

The regular meeting of the Conway Planning Commission was held, in person, Tuesday, January 17<sup>th</sup> at Conway City Hall. The following members, being a quorum, were present and acting: Ethan Reed, Alexander Baney, Laura King, Drew Spurgers, Latisha Sanders-Jones, Rebekah Fincher, Mark Ferguson, and Jensen Thielke. Adam Bell was absent.

Minutes from the December 19, 2022, meeting were approved 7-0 on a motion made Alexander Baney and seconded by Ethan Reed, without the chairman voting.

## **I. SUBDIVISION REVIEW**

### **A. Request for preliminary plat approval for Lands End Subdivision, Phase 2**

Ryan Robeson, Planner, explained the applicant is requesting preliminary approval of a 44-lot subdivision located west of Lands End Phase 1. The development represents Phase 2 of the Lands End Subdivision. The property is zoned R-1 with lots ranging from 0.32 acre to 0.43 acre. The subdivision proposes access via improvement of Tyler St and a continued extension of Whistling Straits from the Reserve at Centennial Ph II. Staff recommended approval of the preliminary plat contingent upon the completion of the amended punch list and associated conditions of approval:

1. Preliminary Plat approval from all reviewing agencies shall be obtained prior to work commencing.
2. Wheelchair ramps shall be provided by the developer in accordance with the City of Conway Transportation Department Standard Details.
3. 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.
4. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is not more than 600 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.
5. Utility easements as required by Conway Corporation are needed.
6. Drainage easements as required by the City Engineer are needed.
7. All other applicable provisions of the City of Conway Subdivision Ordinance (O-00-03) shall be satisfied and accounted for prior to Preliminary Plat approval.
8. Receipt of an approved copy of the Preliminary Plat along with approved Street and Drainage Plans shall constitute authorization of the Planning Commission for the developer to proceed with the preparation of the Final Plat.

The applicant was present but did not present at the meeting.

The subdivision review was closed and presented to the Commission for discussion to which they concluded to approve the preliminary plat. A motion to approve was made by Alexander Baney and seconded by Ethan Reed passed 7-0, without the chairman voting.

### **B. Request for preliminary plat approval for Westrock Addition Subdivision**

Beth Sketoe, Planner, explained the applicant is preliminary approval of a 1-lot subdivision comprised of 30.85 acres, located east of the terminus of E Martin Dr and north of William J. Clark Dr. The single lot development would typically be considered a minor subdivision, but as street and drainage improvements are required, the request requires preliminary approval by the Planning Commission. The proposed lot configuration is consistent with the minimum requirements for lots in the I-3 zoning district with accesses proposed via the new cul-de-sac at the terminus of E W Martin Dr as well as from William J Clark Dr. Planning Staff recommended approval of the plat contingent upon the completion of the amended punch list and associated conditions of approval:

1. Plat approval from all reviewing agencies shall be obtained prior to work commencing.
2. 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.

3. Fire hydrants must be placed so that the furthest point of a lot in a commercial subdivision is not more than 400 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.
4. Utility easements as required by Conway Corporation are needed.
5. Drainage easements as required by the City Engineer are needed.
6. All other applicable provisions of the City of Conway Subdivision Ordinance (#O-00-03) shall be satisfied and accounted for prior to plat approval.
7. Applicant to provide a irrevocable performance letter of credit for an amount equal to the total estimated cost for improvements as determined by the City Engineer. The term of the letter of credit shall be limited to one year unless an extension is granted by the Planning Commission.
8. Applicant to provide document of assurance guaranteeing installation of [2] required CAGIS monuments prior to the issuance of a certificate of occupancy for any subsequent development.
9. Receipt of an approved copy of the plat along with approved Street and Drainage Plans shall constitute authorization of the Planning Commission for the developer to proceed with the installation of improvements.

The applicant was present but did not present at the meeting.

The subdivision review was closed and presented to the Commission for discussion to which they concluded to approve the preliminary plat. A motion to approve was made by Alexander Baney and seconded by Latisha Sanders-Jones passed 7-0, without the chairman voting.

