

I. Call to Order

The regular meeting of the Conway Historic District Commission was held on Monday, May 27, 2026, at City Hall.

Josh Hamilton, Chair called the meeting to order.

Members present: Corey Parks, Vice Chair, Jason Covington, Nathaniel Johnson, Jr., and Ali Dyer.

Absent: Marilyn Moix, Secretary & J.T. Dixon.

II. Approval of minutes: The minutes of the April 2026 meeting were approved 5/0 with Jason Covington making the motion and Corey Parks., seconding.

III. New single-family residence at 330 Ash Street – zoning is R2-A and is in the suburban district of the Old Conway Design and Overlay District.

The area structures in the neighborhood consist of a mixture of single-family homes of Craftsman and Minimal Traditional styles. The applicant is proposing to build a 2,489sq ft single-family residence with rear and front porches and a detached garage. Also proposed is a driveway and sidewalks. This is an infill development. The applicant is proposing a cross gable new traditional style structure.

Setbacks and Spacing. Proposed structures should respect the predominant setbacks of area structures, especially the front setback. Secondary Front: 8ft minimum Side 6ft minimum Rear: 5ft or 15 feet from centerline of alleyway The predominant front setback is 25' from right-of-way. The applicant is proposing an approximately 27' setback. The exact number must be confirmed prior to building permit issuance, but the proposal is in conformance with district standards. The proposal conforms to all primary structure setback requirements.

Outbuilding Setbacks. Front: Rear of Principal Building Side: 5 feet minimum Rear: 5ft minimum. The proposed garage is detached and behind the primary structure. It conforms to side and rear setbacks. The site plan does not show the distance between the primary structure and the garage, which will need to be verified prior to issuance of a Certificate of Appropriateness. The site plan shows the distance from the centerline of a closed alley. Because the alley has been closed via ordinance, the applicant is not required to verify distance from centerline.

Spacing. Spatial relationships among existing buildings on a block and neighborhood suggest an appropriate width and spacing for new construction in the area. The proposal conforms.

Lot Coverage. Lot coverage for all impervious surfaces shall be 60% or less. At 12,196sf, the lot could support 7,318 total square feet of impervious surface. The applicant is proposing a lot coverage of 4,466sf.

Orientation. The front door of the structure should follow the orientation of entries along the street. The front door for this structure faces the street in a similar fashion to other structures on the street.

Garages/Outbuildings. Garages should be placed at the rear of the lot. The applicant is proposing a detached garage behind the rear plane of the primary structure.

Alley. The use of alleyways is encouraged. There is a closed alley along the eastern portion of the property.

Driveway / Parking. Parking in the front yard is not permitted. Parking is to be placed at the rear or side. Driveways should be concrete, pavers, or permeable paving and sharing of driveways is encouraged. The applicant has indicated a driveway off Ash St near the southern property line. The material type is not specified.

Sidewalks. Sidewalks are required for new construction projects. A 5' sidewalk with a 7' of green space is proposed in conformance with the regulations.

Fences/Walls. Fences shall be no more than 3.5 feet tall in front yards with pickets no more than 4 inches wide and 3 inches apart. Privacy fences shall be no more than 6 feet tall and are only allowed in rear yards or side yards as deemed appropriate. Fences may be constructed of wood, iron (or aluminum mimicking iron), brick, or stone. The upper two feet of privacy fencing should have 50% opacity, provided by a lattice or grid pattern of wood or iron. **No fencing is shown on the site plan or elevations.** All fencing must conform to district standards. Fencing installed not in congruence with this application will require a separate Certificate of Appropriateness.

Tree preservation. Any trees over 8" in diameter or greater must be protected and preserved. Canopy trees shall be required for each 30' of street frontage. Four significant trees will be removed. Two trees will be retained and four planted. The applicant is replacing removed trees and will meet the requirement of a tree for every 30' of street frontage.

Massing

Scale. The scale of the building should maintain the relationship of the structure's scale to the lot size of surrounding buildings. The scale of the proposed structure is compatible to the overall scale of structures in the surrounding area.

Height/Width/Directional Expression. The height/width and directional expression of the structure should relate to historic patterns in the neighborhood. The proposal is for a two-story structure. The houses on the block are single-story; however, a one-story differential is permissible. The specific height is not called out on the elevations but appears to be approximately 20-22' tall. The width at approximately 35' will not be out of scale of the pattern of the neighborhood as the other structures are between

approximately 30' and 50' wide. The proposed design respects the orientation and type of home found in the area.

Footprint. The structure should respect the ratio building footprint to lot area of homes within the general vicinity. The building footprints will cover around 20% of the site which is similar to other structures on similar sized lots in the area.

Complexity of form. The detailing and wall breaks should relate well to structures in the area. The structures will contain a level of detailing and form that is compatible with the patterns of the area as it is designed according to a cross-gable style home with eaves, porches, and materials which complement this design type.

