



City of Conway Arkansas -
Planning and Development

2009 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

Planner - Wes Craiglow (Returned from military leave June 2009)

Planning Technician - Lileha Rhea

GIS Coordinator - Jason Lyon

Permits and Inspections Division

Assistant Director of Permits, Inspections, and Code Enforcement - Lynn Hicks

Inspector - Ronnie White (Retired in May 2009)

Inspector - Lee Hill (Hired July 2009)

Inspector - Paul Young

Administrative Assistant - Barbara McElroy*

Administrative Assistant - Terry Mahan (Resigned July 2009)

Administrative Assistant - Missy Schrag (Hired July 2009)

Code Enforcement Division

Code Enforcement Officer - Grant Tomlin

Code Enforcement Officer - Oattie Cowgill

Code Enforcement Officer - Bill Haynes

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. Planning Commission activities and reports were coordinated by Mr. Pickett. Analyses were presented to the Planning Commission concerning:

Rezoning

Month	Zone Change	Acreage
March	PUD	1.53
	R-2A to R-2	0.43
	R-2A to O-3	0.47
April	R-2A to O-2	0.49
May	Pud Amendment	4.26
	Pud Amendment	18.07
June	MF-3 to RU-1	0.02
July	R-1 and MF-2 to I-3	40
August	Creation of SP	184
September	R-1 and C-2 to C-3	7.8
	A-1 to C-3	25.91
	A-1 to MF-2	38.42
	A-1 to R-2A	7.73
October	R-2 to MF-3	1.7
November	R-1 to HR	0.67
December	R-2A to MF-3	0.26
	R-2 to C-3	0.17

Conditional Use Permits

Month	Zone Change	Acreage
February	Religious Activities	0.55
April	Adult Day Care	1.88
May	Office in Residential	0.47
June	Cell Tower	0.02
July	Religious Activities	0.19
August	Religious Activities	0.57
September	MF-1 Density in R-2A	7.73
November	Drive Through Window	6.75
	Auto Repair	0.44
	Bookstore	0.4
	Cell Tower	0.04
December	General retail	2.04
	MF-3 Density in MF-2	1.7

Zoning Ordinance Amendments

Several amendments to the Zoning Ordinance were approved in 2009. These included a clarification to the required amount of masonry in design standards, allowing offices in residential zones by conditional use, allowing fairgrounds in the I-3 district, a total revision of the PUD section, and the creation of an SP zone. Mr. Anthony was instrumental in the PUD and SP zoning ordinance amendments. A change to the sign ordinance section clarified the ban of electronic message boards as billboards.

Subdivision Ordinance Amendments

In October, the impact fee assessment for movie theaters was amended.

Sign Variance Appeal

No sign variance appeals were made in 2009. Mr. Anthony became the Sign Administrator and began reviewing sign permit applications in June.

Subdivision

5 subdivisions were reviewed by the Planning Commission and within the Planning Department. Of these 5, 1 was filed in 2009. 10 subdivisions that were submitted in 2007 to 2008 were filed in 2009 for a total of 11 subdivisions filed in 2009. City Planner Christy Sutherland completed staff review of these subdivisions.

Replat

13 replats were reviewed by the Planning Commission and within the Planning Department. Of these 13, 10 were filed in 2009. 4 replats submitted in 2007 to 2008 were filed in 2009 for a total of 14 replats filed in 2009. City Planner, Christy Sutherland completed staff review of these replats.

Expired Subdivision / Replat

A total of 11 subdivisions and/or replats expired in 2009 due to inactivity. 2 subdivisions and/or replats were resubmitted and another 2 were partially filed.

Lot Creation

209 new residential lots, including single and multi-family, were created through the subdivision/replat process. These residential lots included 192 single family lots.

2 new office lots, 8 commercial lots, and 3 industrial lots were created through the subdivision/replat process.

Annexation

2009 saw 5 Annexations including the large Lollie Bottoms Annexation, totaling roughly 3400 more acres into the city and raising the square mileage of the city from 40 to 45.

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. Planning Commission activities and reports were coordinated by Mr. Pickett. Analyses were presented to the Board of Zoning Adjustment concerning:

Month	Request
February	Setback variance for Harrison and Willow Church of Christ - Approved
February	Setback variance for residential accessory building - Denied
May	Setback variance for Faulkner County Day School canopy - Approved

Planning Division Reviews for the Mayor and City Council

The Planning Division prepared numerous reports and information for the City Council in 2009 including street and alley closing requests, impact fee credits, franchise agreements, boat dock approvals, street name changes, bicycle and pedestrian paths, etc. Specifically, Mr. Anthony prepared 4 white papers for the Mayor and Council concerning business licenses, impact fee exemption potential, impact fee potential follow up study, and the planned expansion of Harkrider Street. Mr. Anthony also prepared layout options concerning the Pennington property at Country Club and Prince Street.

