



# CITY OF CONWAY, ARKANSAS HISTORIC DISTRICT COMMISSION

November 22, 2021 • 5:30pm • 1111 Main Street



# City of Conway

## HISTORIC DISTRICT COMMISSION

November 22, 2021

### MEMBERS

Steve Hurd, Chairman  
Emily Walter, Vice-Chairman  
Shelby Fiegel, Secretary  
Marie Cason  
Liz Hamilton  
Shane Lind  
Margaret West

**Call to Order.**

**Roll Call.**

**Approval of Minutes.** October 25, 2021

### I. Public Hearing Items - Old Conway Design Overlay District

- A. 340 Conway Boulevard (HDR-0921-0121)
- B. 514 Center Street (HDR-1121-0140)
- C. 805 Donaghey Avenue (HDR-1121-0141)
- D. 766 Harkrider Street (HDR-1121-0142)

### II. Additional Business

- A. Consideration to amend by-laws
- B. Adoption of the 2022 Calendar
- C. Election of 2022 Officers

**Adjourn.**

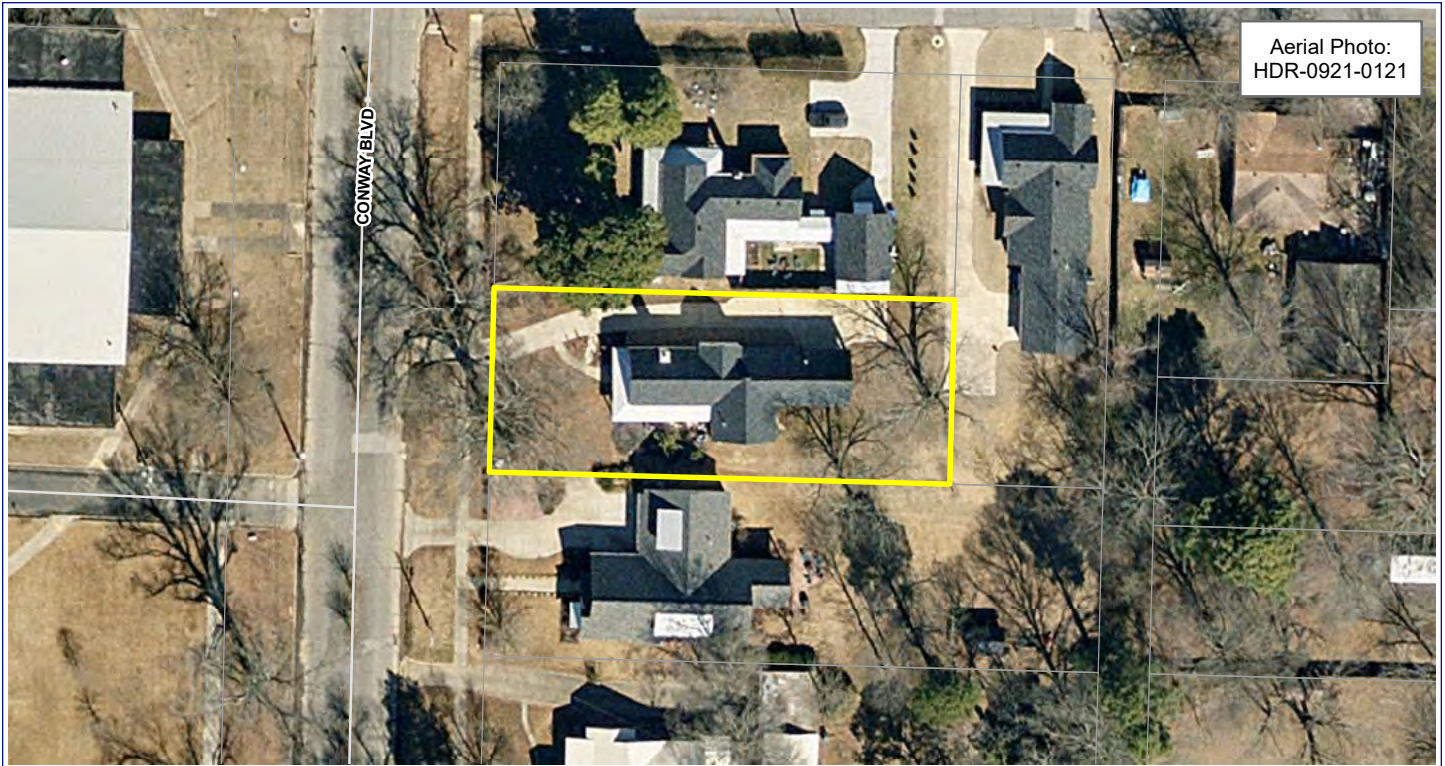
# 340 Conway Boulevard - Exterior Modification

Old Conway Design Overlay District

I.A

## APPLICANT/OWNER

Robbie Max  
340 Conway Blvd  
Conway, AR 72034



## SITE

**Address.** 340 Conway Blvd.

**Present Zoning.** R-2A (Two-Family Residential), Old Conway Design Overlay Suburban Zone.

**Abutting Zoning.** North/South/East: R-2A (Two-Family Residential), Old Conway Design Overlay Suburban Zone; West: S-1 (Institutional District), Old Conway Design Overlay Transition Zone.

**Lot Area.** 0.3 acres ±.

**Surrounding Area Structures.** The property is located in the Old Conway Design Overlay Suburban District on the east side of Conway Blvd. Area structures consist of a mix of campus buildings and contemporary single family homes.

**General Description of Property and Proposed Development.** The applicant is proposing to enclose the existing two-car open carport. A traditional window-top garage door is proposed with a door placed on the south façade. The applicant will use board and batten siding to match the siding for that portion of the house on the remainder of the structure.

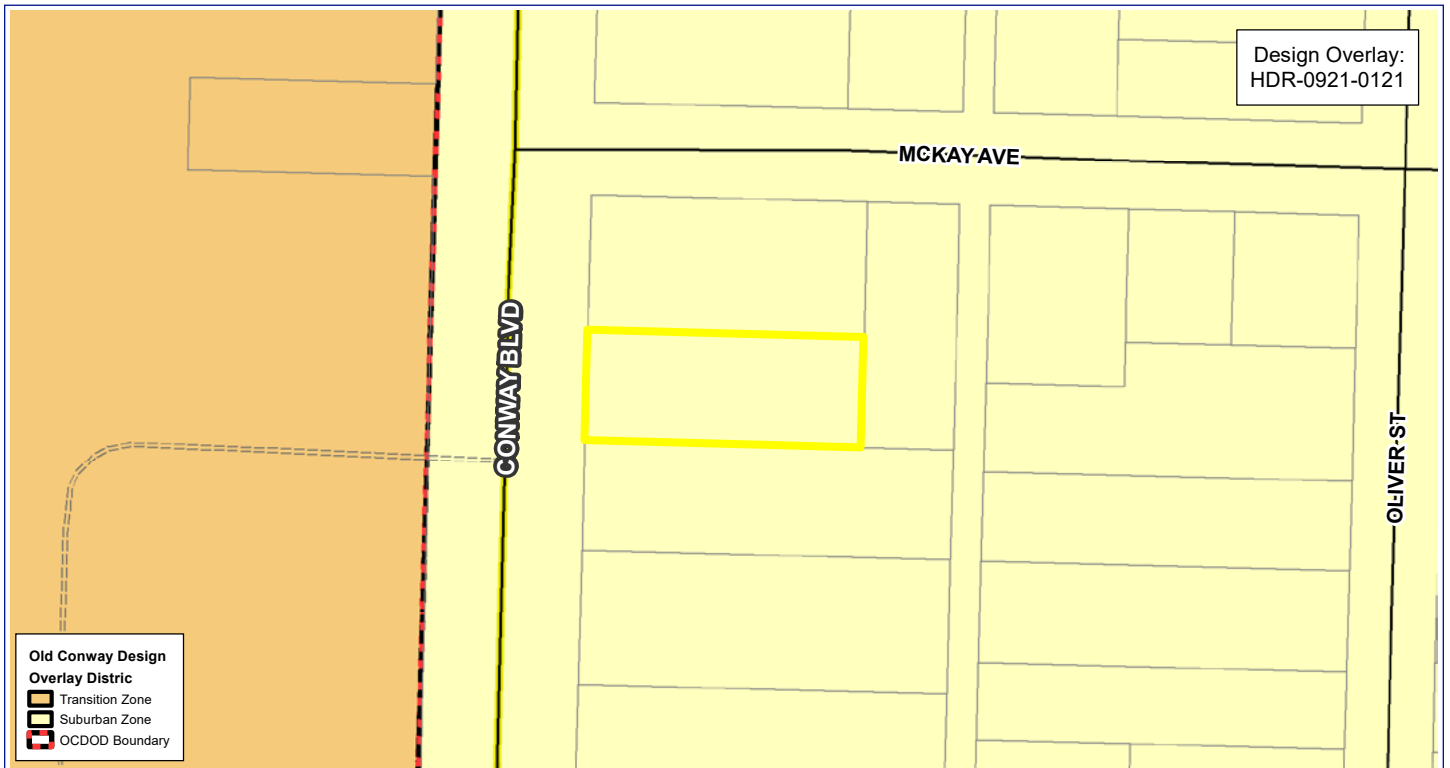
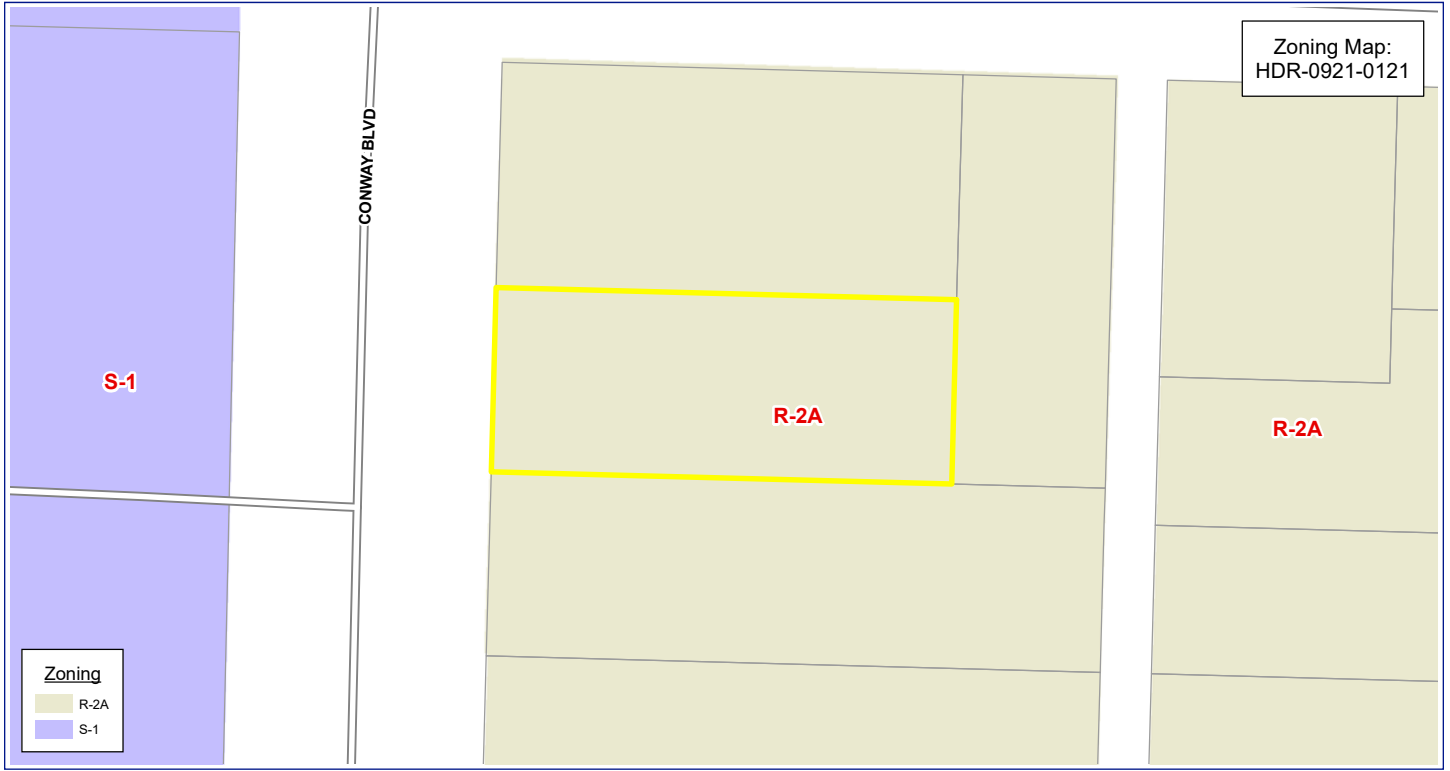
## MASSING

**Complexity of form.** The detailing and articulation of the structure should respect the forms of the vicinity.  
*The enclosure will maintain consistency with the existing form of the structure.*

# 340 Conway Boulevard - Exterior Modification

Old Conway Design Overlay District

I.A



**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.

*The applicant is not proposing any windows along any of the facades. This will create a large blank void along the south façade of the enclosure that is visible to the neighboring property. Recommend requiring two windows in addition to the proposed door along the south façade of the enclosure. The windows should match existing windows on the house.*

## **DESIGN ELEMENTS**

**Style.** The structure's style should respect the context of the surrounding buildings.

*The style of the structure shall remain consistent with the area.*

**Entries, Porches, and Porticos, Doors and Windows, Awnings.** Windows should be of divided-light construction, where divided-light windows are proposed. Fake muntins are not permitted.