Façade, wall area, rhythm. New façades shall be compatible with those of the surrounding area. 25-40% of front façades should contain windows. Window and door openings should relate to the size and proportions contained in the surrounding area. All elevations contain windows including several on the front facade.

DESIGN ELEMENTS

Style. New design should respect the context of the area while expressing the contemporary nature of the structure. The structure respects the context of the neighborhood.

Entries, Porches, Porticos, Doors and windows, Awnings. Porches are encouraged and should be at least 6' deep, when present. Entries should contain special decorative elements and ornamentation. Windows should be of divided-light construction, where divided-light windows are proposed. The depth of the front porch is not specified but appears to be 6'. Entries contain decorative elements and windows are divided light.

Lighting. Any new lighting should be inward, downward, and shrouded so as to stay within the bounds of the property. No lighting is shown on the elevations.

MATERIALS & DETAILING

Architectural Details, Siding, and Bricks. Detailing and siding should complement the surrounding area. Siding should include brick, stone, wood, or Hardieboard/LP Smartside type siding. The applicant is proposing a brick structure with wooden porch columns. Also proposed is Hardi siding on dormers.

Shutters, Roof, Decks/Plaza Space, Skylights, Mechanical Screening. Roofing should respect the character of the surrounding area with respect to materials, pitch, and form. Metal roofing is prohibited unless historically used on the structure. The applicant is proposing a gable roof with asphalt shingles. This is compatible with surrounding homes.

Mechanical system screening. HVAC units should be located where they are not readily visible from the street. If visible, they should be screened with shrubbery or fencing. No HVAC equipment is shown on the site plan.

CONDITIONS

1. Applicant must obtain all applicable building permits* if/when a Certificate of Appropriateness is granted. *Applicant shall provide proof of appropriate licensures of professionals performing work to the Building Permits Department.
2. Property must be replatted prior to building permit issuance.
3. Prior to issuance of a Certificate of Appropriateness, the applicant must submit a revised site plan showing: • Exact front setback • Distance between primary structure and outbuilding at their closest point • Distance to the rear property line rather than the centerline of the closed alley • The driveway material type • The height of the proposed structure • Depth of front porch
4. Driveway shall be concrete, concrete ribbon, pavers, or permeable paving.
5. Property owner shall maintain one tree per every 30' of street frontage.
6. A 5' sidewalk with 7' green space is required.
7. Lighting shall be downward and inward toward the property.
8. HVAC equipment shall be screened from public view.

Josh calls for anyone speaking for the proposed project.

Gilberto Hernandez, HDZ Structures and Remodeling, 124 Rock Crusher Rd
Conway, AR 72034 Houston, AR 72070

The applicant states that he does not have any questions. Does the commission have any questions for him? He does state that the driveway is going to be ribbon – he forgot to include that on the site plan. Corey asks if he expects to have a fence? The applicant states “not at the moment”, it will depend on the final cost of the project. There is a partial fence on one side, so if needed, we could close it in but not planning to at this time. It will depend on the potential buyers. Josh asks for any further questions on the conditions and there are none.

Anyone to speak against the project? None came forward.

Bringing proposal back into the commission for discussion. Corey says to Tara that he noted that there wasn't a need for a fence but knowing that there are requirements for fencing and they are flexible. I would like to include a condition that includes the staff approving a fence if at some time in the near future they decide to have one, so they do not have to return back to this commission. Josh agrees that the less they have to come back before the commission is best. Jason asks if the fencing could be administrative and Tara answers, yes, it would be administrative and planning staff would review it. We could if the commission and the applicant would like to not have to go through the planning commission, we could include a condition that states; privacy fencing shall be

no greater than 6' tall and fencing in the front yard shall be no greater than 3.5' tall, so that it meets the standards. That way they have the C of A. Jason asks if there is a point on the side of the house where you can go halfway and then taper down? Tara, states yes and in that case if they want to do so, it would be administrative only.

So, it was decided to handle the fencing issue administratively only.

Josh calls for a motion of approval. Corey motions and Jason seconds. It passes 5/0.

Tara states that condition #3 will need to be taken care of before issuance of C of A can be sent out.

Additional business – Administrative review included replacing a door with a window at 1815 Scott Street.

Robert McClure, 325 Center Street, Conway – Seeking information about the project proposed tonight – specifically the house to the South of that property and part of the back of the lot is covered in bamboo and is pushing his fence over due to its growth. Can he find out who owns that property to have something done about it? Tara says she can look on the Assessor Data Information and help with contact information, being the name and mailing address from that database and she is happy to do that after the commission meeting closes.

Josh calls to adjourn. Jason Covington motions to adjourn / second by Corey. Passes 5/0.

/mm