Chairman Clifton called the regular meeting of the North Little Rock Planning Commission to order at 4:00 PM in the Council Chambers, City Hall.

**Members Present In-person:**
Chambers  
Foster  
Clifton, Chairman

**Members Present via Phone / Zoom:**
Banks  
Belasco  
Dietz  
Phillips  
Wallace  
White

**Member Absent**

**Staff Present:**
Shawn Spencer, Director  
Tim Reavis, Assistant Planning Director  
Elaine Lee, Assistant City Attorney  
Alyson Jones, Secretary

**Approval of Minutes:**
Motion was made and seconded to approve the October meeting minutes. The minutes were approved with (7) affirmative votes.

**Administrative:**
Items 8 and 10 are postponed.

**Planning Commission Items:**

1. **SD2021-1 Lot 2B-R, Gerald Norton Addition (Replat & SPR of building expansion at 8900 Maumelle Blvd)**

1. Engineering requirements before the plat will be signed:
a. Option to pay the drainage in-lieu of fee of $5000/acre instead of providing onsite detention.

2. Planning requirements before the plat will be signed:
   a. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
   b. Provide City Council Ordinance abandoning access easement.
   c. Provide 25’ cross access easement with abutting property as shown.
   d. Provide 15’ utility easement around property perimeter, and a 5’ easement on portion of southern property line as shown.
   e. Provide 20’ building line from southern property line.
   f. Allow existing encroachment along western building line.
   g. Provide 15’ sanitary sewer easement to cover the existing sewer mains.

3. Permit requirements/approvals submitted before a building permit will be issued:
   a. A signed and recorded plat must be on file with the Planning Department.
   b. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.

4. Meet the requirements of Community Planning, including:
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. Provide dumpster location.
   c. Dumpster to have masonry screening.
   d. No fence is to be within a front building line.
   e. All exterior lighting shall be shielded and not encroach onto neighboring properties.

5. Meet the requirements of the Master Street Plan, including:
   a. Sidewalks not required due location along state highway.
   b. Provide ½ of 200ft ROW.
   c. Meet the requirements of Access Management Plan.

6. Meet the requirements of the Screening and Landscaping ordinance, including:
   a. All disturbed areas are to be sodded, fertilized, watered and mulched.
   b. Provide automated underground irrigation to all required trees and shrubs.
   c. Provide street trees 30’ on center.
   d. Provide 2 parking lot shade trees for the new parking spots.
   e. Parking lot shade trees must be located within the parking lot or a maximum distance of 10’ from the edge of the parking lot.
   f. Ground cover, grass, or mulch of shredded bark or stone shall be applied in all landscaped areas to reduce moisture loss and to improve the appearance of plantings near streets.
   g. Provide 6 foot front yard landscape strip between property line and paving.
   h. Provide 4 foot side yard landscape strip between property line and paving.
   i. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.

7. Meet the following requirements concerning signage:
   a. All signs require a permit and separate review.

8. Meet the requirements of the Fire Marshal, including:
   a. Provide an approved fire protection plan.
   b. Provide overhead doors for the 30’ wide access between buildings for fire truck access to the rear of the property.

9. Meet the requirements of CAW.
10. Meet the requirement of NLR Electric.

11. Meet the requirements of NLR Wastewater, including:
   a. Please add 15’ wide sanitary sewer easement to cover the existing sewer mains, with the mains centered in the easement.
   b. White Oak Connection Fee required to connect to sanitary sewer.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements and recommendations. The Design Review Committee recommends approval.

Dewayne Oath, Metro Builders Supply, stated that he has been working with the Planning department to submit all requested information. He stated that he does agree with all of the requirements and recommendations.

There was no other comments from the audience.

Chairman called for a vote.

| Banks  | Yes | Dietz | Yes | Wallace | Yes |
| Belasco | Yes | Foster | Yes | White | Yes |
| Chambers | Yes | Phillips | Yes | Clifton | Yes |

The application did not pass with (9) affirmative votes.

