

**North Little Rock Planning Commission**  
**Regular Meeting**  
**December 11, 2018**

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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:**

Banks  
Belasco  
Chambers  
Dietz  
Foster  
Phillips  
Wallace  
White  
Clifton, Chairman

**Staff Present:**

Shawn Spencer, Director  
Timothy Reavis, City Planner  
Mike Mosley, Deputy City Attorney  
John Pflasterer, Fire Marshal

**Approval of Minutes:**

Motion was made and seconded to approve the November meeting minutes as submitted. The minutes were approved with (9) affirmative votes.

**Administrative:**

Mr. Clifton announced that Item #2, Rezone #2018-19 to rezone property from R-2 to C-2 to allow for commercial development at property on Windsong Dr, was postponed.

**Subdivision Administrative:**

**SD2018-76 Havens Commercial Addition, Lot 1R (Replat & SPR of a commercial lot located at 12209 Hwy 70)**

- 1. Provide City Council Ordinance abandoning the easement that was originally platted with "Lot 1"**
- 2. Engineering requirements before the plat will be signed:**
  - a. Provide on-site detention and submit detention calculations showing pre and post stormwater runoff comparisons so that post does not exceed pre stormwater runoff.
  - b. Show detail of proposed drainage swales and discharge structures in ROW.
  - c. Commercial Driveways shall have 25' minimum radii and be built according to CNLR standard.
  - d. Approval of final plat shall not be deemed as acceptance of any street or other dedications shown on the plat for long-term maintenance by the city. Owner shall submit for dedication approval to city council at the end of construction. A 2 year maintenance bond, valued at 50% of the improvements, is required.
  - e. Drainage easement required as shown.
- 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. Show centerlines on Hwy 70 & Hwy 391
  - c. Provide 10' utility easements around property perimeter as shown.
- 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. A Pre-Construction meeting must be scheduled with the City Engineer for any projects that require work within street ROW.
  - c. Provide CNLR Grading Permit application to City Engineer with grading plans.
  - d. Provide CNLR Stormwater Permit application to City Engineer with 11" X 17" erosion control plan showing silt fence, storm inlet protection, and drainage details.
  - e. Provide copy of ARDOT driveway permits for Hwy 391 and Hwy 70.
  - 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.
  - h. Prior to construction, Owner's Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to NLR Planning Department.
  - i. 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.

**5. 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.

**6. Meet the requirements of Community Planning, including:**

- a. Provide the standard requirements of Zoning and Development Regulations.
- b. Dumpster to have masonry screening.
- c. No fence is to be within a front building line.
- d. All exterior lighting shall be shielded and not encroach onto neighboring properties.
- e. Show parking calculations to justify the number of parking spots

**7. 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.

**8. Meet the requirements of the Screening and Landscaping ordinance, including:**

- a. All disturbed areas are to be sodded or seeded, fertilized, watered and mulched.
- b. Provide automated underground irrigation to all required trees and shrubs.
- c. Provide (14) street trees 40' on center.
- d. Provide (17) 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 4 foot side yard landscape strip between property line and paving.
- i. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.

**9. Meet the following requirements concerning signage:**

- a. All signs require a permit and separate review.
- b. Provide sign location on site plan.
- c. No pole sign permitted.
- d. No electronic changeable copy sign permitted.
- e. Allow monument sign along Hwy 70.
- f. Allow Silo Sign along Hwy 391.

**10. Meet the requirements of the Fire Marshal, including:**

- a. Provide an approved fire protection plan.
- b. North side of building should have enough room for firefighters to maneuver a hand line for the length of the building.
- c. Fire hydrants to be within 400 feet of all areas of building.
- d. Provide all weather access to three sides of the building.

- e. All exterior portions of a building must be within 150' of a FD access road.

