

Mark Henderson, Chair  
Kurt Herrington, Vice-Chair  
Jason Stephens, Commissioner  
David Mattauer, Commissioner  
Isaac Wynn, Commissioner  
George Torma, Commissioner  
James Giles, Commissioner

Susan Davis, Planning Tech.



**NOTICE OF MEETING**  
**BUILDING AND STANDARDS COMMISSION**  
**January 23, 2025**  
**4:00 p.m.**  
**City Council Chambers**  
**504 N. Queen Street**  
**Palestine, Texas**

**Zoom Link:**

<https://us02web.zoom.us/j/86887756352?pwd=LNVNc6uCGwWJ9I1Hbh5eOi9VZzo6Yg.1>

Meeting ID: 868 8775 6352  
Passcode: 481611

One tap mobile  
+13462487799,,86887756352#,,,481611# 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. APPROVAL OF MINUTES**

1. Consider approval of the minutes from the October 24, 2024, and November 21, 2024, meetings.

**G. 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 1200 Garland, Harris & Reed, Block 2, Lots 1, 2, and 3.

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 616 Dorrance Street, Jackson, Block H, Lot 1E.
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 1523 Roberts Street, West Palestine Heights, Block F, Lot 9.
4. 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.
5. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at 809 North Jackson, Debar, Block D, Lot 8.

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, January 17, 2025, at 4:00 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](mailto:citysecretary@palestine-tx.org) or 903-731-8414.



Agenda Date: 01/23/2025

To: Building and Standards Commission

From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer

Agenda Item: Consider the approval of Minutes from the October 24, 2024 and November 21, 2024 meetings.

Date Submitted: 01/16/2025

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**SUMMARY:**

Consider the Building and Standards Meeting Minutes for October 24, 2024, and November 21, 2024.

**RECOMMENDED ACTION:**

Staff recommends approval of minutes.

**CITY MANAGER APPROVAL:**

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**Attachments**

Minutes 10.24.2024

Minutes 11.21.2024

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

The Building and Standards Commission of the City of Palestine convened in a Regular Meeting on Thursday, October 24, 2024, at 4:00 p.m., in the City Conference Room at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Mark Henderson, Commissioner Jason Stephens, Isaac Wynn, James Giles, and Mark Thomas.

Staff present: Planning Tech Susan Davis, HPO Chasity Esparza, City Secretary April Jackson.

Commissioners absent: Commissioners George Torma and Kurt Herrington.

**CALL TO ORDER**

With a quorum present, Chair Mark Henderson called the meeting to order at 4:00 p.m.

**PROPOSED CHANGES OF AGENDA ITEMS**

Discussion and Action items F3, F4, F12, and F13 were pulled from the agenda.

**PUBLIC COMMENTS**

None.

**CONFLICT OF INTEREST DISCLOSURES**

None.

**APPROVAL OF MINUTES**

Building and Standards Commission Meeting Minutes for August 22, 2024, meeting for review and approval.

Commissioner Stephens made a motion, seconded by Commissioner Wynn, to approve minutes from August 22, 2024. Upon vote, motion carried unanimously 5-0.

**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 1109 & 1111 W. Debard Street, Texas Land Company, Block B4, Lot 5B & 8C.

Susan Davis, Planning Tech, presented a summary concerning the owner's voluntarily signed request for the city to demolish 1111 and request for an extension to rehabilitate 1109. Commissioner Stephens made a motion, seconded by Commissioner Henderson to allow a thirty-day extension to provide a detailed Rehabilitation Plan of Action for 1109 West Debard and a motion to have the structure at 1111 West Debard bid out for demolition. Upon vote, the motion was unanimously approved 5-0.

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: 614 S. Dorrance Street, Jackson, Block H, Lot 1 G.

Susan Davis, Planning Tech, presented a summary of the current conditions of the structure located at 614 South Dorrance, including a report from the Building Inspector William McCormick, the structure is failing due to rotting in multiple areas, walls are separating from the structure, and the roof is collapsing. The owners have indicated that a rehabilitation plan will be provided. Commissioner Wynn made a motion, seconded by Commissioner Thomas, to allow a thirty-day extension to come up with a



plan of action, if no plan of action received within the provided timeframe, the structure to be bid out for demolition. Upon Vote, motion carried 5-0.

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: 108 Elmwood Court, Homestead at Fort Houston, Unit 6, Block E, Lot 15.