*If windows are required, they should match those on the existing structure.*

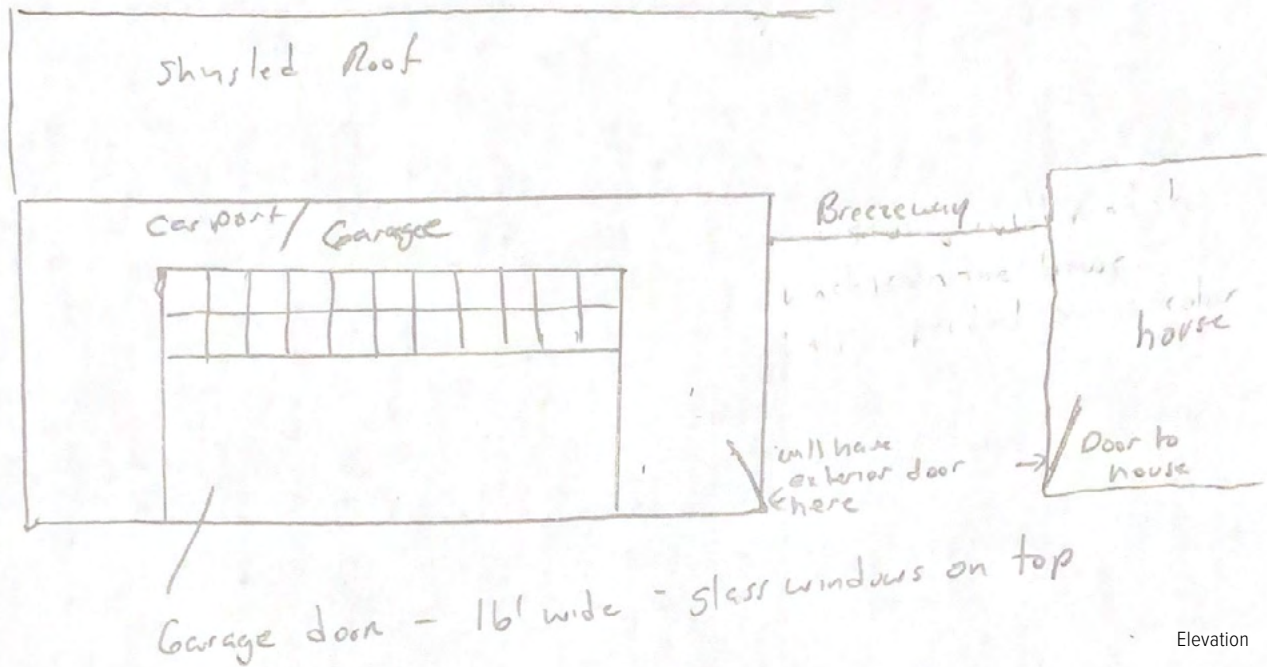
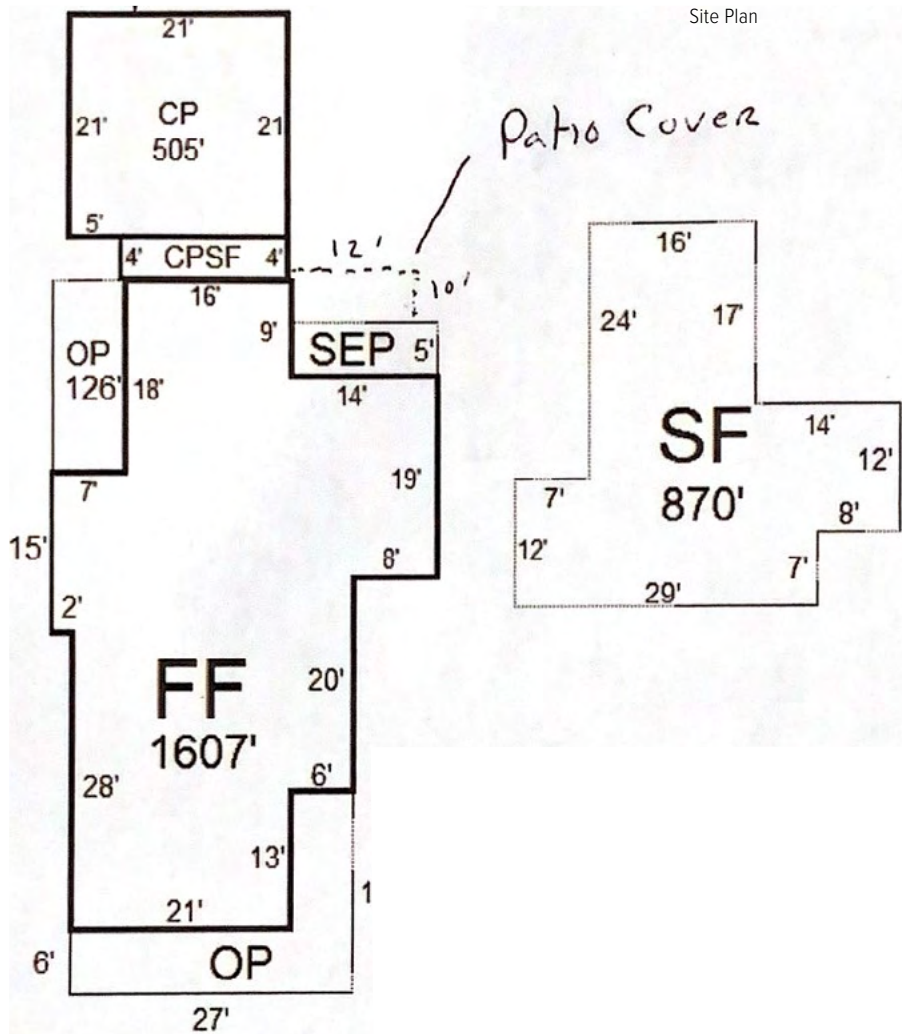
**Architectural Details, Siding, and Bricks.** Detailing and siding should complement the surrounding area. Siding should include brick, stone, wood, or Hardie® siding/LP SmartSide® type siding.

*Siding is proposed to match the existing siding in a board and batten pattern. Recommend requiring construction be of wood or Hardie® siding/LP SmartSide® type siding using a board and batten pattern.*

## **RECOMMENDATION**

Staff recommends that the application be approved with the following conditions:

1. Require two windows in addition to the proposed door along the south façade of the enclosure. The windows should match existing windows on the house.
2. Require construction be of wood or Hardie® siding/LP SmartSide® type siding using a board and batten pattern.
3. The applicant will provide revised plans to the Planning Director for review and approval prior to issuance of building permits.



