

1999 PLANNING DEPARTMENT YEAR END REPORT

1999 PLANNING DEPARTMENT ACTIVITIES

This portion of this report summarizes the activities of the Conway, Arkansas Planning Department in 1999. The report is given in a synopsis form with the information presented in the various categories of activities.

STAFF

Planning Director – Bill Polk

Assistant Planning Director – Ken Pickett

Planning Cartographer – Christy Sutherland

Planning Technician – Bryan Patrick

Planning Interns (part-time, temporary) - Clayton Sedberry, Jeremy Holmes and Bryan Johnson

PLANNING COMMISSION REVIEW

Analyses were presented to the Planning Commission for:

◆ 44 Rezoning Requests.

31 were granted by the City Council. The list below indicates the number of requests granted for each zoning district and the number of acres of land rezoned to that classification.

<u>Zoning</u>	<u>Number of Requests</u>	<u>Area Rezoned</u>
R-1	5	115.33 acres
R-1 and I-1	1	10.80 acres
MF-1	2	15.77 acres
MF-3	2	0.87 acres
PUD	1	20.59
O-2	9	27.84 acres
O-3	3	2.51 acres
C-2	1	2.40 acres
C-3	5	69.15 acres
C-4	1	115.65 acres
I-1	1	0.93 acres
Totals	31	381.84 acres

4 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.

<u>Zoning</u>	<u>Number of Requests</u>	<u>Area Refused for Rezoning</u>
R-2	1	0.23 acres
MF-1	1	5.13 acres
RMH	1	3.60 acres
O-2	1	3.32 acres
Totals	4	12.28 acres

7 were withdrawn and 2 or 3 were held over into 2000.

Of the 6 held over from 1998, 1 was withdrawn, 1 was denied and 4 were held over to 2000.

◆ **15 Conditional Use Requests.**

9 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>
Big Mac Mobile Homes Conditional Use Permit Request	No
Brakebill Conditional Use Permit Request	No
Allen Conditional Use Permit Request	No
Conway Public Schools Conditional Use Permit Request	No
Second Baptist Church Conditional Use Permit Request	No
Patterson Mobile Home Replacement Conditional Use Permit Request	No
O'Reilly Auto Parts Conditional Use Permit Request	Yes
Watson-Rankin LLC Conditional Use Permit Request	Yes
Round Mountain Pump Facility Conditional Use Permit Request	No

1 (Trent Conditional Use Permit Request) was denied by the City Council.

5 were withdrawn. A list of those withdrawn follows.

Conditional Use Permit Requests Withdrawn

- Dalton Conditional Use Permit Request
- Fields Conditional Use Permit Request
- McDowell Conditional Use Permit Request
- Quality Homes Conditional Use Permit Request
- McNutt, et al Conditional Use Permit Request

0 were held over into 2000.

0 were held over from 1998.

◆ **8 Building Moving Permit Requests.**

7 were granted by the City Council.

0 were refused by the City Council.

0 were withdrawn.

1 was held over into 2000.

0 were held over from 1998.

◆ **3 Site Plans**

3 were granted

◆ **2 Requests for Rehearing** prior to one year from the last hearing for rezoning on that property.

1 was granted by the Planning Commission

1 was refused by the Planning Commission

◆ **Subdivisions**

58 Subdivisions were reviewed in 1999. 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 1999 are listed below.

Subdivision Name	Type Review	Number of Lots (and their zoning)	Status at the end of 1999
Acuff Subdivision	Preliminary	5; 4 R -1, 1 A-1	Approved subject to punch list completion
Bartlett Subdivision	Preliminary	3 A-1	Completed
Bartlett Subdivision	Staff Final	3 A-1	Filed October 28, 1999
Catherine Place Subdivision, Phase IV	Preliminary	45 R-1	Approved subject to punch list completion
Catherine Place Subdivision, Phase IV	Final	44 R-1	Approved subject to punch list completion
Centennial Valley Community, Phase II	Preliminary	42 R-1	Approved subject to punch list completion
Centennial West Subdivision	Preliminary	6 A-1	Approved subject to punch list completion
Centennial West Subdivision	Final	6 A-1	Approved subject to punch list completion
Cimarron Park	Preliminary	18; 7 A-1, 7 C-3, 3 C-3 & A-1, 1 RMH	Approved subject to punch list completion
Cimarron Park	Final	19; 7 A-1, 8 C-3, 3 C-3 & A-1, 1 RMH	Approved subject to punch list completion
Conway Marketplace Shopping Center	Final	8; 7 C-3, 1 C-3 & MF-1	Filed May 12, 1999
Crown Plaza	Planning Director Final	3; 1 C-3, 1 MF-1, 1 A-1	Filed January 11, 1999
Favre Subdivision	Preliminary	3 C-3	Approved subject to punch list completion
Fen-Ash Commercial Subdivision	Preliminary	2 C-3	Approved subject to punch list completion
Fletcher Smith Subdivision	Final	2 R-1	Filed January 18, 1999
Garrett Subdivision	Preliminary	2 R-1	Completed
Garrett Subdivision	Staff Final	2 R-1	Filed August 23, 1999
Glenwood Place, Phase III	Final	5; 2 O-2, 1 MF-1, 1 A-1, 1 O-1	Filed November 4, 1999
Greenwood Acres Subdivision, Phase I	Final	3 R-1	Approved subject to punch list completion
Gunderman Subdivision	Preliminary	3 R-1	Completed
Gunerman Subdivision	Staff Final	3 R-1	Filed June 7, 1999
Hogan Office Park	Preliminary	3 O-2	Approved subject to punch list completion
King's View Addition, Phase I	Final	4 R-1	Approved subject to punch list completion
L & H Addition	Planning Director Final	2 C-3	Filed March 19, 1999
Lake Point Subdivision	Preliminary	7 County	Approved subject to punch list completion
Marlise Manor Subdivision, Phase II	Preliminary	40 R-1	Approved subject to punch list completion
Marlise Manor Subdivision, Phase II	Final	36 R-1	Approved subject to punch list completion
Milburn Subdivision	Preliminary	3; 2 R-1, 1 R-1 & A-1	Completed
Milburn Subdivision	Final	3; 2 R-1, 1 R-1 & A-1	Filed August 14, 1999
Nor-Russ Addition	Preliminary	12 R-1	Approved subject to punch list completion
Oak Creek Estates, Phase I	Final	12 County	Filed October 28, 1999
Ramada Inn Subdivision	Preliminary	2 C-3	Approved subject to punch list completion
	Type	Number of Lots	

