CONWAY PLANNING COMMISION Planning and Development Staff Report

Planning and Develop Tuesday, January 20 • 7:00pm District Court Building • 810 Parkway Ave • Conway, Arkansas



CONWAY, ARKANSAS PLANNING COMMISSION MEETING AGENDA

7:00 pm • Tuesday • January 20, 2015* District Court Building • 810 Parkway

SUBDIVISION COMMITTEE WILL NOT MEET

Call to Order

Introduction & Chairperson Remarks

Minutes: December 15, 2014

SUBDIVISION COMMITTEE WILL NOT MEET

- 1. Subdivision and Replat
 - **Castleberry Meadows Subdivision** Α.
 - B. Winterbrook Subdivision
- 2. Zoning and Conditional Use Permits (Requires Public Hearing) None
- 3. Discussion
 - Officer and Committee Assignments Recap Α.
 - Β. Items as decided by the Planning Commission

Adjourn

Planning Staff Development Review/

Minor Subdivision Reports to the Planning Commission

The following items 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 Ordinance:

Α. **Development Reviews**

- Arbor Point Apartments, Phase II
- В. Lot Splits, Lot Mergers, and Minor Subdivisions (filed for record)
 - · Dogwood Estates, Lot 30 Replat
 - Churchill Place Ph 1, Lot 9 Replat
 - Round Mountain Subdivision, Lot 38 Replat
 - Colten's Subdivision



*Due to the Martin Luther King, Jr. Day holiday, the Planning Commission January

meeting will be held on

Tuesday, January 20th

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 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. A public notice will also be placed on the City's website: www.cityofconway.org.

CASTLEBERRY MEADOWS SUBDIVISION

APPLICANT

Robert French Central Arkansas Professional Surveying 1000 Front Street Conway, AR 72032

OWNER

Trinity Development & Four Winds, Inc. 1307 Main Street Conway, AR 72034

STAFF REVIEW BY

Christy Sutherland, Planner 1201 Oak Street Conway, AR 72032

SITE DATA

Location: Property located north of Prince Street and west of Chapel Creek Phase 1.

Site Area: 15.00 acres +/-

Existing Structures: None

Current Zoning: County. The property is currently outside of, but abutting, city limits. The applicant will seek annexation in the near future. A zoning of R-1 will be requested at this time. The plat may not be filed until the land is annexed and zoned appropriately.

Overlay District: None

STAFF COMMENTS

This plat creates 40 single family residential lots.

STAFF RECOMMENDATIONS

Planning Staff recommends approval of this subdivision subject to the amended punch list. Items 11, 17 and 21 require Planning Commission approval.

CONWAY CITY PLANNING DEPARTMENT REVIEW CASTLEBERRY MEADOWS SUBDIVISION PRELIMINARY PLAT SUBMITTED BY CENTRAL ARKANSAS PROFESSIONAL SURVEYING JANUARY, 2015

This review lists the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval.

BASIC INFORMATION NEEDED ON THE PLAT

1. Street names that are not similar to existing street names are needed for all proposed streets. Bird Song Drive already exists inside city limits. Song Bird Drive will need to be changed to Gray Fox Drive. All other street names are approved.



- 2. The present zoning classification of the land to be subdivided and of the adjoining land contiguous to the boundary of the proposed subdivision is needed.
- 3. The layout of all proposed sidewalk systems are needed, along with relevant dimensions and bearings. The dimensions and bearings are needed for the sidewalk along Prince Street.

ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT

- 4. Existing utility and drainage easements adjacent to the tract must be shown and identified.
- 5. The Certificate of Preliminary Engineering Accuracy is needed on each set of street and drainage plans.
- 6. 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

7. 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 he 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.

- 8. 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."
- 9. 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. Minimum floor elevations as shown in the street & drainage plans must be shown on the plat.
- 10. An easement shall be placed around the high water limits of the detention area.

ACCESS DESIGN REQUIREMENTS

11. The maximum number of single family and two family residential units served by a single access shall be thirty (30). For more than thirty (30) living units, there shall be no fewer than two (2) separate and approved fire apparatus access roads. These two access roads shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses. Fire Marshall, Kenny Wiedower, has no problems with the proposed access into the subdivision off Prince Street. A request for variance has been received to allow the two access points to be less than half of the length of the maximum overall diagonal dimension of the property. The Planning Commission must approve this request or this condition must be corrected.

STREET DESIGN REQUIREMENTS

12. State Fire Code 503.0.5 states that dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus. Either a cul-de-sac or hammerhead turnaround must be provided at the west end of Hoot Owl Drive or lots 5 & 6 must be removed as buildable lots.

