

# PLANNING COMMISSION MEETING

## February 20, 2007

The regular meeting of the Conway Planning Commission was held Tuesday, February 20, 2007. Chairman Adam Thomas called the meeting to order at 7:00 p.m. and asked that commissioners individually introduce themselves to the audience. Commissioners present at the meeting were Ron Fields, Bill Graff, Chris Riggins, Todd Smithhart, Terry Sossong, Junior Storie, Adam Thomas, and Sandra Mabry. Commissioners Mary Etta Qualls and Aliza Jones 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: Treadway Electric, 650 Robins Street, and All Print, 3230 Vail Avenue. Lot splits, mergers, and minor subdivisions filed for record: Replat of Lots 23A and 23B Adamsbrooke Subdivision.

The January 2007 minutes were approved as corrected on a 7 – 0 vote on a motion for approval made by Bill Graff and seconded by Todd Smithhart. The corrections were to the spelling of Commissioner Jones name that is *Aliza*, not *Eliza* as incorrectly shown in paragraph #1 on page #1, and paragraph #4 on page #1 should read "*Mr. Thomas called on Junior Storie to make the subdivision committee report*" not "*Mr. Daves called on . . . .*"

After action was taken on the January minutes, Chairman Thomas called on Junior Storie to make the Subdivision Committee report.

### **SUBDIVISION REPORT**

1. Kevin and Tom Watson request for preliminary plat approval of Replat of Lot 131 North Hills Subdivision was granted 8 – 0 subject to the amended punch list on a motion made by Junior Storie and seconded by Terry Sossong.

### **PUNCH LIST**

#### **BASIC INFORMATION NEEDED ON THE PLAT**

1. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings.
2. Gladstone Drive must be identified.
3. The Certificate of Preliminary Survey Accuracy is needed.
4. The Certificate of Preliminary Plat Approval is needed.

#### **ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT**

5. State Health Department approval of any new water supply and/or sewage system, if the requirement of the subdivision is to be met by any other means than by connecting to the water supply or sewage system operated by the City of Conway and/or the Conway Corporation is needed.
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.

#### **GENERAL DESIGN REQUIREMENTS**

7. Minimum floor elevations shall be placed on the plat for all lots less than three (3) feet above the computed one hundred (100) year flood elevation. The minimum finished

flood elevation shall be established at one (1) foot above the computed one hundred (100) year flood elevation.

#### **EASEMENT DESIGN REQUIREMENTS**

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

#### **LOT DESIGN REQUIREMENTS**

10. No lot shall be more than four times as deep as it is wide. *A request for variance has been received to allow lots 138 and 139 to be more than four times as deep as they are wide. The Planning Commission approves this request.*
11. 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**

12. Sidewalks are required along both sides of all streets. Sidewalks must meet all requirements in Table 1, Street Classification & Design Standards, City of Conway.
13. 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.
14. Sidewalks shall link sidewalks of adjoining lots so as to provide a continuous "ribbon" of pedestrian access throughout the community.

#### **EXPIRATION OF PLAT**

15. 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 Replat of Lot 131 North Hills Subdivision will expire on February 20, 2008.
2. Conway Regional Health Center request for preliminary plat approval of Robinson Avenue Replat was granted on a motion made by Junior Storie to give preliminary plat approval subject to the amended punch list. Sandy Mabry seconded the motion. It passed 8 – 0.

#### **PUNCH LIST**

##### **BASIC INFORMATION NEEDED ON THE PLAT**

1. The date of the drawing must be shown.
2. A legal description of the property with exact boundary lines, bearings and distances is needed. The legal description must describe the location of the less and except 30' easement.
3. The present zoning classification of the land to be replatted is needed.
4. Lot lines with appropriate dimensions are needed.

##### **ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT**

5. 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.
6. Where a replat involves property other than entire lots that have already been through the subdivision process, copies of a deed or deeds dated on a date no less than ten

years prior to the filing of the plat are needed to assure that no parcels less than five acres in area are being created through this platting.

#### **ALLEY DESIGN REQUIREMENTS**

7. Alleys must have a paved width of no less than 16 feet. *A request for variance has been received to allow the alleys to have a lack of 16 feet of pavement. The Planning Commission approves this request.*

#### **EASEMENT DESIGN REQUIREMENTS**

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

#### **LOT DESIGN REQUIREMENTS**

10. Minimum lot area must conform with the requirements of the Zoning Ordinance. *A request for variance has been received to allow Lot 4 to be less than one acre in an S-1 zone. The Planning Commission approves this request subject to S-1 zoning.*
11. All existing buildings must be shown to meet the minimum setback requirements from all lot lines or they must be modified or moved to meet those setback requirements. *A request for variance has been received to allow existing buildings to be allowed within the 25' building setbacks and side yard setbacks as required for the S-1 zone. The Planning Commission approves this request.*

[NOTE: Original items 12 and 13 were removed from the punch list in Subdivision Committee because condition does not exist. The lot in question is a corner lot not a double-sided lot. Subsequent items are renumbered to reflect the committee's action.]

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

#### **UTILITY DESIGN REQUIREMENTS**

13. 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.

#### **EXPIRATION OF PLAT**

14. 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 Robinson Avenue Replat will expire on February 20, 2008.

