



CITY OF CONWAY, ARKANSAS HISTORIC DISTRICT COMMISSION

October 25, 2021 • 5:30pm • 1111 Main Street



City of Conway

HISTORIC DISTRICT COMMISSION

October 25, 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. September 27, 2021

I. Public Hearing Items - Old Conway Design Overlay District

- A. 1501 Scott Street - Conway First Church of the Nazarene Addition (HDR-1021-0124)
- B. 1629 South Boulevard - Sallie Cone Preschool Ancillary Building Additions (HDR-1021-0125)
- C. 517 Fifth Street - New Duplex Residence (HDR-1021-0126)

II. Additional Business

- A. Consideration to amend the Historic District Commission By-Laws
- B. Items as decided by the Commission

Adjourn.

1501 Scott Street - Church Addition

Old Conway Design Overlay District

I.A

APPLICANT

Conway First Church of the Nazarene
Tim Britton
PO Box 687
Conway, AR 72033

OWNER

First Church of the Nazarene
526 Center St
Conway, AR 72034

DESIGN PROFESSIONAL

Daniel G. White

CONTRACTOR

Zion Church Builders, Inc.



SITE

Address. 1501 Scott St.

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

Abutting Zoning. R-2A (Two Family District), Old Conway Design Overlay Suburban District.

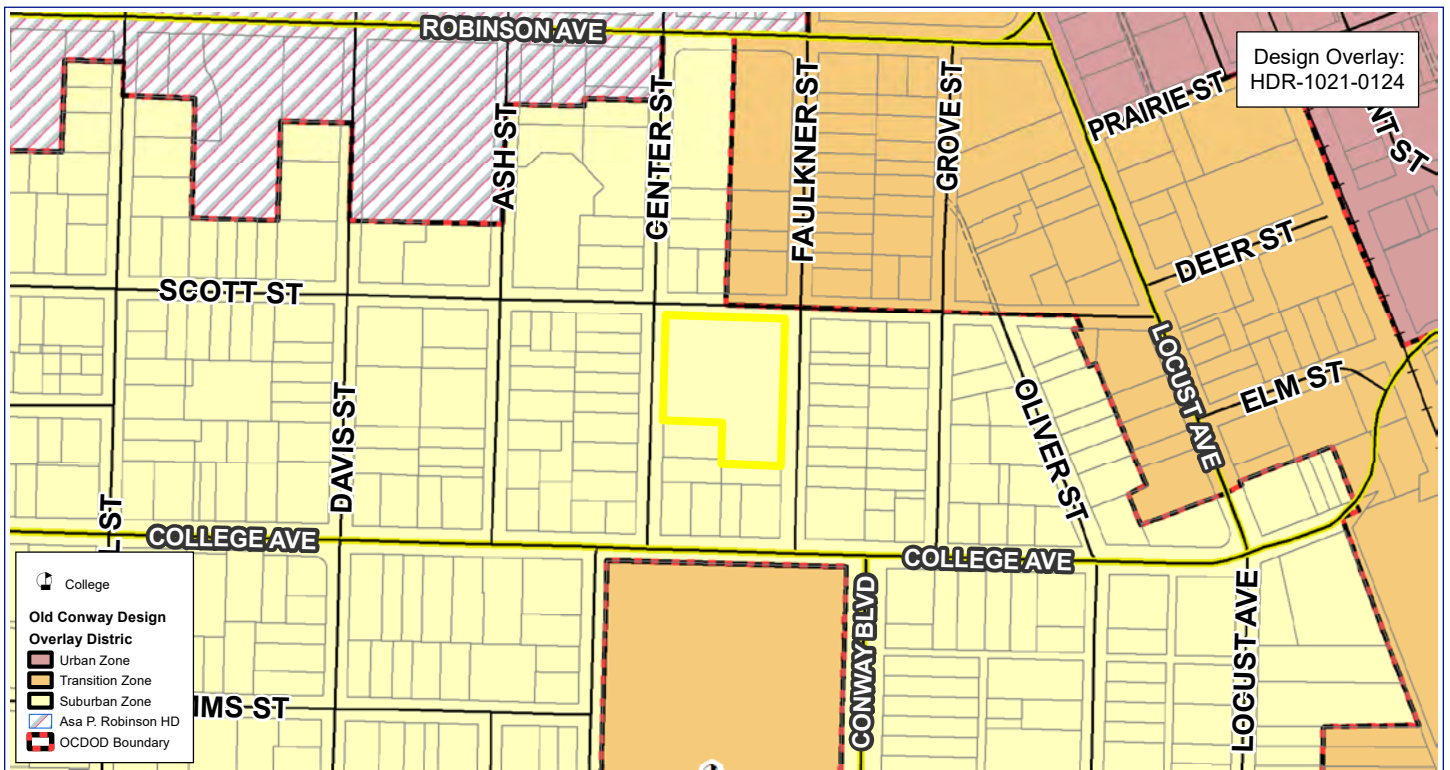
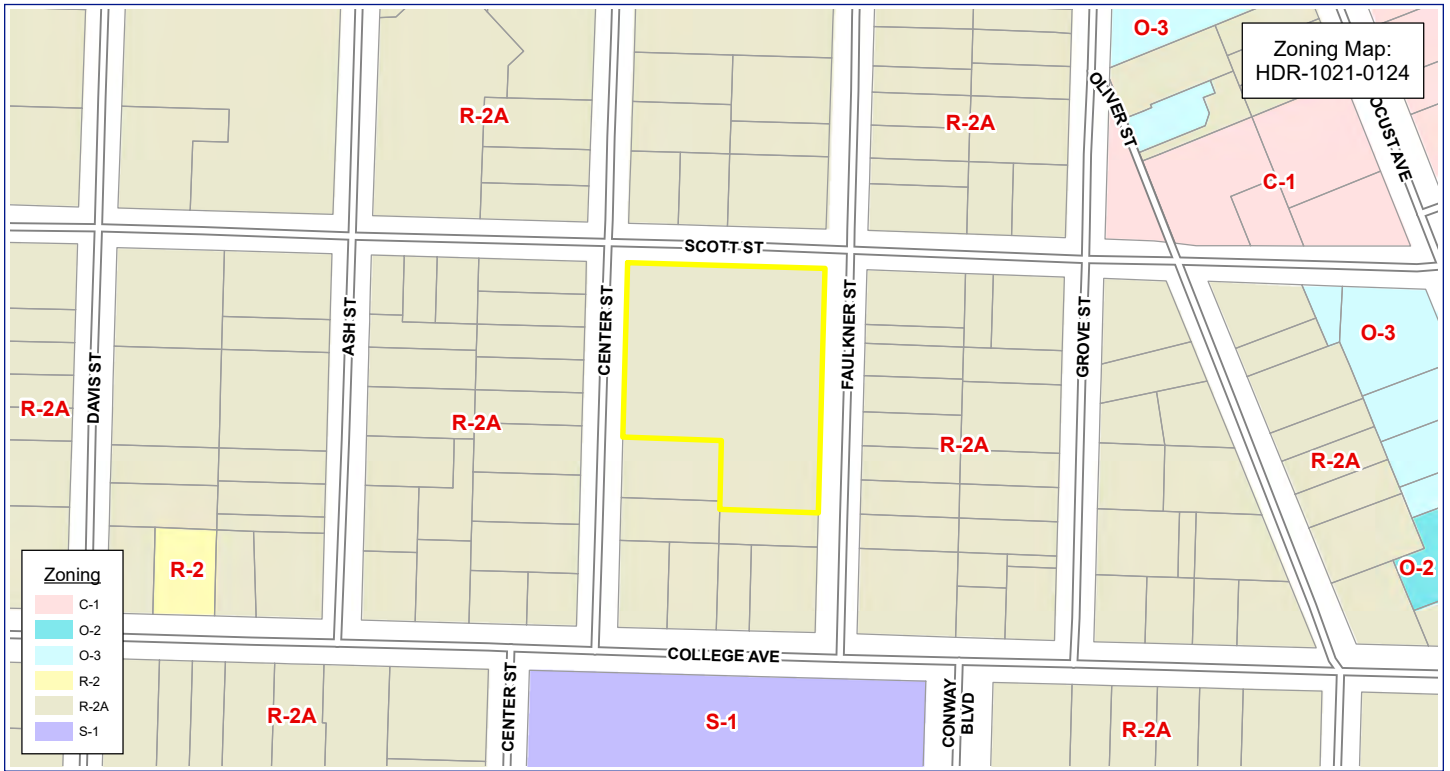
Lot Area. 2.19 acres ±.

