

Mayor Bart Castleberry
Clerk/Treasurer Denise Hurd
City Attorney Charles Finkenbinder



City Council Members
Ward 1 Position 1 – Andy Hawkins
Ward 1 Position 2 – David Grimes
Ward 2 Position 1 – Drew Spurgers
Ward 2 Position 2 – Shelley Mehl
Ward 3 Position 1 – Mark Ledbetter
Ward 3 Position 2 – Spencer Hawks
Ward 4 Position 1 – Theodore Jones Jr.
Ward 4 Position 2 – Shelia Isby

Tuesday, November 11th, 2025 City Council Agenda

Conway Municipal Building, City Council Chambers

<u>5:30 pm Committee:</u>	Entertainment District_The Village at Hendrix
<u>6:00 pm:</u>	City Council Meeting
<u>Call to Order:</u>	Bart Castleberry, Mayor
<u>Roll Call:</u>	Denise Hurd, Clerk/Treasurer
<u>Minutes Approval:</u>	October 28 th , 2025

A. Economic Development Committee (Conway Area Chamber of Commerce, Conway Development Corporation, Conway Downtown Partnership, & Conway Corporation)

1. Consideration to approve waiving all three readings for the ordinances on the November 11th, 2025, City Council agenda.
2. Ordinance to approve and extend the franchise of Conway Corporation to operate an electrical Plant for the City of Conway.
3. Ordinance to approve and extend the lease of the Conway Corporation to operate the electrical Plant for the City of Conway.
4. Ordinance to approve and extend the franchise of Conway Corporation to operate and maintain the Telecommunication Plant for the City of Conway.
5. Ordinance to approve and extend the lease of Conway Corporation to operate the Telecommunication Plant for the City of Conway.

B. Community Development Committee (Airport, Community Development, Code Enforcement, Permits, Inspections, & Transportation, Planning & Development)

1. Ordinance to approve the establishment of an Entertainment District in The Village at Hendrix.
2. Ordinance to approve the private club permit location of 1050 Ellis Avenue for Roost & Tap, LLC, dba: Roost & Tap Kitchen.
3. Resolution to approve the lowest bid and enter into an agreement for the McNutt Rd. sidewalk addition for the Transportation Department.
4. Resolution to approve applying for funding for the Arkansas Historic and Preservation for the Planning & Development Department.
5. Ordinance to amend the zoning code for Accessory Dwelling Units (ADU) for compliance with ACT 313 of 202 for the Planning & Development Department.

6. Ordinance O-25-87 amending the Conway Zoning Code (ARTICLE III) for the purposes of building and lot coverage for the Planning & Development Department – **SECOND READING ONLY**
7. Ordinance O-25-88 amending the Conway Zoning Code for the purposes of eliminating conflicts between Article IV and Article X; providing flexibility in parking requirements, simplification of language for the Planning & Development Department. – **SECOND READING ONLY**
8. Ordinance O-25-89 amending the Conway Zoning Code (ARTICLE X), clarifying site development review scope, process, and fee schedule for the Planning and Development Department. – **SECOND READING ONLY**
9. Ordinance O-25-90 amending the Conway Zoning Code (XIII) as amended for the purpose of defining or redefining terms for the Planning & Development Department – **SECOND READING ONLY**

C. Public Service Committee (Physical Plant, Parks & Recreation, & Sanitation)

1. Resolution to accept grant funds from the United States Tennis Association for the Parks and Recreation Department.

D. Public Safety Committee (Police, Fire, District Court, IT, CEOC, City Attorney)

1. Ordinance appropriating reimbursement funds for the Conway Police Department.
2. Ordinance appropriating funds for Operation Shop Secure for the Conway Police Department.
3. Ordinance appropriating funds for fuel for the Conway Police Department.

E. New Business:

1. Ordinance to appropriate funding for the Employee Appreciation Bonus.
2. Ordinance to add longevity pay to the pay scales for City employees.
3. Ordinance to appropriate funding for the Conway Emergency Shelter.

Adjournment

City of Conway, Arkansas
Office of the Mayor
Mayor Bart Castleberry
1111 Main Street
Conway, AR 72032
www.conwayarkansas.gov

MEMO

To: Mayor Castleberry
CC: City Council Members

From: Felicia T. Rogers
Date: November 7th, 2025
Re: November 11th, 2025 City Council Agenda

- I. The following ordinances are included on the November 11th, 2025, City Council Agenda for consideration of waiving the three readings of each ordinance listed below:
- a. A-2 Ordinance to approve and extend the franchise of Conway Corporation to operate an electrical Plant for the City of Conway.
 - b. A-3 Ordinance to approve and extend the lease of the Conway Corporation to operate the electrical Plant for the City of Conway.
 - c. A-4 Ordinance to approve and extend the franchise of Conway Corporation to operate and maintain the Telecommunication Plant for the City of Conway.
 - d. A-5 Ordinance to approve and extend the lease of Conway Corporation to operate the Telecommunication Plant for the City of Conway.
 - e. B-1 Ordinance to approve the establishment of an Entertainment District in The Village at Hendrix.
 - f. B-2 Ordinance to approve the private club permit location of 1050 Ellis Avenue for Roost & Tap, LLC, dba: Roost & Tap Kitchen.
 - g. B- 5 Ordinance to amend the zoning code for Accessory Dwelling Units (ADU) for compliance with ACT 313 of 202 for the Planning & Development Department.
 - h. D-1 Ordinance appropriating reimbursement funds for the Conway Police Department.
 - i. D-2 Ordinance appropriating funds for Operation Shop Secure for the Conway Police Department.
 - j. D-3 Ordinance appropriating funds for fuel for the Conway Police Department.
 - k. E-1 Ordinance to appropriate funding for the Employee Appreciation Bonus.

- I. E-2 Ordinance to add longevity pay to the pay scales for City employees.
- m. E-3 Ordinance to appropriate funding for the Conway Emergency Shelter.
- II. Consideration to approve the reading title only for the following items:

Second Reading by title only:

- a. Ordinance amending the Conway Zoning Code (ARTICLE III) for the purposes of building and lot coverage for the Planning & Development Department – ***Second READING ONLY***
- b. Ordinance amending the Conway Zoning Code for the purposes of eliminating conflicts between Article IV and Article X; providing flexibility in parking requirements, simplification of language for the Planning & Development Department. – ***SECOND READING ONLY***
- c. Ordinance amending the Conway Zoning Code (ARTICLE X), clarifying site development review scope, process, and fee schedule for the Planning and Development Department. – ***SECOND READING ONLY***
- d. Ordinance amending the Conway Zoning Code (XIII) as amended for the purpose of defining or redefining terms for the Planning & Development Department – ***SECOND READING ONLY***

Please advise if you have any questions.



City of Conway, Arkansas
Ordinance No. O-25-_____

**AN ORDINANCE AMENDING ORDINANCE NO. O-05-163 AND ORDINANCE NO. O-22-22 AND
EXTENDING THE FRANCHISE OF THE CONWAY CORPORATION TO OPERATE AND MAINTAIN THE
ELECTRIC PLANT AND FACILITIES OF THE CITY OF CONWAY, ARKANSAS.**

Whereas, the City of Conway, Arkansas (the "City"), a city of the first class, presently owns an Electric Plant (as defined in Ordinance No. O-05-163) serving the residents of the City, which Electric Plant is presently operated and maintained by the Conway Corporation, a nonprofit corporation organized and existing under the laws of the State of Arkansas (the "Corporation"), pursuant to an exclusive franchise (the "Franchise") to operate and maintain the Electric Plant granted to the Corporation by the City pursuant to Ordinance No. O-05-163 adopted on December 13, 2005; and

Whereas, the term of the Franchise was previously extended to December 31, 2050, by Ordinance No. O-22-22 adopted on February 28, 2022; and

Whereas, the City desires to further extend the term of the Franchise previously granted to the Corporation.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Conway, Arkansas that:

Section 1. The Franchise granted to the Corporation by Ordinance No. O-05-163, as previously amended by Ordinance No. O-22-22, is hereby extended to December 31, 2060, and Section 2 of Ordinance No. O-05-163 is hereby deemed amended to such effect. All other provisions of Ordinance No. O-05-163 shall remain in full force and effect.

Section 2. The extension of the Franchise granted by this Ordinance shall be accepted in writing by the Corporation within thirty (30) days from the date of adoption of this Ordinance, whereupon the Franchise shall be deemed to be extended as provided in Section 1.

Section 3. The provisions of this Ordinance are hereby declared to be severable, and if any section, phrase or provision shall for any reason be declared to be illegal or invalid, such declaration shall not affect the validity of the remainder of the sections, phrases, or provisions of this Ordinance.

Section 4. All ordinances, resolutions, and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

ADOPTED AND APPROVED THIS 11th day of November, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

(S E A L)



City of Conway, Arkansas
Ordinance No. O-25-_____

**AN ORDINANCE AMENDING ORDINANCE NO. O-05-162 AND ORDINANCE NO. O-22-21 AND
EXTENDING THE LEASE OF THE CITY'S ELECTRIC PLANT AND FACILITIES TO CONWAY
CORPORATION.**

Whereas, the City of Conway, Arkansas (the "City"), a city of the first class, presently owns an Electric Plant (as defined in Ordinance No. O-05-162) serving the residents of the City, which Electric Plant is presently leased to and operated and maintained by the Conway Corporation, a nonprofit corporation organized and existing under the laws of the State of Arkansas (the "Corporation"), pursuant to a lease (the "Lease") between the City and the Corporation embodied in and approved by Ordinance No. O-05-162 adopted on December 13, 2005; and

Whereas, the term of the Lease was previously extended to December 31, 2050, by Ordinance No. O-22-21 adopted on February 28, 2022; and

Whereas, the City desires to further extend the term of the Lease of the Electric Plant to the Corporation.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Conway, Arkansas that:

Section 1. The term of the Lease of the Electric Plant to the Corporation set forth in Ordinance No. O-05-162, as previously amended by Ordinance No. O-22-21 is hereby extended to December 31, 2060, and Section 1 of Ordinance No. O-05-162 is hereby deemed amended to such effect. All other provisions of Ordinance No. O-05-162 shall remain in full force and effect.

Section 2. The extension of the term of the Lease granted by this Ordinance shall be accepted in writing by the Corporation within thirty (30) days from the date of adoption of this Ordinance, whereupon the Lease term shall be deemed to be extended as provided in Section 1.

Section 3. The provisions of this Ordinance are hereby declared to be severable, and if any section, phrase or provision shall for any reason be declared to be illegal or invalid, such declaration shall not affect the validity of the remainder of the sections, phrases, or provisions of this Ordinance.

Section 4. All ordinances, resolutions, and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

ADOPTED AND APPROVED THIS 11th day of November, 2025

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

(S E A L)



City of Conway, Arkansas
Ordinance No. O-25-__

**AN ORDINANCE AMENDING ORDINANCE NO. O-08-111 AND ORDINANCE NO. O-22-56
 AND EXTENDING THE FRANCHISE OF THE CONWAY CORPORATION TO OPERATE AND
 MAINTAIN A TELECOMMUNICATIONS PLANT AND FACILITIES OF THE CITY OF CONWAY,
 ARKANSAS.**

WHEREAS, the City of Conway, Arkansas (the "City"), a city of the first class, presently owns a Telecommunications Plant (as defined in Ordinance No. O-08-111) serving the residents of the City, which Telecommunications Plant is presently operated and maintained by the Conway Corporation, a nonprofit corporation organized and existing under the laws of the State of Arkansas (the "Corporation"), pursuant to an exclusive franchise (the "Franchise") to operate and maintain the Telecommunications Plant granted to the Corporation by the City pursuant to Ordinance No. O-08-111 adopted on September 23, 2008; and

WHEREAS, the term of the Franchise was previously extended to December 31, 2050, by Ordinance No. O-22-56 adopted on June 28, 2022; and

WHEREAS, the City desires to further extend the term of the Franchise previously granted to the Corporation;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Conway, Arkansas that:

Section 1. The Franchise granted to the Corporation by Ordinance No. O-08-111, as previously amended by Ordinance No. O-22-56, is hereby extended to December 31, 2060, and Section 2 of Ordinance No. O-08-111 is hereby deemed amended to such effect. All other provisions of Ordinance No. O-08-111 shall remain in full force and effect.

Section 2. The extension of the Franchise granted by this Ordinance shall be accepted in writing by the Corporation within thirty (30) days from the date of adoption of this Ordinance, whereupon the Franchise shall be deemed to be extended as provided in Section 1.

Section 3. The provisions of this Ordinance are hereby declared to be severable, and if any section, phrase or provision shall for any reason be declared to be illegal or invalid, such declaration shall not affect the validity of the remainder of the sections, phrases or provisions of this Ordinance.

Section 4. All ordinances, resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

ADOPTED AND APPROVED THIS 11th day of November, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer
 (S E A L)



City of Conway, Arkansas
Ordinance No. O-25-_____

**AN ORDINANCE AMENDING ORDINANCE NO. O-08-112 AND ORDINANCE NO. O-22-57 AND
 EXTENDING THE LEASE OF THE CITY'S TELECOMMUNICATIONS PLANT AND FACILITIES TO
 CONWAY CORPORATION.**

WHEREAS, the City of Conway, Arkansas (the "City"), a city of the first class, presently owns a Telecommunications Plant (as defined in Ordinance No. O-08-112) serving the residents of the City, which Telecommunications Plant is presently leased to and operated and maintained by the Conway Corporation, a nonprofit corporation organized and existing under the laws of the State of Arkansas (the "Corporation"), pursuant to a lease (the "Lease") between the City and the Corporation embodied in and approved by Ordinance No. O-08-112 adopted on September 23, 2008; and

WHEREAS, the term of the Lease was previously extended to December 31, 2050 by Ordinance No. O-22-57 adopted on June 28, 2022; and

WHEREAS, the City desires to further extend the term of the Lease of the Telecommunications Plant to the Corporation;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Conway, Arkansas that:

Section 1. The term of the Lease of the Telecommunications Plant to the Corporation set forth in Ordinance No. O-08-112, as previously amended by Ordinance No. O-22-57, is hereby extended to December 31, 2060, and Section 1 of Ordinance No. O-08-112 is hereby deemed amended to such effect. All other provisions of Ordinance No. O-08-112, as previously amended by Ordinance No. O-22-57, shall remain in full force and effect.

Section 2. The extension of the term of the Lease granted by this Ordinance shall be accepted in writing by the Corporation within thirty (30) days from the date of adoption of this Ordinance, whereupon the Lease term shall be deemed to be extended as provided in Section 1.

Section 3. The provisions of this Ordinance are hereby declared to be severable, and if any section, phrase or provision shall for any reason be declared to be illegal or invalid, such declaration shall not affect the validity of the remainder of the sections, phrases or provisions of this Ordinance.

Section 4. All ordinances, resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

ADOPTED AND APPROVED THIS 11th DAY OF NOVEMBER, 2025

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

(S E A L)



City of Conway, Arkansas
Ordinance No. O-25-___

AN ORDINANCE ESTABLISHING AN ENTERTAINMENT DISTRICT IN THE VILLAGE AT HENDRIX, ARKANSAS; ESTABLISHING THE GEOGRAPHIC BOUNDARIES OF SAID DISTRICT THROUGH DESCRIPTION AND MAPPING; AND ESTABLISHING RULES AND REGULATIONS OF SAID DISTRICT TO INCLUDE PENALTIES; AND FOR OTHER PURPOSES:

Whereas, the State of Arkansas passed Act 812 of 2019, hereinafter referred to as Act 812, to promote hospitality and tourism, to establish areas of a City or town that highlight restaurants, entertainment, and hospitality options; to establish temporary or permanent designated entertainment districts; and for other purposes; and

Whereas, the State of Arkansas passed into law Act 874 of 2021, hereinafter referred to as "Act 874," which amended the definition concerning the creation of a designated entertainment district to read "contains any number and any combination of restaurants, taprooms, taverns, entertainment establishments, hospitality establishments, music venues, theaters, bars, private clubs, art galleries, art studios, tourist destinations, distilleries, dance clubs, cinemas, or concert halls; and

Whereas, the City of Conway has previously established the City of Conway Advertising & Promotion Commission and currently collects a gross receipts tax on hotel and motel accommodations; and

Whereas, there currently exists within the proposed entertainment district, multiple local businesses with active on-premise alcoholic consumption permits to sell alcoholic beverages; and

Whereas, "Act 812" together with "Act 874" allows the Council to establish an entertainment district within the corporate limits of the City of Conway, Arkansas; and

Whereas, the City Council has determined that the creation of an entertainment district in The Village at Hendrix will help ensure long-term economic and social sustainability by promoting an atmosphere that highlights restaurant, entertainment, and hospitality options; and

Whereas, the City Council finds that it is in the best interests of the City of Conway and its residents to create an entertainment district, subject to the regulations set forth in this ordinance.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1. Title. The Ordinance shall be known and titled as the "The Village at Hendrix Entertainment District Ordinance".

Section 2. Definitions. For the purpose of interpreting this Ordinance, certain words or terms are herein defined.

- 1) *Alcoholic beverages* mean beer, controlled beverages, hard cider, wine, light wine, malt liquor, native beverage, or spirituous or vinous beverages as defined by the Alcoholic Beverage Control Division Rules.
- 2) *Alcoholic Beverage Control Division* means a government section within the Arkansas Department of Finance and Administration with the powers and duties of regulation, supervision, and control of the manufacture, distribution, and sale of all alcoholic beverages and the issuance of permits, and the regulation thereof, in pursuit of those duties and powers, within the State of Arkansas.
- 3) *Authorized agent* means a person who is employed by the City of Conway, whom the Mayor of the City of Conway appoints the authority to issue Temporary Entertainment District Permits.
- 4) *Area Boundary* or *Permanent Boundary* means the border of the approved overall entertainment district, which limits the area of public consumption of alcoholic beverages throughout the district.
- 5) *Area Boundary Markers* mean any The Village at Hendrix Entertainment District permanent paint, sign, wayfinding symbol, or other visual device indicating the physical area boundary.
- 6) *City* means within this ordinance the City of Conway, Arkansas, and may also be referred to as City, City of Conway, or City of Conway, AR.
- 7) *Closed establishment* means any establishment within the The Village at Hendrix Entertainment District that prohibits entry with alcoholic beverages, and shall include, but is not limited to, all student residences, including building lobbies.
- 8) *Conditions of Approval* means any requirements placed on a temporary permit by an authorized agent of the City of Conway intended to protect the safety and welfare of the citizens, property, or other reason that a permit holder shall adhere to in order for said temporary Permit to be issued and remain valid.
- 9) *Customer* means patron, guest or member of a permittee authorized by the Alcoholic Beverage Control Division by Permit to serve for retail sale to the public alcoholic beverages for on premise consumption.
- 10) *District* or *Entertainment District* shall mean the The Village at Hendrix Entertainment District as identified in Exhibit A and Exhibit B.
- 11) *District Container & Wrist Band* shall mean the standard, City-issued clear disposable cup from the City that is used for off-premises consumption of an alcoholic beverage within the boundaries of the entertainment district, and the official The Village at Hendrix Entertainment District wristband.
- 12) *Entertainment district* means a physical area within the City of Conway, Arkansas, designated by ordinance to allow for permitting of temporary consumption of alcoholic beverages within the designated district parameters subject to City regulations as allowed by Act 812 of 2019, Act 874 of 2021, A.C.A 553-2-206(f), 5-71-212(e), and 14-54-1412.

