

January 21, 2025

The regular meeting of the Conway Planning Commission was held, in person, Tuesday, January 21<sup>st</sup> at the Conway City Hall. The following members, being a quorum, were present and acting: Lori Quinn, Ethan Reed, Mark Ferguson, Alexander Baney, Jay Winbourne, Brooks Davis, Teneicia Roundtree, Cassidy Cook and Kevin Gambrill. Jensen Thielke was absent.

Minutes from the December 16<sup>th</sup> meeting were approved on a motion made by Jay Winbourne and seconded by Teneicia Roundtree. Passed 8-0, without the chairman voting.

**I. Old Business****A. Request to annex 43.05 acres +/- located at 226 Sturgis Road, to be zoned R-1 (ANN-1024-0135)**

This item was moved to the Public Hearings section.

**II. Subdivision Review****A. Request for waivers to allow deviation from road radius design standards (SUB-0924-0126)**

Ryan Robeson, Assistant Director, explained the applicant is requesting a waiver to the Subdivision Regulation to allow a road radius in Cardinal Valley Phase 2 to be 53'. Per the city standard details, the required radius is at least 100'. This request is presented to the Planning Commission because it represents a deviation from the regulations of the Subdivision Ordinance which requires roadway design standards to conform to the City of Conway Standard Details for Roadway & Drainage Construction. Any deviation from the Subdivision Ordinance requires Commission approval. Transportation has reviewed the request and is in favor of the waiver request.

The applicant was not present.

A motion to approve the waiver made by Ethan Reed and seconded by Jay Winbourne passed 8-0, without the chairman voting.

**B. Request for preliminary plat approval of 1600 Place PUD (SUB-1224-0150)**

Ryan Robeson, Assistant Director, explained the applicant is requesting preliminary approval of a 19-lot subdivision located at the southeast corner of the S Donaghey Ave and Favre Ln intersection. The development represents the residential Planned Unit Development which was approved in May 2020. Sixteen of the lots will feature two-family dwellings, while the remainder (lots 6, 18, and 19) will be developed with 4 and 6 attached dwelling units for a total, not to exceed, 48 dwelling units. The proposed lots range from 0.09 acres to 0.35 acres. The subdivision will be accessed via a proposed private drive, Justin Lane, from both S Donaghey Ave and Favre Ln. The development will also be served by a private alley with no on-street parking permitted. No direct access will be permitted from S Donaghey Ave or Favre Ln. The proposed private drive will require a 5-foot sidewalk; no sidewalks will be required for portions of lots fronting on the private alley.

Patrick Hageman (240 Skyline Drive, Conway, AR) represented the applicant.

A motion to approve the preliminary plat with the below corrections and conditions made by Ethan Reed and seconded by Alexander Baney passed 7-1 with Cassidy Cook voting in opposition, without the chairman voting.

**CORRECTIONS NEEDED ON THE PLAT**

1. Show location of all fire hydrants.
2. Add the approved PUD Final Development Plan conditions as a note.

January 21, 2025

3. Amend sidewalk notes per review comments on plan.
4. Include line that no lot shall take access from S Donaghey Ave or Favre Ln.
5. Indicate location of required detention.
6. Remove ROW as streets are private.
7. Other corrections as required by the City Engineer, Planning Director, Fire Marshal, and Conway Corporation on the Preliminary Plat/Street and Drainage Plans.

