



DECEMBER

Conway Planning Commission
Staff Report

7:00pm • December 17, 2018 • 810 Parkway Avenue

CONWAY PLANNING COMMISSION

Jerry Rye, Chairman

Justin Brown, Vice-Chairman

Wendy Shirar, Secretary

Brooks Freeman

Dalencia Hervey

Arthur Ingram

Bryan Quinn

Brandon Ruhl

Anne Tucker

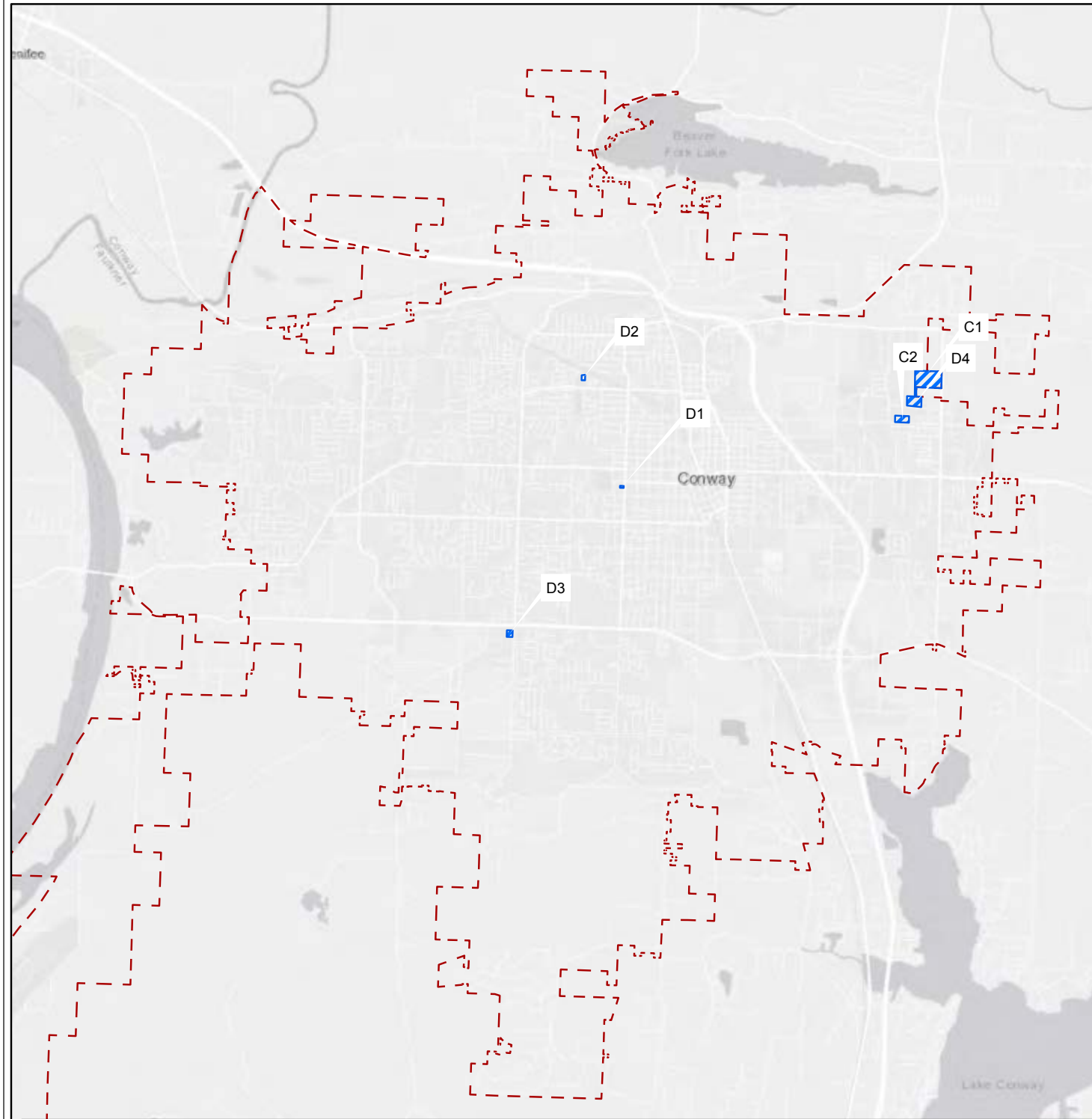
Rhea Williams

Contact the Conway Planning Commission at planningcommission@cityofconway.org

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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 **January 8, 2019**.

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.



- C. Subdivision (Subdivision Committee will meet at 6:30, prior to the Planning Commission meeting)
1. Request for preliminary plat approval of Conrad Court
 2. Request for preliminary plat approval of Siebenmorgen Subdivision
- D. Public Hearings - Rezoning, Conditional Use Permit, etc.
1. Bracey request to amend conditional use permit to allow restricted office in R-2A at 831 Donaghey Ave
 2. Kuykendall request for conditional use permit to allow restricted office in R-2 at 2470 Tyler St
 3. Counseling Associates, Inc. request for conditional use permit to allow restricted office in MF-1 at 855 S Salem Rd
 4. Files request to rezone from R-1 to PUD property located north of Bill Lucy Dr, immediately east of Willow Oak Manor Subdivision

CONWAY PLANNING COMMISSION AGENDA

December 17, 2018 • 7:00 pm • 810 Parkway Street

- A. Call to Order**
- B. Approval of Minutes**
1. November 19, 2018
- C. Subdivision** (*Subdivision Committee will meet at 6:30, prior to the Planning Commission meeting*)
1. Request for preliminary plat approval of Conrad Court
 2. Request for preliminary plat approval of Siebenmorgen Subdivision
- D. Public Hearings - Rezoning, Conditional Use Permit, etc.**
1. Bracey request to amend conditional use permit to allow restricted office in R-2A at 831 Donaghey Ave
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 3. Counseling Associates, Inc. request for conditional use permit to allow restricted office in MF-1 at 855 S Salem Rd
 4. Files request to rezone from R-1 to PUD property located north of Bill Lucy Dr, immediately east of Willow Oak Manor Subdivision
- E. Discussion**
1. 2019 Commissioner selection approval
 2. 2019 Officer and Committee selection
 3. Proposed 2019 Meeting & Submission Deadline schedule
 4. Proposed amendment to Planning Commission By-Laws
 5. 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**
- Car Mart, 2740 Dave Ward Dr
- H. Lot Splits, Lot Mergers, and Minor Subdivisions (filed for record)**
- Tyler Manor Subdivision (P2018-00065)
 - Correction Plat - University Village Replat Lot 2 (P2018-00066)
 - Browne Replat 2 (P2018-00067)
 - Round Mountain Replat Lot 25 (P2018-00068)
 - Rusty Meadows Replat Lot 2 (P2018-00069)
- I. Lot Splits, Lot Mergers, Minor Subdivisions, and Major Finals (submitted for review)**
- Weatherstone Ph 3 Final (SUB2018NOV02)
 - Cimarron Park Merger (SUB2018NOV04)
 - Summit Church Addition (SUB2018NOV05)
 - Lewis Ranch Phase II Lot 4 Replat Final (SUB2018NOV06)
 - Millco Replat (SUB2018NOV08)

C1 CONRAD COURT PRELIMINARY SUBDIVISION

REQUEST FOR PRELIMINARY PLAT APPROVAL OF CONRAD COURT

APPLICANT

Central Arkansas Professional Surveying
1021 Front Street
Conway, AR 72032

OWNER

Bobby Conrad

STAFF REVIEW BY

Scott Grummer, City Planner
1201 Oak St
Conway, AR 72032

SITE DATA

Location. ±29.91 acres West of East German Lane; North of Wills Court

Site Area. ±29.91 acres.

Current Zoning. RU-1 (Restricted Use), 5.0 acres bordering East German Lane; A-1 (Agricultural), remaining 24.91 acres

Existing Structures. None.

Overlay. None.

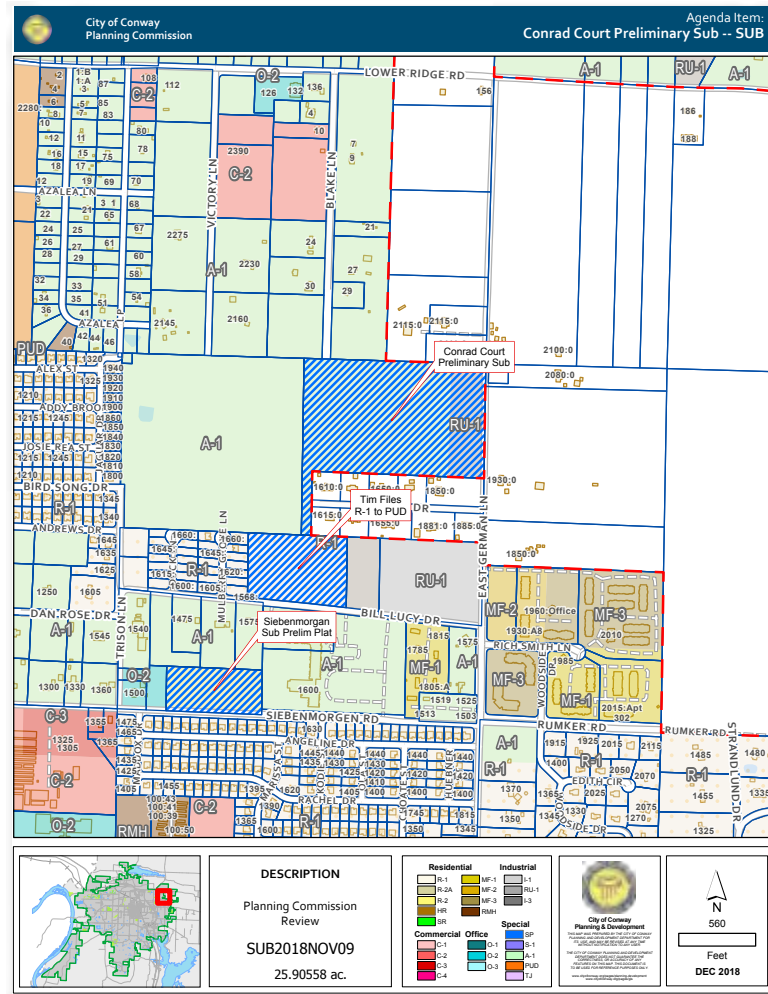
STAFF COMMENTS

Owner was granted a rezoning to RU-1, from A-1, and Conditional Use Permit No. 1356 in April 2015 to operate an Auto Glass Shop on the eastern most 5 acres. The proposed single-family development requires the entire 29.91 acres to be rezoned to R-1.

Planning Commission action is required for items 12, 16, 17, 21, and 33.

STAFF RECOMMENDATIONS

Planning Staff recommends approval of the preliminary plat contingent upon the completion of the amended punch list. Additionally, Conditional Use Permit No. 1356 shall be void upon filing of final plat. Item 21 concerns the extension of Blake Lane. Planning Staff stresses the importance of this extension to the south property line. The collector street will enable the ultimate connection of a street stretching from Bill Lucy Dr to Lower Ride Rd upon completion. This collector would add greatly to area connectivity. The collector street would provide cross access between this subdivision and Files PUD (agenda item D4 on page 29).



