



APRIL

Conway Planning Commission
Staff Report

7:00pm • April 16, 2018 • 810 Parkway Avenue

CONWAY PLANNING COMMISSION AGENDA

April 16, 2018 • 7:00 pm • 810 Parkway Street

A. Call to Order

B. Approval of Minutes

1. March 12, 2018

C. Report from Subdivision Committee

Subdivision Committee met prior to the Planning Commission at 6:00 pm in City Hall

1. Mathews Meadows PUD request for preliminary plat approval
2. Conway Professional Plaza PUD request for preliminary plat approval
3. Cherry Hill, Phase II request for preliminary plat approval*
**Applicant has requested this item be held in committee pending revisions for review in May.*
4. Club Villas PUD request for preliminary plat approval
5. North View Estates PUD request for preliminary plat approval extension

D. Old Business

1. Jim Hawks request to rezone property located east of Hwy 25 N, south of Southshore Lane, immediately north of North Woods Estates, from A-1 to PUD

E. Public Hearings

1. Haven House request to rezone property located at the northwest corner of the intersection of Country Club Road and Stermer Road from A-1 to S-1
2. Trinity Development request to rezone portions of properties located along Donaghey Avenue at the intersection of Market Plaza Drive, from C-2 to MF-3.
3. Cammi Gericke request for conditional use permit for a kennel for property located at 2905 Charles Circle**
*** This conditional use request was removed from the agenda due to non-compliance with the zoning ordinance and will not be heard.*

F. Discussion

1. Items as decided by the Planning Commission

G. 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:

H. Development Reviews

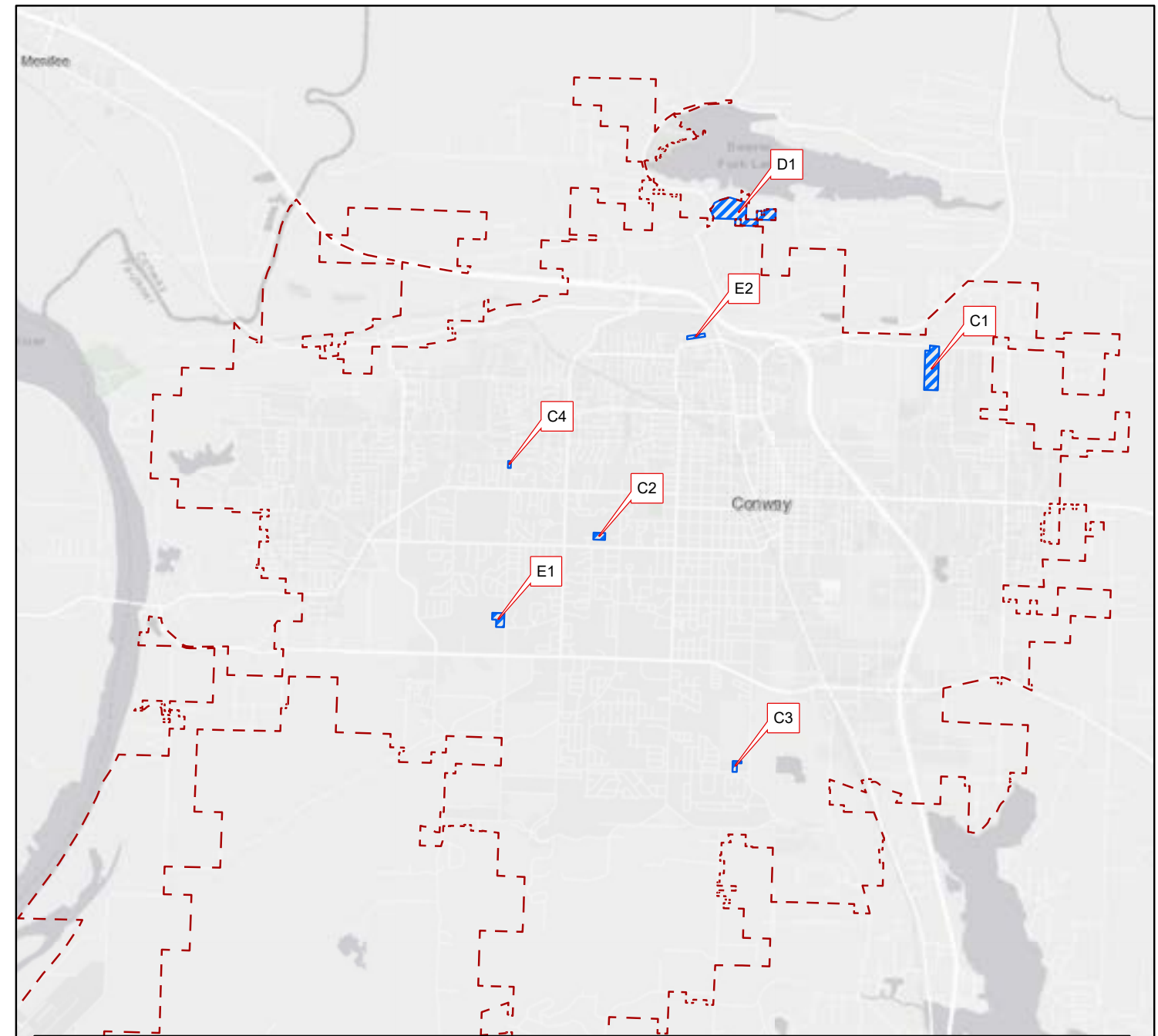
- Langford Commercial, 775 Amity Rd
- Hank's Furniture Expansion, 800 Museum Rd
- Discount Tires, 1000 Amity Rd (Lewis Crossing)
- Sonshine Academy Expansion, 2415 Donaghey Ave
- Baker Retail Center, 1076 Harkrider St

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

- Conway Towne Center Addition (P2018-00007)
- Centerstone Subdivision Ph 5 (P2018-00008)
- Trevillion Subdivision (P2018-00009)
- Edgewood Park PUD. Ph 1 Correction Plat (P2018-00010)

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

- Candlewood Suites Replat
- Covington Commercial Ph 3
- Burns Addn Block 11 Replat
- Burns Addn Block 8 Replat
- Burns Addn Block 7 Replat
- Burns Addn Block 6 Replat
- Cherry Hill Ph 1 Final
- Charleston Place Final
- Moffet Subdivision
- Jay's Replat



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FRANK SHAW REQUEST FOR PRELIMINARY SUBDIVISION APPROVAL OF MATHEWS MEADOWS PUD

APPLICANT
 Frank Shaw
 1327 Main St
 Conway, AR 72034

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

SITE DATA
Location. ±30.62 acres south of Lower Ridge Rd, immediately west of Sun Valley Estates

Site Area. ±30.62 acres

Current Zoning. PUD (Planned Unit Development)

Existing Structures. None.

Overlay. None.

STAFF COMMENTS
Planning Commission action is required for items 19, 31, and 40.

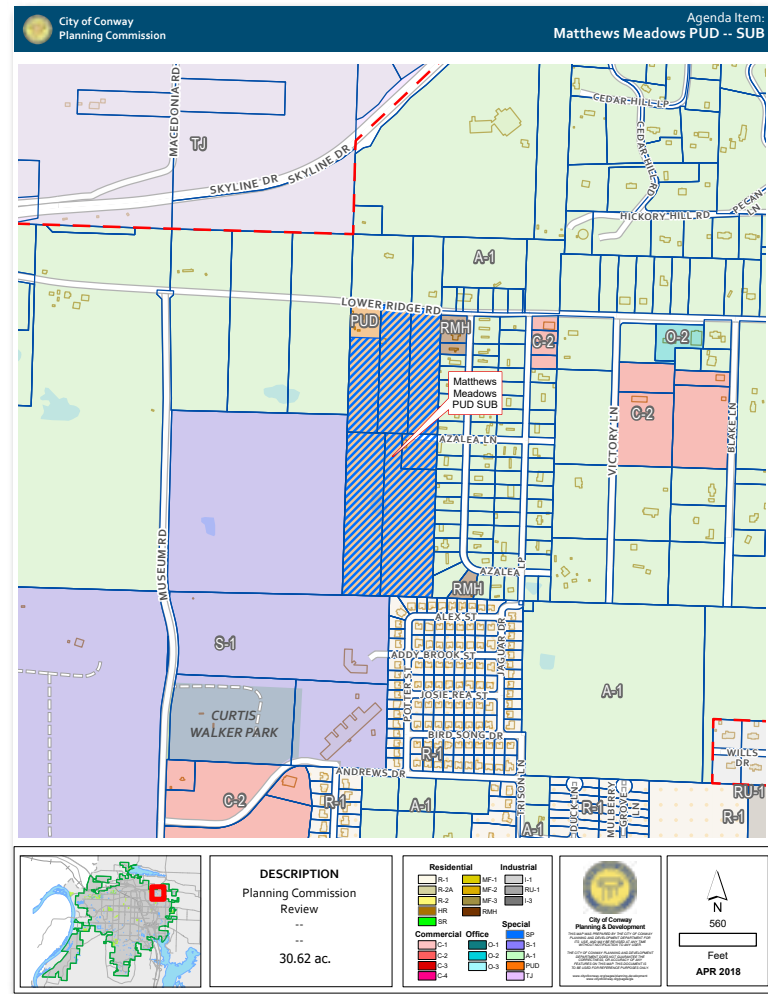
STAFF RECOMMENDATION
 Staff recommends the approval of the preliminary plat subject to the amended punch list.

CONWAY CITY PLANNING DEPARTMENT REVIEW MATHEWS MEADOWS PUD PRELIMINARY PLAT

This review lists the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval.

NUMBER OF COPIES
 1. Five copies of the subdivision/replat are needed.

- BASIC INFORMATION NEEDED ON THE PLAT**
- Proposed easements are needed and should be clearly identified.
 - A phasing plan outlining the boundaries for each phase and the location of all CAGIS monuments for the subdivision is needed. A minimum of two CAGIS monuments shall be placed in each subdivision or subdivision phase exceeding ten (10) acres.
 - The Certificate of Preliminary Plat Approval is needed. Add Jerry Rye, Chairman.



ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT

- The downstream drainage channel and drainage structures substantially impacted by the subdivision/replat shall be shown. Including Drainage Structures crossing Addy Brook Ln.
- Existing streets, buildings, water courses, railroads, culverts, utilities and easement on and adjacent to the tract are needed.
- 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

- 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. **Note: Planning Commission approval of Preliminary Plat is contingent upon review and approval of Street and Drainage plans by City Engineer.**

- Where proposed community or public facilities of the municipal plan are located in whole or in part in a proposed subdivision, the Planning Commission shall require that land for those public facilities to be reserved as a condition of preliminary plat approval. Such reservations shall be referred to the appropriate body to take appropriate action.
- 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.
- An easement of adequate width to accommodate the required floodway shall be provided on the plat. The easement shall clearly identify the easement as a "100-year Floodway". The plat shall have a note that reads as follows: "No structures, fill or obstructions shall be placed in the 100 year Floodway easement. No reshaping of the surface within the 100 year Floodway easement shall be made without the approval of the City Engineer. No fences shall be in the floodway easement."
- 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.

