

**FORT SMITH HISTORIC DISTRICT COMMISSION  
REGULAR MEETING  
JUNE 6, 2024, 5:30 P.M.  
DARBY COMMUNITY CENTER, 220 NORTH 7<sup>TH</sup> STREET**

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. STATEMENT OF QUALIFICATIONS**

**IV. APPROVAL OF MINUTES – MAY 2, 2024**

**V. CITIZENS FORUM**

**VI. PUBLIC HEARING**

- |  |  |
|--|--|
| <p><b>A.</b> Historic Name: W.O. Caldwell House<br/>Alternate Name: McDonald House<br/>Construction Date: c. 1920 Address:<br/>723 North 7<sup>th</sup> Street</p> | <p>Owner: Jose Luis Hernandez Baltazar<br/>Style Influence: Plain/Traditional<br/>Significance: (4) Marginal</p> |
|--|--|

- **Replace porch roof, siding, windows, and repaint trim**

**VII. NEXT MEETING DATES**

Study Session – June 27, 2024 – 5:30 pm  
Regular Meeting – July 3, 2024 - 5:30 pm

**IX. ADJOURN**

## **FORT SMITH HISTORIC DISTRICT COMMISSION STATEMENT OF QUALIFICATIONS AND PROCEDURES**

Good evening. It is 5:30 p.m. and the June 6, 2024, regular meeting of the Fort Smith Historic District Commission is called to order.

Morghan, will you please call the roll?

It is established that a quorum is present.

If anyone this evening wishes to address an agenda item or present any matter of business that is not on the agenda during the Citizens Forum, you may do so by completing one of the appropriate forms that are placed on the table next to you and giving it to our staff person, Morghan Barnhill. Those wishing to address agenda items or bring up any matter during the Citizens Forum will be allotted two (2) minutes. Those persons addressing controversial agenda items will be allotted five (5) minutes per side with three (3) minutes for rebuttal per side.

This evening the Commission will be reviewing requests for exterior changes to properties in the Belle Grove Historic District.

The qualifications of the members of the Commission, the staff of the Commission, and any consultants used are on file with the city and are hereby made a part of each and every application heard this evening. The guidelines and procedures adopted by the Commission are also made a part of each and every application. Each application heard this evening is considered on its own merits and is not to be considered as establishing a precedent for any other application.

Any person aggrieved by the decision of the Commission may within ten (10) days of the date of decision file a written request with the Commission that the Commission forward to the Fort Smith Board of Directors a written report summarizing the actions taken by the Commission with reference to the application in question.

**FORT SMITH HISTORIC DISTRICT COMMISSION  
REGULAR MEETING  
MAY 2, 2024, 5:30 P.M.  
DARBY COMMUNITY CENTER, 220 NORTH 7<sup>TH</sup> STREET**

Chairman Mila Masur called the meeting to order. On roll call, the following commissioners were present: Mila Masur, Debbie Kraus, Gary Duke, Nate Deason, and Robert Clock. Chairman Masur read aloud the Statement of Qualifications and spoke on the procedures.

Chairman Masur then called for a motion on the minutes from the April 4, 2024, meeting. Commissioner Deason moved, seconded by Commissioner Kraus, to approve the minutes. The motion carried with no objections.

Morghan Barnhill, Historic Preservation Coordinator, indicated there was not a citizens' forum present.

- A.      Historic Name: Edgar Brown Jr. House              Owner: Luis Ibarra**
- Construction Date: c. 1895                              Style Influence: Queen Anne/Eastlake**
- Address: 515 North 5<sup>th</sup> Street                              Significance: (1) Very Significant**
- **Repair and replace front porch, steps, and walkway.**

Chairman Masur introduced item A. Mr. Luis Ibarra was present to clarify that the only change being made was to extend the width of the walkway and front steps 2 feet. He explained that the color scheme he painted had previously been approved by the Historic District Commission in 2022. The Commission noted their appreciation for the improvements to the property and had no objections. Ms. Barnhill read the staff report and recommended approval based on the applicant's clarification to only extend the width of the walkway and front steps.

With no further questions, Chairman Masur called for a motion. Vice Chair Clock moved, seconded by Commissioner Deason to approve. The motion carried with no objections.

