

**RUSSELLVILLE**  
**HISTORIC DISTRICT COMMISSION**  
**MINUTES**  
**Council Chamber City Hall – Tuesday, February 27, 2025**  
**5:00PM**

**Commissioners Present:**

Betsy McGuire, Chair  
Greg Barborek  
Beverly Hooten

Judy Galloway, Secretary  
Steve Newby  
Kelly Jones

Suzanne Alford  
Polly Hardin

**Commissioners Absent:**

Leo Cantu, Vice-Chair

**City Council Liaison Absent:**

Paul Gray

**Staff Absent:**

Victoria Marchant - Historic Preservation Officer

**Advisors Present:**

Sara Jondahl - City Planner

**Advisors 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 February 27, 2025 meeting was called to order at 5:00pm, the roll call was called and a quorum was established.

**Approval of Minutes:**

Ms. McGuire asked if everyone had read the minutes of the January 21, 2025 meeting. Ms. Hooten made the motion to accept the minutes as written and Mr. Barborek made the second. The minutes were approved by a voice vote.

**Agenda:**

The first item on the agenda was a COA for 115 W. Main Street, Jenkins Building (C), for letters "The French Rose" to be mounted to the north side of the building with studs. No one was present to discuss the COA. Ms. Marchant, HPO, recommended approval of the application since the applicant had met all of the applicable guidelines of Section 10.27 regarding signage listed in the staff report and with the condition that the applicant obtains sign permits. Mr. Barborek added the condition that the letter studs be mounted in the mortar which would facilitate easy repair if the letters need to be removed and made the motion to approve the COA. Ms. Jones made the second. The motion passed with a voice vote.

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The second item on the agenda was review of a COA for 115 N. Commerce Avenue for revision of the storefront design originally presented and approved by the commission on August 22, 2024 presented by Will Wetzel. Staff recommended to the commission to approve the storefront revision and amend the Certificate of Appropriateness to renovate the façade of the building. The original conditions previously approved by the commission remain in effect. These include exposing the remaining two pilasters, front awning setback shall be at least two and one-half (2.5) feet from the face of the curb and ensure that the paint selected is of a matte finish and in an appropriate color for the district. Details of the design guidelines are listed in the staff report filed with the application. The possibility of lighting for the canopy awning was discussed and Mr. Wetzel indicated that there were no plans for lighting at this time. There will be street lights installed by the city in close proximity to his building and no need for additional lighting. The bulkhead beneath the storefront window was also discussed. Possibly it will be constructed of brick salvaged from a nearby building. Most of the adjacent buildings have brick bulkheads. Ms. Jones made the motion to approve the redesign of the storefront with the listed conditions and Mr. Newby made the second. The motion passed by a voice vote.

**Unfinished Business:**

The importance of training for all commissioners was emphasized by Ms. McGuire. There is an opportunity for training in El Dorado at Destination Downtown in September of this year. Ms. Jondahl has applied for CLG funds for scholarships to attend this meeting. Please consider attending this meeting.

Ms. Jondahl reminded commissioners that outreach was discussed at the last meeting. She has had new brochures printed and has given commissioners a list of all the businesses in the downtown and each commissioner is to select eight (8) businesses to make contact with and to provide information about the Historic District Commission and the requirements of owning or operating a business in the Downtown Historic District. Mr. Barborek suggested that the list be added to Google Drive so that selections would not be duplicated.

**New Business:**

The commission discussed the current COA form Ms. Galloway asked for suggestions as to how we can receive a form that is completed correctly and contains all of the information that we need to make a decision. Ms. Jondahl had taken the liberty to revise the current form and gave each commissioner a copy to go over. Revisions will be discussed at the next meeting.

Ms. Jondahl said that three commissioners are coming up for reappointment. They are Mr. Barborek, Ms. Hardin and Mr. Cantu. There will be a meeting on March 13th at 5PM to explain to interested parties the function and requirements to be an historic district commissioner. Current commissioners coming up for reappointment may elect to remain on the commission.

It was noted by Ms. Jondahl that a front door has been added to the building at 215 N. Commerce Avenue by Kevin Martin. The door is purported to have come from the Cornerstone Building and is appropriate for the period of significance. Mr. Martin's COA for work on his building expired in 2019. The question for commissioners was (1) should he have to complete a COA or (2) should Ms Jondahl

write him a letter explaining that his COA has expired and if he intends to perform more work on the exterior of his building, he will have to fill out a new COA for review by the commission. The decision was made to send a letter.

Ms. Marchant reported that there were no staff approvals since December 17, 2024.

**Adjournment:**

Mr. Newby made the motion to adjourn at 6:10PM and Mr. Barborek made the second. Motion passed by a voice vote.

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Betsy McGuire - Chair

Date