



CONWAY

HISTORIC DISTRICT COMMISSION

DECEMBER



5:30pm • December 19, 2017 • City Hall

Robinson Historic District & Old Conway Design Overlay District

CONWAY HISTORIC DISTRICT COMMISSION MEETING

DECEMBER 19 , 2017 • 5:30PM • CITY HALL • 1201 OAK STREET

AGENDA

MINUTES

November 20, 2017

PUBLIC HEARINGS

ROBINSON HISTORIC DISTRICT

A. None

OLD CONWAY DESIGN OVERLAY DISTRICT

B. Old Conway Village - 607, 675, 725 and 819 Siebenmorgen Road, 755 Spruce Street

DISCUSSION

Approval of 2018 Meeting Schedule
2018 Certified Local Government Grant

HISTORIC DISTRICT COMMISSION MEMBERS

Steve Hurd, Chairman
Marianne Black, Vice-Chairwoman
Scott Zielstra, Secretary
George Covington, Sr.
Taylor Martin
Betty Pickett
Gerald Tosh

MEETING MINUTES - NOVEMBER 20, 2017

Conway Historic District Commission November 27, 2017 Meeting Minutes

City Hall - Downstairs Conference Room, 5:30 p.m.

Roll Call

Steve Hurd, Chairman - present
Marianne Black, Vice Chairperson - absent
Scott Zielstra, Secretary - present
Taylor Martin - present
George Covington, Sr. - present
Betty Pickett - present
Gerald Tosh - present
HDC City Staff - Bryan Patrick - present

Finding of a Quorum.

6 Commission members - Quorum present.

Also in attendance:

Jay & Molly Bernard – 1905 Caldwell Street
Brandon and Gabrielle Reeves – 809 Siebenmorgen Rd.
Tammy Creason, DHTC, LP - Old Conway Village Project, Nixa MO
Scott Grummer, Conway Planning Department
Felicia Rogers, Mayor's Office
Kiera Oluokun, Conway CDBG Administrator
Members of the Pine Street Community including; David and Ruby Carolina

Meeting Minutes

October 23, 2017 minutes. George Covington motioned for approval, seconded by Taylor Martin. Minutes approved unanimously.

Historic District Commission 2018 New Member Nominee Interview

Beginning at 5:00 pm, interviews were held with the two 2018 HDC nominees; Shelby Fiegel and David Carolina. Steve Hurd, Chairman explained the role of the HDC and duties of HDC members. The Commission as a whole asked questions and held an open discussion with both nominees. Gerald Tosh made a motion to accept the nominees as new members starting in January, 2018. Betty Pickett seconded. The nominees were approved unanimously.

Robinson Historic District Certificate of Appropriateness Review

Review Bernard Demolition, Remodel, Removal
– 853 & 857 Mitchell St.

Presentation:

Mr. Bernard asked for approval to demolish the dilapidated garage on the southwest side of 857, demolish a storage building at the rear of the property, remove the unoriginal sunroom/laundry room additional on the rear of the property on 857, and move 853 Mitchell, a 617 sq. ft cottage off the property. 853 Mitchell is not a contributing structure to the Robinson District. The building is in decent shape to move to another location. The couple that lived at 857 Mitchell deceased a few years ago and since that time, the property has been neglected. The applicants would like to clean up the property and remove the severely deteriorated items as stated previously. The intent is to make the property presentable in hopes of attracting a buyer that will restore the residence. Parts of the rear addition are not repairable and the second story is unsafe as a person can fall through the floor. The original contributing part of 857 will not be damaged by the removal of the addition and garage.

Neighborhood Discussion: None

Commission Discussion:

Several of the committee members stopped by the residence to look at the addition. These members felt that there is no practical way to salvage the addition. At this point, it is not safe to inhabit. The question was asked, "What happens when the small cottage is moved, will you sell the property separately?" Mr. Bernard responded that the intent is to move the house and then also to sell the property it is sitting on separate from the original home.

Motion made Betty Pickett to approve the demolition, remodel, & removal of the cottage structure with the following conditions:

1. Demolition of the non-contributing garage and storage building shall be allowed.
2. Demolition of the non-original sunroom/laundry room shall be allowed.
3. 853 Mitchell - A non-contributing 617 s.f. cottage may be removed from the property.

Demolition of the non-contributing garage and storage building shall be allowed.

Demolition of the non-original sunroom/laundry room shall be allowed.

853 Mitchell – a non-contributing 617 square foot cottage may be removed from the property.

Taylor Martin pointed out that there are several storage sheds on the property and he would also like to see them removed. Mr. Bernard stated that there is someone

interested in purchasing those and removing them. These are portable storage sheds not attached to the ground. Five of the six sheds, are empty. One of them is full of "treasures".

Mr. Martin stated that he would like to see a 4th condition added to the list allowing removal of the storage sheds:

- 4. Various portable storage buildings may be removed from the property.

Betty Pickett amended her motion to include the suggested 4th condition. Motion seconded by Taylor Martin. Motion approved unanimously.

Old Conway Design Overlay District Certificate of Appropriateness Review

Old Conway Village, LP Discussion – Pine Street Neighborhood Siebenmorgen Road and Factory Street

Presentation:

Ms. Tammy Creason of DHTC, LP presented the project. She is proposing to construct 7, 3-bedroom, 2 bath, and 1 car garage townhome structures and 9 single family detached homes. A clubhouse is also proposed on the south side of lot 1. The townhomes have been situated in a way where the frontage of the homes are now facing Siebenmorgen. They requested reduced setbacks for some of the townhomes and single family residences. Each townhome will have different porch detail, different roofing detail, different siding details and other differentiators to make it look like separate townhome structures.