**VII. COMMISSION DISCUSSION – LETTER TO BOARD OF DIRECTORS IN REGARD TO UDO AMENDMENT FOR THE ADDITION OF DISPLACED YOUTH HOUSING LAND USE IN THE RH ZONE**

Ms. Barnhill read aloud the draft of the letter of concern to be submitted to the Board of Directors, to which the Commission approved. Chairman Masur signed the letter and explained that the UDO amendment would be presented to the Board of Directors the following Tuesday at their May 7, 2024, meeting.

The meeting adjourned at approximately 5:40 p.m.

APPROVED: \_\_\_\_\_  
Mila Masur, Chairman

# 723 North 7th Street



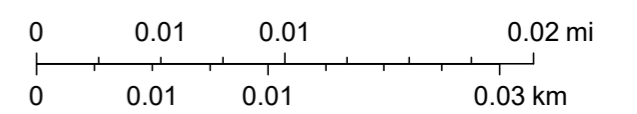
6/4/2024, 1:12:03 PM

 Fort Smith City Limits

 Zoning

 Assessor Parcels

1:600





**Belle Grove Historic District**  
 c/o City of Fort Smith Planning Dept.  
 P.O. Box 1908 or 623 Garrison Ave., Rm 331  
 Fort Smith, AR 72902

**Certificate of Appropriateness Application Form**

*(please use blue or black ink only)*

**PROPERTY LOCATION**

Historic Name of Property \_\_\_\_\_

Address 723 N 7<sup>th</sup> St, Fort Smith, AR 72901

Lot Number \_\_\_\_\_ Block Number \_\_\_\_\_

**OWNER**

Name Jose Luis Hernandez

Address 1302 Shaw Ave Springdale, AR 72764 Phone (479) 236-0982

**PERSON FILING APPLICATION, IF OTHER THAN OWNER**

Name Thaily Hernandez

Address 1302 Shaw Ave Springdale, AR 72764 Phone (479) 419-0528

**BUILDING DATA**

Construction Date: \_\_\_\_\_

Type of Construction: Wood Frame \_\_\_\_\_ Brick \_\_\_\_\_ Stone \_\_\_\_\_ Other \_\_\_\_\_

**Original Use:**

Single Family Residential  \_\_\_\_\_ Multi-Family Residential \_\_\_\_\_

Hotel/Boarding House \_\_\_\_\_ Office \_\_\_\_\_

Commercial/Retail \_\_\_\_\_ Industrial \_\_\_\_\_

Vacant \_\_\_\_\_ Combined Uses \_\_\_\_\_

Other \_\_\_\_\_

**CONCISE DESCRIPTION OF PROPOSED WORK:** (Attach additional papers if necessary)

I would like to install metal roof on the porch. The brand of the metal is Metal Central, style horizontal lock, color matte black. For the fascia and soffit, I would like to change the color to black. The brand of the fascia is Alsco, style wood grain. The brand of the soffit is also Alsco, style vented.

**PROJECT ARCHITECT/ENGINEER:**

Name \_\_\_\_\_

Address \_\_\_\_\_  
Phone \_\_\_\_\_

**MINOR WORK APPROVAL**

\_\_\_\_\_ staff

\_\_\_\_\_ date

Upon being signed and dated above by the Planning Director or designee, this application becomes the Minor Work Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Work Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Certificate of Appropriateness Committee for review at its next meeting.

**CATEGORIES OF MINOR WORK**

- (A) Emergency, temporary maintenance and repair which does not permanently alter the distinctive features of the subject building, structure or property, all required City of Fort Smith permits are obtained, and the owner of the property commits to apply for a certificate of appropriateness to make permanent repairs within thirty (30) days of the date on which the administrative staff grants written approval of the emergency, temporary repair;
- (B) The installation of HVAC equipment that is located in the rear or on the side of the property and is entirely screened from public view with wood lattice panels or plantings;
- (C) The installation of electrical and telephone panels, cable connections, satellite dishes, gas meters, or window air conditioning units that are located on a building's rear facade;
- (D) The installation of a roof ventilation device not larger than twelve inches height and located

The material for both the soffit and fascia would be aluminum. I would like to install LP Smart Side siding, style textured cedar, color primed, material would be engineered wood. I would like to keep the color of the siding the same as it is now, which is pink. I would like to install LP Smart Side Trim for all the trim including the trim on the windows. I would like to change the color of all trims to the color black, material engineered wood, style textured cedar. The brand of the paint for the trim would be Valspar. For the windows, I would like to install Krestmark windows in the color black, style 200 series single hung, material of frame would be vinyl.



on the rear of the building's roof;

