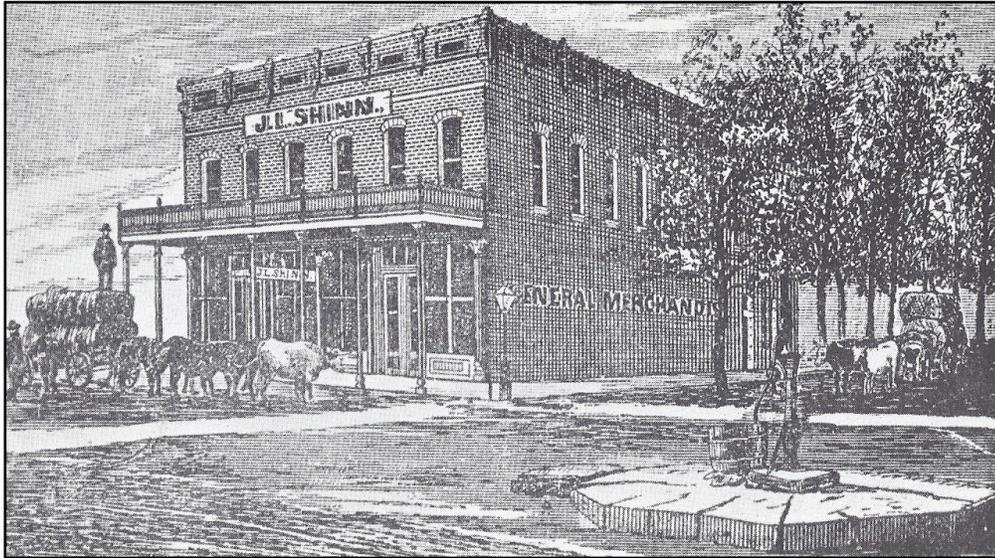


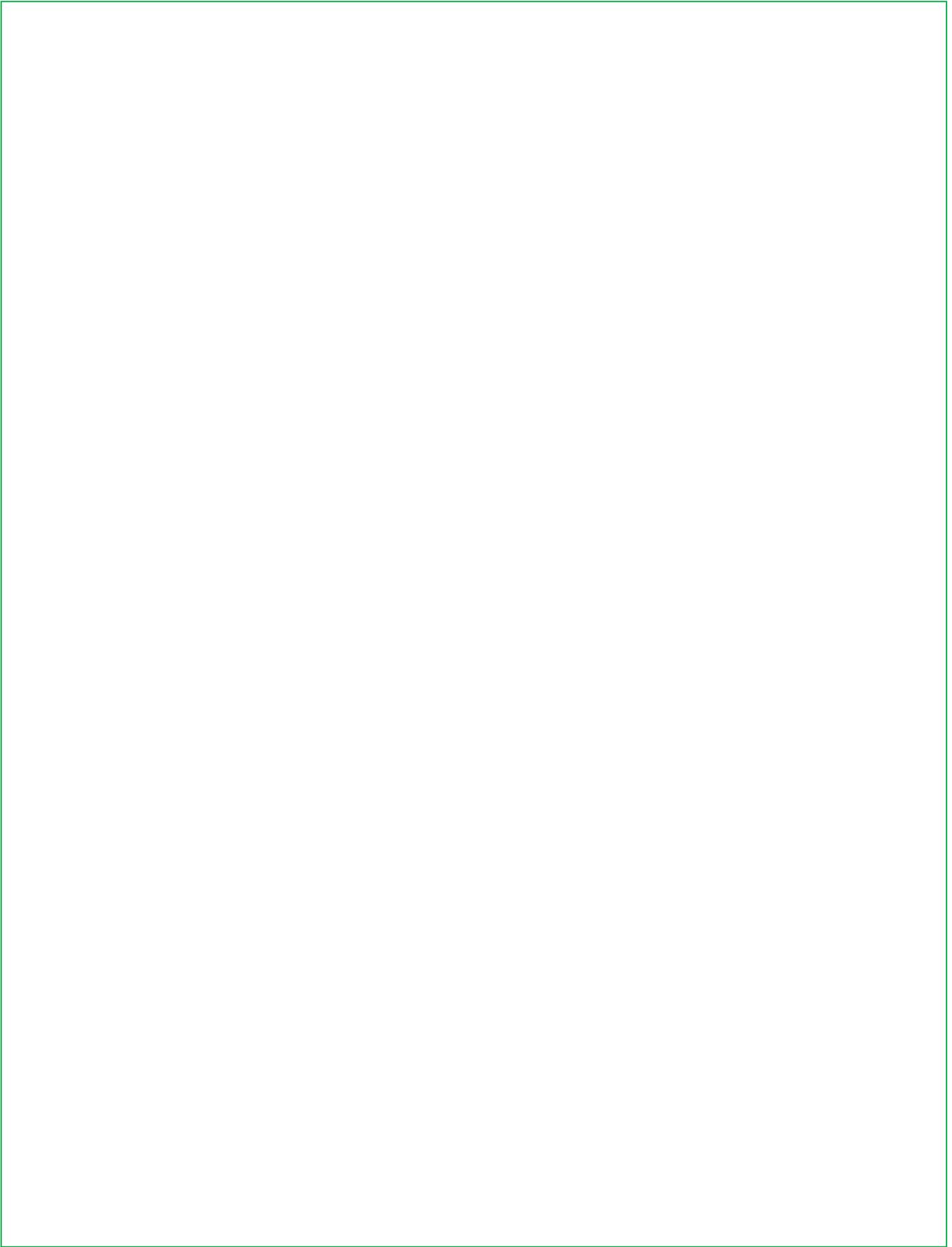
# RUSSELLVILLE DOWNTOWN HISTORIC DISTRICT RUSSELLVILLE, ARKANSAS



## DESIGN GUIDELINES

*A Guide to Rehabilitation & New Construction*

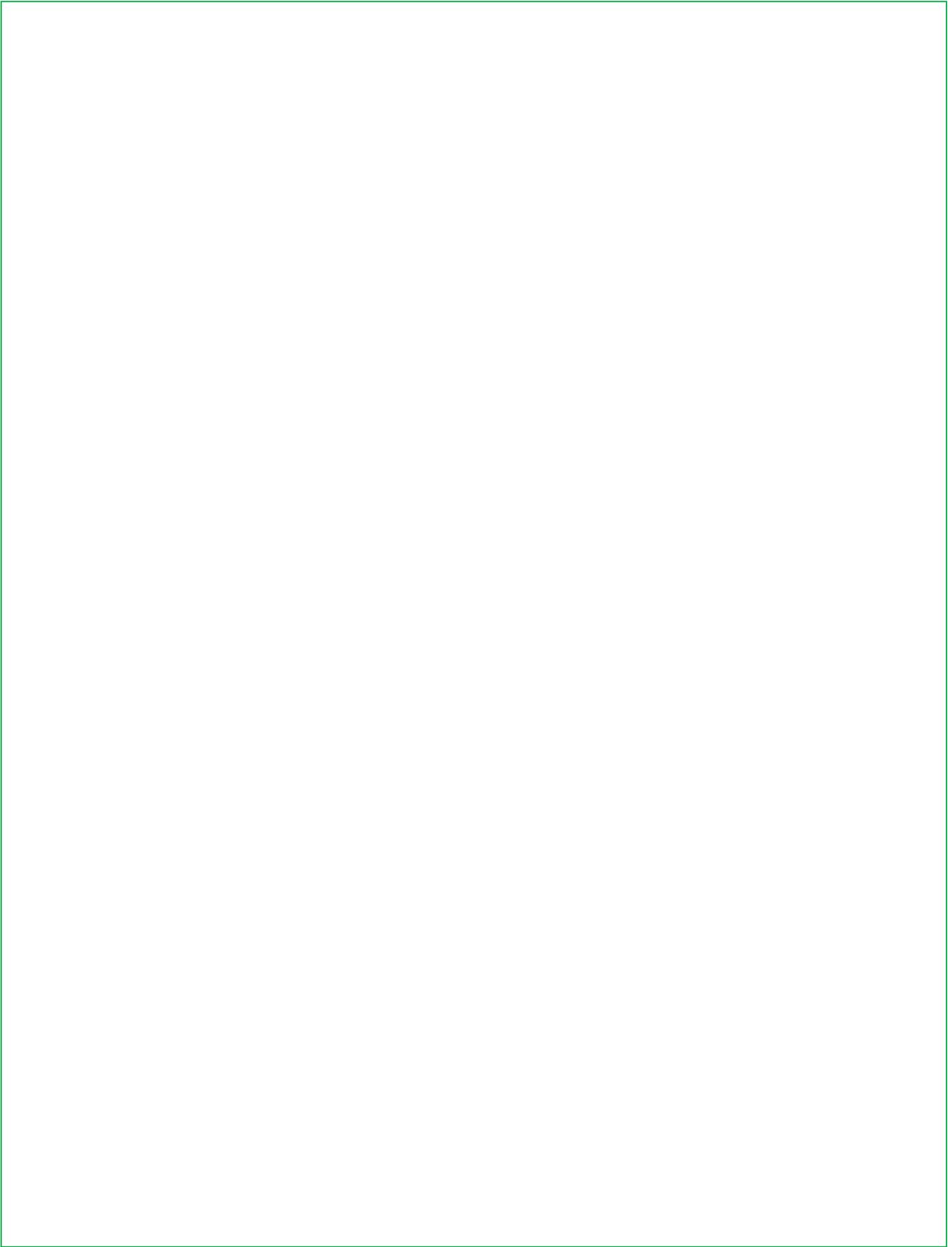




**DESIGN GUIDELINES**  
**A Guide to Rehabilitation and New Construction**  
  
for the  
**RUSSELLVILLE DOWNTOWN HISTORIC DISTRICT**  
**RUSSELLVILLE, ARKANSAS**



**Prepared By:**  
**Sandra Taylor Smith**  
**Consultant to City of Russellville, Arkansas**





## **Acknowledgments**

### **City of Russellville**

#### **Mayor**

Bill Eaton

#### **City Council**

Mark Tripp

Ron Knost

Randall Horton

Burke Larkin

Paul Northcut

Garland Steuber

Martin Irwin

Kevin Freeman

Trey Smith, City Attorney

John Cochran, Fire Chief

### **Russellville Historic District Commission**

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Suzanne Alford-Hodges, Vice-Chair

Linda Carnahan

Judy Galloway

Steve Newby

Gerald A. Hook

Martin Irwin, Council Liaison

### **Staff**

David Harris, City Planner/Historic Preservation Officer

### **Consultant**

Sandra Taylor Smith

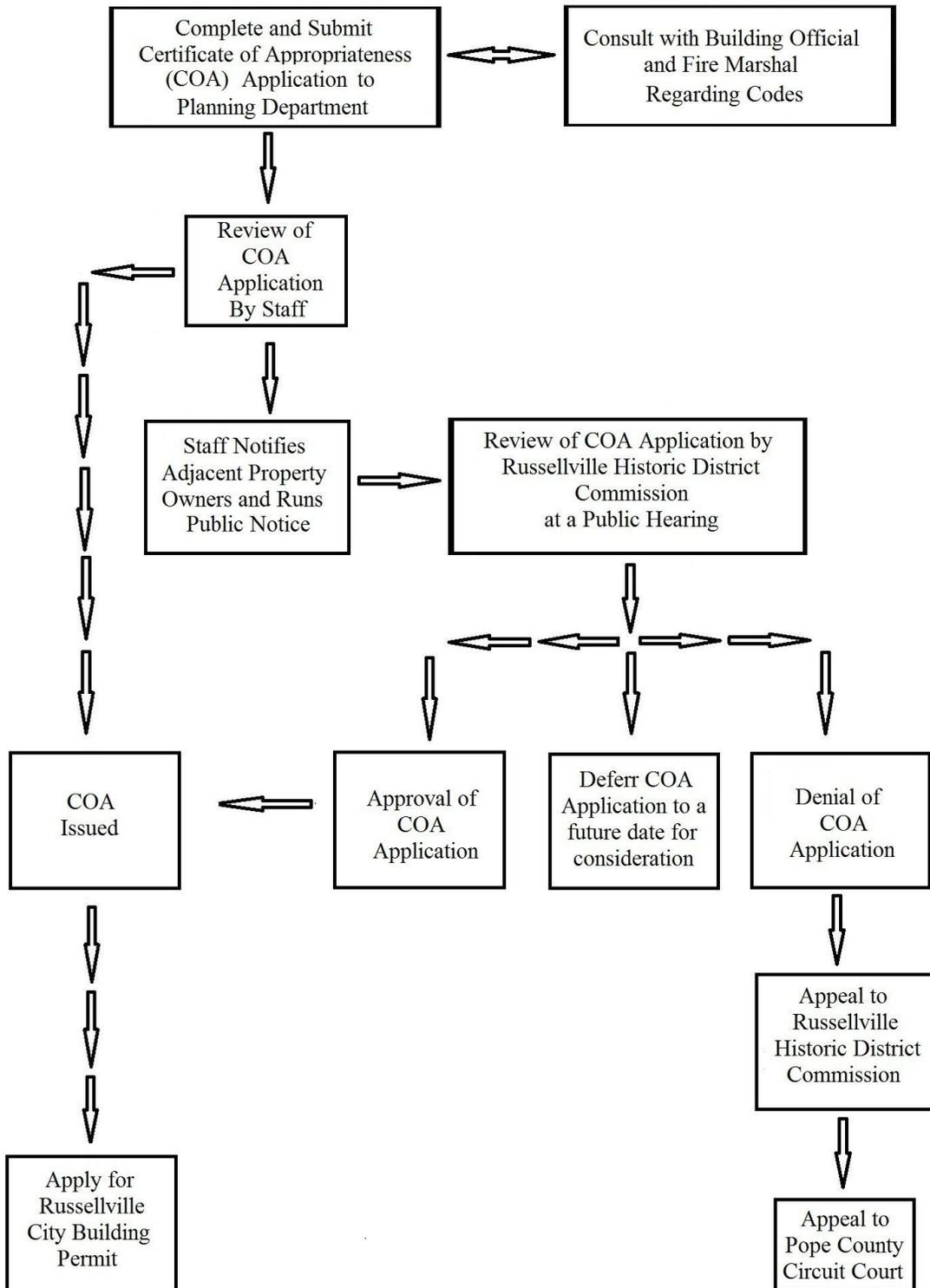
Historic Photographs courtesy of David L. Vance

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2012

## Certificate of Appropriateness Application and Review Process Flow Chart



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***"It's not good because it's old, it's old because it's good."***

Anonymous

## Section 1

*The use of these design guidelines is intended to assist property owners in the Russellville Downtown Historic District when planning a project that will alter the exterior of properties and assure that new construction is in character with the important elements of the existing historic fabric both in scale and appearance.*

### INTRODUCTION



The *Russellville Downtown Historic District Design Guidelines* are based on design principles and preservation standards set by the United States Department of the Interior and used by other states and historic district commissions across the country. Most importantly, these guidelines have been created mindful of the unique history, environment, and architectural flavor of downtown Russellville, Arkansas.

The Russellville Downtown Historic District is the heart of the city. The buildings in this area serve as links to the City's heritage. The uniqueness of the small American downtown commercial district has rapidly disappeared with the development of suburban shopping and business districts over the past fifty years. Forward-looking communities who maintain and preserve their historic downtowns reap the benefits of growth and economical stability in the heart of their cities. Cities throughout the country that have adopted ordinance historic districts are saving not only a part of their local history, but in a larger sense, the formative influences that made this nation great.



These design guidelines include information about community policies that are regulated locally through the Russellville Historic District Commission. Information included is intended to provide a common basis for making decisions about exterior changes to buildings and new construction which may affect individual properties or the overall character of Russellville's downtown.

As a communication tool between the Russellville Historic District Commission and the public, these guidelines describe the context of Russellville's commercial downtown in terms of its history and buildings.

These design guidelines are written for use by the lay-person to plan improvements. Property owners are strongly encouraged to work with qualified design professionals in planning improvements to their properties.

Design Guidelines can direct all interested parties who are concerned with the elements of restoration, additions, and new construction in the Russellville Downtown Historic District, to a proper approach for the resolution of design issues. They do not dictate solutions, but define a range of appropriate responses to a variety of specific design issues found within the historic district.

These design guidelines provide information about the kinds of renovation work and new construction that may be approved by the Russellville Historic District Commission. Also described within, are the building elements important to the architectural styles found in the Russellville Downtown Historic District.

The design review element in the historic district ensures that changes in the Russellville Downtown Historic District will be in keeping with the historic character of the commercial downtown.

The review process for buildings within the Russellville Downtown Historic District applies only to the exterior of properties and is intended to protect the character of not only the individual building, but of the district as a whole. Criteria for new construction in the district is provided so that any new building will relate to and enhance the existing historic streetscape.

These guidelines provide the city of Russellville, through the Historic District Commission, a basis for making informed, consistent decisions necessary to maintain the historical integrity of the district.

A vital and attractive historic downtown district promotes a city's overall quality of life and illustrates its commitment to its heritage and identity. Preserving historical resources increases property and resale values, thereby benefiting the overall community.

### **Who Uses Design Guidelines?**

#### Property Owners:

Owners should refer to the guidelines when planning changes to properties in downtown. The guidelines provide information on downtown and its buildings and the care of them.

#### Russellville Historic District Commission:

The City Planner, with the advice of the Russellville Historic District Commission, administers the review of proposed work in the historic district. In doing so, they consider how each project meets the guidelines.

#### The Community:

The design guidelines convey the City's expectations to the community so they can better understand what may be permitted in the Russellville Downtown Historic District.



## Section 2

*Design guidelines should serve as a means of guiding the inevitable changes which will occur in the historic district.*

### PHILOSOPHY OF DESIGN GUIDELINES



The principal approach of design guidelines is the emphasis on preservation over complete restoration. This view is illustrated through the use of such words as REPAIR, RETAIN, MAINTAIN and PROTECT. It is important to REPAIR original materials rather than replace them; RETAIN original features like doors, windows, and storefronts; MAINTAIN first floor storefront and display windows because they are integral to the historic character; and PROTECT original setting of the building to ensure its integrity.

The primary facade of a building is emphasized in the design guidelines. Primary facades are those readily visible from the street or sidewalk such as the fronts and sides of a building. Primary facades are the areas generally given the greatest amount of detail and decoration and largely define the architectural character of the property.



These design guidelines address three major categories:

- 1) Guidelines for Treatment of Historic Buildings
- 2) Additions to Existing Buildings
- 3) New Construction



The guidelines should serve as a framework for use by the property owner in understanding their obligation and by the Russellville Historic District Commission in reviewing applications for a Certificate of Appropriateness (COA) in a combined effort to preserve the unique character of downtown Russellville, Arkansas.

While the continuity of the Russellville Downtown Historic District's overall character should be respected, a certain degree of flexibility is appropriate in renovation work and in the design of new infill buildings.

It is recommended that anyone planning rehabilitation, new construction, additions, or demolition contact the Russellville City Planner at (479)968-2090 early in the planning process.



### Section 3

*Historic buildings should be treated with respect. Any changes, additions, or new buildings should strengthen the design context of downtown Russellville. For the imprint of change to be positive, thoughtful consideration must be given.*

#### **LOCAL ORDINANCE HISTORIC DISTRICT**

##### **Russellville Downtown Historic District:**

The ordinance establishing the Russellville Downtown Historic District (see Appendix D) offers protection for properties within the boundaries of the district by providing a design review process, under the provisions of the Historic District Act (Arkansas Acts 1963, No. 484, Section 1- Appendix C).

The state statute establishes a procedure for enacting local historic district ordinances. The City of Russellville adopted Ordinance No. 2011, establishing the Russellville Historic District Commission and Ordinance No.2023, establishing the Russellville Downtown Historic District under this enabling legislation. Ordinance No. 2023 designates a portion of downtown Russellville, hereafter referred to as the “Russellville Downtown Historic District”, as a local historic district, requiring design review of all changes made to the exteriors of properties, additions to existing buildings, new construction, and demolition within the area. See map (Appendix A) for the boundaries of the Russellville Downtown Historic District.

The local historic district ordinance means that an additional approval, beyond the normal municipal building permit, is required for most exterior changes, new signs, new construction, or demolition to properties in the Russellville Downtown Historic District.

Project applications must be filed with the Russellville, Arkansas Department of Planning & Zoning. Approval for projects is given by the Russellville Historic District Commission, through issuance of a Certificate of Appropriateness (COA) prior to obtaining a city building permit.

#### **National Register Historic Districts Vs. Local Ordinance Historic Districts**

The National Register of Historic Places is the official list of the nation’s historic places worthy of preservation. Properties listed in the National Register of Historic Places include districts, sites, buildings, structure, and objects that are significant in American history, architecture, archeology, engineering, and culture.

Listing in the National Register of Historic Places makes specific preservation incentives available and provides some protection from federally funded projects. The Russellville Downtown Historic District was listed in the National Register of Historic Places on September 3, 1996.

A Local Ordinance Historic District is an area designated by a local government and falls under the jurisdiction of a local Historic District Commission. A local historic district deals only with the appearance of the district, including exteriors of buildings, public improvements, demolition, and new construction. Existing zoning classifications are not considered by the local ordinance historic district.

### **National Register Historic District**

- Identifies historically significant properties
- Documents the historic character of the district
- Designated areas are based on uniform national criteria and procedures
- Establishes district boundaries tightly, based on the location of intact historic properties in the area
- Provides a limited degree of protection from the effects of federally funded projects
- Qualifies property owners for federal and state grants for preservation purposes, when available
- Does not restrict the use or disposition of the property or obligate property owners in any way
- Does not require conformance to design guidelines or preservation standards unless specific preservation incentives such as tax credits or grants are involved
- Does not prevent the demolition of historic buildings and structures within designated areas

### **Local Ordinance Historic District**

- Protects a community's historic areas through a uniform design review process
- Protects the historic character and quality of the district
- Areas are designated based on local criteria and local procedures
- Establishes district boundaries based not only on the location of historic resources, plus other preservation and community planning considerations
- Provides no tax incentives for preservation
- Provides no additional protection from the effects of federally funded projects
- Does not qualify property owners for federal or state grants for preservation projects
- Does not restrict the use of the property
- Does not require property owners to make improvements
- Requires local commission review and approval, based on conformance to local design guidelines
- Provides for review of proposed demolition and may prevent or delay proposed demolitions to allow for alternative action

### **ASSISTANCE AVAILABLE**

The Russellville Historic District Commission staff in the Department of Planning and Zoning is available for assistance in helping applicants plan and design projects or improvements with the intent of protecting and enhancing the historic character of downtown Russellville through the completion of an application for Certificate of Appropriateness (COA).