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

- a. Water is available to the site.
- b. All CAW requirements in effect at the time of request for water service must be met.
- c. If there are facilities that need to be adjusted and/or relocated, contact CAW. That work will be done at the expense of the developer.
- d. Contact Central Arkansas Water regarding procedures for installation of water facilities and/or fire service. Contact Central Arkansas Water for New Service applications; regarding the size and location of the water meter.
- e. Meet CAW requirements for RPZ, private facilities, fire sprinkler systems, meter size, and meter location.
- f. Approval of plans by AR Dept of Health Engineering Division is required.
- g. 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.
- h. Contact CAW Cross-connection control for requirements concerning backflow protection on meter service. 377-1228.

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

- a. Provide 15' easement for sewer main on plat.
- b. Grease interceptor required for restaurant. Please send plumbing plans for grease interceptor sizing requirements.
- c. Hill Lake Connection Fee required.
- d. Please submit revised plans for sewer extension to NLRW for review and approval.

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 (9) affirmative votes.

**B. SD2018-77      Oakley Industrial Addition, Lot 1R (Replat & SPR of an industrial development located at 201 Oakley Dr.)**

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

- a. Provide on-site detention and submit detention calculations showing pre and post stormwater runoff comparisons so that post does not exceed pre stormwater runoff.
- b. Note: approval of final plat shall not be deemed as acceptance of any street or other dedications shown on the plat for long-term maintenance by the city. Owner shall submit for dedication approval to city council at the end of construction. A 2 year maintenance bond, valued at 50% of the improvements, is required.
- c. Defer ½ street improvements (street, drainage, curb and gutter, sidewalk, cross walks) along Gribble St. & Cheryl St. until development occurs adjacent to those streets.

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

- d. Show existing easements that are on recorded plat from 1977.
- 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 10' utility easements around property perimeter, allow any existing encroachments.
- g. Show 30ft. building line on drawing. Allow existing encroachments into the building line.

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

- j. A signed and recorded plat must be on file with the Planning Department.
  - k. Provide CNLR Floodplain Development Permit application to City Engineer.
  - l. Provide CNLR Grading Permit application to City Engineer with grading plans.
  - m. Provide CNLR Stormwater Permit application to City Engineer with 11" X 17" erosion control plan showing silt fence, storm inlet protection, and drainage details.
  - n. Provide copy of Arkansas Department of Health approval for water and sewer facilities to NLR Planning Department.
  - o. Prior to construction, Owner's Architect/Engineer shall submit approved preliminary plat, construction plans and specifications (PDF format) to NLR Planning Department.
- 4. Meet the requirements of the City Engineer, including:**
- d. Prior to any excavation/street cuts within street ROW, provide CNLR Excavation Permit to City Engineer and Barricade Plan Permit to NLR Traffic Services.
  - e. Contractor shall notify City Engineer at least 1 day prior to the construction of all stormwater pipes and inlet structures within City ROW.
  - f. 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.
- 5. Meet the requirements of Community Planning, including:**
- f. Provide the standard requirements of Zoning and Development Regulations.
  - g. No dumpster for the site is planned. If a dumpster is added, masonry screen required.
  - h. All exterior lighting shall be shielded and not encroach onto neighboring properties.
  - i. Building & Parking (including ramp) to meet ADA requirements.
- 6. Meet the requirements of the Master Street Plan, including:**
- c. Sidewalks not required due to location in industrial subdivision.
  - d. Defer ½ street improvements along Gribble and Cheryl St. until develop occurs adjacent to those streets.
- 7. Meet the requirements of the Screening and Landscaping ordinance, including:**
- j. All disturbed areas are to be sodded or seeded, fertilized, watered and mulched.
  - k. Provide automated underground irrigation to all required trees and shrubs.
  - l. Provide 1 parking lot shade tree.
  - m. Parking lot shade trees must be located within the parking lot or a maximum distance of 10' from the edge of the parking lot.
  - n. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
  - o. Provide 6 foot front yard landscape strip between property line and paving.
  - p. Provide 4 foot side yard landscape strip between property line and paving.
  - q. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.
- 8. Meet the following requirements concerning signage:**
- g. All signs require a permit and separate review.
  - h. No pole sign permitted.
  - i. No electronic changeable copy sign permitted.
- 9. Meet the requirements of the Fire Marshal, including:**
- f. Provide an approved fire protection plan.
  - g. Meet the Fire Marshal's requirements for access.
  - h. Meet Fire Marshal's requirements on fire hydrant location.
  - i. Provide all weather access to three sides of the building.

