CITY OF CONWAY
COMMUNITY APPEARANCE BOARD MEETING
WEDNESDAY, MARCH 28, 2018
CITY HALL CONFERENCE ROOM – 229 MAIN STREET – 4:00 P.M.

Present: Jason Pippin, Sheila Walberg-O’Neil, Troy Roehm, Heather Whitley, Brenda Ivester, Craig Smith

Absent: Paul Doyle

Staff: Mary Catherine Hyman, Planning Director

Others: Cathleen Herring, Jimm Thompkins, Tim McGhee, Tabby Shelton

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES (FEBRUARY 28, 2018)

Whitley made a motion, seconded by Roehm, to approve the February 28, 2018 minutes as written. The vote in favor was unanimous. The motion carried.

III. CERTIFICATES OF APPROPRIATENESS

A. 208 Elm Street: Cathy Herring, applicant, requests approval to replace a door on the side of the building and install fencing on and adjacent to the property located at 208 Elm Street (TMS: 137-06-19-005, -023, -024 / PIN: 36804020047, -48, -49)

Hyman stated that the applicant proposes to replace a rear service door on the building located at 208 Elm Street that has rusted out and is beyond repair with a door of the same type and color. Door specs were included with the packet.

Hyman stated that the applicant also proposes to install a 5-ft high black, wrought iron fence around the vacant parcel(s) adjacent to 208 Elm Street, owned by the same people, to help deter others from parking on their property.

The applicant clarified that the fence is 5’ high, not 4.5’ high as written on the application.

Wahlberg-O’Neil made a motion, seconded by Whitley, to approve the request as presented. The vote in favor was unanimous. The motion carried.
B. Fostering Hope: Tabby Shelton, applicant, requests the addition of black plastic strips in existing chain-link fencing for the property located at 308 Elm Street (TMS: 137-02-03-013 | PIN: 36804020110)

Hyman stated that Fostering Hope had relocated to 308 Elm Street, where the property has existing chain link fencing encompassing a loading dock outside the building. The applicant wishes to install “mesh” screening, in the form of black plastic strips to better screen the loading dock area of the property.

The Community Appearance Guidelines only address fencing in the Main Street HDRD and WRD sections. Since the chain link fence is existing, staff considers the structure “legal nonconforming” and its staff’s opinion that the addition of plastic strips does not increase the level of nonconformity since there is no additional chain link fencing proposed and the proposed screening (plastic strips) are not of the same material.

Roehm asked if the strips would also be added to the gate, and the applicant stated that it would. The applicant stated that the strips were needed for privacy.

Ivester made a motion, seconded by Wahlberg-O’Neil, to approve the request as presented. The vote in favor was unanimous. The motion carried.

C. Theatre of the Republic: Tim McGhee, applicant, requests the approval of a coming attraction display and replacement of a box office window with a standard storefront window for Theatre of the Republic located at 335 Main Street (TMS:137-02-02-026 | PIN: 36804020085).

Hyman explained that due to the size of the lobby and the need for more interior space for box office/refreshments and a door that is never used, the theatre would like to place a “coming attractions” display cabinet/sign, remove the small box office square and install a storefront window in its place, and close off the unused door. Renderings of what is proposed were included with the packet.

The applicant, Tim McGhee, explained that no one used the box office, therefore they wished to change half of the box office to glass. The coming attraction sign is currently stuck in the exterior “hallway” that is never used. They wish to remove the exterior hallway, and continue the storefront straight across. McGhee stated that the coming attraction sign is historic, therefore they want to keep it. He mentioned that no one used the exterior door in the exterior hall, so they wished to remove it. With the removal, they will still meet fire exit door requirements. Roehm asked if they would gain interior square footage, and the applicant stated that they would.

Whitley made a motion, seconded by Wahlberg-O’Neil, to approve the request as presented. The vote in favor was unanimous. The motion carried.
D. The Studio: Annie McPherson, applicant, requests approval to window signage and door graphics for The Studio located at 1017 Third Avenue (TMS: 137-02-20-006 | PIN: 36701010013).

