

Jodi Trout, Chair
April Shaner, Vice-Chair
Jean Mollard, Board Member
Maricela Rangel, Board Member
Heather Chancellor, Board Member
Ly Sath, Board Member
Langdon Elliott, Board Member



Mary Ann Admire,
Main Street Coordinator
Cassie Boyd,
Tourism Marketing Manager

**NOTICE OF SPECIAL MEETING
MAIN STREET ADVISORY BOARD**

March 19, 2024

12:00 p.m.

**City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/85120012655?pwd=alpaOEN0TFd0WUtqNkhGaWw5eEFZQT09>

Meeting ID: 851 2001 2655

Passcode: 751091

One tap mobile

+13462487799,,85120012655#,,, *751091# 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.](#)

Follow us live at: facebook.com/palestinetc/

A. CALL TO ORDER

B. 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 Board. Members of the public may join via Zoom or in person.

C. CONFLICT OF INTEREST DISCLOSURES

D. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding Main Street Permit Application #1 for 113 W. Main Street - Atlas Credit.

E. 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 **Wednesday, March 13, 2024, at 4:30 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: 03/19/2024
To: Main Street Advisory Board
From: Mary Ann Admire, Main Street Coordinator
Agenda Item: Review and Consider Sign Permit 1 for 113 W. Main Street
Date Submitted: 03/13/2024

SUMMARY:

Review and consider sign permit application #1 - 113 W. Main Street - Atlas Credit, with additional information provided by the sign company following the February 2024 Regular Main Street Advisory Board Meeting.

RECOMMENDED ACTION:

Review and consider sign permit application #1 - 113 W. Main Street - Atlas Credit, with additional information provided by the sign company following the February 2024 Regular Main Street Advisory Board Meeting.

CITY MANAGER APPROVAL:

Attachments

Atlas Credit Sign App 1 Rev1



#1 tabled for more info
2-27-24
info rec'd 3-12-24

SIGN PERMIT APPLICATION

SIGN LOCATION AND CONTRACTOR INFORMATION		
Address of Sign:	113 W Main St	Palestine, Texas
Proposed Advertisement:	Atlas Credit	
Sign Company Name:	Palestine Sign Company	
Contact:	Shawna McCall	
Sign Company Address:	500 W Main St Palestine, TX 75801	
Phone #:	903-922-2500	Email: palestinesigncompany@

TYPE OF SIGN			
<input type="checkbox"/> Freestanding (Pole Sign)	<input type="checkbox"/> Freestanding (Monument)	<input checked="" type="checkbox"/> New Sign Face	<input type="checkbox"/> Hanging Sign
<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Canopy	<input type="checkbox"/> Awning	<input type="checkbox"/> Directory Sign
<input type="checkbox"/> Signboard	<input type="checkbox"/> Window Sign	<input type="checkbox"/> Projecting Sign	<input type="checkbox"/> Sidewalk Sign
<input type="checkbox"/> Historic Sign	<input type="checkbox"/> Spectacular Sign	<input type="checkbox"/> Ghost Sign	<input type="checkbox"/> Landmark Sign
<input type="checkbox"/> Other (specify):			
Sign Dimensions: 2.5' x 5'			
Is the sign illuminated?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
<small>**In accordance with STATE LAW & CITY ORDINANCE, illuminated signs must be constructed, installed and wired by a State Licensed Electrical Sign Contractor or a State Licensed Master Electrician.</small>			
<small>*New monument or ground signs require additional landscaping requirements.</small>			
<small>*The Main Street Manager reviews signage in the Main Street Overlay District.</small>			

APPLICANT SIGNATURE	
I acknowledge that all of the information provided in the application is true and correct to the best of my knowledge. Furthermore, I am the legal owner of the property described in the application or, alternatively, that I am authorized to represent all of the owners of the property where the sign(s) will be removed, repaired, constructed, or altered.	
Owner or Agent's Signature	Shawna McCall



SIGN PERMIT APPLICATION

APPLICATION SUBMITTAL REQUIREMENTS

1. Completed application;
2. A site plan or survey showing the following information:
 - The type of sign to be installed or repaired. (Example, pole, monument or wall sign);
 - The dimensions and total square footage of the sign and the sign's support structure;
 - The location of the sign in relation to the face of the building on which, or in front of which, it is to be located;
 - The boundaries of the lot or parcel of land upon which it is to be located including the address;
 - All electrical transmission lines within 30-feet of any part of the proposed sign or sign structure;
 - The dimensions and location of all electrical signs on the premises.

PERMIT FEES

1. Sign Permit, Non-Illuminated: \$25.00
2. Sign Permit, Illuminated: \$50.00

STAFF USE ONLY

Sign within Commercial Corridor? ☐ Yes ☒ No Applicable only to pylon or pole signs

Pole Sign? ☐ Yes ☒ No

Require Main Street approval? ☒ Yes ☐ No

Main Street Manager Signature _____

2-27-2024 MSAB Meeting

→ Decision on application was tabled for further information:

- ① Please describe the condition of the sign cabinet's structural stability (ie. walls are intact or loose)
- ② Please describe the condition of the paint or protective coating on the sign cabinet (paint/coating is smooth and without defect or is chipping or peeling)
- ③ Please describe the condition of the cabinet ballast (operable or inoperable)
- ④ Please describe the condition and type of the existing lighting system in the sign cabinet (Fluorescent or LED); burned out bulbs or operating)
- ⑤ Please describe the condition of the electrical wiring and connections to the existing sign (No work required or repairs are needed)

DEVELOPMENT SERVICES DEPARTMENT 504 North Queen Street, Palestine, Texas 75801

Phone: 903-731-8495 Fax: 903-731-8486/ www.cityofpalestinetx.org

ATLAS



CREDIT

OK
will
1.22.24

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



Property Address: 113 W. Main St. Palestine TX, 75801

Historic District: Main Street District

COA _____ - _____

OFFICE USE ONLY Ver 2015

Applicant and or Property Owner Information:

Name: Atlas Credit

Address: 113 W. Main St.

Phone: Rick: 903-922-2500

Email: palestinesigncompany@gmail.com

Required Signatures:

Applicant

Richard A. Farris, Jr.

Property Owner (if different from applicant)

Description of Work to be done:

Replace the facings and upgrade the fluorescent lighting to LED.

Image attached.

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.

Atlas Credit Illuminated Wall Sign

Question Asked/Answer

1. Please describe the condition of the sign cabinet's structural stability (ie. Walls are intact or loose).

Answer:

The sign cabinet is in excellent condition. There are no stability issues at all. The cabinet is completely intact.

2. Please describe the condition of the paint or protective coating on the sign cabinet (paint/coating is smooth and without defect or is chipping or peeling).

Answer:

The paint on the cabinet sign is in good condition without chipping or peeling.

3. Please describe the condition of the cabinet ballast (operable or inoperable)

Answer:

The ballast is currently operable working with no issues.

4. Please describe the condition and type of the existing lighting system in the sign cabinet (fluorescent or LED; burned out bulbs or operating).

Answer:

We are replacing bulbs.

5. Please describe the condition of the electrical wiring and connections to the existing sign (no work required or repairs are needed).

Answer:

No work is needed on the existing electrical it is in good working condition.