Each of the front porches are 10 foot by 6 foot, an increase in width since the previous meetings. On the end units, they are going to wrap the porch to the side of the townhomes where possible. Each of the rear porches will be 8 feet by 6 feet in size. The smallest of the single-family homes will have a 6 foot by 10-foot porch. All others will have larger front porches to make the homes larger and more inviting. Some will have a 23 foot by 10 foot; others a 12 foot by 8 foot. All the houses will have rear entrance garages to remove the front garage look and make the front of the house appealing and pleasant. The setbacks were received by HDC staff to late to make it into the packets, but they are now known. The site plan included in the packet is the most recent one but they are still in the process of acquiring the land from the city for future use.

Neighborhood Discussion:

Mr. Reeves was concerned about cars entering Siebenmorgen from the development. He felt that they might create traffic conflicts. Mr. Grummer posted out that Mr. Reeves was referring to his use of City property as an access from his property. Ms.

Creason stated that they are working with the City and with the closing of the north-south alley, they could possibly develop a way to back up his vehicles without backing onto Siebenmorgen.

Commission Discussion:

Platting of the property is required, and additional street rights of way dedication may also be required. Planning staff development review will be required. Development review includes project review by city fire, sanitation, engineering, planning, and Conway corporation.

Mrs. Pickett asked if the Spruce Street Cottages builder was still on board? Mr. Grummer stated that there is a possibility that he won't be but it will not affect the development of the cottage project as any builder willing to take on the project can build the houses. The cottages are not driven by the developer. The City of Conway is the driver of the project and it will still go forward. There hasn't been any community opposition and as such, the community is largely in favor of both projects.

The Commission asked why the information in the November Staff Report wasn't the same information being presented at the meeting? The HDC would like to see all of the information complied and complete before approval.

There was some concern about adequate parking. Each of the houses and townhomes have a one car garage and space for an additional vehicle. Street parking is also available for residents and guests. Two different home elevations were presented. The home's colors, details, and mirror imaging will be used to create variety. Additionally, the single family residences face the street or alley to create a sense of community and friendly neighborhood environment. Mr. Hurd stated that the original home design presented in October was uninviting. It has been removed from consideration. Mrs. Pickett proposed waiting on a decision until the commission has final proposals in the Staff report. With the various last minute changes, the HDC felt uncomfortable about approving at this meeting. Mr. Covington asked if it would be appropriate to approve the proposed setbacks in order for the applicant to move forward with project planning? It was decided that setback approval was appropriate.

Motion made by George Covington to approve setbacks as submitted:

- 1. Lot 1 and Lot 2 No setbacks modifications necessary
- 2. Lot 3 - 15 feet on the north, 10 feet on the west, 0 feet on the south, and 0 feet on the east
- 3. Lot 3A - 10 feet on the east, 6 feet on the south, 15 feet on the north, and 0 feet on the west
- 4. Lot 8 - 10 feet on the east, 6 feet on the south, 10 feet on the north, and 0 feet on the west

Motion seconded by Taylor Martin. Motion approved unanimously.

Motion made by George Covington to table the remainder of the discussion until the December meeting. Motion seconded by Betty Pickett. Motion approved unanimously.

Discussion

College Avenue Historic District NRHP Nomination

Sandra Taylor Smith has submitted the College Avenue Historic District National Register of Historic Places Nomination to the Arkansas Historic Preservation Program. The AHPP has recommended approval to the State Review Board. The State Review Board will review the nomination on December 6, 2017.

Next Meeting

The next Historic District Commission meeting will be Tuesday, December 19 due to the Christmas holiday.

Adjourn

Motion made to adjourn by George Covington. Seconded by Taylor Martin. The meeting was adjourned.

A OLD CONWAY VILLAGE, LP

**OLD CONWAY DESIGN OVERLAY DISTRICT
CERTIFICATE OF APPROPRIATENESS REVIEW
OLD CONWAY VILLAGE, LP**

**607, 675, 725, & 819 SIEBENMORGEN ROAD;
(755 SPRUCE STREET)**

DISCUSSION AND PRE-REVIEW
New December Comments in Red

Northeast Old Conway Area Specific Plan Guidelines. The Northeast Old Conway Area Specific Plan is a subset of the Old Conway Design Overlay District. Proposed structures within the NEOCA area should use a combination of design guidelines found in the NEOCA plan and the Old Conway Design Overlay District Pattern Book and ordinance. Specific structure forms; height, lot orientation, coverages, etc are found in the NEOCA plan. Design guidelines concerning architectural style, materials, windows, doors, detailing, etc are found in the Old Conway Design Guidelines.

Due to the large nature and of this development and its many details, an introduction to the project was presented to the Historic District Commission at the October 23, 2017 HDC meeting. At the October meeting, there was general discussion including public and Historic District Commission comments. More complete drawings based on comments gathered at the October meeting are now being submitted for HDC approval.

The applicant presented the project at the November 27 meeting with changes based on the HDC's October comments. The HDC felt that the site plan and designs were better, however, not yet complete enough for HDC approval. The overall designs of the project were held in committee for final review at the December 19 HDC meeting. The HDC did vote to allow the building setbacks as presented. The setbacks were approved unanimously.

