this matter is resolved, and the substandard tag removed, the building may not be occupied.

To request rehabilitation of the substandard building, you must submit a Rehabilitation Plan of Action (Plan) within fifteen (15) days of the date that you receive this Notice. Your failure to respond or furnish requested information will result in referral of this case to the Building and Standards Commission.

Please submit your Rehabilitation Plan of Action and other required documents to the Development Services Department. Construction plans should reflect efforts to bring the building into compliance with minimum standards and financial feasibility of the planned project will be based on verifiable financial information showing how you intend to pay for planned rehabilitation costs.

Your Plan will be reviewed by the Building and Standards Commission at a public hearing at the time and place assigned below. You should be present to answer any questions the Commissioners may have about your Plan.

If the Building and Standards Commission accepts your Plan with or without modification, a Rehabilitation Order will be issued requiring you to start rehabilitation and complete the project within a specific period, usually no more than 30-90 days. You will be responsible to obtain all applicable permits and to perform the required work so that the substandard property will be brought into compliance with the minimum standards and consistent with your Rehabilitation Plan of Action and the Commission's Order.

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☐ Return Receipt (electronic) \$  
☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$  
Postage \$  
Total \$  
Sent to Mirna Sanchez  
816 N. Perry  
Palestine, Texas 75801  
City: Palestine, TX 75801

PALESTINE POST  
JUL 10 2024  
PALESTINE, TX 75801

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

Chasity Esparza  
HPO/Administrative Asst.  
City of Palestine  
Phone: (903) 731-8402

504 N. Queen St.  
Palestine, TX 75801  
hpoadmin@palestine-tx.org

## 2<sup>nd</sup> Notice

August 26, 2024

**VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT REQUESTED**

Mirna Sanchez  
4460 South State Highway 19  
Palestine, Texas 75801

RE: 903 East Poplar, Palestine Texas 75801; Case Number 32690

Dear Property Owner:

An onsite inspection was made at the above referenced address. It was determined by our department that a substandard structure exists as defined by the building code.

On February 22, 2024, a certified letter was sent, to date no response has been received. A public hearing will be conducted by the City of Palestine Building and Standards Commission to receive any relevant information regarding this structure. You are urged to attend this meeting on the date and time shown below. This is your opportunity to present evidence either by oral testimony or by presenting documents regarding your plan for this structure. Please contact our office before your hearing date.

**BUILDING AND STANDARDS COMMISSION**  
504 N. Queen St.  
Palestine, TX 75801

**Date: September 26, 2024**  
**Time: 4:00 P.M.**

The Building and Standards Commission has the authority to declare the building substandard, cause the structure to be vacated, cause its removal, cause its rehabilitation and file liens against the property for expenses occurred.

Respectfully,

Chasity Esparza

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PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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Chasity Esparza  
HPO/Administrative Asst.  
City of Palestine  
Phone: (903) 731-8402

504 N. Queen St.  
Palestine, TX 75801  
hpoadmin@palestine-tx.org

November 12, 2024

## Notice

VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT REQUESTED

RE: 903 E Poplar, Palestine Texas 75801

Dear Property Owner:

An onsite inspection was made at the above referenced address. It was determined by our department that a substandard structure exists as defined by the building code.

A public hearing will be conducted by the City of Palestine Building and Standards Commission to receive any relevant information regarding this structure. You are urged to attend this meeting on the date and time shown below. This is your opportunity to present evidence either by oral testimony or by presenting documents regarding your plan for this structure. Please contact our office before your hearing date.

**BUILDING AND STANDARDS COMMISSION**  
**504 N. Queen St.**  
**Palestine, TX 75801**

**Date: November 21, 2024**  
**Time: 4:00 P.M.**

The Building and Standards Commission has the authority to declare the building substandard, cause the structure to be vacated, cause its removal, cause its rehabilitation and file liens against the property for expenses occurred.

Respectfully,

Chasity Esparza

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Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$

Sent To: 903 E Poplar  
Street and Apt. No., or PO Box No.  
City, State, ZIP+4®

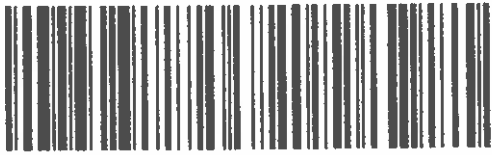
PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

PALESTINE TX 75801  
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CERTIFIED MAIL

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Mirna Sanchez  
4660 South State Highway 19  
Palestine, Texas

