

North Little Rock Planning Commission
Regular Meeting
May 12, 2020

Chairman Clifton called the regular meeting of the North Little Rock Planning Commission to order at 4:00 PM in the Council Chambers, City Hall.

Members Present In-person:

Chambers
Clifton, Chairman

Member Present via Phone / Zoom:

Belasco
Dietz
Foster
White
Wallace

Members Absent:

Banks
Dietz

Staff Present:

Shawn Spencer, Director
Tim Reavis, Assistant Planning Director
Amy Fields, City Attorney
Dustin Free, Fire Marshal's Office
Chris Wilburn, City Engineer
David Cook, Assistant City Engineer

Approval of Minutes:

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

Administrative:

A motion was made and seconded to excuse the members absent. It passed unanimously.

Planning Commission Items:

1. Public Hearing #2020-13 To allow a hillside cut at 3901 JFK Blvd.

The applicant, John Pownall of Thomas Engineering, was present.

Chris Wilburn, City Engineer, stated that notifications to the surrounding property owners had been mailed.

Thomas Engineering has been following all of the regulations up to this point regarding the hillside cut.

Chairman Clifton asked if any staff had received any calls regarding the public hearing.

Mr. Spencer stated that staff had not.

Chairman Clifton called for any comments from the audience.

Commissioner White asked for clarification on where the hillside cut would be located.

Mr. Spencer and Chairman Clifton gave him the location.

Commissioner White asked if the wall would be a soil or dirt barrier.

Mr. Wilburn said that the retaining wall would structurally be part of the project whereas at the site farther down JFK originally there was no wall.

Commissioner White asked what the wall would be made out of.

Mr. Wilburn said it would be made out of segmented blocks.

Mr. Chambers asked Mr. Pownall if the brake shop would be affected. Mr. Pownall said the retaining wall would primarily start after the brake shop.

There were no further comments.

Mr. Foster moved for approval.

Mr. White seconded.

Mr. Clifton called for a vote.

Banks	absent	Dietz	absent	Wallace	Yes
Belasco	Yes	Foster	Yes	White	Yes
Chambers	Yes	Phillips	Yes	Clifton	Yes

Planning Commission voted 7 yes, 2 absent.

A. SD2020-15 Seahawk Transportation Addition, Lot 1 (Replat & SPR at 8026 Rains Rd.)

- 1. Engineering requirements before the plat will be signed:**
 - a. Pay the drainage in-lieu fee of \$5000/acre for commercial/industrial development instead of providing on-site detention.
 - b. Half street improvements previously waived by City Council.
- 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.
 - b. Provide 10' utility easements around property perimeter as shown.
 - c. Provide 40' building line along Central Airport Rd.
 - d. Provide 30' building line along Rains Dr.
- 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. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
 - c. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
 - d. 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.
 - e. Prior to construction, Owner's Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.
- 4. Meet the requirements of Community Planning, including:**
 - a. Provide the standard requirements of Zoning and Development Regulations.
 - b. Will there be a dumpster on site, if so provide dumpster location.
 - c. Dumpster to have masonry screening.
- 5. Meet the requirements of the Master Street Plan, including:**
 - a. Half street improvements for Rains Dr. & Central Airport Rd waived by City Council Ordinance #8792.
- 6. Meet the requirements of the Screening and Landscaping ordinance, including:**
 - a. All disturbed areas are to be sodded, fertilized, watered and mulched.
 - b. Street tree requirements waived by City Council Ordinance #8792.
 - c. Provide 6 foot front yard landscape strip between property line and paving.
 - d. Provide 4 foot side yard landscape strip between property line and paving.
 - e. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.
- 7. Meet the following requirements concerning signage:**
 - a. All signs require a permit and separate review.
- 8. Meet the requirements of the Fire Marshal, including:**
 - a. Provide an approved fire protection plan.

b. Fire Hydrant to be located with 400 ft. of the structure.

9. Meet the requirements of CAW, including:

- a. All CAW requirements in effect at the time of request for water service must be met.
- b. 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. Meet CAW requirements for RPZ, private facilities, fire sprinkler systems, meter size, and meter location.
- 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. 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. Sewer service is not available to the site without a main extension.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve passed with (7) affirmative votes.

