

MINUTES OF THE LANDMARKS BOARD

DATE: October 8, 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, Bryan Lenox, Genevieve Henry, Wanda Quintana, Nicole Falconer, Erik Kiser, and John Sellars. Absent: Seva Nix and Adam Letterman-Vice Chair. Staff members: Andrew Menke, Senior Planner, Justin Crighton, Assistant Planning Director, and Laura Vales, Assistant City Attorney.

Board Action:

John Sellars motioned to amend the agenda (move 5.2.1 before 5.1.1). Bryan Lenox seconded the motion. The motion carried as follows Ayes: John Hawkins, Chairman, Bryan Lenox, Nicole Falconer, Genevieve Henry, John Sellars, Erik Kiser, and Wanda Quintana. Nays: None. Abstain: None. Absent: Seva Nix and Adam Letterman-Vice Chair.

APPROVAL OF MINUTES: September 10, 2025 minutes were approved.

UNFINISHED BUSINESS:

Certificate of Appropriateness: **1159 East Walnut Street** – Andrew Menke noted that the applicant requested to postpone to the November 5, 2025 meeting.

Board Action:

Erik Kiser motioned to **postpone** Certificate of Appropriateness (**1159 East Walnut Street**) to November 5, 2025. Genevieve Henry seconded the motion. The motion carried as follows Ayes: John Hawkins, Chairman, Bryan Lenox, Nicole Falconer, Genevieve Henry, John Sellars, Erik Kiser, and Wanda Quintana. Nays: None. Abstain: None. Absent: Seva Nix and Adam Letterman-Vice Chair.

NEW BUSINESS:

Certificate of Appropriateness: **417 South Jefferson Avenue** - Paden Chambers, 312 W. Commercial Street and representing SPFLD Holdings, LLC and presented revised plans for the property, citing budget and scope adjustments. The original plan to open a light well on the building's top changed due to budget constraints and the size of the building addition has been reduced.

Materials: Continuation of terracotta (due to difficulty matching original brick) and limestone for the base.

Demolition: Current site work includes significant demolition.

Drive-Through: A drive-through will be integrated between the buildings at Walnut Street and Jefferson Avenue.

Rooftop Patio: A new rooftop patio space overlooking downtown Walnut Street is planned.

Interior Restoration: Reinstatement of a fireplace removed in the 1970s and a designed light fixture mimicking the original skylight pattern. Original flooring and column capitals in the historic lobby will be restored.

Exterior Restoration (Jefferson Side): Restoration of original windows, re-installation of the balustrade, replication of the awning, rebuilding of front entrance steps, and external lighting.

ADA Access: The ADA entrance and parking will be on the west (parking lot) side, near the elevator and a secondary stair.

The Board expressed appreciation for the detailed and thoughtful design, noting its potential to enhance an already beautiful building.

Board Action:

Bryan Lenox motioned to **Approve** Certificate of Appropriateness (**417 South Jefferson Avenue**). John Sellars seconded the motion. The motion carried as follows Ayes: John Hawkins, Chairman, Bryan Lenox, Nicole Falconer, Genevieve Henry, John Sellars, Erik Kiser, and Wanda Quintana. Nays: None. Abstain: None. Absent: Seva Nix and Adam Letterman-Vice Chair.

COMMUNICATIONS:

Community Outreach/Department of Public Information & Civic Engagement: Assistant Director of Public Information and Civic Engagement, Melissa Hart, offered assistance with the city's social media and website assets. One of the roles of the Board is to educate the public on historic resources and preservation, potentially through social media. Ideas included "history nuggets" about local landmarks, spotlight series on completed preservation projects, and highlighting the history behind buildings like City Hall. The recommended posting frequency is at least once a week. Content would be provided by a board subcommittee, with Melissa's team assisting with writing and curation.

Platform & Inquiries: Discussion ensued on whether to use the city's existing social media pages or create a dedicated Landmarks Board page, initial thought was to start with the city's page. For public inquiries, the Citizen Resource Center was recommended, and a dedicated email address (i.e., landmarksboard@springfield.gov) was suggested for direct board-related questions. Legal counsel advised caution against individual board members interacting with posts regarding prospective issues that might come before the Board. Education on decided matters is acceptable.

Board members are tasked with compiling a list of content ideas for Andrew and Melissa to review before the next meeting. Melissa will draft a list of content ideas and a strategy for approval.

Historic Preservation Plans & Policies

Walnut Street Urban Conservation District (UCD) Expansion - It was noted that the national historic district for Walnut Street is larger than the local district. Properties only in the national district do not require Landmarks Board review for demolition or exterior changes, which conflicts with the Board's aesthetic and preservation goals for the street.

Board members want to expand the local district to include these properties, ensuring board purview and (State Historic Preservation Office), noting Andrew Dial of SHPO recommended expanding district boundaries in instances where several properties are not locally designated but are contributing structures in the national district.

Specific Areas for Consideration: Western End of Walnut Street - Expand the district boundary west to include four contributing structures currently lacking local designation. Eastern Side of South Florence (North & South of McDaniel) - Recommended for inclusion by SHPO, while acknowledging some blocks have been demolished, negating the benefit of local designation there. The McDaniel School is already a local historic site and not a contributing structure to the national district.

Board discussion on the process for expansion & outreach concerns noting the standard process involves drafting a nomination, posting signs on properties, and mailing notifications to owners (within 185 ft). Board members expressed their concern that this approach is too aggressive and suggest sending a "soft-pedal" letter and FAQ to affected property owners before formal nomination, explaining the purpose, benefits, and impact of local designation, and inviting feedback. John Hawkins has volunteered to draft a preliminary letter for board review and staff will search for previous nomination letters as a guide.

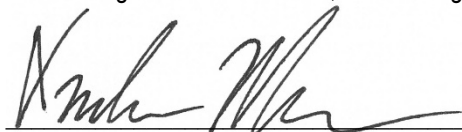
Andrew noted the invitation to attend the forum in Jeff City on October 24th, with registration and travel costs reimbursed and the Architectural Survey Areas have received approval from Plans and Policies; the Purchasing Office will prepare an RFP to hire an architectural historian. He also noted that the annual report is being prepared from October 1, 2024 through September 30, 2025.

Election of Officers: John Sellers was nominated for Chair and Genevieve Henry was nominated for Vice Chair.

Any other matters that fall under the jurisdiction of the Board: None

ADJOURNMENT:

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



Andrew Menke, Senior Planner