

PLANNING COMMISSION MEETING

January 23, 2008

Vice Chairman Terry Sossong called the regular meeting of the Conway Planning Commission to order at 7:00 p.m., Wednesday, January 23, 2008. Commissioners present were Craig Cloud, Kim Gardner, Richard Kirkman, Sandy Mabry, Kent Mathis, Mary Etta Qualls, and Terry Sossong. Commissioners Ron Fields, Todd Smithhart, and Junior Storie were absent.

Mr. Sossong 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. Site plans reported: Microtel Inn, 2475 Sanders Street; Taco Bueno, 1155 Dave Ward Drive; Southern Fence Company, 3150 Vail Avenue; Sutherland Imports (amended), 720 Sixth Street; The Crestwoods on College (apartments), 2611 College Avenue; Donaghey Court Apartments Phase II, 855 South German Lane; Bernard Offices, at 1150 Bob Courtway Drive; and The Shoppes at Scherman Heights, 605 Salem Road. Lot splits, mergers, and minor subdivisions filed for record: Ozark Express Replat; Makenna Cove Correction Plat of Lots 54-55, 65-66 and 73-74; Western Avenue Replat; Microtel Replat; and Replat of Lots 35 and 36 Whitney Woods Subdivision.

Mr. Sossong proceeded to make the Subdivision Committee report.

SUBDIVISION REPORT

1. Ivo Jones request for preliminary plat approval of Museum Landing Subdivision was granted 7 – 0 on a motion to approve subject to the amended punch list. Sandy Mabry made the motion that was seconded by Mary Etta Qualls.

PUNCH LIST:

BASIC INFORMATION NEEDED ON THE PLAT

1. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings. Sidewalk plans are needed for that Portion of Bill Dean Drive that borders this plat.

ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT

2. Existing streets, buildings, watercourses, railroads, culverts, utilities and easement on and adjacent to the tract are needed. Amity Road on the south side of this plat was closed by Ordinance #O-2003-67.
3. 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.
4. 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. The 10 year old deed provided on Monday, January 14, 2008 does not include the one foot strip that borders Bill Dean Drive. The plat boundary must be adjusted and an access easement must be provided from the street right-of-way.

GENERAL DESIGN REQUIREMENTS

5. 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.

6. 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."
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. 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 access to both lots by way of dedicated access easements. The Planning Commission approves this request.*
11. *It is recommended by the City Engineer and Planning Department that a 35' public access easement be required along the interstate right-of-way and along the western lot line of Lot 2 to connect from Bill Dean Drive to the access easement along the interstate. The Planning Commission approves this recommended access easement subject to a minimum pavement width of 24 feet with a pavement thickness that conforms to the pavement sections of the collector streets.*
12. In no case shall a lot be permitted where the lot is fronted by a stub-out or street termination. In such cases, dead-end fire apparatus turnarounds shall be provided. A turnaround easement for Bill Dean Drive is a requirement of the closing of the east-west leg.
13. 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. A building line of 40 feet must be shown for the adjacent right-of-way for Bill Dean Drive.
14. Every lot must slope to a street or to a drainage easement.

UTILITY DESIGN REQUIREMENTS

15. 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

16. 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. Museum Landing Subdivision will expire on January 23, 2009.

AUTHORIZATION TO PROCEED

17. 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.

NOTE: Items formerly numbered 16 through 21 listed under Sidewalk Requirements were stricken—they do not apply in this situation—and the remaining items renumbered.

2. Conway Development Corporation request for a one-year extension of the preliminary plat approval for The Meadows Phase III was granted 7 – 0 on a motion to approve subject to the amended punch list made by Sandy Mabry and seconded by Mary Etta Qualls.

Before beginning the public hearing, commissioners voted 7 – 0 to approve the amended December minutes submitted for their review. Sandy Mabry made the motion to approve. Richard Kirkman seconded the motion.

PUBLIC HEARING

Conditional Use

3. Hobbs conditional use request to allow two duplexes/multi-family density in C-2 zoning for property at the northwest corner of Washington Avenue and Fleming Street (1606 Fleming) was held in committee on a 7 – 0 vote on a motion made by Sandy Mabry to hold the item in committee until the February meeting to allow applicant an opportunity to submit a site plan for the proposed property that will give commissioners some guidance as to what conditions they might need to place on the request. Mary Etta Qualls seconded the motion.

SPEAKING FOR THE CONDITIONAL USE:

David Hall, Tyler Surveying and Mapping, 240 Hwy 65N, Conway, AR.
Shayne Hobbs, 11 Brookside Drive, Greenbrier, AR

- Intent is to place two additional duplexes on property adjacent to one already in place
- Entrance to the duplexes will be from Fleming, not Washington
- No map/drawings of the proposed structures and lot are available at this time but the structures will duplicate the duplex previously built on East Street

SPEAKING AGAINST THE CONDITIONAL USE: None

COMMISSION DISCUSSION:

- Concerns about the drainage ditch running through the lot
- Usable square footage on the site
- How this construction will impact drainage

Without a site plan for the property showing driveways, where the buildings will sit, setbacks, drainage, commissioners felt they could not set conditions—they don't actually know on what they would be setting conditions without seeing a proposed site plan.

Sandy Mabry wanted to emphasize how important it is for members of the Subdivision Committee to be at their committee meetings. If a quorum is not present at the Subdivision meeting, then each item on a punch list must be acted on separately in the public meeting. That has the possibility for greatly prolonging a meeting.

Planning Director Bryan Patrick discussed plans for a training session for commissioners.

The meeting adjourned at 8:15 p.m. on a motion made by Mary Etta Qualls and seconded by Kent Mathis. Vote was 7 – 0 to adjourn.