Subdivision Name	Review	(and their zoning)	Status at the end of 1999
Ramada Inn Subdivision	2 nd Preliminary	3 C-3	Approved subject to punch list completion
Ridgefield Estates, Phase I	Preliminary	7 County	Completed
Ridgefield Estates, Phase I	Staff Final	7 County	Filed September 3, 1999
Ridgefield Estates, Phase II	Preliminary	2 County	Completed
Ridgefield Estates, Phase II	Staff Final	2 County	Filed September 3, 1999
Ridgefield Estates, Phase III	Preliminary	3 County	Approved subject to punch list completion
Ridgefield Estates, Phase III	Final	3 County	Approved subject to punch list completion
Schaefers Subdivision	Preliminary	5 C-3	Approved subject to punch list completion
Schaefers Subdivision	Final	5 C-3	Approved subject to punch list completion
St. John's Addition, Phase III (Originally The Heights Subdivision)	Final	11 R-1	Approved subject to punch list completion
Summerbrook Subdivision	Preliminary	57 R-1	Approved subject to punch list completion
Summerbrook Subdivision	Final	57 R-1	Approved subject to punch list completion
Sunderlin Park	Preliminary	100; 99 R-1, 1 O-2	Approved subject to punch list completion
Sunderlin Park	Final	100; 99 R-1, 1 O-2	Approved subject to punch list completion
The Heights Subdivision (Later changed to St. John's Addition, Phase III)	Preliminary	10 R-1	Approved subject to punch list completion
Top of Nob Hill Subdivision, Phase II	Preliminary	4 R-1	Approved subject to punch list completion
Top of Nob Hill Subdivision, Phase II	Preliminary	4 R-1	Approved subject to punch list completion
Victoria Park Subdivision, Phase III	Final	103 R-1	Filed May 25, 1999
Victoria Park Subdivision, Phase IV	Final	101 R-1	Approved subject to punch list completion
Victoria Park Subdivision, Phase V	Preliminary	54 R-1	Approved subject to punch list completion
Victoria Park Subdivision, Phase V	Final	55 R-1	Approved subject to punch list completion
Westfield Subdivision	Preliminary	86 R-1	Approved subject to punch list completion
Westfield Subdivision	Final	86 R-1	Approved subject to punch list completion
Westin Park Subdivision, Phase II	Preliminary	112 R-1	Approved subject to punch list completion
Westin Park Subdivision, Phase II	Final	116 R-1	Approved subject to punch list completion
Windsor Park	Final	65; 30 R-1, 35 R-2	Filed August 25, 1999

29 Preliminary subdivision submissions were reviewed by the Planning Commission.

22 Final subdivision submissions were reviewed by the Planning Commission.

5 Final subdivision submissions were reviewed by staff.

2 Subdivision submissions were reviewed by the Planning Director.

15 Subdivisions reviewed in 1999 were filed in 1999. The filing of these 15 subdivisions resulted in the creation of 112 R-1 lots, 35 R-2 lots, 2 MF-1 lots, 5 A-1 lots, 1 R-1 and A-1 lot, 1 C-3 and MF-3 lot, 2 O-2 lots, 1 O-1 lot, 10 C-3 lots and 21 lots in the county outside the city limits.

14 Subdivisions that were reviewed prior to 1999 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>
Benny's Subdivision	2 C-3	Filed December 7, 1999
Cargile Subdivision	2 A-1	Filed November 1, 1999
Deep Woods Subdivision, Phase II	12 R-1	Filed June 9, 1999
DogWood Estates	29 R-1	Filed March 26, 1999
Dogwood Estates (Correction)	30 R-1 (1 new lot added)	Filed April 26, 1999
Little Creek Subdivision	30 County	Filed July 12, 1999
Montgomery Subdivision	1 C-3	Filed February 10, 1999
Ruby Subdivision	10 C-3	Filed February 10, 1999
Smithfield Subdivision	109 R-1	Filed May 20, 1999
South Wind Subdivision	151 R-1	Filed July 22, 1999
Southern Hills Subdivision, Phase II	77 R-1	September 14, 1999
Tommy Lewis Subdivision, Phase II	3; 2 C-4, 1 I-1	Filed June 24, 1999
Westin Park Subdivision	185 R-1	Filed July 29, 1999
Winberry Subdivision	2 R-1	Filed August 12, 1999

The filing of these 14 subdivisions resulted in the creation of 566 R-1 lots, 2 A-1 lots, 13 C-3 lots, 2 C-4 lots, 1 I-1 lot and 30 lots in the county outside the city limits.

◆ **Replats**

34 Replats were reviewed in 1999. 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 1999 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 1999</u>
Centennial Place Replat	Preliminary	1	3; 2 MF-1, 1 A-1	Approved subject to completion of punch list
Centennial Place Replat	Final	1	3; 2 MF-1, 1 A-1	Filed August 2, 1999
Chamber of Commerce Replat	Preliminary	1	2 C-1	Approved subject to completion of punch list
Chamber of Commerce Replat	Final	1	2 C-1	Approved subject to completion of punch list
Conway Industrial Park East, Lot A-2 Replat	Planning Director Final	1	2 I-3	Filed January 4, 1999
Conway Regional Hospital Replat	Preliminary	2	2; 1 S-1, 1 S-1 & R-1	Approved subject to completion of punch list
Conway Regional Hospital Replat	Final	2	2; 1 S-1, 1 S-1 & R-1	Approved subject to completion of punch list
Cropper's Replat	Preliminary	10	3 C-3	Approved subject to completion of punch list
David's Replat	Preliminary	2	2 MF-1	Approved subject to completion of punch list
Fleming Replat	Final	5	4 R-2A	Filed June 25, 1999
Generation Replat	Final	5	1 C-3	Filed February 12, 1999
Goode Addition	Preliminary	3	1 C-1	Completed
Goode Addition	Final	3	1 C-1	Filed December 29, 1999
H.A.C.C. Replat	Planning Director Final	12	1 MF-3	Filed March 18, 1999
Hambuchen Replat	Planning Director Final	2	1 C-3	Filed February 16, 1999
Hensley Replat	Preliminary	1	8 R-2	Approved subject to completion of punch list
Holiday Park Addition, Replat Lots 1 & 2	Planning Director Final	2	1 C-3	Filed February 16, 1999
Lovaas Replat	Preliminary	2	2 R-1	Approved subject to completion of punch list
Quick Lube-Splash	Preliminary	5	3 C-3	Completed
Quick Lube-Splash	Staff Final	5	3 C-3	Filed September 3, 1999
Replat of Lot 1, Centennial Place	Preliminary	1	2 MF-1	Approved subject to completion of punch list
Replat of Lot 1, Centennial Place	Final	1	2 MF-1	Approved subject to completion of punch list
Richard's Replat	Final	2	1 C-3	Filed August 17, 1999
Round Mountain Lot 1 Replat	Planning Director Final	2	1 R-1	Filed July 9, 1999
Round Mountain Subdivision, Replat Lot 14	Planning Director Final	1	2 R-1	Filed November 3, 1999
Round Mountain Subdivision, Replat Lot 42	Planning Director Final	1	3 R-1	Filed April 22, 1999
Shiloh Creek Estates, Phase I	Final	1	129 County	Filed October 28, 1999

