CAB
January 24, 2018

CITY OF CONWAY
COMMUNITY APPEARANCE BOARD MEETING
WEDNESDAY, JANUARY 24, 2018
CITY HALL CONFERENCE ROOM – 229 MAIN STREET – 4:00 P.M.

Present: Jason Pippin, Troy Roehm, Paul Doyle, Brenda Ivester
Absent: Sheila Walberg-O’Neil, Heather Whitley
Staff: Mary Catherine Hyman, Planning Director; Barbara Tessier, Secretary
Others: Joe Sutherland

I. CALL TO ORDER

Vice Chairman Pippin called the meeting to order at 4:00 p.m.

II. APPROVAL OF MINUTES (DECEMBER 13, 2017)

Doyle made a motion, seconded by Ivester, to approve the December 13, 2017 minutes as written. The vote in favor was unanimous. The motion carried.

III. ELECTION OF OFFICERS

Ivester made a motion to nominate Pippin for Chairman. Doyle seconded the motion. The vote in favor was unanimous. The motion carried.

Pippin made a motion to nominate Whitley for Vice Chairman. Doyle seconded the motion. The vote in favor was unanimous. The motion carried.

IV. CERTIFICATES OF APPROPRIATNESS

A. 1124 Third Avenue: The applicant, Angela Evans, requests approval to install a wall sign and window signage at Cedar Peak Roofing located at 1124 Third Avenue (TMS# 1370203010 | PIN 36804020107).

Hyman said the wall sign will be 3’x5’ constructed of reclaimed wood painted white with the lettering and graphic of roof peak in red raised lettering screwed into the existing wall boards. The side of the building where the wall sign will be attached measures 10’ (h) x 12’ (w), totaling approx. 120 sq. ft., which would allow a max wall sign area (15%) of 18 sq. ft. (approx.). The wall sign measures 3’x5’, totaling approx. 15 sq. ft.

The door signage will be 12” x 12” (144 sq."") or 1 sq. ft.) vinyl to be installed on glass portion of the door.
The applicant also proposes to paint the entrance door white from the current teal color.

The Board discussed the depth of the letter that was to be 1/8” on the wall sign. The concern was that only 1/8” depth would not be very visible. The Board felt that they had been stricter about dimension and applied dimension recently and they asked staff it would be possible to talk to the applicant to see if the depth of the lettering and the graphic could be made deeper.

Doyle made a motion, seconded by Ivester, to approve the requests as presented with the condition that staff speak to the applicant about maximizing the depth of the wall signage up to ½” without impacting their budget or the integrity of the sign. The vote in favor was unanimous. The motion carried.

B. Tidewater Restaurant: Joe Sutherland of Tidewater Grill, applicant, requests two freestanding signs and one wall sign at 5 Laurel Street (TMS# 137-06-02-004 / PIN 36701040003).

Hyman said the applicant requests to install two 4 x 2.5’ freestanding signs constructed of ¼ C Bond on existing sign frames and one wall sign measuring 10’ x 30” 3m C Bond material. The property is situated on a corner lot (Laurel and Elm). The applicant proposed to place one freestanding sign on Laurel and the other on Elm. The wall sign will be placed facing the primary parking facility and where a sign was placed from a previous restaurant.

Sutherland said the wall sign would not be as big as it appeared in the photo. He said the sign would not actually be right up to the shutters. He said it would be shorter than that. He said it would be more like 8’ x 30”.

Doyle asked if there was a separate drawing of the sign. Sutherland said there was not. He said the sign was metal core with vinyl applied.

Ivester said the signs had no depth. Doyle asked where the perceived depth was. Sutherland said it was from the ripples in the water.

Hyman read from the Design Guidelines what it meant by dimension or implied dimension, but she said they were just guidelines.

Ivester said she thought they were trying to get away from vinyl lettering. Doyle said the Board had mandated that other signs have depth. He said these signs did not have dimension or implied dimension.

Doyle made a motion, seconded by Ivester, to deny as presented and to be revised to have at least implied dimension and to provide dimensions and better drawings. The vote in favor was unanimous. The motion carried.

Sutherland said he would leave the wall sign off for now and perhaps explore a backlit sign. He asked if the sign colors were okay the Board said they were. He said he would extend his temporary sign permit for the freestanding signs.
Sutherland said he would come back before the Board in March with the wall signage.

C. **The City of Conway Planning Department**, applicant, requests review and approval of a new rear door installation at 206 Laurel Street (TMS# 137-0621-009 | PIN 36701010008)

Hyman said the rear door to the Planning and Building Department is in need of being replaced. The current rear door is a wooden door that was installed in about 2003 when the prior wooden door had deteriorated. There are no historical elements associated with this door.

This entrance/exit is for employee use. The door needs to be one that is of a secure nature that will stand up to the elements.

The current door will be replaced with single entrance glass door with the remainder of the opening being a sidelight encased in aluminum. It will match the current front door on the building.

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

V. **PUBLIC INPUT**

There was none.

VI. **BOARD INPUT**

Pippin welcomed Roehm to the Board.

VII. **STAFF INPUT**

There was none.

VIII. **ADJOURN**

There being no further business to come before the Board, the meeting adjourned at 4:22 p.m.

Approved this 14 day of February 2018.

Jason Pippin, Chairman