B. SD2020-18 Dupriest Subdivision, Lots 1 & 2 – Residential lot split at 119 Whitehead Dr.

1. Engineering requirements before the plat will be signed:

- a. Half street improvements not required due to rural residential area outside city limits.
- b. Provide 25' property line corner radius at Faulkner Lake Rd & Whiteside Dr.

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.
- b. Provide 25' setback lines along Faulkner Lake Rd and Whitehead Dr.
- c. For lot 1, provide 8' setback along west property line and 8' setback along south property line.
- d. For lot 2, provide 25' rear yard setback and 8' side yard setbacks.
- e. Provide 15' utility easement along Faulkner Lake Rd.

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. Provide half of 60' ROW on Faulkner Lake Rd.

5. Meet the requirements of Pulaski County, including:

- a. The county will need perc tests or preliminary soil suitability for new homes on either lot prior to issuing a 911 address.
- b. Show state plane coordinates for the quarter section corner and two of the lot corners.
- c. Provide a Bill of Assurance.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve passed with (7) affirmative votes.

C. SD2020-19 West Commercial Subdivision, Block 2, Lots 4A & 4B (replat – commercial lot split)

1. Engineering requirements before the plat will be signed:

- a. Provide sidewalks or a performance bond for lot 4a. Defer sidewalks for lot 4b to development.

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.
- b. Provide 20' access easement as shown on plat for the two lots to share the existing driveway.
- c. Provide 10' utility and drainage easement on east property line of lot 4A as shown.
- d. Provide 25' drainage easement on south property line of lot 4A as shown.
- e. Provide 10' utility and drainage easement on west property line of lots 4A & 4B as shown.
- f. Provide 10' utility easement on portion of lot 4A that's abutting the rear of lot 4B as shown.

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. Provide 5' sidewalks and ramps with a minimum of 5' green space between sidewalk and curb to ADA standards and City standards for lot 4a. Defer sidewalks for lot 4b to development.

5. Meet the following requirements concerning signage:

- a. All signs require a permit and separate review.

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

- a. Provide an approved fire protection plan.

7. Meet the requirements of CAW, including:

- a. All CAW requirements in effect at the time of request for water service must be met.
- b. Provide a 10' easement along West Commercial Dr.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve passed with (7) affirmative votes.

D. SD2020-17 AC Lewis Addition, Lots 1 & 2 – Replat & SPR at 701 N. Palm St.

1. Engineering requirements before the plat will be signed:

- c. Provide on-site detention.
- d. Provide ½ street improvements (street, drainage, curb and gutter, sidewalk, cross walks) or a performance bond. Street improvements must be approved by City Engineer and accepted by City Council.
- e. Provide 25' property line corner radius at Palm Street and 7th Street.
- f. Provide 40' Drainage Easement along eastern property boundary and for Redwood drainage channel.

2. Planning requirements before the plat will be signed:

- e. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
- f. Provide a 25' wide exclusive sanitary sewer easement to cover the 24" main along the northern property line.
- g. Provide a 10' easement along N. Palm St. and E. 7th St as shown.

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

- f. A signed and recorded plat must be on file with the Planning Department.
- g. If applicable, Provide CNLR Grading Permit application to City Engineer with grading plans.
- h. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
- i. Provide CNLR driveway/curb cut permit application to City Engineer.
- j. Provide CNLR Floodplain Development Permit application to City Engineer.
- k. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
- l. 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.
- m. Prior to construction, Owner's Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.

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

- 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. Label detention area on plans.
- b. If the proposed subdivision/development is located in a FEMA designated floodplain, the first floors of any building or house are to be a minimum of 1' above the 100-Year Base Flood Elevation (BFE). *At the completion of the project, submit Elevation Certificate to City Engineer before CO will be issued.*
- c. 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.
- d. Driveway radii shall be labeled and shall have 25' minimum radii and be built according to CNLR standard details (available at NLR Engineering Department).

