

PLANNING COMMISSION MEETING

January 16, 2007

Following adjournment of the Subdivision Committee meeting and arrival of those planning commission members, Chairman Adam Thomas called the regular meeting of the Conway Planning Commission to order at 7:19 p.m., Tuesday, January 16, 2007, and asked that commissioners individually introduce themselves to the audience. Commissioners present at the meeting were Ron Fields, Aliza (*corrected per February Planning Commission meeting from "Eliza" to Aliza*) Jones, Sandra Mabry, Mary Etta Qualls, Chris Riggins, Todd Smithhart, Junior Storie, and Adam Thomas. Commissioners Bill Graff and Terry Sossong were absent.

Mr. Thomas briefly outlined the meeting format that can basically be broken down into three parts. First are staff reports, then agenda items, and thirdly discussion items. Staff reports require no action and include site plans, lot splits, mergers, and minor subdivisions filed for record. Site plans reported: Hart Lazenby Center (Scherman Heights), 625 Salem Road and the Ferguson Building (office and residence), 1318 Oak Street. Lot splits, mergers, and minor subdivisions filed for record: Brookstone Subdivision (correction) and Hogan Professional Park.

The December 2006 minutes were approved as submitted on an 8 – 0 vote. Motion for approval was made by Todd Smithhart and seconded by Ron Fields.

The meeting moved on to standing committee reports followed by the public hearing portion of the meeting. Mr. Thomas called on Junior Storie to make the subdivision committee report. (*corrected per February Planning Commission meeting from "Mr. Daves called on Adam Thomas . . . "*)

SUBDIVISION REPORT

1. Hal Crafton request for a waiver to not construct the required sidewalk along the south side of College Avenue (formerly Wescon Lane between Amethyst Drive and Bristol Lane north of the first phase of Fieldstone Subdivision but instead to contribute the amount of \$15 per linear foot to the general sidewalk fund was denied in accordance with developer's wishes on an 8 – 0 vote on a motion made by Junior Storie and seconded by Ron Fields. Developer indicated he would issue a check to the city in accordance with the bond amount of \$20 per linear foot that was in place at the time this subdivision was approved. This will require the city to build the sidewalk in front of Fieldstone. Had the waiver been approved developer would have paid \$15 per linear foot and the sidewalks could have gone anywhere within the city.
2. Rausch Coleman request for preliminary approval of Crossings on the Green PUD Subdivision plat was approved 8 – 0 on a motion to approve the entire subdivision subject to the amended punch list. Motion was made by Junior Storie and seconded by Ron Fields. Punch List items #14, #15, #16, and #17 were voted on individually by the full commission. Those votes are shown in parentheses beside each item. There was confusion in the Subdivision meeting because the developer submitted another plat just prior to that meeting that addressed some issues with the previously submitted plat.

PUNCH LIST:

BASIC INFORMATION NEEDED ON THE PLAT

1. The present zoning classification of the adjoining land contiguous to the boundary of the proposed replat is needed. The zoning for Adcock Subdivision on the south side of CP-2 must be shown.

ACCESS DESIGN REQUIREMENTS

2. 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. The Fire Department does not approve this as a second access since the route other than Village Commons Drive will require going through two lock boxes. *A request for variance has been received to allow the emergency access between lots 9 and 10 to be allowed for the second access. The Planning Commission approves this request subject to Fire Department approval.*

STREET DESIGN REQUIREMENTS

3. The rights-of-way of all streets must conform to the Master Street Plan and the requirements of Table 1, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. *A request for variance has been received to allow a 40 foot right-of-way for Galax and Larkspur Drives instead of the 50 foot right-of-way as required for residential streets. The Planning Commission approves this request.*
4. Cul-de-sac streets or courts designed to have one end permanently closed or streets or street loops with a single access shall have a distance no greater than 650 feet from the point of access to the nearest point of the furthest lot with the distance measured along the shortest route within the street right-of-way. Exceptions: 1. A street may be 1120 feet in length with a right-of-way of 60 feet in width and with a paved width from back of curb to back of curb of 40 feet if it meets all other cul-de-sac requirements. 2. A residential street may be 1120 feet in length with 50 feet of right-of-way and 27 feet of paved width from back of curb to back of curb if all lots provide no less than 90 feet of width at the building line per dwelling unit and it meets all other cul-de-sac requirements. *A request for variance has been received to allow the street loop to be more than 1120 feet from East German Lane due to the land being land locked. The Planning Commission approves this request.*
5. Any cul-de-sac over 750 feet in length must have fire department approval.
6. In the case of temporary deadend streets, less than 150 feet in length, which are stub streets designed to provide future connections with unsubdivided adjacent areas, the Planning Commission may require a temporary easement for a turnaround. No building permit may be issued for lots with sole frontage on a stub out or at the end of a stub out without an approved turnaround. The western stub out must either have a turnaround or no lot may have sole street frontage on the stub out.