- 13) *Motor vehicle* means a self-propelled device or automobile in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon stationary rails or tracks.
- 14) *Permanent Boundary* (see *Area Boundary*).
- 15) *Permit Holder*. Any person, business, establishment, vendor, or other entity issued and responsible for a Temporary Entertainment District Permit.
- 16) *Permittee* or *permitted premises* means a business establishment which holds or has been issued a permit from the Alcoholic Beverage Control Division that allows the establishment to sell alcoholic beverages to the public and holds a City of Conway Supplemental Beverage Permit.
- 17) *Person* means an individual, firm, partnership, domestic or foreign corporation, company, association or joint stock association, trust, limited liability company or other legal entity, and includes a trustee, receiver, assignee, or similar representative thereof, but does not include a governmental body.
- 18) *Public consumption* means carrying open containers or consuming alcoholic beverages in areas other than within the inside of a structure permitted by the Alcoholic Beverage Control Division to legally sell alcohol to customers.
- 19) *Sub-Area Boundary* means an area within the approved entertainment district, which may limit the area of public consumption of alcoholic beverages throughout the district on a case-by-case basis to a more controlled area within the overall district.
- 20) *Sub-Area Boundary Markers* mean any The Village at Hendrix Entertainment District temporary flag, sign, or other visual device indicating a sub-area boundary.
- 21) *Temporary Entertainment District Permit* means a type of Special Event Permit issued by an agent authorized by the Mayor of the City of Conway which allows a sub-area of the entertainment district with boundaries that shall be identified in the Permit's condition of approvals to allow the consumption of alcoholic beverages within the designated district parameters subject to City regulations as allowed by Act 812 of 2019, Act 874 of 2021, A.C.A 553-2-206(f), 5-71-212(e) and 14-54-1412 and shall include times in which such activities are permitted and an expiration date and time.

Section 4. District Regulations:

- A. ABC. Alcoholic beverages authorized for public consumption within the Village at Hendrix Entertainment District shall be limited to sales from establishments or vendors which are legally permitted by the Alcoholic Beverage Control Division and hold a City of Conway Supplemental Beverage Permit. All vendors must be up to date on all permits held with the City of Conway.
- B. *Legal Age Verification*. District containers and wristbands shall only be sold by permittees to customers of legal age to consume alcoholic beverages and older, regardless of the content of the container. It shall be a violation of this ordinance for anyone under the age of 21 to have in their possession a district container or wristband, regardless of the content of the container. The sale of a district container and wristband shall require a state issued photo identification for all customers. It shall be a violation of this ordinance for anyone without an authorized wristband to be in possession of a district container.

- C. *Hours of Operation.* The Village at Hendrix Entertainment District hours of operation shall be 11:00 am – 11:00 pm, Sunday-Saturday. All alcohol sales for consumption in the district will cease at or before 10:00 pm.
- D. *Area Boundary Markers.* The Permanent Boundaries, or Sub-area Boundaries, of the District shall be marked as defined herein.
- E. *Sub-area Boundary Markers.* The Sub-area Boundaries identified in temporary permits shall be marked as defined. Sub-area boundary markers shall be used to identify the geographic limits of the temporary sub-area as defined in a Temporary Entertainment District Permit condition of approval. Any person or persons causing the disturbance, removal, damage, tampering, covering, altering, moving, or any other action which causes a sub-area boundary marker to be ineffective in identifying the approved sub-area boundary shall be in violation of this ordinance.
- F. *Restrict Permanent Boundaries.* No customer shall be permitted to remove an open alcoholic beverage nor a district container from the Entertainment District.
- G. *Restrict Sub-Area Boundaries.* No customer shall be permitted to remove an open alcoholic beverage nor a district container from an area defined as a sub-area boundary within a Temporary Entertainment District Permit.
- H. *Permitting District Access.* Any permit holder within the district may allow a customer wearing a district wristband to exit the premises during the hours defined in the Permit with no more than one (1) District Container.
- I. *District Containers.* District Containers and wristbands that will be used within the Village at Hendrix Entertainment District for the commercial sale of drinks within the district shall only be available for purchase from permit holders and participating businesses, which are legally permitted to sell alcohol for immediate consumption by the Alcoholic Beverage Control Division and the City of Conway. Sale of alcohol in district containers outside of the times and locations approved within the Permit shall be considered a violation of this code.
- J. *District Container Identification.* District containers shall not be altered, concealed, or covered in any way which blocks the view of either the logo or contents within the container.
- K. *Counterfeit District Containers and wristbands.* Copying, replicating, falsifying, or forging a district container or wristband shall be considered a violation of this code.
- L. *Prohibit Unauthorized Containers.* Permit holders shall not allow alcoholic beverages to be removed from the premises in unapproved containers, including, but not limited to, cans, glasses, cups, or bottles. All permit holders shall serve alcoholic beverages for off-premises consumption in official district containers provided by the City. District containers shall be clear plastic cups, easily identifiable with The Village at Hendrix Entertainment District logo, may not exceed 16 fluid ounces in volume, and shall be the only container approved for district use.
- M. *Damaging Ingredients.* District containers shall not be used for any drink which contains fire or any other materials which may damage the physical integrity of the district container.

- N. *Non-District Drinks.* No alcoholic beverages purchased outside the district shall be allowed in district containers. Customers shall not place any drink within a district container. Only permit holders shall be authorized to fill district containers.
- O. *Drink Maximum.* No person shall be in possession of more than one (1) alcoholic beverage at any time while in the entertainment district unless within the interior of a permitted premises.
- P. *Refills.* Refilling district containers shall only be permitted by establishments or vendors which are legally permitted by the Alcoholic Beverage Control Division and the City and are within the boundary identified by the Permit. Leaving a sub-area boundary to refill at an establishment outside of an area identified within the active Permit shall be a violation of this ordinance.
- Q. *Proper Disposal.* All unfinished quantities of alcoholic beverages must be properly disposed of prior to the customer leaving the district or a defined sub-area.
- R. *Trash & Recycling.* Proper waste receptacles shall be placed at the permanent boundaries or sub-area boundaries prior to the event's time and date to open and shall remain in place until the event has concluded.
- S. *Motor Vehicles.* Nothing in this ordinance shall be construed to allow any person to possess open containers of alcoholic beverages or to consume alcoholic beverages in a motor vehicle, nor operate a motor vehicle while intoxicated. It shall be unlawful for any person to operate a motor vehicle while intoxicated or to consume alcoholic beverages or possess an open container of any alcoholic beverages while in the confines of a motor vehicle.
- T. *Restricted Traffic Areas.* Public consumption in public streets, roads, or alleyways shall be prohibited unless said street, road, or alleyway is 1) identified within the boundary of the Permit and 2) closed for the purpose of the event as identified within the Permit.
- U. *Banned Customers.* Customers banned for previous repeat violations shall not purchase district containers and wristbands. Permit holders shall not authorize the sale of a wristband to banned customers. All temporary permit holders shall be provided a list of customers banned from the purchase of district containers and wristbands.
- V. *Limitations of Permits.* A Temporary Entertainment District Permit shall not have the authority to authorize any activities outside of the defined boundaries herein. It shall be a violation of this ordinance for any customer to take a district container outside of the boundaries identified within the permit holder's Permit. Any conflict in an issued permit which shall violate any requirements of the Alcoholic Beverage Control Division requirements shall be considered void.
- W. *Participating Businesses.* Participation within the district is optional. Participating Businesses within the boundaries of the entertainment district, including those that do not serve alcoholic beverages, shall clearly indicate their participation in the entertainment district with an official "The Village at Hendrix Entertainment District Participant" sticker. No person in possession of an alcoholic beverage shall enter an establishment that does not indicate its participation in the entertainment district. By failing to display window signage indicating participation, a business within the boundaries of the entertainment district is acknowledging to all persons within the

entertainment district that it does not allow entertainment district beverages within its premises.

- X. *Non-Participating Businesses.* Any owner of a property, either public or private, shall have the authority to restrict the consumption of alcohol anywhere on property in which that entity legally owns or leases. This shall not include public properties defined within the Permit and otherwise not prohibited.
- Y. *State Permit Requirements.* If a permit holder's or permittee's state permit is revoked or suspended by the Alcoholic Beverage Control (ABC) Division, all remaining unused cups shall be returned to Hendrix College or the City of Conway for proper disposal and shall not be used. Venues or businesses shall not be eligible for a refund once cups are purchased.
- Z. *District Logo.* The official logo for the district (Exhibit C) shall be visible on district containers and district wristbands. The official logo may be altered or redesigned by the Mayor or their representative as needed to reduce costs or for other reasons as needed. It shall be a violation of this ordinance to carry cups or wear wrist bands within the district that utilize the district logo or an image in its likeness other than those authorized.

Section 5. Adoption of Permanent Boundary. The permanent boundaries of the district shall be as shown in Map Exhibit A, as attached herein.

Section 6. ABC Controls. Nothing in this ordinance shall diminish the requirements of the Alcohol Beverage Control Division concerning permits issued within the designated entertainment district.

Section 7. Conflicting Ordinance. All ordinances in conflict herewith are repealed to the extent of the conflict.

Section 8. Enforcement. The City of Conway Police Department shall have authority to enforce all district regulations and any applicable law or ordinance within the Village at Hendrix Entertainment District. The Mayor may authorize additional enforcement as needed for events on a case-by-case basis.

Section 9. Penalties.

- A. Violation of Section 4 of this Ordinance shall be an unclassified misdemeanor pursuant to the authority under A.C.A. § 14-55-501.
- B. Any person violating this ordinance shall, upon an adjudication of guilt or a plea of no contest, be fined according to the minimum schedule of fines. Each separate violation committed shall constitute a separate offense.

Section 10. Minimum Schedule of Fines.

Description	Fine	Other Penalties
Violation of any provision of this code by the <i>permit holder</i> or a <i>participating business</i> as defined herein	\$1,000 per violation (not to exceed \$5,000)	• First Offense: Unable to apply for a temporary permit nor purchase of district containers for twelve (12) months beyond the date of violation. Upon six (6) or more violations during first offense other penalties below may apply. • Second Offense or more than five (5) violations: Unable to apply for a temporary permit for five (5) years beyond the date of violation. • Any further penalties the business may be banned plus any additional penalties as so ordered by a court of competent jurisdiction.
Violation of any provision of this code by a <i>customer</i> as defined herein	\$100 per violation (not to exceed \$500)	• First Offense: No further action unless six (6) or more violations during the first offense. • Second Offense or more than five (5) violations: Banned from purchasing District Containers from permit holders for a period of five (5) years. • Any further penalties as so ordered by a court of competent jurisdiction.

Section 11. Compliance with ABC & DF&A. This ordinance does not diminish the requirements or authority of the Alcoholic Beverage Control Division of the Department of Finance and Administration concerning permits issued within the designated entertainment district, including special event permits.

Section 12. Notice to ABC & DF&A. Pursuant to A.C.A. §14-54-1412(b)(4), the City Clerk-Treasurer shall, within ten (10) days from the passage of this ordinance, provide notice of the creation of this Entertainment District to the Alcoholic Beverage Control Division of the Department of Finance and Administration.

PASSED this 11th day of November, 2025

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

Exhibit A. Map of the The Village at Hendrix Entertainment District

Exhibit B: Legal Description of the Hendrix The Village at Hendrix Entertainment District

Legal Description

Exhibit C: The Village at Hendrix Official District Logos for District Containers and Wrist Bands
(Subject to change in color, style, etc at discretion of the Mayor or their representative)





**City of Conway, Arkansas
Ordinance No. O-25-__**

AN ORDINANCE APPROVING THE PRIVATE CLUB PERMIT FOR Roost & Tap, LLC, dba: Roost & Tap Kitchen AND ALLOWING FOR THE APPLICATION OF THE REQUIRED PERMITS FROM THE ARKANSAS ALCOHOLIC BEVERAGE CONTROL DIVISION PER ARKANSAS CODE ANNOTATED §3-9-222 AS AMENDED

Whereas, Roost & Tap, LLC, dba: Roost & Tap Kitchen, has applied for a private club permit as required under Chapter 4.12.04 of the Conway City Code per Ordinance No. O-17-100 and A.C.A §3-9-222, and

Whereas, the application is limited and specific to **Roost & Tap, LLC, dba: Roost & Tap Kitchen, 1050 Ellis Avenue, Conway, Arkansas 72032**; and

Whereas, the applicant has provided all the information required in the permit application process and met all the standards set forth by the Conway City Council, and

Whereas, the City Council for the City of Conway hereby approves the application for a permit for the proposed location to operate a private club within the City limits of Conway,

Whereas, this approval does not authorize the operation of a private club within the City of Conway, but does function as an authorization to apply for a private club permit through the Arkansas Alcoholic Beverage Control Division per A.C.A §3-9-222.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS:

Section 1. That the application for private club permit is hereby approved for and specific to **Roost & Tap, LLC, dba: Roost & Tap Kitchen, 1050 Ellis Avenue, Conway, Arkansas 72032**.

Section 2. That no private club operations will begin unless and until a permit to operate a private club is issued by the Arkansas Alcoholic Beverage Division.

Section 3. That the approval and permit are subject to suspension or revocation by the City in the event (applicant) violates the Conway City Code or State law.

Passed this 11th day of November, 2025.

Approved:

Mayor Bart Castleberry

Attest:

**Denise Hurd
City Clerk/Treasurer**



**City of Conway, Arkansas
Resolution No. R-25- _____**

A RESOLUTION TO ALLOW THE CITY OF CONWAY TO ENTER INTO AN AGREEMENT FOR THE MCNUTT RD SIDEWALK ADDITION PROJECT FOR THE CONWAY DEPARTMENT OF TRANSPORTATION; AND OTHER PURPOSES

Whereas, the City of Conway has solicited bids for the improvement of approximately .23 miles of McNutt Road in Conway, AR; and

Whereas, the City of Conway received proposals from five (5) different firms; JCI Construction, Inc. for the amount of \$365,160.60, HardRock Construction, Inc. for the amount of \$386,460.50, H W Tucker for the amount of \$452,234.30, Burkhalter Technologies for the amount of \$474,219.00, and DKM Construction Co. for the amount of \$505,976.26; and

Whereas, the City of Conway requests the Council approve the lowest bid from JCI Construction, Inc. and allows the City to enter into contract for the amount stated above.

Whereas, funding for this project will come from the Pay as You Go budget.

NOW, THEREFORE, BE IT RESOLVED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section I: The City of Conway accepts the lowest bid and enters into an agreement with JCI Construction, Inc. for the improvement of approximately .23 miles of McNutt Road in Conway, AR in the amount of \$365,160.60.

Section II: All resolutions in conflict herewith are repealed to that extent of the conflict.

PASSED this 11th day of November 2025.

Approved:

Mayor Bart Castleberry

Attest:

**Denise Hurd
City Clerk/Treasurer**



**City of Conway, Arkansas
Resolution No. R-25-_____**

**A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF CONWAY TO UTILIZE CERTIFIED LOCAL
GOVERNMENT FUNDS FOR STAFF TRAINING AND EDUCATIONAL OUTREACH**

Whereas, The Arkansas Historic Preservation Program and National Park Service partner with local governments to help preserve historic resources at the local level; and

Whereas, the City of Conway is eligible for pass-through grants from the Historic Preservation Fund for various projects focusing on historic preservation; and

Whereas, the City of Conway proposes submitting an application for staff training and development of educational materials for historic property owners; and

Whereas, the total estimated grant application amount will be \$7,693 with no matching funds required.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS
THAT:**

Section 1. The City of Conway does hereby express its support for the Certified Local Government grant program application and shall authorize the submittal for staff training and educational outreach.

Section 2. The City Council does hereby authorize the Mayor to execute all agreements and contracts regarding this project.

Section 3. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 11th day of November 2025.

Approved:

Mayor Bart Castleberry

Attest:

**Denise Hurd
City Clerk/Treasurer**



City of Conway, Arkansas
Ordinance No. O-25- _____

AN ORDINANCE AMENDING THE CONWAY ZONING CODE O-94-54, AS AMENDED, FOR THE PURPOSES OF REGULATING ACCESSORY DWELLING UNITS IN COMPLIANCE WITH ACT 313 OF 2025; AND FOR OTHER PURPOSES:

Whereas, in accordance with Arkansas Code Annotated § 14-56-416 has the City Council of the City of Conway has adopted a Zoning Code, and Arkansas Code Annotated § 14-56-423 provides for the amendment of such regulations; and

Whereas, Arkansas Code Title 14, Chapter 56, Subchapter 2 was amended to include Section 14-56-205, which defines and regulates Accessory Dwelling Units within the State; and

Whereas, Act 313 amended Section 14-56-205 to prohibit certain restrictions on the regulation of Accessory Dwelling Units; and

Whereas, the City Council of the City of Conway wishes to comply with Section 14-56-205 as amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1: That these amendments to the Conway Zoning Code are hereby adopted by reference, and included as Exhibit "A" to this ordinance, as amended Section 503 and additions for Section 1302 of O-94-54, as amended, and also known as the Conway Zoning Code.

Section 2: That any ordinances in conflict herewith are hereby repealed to the extent of the conflict. The Planning and Development Director shall be empowered to recodify the Zoning Code as necessary to update the code with the amendments.

PASSED this 11th day of November, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

EXHIBIT "A"

SECTION 503 – ACCESSORY DWELLING UNITS

503.1 – GENERAL AND APPROVAL

A. Allowance

Accessory dwellings units shall only be allowed on lots where there is an existing single-family residence located in a zoning district where single-family residences are conditionally permitted or permitted by-right. An existing single-family dwelling may be converted to an accessory dwelling unit. An accessory dwelling unit may be attached, detached, or internal to the single-family dwelling on a lot or parcel.

B. Approval

Approval shall require zoning review by the Administrative Official in addition to building permitting requirements.

C. Existing Nonconforming Structures

Existing accessory dwelling units permitted or constructed prior to January 1, 2026, made non-conforming by these regulations shall be considered legal and conforming and may be reconstructed, but not expanded if demolished or destroyed for any reason.

503.2 – STANDARDS

A. Maximum Occupancy

Occupancy of the accessory dwelling unit shall be limited to no more than two (2) bedrooms.

B. Number Allowed

Limitations on number of accessory dwelling units on a lot or parcel shall be driven by lot coverage maximums and size limits.