2. SD2021-2 Lot B-R2B, Harris Industrial Park (SPR of a new office / warehouse at 12201 Eanes Rd.)

1. Permit requirements/approvals submitted before a building permit will be issued:
   a. Provide calculations showing that detention volume is sufficient, or demonstrate to City Engineer that on-site detention is not required (based on proposed development) by providing detention calculations showing pre and post site runoff comparisons.
   b. A signed and recorded plat must be on file with the Planning Department.
   c. ½ street improvements not required due to ArDOT right of way.
   d. Prior to construction, Owner’s Engineer shall submit stormwater design report for review and approval by the City Engineer. Stormwater plans and detention calculations are to be approved by City Engineer and a written approval provided to Planning Department. Drainage submittal shall include, as a minimum, the following:
      i. Proposed pipe material specifications.
      ii. Proposed trench and bedding details, materials and specifications.
   e. Provide CNLR Grading Permit application to City Engineer with grading plans.
   f. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
   g. Provide copy of ARDOT driveway permit.
h. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.

i. Provide copy of Corps of Engineers (COE) 404 Clearance/Permit to City Engineer.

j. Prior to construction, Owner’s Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.

k. Prior to construction, Owner’s Architect/Engineer shall submit digital maps for all stormwater drainage features in an ArcGIS or AutoCAD file to the City Engineer. The digital maps shall be natively in State Plane coordinate system, Arkansas North Zone, North American Datum 1983, units as feet; or the map must have sufficient points for georeferencing. The associated attribute data table from the submitted file shall match the fields contained within the “SW Attribute Data Entry Template.xlsx” as provided by City Engineering Department. All Control, Linear, and Junction map features will be annotated by a unique identifier that will correspond to the same unique identifier in the “SW Attribute Data Entry Template.xlsx” or GIS attribute table. Data for each attribute column in the “SW Attributed Data Entry Template.xlsx” file shall be chosen from the drop-down options of each cell, or chosen as “Other” (if not listed) and described in the comments field. At the completion of the project, As-Builts of these shapefiles in ArcGIS or AutoCAD format, along with associated attribute data table, shall be submitted to the City Engineer.

2. Meet the requirements of the City Engineer, including:
   a. At the end of construction, Owner/Developer shall have a Professional Engineer, licensed in the State of Arkansas, certify that all street and stormwater improvements in conjunction with this subdivision and/or the proposed development have been inspected and constructed in accordance with the approved plans and meet all City of North Little Rocks Standard Specifications.

3. Meet the requirements of Community Planning, including:
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. Provide dumpster location.
   c. Dumpster to have masonry screening.
   d. No fence is to be within a front building line.
   e. All exterior lighting shall be shielded and not encroach onto neighboring properties.

4. Meet the requirements of the Master Street Plan, including:
   a. Sidewalks not required due to location along interstate.

5. Meet the requirements of the Screening and Landscaping ordinance, including:
   a. All disturbed areas are to be sodded, fertilized, watered and mulched.
   b. Provide automated underground irrigation to all required trees and shrubs.
   c. Provide (10) street trees 30’ on center.
   d. Provide (5) parking lot shade trees; 1 tree per six spots.
   e. Parking lot shade trees must be located within the parking lot or a maximum distance of 10’ from the edge of the parking lot.
   f. Provide a continuous screen of shrubs for any landscape strip adjacent to any parking area. Shrubs shall be eighteen (18) inches in height at planting and be planted a maximum three (3) feet apart.
g. Ground cover, grass, or mulch of shredded bark or stone shall be applied in all landscaped areas to reduce moisture loss and to improve the appearance of plantings near streets.
h. Provide 6 foot front yard landscape strip between property line and paving.
i. Provide 4 foot side yard landscape strip between property line and paving.

6. Meet the following requirements concerning signage:
   a. All signs require a permit and separate review.

7. Meet the requirements of the Fire Marshal, including:
   a. Provide an approved fire protection plan.

8. Meet the requirements of CAW.

9. Meet the requirements of NLR Wastewater, including:
   a. A public main extension is required to connect to sanitary sewer.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements and recommendations. The Design Review Committee recommends approval.

Joe Lockman stated that he has been working with the Planning Department to submit all requested information. He stated that he does agree with all of the requirements and recommendations.

There was no comment from the audience.

Chairman Clifton called for a vote.

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The application passed with (9) affirmative votes.

3. Rezone #2021-1 To amend the Land Use Plan from Single Family to Multi-Family and to rezone property from R3 to R4 to allow for 6 single family houses on one lot at 307 W. 18th St.

Keisha Ferrell stated that she owns the property in question.

Mr. Spencer stated that she received public notice because she owns a property within 200 feet of the property in question.

Patricia Young and Chris Baker, 307 W 18th St, stated that they are the actual owners of the property. Ms. Young stated that the want to build six single family homes on the property, which has been vacant for several years. She believes it will increase the
property value in the area and also help make the neighborhood aesthetically pleasing.

Chairman Clifton stated if the application passes, it will go before City Council for approval.

Mr. Spencer confirmed that the plat approval is contingent on approval from City Council.

Mr. Chambers asked Ms. Ferrell for the address of the property she owns.

Mr. Ferrell stated 307 W. 18th St.