Some minor projects may be reviewed and approved upon receipt of a completed Certificate of Appropriateness (COA) application. Other projects will require review by the Historic District Commission prior to issuance of a Certificate of Appropriateness (COA).

Contact the City Planner at the Russellville Department of Planning and Zoning at (479)968-2098.

## Section 4

*The design review process is designed to promote preservation of historic, cultural and architectural heritage within the Russellville Downtown Historic District. The goal is to maintain downtown as a cohesive commercial and governmental center of Russellville and prevent inappropriate alteration or demolition of historic structures. Design review helps to ensure that changes in the area will be in keeping with the historic character of the Russellville's downtown.*

### **Application and Review Process**

**4.1 Determine if work requires approval.** Consult with the Building Official and the Fire Marshal. Refer to these Russellville Downtown Historic District Design Guidelines and City of Russellville, Arkansas Ordinance No. 2023, or call the Department of Planning and Zoning at (479)968-2098.

#### **4.2 Obtain a Certificate of Appropriateness (COA)**

Applications for Certificate of Appropriateness (COA) may be obtained from the Department of Planning and Zoning at City Hall, located at 203 South Commerce Street, (479)968-2098, or online at <http://www.russellvillearkansas.org>.

Applicants should complete the Certificate of Appropriateness (COA) application and return to the Department of Planning and Zoning with the following:

##### For existing buildings:

- A. Complete description of the subject property with photographs and/or accurate (scaled) drawings of areas where changes are proposed.
- B. Accurate (scaled) drawings of proposed work.
- C. Description of materials to be used in proposed work. Samples may be requested.

##### For New Construction:

- A. Accurate (scaled) sketch of all elevations showing proposed appearance. Floor plans of proposed building should be included.
- B. Site map or photograph showing the relationship of the proposed new construction to adjacent and nearby buildings.

##### For Demolition:

- A. Current photograph of each elevation
- B. Current evaluation by professional architect or engineer.
- C. Demolition cost estimate.

Notice of application to adjacent property owners and notice of public hearing in a publication of local distribution must be sent out a minimum of fifteen (15) days prior to the public hearing. The applicant is responsible for the public notification costs through the Planning Department.

### **4.3 Submission of Application**

A Certificate of Appropriateness (COA) application must be completed in detail and filed with the Russellville Planning and Zoning Department. To be included on the agenda for the next Historic District Commission meeting, Certificate of Appropriateness (COA) applications must be received two weeks before the next regularly scheduled meeting in order to comply with public notifications as prescribed by state statutes. Regular meetings of the Russellville Historic District Commission are held on the first Thursday of each month. Check with the Department of Planning and Zoning for dates applications must be received for inclusion in the next public hearing by the Historic District Commission.

### **4.4 Design Review**

Design review is required for all work on the **exterior** of properties within the Russellville Downtown Historic District with the exception of routine or ordinary maintenance. Historic District Commission staff may be able to approve some minor projects.

### **4.5 Public Hearing**

If the work requires review by the Russellville Historic District Commission, the application will be scheduled for the next regular meeting of the Commission. Regular meetings are held at 6:00 P.M. the first Thursday of each month at Russellville City Hall, located at 203 South Commerce Street, Russellville, Arkansas.

The Commission may approve, approve with conditions, or disapprove the Certificate of Appropriateness (COA) application, contingent on certain conditions that must be met before the permit is issued. Upon approval, the Commission staff will issue the Certificate of Appropriateness, which will include an itemized list of the work approved.

No building permit from the City of Russellville, Arkansas will be issued if the Certificate of Appropriateness (COA) application has been denied. Appeals of the Russellville Historic Commission's decisions shall be made to the Circuit Court of Pope County, Arkansas.

An authorized representative of the applicant must be present at the Russellville Historic District Commission meeting for consideration of any Certificate of Appropriateness application.

After receipt of Certificate of Appropriateness (COA) approval, applicant must display on the property, in a prominent location, a copy of the Certificate of Appropriateness (COA) approval.

### **4.6 Building Permit**

The design review process is initiated when a property owner whose property lies within the Russellville Downtown Historic District (see map on page 11 and Appendix A) applies for a building permit. A building permit is required for any construction, whether it is new or an alteration to an existing building in the downtown historic district.

A building permit cannot be issued for work within the Historic District until a Certificate of Appropriateness (COA) has been approved by the Historic District Commission. Apply for a building permit in the Department of Planning and Zoning at Russellville City Hall after obtaining a Certificate of Appropriateness (COA) from the Russellville Historic District Commission.

#### 4.7 Code

Work undertaken in the Russellville Downtown Historic District must conform to all codes and requirements of the City of Russellville, Arkansas. Particular care will be taken to ensure that the Russellville Historic District design guidelines and city building codes are not in conflict. Where, in the judgment of the Building Official, construction, repair, alteration, addition, restoration, movement of structures, and/or change of occupancy constitutes a distinct life safety hazard, other provisions of the Building Code, such as for new construction, may apply.

#### 4.8 Work Time Frame

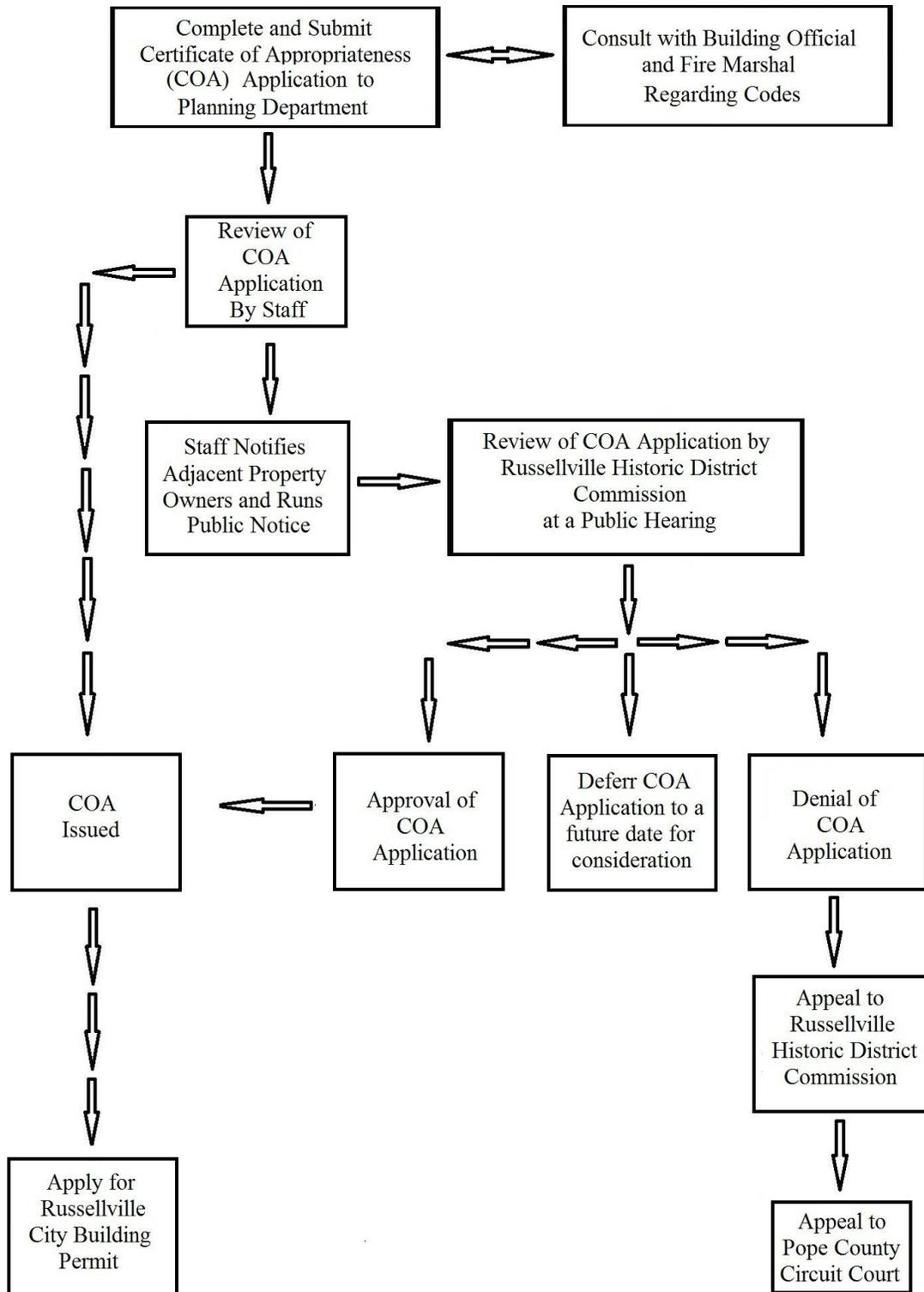
For Certificates of Appropriateness (COA) and building permits to remain valid, work must begin and be completed within one year of the issuance of these permits. If plans change while work is in progress, contact the Russellville Historic District Commission BEFORE undertaking a change or deviation from the Certificate of Appropriateness (COA).

Without approval by the Russellville Historic District, the work will be considered a misdemeanor with fines up to \$500 with each day the violation continues constituting a separate offense.



Russellville Downtown Historic District Map

**Certificate of Appropriateness Application and Review Process Flow Chart**



## Section 5

*The changes which will occur in the Russellville Downtown Historic District must be managed to assure that the heritage of the city's historic downtown is protected. How and where new buildings are constructed and how older buildings are treated will determine the quality of life for current and future property owners and visitors.*

### Design Goals

#### Design Goals for Russellville Downtown Historic District :

- Protect the integrity and the historic aspects of Russellville, Arkansas.
- Foster a sense of community pride in the history of Russellville, Arkansas.
- Convey a sense of identity and consistency in the Russellville Downtown Historic District.
- View the historic buildings within the district as a collection unique in its time and place.
- Preserve the historic value through design and cooperation within the district.
- Revitalize, maintain, and promote the growth and economic stability of the Russellville Downtown Historic District and thereby the City.
- Encourage community interest and promote pedestrian activity.
- Promote community development through partnerships among residents, businesses, organizations, and government.
- Enhance and protect property values and promote investments.
- Provide technical assistance and guidance for the regulation and implementation of all projects within the district.



**Design Goals for the Treatment of Historic Properties :**

- Preserve the integrity of each individual historic structure.
- Maintain the character-defining features of each building.
- Avoid alterations that would remove or obscure historic character.
- Enhance the perception and appearance of historic character.
- Restore damaged historic features.
- Reconstruct missing historic features (where adequate documentation exists).
- Remove non-contributing alterations with minimal stress to the structure.



**Design Goals for New Buildings and Alteration of Non-Historic Structures:**

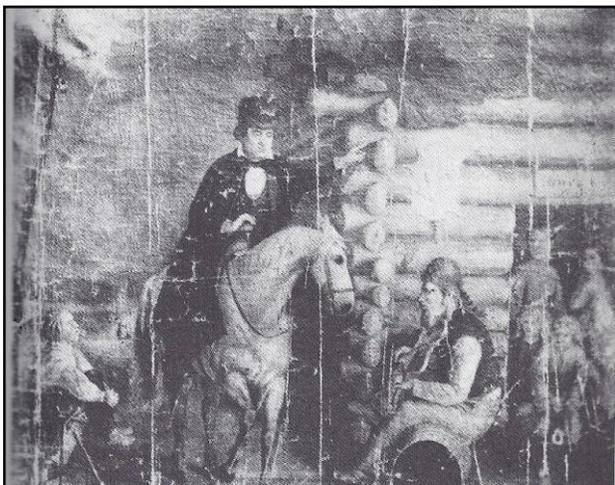
- Accommodate change, in a manner that is compatible with the historic character of the Russellville Downtown Historic District, without imitating it.
- Preserve and enhance the historic, architectural, and cultural features of the Russellville Downtown Historic District.
- Minimize negative impact on existing adjacent properties.
- Preserve and enhance a sense of time and place in downtown Russellville, Arkansas.

## Section 6

*In order for all of the goals in these design guidelines to be important and obtainable, it is critical that the existing character of Russellville and its history not only be understood but reflected in its historical structures.*

### Historical Overview of Russellville

The Russellville Downtown Historic District was recognized by the National Park Service as historically significant and it was listed in the National Register of Historic Places in 1996. More than any other area in the city of Russellville, the Downtown Historic District represents a continuum of the city's development. The 60 buildings in this district were constructed between 1875 and 1936 and represent the era when Russellville incorporated and established itself as the commercial and governmental center of Pope County. These historic buildings also represent commercial architectural styles popular throughout the country in that time period.



**The Arkansas Traveler. Painted by Edward Payson Washburn at Norristown**

#### *Early History*

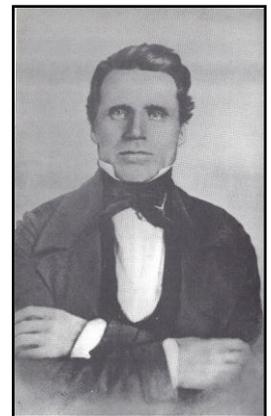
The Territory of Arkansas established Pope County in 1829 as its nineteenth county. Named in honor of John Pope, third territorial governor,

it was the first county carved from the Cherokee reservation. Ten years earlier, in 1819 Reverend Cephas Washburn established Dwight Mission, a school for the Cherokee Indians on Illinois bayou, west of current Russellville. The first Protestant mission in Arkansas Territory became the first school in the newly formed Pope County. For several years afterward, the mission served as a school for both white and Indian children. While visiting his father, Cephas Washburn, at the Dwight Mission, Edward Payson Washburn began painting the famous "Arkansas Traveler." Pope County's rich Indian heritage included the early home of Sequoyah, inventor of the Cherokee alphabet.

Pope County's first county seat was located west of what is now Russellville at a settlement known as Scotia, home of the county's only judge. The county seat was temporarily moved in 1833 to Dwight Mission.

The following year the county seat moved again to Norristown, a boom town on the Arkansas River, which was at that time considered a center of trade for Pope County.

Lands that included Norristown were taken from Pope County in 1841 to form part of Yell County. Looking for a more centrally-located site, Dover, just north of present day Russellville, was selected for the county seat for the next thirty-six years. The seat of government for Pope

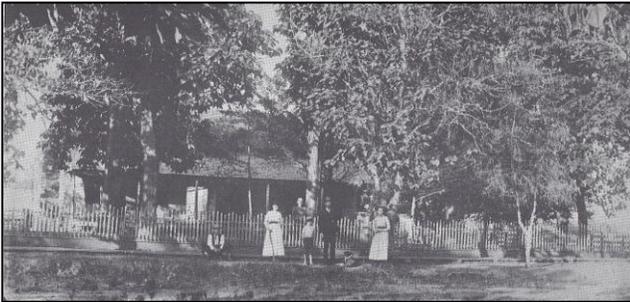


**Dr. Thomas Russell**

County was finally moved to Russellville in 1877.

*Settlement of Russellville*

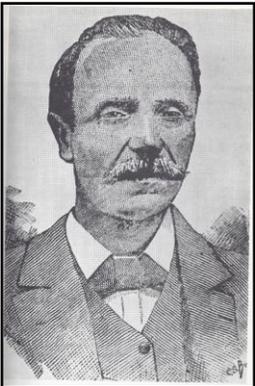
One of the first residents of the area that was to become Russellville was Dr. Thomas Russell. Thomas Russell was born in England and received a classical education. He graduated from the Royal College of Surgeons in 1826, and in 1829, came to America and settled in Illinois. In search of a milder climate, Dr. Russell and his family traveled to Pope County, Arkansas by covered wagon and in 1835 purchased a house that stood at what is now Main and Houston Streets. Dr. Russell practiced medicine in Russellville until his death in 1866.



**Home of Dr. Thomas Russell at the corner of Main and Houston Streets**

Another important settler was Jacob Shinn. Son of an early pioneer family in the area, Shinn returned from the Mexican War in 1847. With savings from his army pay, he opened a general store on the road that ran from Little Rock to

Fort Smith and intersected with a trail leading south to the nearby Arkansas River.



**Jacob L. Shinn** Russellville, after Dr. Thomas Russell who was one of the earliest

Local history records that at a Fourth of July picnic in 1847, it was decided that the growing settlement of five houses and one general store, should be given a name. Two suggestions for the town name emerged:

residents and a well-known doctor, or Shinnville, after Jacob L. Shinn, owner of the first and only general store in the settlement. Seven votes were cast for Russellville and five for Shinnville.

Even though the town did not take his name, Jacob Shinn was one of the most important figures in the development of Russellville. He held several thousand acres of land in Pope County, making him it's largest land owner. More importantly, he was an early promoter of the Little Rock and Fort Smith Railroad line and served as that railroad's first Vice President. Mr. Shinn was also noted for his work on behalf of education in Russellville. He sponsored the first public school system in the city, donated sixteen lots and constructed the school building. J. L. Shinn was Chairman of the Russellville board of School Directors for many years until his death in 1899.

*Coming of the Railroads*

The "Town of Russellville" incorporated on June 7, 1870. It was a growing town of 500 inhabitants, but had no post office. Dwight Mission was the nearest place for residents of Russellville to receive mail. A group of Russellville citizens petitioned to become a stop along the stage route, but it was never granted. Russellville did not get a post office until the 1880s, but their effort to get the railroad route through the city- the force which most shaped the development of the town- was successful.

Construction of the Little Rock and Fort Smith Railroad had stopped during the Civil War. Jacob Shinn pledged money and donated eleven acres for a right-of-way to the railroad for it to come through Russellville. The line was re-routed through Russellville instead of Dover, which was the original plan. Rail lines were laid through the center of Russellville in 1873, two blocks north of and parallel to Main Street. Russellville's prominence as the business and governmental center of Pope County was solidified by the coming of the railroad.

Russellville was no longer an isolated town. It was accessible by railroad from points east to west. New settlers who might have bypassed Russellville for nearby towns, now preferred to build their homes in the “railroad town.” The railroad’s presence and its significance ensured that Russellville would eventually become the county seat and leading city of Pope County.

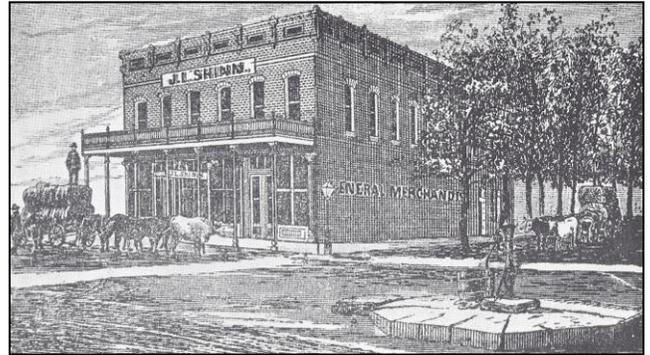
The Dardanelle and Russellville Railway was begun in 1883. Operating a 4.8 mile line over the Arkansas River between the two cities, the railroad originally carried cotton and other agricultural products. The Dardanelle and Russellville Railroad was used to transport coal from 1900 to the mid twentieth century. The railroad owned the Dardanelle Pontoon Bridge and Turnpike Company which operated a pontoon bridge across the Arkansas River at Dardanelle. The Dardanelle and Russellville Railroad still exists, it is nearly the same length as originally built, and is locally owned, never having been absorbed by the larger railroads.



**Pontoon Bridge between Dardanelle and Russellville**

Coal veins within a two-mile radius of Russellville were discovered in 1873, further increasing the town’s growth and importance as a regional center of commerce. Two years later, Russellville was connected to the world by telegraph line. Also in 1875, Jacob Shinn built the first brick building in Russellville in the same block where he lived and operated a general mercantile store out of a small frame building.

Located at 315 W. Main Street, the Shinn Building remains and is a landmark in downtown Russellville.



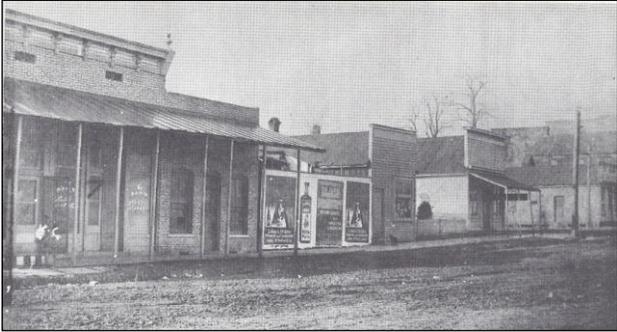
**Jacob Shinn Building at 315 W. Main; Built 1875**

The boundaries of Pope County were finalized on March 9, 1877. The county seat was moved from Dover to Russellville, and court was held in a room over the R.J. Wilson Dry Goods Store at 301 W. Main. After a number of years of dispute between the towns in Pope County who were vying to become the county seat, an election was held in 1887 and Russellville was named the permanent county seat.

As Russellville grew in the 1880s, many commercial buildings were constructed in its downtown. A two-story brick courthouse was constructed in 1888 on land donated by Jacob Shinn. By the late 1880s, the main retail businesses were located in the 200-300 block of West Main and 100-200 blocks of North Commerce Street. The Shinn Building, constructed in 1875, the R. J. Wilson Building at 204 W. Main, constructed in 1885, and the Brooks Drug Store Building at 121 N. Commerce, constructed in 1887, are the only buildings remaining in the downtown historic district from this period of Russellville’s development.

When railroad construction began through Russellville, the town consisted of a few scattered houses, fewer stores, one church and

several saloons. Most of the saloons were along "Smoky Row," which today is N. Commerce Street from W. Main to the railroad tracks. Records indicate that Russellville was a lively place in the latter years of the nineteenth century.



**W. Main Street around 1900**

Russellville incorporated as a City of the 2nd class in 1900. The new city established the office of Town Marshal and built its first jail on Smoky Row just across from the concentration of saloons. Lawless conditions were soon controlled, and the downtown business district began to flourish with new commercial development. The last two-decades of the nineteenth century were prosperous ones for Russellville. The city boasted a thriving downtown business district with many substantial brick buildings and a population approaching 2,000. An electric plant was built in 1901 and Commerce Street from Main to the railroad was paved.

On the night of January 16, 1906, Russellville's business boom suddenly stopped. A raging fire destroyed nearly half of the downtown business district. The fire's damage included both sides of Commerce Street from Main to "B" Street. Ironically, Russellville had just formed a fire department and ordered fire-fighting equipment. The new equipment had not arrived, and the recently formed fire department was insufficiently organized. They were unable to contain the growing flames, and fueled by strong winds it spread to the north side of Main Street from Commerce. Twenty-three buildings were

destroyed in less than three hours. The estimated loss was \$250,000 of which only 40% was insured. In addition to the loss of Russellville's downtown buildings and their stock, many of its citizens of Russellville who had worked in the buildings were abruptly without jobs.