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TX 75801



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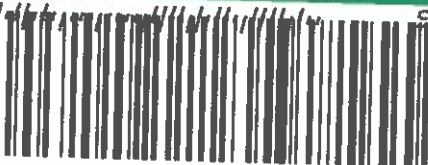
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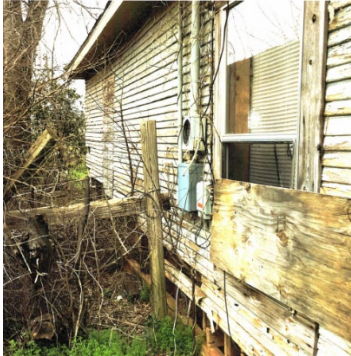
Mirna Sanchez  
4460 S. State Highway 19  
Palestine Texas 75801

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0009/21/24

RETURN TO SENDER







Agenda Date: 11/21/2024  
To: Building and Standards Commission  
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer  
Agenda Item: Consider Substandard Structure located at 108 Fifth Street  
Date Submitted: 11/18/2024

---

**SUMMARY:**

Discussion and consideration concerning a substandard structure located at 108 Fifth Street, also known as Lipsey, Block 18, Lot 7 for rehabilitation or demolition. On August 22, 2024, the Building and Standards Commission approved a sixty-day extension to provide a demolition plan. To date, no work has been started, and no demolition permit has been pulled.

**RECOMMENDED ACTION:**

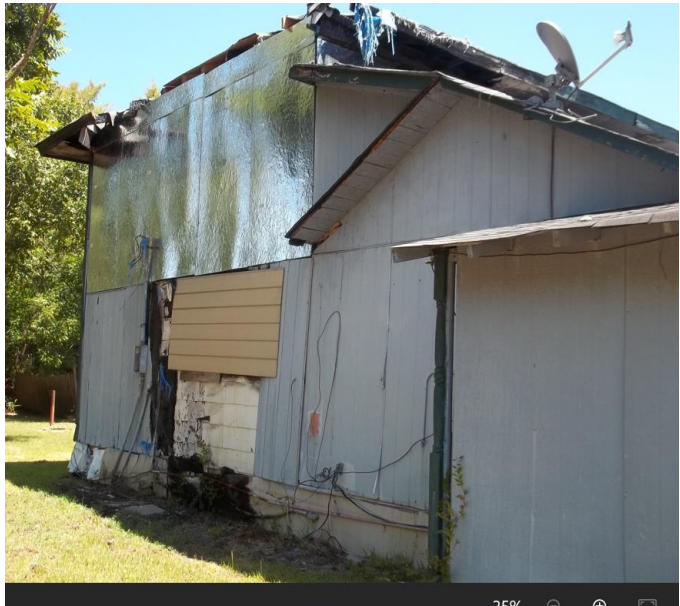
For discussion and consideration.

**CITY MANAGER APPROVAL:**

---

**Attachments**

photos notice GC



Chasity Esparza  
HPO/Administrative Asst.  
City of Palestine  
Phone: (903) 731-8402

504 N. Queen St.  
Palestine, TX 75801  
hpoadmin@palestine-tx.org



August 23, 2024

**VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT REQUESTED: 7019 1120 0001 6291 3122**

Loretta Calvillo  
203 Fifth St.  
Palestine Tx, 75801

Re: Incident # 28783; Property Located at 108 Fifth Street, Palestine Texas  
Lipsey Block 18 Lot 7

Dear Property Owner,

This letter is notice informing you that at their monthly meeting held on August 22, 2024, the Building and Standards Commission unanimously made decision to grant a sixty-day extension for completion of demolition. If the demolition has not been completed after sixty days, the city will bid the property for demolition. Progress will be monitored for completion of work within the provided timeframe.

If you have any questions, please contact the Development Services Department at 903-731-8402.

Sincerely,

Chasity Esparza  
Development Services

Chasity Esparza  
HPO/Administrative Asst.  
City of Palestine  
Phone: (903) 731-8402

504 N. Queen St.  
Palestine, TX 75801  
hpoadmin@palestine-tx.org



November 6, 2024

**VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT REQUESTED: 9589 0710 5270 0966 9382 84**

Loretta Calvillo  
203 Fifth St.  
Palestine Tx, 75801

Re: Incident # 28783; Property Located at 108 Fifth Street, Palestine Texas  
Lipsey Block 18 Lot 7

Dear Property Owner:

This letter is notice informing you that at their monthly meeting held on August 22, 2024, the Building and Standards Commission unanimously made decision to grant a sixty -day extension to start demolition or choose the city to demolish the property located at 108 Fifth Street in Palestine, Texas. To date, no demolition permits have been issued and work has not started.

A public hearing will be conducted by the City of Palestine Building and Standards Commission to receive any relevant information regarding this structure. You are urged to attend this meeting on the date and time shown below. This is your opportunity to present evidence either by oral testimony or by presenting documents regarding your plan for this structure. Please contact our office before your hearing date.

