

July 21, 2025

The regular meeting of the Conway Planning Commission was held, in person, Monday, July 21st 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, Cassidy Cook and Kevin Gambrill. Jensen Thielke and was absent.

Minutes from the June 16th meeting were approved on a motion made by Alexander Baney and seconded by Ethan Reed. Passed 7-0, without the chairman voting.

I. Subdivision Review

A. Preliminary plat approval for Gold Creek Falls Phase I (SUB-0425-0060)

Lauren Hoffman, Planner, explained the applicant is requesting preliminary approval of a 75-lot subdivision located to the west of Sturgis Road, south of a county subdivision, Happy Valley Sub, Blk 1. This is Phase 1 of Gold Creek Falls. The proposed buildable lots meet minimum lot area, width, and depth, consistent with the requirements for R-1 zoning. The subdivision proposes two access points via Sturgis Rd and a future access connection via an internal street of Magnolia Falls Dr. All proposed internal streets will require 5-foot sidewalks with a 6.5 foot green space. The applicant is requesting a waiver for the creation of double frontage lots. They are also requesting a waiver for the distance between two access roads. All adjacent parcels are outside of city limits. Applicant is coordinating utilities with Conway Corporation. This development is consistent with the Single-Family designation in the Comprehensive Plan. Preliminary plat approval is valid for 1 year.

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 Alexander Baney and seconded by Cassidy Cook passed 7-0, without the chairman voting.

CORRECTIONS NEEDED ON THE PLAT

1. Minor arterial requires a 10' sidewalk with 6' greenspace. This is to be constructed by the developer and noted on plat.
2. Greenspace between sidewalk and curb to be shown on plat.
3. At least 2 CAGIS monuments required.
4. Acreage per lot required to be shown on plat.
5. Street/drainage corrections as required by the City Engineer.
6. Provide all easements as indicated by the City Engineer and Conway Corporation.
7. Other corrections as required by the City Engineer, Planning Director, and Conway Corporation on the Preliminary Plat/Street and Drainage Plans.

CONDITIONS

1. 10' planting easement required on double frontage lots and noted on plat.
2. The Street and Drainage Plans/Drainage Report shall be modified to meet the requirements necessary for approval by the City Engineer.
3. Temporary Fire turnaround design required due to phasing and should be reflected on plat.
4. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is not more than 600 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.
5. All sidewalks must be shown on plat.
6. Handicap ramps are required to be shown on plat.
7. All other applicable provisions of the City of Conway Subdivision Ordinance (O-00-03) shall be satisfied and accounted for prior to Final Plat approval.
8. A draft of any Bill of Assurance proposed for the subdivision generally describing proposed covenants, restrictions, and conditions applicable to the property shall be included with the final plat. Maintenance of all

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- unbuildable lots/areas should be defined in the bill of assurance.
9. 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.

B. Preliminary plat approval for Fox Ridge Phase I (SUB-0625-0077)

Lauren Hoffman, Planner, explained the applicant is requesting preliminary approval of a 94-lot subdivision located between Old Military Rd and Nutters Chapel Rd. The proposed buildable lots meet minimum lot area, width, and depth, consistent with the requirements for R-1 and R-2 zoning. The subdivision proposes two access points via Old Military Rd with temporary hammerheads proposed to the south for Fire use. All proposed internal streets will require 5-foot sidewalks with a 6.5 foot green space. The applicant is requesting a waiver for the creation of double frontage lots. They are also requesting a waiver for the distance between two access roads. Adjacent parcel zoning is as follows: North: A-1 (Agricultural); South: R-1, A-1 and county property; East: R-1, West: MF-1 (Multi-Family District) MF-2 (Multi-Family District), A-1, county property. Applicant is coordinating utilities with Conway Corporation. This development is consistent with the Single-Family designation in the Comprehensive Plan. There is a section of property that is currently zoned R-2 and will be developed as such. Preliminary plat approval is valid for 1 year.

Bobby French (1021 Front Street, 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 Kevin Gambrell passed 7-0, without the chairman voting.

CORRECTIONS NEEDED ON THE PLAT

1. Major arterial requires a 10' sidewalk with 7.5' greenspace. This is to be constructed by the developer and noted on plat.
2. Greenspace between sidewalk and curb to be shown on plat.
3. At least 2 CAGIS monuments required.
4. Street/drainage corrections as required by the City Engineer.
5. Provide all easements as indicated by the City Engineer and Conway Corporation.
6. Other corrections as required by the City Engineer, Planning Director, and Conway Corporation on the Preliminary Plat/Street and Drainage Plans.

