



# CITY OF CONWAY, ARKANSAS HISTORIC DISTRICT COMMISSION

September 27, 2021 • 5:30pm • 1111 Main Street



# City of Conway

## HISTORIC DISTRICT COMMISSION

September 27, 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. July 26, 2021

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

A. 2119 Duncan Street - New Single-Family Residence (HDR-0921-0103)

B. 1926 Prince Street - Addition/Exterior Modifications to Single-Family Residence  
(HDR-0921-0105)

### II. Additional Business

A. Consideration to amend the Historic District Commission By-Laws

Adjourn.

# 2119 Duncan Street - New Single-Family Residence

Old Conway Design Overlay District

I.A

## APPLICANT/OWNER/CONTRACTOR

Bruce Hendricks / Hendricks Construction Co.  
350 S Harkrider St  
Conway, AR 72032

## DESIGN PROFESSIONAL

Quality Designs, Inc.  
930 Wingate Plaza, #A1  
Conway, AR 72032



## SITE

**Address.** 2119 Duncan St.

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

**Abutting Zoning.** North/South/West/East: R-1 (One-Family Residential), Old Conway Design Overlay Suburban District.

**Lot Area.** 0.14 acres ±.

**Surrounding Area Structures.** The property is located in the Old Conway Design Overlay Suburban District on the south side of Duncan Ave between Donaghey Ave and Western Ave. 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 1,412 square foot single-family home in a minimal traditional style.