Replat Name	Type Review	Number of Old Lots	Number of Lots (and their zoning)	Status at the end of 1999
Stanton Subdivision	Planning Director Final	3	2; 1 O-2, 1 O-2 & R-2	Filed December 15, 1999
Superior Replat	Planning Director Final	8.5	1 C-3	Filed July 19, 1999
Taylor Place Replat	Preliminary	1	10 R-2A	Withdrawn
Taylor Place Replat	Preliminary	1	10 R-2A	Approved subject to punch list completion
Village Park Replat	Preliminary	12	2 R-2A	Completed
Village Park Replat	Final	12	3 R-2A	Filed December 14, 1999
West End Addition,	Final	1	2 O-1	Filed February 5, 1999

13 Preliminary replat submissions were reviewed by the Planning Commission.

11 Final replat submissions were reviewed by the Planning Commission.

1 Final replat submission was reviewed by staff.

9 Replat submissions were reviewed by the Planning Director.

18 replats reviewed in 1999 were filed in 1999. The filing of these 18 replats resulted in the creation of 6 R-1 lots, 7 R-2A lots, 2 MF-1 lots, 1 MF-3 lot, 1 R-2 and O-2 lot, 2 O-1 lots, 1 O-2 lot, 8 C-3 lots, 1 C-1 lot, 1 A-1 lot and 129 lots in the county outside the city limits. This totaled 161 new lots created from 113.5 existing lots.

3 Replats that were reviewed prior to 1999 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
Martha's Garden Addition, Lot 9 Replat	1	5 R-2	Filed March 19, 1999
Conway Memorial Replat (Block F)	15	2 S-1	Filed September 24, 1999
Shiloh Park Lot Replat	404	1 County	Filed October 28, 1999

The filing of these 3 replats resulted in the creation of 5 R-2 lots, 2 S-1 lots and 1 lot in the county outside the city limits. This totaled 8 lots created from 420 existing lots.

◆ **Planned Unit Development activity**

1 Planned Unit Development pre-application conference was held in 1999

1 Planned Unit Development was submitted for and given preliminary approval.

1 Planned Unit Development was rezoned and approved by the City Council.

0 Planned Unit Developments were completed in 1999.

This activity all involved the same Planned Unit Development (PUD), Hart Place Addition PUD with one lot.

◆ **Creation of New Lots**

The subdivision, replat and planned unit development activity in 1999 resulted in the creation of a total of 971 new lots. Of those lots, 790 were within the city limits and 181 were outside the city within the territorial jurisdiction. The 790 lots within the city limits were zoned as showed below:

Zoning	R-1	R-2	R-2A	MF-1	MF-3	O-1	O-2	C-1	C-3	C-4	I-1	A-1	S-1
Number	684	40	7	4	1	3	3	1	31	2	1	8	2
Of Lots													

More Than
One Zoning
On The

Same Lot	R-1 & A-1	C-3 & MF-3	R-2 & O-2
Number	1	1	1
Of Lots			

◆ **Annexation**

19 Requests for Annexation were reviewed by the Planning Commission in 1999.

*2 held over from 1998 were granted by the City Council.

The areas and dispositions are shown below:

3.03 acres (annexed by Ordinance O-99-07)*	Delph Annexation Request
180.00 acres (annexed by Ordinance O-99-15)*	Mahan, et al Annexation Request
18.83 acres (annexed by Ordinance O-99-40)	Hambuchen Annexation Request
21.90 acres (annexed by Ordinance O-99-48)	Camp Annexation Request
19.80 acres (annexed by Ordinance O-99-53)	Southwind Annexation Request
6.16 acres (annexed by Ordinance O-99-59)	Brudjar Annexation Request
3.00 acres (annexed by Ordinance O-99-58)	Sullins, et al Annexation Request
1.00 acre (annexed by Ordinance O-99-67)	Dyer Annexation Request
6.00 acres (annexed by Ordinance O-99-71)	Conway Public Schools Annexation Request
0.37 acres (annexed by Ordinance O-99-111)	McGinty Annexation Request
4.59 acres (annexed by Ordinance O-99-112 & O-99-113)	Hampton Annexation Request
12.38 acres (annexed by Ordinance O-99-117)	TL Industries Annexation Request
3.00 acres (not yet annexed)	Eaton Annexation Request
131.20 acres (denied by City Council on July 27, 1999)	Camp Annexation Request
69.69 acres (not yet annexed)	McNeil, et al Annexation Request
0.23 acres (not yet annexed)	Woltman Annexation Request
5.89 acres (not yet annexed)	Conway Celebration Church Annexation Request
10.00 acres (not yet annexed)	Kennedy Annexation Request
1.00 acre (not yet annexed)	Kitchens Annexation Request
175.00 acres (not yet annexed)	Adkisson Annexation Request
3.00 acres (not yet annexed)	McManis Annexation Request
22.83 acres in 2 applications analyzed in 1998 were annexed in 1999.	
231.40 acres in 10 applications analyzed in 1999 were annexed in 1999.	
131.20 acres in 1 application analyzed in 1999 was denied in 1999.	
267.73 acres in 8 applications analyzed in 1999 were held over until 2000.	
630.33 acres in 19 applications total were analyzed in 1999.	

A total of 254.23 acres in 12 applications were annexed to the city in 1999.

◆ **Amendments**

The Planning Commission reviewed four additional ordinances in 1999. One amended the Zoning Ordinance, one amended the Subdivision Ordinance, one amended the Sign Ordinance and one addressed annexations. They are described below:

An amendment to the Conway Zoning Ordinance to establish procedures for the development of overlay districts (Adopted by Ordinance No. O-99-72).

An amendment to the Conway Subdivision Ordinance to raise the subdivision and replat fees. (Adopted by Ordinance No. O-99-19A.)

- ◆ An ordinance amending the Sign Ordinance to address the location of real estate “pointer signs”. (Adopted by Ordinance No. O-99-04.)
- ◆ An ordinance establishing procedures to be followed prior to annexation of property to the City of Conway. (Adopted by Ordinance No. O-99-95.)

The above analyses were also furnished to the Mayor, City Council, City Attorney, City Engineer, Conway Corporation and the media. All of these analyses, from April of 1999 onward, 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 35.04 square miles.

BOARD OF ZONING ADJUSTMENT

- ◆ 8 Analyses were performed for the Board of Zoning Adjustment on requests for variance. Of these eight analyses, 6 were granted and 2 were denied.