Development Review

2009 marked the second full 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. 24 development reviews were conducted by City Planners Donald Anthony and Wes Craiglow.

Review by Type	
Commercial – 7	Mixed use – 0
Industrial – 3	Multi-family housing – 6
Institutional – 3	Office – 5

Development review highlights:

- 1298 new trees planned (2" caliper DBH)
- 1,130,131 square feet of gross floor area planned

Small Area Planning

The Planning Division conducted a major Small Area Plan / Comprehensive Plan / Zoning Amendment for the Northeast Old Conway Area (Pine Street). 3 Public meetings were held along with a department open house to gather public comments. There were over 80 participants in total. Work was begun on a study of the Donaghey Avenue Corridor. Mr. Anthony was instrumental in heading the public input sessions and creating the Specific Plan for the Northeast Old Conway Area.

Safe Routes to School

In 2009, a 12 member SRTS Board was created and began meeting monthly. The SRTS Board began drafting a SRTS Master Plan which details mid and long range goals and ongoing SRTS activities. A SRTS survey was sent to Conway schools parents to diagnose walking/biking issues in Conway. Information and concerns of the SRTS Board were coordinated between the Conway Advocates for Bicyclist, Bicycle Advisory Board, and Conway Association of Pedestrians with cross representation between the various boards/committees. 2 grants were submitted for a total of \$20,140. Notification of award(s) should be early 2010.

Geographic Information System (GIS)

In 2008, Mr. Jason Lyon came on board as the City GIS Coordinator and Addressing Administrator for Conway. Mr Lyon continued to build and maintain the Conway GIS system. The City map is now up to date with current street, zoning, and address information. In 2009, several street addressing and name conflict issues were resolved. Mr. Lyon also assisted the Census Bureau with updated information, including housing unit updates and new construction in anticipation of the 2010 census. Mr. Lyon also worked with the Police, Fire, and IT Departments to provide better mapping and emergency response dispatch capabilities. Mr. Lyon became a sub-steward for the USGS working on the National Hydrography Dataset (NHD) run under ADEQ. So far, updates to the project include the northern half of Faulkner County and the city of Conway. Work will continue on the Southern Portion of the City and Faulkner County. GIS contacts with several local surveying and engineering businesses have been made leading to more timely updates of plat information in workable formats for the Planning and Street Department. Coordination with the Faulkner County Assessor's Office has allowed consistent updating of parcel lines and subsequently, zoning line updates resulting in more accurate zoning boundary maps. Coordination with the Faulkner County OEM office, Conway Corporation, and Conway Development Corporation has led to additional data acquisition facilitating City functions.

In a process that began in the Summer of 2008 and through the Spring of 2009, working with PAGIS, AGIO, Pulaski, Saline, and Faulkner Counties, the city gained new 1ft Natural Color Imagery that has been used for updating many datasets within the city and county.

During 2009, Mr. Lyon attended the Arkansas GIS Users Conference in Eureka Springs, became a sitting member of the Faulkner County Local Emergency Preparedness Committee, a new member of the Urban and Regional Information

Systems Associations (URISA), and attended the Arkansas GIS Stakeholders meeting in Little Rock to give opinions on the strategic business plan for GIS framework in Arkansas.

Planning Workshops and Conferences

Mr. Patrick attended the National APA Conference in Minneapolis. Mr. Craiglow attended the EPA Brownfields Conference in New Orleans and the Arkansas Community Development Conference. Mr. Anthony, Mr. Craiglow, and Ms. Sutherland attended the Arkansas Transportation Conference. Mr. Patrick and Mr. Lyon were NIMS certified at a 2 day National Incident Management System certification course.

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, National Trust for Historic Preservation Forum, National Alliance of Preservation Commissions, and the Historic Preservation Alliance of Arkansas. Mr. Lyon became a member of URISA.

Internet / Web Site

Planning Technician Lileha Rhea maintained the City of Conway and Planning Department websites. These sites provided valuable city information 24/7.

Presentations

Mr. Patrick gave a presentation to the Faulkner County Leadership Institute in April. Mr. Craiglow was guest lecturer at 2 UCA Urban/Regional Planning classes, panelist in the multi-modal transportation Plenary at the Little Rock Sustainability Summit, a guest on "Living Local" tv show to promote SRTS, presented information at Eco-Fest about Smart Growth, and participated in the Arbor Day Celebration. Mr. Anthony co-led an airport reuse option for an Economic Geography class at UCA, provided research guidance for UCA graduate student Annias Tate, and gave a presentation to the Introduction to Planning class at UCA. Mr. Lyon spoke to several Conway High School classes.

