

**North Little Rock Planning Commission**  
**June 10, 2025 - Agenda / Public Hearing 4:00 PM**  
**City Council Chambers – 300 Main Street, NLR, AR 72114**

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**Call to Order**

- Roll Call
- Reminder to speak into the microphone

**Administrative:**     Election of Officers

**Approval of Minutes:** ▪ May 13, 2025

**Planning Commission Hearing Items:**

1. SD2025-28 Alter Trading Company Replat and SPR @ 1800 Van Pelt Street
2. Conditional Use Revocation
  - Revocation of an approved Conditional Use CU2024-12 – 4620 MacArthur Drive, NLR, AR
  - Revocation of an approved Conditional Use CU2024-01 – 201 West 4<sup>th</sup> Street, NLR, AR
  - Revocation of an approved Conditional Use CU2024-02 – 810 Michael Drive, North Little Rock, AR
  - Revocation of an approved Conditional Use CU2024-05 – 100 Smarthouse Way, North Little Rock, AR
  - Revocation of an approved Conditional Use CU2022-12 – 6820 Crystal Hill Road, North Little Rock, AR
  - Revocation of an approved Conditional Use CU2024-09 – 118 E Washington Ave, North Little Rock, AR
3. Special Use 2025-08 @ 5301 McClanahan Drive Suite B12 a Special Use to allow a tattoo studio in a C4 zoning district
4. Special Use 2025-09 @ 1322 E Broadway a Special Use to allow the display and sale of portable buildings in a C4 zoning district
5. Conditional Use 2025-06 @ 1623 E Broadway a Conditional Use to allow auto sales and automobile detailing in a C4 zoning district
6. Rezone 2025-11 located South of and Adjacent to 3300 ABF Road a rezoning from C3 to I1 to allow future development
7. Rezoning 2025-12 @ 5818, 5822 and 5826 MacArthur Drive a rezoning from C3 to R1 to recognize 3 existing single family homes on individual lots

## NLR PLANNING COMMISSION MEETING PROCEDURES

**Public Hearings:** The regularly scheduled meeting is held on the second Tuesday of each month at 4:00 PM in the City Council Chambers. All Planning Commission meetings are open to the public. Typical meetings begin with a roll call, approval of minutes, correspondence and staff reports, committee reports, unfinished business, new business, public comments and adjournment. Public hearings, zoning actions and special uses are typically the latter half of the meeting and follow development review items presented as summary recommendations of the Development Review Committee.

**Voting:** There are 9 Commissioners. A quorum consists of 6 members. "Robert's Rules of Order" apply unless the Commission has outlined alternative procedures. According to the current by-laws, all business must be approved by a minimum of 5 votes. A simple majority of those members present does not necessarily approve a motion.

1. No person shall address the Planning Commission without first being recognized by the Chair.
2. All questions and remarks shall be made from the podium and addressed through the Chair.
3. After being recognized, each person shall state their name and address for the record.
4. When a group of citizens is present to speak about an item, a spokesperson shall be selected by the group to address the Planning Commission. Each presentation by a spokesperson shall be limited to 3 minutes.
5. Anyone from a group may be recognized if they have something new or additional information to add to an item. This additional presentation shall be limited to 3 minutes.
6. Individual (not representing a citizen group) presentations shall be limited to 3 minutes.
7. All remarks shall be addressed to the Planning Commission as a whole and not to any individual member.
8. No person other than members of the Planning Commission and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Planning Commission, without permission of the Chair.
9. Once the question is called for or a public hearing is closed, no person in the audience shall address the Planning Commission on the matter without first securing permission to do so by a majority vote of the Planning Commission.
10. Anyone wishing to submit exhibits for the record shall provide the clerk with copies for each Planning Commissioner, one for the record, and for the Planning Director.
11. Anyone wishing to read a statement into the record shall provide the secretary with a written copy of the statement.

**North Little Rock Planning Commission  
Minute Summary  
May 13, 2025**

Chairman Clifton called the meeting of the North Little Rock Planning Commission to order at 4:00 PM in the Council Chambers, City Hall, 300 Main Street, North Little Rock, AR. Roll-call found a quorum to be present; a quorum being six (6) members present.

**Planning Commission Members Present:**

Norman Clifton, Chairman  
Vandy Belasco via phone  
Don Chambers  
Charlie Foster  
Junior Phillips  
Renee Pierce  
Edward Wallace  
Steve White

**Members Absent:**

Emanuel Banks

**Staff Present:**

Alex Betton, City Attorney  
Shawn Spencer, Director of Planning  
Donna James, Assistant Director of Planning

Commissioner Chambers made a motion to excuse those not present. A seconded was provided by Commissioner Wallace. By voice vote all members voted in favor of the motion, (8/0/1).

**Approval of Minutes:**

Commissioner Chambers made a motion to approve the April 8, 2025, minute summary as submitted. Commissioner Wallace provided a second to the motion. By voice vote, the Commission members voted unanimously in favor of the motion, (8/0/1).

**Planning Commission Hearing Items – Development Review Committee & Public Hearings:**

**CU2025-03 a Conditional Use to allow a daycare center in a C3 zoning district @ 2501 N Poplar St**

Ms. Tameka Fowler was present representing the request. Chairman Clifton called the item requesting the applicant come forward and address the Commission on the merits of the request. Ms. Fowler stated her desire was to reopen a daycare center at the N Poplar Street location. She stated the property had historically operated as a daycare but was told when she went to obtain her business license she would need to request a Conditional Use to allow her to operate the daycare.

Staff stated the previous approval was a Special Use which did not transfer with a new daycare operator. Staff stated the Conditional Use would transfer in the future should Ms. Fowler no longer operate the daycare at this location.

Chairman Clifton questioned if anyone in the audience had any questions or comments. There being none. He questioned if any of the Commissioners had any questions or comments. There being none he called for a roll call vote:

|                |               |                 |            |                 |            |
|----------------|---------------|-----------------|------------|-----------------|------------|
| <b>Banks</b>   | <b>Absent</b> | <b>Belasco</b>  | <b>Yes</b> | <b>Chambers</b> | <b>Yes</b> |
| <b>Foster</b>  | <b>Yes</b>    | <b>Phillips</b> | <b>Yes</b> | <b>Pierce</b>   | <b>Yes</b> |
| <b>Wallace</b> | <b>Yes</b>    | <b>White</b>    | <b>Yes</b> | <b>Clifton</b>  | <b>Yes</b> |

**CU2025-03 was approved with (8) affirmative votes, (0) no votes and (1) absent.**

**RZ2025-10 a Rezoning from I2 to R3 to allow construction of a single family home @ 902 E 13<sup>th</sup> St**

Mr. Elbert Hale was present representing the request. Chairman Clifton called the item requesting the applicant come forward and address the Commission on the merits of the request. Mr. Hale stated he was requesting a rezoning from Industrial to Residential to allow the construction of a new home. The Commission questioned the state of the existing home on the property. Mr. Hale stated the home was in such disrepair the existing home would be removed to allow the new construction.

Chairman Clifton questioned if anyone in the audience had any questions or comments. There being none. He questioned if any of the Commissioners had any questions or comments. There being none he called for a roll call vote:

|                |               |                 |            |                 |            |
|----------------|---------------|-----------------|------------|-----------------|------------|
| <b>Banks</b>   | <b>Absent</b> | <b>Belasco</b>  | <b>Yes</b> | <b>Chambers</b> | <b>Yes</b> |
| <b>Foster</b>  | <b>Yes</b>    | <b>Phillips</b> | <b>Yes</b> | <b>Pierce</b>   | <b>Yes</b> |
| <b>Wallace</b> | <b>Yes</b>    | <b>White</b>    | <b>Yes</b> | <b>Clifton</b>  | <b>Yes</b> |

**RZ2025-10 was approved with (8) affirmative votes, (0) no votes and (1) absent.**

**SU2025-05 a Special Use to allow large vehicle parking, semi-truck and trailer parking, in a C4 zoning district @ 3223 E Broadway St**

The applicant was not present. Staff stated they had been unable to contact the applicant and was not sure the proper notice had been provided. Staff requested the item be postponed until the next agenda. Staff stated they would again try to make contact with the applicant and if there were unsuccessful they would withdraw the item without prejudice and refund a portion of the filing fee.

**SU2025-07 a Special Use to allow a tattoo studio in a CPH zoning district @ 3508 JFK Blvd #8**

Ms. Cynthia Darling was present representing the request. Chairman Clifton called the item

requesting the applicant come forward and address the Commission on the merits of the request. Ms. Darling stated the request was a Special Use to allow a tattooing studio. She stated her tattooing studio was primarily cosmetic tattooing. She stated the hours of operation were limited and also by appointment only.

Chairman Clifton questioned if anyone in the audience had any questions or comments. There being none. He questioned if any of the Commissioners had any questions or comments. There being none he called for a roll call vote:

|                |               |                 |            |                 |            |
|----------------|---------------|-----------------|------------|-----------------|------------|
| <b>Banks</b>   | <b>Absent</b> | <b>Belasco</b>  | <b>Yes</b> | <b>Chambers</b> | <b>Yes</b> |
| <b>Foster</b>  | <b>Yes</b>    | <b>Phillips</b> | <b>Yes</b> | <b>Pierce</b>   | <b>Yes</b> |
| <b>Wallace</b> | <b>Yes</b>    | <b>White</b>    | <b>Yes</b> | <b>Clifton</b>  | <b>Yes</b> |

**SU2025-07 was approved with (8) affirmative votes, (0) no votes and (1) absent.**

**RZ2025-09 a Rezoning from R4 to C6 to allow a new office building and an assisted living facility @ 2321 John Ashley Drive**

Mr. Jamie Collins was present representing the request. Chairman Clifton called the item requesting the applicant come forward and address the Commission on the merits of the request. Mr. Collins stated the request was a rezoning from the existing R4 multi-family to C6 to allow development of an office along with an assisted living facility. He stated the future development included support commercial for the residents of the assisted living facility.

Chairman Clifton questioned if anyone in the audience had any questions or comments. There being none. He questioned if any of the Commissioners had any questions or comments. There being none he called for a roll call vote:

|                |               |                 |            |                 |            |
|----------------|---------------|-----------------|------------|-----------------|------------|
| <b>Banks</b>   | <b>Absent</b> | <b>Belasco</b>  | <b>Yes</b> | <b>Chambers</b> | <b>Yes</b> |
| <b>Foster</b>  | <b>Yes</b>    | <b>Phillips</b> | <b>Yes</b> | <b>Pierce</b>   | <b>Yes</b> |
| <b>Wallace</b> | <b>Yes</b>    | <b>White</b>    | <b>Yes</b> | <b>Clifton</b>  | <b>Yes</b> |

**RZ2025-09 was approved with (8) affirmative votes, (0) no votes and (1) absent.**

**SD2025-23 Hero Creek Developments Lot 1 Replat and SPR for a new office and assisted living facility @ 2321 John Ashley Drive**

Mr. Jamie Collins was present representing the request. Commissioner Chambers stated the Design Review Committee reviewed the application, the applicant was agreeable to the conditions, and the Committee recommended approval conditioned upon:

1. Engineering requirements on detention:

- a. Provide on-site storm water detention as well as clear calculations showing that detention volume is sufficient, or demonstrate to City Engineer that on-site detention is not required (based on proposed development) by providing detention calculations showing pre and post site runoff comparisons.
2. Engineering requirements before the plat will be signed:
  - a. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk, streetlights) or a performance bond.
  - b. Provide half of the required 50 foot right-of-way on John Ashley Drive.
  - c. Street improvements must be approved by City Engineer and accepted by City Council.
  - d. Show and label boundary of detention area as a drainage easement.
3. 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.
  - b. If applicable, prior to construction, Owner's Engineer shall submit stormwater design report for review and approval by the City Engineer. Stormwater plans and detention calculations 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.
  - c. Provide CNLR Grading Permit application to City Engineer with grading plans.
  - d. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
  - e. Provide CNLR driveway/curb cut permit application to City Engineer or copy of ARDOT driveway permit if State Highway.
  - f. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
  - g. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department if an extension of a main is required.
  - h. Prior to construction, Owner's Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.
  - i. If applicable, 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. Repair or replace existing sidewalk and curb to City Engineer's standards.
    - c. Contractor shall notify City Engineer at least 1 day prior to the construction of all stormwater pipes and inlet structures within City ROW.
    - 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. Driveway widths shall be labeled and shall be 10' minimum to 40' maximum.
    - f. Cross drains in the ROW shall be labeled and shall be RCP with flared end sections unless otherwise approved by Engineering.
    - g. All driveways are to be concrete within the ROW.
    - h. Provide retaining wall plans for each retaining wall 5' or greater.
  5. Planning requirements before the plat will be signed:
    - a. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
    - b. Provide 25-foot ROW dedication along John Ashley Drive.
  6. Other Boards approvals required before applying for a building permit.
    - a. Provide approved City Council ordinance on rezoning property to C6.
  7. Meet the requirements of Community Planning, including:
    - a. Provide the standard requirements of Zoning and Development Regulations.
    - b. Provide dumpster location. Note on site plan Dumpster to have masonry screening.
    - c. No fence is to be located between the front property line and the front face of the building.
    - d. All exterior lighting shall be shielded and not encroach onto neighboring properties.
  8. Meet the requirements of the Master Street Plan, including:
    - a. Provide 5' sidewalks and ramps with a minimum of 5' green space between the sidewalk and curb to ADA standard and City standard.
    - b. Provide ½ street improvements to John Ashley Drive.
    - c. Provide ROW dedication to meet the Master Street Plan.
  9. Meet the requirements of the Screening and Landscaping ordinance, including:
    - a. All disturbed areas are to be sodded, fertilized, watered and mulched.
    - b. Any new site development must comply with the City's landscape and buffer ordinance requirements.
    - c. Provide a scaled landscape plan, graphically indicating plant material and locations, plant material legend noting the different plant materials, plant material list and specifications indicating minimum plant material size at installation.

