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 as early as November 27, 2018.

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.

Decisions made by the Planning Commission acting as the Board of Zoning Adjustment are final. No appeal may be made to the City Council. Any aggrieved party may pursue litigation should they feel the decision is unfair.
A. Call to Order

B. Approval of Minutes
   1. October 15, 2018

C. Subdivision (Subdivision Committee will meet at 6:30, prior to the Planning Commission meeting)
   1. Request for preliminary plat approval of Lewis Ranch Ph II Lot 4 Replat

D. Public Hearings - Board of Zoning Adjustment
   1. Storybook Renovations request for Zoning Variance to allow reduced lot width for new lot at 143 Oliver St
   2. Covington request for conditional use permit to allow religious activities at 655 Dave Ward Dr, Suite 104
   3. Conway Regional Health Foundation request to rezone properties on Louvenia, Western, Robinson, and Donaghey Avenues from R-2A and O-2 to S-1
   4. Pack request to rezone 1235 E German Ln from O-2 & R-1 to MF-3
   5. Lackey request to rezone 1295 E German Ln from R-2 to MF-3

E. Discussion
   1. 2019 Planning Commissioner Nomination and Selection Update
   2. Proposed amendment to Planning Commission By-Laws
   3. Proposed 2019 Meeting & Submission Deadline schedule
   4. Additional 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
   • Integrity Insurance, 449 Reedy Rd

H. Lot Splits, Lot Mergers, and Minor Subdivisions (filed for record)
   • Willow Oak Manor Ph I (P2018-00055)
   • Old Conway Village Replat Ph 1 (P2018-00056)
   • Old Conway Village Replat Ph 2 (P2018-00057)
   • Old Conway Village Replat Ph 3 (P2018-00058)
   • Old Conway Village Replat Ph 4 (P2018-00059)
   • Carmichael Place Subdivision (P2018-00060)
   • Guardsmart Southwest Addition Replat (P2018-00061)
   • University Village Replat Lot 2 (P2018-00062)
   • Deerbrook Subdivision Replat Lot 26 (P2018-00063)

I. Lot Splits, Lot Mergers, Minor Subdivisions, and Major Finals (submitted for review)
   • Central Landing Ph 1 (SUB2018OCT02)
   • University Village Replat Lot 26 (SUB2018OCT03)
   • Rusty Meadows Subdivision (SUB2018OCT04)
   • Clifton Subdivision Replat Lot 1 & 2 Block 2 (SUB-2018OCT05)
   • Winterbrook Subdivision Ph 3 Final (SUB2018OVO1)
REQUEST FOR PRELIMINARY PLAT APPROVAL OF REPLAT OF LOT 4, LEWIS RANCH PHASE 2

APPLICANT
The Tyler Group, Inc.
240 Skyline Drive, Ste 3000
Conway, AR 72032

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

SITE DATA
Location. 22.28 acres bounded to the North and East by South Amity Rd, to the South by Dave Ward Dr/ AR Hwy 286, and to the West by Crain Dr

Site Area. 22.28 acres.

Current Zoning. C-3 (Highway Service & Open Display District).

Existing Structures. None.

Overlay. None.

STAFF COMMENTS
Planning Commission action is required for Item 28.

STAFF RECOMMENDATIONS
Planning Staff recommends approval of the preliminary plat contingent upon the completion of the amended punch list.

CITY OF CONWAY PLANNING & DEVELOPMENT DEPARTMENT
REVIEW OF LEWIS RANCH PHASE 2, LOT 4 REPLAT
This following lists the items that are reviewed by the Conway Planning Department for the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval. The numbers appearing in parenthesis after the item indicate the page(s) of the Subdivision Ordinance on which the requirement appears.

NUMBER OF COPIES
1. A .dwg file format of the preliminary plat Spatially Referenced using State Plane HARN emailed to the Subdivision Planner.

