

# Robinson Historic District

Your property is in the Robinson Historic District

## The District

The Robinson Historic District was created in August 2004. The district contains 143 buildings including residences, offices, and 3 churches.

## Why Do We Have a Historic District?

- To preserve, protect, maintain, and improve Conway's historically distinctive buildings and places.
- To encourage the compatibility of new buildings with existing buildings within the district.
- To retain and improve property values within the district.

## Historic District Commission?

Changes within the Robinson District are overseen by the Conway Historic District Commission or "HDC". The HDC consists of 7 volunteer members appointed by the Mayor with City Council approval. The HDC's oversight is not meant to be burdensome to property owners. Their responsibility is to help you determine an appropriate approach for a repair or addition that will preserve the historic integrity of your house and neighborhood.

The Conway Planning and Development Department serves as support staff for the Historic District Commission by providing information, maps, and reports. The Department is also the point of contact between the HDC and district homeowners.

## What If I Want to Make Changes to My Home?

Any owner/resident within the district considering work on any part of property that is visible from the public street should speak with the Conway Planning and Development Department. Minor maintenance projects or projects with in-kind repairs may be approved by City Staff. These projects might include re-roofing, painting, trim replacement, etc. City Staff will also direct you to the Historic District Commission if an application for review is necessary. So, before beginning your project, ask City Staff for guidance.

- Work includes any alterations, rebuilding, new construction, restoration, window replacement, removal, signage, demolition, or changes in exterior composition.
- Only exterior property changes that are visible from a street or public place are included.
- Occupancy, usage and other zoning issues are not reviewed, nor are any interior alterations.



## Certificate of Appropriateness?

No building or demolition permit may be issued for exterior work in the district without a Certificate of Appropriateness approved by the HDC. The HDC issues a Certificate after project review and approval. The Certificate will list any requirements that must be met as part of the project.

## How Do I File an Application?

- Applications may be obtained from the Planning and Development Department at Conway City Hall, 1201 Oak St., Conway, AR 72032 or online at: [www.cityofconway.org/commissions/historic-district-commission](http://www.cityofconway.org/commissions/historic-district-commission)
- The Commission recommends that applications be submitted 30-60 days prior to the commencement of any project.
- Completed applications should be returned to the Planning and Development Department a minimum of 15 days prior to the regularly scheduled meeting of the Historic District Commission (generally the 4th Monday of the month).
- Completed applications should include site

plans, building elevations, photographs, material samples, manufacturer's illustrations, or any information that will help guide the HDC in making a decision of appropriateness. (Sample applications are available)

- Notification requirements will also need to be met including a public hearing notice sign placed on the property.

## Where Can I Get More Information?

Robinson District homeowners/residents should refer to the "Robinson Historic District Design Guidelines" available online at [http://www.cityofconway.org/media/government/boards-commissions/historic-district-commission/Conway\\_HDC\\_Guidelines\\_Final\\_Low\\_Def.pdf](http://www.cityofconway.org/media/government/boards-commissions/historic-district-commission/Conway_HDC_Guidelines_Final_Low_Def.pdf) or directly from the Conway Planning and Development Department. This guidebook is a 78 page resource explaining the context and rationale behind historic preservation, the Certificate of Appropriateness application/review process, and an overall directory for appropriate restoration and new construction activity. The Historic District Guidelines include information on architectural style, general arrangement and setting, building materials, windows, lights, and signage.

