

**North Little Rock Planning Commission**  
**Regular Meeting**  
**January 13, 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  
Dietz  
Foster  
Harris  
Phillips  
White  
Clifton, Chairman

**Staff Present:**

Robert Voyles, Director  
Shawn Spencer, Assistant Director  
Matt Fleming, City Attorney  
Keisa Stewart, Secretary

**Others Present:**

Alderman Beth White  
Alderman Steve Baxter

**Approval of Minutes:**

Motion was made and seconded to approve the December meeting minutes as submitted. The minutes were approved with (9) affirmative votes.

**Administrative:**

Letter from Levy Baptist Church  
Overlay Action Plan  
Special Use #768 Postponed

**Subdivision Administrative:****A. SPR-2424-15 Harris Industrial Park – Tract B (Site Plan Review of a building addition located at the northwest corner of Diamond Drive and Harris Road)**

- 1. Permit requirements/approvals before a building permit will be issued:**
  - a. Provide CNLR Stormwater Permit. Stormwater plans are to be approved by City Engineer and a written approval provided to Planning Department.
  - b. Update Site Plan to show current FEMA Information. If required by development, provide CNLR Floodplain Development Permit.
  - c. Provide Arkansas Department of Health approval for water and sewer facilities.
  - d. Fire Hydrant to be installed before building permit issued. Location to be agreed on with Fire Marshal.
- 2. Meet the requirements of the City Engineer, including:**
  - a. Prior to construction of the building addition, Owner's Architect/Engineer shall submit construction plans and specifications (PDF format) to the City Engineer.
  - b. Parts of the property are located in a FEMA designated floodplain; the first floors of any building or house are to be a minimum of 1' above the 100-Year Base Flood Elevation (BFE).
  - c. If applicable, 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. Show dumpster location.
  - c. Dumpster to have masonry screening.
  - d. All exterior lighting shall be shielded and not encroach onto neighboring properties.
- 4. Meet the requirements of the Master Street Plan.**
- 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 (10) street trees 40' on center.
- 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. Until a hydrant is properly placed, no additional construction should take place.
  - 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.
- 9. Meet the requirements of NLR Wastewater, including:**
  - a. Comply with NLR Wastewater requirements.
  - b. Show service lines for sewer to the existing and proposed buildings.

- c. Show the existing 15' Sanitary Sewer Easement and the Instrument number or reference.
- d. Show force main along Diamond Drive.
- e. Show exact location of the force main and the distance separation from existing water line.

**10. Meet the requirements of Central Arkansas Transit Authority (CATA).**

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 (9) affirmative votes.

**B. NS-2426-15 VA Home Access Addition – Lot 1(Preliminary Plat and Site Plan Review of VA homes located at Fort Roots)**

**1. Requirements before the final plat/replat will be signed:**

- a. Provide on-site storm water detention.
- b. Final plat/replat will be submitted in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
- c. City street improvements must be approved by City Engineer.

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

- a. Provide CNLR Stormwater Permit. Stormwater plans and detention calculations are to be approved by City Engineer and a written approval provided to Planning Department.
- b. Provide CNLR Access Driveway/Curb Cut Permits.
- c. Provide Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit.
- d. If applicable, provide Corps of Engineers (COE) 404 Clearance/Permit.
- e. Provide Arkansas Department of Health approval for water and sewer facilities.

**3. 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. Prior to construction, Owner's Engineer shall submit stormwater design report for review and approval by the City Engineer. Drainage submittal shall include, as a minimum, the following:
  - i. Proposed pipe material specifications.
  - ii. Proposed trench and bedding details, materials and specifications.
- c. 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.
- d. Owner's Engineer shall submit final plat to City Engineer prior to receiving final Planning Department approval.
- e. Cross drains in the Street ROW are to be RCP with flared end section unless approved by Engineering.
- f. All driveways are to be concrete within the Street ROW.
- g. If applicable, prior to any excavation/street cuts within the City Street Right-of-Way (ROW), obtain CNLR Excavation and Barricade Permits.
- h. Obtain driveway/curb cut from City Engineer.

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

- a. Provide the standard requirements of Zoning and Development Regulations.