(E) The installation of a privacy fence that is made of wood with flat boards in a single row, no taller than six feet, located in the rear of the property and set back from the building's front facade at least one-half the distance between the front facade and the property's rear property line;

(F) Installation of a picket fence that is made of wood, no taller than three (3) feet, with pickets no wider than four (4) inches and spacing between pickets of not more than three (3) inches, and painted white or neutral color;

(G) Removal of a chain link fence;

(H) Installation of storm windows that match the design, configuration, and color of the existing windows;

(I) Repair and replacement of a sidewalk or driveway on public and private property that does not involve a change in size material, and location;

(J) The construction, replacement, or repair of a public street or alley; and,

(K) The painting of or installation of shingles on the roof of any building or structure provided the paint colors or shingle color is consistent with the Commission's adopted list of approved paint and shingle colors for use within the historic district.

## **CERTIFICATE OF APPROPRIATENESS**

**Please include the following items that are application specific:**

### **On Existing Buildings:**

- COMPLETE THE CERTIFICATE OF APPROPRIATENESS APPLICATION FORM
- CURRENT COLOR PHOTOGRAPH OF EXISTING APPEARANCE OF STRUCTURE showing its present condition and the existing materials, colors, and textures.
- ELEVATION DRAWINGS- Dimensional drawings of all elevations showing proposed exterior architectural changes.
- PAINT SAMPLES required when changing color. Provide manufacturer's samples or samples of actual paint. Indicate manufacturer's name and the name of the color.
- SIDING SAMPLE- Provide a piece of the siding or a manufacturer's brochure showing a picture of the siding and indicating the specifications.
- WINDOWS- indicate window frame material- wood, vinyl or aluminum- indicate size and style.
- SHINGLES- Provide a sample of the shingle and manufacturer's name and color of the shingle.
- OTHER EXTERIOR DETAIL NOT LISTED ABOVE. Provide sample of the detail along with the

manufacturer's name and specifications.

**On New Construction:**

- COMPLETE THE CERTIFICATE OF APPROPRIATENESS APPLICATION FORM.
- SITE PLAN OF PROPERTY (Recommended scale: 1 inch= 20 feet) Include location of all structures and outside equipment (trash, mechanical, common mail boxes, walls, fences, external lighting fixtures, existing and proposed structures, etc.) Show parking areas, driveways, walks, and other hard surface areas. Indicate on the site plan, materials to be used. A surveyed drawing of the perimeter of the lot(s) is required for all Category III applications that involve a change of footprint.
- ELEVATION DRAWINGS- Dimensional drawings of all exterior elevations. Show textures, architectural details and materials. An additional drawing showing landscaping is desirable. (Recommended Scale: at least 1/4 inch = 1foot).
- PAINT SAMPLES required when changing color. Provide manufacturer's sample or samples of actual paint. Indicate manufacturer's name and the name of the color.
- SIDING SAMPLE- Provide a piece of the siding or a manufacturer's brochure showing a picture of the siding and indicating the specifications.
- WINDOWS- indicate window frame material- wood, vinyl, or aluminum- indicate size and style.
- SHINGLES- Provide a sample of the shingle and the manufacturer's name and color of the shingle.
- OTHER EXTERIOR DETAIL NOT LISTED ABOVE. Provide sample of the detail along with the manufacturer's name and specifications.

Certificates of Appropriateness are effective immediately upon issuance. Any work done outside the scope of the Certificates of Appropriateness renders it null and void.

I hereby certify I am the owner, agent of the owner, or other person in control of the property and that the information given herein, and as shown on the application and Certificate of Appropriateness, is true and that I am authorized to obtain this Certificate of Appropriateness. I understand that if the construction and/or installation for which this Certificate of Appropriateness is issued, is contrary to the requirements of city codes or regulations, violations must be corrected. Approval by the Historic District Commission does not excuse the applicant, owner or agent from compliance with any other applicable codes, ordinances or policies of the City of Fort Smith unless expressly stated by the Commission or its staff.

***Upon approval of commission, all applicants must purchase a permit from the City Building Inspector.***

**Penalties:** Violation of the ordinance constitute a misdemeanor, and violators upon being found guilty shall be fined not less than \$10 nor more than \$500. Each day that a violation continues to exist shall constitute a separate offense\*\*. (Reference State Act 14-172-204)

\*\* (If cited for violation, applicant may appeal in court)

SIGNATURE OF APPLICANT

*Hailey Kennedy*

5/10/2024

(Date)

The Planning Department will mail notices of hearing on all Certificate of Appropriateness applications to adjacent property owners at least 10 days prior to the date of the hearing and publish a notice of the Historic District Commission at least 1 time in a newspaper serving the population of Fort Smith at least 15 days prior to the hearing date.

