



CITY OF CONWAY, ARKANSAS PLANNING COMMISSION

May 20, 2024 • 5:30pm • 1111 Main Street

Planning Commission meeting procedures (per by-laws adopted July 19, 1993; amended September 20, 2021)

**Subdivision Review items are included for consideration as administrative reviews to determine compliance with the Conway Subdivision Ordinance, Zoning Code, and applicable plans. Such items are not conducted as public hearings.*

***Order and conduct for public hearings: Following the announcement of the item by the Chair, Planning Staff will present the report findings. Following Staff presentation the Applicant is granted up to 10 minutes for additional presentation with subsequent favorable public comments limited to 3 minutes per person. If opposed parties are present the initial speaker is then granted up to 10 minutes with each subsequent public comment limited to 3 minutes per person. No person shall address the Planning Commission without first being recognized by the Chair and stating his/her name and address for the public record. All questions/remarks shall be made from the podium and addressed through the Chair to the Commission as a whole. Any group with common interest shall select a speaker to address the Commission on behalf of the group; repetitive comments will be limited.*



City of Conway

PLANNING COMMISSION

May 20, 2024

PLANNING COMMISSION

Rebekah Fincher, Chair
Drew Spurgers, Vice-Chair
Ethan Reed, Secretary
Lori Quinn
Mark Ferguson
Alexander Baney
Jensen Thielke
Jay Winbourne
Brooks Davis
Teneicia Roundtree

The Conway Planning Commission makes recommendations to the City Council on public hearing items. Items reviewed on this agenda will be considered by the City Council as early as **05 28, 2024.**

Items not approved by the Planning Commission/Board of Zoning Adjustment may be appealed to the City Council within 30 days of the date of denial.

Call to Order [Board of Zoning Adjustment] and Roll Call.

Finding of a Quorum.

I. Variance Review**

A. Request for a variance to allow 798sf accessory structure at 3865 Prince St (VAR-0424-0051)

Adjourn.

Call to Order [Planning Commission] and Roll Call.

Finding of a Quorum.

Approval of Minutes. April 15, 2024

I. Public Hearings**

A. Request to rezone property at 2510 Tyler St from R-1 to PUD (PUD-0424-0053) **-Continued**

B. Request for a conditional use permit to allow the use of Home Occupation in R-1 zoning district for the property located at 2210 Nature Trl (CUP-0424-0050)

C. Request to modify conditional use permit to allow Retail - General use for the property located at 2555 Prince St (CUP-0424-0054)

D. Request to modify conditional use permit to allow the use of Mobile Food Vendor in I-3 zoning district for the property located at 3250 JW & Pat Brown Blvd (CUP-0424-0055)

E. Request to allow extension of conditional use permit to allow higher density on R-2A lot for the property located at 2345 Matthews Meadows Ln (CUP-0424-0059)

II. Announcements/Additional Business

A. Items as decided by the Commission

Adjourn.

**The following item is for consideration by the
BOARD OF ZONING ADJUSTMENT consisting of
the members of the Planning Commission**

Request for Zoning Variance: Request to allow commercial accessory structure exceeding 160sf

I.A

±0.98 acres south of Prince St between Hogan Ln and Westhaven Dr

APPLICANT/AUTHORIZED AGENT

Roger Kubli
13 Woodruff Lane
Conway, AR 72032

OWNER

Hugo's Flooring, LLC
120 Highland Park
Conway, AR 72034



SITE DATA

Location. 3865 Prince Street. ±250ft east of the intersection of Schaefer's Ln and Prince St.

Site Area. ±0.98 acres.

Current Zoning. C-3 (Highway Service & Open Display District).

Existing Structures. A 5,650-sf commercial building with food market and office spaces.

Overlay. None.

Requested Zoning Variance. To allow a commercial accessory structure to exceed the 160 square foot maximum.

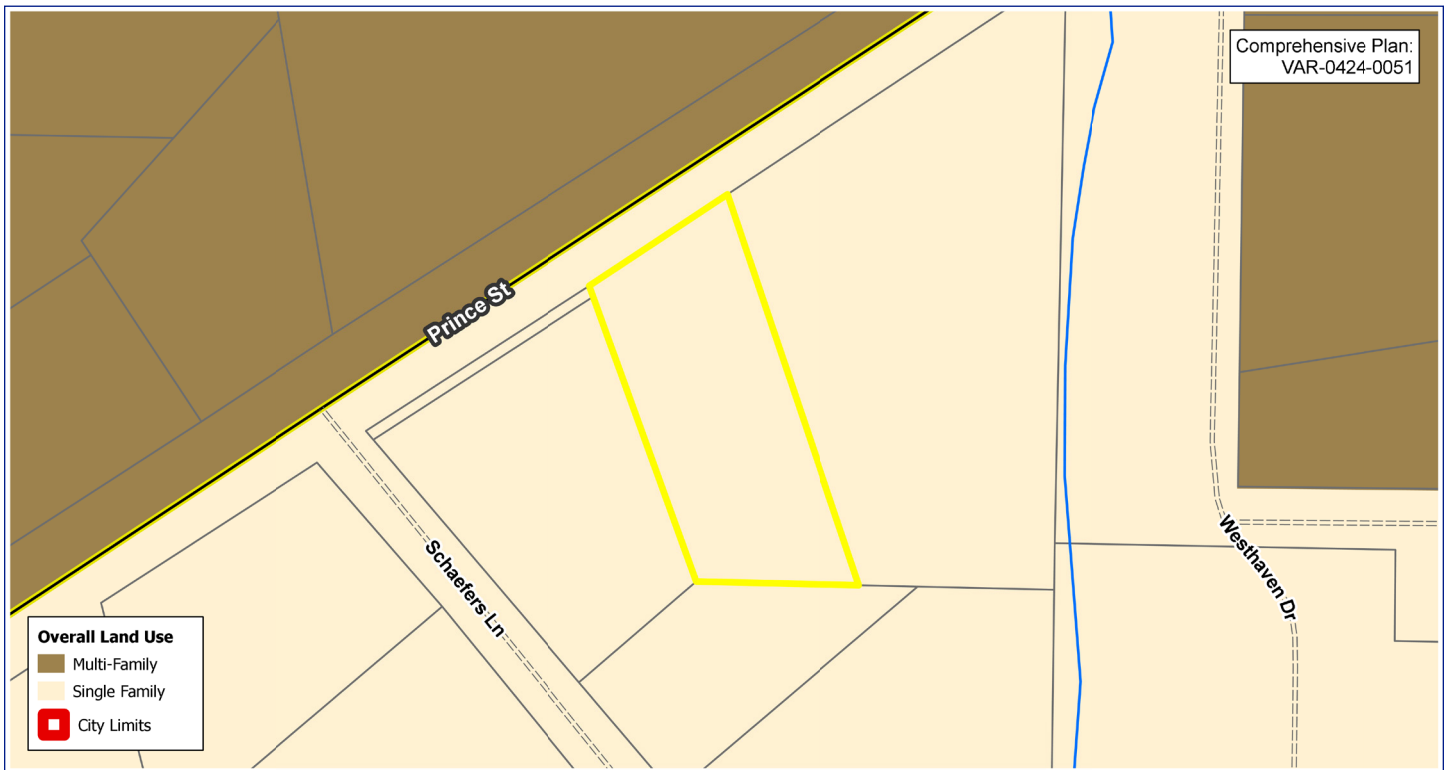
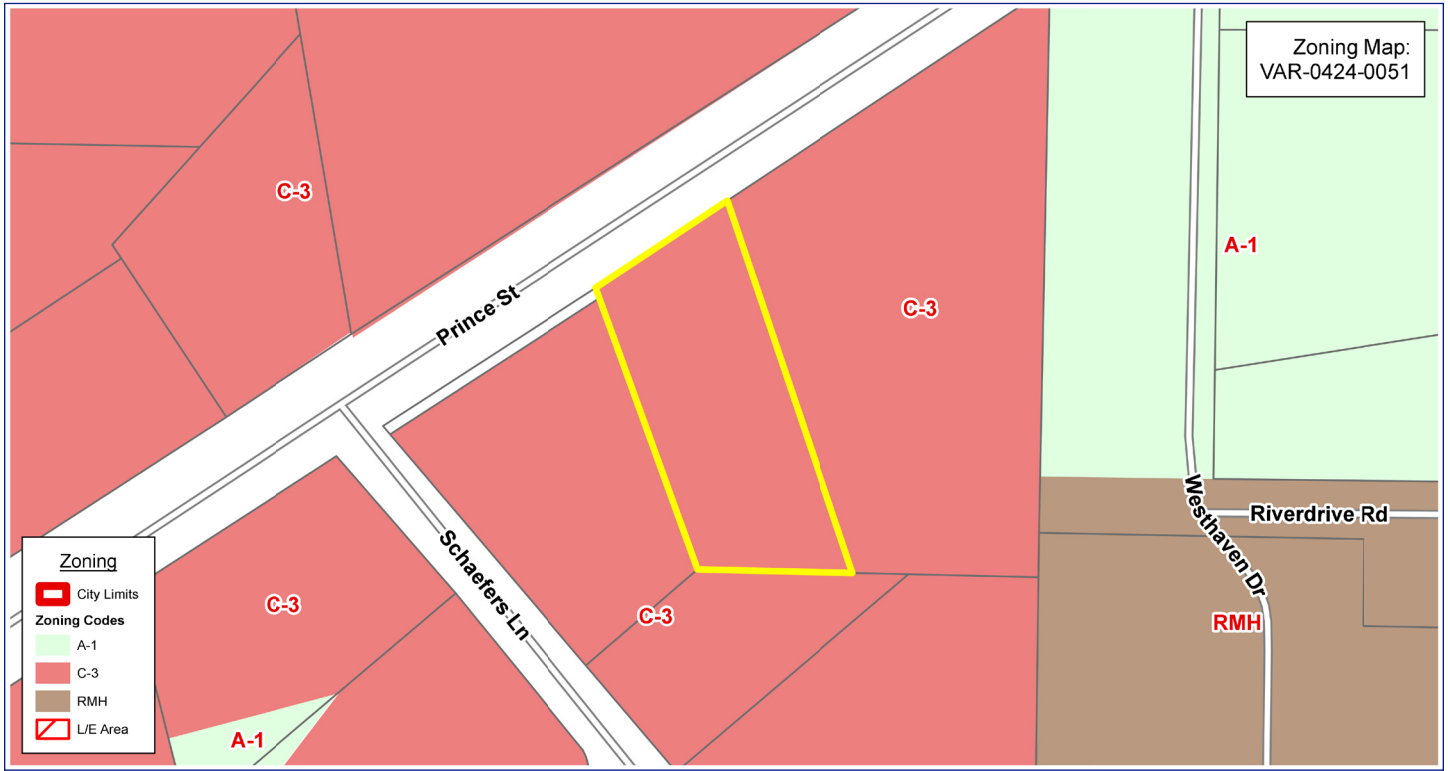
General Overview. The applicant is proposing to construct a 798-sf accessory structure for the storage of dry goods to accompany the existing retail stores on the property. This request would necessitate the granting of a variance to accommodate the larger commercial accessory structure by allowing the increase of allowed accessory area by 638-sf.

Zoning Code. §502.1.D.1- Total area of commercial accessory building(s) shall not be larger than one hundred sixty (160) square feet.

Request for Zoning Variance: Request to allow commercial accessory structure exceeding 160sf

I.A

±0.98 acres south of Prince St between Hogan Ln and Westhaven Dr



Request for Zoning Variance: Request to allow commercial accessory structure exceeding 160sf

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Basis of Variance Review. In accordance with §702.2 the Zoning Code, the Board of Zoning Adjustment, consisting of the members of the Planning Commission shall, “Hear and decide variance requests from the literal provisions of the Zoning Code in instances where strict enforcement of the Zoning Code would cause undue hardship because of circumstances unique to the individual property under consideration, and grant such variances only when it is demonstrated that such action will be in keeping with the spirit and intent of the provisions of the Zoning Code.”

STAFF COMMENTS

- The proposed accessory structure meets all setbacks and lot coverage requirements for the C-3 zone and the requirements for accessory structures.
- The design of and cladding on the structure will mimic that of the newly constructed commercial development on site.
- Allowing the variance would not preclude the applicant from meeting all other requirements of the C-3 zone.
- The maximum allowed area of accessory structures is too restrictive for feasible commercial operation.
- Granting the variance would not likely harm adjacent property.

STAFF RECOMMENDATION

Planning Staff recommends approval of the requested variance, with suggested conditions below, on the basis that it would allow for the subject property to be developed in a comparable manner to adjacent properties and would not likely result in harm to adjacent property. Suggested conditions of approval:

1. The applicant shall be required to plat the property prior to the issuance of building permits.
2. The accessory structure shall be constructed as proposed on the submitted elevations and be of similar/complementary exterior finishes to the primary structure on site.
3. Any existing landscaping approved through site development review of Estella Market that is displaced for the accessory structure construction, must be replaced along the western and southern property lines surrounding the structure.

