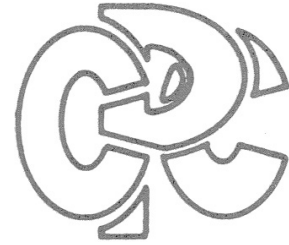




## PLANNING COMMISSION MEETING

District Court Building  
810 Parkway Street  
Conway, AR 72034



Conway Planning Commission

**September 21, 2015, 7:00 pm**

The regular meeting of the Conway Planning Commission was held Monday, September 21, 2015 in the Russell L. "Jack" Roberts District Court Building. Present: Chairman, Lee Washington, Vice-Chairman Mark Lewis, Marilyn Armstrong, Anne Tucker, Wendy Shirar, and Justin Brown. Stan Hobbs, Bryan Quinn and Jerry Rye were absent.

Chairman, Lee Washington, called the meeting order.

The Conway Planning Commission (PC) makes recommendations to the City Council on public hearing items. The City Council will make a final decision on these items using the PC's recommendation as a guide. Items not approved by the PC may be appealed to the City Council within 30 days after the PC's denial. If an item is appealed to the City Council a public hearing sign must be placed on the property no less than 7 days prior to the City Council meeting and a public notice will be placed on the City's website at [www.cityofconway.org](http://www.cityofconway.org). Items reviewed by the PC on this agenda may be considered by the City Council as early as October 13, 2015.

Chairman Washington requested that the Commission members introduce themselves to the audience present.

Minutes from the August meeting were approved 6-0\* on a motion made by Justin Brown and seconded by Marilyn Armstrong.

The procedure followed for public hearing portion of the meeting is to allow the first representative to speak in favor of a request for ten minutes and each subsequent favorable speaker for two minutes each. Then, if there is any opposition, the first speaker opposed to the request may speak for ten minutes and each subsequent opposed speaker for two minutes each. Anyone wishing to speak either for or against any public hearing item may do so. Once all public parties have spoken the item will be brought back into committee for discussion. The chairman reminded the audience that, to avoid confusion, all motions would be made in the positive and he requested everyone be courteous.

Matthew Brown presented the subdivision committee report.

### **I. SUBDIVISION**

- A. The preliminary plat for North Woods Estates subdivision was approved 6-0\* subject to the completion of amended punch list on a motion made by Marilyn Armstrong and seconded by Lee Washington. Punch list items that were amended are as follows.

#### **GENERAL SUBDIVISION/REPLAT REGULATION POLICY-NOT REQUIRING PLANNING COMMISSION APPROVAL**

**(Must be completed before approval of final preliminary plat)**

1. All subdivision/replat engineering requirements concerning general water flow and storm water management shall be met.

2. Improvement plans for each new utility system shall be provided to Conway Corporation and other utilities.
3. 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.

### **STREET DESIGN REQUIREMENTS**

4. The rights-of-way of all streets must conform to the Master Street Plan and the requirements of Table 1, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance.
5. The rights of way and width of all streets must conform to the Master Street Plan and the requirements of Table 2, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. **The proposed development will have gated private streets with open ditch standards as shown in Table 2. However, the proposed pavement width will be 30 feet wide; (2) 10 foot travel lanes and (2) 5 foot bike lanes. The Planning Commission approves this request.**
6. The proposed street layout should be integrated with the street system in the adjoining subdivisions. Proposed through streets shall be extended to the boundary lines of the tract to be subdivided/replatted unless the Planning Commission has determined that such extension is not necessary or desirable for the coordination of the layout of the subdivision/replat with existing and adjoining parcels. Proper access in the form of stub streets or temporary deadend streets shall be provided to adjacent unplatted property unless, in the judgment of the Planning Commission, topographic conditions or physical constraints preclude reasonable provision of such access or alternate routes are or will be available in the future. **Falcon Crest Subdivision to the east, has a 50 foot easement that connects to the proposed development. There is no built street within this easement and it is unclear if a public street could be constructed. The proposed development will have private gated streets. Due to these conditions, a street will not be required to extend to the property boundary on the east. However, a 50 foot access/pedestrian easement will be required to allow possible future connectivity. Likewise, a 50 foot right of way shall extend northward to the unplatted property to the north from the proposed northern cul-de-sac. The Planning Commission approves this request.**
7. Cul-de-sac streets tend to reduce the number of connections and choices available for people traveling by automobile and increase congestion on other streets. Where cul-de-sacs are utilized, pedestrian and bicycle pathways to allow linkages with like abutting properties and the street system may be provided. Construction standards for the pedestrian and bicycle pathways shall be the same as for sidewalks. **There are no sidewalks within adjoining subdivisions or along Highway 25. However, a 50 foot access/pedestrian easement is provided for possible future connection to Falcon Crest Subdivision. The Planning Commission approves this request.**
8. A street that does not extend to the boundary of a subdivision shall be no closer than 50 feet to that boundary. **As item 6 was approved, so is item 8.**
9. Street intersections shall be laid out as nearly at right angles as possible, with no angle of less than 75 degrees. Proposed Highway 25 connection has not yet been engineered. It is likely that the connecting angle shall be greater than 75 degrees. **City Engineering is working with the developer to design the optimum**

connection. Planning Commission shall allow City Engineering and the developer to create the optimum design standard. *The Planning Commission approves this request.*

#### **BLOCK DESIGN REQUIREMENTS**

10. Blocks over 1500 feet in length are prohibited. With no connecting through streets, the development is considered 1 block. As a gated private street development, this would seem appropriate. *The Planning Commission approves this request.*
11. Blocks over 1000 feet in length may require a public crosswalk within a dedicated easement of not less than 15 feet in width including a paved crosswalk not less than five feet in width to provide pedestrian circulation. Item 6 will create access/ pedestrian easements to adjoining property and easements. There are currently no sidewalks to connect to. No crosswalk construction is required at this time. *The Planning Commission approves this request.*