## II. OLD BUSINESS

### A. Consideration to amend the Master Street and Tail Plan

James Walden, contract Planning Director, presented the proposed Master Transportation Plan as an amendment to the existing Master Street Plan. Included in the amendment is an alternative alignment for the future Baker-Wills Parkway, which has been indicated on the Master Street Plan since at least 1991 with various alternatives. Since that time, it has been the City's intent to see the project federally funded. However, this uncertainty has caused difficulty for landowners along the route. The included alternative provides a routing location for the parkway if the project is not federally funded, and construction occurs as result of a development. This plan also adopts the Master Bike Plan and Master Pedestrian Plan as part of the Master Transportation Plan and places existing complete streets policies into the plan and provides additional policies. Currently, no narrative portion of the plan exists. This narrative will provide a framework for future updates to the Master Transportation Plan.

A public hearing was held at the December Planning Commission meeting in which no one from the public spoke in either favor or opposition to this request.

The Commission discussed this amendment to which a motion to approve the Master Street and Trail Plan was made by Ethan Reed and seconded by Alexander Baney; passed 7-0, without the chairman voting.

## III. PUBLIC HEARING

### A. Request for conditional use permit to allow *Transmission Tower* in the C-3 zoning district for property located at 1305 S Harkrider Street

Beth discussed the applicant is proposing to lease a 0.05 acre± portion of the 1-acre property at the northwest corner [rear] of the site for the purpose of constructing and operating a cellular transmission tower. While the property is zoned C-3, the Comprehensive Plan indicates the site as appropriate for General Industry. This designation is still somewhat appropriate. The subject property is located along a major state highway corridor and is near an area, adjacent to the east, that is developing with office, commercial, and institutional uses. The property, adjacent to the north, is zoned A-1 which allows non-commercial uses, including residential, by right. Planning staff recommended approval of the use request with the following conditions:

1. The tower and supporting facilities shall be constructed in accordance with approved plans.
2. The height of the tower is limited to 105' plus a 4' lightning interceptor for a total height of 109'. Any proposed increase in height shall require a revised conditional use permit.
3. The service area shall be enclosed by a fence at least 6' high. The fence shall be brick or masonry.
4. The use of barbed or razor wire is prohibited.
5. The 15' access drive, parking, and turn around areas shall be paved. Access drive width shall be approved by the Fire Marshall prior to installation. Driveway location and design shall be reviewed and approved by City of Conway Transportation Department and ARDOT prior to installation.
6. All gravel area indicated for staging shall be removed upon completion of tower installation.
7. No zoning variances, in conjunction with the conditional use, shall be allowed.
8. If the approved use is not commenced within 18 months from the date of approval, or if the use ceases for a consecutive period greater than 18 months, the conditional use permit shall expire.
9. If the tower is not used for a continuous period of 24 months, it must be dismantled and removed by the telecommunication service provider.
10. Any expansion of the use or site, including but not limited to substantial increase in use intensity, new buildings, substantial changes in character, etc. shall require approval of a new conditional use permit.

Greg Ferris (Wichita, KS) spoke in favor of this use request as the representative for SCI Wireless. There was no opposition present to this request.

The public hearing was closed and presented to the Commission for discussion to which a motion to approve the conditional use, with an amendment to add "or masonry" to condition number 3, was made by Latisha Sanders-Jones and seconded by Alexander Baney; passed 7-0, without the chairman voting.

#### **IV. ANNOUNCEMENTS/ADDITIONAL BUSINESS**

James announced there will be an Oak Street Ahead Open House held at City Hall on Tuesday, January 31<sup>st</sup>, 2023, from 5:30pm-7pm. For the past year the city has worked with Garver, RDG Planning & Design, community stakeholders, business owners, and the public to study transportation, land use, and urban design for the Oak Street corridor. This meeting will provide the public with a final opportunity to help the city fine tune their plan for the future of one of Conway's major gateways including: traffic flow, safety, image and aesthetics, existing business operation, new development and infill, bike/ped, neighborhood connections, and parking efficiency.

#### **ITEMS NOT REQUIRING PLANNING COMMISSION ACTION**

##### **A. Development Review Approvals**

1. Estella Market, 3865 Prince St (SDR-1122-0378)

##### **B. Plats Filed for Record (Lot Splits, Lot Mergers, and Final Plats)**

1. Goddard Addition (P2022-00085)
2. E-Leet Subdivision (P2022-00086)
3. MSA Replat (P2022-00087)

#### **Adjournment**

There being no further business to conduct, the meeting was adjourned by unanimous vote on a motion made by Drew Spurgers and seconded by Ethan Reed.

Approved:



2023 Chairman, Rebekah Fincher