

RUSSELLVILLE
HISTORIC DISTRICT COMMISSION
MINUTES
Council Chamber City Hall – Thursday, March 24, 2022
6:00PM

Commissioners Present:

Betsy McGuire, Chair
Suzanne Alford

Judy Galloway, Secretary
Polly Hardin

Beverly Hooten
Steve Newby

Commissioners Absent:

Leo Cantu, Vice Chair

Greg Barborek

Nathan George

City Council Liaison Absent:

Rick Harrell

Staff Present:

Victoria Marchant - Historic Preservation Officer and Planner 1

Advisors Present:

Sara Jondahl - City Planner

Liaisons Absent:

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

Call to Order, Roll Call & Welcome:

The March 24, 2022 meeting was called to order at 6:00pm, the role was called and a quorum was established. .

Approval of Minutes:

Ms. McGuire asked if everyone had read the minutes of the December 14, 2021 meeting. Ms. Hooten made the motion to accept the minutes as written and Ms. Hardin made the second. The minutes were approved by a voice vote.

Agenda:

The first item on the agenda was review of a COA for signage at 320 & 322 West "B" Street for "*A Better Way Realty*" by Sandy Harrison. Neither Ms. Harrison nor her representative was present to answer questions. The applicant is proposing to place two new signs on the business, one on an existing pole at the corner of the building at West "B" Street and Denver Avenue and the second on a new pole. HPO Marchant recommended approval of the application based on the fact that the applicant had met the pertinent guidelines of Section 10.27 regarding signage. The signs are (A) not so large as to detract from the architectural integrity of the structure, (B) are of the appropriate material (painted metal), (C) are of a color in harmony with the façade of the building, (D) does not interfere with pedestrian traffic nor obscure ornamental detail, (E) there is no proposed lighting, and (F) both are appropriately located and projecting from the wall. The applicant has completed the sign permit process. Ms. Galloway made the motion to approve the COA for the proposed signs and Ms. Alford made the second. The motion passed by a voice vote.

The second item on the agenda was election of officers. Mr. Newby made the motion to table the vote until all commissioners are present and Ms. Alford made the second. The motion passed by a voice vote.

The third item on the agenda was discussion of graffiti removal that can be approved by staff. Ms. Marchant had prepared a COA for graffiti removal to be approved by the commission. In addition, she had prepared an internal

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document with the assistance of Molly Walden from the Arkansas Historic Preservation Program and National Park Service Brief #19 to assist staff in determining treatment methods for graffiti removal. The commission did not receive the documents until late in the day and commissioners had not had an opportunity to review them in depth. Discussion was tabled until the next meeting.

Unfinished Business:

The first item of business was follow-up with members of the Old Town Neighborhood regarding a meeting of home owners in the historic survey area. Ms. Alford indicated that no action had been taken.

Updating of the brochure and letter to property owners was discussed. Ms. Galloway had prepared a letter and had written a revision to the brochure, but no action was taken.

Ms. Alford gave an update on Phase I of the Latimore Tourist Home. Fund raising has reached the \$50,000.00 mark. Any commissioner who is interested in this project is welcome to attend the meeting on the second Tuesday of each month at 12 noon in the City Hall conference room.

New Business:

An "*Ice Cream Social*" was proposed by HPO Marchant to recognize downtown historic district tenants/ owners in celebration of Arkansas Heritage Month in May. She will finalize the details and inform the commissioners.

Adjournment:

Ms. Hardin made the motion to adjourn at 7.05PM and Ms. Hooten made the second. The motion was approved by a voice vote.

Betsy McGuire - Chair

Date