- e. Provide 40' Drainage Easement along eastern property boundary and for Redwood drainage channel.
- 5. Meet the requirements of Community Planning, including:**
 - d. Provide the standard requirements of Zoning and Development Regulations.
 - a. All exterior lighting shall be shielded and not encroach onto neighboring properties.
 - b. Site to comply with ADA requirements.
 - c. Planning does not support gravel abutting the property line along E. 7th St.
 - d. Move the fence behind the front building line. Front yard fence not allowed.
 - e. Maximum height of side yard fence is 6 feet including barb wire.
 - f. Maximum height of rear yard fence is 8 feet including barb wire.
 - g. Existing building to be used only as storage.
 - 6. Meet the requirements of the Master Street Plan, including:**
 - a. Provide 5' sidewalks and ramps with a minimum of 5' green space between sidewalk and curb to ADA standards and City standards.
 - b. Provide ½ street improvements.
 - 7. Meet the requirements of the Screening and Landscaping ordinance, including:**
 - a. All disturbed areas are to be sodded, fertilized, watered and mulched.
 - b. Provide automated underground irrigation to all required trees and shrubs.
 - c. Provide street trees 40' on center along E. 7th.
 - d. Provide 7 street trees along N. Palm St. as shown.
 - e. Provide 1 parking lot shade tree as shown.
 - f. Parking lot shade trees must be located within the parking lot or a maximum distance of 10' from the edge of the parking lot.
 - g. Provide 6 foot front yard landscape strip between property line and paving.
 - h. Provide 4 foot side yard landscape strip between property line and paving.
 - 8. Meet the following requirements concerning signage:**
 - a. All signs require a permit and separate review.
 - 9. Meet the requirements of the Fire Marshal, including:**
 - a. Provide an approved fire protection plan.
 - b. Gravel areas shall be able to support 75,000 lbs per the 2012 Fire Code.
 - c. Gate to meet the requirements of the Fire Marshal.
 - 10. Meet the requirements of CAW, including:**
 - a. All CAW requirements in effect at the time of request for water service must be met.
 - b. Provide a 10' easement along Range Line Ave.
 - 11. Meet the requirements of NLR Wastewater, including:**
 - a. Provide a 25' wide exclusive sanitary sewer easement to cover the 24" main along the northern property line.
 - b. Please add the sanitary sewer line to the survey of the property.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve passed with (7) affirmative votes.

E. SD2020-20 Park Hill Addition, Blk 51, Lots 17 &18 – Replat & SPR of Hogg's Meat Market at 3901 JFK Blvd.

- 1. Before the Final Plat will be signed, provide a letter from the City Engineer approving the hillside cut.**
- 2. Meet the requirement of the Jump Start – Commercial-Park Hill Overlay District, including:**
 - a. Utilities from the street to the building to be underground.
 - b. Provide a 6’ landscape buffer between single family residential uses. Buffer to include 6’ tall fence (cannot be chain link or vinyl) and evergreen shrubs planted at 3’ on center and 6’ minimum in height at maturity.
 - c. Facades of the building shall be articulated by at least one discernable architectural element every 20 feet – to be reviewed at the time of building permit.
 - d. 50% of the exterior building façade materials for non-glazed surfaces shall be any mix of stone, brick, or stucco – to be reviewed at the time of building permit.
 - e. 10 ft sidewalk required. City Engineer recommends to allow the sidewalk as proposed. Applicant can seek a City Council waiver of the C-PH sidewalk requirements.
 - f. Street trees shall be placed 40’ on center.
 - g. Any roof mounted mechanical equipment to be screened – to be reviewed at the time of building permit.
 - h. Provide 6’ landscape strip between parking and front property line.
 - i. Maximum driveway width is 24 feet. City Engineer recommends to allow south driveway as shown. Applicant can seek a City Council waiver of driveway width requirements.
 - j. Dumpster to be screened using a street screen that is at least as tall as the trash containers. The street screen to be made up of a living screen or a combination of living and primary building material screen.
- 3. 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 half of 90’ ROW.
 - c. Provide 10’ utility easement along JFK Blvd.
 - d. Provide 10’ front building line.
 - e. Provide letter from City Engineer approving of the hillside cut.
- 4. 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. Provide CNLR Grading Permit application to City Engineer with grading plans.
 - 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 ArDOT driveway permit to City Engineer.
 - e. Provide copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
 - f. 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.
 - g. Prior to construction, Owner’s Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.
- 5. Meet the requirements of the City Engineer, including:**