CITY OF CONWAY PLANNING & DEVELOPMENT DEPARTMENT REVIEW OF CONRAD COURT

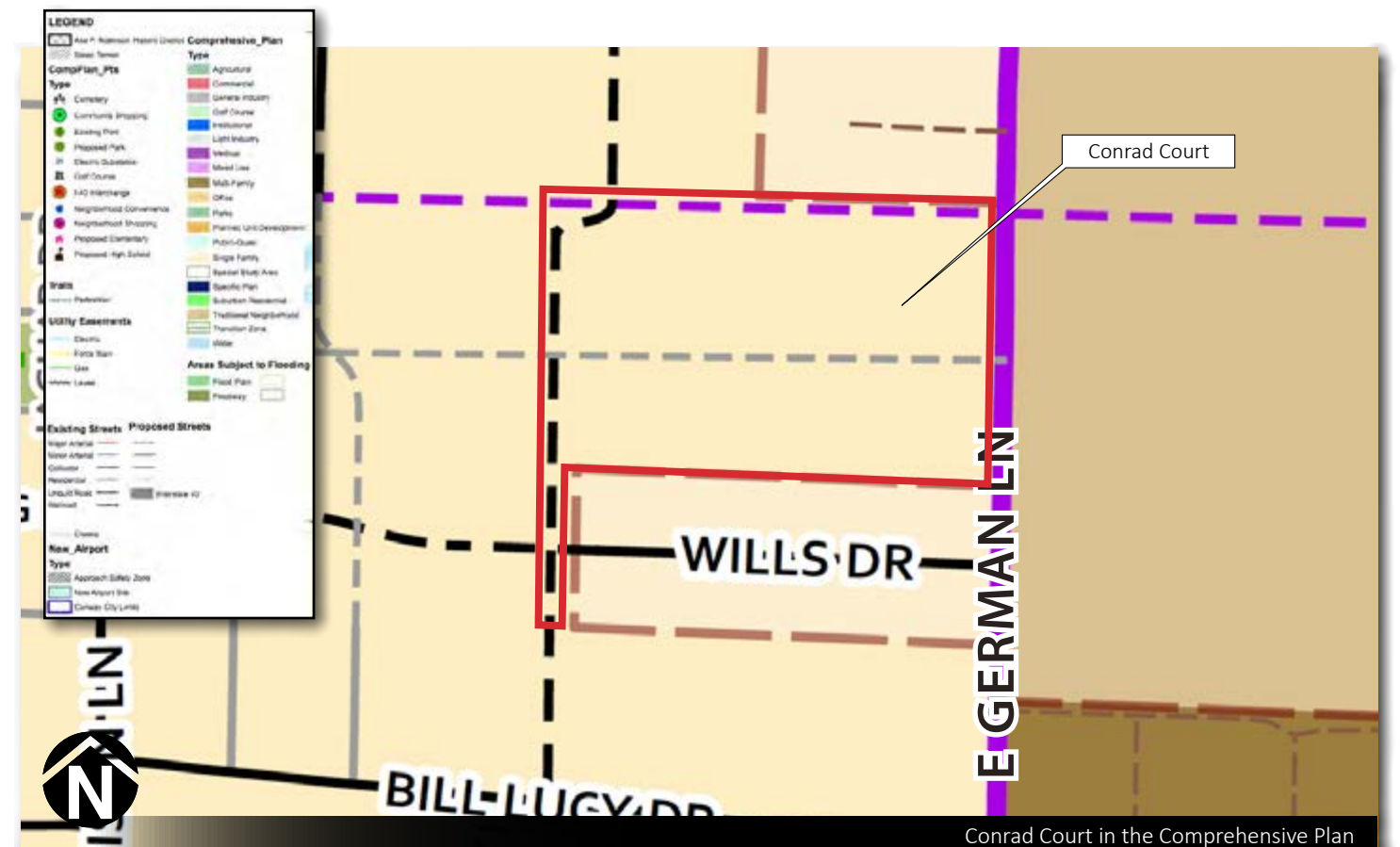
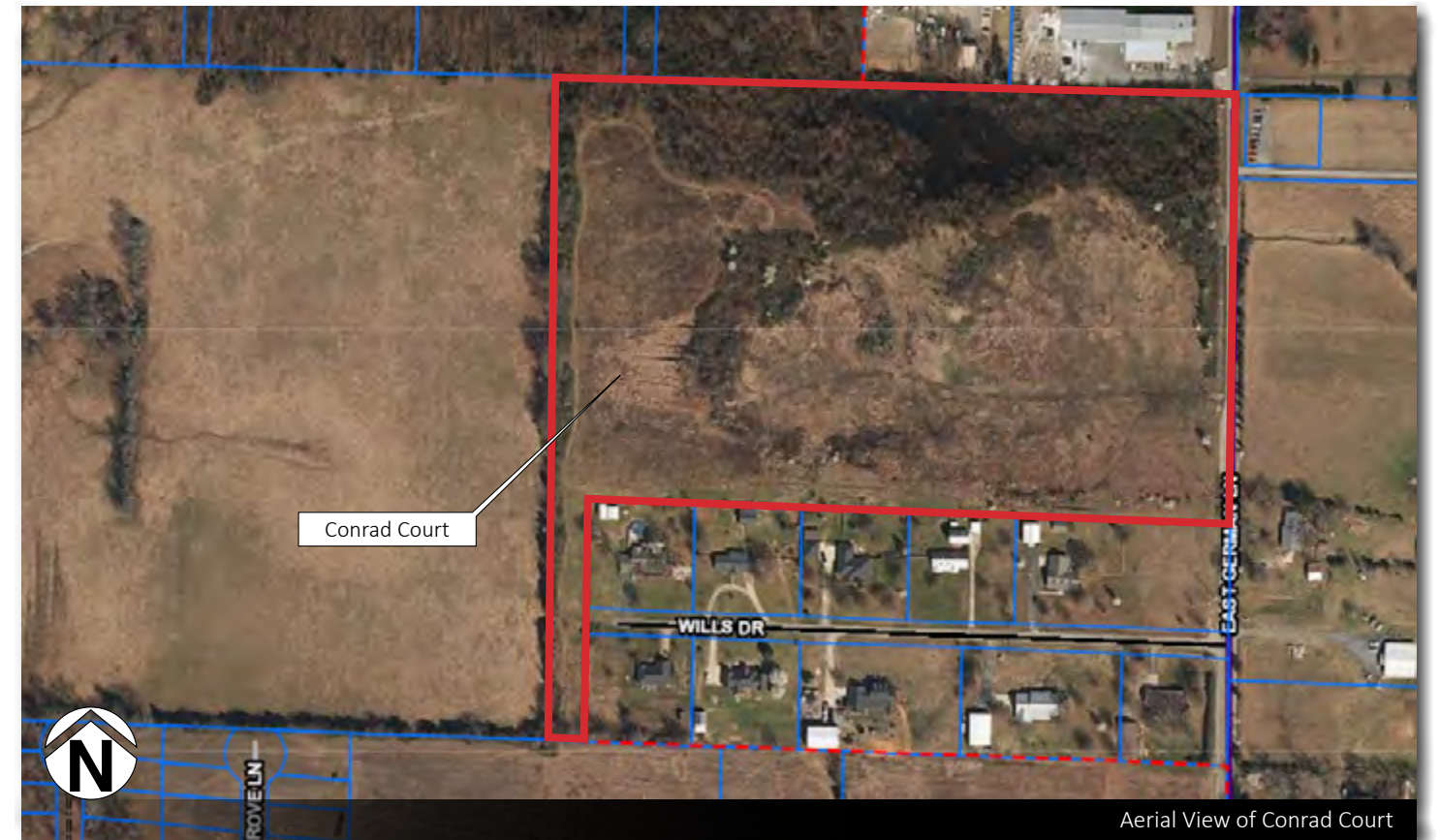
The following lists the items that are reviewed by the Conway Planning Department for the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval. The numbers appearing in parenthesis after the item indicate the page(s) of the Subdivision Ordinance on which the requirement appears.

BASIC INFORMATION NEEDED ON THE PLAT

1. Street names that are not similar to existing street names are needed for all proposed streets. *Verification by GIS of street names is needed.*

ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT

2. Natural features within the proposed subdivision including drainage channels, bodies of water, wooded areas and other significant features are needed. *Please provide a survey of contours and current conditions within the proposed subdivision if available.*
3. The downstream drainage channel and drainage structures substantially impacted by the subdivision/replat shall be shown.
4. Improvement plans for each new utility system are needed



GENERAL DESIGN REQUIREMENTS

5. If the Planning Commission considers this land is subject to flooding or topographically unsuitable for residential occupancy, it shall not be platted for any use that may increase the danger to health, life, property or aggravate erosion or flood hazard and shall be set aside for such land uses as will not be affected by these problems unless adequate corrective measures are formulated by the developer and approved by the Planning Commission. *Current aerial maps indicate possible natural drainage detention area located in the north central part of the undeveloped land. Subdivider has set aside detention in the north east sector of the development as Lot 45 to redirect and accommodate this natural drainage area. Preliminary Plat approval is contingent upon Street & Engineering approval of grading plans which indicate a correction to this drainage condition impacting lots along the northern boundary of the development.*
6. 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 onto the developed property and the total drainage area is less than five (5) acres.
7. Minimum floor elevations shall be placed on the plat for all lots less than three (3) feet above the computed one hundred (100) year flood elevation. The minimum finished flood elevation shall be established at one (1) foot above the computed one hundred (100) year flood elevation. *As noted on plat, this plat is not located in a special flood hazard area per FIRM #05045C0282H, so FFE's are not required.*
8. An easement shall be placed around the high water limits of the detention area. Subdivider proposes detention to be an entire lot rather than easement. **Street & Engineering approval is required or this condition must be corrected.**

ACCESS DESIGN REQUIREMENTS

9. The maximum number of single family and two family residential units served by a single access shall be thirty (30). For more than thirty (30) living units, there shall be no fewer than two (2) separate and approved fire apparatus access roads. These two access roads shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses. **Fire Marshall's approval of Blake Lane connection to the south as a viable secondary approved fire apparatus access road is conditional upon verification that the connecting road to the south**

will be constructed within 12 months from the time of preliminary plat approval.

STREET DESIGN REQUIREMENTS

10. The location of all streets must conform to the Master Street Plan. *Proposed streets conform to the Master Street Plan.*
11. The maximum grades of all streets must conform to the Master Street Plan and the requirements of the City of Conway STANDARD DETAILS FOR ROADWAY & DRAINAGE CONSTRUCTION per Ordinance O-18-56 and Article V of the Subdivision Ordinance.
12. The rights-of-way 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 Subdivider proposes to dedicate 40 feet of right-of-way on the east boundary line along East German Lane in order to conform to the Master Street Plan. Planning Commission approves / does not approve this right-of-way dedication.**
13. The minimum horizontal radii of all streets must conform to the Master Street Plan. *Preliminary Plat approval is conditioned on Street & Engineering verification of street radii at intersection of East German Lane and proposed Henry Rd.*
14. Compliance is required with the City of Conway STANDARD DETAILS FOR ROADWAY & DRAINAGE CONSTRUCTION per Ordinance O-18-56 and Article V of the Subdivision Ordinance.
15. The proposed street layout should be integrated with the street system in the adjoining subdivisions. *The proposed Blake Lane right-of-way is slightly off alignment with the subdivision to the north. Preliminary Plat approval is contingent upon Street & Engineering Dept approval of the right-of-way location of all streets.*
16. 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. **Blake Lane is on the Master Street Plan as a through street. Planning Commission requires / does not require the extension of Blake Lane to the South Boundary line.**
17. New boundary streets (those bordering the perimeter of the property) shall be avoided except where the requirement of the Master Street Plan provides a defined alignment. In that event, the developer of the proposed plat shall dedicate no less than one-half of the specified right-of-way as noted on the Master Street Plan and Table 1, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. **The developer proposes to dedicate 40' of right-of-way along the north boundary line to coordinate with the Master Street Plan proposed minor arterial street. The Planning Commission approves / does not approve the dedication of this right-of-way. The Planning Commission requires / does not require the developer to construct improvements in this right-of-way.**

18. The Planning Commission may authorize a new boundary street when the subdivider agrees to dedicate the entire right-of-way and construct all the required improvements. **The southern portion of the proposed Blake Lane is a boundary street. Subdivider proposes to dedicate all the necessary right-of-way to reach the southern boundary line of the development, but proposes not to construct all the required improvements. The subdivider proposes the street improvement to end and connect to Wills Drive to the south of the development as a proposed second entrance for fire access. Planning Commission requires / does not require the subdivider to construct all the required improvements to the south boundary line beyond Wills Drive; the Planning Commission approves, does not approve of Blake Lane construction to end at Wills Drive; the Planning Commission approves / does not approve of a connection to Wills Drive as a secondary Fire access road for the development.**
19. A subdivider may not retain a parcel of land lying between a newly created boundary street and a former property line, the purpose of which would be to deny access by abutting owners. (p. 27)
20. Proper access in the form of stub streets or temporary deadend streets shall be provided to adjacent unplatted property unless, in the judgement 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. (p. 27)
21. Where a street does not extend to the boundary of a subdivision and its continuation is not necessary for access to adjoining property, its terminus shall be no closer than 50 feet to such boundary. **The proposed Blake Lane extension to the south boundary line is "necessary for access to adjoining property" per the Master Street Plan. Planning Commission requires / does not require the extension of Blake Lane to the South Boundary line.**
22. State Fire Code 503.0.5 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 conditioned upon Fire Department approval of access and turn around requirements for Blake Lane on south boundary line.*
23. Proposed new intersections along one side of an existing street shall, wherever practical, coincide with any existing intersection on the opposite of the street. *The Proposed Blake Lane ROW is 100' from the west boundary line, and the Blake Lane ROW to the north of the property is approximately 130' from the west boundary line.*

EASEMENT DESIGN REQUIREMENTS

24. Utility easements as required Conway Corporation are needed.
25. Drainage easements as required by the City Engineer are needed. *Preliminary Plat Approval is conditional upon receiving an Approved set of Drainage Plans.*

LOT DESIGN REQUIREMENTS

26. Minimum lot width must conform with the requirements of the Zoning Ordinance. *Preliminary Plat Approval is conditioned upon rezone to R-1.*
27. Minimum lot depth must conform with the requirements of the Zoning Ordinance. *Preliminary Plat Approval is conditioned upon rezone to R-1.*
28. Minimum lot area must conform with the requirements of the Zoning Ordinance. *Preliminary Plat Approval is conditioned upon rezone to R-1.*

UTILITY DESIGN REQUIREMENTS

29. All subdivisions 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 meeting the requirements of the State Health Department.
30. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is more than 600 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.
31. Minimum clearance of twenty-six (26) feet must be provided around a fire hydrant. (p. 42)

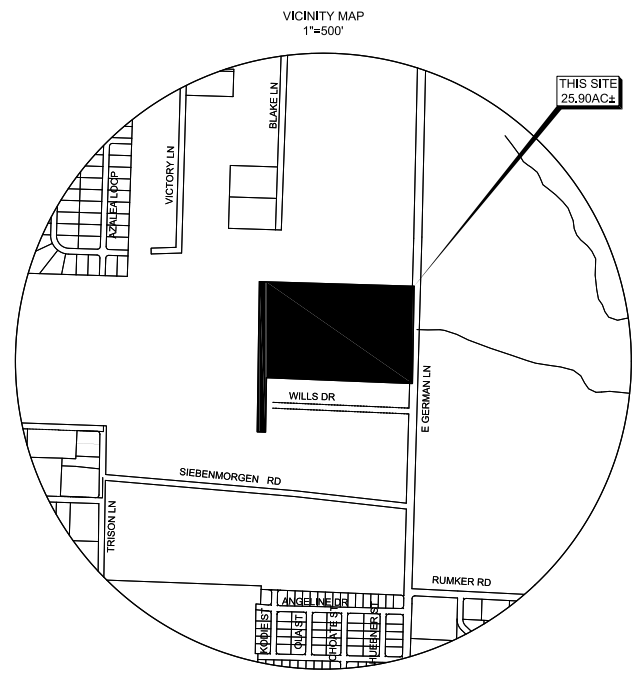
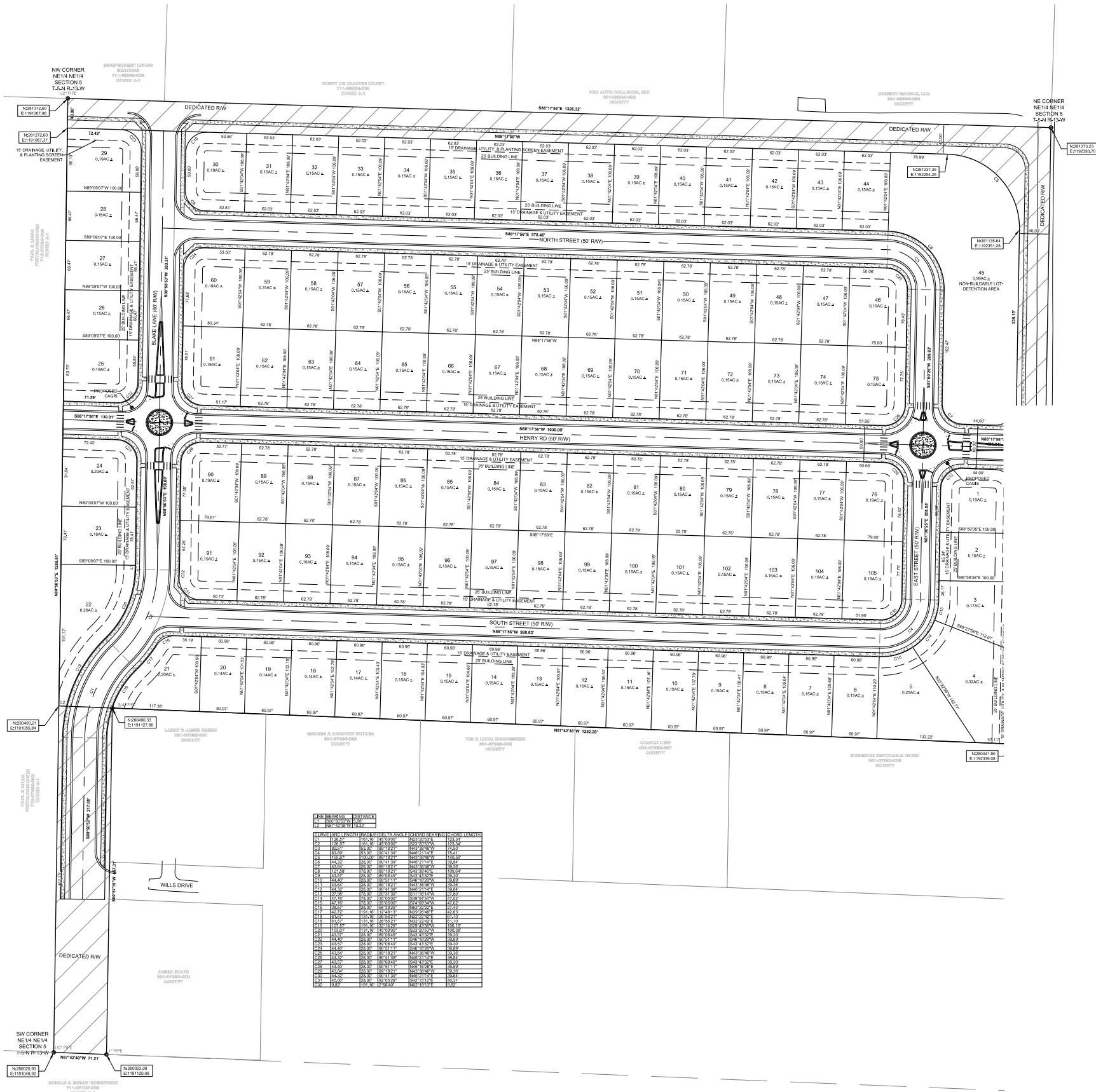
SIDEWALK DESIGN REQUIREMENTS

