



# NOVEMBER

Conway Planning Commission  
Staff Report

7:00pm • November 19, 2018 • 810 Parkway Avenue

# CONWAY PLANNING COMMISSION

Jerry Rye, Chairman

Justin Brown, Vice-Chairman

Wendy Shirar, Secretary

Brooks Freeman

Dalencia Hervey

Arthur Ingram

Bryan Quinn

Brandon Ruhl

Anne Tucker

Rhea Williams

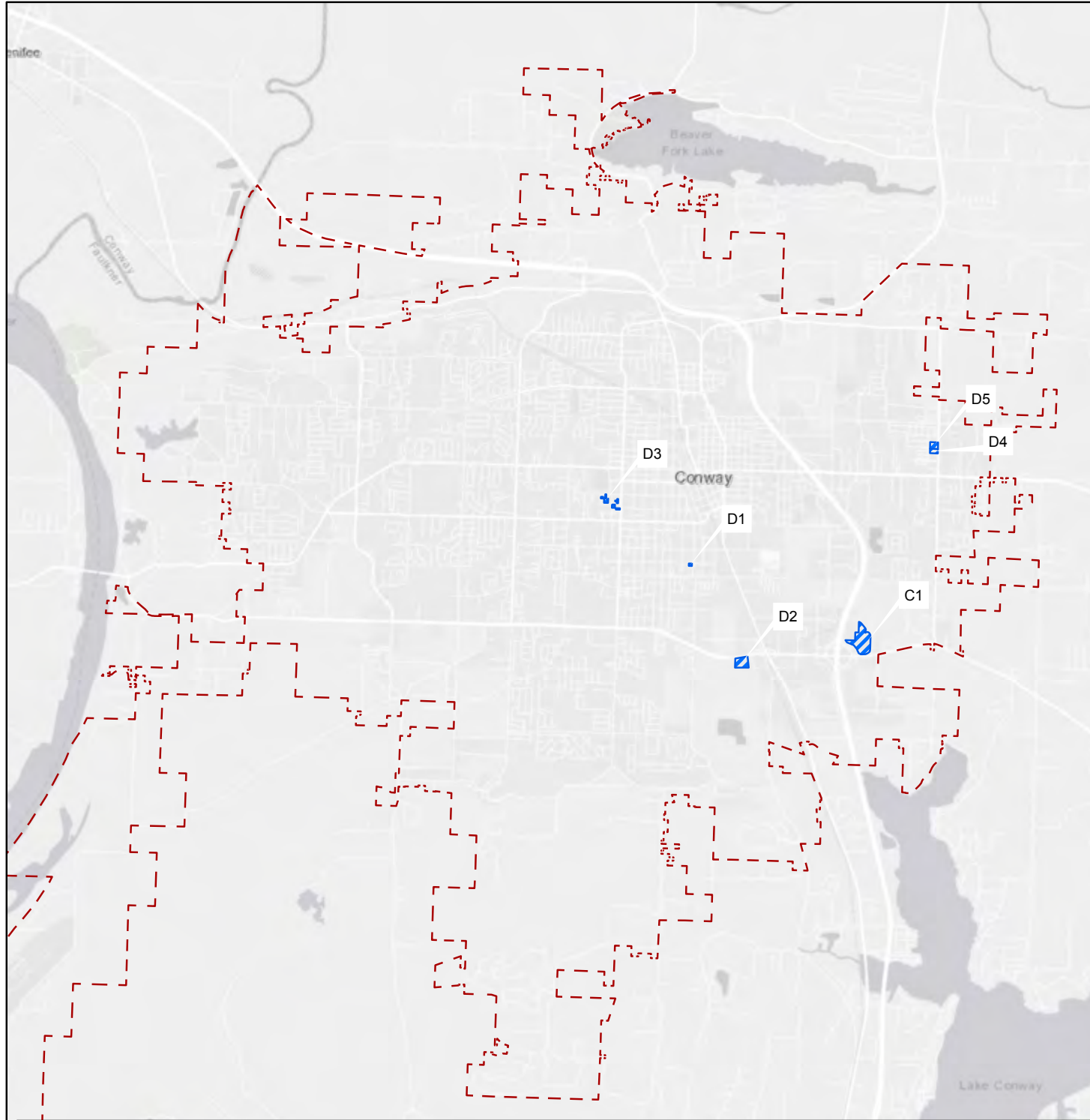
*Contact the Conway Planning Commission at [planningcommission@cityofconway.org](mailto:planningcommission@cityofconway.org)*

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The Conway Planning Commission makes recommendations to the City Council on public hearing items. The City Council will make a final decision on these items using the Planning Commission recommendations as a guide. Items reviewed at tonight's Planning Commission meeting may be considered by the City Council as early as **November 27, 2018**.

Items not approved by the Planning Commission may be appealed to the City Council within 30 days after Planning Commission denial. If an item is appealed to the City Council, a public notice sign will be placed on the property at least 7 days prior to the City Council meeting and a public notice will be placed on the City's website: [www.cityofconway.org](http://www.cityofconway.org).

Decisions made by the Planning Commission acting as the Board of Zoning Adjustment are final. No appeal may be made to the City Council. Any aggrieved party may pursue litigation should they feel the decision is unfair.



- C. SUBDIVISION ITEMS**  
1. Request for preliminary plat approval of Lewis Ranch Ph II Lot 4 Replat
- D. PUBLIC HEARING ITEMS**  
1. Storybook Renovations request for Zoning Variance to allow reduced lot width for new lot at 143 Oliver St  
2. Covington request for conditional use permit to allow religious activities at 655 Dave Ward Dr, Suite 104  
3. Conway Regional Health Foundation request to rezone properties on Louvenia, Western, Robinson, and Donaghey Avenues from R-2A and O-2 to S-1  
4. Pack request to rezone 1235 E German Ln from O-2 & R-1 to MF-3  
5. Lackey request to rezone 1295 E German Ln from R-2 to MF-3

# CONWAY PLANNING COMMISSION AGENDA

November 19, 2018 • 7:00 pm • 810 Parkway Street

- A. Call to Order**
- B. Approval of Minutes**  
1. October 15, 2018
- C. Subdivision** *(Subdivision Committee will meet at 6:30, prior to the Planning Commission meeting)*  
1. Request for preliminary plat approval of Lewis Ranch Ph II Lot 4 Replat
- D. Public Hearings - Board of Zoning Adjustment**  
1. Storybook Renovations request for Zoning Variance to allow reduced lot width for new lot at 143 Oliver St
- Public Hearings - Rezoning, Conditional Use Permit, etc.**  
2. Covington request for conditional use permit to allow religious activities at 655 Dave Ward Dr, Suite 104  
3. Conway Regional Health Foundation request to rezone properties on Louvenia, Western, Robinson, and Donaghey Avenues from R-2A and O-2 to S-1  
4. Pack request to rezone 1235 E German Ln from O-2 & R-1 to MF-3  
5. Lackey request to rezone 1295 E German Ln from R-2 to MF-3
- E. Discussion**  
1. 2019 Planning Commissioner Nomination and Selection Update  
2. Proposed amendment to Planning Commission By-Laws  
3. Proposed 2019 Meeting & Submission Deadline schedule  
4. Additional items as decided by the Planning Commission

**F. Adjourn**

**Planning Staff Review reports to the Planning Commission**

The following items (development reviews, minor subdivisions, plats filed for record, etc) have been reviewed and approved by the Director of Planning and Development and are being reported to the Planning Commission as required by the Zoning and Subdivision Ordinances:

- G. Development Reviews**  
• Integrity Insurance, 449 Reedy Rd
- H. Lot Splits, Lot Mergers, and Minor Subdivisions (filed for record)**
- |  |  |
|--|--|
| • Willow Oak Manor Ph I (P2018-00055)          | • Guardsmart Southwest Addition Replat (P2018-00061) |
| • Old Conway Village Replat Ph 1 (P2018-00056) | • University Village Replat of Lot 2 (P2018-00062)   |
| • Old Conway Village Replat Ph 2 (P2018-00057) | • Deerbrook Subdivision Replat Lot 26 (P2018-00063)  |
| • Old Conway Village Replat Ph 3 (P2018-00058) |  |
| • Old Conway Village Replat Ph 4 (P2018-00059) |  |
| • Carmichael Place Subdivision (P2018-00060)   |  |
- I. Lot Splits, Lot Mergers, Minor Subdivisions, and Major Finals (submitted for review)**
- |   |  |
|---|--|
| • Central Landing Ph 1 (SUB2018OCT02)             | • Clifton Subdivision Replat Lot 1 & 2 Block 2 (SUB-2018OCT05) |
| • University Village Replat Lot 26 (SUB2018OCT03) | • Winterbrook Subdivision Ph 3 Final (SUB2018N-OV01)           |
| • Rusty Meadows Subdivision (SUB2018OCT04)        |  |

**REQUEST FOR PRELIMINARY PLAT APPROVAL OF REPLAT OF LOT 4, LEWIS RANCH PHASE 2**

**APPLICANT**  
 The Tyler Group, Inc.  
 240 Skyline Drive, Ste 3000  
 Conway, AR 72032

**STAFF REVIEW BY**  
 Scott Grummer, City Planner  
 1201 Oak St  
 Conway, AR 72032

**SITE DATA**  
**Location.** ±22.28 acres bounded to the North and East by South Amity Rd, to the South by Dave Ward Dr/ AR Hwy 286, and to the West by Crain Dr

**Site Area.** ±22.28 acres.

**Current Zoning.** C-3 (Highway Service & Open Display District).

**Existing Structures.** None.

**Overlay.** None.

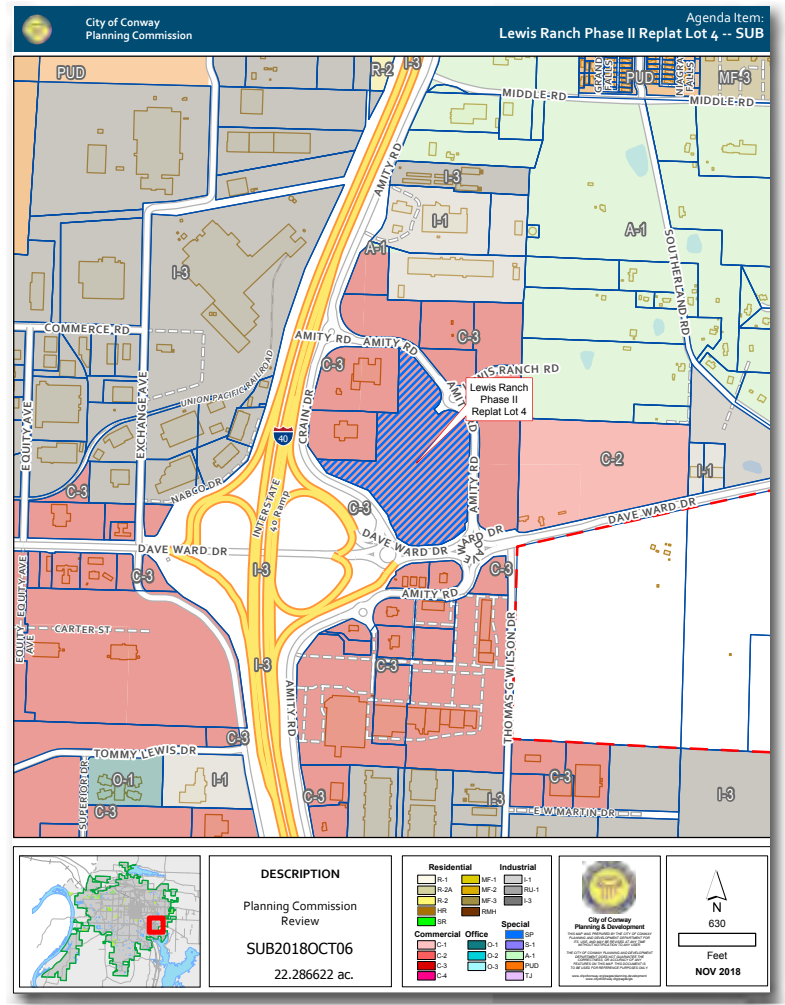
**STAFF COMMENTS**  
*Planning Commission action is required for item 28.*

**STAFF RECOMMENDATIONS**  
 Planning Staff recommends approval of the preliminary plat contingent upon the completion of the amended punch list.