SAMPLE MOTION

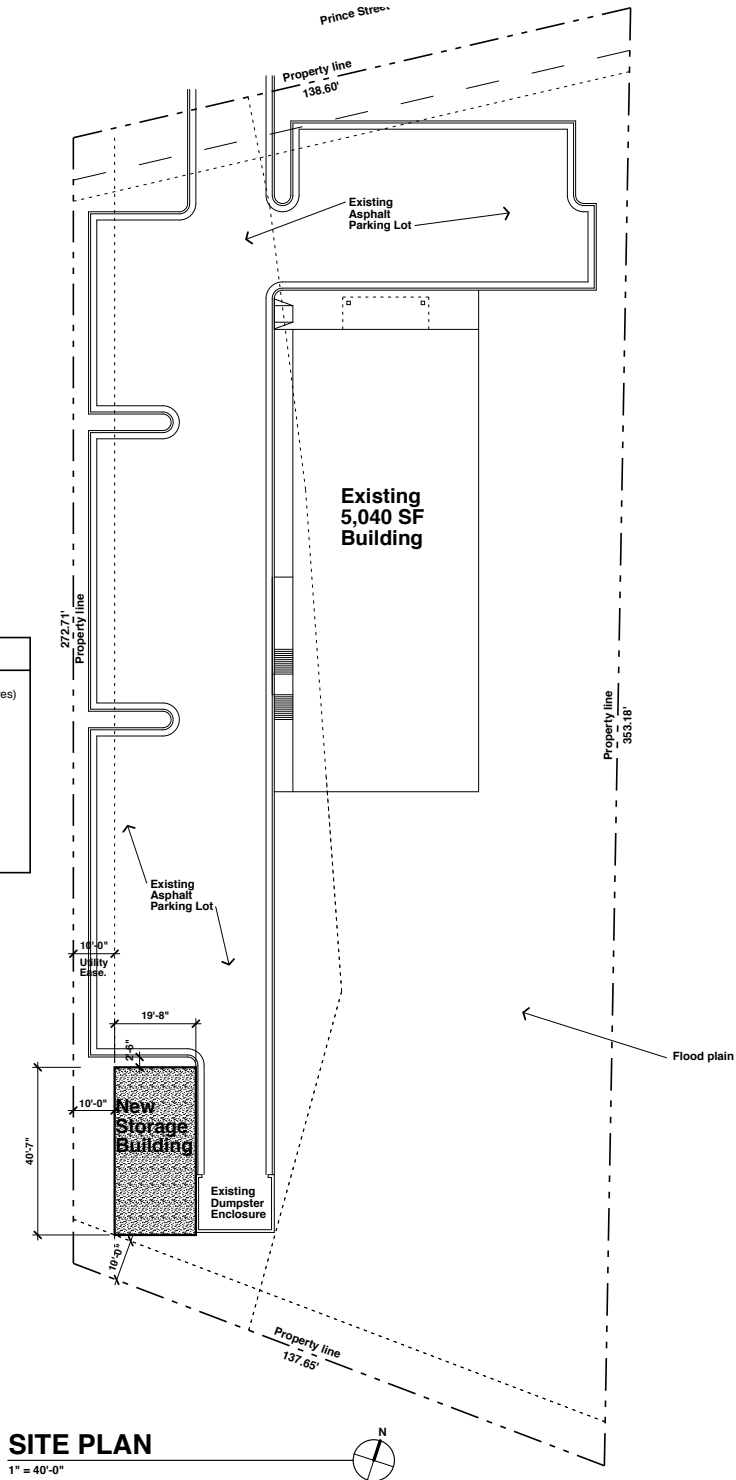
I move to accept the staff recommendation to approve the request with conditions indicated in the staff report on the basis that, as conditioned, the variance will not likely negatively impact adjacent property.

Request for Zoning Variance: Request to allow commercial accessory structure exceeding 160sf

±0.98 acres south of Prince St between Hogan Ln and Westhaven Dr

I.A

Site Information	
Total property area	41,344 SF (.95 acres)
Existing building SF	5,650 SF (13%)
New Storage Building SF	798 SF (2%)
Total building SF	6,448 SF (16%)
Existing impervious surface SF	16,000 SF (39%)
Total impermeable surface SF	22,448 SF (54%)
Property zoning	C-3



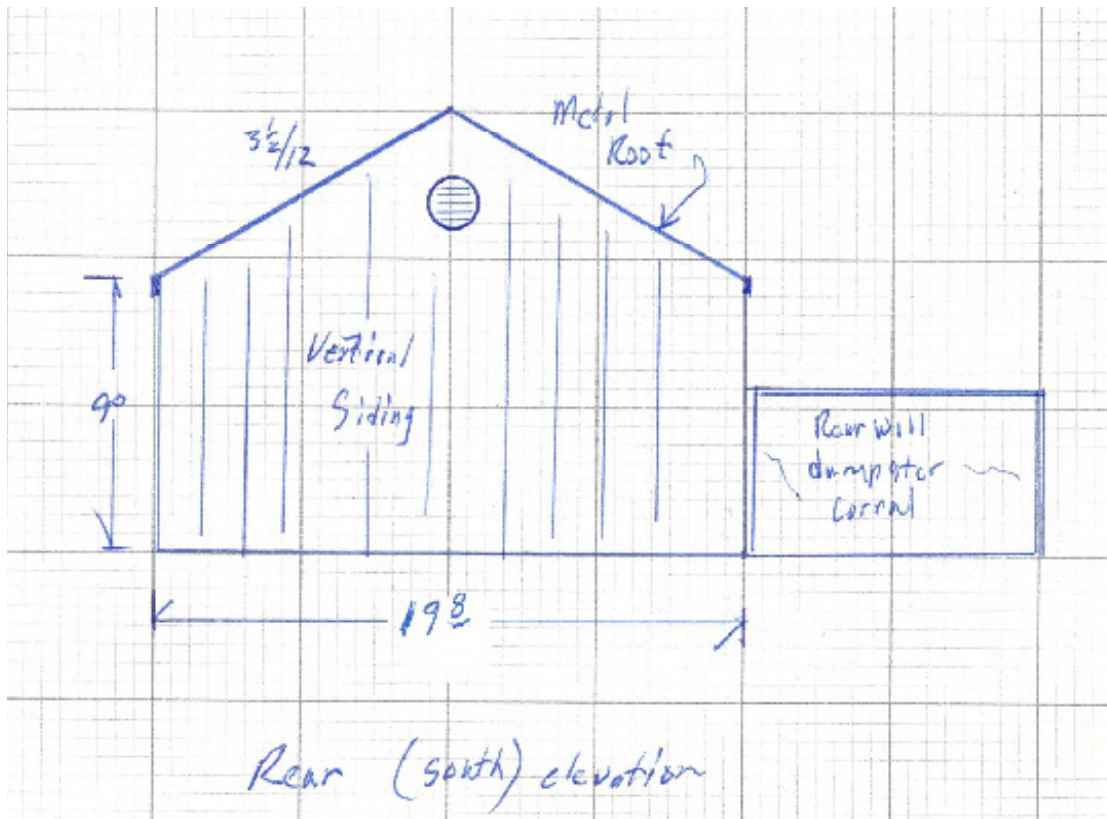
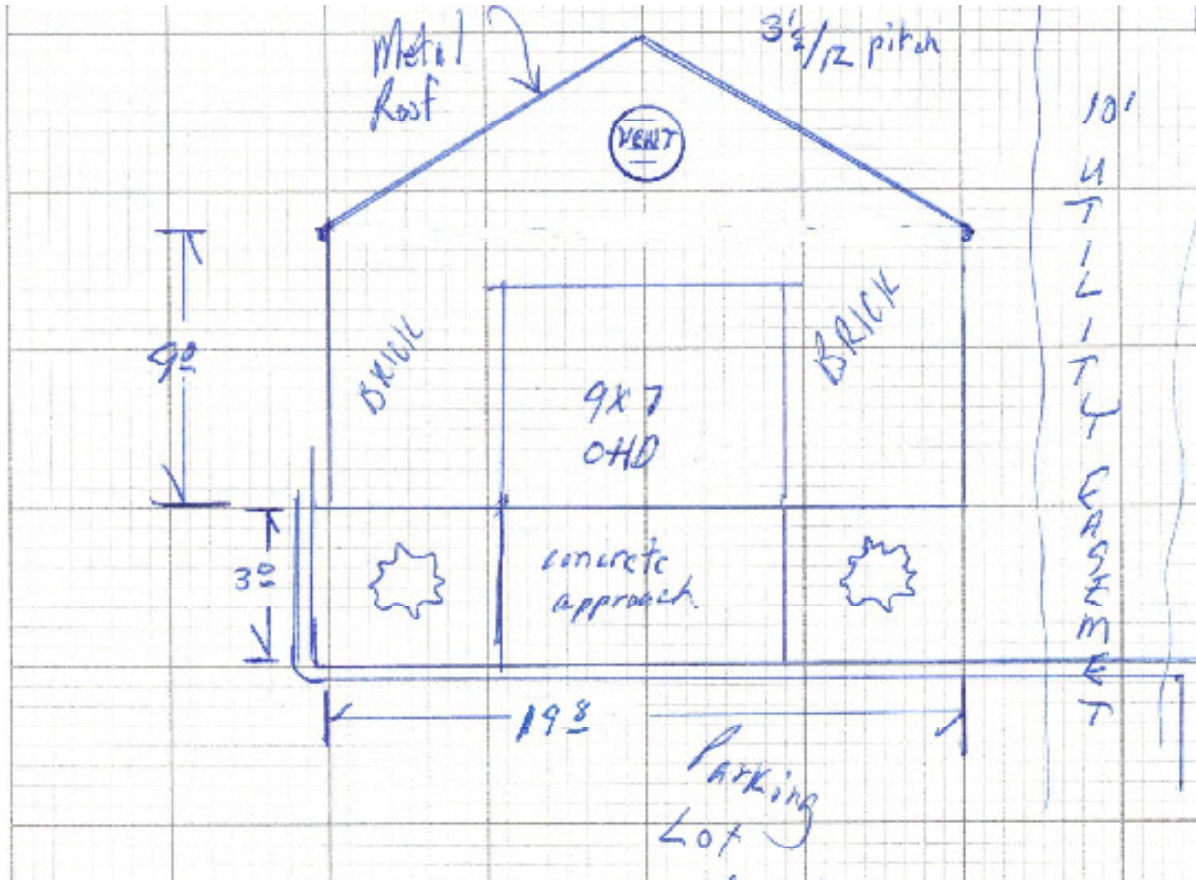
SITE PLAN
1" = 40'-0"

<p>SITE PLAN</p>
<p>NEW STORAGE BUILDING ESTELA MARKET 5865 Prince Street CONWAY, ARKANSAS</p>
<p>HURD LONG Architects & Design Consultants, P.A. 1015 Von Rankle St. • Conway, Arkansas 72034 • 501/536-9447 319 President Clinton Ave. • Suite 201 • Little Rock, Arkansas 72201 • 501/707-0335</p>
<p>PROJECT NO. _____</p>
<p>DATE 4/11/24</p>
<p>SHEET NO. SB-1</p>

Request for Zoning Variance: Request to allow commercial accessory structure exceeding 160sf

I.A

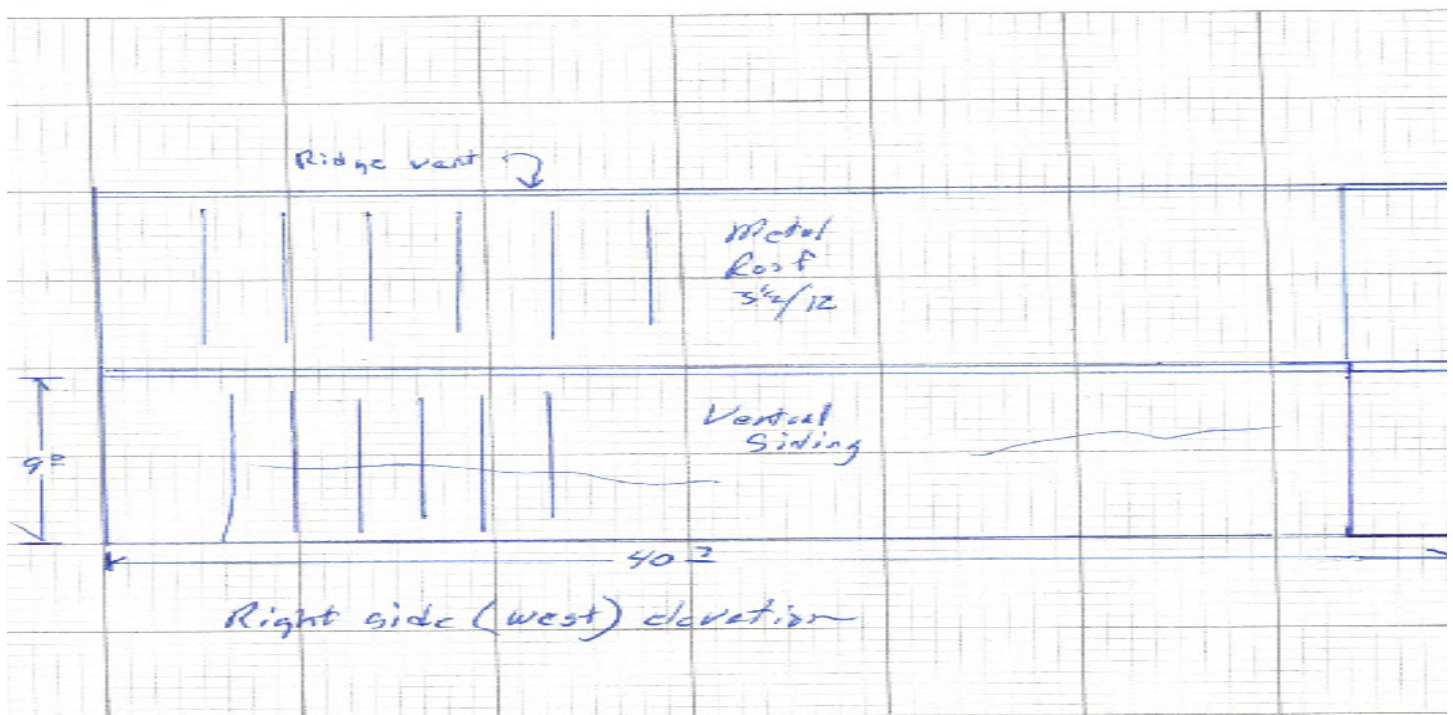
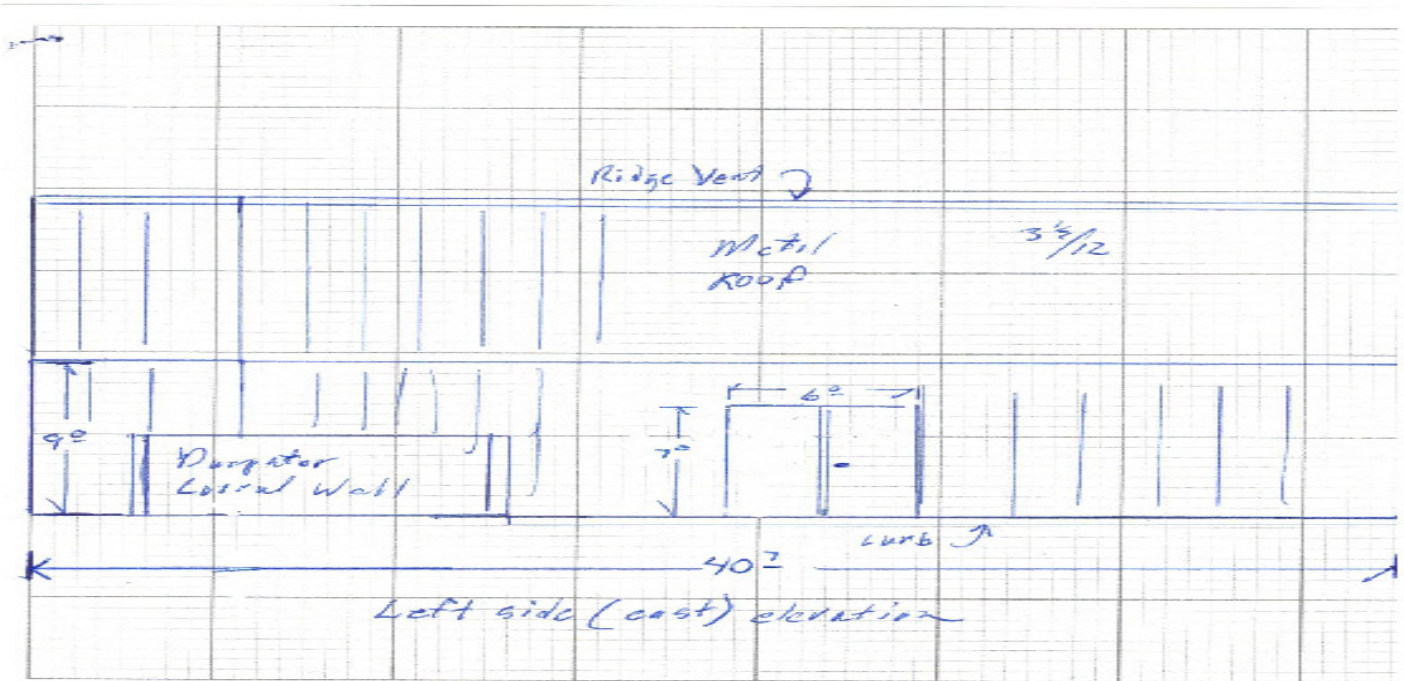
±0.98 acres south of Prince St between Hogan Ln and Westhaven Dr



