DOWNTOWN REVIEW BOARD
September 4, 2019
5:30 P.M. – COUNCIL CHAMBER

<table>
<thead>
<tr>
<th>Name</th>
<th>Attendance</th>
<th>Term of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MEMBERS PRESENT:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rebecca Thacker</td>
<td>2-0</td>
<td>2/25/22</td>
</tr>
<tr>
<td>Dana Massin</td>
<td>2-0</td>
<td>2/11/22</td>
</tr>
<tr>
<td>Pat Dillon</td>
<td>14-1</td>
<td>3/21/20</td>
</tr>
<tr>
<td>Fr. Sid Breese</td>
<td>13-1</td>
<td>8/31/21</td>
</tr>
<tr>
<td>Cristin Coffman</td>
<td>3-0</td>
<td>5/21/21</td>
</tr>
<tr>
<td>Pastor Tim Doyle</td>
<td>5-2</td>
<td>11/25/19</td>
</tr>
<tr>
<td><strong>MEMBERS ABSENT:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Spencer</td>
<td>19-9</td>
<td>3/10/20</td>
</tr>
<tr>
<td>Andrew Montee</td>
<td>2-1</td>
<td>3/22/22</td>
</tr>
<tr>
<td><strong>STAFF PRESENT:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nic Hutchison, City Planner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ted Elo, Asst. City Attorney</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rebecca Shipp, Executive Secretary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hutchison stated there is not a Chairman or Vice Chairman in attendance. Hutchison suggested the Board members present elect an acting Chairman.

Breese made a motion to nominate Dillon as acting Chairman.

Doyle seconded the motion

**VOTE:** Dillon-yes, Breese-yes, Doyle-yes, Thacker-yes, Massin-yes, Coffman-yes, Ayes – 6, Nays – 0, Abstain -0. Motion approved.

Dillon called the meeting to order at 5:33p.m.

**ROLL CALL:** Dillon-present, Breese-present, Doyle-present, Spencer-absent, Thacker-present, Massin-present, Coffman-present, Montee-absent

Quorum is present. Five members constitute a quorum.

Dillon read the rules of conduct

**APPROVAL OF MINUTES – July 10, 2019**

Breese made a motion to approve the minutes. Coffman seconded.

**VOTE:** Dillon-yes, Breese-yes, Doyle-yes, Thacker-yes, Massin-yes, Coffman-yes Ayes – 6, Nays – 0, Abstain -0. Minutes approved.
Hutchison suggested rearranging the agenda, hearing item 3 ahead of item 2 since the applicant for item 2 has not arrived. Hutchison stated Lonnie Bass would like to address the Board briefly regarding a project he is working on.

Coffman made a motion to allow Bass to address the Board prior to beginning agenda items. Breese seconded

**VOTE: Dillon-yes, Breese-yes, Doyle-yes, Thacker-yes, Massin-yes, Coffman-yes**

Ayes – 6, Nays – 0, Abstain -0. Motion approved.

Lonnie Bass spoke to the Board regarding a future project. Bass and business partners own the building at 714 Felix where Eclipz Gourmet Popcorn is located. Bass will be painting the building and would like to paint a mini-mural on the alley side of the building. Other businesses in downtown have heard of the idea and would like to join the effort. The mini-murals would be approximately 8x8 or 10x10 and be social media friendly. Bass is addressing the Board to get some guidance before the project/idea gets too far along. Bass gave the Board a handout containing idea examples. Local artists have reached out to him and are eager to participate. Mini murals would be modern, contemporary themed, not necessarily focused on the old west as other large murals around downtown. The idea behind the project is to boost downtown.

Bass discussed the handout presented to the Board. Bass stated he had been told that since the project is located in an alleyway, they don’t necessarily need approval but wanted to present the concept to the Board to gather input and advice before proceeding. Bass stated the last thing they wanted was to cause a problem.

Massin stated she loves the inspiration but thinks the examples in the handout are lacking organic artistic flair

Bass responded the examples are only preliminary ideas and the artwork would be original works from local artists.

Thacker stated Searcy, Arkansas has an entire alleyway painted with murals and is a success on social media. Thacker stated she thinks it’s a fantastic project and suggested Bass contact the Allied Arts Council for potential assistance.

Bass stated they are aware of the potential for graffiti and upkeep of the paintings. Seasonal themes could be a possibility.

Bass stated their building would take up a good portion of the alley and he is hopeful the neighbor will reciprocate and the building to the South is owned by the City. Brian Myers is working on cleaning up the alley and getting them to sign off so the project does stretch the whole length of the alleyway.

Breese asked Hutchison what the parameters were for the Board’s responsibility on this project

Dillon asked for clarification if the Board’s approval was necessary

Bass responded he was told he does not need approval for anything that’s in an alleyway. One of the locations is at 522 Felix that faces the street and they would have to have City approval for that location.
Hutchison stated the project would need to be presented to the DRB to obtain a Certificate of Appropriateness. The last mural that was approved by the DRB was the mural around the parking lot at the Joyce Ray Patterson building. Hutchison stated it would be good to go through the review process.

Bass stated he spoke with Coffman earlier in the day and they group originally hoped to have the project completed in October but now is thinking it would be a springtime kickoff.

Doyle cautioned Bass about having a large black square and the downtown seems to be negative about black monoliths downtown.

Bass stated the goal would be to have the whole space painted and local artists are aware. Bass asked the Board if they had any fundraising advice.

Doyle suggested contacting Pat Modlin

Dillon suggested contacting Albrecht Kemper

Thacker suggested the Community Foundation may be a possibility.

Item #1 Election of Officers

Coffman made a motion to postpone the election of officers. Massin seconded.

