



CITY OF CONWAY, ARKANSAS HISTORIC DISTRICT COMMISSION

November 25, 2024 • 5:30pm • 1111 Main Street



City of Conway

HISTORIC DISTRICT COMMISSION

November 25, 2024

MEMBERS

Emily Walter, Chairman
Liz Hamilton, Vice-Chairman
Jenny Davis, Secretary
Marianne Black
Josh Hamilton
Nathaniel Johnson Jr.
Corey Parks

Call to Order.

Roll Call.

Approval of Minutes. October 28, 2024

I. Public Hearing Items - Old Conway Design Overlay District

A. New Outbuilding at 822 Donaghey Ave (HDR-1124-0138).

II. Additional Business

A. Adoption of 2025 Calendar.

B. Election of Officers for 2025.

C. Additional items as decided by the Commission.

Adjourn.

APPLICANT/OWNER

Mason Crawford
822 Donaghey Ave
Conway, AR 72032

OWNER

Sam Chavez



SITE DATA

Address: 822 Donaghey Ave.

Present Zoning. R-1 (One Family Residential District), Old Conway Design Overlay District (OCDOD).

Abutting Zoning. North/South/East: R-1; West: R-2A (Two Family Residential District) & O-2 (Quiet Office District), (OCDOD).

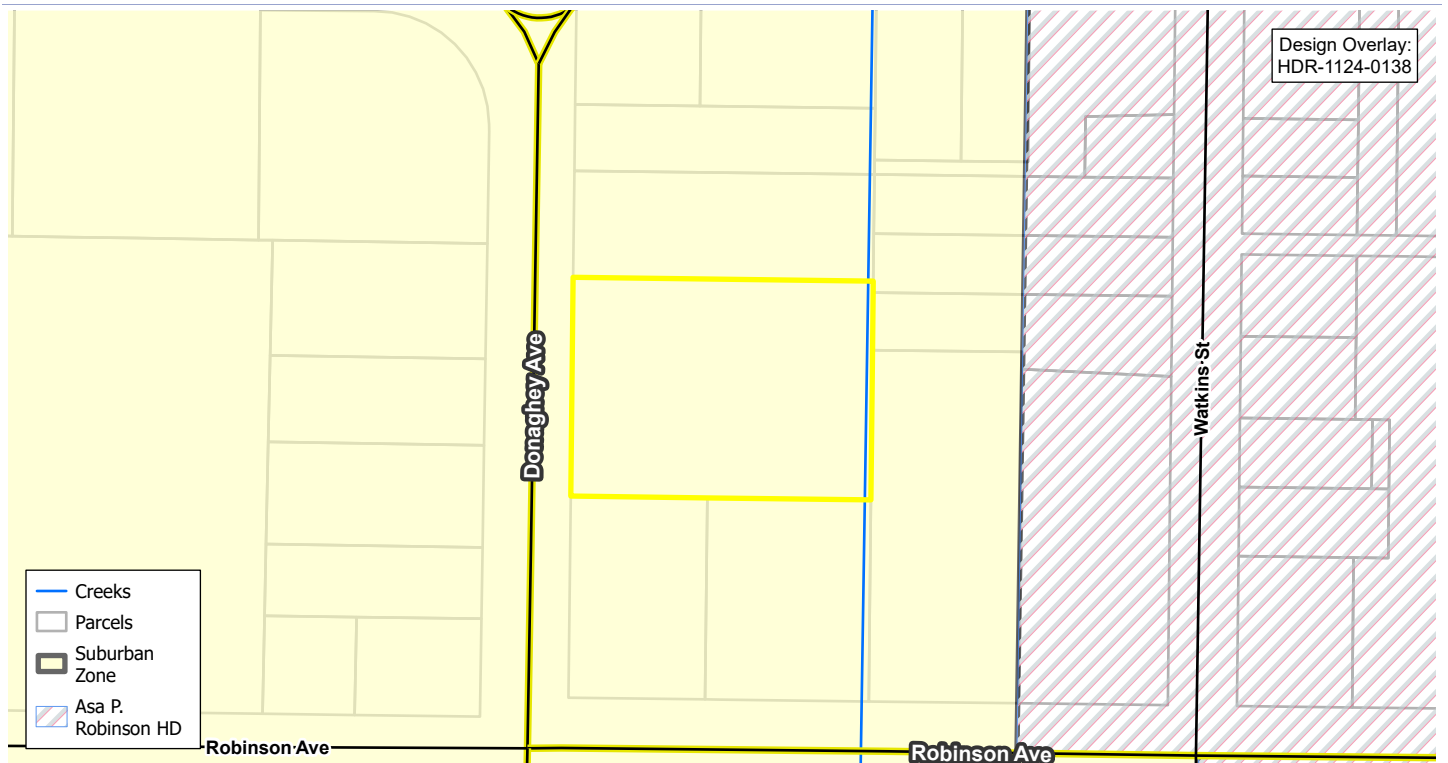
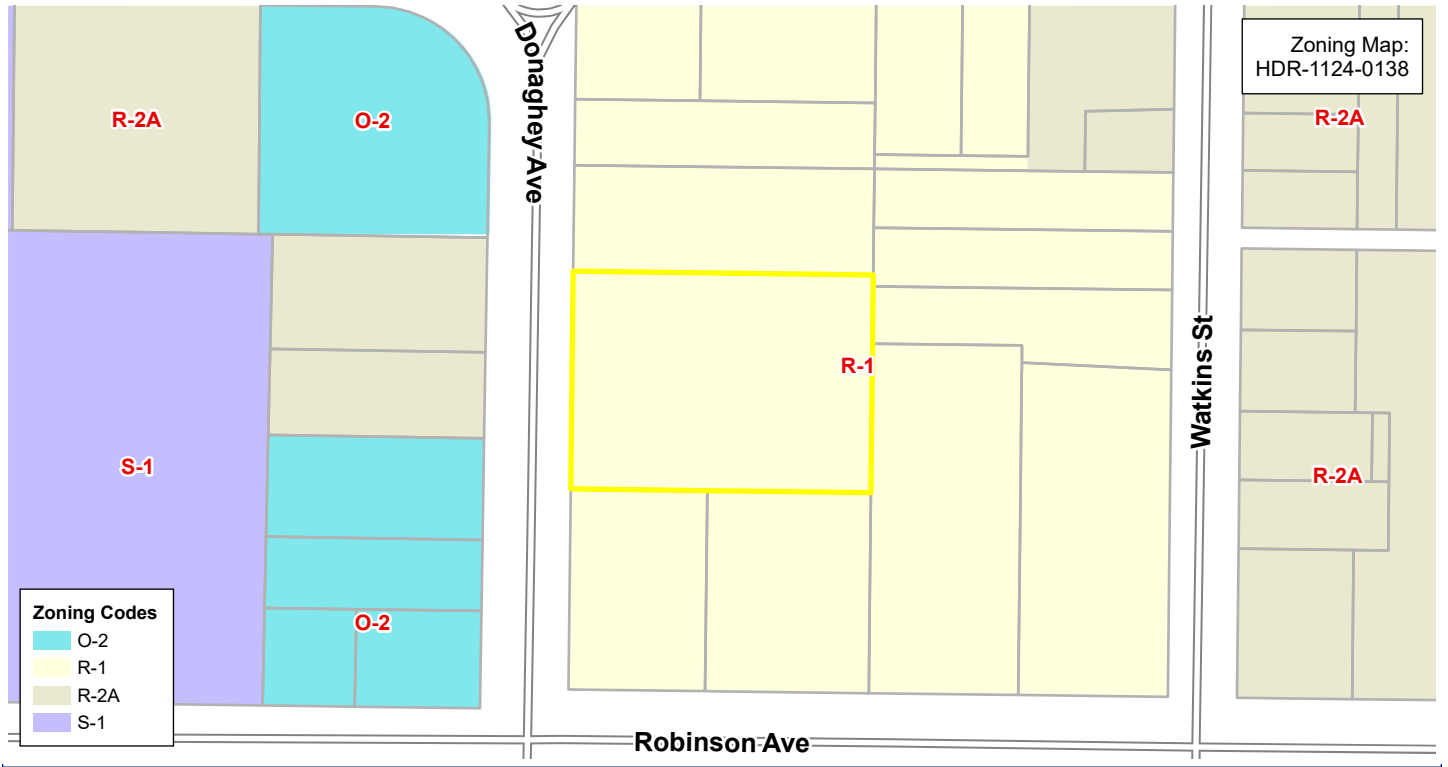
Lot Area. 1.14 acres ±.

