Chairman Clifton called the regular meeting of the North Little Rock Planning Commission to order at 4:10 PM in the Council Chambers, City Hall.

**Members Present:**

Banks  
Belasco  
Chambers  
Clifton, Chairman  
Dietz  
Foster

**Absent Members:**

Alexander  
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:**

Rodger Greene, City Building Official

**Approval of Minutes:**

Motion was made and seconded to approve the August meeting minutes as submitted. The minutes were approved with (6) affirmative votes.

Motion was made and seconded to excuse Ms. Alexander, Mr. White and Mr. Phillips from today’s meeting. The motion was approved with (6) affirmative votes.

**Administrative:**
Subdivision Administrative:

A. SD2017-53 Northshore Business Park, Lots 6R1 and 6R2, Block 5 (Replat of an industrial lot into 2 lots located at 7691 Northshore Place)

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. Detention has previously been waived due to closeness to River.
   c. Show 40’ setback on front and 15’ on sides and 23’ in rear.
   d. Show 10’ utility easement on all 4 property lines on both lots.

2. Permit requirements/approvals submitted before a building permit will be issued:
   a. A signed and recorded plat must be on file with the Planning Department.

3. Meet the requirements of the City Engineer during development:
   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. Driveways shall have 25’ minimum radii and be built according to CNLR standard details (available at NLR Engineering Department).
   c. Driveways shall not be closer than 40’ to adjoining streets or 10’ from adjoining property lines.
   d. Spacing between proposed commercial/industrial driveways shall not be closer than 40’.
   e. Widths of driveways shall be 10’ minimum to 40’ maximum.
   f. All driveways are to be concrete within the ROW.

4. Meet the requirements of Community Planning during development:
   a. Site Plan Review required for any development.
   b. Provide the standard requirements of Zoning and Development Regulations.
   c. Dumpster to have masonry screening.
   d. All exterior lighting shall be shielded and not encroach onto neighboring properties.

5. Meet the requirements of the Screening and Landscaping during development:
   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. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
   f. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.

6. Meet the following requirements concerning signage during development:
   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 during development:
   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.
   d. All exterior portions of a building must be within 150’ of a FD access road.

8. Meet the requirements of CAW during development:
   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 during development:**
   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.

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 (6) affirmative and (3) absent votes.

B. **SD2017-54 Faith Mission Baptist Church, lot 1R (Site Plan Review of a parking lot and addition to a church located at 109 Tanglewood Dr.)**

1. **Permit requirements/approvals submitted before a building permit will be issued:**
   a. Pay the drainage in-lieu fee of $5000/acre for commercial/industrial development (for the increase of the asphalt parking lot) instead of providing on-site detention. If there is no increase, no fee will be required.
   b. Provide CNLR Stormwater Permit to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
   c. Provide CNLR driveway/curb cut permit to City Engineer or copy of AHTD permit if State Highway.
   d. Prior to construction, Owner’s Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to 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. 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. Driveways shall have 25’ minimum radii and be built according to CNLR standard details (available at NLR Engineering Department).
   d. 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. Remove existing parking lot paving from ROW and required landscape strip.
   c. Provide dumpster location as shown.
   d. Dumpster 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 automated underground irrigation to all required trees and shrubs.
   c. Provide (12) street trees as shown.
   d. Provide (8) parking lot shade trees.
e. Parking lot shade trees must be located within the parking lot or a maximum distance of 10’ from the edge of the parking lot.
f. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
g. Provide 6 foot front yard landscape strip between property line and paving.
h. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.

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. Meet Fire Marshal's requirements on fire hydrant location.
   c. Fire hydrants to be within 400 feet of all areas of building.

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. Sewer is available to the site.
   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.

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 (6) affirmative and (3) absent votes.

C. SD2017-40 Family Dollar Addition, Lot 1 (Replat of a commercial lot located at 5609 MacArthur Dr.)

1. Planning requirements before the final plat/replat will be signed:
   a. Provide approved City Council ordinance for rezoning to C-3.
   b. On-site detention requirements to be determined at Site Plan Review.
   c. Along Parkway, provide ½ street improvements or a performance bond. Street improvements must be approved by the city engineer and accepted by City Council.
   d. Replat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
   e. Provide 15’ utility easements along MacArthur & Parkway & 10’ on sides.

2. Meet the requirements of Community Planning, including:
   a. Site Plan Review required with future development.
   b. Provide the standard requirements of Zoning and Development Regulations.
   c. All exterior lighting shall be shielded and not encroach onto neighboring properties.

3. Meet the requirements of the Master Street Plan, including:
   a. Sidewalks to be determined during Site Plan Review.
   b. Provide ½ street improvements along Parkway.
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 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. Meet Fire Marshal's requirements on fire hydrant location – If lot is improved so that access can be gained by Fire Department from Parkway, then no additional hydrant will be needed, if not then a hydrant will need to be added.
   c. 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. 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.

9. **Meet the requirements of Rock Region Metro (CATA), including:**
   a. Location is served by METRO on route 4, Levy Amboy
   b. We encourage sidewalks in front store and pedestrian access from the sidewalk to the store. Improvements will assist transit riders getting to the new store location 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 (6) affirmative and (3) absent votes.

**Public Hearings:**

1. **Special Use #2017-11** To allow outside diagnostics and service work on diesel trucks from an accessory building in the front yard of an I-1 zone located at 11,600 Maybelline Rd.

The applicant, Mr. John Woods, was present. He stated that he agreed to all the conditions but he would like to use a motor home as an office setting with a fence.

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

Ms. Patsy Brewer, Mr. Doyle's spouse, is opposed to the application. She stated that Mr. Woods is currently using their property for his business. She expressed her oppositions as to why they do not want Mr. Woods to move his business next door to their property.
There were further discussion regarding the condition of the current building on the property and having an accessory building on the property.

Chairman Clifton asked if there were any further comments.

There were no further comments.

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

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Special Use #2017-11 received a negative recommendation with (6) opposed and (3) absent votes.

2. **Special Use #2017-14** To allow cabinet manufacturing in a C-3 zone located at 5513 MacArthur Dr.

The applicant, Mr. Matt Hardin, 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.

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Special Use #2017-14 was approved with (6) affirmative and (3) absent votes.

3. **Conditional Use #2017-7** To allow outdoor auto storage in an I-1 zone located at 7303 Hwy 70.

The applicant, Mr. Jeff Hooker, 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.

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

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Conditional Use #2017-7 was approved with (6) affirmative and (3) absent votes.

**Public Comments/Adjournment:**

Mr. Dietz asked staff about zoning reconsideration for office/warehouse.

A motion was made to adjourn and it was seconded. The motion passed with (6) affirmative votes and the meeting was adjourned at 4:45 pm.
Respectfully Submitted:

Keisa Stewart, Secretary

Shawn Spencer, Director