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:**

Alexander
Belasco
Chambers
Clifton, Chairman
Dietz
Foster
Phillips
White

**Staff Present:**

Shawn Spencer, Director
Tim Reavis, City Planner
Marie Miller, Deputy City Attorney
Keisa Stewart, Secretary
John Pflasterer, Fire Marshal

**Others present:**

David Forstrom, City Planner

**Approval of Minutes:**

Motion was made and seconded to approve the January meeting minutes as submitted. The minutes were approved with (8) affirmative votes.

**Administrative:**
Subdivision Administrative:

A. SD2017-7 Keeton Addition, Lot 1 (Site Plan Review of a commercial development located at 14 Remount Rd)

1. Permit requirements/approvals submitted before a building permit will be issued:
   a. Pay the drainage in-lieu fee of $5000/acre for any increase of impervious surface.
   b. Plat to be signed and recorded before a building permit will be issued.

2. Meet the requirements of the City Engineer, including:
   a. All driveways are to be concrete within the ROW.

3. Meet the requirements of Community Planning, including:
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. Provide dumpster location.
   c. Provide a 15° wide drive (concrete or asphalt) from property line to 40 feet into the property to keep gravel out of the ROW.
   d. If a dumpster is utilized, it is to have masonry screening.
   e. No fence is to be within a front building line.
   f. All exterior lighting shall be shielded and not encroach onto neighboring properties.

4. 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 8’ wood privacy fence along the southern property line.
   c. Recommend waiver to City Council of 8’ wood privacy fence along the east property line due to the same owner owns the property.
   d. Provide automated underground irrigation to all required trees and shrubs.
   e. Allow existing trees along Kierre to serve as street trees.
   f. Provide (2) parking lot shade trees.
   g. Parking lot shade trees must be at the furthest 10’ from edge of paving.
   h. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.

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

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.
   c. Meet Fire Marshal requirements on gates.
   d. Improve driveway to new office to meet the 2012 AR Fire Code. Provide cross section on dwg on how this will be done. Driveway to be approved by FM.
   e. Provide turn around on property. Turn around to be approved by FM.

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. 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.

8. Meet the requirements of NLR Wastewater, including:
a. Main extension needed, if there is no existing service.
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.

9. **Meet the requirements of Rock Region Metro (CATA), including:**
   
a. Location is served by METRO on route 4 Levy Amboy. We have no objections to locating a business in a mixed use area. We recommend providing pedestrian infrastructure for access to new jobs from the transit route.

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 (8) affirmative votes.

B. **SD2017-8 Windsong Church of Christ Addition, Tract 1 (Site Plan Review a church addition located at 3 Windsong Dr.)**

1. **Permit requirements/approvals submitted before a building permit will be issued:**
   
a. Pay the drainage in-lieu fee of $5000/acre for area of rooftop and new paving instead of providing on-site detention.
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.

2. **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. Driveways shall have 25’ minimum radii and be built according to CNLR standard details (available at NLR Engineering Department).
e. Show driveway radii dimensions on plans.
f. All driveways are to be concrete within the ROW.

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.

4. Meet the requirements of the Master Street Plan, including:
a. Sidewalks not required along Windsong Drive.
b. Design Review Committee recommends sidewalk waiver along Bridgeway Road.

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 (6) additional street trees to replace the missing trees
d. Provide 9 parking lot shade trees.
e. Parking lot shade trees must be at the furthest 10’ from edge of paving.
f. Waive the continuous screen of shrubs for any parking spots that face a street due to the parking lot being much lower than the street.
g. 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.

7. 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.
c. Apparatus access should comply to 2012 AR Fire Code.

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. 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.

9. Meet the requirements of NLR Wastewater, including:
a. White Oak connection fee will apply.
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.

10. Meet the requirements of Rock Region Metro (CATA), including:
a. Location is not currently served by METRO and is not on our current long range service plan. We have not objections to this development; however, we recommend expansion of the pedestrian network for access to the school across the street and recreational trails.
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 (8) affirmative votes.

Public Hearings:

1. **Special Use #2017-1**: To allow three modular buildings for temporary classroom space (2 years) at 604 N. Locust St, Shorter College.

The applicant, Jason with Marlar Engineering, was present.

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

There were no comments.

CONDITIONS TO BE CONSIDERED

1. Temporary classrooms to be removed from property by February 1, 2019.
2. Meet Fire Marshal’s requirements on emergency lighting, fire extinguishers, fire alarm system, and occupancy loads.
3. Applicant must meet all applicable Federal, State, County and City requirements,
4. Applicant/owner understands that failure to comply with these conditions may result in loss of the Special Use or removal of Electric Power Meter.

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

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Special Use 2017-1 was approved with (8) affirmative votes.

Public Comments/Adjournment:

A motion was made to adjourn and it was seconded. The motion passed with (8) affirmative votes and the meeting was adjourned at 4:08 pm.
Respectfully Submitted:

Keisa Stewart, Secretary

Shawn Spencer, Director