C. Size Limits

The total square footage of all accessory dwelling units on a lot or parcel must be less than seventy-five percent (75%) of the size of the principal structure or one thousand (1,000) square feet in gross floor area, whichever is less. It must meet the minimum gross floor area as required by all applicable building codes.

D. Orientation

Accessory dwelling units must conform to the height, minimum setback requirements, minimum lot sizes, maximum lot coverages, and minimum building frontages for single-family dwellings for the zoning districts in which they are permitted.

E. Living Quarters

The accessory dwelling unit shall include its own independent living facilities with provisions for sleeping, cooking, and sanitation which is designed for residential occupancy independent of the primary dwelling unit.

F. Accessory Structure Conversion

An existing accessory structure may be converted in whole or in part to an accessory dwelling unit provided the accessory structure is conforming and the structure or portion of the structure deemed an accessory dwelling unit meets the requirements of this section and all applicable building codes.

Section 1302 - Definition

Accessory Dwelling Unit: A self-contained and independently accessed living unit on the same parcel as a single-family dwelling of greater square footage that includes its own cooking, sleeping, and sanitation facilities.



City of Conway, Arkansas
Ordinance No. O-25-87

AN ORDINANCE AMENDING THE CONWAY ZONING CODE O-94-54, AS AMENDED FOR THE PURPOSES OF DISTINGUISHING BETWEEN BUILDING COVERAGE AND LOT COVERAGE; REMOVE DUPLICATIVE REQUIREMENTS ADDRESSED THROUGH OTHER CODE SECTIONS; AND FOR OTHER PURPOSES:

Whereas, in accordance Arkansas Code Annotated § 14-56-416 has the City Council of City of Conway adopted a Zoning Code and Arkansas Code Annotated § 14-56-423 provides for the amendment of such regulations; and

Whereas, the Conway Planning Commission has prepared amendments to the Conway Zoning Code, gave proper notice in accordance with Arkansas Code Annotated § 14-56-422, held a duly authorized public hearing on **October 20, 2025**, and adopted the prepared amendments.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1: That these amendments to the Conway Zoning Code are hereby adopted by reference, and included as exhibit "A" to this ordinance, as Article III of O-94-54, as amended and also known as the Conway Zoning Code.

Section 2: All ordinances in conflict herewith are repealed to the extent of the conflict. The Planning and Development Director shall be empowered to recodify the Zoning Code as necessary to update the code with the amendments.

PASSED this _____, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

EXHIBIT A

305.3 – LOT, YARD, AND HEIGHT REGULATIONS

No lot or yard shall be established or reduced in dimension or area in any residential district in a manner that does not meet the minimum requirements set forth in the following table:

No building or structure shall be erected or enlarged that will cause the maximum lot coverage, building coverage, or maximum height regulations to be exceeded for such district as set forth in the following table. However, a principal use building or structure may exceed the maximum allowed height (but not number of stories) when an additional one (1) foot of interior side yard setback is provided for each two (2) feet of additional height. This exception does not apply to zero lot line buildings.

A minimum of ten (10) feet shall separate all detached buildings. Each lot in R-1, R-2, R-2A, SR, and HR zoning districts shall have a minimum street frontage equal to the minimum lot width, except for lots fronting on cul-de-sac turnarounds and on curving street frontages, which must have no less than thirty-five (35) feet of street frontage with the two (2) side lot lines intersecting the street diverging until they are separated by the minimum required lot width at the building line. Each lot in MF-1, MF-2, MF-3, and RMH zoning districts shall have a minimum of thirty-five (35) feet of street frontage. Each lot must be a minimum of one hundred (100) feet in depth at its shallowest point with the depth measured at right angles or radial to the centerline of the street line. That all lots existing at the time of the passage of this ordinance that are rendered nonconforming by the passage of this ordinance shall not be required to obtain a variance from such created nonconformity in order to obtain a building permit.

Zoning District	Use	Min. Lot Area (sq. ft.)	Lot Area Per Family (sq. ft.)	Min. Lot Width (ft.) (4)	Max. Bldg./Lot Coverage	Setback Requirements (ft.)				Max. Height*	
						Front	Interior	Exterior	Rear	Stories	Feet
R-1	All Except Accessory*	6,000	6,000	60'	40%	25'	6'	25'	25'	2.5	35'
R-2A	Duplex	10,000	5,000	100'	30% (1) (9)	40'	10'	25'	20'	2.5	35'
	SF-Detached	6,000	6,000	50'	30% (1) (9)	25'	6'	25'	20'	2.5	35'
	All others Except Accessory*	10,000	-	100'	30% (1) (9)	40'	10'	25'	20'	2.5	35'
R-2	All Except Accessory*	6,000	3,500 (8)	50'	30% (1) (9)	25'	6'	25'	20'	2.5	35'
SR	All Except Accessory*	14,500	14,500	100'	30% (1)	25'	8'	25'	25'	3	42'
HR	Duplex	10,000	5,000	100'	30% (1)	25'	6'	25'	20'	2.5	35'
	SF-Detached	5,000	5,000	50'	30% (1)	25'	6'	25'	20'	2.5	35'
	All others Except Accessory*	5,000	5,000	50'	30% (1)	25'	6'	25'	20'	2.5	35'
MF-1	Multi-Family	10,890	3,630	60'	30% (1)/ 70%	15'	15' (2)	25'	25'	3	35'
	Duplex	7,260	3,630	60'	30% (1)/ 60%	25'	6'	25'	25'	3	35'
	SF-Detached	6,000	6,000	60'	30% (1)/ 60%	25'	6'	25'	25'	3	35'
	Zero Lot Line	4,800	4,800	40'	30% (1)/ 60%	25'	10'/0' (3)	25'	25'	3	35'
	All others Except Accessory*	6,000	-	60'	30% (1)/ 70%	25'	6'	25'	25'	3	35'
MF-2	Multi-Family	7,260	2,420	60'	30% (1)/ 70%	15'	15' (2)	25'	25'	3	35'
	Duplex	6,000	3,000	60'	30% (1)/ 70%	25'	6'	25'	25'	3	35'

EXHIBIT A

Zoning District	Use	Min. Lot Area (sq. ft.)	Lot Area Per Family (sq. ft.)	Min. Lot Width (ft.) (4)	Max. Bldg./Lot Coverage	Setback Requirements (ft.)				Max. Height*	
						Front	Interior	Exterior	Rear	Stories	Feet
	SF-Detached	6,000	6,000	60'	30% (1)/60%	25'	6'	25'	25'	3	35'
	Zero Lot Line	4,000	4,000	40'	30% (1)/60%	25'	10'/0' (3)	25'	25'	3	35'
	All others Except Accessory*	6,000	-	60'	30% (1)/70%	25'	6'	25'	25'	3	35'
MF-3	Multi-Family	6,000	1,815	60'	30% (1)/70%	15'	15' (2)	25'	25'	3	35'
	Duplex	6,000	3,000	50'	30% (1)/70%	25'	6'	25'	25'	3	35'
	SF-Detached	6,000	6,000	50'	30% (1)/60%	25'	6'	25'	25'	3	35'
	Zero Lot Line	4,000	4,000	40'	30% (1)/70%	25'	10'/0' (3)	25'	25'	3	35'
	All others Except Accessory*	6,000	-	50'	30% (1)/70%	25'	6'	25'	25'	3	35'
RMH	MH – Subdivision*	3,800	3,800	38'	30% (1)/60%	25'	5'	20'	15'	1	15'
	MH – Park*	2 ac.	3,800 (5)	38' (6)	30% (1)/60%	20' (7)	10' (7)	20' (7)	20' (7)	1	15'

*See Article V Special Provisions Conditions Applying to Uses

- (1) The building coverage may be 35% on an exterior or corner lot.
- (2) Interior side yard setbacks shall be no less than fifteen (15) feet or equal to the height of the building (measured from the ground to halfway between the eave and the ridge or to the top of the parapet (wall), whichever is greater.
- (3) On zero lot line structures, one side yard setback must be no less than ten (10) feet, and the other side yard setback must be zero (0) feet. No openings shall be allowed in the wall abutting the zero lot line setback. If two (2) dwellings abut the same zero lot line, a fire wall, as called for by the Building Code is required.
- (4) Corner lots shall be at least seventy-five (75) feet wide at the building line to allow for side street building lines, except for corner lots in mobile home subdivisions, which shall be at least fifty-eight (58) feet wide at the building line.
- (5) Minimum area for each space for each mobile home.
- (6) Minimum width for a mobile home space. Corner mobile home spaces must be a minimum of fifty-two (52) feet wide at the building line.
- (7) Minimum setbacks from the perimeter property lines of the mobile home park and from the boundaries of each mobile home space.
- (8) The minimum lot area per family may be reduced to 3,125 square feet per family if a conditional use permit to allow this reduction is granted through the conditional use permit procedures established in this ordinance.
- (9) For Conditional Use Permit developments allowing up to twelve (12) dwelling units per acre, single lot, lot coverage may not exceed 60%.

EXHIBIT A

306.4 – LOT, YARD, AND HEIGHT REGULATIONS

No lot or yard shall be established or reduced in dimension or area in any commercial or office district in a manner that does not meet the minimum requirements set forth in the following tables. No building or structure shall be erected or enlarged that will cause the maximum lot coverage or maximum height regulations to be exceeded for such district as set forth in the following table. However, a principal use building or structure may exceed the maximum allowed height and number of stories shown in the table when an additional one (1) foot of additional setback in each required yard is provided for each one (1) foot of additional height. In the C-1 district, each one (1) foot of setback from each lot line will allow one (1) foot of additional height. Any maximum allowed height or number of stories shown in the footnotes shall not be exceeded.

Unless stipulated otherwise elsewhere in this ordinance, a minimum of ten (10) feet shall separate all detached buildings.

In C-1, C-3 and O-1 zones, no street frontage is required for lots, but access must be assured through creation of an access easement no less than twenty-five (25) feet in width and extending from the street right-of-way of a public street to the lot. If street frontage is provided for lots in C-1, C-3 and O-1 zones as a means of access to the lots, each frontage must be no less than thirty-five (35) feet in width and the part of the lot providing access from the street to the remainder of the lot must be no less than thirty-five (35) feet wide at any point. In C-2, O-2 and O-3 zones, each lot shall have a minimum of thirty-five (35) feet of street frontage and the part of the lot providing access from the street to the remainder of the lot must be no less than thirty-five (35) feet in width at any point.

In C-1 zones, there shall be no minimum lot depth. In all other zones in this section, each lot shall have a minimum depth at its shallowest point of one hundred (100) feet with the depth measured at right angles or radial to the centerline of the street line.

In O-1, O-2, and O-3 zones, corner lots shall be at least seventy-five (75) feet wide at the building line to allow for side street building lines.

All accessory buildings except those on the same lot with a single-family residence or a duplex shall meet the same lot regulations as principal buildings.

EXHIBIT A

Zoning District		Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Bldg. Coverage	Max. Lot Coverage	Setback Requirements (ft.) (2)(8)(9)					Max. Height*	
						Front (7)	Interior (to Residential District)	Interior (to Nonresidential District)	Exterior	Rear	Stories	Feet
C-1		None	25'	100%	100%	0'	0'	0'	0'	0'	---	No Limit
C-2		5,000	50'	35%	70%	15'	12'	5'	15'	10'	2	25'
C-3		5,000	50'	50%	80%	15'	12'	0'	15'	10'	4 (10)	45'
O-1		15,000	100'	50%	70%	25'	10'	10'	25'	15'	---	45'
O-2		7,000	50'	35%	70%	25'	8'	8'	25'	25'	2.5	35' (4)
O-3 (1)	a	10,000	30%	30%	60%	40'	10'	10'	25'	20'	2.5 (6)	35'
	b	6,000	30% (5)	30% (5)	60%	25'	6'	6'	25'	20'	2.5 (6)	35'

FOOTNOTES: *See Article V Special Provisions Conditions Applying to Uses

- (1) (a) Refers to requirements for duplexes; (b) refers to all others except accessory buildings. For accessory buildings, see Article V Special Provisions Conditions Applying to Uses.
- (2) Anytime a structure is located less than six (6) feet from any lot line, the structure must meet fire district requirements for construction as specified in the Building Code.
- (3) At no time may maximum height exceed seventy-five (75) feet.
- (4) Maximum height at no time shall exceed forty-five (45) feet.
- (5) The lot coverage may be 35% on an exterior or corner lot.
- (6) Maximum number of stories shall not exceed 2.5.
- (7) See Section 524 – Setbacks on Corner Lots
- (8) In the C-1 Central Business District, canopies may project over the street rights-of-way if they terminate no less than two (2) feet horizontally from the outside edge of the street curb and are no less than eight (8) feet above the surface of a new or existing sidewalk.
- (9) No building in the C-1 Central Business District, regardless of the location of the lot lines of the property on which it is to be built, shall be built closer than eight (8) feet from the back of the curb line of any public street abutting the property on which the building is located. This spacing shall be maintained in order to provide adequate space for the required sidewalk to be built along that street frontage.
- (10) Structures within the C-3 zoning district abutting a lot with a single-family or two-family dwelling shall not exceed thirty-five (35) feet in height.

EXHIBIT A

307.3- LOT, YARD, AND HEIGHT REGULATIONS

No lot or yard shall be established or reduced in dimension or area in any industrial district in a manner that does not meet the minimum requirements set forth in the following tables. No building or structure shall be erected or enlarged that will cause the maximum lot coverage or maximum height regulations to be exceeded for such district.

A minimum of ten (10) feet shall separate all detached buildings.

In all industrial zones, each lot must have a minimum of fifty (50) feet of street frontage, and a minimum depth at its shallowest point of one hundred (100) feet with the depth measured at right angles or radial to the centerline of the street.

All accessory buildings shall meet the same lot, yard, and height regulations as principal buildings.

Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Bldg./Lot Coverage	Setback Requirements (ft.) (3)							Max. Height (2)	
				Front Yard (4)	Side Yard			Rear Yard			Stories	Feet
					To Street ROW	To Res. District	To Other Property Lines	To Street ROW	To Res. District (1)	To Non-Res. District (1)		
I-1	10,000	100'	50%/80%	40'	25'	20'	0'	35'	20'	12'	2.5	35'
RU-1	20,000	100'	40%/70%	50'	25'	20'	0'	25'	20'	12'	2.5	35'
I-3	20,000	100'	40%/80%	25'	15'	50'	0'	50'	50'	12'	6.5	75'

FOOTNOTES:

- (1) Where property abuts a railroad and loading and unloading facilities are utilized, or second siding or spurs, the loading and unloading portions of the structures may be built up to railroad property line.
- (2) A building or structure may exceed the maximum heights shown provided each of its front, side, and rear yards are increased an additional foot for each foot such building exceeds the maximum height.
- (3) If a building is closer than six (6) feet to any property line, it must be built as if it were in the fire district.
- (4) See Section 524 – Setbacks on Corner Lots.

EXHIBIT A

309.3 – LOT, YARD, AND HEIGHT REGULATIONS

No lot or yard shall be established or reduced in dimension or area in any agricultural district in a manner that does not meet the minimum requirements set forth in the following table. No building or structure shall be erected or enlarged that will cause the maximum lot coverage or maximum height regulations to be exceeded as set forth in the following table. However, a building or structure may exceed the maximum allowed height, but not number of stories, when an additional one (1) foot of each yard setback is provided for each one (1) foot of additional height.

A minimum of ten (10) feet shall separate all detached buildings. Each lot must have a minimum of thirty-five (35) feet of street frontage. Each lot must be a minimum of one hundred (100) feet in depth at its shallowest point with the depth measured at right angles or radial to the centerline of the street.

Accessory buildings shall meet the same requirements as principal buildings.

Lot Regulations		Zoning District A-1
Minimum Lot Area (Square Feet)		43,560 (one acre)
Minimum Lot Width at Building Line (Feet)		150'
Maximum Building Coverage (Percent)		30%
Maximum Lot Coverage		50%
Yard Regulations (In Feet)		
Minimum Front Yard		30'
Minimum Side Yard	Interior	10'
	Exterior	30'
Minimum Rear Yard		25'
Height Regulations		
Maximum Number of Feet		35' (1)
Maximum Number of Stories		2.5

FOOTNOTES:

- (1) A building or structure may exceed the maximum height shown provided each of its front, side, and rear yards are increased an additional foot for each foot such building exceeds the maximum height.

EXHIBIT A

310.3 – LOT, YARD, AND HEIGHT REGULATIONS

No lot or yard shall be established or reduced in dimension or area in any institutional district in a manner that does not meet the minimum requirements set forth in the following table. No building or structure shall be erected or enlarged that will cause the maximum lot coverage or maximum height regulations to be exceeded as set forth in the following table.

A minimum of twenty (20) feet shall separate all detached buildings.

Each lot must have a minimum of thirty-five (35) feet of street frontage.

Each lot must be a minimum of one hundred (100) feet in depth at its shallowest point with the depth measured at right angles or radial to the centerline of the street.

Accessory buildings shall meet the same requirements as principal buildings.

Lot Regulations		Zoning District S-1
Minimum Lot Area (Square Feet)		43,560 (one acre)
Minimum Lot Width at Building Line (Feet)		150'
Maximum Building Coverage (Percent)		40%
Maximum Lot Coverage		80%
Yard Regulations (In Feet)		
Minimum Front Yard		25'
Minimum Side Yard	Interior	25'
	Exterior	25'
Minimum Rear Yard		25'
Height Regulations		
Maximum Number of Feet		100
Maximum Number of Stories		6



City of Conway, Arkansas
Ordinance No. O-25-88

AN ORDINANCE AMENDING THE CONWAY ZONING CODE O-94-54, AS AMENDED FOR THE PURPOSES OF ELIMINATING CONFLICTS BETWEEN ARTICLE IV AND ARTICLE X; SWITCHING THE CONTENTS OF ARTICLE IV WITH THE CONTENTS OF ARTICLE IX FOR EASE OF REFERENCE; PROVIDING FLEXIBILITY IN PARKING REQUIREMENTS; SIMPLIFICATION OF LANGUAGE; AND FOR OTHER PURPOSES :

Whereas, it is desirable to clarify parking and access requirements for both residential and commercial development through simplified regulatory language;

Whereas, in accordance Arkansas Code Annotated § 14-56-416 has the City Council of the City of Conway adopted a Zoning Code and Arkansas Code Annotated § 14-56-423 provides for the amendment of such regulations; and

Whereas, the Conway Planning Commission has prepared amendments to the Conway Zoning Code, gave proper notice in accordance with Arkansas Code Annotated § 14-56-422, held a duly authorized public hearing on **October 20, 2025**, and adopted the prepared amendments.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

SECTION 1: That these amendments to the Conway Zoning Code are hereby adopted by reference, and included as exhibit "A" to this ordinance, as Articles IV & IX of O-94-54, as amended and also known as the Conway Zoning Code.

SECTION 2: All ordinances in conflict herewith are repealed to the extent of the conflict. The Planning and Development Director shall be empowered to recodify the Zoning Code as necessary to update the code with the amendments.

