

# Planning 2007

## 2007 CONWAY PLANNING DEPARTMENT YEAR END REPORT

2007 saw several progressive planning initiatives accomplished. These efforts included: the passage of new city-wide development standards, Planning Department fee increases, and approval to hire a GIS Coordinator and an additional City Planner for 2008.

Many hours of preparation, meetings, and deliberation are put into planning activities by not only the Planning Department, Planning Commission, and City Council, but also participants from the general and business communities. Due to these efforts, Conway is fast becoming a progressive city that takes a proactive role in managing the built and natural environment.

### 2007 Planning Commissioners

Adam Thomas - Chairman  
Junior Storie – Vice Chairman  
Chris Riggins  
William Graff  
Terry Sossong  
Mary Etta Qualls  
Todd Smithhart  
Ronald Fields  
Eliza Jones  
Sandra Mabry

### Planning Department Staff

Bryan Patrick - Director of Planning  
Ken Pickett - Assistant Planning Director  
Christy Sutherland - City Planner  
Wes Craiglow - City Planner  
Lileha Rhea - Administrative Assistant  
Interns:  
Brandy Hendricks– University of Central Arkansas  
Daniel Bishop - University of Central Arkansas  
Sean Oakley - University of Central Arkansas  
Nathan Taylor - University of Central Arkansas  
Independent Study

### Planning Commission Review

Analyses were presented to the Planning Commission and/or City Council for:

#### Rezoning

The Planning Commission reviewed 25 rezoning requests with totals below:

- Agricultural to Single-Family 25 acres
- Agricultural to Office 7 acres
- Agricultural to Industrial 1 acres
- Agricultural to Commercial 7 acres
- Agricultural to Planned Unit Development 198 acres
- Single Family to Office 1 acres
- Single Family to HR 2 acres
- Duplex to Office 1 acres
- Duplex to Institutional 6 acres
- Duplex to Commercial 8 acres
- Duplex to Multi-Family 3 acres
- Duplex to PUD 2 acres
- Multi-Family to Commercial 1 acres
- Commercial to PUD 24 acres

#### Conditional Use Request

The Planning Commission reviewed 15 conditional use requests. These requests included: religious activities, day care, doggie day care, higher residential density, restricted retail, bed and breakfast, farm implement sales, petroleum products, oil field services, auto dealership, ice manufacturing, and eating place with drive through.

#### Site Plan Review Variance Request

The Planning Commission reviewed 0 site plan review variance requests.

#### Subdivision

16 subdivisions were reviewed by the Planning Commission and within the Planning Department. Of these 16 subdivisions, 4 were filed in 2007. 18 subdivisions were submitted in 2005 or 2006 were filed in 2007 for a total of 22 subdivisions filed in 2007. City Planner, Christy Sutherland completed staff review of these subdivisions.

#### Replat

25 replats were reviewed by the Planning Commission and within the Planning Department. Of these 25 replats, 15 were filed in 2007. 10 replats submitted in 2006 were filed in 2007 for a total of 25 replats filed in 2007. City Planner, Christy Sutherland completed staff review of these replats.

#### Expired Subdivision / Replat

2 Subdivisions and / or replats expired in 2007 due to inactivity.

# Planning 2007

## Creation of New Lots

734 new residential lots were filed through the subdivision / replat process.

13 new commercial lots were filed through the subdivision / replat process.

10 new industrial lots were filed through the subdivision / replat process.

3 new institutional lots were filed through the subdivision / replat process.

## Lot Creation by Zone:

A-1	6
R-1	483
R-2A	1
R-2	41
R-1 & A-1	1
PUD Residential	62
<u>County Residential</u>	<u>140</u>
Total Residential	734

RU-1	4
<u>I-3</u>	<u>6</u>
Total Industrial	10

C-2	7
C-3	4
C-4	1
<u>PUD Commercial</u>	<u>1</u>
Total Commercial	13

<u>S-1</u>	<u>3</u>
Total Institutional	3

## PUD

The Planning Commission reviewed 5 Planned Unit Developments and 2 PUD amendments.

## Annexation

The Planning Commission reviewed 2 annexation requests. Approximately 1 acre of area was annexed into the city.

## New Ordinances and Ordinance Amendments

The Planning Commission and/or City Council reviewed 4 Zoning Ordinance amendments, 1 Subdivision Ordinance amendments, and 1 amendment to the Old Conway Design Overlay Ordinance.

### Zoning Amendments:

- Allow taller structures in the S-1 and S-2 institutional zones.

- Require sign notification of an appeal to the City Council of a Planning Commission denial.
- Site plan review was expanded to include more controls on site access, landscaping, architecture, etc. Due to these extensive changes, site plan review was changed to development review.
- Planning Department fees were increased.

### Subdivision:

- Sidewalk assurance procedures were amended

### Separate Ordinances:

- Old Conway Design Overlay Ordinance was amended concerning setbacks and procedures

## Area of the City

At the end of 2007, the City's area was approximately 40 square miles.

## Board of Zoning Adjustment

4 reports were prepared for the Board of Zoning Adjustment. These variance requests included: allowance of a go-kart track within 500 feet of a residential district without the required fence, setbacks, lot width, lot depth, and lot area.