ANNEXATION OF ISLANDS

- ◆ Work was begun in 1999 on the potential annexation of all of the islands of county land completed surrounded by the City of Conway. Efforts included:
 - ◆ A meeting involving Mayor Townsell, Councilman John Thompson, Bill Polk and Christy Sutherland to examine the problem of islands in the city
 - ◆ Researching of the county records by Christy Sutherland and various interns to find all the owners of property within those islands.
 - ◆ Preparation by Christy Sutherland of legal descriptions and maps of the islands
 - ◆ A meeting with Conway Corporation to determine the impact of annexation of the islands on utilities

TRANSPORTATION

STREET ACCEPTANCES

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

- ◆ STREET ACCEPTANCES

<u>SUBDIVISION</u>	<u>STREET NAME</u>	<u>ORDINANCE NO.</u>
Smithfield Subdivision	Landover Trail Nature Trail	O-99-54

- ◆ STREET CLOSINGS

<u>SUBDIVISION</u>	<u>STREET NAME</u>	<u>ORDINANCE NO.</u>
Round Mountain Subdivision	Standlee Road (Between lots 146, 48-29 and 26)	O-99-56

- ◆ STREET CLOSING REOPENED

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

- ◆ STREET RENAMING

<u>SUBDIVISION</u>	<u>STREET NAME</u>	<u>ORDINANCE NO.</u>
Wellington Subdivision	Wellesey Drive changed to Wellesley Drive	O-99-14
Westin Park Subdivision	Sumer Park changed to Chaucer Lane	O-99-80

ALLEY CLOSINGS

- ◆

<u>SUBDIVISION</u>	<u>LOCATION</u>	<u>ORDINANCE NO.</u>
Hendrix College Addition	All within block 9 except between lots 4 and 5	O-99-87

EASEMENT CLOSINGS

- ◆

<u>SUBDIVISION</u>	<u>LOCATION</u>	<u>ORDINANCE NO.</u>
St. Charles Place	The north 2 feet of the south 25 feet of lot 15	O-99-32
Krystal Kreek Subdivision	The west 7 feet of the east 15 feet of lot 24	O-99-33

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).

CONTINUATION OF THE BICYCLE AND PEDESTRIAN PATHWAY

- ◆ A project to continue the existing bicycle and pedestrian pathway along Tucker Creek further to the southwest was initiated. Activities included:
 - ◆ Three meetings involving, in total, Mayor Townsell, City Engineer Ronnie Hall, property owner Mitch Hart and Bill Polk
 - ◆ The attendance by Mitch Hart at an Arkansas Highway and Transportation Department training session on submission of TEA21 grant requests
 - ◆ The preparation and submission of a TEA21 grant request for 80% funding to extend the bicycle and pedestrian pathway from where it currently departs from the bank of Tucker Creek to follow the creek down to the new Wal-Mart site.

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:
 - ◆ Two meetings with Mayor Townsell, City Engineer Ronnie Hall and Planning Director Bill Polk
 - ◆ Ronnie Hall wrote a Request For Qualifications (RFQ) which was sent to consultants
 - ◆ Mayor Townsell, Ronnie Hall and Bill Polk selected three of the firms submitting RFQ's
 - ◆ Ronnie Hall wrote a Request For Proposal which was sent to the three selected firms
 - ◆ After return of the RFP's, the same three people selected a consultant to proceed with the study of the proposed road system and a contract was created and submitted for review to the Arkansas Highway and Transportation Department and the Federal Highway Administration.

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 of the Board.
 - ◆ Councilman Brad Hegeman and Greg Nabholz served as members of the Transportation Advisory Council (TAC) representing Conway. Towards year end, Councilman Hegeman resigned due to time constraints and was replaced by Phillip Bell. 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 15 meetings of the TCC, seven meetings of the ITS, three days of ITS training and three combined meetings of the TAC and TCC. Bill Polk also served as the Faulkner County representative in these meetings.
 - ◆ A proposed widening of Harkrider Street from Siebenmorgen Road north to Fleming Street was submitted, approved and placed on the Transportation Improvement Plan with 80% funding for engineering, right of way acquisition and construction. This project was also coordinated with Hendrix College.
 - ◆ A proposed increase of right of way to accommodate a median and sidewalks along Dave Ward Drive (Highway 60) in the Arkansas Highway Transportation Department (AHTD) project was submitted, approved and placed on the Transportation Improvement Plan with 80% funding for the additional right of way acquisition. Aside from the normal submission process, this project involved an additional six meetings with AHTD and Metroplan.
 - ◆ City Engineer Ronnie Hall and Sanitation Director Steve Martin assisted in the development of the two submissions noted above and a Fire Department laptop computer was utilized for the Powerpoint presentation.
 - ◆ Information on several years of accidents on Dave Ward Drive were furnished to Metroplan/
 - ◆ The proposed Regional Arterial Map for the Central Arkansas Regional Transportation Study area was reviewed and suggested changes in the Conway area submitted.

CONWAY TRANSPORTATION ADVISORY COMMITTEE

- ◆ A Conway Transportation Advisory Committee was created by Resolution R-99-01 and Mayor Townsell appointed the members.
- ◆ Both short-term and long-term charges were developed for the Committee
- ◆ City Engineer Ronnie Hall , Mayor's Secretary Peggy Dodd and Bill Polk served as ongoing staff for the Committee.
- ◆ Ken Pickett worked with Metroplan on developing educational materials for the Committee.
- ◆ Three meetings to prepare for the Committee were held.
- ◆ Relevant books and a video were ordered.
- ◆ Transportation videos were borrowed from Metroplan and the videos were broadcast repeatedly on University of Central Arkansas television channel 6.
- ◆ Two meetings of the complete membership of the Transportation Advisory Committee were held.
- ◆ Bill Hegeman was elected Chair of the Committee and two meetings were held with Mr. Hegeman, Mayor Townsell and staff.
- ◆ The Committee was divided into three subcommittees.
- ◆ The Major Roadways and Network Subcommittee met twice.
- ◆ The Land Use and Transportation Subcommittee met four times.
- ◆ The Local Traffic and Alternative Transportation Subcommittee met five times with one meeting attended by invited individuals with specific interests in pedestrian and bicycle transportation systems.

RAILROAD OVERPASS GRADE SEPARATION

- ◆ City Engineer Ronnie Hall developed a Request For Qualifications (RFQ) for consultants to design the railroad overpass grade separation where Salem Road and Meadowlake Road intersect the railroad and the RFQ was sent to consultants. Upon return of the RFQ's, Mayor Townsell, Ronnie Hall and Bill Polk selected three consultants who were sent copies of a Request For Proposal (RFP). The three RFP's were received shortly before the end of the year.

POTENTIAL MALL DEVELOPMENT IN CONWAY

- ◆ Two meetings that, in total, included Mayor Townsell, potential developers, representatives from the Arkansas Highway and Transportation Department, consultants, City Engineer Ronnie Hall and Planning Director Bill Polk were held to explore the possibility of construction of a mall in Conway. The major problems were found to be access of traffic to the potential site and the cost of needed transportation facilities.

DEDICATION OF MILLER'S VIEW

- ◆ Miller's View is a road, that prior to 1999, had never had its right-of-way dedicated to the public. The Planning Department prepared a map and legal description of the right-of-way; contacted the owners (with significant assistance from real estate agent Phil Dayer); worked with City Attorney Mike Murphy, who prepared a dedication deed for the right-of-way; and, with the agreement and signatures of all the owners and more assistance from Phil Dayer, completed the filing of the deed.