Item was pulled from the agenda.

4. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 110 Elmwood Court, Homestead at Fort Houston, Unit 6, Block E, Lot 14.

Item pulled from the agenda.

5. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 823 Fulton Street, Jackson, Block K, Lot 2B

Susan Davis, Planning Tech, reported that Building and Standards voted to have bid out for demolition in April, 2024. Prior to demolition staff discovered that the property was conveyed to an heir, who transferred to another heir prior to the April meeting. The new owners have been contacted. The Building Inspector still recommends demolition. Commissioner Thomas made a motion, seconded by Stephens to have the structure be bid out for demolition. Upon vote, motion carried unanimously 5-0.

6. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 712 Head Street, Samuel G Wells Survey, Block 859, Tract 21 & 22.

Susan Davis, Planning Tech, presented a summary of the status of this structure. The owner responded in writing requesting an extension to find a demolition contractor. Commissioner Wynn made a motion seconded by Commissioner Stephens to allow a sixty-day extension to come up with a demolition plan. Upon vote motion carried 5-0.

7. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 809 North Jackson Street, Debard, Block D, Lot 8.

Susan Davis, Planning Tech, presented an update on the roof, stating that no work has been done and the roof remains a safety hazard. The Board previously granted a 60-day extension to make progress. Owner Luis Giron was in attendance and stated that he is working to make the structure safe, that the roof is the only problem. After discussion Commissioner Wynn made a motion seconded by Stephens requesting the property owner allow the Building Inspector to make an interior inspection within 30 days. Upon vote, motion carried unanimously 5-0.

8. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 1523 Roberts, West Palestine Heights, Block F, Lot 9.

Susan Davis, Planning Tech, presented a summary of the previous decision by the board. The owner was allowed a 10-day extension to secure the property and an additional 60 days to provide a plan of action. No work has been done, and no plan has been submitted. The Building Inspector still recommends demolition. Owner Mandi Smith was in attendance and requested additional time to sell the property. Commissioner Stephens made a motion seconded by Commissioner Giles to come up with a demolition plan. Upon vote, motion carried unanimously 5-0.

9. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 616 South Dorrance Street, Jackson, Block H, Lot 1 E.

Susan Davis, Planning Tech, presented a summary of the previous decisions by the board and read the observations and recommendations of the Building Inspector William McCormick. The owner was given additional time in June to complete the demolition. Owner Wilky Scott was in attendance reported that TXU and Atmos have been contacted to pull meters/utilities and that he plans to demolish the structure himself. Commissioner Thomas made a motion seconded by Commissioner Wynn to allow thirty days to get a permit and make progress. Upon vote motion carried 5-0.

10. Consider authorizing the Development Service Staff to take the necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 1000 Swantz Street, Nance & Green, Block A, Lot 1 B.

Susan Davis, Planning Tech, presented a summary of the previous decision by the board. No improvements have been made, and no plan has been submitted. The Building Inspector recommends demolition. Commissioner Stephens made a motion seconded by Commissioner Thomas Stephens to have the structure be bid out for demolition. Upon vote, motion carried unanimously 5-0.

11. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 1221 West Debard Street, Texas Land Company, Block B9, Lot 8.

Susan Davis, Planning Tech, stated that the owner obtained a demolition permit on October 21, 2024 and that staff recommends setting a deadline for demolition. Commissioner Stephens made a motion seconded by Commissioner Giles to allow 60-days for demolition. Upon vote motion carried 5-0.

12. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 1222 West Debard Street, Texas Land Company, Block B5, Lot 38B & 39B

Item pulled from the agenda

13. Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at: 117 West Spring Street, Original Block 163 Lot 7

Item pulled from the agenda

14. Consider the appointment of the Chair and Vice-Chair of the Building and Standard Commission.

Commissioner Thomas made a motion seconded by Commissioner Wynn to nominate Mark Henderson as Chair. Upon vote, motion carried 5-0.

Commissioner Thomas made a motion seconded by Commissioner Stephens to nominate Kurt Herrington as Vice Chair. Upon vote motion carried 5-0.

15. Consider the Building and Standards meeting Dates for November and December 2024.

Susan Davis proposed moving the scheduled meeting in November that falls on Thanksgiving day to Thursday 21, 2024 and also discussed the December meeting. Commissioner Wynn made a motion

Minutes of the Building and Standards Commission Meeting October 24, 2024

seconded by Commissioner Giles to move the November meeting to the week prior to Thanksgiving and no meeting in December. Upon vote motion carried 5-0.

