

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

Present: Duc Watts, George Ulrich, Jacqueline Kurlowski, Jamie McLain, McKenzie Jordan, Troy Roehm

Absent: Gerry Wallace

Staff: Jessica Hucks, Planning Director; Katie Dennis, Planning Concierge; Marcus Cohen, IT

Other: Bucky Greene

I. CALL TO ORDER

Chairperson 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 August 23, 2023 minutes. The vote in favor was unanimous. The motion carried.

III. CERTIFICATES OF APPROPRIATENESS

- A. 1200 Main St (Holbert Company, INC.):** The applicant, Heritage Signs, LLC, requests approval to reface an existing sign, located at 1200 Main St. (PIN 338-12-04-0019).

Hucks stated the applicant, Heritage Signs, LLC, is requesting approval to reface an existing sign, for the business located at 1200 Main St for Holbert Company, INC.

The sign measures **50.01" (W) X 72" (H)**, with an existing brick base. The applicant will reface the sign to be black with Gold Lettering. The lettering will measure **10" (H) X 37.77" (W)**, totaling **2.6 Sq. Ft.** The address numbers are **4" (H)** per code for life safety. All lettering and numbers will have a drop shadow to provide the appearance of dimension.

The proposed size of the lettering is compliant with the standards of the UDO for Monument signs.

The applicant, staff and the board discussed at length.

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

IV. PUBLIC INPUT

None

V. BOARD INPUT

Watts had questions in regards to a façade update of a downtown business and requested and update on the Crooked Oak Tavern Awning install.

Kurlowski had a question about the board's responsibility of regulating draperies in storefront windows.

Staff advised on both topics.

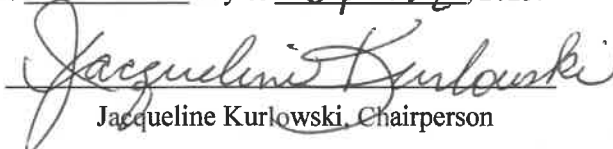
VI. STAFF INPUT

Hucks informed the board of the upcoming height amendment within the WRD districts and the responsibilities of the board.

VII. ADJOURN

There being no further business to come before the board, a motion was made and seconded to adjourn the meeting at 4:14 pm. The vote in favor was unanimous and the motion carried.

Approved and signed this 27 day of September, 2023.


Jacqueline Kurlowski, Chairperson