Request for Zoning Variance: Request to allow commercial accessory structure exceeding 160sf

I.A

±0.98 acres south of Prince St between Hogan Ln and Westhaven Dr



±0.98 acres south of Prince St between Hogan Ln and Westhaven Dr

**GUIDE FOR ZONING VARIANCE APPLICATION
Conway Planning Commission acting as the Board of Zoning Adjustment
City of Conway, Arkansas**

Proposed Location

Address: 3865 Prince Street

Subdivision Name:

Block Number: Lot Number: Property description if not in a subdivision: See

attachment for legal description Subject property borders undeveloped property on the east which is all floodway/floodplain. The west property line borders a self serve car wash.

Description of variance being sought: Current C-3 zoning only allows a maximum of 160 square feet of an additional accessory building. We request a variance for a 1000 square feet storage building to be constructed in the back SW corner of the subject property next to the rear of the car wash property. This new construction would not be in any flood plain designated area. Exterior finishes of the new building would be similar/complementary to the existing newly constructed building.

Proposed Use: The new constructed building would be for only storage of dry goods for the existing retail stores on this property.

Name of Applicant: Hugo Flores, Estela Coba

Signature of Owner/Applicant:



Home Address: 120 Highland Park, Conway, AR

Email Address: flooringhugo@live.com

Daytime Telephone: 501-908-9903

Date: 4/17/2024

Hugo Flores 501-908-9903

Request for Zoning Variance: Request to allow commercial accessory structure exceeding 160sf

±0.98 acres south of Prince St between Hogan Ln and Westhaven Dr

I.A



View of subject property from Prince St looking S



View of proposed accessory building location



View of primary structure from the rear



Property adjacent to the W as seen from subject property



View of adjacent property to the N as seen from subject property



View of adjacent property to the W

**The following is for
consideration by the CONWAY
PLANNING COMMISSION**

APPLICANT/AUTHORIZED AGENT

Tim Lemons
Lemons Engineering Consultants, Inc.
204 Cherry St
Cabot, AR 72023

OWNER

Ankur Patel
Shriya Properties, LLC
815 E Oak Street
Conway, AR 72032



Continued to June to meet legal noticing requirements.

Request for Conditional Use Permit: Home Occupation in R-1

I.B

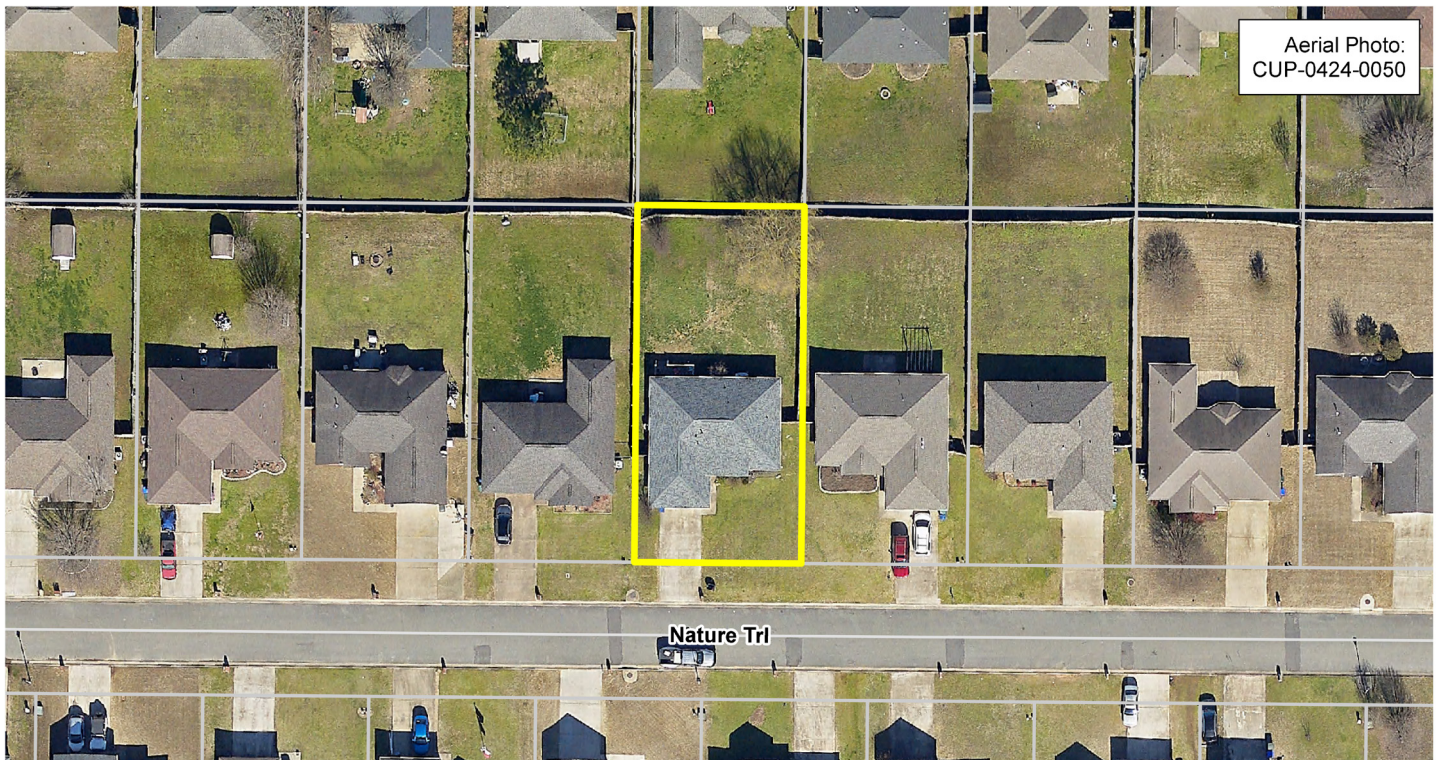
Smithfield Subdivision: West of Donaghey Ave, between Tyler St and Meadowlake Rd

APPLICANT/AUTHORIZED AGENT

Remi Hodges
2210 Nature Trail
Conway, AR 72034

OWNER

Audrianna Grisham & John Hodges
P.O. Box 13980
Maumelle, AR 72113



SITE DATA

Location. 2210 Nature Trl. Lot 72 Smithfield Subdivision.

Site Area. 0.21 acres ±.

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

Adjacent Zoning. North, South, East, West: R-1 (Single-Family Residential District).

Requested Conditional Use. Home Occupation to allow esthetician services.

Existing Structures. 1,944-sf single family dwelling.

Overlay. None.

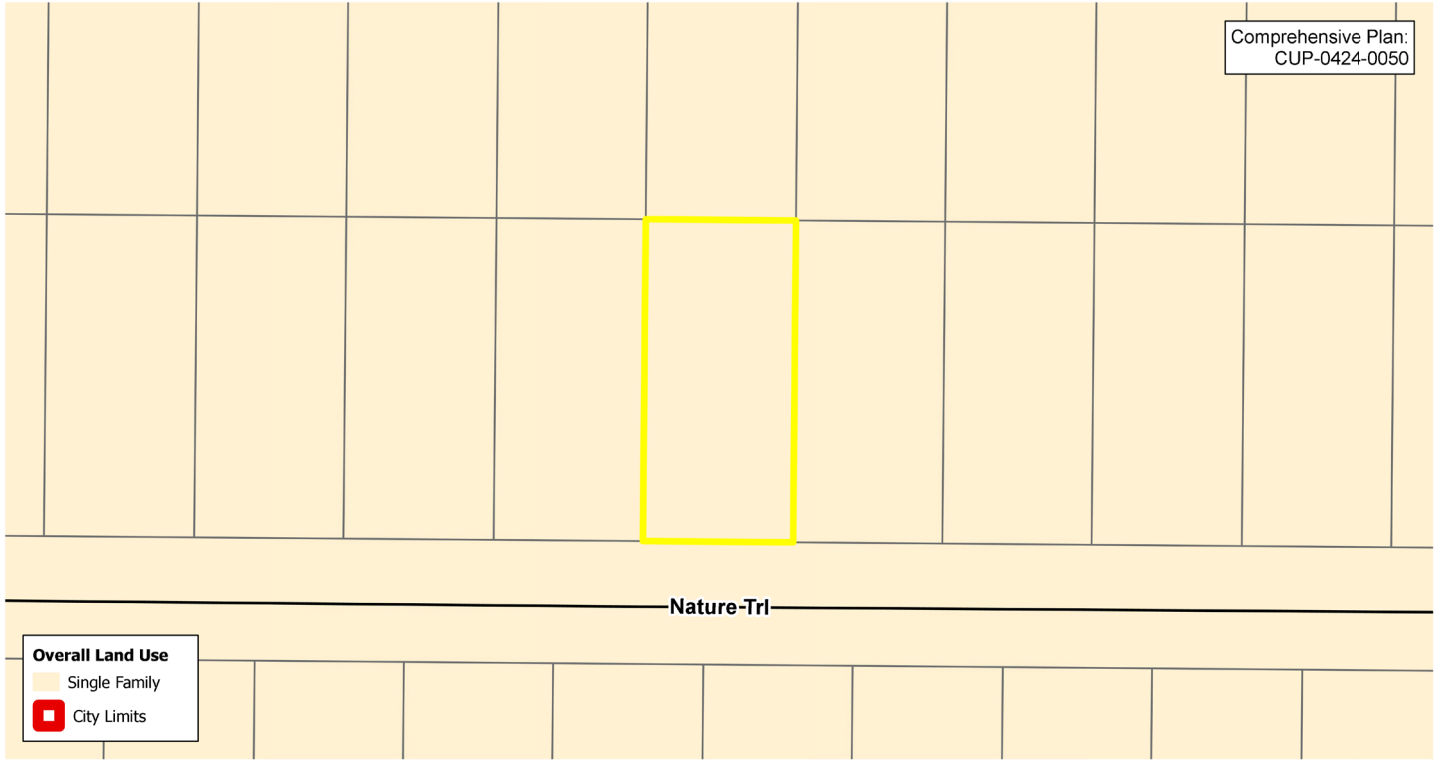
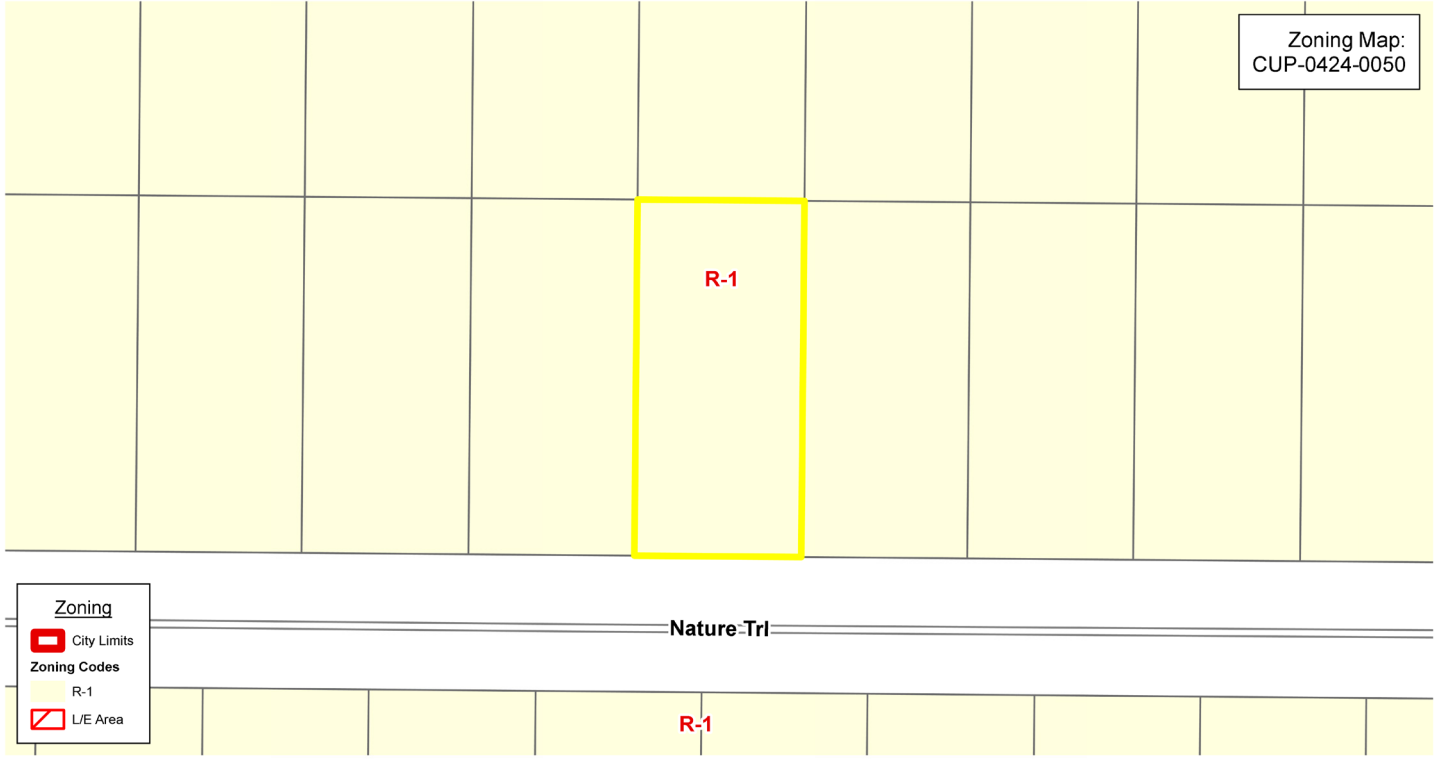
Comprehensive Plan. Single-Family.