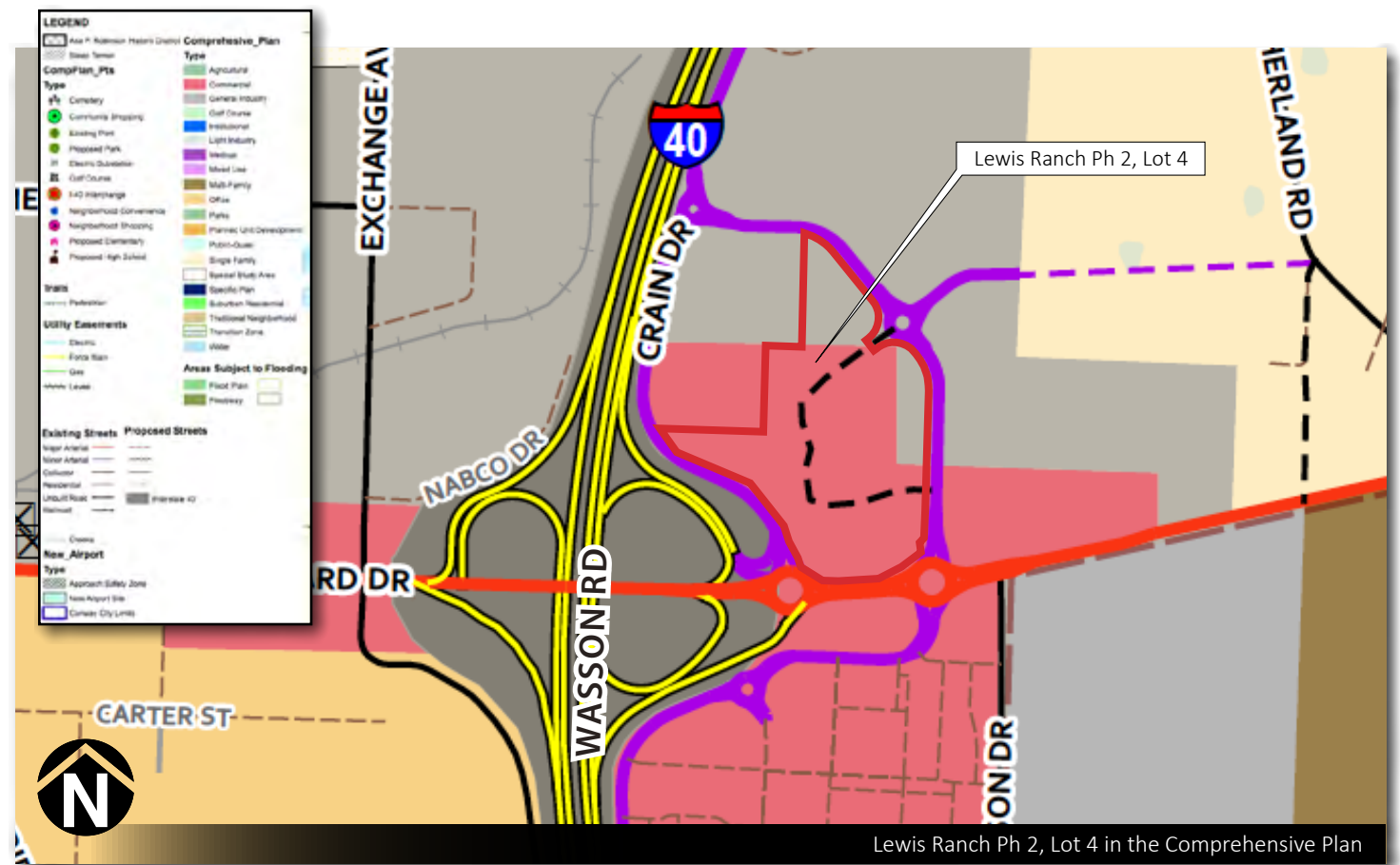
**CITY OF CONWAY PLANNING & DEVELOPMENT DEPARTMENT REVIEW OF LEWIS RANCH PHASE 2, LOT 4 REPLAT**  
 This following lists the items that are reviewed by the Conway Planning Department for the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval. The numbers appearing in parenthesis after the item indicate the page(s) of the Subdivision Ordinance on which the requirement appears.

**NUMBER OF COPIES**  
 1. A .dwg file format of the preliminary plat Spatially Referenced using State Plane HARN emailed to the [Subdivision Planner](#).

**BASIC INFORMATION NEEDED ON THE PLAT**  
 2. The name of the subdivision/replat is needed. (p. 14)  
 3. A north arrow must be shown.  
 4. The graphic scale must be shown.  
 5. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings.  
 6. Lot lines with appropriate dimensions are needed. *Lot 4C & 4D needs to be changed to one lot number.*  
 7. Proposed easements with appropriate dimensions are needed.  
 8. The source of water supply must be shown.  
 9. The method of disposal of waste water must be shown.



- A phasing plan outlining the boundaries for each phase and the location of all CAGIS monuments for the subdivision is needed. A minimum of two CAGIS monuments shall be placed in each subdivision or subdivision phase exceeding ten (10) acres.
- Improvement plans for each new utility system are needed.
- If the proposed subdivision/replat is a portion of a tract that is owned by the applicant, a preliminary master sketch plan for the entire tract must be submitted with the Preliminary Plat. The sketch plan must contain sufficient detail to allow the Planning Commission to determine general road alignments and lot configurations.
- Improvement plans, including typical cross sections and centerline profiles for any new street system, have been received. *Preliminary Plat Approval is conditioned upon receipt of an Approved or Conditionally Approved set of Street & Drainage Plans from the City Engineer.*
- Improvement plans for any new drainage system, including location, size and construction of drainageways and structures and typical cross sections and centerline profiles have been received. *Preliminary Plat Approval is conditioned upon receipt of an Approved or Conditionally Approved set of Street & Drainage Plans from the City Engineer.*
- The Certificate of Preliminary Engineering Accuracy is needed on each set of street and drainage plans.



16. A draft of any Bill of Assurance proposed for the subdivision generally describing proposed covenants, restrictions and conditions applicable to the property included in the submitted plat is needed.

**GENERAL DESIGN REQUIREMENTS**

17. The development plans shall include and identify a prepared and dedicated flowage path or floodway that will accommodate a one hundred (100) year frequency storm event across and through the development. The floodway shall be uniformly graded along the length of the floodway such that water will not pond or accumulate on the surface due to humps or depressions along the route. Computations for the quantity of storm water runoff, sizing of the floodway and elevation of the one hundred (100) year flood shall be prepared by a registered professional engineer and submitted to the City Engineer for review and approval. The computations shall be made using usual and accepted methods and procedures as approved by the City Engineer. A floodway will not be required where less than five (5) acres of adjacent lands drains onto the developed property and the total drainage area is less than five (5) acres.
18. An easement of adequate width to accommodate the required floodway shall be provided on the plat. The easement shall clearly identify the easement as a "100-year Floodway". The plat shall have a note that reads as follows: "No structures, fill or obstructions shall be placed in the 100 year Floodway easement. No reshaping of the surface within the 100 year Floodway easement shall be made without the approval of the City Engineer. No fences shall be in the floodway easement."
19. Minimum floor elevations shall be placed on the plat for all lots less than three (3) feet above the computed one hundred (100) year flood elevation. The minimum finished flood elevation shall be established at one (1) foot above the computed one hundred (100) year flood elevation.
20. Storm water detention or another storm water flow reduction measures shall be provided where existing downstream subdivisions or developments have storm drainage systems with a capacity of less than a ten (10) year frequency storm. The requirement does not apply to the inadequate natural streams or creeks flowing through undeveloped areas. The storm water detention facilities shall be designed to provide a holding area such that storm water runoff can be accumulated and released through at an outlet structure. The required storage volume and outlet structure shall be sized to release the storm water at a rate that does not exceed the capacity of the downstream storm drainage system or a computed runoff rate equal to that of the pre-development conditions of the proposed development, whichever is the greater. The detention facilities shall be based on a twenty-five (25) year frequency storm event. Computations for the sizing of the detention facilities and outlet structure shall be prepared by a registered professional engineer and submitted to the City Engineer for review and approval. The computations shall be made using usual and accepted methods and procedures as approved by the City Engineer.
21. Detention basins may be either wet basins having a permanent pool of water for aesthetic purposes or a dry

basin that retains no water other than that required during the storm event. A dry basin shall be graded and shaped to provide for the positive drainage of surface water from all portions of the basin. A concrete paved channel may be required from the inlet pipe to the outlet pipe to provide a maintainable bottom area.

22. An easement shall be placed around the high water limits of the detention area.

**STREET DESIGN REQUIREMENTS**

23. The width of all streets must conform to the Master Street Plan and Street Classification & Design Standards, City of Conway in the Subdivision Ordinance.
24. Compliance is required with the Street Classification & Design Standards, City of Conway in the Subdivision Ordinance. *Shared Drives have been proposed for certain lots. Public Access Easements must be shown on the plat for any shared access between lots.*

**EASEMENT DESIGN REQUIREMENTS**

25. Easements shall be provided for utilities where a subdivision is traversed by a water course, drainageway, channel or stream, or there shall be provided a storm water easement conforming substantially with the lines of the water course and shall be adequate for such intended purpose
26. Utility easements as required Conway Corporation are needed.
27. Drainage easements as required by the City Engineer are needed.

**LOT DESIGN REQUIREMENTS**

28. Lots must abut upon a public street except where private streets are approved by the Planning Commission in Planned Unit Developments or where a dedicated access easement 25' in width in C-1, C-3 or O-1 has been approved by the Planning Commission. Street frontage width must comply with the Zoning Ordinance requirements. ***Lots 4C, 4E and 4F are restricted access from AR State Hwy 286. Applicant proposes a 27' private street with a public access easement from South Amity Road to Crain Drive. Planning Commission Approves / Does not Approve the dedicated 27' Public Access Easement from South Amity Road to Crain Drive, or this condition must be corrected.***
29. On double frontage lots, a planting screen easement of at least 10 feet shall be provided along the portion of the lot abutting a traffic artery or other use where screening is required. There shall be no right of access across the planting screen easement and such restriction shall be clearly designated on the plat and within any Bill of Assurance. *A 25' planting screen easement is needed along public street frontages of Lots 4C through 4F.*
30. At the Planning Commission's discretion, a fence or wall may be substituted for the planting easement and planting screen, but access is denied in the same manner as for the planting easement with the same requirements for noting the restriction. (p. 35)
31. Every lot must slope to a street or to a drainage easement. Add to general notes.

**UTILITY DESIGN REQUIREMENTS**

32. All subdivisions containing more than four lots within the corporate limits shall be provided with a water supply and distribution system approved by the Conway Corporation and meeting the requirements of the State Health Department. (p.42)
33. Fire hydrants shall be placed so that the furthest point of a lot in a commercial subdivision is no more than 400 feet from the nearest hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief. *Add this as a general note to the plat.*
34. Minimum clearance of twenty-six (26) feet must be provided around a fire hydrant.

