

North Little Rock Planning Commission
Regular Meeting
August 13, 2019

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
Chambers
Dietz
Phillips
White, Vice- Chairman
Belasco
Clifton, Chairman
Wallace
Foster

Members Absent:

Staff Present:

Shawn Spencer, Director
Timothy Reavis, Assistant Director
Amy Fields, City Attorney
Alyson Jones, Secretary

Approval of Minutes:

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

Administrative:

Chairman Clifton stated that Rezone 2019-10 was postponed and would not be heard at the August meeting.

Chairman Clifton asked Mr. Spencer what action had been taken for the sidewalk waivers.

Mr. Spencer stated the sidewalk waivers created calls with questions and concerns. He stated he talked with legal. They agreed that Planning Commission does not have the power to waive sidewalks. A sidewalk waiver must pass through City Council. Mr. Deitz made a motion to approve the July meeting minutes as submitted. Mr. Chambers seconded the motion with no dissent.

Subdivision Administrative:

SD2019-31 Topps Subdivision, Block 67, Lot 13R (replat of a residential lot at 3003 Gribble St.)

- 1. 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 easement along north and south property lines as shown.
 - c. Provide 5' utility easement along east and west property lines as shown.
 - d. Allow existing encroachment.
- 2. Meet the requirements of Community Planning, including:**
 - a. Provide the standard requirements of Zoning and Development Regulations.
- 3. 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.
- 4. Meet the requirements of the Screening and Landscaping ordinance, including:**
 - a. All disturbed areas are to be sodded, fertilized, watered and mulched.
 - b. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.
- 5. Meet the following requirements concerning signage:**
 - a. All signs require a permit and separate review.
- 6. Meet the requirements of the Fire Marshal, including:**
 - a. Provide an approved fire protection plan.
 - b. Meet Fire Marshal's requirements on fire hydrant location.
 - c. Fire hydrants to be within 400 feet of all areas of building.
- 7. Meet the requirements of CAW, including:**
 - a. All CAW requirements in effect at the time of request for water service must be met.
- 8. Meet the requirements of NLR Wastewater**

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.

SD2019-33 Lakewood Gardens, Lot 1 (SPR townhomes located at 4700 Randolph Rd.)

- 1. Engineering requirements on detention:**
 - a. Storm water on-site detention plan requirements are associated with the preliminary plat previously approved by Planning Commission.
- 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. Provide on-site stormwater detention calculations showing pre and post site runoff comparisons, such that post runoff does not exceed pre runoff.
 - 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 applications for each driveway to City Engineer.
- f. Provide pdf 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. Contractor shall notify City Engineer at least 1 day prior to the construction of all stormwater pipes and inlet structures within City ROW.
- c. Show and label boundary of detention pond.
- d. If applicable, 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. Driveways shall not be closer than 40' to adjoining streets or 5' from adjoining property lines.
- f. Widths of driveways shall be 10' minimum to 20' maximum.
- g. All driveways are to be concrete within the ROW.

4. Meet the requirements of Community Planning, including:

- b. Provide the standard requirements of Zoning and Development Regulations.
- c. No dumpster is planned for this development. If a dumpster is added later, a masonry screen will be required.
- d. No fence is to be within a front building line.
- e. All exterior lighting shall be shielded and not encroach onto neighboring properties.
- f. Provide 2 parking spots per unit.

5. Meet the requirements of the Master Street Plan, including:

- b. Provide 5' sidewalks and ramps with a minimum of 5' green space between sidewalk and curb to ADA standards and City standards.

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

- c. All disturbed areas are to be sodded, fertilized, watered and mulched.
 - d. Provide automated underground irrigation to all required trees and shrubs.
 - e. Provide screen of trees every 20 feet or shrubs every 6 feet between this development and adjacent lots that contain single family houses.
 - f. Provide 8 street trees along Lancing as shown on drawing.
 - g. Provide 5 street trees along McCain as shown on drawing.
 - h. Provide 10 street trees along Randolph as shown on drawing.
 - i. Provide 4 parking lot shade trees.
 - j. Parking lot shade trees must be located within the parking lot or a maximum distance of 10' from the edge of the parking lot.
 - k. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
 - l. Provide 6 foot front yard landscape strip between property line and paving.
 - m. Provide 4 foot side yard landscape strip between property line and paving.
 - n. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.
- 7. Meet the following requirements concerning signage:**
- b. All signs require a permit and separate review.
- 8. Meet the requirements of the Fire Marshal, including:**
- d. Provide an approved fire protection plan.
- 9. Meet the requirements of CAW, including:**
- b. All CAW 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.
 - d. Approval of plans by the Arkansas Department of Health Engineering Division is required.
 - e. 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.
 - 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. 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.
- 10. Meet the requirements of NLR Electric, including:**
- a. The proposed building on the west side furthest north could cause issues with our pole to the east of it. We need at least 10' separation and it doesn't look like we're going to get it. Moving this pole could cause issues on the single phase line that runs north.

- b. The new plan does not show a retaining wall, and all the previous plans did. Previously, we weren't going to serve the west side houses from our pole line that runs behind them, but from a single phase UG we would install in front of the houses (along Randolph). Since the retaining wall is not shown, we could potentially serve the houses from the back, which would save some money.

11. Meet the requirements of NLR Wastewater, including:

- a. Proposed buildings appear to encroach on the sanitary sewer mains and easements.
- b. Plan to relocate the sanitary sewer mains or adjust the proposed building layout.