## Planning Department Staff Reviews For City Council

- 5 Parking Lot Ordinance variance requests
- 3 Overlay District Ordinance variance request
- 5 Alley closings
- 5 Street closings
- 4 Street name changes
- 13 Easement closings
- 4 Sidewalk variance requests
- 1 Old Conway Design Review Board appeal
- 1 Public street acceptance
- 1 Airport land use plan review
- 3 Right of way encroachment

## Metroplan

Director of Planning, Bryan Patrick served on the Metroplan Technical Coordinating Committee and attended monthly meetings of the TCC at Metroplan in Little Rock

# Planning 2007

- City map books for the other city departments and the general public
- Various sized maps of various content for other City department uses

## Impact Fees

Impact Fee Administrator, Bryan Patrick worked with Mr. Tom Courtway, General Counsel for the University of Central Arkansas to negotiate an equitable impact fee for the University.

### Collections:

2007 Commercial impact fees (Roads) \$558,520  
2007 Residential impact fees (Roads) \$742,503  
2007 Residential impact fees (Parks) \$ 461,677  
TOTAL 2007 IMPACT FEES \$1,762,700 a 14% decrease from 2006

2006 Commercial impact fees (Roads) \$ 491,109  
2006 Residential impact fees (Roads) \$ 967,773  
2006 Residential impact fees (Parks) \$ 601,796  
TOTAL 2006 IMPACT FEES \$ 2,060,678 a 59% increase from 2005

The original impact fee study projected \$2,710,700 per year. This figure has yet to be realized, a more realistic yearly total impact fee number of approximately \$2,000,000 seems to be the trend.

## Site Plan Review

Staff reviewed 31 site plans in 2007. City Planner, Wes Craiglow, completed these site plan reviews. These site plan reviews are outlined by type below:

- Multi-family - 2
- Office - 9
- Commercial - 17
- Institutional - 3
- Mixed Use - 0
- Industrial - 0

## Mapping

The Planning Department continued in its efforts to establish an up to date GIS mapping system. Council approved the position of GIS Coordinator in November 2007. Interviewing for the position was conducted in December. The position will be filled in January 2008 by Jason Lyons. Maps were prepared for:

- Planning Commission, Board of Zoning Adjustment, and City Council reports
- CDBG program

## Addressing

Planning Department staff assigned all new addresses within the City. City Planner Christy Sutherland assigned addresses for new subdivisions and replats and Assistant Planning Director, Ken Pickett coordinated most existing address activity.

## Internet / Web Site

Administrative Assistant, Lileha Rhea maintained the City of Conway and Planning Department websites. In 2007, the Planning web site was visited 27,397 times and the City of Conway site was visited 180,695 times in 2007.

## Presentations, Meetings, Reports, General Planning Activities

### American Planning Association

All Planning Commission members and Planning staff were members of the APA.

Director of Planning, Bryan Patrick, City Planners Christy Sutherland, and Wes Craiglow attended the Spring Arkansas APA conference in Hot Springs. Mr. Patrick and Mr. Craiglow attended the Building Great Cities conference in Memphis, TN in September.

### Faulkner County Leadership Institute

Director of Planning, Bryan Patrick gave presentations to Bill Polk's planning class at UCA, and to the Faulkner County Leadership Institute.

### Hendrix College Master Plan – Collegiate Village

Planning Department staff met on various occasions with Hendrix College staff and consultants concerning the development of Hendrix College and the proposed Village at Hendrix TND.

### Tree City USA

Conway made an application for Tree City USA at the end of 2006. Conway was granted Tree City USA status in January 2007. At this time, a Tree Board was formed with City Planner, Wes Craiglow as the Chairman. The Conway Tree Board held monthly meetings throughout the year. Conway officially observed Arbor Day on

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November 3, 2007. This Arbor Day celebration was a huge success with an estimated attendance of over 200 participants. Appreciation must be given for the many hours of work given by Mr. Craiglow, Ouida Wright, Kami Marsh and the volunteer Tree Board.

Through the efforts of the Tree Board a \$20,000 tree grant was secured. This money was used to conduct a partial tree inventory for the City and to hire a Pete Rousch as a part time arborist. To give advice on proper tree care and preservation to city officials and the general public. The partial tree inventory covered X miles of public streets cataloging public trees. Through this survey, over 1200 street trees were inventoried, approximately 24 hazard trees were found, and over 6000 potential planting sites were identified.

## **Bike Lane / Sidewalk Inventory**

Interns Daniel Bishop, Brandy Hendricks, and Sean Oakley, inventoried and mapped 58 miles of city streets to inventory right of way widths, sidewalks, etc. This inventory will be used in 2008 to plan and implement bike lanes and a possible Safe Routes to Schools grant application.

## **New Development Standards**

New development standards were adopted in October 2007 in place of existing site plan review standards. These development guidelines were expanded and include; architectural design, materials, landscaping, site access, parking, and screening.

## **Possible Territorial Jurisdiction Expansion / Zoning**

Planning staff prepared reports and maps concerning possible expansion of the territorial jurisdiction. This expansion would have expanded current boundaries and zoning to maximum allowed by state statute.

## **Old Conway Design Review Board**

The Old Conway Design Overlay and Design Review Board were officially in place starting in 2007. As prescribed by the Old Conway Residential Overlay ordinance, the Planning Department acted as staff for the Old Conway Design Review Board. 14 Reviews were conducted in 2007. These reviews include 1 single family home, 3 single family remodels, 2 duplexes, 3 outbuildings, and 3 multifamily structures, 1 caretaker's residence, and 1 building moving.