



CITY OF
FAYETTEVILLE
ARKANSAS

*113 W. Mountain St
Fayetteville, AR 72701*

Historic District Commission Agenda

**City Hall Meeting Room 101/ Virtual Meeting Via Zoom
Thursday, June 11, 2026
5:30 PM**

Members

Chair Christine Myres (Exp: 06/28)
Vice Chair Cheri Coley (Exp: 06/27)
Meredith Mahan (Exp: 06/26)
Jennifer Didway (Exp: 06/27)
Tommie Flowers Davis (Exp: 06/27)
Mark Harper (Exp: 06/27)
Karen Rorex (Exp: 06/28)

City Staff

Long Range and Historic Preservation Planner Kylee Cole
Long Range Planning and Special Projects Manager Britin Bostick

Zoom Information

Webinar ID: 840 2719 5015

Registration Link: https://fayetteville-ar.zoom.us/webinar/register/WN_f7HGmAuqT-ipZ__Xsp5EzQ

Call to Order

Roll Call

Minutes

Approval of the May 14, 2026 Historic District Commission Meeting Minutes.

Unfinished Business

Downtown Plan Update

Proposed Oak Grove Amendment (ADM-2026-0021) Update

Proposed Fayetteville Black Historic District (ADM-2026-0022) Update

Proposed South Fayetteville Historic District (ADM-2026-0023) Update

New Business

Election of Officers

Announcements

Adjournment

BYLAWS
CITY OF FAYETTEVILLE HISTORIC DISTRICT COMMISSION
Adopted June 12, 2025

ARTICLE I. MEMBERS AND TERMS

- A. The members and terms of service of the Fayetteville Historic District Commission (HDC) shall be as stipulated by ordinance. Any member who is absent for three (3) consecutive regular meetings, except in case of illness or extraordinary circumstances, shall tender her/his resignation.
- B. In order to meet the requirements of the Certified Local Government (CLG) Program, Fayetteville must establish an adequate and qualified historic preservation review commission by appropriate state or local legislation. HDC members must all demonstrate interest, competence, or knowledge in historic preservation.

ARTICLE II. OFFICERS

- A. At its annual meeting in June, the HDC shall elect a chair and a vice-chair who shall hold office for one year. At the June meeting, the chair or vice-chair from the previous year shall preside over elections for chair and vice-chair. Neither the chair nor vice-chair shall serve as an officer for more than two consecutive terms.
- B. The chair is a voting member and shall preside at all meetings and public hearings of the HDC and shall decide all points of order or procedure. All certificates of appropriateness, etc., requiring the signature of the HDC shall be signed by the chair or vice-chair when authorized by the Commission. These officers or either of them shall sign all other documents on behalf of the Commission.
- C. The vice-chair shall assume the duties of the chair in the chair's absence.
- D. In the event of the absence or disability of both the chair and vice-chair at any meeting, the oldest appointive member in point of service shall act as chair during such meeting.
- E. The planning staff of the City of Fayetteville shall be responsible for the minutes of every meeting, shall notify of regular meetings of the HDC at least two (2) days in advance of the meetings, shall give all notice of special meetings, and shall carry on routine correspondence and maintain the files of the Commission. All notices of public hearings and similar notices requiring the legal publication shall be signed by a member of the planning staff of the City of Fayetteville.
- F. Should any unusual circumstance prevent the election of officers at the regular annual meeting, officers shall serve until their successors are elected.