**ADJOURN**

With no other business to come before the Commission, Commissioner Thomas made a motion, seconded by Commissioner Wynn, to adjourn the meeting at 4:45 p.m., meeting was adjourned.

PASSED AND APPROVED THIS 23rd DAY OF JANUARY 2025.

\_\_\_\_\_  
Mark Henderson, Chairman

ATTEST:

\_\_\_\_\_  
Susan Davis, Planning Tech

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

The Building and Standards Commission of the City of Palestine convened in a Regular Meeting on Thursday, November 21, 2024, at 4:00 p.m., in the City Conference Room at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Mark Henderson, Commissioner Kurt Herrington, Isaac Wynn, George Torma, and James Giles.

Staff present: Building Inspector William McCormick, Planning Tech Susan Davis, HPO Chasity Esparza, and City Secretary April Jackson.

Commissioners absent: Commissioners Mark Thomas and Jason Stephens.

**CALL TO ORDER**

With a quorum present, Chair Mark Henderson called the meeting to order at 4:00 p.m.

**PROPOSED CHANGES OF AGENDA ITEMS**

None.

**PUBLIC COMMENTS**

None.

**CONFLICT OF INTEREST DISCLOSURES**

None.

**DIRECTOR'S REPORT**

Planning Tech, Susan Davis provided a summary of the Commissions efforts for 2024 which resulted in four completed demolitions, three pending bids demolition, and ten demolitions completed by owners.

**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 E. Poplar Street, Original, Block 10, Lot 2B & 11B.

Susan Davis, Planning Tech, presented a summary of the status of the vacant structure. The record owners were not present but delivered an incomplete Rehabilitation Plan of Action prior to the meeting. The Building Inspector Will McCormick reported that on the disrepair, and stated that the owners would need to immediately secure the building and show progress before January 2025. Commissioner Torma made a motion, seconded by Commissioner Wynn to allow a 30-day extension to provide a completed Rehabilitation plan, obtain permits, and secure the building. Upon vote, the motion was unanimously approved 5-0.

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.

Susan Davis, Planning Tech, presented a summary concerning the status of the vacant structure. The owner's daughter Adrianna O' Bannon was present at the meeting to represent her mother Loretta Calvillo and informed the commission that the owner requests the City to demolish the structure and seeks an agreement for a repayment plan. Commissioner Herrington made a motion seconded by Giles, to have to the structure bid out for demolition. Upon vote, the motion was unanimously approved 5-0.

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 W. Reagan Street, Railroad, Block R, Lot 6.

Susan Davis, Planning Tech, presented a summary concerning the status of the vacant structure. William McCormick, Building Inspector, expressed concerned that the structure has deteriorated including the roof is caving in. The owner Willie Carwell Jr. attended the meeting and stated that he has an interested buyer and seeks an extension. Commissioner Torma made a motion, seconded by Commissioner Wynn, to allow a 60-day extension to sell the property. Upon vote, the motion was unanimously approved 5-0.

**ADJOURN**

With no other business to come before the Board, Commissioner Herrington made a motion, seconded by Commissioner Wynn, to adjourn the meeting at 4:11 p.m., meeting was adjourned.

PASSED AND APPROVED THIS 23rd DAY OF JANUARY 2025.

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Mark Henderson, Chairman

ATTEST:

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Susan Davis, Planning Tech



Agenda Date: 01/23/2025  
To: Building and Standards Commission  
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer  
Agenda Item: Consider Substandard Structure located at 1200 Garland  
Date Submitted: 01/14/2025

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**SUMMARY:**

Discussion and consideration concerning a vacant substandard structure located at 1200 Garland, also known as Harris & Reed Block 2 Lots 1, 2, and 3, for rehabilitation or demolition. The structure has been on the Building and Standards list dating back to January 2024. Five separate notices were sent by certified mail to the record owner, Rosalinda Mendoza. On August 22, 2024, the Building and Standards Commission unanimously voted to bid the structure for demolition. Notice of the order and the appeal period was sent by certified mail to the record owner on August 23, 2024. City staff posted notices in accordance with the City Ordinances and awarded the demolition bid. However, the owner contacted staff during the week of demolition, stating she had been incarcerated and did not receive notice. Demolition was halted. The owner then sold the property to Blanca Castillo, who had been informed in person by Development Services staff that this property was ordered for demolition and that the property is a non-conforming structure that has very limited permitted uses. Adjacent property owners complain of vagrants and the disrepair. Blanca Castillo, submitted a Rehabilitation Plan of Action and cleaned up the property.

