



**NOTICE OF SPECIAL MEETING
CITY OF PILOT POINT
HISTORIC REVIEW BOARD**

NOTICE IS HEREBY GIVEN THAT THE HISTORIC REVIEW BOARD OF THE CITY OF PILOT POINT, TEXAS, WILL HOLD A SPECIAL MEETING ON:

JULY 30, 2018

AT 6:00 PM

COUNCIL CHAMBERS, PILOT POINT CITY HALL

102 E. MAIN STREET, PILOT POINT, TEXAS

AGENDA

A. ROLL CALL/CALL TO ORDER

B. Public Forum: (Citizens are allowed 3 minutes to speak. If the issue is on the agenda, the Historic Review Board may choose to discuss and consider the item. If the issue is not on the agenda, the board is not permitted by state law to respond to or discuss the item other than to make statements of specific factual information in response to a citizen's inquiry or to recite existing policy in response to the inquiry. The board may request the issue to be placed on a future agenda for action in accordance with state law. This forum is not the appropriate place to address complaints against Public Officials and/or Staff. Complaints of this nature should be made in writing and filed with the City Manager.)

C. Discuss, consider, and possible action on the request of Anchor Graphics, Inc. for a Certificate of Appropriateness for the exterior renovation of the façade on a portion of the building located at 224 W. Division Street.

D. Adjourn

In compliance with the Americans with Disabilities Act, the City of Pilot Point will provide reasonable accommodations for disabled persons attending this meeting. Requests should be received at least 24 hours prior to the scheduled meeting by contacting the City Secretary's office at 940-686-2165.

I the undersigned authority do hereby certify this notice was posted on the official bulletin board for the City of Pilot Point, Texas on **July 27, 2018 by 5:00 p.m.**, and shall remain posted for at least 72 hours preceding the scheduled time of said meeting.



Alice Holloway, City Secretary



Certificate of Appropriateness Application

I. Contact Information

Property Owner(s): Anchor Graphics, Inc.
Address: 3943 E. University Dr. City, State, Zip: McKinney, TX 75069
Email: lesliegoolsby@anchorgraphics.com Phone: 972 422 4300 Fax: 972 422 4311
Representative(s): Leslie Goolsby
Address: 3943 E. University Dr. City, State, Zip: McKinney, TX 75069
Email: lesliegoolsby@anchorgraphics.com Phone: 972 422 4300 Fax: 972 422 4311

II. Parcel Information

Property Address: 224 W. Division Street
Legal Description: Survey Attached
Property Identification Number: _____

III. Proposed Scope of Work (check all that apply)

- New Construction
- Structural Repair
- Other: _____
- Administrative Review Appeal
- Non-Structural Repair
- Addition to Structure

IV. Detailed Description of Work

(Describe building materials to be used; design type; design elements; i.e. windows, doors, roof; proposed colors; etc. Attach additional page if necessary.)

Brick/Stone walls on South or East exterior added windows
Driveway/Parking lot
Attractive building entrance

V. Additional Information

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S)
Printed Name: Leslie Goolsby Signature: Leslie Goolsby
OWNERS'S REPRESENTATIVE FOR THE ABOVE DESCRIBED PARCEL(S):
Printed Name: _____ Signature: _____

Note: Signatures are required for all owners of record for the property. Attach additional signatures on a separate sheet of paper.



Certificate of Appropriateness Checklist

A Certificate of Appropriateness (COA) is required for all proposed in-kind replacement, new construction, relocation, addition, demolition or other exterior alterations to a property within the Historic District. A COA is required before work may begin in all cases whether or not the project requires a building permit. If a building permit is required, it will not be issued prior to approval of a COA.

Applications which must be considered by the Historic Review Board (HRB) for approval will be placed on the next available HRB meeting agenda. The HRB typically meets on the third (3rd) Thursday of every month in the City Council Chambers at City Hall, 102 E. Main Street, Pilot Point, Texas 76258.

This checklist is intended to assist in the preparation of a COA for review and describes generally what is needed to facilitate the review of a proposed Certificate of Appropriateness. The quality of the presentation of a COA request to the HRB is limited by the information provided with an application. Failure of the applicant to provide required information will result in application not being processed.