- b. Remove all improvements, paths and landscaping from preliminary plat.
  - c. Provide 10' utility easements around property perimeter.
  - d. Provide interior sidewalks as shown.
- 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.
- 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. I only see two hydrants located on the entire premises. Several more hydrants would need to be placed.
  - c. The buildings would also require sprinkler systems with FDC hookups. Hydrants should be within 100 feet of FDC's.
  - d. The State Fire Marshal's Office will be reviewing the site and building plans.
  - e. 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. Coordinate required easements with NLR Wastewater.
  - b. Provide a 15 foot sanitary sewer easement for the public main extension to proposed Lot 1.
  - c. Clarify the point of connection to the existing sewer line.
  - d. The sewer mains with the proposed development will be classified Private Mains while the sewer main offsite will be classified a Public Main.
  - e. A Developer's Contract will be required by the Owner and NLRW.
  - f. Provide a full set of Plan and Profile set of Plans for review and approval prior to the start of construction.
  - g. Approval of plans by AR Dept. of Health Engineering Division is required.
- 10. Meet the requirements of Central Arkansas Transit Authority (CATA).**
- a. Coordinate with CATA staff to provide ADA loading areas in front of all apartment buildings having a concrete loading area 5' wide and 8' deep.

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 (9) affirmative votes.

**C. NS-2427-15      Accu-brand Addition – Lot 1 (Preliminary Plat and Site Plan Review of a lot located at 9807 MacArthur Drive, within the Planning Area of NLR)**

- 1. Requirements before the final plat/replat will be signed:**
- a. Provide on-site storm water detention.

- b. Final plat/replat will be submitted in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
  - c. County must sign plat before the City.
  - d. Provide plan for waste water treatment or septic tank location.
- 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. Owner's Engineer shall submit final plat to City Engineer prior to receiving final Planning Department approval.
  - c. All driveways are to be concrete within the Street ROW.
  - d. If applicable, prior to any excavation/street cuts within the City Street Right-of-Way (ROW), obtain CNLR Excavation and Barricade Permits.
  - e. Obtain driveway/curb cut from AHTD.
- 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. If subdivided, another review by the Planning Commission is required.
  - d. All exterior lighting shall be shielded and not encroach onto neighboring properties.
- 4. Meet the requirements of the Master Street Plan.**
- 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 (15) street trees 40' on center.
  - d. Provide (4) parking lot shade trees.
  - e. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
  - f. Meet ADA requirements on paved parking spots and access.
- 6. Meet the requirements of the Fire Marshal, including:**
- a. Provide an approved fire protection plan.
  - b. Hydrants are currently on the opposite side of MacArthur Drive. This would completely stop traffic if a fire supply line were to be laid across the road. Also the distances to the proposed site exceed the distances agreed upon by CAW and the NLRFD.
  - c. This company manufactures metal hooks and other metal items. This would put it into an F-2 Classification per the AFC. The AFC does not require this building to be sprinklered but it would require a hydrant within 150 feet and no portion of the building further than 400 feet.
  - d. If the structure is over 30 feet in height, the access area around the building would need to be increased to 26 feet; otherwise the 20 feet would be sufficient for our apparatus. This apparatus access would need to be provided for the office and manufacturing area.
  - e. Meet Fire Marshal's requirements on fire hydrant location.
- 7. 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.
- 8. Meet the requirements of NLR Wastewater, including:**

- a. NLRWW does not provide sewer nearby the proposed development. At this time there are no comments pertaining to this proposed development.