**CONDITIONS**

1. Building setbacks are as follows: Front and Exterior 15', Rear 10', and Interior 6'.
2. A 15'-gree space and utility easement along S Donaghey Ave and Favre Ln will be provided to restrict direct access to both streets.
3. All roadways and alleys shall be privately maintained.
4. Wheelchair ramps shall be provided by the developer in accordance with the City of Conway's Standard Details.
5. Sidewalk extension construction along S Donaghey Ave and Favre Ln shall be completed prior to filing of final plat; sidewalk construction internal to the development shall be completed at the time of building construction and prior to the issuance of a certificate of occupancy.
6. The Street and Drainage Plans/Drainage Report shall be modified to meet the requirements necessary for approval by the City Engineer.
7. A draft Bill of Assurance/Covenants and Restrictions proposed for the subdivision generally describing proposed covenants, restrictions and conditions applicable to the property included in the submitted plat.
8. Fire hydrants must be placed so that the furthest point of a lot in a commercial subdivision is not more than 400 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.
9. All other applicable provisions of the City of Conway Subdivision Ordinance (O-00-03) shall be satisfied and accounted for prior to Preliminary Plat approval.
10. Receipt of an approved copy of the Preliminary Plat along with approved Street and Drainage Plans shall constitute authorization of the Planning Commission for the developer to proceed with the preparation of the Final Plat.
11. Any of the above conditions not met, as determined by the concurrence of the Planning Director and City Engineer, shall require re-review and approval by the Planning Commission.

**III. Public Hearings****Moved from Old Business: Request to annex 43.05 acres +/- located at 226 Sturgis Rd, to be zoned R-1 (ANN-1024-0135)**

Ryan Robeson, Assistant Director, explained the applicant is requesting to annex 43.05 acres located at 226 Sturgis Rd with the requested zoning of R-1. The property lies roughly 1,310' south of City Limits. The Comprehensive Plan calls for single family in this area. An order has been provided from the County Court of Faulkner County releasing the land for annexation into the City of Conway. Documentation has been received from the Department of Transformation and Shared Services showing the applicant has coordinated with that office. Per the City of Conway Annexation Guidelines and Procedures, as established through state statute A.C.A § 14-38-101—108 and 14-38-114—116 and City of Conway Ordinance #O-22-77, all areas to be annexed must be contiguous to and adjoin lands which are included with the City of Conway, Arkansas. The City of Conway's Comprehensive Plan states, in Section 8 – Annexation Strategies, annexation should be encouraged to square off municipal boundaries and to avoid islands within the County that are surrounded by municipal boundaries. The applicant is proposing annexation of a 50' strip of land shown as Tract-2 which connects the larger property to be annexed to the City of Conway city limits. R-1 zoning is appropriate for the area and consistent with other properties in the area. The applicant is requesting police protection, fire protection, street maintenance, sanitation, and the ability to connect to Conway Corp utilities.

Mitch Hart (1401 Hogan Ln, Conway, AR) spoke in favor of the annex.

January 21, 2025

There was no opposition to the request.

The public hearing was closed and presented to the Commission for discussion to which they concluded to approve the request. A motion to approve made by Jay Winbourne and seconded by Teneicia Roundtree passed 8-1 with Alexander Baney voting in opposition, with the chairman voting.

**A. Request to rezone property at the Millers Creek Subdivision from R-1 to R-2 (REZ-1224-0152)**

Lauren Hoffman, Planner, explained the applicant is requesting to rezone this 3,049sf portion of the proposed Lot 22 to realign the split zoned line between the R-1 and R-2 zoned lots of the proposed subdivision. With the zoning boundary change, both lots affected will still conform to their zoning designation requirements. The subdivision received preliminary plat approval at the October 21, 2024, Planning Commission meeting. Between the time of that approval and this rezoning submittal, Lot 27 has been removed from the preliminary plat and absorbed into the acreage of the 6 lots to the west. The Comprehensive Plan and Lower Ridge Road Corridor Study designate the area as Commercial for this portion of the property and the remainder of the site as Traditional Neighborhood. Traditional Neighborhood developments are characterized by more compact [than typical single-family] and relatively dense residential development with a commercial core, significant open space, and an emphasis on pedestrian activity. Abutting land uses are predominantly rural agricultural and residential with vacant agricultural land to the north, out of city limits single family use across E German Ln, and unbuilt R-1 and R-2 proposed lots within this ±31.52 acre proposed subdivision.

Bobby French (1021 Front St, Conway, AR) spoke in favor of the rezone.

There was no opposition to the request.

The public hearing was closed and presented to the Commission for discussion to which they concluded to approve the request. A motion to approve made by Brooks Davis and seconded by Jay Winbourne passed 8-0, without the chairman voting.