**SIDEWALK DESIGN REQUIREMENTS**

35. Sidewalks are required along both sides of all streets within all zoning districts within Conway city limits and within the Conway Territorial Jurisdiction. *Existing and Proposed Sidewalk location and responsibility for construction is needed on the plat for all lots along South Amity Road, AR State Hwy 286 and Crain Drive.*
36. Sidewalks As Part of Commercial, Multi-Family, and Mixed Use Developments: Sidewalks along streets in commercial, multi-family, and mixed use subdivisions shall be constructed concurrently with building construction as part of site development review. Sidewalks shall be the responsibility of the builder/owner and not the developer. The sidewalk shall be installed prior to the final inspection and issuance of a certificate of occupancy. However, the developer of commercial subdivisions/replats with pre-existing development shall be required to meet the sidewalk provisions of Article 1101 Development Review of the Conway Zoning Ordinance.
37. When a developer created double frontage lots with one side along a street classified as a collector or above, the developer shall construct sidewalks along the collector or greater street frontage. *Developer is required to construct sidewalks along Crain Drive for Lot 4A and South Amity Road for Lots 4F.*
38. Any developer required sidewalk shall be constructed concurrently with other subdivision infrastructure. Such construction shall be completed or assurance for construction shall be required along with other infrastructure improvements prior to filing of the final plat.
39. All sidewalk construction location, and responsibility for construction shall be clearly identified on the final plat. Detailed sidewalk construction drawings coordinating sidewalks with other street/lot/easement infrastructure shall be shown on or included with the final plat.
40. Sidewalk construction must meet the specification requirements as amended in the City of Conway Subdivision Ordinance #O-18-56, Article V, Section 9(13) "Sidewalk Specifications" (p.46) including but not limited to: (a) Size & Distance from the curb: as depicted by the City of Conway STANDARD DETAILS FOR ROADWAY & DRAINAGE CONSTRUCTION, unless specifically approved by the City Engineer. (b) Grades; establishment of property lines; Cement-concrete requirements, ADA guidelines; Sidewalk grade continuous through driveways; Sidewalk elevation; Driveway approach; Joint material, Expansion Joint; Edges, Removal/replacement requirements.

**OTHER REQUIREMENTS**

41. In addition to the requirements established herein, all subdivision plats shall comply with all other applicable rules, regulations and laws including but not limited to the Growth Plan (Comprehensive Plan), the Conway Zoning Ordinance, building and housing codes, and any other regulations adopted by the City Council and any regulations or special requirements of the State Health Department, State Highway & Transportation Department, or other appropriate State agencies.

**AUTHORIZATION TO PROCEED**

42. Receipt of an approved or conditionally approved copy of the Preliminary Plat, together with an approved copy of the Improvements Plan shall constitute authorization of the Planning Commission for the developer to proceed with the preparation of the Final Plat, the installation of improvements, and the staking out of lots and blocks. The developer, after conditional approval of the Preliminary Plat, shall complete all improvements required under this regulation.

**EXPIRATION OF PLAT**

43. Plats will expire at the end of one year from acceptance of the Preliminary Plat unless an extension is requested and granted by the Planning Commission. The Lewis Ranch Phase II Lot 4 Replat will expire on 11/1/2019.

**Certificate of Owner**  
 We the undersigned, owners of the real estate shown and described herein, do hereby certify that we have laid off, platted, and subdivided and do hereby lay off, plat, subdivide said real estate in accordance with this plat and do hereby dedicate to the use of the public the (streets, alleys, drives, easements, etc.) as shown on said plat.

**Owner/Developer:**  
 Lewis Ranch, LLC  
 3270 Vineyard Drive  
 Conway, AR 72032

**Certificate of Preliminary Surveying Accuracy**  
 I Timothy P. Tyler, hereby certify that this plat correctly represents a boundary survey made by me and boundary markers and lot corners shown hereon actually exist and their location, type and material are correctly shown and minimum requirements of the Arkansas Minimum Standards for Land Surveyors have been met.

Signed  
 Tim P. Tyler, Arkansas Professional Land Surveyor  
 No. 1243  
 State of Arkansas

**Certificate of Preliminary Plat Approval**  
 This plat has been given preliminary plat approval only and has not been approved for recording purposes as a public record. This certificate shall expire on (date).

Signed  
 Bryan Patrick,  
 Director of Planning

This property is serviced by Conway Utilities. Water, Sewer and Electricity - Conway, Arkansas, Faulkner County.  
 Zoning of property: C-3

**Note:**  
 Iron pins are set at all lot corners and at points of curve. Lots with rounded corners are 31.5' radius unless noted otherwise. Distances on curves are chord distances. All easements shall be for general utilities and/or drainage. Building lines are 25' unless noted otherwise. All easements are as shown. The error of closure is 1 to 11585.

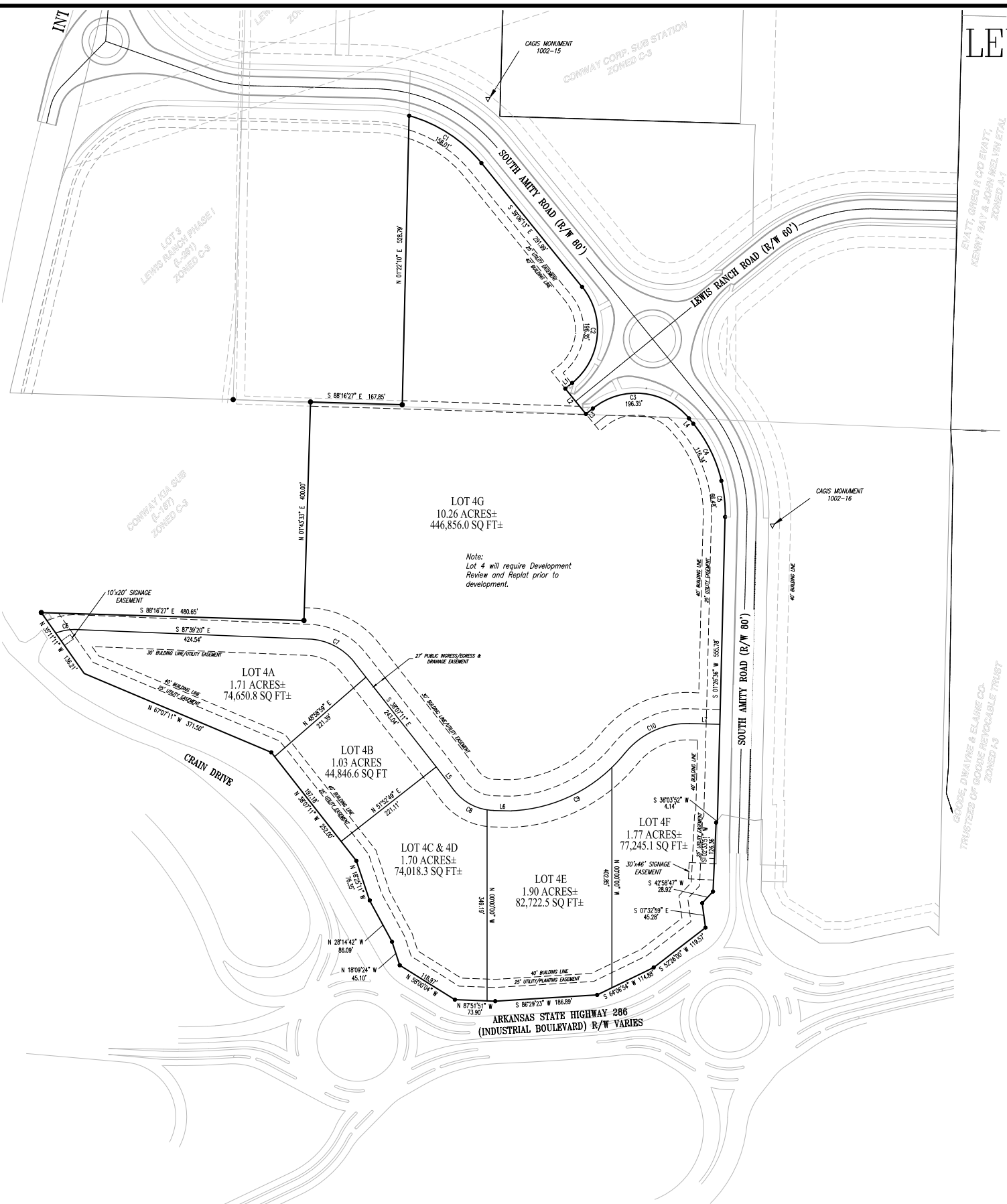
Every lot must slope to a street or to a drainage easement.  
 Date of survey: 09-19-2018 Date of Drawing: 10-31-2018

**100 YEAR FLOODWAY NOTE:**  
 No structures, fill or obstructions shall be placed in a 100 year floodway easement. No reshaping of the surface within a 100 year floodway easement shall be made without the approval of the City Engineer. This property is not in the 100 year flood plain according to Map #05045C0290H dated December 19, 2006. No fences shall be in a floodway easement.

- SIDEWALK NOTES:**
- Shall be constructed of concrete with a minimum of four (4) inches and shall be a minimum of five (5) feet wide.
  - All sidewalks shall be handicap accessible to public streets at street corners and at designated mid-block public service drives/alleys. Sidewalks shall meet American Disability Act Standards.
  - If, during the construction of a building or any other improvements upon a lot or by any other actions, the sidewalk(s) are damaged, the party responsible for the construction of other actions shall repair the sidewalk(s) to the satisfaction of the City.
  - Sidewalks Along Residential Streets: Sidewalks along streets with residential lots shall be constructed by the homeowner/builder. The sidewalk shall be installed prior to the final inspection and issuance of a certificate of occupancy.
  - Sidewalk Elevation: The sidewalk elevation shall be two (2) percent above the top of the curb, sloping two percent towards the curb (one-fourth inch in each foot). This elevation shall be continuous through the driveway approach.
  - Driveway approach: The area remaining between the sidewalk and the flow-line of the gutter, called the approach to the driveway, shall slope up to the elevation of the sidewalk.
  - Garage Elevation: The elevation the garage or carport will need to be established to allow for the transition of the driveway from the street curb to the sidewalk, and from the sidewalk to the garage without adversely affecting the required 2% cross-slope of the sidewalk.
  - Sidewalks shall link sidewalks of adjoining lots so as to provide a continuous "ribbon" of pedestrian access throughout the community.

**LEGAL DESCRIPTION:** (Lewis Ranch Phase II Lot 4 Replat)  
 Lots 4A, 4B, 4C, 4D, 4E, 4F, and 4G being a replat of Lot 4 of Lewis Ranch Phase II Lot 4 to the City of Conway, Faulkner County, Arkansas as shown on Plat of Record in Plat Book P2018, Page 00047 (Doc.# P201800047), Records of Faulkner County Arkansas.

