Conway Planning Commission

7:00pm • December 21, 2015 • 810 Parkway Avenue
DECEMBER 2015 AGENDA ITEMS:

1A. FREEWAY BUSINESS PARK PH IV -- PRELIM SUBDIVISION
2A. CENTRAL BAPTIST CHURCH -- DEVELOPMENT REVIEW APPEAL
3A. ALLEN SHAYER -- CONDITIONAL USE
3B. LAST CHANCE MINISTRIES -- CONDITIONAL USE
Planning Commissioners

Lee Washington, Chairman  Stan Hobbs
Mark Lewis, Vice-Chairman  Bryan Quinn
Marilyn Armstrong  Jerry Rye
Justin Brown  Wendy Shirar
Matthew Brown  Anne Tucker

Contact the Planning Commission by email at planningcommission@cityofconway.org

Call to Order

Introduction & Chairperson Remarks

Minutes: November 16, 2015

1. Subdivision and Replat
   A. Freeway Business Park, Phase IV Preliminary Subdivision

2. Development Review Appeal
   A. Central Baptist Church Children’s Education Building - Minimum Masonry Requirement Denial Appeal

3. Annexation, Zoning and Conditional Use (Requires Public Hearing)
   A. Shaver Conditional Use Permit: MF-1 in R-2A
   B. Last Chance Ministries Conditional Use Permit: Shelter for Homeless in RMH

4. Discussion
   A. 2016 Planning Commission Nomination Schedule
   B. 2016 Officer & Committee Assignments
   C. 2016 Meeting & Deadline Schedule

Adjourn

Planning Staff Development Review/
Minor Subdivision Reports to the Planning Commission

The following items have been reviewed and approved by the Director of Planning and Development and are being reported to the Planning Commission as required by the Zoning and Subdivision Ordinances:

A. Development Reviews
   • Chipotle, BK Dean PUD, 915 E Oak St
   • Tucker Creek Vet Clinic, 2725 College Ave
   • Conway Corp, New Office Building, 1307 Prairie St

B. Lot Splits, Lot Mergers, and Minor Subdivisions (filed for record)
   • Conway Market Place East Replat Lot 2C; minor plat
   • Shaver Hayes Street Lot Merger; filed [L-296]
   • Pediatrics Plus Subdivision; filed [L-267]
   • Navistar Addition; filed [L-270]

The Conway Planning Commission makes recommendations to the City Council on public hearing items. The City Council will make a final decision on these items using the Planning Commission recommendations as a guide.

Items not approved by the Planning Commission may be appealed to the City Council within 30 days after Planning Commission denial. If an item is appealed to the City Council, a public notice sign will be placed on the property at least 7 days prior to the City Council meeting. A public notice will also be placed on the City's website: www.cityofconway.org.

Items reviewed at tonight’s Planning Commission meeting may be considered by the City Council as early as January 12, 2016.
FREEWAY BUSINESS PARK, PHASE IV PRELIMINARY SUBDIVISION

APPLICANT
105 Development
3200 W Tyler Street
Conway, AR 72034

STAFF REVIEW BY
Scott Grummer, City Planner
1201 Oak Street
Conway, AR 72032

SITE DATA
Location: Property located at the intersection of S Harkrider Drive, Landmark Drive and Superior Drive.
Legal Description: On file
Site Area: 5.00 acres
Current Zoning: C-4 (Large Shopping Center Commercial District)
Existing Structures: None
 Overlay: None

STAFF COMMENTS
This subdivision divides the property to provide lots for commercial development along Interstate 40.

STAFF RECOMMENDATIONS
Staff recommends approval of this subdivision subject to Item 9.

STREET DESIGN REQUIREMENTS
The rights-of-way of all streets must conform to the Master Street Plan and the requirements of Table 1, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. Additional right-of-way will not be required in the C-1 Central Business District where buildings would be in the right-of-way. A Variance has been received for reduced ROW width of United Drive from 60’ as required by the Master Street Plan, to 50’. Planning Commission must approve this request or this condition must be corrected.

FREEWAY CITY PLANNING DEPARTMENT REVIEW
FREEWAY BUSINESS PARK PHASE IV PRELIMINARY PLAT
SUBMITTED BY
105 DEVELOPMENT
DECEMBER 10, 2015

This review lists the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval.

