

**RUSSELLVILLE
HISTORIC DISTRICT COMMISSION**

MINUTES

**Regular Meeting – Thursday, February 28, 2019
CITY HALL – COUNCIL CHAMBERS**

Commissioners Present:

Judy Galloway – Secretary
Steve Newby
Beverly Hooten

Linda Carnahan
Kathy Price
Polly Hardin

Commissioners Absent:

Greg Barborek – Chair

Suzanne Alford-Hodges – Vice-Chair

City Council Liaison Absent:

Phyllis Carruth

Staff Present:

Kurt Jones – Historic Preservation Officer

Advisors Absent:

Danielle Housenick, MSR Director – First Security Bank Reveal at the Depot, Brian Holstein - Director City Development, Trey Smith – City Attorney

Call to Order & Welcome @ 5:00PM:

In the absence of the Chair and the Vice-Chair, Ms. Galloway the Secretary called the February 28, 2019 meeting of the Russellville Historic District Commission to order at 5:00PM and a quorum was established. The commission appointed Ms. Hardin as the chairman pro tem.

Approval of Minutes:

Ms. Hardin asked if everyone had read the minutes of the January 24, 2019 regular meeting. Motion was made by Ms. Hooten to accept the minutes as written. Ms. Price made the second and the minutes were approved unanimously by voice vote.

Staff Report:

None

Agenda:

The first item on the agenda was the review of a COA presented by Ryan H. Adams of River Valley Realty Management Service representing Russellville Downtown LLC for relocation of the United Way awning from 103 S. Boulder Avenue (The Jenkins Building) to 107 S. Boulder Avenue. There were some questions for Mr. Adams regarding the exact placement of the sign and regarding the air conditioning unit currently in the transom space above the entry door. Mr. Adams said that the current owners were planning on moving all of the heat and air units for the entire building to the roof and that the transom would not hold an AC unit.

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Mr. Newby made the motion to approve the COA with the conditions that the awning would be centered above the door and hang 5 bricks below the decorative brick course that runs along the side of the building. Ms. Price made the second and the COA was approved by a voice vote.

The second agenda item was a review of commissioner's terms and election of officers for the coming year.

Mr. Jones told the commission that Mayor Harris has noticed that terms of several commission members were expired. (Mayor Harris arrived at the meeting during the discussion of terms of commissioners.) The commission Bylaws state that "each member shall be appointed for staggered three (3) year terms. Each member shall continue to serve in office after the expiration date of his or her term until a successor is appointed." Mr. Jones is going to update the term of each commissioner and make a recommendation to Mayor Harris. Any commissioner who does not want to continue to serve is to let Mr. Jones know in the next week or so.

The commission is currently short on commission member. Commissioners discussed advertising for people interested in serving. Ms. Hooten suggested that we be sure and advertise in the newspaper. Ms. Galloway said that in the past the commission had an application that interested parties could fill out. The commission would review qualifications and areas of interest and would make recommendations to the mayor. Ms. Price said she had the one she filled out saved on her computer and would provide it to Mr. Jones. Mayor Harris said he liked the idea of advertising for interested parties. Ms. Hooten made the motion to advertise and have an application for commission review. Ms. Carnahan made the second and the motion was approved by a voice vote.

Election of officers was the next item discussed. Ms. Keenan made the motion to keep the officers the same as in the past year. Ms. Carnahan made the second and the motion was approved by a voice vote.

Old Business:

None

New Business:

Ms. Hardin said she had talked to Dale Finley who is currently residing with Quinn Martin, the father of Kevin Martin, owner of the vacant lot in the historic district with the trailer. He said that Kevin is planning on restoring the trailer and selling it. Ms. Hardin also asked about the swing set she had seen on the property. Mr. Jones said the swing set had been removed.

Adjournment:

Mr. Newby made the motion to adjourn at 5:22PM. Ms. Price made the second. Motion passed by a voice vote.