- d. Provide note on landscape plan stating all turf and plant material shall be irrigated by an automatic underground irrigation system.
  - e. Provide street trees at a minimum rate 1 tree per 30 linear feet of property line adjacent to the street right-of-way.
    - i. Street trees are to be chosen from Section 7.5 of the North Little Rock zoning code. Trees from Table B shall be spaced every thirty (30) feet to achieve the required number of trees; trees from Table C shall be spaced every twenty-five (25) feet; or trees from Table D shall be used if beneath overhead power lines and spaced every fifteen (15) feet.
    - ii. Provide a minimum of 7 trees adjacent to the Phase 1 development and the east John Ashley Drive right-of-way.
    - iii. Provide a minimum of 12 trees adjacent to the Phase 1 development and the south John Ashley Drive (Fendley Dr) right-of-way.
  - f. Provide a buffer/screening adjacent to the dissimilar land use as defined by Section 7.2.4: Buffers between Dissimilar Uses.
    - i. The development of a C2 zoned property adjacent to the R4 zoned property to the north and west will require a half screen as defined by Section 7.3.2. Class Half Screens.
    - ii. Each side and rear yard buffer areas shall be five (5) percent of the lot width and depth. Buffer areas shall not be less than six (6) feet or greater than forty (40) feet.
    - iii. Trees from Table B or C shall be spaced every twenty (20) feet; or trees from Table D shall be used if beneath overhead power lines and spaced every twenty (20) feet.
    - iv. A six (6) foot tall, continuous opaque screen shall be provided. An opaque screen may include one (1) of the following: wall, fence, site grading, or plantings. The opaque screen must be opaque in all seasons. Fabric screening is not allowable.
  - g. Trees shall be planted at the rate of one (1) tree per six (6) parking spaces.
    - i. Trees ten (10) feet from the edge of parking area may serve for the parking lot shading requirements, but may not satisfy more than fifty (50) percent of the overall requirement for the parking lot or area.
    - ii. Parking lot trees are to be chosen from Table B or C, Section 7.5 of the North Little Rock zoning code, Table D shall be used if beneath overhead power lines.
    - iii. Provide a minimum of 11 parking area trees.
  - h. A continuous screen of shrubs shall be required for any landscape strip adjacent to any parking area.
    - i. Only shrubs from the approved planting list will count toward this requirement, unless approved by the Planning Commission. Shrubs shall be eighteen (18) inches in height at planting and be planted a maximum three (3) feet apart.
  - i. Wheel stops shall be required when parking areas abut sidewalks, landscaped areas or pedestrian areas. No portion of a vehicle shall encroach onto a sidewalk, landscaped area or pedestrian area.
  - j. Landscape plans to be revised prior to the May 2025 Planning Commission Hearing.
10. Meet the following requirements concerning signage:
- a. All signs require a permit and separate review.



11. Meet the requirements of the Fire Marshal, including:

- a. Meet the requirements of the 2021 Arkansas Fire Prevention Code including:
  - i. An automatic sprinkler system shall be provided throughout all buildings with a group R fire area. (Volume 2 Section 903.2.8)
  - ii. An automatic sprinkler system shall be provided throughout all buildings with a group I fire area. (Volume 2 Section 903.2.6)
  - iii. There shall be a fire hydrant within 400' of any portion the building if unsprinklered, within 600' if sprinklered. (Volume 1 Section 507.5.1)
  - iv. Fire Apparatus access roads shall have an unobstructed width of not less than 20 feet. (Volume 1 Section 503.2.1)
  - v. Fire Apparatus access roads shall have an unobstructed vertical clearance of not less than 13 feet 6 inches. (Volume 1 Section 503.2.1)
  - vi. Fire Apparatus access roads shall extend to within 150 feet of all portions of the exterior walls of the first story of the building. (Volume 1 Section 503.1.1)
- b. Fire Apparatus access roads will support 85,000 lbs. (Municipal Code Chapter 12, Article 3.2.4 D)

12. Meet the requirements of CAW:

- a. All Central Arkansas Water requirements in effect at the time of request for water service must be met.
- b. Please submit plans for water facilities and/or fire protection system to Central Arkansas Water for review. Plan revisions may be required after additional review. Contact Central Arkansas Water regarding procedures for installation of water facilities and/or fire service. Approval of plans by the Arkansas Department of Health Engineering Division and North Little Rock Fire Department is required.
- c. The facilities on-site will be private. When meters are planned off private lines, private facilities shall be installed to Central Arkansas Water's material and construction specifications and installation will be inspected by an engineer, licensed to practice in the State of Arkansas. Execution of Customer Owned Line Agreement is required.
- d. Due to the nature of this facility, installation of an approved reduced pressure zone backflow preventer assembly (RPZ) is required on the domestic water service. This assembly must be installed prior to the first point of use. Central Arkansas Water (CAW) requires that upon installation of the RPZA, successful tests of the assembly must be completed by a Certified Assembly Tester licensed by the State of Arkansas and approved by CAW. The test results must be sent to CAW's Cross Connection Section within ten days of installation and annually thereafter. Contact the Cross Connection Section at 377-1226 if you would like to discuss backflow prevention requirements for this project.

13. Meet the requirements of NLR Wastewater, including:

- a. Grease interceptor with sampling manhole will be required if development will be preparing and serving food.
  - i. Please provide plumbing plans including the fixture units for sizing calculations for grease interceptor.
- b. Please state the total number of beds and flow contribution for development.

- c. Please submit a full set of plans to [kunderwood@nlrwu.com](mailto:kunderwood@nlrwu.com) for review and approval prior to construction begins.

Commissioner Blasco provided a second to the motion. By voice vote, the Commission voted unanimously for approval (8/0/1).

**SD2025-22 Havens Commercial Addition Lot 1 Replat and SPR for a new commercial truck wash @ 12209 HWY 70**

Ms. Stephanie Tutt was present representing the request. Commissioner Chambers stated the Design Review Committee reviewed the application, the applicant was agreeable to the conditions, and the Committee recommended approval conditioned upon:

1. Engineering requirements on detention:
  - a. Option to pay the drainage in-lieu of fee of \$5000/acre instead of providing onsite detention.
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.
  - b. If applicable, prior to construction, Owner's Engineer shall submit stormwater design report for review and approval by the City Engineer. Stormwater plans and detention calculations 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.
  - c. If applicable, provide CNLR Grading Permit application to City Engineer with grading plans.
  - d. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
  - e. Provide CNLR driveway/curb cut permit application to City Engineer or copy of ARDOT driveway permit if State Highway.
  - f. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
  - g. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department if an extension of a main is required.
  - h. Prior to construction, Owner's Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.
  - i. If applicable, 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. Repair or replace existing sidewalk and curb to City Engineer’s standards.
  - c. Contractor shall notify City Engineer at least 1 day prior to the construction of all stormwater pipes and inlet structures within City ROW.
  - 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. Driveway radii shall be labeled and shall have 25’ minimum radii and be built according to CNLR standard details (available at NLR Engineering Department).
  - f. Spacing between proposed commercial/industrial driveways shall not be closer than 40’.
  - g. All driveways are to be concrete within the ROW.
4. Planning requirements before the plat will be signed:
  - a. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
  - b. Provide ROW dedication along HWY 70 and Valentine Road to meet ½ of the 100-foot requirement.
5. Other Boards approvals required before applying for a building permit.
  - a. Provide approved City Council ordinance on rezoning property to I2.
6. Meet the requirements of Community Planning, including:
  - a. Provide the standard requirements of Zoning and Development Regulations.
  - b. Provide dumpster location. Note on the site plan the dumpster is to have masonry screening on 3 sides and an opaque gate enclosure.
  - c. No fence is to be located from the front property line to the front face of the building.
7. Meet the requirements of the Master Street Plan, including:
  - a. Provide 5-foot sidewalk with ramps with a minimum of 5-foot green space between the sidewalk and curb to ADA standard and City standard along Valentine Road with the site development.
  - b. Provide ROW dedication to meet the Master Street Plan.
8. Meet the requirements of the Screening and Landscaping ordinance, including:
  - a. All disturbed areas are to be sodded, fertilized, watered and mulched.
  - b. Any new site development must comply with the City’s landscape and buffer ordinance requirements.

- c. Provide a scaled landscape plan when submitting for site plan review, graphically indicating plant material and locations, plant material legend noting the different plant materials, plant material list and specifications indicating minimum plant material size at installation.
    - i. Provide note on landscape plan stating all turf and plant material shall be irrigated by an automatic underground irrigation system.
  - d. Provide street trees at a minimum rate 1 tree per 30 linear feet of property line adjacent to the street right-of-way.
    - i. Street trees are to be chosen from Section 7.5 of the North Little Rock zoning code. Trees from Table B shall be spaced every thirty (30) feet to achieve the required number of trees; trees from Table C shall be spaced every twenty-five (25) feet; or trees from Table D shall be used if beneath overhead power lines and spaced every fifteen (15) feet.
  - e. Provide a buffer/screening adjacent to the dissimilar land use to the east and south as defined by Section 7.2.4: Buffers between Dissimilar Uses.
    - i. The development of a C2 zoned property adjacent to the I2 zoned property to the east and west will require a full screen as defined by Section 7.3.2. Class Half Screens.
    - ii. Each side and rear yard buffer areas shall be five (5) percent of the lot width and depth. Buffer areas shall not be less than six (6) feet or greater than forty (40) feet.
    - iii. Trees from Table B or C shall be spaced every twenty (20) feet; or trees from Table D shall be used if beneath overhead power lines and spaced every twenty (20) feet.
    - iv. A six (6) foot tall, continuous opaque screen shall be provided. An opaque screen may include one (1) of the following: wall, fence, site grading, or plantings. The opaque screen must be opaque in all seasons. Fabric screening is not allowable.
  - f. Trees shall be planted at the rate of one (1) tree per six (6) parking spaces.
    - i. Trees ten (10) feet from the edge of parking area may serve for the parking lot shading requirements, but may not satisfy more than fifty (50) percent of the overall requirement for the parking lot or area.
    - ii. Parking lot trees are to be chosen from Table B or C, Section 7.5 of the North Little Rock zoning code, Table D shall be used if beneath overhead power lines.
  - g. A continuous screen of shrubs shall be required for any landscape strip adjacent to any parking area.
    - i. Only shrubs from the approved planting list will count toward this requirement, unless approved by the Planning Commission. Shrubs shall be eighteen (18) inches in height at planting and be planted a maximum three (3) feet apart.
  - h. Wheel stops shall be required when parking areas abut sidewalks, landscaped areas or pedestrian areas. No portion of a vehicle shall encroach onto a sidewalk, landscaped area or pedestrian area.
9. Meet the following requirements concerning signage:
- a. All signs require a permit and separate review.
10. Meet the requirements of the Fire Marshal, including:
- a. Meet the requirements of the 2021 Arkansas Fire Prevention Code including:

- i. There shall be a fire hydrant within 400' of any portion the building if unsprinklered, within 600' if sprinklered. (Volume 1 Section 507.5.1)
  - ii. Meet the hydrant spacing and fire flow requirements of the fire code. (Volume 1 Appendix B & C)
  - iii. Fire Apparatus access roads shall have an unobstructed width of not less than 20 feet. (Volume 1 Section 503.2.1)
  - iv. Dead end roads in excess of 150 feet shall be provided with width and turnaround provisions in accordance with Table D103.4. (Volume 1 Appendix D103.4)
  - v. Gates securing fire apparatus access roads will have a minimum width of 20 feet. (Volume 1 Appendix D 103.5)
  - vi. Gates shall have an approved means of emergency operation. (Volume 1 Section 503.6)
  - vii. Fire Apparatus access roads shall have an unobstructed vertical clearance of not less than 13 feet 6 inches. (Volume 1 Section 503.2.1)
  - viii. Fire Apparatus access roads shall extend to within 150 feet of all portions of the exterior walls of the first story of the building. (Volume 1 Section 503.1.1)
  - b. Fire Apparatus access roads will support 85,000 lbs. (NLR Ordinance 9267)
11. Meet the requirements of CAW:
- a. Reference instrument number 94-62577 for "water easement" on Valentine Rd.
  - b. All Central Arkansas Water requirements in effect at the time of request for water service must be met.
  - c. Please submit plans for water facilities and/or fire protection system to Central Arkansas Water for review. Plan revisions may be required after additional review. Contact Central Arkansas Water regarding procedures for installation of water facilities and/or fire service. Approval of plans by the Arkansas Department of Health Engineering Division and North Little Rock Fire Department is required.
  - d. The facilities on-site will be private. When meters are planned off private lines, private facilities shall be installed to Central Arkansas Water's material and construction specifications and installation will be inspected by an engineer, licensed to practice in the State of Arkansas.
  - e. Execution of Customer Owned Line Agreement is required.
  - f. Due to the nature of this facility, installation of an approved reduced pressure zone backflow preventer assembly (RPZ) is required on the domestic water service. This assembly must be installed prior to the first point of use. Central Arkansas Water (CAW) requires that upon installation of the RPZA, successful tests of the assembly must be completed by a Certified Assembly Tester licensed by the State of Arkansas and approved by CAW. The test results must be sent to CAW's Cross Connection Section within ten days of installation and annually thereafter. Contact the Cross Connection Section at 377-1226 if you would like to discuss backflow prevention requirements for this project.
  - g. Contact Central Arkansas Water regarding the size and location of the water meter.
  - h. Central Arkansas Water will need to perform flow analysis on this area to ensure

adequate flow is available.

12. Meet the requirements of NLR Wastewater, including:
  - a. No public sewer is available to property. A public main extension is required to connect to public sewer.
  - b. Galloway connection fee applies. Payment of this fee is required prior to connection to NLRW's collection system.
  - c. Sand/oil separator is required.
  - d. Please contact Mitch Foreman, NLRW Pretreatment Department ([mforeman@nlrwu.com](mailto:mforeman@nlrwu.com)) for pretreatment and industrial permitting requirements.
  - e. Please submit a full set of plans to [kunderwood@nlrwu.com](mailto:kunderwood@nlrwu.com) for review and approval prior to construction begins.

Commissioner Blasco provided a second to the motion. By voice vote, the Commission voted unanimously for approval (8/0/1).

**SD2025-24 White Oak Crossing Lot 2 SPR for new office and indoor recreation courts @ 9330 White Oak Crossing**

Mr. Mark Redder was present representing the request. Commissioner Chambers stated the Design Review Committee reviewed the application, the applicant was agreeable to the conditions, and the Committee recommended approval conditioned upon:

1. Engineering requirements on detention:
  - a. Option to pay the drainage in-lieu of fee of \$5000/acre instead of providing onsite detention.
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.
  - b. If applicable, prior to construction, Owner's Engineer shall submit stormwater design report for review and approval by the City Engineer. Stormwater plans and detention calculations 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.
  - c. If applicable, provide CNLR Grading Permit application to City Engineer with grading plans.
  - d. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
  - e. Provide CNLR driveway/curb cut permit application to City Engineer or copy of ARDOT driveway permit if State Highway.
  - f. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
  - g. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department if an extension of a main is required.

- h. Prior to construction, Owner's Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.
  - i. If applicable, 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-Built 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. 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. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk, streetlights) or a performance bond.
  - e. Street improvements must be approved by City Engineer and accepted by City Council.
4. 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. 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. Provide 5' sidewalk and ramps with a minimum of 5' green space between the sidewalk and curb to ADA standard and City standard.
6. Meet the requirements of the Screening and Landscaping ordinance, including:
- a. All disturbed areas are to be sodded, fertilized, watered and mulched.
  - b. Any new site development must comply with the City's minimal landscape and buffer ordinance requirements.