Surrounding Area Structures. The property is located in the Old Conway Design Overlay Suburban District on the south side of Scott St. Area structures consist of single-family homes of various styles including ranch and minimal traditional.

General Description of Property and Proposed Development. The applicant is proposing to construct a ~10,000 sf addition to the existing church facility for the Conway First Church of the Nazarene. The proposed structure features a contemporary design. It will feature a children's worship area, classrooms, and cafe.

1501 Scott Street - Church Addition

Old Conway Design Overlay District



Site Planning. Structures should either have deep campus-like setbacks or directly address the street. Public entries should be clearly defined and architecturally distinguished.

The proposed main entrance has a monumental character that ties the existing structure and addition together. However, the setback of the structure due to the proposed circle drive places primacy on the existing structure and not the proposed addition. Recommend discussing alternatives that could achieve the desired intent of a drop-off (at the street or via a deeper circle drive). Limited precedence exists for circular drop-offs in front of churches in Old Conway. The notable exception is First Baptist which has a deeper drop-off that was approved prior to the passage of the regulations and exists in the Robinson HD. Most drop-offs occur at the side such as the existing location of the drop-off at this site.

Note: The included site plan does not match the proposed elevations or rendering.

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.

Architecture of the proposed addition relates well to the existing structure on-site in a direct way by mimicking the roof form and grand arch entrance. The detailing and articulation of the proposed addition help hide the square design of the addition.

Shutters, Roof, Decks/Plaza Space, Skylights, Mechanical Screening. Roofing should respect the character of the surrounding area with respect to materials, pitch, and form.

The roof form relates to the existing structure on-site and appears appropriate.

Landscaping/Sidewalks/Sidewalk Furniture. Sidewalks must be provided with all projects. Institutional structures with minimal setbacks shall require appropriate urban landscaping.

Recommend deferring setting landscaping requirement at the development review phase. Landscaping should be at least 1.25 X required landscaping and include the planting of street trees along Scott St.

Parking. Parking that abuts public sidewalks must be buffered by fencing, walls, and/or landscaping. Parking should be placed interior to the lot.

The gravel parking lot that was established after demolition of the structure on the north side of Scott St will need to be addressed at the development review phase. Staff cannot find any HDC or development review application that permitted establishment of the parking lot.

RECOMMENDATION

Staff recommends approval of the item with the following conditions:

1. Resolution of discussion with HDC regarding the proposed front circle drive and front setback of the addition.
(Note: This condition may be replaced and changed by HDC.)
2. Require materials as proposed on the indicated drawing be used.
3. Require 25% additional plantings as part of the development review process.
4. Require the gravel parking lot north of the site be addressed via the development review process.
5. HVAC and all mechanical equipment be placed in a manner to minimize its visibility from the street.
6. All roof mounted mechanical equipment shall be fully screened.
7. Submit revised drawings to the Planning Director for approval prior to release of the COA.

1501 Scott Street - Church Addition

Old Conway Design Overlay District

I.A



View of subject property from Scott St looking SW



View of existing building from Scott St looking S



View of existing building from Center St looking E



Property adjacent to the S



Property adjacent to the N

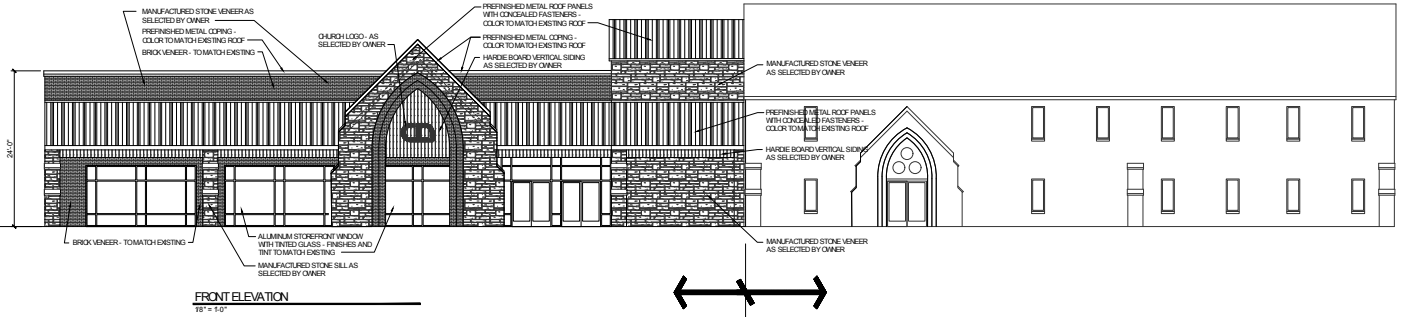
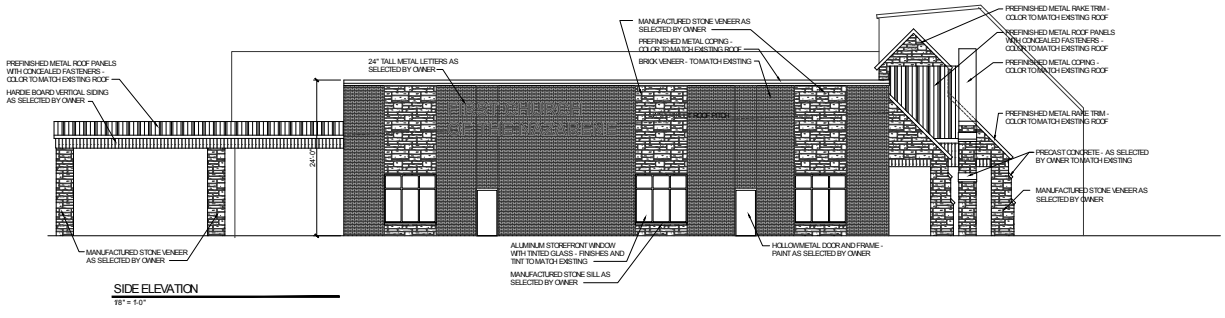
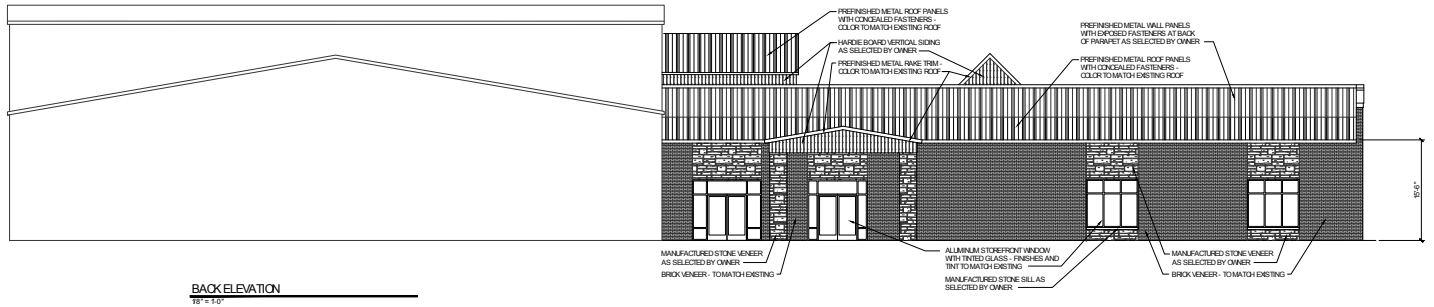