CONDITIONS

1. 10' planting easement required on double frontage lots and noted on plat.
2. The Street and Drainage Plans/Drainage Report shall be modified to meet the requirements necessary for approval by the City Engineer.
3. Temporary hammerheads or cul-de-sacs required for fire turnaround.
4. Fire hydrants must be placed so that the furthest point of a lot in a residential subdivision is not more than 600 feet from the hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.
5. All sidewalks must be shown on plat.
6. Handicap ramps are required to be shown on plat.
7. All other applicable provisions of the City of Conway Subdivision Ordinance (O-00-03) shall be satisfied and accounted for prior to Final Plat approval.
8. A draft of any Bill of Assurance proposed for the subdivision generally describing proposed covenants, restrictions, and conditions applicable to the property shall be included with the final plat. Maintenance of all unbuildable lots/areas should be defined in the bill of assurance.
9. 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.

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II. Public Hearings**A. Request to rezone property at 1020 & 1102 Gum St from C-3 to R-2 (REZ-0625-0072)**

Lauren Hoffman, Planner, explained the applicant is requesting to build one duplex on each lot (two total duplexes). Property located directly north of these two lots is zoned R-2. There is a mix of zoning in this area. A rezoning to R-2 is not out of character given the surrounding zonings. The Comprehensive Plan designates this area as Commercial. However, residential uses are present to the north and west. This rezone is appropriate for the area and will not likely harm adjacent property. Traffic impact for this development will likely be minimal.

Alex Smith (1020 Gum Street, 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 Jay Winbourne and seconded by Cassidy Cook passed 7-0, without the chairman voting.

B. Request for conditional use permit to allow school facilities in an I-3 zoning district for property located at 225 Tilk Rd (CUP-0425-0057)

Lauren Hoffman, Planner, explained, per Assessor Records, the structure was constructed in 2011 and developed for Vacation Tours & Travel. The intent of the conditional use request is for the site to operate as a private school for Compass Academy with an adult education program for recent graduates of the school. The school currently hosts 127, K-12 students with 31 staff members and would hope to one day allow up to 250 students. The school operates from 7:00am-5:00pm year-round with 2 week breaks in May/June and Jul/Aug with regular holidays off. On the interior there are 16 classrooms proposed with other light remodeling. Exteriorly, the main update will be the removal of portions of parking on the west side of the building to add a fenced-in playground area. School Facilities use is not allowed by right in the I-3 zone. It is allowed with a conditional use permit. The Comprehensive Plan designates the area as Light Industry. The I-3 district is designed primarily to provide a zone for those manufacturing and other industrial activities objectionable to business and residential uses by reason of operational characteristics and insulated from these uses by strips of less objectionable industry or natural barriers. This zone is intended to provide a place for manufacturing products from raw materials. Adjacent area uses are industrial/commercial in nature and consist of the USDA Natural Resource Conservation Service Center to the north and Greenway Equipment to the south. Both sites have a CUP tied to them, in the form of Religious Activities with Daycare to the north (not being utilized) and Retail-High Impact: Farm Equipment Sales being utilized to the south. Directly west of the site's rear parking lot is a consulting office and Welsco, a distributor of welding supplies and industrial and specialty gases, to the southwest of the building.

Richard Henley (3040 Orchard Crest Drive, Conway, AR) spoke in favor of the request.

There was no opposition to the request.

The public hearing was closed and presented to the Commission for discussion. A motion to amend Condition #1 to "Operating hours will be limited to 7:00am to 9:00pm, Monday through Friday, year-round" was made by Ethan Reed and seconded by Jay Winbourne passed 7-0, without the chairman voting. A motion to approve the conditional use permit with the below conditions made by Ethan Reed and seconded by Cassidy Cook passed 7-0, without the chairman voting.

CONDITIONS

1. Operating hours will be limited to 7:00am to 9:00pm, Monday through Friday, year-round.
2. The property shall be subject to site development review in accordance with Article 10 of the Zoning Code, and the property shall be platted in accordance with the Conway Subdivision Ordinance prior to the issuance of building permits.

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3. The proposed playground area must be enclosed by a 6-foot privacy fence. All newly installed chain link fencing shall be painted/coated. No razor or barbed wire will be allowed. All fencing types and placements shall be approved by Planning Staff prior to installation.
4. Any existing landscaped areas that are disturbed as a part of site development review must be replaced to comply with Article 10 of the zoning code.
5. Upon development review approval, any expansions or additions to the structure or outdoor play area, as well as any changes to the use shall require an amended or new conditional use permit.
6. Any new signage shall be permitted and installed in accordance with the Conway Sign Code.
7. No zoning variance, required as a result of the commencement of the conditional use, may be requested.
8. 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.
9. The conditional use permit shall expire if the use ceases for a consecutive period of greater than 18 months.