- c. Provide a scaled landscape plan, graphically indicating plant material and locations, plant material legend noting the different plant materials, plant material list and specifications indicating minimum plant material size at installation.
  - i. Provide note on landscape plan stating all turf and plant material shall be irrigated by an automatic underground irrigation system.
- d. Provide street trees at a minimum rate 1 tree per 30 linear feet of property line adjacent to the street right-of-way.
  - i. Street trees are to be chosen from Section 7.5 of the North Little Rock zoning code. Trees from Table B shall be spaced every thirty (30) feet to achieve the required number of trees; trees from Table C shall be spaced every twenty-five (25) feet; or trees from Table D shall be used if beneath overhead power lines and spaced every fifteen (15) feet.
  - ii. Provide a minimum of 7 trees adjacent to the White Oak Crossing right-of-way.
- e. Provide a buffer/screening adjacent to the dissimilar land use to the east and south as defined by Section 7.2.4: Buffers between Dissimilar Uses.
  - i. The development of a C3 zoned property adjacent to the R0 and R4 zoned property to the south will require a full screen as defined by Section 7.3.1. Class Full Screens.
  - ii. Each side and rear yard buffer areas shall be five (5) percent of the lot width and depth. Buffer areas shall not be less than six (6) feet or greater than forty (40) feet.
  - iii. Trees from Section 7.5, Table B or C shall be spaced every twenty (20) feet; or trees from Table D shall be used if beneath overhead power lines and spaced every twenty (20) feet.
  - iv. An eight (8) foot tall, continuous opaque screen shall be provided. An opaque screen may include one (1) of the following: wall, fence, site grading, or plantings. No fence, wall and/or site grading is required with evergreen trees from Table E. The opaque screen must be opaque within 4 seasons.
- f. Trees shall be planted at the rate of one (1) tree per six (6) parking spaces.
  - i. Trees ten (10) feet from the edge of parking area may serve for the parking lot shading requirements, but may not satisfy more than fifty (50) percent of the overall requirement for the parking lot or area.
  - ii. Parking lot trees are to be chosen from Table B or C, Section 7.5 of the North Little Rock zoning code, Table D shall be used if beneath overhead power lines.
  - iii. Provide a minimum of 9 parking area trees.
- g. A continuous screen of shrubs shall be required for any landscape strip adjacent to any parking area.
  - i. Only shrubs from the approved planting list will count toward this requirement, unless approved by the Planning Commission. Shrubs shall be eighteen (18) inches in height at planting and be planted a maximum three (3) feet apart.
- h. Wheel stops shall be required when parking areas abut sidewalks, landscaped areas or pedestrian areas. No portion of a vehicle shall encroach onto a sidewalk, landscaped area or pedestrian area.
- i. Landscape plans to be revised prior to the May 2025 Planning Commission Hearing.



7. Meet the following requirements concerning signage:
  - a. All signs require a permit and separate review.
8. Meet the requirements of the Fire Marshal, including:
  - a. Meet the requirements of the 2021 Arkansas Fire Prevention Code including:
    - i. Fire Apparatus access roads shall have an unobstructed width of not less than 20 feet. (Volume 1 Section 503.2.1)
  - b. Fire Apparatus access roads will support 85,000 lbs. (Municipal Code Chapter 12, Article 3.2.4 D)
9. Meet the requirements of CAW:
  - a. Show Ex. utility easement centered on ex. 12" water main.
  - b. All Central Arkansas Water requirements in effect at the time of request for water service must be met.
  - c. Please submit plans for water facilities and/or fire protection system to Central Arkansas Water for review. Plan revisions may be required after additional review. Contact Central Arkansas Water regarding procedures for installation of water facilities and/or fire service. Approval of plans by the Arkansas Department of Health Engineering Division and North Little Rock Fire Department is required.
  - d. The facilities on-site will be private. When meters are planned off private lines, private facilities shall be installed to Central Arkansas Water's material and construction specifications and installation will be inspected by an engineer, licensed to practice in the State of Arkansas.
  - e. Execution of Customer Owned Line Agreement is required.
  - f. Due to the nature of this facility, installation of an approved reduced pressure zone backflow preventer assembly (RPZ) is required on the domestic water service. This assembly must be installed prior to the first point of use. Central Arkansas Water (CAW) requires that upon installation of the RPZA, successful tests of the assembly must be completed by a Certified Assembly Tester licensed by the State of Arkansas and approved by CAW. The test results must be sent to CAW's Cross Connection Section within ten days of installation and annually thereafter. Contact the Cross Connection Section at 377-1226 if you would like to discuss backflow prevention requirements for this project.
10. Meet the requirements of NLR Wastewater, including:
  - a. White Oak connection fee applies. Payment of this fee is required prior to connection to NLRW's collection system.
  - b. Grease interceptor with sampling manhole will be required if development will be preparing and serving food.
    - i. Please provide plumbing plans including the fixture units for sizing calculations for grease interceptor.
  - c. Please submit a full set of plans to [kunderwood@nlrwu.com](mailto:kunderwood@nlrwu.com) for review and approval prior to construction begins.

Commissioner Blasco provided a second to the motion. By voice vote, the Commission voted unanimously for approval (8/0/1).

**SD2025-25 Crestview Addition Lots 1R – 3R Replat and SPR for seven-plex, quad-plex and tri-plex units of new construction @ 3014 – 3034 JFK Blvd**

Mr. Jacob White was present representing the request. Commissioner Chambers stated the Design Review Committee reviewed the application, the applicant was agreeable to the conditions, and the Committee recommended approval conditioned upon:

1. Engineering requirements on detention:
  - a. Pay the drainage in-lieu fee of \$5000/acre for the increase of impervious surfaces. (roof tops/parking)
2. Engineering requirements before the plat will be signed:
  - a. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk, street lights) or a performance bond on Locust Street.
  - b. Street improvements must be approved by City Engineer and accepted by City Council.
3. 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.
  - b. If applicable, prior to construction, Owner's Engineer shall submit stormwater design report for review and approval by the City Engineer. Stormwater plans and detention calculations 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.
  - c. If applicable, provide CNLR Grading Permit application to City Engineer with grading plans.
  - d. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
  - e. Provide CNLR driveway/curb cut permit application to City Engineer or copy of ARDOT driveway permit if State Highway.
  - f. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
  - g. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department if an extension of a main is required.
  - h. Prior to construction, Owner's Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.
  - i. If applicable, 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. Repair or replace existing sidewalk and curb to City Engineer’s standards.
  - c. Contractor shall notify City Engineer at least 1 day prior to the construction of all stormwater pipes and inlet structures within City ROW.
  - 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. Driveway radii shall be labeled and shall have 25’ minimum radii and be built according to CNLR standard details (available at NLR Engineering Department).
  - f. Driveway widths shall be labeled and shall be 10’ minimum to 40’ maximum.
  - g. All driveways are to be concrete within the ROW.
5. Planning requirements before the plat will be signed:
  - a. Plat 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 and parking easement on the plat for the proposed development of the lots.
6. Meet the requirements of Community Planning, including:
  - a. Provide the standard requirements of Zoning and Development Regulations.
  - b. Provide dumpster location. The dumpster is to have masonry screening on 3 sides along with an opaque gate enclosure.
  - c. No fence is to be located from the front property line to the front face of the building.
  - d. All exterior lighting shall be shielded and not encroach onto neighboring properties.
7. Meet the requirements of the Master Street Plan, including:
  - a. Repair and replace and broken curb, gutter and sidewalk located along JFK Blvd.
  - b. Provide 5' sidewalk and ramps with a minimum of 5' green space between the sidewalk and curb to ADA standard and City standard along N Locust Street.
8. Meet the requirements of the Screening and Landscaping ordinance, including:
  - a. All disturbed areas are to be sodded, fertilized, watered and mulched.
  - b. Any new site development must comply with the City’s minimal landscape and buffer ordinance requirements.
  - c. Provide a scaled landscape plan, graphically indicating plant material and locations, plant material legend noting the different plant materials, plant material list and specifications indicating minimum plant material size at installation.

- i. Provide note on landscape plan stating all turf and plant material shall be irrigated by an automatic underground irrigation system.
  - d. Provide street trees at a minimum rate 1 tree per 30 linear feet of property line adjacent to the street right-of-way.
    - i. Street trees are to be chosen from Section 7.5 of the North Little Rock zoning code. Trees from Table B shall be spaced every thirty (30) feet to achieve the required number of trees; trees from Table C shall be spaced every twenty-five (25) feet; or trees from Table D shall be used if beneath overhead power lines and spaced every fifteen (15) feet.
    - ii. Provide a minimum of 6 trees adjacent to the JFK Blvd right-of-way.
    - iii. Provide a minimum of 5 trees adjacent to the N Locust St right-of-way.
  - e. Trees shall be planted at the rate of one (1) tree per six (6) parking spaces.
    - i. Trees ten (10) feet from the edge of parking area may serve for the parking lot shading requirements, but may not satisfy more than fifty (50) percent of the overall requirement for the parking lot or area.
    - ii. Parking lot trees are to be chosen from Table B or C, Section 7.5 of the North Little Rock zoning code, Table D shall be used if beneath overhead power lines.
    - iii. Provide a minimum of 3 parking area trees.
  - f. A continuous screen of shrubs shall be required for any landscape strip adjacent to any parking area.
    - i. Only shrubs from the approved planting list will count toward this requirement, unless approved by the Planning Commission. Shrubs shall be eighteen (18) inches in height at planting and be planted a maximum three (3) feet apart.
  - g. Wheel stops shall be required when parking areas abut sidewalks, landscaped areas or pedestrian areas. No portion of a vehicle shall encroach onto a sidewalk, landscaped area or pedestrian area.
  - h. Landscape plans to be revised prior to the May 2025 Planning Commission Hearing.
9. Meet the following requirements concerning signage:
- a. All signs require a permit and separate review.
10. Meet the requirements of the Fire Marshal, including:
- a. Meet the requirements of the 2021 Arkansas Fire Prevention Code including:
    - i. Townhouse: A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from the foundation to roof and with open space on at least two sides. (Volume 2 Chapter 2 Definitions)
    - ii. If there are dwellings above other dwellings the buildings shall be sprinklered. (Volume 2 Section 903.2.8, 903.3)
  - Or
  - iii. If each dwelling unit extends from the foundation to the roof they will be separated by fire resistance rated walls meeting the requirements of AFPC Volume 3 Section R302.2.1 or R302.2.2.
  - iv. Exterior walls of buildings shall have a fire resistance rating of not less than that indicated in Volume 3 Table R302.1

- b. Building walls must be fire rated if the buildings are placed 10-feet or less apart with a 1 hour fire wall and building eaves located 4 to 10-feet apart are to have 1 hour fire rated materials. There are to be no openings, doors or windows, if the buildings are placed 10-feet or less apart.
11. Meet the requirements of CAW:
- a. All Central Arkansas Water requirements in effect at the time of request for water service must be met.
  - b. Please submit plans for water facilities and/or fire protection system to Central Arkansas Water for review. Plan revisions may be required after additional review. Contact Central Arkansas Water regarding procedures for installation of water facilities and/or fire service. Approval of plans by the
  - c. Arkansas Department of Health Engineering Division and North Little Rock Fire Department is required.
  - d. The facilities on-site will be private. When meters are planned off private lines, private facilities shall be installed to Central Arkansas Water's material and construction specifications and installation will be inspected by an engineer, licensed to practice in the State of Arkansas.
  - e. Execution of Customer Owned Line Agreement is required.
  - f. Due to the nature of this facility, installation of an approved reduced pressure zone backflow preventer assembly (RPZ) is required on the domestic water service. This assembly must be installed prior to the first point of use. Central Arkansas Water (CAW) requires that upon installation of the RPZA, successful tests of the assembly must be completed by a Certified Assembly Tester licensed by the State of Arkansas and approved by CAW. The test results must be sent to CAW's Cross Connection Section within ten days of installation and annually thereafter. Contact the Cross Connection Section at 377-1226 if you would like to discuss backflow prevention requirements for this project.
12. Meet the requirements of NLR Wastewater, including:
- a. Based on the proposed replat of the property Lot 1R and Lot 2R will not have access to public sanitary sewer facilities. A public main extension will be required for these Lots to connect to public sewer.
  - b. Each parcel will be required to have a private sanitary sewer service line with a single connection point to the city main.
  - c. Please submit a full set of plans to [kunderwood@nlrwu.com](mailto:kunderwood@nlrwu.com) for review and approval prior to construction begins.

Commissioner Blasco provided a second to the motion. By voice vote, the Commission voted unanimously for approval (8/0/1).

**SD2025-26 I440 Industrial Park Lots 12R-1 & 12R-2 Pre Plat @ 8200 Industry Drive**

Mr. Jacob White was present representing the request. Commissioner Chambers stated the Design Review Committee reviewed the application, the applicant was agreeable to the conditions, and the Committee recommended approval conditioned upon:

1. Engineering requirements on detention:
  - a. Stormwater detention plan will be required during Site Plan Review process.
2. Planning requirements before the plat will be signed:
  - a. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
3. Meet the requirements of Community Planning, including:
  - a. Provide the standard requirements of Zoning and Development Regulations.
4. Meet the requirements of the Master Street Plan, including:
  - a. Sidewalks not required due to location in industrial subdivision.
5. Meet the requirements of the Screening and Landscaping ordinance, including:
  - a. All disturbed areas are to be sodded, fertilized, watered and mulched.
6. Meet the following requirements concerning signage:
  - a. All signs require a permit and separate review.
7. Meet the requirements of the Fire Marshal.
8. Meet the requirements of CAW:
  - a. All Central Arkansas Water requirements in effect at the time of request for water service must be met.
9. Meet the requirements of NLR Wastewater, including:
  - a. Please add 15' exclusive sanitary sewer easement to all sewer mains within the property boundaries. (see attached map)

Commissioner Blasco provided a second to the motion. By voice vote, the Commission voted unanimously for approval (8/0/1).

**SD2025-27 East Park Commercial Add Lot 1R Blk 1 SPR for a drive-thru coffee shop @ 4211 E McCain Blvd**

Mr. Carl Madison was present representing the request. Commissioner Chambers stated the Design Review Committee reviewed the application, the applicant was agreeable to the conditions, and the Committee recommended approval conditioned upon:

1. Engineering requirements on detention:
  - a. Stormwater detention plan not required as there is no increase of or a reduction of impervious surface.
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.
  - b. If applicable, prior to construction, Owner's Engineer shall submit stormwater design report for review and approval by the City Engineer. Stormwater plans and detention calculations 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.