PASSED _____, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

ARTICLE IV. MOVING OF BUILDINGS

SECTION 401 – PERMIT REQUIRED

It is hereby declared unlawful for any person, persons, firm, company, or corporation to move any building in the City of Conway from one place to another upon the same lot, or from one place in the city to another place in the city not upon the same lot, or from without the city into the city, without first securing a permit to do so from the City Council.

However, the Designated Agent of the Mayor may grant a building permit for a “portable” building if said building or structure meets the following criteria, and other requirements of this ordinance.

A portable building as used in this section of this ordinance shall mean any building or structure not designed for full time occupancy, with no sleeping quarters and no installed electrical wiring or receptacles and no plumbing facilities and so designed as to be transported after fabrication, arriving at the site of location as a fully assembled structure not more than one hundred sixty (160) square feet in area and not more than sixteen (16) feet in its greatest dimension.

Such building shall be deemed an “Accessory Building” and will be subject to the conditions applying to uses in Section 502 of the Zoning Ordinance. Such building shall further comply with all requirements set forth in this ordinance for the zoning district into which said building or structure is placed.

However, the Mayor and Designated Agent may grant a ninety (90) day permit to locate a temporary or portable building or office within the City of Conway. However, the provisions of Section 902 – Applications do not apply to this ninety (90) day permit, but application for such permit shall be made direct to Designated Agent and Mayor for approval and issuance of permit.

SECTION 402 – APPLICATIONS

All applications for a relocation permit to move any building shall be made in writing to the Designated Agent, not less than seventeen (17) days prior to the required public hearing, on a form furnished by said Agent, and shall contain the following information:

- A. Description of type of building to be moved.
- B. Present location of building.
- C. Proposed location of building.
- D. Present and future use of the building.
- E. Route over which said building is to be moved and method to be used in moving said building.
- F. Photographs of the building or structure to be moved and photographs of the buildings on the properties contiguous with the premises onto which the building or structure is to be moved.

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- G. A report from a licensed structural pest control contractor stating the condition of the building or structure as to decay and pest infestation.
- H. Such other information as may reasonably be required in order to carry out the purposes of this Section.

If, upon review of the application, the Designated Agent can reasonably determine that the building or structure meets requirements of a portable building as defined in this ordinance, then a building permit may be granted and no building moving fee will be charged. If this determination cannot be made by the Designated Agent, the application will be forwarded to the City Planning Commission for action as set out in this ordinance for the moving of other buildings and structures.

SECTION 403 – FEES

Before any application for a relocation permit is forwarded to the City Planning Commission an application fee shall be paid by the applicant to the Designated Agent to cover the cost of investigation and inspection. The application fee shall be three hundred twenty-five dollars (\$325.00) for any building located within the City of Conway. For any building located outside the City of Conway, the application fee shall be three hundred twenty-five dollars (\$325.00), no part of which shall be refundable. This application fee shall be in addition to all other fees required by the City Code of the City of Conway.

Upon acceptance of any application for a relocation permit, the Planning Commission will cause to be inspected the building or structure proposed to be moved, the district into which the building is to be moved, and the premises onto which the building is to be moved.

SECTION 404 – NOTICE OF HEARING

The Planning Commission shall cause the applicant to post, fifteen (15) days prior to the date on which application for a permit is to be heard, a notice upon a sign upon the property to which said building is to be moved, which said notice shall contain the following:

- A. The date on which the Planning Commission of Conway shall hold a hearing on the application for a permit to move a building.
- B. Description of type of building to be moved.
- C. Present location of building.
- D. Proposed location of building.

The sign shall be clearly visible, unobstructed to the passing general public and posted on or near the front property line. The applicant shall obtain the sign from the Conway Planning Department and shall pay a fee as established by the City of Conway for the sign. The fee is not refundable and the sign is not required to be returned.

The applicant must file a legal notice in regard to the building moving which must run in the local newspaper at least once no later than fifteen (15) days prior to the public hearing. This public notice must include the present location of the building to be moved, the location (including legal description and address (if no address is available, a description which is clear to the average lay

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person will suffice)), the type building to be moved, the proposed use of the building and the time, date and place of the public hearing.

SECTION 405 – HEARING

At the time of the scheduled public hearing, any person may appear before the Planning Commission of the City of Conway and make objections to the granting of said permit. After hearing the application and all objections, if any, to such application for a permit, the Planning Commission of Conway shall approve or disapprove of the application.

Following disapproval of a proposed building moving permit request by the Planning Commission, the petitioner may appeal such disapproval to the City Council in writing, stating why he considers the Planning Commission's findings and decisions to be in error. Such appeal shall be filed with the Designated Agent within thirty (30) days of the date the Planning Commission disapproves the request. A public hearing sign announcing the appeal must be posted on the property no later than 7 days prior to the City Council meeting at which the appeal will be heard. The applicant shall obtain the sign from the Conway Planning Department and shall pay a fee as established by the City of Conway for the sign. The fee is not refundable and the sign is not required to be returned. If such a request is not appealed, the decision of the Planning Commission shall be final and no further action on the request shall take place.

The City Council of the City of Conway may in its discretion either grant or deny the application for a permit, and may attach any conditions to said permit deemed necessary by said council.

SECTION 406 – PERMIT CONDITIONS

No permit shall be issued to relocate any building or structure which is so constructed or in such condition as to be dangerous or which is unsanitary; or which if it be a dwelling or habitation, is unfit for human habitation; or which is so dilapidated, defective, unsightly or in such a condition of deterioration or disrepair that its relocation at the proposed site would cause appreciable harm to or be materially detrimental to the property or improvements in the district into which the building is to be relocated; or, if the proposed use is prohibited by any provision of the City Code or by any other law or ordinance; provided, however, that if the conditions of the building or structure in the judgment of the building inspector admits of practicable and effective repair, the permit may be issued on such terms and conditions as the building inspector may deem reasonable and proper including but not limited to the requirement of changes, alterations, additions, or repairs to be made to or upon the building or structure, to the end that the relocation thereof will not be materially detrimental or injurious to public safety or to the public welfare or to the property and improvements, or either, in the district into which it is to be moved.

The terms and conditions upon which each permit is granted shall be written upon the permit or appended in writing thereto. Said terms and conditions and the relocation bond shall provide for the removal of all concrete, lumber, and other debris and the filling of basements, cellars, or other excavations remaining from the removal of the building or structure from the premises from which it is moved when such premises are within the City of Conway.

After a building moving permit is secured, a building permit must be sought and granted prior to movement of the building.

SECTION 407 – REMOVAL CLEANUP

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When a building or structure is moved from any property located in the City to any other location, the site from which the building is moved shall be cleaned of all concrete, lumber, and other debris remaining from the removal of the building and all basements, cellars, and other excavations shall be filled. Such work shall be performed by the person moving such building or structure.

SECTION 408 – DENIAL OF PERMIT – GROUNDS

If the unlawful, dangerous, or defective condition of the building or structure proposed to be relocated is such that remedy or correction cannot practicably and effectively be made, the relocation permit shall be denied.

SECTION 409 – BOND DAMAGE TO STREETS OR PROPERTY

In granting any permit, the council may in its discretion require applicant to give a bond to the City of Conway in an amount to be fixed by said council to ensure payment for any damage which applicant may cause to any public property, streets, sidewalks, trees or shrubs in the moving of any building.

SECTION 410 – EXEMPTIONS

All buildings meeting the criteria for a portable building are exempt from the requirements of this article. However, all such buildings shall be required to obtain a building permit and all other required permits and undergo and pass all inspections as required by ordinances or rules, regulations or codes.

All buildings specifically designed and built to be transported over public roads are exempt from the requirements of this article. However, a building permit must be obtained prior to movement of the building and all building codes (including electrical, mechanical and all other relevant codes) must be met and the building must be inspected for compliance with those codes prior to final placement of the building on the parcel of land. Furthermore, the permitting and inspecting department may require a report from a licensed structural pest control contractor stating the condition of the building or structure as to decay and pest infestation if it is deemed necessary. If the report is unsatisfactory, the building may be refused a building permit or any building permit that may have been issued may be voided.

ARTICLE IX. OFF-STREET PARKING AND ACCESS MANAGEMENT

SECTION 901 – APPLICATION

Except where special district or use regulations establish different or less restrictive requirements, off-street parking and loading areas shall be required for all uses in all zoning districts, except the C-1: Central Business District. Off-street parking and loading areas shall be required to meet the standards of this Article when one of following occurs:

- A. Construction of one (1) or more main buildings on a lot,
- B. The addition of or a change to the vehicular access to or within a site,
- C. An off-street parking or loading area is expanded,
- D. Any addition/expansion of an existing main building,
- E. The conversion of a main building intended for residential use to a nonresidential use,
- F. A use is established which adds a drive-through to a site where one does not exist
- G. Loading areas shall be addressed for the establishment of any use where material or merchandise is received or distributed by commercial vehicles.

SECTION 902 – ESTABLISHMENT OF PARKING

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902.1 – GENERAL REQUIREMENTS

Once established, required off-street parking and loading areas shall meet all the requirements of this Article and shall not be diminished in number or reduced in size below the requirements for its attached use or official approval. Off-street parking and loading areas shall be located on the same property or lot as its attached use or main building, unless subject to an allowed shared parking agreement.

902.2 – ESTABLISHMENT

Off-street parking and loading areas shall be considered to be established when paved and marked for use or when used on a permanent basis. A permanent basis shall be considered once (1) per seven (7) days for a period of at least thirty (30) days or as evidenced by signs of consistent use for parking by creation of barren spot on the ground or presence of a graveled surface. Parking areas not considered permanent shall not be subject to the requirements of this Article.

SECTION 903 – NUMBER OF REQUIRED OFF-STREET PARKING SPACES

903.1 – NON-RESIDENTIAL STANDARDS

Off-street parking shall be established for individual sites and developments based on need. The following table establishes guidelines for the minimum number of off-street parking spaces required by general use types and are meant to serve as a general guide to property owners. In consultation with the property owner, the Administrative Official may allow a reduced minimum or increased maximum number of off-street parking spaces by written justification from the property owner.

Use	Minimum	Maximum
Lodging	1.0 spaces per lodging room	1.1 spaces per lodging room
Office/Institution	2.8 spaces per 1,000 ft ²	4.2 spaces per 1,000 ft ²
Retail/General Business	3.4 spaces per 1,000 ft ²	4.8 spaces per 1,000 ft ²
Restaurant	9 spaces per 1,000 ft ²	12 spaces per 1,000 ft ²
Industry	0.6 spaces per 1,000 ft ²	1.8 spaces per 1,000 ft ²

903.2 – RESIDENTIAL STANDARDS

The following table establishes standards for the minimum number of off-street parking spaces required for residential uses. On-street parking directly abutting and adjacent to the property line of a property may be counted toward meeting these requirements. These standards may only be altered for an individual property by approval of a variance in accord with § 704.

Use	Minimum	Maximum
Single-Family Dwelling	2.0 spaces per dwelling unit	N/A
Two-Family Dwelling	2.0 spaces per dwelling unit	N/A
Multi-Family Dwelling	1.5 spaces per dwelling unit	4.0 spaces per dwelling unit
Accessory Dwelling Unit	N/A	N/A

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903.3 –ADA STANDARDS

All nonresidential uses with parking and multi-family uses shall be required to provide off-street parking accessible for people with disabilities designed in accordance with the Americans with Disabilities Act Accessibility Standards.

Number of Parking Spaces	Accessible Spaces	Van Spaces
1 -25	0	1
26 - 50	1	1
51 - 75	2	1
76 - 100	3	1
101 - 150	4	1
151 - 200	5	1
201 - 300	5	2
301 - 400	6	2
401 - 500	7	2
501 – 1,000	2% of total	1 for each 6 accessible spaces
Over 1,000	20 + 1 space each 100 over 1,000	1 for each 6 accessible spaces

SECTION 904 – OFF-STREET PARKING DESIGN STANDARDS

The following shall apply to off-street parking areas established with more than five (5) parking spaces.

904.1 – ORIENTATION AND LOCATION

- A. Parking areas located in the front setback or between the main building and any public street are to be avoided. No more than one (1) parking drive aisle may be allowed in such areas except when site conditions or development size make this requirement infeasible in the determination of the Administrative Official.
- B. Continuous access, head-in parking directly accessing from a public street or a fire apparatus road used as access to a property is not permitted as off-street parking.
- C. Parking areas must be located on the same lot of record/property as the use to which it supports, unless subject to a parking agreement, approved and signed by the Administrative Official, filed and recorded with the Faulkner County Clerk

904.2 – DESIGN

- A. Parking and internal circulation areas shall be designed to comply with the requirements of the Arkansas Fire Prevention Code.
- B. No parking drive aisle may extend a length of more than two-hundred fifty (250) feet without being disrupted by an internal circulation drive without parking spaces directly

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accessing from it. Such internal circulation drive shall be well defined in a manner to indicate its purpose.

904.3 – PARKING SPACE DIMENSIONAL STANDARDS

	Width	Depth	Parking Drive Aisle/Maneuvering Area
Parallel	22'	8'	12'
45° (One Way)	9'	18'	12'-18'
60° (One Way)	9'	18'	18'
60° (Two Way)	9'	18'	24'
Ninety Degree Angle or Right Angle	9'	20'	24'

904.4 – PEDESTRIAN CIRCULATION

- A. A continuous pedestrian connection between the sidewalk along the primary street frontage and primary entrance to the main building on the lot shall be required in the form of sidewalks and paved pathways through the parking lot.
- B. Pedestrian connections shall provide an unobstructed area of at least five (5) feet in width. Where right angle parking is placed directly adjacent to the pedestrian connection, concrete or rubber wheel stops or curbing shall be used to protect from intrusion of vehicles into the pedestrian connection.
- C. Crosswalk striping shall be required in all locations in which sidewalk or paved pathways require a pedestrian to cross an area of vehicular traffic.

SECTION 905 – OFF-STREET PAVING STANDARDS

905.1 – AREAS ACCESSIBLE TO THE PUBLIC

- A. Off-street parking areas accessible to the public shall be considered those areas which can be accessed by the public or used for parking by customers/employees. Such areas are typically not secured by a fence during normal business hours.
- B. Such parking areas shall be graded and provide adequate drainage infrastructure to prevent the pooling and storage of water on the parking area.
- C. Such parking areas shall be paved with a sealed surface such as asphalt or concrete with curb and gutter at the edge of all paving. Sealed surfaces for all uses except single-family dwellings must be able to support an imposed load of at least seventy-five thousand (75,000) pounds.
- D. Upon approval of the City Engineer and in accordance with accepted engineering standards or the adopted LID standards of another Arkansas municipality, Low Impact Development (LID) techniques may be used in parking lot surfacing as an alternative to the paving and curbing requirements.

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- E. The following are excluded from these requirements:
1. Areas that are used for the parking and storage of large equipment which could damage the parking surface.
 2. Single-family dwellings with a building line greater than seventy-five (75) feet from the front property line and driveway length of at least seventy (70) feet.

905.2 – AREAS NOT ACCESSIBLE TO THE PUBLIC

- A. Off-street parking areas not accessible to the public shall be considered those areas which cannot be accessed by the public, used for storage, and secured by a fence.
- B. Such areas shall be graded and provide adequate drainage infrastructure to prevent the pooling and storage of water on the parking area.
- C. Such areas shall be covered or a dust-free surface able to support an imposed load of at least seventy-five thousand (75,000) pounds.

905.3 – PARKING IN EXCESS OF THE MAXIMUM PARKING STANDARDS

Off-street parking areas provided in excess of the maximum parking standards shall be required to use LID techniques such as porous paving, rain gardens, etc. for paving and curbing. Such techniques shall require approval of the City Engineer and be in accordance with accepted engineering standards or the adopted LID standards of another Arkansas municipality.

SECTION 906 – SHARED PARKING AGREEMENTS

Shared parking agreements may be used to meet the off-street parking requirements of this Article. Shared parking agreements and shared off-street parking must meet the following:

- A. Shall be within three hundred (300) feet of the supporting uses.
- B. Shall be accessible with a pedestrian path.
- C. Shall not require a pedestrian to cross a collector or minor/major arterial.
- D. Shall be guaranteed by and subject to a legally binding agreement that provides for use of the parking for the lifespan of the use or building regardless of owner or successor and be filed with the Faulkner County Clerk.

SECTION 907 – DRIVEWAY AND ACCESS MANAGEMENT STANDARDS

The requirements of this Section shall apply in addition to any separate regulations or access management plan/agreement. Where conflicts occur, the more stringent shall apply.

In order to allow for the orderly flow of traffic and promote road safety as well as help reduce crashes between vehicles, pedestrians, and cyclists, the following standards apply:

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907.1 – DRIVEWAYS FOR SINGLE-FAMILY AND TWO-FAMILY DWELLINGS

The following shall apply to driveways for single-family and two-family dwellings:

A. Width

Driveways shall not exceed twenty-four (24) feet in width, except where the main building is placed less than fifty (50) feet from the front property line or projected edge of the Master Transportation Plan right-of-way, whichever is greater.

B. Paving

1. Paving with a sealed surface such as asphalt or concrete shall be required for any driveway less than fifty (50) feet in length. Ribbon driveways may be used to meet this requirement.
2. Any portion of a driveway that exceeds fifty (50) feet from the front property line may be finished with a dust-free hard surface such as compacted gravel.

C. Driveway Aprons

Driveway aprons shall be constructed in a manner consistent with the Conway Standard Details for Roadway & Drainage Construction.

907.2 – DRIVEWAYS/ACCESS MANAGEMENT FOR MULTI-FAMILY AND NONRESIDENTIAL USES

The following shall apply to driveways for multi-family dwellings and nonresidential uses:

A. General Requirements

1. Width: Driveways shall be a minimum of twelve (12) feet in width and not exceed forty (40) feet in width. A driveway less than twenty (20) feet in width may only be used for one-way traffic.
2. Paving: Paving shall meet the requirements of § 905.1.
3. Driveway Aprons: Driveway aprons shall be constructed in a manner consistent with the Conway Standard Details for Roadway & Drainage Construction.

B. Access Management

Access to roadways shall be managed based on the following standards:

1. General Requirements:
 - a. Measurement: Distances for these requirements shall be measured from curb return to curb return.