Surrounding Area Structures. The property is located in OCDOD Suburban District on the east side of Donaghey Ave between Caldwell St and Robinson Ave. Area structures consist of Tudor revival, Colonial revival, mid-century ranch, and contemporary office.

General Description of Property and Proposed Development. The applicant is proposing a 420sf open-air, outbuilding with a covered roof.

Outbuilding Setbacks. Front: Rear of Principal Building; Side: 3 feet minimum; Rear: 2ft minimum; (Fire Code/City Zoning requires a minimum 5ft from property line and 10ft from each other).

The outbuilding will be situated on the north side of the garage which is behind the primary residence. It will be 4ft from the garage and connected via a roofed structure. The side yard setback is 5ft. It will be constructed inside the perimeter fence, 3' from the front fence line.



Old Conway Design Overlay District

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 less than 60%.

The lot coverage for the site is approximately 13%. The new outbuilding will result in a lot coverage of approximately 14%. The proposal conforms.

Garages/Outbuildings. Detached garages/outbuildings shall be located at the rear of the primary structure. The footprint of a detached garage/outbuilding shall be no more than 30% of the footprint of the primary structure.

The outbuilding is proposed adjacent to an existing garage located behind the primary structure and a fence. It is less than 30% of the primary structure's footprint. The proposal conforms.

Tree preservation. Any trees over 8" in diameter or greater must be protected and preserved.

It does not appear that any significant trees will be impacted by construction.

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 relates to the directional expression and scale established on-site and in the neighborhood. The height is not specified on the elevations. It may not exceed 2 stories.

Footprint. The structure should respect the ratio building footprint to lot area of homes within the general vicinity.

The 420sf outbuilding will not have a significant impact on the building footprint ratio in the neighborhood.

Complexity of form. The detailing and wall breaks should relate well to structures in the area.

The proposal has a roofline which relates to other structures on site.

Lighting. Any new lighting should be inward, downward, and shrouded so as to stay within the bounds of the property.

No proposed lighting is shown. Any lighting shall be shielded and downcast.

Architectural Details, Siding, Roof, 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 wood posts and rafters with either a metal roof or asphalt shingles. A metal roof is generally prohibited, and the project is conditioned to require asphalt shingles.

