

**North Little Rock Planning Commission**  
**Regular Meeting**  
**August 11, 2015**

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Chairman Clifton called the regular meeting of the North Little Rock Planning Commission to order at 4:45 PM in the Council Chambers, City Hall.

**Members Present:**

Alexander  
Belasco  
Chambers  
Harris  
White  
Clifton, Chairman

**Members Absent:**

Dietz  
Foster  
Phillips

**Staff Present:**

Shawn Spencer, Director  
Jimmy Pritchett, City Planner  
Daniel McFadden, City Attorney  
Keisa Stewart, Secretary

**Other Members Present:**

Alderman Beth White  
Alderman Debi Ross  
Alderman Maurice Taylor

**Approval of Minutes:**

Motion was made and seconded to approve the July meeting minutes as submitted. The minutes were approved with (5) affirmative votes.

**Administrative:**

Item E has been postponed for 30 days.

**Subdivision Administrative:**

- A. NS-2449-15 Richardson Business Center, Lots 1-10, Block 2 (Preliminary Plat of commercial lots located along Richardson Drive)**
- 1. Requirements before the final plat/replat will be signed:**
    - a. Final plat/replat will be submitted in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
  - 2. Meet the requirements of the City Engineer, including:**
    - a. Correctly label all lots.
    - b. Provide 25' property line corner radius on Lot 6
    - c. Prior to any excavation/street cuts within street ROW, obtain CNLR Excavation and Barricade Plan Application/Permit.
  - 3. Meet the requirements of Community Planning, including:**
    - a. Provide the standard requirements of Zoning and Development Regulations.
    - b. Provide 30' cross access easement on plat with abutting property on lots 1/2, 2/5, 8/9, 9/10.
    - c. Provide 10' utility easements around property perimeter.
  - 4. 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.
  - 5. Meet the requirements of the Screening and Landscaping ordinance, including:**
    - a. All disturbed areas are to be sodded or seeded, fertilized, watered and mulched.
    - b. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.
  - 6. Meet the following requirements concerning signage:**
    - a. All signs require a permit and separate review.
    - b. No pole sign permitted. No electronic changeable copy sign permitted.
  - 7. Meet the requirements of the Fire Marshal, including:**
    - a. Provide an approved fire protection plan.
    - b. Meet Fire Marshal's requirements on fire hydrant location.
  - 8. Meet the requirements of CAW, including:**
    - a. Water is available to the site.
    - b. All CAW requirements in effect at the time of request for water service must be met.
    - c. Submit plans for water facilities and/or fire protection system to CAW for review.
    - d. Approval of plans by AR Dept. of Health Engineering Division is required.
    - e. Contact CAW for requirements on backflow protection on meter services.
    - f. Contact CAW for requirements on size and location of the meter.
    - g. Provide static pressure, residual pressure and flow for nearest fire hydrant.
  - 9. Meet the requirements of NLR Wastewater, including:**
    - a. Sewer is available to the site.
    - b. Confirm the As-builts and the sewer mains/services on the Preliminary Plat are consistent.
    - c. White Oak connection fee is estimated at \$xxx.
    - d. A complete set of drawings for development must be submitted to NLR Wastewater.
    - e. Approval of plans by AR Dept. of Health Engineering Division is required.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve was passed with (5) affirmative and (4) absent votes.

**B. SPR-2450-15 Richardson Business Center, Lot 9, Block 2 (Site Plan Review of a warehouse /office located at 11200 Richardson Drive)****1. Permit requirements/approvals before a building permit will be issued:**

- a. Provide on-site storm water detention or demonstrate to City Engineer that on-site detention is not required (Based on the proposed development).
- b. Pay the drainage in-lieu fee of \$5000/acre for commercial/industrial development instead of providing on-site detention.
- c. Provide CNLR Stormwater Permit. Stormwater plans and detention calculations are to be approved by City Engineer and a written approval provided to Planning Department.
- d. Provide Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit.
- e. Provide Arkansas Department of Health approval for water and sewer facilities.

**2. Meet the requirements of the City Engineer, including:**

- a. Prior to construction, Owner's Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to the City Engineer.
- b. 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.
- c. Owner's Engineer shall submit final plat to City Engineer prior to receiving final Planning Department approval.
- d. Prior to any excavation/street cuts within the City Street Right-of-Way (ROW), obtain CNLR Excavation and Barricade Permits.
- e. Check with ADEQ about any existing wetlands.

**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. Provide 5' sidewalks and ramps with a minimum of 5' green space between sidewalk and curb to ADA standards and City standards.