BASIC INFORMATION NEEDED ON THE PLAT
1. If any portion of the land being subdivided is subject to flooding, the limit of such flooding shall be noted and the appropriate 100 year floodplain and/or floodway shall be identified.
2. The present zoning classification of the adjoining land contiguous to the boundary of the proposed subdivision/replat is needed.
3. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings.
4. Proposed easements are needed. Please place easement labels inside Easement Lines

ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT
5. Improvement plans for each new utility system are needed.
6. Improvement plans for any new drainage system, including location, size and construction of drainageways and structures and typical cross sections and centerline profiles are needed.
7. The Certificate of Preliminary Engineering Accuracy is needed on each set of street and drainage plans.
8. A draft of any Bill of Assurance proposed for the subdivision generally describing proposed covenants, restrictions and conditions applicable to the property included in the submitted plat is needed.

STREET DESIGN REQUIREMENTS
10. The Planning Commission may authorize a new boundary street when the subdivider agrees to dedicate the entire right-of-way and construct all the required improvements.

STAFF RECOMMENDATIONS
Staff recommends approval of this subdivision subject to amended punch list. The Planning Commission must consider Item 9.

FREEWAY BUSINESS PARK, PHASE IV PRELIMINARY SUBDIVISION

EASEMENT DESIGN REQUIREMENTS
11. Utility easements as required by Conway Corporation are needed.
12. Drainage easements as required by the City Engineer are needed.

SIDEWALK DESIGN REQUIREMENTS
13. Sidewalks are required along all streets within all zoning districts within Conway city limits and within the Conway Territorial Jurisdiction. Please correct Sidewalk Notes Street Names to match the plat.
14. Sidewalks As Part of Commercial, Multi-Family, and Mixed Use Developments: Sidewalks along streets in commercial, multi-family, and mixed use subdivisions shall be constructed concurrently with building construction as part of site development review. Sidewalks shall be the responsibility of the builder/owner and not the developer. The sidewalk shall be installed prior to the final inspection and issuance of a certificate of occupancy. However, the developer of commercial subdivisions/replats with pre-existing development shall be required to meet the sidewalk provisions of Article 1101 Development Review of the Conway Zoning Ordinance.
15. When a developer creates a residential boundary street, the developer shall construct sidewalks along previously developed lots.
16. Any developer required sidewalk shall be constructed concurrently with other subdivision infrastructure. Such construction shall be completed or assurance for construction shall be required along with other infrastructure improvements prior to filing of the final plat.
17. All sidewalk construction location, and responsibility for construction shall be clearly identified on the final plat. Detailed sidewalk construction drawings coordinating sidewalks with other street/lot/easement infrastructure shall be shown on or included with the final plat.
18. Sidewalk elevation. The sidewalk elevation shall be two (2) percent above the top of the curb, sloping two percent towards the curb (one-fourth inch in each foot). This elevation shall be continuous through the driveway approach.
19. Driveway approach. The area remaining between the sidewalk and the flow-line of the gutter, called the approach to the driveway, shall slope up to the elevation of the sidewalk.
20. Sidewalks shall link sidewalks of adjoining lots so as to provide a continuous “ribbon” of pedestrian access throughout the community.

FEE REQUIREMENTS
21. Appropriate fees must be paid.
OTHER REQUIREMENTS

22. In addition to the requirements established herein, all subdivision plats shall comply with all other applicable rules, regulations and laws including but not limited to the Growth Plan (Comprehensive Plan), the Conway Zoning Ordinance, building and housing codes, and any other regulations adopted by the City Council and any regulations or special requirements of the State Health Department, State Highway & Transportation Department, or other appropriate State agencies.

AUTHORIZATION TO PROCEED

23. Receipt of an approved or conditionally approved copy of the Preliminary Plat, together with an approved copy of the Improvements Plan shall constitute authorization of the Planning Commission for the developer to proceed with the preparation of the Final Plat, the installation of improvements, and the staking out of lots and blocks. The developer, after conditional approval of the Preliminary Plat, shall complete all improvements required under this regulation.

EXPIRATION OF PLAT

24. Plats will expire at the end of one year from acceptance of the Preliminary Plat unless an extension is requested and granted by the Planning Commission. The Freeway Business Park Phase IV will expire on December 4, 2016.
Although the Planning Department has empathy for the financial constraints of every project—especially those of non-profit organizations such as religious institutions and public schools—it should be noted that in every other case which has come before the Planning Department staff since 2007, the standards have been enforced equitably and consistently on all projects.

STAFF RECOMMENDATIONS
Staff recommends that the façade of the addition should match the façade of the existing structure in both color and material, by type and wall area and therefore a variance be granted per suggested conditions below.

