



City of Conway Arkansas -
Planning and Development

2008 Conway Planning and Development Department

YEAR END REPORT

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Planning and Development

Staff

Director - Bryan Patrick

Planning Division

Assistant Director of Planning - Ken Pickett

Planner - Christy Sutherland

Planner - Donald Anthony (Hired in January 2008)

Planner - Wes Craiglow (On military leave starting February 2008. Returning Spring 2009)

Planning Technician - Lileha Rhea

GIS Coordinator - Jason Lyon (Hired in January 2008)

Permits and Inspections Division

Assistant Director of Permits, Inspections, and Code Enforcement - Lynn Hicks (Hired in September 2008)

Inspector - Ronnie White

Inspector - Paul Young

Administrative Assistant - Barbara McElroy*

Administrative Assistant - Terry Mahan

Code Enforcement Division

Code Enforcement Officer - Grant Tomlin

Code Enforcement Officer - Ottie Cowgill

Code Enforcement Officer - Bill Haynes (Hired in August 2008)

Administrative Assistant - * Barbara McElroy serves as Administrative Assistant for Code Enforcement

Planning Division Activities

Planning Commission

Planning Division staff provided support for the Planning Commission. Monthly Planning Commission meetings were coordinated and conducted by the Planning Division. Analyses were presented to the Planning Commission concerning:

Rezoning

| Month | Zone Change | Acreage |
|-----------|---------------|---------|
| March | R-2 to MF-3 | 0.71 |
| | R-1 to R-2 | 1.25 |
| April | R-2A to S-1 | 0.51 |
| | R-1 to O-1 | 7.94 |
| | R-2A to S-1 | 1 |
| | A-1 to RU-1 | 1.61 |
| | R-1 to MF-2 | 2.89 |
| | RMH to MF-2 | 12.56 |
| May | PUD Amendment | 1.42 |
| | A-1 to I-1 | 2.75 |
| | R-2 to MF-3 | 0.68 |
| | O-2 to O-3 | 0.13 |
| | R-1 to O-2 | 0.41 |
| | R-2A to O-2 | 0.7 |
| July | R-2A to R-2 | 0.22 |
| August | R-1 to S-1 | 0.02 |
| September | R-2 to O-3 | 0.27 |
| | PUD Amendment | 2.31 |
| October | O-1 to MF-3 | 15.24 |
| | A-1 to O-2 | 1.12 |
| | RMH to MF-1 | 12.84 |
| November | C-3 to I-3 | 14.3 |

Conditional Use Permits

| Month | Zone Change | Acreage |
|---------|-----------------------------------|---------|
| January | Duplex in C-2 Zone | 0.34 |
| March | MF-1 Density in R-2A | 0.3 |
| April | Restricted Retail | 7.94 |
| | Contractor Facilities | 1.61 |
| | MF-2 Density in MF-1 | 4.26 |
| | Transmission Tower | 1.21 |
| | Restricted Retail | 9.88 |
| | Child Care | 0.29 |
| May | Religious Activity | 0.57 |
| | Religious Activity | 10.77 |
| | 18 Dwelling Units in C-3 | 1.29 |
| | Special Events at Bed & Breakfast | 1.53 |
| June | Eating Place w/ Pick-Up Window | 0.7 |
| July | Adult Day Care | 0.76 |
| | MF-1 Density in R-2 | 0.69 |
| August | Cell Tower | 0.02 |
| | General Retail & Hotel | 12.43 |
| | MF-2 Density in MF-1 | 12.84 |

Zoning Ordinance Amendments

In April, an amendment to the Zoning Ordinance to allow special events at Bed and Breakfast facilities was presented to the Planning Commission. In October, an amendment to the Zoning Ordinance to allow indoor firing ranges by conditional use permit in I-3 zones was presented. Both of these amendments were subsequently approved by the City Council.

Subdivision Ordinance Amendments

In April, a Subdivision Ordinance Amendment requiring six inch upright curbs in all new subdivisions was presented to the Planning Commission. This amendment was adopted and later rescinded by the City Council.

Sign Variance Appeal

In July, a Sign Variance denial was appealed to the Planning Commission. This variance requested the replacement of a monochrome electronic message board with a full color LED electronic message board. The Planning Commission denied this request which was appealed to the City Council. The City Council overturned the variance denial.