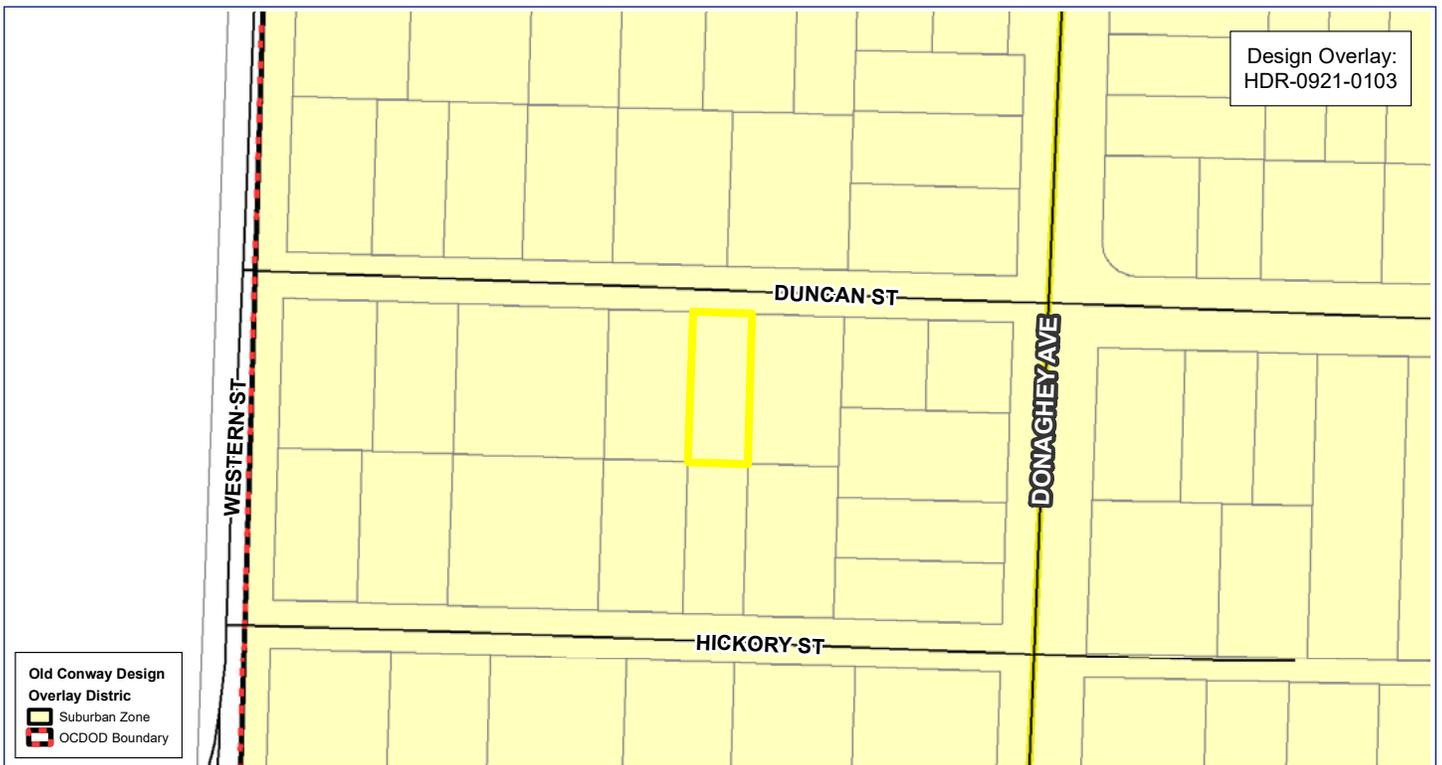
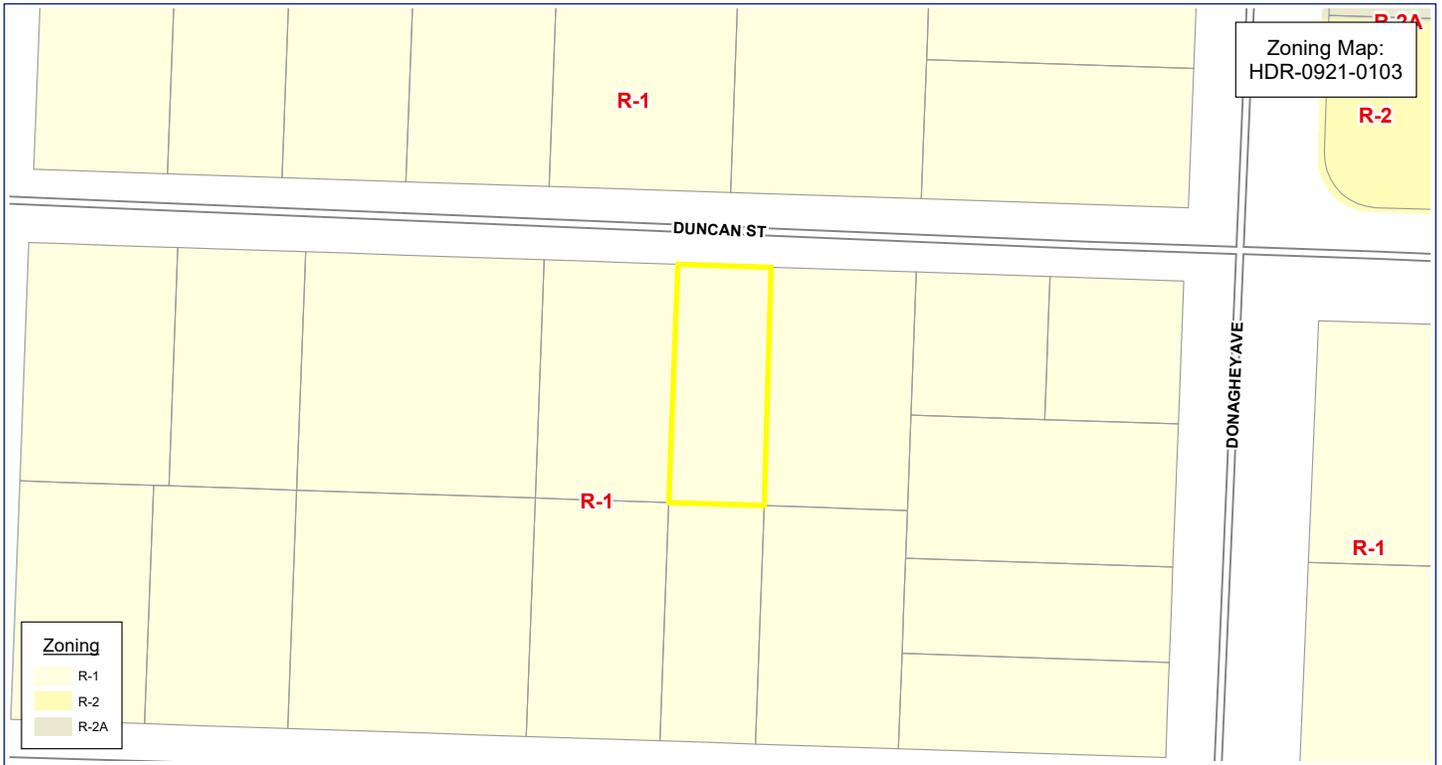
**Setbacks and Spacing.** Front setbacks are allowed within a range of 85% to 115% of the average front setback of the area. The average setback from the property line for the Duncan St frontage is 20'. The included drawings indicate a setback of 40'. The other proposed setbacks conform to the zoning requirements excluding the proposed east setback of 5.5'.