**5. Meet the requirements of the Screening and Landscaping ordinance, including:**

- a. All disturbed areas are to be sodded or seeded, fertilized, watered and mulched.
- b. Provide automated underground irrigation to all required trees and shrubs.
- c. Provide (8) street trees.
- d. Provide (16) parking lot shade trees.
- e. Parking lot shade trees must be at the furthest 10' from edge of paving.
- f. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
- g. Provide 6 foot front yard landscape strip between property line and paving.
- h. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.

**6. Meet the following requirements concerning signage:**

- a. All signs require a permit and separate review.
- b. No pole sign permitted. No electronic changeable copy sign permitted.

**7. Meet the requirements of the Fire Marshal, including:**

- a. Provide an approved fire protection plan.

- b. Meet Fire Marshal's requirements on fire hydrant location.
- c. Fire hydrants to be within 400 feet of all areas of building.
- 8. Meet the requirements of CAW, including:**
  - a. Water is available to the site.
  - b. All CAW requirements in effect at the time of request for water service must be met.
  - c. Submit plans for water facilities and/or fire protection system to CAW for review.
  - d. Approval of plans by AR Dept. of Health Engineering Division is required.
  - e. Contact CAW for requirements on backflow protection on meter services.
  - f. Contact CAW for requirements on size and location of the meter.
  - g. Provide static pressure, residual pressure and flow for nearest fire hydrant.
- 9. Meet the requirements of NLR Wastewater, including:**
  - a. Sewer is available to the site.
  - b. Confirm the As-builts and the sewer mains/services on the Preliminary Plat are consistent.
  - c. The White Oak Basin Fee will apply to the development.
  - d. Contact NLRW for Sewer Service Line Permit and Inspection prior to the construction of the service line.
  - e. Show the material, size and slope of service line.
  - f. The designer should plan the Building plumbing for possible future grease trap for a prospective tenant in the future. Gravity sewers shall govern this site and no pump stations will be allowed in the future.
  - g. A complete set of drawings for development must be submitted to NLR Wastewater.
  - h. Approval of plans by AR Dept. of Health Engineering Division is required.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve was passed with (5) affirmative and (4) absent votes.

**C. SPR-2451-15 Richardson Business Center, Lot 10, Block 2 (Site Plan Review of a warehouse /office located at 11200 Richardson Drive)**

- 1. Permit requirements/approvals before a building permit will be issued:**
  - a. Provide on-site storm water detention or demonstrate to City Engineer that on-site detention is not required (Based on the proposed development).
  - b. Pay the drainage in-lieu fee of \$5000/acre for commercial/industrial development instead of providing on-site detention.
  - c. Provide CNLR Stormwater Permit. Stormwater plans and detention calculations are to be approved by City Engineer and a written approval provided to Planning Department.
  - d. Provide Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit.
  - e. Provide Arkansas Department of Health approval for water and sewer facilities.
- 2. Meet the requirements of the City Engineer, including:**
  - a. Prior to construction, Owner's Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to the City Engineer.
  - b. 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.

- c. Owner's Engineer shall submit final plat to City Engineer prior to receiving final Planning Department approval.
  - d. Prior to any excavation/street cuts within the City Street Right-of-Way (ROW), obtain CNLR Excavation and Barricade Permits.
  - e. Check with ADEQ about any existing wetlands.
- 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. Provide 5' sidewalks and ramps with a minimum of 5' green space between sidewalk and curb to ADA standards and City standards.
- 5. Meet the requirements of the Screening and Landscaping ordinance, including:**
- a. All disturbed areas are to be sodded or seeded, fertilized, watered and mulched.
  - b. Provide automated underground irrigation to all required trees and shrubs.
  - c. Provide (8) street trees.
  - d. Provide (16) parking lot shade trees.
  - e. Parking lot shade trees must be at the furthest 10' from edge of paving.
  - f. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
  - g. Provide 6 foot front yard landscape strip between property line and paving.
  - h. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.
- 6. Meet the following requirements concerning signage:**
- a. All signs require a permit and separate review.
  - b. No pole sign permitted. No electronic changeable copy sign permitted.
- 7. Meet the requirements of the Fire Marshal, including:**
- a. Provide an approved fire protection plan.
  - b. Meet Fire Marshal's requirements on fire hydrant location.
  - c. Fire hydrants to be within 400 feet of all areas of building.
- 8. Meet the requirements of CAW, including:**
- a. Water is available to the site.
  - b. All CAW requirements in effect at the time of request for water service must be met.
  - c. Submit plans for water facilities and/or fire protection system to CAW for review.
  - d. Approval of plans by AR Dept. of Health Engineering Division is required.
  - e. Contact CAW for requirements on backflow protection on meter services.
  - f. Contact CAW for requirements on size and location of the meter.
  - g. Provide static pressure, residual pressure and flow for nearest fire hydrant.
- 9. Meet the requirements of NLR Wastewater, including:**
- a. Sewer is available to the site.
  - b. Confirm the As-builts and the sewer mains/services on the Preliminary Plat are consistent.
  - c. The White Oak Basin Fee will apply to the development.
  - d. Contact NLRW for Sewer Service Line Permit and Inspection prior to the construction of the service line.
  - e. Show the material, size and slope of service line.

