

**FORT SMITH HISTORIC DISTRICT COMMISSION
REGULAR MEETING
JANUARY 8, 2026 5:30 P.M.
DARBY COMMUNITY CENTER, 220 NORTH 7TH STREET**

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. STATEMENT OF QUALIFICATIONS

IV. APPROVAL OF DECEMBER 2025 MINUTES

V. CITIZENS FORUM

VI. PUBLIC HEARING

A. Historic Name: The Clayton House
Construction Date: c. 1882
Address: 514 North 6th Street

Owner: Fort Smith Heritage Foundation
Style Influence: Queen Anne/Eastlake
Significance: (1) Very Significant

- **Tree removal.**

VII. NEXT MEETING DATES

Study Session – January 29, 2026 – 5:30 pm
Regular Meeting – February 5, 2026 – 5:30 pm

VIII. ADJOURN

FORT SMITH HISTORIC DISTRICT COMMISSION STATEMENT OF QUALIFICATIONS AND PROCEDURES

Good evening. It is 5:30 p.m. and the January 8, 2026, regular meeting of the Fort Smith Historic District Commission is called to order.

Mallory, 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, Mallory Pfeiler. 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
DECEMBER 4, 2025, 5:30 P.M.
DARBY COMMUNITY CENTER, 220 NORTH 7TH STREET**

MINUTES

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

Chairman Masur called for a motion to approve the August, October, and November meeting minutes. Vice Chair Clock moved, seconded by Commissioner Fudge to approve the minutes. The motion carries with no objections.

Mallory Pfeiler, Historic Preservation Coordinator, indicated there was not a citizens' forum present.

- | | |
|--|---|
| A. Historic Name: Isador Moses House
Construction Date: c. 1910
Address: 518 North 5 th Street | Owner: Hai Quoc Nguyen
Style Influence: Colonial Revival
Significance: (2) Moderately Significant |
|--|---|

- **Replace windows, replace siding, replace roof**

Chairman Masur introduced item A. The applicant was present to represent the item. There were none present to speak in favor or opposition of the item.

Ms. Pfeiler and the commissioners established that the roof and window repair would be in-kind.

The commissioners discussed their concerns about the project and asked questions about repair attempts. Mr. Nguyen stated that the siding was beyond repair due to water leaking in between the asbestos siding and the wood siding. Ms. Pfeiler delivered the staff report indicating the applicant's request to replace all the wood siding with a composite siding. She stated that should the Historic District Commission be inclined to approve, staff asks the reason be noted.

Chairman Masur called for a motion on item A. Commissioner Fudge moved, seconded by Commissioner Deason, to deny the siding replacement. Chairman Masur called for a vote on item A. The vote was four (4) in favor and zero (0) opposed.

- | | |
|---|--|
| B. Historic Name: Elizabeth McGill Center
Construction Date: c. 1942
Address: 521 North 6 th Street | Owner: McGill Center, Inc.
Style Influence: Plain/Traditional
Significance: (3) Significant Within a Group Context |
|---|--|

- **Install new windows, replace siding, replace roof**

Chairman Masur introduced item A. The applicant was present to represent the item. There were none present to speak in favor or opposition of the item.

Ms. Pfeiler and the commissioners established that the roof repair would be in-kind.

Ms. Pfeiler presented the staff report stating that the proposed siding repair presented by the applicant was consistent with the Belle Grove Historic District Design Guidelines. She stated that staff recommended approval.

Chairman Masur called for a motion on item B – siding. Commissioner Fudge moved, seconded by Vice Chair Clock, to approve the request. Chairman Masur called for a vote on item B- siding. The vote was four (4) in favor and zero (0) opposed.

The commissioners discussed when the structure was built, when it may have been moved to the district, and its significance. Mr. Herbie McGill answered questions about the location of the new vinyl windows and the purpose. He stated they would be new windows on the back of the building, and that these are currently offices.

Ms. Pfeiler presented the staff report stating that the Belle Grove Historic Design Guidelines recommends against making new openings. She stated that should the Historic District Commission be inclined to approve, staff asks the reason be noted.

Chairman Masur called for a motion on item B-window installation. Commissioner Fudge moved, seconded by Commissioner Deason to deny the request. Chairman Masur called for a vote on item B – window installation. The vote was four (4) in favor and zero (0) opposed.

The meeting adjourned at approximately 6:00 p.m.



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: The Clayton House

Address: 514 N 6th Street FSM 72901

Lot Number _____

Block Number _____

OWNER

Name: Fort Smith Heritage Foundation

Address Same Phone: 479-783-3000

PERSON FILING APPLICATION, IF OTHER THAN OWNER

Name: Mila Masur

Address _____ Phone _____

BUILDING DATA

Construction Date: 1882

Type of Construction: Wood Frame x _____ Brick _____ Stone _____ Other _____

Original Use:

Single Family Residential _____

Multi-Family Residential _____

Hotel/Boarding House _____

Office _____

Commercial/Retail _____

Industrial _____

Vacant _____

Combined Uses _____

Other _____ Museum _____

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

Remove Tree that is impeding the growth of the other trees.

PROJECT ARCHITECT/ENGINEER:

Name N/A _____

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

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 = 1 foot).
- “ 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 _____ (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







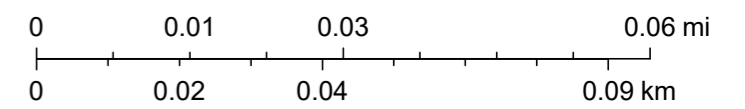
514 N 6th St



12/29/2025, 11:55:30 AM

- Addresses
- ▭ Parcels
- ▬ Roads

1:1,458



Map data © OpenStreetMap contributors, Microsoft, Facebook, Google, Esri Community Maps contributors, Map layer by Esri

**FORT SMITH HISTORIC DISTRICT COMMISSION
REGULAR MEETING
JANUARY 8, 2026 5:30 P.M.
DARBY COMMUNITY CENTER, 220 NORTH 7TH STREET**

STAFF REPORT

**A. Historic Name: The Clayton House
Construction Date: c. 1882
Address: 514 North 6th Street**

**Owner: Fort Smith Heritage Foundation
Style Influence: Queen Anne/Eastlake
Significance: (1) Very Significant**

- **Tree removal.**

Finding:

Section 2.3.11 of the Belle Grove Historic District design guidelines recommends the removal of trees which are declining or weak species, insect and disease prone.

Recommendation:

Staff recommends approval.