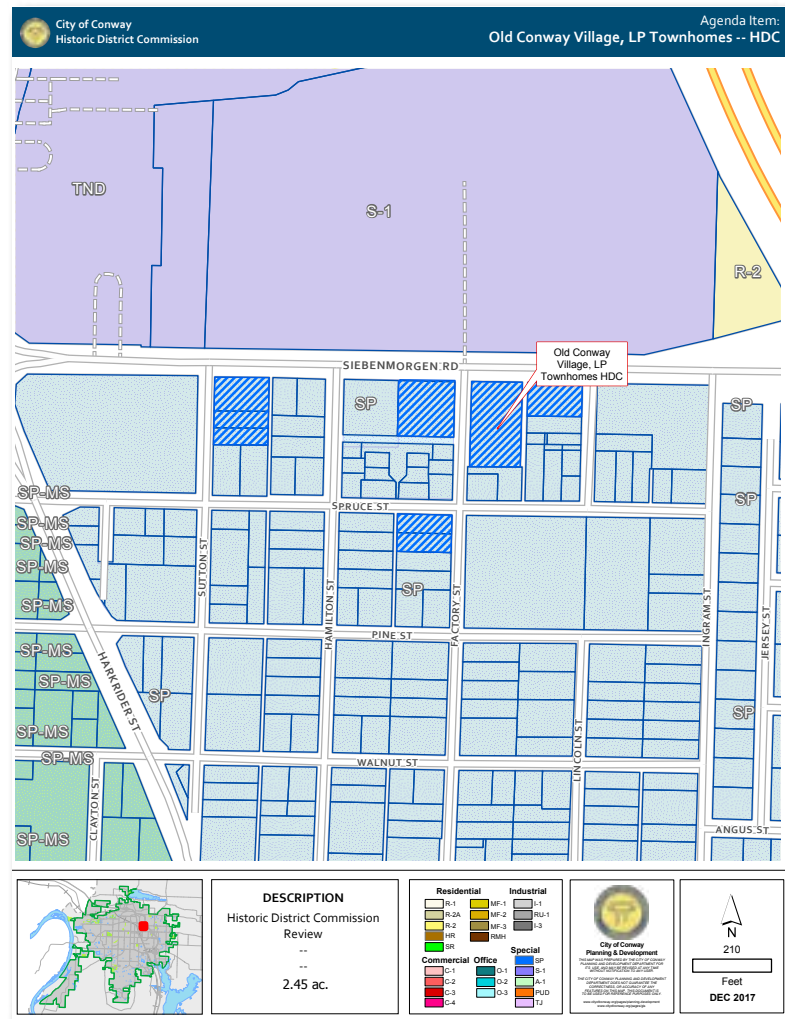
APPLICANT
Old Conway Village, LP
1900 E Lark Lane
Nixa, MO 65714

OWNERS
City of Conway
1201 Oak Street
Conway, AR 72032

Hawks Family Team, LLC
1720 Royal Drive
Conway AR 72034

SITE
.....
Addresses. 607, 675, 725, and 819 Siebenmorgen Road, and 755 Spruce Street

Lot Area. The project is spread across 4 separate tracts totaling 2.43 acres ±.



Present Zoning. T3 (Suburban) and T4 (Urban Transition). The property is within the Northeast Old Conway Area Specific Plan.

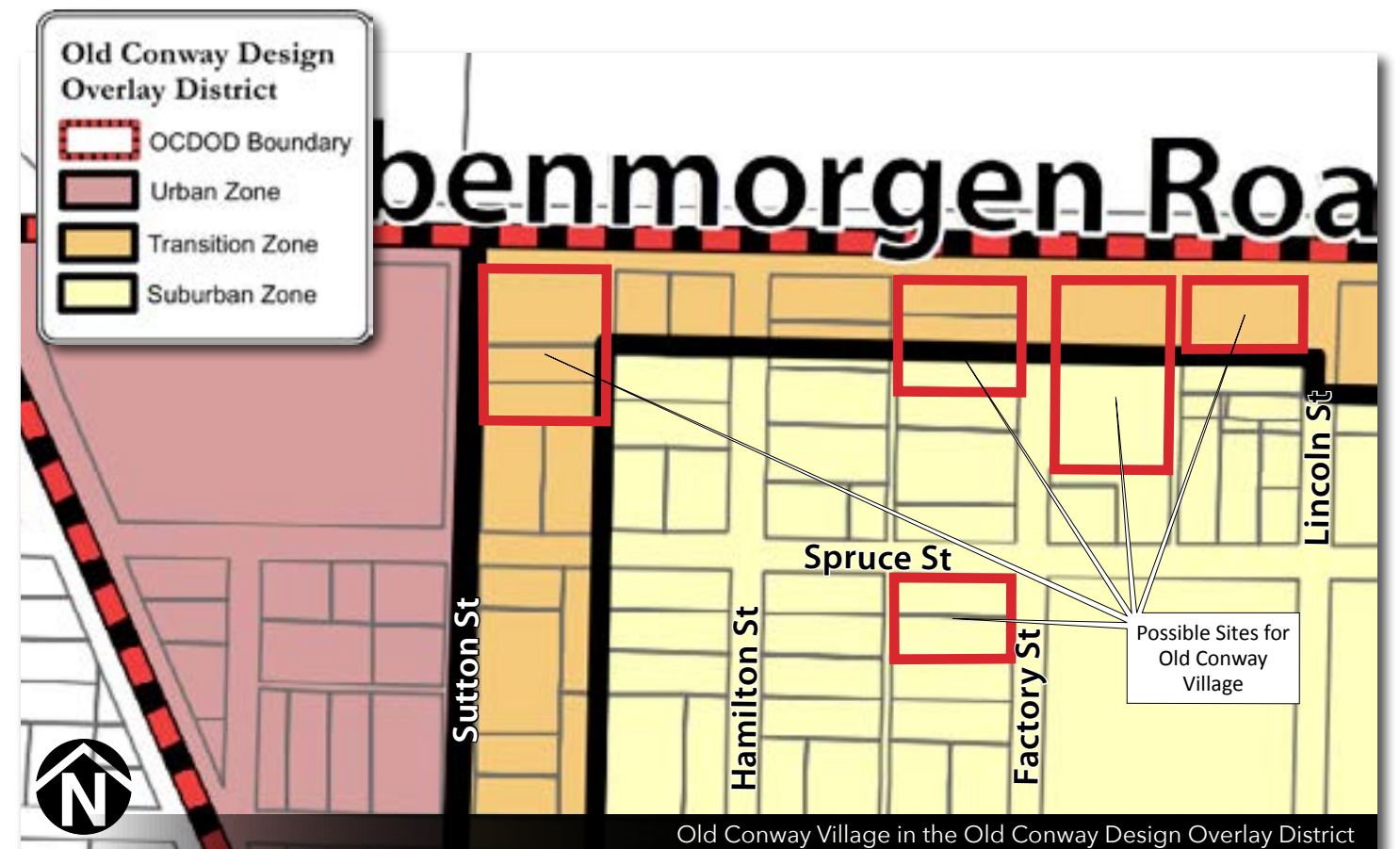
Abutting Zoning. T3 (Suburban) and T4 (Urban Transition). The property is within the Northeast Old Conway Area Specific Plan.