SIGNAL LIGHT ACCEPTANCE

- ◆ The Planning Department prepared a resolution accepting the street light at the intersection of Harkrider Street, Old Morrilton Highway and Skyline Drive for maintenance. (Adopted by Resolution No. R-99-35.)

TRANSIT

- ◆ Mayor Townsell and Bill Polk met with representatives from the Arkansas Highway and Transportation Department (AHTD), Metroplan, the University of Central Arkansas and Central Arkansas Transit on November 1 to explore the possibilities of starting a public transit system of some sort in Conway. It became clear that money might be available through AHTD to fund a transit study. Information was made available from AHTD regarding the format for a Request For Proposal (RFP) and Bill Polk wrote an RFP and, late in the year, submitted it to Mayor Townsell for review.

AMENDMENTS AND ORDINANCES

PROPOSED SITE PLAN REVIEW AMENDMENT TO THE ZONING ORDINANCE

- ◆ At Mayor Townsell's request, an amendment to the Zoning Ordinance to create new requirements for site plan review was prepared by the Planning Department. No further action was taken in 1999.

AMENDMENTS TO THE ZONING ORDINANCE

- ◆ At the direction of the City Council, an ordinance was prepared by the Planning Department in 1998 to amend the Conway Zoning Ordinance to allow the replacement of existing single-wide mobile homes in residential districts under certain conditions. This amendment was reviewed by the Planning Commission in 1998 and acted on by the City Council in 1999. (Adopted by Ordinance No. O-99-12.)
- ◆ At Mayor Townsell's request, an amendment to the Zoning Ordinance to establish procedures for the development of overlay districts was prepared by the Planning Department. (Adopted by Ordinance No. O-99-72.)

AMENDMENT TO THE SUBDIVISION ORDINANCE

- ◆ The Planning Department prepared an ordinance amending the Subdivision Ordinance to raise subdivision and replat fees. (Adopted by Ordinance No. O-99-19A.)

NEW SUBDIVISION ORDINANCE

- ◆ The proposed new Subdivision Ordinance submitted to the City Council by the Planning Commission in 1997 was subject to significant review while in committee in 1999. The review included:
 - ◆ Preparation by the Planning Department of an analysis of changes from the existing Subdivision Ordinance to the proposed subdivision ordinance.
 - ◆ Four meetings of the City Council to discuss the proposed ordinance.
 - ◆ Creation of a separate committee to review the proposed ordinance. The members of the committee were Mayor Tab Townsell, Aldermen Andy Hawkins and Maurice Moix, developers Hal Crafton and Kevin Watson, At Large member David Henze, City Engineer Ronnie Hall and Planning Director Bill Polk. This committee met five times.
 - ◆ Creation of a subcommittee to explore possible ways to utilize impact fees. The members of this subcommittee were Andy Hawkins, Hal Crafton, Kevin Watson, David Henze and Bill Polk. This subcommittee met four times.
 - ◆ The Planning Department developed a number of methodologies with which to approach impact fees and presented them to the subcommittee. The subcommittee selected a process and recommended it to the committee.
 - ◆ The committee completed the review of the proposed ordinance, recommended changes and submitted the amended document to the City Council with a recommendation for approval.
 - ◆ Bill Polk served as staff for the committee and subcommittee.
 - ◆ The process was continued over into the year 2000.

AN ORDINANCE ESTABLISHING PROCEDURES RELATED TO ANNEXATION

- ◆ The Planning Department prepared an ordinance establishing procedures to be followed prior to annexation of property to the City of Conway. (Adopted by Ordinance No. O-99-95.)

AMENDMENTS TO THE SIGN ORDINANCE

- ◆ The Planning Department prepared an ordinance in 1998 amending the Sign Ordinance to address the location of real estate “pointer signs”. The ordinance was reviewed by the Planning commission in 1998 and 1999 and acted on by the City Council in 1999. (Adopted by Ordinance No. O-99-04.)
- ◆ The Planning Department prepared an ordinance amending the Sign Ordinance to address the treatment of a sign after issuance of the permit, but before construction and the period of time for which a permit remains active. (Adopted by Ordinance No. O-99-13.)
- ◆ The Planning Department prepared an ordinance amending the Sign Ordinance to address the time of erection and demolition of construction signs, real estate open house signs, location of subdivision signs and to raise sign permit fees. (Adopted by Ordinance No. O-99-16.)
- ◆ The Planning Department prepared an ordinance amending the Sign Ordinance to disallow new billboards anywhere except on property abutting Interstate 40. (Adopted by Ordinance No. O-99-105.)

ORDINANCES RELATED TO CONSTRUCTION

- ◆ The Planning Department prepared an ordinance raising the construction related permit fees in the City of Conway. (Adopted by Ordinance O-No. 99-20.)
- ◆ The Planning Department prepared an ordinance adopting the 1999 Edition of the Standard Building Code and certain appendices. (Adopted by Ordinance No. O-99-81.)
- ◆ The Planning Department prepared an ordinance adopting the 1999 Edition of the National Electric Code of the National Fire Protection Association. (Adopted by Ordinance No. O-99-82.)

FRANCHISE ORDINANCES

- ◆ The Planning Department prepared an ordinance establishing procedures for granting of franchises for use of public rights-of-way. (Adopted by Ordinance No. O-99-101.)
- ◆ The Planning Department also prepared application forms and handouts for use with franchise applications.
- ◆ The Planning Department prepared an ordinance to grant a franchise to American Management Corporation to utilize air rights above alley space between buildings they own. (Adopted by Ordinance No. O-99-102.)
- ◆ The Planning Department prepared an ordinance to grant a franchise to Alltel Communications to utilize street rights-of-way for placement of fiber optic cable in Conway. (Adopted by Ordinance No. O-99-116.) The Planning Department later prepared an amending ordinance to this ordinance. (Adopted by Ordinance No. O-99-122.)
- ◆ The Planning Department prepared an ordinance continuing the franchise granted to Southwestern Bell Telephone Company and changing the fee structure. (Adopted by Ordinance No. O-99-120.)
- ◆ The Planning Department prepared an ordinance continuing the franchise granted to Reliant Energy Arkla and changing the fee structure. (Adopted by Ordinance No. O-99-121.)