Elevation



View of subject property from Conway Blvd looking SE



View of subject property from Conway Blvd looking S



Property adjacent to the N



View of carport



Property adjacent to the W



Property adjacent to the S

# 514 Center Street - New Single-Family Residence

Old Conway Design Overlay District

I.B

## APPLICANT/OWNER

Richard & Jennifer Rogers

## DESIGN PROFESSIONAL

Sowell Architects  
1315 North St, Ste 100  
Conway, AR 72034



## SITE

**Address.** 514 Center St.

**Present Zoning.** R-2A (Two-Family Residential), Old Conway Design Overlay Suburban Zone.

**Abutting Zoning.** North/South/East/West: R-2A (Two-Family Residential), Old Conway Design Overlay Suburban Zone.

**Lot Area.** 0.23 acres ±.

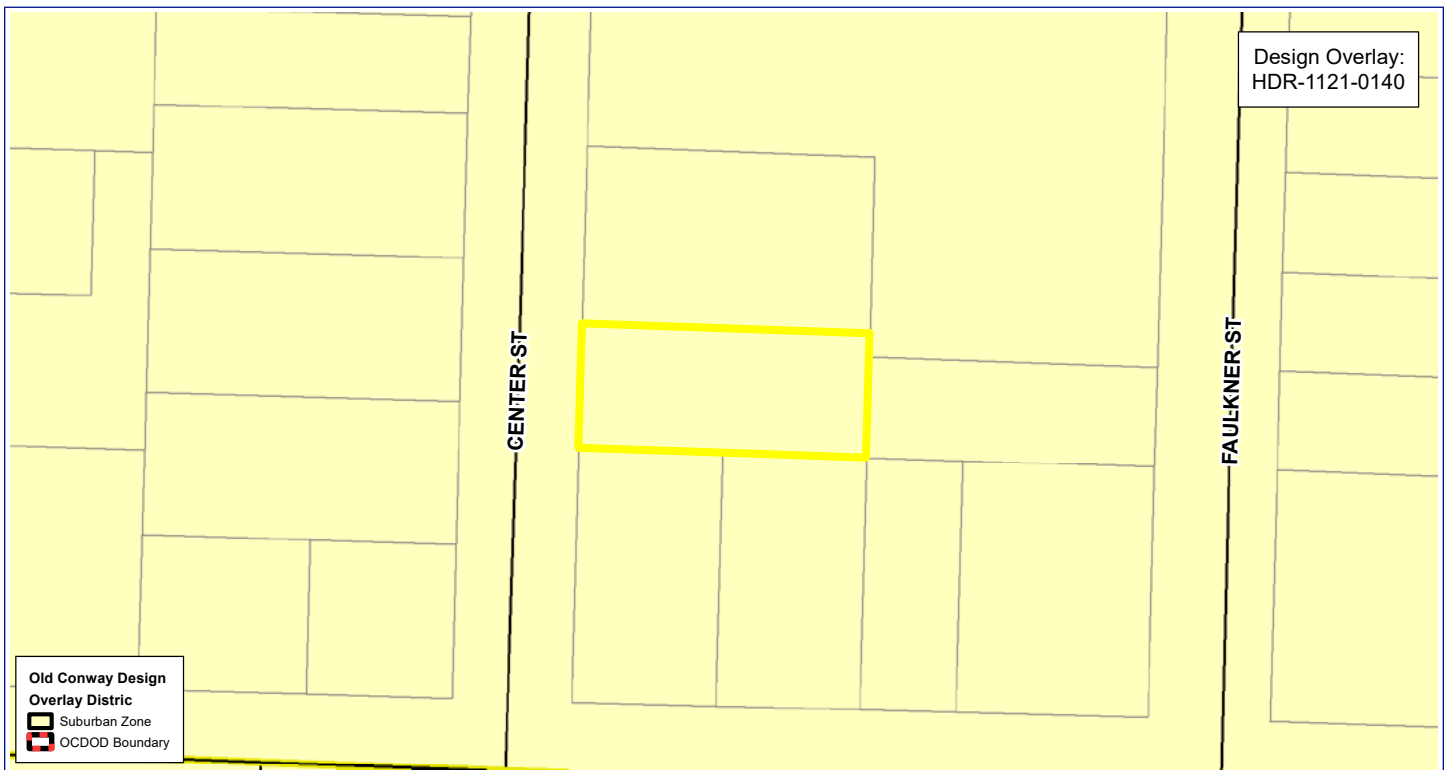
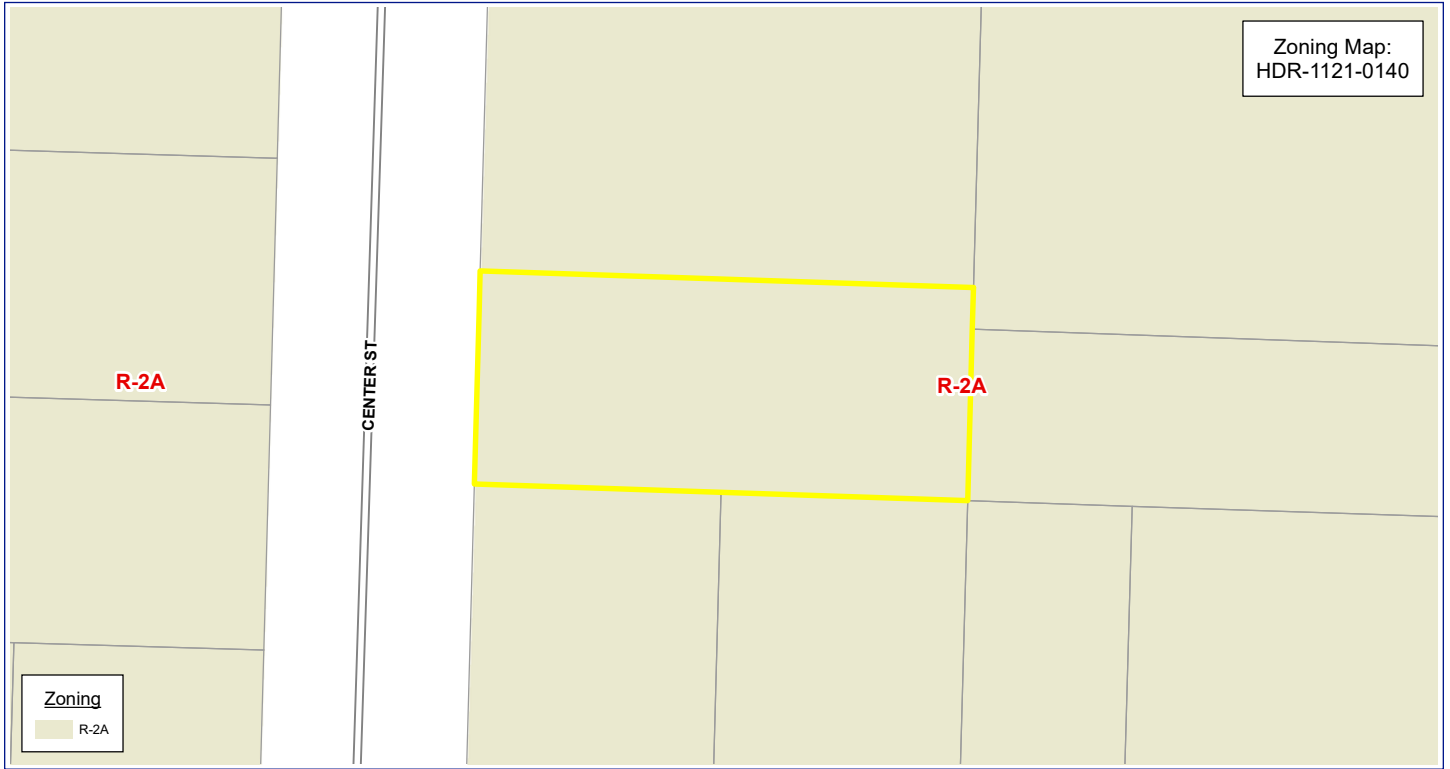
**Surrounding Area Structures.** The property is located in the Old Conway Design Overlay Suburban Zone on the east side of Center St between Scott St and College St. Area structures consist of single-family residences in English Revival, Craftsman, Ranch, and Minimal Traditional styles.

**General Description of Property and Proposed Development.** The applicant is proposing to construct a new 2,645 square foot single-family home in a contemporary craftsman style.

**Setbacks and Spacing.** Front setbacks are allowed within a range of 85% to 115% of the average front setback of the area. The average front setback for the area is 16', based on the properties to the north and south. The applicant is proposing a front setback of 25'. Other setbacks for the site comply with all regulations.

*The proposed setbacks and spacing are not appropriate to the site and surrounding area. Recommend requiring the front setback be set between 13'-18' from the front property line.*





**Lot Coverage.** Lot coverage for all impervious surfaces shall be less than 60%.

*Lot coverage for the site is approximately 47%.*

**Orientation.** The front door of the structure should follow the orientation of entries along the street.

*The front door 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. When lot depth prevents a rear placement, the garage may be placed at the side of the structure along the back half of the structure. Two and three car garages should be placed at the rear of the lot in a detached structure.

*The applicant is not proposing a garage.*

**Alley.** There is no alley access to this lot.

**Driveway/Parking.** Parking in the front yard is not permitted. Driveways should be concrete, pavers, or permeable paving.

*The applicant has proposed a 10' driveway with a four-car carport at the rear of the structure. The driveway and parking location are appropriate.*

**Sidewalks.** Sidewalks are required for new construction projects.

*There are no existing sidewalks on the site. The applicant is not proposing sidewalks. A 5' sidewalk is required along the street side of the property line. The proposed walk should connect to the front entry of the porch.*

**Fences/Walls.** No fencing is proposed.

**Tree preservation.** Any trees over 8" in diameter or great must be protected and preserved. Canopy trees shall be required for each 30' of street frontage.

*The planting of two canopy trees in the front yard is required.*

### **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 (2,645 sf) is compatible to the overall scale of structures in the surrounding area, which appear to range between approximately 1,800 sf and 2,300 sf.*

**Height/Width/Directional Expression.** The height/width and directional expression of the structure should relate to historic patterns in the neighborhood.

*The height of the structure at 28' and the width at 30' will not be out of scale of the pattern of the neighborhood. The structure will be two story. There are predominantly one-story structures in the immediate vicinity with some two-story structures. The area features primarily narrow structures.*

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

*The building footprint will cover less than 30% of the site, similar to other structures in the area.*

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

*The structure will contain a level of detailing and form that is compatible with the patterns of the area as there is a mix of complex and simple structures.*

**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.

*The front façade will be composed 16% windows and openings. Consider requiring "double" window openings or larger window openings in-lieu of shutters. The side façades additionally include several windows.*

### DESIGN ELEMENTS

**Style.** New design should respect the context of the area while expressing the contemporary nature of the structure.

*The surrounding area does not have a cohesive theme of styles, mixing traditional, historic vernacular, and contemporary elements. The design of the house will blend well with the surrounding structures.*

### Entries, Porches, and 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. Fake muntins are not permitted.

*An open front porch with a 10' depth is proposed. The proposed vinyl windows are appropriate. Recommend requiring windows be of 1-over-1 design and feature wide trim similar to historic windows. Recommend requiring the porch columns be at least 8" in diameter.*

**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 submitted plans.*



### MATERIALS & DETAILING

**Architectural Details, Siding, and Bricks.** Detailing and siding should complement the surrounding area. Siding should include brick, stone, wood, or Hardie® siding/LP SmartSide® type siding.

*It is unclear what materials are proposed for the structure. Recommend requiring wood, Hardie® siding/LP SmartSide® material lap siding be used for the siding.*

**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 roof form appears appropriate. The applicant is proposing shutters which are not appropriate to the area.*

### RECOMMENDATION

Staff recommends approval of the application with the following conditions:

1. Require the front setback be set at between 13'-18' from the front property line.
2. Sidewalks are required along Center St. (5' sidewalk at least 6.5' from the back of curb).
3. Require a walkway from the front door to the sidewalk.
4. Planting of 2 canopy trees in the front yard is required.
5. Require all windows be 1-over-1 design.
6. Require all windows feature wide trim.
7. Require wood, Hardie® siding/LP SmartSide® lap siding to be used as siding.
8. Require fascia and soffits to be finished with wood or wood equivalent construction (Hardieboard).
9. Require porch columns be at least 8" in diameter.
10. Shutters shall not be permitted for the structure.
11. HVAC equipment be placed in a manner to minimize its visibility from the street.
12. Submit revised drawings to the Planning Director for approval prior to release of the Certificate of Appropriateness.

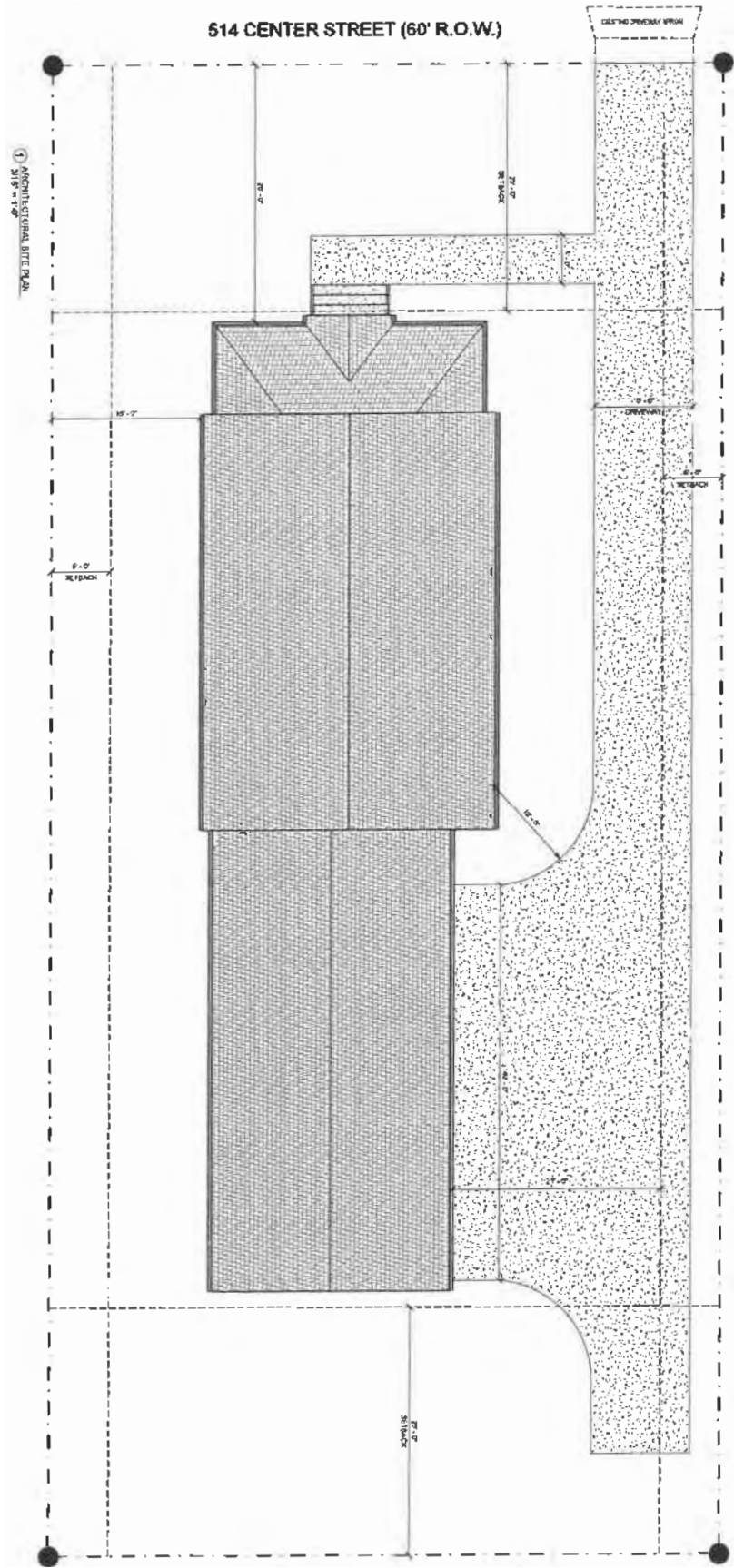
Consider the following two conditions:

13. Realign the porch entry to align with the front entry with more substantial similar columns with a single span.
14. Require 4 double window openings on the front façade.