Tree Board / Tree City USA

Bryan Patrick attended monthly Tree Board meetings and acted as City staff liaison to the Conway Tree Board until June when Wes Craiglow became Tree Board city staff. The Tree Board has produced a draft public tree preservation ordinance that will move forward to the City Council in early 2010. The November Arbor Day 2009 Celebration had the largest attendance ever with over 400 participants and the adoption of over 300 trees. The Tree Board's operating budget was increased from \$5000 to \$7000. A public tree inventory is under way and trees have been marked with ID tags at Laurel Park. A new informational tree management brochure was published. 2000 new "Conway Trees" bumper stickers were printed and distributed. 400 new Tree Board t-shirts were distributed. The Planning Division maintained the Tree Board website and provided additional support as needed.

Old Conway Design Review Board / Conway Historic District Commission

The Planning Division acted as City staff for the Old Conway Design Review Board and the Conway Historic District Commission. Old Conway Design Overlay Standards were revised and approved to include areas covered in the Northeast Old Conway area and downtown. The City Council passed resolutions in support of an Arkansas state income tax credit for historic rehabilitation and Preserve America designation. Mr. Patrick prepared and submitted Preserve America application materials which resulted in Conway being designated as a Preserve America Community in October. Mr. Patrick created monthly reports for the OCDRB and the HDC. There were 5 OCDRB reviews. There were 4 HDC reviews. Mr. Patrick attended the Historic District - Certified Local Government meetings in Little Rock and El Dorado,

and the National Trust for Historic Reservation Conference in Nashville, TN. New design standards for the Robinson Historic District have been approved by the Historic District Commission. These guidelines along with HDC ordinance revisions will be finalized with Council action in early 2010.

Metroplan

Mr. Patrick served on the Metroplan Technical Coordinating Committee and attended monthly meetings of the TCC at Metroplan in Little Rock. Mr. Anthony served on the Metroplan regional Green Task Force Committee.

Other Activities

2 issues of the *Conway Planning* newsletter were written and published by Mr. Anthony. Mr. Anthony contributed an art display for Conway ArtsFest, designed brochures for multi-lane roundabouts and attended Pine Street Area Community Development Corporation meetings. The Planning and Development Department was completely renovated in May and June. The Department has a new layout, carpet, walls and furniture creating a nicer, organized work environment. Although directed through the Mayor's office, a complete streets ordinance was passed in April. The Planning and Development Department wholeheartedly supports this ordinance.

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 categorizing permitting activities.

Building Permits

Single Family Home Permits

In 2009, the number of single family home permits was 261 up approximately 38% from 2008. This resulted in 72 more single family home permits compared to 189 single family home permits issued in 2008.

Construction Related Permits

A total of 2811 construction related permits were issued in 2009. The breakdown into types of construction permits follows:

599	Building Permits (down 56 from 2008)
668	Electrical Permits (down 90 from 2008)
474	Plumbing Permits (up 24 from 2008)
529	Mechanical Permits (up 2 from 2008)
28	Parking Lot Permits (down 19 from 2008)
281	Gas Permits (down 10 from 2008)
232	Sign Permits (down 12 from 2008)
2811	Total (down 164 from 2008)

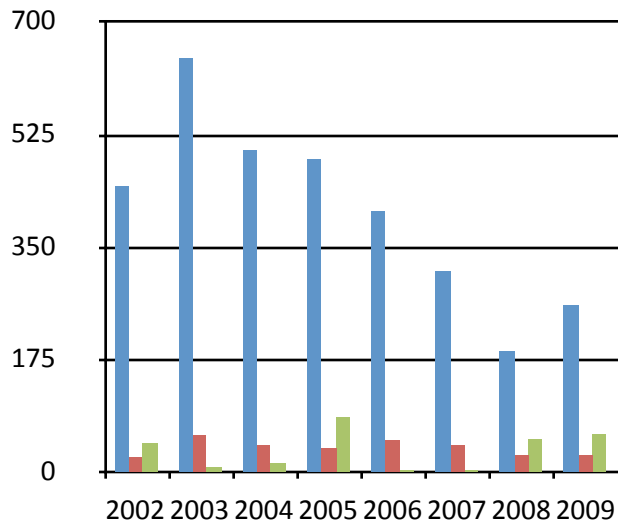
Total Building Permits Issued 2003 - 2009