13. The size and capacity of storm drainage systems receiving the storm water discharge downstream of the subdivision shall be shown on the street plans and evaluated to determine if the downstream systems are adequate. Offsite drainage improvements may be required by the city engineer if significant adverse impact is anticipated.
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. Every subdivision or replat shall be served by a publicly dedicated street system that meets the access requirements of the Subdivision Ordinance.
17. 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. Azalea Lane right of way must be improved by developer to Azalea Loop in order to meet Fire Code access requirements per conditions approved by the Planning Commission in the Mathews Meadows PUD Final Development Plan dated September 26, 2017.

STREET DESIGN REQUIREMENTS

18. The width 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.
19. The designers of residential streets are encouraged to lay them out to slow the use by through traffic. ***The Planning Commission may require that traffic calming techniques be employed. Planning Commission does / does not require traffic calming techniques be implemented.***
20. All methods to slow traffic must meet all relevant city regulations and must be approved by the City Engineer and the Planning Director.
21. Multiple uses of traffic slowing methods are encouraged in an area.
22. The designers of residential streets are encouraged to lay them out to permit efficient drainage.
23. The designers of residential streets are encouraged to lay them out to permit efficient utility systems. ***Note: Preliminary Plat approval is contingent upon confirmation by Conway Corporation that sufficient room exists for Utility systems along 35' ROW roads.***

24. 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. ***Note: In lieu of a stub out street to the south in this subdivision, developer agrees to provide and construct a pedestrian pathway easement at the southern boundary to connect to Addy Brook Lane as approved by the Planning Commission in the Mathews Meadows PUD Final Development Plan dated September 26, 2017.***
25. 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.
26. Azalea Lane right of way must be improved by developer to meet Fire Code access requirements per conditions approved by the Planning Commission in the Mathews Meadows PUD Final Development Plan dated September 26, 2017.

EASEMENT DESIGN REQUIREMENTS

27. Easements across lots or centered on rear or side lot lines shall be provided for utilities and shall be at least 10 feet in width.
28. Easements shall be provided for utilities where a subdivision is traversed by a water course, drainageway, channel or stream, or there shall be provided a storm water easement conforming substantially with the lines of the water course and shall be adequate for such intended purpose.
29. Utility easements as required by Conway Corporation are needed.
30. Drainage easements as required by the City Engineer are needed.

BLOCK DESIGN REQUIREMENTS

31. 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. ***Planning Commission Does / Does Not require public crosswalks in the 1,010' long blocks.***

LOT DESIGN REQUIREMENTS

32. Every lot must slope to a street or to a drainage easement.

UTILITY DESIGN REQUIREMENTS

33. 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.
34. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is no more than 600 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.

35. 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.
36. Minimum clearance of twenty-six (26) feet must be provided around a fire hydrant.
37. Where a public sanitary sewer is within 300 feet of any point of a subdivision, the subdivider shall install a system of sewer lines and provide connection to each lot.
38. Where a public sanitary sewer is not readily accessible, an alternative method of sewage disposal for each lot or a community sewage disposal system may be used when in compliance with the standards of the Health Department and the Subdivision Ordinance.
39. If a sanitary sewage treatment system or septic tank system is to be installed, plans for such system shall be approved by the State Department of Health and the Conway Corporation prior to approval of the Final Plat by the Planning Commission.

SIDEWALK DESIGN REQUIREMENTS

40. Sidewalks are required along both sides of all streets within all zoning districts within Conway city limits and within the Conway Territorial Jurisdiction. Sidewalk notes and requirements as directed by the Planning Department are needed on the plat. ***A variance has been received requesting sidewalks along one side of roads only. Planning Commission Approves / Does not Approve this request, or this condition must be corrected. If approved, An in-lieu fee equal to \$15 per linear feet of each lot's street frontage will be required for those lots not constructing a sidewalk.***
41. All sidewalks shall be handicapped accessible to public streets at street corners and at designated mid-block public service drives/alleyways. Sidewalks shall meet American Disability Act Standards.
42. 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.
43. Sidewalks along streets on unbuildable, green space, and other permanently vacant lots will be the responsibility of the developer.
44. 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.

OTHER REQUIREMENTS

45. 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

46. 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

47. 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 **Mathews Meadows PUD**, will expire on **03/15/2019**.

Proposed Preliminary Plat

MATTHEWS MEADOWS P.U.D.

FAULKNER COUNTY, ARKANSAS

NW CORNER E1/2 SW1/4
SECTION 32, T-6-N, R-13-W
FAULKNER COUNTY, ARKANSAS
REFERENCES:
EAST 0.67' TO A 6" HICKORY
N24°W 17.2' TO A 24" POST OAK
WEST 9.7' TO A 10" POST OAK



SW CORNER E1/2 SW1/4
SECTION 32, T-6-N, R-13-W
FAULKNER COUNTY, ARKANSAS
FOUND 3/4" REBAR
REFERENCES:
WEST 1.4' TO A 6" HICKORY FENCE POST
S87° 5.1' TO A 6" POST OAK
N01°W 9' TO A 10" POST OAK

C2 CONWAY PROFESSIONAL PLAZA PUD PRELIMINARY SUBDIVISION

CHRIS THORNTON REQUEST FOR PRELIMINARY SUBDIVISION APPROVAL OF CONWAY PROFESSIONAL PLAZA PUD

APPLICANT

Chris Thornton
1025 Reynolds Avenue
Conway, AR 72032

STAFF REVIEW BY

Scott Grummer, Planner
1201 Oak St
Conway, AR 72032

SITE DATA

Location. ±4.24 acres immediately east of the termination of Allyson Lane

Site Area. ±4.24 acres

Current Zoning. PUD (Planned Unit Development)

Existing Structures. None.

Overlay. None.

STAFF RECOMMENDATION

Staff recommends the approval of the preliminary plat subject to the completed punch list.

CONWAY CITY PLANNING DEPARTMENT REVIEW CONWAY PROFESSIONAL PLAZA PUD PRELIMINARY PLAT

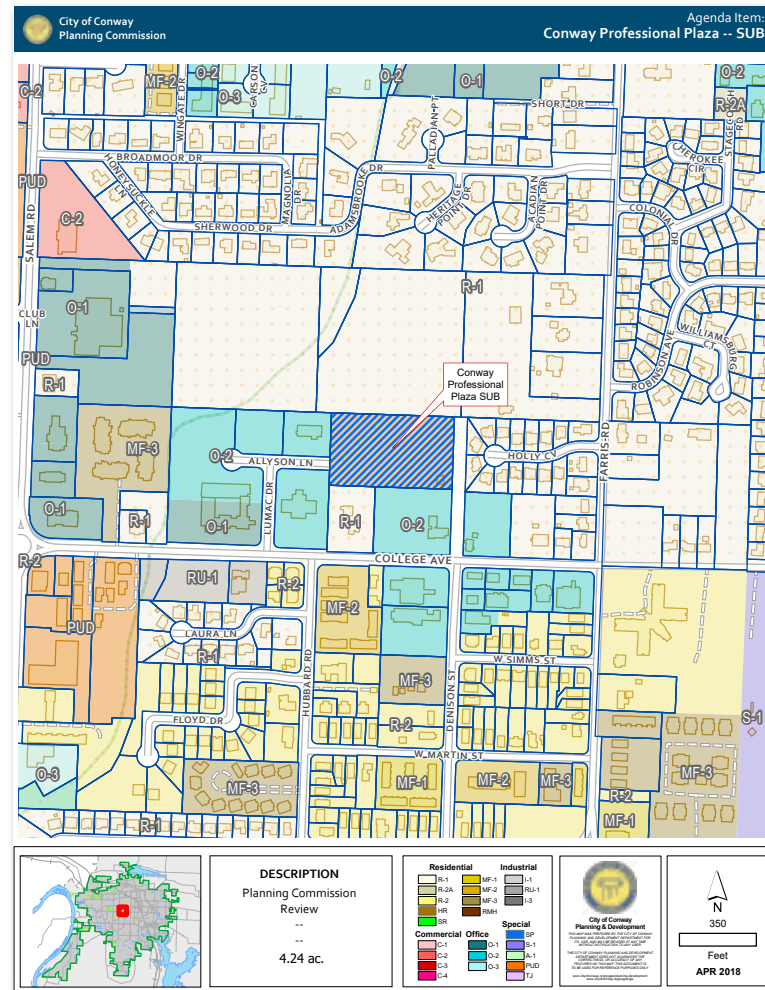
This review lists the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval.

BASIC INFORMATION NEEDED ON THE PLAT

1. A vicinity map showing the location and *corrected* acreage of the subdivision/replat must be shown.
2. A legal description of the property with exact boundary lines, bearings and distances is needed.
3. If any portion of the land being subdivided is subject to flooding, the limit of such flooding shall be noted and the appropriate 100 year floodplain and/or floodway shall be identified.
4. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings.
5. Proposed easements are needed.

ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT

6. 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.



7. 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.
8. 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.
9. 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.
10. An easement shall be placed around the high water limits of the detention area.

ACCESS DESIGN REQUIREMENTS

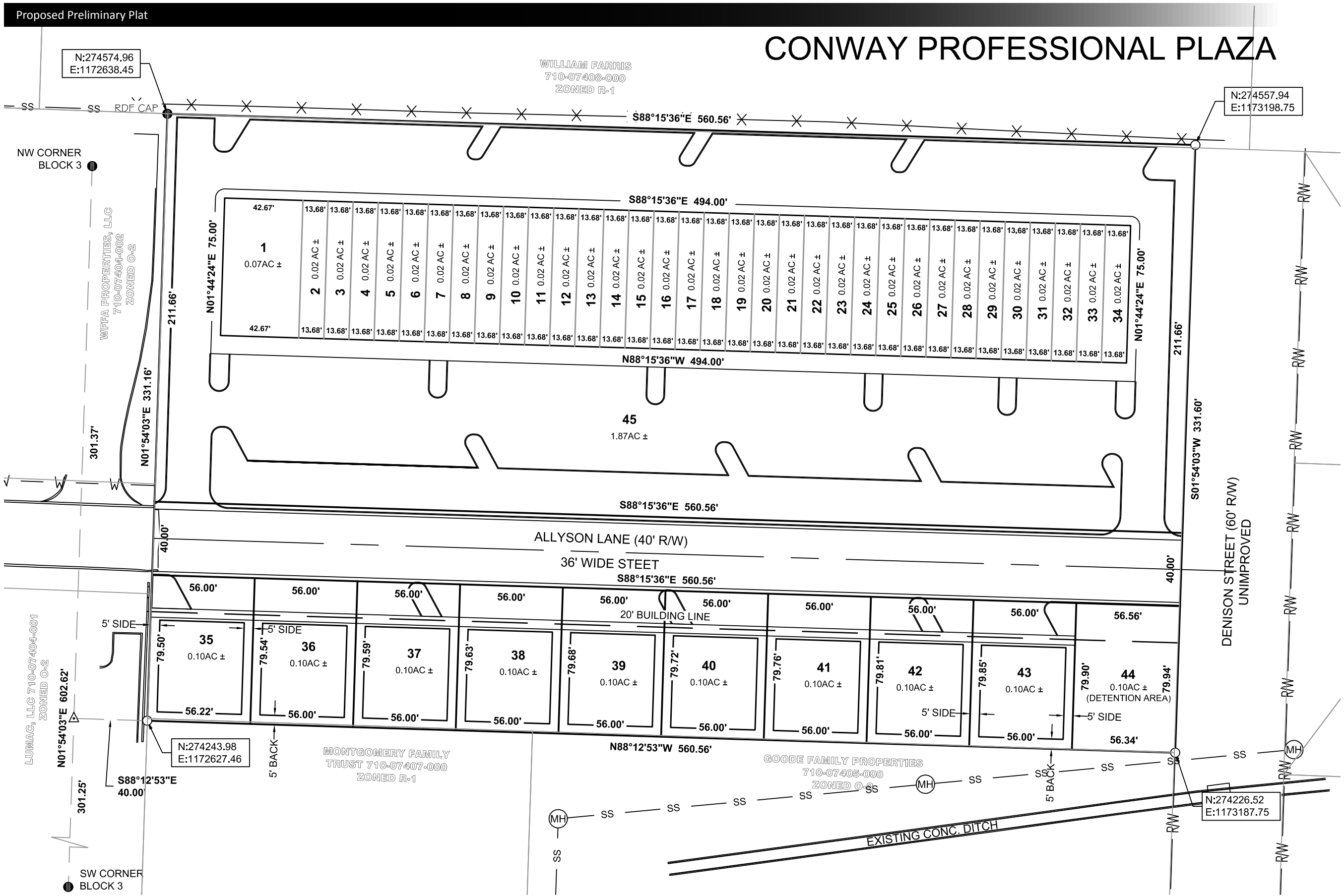
11. Every subdivision or replat shall be served by a publicly dedicated street system that meets the access requirements of the Subdivision Ordinance. *Preliminary Plat approval is contingent upon review and approval of Street and Drainage designs by City Engineer.*