The citizens and businessmen of Russellville immediately set about re-building their downtown. Remarkably, within six months of the devastating fire, twenty of the twenty-three destroyed buildings were rebuilt. Many of the buildings destroyed were frame structures. All the rebuilt buildings were constructed of brick.



**Aftermath of January 16, 1906 fire**

A new electric plant was built to replace the one damaged by the fire, and a water system was established. In 1908 a sidewalk improvement district was formed to lay concrete sidewalks over most of the city. As a result of the disastrous fire in 1906 and the determination of the city's businessmen to rebuild, in less than two years Russellville emerged from the disaster a larger and stronger city with blocks lined with new brick business buildings.

Further accenting the growth of Russellville, in 1909 the Arkansas Legislature established four agricultural schools. Russellville bid in competition with several towns and was successful in getting one of the institutions established. This was the beginning of the present Arkansas Tech University.

The St. Louis, Iron Mountain and Southern Railroad constructed a brick depot in 1916. Typical of small-town railroad depot construction commonly seen throughout Arkansas, the one-story red-brick building is a local landmark representing the significance of the railroad to Russellville's development.



Commerce Street, looking south; 1920s

Building names in the Russellville Downtown Historic District are a compendium of the citizens who were instrumental in the growth and development of the city. The center of commercial activity in downtown Russellville remains within the same blocks where the city's first businesses were built.



W. J. Wilson Store 301 W. Main; built 1885

Captain R. J. Wilson constructed a two-story brick building in 1882 on the northeast corner of the block where the J.L. Shinn Building stood since 1875. Although the building has been considerably altered from its original appearance, it is believed to be the second brick building constructed in Russellville's downtown. Other buildings carried the names the merchants, businessmen, and druggists, such as: Jenkins, White, Boswell, McKinnon, and Gardner. All of these individuals were instrumental in the development of Russellville's business district.

The Central Presbyterian Church congregation constructed a building at the intersection of W. Main and Denver in 1900. The building was destroyed by fire in 1908, and a new building was constructed on the site that same year. In 1925 a new sanctuary was added, and its Gothic Revival design was incorporated on the exterior of the 1908 building.



Presbyterian Church 1908 Building

Funds for construction of a federal post office in Russellville were appropriated and plans were drawn up in 1917, although the building was not actually constructed until 1925. Located at 203 S. Denver Street, the post office remained in the building until 1963. It was refitted for federal government offices and renamed the "Federal Building."

Russellville Downtown Historic District Design Guidelines

Russellville was incorporated as a city of the first class in 1927 and the population had grown to around 6,600. A steel bridge was erected in 1929 across the Arkansas River at Dardanelle. It replaced the old pontoon bridge, and provided easier access to and from Russellville. Construction of a new courthouse to replace the 1888 courthouse was completed in 1931.

By the mid twentieth-century, Russellville’s population had reached around 8,000. Construction of U.S. Interstate 40 in 1956 spurred growth much as the coming of the railroad had in the 1870s. Another major economic boom in Russellville’s growth came with the construction of the McClellan-Kerr Arkansas River Navigation System. As part of the project, a dam was constructed on the Arkansas River between Russellville and Dardanelle in 1965. The dam created Lake Dardanelle, a 34,000 acre recreational area. Lake Dardanelle State Park quickly became a major tourist attraction throughout Arkansas and surrounding states. The federal river project

improved not only river navigation but the overall business climate in the area.

Soon Russellville would boast of another unique facility. Arkansas's only nuclear power plant was constructed near the city in 1974. Known as Nuclear One, the Russellville plant continues to operate, producing billions of kilowatts of energy each year providing power and lights across the region.

Although the city grew outward toward the interstate system and commercial development followed, downtown Russellville has remained intact as the center of commerce and government for Pope County. It is through the work of the property owners, city officials, and the award-winning Main Street Russellville program that downtown Russellville has recaptured its sense of time and place as the historic center of commerce and government in the city as well as a current vibrant business and governmental center



## Section 7

*This section describes the physical appearance of the Russellville Downtown Historic District with its various architectural styles and building types.*

### General Character of the Russellville Downtown Historic District

Russellville is located in the mid-Arkansas River Valley of the northwest central section of the state. It is picturesquely situated at the southern edge of the Ozark Mountain range and at the northern edge of the Ouachita National Forest.

The Russellville Downtown Historic District is located in the historic center of the city. The historic district was listed in the National Register of Historic Places in 1996 and contains 60 buildings. It is roughly bounded by Arkansas Avenue (Highway 7) on the east, El Paso on the west, W. Second on the south, and the railroad tracks on the north. The district still retains much of the architectural character of its largest period of growth from 1875 to 1936.

the historic district retain their historic appearance, and their architecture represents their period of construction.

The terrain of downtown Russellville is flat and streets are laid out in a grid pattern. Railroad tracks run parallel to the street grid on the historic district's northern edge. West Main Street (Highway 64) is a wide, east/west traffic route through the middle of downtown Russellville. The downtown historic district is bounded on the east by Arkansas Highway 7, a busy north/south corridor through Russellville. Most of the streets in the district are lined with buildings. However, there are a few vacant lots, providing the opportunity for new development in the district.



**N. Commerce Street, Looking South**



**W. Main Street, looking west; 1920's**

The historic district includes the area that was Russellville's historic center of commerce, transportation, and government. This cohesive group of buildings in downtown Russellville represents the history of the early growth and development of the city. Most of the buildings in

Early photographs demonstrate, Russellville's downtown was a thriving area. Its underlying physical character came from the repetition of similar elements among the various buildings that housed the majority of business activities in the town. Most businesses had a glass storefront

at street level, permitting passersby an opportunity to see the goods and activities inside. While variations in scale and building period are reflected in the details of the individual building designs, an overall sense of visual continuity exists in the streetscape of downtown Russellville. Horizontal moldings and window sills are generally aligned on building facades, contributing to this sense of visual continuity. Where second floors exist, the repeated rhythms of similarly-sized windows also enhance the setting.

Many of the characteristics of Russellville's downtown remain much as it did over a century ago. Buildings have brick fronts aligned at the sidewalk edge. A variety of building ornamentation such as inlaid brick patterns and stamped metal cornices remains as does a variation of parapet detail, common to early twentieth-century commercial architecture.

The buildings in the Russellville Downtown Historic District are all one or two-story, with the exception of the Pope County Courthouse which is four stories. All the buildings are masonry, most of brick construction. Only one building is faced in fieldstone. Flat roofs with parapets cover most of the district's buildings. Hip and gable roof types are found on only a few buildings in the downtown.

The architectural styles of the buildings in the district are varied versions of the Italianate, Gothic Revival, Colonial Revival, Art Deco, Mediterranean, late 19<sup>th</sup> and early 20<sup>th</sup> Century Commercial Vernacular, and mid-20<sup>th</sup> Century Commercial Vernacular.

Italianate style detailing is the most common architectural influence seen in the commercial buildings in the district that were constructed prior to 1910. These buildings are characterized by their arched windows, often with hood moldings, and elaborate cornices sometimes featuring brackets.

The typical late 19<sup>th</sup> century and early 20<sup>th</sup> Century Commercial Vernacular style building

in the district is of brick construction with minimal detailing. Recessed brick panels, corbelled brick cornices, and metal grills in the upper wall are often the only detail on this type of building.

In addition to the variations of vernacular commercial building styles, the Russellville Downtown Historic District contains one building with Mediterranean style influence. The Missouri-Pacific Railroad Depot, constructed in 1910, features restrained elements of the Mediterranean style such as tiled roof and wide overhanging eaves. The Federal Building at 203 S. Denver is Colonial Revival style with a symmetrical façade and classical elements. The Art Deco style was widely used in the construction of large public buildings in the 1930s. The Pope County Courthouse at 100 W. Main Street features a number of striking Art Deco designs in cast concrete panels that decorate the building.

The Gothic Revival style of the Central Presbyterian Church at 400 W. Main features distinctive lancet windows with tracery. The Riggs-Hamilton American Legion Post No. 20 is a one and one-half story building constructed in 1936 by the WPA. Its fieldstone walls are an example of typical Depression-era construction in Arkansas. Mid-20<sup>th</sup> century vernacular commercial architecture is represented by the Hamilton Building at 104 N. Denver. Simple in design, this building's only distinctive characteristic is its recessed storefronts with aluminum-framed plate-glass windows.

The appearance of Russellville's historic downtown is largely derived from the period from 1900 to 1920. More than half of the buildings in the historic district were constructed in this period. The single most influential historical event affecting the current appearance of the city's downtown was a disastrous fire in 1906, which leveled much of the city's downtown. Eight of the buildings which survived this fire are included in this district and fifteen of the buildings in the district were constructed within less than a year after the fire.

## Russellville Downtown Historic District Design Guidelines

The majority of the fabric of the Russellville Downtown Historic District features variations of the early twentieth century vernacular commercial construction with typical paneled brick parapets and cornices with brick corbelling.

The anchor buildings in the Russellville Historic District are located on the corners of blocks. The Pope County Courthouse is the tallest and most visible building in the district in its prominent location at W. Main and Arkansas Avenue. The earliest buildings in the district: the Shinn Building at 315 W. Main, the Dr. Brooks Drug Store Building at 121 N. Commerce, and the building at 214 N. Commerce, best exemplify late nineteenth-century commercial construction. The Bank of Russellville at 220 W. Main and the

Deluxe Hotel Building at 311-321 W. B. are among the significant corner-pieces of the downtown historic district and represent those buildings constructed after the 1906 fire destroyed much of downtown.

The unique features of downtown Russellville's buildings are what give the district its historic character. The Downtown Historic District is a visual legacy, linking present and future generations with their heritage. The city recognizes that change is an important element in the city's evolution, indicating a healthy, vital downtown commercial district. While careful consideration of changes in the district will allow the distinctive character of Russellville's historic downtown to remain.



Russellville Downtown Historic District Design Guidelines



## Section 8

*This section describes the most common historic architectural styles in the Russellville Downtown Historic District. The style descriptions note which features are significant to each style. Few of the buildings in Russellville’s downtown are “pure” in form and within each style a wide range exists. In some cases, alterations may have occurred that make some features less characteristic of the building’s style.*

### Architecture of the Russellville Downtown Historic District

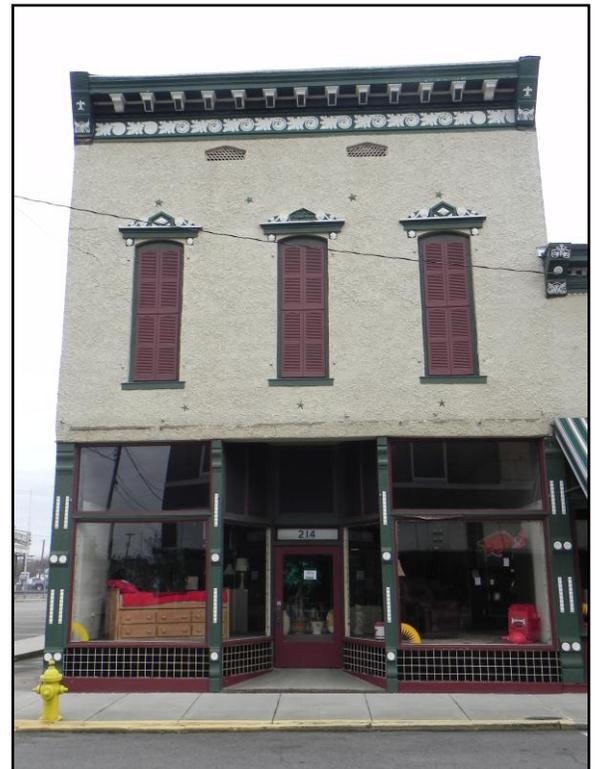
#### 8.1 Italianate 1840-1880

This style was popular for commercial buildings and for private homes during the time when many towns and cities were building and growing. Buildings with Italianate style facades are scattered throughout the district. The decorated upper stories of these buildings can be seen standing with dignity over the storefronts. They are usually made of simple red brick with a brick bracketed cornice projecting out over the street at the top. Just under the cornice there is often a decoration of corbelled brick. ("Corbelled" means a design laid in a stair-step fashion out from the building.) Corbelled brick was used extensively in the decorative hoods over the windows as was cast iron and sometimes wood. In its original form, a second, smaller cornice capped the tall storefront, which also featured decorative columns, perhaps of cast iron. Large subdivided windows were also present.

#### Characteristics

- Double-hung, narrow windows, often with round arch headers
- Window panes are either one-over-one or two-over-one
- Decorative window hoods
- Ornate treatment of the eaves, including the use of brackets, medallions and dentil courses

- Quoins at building corners
- Cresting along roof ridges



## 8.2 Late 19<sup>th</sup> and Early 20<sup>th</sup> Century Commercial Vernacular

### 1880-1940

The commercial storefront of the late 19<sup>th</sup> and early 20<sup>th</sup> centuries is the most common type of building found today in historic commercial districts throughout the country.

The term “vernacular” meaning relating to the local region, is used in building style terminology to define those small general details that gives a building its distinctive appearance.

The vernacular commercial building is usually between two and four stories. The first floor is commonly “transparent” or glass fronted, so goods can be displayed while the windows on the upper stories are smaller, usually reserved for office, warehouse, or residential space.

The vernacular commercial building features limited ornamental detail, but where it does exist, is simple and limited to a shallow molding as a cornice.

In general, these buildings lack distinctive detail, but often display slight influence of the Italianate style. Tall second story windows, often with arched tops characterize the earliest versions in the Italianate style in the Russellville Downtown Historic District.

Modern style influences are seen in the vernacular commercial buildings constructed after 1920 and include the use of cast concrete details in parapet roof banding and in the use of geometric design patterns.

Many vernacular buildings borrow details characteristic of another particular architectural style, yet are still classified as vernacular.

### Characteristics

- Cast-iron supported storefronts
- Large display windows
- Transom lights
- Bulkhead
- Recessed entry

- Double doors
- Tall second story windows
- Cornice



## 8.3 Gothic Revival

### c.1840-1900

The Gothic Revival style began in England as picturesque country houses with characteristics of Medieval architecture. The style was first used in domestic buildings in America in the 1830s. The style was seldom used for urban houses, as its emphasis on high, multiple gables and wide porches did not physically work with narrow urban lots. After 1865, the Gothic Revival style was principally applied to public and religious buildings.

#### Characteristics

- Steeply pitched roofs with cross gables
- Windows with pointed-arched tops (lancet windows)
- Decorative pattern found in top of point-arch windows (tracery)
- Windows often extend into the gable peaks.



## 8.4 Mediterranean Revival

### c. 1900-1940

The twentieth-century Mediterranean Revival style has its roots in Florida and California, where Spanish colonists built stucco houses and buildings with tile roofs. The Mediterranean Revival style was popularized as railroad companies and hotels adopted the style for their centerpiece buildings. Arkansas contains numerous examples of railroad depots constructed in this style.



### Characteristics

- Low-pitched, often hipped roofs
- Red barrel tile roof covering
- Wide overhanging eaves on sloped roof forms
- Smooth wall finish



## 8.5 Colonial Revival

### 1880-1955

The Colonial Revival style refers to the rebirth of interest in the early English and Dutch houses of the Atlantic seaboard. Front doors are normally accentuated with decorative pediment, supported by pilasters, or slender columns. Doors commonly have overhead fanlights or sidelights. Windows commonly have double-hung sashes.

The only example of the Colonial Revival style in the Russellville Downtown Historic District is a transitional form from the irregular Queen Anne style with Colonial Revival elements such as round Doric-capped columns supporting a wrap-around porch.



### Characteristics

- Entry door with pediment or fanlight
- Symmetrical facade unless a transitional form from Queen Anne style
- Simple columns with minimal detailing



## 8.6 Art Deco

### 1925-1945

Art Deco and Art Moderne styles are frequently interchanged. The key difference is that Art Deco emphasizes the vertical with setbacks and sharp linear edges, while Art Moderne emphasizes the horizontal with rounded edges.

Art Deco is most easily identified by architectural ornament, which includes stylized floral patterns and repetitive geometric forms incorporating sharp angles and segments of circles. Zig-zags, chevrons, and diamond patterns are typical and often are applied as decorative moldings or are integral to masonry patterns themselves. Building entrances were embellished with decoration which extended to hardware and light fixtures.

The Art Moderne style utilizes glass bricks and rounded or angular corner windows. The streamline curve of the Art Moderne style was the favored industrial design of the 1930s, as was popular for bus stations, apartments, and commercial buildings through the 1940s.

### Characteristics

- Variety of colors and textures
- Stucco and tile combined
- Projecting sunshades
- Rounded corner windows
- Colored brick or tile
- Zig-zag or chevron moldings
- Molded metal panels or grills
- Stylized floral patterns
- Repetitive geometric forms



## 8.7 Mid 20th Century Commercial Vernacular

### 1945-1960

Commercial buildings constructed in this period reflect the suburban development that was occurring on the edges of cities, both small and large after World War II. These postwar buildings generally featured minimal detail, but often are set back from the street, providing off-street parking adjacent to the building. Although the common form for the mid to late 20<sup>th</sup> century commercial building was the basic rectangle, there are stylistic examples of early modern buildings in the form of pavilions, or elevated above ground level by being built on pylons, a modernist trademark, which causes the building to appear to float.

Wall materials were often cast concrete panels, brick or combinations of both.

World War II introduced the efficient design of the Quonset Hut, and many of these structures worked their way into urban settings in the form of commercial buildings or meeting halls in the years following the war.

Often included in a category called “recent history,” modernistic buildings incorporate various degrees of influences of International, Formalism, and Brutalism styles.

### Characteristics

- Set back from street
- Parking off-street adjacent to building
- Lot features landscaping



*“We shape our buildings; thereafter, our buildings shape us”*  
Winston Churchill

## Section 9

### Secretary of the Interior's Standards for Rehabilitation

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The Standards that follow were originally published in 1977 and revised in 1990 as part of Department of the Interior regulations (36CFR Part 67, Historic Preservation Certifications). They pertain to historic buildings of all materials, construction types, sizes and occupancy and encompass the exterior and the interior of historic buildings. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other building, shall not be undertaken.*
- 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
- 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.*
- 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*
- 7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken in the gentlest means possible.*
- 8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*
- 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
- 10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

*“A city without old buildings is like a man without a memory.”*  
Graerne Shankland

## Section 10

### GUIDELINES FOR EXISTING BUILDINGS



#### 10.1 ACCESSIBILITY

- A. The Americans with Disabilities Act (ADA) mandates that places of public accommodation be accessible to all users.
- B. These guidelines should not prevent or inhibit compliance with accessibility laws.
- C. All new construction should comply completely with ADA.
- D. Owners of historic properties should comply to the fullest extent, while also preserving the integrity of the character-defining features of their buildings.
- E. Historic door thresholds often made of stone or cast metal should be preserved when feasible.
- F. Original archway widths should be preserved where feasible.
- G. Utilize special provisions for historic buildings that allow some alternative solutions in meeting ADA standards.

#### 10.2 ADDITIONS

- A. Additions to any historic structure may occur on flat-roof tops, side, or rear of the buildings.
- B. Additions should be compatible in scale, materials, and character with the main building.
- C. Using similar material is appropriate. In some cases, a simpler, less noticeable material also may be appropriate. The materials should be in proportion to the historic building.
- D. Materials, finish and details on any addition should not call attention to the new space.

**10.3 ALLEYS**

- A. Alleys were traditionally used as service areas where goods were loaded into the rear of buildings. Functioning service entries should be maintained.
- B. Alleys should be kept free of obstacles and should not be blocked so that emergency vehicles and can access the rear of buildings.
- C. Alleys are often visible from the street and should be kept clean of debris, trash and unnecessary items. Trash should be deposited in appropriate receptacles.



**10.4 AWNINGS & CANOPIES**

- A. Minimum set-back for a front awning or canopy shall be at least two-and-half (2.5) feet from the face of the curb.
- B. Horizontal, fixed canopies are encouraged where historic evidence demonstrates that a canopy once existed.
- C. Appropriate supporting mechanisms are wall-mounted brackets, chain or posts.
- D. Wall-supported canopies may be considered for new construction.
- E. Fabric awnings are appropriate and encouraged for historic buildings and new construction.
- F. Operable awnings are encouraged.
- G. Rigid frame awnings may be considered.
- H. Rigid canopies are encouraged to include recessed lights to illuminate sidewalk.
- I. Colors must be compatible with the overall color scheme of the facade. Solid colors or simple muted striped patterns are appropriate.
- J. Simple shed or flat awnings are appropriate for rectangular openings. Semi-circular shapes are appropriate for arches. Odd shape awnings are inappropriate.
- K. Awnings and canopies should be mounted to accentuate character-defining features. They should be mounted to highlight moldings that may be found above the storefront. Their mounting should not damage significant features and historic details.





### 10.6 BRICK, MASONRY & SEALERS

- A. Materials original to the building should be preserved where possible.
- B. Brick and masonry should never be sandblasted or subjected to any kind of abrasive cleaning. High pressure water cleaning (600 lb/in<sup>2</sup> or greater) should never be used on brick or masonry. These processes damage brick surfaces and erode mortar joints. Low pressure water cleaning is acceptable if the pressure is kept between 200 & 450 lb/in<sup>2</sup>.
- C. To avoid needlessly introducing moisture or chemicals into the building, brick and masonry should be cleaned only when necessary to remove heavy soiling and to stop deterioration.
- D. Paint removal should not be done if the paint is firmly adhered to, and therefore protecting the masonry surface.
- E. Water-repellent coatings should not be added unless masonry repairs have failed to stop water penetration problems.
- F. As a general rule, brick and masonry should not be painted unless in the case of brick, the brick is extremely mismatched from earlier alterations or cannot withstand weather.
- G. Brick or masonry should not be stuccoed.
- H. Repointing should match original width, depth, color, raking profile, composition and texture.
- I. Repointing should never be done with Portland cement or other hard mortar but with original compounds, if it can be determined, or with a historic compound such as one part lime and two parts sand. Original type mortar compounds allows for expansion and contraction while hard mortar or cement prevents the expansion and contraction process.

### 10.5 BALCONIES

- A. Balconies on upper stories of buildings should be repaired where thought to be original to the building. Construction of new balconies should be based on historic photographs and evidence that similar balconies historically existed on buildings in the district.
- B. Balconies should conform to all local building and safety codes.

### 10.7 CELL TOWERS

A Wireless Communication Tower is any guyed, monopole, or self-support (lattice) tower, constructed as a free-standing structure proposed to contain or containing one or more antennas intended for transmitting or receiving television, AM/FM radio, digital, microwave, cellular, telephone or similar forms of electronic communication. This does not include amateur radio operator antennas or television antennas which are accessory to a residential use.