#### **SIDEWALK DESIGN REQUIREMENTS**

12. Sidewalks are required along both sides of all streets within all zoning districts within Conway city limits. Aside from the required sidewalks along collectors and arterials, an, internalized pedestrian circulation system in the form of pathways, either along streets or not, may be constructed within subdivisions upon the request of the applicant and the approval of the Planning commission. The system may be allowed to deviate from the construction requirements set out otherwise in this section, as long as the minimum dimensional requirements are met. As a gated private street PUD, there will be no connecting pedestrian traffic. In lieu of constructing sidewalks, the developer would like to construct (2) 5 foot wide bike lanes on both sides of the private street. These bike lanes shall be striped and signed with typical bicycle symbols and or signage. *The Planning Commission approves this request.*

## **II. PUBLIC HEARINGS**

- A. Mike Elrod's request for rezoning from A-1 and R-1 to PUD for property located east of AR Hwy 25, south of Southshore Lane, west of Vineyard Drive and north of Cypress Creek was held in committee by a vote of 7-0 on a motion made by Justin Brown and seconded by Lee Washington. Tim Tyler of the Tyler Group, 240 Skyline Drive, presented the request explaining that for the North Woods Estates to exist as a private gated community it must be rezoned to a Planned Unit Development (PUD). There was no other public comment. The Log Cabin Democrat failed to print the required legal notice for Public Hearing items at least 15 days prior to the PC meeting and therefore the PC was not able to take formal action on this item. A second time of public comment and commission discussion followed by the vote will take place at a special called PC meeting on Monday, October 5 at 7:00 pm at the District Court Building.
- B. Central Baptist College's (CBC) request for rezoning from R-2A to S-1 for property located in Block 79 of the Boulevard Addition was held in committee by a vote of 7-0 on a motion made by Marilyn Armstrong and seconded by Justin Brown. Tim Tyler of the Tyler Group, 240 Skyline Drive, presented the request explaining that CBC would like to rezone the property they have acquired in this block to a zoning district that would allow them to develop it for use by the College. There was no other public comment. The Log Cabin Democrat failed to print the required legal notice for Public Hearing items at least 15 days prior to the PC meeting and therefore the PC was not able to take formal action on this item. A second time of public comment and commission discussion followed by the vote will take place at a special called PC meeting on Monday, October 5 at 7:00 pm at the District Court Building.

- C. Glen Osborn's request for rezoning from A-1 to R-1 for property located at 4967 Highway 64 West was approved 7-0 on a motion made by Matthew Brown and seconded by Anne Tucker. Jesse Thompson, 1416 Prince Street, presented the request, explaining that Mr. Osborn wishes to build a second house on his property, but in order to do so he must rezone to R-1 which allows a higher density of dwellings per lot. There was no other public comment.
- D. Ova Shelby's request to annex 5 acres of her property located at 1720 Sturgis Road was approved 6-1 on a motion made by Lee Washington and seconded by Anne Tucker with Justin Brown voting in opposition. Tim Tyler of the Tyler Group, 240 Skyline Drive, presented the request explaining that Ms. Shelby's well had stopped working and Conway Corporation had agreed to provide her with water service provided she follow-thru and annex her property to comply with requirements for receiving city utility services. As the current zoning of her property, upon annexation would be A-1, the smallest lot with one residence allowed is 5 acres and thus that is the amount of property she is seeking to annex. There was no further public comment. Some discussion followed by the planning commission, namely in response to the question of why Ms. Shelby wasn't annexing all of her property as it seemed unfair for the city to provide utility services to Ms. Shelby on good faith and not receive the benefit of taxes paid if her full property, estimated at 30 acres, were to be annexed. Mr. Tyler explained that Ms. Shelby lives on a fixed income and was doing the best she could by annexing 5 acres, to comply with the requirements for receiving city water at her home.

### III. DISCUSSION ITEMS

- A. 2016 Planning Commission nomination process and schedule was discussed. It was decided that Anne Tucker would step in to complete Stan Hobbs term which ends in December of 2017, beginning in January 2016. As Ms. Tucker has never been selected for a new, 5-year term and has simply completed terms for other commissioners who were unable to complete their own terms, she is eligible to continue doing so. As a result, the PC will advertise for nominations for 2 new planning commissioners.
- B. The PC discussed filling the vacant spots left by Stan Hobbs departure on both the Subdivision Committee and Conditional Use Committee. Chairman Washington volunteered to fill Mr. Hobbs Subdivision Committee seat and asked Matthew Brown to become chairman of that committee as Mr. Hobbs was the previous chairman. These decisions were approved 7-0 on a motion made by Lee Washington and seconded by Wendy Shirar. Next Chairman Washington asked Marilyn Armstrong to fill Mr. Hobbs seat on the Conditional Use Committee which was approved 7-0 on a motion made by Lee Washington and seconded by Wendy Shirar.
- C. In light of the upcoming planning commissioner nomination process, the PC discussed dividing the current commissioners into two committees to review and interview potential candidates. It was decided that Marilyn Armstrong would lead a committee comprised of herself, Matthew Brown, Bryan Quinn and Mark Lewis while Justin Brown would lead a second committee comprised of himself, Anne Tucker, Wendy Shirar and Jerry Rye. As out-going chairman, Lee Washington agreed to be a part of the selection process for input only, but not vote.

### IV. ITEMS NOT REQUIRING PLANNING COMMISSION ACTION

- A. Lot Splits, Lot Mergers, and Minor Subdivisions (filed for record)
  - 1. B.K. Dean, Replat Lot 1
  - 2. Salem Landing Subdivision

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