SUGGESTED CONDITIONS
1. The proposed addition to match those existing design features in color and type, to a reasonable level of +/- 10% of wall area.
2. Tree planting along eastern side of building immediately adjacent to the wall, irrespective of the amount of brick installed.
CENTRAL BAPTIST CHURCH DEVELOPMENT REVIEW DENIAL APPEAL

PLANNING DEPARTMENT
City of Conway
1201 Oak Street CONWAY, AR 72032 (501) 450-6105

development review notice of appeal

Date: 11/24/2015

Development Name: CENTRAL BAPTIST CHURCH (ADDITION)
Representing Party and Title: BARRY HOFFMANN (ARCHITECT)
Development Address: 3333 Dave Ward Drive
Zoning Class: A1401 Lot/Parcel #: N/A Geolocator (T/R,SECT,1/4): 051H15"SW
Appellate To (check one):
☒ Conway Planning Commission ☐ Conway City Council

Please be advised that an appeal is hereby taken to the City of Conway, Arkansas for the action of the Planning Director in refusing to issue a Development Review Approval in accordance with Article 1101 of the City of Conway Zoning Ordinance (O-94-54). The disputed Section, Paragraph, and/or Subparagraph (Article 1101) is indicated below:

SEE ATTACHED SHEET

By signing below, I understand that the appellate board which is to consider this appeal shall hear, review, and decide upon only the above listed grievances specifically.

APPLICANT’S NAME: BARRY HOFFMANN PHONE NUMBER: 501-268-4743
APPLICANT’S EMAIL ADDRESS: Barry@HoffmannArchitectural.com
APPLICANT’S ADDRESS: 102 N. Spring Street
SPARK AR 72143
APPLICANT’S SIGNATURE: [Signature]
3A SHAVER PROPERTIES CONDITIONAL USE PERMIT REQUEST

SHAPER PROPERTIES CONDITIONAL USE PERMIT REQUEST TO ALLOW MF-1 DENSITY IN R-2A (LARGE LOT DUPLEX)

APPLICANT
Allen Shaver
1261 Harkin Street
Conway, AR 72032

STAFF REVIEW BY
Bryan Patrick, Director of Planning
1201 Oak Street
Conway, AR 72032

SITE DATA
Location, 1919 and 1921 Clifton Street

Site Area. 2.4 acres +/-
Existing Structures. A 1652 square foot home (1919 Clifton) and a 1288 square foot home (1921 Clifton) and accessory buildings
Current Zoning, R-2A (Large Lot Duplex)
Requested Rezoning. To allow MF-1 (Multifamily 1 density - 12 units per acre)
Overlay District, None

Comprehensive Plan. The Comprehensive Plan shows this property as appropriate for single family residential. However, the property is zoned R-2A (Large Lot Duplex)

Projected Traffic Impact. Under current R-2A zoning, the two residences generate around 20 vehicle trips per day. If the property were given MF-1 density, 28 units could be constructed generating approximately 280 vehicle trips per day.

Utility Infrastructure. Conway Corporation Engineering will review and consider the adequacy of existing infrastructure. Extensions and re-routing of utilities may be required. Easements will likely be required to provide for future area development.

Flood/Drainage. No part of the requested property is within any flood plain or flood way. However, the area is level and there are local drainage problems. Any new development will need oversight by City Engineering to ensure that adequate drainage is provided by the development.

Street Improvements. No street improvements are planned for Clifton Street in the near future.

Conway 2025. Not directly applicable

STAFF COMMENTS
The applicant is requesting a conditional use permit to increase the density of two large deep parcels. The two parcels are approximately 80' x 570' and 100' x 570'. Currently, there are two single family residences on the two lots. Without a conditional use permit or multi-family zoning, the lots are limited to 1 single family residence and 1 duplex or 3 units total.

With a conditional use for MF-1 density, 28 units could be constructed. The applicant incorrectly noted 33 units possible on submitted documents. The proposal would keep the existing single family homes fronting Clifton Street and construct a 20 foot private drive serving a mix of single family and duplex structures. A fire code approved turn-around would be constructed towards the western end of the property.

STAFF RECOMMENDATIONS
Planning Staff recommend the approval of this request if appropriate conditions can be crafted to ensure compatibility with the surrounding area.

Suggested Conditions on p. 18
STAFF CONDITIONS

The following list of conditions is not complete and should be considered a “starting point” for conditions. The Commission should take public comment and revise, add to, or delete from the suggested conditions appropriately.

The following conditions are recommended:

1. Planning Department development review is required. Particularly, drainage approval by the City Engineering Department.
2. Platting of the property is required. Platting will include additional street right of way as required.
3. The development is limited to a maximum of 28 units.
4. A 6 foot privacy fence is required along the south property line.
5. A 20 foot wide (or Fire Department approved width) private drive with approved fire apparatus turn-around will serve the development. The City will not maintain the private drive. On street parking is not allowed.
6. Setbacks as shown on the submitted site plan shall be allowed.
7. Sidewalks are required on both sides of the private street. Due to reduced setbacks, the sidewalk may be placed at back of curb.