- A. Personal wireless service facilities should be camouflaged or hidden from public view wherever possible by incorporating them into an existing or proposed structure, by using fiberglass to replace building elements, and/or through careful selection of construction materials and/or color. Equipment should be screened or hidden to the greatest possible extent while still achieving maximum function and effectiveness. Installation may be permitted if the Commission determines that the placement does not have an adverse effect on the character-defining features of the existing structure, street, or the Historic District as a whole.
- B. If personal wireless service facilities cannot be camouflaged from public viewing areas by placement on existing structures, they should be surrounded by buffers of trees, understory vegetation and/or privacy fencing.
- C. Monopole mounts are the preferred type of ground-mounted tower structures. These are self-supporting units with a single shaft of wood, steel or concrete and a platform (or racks) for panel antennas arrayed at the top. No top lighting is permitted unless required by the Federal governing agencies.
- D. Lattice Towers (self-supporting mount with multiple legs and cross-bracing of structural steel) are not recommended for placement inside the Historic District.

- E. If the personal wireless service facility and/or ancillary equipment extend above the height of the surrounding vegetation, they should be painted in a light grey or light blue hue which blends with sky and clouds.
- F. Equipment Shelters are reviewed as New Construction according to the Russellville Downtown Historic District Design Guidelines. Other facility components such as fencing, lighting and signage shall be in accordance with the Design Guidelines.
- G. Facilities no longer in use shall be immediately removed.
- H. Applicant is responsible for following Section 106 Review requirements of the State Historic Preservation Office- the Arkansas Historic Preservation Program.



Acceptable



Not Acceptable

### 10.8 CODES

- A. The standard City of Russellville, AR building, plumbing, mechanical, and electrical codes in the most recent adopted edition must be strictly adhered to.
- B. The Fire Marshal and Building Official must approve that proposed plans adhere to all fire codes.



### 10.9 COLOR

- A. Use colors to create a coordinated color scheme for the building. The facade should “read” as a single composition.
- B. Use natural colors of building materials, such as the buff color of limestone, or red color of brick as the base for developing the overall color scheme.
- C. Matte finishes are preferred to glossy.
- D. Reserve the use of bright colors for accents only. Bright colors may highlight entries, for instance.
- E. Using the historic color scheme of the building is preferred when evidence exists. Masonry and brickwork was usually unpainted.
- F. Paint charts of appropriate colors are available at the Planning and Zoning office in City Hall.
- G. The City Planner is available for consultation and assistance regarding paint color choices.



### 10.10 CORNICES

- A. Most historic commercial buildings have cornices to cap their facades. Their repetition along the street contributes to the visual continuity on the block. They may be a straight or stepped parapet.
- B. Cornices that are intact should be preserved. Reconstruct a missing cornice when historic evidence of its character is available. Use historic photographs, if available, to determine design details of the original cornice.
- C. Substitution of another old cornice for the original may be considered, provided that the substitute is similar to the original.
- D. If it is not possible to find photographs or evidence of the original cornice, a simplified interpretation is appropriate. Materials for reconstructed cornices include stone, brick and stamped metal.



### 10.11 DEMOLITION

- A. The demolition of any original feature or part of a historic building should be avoided.
- B. Demolition of a building which contributes to the historic or architectural integrity of the historic district should not occur, unless:
- C. Public safety and welfare requires the removal of a building or structure as determined by the Building Official and concurring reports from a structural engineer, architect, or other pertinent registered professionals acceptable to the Russellville Historic District Commission.
- D. Where economic hardship (the fact that no reasonable return on or use of the building exists) has been demonstrated and proven.
- E. Where rehabilitation is not feasible due to severe structural instability or deterioration of a building.
- F. The building has lost its original architectural integrity and no longer contributes to the historic district.
- G. No other reasonable alternative is feasible, including relocation of the building.



### 10.12 FENCES AND WALLS

- A. Fencing should be compatible with its immediate context, including the site and adjacent buildings.
- B. Fencing should be kept to a minimum and should reflect the commercial and industrial nature of the Original City Historic District.
- C. If historic documentation of fences or walls did exist, it may be appropriate to reconstruct a similar type fence or wall.
- D. The use of razor-wire fencing is inappropriate.
- E. Fencing for industrial-use buildings may be appropriate in rear or side yards.



*"THE GREENEST  
BUILDING IS  
ONE THAT IS  
ALREADY BUILT"*  
Carl Elefante



### 10.13 ENERGY CONSERVATION

- A. Improvement to enhance energy efficiency and energy collection should be planned to retain and compliment the original building.
- B. Retain and enhance the energy efficiency of the original building.
- C. Install additional insulation in an attic or basement.
- D. Enhance the energy efficiency of original windows and doors.
- E. Retain the original window frame and glazing.
- F. Repair original windows and door rather than replace.
- G. Weather strip and caulk original framework.
- H. Place storm windows that have been designed to match the original window framework.

### 10.14 ENTRIES

- A. Maintain existing recessed entries. The repetition of recessed entries provides a rhythm of shadows along the street, which helps establish a sense of scale. These recessed entries were designed to provide protection from the weather, and the repeated rhythm of these shaded areas along the street helps to identify business entrances.
- B. The original doorway should be preserved on all historic buildings. Some may be double-leaf, wood-framed doors with large plate glass panels. Doors with metal frames and large areas of glass are appropriate on Art Deco and mid-century style buildings and on modern buildings.
- C. If the original door design is unknown, replace with a single light (glass area) door design, not solid paneled door, decorative doors, or any kind of door based upon a different historical period or style.

**10.14 ENTRIES (Continued)**

- D. Preserve, maintain, or repair original display windows. If a storefront is missing display windows, new windows should match the original in location, design, size, and materials.
- E. Glass used in windows shall appear similar to that used historically. Transparent, clear glass is appropriate. Opaque, tinted and mirrored glass is inappropriate. Retaining extant historic glass is important and should be encouraged in all cases except where safety glass or wire glass is required by code.
- F. The kickplate, or bulkhead, located below the display window, adds interesting detail to the streetscape and should be preserved.
- G. If original kickplate is missing, develop a compatible replacement design and color with other trim elements on the buildings.



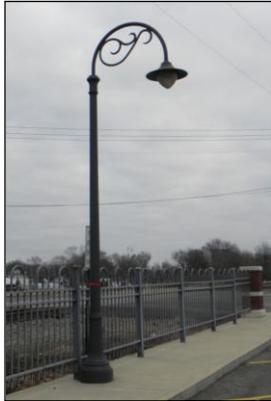
**10.15 FLAGS and FLAG POLES**

- A. Flag displays when placed on a building should not cover any historical features nor be over-sized or ill-proportioned.
- B. When displayed above sidewalks, flags should not interfere with foot traffic.

**10.16 LANDSCAPING**

- A. Landscaping is encouraged where space allows. Landscaping will enhance the pedestrian experience and is therefore encouraged. Limited opportunities exist for landscaping in most historic commercial districts, however there is great potential within this district.
- B. The development of outdoor patios and courtyards in the rear is encouraged.





### 10.17 LIGHTING

- A. Lighting designs should enhance one's ability to interpret the historic character of the street, as seen at night, and should not overwhelm it.
- B. Use lighting to accent architectural details, building entries, and accent signs to illuminate sidewalks
- C. All light sources shall be shielded. Lighting should not dominate a facade or the street. Washing the entire facade of a building with light is inappropriate. Lights focused upward to light the facade also are inappropriate.
- D. Animated lighting, such as chase lighting is prohibited. Lighting fixtures shall be compatible with the existing light fixtures of the historic district in size and shape.

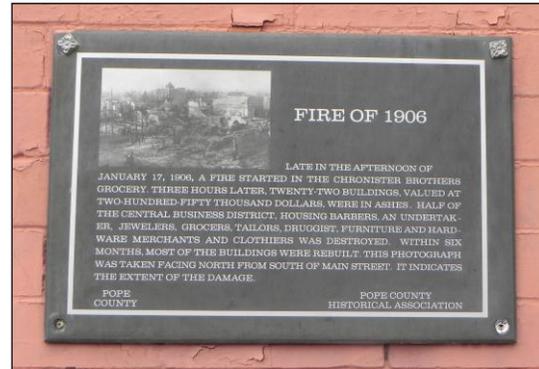
### 10.18 MECHANICAL EQUIPMENT & UTILITIES

- A. Minimize the visual impact of mechanical equipment. Screen equipment from view with landscaping, low pierced masonry walls, and opaque fences.
- B. Do not locate window air conditioning units on the building's facade, if possible.
- C. Minimize the visual impacts of utility connections and service boxes by placing on the side and rear facades of the building.
- D. Locate standpipes and other service equipment such that they will not damage historic facade materials. Cutting channels into historic facade materials damages the historic building fabric and is inappropriate. Avoid locating such equipment on facades of buildings.
- E. Satellite dishes should be located on secondary elevations of a building, not visible from the front.



**10.19 MONUMENTS & MARKERS**

- A. All monuments and markers within the Russellville Downtown Historic District must be respectfully maintained.
- B. Any new monuments and markers must be approved by the Russellville Historic District Commission.



**10.20 MURALS & FREE STANDING PUBLIC ART**

- A. It may be appropriate to paint murals on the side or rear walls of buildings in the Russellville Downtown Historic District.
- B. Retain existing “Ghost Signs” advertisement signage painted on the walls of buildings.
- C. Free-standing public art should be in scale with its surroundings and placed in a manner that does not inhibit pedestrian traffic. Public art projects should be reviewed by the Historic District Commission and comply with city codes.



**10.21 PARKS & PUBLIC IMPROVEMENTS**

- A. Plans for any public outdoor spaces, including development of “pocket parks” in vacant lots or any other common area development must be reviewed by the Russellville Historic District Commission to determine impact of the change to the surrounding properties and to the character of the historic district as a whole.





### 10.21 PARKS & PUBLIC IMPROVEMENTS Continued

- B. Introduce street or park furniture, trash receptacles, mailboxes, newspaper racks, and other similar elements in locations that do not compromise the historic character of the district. Place such elements so pedestrian traffic is not disrupted. Select street furniture, such as benches, that is compatible in design, materials, and scale with the historic character of the Russellville Downtown Historic District.
- C. If repair or construction work in the public right-of-way is necessary, protect and retain historic features. Repair or replace sidewalks, curbs and paving where needed, to match adjacent historic materials in design, color, pattern, texture, and tooling.

### 10.22 PARKING AND PAVING

- A. The character of Russellville Downtown Historic District was largely established by the time automobiles were introduced. Plan parking lots to be subdivided into small components so that the visual impact of large paved areas is reduced. Side or rear locations are preferred for parking lots. Provide planting buffers at the edges of parking lots. Also include islands of planting in the interior of lots.
- B. Paving should be consistent with adjoining areas, except crosswalks and block corners.
- C. Unless an alternative paving material is part of an overall design project, paving should be brushed concrete, colored to match adjoining areas.
- D. Permeable and other “cool” paving materials are also appropriate. These new materials help lower surface temperatures on parking lots and improve drainage.

**10.23 ROOFS**

- A. Proper and regular maintenance of the roof and cleaning gutters and drains are essential to preserving an historic building. It is encouraged that all water leaks be repaired as quickly as discovered.
- B. Replace deteriorated roof coverings with new material that visually matches the old material in size, composition, shape, color, & texture.
- C. When roof replacement is necessary, use roofing materials that match historic materials and meet the fire code.
- D. Preserve the historic character of the building’s roof line. Altering an existing historic parapet line is inappropriate.
- E. Set any new roof terraces back from the building front.
- F. Maintain historic roofing material where existing.
- G. Conceal roof decks and mechanical equipment by placing back from front parapet wall below sight line.
- H. Satellite dishes, other outdoor electronic equipment, skylights, roof vents, and plumbing vents should be located on the roof or a wall out of view from the street and mounted so as not to damage or obscure character-defining features.



**10.24 REAR of BUILDINGS**

- A. Development of a back entrance should be in keeping with the character of the building.
- B. Decks, greenhouses, or courtyards may be considered but should not harm or cover any character-defining features.
- C. The rear of the building should always be maintained and cleaned of any debris or obstacles that interfere with vehicular or foot traffic.
- D. Painted murals on backs of buildings may be appropriate.



### 10.25 SECURITY DEVICES

- A. Minimize the visual impact of security devices. Historic precedence exists for using metal bars on openings. These were simple yet decorative in design. New bar designs should be simple in design as well.
- B. Roll-down metal screens are discouraged, because these obscure products on display and thereby weaken the interest of the street to pedestrians when in a closed position.
- C. If it is necessary to board windows and/or doors, the wood should be painted to match the color of the building's walls or painted to look like a window or door.



### 10.26 SERVICE AREAS AND DUMPSTERS

Minimize the visual impact of trash storage and service areas. Screen trash dumpsters from view where feasible and locate service areas away from major pedestrian routes in the rear.

### 10.27 SIGNAGE

- A. Signs should be sized in proportion to the building. Size of signs depends on their location and the manner of attachment. As an example, a flat sign attached along the front of the structure may be larger than a sign hanging directly over the sidewalk. Signs hanging higher on the front of the structure may be larger than a sign hanging directly over the sidewalk. A sign hanging directly over the sidewalk should not be taller than two (2) feet. A sidewalk sandwich board should not be larger than four (4) feet tall, nor wide enough to interfere with pedestrian traffic. A sign, regardless of its placement, should not be so large as to detract from the architectural integrity of the structure.

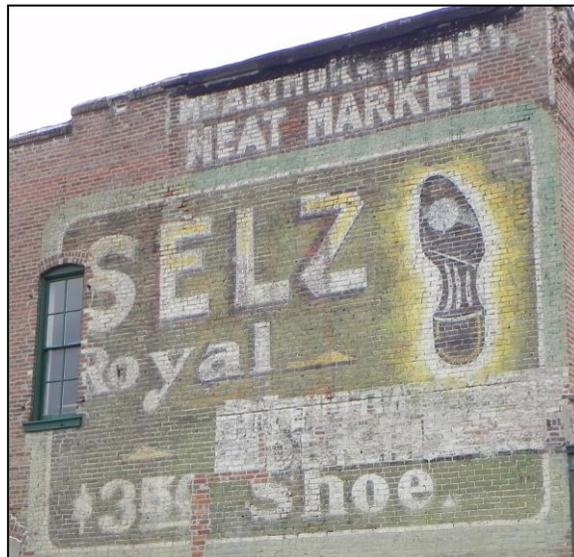


**10.27 SIGNAGE Contiued**

- B. Painted wood and metal are appropriate materials for signs. Unfinished materials, including unpainted wood, are discouraged because they are out of character with the historic context of the district. Basic block lettering or simple decorative style is appropriate.
- C. Color of signs shall be in harmony with the facade of the building. Colors for signs on glass windows or doors should be opaque.
- D. Position flush-mounted signs so they will fit within architectural features. Locate flush signs so they do not extend beyond the outer edges of the building front. Avoid obscuring ornament and detail or interfering with pedestrian traffic.
- E. Lighting for exterior signs should be concealed with no bare bulbs. Up-lit lighting is recommended. Light source is limited to no larger than a 60 watt incandescent bulb.
- F. Scrolling or flashing electronic signs are not permitted.
- G. Appropriate location of signs include:
  - 1. Flush-mounted on the wall
  - 2. Projecting from wall
  - 3. Painted on windows
  - 4. Attached to the inside of Windows
  - 5. Painted on the front flap of an awning
  - 6. Free-standing pole sign
- A. Exterior flood lights are generally unacceptable
- B. Lighted show windows are acceptable while harsh or bright white fluorescent lighting is discouraged.
- C. "Ghost" signs (historic painted wall signs) should be preserved and not removed.
- D. Painted wall signs or murals may be appropriate but must be approved.
- E. Where several businesses share a building, coordination of signs is

encouraged. Businesses occupying the first or more floors of three-story building should have their signs no higher than the second floor. Signs identifying businesses on the second or third floor should be placed on the wall next to the stairwell leading up.

- F. The use of logos, either registered or unregistered, upon signs will need to comply with the guidelines pertaining to size and color.
- G. Temporary signs may be attached to the windows or doors of a structure during the pendency of an Application for a Certificate of Appropriatenss (COA). Interior signs should conform to all sign guidelines where visible from the street.
- H. Old signs reflecting outdated events, sales, or products should be removed.



**10.28 SITE DESIGN**

- A. Setbacks should maintain the pattern and alignment of buildings established by the traditional setbacks from the street.
- B. Entrance Orientation maintains the traditional design elements used for defining building entrances.

**10.29 SOLAR/ ENERGY CONSERVATION EQUIPMENT**

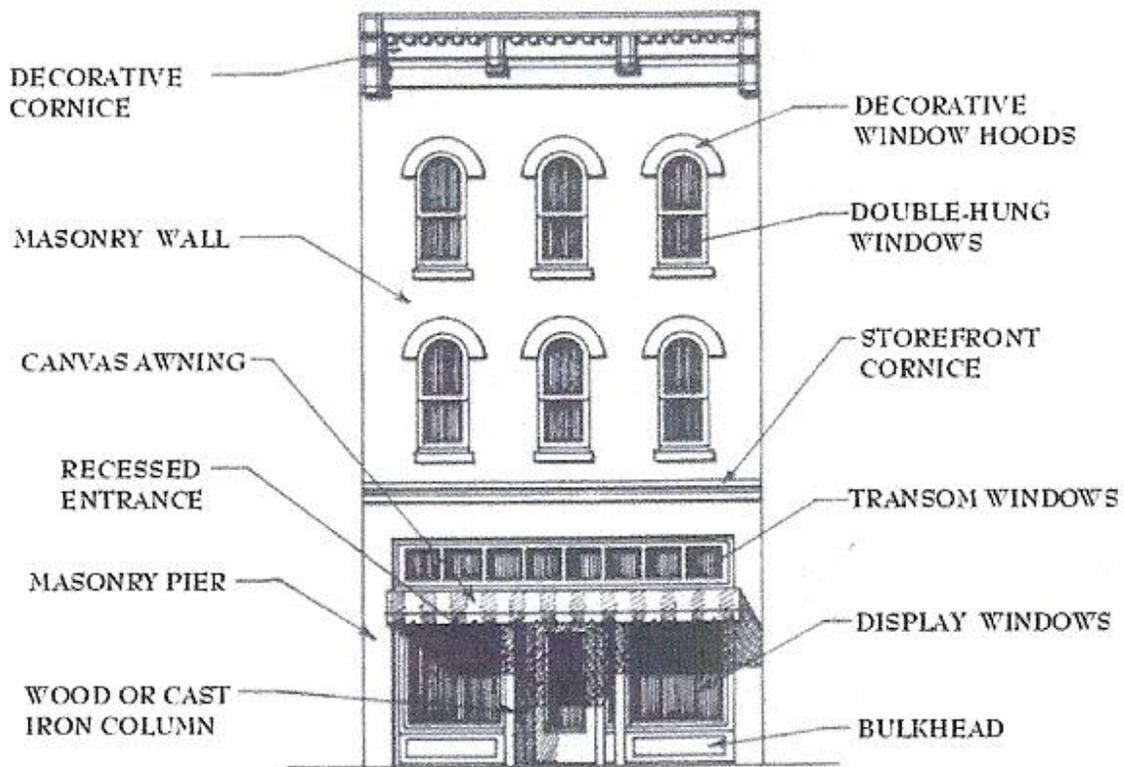
Contemporary energy conservation equipment additions have no visual historic counterpart and make a strong impact on existing buildings. Both goals of historic preservation and energy conservation are important, and care must be taken that one is not achieved at the expense of the other. Before installing a large, publically visible energy retrofit, owners should first improve the building to add energy efficiency. It is much less expensive to reduce heating, cooling, and lighting demand than it is to satisfy that demand with a high-tech energy system. Refer to the US Department of the Interior Guidelines for Rehabilitation of Historic Buildings: Energy Retrofitting as a basis for design review.

- A. The goal should be high performance with low public visibility.
- B. All solar and energy conservation equipment should be placed in a location that does not damage or obscured character-defining features of an existing building.
- C. Equipment should be screened or hidden as much as possible while still achieving maximum function and effectiveness. Installation of energy conservation systems at a publically visible location may be permitted if the Russellville Historic District Commission determines that placement does not have an adverse effect on the character defining features of the building, street, or the historic district as a whole.

- D. Publically visible solar devices mounted on roofs shall be evaluated on the basis of size; least visible/high-performance location; panel arrangement and design; system infrastructure; color contrast with building; and glare.
- E. Preferred location for arrays of solar devices on roofs shall be on a non-character defining roof line of a non-primary elevation which is not readily visible from public streets.
- F. On flat roofs, solar arrays shall run parallel to the original roofline and shall not rise above the roofline. On flat roofs, solar arrays shall be set back from the edge and may be set at a slight pitch if not highly visible from public streets.
- G. Solar panels shall not be mounted to project from walls or other parts of the building.
- H. Large skylights should not project above flat-roof parapets.
- I. New construction is encourage to include appropriate integrated energy conservation equipment into the initial building design, while still maintaining compatibility with existing buildings in the vicinity.
- J. Wind-powered equipment shall be installed in an appropriate location on the site or on a non-historic building or addition where it will not negatively impact the historic character of the building or the surrounding historic district.
- K. Proposed energy conservation systems are subject to all requirements of other city laws and departments.
- L. A cool roof or green roof is best installed on a flat roof where it cannot be seen from the public right of way and will not negatively impact the character of the historic building.

- M. Ensure that the roof is water tight and that roof drains, gutters, and downspouts function properly before installing a green roof. Include a moisture-monitoring system when installing a green roof to protect the historic building from added moisture and accidental leakage.
- N. Daylighting includes retaining features that provide natural light to corridors, such as glazed doors and transoms. Reopen historic windows that have been blocked in to add natural light and ventilation. Add skylights that are minimally visible so that they do not negatively impact the building's historic character. Adding a small light well or light tubes, where necessary and appropriate, allows more daylight into the historic building. Install light-control devices such as awnings where appropriate.





### 10.30 STOREFRONT

- A. Retain and preserve storefronts that contribute to the overall historic character of a building, including such functional and decorative features as transoms, display windows, doors, entablatures, pilasters, recessed entries, and signs.
- B. Maintain components of the storefront through proper cleaning and maintenance of existing features.
- C. If replacement of a feature is necessary, replace only the damaged portion of the feature using comparable materials, design and size.
- D. If replacing an entire storefront and no evidence exists of the original, refer to historic photographs and adjacent storefronts.
- E. It is appropriate to remove objects and later renovations to reveal original storefront openings obscured by the changes.
- F. It is not appropriate to replace or cover wooden storefront and entry elements with contemporary substitute materials such as aluminum or vinyl.
- G. It is not appropriate to introduce storefront features or details to an historic building in an attempt to create a false historical appearance.