**B. Request for conditional use permit to allow mini storage in a RU-1 zoning district for property located at 1550 E Dave Ward Dr (CUP-1225-0141)**

Lauren Hoffman, Planner, explained the applicant is requesting a conditional use permit to allow mini storage in a RU-1 zoning district. There is an existing Conditional Use Permit, No. 1283, tied to the site granting Religious Activities in the A-1 zoning district (issued May 27, 2008). The property underwent a rezoning request from A-1 to RU-1 on the May 21, 2018, Planning Commission agenda with a concurrent request for a conditional use permit to allow mini-warehouse. The property was rezoned, but formal plans for the mini warehouse site were never submitted for conditional use permit approval, and the applicant requested to withdraw the application. Conditional Use Permit No. 1283 will be revoked in the event this property receives the requested use permit approval. The applicant intends to develop the site with ±50,000-sf of mini-storage across 5 buildings with both climate controlled and dry storage options. Units will be accessible 24 hours a day and office hours will be 8:00am to 5:30pm, Monday through Friday and 8:00am to 4:00pm on Saturdays, with the office closed on Sundays. The rental of vehicles, boat/RV storage, and outdoor display will not be allowed. Mini-warehouse use is not allowed by right in the RU-1 zone but is allowed with a conditional use permit. The Comprehensive Plan designates the area as Single-Family. Abutting area uses are agricultural, residential, or commercial and consist of a single-family home lots to the north across Southerland Rd, vacant land out of City Limits to the south, and commercial development to the west in the form of office space and to the east in the form of an automobile fueling station. The Conway Zoning Code defines the RU-1 District as, "A restricted manufacturing zone for clean and quiet industries that are in proximity to residential development. The regulations are intended to provide structures and operations that completely confine noise, odor, dust and glare of operation within an enclosed building. The uses in this zone do not create excessive demands for facilities for sewage, water, gas, electricity, and similar services." The site is currently platted but will require replatting to subdivide into 3 separate parcels. This new development must undergo both site development and subdivision review prior to the issuance of building permits. Any new addressing will be assigned at the time of site development

January 21, 2025

and subdivision review.

Mark Rickett (1425 Victoria Ln, Little Rock, AR) spoke in favor of the conditional use permit and noted conditions.

There was no opposition to the request.

The public hearing was closed and presented to the Commission for discussion to which they concluded to approve the request. A motion to approve the conditional use permit with the below conditions made by Alexander Baney and seconded by Ethan Reed passed 8-0, without the chairman voting.

**CONDITIONS**

1. The development shall be built in a manner that's consistent with the zoning for the site and operational plan included in this application. Significant deviation will require modification to the Conditional Use Permit.
2. Office hours will be limited to 8:00am to 5:30pm, Monday through Friday and 8:00am to 4:00pm on Saturdays. The office will be closed on Sundays. Units will be accessible 24 hours a day.
3. The development shall be subject to site development review in accordance with Article 10 of the Zoning Code and replatted in accordance with the Conway Subdivision Ordinance, prior to the issuance of any building permits.
4. All exterior lighting shall be inward, downcast, and shrouded to prevent light trespass onto adjacent properties and shall comply with Article 10 of the Zoning Code.
5. Proposed fencing shall be masonry or ornamental metal materials. Fencing type and placement shall be approved by Planning Staff prior to installation.
6. Landscaping shall be provided in excess of that required by Article 10 of the Zoning Code. This shall include a minimum of one canopy tree planted every 15 feet along the Southerland Rd frontage.
7. The storage of hazardous chemicals, petroleum products, or explosives is prohibited.
8. The operation of spray-painting equipment, table saws, lathes, compressors, welding equipment, kilns, and other similar equipment is prohibited.
9. No storage unit may be used for the purposes of operating a business except for the purpose of providing storage for a business which is located off-site.
10. Any outside storage of vehicles, boats, trailers, RVs, etc. shall be prohibited. Automotive and truck renting is not allowed.
11. All signage shall be permitted and installed in accordance with the Conway Sign Code. No illuminated signage shall be installed along or facing Southerland Rd.
12. No zoning variance, required as a result of the commencement of the conditional use, may be requested.
13. Any changes to or expansion of the approved use shall require an amended or new conditional use permit.
14. The conditional use approval shall become null and void if the use is not commenced within 18 months from the date of approval of this permit.
15. The conditional use permit shall expire if the use ceases for a consecutive period of greater than 18 months.

