

2001 PLANNING DEPARTMENT YEAR END REPORT



2001 PLANNING DEPARTMENT ACTIVITIES

This portion of this report summarizes the activities of the Conway, Arkansas Planning Department in 2001. The report is given in a synopsis form with the information presented in the various categories of activities.

PLANNING COMMISSIONERS

G.A. (Bud) Hines Jr., Chair	Lee Lawson
Bob McCormack, Vice-Chair	Curtis Williams
James Barr, Secretary	Charlotte Jones
Reginald Jackson	Jeff Allender
Tim O'Brien	Greg Lock

STAFF

Planning Director – Bill Polk
Assistant Planning Director – Ken Pickett
Planning Cartographer – Christy Sutherland
Planning Technician – Bryan Patrick
Planning Interns (part-time, temporary) -
Lee Elliott and Kandi McCoy



PLANNING COMMISSION REVIEW

Analyses were presented to the Planning Commission for:

◆ Rezoning Requests.

33 Rezoning Requests were reviewed by the Planning Commission in 2001. The following table lists the name assigned to each rezoning request, the zoning at the time of the request, the zoning requested, the action of the Planning Commission and the status of the request at the end of the year.

Name	Original Zoning	Requested Zoning	Planning Commission Recommendation		Status at the end of 2001
Booth Rezoning	R-1	R-2A	withdrawn	0.77 acres	withdrawn
Booth Rezoning	R-1	R-2	withdrawn	1.54 acres	withdrawn
Brownstone Rezoning	A-1	R-1	approval	15.00 acres	granted O-01-114
Clark Rezoning	A-1	RMH	approval	0.87 acres	held until 2002
Conway Development Corp. Rez.	A-1	I-2	approval	176.66 acres	granted O-01-22
Coreslab Rezoning	A-1	I-3	approval	0.69 acres	granted O-01-50
Crossman Rezoning	A-1 & R-1	MF-3	denial	1.49 acres	denied O-01-82
Davis et al Rezoning	A-1	O-2	approval	13.05 acres	granted O-01-51
Eidson Rezoning	R-1	MF-3	approval	0.46 acres	granted O-01-79A
The Falls Rezoning	PUD	R-1	approval	15.40 acres	granted O-01-17
Gafner Rezoning	A-1	I-1	denial	1.17 acres	held until 2002
Garner Rezoning	A-1	RMH	approval	1.00 acres	granted O-01-25
Hammett Rezoning	R-2A	MF-3	approval	1.14 acres	granted O-01-113
Hart Rezoning	R-2A	MF-1	approval	7.89 acres	granted O-01-07
Hendrick's Rezoning	R-1	R-2	withdrawn	0.24 acres	withdrawn
Hendrix Rezoning	C-1 & MF-3	S-1	approval	6.01 acres	granted O-01-116
Hyden, Miron & Foster Rezoning	R-2A	O-3	approval	0.26 acres	granted O-01-93
Jackson Rezoning	A-1	R-1	approval	0.75 acres	granted O-01-115
Lots 16 & 17 Cimarron Park Rez.	A-1	C-3	denial	18.16 acres	granted O-01-21
Nottingham Rezoning	A-1	R-1	approval	41.11 acres	granted O-01-92
Paddington Estates Rezoning	A-1	R-1	approval	25.72 acres	granted O-01-87
Paladino Rezoning	A-1	O-1	approval	75.00 acres	granted O-01-23
Paladino Rezoning	R-1	O-1	approval	6.50 acres	granted O-01-32
Paladino Rezoning	R-2	MF-3	withdrawn	0.14 acres	withdrawn
Potts Rezoning	A-1	R-1	approval	0.50 acres	held until 2002
Quattlebaum Rezoning	R-2A	C-3	denial	0.37 acres	granted O-01-94
Snyder Rezoning	A-1	C-3	denial	1.98 acres	withdrawn
Snyder Rezoning	A-1	O-2	approval	1.98 acres	granted O-01-59
Stewart Rezoning	A-1	I-3	approval	5.01 acres	granted O-01-31
Tucker Rezoning	R-2A	O-2	approval	0.64 acres	held until 2002
Walsh & Wilson Rezoning	A-1 & R-1	O-1	approval	3.04 acres	granted O-01-49
Ward Rezoning	A-1	C-3	denial	5.00 acres	denied O-01-52
Webb Rezoning	R-1	O-3	approval	5.00 acres	held until 2002
33 total				434.54 acres	(0.678 square miles)

2 Rezoning Requests was held over from 2000. The disposition of those requests follows:

Name	Original Zoning	Requested Zoning	Planning Commission Recommendation		Status at the end of 2001
Pike and Hammett Rezoning	A-1	MF-3	approval	2.95 acres	granted O-01-01
Wilson Rezoning	A-1	O-2	denial	3.04 acres	withdrawn

22 Rezoning Requests were granted by the City Council. The list below indicates the number of requests granted for each zoning district, the number of acres of land rezoned to that classification, the number of requests involving existing zoning, the number of acres rezoned from that classification and the net gain or loss for that particular zoning.

Zoning	Number of Requests To	Area Rezoned To	Number of Requests From	Area Rezoned From	Net Gain/Loss
R-1	5	97.98 acres	3	8.86 acres	(+) 89.12 acres
R-2	0	0.00 acres	0	0.00 acres	none
R-2A	0	0.00 acres	4	9.66 acres	(-) 9.66 acres
SR	0	0.00 acres	0	0.00 acres	None
HR	0	0.00 acres	0	0.00 acres	None
MF-1	1	7.89 acres	0	0.00 acres	(+) 7.89 acres
MF-2	0	0.00 acres	0	0.00 acres	None
MF-3	3	4.55 acres	1	4.95 acres	(-) 0.40 acres
RMH	1	1.00 acres	0	0.00 acres	(+) 1.00 acres
PUD	0	0.00 acres	1	15.40 acres	(-) 15.40 acres
O-1	3	84.54 acres	0	0.00 acres	(+) 84.54 acres
O-2	2	15.03 acres	0	0.00 acres	(+) 15.03 acres
O-3	1	0.26 acres	0	0.00 acres	(+) 0.26 acres
C-1	0	0.00 acres	1	1.06 acres	(-) 1.06 acres
C-2	0	0.00 acres	0	0.00 acres	None
C-3	2	18.53 acres	0	0.00 acres	(+) 18.53 acres
C-4	0	0.00 acres	0	0.00 acres	None
S-1	1	6.01 acres	0	0.00 acres	(+) 6.01 acres
A-1	0	0.00 acres	14	378.22 acres	(-) 378.22 acres
I-1	0	0.00 acres	0	0.00 acres	None
I-2	1	176.66 acres	0	0.00 acres	(+) 176.66 acres
I-3	2	5.70 acres	0	0.00 acres	(+) 5.70 acres
Totals	22¹	418.15 acres	24¹	418.15 acres	

¹These two do not total the same due two rezoning requests that involved two existing zoning districts.

2 Rezoning Requests were denied by the City Council. The chart below indicates the number of requests denied for each zoning district and the number of acres of land requested for rezoning in those denied requests.

Zoning Request	Number of Requests	Area Denied Rezoning
MF-3	1	1.49 acres
C-3	1	5.00 acres
Totals	2	6.49 acres

5 Rezoning Requests were withdrawn.

5 Rezoning Requests were held over into 2002.



◆ **Conditional Use Requests.**

22 Conditional Use Requests were reviewed by the Planning Commission.

- Central Baptist Church (Religious Activities)
- Conway Public Schools (School)
- Conway Regional Emergency Response Team (Transmission Tower)
- Cullum (In home child care)
- Fellowship Bible Church (Religious Activities)
- Fore Companies (Convenience Store)
- McMillion (Mobile Home Replacement)
- Meadowlake Corner (Drive-through Window)
- Nabholz (Video Store)
- Norman (Mining)
- Paladino (Restricted Retail)
- Riemer (Home Occupation)
- Rush Hal (Beauty Shop)
- Shannon (Multi-family Use in R-2 zoning)
- Snyder (Heating & Air Conditioning Business)
- Stewart (Mobile Home Sales in Industrial Zone)
- Tucker (Computer Sales)
- Tucker (Restricted Retail)
- Watson (Upholstery Shop)
- Woodland Heights Baptist Church (Religious Activities)
- Zion Temple (Religious Activities)
- Zion Temple (Religious Activities)

16 Conditional Use Requests were granted by the City Council. A list of those conditional use permit requests follows with an indication of whether or not conditions were attached:

<u>Conditional Use Permit Requests Granted</u>	<u>Were Conditions Attached</u>
Central Baptist Church (Religious Activities)	Yes
Conway Public Schools (School)	No
Conway Regional Emergency Response Team (Transmission Tower)	No
Cullum (In home child care)	Yes
Fellowship Bible Church (Religious Activities)	No
McMillion (Mobile Home Replacement)	No
Meadowlake Corner (Drive-through Window)	Yes
Paladino (Restricted Retail)	Yes
Riemer (Home Occupation)	No
Rush Hal (Beauty Shop)	No
Snyder (Heating & Air Conditioning Business)	Yes
Stewart (Mobile Home Sales in Industrial Zone)	No
Watson (Upholstery Shop)	No
Woodland Heights Baptist Church (Religious Activities)	Yes
Zion Temple (Religious Activities)	No

2 Conditional Use Requests were denied by the City Council. A list of those conditional use permit requests follows:

- Conditional Use Permit Requests Denied
- Fore Companies (Convenience Store)
- Norman (Mining)

2 Conditional Use Requests were withdrawn. A list of those withdrawn follows:

Conditional Use Permit Requests Withdrawn

Nabholz (Video Store)

Tucker (Computer Sales)

3 Conditional Use Requests were held over into 2002. A list of those held over into 2002 follows:

Conditional Use Permit Requests Held over into 2002

Shannon (Multi-family Use in R-2 zoning)

Tucker (Restricted Retail)

Zion Temple (Religious Activities)

0 Conditional Use Requests were held over from 2000. A list of the disposition of those requests follows:

Conditional Use Request Granted Denied Withdrawn Held Over to 2002

None

◆ **Building Moving Permit Requests.**

1 Building Moving Permit Request was reviewed by the Planning Commission.

1 Building Moving Permit Request was granted by the City Council. The building moving permit request is shown below:

Building Moving Permit Requests Granted

Stewart Building Moving

Granted

0 Building Moving Permit Requests were denied by the City Council. A list of those building moving permit requests follows:

Building Moving Permit Requests Denied

None

0 Building Moving Permit Requests were withdrawn. A list of those building moving permit requests follows:

Building Moving Permit Requests Withdrawn

None

0 Building Moving Permit Requests were held over into 2002. A list of those building moving permit requests follows:

Building Moving Permit Requests held over into 2002

None

0 Building Moving Permit Requests were held over from 2000. A list of the disposition of those building moving requests follows:

Building Moving Permit Request Granted Denied Withdrawn Held Over to 2002

None



- ◆ **Requests for Rehearing** prior to one year from the last hearing for rezoning on that property.
 - 1 Request for Rehearing** was reviewed by the Planning Commission.
 - 1 Request for Rehearing** was granted by the Planning Commission. That rehearing request is listed below:
 - Rehearing Requests Granted
 - Snyder Rehearing Request A-1 to O-2
 - 0 Requests for Rehearing** were denied by the Planning Commission. A list of those rehearing requests follows:
 - Rehearing Requests Denied
 - None



◆ **Subdivisions**

43 Subdivisions were reviewed by the Planning Commission in 2001. The name of each subdivision, the type of review, the number of lots in each and how they are zoned (or proposed to be zoned) and the current status of each subdivision at the end of 2001 are listed below.

Subdivision Name	Type Review	Number of Lots (and their zoning)	Status at the end of 2001
Bradley Place Subdivision	Preliminary	15 R-1, 1 R-1&C-3	Withdrawn 8/01 by applicant
Bradley Place Subdivision	Preliminary	4 C-3, 15 R-1	Withdrawn 9/01 by applicant
Bradley Place Subdivision	Preliminary	4 C-3, 15 R-1	Withdrawn 10/01 by applicant
Bradley Place Subdivision	Preliminary	4 C-3, 16 R-1	Approved subject to punch list completion
Breshears Acres	Preliminary	2 A-1	Completed
Breshears Acres	Final Staff Review	2 A-1	FILED
Brownstone Subdivision	Preliminary	55 R-1	Withdrawn 11/01 by applicant
Brownstone Subdivision	Preliminary	54 R-1	Approved subject to punch list completion
David's Subdivision	Planning Director	2 A-1	(FILED in 2001, reported to the Planning Commission in 2002. Counted in totals.)
East Wind Subdivision	Final & Extension	12 County	Approved subject to punch list completion
Hendrickson Place Subdivision	Final	2 R-1	FILED
Highway 64 East Business Park	Final & Extension	7 County	Approved subject to punch list completion
Homestead Acres	Preliminary	2 R-1	Approved subject to punch list completion
Justin Place Subdivision	Preliminary	63 R-1	Completed
Justin Place Subdivision	Final staff review	63 R-1	Approved subject to punch list completion
K and R Subdivision	Planning Director	4 I-3	Approved subject to punch list completion
King's View Addition Phase I	1 Year Extension	4 R-1	Approved subject to punch list completion
Marable Addition	1 Year Extension	17 R-1 & A-1	Denied
Marlise Manor Subdivision Ph II	1 Year Extension	37 R-1	Approved subject to punch list completion
Marlise Manor Subdivision Ph II	Final Staff Review	37 R-1	FILED
Meadows Commercial Subd.	Preliminary	5 C-3	Completed
Meadows Commercial Subd.	Final Staff Review	5 C-3	FILED
Nor-Russ Addition	1 Year Extension	2 R-1	Approved subject to punch list completion
Nottingham Estates	Preliminary	55 R-1	Withdrawn 9/01 by applicant
Nottingham Estates	Preliminary	55 R-1	Approved subject to punch list completion
Oak Creek Estates Phase I	1 Year Extension	12 County	Completed
Oak Creek Estates Phase I	Final Staff Review	12 County	FILED
Paddington Estates	Preliminary	20 R-1	Approved subject to punch list completion
SBJ Subdivision	Preliminary	2 R-1	Completed
SBJ Subdivision	Final Staff Review	2 R-1	FILED
Shamburger Addition	1 Year Extension	2 A-1	Approved subject to punch list completion
Shiloh Creek Estates Phase II	1 Year Extension	325 County	Approved subject to punch list completion
Simon-Grimes Subdivision	Preliminary	2 A-1	Completed
Simon-Grimes Subdivision	Final Staff Review	2 A-1	Approved subject to punch list completion
Spring Valley Subdivision	1 Year Extension	229 R-1 and A-1	Approved subject to punch list completion
Wescon Estates Phase II	Preliminary	20 R-1	Withdrawn 7/01 by applicant
Westin Office Park Subd.	1 Year Extension	5 O-2	Completed
Westin Office Park Subd.	Final	5 O-2	Approved subject to punch list completion
Westin Park Subd., Phase II	1 Year Extension	116 R-1	Withdrawn 6/01 by applicant
Westin Park Subd., Phase II	Preliminary	104 R-1	Completed
Westin Park Subd., Phase II	Final Staff Review	104 R-1	Approved subject to punch list completion
Willow Wind Estates	Preliminary	13 County	Withdrawn 6/01 by applicant
Willow Wind Estates	Preliminary	7 County	Approved subject to punch list completion

19 Preliminary subdivision submissions were reviewed by the Planning Commission.

4 Final subdivision submissions were reviewed by the Planning Commission.

8 Final subdivision submissions were reviewed by staff.

2 Subdivision submissions were reviewed by staff and approved by the Planning Director.

7 Subdivisions reviewed in 2001 were filed in 2001. The filing of these 7 subdivisions resulted in the creation of 41 R-1 lots, 4 A-1 lots, 5 C-3 lots and 12 lots in the county outside the city limits, for a total of 62 lots.

41 Subdivision submissions reviewed prior to 2001 expired this year.

11 Subdivision submissions reviewed prior to 2001 were granted a one year extension.

1 Subdivision submission reviewed prior to 2001 was denied a one year extension.

4 Subdivisions that were reviewed prior to 2001 were filed in the past year. The name of each subdivision, the number of lots and the zoning and the date of the filing are shown below.

<u>Subdivision Name</u>	<u>Number of Lots (and their zoning)</u>	<u>Date of Filing</u>
Acuff Subdivision	5(1 A-1 & 4 R-1)	1/19/2001
Southgate Subdivision	2 C-3	4/27/2001
University Village	2 C-3	1/19/2001
Victoria Park Phase 5	55 R-1	3/23/2001

The filing of these 4 subdivisions resulted in the creation of 59 R-1 lots, 1 A-1 lots, and 4 C-3 lots, for a total of 64 lots.