**10.31 STRUCTURAL GLASS**

Panels of structural glass are appropriate on storefronts where thought to have been used. Special treatment and care should be taken to preserve existing structural glass.



**10.32 VACANT LOTS**

Lots in the historic district that are vacant should be maintained, cleaned and should not present a hazard to the public.

**10.33 WALLS**

- A. Preserve original facade materials. Historically, brick has been the dominant building material in the Russellville Downtown Historic District. Historic building materials and the craftsmanship they exhibit add textural qualities, as well as visual continuity and character to the streetscape.
- B. When replacement of facade wall materials is necessary, the new materials should match the original in scale, color, texture and finish.
- C. Do not cover or obscure original facade materials. Covering of an original facade not only conceals interesting details, but also interrupts the visual continuity along the street. If the original material has been covered, uncover it, if feasible.
- D. Do not use harsh cleaning methods that could damage the finish of historic materials. Sandblasting, for example, is prohibited.
- E. Graffiti removal should use a treatment that will not damage the masonry. Harsh chemicals and abrasive removal methods should be avoided. Refer to National Park Service Preservation Brief #38 “Removing Graffiti from Historic Masonry”.

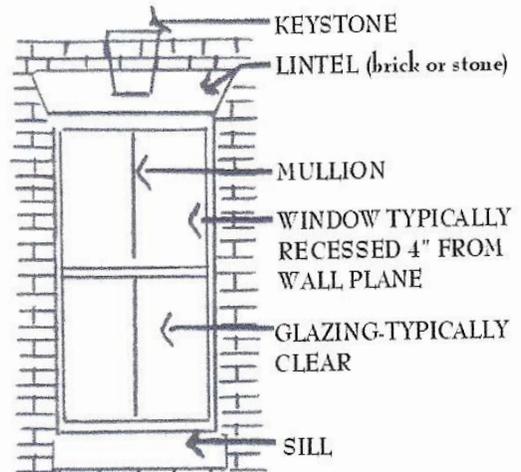


**10.33 WALLS Continued**

- F. Saving deteriorated parts which must be replaced may later assist in matching reconstructed features. Wooden sash windows, cornices and doors can often be restored or duplicated.
- G. Where buildings have had a false-front added, often called “Slipcovers,” it is appropriate to remove this material. Original walls under the “slipcovers” should be repaired if possible.

**10.34 WINDOWS & DOORS**

- A. Maintain historically significant storefront openings. The size and shape of original doors and windows are important characteristics that contribute to the integrity of historic commercial buildings. Avoid altering the shape of these features.
- B. Retain the original shape of the transom glass in historic storefronts. The upper glass band of traditional storefronts introduced light into the depths of the building, saving on lighting costs. These bands are found on many historic storefronts, and they often align at the same height. The shape of the transom is important to the proportion of the storefront, and it should be preserved in its historic configuration. If the original glass is missing, installing new glass is preferred. However, if the transom must be blocked out, use it as a sign panel or a decorative band, but retain the original proportions.
- C. Preserve historic upper story windows. Historically, upper story windows had a vertical emphasis. The proportions of these windows contribute to the character of each commercial storefront. Do not block windows or alter their size. Consider re-opening windows that are currently blocked. Replace missing glass. Maintain the historic window sash when possible

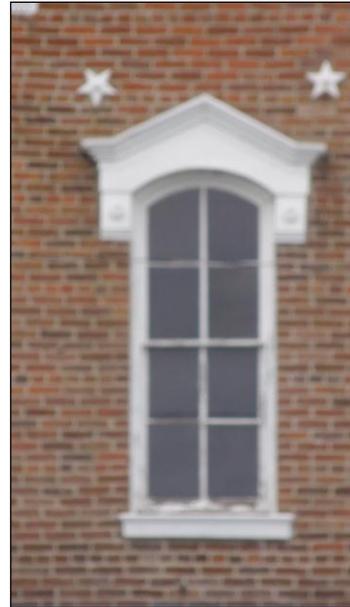


Typical Window Elements



**10.34 WINDOWS & DOORS Continued**

- D. Changing the historic appearance of windows through the use of inappropriate materials, finishes, reflectivity and glazing tint is not recommended.
- E. All new windows and window replacements must meet all City of Russellville codes.



## Section 11

### GUIDELINES FOR ADDITIONS TO EXISTING BUILDINGS

#### 11.1 RELATIONSHIP TO MAIN BUILDING

- A. Additions to existing buildings should be compatible with the size, scale, color, materials and character of the main building and its environment.

#### 11.2 ORIGINAL DESIGN CHARACTER

- A. Wherever possible, new additions or alterations to buildings should not obscure or confuse the essential form and character of the original building.
- B. Avoid new additions or alterations that would hinder the ability to interpret the design character of the historic period of the district.
- C. Alterations that seek to imply an earlier period than that of the building are inappropriate.
- D. Alterations that seek to imply inaccurate variation on the historic style are also inappropriate.

#### 11.3 LOCATION

- A. When locating additions to historic buildings, maintain the pattern created by the repetition of building fronts in the area.
- B. Avoid impacts to special moldings or decorative windows.

#### 11.4 MATERIALS

- A. Use materials that are compatible with the original building.

*"In the End, the Character of a Civilization is Encased in Its Structures"*

Frank Gehry

## Section 12

*Since characteristics differ within the Russellville Downtown Historic District itself, particular attention to each block should be given in planning new structures. In general, new construction should maintain, not disrupt, the existing pattern of surrounding historic buildings. Although they should blend with adjacent buildings, they should not be too imitative of historic styles so that they may be distinguished from historic buildings.*

### GUIDELINES FOR NEW CONSTRUCTION

#### 12.1 GENERAL STANDARDS

- A. The overall appearance of the area is as important as the individual buildings.
- B. New construction shall maintain, not disrupt, the existing pattern of surrounding historic buildings
- C. Emphasizing context and design elements, rather than styles, the broadest and most flexible interpretation for new construction is encouraged.
- D. The importance of context, including the relationship of a proposed project of abutting buildings and side streets should be part of the design decisions for new buildings.
- E. New buildings should be harmonious in form, material, siting, and scale with the established district character.

#### 12.2 ALIGNMENT OF FRONTS

- A. A new building should be oriented to reflect the street grid.
- B. In general, the front of a building should be parallel with the street.
- C. Exceptions exist at intersections where two different street grids converge. This variation may be reflected in building alignments.
- D. Locate a building front at the sidewalk edge. Exceptions can be made where the predominant character of adjacent properties reflects a setback from the sidewalk.

- E. A portion of the building wall may be set back from the sidewalk to create a courtyard or arcade if the sidewalk line is continued to be defined with planters, columns, railings or appropriate features.

#### 12.3 BUILDING ORIENTATION

- A. Align the facade of the new building with the established set-backs of the area.

#### 12.4 FORM AND SCALE

- A. New buildings should appear similar in mass and scale with historic structures in the area.
- B. Where new building facades will be wider than those found traditionally, subdivide the surface into portions similar in scale to historic facades.
- C. Use building forms that match those used historically.

#### 12.5 ROOF FORMS

- A. Roof types on new buildings in historic districts should conform to those found historically.
- B. Flat roof should be used in commercial blocks where existing buildings have flat roofs.

#### 12.6 MATERIALS

- A. Use building materials that are similar in historical appearance for all major surfaces.

### 12.7 ENTRANCES

A. Orient the main entrances of the building in a manner similar to established patterns in the district.

### 12.8 WINDOWS

- A. Window sizes and shapes in new buildings should be similar to existing historic buildings in the block.
- B. Maintain the same high proportion of glass in new construction in keeping with areas where front facades have many windows and/or large areas of glass.
- C. First floors should have large areas of glass and small areas of opaque materials and be visually separated from upper floors, which reverse the pattern; small areas of glass and a predominance of opaque materials.

### 12.9 SITE STANDARDS

- A. Pay particular attention to the block.
- B. The relationship of buildings and spaces in the Russellville Downtown Historic District makes the area an especially significant visual unit. Less diffuse than an entire area, of greater impact and community significance than a single building, the block is a part of the urban environment that demands thorough treatment in design.
- C. Each site should be developed to help define active spaces for people, to provide pedestrian connections between sites, and to define street edges.
- D. The placement of a building on a site should therefore be considered within the context of the block and how the structure will reinforce the broader design goals for the area.

### 12.10 HEIGHT

- A. Maintain the alignment of building heights to those in the block. The height of new buildings should be within the range of heights already found along the block.
- B. Buildings at the ends of the block should be similar in height to buildings along adjoining blocks.
- C. Buildings on corner sites are usually larger and more highly ornamented than buildings in mid-block, which makes them centers of visual interest.
- D. Maintain the visual emphasis of each block at its corners.
- E. Care should be taken to not block views that are an important part of the historic district.

### 12.11 ALIGNMENT OF HORIZONTAL ELEMENTS

- A. Window frames, clerestories, the tops of first-floor display windows, sign bands, and moldings should align horizontally along the block, helping to strengthen the visual ties among buildings.
- B. Maintain the horizontal alignment of window frames.
- C. Maintain the clear distinction between first floors and upper floors. Use of horizontal moldings, awnings, or sign bands to emphasize this distinction should be considered. New construction should provide large areas of glass on the first floors.

### 12.12 COMMERCIAL FAÇADE CHARACTER

- A. The street level of a typical historic commercial building in downtown Russellville is clearly distinguishable from the upper floors. The first floor is predominantly made of fixed plate glass with a small percentage of opaque framing materials, a kickplate and a recessed entry.
- B. An upper floor is the reverse- opaque materials dominate, and windows appear as smaller openings puncturing a more solid wall. These windows are usually double hung. The street level windows also appear taller than those on the upper floors. A historic storefront of twelve to fourteen feet high is typical, whereas a second floor is usually ten to twelve feet in height. This traditional characteristic of storefront proportions should be continued in new construction.



## Section 13

### GUIDELINES FOR RELOCATION AND DEMOLITION

#### 13.1 RELOCATION

A. The preservation of historic buildings on their original sites in historic districts should always be a priority. There are some situations in which the use of land on which a historic building is located changes and the building is endangered. Relocation of a historic building is recommended as an alternative to demolition.

#### 13.2 INFILL WITH RELOCATED BUILDINGS

- A. Infill of vacant lots in a historic district with historic buildings that must be moved from their original sites is encouraged. However, the building to be relocated must be compatible with the character of the historic district to which it is being moved in its style, scale, materials, and setback on the new lot.
- B. The Russellville Historic District Commission is available to offer advice and applicable regulations and permits needed for relocation of a building in the Russellville Downtown Historic District.

#### 13.3 DEMOLITION

- A. Demolition of buildings in the historic district is prohibited unless evidence substantiates the necessity to do so and the demolition has been reviewed and approved by the Russellville Historic District Commission. Buildings that contribute to the historic character of the district are vital in retaining the character of downtown Russellville.
- B. Demolition by neglect, is defined by lack of routine maintenance to the point where razing the building is the only alternative, is prohibited in the Russellville

Downtown Historic District. All buildings in the district should be properly maintained and/or renovated.

- C. Any application for Certificate of Appropriateness (COA) for demolition should be taken on a case by case basis, carefully examining the contribution and context of the individual building to the historic district.
- D. Demolition may be approved by the Historic District Commission under certain conditions:
- a. The building's condition poses threats to public safety and welfare as determined by the building or code inspector.
  - b. A report from a structural engineer, architect, or other person with expertise in historic buildings detailing the condition of the building has been submitted with the application for COA.
  - c. Economic hardship has been demonstrated, proven and accepted by the Russellville Historic District Commission. Economic hardship relates only to the value and potential return of the property, not to the financial status of the property owner.
  - d. Building's architectural integrity has been permanently lost.
  - e. No other reasonable alternative is feasible, including relocation of the building.

**Appendix A: Russellville Downtown Historic District Map**



## Appendix B: Glossary of Terms

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### DEFINITIONS

#### 1. Procedural Definitions

***Certificate of Appropriateness:*** A document awarded by the Russellville Historic District Commission (RHDC) allowing an applicant to proceed with a proposed rehabilitation, renovation, preservation, alteration, demolition, or new construction in a designated district or site, following a determination of the proposal's suitability according to applicable criteria.

***Certified Local Government:*** Any city, county, township, municipality, or any other general purpose subdivision enacted by the National Preservation Act Amendments of 1980 to further delegate responsibilities and funding to the local level. Russellville, Arkansas is a Certified Local Government City.

***Due Process:*** The established procedure by which legal action is carried out.

***Normally Required:*** Mandatory actions, summarized in the guidelines, whose compliance is enforced by the preservation commission.

***Owner of Record:*** The person, corporation, or other legal entity listed as owner on the records of Pope County.

***Public Notice:*** The classified advertisement of an event, such as a preservation commission meeting, that is published in the local newspaper and posted in the city government building in order to notify the general public of the upcoming event.

***Recommended:*** Suggested, but not mandatory actions summarized in the guidelines.

#### 2. Technical Definitions

***Adaptive Use:*** Rehabilitation of a historic structure for use other than its original use such as a residence converted into offices.

***Addition:*** New construction added to an existing building or structure.

***Alteration:*** Work which impacts any exterior architectural feature including construction, reconstruction, repair, or removal of any building element.

***Appropriate:*** Especially suitable or compatible.

**Building:** Any structure, place or other construction built for the shelter or enclosure of persons, animals, chattels or movable property of any kind or any part of such structure when subdivided by division walls or party walls extending to or above the roof and without opening into such separate walls. The term "building" shall be construed as if followed by the words "or any part thereof." A structure used to house human activity such as a dwelling or garage.

**Character:** The qualities and attributes of any structure, site, street or district.

**Commission:** The Russellville Historic District Commission.

**Configuration:** The arrangement of elements and details on a building or structure which help to define its character.

**Contemporary:** Reflecting characteristics of the current period. Contemporary denotes characteristics which illustrate that a building, structure, or detail was constructed in the present or recent past rather than being imitative or reflective of a historic design.

**Compatible:** In harmony with location and surroundings.

**Context:** The setting in which a historic element, site, structure, street, or district exists.

**Demolition:** Any act which destroys in whole or in part a building or structure.

**Demolition by Neglect:** The destruction of a building or structure through abandonment or lack of maintenance.

**Design Guidelines:** Criteria developed to identify design concerns in a district and to help property owners ensure that rehabilitation and new construction respect the character of designated buildings and districts.

**Element:** A material part or detail of a site, structure, street, or district.

**Elevation:** Any one of the external faces or facades of a building.

**Emergency Maintenance and Repair:** Any work, necessitated by emergency or sudden and unforeseeable event, without which a structure, object or site, or any part thereof, is likely, in the opinion of the duly authorized historic preservation officer, to result in additional deterioration or damage to said structure, object or site, or without which said structure, object or site poses an immediate threat to the life, health or safety of the populace.

**Fabric:** The physical material of a building, structure, or community, connecting an interweaving of component parts.

**Façade:** A face of a building.

**Harmony:** Pleasing or congruent arrangement.

**Height:** The distance from the bottom to the top of a building or structure.

**Historic building or site:** Any building that contributes to the heritage or cultural characteristics of the City of Russellville, this region, state or nation; any building or site where an historical event took place; and/or any building or site associated with a person or persons who have significantly contributed to the city, region, state or nation.

**Historic District:** A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national landmarks register and may be protected legally through enactment of a local historic district ordinance administered by a historic district board or commission.

**Historic Imitation:** New construction or rehabilitation where elements or components mimic an architectural style but are not of the same historic period as the existing buildings (historic replica).

**Infill:** New construction in historic districts on vacant lots or to replace existing buildings.

**Landmark:** A building, structure, object or site which is identified as a historic resource of particular significance.

**Landscape:** The totality of the built or human-influenced habitat experienced at any one place. Dominant features are topography, plant cover, buildings, or other structures and their patterns.

**Maintain:** To keep in an existing state of preservation or repair.

**Material Change:** A change that will affect either the exterior architectural or environmental features of an historic property or any structure, site, or work of art within an historic district.

**Minor Exterior Alteration:** The installation of or alteration to awnings, fences, gutters, and downspouts; incandescent lighting fixtures; landscaping and hardscaping comprising less than twenty-five (25) percent of the front or side yard; restoration of original architectural features that constitute a change from existing conditions; painting of wood or other appropriate elements that constitutes a change in color from existing color; and additions and changes not visible from any street to the rear of the main structure or to an accessory structure.

**New Construction:** Construction which is characterized by the introduction of new elements, sites, buildings, or structures or additions to existing buildings and structures in historic areas and districts.

**Obscured:** Covered, concealed, or hidden from view

**Preservation:** Generally, saving from destruction or deterioration historic buildings, sites, structures, and objects and providing for their continued use by means of restoration, rehabilitation, or adaptive use.

**Proportion:** Harmonious relation of parts to one another or to the whole.

**Recommendation:** An action or activity advised but not required by these guidelines.

**Reconstruction:** The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period of time.

**Rehabilitation:** The act or process of returning a property or building to usable condition through repair, alteration, and/or preservation of its features which are significant to its historical, architectural, and cultural values.

**Restoration:** The act or process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

**Retain:** To keep secure and intact. In the guidelines, "retain" and "maintain" describe the act of keeping an element, detail, or structure and continuing the same level of repair to aid in the preservation of elements, sites and structures.

**Re-use:** To use again. An element, detail, or structure might be reused in historic districts.

**Roof Area:** The outside covering of a building or structure extending above the vertical walls including the form, material, and texture of the roof, including the slope, pitch, and spacing of roof covering. Roof area also includes but is not limited to size, design, number, and location of dormers, the design and placement of cornices, and the size, design, material, and location of chimneys.

**Rhythm:** A harmonious or orderly recurrence of compositional elements at regular intervals, including the location of doors and the placement of windows, symmetrically or asymmetrically and their relative proportion.

**Scale:** Proportional elements that demonstrate the size, materials, and style of buildings.

**Setting:** The sum of attributes of a locality, neighborhood, or property that defines its character.

**Significant:** Having particularly important associations within the contexts of architecture, history, and culture.

**Siting:** Location of a building in relationship to the legal boundaries and setbacks, adjacent properties, and the natural conditions of the site.

**Stabilization:** The act or process of applying measures essential to the maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

**Streetscape:** The distinguishing character of a particular street as created by its width, degree of curvature, paving materials, design of the street furniture, and forms of surrounding buildings.

**Style:** A type of architecture distinguished by special characteristics of structure and ornament and often related in time; also a general quality of a distinctive character.

**Texture:** The visual or tactile surface characteristics created by shape, arrangement, and distribution of the component materials.

**Wall Areas:** The vertical architectural member used to define and divide space. This includes but is not limited to kind, texture, and exposure of wall sidings and trims and the location, number, and design of all window and door openings.

### 3. Glossary Architectural of Terms

**Apron:** A decorative, horizontal trim piece on the lower portion of an architectural element.

**Arch:** A curved construction of wedge-shaped stones or brick which spans an opening and supports the weight above it. (see- flat arch, jack arch, segmental arch and semi-circular arch)

**Attic:** The upper level of a building, not of full ceiling height, directly beneath the roof.

**Baluster:** One of a series of short, vertical, often vase-shaped members used to support a stair or porch handrail, forming a balustrade.

**Balustrade:** An entire rail system with top rail and balusters.

**Bargeboard:** A board which hangs from the projecting end of a gable roof, covering the end rafters, and often sawn into a decorative pattern.

**Bay:** The portion of a facade between columns or piers providing regular divisions and usually marked by windows.

**Bay Window:** A projecting window that forms an extension to the floor space of the internal rooms; usually extends to the ground level.

**Belt Course:** A horizontal band usually marking the floor levels on the exterior facade of a building.

**Board and Batten:** Siding fashioned of boards set vertically and covered where their edges join by narrow strips called battens.

**Bond:** A term used to describe the various patterns in which brick (or stone) is laid, such as "common bond" or "Flemish bond".

**Bracket:** A projecting element of wood, stone or metal which spans between horizontal and vertical surfaces (eaves, shelves, overhangs) as decorative support.

**Bulkhead:** The structural panels just below display windows on storefronts. Bulkheads can be both supportive and decorative in design. Nineteenth century bulkheads are often of wood construction with rectangular raised panels. Twentieth century bulkheads may be of wood, brick, tile, or marble construction. Bulkheads are also referred to as kickplates.

**Bungalow:** Common house form of the early twentieth century distinguished by horizontal emphasis, wide eaves, large porches, and multi-light doors and windows.

**Capital:** The head of a column or pilaster.

**Casement Window:** A window with one or two sashes which are hinged at the sides and usually open outward.

**Clapboards:** Horizontal wooden boards, thinner at the top edge, which are overlapped to provide a weather-proof exterior wall surface.

**Classical Order:** Derived from Greek and Roman architecture, a column with its base, shaft, capital and entablature having standardized details and proportions, according to one of the five canonized modes- Doric, Tuscan, Ionic, Corinthian, or Composite.

**Clipped Gable:** A gable roof where the ends of the ridge are terminated in a small, diagonal roof surface.

**Column:** A circular or square vertical structural member.

**Common Bond:** A brickwork pattern where most courses are laid flat, with the long "stretcher" edge exposed, but every fifth to eighth course is laid perpendicularly with the small "header" exposed, to structurally tie the wall together.

**Corbel:** In masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height and articulating a cornice or supporting an overhanging member.

**Corinthian Order:** Most ornate classical order characterized by a capital with ornamental acanthus leaves and curled fern shoots.

**Cornice:** The uppermost, projecting part of an entablature, or feature resembling it. Any projecting ornamental molding along the top of a wall, building, etc.

**Cresting:** A decorated ornamental finish along the top of a wall or roof, often made of ornamental metal.

**Cross-gable:** A secondary gable roof which meets the primary roof at right angles.

**Dentils:** A row of small tooth-like blocks in a classical cornice.

**Doric Order:** A classical order with simple, unadorned capitals, and with no base.

***Dormer Windows:*** A window that projects from a roof.

***Double-hung Window:*** A window with two sashes, one sliding vertically over the other

***Eave:*** The edge of a roof that projects beyond the face of a wall.

***Ell:*** The rear wing of a building, generally one room wide and running perpendicular to the principal building.

***Engaged Column:*** A round column attached to a wall.

***Entablature:*** A part of a building of classical order resting on the column capital; consists of an architrave, frieze, and cornice.