ALLEY DESIGN REQUIREMENTS

7. The City Council must approve the dedicated alley before the plat is filed or the alley must be an access easement with lot lines going to the center of the alley.
8. Alleys must have a paved width of no less than 16 feet. *A request for variance has been received to allow a 2 foot concrete gutter section on both sides of an 8' paved asphalt instead of a 16' concrete alley. The City Engineer recommends a 10 foot paved asphalt with the 2 foot curb & gutter. The Planning Commission approves a 14' concrete alley with no gutters.*

EASEMENT DESIGN REQUIREMENTS

9. 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. A drainage easement must be provided where a storm drain is inside a lot line.
10. Utility easements as required Conway Corporation are needed.

11. Drainage easements as required by the City Engineer are needed.

LOT DESIGN REQUIREMENTS

12. In no case shall a lot be permitted where the lot is fronted by a stub-out or street termination. In such cases, dead-end fire apparatus turnarounds shall be provided. *A request for variance has been received to allow lots 13 and 14 to front on a stub out without providing the turn-around. This condition must be corrected. (Noted by Sub-division Committee chair that this item has been corrected.)*
13. No lot shall be more than four times as deep as it is wide. *A request for variance has been received to allow Lots CP-2 and CP-3 to be more than four times as deep as they are wide. The Planning Commission approves this request.*
14. Corner lots shall be at least 75 feet in width at the building line. *A request for variance has been received to allow [corner] lots ~~14, 33, 47, 48 and 60~~ to be less than 75 feet in width at the building line. The Planning Commission approves this request to allow corner lots to be less than 75 feet in width at the building line. (8 – 0)*
15. Double frontage lots other than corner lots fronting on two streets shall not be platted except under extreme circumstances, as may be approved by the Planning Commission. *A request for variance has been received to allow lot CP-1 as a double frontage lot. The Planning Commission approves this request. (8 – 0)*
16. Building lines shall be established for both front and rear lot lines for double frontage lots. *A request for variance has been received to allow lot CP-1 to have no building lines. The Planning Commission approves this request. (8 – 0)*
17. On double frontage lots, a planting screen easement of at least 10 feet shall be provided along the portion of the lot abutting a traffic artery or other use where screening is required. There shall be no right of access across the planting screen easement and such restriction shall be clearly designated on the plat and within any Bill of Assurance. *A request for variance has been received to not require a planting screen easement for lot CP-1. The Planning Commission approves this request. (8 – 0)*

UTILITY DESIGN REQUIREMENTS

18. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is more than 600 feet from the hydrant located on the same street.

SIDEWALK DESIGN REQUIREMENTS

19. The sidewalk must also include the entire right-of-way for Village Commons Drive that abuts this replat.
20. 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.
21. Sidewalks along streets classified as residential shall be constructed by the homeowner/builder. The sidewalk shall be installed prior to the final inspection and issuance of a certificate of occupancy. Sidewalks on lots that are not built out within three (3) years of final platting shall be the responsibility of the developer. A separate assurance for this completion shall be required prior to the filing of the final plat. This assurance shall be equal to the amount necessary to complete all sidewalks required within the subdivision. These funds shall be in the form of a letter of credit, performance bond, or cash deposit. The amount of sidewalk build out will be reviewed on an annual basis and this assurance shall be adjusted according to the percent of sidewalk completion.
22. Sidewalks shall link sidewalks of adjoining lots so as to provide a continuous "ribbon" of pedestrian access throughout the community.
23. If, during the construction of a building or any other improvements upon a lot or by any other actions, the sidewalk(s) are damaged, the party responsible for the construction or other actions shall repair the sidewalk(s) to the satisfaction of the City.

EXPIRATION OF PLAT

24. 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 Crossings on the Green P.U.D. will expire on January 16, 2008.

AUTHORIZATION TO PROCEED

25. 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 subdivider to proceed with the preparation of the Final Plat, the installation of improvements, and the staking out of lots and blocks. The subdivider, after conditional approval of the Preliminary Plat, shall complete all improvements required under this regulation.

REQUEST FOR REHEARING

3. Esmeralda and Jose Castro requested and were granted in November the opportunity to bring before the Planning Commission a rezoning request for the same piece of property on which a public hearing was held in July 2006—less than a year ago. Because of the complexity of a PUD request and the major holidays falling within the intervening time period as well as the applicants' wish to meet with and obtain input from the surrounding community for this proposed project, the Castros requested at this January meeting and were granted an extension until the February 20 meeting for the public hearing on the rezoning request for the property at 1655 Churchill Drive. Esmeraldo Castro was present to make the request. Ron Fields made the motion to grant the requested extension and Junior Storie seconded. Motion passed 8 – 0.

PUBLIC HEARINGS**REZONING**

4. Jeff Standridge request to rezone from R-2 to O-2 property located at the southeast corner of the intersection of Robins Street and Griffith Avenue also addressed as 1335 Robins Street was approved 7 – 1 on a motion made by Ron Fields that was seconded by Todd Smithhart. Commissioner Chris Riggins opposed the motion to recommend approval of this rezoning to the city council. Mr. Standridge was the only speaker either for or against the rezoning. Mr. Standridge stated he does not own the property but does have a contract to purchase it contingent on the rezoning. His rezoning request is made as the authorized agent of the property owner. Mr. Standridge stated the property had operated for many years as Mother Goose Daycare.