Mr. Chambers stated that it is important that this ownership disagreement is corrected before the commission takes a legal action to approve or deny the application.

Mr. Spencer stated that Mr. Reavis was helping Ms. Ferrell to find out the exact property she owns.

Chairman Clifton requested that all Commissioners mute their mics due to loud feedback.

Ms. Belasco stated that she was on the phone with the County Assessor’s office and they confirmed that the owner of 307 W 18th St was in fact the Patricia Young Family Trust and not Ms. Ferrell.

Mr. Reavis stated that the property was indeed not owned by Ms. Ferrell.

Chairman Clifton asked Ms. Belasco how the owner was listed.

Ms. Belasco stated that it was the Patricia Ann Family Trust.

Chairman Clifton asked for any comments from the audience.

Danny Youngblood, 312 W 18th St, stated that he brought posters and would take longer than three minutes if that would be allowed.

Chairman Clifton stated that he could be lenient on the timeframe.

Mr. Youngblood stated that he is passionate about his neighborhood. He stated that his family has lived in the neighborhood for over 130 years. He stated that there are five historic homes located in the area. He stated that his sister lives in the area as well but could not attend the meeting due to COVID risk. He continued to explain what he owned in the neighborhood.

Mr. Foster asked Mr. Youngblood to state the address that he was referring to.

Mr. Youngblood stated 300 W 18th St, 301 W. 18th St, and 320 W. 18th St.
Chairman Clifton asked if there were two structures located on 320 W. 18th St.

Mr. Youngblood stated that there is a large house and a detached garage located on that property. He stated that the proposed driveway would be located directly across from this property. He stated that he believes the owners are respectable people with a flawed plan. He stated that the proposed homes would not face the street. He stated that he does not oppose the concept, he opposes how it is laid out. He stated that there is no greenspace and the entrance was not efficient. He stated that the property next to the property in question was vacant and he believes if the owners purchased this property they could have a beautiful, spacious development.

Chairman Clifton restated the Mr. Youngblood was not opposed to the application itself but the aesthetics of the request. He stated that the aesthetics of the application would be considered on the next application.

Mr. Foster thanked Mr. Youngblood for providing addresses. He asked if the five historic homes were registered on the National Register of Historic Homes.

Mr. Youngblood stated that he was unsure of the homes registration.

Mr. Foster that the National registration is what constitutes a home to be historic.

Jim West, 320 W. 18th St., stated that that his home was built in 1899. He stated that he agreed with Mr. Youngblood. He sees that potential to make and spend a lot of money on this property. He stated that the proposed homes would be jammed together. He stated that historic homes cost a lot of money to preserve.

Chairman Clifton asked for any other questions or comments from the board members.

Mr. Foster stated that he has driven by the property and believes the property is in bad shape and he trusts the rezoning to help clean up the fence lines and help improve the look. He stated that he did see to homes were close together on the plan but he doesn’t believe they are any closer than the neighboring preexisting homes. He asked the applicants to take care of the property and to possibly uphold a covenant to protect the owners, renters, and the neighborhood.

Mr. Wallace asked they applicant to explain the style of homes which will potentially be placed on the property.

Ms. Young stated that they will conform to the surrounding homes.

Chairman Clifton asked if they would be craftsman style homes.

Mr. Foster stated that the neighborhood consists of a variety of homes.

Mr. Wallace asked if the homes would be older style or modern. He stated he doesn’t
Ms. Young stated that the homes would be modern brick homes. She stated that she owns all of the property starting at 301 W. 18th St. except one which is owned by Mr. Corzine. She stated that she reached out to Mr. Corzine a few years ago to buy the property but he was not willing to sell to her. She stated she wants to bring newness and life to the area.

Mr. Chambers stated that the plan was tight on the backyard space. He asked the applicant if they considered a more comprehensive plan.

Ms. Young stated that they did consider a different plan and the Engineer did take the space limitations into consideration.

Mr. Foster asked for the reason that the other plan was not chosen.

Ms. Young stated that the comprehensive plan would require the displacement of the current tenants.

There was no comment from the audience.

Chairman Clifton called for a vote.

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The application did pass with (8) affirmative votes.

4. **SD2021-3** Lot 8E, Cassinelli Subdivision (Replat & SPR of residential development at 307 W. 18th St.)