BASIC INFORMATION NEEDED ON THE PLAT
2. The name of the subdivision/replat is needed. (p. 14)
3. A north arrow must be shown.
4. The graphic scale must be shown.
5. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings.
6. Lot lines with appropriate dimensions are needed. Lot 4C & 4D needs to be changed to one lot number.
7. Proposed easements with appropriate dimensions are needed.
8. The source of water supply must be shown.
9. The method of disposal of waste water must be shown.
10. 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.

ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT
11. Improvement plans for each new utility system are needed.
12. If the proposed subdivision/replat is a portion of a tract that is owned by the applicant, a preliminary master sketch plan for the entire tract must be submitted with the Preliminary Plat. The sketch plan must contain sufficient detail to allow the Planning Commission to determine general road alignments and lot configurations.
13. Improvement plans, including typical cross sections and centerline profiles for any new street system, have been received. Preliminary Plat Approval is conditioned upon receipt of an Approved or Conditionally Approved set of Street & Drainage Plans from the City Engineer.
14. 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 received. Preliminary Plat Approval is conditioned upon receipt of an Approved or Conditionally Approved set of Street & Drainage Plans from the City Engineer.
15. The Certificate of Preliminary Engineering Accuracy is needed on each set of street and drainage plans.
21. Detention basins may be either wet basins having a procedure as approved by the City Engineer. The computations for the detention area must be in the floodway easement. No reshaping of the basin that will accommodate a one hundred (100) year flood shall be prepared by a registered professional engineer and submitted to the City Engineer for review and approval. The detention basins shall be plainly marked on the plat for all lots less than three (3) feet above the computed one hundred (100) year flood elevation.

22. An easement shall be placed around the high water limits of the detention area.

23. The width of all streets shall be equal to that of the pre-development conditions of the downstream storm drainage system or a computed runoff rate equal to that of the pre-development conditions of the subdivison generally describing proposed covenants, restrictions and conditions applicable to the property included in the submitted plat is needed.

24. Utilities design requirements

25. Lots must abut upon a public street except where private access easement from South Amity Road to Crain Drive. The width of all streets must conform to the Master Street Plan and Street Classification & Design Standards, City of Conway in the Subdivision Ordinance.

26. Utility easements as required by the City Engineer are needed.

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

28. Storm water detention or another storm water flow reduction measures shall be provided where existing downstream subdivisions or developments have storm drain systems with a capacity of less than a ten (10) year frequency storm. The requirement does not apply to the inadequate natural streams or creeks flowing undergoing undeveloped areas. The storm water detention facilities shall be designed to provide a holding area such that storm water runoff can be accumulated and released through an outlet structure. The required storage volume and outlet structure shall be sized to release the storm water at a rate that does not exceed the capacity of the downstream storm drainage system or a computed runoff rate equal to that of the pre-development conditions of the proposed development, whichever is the greater. The detention facilities shall be based on a twenty-five (25) year frequency storm event. Computations for the sizing of the detention facilities and outlet structure 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.

29. On double frontage lots, a planting screen easement of at least ten (10) feet shall be provided along the portion of the lot abutting the public street or other use where screening is required. There shall be no right of way across the planting screen easement and such restriction shall be clearly designated on the plat and within any Bill of Assurance. A 25’ planting screen easement is needed along public street frontages of Lots 4 through 10.

30. 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. (p. 35)

31. Every lot must slope to a street or to a drainage easement. Add to general notes.

UTILITY DESIGN REQUIREMENTS

32. All subdivision replats containing more than four lots within the corporate limits shall be provided with a water supply and distribution system approved by the Conway Corporation and Sanitation Requirements of the State Health Department. (p.42)

33. Fire hydrants shall be placed so that the furthest point of a fire hydrant in a commercial subdivision is no more than 1500 feet from the nearest hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.