◆ **Replats**

44 Replats were reviewed in 2001. The names of each replat, the type of review, the number of lots in each parcel prior to replatting, the number of new lots in each replat and how they are zoned (or proposed to be zoned) and the current status of each replat at the end of 2001 are listed below.

<u>Replat Name</u>	<u>Type Review</u>	<u>Number of Old Lots</u>	<u>Number of Lots (and their zoning)</u>	<u>Status at the end of 2001</u>
Agape Replat	Planning Director	5	1 MF-3	FILED
Booth's Replat	Preliminary	1	2 R-1	Completed
Booth's Replat	Final Staff Review	1	2 R-1	FILED
Bright-Meyers Replat	Preliminary	1	3 C-3	Approved subject to punch list completion
Burnett's Replat of Lot 17 Cimarron Park	Preliminary	1	4 C-3	Withdrawn by applicant
Burnett's Replat of Lot 17 Cimarron Park	Preliminary	1	5 C-3	Completed
Burnett's Replat of Lot 17 Cimarron Park	Final Staff Review	1	5 C-3	FILED
Carter's Subdivision-Replat Of Lot 30 Round Mountain Subdivision	1 Year Extension	1	2 R-1	Approved subject to punchlist completion
Carter's Subdivision-Replat	Final Staff Review	1	2 R-1	FILED
Con-Ark Lot 10 Replat	Preliminary	1	1 C-3	Completed
Con-Ark Lot 10 Replat	Final Staff Review	1	1 C-3	FILED
Coney's Replat	Planning Director	4	1 C-3	FILED
Coulson Hwy 65 Revised	Final	2	3 C-3	FILED
The Falls PUD Amendment	Preliminary	96	59 R-1	Completed
The Falls PUD Amendment	Final Staff Review	96	59 R-1	FILED
Fiddler Replat	Preliminary	4	3 R-1	Completed
Fiddler Replat	Final Staff Review	4	3 R-1	FILED
J. H. Replat	Planning Director	2	1 R-1	FILED
Kelley Replat	Preliminary	4	1 C-1	Completed
Kelley Replat	Final Staff Review	4	1 C-1	FILED
Linn-Williams Replat	Preliminary	2	2 R-1	Completed
Linn-Williams Replat	Final Staff Review	2	2 R-1	FILED
Lisa Bass Replat	Planning Director	3	2 R-2A	FILED
Odell Subdivision Replat Of Lots 1R, 2R & 3-8	Preliminary	2	8 C-3	Withdrawn by Applicant
Lot 63R & Lot 65R Windsor Park Subdivision	Planning Director	1	2 R-2	FILED
R. L. Hays Addn,	Preliminary	6	1 R-2	Completed

Replat Name	Type Review	Number of Old Lots	Number of Lots (and their zoning)	Status at the end of 2001
Shaver Replat				
R. L. Hays Addn., Shaver Replat	Final Staff Review	6	1 R-2	FILED
Ray's Replat	Planning Director	3	1 C-1	FILED
Replat of Lot 2, Shiloh Creek Estates	Preliminary	1	2 County	Incomplete Submission
Replat of Lot 3, Centennial Place	Planning Director	1	2 MF-1	FILED
Replat of Lots 156, 157 & 158 Victoria Park Sub.	Planning Director	3	3 R-1	FILED
Replat of Lots 2A & 2B, Tom Lindsey Subd.	Preliminary	1	2 C-3	Completed
Replat of Lots 2A & 2B, Tom Lindsey Subd.	Final Staff Review	1	2 C-3	FILED
Replat of Shiloh Creek Est.	Preliminary	26	52 County	Approved subject to punch list completion
Rik's Richland Hills Rep.	Planning Director	3	1 R-1	FILED
Shannon Replat, Phase 3	Preliminary	2	3 R-2	Approved subject to punch list completion
Shaver Replat, Phase 2	Preliminary	10	5 R-2	Approved subject to punch list completion
Shaver Replat, Phase 3	Preliminary	4	2 R-2	Approved subject to punch list completion
Sowell Subdivision Replat Of Lot 1	1 Year Extension	1	8 C-3	Approved subject to punch list completion
Sunderlin Park Subd. Replat Lots 1 & 2	Planning Director	2	3 R-1	FILED
Thompson Replat	Planning Director	1	2 R-1	(Filed in 2001, reported to the Planning Commission in 2002. Counted in totals.)
Top of Nob Hill Phase 2,	Planning Director	1	2 R-1	FILED
Victoria Park Sub., Phase II Replat Lots 369 & 370	Planning Director	2	2 R-1	FILED
Zion Temple Replat	Preliminary	2	1 MF-3	Approved subject to punch list completion

18 Preliminary replat submissions were reviewed by the Planning Commission.

1 Final replat submission was reviewed by the Planning Commission.

10 Final replat submissions were reviewed by staff.

13 Replat submissions were reviewed by the Planning Director.

31 Replat submissions reviewed prior to 2001 expired this year.

1 Replat submission reviewed prior to 2001 was granted a one year extension.

23 Replats reviewed in 2001 were filed in 2001. The filing of these 23 replats resulted in the creation of 80 R-1 lots, 3 R-2 lots, 2 R-2A lots, 2 MF-1 lots, 1 MF-3 lots, 2 C-1 lots and 12 C-3 lots. This totaled 102 new lots created from 149 existing lots.

2 Replats that were reviewed prior to 2000 were filed in the past year. The name of each replat, the number of lots in each parcel prior to replatting, the number of new lots in each replat and how they are zoned and the date of the filing are shown below.

Replat Name	Number Of Old Lots	Number of New Lots (and their zoning)	Date of Filing
Taylor Replat	1 & part of 2	1 S-1	4/6/01
Tommy Lewis Addition,	1	2 C-3	2/28/01

The filing of these 2 replats resulted in the creation of 1 S-1 lot and 2 C-3 lots. This totaled 3 lots created from 2 existing lots and parts of 2 other lots.

◆ **Planned Unit Development activity**

2 Planned Unit Development submissions reviewed prior to 2001 expired this year.

1 Planned Unit Development was reviewed by the Planning Commission in 2001. A listing of that development and its status at the end of 2001 follows:

Planned Unit Development Name	Pre-Application Conference	Preliminary Review	City Council Review and Rezoning	Final Review	Filing Date
Conway Towne Centre PUD Amendment	2/25/01	3/19/01	3/27/01	4/16/01	

There have been no filings of any new Planned Unit Developments.

Creation of New Lots

The subdivision, replat and planned unit development activity in 2000 resulted in the creation of a total of 231 new lots. Of those lots, 219 were within the city limits and 12 were outside the city within the territorial jurisdiction. The 219 lots within the city limits were zoned as showed below:

Zoning	R-1	R-2	R-2A	MF-1	MF-2	MF-3	O-1	O-2	C-1	C-3	C-4	I-1	A-1	S-1	COUNTY
Number Of Lots	180	3	2	2	0	1	0	0	2	23	0	0	5	1	12

◆ **Annexation**

2 Requests for Annexation were reviewed by the Planning Commission in 2001.

The areas and dispositions are shown below:

Name of Annexation	Area	Annexation Ordinance Number
Conway Development Corporation	3.76 Acres	O-01-39
Ward Annexation	5.00 Acres	O-01-48
Total of 2 requests	8.76 Acres	

1 Request held over from 1999 was annexed by the City Council in 2001.

The area and disposition are shown below:

Name of Annexation	Area	Annexation Ordinance Number
Eaton Annexation	3.00 Acres	O-01-53

8.76 acres in 2 application analyzed in 2001 were annexed in 2001.

3.0 acres in 1 application analyzed in 1999 were annexed in 2001.

No applications analyzed in 2001 were withdrawn by applicant.

No applications analyzed in 2001 were denied in 2001.

No applications analyzed in 2001 were held over until 2002.

The legal descriptions in Ordinances No. O-00-147 and No. O-00-52 were amended for accuracy by Ordinances No. O-01-30 and No. O-01-41 without any changes in acreage.



1 Ordinance Annexing Islands was passed in 2001 without review by the Planning Commission, but with significant work by the Planning Department. The efforts by the Planning Department on each island included:

- ◆ Creating a legal description for the island
- ◆ Determining ownership at the County Assessor’s Office
- ◆ Pulling deeds at the Courthouse to obtain legal descriptions
- ◆ Preparing a map showing the ownership within each island
- ◆ Working with the City Council to set a public hearing date
- ◆ Mailing certified letters to each owner
- ◆ Causing an ad to be published in the newspaper
- ◆ Creating an ordinance to annex the island
- ◆ Providing all relevant information to the City Council

The area and disposition of the island annexations in 2001 are shown below:

<u>Name of Annexation</u>	<u>Area</u>	<u>Action taken & Annexation Ordinance Number</u>
Martin/ Roland Island Annex.	41.44 acres	Annexed (Ordinance No. O-01-20)

- ◆ Photographs were taken of the property in the four annexations in 2001 and copies of the photographs were supplied to the Permits Department, the Fire Department and the Police Department.

