A. Call to Order

B. Approval of Minutes
   1. September 18, 2017

C. Report from Subdivision Committee (Subdivision Committee meets prior to the Planning Commission at 6:30 pm in City Hall)
   1. Salem Oaks Subdivision - Preliminary Approval
   2. Carmichael Place Subdivision - Extension of Preliminary Approval

D. Public Hearings
   1. Crafton request to rezone from A-1 to R-1 property located north of W Tyler St, immediately west of St. John's Subdivision (proposed Charleston Place Subdivision)
   2. Crafton request to rezone from A-1 to R-1 property located at the northwest corner of the intersection of S German Ln and Favre Ln (proposed Cherry Hill Subdivision)
   3. Watson request to rezone from A-1 to R-1 property located west of S Salem Rd and South Wind Subdivision Phase 3 (proposed Salem Oaks Subdivision)
   4. Baker request to rezone from A-1 to RU-1 property located at 185 Lower Ridge Rd
   5. Smith Communications request for Conditional Use Permit to allow a transmission tower in a C-3 zoning district for property located at Conway Station Park (Robins St)
   6. Throneberry request for Conditional Use Permit to allow O-3, Restricted Office, in an R-2A zoning district for property located at 823 Donaghey Ave
   7. Request to amend Club Villas Planned Unit Development Final Development Plan

E. Discussion
   1. 2018 Planning Commissioner Nomination Schedule
   2. Items as decided by the Planning Commission

F. Adjourn

Planning Staff Review reports to the Planning Commission

The following items (development reviews, minor subdivisions, plats filed for record, etc) 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:

G. Development Reviews
   • Robinson & Center Church of Christ Parking Expansion, 700 Grove St
   • Honda World Expansion, 450 E Dave Ward Dr

H. Lot Splits, Lot Mergers, and Minor Subdivisions (filed for record)
   • Remax Replat (Book L, Page 338)

I. Lot Splits, Lot Mergers, Minor Subdivisions, and Major Finals (submitted for review)
   • Prime Care Addition [Minor]
   • Golden Meadows, Replat Lot 44 [Minor]
   • Turnberry Replat [Minor]
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 reviewed at tonight’s Planning Commission meeting may be considered by the City Council on October 24, 2017.

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 and a public notice will be placed on the City’s website: www.cityofconway.org.
REQUEST FOR PRELIMINARY SUBDIVISION APPROVAL OF SALEM OAKS SUBDIVISION

APPLICANT
Kevin Watson
Watson & Watson Construction
700 Padgett Road
Conway, AR 72034

STAFF REVIEW BY
Scott Grummer, City Planner
1203 Oak Street
Conway, AR 72032

SITE DATA
Location. Property west of South Salem Road, just north of intersection of Favre Lane

Site Area. 9.91 acres

Current Zoning. A-1 (Agricultural); seeking rezoning to R-1 per agenda item D3

Existing Structures. One 3,000 sf single-family residence.

Streets. None

STAFF RECOMMENDATIONS
Staff recommends the approval of the preliminary plat subject to the amended punch list.

CONWAY CITY PLANNING DEPARTMENT REVIEW
SALEM OAKS SUBDIVISION PRELIMINARY PLAT
SUBMITTED BY WATSON & WATSON

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, if any, of the land to be subdivided/replatted and of the adjoining land contiguous to the boundary of the proposed subdivision/replat is needed. Property is zoned A-1. Preliminary Plat approval is contingent upon approval by the Planning Commission.

3. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings.

4. A phasing plan outlining the boundaries for each phase and the location of all CAGIS monuments for the subdivision is needed. A minimum of two CAGIS monuments shall be placed in each subdivision or subdivision phase exceeding ten (10) acres.

5. Natural features within the proposed subdivision including drainage channels, bodies of water, wooded areas and other significant features are needed.

6. The downstream drainage channel and drainage structures substantially impacted by the subdivision/replat shall be shown.

7. Improvement plans, including typical cross sections and centerline profiles for any new street system have been provided, which preliminary plat approval is contingent upon review and approval by the Street Dept.

8. Improvement plans for any new drainage system, including location, size and construction of drainageways and structures and typical cross sections and centerline profiles have been provided, which preliminary plat approval is contingent upon review and approval by the Street Dept.

9. The Certificate of Preliminary Engineering Accuracy is needed on each set of street and drainage plans.

10. 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.

ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT
11. The development plans shall include and identify a prepared and dedicated flowage path or floodway that will accommodate a one hundred (100) year frequency storm event across and through the development. The floodway shall be uniformly graded along the length of the floodway such that water will not pond or accumulate on the surface due to humps or depressions along the route. Computations for the quantity of storm water runoff, sizing of the floodway and elevation of the one hundred (100) year flood shall be prepared by a registered professional engineer and submitted to the City Engineer for review and approval. The computations shall be made using usual and accepted methods and procedures as approved by the City Engineer. A floodway will not be required where less than five (5) acres of adjacent lands drains into the developed property and the total drainage area is less than five (5) acres.

12. State Fire Code 503.05 states that dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus. Anything other than the following cul-de-sac requirement must be approved by the Conway Fire Marshall. Preliminary Plat approval contingent on fire marshal approval of fire apparatus turnaround on Shadow Lane.

STREET DESIGN REQUIREMENTS
13. Utility easements as required by Conway Corporation are needed.

14. Drainage easements as required by the City Engineer are needed.

LOT DESIGN REQUIREMENTS
15. All existing buildings must be shown to meet the minimum setback requirements from all lot lines or they must be modified or moved to meet those setback requirements.

16. Double frontage lots other than corner lots fronting on two streets shall not be platted except under extreme circumstances, as may be approved by the Planning Commission. Future extension of Favre Lane will create double frontage lots 13, 14 & 15. Planning Commission must approve these double frontage lots or this condition must be corrected.

17. On double frontage lots, a planting screen easement of at least 10 feet shall be provided along the portion of the lot abutting a traffic artery or other use where screening is required. There shall be no right of access across the planting screen easement and such restriction shall be clearly designated on the plat and within any Bill of Assurance. Include Planting Easement for lots 12, 13, 14, 15 & 25 along the South boundary lines. Include a Planting Easement for lots 1 & 23 along the east boundary line.

18. At the Planning Commission's discretion, a fence or wall may be substituted for the planting easement and planting screen, but access is denied in the same manner as for the planting easement with the same requirements for noting the restriction.

continued on page 10
C1 SALEM OAKS PRELIMINARY SUBDIVISION

UTILITY DESIGN REQUIREMENTS
19. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is no more than 600 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.
20. Minimum clearance of twenty-six (26) feet must be provided around a fire hydrant.

SIDEWALK DESIGN REQUIREMENTS
21. Sidewalks are required along both sides of all streets within all zoning districts within Conway city limits and within the Conway Territorial Jurisdiction.
22. Sidewalks Along Residential Streets: Sidewalks along streets with residential lots shall be constructed by the homeowner/builder. The sidewalk shall be installed prior to the final inspection and issuance of a certificate of occupancy.
23. When a developer creates double frontage lots with one side along a street classified as a collector or above, the developer shall construct sidewalks along the collector or greater street frontage. Developer required sidewalk construction along Salem Road on lot 26. All other required sidewalk construction installed prior to final inspection and issuance of certificate of occupancy.
24. 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.
25. 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.

OTHER REQUIREMENTS
26. 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
27. 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
28. 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 Salem Oaks Subdivision will expire on September 29, 2018.

C2 CARMICHAEL PLACE PRELIMINARY SUBDIVISION - EXTENSION

REQUEST FOR EXTENSION OF PRELIMINARY PLAT
APPROVAL FOR CARMICHAEL PLACE SUBDIVISION

APPLICANT
Jim Hawks
Hawks Investment Co
2111 E German Lane
Conway, AR 72032

STAFF REVIEW BY
Scott Grummer, City Planner
Conway, AR 72032

SITE DATA
Location. Property located on Salem Road north of Smoking Oaks Road and south of Tucker Creek Road
Site Area. 5.04 acres
Current Zoning. R-1 (One Family Residential)
Existing Structures. 1 existing single family home and one accessory building.
Overlay. None

STAFF COMMENTS
Applicant has requested a one year extension of the approval of the preliminary plat, granted October 17, 2016. If approved, the plat will expire on 9/30/2018.