Note: The purpose of this replat is to subdivide Lot 4 into 6 lots



# LEWIS RANCH PHASE II LOT 4 REPLAT PRELIMINARY

BEING A REPLAT OF LOT 4  
 LEWIS RANCH PHASE II  
 FAULKNER COUNTY, ARKANSAS

**LEGEND**

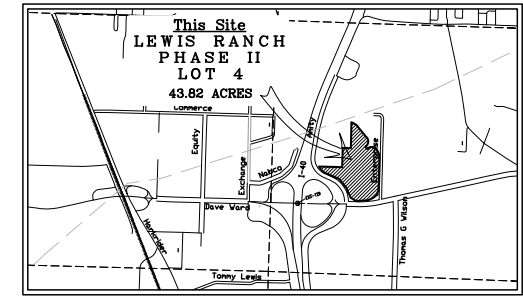
- FOUND IRON PIN
- FOUND MONUMENT (AS NOTED)
- ONE OVERHEAD ELECTRIC
- POWER POLE
- GUIDE WIRE
- ⊕ ELECTRIC METER
- ⊕ LIGHT POLE
- ⊕ MARKERS/STAKES
- ⊕ TELEPHONE MANHOLE
- ⊕ TELEPHONE PEDESTAL
- ⊕ WATER VALVE
- ⊕ FIRE HYDRANT
- ⊕ FENCE
- ⊕ SEWER MANHOLE
- ⊕ STORM DRAIN

**LINE CHART**

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | S 50°53'47" W | 16.16'   |
| L2   | S 39°06'13" E | 60.00'   |
| L3   | N 50°53'47" E | 16.16'   |
| L4   | S 39°06'13" E | 12.83'   |
| L5   | S 37°06'13" E | 54.80'   |
| L6   | S 88°44'26" E | 33.08'   |
| L7   | S 88°33'24" E | 58.15'   |

**CURVE CHART**

| CURVE | RADIUS  | ARC LENGTH | CHORD LENGTH | CHORD BEARING | DELTA ANGLE  |
|-------|---------|------------|--------------|---------------|--------------|
| C1    | 290.00' | 160.55'    | 158.91'      | S 54°47'34" E | 33°22'43"    |
| C2    | 125.00' | 196.35'    | 176.78'      | S 05°53'47" W | 80°00'00.00" |
| C3    | 125.00' | 196.35'    | 176.78'      | S 84°06'13" E | 80°00'00.00" |
| C4    | 260.00' | 117.35'    | 116.54'      | S 28°10'37" E | 25°12'22"    |
| C5    | 260.00' | 66.66'     | 66.46'       | S 02°54'08" E | 14°41'28"    |
| C6    | 86.00'  | 39.54'     | 39.27'       | N 80°32'38" E | 23°36'40"    |
| C7    | 111.50' | 96.40'     | 93.42'       | S 62°53'16" E | 49°32'08.04" |
| C8    | 93.50'  | 83.43'     | 80.69'       | S 63°10'46" E | 51°07'08.85" |
| C9    | 281.31' | 239.00'    | 231.88'      | N 63°02'56" E | 48°40'41.08" |
| C10   | 146.50' | 134.83'    | 130.13'      | S 65°04'30" W | 52°44'00.68" |



**Tyler Group**  
 surveying.mapping.engineering  
 240 SKYLINE DR. STE 3000/CONWAY, AR. 72032  
 PH: 501.333.1400 / Fax: 501.327.3972 / www.tylergroup.net / email: info@tylergroup.net

10-31-18  
 1 INCH EQUALS 40 FEET  
 117-0282/LEWIS RANCH PH II LOT 4 REPLAT  
 DATE: PROJECT JOB NO: DRAWN BY: KTS  
 REVIEWED BY: RPS  
 STATE CODE: DATE: SHEET NO. 1 OF 1

DESCRIPTION OF REVISION MADE  
 DATE

PROJECT TITLE:  
 Survey For: LEWIS RANCH, LLC  
 LEWIS RANCH PHASE II, LOT 4 REPLAT  
 PRELIMINARY  
 A REPLAT OF LOT 4 OF LEWIS RANCH PHASE II, CITY OF CONWAY, FAULKNER COUNTY, ARKANSAS

**D1 REQUEST FOR ZONING VARIANCE FOR REDUCED LOT WIDTH - 143 OLIVER STREET**

**STORYBOOK RENOVATIONS, LLC REQUEST FOR BOARD OF ZONING ADJUSTMENT VARIANCE TO ALLOW REDUCED LOT WIDTH FOR PROPERTY AT 143 OLIVER STREET**

**APPLICANT/OWNER**  
 Storybook Renovations LLC.  
 2016 Duncan St  
 Conway, AR 72034

**STAFF REVIEW BY**  
 Bryan Patrick, Director of Planning and Development  
 1201 Oak St  
 Conway, AR 72032

**SITE DATA**  
**Location.** Location 143 Oliver St (Part of Lot 11 & 12, Block 4, Davis and Garvin Addition).

**Site Area.** Existing lot is ±0.433 acres. Lots would be 0.17 acre (7605 s.f.) and 0.26 acre (11,775 s.f.) upon reconfiguration.

**Current Zoning.** R-2A (Large Lot Duplex Residential District).

**Requested Zoning Variance.** To allow a reduced lot width for a new single family residence lot.

**Existing Structures.** A 2800 square foot +/- single family residence.

**Overlay.** Old Conway Design Overlay District.

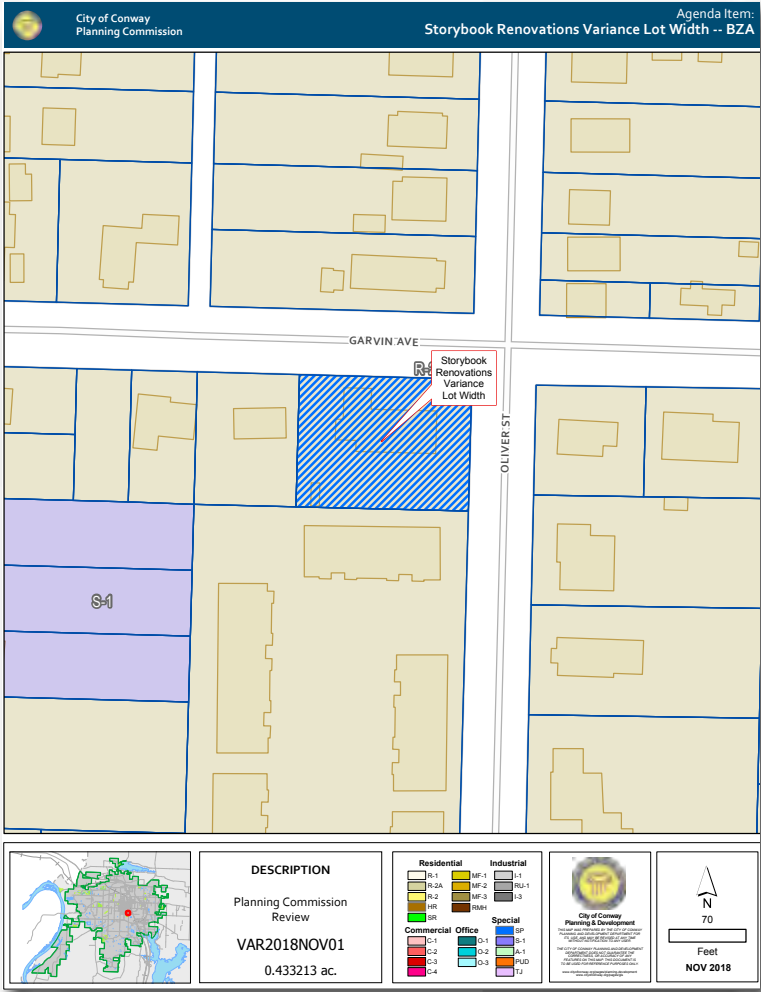
**General Overview.** The applicant is requesting a variance from the required 50 foot lot width requirement as prescribed by the Zoning Ordinance for single family lots within the R-2A zoning district. The applicant would like to split the existing lot into 2 lots; 75' x 157' and 45' x 157'. The requested 45 foot lot width is less than the required 50 foot lot width minimum. All other lot dimensions and size requirements would be met.

**Zoning Ordinance Regulations.** R-2A zoning requires a single family lot to be 50 feet wide with 6000 square feet of area.

**Requested Variance.** A 5 ft reduction in lot width along Oliver Street to create a 45 foot wide lot instead of a 50 foot wide lot.

**STAFF COMMENTS**  
 The existing lot is approximately 120' (north-south) x 157' (east-west). The property's R-2A zoning requires an interior lot to be at least 50 feet wide with 6000 square feet of area. Corner lots must be 75' wide with 7500 s.f. of area.

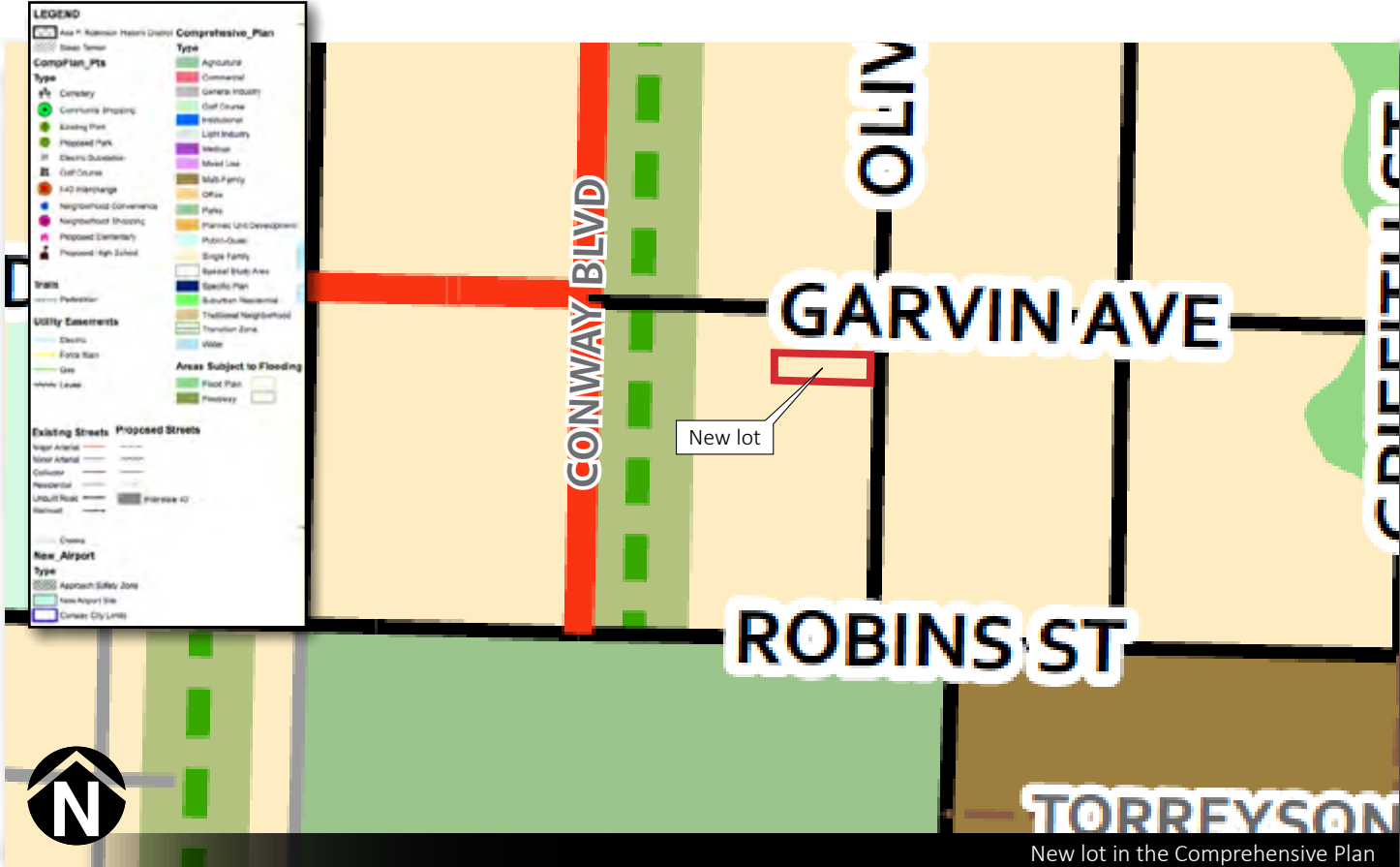
The applicant is proposing to divide the lot into two lots fronting Oliver Street; the north lot with 75 feet and the south lot with 45 feet. Zoning variance requests should be approved based on hardship or unique circumstances. There are 3 small lots diagonally to the northeast across the Oliver/



Garvin intersection. These lots are (1) @ 41 feet x 197 feet, and (2) @ 30 feet x 98 feet. Smaller lots such as these are common in the Old Conway area. The slightly reduced width lot abuts the rear of a multifamily development. Garvin and Oliver have 60 foot rights of way. Typical modern residential streets have 50 foot rights of way. The larger rights of way results in more "yard" area. With these reasons in mind, the Planning Department supports the variance request.

Any new structure requires Historic District Commission approval. Narrow lots create difficulties for parking. Parking should be at the rear of the structure. Rear parking conforms with Old Conway design regulations. Sidewalk construction will be required along Oliver and Garvin on both newly created lots.

- Suggested Variance and Conditions.**
1. The 50 foot lot width as required in an R-2A zoning district is reduced 5 feet allowing the splitting of the existing property.
  2. Parking must be at the rear or on the concrete driveway of the new residence occupying the 45 foot wide lot. No parking is allowed in the front yard.