3. Robert Burnett request for a sidewalk variance for Ridge Point Subdivision, Phase I, to not build the sidewalk as required by ordinance along Acklin Gap Road but rather to contribute \$15 per linear foot to the general sidewalk fund in lieu of constructing the sidewalk was granted on a motion made by Mr. Storie and seconded by Mr. Sossong. The motion passed 8 – 0.
4. J. Scott Schallhorn request on behalf of The Village at Hendrix LLC for preliminary plat approval of Village at Hendrix Phase I was granted on a motion made by Junior Storie to give preliminary plat approval subject to the amended punch list that includes the addition of items 24, 25, and 26. Terry Sossong seconded. The motion passed unanimously.

### **PUNCH LIST**

#### **BASIC INFORMATION NEEDED ON THE PLAT**

1. A vicinity map showing the location and acreage of the subdivision must be shown. The acreage of the subdivision must be shown on the vicinity map.
2. A legal description of the property with exact boundary lines, bearings and distances is needed. The legal description must match the boundary of the subdivision.
3. The present zoning classification, if any, of the land to be subdivided and of the adjoining land contiguous to the boundary of the proposed subdivision is needed.

4. Street names that are not similar to existing street names are needed for all proposed streets.
5. Lot lines with appropriate dimensions are needed. Dimensions must be shown on each lot.
6. 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.

**ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT**

7. Where a subdivision involves property other than entire lots that have already been through the subdivision process, copies of a deed or deeds dated on a date no less than ten years prior to the filing of the plat are needed to assure that no parcels less than five acres in area are being created through this platting.

**STREET DESIGN REQUIREMENTS**

8. The rights-of-way and width of all streets must conform to the Thoroughfare Network as shown in Section 4; page 1 of the Village at Hendrix TND Plan. A request for variance has been received to change the second block of the horizontal middle street to be the same as the third block. The Planning Director has approved this request as required by the TND Overlay Ordinance.

**EASEMENT DESIGN REQUIREMENTS**

9. Utility easements as required 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 TND Overlay Ordinance. A request for variance has been received to allow the front of Lots #32-37 in the T-3 zone to be 50 feet as required by the TND Overlay Ordinance and to be no less than 44.9 feet at the rear property line due to the curve of the road across the frontage line. The Planning Director has approved this request as required by the TND Overlay Ordinance.
12. A request for variance has been received to allow lots #32-37 to be more than 60 percent lot coverage in a T-3 zone. The Planning Director has approved this request as required by the TND Overlay Ordinance.
13. The minimum building setback (building line) must be shown as required by the TND Overlay Ordinance.
14. Every lot must slope to a street or to a drainage easement.

**UTILITY DESIGN REQUIREMENTS**

15. 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.
16. 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.

**SIDEWALK DESIGN REQUIREMENTS**

17. All sidewalks must be shown and identified on the plat. Sidewalk plans are needed for street type US-58-32, US-58-34 and RD-40-21.
18. The extent of the sidewalk construction should be clarified along with the time frame in which the sidewalks are to be constructed. A statement stating that the developer will be building all required sidewalks must be shown on the plat.
19. 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.
20. 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.

21. The Conway Fire Department indicated that areas behind the curb in some locations were required to be strengthened sidewalks or gravel areas to conform to fire code requirements. These areas of strengthened sidewalk or shoulder area should be clearly shown on the plans and in the Typical Street Section. These areas should be provided as per agreement and approval of Conway Fire Department.

#### **EXPIRATION OF PLAT**

22. 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 Village at Hendrix Phase I will expire on February 20, 2008.

#### **AUTHORIZATION TO PROCEED**

23. 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.

*24. Harkrider is one of the City's major arterial streets with projected traffic volumes in excess of 40,000 vehicles per day (I-40 adjacent to this site had about 46,000 vehicles per day in 2005). Strict access management is required to maintain the carrying capacity of this roadway. The Planning Commission approves of one access approximately one block north of the Winfield Street roundabout contingent upon suitability and location approval by the City Engineer.*

*25. The Planning Commission requires an offsite drainageway from Harkrider to the east side of this phase on the north side of this plat to accommodate a 10-year frequency storm event, or provide adequate retention for same type event to be approved by the City Engineer.*

*26. The plat much show all marked street parking and direction arrows for each lane for all one-way and two-way streets.*

5. Stewart McConnell request for a one-year extension of the preliminary plat approval for Spencer Lake PUD Phase I was granted on a motion made by Junior Storie and seconded by Terry Sossong. Amended punch list item 22 reflects this action. Vote was 8 – 0 approving the extension.

#### **PUNCH LIST**

##### **BASIC INFORMATION NEEDED ON THE PLAT**

1. A legal description of the property with exact boundary lines, bearings and distances is needed. The legal description must match the dimensions of the boundary of the subdivision.
2. The acreage to the nearest one-tenth of an acre is needed. The acreage of the legal description and the vicinity map must be the same.
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 present zoning classification of the adjoining land contiguous to the boundary of the proposed subdivision is needed. The zoning of Spencer Lake must be shown.
5. The layout of all proposed sidewalk systems is needed, along with relevant dimensions and bearings.
6. Lot lines with appropriate dimensions are needed. The lot dimensions at the northeast corner of the lot are needed.

**ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT**

7. 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**

8. 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.
9. 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."
10. Minimum floor elevations shall be placed on the plat for all lots less than three (3) feet above the computed one hundred (100) year flood elevation. The minimum finished flood elevation shall be established at one (1) foot above the computed one hundred (100) year flood elevation.

**EASEMENT DESIGN REQUIREMENTS**

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

**LOT DESIGN REQUIREMENTS**

13. A minimum building setback line shall be established on the plat not less than 25 feet from any floodway boundary.

**UTILITY DESIGN REQUIREMENTS**

14. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is more than 600 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.
15. Minimum clearance of twenty-six (26) feet must be provided around a fire hydrant. This will include any fire hydrants on the private drive.

**SIDEWALK DESIGN REQUIREMENTS**

16. Sidewalks are required along both sides of all streets. Sidewalks must meet all requirements in Table 1, Street Classification & Design Standards, City of Conway.
17. Sidewalks must be a minimum of five feet wide and located within the public right-of-way, with the edge closest to the street located five and one-half feet from the back of the curb. Sidewalks are not required to be constructed in a straight line, if such straight-line construction would damage trees, or if an aesthetic effect is desired and the Planning Commission approves. *A request for variance has been received to allow the sidewalks to be abutting the back of curb due to grades and steep terrains. The Planning Commission approves this request.*
18. 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.

19. 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.
20. Sidewalks shall link sidewalks of adjoining lots so as to provide a continuous "ribbon" of pedestrian access throughout the community.
21. 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**

22. 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. *A request for a one-year extension of the preliminary plat approval of Spencer Lake P.U.D., Phase I has been received. The Planning Commission approves this request to extend preliminary plat approval for Spencer Lake P.U.D., Phase I and it, therefore, is amended to expire on February 21, 2008.*

#### **AUTHORIZATION TO PROCEED**

23. 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.
6. Conway Development Corporation request for a one-year extension of the preliminary plat approval for Guy Murphy Industrial Park was granted on a motion made by Junior Storie and seconded by Ron Fields. Vote on the motion was 8 – 0. Punch list item 31 reflects this action.

#### **PUNCH LIST**

##### **BASIC INFORMATION NEEDED ON THE PLAT**

1. The address of the surveyor is needed.
2. The date of the survey is needed.
3. The present zoning classification of the adjoining land contiguous to the boundary of the proposed subdivision is needed. The land to the east, west and south must show the zoning or be noted if they are county.
4. The layout of all proposed streets are needed, along with relevant dimensions and bearings. Dimensions and bearings are needed for the centerline of all roads.
5. Street names that are not similar to existing street names are needed for all proposed streets. Guy Murphy Boulevard will be connecting with East German Lane extended. The street name must remain the same unless approved by the Planning Commission.
6. Lot lines with appropriate dimensions are needed.

##### **ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT**

7. Natural features within the proposed subdivision including drainage channels, bodies of water, wooded areas and other significant features are needed.

8. Existing streets, buildings, water courses, railroads, culverts, utilities and easement on and adjacent to the tract are needed.
9. 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.
10. Where a subdivision involves property other than entire lots that have already been through the subdivision process, copies of a deed or deeds dated on a date no less than ten years prior to the filing of the plat are needed to assure that no parcels less than five acres in area are being created through this platting.

#### **GENERAL DESIGN REQUIREMENTS**

11. 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."
12. Minimum floor elevations shall be placed on the plat for all lots less than three (3) feet above the computed one hundred (100) year flood elevation. The minimum finished flood elevation shall be established at one (1) foot above the computed one hundred (100) year flood elevation.
13. *Due to the unknown lot size required to accommodate the needs of potential industrial residents, a request for variance has been received to allow to record final plats as small as one lot per plat with each lot having street frontage on a street improved to city standards, be adequately served by utilities, lots a minimum width of 200 feet (for open ditch lots) and generally conform to the approved preliminary plat. The Planning Commission approves the minimum single lot final plat.*

#### **STREET DESIGN REQUIREMENTS**

14. 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. Amity Road is classified as a Minor Arterial and requires a 40' right-of-way dedication.
15. The minimum horizontal radii 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. The radii of the streets must be shown.
16. Compliance is required with all the footnotes in Table 1, Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. All streets without curb and gutters must have a 10' drainage easement on both sides of the streets.
17. 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. Exception: 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. The long cul-de-sac of Whitten Road must be 40 feet from back of curb to back of curb.
18. Any cul-de-sac over 750 feet in length must have fire department approval. Conway Fire Marshall, Randy Freeman, has approved the cul-de-sac over 750 feet.
19. 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. Randy Freeman has approved the extended length for the stub out.

20. 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.
21. Property line corners at street intersections shall be rounded with a radius of at least 28 feet.

#### **EASEMENT DESIGN REQUIREMENTS**

22. Easements shall be provided for utilities where a subdivision is traversed by a water course, drainage way, 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. The 20' drainage easement on the north side of lot #1 must be shown.
23. Utility easements as required Conway Corporation are needed.
24. Drainage easements as required by the City Engineer are needed.

