

**MINUTES**  
**HISTORIC PRESERVATION ADVISORY COMMITTEE**  
Meeting of October 12, 2011, 7:00 p.m.

Room 1W2  
Carrollton City Hall

The following members were in attendance:

Robert Boston (Chair)  
Pam Greenway  
Linda Mayberry  
Jim Pipkin  
Arlene Sterling  
Lark Tribble (Vice Chair)

Loren Shapiro, AICP (Secretary)

The following members were absent:

Julie Hall  
Michael McPhaul  
Rachel Lewis

Sara Salmon (Member Emeritus)

The meeting was called to order at 7:09 p.m.

**Approval of Minutes for the September 14, 2011 meetings**

Boston called for any corrections of the minutes.

There minor corrections made to the minutes.

*Motion by Pipkin, second by Sterling, to approve the revised minutes of the September 14, 2011 meeting.*

*Motion passed, 6 – 0.*

## **Bicentennial Panels**

HPAC began discussion of the panels and staff findings.

HPAC had previous concerns about their role in determining the ultimate location of the Bicentennial Panels.

Shapiro went over the history of the city's acceptance of the panels. Shapiro was in communication with Christopher Barton, former HPAC Secretary and Toyia Pointer, Perry Museum Curator. Staff provided HPAC with minute excerpts from both the Perry Museum Board and HPAC, when the Gravely Hardware Store and panels were discussed in the mid 2000's (2005-2007).

When HPAC worked on the Gravely Hardware Store (marker and narrative) the panels were found and there were questions on what to do with the art. The Museum Board did not mind storing the panels, while there was discussion about HPAC possibly finding a location for the art.

HPAC feels that the committee should not work on finding a location for the panels. There were concerns on how HPAC could determine where the panels could be located. HPAC felt there was no agreement to obligate HPAC from finding a location.

HPAC discussed possible locations for some of the panels, from the Depot or in one of the businesses in the Downtown Square. There were discussions on whether or not the panels could locate in private businesses. HPAC would need to determine if the city could allow the panels be hung on private property.

HPAC then discussed what panels are worth keeping. It was suggested to speak to Milburn Gravely about the panels.

Jim Pipkin would speak to Milburn Gravely about the Bicentennial Panels.

Tribble suggested updating or write a narrative for the Gravely Hardware Store and include a discussion regarding the panels.

In conclusion HPAC felt that it was out of their scope or function to determine where to place the panels. Instead, the HPAC would not mind making recommendations to the Museum Board to where to place the panels. Additionally, perhaps write a narrative on the history of the panels.

*Motion by Tribble, second by Pipkin, to pursue the history of the Bicentennial Panels, incorporating the paintings into Gravely Hardware Store study. However, the responsibility of locating the panels themselves is not that of HPAC.*

*Motion passes 6-0.*

## **Interviews**

Shapiro shared with HPAC that money has been budgeted for the interviews. Sheri Chadwick, Marketing Director, said the money is set aside and that HPAC would have to begin compiling names so that interviews could be conducted with people in large groups. This would be more economically efficient than interviewing people at different times.

Boston suggested HPAC come up with names and subject topics to cover. This will allow HPAC to review the lists together as a group.

Tribble was concerned that the other members absent (from tonight's meeting) could not share in providing people to interview and coming up with topics.

HPAC discussed how HPAC could participate in coming up with names and topics, including members who may not know many people who remember the history of Carrollton.

HPAC also discussed people who participated in the earlier interview from 10 years ago. Also discussed, was whether people who no longer live in Carrollton could participate in the interviews.

Shapiro will send out an email to HPAC requesting that everyone come up with names and subject topics for discussion next month.

## **Review of signage for the Glidewell Well Curb**

Shapiro did not have any new information on the signage. Once additional information is found, staff will bring the case back for discussion.

## **HPAC Attendance and Proposed Changes to Bylaws**

HPAC discussed that the bylaws were changed from quarterly to monthly meetings. Shapiro said that there were limitations on attendance, as City Council has policies regarding absences.

HPAC discussed the bylaws regarding the number of times the committee meets. The concerns identified, is that the current HPAC bylaws indicate that the committee meets quarterly. However, in reality, HPAC meets monthly, except for a couple of months. This has been deceptive to new members, as they had believed that their commitment was every quarter, instead of almost every month.

HPAC had voted, last month, to meet monthly, instead of quarterly. This would the meeting times match up with the how often HPAC actually meets.

HPAC then discussed attendance. Staff said that City Council has a policy on attendance and Shapiro believed we were limited on that particular regulation.

HPAC requested a suggestion to City Council to change the attendance to a maximum of 2 absences, instead of 25 percent, as approved last month. HPAC wants the bylaws to be clearer, as there has been a misunderstanding by members on the frequency the committee meets.

Staff asked about revising the changes to the bylaws, related to the frequency of meetings to state "HPAC meets monthly, or as determined by HPAC". This would provide flexibility for HPAC to allow them not to meet during months when there is a smaller case load or for holidays, for example.

*Motion by Pipkin, second by Sterling to revise the frequency HPAC meets from "monthly" to "monthly, or as determined by HPAC".*

*Motion passes 6-0.*

Staff will bring the proposed changes regarding attendance and frequency of meetings to City Council for consideration.

## **Other**

### Rainbow Pharmacy Dedication

HPAC discussed the dedication and having Robert Boston present for the Rainbow Pharmacy dedication on December 3, 2011 at 10:00 a.m. Boston had worked on the case.

*Motion by Tribble, second by who second by Greenway for Robert Boston to present for the dedication of the historical marker for the Rainbow Pharmacy.*

*Motion passes 6-0.*

### Case Narrative Rewrites

Tribble wanted HPAC to go through old cases to determine what narratives need rewrites. McPhaul has the listings and narratives and condition of each.

Tribble asked staff if narratives could be forwarded to HPAC. Shapiro said he could send them, but they are large electronic files. The other option Shapiro suggested is to acquire the copies from McPhaul and then send it to HPAC for their review.

HPAC requested that this item be up for discussion next month.

### Appointments

Daniel Ogden was appointed by City Council as the new HPAC member, beginning next month. Lisa Stavinoha, who attended last month's meeting and applied to the vacating HPAC seat, was appointed to the Perry Museum Board.

Student Interviews and Floods

Student interviews were replaced by oral interviews to be conducted by HPAC. Mia Marzullo is working on the flood events as part of her thesis. HPAC discussed Marzullo's work on the floods.

Robert Boston

Boston was lauded for his services with HPAC over the past 6 years, as he completes his term.

**Visitor Comments**

*None.*

**Adjournment**

*Motion by Sterling, second by Mayberry, to adjourn at 7:55 p.m.*

*Motion passed, 6 – 0.*

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Robert Boston, Chair  
Historic Preservation Advisory Committee

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Loren Shapiro, AICP  
Secretary