**D2 REQUEST FOR CONDITIONAL USE PERMIT TO ALLOW RELIGIOUS ACTIVITIES IN I-3 - 655 DAVE WARD DRIVE, SUITE 104**

**COVINGTON REQUEST FOR CONDITIONAL USE PERMIT TO ALLOW RELIGIOUS ACTIVITIES IN I-3 (INTENSIVE INDUSTRIAL) ZONING DISTRICT FOR PROPERTY LOCATED AT 655 DAVE WARD DRIVE, SUITE 104**

**APPLICANT/OWNER**

Covington Sturgis Road Complex, LLC  
4699 Prince Street, Suite 12  
Conway, AR 72034

**STAFF REVIEW BY**

Bryan Patrick, Director of Planning and Development  
1201 Oak St  
Conway, AR 72032

**SITE DATA**

**Location.** 655 Dave Ward Dr, Suite 104. Existing commercial structure at Covington Professional Center. Suite 104 is in the west building.

**Site Area.** ±7.52 acres.

**Current Zoning.** I-3 (Intensive Industrial) .

**Requested Conditional Use Permit.** Religious Activity (Oasis Church).

**Existing Structures.** Two commercial structures; 13,000 +/- square feet (west building) and 11,000 +/- square feet (east building).

**Overlay.** None.

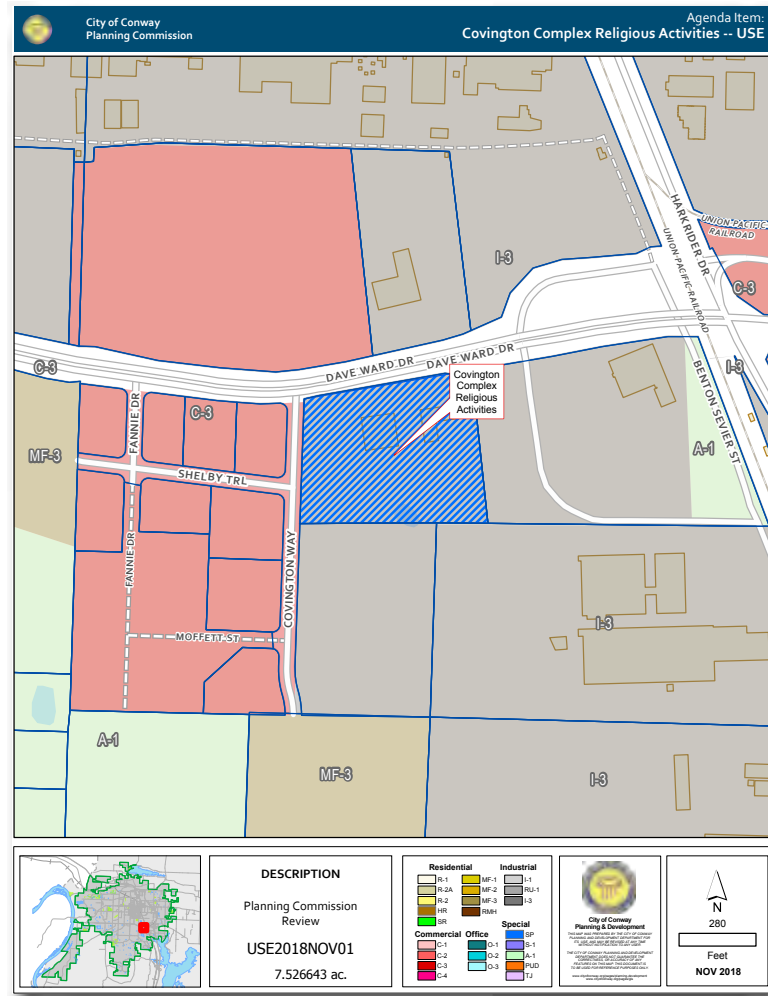
**Comprehensive Plan.** The Comprehensive Plan shows this area as appropriate for industrial. The request would not change the basic zoning.

**Projected Traffic Impact.** With the existing I-3 zoning and typical medical office uses that currently occupy most lease spaces, around 82 vehicle trips per day can be expected for the 2342 s.f. lease space. With a conditional use permit allowing a church occupying the same lease space, around 21 vehicle trips per day should be generated. This number would increase during peak worship times. These peak traffic times should be compatible with surrounding businesses as they will typically be closed.

**Flood\Drainage.** The property is not within any FEMA flood zones.

**Utilities.** Existing utility service is adequate.

**Street Improvement.** No Dave Ward Drive improvements are planned for the segment directly abutting this property. ARDot recently held a public input meeting concerning possible improvements to Dave Ward Drive between Harkrider and I-40.



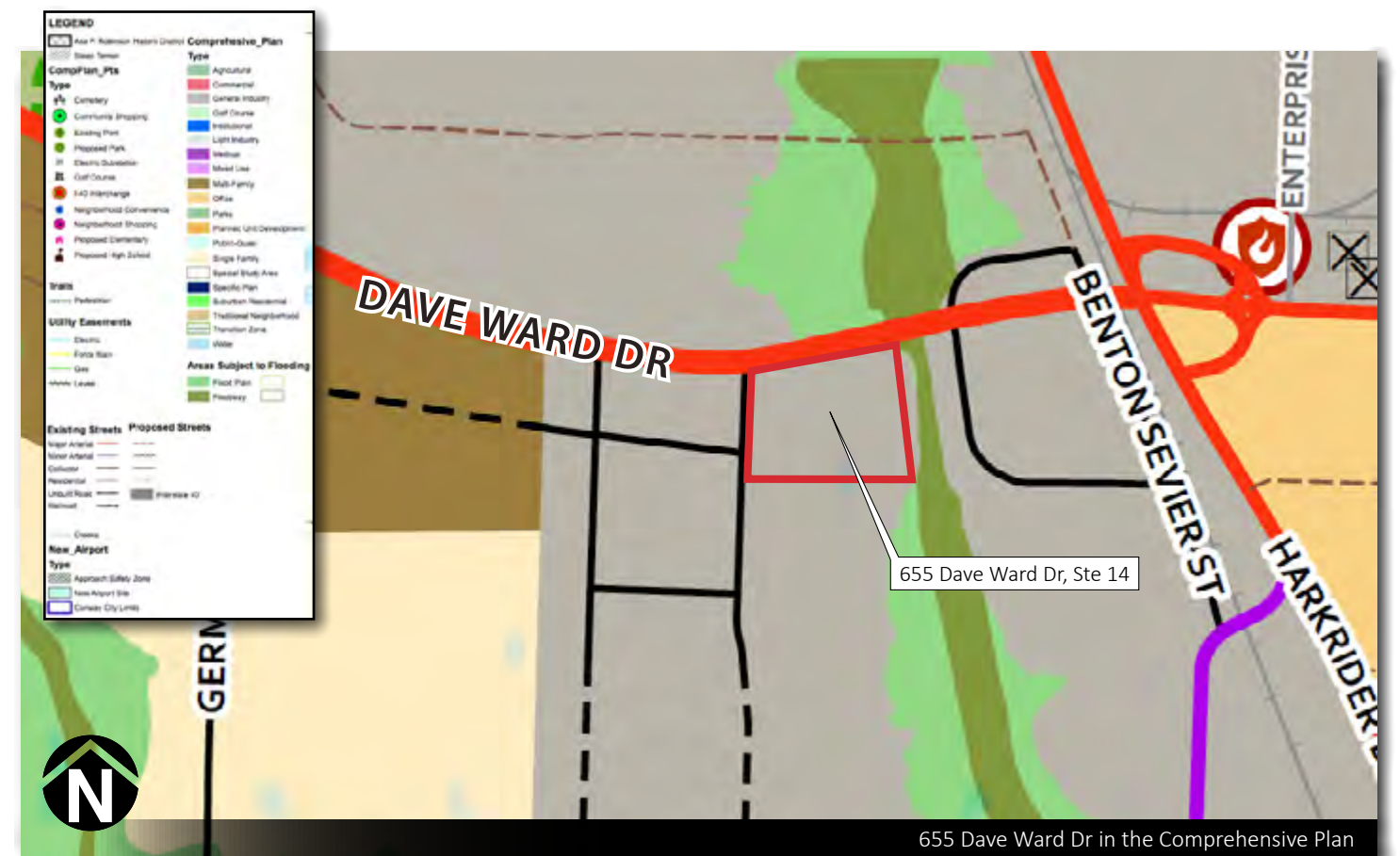
**Conway 2025.** Conway 2025 does not contain any specific statements directly applicable to this request.

**STAFF COMMENTS**

Planning Staff recommends approval the conditional use permit request. A religious activity will have light traffic generation in comparison to office or retail use. Traffic generation would also typically occur during off-business hours.

**Staff Suggested Conditions.**

None





**D3 REQUEST TO REZONE FROM R-2A & O-2 TO S-1**

**CONWAY REGIONAL HEALTH FOUNDATION REQUEST TO REZONE FROM R-2A (LARGE LOT DUPLEX) & O-2 (QUIET OFFICE) TO S-1 PROPERTIES LOCATED ON ROBINSON, WESTERN, LOUVENIA, & DONAGHEY AVENUES**

**APPLICANT/OWNER**

Conway Regional Health Foundation  
2302 College Avenue  
Conway, AR 72034

**STAFF REVIEW BY**

Bryan Patrick, Director of Planning and Development  
1201 Oak St  
Conway, AR 72032

**SITE DATA**

**Location.** 716 Western Ave; 2223 Robinson Ave; 2110, 2116C, 2119, 2131, 2218 Louvenia Ave; and 609 Donaghey Ave.

**Site Area.** ±2.70 combined total acreage

**Current Zoning.** R-2A (Large Lot Duplex District) and )-2 (Quiet Office District)

**Requested Zoning.** S-1 (Institutional District).

**Existing Structures.** None.

**Overlay.** 5 parcels between Augusta Ave and Donaghey Ave are within the Old Conway Design Overlay District.

**Comprehensive Plan.** The Comprehensive Plan shows this area appropriate for medical land uses.

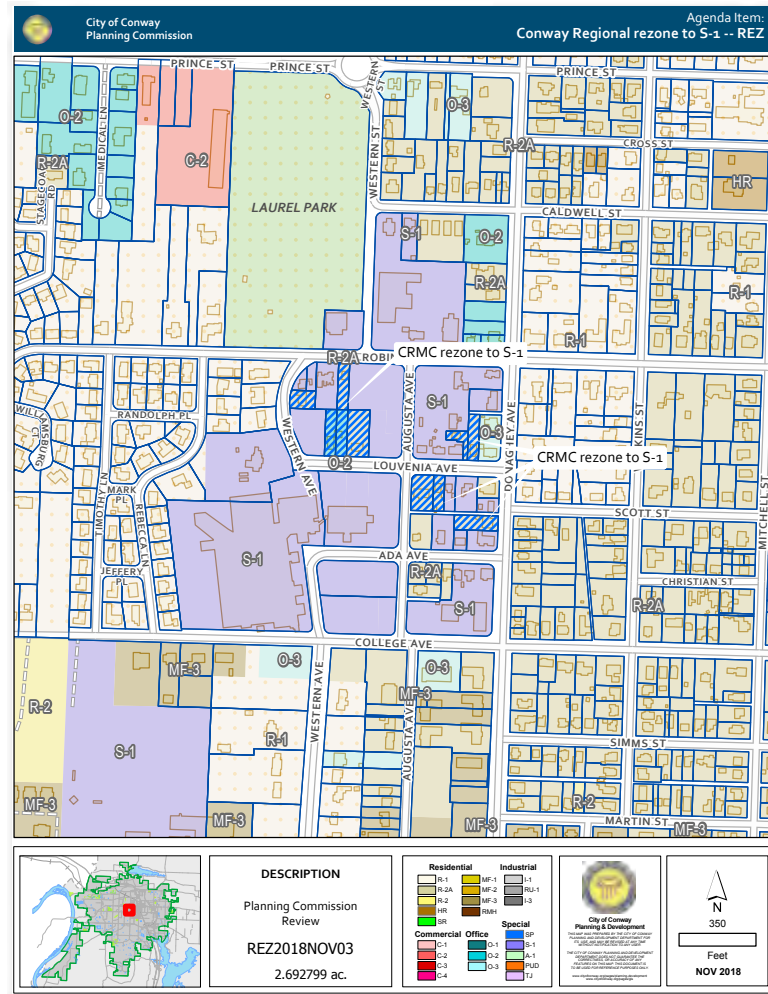
**Projected Traffic Impact.** With the current R-2A and O-2 zoning and lot configurations, around 242 vehicle trips per day could be expected. With a rezoning to S-1, and used as part of the hospital campus and/or medical office uses, around 453 vehicle trips per day can be expected.

