

**CITY OF CONWAY  
COMMUNITY APPEARANCE BOARD MEETING  
WEDNESDAY, JULY 28, 2021  
CITY HALL COUNCIL CHAMBERS**

Present: Heather Whitley, Jacqueline Kurlowski, Gerry Wallace, Jamie McLain, Duc Watts

Absent: Troy Roehm

Staff: Jessica Hucks, Planner; Alicia Shelley, Planning Assistant; Allison Hardin,  
Planning & Development Director

Other: Elaine Sivret, A1 Signs; Anthony Edwards; Avery & Tricia Jones, Conway Free  
Fridge; Laura Abernathy, Fourth and Main

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

Kurlowski made a motion to accept the minutes as written and it was seconded by Wallace to approve the June 23, 2021 minutes. The vote in favor was unanimous. The motion carried.

**III. OLD BUSINESS**

- A. **422 Main Street (Conway Heating and Cooling)**: The applicant requested a final review and approval of the appearance of the outdoor pantry, refrigerator and other associated items in relation to the *Conway Free Fridge* effort, located directly outside the building at 422 Main Street (PIN: 339-16-04-0016).

Hucks stated that following CAB review of this request in March of this year, staff discussed the signage with the applicant and determined that if the stick figure that holds the “hungry” sign was moved inside the building and approximately 2 feet away from the window, that it would not be considered signage and is exempt from the requirements of the sign ordinance regarding window signs. Pictures of the current display area were included in the boards packet.

Avery & Tricia Jones, applicants were present to answer any questions.

Wallace made a motion to approve the request as presented. McLain seconded the motion and the motion carried unanimously.

#### IV. CERTIFICATES OF APPROPRIATENESS

- A. **321 Laurel Street (Fourth and Main)**: The applicant requested approval to repaint the building located at 321 Laurel Street (PIN: 368-04-02-0099).

This agenda item was moved down on the agenda to allow time for the applicant to arrive.

- B. **1022 Third Ave (Caribbean Jerk Cuisine)**: The applicant requested approval of signage and to repaint the existing awning on the building located at 1022 Third Ave (PIN: 368-04-02-0074).

Hucks stated that the applicant is requesting approval to repaint the existing awning as well as window graphics and a wall sign, on the building at 1022 Third Ave for Caribbean Jerk Cuisine as follows:

- **Awning (repaint)**: The applicant proposes to repaint the existing awning to solid black.
- **Wall sign**: The proposed wall sign measures 4' (h) x 5' (w), totaling 20 sq. ft. The wall façade totals approx. 360 sq. ft., which allows a max sign area of 54 sq. ft. The application states that the proposed wall sign has a "dimensional appearance", but no actual dimension has been applied to the proposed sign. However, the proposed wall sign does comply with the sign regulations for wall signs in the UDO.
- **Hanging Bracket (blade) sign (panel only – bracket existing)**: The proposed hanging bracket sign panel measures 1.33' (h) x 2.5' (w), totaling 3.33 sq. ft. The bottom of the sign panel is shown to be 7-ft to the sidewalk; however, the UDO, Section 11.4.5 – Hanging and Suspended Signs, requires an 8-ft. clearance above the public right-of-way or private sidewalk area. Staff has requested that the sign area be revised to provide the required clearance of 8-ft. and the applicant has agreed.
- **Window graphics**: Each window measures 6.67' (h) x 6.5' (w), totaling 43.35 sq. ft. Max window coverage allowed (each window): 10.83 sq. ft. The "Caribbean Jerk Cuisine" logo on each window measures 2.45' (h) x 2.92' (w), totaling approx. 7.15 sq. ft. The lines of text at the bottom of each window measures .5' (h) x 6.5' (w), totaling approx. 3.25 sq. ft. Total square footage of coverage on each window: 10.4 sq. ft.

Whitley had concerns and thought that there were a lot of signs in such a small place making it look too busy.



The applicant, Elaine of A1 Signs, further explained the request. She stated that the previous tenant had signage on both windows. She said that it would be ok for the wall sign to go.

After much discussion, Kurlowski made a motion to table the request so that the sign company could relay the boards concerns to the owner.

Sivret asked what exactly did the board want. Kurlowski said 1 window graphic and the hanging sign or 2 window graphics with no bands.

Kurlowski then withdrew her previous motion(s).

The board then discussed the awning and some had concerns with the owner painting it himself. Sivret said the owner's wife is an artist and would be the one painting the awning.

Kurlowski made a motion to grant the request to paint the awning black and approve to replace the 2 window graphics with no text underneath. Wallace seconded the motion and the motion carried unanimously.

- C. **329/331 Laurel Street:** The applicant requested final review and approval of proposed reconstruction of a building located at 329 and 331 Laurel Street (PIN: 368-04-02-0097).

Wallace recused himself from this request.

The applicant was not present at this time so this request was moved to the end of the agenda.

The board now heard the following request: **321 Laurel Street (Fourth and Main):** The applicant is requesting approval to repaint the building located at 321 Laurel Street (PIN: 368-04-02-0099).

Hucks stated that the applicant proposed to repaint the building, where Fourth and Main on Laurel is located, in a different color than the current building color. The doors and window trim color will be Black HC-190. The exterior wall color will be Phoenix Fossil PPG1009-5 (gray shade).

Abernathy further explained the request.

Wallace made a motion to grant the request. McLain seconded the motion and the motion carried unanimously.

