

# **PLANNING COMMISSION MEETING**

## **July 16, 2007**

Chairman Adam Thomas called the regular meeting of the Conway Planning Commission to order at 7:00 p.m., Monday, July 16, 2007. Present at the meeting were commissioners Aliza Jones, Mary Etta Qualls, Todd Smithhart, Terry Sossong, and Junior Storie. Commissioners Ron Fields, Bill Graff, Sandra Mabry, and Chris Riggins were absent. Following their customary procedure, commissioners introduced themselves individually to the audience present.

Mr. Thomas stated the meeting is normally in three parts but that there is only one part to cover tonight, so the commission would go on to staff reports and the minutes. Staff reports on the agenda require no action and include site plans, lot splits, mergers, and minor subdivisions filed for record. Site plans reported were Oak Place Shopping Center, 1008 East Oak Street; Conway Christian School/Elementary School Addition, 400 S. East German Lane; Dusty's WCI/Office, Commercial & Mini-Storage, 170 Commerce Road; John Deere, 205 Tilk Road; and Zaxby's, 3800 Dave Ward Drive. Lot splits, mergers, and minor subdivisions filed for record: Replat of Lot 4B Cimarron Park and Lot 27 Brookstone Subdivision Correction Plat.

The June 2007 minutes were approved as submitted on a 6 – 0 vote on a motion for approval made by Aliza Jones and seconded by Junior Storie.

Mr. Thomas turned the meeting over to subdivision committee chair Junior Storie who presented the lone subdivision item on the agenda to the commission for action. The vote on each item requiring action is noted at the end of the item.

### **SUBDIVISION REPORT**

1. Watson and Rankin, LLC request for preliminary plat approval of Shadow Ridge Subdivision Phase III was granted 6 – 0 subject to the amended punch list on a motion made by Terry Sossong and seconded by Adam Thomas.

#### **Punch List:**

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

1. The name and address of all the owners of record are needed. The name and address for the owner of proposed Lot 22 must be included.
2. 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. This property and the adjoining property is not zoned County. The adjacent property should just say "County" instead of "Zoning County" and the note for this property must be changed to: "This property is in the County".
3. The layout of all proposed sidewalk systems is needed, along with relevant dimensions and bearings. The layout for the sidewalk along Shadow Falls Drive and Fulmer Drive must also be shown.
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. All lot dimensions must be readable and should not be placed inside the proposed sidewalk.
6. Land to be used for purposes other than residential must be shown. Lot #1 must indicate the purpose.
7. The source of water supply must be shown.
8. The method of disposal of wastewater must be shown.

9. For subdivisions of ten (10) acres or less in size, no new CAGIS monumentation is required. However, these smaller subdivisions must all be tied to CAGIS monumentation.

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

10. Where the method of disposal of wastewater is other than connection to a public waste water system, detailed information shall accompany the plat.
11. 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.
12. If the proposed subdivision 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.
13. 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.
14. 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**

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.

**ACCESS DESIGN REQUIREMENTS**

18. 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. Shadow Ridge Subdivision Phase I must be filed before this phase to provide a second access.

**STREET DESIGN REQUIREMENTS**

19. 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. Variances for grades up to 12% for residential and 15% for minor residential require approval by the Fire Chief and Planning Commission. *A request for variance has been received to allow the new road to have a 12% maximum grade. The Planning Commission approves this request. (6 – 0)*
20. 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 three areas of the new road to be a boundary road. The Planning Commission approves this request. (6 – 0)*
21. Proper access in the form of stub streets or temporary dead-end 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.
22. Street intersections shall be laid out as nearly at right angles as possible, with no angle of less than 75 degrees. The new road and Fulmer Lane are not at right angles. This condition must be corrected.
23. Property line corners at street intersections shall be rounded with a radius of at least 28 feet. The west side of the new road at the intersection with Fulmer Drive will obtain the radius as the property is developed.

**EASEMENT DESIGN REQUIREMENTS**

24. Easements shall be provided for utilities where a subdivision is traversed by a watercourse, 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. Easements must be shown between lot lines where drainage is shown on the street & drainage plans.
25. Utility easements as required Conway Corporation are needed.
26. Drainage easements as required by the City Engineer are needed.

**LOT DESIGN REQUIREMENTS**

27. 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 1, 17 & 18 to be less than 100 feet in depth. The Planning Commission approves this request for Lot 1 only with Lot 1 being an unbuildable lot. (6 – 0)*
28. The lot numbering should be continuous from the previous phases instead of beginning with #1.
29. 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 lots 1, 8 and 9 to be double frontage lots. The Planning Commission approves this request. (6 – 0)*
30. 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.
31. Every lot must slope to a street or to a drainage easement.

**UTILITY DESIGN REQUIREMENTS**

32. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is no more than 600 feet from the hydrant located on the same street.
33. 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. The State

Department of Health must approve the additional lots for the private sewer system of Phase I.

**EXPIRATION OF PLAT**

34. 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 Subdivision Phase III will expire on July 16, 2008.

**AUTHORIZATION TO PROCEED**

35. 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.

Adam Thomas reminded everyone that he has asked Planning Director Bryan Patrick to put together a time line for new commissioners. Both Adam Thomas and Chris Riggins will end their five-year terms as of December 31, 2007. Although the process must adhere to the requirements of the Blue Ribbon Commission, Mr. Thomas asked that current commissioners be thinking about what they might want to do next year when new committee assignments are made and new officers appointed.

The meeting adjourned at about 7:30 p.m. on a motion made by Terry Sossong and seconded by Mary Etta Qualls.

***NOTE: No items were filed for public hearing at the July Planning Commission meeting.***