j. All exterior portions of a building must be within 150' of a FD access road.

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

- i. Water service is not available to the site without an extension of facilities.
- j. All CAW requirements in effect at the time of request for water service must be met.
- k. If there are facilities that need to be adjusted and/or relocated, contact CAW. That work will be done at the expense of the developer.
- l. Meet CAW requirements for RPZ, private facilities, fire sprinkler systems, meter size, and meter location.
- m. Approval of plans by AR Dept of Health Engineering Division is required.
- n. Proposed water facilities will be sized to provide adequate pressure and fire protection.
- o. Fire hydrants must be placed within 400' of farthest point of proposed building and no farther than 150' from the nearest point. Contact NLR Fire Dept to obtain information regarding placement of fire hydrants and fire flow requirements.
- p. Contact CAW regarding procedures for installation of water facilities and/or fire service.
- q. Contact CAW for New Service applications; regarding the size and location of the water meter.
- r. 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. That work would be done at the expense of the developer.
- s. Approval of plans by the Arkansas Department of Health Engineering Division and North Little Rock Fire Department is required.
- t. Contact CAW Cross-Connection Control for requirements concerning backflow protection on meter service(s) 377-1228.

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

- e. Include easements for all public sewer mains of the plat.
- f. Will the structure contain a kitchen/food prep area? If so, a grease interceptor is required. Please submit plumbing plans for review.

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 (9) affirmative votes.

**C. A one-time, one-year extension on the previously approved case - SD2017-42 The Villas at Northwood Creek, Lots 1-79 and Lots A-H (Preliminary Plat of a residential & commercial subdivision located on Crystal Hill Rd.)**

Mr. Chambers stated the Development Review Committee supported the extension. There were no additional comments from Commissioners or the audience. The motion to approve passed with (9) affirmative votes.

**Public Hearings:**

**1. Special Use 2018-15**

To allow a daycare center and adult education in a C-1 zone at property located at 5800 Alpha St.

The applicant, Mr. Andrew Rodgers, was present. He stated he had received and agreed to the conditions of the special use.

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

Betty Williams of Mt. Pleasant Baptist Church next door to the location wanted to speak. She had no opposition, just wanted more information. Ms. Williams asked about the hours of operation.

Mr. Chambers stated the 24 hours a day was for the daycare only.

Mr. Foster stated the applicant was not required to operate 24 hours a day, but had that option.

There were no further comments.

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

<b>Banks</b>	<b>Yes</b>	<b>Dietz</b>	<b>Yes</b>	<b>Wallace</b>	<b>Yes</b>
<b>Belasco</b>	<b>Yes</b>	<b>Foster</b>	<b>Yes</b>	<b>White</b>	<b>Yes</b>
<b>Chambers</b>	<b>Yes</b>	<b>Phillips</b>	<b>Yes</b>	<b>Clifton</b>	<b>Yes</b>

Rezone #2018-15 was approved with (9) affirmative votes.

**2. Rezone #2018-19 (postponed)**

To rezone property from R-2 to C-2 to allow for commercial development at property on Windsong Dr.

**Public Comments/Adjournment:**

Mr. Chambers thanked Tim Reavis for calling the role in reverse.

Chairman Clifton wished everyone a Merry Christmas and Happy New Year.

Meeting was adjourned at 4:12 PM.

Respectfully Submitted:



Tim Reavis, Planning