CITY OF CONWAY
COMMUNITY APPEARANCE BOARD MEETING
WEDNESDAY, AUGUST 28, 2019
CITY HALL CONFERENCE ROOM – 229 MAIN STREET – 4:00 P.M.

Present: Heather Whitley, Matt Richardson, Jamie McLain, Duc Watts

Absent: Craig Smith, Brenda Ivester, Troy Roehm

Staff: Jessica Hucks, Zoning Administrator; Alicia Shelley, Planning Assistant

Other: Land Hurley

I. CALL TO ORDER

Chairperson Whitley called the meeting to order at approximately 3:58 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 August 14, 2019 minutes. The vote in favor was unanimous. The motion carried.

Whitley introduced and welcomed Duc Watts, new CAB member.

III. CERTIFICATE OF APPROPRIATENESS

A. The applicant, Haynes Sign Co, requests approval to install a wall sign on the building located at 216 Elm Street (TMS: 137-06-19-012 | PIN: 368-04-02-0052).

Hucks stated that the applicant proposes to install a sign on the front façade of the building located at 216 Elm Street for The Brinson Insurance Agency. The wall façade is approx. 304 sq. ft., which allows a max sign area of 45.6 sq. ft. The sign measures 30" (2.5') (h) x 95" (7.92') (w), totaling (approx.) 19.8 sq. ft. The sign colors will be PMS 7421 burgundy with white lettering on a routed high density urethane (HDU) panel with raised text and graphics.

Land Hurley, the applicant stated that the sign is recessed ¼" and that the text is raised. He presented the board with a sign material sample and stated that this material will not rot, as opposed to wood.

Richardson made a motion, seconded by Watts, to approve the request as presented. The vote in favor was unanimous. The motion carried.

IV. PUBLIC INPUT

None
V. BOARD INPUT

Richardson asked for an update on Remax and the Laurel Street Building. Hucks said that Remax would be before the board at the next meeting and that the Cliff Galloway building on Laurel Street has 6 months per the UDO.

VI. STAFF INPUT

Hucks reminded the board of the following meetings and welcomed them to attend:

- New City Hall Public Engagement Session - August 28, 6:00 p.m. at the Public Safety Building
- Town Hall Meeting for downtown businesses and property owners – September 10, 6:00 p.m. at the Conway Recreation Center

VII. ADJOURN

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

Approved and signed this 11th day of September, 2019.

[Signature]

Heather Whitley, Chairperson

[Signature]

Troy Roehm, Vice-Chairperson