Surrounding Area Structures. The properties are located in the Northeast Old Conway Design Specific Plan. There are 4 separate tracts of land; the southeast corner of Sutton and Siebenmorgen (Labeled as Lot 1), the southwest and southeast corners of Factory and Siebenmorgen (Labeled as Lots 2 and 3), the southwest corner of Siebenmorgen and Lincoln (Labeled as Lot 3A), and the southwest corner of Spruce and Factory Streets (Labeled as Lot 8).

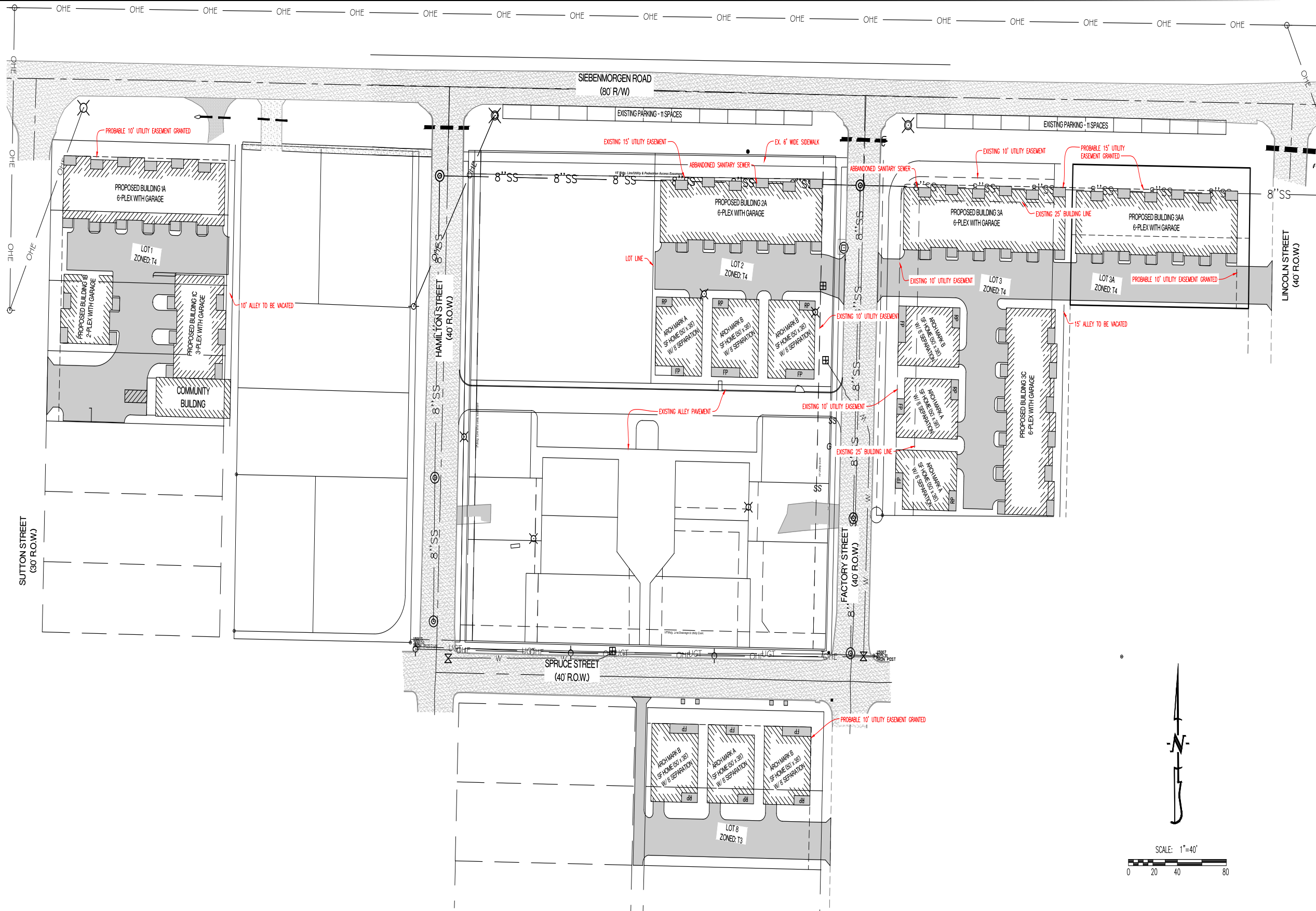
Area structures consists of ranch and minimal traditional residences. Nearby is the mid-century Pleasant Branch Baptist Church.