- c. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
  - 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 if an extension of a main is required.
  - f. Prior to construction, Owner's Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.
  - g. If applicable, 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-Built 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. 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. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk, streetlights) or a performance bond.
  - e. Street improvements must be approved by City Engineer and accepted by City Council.
4. Meet the requirements of Community Planning, including:
- a. Provide the standard requirements of Zoning and Development Regulations.
  - b. Provide dumpster location. The dumpster is to have masonry screening on three sides along with an opaque gate enclosure.
  - c. No fence is to be located in the area from the front property line to the front wall of the building.
  - d. All exterior lighting shall be shielded and not encroach onto neighboring properties.
5. Meet the requirements of the Master Street Plan, including:

- a. Repair or replace any broken curb, gutter or sidewalk located in the right of way adjacent to the parent parcel.
6. Meet the requirements of the Screening and Landscaping ordinance, including:
  - a. All disturbed areas are to be sodded, fertilized, watered and mulched.
  - b. Any new site development must comply with the City's minimal landscape and buffer ordinance requirements.
  - c. Provide note on landscape plan stating all turf and plant material shall be irrigated by an automatic underground irrigation system.
  - d. Provide street trees at a minimum rate 1 tree per 30 linear feet of property line adjacent to the street right-of-way.
    - i. Street trees are to be chosen from Section 7.5 of the North Little Rock zoning code. Trees from Table B shall be spaced every thirty (30) feet to achieve the required number of trees; trees from Table C shall be spaced every twenty-five (25) feet; or trees from Table D shall be used if beneath overhead power lines and spaced every fifteen (15) feet.
    - ii. Provide a minimum of 11 trees adjacent to the McCain Blvd right-of-way.
  - e. Trees shall be planted at the rate of one (1) tree per six (6) parking spaces.
    - i. Trees ten (10) feet from the edge of parking area may serve for the parking lot shading requirements, but may not satisfy more than fifty (50) percent of the overall requirement for the parking lot or area.
    - ii. Parking lot trees are to be chosen from Table B or C, Section 7.5 of the North Little Rock zoning code, Table D shall be used if beneath overhead power lines.
  - f. A continuous screen of shrubs shall be required for any landscape strip adjacent to any parking area.
    - i. Only shrubs from the approved planting list will count toward this requirement, unless approved by the Planning Commission. Shrubs shall be eighteen (18) inches in height at planting and be planted a maximum three (3) feet apart.
    - ii. Provide shrubs adjacent to the McCain Blvd right-of-way.
  - g. Wheel stops shall be required when parking areas abut sidewalks, landscaped areas or pedestrian areas. No portion of a vehicle shall encroach onto a sidewalk, landscaped area or pedestrian area.
  - h. Landscape plans to be revised prior to the May 2025 Planning Commission Hearing.
7. Meet the following requirements concerning signage:
  - a. All signs require a permit and separate review.
  - b. No additional ground signage is permitted on the parent parcel or for this lease parcel.
  - c. Building signage is permitted on the front façade, McCain Blvd side, of the building. All additional wall signage will require approval from the Board of Zoning Adjustment.
8. Meet the requirements of the Fire Marshal, including:
  - a. Meet the requirements of the 2021 Arkansas Fire Prevention Code.
9. Meet the requirements of CAW:
  - a. If there are facilities that need to be adjusted and/or relocated, contact Central Arkansas Water. That work would be done at the expense of the developer.



- b. Contact Central Arkansas Water regarding the size and location of the water meter.
  - c. Due to the nature of this facility, installation of an approved reduced pressure zone backflow preventer assembly (RPZ) is required on the domestic water service. This assembly must be installed prior to the first point of use. Central Arkansas Water (CAW) requires that upon installation of the RPZA, successful tests of the assembly must be completed by a Certified Assembly Tester licensed by the State of Arkansas and approved by CAW. The test results must be sent to CAW's Cross Connection Section within ten days of installation and annually thereafter. Contact the Cross Connection Section at 377-1226 if you would like to discuss backflow prevention requirements for this project.
10. Meet the requirements of NLR Wastewater, including:
- a. Please submit a full set of plans to [kunderwood@nlrwu.com](mailto:kunderwood@nlrwu.com) for review and approval prior to construction begins.

Commissioner Blasco provided a second to the motion. By voice vote, the Commission voted unanimously for approval (8/0/1).

#### **SU2025-06 a Special Use to allow auto sales in a C3 zoning district @ 4314 E Broadway**

Chairman Clifton stepped down from the dais and turned the meeting over to Vice-Chair White to continue the meeting as Chairman. Vice-Chair White called the item requesting the applicant come forward and address the Commission on the merits of the request. Mr. Jaden Brown addressed the Commission stating he was requesting a Special Use to allow auto sales at this location. He stated his business was internet sales and he wished to also have a location for display of vehicles. He stated he was agreeable to limiting the number of vehicles on-site to 12. He stated there would be no vehicles or activities taking place within the side yard and rear yard of the site.

Mr. Norman Clifton stated he was the property owner and his company had cleaned the site extensively from the previous tenant. He stated there were large amounts of rubbish and trash inside and outside the building when the former tenants vacated the building. He stated a privacy fence had also been installed within the rear yard of the site.

Mr. Brady and Ms. Winnie Johnson addressed the Commission with concerns. Ms. Johnson stated the former tenants did not maintain the site and allowed the grass to grow in the side and back yards. She stated they would play loud music and were there late into the evenings. She stated she and her family could not enjoy their back yard because of the noise and the grown up yard areas.

Mr. Clifton stated the previous tenants were bad actors. He questioned if there had been any issues since the previous tenant had vacated the site. He stated his family had spent several hours cleaning the site and felt with the new fence the site looked much more desirable.

The Commission had been provided photographs provided by Mr. and Mrs. Johnson. There was a general discussion concerning the photographs and the sites current condition. Ms. Johnson stated the grass was

currently being cut and there was not as much noise coming from the site. Mr. Brown stated he had been operating from the site for the past 6-weeks utilizing the site as an office for internet sales only and felt he was a good neighbor. He stated his hours were limited to normal business hours. He stated he did not operate on Sundays and on Saturday by appointment only.

Vice-Chair White questioned if there were any additional comments from the audience. There being none he questioned if any of the Commissioners had any additional comments. There being none he called for a motion. Commissioner Wallace provided a motion and Commissioner Belasco provided a second. Vice-Chair White then called for a roll call vote:

|                |               |                 |            |                 |            |
|----------------|---------------|-----------------|------------|-----------------|------------|
| <b>Banks</b>   | <b>Absent</b> | <b>Belasco</b>  | <b>Yes</b> | <b>Chambers</b> | <b>Yes</b> |
| <b>Foster</b>  | <b>Yes</b>    | <b>Phillips</b> | <b>Yes</b> | <b>Pierce</b>   | <b>Yes</b> |
| <b>Wallace</b> | <b>Yes</b>    | <b>White</b>    | <b>Yes</b> | <b>Clifton</b>  | <b>Yes</b> |

**SU2025-06 was approved with (7) affirmative votes, (0) no votes, (1) absent and (1) abstention (Mr. Norman Clifton).**

#### **Public Comments/Adjournment:**

Vice-Chairman White called for public comment. There being no further business before the Commission, and on a motion by Commissioner Chambers and seconded by Commissioner Wallace, and by consent of all members present (7/0/2), the meeting was adjourned at 4:35 pm. The next regularly scheduled Commission meeting is to be-held on Tuesday, June 10, 2025, at 4:00 pm in the City Council Chambers of City Hall, 300 Main Street, NLR, AR.

Respectfully Submitted:  
*Donna James, AICP*  
*Assistant Director of Planning*

**Item #1****SD2025-28 Alter Trading Co Replat and SPR @ 1800 Van Pelt Street**

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**1. Engineering requirements on detention:**

- a. Provide on-site storm water detention as well as clear calculations showing that detention volume is sufficient, or demonstrate to City Engineer that on-site detention is not required (based on proposed development) by providing detention calculations showing pre and post site runoff comparisons.

**2. Engineering requirements before the plat will be signed:**

- a. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk, streetlights) or a performance bond.
- b. Provide half of the required 50 foot right-of-way.
- c. Street improvements must be approved by City Engineer and accepted by City Council.
- d. Show and label boundary of detention area as a drainage easement.

**3. 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.
- b. Prior to construction, Owner's Engineer shall submit stormwater design report for review and approval by the City Engineer. Stormwater plans and detention calculations 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.
- c. If applicable, provide CNLR Grading Permit application to City Engineer with grading plans.
- d. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
- e. Provide CNLR driveway/curb cut permit application to City Engineer or copy of ARDOT driveway permit if State Highway.
- f. Provide CNLR Floodplain Development Permit application to City Engineer.
- g. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
- h. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department if an extension of a main is required.
- i. Prior to construction, Owner's Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.
- j. 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. Provide a private Engineer's letter stating that the gravel areas were designed to meet the 2012 Fire Code for supporting a fire truck.

- c. Contractor shall notify City Engineer at least 1 day prior to the construction of all stormwater pipes and inlet structures within City ROW.
  - 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. If the proposed subdivision/development is located in a FEMA designated floodplain, the first floors of any commercial building is to be 1' above the 100-Year Base Flood Elevation and any residential development is to be 2' above the 100-Year Base Flood Elevation (BFE). At the completion of the project, submit Elevation Certificate to City Engineer.
  - f. If 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 a copy of FEMA approval to City Engineer.
  - g. Driveway radii shall be labeled and shall have 25' minimum radii and be built according to CNLR standard details (available at NLR Engineering Department).
  - h. Driveway widths shall be labeled and shall be 10' minimum to 40' maximum.
  - i. Cross drains in the ROW shall be labeled and shall be RCP with flared end sections unless otherwise approved by Engineering.
  - j. All driveways are to be concrete within the ROW.
- 5. Planning requirements before the plat will be signed:**
- a. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
  - b. Provide ROW dedication along Van Pelt Street to meet the MSP.
  - c. Provide cross access easement on plat with abutting property.
- 6. Other Boards approvals required before applying for a building permit.**
- a. Provide approved City Council ordinance on rezoning property to I3.
  - b. Provide approved City Council ordinance on waiver of sidewalks.
  - c. Provide approved City Council ordinance on waiver of screening.
- 7. Meet the requirements of Community Planning, including:**
- a. Provide the standard requirements of Zoning and Development Regulations.
  - b. No fence is to be located in front of the building.
  - c. All exterior lighting shall be shielded and not encroach onto neighboring properties.
- 8. Meet the requirements of the Master Street Plan, including:**
- a. Sidewalks not required due to location in industrial subdivision.
  - b. Provide ½ street improvements to Van Pelt Street.
  - c. Provide ROW dedication to ½ of a 50-foot ROW.
- 9. Meet the requirements of the Screening and Landscaping ordinance, including:**
- a. All disturbed areas are to be sodded, fertilized, watered and mulched.
  - b. Any new site development must comply with the City's landscape and buffer ordinance requirements.
  - c. Any disturbed turf or groundcover shall be repaired before final acceptance of the project, show limits of work on landscape / site plan.
- 10. Meet the following requirements concerning signage:**
- a. All signs require a permit and separate review.
- 11. Meet the requirements of the Fire Marshal, including:**
- a. Meet the requirements of the 2021 Arkansas Fire Prevention Code including:
    - i. There shall be a fire hydrant within 400' of any portion any building if unsprinklered, within 600' if sprinklered. (Volume 1 Section 507.5.1)

- ii. Fire Apparatus access roads shall have an unobstructed width of not less than 20 feet. (Volume 1 Section 503.2.1)
- iii. Fire Apparatus access roads shall have an unobstructed vertical clearance of not less than 13 feet 6 inches. (Volume 1 Section 503.2.1)
- iv. Fire Apparatus access roads shall extend to within 150 feet of all portions of the exterior walls of the first story of the building. (Volume 1 Section 503.1.1)
- v. Where there is a divided entrance each lane shall be a minimum of 15 feet clear. (Volume 1 Section 503.2.1.1)
- vi. Dead end roads in excess of 150 feet shall be provided with width and turnaround provisions in accordance with Table D103.4. (Volume 1 Appendix D103.4)
- b. Fire Apparatus access roads will support 85,000 lbs. (Municipal Code Chapter 12, Article 3.2.4 D)

**12. Meet the requirements of CAW, including:**

- a. Please show and reference ex. 10' CAW easement on ex. 12" DI. Main Instrument #2006018653.
- b. A 12" main instead of the 8" main shown will need to be installed due to minimum fire flow requirements. Please contact Central Arkansas Water to perform further hydraulic analysis on this project.
- c. All Central Arkansas Water requirements in effect at the time of request for water service must be met.
- d. A water main extension will be needed to provide water service to this property.
- e. The North Little Rock Fire Department needs to evaluate this site to determine whether additional public and/or private fire hydrant(s) will be required. If additional fire hydrant(s) are required, they will be installed at the Developer's expense.
- f. Please submit plans for water facilities and/or fire protection system to Central Arkansas Water for review. Plan revisions may be required after additional review. Contact Central Arkansas Water regarding procedures for installation of water facilities and/or fire service. Approval of plans by the Arkansas Department of Health Engineering Division and North Little Rock Fire Department is required.
- g. If there are facilities that need to be adjusted and/or relocated, contact Central Arkansas Water. That work would be done at the expense of the developer.
- h. The facilities on-site will be private. When meters are planned off private lines, private facilities shall be installed to Central Arkansas Water's material and construction specifications and installation will be inspected by an engineer, licensed to practice in the State of Arkansas.
- i. Execution of Customer Owned Line Agreement is required.
- j. Due to the nature of this facility, installation of an approved reduced pressure zone backflow preventer assembly (RPZ) is required on the domestic water service. This assembly must be installed prior to the first point of use. Central Arkansas Water (CAW) requires that upon installation of the RPZA, successful tests of the assembly must be completed by a Certified Assembly Tester licensed by the State of Arkansas and approved by CAW. The test results must be sent to CAW's Cross Connection Section within ten days of installation and annually thereafter. Contact the Cross Connection Section at 501-377-1226 if you would like to discuss backflow prevention requirements for this project.
- k. Fire sprinkler systems which do not contain additives such as antifreeze shall be isolated with a double detector check valve assembly. If additives are used, a reduced pressure zone backflow preventer shall be required.

**13. Meet the requirements of NLR Wastewater, including:**

- a. In order to utilize private pump station and force main a public main extension must be installed to the property boundaries of Lot 2.

- b. Please contact Mitch Foreman, NLRW Pretreatment Department ([mforeman@nlrwu.com](mailto:mforeman@nlrwu.com)) for pretreatment and industrial permitting requirements.
- c. Please submit a full set of plans to [kunderwood@nlrwu.com](mailto:kunderwood@nlrwu.com) for review and approval prior to construction begins.







### **Memorandum**

To: Members of the NLR Planning Commission

From: Donna James, Assistant Director of Planning

Date: June 10, 2025

Re: Revocation of approved Conditional Use Requests per Section 8.1.3(c)  
of the North Little Rock Zoning Ordinances

Section 8.1.3(c) of the North Little Rock Zoning Ordinances states as a condition of approval of a Conditional Use the approval may include time limitations. The ordinance further states the maximum time allowed for obtaining the required permits is one (1) year. The required permits or the issuance of a business license for the business type approved by the Conditional Use. The ordinance continues with failure to obtain the permits/business license will result in notice of termination by city staff. The notice provided to the applicant/property owner is to include a time and place for a revocation hearing before the North Little Rock Planning Commission at which time the owner may request a time extension.