ARTICLE III. MEETINGS

- A. All meetings of the HDC shall be public and no meeting can be held without full compliance of the Freedom of Information Act.
- B. The regular annual meeting of the HDC shall be held at the June meeting each year, at 5:30 p.m. on the second Thursday of the month or on such other day of the month as may be fixed by vote of the Commission.
- C. The regular meetings of the Commission shall be held at 5:30 p.m. on the second Thursday of every month or on such other day of the month as may be fixed by vote of the Commission.
- D. Special meetings may be called by the chair at any time and shall be called at the request of any three (3) members of the Commission. At least four (4) days notice of special meetings shall be given each member, if possible, but under extraordinary circumstances special meetings may be called by telephone and without other notice.
- E. After proper notice has been provided to the public, Historic District Commissioners are authorized to assemble, gather, meet, and conduct open public meetings (including speaking, voting and approving Certificates of Appropriateness applications as well as making recommendations) through appropriate electronic means which ensure the public's right to attend by being able to listen to the proceedings and discussions.
- F. A quorum shall consist of four (4) members. No formal business may be conducted without a quorum and no vote shall be cast by proxy. No action may be taken on any item on which, excluding those members who abstain, there are fewer than four members voting. Any member who abstains should inform the Chair of his or her intention prior to commencement of discussion of the item. At that time, prior to commencement of discussion of the item, the abstaining member(s) shall withdraw from the HDC meeting and shall not speak of the respective item until a vote has been cast by the remaining members of the Commission. Following a vote concerning the matter, the abstaining member(s) may return to his seat.
- G.
 - 1. It shall require four (4) positive votes to carry the following items:
 - a. Amendments of the HDC Bylaws.
 - 2. A majority vote of those members present shall be needed for adoption of any other motions.

An abstention shall not be construed as a vote either for or against the item under consideration, and the abstaining member shall be treated as if absent for the purpose of determining the number comprising a majority on the vote on that

item. For example, if six members are present and a vote is three “ayes,” two “nays,” and one abstention, the motion passes.

- H. Public hearings shall be conducted formally, and the chair shall make all rulings and determinations regarding the admissibility of evidence; the scope of the inquiry; the order in which evidence, objections and arguments shall be heard; and other like matters, except that when in doubt, s/he may refer to staff, the city attorney, or to any member with knowledge of the problem. Any member shall be privileged to make inquiries personally and to call for a vote on any ruling of the chair with which s/he does not agree, whereupon the vote shall determine the effective ruling. It shall be the purpose of the chair to expedite all hearings, confining them to the presentation of only essential matters in the interest of saving time, but entertaining the presentation of sufficient matter to do substantial justice to all concerned. Presentation by an applicant on an item of consideration shall be confined to information pertinent to the application, and shall be limited to a period of time not to exceed ten (10) minutes. A speaking time limit of no more than three (3) minutes per citizen or five (5) minutes per neighborhood group shall be enforced by the chair, and all comments should be directed to information pertinent to the application, as determined by the chair. Extension of said speaking time for any person or group shall only be permitted by the chair upon petition. Official action shall be taken only in regular or special session of the HDC.
- I. A rehearing shall be called for only if there was a factual error, omission or oversight in the first consideration or at the request of the City Council. A request for a rehearing must be made in writing and must state the factual error, omission or oversight asserted as the basis for a rehearing. A request for a rehearing must be filed with the Planning Administrator within thirty (30) days from the date of final action on the matter by the HDC.
- J. During HDC meetings, HDC members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings. All members of the HDC shall accord the utmost courtesy to each other, to city employees and to members of the public appearing before the HDC.

Members shall speak on discussion items by turns and shall limit their discussion and comments to the item being discussed or the items listed on the meeting agenda, although announcements and future agenda item requests may be made. The chair may call Commissioners to order and may call discussion on an item to a close in order to call a vote.

- K. Commissioners may choose to postpone or table agenda items to a future meeting. When an agenda item requires a vote, the chair may request a motion or may make the motion. Commissioners may make a motion during discussion of an item. Motions must receive a second or they fail, and another motion may be made should the first motion fail.

- L. For agenda items that do not have a public hearing the chair may receive comments or questions from members of the public at their discretion.

ARTICLE IV. RECORDS

The Planning Staff of the City of Fayetteville shall maintain a file of studies, plans, reports and recommendations made by the HDC in the discharge of its duties and responsibilities.

ARTICLE V. AMENDMENTS

These Bylaws may be amended or repealed by not less than four (4) affirmative votes. Any proposed amendment shall first be presented in writing at a regular meeting and placed on the agenda of a subsequent regular meeting for action unless ten (10) days written notice of the proposal has been given to all Commissioners, in which case action may be taken at any regular or called meeting; or amendment may be made by unanimous vote without notice.

Revised and adopted by the HDC of the City of Fayetteville, Arkansas, on the 12th day of June, 2025.

ATTEST:

Christine Myres
Chair

ADOPTED: February 22, 2007
REVISED: August 14, 2014
REVISED: October 17, 2019
REVISED: February 9, 2023
REVISED: June 13, 2024
REVISED: July 11, 2024
REVISED: June 12, 2025