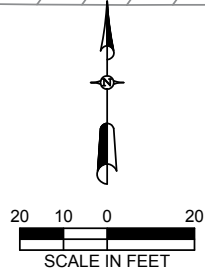
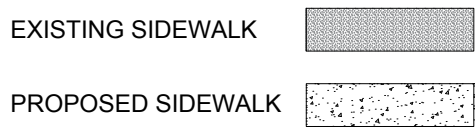
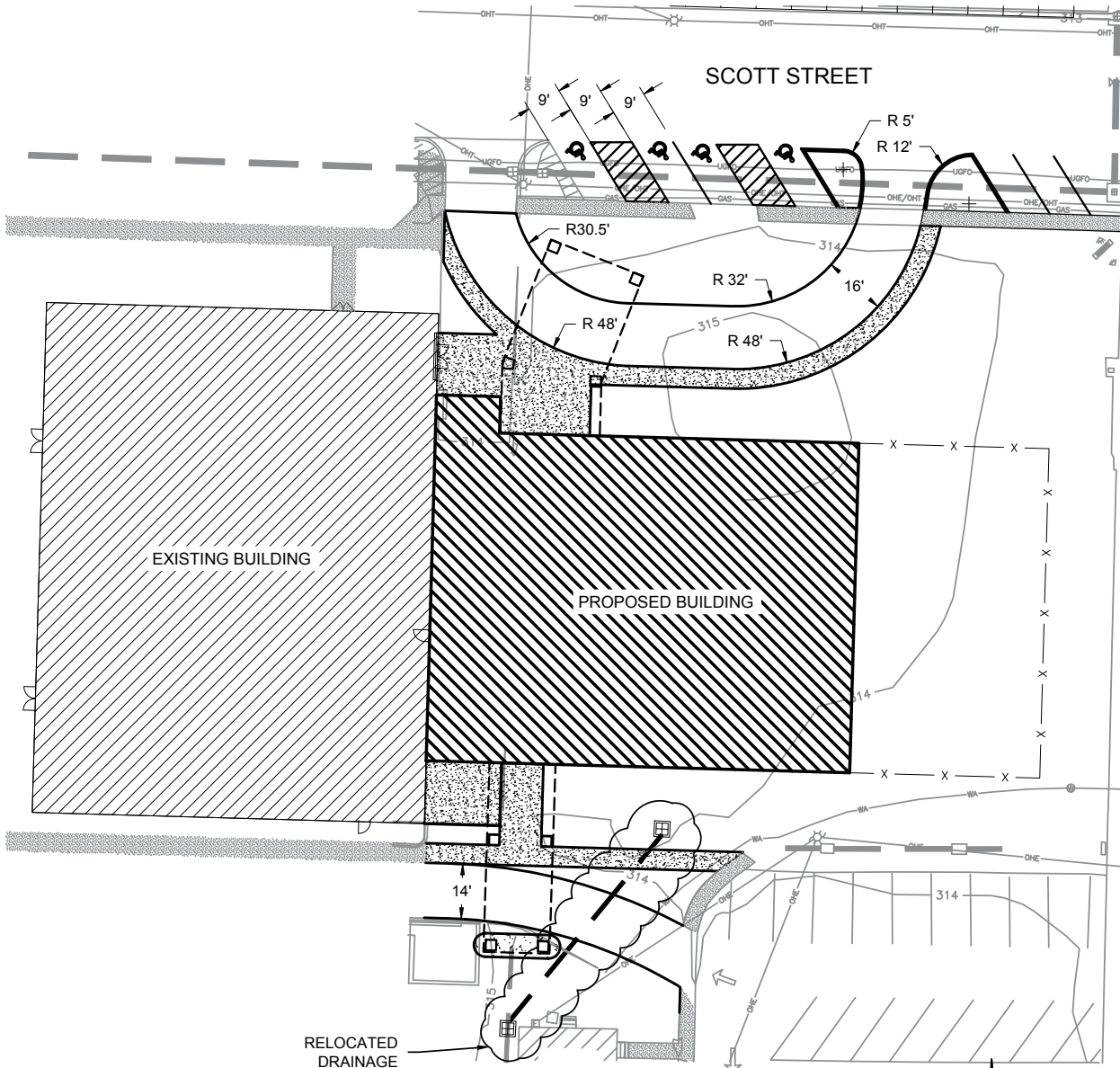
Properties adjacent to the E


1501 Scott Street - Church Addition

Old Conway Design Overlay District

I.A





		HALL ENGINEERING GROUP, LTD. P.O. BOX 241302 Little Rock, Arkansas 72223 justin@hallengineers.com www.hallengineers.com PHONE: 501-588-3355	
JOB ADDRESS: CHURCH OF THE NAZARENE		ISSUED: 04/27/18	
INCLUDED: CONWAY, AR		REVISED:	
DRAWN BY: V. COOPER		SHEET #: 1 OF 1	
			S-1

1629 South Boulevard - Ancillary Building Additions

Old Conway Design Overlay District

APPLICANT/AUTHORIZED AGENT/DESIGN PROFESSIONAL

Rus Fason/WER Architects
901 West 3rd St
Little Rock, AR 72201

OWNER

Conway Public Schools
2220 Prince St
Conway, AR 72034



SITE

Address. 1629 South Blvd.

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

Abutting Zoning. S-1 (Institutional), Old Conway Design Overlay Transition District; R-2A (Two-Family Residential), Old Conway Design Overlay Suburban District.