#### **BLOCK DESIGN REQUIREMENTS**

25. Blocks over 1500 feet in length are prohibited. The block on the east side of the subdivision is over 1500 feet in length. This condition must be corrected.
26. 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. The block on the east side of the plat and the two blocks on the west side of the plat are over 1000 feet in length. A public crosswalk will be required.

#### **LOT DESIGN REQUIREMENTS**

27. The minimum building setback (building line) shall be no less than 25 feet from the right-of-way of the front street, or as required by the Zoning Ordinance. The 25' setback must be shown along lots 1 & 4 along Amity Road.
28. All existing buildings must be shown to meet the minimum setback requirements from all lot lines or they must be modified or moved to meet those setback requirements. The buildings in lot #14 must be shown and must meet the minimum setback.
29. A minimum building setback line shall be established on the plat not less than 25 feet from any floodway boundary.

#### **UTILITY DESIGN REQUIREMENTS**

30. 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.

#### **EXPIRATION OF PLAT**

31. 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. *A request for a one-year extension of the preliminary plat approval of the Guy Murphy Industrial Park has been received. The Planning Commission approves this request to extend preliminary plat approval for the Guy Murphy Industrial Park and it, therefore, is amended to expire on February 21, 2008.*

#### **AUTHORIZATION TO PROCEED**

32. 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.

7. Kevin Watson and Jim Rankin request for preliminary plat approval of Shadow Ridge Subdivision Phase I was granted 8 – 0 subject to the amended punch list on a motion made by Junior Storie and seconded by Sandy Mabry.

### PUNCH LIST

#### **BASIC INFORMATION NEEDED ON THE PLAT**

1. The name of the subdivision must be shown.
2. A legal description of the property with exact boundary lines, bearings and distances is needed. The note stating that this property is not in the 100 year flood plain must be removed.
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. The width of the floodway must be shown.
4. The layout of all proposed streets are needed, along with relevant dimensions and bearings. The dimension must be corrected for Treetop Circle and dimensions and bearings are needed for Shadow Falls Drive north of Shadow Ridge Road.
5. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings. Sidewalk plans are needed along Highway 65.
6. Street names that are not similar to existing street names are needed for all proposed streets. Street names must be provided and approved by the Planning Department staff for the entrance drive, the north/south street at the east end of the entrance drive, and the north/south portion of Shadow Falls Drive.
7. Lot lines with appropriate dimensions are needed. Dimensions and bearings are either needed or need to be clarified in lots 1, 3, 4, 7, 59, 66, 71-76, 81-86, 93-98, 105-110, 117-122, 129, 130, 134 and 135.
8. 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 location of the proposed CAGIS monuments must be shown.
9. The Certificate of Preliminary Survey Accuracy is needed.
10. The Certificate of Preliminary Plat Approval is needed.

#### **ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT**

11. Where the method of disposal of waste water is other than connection to a public waste water system, detailed information shall accompany the plat.
12. State Health Department approval of any new water supply and/or sewage system, if the requirement of the subdivision is to be met by any other means than by connecting to the water supply or sewage system operated by the City of Conway and/or the Conway Corporation is needed.
13. Improvement plans for each new utility system are needed.
14. If the proposed subdivision/replat is a portion of a tract that is owned by the applicant, a preliminary master sketch plan for the entire tract must be submitted with the Preliminary Plat. The sketch plan must contain sufficient detail to allow the Planning Commission to determine general road alignments and lot configurations.
15. Improvement plans, including typical cross sections and centerline profiles for any new street system, are needed. The improvement plans submitted with the original preliminary submission was too small to see any detail. New improvement plans must be submitted. Plans must also be submitted for the new street configuration.
16. Improvement plans for any new drainage system, including location, size and construction of drainageways and structures and typical cross sections and centerline profiles are needed.

17. The Certificate of Preliminary Engineering Accuracy is needed on each set of street and drainage plans.
18. 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**

19. Minimum floor elevations shall be placed on the plat for all lots less than three (3) feet above the computed one hundred (100) year flood elevation. The minimum finished flood elevation shall be established at one (1) foot above the computed one hundred (100) year flood elevation. If lot #135 is to be a buildable lot, the minimum finished floor elevation must be shown.

#### **ACCESS DESIGN REQUIREMENTS**

20. 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. Phase II must be filed at the same time as Phase I to provide the second access.

#### **STREET DESIGN REQUIREMENTS**

21. The maximum grades 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.
22. Variances for grades up to 12% for residential and 15% for minor residential require approval by the Fire Chief and Planning Commission.
23. 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. All methods to slow traffic must meet all relevant city regulations and must be approved by the City Engineer and the Planning Director. Multiple uses of traffic slowing methods are encouraged in an area. *The Planning Commission requires traffic calming along Shadow Falls Drive and Shadow Ridge Road subject to the Conway City Engineer's approval.*
24. *The Planning Commission requires traffic calming along the north/south portion of Shadow Falls Drive at the discretion of the Conway City Engineer.*
25. The Planning Commission may authorize a new boundary street when the subdivider agrees to dedicate the entire right-of-way and construct all the required improvements. *A request for variance has been received to allow Shadow Falls Drive as a boundary street. The Planning Commission approves this request.*
26. 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. *A request for variance has been received to not require a stub street to the north or east. The Planning Commission approves this request for the stub out to the north only. A stub out to the east is required.*
27. Property line corners at street intersections shall be rounded with a radius of at least 25 feet. The corners of lots 4 & 5 at the intersection of Highway 65 and Entrance Drive must be rounded with a radius of at least 25 feet.

