



 CONWAY
HISTORIC DISTRICT COMMISSION
STAFF REPORT

5:30 pm • December 19, 2018 • City Hall



December 19, 2018 • 5:30 pm • 1201 Oak Street

AGENDA

A. Call to Order

B. Approval of Minutes

1. November 26, 2018

C. Public Hearings

None

D. Catherine Barrier

1. Catherine Barrier, CLG Coordinator with the Arkansas Historic Preservation Program, will have a 20-30 minute presentation covering online resources useful to the Conway Historic District Commission.

E. Discussion

1. 2019 Meeting Calendar
2. Historic District Commissioner Membership
3. Robinson Historic District Homeowner/Resident Brochure
4. Remaining 2018 CLG Grant Funds
5. 2019-2020 CLG Grant

F. Adjourn

HISTORIC DISTRICT COMMISSION MEMBERS

Steve Hurd, Chairman

Marianne Black, Vice-Chairwoman

David Carolina

George Covington, Sr.

Shelby Fiegel

Taylor Martin

Gerald Tosh

Conway Historic District Commission November 26, 2018 Meeting Minutes

City Hall - Downstairs Conference Room, 5:30 p.m.
2019 New member nomination interviews were held starting at 4:45 pm.

Roll Call

Steve Hurd, Chairman - present
Marianne Black, Vice Chairperson - present
Taylor Martin - present
George Covington, Sr. - present
Gerald Tosh - present
David Carolina - present
Shelby Fiegel - present
HDC City Staff - Bryan Patrick - present

Finding of a Quorum.

7 Commission members - Quorum present.

Also in attendance:

Emily Walter - 940 Center Street
Christy and Don Hendrix - Hendrix Construction Co.
Catherine Zinno - 1145 Davis Street
Jeff Stiles - 539 Oliver Street
Margaret West - 920 Center Street
Evelyn Dean - Re/Max Realty

Meeting Minutes

October 22, 2018 minutes. George Covington motioned for approval, seconded by Shelby Fiegel. Minutes approved unanimously.

Old Conway Design Overlay District Certificate of Appropriateness Review

Black Outbuilding Remodel/Addition and Pergola - 1146 Davis Street

Presentation:

Marianne Black presented the plans to remodel and expand a small outbuilding in her backyard to create a living space for her brother. The building has wiring and plumbing. The addition would be a mirror of the existing "wing" placed on the north side. The addition will provide storage, a kitchen, and a bath. Ms. Black stated that she was open to using either a metal or shingle roof. A pergola similar to the existing one on the north side of the house would be placed on the south side over the parking area.

Neighborhood Discussion:

In favor: Catherine Zinno, 1145 Davis Street asked general questions about the pergola and new addition.

Opposition: None

Commission Discussion:

Ms. Fiegel asked about the type of roof? Ms. Black said she could go either way - metal or asphalt shingle. The HDC consensus was that either, or a combination of both, would be acceptable.

Motion made by Shelby Fiegel to approve with staff recommended conditions:

1. The outbuilding and pergola shall be constructed as shown on the submitted plans.
2. Metal roof shall be allowed.
3. Matching wooden siding and window/door trim shall be used.
4. Matching open rafter tails shall be used.

Motion seconded by George Covington. Motion approved unanimously

Appeal to Amend Certificate of Appropriateness to Allow Vinyl Siding - 1833 Simms Street

Commission Discussion:

Mr. Hurd started the discussion by explaining that the Commission did not have to consider the appeal. The vinyl siding is a code enforcement issue and should be treated as such. He further explained that no action was required by the Commission and the Certificate of Appropriateness approved in June 2018 would stand. After general Commission discussion, HDC members felt that the approved C of A was appropriate and did not want to consider the appeal. George Covington motioned to not hear the appeal request and leave the approved June 2018 Certificate of Appropriateness "as is". Motion seconded by Taylor Martin. Motion approved unanimously.

Mr. Patrick explained to Ms. Dean that if they desired, the HDC's decision could be appealed to the City Council.

Discussion

2019 Historic District Commissioner Membership

Mr. Hurd called the HDC meeting to executive session to privately discuss the 3 nominees previously interviewed between 4:45 and 5:30 pm. After lengthy discussion, the Commission selected Emily Walter as the Commission's recommendation to replace Marianne Black beginning January 2019. The recommendation will be forwarded for City Council consideration at the next scheduled Council meeting on December 11, 2018.

Robinson Historic District Homeowner/Resident Brochure

Mr. Patrick informed the HDC that an introductory Robinson Historic District brochure for homeowners and residents was

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mailed on November 14, 2018. 208 brochures were mailed; 78 to residents and 130 to property owners.

Remaining 2018 CLG Grant Funds

Mr. Patrick presented the status of the 2018 CLG Grant. Four tasks are included in the grant:

\$3524.16 for attendance at the July 2018 NAPC Forum in Des Moines. Task complete.

