

Linda Williams, Vice-Chair
Tabitha Enge, Commissioner
Mark McEachran, Commissioner
Jon Gardner, Commissioner
Drew Wommack, Commissioner
Rhonda Herrington, Commissioner
Chris Gouras, Commissioner



Chasity Esparza,
Admin. Assistant/HPO
Susan Davis, Planning Tech

**NOTICE OF MEETING
HISTORIC LANDMARKS COMMISSION
June 18, 2024
3:00 P.M.
City Council Chambers
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/88666934896?pwd=bDHsCNR7ZXTbgjU4QNBPKUNcl.1>

Meeting ID: 886 6693 4896
Passcode: 657280

One tap mobile
+13462487799,,88666934896#,,, *657280# 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." [Learn more here.](#)

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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. APPROVAL OF MINUTES

1. Consider approval of minutes from May 21, 2024, and May 29, 2024, meetings.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the appointment of the Chair to the Historic Landmarks Commission.
2. Discussion and possible action regarding a Certificate of Appropriateness for 605 S. Royall Street.
3. Discussion and possible action regarding a Certificate of Appropriateness for 928 N. Sycamore Street.
4. Discussion and possible action regarding a Certificate of Appropriateness for 605 E. Park.

5. Discussion and possible action regarding a Certificate of Appropriateness for 616 S. Sycamore Street.

H. **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 **Friday, June 14, 2024, at 2:00 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 or 903-731-8414.



Agenda Date: 06/18/2024
To: Historic Landmarks Commission
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer
Agenda Item: Approval of Minutes from the May 21, 2024 and May 29, 2024 Meetings
Date Submitted: 06/13/2024

SUMMARY:

Consider the Historic Landmark Commission Meeting Minutes for May 21, 2024, and May 29, 2024.

RECOMMENDED ACTION:

Staff recommends approval of minutes.

CITY MANAGER APPROVAL:

Attachments

Minutes

Minutes

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Historic Landmarks Commission of the City of Palestine convened in a Regular Meeting on Tuesday, May 21, 2024, at 3:00 p.m., in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following present: Vice Chair Linda Williams; Commissioners Jon Gardner, Chris Gouras, Rhonda Herrington. Commissioner Tabitha Enge attended via Zoom.

Commissioners Drew Wommack, and Mark McEachran were absent.

Staff present: Interim Historic Preservation Officer Chasity Esparza, Planning Tech Susan Davis, and City Secretary April Jackson

CALL TO ORDER

With a quorum present, Vice Chair Linda Williams called the meeting to order at 3:00 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

None.

PUBLIC COMMENTS

Jay Parks, owner of property located at 921 North Perry, discussed a Certificate of Appropriateness that was submitted but not on the agenda. Commissioner Enge suggested a Special Meeting.

CONFLICT OF INTEREST DISCLOSURES

None

DIRECTOR'S REPORT

Historic Preservation Officer Chasity Esparza welcomed new Commissioner Rhonda Herrington, thanked Julie Abston for her many years of service, and stated the appointment of a new chair will be included on the agenda for June 2024.

APPROVAL OF MINUTES

Commissioner Linda Williams made a motion, seconded by Commissioner Enge, to approve minutes from the April 16, 2024, meeting. Upon vote, the motion was carried unanimously 5-0.

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding a Certificate of Appropriateness for 922 North Queen.

Commissioner Herrington made a motion, seconded by Commissioner Enge, to approve the Certificate of Appropriateness for window replacement throughout the house. The applicant Bill Karnes, explained how the current condition of the windows are nonoperational and in desperate need of replacement, also mentioned his house was one of the less contributing houses in the district. Commission Gouras amended s motion to approve the replacement with the six over six grid pattern seconded by Commissioner Herrington. Upon vote, motion carried unanimously 5-0.

ADJOURNMENT

Commissioner Gouras made a motion, seconded by Commissioner Gardner, to adjourn at 3:27pm. Upon vote, motion carried unanimously 5-0.

