

**RUSSELLVILLE**  
**HISTORIC DISTRICT COMMISSION**  
**MINUTES**  
**Council Chamber City Hall – Thursday, August 26, 2021**  
**6:00PM**

**Commissioners Present:**

Betsy McGuire - Chair  
Suzanne Alford  
Nathan George

Leo Cantu - Vice Chair  
Polly Hardin  
Steve Newby

Judy Galloway – Secretary  
Beverly Hooten  
Greg Barborek

**City Council Liaison Absent:**

Phyllis Carruth

**Staff Present:**

Victoria Marchant - Historic Preservation Officer and Planner 1

**Advisors Present:**

Sara Jondahl - City Planner

**Liaisons Present:**

Danielle Housenick - MSR Director

**Liaisons Absent:**

Trey Smith - City Attorney, T. Kirt Sloan - Fire Chief, Richard Setian - Deputy Building Official

**Call to Order, Roll Call & Welcome:**

Ms. McGuire called the August 26, 2021 meeting of the Russellville Historic District Commission to order at 6:01PM. The roll was called and a quorum was established.

**Approval of Minutes:**

Ms. McGuire asked if everyone had read the minutes of the July 22, 2021 meeting. Ms. Hooten noted a couple of typos, one in the first paragraph under the agenda section and the second in the first line under unfinished business. These were corrected. Mr. Newby made the motion to approve with the corrections and Ms. Hooten made the second. The motion passed by a voice vote.

**Agenda:**

The first item on the agenda was for review of a COA for 116 - 118 S. Commerce Avenue for signage for Russellville Insurance Agency. No representative was present. HPO Marchant reported that the window signs and hanging sign complied with Section 10.27, Parts A., B., C., D., E., F. and G. of the Russellville Downtown Historic District Design Guidelines with the condition that sign permits are obtained from the City of Russellville. All of the correct documentation for the proposed sign and lettering were included. Mr. Barborek made the motion to approve the COA and Ms. Alford made the second. The COA was approved by a voice vote.

The second item on the agenda was for review of a COA for removal of graffiti on the common north facing wall at 203 N. Commerce Avenue. The building owner was not present nor was an appointed agent. Mr. Newby noted that the appropriate signatures were missing. Ms. Galloway noted that 20% of the wall on the west end of the building belonged to Kurt and Sandra Jones for their Gallery B business. Ms McGuire pointed out that even though the COA for the proposed work stated that the applicant was following the suggestions of AHPP/Main Street Arkansas Exterior Design Consultant, Hannah Ratzlaff, the picture of the proposed work was not as recommended. Mr. Newby

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made the motion to table action on the COA until the required signatures could be obtained. Mr. George made the second. Follow-up meeting is planned for 6PM next Thursday, September 2nd.

The third COA for review was signage for 314 West "B" Street for Legends Resort and Casino Arkansas that has moved from its previous downtown location. Jennifer McGill was presenter for the COA. HPO Marchant reported that the window signs and hanging sign complied with Section 10.27, Parts A., B., C., D., E., F. and G. of the Russellville Downtown Historic District Design Guidelines with the condition that sign permits are obtained from the City of Russellville. Ms. Galloway took exception to the opaque covering over the rear kitchen window. The general consensus among other commissioners was that the sign was peel-off vinyl, did not damage the glass and was in the rear of the building. Mr. George made the motion to approve the COA as presented and Mr. Newby made the second. The motion passed by a voice vote.

The last agenda item suggested by Ms. McGuire was to add a check box on the COA application that indicated whether or not the applicant has applied for state and/or federal tax credits for the project to be considered. Mr. Newby thought that the commission needed to know whether or not the applicant was receiving any grant money as well. He suggested that the commission defer to the City Planner and HPO to come up with the appropriate wording to add to the COA form. Mr. Newby made the motion to add the check box as suggested to the COA and Mr. George made the second. The motion passed by a voice vote.

#### **Unfinished Business:**

The first item of unfinished business called for a vote on the suggested revisions to the Russellville Downtown Historic District Design Guidelines for Section **10.9 Paint and Colors**. Ms. McGuire pointed out that the guidelines were very similar to the current guidelines only were more specific. Mr. Cantu made the motion to accept the change and Ms. Alford made the second. The motion passed by a voice vote with two dissenting commissioners.

The second item of business was discussion of the graffiti on the east side of 314 West "B" Street and the west side of 220 N. Commerce. This problem was previously discussed at length after the last COA was reviewed. Ms. Alford had checked the light in the area and it comes on at night. She was unable to determine to whom the flood light belonged.

Ms. Jondahl gave a report on the Old Town Neighborhood Survey. The draft survey forms were received by the City and AHPP timely. Travis Ratermann, AHPP Survey Historian, will now review the forms and determine if there are enough contributing structures for the area to be designated a historic district.

Mr. George gave a report on the progress of the brochure and letter to property owners. Ms. Jondahl has edited and tweaked some of the wording. The information has been sent to the graphic designer and Mr. George hopes to have the proof to the commission by the next meeting for approval and a vote.

Ms. McGuire gave a short report on the progress with Latimore Tourist Home. New Prospect Missionary Baptist Church has decided that they want to keep the house in its present location. They will donate the house and ask the City to purchase the lot. This will save the cost of moving the structure. The Board of FOTLTH is hopeful that the process moves quickly. Ralph Wilcox, National Register and Survey Coordinator at AHPP, will be at a meeting of FOTLTH at 10am on September 23rd to answer any questions that board members and volunteers may have for him.

#### **New Business:**

Ms. Jondahl reported to commissioners that on the 4th Thursday of September at 6pm there will be a public meeting requesting input regarding the proposed City zoning. The Historic District Commission will need to move their meeting to a different time. She requested that commissioners be present at this meeting if possible. Mr. Barborek moved that the next meeting be moved to 5pm on September 23rd and Mr. Newby made the second. The motion was approved by a voice vote.

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**Adjournment:**

Mr. Cantu made the motion to adjourn at 7:30PM and Mr. Barborek made the second. The motion was approved by a voice vote.

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Betsy McGuire - Chair

Date