Subdivision

Twenty subdivisions were reviewed by the Planning Commission and within the Planning Department. Of these twenty, eleven were filed in 2008. Seven subdivisions that were submitted in 2005 to 2007 were filed in 2008 for a total of eighteen subdivisions filed in 2008. City Planner, Christy Sutherland completed staff review of these subdivisions.

Replat

Twenty eight replats were reviewed by the Planning Commission and within the Planning Department. Of these twenty eight, twenty were filed in 2008. Four replats submitted in 2007 were filed in 2008 for a total of twenty four replats filed in 2008. City Planner, Christy Sutherland completed staff review of these plats.

Expired Subdivision / Replat

Five subdivisions and/or replats expired in 2008 due to inactivity.

Lot Creation

Two hundred thirty five new residential lots, including single and multi-family, were created through the subdivision/replat process. These residential lots included eighty single family lots.

Four new office lots, thirteen commercial lots, and six industrial lots were created through the subdivision/replat process.

Annexation

There were no voluntary annexations in 2008. The City annexed 5 islands of county zoning. These annexations resulted in the City having an area of 40.43 square miles at the year's end.

Board of Zoning Adjustment

Planning Division staff provided support for the Board of Zoning Adjustment. As needed, Board of Zoning Adjustment meetings were coordinated and conducted by the Planning Division. Analyses were presented to the Board of Zoning Adjustment concerning:

| Month | Request |
|----------|---|
| March | Building addition with lack of built public street frontage |
| May | Apartment building on substandard lot |
| December | Construction of large accessory building and home addition |

Planning Division Reviews for City Council

The Planning Division prepared numerous reports and information for the City Council in 2008 including street and alley closing requests, impact fee credits, franchise agreements, boat dock approvals, street name changes, bicycle and pedestrian paths.

Development Review

2008 marked the first year of new development review standards. These standards include requirements for greater trees and landscaping, buffering of adjacent properties, cross access, joint access, reduction of curb cuts, architectural materials, etc. Thirty four development reviews were conducted by City Planners Wes Craiglow and Donald Anthony.

| Review by Type | |
|-------------------|--------------------------|
| Commercial – 15 | Mixed use – 1 |
| Industrial – 1 | Multi-family housing – 8 |
| Institutional – 4 | Office – 5 |

Development review highlights:

- 799 new trees planned
- 907,010 square feet of gross floor area planned

Corridor Studies

The Planning Division conducted major corridor studies for the Old Morrilton Highway and Lower Ridge Road corridors. These studies supplemented and added greater definition to the City's Comprehensive Plan for the Old Morrilton Highway/West Cadron Ridge area and the Lower Ridge Road/East Cadron Ridge area. The studies were needed due to growing development pressure along these two corridors. Public input was gathered from area residents, the Planning Commission, City Council members, Conway Corporation, City staff, residents, property owners, and the General Public at several core group meetings and public meetings. Additional input including a preference survey was gathered from the projects' web sites. All information from core group meetings, public meetings, and the internet was compiled and incorporated into the final corridor plans after public presentation. The City Council adopted these studies by resolution as part of the Comprehensive Plan in August. City Planner Donald Anthony was instrumental in creating, organizing, and finalizing these corridor studies.

Pine Street Neighborhood Study

Work was started on a neighborhood redevelopment study for the Pine Street area. In 2008, two pre-planning meetings were held. A visual survey was conducted and demographic and housing data was compiled. The neighborhood study will continue into 2009.

Safe Routes to School

In March 2008, application was made to the State Highway Department for a Safe Routes to School grant. The application was declined in August 2008. Work for a Safe Routes Long-Range Plan began in September 2008. Mr. Anthony also participated in Bicycle Task Force

Geographic Information System (GIS)

In January 2008, Jason Lyon was hired as the GIS Coordinator. Throughout 2008, Mr. Lyon has built and maintained the Conway GIS system. The City map is now up to date with current street, zoning, and address information. Mr. Lyon has also become the official city address administrator. Several street addressing and name conflict issues have now been resolved. Mr. Lyon has also assisted the Census Bureau with updated information in anticipation of the 2010 census. Mr. Lyon was also instrumental in organizing the 2008 county island annexations. Mr. Lyon also worked with the Police, Fire, and IT Departments to provide better mapping and emergency response dispatch capabilities.