Staff has reviewed business licenses issued by the City Clerk's office for previously approved Conditional Use requests. It does not appear a business license was issued for each of the addresses indicated below. Staff has contacted the current property owners by letter dated April 15, 2025 and provided a legal notice in the Arkansas Democrat Gazette dated May 25, 2025 to inform them of the date and time of public hearing before the Commission for the revocation of their approved Conditional Use. Once the Commission provides recommendations of the revocation requests, staff will forward the recommendations to the Mayor and City Council for final action.

#### Items for Revocation Consideration -

- Revocation of an approved Conditional Use CU2024-12 – 4620 MacArthur Drive, NLR, AR – Automobile Sales
- Revocation of an approved Conditional Use CU2024-01 – 201 West 4<sup>th</sup> Street, NLR, AR – Daycare Center
- Revocation of an approved Conditional Use CU2024-02 – 810 Michael Drive, North Little Rock, AR – Warehouse Buildings New Construction
- Revocation of an approved Conditional Use CU2024-05 – 100 Smarthouse Way, North Little Rock, AR – Parking lot to serve an adjacent Events Center
- Revocation of an approved Conditional Use CU2022-12 – 6820 Crystal Hill Road, North Little Rock, AR – Large Scale Recreational Facility
- Revocation of an approved Conditional Use CU2024-09 – 118 E Washington Ave, North Little Rock, AR – A Hotel which span S Poplar Street

If you have any questions or need any additional information please do not hesitate to contact me.



**Item #3**  
**Special Use 2025-08**

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**Request:** a Special Use to allow a tattoo studio in a C4 zoning district

**Location of the Request:** @ 5301 McClanahan Drive Suite B12, NLR, AR

**Applicant:** Chelcie Dieterie

**Owner:** Crestwood Northeast LLC

**Site Characteristics:** The location is within an office/warehouse development. There are a mixture of uses located within the development including office, warehouse, retail and medical office. To the north of the overall development is the City of Sherwood. West of the development are single family homes. East is Warden Road.

**Master Street Plan:** McClanahan Drive is a local commercial street on the Master Street Plan. There is not a dedicated bike route located adjacent to this site.

**Surrounding Zoning and Uses**

| <b><u>Direction</u></b> | <b><u>Surrounding Zoning</u></b> | <b><u>Surrounding Uses</u></b> |
|-------------------------|----------------------------------|--------------------------------|
| North                   | Not zoned                        | City of Sherwood, AR           |
| South                   | C4                               | Office/Warehouse               |
| East                    | Not Zoned                        | Warden Road – I-57 ROW         |
| West                    | I1                               | Office/Warehouse               |

**General Information:**

1. **Compatible with previous actions?** Tattooing has been approved by Special Use in the past by the City. The studio is proposed in an office park with a mix of other business types.
2. **Neighborhood Position/Comment?** None at the time of printing.
3. **Effect on public service and utilities?** There should be no impact on public services and utilities with the approval of the Special Use.
4. **Legal Consideration/Reasonableness?** The request is reasonable.
5. **Will the approval have a stabilizing effect on surrounding properties?** If the use is limited to a private tattooing studio by appointment only there should be no effect on the surrounding properties.
6. **Is the site of adequate size for the development?** The site is a developed site. The applicant is leasing space within an existing office park.
7. **Will this set a precedent for future rezoning?** No the zoning will remain unchanged.
8. **Should a different zoning classification be requested?** No a Special Use is the appropriate request to allow the use as proposed by the applicant.

**Staff Summary:** The applicant is seeking approval of a Special Use to allow her to operate a private tattoo studio. The studio is proposed by appointment-only and the hours are from 10 am to 6

pm Monday through Friday. With limiting the business to appointment only the applicant states this decreases foot-traffic and any night-time traffic. The applicant states the studio will meet the requirements of the Arkansas Department of Health for Body Art Establishments. The applicant states in the future the studio will also provide instruction of handmade art products and the sale of art products created by the applicant such as prints, paintings, and other small artworks made available for purchase by clients and the general public.

**Conditions to Consider:**

1. Hours of operation are from 10 am to 6 pm Monday through Friday.
2. All signs must comply with Article Fourteen – Sign Code – of the North Little Rock Zoning Ordinance
3. Meet the requirements of the Arkansas Department of Health for Body Art Establishments.
4. Any structures located on the lot shall meet all applicable Federal, State, County, and City requirements and codes
5. Applicant must meet all applicable Federal, State, County and City requirements.
6. The Planning Department shall perform an inspection to confirm all requirements of the approval have been met.
7. Required permits and/or business license must be obtained within 12-months of the date of approval by City Council. Failure to obtain required permits and/or business license will result in notice of revocation of approval of the Special Use.
8. By receipt of the City of North Little Rock business license, the holder shall acknowledge that failure to comply with these conditions may result in loss of the Special Use and/or removal of electric power meter.

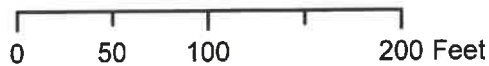
# Special Use #2025-08



Ortho Map

Date: 5/23/2025

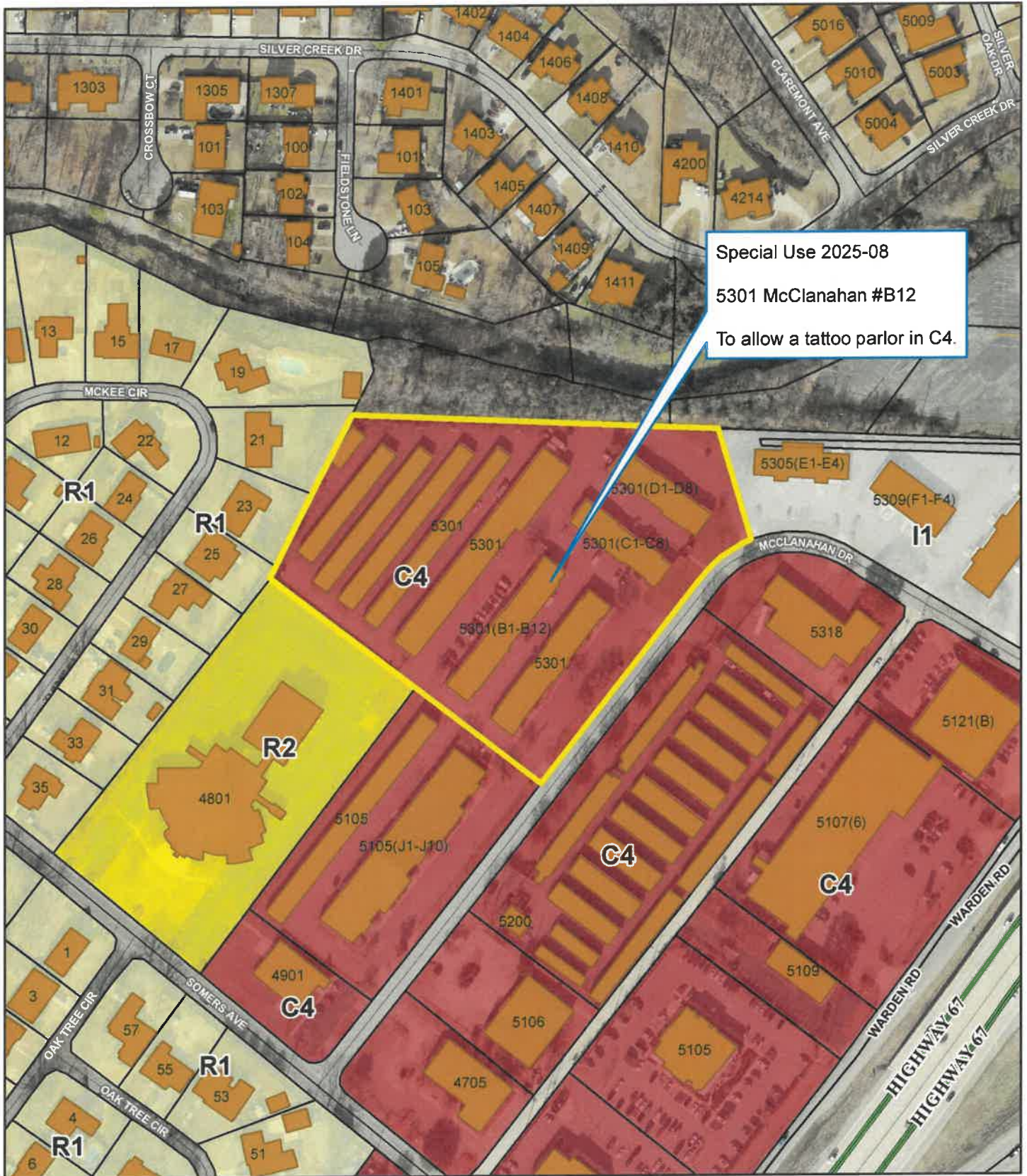
1 inch = 100 feet



Not an actual survey



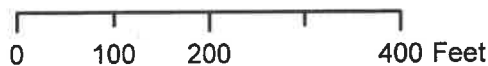
# Special Use #2025-08



**Zoning Map**

Date: 5/23/2025

1 inch = 200 feet



Not an actual survey

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**APPLICATION FOR CONDITIONAL USE ALLOWING PRIVATE TATTOO STUDIO IN C4 ZONE**



April 29th, 2025

North Little Rock Planning Commission

Applicant: Chelcie Dieterle  
4000 Glenmere Road, North Little Rock, AR 72116

Property for proposed studio: Unit B-12, Northeast Business Center, 5301 McClanahan Drive, North Little Rock, AR 72116

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## **PROPOSED PRIVATE TATTOO STUDIO BUSINESS SUMMARY**

### **Owner/Operator**

Chelcie Dieterle  
4000 Glenmere Road  
North Little Rock, AR 72116  
(501) 680-6499  
Tattoosbychelcie@yahoo.com

### **Business Description**

A private, appointment-only tattoo studio providing custom tattoo services in a professional, safe, and hygienic environment. The studio will be designed for one-on-one services, focusing on custom tattoo art for clients who schedule in advance.

### **Hours of Operation**

- Monday-Friday, 10:00 a.m. to 6:00 p.m.

### **Number of Employees**

- 1 (Owner/Operator )

### **Services Provided**

- Custom tattooing by appointment only
- Sale of original handmade art products created by the owner, such as prints, paintings, and other small artworks will be available for purchase by clients

### **Parking and Traffic**

- Minimal parking needs due to appointment-only operations

### **Health and Safety**

- The studio will meet the requirements of the Arkansas Department of Health for Body Art Establishments
  - Proper licensing and inspections will be obtained and kept up to date
-



4801 NORTH HILLS BLVD., SUITE 1500  
NORTH LITTLE ROCK, ARKANSAS 72116-7626  
501-753-3455  
FAX 501-753-7566

**City of North Little Rock**  
Planning Department  
North Little Rock, AR 72116

Re: Authorization for Special Use Permit Application – Unit B-12, Northeast Business Center

To Whom It May Concern:

General Properties, as the authorized property management company for the Northeast Business Center located at 5301 McClanahan Drive, North Little Rock, AR 72116, hereby grants permission to **Chelcie Dieterle** to apply for a **Special Use Permit** for the operation of a **private tattoo studio** within **Unit B-12** of the Northeast Business Center.

We understand that the application for this Special Use Permit is necessary to allow the proposed business to operate in accordance with the City of North Little Rock's zoning regulations. General Properties supports this request and acknowledges Chelcie Dieterle's intent to establish and operate a professional tattoo studio at this location.

If you have any questions or require additional information, please do not hesitate to contact us at 501-753-3455

Sincerely,

A handwritten signature in blue ink, appearing to read "Patrick Matthews", is written over the printed name.