**Flood\Drainage.** The site is not within any FEMA Flood Zones.

**Utilities.** Conway Corporation Engineering will review and consider the adequacy of existing infrastructure. Extensions and re-routing of utilities may be required. Easements will likely be required to provide for future area development.

**Street Improvement.** Augusta Avenue between Robinson Avenue and Louvenia was recently upgraded from gravel to curb and guttered street. An engineering study is underway to design upgrades to Donaghey Avenue. The Donaghey Avenue improvements should reflect the desired street design of the 2010 Donaghey Avenue Corridor Study.

**Conway 2025.** Not directly applicable.



**STAFF COMMENTS**

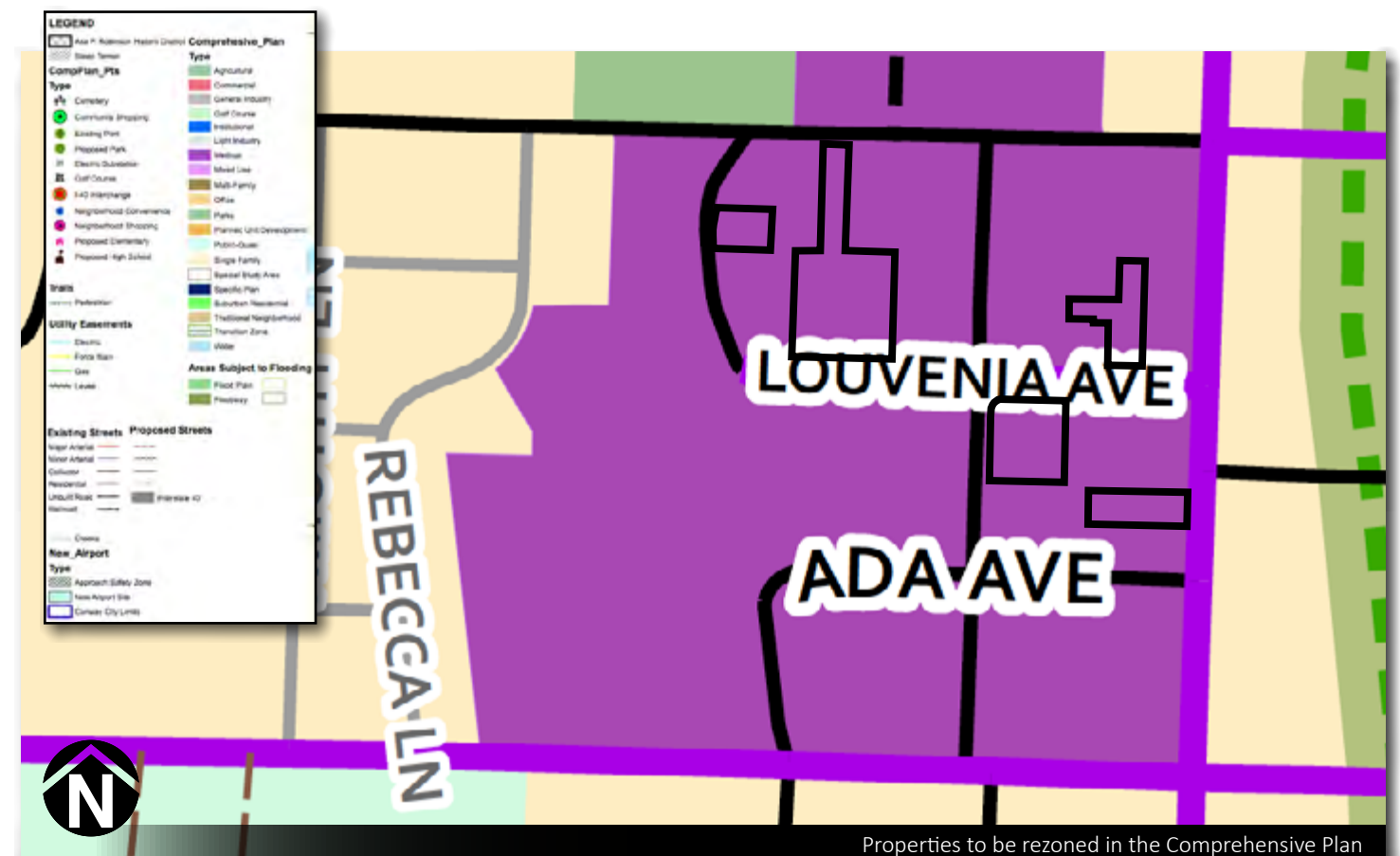
The applicant is seeking a rezoning from R-2A (Large Lot Duplex) and O-2 (Quiet Office) to S-1 (Institutional). The request consists of 9 parcels abutting the Conway Regional campus and other hospital owned properties. The request is congruent with the medical use as shown on the Comprehensive Plan. The hospital would like to rezone the requested properties to be consistent with other hospital owned properties. As the hospital develops property along the Donaghey corridor, Historic District Commission approval will be required for all structures. These structures will need to conform with Old Conway Design Overlay regulations and be consistent with the Donaghey Corridor Study vision.

**STAFF RECOMMENDATIONS**

Planning Staff recommends approval of this rezoning request. The rezoning to S-1 will make the zoning of these hospital owned properties consistent with the hospital campus and allow future expansion.



Aerial View of properties to be rezoned



Properties to be rezoned in the Comprehensive Plan

# D4 REQUEST TO REZONE FROM R-1 & O-2 TO MF-3 - 1235 E GERMAN LANE

**PACK REQUEST TO REZONE FROM R-1 (SINGLE-FAMILY RESIDENTIAL) & O-2 (QUIET OFFICE) TO MF-3 (MULTI-FAMILY 3) PROPERTY LOCATED AT 1235 EAST GERMAN LANE**

**APPLICANT/OWNER**

Peggy Pack  
8645 Ridgemont Drive  
Pineville, LA 71360

**STAFF REVIEW BY**

Jason Lyon, Assistant Director of Planning and Development  
1201 Oak St  
Conway, AR 72032

**SITE DATA**

**Location.** 1235 East German Ln (Lots 9-10 Adcocks Sub).

**Site Area.** ±1.79 acres after East German Lane right of way dedication.

**Current Zoning.** R-1 (Single-Family Residential District) and O-2 (Quiet Office District). The O-2 portion of the lot has conditional use permit no. 1202 allowing the property to be used as a plumbing shop (see page 22).

**Requested Zoning Variance.** MF-3 (Multi-Family District 24 units per acre).

**Existing Structures.** Single Family Home and accessory buildings (1235 East German Ln).

**Overlay.** None.

**Comprehensive Plan.** The Comprehensive Plan shows this area as appropriate for single family residential use.

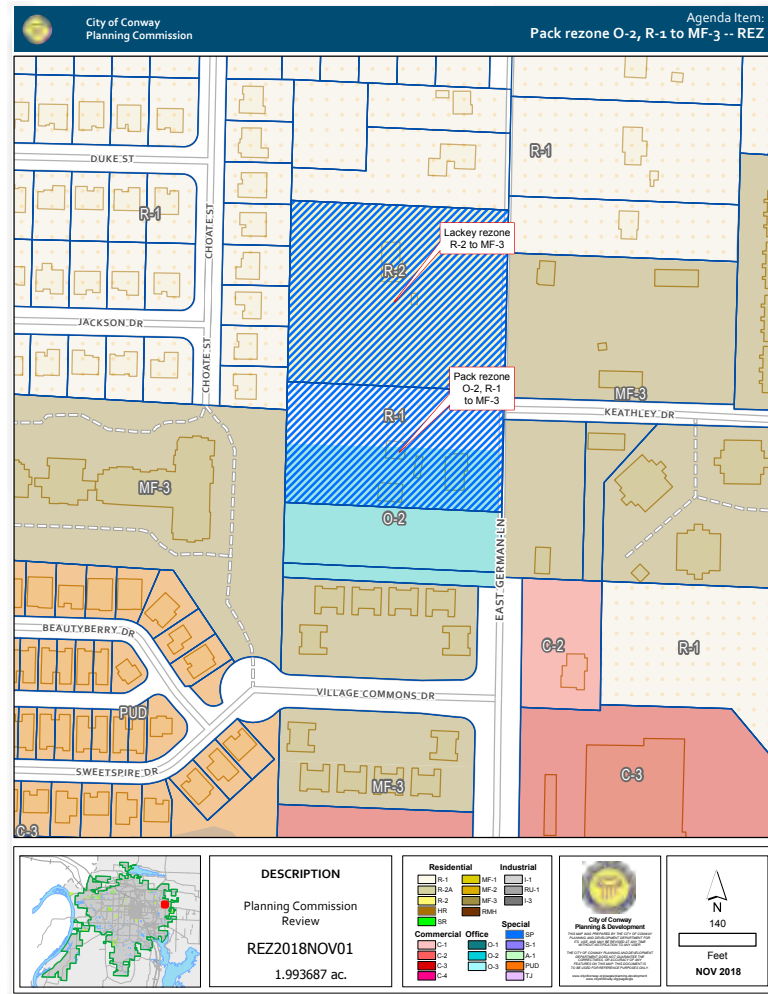
**Projected Traffic Impact.** With the current R-1 and O-2 zoning, approximately 80 vehicle trips per day could be generated (10 vehicle trips per day if R-1 and 35 vehicle trips per day O-2 with plumbing shop). With a rezoning to MF-3, and developed with the maximum allowed 42 apartment units, around 282 vehicle trips per day could be expected.

**Flood\Drainage.** The site is not within any FEMA Flood Zones.

**Utilities.** There are adequate utilities in the area to serve development. Conway Corporation Engineering will review and consider the adequacy of existing infrastructure. Extensions and re-routing of utilities may be required. Easements will likely be required to provide for future area development.

