

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

Planning & Building Dept. Conference Room – 196 Laurel Street

Present: Duc Watts, Mckenzie Jordan, Autry Benton, Jamie McLain, Troy Roehm, Jacqueline Kurlowski
Absent: Gerry Wallace
Staff: Jessica Hucks, Planning Director; Katie Dennis, Planning Concierge; Jeff Leveille, IT
Other: Kat Palmer

I. CALL TO ORDER

Chairperson Jacqueline 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 Jordan to approve the March 8, 2023 minutes. The vote in favor was unanimous. The motion carried.

III. CERTIFICATES OF APPROPRIATENESS

A. 1020 4th Ave (Byrd Palmer Property Management): The applicant, Kat Palmer, requests approval of proposed signage for the business, Byrd Palmer Property Management, located at 1020 4th Ave (368-04-02-0008).

Hucks stated the applicant, Kat Palmer, requests approval of proposed signage for the business located at 1020 4th Ave for Byrd Palmer Property Management.

The proposed sign is to measure **18” (W) X 8” (H)**, totaling **1.005 Sq. Ft.**

The sign displays the Name of the Business and is considered a **“Name and Address Plates”** sign. The sign is less than **2 Sq. Ft.** in gross surface area and is exempt from permit procedures. The sign is also classified as a **“Subordinate Sign”** under the **Historic Design Review Districts: Community Appearance Guidelines: Section C, Ch. 6: 6.6.**

The proposed size of the sign is compliant with the standards of the UDO for Name and Address Plates.

Hucks stated that the applicant, Kat Palmer, was present and could answer any questions.

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

IV. SPECIAL TAX ASSESSMENT

A. 317 Main St (Realty ONE Dockside): The applicant, Teague Hopkins, requests final approval of a Special Tax Assessment for the property located at 317 Main St, originally approved on November 20, 2019, per the Preservation Tax Incentive Program Requirements. (PIN 367-01-01-0023).

Hucks stated the applicant, Teague Hopkins, was not present and had not provided the needed documentation for the board to review and requested the board defer the item to a future meeting. Rohem made a motion to defer the request until the applicant submits the proper documentation to

staff. Watts seconded the motion. The motion carried unanimously.

V. PUBLIC INPUT

None

VI. BOARD INPUT

Kurlowski inquired about providing pointers to the board members to assist with clarifying portions of pictures being discussed during the meetings. Leveille gave guidance and informed the board he would look into a possible solution.

Kurlowski also had signage questions about the 3rd Ave side of 300 Laurel Lofts. Staff discussed and gave input.

Watts had a question on the ability of the board to recall an approval due to Crooked Oak Tavern concerns. Staff and the board discussed in length. The board requested a checklist to streamline approvals on large project and to provide clarification. Staff agreed to cultivate a checklist.

Watts also inquired about the landscaping and parking plans for Cowboy's Steakhouse. Staff Advised. Benton ask for clarification on the Cowboy's Steakhouse motion that was made at the previous meeting. Staff advised and board requested a final visual rendering of the final product prior to COA issuance.

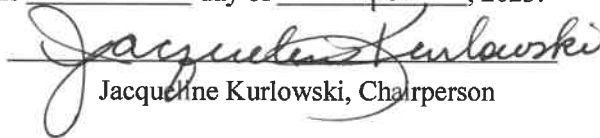
VII. STAFF INPUT

None

VIII. ADJOURN

There being no further business to come before the board, a motion was made and seconded to adjourn the meeting at 4:33 pm. The vote in favor was unanimous and the motion carried.

Approved and signed this 12th day of April, 2023.


Jacqueline Kurlowski, Chairperson