C. Request for conditional use permit to allow a beauty salon in an O-3 zoning district for property located at 306 Salem Rd (CUP-0525-0068)

Lauren Hoffman, Planner, explained the applicant is requesting a conditional use permit to operate a beauty salon in an O-3 zoning. A rezoning to O-1 is consistent with the zoning in the area. The existing site is a multi-tenant office building that is currently being used for office services such as an attorney's office, leasing agency, speech therapist, and insurance office. A Barber or Beauty Shop is not allowed by right in the O-3 zone but is allowed via an approved conditional use permit. There is an existing Conditional Use Permit (No. 1236, USE2006JAN02) at the site granting Religious Activities with 6 conditions that was approved by City Council on 1/24/2006. This conditional use permit will be voided in replacement of this new permit, as the applicant has indicated that use is no longer required. The Zoning Code definition of a beauty shop, "A facility licensed by the state where hair cutting, hair dressing, shaving, trimming beards, facials, manicures or related services are performed." Due to the size of suite space and already established parking and building design, Beauty Shop land use should have minimal, if any, impact on the existing site. The Comprehensive Plan indicates this property as Single-Family. This corridor, east of Salem Rd and north of Tucker Creek Trail, has not been developed as such, nor would it be appropriate for single-family land use.

John Pennington (306 Salem Road, Conway, AR) spoke in favor of the request.

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 Jay Winbourne and seconded by Cassidy Cook passed 7-0, without the chairman voting.

CONDITIONS

1. Treatments are limited to that of a Beauty Shop.
2. Existing hours of operation established for office uses by Conditional Use Permit No. 1236 (8:00am—6:00pm, Monday through Saturday) shall remain in effect for the entire development.
3. All signage shall conform to the Conway Sign Code.
4. No zoning variance, which could result from the commencement of the conditional use, may be considered.
5. Any changes to or expansion of the approved use shall require an amended or new conditional use permit.
6. 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.
7. The conditional use permit shall expire if the use ceases for a consecutive period of greater than 18 months.

D. Request for conditional use permit to allow religious activities in an O-2 zoning district for property located at 4959 Prince St (CUP-0625-0076)

Lauren Hoffman, Planner, explained the applicant is requesting a conditional use approval to build a new

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religious facility at 4595 Prince St. The zoning is O-2. The church is looking to serve a congregation of up to 150 people. A small staff will be present at the church Monday through Friday during normal business hours. The property is located near a large single-family residential area of the city. As conditioned, the Conditional Use Permit would likely not negatively impact the adjacent properties and will allow for appropriate redevelopment of the property.

Lyle Rupert (5135 Greystone Drive, Conway, AR) spoke in favor of the request.

There was no opposition to the request.

The public hearing was closed and presented to the Commission for discussion. A motion to amend Conditions #8 and #9 to "...24 months..." was made by Alexander Baney and seconded by Ethan Reed passed 7-0, without the chairman voting. A motion to approve the conditional use permit with the below conditions made by Alexander Baney and seconded by Cassidy Cook passed 7-0, without the chairman voting.

CONDITIONS

1. The development is limited to religious activities.
2. Vinyl siding as a primary cladding material shall be prohibited; vinyl siding/shingles may only be used on gables and dormers or as accent material.
3. The development shall be subject to site development review in accordance with Article 10 of the Zoning Code.
4. Enhanced landscaping shall be provided along all parking areas adjacent to residential dwellings with additional shrubs, installed in the form of a hedgerow, required to screen parking, mechanical equipment, and/or dumpster/trash enclosure.
5. All signage shall be permitted and installed in accordance with the Conway Sign Code.
6. No zoning variance, required as a result of the commencement of the conditional use, may be requested.
7. Any changes to or expansion of the approved use shall require an amended or new conditional use permit.
8. The conditional use approval shall become null and void if the use is not commenced within 24 months from the date of approval of this permit.
9. The conditional use permit shall expire if the use ceases for a consecutive period of greater than 24 months.

III. ANNOUNCEMENTS/ADDITIONAL BUSINESS**A. On-Going Planning Staff Projects**

Revisions to the Zoning Code: Article 3, Article 4, Article 9, and Article 10. Committee meetings have concluded and Draft revisions are being prepared for public comment period.

B. Next Meeting

The next Planning Commission meeting will be at 5:30 PM on August 18th at Conway City Hall.

ITEMS NOT REQUIRING PLANNING COMMISSION ACTION**A. Plats filed for record (Lot Splits, Lot Mergers, and Final Plats)**

1. (P2025-00038) The Bird's Nest

Adjournment

There being no further business to conduct, the meeting was adjourned by unanimous vote on a motion made by Ethan Reed and seconded by Kevin Gambrill.



MINUTES OF CONWAY PLANNING COMMISSION

CITY OF CONWAY, AR

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Approved:

A handwritten signature in blue ink, appearing to be "Lori Quinn", written over a horizontal line.

2025 Chairman, Lori Quinn