- a. Provide on-site storm water inlet(s) and connect to ArDOT storm sewer adjacent to property rather than sheet flow off of property onto JFK.
- 6. Meet the requirements of Community Planning, including:**
 - a. Provide the standard requirements of Zoning and Development Regulations.
 - b. No fence is to be within a front building line.
 - c. All exterior lighting shall be shielded and not encroach onto neighboring properties.
- 7. Meet the requirements of the Master Street Plan, including:**
 - a. Provide sidewalks and ramps with to ADA standards and the City's C-PH overlay standards.
 - b. Provide half of 90' ROW.
- 8. Meet the requirements of the Screening and Landscaping ordinance, including:**
 - a. All disturbed areas are to be sodded, fertilized, watered and mulched.
 - b. Provide automated underground irrigation to all required trees and shrubs.
 - c. Provide street trees per the Commercial-Park Hill overlay guidelines.
 - d. Provide 5 parking lot shade trees.
 - e. Parking lot shade trees must be located within the parking lot or a maximum distance of 10' from the edge of the parking lot.
 - f. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
 - g. Provide 6 foot front yard landscape strip between property line and paving.
 - h. Provide buffer between dissimilar uses or zoning per C-PH ordinance. Do not remove trees from full buffers.
- 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. Provide an approved fire protection plan.
 - b. Fire Hydrant required to be within 400 ft. of the building.
 - c. If the occupancy is over 100, the building will need to be sprinkled.
- 11. Meet the requirements of CAW, including:**
 - a. All CAW requirements in effect at the time of request for water service must be met.
 - b. Provide a 10' utility easement along JFK Blvd.
 - c. Submit plans for water facilities and / or fire protection system to CAW for review. Contact CAW regarding procedures for installation of water facilities and/or fire service. Approval of plans by the Arkansas Department of Health Engineering and NLRFD is required.
 - d. The NLRFD needs to evaluate this site to determine whether additional fire hydrants will be required. If necessary, they will be installed at the expense of the developer.
 - e. 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. Public main extension is required to serve lots.
- b. A grease interceptor is required. Please submit a full set of plans for review and sizing.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. There were no additional comments from Commissioners or the audience. The motion to approve passed with (7) affirmative votes.

2. Special Use #2020-7 To allow an event center in a C-4 Zone at 5301 Warden Rd. # H1.

The applicant, Renita Noble of Noble Events, was present.

Chairman Clifton read a letter from the property owner that stated that 43 parking spaces would be available to her for the business. The applicant confirmed that was correct.

Chairman Clifton asked if the fire marshal's office had done a sprinkler system assessment. The applicant said that her occupancy load would be below the threshold that would require a sprinkler system, and that her occupancy load would be 215.

Chairman Clifton asked what staff's recommendation for this application is. Mr. Spencer stated that staff has concerns about the parking situation.

Mr. Chambers said that there was other parking available in the area that with good communication, the parking challenges could be mitigated.

Mr. Foster stated that he hoped the applicant and landlord would work together to create a good parking situation.

Mr. White stated that there is already a parking issue there due to the plasma center. He stated that this use will exacerbate the problem, and does not support it.

Mr. Chambers said the applicant should have a chance at getting her business to work.

Ms. Noble clarified how many people would be in the building in the main banquet room. She does not anticipate having the max 215 people in the building at one time.

There were no comments from anyone in the audience.

Chairman Clifton called for a vote.

Banks	absent	Dietz	absent	Wallace	Yes
Belasco	Yes	Foster	Yes	White	No
Chambers	Yes	Phillips	Yes	Clifton	Yes

The item was approved with 6 affirmative votes, 1 no, 2 absent.

3. Rezone #2020-7 To rezone from R-4 to C-4 to allow for commercial business at 5101 McClanahan Dr. – Postponed

4. Public Hearing #2020-1 To update the NLR Zoning Ordinance

Mr. Spencer stated that the Commissioners would receive a copy of it in the mail this week. If they have questions on it, to give staff a call. Approval of the Zoning Ordinance will be voted on at the June Planning Commission meeting.

Mr. Chambers stated that the acceptable tree list would be updated right up until it was voted on.

Mr. Foster asked about Airbnb legislation and asked about streamlining the City's development review process.

Mr. Spencer stated that Airbnb would not be part of the zoning ordinance but it would be a separate piece of legislation. Any new development processes would be implemented when the subdivision ordinance is updated, which will happen after the zoning ordinance is adopted.

Public Comments/Adjournment:

Motion made to adjourn and seconded. Chairman Clifton adjourned the meeting at 5:15pm.

Respectfully submitted,



Tim Reavis, Planning