

North Little Rock Planning Commission
Regular Meeting
April 14, 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:

Banks
Belasco
Dietz
Foster
White
Wallace

Members Absent:

Phillips

Staff Present:

Shawn Spencer, Director
Mike Mosley, Deputy City Attorney
Dustin Free, Fire Marshal's Office

Approval of Minutes:

Motion was made and seconded to approve the March meeting minutes. The minutes were approved with (8) affirmative votes.

Administrative:

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

Director Spencer discussed the procedures for the meeting.

Planning Commission Items:

1. Rezone #2020-5: To rezone property from I-2 to O-1 and to amend the Land Use Plan from Multi-family to Public to allow for a school at 9701 White Oak Dr.

The applicant, Josh Minton of Minton Engineering, stated that he had the staff report.

Director Spencer asked Mr. Minton to give an overview of the project. Mr. Minton discussed the site and the plans for the property.

Mr. Spencer asked a list of questions that had been asked via email.

Rob McGill of Academics Plus discussed questions related to lighting, size of school, buffer along the north property line, a traffic study being done, and construction timeline.

Clayton Vayden with Lewis Architects discussed the traffic study being done by Peters Engineering.

Mr. Spencer asked for clarification for the buffer along the north property line.

Mr. McGill said it would be 30 ft of undisturbed, and that the only part of the property that will be cleared will be for construction.

Mr. Orlando Martinez, a nearby resident, asked if there would be two soccer fields.

Mr. McGill said the secondary field would be a practice field if the primary field can't be artificial field.

Mr. Martinez expressed concerns about kids walking through his property after school let out and about lighting from the sports fields.

Ms. Shirley Fields, who owns property nearby, asked for clarification on where the North Little Rock City Limits were, relative to this project. She was offered a map.

Mr. Foster asked if bicycle usage was incorporated into the traffic study.

Mr. Vayden commented on the nearby bike paths, and discussed plans to incorporate bike access.

Mr. Chambers discussed the lighting issue. He asked the applicant to provide a lighting plan, and to increase the buffer.

Mr. Minton and Mr. McGill agreed to submit a plan for mitigating the lighting effects for the neighboring properties that would be reviewed prior to a building permit being submitted. An increase in a buffer would not be economically feasible, but will incorporate supplemental plantings into the project.

Mr. White called for question.

Mr. Clifton called for a vote.

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

Planning Commission approved the rezone 8 yes, 1 absent.

2. SD2020-13 Academics Plus Charter School, Lot 1 – Preliminary Plat & SPR of a high school located at 9701 White Oak Crossing

The conditions were amended to include the supplemental plantings along the north buffer, and one to include a photometric plan. The amendment passed unanimously.

1. Engineering requirements on detention:

a. Provided detention calculations are approved.

2. Engineering requirements before the final plat/replat will be signed:

a. ½ street improvements not required because of White Oak Crossing being recently constructed.

3. Provide a traffic study to the City Engineer. Before a Certificate of Occupancy is issued, provide a letter from the City Engineer stating any requirements resulting from the review of traffic study have been completed.

4. Provide a City Council ordinance rezoning the property to O-1.

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. Set the 2 required subdivision boundary corner monuments with blank brass caps.

c. Obtain and submit a standard control data form for each required subdivision boundary corner tied to a NLR geodetic control monument by closed traverse.

d. Provide half of 80' ROW.

e. Provide 10' utility easement along west and east property lines.

f. Provide 15' utility easement along White Oak Crossing.

g. Provide 30' undisturbed area on the north property line except in northeast corner.

6. 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. Provided detention calculations are approved.

c. Provide copy of Corps of Engineers (COE) 404 Clearance / Permit to City Engineer.

d. Provide CNLR Grading Permit application to City Engineer with grading plans.

e. Provide CNLR Stormwater Permit application to City Engineer with half size erosion control plan

showing silt fence, storm inlet protection, and drainage details.

f. Provide CNLR driveway/curb cut 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.
 - i. Prior to construction, Owner's Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.
 - j. Provide a photometric plan to ensure outdoor stadium lights do not encroach onto neighboring properties.
- 7. 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. Provided detention is approved.
 - c. Label driveway width and radii.
 - d. Cross drains in the ROW shall be 18" minimum.
- 8. 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 for parking lots, ball fields, etc. be shielded and not encroach onto neighboring properties.
- 9. 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.
- 10. 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 (23) street trees as shown.
 - d. Provide (37) parking lot shade trees as shown.
 - 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 supplemental plantings along the north buffer line.
- 11. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.**
- a. Option 1 (with no practice field)
 - i. Provide a full buffer of pine trees planted 5' on center in alternating rows between the northern property line and the existing edge of trees.
 - ii. Until the full buffer of pine trees provides a vegetative screen with no visual breaks, the northern 200' of the property shall serve as the buffer.
 - b. Option 2 (with a practice field)
 - i. Provide a full buffer along the western part of the northern property line. The full buffer shall consist of 500' of evergreen trees as shown on landscape plan to be planted in the required 30' buffer area.