*The proposed setbacks and spacing will need to be altered to meet requirements. The front setback should be between 17'-23'. The east side setback should be at least 6' with an intention toward maintaining at least 10' from the structure at 2113 Duncan St.*

# 2119 Duncan Street - New Single-Family Residence

Old Conway Design Overlay District

I.A



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

*Lot coverage for the site is approximately 32%.*

**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 one parking space located at the side of the structure and one parking space on-street.*

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

*There are no existing sidewalks on the site. The applicant is proposing 4' sidewalks. A 5' sidewalk with a 6.5' green space setback is required along each frontage. 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 greater must be protected and preserved. Canopy trees shall be required for each 30' of street frontage.

*No significant trees exist on site. The planting of one canopy tree in the front yard shall be 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 (1,412 sf) 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 height of the structure at 21' and the width of 29' will not be out of scale with the pattern of the neighborhood. The structure will be one story. There are predominantly one-story structures in the immediate vicinity. The area features a mix of narrow houses and horizontally oriented structures.*

**Footprint.** The structure should respect the ratio of 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 24% windows and openings which, based on design, appears to be appropriate. Recommend requiring the window in bedroom 2 be full size, requiring a full size window in bedroom 3 along the east façade, requiring a full size window in the master bedroom along the west façade.*

### **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 but should be of 1-over-1 design.*

**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 Hardieboard/LP Smartside type siding.

*The applicant is proposing to use Hardieboard for the home, which is appropriate.*