12. 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. *Maximum/Minimum number of residential/commercial units allowed is regulated by the Conway Professional Plaza Planned Unit Development Final Development Plan as approved by Planning Commission on March 27, 2018 (#O-18-41). Add a reference note to the plat for the Development Plan and ordinance.*

STREET DESIGN REQUIREMENTS

13. 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. *Fire Marshall approved single access Allyson Lane is acceptable with no required improvement to Unimproved Denison Street.*
14. Where residential streets intersect other residential, collector or arterial streets, the curb radii at the intersection shall not be less than 28 feet.

continued on page 14



CONWAY PROFESSIONAL PLAZA

C2 CONWAY PROFESSIONAL PLAZA PUD PRELIMINARY SUBDIVISION

15. 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.
16. Street intersections shall be located to avoid creating hazardous driving conditions. *Preliminary Plat approval is contingent upon Street Dept review and approval of Street & Drainage design.*

EASEMENT DESIGN REQUIREMENTS

17. Utility easements as required by Conway Corporation are needed.
18. Drainage easements as required by the City Engineer are needed.

LOT DESIGN REQUIREMENTS

19. Building lines and reduced setbacks per the Conway Professional Plaza Planned Unit Development Final Development Plan as approved by Planning Commission on March 27, 2018 (#O-18-41).

UTILITY DESIGN REQUIREMENTS

20. 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.
21. 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.
22. Minimum clearance of twenty-six (26) feet must be provided around a fire hydrant.

SIDEWALK DESIGN REQUIREMENTS

23. Sidewalks are required along both sides of all streets within all zoning districts within Conway city limits and within the Conway Territorial Jurisdiction.
24. Sidewalks As Part of Commercial, Multi-Family, and Mixed Use Developments: Sidewalks along streets in commercial, multi-family, and mixed use subdivisions shall be constructed concurrently with building construction as part of site development review. Sidewalks shall be the responsibility of the builder/owner and not the developer. The sidewalk shall be installed prior to the final inspection and issuance of a certificate of occupancy. However, the developer of commercial subdivisions/replats with pre-existing development shall be required to meet the sidewalk provisions of Article 1101 Development Review of the Conway Zoning Ordinance.
25. 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.
26. 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.

OTHER REQUIREMENTS

27. 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

28. 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

29. 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 **Conway Professional Plaza** will expire on **03/30/2019**.

C3 CHERRY HILL PHASE II PRELIMINARY SUBDIVISION

RUSH-HAL DEVELOPMENT REQUEST FOR PRELIMINARY SUBDIVISION APPROVAL OF CHERRY HILL PHASE II

APPLICANT

Central Arkansas Professional Surveying
1021 Front Street
Conway, AR 72032

STAFF REVIEW BY

Scott Grummer, Planner
1201 Oak St
Conway, AR 72032

SITE DATA

Location. Part of Lots 6 & 7 and Lot 8, Cherry Hill Phase 1; and 1350 Favre Lane

Site Area. ±2.92 acres

Current Zoning. R-1 (Single-family residential)

Existing Structures. One single-family home on 1350 Favre Lane.

Overlay. None.

STAFF COMMENTS

Planning Commission action is required for item 12.

STAFF RECOMMENDATION

Staff recommends the approval of the preliminary plat subject to the amended punch list.

CONWAY CITY PLANNING DEPARTMENT REVIEW CHERRY HILL PHASE 2 PRELIMINARY PLAT

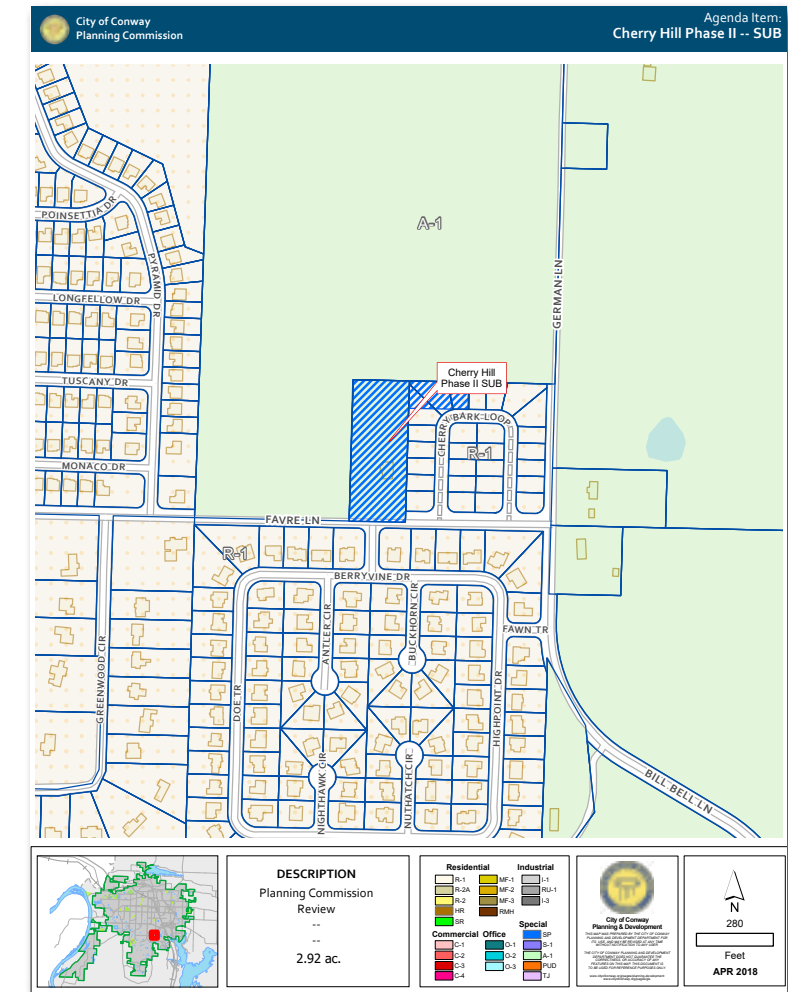
This review lists the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval.

BASIC INFORMATION NEEDED ON THE PLAT

1. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings.
2. Street names that are not similar to existing street names are needed for all proposed streets.
3. Proposed easements are needed.
4. Land to be reserved or dedicated for public use must be shown. *Dedicated ROW needs to be labeled.*
5. For subdivisions of ten (10) acres or less in size, no new CAGIS monumentation is required. However, these smaller subdivisions must all be tied to CAGIS monumentation.
6. The Certificate of Preliminary Plat Approval is needed. *Change Chairman name to Jerry Rye.*

GENERAL DESIGN REQUIREMENTS

7. The development plans shall include and identify a prepared and dedicated flowage path or floodway that will accommodate a one hundred (100) year



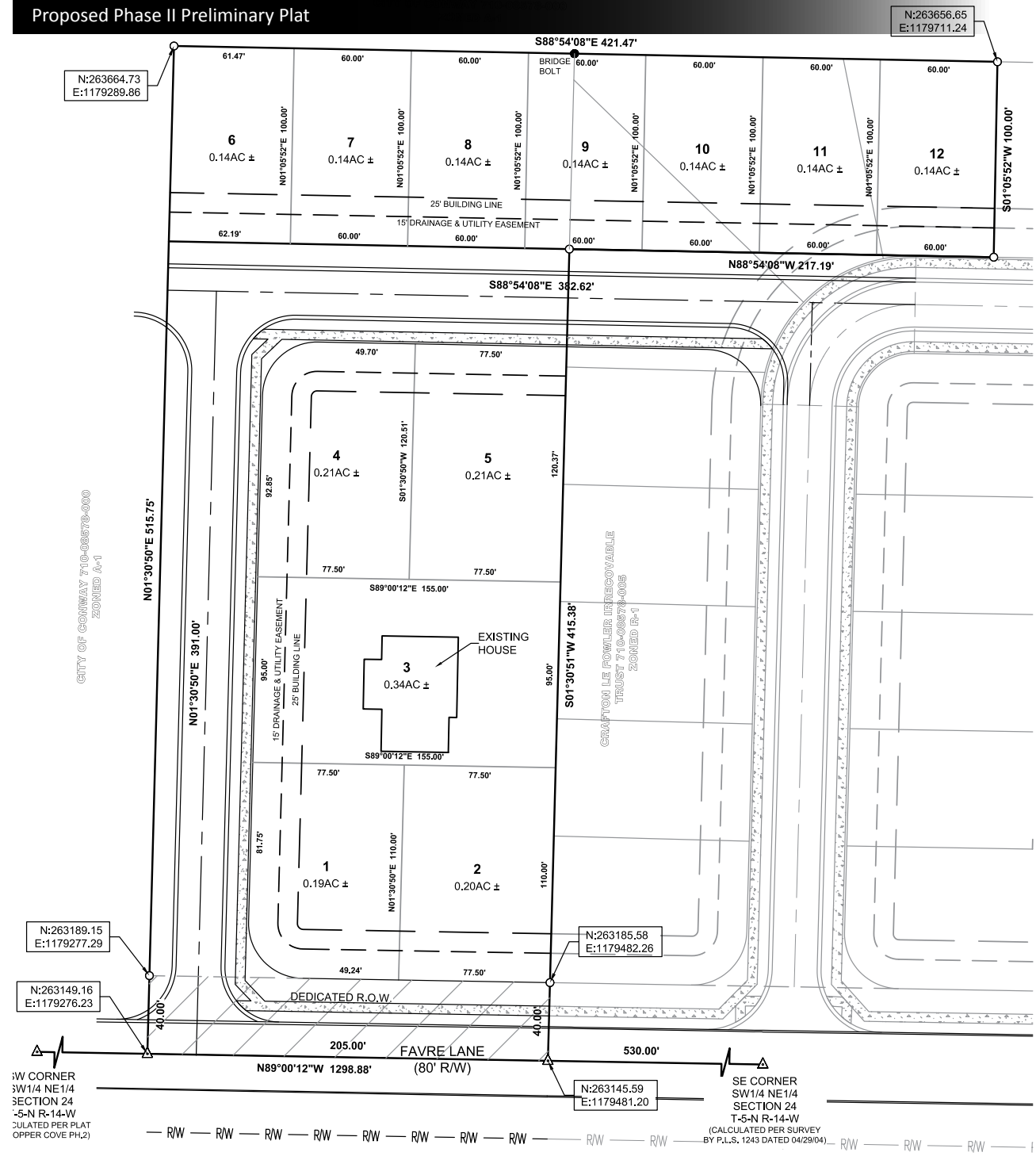
frequency storm event across and through the development. The floodway shall be uniformly graded along the length of the floodway such that water will not pond or accumulate on the surface due to humps or depressions along the route. Computations for the quantity of storm water runoff, sizing of the 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.

