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

**Absent Members:**

White  
Vacant

**Staff Present:**

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

**Others present:**

**Approval of Minutes:**

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

**Administrative:**
Subdivision Administrative:

A. SD2017-9 Shillcott’s Commercial Annex, Lot 2 (Site Plan Review of a sheet metal work & custom fabrication business located on West 37th Place)

1. Permit requirements/approvals submitted before a building permit will be issued:
   a. Pay the drainage in-lieu fee of $5000/acre for commercial development 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 CNLR Floodplain Development Permit to City Engineer.
   e. Prior to construction, Owner’s Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to City Engineer.
   f. If applicable and 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. Contractor shall notify City Engineer at least 1 day prior to the construction of any stormwater pipes and inlet structures within City ROW.
   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. Driveway radii shall be labeled on plans and have 25’ minimum radii. Driveways shall be built according to CNLR standard details (available at NLR Engineering Department).
   d. Driveway widths shall be labeled on plans and shall be 10’ minimum to 40’ maximum.
   e. Cross drains in the ROW shall be labeled and shall be RCP with flared end sections unless otherwise approved by Engineering.
   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. Rear dumpster to be located behind the building and no screening required.
   c. Front dumpster to be located behind the front building line and provide 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 or signed waiver. Waiver is supported by the Design Review Committee.

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 3 street trees 40’ on center.
   d. Provide 1 parking lot shade trees.
   e. Parking lot shade trees must be at the furthest 10’ from edge of paving.
   f. Provide 6-foot front yard landscape strip between property line and paving.
   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.
   b. Provide sign location on site plan.
   c. 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. 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.

9. Meet the requirements of NLR Wastewater, including:
   a. Ensure proper distance from proposed building to the existing sewer main to accommodate future repairs.
   b. Label rim and flowline elevations.
   c. A complete set of drawings for development must be submitted to NLR Wastewater.
   d. Approval of plans by AR Dept. of Health Engineering Division is required.

10. 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, (1) vacant and (1) absent votes.

B. SD2017-10 Calvary Addition, Lot 3 (Preliminary Plat & Site Plan Review of a church parking lot located at 1401 Calvary Rd.)

1. Provide letter from City Engineer determining if this project is a hillside cut.
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.
3. Permit requirements/approvals submitted before a building permit will be issued:
a. Pay the impervious surface permit fee for increased areas of pavement.
b. Provide CNLR Stormwater Permit to City Engineer with stormwater plans showing silt fence, storm inlet protection, and drainage details.
c. Prior to construction, Owner’s Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to City Engineer.
d. 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. 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.
   b. If determined to be a hillside cut, meet the requirements of the hillside cut ordinance.

5. Meet the requirements of Community Planning, including:
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. Allow fences as shown.
   c. 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 on Interstate access road.

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. Allow existing trees, fences and landscaping along the frontage to meet the landscaping requirements.
   d. Provide (48) parking lot shade trees.
   e. Parking lot shade trees must be no farther than 10’ from edge of paving.
   f. 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. Provide sign location on site plan.
   c. 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.

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. A complete set of drawings for development must be submitted to NLR Wastewater.
   b. Approval of plans by AR Dept. of Health Engineering Division is 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. Chairman Clifton recused himself from any discussion or voting. The motion to
approve was passed with (6) affirmative, (1) recused, (1) vacant and (1) absent votes.

C. SD2017-11 Downie Subdivision, Lot A (Site Plan Review of a restaurant located at
   403 E. Broadway St.)

1. Engineering requirements before the replat will be signed:
   a. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk) or a
      performance bond along Olive and 4th Streets. Street improvements must be approved by
      City Engineer and accepted by City Council.
   b. Provide 5’ ROW dedication along Broadway.
   c. Provide 25’ property corner radius.

2. Planning requirements before the replat will be signed:
   a. Replat will be submitted to NLR Planning Department in CAD compatible DXF and/or
      DWG format, tied to Arkansas State Plane Coordinates.

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 or copy of AHTD permit if
      State Highway.
   c. Prior to construction, Owner’s Architect/Engineer shall submit approved preliminary
      plat, construction plans and specifications (PDF format) to City Engineer.

4. Meet the requirements of the City Engineer, including:
   a. Allow the 5 ‘back out’ parking spots along 4th Street and comply with City Engineer
      requirements.
   b. Provide a “right turn only / exit only” egress at SW corner along Broadway.
   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. Driveway radii shall be as shown on drawing.

5. Meet the requirements of Community Planning, including:
   a. Provide the standard requirements of Zoning and Development Regulations.
   b. Part of lot is zoned C-6, which does not have parking requirements.
c. Dumpster to have masonry screening.
d. Add minor landscaping around dumpster.
e. All exterior lighting shall be shielded and not encroach onto neighboring properties.