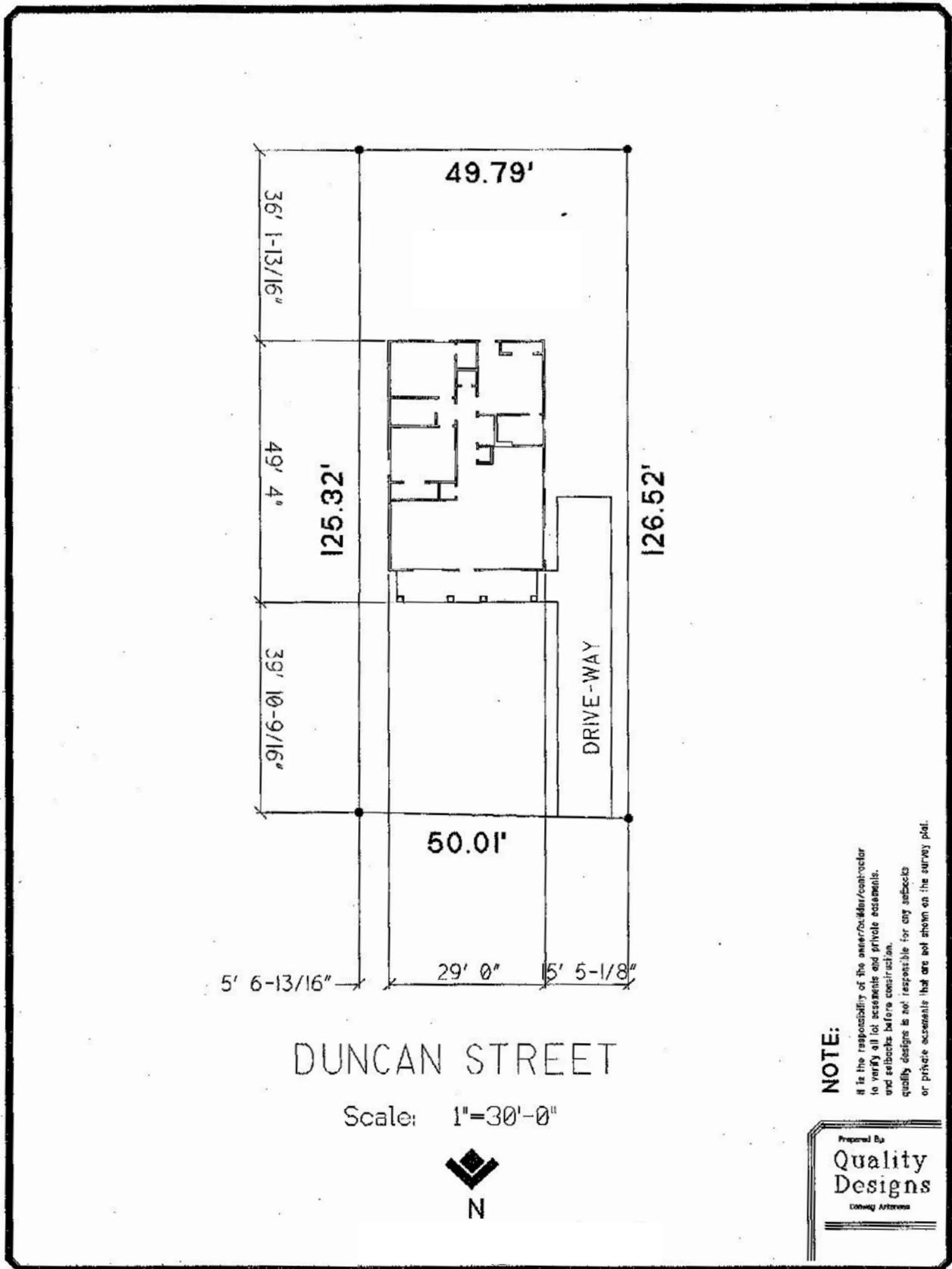
**Shutters, Roof, Decks/Plaza Space, Skylights, Mechanical Screening.** Roofing should respect the character of the surrounding area with respect to materials, pitch, and form. Metal roofing is prohibited unless historically used on the structure.

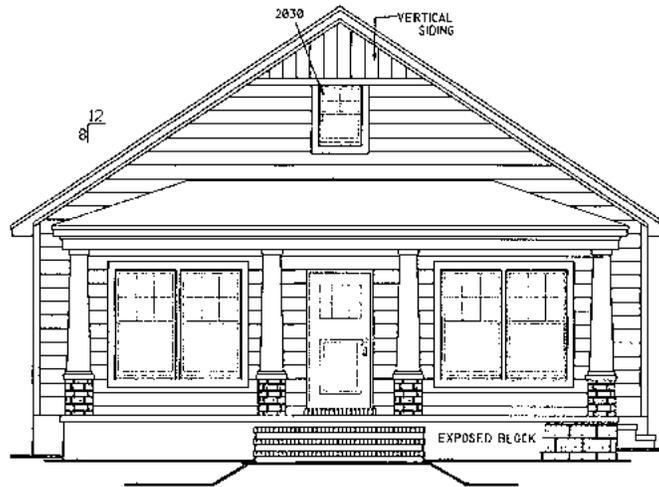
*Roof forms and materials are appropriate. The applicant is proposing an 8/12 roof pitch.*