- ii. Provide a full buffer along the remaining eastern part of the northern property line. The full buffer shall consist of pine trees planted 5' on center in alternating rows between the northern property line and the existing edge of trees.

12. Meet the following requirements concerning signage:

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

13. 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. Meet the requirements of AFC for educational structures.

14. Meet the requirements of CAW, including:

- a. Central Arkansas Water has a 30-inch transmission main along the north side of White Oak Crossing. Care must be taken to protect this water line and any appurtenances, such as access and air release vaults, or monumentation which may be in the area. No signs, light poles, dumpster pads or other structures on foundations will be allowed within 10-feet of the water line. Paved parking and driveways are allowed. Field verification of the pipeline depth and location will need to be made by the developer. Construction of the proposed improvements must be performed with materials and techniques that will not harm or damage the pipelines or interfere with their operation. Due to the critical nature of the 30-inch water line located near this grading please contact CAW at 501-594-5261, 24 hours prior to any work within the water line Right-of-Way.
- b. Provide a minimum 15-foot utility easement along White Oak Crossing road frontage for the lot.
- c. All Central Arkansas Water requirements in effect at the time of request for water service must be met.
- d. 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.
- e. 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.
- f. 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.
- g. 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.

- h. 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.

15. Meet the requirements of NLR Wastewater, including:

- a. White Oak Connection Fee required to connect to public sanitary sewer.
- b. Please make formal submittal to NLRW, including plumbing plans, for review.

There were no additional comments from Commissioners or the audience. The applicant agreed to the conditions. The motion to approve as amended passed with (8) affirmative votes.

3. Rezone #2020-6 To rezone property from C-1 to O-1 and to amend the Land Use Plan from Quiet Business to Public to allow for a school at 5800 Alpha St.

Josh Minton, Minton Engineering, was representing the applicant, Arch Ford. He stated it was rezoning back to O-1 so that an alternative school could go in.

Mr. Spencer stated that no opposition has come forward to the planning department.

There were no comments from the audience or the Commissioners.

Chairman Clifton called for a vote on the application.

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

4. Special Use #2020-6 To allow an after school program in a C-4 zone located at 4316 Landers Rd.

The applicant, Nosakhere Holcomb of Northside Sports Corporation, was present. He agreed to all conditions.

Mr. Spencer stated there were no call on this application.

The Conditions are as follows:

1. Hours of operation 6AM – 9PM Monday - Saturday.
2. If a playground is added, it is to be directly accessed from the building.
3. If a playground is added, it is to have emergency exit away from the building.
4. If a playground is added, it is to include a 6’ wood privacy fence.
5. Applicant must meet all applicable Federal, State, County, and City requirements.
6. Business license to be issued after Planning Staff confirmation of requirements.
7. If a playground is added, it is to meet DHS requirements for playground surface and equipment.

8. Perform a sex offender residence check through the NLR Police Department according to their rules and procedures, to determine if a level 3 or level 4 registered sex offender resides within 2000 feet of the proposed site for the facility.
9. Applicant/owner understands that failure to comply with these conditions may result in loss of the Special Use and/or loss of Business License and/or removal of Electric Power Meter.

There were no comments from the audience or the Commissioners.

Chairman Clifton called for a vote on the application.

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

5. SD2020-12 Crystal Hill Subdivision, Lots 18R & 19R – Replat at 6012 Crystal Hill Rd.

- 1. Engineering requirements before the final plat/replat will be signed:**
 - b. On-site detention will be determined at the time of future development.
 - c. ½ street improvements (street, drainage, curb and gutter, sidewalk, cross walks) will be determined at the time of future development.
- 2. Planning requirements before the plat will be signed:**
 - h. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
 - i. Provide (10') utility easement on front property line.
 - j. Provide half of 70' ROW.
- 3. Meet the requirements of Community Planning, including:**
 - f. Provide the standard requirements of Zoning and Development Regulations.
 - g. No fence is to be within a front building line.
 - h. All exterior lighting shall be shielded and not encroach onto neighboring properties.
 - i. Provide a privacy fence between liquor store and a residence. Fence to extend from rear property line to the front building line of the liquor store.
 - j. Due to existing conditions, allow 58' wide commercial lot (lot 18R).
- 4. Meet the requirements of the Master Street Plan, including:**
 - b. Provide half of 70' ROW dedication.
- 5. Meet the requirements of the Screening and Landscaping ordinance, including:**
 - 16.** All disturbed areas are to be sodded, fertilized, watered and mulched.
 - 17.** Provide wood fence buffer between dissimilar uses or zoning. Do not remove trees from full buffers.
- 6. Meet the following requirements concerning signage:**
 - b. All signs require a permit and separate review.
- 7. Meet the requirements of the Fire Marshal, including:**
 - d. Provide an approved fire protection plan.
- 8. Meet the requirements of CAW, including:**
 - i. Provide a 10-foot utility easement for the lots along Crystal Hill Rd.
- 9. Meet the requirements of NLR Wastewater, including:**

- a. Sewer is not available to the site.