- D. **1017 Fourth Ave:** The applicant requested approval to repaint the building exterior, and install a new door, windows, and awnings for the building located at 1017 Fourth Ave (PIN: 368-04-02-0091).

Hucks stated that the applicant proposes the following changes to the building exterior: install new front door, install new bronze aluminum display glass windows, new awning cover in

Marine by Sunbrella Marine Blue 4678-000 and repaint the building exterior façade in Benjamin Moore Gull Wing Gray #2134-50 and the top façade trim in Benjamin Moore Whale Gray #2134-40. Color swatches were shown to the board.

The applicant, Anthony Edwards further explained the request.

McLain made a motion to grant the request as presented. Kurlowski seconded the motion and the motion carried unanimously.

**E. 1500 Main Street (Vaught Optical):** The applicant requested approval of several exterior renovations to the building and property located at 1500 Main Street (PIN: 338-12-01-0036).

Hucks stated that the applicant proposes the following renovations to the building and property:

- Relocation of existing door (on front elevation)
- Add new door entrance on front elevation
- Install new window(s) as shown in elevations (front / side)
- New eyebrow roof on front elevation (to match existing)
- Infill wall to match existing brick (on front elevation)
- Restripe / repaint parking spaces (as shown on site plan)
- Install 5' concrete sidewalk on 15<sup>th</sup> Ave side
- Install partial sidewalk in front of ADA parking spaces (in front of building)
- Install sidewalk in rear of building to staff entry (rear elevation) as shown on site plan

Hucks also stated that the signage shown on the elevations will be reviewed at a future meeting, and was not part of this request.

Edwards further explained the request.

Kurlowski made a motion to grant the request as presented. Watts seconded the motion and the motion carried unanimously.

## **V. AMENDMENT TO THE COMMUNITY APPEARANCE GUIDELINES**

**A. Amendment to *Section B, Chapter 3 – Basics of Traditional Commercial Buildings, 3.4, of the Community Appearance Guidelines, relating to height limitation in the Central Business District (CBD).***

Hucks stated that over the past couple of years, staff has reviewed a few different buildings that were proposed for the lot at the corner of Kingston Street and Fourth Ave (Hwy 905), Central Business District (CBD), which has a height limit of 45-ft. The latest design, by Genford



Development, proposes a parking deck on the first floor of the building, which will provide parking for the residents of the proposed building. With the addition of a parking deck, the height of the proposed building will exceed the current maximum height limit of 45-ft. The approximate height limit of the proposed building on the property is 60-ft.

In order to facilitate development of property within the CBD, staff proposes to amend the Unified Development Ordinance (UDO) to amend the height limitations within the CBD from 45-ft to 60-ft (average height), to be measured from finished grade. Additionally, building height, as is with building design, will be reviewed by the Community Appearance Board (CAB) for consistency with the surrounding buildings and area.

In addition to amending the UDO, the Community Appearance Guidelines will also need to be amended to be consistent with the height elimination proposed in the CBD, per the UDO, as *Section B, Chapter 3.4 – Downtown Environment*, of the Community Appearance Guidelines, references the 45-foot height limit of the CBD. Per *Section 14.1.3, F.3* of the UDO, the Community Appearance Board shall review and make *recommendations* to City Council to amend the Community Appearance Guidelines.

There was much discussion amongst the board and the board has concerns with increasing the height limit. The main concern of the CAB is preserving the character and height of the downtown area. Another area of concern is that as of now, the guidelines give the CAB the ability to grant a variance of one story over a neighboring building and the concern is that over time, different interpretations of the guidelines from staff and future members of CAB could allow for even higher buildings if the height limit in the UDO is amended.

Hardin further explained the request.

Wallace made a motion to recommend approval of the amendment. The motion failed due to a lack of a second.

Hucks stated that she would relay the boards concerns to City Council.

**329/331 Laurel Street:** The applicant is requesting final review and approval of proposed reconstruction of a building located at 329 and 331 Laurel Street (PIN: 368-04-02-0097).

The applicant was not present.

Watts made a motion to table the request. McLain seconded the motion and the motion carried.

## VI. PUBLIC INPUT

None

## **VII. BOARD INPUT**

Kurlowski asked about Papa's windows. Hucks said that she would check with the Zoning Administrator.

## **VIII. STAFF INPUT**

Hucks stated that the proposed height limit amendment and the sign ordinance would be discussed at the August 2 City Council meeting.

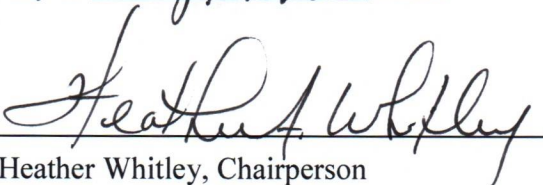
## **IX. UPCOMING MEETINGS**

- City Council – August 2, 2021 – City Hall at 4:00 p.m.
- PC – August 5, 2021 – Public Safety Facility – 5:30 p.m.
- CAB – August 11, 2021 – Public Safety Facility at 4:00 p.m.
- City Council – August 16, 2021 – City Hall at 4:00 p.m.
- BZA – August 26, 2021 – Public Safety Facility at 5:30 p.m.

## **X. ADJOURN**

There being no further business to come before the Board, a motion was made and seconded to adjourn the meeting at 5:09 p.m. The vote in favor was unanimous and the motion carried.

Approved and signed this 22<sup>nd</sup> day of September, 2021.

  
Heather Whitley, Chairperson