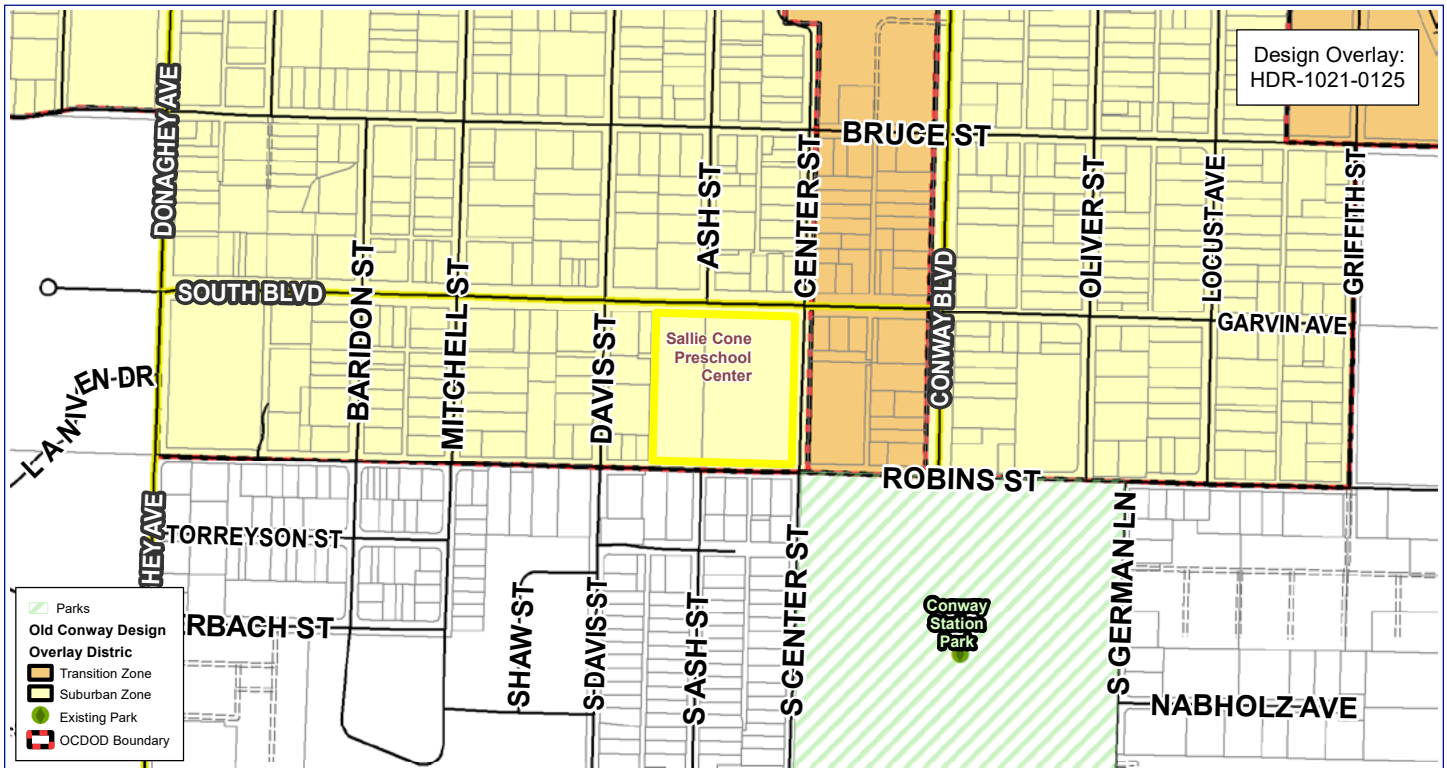
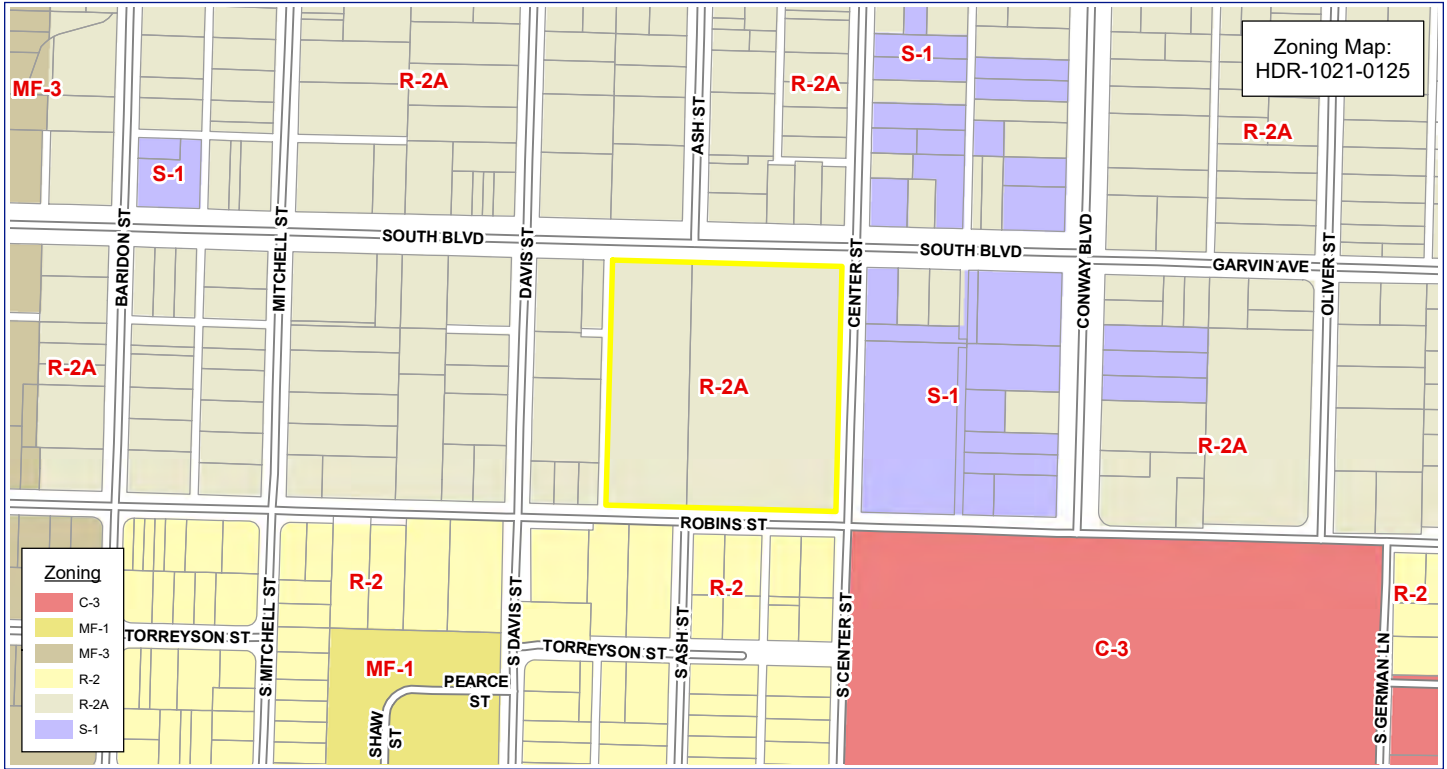
Lot Area. 7.4 acres ±.

Surrounding Area Structures. The property is located in the Old Conway Design Overlay Suburban District on the southwest corner of South Blvd and Center St. Area structures to the south and west consist of single-family and two-family residences. Area structures to the north and east consist of single-family residences and institutional uses.

General Description of Property and Proposed Development. The applicant was previously granted approval in June 2020 to demolish a portion of the site and construct a new safe room/dining structure along with a new green space and play area as well as a parking lot. Several ancillary structures on-site were displaced from their original locations interior to the site by the new construction. These existing structures were not included on plans approved in June 2020. Upon final inspection of the site, staff discovered the ancillary structures were moved to a new location on-site and the applicant was instructed to apply for approval of the structures.

1629 South Boulevard - Ancillary Building Additions

Old Conway Design Overlay District



Ancillary Structures/Outbuildings. New outbuildings use materials, windows, doors, and architectural detailing that are compatible to the main structure.

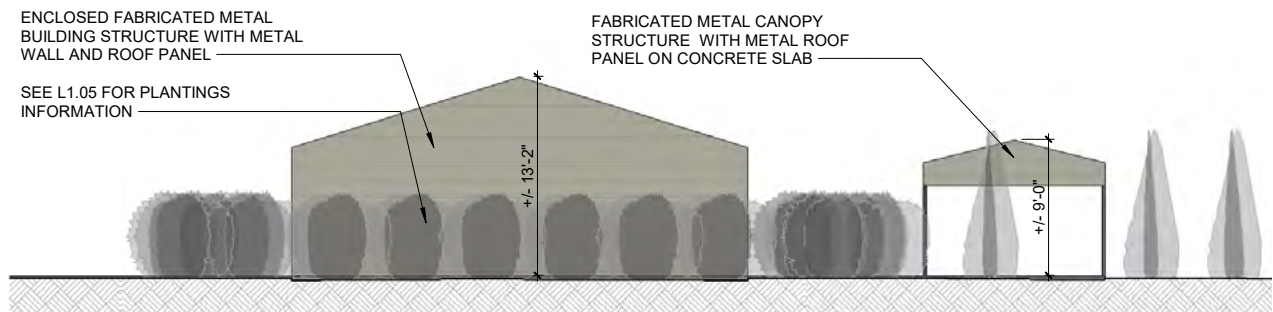
The structures are in a highly visible location after being moved. However, given that the structures were existing to the site and moved to new locations, it is preferable to use vegetative screening rather than architectural treatments to soften the appearance of the structures. Recommend the following modifications to the proposed plantings.

1. All crepe myrtles be replaced with a cultivar such as Leyland Cypress or Arborvitae Green Giant.
2. At least 1/3 of all the hollies be replaced with a taller growing holly cultivar (Red Beauty Holly, Emerald Colonnade Holly) or Firethorn, English Laurel, or Wichita Blue Juniper.

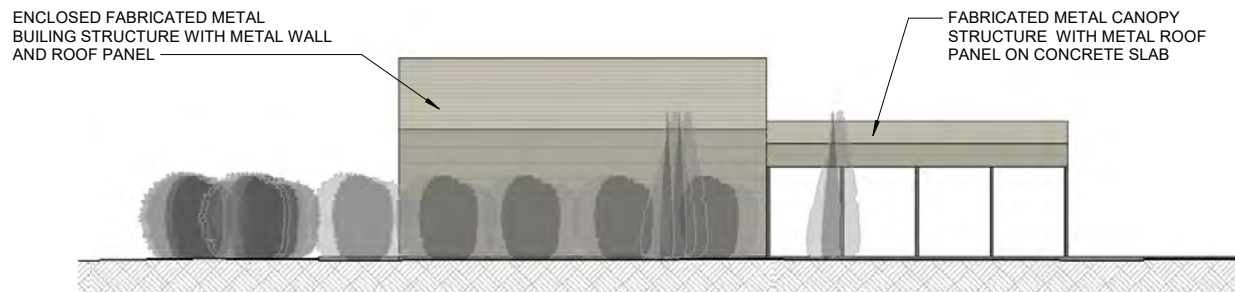
RECOMMENDATION

Staff recommends approval of relocation of the ancillary outbuildings with the following conditions:

1. Planting be carried out as indicated in the proposed plans with the following modifications. All Crepe Myrtles be replaced with a cultivar such as Leyland Cypress or Arborvitae Green Giant. At least 1/3 of all the Hollies be replaced with a taller growing holly cultivar (Red Beauty Holly, Emerald Colonnade Holly) or Firethorn, English Laurel, or Wichita Blue Juniper.



