

**CITY OF CONWAY
COMMUNITY APPEARANCE BOARD MEETING
WEDNESDAY, February 22, 2023**

Planning & Building Dept. Conference Room – 196 Laurel Street

Present: Jacqueline Kurlowski, Duc Watts (Arriving Late), Mckenzie Jordan, Troy Roehm, Gerry Wallace
Absent: Autry Benton, Jamie McLain
Staff: Jessica Hucks, Planner; Katie Dennis, Planning Concierge; Jeff Leveille, IT
Other: Hillary Howard, Mike Harrelson, Brian Von, David Nye, Johnson Smith and others

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Jordan made a motion to accept the minutes as written and it was seconded by Roehm to approve the February 8, 2023 minutes. The vote in favor was unanimous. The motion carried.

III. PRELIMINARY REVIEW

A. 909 Fourth Ave (Palmetto Taps): The applicant, Brian Von, requests preliminary review of proposed exterior improvements, including new signage, replacement of 2 canopies, siding improvements, removal of existing patio cover and chain link fencing, installation of new fencing for outdoor seating area for the property located at 909 Fourth Ave (PIN 367-01-01-0065).

Hucks stated that the applicant, Brian Von, requests preliminary review of signage and exterior changes for the location at 909 Fourth Ave and at the January 25, 2023 meeting the applicant was asked to clarify the renderings, update the sign package to include more detail (possibly using wood), leave the “Jerry Cox” sign, and leave the glass block exposed.

Hucks stated the applicant provided the board with their requested updates as follows;

Kingston Street side of the building:

- New wall sign using existing goose neck lighting measuring **28.5’ (w) x 27” (h)**, totaling **64.13 sq. ft.** The building façade measures **48’ (w) x 9’ (h)**, totaling **432 sq. ft.** This permits a max coverage (**15% max**) of **64.8 sq. ft.** The proposed size of wall sign is compliant with the standards of the UDO.
- Window signs to include business information with **3 panes signage measuring 7” (h) x 8’ (w)** and **1 pane signage measuring 7” (h) x 6’ (w)**. **3 window panes measure 8’ (w) x 5’ (h)** and **1 window pane measures 6’ (w) x 5’ (h)**, totaling **40 sq. ft.** for 3 panes and **30 sq. ft.** for the other. This permits a max coverage (**25% max**) of **10 sq. ft.** for 3 panes and **7.5 sq. ft.** for the other. The proposed size of the window signs is compliant with the standards of the UDO.
- Replacement of existing awning with new black metal awning
- Removal of existing patio cover and chain link fencing
- Installation of new wood fencing between existing posts
- Existing posts to be painted black
- Installation of new black metal awning in the outdoor dining area

Fourth Avenue side of the building:

- New wall sign measuring **28" (h) x 12' (w)**, totaling **28 sq. ft.** The building façade measures **27'(w) x 8' (h)**, totaling **216 sq. ft.** This permits a max coverage (**15% max**) of **32.4 sq. ft.**
- Window signs to include business information with measuring **7" (h) x 4' (w)**, totaling **2.32 sq. ft.** per window. All panes measure **4' (w) x 8' (h)**, totaling **32 sq. ft.** per window. This permits a max coverage (**25% max**) of **8 sq. ft.** per window. The proposed size of window signs is compliant with the standards of the UDO.
- Window signs to include business logo not to exceed **5.68 sq. ft. total.**
- Installation of new gooseneck lighting
- Installation of a new black metal awning

Hucks stated the applicant, Brian Von, was present to answer any questions.

The board discussed with staff and the applicant in length.

Wallace made a motion to approve the proposal with the conditions; wall signs are to be dark wood with white lettering, black awnings are to be metal, window logo signs are to be white outline of decal, fence is approved to be the same color as the wood signage. Watts seconded the motion. The motion carried unanimously.

Hucks informed the board that this was preliminary review but the board did have the right to grant final approval if they so choose. Kurlowski verified with the applicant that they would have no objection to a final approval being granted. The applicant confirmed final approval was wanted and the board unanimously agreed their motion would be for final approval.

IV. CERTIFICATES OF APPROPRIATENESS

- A. **Previously Tabled: Cowboys (975 Second Ave):** The applicant, Riverfront Ventures, requests review and approval of revisions to a previously approved building, proposed to be constructed at 975 Second Ave (PIN: 36701010054).

Hucks stated that the applicant, Tripp Nealy, of Rivertown Ventures, was not present to answer any questions.

Kurlowski made a motion to table the proposal due to no representative being present for clarification. Jordan seconded the motion. The motion carried unanimously.

- B. **300 Laurel St (300 Laurel Lofts):** The applicant, A1 Signs and Graphics, requests approval of proposed door glass pane window graphics and installation of an awning sign on existing awning for the proposed business, 300 Laurel Lofts, at 300 Laurel St (368-04-02-0071).

Hucks stated that the applicant, A1 Signs and Graphics, requests approval of 1 door glass pane window sign graphic, measuring **5.5" (h) x 17" (w)**, to be installed on the glass pane of the door and an awning sign measuring **3.68" (h) x 39.6" (w)** on existing awning, located at 300 Laurel St for 300 Laurel Lofts. Door glass pane window size: door glass pane measures **62" (h) x 22" (w)**, totaling **9.36 sq. ft.** This permits a max coverage (**50% max**) of **4.68 sq. ft.**

Proposed graphics: the glass door pane graphics measure **5.5" x 17"**, totaling approx. **0.69 sq. ft.** The proposed size of the graphics is compliant with the standards of the UDO for glass door pane window signage.

Awning sign size: awning measures **8" (h) x 72" (w)**, totaling **4.02 sq. ft.** This permits a max coverage (**25% or 25 sq. ft in size whichever is smaller**) of **1.01 sq. ft.**

Proposed graphics: the awning sign graphics measure **3.68" (h) x 39.6" (w)**, totaling approx. **1.01 sq. ft.** The proposed size of the graphic is compliant with the standards of the UDO for awning signs.

Hucks stated that the applicant, Mike Harrelson, of A1 Signs and Graphics, was present and could answer any questions.

The board discussed at length with the applicant and staff.

Jordan made a motion to approve the proposal as presented. Watts seconded the motion. The motion carried unanimously.

V. PUBLIC INPUT

None

VI. BOARD INPUT

Watts had questions on window blocking methods. Staff gave clarification on ordinance requirements and allowances.

Kurlowski had questions regarding the reporting process of board observed business storefront maintenance issues, questions regarding notification of conditions to business owners after board approvals, and attendance policy questions. Staff gave clarification and input on each item.

Jordan had questions on inspection processes in regards to signage. Staff gave clarification on this concern.

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 4:26 pm. The vote in favor was unanimous and the motion carried.

Approved and signed this 8th day of March, 2023.

Gerald C. Wallace III
Jacqueline Kurlowski, Chairperson
Gerald Wallace (acting)