

Jerry Bolton  
Linda Williams  
Marti Moronko



Alan Herrington

Bun Price

Julie Abston, Chair

**NOTICE OF MEETING**  
**HISTORIC LANDMARKS COMMISSION AGENDA**  
**TUESDAY, JANUARY 21, 2013 at 4:00 PM**  
**CITY COUNCIL CHAMBERS**  
**504 N. QUEEN STREET**  
**PALESTINE, TEXAS**

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**A. CALL TO ORDER**

**B. CITIZEN COMMENTS**

**C. APPROVAL OF THE MINUTES**

- 1) Consider the minutes for the December 17, 2013 HLC Meeting.

**D. COMMISSION VACANCY**

- 1) Discuss ideas for potential candidates to fill Commission vacancy.

**E. BEAUTIFICATION AWARDS**

- 1) Properties as nominated by the Historic Landmarks Commission.

**F. STAFF UPDATES CONCERNING HLC MATTERS**

- 1) Request preferred topics, times, frequency of upcoming Commission workshops.
- 2) Update regarding Historic Resources Survey.
- 3) Update regarding Historic Guidelines Handbook.

**G. ADJOURN**

**CERTIFICATION**

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, on the following date and time:

January 16, 2014 at \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Jacob Morris".

Jacob Morris  
Historic Preservation Officer

In compliance with the Americans with Disabilities Act, the City of Palestine will provide for reasonable accommodations for persons attending Historic Landmarks Commission meetings. Requests for accommodations or interpretive services must be made 48 hours prior to the meetings. Please contact the City Secretary's office for further information at 903-731-8414.



**HISTORICAL LANDMARK COMMISSION**  
**REGULAR MEETING**  
**December 17, 2013 4:00P.M.**  
**City Hall Council Chambers**  
**504 N. Queen Street**  
**Palestine, Texas**

**MEETING MINUTES**

<b>ROLL CALL</b>	
Members present: Julie Abston, Chair, Jerry Bolton, Alan Herrington, Marti Moronko, Bun Price, Linda Williams	Others in attendance: Jacob Morris, Historic Preservation Officer, Jeffrey Lyons, Director of Development Services, and Alene Leveston, Administrative Assistant
Members absent: Norris White, Jr. Submitted resignation prior to meeting	

<b>CALL TO ORDER</b>		
Meeting called to order at 4:06 pm by Chair, Julie Abston. A quorum was present.		
<b>CITIZEN COMMENTS:</b>		
None.		
<b>APPROVAL OF THE MINUTES:</b>		
Commission action: Approved the minutes of the November 19, 2013 as amended.		
Motion: Williams	Second: Abston	Vote: Unanimous
<b>VICE_CHAIR APPOINTMENT</b>		
Commission action: Appoint Linda Williams as vice-chair.		
Motion: Moronko	Second: Price	Vote: Unanimous
<b>BEAUTIFICATION AWARDS</b>		
No Properties nominated for December		
<b>STAFF UPDATE CONCERNING HLC MATTERS</b>		
<p><b>Procedures for enforcing demolition by neglect:</b> Jacob Morris reported that staff is developing procedures for enforcing demolition by neglect and inadequate maintenance of historic properties.</p> <p><b>Revisions to the Design Guidelines Handbook for historic property owners.</b> Historic Preservation Officer solicited comment regarding the draft of the Design Guidelines Handbook. Commissioners provided feedback to enhance the document.</p>		
<b>ADJOURNMENT</b>		
With no other items on the agenda, the meeting adjourned at 4:36 pm		

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Julie Abston  
Commission Chair

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Jacob Morris  
Historic Preservation Officer

## HPO Meeting reference outline

### **D. HLC Vacancy:**

Criteria for HLC Membership:

Section 40-103

The HLC shall consist of seven members to be appointed by the mayor with approval of the city council, upon application and demonstration of the applicant's qualifications. To the extent available among the property owners of the community, preference for appointment shall be given to professional members from the disciplines of architecture, history, urban planning, real estate, legal, archeology, or other disciplines related to historic preservation, and also with consideration of the ethnic and cultural diversity of the city.....Each member shall be a qualified voter of the city. Regardless of professional background, all members shall be property owners of the city and at least four members shall reside or own property within a historic district. At least one city council member, one planning commission member and a representative from the Anderson County Historical Commission may serve as non-voting ex-officio members at the discretion of the mayor and city council.

Attached is a copy of an application to a board or commission

### **E. Beautification Awards:**

At this point, two properties have been nominated for January so far:

518 N Sycamore, and 1734 Crockett Road

### **F. Staff Updates:**

1) Request preferred topics, times, frequency of upcoming Commission workshops:

We can arrange informational meetings for times and of a length that members would prefer.

2) Update on Historic Resources Survey:

I have started the process of compiling the old survey forms, so surveyors can go down the street and reference them and update and note changes in field. This requires more work upfront, but will make it easier for volunteers to be consistent, and easier to track changes in condition and integrity.

3) Update regarding Historic Guidelines Handbook:

I have incorporated suggested edits and we are in process of developing a Spanish language version.



## APPLICATION for APPOINTMENT to BOARD or COMMISSION

If you wish to become a candidate for appointment to any board or commission, please fill out the following and fax to (903) 731-8485 or email to [therrera@palestine-tx.org](mailto:therrera@palestine-tx.org). All appointments are made by the Mayor and confirmed by Council. Requests for appointments are forwarded to the Mayor for review and consideration. You will be contacted by city staff if you are recommended for appointment.

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Please select the Board or Commission you wish to serve on:

- |   |   |
|---|---|
| <input type="checkbox"/> Airport Advisory Board                 | <input type="checkbox"/> Building Standards Commission  |
| <input type="checkbox"/> Economic Development Corporation       | <input type="checkbox"/> Historic Landmarks Commission  |
| <input type="checkbox"/> Library Board                          | <input type="checkbox"/> Main Street Advisory Board     |
| <input type="checkbox"/> Parks Advisory Board                   | <input type="checkbox"/> Planning and Zoning Commission |
| <input type="checkbox"/> Real Estate Committee                  | <input type="checkbox"/> Tourism Advisory Board         |
| <input type="checkbox"/> Zoning Board of Adjustments and Appeal | <input type="checkbox"/> Other _____                    |

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

How long have you lived in the city? \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Can you be called at work? \_\_\_Yes \_\_\_No

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Service on other boards or commissions? \_\_\_Yes \_\_\_No

If yes, name Board or Commission: \_\_\_\_\_

Provide examples of experience in desired area of service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Only citizens without outstanding taxes, permits, fees, or fines may serve on council advisory boards. Do you have any outstanding debts to the city? \_\_\_Yes \_\_\_No

Will your present occupation allow sufficient time to serve on a city board? \_\_\_Yes \_\_\_No

Would your appointment propose a conflict of interest with your present occupation or employer? \_\_\_Yes \_\_\_No

Briefly explain why you wish to be a member of this particular board or commission. Include any special skills, talents, or resources that would help this board, commission, or city? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you submit to a background check and complete protective training if your board interacts with children? \_\_\_Yes \_\_\_No

Will you attend required educational training both in and out of town, including conferences that require an overnight stay? (Training is at city's expense.) \_\_\_Yes \_\_\_No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Prior to appointment to the various boards and commissions, it is recommended that the candidate attend a meeting of the board or commission to become familiar with the duties and responsibilities of the appointment being sought.

Please visit [www.cityofpalestine-tx.com](http://www.cityofpalestine-tx.com) for information on meeting dates, times, and locations.