6. 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 along Olive.
   b. Provide minimum 6’ sidewalks along Broadway and 4th Streets. Sidewalk to be patched and repaired to City Engineer requirements.

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 (13) street trees 40’ on center.
   d. Provide (5) 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. (along Olive)
   i. 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. Existing pole sign permitted. Any new non wall signs to be monument only.

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. 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.

11. Meet the requirements of NLR Wastewater, including:
    a. Sewer is available to the site.
    b. Provide plumbing plans along with number of FU’s connecting to the grease interceptor.
    c. State whether existing building service line and grease interceptor will be utilized.
    d. Any existing service facilities must be satisfactorily tested and meet modern material requirements prior to approval for service.
    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.

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, (1) vacant and (1) absent votes.
D. SD2017-12 Mountaire Addition, Lot 1RR (Replat & Site Plan Review of the Thrive Argenta development located at the northeast corner of Poplar St. & E. 4th St.)

1. **Engineering requirements before the final plat/replat will be signed:**
   a. Pay the drainage in-lieu fee of $5000/acre for commercial instead of providing on-site detention.
   b. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk, cross walks) or a performance bond. Street improvements must be approved by City Engineer and accepted by City Council.
   c. Provide 20’ property line corner radius at each corner.

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 easement for NLR electric (if needed).
   c. All ROW or parts of ROW abandonments must be approved by City Council.
   d. All abandoned easements must be approved by City Council.
   e. All Master Street Plan changes must be approved by City Council.

3. **Permit requirements/approvals submitted before a building permit will be issued:**
   a. Prior to construction, Owner’s Engineer shall submit stormwater design report for review and approval by the City Engineer. Stormwater plans 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.
   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.

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. Driveway radii shall meet the requirements of the Fire Marshall and shall be built according to CNLR standard details (available at NLR Engineering Department).
e. Storm drains in the ROW shall be labeled and shall be RCP.
f. 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. Provide dumpster location.
   c. Dumpster to have masonry screening.
   d. All exterior lighting shall be shielded and not encroach onto neighboring properties.

6. **Meet the requirements of the Master Street Plan.**

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 street trees 40’ on center.
   d. Provide parking lot shade trees.
   e. Parking lot shade trees must be within 10’ from edge of paving.
   f. 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. Provide sign location on site plan.
   c. 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. Sewer is available to the site.
    b. Ensure cleanouts on 100’ intervals for building service lines.
    c. All mains not in the public ROW shall have an exclusive sanitary sewer easement.
    d. Provide plumbing plans indicating the lines/drains connecting to the grease interceptor.
    e. Maximum of 8 units served by the same 4” building service line.
f. Design sanitary sewer main to extend to the intersection of 4th and Poplar with a flowline elevation no greater than 254'. If this elevation is not attainable, submit an alternate route for review.

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.

12. Meet the requirements of Rock Region Metro (CATA).
13. Meet the requirements of North Little Rock Electric.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. Mary with Thrive was present to answer any questions the Commissioners may have. She gave a brief explanation of what the Thrive community would be. Chairman Clifton asked about parking requirements. Mary stated that there are 86 on sight parking not including street parking, in all there will be 150 parking spaces. There were no additional comments from Commissioners or the audience. The motion to approve was passed with (7) affirmative, (1) vacant and (1) absent votes.

Public Hearings:

1. **Conditional Use #2017-1:** To allow metal work & custom fabrication in a C-4 zone located on W. 37th Pl.

The applicant, Jason Bouwknecht with Marlar Engineering, was present.

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

There were no further comments.

Conditions:
1. Meet the requirements of the Site Plan Review Process.
2. No garage doors on front of the building.
3. No outdoor storage of materials.
4. Scrap metal dumpster to be located behind the building.
5. Applicant must meet all applicable Federal, State, County, and City requirements.
6. Business License to be issued after Planning Staff confirmation of requirements.
7. 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.

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

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Conditional Use # 2017-1 was approved with (7) affirmative, (1) vacant and (1) absent votes.

2. **Rezone #2017-4:** To rezone property from I-1 to C-6 to allow a restaurant at 403 E. Broadway St.
The applicant, Thomas Pownall, was present.

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

There were no further comments.

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

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Rezone #2017-4 was approved with (7) affirmative, (1) vacant and (1) absent votes.

3. **Special Use #2017-2:** To allow a recreational vehicle until August 1, 2017 in an R-2 zone located at 16400 Harvey Watson Pl.

The applicant, Mr. Michael Sneed, was present. Mr. Sneed explained that he would like to live in his trailer while his house is built. He agreed to have the mobile home removed by August 1st.

Mr. Chambers asked if his home was under construction. Mr. Chambers requested to amend the application from August 1st to August 31st, to give the applicant time to get into his home.