**Street Improvement.** There are no current plans for improvements along East German Lane.

**Conway 2025.** Not applicable.



**STAFF COMMENTS**

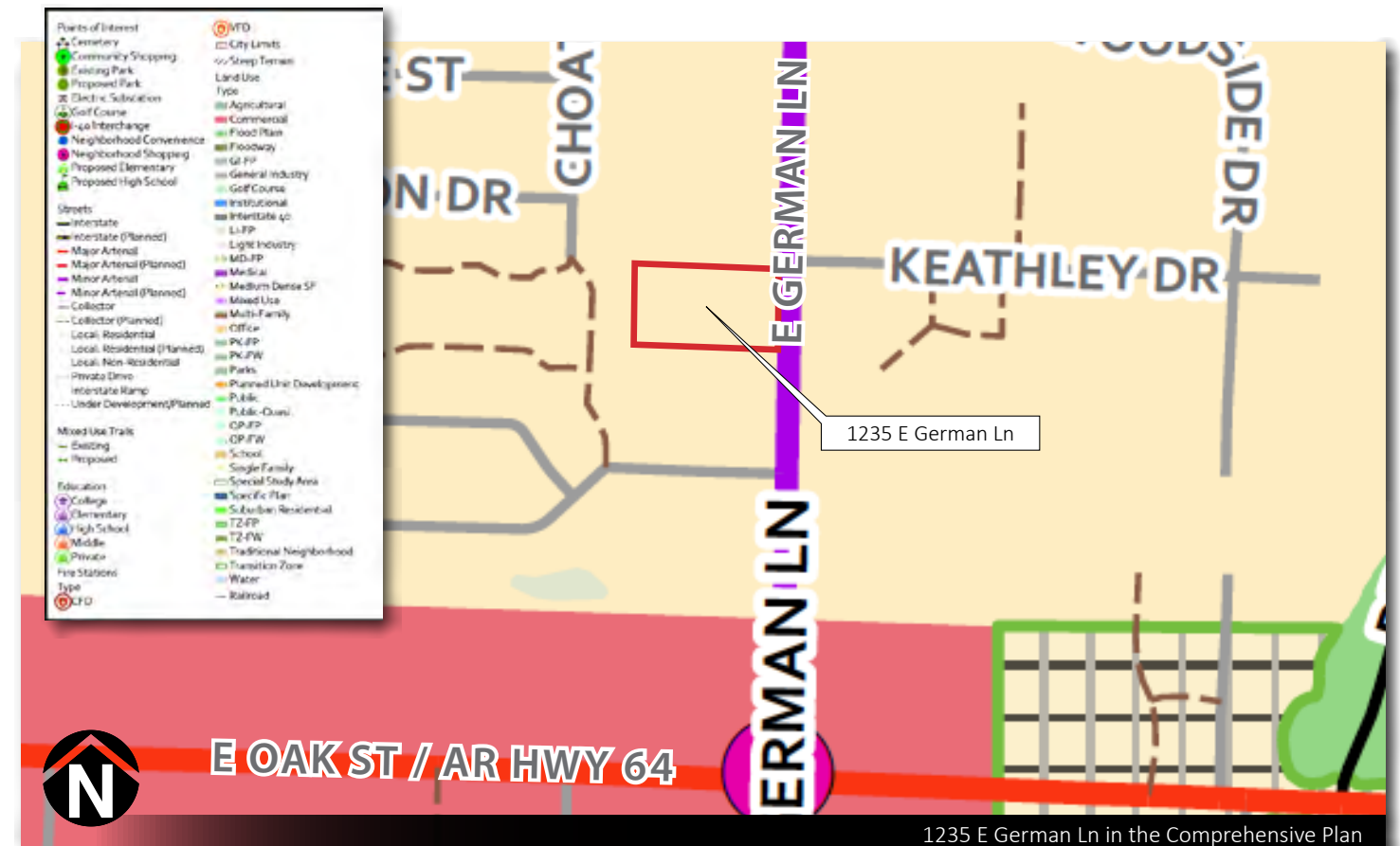
The applicant is seeking a rezoning from R-1 (Single-Family Residential) and O-2 (Quiet Office) to MF-3 (Multi-Family 24 units per acre). Applicant has not produced any preliminary development plans for the property. There is currently no planned development for the property in order to judge impact on East German for ingress and egress. Any development on the property must be approved via the Planning development review process in order to approve drainage, landscaping, ingress/egress, etc.

**STAFF RECOMMENDATIONS**

Planning Staff has no recommendation for this rezoning request. The rezoning to MF-3 will create increased traffic onto East German Lane. This property along with the Lackey property (next agenda item) are being marketed simultaneously and have the potential to be developed into one apartment complex. If both properties are built out fully with 106 units total, 710 vehicle trips per day could be generated. This number of units could be problematic as East Conway continues to grow in population and East German is the main route to East Oak. Some concerns caused by the proximity to Nichole Place Subdivision such as landscape buffering, lighting, drainage, etc can be addressed during development review. A recommendation to drop density to MF-2 or MF-1 might be considered as it would lower density to 32 units and 21 units respectively. There are other multi-family projects in the general area although all of the projects are self-contained and empty onto



interior streets then collect onto East German Lane rather than directly onto East German. Applicant should work with adjacent property owners when developing property in order to lower the numbers of curb cuts along East German.



1235 E German Ln in the Comprehensive Plan

**D4 REQUEST TO REZONE FROM R-1 & O-2 TO MF-3 - 1235 E GERMAN LANE**

PERMIT NO 1202

5302064-101  
5129697

**CONDITIONAL USE PERMIT  
CITY OF CONWAY, ARKANSAS**

PROPERTY DESCRIPTION/ADDRESS LOCATION

Lot 8 and 114 of Lot 7, Runford Subdivision, Conway, Arkansas  
Lot 9, Adcocks Subdivision, Conway, Arkansas

ZONING R-1

Planning area

CONDITIONAL USE PERMITTED:

DATE OF COUNCIL MEETING ALLOWING PERMIT TO USE: July 27, 2018

CONDITIONS ATTACHED TO PERMIT:

All the signs must be built along the 114' front with a 9' height and will meet the requirements of the code book, including that fences between lots and old systems (concrete) will be 6 to 7 feet in height

APPROVED:

*[Signature]*  
Mayor

*[Signature]*  
Date

**D5 REQUEST TO REZONE FROM R-2 TO MF-3 - 1295 E GERMAN LANE**

**LACKEY REQUEST TO REZONE FROM R-2 (SMALL LOT DUPLEX) & TO MF-3 (MULTI-FAMILY 3) PROPERTY LOCATED AT 1295 EAST GERMAN LANE**

**APPLICANT/OWNER**

Geraine Lackey  
530 Evening Drive  
Conway, AR 72032

**STAFF REVIEW BY**

Jason Lyon, Assistant Director of Planning and Development  
1201 Oak St  
Conway, AR 72032

**SITE DATA**

**Location.** 1295 East German Ln (Lots 11-13 Adcocks Sub).

**Site Area.** ±2.70 acres after East German Lane right of way dedication.

**Current Zoning.** R-2 (Small Lot Duplex Residential District).

**Requested Zoning Variance.** MF-3 (Multi-Family District, 24 units per acre).

**Existing Structures.** Single Family Home at 1295 East German Lane.

**Overlay.** None.

**Comprehensive Plan.** The Comprehensive Plan shows this area appropriate for single family residential use.

**Projected Traffic Impact.** With the current R-2 zoning and the property divided into 6 duplex lots, approximately 120 vehicle trips per day could be generated. With a rezoning to MF-3, and developed with the maximum allowed 64 apartment units, around 428 vehicle trips per day could be expected.

**Flood\Drainage.** The site is not within any FEMA Flood Zones.

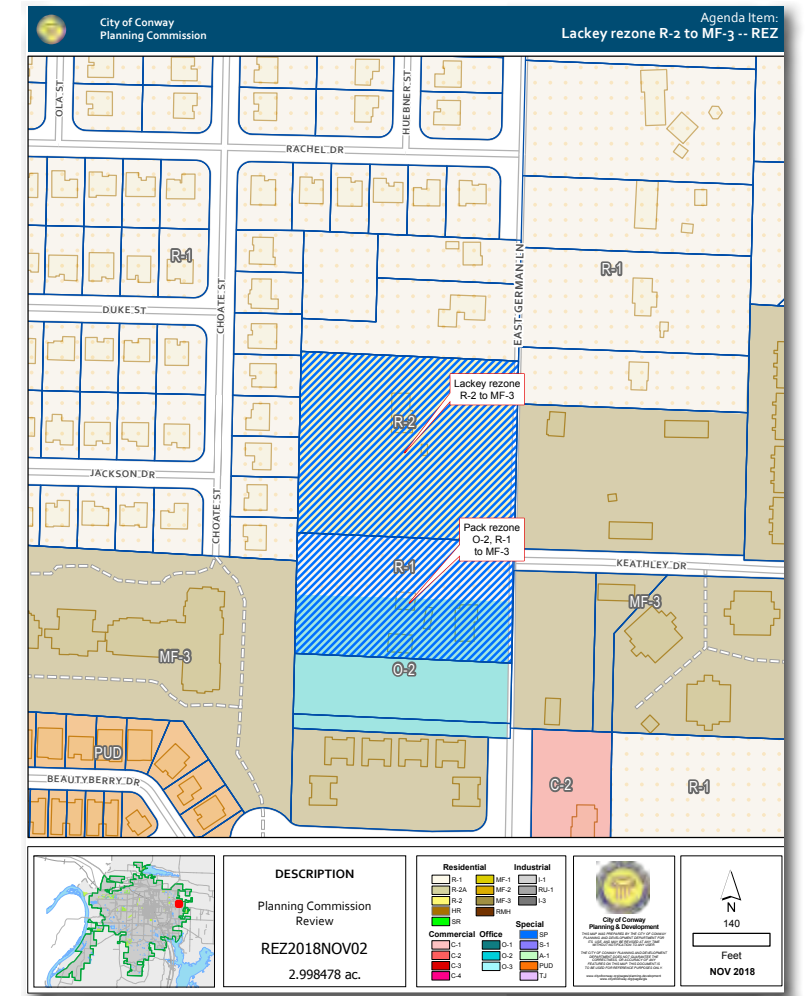
**Utilities.** There are adequate utilities in the area to serve development. Conway Corporation Engineering will review and consider the adequacy of existing infrastructure. Extensions and re-routing of utilities may be required. Easements will likely be required to provide for future area development.

**Street Improvement.** There are no current plans for improvements along East German Lane.

**Conway 2025.** Not specified.

**STAFF COMMENTS**

The applicant is seeking a rezoning from R-2 (Small Lot Duplex) to MF-3 (Multi-Family 24 units per acre). Applicant has not produced any preliminary development plans for the property. There is currently no planned development for the property in order to judge impact on East German

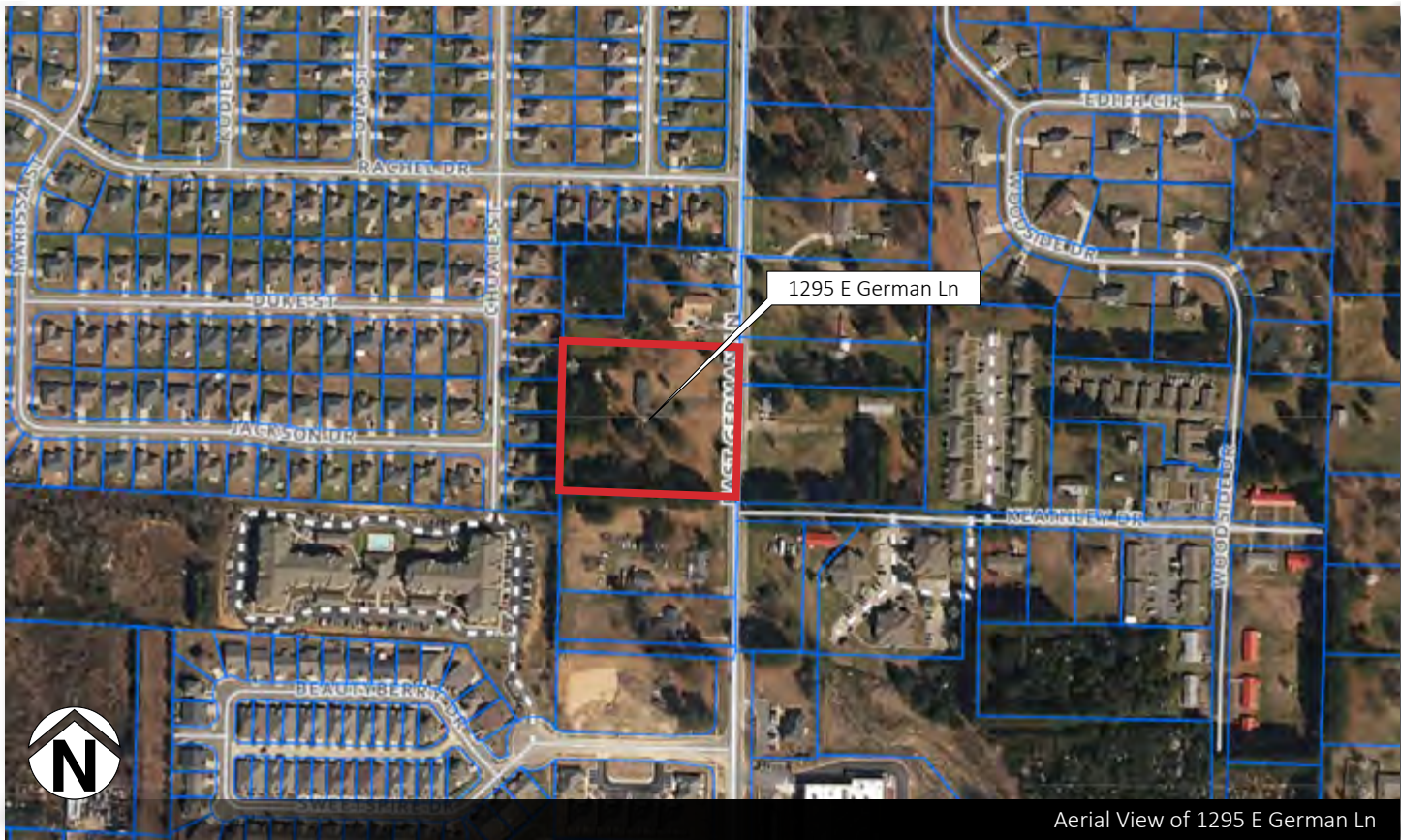


for ingress and egress. Any development on the property must be approved via Planning development review process in order to approve drainage, landscaping, and ingress/egress, etc.