RECOMMENDED CONDITIONS

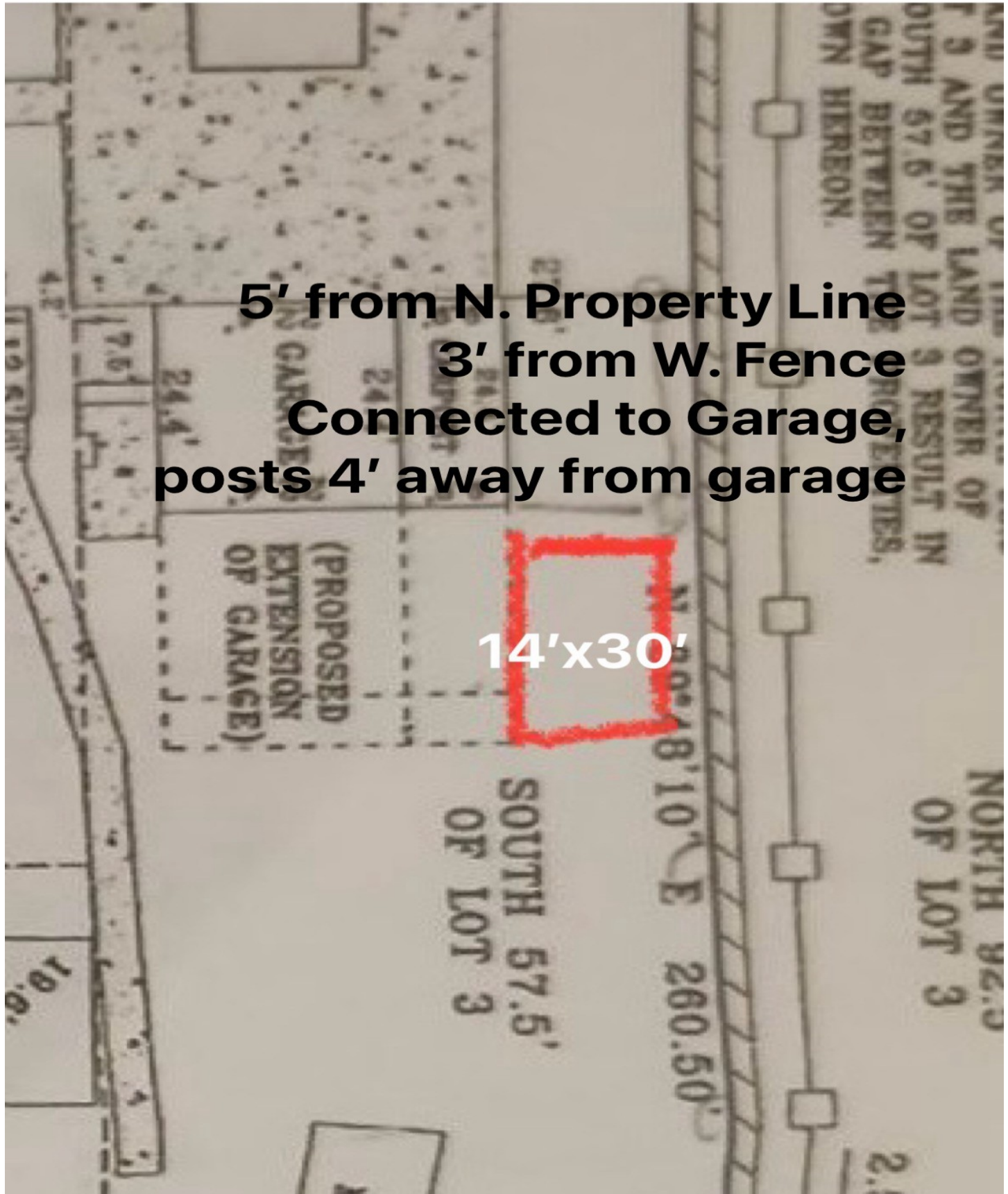
1. Applicant must obtain all applicable building permits* if/when a Certificate of Appropriateness is granted.

**Applicant shall provide proof of appropriate licensure of professionals performing work to the Building Permits Department.*

2. Posts and rafters shall be wood or a wood-like material such as Hardieboard/LP Smartside.

3. Roof shall be asphalt or composition shingles, metal is prohibited.

4. Outbuilding shall be no closer than ten (10) feet from other accessory buildings on the lot unless the outbuilding is attached by means of the structural attachment of abutting wall or by a roofed structure with a minimum four (4) foot width.



DATE:

MON

TUES

WED

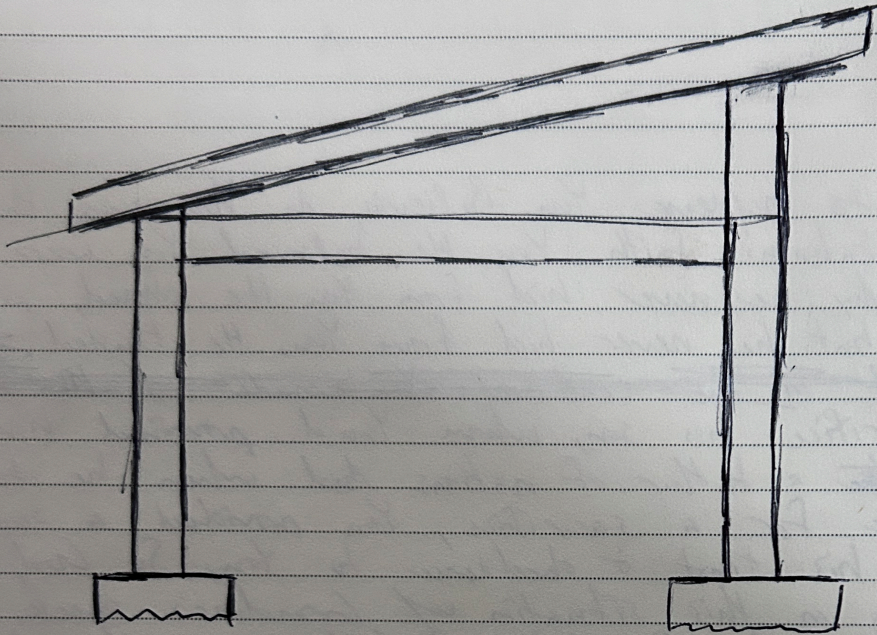
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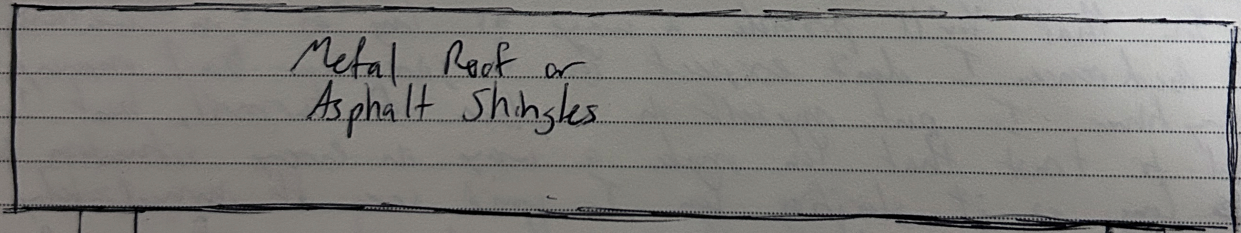
SAT

SUN

• Elevation:



West
Elevation



Metal Roof or
Asphalt Shingles

South Elevation



View of subject property facing E



View of project site facing SE



View of subject property and adjacent property facing E



Property adjacent to the W across Donaghey



Property adjacent to the S



Property adjacent to the W



2025 SCHEDULED MEETING DATES

Application Deadline	Historic District Commission Meeting
January 10, 2025	January 27, 2025
February 7, 2025	February 24, 2025
March 7, 2025	March 24, 2025
April 11, 2025	April 28, 2025
May 9, 2025	May 28, 2025 ¹
June 6, 2025	June 23, 2025
July 11, 2025	July 28, 2025
August 8, 2025	August 25, 2025
September 5, 2025	September 22, 2025
October 10, 2025	October 27, 2025
November 7, 2025	November 24, 2025
December 5, 2025	December 22, 2025

- Historic District Commission meetings are held the 4th Monday of each month at 5:30pm.
- All meetings are held in the City Council Chambers of City Hall at 1111 Main Street.
- All applications/submissions are due by 3:00pm on the submission deadline date. The Planning & Development Department receives submissions for historic district review via the Civic Access Portal at the following link. [APPLY ONLINE](#)
- Incomplete applications will be deferred to another month’s agenda. (*refer to applications checklists*)
- The Historic Commission Meeting date associated with the Application Deadline is the earliest an item can be heard by the Commission if Staff determines that all comments have been addressed.

¹ Meeting moved due to Memorial Day observance & May 27th City Council meeting date

In accordance with Historic District Commission By-Laws, Article II, Section 2.05, *“The Commission shall meet and organize by electing from its members a Chairman, a Vice Chairman and a Secretary. The Chairman, herein referred to as the ‘Chair’, shall hold no other municipal office or appointment. Officer terms shall run from January to December.”*

Chair: _____

The Chair shall preside at all meetings and hearings of the Commission, shall sign all approved minutes and other appropriate documents on behalf of the Commission, and, in coordination with Planning staff, be responsible for the orientation and training of new members.

Vice-Chair: _____

The Vice-Chair assumes all duties of the Chair in the Chair’s absence.

Secretary: _____

The Secretary, in coordination with staff, is responsible for monitoring the minutes of each meeting, maintaining a copy of the by-laws for the Commission, maintaining a record of the current membership including terms of office, maintaining a record of the organization of the Commission, and the distribution of conflict of interest forms at the appropriate time.