STREET DESIGN REQUIREMENTS

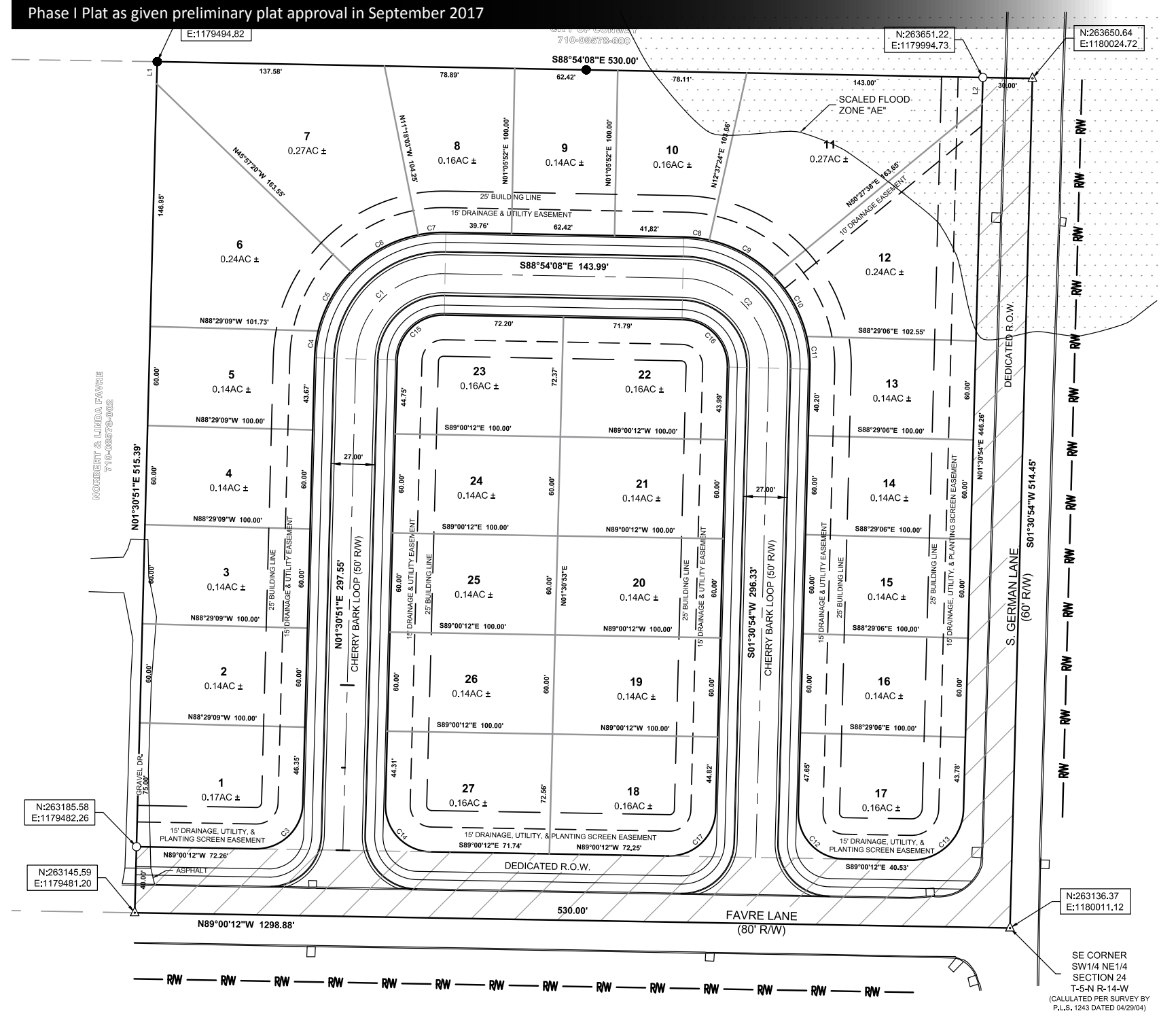
8. Proposed new intersections along one side of an existing street shall, wherever practical, coincide with any existing intersection on the opposite of the street. *Alignment of the proposed street with Bramblebush Dr. is recommended by planning staff, as the current alignment creates potential hazards for cross traffic conflicts being in such close proximity to the S. German / Favre Ln intersection. Preliminary Plat approval is contingent on review and approval of Street and Drainage design by the City Engineer.*

continued on page 18

Proposed Phase II Preliminary Plat



Phase I Plat as given preliminary plat approval in September 2017





Aerial View of Cherry Hill Phase II

- 9. Street intersections shall be located to avoid creating hazardous driving conditions.

EASEMENT DESIGN REQUIREMENTS

- 10. Utility easements as required by Conway Corporation are needed.
- 11. Drainage easements as required by the City Engineer are needed.

LOT DESIGN REQUIREMENTS

- 12. Minimum lot width on Collector and Above – In order to reduce potential traffic conflict points caused by lots with less than 100 feet of street frontage with access to collectors, minor arterials, and major arterials, the **Planning Commission and/or the Director of Planning may require the grouping or sharing of driveways. Driveway access easements will be shown on the plat. (O-11-98) Planning Commission Requires / Does not Require the driveway for lot 1 to load from the proposed street, and lot 2 driveway to load from Favre Lane.**

UTILITY DESIGN REQUIREMENTS

- 13. 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.
- 14. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is no more than 600 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.

OTHER REQUIREMENTS

- 15. 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

- 16. 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

- 17. 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 **Cherry Hill Phase 2** will expire on **03/30/2019**.

PH, LLC REQUEST FOR APPROVAL OF REPLAT OF LOTS 1-3 CLUB VILLAS PUD

APPLICANT

Pennington Homes, LLC

STAFF REVIEW BY

Scott Grummer, Planner
1201 Oak St
Conway, AR 72032

SITE DATA

Location. 1135, 1145, & 1155 Country Club Rd

Site Area. ±1.02 acres

Current Zoning. PUD (Planned Unit Development)

Existing Structures. None.

Overlay. None.

STAFF COMMENTS

Planning Commission action is required for item 11.

STAFF RECOMMENDATION

Staff recommends the approval of the preliminary plat subject to the amended punch list.

CONWAY CITY PLANNING DEPARTMENT REVIEW CLUB VILLAS PUD, REPLAT LOTS 1-3

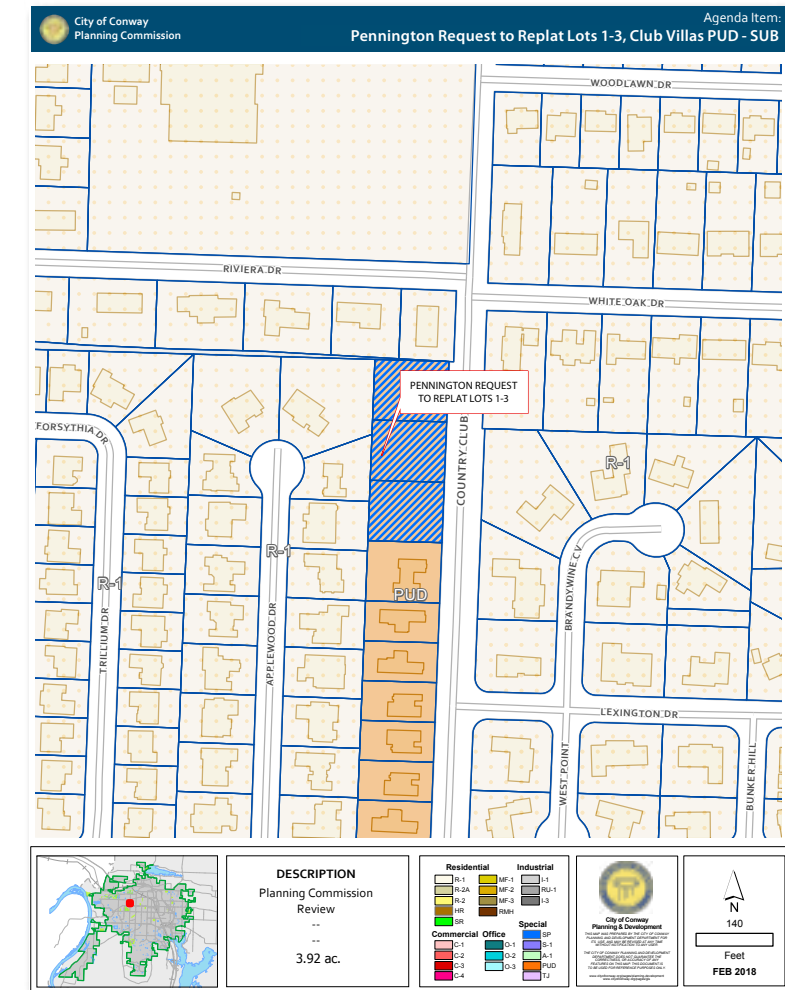
This review lists the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval.

BASIC INFORMATION NEEDED ON THE PLAT

1. If any portion of the land being subdivided is subject to flooding, the limit of such flooding shall be noted and the appropriate 100 year floodplain and/or floodway shall be identified.
2. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings.
3. Any proposed open space must be shown.
4. The source of water supply must be shown.
5. The method of disposal of waste water must be shown.
6. For subdivisions of ten (10) acres or less in size, no new CAGIS monumentation is required. However, these smaller subdivisions must all be tied to CAGIS monumentation. *CAGIS monument number is needed.*
7. The Certificate of Preliminary Plat Approval is needed.

ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT

8. 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.



EASEMENT DESIGN REQUIREMENTS

- 9. Utility easements as required by Conway Corporation are needed.
- 10. Drainage easements as required by the City Engineer are needed.

LOT DESIGN REQUIREMENTS

- 11. Minimum lot width must conform with the requirements of the Zoning Ordinance. **A variance request has been received for a reduced front lot width for lot 1B to accommodate utility needs. The Planning Commission Approves / Does not Approve this request, or this condition must be corrected.**

UTILITY DESIGN REQUIREMENTS

- 12. 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.

SIDEWALK DESIGN REQUIREMENTS

- 13. 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.*



Aerial View of Club Villas PUD Replat Lots 1-3

OTHER REQUIREMENTS

14. 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

15. 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.