32. The following sidewalk notes should be placed on the plat:
 1. Sidewalk construction must meet the specification requirements as amended in the City of Conway Subdivision Ordinance #O-18-56, Article V, Section 9(13) "Sidewalk Specifications" (p.46) including but not limited to:
 - a. Size & Distance from the curb: as depicted by the City of Conway STANDARD DETAILS FOR ROADWAY & DRAINAGE CONSTRUCTION, unless specifically approved by the City Engineer.
 - b. Grades; establishment of property lines; Cement-concrete requirements, ADA guidelines; Sidewalk grade continuous through driveways; Sidewalk elevation; Driveway approach; Joint material, Expansion Joint; Edges; Removal/replacement.
 2. Sidewalks shall link sidewalks of adjoining lots so as to provide a continuous "ribbon" of pedestrian access throughout the community.
 3. 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.
33. Sidewalks along streets on unbuildable, green space, and other permanently vacant lots will be the responsibility of the developer. **Planning Commission requires / does not require construction of sidewalks within the Right of Way dedication along the North boundary line. Developer is responsible for construction of sidewalks along East German Lane, Henry Rd entry off East German Ln, around both mini-roundabouts including cross walk striping, and along Blake Lane Stub out to the south from the south boundary line of lot 22 & 21 to the south boundary line of the dedicated area.**

FEE REQUIREMENTS

34. Appropriate fees must be paid

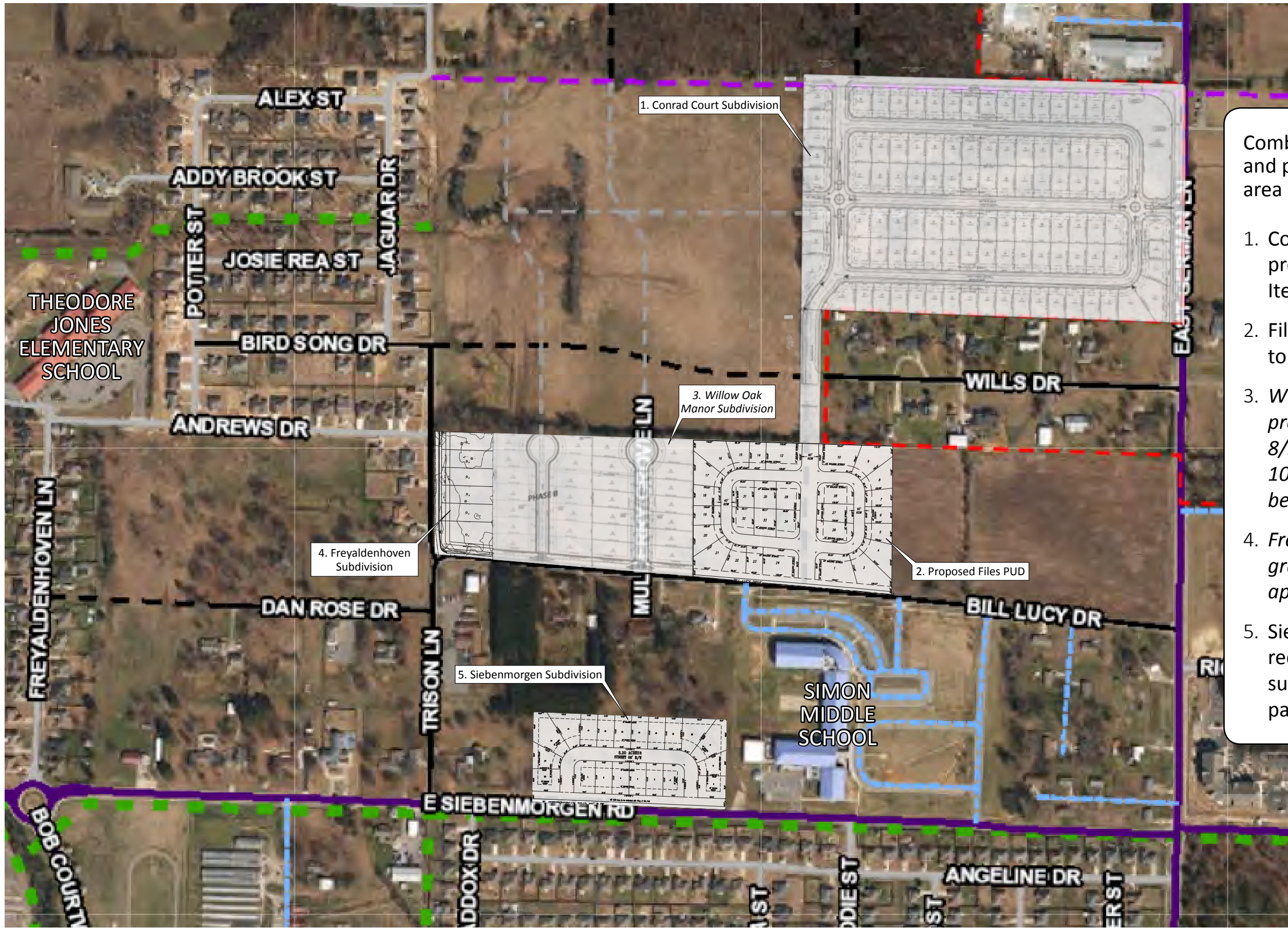
CONRAD COURT



OTHER REQUIREMENTS
 35. 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
 36. 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
 37. 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 Conrad Court will expire on 11/29/2018



- Combined graphic showing *current* and proposed developments in the area
1. Conrad Court -request for preliminary subdivision approval; Item C1, page 6
 2. Files PUD-request to rezone R-1 to PUD; Item D4, page 29
 3. *Willow Oak Manor*-granted preliminary subdivision approval 8/2017; Phase 1 final plat filed 10/2018; Phase 2 final plat yet to be submitted
 4. *Freyaldenhoven Subdivision*-granted preliminary subdivision approval 7/2018
 5. *Siebenmorgen Subdivision*-request for preliminary subdivision approval; Item C2, page 14

REQUEST FOR PRELIMINARY PLAT APPROVAL OF SIEBENMORGEN SUBDIVISION

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. ±5.19 acres North of Siebenmorgen Road across from Nichole Place; West of Ray & Phyllis Simon Middle School.

Site Area. ±5.19 acres.

Current Zoning. R-2 (Large Lot Duplex)

Existing Structures. None.

Overlay. None.

STAFF COMMENTS

Planning Commission action is required for items 26 & 27.

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
SIEBENMORGEN SUBDIVISION**

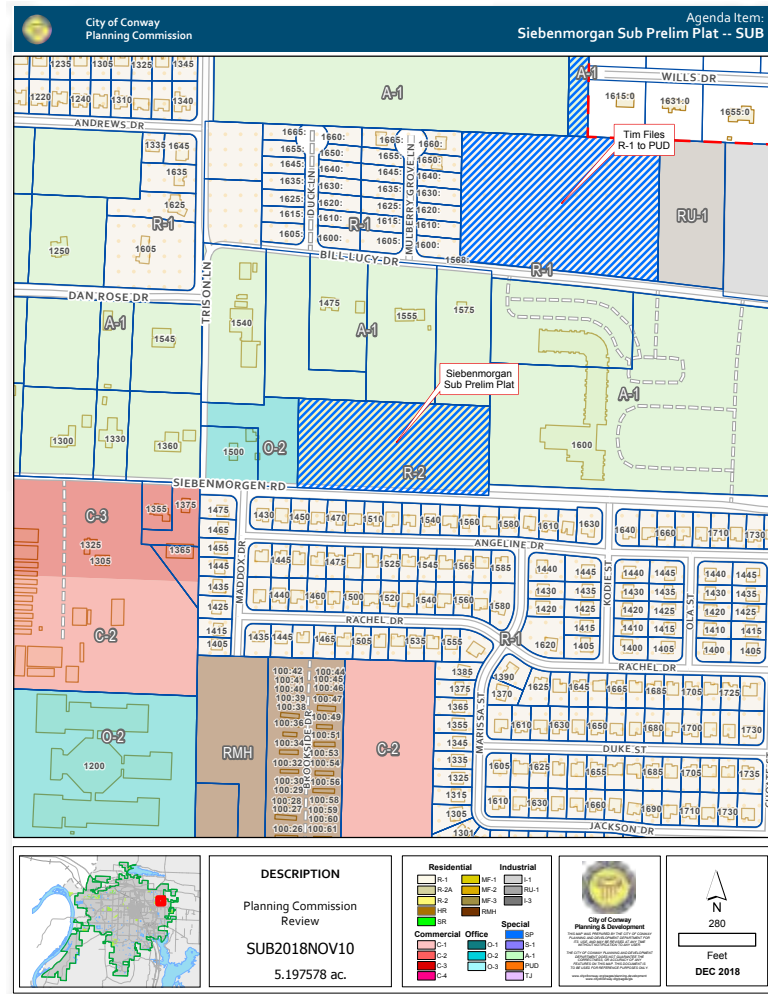
This following lists the items that are reviewed by the Conway Planning Department for the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval. The numbers appearing in parenthesis after the item indicate the page(s) of the Subdivision Ordinance on which 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 and address of all the owners of record are needed. *Owner and source of title does not match public record.*
3. The name and address of the subdivider are needed.
4. The layout of all proposed streets are needed, along with relevant dimensions and bearings.
5. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings.
6. Street names that are not similar to existing street names are needed for all proposed streets.
7. Proposed easements with appropriate dimensions are needed.



8. The Certificate of Preliminary Plat Approval is needed. *Change to Conway Planning Commission Chair, Jerry Rye.*

ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT

9. The downstream drainage channel and drainage structures substantially impacted by the subdivision/replat shall be shown.
10. Improvement plans for each new utility system are needed.
11. 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.

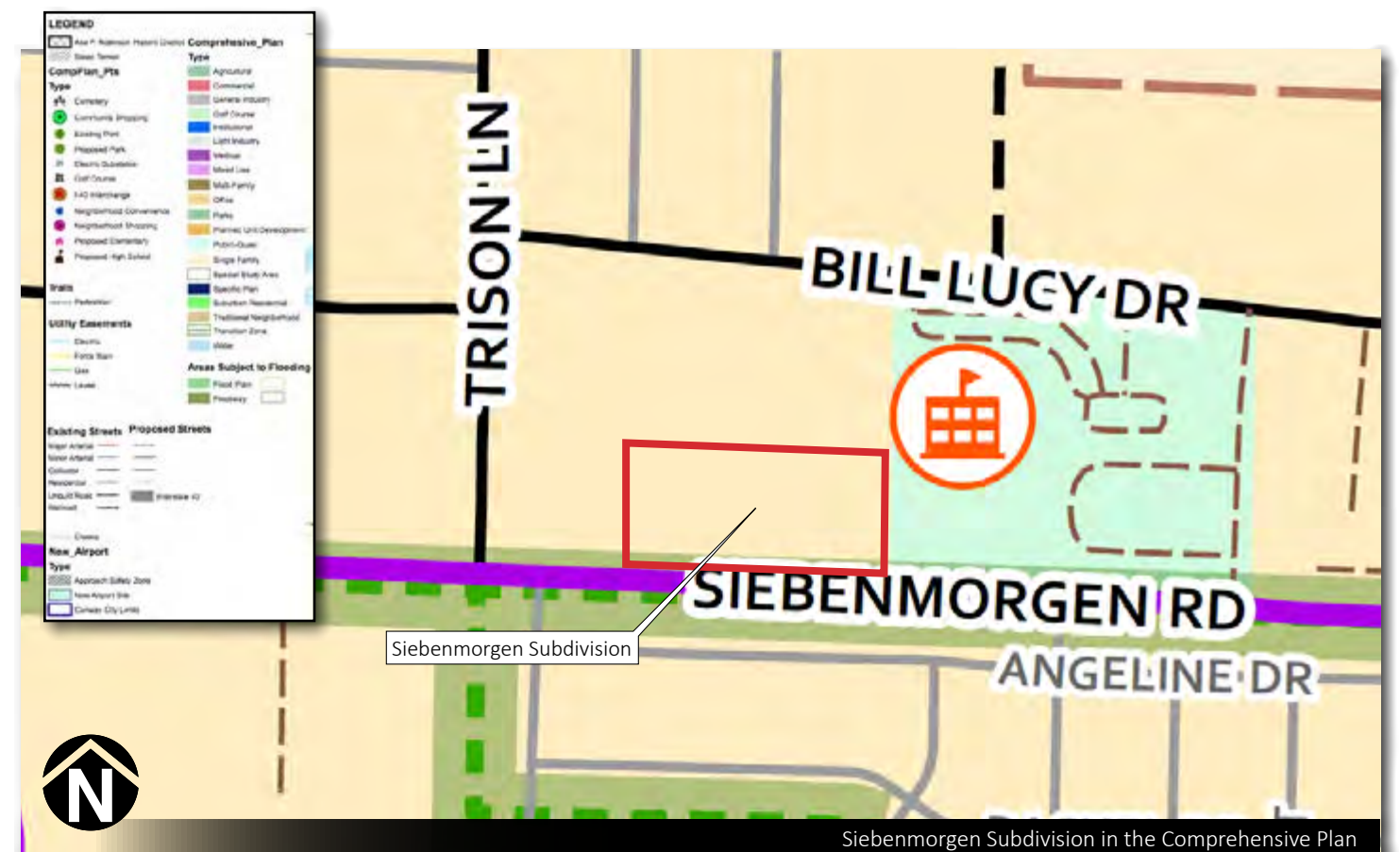
GENERAL DESIGN REQUIREMENTS

12. 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

continued on page 16



Aerial View of Siebenmorgen Subdivision



Siebenmorgen Subdivision in the Comprehensive Plan

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 onto the developed property and the total drainage area is less than five (5) acres.