# 514 Center Street - New Single-Family Residence

Old Conway Design Overlay District

**I.B**



# 514 Center Street - New Single-Family Residence

Old Conway Design Overlay District

I.B



3 REAR ELEVATION  
3/16" = 1'-0"



1 FRONT ELEVATION  
3/16" = 1'-0"



4 SIDE ELEVATION 2  
3/16" = 1'-0"



2 SIDE ELEVATION 1  
3/16" = 1'-0"

# 514 Center Street - New Single-Family Residence

Old Conway Design Overlay District

I.B



Property adjacent to the N



View of subject property looking E



Property adjacent to the S



Property adjacent to the W



Property adjacent to the SW



Property adjacent to the NW

# 805 Donaghey Avenue - Exterior Modification

I.C

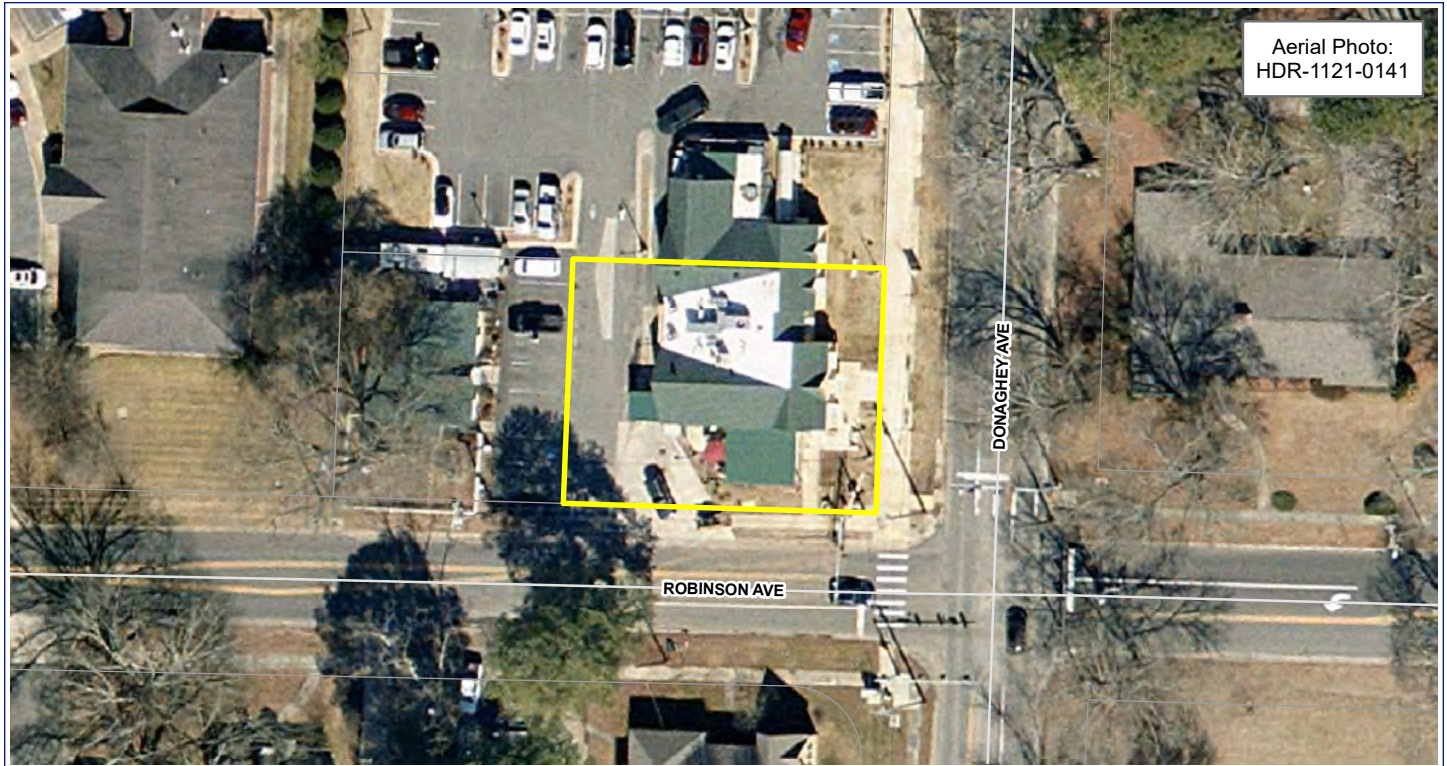
Old Conway Design Overlay District

## APPLICANT/OWNER

David & Patti Stobaugh  
47 Lakeview Dr  
Conway, AR 72032

## CONTRACTOR

Ryan Saddler/Saddler Construction



## SITE

**Address.** 805 Donaghey Ave.

**Present Zoning.** O-2 (Quiet Office District), Old Conway Design Overlay Suburban Zone.

**Abutting Zoning.** West/South: S-1 (Institutional District), Old Conway Design Overlay Suburban Zone; North: R-2A (Two-Family Residential), Old Conway Design Overlay Suburban Zone; East: R-1 (One-Family Residential District), Old Conway Design Overlay Suburban Zone.

**Lot Area.** 1.02 acres ±.

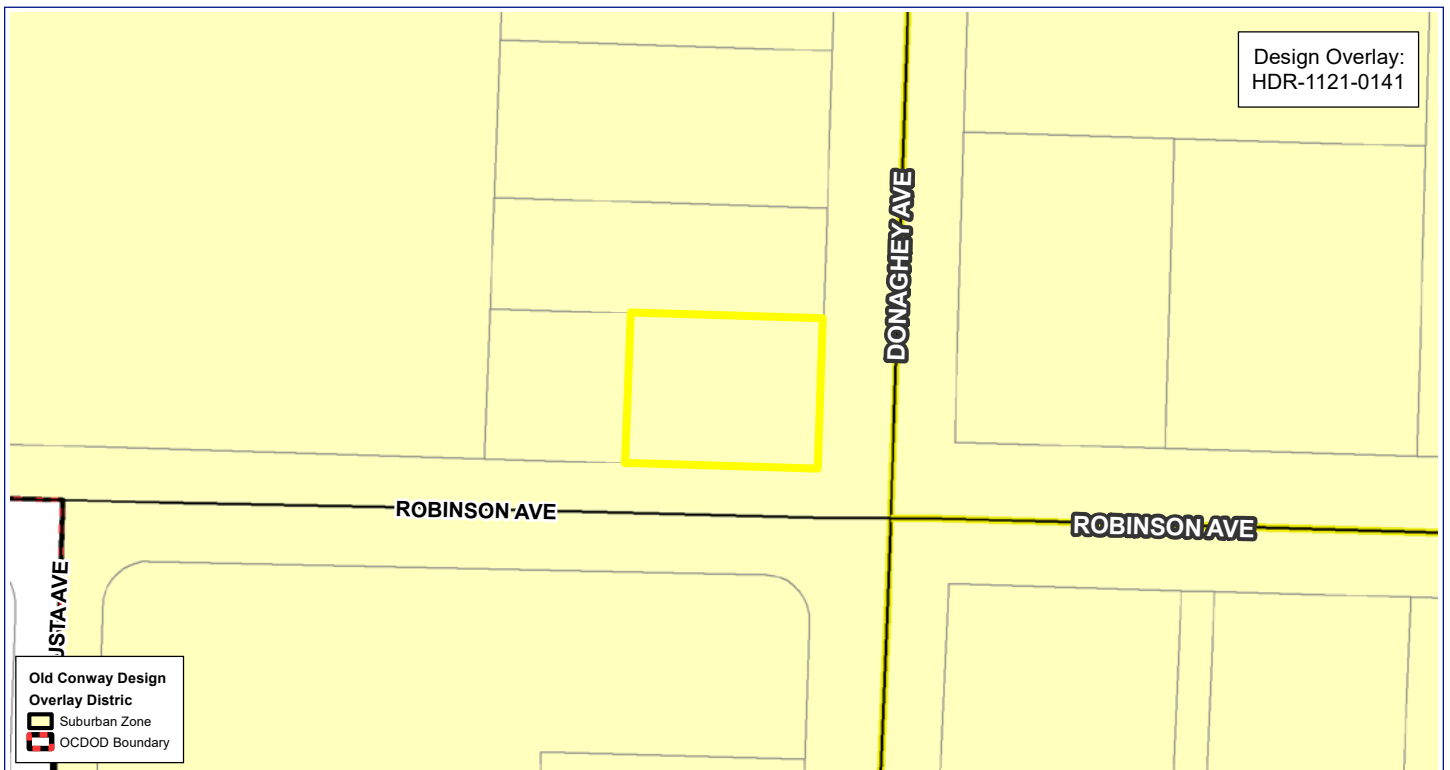
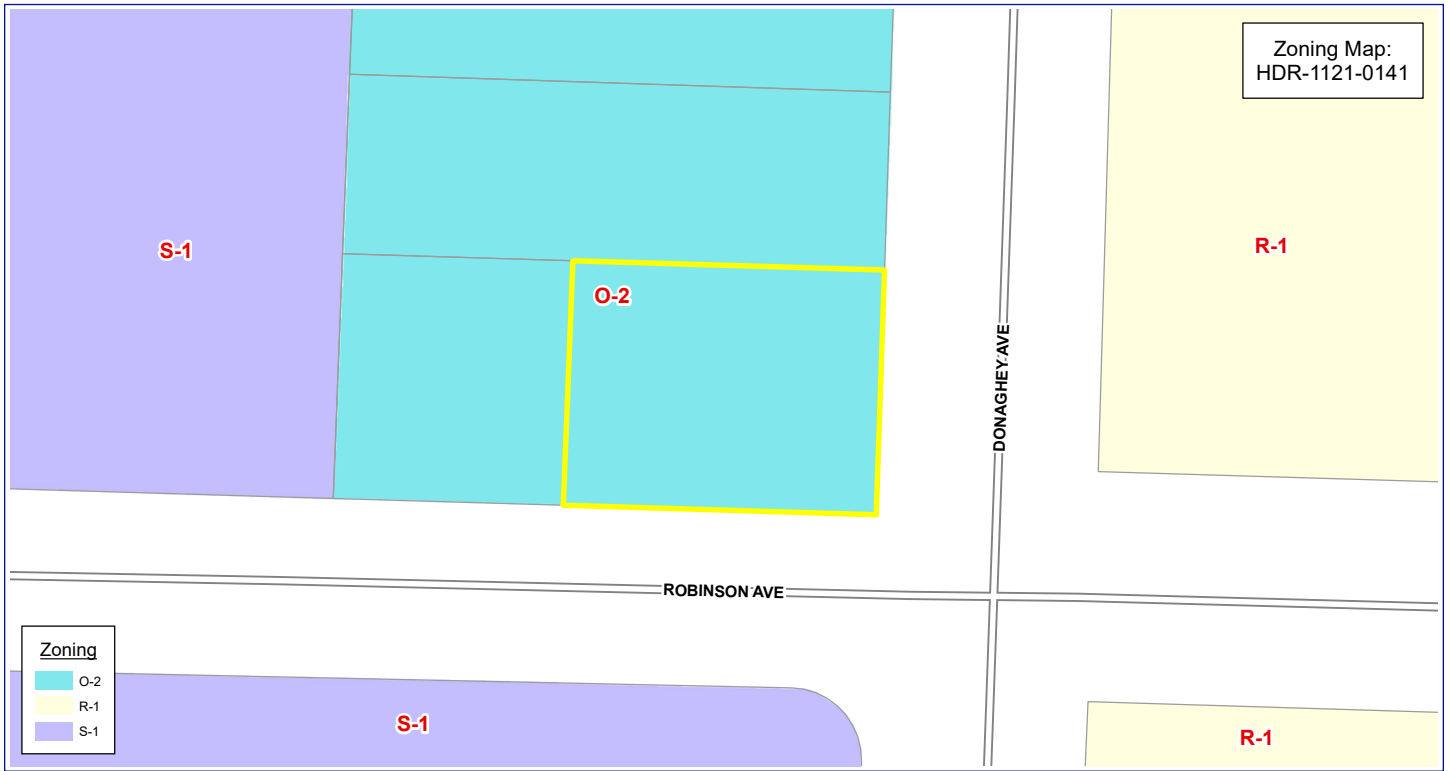
**Surrounding Area Structures.** The property is located in the Old Conway Design Overlay Suburban District at the northwest corner of Donaghey Ave and Robinson Ave. Area structures consist of a mix of English Revival, American Foursquare (Stone House), Queen Anne/Eastlake (Ida Baridon House), ranch, and minimal traditional homes.