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- b. Intersections: Accesses with left-turns shall not be permitted within the operational area of a signalized intersection or roundabout. The operational area shall be considered to extend the full length of dedicated turn-lanes supporting the signalized intersection or roundabout.
 - c. Alignment: Where technically feasible, accesses must align with existing or planned median openings and/or accesses on the opposite side of the roadway.
 - d. Guarantee of Access: None of the requirements of this Section shall be applied in a manner that would prevent a property from access to at least one (1) public street. Where literal application of the requirements of this Section would preclude such condition, the Administrative Official shall make provision for such access in a manner most consistent with the requirement of this Section, as possible.
2. Major Arterials:
- a. Distance between connections: Driveways shall be placed at least two hundred fifty (250) feet from other driveways or intersection, as measured from curb return to curb return.
 - b. Distance to property line: No driveway may be placed within one hundred twenty-five (125) feet of a property line adjoining another property, unless placed at the property line and subject to a joint access agreement.
 - c. Joint access requirements: Properties with less than three hundred (300) feet of street frontage along a major arterial shall be required to have joint access with an adjoining property.
 - d. Limitations: Properties abutting two (2) public streets or a public street and an access easement shall derive access from the public street of lower classification or access easement, unless the property has at least two hundred fifty (250) feet or more of street frontage along the major arterial.
3. Minor Arterials/Collectors:
- A. Distance between connections: Driveways shall be placed at least one hundred (100) feet from other driveways and at least one hundred fifty (150) feet from an intersection, as measured from curb return to curb return.
 - B. Distance to property line: No driveway may be placed within fifty feet (50) feet of a property line adjoining another property, unless placed at the property line and subject to a joint access agreement.
 - C. Joint access requirements: Properties with less than two hundred forty (240) feet of street frontage along a minor arterial/collector shall be required to have joint access with an adjoining property.
 - D. Limitations: Properties abutting two (2) public streets or a public street and an access easement shall derive access from the public street of lower

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classification or access easement, unless the property has at least two hundred (200) feet or more of street frontage along the minor arterial/collector.

C. Joint Access

Where joint access is required, the following shall apply:

1. An access easement shall be required for the joint access. The access easement shall be drafted in a manner to allow access to the adjoining property intended to be served by the joint access. Such easement shall be reflected on the plat for the property or may be filed separately with the Faulkner County Clerk.
2. The joint access shall be placed on the shared property line with the adjoining property. If such arrangement is infeasible, the joint access shall be as close to the adjoining property as is technically feasible.

D. Cross Access

1. All off-street parking lots, excluding those for residential use, shall be required to have at least one (1) vehicular connection to all adjacent properties except where topography/grading makes such connection infeasible.
2. Cross access shall be achieved by making a stub out to adjacent undeveloped property, connecting to an already developed adjacent property with no stub outs, or connecting to an existing stub out from an adjacent property.
3. Stub outs shall be at least twenty (20) feet in width and be designed in a manner to make it apparent that the stub out is intended to be used as a drive aisle.
4. An access easement shall be required for the cross access. The access easement shall be drafted in a manner to allow access to the adjoining property intended to be served by the cross access. Such easement shall be reflected on the plat for the property or may be filed separately with the Faulkner County Clerk.

SECTION 908 – OFF-STREET LOADING

Adequate off-street loading areas shall be provided for all uses where material or merchandise is received or delivered by a commercial vehicle. Off-street loading shall be designed and arranged in a manner to not require use of an adjacent public street or publicly accessible fire apparatus road for loading or impede the circulation of traffic on the site.



City of Conway, Arkansas
Ordinance No. O-25-89

AN ORDINANCE AMENDING THE CONWAY ZONING CODE O-94-54, AS AMENDED FOR THE PURPOSES OF CLARIFYING SITE DEVELOPMENT REVIEW SCOPE, PROCESS AND FEE SCHEDULE; PROVIDING FLEXIBILITY AND DIVERSITY IN BUILDING MATERIAL REQUIREMENTS; SIMPLIFY LANGUAGE; AND FOR OTHER PURPOSES:

Whereas, it is desirable to provide flexibility, efficiency and transparency for projects undergoing Site Development Review;

Whereas, in accordance Arkansas Code Annotated § 14-56-416 has the City Council of the City of Conway adopted a Zoning Code and Arkansas Code Annotated § 14-56-423 provides for the amendment of such regulations; and

Whereas, the Conway Planning Commission has prepared amendments to the Conway Zoning Code, gave proper notice in accordance with Arkansas Code Annotated § 14-56-422, held a duly authorized public hearing on **October 20, 2025**, and adopted the prepared amendments.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

SECTION 1: That these amendments to the Conway Zoning Code are hereby adopted by reference, and included as exhibit "A" to this ordinance, as Article X of O-94-54, as amended and also known as the Conway Zoning Code.

SECTION 2: All ordinances in conflict herewith are repealed to the extent of the conflict. The Planning and Development Director shall be empowered to recodify the Zoning Code as necessary to update the code with the amendments.

PASSED this _____, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

EXHIBIT A

ARTICLE X. DEVELOPMENT REVIEW

SECTION 1001 – PURPOSE

The purpose of the Development Review process in the City of Conway is:

- A. To preserve and enhance the general quality of life of the residents and visitors of the City of Conway,
- B. To take those steps necessary to allow, where desirable, the responsible, productive, and harmonious existence of varying land uses in close proximity to one another,
- C. To maintain and enhance the capabilities of vehicle, cyclist, and pedestrian traffic on avenues adjacent to or serving the site by providing appropriate and adequate access to adjoining properties,
- D. To ensure developments occur in a manner that protects the health, safety, and welfare of the public,
- E. To make certain developments are built in a way that is consistent with municipally adopted plans,
- F. To ensure developments comply with the provisions of the Conway Zoning Code, Conway Subdivision Regulations, and other applicable federal, state, and municipal regulations.

SECTION 1002 – SCOPE

1002.1 – APPLICATION OF REGULATIONS

Development Review shall apply to any of the following forms of development:

- A. Construction of one (1) or more main buildings on a lot,
- B. The addition of or a change to the vehicular access to or within a site,
- C. Any addition/expansion of pervious or impervious surfaces as well as gravel areas on a site,
- D. Any addition/expansion of an existing main building,
- E. The addition of an accessory structure over one hundred (100) square feet on a site where Development Review is otherwise applicable,
- F. The conversion of a main building intended for residential use to a nonresidential use.
- G. The conversion of a main building from one Occupancy Group to another Occupancy Group, as designated in the Arkansas Fire Prevention Code, Volume II – Building. Such conversion only applies when the change in Occupancy Group necessitates changes to the site outside the building.

1002.2 – EXEMPTIONS

The following forms of development shall be exempt from the requirements of Development Review:

- A. Construction, addition, or alteration of one single-family or two-family dwelling for residential use on a single lot,

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- B. Construction, addition, or alteration of an Accessory Dwelling Unit,
- C. Construction of an accessory structure associated with a residential use,
- D. Construction of an accessory structure less than one hundred (100) square feet in size associated with any use.

1002.3 – SMALL-SCALE AND LARGE-SCALE DEVELOPMENT

Developments shall either be considered a small-scale development (SSD) or a large-scale development (LSD). Development shall be considered large-scale development unless meeting any of the following criteria for small-scale development, as applicable:

- A. Construction of a main building less than one thousand (1,000) square feet in size on a site with a site disturbance of less than one-half (1/2) acre in area.
- B. Site improvements or alterations that result in a site disturbance of less than one-half (1/2) acre in area.
- C. Main building additions/expansions less than seven hundred fifty (750) square feet or less than fifteen percent (15%) of the size of the existing main building, which are on a site with a site disturbance of less than one-half (1/2) acre in area.

Site disturbance shall mean any type of soil disturbance due to any site improvements.

1002.4 – SCOPE OF COMPLIANCE

The following shall govern the applicability of requirements related to Development Review Applications. The table indicates either full compliance or partial compliance with the relevant portion of this Code and others. Full compliance shall mean the application must meet all requirements. Partial compliance shall mean only those portions of the development which are new improvements or otherwise improved as a result of the application shall meet all requirements. If a code section or requirement is not referenced, it shall mean full compliance with the requirement is required unless other provisions apply.

Note: Any Development Review Application which qualifies as an SSD shall not require drainage detention/retention. In situations which not covered by the table below, a determination of required compliance will be made by the Administrative Official.

Development Type	Requirement F = Full Compliance, P = Partial Compliance, N = Not Required, R = Required							
	Article 9 Parking	§1004.2 Building	§1004.3 Mech. Screening	§1004.4 Trash	§1004.5 Land-scaping	§1004.7 Lighting	§1004.9 Sidewalks	Storm Water
New Construction	FC	FC	FC	FC	FC	FC	R	FC
Exp. up 30% of Existing Building	PC	PC	FC	FC	PC	PC	N	PC

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Development Type	Requirement F = Full Compliance, P = Partial Compliance, N = Not Required, R = Required							
	Article 9 Parking	§1004.2 Building	§1004.3 Mech. Screening	§1004.4 Trash	§1004.5 Land-scaping	§1004.7 Lighting	§1004.9 Sidewalks	Storm Water
Exp. 31-50% of Existing Building	PC	PC	FC	FC	FC	PC	N	FC
Expansion over 50% of Existing Building	FC	FC	FC	FC	FC	PC	R	FC
Interior Remodel	N	N	N	N	N	N	N	N
Exterior Remodel	N	PC	FC	N	N	PC	N	N
Conversion of Building from Residential to Non-residential Use	FC	PC	FC	FC	FC	FC	FC	FC
Change of Use w/out Change in Occupancy Group (AFPC)	N	N	N	N	N	N	N	N
Parking Addition up to 50% of Existing Parking	PC	N	N	FC	PC	PC	N	PC
Parking Addition >50% of Existing Parking	FC	N	N	FC	FC	FC	R	FC
Addition to/Change of Vehicular Access	N	N	N	N	PC	PC	N	N

SECTION 1003 – APPLICATION, REVIEW, AND APPROVAL

1003.1 – OVERVIEW

The following subsections detail the review procedures and process for Development Review. Review is generally conducted administratively by City and Conway Corporation staff across multiple departments. Review is conducted to determine compliance with all applicable regulations and plans. These include, but are not limited to, the Conway Zoning Code, Conway Subdivision Regulations,

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Conway Drainage Criteria Manual, Stormwater Management Ordinance, Master Transportation Plan, Comprehensive Plan, etc.

1003.2 – PREAPPLICATION CONFERENCE

Prior to submission of an application for Development Review, an applicant shall be required to meet with the Administrative Official to discuss their proposed development to solicit non-binding feedback on issues or concerns related to the proposed development.

1003.3 – APPLICATION

An application for Development Review may only be made by the property owner/authorized agent. The application shall be made by means provided by the City of Conway. No application shall be accepted and processed without all required materials and payment of fees. Fees shall be determined by a fee schedule adopted by the City Council. The Administrative Official shall develop and maintain an application checklist for all elements to be included with the required plans for an application. Such checklist, along with an application guide, shall be electronically published for public access.

The application shall include at least the following information:

Required Materials for Application X = Required, O = Required upon Determination of Administrative Official	SSD	LSD
Application Information	X	X
Cover Letter with Development Description	X	X
Property Owner/Authorized Agent Form	X	X
Required Fee	X	X
Copy of Filed Plat for Property (unless concurrent subdivision application is filed for review)	X	X
Dimensioned Site Plan	X	X
Grading Plan	X	X
Drainage Plan	X	X
Drainage Calculations and Report		X
Stormwater Pollution Prevention Plan		X
Landscaping Plan	X	X
Grid Photometric Plot		X
Architectural Elevations	X	X
Utility Request Form	X	X
Traffic Impact Analysis (as required by the Administrative Official)	O	O
Supporting Documentation (as required by the Administrative Official)	O	O

1003.4 – REVIEW PROCEDURE

The following procedure shall govern review of Development Review applications:

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A. Completed Application

Within five (5) business days following the filing of a Development Review application, the Administrative Official shall conduct a completeness check of the application to determine if all required materials for an application have been submitted for acceptance, including the required fee. An application shall not be accepted and processed until all required application materials are submitted. If the Administrative Official determines the application is not completed, they shall provide written or electronic notice to the applicant indicating the documents or requirements necessary to complete the application.

B. Notice of Intent to Review

If the Administrative Official determines the Development Review application is complete, one of the following shall occur:

1. Local Fast-Track Review Process: If the applicant has opted out of application of the statutory review process, the Administrative Official shall commence review of the application.
2. Statutory Review Process: If applicant has not opted out of application of the statutory review process, the provisions of ACA § 14-1-504 through 506 shall apply instead of the provisions of Paragraph C and D of this subsection. The Administrative Official shall provide written or electronic notice to the applicant indicating the Administrative Official can provide review of the application within sixty (60) days. If the applicant does not respond or elect review made available under ACA § 14-1-504 within three (3) business days of the Administrative Official providing notice, review by the Administrative Official shall commence.

C. Administrative Review

1. Review Distribution: The Administrative Official shall distribute the Development Review application for review by the appropriate departments of the City of Conway and Conway Corporation. The Administrative Official shall develop and maintain a list of the departments responsible for review within the application guide.
2. Review Standards: Applications shall be reviewed for compliance with the provisions and standards of this Code, the Conway Subdivision Regulations, Conway Master Transportation Plan, Conway Comprehensive Plan, other adopted municipal plans, Arkansas Fire Prevention Code, all applicable City ordinances, adopted Conway Corporation standards, and generally accepted best practices of site development relating to the placement of buildings, landscaping, drainage, parking, vehicular access, and pedestrian access.
3. Review Period and Comments: The formal product of review shall be written comments produced by the Administrative Official, reviewing City departments, and Conway Corporation. Review shall be conducted and review comments provided to the applicant by written or electronic means by the Administrative Official within fifteen (15) business days of the acceptance of a completed application.

D. Applicant Resubmission

1. Following receipt of review comments, the applicant shall address the review comments or withdraw the application. Upon addressing the review comments, the applicant shall resubmit to the Administrative Official the necessary materials to correct the deficiencies in the application by means made available by the City of Conway. If no resubmission is received by the Administrative Official within ninety (90) days of the written or electronic notice of review comments, the application shall be considered withdrawn and automatically denied.

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2. The applicant may request an extension of review by written or electronic means before the ninety (90) day resubmission period ends. Such request shall indicate the length of the extension period requested by the applicant, which shall not exceed an additional ninety (90) days. Only one (1) such extension may be granted to the applicant for the Development Review application.
3. Upon resubmission, the Administrative Official shall review the application in accordance with Paragraph C of this subsection.

1003.5 – APPROVAL

The following shall govern approval of Development Review applications.

A. Finding of Approval

A Development Review application shall not be approved unless the following have been determined by the approving authority:

1. The Development Review application conforms to all applicable adopted plans, regulations, ordinances, and standards.
2. The Development Review application conforms to the provision of this Code.
3. The Development Review application will not result in off-site improvement costs to the City unless confirmed by written agreement between the City and the developer.
4. All utilities or proposed utility improvements are adequate to handle the demand to be created by the Development Review application.

B. Approval

The Administrative Official shall have authority to approve Development Review applications. Approval may only be granted upon the Administrative Official making a finding of approval, after all review comments have been adequately addressed, and any requested waivers have been addressed.

C. Denial and Appeal

1. Denial: The Administrative Official shall deny any application for which a finding of approval cannot be made. Within fifteen (15) days of denial, the Administrative Official shall provide written or electronic notice to the applicant stating the reasons for denial of the application.
2. Appeal: The applicant may appeal the denial of a Development Review application by the Administrative Official within thirty (30) days of written or electronic notice being issued by the Administrative Official. Application shall be made in the manner provided in § 703.1. Appeal shall be made to the City Council and shall be heard by the City Council within sixty (60) days of the appeal application being filed. The Administrative Official shall prepare a written report detailing why a denial decision was made. The written report shall be provided to the applicant at least seven (7) days prior to the appeal being heard by the City Council. The City Council shall not reverse a decision of denial by the Administrative Official unless a finding of approval can be made in accordance with Paragraph A of this subsection. Action by the City Council shall be considered final and shall only be appealable to a court of appropriate jurisdiction.

1003.6 – EFFECT OF APPROVAL AND PERMITTING

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A. Effect of Approval

Approval of a Development Review application shall not be effective until execution of the Certificate of Development Review Approval by the Administrative Official. Such action shall have the effect of allowing the applicant to commence construction of site improvements for the development and seek building permits for the construction of buildings on the site.

1. A building permit application shall not be accepted on a site subject to Development Review unless authorized by the Administrative Official on a finding that the proposed building elevations meet the requirements of § 1004.2 and the location of the building(s) on the site are not likely to change based upon the current status of review of the Development Review application.
2. No building permit shall be issued for any building on a site subject to Development Review prior to approval of a Development Review application.
3. Certificate of Development Review Approval

Under the authority of the Conway Zoning Code, this development has been given approval by the City of Conway, Arkansas. This document is hereby accepted and this certificate executed under the authority of such regulations by the Administrative Official.

Date of execution: _____

Conditions of Approval: _____

Administrative Official Approval: _____

Director of Planning and Development

B. Expiration of Approval

Approval of a Development Review application shall expire two (2) years from the date of execution of a Certificate of Development Review Approval by the Administrative Official. Building permits must be obtained prior to expiration of approval and the development must be completed within two (2) years after building permits are obtained. The applicant may request in writing or electronically an extension of approval for the Development Review application from the Administrative Official. The Administrative Official may extend approval of a Development Review application for up to two (2) years from the original date of expiration.

C. Post Approval Changes

Changes to an approved Development Review application shall require resubmission of those plans affected by the proposed changes. Review shall be conducted in a manner consistent with § 1003.4. The Administrative Official shall determine, based upon the scope of proposed changes, which departments of the City of Conway and Conway Corporation are required to review the changes. Post approval change reviews shall be subject to a nonrefundable fee as indicated in the Schedule of Fees adopted by the City Council. The fee shall be at least two hundred fifty (\$250) dollars.

D. Project Completion

1. Development on a site subject to Development Review shall be completed in a manner consistent with and following the approved Development Review application.

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2. Prior to issuance of a Certificate of Completion or a Certificate of Occupancy for improvements on the site, the development shall be inspected by the departments of the City of Conway and Conway Corporation which reviewed the approved Development Review application.
3. No Certificate of Completion or Certificate of Occupancy shall be granted for improvements associated with a development that has not been completed in a manner consistent with and following the approved Development Review application.
4. The Administrative Official may permit the issuance of a Temporary Certificate of Completion or a Temporary Certificate of Occupancy, valid for thirty (30) days, for a site where substantial completion of improvements has occurred; no hazard will be posed to the health, safety, and welfare of the public visiting the site before completion; and where it is reasonable to expect improvements can be completed within thirty (30) days from issuance of the Temporary Certificate of Completion or Temporary Certificate of Occupancy.
5. No Temporary Certificate of Completion or Temporary Certificate of Occupancy may be renewed more than ninety (90) days for an individual development except when issued for delays in the completion of landscaping when outside of a planting season. Failure to complete required improvements within this time frame shall be considered a violation of this code, and result in enforcement action in accordance with § 804.
6. A Temporary Certificate of Completion or a Temporary Certificate of Occupancy may be issued for a portion of a development that is functionally complete and meets all requirements. A Temporary Certificate of Completion or a Temporary Certificate of Occupancy may be extended to other portions of the development as they become functionally complete and meet all requirements. (Example: A multi-building apartment complex may operate under a single Temporary Certificate of Completion or a single Temporary Certificate of Occupancy.) Such Temporary Certificate of Completion or Temporary Certificate of Occupancy shall be renewed monthly through payment of all applicable fees according to the current fee schedule and may be allowed to be in effect for a period no greater than twelve (12) months.