A total of 53.2 acres (0.083 square miles) in 4 ordinances were annexed to the city in 2001.

◆ **Amendments to the Subdivision Ordinance and to the Zoning Ordinance**

The Planning Commission reviewed five ordinances to amend the Subdivision Ordinance, five ordinances to amend the Zoning Ordinance and one ordinance to amend both the Subdivision Ordinance and the Zoning Ordinance, as well as amending the Conway building codes in 2001. An additional three ordinances to amend the Zoning Ordinance and four ordinances to amend the Subdivision Ordinance were passed without Planning Commission review. The ordinances reviewed by the Planning Commission and their disposition at the end of 2001 are shown below:

- ◆ Amendments to the Zoning Ordinance
- ◆ An ordinance to create a new Historical Residential (HR) Zoning District. (Adopted by Ordinance No. O-01-33.)
- ◆ An ordinance to exempt buildings built to be moved over the road from having to obtain building moving permits. (Adopted by Ordinance No. O-01-60.)
- ◆ An ordinance to require applicants submitting for a variance before the Board of Zoning Adjustment to notify property owners within 200 feet of the public hearing for their variance request. (Adopted by Ordinance No. O-01-88.)
- ◆ An ordinance to establish site plan review guidelines and new procedures for site plan review. (Recommended for approval and sent to the City Council for action in 2002.) Development of this ordinance involved one public hearing before the Planning Commission, two public hearings for input before the Zoning Committee, two other work sessions by the Zoning Committee and one more work session by the Planning Commission and significant research by Planning Department staff.
- ◆ An ordinance to establish controls over parking of commercial vehicles, recreational vehicles and trailers in residential zoning districts. (Recommended for approval and sent to the City Council for action in 2002.) Development of this ordinance involved two public hearings before the Planning Commission, one public hearing for input before the Zoning Committee, two more work sessions by the Zoning Committee and one more work session by the Planning Commission at a special meeting and significant research by Planning Department staff.

- ◆ Amendments to the Subdivision Ordinance
- ◆ An ordinance to remove the requirement for a developer to provide half the cost of construction of new boundary streets for new subdivisions. (Adopted by Ordinance No. O-01-08.)
- ◆ An ordinance to require a developer to pay for the cost of required street signs prior to the filing of a plat. (Adopted by Ordinance No. O-01-34.)
- ◆ An ordinance to change the requirements for right-of-way dedication of an additional ten feet for streets utilizing the standards for open ditches and no curbs and gutters and requiring five feet of additional drainage easement on each side of the right-of-way. (Adopted by Ordinance No. O-01-35.)
- ◆ An ordinance to allow the Planning Director to approve minor subdivisions and replats that involve dedication of required additional right-of-way when no new street construction is required. (Adopted by Ordinance No. O-01-36.)
- ◆ An ordinance to remove the requirement of additional right-of-way for replats or subdivisions in the C-1 Zoning District where buildings already exist. (Recommended for approval and sent to the City Council for action in 2002. In 2002, adopted by Ordinance No. O-02-06.)
- ◆ Amendment to the Subdivision Ordinance, Zoning Ordinance and Conway Building Codes
- ◆ An ordinance to allow the merger of lots through the construction of a building across building lines, thus removing the requirement for side yard setbacks from the separating lot lines and removing the building code requirements for fire resistant construction in proximity to the separating property lines. (Adopted by Ordinance No. O-01-124.)

The above analyses were also furnished to the Mayor, City Council, City Attorney, City Engineer, Conway Corporation and the media. All of these analyses were posted on the Department's website www.conwayplanning.org.

AREA OF THE CITY AT YEAR'S END

- ◆ At year's end, the area of the city was computed and found to be 38.919 square miles.

BOARD OF ZONING ADJUSTMENT

- ◆ 7 Analyses were performed for the Board of Zoning Adjustment on requests for variance. A list of those requests and their disposition are listed below:

<u>Name of Variance Request</u>	<u>Granted</u>	<u>Denied</u>	<u>Any Conditions Attached</u>
Nabholz Variance Request	Granted		None
Newman Variance Request		Denied	-
Longing Variance Request	Granted		None
Watson Variance Request	Granted		None
Clafin Variance Request	Granted		None
Salter Variance Request	Granted		None
Jones Variance Request	Granted		None

Of these 7 analyses, 6 were granted and 1 was denied.



OTHER VARIANCE REQUESTS

PARKING LOT ORDINANCE VARIANCES

◆ The Planning Department staff prepared analyses for eight Parking Lot Ordinance variance requests and provided them to the City Council. All eight variances were granted. The requests are listed below:

<u>Parking Lot Ordinance Variance Requests</u>	<u>Disposition</u>
1. A request by Rik Sowell for a reduction in the required six foot green space along the street for property on the southeast corner of Locust Street and North Street.	Approved
2. A request by Heritage Publishing for a variance for property on the southwest corner of North Museum Road and North Creek Drive.	Approved
3. A request by Hill Firm Architects for a variance for property on the north side of Sixth Street.	Approved
4. A request by Tokusen, Inc. for a variance for property on Amity Road.	Approved
5. A request by Central Baptist Church for a variance.	Approved
6. A request by Raymond Kelley for a variance for property on the northeast corner of Markham Street and Garland Street.	Approved
7. A request by Arthur Worman for a variance for property on the north side of Highway 64 East, east of Brookside Drive	Approved
8. A request by Salter Construction, Inc. for a variance on the southeast corner of the intersection of Locust Avenue and Main Street.	Approved

SIGN ORDINANCE VARIANCES

◆ The Planning Department staff prepared analyses for three Sign Ordinance variance requests and provided them to the City Council. One request was withdrawn, one request was denied and one request was granted. The requests are listed below:

<u>Sign Ordinance Variance Requests</u>	<u>Disposition</u>
1. A request by H.I.S. Advertising for a height variance for a sign on Lachowsky Drive at Interstate 40.	Denied
2. A request on property on Pinnacle Ridge and South Donaghey Avenue to allow a sign in the street right-of-way.	Withdrawn
3. A request by Don Mallory for a sign variance.	Approved

OVERLAY DISTRICT ORDINANCE VARIANCES

◆ The Planning Department staff prepared analyses for nine Overlay District Ordinance variance requests and provided them to the City Council. Eight requests were granted and no action was taken on one. The requests are listed below:

<u>Overlay District Ordinance Variance Requests</u>	<u>Disposition</u>
1. A request by Rik Sowell for a variance in curb cut spacing for property on Hogan Lane.	Approved
2. A request by Rik Sowell for two buildings on a single lot for property on Hogan Lane.	Approved
3. A request by Roy Martin for a reduction in the 20 foot landscape buffer on property on Dave Ward Drive.	Approved
4. A request by Chris McNutt for a 14 foot sign height variance for property on Hogan Lane.	Approved
5. A request by Gene Salter for a variance from the area requirements on Dave Ward Drive.	Approved
6. A request by Bible Baptist Church to allow two buildings on one lot on property on Dave Ward Drive.	Approved
7. A request by Westin LLC for a variance in sign requirements for property on Hogan Lane.	No Action
8. A request by Woodland Heights Baptist Church for seven variances for property on Hogan Lane and Prince Street.	Approved
9. A request by Salem Center for eight variances for property on Prince Street.	Approved



TRANSPORTATION

STREET, ALLEY AND EASEMENT ACCEPTANCES, CLOSINGS, REOPENINGS, NAMINGS AND RENAMINGS

- ◆ The Planning Department assists in the development and preparation of ordinances dealing with street and alley acceptances, closings, reopenings and namings and renamings. A synopsis of these ordinances follows:

- ◆ STREET ACCEPTANCES

<u>SUBDIVISION</u>	<u>STREET NAME</u>	<u>ORDINANCE NO.</u>
None		

- ◆ STREET CLOSINGS

<u>SUBDIVISION</u>	<u>STREET NAME</u>	<u>ORDINANCE NO.</u>
The Falls Subdivision, Phase II	Grand Falls Gold Falls Niagra Falls (North 30 feet)	O-01-15
None	South German Lane (South of Waverly's Sub.)	R-01-15