EMERGENCY PLANNING

FEDERAL EMERGENCY MANAGEMENT AGENCY

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

EMERGENCY PLANNING

- ◆ In 1999, Mayor Townsell appointed an Emergency Planning Committee and appointed Bill Polk as Chair of the Committee. Activities during the year included:
 - ◆ Two meetings with Mayor Townsell in preparation for the creation of the Committee
 - ◆ Gathering of emergency plans from other cities
 - ◆ Investigation of a nationally used model for organizational structures to deal with emergencies
 - ◆ Nine meetings of the Emergency Committee
 - ◆ Creation and approval by Mayor Townsell of a preliminary organizational design for an Emergency Operations Center (EOC)
 - ◆ Recommendation by the Committee and approval by Mayor Townsell of five individuals to fill the EOC Coordinators' positions: EOC Coordinator, Planning Director Bill Polk; Operations Coordinator, Fire Chief Bart Castleberry; Planning/Intelligence Coordinator, Assistant Planning Director Ken Pickett; Logistics Coordinator, Sanitation Director Steve Martin and Finance/Administration Coordinator, Finance Director Perry Faulkner.
 - ◆ Eight meetings of the EOC Coordinators
 - ◆ Selection of the primary EOC site at the main Police Station and the secondary EOC site at Westin Police Station
 - ◆ Development and approval by Mayor Townsell of an activation procedure for the EOC
 - ◆ Development of a proposed list of supplies for the two EOC sites
 - ◆ Development of a proposed budget for stocking of the two EOC sites
 - ◆ Preliminary development of proposed manuals for use by Coordinators in the EOC
 - ◆ Review of State statutes regarding emergency operations and local authority
 - ◆ Exploration of potential ordinances that could be prepared prior to an actual emergency with passage not taking place until needed after the emergency.
 - ◆ Preliminary development of procedures to handle volunteers during an emergency
 - ◆ Recommendation to use the two Recreation Centers as sites to house displaced people, serve as a volunteer organization center and serve as a site to coordinate information on the whereabouts of people affected by the emergency
 - ◆ Preliminary development of coordination procedures to work with the Red Cross, the Hospital, Conway Corporation, ArkLa Gas, The University of Central Arkansas, the National Guard, the Arkansas Department of Emergency Management (ADEM) and the Faulkner County Office of Emergency Services
 - ◆ Attendance by Bill Polk of a meeting in Little Rock regarding procedures for assuring radio broadcast of emergency information.
 - ◆ Attendance by members of two meetings of the Local Emergency Planning Committee (LEPC) of Faulkner County.
 - ◆ Participation by members in an LEPC Emergency Drill
 - ◆ Evaluation by emergency professionals of the activities during the LEPC Emergency Drill
 - ◆ Attendance by members at a two day emergency training session put on by ADEM
 - ◆ A meeting with Humane Society members regarding the incorporation of their efforts into the emergency procedures

HOUSING

CONSOLIDATED PLAN FOR HOUSING AND URBAN DEVELOPMENT

- ◆ Finance Director Perry Faulkner, City Engineer Ronnie Hall and Planning Director Bill Polk continued to administer the Consolidated Plan for Housing and Urban Development (CDBG) plan for the use of federal funds from Housing and Urban Development. Activities during the year included:
 - ◆ Two meetings with Mayor Townsell
 - ◆ Two public hearings on the use of the CDBG monies
 - ◆ Development and writing of the CDBG Plan for 1999

MAPPING

CONWAY CORPORATION'S GEOGRAPHIC INFORMATION SYSTEM

- ◆ Christy Sutherland and Bill Polk were involved in preliminary exploration by Conway Corporation for the development of a Geographic Information System (GIS). This involved attendance at nine meetings by Christy Sutherland and at one meeting by Bill Polk.

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.
- ◆ New layers were created on the city map, with a separate layer for each zoning district.

DEVELOPMENT OF MAPS

- ◆ Aside from maps mentioned elsewhere, the following maps of significance were developed:
 - ◆ A city traffic accident map for 1998.
 - ◆ Maps of each proposed activity which came before the Planning Commission.
 - ◆ Maps of submitted variance requests which came before the Board of Zoning Adjustment.
 - ◆ Overall locational maps for each Planning Commission and Board of Zoning Adjustment meeting.
 - ◆ New mapbooks of the city, one with zoning shown and one without zoning shown. Copies of these mapbooks 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 map for each of the 12 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 7 major subdivisions filed in 1999, 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.
 - ◆ A map for the grant application for the extension of the Tucker Creek bike/pedestrian path
 - ◆ 45 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.
 - ◆ 12 large maps plotted at a scale of 1000 feet equals one inch for City use and, in one case, for the Post Office.
 - ◆ 5 computer maps on portable media were provided to city departments and, in one case, to Conway Corporation.
 - ◆ 70 maps for various elected officials, city projects and other activities. Included among these maps were:

- ◆ Multiple maps of Dave Ward Drive, including accident maps and ownership maps
- ◆ Multiple ward maps for City Council members
- ◆ Multiple maps incorporating aerial photographs of areas
- ◆ Multiple specialized maps for various city departments
- ◆ Multiple property ownership maps for various projects
- ◆ Multiple accident maps
- ◆ A map showing the location of the legal residences of Planning Commissioners and individuals nominated for the Planning Commission
- ◆ Multiple maps for the subcommittees of the Transportation Advisory Committee
- ◆ Multiple specialized zoning and area maps
- ◆ Multiple maps created from legal descriptions to verify zoning and/or city limits.

ADDRESSING

ASSIGNMENT OF ADDRESSES

- ◆ Aside from the 971 addresses assigned to new subdivisions and replats, an additional 55 addresses were assigned to existing lots.
- ◆ Approximately 25 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:
 - ◆ 33 range verifications for Southwestern Bell/911.
 - ◆ 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. The 2000 census blocks were added to the data base.

LOCAL UPDATE OF CENSUS ADDRESSES (LUCA)

- ◆ As a part of the LUCA 1998 and 1999 programs, the information in the data base mentioned above was compared to the data base used by the Census Bureau and 3,347 addresses were found to be in error or not found in the Census Bureau data base. These discrepancies were brought to the attention of the Census Bureau.
- ◆ Christy Sutherland received LUCA training.

COMPLETE COUNT COMMITTEE

- ◆ The Complete Count Committee continued to function with Bill Polk serving as the Chairman. The activities of the Committee included:
 - ◆ Three meetings of the complete committee.
 - ◆ One meeting of the Subcommittee to work with colleges.
 - ◆ Two meetings of the Subcommittee to work with publicity.
 - ◆ The College Subcommittee organized a contest to create a logo for the use of the Committee. College age students were encouraged to enter the contest. Vivian Hogue, art teacher at Conway High School East and Becky Thornton, art teacher at Carl Stuart Middle School were the judges for the contest. Aike Whye Low from the University of Central Arkansas was the winner of the design contest. He was awarded a clock commemorating his design and two complimentary sirloin steaks at Dillon's Steak House and Grill. Robbie Popham, second place winner, received two complimentary meals from Cracker Barrel. Sara Anderson, third place winner, received a \$10 gift certificate from Dixie Café.
 - ◆ Information to be used by the Committee was gathered from the Census Bureau web site.

MAPS

- ◆ Two sets of maps showing the latest boundaries of the City of Conway were prepared by Christy Sutherland and sent to the Census Bureau.