SECTION 1004 – DEVELOPMENT STANDARDS

The following standards shall apply to all sites subject to Development Review:

1004.1 – SITE CHARACTERISTICS AND GENERAL REQUIREMENTS

- A. The development should conform to the extent appropriate to the natural topography of the site. Site clearing shall be kept to the minimum required for the construction of and/or improvements to the site, taking into consideration the need for vehicle, cyclist, and pedestrian safety as well as the need for light and air.
- B. Grading of developments, including hillside excavation, shall adhere to all standards of the Conway Stormwater Management Ordinance.
- C. Projects adjacent to parks, plazas, and other public outdoor amenities should be oriented toward those areas.

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- D. Drainage improvements shall meet all requirements of the Conway Drainage Criteria Manual and the Conway Stormwater Management Ordinance.
- E. Natural vegetation should be retained to supplement the required landscaping to the extent required, possible, and reasonable.
- F. The site should be of such a character so that it can be used safely for the construction and occupation of the proposed development and not create any conditions which would involve danger to health, safety, and welfare.
- G. While construction of and/or improvements to the site are in process, noise levels at property boundaries should not exceed the given site's ambient levels except for reasonably short periods of time. Furthermore, the Administrative Official may prescribe specific routes for the ingress and egress of dump trucks, haulers, and other pieces of construction equipment which may otherwise create an adverse impact to the traffic flow along adjacent corridors.

1004.2 – STANDARDS FOR BUILDING DESIGN

The following standards shall apply to all buildings on sites subject to Development Review, excluding those sites which are located within an industrial zoning district and buildings intended for a defined industrial use in a commercial zoning district located within a development largely intended for industrial uses.

A. Façade Types

- 1. Primary Façade: Primary Façade is a building façade which contains a primary building entrance intended for public access and which has a frontage to a public street or publicly accessible fire apparatus lane, including internal streets for a multiple building site.
- 2. Secondary Façade: Secondary Façade is a building façade that does not contain a building entrance intended for public access, but which has a frontage to a public street or publicly accessible fire apparatus lane, including internal streets for a multiple building site. Such façades additionally may include any area that, by internal access, is meant to be accessed by the public such a drive-through lane or stacking area for the same.
- 3. Rear Façade: Rear Façade is any façade that is not intended to be accessed by the public or visible to adjacent property by means of screening or buffering.

B. Facade Characteristics

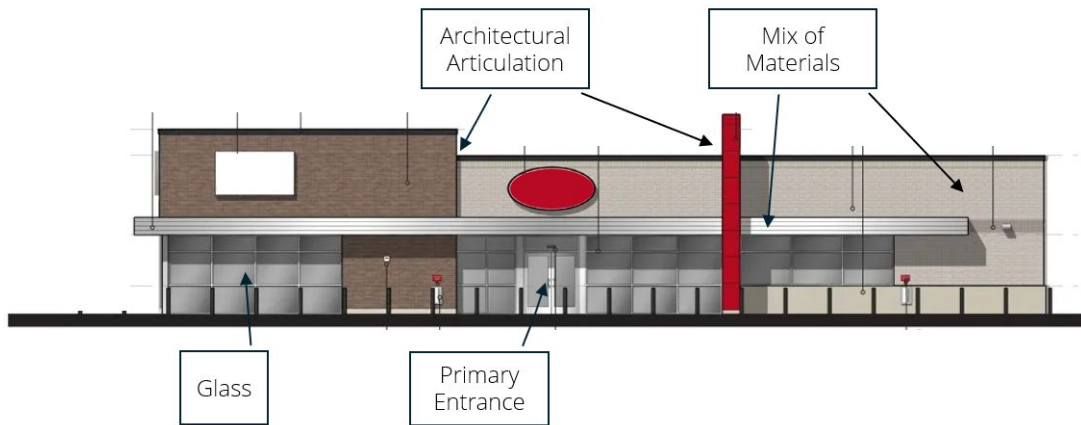
Buildings shall avoid long uninterrupted façade planes and/or blank walls.

- 1. Each building shall designate at least one (1) primary façade.
- 2. Primary building entrances shall not consist solely of an opening in a flat vertical plane but shall be recessed or extended and may be considered an offset to meet or contribute to the architectural articulation requirement.

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3. Architectural articulation by way of breaks in the façade plane of building shall be required for primary and secondary façades. Architectural elements must create a noticeable differentiation in depth through recesses, projections, or step-backs of at least one (1) foot. Additionally, the façade must be differentiated through changes to the design of entryways, changes to the roofline, and through the use of differing exterior finish materials and colors.

Building Size	Maximum Uninterrupted Façade Length
20,000 square feet or less	35'
20,001 to 49,999 square feet	50'
50,000 square feet or greater	100'



C. Design Standards

1. Orientation:
 - a. The building façade containing the primary building entrance shall be oriented toward the street of highest classification or principal public realm.
 - b. If this orientation is not practicable, the building façade containing the primary building entrance shall be oriented toward the principal entrance of the development in which it is located.
2. Exterior Building Materials: Exterior building finish materials are categorized into quality classes based on durability, appearance, and sustainability.
 - a. Class 1 materials are considered “very high-quality”;
 - b. Class 2 materials are considered “high-quality”;

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- c. Class 3 materials are considered “standard quality”; and
 - d. Class 4 materials are considered “limited use” and should be reserved for trim elements and minor accents.
3. Exterior Building Material Requirements
- a. Primary Façade:
 - 1) At least fifty percent (50%) Class 1 materials, with at least fifteen percent (15%) being glass (windows and doors), and
 - 2) At least twenty percent (20%) Class 2 materials unless Class 1 materials comprise at least sixty percent (60%) of the façade, and
 - 3) Up to thirty percent (30%) Class 3 materials, and
 - 4) Up to ten percent (10%) Class 4 materials.
 - b. Secondary Façade:
 - 1) At least thirty percent (30%) Class 1 materials with at least fifteen percent (15%) being glass (windows and doors), and
 - 2) At least thirty percent (30%) Class 2 materials unless Class 1 materials comprise at least fifty percent (50%) of the façade, and
 - 3) Up to thirty percent (30%) Class 3 materials, and
 - 4) Up to ten percent (10%) Class 4 materials.
 - c. Rear Façade:
 - 1) At least twenty percent (20%) Class 1 or Class 2 materials, and
 - 2) Up to eighty percent (80%) Class 3 or 4 materials.

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4. Exterior Building Materials Table by Material Class.

Material Group	Class 1	Class 2	Class 3	Class 4	Definition
Masonry and Stone Group					
Brick, fired clay	✓				Fired clay or synthetic brick, full-veneer masonry wall system, having an approximate typical unit depth greater than 3"
Brick, thin (fired clay or synthetic); brick panel (fired clay or synthetic)		✓			Thin veneer (fired clay or synthetic) bricks adhered to a wall surface or wall anchoring system, with the appearance of full brick and having an approximate typical unit depth less than 3"; prefabricated panels of thin (fired clay or synthetic) brick adhered to a wall surface or wall anchoring system

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Material Group	Class 1	Class 2	Class 3	Class 4	Definition
Stone, natural or synthetic	✓				Genuine or synthetic stone, adhered to wall surface or wall anchoring system
Stone panel, natural or synthetic		✓			Prefabricated panels of genuine or synthetic stone adhered to wall surface or wall anchoring system
Stucco, genuine	✓				Traditional Portland cement-based stucco applied in 3 coats over a solid surface
Concrete Masonry Units Group	Class 1	Class 2	Class 3	Class 4	Definition
Burnished/ground-face, patterned, or shaped block	✓				Concrete modular blocks, smooth finish with large aggregates visible or polished finish and with mortared joints or where face surface has a pattern or shape, not flat and with mortared joints
Split-faced block			✓		Concrete modular blocks, rough, split-faced finish, and with mortared joints
Plain, flat-faced block (painted)				✓	Concrete modular blocks, plain, flat finish, and with mortared joints
Metal Group	Class 1	Class 2	Class 3	Class 4	Definition
Architectural quality, composite metal wall panel systems	✓				High-quality insulated metal panels for decorative surface application, such as <i>Alucobond®</i> panel systems
Architectural quality metal wall panel systems, concealed fastening	✓				High-quality metal panels for decorative surface application with concealed fasteners, such as <i>Elevate (formerly Firestone) Delta</i>
Architectural quality metal wall panel systems, exposed fastening			✓		High-quality metal panels for decorative surface application with exposed fasteners, such as <i>Elevate (formerly Firestone) Omega</i>
Metal (panels, siding, and trim)				✓	Standard metal siding and panels, painted or coated for exterior application
Glass Group	Class 1	Class 2	Class 3	Class 4	Definition
Clear glass (windows, curtain walls, paneling systems)	✓				Clear glass with no visible tint, reflective coating, coloring, or other covering (not including low-e or UV coatings or treatments)
Glass Block	✓				Hollow translucent block of varying shapes and sizes made entirely from glass; also known as glass brick.

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Material Group	Class 1	Class 2	Class 3	Class 4	Definition
Spandrel glass		✓			Opaque glass panels with a fire-fused ceramic frit paint; typically used between vision areas of windows to conceal structural columns, floors and shear walls
Opaque or tinted glass			✓		Glass with a tinted or colored coating or finish or otherwise treated to produce a tint that reduces its opacity.
Mirrored glass				✓	Glass with a reflective or mirrored coating or finish
Other Materials Group	Class 1	Class 2	Class 3	Class 4	Definition
Wood (panels and siding)	✓				Authentic hardwood or exterior rated, rot-resistant wood paneling and siding
Fiber cement board (siding)	✓				Cement panels reinforced with cellulose fibers, such as <i>Hardie® Plank</i> and <i>Nichia® Nichiboard</i>
Exterior insulation and finish system (EIFS)				✓	Polystyrene foam covered with a synthetic stucco, water-managed and exterior rated. May only be used for fascia and soffits on first/ground level applications; may not be used for areas intended for signage installation on any level.
Composite wood (panels, siding, and trim)		✓			Composite or other synthetic wood types, such as LP® SmartSide®
Vinyl and PVC (panels, siding)				✓	Exterior siding that is made from a synthetic resin or plastic
Ceramic			✓		Ceramic tile adhered to a wall surface or wall anchoring system
Translucent wall panel systems			✓		Panels or blocks, typically hollow, made of translucent polycarbonate material – such as Kalwall®
Fabric					(not permitted)

5. The Administrative Official shall have the authority to interpret the definition of each exterior building material grouping to determine if a specific material meets the criteria for a material grouping. An applicant shall provide any necessary information such as product sample or product technical to aid in the decision making of the Administrative Official.
6. The Administrative Official may allow usage of an exterior building material grouping not listed in § 1004.2.C.4 which cannot be determined to be substantially similar to a listed material grouping. Such allowance may only be made for an individual Development Review application upon a written determination of the quality of the material based upon its durability, appearance, and architectural style, being of similar quality and character as other material groupings within the determined class.

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1004.3 – MECHANICAL AND UTILITY EQUIPMENT

- A. All mechanical and utility equipment located on the wall, roof, and/or on the ground shall be screened from view when visible from the public realm or residential zoning district or uses.
- B. All roof-mounted utilities and mechanical equipment shall be screened on all sides by incorporating opaque screening into the structure utilizing materials compatible with the supporting building. Such screening shall be at least equal to the height of the equipment being screened.

1004.4 – TRASH, REFUSE, AND RECYCLABLE MATERIAL STORAGE

- A. Dumpsters and refuse storage areas shall be placed to the side or rear of the main building and located away from the entrance of the site/development access and shall avoid placement near buildings for residential use on adjacent property.
- B. Dumpsters and refuse storage areas shall be enclosed and/or screened.
- C. Developments shall include either a trash container room or dumpster enclosure constructed and approved according to the current standards of City of Conway Sanitation Department.
 - 1. Enclosure walls on three (3) sides at a minimum of six (6) feet in height and a gate or gates, substantial enough to fully screen the containers within, shall be required.
 - 2. The entire enclosure shall be constructed of Class I materials matching the Class I materials used on the primary structure.
 - 3. Dumpster enclosures shall be located so as to allow ease of access for collection vehicles. No parking or other obstruction shall be permitted in the access area for enclosures. With the exception of alleys, dumpster enclosures shall be located so as to prevent trash collection trucks from blocking traffic while servicing them.
- D. Trash container rooms and dumpster enclosures may be shared upon evidence of the abutters' agreement to do so. Property owners must enter into a Shared Sanitation Service Agreement, whereupon each party identifies requirements and maintenance responsibilities.

1004.5 – LANDSCAPING

- A. Goals
The goals of these landscaping requirements are:
 - 1. To enhance the visual appearance of the City,
 - 2. To provide compatible transitions between different land use types and/or densities,
 - 3. Facilitate safe movement of all forms of traffic,
 - 4. Break up large areas of impervious surface, and provide shade,

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5. Assure appropriate barriers to and relief from traffic, noise, heat, glare, and odor,
6. Improve air quality, and
7. Promote energy efficiency and conservation in site design, building construction, and landscaping.

B. General Requirements

1. These requirements shall apply in all zoning districts except C-1.
2. All areas not covered by structures, service yards, walkways, driveways, and parking spaces shall be landscaped.
3. Landscaping shall be provided which is sufficient to provide soil stability and adequate drainage.
 - a. Trees, shrubs, groundcover, and grass shall be placed and/or retained in such a manner as to reduce runoff and/or erosion.
 - b. Graded areas shall be re-vegetated to ensure erosion control by seeding, mulching, and fertilizing. Disturbed areas shall be planted with suitable plant materials.
 - c. Soil stabilization measures shall be provided on steep slopes while ground cover is being established.
4. The current property owner shall properly maintain all required landscaping.
 - a. The property owner shall be responsible for maintaining all landscaping within the boundaries of the site so as to present a healthy, neat, and orderly appearance.
 - b. Any unhealthy or dead plant material shall be replaced in accordance with the approved landscaping plan within three (3) months of the plant material dying or becoming unhealthy.
5. Native and naturalized species should be used, when possible, in order to minimize watering.
6. Conway Corporation shall be provided the opportunity to review all landscape plans for the purposes of verifying utility conflicts.

C. Preservation

1. Where possible and reasonable, existing mature, "significant" trees, rock outcroppings, and riparian corridors should be preserved and incorporated into landscape plans.
2. Where healthy plant material exists on the site prior to development and the provision is made to preserve and incorporate that plant material on a permanent basis, then credit may be given against all pertinent city landscaping requirements, and its preservation verified at final inspection of the project.

D. Site Perimeter Landscaping Requirements

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The perimeter of a site shall be landscaped to provide a buffer for adjacent uses as well as an attractive view from the street. This area shall be required along the full length of all property lines. No parking or paving shall be permitted within this landscape buffer except for sidewalks and driveways. Any driveways must cross the buffer at a generally perpendicular angle.

1. Street Frontages

- a. A ten (10) foot landscape buffer shall be provided along all property lines abutting any public or private street, exclusive of right-of-way.
- b. Trees shall be planted at the ratio of no less than one (1) canopy tree for every thirty (30) feet of property line abutting any street. In the event overhead obstructions exist which would prohibit the use of canopy trees, understory trees shall be required at a rate of one (1) tree every fifteen (15) feet.

2. Interior Lot of Property Lines

- a. A perimeter landscape strip at least six (6) feet in width shall be provided along all property lines adjoining nonresidential zoning districts or uses. This provision is waived where neighboring structures adjoin, such as with strip centers.
- b. A perimeter landscape strip at least twenty (20) feet in width shall be provided along all property lines adjoining any residential zoning district or use, except where a multi-family development abuts another multi-family development.
- c. There shall be at least one (1) canopy tree every thirty (30) feet, one (1) decorative tree every fifteen (15) feet, or one (1) shrub every six (6) feet along all boundaries of the site which do not abut streets. Up to twenty-five percent (25%) of these plantings may be grouped, where desired.
- d. Existing vegetation which meets, in whole or in part, the purposes of perimeter landscaping described above, may be applied toward these requirements.

E. Parking Lot Landscaping and Screening

1. Service, loading, and storage areas not visible from an area of public access or an adjacent residential zoning district or use shall be exempt from the requirements.
2. Trees shall be planted within the paved parking area so that each parking space is no more than sixty (60) feet from the nearest tree. Perimeter trees may be used to satisfy this requirement.
3. In parking lots with twenty-four (24) spaces or more, no more than twelve (12) continuous parking spaces are permitted without a landscape island so as to provide a ratio of no less than one (1) tree for each twelve (12) spaces throughout the lot.
4. All parking lots shall meet the following requirements:
 - a. A landscape island shall be provided at the end of each parking lot aisle.

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- b. Each island shall contain at least one (1) tree. Each tree shall be maintained to provide a minimum clearance of eight (8) feet at the lowest limb.
 - c. All islands shall be a minimum of one-hundred-and-fifty (150) square feet of unobstructed landscape area.
 - d. All islands shall be sodded, seeded, mulched, or xeriscaped with landscaping quality rocks and stones.
 - e. All islands shall have a minimum unobstructed width of eight (8) feet.
 - f. All islands shall be protected by a six (6) inch concrete curb unless Low Impact Development (LID) design elements/strategies are implemented.
5. In addition to the above, parking lots with two-hundred (200) or more parking spaces shall be divided by landscape "buffer" areas to prevent large expanses of asphalt.
- a. With the exception of driveways, which may cross them, these areas shall extend the width or depth of the parking lot.
 - b. This buffer shall be a minimum of twelve (12) feet wide, and include a pedestrian walkway of no less width than six (6) feet bisecting it.
 - c. A typical screening measure, such as a hedgerow or trees, should be instituted along both sides of the walkway to provide a buffer to pedestrians. Screening vegetation must be a minimum of three (3) feet tall and no more than twenty-four (24) inches apart on center or the diameter of the specific cultivar.
6. All parking lots shall be screened. Screening measures shall be instituted in accordance with the standards below, exclusive of access driveways and sidewalks:
- a. Where shrubs are used, they shall be evergreen in nature, be at least thirty (30) inches tall at the time of planting, have a mature height of at least three (3) feet, and be spaced no more than twenty-four (24) inches apart on center or the diameter of the specific cultivar.
 - b. Where fences or walls are used, they shall be continuous and solid in nature, at least three (3) feet in height, no more than four (4) feet in height, and be constructed of brick, stone, split-faced block, or other approved material approved by the Administrative Official.
 - c. When located within/adjacent to a residential zoning district intended for predominantly single-family or two-family dwellings or adjacent single-family or two-family dwellings, an opaque wood privacy fence at least six (6) feet and no more than eight (8) feet in height shall be required along all interior side and rear property lines unless an undisturbed vegetated buffer of at least fifty (50) feet exists.