34. Minimum clearance of twenty-six (26) feet must be provided around a fire hydrant.

SIDEWALK DESIGN REQUIREMENTS

35. Sidewalks are required along both sides of all streets within all zoning districts within Conway city limits and within the Conway Territorial Jurisdiction. Existing and Proposed Sidewalk location and responsibility for construction is needed on the plat for all lots along South Amity Road, AR State Hwy 286 and Crain Drive.

36. 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 site occupancy. How nonlinear are the developer of commercial subdivisions/replats with pre-existing development shall be required to meet the Sidewalks of Article 1101 Development Review of the Conway Zoning Ordinance.

37. The sidewalk shall be installed prior to the final inspection and site occupancy. How nonlinear are the developer of commercial subdivisions/replats with pre-existing development shall be required to meet the Sidewalks of Article 1101 Development Review of the Conway Zoning Ordinance.

AUTHORIZATION TO PROCEED

41. 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.

EXPIRATION OF PLAT

43. 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 Lewis Ranch Phase II Lot 4 Replat will expire on 11/1/2019.
REQUEST FOR ZONING VARIANCE FOR REDUCED LOT WIDTH - 143 OLIVER STREET

STORYBOOK RENOVATIONS, LLC REQUEST FOR BOARD OF ZONING ADJUSTMENT VARIANCE TO ALLOW REDUCED LOT WIDTH FOR PROPERTY AT 143 OLIVER STREET

APPLICANT/OWNER
Storybook Renovations LLC.
1201 Oak St
Conway, AR 72034

STAFF REVIEW BY
Bryan Patrick, Director of Planning and Development
1201 Oak St
Conway, AR 72032

SITE DATA
Location: Location 143 Oliver St (Part of Lot 11 & 12, Block 4, Davis and Garvin Addition).

Site Area. Existing lot is 0.433 acres. Lots would be 0.17 acre (760 s.f.) and 0.26 acre (11,775 s.f.) upon reconfiguration.

Current Zoning. R-2A (Large Lot Duplex Residential District).

Requested Zoning Variance. To allow a reduced lot width for a new single family residence.

Existing Structures. A 2800 square foot +/- single family residence.

Overlay. Old Conway Design Overlay District.

General Overview. The applicant is requesting a variance from the required 50 foot lot width requirement as prescribed by the Zoning Ordinance for single family lots within the R-2A zoning district. The applicant would like to split the existing lot into 2 lots; 75’ x 157’ and 45’ x 157’. The requested 45 foot lot width is less than the required 50 foot lot width minimum. All other lot dimensions and size requirements would be met.

Zoning Ordinance Regulations. R-2A zoning requires a single family lot to be 50 feet wide with 6000 square feet of area.

Requested Variance. A 5 ft reduction in lot width along Oliver Street creates a 45 foot wide lot instead of a 50 foot wide lot.

STAFF COMMENTS
The existing lot is approximately 120’ (north-south) x 157’ (east-west). The property’s R-2A zoning requires an interior lot to be at least 50 feet wide with 6000 square feet of area. Corner lots must be 75’ wide with 7500 s.f. of area.

The applicant is proposing to divide the lot into two lots facing Oliver Street; the north lot with 75 feet and the south lot with 45 feet. Zoning variance requests should be approved based on hardship or unique circumstances. There are 3 small lots diagonally to the northeast across the Oliver/Garvin intersection. These lots are (1) @ 41 feet x 197 feet, and (2)@ 30 feet x 98 feet. Smaller lots such as these are common in the Old Conway area. The slightly reduced width lot abuts the rear of a multifamily development. Garvin and Oliver have 60 foot rights of way. Typical modern residential streets have 50 foot rights of way. The larger rights of way results in more “yard” area. With these reasons in mind, the Planning Department supports the variance request.

Any new structure requires Historic District Commission approval. Narrow lots create difficulties for parking. Parking should be at the rear of the structure. Rear parking conforms with Old Conway design regulations. Sidewalk construction will be required along Oliver and Garvin on both newly created lots.