STAFF RECOMMENDATIONS
Staff recommends approval of the preliminary plat extension request.
C2 CARMICHAEL PLACE PRELIMINARY SUBDIVISION - EXTENSION

Preliminary Plat

CARMICHAEL PLACE SUBDIVISION

LIVING IN THE 31/2 N/T/4, SECTION 2, T-5-N, R-14-W
FAULKNER COUNTY, ARKANSAS

Preliminary Plat

CARMICHAEL DRIVE

CARMICHAEL PLACE

RECEIVED SEP 30 2016

N 0 60 120 180 240

N 0 60 120 180 240

LEGEND

1. PROPOSED IMPROVEMENTS
2. RIGHT-OF-WAY
3. PROPERTY LINE
4. VACANCY BETWEEN LOTS
5. STREET IN EXTENSION
6. STREET IN EXTENSION

Proposed Improvements:

1. Shall be constructed of concrete with a minimum thickness of four (4) inches and shall be
   minimum of five (5) feet wide.
2. All sidewalks shall be connected at each corner by public streets of street corner and at
   designated mid-block
3. Public service drive/alleys/alleys shall never exceed disability not standards
4. The sidewalk alignment shall be the (1) percent above the top of the curb, staying true (1)
   straight towards the curb (cont. straight in each lot). This alignment shall be continuous
   through the driveway approach
5. The overhanging board between the sidewalk and the low-line of the water called the approach to
   the driveway, shall stop up to the extension of the sidewalk.

Legal Description (Preliminary Map attached):

1. Through 16th Carmichael Place Subdivision, lying on the 31/2 N/T/4 of Section 2, T-5-N, R-14-W, Faulkner County, Arkansas, which is subject to the 31/2 N/T/4 at a found in Boston, through along the East right of way of Scenic Road, being the west half of all 31/2 N/T/4 of Section 2, T-5-N, R-14-W, beginning at a point on the South line of said 31/2 N/T/4, thence south line 330 feet to the point of beginning, containing 1.63 acres more or less.
HAL CRAFTON REQUEST TO REZONE FROM A-1 TO R-1 PROPERTY LOCATED AT 3840 TYLER STREET, ADJACENT TO ST. JOHNS SUBDIVISION

APPLICANT
Hal CRAFTON
PO Box 10482
Conway, AR 72034

STAFF REVIEW BY
Jason Lyon, Assistant Director of Planning and Development
1201 Oak St
Conway, AR 72032

SITE DATA
Location. 3840 Tyler Street; adjacent to St. John’s Subdivision

Site Area. ±10.83 acres

Current Zoning. A-1 (Agricultural District)

Requested Zoning. R-1 (Single-Family Residential)

Existing Structures. None

Overlay. None

Comprehensive Plan. The Comprehensive Plan shows this area as appropriate for single family residential development. The submitted plat shows area along creek will be dedicated park land with a walking trail connecting to Tyler St for area pedestrian traffic.

Projected Traffic Impact. With a rezoning to R-1, traffic impact with 40 lots would be approximately 383 vehicles trips a day.

Flood Drainage. There is a creek running along the west side of property, there is no designated flood plain at this time, but recent plat shows creek will be a concrete bottom ditch, as well as two detention ponds will be built for storm water mitigation.

Utility Infrastructure. The applicant will need to coordinate utilities with Conway Corporation for any future structures.

Street Improvement. There are no current plans for road expansion along Tyler St.

Conway 2025. Not directly applicable.

STAFF RECOMMENDATIONS
Planning Staff recommends approval of this rezoning, as it is in-line with surrounding residential growth. The additional traffic will be negligible on overall traffic flow in the area, with only 40 lots. Traffic will flow onto Tyler Street as the major road of the area, as well as feed into the existing streets in prior phases of St John’s Subdivision moving towards Irby Drive. The added potential park land along the creek would be of benefit to the City Parks and Trail system. The subdivision preliminary plat was approved at the September 2017 Planning Commission Meeting.
HAL CRAFTON REQUEST TO REZONE FROM A-1 TO R-1
PROPERTY LOCATED AT 1300 FAVRE LANE

APPLICANT
Hal Crafton
PO Box 10482
Conway, AR 72034

STAFF REVIEW BY
Jason Lyon, Assistant Director of Planning and Development
1201 Oak St
Conway, AR 72032

SITE DATA
Location. 1300 Favre Lane; Northwest Corner Favre Lane and South German Lane

Site Area. ±6.26 acres

Current Zoning. A-1 (Agricultural District)
Requested Zoning. R-1 (Single-Family Residential)
Existing Structures. None
Overlay. None

Comprehensive Plan. The Comprehensive Plan shows this area as appropriate for single family residential.

Projected Traffic Impact. With a rezoning to R-1, traffic impact with 27 lots would be approximately 259 vehicles trips a day.

Flood/Drainage. There is flood plain in the northeast portion of the property (Lots 11 and 12).

Utility Infrastructure. The applicant will need to coordinate utilities with Conway Corporation for adequate utility needs for the proposed subdivision.