1004.6 – FENCES

A. Razor and/or barbed wire

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Razor and/or barbed wire fences are prohibited if visible from public right-of-way or a residential zoning district or use, except barbed wire used for agricultural purposes. Use shall require screening in such instances, unless located within an industrial zoning district or where a demonstrated security concern necessitates barbed wire for industrial use in a commercial zoning district.

B. Chain Link

Chain link fencing shall not be closer to any adjacent street than any structure on the site. All chain link fencing shall be painted or coated in a non-obtrusive color, such as black or dark green, in order to diminish its visual impact.

C. In Front of Buildings

Any fencing or walls located between the primary structures and any public right-of-way, including those used as a retaining measure, may only be solid up to forty-eight (48) inches in height. Any fencing which exceeds forty-eight (48) inches in height shall not obstruct the view of the primary structure from the right of way. Such fencing shall not obstruct views for vehicular traffic at intersections and shall not be placed within an established clearview zone.

1004.7 - LIGHTING

Lighting and light under this section includes any temporary or permanent lighting equipment that is installed, located or used in such a manner with the intention to cause light rays to shine outdoors. This includes, but is not limited to, driveways, sidewalks and walkways, parking lots, structures, signs, and all sports and recreational lighting. All proposed exterior light sources shall be submitted with the Development Review application.

- A. Reasonable amounts of lighting shall be allowed and provided, as appropriate, at intersections, along walkways, at building entrances, between buildings, and in parking areas. Light levels at the property line shall not exceed 0.5 footcandles when adjacent to a non-residential zoning district or use, and 0.1 footcandles when adjacent to a residential zoning district or use, as measured five (5) feet above the ground.
- B. The maximum height of any light source (bulb), regardless of the method for mounting, shall not exceed twenty-five (25) feet. In developments over ten (10) acres in size, the maximum height of any fixture shall exceed forty (40) feet.
- C. No light shall be of such design, height, and/or intensity so as to produce glare or direct illumination across the property line, nor shall any light be of the same so as to create a nuisance or detract from the use and enjoyment of adjacent property. All light shall be directed downward or inward toward the property by choosing appropriate fixtures and properly aiming fixtures during installation.
 - 1. All fixtures shall be "Full Cut-Off" and/or fully shielded in design so that no light is visible above the lowest part of the fixture.
 - 2. No light source (lightbulb) should be directly visible from any point off of the property or any roadway.
- D. All proposed fixtures shall be shown on the landscape plan.

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1004.8 – EXTERIOR SEATING AND EATING AND DRINKING ESTABLISHMENTS

- A. The seating must be entirely on privately owned or leased property and outside the public right-of-way. Any right-of-way encroachment must be approved by the Conway City Council.
- B. All outdoor seating shall be arranged in such a way so as to be safe under all conditions for pedestrian and vehicular traffic. It shall not inhibit the free circulation on public sidewalks or safe egress from buildings by maintaining a clear area of at least five (5) feet for pedestrian use.
- C. The property owner shall be responsible for maintaining the outdoor seating area in a clean, sanitary, and orderly manner.

1004.10 – SIDEWALKS

- A. Sidewalks shall be constructed as outlined by the Conway Subdivision Regulations and Conway Master Transportation Plan.
- B. Sidewalks shall be constructed on all streets public and private, regardless of classification, with the exception of alleys, for all projects requiring Development Review.
- C. No permanent open display shall be permitted on sidewalks or in public rights-of-way.

1004.11 – I-3 INTENSIVE INDUSTRIAL DISTRICT STANDARDS

These standards shall only apply to sites with frontage along an Interstate, Major Arterial, or Minor Arterial as designated within the Conway Master Transportation Plan.

Due to the nature of industrial development, the City of Conway realizes that architecture, landscaping densities, and overall site aesthetics are generally secondary to the utilitarian considerations of building size and function; access, storage and circulation requirements; and standard industrial district practices. However, the City does desire for industrial development to appear as of high quality and be as visually appealing as is reasonable, especially from the public realm. Therefore, the City will most closely review the “Image Zone” of all proposed developments within the I-3 Zoning District. Developers should strive to place considerable attention to this area.

All areas of an I-3 industrial project’s “Image Zone” shall meet all standards required by this article for commercial, office, and multi-family development, especially with regards to landscaping.

For all areas of an I-3 project, the following general standards shall be met:

- A. Site Planning
Site layouts should be designed to provide aesthetically pleasing street scenes; controlled accesses with maneuver area for emergency vehicles; convenient visitor parking; well-screened outdoor storage, loading areas, equipment and service areas; and an emphasis on the primary entrance or office portion of the building.
 - 1. Expansive paved areas located between the street and the building should be avoided in favor of multiple small lots separated by landscaping and buildings. Visitor and handicap parking shall be located adjacent to the primary building entrance while employee parking areas should be located at the side or rear of the building.

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2. Loading and storage areas shall be screened from view from the public realm and/or when adjacent to non-industrial property. Wherever possible, various screening methods should be incorporated into the site design to reduce the visual impact of these facilities.
 - a. orientation of the site;
 - b. portions of the building;
 - c. decorative screening walls or fencing;
 - d. landscaping.
 3. All industrial developments should attempt to provide outdoor plazas or enhanced site features at the building entries and/or in employee break areas. It is encouraged that plazas and break areas include:
 - a. tables, benches, or seat walls;
 - b. canopy trees, potted plants, trellises and other shade structures;
 - c. trash receptacles;
 - d. enhanced paving.
- B. Landscaping should be used to screen unsightly areas from public view. It is important to provide the majority of the landscaping where it provides the maximum public benefit. Landscaping throughout the project should be considered essential, and especially critical within the Image Zone, where it shall meet all other landscaping provisions of this Article.
1. Barbed wire and razor wire visible from the public realm or non-industrial property should never be used unless it is needed to solve a demonstrated security problem.
 2. All chain link fencing shall be painted or coated in a non-obtrusive color, such as black or dark green, in order to diminish its visual impact.
- C. Building Design
- The guidelines for industrial development seek not to impose a particular architectural theme or style but to promote quality development that will be an asset to the City. Developers should strive to provide the most attention to aesthetics within the Image Zone of the project.
1. Primary entryways to buildings in the I-3 Intensive Industrial District should make every attempt to portray a quality office appearance through architectural treatments.

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2. Encouraged elements:
 - a. variation of building façade planes, direction, materials, and color;
 - b. inclusion of architectural elements and details;
 - c. building entry accentuation;
 - d. pitched roofs where building size makes it feasible, and articulating parapet caps where not;
 - e. screening of equipment and storage areas, to include those which are rooftop-mounted; and
 - f. landscaping along the base of structures to soften an otherwise bulky appearance
3. Discouraged elements:
 - a. large, blank, flat surfaces;
 - b. metal siding which dominates a façade;
 - c. exposed, untreated concrete block walls (except split face);
 - d. loading doors facing the street;
 - e. exposed mechanical equipment;
 - f. highly reflective surfaces; and
 - g. trash enclosure doors facing the street or visible from street;
4. Front elevations and primary entries should express a high window-to-wall ratio. Window type, material, and proportion should complement the overall façade.
5. Warmer “earth tones” are preferred to white or other colors which appear obtrusive and reflect glare.

1004.12 – SPECIAL STANDARDS

This paragraph provides standards regarding the unique design characteristics of specialized development types. It is imperative to note that this paragraph is designed to be used in conjunction with all other provisions of this article. The Special Standards apply in addition to all other standards.

A. Vehicle Dealerships and Automotive Repair Shops

Vehicle dealerships and automotive repair shops are intensive and dynamic uses characterized by constant, heavy automotive and pedestrian activity. Accordingly, great care should be taken when siting such facilities within a community so as to impose the minimum impact on surrounding uses.

1. Space for the unloading of cargo and vehicles from trucks shall be integrated into the overall design of the site.

EXHIBIT A

2. Associated uses or activities that create excessive amounts of noise (car repair, exterior sound systems, cleaning, testing, etc.) should not be immediately adjacent to residential zoning district or uses.
 3. Service areas associated with vehicle dealerships should be screened from public view and abutting properties through the use of efficient and attractive landscaping, fencing, and/or walls. Areas should be located at the back of the project when feasible.
 4. Any on-site service or repair facilities should:
 - a. provide vehicle access to individual bays which is internal to the site (preferably the rear) and not directly from street frontage;
 - b. provide screening for such bays so as to not be visible from public right-of-ways;
 - c. provide a dedicated vehicle washing area; and
 - d. not be visible or audible to passing pedestrians from the street or adjacent residential zoning district or uses.
 5. Public and business-related parking areas should be clearly delineated through dedicated signs, pavement markings, or other methods.
 6. Specific site locations should be created for the storage of used oil and lubricants pending recycling.
 7. All compressors should be located in the interior of the site or within buildings so as to minimize any audible impacts to adjacent properties.
 8. Vehicle dealership landscaping
 - a. Trees shall be planted at the ratio of no less than one (1) canopy tree for every sixty (60) feet of property line abutting any street. In the event overhead obstructions exist which would prohibit the use of canopy trees, understory trees shall be required.
 - b. Trees shall be planted within parking lot landscape islands at a ratio of no less than one (1) canopy tree per twenty-four (24) parking spaces.
 - c. Any parking lot island required by § 1004.5.F.3. which does not include a canopy tree shall be densely planted with evergreen shrubs at a height of thirty (30) inches or greater.
- B. Automobile Service Stations
- Automobile service stations are intensive uses characterized by large areas of paving which permit vehicles to freely maneuver. As a result, these locations have the potential to create significant adverse impact for adjoining streets and properties. These standards are intended to mitigate the potential impacts of service stations on adjoining areas.
1. A minimum twenty-four (24) foot drive shall be required between the canopy and main building or parking aisle adjacent to the building.

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2. Canopies shall not exceed the height of the main building.
3. Canopies and canopy support columns shall complement the main building using techniques such as using similar parapet forms or using similar building materials on canopy support columns.
4. Drive-throughs on-site shall be located along the side or rear of the principal building with stacking for the drive-through placed at the rear of the principal building. This provision shall not apply to pick-up windows where ordering does not occur within the drive-through line.
5. All areas of the principal building directly adjacent to parking shall have at least five (5) foot sidewalk separating the building from the parking.

C. Airport Overlay District Zoning and Development Design Standards

1. Airport Layout Plan

The Airport Layout Plan shall serve as the master planning map for locations of buildings, structures, fueling, runways, aprons, taxiways, etc.

2. Land Uses

The land uses for the Airport shall complement and enhance the aviation aspect of the Cantrell Field. All non-aviation related activities are prohibited.

Special Exceptions

Special exceptions shall include any land uses outside of aviation activities allowed in an I-3 Intensive Industrial zone either by right or with a conditional use permit. These uses shall be approved on a case-by-case basis. All special exceptions shall conform to the laws and regulations of the City of Conway, FAA regulations, state and federal regulations. Adult entertainment facilities, regardless of type, are not eligible for a special exception. Proposed exceptions must be approved by the City of Conway. Special exceptions requiring a conditional use permit shall require review by the Planning Commission and approval of the City Council as stipulated in the Conway Zoning Ordinance.

3. Federal Aviation Administration Requirements

These minimum development standards apply to areas within the Airport boundary. Within the Airport, there are documented standards which are rigidly enforced by the FAA. No lighting, communication, emissions, building locations, or operational activities of any sort shall be permitted that would potentially interfere with the operation of the Airport, aircraft, or navigational aids. All airside and landside facilities shall be in full compliance with all dimensional criteria and standards set forth by the City of Conway and the FAA.

4. Prohibited Nuisances and Hazards

No business, trade, activity, or operation, which shall be noxious, offensive, or illegal; or which shall be contrary to any regulations, including, without imitations, those of the Federal EPA, the State of Arkansas Department of Environmental Quality (ADEQ), or the City of Conway, or which shall cause an emission of dust, smoke, odors, fumes, radiation, noise, or vibrations, which may be or become a nuisance or an unreasonable annoyance to the occupants of any adjacent or neighboring site, shall be conducted. All on-site operations and activities shall be conducted with reasonable and appropriate precautions against radiation, fire, explosion, and other hazards.

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No on-site operations or activities which require or involve the use, storage, generation, or disposal of "toxic wastes" or "hazardous materials," as defined in or under any federal, state, or local regulations, or as defined by the City of Conway, shall be allowed, other than in conformity with these regulations and as specifically approved by the City of Conway.

5. Lot Sizes

The minimum lot size shall be not less than that required for the building pad, required parking and all set-backs. The City of Conway may approve constrained parcels that do not meet the minimum criteria.

6. Building Location and Height

The location of all buildings, regardless of intended use, shall be consistent with the Airport Layout Plan, which may be amended from time to time by the City of Conway. No structures may exceed a height that would penetrate the imaginary surfaces shown on the Federal Aviation Regulations Part 77 drawing and the Airport Layout Plan. Height limitations on the entire Airport shall comply with FAA requirements for transitional surfaces and for line-of sight from the rotating beacon or Air Traffic Control Tower, if so equipped, to all runways, taxiways and aprons.

7. Building Orientation

For buildings contiguous with the Airport Operations Area (AOA) fence, a distinct entrance for airside and landside users shall be provided. Building footprints shall be presented on the site plan. Building on each site shall be oriented to minimize service docks, dumpsters, refuse collection areas, and stockpiles from public view.

8. Setbacks

All parking areas and buildings shall be set back from the airfield ramps, taxiways, and other areas used by aircraft, in compliance with standards established by the FAA or as required by the Airport Layout Plan and the City of Conway.

9. Outside Storage

All outside storage of equipment or other materials is prohibited.

10. Accessory Buildings and Temporary Structures

Accessory buildings (such as storage sheds) and temporary structures are prohibited.

11. General aviation aprons and taxi lanes

General Aviation aprons and taxi-lanes leading into aprons shall be in accordance with FAA AC 150/5300-13 (or current version), Airport Design. Lighting shall be in accordance with FAA AC 150/5340-30 (or current version). Signage and Marking shall comply with FAA AC 150/5340-1 and 150-5340-18 (or current version).

a. Pavement sections on all aprons and taxi lanes leading into aprons shall be designed to the same standards as the aprons.

b. All aircraft pavements shall be designed and constructed using FAA approved materials and standards.

c. Apron grades shall be consistent with minimum local drainage requirements, but shall be limited to a maximum grade of 1.0 percent to facilitate the towing and taxiing of aircraft.

d. Apron grades shall be designed to direct drainage away from buildings.

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- e. Stormwater inlets shall be installed within the pavement limits to facilitate the drainage to the stormwater management system only when and where necessary.
- f. The outer perimeter of the GA apron facing the airfield shall be equipped with edge lights. Taxilane edge lights shall be installed according to FAA specifications. All airfield lighting electrical installations or connections shall be coordinated with and must be approved by the City of Conway prior to installation.
- g. The apron shall be marked and striped in accordance with applicable FAA advisory circulars.
- h. Setbacks and clearances shall comply with those standards outlined in FAA AC 150/5300-13, Airport Design, for the aircraft types operating or anticipated to operate on the apron.
- i. Designated thoroughfares for fueling, maintenance, and other ground service vehicles shall be designed to minimize vehicular traffic conflicts with aircraft movements.

12. Vehicular Access

Vehicular movement to aircraft storage hangars shall be restricted from crossing any airport taxiways or runway. All aircraft storage hangars shall provide automobile parking that does not interfere with aircraft operations. Vehicle parking on ramp areas is expressly prohibited except for necessary service vehicles.

Buildings normally open to the public ensure that pedestrian and vehicular access is restricted to roads and parking lots.

All improvements or facilities sited on the landside/AOA interface shall have appropriate access to both the landside and the AOA. All customer facilities and accommodations for passengers and crew of transient aircraft must include a ramp or other convenient access for the disabled, and must include sanitary restrooms equipped for use by their guests or employees.

13. Utilities and Water/Sewer Facilities

All utilities shall be located underground and located in the right-of-way adjacent to the road. Each lot shall connect to the utilities and service pedestals or boxes located outside of the roadway sight lines. The area around the service pedestal or boxes shall be kept clear of permanent structures. Landscape irrigation, if installed, shall be designed in such a manner that water is not directly thrown or sprayed on the pedestals or boxes.

Utility meters shall be installed where necessary, as required by utility companies. Temporary power poles are permissible while the primary structure is being constructed, but shall be removed prior to the time the Certificate of Occupancy (CO) is issued. Power poles shall not be placed within the roadway sight lines.

A plan indicating water and sewer facilities to be installed for the project will be provided to the City of Conway, along with the site plan for the project. This plan should conform to the requirements of City of Conway (water, sewer), and all applicable regulatory agencies.

14. Fuel Tanks

Fixed fuel storage systems shall contain safety fixtures and filtration systems that meet industry standards. The system shall have at least 10,000 gallons of above ground storage

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for each type of fuel to be provided. The storage system shall include adequate fuel spill prevention features and containment capabilities. A Fuel Spill Prevention Countermeasures and Control (SPCC) Plan must also be submitted to the City of Conway and the Arkansas Department of Environmental Quality for approval. Compliance with the City of Conway Building Code, NFPA, and ADA is required.

a. Tank Location

All fuel shall be stored in above-ground tanks approved by the City of Conway and located in a location in accordance with the FAA approved and Airport Layout Plan (ALP), with setbacks from buildings and roads as required by the NFPA. No underground storage facilities shall be permitted without express written approval from the City of Conway.

- i. Vehicular access and circulation around the fuel storage facilities shall not impact or impede existing Airport roads, and shall in no case require the use of dedicated airside pavements or facilities. Primary access roads to the site must be designed for heavy truck traffic.
- ii. Facility shall be fenced and signed to reduce the chance of unauthorized entry or tampering with the fuel system.
- iii. The fueling facility shall be marked in accordance with FAA AC 150/5230-4.

b. Fuel Storage Tank General Regulations

- i. Separate storage tanks and fuelers shall be provided for each grade of fuel distributed. Tanks and mechanical equipment must be labeled and color-coded per FAA requirements (AC 150/5230-4) to distinguish the different fuel grades. Dead man controls shall be provided for unloading fuel from the tanks into the refueling vehicles. Over-the-road tankers are prohibited from all airside areas.
- ii. Minimum storage tank size shall be 10,000 gallons each for aviation fuel and (Jet A and Avgas).
- iii. All above-ground tanks shall be installed in a concrete containment basin designed to capture any accidental spill of the contents of the fuel storage facility and/or delivery vehicle in accordance with all EPA, NFPA, and other federal, state, and local laws and regulations, as amended. Emergency fuel shutoff stations shall be located near the fuel tanks, and shall be accessible, well marked, and lit as per AC 150/5230-4.
- iv. All surface drainage from the storage area and docking/loading area shall be captured in a closed drainage system and directed through a fuel spill and/or oil-water separator device approved by the ADEQ.
- v. At a minimum, aboveground storage facilities shall be diked with an impervious retention basin capable of containing 110 percent of the capacity of the largest tank and shall be either double-lined or vaulted.
- vi. Fuel storage equipment shall be provided with metering devices that maintain and produce accurate receipts of fuel dispensed from the facility and are calibrated and

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approved by the State of Arkansas Department of Agriculture, Division of Weights and Measures. Specifications for the metering equipment shall be submitted to the City of Conway for review and approval. Fueling equipment and procedures shall comply with all federal, state, and local laws and regulations as amended.

vii. Design and construction drawings and specifications shall be approved by the Airport Advisory Committee and ADEQ.

viii. Above-ground storage facilities shall conform to the requirements of NFPA 30, Flammable and Combustible Liquids Code, Florida Administrative Code-Chapter 62-761, and other applicable requirements for storage facilities.

c. Fuel Tank Safety Regulations

All fueling facilities shall conform to the highest standards of safety.

i. Facility shall be posted with "Flammable—No Smoking" signs conforming to NFPA standards.

ii. Facility shall:

A) Contain no feature that would allow introduction of any foreign material into fuel.

