

MINUTES OF THE LANDMARKS BOARD

DATE: March 26, 2025

TIME: 5:30pm

The meeting and public hearing of the Landmarks Board was held on the above date and time in person in the Busch Building, 2 West Conference Room.

ROLL CALL:

Landmarks Board members: John Hawkins-Chair, Seva Nix, John Sellars, Nicole Falconer, Wanda Quintana, Bryan Lenox, Erik Kiser, Adam Letterman-Vice Chair and Genevieve Henry. Absent: None. Staff members: Andrew Menke, Senior Planner, Justin Crighton, Assistant Planning Director, Kyle Tolbert, Assistant City Attorney.

APPROVAL OF MINUTES: March 12, and March 17, 2025 (Sub-Committee) minutes were approved.

UNFINISHED BUSINESS:

NEW BUSINESS:

Property Owner Notification: Discussion on whether to pursue a postcard or brochure with a follow-up letter, and looking for cost difference in postage and printing, may use a QR code that links to web page information. Andrew Menke informed the Board that they can use SHPO funds (grants, available late summer), and the Landmarks Board annual budget is approximately \$2000.00, which can be used for the mailers. The mailers (postcard for district locations or brochure to homeowners) will go to every owner of record for historic property (local, state and possibly the national districts). Andrew to talk with Michael Sparlin to get the current list. The Planning Department's graphic designer has been asked to update the old brochure.

Historic Survey Areas and Sub-Committee Update: Andrew corrected a statement from a prior meeting and relayed that property previously surveyed is eligible for SHPO grant funding for a re-survey if it meets all SHPO's standards. Sub-Committee met and went through properties in the Walnut and Commercial Street survey areas, selecting properties to be removed from the survey areas. Since the Sub-Committee meeting, staff was informed a survey cannot be certified by SHPO if properties are removed from defined/contiguous boundaries (parking lots, etc.). The Board would like to try to spend the city's resources in the wisest manner that will get a broader historic district and will recommend/propose to do a downtown survey (further discussion which would be the best for the survey with allocated funds).

John Hawkins to draft a letter for the next Landmarks Board meeting to review and edit the survey and demolition by neglect proposal.

COMMUNICATIONS:

Andrew Menke introduced the flyer regarding Historic Preservation Symposium on May 1, 2025, and asked if any of the Board members would be interested in attending (John Hawkins, Wanda Quintana, and Genevieve Henry). Andrew is also to send out the demolition list of 50+ year-old buildings to the Board for notification purposes.

Any other matters that fall under the jurisdiction of the Board:

ADJOURNMENT:

There being no further business, the meeting was adjourned by the Chair.



Andrew Menke, Senior Planner