**BUILDING AND STANDARDS COMMISSION**  
**504 N. Queen St.**  
**Palestine, TX 75801**

**Date: November 21, 2024**  
**Time: 4:00 P.M.**

**Please contact the Building Department for a permit and regulations. If you would like the City of Palestine have this property bid out for demolition, a Voluntary Demolition waiver will also be available in our office.**

If you have any questions, please contact the Development Services Department at 903-731-8402.

Sincerely,

Chasity Esparza  
Development Services

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OFFICIAL USE

Certified Mail Fee

Extra Services & Fees (check box, and fee as appropriate)

☐ Return Receipt (hardcopy) \$

☐ Return Receipt (electronic) \$

☐ Certified Mail Restricted Delivery \$

☐ Adult Signature Required \$

☐ Adult Signature Restricted Delivery \$

Postage \$

Total Postage and Fees \$

Sent To

Street and Apt. No., or PO Box

City, State, ZIP+4®



PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Loretta Calvillo  
203 Fifth St.  
Palestine TX 75801



9590 9402 8831 4005 7547 59

2. Article Number (Transfer from service label)

COMPLETE THIS SECTION ON DELIVERY:

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☒ Agent ☐ Addressee

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Agenda Date: 11/21/2024  
To: Building and Standards Commission  
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer  
Agenda Item: Consider Substandard Structure located at 309 West Reagan Street  
Date Submitted: 11/18/2024

---

**SUMMARY:**

Discussion and consideration concerning a vacant substandard structure located at 309 West Reagan Street, also identified as Railroad, Block R, Lot 6, for rehabilitation or demolition. The record owner, Willie Carwell, was given a ninety-day extension from the Building and Standards Commission to sell the property as is. To date, no rehabilitation plan has been provided, and no permits have been pulled.

**RECOMMENDED ACTION:**

For discussion and consideration.

**CITY MANAGER APPROVAL:**

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**Attachments**

Notices and Green Cards  
Photos

Date: 10.11.2024

Ranking Sheet

Priority: High

Total Score: 163

Structure location 309 W Rangan

- ☒ 20 Harbor for vagrants, criminals or immoral persons, or evidence of occupation by vagrants, criminals or immoral persons, or found unsecured from unwanted entry
- ☒ 10 Portion of the building has collapsed
- ☐ 10 Major structure fire
- ☐ 10 Reported by law enforcement agency, utility company, etc.
- ☒ 10 In high traffic area or near school
- ☒ 10 Damage to exterior electrical service equipment and with power.
- ☒ 8 Supporting members more than 33% damaged or deteriorated
- ☒ 8 Exterior walls or vertical structural members are listing/leaning/buckled
- ☒ 8 Roof has holes
- ☒ 8 Detached, dislodged or collapsed ceiling beams/wall studs/structural members
- ☒ 8 Evidence of leaking roof
- ☐ 7 Fire damage exterior or interior that has gone un repaired
- ☒ 7 Roof is sagging
- ☒ 7 Vandalism / Graffiti (attractive nuisance to children)
- ☒ 7 Window glass missing/broken
- ☒ 6 Holes in exterior walls, siding missing, broken, damaged, etc
- ☒ 6 Foundation cracked, warped, settled, etc.
- ☐ 6 Vacant and electric still connected
- ☒ 5 More than 2 complaints
- ☒ 5 Doors missing/broken
- ☒ 5 Detached, unanchored, rotten, or unfastened exterior appurtenances, or ornamentation
- ☒ 5 Mold
- ☒ 5 Stair, step, balcony or porch railings missing, cracked, defective, etc.
- ☒ 5 Damage to interior or exterior electrical equipment or devices
- ☐ 5 Damage to exterior or interior plumbing equipment, devices, piping, or fixtures.
- ☒ 4 Rotted/rotting eaves, soffets, etc.
- ☐ 3 Storage in building and not approved for storage use
- ☐ 3 Trash, rubbish, sewage, waste, etc.
- ☒ 2 Floors are warped, worn, loose, torn or otherwise unsafe
- ☒ 2 Window frames missing, cracked, broken, etc.
- ☒ 1 Evidence of animal/pest infestation
- ☒ 1 Needs exterior paint to protect from elements

Score  $\geq$  85 = High Priority

Score 41 to 84 = Medium Priority

Score  $\leq$  40 = Low Priority



INSPECTION REPORT OF SUBSTANDARD BUILDING  
(Palestine City Codes §22-302; §22-303)

Case #: \_\_\_\_\_

Bldg. Location: <u>307 W Remann</u>	LOCID/BLK/LOT: <u>Railroad BLK R Lot 6</u>	
Owner/Lienholder: <u>Caswell Willie L Etrix Vera</u>	Type Build: <u>Residential</u>	Year Built: <u>1995</u>
Address: <u>202 Spruce St</u>	Elec Meter #: <u>166 117 848</u>	# of bedrooms: <u>Unknown</u>
City: <u>Palestine</u>	Appraised Value: <u>\$16,661</u>	
State/Zip Code: <u>TX, 75803</u>	Length Vacant: <u>Unknown</u>	
Phone: <u>845-229-4576</u>	Checked ACAD: <u>2-15-2024</u>	
	Parcel ID #: <u>34208</u>	