Street Improvement. There are no current plans for road expansion along South German or Favre Lane.

Conway 2025. Not specified.

STAFF COMMENTS
The applicant is seeking a rezoning from A-1 (Agricultural District) to R-1 (Single Family Residential) with plans to build a new subdivision on the property. Connections to the property would come from Favre Lane with 2 entrances to the subdivision in the form a horseshoe. Traffic will flow onto Favre Lane, which can handle the additional traffic generation.

STAFF RECOMMENDATIONS
Planning Staff recommends approval of this rezoning, as it is in-line with surrounding residential growth as well as being adjacent to city owned property, which eventually will be a park. The additional traffic will be negligible on overall traffic flow in the area, with only 27 lots. The subdivision preliminary plat was approved at the September 2017 Planning Commission Meeting.
WATSON & WATSON REQUEST TO REZONE FROM A-1 TO R-1 PROPERTY LOCATED AT 1555 S SALEM RD

APPLICANT
Watson & Watson Construction
700 Padgett Rd
Conway, AR 72034

STAFF REVIEW BY
Jason Lyon, Assistant Director of Planning and Development
1201 Oak St
Conway, AR 72032

SITE DATA
Location. 1555 South Salem Road
Site Area. ±10.4 acres
Current Zoning. A-1 (Agricultural District)
Requested Zoning. R-1 Single-Family Residential
Existing Structures. One single family residence along South Salem Road.
Overlay. None

Comprehensive Plan. The Comprehensive Plan shows this area as appropriate for single family residential.

Projected Traffic Impact. With a rezoning to R-1, traffic impact would be limited depending on the number of homes that could be constructed; possibly 48 homes. 48 homes would generate around 460 vehicle trips per day. Favre and South Salem may adequately handle this additional traffic generation.

Flood/Drainage. No flood issues on this property.

Utility Infrastructure. The applicant will need to coordinate utilities with Conway Corporation for the area.

Street Improvement. There are no current area street improvement plans. South Salem is a minor arterial but there are no proposed future expansion plans at this time. With approval of rezoning and subsequent platting, additional right of way for the extension of Favre and an intersection roundabout will be acquired to allow future street expansion on southern edge of property.

Conway 2025. Not specified.

STAFF COMMENTS
The applicant is seeking a rezoning from A-1 (Agricultural District) to R-1 (Single Family Residential) with plans to build a new subdivision on the property. Connections to the property would be come from South Salem Road currently with potential for Favre Lane access in the future when extended west from South Salem Road.

STAFF RECOMMENDATIONS
Planning Staff recommends approval of this rezoning, as it is in-line with surrounding residential growth. The additional traffic will be negligible on overall traffic flow in the area, with approximately 25-30 lots. Current traffic flow will be onto South Salem Road off an entry street, with future access from Favre Lane once extended.

Aerial View of Salem Oaks Subdivision

Proposed Salem Oaks Subdivision

Salem Oaks Subdivision in the Comprehensive Plan
BAKER REQUEST TO REZONE FROM A-1 TO RU-1

GARY BAKER REQUEST TO REZONE FROM A-1 TO RU-1
A PORTION OF PROPERTY LOCATED AT 185 LOWER RIDGE RD (to become 183 Lower Ridge Rd)

APPLICANT
Gary Baker
185 Lower Ridge Rd
Conway, AR 72032

STAFF REVIEW BY
Jason Lyon, Assistant Director of Planning and Development
1201 Oak St
Conway, AR 72032

SITE DATA
Location. 185 Lower Ridge Road (Home on Property); portion seeking rezoning would be addressed as 183 Lower Ridge Road.

Site Area. ±2.0 acres

Current Zoning. A-1 (Agricultural)

Requested Zoning. RU-1 (Restricted Use District)

Existing Structures. Existing Single Family Home to the north and an accessory building (~2500 sq/ft) along the road frontage.

Overlay. None; Part of Lower Ridge Rd Corridor Study

Comprehensive Plan. The Comprehensive Plan this area as suburban residential, area was updated in 2009 Lower Ridge Road Corridor study

Projected Traffic Impact. With a rezoning to RU-1, traffic impact would increase, as uses allowed in RU-1 would be more intensive than a single family dwelling. A 2500 sq/ft office building has the potential to generate around 30-35 vehicle trips per day. Lower Ridge is a Major Arterial, however it has not been improved at this time and more resembles a residential road, but carrying many more cars. An office use is the most intensive “by right” use of the property in the RU-1 district.

Flood/Drainage. The site is not within any FEMA Flood Zones.

