

North Little Rock Planning Commission
Regular Meeting
November 8, 2016

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
Clifton, Chairman
Dietz
Foster
Phillips

Members Absent:

Harris
White

Staff Present:

Shawn Spencer, Director
Tim Reavis, City Planner
Marie Miller, City Attorney
Keisa Stewart, Secretary

Other Members Present:

Alderman Steve Baxter

Approval of Minutes:

Motion was made and seconded to excuse Mr. White and Mr. Harris from today's meeting. The motion was approved with (7) affirmative votes.

Motion was made and seconded to approve the October meeting minutes as submitted. The minutes were approved with (7) affirmative votes.

Administrative:

City Council Activity

Special Use #2016-10 postponed

Subdivision Administrative:**A. SD2016-46 Springhill Development, Lot 9, Block 4 (Vacate a plat located at the NE corner of Springhill and Stockton)****1. Requirements before the vacation of a plat will be signed:**

- a. Provide approved City Council ordinance abandoning the 10' sewer / utility / drainage easement on the north, south, east and west property lines

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 (7) affirmative and (2) absent votes.

B. SD2016-48 Innerplan Office Park, Lots 2A, B, C (Replat of 1 lot into 3 lots and Site Plan Review of lot 2A for Pro-Source located at 7201 Innerplan Drive)**1. Planning requirements before the final plat/replat will be signed:**

- a. Final plat/replat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
- b. Provide cross access easement on plat with abutting property.

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

- a. Prior to construction, stormwater plans and detention calculations are to be approved by City Engineer.
- b. Provide CNLR Stormwater Permit to City Engineer with stormwater plans showing silt fence, storm inlet protection, and drainage details.
- c. Provide CNLR driveway/curb cut permit to City Engineer.
- d. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
- e. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department.
- f. Prior to construction, Owner's Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to City Engineer.
- g. 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.

3. Meet the requirements of the City Engineer, including:

- a. Prior to any excavation/street cuts within street ROW, provide CNLR Excavation Permit to City Engineer and Barricade Plan Permit to NLR Traffic Services.
 - b. Contractor shall notify City Engineer at least 1 day prior to the construction of all stormwater pipes and inlet structures within City ROW.
 - c. Provide clear calculations showing that storm water detention volume is sufficient by providing detention calculations showing pre and post site runoff comparisons.
 - d. 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.
 - e. Driveways shall have 25' minimum radii and be built according to CNLR standard details (available at NLR Engineering Department).
 - f. Cross drains in the ROW are to be labeled and to be RCP with flared end section unless approved by Engineering.
4. **Meet the requirements of Community Planning, including:**
- a. Provide the standard requirements of Zoning and Development Regulations.
 - b. Dumpster to have masonry screening.
 - c. Move sign from 'sight triangle'. (possibly block view of oncoming traffic)
 - 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 in an industrial subdivision.
6. **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. Reminder that Crepe Myrtles do not count towards required landscaping.
 - d. Provide (7) street trees.
 - e. Provide (6) parking lot shade trees.
 - f. Parking lot shade trees must be at the furthest 10' from edge of paving.
 - g. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
 - h. 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.
 - b. Provide sign location on site plan.
 - c. No pole sign permitted. No electronic changeable copy sign permitted.
8. **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.
9. **Meet the requirements of CAW, including:**
- a. All CAW requirements in effect at the time of request for water service must be met.
 - b. If there are facilities that need to be adjusted and/or relocated, contact CAW. That work will be done at the expense of the developer.
 - c. Meet CAW requirements for RPZ, private facilities, fire sprinkler systems, meter size, and meter location.
 - d. Approval of plans by AR Dept. of Health Engineering Division is required.
 - e. Proposed water facilities will be sized to provide adequate pressure and fire protection.

10. Meet the requirements of NLR Wastewater, including:

- a. Provide floor plans, plumbing plans and the stated use of the facility.
- b. Show force main west of the property.
- c. White Oak fee applies at the rate of \$637/acre.
- d. Site will require main extension.

11. Meet the requirements of Rock Region Metro (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 (7) affirmative and (2) absent votes.

C. SD2016-49 Koppers Addition, Lot 1 (Preliminary Plat and Site Plan Review of an industrial office located at 1651 Van)**1. Engineering requirements before the final plat/replat will be signed:**

- a. Pay the drainage in-lieu fee of \$5000/acre for commercial/industrial development or provide on-site detention.

2. Planning requirements before the final plat/replat will be signed:

- a. Final plat/replat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
- b. Provide (25') ROW dedication.

3. Permit requirements/approvals submitted before a building permit will be issued:

- a. Provide CNLR Stormwater Permit to City Engineer with stormwater plans showing silt fence, storm inlet protection, and drainage details.
- b. Provide CNLR driveway/curb cut permit to City Engineer.
- c. Provide CNLR Floodplain Development Permit to City Engineer.
- d. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
- e. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department.
- f. Prior to construction, Owner's Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to City Engineer.
- g. 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.