HOMELESS INFORMATION

- ◆ Christy Sutherland supplied the Census Bureau with information regarding the homeless population in Conway.

KANSAS CITY REGIONAL CENSUS CENTER PARTNERSHIP AGREEMENT

- ◆ Mayor Townsell signed a Partnership Agreement with the Kansas City Regional Census Center to appoint Bill Polk the census liaison, to participate in a complete count committee, to issue a proclamation, pass a resolution or other census endorsement, to distribute census information, to display Census 2000 promotional materials, to donate space for census meetings, to provide census media coverage, to develop a logo for the City Census and to organize Census Day and/or Census Week activities.

POWERPOINT PRESENTATION

- ◆ Bill Polk prepared a powerpoint presentation on the Census on the borrowed Sanitation Department laptop computer.

COMPUTER

CREATION OF A WEB SITE FOR THE PLANNING DEPARTMENT

- ◆ Bryan Patrick created a Planning Department web site in 1999. The site first became active, on a limited basis in June. As of the end of December, 1999, the home page had been visited over 1,400 times. The frequency of visits has been accelerating as more people become aware of the web site.
- ◆ 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
- ◆ Expansions of the available information on the web site continues.

INTERNET AND E-MAIL

- ◆ All staff members gained access to the Internet and availability of e-mail during 1999.

ADDRESS DATA BASE

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

ZONING ORDINANCE

- ◆ The Conway Zoning Ordinance was keyed into Microsoft Office Word for convenience of use and ease of amendment.

COMPUTER SOFTWARE AND HARDWARE

- ◆ In order to deal with potential Y2k problems, new computer hardware and software (where applicable) was procured to replace the existing computer system.

COMPUTER TRAINING

- ◆ Christy Sutherland attended training on Internet GIS for the Municipality, AutoCad Map 2000 Preview with CadScan, a workshop for GIS and a Preview of Autodesk 2000.

DATA BASES

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

POWERPOINT TRAINING

- ◆ Bill Polk took a 16 hour Powerpoint course at the Conway Adult Education Center.

LEGAL

COURT CASES

- ◆ Bill Polk was subpoenaed to appear in Federal Bankruptcy Court on a case involving a developer. This involved two visits to Court in Little Rock.

PRESENTATIONS, MEETINGS, AND REPORTS

JOINT MEETING OF THE CITY COUNCIL AND THE PLANNING COMMISSION

- ◆ A joint meeting of the City Council and the Planning Commission was held on February 2, 1999 to help facilitate communication between the two groups and develop common goals.

WARD MEETINGS

- ◆ Three ward meetings were held during the year. Two were held by council members from Ward 3 and one by council members from Ward 4. Bill Polk represented the Planning Department at two of the meetings and Christy Sutherland represented the Department at the other meeting.

ESTABLISHMENT OF A PLANNING LINE BETWEEN CONWAY AND MAYFLOWER

- ◆ Mayor Townsell and Bill Polk met with Mayflower Mayor Frank Pearce and a representative of the Mayflower Planning Commission on establishing a line separating the planning efforts of Conway and Mayflower.
- ◆ Mayor Townsell and Bill Polk met with Richie Arnold, Executive Director of the Conway Corporation to discuss the implications of establishing a line separating the planning efforts of Conway and Mayflower.

ACE PROGRAM

- ◆ Bill Polk met with Council Member Bill Yates and a representative from the Arkansas Economic Development Commission to review requirements for Conway to enter the Arkansas Cities of Excellence program. It was decided, at that time, not to pursue that opportunity.

CAPITOL EXPENDITURE LIST

- ◆ At Mayor Townsell's direction, an anticipated capitol expenditure list for the next several years was developed.

AMERICAN INSTITUTE OF ARCHITECTS (AIA) CONTINUING EDUCATION

- ◆ Bill Polk attended the National American Institute of Architects (AIA) Conference in Dallas, Texas.

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).
 - ◆ Bill Polk served as Legislative Chair on the Executive Committee through September.
 - ◆ Bill Polk and Christy Sutherland attended the State Chapter annual meeting in West Memphis.
 - ◆ Bill Polk attended the National Conference in Seattle, Washington and the summer meeting at DeGray Lodge.

PRESENTATIONS TO VARIOUS GROUPS

◆ Bill Polk gave the following presentations during the course of the year:	
<u>Audience</u>	<u>Subject Area</u>
◆ Sierra Club in Conway	Annexations and Their Impacts
◆ Old Conway Homeowners' Association	Conway Planning
◆ National American Planning Association Conference in Seattle, Washington	Taming the Commercial Strip
◆ Community Development Institute at the University of Central Arkansas	City Planning
◆ Urban Community Class at Hendrix	Basic Elements of Planning

CHAMBER OF COMMERCE MAIN STREET ECONOMIC RESTRUCTURING COMMITTEE

- ◆ Bill Polk served as a member of the Chamber of Commerce Main Street Economic Restructuring Committee. This involved attendance at five meetings and tracking results of an ongoing downtown survey.

PLANNING COMMISSION TRAINING

- ◆ Bill Polk worked with a coalition of the Arkansas Chapter of the American Planning Association, the Arkansas Public Administration Consortium, the Arkansas Cooperative Extension Service and the Arkansas Municipal League in the development of curricula for Planning Commission Training Workshops to be conducted in various locations around the state. The effort included two meetings, three conference calls, the review of potential training materials and the development of new materials.

INTERNAL OPERATIONS

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.

INFORMATION AND COMPLAINTS

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

ASSISTANCE TO BUILDING PERMITTING AND INSPECTIONS

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

INTERNS

- ◆ Clayton Sedberry, Jeremy Holmes and Bryan Johnson, students from the University of Central Arkansas, completed their internships in the Planning Department in 1999.

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.

1999 BUILDING PERMITTING AND INSPECTING DEPARTMENT YEAR END REPORT

1999 BUILDING PERMITTING AND INSPECTING DEPARTMENT ACTIVITIES

This portion of this report summarizes the activities of the Conway, Arkansas Building Permitting and Inspecting Department in 1999. The report is given in a synopsis form with the information presented in the various categories of activities.

STAFF

Chief Building Inspector – Ben Wiedower
Code Enforcement Officer – 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 13.6% from 1998 (based on single family housing permits). This resulted in 493 single family housing permits being issued, compared to the 1994 record of 513 permits and the 434 permits issued in 1998. This was an increase of 17.5% over the average of the past five years and an increase of 30.8% over the average of the last ten years.