**RECOMMENDED ACTION:**

For discussion and consideration.

**CITY MANAGER APPROVAL:**

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**Attachments**

Notices and Green Cards, rehab plan  
Photos  
Photos 1200 Garland

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

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



December 2, 2024

**VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT REQUESTED: 9589 0710 5270 0966 9321 90**

Blanca Castillo  
704 N Tennessee  
Palestine, Texas 75801

Re: Parcel ID 30628, also known as Harris & Reed Block 2 Lot 1&2

Dear Mrs. Castillo

Based upon your conversation with Susan Davis, Planning Technician, the City understands that you are the new owner of the structure identified as 0 Harris Dr, fully aware of its **Substandard Structure status** and the **Land Use for Mixed Residential Zoning**.

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 the 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.

If the Building and Standards Commission rejects your Plan and orders demolition, a Demolition Order will be signed, and the City will proceed with demolition and clearance of the substandard building. If demolition is ordered, the City will notify you of the date of demolition at least ten (10) days before the scheduled demolition date. The City will provide a certified statement of charges to you within ten (10) days of the demolition, and you will have thirty (30) days from the date of receipt to make payment. A lien will be placed on your property until demolition costs have been paid in full.

If you are present at the hearing, a copy of the Demolition or Rehabilitation Order will be hand-delivered to you. The Order will be forwarded to you within ten (10) days of the hearing. You have thirty (30) days from your receipt of an Order to file an appeal in District Court. Otherwise, the Order will become final.

**A public hearing related to your property is set on the Building and Standards Commission agenda at 4:00 pm on January 23, 2025, at the City of Palestine, City Hall Council Chambers located at 504 North Queen Street, Palestine, Texas.**

You are responsible for meeting all deadlines and are encouraged to contact this department should you have any questions about this Notice or your responsibilities to assist in solving the problem of the substandard building on your property. Please contact me at (903) 731-8402 if you have questions. Thank you for your prompt attention to this matter.

Sincerely,

City of Palestine, Development Services







## REHABILITATION PLAN OF ACTION

### Request for Review

#### Instructions

If you are responding to a Substandard Building Notice letter, please complete and submit your Rehabilitation Plan of Action to the City of Palestine Development Services Department at 504 N. Queen St, Palestine, Texas, 75801 or by mail to the same address. No later than twenty five (25) days after the date you received the Notice letter.

If you are requesting review for the rehabilitation of property designated as historically significant, please contact the City of Palestine Development Services Department at 504 N. Queen St, Palestine, Texas, 75801 as you will need to complete an Application for Certificate of Appropriateness for Rehabilitation in conjunction with this Rehabilitation Plan of Action request.

Your Rehabilitation Plan will be forwarded to the City of Palestine Building Official for review.

TO: City of Palestine Building Official

FROM: Blanca Castillo Victor Estrada  
Printed Name of Property Owner

ADDRESS: 1200 Garland

PHONE: 903 922 2536

Office Use Only:  
Department Receiving: Development Services

Date Received: \_\_\_\_\_

Referenced Property: \_\_\_\_\_

Public hearing before: Building and Standards Commission

Date of public hearing: TBD

- 1) Please describe the work you, estimated costs, and time frame for each item. You should refer to the Inspection Report of the Building and address specific violations of the City of Palestine Minimum Standards. An acceptable rehabilitation plan will identify a reasonable timetable for completing work necessary to bring the building up to minimum code standards.

Licensed contractors for electrical, plumbing and mechanical are required.

