

**MINUTES**  
**HISTORIC PRESERVATION ADVISORY COMMITTEE**  
Meeting of September 14, 2011, 7:00 p.m.

JRL Conference Room  
Josey Ranch Lake Library

The following members were in attendance:

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

Sara Salmon (Member Emeritus)  
Loren Shapiro, AICP (Secretary)

The following members were absent:

Julie Hall  
Michael McPhaul  
Rachel Lewis

Visitor in attendance:

Lisa Stavinoha

The meeting was called to order at 7:02 p.m.

**Approval of Minutes for the July 13, 2011 meetings**

Boston called for any corrections of the minutes.

There were no comments.

*Motion by Tribble, second by Pipkin, to approve the minutes of the July 13, 2011 meeting as submitted.*

*Motion passed, 6 – 0.*

## **Bicentennial Panels**

HPAC adjourned from the conference room to the storage area in the library to view the bicentennial panels.

HPAC returned from the storage area back to the conference room to discuss findings.

Tribble mentioned that she did research from past HPAC meetings. She understood it was a Perry Museum Board project and that the museum board recommended the city accept the panels. HPAC was involved with the panels only to support the acceptance of the paintings as a gift to the city.

Boston indicated that he had concerns about HPAC's role in identifying what to do with the panels.

Shapiro understood that HPAC's task would be to identify the condition of the panels and where to place them.

Tribble understood that the Toyia Pointer, Perry Museum Curator, requested that the Library store the bicentennial panels instead of the Perry Museum. The Perry Museum wanted to authenticate the barn, and needed the panels relocated.

There were discussions on what HPAC's role would be in regard to the panels.

There were further deliberations on which panels were significant including the paintings of the downtown, railroad and control tower, Cox & Everhart building, first residence, and the 1908 flood.

In the discussions, it was agreed that at least half of the paintings did not have significant value as it related to the history of Carrollton.

There was still uncertainty to HPAC's role with the panels. HPAC discussed their typical role is to record the history and determine whether anything is historically significant.

There were discussions on the history of the panels. The Perry Museum recommended City Council accept the bicentennial panels. With the lack of space at the Perry Museum, the curator requested that the library store the paintings.

Some HPAC members recalled that the Perry Museum began the process and should therefore determine where the panels should be displayed.

Shapiro would investigate to confirm the acceptance of the bicentennial panels and the plans with what to do with the paintings. Next month HPAC will discuss the panels again after staff does research.

## **Interviews**

HPAC wanted to know how much money was budgeted toward the interviewing process. Shapiro mentioned that the budget has been approved. Shapiro would determine how much money was approved in the budget and share the information with HPAC next month.

HPAC also requested staff to ask Marketing who they would suggest conduct the videography.

Shapiro suggested HPAC come up with the names of people to interview.

HPAC discussed how the interviews were to be conducted based on people's expertise or have memories of events.

HPAC would provide a list of people who should be interviewed at the next meeting.

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

Shapiro mentioned his findings regarding signage found online and what HPAC had previously requested for the type of marker.

Marketing nor our Public Works Department does not produce signs as shown in the agenda packet.

HPAC discussed the different type of signage that may be provided for the well curb.

Some suggestions included have a single display sign with a photo and some text. Another was to have a sign identifying the well curb and then some additional information and photos could be provided in the library or senior center.

Another suggestion was to ask where the signs in the Elm Fork Nature Preserve came from.

Shapiro will share with HPAC additional findings at next month's meeting.

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

Shapiro went over attendance and how important City Council views attendance of its boards and committees. Staff spoke to other departments and learned that City Council takes attendance very seriously and will remove members if their attendance is not acceptable, even when members are not being considered for reappointment.

Shapiro suggested the following changes as they relate to attendance and as mandated in the bylaws:

Indicate who is not present at the next and proceeding meetings so that it is in the record; and

Please provide notice to staff of who will not be present at a meeting.

HPAC discussed the attendance.

Greenway asked about when HPAC meets the first or second Wednesday of each month. Greenway also pointed out that the bylaws state any proposed change or amendment to the bylaws shall be introduced into the record by a regular member not less than 2 weeks in advance of the regular meeting at which such change or amendment is to be considered for approval.

There was discussion on two fronts, one whether changes to bylaws occur at regular meetings only and if special meetings can be counted against members who are absent.

HPAC voted on the following:

Quarterly to monthly meetings and change the absences from the maximum number of 2 to instead to 25 percent.

*Motion by Tribble, second by Greenway, to approve the changes to the bylaws.*

*Motion passed, 6 – 0.*

Staff would find out whether or not HPAC may change the bylaws in this regard, as City Council may already have a policy on all boards regarding absences and attendance.

### **Other**

HPAC and staff recognized Lisa Stavinoha, a visitor who applied for the soon-to-be vacated seat on the committee. HPAC discussed when City Council will decide on appointments of boards. Staff indicated it would not be until October.

HPAC asked about the status of the Rainbow Grill monument sign. Staff indicated that the sign should arrive in October or November for the December dedication.

### **Visitor Comments**

*None.*

## **Adjournment**

*Motion by Sterling, second by Greenway, to adjourn at 8:09 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