Suggested Variance and Conditions.
1. The 50 foot lot width as required in an R-2A zoning district is reduced 5 feet allowing the splitting of the existing property.
2. Parking must be at the rear or on the concrete driveway of the new residence occupying the 45 foot wide lot. No parking is allowed in the front yard.
COVINGTON REQUEST FOR CONDITIONAL USE PERMIT TO ALLOW RELIGIOUS ACTIVITIES IN I-3 (INTENSIVE INDUSTRIAL) ZONING DISTRICT FOR PROPERTY LOCATED AT 655 DAVE WARD DRIVE, SUITE 104

APPLICANT/OWNER
Covington Sturgis Road Complex, LLC
4699 Prince Street, Suite 12
Conway, AR 72034

STAFF REVIEW BY
Bryan Patrick, Director of Planning and Development
1201 Oak St
Conway, AR 72032

SITE DATA
Location. 655 Dave Ward Dr, Suite 104. Existing commercial structure at Covington Professional Center. Suite 104 is in the west building.

Site Area. 7.52 acres.

Current Zoning. I-3 (Intensive Industrial).

Requested Conditional Use Permit. Religious Activity (Oasis Church).

Existing Structures. Two commercial structures; 13,000 +/- square feet (west building) and 11,000 +/- square feet (east building).

Overlay. None.

Comprehensive Plan. The Comprehensive Plan shows this area as appropriate for industrial. The request would not change the basic zoning.

Projected Traffic Impact. With the existing I-3 zoning and typical medical office uses that currently occupy most lease spaces, around 82 vehicle trips per day can be expected for the 2343 s.f. lease space. With a conditional use permit allowing a church occupying the same lease space, around 21 vehicle trips per day should be generated. This number would increase during peak worship times. These peak traffic times should be compatible with surrounding businesses as they will typically be closed.

Flood Drainage. The property is not within any FEMA flood zones.

Utilities. Existing utility service is adequate.

Street Improvement. No Dave Ward Drive improvements are planned for the segment directly abutting this property. ARDot recently held a public input meeting concerning possible improvements to Dave Ward Drive between Harkrider and I-40.

Conway 2025. Conway 2025 does not contain any specific statements directly applicable to this request.

STAFF COMMENTS
Planning Staff recommends approval the conditional use permit request. A religious activity will have light traffic generation in comparison to office or retail use. Traffic generation would also typically occur during off-business hours.

Staff Suggested Conditions.
None
D3 REQUEST TO REZONE FROM R-2A & O-2 TO S-1

CONWAY REGIONAL HEALTH FOUNDATION REQUEST TO REZONE FROM R-2A (LARGE LOT DUPLEX) & O-2 (QUIET OFFICE) TO S-1 PROPERTIES LOCATED ON ROBINSON, WESTERN, LOUVENIA, & DONAGHEY AVENUES

APPLICANT/OWNER
Conway Regional Health Foundation
2302 College Avenue
Conway, AR 72034

STAFF REVIEW BY
Bryan Patrick, Director of Planning and Development
1201 Oak St
Conway, AR 72032

SITE DATA
Location: 716 Western Ave; 2213 Robinson Ave; 2110, 2116C, 2119, 2131, 2118 Louvenia Ave; and 609 Donaghey Ave.

Site Area: ±2.70 combined total acreage

Current Zoning. R-2A (Large Lot Duplex District) and O-2 (Quiet Office District)

Requested Zoning. S-1 (Institutional District).

Existing Structures. None.

Overlay. 5 parcels between Augusta Ave and Donaghey Ave are within the Old Conway Design Overlay District.

Comprehensive Plan. The Comprehensive Plan shows this area appropriate for medical land uses.

Projected Traffic Impact. With the current R-2A and O-2 zoning and lot configurations, around 242 vehicle trips per day could be expected. With a rezoning to S-1, and used as part of the hospital campus and/or medical office uses, around 453 vehicle trips per day can be expected.