**C. Request to annex 67.52 acres +/- located at 3208 Nutters Chapel Rd (ANN-1224-0145)**

Lauren Hoffman, Planner, explained the applicant is requesting to annex 67.52 acres located at 226 Sturgis Rd with the requested zoning of R-1. The requested R-1 zoning is appropriate for the property and consistent with other properties in the area. There are two 40' strips of land excluded along the eastern and southern property lines to accommodate the provision of annexation procedures to not create any islands as part of annexations. The annexation request complies with the requirements of ordinance #O-22-77 specifying procedures for annexations. The application is consistent with the Comprehensive Plan regarding both land use types. The plan indicates the following for Transitional Zones, "Allocated primarily along major roadways where more intense land uses are deemed appropriate this zone affords a conversion of property to more intense uses (multi-family residential, professional offices, limited commercial) only when sensitivity to adjoining residential areas is taken into account." The applicant is requesting police protection, fire protection,

January 21, 2025

street maintenance, and the ability to connect to Conway Corp Utilities.

Hal Crafton (4980 Tyler St, Conway, AR) spoke in favor of the annex.

There was no opposition to the request.

The public hearing was closed and presented to the Commission for discussion to which they concluded to approve the request. A motion to approve made by Jay Winbourne and seconded by Alexnader Baney passed 8-0, without the chairman voting.

#### **IV. ANNOUNCEMENTS/ADDITIONAL BUSINESS**

##### **A. Next Meeting**

The next Planning Commission meeting will be at 5:30 PM on February 18<sup>th</sup> at Conway City Hall.

##### **B. Planning Commission Training**

The Planning Commission will host a training at Conway City Hall at 5:00 PM on January 29<sup>th</sup>.

##### **C. Statement of Financial Interest**

The Planning Director reminded Planning Commission members their Statement of Financial Interest documents must be returned to the City Clerk by January 31<sup>st</sup>.

#### **ITEMS NOT REQUIRING PLANNING COMMISSION ACTION**

##### **A. Administrative Waiver**

1. (SDR-1224-0147) Reduced exterior setback at 901 McNutt Rd

##### **B. Development Review Approvals**

1. (SDR-0824-0115) Commercial Space at 700 Shelby Trl
2. (SDR-0824-0108) Drive-thru coffee shop at 1005 E Oak St
3. (SDR-1024-0129) Airport hangar at 3250 JW and Pat Brown Blvd
4. (SDR-0224-0027) Phase 2 Fountaine Bleau apartments at 300 Bruce St

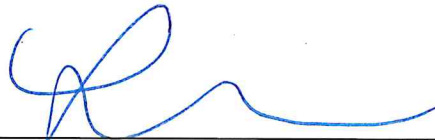
##### **C. Plats filed for records (Lot Splits, Lot Mergers, and Final Plats)**

1. (P2024-00055) Lands End - 5700 Tyler St
2. (P2024-00059) Reclamation Subdivision - 1320 S German Ln
3. (P2024-00060) Lot 3 and 4 Replat Block 1 Standhill Subdivision - 323 S Center St
4. (P2025-00001) The Pines Phase II being a replat of Lot 15 and Lot 16, The Crossing at Audubon - 4660 College Ave
5. (P2025-00002) The Pines Phase I being a replat of Lot 18 and Lot 19, The Crossing at Audubon - 4665 College Ave
6. (P2025-00003) The Hudson at Central Landing - 100 Bill Hegeman Blvd

#### **Adjournment**

There being no further business to conduct, Ethan Reed made a motion to adjourn with a second by Mark Ferguson.

Approved:



2025 Chairman, Lori Quinn