\$600 for in state trainings up until June 30, 2019. Task incomplete.

\$360 for Robinson District brochure and mailing. Task complete.

\$934 for materials for a realtor education session; \$543 for printing of 100 black and white Robinson District Guidelines and \$400 for 100 1 gigabyte thumb drives with digital versions of the Robinson and Old Conway Design Overlay Guidelines, wood windows documents, maps, and other relevant Old Conway/Robinson District preservation information. Task incomplete.

The Realtor Training Session is the last big item in the 2018 grant. This should be held next year prior to May 15. Coordination with Planning Department Staff will be needed to ensure printing and thumb drives are ready.

Catherine Barrier Visit - December Meeting - Tuesday, December 18.

Mr. Patrick informed the HDC that Catherine Barrier, CLG Coordinator with the Arkansas Historic Preservation Program will have a 20 minute presentation at the Tuesday, December 18 HDC meeting. Mr. Patrick noted that the December meeting is scheduled on the 18th to avoid meeting on Christmas Eve.

2019-2020 CLG Grant

Mr. Patrick informed the HDC that the Arkansas Historic Preservation Program has announced the availability of the new Certified Local Government (CLG) grant funds for 2019. The funds cover activities between May 15, 2019, and September 30, 2020. The AHPP is prioritizing grant proposals for community preservation plans. The HDC instructed Staff to submit a letter of intent requesting funding to pursue a community preservation plan.

2019-2020 Grant Application Process

Mr. Patrick informed the HDC that a Letter of Intent should be submitted by December 14, 2018 and a complete application must be submitted by February 22, 2019.

Adjourn

The meeting was adjourned by consensus.

2019 HDC Meeting Calendar - Calendar is presented for review and approval.



2019 SCHEDULED MEETING DATES

<u>MONTH</u>	<u>MEETING DATE</u>	<u>SUBMISSION DEADLINE</u>
January	Monday, January 28	Friday, January 11
February	Monday, February 25	Friday, February 8
March	Monday, March 25	Friday, March 8
April	Monday, April 22	Friday, April 5
May	<i>Wednesday, May 29¹</i>	Friday, May 10
June	Monday, June 24	Friday, June 7
July	Monday, July 22	Friday, July 5
August	Monday, August 26	Friday, August 9
September	Monday, September 23	Friday, September 6
October	Monday, October 28	Friday, October 11
November	Monday, November 25	Friday, November 8
December	Monday, December 23	Friday, December 6

Conway Historic District Commission meetings begin at 5:30 pm typically on the fourth Monday of each month and are held in the first floor conference room of City Hall at 1201 Oak Street, Conway, Arkansas. The agenda with supporting information for each meeting is posted at <http://www.cityofconway.org/pages/conway-historic-district-commission/>

¹ Meeting moved due to Memorial Day

Welcome!

2019 Historic District Commissioner Membership

Emily Walter - was approved by the City Council on December 11 to serve as the new 2019 Historic District Commission member.

Remaning 2018 CLG Grant Funds

The 2018 CLG Grant included funds for 4 tasks:

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\$600 for in state trainings up until June 30, 2019. Task incomplete.

\$360 for Robinson District brochure and mailing. Task complete.

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The Realtor Training Session is the last big item in the 2018 grant. This should be held next year prior to May 15. Coordination with Planning Department Staff will be needed to ensure printing and thumb drives are ready.

2019-2020 CLG Grant

The Arkansas Preservation Program has announced the availability of the new Certified Local Government (CLG) grant funds for 2019, which cover activities between May 15, 2019, and September 30, 2020. CLG grants are made possible by a Historic Preservation Fund grant administered by the National Park Service, Department of the Interior. The Arkansas Historic Preservation Program (AHPP) will award approximately \$100,000 in this grant cycle.

Because of issues noted in the quadrennial assessment process, this year the AHPP is prioritizing grant proposals for community preservation plans. Preservation plans identify resources for future survey and registration, assess current preservation efforts, plan for new initiatives, and make the case for preservation to decision makers and community members. They can also assist in planning for future CLG grant projects. To see examples of preservation plans from Arkansas communities go to: <https://goo.gl/iF6uFm>

2019-2020 Grant Application Process

The application process consists of two steps: 1) the optional submission of a Letter of Intent by December 14, 2018, and 2) the submission of a complete application by February 22, 2019. AHPP strongly recommends submission of a Letter of Intent (LOI) if you intend to submit a grant application. The LOI gives AHPP staff a chance to help you prepare for the application phase. The content of your LOI does not restrict project changes in the final grant application. Substantive changes or additions to applications will not be allowed after February 22, 2019, as the AHPP evaluation schedule is fairly short.

A letter of intent stating Conway's interest in seeking a consultant to create a Conway Preservation Plan was mailed to the AHPP on December 10, 2018.