The Spruce Street Cottage project is planned to occupy the parcels central to this proposed development. The Spruce Street Cottages will be constructed by another developer. The HDC approved the design of the Cottages in January 2017.

continued on pg 7



Site Plan showing project locations



General Description of Property and Proposed Development. The applicant is proposing to construct 7, 3 bedroom, 2 bath, and 1 car garage townhome structures and 9 single family detached homes. A clubhouse is also proposed on the south side of Lot 1.

All residential structures have rear loading single car garages. All proposed townhome structures will be within the Northeast Old Conway Area Specific Plan T4 Transitional Zone. Townhomes are appropriate in the T4 Transitional Zone.

Setbacks. Proposed setbacks should respect the predominant setbacks of area structures, especially the front setback.

NEOCA T4 setbacks:
 Front: 6 feet minimum, 18 feet maximum
 Side Street Side: 8 feet
 Side Interior: 0 feet
 Rear: 5 feet or 15 feet from centerline of alley, whichever is greater.

NEOCA T3 Setbacks:
 Front: 17 feet minimum, 23 feet maximum
 Side Street Side: 8 feet
 Side Interior: 6 feet
 Rear: 3 feet or 15 feet from centerline of alley, whichever is greater.

It is likely that some setback variances will be requested to construct as proposed. The NEOCA Plan area is a subset of the Old Conway Design Overlay District. As such, the HDC can grant variances to the above setbacks. The HDC should use the NEOCA setbacks as a guide to determine appropriate setbacks. The area is largely vacant making it difficult to use existing structures to determine an average area setback. The applicant has provided basic setback information additional setback detail may be needed as plans are modified to establish suitable setbacks. **At the November 27 HDC meeting, the HDC approved the project's proposed setbacks as shown on the submitted site plan.**

Spacing. Established spacing distance pattern between area structures. This area of the Pine Street neighborhood is largely vacant. Historically, homes would be spaced on typical residential lots in a gridded street neighborhood. This traditional area spacing has largely been lost due to the demolition of structures. The townhomes will be larger structures using a similar spacing pattern. The NEOCA Plan anticipated this pattern of development calling for townhomes along Siebenmorgen. Proposed single family residential structures can more closely follow the traditional spacing pattern of the neighborhood.

Lot Coverage. The NEOCA Plan calls for up to 80% lot coverage in the T4 zone and 60% in the T3 zone. Lot coverage is defined as area impermeable to water. It appears that the proposed townhomes, parking areas, and single family structures will be in compliance.

Orientation. The direction in which the front of a building faces. Most townhomes are oriented to face abutting streets. However, 3 units are facing internally with the “front” facade facing abutting property (Lots 1, 2, and Lot 3. The rear of some units on Lots 1 and 3 will be facing the abutting property. **The front facades of all proposed single family homes face outward to the public streets or public alley.**

Alley. There are 3 unbuilt alleys and one newly constructed alley in the project area. An alley in Lot 1 and part of an alley in Lot 3 will need to be closed in order to construct as proposed. **The City Council approved closure of these alleys at the November 28 City Council meeting. The newly constructed alley is used as the “front” of the single family residences in Lot 2.**

Driveway/Parking/Carport. Driveways and parking areas are planned for each townhome unit. The parking areas will be internally located between townhome units and will serve as the garage entry points. The townhome buildings will screen the parking areas and present a more pedestrian friendly facade to the public streets and alley. All proposed single family structures will have driveways accessed from an alley or parking area with rear garage entry. The driveway serving the 3 single family structures south of Sutton could possibly be reduced. The existing 10 foot alley on the west side of these structures could also be used to provide access.

Sidewalks. Sidewalk construction is required along all public streets.

Fences. No fencing is shown on the submitted plans.

Tree preservation. There are several significant trees scattered throughout the project area. A more detailed landscaping plan will be needed to determine if any of these trees can be preserved. If tree removal is necessary remedial trees should be included in final landscape plans. Consideration for street trees should be given along public streets. However, the possibility for street trees will need to be coordinated local utilities and the City Engineering Department.

MASSING

Scale. The size of new construction in relation to neighboring structures and the proportion of structures to the human scale. The townhomes are larger in overall scale than area residences. However, the NEOCA plan specifies townhomes as appropriate along Siebenmorgen. Townhomes will bring a new precedent in scale to the neighborhood. Structures should decrease in scale moving south into the Pine Street neighborhood creating a more typical single family residential scale.

Height. The average height of area structure’s eaves and cornices. Also, the first floor elevation/height relationship. There are no dimensions on submitted building perspectives. An appropriate first floor height on the townhomes and single family residences is 9 feet minimum. A higher first floor height sets a more traditional vertical appearance to the structures. The townhome elevations show a more traditional elevated entry on the front facade. The front entry height is highly encouraged.

Width. New construction proportions shall respect the average widths of the majority of neighboring buildings in the area. The townhomes overall width is much larger than area homes. The townhome structures will set a new pattern of development along the Siebenmorgen area. This is congruent with the NEOCA plan. Proposed single family residences are similar in width to other area residences.

Directional expression. Measurement of the height to width ratio of a structure’s elevation. The townhomes are taller and more vertical than area one story homes. A new precedent will be set in accordance with the NEOCA plan allowing townhomes along the Siebenmorgen area. The height to width of the proposed residences is similar to other area residences.

Footprint. The area of land covered by a structure should be in relation to the majority of neighboring structures. The townhome’s footprints are larger in relation to other area structures. This larger footprint is congruent with the NEOCA plan. Proposed single family residence’s footprints are similar to other are residences.

Complexity of form. The level of detailing and breaks in wall planes of a structure.