4. Meet the requirements of the City Engineer, including:

- a. Prior to any excavation/street cuts within street ROW, provide CNLR Excavation Permit to City Engineer and Barricade Plan Permit to NLR Traffic Services.

- b. Contractor shall notify City Engineer at least 1 day prior to the construction of all stormwater pipes and inlet structures within City ROW.
 - 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. Since the proposed subdivision/development is located in a FEMA designated floodplain, submit Letter of Map Revision Based on Fill (LOMR-F) at end of project and provide of copy of FEMA approval to City Engineer.
 - e. Label proposed driveway radii dimensions within ROW.
 - f. Driveways shall have 25' minimum radii and be built according to CNLR standard details (available at NLR Engineering Department).
 - g. Meet City Engineer's requirements on driveway location.
 - h. If applicable, cross drains in the ROW are to be labeled and are to be RCP with flared end sections unless approved by Engineering.
 - i. All driveways are to be concrete within the ROW.
- 5. Meet the requirements of Community Planning, including:**
- a. Provide the standard requirements of Zoning and Development Regulations.
 - b. If dumpster is utilized, then screening to be masonry.
 - c. No fence is to be within a front building line.
 - d. All exterior lighting shall be shielded and not encroach onto neighboring properties.
- 6. Meet the requirements of the Master Street Plan, including:**
- a. Sidewalks not required in industrial subdivision
 - b. Provide 25' ROW dedication.
- 7. 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.
 - d. Provide (7) parking lot shade trees.
 - e. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.
- 8. 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.
- 9. 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.
- 10. Meet the requirements of CAW, including:**
- a. All CAW requirements in effect at the time of request for water service must be met.
 - b. If there are facilities that need to be adjusted and/or relocated, contact CAW. That work will be done at the expense of the developer.
 - c. Meet CAW requirements for RPZ, private facilities, fire sprinkler systems, meter size, and meter location.
 - d. Approval of plans by AR Dept. of Health Engineering Division is required.
 - e. Proposed water facilities will be sized to provide adequate pressure and fire protection.
- 11. Meet the requirements of NLR Wastewater, including:**
- a. Provide floor plans and plumbing plans.
 - b. Site will require main extension to serve property.

- c. Check with pretreatment (Ed Toland) to ensure no permitting required.

12. Meet the requirements of Rock Region Metro (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 (7) affirmative and (2) absent votes.

D. SD2016-50 Keeton Addition, Lot 1 (Preliminary Plat of a lot located near the SE corner of Kierre and Remount)

1. Engineering requirements before the final plat/replat will be signed:

- a. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk) or obtain waiver from City Council.

2. Planning requirements before the final plat/replat will be signed:

- a. Final plat/replat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
- b. Show 40' front setback.
- c. Show 20' rear setback.
- d. Provide 10' ROW dedication.
- e. Provide 10' utility easements around property perimeter.

3. Permit requirements/approvals submitted before a building permit will be issued:

- a. Meet the landscape and screening ordinance requirements if the existing house will be adapted into a commercial structure.
- b. If existing house will be adapted into a commercial structure, building will need to be brought up to commercial codes and meet ADA guidelines.
- c. Any future development of the property will require Site Plan Review.

4. Meet the requirements of Community Planning, including:

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

5. Meet the requirements of the Master Street Plan, including:

- a. Provide 5' sidewalks or obtain waiver from City Council.
- b. Provide ½ street improvements or obtain waiver from City Council.
- c. Provide 10' ROW dedication.

6. 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.

7. 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.

8. 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.

9. Meet the requirements of CAW, including:

- a. Water service is not available to the site without an extension of facilities.
- b. All CAW requirements in effect at the time of request for water service must be met.
- c. If there are facilities that need to be adjusted and/or relocated, contact CAW. That work will be done at the expense of the developer.
- d. Meet CAW requirements for RPZ, private facilities, fire sprinkler systems, meter size, and meter location.

- e. Approval of plans by AR Dept. of Health Engineering Division is required.
 - f. Proposed water facilities will be sized to provide adequate pressure and fire protection.
- 10. Meet the requirements of NLR Wastewater, including:**
- a. Sewer service is not available to the site without a main extension.
 - b. A complete set of drawings for development must be submitted to NLR Wastewater.
 - c. Approval of plans by AR Dept. of Health Engineering Division is required.
- 11. Meet the requirements of Rock Region Metro (CATA).**

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. Mr. Foster spoke about the waiver in item number 5 is unclear. Mr. Chambers stated that if the applicant doesn't get the waiver, they will have to build the street. Mr. Spencer stated that a statement from staff will state that the DRC recommends waiver of this requirement. There were no additional comments from Commissioners or the audience. The motion to approve was passed with (7) affirmative and (2) absent votes.

