CITY OF CONWAY
COMMUNITY APPEARANCE BOARD MEETING
WEDNESDAY, MAY 22, 2019
CITY HALL CONFERENCE ROOM – 229 MAIN STREET – 4:00 P.M.

Present: Craig Smith, Troy Roehm, Matt Richardson, Jamie McLain

Absent: Brenda Ivestor, Heather Whitley

Staff: Jessica Hucks, Zoning Administrator; Alicia Shelley, Secretary; Alex Cook, Building Plan Reviewer, Robert Cooper, Building Official

Other: Rick Gore, Chris Smith

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 Richardson to approve the May 8, 2019 minutes. The vote in favor was unanimous. The motion carried.

III. HISTORIC PROPERTIES MAINTENANCE ENFORCEMENT

A. 331 Laurel Street: Building and Planning staff is requesting that CAB determine whether the property owner is in violation of Section 14.1.3 (K), in failing to provide ordinary maintenance or repair to the building(s) located on the property, which has led to the deterioration and demise of the buildings (TMS: 123-14-09-003 / PIN: 368-04-02-0097).

Hucks said that the City is currently attempting to enforce property maintenance standards on properties located downtown and in historic districts. Through Code Enforcement, the Building Department has the authority to require buildings be kept up to building code standards; however, there is currently nothing that is specific in terms of a buildings “appearance”. The Unified Development Ordinance (UDO), other than general design standards in Section 6.3.1 – Non-Residential Architectural Design Standards, does not provide standards or requirements for property or building maintenance, except for Article 14, Section 14.1.3 – Historic Design Review and Community Appearance Requirements, (K) Maintenance of Historic Properties, which charges this board with responsibilities regarding “deterioration by neglect” of buildings/properties in a designated historic district or of a designated historic landmark.
Pictures of the building(s) in question were included in the boards packet. The Building Official, Robert Cooper and also Alex Cook from the building department were present at the meeting.

Robert Cooper stated that the building department is responsible for building codes, safety, health, electrical issues, mainly structural but not the appearance, which is where the Planning Departments comes into place. He said that the roof was bad and they never fixed it.

Hucks stated that if the CAB determines a property owner has failed to provide ordinary maintenance or repair (including but not limited to damaged windows, doors, siding, foundation, or roof structure), the CAB shall deem (by majority vote) that Planning Dept. staff notify the property owner and set forth the steps which need to be taken to remedy the situation. The property owner shall have 180 days in which to resolve the situation. If the condition is not remedied within 180 days, the owner shall be subject to the enforcement provisions as specified in Article 15 or upon authorization and at the direction of the City Council. The CAB shall make the determination of what means are necessary to remedy this situation and prevent deterioration by neglect. The property owner shall be liable for the cost of such maintenance or repair. The cost of such maintenance or repair shall be a lien against the real property. The lien shall attach to the real property at the time of payment of all costs of maintenance or repair by the City of Conway.

After much discussion amongst the board, Smith made a motion to deem the property in violation and requested that staff contact the property owner and set forth the steps to be taken to remedy the situation within 180 days. Richardson seconded the motion. The vote in favor was unanimous. The motion carried.

IV. KINGSTON PARK UPDATE

Hucks stated that she spoke to Arborist, Wanda Lilly and that the city is waiting on plans for benches with railroad ties to be submitted for review that would tie in the knee wall and building to the entranceway sign. She also stated that the umbrella color will change but will let CAB know when the color has been chosen.

V. CERTIFICATES OF APPROPRIATENESS


Hucks stated that this request has been tabled until siding and window samples are received.

B. Costa Bowls – 412 Main Street: The applicant, Christopher Smith, requests approval of wall signage and window/door graphics for the building located at 412 Main Street (TMS: 137-02-06-024 | PIN: 338-13-03-0022).
Hucks stated that the applicant proposes to install a wall sign as well as window and door graphics at 412 Main Street for “Costa Bowls”. Staff has issued a temporary sign permit for the window graphics, which is set to expire on May 23rd. She read the dimensions and material of each sign as follows:

Wall Sign:
- *Pineapple Relic.* Measures 1.67' (h) x 1' (w), totaling 1.67 sq. ft. in sign area. The material is acrylic.
- *Costa Bowls panel.* Measures 1.5' (h) x 6' (w), totaling 9 sq. ft. in sign area. Sign panel is white DiBond board attached to the storefront. There will be a silver fastener at each corner. Half-inch (1/2") black acrylic letters will be attached to the sign panel (white) to add dimension.
- Total wall sign area: **10.67 sq. ft.** and is in compliance with the sign area limitations of the UDO.