#### **EASEMENT DESIGN REQUIREMENTS**

28. Utility easements as required Conway Corporation are needed.
29. Drainage easements as required by the City Engineer are needed.

**BLOCK DESIGN REQUIREMENTS**

30. Blocks over 1500 feet in length are prohibited. *A request for variance has been received to allow the block to the north to be more than 1500 feet in length. The Planning Commission approves this request.*
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.

**LOT DESIGN REQUIREMENTS**

32. Lots must abut upon a public street except where private streets are approved by the Planning Commission in Planned Unit Developments or where a dedicated access easement 25' in width in C-1, C-3 or O-1 zones has been approved by the Planning Commission. Lot #1 does not have any street frontage. This condition must be corrected.
33. In the territorial jurisdiction, lots must be no less than 60 feet wide and no less than 100 feet in depth. *A request for variance has been received to allow lots 59, 81, 86, 93, 98, 105, 110, 117 and 122 to be less than 100 feet at their shallowest points. The Planning Commission approves this condition.*
34. No lot shall be more than four times as deep as it is wide. *A request for variance has been received to allow lot 134 to be more than four times as deep as it is wide. The Planning Commission approves this request.*
35. The minimum building setback (building line) shall be no less than 25 feet from the right-of-way of the front street. The building line must be shown for lots 134 and 135 along Shadow Falls Drive.
36. Corner lots shall have a setback of 25 feet from the front lot line and 25 feet from the exterior side lot line, or as required by the Zoning Ordinance. The building line must be shown on the east side of lots 3 & 6.
37. Every lot must slope to a street or to a drainage easement.

**UTILITY DESIGN REQUIREMENTS**

38. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is more than 600 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.
39. 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.
40. 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**

41. *Sidewalks are required along all collector and arterial streets.*
42. 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.
43. Sidewalks along streets classified as a collector or above shall be constructed by the subdivision developer concurrently with construction of the other subdivision infrastructure. Such construction shall be completed or assurance of construction equal to that required for other infrastructure improvements provided prior to the filing of the final plat. Such sidewalk construction, location, and responsibility shall be clearly identified and be a requirement of the final plat.
44. 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**

45. 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 Shadow Ridge Phase I will expire on March 14, 2007.

**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 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.

8. Kevin Watson and Jim Rankin request for preliminary plat approval of Shadow Ridge Subdivision Phase II was granted 8 – 0 subject to the amended punch list on a motion made by Junior Storie and seconded by Terry Sossong.

**PUNCH LIST****BASIC INFORMATION NEEDED ON THE PLAT**

1. The name and address of all the owners of record are needed.
2. The date of the drawing must be shown.
3. The correct acreage must be shown on the vicinity map.
4. A legal description of the property with exact boundary lines, bearings and distances is needed. The legal description must match the boundary of the subdivision.
5. The acreage to the nearest one-tenth of an acre must be corrected.
6. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings. Clear and concise sidewalk plans are needed along Acklin Gap Road.
7. Street names that are not similar to existing street names are needed for all proposed streets. The same street name that is used for the north/south portion of the same street in Phase I must be used.
8. Lot lines with appropriate dimensions are needed. Dimensions are needed for all lot lines in lots 136, 144, 145 and 153.
9. Proposed easements are needed. A drainage easement must be shown where the ditch is located.

**ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT**

10. The direction of flow of all water courses entering the tract shall be indicated.
11. The direction of flow of all water courses leaving the tract shall be indicated.
12. The drainage area of all water courses above the points of entry shall be noted.
13. The downstream drainage channel and drainage structures substantially impacted by the subdivision/replat shall be shown.
14. Where the method of disposal of waste water is other than connection to a public waste water system, detailed information shall accompany the plat.
15. State Health Department approval of any new water supply and/or sewage system, if the requirement of the subdivision is to be met by any other means than by connecting to the water supply or sewage system operated by the City of Conway and/or the Conway Corporation is needed.
16. Improvement plans for each new utility system are needed.
17. 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**

18. 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.
19. 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."
20. Minimum floor elevations shall be placed on the plat for all lots less than three (3) feet above the computed one hundred (100) year flood elevation. The minimum finished flood elevation shall be established at one (1) foot above the computed one hundred (100) year flood elevation.

**STREET DESIGN REQUIREMENTS**

21. 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. Acklin Gap Road is classified as a minor arterial on the Master Street Plan. Dedication of 40 feet along the entire frontage of the Subdivision must be dedicated as street right-of-way.
22. All methods to slow traffic must meet all relevant city regulations and must be approved by the City Engineer and the Planning Director. Multiple uses of traffic slowing methods are encouraged in an area. The method of traffic calming must also be approved by the County Judge. Judge Scroggins has expressed that he does not like speed humps.
23. The Planning Commission may authorize a new boundary street when the subdivider agrees to dedicate the entire right-of-way and construct all the required improvements. *A request for variance has been received to allow the northern end of Shadow Falls Drive to be a new boundary street. The Planning Commission approves this request.*
24. 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.
25. 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. Because of the length of Shadow Falls Drive being over 1120 feet, this plat must be filed with Shadow Ridge Subdivision Phase I.