WORK	COST	Estimated TIME TO COMPLETE
A) ROOF REPAIRS add missing metal sheets panels		Month and half only able to work on weekends
B) FOUNDATION REPAIRS N/A		
C) SIDING Replace old siding to new		
D) ELECTRICAL will have all checked out		

E) <b>PLUMBING</b> All new plumbing for two half baths		
F) <b>INTERIOR FLOORING AND FINISHES</b> NONE / concrete finish		
G) <b>ENERGY CONSERVATION (INSULATION, ETC.)</b> Roof spray foam insulation open cell 5 1/2" and walls		
<b>TOTAL</b>		

(attach additional information if necessary)

**\* THE INTERIOR AND EXTERIOR MUST BE BROUGHT UP TO CURRENT CITY BUILDING CODES\***

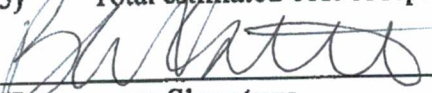
2) Overall time frame to complete structure to bring into code compliance:

Check one ☐ 30 days ☒ 60 days ☐ 90 days \* ☐ Over 90 days

\*If requesting over 90 days for completing the project, you must submit a detailed plan and time schedule for work showing that because of the scope and complexity of the project the work cannot reasonably be completed within ninety (90) days.

**NOTE:** All requests for time over 30 days must be accompanied by a reasonable timetable estimating the time needed for completing required work so that staff and/or Board members may monitor project progress.

3) Total estimated cost of repairs? \$ \_\_\_\_\_

  
Homeowner Signature

1/6/25  
Date

, 2025

FOR OFFICE USE ONLY

### BUILDING OFFICIAL RECOMMENDATION

☐ Plan acceptable as presented.  
☐ Plan unacceptable.  
☐ Plan acceptable with following additions/modifications:

☐ Recommend up to 30 60 90 days for repair.  
☐ Timetable for repair/rehabilitation acceptable.

\_\_\_\_\_  
Chief Building Official or authorized staff

\_\_\_\_\_, 20\_\_  
Date of Review



# JL Services

4879 State Hwy 31 E.  
Murchison Texas 75778  
903-203-1624

**Prepared for**

**Victor Estrada**

Proposal #	001
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Date	12/27/24
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- Replaced old roof with new metal roof total of 3,500 sq ft, \$11,350
- Repair all exterior wall ass need it along with new paint, and replaced all windows and doors to new, fix all rotten wood to new, \$13,650

**Total \$25,000**

**Accepted**\_\_\_\_\_

**Date**\_\_\_\_\_

***Thank you for your business***  
***JL Services***



















Agenda Date: 01/23/2025  
To: Building and Standards Commission  
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer  
Agenda Item: Consider Substandard Structure located at 616 Dorrance  
Date Submitted: 01/14/2025

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**SUMMARY:**

Discussion and possible action concerning a substandard structure located at 616 Dorrance Street, also known as Jackson, Block H, Lot 1E. for rehabilitation or demolition. On October 24, 2024, the Building and Standards Commission approved a thirty-day extension to pull a demolition permit and to make progress. To date, no work has been done. Owner, Wilky Scott obtained a demolition permit on January 15, 2024.

**RECOMMENDED ACTION:**

For discussion and consideration.

**CITY MANAGER APPROVAL:**

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**Attachments**

NOTICE

Photos



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

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

## Notice

December 18, 2024

**Via FIRST CLASS and CERTIFIED MAIL, RETURN RECIEPT REQUESTED: 9589 0710 5270 0966 9373 48**

Wilky Scott  
616 Dorrance  
Palestine, Texas 75801

RE: Case Number 32842; Notice of Substandard Building at 616 Dorrance  
Parcel ID 31520; Jackson Block H Lot 1 E

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 listed 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 to discuss your plan of action before your hearing date.

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

Date: January 23, 2025  
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 it removal, cause its rehabilitation and file liens against the property for expenses occurred.