Mr. Sneed explained that it is not under construction right now, he was waiting to see how the vote would go with the Commissioners.

A motion was made and seconded to change the date from August 1st to August 31st. The motion to approved was passed with (7) affirmative and (1) absent votes.

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

Mr. RV Stewart is opposed to this application. He voiced his concerns regarding the property value and stated that according to the deed it declares that a house nor septic tank is allowed on this property.

Chairman Clifton asked Mr. Stewart if he knew about Mr. Sneed plans to build a house on this property.

Mr. Stewart answered with no house is allowed on this property.

Mr. Chambers asked the city attorney, what actions would be taken if the applicant does not comply with the scheduled date to remove the trailer.

Ms. Marie Miller stated that since this is extra territorial area of North Little Rock it is outside the city limits and our law enforcement wouldn’t be able to take action, we would have to secure assistant from the Pulaski County Sherriff office. The city could speak with Mr. Sneed and remind him of his agreement and it could turn into a Civil matter.
Chairman Clifton asked Mr. Sneed if he doesn’t move his trailer by the 31st, what assurance would the Commissioners have.

Mr. Sneed stated that all he has is his word. He explained that Mr. Stewart was aware of his plan for his property, he wrote a letter along with the letter that the Planning department provides for the special use application.

Mr. Chambers explained to Mr. Stewart that the bill of assurance is enforced through civil court, it would be a civil matter between him and Mr. Sneed.

Chairman Clifton asked if there were any further comments.

There were no further comments.

Conditions:
1. RV to be removed by August 31st, 2017.
2. Applicant/owner understands that failure to comply with these conditions may result in loss of the Special Use

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

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Special Use #2017-2 was approved with (6) affirmitive, (1) abstain, (1) vacant and (1) absent votes.

4. **Special Use #2017-3**: To allow a daycare center in an R-4 zone located at 1410 E. 2nd St.

The applicant, Mr. Darrell Boyd, was present.

Mr. Chambers asked if this was a previous daycare center.

Mr. Boyd answered yes.

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. Hours of operation 6AM – 11PM Monday - Saturday.
2. Playground to be directly accessed from the building
3. Playground to have emergency exit away from the building
4. Allow existing chain link fence to remain
5. Applicant must meet all applicable Federal, State, County, and City requirements,
6. Business license to be issued after Planning Staff confirmation of requirements,
7. Playground to meet DHS and City of NLR requirements for playground surface and equipment,
8. All daycare centers / home daycares shall perform a sex offender residence check through the NLR Police Department according to their rules and procedures, to determine if a level 3 or level 4 registered sex offender resides within 2000 feet of the proposed site for the daycare center / home daycare facility.
9. 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.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Alexander</td>
<td>Yes</td>
<td>Dietz</td>
<td>Yes</td>
<td>White</td>
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<td>Belasco</td>
<td>Yes</td>
<td>Foster</td>
<td>Yes</td>
<td>Clifton</td>
<td>Yes</td>
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<tr>
<td>Chambers</td>
<td>Yes</td>
<td>Phillips</td>
<td>Yes</td>
<td></td>
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</table>

Special Use #2017-3 was approved with (7) affirmative, (1) vacant and (1) absent votes.

5. **Special Use #2017-4:** To allow a daycare center in an R-5 zone located at 314 E. Emily St.

The applicant, Ms. DeVeta Crouther, was present.

Mr. Chambers inquired about the playground area.

Mr. Spencer stated that a drawing was submitted to staff regarding the playground area.

Chairman Clifton asked if anyone would like to comment on the application.

There were no further comments.

Conditions:
1. Hours of operation 6AM – 7PM Monday - Saturday.
2. Playground to be directly accessed from the building
3. Playground to have emergency exit away from the building
4. Playground fence to be 6’ wood privacy fence,
5. Applicant must meet all applicable Federal, State, County, and City requirements,
6. Business license to be issued after Planning Staff confirmation of requirements,
7. Playground to meet DHS and City of NLR requirements for playground surface and equipment,
8. All daycare centers / home daycares shall perform a sex offender residence check through the NLR Police Department according to their rules and procedures, to determine if a level 3 or level 4 registered sex offender resides within 2000 feet of the proposed site for the daycare center / home daycare facility.
9. 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.

Chairman Clifton asked for a roll call vote on the application.
Alexander  Yes  Dietz  Yes  White  Absent  
Belasco  Yes  Foster  Yes  Clifton  Yes  
Chambers  Yes  Phillips  Yes  

Special Use #2017-4 was approved with (7) affirmative, (1) vacant and (1) absent votes.

Public Comments/Adjournment:

A motion was made to adjourn and it was seconded. The motion passed with (7) affirmative votes and the meeting was adjourned at 4:50 pm.
Respectfully Submitted:

Keisa Stewart, Secretary

Shawn Spencer, Director