Planning Workshops and Conferences

Mr. Patrick and Mr. Anthony attended a Low-Impact Development Workshop in Little Rock in September.

Mr. Anthony attended the Mid-South Planning and Zoning Institute in Memphis in October.

Memberships

Planning Department staff retained membership in the American Planning Association and the Arkansas Chapter of the American Planning Association. Mr. Anthony retained membership in the Southern Economic Development Council. Mr. Patrick retained membership in the American Institute of Certified Planners and the National Trust for Historic Preservation Forum and the National Alliance of Preservation Commissions.

Internet / Web Site

Administrative Assistant, Lileha Rhea maintained the City of Conway and Planning Department websites. In 2008, the planning web site was visited 10,000 times and the City of Conway site registered 100,000 visits.

Presentations

Donald Anthony and Bryan Patrick made presentations to UCA interior design students in March. Planning Division staff gave a presentation to the Faulkner County Leadership Institute in April. Mr. Anthony gave a presentation to the Thousand Oaks-Rolling Hills Subdivision property owners association in August.

Tree Board / Tree City USA

Bryan Patrick attended monthly Tree Board meetings and acted as City staff liaison to the Conway Tree Board. The Planning Division maintained the Tree Board website and provided support as needed.

Old Conway Design Review Board / Robinson Historic District

The Planning Division acted as City staff for the Old Conway Design Review Board and assumed staff support for the Robinson Historic District. Bryan Patrick created monthly reports for the OCDOD and RHD. There were ten OCDOD

reviews. There were two RHD reviews. Mr. Patrick also attended the National Alliance of Preservation Forum in New Orleans in July and the National Trust for Historic Reservation Conference in Tulsa in October.

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

Other Activities

Four issues of the Conway Planning newsletter were written and published by Mr. Anthony.

Mr. Anthony was published in a sidebar article in the Fall 2008 APA Planning Commissioner's Journal.

Permitting and Inspections Division Activities

This portion of the report summarizes the activities of the Permits and Inspections Division. The report is given in a synopsis form with categorizing permitting activities.

Building Permits

Single Family Home Permits

In 2008, the volume of single family home permits dropped approximately 60% from 2007. This resulted in 189 fewer single family home permits compared to 314 single family home permits issued in 2007.

Construction Related Permits

A total of 2975 construction related permits were issued in 2008. The breakdown into types of construction permits follows:

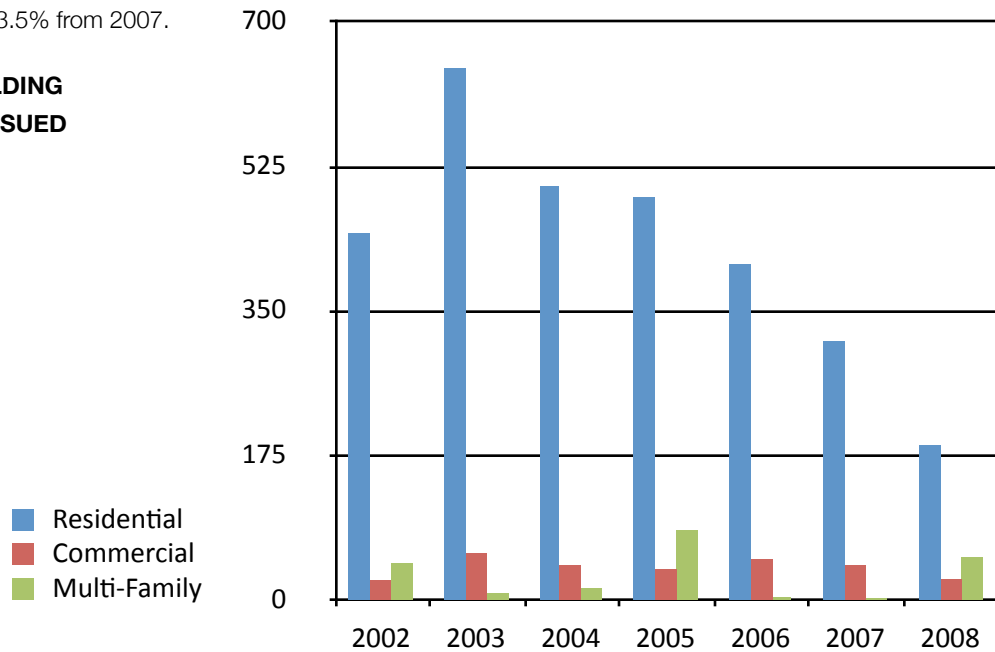
| | |
|-------------|---|
| 655 | Building Permits (down 50 from 2007) |
| 758 | Electrical Permits (down 101 from 2007) |
| 450 | Plumbing Permits (down 138 from 2007) |
| 527 | Mechanical Permits (down 90 from 2007) |
| 47 | Parking Lot Permits (up 8 from 2007) |
| 294 | Gas Permits (down 107 from 2007) |
| 244 | Sign Permits (down 102 from 2007) |
| 2975 | Total (down 580 from 2007) |