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.

6. SD2020-16 RCA Addition, Lot 1 – Replat & SPR of a Veterans Dormitory located at 1401 Moss St.

- 1. Provide City Council Ordinance waiving the parking requirements of the Zoning Ordinance.**
- 2. Engineering requirements before the final plat/replat will be signed:**
 - d. Pay the drainage in-lieu fee of \$5000/acre for commercial development instead of providing on-site detention.
 - e. Replace broken curbs on Moss St.
- 3. Planning requirements before the plat will be signed:**
 - k. Plat will be submitted to NLR Planning Department in CAD compatible DXF and/or DWG format, tied to Arkansas State Plane Coordinates.
 - l. Provide 10' utility easement on east property line.
 - m. Provide 15' box culvert, utility, and drainage easement on east property line.
 - n. Provide 20' easement on the plat covering the sewer main on the property.
 - o. Provide 19' & 15.5' building line on east side of property along Moss St.
- 4. Permit requirements/approvals submitted before a building permit will be issued:**
 - k. A signed and recorded plat must be on file with the Planning Department.
 - 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 CNLR driveway permit application to City Engineer for each driveway.
 - n. Prior to construction, Owner's Architect/Engineer shall submit signed construction plans and specifications (PDF format) to NLR Planning Department.
 - o. 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.
- 5. Meet the requirements of the City Engineer, including:**

- e. Prior to any excavation/street cuts within street ROW, provide CNLR Excavation Permit to City Engineer and Barricade Plan Permit to NLR Traffic Services.
 - f. Contractor shall notify City Engineer at least 1 day prior to the construction of any stormwater pipes and inlet structures within City ROW.
 - g. 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.
 - h. Driveway dimensions and radii shall be acceptable to Fire Department and be built according to CNLR standard details (available at NLR Engineering Department).
- 6. Meet the requirements of Community Planning, including:**
- k. Provide the standard requirements of Zoning and Development Regulations.
 - l. Provide dumpster location.
 - m. Dumpster to have masonry screening.
 - n. No fence is to be within a front building line.
 - o. All exterior lighting shall be shielded and not encroach onto neighboring properties.
- 7. Meet the requirements of the Master Street Plan, including:**
- c. Provide 5' sidewalks and ramps with a minimum of 5' green space between sidewalk and curb to ADA standards and City standards.
- 8. Meet the requirements of the Screening and Landscaping ordinance, including:**
- 18. All disturbed areas are to be sodded, fertilized, watered and mulched.
 - 19. Provide automated underground irrigation to all required trees and shrubs.
 - 20. Provide (6) street trees 40' on center.
 - 21. Provide (2) parking lot shade trees.
 - 22. Parking lot shade trees must be located within the parking lot or a maximum distance of 10' from the edge of the parking lot.
 - 23. Provide a continuous screen of shrubs for any parking spots that face a street or abutting property.
 - 24. Provide 6 foot front yard landscape strip between property line and paving.
 - 25. Provide 4 foot side yard landscape strip between property line and paving.
 - 26. Provide buffer between dissimilar uses or zoning. Do not remove trees from full buffers.
- 9. Meet the following requirements concerning signage:**
- c. All signs require a permit and separate review.
- 10. Meet the requirements of the Fire Marshal, including:**
- e. Provide an approved fire protection plan.
 - f. Meet Fire Marshal's requirements on fire hydrant location.
- 11. Meet the requirements of CAW, including:**
- j. All CAW requirements in effect at the time of request for water service must be met.
 - k. 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.
 - l. 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.

- m. 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.
- n. 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.

12. Meet the requirements of NLR Wastewater, including:

- a. Provide 20' easement on the plat covering the sewer main on the property.

13. Meet the requirements of NLR Electric, including:

- a. Provide 10' easement on the west side 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, (1) abstain by Mr. Dietz.

Public Comments/Adjournment:

Motion made to adjourn and seconded. Chairman Clifton adjourned the meeting at 5:00pm.

Respectfully submitted,


Tim Reavis, Planning