Projected Traffic Impact. A single-family residence generates around 10 vehicle trips per day. The addition of a single-person operation esthetician service, with 15-20 clients per week, would have minimal traffic impact.

Request for Conditional Use Permit: Home Occupation in R-1

I.B

Smithfield Subdivision: West of Donaghey Ave, between Tyler St and Meadowlake Rd



Request for Conditional Use Permit: Home Occupation in R-1

I.B

Smithfield Subdivision: West of Donaghey Ave, between Tyler St and Meadowlake Rd

Current Traffic Counts. There are no estimates within the vicinity of this property. The closest location, which is approximately +/- 800ft south from the intersection of Donaghey Ave and Nature Trl, at the intersection of Donaghey Ave and Tyler St is 7,800 ADT.

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

Utilities. Utilities are currently available on site.

Master Street Plan. Nature Trl (Local Residential 50' ROW).

Street Improvement. No improvements planned at this time.

STAFF COMMENTS

- The applicant intends to provide esthetician services under the approval of a Home Occupation within the garage of the residence. These services would include facials, superficial chemical peels, body treatments, waxing or sugaring, and makeup application.
- The requested use would adhere to the Zoning Code definition of a beauty shop, "A facility licensed by the state where hair cutting, hair dressing, shaving, trimming beards, facials, manicures or related services are performed."
- A beauty shop having facilities to serve no more than one person or to be used by not more than one operator shall be considered a permitted home occupation.
- Home occupation is any occupation or profession carried on by a member of the immediate family residing on the premises, in connection with which there is used no display that will indicate from the exterior that the building is being utilized in whole or in part for any purpose other than that of a dwelling; there is no advertising.
- The resident at the site will be the only staff member and the operation will take up no more than 25% of the gross floor area of the residence.
- The use of the site for home occupation (beauty shop) is not permitted by right in the R-1 zoning district but is allowed via a conditional use permit.
- The Comprehensive Plan indicates this property as Single-Family. The primary use of the property is still single-family residential while also allowing the resident to operate a quiet skin care practice from her garage.
- As conditioned, the conditional use permit would not likely negatively impact adjacent properties.

STAFF RECOMMENDATION

Planning Staff recommends approval of the conditional use permit with the following conditions:

1. Operating hours are limited to 10:00am—5:00pm, Tuesday through Saturday.
2. Treatments are limited to facials, superficial chemical peels, body treatments, waxing or sugaring, and makeup application.
3. The residence shall not require external alterations or involve construction features or the use of mechanical equipment not customary in dwellings.
4. The home occupation shall not occupy more than twenty- five percent (25%) of the gross floor area of one floor of said dwelling.
5. There shall not be displayed or created outside the building or displayed by means of windows or openings in the structure any external evidence of the operation of the occupation, except for one inanimate, non-illuminated accessory identification sign not more than two (2) square feet in area may be placed flat against a wall or door or displayed in a window. All signage shall be permitted and installed in accordance with the Conway Sign Code.
6. No person is employed other than a member of the immediate family resident on the premises.
7. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses beyond the property line.
8. Client parking shall be limited to the driveway and curb in front of the property.
9. No zoning variance, which could result from the commencement of the conditional use, may be considered.
10. Any changes to or expansion of the approved use shall require an amended or new conditional use permit.

Request for Conditional Use Permit: Home Occupation in R-1

I.B

Smithfield Subdivision: West of Donaghey Ave, between Tyler St and Meadowlake Rd

11. The conditional use approval shall become null and void if the use is not commenced within 18 months from the date of approval of this permit.
12. The conditional use permit shall expire if the use ceases for a consecutive period of greater than 18 months.

SAMPLE MOTION

I move to accept the staff recommendation to approve the request with conditions indicated in the staff report on the basis that, as conditioned, the proposed use will not likely negatively impact adjacent property and aligns with the regulations for Home Occupation of the Zoning Code.

Request for Conditional Use Permit: Home Occupation in R-1

I.B

Smithfield Subdivision: West of Donaghey Ave, between Tyler St and Meadowlake Rd

April 15, 2024

Conway Planning & Development
Attn.: Rebecca
1111 Main Street
Conway, AR 72032

RE: Conditional Use Permit for:
2210 Nature Trail, Conway, AR 72034

To Whom It May Concern:

Please consider this letter in satisfaction for your request for an operational plan and studio layout.

A brief introduction: I am a state licensed esthetician with over three (3) years practical experience. I have been trained through apprenticeships and formal esthetics. I am certified as a skin care professional who has been programs to perform treatments that promote skin health and beauty.

As I am just beginning, an estimate of number of clients is little more than wish and a prayer, however, I would hope to have approximately 15-20 clients per week, on a by appointment basis only. My expected hours of operation will be: Tuesday through Saturday, 10 am to 5 pm.

Only one (1) client at a time will be serviced, thus one (1) additional vehicle will be present at any one time.

Services: Treatments to promote skin health and beauty. These treatments may include, but not be limited to: facials, superficial chemical peels, body treatments, waxing or sugaring, and make-up application.

Management team: I will be responsible for the daily running and operation of all services. Audrianna Grisham, my mother, will be responsible for all accounting and business management, which will be maintained off-site.

Layout: I do not have an accurate floor plan of my home to submit, however, I am attaching a copy of the listing when the home was purchased to show the number of square feet (1,368) exclusive of the garage, as well as a diagram from actdatascout.com. It is the garage I intend to use as the workspace.

Only a small placard with the name of the business will be placed on the entrance door. There will be no other signage.

Please feel free to call upon me should you need further information.

Request for Conditional Use Permit: Home Occupation in R-1

Smithfield Subdivision: West of Donaghey Ave, between Tyler St and Meadowlake Rd

I.B



View of subject property from Nature Trail looking N



Property adjacent to the S across Nature Trail



Property adjacent to the SE across Nature Trail



Property adjacent to the E



View of Nature Trail facing E



View of Nature Trail facing W

Request for Conditional Use Permit Modification: Retail-Restricted to Retail-General

I.C

Vacant parcel on the southern side of Prince St, adjacent to Tucker Creek Trail

APPLICANT/AUTHORIZED AGENT

Jared Coleman
Blue Whale Development
1400 W Markham #204
Little Rock, AR 72207

OWNER

Dennis and Patricia White
400 Quitman Road
Quitman, AR 72131



SITE DATA

Location. 2555 Prince Street.

Site Area. ±1.89 acres.

Current Zoning. O-1 (General Office District).

Requested Conditional Use. To void and replace existing Conditional Use Permit (No.1277REV) which allows Retail-Restricted and to adopt a new conditional use permit allowing Retail-General uses.

Adjacent Zoning. North: R-1 (One Family Residential District), South: R-1, East: O-1 (Retail-General; Shadrachs Coffee), West: O-2 (Quiet Office District; Edward Jones).

Existing Structures. None.

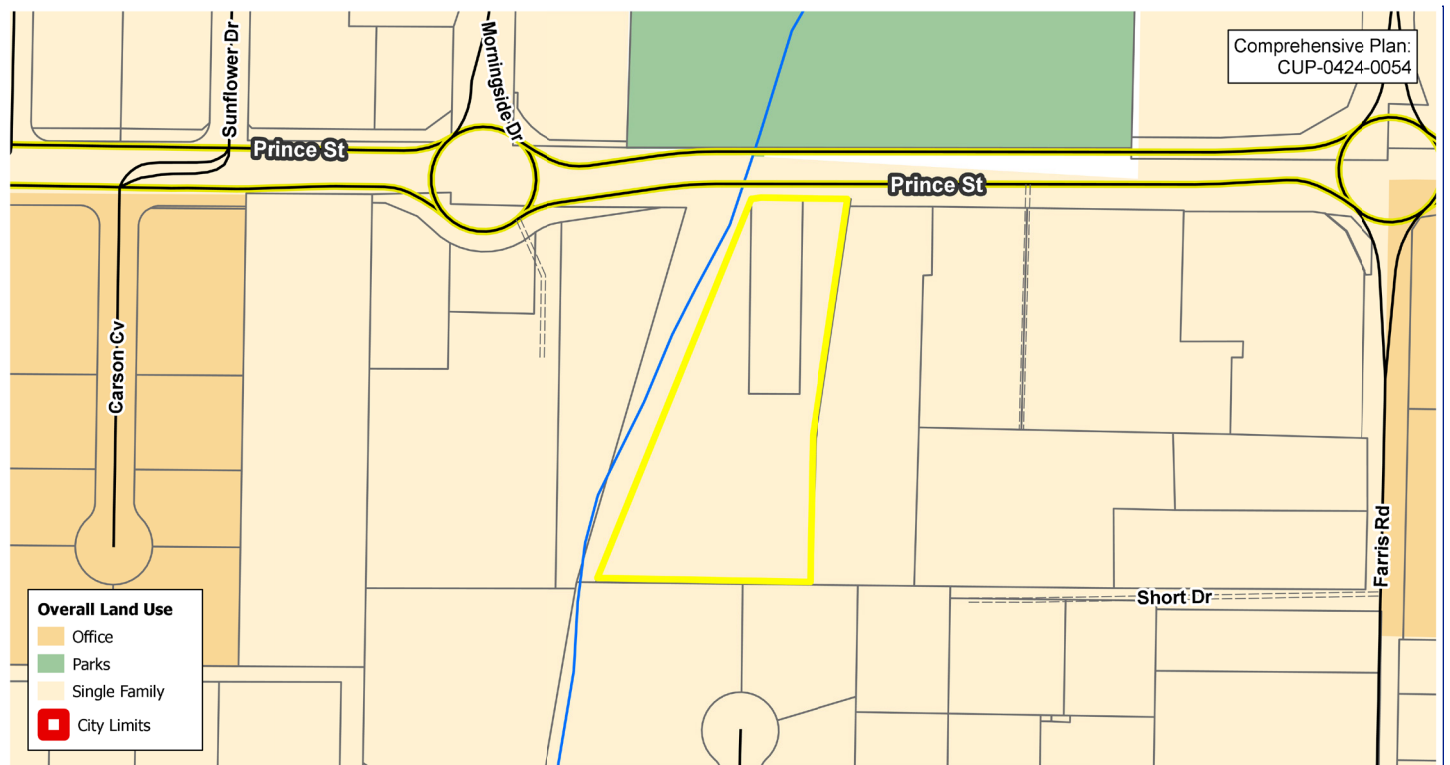
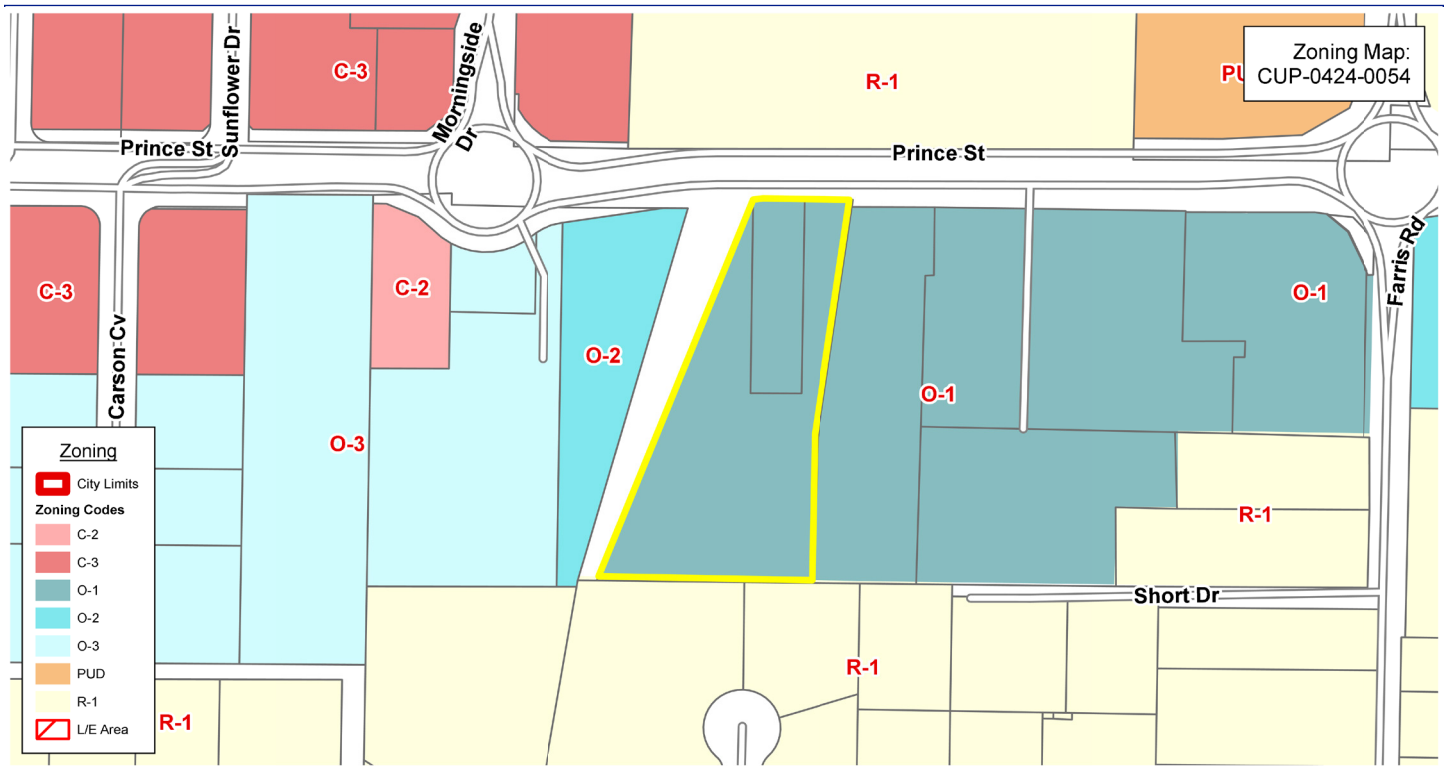
Overlay. N/A.