1. **Engineering requirements before the plat will be signed:**
   a. Option to pay the drainage in-lieu fee of $5000/acre for commercial development instead of providing onsite detention.
   b. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk, street lights) or a performance bond.
2. **Planning requirements before the plat will be signed:** Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
   a. Provide half of 50’ ROW along W. 18th.
   b. Provide half of 80’ ROW along Percy Machin.
   c. Provide 10’ side yard setbacks.
   d. Provide 15’ utility easements along ROW as shown.
3. **Other Boards approvals required before applying for a building permit.**
   a. Provide approved City Council ordinance on rezoning property to R4.
4. **Permit requirements/approvals submitted before a building permit will be issued:**
a. A signed and recorded plat must be on file with the Planning Department.
b. Provide CNLR Grading Permit application to City Engineer with grading plans.
c. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
d. Provide CNLR driveway/curb cut permit application to City Engineer or copy of ARDOT driveway permit if State Highway.
e. Prior to construction, Owner’s Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.

5. Meet the requirements of the City Engineer, including:
   a. Repair or replace existing sidewalk and curb to City Engineer’s standards.
   b. Driveway radii shall have 25’ minimum radii and be built according to CNLR standard details (available at NLR Engineering Department).
   c. All driveways are to be concrete within the ROW.

6. Meet the requirements of Community Planning, including:
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. No fence is to be within a front building line.
   c. All exterior lighting shall be shielded and not encroach onto neighboring properties.

7. Meet the requirements of the Master Street Plan, including:
   a. Provide 5’ sidewalks and ramps with a minimum of 5’ green space between sidewalk and curb to ADA standards and City standards.
   b. Provide ½ street improvements.
   c. Provide half of 80’ ROW dedication along Percy Machin.

8. Meet the requirements of the Screening and Landscaping ordinance, including:
   a. All disturbed areas are to be sodded, fertilized, watered and mulched.
   b. Provide automated underground irrigation to all required trees and shrubs.
   c. Provide street trees along W. 18th St and Percy Machin
   d. Provide 8 trees along northern property line.
   e. Provide 6 foot front yard landscape strip between property line and paving.
   f. Provide 4 foot side yard landscape strip between property line and paving.
   g. Provide 6 foot wood fence along south property line to buffer between R4 and R1 zones.

9. Meet the requirements of the Fire Marshal, including:
   c. Provide an approved fire protection plan.

10. Meet the requirements of CAW.

11. Meet the requirements of NLR Electric.

12. Meet the requirements of NLR Wastewater, including:
   a. Please submit full set of plans to NLRW for review and approval.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements and recommendations. The Design Review Committee recommends approval.

Chairman Clifton asked Mr. Youngblood if he was furnished a copy of the items included in the application and the recommendations from staff. He suggested that Mr. Youngblood review the request and contact his alderman to try to come to an agreement with the owners.
Mr. Youngblood stated that he would try to compromise with the owners.

Mr. White asked if Cassanelli was spelled correctly on the application. He asked for the spelling to be corrected.

Mr. Chambers asked to see Mr. Youngblood’s posters.

Mr. Youngblood restated his concerns with the requested application.

There was no comment from the audience.

Chairman Clifton called for a vote.

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The application passed with (8) affirmative votes.

5. Special Use #2021-2 To allow a cell tower in a C3 zone at 22 Remount Rd.

Shawn Massey, Memphis, TN, stated his request for a cell tower at 22 Remount Rd.

Chairman Clifton asked the application if they have read and agree to all or the recommendations.

Mr. Massey stated that he did agree with all of the recommendations.

Mr. Foster asked the applicant if they had seen all of the comments from staff.

Mr. Massey stated that he was only requesting to replace an existing 119ft cell tower with a 140ft cell tower.

There was no comment from the audience.

Chairman Clifton called for a vote.

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The application passed with (9) affirmative votes.

6. SD2021-4 Lot 2R, Kierre Addition (SPR for a cell tower at 22 Remount Rd.)
1. **Other Boards approvals required before applying for a building permit.**
   a. Provide City Council ordinance approving a special use allowing a communication tower in a C3 zone.
   b. A height variance to all a 140’ tall tower from the Board of Adjustment was granted with conditions at the November 19, 2020 meeting.

2. **Permit requirements/approvals submitted before a building permit will be issued:**
   a. A signed and recorded plat must be on file with the Planning Department.
   b. Provide a bond for tearing down old tower per the Board Adjustment’s condition for granting a height variance.
   c. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.

3. **Meet the requirements of Community Planning, including:**
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. All exterior lighting shall be shielded and not encroach onto neighboring properties.

4. **Meet the requirements of the Master Street Plan, including:**
   a. A variance of the requirement to provide sidewalks was previously granted by City Council.