***Fanlight:*** A semi-circular window usually over a door with radiating muntins suggesting a fan.

***Fascia:*** A projecting flat horizontal member or molding; forms the trim of a flat roof or a pitched roof; also part of a classical entablature.

***Fenestration:*** The arrangement of windows on a building.

***Finial:*** A projecting decorative element, usually of metal, at the top of a roof turret or gable.

***Fishscale Shingles:*** A decorative pattern of wall shingles composed of staggered horizontal rows of wooden shingles with half-round ends.

***Flashing:*** Thin metal sheets used to prevent moisture infiltration at joints of roof planes and between the roof and vertical surfaces.

***Flat Arch:*** An arch whose wedge-shaped stones or bricks are set in a straight line; also called a jack arch.

***Flemish Bond:*** A brick-work pattern where the long "stretcher" edge of the brick is alternated with the small "header" end for decorative as well as structural effectiveness.

***Fluting:*** Shallow, concave groove running vertically on the shaft of a column, pilaster, or other surface.

***Foundation:*** The lowest exposed portion of the building wall, which supports the structure above.

***Frieze:*** The middle portion of a classical cornice; also applied decorative elements on an entablature or parapet wall.

***Gable:*** The triangular section of a wall to carry a pitched roof.

***Gable Roof:*** A pitched roof with a downward slope on either side of a central, horizontal ridge.

***Gambrel Roof:*** A ridge roof with two slopes on either side.

***Ghosts:*** Outlines or profiles of missing buildings or building details. These outlines may be visible through stains, paint, weathering, or other residue on a building's facade.

***Ghost Sign:*** The faint remains of advertisements painted on a building wall.

***Greek Revival Style:*** Mid-nineteenth century revival of forms and ornament of architecture of ancient Greece.

***Hipped Roof:*** A roof with uniform slopes on all sides.

***Hood Molding:*** A projecting molding above an arch, doorway, or windows, originally designed to direct water away from the opening; also called a drip mold.

***Ionic Order:*** One of the five classical orders used to describe decorative scroll capitals.

***Infill:*** New construction where there had been an opening before, such as a new building between two older structures; or block infill in an original door or window opening.

***Jack Arch:*** (see Flat Arch)

***Keystone:*** The wedge-shaped top or center member of an arch.

***Knee Brace:*** An oversize bracket supporting a cantilevered or projecting element.

***Lattice:*** An openwork grill of interlacing wood strips used as screening.

***Lintel:*** The horizontal top member of a window, door, or other opening.

***Mansard Roof:*** A roof with a double slope on all four sides, with the lower slope being almost vertical and the upper almost horizontal.

***Masonry:*** Exterior wall construction of brick, stone, or stucco laid up in small units.

***Massing:*** The three-dimensional form of a building

***Metal Standing Seam Roof:*** A roof composed of overlapping sections of metal such as copper-bearing steel or iron coated with a terne alloy of lead and tin. These roofs were attached or crimped together in various raised seams for which the roofs are named.

***Modillion:*** A horizontal bracket, often in the form of a plain block, ornamenting, or sometimes supporting, the underside of a cornice.

***Mortar:*** A mixture of sand, lime cement, and water used as a binding agent in masonry construction.

**Mullion:** A heavy vertical divider between windows or doors.

**Muntin:** A secondary framing member to divide and hold the panes of glass in multi-light window or glazed door.

**Neo-Classical Revival Style:** Early twentieth century style which combines features of ancient, Renaissance, and Colonial architecture; characterized by imposing buildings with large columned porches.

**Oriel Window:** A bay window which emerges above the ground floor level.

**Paired Columns:** Two columns supported by one pier, as on a porch or balcony.

**Palladian Window:** A window with three openings, the central one arched and wider than the flanking ones.

**Panelled Door:** A door composed of solid panels (either raised or recessed) held within a framework of rails and stiles.

**Parapet:** A wall-like barrier that is extending above the edge of a roof, terrace, balcony, or other structures and is a portion of an exterior wall that continues above the line of the roof.

**Pediment:** A triangular crowning element forming the gable of a roof; any similar triangular element used over windows, doors, etc.

**Pier:** A vertical structural element, square or rectangular in cross-section.

**Pilaster:** A square pillar attached, but projecting from a wall, resembling a classical column.

**Pitch:** The degree of the slope of a roof.

**Portico:** A roofed space, open or partly enclosed, forming the entrance and centerpiece of the facade of a building, often with columns and a pediment.

**Portland Cement:** A strong, inflexible hydraulic cement used to bind mortar. Mortar or patching materials with a high Portland cement content should not be used on old buildings. The Portland cement is harder than the masonry thereby causing serious damage over annual freeze-thaw cycles.

**Preservation:** The act of maintaining the form and character of a building or historic district as it presently exists. Preservation stops deterioration and stabilizes the structure.

**Pressed Tin:** Decorative and functional metal work made of molded tin used to sheath roof, bays, and cornices.

**Pyramidal Roof:** A roof with four identical sides rising to a central peak.

**Queen Anne Style:** Popular late nineteenth century revival style of early eighteenth century English architecture, characterized by irregularity of plan and massing and a variety of texture.

**Quoins:** A series of stone bricks, or wood panels ornamenting the outside of a wall.

**Reconstruction:** The accurate recreation of a vanished, or irreplaceably damaged structure, or part thereof, the new construction recreates the building's exact form and detail as they appeared at some point in history.

**Restoration:** The process of accurately taking a building's appearance back to a specific period of time by removing later work and by replacing missing earlier features to match the original.

**Ridge:** The top horizontal member of a roof where the sloping surfaces meet.

**Rusticated:** Roughening of stonework or concrete blocks to give greater articulation to each block.

**Sash:** The moveable framework containing the glass in a window.

**Segmental Arch:** An arch whose profile or radius is less than a semicircle.

**Semi-circular Arch:** An arch whose profile or radius is a half-circle, the diameter of which equals the opening width.

**Sheathing:** An exterior covering of boards or other surfaces applied to the frame of the structure. (see Siding)

**Shed Roof:** A gently-pitched almost flat roof with only one slope.

**Sidelight:** A vertical area of fixed glass on either side of a door or window.

**Siding:** The exterior wall covering or sheathing of a structure.

**Sill:** The bottom crosspiece of a window frame.

**Spindles:** Slender, elaborately turned wood dowels or rods often used in screens and porch trim.

**Stabilization:** The essential maintenance of a deteriorated building as it exists at present, establishing structural stability and a weather-resistant enclosure.

**Surround:** An encircling border or decorative frame, usually at windows or doors.

**Swag:** Carved ornament in the form of a cloth draped over supports, or in the form of a garland of fruits and flowers.

**Transom:** A horizontal crosspiece separating a door or the like from a window or fanlight above it.

**Transom Window (Transom Light):** A window above a crosspiece separating a door or the like from a window.

**Trim:** The decorative framing of openings and other features on a facade.

**Turret:** A small slender tower.

**Veranda:** A covered porch or balcony on a building's exterior.

**Vergeboard:** The vertical face board following and set under the roof edge of a gable, sometimes decorated by carving.

**Vernacular:** A regional form or adaptation of an architectural style.

**Wall Dormer:** Dormer created by the upward extension of a wall and a breaking of the roofline.

**Water Table:** A projecting horizontal ledge, intended to prevent water from running down the face of a wall's lower section.

**Weatherboard:** Wood siding consisting of overlapping boards usually thicker at one edge than the other.

## Appendix C: Arkansas Ordinance

### Chapter 172 Historic Districts

Subchapter 2 — Cities and Towns

#### Subchapter 2 — Cities and Towns

- 14-172-201. Title.
- 14-172-202. Purpose.
- 14-172-203. Applicability.
- 14-172-204. Penalty.
- 14-172-205. Enforcement.
- 14-172-206. Historic district commissions.
- 14-172-207. Establishment of historic districts.
- 14-172-208. Certificate of appropriateness required — Definition.
- 14-172-209. Determination on application for certificate.
- 14-172-210. Certain changes not prohibited.
- 14-172-211. Interior architectural features.
- 14-172-212. Appeal from decision.

**Cross References.** Building Code for historic buildings, § 13-7-110.

#### Research References

##### ALR.

Statute or ordinance protecting landmarks. 18 A.L.R.4th 990.

##### 14-172-201. Title.

This subchapter shall be known and may be cited as the “Historic Districts Act.”

**History.** Acts 1963, No. 484, § 1; A.S.A. 1947, § 19-5001.

#### Case Notes

**Cited:** Second Baptist Church ex rel. Buffington Towers Ltd. Partnership v. Little Rock Historic Dist. Comm'n, 293 Ark. 155, 732 S.W.2d 483 (1987).

##### 14-172-202. Purpose.

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The purpose of this subchapter is to promote the educational, cultural, economic, and general welfare of the public through the **preservation** and protection of buildings, sites, places, and districts of **historic** interest through the maintenance of such as landmarks in the history of architecture of the municipality, of the state, and of the nation, and through the development of appropriate settings for such buildings, places, and districts.

**History.** Acts 1963, No. 484, § 2; A.S.A. 1947, § 19-5002.

#### Case Notes

Constitutionality.

#### Constitutionality.

This section authorizes the use of historic districts to promote the educational, cultural, and economic welfare of a community, which has been deemed a legitimate use of the police powers by numerous state and federal courts. *Second Baptist Church ex rel. Buffington Towers Ltd. Partnership v. Little Rock Historic Dist. Comm'n*, 293 Ark. 155, 732 S.W.2d 483 (1987).

#### 14-172-203. Applicability.

None of the provisions of this subchapter shall be in operation until and unless:

(1) There shall have been filed, with the clerk of the city, town, or county in which an historic district is contemplated, a petition signed by a majority in numbers of the property owners within the proposed historic district agreeing that their property shall be included in the historic district; or

(2) The boundaries of the proposed historic district are identical to and encompass the area of a National Register of Historic Places Historic District as certified by the United States Department of the Interior.

**History.** Acts 1963, No. 484, § 10; 1965, No. 170, § 2; 1979, No. 371, § 1; A.S.A. 1947, § 19-5010; Acts 1993, No. 194, § 1.

**Amendments.** The 1993 amendment substituted “with the clerk of the city, town, or county” for “with the city clerk for the city or town” in (1).

#### 14-172-204. Penalty.

(a) Any person who violates any of the provisions of this subchapter shall be guilty of a misdemeanor and, upon conviction, shall be fined not less than ten dollars (\$10.00) nor more

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(b) All members shall serve without compensation.

(c) The commission shall elect a chairman and vice chairman annually from its own number.

(d) The commission may adopt rules and regulations not inconsistent with the provisions of this subchapter and may, subject to appropriation, employ clerical and technical assistants or consultants and may accept money, gifts, or grants and use them for these purposes.

**History.** Acts 1963, No. 484, § 4; A.S.A. 1947, § 19-5004; Acts 1993, No. 194, § 2.

**Amendments.** The 1993 amendment rewrote (a)(1).

**14-172-207. Establishment of historic districts.**

By ordinance adopted by vote of the governing body thereof, any city, town, or county may establish **historic** districts and may make appropriations for the purpose of carrying out the provisions of this subchapter, subject to the following provisions:

(1) (A) (i) An **historic** district commission, established as provided in § 14-172-206, shall make an investigation and report on the **historic** significance of the buildings, structures, features, sites, or surroundings included in any such proposed **historic** district and shall transmit copies of its report to the Arkansas **Historic Preservation** Program, a division of the Department of Arkansas Heritage, to the planning commission of the municipality or county, if any, and in the absence of such commission, to the governing body of the municipality or county for its consideration and recommendation.

(ii) Each such body or individual shall give its recommendation to the **historic** district commission within sixty (60) days from the date of receipt of the report.

(B) (i) Recommendations shall be read in full at the public hearing to be held by the commission as specified in this section.

(ii) Failure to make recommendations within sixty (60) days after the date of receipt shall be taken as approval of the report of the commission.

(2) (A) The commission shall hold a public hearing on the establishment of a proposed **historic** district after giving notice of the hearing by publication in a newspaper of general circulation in the municipality or county once a week for three (3) consecutive weeks, the first such publication to be at least twenty (20) days prior to the public hearing.

(B) The notice shall include the time and place of the hearing, specify the purpose, and describe the boundaries of the proposed **historic** district.

(3) (A) The commission shall submit a final report with its recommendations and a draft of a proposed ordinance to the governing body of the municipality or county within sixty (60) days after the public hearing.

(B) The report shall contain the following:

(i) A complete description of the area or areas to be included in the **historic** district. Any single **historic** district may embrace noncontiguous lands;

(ii) A map showing the exact boundaries of the area to be included within the proposed district;

(iii) A proposed ordinance designed to implement the provisions of this subchapter; and

(iv) Such other matters as the commission may deem necessary and advisable.

(4) The governing body of the municipality or county, after reviewing the report of the commission, shall take one (1) of the following steps:

(A) Accept the report of the commission and enact an ordinance to carry out the provisions of this subchapter;

(B) Return the report to the commission, with such amendments and revisions thereto as it may deem advisable, for consideration by the commission and a further report to the governing body of the municipality or county within ninety (90) days of such return; or

(C) Reject the report of the commission, stating its reasons therefor, and discharge the commission.

(5) The commission established under the provisions of this subchapter, by following the procedures set out in subdivisions (2) to (4), inclusive, of this section, may, from time to time, suggest proposed amendments to any ordinance adopted under this section or suggest additional ordinances to be adopted under this section.

**History.** Acts 1963, No. 484, § 3; 1965, No. 170, § 1; 1977, No. 480, § 11; A.S.A. 1947, § 19-5003; Acts 1993, No. 194, § 3.

**Amendments.** The 1993 amendment inserted "or county" following "town" in the introductory language; in (1)(A)(i), inserted "or county" twice and substituted "its" for "their" preceding "consideration"; inserted "or county" in (2)(A), (3)(A), the introductory language of (4), and in (4)(B); and made minor punctuation changes.

#### Case Notes

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Commission.

**Commission.**

In order to avail itself of this subchapter, a municipality must take measures to form an historic district commission to act upon requests for certificates of appropriateness to build, destroy, or modify structures within an historic district. *Second Baptist Church ex rel. Buffington Towers Ltd. Partnership v. Little Rock Historic Dist. Comm'n*, 293 Ark. 155, 732 S.W.2d 483 (1987).

**14-172-208. Certificate of appropriateness required — Definition.**

(a) (1) No building or structure, including stone walls, fences, light fixtures, steps, and paving or other appurtenant fixtures, shall be erected, altered, restored, moved, or demolished within an historic district until after an application for a certificate of appropriateness as to exterior architectural features has been submitted to and approved by the historic district commission. The municipality or county shall require a certificate of appropriateness to be issued by the commission prior to the issuance of a building permit or other permit granted for purposes of constructing or altering structures. A certificate of appropriateness shall be required whether or not a building permit is required.

(2) For purposes of this subchapter, “exterior architectural features” shall include the architectural style, general design, and general arrangement of the exterior of a structure, including the kind and texture of the building material and the type and style of all windows, doors, light fixtures, signs, and other appurtenant fixtures.

(b) The style, material, size, and location of outdoor advertising signs and bill posters within an historic district shall also be under the control of the commission.

**History.** Acts 1963, No. 484, § 5; A.S.A. 1947, § 19-5005; Acts 1993, No. 194, § 4.

**Amendments.** The 1993 amendment inserted “or county” in the second sentence of (a)(1).

**Case Notes**

**Cited:** *Second Baptist Church ex rel. Buffington Towers Ltd. Partnership v. Little Rock Historic Dist. Comm'n*, 293 Ark. 155, 732 S.W.2d 483 (1987).

**14-172-209. Determination on application for certificate.**

(a) Within a reasonable time, not to exceed thirty (30) days after the filing of an application for a certificate of appropriateness with the **historic** district commission, the commission shall determine the property to be materially affected by the application and immediately send by mail, postage prepaid, to the applicant and to the owners of all such properties to be materially affected

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notice of the hearing to be held by the commission on the application.

(b) (1) The commission may hold such public hearings as are necessary in considering any applications for certificates of appropriateness.

(2) The commission shall act on an application for certificate of appropriateness within a reasonable period of time.

(3) The commission shall determine whether the proposed construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, or appurtenant fixtures involved will be appropriate to the **preservation** of the **historic** district for the purposes of this subchapter, or whether, notwithstanding that it may be inappropriate, owing to conditions especially affecting the structure involved, but not affecting the **historic** district generally, failure to issue a certificate of appropriateness will involve a substantial hardship, financial or otherwise, to the applicant, and whether the certificate may be issued without substantial detriment to the public welfare and without substantial derogation from the intent and purpose of this subchapter.

(c) (1) If the commission determines that the proposed construction, reconstruction, alteration, restoration, moving, or demolition is appropriate or is not appropriate, owing to conditions as aforesaid, but that failure to issue a certificate of appropriateness would involve substantial detriment or derogation as aforesaid, or if the commission fails to make a determination within a reasonable time prescribed by ordinance, the commission shall forthwith approve the application and shall issue to the applicant a certificate of appropriateness.

(2) If the commission determines that a certificate of appropriateness should not be issued, it shall place upon its records the reasons for the determination and may include recommendations respecting the proposed construction, reconstruction, alteration, restoration, moving, or demolition.

(3) The commission shall immediately notify the applicant of the determination.

**History.** Acts 1963, No. 484, § 7; A.S.A. 1947, § 19-5007.

#### Research References

##### Ark. L. Rev.

Watkins, Open Meetings Under the Arkansas Freedom of Information Act, 38 Ark. L. Rev. 268.

#### Case Notes

##### Prohibitions.

—In General.

—Parking Lots.

Property Interest.

**Prohibitions.**

**—In General.**

An historic district commission may prohibit a particular use of property within a district in order to develop an appropriate setting for historical buildings if that use is obviously incongruous with the historic nature of the district. *Second Baptist Church ex rel. Buffington Towers Ltd. Partnership v. Little Rock Historic Dist. Comm'n*, 293 Ark. 155, 732 S.W.2d 483 (1987).

**—Parking Lots.**

Commission's decision that a parking lot at a particular location would be obviously incongruous with the historical aspects of the district held to be a valid exercise of a legitimate state interest and did not violate petitioners' right to equal protection. *Second Baptist Church ex rel. Buffington Towers Ltd. Partnership v. Little Rock Historic Dist. Comm'n*, 293 Ark. 155, 732 S.W.2d 483 (1987).

**Property Interest.**

Plaintiffs had no constitutionally protected property interest in the approval of their application for certificate of appropriateness. *Roy v. City of Little Rock*, 902 F. Supp. 871 (E.D. Ark. 1995).

Given that the commission's approval of an application for a certificate of appropriateness is discretionary, i.e., is not required upon the satisfaction of some rigid statutory framework, it followed that plaintiffs did not possess a legitimate claim of entitlement to certificate of appropriateness they sought; at most they had an expectation of receiving approval of their application. *Roy v. City of Little Rock*, 902 F. Supp. 871 (E.D. Ark. 1995).

**14-172-210. Certain changes not prohibited.**

Nothing in this subchapter shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the historic district which does not involve a change in design, material, color, or outer appearance thereof; nor to prevent the construction, reconstruction, alteration, restoration, or demolition of any such feature which the building inspector, or similar agent, shall certify is required for the public safety because of an unsafe or dangerous condition; nor to prevent the construction, reconstruction, alteration, restoration, or demolition of any such feature under a permit issued by a building inspector, or similar agent, prior to the effective date of the establishment of the historic district.

**History.** Acts 1963, No. 484, § 8; A.S.A. 1947, § 19-5008.

**14-172-211. Interior architectural features.**

In its deliberations under this subchapter, the historic district commission shall not consider interior arrangement or use and shall take no action under this subchapter except for the purpose of preventing the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, or appurtenant fixtures in the historic district obviously incongruous with

the historic aspects of the district.

**History.** Acts 1963, No. 484, § 6; A.S.A. 1947, § 19-5006.

**Case Notes**

**Cited:** Second Baptist Church ex rel. Buffington Towers Ltd. Partnership v. Little Rock Historic Dist. Comm'n, 293 Ark. 155, 732 S.W.2d 483 (1987).

**14-172-212. Appeal from decision.**

**(a) (1)** Any applicant aggrieved by the determination of the historic district commission, within thirty (30) days after the making of the decision, may appeal to the chancery court of the county wherein the property is located.

**(2)** The court shall hear all pertinent evidence and shall annul the determination of the commission if it finds the reasons given for the determination to be unsupported by the evidence or to be insufficient in law and may make such other decree as justice and equity may require.

**(b)** The remedy provided by this section shall be exclusive; but the applicant shall have all rights of appeal as in other equity cases.

**History.** Acts 1963, No. 484, § 9; A.S.A. 1947, § 19-5009.

**Case Notes**

Affirmation.

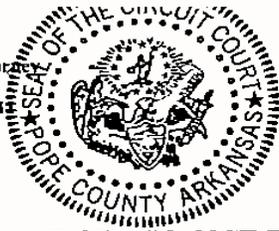
**Affirmation.**

Chancellor's finding that the commission's action was not arbitrary, capricious, and unreasonable was not clearly against the preponderance of the evidence and must be affirmed. Second Baptist Church ex rel. Buffington Towers Ltd. Partnership v. Little Rock Historic Dist. Comm'n, 293 Ark. 155, 732 S.W.2d 483 (1987).

**Cited:** Roy v. City of Little Rock, 902 F. Supp. 871 (E.D. Ark. 1995).

Appendix D: City of Russellville, Arkansas Ordinance No. 2011

Prepared by:  
William F. Smith III  
Russellville City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton  
AI#2



2011

ORDINANCE NO. 2011

CLERK'S CERTIFICATE OF RECORD  
STATE OF ARKANSAS - COUNTY OF POPE  
I, FERN TUCKER, Circuit Clerk and Recorder of  
the County attested do hereby certify that this  
instrument was filed for record the 02/27/2008 a  
02:36:08 PM, and the same is now  
fully recorded in Miscellaneous Book 2000-11 Page  
23 - 25  
Witness my hand and the seal of said court this  
the 02/27/2008  
By: *Fern Tucker*  
Circuit Clerk and Recorder

**AN ORDINANCE TO CREATE A HISTORIC DISTRICT HDC; CREATING PROCEDURES FOR THE ESTABLISHMENT OF HISTORIC DISTRICTS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND FOR OTHER PURPOSES.**

WHEREAS, the City of Russellville wishes to create a historic district HDC to oversee the creation and operation of historic districts within the City of Russellville; and

WHEREAS, ACA § 14-172-201 et seq. sets out the procedures required to create historic district HDCs and historic districts.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RUSSELLVILLE, ARKANSAS:**

**SECTION 1: Creation and Members.** (a) There is hereby created the City of Russellville Historic District HDC (henceforth referred to as the HDC) pursuant to the authority contained in ACA § 14-172-201 et seq, which provisions of said statutes are hereby adopted.