26. Property line corners at street intersections shall be rounded with a radius of at least 28 feet. The property line corner at the southwest corner of Acklin Gap Road and Shadow Falls Drive must have a radius of 28 feet.

#### **EASEMENT DESIGN REQUIREMENTS**

27. Utility easements as required Conway Corporation are needed.
28. Drainage easements as required by the City Engineer are needed.

#### **BLOCK DESIGN REQUIREMENTS**

29. Blocks over 1500 feet in length are prohibited. *A request for variance has been received to allow the block to the east to be 2078 feet. This condition must be corrected.*
30. 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. *A request for variance has been received to not require public crosswalks to the east or west. The Planning Commission approves this request.*

#### **LOT DESIGN REQUIREMENTS**

31. In the territorial jurisdiction, lots must be no less than 60 feet wide and no less than 100 feet in depth. *A request for variance has been received to allow lots 144 and 145 to be less than 100 feet in depth at their shallowest point. The Planning Commission approves this request.*
32. Every lot must slope to a street or to a drainage easement.

#### **UTILITY DESIGN REQUIREMENTS**

33. 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.
34. 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.
35. 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.

#### **PARKING LOT ORDINANCE REQUIREMENTS**

36. Any new lot lines must comply with the requirements of the Parking Lot Ordinance or receive a variance from the City Council.

#### **EXPIRATION OF PLAT**

37. Plats will expire at the end of one year from acceptance of the Preliminary Plat unless an extension is requested and granted by the Planning Commission. Shadow Ridge Subdivision Phase II will expire on February 20, 2008.

#### **AUTHORIZATION TO PROCEED**

38. Receipt of an approved or conditionally approved copy of the Preliminary Plat, together with an approved copy of the Improvements Plan shall constitute authorization of the Planning Commission for the 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.

9. Conway Development Corporation request for preliminary plat approval of The Meadows Phase III was granted 8 – 0 subject to the amended punch list on a motion made by Junior Storie and seconded by Ron Fields.

#### **PUNCH LIST**

##### **BASIC INFORMATION NEEDED ON THE PLAT**

1. Application for review and approval of the preliminary plat is needed.

2. A vicinity map showing the location and acreage of the subdivision must be shown. The vicinity map must only include the property being subdivided and show the acreage.
3. A legal description of the property with exact boundary lines, bearings and distances is needed. The legal description must only include Phase III.
4. The acreage to the nearest one-tenth of an acre is needed. The acreage should not include Phases I & II or any portion that is not being subdivided.
5. 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.
6. The present zoning classification of the land to be subdivided and of the adjoining land contiguous to the boundary of the proposed subdivision is needed. The present zoning must be shown and the zoning to the east must be changed to I-3.
7. Street names that are not similar to existing street names are needed for all proposed streets. Street names must reflect the names as filed in Phases I & II.
8. Lot lines with appropriate dimensions are needed.
9. Proposed easements with appropriate dimensions must be identified.
10. The source of water supply must be shown.
11. The method of disposal of waste water must be shown.
12. A minimum of two CAGIS monuments shall be placed in each subdivision or subdivision phase exceeding ten (10) acres.

**ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT**

13. Natural features within the proposed subdivision including drainage channels, bodies of water, wooded areas and other significant features are needed. Natural features such as drainage channels may be relocated as required as such time as final plats are filed for approval on individual lots.
14. The Certificate of Preliminary Engineering Accuracy is needed on each set of street and drainage plans. The Certificate of Preliminary Engineering Accuracy is missing from the street and drainage plans due to the design of the improvements occurring under the direction of the City Engineer.

**GENERAL DESIGN REQUIREMENTS**

15. 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.
16. 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."
17. Minimum floor elevations shall be placed on the plat for all lots less than three (3) feet above the computed one hundred (100) year flood elevation. The minimum finished flood elevation shall be established at one (1) foot above the computed one hundred (100) year flood elevation.

18. An easement shall be placed around the high water limits of the detention area.
19. *A request has been made to allow this phase to be divided to consist of one lot plus adjacent right-of-way and be filed as separate phases. Each lot line and or phase may be adjusted to meet the need of the buyer. The Planning Commission approves this request.*

#### **STREET DESIGN REQUIREMENTS**

20. The maximum grades 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 10.48% grade along Ledgelawn Drive. The Planning Commission approves this request subject to Fire Department approval.*
21. The minimum horizontal radii 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 for two curves to have a horizontal radii of 300 feet and 350 feet. The Planning Commission approves this request.*
22. The minimum horizontal tangent distances between reverse curves 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 the tangent distances to be as little as 26.1 feet instead of 200 feet to accommodate the larger horizontal radii. The Planning Commission approves this request.*
23. 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. A stub out is recommended to the south east of the large pond to the proposed residential area. *The Planning Commission does not require a stub out to the residential area.*
24. 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 exceeding large cul-de-sac off Sturgis Road until such time as the extension of the collector on the west end of the property provides additional access to the property. The Planning Commission approves this request.*
25. Any cul-de-sac over 750 feet in length must have fire department approval.
26. 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.
27. Cul-de-sac turnarounds shall have a right-of-way diameter of 120 feet and a pavement diameter of 96 feet. Measurements assume back of curb to back of curb for a roll curb.