**9. Meet the requirements of Pulaski County, including:**

- a. Provide Arkansas State Plane coordinates to two land corners
- b. Label footage for MacArthur Drive right-of-way dedication on plat
- c. Provide approval letter or permit from AHTD for proposed driveway connection on MacArthur Drive
- d. Provide a letter from North Little Rock stating that no half-street improvements are required for MacArthur Drive
- e. Provide drainage plan showing locations, grades, elevations, size and material of all drainage structures and ditches if any are proposed
- f. Provide all stormwater runoff calculations for all proposed culverts, inlets, and ditches. Include delineation of upstream drainage area
- g. Provide complete set of building plans for propose detention pond
- h. Include all 2 yr, 10 yr, 25 yr, and 100 yr, storm event calculations for pre-development and post-development conditions (at location where drainage exits property)
- i. Include post-construction peak runoff with and without detention (at location where drainage exits property)
- j. Post-development peak runoff must be at or below peak runoff rates for the 2 yr, 10 yr, 25 yr, and 100 yr storm events and shown as such in stormwater runoff calculations.
- k. Provide engineering stamp for all stormwater runoff calculations
- l. Provide plan for waste water treatment or septic tank location along with Arkansas Health Department approval
- m. Provide standard detail drawing for all drainage structures
- n. Clearly identify all rock check dams and riprap locations on building plans
- o. Provide PDF as well as hard copies of all plans and plat
- p. Provide PCRB with copy of ADEQ stormwater permits. All construction must adhere to ADEQ stormwater regulations. ADEQ permit, SWPPP, rain gauge, and inspections reports must be onsite during construction. Any other needed ADEQ permits must be obtained at the appropriate time
- q. Provide PCRB with a copy of all needed ADEQ permits
- r. Include maintenance agreement, in Bill of Assurance, indicating who is responsible for maintenance of all stormwater facilities
- s. Indicate all EPA 303 (d) listed streams affected by stormwater runoff from this development
- t. Provide statement indicating contribution to listed cause of pollution for any affected EPA 303(d) listed stream.

**10. Meet the requirements of Central Arkansas Transit Authority (CATA).**

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 (9) affirmative votes.

**Public Hearings:**

1. Special Use #768. POSTPONED To allow a daycare, family outreach program and a community garden in an R-3 zone located at 425 Parkdale St.

- 2. Special Use #775. To allow 2 mobile homes on one lot in an Rt-1 zone located at 1612 Dortch Loop.

Mr. Voyles stated that the applicant has moved forward with establishing a second dwelling on their property.

Mr. Chambers asked if the applicant is ignoring the city’s jurisdiction.

Mr. Voyles answered yes.

Ms. Gaines is opposed to the application.

Judge Hale, Mr. Pruitt’s attorney, is present for this application. He spoke on behalf of the applicant.

Mr. Chambers asked if the applicant can propose a lot split.

Mr. Voyles stated that he could suggest a split but it’s a half of an acre lot which is below city/county standards. The city/county has asked to connect to city sewer and we will approve.

Judge Hale stated that documents were submitted to the health department and they stated that they would approve the septic system.

Mr. Voyles stated that he spoke with Randy Neal with the Arkansas Health Dept. he has asking the Grand Prairie water not to connect water.

Chairman Clifton asked if anyone in the audience or Commissioners have any further comments.

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>No</b>
<b>Chambers</b>	<b>No</b>	<b>White</b>	<b>No</b>
<b>Dietz</b>	<b>No</b>	<b>Clifton</b>	<b>No</b>
<b>Foster</b>	<b>No</b>		

Special Use #775 received a negative recommendation with (9) opposed votes.

- 3. Special Use #776. To allow a barbershop and residence on one lot in a C-3 zone located at 1023 W 41<sup>st</sup> Street.

The applicant, Mr. Steven Sanders stand-in for Mr. Mark Melton, was present. He stated that this lot was used for commercial property before, and the renter would like to get his business license to operate as a barber shop.

Mr. Spencer stated that the applicant bought the property as a rental property; it has been a barber shop for years. The issue is the lot was not zoned properly for a barber shop to get a business license.

Mr. Chambers stated that the sign needs to be moved towards the residence. He made a motion for the existing or future sign to be located in accordance with the City’s regulations.

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

There were no further comments.

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. applicant/owner understands that failure to comply with these conditions may result in loss of the Special Use and/or loss of Business License and/or removal of Electric Power Meter.

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>Yes</b>
<b>Chambers</b>	<b>Yes</b>	<b>White</b>	<b>Yes</b>
<b>Dietz</b>	<b>Yes</b>	<b>Clifton</b>	<b>Yes</b>
<b>Foster</b>	<b>Yes</b>		

Special Use #776 was approved with (9) affirmative votes.

- 4. Special Use #777. To allow a contractors storage yard in a C-3 zone located at 7900 Crystal Hill Road.

The applicant, Mr. Dennis Guillette, was present. He stated that he received and understood staff recommendations.