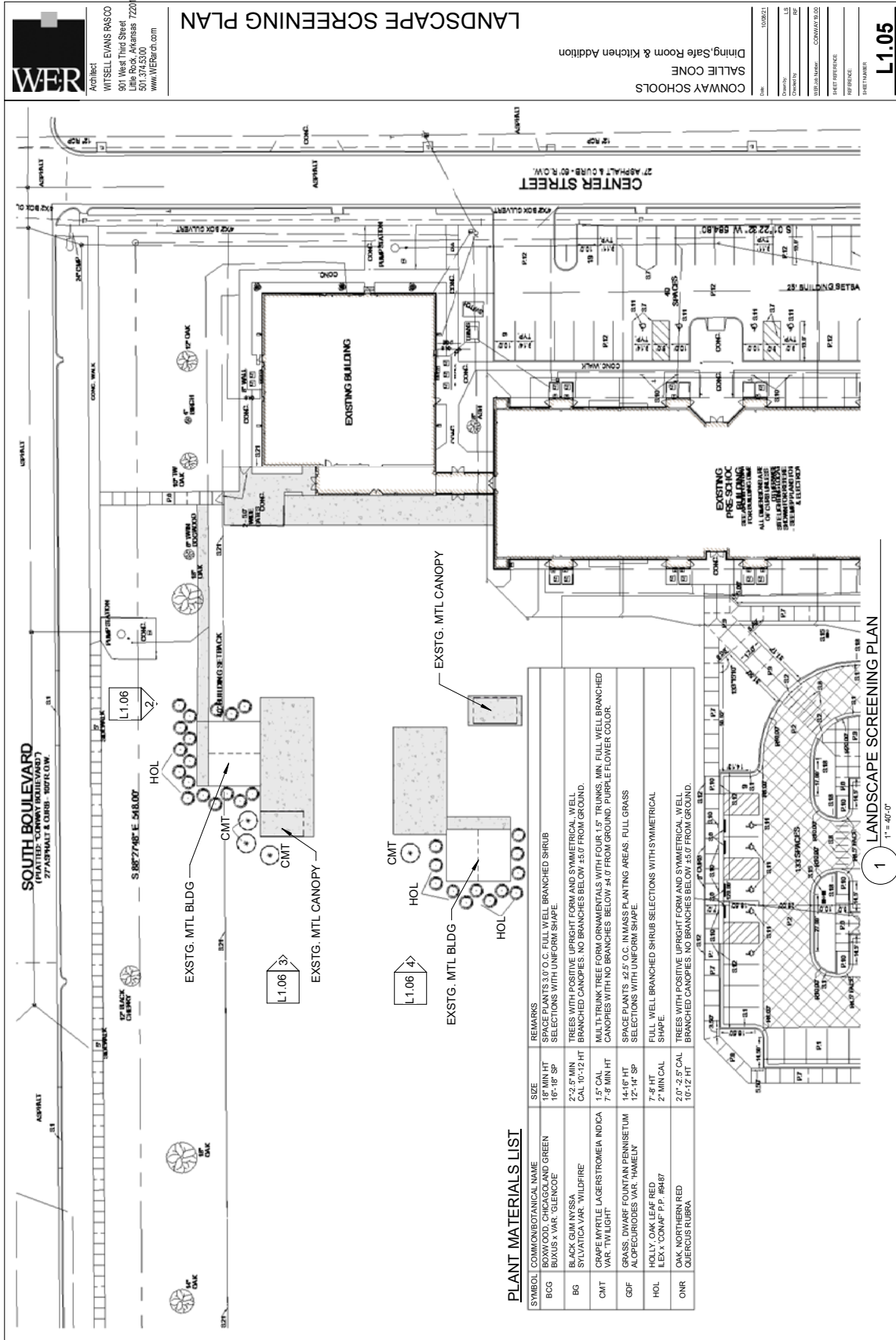
2 NORTH EXTERIOR ELEVATION
1/8" = 1'-0"



3 WEST EXTERIOR ELEVATION - A
1/8" = 1'-0"



4 WEST EXTERIOR ELEVATION - B
1/8" = 1'-0"



WER
 Architect
 WITSELL EVANS RASCO
 901 West Third Street
 Little Rock, Arkansas 72201
 501.374.5300
 www.werarch.com

LANDSCAPE SCREENING PLAN

CONWAY SCHOOLS
 SALLIE CONE
 Dining Safe Room & Kitchen Addition

Date:	10/09/21
Drawn by:	LS
Checked by:	DE
Scale:	AS SHOWN
Sheet Name:	CONWAY 1629
Sheet Reference:	
Sheet Number:	

L1.05

PLANT MATERIALS LIST

SYMBOL	COMMON/TROPICAL NAME	SIZE	REMARKS
BCG	BOXWOOD, CHICAGO/LAND GREEN BUAUS X VAR. 'GLENDE'	18" MIN HT 18-18" SP	SPACE PLANTS 3.0' O.C. FULL WELL BRANCHED SHRUB SELECTIONS WITH UNIFORM SHAPE.
BG	BLACK GUM NYSSA SYLVATICA VAR. 'WILDFIRE'	2'-2.5' MIN CAL 10-12 HT	TREES WITH POSITIVE UPRIGHT FORM AND SYMMETRICAL, WELL BRANCHED CANOPIES. NO BRANCHES BELOW ±5.0' FROM GROUND.
CMT	GRAPE MYRTLE LAGERSTROMIA INDICA VAR. 'TWILIGHT'	1.5" CAL 7-9" MIN HT	MULTI-TRUNK TREE FORM ORNAMENTALS WITH FOUR 1.5" TRUNKS. MIN. FULL WELL BRANCHED CANOPIES WITH NO BRANCHES BELOW ±4.0' FROM GROUND. PURPLE FLOWER COLOR.
GDF	GRASS, DWARF FOUNTAIN PENNISETUM ALOPECUROIDES VAR. 'HAMELYN'	14-16" HT 12"-14" SP	SPACE PLANTS ±2.5' O.C. IN MASS PLANTING AREAS. FULL GRASS SELECTIONS WITH UNIFORM SHAPE.
HOL	HOLLY OAK LEAF RED ILEX X CONIF P.P. #487	7-8" HT 2" MIN CAL	FULL WELL BRANCHED SHRUB SELECTIONS WITH SYMMETRICAL SHAPE.
ONR	OAK, NORTHERN RED QUERCUS RUBRA	2.0'-2.5' CAL 10-12 HT	TREES WITH POSITIVE UPRIGHT FORM AND SYMMETRICAL, WELL BRANCHED CANOPIES. NO BRANCHES BELOW ±5.0' FROM GROUND.

1 LANDSCAPE SCREENING PLAN
 1" = 40'-0"

1629 South Boulevard - Ancillary Building Additions

Old Conway Design Overlay District

I.B



View of subject property from South Blvd looking S



View of subject property from South Blvd looking SE



Property adjacent to the NW



View of subject property from parking area looking N



Property adjacent to the N



Property adjacent to the N

517 Fifth Street - New Duplex Residence

Old Conway Design Overlay District

I.C

APPLICANT

Noemi Castro
5220 Stockton Rd
Conway, AR 72034

OWNER

Angelica Castro
283 Summit Station Rd
Arroyo Grande, CA 93420

DESIGN PROFESSIONAL

Cheryl Linn



SITE

Address. 517 Fifth St.

Present Zoning. R-2 (Low-Density Residential), Old Conway Design Overlay Suburban District.

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

Lot Area. 0.22 acres ±.

Surrounding Area Structures. The property is located in the Old Conway Design Overlay Suburban District on the south side of Fifth St between Factory St and Ingram St. Area structures consist of single-family residences in ranch and minimal traditional styles.

General Description of Property and Proposed Development. The applicant is proposing to construct a new 2,288 square foot two-family home in a contemporary style.