13. Storm water detention or another storm water flow reduction measures shall be provided where existing downstream subdivisions or developments have storm drainage 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 through 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 at 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.
14. Detention basins may be either wet basins having a permanent pool of water for aesthetic purposes or a dry basin that retains no water other than that required during the storm event. A dry basin shall be graded and shaped to provide for the positive drainage of surface water from all portions of the basin. A concrete paved channel may be required from the inlet pipe to the outlet pipe to provide a maintainable bottom area.
15. An easement shall be placed around the high water limits of the detention area.

ACCESS DESIGN REQUIREMENTS

16. The maximum number of single family and two family residential units served by a single access shall be thirty (30). For more than thirty (30) living units, there shall be no fewer than two (2) separate and approved fire apparatus access roads. These two access roads shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses. Current access meets this requirement.

STREET DESIGN REQUIREMENTS

17. The rights-of-way of all streets must conform to the Master Street Plan and the City of Conway STANDARD DETAILS FOR ROADWAY & DRAINAGE CONSTRUCTION per Ordinance O-18-56 and Article V of the Subdivision Ordinance. The Subdivider proposes to dedicate 40 feet of right-of-way on the south boundary line along Siebenmorgan Rd. in order to conform to the Master Street Plan. Internal residential street 50 foot rights-of-way within the development are conforming to the Standard Details.

18. The width of all streets must conform to the Master Street Plan and the City of Conway STANDARD DETAILS FOR ROADWAY & DRAINAGE CONSTRUCTION per Ordinance O-18-56 and Article V of the Subdivision Ordinance. *Preliminary Plat approval is conditioned upon receiving an approved set of Street & Drainage plans from the Street & Engineering Department.*
19. The minimum horizontal radii of all streets must conform to the Master Street Plan. *Preliminary Plat approval is conditioned on Street & Engineering verification of street radii at intersection of Siebenmorgan Rd. and proposed Street.*
20. Compliance is required with the City of Conway STANDARD DETAILS FOR ROADWAY & DRAINAGE CONSTRUCTION per Ordinance O-18-56 and Article V of the Subdivision Ordinance.
21. Where residential streets intersect other residential, collector or arterial streets, the curb radii at the intersection shall not be less than 28 feet.
22. Where collector and arterial streets intersect other collector or arterial streets, the curb radii at the intersection shall not be less than 31.5 feet.
23. Property line corners at street intersections shall be rounded with a radius of at least 28 feet. (p. 30)

EASEMENT DESIGN REQUIREMENTS

24. Utility easements as required Conway Corporation are needed.
25. Drainage easements as required by the City Engineer are needed. *Preliminary Plat approval is conditioned upon receiving an approved set of Street and Drainage plans from Street & Engineering Department.*

BLOCK DESIGN REQUIREMENTS

26. Residential blocks shall be wide enough to provide two tiers of lots of minimum depth except where fronting on freeways, expressways and major thoroughfares or prevented by topographic constraints in which case the Commission may approve a single tier of lots of minimum depth. ***Planning Commission Approves / Does not Approve the single tier of lots 1 through 6, or this condition must be corrected.***

LOT DESIGN REQUIREMENTS

27. 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. ***Planning Commission Approves / Does Not Approve the double frontage lots 1 through 6, or this condition must be corrected.***
28. 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. *Planting Screen Easement required on all lots along Siebenmorgan Rd.*

29. 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.

UTILITY DESIGN REQUIREMENTS

30. All subdivisions 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 meeting the requirements of the State Health Department.
31. Fire hydrants shall be placed so that the furthest point of a lot in a commercial subdivision is no more than 400 feet from the nearest hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.
32. Minimum clearance of twenty-six (26) feet must be provided around a fire hydrant.

SIDEWALK DESIGN REQUIREMENTS

33. Sidewalks are required along both sides of all streets within all zoning districts within Conway city limits and within the Conway Territorial Jurisdiction.
34. 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.
35. 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. ***Developer required sidewalks along Siebenmorgan Rd.***
36. Update Sidewalk Notes with the following:
 1. Sidewalk construction must meet the specification requirements as amended in the City of Conway Subdivision Ordinance #O-18-56, Article V, Section 9(13) “Sidewalk Specifications” (p.46) including but not limited to:
 - a) Size & Distance from the curb: as depicted by the City of Conway STANDARD DETAILS FOR ROADWAY & DRAINAGE CONSTRUCTION, unless specifically approved by the City Engineer.
 - b) Grades; establishment of property lines; Cement-concrete requirements, ADA guidelines; Sidewalk grade continuous through driveways; Sidewalk elevation; Driveway approach; Joint material, Expansion Joint; Edges; Removal/replacement
 2. Sidewalks shall link sidewalks of adjoining lots so as to provide a continuous “ribbon” of pedestrian access throughout the community
 3. 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 issuance of a certificate of occupancy

4. 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.

OTHER REQUIREMENTS

37. 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

38. 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.

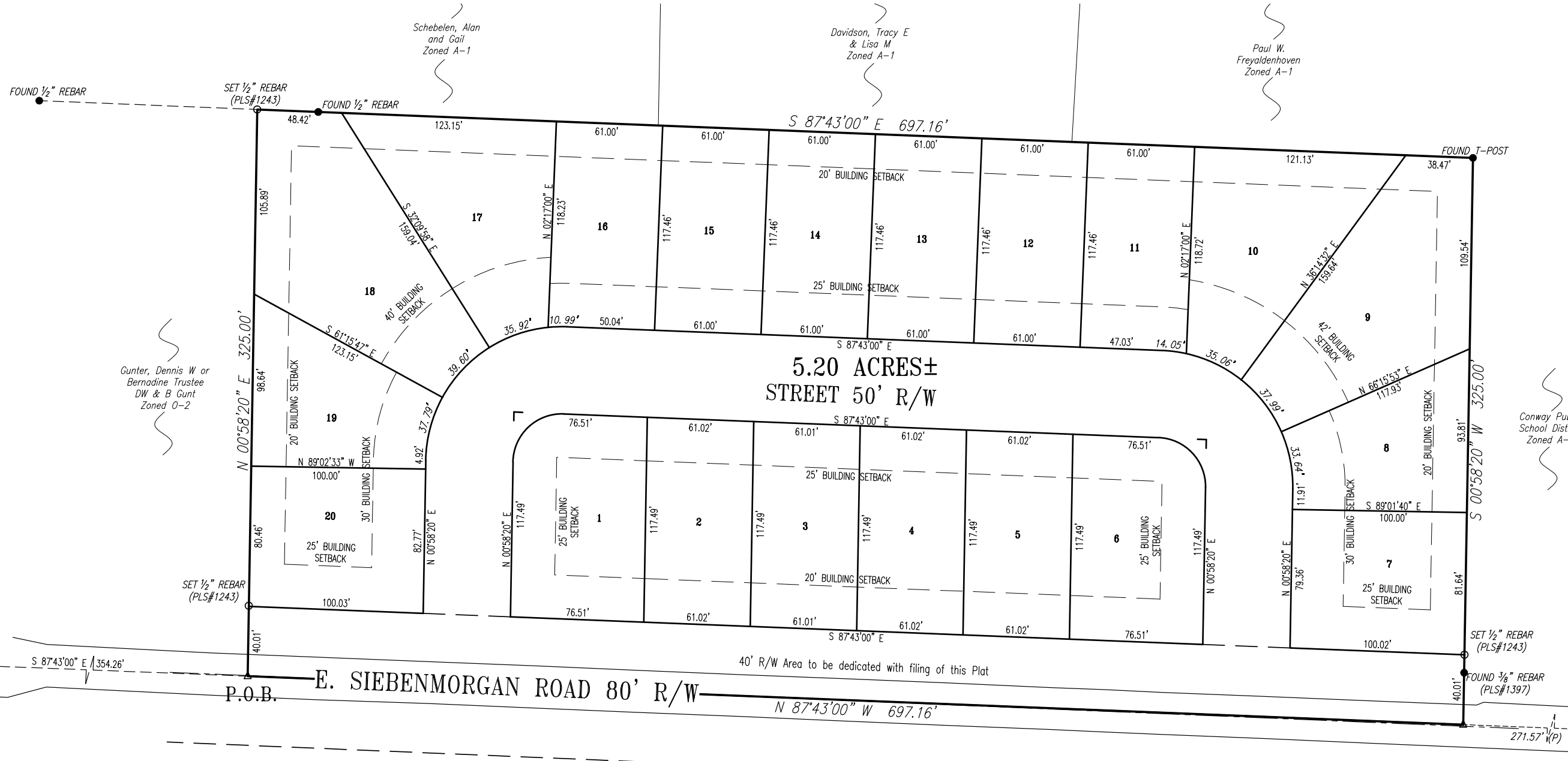
EXPIRATION OF PLAT

39. 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 Siebenmorgan Subdivision will expire on 11/30/2019.

C2 SIEBENMORGEN PRELIMINARY SUBDIVISION

SW1/4 NE1/4
 5-13-N, R-13-W
 COUNTY, ARKANSAS
 1" PIPE
 TRENCHES
 COVE SUBDIVISION

NE1/4
 7-13-W
 ARKANSAS
 4R
 DIVISION PHASE III
 E 299)



Gunter, Dennis W or
 Bernadine Trustee
 DW & B Gunt
 Zoned O-2

Schebelen, Alan
 and Gail
 Zoned A-1

Davidson, Tracy E
 & Lisa M
 Zoned A-1

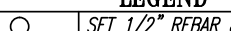
Paul W.
 Freyaldenhoven
 Zoned A-1

Conway Public
 School District
 Zoned A-1

P.O.B. E. SIEBENMORGAN ROAD 80' R/W

40' R/W Area to be dedicated with filing of this Plat

LEGEND



D1 REQUEST TO AMEND CONDITIONAL USE PERMIT ALLOWING RESTRICTED OFFICE IN R-2A

JACKIE BRACEY REQUEST TO AMEND CONDITIONAL USE PERMIT ALLOWING RESTRICTED OFFICE IN R-2A AT 831 DONAGHEY AVENUE

APPLICANT/OWNER

Jackie Bracey
33 River Estates Cove
Little Rock AR 72223

STAFF REVIEW BY

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

SITE DATA

Location. 831 Donaghey Avenue.

Site Area. ±0.43 acre.

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

Requested Zoning Variance. Amend CUP 1344 to remove restriction limiting permit to applicant to allow new tenant.

Existing Structures. A 3400 square foot former residence and accessory building.

Overlay. Old Conway Design Overlay District.

Comprehensive Plan. The 2004 Comprehensive Plan shows this area as appropriate for residential. However, it is adjacent to medical land use. In 2010, a study of the Donaghey Corridor was conducted. Although not officially adopted by the City Council, the Donaghey Corridor Study shows this area as transitioning from residential to mixed use. The Study recommends, most west side structures be allowed to transition to mixed land uses through the conditional use permit process. In particular, this property was listed as an appropriate property to transition from residential to office.

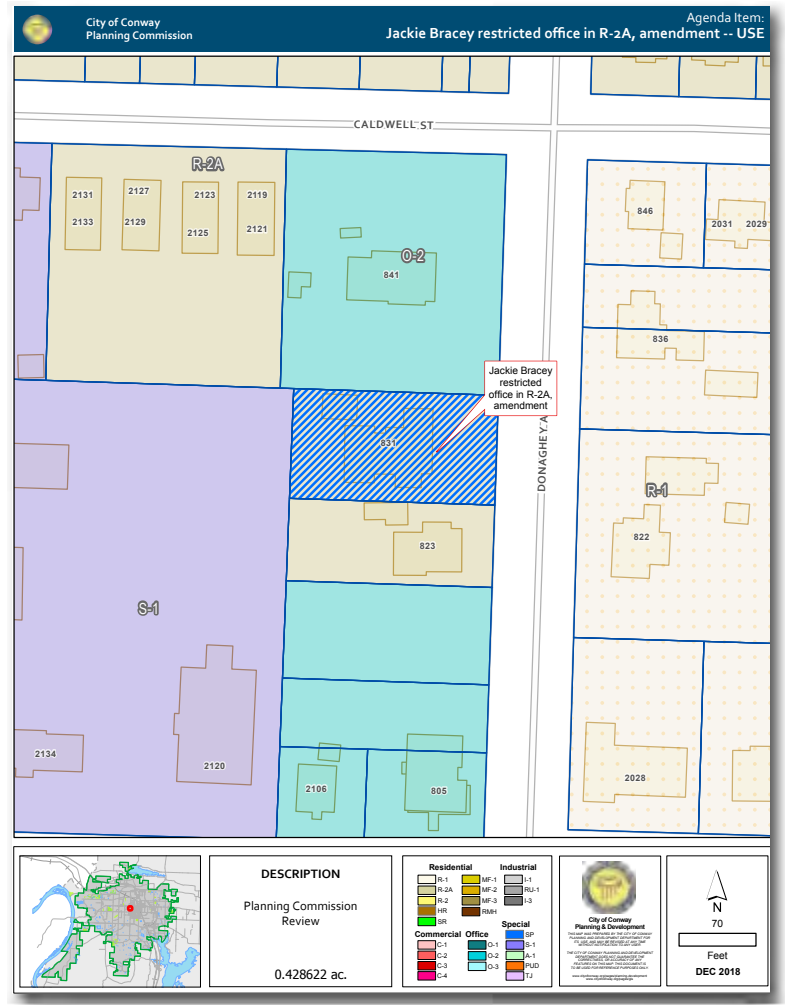
Projected Traffic Impact. If this location was used as a duplex, 20 vehicle trips per day can be expected. If the residential structure is used as a medical office, 33 vehicle trips per day could be expected. Traffic impact should not be greatly changed as the structure has functioned as an office since 2014.

