

CITY OF CONWAY
COMMUNITY APPEARANCE BOARD MEETING
WEDNESDAY, JANUARY 10, 2024
Planning & Building Dept. Conference Room – 196 Laurel Street

Present: Duc Watts, Jacqueline Kurlowski, Gerry Wallace, McKenzie Jordan

Absent: Coker Hall, Troy Roehm, Jamie McLain

Staff: Jessica Hucks, Planning Director; Anne Bessant, Planning Assistant; Charlie Crosby, IT, Mary Catherine Hyman, Deputy Administrator, Brandon Harrelson, Public Works Director

Other: Keith Powell, Hillary Howard, Brian Von, Bridget Stalvey, Kelly Kise, Johnson Nye, David Nye, Marshall McMillan, Susan McMillan

I. CALL TO ORDER

Chairperson Kurlowski called the meeting to order at approximately 4:00 p.m.

II. APPROVAL OF MINUTES

Wallace made a motion to accept the minutes as written and it was seconded by Watts to approve the December 13, 2023 minutes. The vote in favor was unanimous. The motion carried.

III. CONCEPTUAL REVIEW

A. 1101 Fourth Ave. (Stella's Ice Cream): The applicant, Keith Powell of Stella's Ice Cream, is requesting conceptual review of a new walk in freezer for the business located at 1101 4th Ave. (PIN 367-01-01-0032).

Hucks stated that the applicant is requesting conceptual review of a new walk in freezer for the business located at 1101 Fourth Ave. (PIN 367-01-01-0032).

The applicant, Keith Powell of Stella's Ice Cream, is requesting conceptual review of a new walk in freezer for the business located at 1101 4th Ave.

The proposed freezer is to measure 7' (W) X 25' (L) X 8' (H). The total sq. ft. would be 175 sq. ft. The freezer will be silver but the applicant proposes to paint the freezer white to provide a more discreet look.

The freezer is proposed to be 1' off of the existing building which would result in approximately 4' of the freezer to be seen from the Laurel street side of the building. However, since the structure would be considered an accessory structure Section 5.2.1.B of the UDO accessory structures are to be located in the rear and side yard only and must maintain a 5' building separation from other accessory structures as well as the primary structure.

With the newly adjusted position of the structure having to be 5' from the principle structure the result will be 6' of the freezer showing and to be seen from Laurel St.

The applicant provided a picture of a freezer that is similar to the one they have purchased. The picture provided shows a different color freezer, staff's understanding is that the freezer is silver not the off white as depicted in the picture provided.

Section 5.2.1.B (6) limits the type of materials that can be used for construction of accessory structures. Staff would like to have a detailed spec sheet provided by the applicant on the exact model that is being purchased to verify material types.

Renderings are included in your packet

Being this was a conceptual review the board did not make a motion but did request the applicant to adjust their plan to attach the freezer to the building, paint the freezer white to match the building and explore the option of a wing wall to help disguise the freezer.

IV. CERTIFICATES OF APPROPRIATENESS

A. Scarborough Alley (Public Restrooms): The applicant, City of Conway, requests approval of proposed signage for the Public Restrooms, located in Scarborough Alley (367-01-01-0008).

Hyman stated the applicant, City of Conway, requests approval of proposed hanging bracket sign for the Public Restrooms located in Scarborough Alley.

The proposed hanging bracket sign is to measure **22" (H) X 30" (W)**, totaling **4.6 Sq. Ft.** The hanging bracket sign will be mounted a minimum of **11'** from the top of the sidewalk to the bottom of the sign. The sign will be a double sided routed HDU sign with a green background and white lettering to say "Public Restrooms". The Sign will also include the City logo and will be similar to the sign located at 196 Laurel St. The bracket will be a scroll black mount that will be similar to those located at 204 Elm St.

The proposed size of the sign is compliant with the standards of the UDO for hanging bracket signs.

The applicant board and staff discussed at length.

Jordan made a motion to approve the request with the condition that the applicant could include additional signage that would match the proposed signage and could include an arrow for directional assistance on the Laurel St side, if needed. The motion was seconded by Wallace. The vote was unanimous. The motion carried.

B. Kingston St. (Parking Lot/ERF): The applicant, City of Conway, is requesting approval of proposed parking lot improvements, newly constructed ERF, and gateway sign on Kingston St. (PIN 367-01-01-0032).

Hyman stated The applicant, City of Conway, is requesting approval of parking lot improvements, a newly constructed ERF, and gateway signage at the property located on Kingston St.

Council has had discussions in the past about the City-owned parking lot located behind Jerry Cox being in disrepair and therefore under-utilized. As this area grows, so does the need to improve this parking area.

In 2022 the Riverfront and Downtown Master Plan provided a conceptual design for gateway development at the corner of 4th Avenue and Kingston Street. As stated in the plan, "crossing the Kingston Lake on 4th Avenue and entering downtown, a bare city parking lot greets visitors and residents. This is a well-traveled road into the City of Conway and downtown and should reflect the City's commitment to design."

Per recommendations from the plan, City staff has been working with Hanna Engineering to create a design that:

- reconfigures the parking for safety
- provides a fun new gateway sign to anchor the parking lot
- adds lighting and landscaping to beautify and create a safer space
- adds another ERF to clean up the area
- creates a connection between downtown and the river
- upgrades sidewalks

The City was recently awarded the MASC Hometown Economic Development Grant to construct the ERF, which will also act as a gateway sign. The parking lot construction will be covered by Hospitality funds.

Renderings are included in your packet

The applicant, the board, staff as well as many public members spoke to the proposal, concerns, and requests for changes at length.

Wallace made a motion requesting the applicant to adjust the plan to show alternate landscaping within the sidewalk section closest to the building, provide a better connection from the interior sidewalk to the existing sidewalks on Fourth Ave, lower the height of the Conway sign portion for the design, move the curb cut entrance closer to the center of the parking lot for traffic congestion relief, and on behalf of the public a plea to explore other city properties for possible relocation of the dumpster. The motion was seconded by Watts. The vote in favor was unanimous. The motion carried.

V. PUBLIC INPUT

None

VI. BOARD INPUT

None

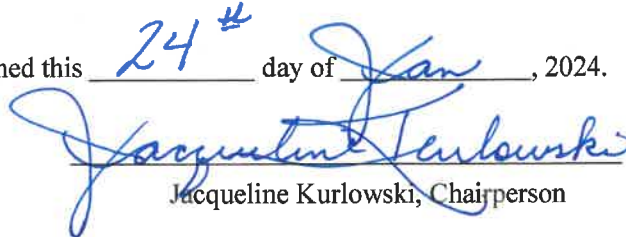
VII. STAFF INPUT

Hucks advised the board that Election of Officers would be on the next meeting agenda.

VIII. ADJOURN

There being no further business to come before the board, a motion was made and seconded to adjourn the meeting at 5:14 pm. The vote in favor was unanimous and the motion carried.

Approved and signed this 24th day of Jan, 2024.


Jacqueline Kurlowski, Chairperson