### **RECOMMENDATION**

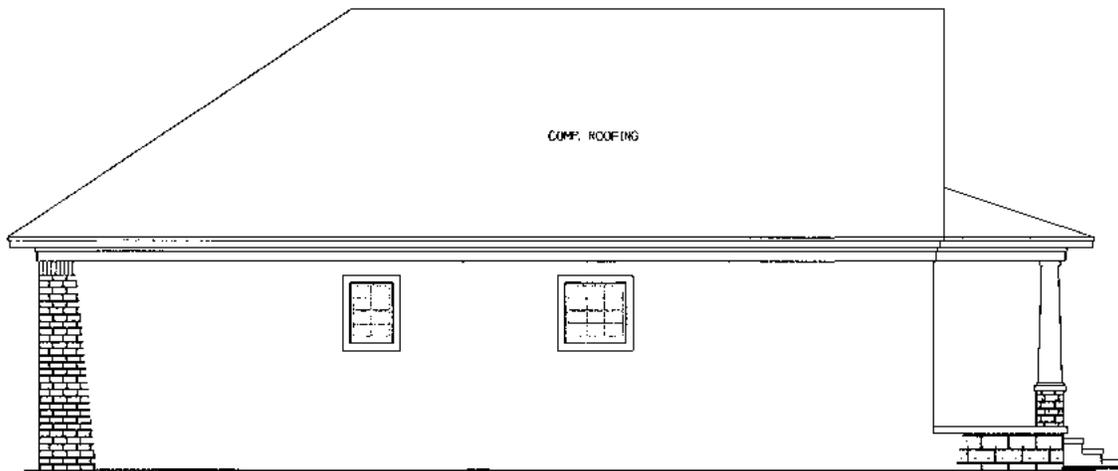
Staff recommends approval of the application with the following conditions:

1. The front setback shall be between 17'-23'.
2. The east side setback shall be at least 6'.
3. Sidewalks are required along Duncan St (5' sidewalk at least 6.5' from the back of curb).
4. The proposed walkway should connect to the required sidewalk.
5. Planting of 1 canopy tree in the front yard is required.
6. Require all windows be 1-over-1 design.
7. Require the window in bedroom 2 on the east side be full size.
8. Require a full size window in bedroom 3 on the east side.
9. Require a full size window in the master bedroom on the west side
10. Require fascia and soffits to be finished with wood or wood equivalent construction (Hardieboard).
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 issuance of the COA.

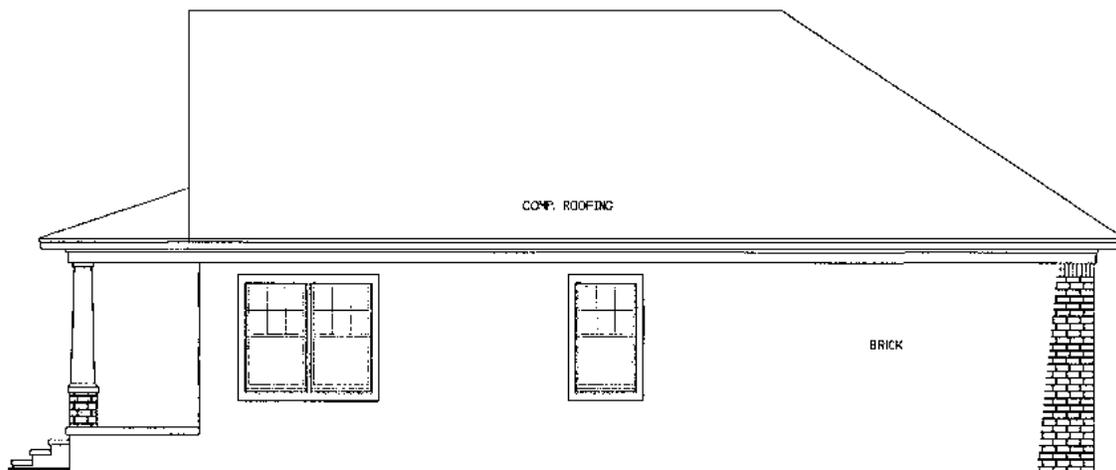




FRONT ELEVATION



LEFT ELEVATION



RIGHT ELEVATION

# 2119 Duncan Street - New Single-Family Residence

Old Conway Design Overlay District

I.A



View of subject property from Duncan St



Property adjacent to the E



Property adjacent to the W



Property adjacent to the NE



Property adjacent to the NW

# 1926 Prince Street - Addition/Exterior Modification

Old Conway Design Overlay District

I.B

## APPLICANT

Leann Stobaugh  
160 Southerland Rd  
Conway, AR 72032

## OWNER

Bob & Suzanne Kelly  
5400 Lost Canyon Dr  
Conway, AR 72034

## DESIGN PROFESSIONAL

Steve Hurd, AIA / Hurd Long Architects  
1015 Van Ronkle St  
Conway, AR 72032



## SITE

**Address.** 1926 Prince St.

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

**Abutting Zoning.** R-1 (One-Family Residential), Old Conway Design Overlay Suburban District.

**Lot Area.** 0.73 acres ±.

**Surrounding Area Structures.** The property is located in the Old Conway Design Overlay Suburban District on the north side of Prince St. Area structures consist of a mix of English Revival, Bungalow, and minimal traditional homes.

