

**RUSSELLVILLE
HISTORIC DISTRICT COMMISSION**

MINUTES

**Regular Meeting – Thursday, June 27, 2019
CITY HALL – COUNCIL CHAMBERS**

Commissioners Present:

Greg Barborek – Chair
Judy Galloway – Secretary
Steve Newby

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

Commissioners Absent:

Beverly Hooten

Polly Hardin

City Council Liaison Absent:

Phyllis Carruth

Staff Present:

Kurt Jones – Historic Preservation Officer

Advisors Absent:

Danielle Housenick, MSR Director, Brian Holstein - Director City Development, Trey Smith – City Attorney

Call to Order & Welcome @ 5:00PM:

Mr. Barborek called the June 27, 2019 meeting of the Russellville Historic District Commission to order at 5:07PM and a quorum was established.

Approval of Minutes:

Mr. Barborek asked if everyone had read the minutes of the February 28, 2019 regular meeting. Motion was made by Ms. Price to accept the minutes as written. Mr. Newby made the second and the minutes were approved unanimously by voice vote.

Staff Report:

Mr. Jones reported that the travel trailer on the lot at 205 N. Commerce had been moved out of the Downtown Historic District.

Agenda:

The first item on the agenda was discussion and a vote on the new member application received from Betsy McGuire to fill the vacancy on the commission. The commission agreed that the applicant had excellent qualifications. Ms. Price made the motion to accept Ms. McGuire and Ms. Alford-Hodges made the second. The motion passed by a voice vote. Mr. Jones will take the application and the recommendation to Mayor Harris tomorrow for appointment. The appointment will be presented at the July city council meeting for approval.

Item two was discussion of updated commission terms presented by Mr. Jones. All commission member terms were expired. The recommendation for reappointment was as follows: Ms. Alford-Hodges, Ms. Carnahan and Mr. Newby -

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2020, Ms. Hooten, Mr. Barborek and Ms. McGuire - 2021, Ms. Galloway, Ms. Price and Ms. Hardin - 2022. These updates fulfilled the Bylaws Article III, Section 2, *that members serve staggered three (3) years terms and serve in office after the expiration date of his or her term until a successor is appointed.*

Item three on the agenda was recommendation by Ms. Alford-Hodges that all commissioners be familiar with the ordinances and bylaws and attend at least one training per year. There was discussion of penalties for non-compliance and none were proposed. Ms. Galloway will revise the Bylaws to strongly suggest this change. Ms. Alford-Hodges made the motion and Ms. Price the second. The change was approved by a voice vote. There will be a vote on the change at the July meeting.

The last item on the agenda was discussion of the establishment of a neighborhood historic district suggested by Ms. Alford-Hodges. Ms. Galloway had spoken to our CLG coordinator, Catherine Barrier, to inquire as to how to proceed. Ms. Barrier said that we need to decide whether or not we wanted a Local Ordinance Historic District or a National Register Historic District. The first step to be taken to establish a National Register District would be to contact Mason Toms, the National Register Program Coordinator for the AHPP and get him to come to Russellville and make a determination whether or not the proposed area would qualify. He would then speak to the commission as to how we need to proceed. Ms. Alford-Hodges will make contact with Mr. Toms and keep the commission informed.

Old Business:

Shane Butler and Jimmy Streett who own the Bank of England Mortgage Building at 111 West Main Street were required by the National Park Service to make a change to the window and transom configuration on the front of the building in order to be eligible for state and federal tax credits. They were issued a building permit by the city and did not apply for a COA from the commission to approve the change as required by City Ordinance. Mr. Streett understands that a COA should have been submitted and will submit this along with the letter from the NPS at the next commission meeting. Mr. Jones will talk with Brian Holstein, the city Director of Development, to make sure that no building permit is issued in the Downtown Historic District without first having an approved COA from the commission.

Mr. Newby was concerned about the brick treatment on Jimmy Streett's building at 321 West "B" Street. Three sides of the building have had the brick repointed and the brick looks whitewashed. He was concerned about the appearance. Mr. Streett spoke with Ms. Galloway and assured her that the brick would be cleaned. Currently the work on the building is on hold because of other projects that have been undertaken by the owner.

The last item of old business concerned the appearance of Kevin Martin's building at 207 N. Commerce. The plate glass window is broken out and covered with plywood. The appearance of the building is a detriment to the appearance of the downtown. Mr. Martin is currently in Germany until October of this year. Mr. Jones indicated that Mr. Martin had tried to replace the glass and was told by the glass company that they were not to do work in the downtown without approval. This company did not understand the regular maintenance of a building does not require approval from the city. Mr. Jones will speak with Mr. Martin when he gets a chance and try to remedy the situation.

New Business:

Mr. Newby noticed that Alan Andrews Building at 217 N. Denver had the awning taken down. He questioned whether or not Mr. Andrews needed to be informed about exterior work in the historic district. The general consensus of the commission was that trying to talk with Mr. Andrews at this point would be counterproductive. Commission members were asked to keep an eye on his progress and if he starts to do exterior work, Mr. Jones will speak with Mr. Holstein about a stop work order until Mr. Andrews in compliance.

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Adjournment:

Mr. Newby made the motion to adjourn at 6:04PM. Ms. Carnahan made the second. Motion passed by a voice vote.

Greg Barborek - Chair

Date