Utility Infrastructure. The applicant will need to coordinate utilities with Conway Corporation for any additional needs for potential office building improvements above and beyond single family use.

Street Improvement. There are no current street improvement plans for this area. Lower Ridge Road is a major arterial and upgrades in the near future could be expected as traffic and development continue to increase along the corridor.

Conway 2025. Not directly applicable.

STAFF COMMENTS
The applicant is seeking a rezoning from A-1 (Agricultural District) to RU-1 (Restricted Use District) with plans to continue to use the existing shop as a light office. The applicant has been doing research and development on optical systems on his property in the existing shop building with little to no traffic generation. The rezoning is being sought to be more in line with a potential increase in office traffic. The applicant would also like to erect a sign so that visitors may more easily find the shop. The shop is 120 ft off the road, but applicant does not expect any increase in traffic or modifications of the existing buildings.

STAFF RECOMMENDATIONS
Planning Staff recommends approval of this request, the rezoning is very restrictive as far as uses and the applicant does not have intentions of expanding his existing small office business. The light office use would have minimal impact on the surrounding area and is sought to be in-line with current zoning regulations. The area to the south is Faulkner County and not regulated by City of Conway Zoning Ordinance. There have been small areas of rezonings farther west on Lower Ridge Rd, but this area has not had any modifications prior to this submittal.
SMITH COMMUNICATIONS REQUEST FOR CONDITIONAL USE PERMIT FOR TRANSMISSION TOWER IN A C-3 ZONING DISTRICT

APPLICANT/OWNER
Smith Communications
520 N College Ave
Fayetteville AR 72701

STAFF REVIEW BY
Jason Lyon, Assistant Director of Planning and Development
1201 Oak St
Conway, AR 72032

SITE DATA
Location. 1499 Robins Street (Conway Station Park property)
Site Area. ± 0.13 acre (75’ X 75’ lease parcel)
Current Zoning. C-3 (Highway Shopping District)

Requested Conditional Use Permit. To allow a 170 foot tall stealth cell tower.

Existing Structures. Water Tower (no longer in service) with cellular antennae attached. The water tower will be demolished. The proposed cell tower will replace the water tower.

Overlay. None.

Comprehensive Plan. The Comprehensive Plan shows this area as parkland and currently Conway Station Park is located on the property, the existing water tower has not been used for water service for many years. It is being utilized as a base for communication antennae.

Projected Traffic Impact. None.

Flood/Drainage. This property is not within the 100 year floodplain or floodway.

Utility Infrastructure. Utilities should be adequate for the new monopole design and necessary equipment.

Street Improvement. There are no street improvements planned in the immediate future.

Conway 2025. Not directly applicable.

STAFF COMMENTS
The applicant is seeking a conditional use permit to place a 170 foot tall cellular communications tower within the City of Conway Baseball Park as a replacement for the existing water tower. The new monopole design will be more in line with previous cellular towers that have been approved and constructed.

The Zoning Ordinance permits cell towers in all zoning districts by conditional use permit. Unless outstanding conditions warrant otherwise, the following conditions apply to any transmission tower/station.

Zoning Ordinance Prescribed Conditions
Height. Tower height shall be limited to 150 feet maximum as measured from average undisturbed soil area to the highest tower projection.
• The proposed tower structure is 170 feet tall. The height is similar to height of the existing water tower. Applicant is requesting the additional height for the tower.

Setbacks. Transmission towers shall be setback a distance equal to the tower’s height from the property line or any occupable structure. If the Applicant provides a letter or design drawings stamped by a certified structural engineer documenting that the proposed structure’s fall zone is less than the actual height of the structure, the setbacks shall be reduced to applicable structure setbacks per zoning district.
• The proposed tower is over 170 feet from any structure and is engineer certified for a lesser fall zone. There are no buildings within fall zone, but a portion of baseball field would be within 170 ft of structure.
Monopole. Transmission towers shall be a monopole design.

Internal Antenna and Wiring. All antennas, cabling, and wiring shall be internally mounted. No antennas or wiring shall be visible on the exterior of the tower.

Fencing. Ground mounted accessory equipment and support structures shall be secured and enclosed with a fence not less than 6 feet in height. If the tower location is within view of a public right of way, or an aesthetically sensitive area, fence shall be made of a durable material appropriate for the development and/or area. Brick or masonry shall be the preferred materials. Lesser material shall be appropriate for non-aesthetically sensitive areas.

An 8 foot tall brick and wooden privacy fence is proposed. The location is highly visible from public view.

