CITY OF CONWAY
CITY COUNCIL PLANNING AND DEVELOPMENT
COMMITTEE MEETING
MONDAY, OCTOBER 21, 2019 – 4:00 P.M.

PRESENT: Council Members Tom Anderson and Jean Timbes, Shane Hubbard, William Goldfinch

STAFF: Adam Emrick, City Administrator; Mary Catherine Hyman, Deputy Administrator/Planning and Development Director; Jessica Hucks, City Planner; Taylor Newell, Public Information Officer; Barbara Tessier, City Clerk

OTHERS: Justin Jordan, Kathy Ropp

CALL TO ORDER: Mayor Pro Tem Goldfinch called the meeting to order.

APPROVAL OF AGENDA: Motion: White made a motion, seconded by Anderson, to approve the October 21, 2019 agenda. Vote: Unanimous. Motion carried.

APPROVAL OF MINUTES: Motion: made a motion, seconded by, to approve the September 16, 2019 meeting minutes. Vote: Unanimous. Motion carried.

ITEMS FOR DISCUSSION

A. Discussion of regulations pertaining to short term rentals (STR) in certain areas of the City. Hucks informed the committee that the proposed ordinance would permit short term rentals, with conditions, in the Core Commercial, Central Business District, and the Waccamaw Riverfront zoning districts. In these districts, property owners could rent out rooms within their home or their entire home for the duration of the lodging period and are not required to be present during the day.

Additionally, the proposed ordinance would permit a “homestay” short term rental in the R, R-1, R-3, R-3 and R-4 residential zoning districts and the Professional district as well as Planned Developments, which contain residential structures, with conditions. A homestay must be managed and carried on by the full-time, primary resident of the property who shall be present and residing in the home when lodgers were present.

The proposed ordinance would require that short term rentals obtain a City of Conway business license and be subject to all applicable taxes (i.e. accommodations, sales). Home stays will not require an application process which requires review by the Planning Department. The ordinance will be governed as most of the City’s other uses in the UDO
are governed, and properties will be subject to notice of violation and subsequent penalties for violation if they do not comply with City ordinance. Because the language requiring a City business license has been included, the Zoning Administrator or their designee will have an opportunity to review and approve short term rental requests.

Hucks was asked if private residences would have to install commercial hoods in their kitchens to which Hucks indicated they would not have to. Hucks was also asked if there were any federal or state restrictions that would keep the City from allowing this type of rentals. Hucks noted there were no federal or state restrictions. There was discussion on how many adults would be permitted to stay per room. A general consensus was that two adults per room would be permitted.

Staff requests guidance on how to proceed with potential amendments to the Unified Development Ordinance (UDO). Motion: Anderson made a motion, seconded by Hubbard, to authorize staff to move forward by taking the proposed ordinance to the Planning Commission for their recommendation. Vote: Unanimous. Motion carried.

B. Discussion of residential design standards. Hyman informed the committee that City Council had asked staff to consider the addition of design standards to residential subdivisions. A visual preference study was taken by Council members, City staff, and the public. The results showed that each group’s preferences were very similar.

Hyman noted some of the changes that were being proposed. Those included all new constructed garages and/or carports shall be located a minimum of three feet behind the build-to line of the primary residence structure, vinyl siding will not be permitted on all R-1, R-2, R-3, or R-4 zoned single family developments, a sidewalk shall be installed connecting the front door to the street front sidewalk or driveway, all construction shall be on an elevated slab or crawlspace of a minimum elevation of 18” above the grade elevation, a minimum overhang/eave of 12” shall be required on all new single family construction, and a variety of housing styles shall be required in all new residential subdivision. Parking shall be prohibited on any residential street for which the total pavement width is less than 24’ from curb to curb or for which the posted speed exceeds 35 miles per hour, pavement widths would be reduced from 24’ to 22’, sidewalks shall be constructed adjacent to the street right-of-way line with a minimum separation between the sidewalk and the road of five feet (increased from 3 feet) and street trees shall be planted within this five-foot planting bed. width. In addition, license plate readers shall be installed at every entrance to a new major subdivision and because of new USPS regulations, cluster mailbox shall be provided.

Outcome: Committee members suggested a meeting with local developers to discuss these proposed changes would be beneficial and staff should return to the Committee after this meeting had taken place.
C. **Consideration of naming rights for City facilities.** A. Smith reminded Council that he had been tasked by Council to prepare a plan for naming rights for buildings, playgrounds, and sports fields in the City. To ensure requests for naming rights are based on the same criteria, clarifying which City assets can and cannot be named, renamed or dedicated, defining the approval responsibilities of the Parks and Recreation Department and City Council, and providing prospective donators with minimum suggested contribution amounts should be prepared. All requests for naming rights will be required to be made in writing providing predetermined information. Smith commented that naming City facilities had been done in the past and that donations from naming rights would provide the City with more funds for facilities and takes the burden off taxpayers. Smith acknowledged a donation in the amount of $100,000 from the McHugh family for the inclusive playground has been made to Conway Cares. **Motion:** Timbes made a motion, seconded by Hubbard, to approve the policy and price list for naming rights for City facilities based on staff’s recommendation, and name the new inclusive playground “Ladybug Playground.” **Vote:** Unanimous. Motion carried.

**ADJOURNMENT:** **Motion:** White made a motion, seconded by Anderson, to adjourn the meeting. **Vote:** Unanimous. Motion carried.

**APPROVAL OF MINUTES:** Minutes approved by City Council this 18th day of November, 2019.

Barbara A. Tessier, City Clerk