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

Utilities. Existing utility service is adequate.

Street Improvement. Donaghey is currently being studied for improvements within the next two years. Donaghey south of Bruce Street could possibly see reconfiguration in the next few years as either a 2 or 4 lane median divided street with an urban streetscape and wide sidewalk.

Parking. There is a large driveway and two car garage with adequate parking for 4 employee and visitor vehicles.



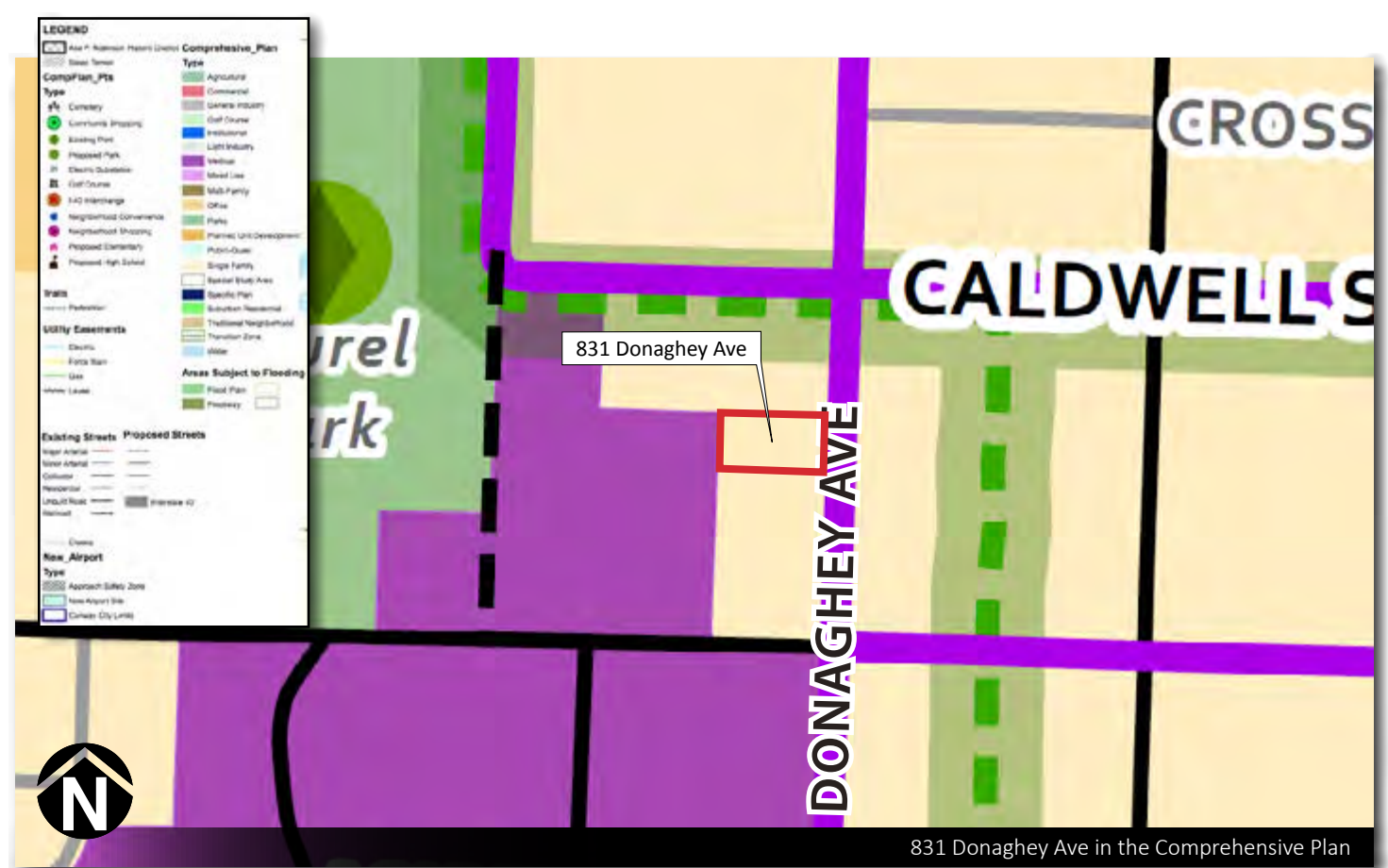
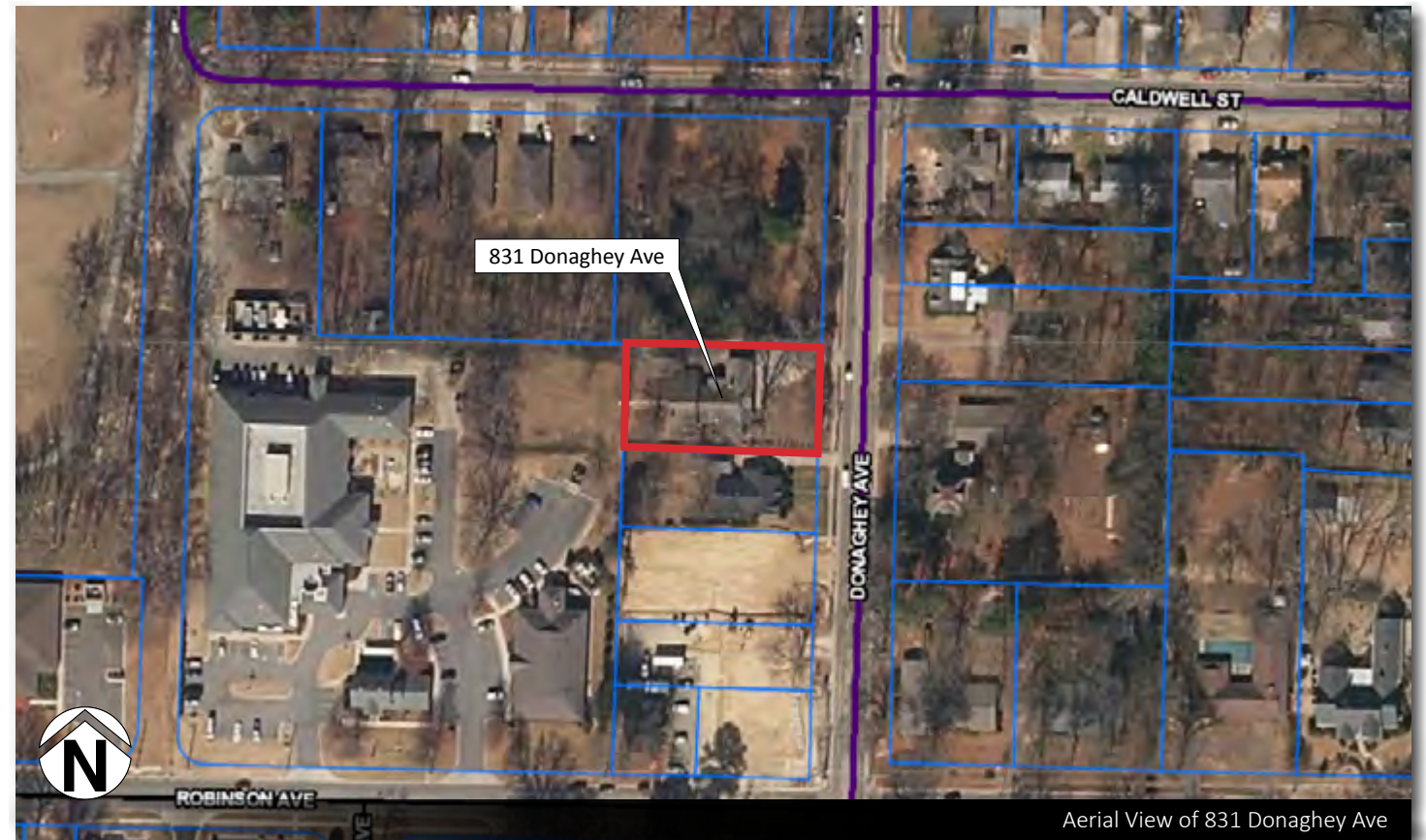
Conway 2025. Conway 2025 does not contain any specific statements directly applicable to this request.

STAFF COMMENTS

In May 2014, a conditional use permit was approved for Therapy and Rehab Solutions to repurpose the residence into a restricted office. Therapy and Rehab Solutions used the office for healthcare company administration. Four full time employees used the office on weekdays from 8 am to 5 pm. Therapy and Rehab Solutions has now vacated the structure and the applicant would like to amend condition number 4 limiting the conditional use permit to Therapy and Rehab Solutions. All other conditions would remain the same.

STAFF RECOMMENDATIONS

Planning Staff recommends approval of conditional use permit amendment request. Planning is not aware of any conflicts or problems with the former occupant. The continued use as a restricted office seems appropriate. Staff recommends the deletion of condition number 4 removing the limitation of use to the applicant and allowing the property to be leased to other tenants/ future transfer of ownership.



PERMIT No 1344

USE2014APR03
51411NE

CONDITIONAL USE PERMIT CITY OF CONWAY, ARKANSAS

PROPERTY DESCRIPTION / ADDRESS / LOCATION:

This conditional use is for property located at 831 Donaghey Avenue with the following legal description:

Beginning at the southeast corner of Lot 1 Taylor Replat; thence N02-22-55E, 411.14 feet to the point of beginning; thence S88-10-45E, 188 feet to a point on the west right of way line of Donaghey Avenue; thence S02-22-55W, 100 feet along said right of way; thence N88-10-45W, 188 feet, thence N02-22-55E, 100 feet to the point of beginning. Approximately .40 acres.

ZONING: R-2A

CONDITIONAL USE PERMITTED TO THERAPY AND REHAB SOLUTIONS FOR: Restricted Office

DATE OF COUNCIL MEETING ALLOWING PERMITTED USE: May 13, 2014

CONDITIONS ATTACHED TO PERMIT:

- Hours of Operation:** The hours of public operation will be Monday through Friday from 8 am to 8 pm, but primarily normal business hours.
- Signage:** Wall signage shall be limited to a non-illuminated faceplate attached to the structure no greater than 2 square feet 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.
- 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 overall 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.
- Term of the Conditional Use:** This conditional use permit shall be limited to Therapy and Rehab Solutions.
- 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.
- 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.**
- No additional front yard parking allowed.**
- Trees must remain unless diseased or damaged.**

APPROVED:

Tab Townsell
Tab Townsell, Mayor

5/20/14
Date

KUYKENDALL REQUEST FOR CONDITIONAL USE PERMIT TO ALLOW RESTRICTED OFFICE IN R-2 FOR PROPERTY LOCATED AT 2470 TYLER STREET

APPLICANT

Cary Kuykendall
298 Pickwicket Drive
Conway AR 72034

OWNER

Michael Evans

STAFF REVIEW BY

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

SITE DATA

Location. 62470 Tyler Street. Existing residence and accessory building to the north of the Briarwood Pool.

Site Area. ±1.04 acre plus a 16 foot access easement.

Current Zoning. R-2 (Small Lot Duplex)

Requested Conditional Use Permit. Restricted Office.

Existing Structures. Existing 2112 s.f. residence and 1200 s.f. accessory building to the north of the Briarwood Pool.

Overlay. None.

Comprehensive Plan. The Comprehensive Plan shows this area as appropriate for a park.

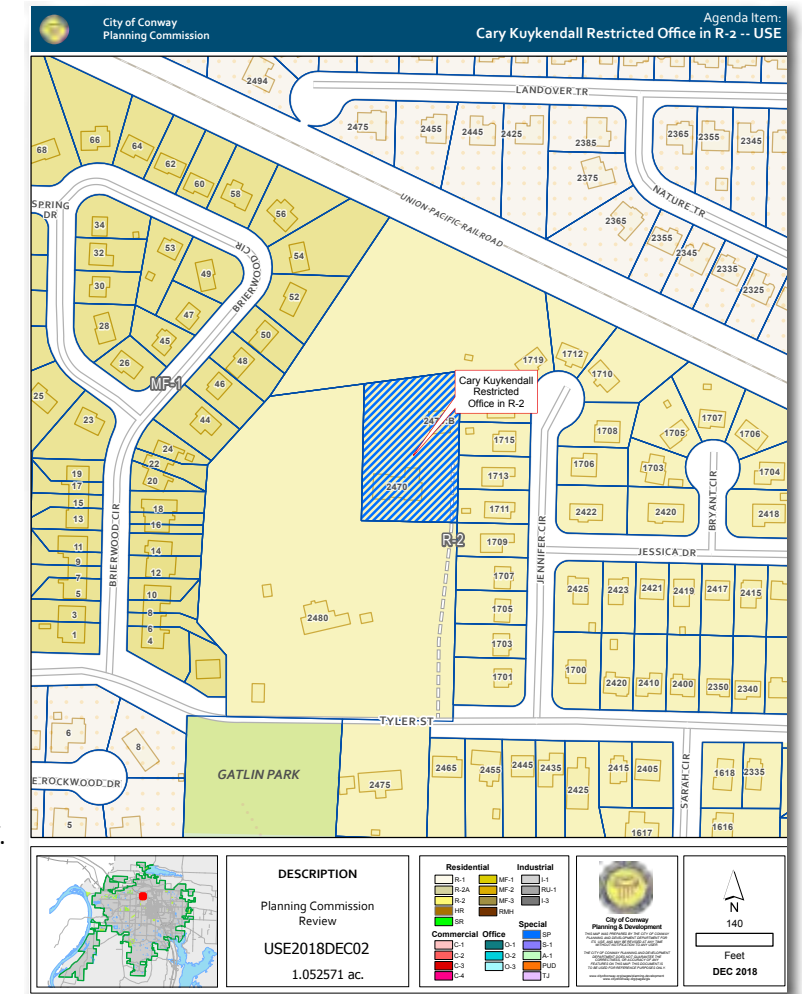
Projected Traffic Impact. With the existing R-2 zoning and existing residence used as a duplex, around 20 vehicle trips per day can be expected. With a conditional use permit allowing a restricted office within the existing residence, around 24 vehicle trips per day should be generated.