**General Description of Property and Proposed Development.** The applicant is proposing to modify an existing canopy. The canopy was expanded as a COVID-19 adaption and was administratively approved due to a necessity to quickly adapt. The current proposed work includes replacing the majority of the patio fencing with a low stone wall and placing a stone veneer around the existing metal columns of the patio. A stone hearth is additionally proposed that will include a fireplace.

# 805 Donaghey Avenue - Exterior Modification

Old Conway Design Overlay District

I.C





**Landscaping/Tree Preservation.** Protect and retain any significant trees over 8" in diameter and retain any trees which line the streets. Landscaping should be compatible to the surrounding area.

*The applicant is not proposing any landscaping. Landscaping that was removed as part of the previous expansion of the canopy does not appear to have been replaced. Recommend requiring an updated landscaping plan based on the approved development plans from 2017 and including shrubs on the Donaghey Ave side to soften the appearance of the patio.*

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

*The applicant is proposing Tivoli lights to light the patio. This is appropriate.*

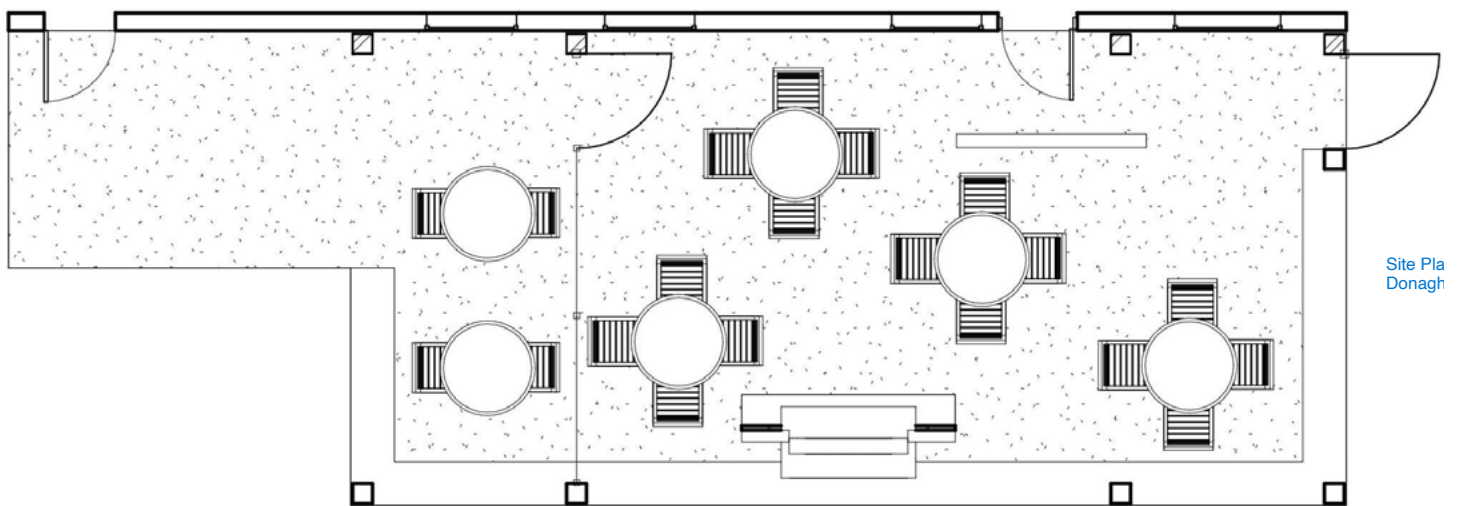
**Architectural Details, Siding, and Bricks.** Detailing and siding should complement the surrounding area. Siding should include brick, stone, wood, or Hardie® siding/LP SmartSide® type siding.

*The applicant is proposing to add stone and stone veneer on the patio. This is an appropriate material. Recommend requiring a chimney be included for the hearth if the fireplace is to be used for open fire. If a chimney is included, revised drawings will be necessary.*

### **RECOMMENDATION**

Staff recommends that the application be approved with the following conditions:

1. Require an updated landscaping plan based on the approved development plans from 2017 and include shrubs on the Donaghey Ave side to soften the appearance of the patio.
2. Require a chimney if the hearth is to be used with an open fireplace.
3. HVAC equipment be placed in a manner to minimize its visibility from the street.
4. The applicant will provide revised plans to the Planning Director for review and approval prior to issuance of building permits.



**STOBY'S FLOORPLAN**

NTS

Site Plan - South - Robinson

# 805 Donaghey Avenue - Exterior Modification

Old Conway Design Overlay District

I.C



View of subject property from Donaghey Ave looking W



View of subject property from Donaghey Ave looking NW



Property adjacent to the S



View of subject property from Robinson Ave looking NW



Property adjacent to the W

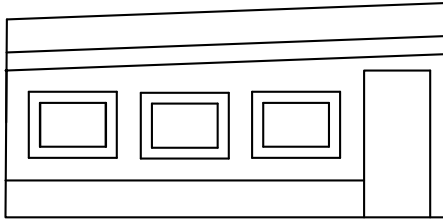


Property adjacent to the E

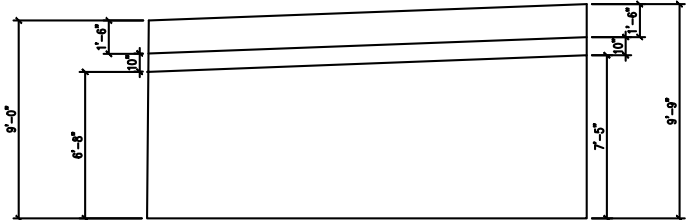
# 805 Donaghey Avenue - Exterior Modification

Robinson Historic District OR Old Conway Design Overlay District

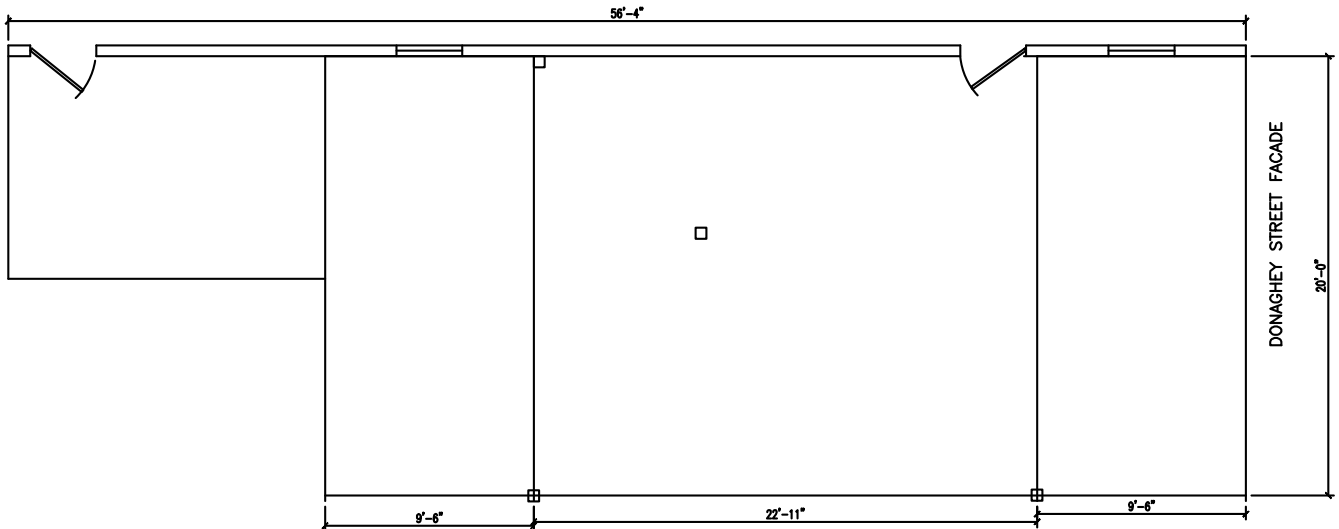
I.A



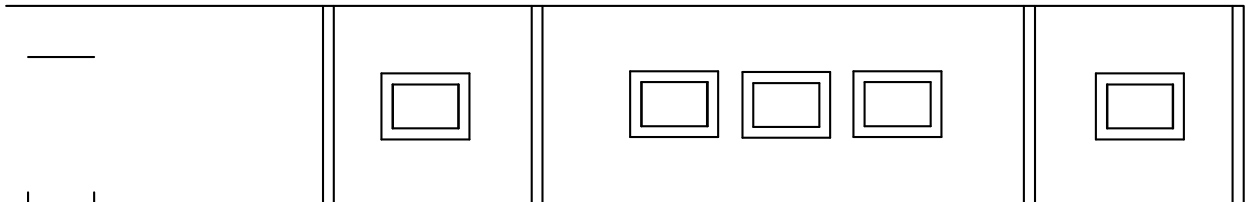
DONAGHEY STREET FACADE ELEVATION



DONAGHEY STREET ELEVATION DIMENSIONS



ROBINSON STREET DIMENSIONS



ROBINSON STREET FACADE ELEVATION

(Robinson Ave elevation is not consistent with existing conditions on site)



# 766 Harkrider Street - New Commercial Structure

Old Conway Design Overlay District



**APPLICANT/AUTHORIZED AGENT**

Brad Peterson/Crafton-Tull  
10825 Financial Centre Pkwy, Ste 300  
Little Rock, AR 72211

**OWNER**

First Community Bank  
1089 Front St  
Conway, AR 72032

**DESIGN PROFESSIONAL**

RPPY Architects



**SITE**

**Address.** 766 Harkrider St.

**Present Zoning.** C-3 (Highway Service & Open Display District), Old Conway Design Overlay Urban Zone.

**Abutting Zoning.** North/South: C-3 (Highway Service & Open Display District), Old Conway Design Overlay Urban Zone; West: C-1 (Central Business District), Old Conway Design Overlay Urban Zone; East: C-3 (Highway Service & Open Display District), Old Conway Design Overlay Transition Zone.