Respectfully,

Chasity Esparza  
Development Services

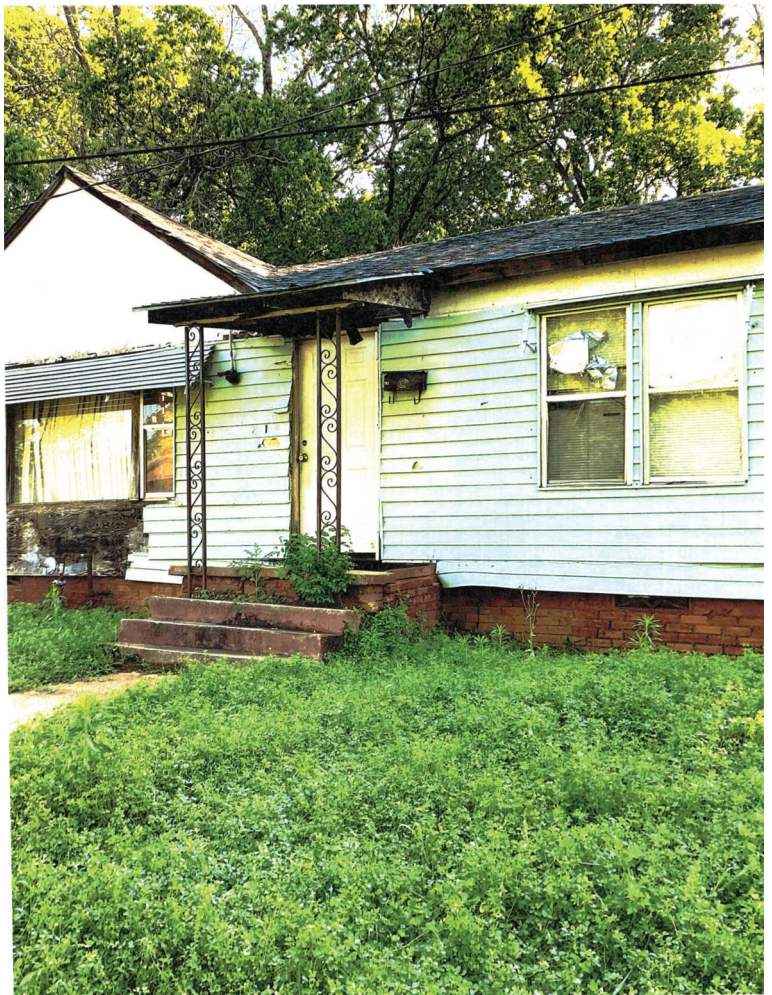
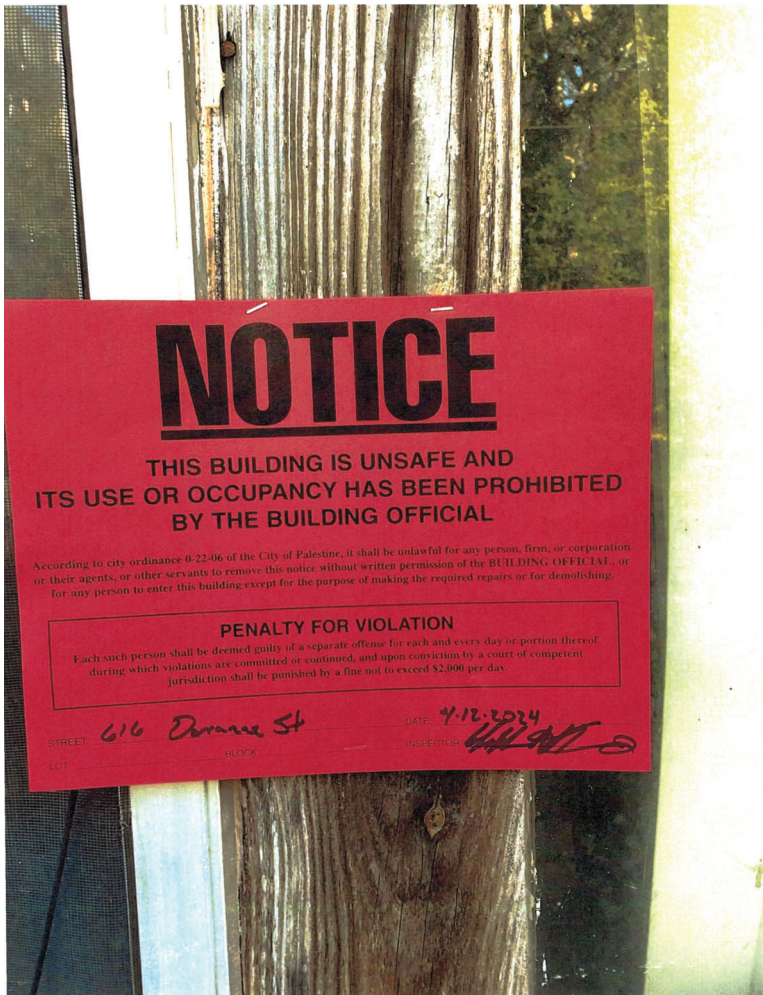
9589 0710 5270 0966 9373 48

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> ®.	
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	\$
Total Postage and Fees	\$
Sent To	
Street and Apt. No., or PO Box No.	
City, State, ZIP+4®	