Townhomes. **The townhomes have a moderate level of detailing accomplished with breaks in wall planes, gables, and portico entries, and rear porch stoops. There are also varying paint colors, breaks in the roof line, entry differentiation, etc, in order to create a more “individual” look to the townhome units. Porch sizes have been increased to meet the minimum 6foot depth requirement on both the front and rear porches.**

Single Family Residences. **There are now 2 single family residence designs The 9 residences will use the same floor plan but will have two exterior designs that are mixed and mirror imaged to provide variation. On Lot 2, a Option A will be set on the west and two mirror imaged Option B’s will be set in the center and east side. On Lot 3, two mirror imaged Option A’s will be used in the center and the south. An Option B will be used on the north. On Lot 8, two Option B’s will be used separated by an Option A in the center.**

Façade, wall area, rhythm. Facades shall be compatible with surrounding historic structures in proportion of wall to opening area. The townhomes appear to have an appropriate number of windows and doors. **The long sides of the Siebenmorgen townhomes are facing north creating a street friendly facade. The single family residences seem to have the appropriate level of windows and doors with the exception of the two front bedrooms. The submitted elevations show a window on the left side of the residences but it is not shown on the floor plan. This window along with another one on the right side of the residence will better meet the Old Conway Overlay transparency regulation of 25-40%.**

DESIGN ELEMENTS

Style. The style should compliment area historic structures. The townhomes and residences are modern with craftsman like details such as wide window trim and tapered columns. The Pine Street neighborhood’s residential styles are for the most part, not of a historic nature, mostly consisting of post WWII minimal traditional residences. The new structures set a precedent for future design.

Entries, Porches, and Porticos. Appropriate entry points are provided. Old Conway Design Regulations specify a 6 foot minimum porch depth. The applicant has modified the townhome front porches to a minimum of 6 feet x 10 feet. The townhome’s rear porch/portico is how as 6 feet x 8 feet. **The single family residence Option A has a front porch depth of 6 feet and 10 feet wide and a rear porch depth of 6 feet x 13 feet wide. Option B has a front porch depth of 6 feet x 23 feet wide and a rear porch depth of 6 feet x 13 feet wide.**

Doors and windows. **Windows for townhomes and single family residences have one over one dividers.** Front doors are shown as one half glass doors. This style door is more traditional and is encouraged.

Awnings. When new construction uses awnings, traditional awning designs, materials, and placement should be used. No awnings are proposed.

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 the plans. The project will be subject to Planning development review lighting guidelines.

MATERIALS & DETAILING

Architectural Details, Siding, and Bricks. Eaves, brackets, dentils, cornices, molding, columns, trim, etc. The townhomes are shown with a brick foundation wall and cement fiber board siding. Gables use a shake style siding to provide contrast to the horizontal siding. A horizontal banding board is shown at the second floor and top of first floor. It is assumed that vinyl will be used for fascia trim and gable siding. The applicant can provide details at the meeting. Wide trim in a more traditional style is proposed around windows and doors. **There are breaks in the roofing plane, gables, varied gable louvers, porch detailing, etc. These details help to vary the townhome facade and create an individual townhome look. The single family residences have breaks in the front and rear wall planes, roof line variations, wide trim work at openings, etc to create a more traditional detailed facade.**

Shutters. Shutters are not shown on the submitted elevations. If used, shutters should be in proportion to their window opening. If they were closed, they should cover the window opening.

Roof. An asphalt composition roof is shown.

Decks/Plaza Space. **Option A appears to show a small concrete patio space in lieu of a rear porch.**

Skylights. None are shown

Mechanical Screening. HVAC units should be visually located away from streets or screened by landscaping. Exterior HVAC ductwork should not be visible from the street.

RECOMMENDATIONS

Planning Staff recommends approval of the development with submitted updated December plans. The following conditions are recommended.

Staff recommendations:

1. The development shall be constructed as submitted. Variations may be allowed for technical reasons and are approvable by the Director of Planning.
2. Additional windows shall be added per staff sketch in the single family residence front bedrooms.
3. First floor heights 9 foot minimum.
4. All structures shall be clad with cement board siding.
5. Fascia and soffit materials may be vinyl.
6. Tree preservation, remediation, and general landscaping shall be determined and approved as part of Planning Staff landscaping development review.
7. Setbacks, easements, etc as approved by the Historic District Commission in November will be recorded as part of the platting process.

- Additional points for applicant to keep in mind:
- Platting of the property is required. Additional street rights of way dedication may be required.
 - Planning Staff Development Review will be required. Development review includes project review by City Fire, Sanitation, Engineering, Planning and Conway Corporation.