Chairman Clifton asked if anyone in the audience or Commissioners have any comments on the application.

There were no comments.

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. applicant/owner understands that failure to comply with these conditions may result in loss of the Special Use and/or loss of Business License and/or removal of Electric Power Meter.
- 4. Entrance gate to meet Fire Marshal’s requirements.
- 5. Allow max. 8’ chain link fence around storage area.
- 6. Fences and bollards to be removed within one month of the finish of the AHTD project.

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>Yes</b>
<b>Chambers</b>	<b>Yes</b>	<b>White</b>	<b>Yes</b>
<b>Dietz</b>	<b>Yes</b>	<b>Clifton</b>	<b>Yes</b>
<b>Foster</b>	<b>Yes</b>		

Special Use #777 was approved with (9) affirmative votes.

- 5. Rezone #1717. To reclassify property from R-2 to C-3 to allow commercial retail located at 14900 Hwy 165.

The applicant, Mr. Jim Mathews, was present. He stated that this property is zoned for housing and he would like to turn it into commercial for retail business such as a grocery store.

Chairman Clifton stated that the plat shows a cul-de-sac in this area, is it still there.

Mr. Spencer stated it is an undeveloped cul-de-sac.

Chairman Clifton asked if the water situation ever been addressed in this area.

Mr. Voyles answered no. He stated that this is under Grand Prairie; they do not have fire flow in that area. He believes it’s still has low water pressure.

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

Mr. Sam Porto stated that he is opposed to the application due to existing traffic problems and a retail center would create more. His other issue is the water and drainage issues.

Mrs. Christopher is opposed to this application. Mrs. Christopher concern is other properties surrounding her property could be changed to commercial property.

Mr. Gary Avery is opposed to the application. He stated that his concern is the property values going down.

Mr. Russell is opposed to the application. His concern is crime and traffic.

Mr. Moore is opposed to the application.

Mr. Jerry Butler is opposed to the application.

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>No</b>
<b>Chambers</b>	<b>No</b>	<b>White</b>	<b>No</b>
<b>Dietz</b>	<b>No</b>	<b>Clifton</b>	<b>Yes</b>
<b>Foster</b>	<b>No</b>		

Rezoning #1717 received a negative recommendation with (8) opposed and (1) affirmative votes.

6. Public Hearing #1716. To remove Country Club Parkway from the Master Street Plan.

Mr. Voyles stated that Maumelle has removed a road way and submitted a letter. Staff recommends removal.

Mr. Eric Holloway, with Holloway Engineering, stated that they represent the owner of this land that is adjacent this right of way. The city of Maumelle just revised their Master Street Plan after speaking with the land owners that would be affected by the extension and rerouted the way they would connect to Counts Massie. On behalf of the land owner of the North Little Rock side they are asking to remove from the Master Street Plan.

A motion was made and seconded to be removed.

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

There were no 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>Yes</b>
<b>Chambers</b>	<b>Yes</b>	<b>White</b>	<b>Yes</b>
<b>Dietz</b>	<b>Yes</b>	<b>Clifton</b>	<b>Yes</b>
<b>Foster</b>	<b>Yes</b>		

Public Hearing #1716 was approved with (9) affirmative votes.

7. Public Hearing #1711 and #1712. Park Hill and Levy Development Overlay

Mr. Voyles stated that they are continuing the planning project for applying zoning overlays Historic Park Hill and Historic Levy. The consultant study was completed in December. He is asking to receive comments and continue until the next meeting.

Mr. Foster expressed his concerns about meeting with the property owners and getting their opinions.

Mr. Voyles stated that this will be a long process and suggested if they would like to have working meeting that can be done.

There was a further discussion.

Mrs. Rhodes encouraged the Commissioners to come to the next coalition meeting January 22, 2015. She explained that along with the coalition, the Commissioners should all get together and work on this project.

There were further discussions.

Mr. Michael Tierney gave a brief presentation of his thoughts and concerns about the Development Overlay.

Chairman Clifton asked for any further comments.

There were no comments.

**Public Comments/Adjournment:**

A motion was made to adjourn and it was seconded. The motion passed with (9) affirmative votes and the meeting was adjourned at 6:15 pm.