(b) The HDC shall consist nine (9) members appointed by the Mayor with the advice and consent of the City Council. Members shall be electors of the City of Russellville holding no salaried or elective municipal office and shall include at least one (1) person who owns property within the proposed historic district(s). Members shall demonstrate a positive interest in historic preservation, possessing interest or expertise in architecture, history, urban or regional planning, building rehabilitation, real estate, or preservation or conservation in general.

(c) Members shall be appointed for terms of three (3) years each and until their successors are appointed and confirmed by the City Council. The appointment shall be arranged so that the term of at least one (1) member shall expire each year. Vacancies shall be filled in the same manner for the balance of the unexpired terms. Members shall serve without compensation.

**SECTION 2: Officers, Meetings and Staff.** The HDC shall elect a Chairman and Vice-chairman annually from its own members and shall meet at least four times per year. The Mayor shall designate an individual to serve as the city's Historic Preservation Officer, who shall serve as the HDC's Secretary, provide administrative support to the HDC, and advise the HDC on matters submitted to it. The Historic Preservation Officer may be a current city employee or a consultant procured via a contract for professional services.

In addition to serving as representative of the HDC, the Historic Preservation Officer is responsible, with the assistance of the Chairman, or appointed designee, for coordinating the City's preservation activities with those of state and national agencies and organizations. The Historic Preservation Officer may consult, at his or her discretion, with preservation-related professionals including, but not limited to, architects, historians, engineers, archeologists and realtors.

08-11-23

Russellville Downtown Historic District Design Guidelines

The HDC shall meet at least quarterly, or more frequently if so required, to conduct business. A simple majority of the HDC shall constitute a quorum for the transaction of business. The Historic Preservation Officer may, when necessary and with adequate notice, call special meetings of the HDC.

**SECTION 3: Fiscal Procedures.** The HDC is subject to all fiscal procedures of the city. The HDC may, subject to appropriation, employ clerical and technical assistance or consultants and may accept money, gifts or grants, and use the same for such purpose.

**SECTION 4: Duties Generally.** (a) The HDC may conduct studies for the identification and designation of historic districts and sites. The HDC may proceed at its own initiative or upon a petition from any person, group, or association. The HDC shall maintain records of all studies and inventories for public use.

(b) The HDC may make recommendations to the State Historic Preservation Officer (SHPO) for the listing of a historic district or site in the National Register of Historic Places.

(c) The HDC will coordinate with the appropriate state and federal agencies in the pursuance and maintenance of Certified Local Government (CLG) status and Preserve America community status for the City of Russellville.

(d) The HDC will serve as the official custodian of the City’s history and will act as a point of contact for the public and for state and federal agencies in all matters concerning historic preservation within the City of Russellville.

(e) The HDC may adopt rules of procedure (by-laws) not inconsistent with the provisions of this ordinance and applicable state law for the conduct of business. The HDC shall adopt a schedule for regular meetings and shall advise the City Clerk of such.

**SECTION 5: Duties Specifically.** (a) The HDC shall make an investigation and report on the historic significance of the buildings, structures, sites, or surroundings included in a proposed historic district and shall transmit copies of its report to the Arkansas Historic Preservation Program (AHPP), a division of the Department of Arkansas Heritage, or its successor agencies, and to the City of Russellville Planning HDC for their consideration and recommendation. AHPP (or applicable state agency) and the Planning HDC shall give their recommendations to the Historic District HDC within sixty (60) days from the date of receipt of the report.

(1) Failure by these bodies to make recommendations within sixty (60) days after date of receipt shall be taken as approval of the report of the HDC.

(2) Recommendations shall be read in full at the required public hearing to be held by the HDC.

(b) The HDC shall hold a public hearing on the establishment of the proposed historic district after giving notice of such hearing by publication in a newspaper of general circulation in the city once a week for three (3) consecutive weeks, the first such publication being at least twenty (20) days prior to the public hearing. Such notice shall include the time and place of the hearing, specify the purpose and describe the boundaries of the proposed historic district.

08-11-24

(c) The historic district HDC shall submit a final report with its recommendations and a draft of a proposed ordinance to the City Council within sixty (60) days after the public hearing. The report shall contain the following:

(1) A complete description of the area or areas to be included in the historic district or districts. Any single historic district may embrace noncontiguous lands.

(2) A map showing the exact boundaries of the area or areas to be included within the proposed district or districts.

(3) A proposed ordinance designed to implement the provisions of the Arkansas Historic Districts Act [ACA §14-172-201 et seq.].

(4) Such other matters as the HDC may deem necessary and advisable, including a statement of purpose and policy.

(d) The City Council, after reviewing the report of the HDC, shall take one (1) of the following steps:

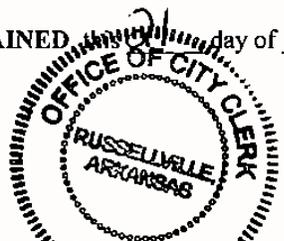
(1) Accept the report of the HDC and enact the proposed ordinance therein; or;

(2) Return the report to the HDC, with such amendments and revisions thereto as it may deem advisable, for consideration by the HDC and a further report City Council within ninety (90) days of such return; or;

(3) Reject the report of the HDC, stating its reasons therefore, and discharge the HDC.

**SECTION 6: Severability and Repealer.** In the event any portion of this ordinance is found invalid or unconstitutional, such finding shall not affect the remaining portions of this ordinance, which shall remain in full force and effect as if the portion found invalid or unconstitutional was not originally a part of this ordinance. Additionally, all ordinances or parts of ordinances found to be in conflict herewith are hereby repealed.

ORDAINED this 21 day of February, 2008.



ATTEST:

Kathy Collins  
KATHY COLLINS, CITY CLERK

TYRONE WILLIAMSON  
TYRONE WILLIAMSON, MAYOR

APPROVED AS TO FORM:

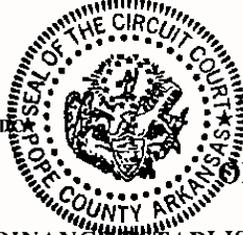
William F. Smith III 08-11-25  
WILLIAM F. SMITH III, CITY ATTORNEY

I, Kathy Collins, City Clerk of Russellville, Arkansas, hereby certify that the above and foregoing is a true and correct copy of Ordinance No. 2011 passed by the City Council of the City of Russellville, Pope County, Arkansas, on the 21 day of February, 2008.



Appendix E: City of Russellville, Arkansas Ordinance No. 2023

Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and Hill  
NB#9



*No. 2023*

ORDINANCE NO. 2023

AN ORDINANCE ESTABLISHING PROCEDURES FOR THE PROTECTION AND PRESERVATION OF THE CHARACTER OF AND PROPERTIES WITHIN THE RUSSELLVILLE DOWNTOWN HISTORIC DISTRICT

CLERKS CERTIFICATE OF RECORD  
STATE OF ARKANSAS - COUNTY OF POPE  
I, FERN TUCKER, Circuit Clerk and Recorder of  
the County attested do hereby certify that this  
instrument was filed for record the 06/19/2008 a  
12:47:06 PM, and the same is now  
filed recorded in Miscellaneous Book 2008-36 Page  
606 - 621

Witness my hand and the seal of said court this  
the 19th day of June 2008  
Fern Tucker - Circuit Clerk and Recorder

*Fern Tucker*  
D.C.

WHEREAS, the City of Russellville contains unique and valuable historic properties and neighborhoods worthy of preservation and protection; and

WHEREAS, the establishment of historic districts is in furtherance of the public interest and welfare to preserve and protect said historic district and the buildings, structures and surroundings therein; and

WHEREAS, it is hereby found and determined that certain areas and districts within the City of Russellville have a special character or special historic or aesthetic interest or value and represent architectural products of distinct periods in the history of the City of Russellville, and that said areas are in danger of having their distinctiveness destroyed without adequate consideration of the irreplaceable loss of the aesthetic, cultural and historic values represented by such areas; therefore the preservation thereof is both feasible and desirable to the people of this City; and

WHEREAS, Ordinance No. 2011 created the Russellville Historic District Commission to oversee the creation and operation of historic districts within the City of Russellville.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RUSSELLVILLE, ARKANSAS:

SECTION 1: PURPOSE.

- (a) It is hereby declared as a matter of public policy that the protection, enhancement, perpetuation, and use of such areas, improvements and districts of special character or special historic or aesthetic interest or value are public necessities and are required in the interest of the health, prosperity, safety and welfare of the people of this City.
- (b) The purpose of this Ordinance is to:
  - (1) effect and accomplish the protection, enhancement, and perpetuation of such areas and improvement of districts which represent or reflect elements of the City's cultural, social, economic, political, and architectural history;
  - (2) safeguard the City's historic, aesthetic and cultural heritage, as embodied and reflected in such areas;

*08-36-606*

## Russellville Downtown Historic District Design Guidelines

Approved by:  
Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and HDC  
NB#9

- (3) stabilize and improve property values in such districts;
- (4) foster civic pride in the beauty and accomplishments of the past;
- (5) protect and enhance the City's attractions to tourists and visitors;
- (6) strengthen the economy of the City; and
- (7) promote the use of historic districts and landmarks for the education, pleasure, and welfare of the people of the City.

**SECTION 2: COMMISSION POWERS.** Without limiting the generality of the other provisions of this Ordinance by reason of the following enumeration, the Russellville Historic District Commission (hereafter referred to as RHDC) shall have, in addition to the duties enumerated in Ordinance No.2011, the authority but not be limited to:

- (a) adopt design review guidelines to be used when considering Certificate of Appropriateness applications. These guidelines will be based upon the Secretary of Interior's Standards for Rehabilitation and adapted specifically to Russellville's historic districts;
- (b) conduct surveys and studies of neighborhoods, areas, places, structures, objects and improvements within the City of Russellville for the purpose of determining those of distinctive historic, community, architectural, or archeological interest or value;
- (c) nominate buildings, structures, objects and historic districts to the National Register of Historic Places;
- (d) recommend to the City Council the adoption of Ordinances designating areas as having special historic community or architectural value as "historic district" and add these historic districts to the provisions of this Ordinance;
- (e) keep a register of all properties and structures that have been designated as historically significant including all information required for each designation;
- (f) obtain the services of qualified persons to direct, advise and assist the Russellville Historic District Commission;
- (g) request and receive any appropriate information, cooperation, assistance or studies from any City departments, boards, agencies or commissions and any joint city-county departments, boards, agencies or commissions;
- (h) advise and assist owners of historic properties within historic districts on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, and on procedures for inclusion on the National Register of Historic Places;

08-36-607

## Russellville Downtown Historic District Design Guidelines

Prepared by:  
Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and HDC  
ND#9

- (i) promote the education and understanding of Russellville's heritage;
- (j) hold public hearings to review applications for certificates of appropriateness;
- (k) periodically review the Russellville Zoning Ordinance and recommend to the Planning Commission and the City Council any amendments appropriate for the protection and continued use of property within historic districts;
- (l) review and make recommendations to the Planning Commission on all conditional uses, rezonings, and variances that affect properties within historic districts;
- (m) testify before relevant boards and commissions on any matter affecting architecturally and/or historically significant properties;
- (n) destroy, exchange or otherwise dispose of in accordance with the law, any materials in its possession, except borrowed materials, which it may find to be worthless or surplus to its needs;
- (o) establish and make reasonable charges for furnishing copies of materials in its possession or for sales of historic memorabilia or signs;
- (p) expend any moneys arising from grants, contributions or gratuities, and receive bequests or donations of real or personal property and convert into money any such property which cannot be used in the form received, and expend the same for any of the functions performable by it;
- (q) cooperate with the Arkansas Historic Preservation Program, historical associations and other agencies and organizations devoted to the history of this city and state;
- (r) take such other action, not inconsistent with law, as it shall deem necessary in the performance of any of its functions; and
- (s) adopt (or amend) its own rules and regulations by a vote of not less than two thirds of all members present and voting.

### **SECTION 3: RUSSELLVILLE DOWNTOWN HISTORIC DISTRICT.**

(a) The Russellville Downtown Historic District hereby created shall consist of that area of the City shown on Exhibit 1, which is attached hereto and made a part hereof.

(b) The Russellville Downtown Historic District in Russellville, Arkansas, is more particularly described as follows:

08-36-608

## Russellville Downtown Historic District Design Guidelines

Prepared by:  
Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and IDC  
NB#9

“Beginning at a point at Arkansas Ave. (Highway 7 ) on the east, El Paso Ave. on the west, W. Second Street on the south and the railroad tracks on the north. Included in the district are the streets which comprised Russellville’s historic business center: West Main (Highway 64), North Commerce Ave., Denver Ave., West 2<sup>nd</sup> Street , West “B” Street and West “C” Street.”

**SECTION 4: DEFINITIONS.** Unless specifically defined below, words or phrases shall have the same meaning they have in common usage.

**ADAPTIVE USE** - Rehabilitation of a historic structure for use other than its original use such as a residence converted into offices.

**ADDITION** - New construction added to an existing building or structure.

**ALTERATION** - Any project involving change of or addition to an existing building.

**AREA OF INFLUENCE** - The affected area to be notified for a public hearing as determined by a specific type of construction, alteration, restoration, moving or demolition as described in the individual categories found in the guidelines for review adopted by the Historic District Commission.

**BUILDING** - Any structure having a roof supported by columns or walls for the housing or enclosure of persons, animals or chattels.

**CERTIFICATE OF APPROPRIATENESS** - A document awarded by the Historic District Commission allowing an applicant to proceed with a proposed rehabilitation, renovation, preservation, alteration, demolition, or new construction in a designated area or site, following a determination of the proposal’s suitability according to applicable criteria.

**CERTIFICATE OF ECONOMIC HARDSHIP** - A certificate issued by the Historic District Commission waiving the requirement for a Certificate of Appropriateness due to significant financial constraints of the property owner.

**CHARACTER** - The qualities and attributes of any structure, site, street or district.

**CONTEMPORARY** - Reflecting characteristics of the current period. Contemporary denotes characteristics which illustrate that a building, structure or detail was constructed in the present or recent past rather than being imitative or reflective of a historic design.

**DETAILING** - Architectural aspects that, due to particular treatment, draw attention to certain parts or features of a building.

**DEMOLITION** - Any act which destroys in whole or in part a building or structure.

08-36-609

## Russellville Downtown Historic District Design Guidelines

Prepared by:  
Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and HDC  
NB#9

**DEMOLITION BY NEGLECT** - The destruction of a building or structure through abandonment or lack of maintenance.

**DESIGN GUIDELINES** - Criteria developed by preservation commissions to identify design concerns in an area and to help property owners ensure that rehabilitation and new construction respect the character of designated buildings and districts.

**ELEMENT** - A material part or detail of a site, structure, street, or district.

**ENTRANCE AREA** - The area of access to the interior of the building including the design, location, and materials of all porches, stairs, doors, transoms, and sidelights.

**EXTERIOR ARCHITECTURAL FEATURES** - The architectural style, design and general arrangement of the exterior of a structure, including the kind and texture of the building material and the type and style of all windows, doors, light fixtures, signs and other appurtenant fixtures.

**FACADE** - A face of a building.

**HEIGHT** - The vertical distance as measured through the central axis of the building from the elevation of the lowest finished floor level to the highest point of the building.

**HISTORIC DISTRICT** - A geographically definable area with a significant concentration of buildings, structures, sites, spaces, or objects unified by past events, physical development, design, setting, materials, workmanship, sense of cohesiveness or related historical and aesthetic associations. The significance of a district may be recognized through listing in a local, state, or national register and may be protected legally through enactment of a local historic district ordinance administered by a historic district commission.

**MASSING** - Volume, magnitude or overall size of a building.

**ORDINARY MAINTENANCE** - Work that does not constitute a change in design, material, or outward appearance, including in-kind replacement or repair.

**OWNER OF RECORD** - The person, corporation, or other legal entity listed as owner on the records of Pope County.

**PRESERVATION** - The maintenance of a property without significant alteration to its current condition.

**PROPORTION** - Relationship of height to width of the building outline as well as individual components.

08-36-6/0

**City Attorney:**  
Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and HDC  
NB#9

**PUBLIC NOTICE** - The classified advertisement of an event, such as a preservation commission meeting, that is published in the local newspaper and posted in the city government building in order to notify the general public of the upcoming event.

**REHABILITATION** – The process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

**RESTORATION** – The process of returning a building to its condition at a specific time period, often to its original condition.

**RHYTHM** - A harmonious or orderly recurrence of compositional elements at regular intervals, including the location of doors and the placement of windows, symmetrically or asymmetrically and their relative proportion.

**ROOF AREA** - The outside covering of a building or structure extending above the vertical walls including the form, material, and texture of the roof, including the slope, pitch, and spacing of roof covering. Roof area also includes but is not limited to size, design, number, and location of dormers; the design and placement of cornices; and the size, design, material, and location of chimneys.

**SCALE** - The relative dimension, size, degree or proportion of parts of a building to one another or group of buildings.

**SITING** - Location of a building in relationship to the legal boundaries and setbacks, adjacent properties, and the natural conditions of the site.

**STRUCTURE** - Any improvement on the land that extends above ground level.

**TEXTURE** - The visual or tactile surface characteristics created by shape, arrangement and distribution of the component materials.

**WALL AREAS** - The vertical architectural member used to define and divide space. This includes but is not limited to kind, texture, and exposure of wall sidings and trims and the location, number, and design of all window and door openings.

**SECTION 5: CERTIFICATE OF APPROPRIATENESS REQUIRED.**

- (a) No building or structure, including but not limited to masonry walls, fences, light fixtures, steps and paving, other appurtenant fixtures, or other elements set forth in design guidelines shall be erected, altered, restored, moved, or demolished within said Historic District until after an application for a Certificate of Appropriateness as to the exterior architectural features has been submitted to and approved by the Russellville Historic District Commission (RHDC).

08-36-611

Prepared by:  
Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and HDC  
NB#9

- (b) No building permit or other permit shall be granted for purpose of constructing or altering structures until an application for a Certificate of Appropriateness as to the exterior architectural features has been submitted to and approved by the RHDC.
- (c) A Certificate of Appropriateness shall be required whether or not a building permit is required.
- (d) In its deliberations under this Ordinance, said RHDC shall not consider interior arrangement or use.

**SECTION 6: DETERMINATION ON AN APPLICATION.**

- (a) Within a reasonable amount of time, not to exceed thirty (30) days after the filing of an application for a Certificate of Appropriateness, the RHDC shall make a preliminary determination as to the properties, if any that will be materially affected by any of the changes proposed in said application. The RHDC shall promptly send by mail to the applicant and to the owners of all such affected properties, a notice of hearing to be held by the RHDC on said application. A notice of the public hearing shall be published at least one (1) time in a newspaper having circulation throughout the City of Russellville a minimum of fifteen (15) days prior to the hearing. All public notification costs shall be borne by the Applicant.
- (b) The RHDC, at the public hearing, shall hear all persons desiring to present information regarding the application. The RHDC shall act on such application for Certificate of Appropriateness within a reasonable period of time. The RHDC shall determine whether the restoration, rehabilitation, renovation, preservation, alteration, construction, moving or demolition of buildings, structures, or appurtenant fixtures involved will be appropriate to the preservation of the Historic District. If the RHDC determines that a certificate of appropriateness should not be issued, it shall place upon its records the reasons for such determination. The RHDC shall immediately notify the applicant of its determination.
- (c) Proposed repairs, alterations, new construction, moving or demolition in the Historic District shall respect and relate to the special character of the District. In making its determination, the RHDC shall consider without being limited to the following criteria:
  - 1. The purpose of this Ordinance;
  - 2. The architectural or historic value or significance of a building and its relationship to the surrounding area;
  - 3. The general compatibility of proposed changes; and
  - 4. Any other factor, including visual and aesthetic, considered pertinent.

08-36-6/2

Prepared by:  
Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and HDC  
NB#9

- (d) The RHDC shall encourage proposed changes which reflect the original design of the structure, based on photographs, written description or other historical documentation, and shall be guided by the following preferences:
  - 1. It is preferable to preserve by maintenance rather than to repair original features of the building.
  - 2. It is preferable to repair rather than to reconstruct if possible.
  - 3. It is preferable to restore by reconstruction of original features rather than to remove or remodel.
  - 4. Contemporary design shall not be excluded from consideration.
  
- (e) When evaluating the general compatibility of alterations to the exterior of any building or site in the Historic District, the RHDC shall consider, but not be limited to, the following factors within the building's area of influence:
  - 1. Siting
  - 2. Height
  - 3. Proportion
  - 4. Rhythm
  - 5. Roof area
  - 6. Entrance area
  - 7. Wall areas
  - 8. Detailing
  - 9. Facade
  - 10. Scale
  - 11. Massing.
  
- (f) New construction shall be judged on its compatibility with the existing neighborhood and area of influence.
  
- (g) Additions to existing buildings shall be judged in the same manner as new construction and shall complement the design of the original building.
  
- (h) No change shall be made in the scope of work for any building permit after issuance of a Certificate of Appropriateness without resubmitting to the RHDC and receiving approval in the same manner as provided above.

**SECTION 7: DEMOLITION.** If the application for a Certificate of Appropriateness involves the demolition of a building which the RHDC initially determines to be an inappropriate demolition, then the RHDC may defer the matter until such time as it has had an opportunity to consider the following alternatives to the demolition of subject property:

- a. Sources of funding for preservation and restoration activities if lack of such funds is the reason for the request to demolish.

08-36-613

Prepared by:  
Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and HDC  
NB#9

- b. Adaptive use changes.
- c. An attempt to find a purchaser for the property who would maintain the building in a suitable and acceptable manner.
- d. The feasibility of moving the building to another appropriate location.
- e. Any such other solution as may be deemed advisable and in keeping with the spirit and intent of this Ordinance.