EASEMENT DESIGN REQUIREMENTS

13. Easements shall be provided for drainage 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. Drainage easements must be shown on the plat for drainage in the street & drainage plans.

- 14. Utility easements as required by Conway Corporation are needed.
- 15. Drainage easements as required by the City Engineer are needed.
- 16. Where possible, pedestrian trail and pathway systems shall link open space corridors through major utility, drainage and other easements and another easement for the pathways shall be established within that easement. A 25' pedestrian pathway must continue from the south side of Chapel Creek Subdivision to the north side of Prince Street on the east side of the power transition easement.
- 17. Due to the lack of pedestrian/vehicular connection between Castleberry Meadows Subdivision with Chapel Creek Subdivision to the north and east, the Planning Staff recommends a public crosswalk be provided between lots 20 & 21 or 21 & 22 to the required pedestrian pathway easement on the east side of lots 20-27. <u>The Planning</u> <u>Commission requires (does not require) the sidewalk</u> <u>easement between lots 20 & 21 or 21 & 22 to the</u> <u>required pedestrian pathway easement on the east side</u> <u>of lots 20-27.</u>

BLOCK DESIGN REQUIREMENTS

 Blocks over 1000 feet in length may require a public crosswalk within a dedicated easement of not less than 15 feet in width including a paved crosswalk not less than five feet in width to provide pedestrian circulation.

LOT DESIGN REQUIREMENTS

- 19. The subdivision must be annexed into the City of Conway and zoned R-1 before the filing of this plat.
- 20. In no case shall a lot be permitted where the lot is fronted by a stub-out or street termination. In such cases, dead-end fire apparatus turnarounds shall be provided. A turnaround must be provided at the west end of Hoot Owl Drive.
- 21. No lot shall be more than four times as deep as it is wide. A variance has been received to allow lots 20-27 to be more than four times as deep as they are wide due to the 180' power transmission easement. <u>The Planning Commission</u> <u>must approve this request or this condition must be</u> <u>corrected.</u>
- 22. Every lot must slope to a street or to a drainage easement.

UTILITY DESIGN REQUIREMENTS

23. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is no more than 600 feet from the hydrant located on the same street.

SIDEWALK DESIGN REQUIREMENTS

- 24. The sidewalk location must be adjusted for Prince Street as located on the plat and in the Sidewalk Construction Requirements. The location of the sidewalk must be shown from the existing sidewalk along the south side of Chapel Creek Subdivision and then adjusted as required by the City Engineer and Planning Director.
- 25. Sidewalks along streets on unbuildable, green space, and other permanently vacant lots will be the responsibility of the developer. The developer will be responsible for the sidewalk along Prince Street for Lot 1 as a condition of filing this plat.



FEE REQUIREMENTS

26. All engineering fees have been paid with the preliminary fees.

EXPIRATION OF PLAT

27. 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 Castleberry Meadows Subdivision will expire on January 20, 2016.

AUTHORIZATION TO PROCEED

28. 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.

Submitted Variance Request Letter 1

Christy Sutherland

From: Sent: To: Subject:

Bobby <surveying@conwaycorp.net> Wednesday, December 31, 2014 2:24 PM **Christy Sutherland** variance

CAPS would like to request a variance to have lots that are more than 3X the width deep, for Castleberry Meadows

1021 Front Street Conway, AR 72032

501.513.4800 501.513.0900-fax

Robert French PLS #1363 Central Arkansas Professional Surveying 501.513.4800- Office 501.472.2862- Mobile 501.513.0900- Fax

Submitted Variance Request Letter 2

Central Arkansas Professional Surveying, LLC

January 9, 2015

City of Conway Planning Dept 1201 Oak St. Conway, AR 72032 **Re: Castleberry Meadows**

To Whom It May Concern:

Please accept our variance request to allow two entrances to be 330.6 feet apart for Castleberry Meadows Subdivision.

If you have any questions, please call me at 501-472-2862.

Sincerely,

WINTERBROOK SUBDIVISION

APPLICANT

Robert French Central Arkansas Professional Surveying 1000 Front Street Conway, AR 72032

OWNER

Hal Crafton 3700 W. Tyler Conway, AR 72032

STAFF REVIEW BY

Christy Sutherland, Planner 1201 Oak Street Conway, AR 72032

SITE DATA Location: 3350 Tyler Street

Site Area: 14.74 acres +/-

Existing Structures: Several barns

Current Zoning: A-1. The property must be rezoned to R-1 prior to the filing of the subdivision plat. This request for R-1 zoning will likely go before the Planning Commission in February.

Overlay District: None

STAFF COMMENTS

This property is a large agricultural tract that is being converted to a single family residential subdivision. Daffodil, a stub-out street from Summerbrook subdivision, has been planned since the filing of Summerbrook in October, 2000. The extension of Daffodil will add to the area's connectivity.