Hyman stated that the Studio is a new business located at 1017 Third Avenue. This business is requesting approval of window signage and door graphics.

Hyman stated that the original window signage was too large, and staff had asked the applicant to remove a portion of the sign so that it met window signage size requirements. The applicant complied with this request. The door graphics comply with the UDO.

Roehm asked if it mattered where the window signage was located. Hyman answered no, that it just had to meet size/percentage requirements. Whitley asked where the sign was being installed. Wahlberg-O’Neil stated that the sign was already installed. Whitley asked what would happen if the signs were not approved. Hyman answered that the signs would then not receive a permit and have to be removed. Pippin asked if applicants can get a temporary sign until signage is approved. Hyman answered yes, and if the signage wasn’t approved and then wasn’t removed, the applicant could receive a ticket and fine.

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

E. Tidewater Grill: Joe Sutherland, applicant, requests approval for two freestanding signs for Tidewater Grill, located at 5 Laurel Street (TMS: 137-06-20-004 | PIN: 36701040003).

Hyman explained that this request had been before the Board on January 24, 2018 with the proposed signs. At that time, the signs did not show dimension, and the Board had asked him to return to the Board with signs that included dimension. The applicant now requests to install two 4’ x 2’ freestanding signs constructed of ½” C Bond with 1” dimensional letters attached to existing 4” x 4” posts. The property is situated on a corner lot (Laurel and Elm). Two signs, with no dimension, are currently in place with a temporary sign permit. The Applicant proposed to replace the two signs with signs that show dimension. Renderings were included with this packet.

Wahlberg-O’Neil made a motion, seconded by Ivester, to approve the request as presented. The vote in favor was unanimous. The motion carried.

F. 700 Main Street: Jimm Thompkins, applicant, requests a new asphalt shingle roof, new vinyl siding, replacement of wood windows with vinyl windows, and new soffit, fascia, and frieze board for JBT Holdings, LLC, located at 700 Main Street (TMS: 137-02-14-011 | PIN: 33813020030).
Hyman stated that the applicant proposes to install new shingle roof, vinyl siding, new soffits, fascia and frieze board, as well as replace existing wood windows with vinyl windows on the building located at 700 Main Street. The property is located in the Upper Main Street Overlay District (MSO).

Samples were passed around, including:

**New Roof:** using GAF Timberline 30-yr architectural shingles in Charcoal.

**Soffit, fascia and frieze board:** white vinyl and metal trim

**Siding:** Napco vinyl siding:
- Front of building: Cedar select shakes – Monterey Almond
- Area under front porch: Board & Batten – Monterey Almond
- All other areas: 4.5” Dutch double lap siding – Monterey Almond

The applicant, Jimm Thompkins, stated that the wood windows in the rear would be replaced with vinyl. Rehm asked if the Historic Guidelines allowed vinyl. Hyman stated that although it wasn’t preferred, it didn’t dis-allow vinyl, and other buildings had been approved for vinyl. White trim pieces will be used on the corners and ends. The applicant stated that he wished to include a metal eyebrow canopy along the front of the building, although this was not included with the application. Whitley asked for clarification on the material and location. Ivester stated that more information was needed on the proposed canopy for an upcoming CAB Meeting.

Wahlberg-O’Neil made a motion, seconded by Whitley, to approve the request as presented, including the side wall being demolished, with the canopy being presented for approval with more information at an upcoming meeting. The vote in favor was unanimous. The motion carried.

**IV. PUBLIC INPUT**

There was none.

**V. BOARD INPUT**

Ivester asked about the historical significance of the ticket window at the Theater of the Republic. Hyman stated that she would research and report back to the Board.

**VI. STAFF INPUT**

There was none.

**VII. ADJOURN**
CAB
March 28, 2018

There being no further business to come before the Board, the meeting adjourned at 4:08 p.m.

Approved this __________ day of __________, 2018

Jason Pippin, Chairman