Application is: Approved \_\_\_\_\_, Denied \_\_\_\_\_, Deferred \_\_\_\_\_

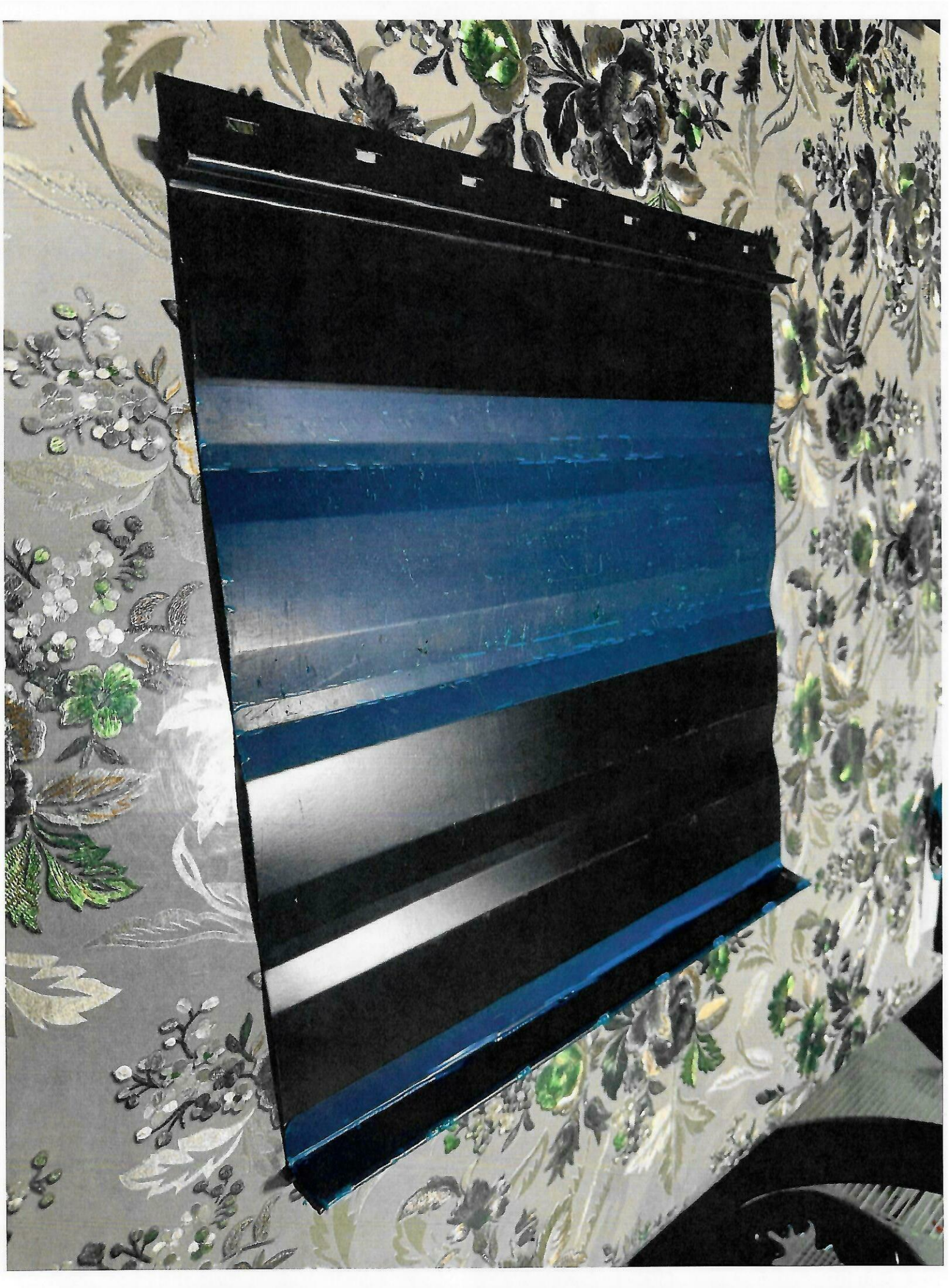
Reason for approval, denial or deferral:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Historic District Chair*