Comprehensive Plan. Single Family. Development along this corridor has been trending away from the Single-Family designation on the Comprehensive Plan. The development pattern indicates a developing commercial corridor from Salem Rd to Farris Rd along Prince St.

Request for Conditional Use Permit Modification: Retail-Restricted to Retail-General

I.C

Vacant parcel on the southern side of Prince St, adjacent to Tucker Creek Trail



Vacant parcel on the southern side of Prince St, adjacent to Tucker Creek Trail

Projected Traffic Impact. With a conditional use permit allowing Retail-General uses, the likely effect on traffic would be moderate to heavy. The highest intensity use in Retail-General is an eating place with drive thru. The proposed development (coffee shop with drive thru) is projected to yield approximately 1,334 vehicle trips per typical weekday. Trips will be distributed onto Prince Street via a standard driveway allowing both ingress and egress. Pedestrian/bicycle traffic is also expected from Tucker Creek Trail.

Current Traffic Counts. Prince Street near site location: 21,000 – Average Daily Traffic (ADT).

Flood/Drainage. A large portion of the property lies within the 100 year FEMA flood plain.

Utilities. Utilities are available. Applicant shall coordinate extension of utilities with Conway Corp and Engineering.

Master Street Plan. Prince Street – Major Arterial (100' ROW).

Street Improvement. No improvements are scheduled for this portion of Prince Street at this time.

STAFF COMMENTS

- Approval of the CUP shall not be considered a site plan approval. All development standards required by Code will be considered during Site Development Review.
- Cross access will be required with the property to the east.
- Given current development trends in this area, this type of use appears reasonable.
- Attention to the adjacent trail will be required during site development review.

STAFF RECOMMENDATION

Staff recommends approval of the conditional use permit with the following conditions:

1. Only Retail-General shall be allowed.
2. The development shall be built in a manner consistent with the submitted site plan.
3. One driveway curb cut shall be allowed off of Prince Street. Driveway curb cut shall be executed as shown on the submitted site plan.
4. A 30' green space buffer (no parking structures) shall be required along the southern property line and shall be maintained by the property owner. Landscaping abutting residential areas should consist of trees, bushes, etc. of evergreen species to provide additional buffering/screening to the neighboring residence. An installation diagram and list of proposed species shall be submitted for approval by Planning staff prior to installation. The Planning & Development Director may require additional screening (8-ft wood privacy fence and evergreen vegetation) along adjacent residential areas to reduce the impact of the proposed use.
5. A 20' vegetative buffer from the floodway of Tucker Creek shall be provided with no parking, structures, or drives. The buffer shall be shown on the landscape plan with species specified to ensure they are appropriate for the flood plain/riparian area. The existing trail shall remain as constructed.
6. Any changes to or expansion of the approved use shall require an amended or new conditional use permit.
7. Development of the site is subject to site development review [in accordance with Article 10 of the Conway Zoning Code] prior to the issuance of building permits.
8. All exterior lighting shall be inward, downcast, and shrouded to prevent light trespass onto adjacent property and shall comply with Article 10, Development Review Standards, of the Zoning Code. Extra caution shall be taken for lighting around boundaries adjacent to residential uses.
9. Any new fencing shall comply with Article 10, Development Review Standards, of the Zoning Code. Fencing type and placement shall be approved by Planning Staff prior to installation.
10. The property shall be platted in accordance with the Subdivision Regulations.
11. No zoning variance, which could result from the commencement of the conditional use, may be considered.
12. The conditional use permit shall expire if the use ceases for a consecutive period of greater than eighteen (18) months.

Vacant parcel on the southern side of Prince St, adjacent to Tucker Creek Trail

- 13. Any new signage shall be permitted and installed in accordance with the Conway Zoning Code.
- 14. With the approval of this Conditional Use request, conditional use permit (No. 1277REV) shall be revoked for 2555 Prince Street and replaced by this new permit.

SAMPLE MOTION

NOTE: Applicant is requesting Condition 12 to be extended to 24 months. If Planning Commission is in favor of this revision, they will need to amend Condition 12 verbally when making the motion of approval.

I move to accept the staff recommendation to approve the request with the conditions indicated in the staff report on the basis that, as conditioned, the use would not likely negatively impact adjacent property and allow appropriate buffering of the use.

Vacant parcel on the southern side of Prince St, adjacent to Tucker Creek Trail

PERMIT No 1277 – Amended 4/12/22 to reflect removal of 2525 Prince Street Property

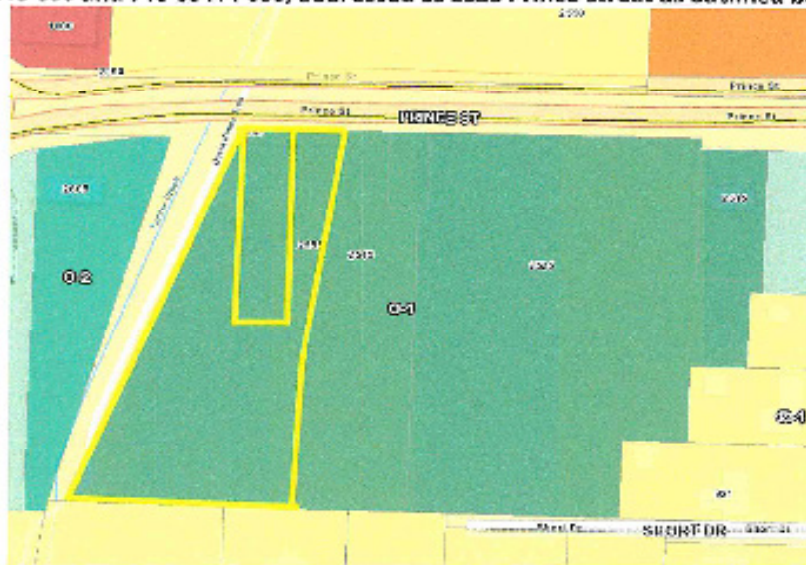
USE2308APRC1
51411NW

CONDITIONAL USE PERMIT CITY OF CONWAY, ARKANSAS

PROPERTY DESCRIPTION / ADDRESS / LOCATION:

This conditional use is for property located 2545, 2525, 2545, and 2555 Prince Street with the following legal description:

Parcels 710-08413-000 and 710-08414-000, addressed as 2555 Prince Street as outlined below.



Less and except: (per Conditional Use Permit No. 1364)

Being a part of the NE1/4 NW1/4 of section 11, T-05-N, R-14-W, Faulkner County, Arkansas more particularly described as commencing at the NE corner of the NE1/4 NW1/4, at a set 5/8" rebar; thence along the East line of said NE1/4 NW1/4 to a point S02°06'28"W, 74.60 feet; thence leaving said East line S88°30'38"W, 20.04 feet to a point on the old western right of way of Farris Road; thence along said right of way S02°06'28"W, 45.89 feet to a set 1/2" rebar on the existing right of way of Farris Road being the point of beginning; thence along said right of way S02°06'28"W, 112.49 feet to a point; thence leaving said right of way N87°54'29"W, 167.72 feet to a set 1/2" rebar; thence N02°29'09"E, 21.06 feet to a found 1/2" rebar; thence N88°59'06"W, 81.58 feet to a found 1/2" rebar; thence N05°55'54"E, 177.45 feet to a found 1/2" rebar on the South right of way of Prince Street; thence along said right of way S83°47'56"E, 71.03 feet to a found AHTD right of way monument; thence S88°58'08"E, 86.70 feet to a found AHTD right of way monument; thence S81°01'02"E, 16.65 feet to a set 1/2" rebar; thence S49°25'16"E, 35.84 feet to a set 1/2" rebar; thence S24°17'21"E, 62.78 feet to a set chiseled-x in a concrete sidewalk; thence S87°26'49"E, 7.28 feet to a point of beginning, containing 0.99 acres, more or less.

Vacant parcel on the southern side of Prince St, adjacent to Tucker Creek Trail

PERMIT No 1277 – Amended 4/12/22 to reflect removal of 2525 Prince Street Property

USE20084PH01
51411NW

Less and except: (per Conditional Use Permit No. 1379)

Part of the NE 1/4, NW 1/4, Section 11, T-5 N, R-14 W, Faulkner County, Arkansas described as beginning the NW corner of said NE 1/4, NW 1/4 and run south 26.5 feet; thence, N89-32-30E along the south right of way of Prince Street 628.5 feet to the point of beginning; thence, N89-32-30E along said right of way, 106 feet; thence, S0-20-40E, 100 feet; thence, S89-32-30W, 12 feet to a found 1 inch pipe; thence, south 404.08 feet to an existing property line; thence, west along said property line, 134 feet; thence, north 190.87 feet; thence, N7-17-40E, 315 feet to the point of beginning containing 1.43 acres +/-

Less and except: (per Conditional Use Permit No. CUP-0122-0192)

From the northeast corner of said NE 1/4 NW 1/4 run thence south 25 feet to the south right-of-way line of highway #60; thence westwardly along said south right-of-way line 186 feet; thence south 185 feet to the point of beginning of the lands hereby conveyed; thence west 82 feet; thence north 185 feet to the south right-of-way line of said highway #60; thence westerly along said south right-of-way line 330.5 feet; thence south 100 feet; thence west 12 feet; thence south 404 feet to the dividing line between the H.D. Russell and B.G. Hogan property; thence east 260.5 feet; thence north 102 feet; thence east 80 feet; thence north 100 feet; thence east 70 feet; thence north 100 feet; thence east 14 feet; thence north 21.3 feet, to the point of beginning, containing 3.98 acres, more or less.

ZONING: O-1 (General Office)

CONDITIONAL USE PERMITTED: Retail – Restricted in O-1 zoning

DATE OF COUNCIL MEETING ALLOWING PERMITTED USE: May 13, 2008; amendment 1 January 26, 2016; amendment 2 September 26, 2017; amendment 3 April 12, 2022

CONDITIONS ATTACHED TO THE PERMIT:

1. ~~No more than 60% of the development's floor area may be used for retail. The allowed 60% restricted retail area of the approved conditional use permit is prorated according to parcel size. The east parcel: 710-08411-000 or 2525 Prince Street shall have no more than 51.6% of the developable area used for restricted retail. The west parcels: 710-08413-000 2555 Prince Street and 710-08414-000 2555 Prince Street shall have no more than 29.5% of the developable area used for restricted retail.~~
2. ~~The development must generally follow the conceptual site plan presented at the April 2008 Planning Commission meeting (see attachment). Key elements are interior parking, structure orientation to creek and trail, and the encouragement of plaza space and trail access points. The 2008 conceptual site plan is abandoned with the exception of encouragement of creek oriented structures, plazas, and trail access points.~~
3. A 30 foot green space buffer strip with no parking or structures on the south to buffer residences.
4. Dedication of a riparian buffer area 30 feet in width, measured east of and parallel to the eastern Tucker Creek floodway boundary, also to be used for pedestrian/bike trail easement purposes.
5. Driveway separation/access management—curb cuts are to have 300 feet of separation and a minimum of 150 feet from side lot lines unless outstanding conditions warrant other locations.
6. Office uses only are allowed on the east and south sides of the development.
7. A brick wall must be constructed along the south property line to provide screening for residences. (Wall must be a minimum of 6 feet tall.)

Request for Conditional Use Permit Modification: Retail-Restricted to Retail-General

I.C

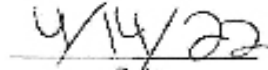
Vacant parcel on the southern side of Prince St, adjacent to Tucker Creek Trail

**PERMIT No 1277 – Amended 4/12/22 to reflect removal
of 2525 Prince Street Property**

USE2006APR01
61411NW

APPROVED:


Bart Castleberry, Mayor


Date

Vacant parcel on the southern side of Prince St, adjacent to Tucker Creek Trail

April 19, 2024

Ms. Lauren Hoffman
City of Conway Planning
1111 Main Street
Conway, AR 72032

Re: **Conditional Use Request**
Future Coffee Shop with Drive Thru
2555 Prince Street
CTA Job No. 24800400

Dear Ms. Hoffman:

Please accept this letter to serve as our application for the above referenced submittal.