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Applicant Provided Sketch - Proposed Site Plan

EXISTING DRIVEWAY

EXISTING SHOP

1BED EFFICIENCY

1919 CLIFTON

EXISTING HOME

DUPLEX

6' PRIVACY FENCE ALONG SOUTH LINE

SINGLE FAMILY HOME

DUPLEX

SINGLE FAMILY HOME

SINGLE FAMILY HOME

SINGLE FAMILY HOME

SINGLE FAMILY HOME

SINGLE FAMILY HOME

DUPLEX

DUPLEX

DUPLEX

06247 SQ FT 33 UNITS POSSIBLE MAX WITH CONDITIONAL USE .44 ACRES WE ARE ASKING FOR 28 MAX
LAST CHANCE MINISTRIES/MEEKS CONDITIONAL USE PERMIT REQUEST TO ALLOW A HOMELESS SHELTER IN RMH (MOBILE HOME DISTRICT)

APPLICANT
Patricia Meeks
Last Chance Ministries
3 Brown St
Conway, AR 72032

STAFF REVIEW BY
Bryan Patrick, Director of Planning
1201 Oak Street
Conway, AR 72032

SITE DATA
Location. 450 East Robins Street House 21 and surrounding property.

Site Area. .55 acres +/-

Existing Structures. A 1000 +/- square foot home and several accessory buildings

Current Zoning, RMH (Mobile Home District)

Requested Conditional Use Permit. To allow a homeless shelter.

Overlay District. None

Comprehensive Plan. The Comprehensive Plan shows this property as appropriate for multi-family. However, the property is currently within a mobile home park.

Projected Traffic Impact. With the current RMH zoning and 1000 square foot residence, around 10 vehicle trips per day could be expected. If the property were used as a homeless shelter, an increase in vehicle trip generation could be expected with employees, deliveries, and guests transportation. However, a projected amount of vehicle trip generation is difficult to determine without the number of guests, employees, etc.

Flood/Drainage. No part of the requested property is within any flood plain or flood way.

Street Improvements. No street improvements are planned for Robins Street in the immediate future. The old airport is expected to be redeveloped into a shopping center in the next 2-5 years. Robins is expected to connect to a future north-south connector running between Bruce and Commerce. The north-south connector and Robins improvements are expected to happen during a later phase of the shopping center development.

Conway 2025. Not directly applicable

STAFF COMMENTS
The applicant is requesting a conditional use permit to operate a homeless shelter.

The submitted applicant states, “We provide shelter for those who literally are sleeping outside and for those who are elderly and displaced, sick, blind, in crisis, of medical issues and mental issues that have been dropped off in streets. We are here for those persons who want to help. To get them into responsible stable places so they don’t resort to stealing and breaking the law.”

It would appear that the applicant has been operating a homeless shelter at this location for some time. Aside from housing guests in the house, there are several small accessory buildings that are being used for housing. None of these structures meet fire code for group housing.

STAFF RECOMMENDATIONS

The applicant has not submitted information to describe current management, number of occupants, number of employees, or desired future operation. The Planning Commission will need to ascertain necessary information from the applicant and take public comments in order to reach a decision and possibly create applicable conditions.

Recommendations cont.
Due to an oversight, five eligible nominees were not considered during the selection process. As a result, the approval of selected nominees was held in committee by the City Council at their December 8th meeting. Interviews were planned for Tuesday, December 15th, for those of these additional five nominees selected. Following these interviews, the Planning Commission will need to discuss and vote whether to maintain the previously selected nominees or make changes to their selections. Depending on the timing of this vote, the final selections of nominees will be sent to the City Council either on December 22nd, 2015 or January 12th, 2016. If the later, it will be a very short notification window for the new commissioners as the first Planning Commission meeting of 2016 is Tuesday, January 19th.

Two new members will be needed in 2016 to fill Lee Washington’s and Anne Tucker’s positions. Anne Tucker has opted to step in and complete Stan Hobbs’ term, which ends in 2017. The two new 5 year terms will expire in 2020.

City wide representation is a desirable trait of the Planning Commission. Not including the Lee Washington or Stan Hobbs and accounting for Mark Lewis’ recent move, the Planning Commission consists of:

Ward 1: 2 members
Ward 2: 1 member
Ward 3: 3 member
Ward 4: 2 members


Ideally, the new members would represent a combination of Wards 1, 2 and 4.
See you in 2016