PASSED AND APPROVED THIS 18TH DAY OF JUNE 2024.

ATTEST:

Chair, or Alternate.

Chasity Esparza, HPO/Administrative Assistant

DRAFT

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Historic Landmarks Commission of the City of Palestine convened in a Special Meeting on Wednesday, May 29, 2024, at 3:00 p.m., in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following present: Vice Chair Linda Williams; Commissioners Jon Gardner, Tabitha Enge, Rhonda Herrington and Mark McEachran.

Commissioners Drew Wommack, and Chris Gouras were absent.

Staff present: Interim Historic Preservation Officer Chasity Esparza, Planning Tech Susan Davis, and City Secretary April Jackson

CALL TO ORDER

With a quorum present, Vice Chair Linda Williams called the meeting to order at 3:00 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

None.

PUBLIC COMMENTS

None.

CONFLICT OF INTEREST DISCLOSURES

None.

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding a Certificate of Appropriateness for 921 North Perry Street.

Commissioner Gardner made a motion, seconded by Commissioner McEachran, to approve the Certificate of Appropriateness for 20x20 metal shed/ garage. The applicant Jay Parks, discussed the need for storage space at affordable price, Warrens which is a business next door to the property, is also a metal building. Upon vote, the motion was carried unanimously 5-0 to approve with garage color matching the house and added landscaping.

2. Discussion and possible action regarding a Certificate of Appropriateness for 610 South May Street.

Commissioner Gardner made a motion, seconded by Commissioner McEachran to approve the Certificate of Appropriateness for partial demolition due to financial hardship and the recommendation from the Building and Standards Commission. Upon vote motion carried unanimously 5-0.

ADJOURNMENT

Commissioner Herrington made a motion, seconded by Commissioner Enge, to adjourn at 3:18pm. Upon vote, motion carried unanimously 5-0.

PASSED AND APPROVED THIS 18TH DAY OF JUNE 2024.

ATTEST:

Chair, or Alternate.

Chasity Esparza, HPO/Administrative Assistant

DRAFT



Agenda Date: 06/18/2024
To: Historic Landmarks Commission
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer
Agenda Item: Appointment of the Chair to the Historic Landmark Commission.
Date Submitted: 06/13/2024

SUMMARY:

Consider making the appointment of the Chair to the Historic Landmark Commission.

RECOMMENDED ACTION:

For discussion and consideration.

CITY MANAGER APPROVAL:



Agenda Date: 06/18/2024
To: Historic Landmarks Commission
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer
Agenda Item: COA for 605 S. Royall Street
Date Submitted: 06/13/2024

SUMMARY:

Discussion and possible action regarding a Certificate of Appropriateness for window replacement throughout the home at 605 South Royall Street. The applicant, Brian Hanson, would like the commission to consider the vinyl double pane windows for better insulation and to reduce electricity costs. The current windows are not all the same, with two windows in the front being vinyl which were replaced by the previous owner.

RECOMMENDED ACTION:

For discussion and consideration.

CITY MANAGER APPROVAL:

Attachments

COA Application
Photos

JUN 18th 3pm

**Application for Certificate of Appropriateness (COA)
City of Palestine, Historic Landmarks Commission**



Property Address:

605 S. Royall St.

Historic District:

COA _____ - _____

OFFICE USE ONLY Ver 2023

Applicant and or Property Owner Information:

Name: Brian Hansen

Address: 605 S. Royall St Palestine

Phone: 918-914-1984

Email: shana.mcreynolds@hotmail.com

Required Signatures:

[Signature]

Applicant

Property Owner (if different from applicant)

Description of Work to be done:

We are wanting to replace existing single pane
windows on the two sides of our house not facing
the street with double pane windows for better
insulation and to reduce our electric costs.

General Information:

The applicant adversely affected by any denial of the HLC regarding a Certificate of Appropriateness may appeal the decision to the City Council for final determination. All requests shall be filed in writing to the HPO within 10 days of the HLC's decision.