Landscaping. If the tower location is viewable from a public right of way, or otherwise located in an aesthetically sensitive area, landscaping shall be required surrounding the fencing of accessory equipment. Required landscaping shall be consistent with surrounding vegetation and shall be maintained by the facility owner. The City Council may choose to not require landscaping for sites that are not visible from the public right-of-way or adjacent property or in instances where in the judgment of the City Council, landscaping is not appropriate or necessary.

The site will be in open view of the public with its location in the middle of the baseball park and fronting Robins Street. Trees and shrubbery will be planted around the fenced in area, with gate entrance located on the southern side.

Lighting. Lighting and Marking. Telecommunications Facilities or Support Structures shall not be lighted or marked unless required by the Federal Communications Commission (FCC) or the Federal Aviation Administration (FAA).

STAFF RECOMMENDATIONS
Staff recommends approval of this conditional use permit. The proposed project will remove the decommissioned water tower and replace it with a new less intrusive stealth monopole transmission tower. This tower will provide a visual guide to park visitors and include appropriate Conway specific graphics.

Suggested Conditions
1. All prescribed conditions per the Conway Zoning Ordinance shall be met with the three specific conditions below.
2. An 8 foot tall brick and wooden privacy fence shall surround the enclosure. Any security fencing shall be behind this wall out of sight. Brick should be of similar color as the Boys and Girls Club.
3. 2” caliper d.b.h. Evergreen trees shall be planted around the perimeter of the privacy fence on the west, north, and east as shown on submitted plans.
4. 170 ft. tower height shall be allowed.
5. A graphic “wrap” shall be provided and maintained by the applicant. The specific design and text shall be coordinated through the Mayor’s Office.
CHRIS THRONEBERRY REQUEST FOR CONDITIONAL USE PERMIT TO ALLOW O-3 IN AN R-2A ZONING DISTRICT FOR PROPERTY LOCATED AT 823 DONAGHEY AVE

APPLICANT/OWNER
Chris Throneberry
901 Reedy Rd
Conway, AR 72034

STAFF REVIEW BY
Jason Lyon, Assistant Director of Planning and Development
1201 Oak St
Conway, AR 72032

SITE DATA
Location. 823 Donaghey Ave.
Site Area. ± 0.32 acres
Current Zoning. R-2A (Large Lot Duplex)
Requested Conditional Use Permit. Seeking permit for Restricted Office (O-3) in R-2A zoning district.
Existing Structures. Single family home.
Overlay. Old Conway Design Overlay District.

Comprehensive Plan. The Comprehensive Plan shows this area as appropriate for single family residential, although the Donaghey Corridor study from 2010 (not formally approved via City Council) shows this parcel as an appropriate for restricted office via conditional use permit. The long term plan shows the property as transitioning to a T-4 zone (urban transition zone).
Projected Traffic Impact. With a conditional use permit for restricted office, traffic increase would be minor in relation to the surrounding land uses.
Projected Traffic Impact. With a conditional use permit for restricted office, traffic increase would be minor in relation to the surrounding land uses.
Flood/Drainage. There are no flood issues on this property.
Utility Infrastructure. The applicant will need to coordinate utilities with Conway Corporation for any extension or upgrade of services required for the structure.
Street Improvement. There are no current street improvement plans for the area. If the upcoming sales tax increase is approved by the voters, Donaghey is listed as a street improvement project post 2019.

Conway 2025. Two goals from the Conway 2025 plan seem applicable to this request:
In 2025, Conway has a number of walkable/livable “villages” that were developed using planning tools such as Traditional Neighborhood Development and form-based zoning.
In 2025, mixed use developments are prevalent throughout Conway. The city has moved away from its previous “subdivision ordinance” style of planning.

STAFF COMMENTS
The applicant is seeking a conditional use permit for restricted office on property that is between two properties already either rezoned to O-2 or having a conditional use permit for similar uses.

Staff Recommendations on page 28
STAFF RECOMMENDATIONS
Planning Staff recommends approval of this conditional use permit request. The properties in this area on the west side of Donaghey Ave have transitioned to office or commercial uses in the past 3 years. The applicant’s property is currently the only home in the block that remains residential and the requested conditional use permit is congruent with the neighboring properties. With the expansion of Stoby’s restaurant and parking, the applicant’s property now has a parking lot abutting on the south and an office (via conditional use) on the north. The request for restricted office does not appear out of line with the recent changes along the Donaghey Corridor. Traffic generated by a restricted office should not adversely affect the surrounding area. The following recommended conditions are similar to the property immediately to the north.