- ◆ STREET CLOSING REOPENED

<u>SUBDIVISION</u>	<u>STREET NAME</u>	<u>ORDINANCE NO.</u>
None		

- ◆ STREET RENAMING

<u>SUBDIVISION</u>	<u>STREET NAME</u>	<u>ORDINANCE NO.</u>
None		

ALLEY CLOSINGS

<u>SUBDIVISION</u>	<u>LOCATION</u>	<u>ORDINANCE NO.</u>
Jones Addition	Block 7, south 100 feet of the north-south alley	O-01-38
R. L. Hayes Addition	Block 24, south of lot 23, north of lots 17-22	O-01-71

EASEMENT CLOSINGS

<u>SUBDIVISION</u>	<u>LOCATION</u>	<u>ORDINANCE NO.</u>
Pippinpost Subdivision	Lot 13, north 10 feet & west 5 feet of east 15 feet	O-01-04
Victoria Park Subdivision, Phase III	15 foot utility easement between lots 256 & 257	O-01-11
The Falls PUD Phase I	All utility and drainage easements north of the south lot line of lots 68, 69 & 97 less and except a described utility easement	O-01-16
Centennial Valley Community Phase I	Lot 32, north 10 feet of an east-west 15 foot drainage and utility easement along the south line	O-01-40
Catherine Place Phase I	15 foot utility easement between lots 39 & 40	O-01-48A
Nob Hill Subdivision	15 foot utility easement between lots 22 & 23	O-01-62
St. Charles Place Subdivision	Reduction from 7.5 feet to 4 feet for an easement along the western property line of lot 8	O-01-98
Richland Hills Subdivision	An easement on the east 10 feet of lot 21 and on the west 10 feet of lots 54 & 55	O-01-106

LIAISON WITH THE ARKANSAS HIGHWAY AND TRANSPORTATION DEPARTMENT

- ◆ The Planning Department, along with City Engineer Ronnie Hall, served as liaison between the City and the Planning Department of the Arkansas Highway and Transportation Department (AHTD).

LUNCHEON FOR HIGHWAY COMMISSIONER PRISSY HICKERSON

- ◆ Several City representatives attended a luncheon in Conway for Highway Commissioner Prissy Hickerson and Arkansas Highway and Transportation Department Director Dan Flowers.

THE CONWAY LOOP

- ◆ The effort to build a new road system connecting the western part of Conway to Interstate 40 to the south and to the north of existing accesses continued. Activities included:
- ◆ A meeting at Metroplan with representatives from Metroplan, Garver & Garver Engineering Firm and the City of Conway
- ◆ A meeting from 4:00 PM to 7:00 PM at Ellen Smith Elementary School on April 23rd to gain public input

METROPOLITAN PLANNING ORGANIZATION

- ◆ The City of Conway continued as a member of the Little Rock/North Little Rock Metropolitan Planning Organization (MPO) which is headquartered at Metroplan in Little Rock. Planning Department and other activities were as follows:
- ◆ Mayor Tab Townsell served as a member and as President of the Board.
- ◆ Phillip Bell and Greg Nabholz served as members of the Transportation Advisory Council (TAC) representing Conway. David Henze also served on this Council, representing Faulkner County.
- ◆ Planning Director Bill Polk served as the primary representative and Assistant Planning Director Ken Pickett as the alternate on the Technical Coordinating Committee (TCC). Bill Polk also served as a member of the Intelligent Transportation Systems (ITS) subcommittee. This effort involved his attendance at nine meetings of the TCC and two meetings of the ITS. Bill Polk also served as the Faulkner County representative in these meetings.
- ◆ Projects for potential MPO funding for future years were furnished to Metroplan. This involved two meetings to determine what those projects should be.
- ◆ A project to improve the traffic flow in the area currently constrained by the bridge over Interstate 40 at Highway 286 and Highway 65B was begun. This involved significant work by Minh Le at Metroplan and two meetings involving Bill Polk and Metroplan and AHTD representatives and one meeting involving Bill Polk and City Engineer Ronnie Hall and Metroplan and AHTD representatives.
- ◆ Engineering design continued on the Metroplan project for a grade separation at the railroad and Salem Road and Meadowlake Road. This involved significant interaction between the consultant and Ronnie Hall and some interaction between the consultant and Bill Polk.
- ◆ A public meeting was held regarding the widening of Harkrider Street between Siebenmorgen Road and Fleming Street.
- ◆ Two meetings involving City representatives and Metroplan representatives in regard to the Amity Road, Museum Drive project to connect those two roads took place.
- ◆ One meeting involving City representatives, Metroplan representatives, AHTD representatives and a private property owner was held regarding a proposed curb cut on Dave Ward Drive.
- ◆ Bill Polk met with AHTD representatives and private property owners on site regarding a proposed curb cut on Dave Ward Drive.

TRANSIT

- ◆ Arkansas Highway and Transportation representatives Jim Gilbert and Danny Chidester met with Mayor's Assistant Renee Hunter, Bill Polk and Ken Pickett to further explore the possibilities of starting a public transit system of some sort in Conway.

- ◆ A resolution supporting a study regarding transit in Conway was passed by the City Council and signed by Mayor Townsell. (Resolution R-01-21)

TRAFFIC VOLUME MAP

- ◆ Bryan Patrick prepared a traffic volume map for the City of Conway that indicates traffic volume where it has been measured for specific segments of road by number of cars per day, color of the line on the road and thickness of the line.

OTHER TRANSPORTATION RELATED MEETINGS

- ◆ Bill Polk attended four other meetings on road projects during the year. These meetings also included, at various times, Mayor Townsell, City Engineer Ronnie Hall, AHTD representatives and City Council members.

AMENDMENTS, ORDINANCES AND RESOLUTIONS

Aside from the amendments to the Subdivision Ordinance and Zoning Ordinance that were reviewed by the Planning Commission in 2001 and described earlier in this document, a number of other similar actions took place without Planning Commission review. Those actions are described below:

AMENDMENTS TO THE ZONING ORDINANCE

- ◆ An ordinance to allow single family dwellings, duplexes, and multi-family dwellings in the C-1 Central Business District by right. (Adopted by Ordinance No. O-01-83.)
- ◆ An ordinance to require dwelling units in the C-1 Central Business District to obtain occupancy permits. (Adopted by Ordinance No. O-01-89.)
- ◆ An ordinance to limit the size of accessory buildings on lots where a single family home is the primary building. (Adopted by Ordinance No. O-01-90.)

AMENDMENTS TO THE SUBDIVISION ORDINANCE

- ◆ An ordinance to allow the City Council to waive the requirement for notice and public hearing before amending the Subdivision Ordinance. (Adopted by Ordinance O-01-84.)
- ◆ An ordinance to require developers of subdivisions and those submitting replats that result in more lots than existed before the activity to pay to upgrade any substandard roads that abut their property and require developers to pay half the cost of any new boundary roads for new subdivisions. (Adopted by Ordinance No. O-01-85.)
- ◆ An ordinance to simplify the platting process for the merger of lots. (Adopted by Ordinance No. O-2001-96.)
- ◆ An ordinance to allow the City Council to exempt developers from paying half the cost of substandard existing boundary roads if the City has no plans to improve the roads within the next five years. (Adopted by Ordinance No. O-01-101.)

AMENDMENT TO THE OVERLAY DISTRICT ORDINANCE

- ◆ An ordinance to do away with any requirement for front setbacks from property lines for free standing signs in any of the Overlay Districts. (Adopted by Ordinance No. O-02-86.)

AMENDMENT TO THE PARKING LOT ORDINANCE

- ◆ An ordinance amending the curb cut width and spacing that is allowed for horizontal property regimes. (Adopted by Ordinance No. O-01-05.)

AMENDMENTS TO THE MASTER STREET PLAN

- ◆ An ordinance to reclassify a street route variously named Montana Drive, Oregon Trail, Pickett Trail, Valiant Drive, Woodard Drive and Graham Drive from a collector street to a local street. (Adopted by Ordinance No. O-01-91.)

- ◆ A resolution to amend the Conway Master Street plan to show an alternative route for the Museum Road/Amity Road minor arterial on the east side of Interstate 40 that would turn north at Lachowsky Drive and move north and northeast to connect with Oak Street (Highway 64 East) across from Bob Courtway Drive. (Adopted by Resolution No. R-01-33.)

A RESOLUTION ESTABLISHING A PLANNING LINE BETWEEN CONWAY AND MAYFLOWER

- ◆ Resolution R-01-05 established a line of demarcation between the future planning area boundaries of the City of Conway and the City of Mayflower.