#### **EASEMENT DESIGN REQUIREMENTS**

28. Utility easements as required by Conway Corporation are needed.
29. Drainage easements as required by the City Engineer are needed.

30. Where possible, pedestrian trail and pathway systems shall link open space corridors through major utility, drainage and other easements and another easement for the pathways shall be established within that easement. A pedestrian trail is shown inside the 60' floodway and drainage easement in lots 19-22 on the Comprehensive Plan. The pedestrian trail must be shown on the plat.

#### **BLOCK DESIGN REQUIREMENTS**

31. Blocks over 1500 feet in length are prohibited. The block to the north, the block to the west, the block to the south and the block inside the loop are all over 1500 feet in length. *A request for variance has been received to permit all blocks to be more than 1500 feet in length. The Planning Commission approves this request.*
32. 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. The block to the north, south, east and west as well as the block both directions inside the loop are more than 1000 feet in length. *A request for variance has been received to eliminate the requirement for a dedicated crosswalk easement for block lengths greater than 1000 feet. The Planning Commission approves this request.*

#### **LOT DESIGN REQUIREMENTS**

33. Minimum lot depth must conform with the requirements of the Zoning Ordinance. Many of the lots do not appear to be 100 feet in depth at their shallowest points. *Due to lot lines being subject to change at time of final plat, a variance is requested for any non conforming lot dimensions. The Planning Commission approves this request at final plat approval.*
34. The minimum building setback (building line) shall be no less than 25 feet from the right-of-way of the front street, or as required by the Zoning Ordinance. The 50' building line must be identified.
35. All existing buildings must be shown to meet the minimum setback requirements from all lot lines or they must be modified or moved to meet those setback requirements. The building in lot #25 must be moved or removed before the filing of that lot.
36. Every lot must slope to a street or to a drainage easement.

#### **UTILITY DESIGN REQUIREMENTS**

37. 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.

#### **SIDEWALK DESIGN REQUIREMENTS**

*[NOTE: Original item 38 was removed from the punch list in Subdivision Committee because the regulation does not apply. Subsequent items are renumbered to reflect the committee's action.]*

38. Sidewalks must be a minimum of five feet wide and located within the public right-of-way, with the edge closest to the street located five and one-half feet from the back of the curb. Sidewalks are not required to be constructed in a straight line, if such straight line construction would damage trees, or if an aesthetic effect is desired and the Planning Commission approves.
39. 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.
40. Sidewalks along streets classified as a collector or above shall be constructed by the subdivision developer concurrently with construction of the other subdivision infrastructure. Such construction shall be completed or assurance of construction equal to that required for other infrastructure improvements provided prior to the filing of the

final plat. Such sidewalk construction, location, and responsibility shall be clearly identified and be a requirement of the final plat.

41. Sidewalks shall link sidewalks of adjoining lots so as to provide a continuous "ribbon" of pedestrian access throughout the community.
42. 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.

#### **FEE REQUIREMENTS**

43. Appropriate fees must be paid. The preliminary filing fee must be paid.

#### **EXPIRATION OF PLAT**

44. 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 Meadows Phase III will expire on February 12, 2008.

#### **AUTHORIZATION TO PROCEED**

45. 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.

### **PUBLIC HEARINGS**

#### **ANNEXATIONS**

10. Richard and Barbara Collins annexation request for property located immediately south of Cresthaven Subdivision Phase II and west of Mill Pond Road was approved 8 – 0 for recommendation to the City Council contingent upon the property's release from the County and satisfactory utility easement agreements with the city's utility Conway Corp. Local surveyor Robert French was present representing Mr. and Mrs. Collins on their request and spoke for the annexation and its requested R-1 zoning before the Planning Commission. Applicants propose to do another phase of Cresthaven Subdivision. No one came forward in response to the chairman's request for those who would like to speak against the request. Terry Sossong made the motion to approve recommending the request for annexation into the City with R-1 zoning to the City Council contingent on its release from the county and on an agreement with Conway Corp for utility easements. Ron Fields seconded the motion. It passed 8 - 0.
11. Jim Rankin request on behalf of Trinity Development for annexation of property located on the north side of Prince Street across from Four Winds Chapel was approved 8 – 0 for recommendation to the City Council for annexation into the city with R-1 zoning. Robert French came forward to state that this lot was inadvertently left out of the original plat for Chapel Creek upon annexation of the property into the city. For that reason, the filed plat included a notation that Lot 66 Chapel Creek Subdivision would be nonbuildable until such time as it was brought into the city. Ron Fields made the motion to approve recommending the request for annexation into the city with R-1 zoning to the City Council for approval. Junior Storie seconded the motion. It passed 8 - 0.