Chairman Clifton asked staff if the property was properly zoned for the townhomes.

Mr. Spencer stated that it is for this type of residential structure.

Mr. White inquired on where the access to the townhomes would be.

Mr. Spencer stated there would be an entrance off of Randolph road and Lancing road.

Mr. White asked if these homes were for purchase or for rent.

Bear Davidson of Halff + Marlar stated that he plans on renting them out.

Mr. White asked if the homes would be built to fit well with the neighborhood.

Mr. Davidson stated that they are geared towards ages 62 and up as well as being high end townhomes.

Chairman Clifton asked the applicant how much the rent would run for one of the townhomes.

Mr. Davidson stated that the rent would run around \$2,400 to \$2,900 per month.

Mr. Spencer reassured that it was permitted by right.

Mr. White asked if there would be a sign and if so, where would it be located.

Mr. Davidson stated that there would be a monument sign off of Randolph.

Mr. Chambers stated the applicant met with the Development Review Committee and has agreed to all the requirements. The motion to approve passed with (9) affirmative votes.

SD2019-34 Calvary Addition, Lot 1 (SPR of a school expansion located at 1401 Calvary Rd)

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

- j. Pay the drainage in lieu of fee of \$5,000 per acre for added impervious surfaces instead of providing on-site detention.
- k. Provide CNLR Grading Permit application to City Engineer with grading plans.

- l. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan showing silt fence, storm inlet protection, and drainage details.
- m. Provide pdf copy of Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit to City Engineer.
- n. 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.
- o. Prior to construction, Owner's Architect/Engineer shall submit signed construction plans (including signed retaining wall plans) and specifications (PDF format) to NLR Planning Department.
- p. Provide NLR Electric approval, before a building permit will be issued.
- 2. Meet the requirements of the City Engineer, including:**
 - a. Meet the requirements of the hillside cut ordinance.
- 3. Meet the requirements of Community Planning, including:**
 - g. Provide the standard requirements of Zoning and Development Regulations.
 - h. Allow fence to be retained as shown.
 - i. Provide letter from City Engineer stating whether or not this is a hillside cut.
- 4. Meet the requirements of the Master Street Plan, including:**
 - c. Sidewalk have previously been waived for this property.
- 5. Meet the requirements of the Screening and Landscaping ordinance, including:**
 - o. All disturbed areas are to be sodded, fertilized, watered and mulched.
 - p. Provide automated underground irrigation to all required trees and shrubs.
 - q. Provide 2 additional trees and show locations on site plan.
 - r. Parking lot shade trees must be located within the parking lot or a maximum distance of 10' from the edge of the parking lot.
 - s. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.
- 6. Meet the following requirements concerning signage:**
 - c. All signs require a permit and separate review.
- 7. Meet the requirements of the Fire Marshal, including:**
 - e. Provide an approved fire protection plan.
 - f. Must meet requirements of NFPA 13, NFPA 72, Arkansas IFC, Arkansas IBC, CAW requirements for fire hydrants.
 - g. Provide signage and curb painting indicating rear of building is for Fire access.
 - h. Provide minimum of 20' wide access to rear of building.
- 8. Meet the requirements of CAW, including:**
 - h. All Central Arkansas Water requirements in effect at the time of request for water service must be met.
 - i. 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 NLR Fire Department is required.
 - j. 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.

- k. 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.
- l. 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.

9. Meet the requirements of NLR Wastewater, including:

- a. Provide acid neutralization tank prior to discharging to the public sanitary sewer.
- b. Please plan to connect the appropriate fixtures to an approved grease interceptor.
- c. Please make a formal submittal to NLRW for review and approval.

10. Meet the requirements of NLR Electric, including:

- a. With this proposed building expansion, NLRED truck access is being blocked to a transformer. Provide a letter from First Pentecostal Church accepting responsibility for any and all costs involved with changing out transformers #14790 & #12544. This is a different transformer that was previously addressed with another project. See attached letter from NLR Electric.

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 (8) affirmative votes. Chairman Clifton did not vote.

SD2019-35 Butler Gardens, Lot 3R & 4R (replat of a residential lot located on Russell Rd)

1. 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.

2. Meet the requirements of Community Planning, including:

- b. Provide the standard requirements of Zoning and Development Regulations.
- c. Allow existing encroachment to the front building line.

3. Meet the requirements of the Master Street Plan, including:

- d. Provide 5' sidewalks and ramps with a minimum of 5' green space between sidewalk and curb to ADA standards and City standards.

4. Meet the requirements of CAW, including:

- e. All CAW requirements in effect at the time of request for water service must be met.

5. Meet the requirements of NLR Wastewater, including:

- f. Provide a 15' wide exclusive sanitary sewer easement centered over the public main traversing through existing lot 5.

6. Meet the requirements of Pulaski County, including:

- g. Provide 15' front and 25' rear setbacks on Lot 3R.

- h. Provide 25' front and 25' rear setbacks on Lot 4R.
- i. Add the County's certificate of Final Plat approval
- j. A bill of assurance will need to go with the final plat.

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.

Public Hearings:

1. Rezone #2019-10: Postponed

Public Comments/Adjournment:

Chairman Clifton asked if there were any other questions or comments.

Mr. White expressed his concern about the big pipes and water issue with the North Hills apartments.

Mr. Deitz made a motion to adjourn.

Chairman Clifton adjourned the meeting at 4:16pm.

Respectfully Submitted:



Tim Reavis, Planning