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

Utility Infrastructure. Existing utility service is adequate for the existing use. Availability of service for future expansion should be obtained from Conway Corporation and other utilities.

Street Improvement. Tyler Street was recently overlaid. No major improvements are planned for Tyler Street at this time. A roundabout at the intersection of Tyler and Donaghey is being considered and planned.

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



STAFF COMMENTS

The applicant is seeking a conditional use permit to allow a restricted office in the existing single family residence. The property does not have street access. A 16 foot access easement is part of the filed deed creating access from Tyler Street. The residence can be used "as is" for a restricted office. Any expansion of the structure(s) would necessitate platting of the property and approval of a variance by the Board of Zoning Adjustment to allow a property without street frontage. The property could possibly be rezoned to O-1 which allows development without street frontage.

A conditional use permit for Restricted Office requires several conditions to be examined as part of the review. These conditions are to insure the compatibility of the office use with any adjacent residential use. These conditions are:

- Hours of operation: Appropriate hours of operation must be determined.

continued on page 25



Aerial View of 2470 Tyler St



2470 Tyler St in the Comprehensive Plan

- Signage: Wall signage shall be limited to a non-illuminated faceplate attached to the structure no greater than 2 square feet 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. *Wall signage will likely be ineffective and the placement of a freestanding sign would be an off-premise sign. Off-premise signage is not allowed without a sign variance.*
- Architectural Compatibility: Any remodeling or new construction must be compatible with the surrounding architecture. In areas outside of the Old Conway Design Overlay District or any Certified Local Government Historic District, compatibility shall be decided by the City Council after review by the Planning Commission. *Not directly applicable.*
- Term of the Conditional Use: Conditions are limited to the applicant. If the applicant does not own the property within 6 months of approval, the conditional use permit shall be void. If the property is sold, the conditional use shall be void. *The applicant does not currently own the property. Sale is contingent upon City approval of the requested CUP.*
- 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.

STAFF RECOMMENDATIONS

Planning Staff recommends approval this conditional use permit. Due to the size of the property and somewhat secluded nature, a restricted office should have little effect on traffic generation and surrounding neighbors.

Staff Suggested Conditions.

Based on the above zoning ordinance review conditions, Planning Staff recommends the following conditions:

- Hours of operation?: *Planning Commission should determine appropriate hours of operation.*
- Signage: Wall signage shall be limited to a non-illuminated faceplate attached to the structure no greater than 2 square feet 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 freestanding signage off-premise must be approved through the sign ordinance variance process.
- Term of the Conditional Use: Conditional use permit is limited to the applicant. If the property is sold, the conditional use shall be void. *Planning Commission should determine if this condition is applicable.*
- Lighting / Parking / Screening / Buffering: Lighting should minimally match Conway Development Review Standards. *The Planning Commission should determine if any additional conditions are applicable towards parking, screening, and buffering of neighboring properties.*

D3 REQUEST FOR CONDITIONAL USE PERMIT TO ALLOW RESTRICTED OFFICE IN MF-1

COUNSELING ASSOCIATES INC. REQUEST FOR CONDITIONAL USE PERMIT TO ALLOW RESTRICTED OFFICE IN MF-1 (MULTI-FAMILY 12 UNITS/ACRE) AT 855 S SALEM RD

APPLICANT/OWNER
 Counseling Associates, Inc.
 350 Salem Road
 Conway AR 72034

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

SITE DATA
Location. 855 South Salem Road. Existing one story apartment complex.
Site Area. ±2.19 acres.

Current Zoning. MF-1 Multifamily 1 (12 units per acre).
Requested Conditional Use Permit. There is a conditional use permit that covers the property allowing an adult day care. Conditional Use Permit 1019 was approved on April 24, 1990.

Comprehensive Plan. The Comprehensive Plan shows this area as appropriate for multifamily.

Existing Structures. A 20 unit apartment complex with an office clubhouse on the north side of the property.

Overlay. None.

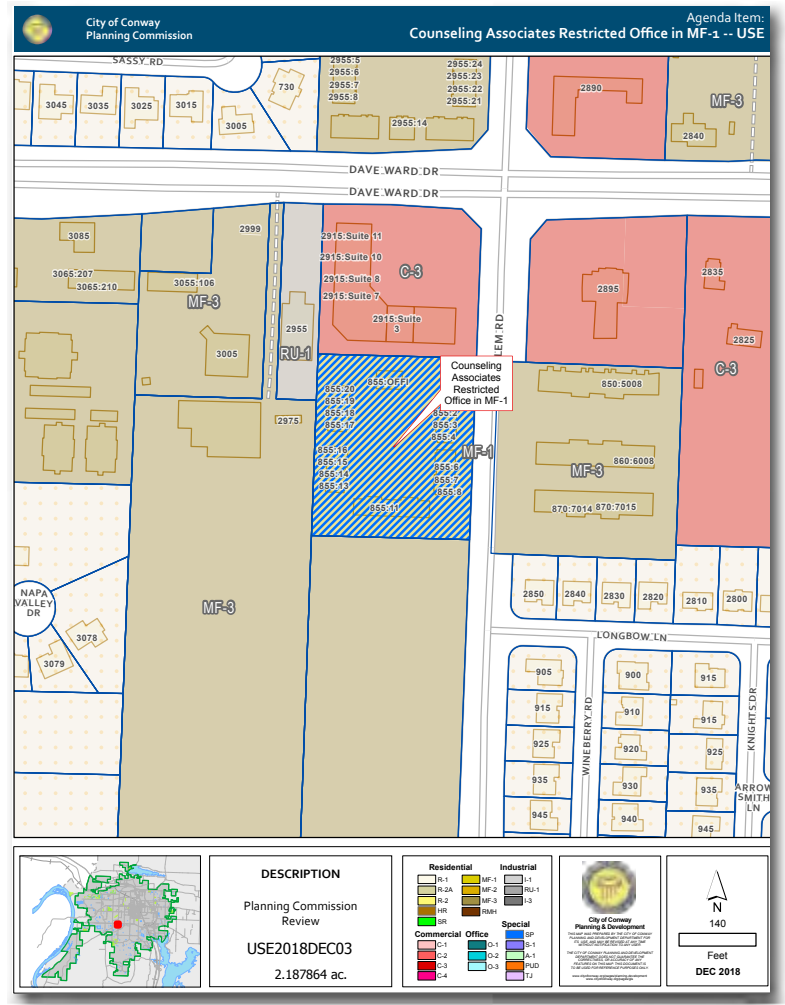
Projected Traffic Impact. A 20 unit apartment complex will generate around 133 vehicle trips per day. The addition of a restricted office to allow mental health services for Counseling Associates clients would not substantially create additional vehicle trips.

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

Utilities. Existing utility service is adequate.

Street Improvement. No area street improvements are planned for South Salem Road or Dave Ward Drive at this time.

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



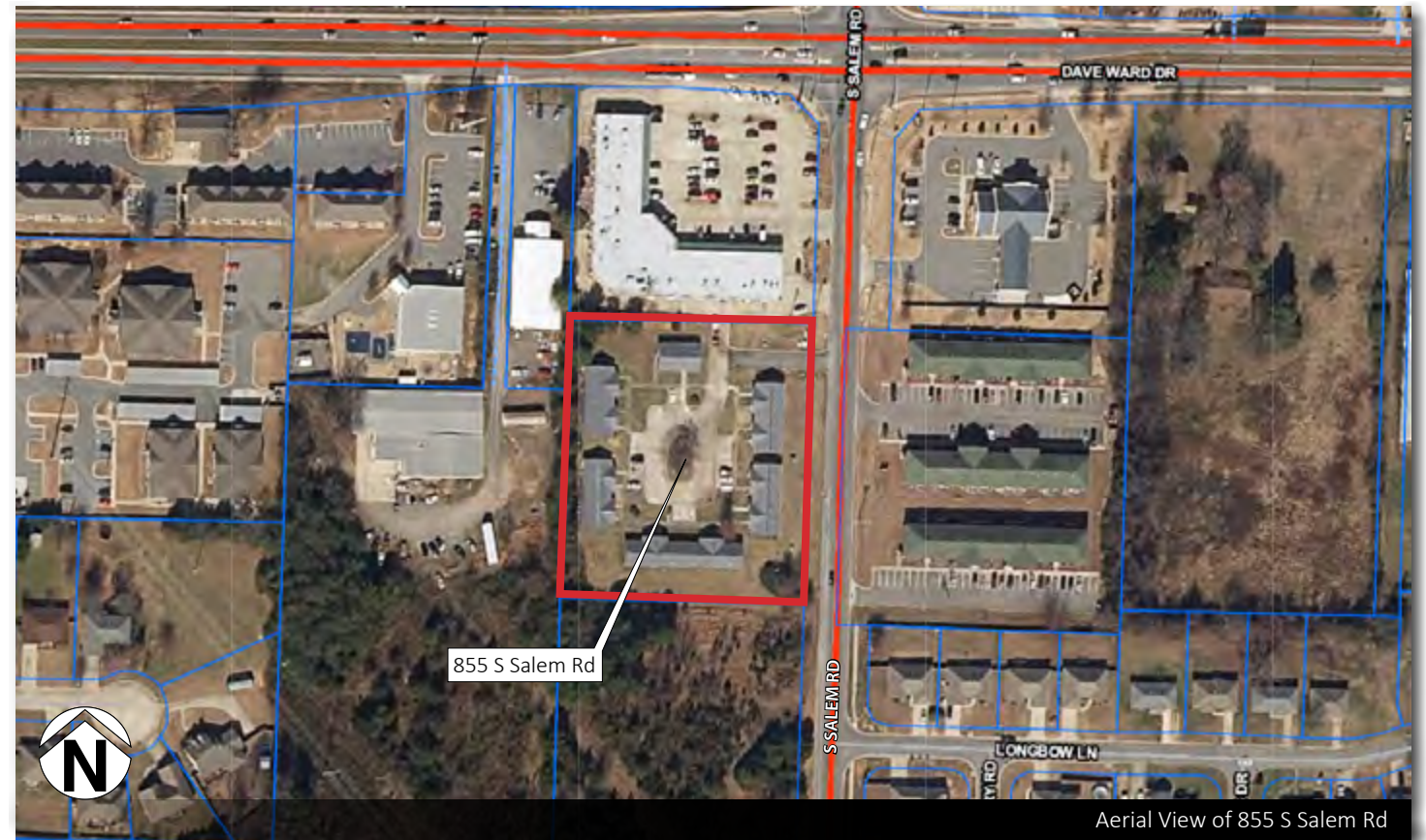
STAFF COMMENTS

The applicant is seeking a conditional use permit to allow a restricted office. Restricted office allows medical office uses such as mental services. The applicant plans to provide mental health services in a group room at the existing clubhouse on the north side of the property.

A conditional use permit for Restricted Office requires several conditions to be examined as part of the review. These conditions are to insure the compatibility of the office use with any adjacent residential use. These conditions are:

- Hours of operation: Appropriate hours of operation must be determined.
- Signage: Wall signage shall be limited to a non-illuminated faceplate attached to the structure no greater than 2 square feet 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.

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Aerial View of 855 S Salem Rd



855 S Salem Rd in the Comprehensive Plan

D3 REQUEST FOR CONDITIONAL USE PERMIT TO ALLOW RESTRICTED OFFICE

- **Architectural Compatibility:** Any remodeling or new construction must be compatible with the surrounding architecture. In areas outside of the Old Conway Design Overlay District or any Certified Local Government Historic District, compatibility shall be decided by the City Council after review by the Planning Commission. Not directly applicable
- **Term of the Conditional Use:** Conditions are limited to the applicant. If the applicant does not own the property within 6 months of approval, the conditional use permit shall be void. If the property is sold, the conditional use shall be void. Counseling Associates owns the property. The CUP may be limited the Counseling Associates, or may be allowed to transfer.
- **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. Not applicable

STAFF RECOMMENDATIONS

Planning Staff recommends approval of this conditional use permit request. A restricted office offering mental health

services will have little affect on traffic generation and/or parking at the existing apartment complex.

Staff Suggested Conditions

Based on the above zoning ordinance review conditions, Planning Staff recommends the following conditions:

- **Hours of operation.** Planning Commission should determine appropriate hours of operation.
- **Signage.** Wall signage shall be limited to a non-illuminated faceplate attached to the structure no greater than 2 square feet 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.
- **Term of the Conditional Use.** Conditional use permit is limited to the applicant. If the property is sold, the conditional use shall be void. Planning Commission should determine if this condition is applicable.

D4 REQUEST TO REZONE FROM R-1 TO PUD - 1630 BILL LUCY DR

FILES REQUEST TO REZONE FROM R-1 (SINGLE-FAMILY RESIDENTIAL) TO RESIDENTIAL PUD (PLANNED UNIT DEVELOPMENT) PROPERTY LOCATED AT 1630 BILL LUCY DRIVE

APPLICANT/OWNER

Tim Files
45 River Estates Cove
Little Rock, AR 72223

STAFF REVIEW BY

Bryan Patrick, Director of Planning and Development
1201 Oak Street
Conway AR 72032

SITE DATA

Location. Approximately 1630 Bill Lucy Road. The north side of Bill Lucy Road across from Simon Middle School.

Site Area. ±8.53 acres.

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

Requested Zoning. PUD (Planned Unit Development)

Existing Structures. None.

Overlay. None.

