

**CITY OF CONWAY  
COMMUNITY APPEARANCE BOARD MEETING  
WEDNESDAY, APRIL 28, 2021  
SPORTS & FITNESS FACILITY**

Present: Heather Whitley, Matthew Richardson, Jacqueline Kurlowski, Gerry Wallace, Jamie McLain, Troy Roehm, Duc Watts

Absent: None

Staff: Jessica Hucks, Planner; Alicia Shelley, Planning Assistant; Robert Cooper, Building Official

Other: Sherrie Cannon, Charles Hearl, Hillary Howard

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

McLain made a motion to accept the minutes as written and it was seconded by Richardson to approve the April 14, 2021 minutes. The vote in favor was unanimous. The motion carried.

**III. CERTIFICATES OF APPROPRIATENESS**

- A. **Claret Envy (310 Main Street):** The applicant is requesting approval of door graphics for the building located at 310 Laurel Street (PIN: 368-04-02-0079).

Hucks stated that the applicant is requesting approval of the door graphics installed on the glass door of the building at 310 Laurel Street. The glass door measures 3' (w) x 6.67' (h), totaling approximately 20 sq. ft. The graphics measure a diameter of 2' with square footage totaling approximately 3.14 sq. ft. The max coverage permitted for door graphics is 50% of the glass area, which would be 10 sq. ft. in this case. The proposed graphics do not exceed the max coverage permitted, per the UDO.

Sherrie Cannon, applicant further explained the request.

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

- B. **Copper's Restaurant (201 Laurel Street):** The applicant is requesting approval of a parklet located at 201 Laurel Street (PIN 368-04-02-0069).

Hucks stated that the applicant would like to install a parklet in 2 separate parking spaces on the Second Avenue side of Copper's Restaurant. Council passed an ordinance in 2018 regarding the use of parklets in the Central Business District, and it was recently amended in January 2021. A site plan showing 2 parking spaces, which includes the entire parking spaces, was shown and pictures of the barriers proposed were also shown. If the board approves the applicant's request, the applicant will still need to submit an application for commercial review by the Technical Review Committee.

Charlie Hearl, applicant further explained the request and showed the board the 2 options he found. One was a black resin fence with an interlocking base and the other was wood flower boxes with benches in the middle.

The board discussed both options with the applicant.

Hillary Howard stated that the applicant that applied a couple of years ago that did not move forward with the parklet had a quote of around \$9,000-\$10,000 for the custom building of the parklet. She then said that the increase in lumber right now, that the custom would be more likely a higher price now.

Wallace made a motion to approve the black resin fence with the addition of one potted plant to be placed every 10 feet inside the fence. Watts seconded the motion and the motion carried unanimously.

- C. **City of Conway (196 Laurel Street):** The applicant is requesting review and approval of several façade improvements, including but not limited to new window installation, replacement of siding, entrance doors, awnings, etc. to the building located at 196 Laurel Street (PIN: 367-01-01-0002).

Hucks stated that the city proposes to install new window openings and windows along the Second Ave side (a portion of) and along the alley side of the building. The windows requesting to be installed are vinyl windows with impact resistant glass. The use of vinyl windows is not expressly defined within the CBD district of the guidelines, but rather *only* display windows, transom windows, and upper windows. Replacement of windows with vinyl windows is generally discouraged in the Historic Design Review Districts. However, this board has approved vinyl windows to be used in commercial buildings in the Commercial HDRD in the past. Additionally, per the Building official, impact resistant glazing/covering (windows) is required for commercial buildings, which is not available in wood. This issue most recently came up for a building at 208 Elm Street, where vinyl windows were also approved. Several other surrounding buildings have upgraded to vinyl windows at some point, including 204, 210 and 216 Elm Street.

Hucks then said that the current entrance on the Second Ave side will be removed. The new side entrance on the alley side will replace the current entrance on 2<sup>nd</sup> Ave, and will be completed with brick steps and railing. Cypress siding, like what was installed on the Peanut Warehouse will be used for the non-brick portions of the building and replace the inappropriate concrete panels on the Second Ave side. This material is selected to help transition the predominately brick downtown to the predominately cypress/natural wood Riverfront district. There will be a new front door on the Laurel Street entrance, which will be commercial grade with a transom. New doors (also commercial grade) will also be installed on the alley side and double

glass doors will be installed on the garden walk (rear) side of the building, which will also become the ADA accessible entrance. An ADA lift will be installed rather than a very long and obtrusive ramp, along with new steps and railing. Additionally, new awnings, like what was approved for the current Planning & Building location (206 Laurel Street), will be installed on the Laurel Street, Alley and rear side of the building over the entrances. Exterior lighting hardware and signage will be brought for review at future meetings. Renderings of the proposed improvements are included in this packet for your review.

Lastly Hucks said that eventually, the Garden Walk, which currently connects Scarborough Alley to Third Ave, will extend beside and behind the building and be the primary pedestrian gateway from downtown to the Riverfront.

Whitley inquired about the vinyl windows. Cooper said that he could not find any wood windows with impact glass.

McLain asked if this building would be used during storms. Cooper said yes.

Wallace asked about windows with 3 inch dimensional mullions. Cooper said he could do that.

The board discussed the other improvements to the building.

McLain made a motion to grant the request as presented with the condition that the windows have mullions with a 4x4 grid pattern added to the top sash. Kurlowski seconded the motion and the motion carried unanimously.

#### **IV. PUBLIC INPUT**

None

#### **V. BOARD INPUT**

Richardson asked how many sandwich board signs are allowed. Hucks said one.

Richardson inquired about the library renovation. Hucks said that this parcel is in the Main Street design review historic district and any exterior improvements would come before CAB.

#### **VI. STAFF INPUT**

Hucks informed the board that the Tree Ordinance would be discussed as a workshop item at City Council's meeting on Monday at 4 p.m. The proposed amendment includes a maximum fee of \$15,000 per acre for tree mitigation.

Hucks then said that in the future staff would be bringing to Council as a workshop discussion an amendment to the UDO that would prohibit chain link fencing in the Central Business District.

CAB  
April 28, 2021

**VII. ADJOURN**

There being no further business to come before the Board, a motion was made and seconded to adjourn the meeting at 4:45 p.m. The vote in favor was unanimous and the motion carried.

Approved and signed this 28<sup>th</sup> day of April, 2021.

  
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Heather Whitley, Chairperson