

The regular meeting of the Conway Planning Commission was held, in person, Monday, August 16<sup>th</sup> at City Hall. The following members, being a quorum, were present and acting: Brandon Ruhl, Laura King, Arthur Ingram, Anne Tucker, Drew Gainer and Rhea Williams. Rebekah Fincher, Latisha Sanders-Jones and Larry Webb were absent.

Minutes from the July 19<sup>th</sup> meeting were approved 6-0 on a motion made by Anne Tucker and seconded by Rhea Williams, with the chairman voting.

## **I. PUBLIC HEARINGS**

### **A. Request to annex 44.36 acres +/- located at 21 Mill Pond Road to be zoned A-1**

Beth Sketoe, Planner, explained the applicant is seeking annexation of a 44.38 acre site. The proposed property is primarily vacant land with access to Mill Pond Rd. The annexation would have limited impact on current city services offered in the area. As no changes to the uses of the property are being proposed at this time, Planning staff recommends approval of the annexation.

Winfred Thompson (880 Acadian Point Dr.) spoke in favor of the annexation. He addressed the issue of not being able to provide electricity to the site and at this point, no future development is proposed at the site.

The public hearing was closed and presented to the Commission for discussion to which a motion to approve the annexation was made by Anne Tucker and seconded by Arthur Ingram; passed 6-0, with the chairman voting.

### **B. Request for conditional use permit to allow a bank/savings and loan for property located at 841 Donaghey Avenue**

Beth, described that the applicant has leased an existing tenant space for use as mortgage office. A bank or savings and loan is not a use permitted by right in the current zoning (O-2), but is allowed as a conditional use. As conditioned, the requested conditional use would have minimal impact on traffic and will not likely negatively impact adjacent properties. Planning Staff recommends approval of the request with the associated conditions of approval:

1. No drive-thru services shall be permitted.
2. All signage shall comply with Article 1301 of the Conway Zoning Code (Sign Ordinance).

The public hearing was deferred to next month as a quorum could not be reached for voting purposes. Motion to continue to the September meeting was made by Anne Tucker and seconded by Arthur Ingram; item continued based on a vote count of 5-0-1, with the chairman voting and Rhea Williams abstaining.

### **C. Request to rezone property located at 640 & 680 Hogan Lane from O-2 to C-2**

Levi Hill, Assistant Director of Planning, described that the applicant is seeking to rezone to C-2 for the purpose of development of a mini-storage facility. This facility would require the approval of a conditional use permit in the C-2 zoning district. The proposed rezoning would allow for low intensity commercial development in an existing mixed-use area. Planning Staff recommends approval of the rezoning.

Bobby French (1021 Front St) spoke in favor of the rezoning. There was no opposition from the public.

The public hearing was closed and presented to the Commission for discussion to which a motion to approve the rezoning was made by Drew Gainer and seconded by Anne Tucker; passed 6-0, with the chairman voting.

### **D. Request for conditional use permit to allow a storage facility for property located at 640 & 680 Hogan Lane**

Levi, described the applicant intends to develop the property with a self-storage facility. The development will be subject to the commercial development standards in an accordance with Section 1101 of the Zoning Code. Planning staff recommends approval of the conditional use permit with the associated conditions of approval:

1. Permitted uses shall be subject to Development Review, in accordance with Article 1101 of the Zoning Code, prior to issuance of building permits.
2. Platting of the property, in accordance with the Subdivision Regulations, shall be required.
3. All proposed fencing shall be masonry or ornamental metal. The Planning Director may approve alternative materials.
4. Development shall be built in a manner that's consistent with the conceptual site plan and operational plan included in this application. Significant deviation will require modification to the Conditional Use Permit.
5. Landscaping shall be provided in excess of that required by Article 1101 of the Zoning Code. At a minimum, this shall include one canopy tree planted every 15 feet along the Hogan Ln.
6. The storage of hazardous chemical, petroleum products, or explosives is prohibited.
7. The operation of spray-painting equipment, table saws, lathes, compressors, welding equipment, kilns, and other similar equipment is prohibited.
8. No storage unit may be used for the purposes of operating a business except for the purpose of providing storage for a business which is located off-site.
9. Any outside storage, including vehicles, recreational vehicles, trailers, etc. or vehicles/equipment for rental use shall be screened and shielded from view of adjacent property or public right-of-way.
10. All lighting shall not exceed twenty (20) feet in height and be full cut-off, shielded lighting as defined by the IESNA. Such lighting shall be directed to prevent the trespass of light onto the adjacent properties.
11. Any expansions or additions to the structure(s) as well as any changes to the use shall require an amended or new conditional use permit.
12. Conditional Use Permit expires 2 years from the date of issue if no building permit has been issued.

Bobby French spoke in favor of the conditional use request and acknowledged all 12 conditions. No opposition-was made regarding the recommendations.

The public hearing was closed and presented to the Commission for discussion to which a motion to approve the conditional use was made by Anne Tucker and seconded by Rhea Williams; passed 6-0, with the chairman voting.

## **II. Additional Business**

### **A. Consideration to amend the Conway Zoning Code to add regulations: short-term rentals for transient occupation**

Director of Planning, James Walden, discussed the City received concern from community residents regarding the regulation for short term rental properties, primarily concern that no regulations exist. Planning Staff was requested to draft an amendment to the Zoning Code addressing the issue. The intent of the draft regulations is to approach the issue in an unrestrictive manner, while policing violators. The draft regulations require licensure, ensure A&P taxes are paid, require annual inspections, and require a local property representative to respond to complaints or issues that may arise.

The amendment was presented to the Commission for discussion to which a motion to approve the amendment was made by Anne Tucker and seconded by Rhea Williams; passed 6-0, with the chairman voting. The request will be forwarded to the City Council with a recommendation for adoption on the August 24, 2021 City Council meeting.

**B. Consideration to amend the Planning Commission By-Laws**

James discussed the proposed amendments to the existing By-Laws; further discussion and action are planned for the September meeting for final voting approval.

**ITEMS NOT REQUIRING PLANNING COMMISSION**

**A. Developmental Review Approval**

1. Conway Christian School Addition, 500 S East German Ln (SDR-0621-0059)
2. First Community Bank, Temporary Bank Building, 766 Harkrider St (SDR-0721-0072)

**B. Lot Splits, Lot Mergers, Minor Subdivisions, and Major Finals (submitted for review)**

1. Replat of Lot 39, Thousand Oaks Subdivision (SUB-0721-0077)
2. Bell Valley, Phase I Final Plat (SUB-0721-0078)
3. Schichtl Addition (SUB-0721-0080)

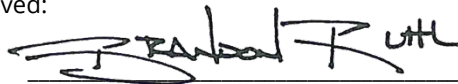
**C. Lot Splits, Lot Mergers, and Minor Subdivisions (filed for record)**

1. Bell Valley, Phase I
2. Estates at Centennial Valley

**Adjournment**

There being no further business to conduct, the meeting was adjourned by unanimous vote on a motion made Anne Tucker and seconded by Arthur Ingram.

Approved:



*2021 Chairman, Brandon Ruhl*