PALESTINE, TX 75801  
JAN 23 2025  
POSTMASTER HERE

616 Dorrance











Agenda Date: 01/23/2025  
To: Building and Standards Commission  
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer  
Agenda Item: Consider Substandard Structure located at 1523 Roberts  
Date Submitted: 01/14/2025

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**SUMMARY:**

Discussion and consideration concerning a vacant substandard structure at 1523 Roberts Street, also known as West Palestine Heights, Block F, Lot 9, for rehabilitation or demolition. The owner, Mandi Smith, appeared before the Building and Standards Commission on October 24, 2024, and was given a thirty-day extension to provide a demolition plan. To date, a demolition permit has not been requested, no work has been done, and the building remains unsecured.

**RECOMMENDED ACTION:**

For discussion and recommendation.

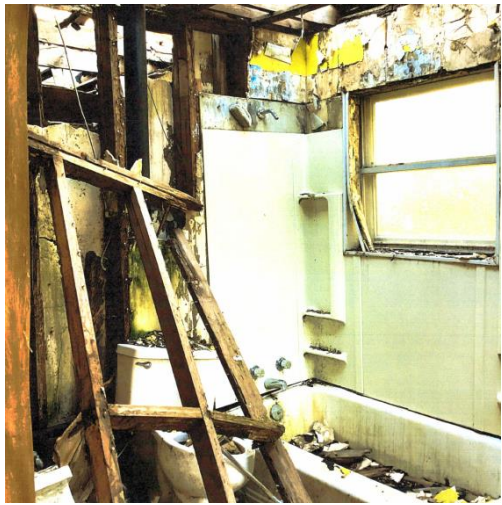
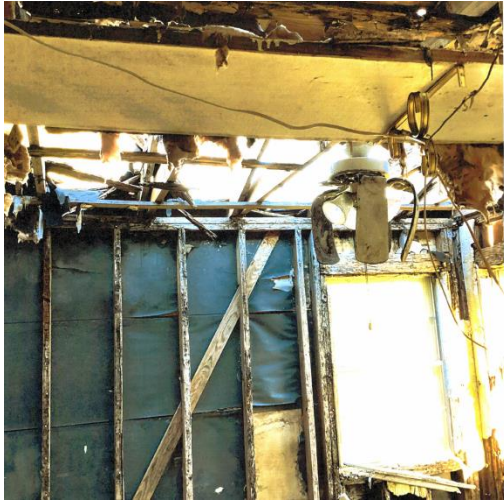
**CITY MANAGER APPROVAL:**

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**Attachments**

Photos  
Notices







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

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

December 19, 2024

Via **FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT R**  
Mandi Smith  
15431 Cedar Bay  
Bullard TX 75757

## Notice

RE: Case Number: 32756; Notice of Substandard Building at 1523 Roberts  
Parcel 36351; West Palestine Heights Block F Lot 9

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 listed 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 to discuss your plan of action before your hearing date.

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

**Date: December 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  
Development Services

9589 0710 5270 0966 9322 20

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City, State, ZIP+4®	
PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions	

PALESTINE POST OFFICE  
Postmark Here  
JAN 3 2025  
PALESTINE, TX 75801

1523 Roberts

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

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

December 19, 2024

Via **FIRST CLASS** and **CERTIFIED MAIL, RETURN RECEIPT R**  
Mandi Smith  
15431 Cedar Bay  
Bullard TX 75757

**Notice**  
(corrected date)

RE: Case Number: 32756; Notice of Substandard Building at 1523 Roberts  
Parcel 36351; West Palestine Heights Block F Lot 9

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 listed 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 to discuss your plan of action before your hearing date.

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

**Date: January 23, 2025**  
**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 it removal, cause its rehabilitation and file liens against the property for expenses occurred.

Respectfully,



Chasity Esparza  
Development Services

U.S. Postal Service  
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Certified Mail Fee \$  
Extra Services & Fees (check box, add 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 No. 1523  
City, State, ZIP+4® Roberts  
PALESTINE, TX 75803  
PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions



Agenda Date: 01/23/2025  
To: Building and Standards Commission  
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer  
Agenda Item: Consider Substandard Structure located at 309 W. Reagan  
Date Submitted: 01/15/2025

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**SUMMARY:**

Discussion and consideration concerning a vacant substandard structure located at 309 West Reagan Street, also known as Railroad, Block R, Lot 6, for rehabilitation or demolition. The record owner, Willie Carwell Jr, appeared before the Building and Standards Commission on November 21, 2024, and was given a sixty-day extension to sell the property. Recently, photos taken by a City Code Enforcement Officer shows the collapsed porch roof and current condition of the structure.