PUD AMENDMENT REQUEST

5. In June 2006, applicant Rausch Coleman requested and was granted PUD rezoning for this 9.88 acres of property laying at the western termination of Village Commons Drive that is currently under construction. The approved preliminary subdivision plat submitted with this PUD allowed 138 three-story town homes in building configurations of six units. The units were to be served by driveways entering first floor garages. Their amended proposal requests 32 single-family detached structures and 28 single-family attached structures (duplexes). The general street configuration remains the same as in the previously approved plan. This request was approved 8 – 0 with the motion to approve attaching seven (7) conditions to the final PUD development plan. Junior Storie made the motion to approve and Ron Fields seconded it.

CONDITIONS ATTACHED BY PLANNING COMMISSION

1. Fire Access – The PUD must have proper fire apparatus access or use residential sprinkler systems. If the PUD is accessed from private property, either from the south or

- north, an access agreement must be reached with the adjacent property owner.
- 2. Public alleyway must meet the requirements of the City Engineer and Fire Department.
- 3. Covenants and restrictions must be filed along with the PUD plat.
- 4. Alleyway sanitation cart pickup location will be on the north side of the alley.
- 5. Trail will be 5 feet wide and constructed with an asphalt surface.
- 6. Subdivision signage must meet City of Conway Sign Ordinance standards of no more than 48 square feet in area and no more than 6 feet in height and no banners allowed.
- 7. Landscaping—including street trees—will be subject to approval and specifications of the City of Conway Tree Board.

CROSSINGS ON THE GREEN PLAN TEXT AS SUBMITTED ON PLAT

GENERAL

- 1. TOTAL PROPERTY AREA = 430,460 S.F. (9.88 ACRES)
- 2. PROPOSED RIGHT-OF-WAY DEDICATION = 82,341 S.F. (1.89 AC OR 19.1%)
- 3. COMMON AREAS = 62,800 S.F. (1.53 AC OR 15.9%)
- 4. NET AREA NOT IN R/W = 348,119 S.F. (7.99 AC OR 80.1%)
- 5. 60 LOTS PROPOSED
- 6. TOTAL RESIDENTIAL DENSITY = 7.5 UNITS PER ACRE (NET BUILDABLE AREA)

PROPOSED LAND USE

- 1. 32 SINGLE FAMILY DETACHED, 28 SINGLE FAMILY ATTACHED
- 2. DETACHED HOUSING TOTAL AREA = 188,649 S.F. (4.33 AC OR 65% OF NET)
- 3. ATTACHED HOUSING TOTAL AREA = 92,625 S.F. (2.12 AC OR 26% OF NET)
- 4. LANDSCAPE EASEMENT INCLUDING COMMON AREAS = 88,868 S.F. (2.04 AC OR 20.6%)
- 5. IMPERVIOUS AREA INCLUDING DRIVEWAYS LESS THAN 40%

ZONING

- 1. CURRENT ZONE – PLANNED UNIT DEVELOPMENT / 16.5 UNITS PER ACRE
- 2. PROPOSED ZONE – PLANNED UNIT DEVELOPMENT / 7.5 UNITS PER ACRE

SETBACKS

- 1. FRONT – 15 FEET
- 2. REAR – 20 FEET
- 3. SIDES – 5 FEET (0 FEET WHERE INDICATED ON SUBDIVISION PLAT)

AMENITIES

- WALKING TRAILS
- POSTAL KIOSK
- LANDSCAPED STREETS, POA MAINTAINED
- ENTRY LANDSCAPE
- RESTRICTIVE COVENANTS
- PROPERTY OWNERS ASSOCIATION
- ARCHITECTURAL REVIEW BY POA
- FRONT YARDS, POA MAINTAINED

GRADING

- 1. THE MAJORITY OF FINISHED SLOPES ON-SITE WILL NOT EXCEED 10%.
- 2. PROJECT TO BE CONSTRUCTED IN ONE PHASE.

LIGHTING

- 1. LIGHTING TO BE STANDARD RESIDENTIAL TYPE STREET LIGHTS.
- 2. REQUIREMENTS FOR LIGHTING WITHIN THE STREET RIGHTS OF WAY WILL BE IN ACCORDANCE WITH CONWAY CORPORATION SPECIFICATIONS.

UTILITIES

1. WATER, SEWER, ELECTRIC, AND CABLE TELEVISION – CONWAY CORPORATION
2. TELEPHONE – AT&T
3. GAS – CENTERPOINT ENERGY

DISCUSSION AND OTHER BUSINESS

Junior Storie asked the Planning Commission to consider a replacement for Chris Riggins on the Subdivision Committee. Mr. Riggins indicated that he cannot be certain of attending the subdivision meetings consistently and it would be pushing his schedule to get to each one. Todd Smithhart agreed to replace Chris on the committee.

The meeting adjourned at 8:28 p.m. on a motion made by Aliza Jones and seconded by Todd Smithhart. Motion to adjourn passed unanimously.