Items to be submitted with all Applications:

- Certificate of Appropriateness Application**
- Project Narrative:** Written proposal outlining the project. Describe the purpose of the Certificate of Appropriateness request and include specific information regarding the proposed alteration, materials, colors and any constraints or other relevant details related to the proposal. *Attached Presentation*
- Owner Authorization:** Proof of ownership or authorization to act on behalf of the property owner. *Applicant's Owner*
- Photographs:** Images of the current conditions of all areas which would be affected by the proposal. *Attached Presentation*
- Certificate of Appropriateness Checklist:** I have reviewed the checklist and all submittals for completeness and accuracy.
- I have read the submission requirements for the Certificate of Appropriateness and the associated checklists, application, and supporting documents, and verified that this submission has been prepared according to these instructions, and these packages have been reviewed for completeness and accuracy. I understand that failure to submit the information as noted above will result in the rejection of this Certificate of Appropriateness submission.

Additional items to be submitted with an In-Kind Replacement request:

- N/A* **Material Samples:** A sample of the material to be used, including any manufacturer specification sheets.

Additional items to be submitted with a Demolition request

- N/A* **Structural Report:** Documentation outlining the structural condition, reasoning and methods of demolition.
- I understand that a demolition permit will be required prior to beginning demolition; which will not be issue prior to approval of a Certificate of Appropriateness.

Additional items to be submitted with a Exterior Alteration or Addition request:

- Material Samples:** A sample of the materials to be used, including any manufacturer specification sheets.
- Site Plan:** Copy of a site plan with relevant details including, but not limited to, the location of the proposed alteration, street names, sidewalk location and dimensions, building and lot dimensions, landscaping details,



Certificate of Appropriateness Checklist

fire lane and driveway or parking dimensions and locations, as well as any unique topographical or natural features on the site. Every site plan must include a location map, a North arrow, and generally provide enough detail to clearly identify the site location and orientation. Site plans must be prepared at a scale, and printed on a paper size, that provides clearly legible details and dimensions.

- Elevation Drawings:** Illustrations of the façade and orientation of the front, rear and side of all existing and proposed structures.
- Architectural Drawings:** Illustrations of the construction technique, floor plan, cross sections or other relevant details of how a proposed alteration or addition will connect with the existing structure.

Additional items to be submitted with a New Construction or Relocation request:

NA

- Material Samples:** A sample of the materials to be used, including any manufacturer specification sheets.
- Site Plan:** Copy of a site plan with relevant details including, but not limited to, the location of the proposed alteration, street names, sidewalk location and dimensions, building and lot dimensions, landscaping details, fire lane and driveway or parking dimensions and locations, as well as any unique topographical or natural features on the site. Every site plan must include a location map, a North arrow, and generally provide enough detail to clearly identify the site location and orientation. Site plans must be prepared at a scale, and printed on a paper size, that provides clearly legible details and dimensions.
- Survey:** Professional illustration of the exact boundaries, position and extent of a parcel or tract of land.
- Elevation Drawings:** Illustrations of the façade and orientation of the front, rear and side of all existing and proposed structures.
- Architectural Drawings:** Illustrations of the construction technique, floor plan, cross sections or other relevant details of how a proposed alteration or addition will connect with the existing structure.
- I understand that all new construction, and some renovations, will require a building permit; which will not be issued prior to approval of a Certificate of Appropriateness.

By signing below, I indicate that I have reviewed this checklist and all included materials for completeness.

