

CITY OF CONWAY
COMMUNITY APPEARANCE BOARD MEETING
WEDNESDAY, DECEMBER 13, 2023
Planning & Building Dept. Conference Room – 196 Laurel Street

Present: Duc Watts, Jacqueline Kurlowski, Troy Roehm, Gerry Wallace, Jamie McLain, McKenzie Jordan
Absent: Coker Hall
Staff: Jessica Hucks, Planning Director; Katie Dennis, Planning Concierge; Charlie Crosby, IT
Other: Eddie Moore, Hillary Howard, Kathy Ropp, Eddie Moore, Laura Kirkland, Jim Bruno

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

McLain made a motion to accept the minutes as written and it was seconded by Watts to approve the November 15, 2023 minutes. The vote in favor was unanimous. The motion carried.

III. CERTIFICATES OF APPROPRIATENESS

A. 1125 Third Ave. (Crafty Rooster): The applicant, Duplicates Ink, is requesting approval 2 new wall signs for the business located at 1125 Third Ave. (PIN 368-04-02-0055).

Dennis stated that the applicant is requesting approval of the installation of 2 new wall signs for the business located at 1125 3rd Ave (PIN 368-04-02-0055).

Recently Crafty Rooster received final approval for façade improvements including paint, new lighting fixtures, and awnings. The applicant is now requesting final approval on signage that will complement the new façade improvements.

The sign reading “Crafty Rooster” measures **20’ (W) X 18” (H)**, totaling approximately **30 sq. ft.** The wall the sign is to be affixed to measures **25’ (W) x 20’ (H)**, totaling **500 sq. ft.** with a max coverage area of **15%**, allowing for **75 sq. ft. total.**

The sign reading “The Bird on Third” measures **8’ (W) X 8” (H)**, totaling approximately **5.36 sq. ft.** The wall the sign is to be affixed to measures **25’ (W) x 20’ (H)**, totaling **500 sq. ft.** with a max coverage area of **15%**, allowing for **75 sq. ft. total.**

Typically, 2 wall signs are not allowed for one tenant. However, there are a few instances when a second wall sign would be allowed 1) if there is more than one tenant. 2) if the building is located on a corner lot 3) if the sign is installed on another façade or 4) if there is a second public entrance. This business has 2 of the 4 options that are applicable. There is a second public entrance and the sign is also installed on

another façade. Allowing the installation of the second wall sign.

The proposed size of the signs is compliant with the UDO.

The applicant, Jim Bruno of Duplicates Ink, was present to answer any questions.

The board and applicant discussed the request at length.

Jordan made a motion to approve the request as presented, Watts seconded the motion and the motion carried unanimously.

B. 323 Main St (Main 323 LLC): The applicant, A1 Signs and Graphics, is requesting approval of the installation of a new address directory sign for the business located at 323 Main St (PIN 367-01-01-0023).

Dennis stated that the applicant, A1 Signs & Graphics, is requesting approval of the installation of a new address directory sign for the business located at 323 Main St (PIN 367-01-01-0023).

The sign will be a cast metal sign with dimension and plates that are to be screwed on according to tenant placement. The sign measures **15" (W) X 20" (H)**, totaling approximately **2 sq. ft.** The wall the sign is to be affixed to measures **30' (W) x 35' (H)**, totaling **1050 sq. ft.** with a max coverage area of **15%**, allowing for **157 sq. ft. total.**

The proposed size of the sign is compliant with the UDO. The sign is not required to obtain a permit according to section 11.2.1(I) of the UDO but due to the location within the HDRD the applicant was required to request CAB approval.

The applicant, Eddie Moore of A1 Signs & Graphics was present to answer any questions.

The board and applicant discussed the request at length.

Jordan made a motion to approve the request with the condition that the name plate signs are to be uniform and made of brass. McLain seconded the motion and the motion carried unanimously.

C. 610 Main St (Demo): The applicant, Mike Wilson, is requesting approval demolish the structures located at 610 Main St (PIN 338-13-02-0035).

Dennis stated that the applicant, Mike Wilson, is requesting approval to demolish the structures located at 610 Main St (PIN 338-13-02-0035).

The structure has been deemed unsafe by City Code Enforcement Officers and the owner was informed of the demolition that needed to take place. The applicant has stated that there were apartments in the rear structure in the past. This use is not allowed within the current zoning district or the requested zoning district, and would not be allowed to return to that type of use.

The applicant has requested a rezoning from R1, Low density residential to P, Professional. The rezoning will go before Planning Commission on January 4th for a recommendation.

Mike Wilson, applicant was present to answer any questions.

The board, staff, and applicant discussed the request at length.

McLain made a motion to approve the rear structure to be demolished immediately, in accordance with the

Building Officials Ruling but to deny the demolition of the front structure. Jordan seconded the motion and the motion carried unanimously.

IV. APPROVAL OF 2024 MEETING SCHEDULE

McLain made a motion to approve the 2024 meeting schedule with the updated November 13th date change. Roehm seconded the motion and the motion carried unanimously.

V. PUBLIC INPUT

None

VI. BOARD INPUT

Kurlowski asked staff for input on what the boards role in preserving historic properties downtown was. Staff advised the board.

Kurlowski wished George Ulrich well as he serves on Planning Commission and extended a welcome to Coker Hall the newest board member.

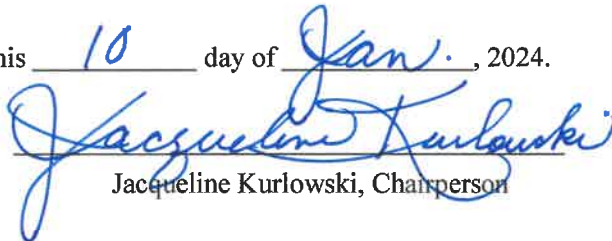
VII. STAFF INPUT

None

VIII. ADJOURN

There being no further business to come before the board, a motion was made and seconded to adjourn the meeting at 4:52 pm. The vote in favor was unanimous and the motion carried.

Approved and signed this 10 day of Jan., 2024.


Jacqueline Kurlowski, Chairperson