**RECOMMENDED ACTION:**

For discussion and consideration.

**CITY MANAGER APPROVAL:**

---

**Attachments**

notice  
Photos



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

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

January 8, 2025

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

**VIA FIRST CLASS and CERTIFIED MAIL, RETURNED RECEIPT REQUESTED:9589 0710 5270 1988 5401 03**

Vera Carwell C/o Willie Carwell Jr  
202 Spruce St.  
Palestine Tx, 75801

**RE: 309 W. Reagan also known as Railroad Block R Lot 6**

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.

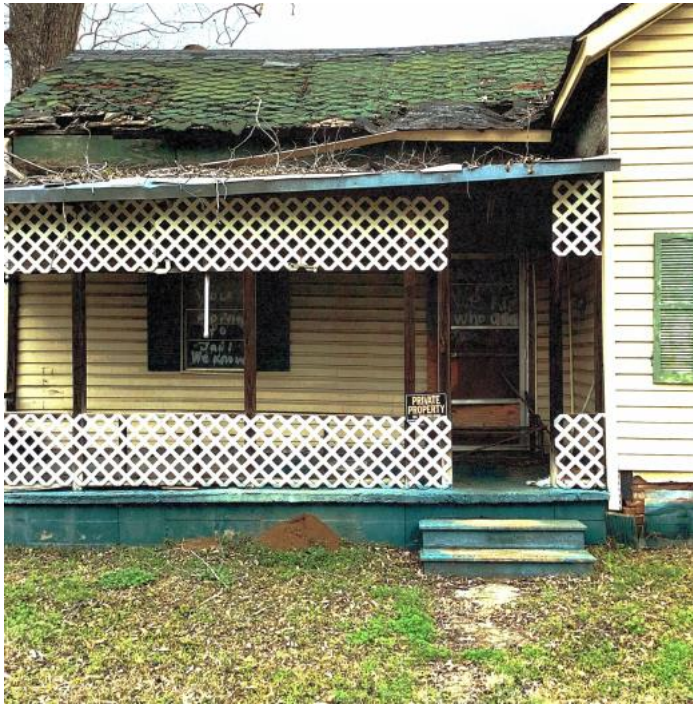
**BUILDING AND STANDARDS COMMISSION**  
**504 N. Queen St.**  
**Palestine, TX 75801**

**Date: January 23, 2025**  
**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



MARCH 22, 2024



JANUARY 9, 2025





Agenda Date: 01/23/2025  
To: Building and Standards Commission  
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer  
Agenda Item: Consider Substandard Structure located at 809 N. Jackson  
Date Submitted: 01/16/2025

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**SUMMARY:**

Discussion and consideration concerning a substandard structure located at 809 North Jackson, also known as Debard, Block D, Lot 8, for rehabilitation or demolition. Property Owner Luis Giron, appeared before the Building and Standards Commission on October 24, 2024, and was given a thirty-day extension to allow the Building Inspector to complete an interior inspection and report. The owner refused inspection and the structure still remains a safety concern.

**RECOMMENDED ACTION:**

For discussion and consideration.

**CITY MANAGER APPROVAL:**

---

**Attachments**

notice  
Photos



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

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

January 2, 2024

Luis Girón  
809 N Jackson  
Palestine Tx 75801

RE: Substandard Structure at 809 N Jackson, Palestine Texas.

Dear Property Owner:

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

**BUILDING AND STANDARDS COMMISSION**

**504 N. Queen St.  
Palestine, TX 75801**

**Date: January 23, 2025**

**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

Received by LUIS A. GIRÓN Date 1-02-2025



From: [Will McCormick](#)  
To: [Will McCormick](#)  
Subject: [Will McCormick](#)  
Date: Wednesday, October 23, 2024 8:25:28 AM

From: Will McCormick  
Sent: Wednesday, October 23, 2024 7:43 AM  
To: [Cherry Figara <Cherry.Figara@psdschools.org>](mailto:Cherry.Figara@psdschools.org)  
Subject: 809 Jackson















Sent from my iPad