**General Description of Property and Proposed Development.** The applicant is proposing two additions to the existing 2350 square foot home that was constructed in a modified Queen Anne style. The primary addition is being proposed to the rear of the structure and will be 38' x 27' or 840 sf with a 12/12 roof pitch. The carport addition is proposed to the side of the structure at its rear and will be 584 sf.

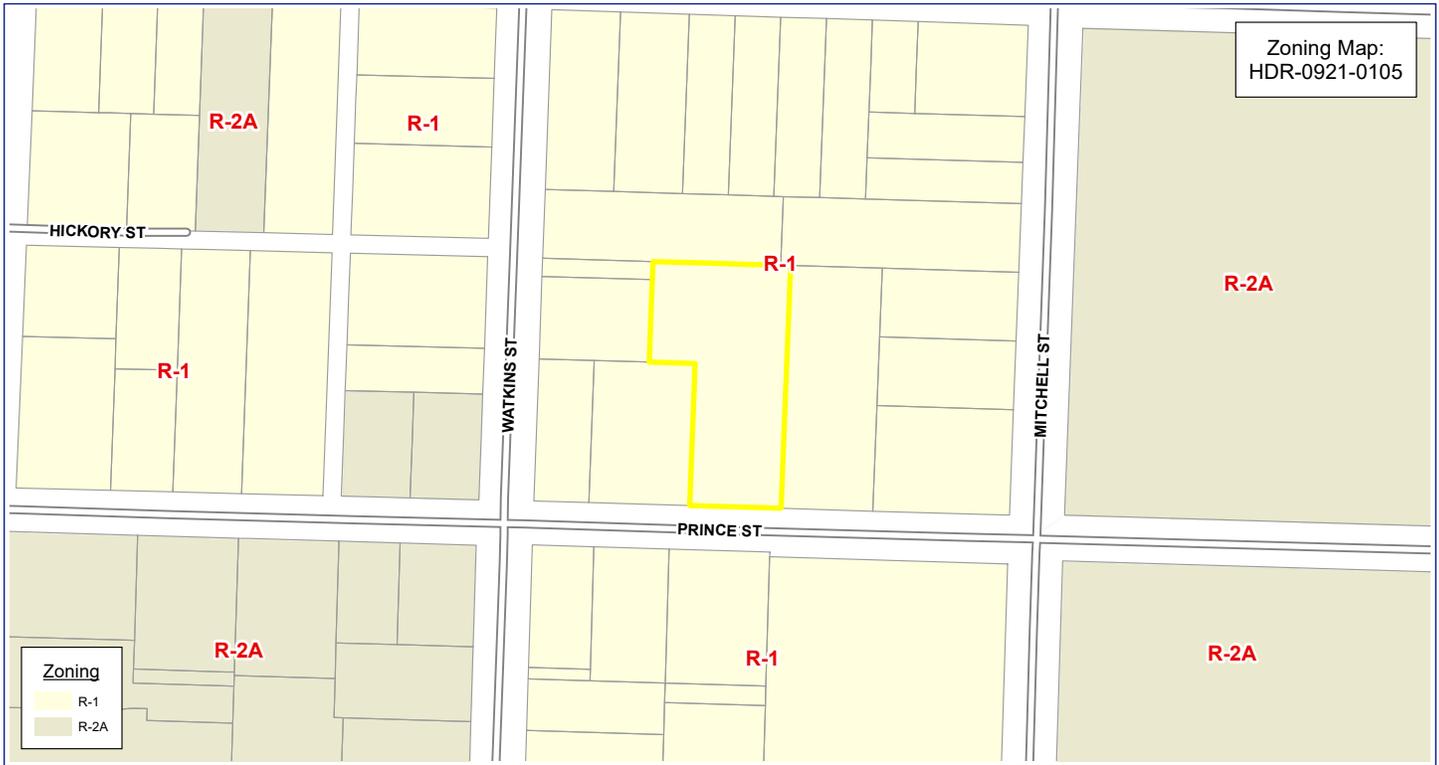
**Setbacks and Spacing.** Structures should meet all appropriate setbacks for the area and spacing maintain spatial relationship that is compatible to the surrounding area.