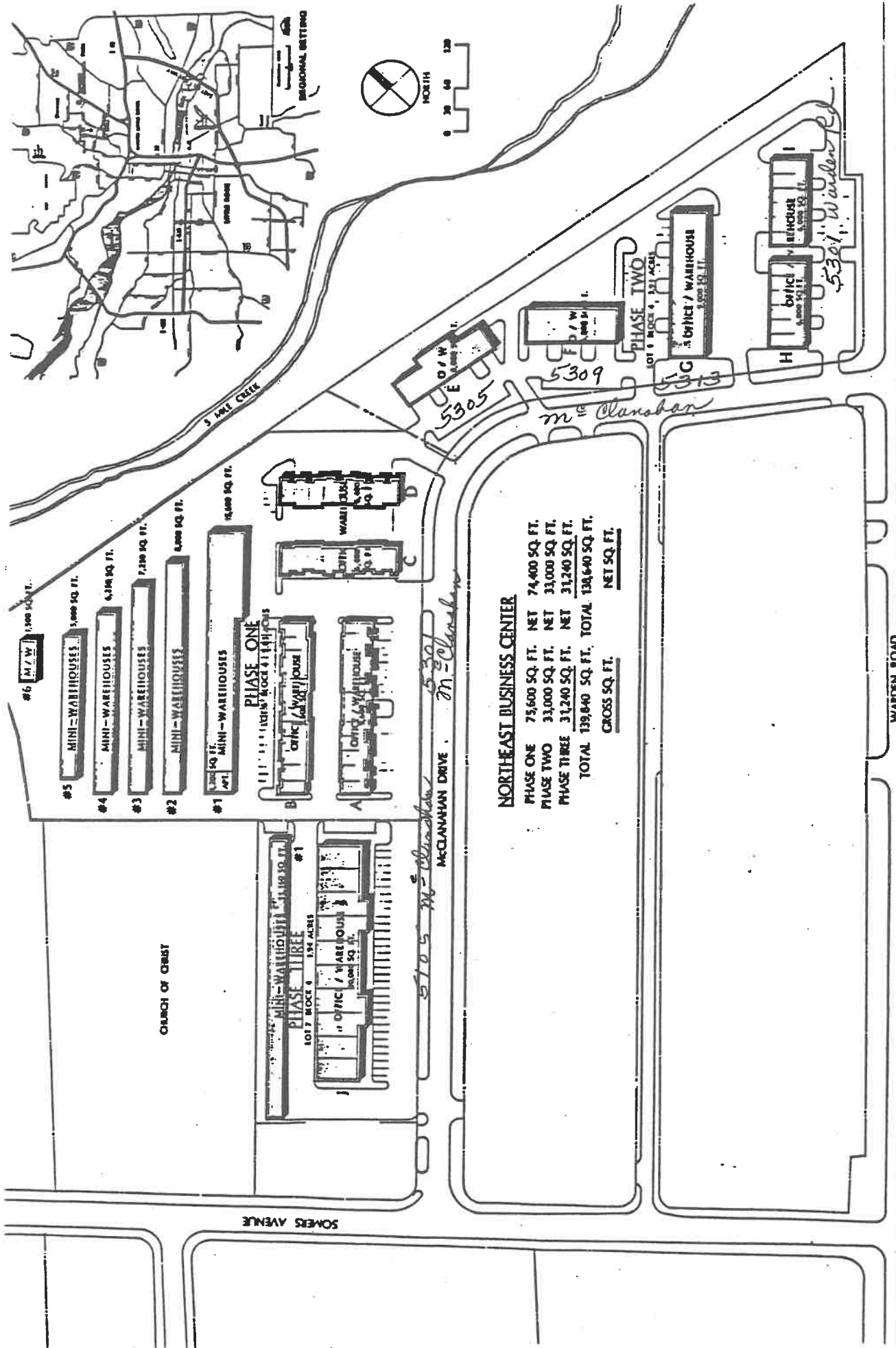
**Patrick Matthews**

**Owner**

**General Properties, Inc.**

**501-753-3455**



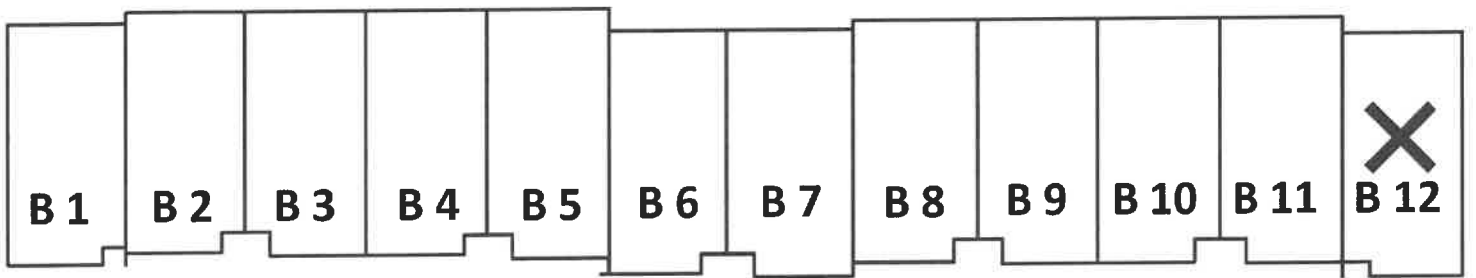


# **NORTHEAST BUSINESS CENTER**

|               |                 |             |                 |
|---------------|-----------------|-------------|-----------------|
| PHASE ONE     | 73,600 SQ. FT.  | NET         | 74,400 SQ. FT.  |
| PHASE TWO     | 31,000 SQ. FT.  | NET         | 31,000 SQ. FT.  |
| PHASE THREE   | 31,240 SQ. FT.  | NET         | 31,240 SQ. FT.  |
| TOTAL         | 135,840 SQ. FT. | TOTAL       | 136,640 SQ. FT. |
| CROSS SQ. FT. |                 | NET SQ. FT. |                 |

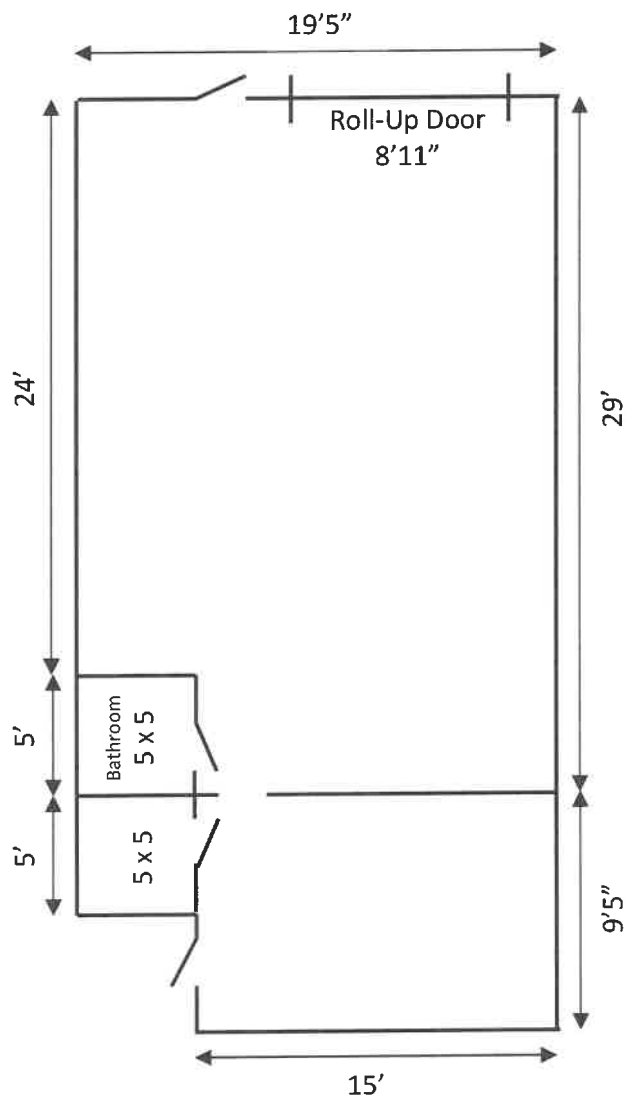
EXHIBIT "A"

**NORTHEAST BUSINESS CENTER**



**BLDG. B**

|         |
|---------|
| INITIAL |
| INITIAL |



# Northeast Business Center

## B-12

**Item # 4**  
**Special Use 2025-09**

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**Request:** a Special Use to allow the display and sale of portable buildings

**Location of the Request:** @ 1322 E Broadway, NLR, AR

**Applicant/Owner:** Rufus D Sims Jr.

**Site Characteristics:** The site is located on E Broadway with Hydco Construction Company located to the west and automobile sales and repair located across N Smothers Street to the east. There is an existing building located on the property which has been used as office space in the past for the applicant's automobile sales office.

**Master Street Plan:** E Broadway is a State Highway and classified on the Master Street Plan as a Principal Arterial. N Johnson Street is classified as a local street on the Master Street Plan. There are no bikeways located in the area.

**Surrounding Zoning and Uses**

| <b><u>Direction</u></b> | <b><u>Surrounding Zoning</u></b> | <b><u>Surrounding Uses</u></b>   |
|-------------------------|----------------------------------|----------------------------------|
| North                   | C4                               | Vacant Commercial Zoned Property |
| South                   | R4                               | Residential                      |
| East                    | C4                               | Automobile Sales and Repair      |
| West                    | C4                               | Hydco Contractors Office         |

**General Information:**

1. **Compatible with previous actions?** There have been previous requests considered for portable building sales and display.
2. **Neighborhood Position/Comment?** None at the time of printing.
3. **Effect on public service and utilities?** There should be minimal effect on public services and utilities.
4. **Legal Consideration/Reasonableness?** The request is reasonable.
5. **Will the approval have a stabilizing effect on surrounding properties?** There should be no effect on surrounding properties if managed properly.
6. **Is the site of adequate size for the development?** The site is adequate in size to allow display of the portable buildings.
7. **Will this set a precedent for future rezoning?** The zoning will remain unchanged.
8. **Should a different zoning classification be requested?** Storage buildings sales and display are permitted in the I2 and I3 zoning districts which is not an appropriate zoning classification for this area.

**Staff Summary:**

The applicant is requesting a Special Use to allow the display and sales of portable buildings. The applicant has indicated the buildings will be displayed along the western portion of the site. The applicant indicates there will be 12 buildings with a maximum of 18 buildings on the site. There are no employees proposed for the business. The hours of operation are from 7 am to 7 pm daily. Staff has concerns with the placement of the outdoor display of buildings at this location along E Broadway.

**Conditions to Consider:**

1. The placement of the buildings must meet all building setback requirements.
2. A maximum of 18 buildings is permitted on the property at any given time.
3. Hours of operation will be 7:00 a.m. - 7:00 p.m. daily.
4. All signage shall meet the requirements of Article 14, Signs of the Zoning Ordinance.
5. All structures on the site shall meet all applicable Federal, State, County and City requirements and codes.
6. Applicant must meet all applicable Federal, State, County and City requirements.
7. The Planning Department shall perform an inspection to confirm all requirements of the approval have been met.
8. Required permits and/or business license must be obtained within 12-months of the date of approval by City Council. Failure to obtain required permits and/or business license will result in notice of revocation of approval of the Conditional Use.
9. By receipt of the City of North Little Rock business license, the holder shall acknowledge that failure to comply with these conditions may result in loss of the Special Use and/or removal of electric power meter.

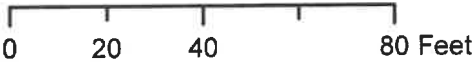
# Special Use #2025-09



Ortho Map

Date: 5/23/2025

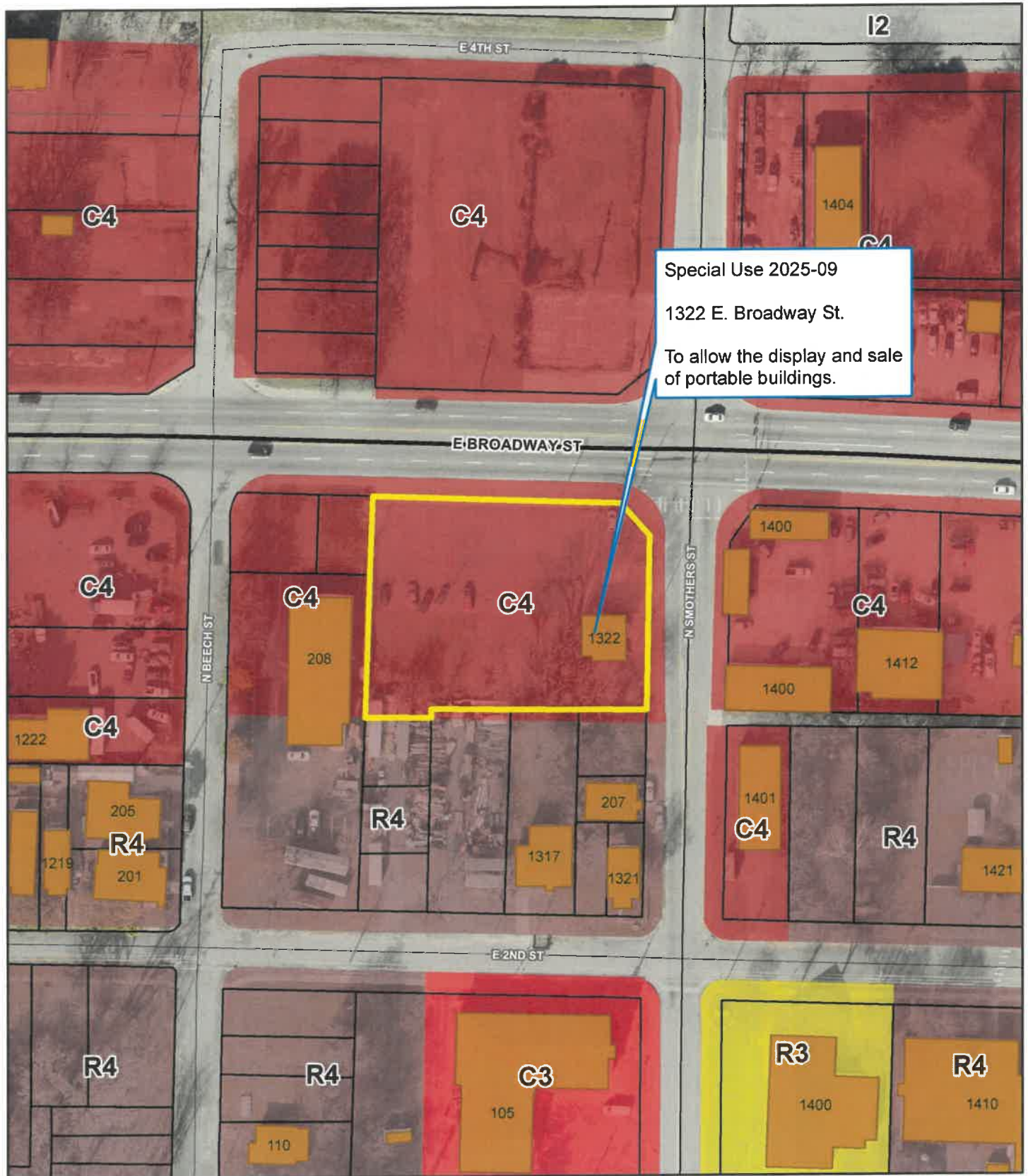
1 inch = 40 feet



Not an actual survey



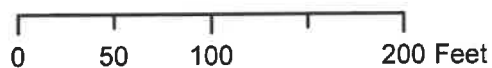
# Special Use #2025-09



**Zoning Map**

Date: 5/23/2025

1 inch = 100 feet



Not an actual survey



Scale: 1" = 30'

5-14-25

d Rufus Sims of 1322 East Broadway  
North Little Rock Arkansas 72114 email SimsRDJr@  
yahoo.com phone number 501-837-1531

Display partial Building 12-12 Motion 18

Sett 13-14-15 and 78+9

d plan to used my current office  
no employee

Rufus Sims

**Item #5**  
**Conditional Use 2025-06**

---

**Request:** a Conditional Use to allow automobile sales and automobile detailing in a C4 zoning district

**Location of the Request:** @ 1623 E Broadway, NLR, AR

**Applicant:** Kevin Watkins

**Owner:** 924 W 15<sup>th</sup> Street LLC

**Site Characteristics:** The property has historically been used as automobile repair. The building has a bay garage door and office space. The site is paved from property line to property line and no landscaping exist on the site. Sidewalks are in place along E Broadway. There are no sidewalks in place along N Johnson Street.

**Master Street Plan:** E Broadway is a State Highway and classified on the Master Street Plan as a Principal Arterial. N Johnson Street is classified as a local street on the Master Street Plan. There are no bikeways located in the area.

**Surrounding Zoning and Uses**

| <b><u>Direction</u></b> | <b><u>Surrounding Zoning</u></b> | <b><u>Surrounding Uses</u></b>         |
|-------------------------|----------------------------------|----------------------------------------|
| North                   | C4                               | Vacant commercial property             |
| South                   | C4                               | Automobile Sales and Automobile Repair |
| East                    | C4                               | Automobile Sales and Single Family     |
| West                    | C4                               | Single Family                          |

**General Information:**

1. **Compatible with previous actions?** The approval of auto detailing has been approved along E Broadway in the past. There are currently a large number of automobile sales lots located in the area.
2. **Neighborhood Position/Comment?** None at the time of printing.
3. **Effect on public service and utilities?** There should be minimal effect on public services and utilities with the placement of the use as proposed.
4. **Legal Consideration/Reasonableness?** The request is reasonable.
5. **Will the approval have a stabilizing effect on surrounding properties?** No change is anticipated with the approval of the Special Use to allow auto detailing and automobile sales at this location.
6. **Is the site of adequate size for the development?** The site is adequate in size to support the automobile detailing and automobile sales business.
7. **Will this set a precedent for future rezoning?** No, the zoning will remain unchanged.