- f. The designer should plan the Building plumbing for possible future grease trap for a prospective tenant in the future. Gravity sewers shall govern this site and no pump stations will be allowed in the future.
- g. A complete set of drawings for development must be submitted to NLR Wastewater.
- h. Approval of plans by AR Dept. of Health Engineering Division is required.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve was passed with (5) affirmative and (4) absent votes.

**D. SPR-2452-15 Springhill Development, Lot 12, Block 4 (Site Plan Review of a medical clinic located at the 4261 Stockton)**

**1. Permit requirements/approvals before a building permit will be issued:**

- a. Provide on-site storm water detention or pay the drainage in-lieu fee of \$5000/acre for commercial/industrial development instead of providing on-site detention.
- b. Provide CNLR Access Driveway/Curb Cut Permit.
- c. Provide Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit.
- d. Provide Arkansas Department of Health approval for water and sewer facilities.

**2. Meet the requirements of the City Engineer, including:**

- a. Prior to construction, Owner's Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to the City Engineer.
- b. 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.
- c. Owner's Engineer shall submit final plat to City Engineer.
- d. Driveway radii returns built to City Engineer's specifications.
- e. Driveways shall not be closer than 40' to adjoining streets or 10' from adjoining property lines.
- f. Prior to any excavation/street cuts within the City Street Right-of-Way (ROW), obtain CNLR Excavation and Barricade Permits.

**3. Meet the requirements of Community Planning, including:**

- a. Provide the standard requirements of Zoning and Development Regulations.
- b. Dumpster to have masonry screening.
- c. All exterior lighting shall be shielded and not encroach onto neighboring properties.
- d. Allow 121 parking spaces instead of 124 required spaces.

**4. Meet the requirements of the Master Street Plan, including:**

- a. Provide 5' sidewalks and ramps to ADA standards and City standards.

**5. Meet the requirements of the Screening and Landscaping ordinance, including:**

- a. All disturbed areas are to be sodded or seeded, fertilized, watered and mulched.
- b. Provide automated underground irrigation to all required trees and shrubs.
- c. Provide (14) street trees 40' on center.
- d. Provide (21) parking lot shade trees.
- e. Parking lot shade trees must be at the furthest 10' from edge of paving.
- f. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
- 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.
- 6. Meet the following requirements concerning signage:**
  - a. All signs require a permit and separate review.
  - b. No pole sign permitted. No electronic changeable copy sign permitted.
- 7. Meet the requirements of the Fire Marshal, including:**
  - a. Provide an approved fire protection plan.
  - b. Meet Fire Marshal's requirements on fire hydrant location.
  - c. Fire hydrants to be within 400 feet of all areas of building.
- 8. Meet the requirements of CAW, including:**
  - a. Water is available to the site.
  - b. All CAW requirements in effect at the time of request for water service must be met.
  - c. Submit plans for water facilities and/or fire protection system to CAW for review.
  - d. Approval of plans by AR Dept. of Health Engineering Division is required.
  - e. Contact CAW for requirements on backflow protection on meter services.
  - f. Contact CAW for requirements on size and location of the meter.
  - g. Provide static pressure, residual pressure and flow for nearest fire hydrant.
- 9. Meet the requirements of NLR Wastewater, including:**
  - a. Sewer is available to the site.
  - b. Please provide an explanation for the future sewer extension on the North side of the property.
  - c. Provide NLRW a copy of the floor plan and plumbing plan.
  - d. Provide NLRW a 24"x36" drawing of the Site Plan. The easements and sewer mains are difficult to read.
  - e. A complete set of drawings for development must be submitted to NLR Wastewater.
  - f. Approval of plans by AR Dept. of Health Engineering Division is required.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve was passed with (5) affirmative and (4) absent votes.