If the COA is approved, a building permit must be obtained within 1 (one) year from the date of approval, otherwise, the COA is null and void and must be reconsidered.

SUBMISSION/APPROVAL OF CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF A BUILDING PERMIT. BUILDING PERMITS SHALL BE SUBMITTED SEPERATELY. THIS FORM MUST BE PRESENTED AT THE TIME OF A REQUEST FOR A BUILDING PERMIT.





Agenda Date: 06/18/2024
To: Historic Landmarks Commission
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer
Agenda Item: COA for 928 North Sycamore Street
Date Submitted: 06/13/2024

SUMMARY:

Discussion and possible action regarding a Certificate of Appropriateness for the installation of a metal roof. The applicant, Norma Gallegos, appeared before the Historic Landmark Commission in 2010 and was approved by the commission, but only the back half of the roof was completed at that time. The owner would like to finish the metal roof due to its current condition.

Per the City Inspector, the metal roof materials used for the back half do not have the proper flashing under the IRC Sec. R903 weather protection, as well as R904.3 material specifications and physical characteristics.

RECOMMENDED ACTION:

For discussion and consideration

CITY MANAGER APPROVAL:

Attachments

COA Application
Photos

Application for Certificate of Appropriateness (COA)
City of Palestine, Historic Landmarks Commission



Property Address: 928 N. Sycamore St. 75801

Historic District: _____

COA _____ - _____

OFFICE USE ONLY Ver 2023

Applicant and or Property Owner Information:

Name: NORMA GALLEGOS MARTINEZ

Address: 202 BEN MILAM DR. 75801

Phone: (903) 221-4981

Email: MRS. NORMA MARTINEZ 1969@gmail.com

Required Signatures:

Applicant

Property Owner (if different from applicant)

Description of Work to be done:

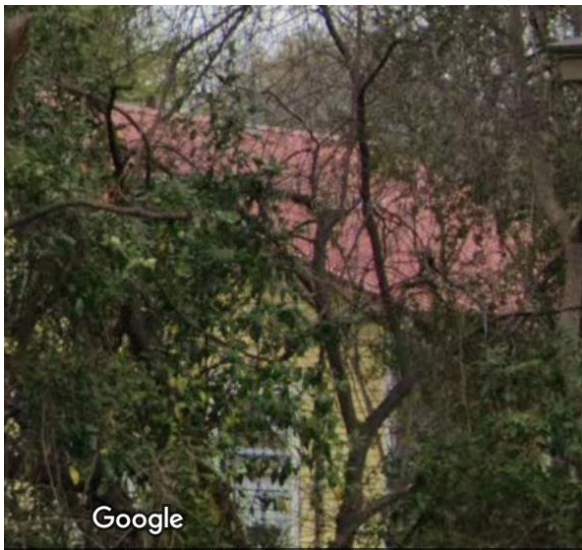
Finish replacing roof with metal roof upgrade that was
approved years prior but due to preexisting damage only
1/2 a roof was necessary at that time. Due to weather
conditions we must finish replacement of roof asap.

General Information:

The applicant adversely affected by any denial of the HLC regarding a Certificate of Appropriateness may appeal the decision to the City Council for final determination. All requests shall be filed in writing to the HPO within 10 days of the HLC's decision.

If the COA is approved, a building permit must be obtained within 1 (one) year from the date of approval, otherwise, the COA is null and void and must be reconsidered.

SUBMISSION/APPROVAL OF CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF A BUILDING PERMIT. BUILDING PERMITS SHALL BE SUBMITTED SEPERATELY. THIS FORM MUST BE PRESENTED AT THE TIME OF A REQUEST FOR A BUILDING PERMIT.