IMPACT FEES

- ◆ The possibility of instituting impact fees was investigated in 2001. This involved a significant number of activities that included:
 - ◆ Two preparatory meetings
 - ◆ Gathering of information on where to advertise for a consultant on impact fees
 - ◆ A meeting with the Impact Fee Committee
 - ◆ Preparation of a Request for Proposals
 - ◆ Selection of a consultant (Tischler & Associates, Inc.)
 - ◆ Meetings between the consultant and interested parties
 - ◆ Provision of extensive information to the consultant
 - ◆ Two meetings between the City Council and the consultant
 - ◆ Consultant completion of the first phase of development of impact fees
 - ◆ The decision by the City Council to not employ Tischler & Associates, Inc. for a second phase
 - ◆ A request to Duncan Associates for a proposal for the second phase
 - ◆ Submission by Duncan Associates of a proposal for the second phase of impact fee development

CONTRACT ZONING

- ◆ At Mayor Townsell's request, a memo was prepared for the City Council, outlining what the criteria are for an action to be considered contract zoning and the problems with contract zoning.

TERRITORIAL JURISDICTION

- ◆ A meeting was held involving Mayor Townsell, the City Council, City Attorney Michael Murphy and Planning Director Bill Polk to discuss the territorial jurisdiction.

EMERGENCY PLANNING

FEDERAL EMERGENCY MANAGEMENT AGENCY

- ◆ The Planning Department assisted Federal Emergency Management Agency (FEMA) Flood Administrator Ronnie Hall in his efforts.

EMERGENCY PLANNING

- ◆ Planning Director Bill Polk reviewed and prepared comments on the City of Conway emergency plan prepared by Police Chief Randall Aragon and Fire Chief Bart Castleberry. These comments were presented at a Department Head meeting to review the plan.

EMERGENCY RESPONSE

- ◆ Mayor Tab Townsell called a meeting of Department Heads and other involved entities to establish emergency activities on the same day, following the September 11 terrorist attacks. Additional short-term security procedures in reaction to the attack were instituted.

HOUSING



COMMUNITY DEVELOPMENT BLOCK GRANT PLAN FOR HOUSING AND URBAN DEVELOPMENT

- ◆ In the first part of 2001, Finance Director Perry Faulkner, City Engineer Ronnie Hall and Planning Director Bill Polk continued to administer the Community Development Block Grant (CDBG) plan for the use of federal funds from Housing and Urban Development (HUD). Activities during the year included:
 - ◆ Three meetings with Mayor Townsell
 - ◆ Two meetings with Mayor Townsell and Chief Financial Officer Larry McHaney
 - ◆ Two public hearings on the use of the CDBG monies
 - ◆ Interactions with consultant Dr. Ron Rea (paid by HUD)
 - ◆ A meeting with the City Council on CDBG plans for 2001
 - ◆ Development and writing of the CDBG Action Plan for 2001
- ◆ Lynn Keith was hired during the year to be the CDBG coordinator.

MAPPING

COMPUTER MAPPING OF THE CITY

- ◆ The Planning Department has updated the computer map as areas were annexed, subdivisions were filed, new streets were built and rezonings were approved.

DEVELOPMENT OF MAPS

- ◆ Aside from maps mentioned elsewhere, the following maps of significance were developed:
 - ◆ Maps of each proposed activity which came before the Planning Commission.
 - ◆ Maps of submitted variance request which came before the Board of Zoning Adjustment.
 - ◆ Overall location maps for each Planning Commission and Board of Zoning Adjustment meeting.
 - ◆ Maps of each submitted Overlay District variance request that came before the City Council.
 - ◆ Maps of each submitted Parking Lot Ordinance variance request that came before the City Council.
 - ◆ Maps of each submitted Sign Ordinance variance request that came before the City Council.
 - ◆ Maps of each requested easement closing request that came before the City Council.
 - ◆ Maps of each requested alley closing that came before the City Council.
 - ◆ Maps of each requested street closing that came before the City Council.
 - ◆ New map books of the city, two with zoning shown and one without zoning shown. Copies of these map books were furnished to Mayor Townsell, the City Clerk, the Police Department, the Fire Department, the Sanitation Department, the Permits and Inspections Department and the Planning Department.
 - ◆ A new map book of the city for the school district with school zones shown.
 - ◆ A map for each of the four annexations. Copies of these maps were furnished to the City Clerk, the Police Department, the Fire Department, the Sanitation Department, the Permits and Inspections Department, the Planning Department, Conway Corporation, the Faulkner County 911 Office, Arkla and the Southwestern Bell 911 Office.
 - ◆ Maps of the 4 major subdivisions filed in 2001, a continuation of a Subdivision Map Book. Copies of these maps were provided to Mayor Townsell, the City Clerk, the Police Department, the Fire Department, the Sanitation Department, the Permits and Inspections Department and the Planning Department.
 - ◆ Eight custom over-sized maps for the Fire Department, showing the service areas for each fire station.

- ◆ 22 large maps plotted to fit the size of the paper for various elected officials, citizens and city departments. Where appropriate, there were charges for the maps.
- ◆ 6 large maps plotted at a scale of 1000 feet equals one inch for City use and, in one case, for the Post Office.
- ◆ 8 computer maps on portable media were provided to city departments and to Conway Corporation.
- ◆ Multiple maps for various elected officials, city projects and other activities. Included among these maps were:
 - ◆ Multiple ward maps for City Council members and the County Clerk
 - ◆ Multiple maps incorporating aerial photographs of areas
 - ◆ Multiple specialized maps for various city departments
 - ◆ Multiple property ownership maps for various projects
 - ◆ Initial work was done on accident maps
 - ◆ Multiple specialized zoning and area maps
 - ◆ Multiple maps created from legal descriptions to verify zoning and/or city limits
 - ◆ Five 8'x8' maps and two 5'x6' maps for the Fire Department.
 - ◆ New ward maps for the Mayor's office and the County Clerk's office
 - ◆ 3 copies of new Justice of the Peace District maps for the County Clerk
 - ◆ A new Community Development Block Grant map for Community Development Director Lynn Keith
 - ◆ A new Master Street Plan map
 - ◆ A breaking and entering locations map for the Police Department
 - ◆ A new map showing the City Council members residences

ADDRESSING

ASSIGNMENT OF ADDRESSES

- ◆ Aside from the 231 addresses assigned to new subdivisions and replats, an additional 31 addresses were assigned to existing lots.
- ◆ Approximately 75 addresses were supplied for construction permits.
- ◆ Ken Pickett served as the contact person for 911 addressing for the city. This resulted in the following activities:
 - ◆ Approximately 100 range verifications for Southwestern Bell/911 and Reliant.
 - ◆ Frequent meetings and communications with the Faulkner County 911 staff to resolve address problems in the transition area near the city-county boundary.

CENSUS

CENSUS ADDRESS DATA BASE

- ◆ The Census Address Data Base was updated on an ongoing basis from annexations, new subdivisions and replats and from permit information.

MAPS

- ◆ One set of maps showing the latest boundaries of the City of Conway was prepared by Christy Sutherland and sent to the Census Bureau.

SPECIAL CENSUS FOCUS GROUP

- ◆ Planning Director Bill Polk served on a 10 person National Focus Group on Special Census that met in Alexandria, Virginia on March 6, 2001 at the invitation of and with all costs paid by the Census Bureau. The group was to consider the viability of the Census Bureau continuing to offer a Special Census. All members

of the group (representing cities and counties around the country) vigorously encouraged the Census Bureau to continue to offer a Special Census.

COMPUTER

THE PLANNING DEPARTMENT WEB SITE

- ◆ Bryan Patrick continued to up-date the Planning Department web site in 2001. In 2001, the web site was visited 9,914 times. This is an increase of 2,743 or 38% over the 7,171 visits in 2000. The frequency of visits has been accelerating as more people become aware of the web site. The web site address is www.conwayplanning.org.
- ◆ In 2001, the web site was the recipient of the Arkansas Chapter of the American Planning Association 2000 Achievement in Technology Award.
- ◆ The site offers the following information:
 - ◆ The Conway Zoning Ordinance
 - ◆ The Conway Zoning Map
 - ◆ The Conway Growth Plan
 - ◆ The Conway Sign Ordinance
 - ◆ The Conway Parking Lot Ordinance
 - ◆ Handouts for Planning Commission actions
 - ◆ Dates of all Planning Commission meetings with submission deadline dates
 - ◆ Information on Planning Commissioners
 - ◆ Staff reports submitted to Planning Commissioners
 - ◆ Minutes of the Planning Commission meetings
 - ◆ A handout for submission to the Board of Zoning Adjustment for variances
 - ◆ Information on Board of Zoning Adjustment members
 - ◆ A street list with information on location of the streets
 - ◆ Answers to commonly asked questions
 - ◆ Information on staff members
 - ◆ Information on special activities as they occur
- ◆ Expansion of the available information on the web site continues.