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

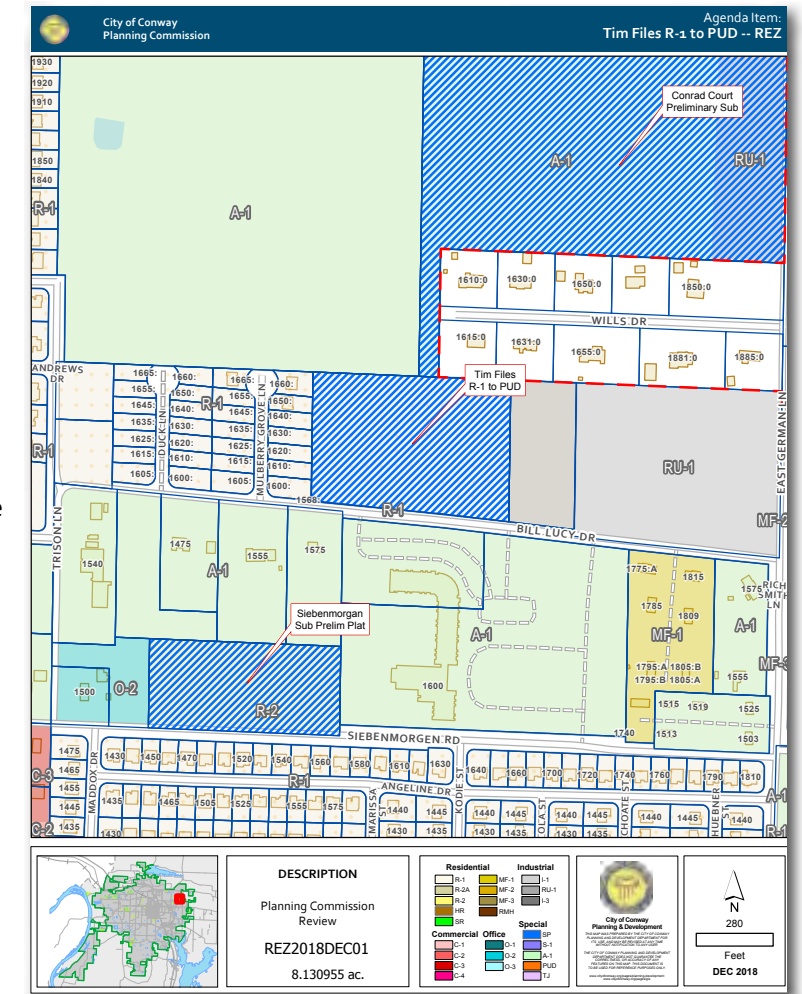
Projected Traffic Impact. Under current R-1 zoning and developed with 30 single family lots, 287 vehicle trips per day could be expected. With a rezoning to PUD and ultimately developed with 34 single family lots, 325 vehicle trips per day could be expected.

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

Utility Infrastructure. Electric service is readily available. Water and sewer will require extensions meeting Conway Corporation and Fire flow regulations.

Street Improvement. There are no area public street improvements planned in the near future. East German was recently resurfaced.

Conway 2025. Not directly applicable.

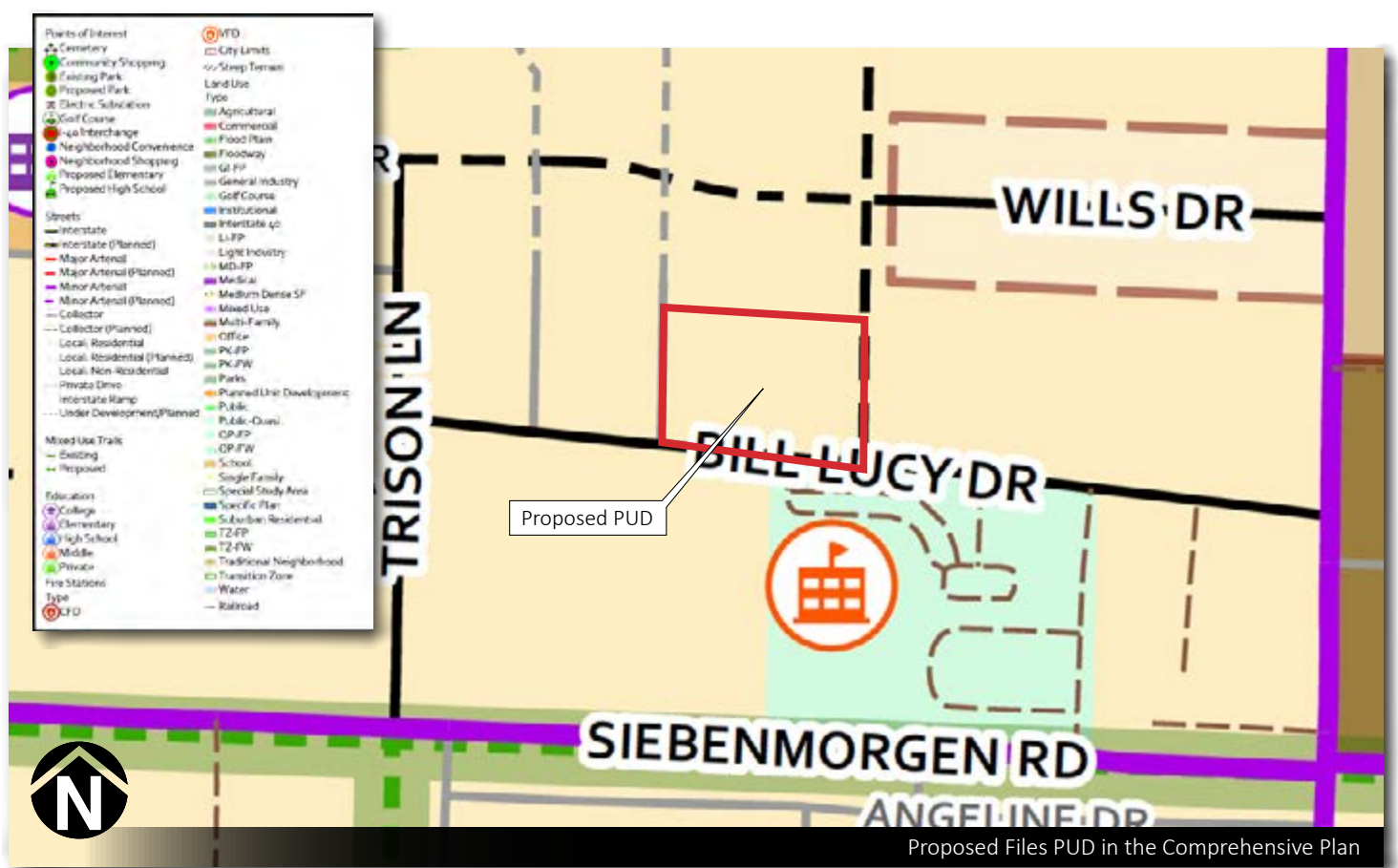


STAFF COMMENTS

This project would allow the ultimate creation of a 34 lot single family subdivision. The submitted plan shows 30 lots with Lots 2, 11, 13, 25 unaccounted for. These lots would be split out of the larger lots with a future replat. A subdivision with more than 30 lots must have 2 entrances meeting fire code separation requirements or all structures must be sprinkled. In order to avoid fire sprinklers, only 30 lots will be created at this time. When the north connection is constructed, a second access should become available allowing the addition of 4 more lots.

The Conway Master Street Plan shows a north-south collector street passing through this property. Any development of this property requires construction of this collector street. Another single family subdivision, Conrad Court, is being planned to the north. The development of these two subdivisions could allow connection via the north-south collector street. This street could ultimately connect to Blake Lane providing a north-south route from Siebenmorgen to Bill Lucy Road.

The proposed PUD is basically an R-1 Single Family subdivision with some varying differences:



COMPARISON OF TYPICAL R-1 SUBDIVISION AND PROPOSED PUD

Street Right of Way
 Typical R-1 Zoned Subdivision - 27 foot wide residential streets in 50 foot rights of way.

Proposed - 27 foot wide residential streets in 40 foot rights of way.

Reduced rights of way require careful coordination with City Engineering and Conway Corporation in order to properly locate utilities, sidewalks, and drainage.

Setbacks
 Typical R-1 Zoned Subdivision - Setbacks are: Front (25 feet). Side (6 feet), Exterior/street side (25 feet), Rear (25 feet).

Proposed - 15 foot Exterior/street side setbacks on lots 1, 11, 12, 25, 26, 28, 29, 31, 32, and 34. The front setbacks along parts of Lots 1, 10, 12, 24; Lots 3-5; 7-9; 15-17; and 20-22 are shown as 25 feet. These would typically be set further back due to the curving lots and width of the building line.

Lot Depth
 Typical R-1 Zoned Subdivision - Minimum interior lot sizes of 60 feet x 100 feet and corner lots of 75 feet x 100 feet.

Proposed - Lots 1, 22, 23, 24, 25, 31, and 32 are slightly under the typical 100 foot minimum lot depth of 99.62 to 99.78 feet deep.

PUD Specific Requirements. Below is an examination of requirements specific to PUD zoning requests. Due to the unique nature of the requested PUD, many of the requirements as listed in the Zoning Ordinance are not applicable:

- **Relation to Utilities and Major Roads.** A PUD shall be located in relation to utility systems, drainage systems, and major roads so that neither extension or enlargement of public facilities shall be at the public's expense. The proposal would not create any additional expense to the public. All required utility extension and construction will be the developer's expense. In order for the proposed subdivision to ultimately contain 34 lots, a constructed second fire access will be required. This could possibly be accomplished with the north collector street access. This access would be provided through Conrad Court Subdivision. Conrad Court is on this same agenda as a subdivision preliminary plat review.

- **Internal Street Network.** A PUD shall include an internal system of streets, parking aisles, and/or cross access drives that can safely and efficiently accommodate vehicular traffic generated by the PUD. The proposed PUD includes typical internal residential streets within reduced street rights of way. The north-south street conforms to the Master Street Plan and could provide a desired north-south collector street through the subdivision.

- **Sidewalk System.** Unless there are outstanding reasons that warrant otherwise, all internal streets within the PUD shall in-

clude pedestrian sidewalks. The proposed PUD cross sections show 4 foot wide sidewalks on internal streets. The collector street will require 5 foot sidewalks. A 5 foot sidewalk is also required along Bill Lucy Road.

- **Common Space.** The incorporation of plazas, courtyards, and other outdoor spaces for people to gather is encouraged. No common space is proposed for this PUD.

- **Green Space.** PUDs over 3 acres in area shall dedicate a minimum of 20% of the development as green space. Green space is defined as permeable area set aside for open space or landscaping. The private yards shall serve as required green space.

- **Property Owners Association.** PUDs may require the formation of a property owners association to oversee the upkeep of common areas and green spaces. No property owners association is proposed for the requested PUD as there is no common shared space.

- **Required Meetings.** A PUD request requires two specific meetings prior to the Planning Commission public hearing; a development review meeting and a public informational meeting. The development review meeting was held on November 28, 2018 at City Hall. This meeting is a technical meeting between the applicant and city officials to determine any technical development issues. Discussion centered on utilities, specifically sewer extension, fire flows, required fire access, conformity to the Master Street Plan, sidewalks, proposed setbacks, etc.

A public input meeting is scheduled on December 13, 2018 at City Hall, 1201 Oak Street.

- **Signage.** Unless specified otherwise, a PUD is subject to current Conway sign regulations. However, as part of the PUD's final development plan, signage may deviate from these requirements. There are no special sign variance requests as part of the PUD.

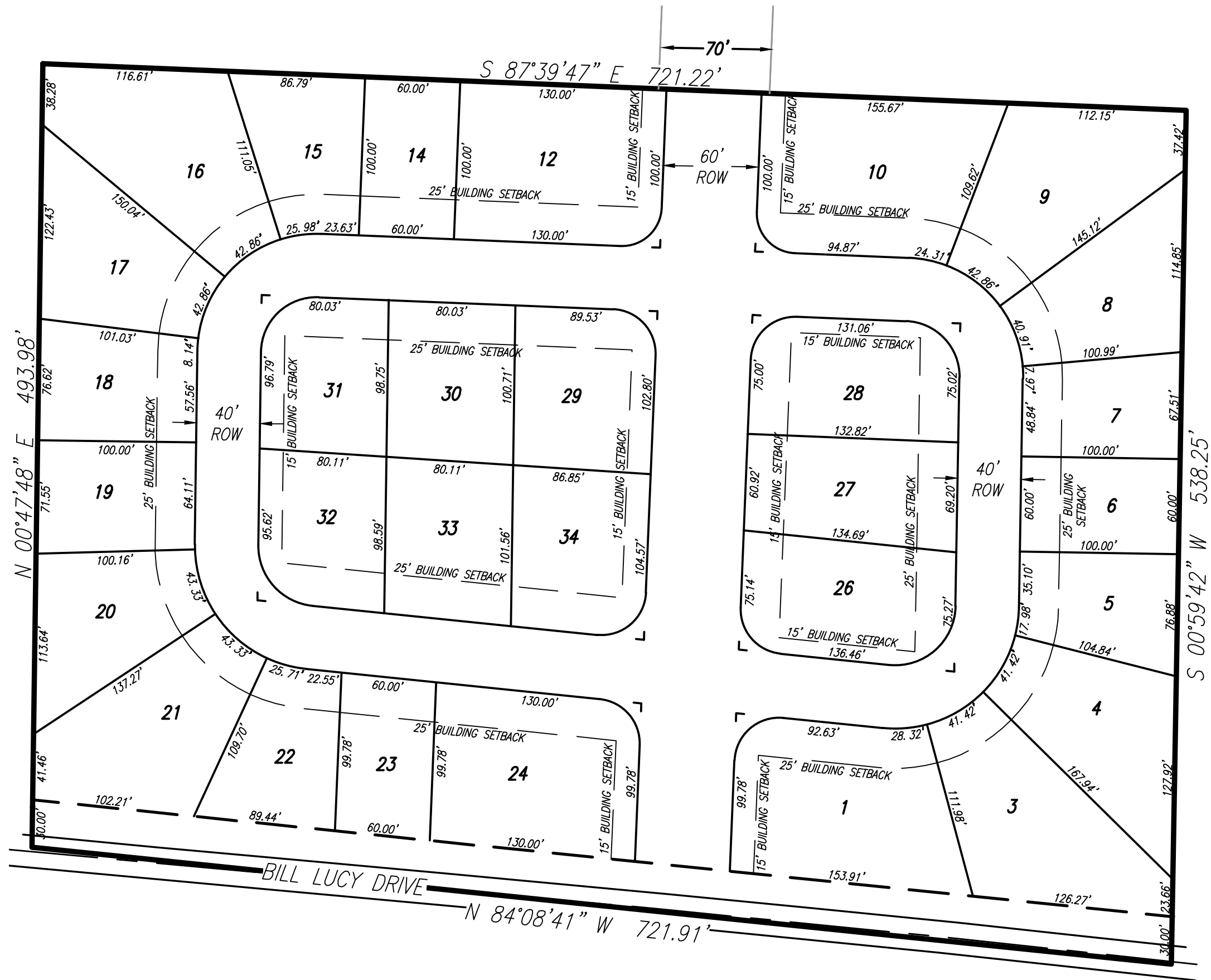
- **Platting, Development Review.** The property must be platted meeting any approved PUD variances and typical Subdivision Ordinance regulations. No development review will be required as the property will be single family residential.

Staff Recommendation. Planning Staff recommends approval with appropriate conditions.

