

CITY OF CONWAY
COMMUNITY APPEARANCE BOARD MEETING
WEDNESDAY, October 11, 2023
Planning & Building Dept. Conference Room – 196 Laurel Street

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

Absent: George Ulrich, Jacqueline Kurlowski

Staff: Jessica Hucks, Planning Director; Katie Dennis, Planning Concierge; Jeff Levellie, IT

Other: Hillary Howard, Kathy Ropp

I. CALL TO ORDER

Chairperson Kurlowski was absent so Vice Chairperson Roehm called the meeting to order at approximately 4:04 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 September 27, 2023 minutes. The vote in favor was unanimous. The motion carried.

In an attempt to allow the applicant more time to arrive at the meeting Wallace made a motion to change the order of the agenda to move Public Input, Board Input, and Staff Input ahead of the Certificates of Appropriateness. Jordan Seconded the motion. The vote in favor was unanimous. The motion carried.

III. PUBLIC INPUT

None

IV. BOARD INPUT

Board members gave compliments to the staff on the Halloween decorations

Asked about an update of the City's employee page. Staff and Levellie advised the board on website updates.

V. STAFF INPUT

Hucks stated that Dennis would now serve as the staff liaison for the Community Appearance Board.

VI. CERTIFICATES OF APPROPRIATENESS

16 Elm St (Cypress Inn): The applicant, Cypress Inn property LLC, is requesting final approval on plans for a future building to be constructed beside 16 Elm St (PIN 367-01-04-0042).

After an attempt to provide more time for the applicant's arrival McLain made a motion to defer the item and for the applicant to return with updated drawings showing the changes previously requested by the board. Jordan seconded the motion. The vote in favor was unanimous. The motion carried.

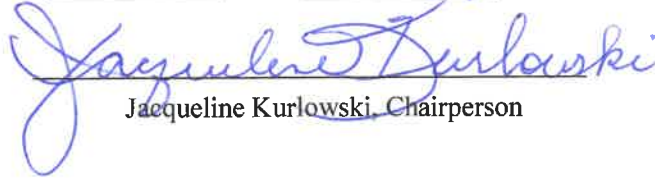
These updates include;

- Show the Picket fencing for the handicap ramp and railing on the plans and the rendering as they will be installed
- Provide rendering options and plans of eaves across the gables to provide a more aesthetic eyebrow feature
- Show the open stairwell update since they will no longer be enclosed
- If you choose to use breakaway walls with flood openings show them on the renderings and plans instead of the lattice (staff feels that the lattice is sufficient due to the cost and appearance of the breakaway walls)
- Update plans to show the proper building separation of 20' instead of 6'

VII. ADJOURN

There being no further business to come before the board, a motion was made and seconded to adjourn the meeting at 4:15 pm. The vote in favor was unanimous and the motion carried.

Approved and signed this 25th day of October, 2023.


Jacqueline Kurlowski, Chairperson