Signature

Date

Print Name

Employee Parking

Driveway

Gravel Drive

Concrete

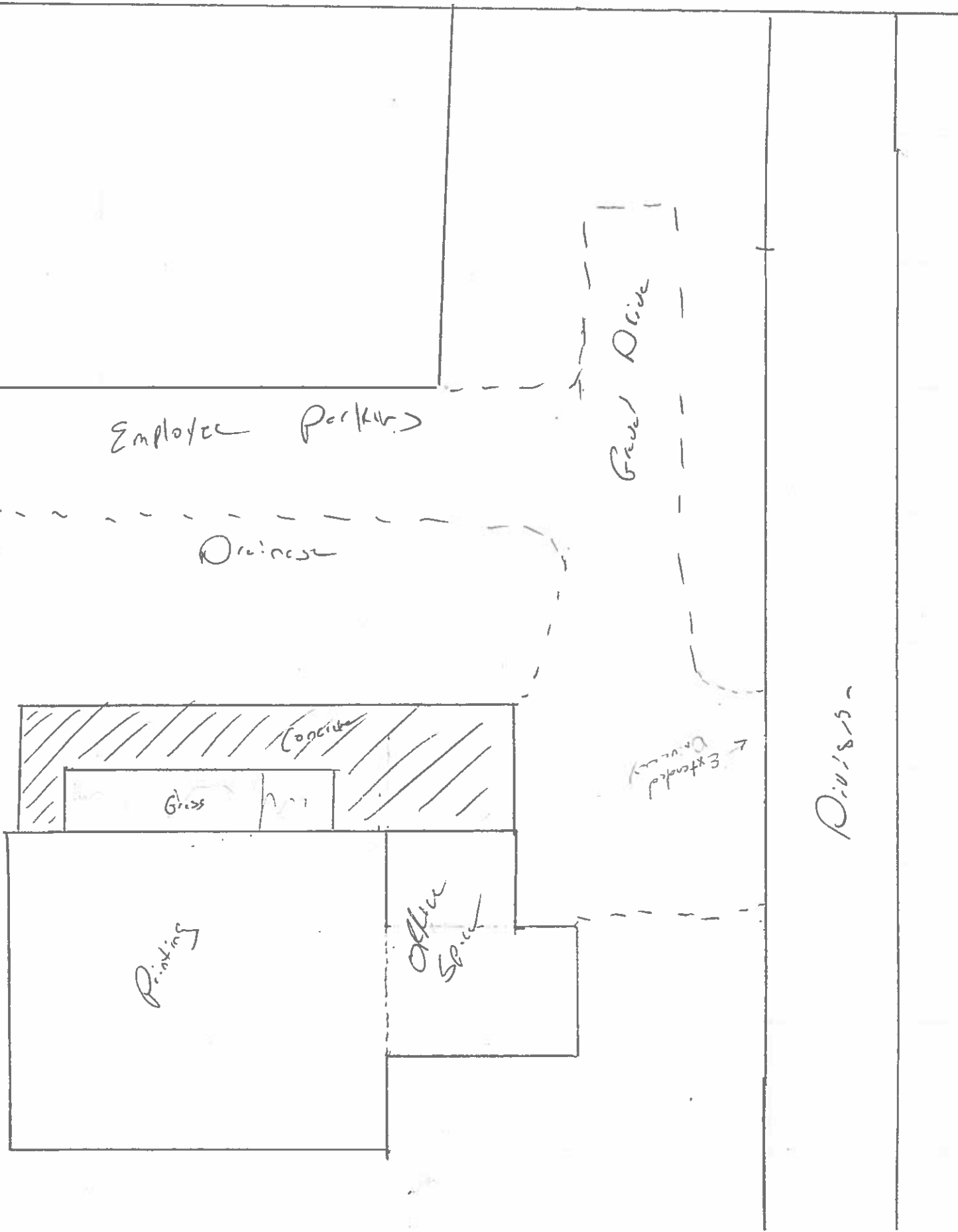
Gross

Extended Driveway

Printing

Office Space

Division





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Anchor Graphics Inc. Commitment to Pilot Point

We are truly excited about our new home in Pilot Point and hope you are too.

From its inception over 34 years ago, Anchor Graphics Inc. has had a commitment to our customers, employees and community which has been held with the upmost integrity.

We are excited to partner with the City of Pilot Point in enhancing and improving the already nostalgic and beautiful downtown area.

In our effort to make our new building home we are planning several improvements to the exterior look at 224 W. Division St. Our plan is to add a stunning new entrance to the building utilizing Stone or Brick (This choice is still in the making, depending upon cost). We are also planning on adding designer windows on the south and east walls to give a more finished and professional look to the building.

We feel this would be a striking improvement to the appearance of the building. We believe it would greatly enhance the look and feel of the surrounding downtown area and hope to start a trend for more!

Thank you in advance for your time and effort for Pilot Point.

Sincerely,
Leslie Goolsby