**Lot Area.** 1.67 acres ±.

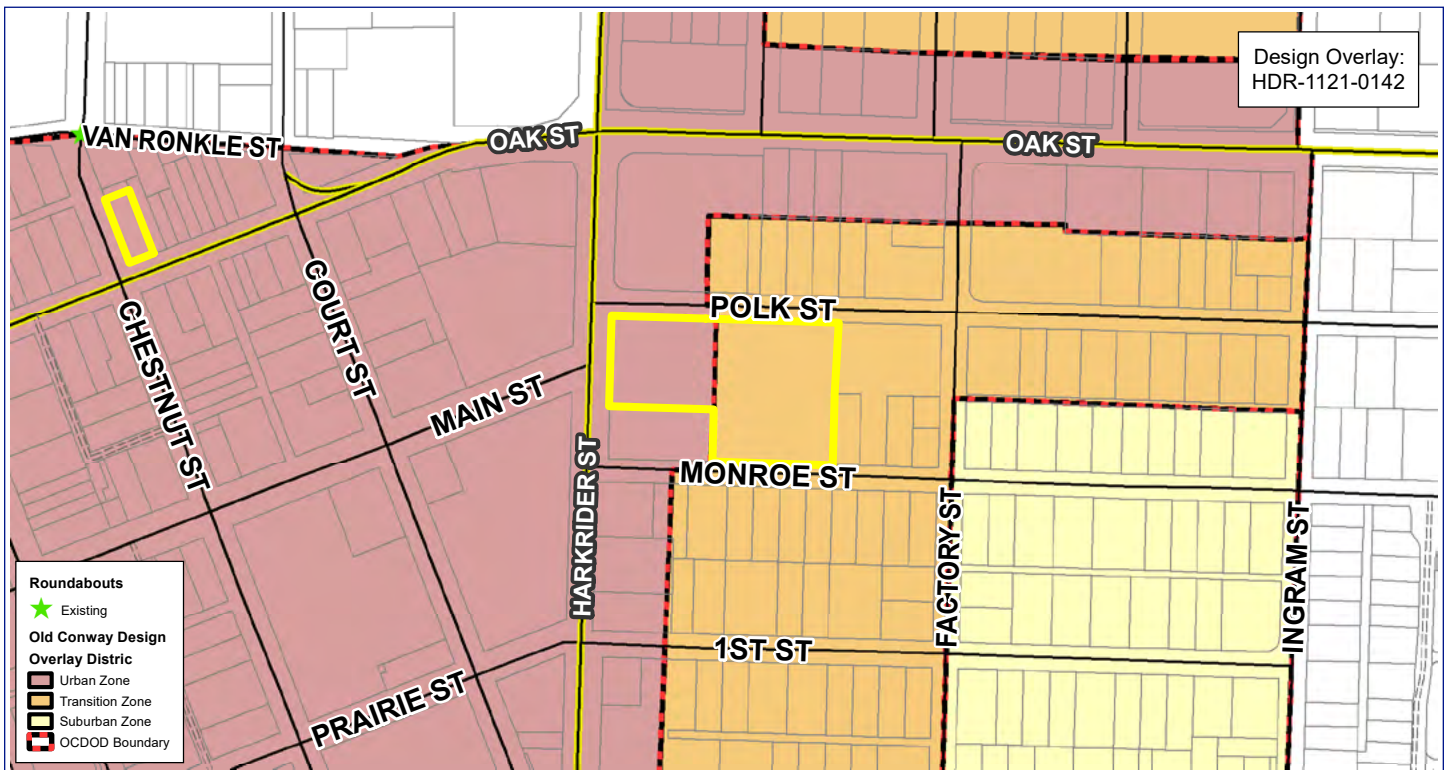
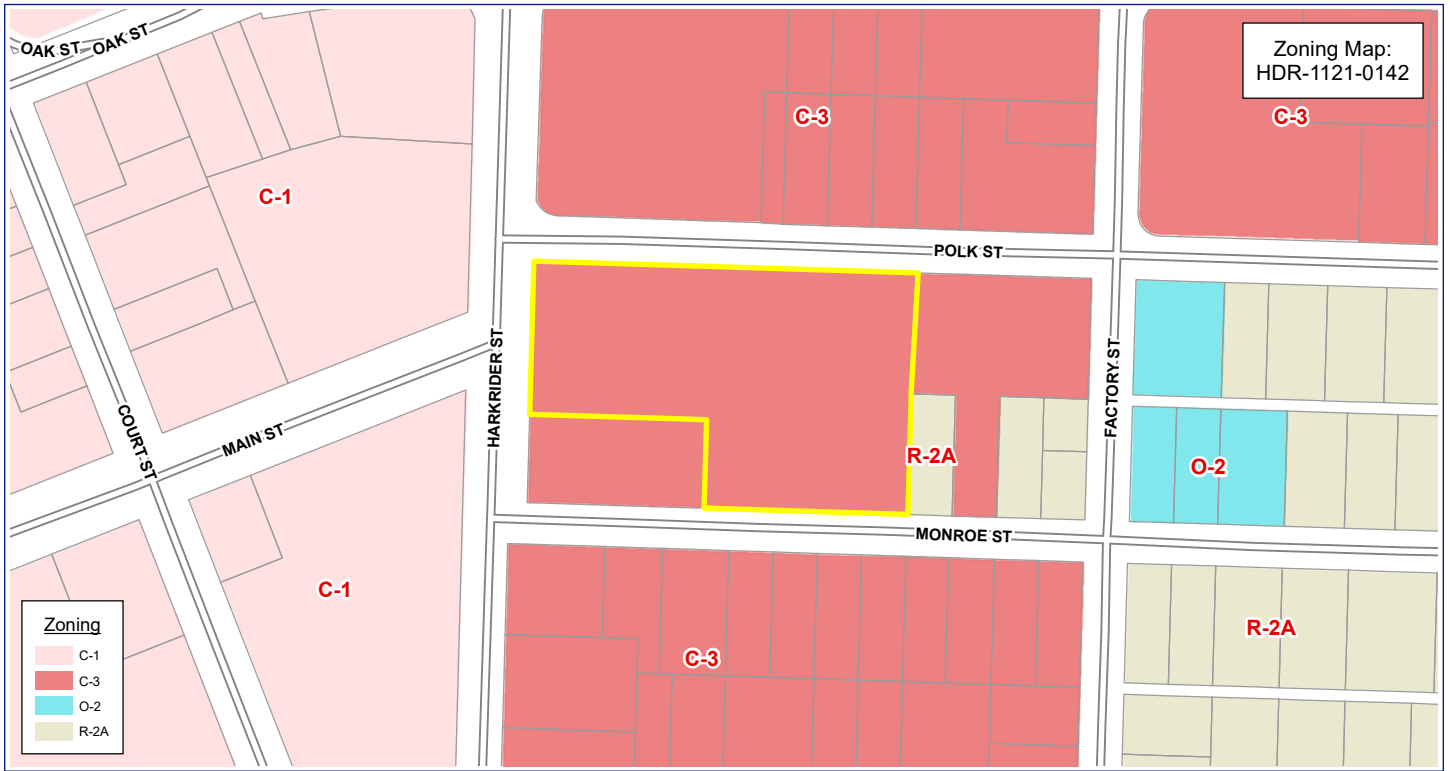
**Surrounding Area Structures.** The property is located in the Old Conway Design Overlay Urban District on the east side of Harkrider St between Polk St and Monroe St. Area structures consist of a mix of urban oriented and suburban commercial structures in a variety of styles.

**General Description of Property and Proposed Development.** The applicant is proposing to construct a new 17,034 square foot bank building on the former site of the old Second Baptist Church of Conway. The structure will be constructed in a modern style that honors the architectural heritage and character of downtown Conway. The structure will be an expansion of downtown east of Harkrider in an area that has traditionally seen suburban style development.

# 766 Harkrider Street - New Commercial Structure

Old Conway Design Overlay District

I.D



## Old Conway Design Overlay District

**Setbacks and Spacing.** At least 80% of any building façade, excluding the rear (facing an alley), shall be within 3 feet of a property line. The included drawings indicate a 5' setback on the north and an 8' setback on the west. The east façade faces toward the existing neighborhood and the south will face into the lot's access off Harkrider St.

*While not fully meeting the requirements, the site is very large, and the structure is appropriately located in the northwest corner such that it addresses the street sensitively to the context of the area. Harkrider St is not a traditional downtown street. Thus, a larger setback is appropriate to provide distance from the busy roadway.*

**Building Heights.** Structures shall have a front façade no less than two stories tall. First floor height of any building shall be a minimum of 15' high.

*Meets requirement.*

**Landscaping and Paving.** Landscaping and paving shall complement the building and general character of the Old Conway Urban Zone. No landscaping or paving improvements have been provided.

*No landscaping plan has been provided. However, numerous street planting beds have been included. Recommend deferring review of the landscaping until the development review applicant is processed except that 1 street tree (canopy or understory) shall be provided for each 30' of street frontage along Monroe St.*

**Fences, Railings, and Walls.** Fences, railings, or walls should be composed of metal, brick, or stone and a minimum of 70% open. Meets requirement.

**Vehicular Access Points.** Alleys should be used as the primary point of vehicular access and curb cuts should be no greater than 20' in width.

*The context of site is slightly different than the remainder of downtown, given its location on Harkrider St. Access via Harkrider St is necessary and the driveway will need to be slightly wider, more similar to an area that is in transition between a suburban and urban area.*

**Off-street Parking.** Parking should be placed at the rear or interior to the lot.

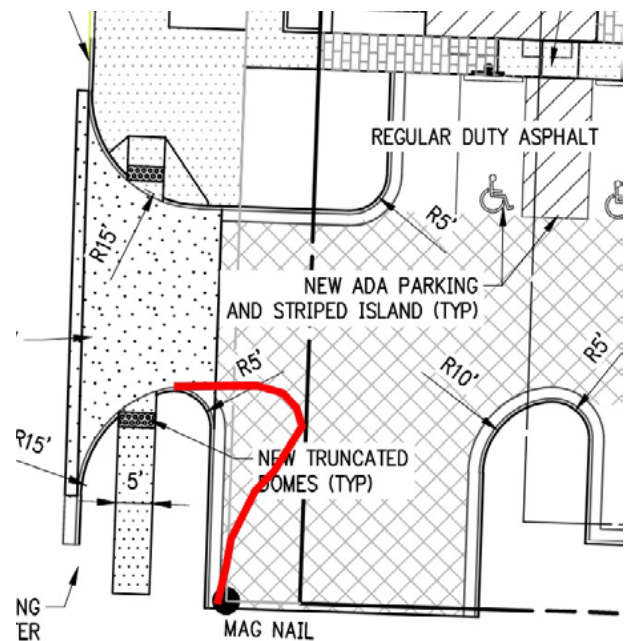
*The proposed parking will be to the side and rear of the structure in an appropriate manner. Recommend requiring the driveway to adjoining property to the south taper in on the westernmost side toward the ROW line with a 10' radius curve where it adjoins the driveway throat.*

**Dumpsters.** Dumpsters should be placed out of sight from the street or sidewalk.

*The dumpster cannot be easily hidden on the site. It is proposed to be located near the northern street frontage with the enclosure facing into the site. Recommend requiring dense evergreen screening including shrubs and trees to mitigate view of it.*

**Utilities and Equipment.** Mechanical and utility equipment should be screened from the view of the street and sidewalk.

*The transformer pad cannot be easily hidden on the site and will be located by the dumpster enclosure. Recommend requiring dense evergreen screening including shrubs and trees to mitigate view of it. Recommend requiring all roof mounted equipment be screen by parapet walls or separate solid screening materials.*



### **ARCHITECTURE**

**Façade Articulation.** Façades should be broken into bays with articulation that prevents the appearance of flat, unbroken walls. The design incorporates the appropriate use of coursing, corbeling, and the recessing of brick to create excellent façade articulation, particularly along those façades facing the public.

*The design incorporates the appropriate use of coursing, corbeling, and the recessing of brick to create excellent façade articulation, particularly along those façades facing the public.*

**Ground-Level Façade Detail.** A minimum of 2/3 of the first floor façades should be windows and all first story windows should be no higher than 3' above the ground.

*Staff interprets this provision to primarily toward façades facing a street or sidewalk. The north, south, and west facades will meet this requirement.*

**Building Materials.** Building materials shall include brick, stone, concrete, architectural metals, stucco/plaster, and wood trim. Glazing on the first floor should be at least 85% transparent.