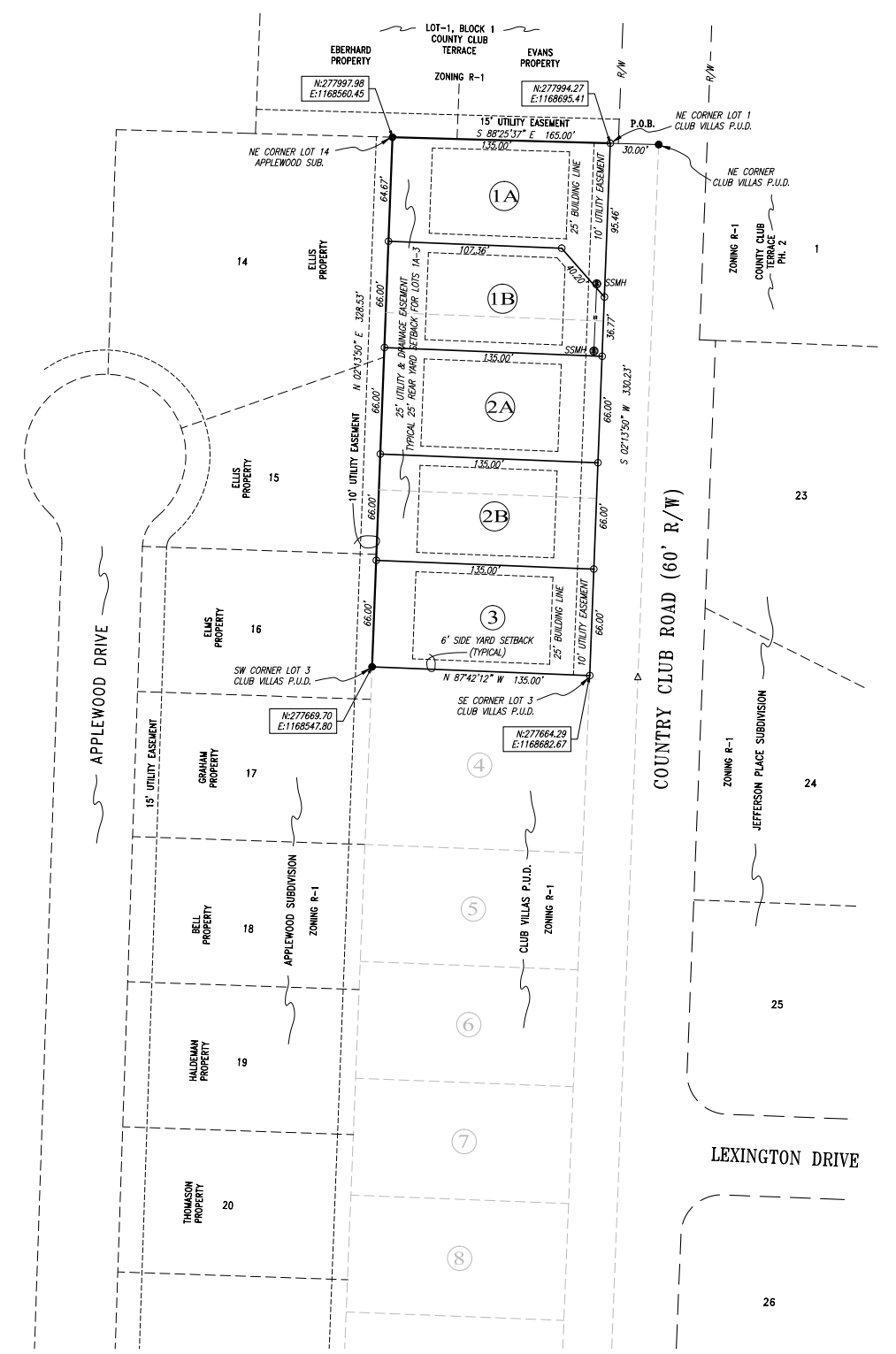
EXPIRATION OF PLAT

16. 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 **Club Villa PUD Replat** will expire on **3/30/2019**.

Proposed Replat

CLUB VILLAS P.U.D. REPLAT

BEING A REPLAT OF LOTS 1, 2 & 3 TO FAULKNER COUNTY, ARKANSAS



C5 NORTH VIEW ESTATES PUD PRELIMINARY PLAT EXTENSION

REQUEST FOR EXTENSION OF PRELIMINARY PLAT APPROVAL FOR NORTH VIEW ESTATES PUD

APPLICANT
 Jim Hawks
 Hawks Investment Co.
 2111 E German Lane
 Conway, AR 72032

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

SITE DATA
Location. Vacant property south of Southshore Lane immediately north of North Woods Estates.

Site Area. ±47.08 acres

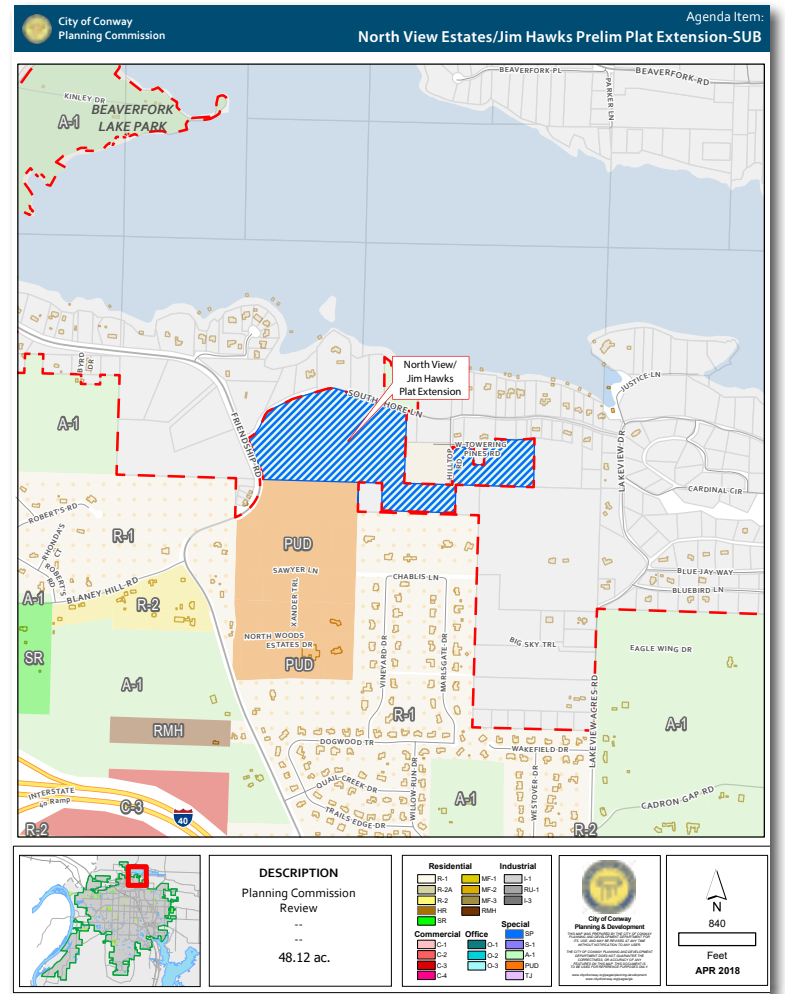
Current Zoning. A-1 (Agricultural); *applicant has rezoning [to PUD] application for consideration on this same agenda as item D1.*

Existing Structures. None.

Overlay. None

STAFF COMMENTS
 Applicant has requested a one-year extension of the approval of the preliminary plat, granted April 17, 2017. If approved, the **plat will expire on 4/03/2019.**

STAFF RECOMMENDATIONS
 Staff recommends approval of the preliminary plat extension request.



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Aerial view of proposed North View Estates PUD

JIM HAWKS REQUEST TO REZONE PROPERTY LOCATED EAST OF HWY 25N & SOUTH OF SOUTHSHORE DRIVE [PROPOSED NORTH VIEW ESTATES] FROM A-1 TO PUD

As of the date of publication, Conway Corporation and City Engineering have conflicts with the narrow area of the PUD connecting the larger west and east portions due to the narrowness of the proposed street and utility easements. Planning Staff has suggested that the PUD be divided into 2 phases with Phase 1 being the west portion and Phase 2, the east portion. The Planning Commission could approve the PUD with the condition that all reviewing City Departments and Conway Corporation must approve the suitability of Phase 2 prior to issuing building permits.

OWNER/APPLICANT
 Jim Hawks
 2111 E German Lane
 Conway, AR 72032

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

SITE DATA
Location. Vacant property south of Southshore Lane immediately north of North Woods Estates.

Site Area. ±47.08 acres

Existing Structures. None.

Current Zoning. A-1 (Agricultural); Annexed as A-1 on 2-13-2018

Requested Zoning. PUD (Planned Unit Development)

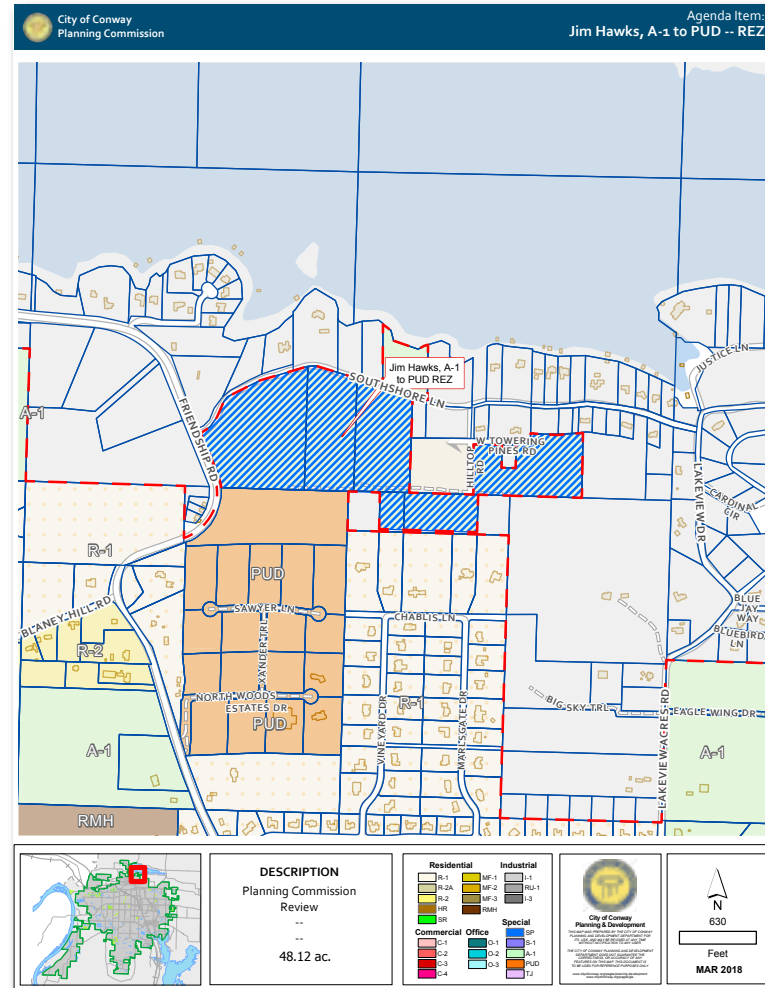
Overlay District. None.

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

Projected traffic Impact. Under current A-1 zoning and developed with the maximum number of residences allowed at approximately 50 single family homes, 478 vehicle trips per day could be expected. With a rezoning to PUD and developed as proposed with 24 single family residences, 230 vehicle trips per day could be expected.