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

Utilities. 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.

Street Improvement. Augusta Avenue between Robinson Avenue and Louvenia was recently upgraded from gravel to curb and guttered street. An engineering study is underway to design upgrades to Donaghey Avenue. The Donaghey Avenue improvements should reflect the desired street design of the 2010 Donaghey Avenue Corridor Study.

Conway 2025. Not directly applicable.

STAFF COMMENTS
The applicant is seeking a rezoning from R-2A (Large Lot Duplex) and O-2 (Quiet Office) to S-1 (Institutional). The request consists of 9 parcels abutting the Conway Regional campus and other hospital owned properties. The request is congruent with the medical use shown on the Comprehensive Plan. The hospital would like to rezone the requested properties to be consistent with other hospital owned properties. As the hospital develops property along the Donaghey corridor, Historic District Commission approval will be required for all structures. These structures will need to conform with Old Conway Design Overlay regulations and be consistent with the Donaghey Corridor Study vision.

STAFF RECOMMENDATIONS
Planning Staff recommends approval of this rezoning request. The rezoning to S-1 will make the zoning of these hospital owned properties consistent with the hospital campus and allow future expansion.
REQUEST TO REZONE FROM R-1 & O-2 TO MF-3 - 1235 E GERMAN LANE

APPLICANT/OWNER
Peggy Pack
8645 Ridgemont Drive
Pineville, LA 71360

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

SITE DATA
Location. 1235 East German Ln (Lots 9-10 Adcock’s Sub).

Site Area. ±1.79 acres after East German Lane right of way dedication.

Current Zoning. R-1 (Single-Family Residential District) and O-2 (Quiet Office District). The O-2 portion of the lot has conditional use permit no. 1202 allowing the property to be used as a plumbing shop (see page 22).

Requested Zoning Variance. MF-3 (Multi-Family District 24 units per acre).

Existing Structures. Single Family Home and accessory buildings (1235 East German Ln).

Overlay. None.

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

Projected Traffic Impact. With the current R-1 and O-2 zoning, approximately 80 vehicle trips per day could be generated (10 vehicle trips per day if R-1 and 35 vehicle trips per day O-2 with plumbing shop). With a rezoning to MF-3, and developed with the maximum allowed 42 apartment units, around 282 vehicle trips per day could be expected.

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

Utilities. There are adequate utilities in the area to serve development. Conway Corporation Engineering will review and consider the adequacy of existing infrastructure. Extensions and re-routing of utilities may be required.

Street Improvement. There are no current plans for improvements along East German Lane.

Conway 2025. Not applicable.

STAFF COMMENTS
The applicant is seeking a rezoning from R-1 (Single-Family Residential) and O-2 (Quiet Office) to MF-3 (Multi-Family 24 units per acre). Applicant has not produced any preliminary development plans for the property. There is currently no planned development for the property in order to judge impact on East German for ingress and egress. Any development on the property must be approved via the Planning development review process in order to approve drainage, landscaping, ingress/egress, etc.

STAFF RECOMMENDATIONS
Planning Staff has no recommendation for this rezoning request. The rezoning to MF-3 will create increased traffic onto East German Lane. This property along with the Lackey property (next agenda item) are being marketed simultaneously and have the potential to be developed into one apartment complex. If both properties are built out fully with 106 units total, 710 vehicle trips per day could be generated. This number of units could be problematic as East Conway continues to grow in population and East German is the main route to East Oak. Some concerns caused by the proximity to Nichole Place Subdivision such as landscape buffering, lighting, drainage, etc can be addressed during development review. A recommendation to drop density to MF-2 or MF-1 might be considered as it would lower density to 32 units and 21 units respectively. There are other multi-family projects in the general area although all of the projects are self-contained and empty onto interior streets then collect onto East German Lane rather than directly onto East German. Applicant should work with adjacent property owners when developing property in order to lower the numbers of curb cuts along East German.
REQUEST TO REZONE FROM R-2 TO MF-3 - 1295 E GERMAN LANE

Lackey request to rezone from R-2 to MF-3 located at 1295 East German Lane

Application/Owner
Geraine Lackey
530 Evening Drive
Conway, AR 72032

Staff Review by
Jason Lyon, Assistant Director of Planning and Development
1201 Oak St
Conway, AR 72032

Site Data
Location: 1295 East German Ln (Lots 11-13 Adcock Sub).