Agenda Date: 06/18/2024
To: Historic Landmarks Commission
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer
Agenda Item: COA for 605 East Park
Date Submitted: 06/13/2024

SUMMARY:

Discussion and possible action regarding a Certificate of Appropriateness for 605 East Park. Mr. and Mrs. Nesmith are the owners of the property and are doing a remodel located in the Michaux Park Historic District. The applicants would like the commission to consider the replacement of the original balustrades, new columns without a pedestal base on the front porch and the replacement of the front door. They would also like to enclose the back porch, which is visible from street view as the property sits on a corner lot. The owners will also be working on repairing and replacing all original windows/ screens and doors. Brick repairs have been made, and front porch steps have been replaced for safety reasons.

RECOMMENDED ACTION:

For discussion and consideration.

CITY MANAGER APPROVAL:

Attachments

COA Application
Photos
Photos

Application for Certificate of Appropriateness (COA)
City of Palestine, Historic Landmarks Commission



Property Address: 605 E. Park Ave.
Historic District: _____

COA _____ - _____

OFFICE USE ONLY Ver 2015

Applicant and or Property Owner Information:

Name: Kevin Nesmith
Address: 605 E. Park Ave, Palestine
Phone: (214) 317-5996
Email: Kevinnesmith7@gmail.com

Required Signatures:

Kevin Nesmith

Applicant

Property Owner (if different from applicant)

Description of Work to be done:

- Enclose back porch (add siding to match current siding)
- Restore / Repair all original window screens + doors
- Restore front porch, rails, and add hand rails.
- Restore and paint exterior wood in current color scheme.
- Replacement of front door - craftsman 6 Fir wood
- Brick repair where needed.
- replacement of front steps
- replacement of original balustrades / columns without pedestal base

General Information:

The applicant adversely affected by any denial of the HLC regarding a Certificate of Appropriateness may appeal the decision to the City Council for final determination. All requests shall be filed in writing to the HPO within 10 days of the HLC's decision.

If the COA is approved, a building permit must be obtained within 1 (one) year from the date of approval, otherwise, the COA is null and void and must be reconsidered.

SUBMISSION/APPROVAL OF CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF A BUILDING PERMIT. BUILDING PERMITS SHALL BE SUBMITTED SEPERATELY. THIS FORM MUST BE PRESENTED AT THE TIME OF A REQUEST FOR A BUILDING PERMIT.



original

Brick repair





Back porch





Agenda Date: 06/18/2024
To: Historic Landmarks Commission
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer
Agenda Item: COA for 616 South Sycamore Street
Date Submitted: 06/13/2024

SUMMARY:

Discussion and possible action regarding a Certificate of Appropriateness at 616 South Sycamore Street. Owner Rhonda Herrington would like to take out two existing windows and replace them with exterior French doors for better egress to the porch. The French doors would be the same style as the ones already located in the home.

RECOMMENDED ACTION:

For discussion and consideration.

CITY MANAGER APPROVAL:

Attachments

COA Application
Photos

**Application for Certificate of Appropriateness (COA)
City of Palestine, Historic Landmarks Commission**



Property Address: 616 S. SYCAMORE

Historic District: Southside

COA _____ - _____

OFFICE USE ONLY Ver 2023

Applicant and or Property Owner Information:

Name: RHONDA HERRINGTON

Address: 616 S. SYCAMORE

Phone: 903-724-8515

Email: rhonda.herrington@yahoo.com

Required Signatures:

Applicant

Property Owner (if different from applicant)

Description of Work to be done:

Take out existing 2 windows, replace with
exterior French doors to match the house
for ^{better} egress to porch.

General Information:

The applicant adversely affected by any denial of the HLC regarding a Certificate of Appropriateness may appeal the decision to the City Council for final determination. All requests shall be filed in writing to the HPO within 10 days of the HLC's decision.

If the COA is approved, a building permit must be obtained within 1 (one) year from the date of approval, otherwise, the COA is null and void and must be reconsidered.

SUBMISSION/APPROVAL OF CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF A BUILDING PERMIT. BUILDING PERMITS SHALL BE SUBMITTED SEPERATELY. THIS FORM MUST BE PRESENTED AT THE TIME OF A REQUEST FOR A BUILDING PERMIT.

Take out existing windows and replace with exterior French doors that match the house.

House exterior French doors.