Window Graphics (front-facing windows):
- Windows measure 2.59' (w) x 5.84' (h), totaling 15.13 sq. ft. Max coverage is 25%, allowing a coverage of 3.79 sq. ft. maximum.
  - Graphics (“SUPER” “FRUIT” “BOWLS”) measure (approx.) 1.67' (w) x .42' (h), totaling .71 sq. ft. for each line of text. There are 3 lines of text on each of the two front-facing windows. Total sign area for each of the front facing windows: 2.13 sq. ft. (each window). Graphics are white vinyl.

Window Graphics (angled windows):
- Windows measure 4.25' (w) x 5.84' (h), totaling 24.82 sq. ft. Max coverage is 25%, allowing a coverage of 6.21 sq. ft. maximum.
  - Graphics (Costa Bowls logo) measure approx. 1.5' x 1.5’, totaling 2.25 sq. ft. (for each of the two angled windows). Logo is white vinyl.

Door graphics:
- Door (glass) measures 3.09' (w) x 6.37' (h), totaling 19.59 sq. ft. Max coverage is 50%, allowing a coverage of 9.8 sq. ft. maximum.
  - Graphics are situated on a portion of the bottom of the door glass. Graphics are lime green/white in color. They do not exceed 50% in coverage of the glass.

Hucks said that Chris Smith, applicant was present to answer any questions.

Chris Smith furthered explained the request and answered all the boards questions.

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

C. **Ann & Andy Daycare II** – 1205 Main Street: The applicants, Rick & Eva Gore, request approval to replace a sign panel on an existing freestanding sign structure on property located at 1205 Main Street (TMS: 123-14-09-003 | PIN: 338-12-04-0022).
Hucks stated that the applicants recently purchased the daycare, formerly known as Main Street Child Development Center, located at 1205 Main Street, and propose to replace the sign panel on the existing freestanding sign structure to reflect the name of their daycare: Ann & Andy Daycare II.

*The sign panel:* sign material made from King Plastic Corp. Sign panel is 2’ in height and 4’ wide, totaling 8 sq. ft. Colors include an off-white background with green letters, routed out from sign background. Sign panel will be supported by two 4x4 posts. Letters are 4-in. tall.

Hucks stated that the applicant, Rick Gore was present and brought a sign sample to the meeting.

Rick Gore presented the sample to the board and stated that the colors are close to the Conway colors. He would like to replace the sign posts to be the same type of material as the sign panel and that the sign panel would be one panel, double-sided, and sit between the posts, rather than on the face of the posts, like the current sign does. He added that the posts will likely be 2’x4’ rather than 4’x4’.

After the boards discussion with the applicant, Smith made a motion to grant the variance with the conditions that the sign posts match the sign color, sign posts must not obscure the green border or the view of wording on the sign panel and the wording on the sign is to read “Ann & Andy Daycare II. The motion was seconded by McLain. The vote in favor was unanimous. The motion carried.

D. *Succotash Gourmet – 1025 Third Avenue:* The applicant, Melissa Worlax requests approval to revise the entrance to the building (Succotash Gourmet), located at 1025 Third Ave (TMS: 137-02-20-003 | PIN: 36701010010).

Hucks stated that the applicant proposes to revise the front entrance of Succotash Gourmet; specifically, the ground level elevation. She would like to add a step at the front and have a flat surface instead of the entire front being sloped, as it is currently. After speaking with the Building Official, staff informed the applicant that ADA accessibility would be required to be provided in the front and any changes would trigger the entrance to come into compliance with the accessibility requirements. The applicant revised her request to have the entire width of the entrance doors (only) to be sloped at an appropriate angle for wheelchair accessibility, and for the sides would be flat, level. The Building Official must approve the changes before a Certificate of Appropriateness is issued to ensure compliance with the Americans with Disabilities Act, also required per the Building Code.

The applicant was not present. Staff choose to bring this request before the board.

After much discussion amongst the board, Smith made a motion to give preapproval of the variance with the conditions that it stays the same in front of the door, allowing a raised step on both sides of the door with rounded corners on the edge where it meets the sidewalk and the finishes/materials to be presented the board for approval. McLain seconded the motion. The motion carried unanimously.
VI. PUBLIC INPUT

None

VII. BOARD INPUT

Smith showed the board pictures of a parklet that he saw while visiting Pittsburgh.

Roehm had concerns with the Jerry Cox windows coming out. Hucks will research.

VIII. STAFF INPUT

Hucks stated that Sheila Walberg-O’Neil had resigned from the board and that Brenda Ivester would be moving in the next few months. She asked the board to let staff know of anyone they know that may be interested in serving on the board.

Hucks then asked the board to think about possibly changing the meeting to once a month at 5:30 p.m., or leaving the meetings alone and just changing the time or leaving it like it is. The next meeting is June 12, 2019.

IX. ADJOURN

There being no further business to come before the Board, Roehm made a motion that was seconded by Richardson to adjourn the meeting at 5:15 p.m. The vote in favor was unanimous. The motion carried.

Approved and signed this 12th day of June, 2019.

[Signature]
Heather Whitley, Chairman