Total Building Permits Issued 2003 - 2008

| Permits | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 |
|-----------------------------|-------------|------------|------------|------------|------------|------------|
| Single Family | 645 | 502 | 488 | 407 | 314 | 189 |
| Duplex | 10 | 7 | 12 | 27 | 45 | 30 |
| Commercial | 53 | 43 | 38 | 51 | 43 | 27 |
| Institutional | 1 | 5 | 5 | 2 | 5 | 5 |
| Multi-Family | 9 | 16 | 86 | 5 | 4 | 53 |
| Industrial | | | 1 | 4 | | 15 |
| Temp. Bldg | 22 | 6 | 6 | 9 | 8 | 12 |
| Acc/Res | | 92 | 96 | 65 | 90 | 76 |
| Add/Res | 69 | 56 | 62 | 45 | 46 | 47 |
| Add/Com | 15 | 14 | 16 | 9 | 15 | 2 |
| Rem/Res | 37 | 44 | 47 | 55 | 47 | 63 |
| Rem/Com | 82 | 93 | 85 | 67 | 63 | 78 |
| Rem/Inst. | 3 | 9 | 9 | 4 | 12 | 13 |
| Acc/Multi-Family | | 1 | 8 | 7 | | 20 |
| Add/Acc | 2 | | 1 | 3 | | 1 |
| Acc/Com | | 5 | 3 | 5 | 4 | 5 |
| Add/Duplex | | | 1 | 1 | | |
| Add/Inst. | 4 | 3 | 4 | 3 | 1 | 2 |
| Add/Indust. | 4 | 3 | 1 | 8 | 1 | 3 |
| Rem/Indust. | | 3 | 1 | 4 | 2 | 7 |
| Rem/Duplex | 1 | 5 | 1 | 5 | 1 | 1 |
| Acc/Inst. | | | | | 3 | 4 |
| Rem/Acc | | | | | 2 | 2 |
| Total Permits Issued | 1070 | 937 | 971 | 799 | 706 | 655 |

The 655 Building Permits issued in 2008 were valued at \$135,577,432.00 as estimates given by the builders. This is a increase of 13.5% from 2007.

TOTAL BUILDING PERMITS ISSUED 2002 - 2008



Construction Costs as Estimated by Builders on All Permits Issued 2002 - 2008

| Year | Construction Cost |
|------|-------------------|
| 2002 | \$104,260,756 |
| 2003 | \$136,327,284 |
| 2004 | \$141,306,685 |
| 2005 | \$198,545,106 |
| 2006 | \$158,592,893 |
| 2007 | \$119,924,087 |
| 2008 | \$135,577,432 |

Impact Fees 2004 - 2008

| Type | 2004 | 2005 | 2006 | 2007 | 2008 |
|----------------|------------------|--------------------|--------------------|--------------------|--------------------|
| Commercial | \$84,193 | \$256,517 | \$491,109 | \$558,520 | \$327,662 |
| Res. (Streets) | \$320,262 | \$627,873 | \$967,773 | \$742,503 | \$781,529 |
| Res. (Parks) | \$211,727 | \$407,944 | \$601,796 | \$461,677 | \$281,740 |
| Total | \$616,182 | \$1,292,334 | \$2,060,678 | \$1,762,700 | \$1,390,931 |

There was a 21.5% decrease in volume of impact fees collected since 2007.