*Given the large size of the site, setbacks and spacing are appropriate. However, the carport is proposed with a 1' setback. The required setback is at least 6' with a minimum spacing of at least 10' from any adjacent structures. This will require a reduction in the size of the carport.*

# 1926 Prince Street - Addition/Exterior Modification

Old Conway Design Overlay District

I.B



## Old Conway Design Overlay District

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

*Proposed lot coverage conforms to the 60% impervious maximum.*

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

*The front door of the home faces the street in an appropriate manner.*

**Garages/Ancillary Structures.** No garage is present or proposed.

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

**Driveway/Parking.** The applicant will not be altering the existing driveway or parking area, which are at the east side of the structure and shared with the adjacent home.

**Sidewalks.** No sidewalks exist at the site. Sidewalks are not triggered by this type of request.

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

**Tree preservation.** Protect and retain any significant trees over 8" in diameter and retain any trees which line the streets.

*The applicant is not proposing to remove any existing significant trees.*

### **MASSING**

**Scale.** The size of the structure should not dominate adjacent structures.

*While most structures in the area appear smaller, the linear nature of this structure (even with additions) and the large size of the lot will not make it appear out of scale.*

**Height.** The structure should respect and be consistent with the height of structures in the surrounding area.

*The rear addition will increase the height of the structure by 3' from 22' to 25'.*

**Directional expression.** The structure should respect the directional expression of the homes in the vicinity.

*Structures in the vicinity have a variety of directional expression. The proposed side addition will significantly impact the visual appearance of the directional expression of this structure.*

**Footprint.** The footprint of the structure should be consistent with homes in the vicinity.

*The footprint of the structure will generally be consistent with the surrounding homes, though it will likely be larger.*

**Complexity of form.** The detailing and articulation of the structure should respect the forms of the vicinity.

*The additions will maintain consistency with the existing form of the structure.*

**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 rear addition will not be visible to the street, but appropriate window openings are proposed.*

### **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.

*Windows will be required to be true divided lights or of 1-over-1 construction.*

**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.*

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

*Siding is proposed to match the existing siding. Recommend requiring construction be of wood or Hardieboard/LP Smartside type siding. Recommend requiring the foundation to be of brick construction.*

**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.

*Roof forms and materials are appropriate. The applicant is proposing architectural shingles.*

**Additions.** Additions generally should be made to the rear of the structure and should be done in such a way to protect the historic integrity of the property with regards to massing, scale, size, and architectural features.

*The proposed addition to the rear appears appropriate. However, the addition will exceed the height of the existing structure, it will not be visible from the street. Recommend the applicant explore ways to reduce the height of the addition.*

*The carport addition will encroach into the required setback and will likely not provide appropriate distance between structures for fire safety.*

### **RECOMMENDATION**

Staff recommends approval of the application with the following conditions:

1. Reduce the size of the proposed carport to meet the side setback requirement of 6' and at least 10' from adjacent structures.
2. Require all additions use material matching the existing structure. Hardieboard or LP Smartside may be used as a wood alternative.
3. Require true divided light windows or 1-over-1 windows.
4. Require the additions to be of wood, Hardieboard, or LP Smartside.
5. Require fascia and soffits to be finished with wood construction.
6. HVAC equipment be placed in a manner to minimize its visibility from the street.
7. The applicant shall provide revised plans to the Planning Director for review and approval prior to issuance of COA.

It is recommended the commission and applicant discuss options to reduce the height of the rear addition.