This site is in an existing CUP (CUP #1277) that has been amended previously. Our understanding of the existing CUP is that it has the following 7 conditions based on the CUP document obtained from City's website:

1. ~~No more than 60% of the development floor area may be used for retail. The allowed 60% restricted retail area of the approved conditional use permit is prorated according to parcel size. The east parcel: 710-08411-000 or 2525 Prince St. shall have no more than 51.6% of the developable area used for restricted retail. The West parcels: 710-08413-000 2555 Prince St. and 710-08414-000 2555 Prince St. shall have no more than 29.5% of the developable area used for restricted retail.~~
2. ~~The development must generally follow the conceptual site plan presented at the April 2008 Planning Commission meeting (see attachment). Key elements are interior parking, structure orientation to Creek and trail, and the encouragement of Plaza space and trail access points. The 2008 conceptual site plan is abandoned with the exception of encouragement of Creek oriented structures, plazas, and trail access points.~~
3. A 30 foot green space buffer strip with no parking or structures on the South to buffer residences.
4. Dedication of a riparian buffer area 30 feet in width measured east of and parallel to the eastern Tucker Creek floodway boundary, also to be used for pedestrian/bike trail easement purposes.
5. Driveway separation the/ access management dash curb cuts are to have 300 feet of separation and a minimum of 150 feet from side lot lines unless outstanding conditions warrant other locations.
6. Office uses only are allowed on the east and South sides of the development.
7. A brick wall must be constructed along the South property line to provide screening for residences. Wall must be a minimum of 6 feet tall.

Vacant parcel on the southern side of Prince St, adjacent to Tucker Creek Trail

Our request is to remove Parcels 710-08413-000 2555 Prince St. and 710-08414-000 2555 Prince St Proposed from CUP 1277 and establish a new CUP with the following conditions:

1. Retail – General shall be allowed.
2. Driveway location on Prince Street as shown on the submitted site plan.
3. A 30 foot green space buffer [no parking structures] is required along the southern property line to be properly maintained by the property owner. This buffer shall be vegetated and left in an undisturbed state.
4. Any additional structures, expansion of uses not permitted by right, or additions to those structures indicated on the applicants development review application shall be subject to review through an amended or new conditional use permit.
5. This conditional use permit expires 2 years from the date of issuance if no building permit has been issued.
6. A 20 foot buffer from the floodway of Tucker Creek shall be provided with no parking, structures, or drives. The existing trail shall remain as constructed.

Projected Store Hours:

Monday – Saturday 5AM - 8:30PM; Sunday 5:30AM - 8:30PM

Should you have any questions, or require any additional information, please contact us at your convenience.

Sincerely,



Request for Conditional Use Permit Modification: Retail-Restricted to Retail-General

I.C

Vacant parcel on the southern side of Prince St, adjacent to Tucker Creek Trail



View of subject property from Prince St looking S



Property adjacent to the E



View of subject property from Prince St looking S



View of eastbound lane of Prince St and Tucker Creek Trail



View of subject property facing S



View of subject property facing N

Request for Conditional Use Permit Modification: Mobile Food Vendor in I-3

I.D

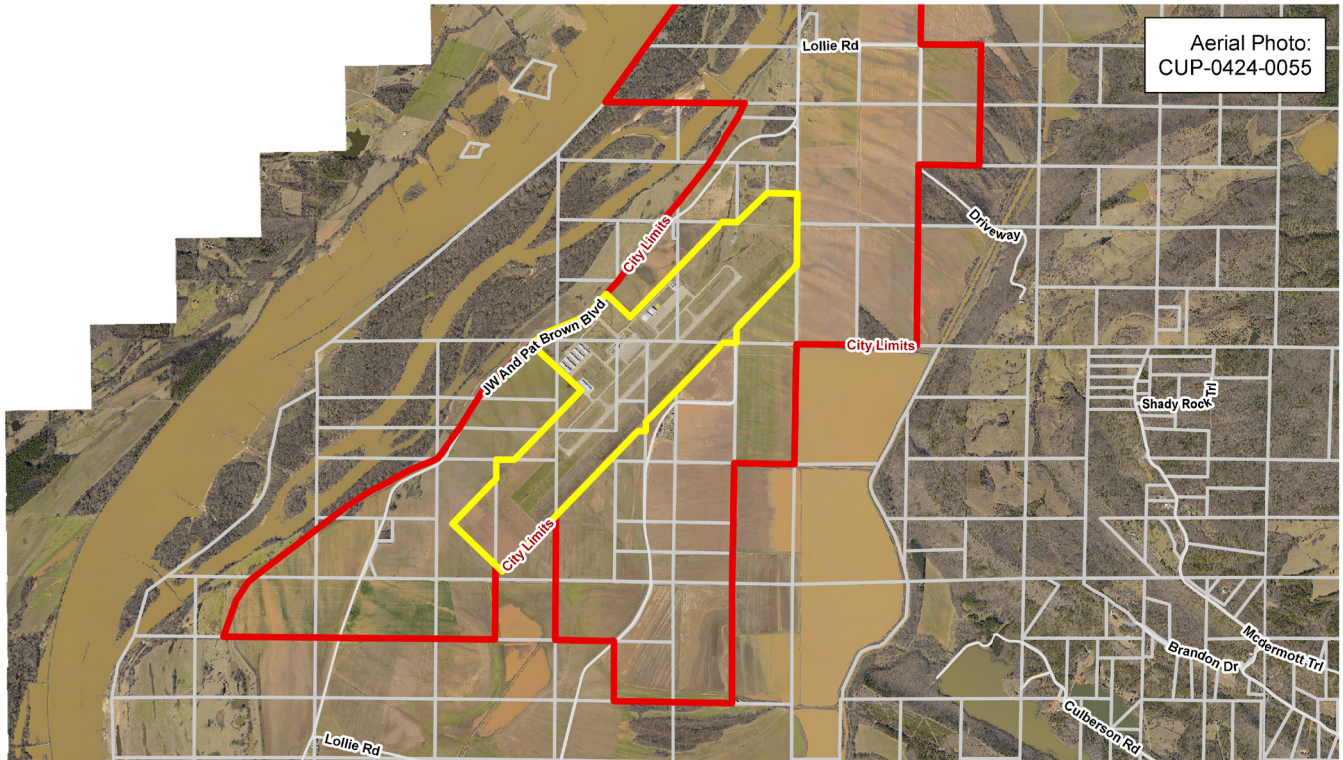
Southeast side of JW and Pat Brown Blvd, Conway Regional Airport

AUTHORIZED AGENT

Jacob Briley
3250 JW and Pat Brown Boulevard
Conway, AR 72106

OWNER/APPLICANT

City of Conway
1111 Main Street
Conway, AR 72032



SITE DATA

Location. Conway Regional Airport (3250 JW and Pat Brown Boulevard).

Site Area. 562.20 acres ±.

Current Zoning. I-3 (Intensive Industrial District).

Abutting Zoning. North, South, East: A-1 (Agricultural District); West: Outside City Limits and I-3 (Intensive Industrial District).

Existing Structures. Regional airport with associated hangars.

Overlay. None.

Existing Conditional Use. Airport in I-3 zone. *No conditions attached to permit.*

Requested Conditional Use. Mobile Food Vendor.

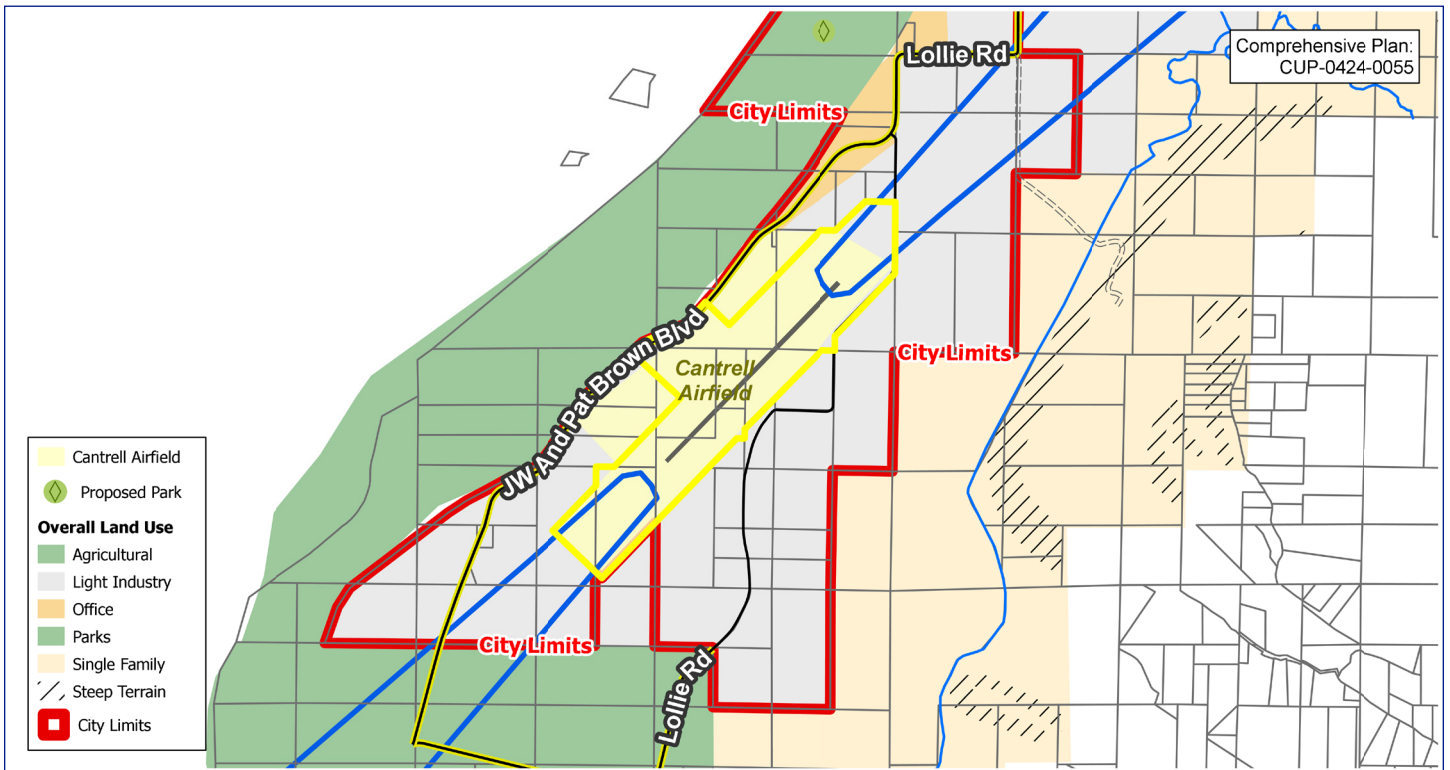
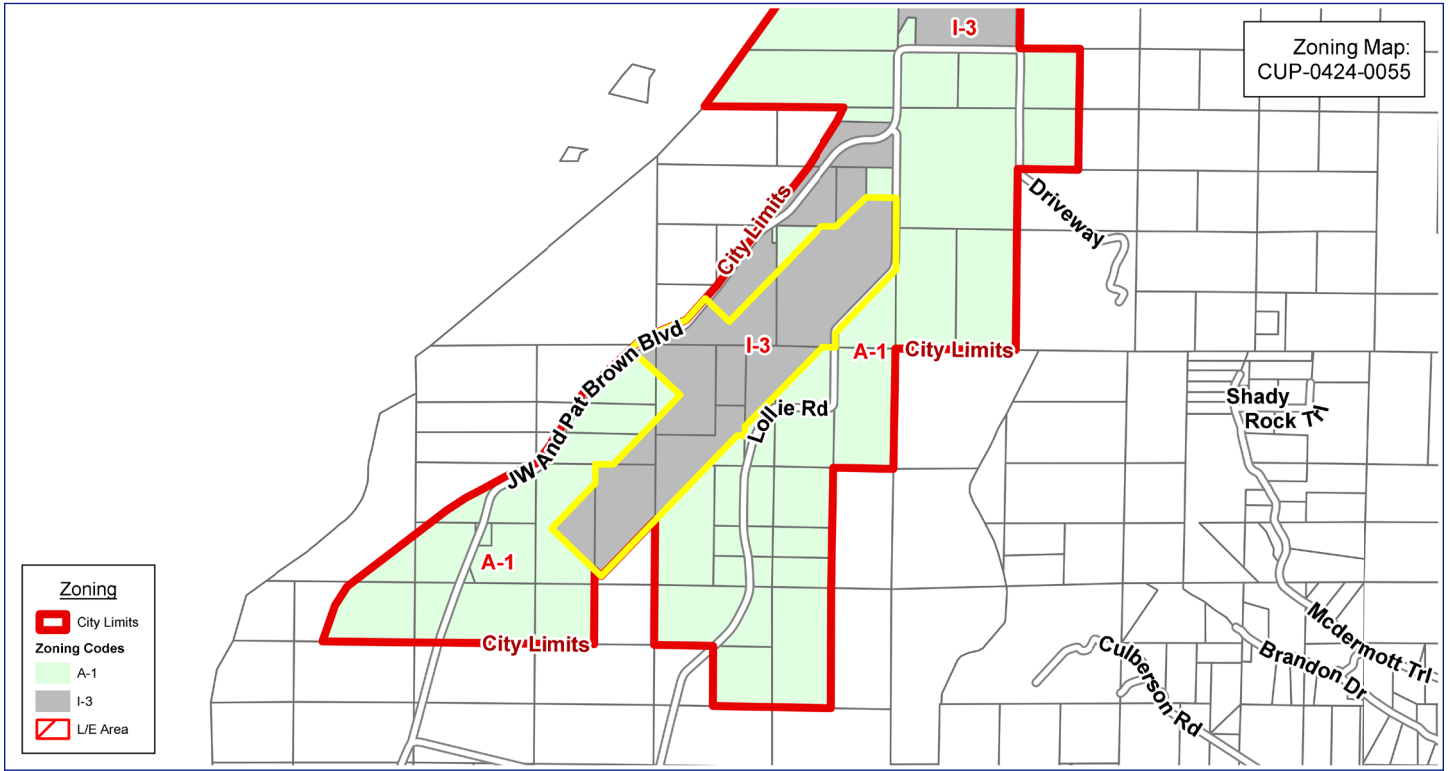
Comprehensive Plan. Light Industry.

