

**CITY OF CONWAY
COMMUNITY APPEARANCE BOARD MEETING
WEDNESDAY, May 10, 2023**

Planning & Building Dept. Conference Room – 196 Laurel Street

Present: Duc Watts, Mckenzie Jordan, Autry Benton, Troy Roehm, Jamie McLain, Gerry Wallace
Absent: Jacqueline Kurlowski
Staff: Jessica Hucks, Planning Director; Mary Catherine Hyman, Deputy City Administrator;
Robert Cooper, Building Official; Anne Bessant, Planning Assistant; Marcus Cohen, IT
Other: Hillary Howard, Teague Hopkins, Kathy Ropp

I. CALL TO ORDER

Vice-Chairman 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 Jordan to approve the April 26, 2023 minutes. The vote in favor was unanimous. The motion carried.

III. CERTIFICATES OF APPROPRIATENESS

A. 1512 Main Street (Shree Mini Mart): The applicant, Petroimage, is requesting to replace/revise the existing sign panels on an existing freestanding sign structure for the property located at 1512 Main St. (PIN 338-11-02-0047).

Hucks stated the applicant, Petroimage, is requesting to replace/revise the existing sign panels on an existing freestanding sign structure for the property located at 1512 Main St.

This applicant proposes to relocate the existing sign panels to accommodate the need to change the gas prices regularly. The applicant proposes to relocate the manual gas price display panel below the Subway and Shree 701/ATM panels.

The manual gas price display panel currently measures 19.77 Sq. Ft., the Shree 701/ATM panel currently measures 18.38 Sq. Ft., and the Subway panel currently measures 24.33 Sq. Ft., totaling 100.56 Sq. Ft.

The applicant is not proposing to change any of the existing sign panel displays or sizes just the location of the manual gas price panel, for better access.

The sign is considered a Nonconforming Sign per *Section 12.1.6 (B)* of the UDO allowing the sign to be maintained so long as the nonconformity is not increased and per *Section 12.1.6 (D)* the work proposed is allowed to be done as the area of the sign panels are not being increased.

Renderings were included in the packet.

If the board chooses to grant the request, staff recommends the following conditions:

- The applicant must obtain all applicable permits
- Any deviation from what is approved shall require a re-review from this board and subsequent approval.

The applicant was not present.

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

B. 229 Main Street (Conway City Hall): The applicant, City of Conway, is requesting approval to install new windows, replace one entrance door, replace the awning canvas, as well as remove one door and replace with a window and bricking. (PIN 367-01-01-0017).

Hucks stated the applicant, City of Conway, is requesting approval to install new windows, replace one entrance door, replace the awning canvass, as well as remove one door and replace with a window and bricking. (PIN 367-01-01-0017).

The applicant did replace the windows within the addition portion of City Hall (the original fire station building) with aluminum clad six-over-six double hung windows with double pane clear insulated glass. No windows within the original City Hall portion were replaced.

The applicant is proposing to replace the second entry door on the Third Ave side of the building with a window of the same type and size and bricking to match the existing building. The second door was originally added to provide ADA access to the elevator within the hallway. However, with the addition of a ramp to the main door the second door is no longer needed and the replacement will provide a much-needed increase in security.

The applicant is also proposing to replace the Scarborough Ally entry door with a full glass white metal door and updated hardware similar to the approved doors used at the 196 Laurel St Planning & Development Building.

The applicant is proposing to replace the awning above the Scarborough Ally entry door with a green and white stripe canvass to match the previously approved awning covers at the 206 Laurel St. Ike Long Building.

A rendering of the proposal was included in the packet.

If the board chooses to grant the request, staff recommends the following conditions:

- Any deviation from what is approved shall require a re-review from this board and

subsequent approval.

Mary Catherine Hyman and Robert Cooper were present and further explained the request.

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

IV. SPECIAL TAX ASSESMENT

A. 317 Main Street: The applicant, Teague Hopkins, requests final approval of a special tax assessment at 317 Main Street (TMS# 137-02-02-023 / PIN 367-01-01-0023) under the Preservation Tax Incentive Program.

Hucks stated that the applicant has requested final approval for property located at 317 Main Street for a special tax assessment, as specified in *Section 1-5-50, Special Tax Assessment*, under the City of Conway Code of Ordinances.

The property is known as the “Platt Building”, built around the year 1909. It is a two-story commercial building with post-1945 alterations to the storefront and second-story façade. City Council voted to certify the property at their November 4, 2019 meeting, as the building is 50 years or older. The property received preliminary approval in November of 2019 and approval of exterior renovations in 2020.

The exterior renovations approved by the board in 2020 were required to be as follows;

- Glass and bronze metal trim will be installed
- Brick directly around the glass storefront to be painted urban bronze
- The upper portion of the storefront to be painted “Anew Grey”
- The 3 windows of the upper front façade will be trimmed in Urban Bronze
- Curved embellishments to be installed above windows
- The brick around the door, far right of storefront, to be painted “Anew Grey”
- Remaining storefront brick to be painted “Urban Bronze”
- All work must be in compliance with the standards for rehabilitation, as specified in Article E, Section 1-5-53 of the City’s code of ordinances.

According to *Section 1-5-54 (e)* of the Ordinance, final approval must be granted upon completion of the project. To grant final approval the board will inspect completed project to determine if the work is consistent with the preliminary approval and that the work performed is compliant with *Section 1-5-53 of Article E*.

If the board grants the property final approval the property will be assessed for the remainder of the special assessment period on the fair market values at the time of preliminary certification was made. If the project does not comply with all requirements the board must not grant approval.

Staff recommends final approval of the special tax assessment based on the completion of the approved work in compliance with *Section 1-5-53 of Art. E – Preservation Tax Incentive Program*, of the City’s Code of Ordinances.

Teague Hopkins, applicant was present to answer any questions.

Benton made a motion to approve the request as presented. Jordan seconded the motion and the motion carried unanimously.

V. PUBLIC INPUT

None

VI. BOARD INPUT

Watts asked if staff knew anything out the window graphics of the Remax building located on 3rd Avenue. Howard stated that it was only a painted spring/summer window scene. He also questioned why the awning that was approved for Crooked Oak had not been installed yet and a brick walkway had been installed that was not approved by the board. Hucks stated that the owner explained that the awning is on backorder and hoped to have it within six months. She noted that staff would look into the brick walkway concern but it may have been approved with the plans.

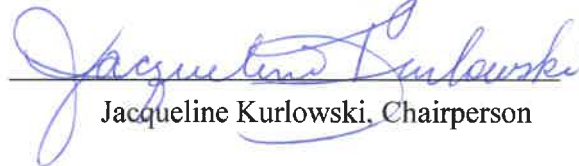
VII. STAFF INPUT

None

VIII. ADJOURN

There being no further business to come before the board, a motion was made and seconded to adjourn the meeting at 4:12 pm. The vote in favor was unanimous and the motion carried.

Approved and signed this 24th day of May, 2023.


Jacqueline Kurlowski, Chairperson