#### **BUILDING MOVING**

12. Michael Candella, Sr., request for building (a house) to be moved from its current location at 321 Western Avenue to Lot 49 in Conway East Subdivision, aka 1655 Mockingbird Lane, was denied 8 – 0. The motion to deny was made by Junior Storie and seconded by Bill Graff. Mr. Candella who currently resides in Hot Springs was present to speak for his

request. He stated the house currently sits on property purchased by MBRK for future development—probably as dormitories for UCA—and the house was scheduled for demolition. He saw the house and really fell in love with it, and subsequently purchased it. He found a piece of property to put it on through Vickie Reynolds and would like to live in it. He displayed renditions of what the house would look like once renovated and restored on the lot, and stated his personal opinion that the house would be compatible with structures already in the area. The house was built in 1947 or 48 and was very well kept as evidenced by the pictures. The subdivision where they want to put the house is about 30 or 35 years old. He and his wife propose to live in the house and feel it will make a very desirable property.

Coming forward to speak against the request were Fred Tate, 31 Hummingbird Lane; Fred McCoy, 525 Milam Street; and Darrell Hutchins, 22 Hummingbird Lane. Consensus of those speaking against this was that it must have a rock or brick exterior; anything else is unacceptable to the current residents of the subdivision. Their concern is about how it will look. Theirs is a nice area and they want it to stay that way. The house, as is with its metal-appearing siding, is unacceptable.

### **REZONING**

13. Roy Hill request on behalf of Calvary Baptist Church to rezone from A-1 to O-1 property located at 4725 Prince Street was approved 8 – 0 on a motion made by Bill Graff that was seconded by Ron Fields. DeAnn Atkinson with Tyler Surveying was present to speak for this request on behalf of the applicant. The rezoning would allow them to continue their religious activities and expand their church without the need to go before the Board of Zoning Adjustment which is what they would need to do if they want to expand under their current zoning of A-1. The O-1 zoning would allow them to have church activities and get a building permit to expand the church. No one spoke against this rezoning.
14. Alan Finley request on behalf of Conway Regional Health System to rezone from R-2A and O-3 to S-1 the properties at 731 Donaghey Avenue, 2121 through 2219 Robinson Avenue, 2116 through 2130 Louvenia Avenue, and 702 and 708 Western Avenue was approved 8 - 0 on a motion to approve made by Bill Graff and seconded by Junior Storie. No one spoke against this rezoning.
15. Roy Martin request to rezone from R-1 to O-2 property at 708 South Donaghey Avenue was approved 8 – 0 on a motion to approve made by Bill Graff and seconded by Junior Storie. Mr. Martin stated this property at the corner of Dave Ward Drive and Donaghey is a high traffic site and the current owners Dennis and Charlene Jordan would like to sell it and move to a lesser traveled location. Mr. Martin said it was his intent to locate his real estate office there if the property is rezoned to O-2. Others speaking for the rezoning were Rebecca Winburne, 706 South Donaghey Avenue and Reverend John Gierke, 1640 Highpoint Drive. Don Bykoff, 702 South Donaghey, spoke against the rezoning which would add even more traffic to an already heavily traveled area.
16. Wendell Edwards request to rezone from A-1 to MF-2 the property located at #3630, #3640, #3650, #3660, #3670, and #3780 Jeanna Drive was approved 8 – 0 on a motion to approve made by Ron Fields and seconded by Sandy Mabry. Local realtor Fran Lemon was present to represent Mr. Edwards on his request. No one spoke to oppose this rezoning request.

17. Esmeralda and Jose Castro request to rezone from A-1 to PUD the property at 1655 Churchill Drive was denied 8 – 0 on a motion made by Terry Sossong and seconded by Sandy Mabry. Present to speak for this rezoning were Esmeralda Castro and Bobby French. Mr. French presented specifics and drawings of the proposed PUD and stated that Mrs. Castro had worked closely with the Planning Department to meet city requirements and produce an acceptable and aesthetically appealing project that would fit well with the area. Previously, Mrs. Castro had proposed to request MF-1 zoning for the property, but after listening to input at a Planning Commission meeting last year and hearing surrounding opposing property owners ask why couldn't the property be developed as a PUD that would allow conditions to be placed on its development that would make it a more acceptable alternative, she withdrew her request and is seeking the PUD zoning for these two-story single family homes.

Among those speaking against the rezoning were Chris Sullivan, 2650 Copper Cove; Terry Scott, 2220 Apple Blossom; Michael Garlington, 1790 Wysteria; Jamie Stratton, 2335 Azalea; Tammy Doughty, 2245 Apple Blossom; Howard Ketcher, 2170 Spring Valley Drive; Blake Wagner, 2335 Orchid; Roger Anderson, 1635 Ivy Cove; Brad Foster, 2225 Apple Blossom; Ryan Brooks, 1610 Ivy Cove; John Brock, 2650 Zoysia; Dave Smith, 1690 Hosta; and J. D. Carriker, 2500 Gladiola.

Among the objections presented were that these would be two story apartments—too big to be in their subdivision—looking down on the subdivision, and in particular those houses next to it. Single story is preferable. Other issues were yard maintenance, trash pickup, shrubs. The fence belongs to subdivision—who will be responsible for fixing it if it is damaged. Traffic congestion, lower property values, the view of the neighborhood being blocked by these two story buildings, increased danger to school children, and increased crime were other concerns expressed by subdivision residents. They want single-story, single family homes. They don't want more rental properties.

The meeting adjourned at 9:20 p.m. on a motion made by Junior Storie and seconded by Terry Sossong. Vote to adjourn was unanimous.