Townhomes front perspective



Townhomes with Community Building front perspective



Townhomes side perspective



Community Building side perspective



Single-Family Home (Opt A) - front perspective



Single-Family Home (Opt A) - rear and side perspective



Single-Family Home (Opt A) - side perspective



Single-Family Home (Opt A) - rear and side perspective



Single-Family Home (Opt B) - front perspective



Single-Family Home (Opt B) - rear and side perspective



Single-Family Home (Opt B) - side perspective

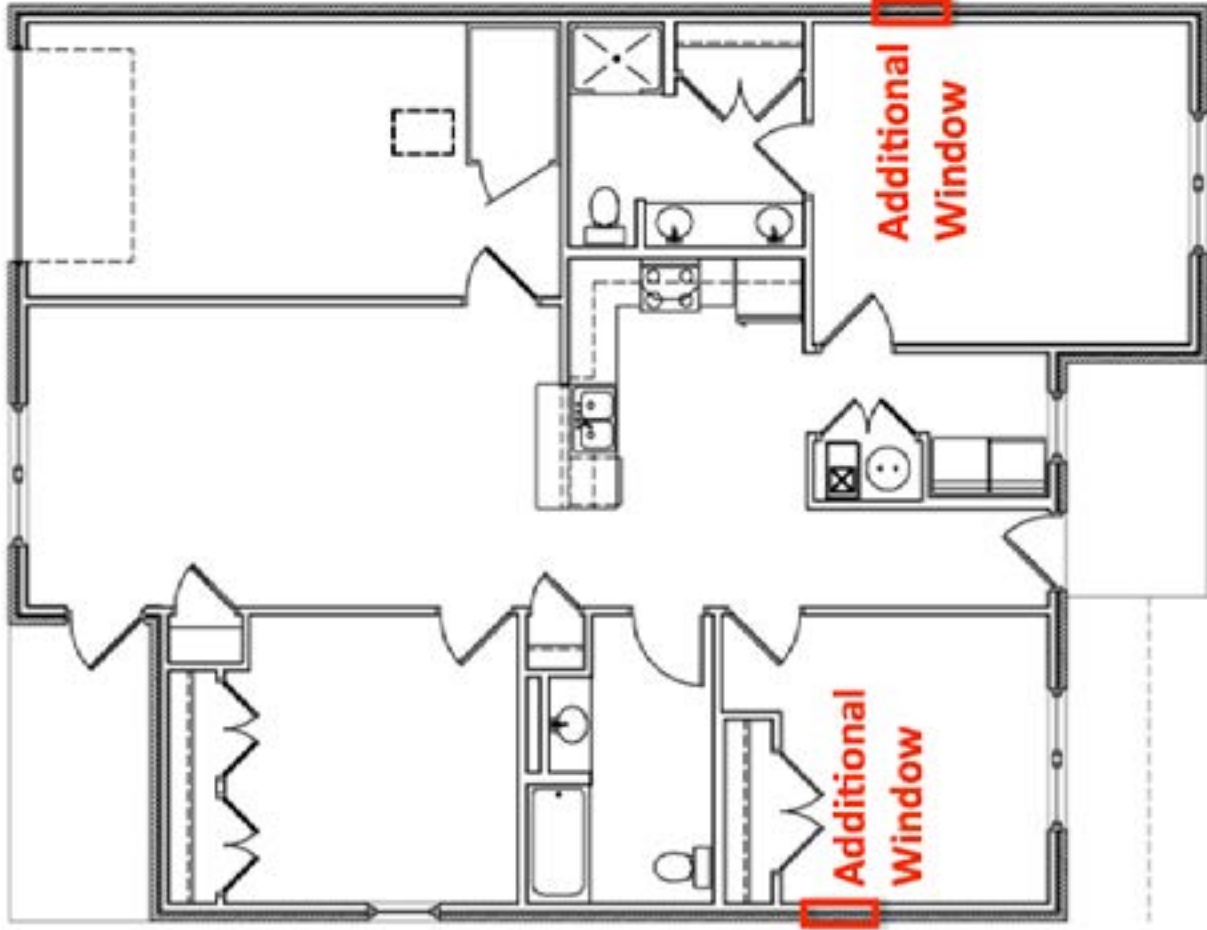


Single-Family Home (Opt B) - rear and side perspective



B OLD CONWAY VILLAGE, LP - SINGLE-FAMILY HOME + SAMPLE MATERIALS

Single-Family Home - Representative Floor Plan



Old Conway Design Overly District Certificate of Appropriateness Review Application: Item 1. C. 4. Material samples for proposed development.