Projected Traffic Impact. With a conditional use permit allowing a permanent mobile food vendor with additional hookups provided for special events, the likely effect on traffic would be minimal. The mobile food vendor will serve a need in the area as food options are limited to those in and around the airport area.

Request for Conditional Use Permit Modification: Mobile Food Vendor in I-3

I.D

Southeast side of JW and Pat Brown Blvd, Conway Regional Airport



Southeast side of JW and Pat Brown Blvd, Conway Regional Airport

Current Traffic Counts. JW and Pat Brown Boulevard: 320 average daily trips (ADT). Lollie Road: 20 ADT.

Flood\Drainage. A large portion of the property lies within the 100 year FEMA flood plain and floodway.

Utilities. Utilities are present at the site. The airport will provide an outlet to plug in the truck and charge a fee as part of the lease agreement. Bathroom facilities will be provided by the airport.

Master Street Plan. JW and Pat Brown Boulevard – Minor Arterial; Lollie Road – Collector.

Street Improvement. No current improvement plans.

STAFF COMMENTS

- With the approval of this Conditional Use request, conditional use permit (No. 1313) shall be revoked and replaced by this new permit.
- Airport operations are permitted under this new Conditional Use permit.
- The applicant intends to allow one permanent mobile food vendor at this site. There will be the capacity for additional trucks to be added to the site for special events. All special event permits are required to be issued through the Mayor's office.
- The Comprehensive Plan designates this area as Light Industry. Given the lack of amenities at and around this site, this type of use would be beneficial for this area.
- The applicant plans to operate from 8:00 am – 6:00 pm., Monday- Friday.
- The size of the lot allows for adequate space for operations and equipment as well as any future special events.
- This conditional use would not likely result in harm to adjacent property.

STAFF RECOMMENDATIONS

Staff recommends approval of the conditional use permit with the following conditions:

1. Airport operations are allowed under the Conditional Use permit and must meet Conway Zoning Code.
2. One permanent mobile food vendor is allowed at this site. Temporary vendors may be allowed for special events.
3. Bathrooms to be provided by the airport as outlined in the operational plan.
4. Any site improvements shall be subject to development standards as outlined in Article 518 of the Conway Zoning Code, unless otherwise noted in permit conditions.
5. Parking area must be striped and ADA requirements for parking must be met.
6. All signage shall be permitted and installed in accordance with the Conway Zoning Code (Sign Ordinance).
7. The mobile food vendor portion of the conditional use permit shall automatically expire if the approved use ceases for more than 18 consecutive months.

SAMPLE MOTION

I move to accept the staff recommendation to approve the request with the conditions indicated in the staff report on the basis that, as conditioned, the proposed use would not likely negatively impact adjacent property and will allow for appropriate use of the property.

PERMIT No 1313

USE2011MAY01

CONDITIONAL USE PERMIT CITY OF CONWAY, ARKANSAS

PROPERTY DESCRIPTION / ADDRESS / LOCATION:

This conditional use is for property located at 3605 South Lollie Road / 3600 Sand Gap Road, with the legal description

Beginning at a found 1/2" rebar at the SW corner of the SE 1/4 SE 1/4 of Section 36; thence along the west line of the E 1/2 of the SE 1/4 N01-33-45E 2643.61 to a found 2" pipe at the SW corner of said SE 1/4 NE 1/4, said point being the point of beginning; thence leaving said west line N46-47-10E 928.85 feet; thence S88-00-44E 660.00 feet to the east line of said SE 1/4 NE 1/4; thence along said east line S01-28-28W 660.00 feet to the SE corner of the SE 1/4 NE 1/4; thence leaving said SE corner S01-37-44W 892.75 feet; thence S45-04-03W 1960.01 feet to the east line of said SW 1/4 SE 1/4; thence along said east line S01-33-45W 318.43 feet; thence along the south line of the SW 1/4 SE 1/4, Section 36, T-5-N, R-15-W, N87-54-05W 299.59 feet; thence S45-04-03W 2441.49 feet; thence continuing S45-04-03W 282.95 feet; thence continuing S45-04-03W 2594.46 feet a point on the west line of Section 1; thence along said west line N01-37-29E 1220.67 feet to a point at the NW corner of the NW 1/4 SW 1/4 of Section 1; thence along the south line of said SE 1/4 NE 1/4 Section 2 N88-18-04W 922.53 feet; thence leaving said south line N45-04-03E 917.47 feet; thence continuing N45-04-03E 1192.29 feet; thence N44-55-57W 1473.44 feet; thence N48-50-49E 336.58 feet; thence N68-51-34E 1053.86 feet; N41-07-16E 632.97 feet; thence S44-55-57E 730.68 feet; thence N45-04-03E 2913.91 feet; thence S88-02-42E 340.13 feet to the point of beginning. 374.02 Acres more or less.

Also:

Part of the W 1/2 SE 1/4 of Section 2, T-4-N, R-15-W, Faulkner County Arkansas; more particularly described as beginning at the NE corner of Section 2, T-4-N, R-15-W; thence along the east line of said Section 2, S01-37-29W 2645.33 feet to the NE corner of the NE 1/4 SE 1/4; thence leaving said east line N88-18-04W 1320.01 feet to the NE corner of the NW 1/4 SE 1/4; thence along the east line of said W 1/2 SE 1/4 S01-37-30W 420.22 feet to the point of beginning; thence continue along said east line S01-37-30W 1901.95 feet; thence leaving said east line N44-55-57W 1307.83 feet; thence N45-04-03E 1380.94 feet to the point of beginning. 20.73 acres more or less.

Also:

A part of the E 1/2 SE 1/4 of Section 2, T-4-2-N, R-15-W, described as beginning at a found 1/2" rebar at the NE Corner of said E 1/2 SE 1/4 thence along East line of said Section 2, S01-37-29W 1220.67 feet to a 1/2" rebar; thence leaving said East line S45-04-03W 1706.20 feet to a set 1/2" rebar; thence N44-55-57W 202.17 feet to a set 1/2" rebar on the West line of said E 1/2 SE 1/4; thence along said West line N01-37-30E 2322.17 feet to a set 1/2" rebar at the NW corner of the NE 1/4 SE 1/4; thence along the North line of said NE 1/4 SE 1/4 130.01 feet to the point of beginning containing 39.96 acres in the NE 1/4 SE 1/4 and 17.68 acres in the SE 1/4 SE 1/4, making a total of 57.64 acres more or less.

ZONING: I-3

CONDITIONAL USE PERMITTED TO CITY OF CONWAY FOR: Airport

DATE OF COUNCIL MEETING ALLOWING PERMITTED USE: May 24, 2011

CONDITIONS ATTACHED TO PERMIT: No conditions attached.

APPROVED:



Tab Townsell, Mayor

10-24-11

Date

Request for Conditional Use Permit Modification: Mobile Food Vendor in I-3

Southeast side of JW and Pat Brown Blvd, Conway Regional Airport

I.D



Conway Airport Food Truck Scope

Where: 3250 JW and Pat Brown BLVD

Time: 0800-1800

Location: Behind the city owned hanger, on the parking lot side

Restrooms: inside city FBO

Water: Vendor has water tank and waste tank

Electric: Vendor will be responsible for installing and paying for pole and meter

Request for Conditional Use Permit Modification: Mobile Food Vendor in I-3

I.D

Southeast side of JW and Pat Brown Blvd, Conway Regional Airport



View of subject property from JW and Pat Brown Blvd looking SW



View of proposed Mobile Food Vendor location



View of proposed Mobile Food Vendor location



View of surrounding area

Request for Conditional Use Permit Extension: Higher Density R-2A

I.E

±1.28 Acres south of Lower Ridge Rd

APPLICANT/AUTHORIZED AGENT

Tyler Group
240 Skyline Dr, Ste 3000
Conway, AR 72032

OWNER

AMP Properties
10 Blake Ln
Conway, AR 72032



SITE DATA

Location. 2345 Matthews Meadows Ln. Formally 82 Lower Ridge Rd.

Site Area. ±1.28 acres prior to platting and ROW dedication.

Current Zoning. R-2A (Two-Family Residential District).

Adjacent Zoning. North: A-1 (Agricultural); West: R-1 (One-Family Residential); South, East: PUD (Planned Unit Development).

Requested Conditional Use. Extension of expiration date of prior issued Conditional Use Permit granting Multi-Family Density, CUP-0922-0337.

Existing Structures. None.

Overlay. None.

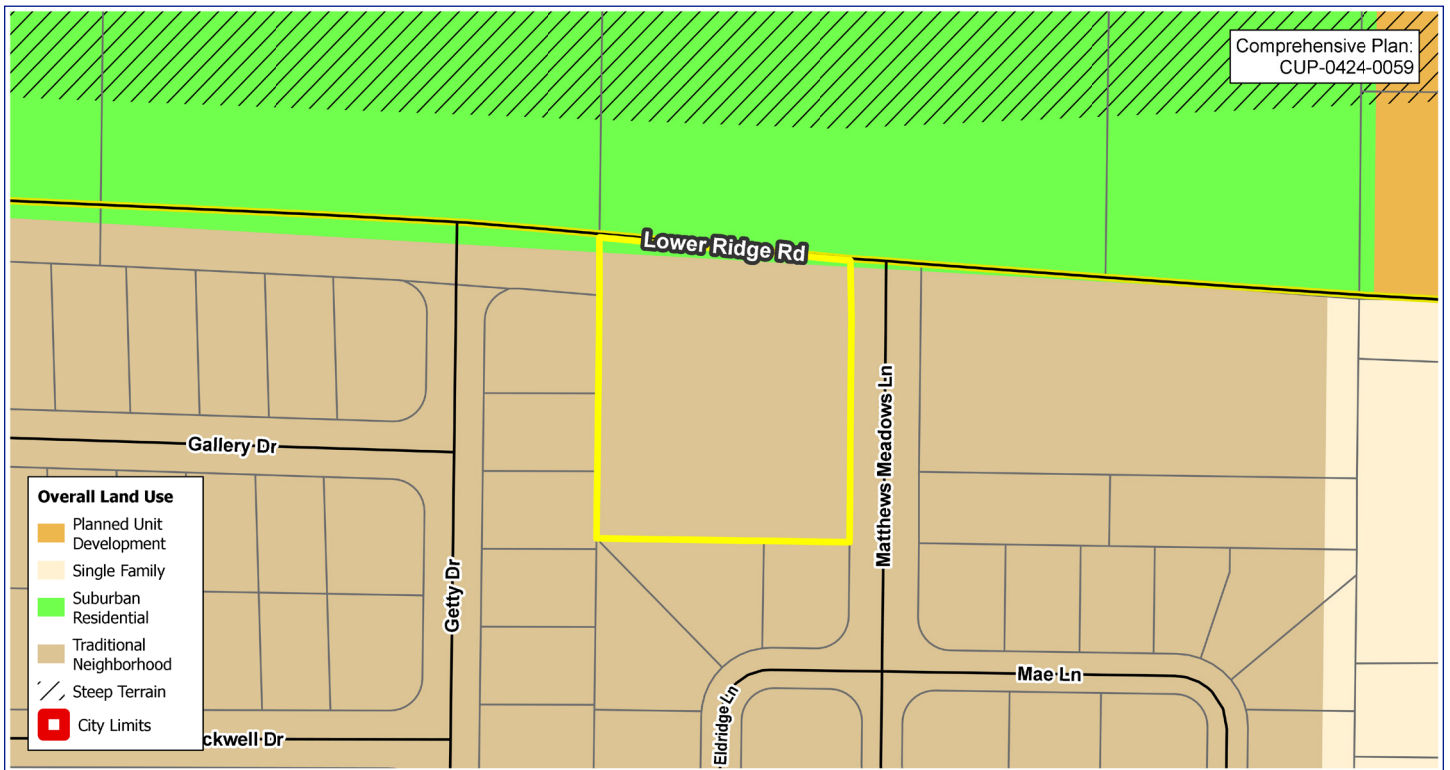
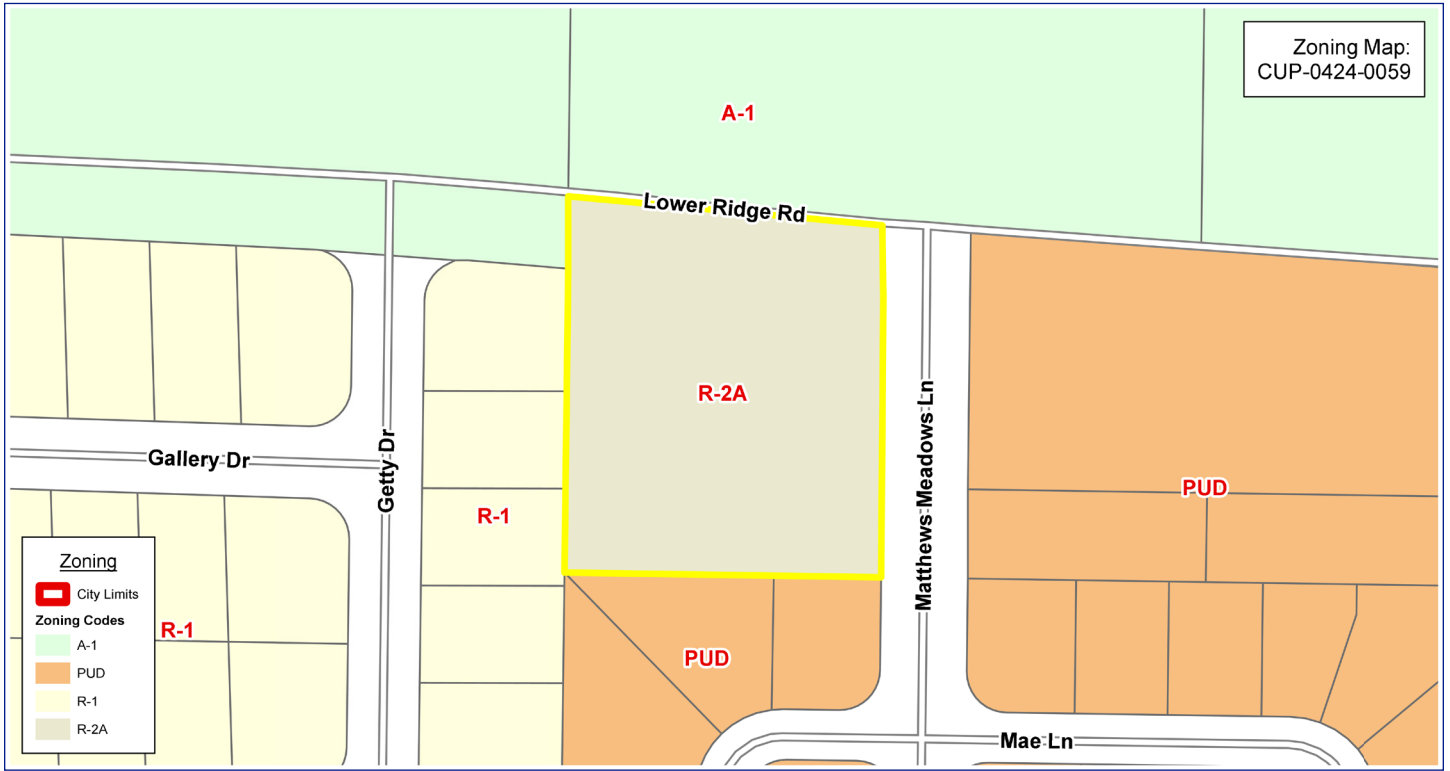
Sub-Area Plan. Lower Ridge Road Corridor Study.