**E. NS-2442-15 Trails at the Rock Addition, Lot 1 (Preliminary Plat and Site Plan Review of apartments located between Young Road and Crystal Hill Road) and Pebble Drive right-of-way. POSTPONED**

**Public Hearings:**

- 1. Conditional Use #141 and 142. To allow warehouse office with overhead doors in a C-3 zone located at 11100 and 11200 Richardson Drive

The applicant, Mr. Roland Csege representing Holloway firm, was present.

Chairman Clifton asked if anyone in the audience or Commissioners would like to speak for or against this application.

There were no further comments.

Chairman Clifton asked for a roll call vote on the application.

Conditions:

1. applicant must meet all applicable Federal, State, County and City requirements,
2. business license to be issued after Planning Staff confirmation of requirements,
3. all overhead garage doors to be located on rear of building
4. applicant/owner understands that failure to comply with these conditions may result in loss of the Conditional Use and/or loss of Business License and/or removal of Electric Power Meter.

<b>Alexander</b>	<b>Yes</b>	<b>Harris</b>	<b>Absent</b>
<b>Belasco</b>	<b>Yes</b>	<b>Phillips</b>	<b>Absent</b>
<b>Chambers</b>	<b>Yes</b>	<b>White</b>	<b>Yes</b>
<b>Dietz</b>	<b>Absent</b>	<b>Clifton</b>	<b>Yes</b>
<b>Foster</b>	<b>Absent</b>		

Conditional Use #141 and 142 was approved with (5) affirmative and (4) absent votes.

2. Conditional Use #143. To allow a columbarium in a R-1 zone located at 1522 Skyline Drive

Mr. Spencer explained that this request is not a rezoning, it is a conditional use.

Mr. White asked if the owner moves or sells the property does the conditional use go away.

Mr. Spencer stated that the conditional use stays with the property

The applicant, Mr. Andrew Darr, was present. He gave a brief explanation of what a columbarium is used for. In his presentation, he broke down the cost and how it may help the City financially.

Chairman Clifton asked if anyone in the audience would like to speak for or against this application.

Mr. Mike Irvin is opposed to this application. He expressed his concerns about the property values.

Mr. Tap Pace is opposed to this application. He expressed his concerns about the neighborhood.

Mr. Kevin Mitchell is opposed to this application. He expressed concerns about the traffic in the neighborhood.

Mrs. Ashley Leopoulas is opposed to this application. She expressed her concerns about what this project would do to the neighborhood.

Ms. Montgomery is opposed to this application. She expressed the value she has for the neighborhood.

Ms. Linda Sanders is opposed to this application. She expressed her concerns for property values.

Mr. Shawn Patterson is opposed to this application.



Mr. Chris Diamond is opposed to this application. He expressed his concerns about this site not being handicap accessible.

Mr. John Reagan is opposed to the application.

Chairman Clifton asked if any of the Commissioners would like to speak on the application.

There were no further comments.

Chairman Clifton asked for a roll call vote on the application.

<b>Alexander</b>	<b>No</b>	<b>Harris</b>	<b>No</b>
<b>Belasco</b>	<b>No</b>	<b>Phillips</b>	<b>Absent</b>
<b>Chambers</b>	<b>No</b>	<b>White</b>	<b>No</b>
<b>Dietz</b>	<b>Absent</b>	<b>Clifton</b>	<b>No</b>
<b>Foster</b>	<b>Absent</b>		

Conditional Use #143 received a negative recommendation with (6) opposed and (3) absent votes.

3. Rezone #1731. To rezone from R-4 to I-1 to allow a screen printing business located at 3101 E. Washington

The applicant, Mr. Edward Bridgers, was present.

Chairman Clifton asked if anyone in the audience or Commissioners would like to speak for or against this application.

There were no further comments.

Chairman Clifton asked for a roll call vote on the application.

<b>Alexander</b>	<b>Yes</b>	<b>Harris</b>	<b>Yes</b>
<b>Belasco</b>	<b>Yes</b>	<b>Phillips</b>	<b>Absent</b>
<b>Chambers</b>	<b>Yes</b>	<b>White</b>	<b>Yes</b>
<b>Dietz</b>	<b>Absent</b>	<b>Clifton</b>	<b>Yes</b>
<b>Foster</b>	<b>Absent</b>		

Rezone #1731 was approved with (6) affirmative and (3) absent votes.

**Public Comments/Adjournment:**

A motion was made to adjourn and it was second. The motion was passed with (6) affirmative votes and the meeting was adjourned at 5:25 pm.