

**CITY OF CONWAY
COMMUNITY APPEARANCE BOARD MEETING
WEDNESDAY, JUNE 9, 2021
PUBLIC SAFETY FACILITY**

Present: Heather Whitley, Gerry Wallace (arrived late), Jamie McLain, Troy Roehm, Duc Watts
Absent: Jacqueline Kurlowski
Staff: Jessica Hucks, Planner; Alicia Shelley, Planning Assistant
Other: Barbara Pratt, Debbie Jenkins, Richard Jenkins

I. CALL TO ORDER

Chairperson Whitley called the meeting to order at approximately 4:01 p.m.

II. APPROVAL OF MINUTES

Watts made a motion to accept the minutes as written and it was seconded by McLain to approve the May 26, 2021 minutes. The vote in favor was unanimous. The motion carried.

III. CERTIFICATES OF APPROPRIATENESS

- A. **Integrity Business Machines (1021 Third Avenue)**: The applicant is requesting approval of window & door graphics for the building located at 1021 Third Avenue (PIN: 367-01-01-0012).

Hucks stated that the applicant is requesting approval of window and door graphics for Integrity Business Machines. The glass windows measure 6' (w) x 8' (h), totaling approx. 48 sq. ft. The max coverage permitted for window graphics is 25% of the glass area, which would be 12 sq. ft. in this case (for each window). The tag lines across the bottom of each of the 6 windows measures .83' x 6', totaling 4.98 sq. ft. The logos installed on 2 of the windows measures 4.17' (w) x 1' (h) (Integrity) and 2.2' (w) x .57' (h) (Kyocera), totaling approx. 5.4 sq. ft. (each). Four of the windows with just the tag lines across the bottom will have graphics totaling 4.98 sq. ft. 2 of the windows that also include the business logo will have a coverage totaling 10.4 sq. ft. The proposed window graphics are compliant with the size limitations of the UDO. The max coverage permitted for door graphics is 50% of the glass area. The proposed door graphics measure .56' (h) x 1.31' (w), totaling .73 sq. ft. (each). While the door measurements were not provided, the proposed graphics do not appear to exceed the 50% coverage allowed per the UDO. Renderings of the window and door graphics were presented.

The applicant, Hunter Jenkins of Jenkins Signs was present to answer any questions.

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

- B. Vaught Optical (1500 Main Street):** The applicant is requesting approval of signage for the property located at 1500 Main Street (PIN: 338-12-01-0036).

Hucks stated that the applicant proposes to install a new monument sign on the property located at 1500 Main Street, as well as install door graphics on the building. Additionally, the existing monument sign at 1406 Main Street will be cleaned and repainted to match the new monument sign (considered routine maintenance of existing signage). Hucks then explained the request as follows:

Monument sign:

- Monument sign base will be brick (5' in height) (brick to match existing monument sign on adjacent property). Total sign height (including sign panel): 8'
- Monument sign panel: 3.77' (h) x 6' (w), totaling 22.6 sq. ft.
- Sign will be double-sided and is not proposed to be illuminated.
- Sign material will be a fabricated aluminum sign cabinet, with sandblasted face panels (1/2" thick sandblasted HDU sign panels w/ pebble background finish and raised letters, borders and lenses as shown in rendering).
- Sign colors include: White, Grey Mega Greige SW #7031 (paint to match), and Green Arugula SW #6446 (paint to match).
- The address (1500) will be mounted to the brick base with 1" PVC numerals.

Door graphics:

- Left side door glass: 1.58' (w) x .92' (h), totaling 1.45 sq. ft. Graphics are white vinyl.
- Right side door glass: 1.67' (w) x .92' (h) and 1.67' (w) x 1.5' (h), totaling approx. 4 sq. ft. Graphics are white vinyl.
- Door graphics may not exceed 50% of the glass areas of the door, per the UDO. Each door is approx. 17.5 sq. ft. 50% coverage is 8.75 sq. ft. The proposed graphics are compliant with the size limitations of the UDO.

The applicant, Debbie Jenkins of Tyson Sign Company was present to answer any questions.

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

Wallace arrived at the meeting.

- C. Pratt Law Office (408 Elm Street):** The applicant is requesting approval of a fence for the property located at 408 Elm Street (PIN: 368-04-02-0013).

Hucks stated that the applicant proposes to install a white, vinyl picket fence in the rear and side yard of her building. The height of the fence proposed is 4.5 ft. and the height of the gates will be 4 ft. If the board approves the proposed fence, the applicant or contractor will be required to apply for a building permit and the fence will be inspected.

The applicant, Barbara Pratt further explained the request and stated that there is not an existing fence and there will be two gates.

Roehm made a motion to approve the request as presented. Watts seconded the motion and the motion carried unanimously

IV. PUBLIC INPUT

None

V. BOARD INPUT

None

VI. STAFF INPUT

None

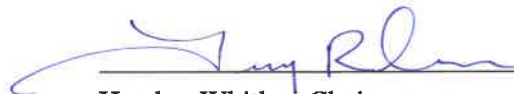
VII. UPCOMING MEETINGS

- City Council – June 21, 2021 – Conway City Hall – 4:00 p.m.
- CAB – June 23, 2021 – Public Safety Facility – 4:00 p.m.
- BZA – June 24, 2021 – Public Safety Facility – 5:30 p.m.
- PC – July 1, 2021 - Public Safety Facility – 5:30 p.m.

VIII. ADJOURN

There being no further business to come before the Board, a motion was made and seconded to adjourn the meeting at 4:13 p.m. The vote in favor was unanimous and the motion carried.

Approved and signed this 23RD day of JUNE, 2021.



~~Heather Whitley, Chairperson~~
TROY ROEHM, VICE CHAIRPERSON