E. SD2016-51 Harper Subdivision, Lot 1 and 2 (Replat of 1 lot into 2 lots located at the SE corner of Remount and Spriggs)

- 1. Planning requirements before the final plat/replat will be signed:**
 - a. Final plat/replat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
 - b. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk) or obtain waiver from City Council.
 - c. Allow encroachments of existing buildings on Lot 1 and 2. Encroachments to be removed with any future development.
- 2. 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.
- 3. Meet the requirements of the Master Street Plan, including:**
 - a. Provide 5' sidewalks or obtain waiver.
 - b. Provide ½ street improvements or obtain waiver.
 - c. Provide ROW dedication along Remount and Spriggs.
- 4. Meet the requirements of the Screening and Landscaping ordinance, including:**
- 5. 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.
- 6. Meet the requirements of the Fire Marshal, including:**
 - a. Provide an approved fire protection plan.
 - b. Fire hydrants to be within 400 feet of all areas of building.
- 7. Meet the requirements of CAW, including:**
 - a. All CAW requirements in effect at the time of request for water service must be met.
 - b. If there are facilities that need to be adjusted and/or relocated, contact CAW. That work will be done at the expense of the developer.
 - c. Meet CAW requirements for RPZ, private facilities, fire sprinkler systems, meter size, and meter location.
 - d. Approval of plans by AR Dept. of Health Engineering Division is required.
 - e. Proposed water facilities will be sized to provide adequate pressure and fire protection.
- 8. Meet the requirements of NLR Wastewater, including:**

- a. Please show sanitary sewer parallel to Remount Rd with rim and flow line elevations.
- b. No sewer facilities to lot 2. Site will require main extension to serve facility.

9. Meet the requirements of Rock Region Metro (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 (7) affirmative and (2) absent votes

Public Hearings:

- 1. Rezone #2016-11: To rezone property located at 14 Remount Rd. from R-1 to C-3 and to amend the land use plan from single family to community shopping to allow for commercial development.

The applicant, Mike Marlar, 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.

Alexander	Yes	Dietz	Yes	Phillips	Yes
Belasco	Yes	Foster	Yes	White	Absent
Chambers	Yes	Harris	Absent	Clifton	Yes

Rezone 2016-11 was approved with (7) affirmative and (2) absent votes.

- 2. Rezone #2016-12 & Conditional Use #2016-15: To rezone property located at 2800 W. 58th St. from O-1 to C-3 and to amend the land use plan from single family to community shopping to allow for a conditional use for offices with warehouse space.

The applicant, Bryan Myer, was present. He stated that they would like to move their existing business into this location.

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

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

Alexander	Yes	Dietz	Yes	Phillips	Yes
Belasco	Yes	Foster	Yes	White	Absent
Chambers	Yes	Harris	Absent	Clifton	Yes

Rezone 2016-12 & Conditional Use 2016-15 was approved with (7) affirmative and (2) absent votes.

3. Special Use 2016-16: To allow indoor retail in an I-2 zone located at 10503 Maumelle Blvd.

The applicant, Mr. Amos Enderlin, was present. He stated that he would like to put a vintage market inside this building.

Mr. Foster asked if this is a new building or existing building.

Mr. Enderlin answered existing.

Mr. Spencer explained that the applicant is asking for building "B" at this location. He stated that the legal description is for the entire property but the way it was written is for building "B".

Chairman Clifton asked if anyone in the audience would like to speak on this application.

There were no further comments.

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

Alexander	Yes	Dietz	Yes	Phillips	Yes
Belasco	Yes	Foster	Yes	White	Absent
Chambers	Yes	Harris	Absent	Clifton	Yes

Special Use 2016-16 was approved with (7) affirmative and (2) absent votes.

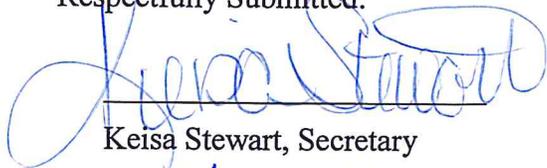
4. (postponed) Special Use 2016-17: To allow a 6-room bed and breakfast with a manager on duty and to allow events in a C-6 zone located at 109 W. 5th St.

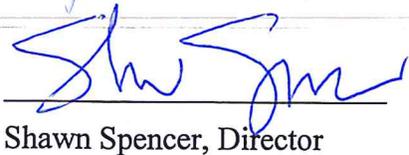
Public Comments/Adjournment:

Chambers, Foster, Chairman Clifton, Spencer and Belasco spoke about the rules of a waiver.

A motion was made to adjourn and it was seconded. The motion passed with (7) affirmative votes and the meeting was adjourned at 5:20 pm.

Respectfully Submitted:


 Keisa Stewart, Secretary


 Shawn Spencer, Director