*All proposed materials are appropriate. Recommend requiring no tinted glass be permitted on the first floor facades.*

**Building Entries.** Main pedestrian entries should be located towards the street.

*The structure will feature a pedestrian entry off Harkrider St.*

**Overhead Cover.** Overhead cover should have minimum clearance of 8'.

*Meets requirements.*

**Sidewalks.** Sidewalks shall be continuous from the façade of the structure to the edge of the street.

*Due to the size and design of Harkrider St, this requirement would mean 30' deep sidewalk would be required along Harkrider. Additionally, the city's standard details require a specialized streetscape design along Harkrider. Recommend requiring a 7.5' greenspace adjacent to the curb with a 13' sidewalk. Additionally, 7' deep planter beds consistent with the standard detail shall be required in the newly dedicated ROW with street trees planted no less than 35' apart on center.*

### **RECOMMENDATION**

Staff recommends approval of the application with the following conditions:

1. Require deferring review of the landscaping until the development review applicant is processed except that 1 street tree (canopy or understory) shall be provided for each 30' of street frontage along Monroe St.
2. Require the driveway to adjoining property to the south taper in on the westernmost side toward the ROW line with a 10' radius curve where it adjoins the driveway throat.
3. Require dense evergreen screening of the dumpster and transformer enclosures including shrubs and trees to mitigate view of them.
4. No tinted glass shall be permitted on the first floor facades.
5. Require all roof mounted equipment be screen by parapet walls or separate solid screening materials.
6. Require a 7.5' greenspace adjacent to the curb with a 13' sidewalk. Additionally, 7' deep planter beds consistent with the standard detail shall be required in the newly dedicated ROW with street trees planted no less than 35' apart on center.

# 766 Harkrider Street - New Commercial Structure

Old Conway Design Overlay District

I.D



View of the subject property from Polk St looking SE



Property adjacent to the E



Property adjacent to the N



Property adjacent to the N



Property adjacent to the S



Property adjacent to the S

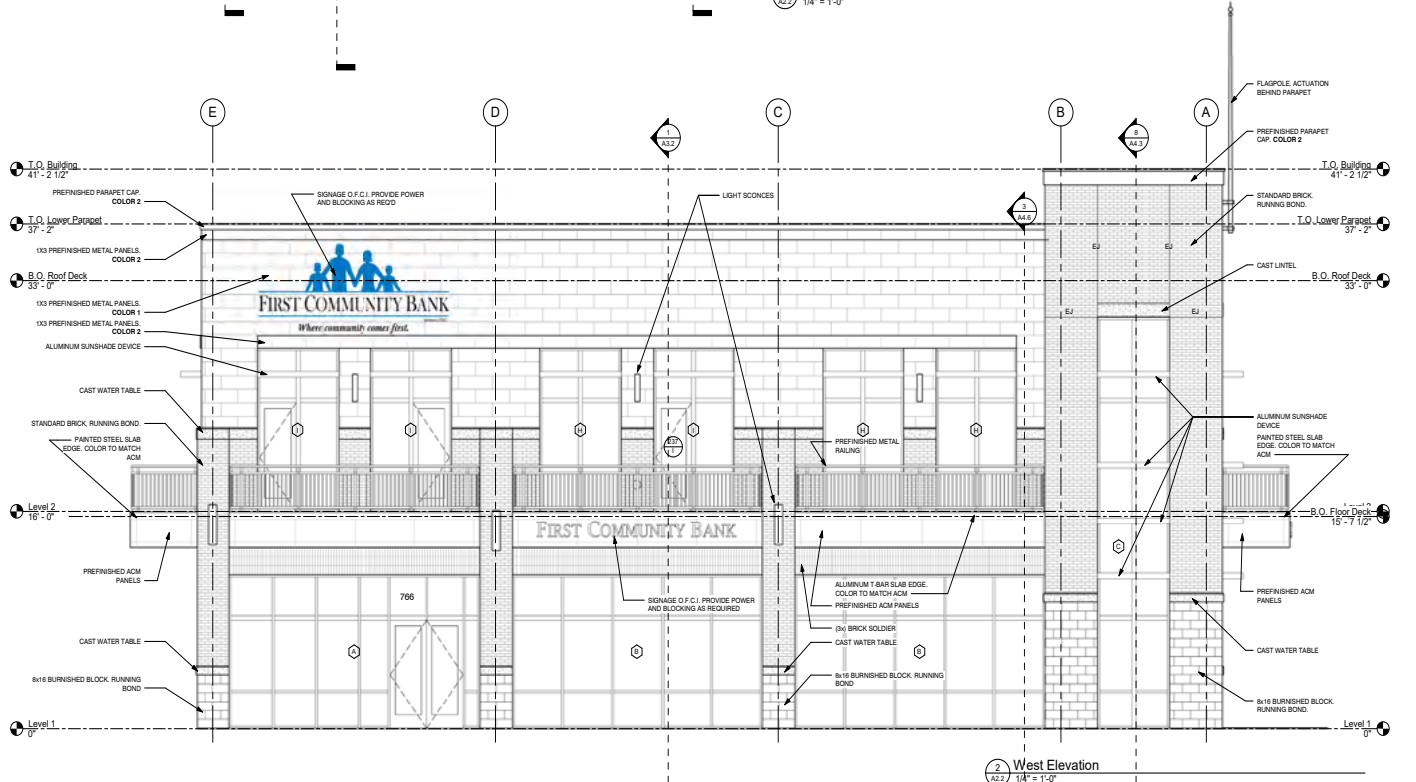
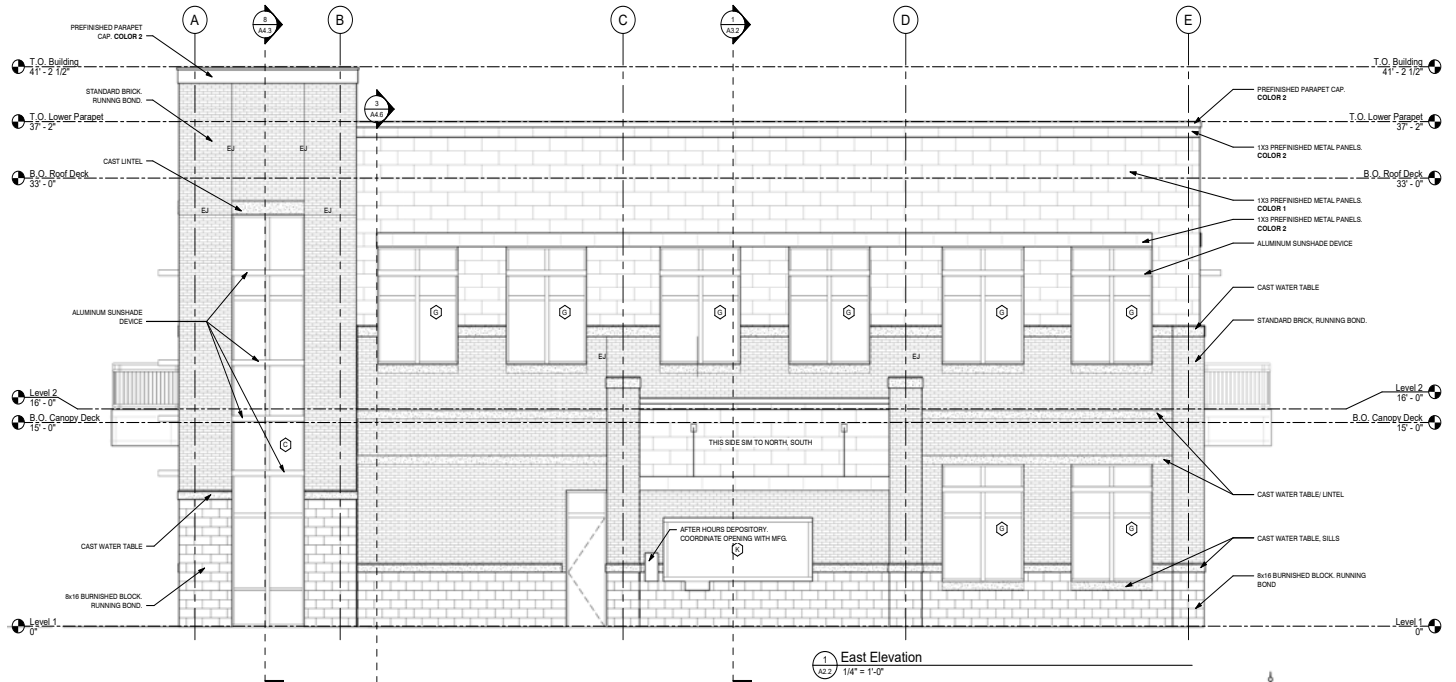




# 766 Harkrider Street - New Commercial Structure

Old Conway Design Overlay District

I.D

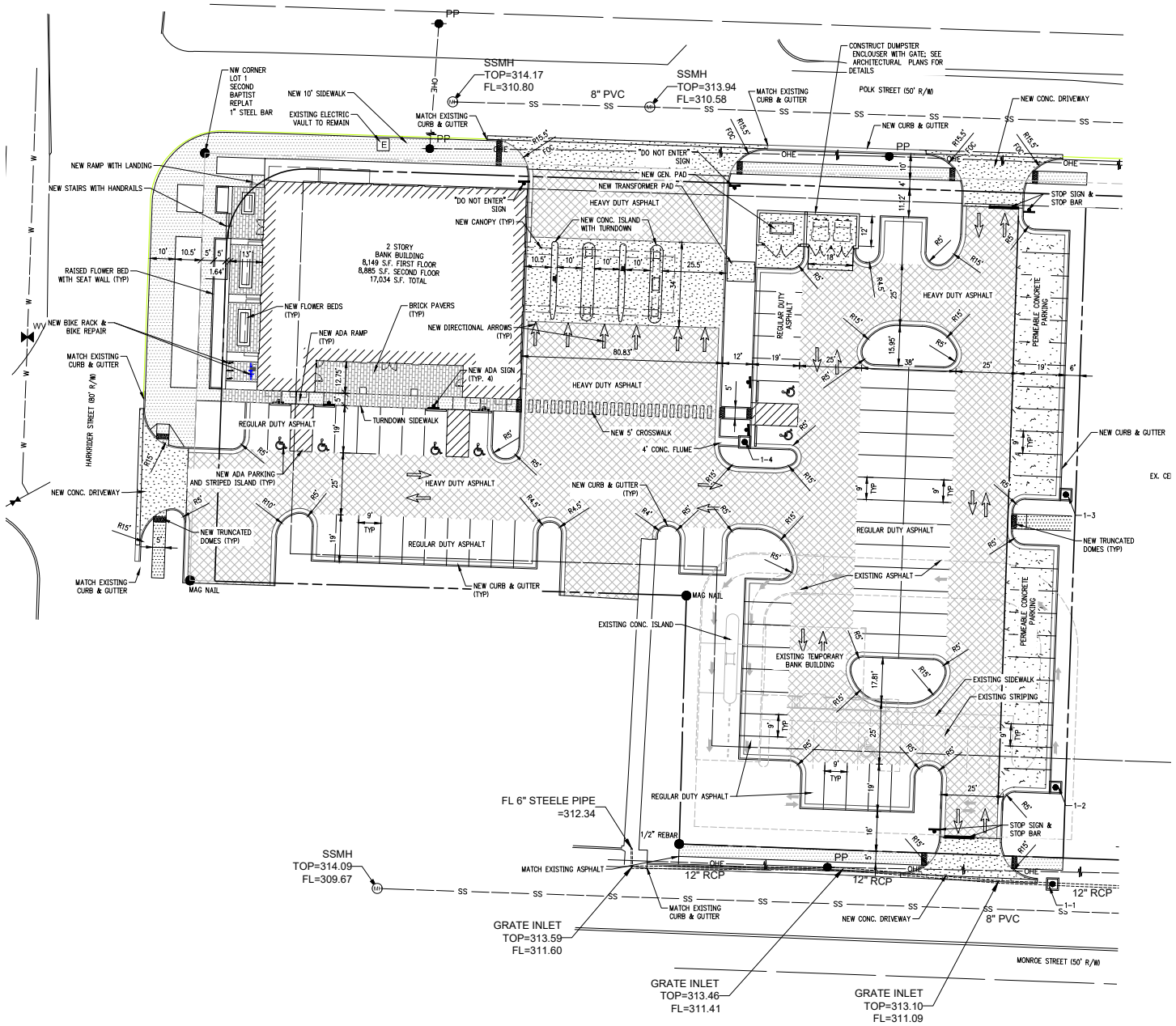


DRAWINGS, WRITTEN MATERIAL, AND DESIGN CONCEPTS SHALL NOT BE REPRODUCED IN WHOLE OR IN PART IN ANY FORM WITHOUT PRIOR ARCHITECT'S DO NOT SCALE DRAWINGS. USE GIVEN DIMENSIONS. VERIFY DIMENSIONS WITH THE ARCHITECT. CONTRACTOR SHALL CHECK ALL DIMENSIONS AND CONDITIONS AT JOB SITE.