Utility Infrastructure. Conway Corporation will provide power to the subdivision. Water is provided by Beaverfork Water. Sewer will be individual septic systems per lot.

Flood / Drainage. This property is not within the 100 year floodplain or floodway. If approved the property will be platted. During plat review, the City Engineering will review drainage patterns and require appropriate easements, detention areas, and piping structures.



Street Improvements. There are no street improvements planned in the immediate future for area public streets. The applicant will be constructing private streets throughout the development.

Conway 2025. Not directly applicable.

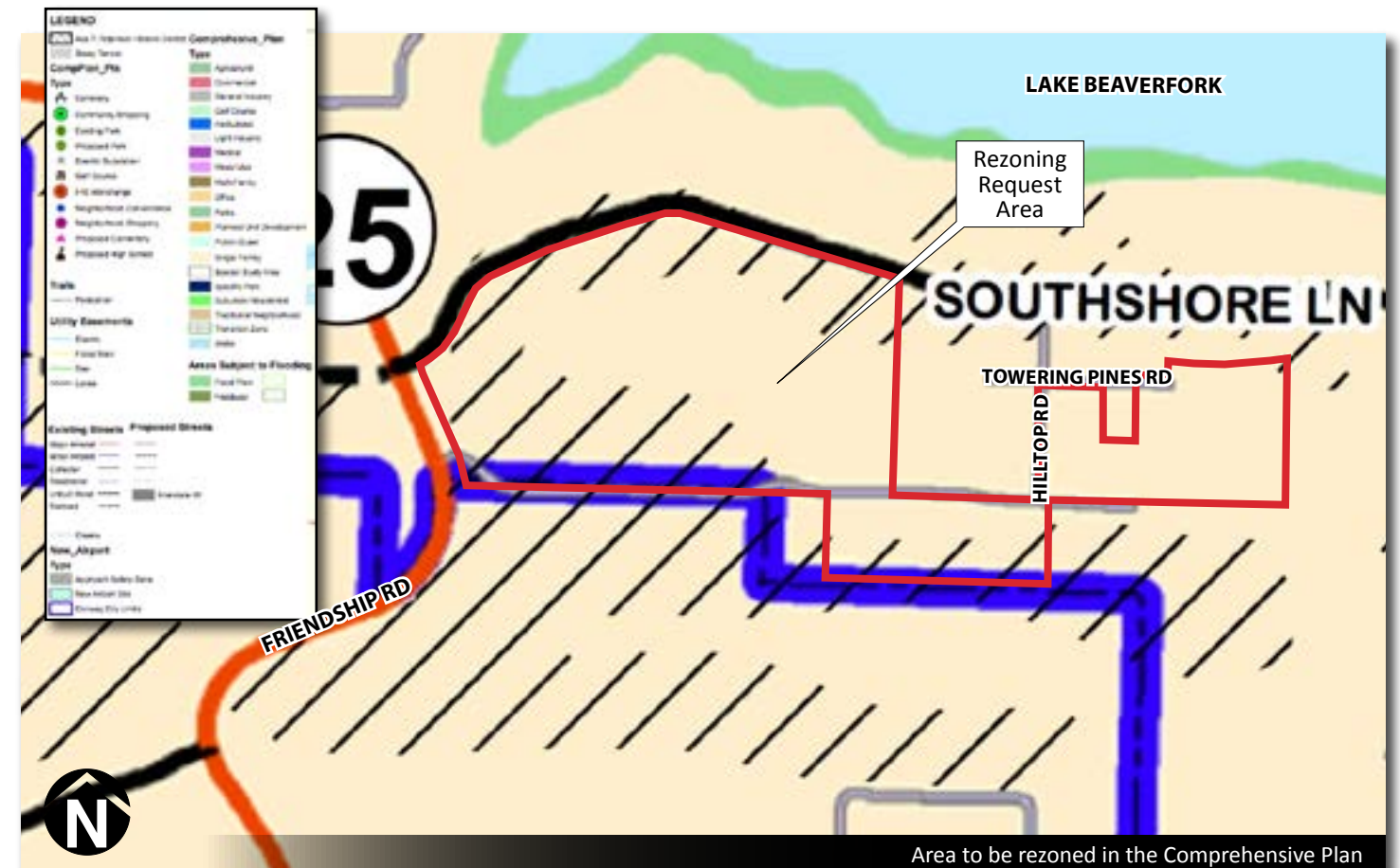
STAFF COMMENTS

This project would allow the creation of a residential development with 24 single family homes served by private streets. If the development had public streets, the zoning could remain A-1. In order to have private streets, the property must be zoned PUD.

PUD Specific Requirements. Below is an examination of requirements specific to PUD zoning requests:

- **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.*

continued on page 30



D3 JIM HAWKS REQUEST TO REZONE FROM A-1 TO PUD

- 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 will create 1 new private street and an alley. The street right of way is proposed to be 50 feet expanding to 60 feet. The alley will have a 50 foot right of way narrowing to a 20 foot right of way and alley width.*
- Sidewalk System** - Unless there are outstanding reasons that warrant otherwise, all internal streets within the PUD shall include pedestrian sidewalks. *The proposed PUD should include sidewalks along the new internal private streets or pay a sidewalk in-lieu fee. Sidewalks are also required along Friendship Road (former Highway 25); however, due to the Highway's open ditch construction, the City Engineer may prefer an in-lieu fee instead of sidewalk construction at this time. An in-lieu fee for residential lots is capped at \$1875 per lot. This fee is typically paid by the homebuilder at the time of home construction.*
- Common Space** - The incorporation of plazas, courtyards, and other outdoor spaces for people to gather is encouraged. *No common space is planned for the development.*
- 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. *20% green space is accomplished through large private yards and is well above the required 20%.*
- Property Owners Association** - PUDs may require the formation of a property owners association to oversee the upkeep of common areas and green spaces. *No information has been presented concerning a property owners association at this time.*
- 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 February 1, 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 street design, fire access, and utilities. Changes to the street design were recommended and have since been implemented.*

On March 5, 2018 a public information meeting was held at Conway City Hall at 5:30 pm. There were 14 area neighbors in attendance at the meeting. The discussion centered on drainage, access to Southshore Lane, questions about septic systems, tree removal, and silt run-off filling the ditches along Southshore Lane.
- 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 proposed PUD will be platted into individual lots that will be sold. A plat will be required to record this subdivision. Platting will be required upon approval of the PUD prior to issuance of building permits. The plat should include necessary utility/pedestrian easements along all public streets, setbacks, etc.*

Staff Recommendation. There is a problem with the current legal description and property ownership. A small corner of property in the area noted as Hilltop Road is not owned by the developer. This small triangle of land should not be included in the proposed PUD and needs to be removed from the recent annexation. Planning Staff recommends that the Planning Commission hold the public hearing then hold this item in committee until the ownership and boundaries of the PUD are finalized.

Conditions for consideration in April.

Staff recommends approval of the PUD as submitted with conditions that make the project most compatible with the surrounding area.

Suggested PUD Final Development Plan Conditions. A list of possible conditions is presented below. The Commission should examine these suggested conditions and delete, modify, or add to as needed.

- PUD shall be generally developed as shown on the submitted site plan. Minor modifications of the submitted plan shall be allowed for technical reasons. However, the density and intent of the site plan shall be followed.
- No driveways of private streets shall be allowed access to Southshore Lane.
- The construction of sidewalks will be waived. An in-lieu fee of \$15 per linear foot must be paid for the required length of sidewalk along Friendship Road (former Highway 25). This fee must be paid prior to filing of the subdivision. The private street sidewalk in-lieu fee shall be \$1875 per lot and must be paid prior to home final inspection.
- The PUD shall be divided into two phases: Phase 1 shall include the private street and Lots 1-20. Phase 2 shall include the private street beginning at the Lot 21 frontage and Lots 21-24.**
- All reviewing City Departments and Conway Corporation must approve the suitability of the private street access, utilities, drainage, etc. of Phase 2 prior to filing of Final Plat for Phase 2 and issuing building permits.**

E1 HAVEN REQUEST TO REZONE FROM A-1 TO S-1

HAVEN HOUSE/COUNSELING ASSOCIATES, INC. REQUEST TO REZONE FROM A-1 (AGRICULTURAL) TO S-1 (INSTITUTIONAL)

APPLICANT

Haven House/Counseling Associates, Inc.
1701 Donaghey Ave
Conway, AR 72034

STAFF REVIEW BY

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

SITE DATA

Location. Northwest corner of the intersection of South Country Club and Stermer Roads.

Site Area. ±7.0 acres.

Current Zoning. A-1 (Agricultural)

Requested Zoning. S-1 (Institutional)

Existing Structures. None.

Overlay. None.

Comprehensive Plan. The Comprehensive Plan shows this area as appropriate for single family residential. The area south of the Stermer Road is shown as appropriate for office/multifamily. The proposed S-1 zone could be seen as an extension of the office zoning.

Projected Traffic Impact. With the existing A-1 zoning and maximum allowed buildout of 7 houses, around 70 vehicle trips per day can be expected. With a rezoning to S-1 and used as a women's shelter, 6 vehicle trips per day per 1000 square feet of structure could be expected; a 10,000 sf. facility would generate approximately 60 vehicle trips per day.

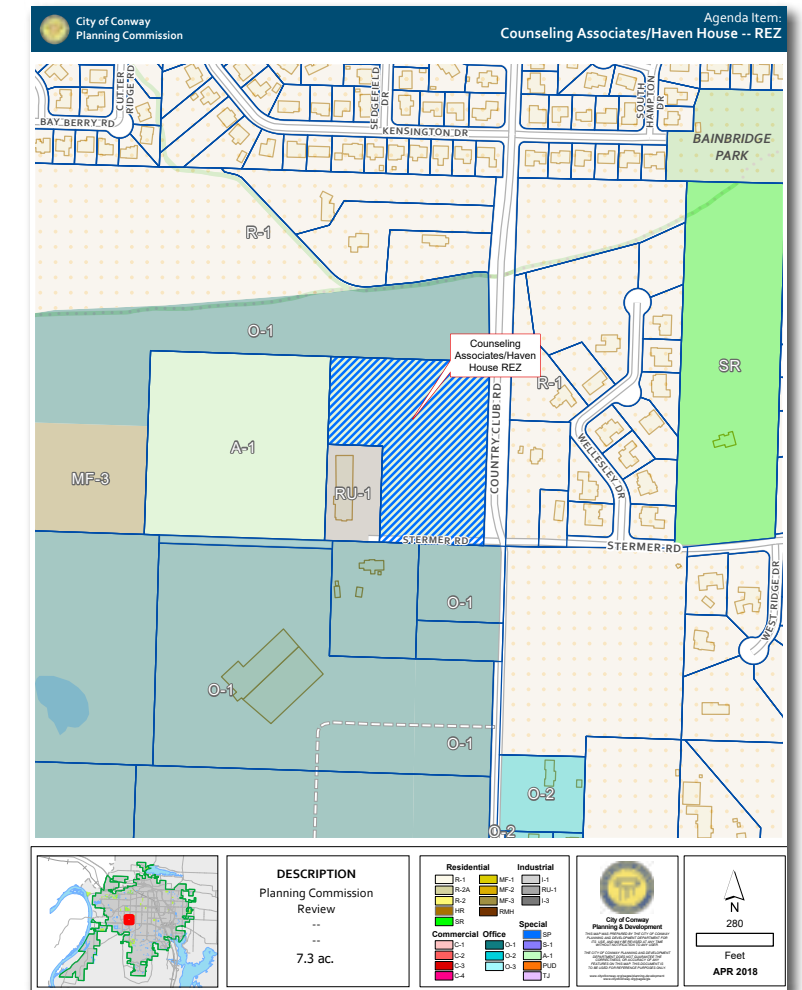
Flood\Drainage. A portion of the northwest corner of the property contains FEMA flood plain zone. Structures may be constructed in the flood plain, however the finished floor elevation must be set at an appropriate height.