Comprehensive Plan. Traditional Neighborhood.

Request for Conditional Use Permit Extension: Higher Density R-2A

I.E

±1.28 Acres south of Lower Ridge Rd



±1.28 Acres south of Lower Ridge Rd

Projected Traffic Impact. If developed at a density between 4 and 8 dwelling units, the development would generate an estimated 20-59 vehicle trips per typical weekday distributed onto Lower Ridge Rd. As such, the development would have minimal traffic impact.

Current Traffic Counts. Lower Ridge Rd @ Carl Roebuck Dr - 7,100 Average Daily Trips (ADT).

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

Utilities. Applicant will need to coordinate any additional extension of utilities with Conway Corporation.

Master Street Plan. Lower Ridge Rd (Major Arterial 100' ROW); Matthews Meadows Dr (Local Residential 60' ROW).

Street Improvement. No improvements planned at this time.

STAFF COMMENTS

- The applicant received conditional use approval at the October 25, 2022, City Council meeting to permit up to 12 dwelling units per acre, single lot.
- Per condition #13, the Conditional Use Permit was set to expire 18 months from the date of approval if construction for the use had not commenced by that date. On April 25, 2024, the Conditional Use Permit expired.
- The applicant is currently in site development review and subdivision review of the property and is requesting an additional 18-month extension on the Conditional Use Permit.
- As conditioned, the conditional use permit would not likely negatively impact adjacent properties and will allow for appropriate redevelopment of the property.

STAFF RECOMMENDATION

Planning Staff recommends approving the extension of the conditional use permit with the prior approved conditions from the October 25, 2022, City Council meeting, with the following conditions:

1. The development is limited to a maximum of 8 total dwelling units in the form of 4 two-family dwellings.
2. Access shall be limited to Matthews Meadows Ln.
3. The fronts of all units shall be oriented to Lower Ridge Rd.
4. For units nearest Lower Ridge Rd garages, if included, shall be located at the rear of structures; for all other units, garages, if included, shall not extend beyond the front plane of the structure more than 7'.
5. No parking shall be visible from public right of way.
6. Building primary exteriors shall be composed of brick, rock, or a cement fiber board product such as Hardie® siding.
7. Vinyl siding as a primary cladding material shall be prohibited; vinyl siding/shingles may only be used on gables and dormers.
8. A roof pitch of 8/12 or greater is required except for porches.
9. No accessory structures shall be permitted.
10. The development shall be subject to site development review in accordance with Article 10 of the Zoning Code.
11. The property shall be platted in accordance with the Subdivision Ordinance and shall include a 10' planting easement along the Lower Ridge Rd frontage.
12. Enhanced landscaping shall be provided along west and south property lines at the ratio of 1 canopy tree every 20' (or understory tree every 10') and additional shrubs, installed in the form of a hedgerow, shall be required to screen parking, mechanical equipment, and/or dumpster/trash enclosure.
13. The conditional use approval shall become null and void if construction for the use is not commenced within 18 months from the date of approval of this permit.
14. Conditional Use Permit CUP-0922-0337 will be replaced with this new permit.

Request for Conditional Use Permit Extension: Higher Density R-2A


±1.28 Acres south of Lower Ridge Rd

I.E

SAMPLE MOTION

I move to accept the staff recommendation to approve the request with conditions indicated in the staff report on the basis that, as conditioned, the proposed development aligns with the sub-area plan and will not likely negatively impact adjacent property.

±1.28 Acres south of Lower Ridge Rd



Conditional Use Permit

Plan Case Number: CUP-0922-0337

City Council Approval: October 25, 2022

Property Address / Location / Description: 82 Lower Ridge Rd

Legal Description: PART OF THE E ½ SW ¼ OF SECTION 32, T-6-N, R-13-W, FAULKNER COUNTY, ARKANSAS DESCRIBED AS BEGINNING AT THE SW CORNER OF SAID E ½ SW ¼; THENCE N01°42'52"E 1184.15 FEET; THENCE CONTINUE N01°42'52"E 682.86 FEET TO THE PO OF BEGINNING; THENCE S88°08'56"E 219.91 FEET; THENCE N01°39'32"E 245.68 FEET TO THE CENTERLINE OF LOWER RIDGE ROAD; THENCE ALONG SAID CENTERLINE N84°49'55"W 58.2 FEET; THENCE N83°19'28"W 162.14 FEET TO THE WEST LINE OF SAID E ½ SW ¼; LEAVING SAID CENTERLINE OF LOWER RIDGE ROAD ALONG THE WEST LINE OF THE E ½ SW ¼ S01°42'52"W 262.68 FEET TO THE POINT OF BEGINNING, CONTAINING 1.28 ACRES, MORE OR LESS.

Zoning: R-2A

Conditional Use Permitted:
Up to 12 dwelling units per acre, single lot use.

Conditions of Approval:

1. The development is limited to a maximum of 8 total dwelling units in the form of 4 two-family dwellings.
2. Access shall be limited to Matthews Meadows Ln.
3. The fronts of all units shall be oriented to Lower Ridge Rd.
4. For units nearest Lower Ridge Rd garages, if included, shall be located at the rear of structures; for all other units, garages, if included, shall not extend beyond the front plane of the structure more than 7'.
5. No parking shall be visible from public right of way.
6. Building primary exteriors shall be composed of brick, rock, or a cement fiber board product such as Hardie® siding.
7. Vinyl siding as a primary cladding material shall be prohibited; vinyl siding/shingles may only be used on gables and dormers.
8. A roof pitch of 8/12 or greater is required except for porches.
9. No accessory structures shall be permitted.
10. The development shall be subject to site development review in accordance with Article 1101 of the Zoning Code.
11. The property shall be platted in accordance with the Subdivision Ordinance and shall include a 10' planting easement along the Lower Ridge Rd frontage.
12. Enhanced landscaping shall be provided along west and south property lines at the ratio of 1 canopy tree every 20' (or understory tree every 10') and additional shrubs, installed in the form of a hedgerow, shall be required to screen parking, mechanical equipment, and/or dumpster/trash enclosure.
13. No variance of any kind may be subsequently requested.
14. The conditional use approval shall automatically expire if construction for the use is not commenced within 18 months from the date of approval of this permit.



Mayor

10/31/22

Date

±1.28 Acres south of Lower Ridge Rd



240 Skyline Drive, Suite 3000 · Conway, Arkansas, 72032
(501) 329-1400 office · (501) 327-3972 Fax

April 25, 2024

Re: Conditional Use Permit Extension

To Whom It May Concern:

Notice is hereby given that Tyler Group, Inc./Mark Paladino has filed for a Conditional Use Permit Extension with the City of Conway Planning requesting an extension of the Conditional Use Permit for a multifamily density in an R2A zone for the following described property:

Address:

82 Lower Ridge Rd, Conway, AR

Legal Description:

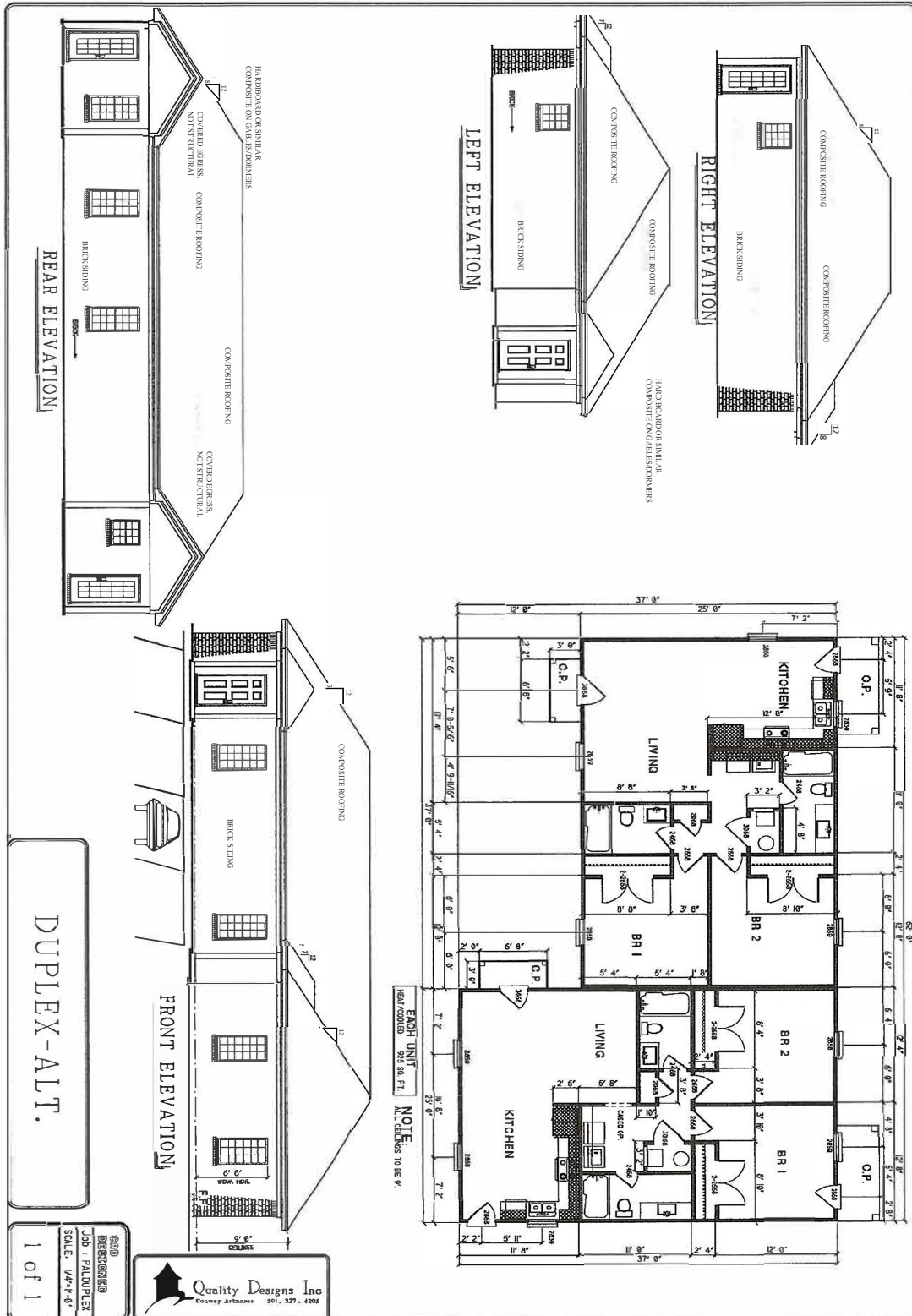
Part of the E ½ SW ¼ of Section 32, T-6-N, R-13-W, Faulkner County, Arkansas described as beginning at the SW corner of said E ½ SW ¼; thence N01°42'52"E 1184.15 feet; thence continue N01°42'52"E 682.86 feet to the point of beginning; thence S88°08'56"E 219.91 feet; thence N01°39'32"E 245.68 feet to the centerline of Lower Ridge Road; thence along said centerline N84°49'55"W 58.24 feet; thence N83°19'28"W 162.14 feet to the West line of said E ½ SW ¼; leaving said centerline of Lower Ridge Road along the West line of the E ½ SW ¼ S01°42'52"W 262.68 feet to the point of beginning, containing 1.28 acres, more or less.


Sincerely,
Tyler Group, Inc.

Request for Conditional Use Permit Extension: Higher Density R-2A

±1.28 Acres south of Lower Ridge Rd

I.E



Request for Conditional Use Permit Extension: Higher Density R-2A

±1.28 Acres south of Lower Ridge Rd

I.E



View of subject property from Matthews Meadows Rd looking W



View of subject property from Lower Ridge Rd facing S



Property adjacent to the W across Matthews Meadows Rd



Property adjacent to the NE, across Lower Ridge Rd



View of subject property looking NW



Property adjacent to the S

APPENDIX

The following items, which do not require public hearings or Planning Commission action, have been reviewed and approved by the Director of Planning & Development and are being reported to the Planning Commission as required by the Zoning Code and Subdivision Ordinance.

Development Review Approvals

- University Lofts post approval review, 2600 College Ave (SDR-0324-0056)
- Harps, 3200 Dave Ward Dr (SDR-0223-0032)

Plats filed for record (Lot Splits, Lot Mergers, and Final Plats)

- Replat of Lob 8 Deerbrook Subdivision (P2024-00020)
- Westin Estates PUD Lot-12 Replat (P2024-00026)