Planning Commission  
February 4, 2016

CITY OF CONWAY
PLANNING COMMISSION MEETING
THURSDAY, FEBRUARY 4, 2016
CITY HALL CONFERENCE ROOM – 229 MAIN STREET – 5:30 P.M.

Present:  David Jordan, Brian O’Neil, Chris Guidera, Wren McMeekin
Absent:  Chris Sansbury, Brantley Green, Jim Young
Staff:  Adam Emrick, Planning Director; Barbara Tessier, Secretary
Others:  N/A

I. CALL TO ORDER

Acting Chairman Jordan called the meeting to order at 5:39 p.m.

II. APPROVAL OF MINUTES

Guidera made a motion, seconded by McMeekin, to approve the January 7, 2016 minutes as written. The vote in favor was unanimous. The motion carried.

III. AMENDMENT TO THE UNIFIED DEVELOPMENT ORDINANCE

A. Consideration of an amendment to Article 10 of the Unified Development Ordinance (UDO) to amend the Park and Open Space Dedication requirements.

Emrick said Article 10 of the UDO required developers to set aside land for park, recreation and/or open space with every new development intended for the use of the residents of the development. He said that every development of five lots or more were required to provide a minimum of 15% of the total site as open space. He said if the open space provided was classified as passive, more total open space would be required.

Emrick said no more than 25% of the required open space could be water surfaces, nor would wetlands be considered suitable for open space. He said the minimum size of open space would be one acre.

Emrick said City Council had during the workshop session of the October 19th, 2015 meeting discussed this issue. He said at that time, Council had been made aware that the Planning Commission had unanimously endorsed staff’s recommendation that the method of calculation used in the previous Zoning Ordinance with all open space to be installed prior to the recording of the final plat
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approval, with an allowance for up to 25% for water surfaces if fountains were installed and maintained in perpetuity or if water surfaces were used in active open space amenities, and to allow a payment in fee in lieu of open space if the required open space was less than one acre.

Emrick said during these discussions, it was determined that the amount of the fee payment in lieu of open space should be included. A concern was also raised that requiring all open space amenities to be installed up front might deter some developers, and that consideration be given to accepting letters of credit for large-ticket items.

At their January 4, 2016 meeting, City Council asked staff to add language to the amendment allowing developers to install major amenity facilities, such as those containing swimming pools, to secure the installation of the facilities with a letter of credit until 50% of the approved lots had been issued building permits.

Emrick said based on input at the Council meetings, the following had been added to the draft amendment before the Board for review.

1) reference to Subsection 10.3.9(E) to calculate the amount of fee in lieu for less than one acre of open space; and

2) a provision to allow major amenity facilities, such as those containing community pools, to secure the installation of the facilities with a letter of credit until 50% of the approved lots had been issued building permits.

Emrick said staff’s recommendation was for the Board to consider the proposed amendment with Council’s input and provide guidance to staff.

Guidera asked if previously approved subdivisions would be able to have their open space reduced. Emrick said he did not think so because their final plats had been issued already.

Jordan said he liked the changes.

McMeekin made a motion, seconded by O’Neil, to approve the amendment as presented with the additional input from City Council. The vote in favor was unanimous. The motion carried.

IV. PUBLIC INPUT

There was none.

V. ADJOURN
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There being no further business to come before the Board, the meeting was adjourned at 5:49 p.m.

Approved and signed this 16th day of May, 2016.

David Jordan, Acting Chairman