CONSTRUCTION RELATED PERMITS

- ◆ A total of 4,538 construction related permits were issued in 1999. The breakdown into types of construction permits follows:
 - 947 - Building Permits (up 100 from 1998)
 - 1,048 - Electrical Permits (up 109 from 1998)
 - 768 - Plumbing Permits (up 109 from 1998)
 - 767 - Mechanical Permits (up 140 from 1998)
 - 63 - Parking Lot Permits (up 9 from 1998)
 - 706 - Gas Permits (up 104 from 1998)
 - 239 - Sign Permits (up 75 from 1998)
 - 4,538 - Total (up 676 from 1998)This total averages approximately 18.4 permits per working day

INSPECTIONS

INSPECTIONS AND REINSPECTIONS

- ◆ A total of 8,747 inspections and reinspections were requested during 1999. This was an increase of 662 or 8.2 percent from 1998. This total averages approximately 35.4 inspections per working day.

ESTIMATED CONSTRUCTION COSTS AND TYPES OF BUILDING PERMITS ISSUED

- ◆ The 945 building permits issued covered buildings with an estimated construction cost of \$150,900,896. This is an increase of \$36,543,092 from 1998. This is the highest yearly total for which records are available (1979 through 1999). It is a 64.0% increase from the average for the last five years and an 109.1% increase over the average of the last ten years. Breakdowns by estimated cost (by permits applicant) and by building type follow:

COST		
<u>Number of Building Permits Issued</u>	<u>With Cost of</u>	<u>Construction Cost Subtotal</u>
566 (up 80 from 1998)	Under \$100,000	\$25,332,769 (up \$3,493,151 from 1998)
273 (up 28 from 1998)	\$100,000 - \$250,000	\$40,844,371 (up \$4,417,625 from 1998)
75 (up 14 from 1998)	\$250,000 - \$500,000	\$25,137,626 (up \$3,210,524 from 1998)
16 (down 2 from 1998)	\$500,000 - \$1,000,000	\$10,917,650 (down \$1,739,086 from 1998)
9 (up 4 from 1998)	\$1,000,000 - \$2,500,000	\$14,100,400 (up \$7,793,657 from 1998)
6 (up 3 from 1998)	Over \$2,500,000	\$34,568,080 (up \$19,367,221 from 1998)
945 Total (up 128 from 1998)	Total	\$150,900,896 (up \$36,543,092 from 1998)

Type of Building	Total Cost	Total Square Feet	Number of Building Permits Issued
TYPE			
Industrial			
Primary	\$ 6,568,500	144,866	4
Accessory	\$ 109,520	1,132	7
Additions	\$ 9,281,527	413,330	5
Remodeling	\$ 88,000	-	1
Subtotal	\$ 16,047,547	559,328	17
Commercial			
Primary	\$ 28,177,866	710,730	60
Accessory	\$ 33,000	5,756	4
Additions	\$ 3,641,693	75,440	23
Remodeling	\$ 3,951,525	-	91
Subtotal	\$ 35,804,084	791,926	178
Institutional			
Primary	\$ 14,365,080	134,703	7
Accessory	\$ 44,300	4,806	4
Additions	\$ 1,119,500	28,000	5
Remodeling	\$ 4,188,075	-	8
Subtotal	\$ 19,716,955	167,509	24
Agricultural			
Primary	\$ 0	0	0
Accessory	\$ 0	0	0
Subtotal	\$ 0	0	0
Temporary Buildings			
Primary	\$ 11,500	732	5
Subtotal	\$ 11,500	732	5
Multi-Family			
Primary	\$ 10,200,900	337,589	28
Accessory	\$ 31,000	1,599	3
Additions	\$ 0	0	0
Remodeling	\$ 120,000	-	1
Subtotal	\$ 10,351,900	339,188	32
<i>(This includes 28 new buildings with a subtotal of 363 housing units)</i>			
Duplex			
Primary	\$ 3,065,000	64,814	27
Accessory	\$ 0	0	0
Addition	\$ 0	0	0
Remodeling	\$ 0	-	0
Subtotal	\$ 3,065,000	64,814	27
<i>(This includes a subtotal of 54 housing units)</i>			

(Continued next page)

TYPE (continued)			
Type of Building	Total Cost	Total Square Feet	Number of Building Permits Issued
Single-Family			
Primary	\$ 62,869,991	1,212,895	493
Accessory	\$ 829,240	38,846	82
Additions	\$ 1,682,336	36,237	50
Remodeling	\$ 518,343	-	35
Remodeling to	\$ 2,000	-	1
Accessory			
Addition to	\$ 2,000	240	1
Accessory			
Subtotal	\$ 65,903,910	1,288,218	662
<i>(This includes a subtotal of 493 new housing units)</i>			
Total	\$150,900,896	3,211,715	945
<i>(This includes a total of 910 new housing units, an increase of 25 from 1998)</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
7 (up 3 from 1998)	Less than \$50,000	\$ 205,000	\$20.70
76 (dn 10 from 1998)	\$50,000 - \$75,000	\$ 5,005,815	\$38.39
157 (up 30 from 1998)	\$75,000 - \$100,000	\$13,194,810	\$47.77
113 (same as 1998)	\$100,000 - \$150,000	\$13,497,752	\$49.05
69 (up 2 from 1998)	\$150,000 - \$200,000	\$11,738,775	\$55.64
50 (up 25 from 1998)	\$200,000 - \$300,000	\$11,501,584	\$56.84
21 (up 9 from 1998)	Over \$300,000	\$ 7,726,255	\$71.63
493 (up 59 from 1998)	Totals	\$62,869,991	\$51.83

The average construction cost per single family home in 1999 was \$127,525 (up \$6,141 per single family home from 1998).

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
0 (down 1 from 1998)	Less than 1000	0	-
30 (down 1 from 1998)	1000 - 1500	41,751	\$47.18
197 (up 33 from 1998)	1500 - 2000	337,865	\$47.03
151 (up 1 from 1998)	2000 - 3000	373,250	\$50.81
72 (up 13 from 1998)	3000 - 4000	247,116	\$54.53
28 (up 8 from 1998)	4000 - 5000	123,799	\$58.05
15 (up 6 from 1998)	More than 5000	89,114	\$60.39
493 (up 59 from 1998)	Totals	1,212,895	\$51.83

The average area per single family home in 1999 was 2,460 square feet (up 75 square feet per single family home from 1998).

PER SQUARE FOOT CONSTRUCTION COST OF SINGLE FAMILY RESIDENCES

- ◆ The average contractor estimated per square foot construction cost for new residences was \$51.83, an increase of \$1.03 per square foot from \$50.80 in 1998.

PERMIT FEE INCREASES

- ◆ The cost of all permit fees were raised in 1999.

MEETINGS

- ◆ Ben Wiedower attended the Annual Arkansas Plumbing and HVAC Inspectors' Training School in Eureka Springs; the SBCCI's Standard Building Code meeting in Fayetteville and the Arkansas Chapter of the International Association of Electrical Inspectors fall and spring conferences in Harrison and Conway.
- ◆ Ronnie White attended the Annual Plumbing Inspector's HVAC Training Schools in Morrilton and Little Rock.

COMPLAINTS AND REQUESTS FOR INFORMATION

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