**SECTION 8: ECONOMIC HARDSHIP.**

- (a) If a certificate of appropriateness is denied, the applicant may submit an application for a certificate of economic hardship within fifteen (15) calendar days from the date of the notice of denial by the Historic District Commission. The historic district commission application for a certificate of economic hardship shall be subject to the hearing schedules and notice provisions applicable to applications for certificates of appropriateness.
- (b) It shall be incumbent on the applicant to demonstrate economic hardship to the RHDC. The applicant for a certificate of economic hardship shall submit the following information before the commission makes a determination on the application:
  - (1) Estimate the cost of the proposed construction, alteration, demolition or removal and an estimate of any additional cost that would be incurred to comply with the recommendations of the Historic District Commission for changes necessary for the issuance of a certificate of appropriateness;
  - (2) A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any buildings or structures on the property and their suitability for rehabilitation;
  - (3) Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition, or removal; after any changes recommended by the historic district commission; and, in the case of a proposed demolition, after renovation of the existing property for continued use;
  - (4) In the case of a proposed demolition, an estimate from a licensed architect or contractor, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility or rehabilitation or reuse of the existing building or structure on the property;

08-36-6/4

## Russellville Downtown Historic District Design Guidelines

Prepared by:  
Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Enton, Harris and IDC  
NB#9

- (5) Amount paid for the property, the date of purchase, and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between seller and buyer;
  - (6) If the property is income-producing, the annual gross income from the property for the previous two (2) years, itemized operating and maintenance expenses, and depreciation for the previous two (2) years; and annual cash flow before and after debt service, if any, during the same period;
  - (7) All appraisals obtained within the previous two (2) years by the owner or applicant in connection with the purchase, financing, or ownership of the property;
  - (8) Any listing of the property for sale or rent, price asked and offers received, if any, within the previous two (2) years;
  - (9) Assessed value of the property according to the two (2) most recent assessments;
  - (10) Real estate taxes for the previous (2) years;
  - (11) Form of ownership or operation of the property, whether sole proprietorship, for-profit or not-for-profit corporation, limited partnership, joint venture, or other; and,
  - (12) Information about plans prepared for the property, if a building or structure is demolished, including material on the timing and financing of the new construction.
- (c) The Historic District Commission may seek expert testimony on the foregoing and may request the submission of any other information reasonably considered necessary to make a determination as to whether the property does yield or may yield a reasonable economic return to the owner.
- (d) The Historic District Commission shall review all the evidence and information submitted. The commission shall make a determination, within thirty-one (31) calendar days of the public hearing, whether a Certificate of Economic Hardship should be granted based on the information submitted. If the Historic District Commission makes a finding of economic hardship, it shall grant a Certificate of Economic Hardship and give its approval for the work as proposed by the applicant.

08-36-615

Prepared by:  
Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and HDC  
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This approval from the Historic District Commission shall not relieve the applicant from complying with the requirements of other City ordinances and regulations.

**SECTION 9: DEMOLITION BY NEGLECT.**

- (a) No owner or person with an interest in real property designated as an historic landmark or within an historic district shall permit said property to fall into a serious state of disrepair so as to result in the deterioration of any exterior architectural feature which would, in the judgment of the Russellville Historic District Commission (RHDC), produce a detrimental effect upon the character of the historic district as a whole or the life and character of the property itself.
- (b) Upon any citizen's complaint, the Historic Preservation Officer's notification, or upon the Building Official's own initiative and determination that demolition by neglect is occurring with respect to any property in one of the City's historic districts, the Historic Preservation Officer and Building Official shall conduct a preliminary investigation and prepare a staff report; notify the RHDC Chairperson stating the reasons therefore; and shall give the owner thirty (30) days from the date of the notice to commence work rectifying the specifics provided in the notice. Such a complaint must include a clear description of the property and the nature of the deterioration claimed to constitute demolition by neglect.
- (c) If the City finds that the complaint has a basis in fact, it will notify the property owner that a complaint has been received. A staff report will be brought before the Russellville Historic District Commission (RHDC) in no fewer than 30 days. If the preliminary investigation does not substantiate the complaint, the complaint is resolved and no further action will be taken. The first letter of notice to the property shall include:
  - (1) A description of the process;
  - (2) How the property owner or others having legal possession, custody or control can resolve the issue immediately, and
  - (3) Reports documenting the violations.
- (d) The Historic Preservation Officer will forward the complaint and staff report to the RHDC at its next regularly scheduled meeting after the 30 days have elapsed;
- (e) The Russellville Historic District Commission (RHDC) will review complaints and staff reports and accept information from the owner and other interested persons. Based on the information received, the RHDC may file a decision. If the RHDC determines there are specific defects with the subject property it will notify the Historic Preservation Officer and Building Official to act under the procedures set out below to require the correction of deterioration or making of repairs to the historic structure;

08-36-616

## Russellville Downtown Historic District Design Guidelines

Prepared by:  
Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and HDC  
NB#9

- (f) Whenever a decision of the Russellville Historic District Commission is filed with the Historic Preservation Officer and Building Official, the City shall issue and cause to be served upon the owner and/or such other person who may have legal possession, custody, and control thereof, as the same may be determined by reasonable diligence, a written finding stating that the Russellville Historic District Commission has reason to believe that the property is undergoing demolition by neglect;
- (g) The written finding shall identify the specific condition(s) of the property which have led to that determination, and shall contain a notice that a hearing will be held before the Russellville Historic District Commission not less than thirty (30) nor more than forty-five (45) days after the serving of such order;
- (h) The written finding shall also state that the owner and/or parties in interest shall be given a right to answer and to give testimony at the hearing; and that the rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the Russellville Historic District Commission (RHDC). The purpose of the hearing is to receive evidence concerning the charge of demolition by neglect;
- (i) If after such finding and hearing, the Russellville Historic District Commission (RHDC) determines that the structure is undergoing demolition by neglect because it is deteriorating, or if its condition is contributing to deterioration, the Historic Preservation Officer shall state in writing the findings of fact in support of such determination and shall issue and cause to be served upon the owner and/or other parties in interest therein an order to repair within a time to be specified in the written decision those elements of the structure that are deteriorating, contributing to deterioration, or deteriorated.
- (j) An approved Certificate of Appropriateness and arrangements to bring the property into compliance agreed upon by the property owner and/or other parties in interest, and the Russellville Historic District Commission, will stay all proceedings under these regulations.
- (k) Complaints or orders issued by the Historic Preservation Officer and Building Official shall be served upon persons either personally or by certified mail. If the whereabouts of such persons are unknown and the same cannot be ascertained by Historic Preservation Officer or Building Official in the exercise of reasonable diligence, and the Historic Preservation Officer and Building Official shall make an affidavit to that effect, stating the steps taken to determine and locate the persons in interest, then the serving of such complaint or order may be made by publishing the same once each week for two (2) successive weeks in a newspaper of general circulation within the City. Where such service is by publication, a notice of the pending proceedings shall be posted in a conspicuous place on the premises thereby affected.

08-36-617

**Betsy McGuire**  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and HDG  
NB#9

**SECTION 10: WORK NOT REQUIRING A CERTIFICATE OF APPROPRIATENESS.**

- (a) Nothing in these regulations shall be construed to prevent ordinary maintenance and/or repair of any exterior architectural feature of a property within a historic district. The Building Official in conjunction with the Historic Preservation Officer shall be charged with determining whether proposed work constitutes "ordinary maintenance".
- (b) This Ordinance shall not prevent the restoration, rehabilitation, renovation, preservation, alteration, construction, or demolition of any such feature that the Building Official or similar agent of the City shall certify is required for the public safety. In emergency situations, threatening life, limb or significant property damage, work may be authorized by the Historic Preservation Officer without a Certificate of Appropriateness. Such work shall be done in accordance with the principles and specific criteria adopted under this Ordinance. When work is performed by city staff or utility companies under this emergency clause, the RHDC shall be so notified by the next business day.
- (c) Work not visible from any public right-of-way shall not require a Certificate of Appropriateness. The Historic Preservation Officer shall be charged with determining whether proposed work is visible from a public right-of-way.
- (d) This Ordinance shall not prevent the restoration, rehabilitation, renovation, preservation, alteration, construction or demolition of any such feature under a permit issued by a Building Official or similar agent of the City prior to the effective date of the establishment of said Historic District.

**SECTION 11: APPLICABILITY TO CITY AND UTILITIES.** Work done by the City of Russellville and by public utility companies within historic districts shall be subject to the provisions of this Ordinance. The RHDC shall consider these certificates in accordance with the procedures and standards applicable to individual certificates.

**SECTION 12: APPEALS.** The RHDC may adopt, within its own rules, procedures for addressing aggrieved applicants or reconsidering prior decisions. Any applicant still aggrieved by the determination of the RHDC may, within thirty (30) days after the making of such decision, appeal the determination of the RHDC to the Circuit Court of Pope County, Arkansas.

**SECTION 13: ENFORCEMENT.**

- (a) In the event that work being performed is found not to be in accordance with the Certificate of Appropriateness or upon notification of such fact by the Russellville Historic District Commission and/or City staff, the building inspector shall issue a stop work order and all work shall immediately cease. No further work shall be undertaken on the project as long as a stop work order is in effect. Stop work

08-36-6/8

Russellville Downtown Historic District Design Guidelines

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Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and HDC  
NB#9

orders and penalties for non-compliance with such will be enforced according to other applicable laws. A decision shall be made by the RHDC concerning the stop work order within five (5) business days.

- (b) Any person who violates any of the provisions of this Ordinance shall be guilty of a misdemeanor, and upon conviction thereof shall be fined ten dollars (\$10) to five hundred dollars (\$500) per day, in accordance with the Arkansas Historic Districts Act. Each day that a violation continues to exist shall constitute a separate offense.
- (c) The City Council may, at the request of the RHDC, in lieu of or in addition to penalties provided in this chapter, apply for any appropriate equitable remedy for the purpose of restraining or abating any violation of this chapter.

**SECTION 14: OTHER ORDINANCES.** All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of the conflict.

**SECTION 15: STATE LAW.** It is the legislative intent of the Russellville City Council to grant to the Russellville Historic District Commission authority to the extent allowed under the Arkansas Historic Districts Act, Act 484 of 1963 as amended and codified at Arkansas Code Annotated §14-172-101 et seq. Should Arkansas law hereafter be amended, this Ordinance shall conform to state law.

**SECTION 16: SEVERABILITY.** Severability is intended throughout and within the provisions of this Ordinance. If any provision, including any exception, part, phrase, or term, or the application thereof to any person or circumstances is held invalid, the application to other persons or circumstances shall not be affected thereby and the validity of this Ordinance in any and all other respects shall not be affected thereby.

ORDAINED, this 12 day of June, 2008.



Kathy Collins  
KATHY COLLINS, CITY CLERK

TYRONE WILLIAMSON  
TYRONE WILLIAMSON, MAYOR

APPROVED AS TO FORM:  
William F. Smith III  
WILLIAM F. SMITH III, CITY ATTORNEY

I, Kathy Collins, City Clerk of Russellville, Arkansas, hereby certify that the above and foregoing is a true and correct copy of Ordinance No. 2008 passed by the City Council of the City of Russellville, Pope County, Arkansas, on the 12 day of June, 2008.

08-36-619

Russellville Downtown Historic District Design Guidelines

Prepared by:  
Betsy McGuire  
Main Street Russellville and  
William F. Smith III  
City Attorney  
P.O. Box 428  
Russellville, AR 72811  
Sponsor: Eaton, Harris and HDC  
NB#9

**SECTION 17: EMERGENCY.** The City Council has found and determined that the creation and establishment of a Historic District and Historic District Commission for the City of Russellville is essential in order to assure the preservation of historic districts and buildings related to the history of the City and thereby stabilize and improve property values within the City of Russellville for its residents. In consideration of the public interest to be preserved, an emergency is hereby declared to exist and this Ordinance being necessary for the immediate preservation of the public peace, health, safety and welfare, shall be in full force and effect immediately from and after the date of its passage.

ORDAINED, this 12 day of June, 2008.

TYRONE WILLIAMSON  
TYRONE WILLIAMSON, MAYOR

ATTEST:

Kathy Collins  
KATHY COLLINS, CITY CLERK

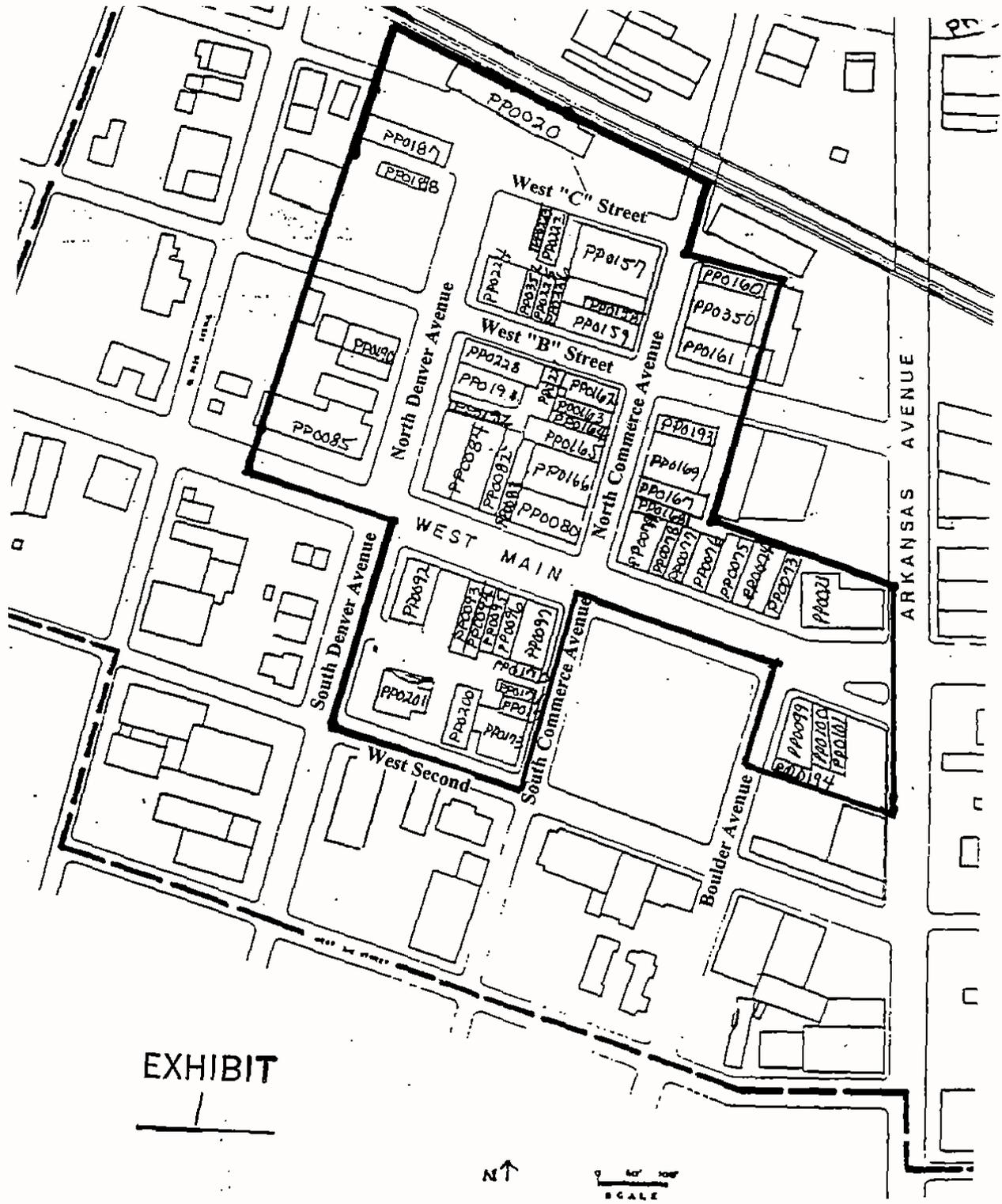
APPROVED AS TO FORM:

William F. Smith III  
WILLIAM F. SMITH III, CITY ATTORNEY

I, Kathy Collins, City Clerk of Russellville, Arkansas, hereby certify that the above and foregoing is a true and correct copy of Ordinance No. 2008 passed by the City Council of the City of Russellville, Pope County, Arkansas, on the 12 day of June, 2008.



08-36-620



RUSSELLVILLE DOWNTOWN HISTORIC DISTRICT  
POPE COUNTY, ARKANSAS 08-36-621

**Appendix F: CERTIFICATE OF APPROPRIATENESS APPLICATION**

<p><b>RUSSELLVILLE HISTORIC DISTRICT COMMISSION</b>                  City of Russellville Planning Department                  203 South Commerce                  Russellville, Arkansas 72801                  Telephone (479) 968-2098; Fax (479) 968-2358  <b>APPLICATION FOR CERTIFICATE OF APPROPRIATENESS</b></p>	
<p><i>All items must be completed. Mark "NA" if not applicable. If additional space is needed, attach more pages to this form. Failure to provide required information or failure to complete application could result in postponement of application being heard before the Commission.</i></p>	
<b>PROPERTY</b>	
Historic Name of Property (if known)	
Address	
<b>PROPERTY OWNER</b>	
Name	
Address	
Telephone	E-mail
<b>PERSON FILING APPLICATION (IF OTHER THAN OWNER)</b>	
Name	
Address	
Telephone	E-mail
<b>PROJECT ARCHITECT/ENGINEER/CONTRACTOR</b>	
Name	
Address	
Telephone	E-mail
<b>ESTIMATED DATE(S) OF PROPOSED WORK:</b>	
<p><u>Period of Effectiveness:</u> Certificates of Appropriateness (C of A) are effective immediately upon issuance; work approved must be begun and completed within 12 months of approval date. Once expired, project must be resubmitted for approval. Any work done outside of the scope of the Certificate of Appropriateness renders it null and void.</p>	
<p>I understand that:</p> <ol style="list-style-type: none"> <li>a) any and all work, construction and/or installations on the property must meet the requirements of the Russellville Historic District Commission’s Design Guidelines;</li> <li>b) any false statements made in this application can result in the Certificate of Appropriateness being revoked by the Commission;</li> <li>c) if the construction and/or installation for which this Certificate of Appropriateness is issued is contrary to the requirements of Russellville codes or regulations, violations must be corrected; approval by the Historic District Commission does not excuse the applicant, owner or agent from compliance with city building, fire, zoning and any other applicable codes, ordinances or policies of the City of Russellville unless expressly stated by the Commission or its staff. Responsibility for identifying such codes, ordinances or policies rests with the applicant, owner or agent.</li> </ol>	

Russellville Downtown Historic District Design Guidelines

<p>I hereby certify that I am the owner, agent of the owner, or other person in control of the property and that the information given herein, and as shown on the application for Certificate of Appropriateness, is true and that I am authorized to obtain this Certificate of Appropriateness.</p>
<p><u>Appeal Process:</u> Any applicant aggrieved by the determination of the Commission may, within thirty (30) days of such decision, appeal the determination of the Commission to the Circuit Court of Pope County, Arkansas.</p>
<p><u>Penalties:</u> Violations of this ordinance constitute a misdemeanor, and violators upon conviction shall be fined not less than \$10 or more than \$500 per day, in accordance with the Arkansas Historic Districts Act. Each day that a violation continues to exist shall constitute a separate offense.</p>
<p><b>SIGNATURE OF REPRESENTATIVE:</b></p>
<p><b>SIGNATURE OF OWNER:</b></p>
<p><b>DATE:</b></p>
<p><b>SUBMIT THE FOLLOWING:</b></p>
<p><b>DESCRIPTION OF PROPOSED WORK:</b></p>
<p><b>FOR EXISTING BUILDINGS:</b></p> <p>___ 1) accurate (scaled) sketch, photograph, or drawing of each elevation where changes are proposed, showing existing appearances and proposed changes</p> <p>___ 2) description of materials to be used on exterior surfaces and details including, but not limited to, masonry walls, fences, light fixtures, steps and paving, other appurtenant fixtures, or other elements of exterior architectural features viewable from the public right of way. Samples may be requested.</p>
<p><b>FOR NEW CONSTRUCTION:</b></p> <p>___ 1) accurate (scaled) sketch of all elevations showing proposed appearance and its relationship to adjacent and nearby buildings</p> <p>___ 2) description of materials to be used including all exterior surfaces and details</p>

**Russellville Downtown Historic District Design Guidelines**

<p><b>FOR DEMOLITION:</b></p> <p>___ 1) current photographs of each elevation</p> <p>___ 2) current evaluation by professional architect, engineer</p> <p>___ 3) demolition cost estimate</p>
<p><b>FOR MOVING A BUILDING INTO OR OUT OF THE HISTORIC DISTRICT:</b></p> <p>___ 1) current photograph of building in current location</p> <p>___ 2) current photograph of proposed site and its adjacent buildings</p> <p>___ 3) cost estimate of the move</p>
<p><b>FOR SIGNAGE OR WINDOW LETTERING:</b></p> <p>___ 1) drawing of proposed sign or window lettering, including dimensions</p> <p>___ 2) drawing indicating location of proposed sign or window lettering</p>
<p><b>NUMBER OF ATTACHMENTS:</b></p>
<p><b>ACTION TAKEN</b></p>
<p>The Russellville Historic District Commission hereby ___ <b>APPROVES</b> ___ <b>DENIES</b> this application.</p>
<p>Date:</p>
<p>Signature, Chair of Russellville Historic District Commission:</p>
<p><b>CONDITIONS:</b></p>
<p><b>COMMENTS:</b></p>



**Appendix G: Guideline Chart for the Russellville Downtown Historic District**

Type of Work	Historic District Commission Approval (COA) <u>Not Required</u>	Certificate of Appropriateness (COA) <u>Required</u>	City Building Permit <u>Required</u>
Additions		X	X
Architectural Details Brackets, Trim, Cornices		X	X
Awnings & Canopies		X	X
Brickwork (New, Tuckpointing, Cleaning)		X	X
Chimneys		X	X
Curb Cuts		X	X
Decks		X	X
Demolition		X	X
Doors		X	X
Fencing		X	X
Fire Escapes		X	X
Foundations		X	X
Garbage Collectors	X	X	
Glass Replacement (Matching Original)	X		
Glass Replacement (Not Matching)		X	
Historic Glass Removal		X	
Handicapped Ramps		X	X
Landscaping	X		
Light Fixtures		X	
Masonry Repair & Cleaning		X	

Russellville Downtown Historic District Design Guidelines

Type of Work	Historic District Commission Approval (COA) <u>Not Required</u>	Certificate of Appropriateness (COA) <u>Required</u>	City Building Permit <u>Required</u>
Material Changes Siding, Metal, Brick		X	X
Mechanical Systems		X	X
Moving Buildings		X	X
Murals		X	X
New Construction		X	X
Paint Colors	X		
Painting Masonry not previously painted		X	
Paint Removal from Masonry		X	
Parking Lots		X	X
Public Improvements		X	X
Rain Gutters	X		
Retaining Walls		X	X
Roofs (Materials, Change to shape)		X	X
Satellite Dishes		X	
Screens		X	
Shutters		X	
Signs		X	X
Skylights		X	X
Solar Collectors		X	X
Staircases (Exterior)		X	X
Steps		X	X
Storm Windows, Doors		X	X
Security Bars		X	X
Window Changes		X	X