8. **Should a different zoning classification be requested?** No a Special Use is the appropriate request to allow the business in a C4 zoning district.

**Staff Summary:** The applicant is seeking approval of a Special Use to allow automobile sales and auto detailing in a C4 zoning district. The site located along E Broadway has a history of auto related activities. There are automobile sales lots located to the east and south of the lot. There are single family homes located to the northeast and west of this property. Prior to the issuance of a business license written approval from NLRWW and ADEQ are required for the proposed automobile detailing business with regard to the water discharge.

**Conditions to Consider:**

**Automobile Detailing Conditions:**

1. A three chamber sand/oil interceptor is required. Please make submittal to NLRW for review and approval. Approval must be received in writing before a business license will be issued.
2. Any wastewater from detailing of vehicles must meet the requirements of ADEQ. Written approval must be provided prior to the issuance of a business license.
3. All structures on the site shall meet all applicable Federal, State, County and City requirements and codes.
4. All signage shall meet the requirements of Article 14, Signs of the Zoning Ordinance.
5. All detailing of vehicles to be completed in a permanent enclosed structure. No portable carports/structures are permitted on the property.
6. Customer vehicles are not allowed to be left outside overnight.
7. Hours of operation will be 7:00 a.m. - 7:00 p.m. daily
8. Dumpster to have masonry screening on three sides with an opaque gate enclosure.
9. There shall be no use of outdoor speaker systems or amplified sound.
10. Applicant must meet all applicable Federal, State, County and City requirements,
11. The Planning Department shall perform an inspection to confirm all requirements of the approval have been met.
12. Required permits and/or business license must be obtained within 12-months of the date of approval by City Council. Failure to obtain required permits and/or business license will result in notice of revocation of approval of the Conditional Use.
13. By receipt of the City of North Little Rock business license, the holder shall acknowledge that failure to comply with these conditions may result in Joss of the Special Use and/or removal of electric power meter.

**Automobile Sales Conditions:**

1. There shall be a ratio of one vehicle per every 450 square feet of open lot area. This ratio shall include sales, employee, and customer vehicles. Open lot area does not include any structures. Based on the current paved open area on the lot a maximum of 12 sales, employee, and customer vehicles is allowed.
2. A six (6) foot opaque privacy fence or a solid masonry wall shall be required when automobile/vehicle outdoor sales or leasing lot abuts a residential use or zoning district. Fences

- or walls shall not extend beyond the front building line of the abutting residential use or zoning district.
3. Fences shall not be allowed in the front yard of an automobile/vehicle outdoor sales or leasing lot, except as otherwise required by separate regulation.
  4. All exterior automobile/vehicle outdoor sales or leasing lot lighting, located on a building or free standing, shall be shielded and directed downward. Lighting shall be directed away from abutting residential use or zoning district.
  5. Sales or lease vehicles shall be displayed on one of the following surfaces: asphalt paving or concrete. Asphalt paving shall meet the Standards of Article 6 and approved by the City Engineer. Sale or lease vehicles shall not be displayed on grass or gravel surfaces.
  6. Automobile/vehicle outdoor sales or leasing lots and any structures located on the lot shall meet all applicable City, County, State and Federal requirements and codes.
  7. All signage shall meet the requirements of Article 14, Signs of the Zoning Ordinance.
  8. Sale vehicles shall be secured after business hours and shall not be used as storage.
  9. No inoperable or wrecked vehicles shall be stored or sold from the sales lot nor any vehicle parts as are defined under the Chapter 8 of the North Little Rock Code, Property Maintenance and Nuisance Abatement Code.
  10. Vehicle sales lot shall be maintained at all times.
  11. There shall be no use of outdoor speaker systems or amplified sound.
  12. The Planning Department shall perform an inspection to confirm all requirements of the approval have been met.
  13. Required permits and/or business license must be obtained within 12-months of the date of approval by City Council. Failure to obtain required permits and/or business license will result in notice of revocation of approval of the Conditional Use.
  14. By receipt of the City of North Little Rock business license, the holder shall acknowledge that failure to comply with these conditions may result in loss of the Special Use and/or removal of electric power meter.



# Conditional Use # 2025-06



Ortho Map

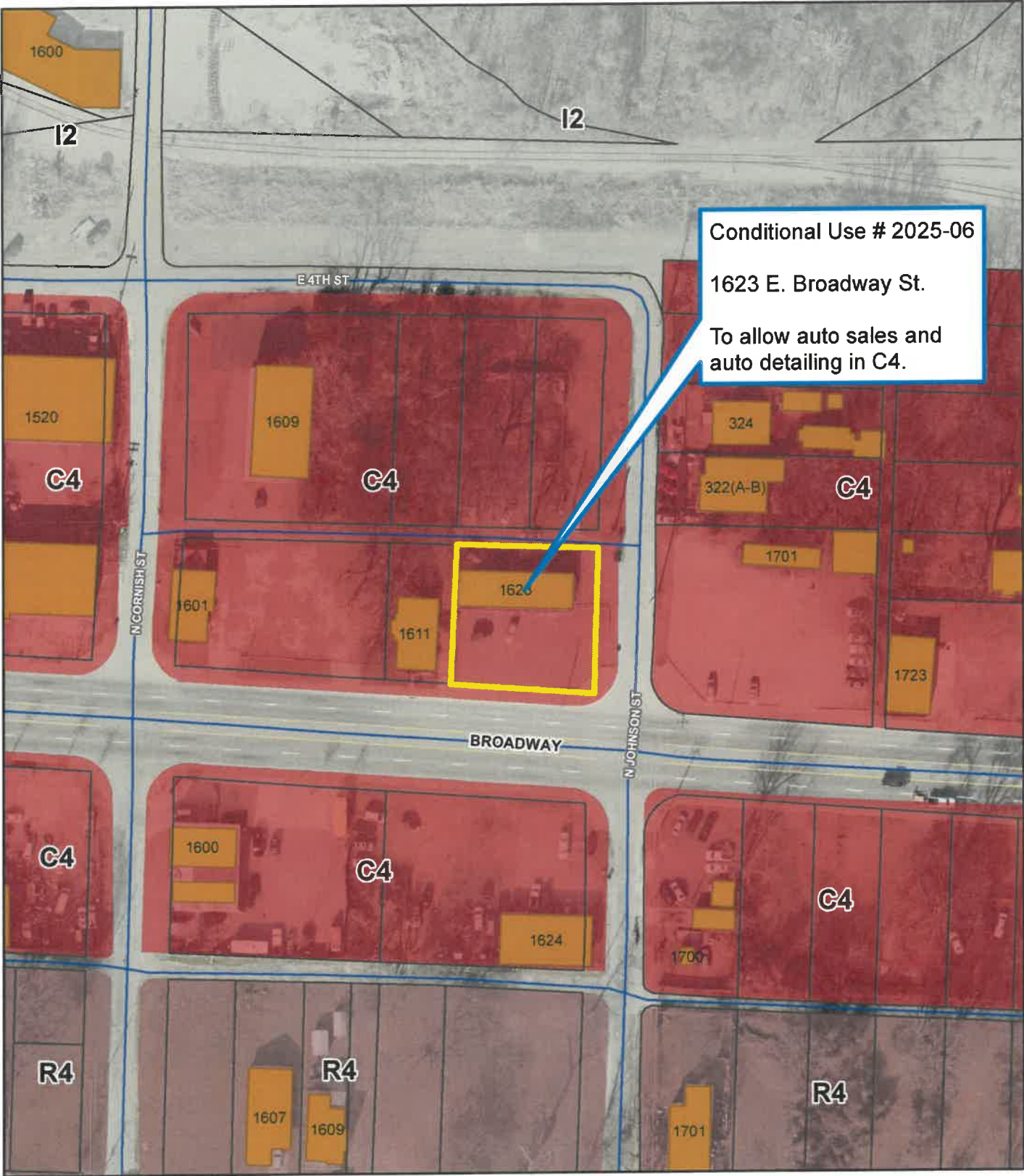
1 inch = 30 feet  
0 15 30 60 Feet



Date: 5/23/2025

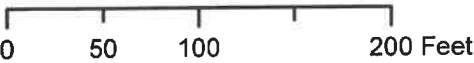
Map is not to survey accuracy

# Conditional Use # 2025-06



**Zoning Map**

1 inch = 100 feet



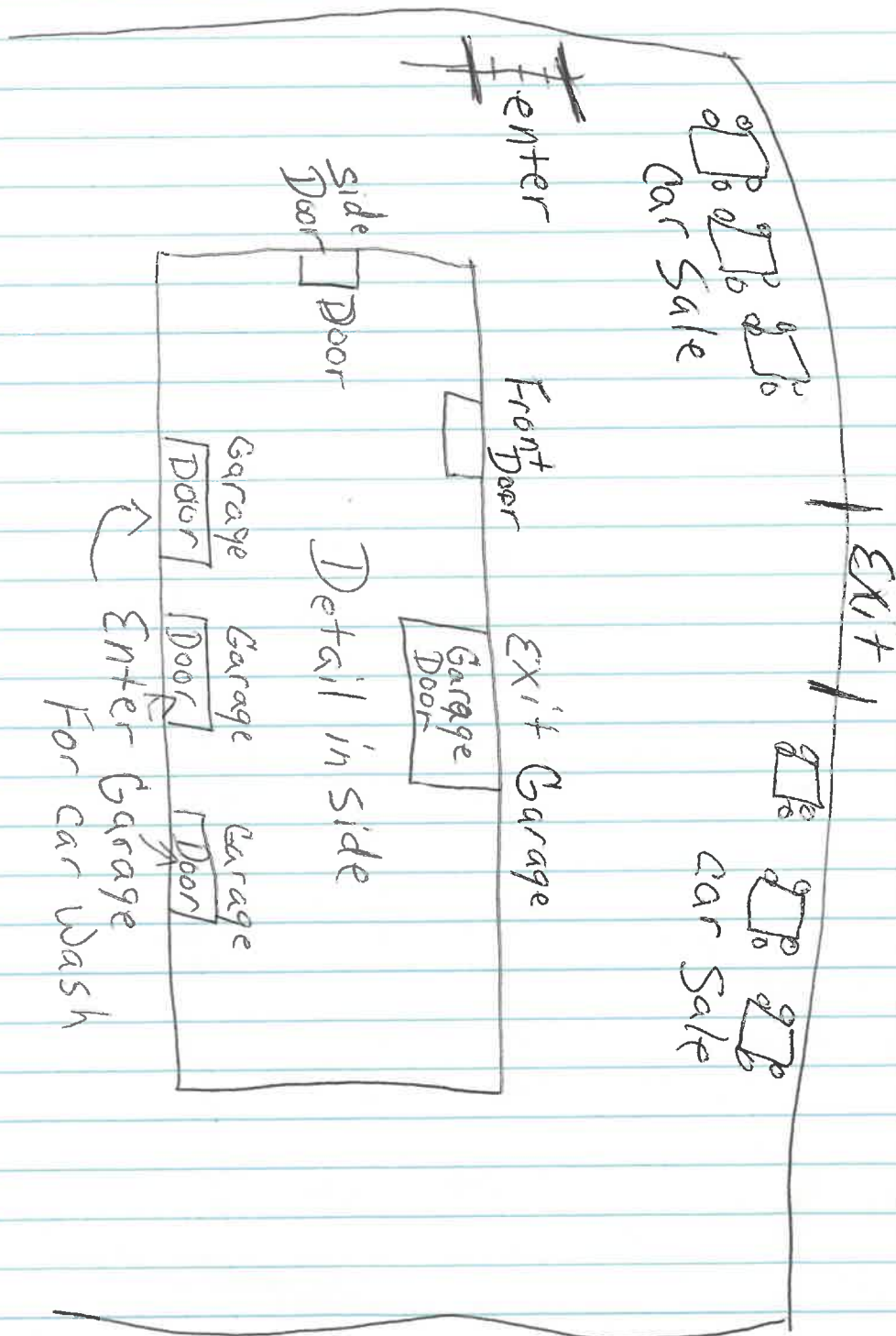
Date: 5/23/2025

Map is not to survey accuracy



# Watkins Auto Sale + Detail

1623 E Broadway N.L.R. AR, 72114



May 21, 2025

To whom this may concern,

I Kevin Watkins would like to operate an auto sales and detail shop at 1623 East Broadway, North Little Rock, AR 72114. The hours of operation will be 8am to 7pm. At the current moment, I will have only one employee, but as business grows, I may be required to hire more employees.

My business will specialize in the auto sales and detailing of vehicles. My goal is to grow the business so that I can help the community with adding employment/jobs.

Sincerely,

Kevin Watkins

5432 Any Street  
West  
Townsville, State  
54321 USA  
(543) 543-5432  
(800) 543-5432  
(543) 543-5433 fax  
[www.yourwebsitehere.com](http://www.yourwebsitehere.com)

924 W 15<sup>th</sup> LLC

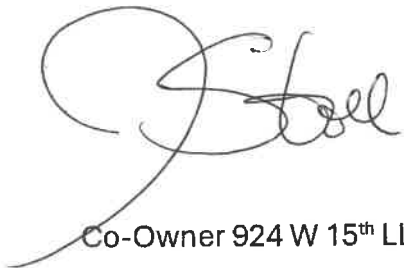
924 W 15<sup>th</sup> St Suite A

North Little Rock AR, 72114

To whom it may concern:

I Joey Stoll, co-owner of 1623 Broadway in North Little Rock authorizes my tenant to operate a detail carwash out of my property. If you have questions, please feel free to contact me at 501-590-0014 or my property manager Brittany Bohlman at 870-444-1997.

Joey Stoll

A handwritten signature in black ink, appearing to read "Joey Stoll". The signature is stylized with a large, looping initial "J" and a cursive "Stoll".

Co-Owner 924 W 15<sup>th</sup> LLC

**Item #6**  
**Rezone 2025-11**

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**Request:** a rezoning from C3 to I1 to allow future development

**Location of the Request:** located south of and adjacent to 3300 ABF Road, NLR, AR

**Applicant:** Davidson Engineering

**Owner:** Woodcrest Company

**Site Characteristics:** The property is currently wooded located at the end of the cul de sac of ABF Road. There is a trucking company located to the south of the site and office warehouse located to the west of the site. East of the site is a hotel currently under construction. Offices are located to the north of the site. ABF Road is classified as a local commercial street on the Master Street Plan.

**Master Street Plan:** ABF Drive is classified on the Master Street Plan as a local commercial street. There are no dedicated bikeways located in this area.