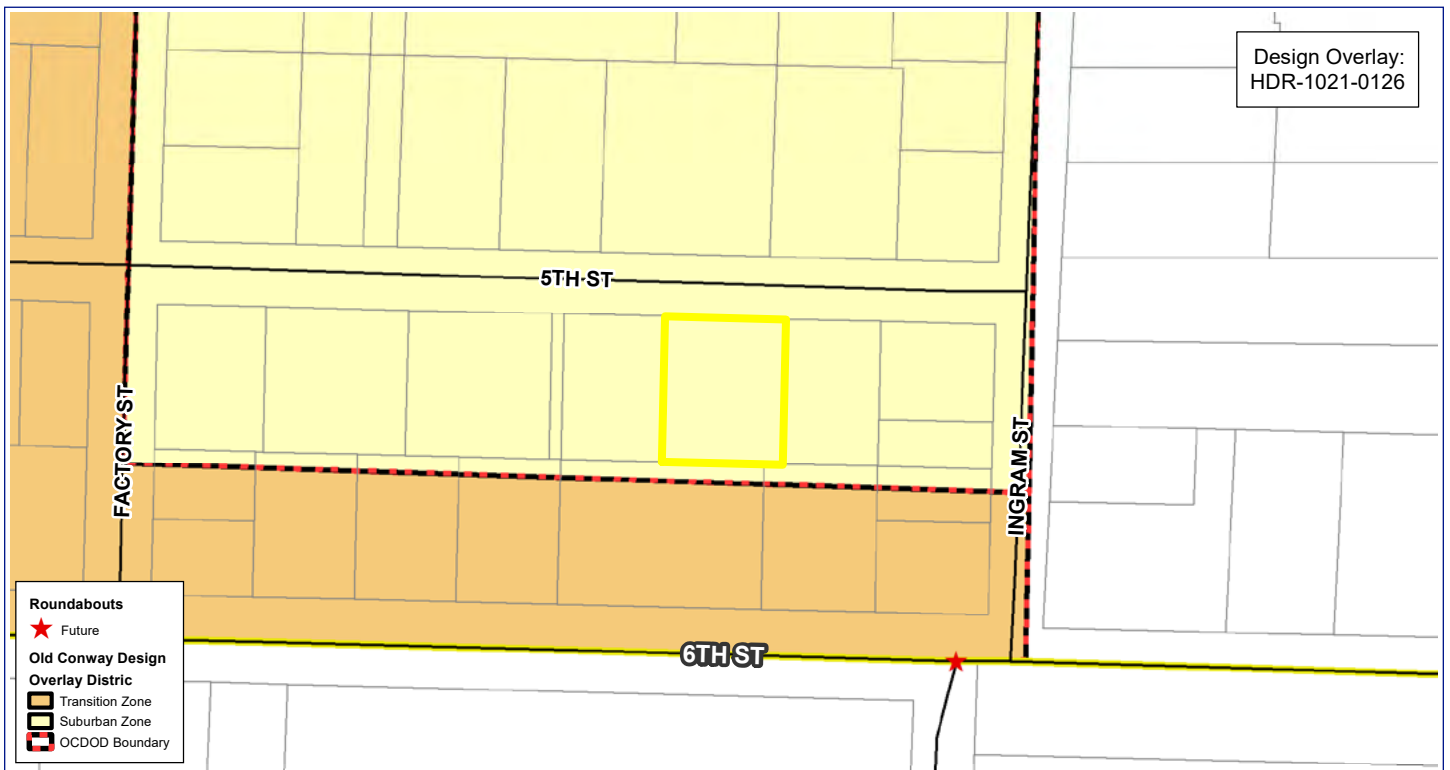
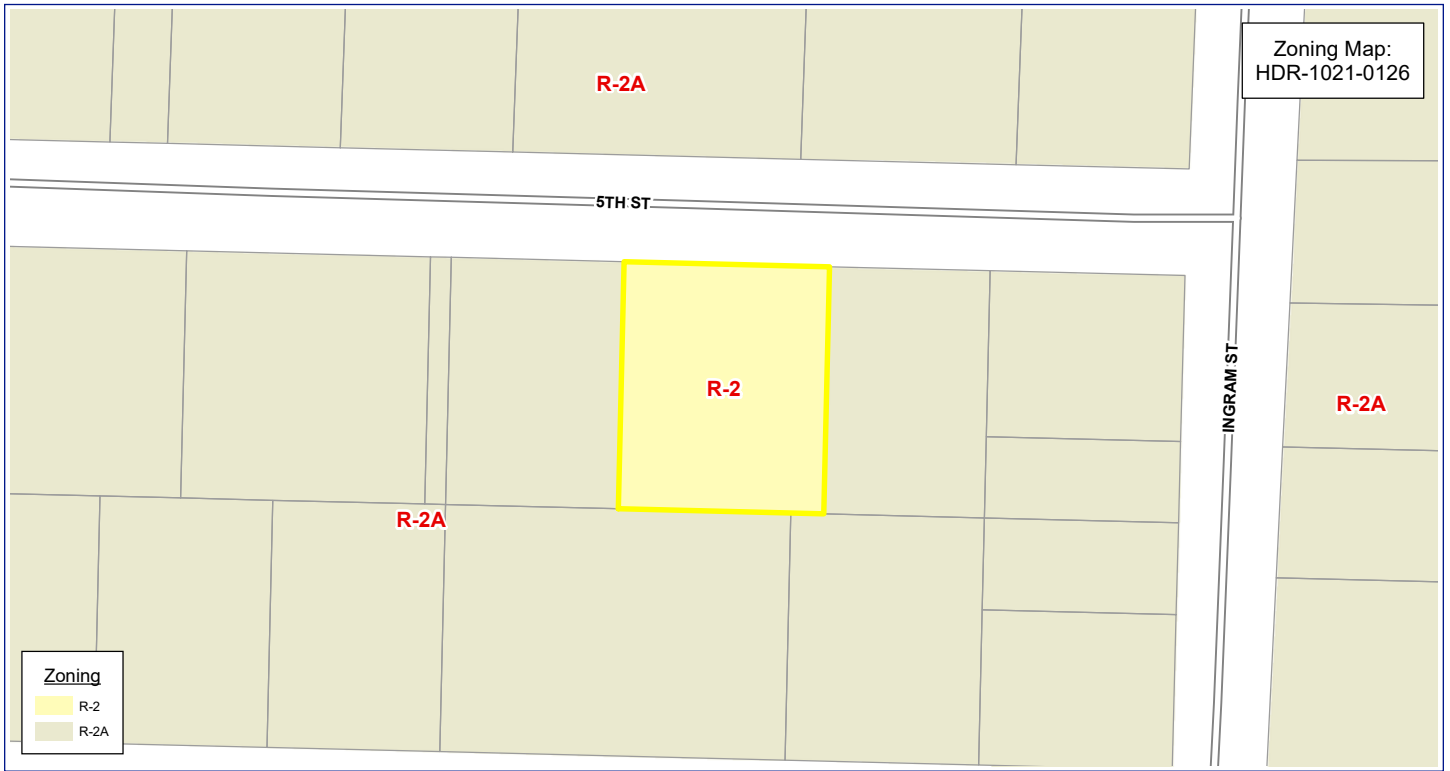
Setbacks and Spacing. Front setbacks are allowed within a range of 85% to 115% of the average front setback of the area. The average front setback for the area is 22', based on four properties to the east and west. The applicant is proposing a front setback of 26'. Other setbacks for the site comply with all regulations.

The proposed setbacks and spacing are appropriate to the site and surrounding area.

517 Fifth Street - New Duplex Residence

Old Conway Design Overlay District

I.C



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

Lot coverage for the site is approximately 46%.

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

The front doors face 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 garages.

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 two 12' driveways with at least two parking spaces located at the sides of the structure. Recommend requiring spacing of at least 3' between the structure and the driveways.

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 each porch.

Fences/Walls. No fencing is proposed.

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.

The planting of one canopy trees in the front yard is required. The existing crepe myrtle shall count toward meeting the existing requirement. If it is removed the planting of two canopy trees shall be required before release of the certificate of occupancy for the residence.