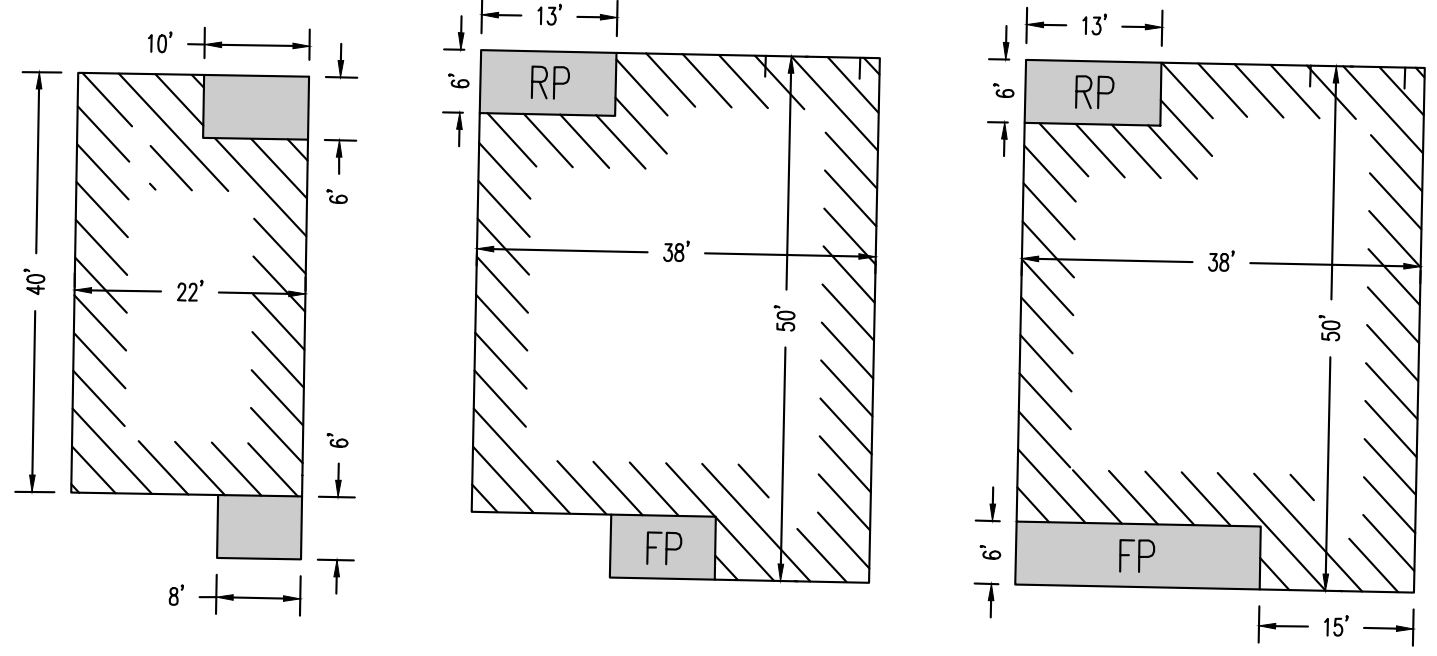


Representative trim around windows and gable end



Representative one-over-one window

Single-Family Home - Building Dimensions



TOWNHOME UNIT

ARCH MARK A

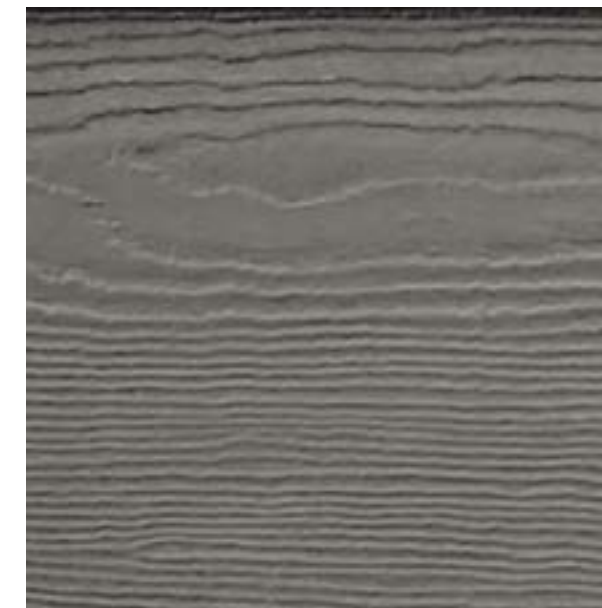
ARCH MARK B



Representative Hardieboard - Lap siding



Representative Octagonal feature window

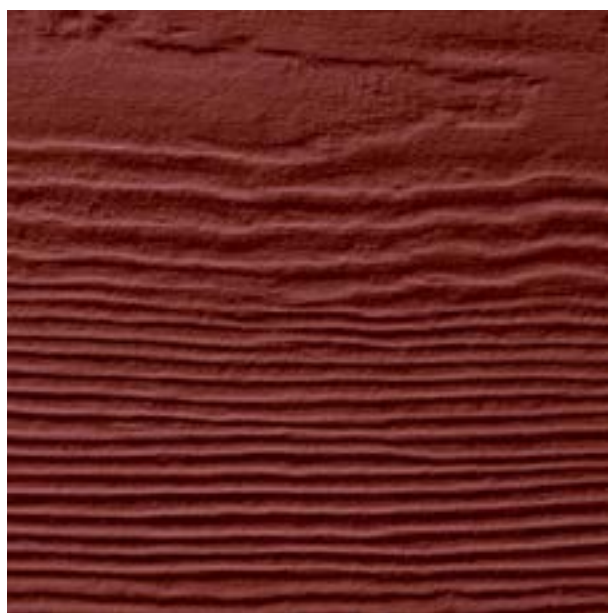


Representative Hardieboard – Shake siding board

Representative Hardieboard – Panel

Representative colour – Timberbark

Representative colour – Slate Gray



Representative colour – Country Lane Red

Representative colour – Mountain Sage

Representative decorative louver

Representative front sitting porch light fixture



Representative front entry



Representative porch layout



Representative wall mount mailbox



**2018
SCHEDULED MEETING DATES**

<u>MONTH</u>	<u>MEETING DATE</u>	<u>SUBMISSION DEADLINE</u>
January	Monday, January 22	Friday, January 5
February	Monday, February 26	Friday, February 9
March	Monday, March 26	Friday, March 9
April	Monday, April 23	Friday, April 6
May	Monday, May 29	Friday, May 11
June	Monday, June 25	Friday, June 8
July	Monday, July 23	Friday, July 6
August	Monday, August 27	Friday, August 10
September	Monday, September 24	Friday, September 7
October	Monday, October 22	Friday, October 5
November	Monday, November 26	Friday, November 9
December	Tuesday, December 18 ¹	Friday, November 30

Conway Historic District Commission meetings begin at 5:30 pm typically on the fourth Monday of each month and are held in the first floor conference room of City Hall at 1201 Oak Street, Conway, Arkansas. The agenda with supporting information for each meeting is posted at <http://www.cityofconway.org/pages/conway-historic-district-commission/>

¹ Meeting moved due to Christmas Eve.

DISCUSSION - 2018 CERTIFIED LOCAL GOVERNMENT GRANT

A new Arkansas Historic Preservation Program grant cycle is beginning. Grant funds will cover activities between May 15, 2018 and September 30, 2019.

There will be a National Alliance of Preservation Commissions Forum July 18-22, 2018 in Des Moines, IA. The AHPP typically tries to send as many Commission members as possible to the NAPC Forums. 3 In-state training sessions are also planned. Two of them will be held in the Central Arkansas area.

Staff will request funds to cover NAPC Forum attendance and the one non-Central Arkansas training. Another funding request could be for a realtor training session as discussed earlier this year.

A Letter of Intent must be submitted by December 21, 2017. The complete application must be submitted by February 23, 2018.