Site Area: ±2.70 acres after East German Lane right of way dedication.

Current Zoning: R-2 (Small Lot Duplex Residential District).

Requested Zoning Variance: MF-3 (Multi-Family District, 24 units per acre).

Existing Structures: Single Family Home at 1295 East German Lane.

Overlay: None.

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

Projected Traffic Impact: With the current R-2 zoning and the property divided into 6 duplex lots, approximately 120 vehicle trips per day could be generated. With a rezoning to MF-3, and developed with the maximum allowed 64 apartment units, around 428 vehicle trips per day could be expected.

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

Utilities: There are adequate utilities in the area to serve development. 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.

Street Improvement: There are no current plans for improvements along East German Lane.

Conway 2025: Not specified.

Staff Recommendations
Planning Staff has no recommendation for this rezoning request. The rezoning to MF-3 will create increased traffic onto East German. This property along with the Pack property (Item D4) are being marketed simultaneously and have the potential to be developed into one apartment complex. If both properties are being marketed simultaneously and have the potential to be developed into one apartment complex. If both properties are developed into one apartment complex.

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.

A recommendation to drop density to MF-2 or MF-1 might be considered as it would lower density to 48 units and 32 units respectively. There are other multi-family projects in the general area although all of the projects are self-contained and empty onto interior streets then collect onto East German Lane rather than directly onto East German. Applicant should work with adjacent property owners when developing property in order to lower the numbers of curb cuts along East German.

STAFF RECOMMENDATIONS
Planning Staff has no recommendation for this rezoning request. The rezoning to MF-3 will create increased traffic onto East German. This property along with the Pack property (agenda item D4) are being marketed simultaneously and have the potential to be developed into one apartment complex. If both properties are developed into one apartment complex.
D5 | REQUEST TO REZONE FROM R-2 TO MF-3 - 1295 E GERMAN LANE

Aerial View of 1295 E German Ln

E1 | 2019 PLANNING COMMISSIONER NOMINATION/SELECTION

The City Clerk received 11 nominations for the 2 available Planning Commission positions, by the October 31, 2018 submission deadline.

All nomination forms were forwarded to all Planning Commissioners on November 1, 2018.

Interviews were scheduled for November 12-13, 2018.

<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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>October 1, 2018 (Monday)</td>
<td>Planning Commission advertises for nominations</td>
<td>92</td>
<td>90</td>
</tr>
<tr>
<td>2</td>
<td>October 15, 2018 (Monday)</td>
<td>Planning Commission discusses nomination process and creates nomination committee(s)</td>
<td>78</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>October 31, 2018 (Wednesday)</td>
<td>Planning Commission closes nomination period</td>
<td>62</td>
<td>60</td>
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<tr>
<td>4</td>
<td>November 1, 2018 (Thursday)</td>
<td>Planning Commission nomination forms received by the deadline are sent to current Planning Commissioners</td>
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<tr>
<td>5</td>
<td>November 1 to November 18, 2018</td>
<td>Nominee interviews, discussion and selection</td>
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<tr>
<td>6</td>
<td>November 19, 2018 (Monday)</td>
<td>Planning Commission selects and submits nominations to the City Council. Nominee choices are released to the media</td>
<td>43</td>
<td>30</td>
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<tr>
<td>7</td>
<td>December 11 to December 17, 2018</td>
<td>City Council takes under advisement for 14 Days</td>
<td>7</td>
<td>10</td>
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<tr>
<td>8*</td>
<td>Meeting date not yet set</td>
<td>City Council notifies Planning Commission of action</td>
<td>7</td>
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*Second City Council meeting in December would fall on Christmas Day and will be rescheduled, but the new meeting date has not been announced yet.