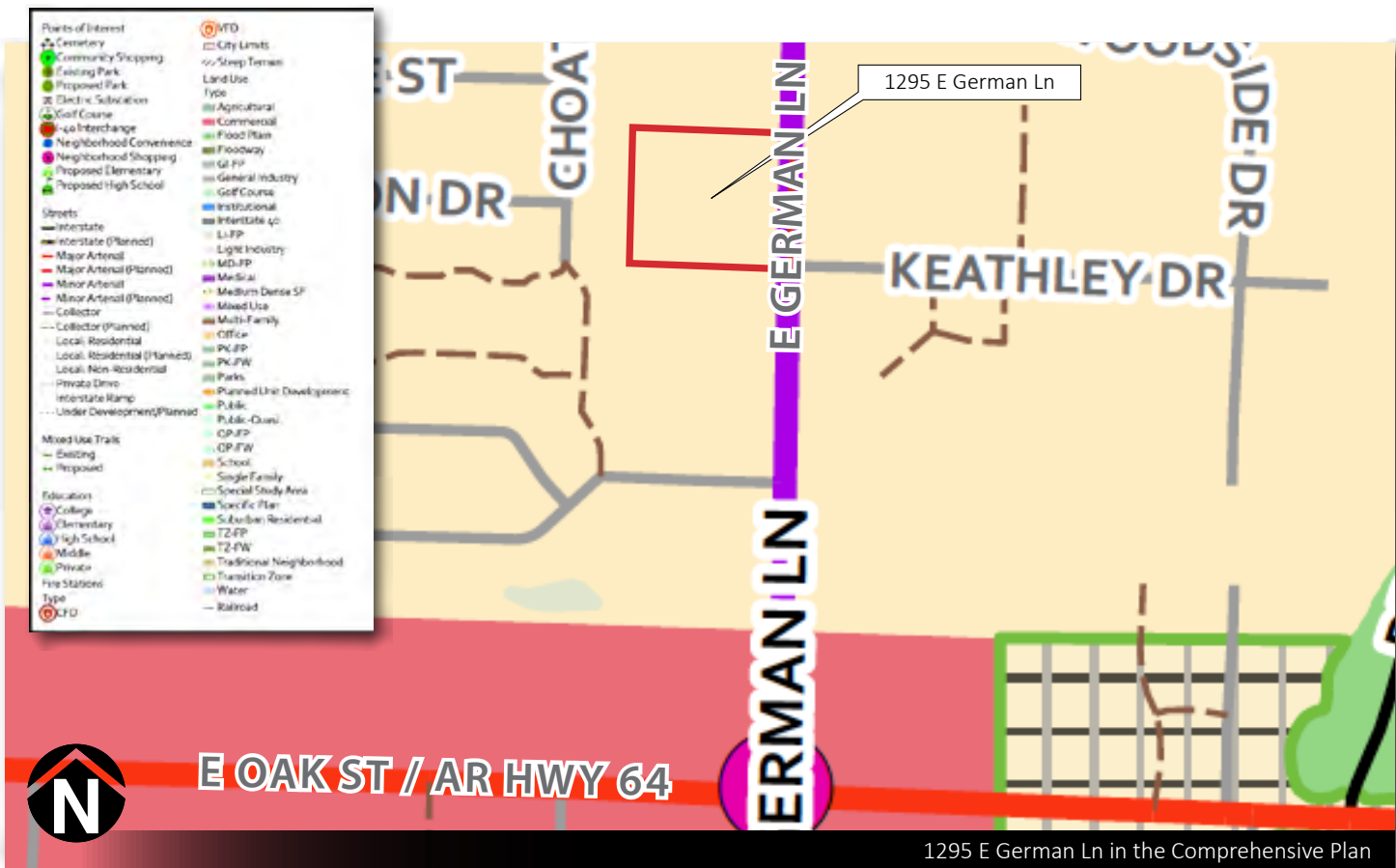
**STAFF RECOMMENDATIONS**

Planning Staff has no recommendation for this rezoning request. The rezoning to MF-3 will create increased traffic onto East German. This property along with the Pack property (agenda item D4) are being marketed simultaneously and have the potential to be developed into one apartment complex. If both properties are built out fully with 106 units total, 710 vehicle trips per day could be generated. This number of units could be problematic as East Conway continues to grow in population and East German is the main route to East Oak. Some concerns caused by the proximity to Nichole Place Subdivision such as landscape buffering, lighting, drainage, etc can be addressed during development review. A recommendation to drop density to MF-2 or MF-1 might be considered as it would lower density to 48 units and 32 units respectively. There are other multi-family projects in the general area although all of the projects are self-contained and empty onto interior streets then collect onto East German Lane rather than directly onto East German. Applicant should work with adjacent property owners when developing property in order to lower the numbers of curb cuts along East German.

**D5 REQUEST TO REZONE FROM R-2 TO MF-3 - 1295 E GERMAN LANE**



Aerial View of 1295 E German Ln



1295 E German Ln in the Comprehensive Plan

**E1 2019 PLANNING COMMISSIONER NOMINATION/SELECTION**

The City Clerk received 11 nominations for the 2 available Planning Commission positions, by the October 31, 2018 submission deadline.

All nomination forms were forwarded to all Planning Commissioners on November 1, 2018.

Interviews were scheduled for November 12-13, 2018.

| STEP | DATE  | ACTION  | DAYS PRIOR TO TERM EXPIRATION | DAYS REQ'D PRIOR TO TERM EXPIRATION |
|------|---|---|-------------------------------|-------------------------------------|
| 1    | October 1, 2018 (Monday)  | Planning Commission advertises for nominations  | 92                            | 90                                  |
| 2    | October 15, 2018 (Monday)<br><b>October Planning Commission Meeting</b>   | Planning Commission discusses nomination process and creates nomination committee(s)                            | 78                            | N/A                                 |
| 3    | October 31, 2018 (Wednesday)  | Planning Commission closes nomination period  | 62                            | 60                                  |
| 4    | November 1, 2018 (Thursday)   | All Planning Commission nomination forms received by the deadline are sent to current Planning Commissioners    |                               |                                     |
| 5    | November 1 to November 18, 2018   | Nominee interviews, discussion and selection  |                               |                                     |
| 6    | November 19, 2018 (Monday)<br><b>November Planning Commission Meeting</b> | Planning Commission selects and submits nominees to the City Council. Nominee choices are released to the media | 43                            | 30                                  |
| 7*   | December 11 to December ?, 2018   | City Council takes under advisement for 14 Days   | ?                             | 10                                  |
| 8*   | Meeting date not yet set<br><b>Second December City Council Meeting</b>   | City Council notifies Planning Commission of action   | ?                             | ----                                |

\*Second City Council meeting in December would fall on Christmas Day and will be rescheduled, but the new meeting date has not been announced yet.

**E2 PLANNING COMMISSION BY-LAWS AMENDMENT**

**Procedure:**

The Planning Commission Chairman and Vice Chairman would like to discuss an amendment to the Planning Commission Bylaws concerning Commissioner attendance and conduct. Conway Planning Commission Bylaws, Article VI. Amendments, states that bylaws may be amended by an affirmative vote of not less than 2/3 of the full membership of the Commission. A proposed bylaw amendment must be placed on the agenda of a regular meeting for discussion at the following meeting (2 month process) or a written notice must be given to all Commissioners at least 10 days prior to a meeting. With written notice, the proposed amendment may be reviewed at the next regular meeting.

A letter stating the proposed Bylaws amendment was mailed to all Planning Commission members on November 2, 2018. The Commission may consider and act on the proposed amendment at the November 19 Planning Commission meeting. Approval of the amendment will require 7 positive votes.

**Proposed Amendment:**

Current Planning Commission By-Laws, Article II.A.3. States:

The Chair, on behalf of the Commission, may request the resignation of any member who has missed three (3) successive meetings without reasonable cause.

**Amended Text:**

3. The Chairman, on behalf of the Commission, may request the resignation of any member who has missed 3 consecutive meetings in 12 months, without reasonable cause. If a requested member's resignation is not courteously tendered in a timely fashion, the Chairman may present just cause to the Commission and call for a vote of 2/3 of the full membership to terminate the member's term.

4. All members of the Commission are expected to adhere to acceptable principles in matters of personal conduct and to exhibit a high degree of personal integrity at all times. Should a member not maintain the personal code of conduct, and thus jeopardize the integrity of this commission, the Chairman may present just cause to the Commission and call for a vote of 2/3 of the full membership to terminate the member's term.

The proposed 2019 meeting and submission deadline scheduled is included below for review. In an effort to provide applicants wishing to make requests of the Planning Commission in January 2019 accurate meeting and submission deadline dates, it is

preferable that the Planning Commission review, edit, and approve the 2019 meeting and submission deadline calendar at the November meeting. This will provide applicants more time to prepare their submissions.

**2019  
CONWAY PLANNING COMMISSION  
SCHEDULED MEETING DATES**

| <u>MONTH</u> | <u>MEETING DATE</u>                       | <u>SUBMISSION DEADLINE</u>              |
|--------------|---|---|
| January      | <i>Wednesday, January 23<sup>1</sup></i>  | Friday, January 4                       |
| February     | <i>Wednesday, February 20<sup>2</sup></i> | Friday, February 1                      |
| March        | Monday, March 18                          | Friday, March 1                         |
| April        | Monday, April 15                          | Friday, March 29                        |
| May          | Monday, May 20                            | <i>Thursday, May 2<sup>3</sup></i>      |
| June         | Monday, June 17                           | Friday, May 31                          |
| July         | Monday, July 15                           | Friday, June 28                         |
| August       | Monday, August 19                         | Friday, August 2                        |
| September    | Monday, September 16                      | Friday, August 30                       |
| October      | Monday, October 21                        | Friday, October 4                       |
| November     | Monday, November 18                       | Friday, November 1                      |
| December     | Monday, December 16                       | <i>Tuesday, November 26<sup>4</sup></i> |

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Conway Planning Commission meetings begin at 7:00 pm in the Russell L. "Jack" Roberts District Court Building located at 810 Parkway Avenue, Conway, Arkansas. The agenda with supporting information for each meeting is available at <http://www.cityofconway.org/pages/planning-minutes-reports/>

<sup>1</sup> Meeting moved due to Martin Luther King, Jr. Day observance

<sup>2</sup> Meeting moved due to Presidents' Day Observance

<sup>3</sup> Deadline moved as City Hall will be closed Friday, May 3

<sup>4</sup> Deadline moved due to Thanksgiving holiday