Number of Permits Issued With Impact Fees Going Towards Street and Park Improvements

| Number of Permits | 2004 | 2005 | 2006 | 2007 | 2008 |
|-------------------|------------|------------|------------|------------|------------|
| Commercial | 18 | 33 | 57 | 35 | 68 |
| Residential | 291 | 436 | 421 | 345 | 234 |
| Total | 309 | 469 | 478 | 380 | 302 |

There was a 21% decrease in number of residential permits issued with impact fees going towards street and park improvements. Commercial impact fees increased by 94%.

Presentations and Newsletters

Two presentations were provided by Building Official Lynn Hicks to the Faulkner County Homebuilders Association. The presentations addressed the current building code concerns recognized in residential wood frame construction.

A presentation on Municipal Code Requirements applicable to rental properties was given to the Faulkner County Landlords Association by Code Enforcement Officers Grant Tomlin and Bill Haynes.

Memberships and Licenses

The Division of Permits and Inspections maintains an active jurisdictional membership with the International Code Council.

Ronnie White – Inspector

Plumbing Inspector, State of Arkansas #948
HVACR Inspector, State of Arkansas

Paul Young – Inspector

Plumbing Inspector, State of Arkansas
HVACR Inspector, State of Arkansas #1015071
Master Electrician, Arkansas State Board of Elec. Examiners #M2821

Lynn Hicks – Building Official

Zoning and Property Standards Inspector, SBCCI # 172
Zoning Inspector, ICC No. 521-5917-75
Housing Rehab Inspector, SBCCI # 1037
Housing Rehab Code Enforcement Officer, SBCCI # 071
Property Maintenance and Housing Insp., ICC No. 5215917-64
Fire Inspector, SBCCI # 785
Fire Inspector, St. of TN. # 0233
Fire Inspector, ICC No. 5215917-66
Building Inspector, SBCCI # 4105
Building Inspector, St. of TN. # 0013
Building Inspector, ICC No. 5215917-B5
Building Plans Examiner, SBCCI #226
Building Plans Examiner, ICC No. 5215917-B3
Chief Building Code Analysis, SBCCI # 226
Certified Building Official, CABO # 1817
Certified Building Official, ICC No. 5215917-CB

Code Workshops and Conferences

Inspectors Ronnie White and Paul Young attended sixteen hours each of plumbing code and mechanical code educational programs necessary for re-certification by the State of Arkansas as plumbing and mechanical inspectors.

Other Activities

Commercial Building Code Plans Reviews were initiated in 2008. Such reviews serve to catch and correct building code violations related to life safety and property protection at the planning stage of the project as opposed to stopping and/or holding up the project during the construction phase.

Code Enforcement Division

Efforts were begun in 2008 to modernize City regulations relating to Code Enforcement. These changes would be broad in nature and increase the effectiveness and response time to mitigate code violations. At the close of 2008, these code changes were under review by the City Attorney's office.

Violation Counts

Most Common Violations

| Short Description | Violations |
|-----------------------------------|------------|
| Grass Ordinance | 1254 |
| Rubbish, trash, unsanitary matter | 440 |
| Appliance/Furniture Ordinance | 424 |

Total Violations

| Short Description | Violations |
|--|------------|
| Abandoned/Inoperable Vehicle Ordinance | 155 |
| Animal Control | 1 |
| Appliance/Furniture Ordinance | 424 |
| Dilapidated Structure Ordinance | 38 |
| Grass Ordinance | 1254 |
| Illegal Drainage | 1 |
| Illegal Dumping in Drainage Ditch | 9 |
| Illegal Dumping Ordinance | 4 |
| Rec/Com vehicle Ordinance | 8 |
| Rubbish, trash, unsanitary matter | 440 |
| Sediment on Road Ordinance | 36 |
| Sign Ordinance | 227 |
| Stagnant Water Ordinance | 33 |
| Street Address Ordinance | 8 |
| Tire Ordinance | 30 |
| Trailer Ordinance | 51 |
| Trash Can Ordinance | 294 |
| Zoning Ordinance | 59 |