Permits	2003	2004	2005	2006	2007	2008	2009
Single Family	645	502	488	407	314	189	261
Duplex	10	7	12	27	45	30	14
Commercial	53	43	38	51	43	27	23
Institutional	1	5	5	2	5	5	2
Multi-Family	9	16	86	5	4	53	60
Industrial			1	4		15	2
Temp. Bldg	22	6	6	9	8	12	9
Acc/Res		92	96	65	90	76	56
Add/Res	69	56	62	45	46	47	40
Add/Com	15	14	16	9	15	2	5
Rem/Res	37	44	47	55	47	63	43
Rem/Com	82	93	85	67	63	78	53
Rem/Inst.	3	9	9	4	12	13	8
Acc/Multi-Family		1	8	7		20	6
Add/Acc	2		1	3		1	2
Acc/Com		5	3	5	4	5	5
Add/Duplex			1	1			
Add/Inst.	4	3	4	3	1	2	1
Add/Indust.	4	3	1	8	1	3	
Rem/Indust.		3	1	4	2	7	2
Rem/Duplex	1	5	1	5	1	1	2
Acc/Inst.					3	4	2
Rem/Acc					2	2	2
Rem/MF							1
Total Permits Issued	1070	937	971	799	706	655	599

The 599 Building Permits issued in 2009 were valued at \$135,577,432.00 as estimates given by the builders. This is an increase of approximately 7% from 2008.

TOTAL BUILDING PERMITS ISSUED 2002 - 2009

■ Residential
■ Commercial
■ Multi-Family



Construction Costs as Estimated by Builders on All Permits Issued 2002 - 2009

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
2009	\$145,004,934

Impact Fees 2004 - 2009

Type	2004	2005	2006	2007	2008	2009
Commercial	\$84,193	\$256,517	\$491,109	\$558,520	\$327,662	\$381,471
Res. (Streets)	\$320,262	\$627,873	\$967,773	\$742,503	\$781,529	\$467,230
Res. (Parks)	\$211,727	\$407,944	\$601,796	\$461,677	\$281,740	\$415,315
Total	\$616,182	\$1,292,334	\$2,060,678	\$1,762,700	\$1,390,931	\$1,264,016

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	2009
Commercial	18	33	57	35	68	78
Residential	291	436	421	345	234	273
Total	309	469	478	380	302	351

Commercial impact fees increased by 15%. There was a 16% decrease in number of residential permits issued with impact fees going towards street and park improvements.

Ordinance Revisions/Adoption

The Arkansas Fire Prevention Code Volumes I and II were adopted as the Conway Building Code in January. A Building Code Appeals Board was created in March. In April, a number of permitting housekeeping ordinances were approved. Permit fees were clarified in October.

Presentations and Newsletters

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.

Memberships and Licenses

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

Lee Hill – Inspector

Plumbing Inspector, State of Arkansas #PI02191
HVACR Inspector, State of Arkansas #1454550
Building Inspector, ICBO/ICC #5077290-10
Plumbing Inspector, ICBO/ICC #5077290-34
Electrical Inspector, ICBO/ICC #5077290-E5
Mechanical Inspector, IAPMO #090430
Plumbing Inspector, IAPMO #098228
IAEI Member, 7062341

Paul Young – Inspector

Plumbing Inspector, State of Arkansas #PI01679
HVACR Inspector, State of Arkansas #1015071
Master Electrician, Arkansas State Board of Elec. Examiners #M2821
IAEI Member, 7019457

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

Inspector Lee Hill attended 40 hours of training while Inspector Paul Young attended 32 hours of training to re-certify as State of Arkansas plumbing, mechanical, and electrical inspectors. Lynn Hicks attended the Building Code Officials of Arkansas Conference (2 day class)

Building Code Appeals Board

There were no appeals before the Building Code Board of Appeals in 2009.

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. In 2009, these code changes were approved by the City Council.

Ordinance Revisions/Adoption

The Conway nuisance abatement ordinance was revised and adopted in April.

Violation Counts

Most Common Violations

Short Description	2008	2009
Grass Ordinance	1254	868
Trash Cans	294	492
Rubbish, trash, unsanitary matter	440	364
Appliance/Furniture Ordinance	424	315

Total Violations

Short Description	2008	2009
Abandoned/Inoperable Vehicle Ordinance	155	122
Animal Control	1	1
Appliance/Furniture Ordinance	424	315
Collection of Taxes Levied by City		8
Dilapidated Structure Ordinance	38	42
Grass Ordinance	1254	868
Illegal Drainage	1	3
Illegal Dumping in Drainage Ditch	9	1
Illegal Dumping Ordinance	4	3
Rec/Com vehicle Ordinance	8	5
Rubbish, trash, unsanitary matter	440	364
Sediment on Road Ordinance	36	22
Sign Ordinance	227	217
Stagnant Water Ordinance	33	22
Street Address Ordinance	8	1
Tire Ordinance	30	20
Trailer Ordinance	51	42
Trash Can Ordinance	294	492
Zoning Ordinance	59	57