B) Be free of materials, equipment, functions, and activities that would be ignition sources.

C) Be constructed in such a manner as to prevent the introduction of the product into

the wrong storage tank.

D) Be constructed with lightning protection in accordance with NFPA standards.

iii. Facility shall be equipped with protection for electrical equipment and wiring. This protection shall provide reasonable safeguards from heat, abrasion, or other impact that could cause failure of insulation, open spark, or other ignition source. See NFPA Standard 70, National Electrical Code.

iv. Grounding and bonding equipment shall provide that piping, filters, tanks, and electrical components are electrically bonded together and interconnected for adequate electrical ground.

v. Twenty pound Class B fire extinguishers shall be readily available to the operator of fueling equipment, in conformance with NFPA standards.

vi. All hoses, nozzles, filters, and connectors shall meet or exceed recommendations in FAA AC 150/5230- 4.

vii. Distribution of fuel into aircraft shall be by self-fueling, stationary fueling systems or mobile pumping equipment (fuelers). Fueling with portable gas cans is permitted with a self-fueling permit, as issued by the City of Conway.

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15. Hazardous Materials

The applicant shall submit a hazardous materials handling program, as necessary, indicating full disclosure of any hazardous materials that may be stored on-site. Standard storage, use and disposal procedures, emergency procedures and schedule of regular inspections and approvals necessary to comply with Airport standards, City of Conway, state and federal regulations.

16. Security

Development shall be designed, constructed, and separated in a manner that assists the City of

Conway in controlling access from the landside to the airside. Security access points may be established by the City of Conway and shall be designated on the site plan submitted to the City of Conway. Lessee shall fully comply with all standards set forth by the Airport Security Plan, and any other regulations established or amended from time to time by the City of Conway.

Coordination with the City of Conway will be essential to assure that the latest and most up-to-date information is available during development and construction of airport facilities.

If the Leasehold is located in an area designated as a Security Identification Display Area (SIDA), which is accessible only to those persons displaying security media issued by the City of Conway, each person must wear and display the security media issued by the City of Conway at all times while within the SIDA. Lessee shall control the premises to prevent unauthorized access to the Air Operations Area (AOA) or SIDA. Lessee shall strictly comply with all applicable provisions of the Airport Master Security Plan. Should Lessee implement a security system, such security system must comply with the Airport's security specifications.

For facilities entirely or partially located within the AOA or SIDA, electrical wiring and security data conduits shall be provided by the City of Conway to operate security devices (gates, access controls, and cameras). Four (4), four-inch PVC conduits shall be provided where required: one for power, one for data, and two spare.

17. Antennas and Satellite Dishes

No antenna or satellite dish for transmissions or reception of television signals or any other form of electromagnetic radiation shall be erected, used, or maintained outside any building, whether attached to an improvement or otherwise, without the prior written approval of the City of Conway. Conway Corporation shall provide cable television and internet service.

18. Fire Suppression

The building owner shall install fire detection devices within the premises and such devices shall be monitored to communicate the need for emergency response. The building owner shall also install a single-key fire department emergency access system, such as a KnoxBox®. The emergency access system is intended to ensure immediate building entry by firefighters without delay. All buildings, including aircraft hangars shall meet all applicable City of Conway and Arkansas state fire codes.

19. Aircraft Wash Racks

Aircraft wash racks shall be equipped with oil/water separators and oil catch tanks to prevent fuel oil, or other petroleum based products from being discharged into the stormwater or sanitary sewer system. Waste disposal and sanitary system plans shall be provided to the City of Conway.

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All facilities shall obtain necessary permits and be in compliance with ADEQ regulations.

20. Variance Procedures

a. Structure and Design Variance

The City of Conway shall consider and may grant a variance to any covenant, restriction, or condition listed herein. Variance conditions must be documented to satisfaction of the City of Conway, including reasons why the property cannot conform to the aforementioned covenants, restrictions or conditions. Variance requests shall be submitted to and reviewed by the Airport Manager. The Airport Manager shall present the variance request to the Airport Advisory Committee. The Airport Advisory Committee shall then make a recommendation to the City Council. The City Council shall be the final approving body for any variance requests.

b. Land Use Variance

Any variance for land uses shall follow procedures as specified in Airport Zoning and Overlay District Design Standards 2. Land Uses

SECTION 1005 – TRAFFIC IMPACT ANALYSIS REQUIREMENTS

The Administrative Official may require a traffic impact analysis to study the traffic impacts of a proposed development, including recommendations for on-site and off-site improvements. The study shall be commissioned by the Administrative Official by a firm of his/her choosing with the cost reimbursed by the applicant. Where it is determined that off-site improvements are required to mitigate the impact of the development, impact fees shall be waived for the development unless separate agreement is made between the City of Conway and the applicant on the cost of such off-site improvements.

SECTION 1006 – WAIVERS

Specific site conditions and operational needs of particular uses may cause hardship in the direct application of the provisions of Development Review. As such, waivers may be granted to the standards contained in § 1004, excluding sidewalks and the provisions of § 1004.11.C. No waiver may be granted for an approval/procedural standard or provision of any requirement of this code outside of Article X.

1006.1 – WAIVER TYPES

Waivers shall be either a minor or major waiver.

A. Minor Waiver

The waiver of a single numerical requirement by less than twenty percent (20%) shall be considered a minor waiver. More than one (1) minor waiver request made as part of a Development Review application shall be considered a major waiver request.

B. Major Waiver

The waiver of a numerical requirement by more than twenty percent (20%), the partial or full waiver of a non-numerical requirement, or multiple waiver requests on a Development Review application shall be considered a major waiver request.

1006.2 – REQUEST AND REVIEW PROCEDURE

A. Waiver Requests

Waiver requests shall be in writing at the time of filing a Development Review application or in writing as part of an applicant's resubmission as result of review comments. No waiver request

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may be granted unless such request is made in writing by the applicant with a written justification for the necessity of the waiver.

B. Waiver Review

A waiver request shall be reviewed by the Administrative Official as part of the Development Review procedure.

C. Finding of Approval

No waiver request shall be granted unless the following have been determined by the approving authority:

1. Cost is not the sole basis for the necessity of the request.
2. Conditions exist on the site which make application of the requirement impractical or infeasible due to topography, utility placement, unique property condition, unique operational condition of the use on the particular site, or similar issue.
3. Granting the waiver request will not result in a condition that defeats the purpose and intent of the provisions of Article X.

D. Approval

Waiver requests may be approved in the following manners:

1. Minor Waivers: The Administrative Official shall have the authority to approve a minor waiver request after making a written finding of approval. Approval shall be issued in writing by the Administrative Official to the applicant, and may be issued prior to or with approval of a Development Review application. Record of the waiver approval shall be included with the filed records of the Development Review application.
2. Major Waivers: The Administrative Official shall have the authority to provisionally grant a major waiver request after making a written finding of approval. The Administrative Official shall issue such provisional approval to the City Council by electronic means. Any member of the City Council shall have five (5) business days to request review of the major waiver before the City Council. If no member of the City Council requests review, the major waiver request shall be considered approved.
 - a. If a member of the City Council requests review of a provisionally approved major waiver request, the request shall be heard before the City Council within sixty (60) days.
 - b. In reviewing a provisionally approved major waiver request, the City Council shall consider the criteria for a finding of approval listed in Paragraph C of this subsection. The Administrative Official shall provide a written report detailing why the decision was made. The written report shall be provided to the applicant at least seven (7) days prior to item being heard by the City Council.
 - c. The City Council may approve or deny the request. The City Council shall deny any waiver for a finding of approval cannot be made consist with Paragraph C of this subsection. Action by the City Council shall be considered final and shall only be appealable to a court of appropriate jurisdiction.

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E. Denial

A waiver request shall be denied unless a finding of approval can be made by the approving authority. Denial of a waiver request by the Administrative Official shall have the effect of denial of a Development Review application. Appeal of such decisions may be made by the applicant in accordance with § 1003.5.C.

FEES – TO BE ADOPTED WITH A NEW FEE SCHEDULE

Small Scale Development Review: \$325

Large Scale Development Review:

Less than One (1) Acre:	\$500
One (1) to Two (2) Acres:	\$750
Two (2) to Three (3) Acres:	\$1,500
Three (3) to Five (5) Acres:	\$2,500
Over Five (5) Acres:	\$3,500

Post Approval Review Fee: \$250

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Appeal:

\$325



City of Conway, Arkansas
Ordinance No. O-25-90

AN ORDINANCE AMENDING THE CONWAY ZONING CODE O-94-54, AS AMENDED FOR THE PURPOSES OF DEFINING OR REDEFINING TERMS:

Whereas, it is desirable to have a comprehensive definition section that reflects any amendments to other sections of the code;

Whereas, in accordance Arkansas Code Annotated § 14-56-416 has the City Council of the City of Conway adopted a Zoning Code and Arkansas Code Annotated § 14-56-423 provides for the amendment of such regulations; and

Whereas, the Conway Planning Commission has prepared amendments to the Conway Zoning Code, gave proper notice in accordance with Arkansas Code Annotated § 14-56-422, held a duly authorized public hearing on **October 20, 2025**, and adopted the prepared amendments.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

SECTION 1: That these amendments to the Conway Zoning Code are hereby adopted by reference, and included as exhibit "A" to this ordinance, as Article XIII of O-94-54, as amended and also known as the Conway Zoning Code.

SECTION 2: All ordinances in conflict herewith are repealed to the extent of the conflict. The Planning and Development Director shall be empowered to recodify the Zoning Code as necessary to update the code with the amendments.

PASSED this _____, 2025

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer

SECTION 1302 – DEFINITIONS OF TERMS AND USES

Building Coverage: The percentage of lot area occupied by the ground area of principal and accessory buildings on such lot.

Impervious surface: A material or structure that prevents water from soaking into the ground.

Low Impact Development (LID): Stormwater management system that mimics natural hydrologic processes to mitigate impacts related to stormwater volume and pollution. Examples include bioswales, rain gardens, permeable pavement, etc.

Lot Coverage: The percentage of lot area occupied by impervious surfaces.



**City of Conway, Arkansas
Resolution No. R-25-_____**

A RESOLUTION EXPRESSING THE WILLINGNESS TO ACCEPT AND UTILIZE AWARDED FUNDING THROUGH THE UNITED STATES TENNIS ASSOCIATION (ARKANSAS OFFICE) AND ARKANSAS TENNIS PATRONS' FOUNDATION

Whereas, the Conway Tennis Center was able to submit a grant to the USTA Arkansas Office through the Arkansas Tennis Patrons Foundation on October 24, 2025; and

Whereas, the submitted grant application included funding for new canopies over benches, new scoreboards, and new court caddies and trash cans for a total of \$6,100; and

Whereas, the Conway Tennis Center was notified of an awarded amount of \$3,000, the remaining amount will come from the Conway Tennis Association and Parks Department.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1. The City of Conway does hereby express its support in accepting the USTA grant funding for the Conway Tennis Center.

Section 2. The City Council does hereby authorize the Mayor to execute all agreements and contracts regarding this project.

Section 3. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 11th day of November 2025.

Approved:

Mayor Bart Castleberry

Attest:

**Denise Hurd
City Clerk/Treasurer**



City of Conway, Arkansas
Ordinance No. O-25-____

AN ORDINANCE APPROPRIATING REIMBURSEMENT FUNDS FROM VARIOUS ENTITIES FOR THE CITY OF CONWAY POLICE DEPARTMENT; AND FOR OTHER PURPOSES

Whereas, the City of Conway has received reimbursement funds from the following entities:

Various Companies	\$23,776.40	Extra Duty Services
FBI/DEA	\$3,599.72	Taskforce Funds
AR State Police	\$4,588.58	Taskforce Funds
Paymac Inc.	\$104.02	Auction

Whereas, the Conway Police Department needs these funds to replenish their expenditure accounts.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1. The City of Conway shall appropriate funds from various companies in the amount of \$23,776.40 from 001.121.4185 to the CPD overtime account 001.121.5114.

Section 2. The City of Conway shall appropriate funds from various companies in the amount of \$3,599.72 from 001.121.4186 to CPD overtime account 001.121.5114.

Section 3. The City of Conway shall appropriate funds from Arkansas State Police in the amount of \$4,588.58 from 001.121.4186 to the CPD overtime expense account 001.121.5114.

Section 4. The City of Conway shall appropriate funds from Paymac Inc. in the amount of \$104.02 from 001.119.4611 to the CPD miscellaneous supplies expense account 001.121.5699.

Section 5. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 11th day of November, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer



City of Conway, Arkansas
Ordinance No. O-25-_____

AN ORDINANCE APPROPRIATING FUNDS TO THE CONWAY POLICE DEPARTMENT FOR OPERATION SHOP SECURE AND FOR OTHER PURPOSES:

Whereas, the Conway Police Department needs approximately \$70,000 in overtime funds for Operation Shop Secure; and

Whereas, the Conway Police Department needs these funds in order to increase police presence in all shopping areas throughout the City of Conway during the holidays which will provide a safer shopping experience for the citizens of Conway.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS, THAT:

Section 1. The City of Conway shall appropriate \$70,000 from the General Fund Balance appropriation (001.119.4900) into the CPD overtime expense account, (001.121.5114).

Section 2. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 11th day of November, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer



City of Conway, Arkansas
Ordinance No. O-25-_____

AN ORDINANCE APPROPRIATING FUNDS TO REPLENISH THE FUEL BUDGET AT THE CONWAY POLICE DEPARTMENT; AND FOR OTHER PURPOSES

Whereas, the Conway Police Department needs approximately \$30,000 to replenish its fuel expense account; and

Whereas, the Conway Police Department needs these funds in order to replenish their accounts due to a shortage in funds for the remainder of the year.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1. The City of Conway shall appropriate \$30,000 from the General Fund Balance Appropriation Account (001.119.4900) to the Conway Police Department Fuel Expense Account (001.121.5630).

Section 2. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 11th day of November, 2025

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer



City of Conway, Arkansas
Ordinance No. O-25-_____

AN ORDINANCE APPROPRIATING FUNDS FOR EMPLOYEE APPRECIATION BONUSES; AND FOR OTHER PURPOSES:

Whereas, the City Council of the City of Conway would like to recognize the efforts of full-time and part-time city employees through the award of an employee appreciation bonus, for which funding must be provided; and

Whereas, the City is allowed to spend interest earned on American Rescue Plan funds for any legitimate City purpose; and

Whereas, the City's American Rescue Plan funds have earned \$814,714.11 in interest to date; and

Whereas, the City wishes to utilize a portion of these interest earnings (\$707,000) to pay the appreciation bonuses.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1: The City of Conway shall appropriate \$707,000 from the Grant Fund Balance Appropriation account to the salary accounts for each department in order to provide an expression of appreciation to all full time employees in the net amount of \$1,000 and all part time employees in the net amount of \$500. Each fund will bear the cost of bonuses for employees, as follows:

General Fund - \$556,000
 Street Fund - \$38,000
 Sanitation Enterprise Fund - \$105,000
 Airport Fund - \$8,000

To receive a bonus, employees must be hired prior to the last full pay period in November and must be actively employed on the date of distribution. Employees pending termination will not receive any appreciation bonus.

Section 2: All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 11th day of November, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer



City of Conway, Arkansas
Ordinance No. O-25-_____

AN ORDINANCE APPROPRIATING FUNDS FOR LONGEVITY PAY; AND FOR OTHER PURPOSES:

Whereas, Longevity Pay was added to the Police Department pay scale in 2023; and

Whereas, the City Council of the City of Conway would like to also recognize employees who have served the City for 10 or more years in the Fire Department and all other Non-uniformed departments by adding Longevity Pay to their pay scale; and

Whereas, budgetary authority for Longevity Pay in the Fire Department and Non-uniform departments has not yet been authorized; and

Whereas, the City is allowed to spend interest earned on American Rescue Plan funds for any legitimate City purpose; and

Whereas, the City's American Rescue Plan funds have earned \$814,714.11 in interest to date; and

Whereas, the City wishes to utilize a portion of these interest earnings (\$52,507.96) for the Longevity Pay; and

Whereas, to pay the remainder of the cost of Longevity Pay, the City wishes to reclassify unspent American Rescue Plan funds previously obligated to drainage projects in the amount of \$189,492.04.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1: The City of Conway shall appropriate \$242,000 from Fund Balance Appropriation accounts to the salary accounts for each department in order to provide Longevity Pay for Fire Department and Non-uniform department employees:

General Fund - \$187,000
 Street Fund - \$25,000
 Sanitation Enterprise Fund - \$30,000

The rules for receiving Longevity Pay shall be the same for all City employees.

Section 2: All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 11th day of November, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer



City of Conway, Arkansas
Ordinance No. O-25-_____

AN ORDINANCE APPROPRIATING FUNDS FOR THE CONWAY EMERGENCY SHELTER; AND FOR OTHER PURPOSES:

Whereas, Resolution No. R-22-36 approved the American Rescue Plan ACT project listing for the City of Conway, the above project is included R-22-36, and

Whereas, the City of Conway recognizes the need to provide safe, warm accommodations for residents during the periods of extreme cold weather; and

Whereas, CAPCA operates the City's overnight emergency shelter and serves those residents in need; and

Whereas, the City is allowed to spend interest earned on American Rescue Plan funds for any legitimate City purpose; and

Whereas, the City wishes to utilize a portion of these interest earnings (\$25,000) for the operation of the emergency shelter; and

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:

Section 1: The City of Conway shall appropriate \$25,000 from Grant Fund Balance Appropriation (399.000.4900) into the Overnight Emergency Shelter Grant Account (399.000.5990) – Project No. 399–002A–39902.

Section 2: All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 11th day of November, 2025.

Approved:

Mayor Bart Castleberry

Attest:

Denise Hurd
City Clerk/Treasurer