Suggested PUD Final Development Plan Conditions. A list of conditions were submitted by the applicant to be included in the PUD Final Development Plan. Planning Staff has corrected, added to and deleted from the submitted list of conditions:

- Submitted Conditions with Staff Additions and Deletions:
1. The PUD shall be used for single family residential only.
 2. Residences shall be 1600 square feet minimum.
 3. Exterior composed of brick, rock, or hardie board (cement fiber board).
 4. Vinyl siding/shingles allowed on gables and dormers only.
 5. 8/12 roof pitch or greater, porches may have lesser pitch.

D4 REQUEST TO REZONE FROM R-1 TO PUD BILL LUCY DRIVE



- 6. Garages cannot protrude past front of house more than 7 feet, unless side entry.
- 7. Architectural shingles or metal roofing only.
- 8. Minimum 9' floor to ceiling height.
- 9. Each home will be different
- 10. Sidewalks - 4 foot sidewalks shall be required along both sides of the internal streets. A 5 foot sidewalk is required along both sides of the north-south collector street. A 5 foot sidewalk is required along the Bill Lucy Drive frontage.
- 11. PUD shall be generally developed as shown on the submitted site plan. Minor variations from the submitted plan shall be allowed for technical reasons. However, the density and intent of the plan shall be followed.
- 12. Additional review of reduced street rights of way by the City Engineering and Planning Departments will be needed to ensure adequate space for utilities, sidewalks, drainage and street infrastructure. This review shall be part of the platting process.
- 13. Platting shall be required. Any additional rights of way, sidewalks, etc. as required by the Subdivision Ordinance shall be dedicated and constructed. Additional right of way per the Master Street Plan along Bill Lucy Drive shall be dedicated as part of the platting process. The north - south collector street as shown on the Master Street Plan shall be constructed.
- 14. Setbacks, utility/pedestrian easements, public right of way, etc. shall be defined in the final development plan, plat, and PUD documents. Setbacks shall follow those shown on submitted plan. 5 foot side setbacks shall be allowed.

E1 2019 PLANNING COMMISSIONER SELECTION/APPROVAL

Welcome!

The two selected candidates, Brian Townsend and LaTisha Sanders-Jones, will be sent to City Council for approval for 5-year terms at the December 11, 2018 meeting.

E2 2019 OFFICER & COMMITTEE SELECTION

2019 OFFICERS		
CHAIRMAN	VICE-CHAIRMAN	SECRETARY

2018 COMMITTEES			
ANNEXATION	CONDITIONAL USE	SUBDIVISION	ZONING
Dalencia Hervey	Justin Brown	Justin Brown*	Brooks Freeman
Bryan Quinn*	Dalencia Hervey	Brooks Freeman	Arthur Ingram
Brandon Ruhl	Arthur Ingram	Bryan Quinn	<i>Jerry Rye</i>
<i>Jerry Rye</i>	<i>Wendy Shirar*</i>	Brandon Ruhl	Anne Tucker*
<i>Wendy Shirar</i>	Anne Tucker	Rhea Williams	Rhea Williams

2019 COMMITTEES			
ANNEXATION	CONDITIONAL USE	SUBDIVISION	ZONING

*indicates Chairman; names in italics indicate vacancies

E3 2019 MEETING & SUBMISSION DEADLINE SCHEDULE

The proposed 2019 meeting and submission deadline scheduled was discussed at the November 19, 2018 meeting and it was held in committee for further discussion as the proposed January and February meeting dates are Wednesdays.

The District Courtroom is available on Wednesday, January 23 and Thursday, January 24 as well as Wednesday, February 20 and Thursday, February 21.

2019 CONWAY PLANNING COMMISSION SCHEDULED MEETING DATES

MONTH	MEETING DATE	SUBMISSION DEADLINE
January	<i>Wednesday, January 23¹</i>	Friday, January 4
February	<i>Wednesday, February 20²</i>	Friday, February 1
March	Monday, March 18	Friday, March 1
April	Monday, April 15	Friday, March 29
May	Monday, May 20	<i>Thursday, May 2³</i>
June	Monday, June 17	Friday, May 31
July	Monday, July 15	Friday, June 28
August	Monday, August 19	Friday, August 2
September	Monday, September 16	Friday, August 30
October	Monday, October 21	Friday, October 4
November	Monday, November 18	Friday, November 1
December	Monday, December 16	<i>Tuesday, November 26⁴</i>

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/>

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

An amendment to the Planning Commission Bylaws concerning Commissioner attendance and conduct was discussed at the November meeting. The items was held in committee pending review by the City Attorney. The proposed ordinance, which follows, was suggested by the City Attorney would amend the standards for City of Conway Boards and Commissions. Following its approval by City Council the Planning Commission could amend it's by-laws if needed.



**City of Conway, Arkansas
Ordinance No. O-19- _____**

AN ORDINANCE PROVIDING FOR THE REMOVAL FROM OFFICE OF MEMBERS OF BOARDS AN COMMISSIONS FOR FAILURE TO ATTEND MEETINGS OF SAID BOARDS AND COMMISSIONS AND FOR OTHER PURPOSES:

WHEREAS, the attendance by members of the Boards and Commissions of the City of Conway is vital for proper administration of government functions ; and

WHEREAS, there is no procedure for removing members of the City Boards and Commissions for failure to attend meetings or good cause; and

WHEREAS, it is necessary and indispensable that members of the City Boards and Commissions be in attendance at the meetings of said Boards and Commissions; and

WHEREAS, it is equally as important that members of Boards and Commissions conduct themselves with professionalism and integrity at all times as to live up to the confidence placed in them by the Conway City Council in appointing them to their respective positions.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

SECTION 1: That it is the public policy of the City of Conway that members of Boards and Commissions of the City of Conway be in attendance, if possible, at all meetings of said Boards and Commission.

SECTION 2: That inherent in the appointment to a Board or Commission there is an expectation that the appointees will conduct themselves in a professional, honorable manner at all times so as not to impugn the integrity of the City of Conway or the Board or Commission to which they have been appointed.

SECTION 3: As used in this section "Good Cause" shall include, but not be limited to:

- a) Chronic discourteous behavior to other Boards or Commission members, staff or the general public;
- b) Conduct constituting a criminal offense;
- c) Gross dereliction of duty;
- d) Gross abuse of authority; and
- e) Three (3) unexcused absences within one (1) year.
 - i) Excused absence shall be in illness that confines the person to home or hospital or takes them out of the city due to emergency.

SECTION 4: That a member of a Board or Commission may be removed from service for Good Cause by a 2/3 vote of the City Council after notice and hearing.

SECTION 5: That the chairman of each Board and Commission of the City of Conway shall maintain attendance records on all members of his or her respective Board or Commission, and upon any member

being absent three times without an excused absence within one (1) year, then the chairman of said Board or Commission shall advise the Mayor of the member's absences.

SECTION 6: That it shall be the responsibility of all members of the Boards and Commissions to notify the chairperson and Mayor if they become aware of information that would be Good Cause grounds for removal of a member.

SECTION 7: Failure to notify in Sections 5 and 6 could be grounds for removal of that member who withheld the information.

SECTION 8: That upon receiving information of Good Cause, the Mayor shall set the issue of removal for a hearing on the City Council meeting agenda within 30 days and cause notice to be given to the member who is alleged to have shown Good Cause for removal. The notice to the member shall include:

- a) The dates of the absences and/or other reasons or facts supporting Good Cause;
- b) Inform the member of the date of the City Council meeting the hearing is set for;
- c) Explain the process of the hearing including that the member will have an opportunity to be heard and present evidence as to why they should not be removed from their position or refute the evidence presented against them;
- d) Inform the member they have the option to waive a hearing by providing a written resignation within three (3) days of receipt of the notice.

SECTION 9: That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of that conflict.

PASSED this 8th day of January, 2019.

Approved:

Mayor Bart Castleberry

Attest:

**Michael O. Garrett
City Clerk/Treasurer**



At the Planning Department, we occasionally receive phone calls with a bit of mystery. Realtors or business representatives will call and ask for zoning information but can't disclose their

employers. This usually leads to disjointed conversations as we try to wrestle enough clues from the potential developer to give accurate information.

So, it wasn't a surprise when a call came to my desk a few weeks ago. "Hello, this is Bryan, how can I help you."

"Hello, this is Bernard and I was referred to you by the Conway Development Corporation. Due to climate change we're being forced to find a new location for our world headquarters and manufacturing facility. We're looking at Conway because of its central U.S. location. I need Conway zoning information, but I can't reveal too much about the prospective business. We have several locations we're considering and don't want to start any premature rumors or drive up potential real estate prices."

"Ok, What does your company make?"

"Toys."

"That sounds pretty innocuous, that would fit into our light manufacturing zone; I-1."

"We also have a very large research and development department."

"That sounds like an office use, which is allowed in I-1"

"We also make electronics."

"Are you just assembling the electronic components or are you manufacturing the circuit boards?"

"We used to make the whole thing, but since computer chips came along, we've outsourced the components. There just so dang small now."

"Electronic assembly is still allowed in I-1. Is there anything else you make?"

"We do have a metal foundry, sawmill, and plastics processing facility. We're big on recycling these days. We try to start with as much raw material as possible"

"All right, I think we just left the I-1 zone. That sounds like I-3 Intensive Industrial."

"We also need on site housing for several thousand unique people."

What do you mean unique? Are they ex-prisoners, drug addicts?

"No, just small."

"You mean kids?"

"No, just small. They like to live in small dense multistory developments. Maybe 500 units per acre."

"That's a problem. Multifamily housing isn't allowed in industrial zones and we don't allow that density."

"We also have animals."

"What kind of animals?"

"Mostly deer, a few hundred. We started out with 8, but you know deer."

"You'll need 3 acres for each large animal. We'll need to check with Animal Control and see if deer qualify as smaller animals, but I think they're going to be classified as large."

"What about polar bears?"

"Wild animals are not allowed in Conway."

"Oh well, they're not going to like the summers there anyway. So, there's no zoning that would allow all our different land uses? Did I mention we need a runway?"

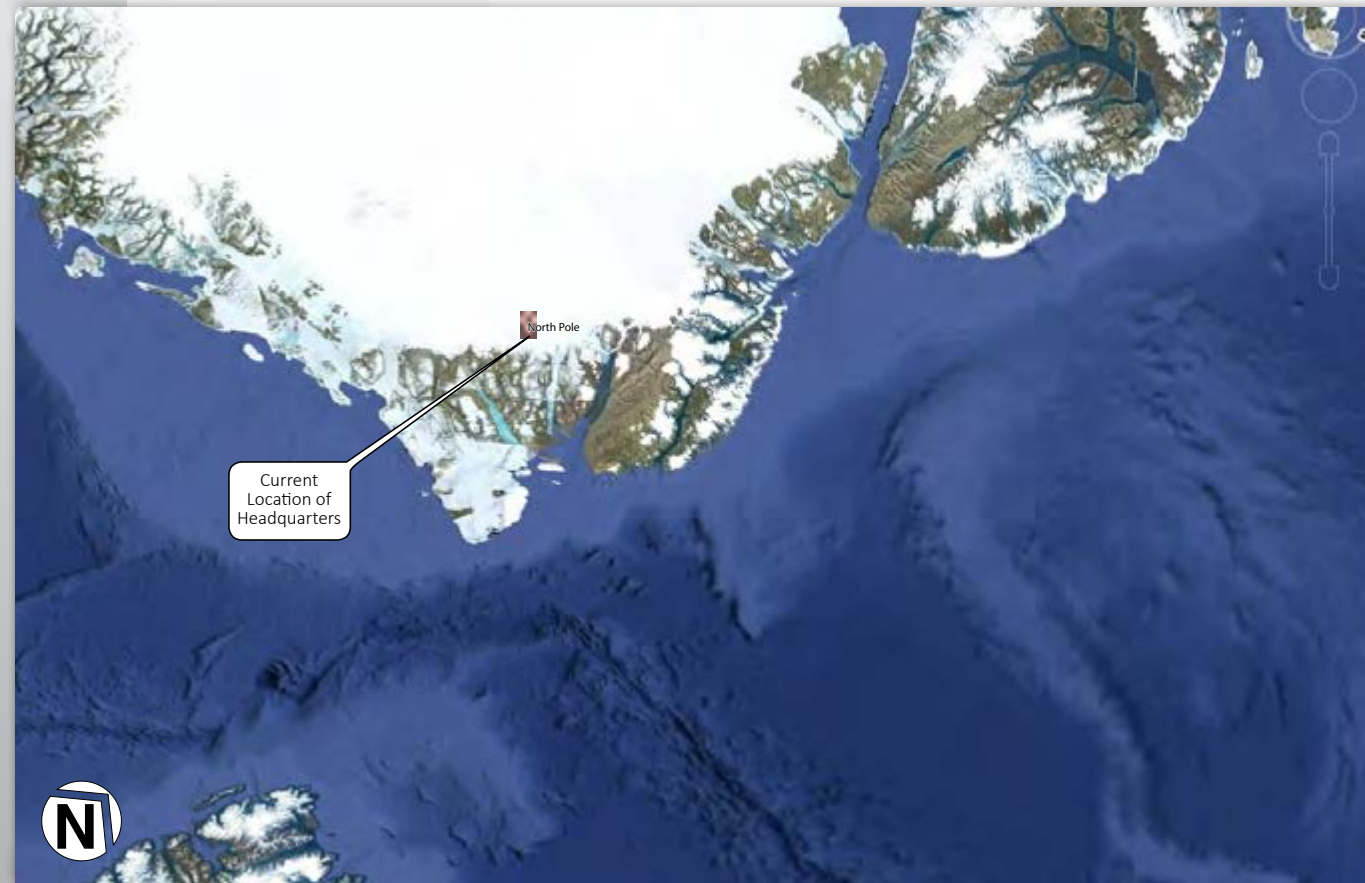
"You could request a Planned Unit Development. That requires three meetings; a technical meeting, a public information meeting, and the Planning Commission meeting. A PUD requires specific information to develop a Final Development Plan. We do have an old airport property zoned I-3."

"That old airport sounds interesting, but the PUD thing sounds complicated. We're not quite ready for that. Like I said, we're looking into a few other locations. I believe there's a town in Indiana that might work for us."

"You could relocate to Faulkner County, they don't have any zoning regulations."

"That's a thought. Well, thanks for the information. We'll get back with you if we decide on Conway."

"Very good, we'd be happy to help...Merry Christmas."



Keeping of "innately wild animals" is prohibited per Conway Municipal Code Section 6.08.06.D