Recommended Conditions:
1. Hours of Operation. The hours of public operation will be Monday through Friday from 8 am to 8 pm, but primarily normal business hours
2. Signage. Wall signage shall be limited to a non-illuminated faceplate attached to the structure no greater than 2 sq/ft in area. Freestanding signage shall be a non-illuminated monument or two pole sign no greater than 4 feet in height and 4 feet wide. A non-illuminated post and arm sign as defined by Conway sign regulations may be substituted for a monument or two pole sign. No banners shall be permitted. Any increase in freestanding sign above 16 sq/ft requires Old Conway Design Review Approval.
3. Architectural Compatibility. Any exterior remodeling or new construction must be compatible with the surrounding architecture. Within the Old Conway Design Overlay District, the Historic District Commission shall review and decide compatibility. This review shall include exterior appearance, materials, setbacks, height, lot coverage, etc. The setbacks, height, and lot coverage restrictions will be no greater than allowed by the lot regulations per zone, overlay, or historic district.
4. Lighting, parking, screening/buffering shall minimally match Conway Development Review Standards. Additional parking and/or screening/buffering requirements may be recommended by the Planning Commission and required by the City Council including, but not limited to, parking location and design, fencing or landscaping as required to provide an adequate buffer for neighboring properties.
5. Sidewalks. Construction and or repair of existing sidewalks, if necessary, is required as per Conway Development Review Standards. There is an existing sidewalk along the property’s Donaghey frontage.
6. Parking. No additional front yard parking allowed.
7. Trees. Existing trees must remain unless diseased or damaged. The Planning Director shall make any decision on future necessary tree removal.
8. No fence is present.
9. HVAC units are placed in the 20 foot buffer area between the office building and Applewood Cove Subdivision.
10. Additional evergreen landscaping above development review standards is required within the 20 foot buffer area between the office building and Applewood Cove Subdivision.
11. Office building roof vents shall be painted.
12. Sound attenuating screening shall be used if ground mounted HVAC units are placed in the 20 foot buffer area between the office building and Applewood Cove Subdivision.
13. No structures permanent or temporary may be placed in the 20 foot buffer area between the office building and Applewood Cove Subdivision.
14. Hours of construction for the exterior development shall be 7 am to 7 pm.

Continued on page 31
15. No signage is allowed on Prince Street other than signage allowed on the dumpster enclosure located at the Southeast corner of the property.

16. The requirement for a minimum of 20% green space for a PUD development of 3 or more acres is waived.

Of these approved conditions, only 5, 9, 14, and 16 would be applicable to the requested PUD amendment area. In addition to these conditions a plan titled “Option 4” serves as the general site plan for development of the property. This approved plan specifies:

1. Lots 1-3 shall be used as R-1 single family residential
2. 3 single family residences allowed
3. 25 foot front setback
4. 2 curb cuts to be shared by 4 homes
5. Residential density of 2.96 units per acre
6. Best option for large tree preservation

On October 3, 2017 a neighborhood input meeting was held at Conway City Hall. Three area residents attended the meeting. The neighbor’s expressed concerns about possible light pollution from cars accessing the alleyway and requesting one way access with the ingress located on Lot 1 and exit at lot 7 (as shown on the proposed PUD amendment plan). There was also some discussion concerning second story windows overlooking the rear yards of existing Applewood Cove residences.

PROCEDURE

The PUD ordinance lists two types of PUD modifications; minor and major. Minor modifications are approved by the Director of Planning and should be reserved for lesser changes to a PUD plan such as technical reasons. A major modification involves an expansion of the types of land uses, a change in the function of driveways or streets, an increase in traffic, a reduction in approved green space, or a significant change to the nature or character of the approved PUD. The Director of Planning may approve a major modification by alerting the City Council of the approved changes. The Council shall then have 5 business days to respond, or the Director may deny the requested PUD modification if the proposed modification is of a magnitude that it is deemed to be in the public interest.

The requested PUD amendment must be considered a Major Modification. As such, the Director of Planning denied the requested amendment. This denial should not be seen as a recommendation of disapproval. The denial was based on the scope of the change and the need for more public input. Denied PUD modifications may be appealed to the Planning Commission. If the Planning Commission approves the PUD amendment, the modification will stand as granted. If the Planning Commission does not approve the modification, the applicant may appeal the decision of the Planning Commission to the City Council.

Amendments to a PUD do not make the remainder of the PUD subject to review and approval. Only the requested modification and modification area are subject to review.