5. **Meet the requirements of the Screening and Landscaping ordinance, including:**
   a. All disturbed areas are to be sodded, fertilized, watered and mulched.
   b. Provide automated underground irrigation to all required trees and shrubs.
   c. The tower to be located within a fenced area. Fence to be 6 feet in height.
   d. Due to the location of the site, applicant has the option to pay the tree in lieu of fee for 7 trees instead of providing a planted buffer around the exterior perimeter of the fence.

6. **Meet the following requirements concerning signage:**
   a. All signs require a permit and separate review.

7. **Meet the requirements of the Fire Marshal, including:**
   a. Provide an approved fire protection plan.

8. **Meet the requirements of CAW.**

   Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements and recommendations. The Design Review Committee recommends approval.

   There was no comment from the audience.

   Chairman Clifton called for a vote.

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   The item passed with (9) affirmative votes.

7. **Special Use #2020-11** To allow an outdoor gun range at 8504 MacArthur Dr.
Aaron Aklin stated that is was the applicant.

Chairman Clifton asked the applicant if he reviewed the comments from staff on the application.

Mr. Aklin stated that he did read the comments. He stated that he does not like being called a liar. He stated that he doesn’t have a lot of money, he just has his word.

Chairman Clifton asked the applicant if he reviewed the comments.

Mr. Aklin stated that he does not like being called a liar.

Chairman Clifton asked if the applicant agrees with the comments as it pertains to the application.

Mr. Spencer clarified that the comments in question were listed 1-6 on the application.

Mr. Aklin stated that he no objections.

Chairman Clifton asked for comments from the audience.

Joe Reynolds stated that he in the area for 40 years. He said that the applicant is professional and met all requirements. He stated that the property in question backs up to Camp Robinson Military base. He said that small firearms a being shot daily. He stated that 25 years ago there was a fire range in the subdivision and there were no problems. He stated that if the applicant does not meet the requirements, he will be the first to come forth and bring it to the City’s attention. He stated that if the ownership changes the Special Use would go away and not be transferred to the new owner. He said there is not a residential property close to the property in question. He said that they have several safety measures that they will take to ensure the safety of everyone involved. He said that the applicants agreed to only operate during the daytime. He believes there would be no trace of bullets. He stated that he approves of the request and does not see any problems with the application. He said he trusts the applicant to do the right thing.

Mr. Foster stated that he was reviewing the information provided by staff and no outdoor discharge is allowed inside the city limits. He stated his concern that if the property is annexed into the city then we would be stuck with something we originally would not allow. He stated that it would open the door to more requests for something potentially out of compliance.

Mr. Dietz stated that the approval of the application would be unwise due to it being located so close to the city limits.

Chairman Clifton restated that this application would not be allowed in the city at all but it is located in the territorial zoning jurisdiction owned by the City of North Little Rock. He stated his concern with the annexation of the property
There was no additional comments from the audience.

Chairman Clifton called for a vote.

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The item did not passed with (0) affirmative votes.

8. Rezone #2021-2 - Postponed To rezone from PUD to R2 to allow for a church at 4500 N. Hills Blvd

9. Rezone #2021-3 To rezone from R1 to a PUD to allow for office / meeting space at 5103 N. Locust St.

Lonnie Griffin stated that he was the applicant.

Mr. Chambers asked for Mr. Spencer to explain the revisions made to the application.

Mr. Spencer stated that it was built as a daycare 30 years ago in an R-1. Now it is the only commercial building in the R-1 zone. He stated that the building has set vacant for a while due to the zoning only allowing a residence at this location. He stated that he received calls of concern from the neighbors about it being zoned commercial so the other option was a PUD to allow office space only. He believes this is the only fair way to make the neighbors happy. He stated that office use would not draw a lot of traffic to the area.

Chairman Clifton asked the applicant if he agreed with the recommendations and requirements.

Mr. Griffin confirmed that he did agree.

There was no comment from the audience.

Chairman Clifton called for a vote.

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The item passed with (9) affirmative votes.

10. Conditional Use #2021-1 - Postponed To allow minor auto repair in a Commercial
– Levy zone located at 3400 Camp Robinson Rd.

11. Special Use #2021-1 To allow a car rental business in C3 at 3929 McCain Blvd.

Bill Smiley stated he was the attorney representative for the applicant.

Chairman Clifton asked the applicant if they agreed to all of the conditions.

Marcus Harrison stated he did agree.

Mr. Chambers asks for confirmation that this is a request for a relocation of an existing car rental business.

There was no comment from the audience.

Chairman Clifton called for a vote.

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The item passed with (9) affirmative votes.

Public Comments/Adjournment:

There was no public comment.

The meeting was adjourned at 5:03pm

Respectfully submitted,

___________________
Tim Reavis, Planning