VOTE: Dillon-yes, Breese-yes, Doyle-yes, Thacker-yes, Massin-yes, Coffman-yes
Ayes – 6, Nays – 0, Abstain -0. Motion approved.

Item #3 Certificate of Appropriateness – A request for approval of a Certificate of Appropriateness for installation of brackets on existing poles for two 5’x24” welcome banners on the property at 911 Frederick as requested by Marci Bennett on behalf of the Buchanan County Tourism Board

Hutchison gave the Staff Report.

Marci Bennet-2032 Lovers Lane, spoke on behalf of the request. Bennet stated there are 2 poles left from the former Hardee’s restaurant where the CVB is currently located. No electricity is connected to the poles. The request is to attach brackets to the poles so that banners can be hung welcoming people to the downtown area. Bennet stated the banners could be seasonal, promote events occurring downtown or community wide.

Doyle asked if the banners would be double sided.

Bennett responded yes, they would be readable from both sides.

Massin asked Bennet if the banners would be any different from what was already installed and on display.

Bennet responded the request was for approval of the bracket placement and not the banners themselves but they had already installed the brackets and displayed banners promoting the Chiefs during training camp. The future banners would be of the same size.
Minutes of the Downtown Review Board
September 4, 2019

Dillon asked if the approval of the artwork would come back before the board.

Hutchison responded no, the City doesn’t regulate the content of signage.

Bennet stated the board is being asked to approve the brackets being put up.

Breese made a motion to approve the request. Thacker seconded.

**VOTE:** Dillon-yes, Breese-yes, Doyle-yes, Thacker-yes, Massin-yes, Coffman-yes
Ayes – 6, Nays – 0, Abstain -0. Motion approved.

**Item #2** Certificate of Appropriateness – A request for approval of a Certificate of Appropriateness to enclose sub-grade window wells on the west and south side of the property at 217 S 4th as requested by Roger Williams

Hutchison gave the Staff Report.

Coffman asked if the applicant had explored the option of installing grates or if they only explored filling in the window wells.

Hutchison responded staff is presenting it as an option to the Board but has not had a discussion with the applicant.

Massin asked if staff was recommending enclosure but not specifically concrete.

Hutchison responded there is only a small portion of the grade that would be exposed. Extending the sidewalk to be flush with the building facing 4th Street would not be an impact to the historic integrity of the building. Extending the sidewalk on the south facing wall would have an impact on the building.

Hutchison stated the Secretary of the Interiors standard is really concerned with the front of the building whereas the architectural significance of this building is the south wall.

Coffman stated concrete would be a permanent change and would be hard for anyone to take the building back to its original form.

Hutchison responded it wouldn’t be more permanent but would be more costly if someone wanted to restore it to original.

Doyle asked if the west side was the 4th Street side

Hutchison responded correct

Doyle asked if the Board were supposed to be considering only that side

Hutchison responded both sides.
Doyle asked if the front side/4th Street side would not affect the architectural integrity.

Hutchison responded correct

Thacker asked if the applicant indicated if he had brick that matched

Hutchison responded it would be compatible with the existing building.

Coffman stated installing grates would be less expensive and easier to convert to the original in the future. Coffman stated she would strongly ask the applicant to research this option before the Board moves forward with the approval of the change.

Doyle asked Hutchison if staff was recommending approval

Hutchison responded correct because there was no basis for not approving the request.

Dillon asked if the applicant was on any type of timeframe or would be open to further discussion

Hutchison responded he did not think they were on a time crunch and he would be willing discuss the option of installing grates with the applicant.

Doyle asked Hutchison if in his role as City Planner he would choose to fill in the window well.

Hutchison responded he had no reason not to approve the request but as planner he would like to see grates installed. Hutchison noted the request is compliant with use and is up to the Board to decide.

Coffman stated she thought the building was one of two buildings left downtown with sub level entry option.

Hutchison responded there are several.

Elo listed several buildings as examples.

Dillon asked if it was possible to delay the decision

Hutchison responded yes. Hutchison stated he would be fine further discussions with the applicant

Doyle stated it was a tough call to balance the wishes of property owners with business owner/retail interest.

Coffman asked if a motion was needed on what the Board was supporting.

Dillon responded he thought they could make a motion to table it until further discussion could be held with the applicant or the Board could vote on it as is.

Thacker stated she was surprised the applicant said the railing is not original. Thacker stated she would like to see the railing protected because it is a beautiful, disappearing feature in our downtown.

Dillon stated he didn’t see the harm in postponing the decision since that applicant is not present at the meeting.
Coffman made a motion to table the item until the next meeting to allow City Staff to discuss other options with the building owner. Massin seconded

**VOTE:** Dillon-yes, Breese-yes, Doyle-yes, Thacker-yes, Massin-yes, Coffman-yes

Ayes – 6, Nays – 0, Abstain -0. Motion approved.

Ken Reeder-4000 Riverside Road, stated all points that have been discussed are good ones. You don’t want to hinder anyone.

Doyle asked Hutchison what the status was of the Music Wall of Fame

Hutchison responded he believed it was still in the fundraising stage.

Hutchison discussed the handout he placed at each Board member’s seat. The photo referenced the building at 722 Felix. A certificate of Appropriateness was obtained for facade modification in November 2017. Current renovations include removing the glass tiles dating from approximately the 1970’s and replacing the façade. Hutchison noted the work is in compliance and no permits are required.

Reeder asked Hutchison the status of the Appliance Man Rental building.

Hutchison responded the building has been sold to private individuals who are slowly working on repairs.

Elo added the building could not be razed without coming before the Board again as the approval has 1) expired and 2) runs with the owner of the property.

The meeting was adjourned at 6:20 p.m.

Minutes respectfully submitted by Rebecca Shipp