E2 | PLANNING COMMISSION BY-LAWS AMENDMENT

Procedure:
The Planning Commission Chairman and Vice Chairman would like to discuss an amendment to the Planning Commission Bylaws concerning Commissioner attendance and conduct.

Conway Planning Commission Bylaws, Article VI. Amendments, states that bylaws may be amended by an affirmative vote of not less than 2/3 of the full membership of the Commission. A proposed bylaw amendment must be placed on the agenda of a regular meeting for discussion at the following meeting (2 month process) or a written notice must be given to all Commissioners at least 10 days prior to a meeting. With written notice, the proposed amendment may be reviewed at the next regular meeting.

A letter stating the proposed Bylaws amendment was mailed to all Planning Commission members on November 2, 2018. The Commission may consider and act on the proposed amendment at the November 19 Planning Commission meeting. Approval of the amendment will require 7 positive votes.

Proposed Amendment:
Current Planning Commission By-Laws, Article II.A.3. States:

The Chair, on behalf of the Commission, may request the resignation of any member who has missed three (3) successive meetings without reasonable cause.

Amended Text:

3. The Chairman, on behalf of the Commission, may request the resignation of any member who has missed three (3) successive meetings without reasonable cause. If a requested member’s resignation is not courteously tendered in a timely fashion, the Chairman may present just cause to the Commission and call for a vote of 2/3 of the full membership to terminate the member’s term.

4. All members of the Commission are expected to adhere to acceptable principles in matters of personal conduct and to exhibit a high degree of personal integrity at all times. Should a member not maintain the personal code of conduct, and thus jeopardize the integrity of this commission, the Chairman may present just cause to the Commission and call for a vote of 2/3 of the full membership to terminate the member’s term.
The proposed 2019 meeting and submission deadline scheduled is included below for review. In an effort to provide applicants wishing to make requests of the Planning Commission in January 2019 accurate meeting and submission deadline dates, it is preferable that the Planning Commission review, edit, and approve the 2019 meeting and submission deadline calendar at the November meeting. This will provide applicants more time to prepare their submissions.

### 2019 CONWAY PLANNING COMMISSION SCHEDULED MEETING DATES

<table>
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<th>MONTH</th>
<th>MEETING DATE</th>
<th>SUBMISSION DEADLINE</th>
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<td>January</td>
<td>Wednesday, January 23¹</td>
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<tr>
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<td>Friday, June 28</td>
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<tr>
<td>August</td>
<td>Monday, August 19</td>
<td>Friday, August 2</td>
</tr>
<tr>
<td>September</td>
<td>Monday, September 16</td>
<td>Friday, August 30</td>
</tr>
<tr>
<td>October</td>
<td>Monday, October 21</td>
<td>Friday, October 4</td>
</tr>
<tr>
<td>November</td>
<td>Monday, November 18</td>
<td>Friday, November 1</td>
</tr>
<tr>
<td>December</td>
<td>Monday, December 16</td>
<td>Tuesday, November 26⁴</td>
</tr>
</tbody>
</table>

Conway Planning Commission meetings begin at 7:00 pm in the Russell L. “Jack” Roberts District Court Building located at 810 Parkway Avenue, Conway, Arkansas. The agenda with supporting information for each meeting is available at [http://www.cityofconway.org/pages/planning-minutes-reports/](http://www.cityofconway.org/pages/planning-minutes-reports/).

¹ Meeting moved due to Martin Luther King, Jr. Day observance
² Meeting moved due to Presidents’ Day Observance
³ Deadline moved as City Hall will be closed Friday, May 3
⁴ Deadline moved due to Thanksgiving holiday