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 (2,288 sf) is compatible to the overall scale of structures in the surrounding area, which appear to range between approximately 975 sf and 2,900 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 22', and the width, at 52', will not be out of scale of the pattern of the neighborhood. The structure will be one story. There are predominantly one-story structures in the immediate vicinity. The area features primarily horizontally oriented 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 of 27% windows and openings, which, based on the design, appears to be appropriate. Additionally, the side façades 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 6' depth is proposed. The proposed vinyl windows are appropriate. Recommend requiring windows be of 1 over 1 design, be placed below the brick course line, feature wide trim similar to historic windows.

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.

The applicant is proposing brick. It is unclear what material is proposed for the porch gables. Recommend requiring wood, Hardie® siding, or LP SmartSide® material lap siding be used for these gables.

The slab construction of the foundation does not appear to have a compatible appearance. Recommend requiring a crawlspace or a taller slab to have a more compatible appearance.

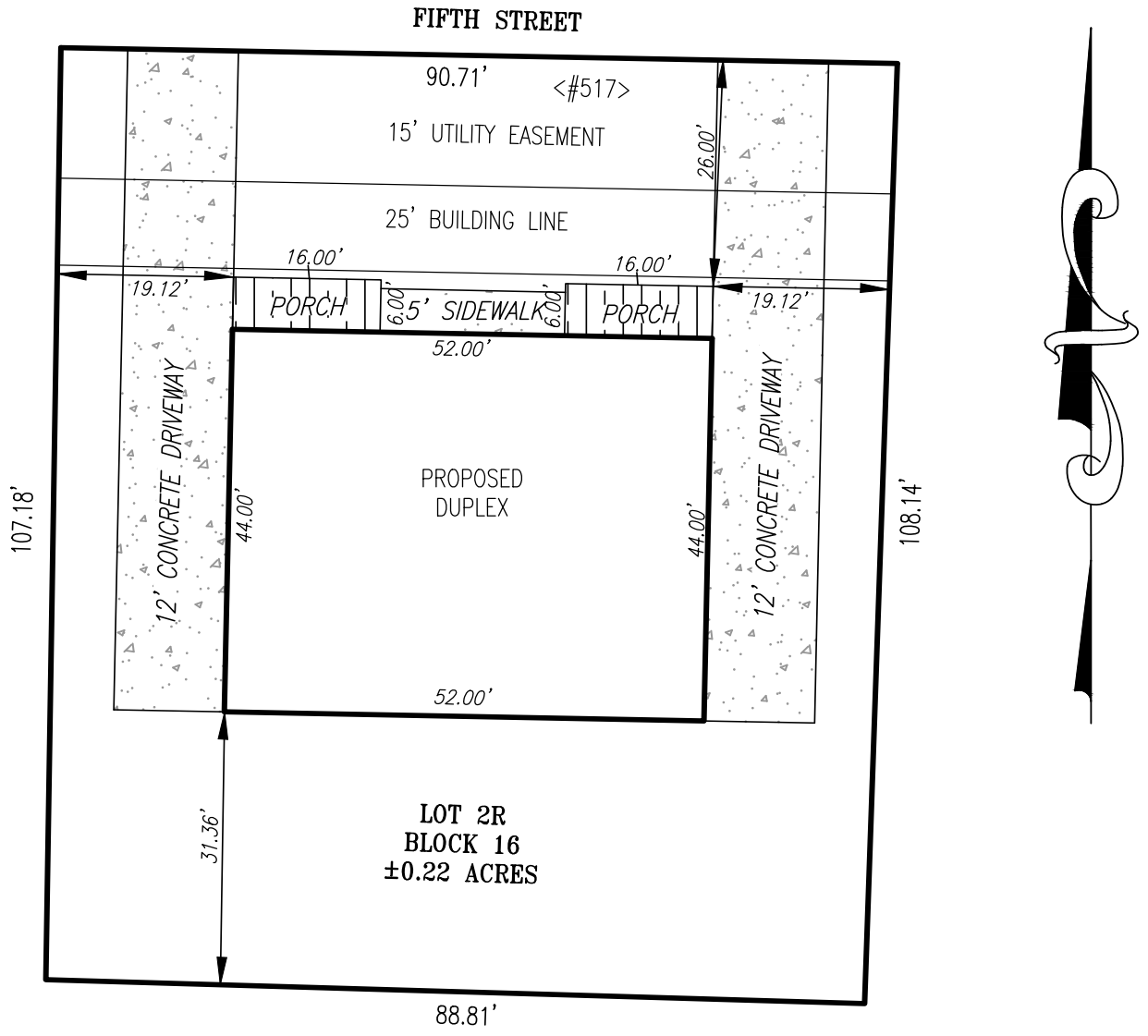
Shutters, Roof, Decks/Plaza Space, Skylights, Mechanical Screening. Roofing should respect the character of the surrounding area with respect to materials, pitch, and form. Metal roofing is prohibited unless historically used on the structure.

The applicant is proposing a hipped roof with a 7/12 pitch. This roof form gives a more contemporary suburban appearance. Recommend requiring at least an 8/12 pitch for the entire roof with an additional front facing gable with a rectangular or circular attic vent for each unit.

RECOMMENDATION

Staff recommends approval of the application with the following conditions:

1. Require at least 3' of spacing between the structure and the driveways.
2. Sidewalks are required along Fifth St. (5' sidewalk at least 6.5' from the back of curb).
3. Require a walkway from the front door to the sidewalk for each unit.
4. Planting of 1 canopy tree in the front yard is required. If the crepe myrtle in the front yard is removed, an additional canopy tree shall be required.
5. Require all windows be 1-over-1 design.
6. Require windows to be placed below the brick course line.
7. Require all windows feature wide trim.
8. Require wood, Hardie® or LP SmartSide® lap siding to be used in all gables.
9. Require crawlspace construction or taller slab to mimic the appearance of a crawlspace as found throughout the district.
10. Require an 8/12 roof pitch for all roof forms.
11. Require an additional front facing gable with a rectangular or circle attic vent for each unit.
12. Require fascia and soffits to be finished with wood or wood equivalent construction (Hardie®).
13. HVAC equipment be placed in a manner to minimize its visibility from the street.
14. Submit revised drawings to the Planning Director for approval prior to release of the COA.

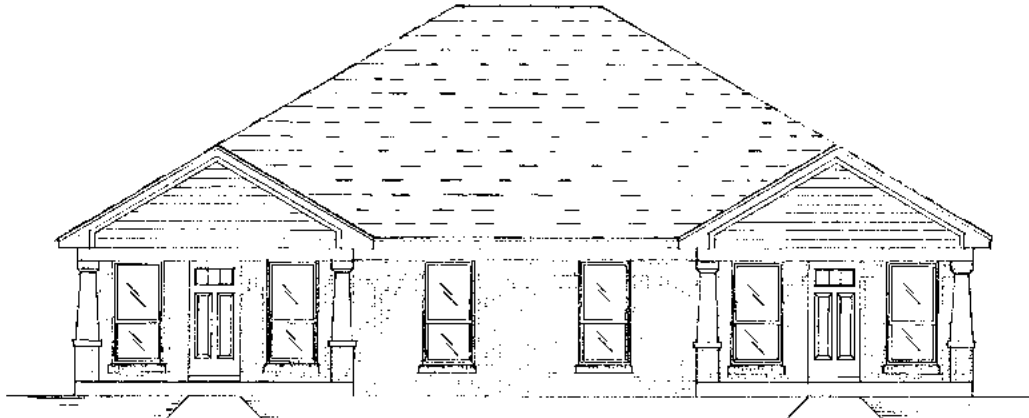


Prepared for: Esmeralda Castro
 Date: June 30, 2021
 Scale: 1 inch equals 20 feet

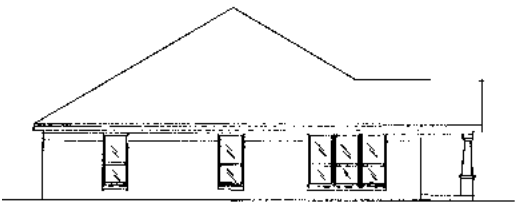
Lot 2R, Block 16, Harkrider's Addition to the City of Conway, as shown on Document P202000063 records of Faulkner County, Arkansas.

