

I. Call to Order

The regular meeting of the Conway Historic District Commission was held on Monday, July 28th, 2025, at City Hall. The following members were present and acting: Corey Parks, Chair, Josh Hamilton, Vice-Chair, Jenny Davis, Secretary, Jason Covington, Liz Hamilton, and Marilyn Moix, with Nathaniel Johnson, Jr. absent.

II. Approval of Minutes

- A) Jason Covington motions to approve minutes, Josh Hamilton seconds. All commissions vote yes. Motions passes.

III. 611 Walnut Street

Edgar Gonzales

1308 Collier Drive

Recommendations:

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. The property shall be re-platted or a deed showing it in its current configuration for at least 10 years must be provided to Planning and Development prior to issuance of a building permit.

3. Sidewalks shall be constructed in right-of-way in accordance with Department of Transportation Standard Details. Sidewalks shall be installed prior to building permit final.

4. One tree from the permitted tree species list shall be planted prior to building permit final.

5. Any fencing shall conform to the OCDOD fencing guidelines.

6. Prior to issuance of a Certificate of Appropriateness, the applicant shall submit for review by planning staff a site plan and elevations showing:

- Accurate parcel boundary dimensions
- Structures built to appropriate setbacks
- Sidewalks
- Driveway location, dimensions, and materials
- Lot coverage (including driveway area)
- Garage locations set back from front façade of the house
- Status of existing shed at rear of property
- Additional architectural details as determined by the Commission

7. All lighting shall be downward and inward.

8. HVAC equipment shall be shown on the site plan and screening proposal indicated.

9. Authorization of agent form shall be submitted prior to issuance of building permits.

Recommends an updated site plan be submitted because of inaccuracies and practicality issue for the driveway.

Chairman Parks clarified for Mr. Gonzales and the committee the process once the updated site plan is submitted.

Jenny Davis moves that we accept the recommendation of the planning staff; Jason Covington seconds the motion. All present commissioners vote yes. Motion passes.

- IV. Updates to Historic Preservation Plan for administrative review of fully compliant of Old Conway Design Overlay District applications.
- V. Jason Covington motions to adjourn, and Liz Hamilton seconds. All vote yes,