# 766 Harkrider Street - New Commercial Structure

Old Conway Design Overlay District

I.D



**CONWAY HISTORIC DISTRICT COMMISSION BY-LAWS**

*Adopted April 29, 2003  
Amended February 2013  
Amended June 2018  
DRAFT September 2021*

**ARTICLE I. PURPOSE OF THE BY-LAWS**

It is the intent of these by-laws to prescribe the organization of the Conway Historic District Commission and to establish orderly, equitable, and expeditious procedures for the conduct of its affairs to the end that all may be informed, and the public well served. No by-laws shall conflict with any ordinance of the City of Conway nor any statute of the State of Arkansas.

**ARTICLE II. THE COMMISSION****A. Members and Terms**

1. The membership and the terms of service shall be as stipulated by the 2010 Historic District Commission Standards adopted by reference ordinance O-10-12 and amended on March 22, 2011 (O-11-27); amended October 27, 2015 (O-15-124); amended December 8, 2015 (O-15-137); amended June 12, 2018 (O-18-57). The term shall be for three (3) years, which shall begin on January 1 and end on December 31 or until a successor has been appointed.
2. Members who are appointed to fill vacancies for unexpired terms shall join the Commission at the next meeting following their appointment and confirmation.
3. The Chair, on behalf of the Commission, shall request the resignation of any member who has missed three (3) consecutive meetings without reasonable cause.

**B. Officers**

The Chair, Vice-Chair and Secretary

1. The Commission shall elect, each November, from its membership a Chair, a Vice-Chair, and a Secretary for terms of one (1) calendar year each. Officer terms shall run from January to December.
2. The Chair shall preside at all meetings and hearings of the Commission. The Vice-Chair shall assume all duties of the Chair in the Chair's absence. In the event of the absence or disability of the Chair and Vice-Chair at any meeting the other members shall elect a member to serve as the temporary Chair.
3. The Chair shall sign all approved minutes, and other appropriate documents on behalf of the Commission.
4. The Chair, in coordination with Staff, shall be responsible for the orientation and training of new members.
5. The Secretary shall, in coordination with Staff, be responsible for:
  - a. Monitoring the minutes of each meeting.
  - b. Maintaining a record of the by-laws of the Commission.
  - c. Maintaining a record of current membership of the Commission with their terms of office.
  - d. Maintaining a record of the organization of the Commission.
  - e. Distribution of conflict of interest forms at the appropriate time.

**ARTICLE III. COMMITTEES****A. Special Committees**

Special Committees may be created by the Commission. Membership of such committees shall be designated by the Chair with the approval of the Commission. The Chair shall designate a date for the submission of the committee's final report. Special committees shall be dissolved when their particular function or task has been completed. No special committee shall exist for a term of more than twelve (12) consecutive months, except by the direction of the Commission.

**B. Advisory Committees**

The Commission may create such advisory committees as it deems necessary or desirable. Each advisory committee shall be composed of at least two (2) Commissioners and other persons in a number determined by the Commission. Generally, members shall be private, professional, or technical representatives, public officials working on the problems with which the committee is concerned, and citizens who have special interest or experience with such problems.

**ARTICLE IV. MEETINGS****A. Regular Meetings**

## 1. Date

The Commission shall, on or before the last regular meeting each year, adopt a calendar of regular meeting dates for the forthcoming year.

## 2. Place

The Commission shall meet regularly in the City Hall .

**B. Special Meetings**

Special meetings may be called by the Chair, or by a quorum of the Commissioners, or by a majority of those present at a regular or called meeting.

**C. Executive Sessions**

The Commission may, either before, during or after any meeting, sit in executive or private session. No discussion or official business shall be transacted during such session except privileged matters relating to personnel as allowed by law.

**D. Freedom of information Act**

In all appropriate Commission activities, the requirements of the Arkansas Freedom of Information Act shall be observed. All meetings shall be open to the public and shall be subject to audio and/or video recording. Recordings shall be kept in perpetuity.

**ARTICLE V. CONDUCT OF BUSINESS****A. Order of Agenda**

All meetings shall be conducted in accordance with an agenda, which may include these topics and cases.

## 1. Call to order and roll call

## 2. Finding of a quorum

## 3. Approval of previous minutes

4. Old business
5. New business
6. Committee reports
7. Announcements and other business
8. Adjournment

**B. Order of Hearing**

The recommended order at a hearing is as follows:

1. Announcement of the item by the Chair.
2. Presentation of the staff report.
3. Applicant's presentation (limited to 10 minutes; such time may be extended upon discretion of the Chair).
4. Presentation by other interested persons (limited to 10 minutes – such time may be extended upon discretion by the Chair).
5. Public comment (limited to 3 minutes per person).
6. Closing of the hearing by the Chair.
7. General discussion and questions by the Historic District Commissioners (Commissioners may request clarification from the staff or applicant on items addressed in the public hearing).
8. Commission action.

**C. Conduct of Hearing**

Prior to opening of the hearing, the Chair shall read, or cause to be visually displayed, the following, which shall form the rules of conduct for the hearing.

1. No person shall address the Historic District Commission without first being recognized by the Chair.
2. All questions and remarks shall be made from the podium and addressed through the Chair.
3. After being recognized, each person shall state their name and address for the record.
4. When a group of citizens is present to speak about an item, a spokesperson shall be selected by the group to address the Historic District Commission.
5. All remarks shall be addressed to the Historic District Commission as a whole and not to any individual member.
6. No person, other than members of the Historic District Commission and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Historic District Commission without permission of the Chair.
7. Once the public hearing is closed by the Chair, no person in the audience shall address the Historic District Commission on the matter without first securing permission to do so by a majority vote of the Historic District Commission membership present at the meeting.

**D. Standard Rule of Procedure**

Except as may otherwise be set forth in these by-laws, parliamentary procedure shall be as prescribed in the latest edition of Procedural Rules for Municipal Officials, as published by the Arkansas Municipal League. Procedural provisions of these by-laws may be suspended with consent of 2/3 of the Historic District Commission membership present.

**E. Rules of Procedure**

1. Quorum - A quorum for the transaction of business shall be five (5) members.
2. Vote and proxy - Each Commissioner, including the Chair, shall be entitled to one (1) vote. No Commissioner shall cast a vote for another Commissioner by proxy. Any member of the Commission who may have a conflict of interest in any property or decision relating to such property, which shall be the subject matter of, or affected by, a decision of the Commission shall recuse him/herself from participating in the public discussion or votes on the matter.
3. Motion and voting - Any matter of business requiring action by the Commission may be presented by oral motion. Votes may be conducted by voice vote. In the event of a vote which is not unanimous, a roll call vote shall be required. The minutes shall indicate how each member voted, including abstentions.
4. Majority vote - A simple majority of those present at an official meeting shall be sufficient to approve any item, unless otherwise specified by city ordinance.

**F. General Policies**

1. Advisory Opinion - Neither the Commission nor any committees shall, by vote, issue an advisory opinion.
2. Closing of docket - No application for any action by the Historic District Commission shall be submitted to the Commission, or prepared for submission, unless the same has been filed in the required fashion of the appropriate ordinance or in accordance with the established Historic District Commission calendar.
3. Public records - All minutes of Commission meetings and all petitions, applications, reports, and other documents shall be open to the public and available for inspection at reasonable times, as provided by law. All such records shall be kept in perpetuity.
4. Calendar - All items requiring Historic District Commission review shall be considered only at a regular or special Historic District Commission meeting.
5. Reconsideration of Denied or Amended Applications
  - a. Expunging action  
The Commission may, when it deems necessary, expunge any motion and a subsequent action in order to introduce a substitute motion for other action. The motion to accomplish such shall be made by a person voting in the majority, immediately and preceding the introduction of the next item of business on that agenda. When an item has been voted on and passed over for the next item of business, it shall not be recalled at the meeting for further action unless the rules are suspended by 2/3 majority of those voting.
  - b. Reconsideration  
Except with 2/3 consent of all members present at a meeting, no matter, on which final action has previously been taken, shall be reopened for further consideration or action. If reconsideration is granted by the Commission, the case will be rescheduled for the next regular meeting and a new application will be made. A new application shall consist of new drawings/plans/documents, new fees, and renotification of property owners.
  - c. Withdrawals before Historic District Commission action.  
No application, which has been docketed for public hearing and advertised for such hearing shall be withdrawn, except as follows:

1. Upon receipt of a written request no less than five (5) business days prior to the public hearing for the application of record.
2. No applicant shall be allowed to withdraw an application within five (5) business days or during the public hearing.
3. The applicant may withdraw the application after the public hearing, but prior to Commission action.
4. In the event that the case is withdrawn after the public hearing has been advertised, the same case shall not be resubmitted for at least two (2) consecutive, regularly scheduled Historic District Commission meetings.
6. Applicant attendance at meeting  
The applicant, on each item docketed, shall be present or represented at the meeting and prepared to discuss the request. Applications for which there is no representative present shall be tabled.
7. Precedents  
Each item docketed shall be decided upon its own merit and circumstances attendant thereto. No action shall be considered a precedent for future action.

**ARTICLE VI. AMENDMENTS**

These by-laws may be amended or repealed by an affirmative vote of not less than 2/3 of the full membership of the Commission. A proposed amendment, or a motion to repeal shall first be presented in writing at a regular meeting and placed on the agenda of subsequent regular meetings for action unless ten (10) days written notice has been given to all Commissioners, in which case, action may be taken at any regular or called meeting. No amendment shall conflict with any ordinance of the City of Conway or any statute of the State of Arkansas.





## 2022 SCHEDULED MEETING DATES

Application Deadline	Historic District Commission Meeting
January 7, 2022	January 24, 2022
February 11, 2022	February 28, 2022
March 11, 2022	March 28, 2022
April 8, 2022	April 25, 2022
May 6, 2022	May 23, 2022
June 10, 2022	June 27, 2022
July 8, 2022	July 25, 2022
August 5, 2022	August 22, 2022
September 9, 2022	September 26, 2022
October 7, 2022	October 24, 2022
November 10, 2022 <sup>1</sup>	November 28, 2022
December 9, 2022	December 28, 2022 <sup>2</sup>

- Historic District Commission meetings are held the 4<sup>th</sup> Monday of each month at 5:30pm.
- All meetings are held in 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 Citizens Self-Service 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 Planning Commission if Staff determines that all comments have been addressed.

<sup>1</sup> Deadline moved due to Veterans Day observance

<sup>2</sup> Meeting moved due to Christmas Day observance & December 27<sup>th</sup> City Council agenda

In accordance with Historic District Commission By-Laws, Article II, Section B, *“The Commission shall elect from its membership, a Chair, a Vice-Chair, and a Secretary for terms of one (1) calendar year.”*

**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.