Subject to all roadways, easements, and reservations that are of record or physically in place.

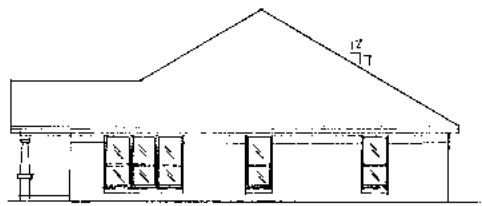
Tyler Group
 surveying.mapping.engineering
 240 SKYLINE DR. STE 3000/CONWAY, AR. 72032
 phone: 501.329.1400 | www.tylergroup.net
 fax: 501.327.3972 | email: info@tylergroup.net



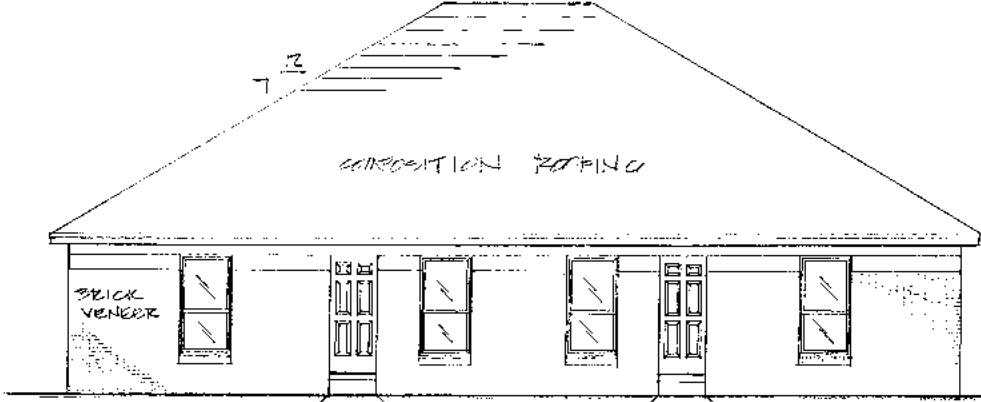
FRONT ELEVATION 1/4"=1'0" *Castro Jan 2021*



LEFT SIDE ELEVATION



RIGHT SIDE ELEVATION 1/8"=1'0"



REAR ELEVATION 1/4"=1'0"

PLAN #2021-2288-1007
CASTRO'S NEW PLAN

517 Fifth Street - New Duplex Residence

Old Conway Design Overlay District

I.C



Property adjacent to the E



View of the site from Fifth St looking S



Property adjacent to the W



Property adjacent to the N



Property adjacent to the NE

CONWAY HISTORIC DISTRICT COMMISSION BY-LAWS

Adopted April 29, 2003

Amended February 201

Amended June 2018

DRAFT October 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-law 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. The Historic District Commission shall consist of seven (7) members appointed by the Mayor with the advice and consent of the City Council. Members shall be residents of Conway and demonstrate a positive interest in historic preservation, possessing interest, expertise, experience, or education in architecture, history, urban planning, building rehabilitation, real estate, archaeology, conservation, preservation, or related fields. Members may not be salaried city employees or hold an elective municipal office. Commission membership shall include:
 - One (1) representative of the Pine Street Community Development Corporation
 - One (1) representative of the Conway Downtown Partnership
 - Two (2) residents and/or property owners in a locally designated or national registered historic district or the Old Conway Design Overlay District
 - Two (2) citizens of Conway
 - One (1) architect or other appropriate design professional who may serve any number of terms
3. Members shall be appointed for terms of three (3) years each and until their successors are appointed and qualified. The appointment shall be arranged so that the term of at least one (1) member shall expire each year. Vacancies shall be filled in the same manner for the balance of the unexpired terms. Members shall serve without compensation.
4. If board members are elected to serve a first staggered term of office; the members shall select by chance (by numbered lots or by some other chance selection procedure) which members shall have staggered terms.
5. Members who are appointed to fill vacancies for unexpired terms shall join the Commission at the next meeting following their appointment and confirmation. Such members may succeed themselves. Partial terms shall not limit the serving of two full terms.
6. The Chair, on behalf of the Commission, shall request the resignation of any member who has missed three (3) successive meetings without reasonable cause.

B. Officers - Chair, Vice-Chair, and Secretary

1. The Commission shall elect from its membership a Chair, a Vice-Chair, and a Secretary for terms of one (1) calendar year each.
2. The Chair shall preside at all meetings and hearings of the Commission. The Vice-Chair shall preside in the Chair's absence in the event of the absence or inability of the Chair and Vice-Chair to perform their duties at any meeting, the other members shall elect a member to serve as the temporary Chair. The Vice-Chair shall assume all duties of the Chair in the Chair's absence.

Proposed Amendments

3. The Chair shall present to the Commission for its approval the names of all persons appointed to committees established by the Commission. The Chair shall designate one (1) member of each Committee to serve as the Committee Chair.
4. The Chair shall sign all approved minutes, and other appropriate documents on behalf of the Commission.
5. The Chair shall be responsible for the orientation and training of new members.
6. The Secretary shall 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. Standing Committees

1. The Standing Committees are Finance and Design Review Guidelines and shall be charged with such duties as the Commission deems necessary or desirable.
2. Such Committees shall be composed of two (2) or more commissioners, but less than a quorum of the full Commission, and shall hold membership for one (1) year. (See paragraph B.3., Article II).

B. Special Committees

Special Committees may be created by the Commission. Membership or 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.

C. 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 with at least one meeting scheduled for each quarter at a set time.
2. Place - The Commission shall meet regularly in the City Hall or such other places as directed by the Chair.

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. Adjourned Meetings

Where all applications for Commission action cannot be disposed of on the day set, the Commission may adjourn from day-to-day or as necessary to complete the hearing of all items docketed.

D. Informal Meetings

The Commission may, at any time, meet in an informal meeting to discuss any and all matters or to confer with staff members. No business shall be transacted during such informal meetings.

Proposed Amendments

E. 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.

F. Freedom of information Act

In all appropriate Commission activities, the requirements of the Arkansas Freedom of Information Act shall be observed.

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. Roll call
2. Finding of a quorum
3. Approval of previous minutes as mailed
4. Old business
5. New business
6. Committee reports
7. Adjournment

B. Order of Hearing

The recommended order at a hearing is as follows:

1. Announcement, and explanation of the subject by the Chair.
2. Applicant's presentation.
3. Presentation by other interested persons.
4. General discussion and questions by the Historic District Commissioners.
5. Commission action.

C. Conduct of Hearing

Public hearings shall be conducted informally, and the Chair shall make all rulings and determinations regarding the admissibility of the evidence, the scope of the inquiry, the order in which evidence, objections and arguments shall be heard, time limits and other like matters, except that any member shall be privileged to make inquiries personally and to call for a vote on any ruling of the Chair with which he/she does not agree, whereupon, the vote shall determine the effective ruling. It shall be the purpose of the Chair to expedite all hearings, confining them to the presentation of only essential matters in the interest of saving time, but entertaining the presentation of sufficient matter to do substantial justice to all concerned.

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 Roberts Rules of Order Revised. Procedural provisions of these By-Laws may be suspended with the consent of two-thirds (2/3) of those Commission members 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 disqualify him/herself from participating in the public discussion or proceeding in connection therein.
3. Motion and voting - Any matter of business requiring action by the Commission may be presented by oral motion, and the members present may vote thereon by a show of hands, or a roll call vote at the discretion of the Chair. 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 or deny any action.

Proposed Amendments

F. General Policies

1. Advisory Opinion - Neither the Commission nor its 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. If the time of the application is not covered by ordinance, the application must be no fewer than seventeen (17) calendar days prior to the Historic District Commission meeting.
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.
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 two-thirds (2/3) majority of those voting.
 - b. Reconsideration
Except with two-thirds (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.
 - 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 three (3) working days prior to the public hearing from the applicant of record.
 - (2) The applicant may withdraw the application after the public hearing, but prior to Commission action.
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.
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 two-thirds (2/3) of the full membership of the Commission. A proposed amendment, or a motion to repeat 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.