ADDRESS DATA BASE

- ◆ The address database was provided in electronic form to the Fire Department and to the Sanitation Department.

DATA BASES

- ◆ Ongoing data entry continued for a database that combines Planning Commission activities with several other data bases and provides easier and more efficient production of analyses, letters, minutes and reports.
- ◆ Other existing databases were updated and adjusted as needed.

LEGAL

STATE LEGISLATION

- ◆ Mayor Tab Townsell and Planning Director Bill Polk attended a State Senate committee meeting in Little Rock and testified in regard to two proposed bills.



COURT CASES

- ◆ Bill Polk was subpoenaed to appear in two different Court cases involving development in Conway. While he prepared to testify as a witness in both, his testimony was required in neither.

PRESENTATIONS, MEETINGS, AND REPORTS

WARD MEETINGS

- ◆ Two ward meetings were held during the year. One was held by council members from Ward 2 and one by council members from Ward 3. Bill Polk represented the Planning Department at both of the meetings.

AMERICAN INSTITUTE OF ARCHITECTS (AIA) CONTINUING EDUCATION

- ◆ Bill Polk attended the Energy 10 workshop at the University of Arkansas at Little Rock.

AMERICAN PLANNING ASSOCIATION

- ◆ All members of the Planning Commission and Planning Department staff were members of the Arkansas Chapter of the American Planning Association (APA).
 - ◆ City Councilman Adam Weeks and current Planning Commissioners Reginald Jackson, Greg Lock and Tim O'Brien as well as impending Planning Commissioner Velton Daves attended the Planning Commissioner Workshop sponsored and put on by the Arkansas Chapter of the American Planning Association, the Arkansas Public Administration Consortium, the Arkansas Municipal League, the Association of Arkansas Counties, the University of Arkansas Cooperative Extension Service and the University of Arkansas at Little Rock Institute of Government.
 - ◆ Bill Polk and Bryan Patrick attended the State Chapter annual meeting in Hot Springs.
 - ◆ Bill Polk attended the National Conference in New Orleans, Louisiana.
 - ◆ Bill Polk and Christy Sutherland attended the Four-State Regional Conference in Maryland Heights, Missouri.
 - ◆ Bill Polk served on the Conference Committee for the 2002 4-State Conference in Ft. Smith, Arkansas and attended one meeting of the committee.

PRESENTATIONS TO VARIOUS GROUPS

- ◆ Bill Polk gave the following presentations during the course of the year:

<u>Audience</u>	<u>Subject Area</u>
Faulkner County Homebuilders	Current Activities in Conway
Faulkner County Leadership Institute	Conway Planning Department
Noon Lions Club	Basics of Planning
Morrilton City Council and Planning Commission (With Chief Building Inspector Ben Wiedower)	Planning and Building Permitting and Inspecting
Community Development Institute (at University of Central Arkansas)	Planning
Urban Community Class (at Hendrix)	Planning

DOWNTOWN PARTNERSHIP LONG RANGE PLANNING COMMITTEE

- ◆ Bill Polk served as a member of the Downtown Partnership Long Range Planning Committee. This involved two meetings.

OTHER DOWNTOWN DEVELOPMENT MEETINGS

- ◆ Three other meetings were held during the year involving the Planning Department and downtown development. These meetings included one on-site visit with information provided from Little Rock Planning Director Jim Lawson and one of Little Rock's building inspectors on how Little Rock addresses their

downtown development, with attendance by Mayor Tab Townsell, Chief Building Inspector Ben Wiedower, developer George Covington and Planning Director Bill Polk.

CONWAY AREA GEOGRAPHICAL INFORMATION SYSTEM

- ◆ Conway Corporation Conway Area Geographical Information System (CAGIS) Coordinator Chris Boudreaux met with City Engineer Ronnie Hall, Planning Director Bill Polk and Assistant Planning Director Ken Pickett on standardization of monumentation and record keeping for CAGIS.

BOARD OF ZONING ADJUSTMENT TRAINING

- ◆ With the assistance of City Attorney Michael Murphy, Planning Director Bill Polk prepared a basic powerpoint format on the appeal process for training of Boards of Zoning Adjustment by a consortium of planning related organizations in Arkansas.

ASSISTANCE TO OTHER CITIES

- ◆ City planners Al Skinner and Jere George from Pine Bluff visited the Planning Department and were provided information regarding the development of comprehensive plans and how Conway has gone about it.
- ◆ Greenbrier Alderwoman Mary Ann Freeman visited the Planning Department and was provided information on how planning takes place in Conway.
- ◆ Bill Polk visited Maumelle and provided information to Mayor Burch Johnson and Planning Director Phillip Patterson regarding Conway's experience with comprehensive plan development.

SPANISH CLASSES

- ◆ Planning Director Bill Polk and Assistant Planning Director Ken Pickett attended City organized conversational Spanish classes for eight weeks with the class being held twice a week for one hour each session.

INTERNAL OPERATIONS

TRACKING OF CONSTRUCTION AND MAINTENANCE BONDS FOR SUBDIVISIONS

- ◆ On December 11, 2001, the process of tracking construction and maintenance bonds and letters of credit for installation of infrastructure in subdivisions was transferred from the Planning Department to the Street Department.

PROVISION OF NOTIFICATION SIGNS

- ◆ New, temporary signs to be used for on-site notification of proposed actions such as rezoning and requests for variances were designed, approved, ordered and procured. An ordinance to change from the use of signs that require a deposit and return by the applicant to the use of temporary, throw-away signs was prepared for consideration in 2002.

DRAINAGE

- ◆ A meeting involving Mayor Townsell, City Engineer Ronnie Hall, Chief Building Inspector Ben Wiedower and Planning Director Bill Polk was held to discuss methodologies to help with drainage problems in Conway. As a result, methodologies in other cities to handle drainage were researched and potential new procedures were discussed.

OVERLAY DISTRICT FORMS

- ◆ Forms to be used with each of the Overlay District corridors when projects are submitted and when variances are requested were developed.

LOT MERGER FORMS

- ◆ Forms to be used with the review of lot mergers under the simplified lot merger process were developed.

SPACE ALLOCATION IN CITY HALL

- ◆ At Mayor Townsell's request, floor plans for potential reorganization of the space in the Mayor's Administrative area and in the Finance Department were prepared and submitted to the Mayor.
- ◆ In anticipation of the hiring of a new administrative assistant in 2002, a plan for dividing an office in the Planning Department into two offices was prepared.

REPRESENTATION AT MEETINGS OF CITY BODIES

- ◆ Planning Department staff attended all Planning Commission meetings, all Board of Zoning Adjustment meetings and most City Council meetings, as well as numerous committee meetings of the three bodies.

PROPERTY DESCRIPTIONS

- ◆ Multiple projects were completed involving the researching of property owners and the development of property descriptions.

PROVISION OF BUILDING PLANS

- ◆ A copy of the City Hall remodeling plans from 1985 were provided to Physical Plant Director Roden Berry.

INFORMATION AND COMPLAINTS

- ◆ Numerous, uncounted complaints and requests for information were handled.

JOB DESCRIPTIONS

- ◆ Job descriptions for each position in the Planning Department were prepared.

ASSISTANCE TO BUILDING PERMITTING AND INSPECTIONS

- ◆ The Planning Department provided significant advisory and support functions for the permitting and inspecting process.

INTERNS

- ◆ Lee Elliott, geography major and Kandi McCoy, public administration major; both students from the University of Central Arkansas, completed their internships in the Planning Department in 2001.



MEDIA RELATIONS

- ◆ The Planning Department attempted to maintain good relationships with the media and provide information as requested. Efforts included furnishing the Log Cabin Democrat, the Arkansas Democrat-Gazette, other newspapers, various radio stations and various television stations with ongoing information regarding growth and development in the city.

2001 BUILDING PERMITTING AND INSPECTING DEPARTMENT YEAR END REPORT

2001 BUILDING PERMITTING AND INSPECTING DEPARTMENT ACTIVITIES

This portion of this report summarizes the activities of the Conway, Arkansas Building Permitting and Inspecting Department in 2001. The report is given in a synopsis form with the information presented in the various categories of activities.