Utilities. Conway Corporation Engineering will review and consider the adequacy of existing infrastructure. Extensions and re-routing of utilities may be required. Easements will likely be required to provide for future area development.

Street Improvement. New sales tax revenues will be used to overlay Country Club starting north of College Ave south to Dave Ward Drive and construct a roundabout at Country Club and College.

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

STAFF COMMENTS



The applicant is seeking a rezoning from Agricultural to Institutional in order to construct a new women's shelter. Haven currently operates at 1701 Donaghey in a two story former residence. The new location would offer HAVEN the ability to expand and serve more residents in a facility designed as a women's shelter.

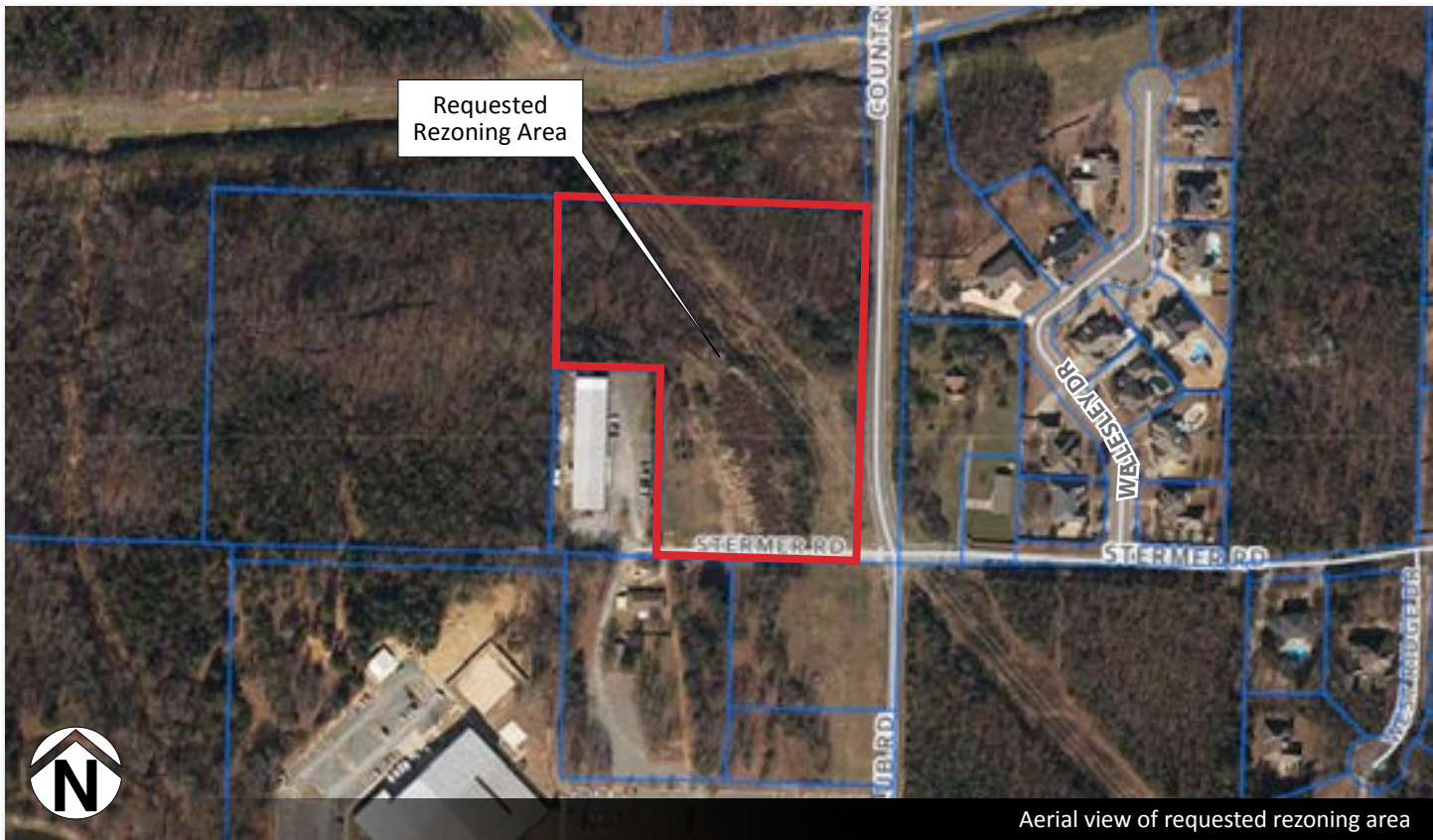
The zoning ordinance allows a women's shelter by right in the S-1 Institutional zone and by conditional use in R-2/R-2A duplex and MF-1/MF-2/MF-3 multi-family zones. Haven's director consulted with Planning Staff and S-1 Institutional was determined to be the least intrusive zone. The requested S-1 zone allows child care, office, nursing home, single family homes, hospital, church and school by right.

Any new structure would be subject to Planning Department development review. Development review would require a structure with 50% minimum masonry siding, landscaped parking areas, residential buffer area, trees, and proper ingress/egress to the property. Platting will also be required which in turn, will require additional street right of way dedication.

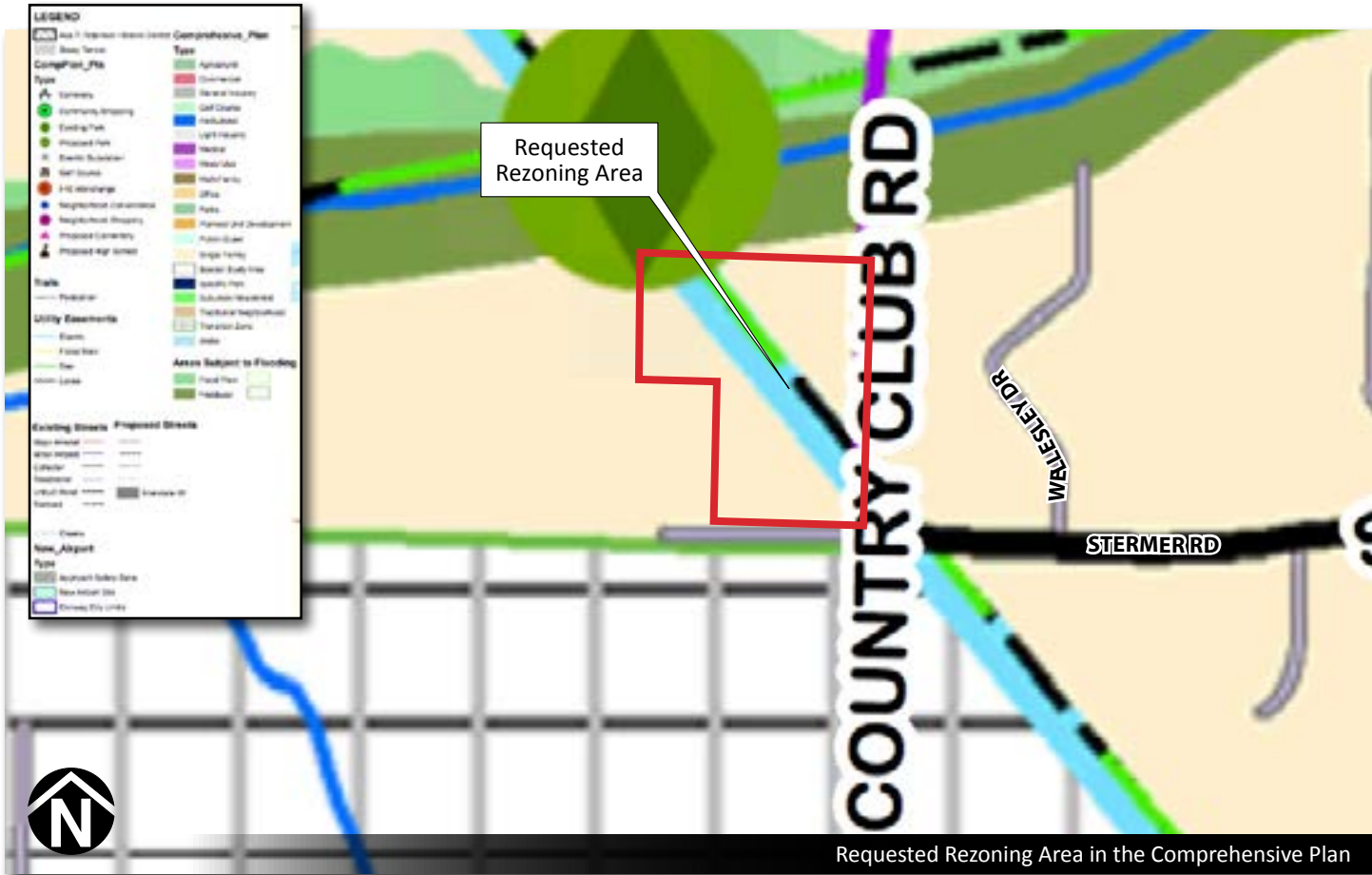
STAFF RECOMMENDATIONS

Planning Staff recommends approval of this rezoning request.

E1 HAVEN REQUEST TO REZONE FROM A-1 TO S-1



Aerial view of requested rezoning area



Requested Rezoning Area in the Comprehensive Plan

E2 TRINITY DEVELOPMENT REQUEST TO REZONE FROM C-2 TO MF-3

TRINITY DEVELOPMENT REQUEST TO REZONE FROM C-2 (NEIGHBORHOOD COMMERCIAL) TO MF-3 (MULTI-FAMILY 3; 24 UNITS/ACRE)

APPLICANT
 Trinity Development Company
 1307 Main Street
 Conway, AR 72034

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

SITE DATA
Location. 2585 Donaghey Avenue.

Site Area. ±3.09 acres.

Current Zoning. C-2 (Neighborhood Commercial).

Requested Zoning. MF-3 (Multifamily up to 24 units per acre).

Existing Structures. None.

Overlay. None.