STAFF RECOMMENDATIONS

Planning Staff recommends approval of this subdivision subject to the amended punch list. Items 4 and 6 require Planning Commission approval.

CONWAY CITY PLANNING DEPARTMENT REVIEW WINTERBROOK SUBDIVISION PRELIMINARY PLAT SUBMITTED BY CENTRAL ARKANSAS PROFESSIONAL SURVEYING JANUARY, 2015

This review lists the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval.



BASIC INFORMATION NEEDED ON THE PLAT

- 1. 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. The southern proposed CAGIS monument must be moved to be not so far into the Tyler Street right-of-way to accommodate for Tyler Street widening.

ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT

3. 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.

STREET DESIGN REQUIREMENTS

4. The designers of residential streets are encouraged to lay them out to slow the use by through traffic. The Planning Commission may require that traffic calming techniques be employed. The Planning Staff and City Engineer recommends traffic calming be required along Briley Drive and Winterbrook Drive. <u>The Planning Commission requires (does not require)</u> <u>traffic calming on these streets.</u>

- 5. All methods to slow traffic must meet all relevant city regulations and must be approved by the City Engineer and the Planning Director. Multiple uses of traffic slowing methods are encouraged in an area.
- 6. Local street centerline offsets shall be no less than 125 feet. A request for variance has been received to allow the offset for Winterbrook Drive and the existing Chimney Rock Drive to be 59.7 feet instead of the required 125 feet. The City Engineer and the Planning Staff have no problems with the variance since the left turn from the residential streets will not conflict and Chimney Rock Drive is such a small cul-de-sac. <u>The Planning Commission must approve this</u> request or this condition must be corrected.

EASEMENT DESIGN REQUIREMENTS

- 7. 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. Easements must be provided where drainage is shown on the street & drainage plans.
- 8. Utility easements as required by Conway Corporation are needed.
- 9. Drainage easements as required by the City Engineer are needed.

LOT DESIGN REQUIREMENTS

- 10. Minimum lot width must conform with the requirements of the Zoning Ordinance. The zoning must be changed to comply with the lot width.
- 11. Minimum lot area must conform with the requirements of the Zoning Ordinance. The zoning must be changed to comply with the lot size.
- 12. The minimum building setback (building line) shall be no less than 25 feet from the right-of-way of the front street, or as required by the Zoning Ordinance. The building setback must meet the requirements of the zoning at time of filing.
- 13. Every lot must slope to a street or to a drainage easement.

UTILITY DESIGN REQUIREMENTS

14. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is no more than 600 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.

EXPIRATION OF PLAT

15. 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. Winterbrook Subdivision will expire on January 20, 2016.

AUTHORIZATION TO PROCEED

16. 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.



Submitted Variance Request Letter

Christy Sutherland

From: Sent: To: Subject: Bobby <surveying@conwaycorp.net> Monday, January 05, 2015 8:31 AM Christy Sutherland FW: Variance

CAPS would like to request a variance to allow Winterbrook drive to be 59.7' +- from Chimeney Rock Drive, on Winter Brook subdivision

Robert French PLS #1363 Central Arkansas Professional Surveying 501.513.4800- Office 501.472.2862- Mobile 501.513.0900- Fax

OFFICERS

Lee Washington, Chairman Mark Lewis, Vice Chairman Anne Tucker, Secretary

ANNEXATION COMMITTEE

Anne Tucker, Chair Marilyn Armstrong Justin Brown Mark Lewis Lee Washington

SUBDIVISION COMMITTEE

Stan Hobbs, Chair Matthew Brown Bryan Quinn Jerry Rye Wendy Shirar

CONDITIONAL USE COMMITTEE

Mark Lewis, Chair Justin Brown Stan Hobbs Anne Tucker Lee Washington

ZONING COMMITTEE

Marilyn Armstrong, Chair Matthew Brown Bryan Quinn Jerry Rye Wendy Shirar





application of setbacks. This is the area where a primary building may be constructed.



Actual Built Environment (Simplified) The built environment actually looks a bit different than the lines on a plat:

Street Pavement - Actual street pavement is within the right of way. Street pavement is typically not as wide as the actual right of way. This allows utilities, drainage, sidewalks, etc to be placed along side the street. In a typical modern neighborhood there is 11.5 feet of green space between the back of curb and the property line. This area is actually public right of way

Setbacks - Setbacks are minimal dimensions. Structures may be placed at the setback line or further from the street, just not any less than the prescribed setback.

Not Shown - For the sake of simplification, fences, sidewalks, utility easements, fire hydrants, drainage drop inlets, etc were not shown. However, these elements are also present in the built environment.