View of the subject property from Prince St looking NE



View of the subject property from Prince St



Property adjacent to the W



Property adjacent to the E



Properties adjacent to the SE

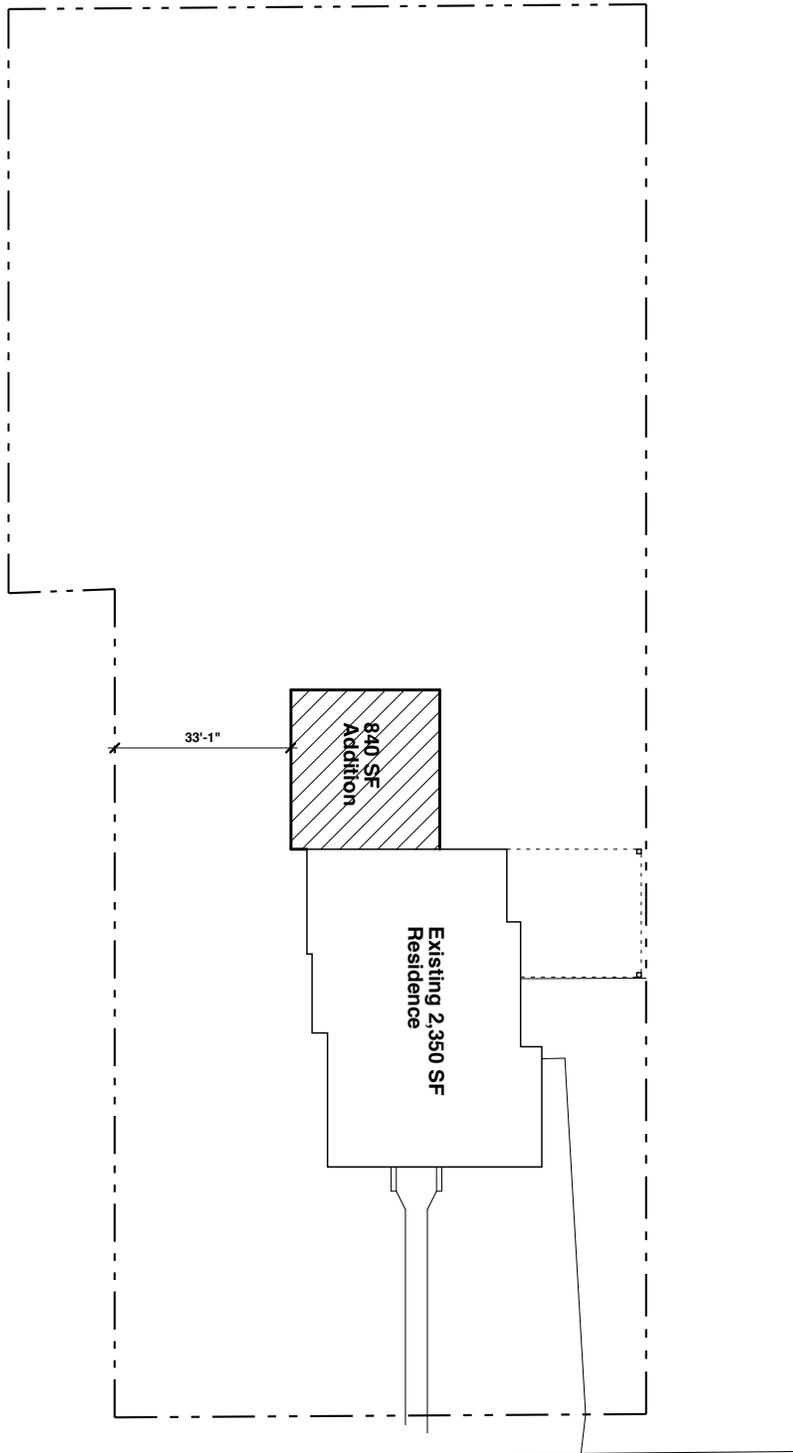


Properties adjacent to the SW

# 1926 Prince Street - Addition/Exterior Modification

Old Conway Design Overlay District

I.B



Existing W side of building



Existing E side of building



Existing N side of building

## SITE PLAN





WEST ELEVATION



Existing E side of building



EAST ELEVATION



NORTH ELEVATION

### **CONWAY HISTORIC DISTRICT COMMISSION BY-LAWS**

*Adopted April 29, 2003*

*Amended February 201*

*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-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.