Platting. The applicant will need to replat the property if the PUD amendment is approved. The plat will need to show the reconfigured lots, easements, setbacks, etc.

Staff Compromise Modification. The Planning Director suggested the following PUD modification to the developer:

POSSIBLE MODIFICATIONS TO THE ORIGINAL PUD FINAL DEVELOPMENT PLAN

No modifications appear to be necessary to the existing 16 conditions of the Club Villa PUD Final Development Plan. The applicable 4 conditions seem relevant with the proposed modification.

The approved “Option 4” Plan will need to be modified to allow the proposed PUD amendment.

Recommended Changes to Plan “Option 4” to be added to the final development plan as 17-22.

17. The text concerning Lots 1-4 Club Villas PUD as shown on Plan “Option 4” approved on February 15, 2011 shall be superseded with conditions 18-22.

18. Lots 1-3 Club Villas PUD shall be allowed to replat into 7 single family residential lots as shown on the plan as reviewed by the Planning Commission on October 16, 2017. Single family residential shall be the sole allowed land use.

19. PUD shall be generally developed as shown on the October 16, 2017 site plan. Minor variations from the submitted plan shall be allowed for technical reasons. However, the density and intent of the site plan shall be followed.

20. The submitted conceptual front elevations as reviewed by the Planning Commission on October 16, 2017 shall be used as general guides for the overall style of the residences.

21. The private drive providing rear access to the residences shall be a one way drive entering on the north and exiting on the south.

22. A 20 foot front setback and 5 foot side setbacks shall be allowed.
D7 | REQUEST TO AMEND CLUB VILLAS PLANNED UNIT DEVELOPMENT

Proposed layout for Lots 1-3

2,750 SF Building Area
Side Garage

20' Private Drive
Lot 1

2,750 SF Building Area
Lot 2

2,750 SF Building Area
Lot 3

2,750 SF Building Area
Lot 4

2,750 SF Building Area
Lot 5

2,750 SF Building Area
Lot 6

2,750 SF Building Area
Lot 7

20' Private Drive

20' BUILDING SETBACK
5' SIDEWALK
8' SCREENING AREA
REQUEST TO AMEND CLUB VILLAS PLANNED UNIT DEVELOPMENT
Nomination & Selection of 2018 Planning Commission Members

Two new members will be needed in 2018 to fill Marilyn Armstrong’s and Anne Tucker’s positions, whose terms are expiring. The two new 5 year terms will expire in 2022.

City wide representation is a desirable trait of the Planning Commission. Not including the two outgoing members, the Planning Commission consists of:

- Ward 1: 1 member
- Ward 2: 2 members
- Ward 3: 2 members
- Ward 4: 2 members
- Territorial Jurisdiction: 1 member

Marilyn Armstrong resides in Ward 3 and Anne Tucker in Ward 2.

Ideally, one of the new members would represent Ward 1 and the remaining new member could represent any Ward.

The nomination schedule below shows a window for nominee interviews and selection available between November 1 and November 19, 2017.

### 2018 PLANNING COMMISSIONER NOMINATION/SELECTION SCHEDULE

<table>
<thead>
<tr>
<th>STEP</th>
<th>DATE</th>
<th>ACTION</th>
<th>DAYS PRIOR TO TERM EXPIRATION</th>
<th>DAYS REQ'D PRIOR TO TERM EXPIRATION</th>
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<tbody>
<tr>
<td>1</td>
<td>October 1, 2017 (Sunday)</td>
<td>Planning Commission advertises for nominations</td>
<td>92</td>
<td>90</td>
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<tr>
<td>2</td>
<td>October 16, 2017 (Monday)</td>
<td>Planning Commission discusses nomination process and creates nomination committee(s)</td>
<td>77</td>
<td>N/A</td>
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<td>3</td>
<td>November 1, 2017 (Wednesday)</td>
<td>All Planning Commission nomination forms received by the deadline are sent to current Planning Commissioners</td>
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<td>60</td>
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<td>4</td>
<td>November 1 to November 19, 2017</td>
<td>Nominee interviews, discussion and selection</td>
<td>42</td>
<td>30</td>
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<td>5</td>
<td>November 12 to December 26, 2017</td>
<td>City Council takes under advisement for 14 Days</td>
<td>20</td>
<td>10</td>
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<tr>
<td>6</td>
<td>December 26, 2017 (Tuesday)</td>
<td>City Council notifies Planning Commission of action</td>
<td>5</td>
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