**Surrounding Zoning and Uses**

| <b><u>Direction</u></b> | <b><u>Surrounding Zoning</u></b> | <b><u>Surrounding Uses</u></b>                  |
|-------------------------|----------------------------------|-------------------------------------------------|
| North                   | C3                               | Office Professional Counseling Associates       |
| South                   | I2                               | ABF Trucking Company                            |
| East                    | C3                               | Hotel and undeveloped commercial zoned property |
| West                    | I2                               | Office Warehouse                                |

**General Information:**

1. **Compatible with previous actions?** The Land Use Plan indicates Light Industrial for the property. The City has rezoned property to be consistent with the Land Use Plan in the past.
2. **Neighborhood Position/Comment?** None at the time of printing.
3. **Effect on public service and utilities?** There should be minimal effect on public service and utilities.
4. **Legal Consideration/Reasonableness?** The request is reasonable.
5. **Will the approval have a stabilizing effect on surrounding properties?** There should be minimal effect on the surround properties with approval of the rezoning.
6. **Is the site of adequate size for the development?** The site is adequate to meet the minimum development criteria of the I1 zoning district.
7. **Will this set a precedent for future rezoning?** There will not be a precedent set with the approval of the rezoning to I1.



8. **Should a different zoning classification be requested?** No, the request to rezone to I1 is consistent with the Land Use Plan and the I1 zoning will act as a transition from the C3 commercial zoning to the north and the I2 zoning located to the south.

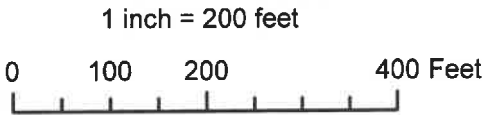
**Staff Summary:**

The applicant is seeking a rezoning of the property from C3 to I1 to allow future development of the site. The applicant has indicated in their letter of request the potential future uses of the property are a hotel or motel, light manufacturing, assemblage or process, contractor's office, large-scale office or medical office, warehouse self-storage or warehouse, wholesale or distribution facilities. The request to rezone the property to I1 is consistent with the Land Use Plan and the I1 zoning will act as a transition from the C3 commercial zoning to the north and the I2 zoning located to the south. The use of the property with outdoor activities is limited to approval of a Conditional Use request under the I1 zoning designation. Staff is supportive of the applicant's request.

# Rezone Case #2025-11



Ortho Map

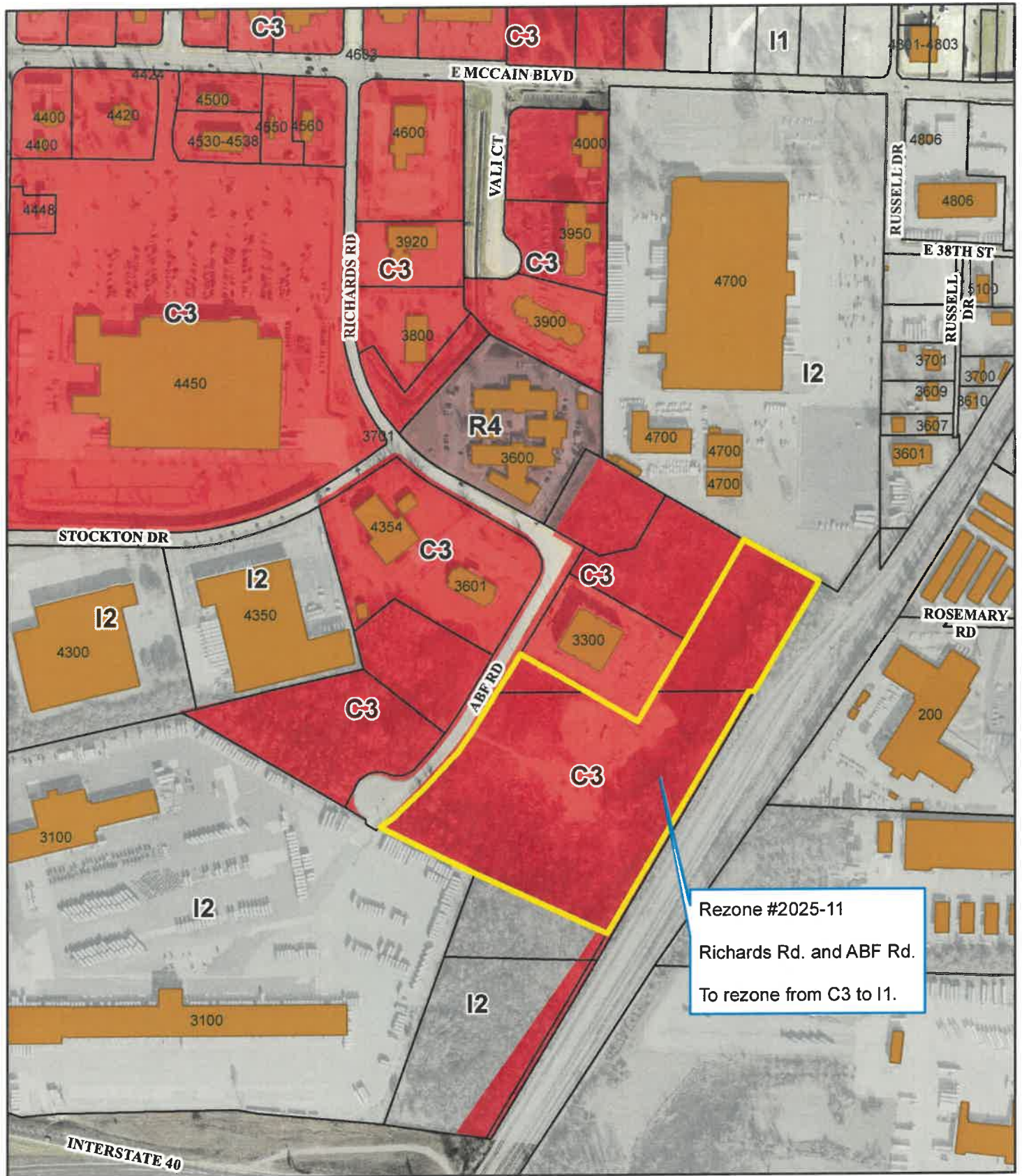


Date: 5/23/2025





# Rezone Case #2025-11



**Zoning Map**

1 inch = 400 feet  
0 200 400 800 Feet

Date: 5/23/2025



May 2, 2025

Shawn Spencer  
Planning Director, City of North Little Rock  
700 W. 29<sup>th</sup> Street  
North Little Rock, AR 72114

**RE: Woodcrest Company, LLLP  
ABF Road Parcel - Rezone**

Mr. Spencer,

On Behalf of Woodcrest Company, LLLP we respectfully request that the property located on ABF Road – outlined in the attached legal description and depicted in the accompanying survey – be placed on the agenda for the June 10<sup>th</sup> Planning Commission meeting for consideration of rezoning from C-4 to I-1.

Given the surrounding land uses, we believe this property is well-suited for a range of potential developments, including:

- Hotel or Motel
- Light Manufacturing, Assemblage, or Processing (with or without outdoor storage)
- Contractor Officed (with or without outdoor storage)
- Large-Scale Office or Medical Office (10,000+ SF)
- Warehouse/Self-Storage Facilities (with or without outdoor storage)
- Warehouse, Wholesale, or Distribution Facilities (25,000+SF with outdoor storage)

This site is adjacent to (a major trucking hub), a newly constructed hotel, several healthcare-related businesses, and a major railway line. Given its proximity to these complementary uses - and considering that all of the proposed uses are permitted either by right or by conditional use in Zone I-1 – we believe that rezoning to I-1 represents the highest and best use of this property.

Please let us know if you have any questions or comments.

Thank you,  
Davidson Engineering, PLLC



Bear Davidson, PE

Attached: Survey  
Legal Description

CC: Mr. Patrick Matthews  
Mr. Harold Majors

# ***THE WOODCREST COMPANY LLP***

4801 NORTH HILLS BLVD, SUITE 1500  
NORTH LITTLE ROCK, AR 72116-7626  
OFFICE 501-753-3455  
FAX 501-753-7566

May 2, 2025

To Whom It May Concern,

This letter serves as formal authorization for Davidson Engineering to act on behalf of The Woodcrest Company, LLLP in all matters related to the application for the rezoning of property located in North Little Rock, Arkansas.

If you require any further information or verification, please contact our office.

Sincerely,



Harold Majors  
CFO

**Item #7**  
**Rezoning 2025-12**

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**Request:** a rezoning from C3 to R1 to recognize 3 existing single family homes

**Location of the Request:** 5818, 5822 and 5826 MacArthur Drive, NLR, AR

**Applicant/Owner:** Phillip Ford

**Site Characteristics:** The property is located on the north side of MacArthur Drive and presently zoned C3. The properties to the north along W 58<sup>th</sup> Street are also zoned C3 with a large portion of the property currently vacant. There are single family homes located along MacArthur Drive, also zoned C3. MacArthur Drive is a State Highway with open ditches for drainage. There is no curb or gutter or sidewalk in place along this portion of MacArthur Drive.

**Master Street Plan:** MacArthur Drive is classified as a Principal Arterial on the Master Street Plan. There are no dedicated bikeways located in the area.

**Surrounding Zoning and Uses**

| <b><u>Direction</u></b> | <b><u>Surrounding Zoning</u></b> | <b><u>Surrounding Uses</u></b>             |
|-------------------------|----------------------------------|--------------------------------------------|
| North                   | C3                               | Residential                                |
| South                   | UP Rail Line                     | UP Rail Line and Single Family South of RR |
| East                    | C3                               | Residential                                |
| West                    | C3                               | Residential                                |

**General Information:**

1. **Compatible with previous actions?** The City has down rezoned property to recognized existing uses previously. The Land Use Plan indicates the area as Community Shopping.
2. **Neighborhood Position/Comment?** None at the time of printing.
3. **Effect on public service and utilities?** There should be minimal effect on public service and utilities.
4. **Legal Consideration/Reasonableness?** The request is reasonable.
5. **Will the approval have a stabilizing effect on surrounding properties?** There should not be any change on the surrounding properties with the rezoning to recognize the existing use of the property.
6. **Is the site of adequate size for the development?** The lots are developed with single family homes on individual lots.
7. **Will this set a precedent for future rezoning?** This will not set precedent for future rezoning requests since the request is to recognize the existing use of the property.
8. **Should a different zoning classification be requested?** No, R1 is the appropriate zoning classification to recognize the existing homes located on the property.



**Staff Summary:**

The applicant is seeking a rezoning of 3 lots to recognize the existing 3 homes located on individual lots. The homes are considered non-conforming uses of land per the Zoning Ordinance. Non-conforming uses of land are defined by the Zoning Ordinance as a legally established land use that is now prohibited under the current zoning classification and which existed prior to the effective date of the Zoning Ordinance or the date the property was annexed as a nonconforming use of land. The non-conformity may continue provided there is no increase in size, intensity or occupancy or discontinued for a period of 12-consecutive months. The applicant proposes modifications to the property which are not permitted under the current non-conforming status. Staff is supportive of the applicant's request for rezoning from C3 to R1.

# Rezone Case #2025-12



Ortho Map

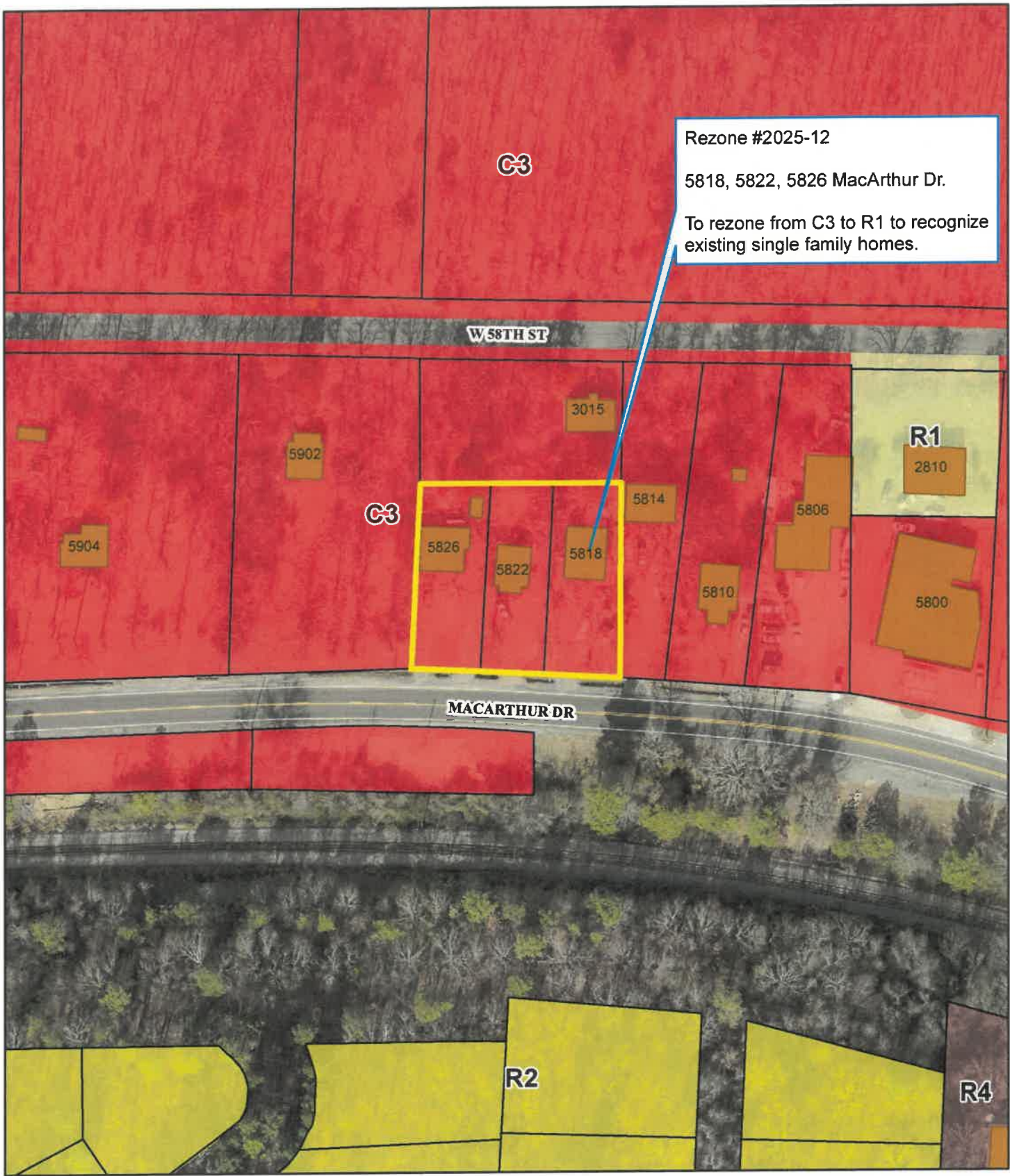
1 inch = 30 feet  
0 15 30 60 Feet

Date: 5/23/2025



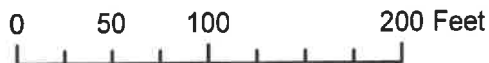


# Rezone Case #2025-12



Zoning Map

1 inch = 100 feet



Date: 5/23/2025