

**RUSSELLVILLE
HISTORIC DISTRICT COMMISSION**

MINUTES

**Special Called Meeting – Monday, February 29, 2016
City Hall Council Chamber
6:00PM**

Commissioners Present

Greg Barborek – Chair
Judy Galloway – Secretary
Gerald Hook
Steve Newby

Suzanne Alford-Hodges – Vice Chair
Linda Carnahan
Kathy Keenan-Price

Staff Present

Kurt Jones, City Engineer / HPO

Advisors Present

Betsy McGuire – Director Main Street Russellville; Brian Holstein – Director of Development; Trey Smith – City Attorney

Others Present

Mayor – Randall Horton; COA applicants Trish Henry and Matt White; COA applicant Pam Christensen arrived at 6:25PM

Advisors Absent

John Cochran – Fire Chief; Robert Wiley – City Council Liaison

Call to Order & Welcome @ 6:00PM:

Chair, Greg Barborek, called the February 29, 2016 special meeting of the Russellville Historic District Commission to order at 6:00PM and a quorum was established.

Staff Report:

Mr. Jones asked about staff approvals for COAs. City Atty. Smith said that there was no provision in the ordinance for such approval and none of the commissioners were aware of a staff approval for anything other than very minor projects like recovering awnings. Mr. Jones also asked if the commission had ever gotten a COA for a sign. We have approved signs for "A Conversation Piece", "Fat Daddys", barber sign moved from N. Commerce to 304 W. Main St. by Mr. Marruffo to name a few. I am also able to think of several signs that the commission did not approve and hopefully the information packet the commission will be sending out with help educate the owners and occupants of businesses.

The regular meeting scheduled for March 4th was brought up by Mr. Jones. Since we have met at least three times in February, the March meeting was cancelled.

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The "Authorized Agent Form" was inquired about and Mr. Jones said he was working on one that will be applicable for use by the Historic District Commission in the COA packet. He will send out a copy when it is finished.

Agenda:

The first item on the agenda was review of the retroactive COA on the tax credit project at 110 - 114 S. Commerce Avenue by TMA Holdings LLC with representatives Ms. Henry and Mr. White present. The COA was reviewed and there was a motion by Ms. Keenan to approve and a second by Ms. Alford-Hodges. The motion passed by a voice vote of all commissioners.

Mr. White was not aware that he had to obtain a COA for this project. There is another project scheduled in the near future for 116 S. Commerce and he asked about the COA procedure process. The process was explained and he will contact Mr. Jones before beginning work or obtaining a building permit.

The second item on the agenda was review of the revised COA submitted by Mr. Van Christensen on his façade rehab at 301 W. Main Street. There were no representatives present for the review. Commissioners noted that Mr. Christensen had copied his previous COA without deleting the portion describing a window replacement on the East side of the building. The latest drawing submitted shows a solid stucco wall on the East façade rather than a window. The bulkhead and the panels over the entry doors show a flat pane with molding detail on the bulkheads and over the doors. The commissioners asked the Mr. Christensen be reminded that he must come before the RHDC if he decides to change anything on his building that is visible from the street. Mr. Hook made the motion to approve as long as the stipulations are met and Ms. Carnahan made the second. The commission approved the COA by a voice vote of all commissioners.

Ms. Galloway asked Chair Barborek to appoint a committee to review and revise the Bylaws. Committee appointments were discussed and City Atty. Smith said that the committee would have to meet and send at least a two hour notice to the newspaper to satisfy FOI requirements. The suggestion was made that Ms. Galloway work on the revision and bring it to the next commission meeting for review.

Mrs. Christensen arrived at the meeting at 6:25PM and Chair Barborek told her that the COA for her building had been approved. She asked about the COA from eight years ago for a new building in the vacant lot on W. Main Street left by demolition of the old Ritz Theater. Mrs. Christensen was referred to Mr. Jones for direction.

Adjournment:

Mr. Newby moved for adjournment and Mr. Hook made the second. The meeting was adjourned at 6:30PM.

