

PLANNING COMMISSION MEETING

October 15, 2007

Chairman Adam Thomas called the regular meeting of the Conway Planning Commission to order at 7:00 p.m., Monday, October 15, 2007. Present at the meeting were commissioners Ron Fields, Sandy Mabry, Mary Etta Qualls, Todd Smithhart, Terry Sossong, Junior Storie, and Adam Thomas. Absent from the meeting were commissioners Bill Graff and Chris Riggins. Also not present was Aliza Jones who resigned from the Planning Commission effective immediately because her job assignment required her to relocate to another Arkansas city.

Mr. Thomas then explained the commission is an advisory board to the city council and that items are referred to the council for final action. Anyone interested in a particular agenda item should also attend the council meeting at which it is heard. Planning Commission meetings are generally divided into two halves—the first half being the Subdivision Committee report, the second half the public hearing, and possibly some discussion items at the end if needed.

Staff reports on the agenda require no action and include site plans, lot splits, mergers, and minor subdivisions filed for record. For October, one site plan was reported—North Donaghey Warehouse, 2655 Donaghey Avenue. Lot splits, mergers, and minor subdivisions filed for record: none.

The first item of business was the September minutes. Mr. Storie made a motion to approve the minutes as submitted. Mr. Fields seconded the motion and it passed 7 – 0.

Mr. Thomas then called on Junior Storie to make the Subdivision Committee report.

SUBDIVISION REPORT

1. Charles Day request for a one-year extension of the preliminary plat approval of Summit Estates was granted 7 – 0 on a motion made by Mr. Storie and seconded by Terry Sossong.
2. Wal-Mart Stores, Inc., request for preliminary plat approval of Lot Split of Outlot 3 Wal-Mart Subdivision was granted 7 – 0 on a motion made by Mr. Storie and seconded by Ron Fields to grant approval subject to the amended punch list.

PUNCH LIST:

BASIC INFORMATION NEEDED ON THE PLAT

1. The name and address of all the owners of record are needed.
2. The name and address of the subdivider are needed.
3. A vicinity map showing the location and acreage of the replat must be shown. The vicinity map must identify the entire Outlot 3 and not just Outlot 3B. Also the acreage must be shown for the entire tract on the vicinity map.
4. A legal description of the property with exact boundary lines, bearings and distances is needed.
5. The date of the survey is needed.
6. The present zoning classification of the adjoining land contiguous to the boundary of the proposed replat is needed.
7. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings.
8. The source of water supply must be shown.
9. The method of disposal of waste water must be shown.

10. 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.
11. The Certificate of Preliminary Survey Accuracy is needed.
12. The Certificate of Preliminary Plat Approval is needed.

STREET DESIGN REQUIREMENTS

13. 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. An additional 5' right-of-way must be dedicated along Fendley Drive, Sanders Street, Alfred Street and O'Bryant Street.
14. Property line corners at street intersections shall be rounded with a radius of at least 28 feet.

EASEMENT DESIGN REQUIREMENTS

15. 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 is required at the back of Outlot 3A to accommodate the drainage.
16. Utility easements as required Conway Corporation are needed.
17. Drainage easements as required by the City Engineer are needed.

LOT DESIGN REQUIREMENTS

18. 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. Street frontage width must comply with the Zoning Ordinance requirements. *A request for variance has been received to allow Outlot 3B to be accessed by a dedicated ingress and egress easement instead of street frontage. The Planning Commission approves this request.*
19. 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. While the 40' setback from all streets and lot lines are shown, they are not required. The 40' setback is only required along Harkrider Street. Fifteen (15) feet is required from all other streets and a zero (0) foot setback is permitted with adjoining lots.

SIDEWALK DESIGN REQUIREMENTS

20. Sidewalks are required along both sides of all streets. Sidewalks must meet all requirements in Table 1, Street Classification & Design Standards, City of Conway.
21. 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.
22. 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.
23. 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.

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

PARKING LOT ORDINANCE REQUIREMENTS

25. 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

26. 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 Lot Split of Outlot 3 Wal-Mart Subdivision will expire on October 15, 2008.

CONDITIONAL USE REPORT

3. Mary Etta Qualls reported to the commission on the conditional use committee's findings regarding the Baker conditional use request for a doggie day care that was held in committee after public hearing at the September commission meeting. The committee made no recommendation to the commission for approval, disapproval, or conditions. Following discussion in commission, Junior Storie made a motion seconded by Ron Fields to deny this conditional use request. The vote on this first motion was 5 – 1 – 1 with Sandy Mabry voting against the motion to deny and Terry Sossong abstaining from the vote. A second motion was made by Junior Storie and seconded by Mary Etta Qualls to forward the motion to the city council without recommendation. This second motion passed 7 – 0.

REQUEST FOR REHEARING

4. Three A Enterprises request for a rezoning rehearing for property located at 1220 and 1221 Ash Street north of Mill Street was approved 7 – 0 on a motion made by Junior Storie and seconded by Terry Sossong. James Dreher with Civil Designs represented the owners of the property on this request to grant a rehearing for PUD rezoning for this property. There were no other speakers either for or against this request.

PUBLIC HEARING

P.U.D. AMENDMENT

5. Family Services Agency request for an amendment to the Donaghey Court Apartments PUD located at 855 South German Lane to construct a thirty-two unit Phase 2 of this apartment complex was approved 7 – 0 on a motion made by Ron Fields and seconded by Mary Etta Qualls. Mike Ruffin was present to speak on behalf of this request. No one spoke against the request.

DISCUSSION

Chairman Thomas appointed two teams of three members each to serve as the nominating committee to interview candidates and select the top two from each team to present to the full commission for recommendation to the City Council. Terry Sossong, Ron Fields, and Bill Graff will make up one team; Junior Storie, Sandra Mabry, and Adam Thomas will make up the other team. Terry Sossong and Junior Storie will act as chair for their respective teams. *(Members of the two nominating teams were corrected at the November meeting as shown above.)*

Mr. Storie reported the Christmas social gathering is set for December 6 at 7:00 p.m., at Centennial Valley Country Club. He will get a firm count at the next meeting.

The meeting adjourned at 8:00 p.m. on a motion made by Terry Sossong and seconded by Sandra Mabry. Vote was 7 – 0.