DESCRIPTION	MEETS CODE		REMARKS
	YES	NO	
Plumbing: (a) Kitchen		<input checked="" type="checkbox"/>	Inspect and or replace all plumbing parts
(b) Bathroom		<input checked="" type="checkbox"/>	Inspect and or replace all plumbing parts
(c) Water Heater		<input checked="" type="checkbox"/>	Inspect and or replace by certified plumber
Electrical: (a) Service		<input checked="" type="checkbox"/>	Bring electrical supply up to minimum of _____ amps
Installation & Maintenance		<input checked="" type="checkbox"/>	Install heating system to bring habitable rooms to 68 degrees
Condition of Foundation		<input checked="" type="checkbox"/>	Repair or replace piers and beams
Condition of Exterior Walls		<input checked="" type="checkbox"/>	Repair or replace missing or rotted siding
Condition of Roof		<input checked="" type="checkbox"/>	Replace/repair roof. Replace/repair fascia/soffit
Condition of Floors		<input checked="" type="checkbox"/>	Replace/repair/level flooring on interior of structure
Condition of Interior Walls/Ceiling		<input checked="" type="checkbox"/>	Replace/repair sheetrock, studs, plates and other wood supporting parts
Condition of Exterior Doors/Windows		<input checked="" type="checkbox"/>	Replace/repair broken and missing windows.
Condition of Porches (Front & Back)		<input checked="" type="checkbox"/>	Replace/repair rotted or missing wood
Condition of Steps (Front & Back)		<input checked="" type="checkbox"/>	Replace/repair rotted or missing wood

STRUCTURE OPEN TO PUBLIC: \_\_\_\_\_ YES ☒ NO

COMMENTS: Structure is falling in on its self

Date of Inspection/tag 2-15-2024 Inspector:  Inspector's phone: (903) 731-8417

This inspection is intended for a general guide as to deficiencies resulting in the tagging of the structure as substandard. It is the owner's responsibility to contact the City of Palestine Development Services Department at (903) 731-8419 to get more detailed information concerning specific code violations and what repairs are necessary to bring the dwelling up to minimum standards.



Chasity Esparza  
HPO/Administrative Asst.  
City of Palestine  
Phone: (903) 731-8402

504 N. Queen St.  
Palestine, TX 75801  
hpoadmin@palestine-tx.org

November 6, 2024

VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT R  
Willie Carwell  
202 Spruce  
Palestine, Texas 75801

Re: 309 W. Reagan; Palestine Texas; Case Number 32758

Dear Property Owner:

This letter is notice informing you that at their monthly meeting held on June 27, 2024, the Building and Standards Commission unanimously made decision to grant a ninety-day extension to sell the property located at 309 Reagan Street in Palestine Texas.

A public hearing will be conducted by the City of Palestine Building and Standards Commission to receive any relevant information regarding this structure. You are urged to attend this meeting on the date and time shown below. This is your opportunity to present evidence either by oral testimony or by presenting documents regarding your plan for this structure. Please contact our office before your hearing date.

**BUILDING AND STANDARDS COMMISSION**  
504 N. Queen St.  
Palestine, TX 75801

**Date: November 21, 2024**  
**Time: 4:00 P.M.**

If you have any questions, please contact the Development Services Department at 903-731-8402.

Sincerely,

Chasity Esparza  
Development Services

U.S. Postal Service™  
**CERTIFIED MAIL® RECEIPT**  
Domestic Mail Only

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

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Extra Services & Fees (check box, add fee as appropriate)  
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☐ Return Receipt (electronic) \$  
☐ Certified Mail Restricted Delivery \$  
☐ Adult Signature Required \$  
☐ Adult Signature Restricted Delivery \$

Postage \$  
Total Postage and Fees \$

Sent To *Willie Carwell*  
Street and Apt. No., or PO Box No. *309 Reagan*  
City, State, ZIP+4®

PALESTINE POST OFFICE  
NOV 6 2024  
PALESTINE, TX 75803

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:  
*Willie Carwell*  
*202 Spruce*  
*Palestine TX 75801*

2. Article Number (Transfer from service label)  
9589 0710 5270 0966 9382 91

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature *Willie Carwell* ☒ Agent ☐ Addressee

B. Received by (Printed Name) *Willie Carwell* C. Date of Delivery *11-8-24*

D. Is delivery address different from item 1? ☐ Yes  
If YES, enter delivery address below: ☐ No

3. Service Type  
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☐ Collect on Delivery Restricted Delivery ☐ Mail Restricted Delivery

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt