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

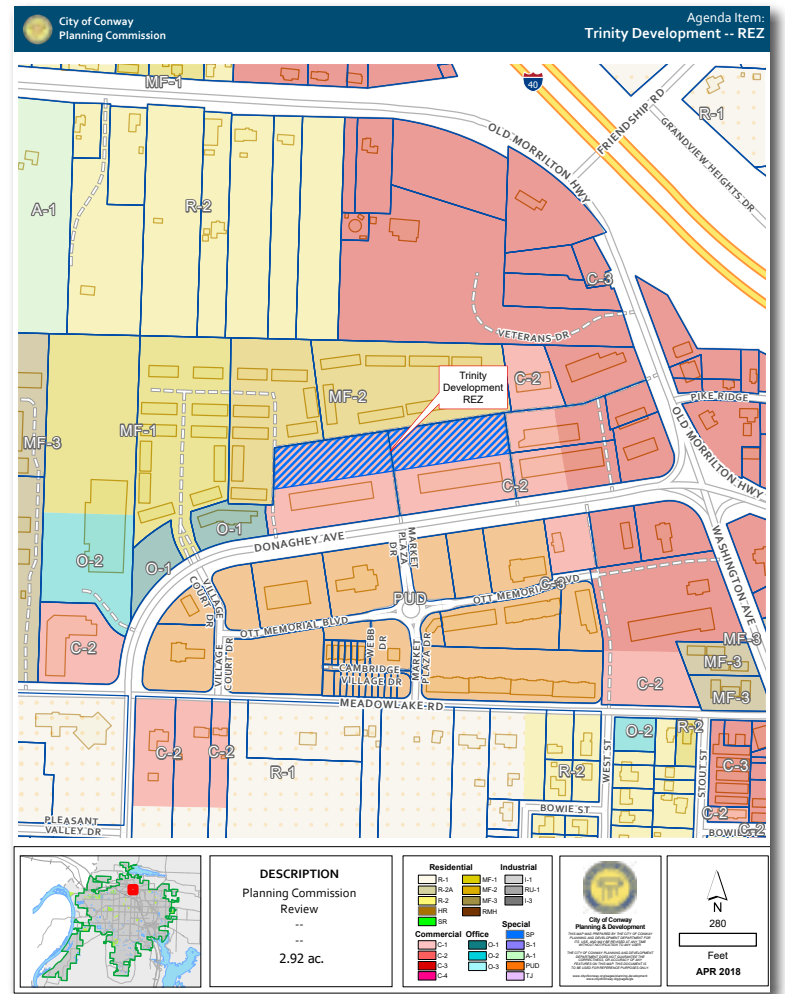
Projected Traffic Impact. With the current C-2 zoning and developed with (2) 18,000 sf. shopping structures, approximately 1500 vehicle trips per day could be expected. If developed with 74 apartments, around 490 vehicle trips per day could be expected.

Flood\Drainage. The site is not within any FEMA Flood Zones. Planning Staff is unaware of any drainage problems.

Utilities. Conway Corporation Engineering will review and consider the adequacy of existing infrastructure. Extensions and re-routing of utilities may be required. Easements will likely be required to provide for future area development.

Street Improvement. There are no planned near future area street improvements. A longer term plan calls for a roundabout at the intersection of North Donaghey and Old Morrilton Highway.

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

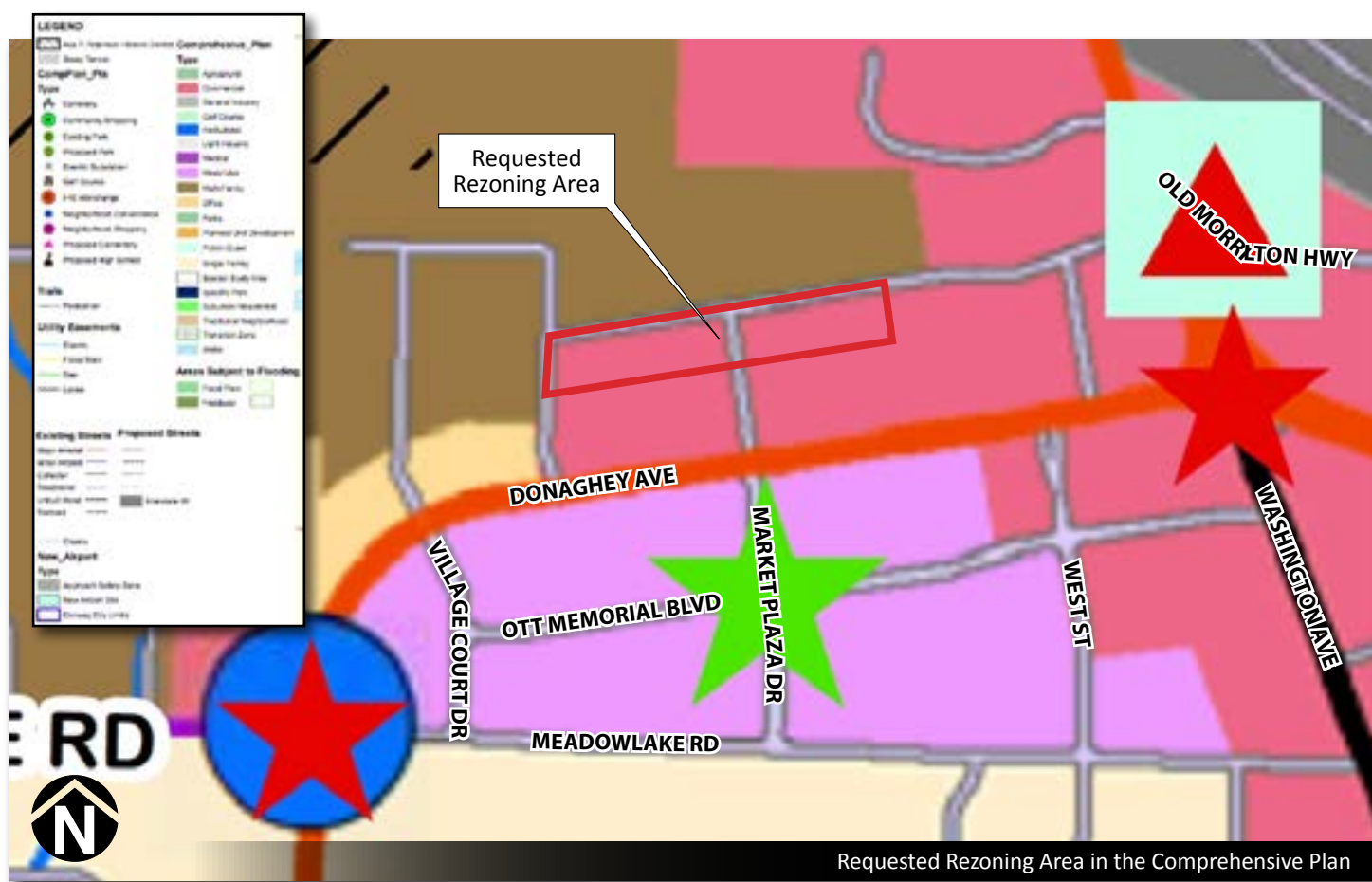


STAFF COMMENTS
 The applicant is seeking a rezoning from Commercial to Multifamily in order to expand the June Beene Garden Apartments. The property will be replatted to encompass the vacant property into the apartment complex. The Comprehensive Plan shows this area as appropriate for commercial or multifamily use.

STAFF RECOMMENDATIONS
 Planning Staff recommends approval of this rezoning request.



Aerial view of requested rezoning area



Requested Rezoning Area in the Comprehensive Plan



Platting vs. The Built Environment

Typical Plat (Simplified)

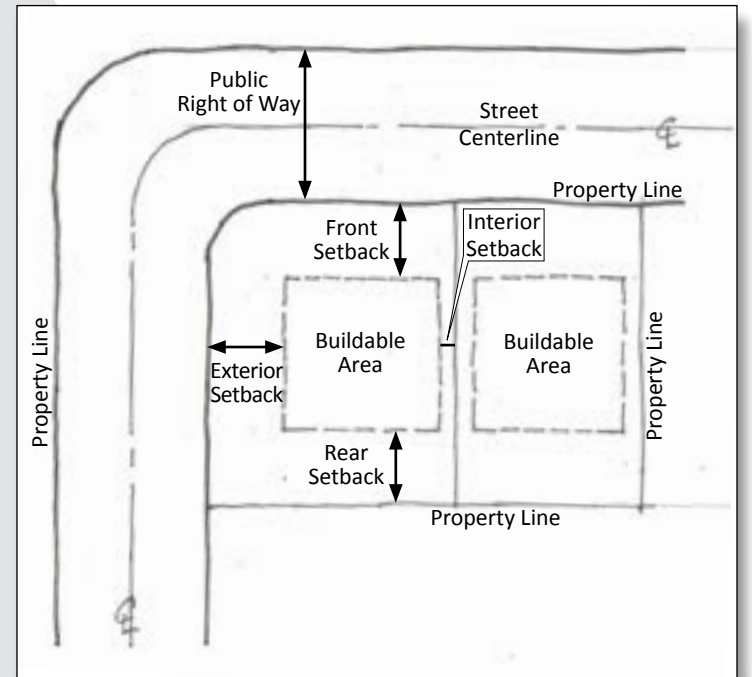
A plat graphically illustrates many property division concepts including:

Right of Way - A right of way is the area allowed for public use such as streets, sidewalks, and utilities.

Property Line - The boundaries of private property.

Setbacks - Setbacks define the distance from property lines to building walls. No primary building walls may be constructed in the setback area.

Buildable Area - The area "left over" after application of setbacks. This is the area where a primary building may be constructed.



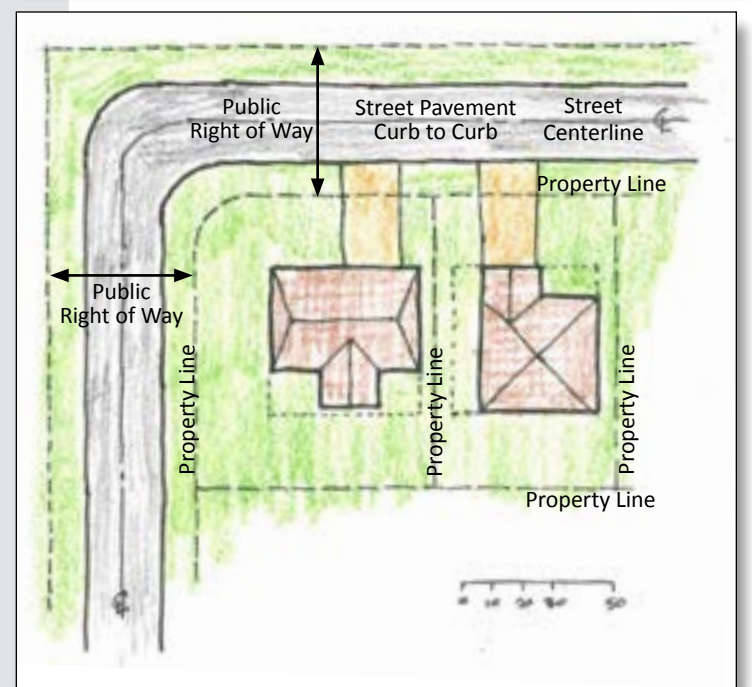
Actual Built Environment (Simplified)

The built environment actually looks a bit different than the lines on a plat:

Street Pavement - Actual street pavement is within the right of way. Street pavement is typically not as wide as the actual right of way. This allows utilities, drainage, sidewalks, etc to be placed along side the street. In a typical modern neighborhood there is 11.5 feet of green space between the back of curb and the property line. This area is actually public right of way.

Setbacks - Setbacks are minimal dimensions. Structures may be placed at the setback line or further from the street, just not any less than the prescribed setback.

Not Shown - For the sake of simplification, fences, sidewalks, utility easements, fire hydrants, drainage drop inlets, etc were not shown. However, these elements are also present in the built environment.



This is simply a quick over view of Planning Development Review. For more in depth information please see the easy to read guide at: http://www.cityofconway.org/media/government/planning-development/Design_Standards_Pattern_Book.pdf