STAFF

Chief Building Inspector – Ben Wiedower

Building Inspector – Ronnie White

Office Manager – Diane Gatewood

Permits and Inspections Clerk – Julie LeVick

PERMITS

NUMBER OF SINGLE FAMILY HOME PERMITS

- ◆ The volume of building in Conway increased approximately 12.4% from 2000 (based on single family housing permits). This resulted in 409 single family housing permits being issued, compared to the 1994 record of 513 permits and the 364 permits issued in 2000. This was an increase of 2.1% over the average of the past five years and a decrease of 1.1% over the average of the last ten years.

CONSTRUCTION RELATED PERMITS

- ◆ A total of 3,585 construction related permits were issued in 2001. The breakdown into types of construction permits follows:

818 - Building Permits (up 53 from 2000)

855 - Electrical Permits (down 88 from 2000)

571 - Plumbing Permits (up 3 from 2000)

586 - Mechanical Permits (down 16 from 2000)

32 - Parking Lot Permits (down 15 from 2000)

532 - Gas Permits (up 24 from 2000)

191 - Sign Permits (down 45 from 2000)

3,585 - Total (down 266 from 2000)

This total averages approximately 14.5 permits per working day

INSPECTIONS

INSPECTIONS AND REINSPECTIONS

- ◆ A total of 6,904 inspections and reinspections were requested during 2001. This was a decrease of 956 or 12.2 percent from 2000. This total averages approximately 28.0 inspections per working day.

ESTIMATED CONSTRUCTION COSTS AND TYPES OF BUILDING PERMITS ISSUED

- ◆ The 818 building permits issued covered buildings with an estimated construction cost of \$97,722,108. This is an increase of \$10,621,573 from 2000. This compares to the 1999 record total of \$150,900,896. The 2001 total is a 7.4% decrease from the average for the last five years and a 9.8% increase over the average of the last ten years. Breakdowns by estimated cost (by permits applicant) and by building type follow:

COST

Number of Building Permits Issued	With Cost of	Construction Cost Subtotal
473 (down 37 from 2000)	Under \$100,000	\$17,664,273 (down \$3,208,289 from 2000)
257 (up 58 from 2000)	\$100,000 - \$250,000	\$40,156,404 (up \$8,811,231 from 2000)
69 (up 28 from 2000)	\$250,000 - \$500,000	\$21,982,798 (up \$8,479,403 from 2000)
14 (up 3 from 2000)	\$500,000 - \$1,000,000	\$8,217,208 (up \$987,603 from 2000)
3 (same as 2000)	\$1,000,000 - \$2,500,000	\$3,814,425 (down \$1,934,575 from 2000)
2 (up 1 from 2000)	Over \$2,500,000	\$5,887,000 (down \$2,513,800 from 2000)
818 Total (up 53 from 2000)	Total	\$97,722,108 (up \$10,621,573 from 2000)



TYPE

Type of Building	Total Cost	Total Square Feet	Number of Building Permits Issued
Industrial			
Primary	\$ 0	0	0
Accessory	\$ 59,000	392	1
Additions	\$ 0	0	0
Remodeling	\$ 203,758	-	2
Subtotal	\$ 262,758	392	3
Commercial			
Primary	\$ 8,069,728	169,153	23
Accessory	\$ 133,416	4,801	5
Additions	\$ 3,071,500	87,735	21
Remodeling	\$ 2,771,902	-	63
Subtotal	\$ 14,046,546	261,689	112
Institutional			
Primary	\$ 4,451,847	44,296	3
Accessory	\$ 38,000	2,838	4
Additions	\$ 3,890,700	47,385	9
Remodeling	\$ 2,320,408	-	22
Subtotal	\$ 10,700,955	94,519	38
Agricultural			
Primary	\$ 0	0	0
Accessory	\$ 17,500	850	1
Addition	\$ 300	768	1
Remodeling	\$ 200,000	-	1
Subtotal	\$ 217,800	1,618	3
Temporary Buildings			
Primary	\$ 23,130	2,832	6
Subtotal	\$ 23,130	2,832	6
Multi-Family			
Primary	\$ 10,476,460	257,018	32
Accessory	\$ 225,500	4,512	2
Additions	\$ 10,000	450	1
Remodeling	\$ 0	-	0
Subtotal	\$ 10,711,960	261,980	35
<i>(This includes 32 new buildings with a subtotal of 285 housing units)</i>			
Duplex			
Primary	\$ 1,574,500	32,927	11
Accessory	\$ 0	0	0
Addition	\$ 0	0	0
Remodeling	\$ 2,000	-	1
Subtotal	\$ 1,576,500	32,927	12
<i>(This includes a subtotal of 22 housing units)</i>			

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TYPE (continued)

Type of Building	Total Cost	Total Square Feet	Number of Building Permits Issued
Single-Family			
Primary	\$ 57,286,534	1,069,713	409
Accessory	\$ 900,298	46,793	78
Additions	\$ 1,464,727	35,209	76
Remodeling	\$ 464,900	-	41
Addition to Accessory	\$ 66,000	1,676	5
Subtotal	\$ 60,182,459	1,153,391	609
<i>(This includes a subtotal of 409 new housing units)</i>			
Total	\$97,722,108	1,809,348	818
<i>(This includes a total of 716 new housing units, an increase of 286 from 2000)</i>			

CONSTRUCTION COST AND SQUARE FOOTAGE OF SINGLE FAMILY RESIDENCES

- ◆ A breakdown of single family residences by estimated construction cost and by square footage follows:

Cost of Single Family Residences

Number of Permits Issued	Estimated Construction Cost (Estimated by the Applicant)	Total Cost	Average Cost Per Square Foot	Average Size House (In Square Feet)
7 (dn 2 from 2000)	Less than \$50,000	\$ 212,300	\$20.54	1,476
47 (dn 26 from 2000)	\$50,000 - \$75,000	\$ 3,061,000	\$36.67	1,776
93 (dn 7 from 2000)	\$75,000 - \$100,000	\$ 7,721,350	\$47.90	1,733
111 (up 36 from 2000)	\$100,000 - \$150,000	\$14,121,381	\$51.68	2,462
82 (up 35 from 2000)	\$150,000 - \$200,000	\$13,841,633	\$55.01	3,069
55 (up 8 from 2000)	\$200,000 - \$300,000	\$12,906,050	\$60.71	3,865
14 (up 1 from 2000)	Over \$300,000	\$ 5,422,820	\$70.22	5,516
409 (up 45 from 2000)	Totals	\$57,286,534	\$53.55	2,615

The average construction cost per single family home in 2001 was \$140,065 (up \$8,660 per single family home from 2000).



Size of Single Family Residences

Number of Permits Issued	Square Footage (includes everything under roof, not just heated and cooled)	Total Square Feet	Average Cost Per Square Foot	Average Cost Per House
0 (dn 1 from 2000)	Less than 1000	0	-	-
10 (dn 8 from 2000)	1000 - 1500	13,344	\$38.89	\$ 51,890
137 (dn 15 from 2000)	1500 - 2000	234,608	\$46.72	\$ 80,003
141 (up 32 from 2000)	2000 - 3000	351,804	\$54.97	\$137,163
92 (up 41 from 2000)	3000 - 4000	313,157	\$57.59	\$196,027
12 (dn 4 from 2000)	4000 - 5000	51,642	\$53.74	\$231,250
17 (same as 2000)	More than 5000	105,158	\$53.80	\$332,813
409 (up 45 from 2000)	Totals	1,069,713	\$53.55	\$140,065

The average area per single family home in 2001 was 2,615 square feet (up 124 square feet per single family home from 2000).

PER SQUARE FOOT CONSTRUCTION COST OF SINGLE FAMILY RESIDENCES

- ◆ The average contractor estimated per square foot construction cost for new residences was \$53.55, an increase of \$0.80 per square foot from \$52.75 in 2000.

MEETINGS

- ◆ Ben Wiedower attended the spring meeting of the Arkansas Chapter of the International Association of Electrical Inspectors on grounding in North Little Rock; the Arkansas Chapter SBCCI's fall Session in Bismark, the Arkansas State Plumbing Inspectors' meeting in Rogers and the Arkansas Chapter of the International Association of Electrical Inspectors fall conference.
- ◆ Ronnie White attended the Annual Plumbing Inspectors' Association meeting for plumbing and mechanical training in Hot Springs.

COMPLAINTS AND REQUESTS FOR INFORMATION

- ◆ Numerous, uncounted complaints and requests for information were handled.

