

**CITY OF CONWAY
COMMUNITY APPEARANCE BOARD MEETING
WEDNESDAY, July 12, 2023
Planning & Building Dept. Conference Room – 196 Laurel Street**

Present: Duc Watts, Troy Roehm, Gerry Wallace, McKenzie Jordan

Absent: Jacqueline Kurlowski, Jamie McLain

Staff: Jessica Hucks, Planning Director; Katie Dennis, Planning Concierge; Charlie Crosby, IT; Robert Cooper, Building Official; Mary Catherine Hyman, Deputy Administrator

Other: Hillary Howard, Kathy Ropp, Joe Brennan

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Watts made a motion to accept the minutes as written and it was seconded by Wallace to approve the June 28, 2023 minutes. The vote in favor was unanimous. The motion carried.

III. CERTIFICATES OF APPROPRIATENESS

A. 1001 3rd Ave (Scarborough Alley/Town Green): The applicant, City of Conway, requests preliminary review on future plans of Scarborough Alley and the Town Green, located at 1001 3rd Ave (PIN 367-01-01-0005).

Hucks stated the applicant, City of Conway, is requesting preliminary review on the future plans of Scarborough Alley and the Town Green, located at 1001 3rd Ave. Scarborough Alley is no longer used as an alley, it is used as a road which causes conflict between pedestrians, vehicles, and loading/unloading the rear of businesses.

This issue was discussed during a recent City Council meeting, and staff recommended a plan to close or one-way the alley. As a “science experiment”, City Council directed staff to close the alley for a week to identify potential issues. Many of the business owners were in support of the closure. During this time, it was noted that the traffic cleared out within 15 minutes.

The design of the alley needs to complement the design of the Town Green. The recently completed 2022 Riverfront and Downtown Master Plan provided a conceptual re-design of the Town Green, as shown in the accompanying graphic. The Plan also included the design of a new ERF and outdoor restrooms to serve the community. The Plan recommended a detailed study to reconfigure the parking lot and make Scarborough more pedestrian friendly while servicing surrounding businesses.

The Plan also mentioned exploring closing the Main Street exit to create more greenspace and improved pedestrian and bike safety and connectivity, traffic flow, and parking efficiencies.

City Staff is proposing the following design measures for the area:

- reduce the width of Scarborough by making it one-way flow only from Laurel Street to Main Street, adding sidewalks, parallel parking, landscaping, and an ERF and restrooms to the north side of the Ike Long Building
- redesign the Town Green to include perimeter landscaping, seating, a splash pad, and a design feature along the south side of the Ike Long building, adding a delineated pathway along the east side of the Town Green with a speed table to connect the existing Garden Walk.

Hucks stated the board requested the following at the June 28, 2023 meeting;

- provide brick samples
- provide information on the types of trees being used
- Show shading options over splash pad area
- Include a water bottle filling station into the design
- Some type of differentiation in the sidewalk for connection purposes
- Archways to have the metal wording to match others around town
- Show brick where the stone is currently on the Ike long building

The applicant, City of Conway was represented by Mary Catherine Hyman.

The applicant, staff and the board discussed at length.

Wallace made a motion to approve as presented. Jordan seconded the motion. The vote in favor was unanimous the motion carried.

B. 1001 Third Ave (Finance Building): The applicant, City of Conway, is requesting preliminary review on the installation of new doors and brick work for the building located at 1001 Third Ave (PIN 367-01-01-0005).

Hucks stated the applicant, City of Conway, is requesting preliminary review on the installation of three 36" ADA compliant impact rated entry doors, and brick work for the building located at 1001 3rd Ave.

The Finance building is adjacent to the town green and provides drive through access for customers to pay their water and sewer bills. The building is currently under renovation and the applicant is requesting approval to install three 36", ADA compliant impact resistant commercial grade metal frame doors to match the doors installed on the Planning and Development Building located at 196 Laurel St.

The applicant is also seeking approval to brick in an existing door on the drive through isle side of the building. This door is not necessary and is not used to access the building. Bricking this door in will also provide more security for city staff working in this building.

The applicant, City of Conway, was represented by Mary Catherine Hyman and Robert Cooper, CBO.

The applicant, staff, and board discussed at length.

Wallace made a motion to approve as presented. Jordan seconded the motion. The vote was unanimous and the motion carried.

C. 325 Main Street (Our Next Chapter Bookstore): The applicant, A1 Signs and Graphics is requesting to install window/door graphics for the business located at 325 Main St. (PIN 368-04-02-0083).

Hucks stated the applicant, A1 Signs and Graphics, is requesting to install window/door graphics for the business located at 325 Main St.

The door graphic will be applied to the door the measures approximately 74" (h) X 30.5" (w), totaling approximately 13 sq. ft.

The proposed size of the door graphic measures 18" in circumference and is a total of 1.8 sq. ft.

The proposed size of the sign is compliant with the standards of the UDO for window and door graphics.

Renderings are included in your packet.

The applicant, Eddie Moore was not present.

The board, and staff discussed at length.

Jordan made a motion to approve as presented. Watts seconded the motion. The vote was unanimous and the motion carried.

D. 328 Main Street (Power Comics): The applicant, Seaboard Signs, is requesting to install a new wall sign as well as a hanging bracket sign, for the business located at 328 Main St. (PIN 367-01-01-0029).

Hucks stated the applicant, Seaboard Signs, requests approval of proposed wall, and hanging bracket signage for the business located at 328 Main St for Power Comics

The proposed wall sign is to measure **167" (W) X 11" (H)**, totaling **12.75 Sq. Ft.** The wall façade the sign is to be affixed to measures **36' (H) X 42' (W)**, totaling **1512 Sq. Ft.** This permits a max coverage (**15% max**) of **226.8 Sq. Ft.**

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

The proposed hanging bracket sign is to measure **36" (W) X 24" (H)**, totaling **6 Sq. Ft.** The hanging bracket sign will be approximately **9'** from the bottom of the sign to the top of the sidewalk

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

The applicant, Joe Brennan was present.

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

Wallace made a motion to approve as presented. Jordan seconded the motion. The vote in favor was unanimous and the motion carried.

IV. PUBLIC INPUT

None

V. BOARD INPUT

Watts gave input on the disrepair of Carolina Appliance's storage building on Laurel St. and asked for it to be addressed. Staff informed the board they would notify code enforcement.

VI. STAFF INPUT

None

VII. ADJOURN

There being no further business to come before the board, a motion was made and seconded to adjourn the meeting at 4:20 pm. The vote in favor was unanimous and the motion carried.

Approved and signed this 26 day of July, 2023.


Jacqueline Kurlowski, Chairperson