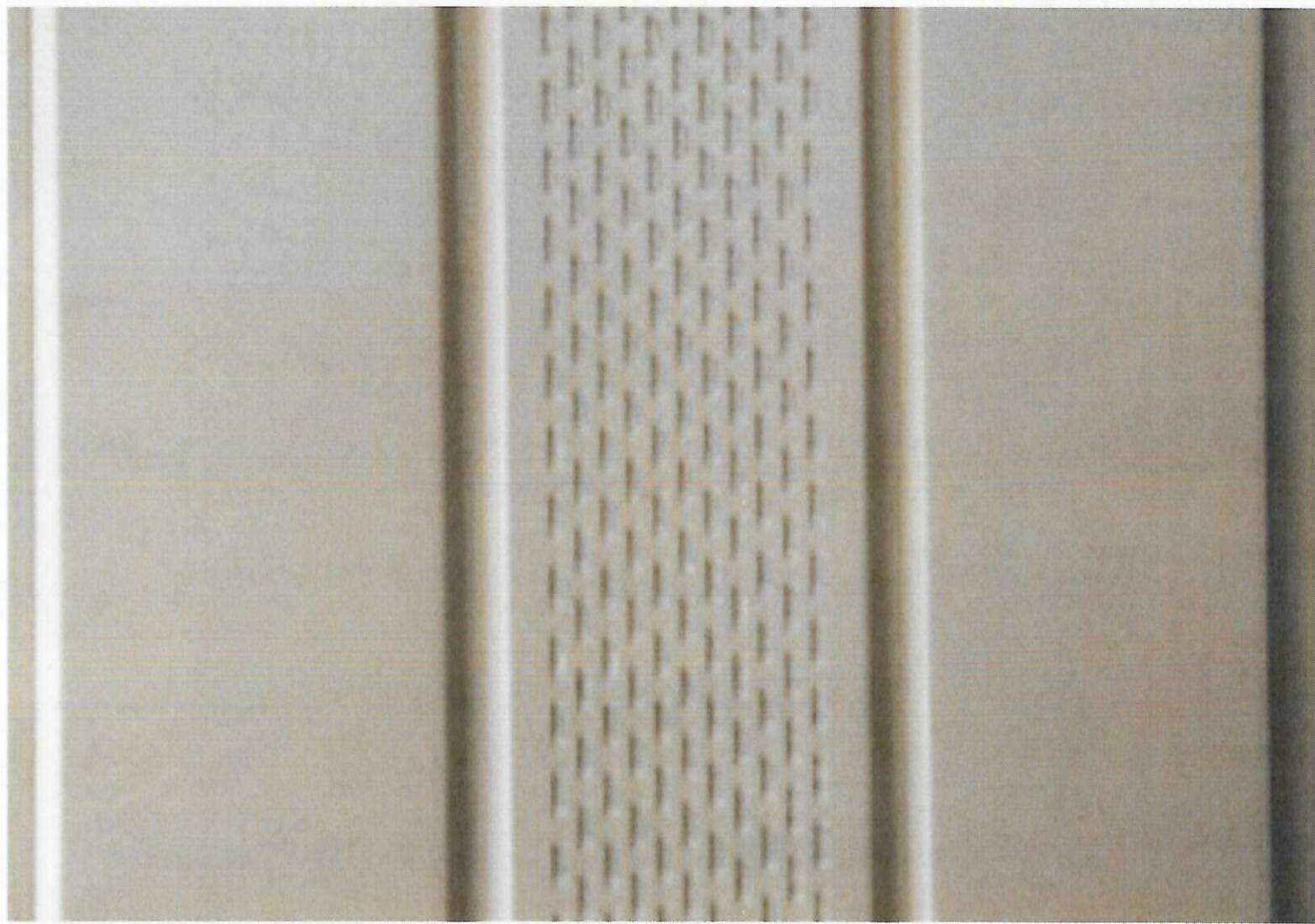
\_\_\_\_\_  
*Date Action Taken*

\_\_\_\_\_  
*Date of Issuance*



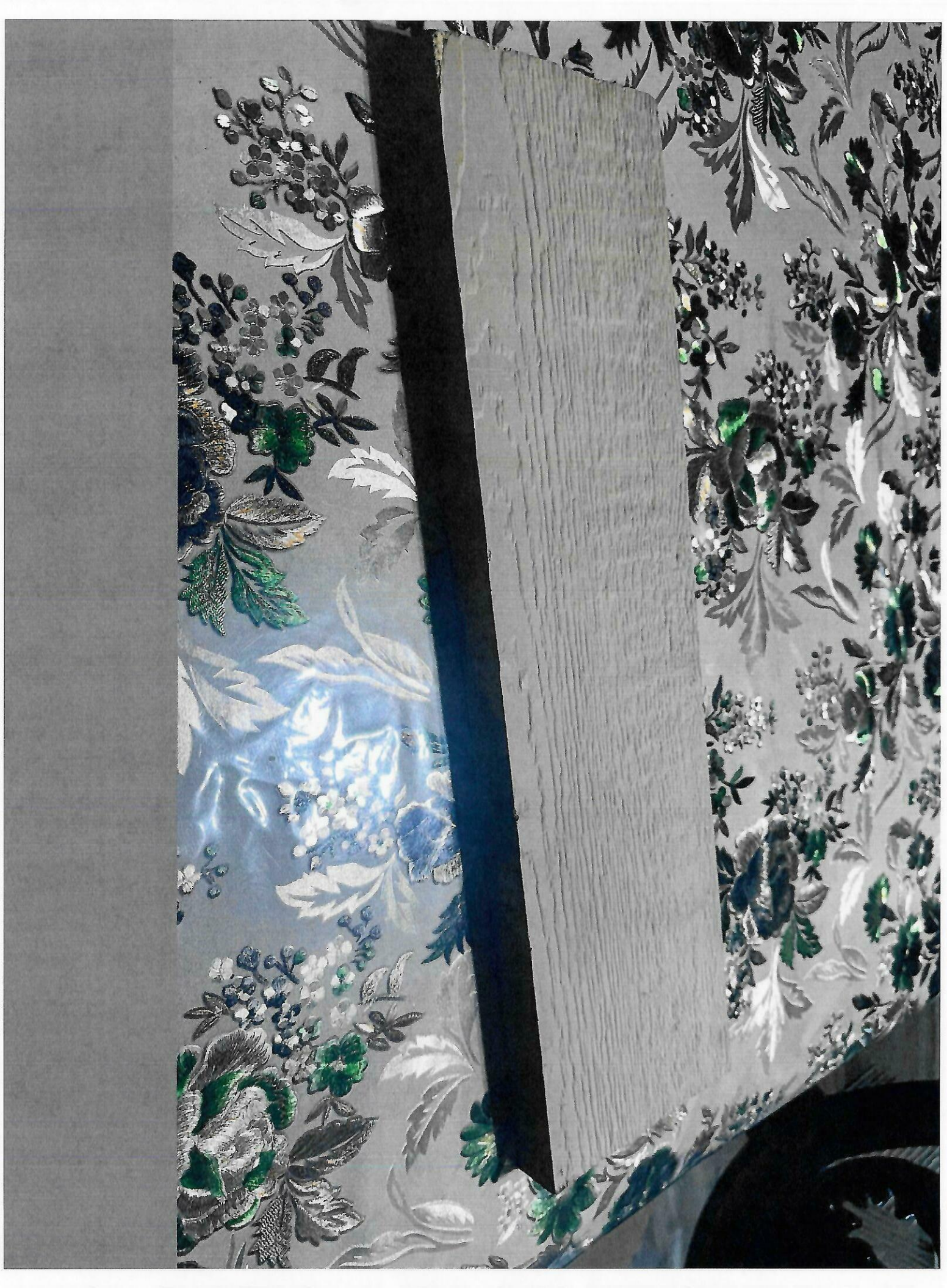


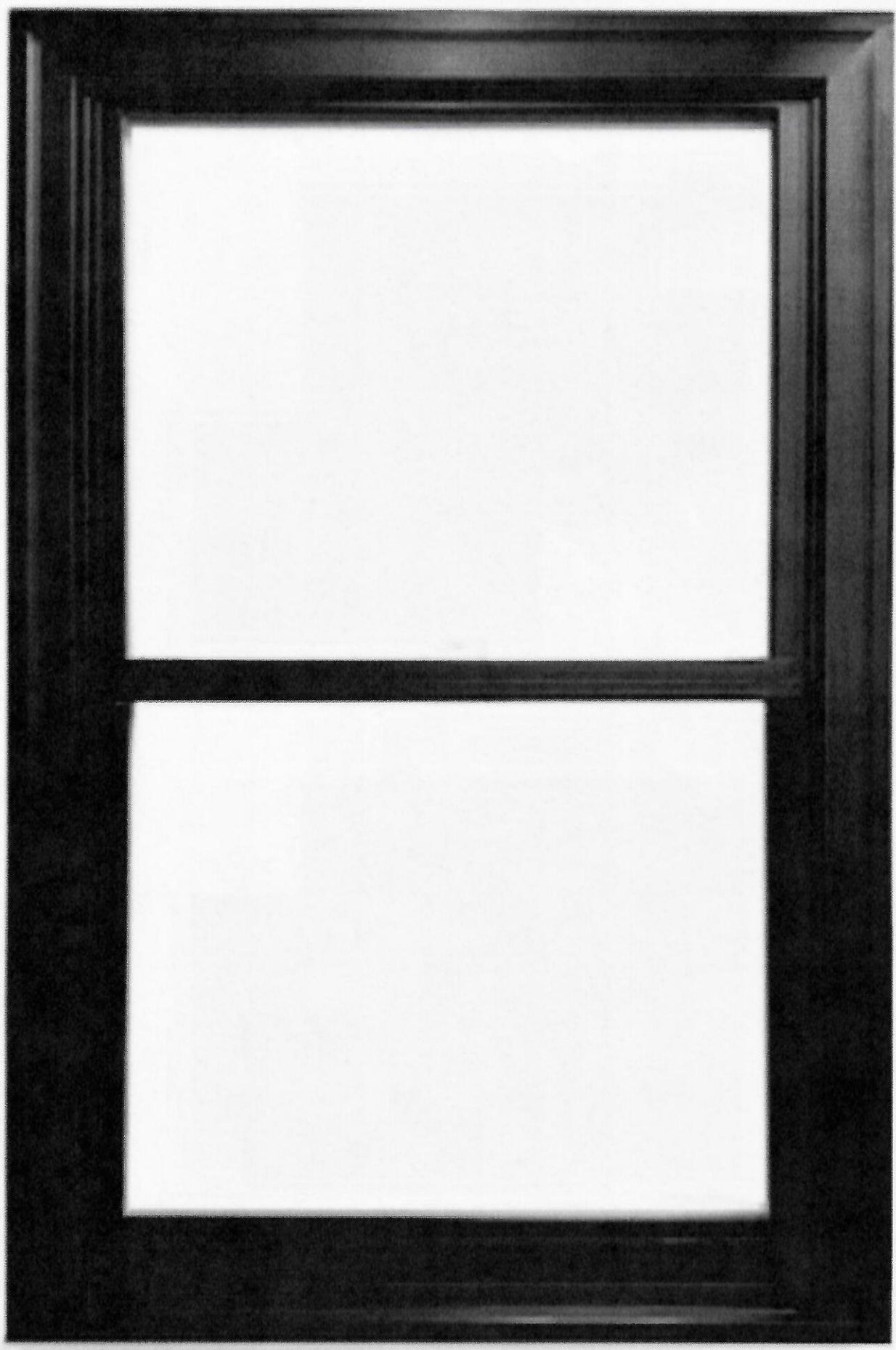














DU PONT  
**Tyvek**  
HomeWrap

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**Tyvek**  
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**Tyvek**  
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7-23

POSTED  
NO TRESPASSING  
KEEP OUT



PRIVATE PROPERTY



3.6.5 – If replacement is determined to be necessary due to severe deterioration, replace it with an element of the same design, size, texture, material and color as the original.

**RECOMMENDATION:**

Based on the Belle Grove Historic District Design Guidelines, staff recommends approval.

**WINDOWS**

**FINDING:**

Section 3.7.18 and 3.7.21 of the Belle Grove Historic District Design Guidelines recommends against the following:

3.7.18 – Removing or radically changing windows or doors which are important in defining the historic character of the building so that, as a result, the character is diminished.

3.7.21 – Obscuring historic window or door trim with metal or other material.

**RECOMMENDATION:**

If the Historic District Commission is so inclined to approve the request, staff asks that the reason be noted.

**PAINT**

**FINDING:**

Section 3.4.2 of the Belle Grove Historic District Design Guidelines recommends selecting an exterior paint-color scheme that is appropriate for historic buildings and enhances architectural details.

**RECOMMENDATION:**

Based on the Belle Grove Historic District Design Guidelines, staff recommends approval.