



City of Conway Arkansas -
Planning and Development

2010 Conway Planning and Development Department

YEAR END REPORT

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Planning and Development

Staff

Director - Bryan Patrick, AICP

Planning Division

Assistant Director of Planning - Ken Pickett, Retired in February 2010

Planner - Christy Sutherland

Planner - Donald Anthony, (AICP Achieved in May 2010) title changed to Assistant Director of Planning in May 2010, resigned in June 2010 to pursue doctorate in Tennessee.

Planner - Wes Craiglow, title changed to Assistant Director of Development in May 2010.

Planning Technician - Lileha Rhea

GIS Coordinator/Planner - Jason Lyon

Permits and Inspections Division

Building Official / Assistant Director of Permits, Inspections, and Code Enforcement - Lynn Hicks

Building Inspector - Lee Hill

Building Inspector - Paul Young

Administrative Assistant - Barbara McElroy*

Administrative Assistant - Missy Schrag

Code Enforcement Division

Code Enforcement Officer - Grant Tomlin

Code Enforcement Officer - Oattie Cowgill

Code Enforcement Officer - Bill Haynes

Administrative Assistant - * Barbara McElroy serves as Administrative Assistant for Code Enforcement

Planning Division Activities

Planning Commission

Planning Division staff provided support for the Planning Commission. Monthly Planning Commission meetings were coordinated and conducted by the Planning Division. Planning Commission activities and reports were coordinated by Mr. Anthony and Mr. Patrick. Analyses were presented to the Planning Commission concerning:

Rezoning

Month	Zone Change	Acreage	Action
January	None	N/A	N/A
February	None	N/A	N/A
March	A-1 to R-1	9.82	Approved
	R-2A to O-2	0.16	Withdrawn
	O-1 to MF-3	4.19	Approved
April	R-1 to MF-1	5.11	Denied
	R-1 to O-2	0.23	Denied
May	R-1 to I-1	1.57	Denied
June	R-2A to O-2	0.28	Approved
	R-1 to PUD	2.46	Approved
	A-1 to PUD	0.4	Approved
July	None	N/A	N/A
August	R-1 to O-2	6.6	Approved
September	O-3 to C-2	4.2	*
October	None	N/A	N/A
November	C-2 to PUD	13.79	**
December	R-2 to PUD	1.74	Approved
	A-1 to PUD	3.94	*

Conditional Use Permits

Month	Use	Acreage	Action
January	Retail-General	2.04	Denied
February	Religious Activities	0.25	Approved
March	None	N/A	N/A
April	MF-1 Density in R-2	0.89	*
May	"	"	**
	MF-1 Density in R-2	0.48	Approved
	Restricted Office	0.28	Withdrawn
June	Cell Tower	0.06	Approved
July	None	N/A	N/A
August	Taxi Dispatching	0.67	Denied
September	Fuel Center in C-2	13.79	*
October	None	N/A	N/A
November	None	N/A	N/A
December	None	N/A	N/A

* Held in Committee

** Forwarded to City Council with no recommendation, including a letter outlining Planning Commission discussion.

Zoning Ordinance Amendments

Several amendments to the Zoning Ordinance were approved in 2010. These included regulation of off-street bicycle parking and loading facilities, allowing churches and religious activities in I-1, RU-1, and I-3 by conditional use permit, and clarifying language concerning pre-existing-nonconforming signage and street improvements. Mr. Craiglow was instrumental in the bicycle parking ordinance amendment.

Subdivision Ordinance Amendments

In October, the impact fee assessment for medical office was amended.

Sign Variance Appeal

No sign variance appeals were made in 2010.

Subdivision

Ten (10) subdivisions were reviewed by the Planning Commission and within the Planning Department. Of these ten (10), nine (9) were filed in 2010. Four (4) Subdivisions that were submitted in 2007-2009 were filed in 2010 for a total of thirteen (13) subdivisions filed in 2010. City Planner Christy Sutherland completed staff review of these subdivisions.

Replat

Thirteen (13) Replats were reviewed by the Planning Commission and within the Planning Department. Of these thirteen (13), eight (8) were filed in 2010. One (1) replat submitted in 2009 was filed in 2010 for a total of nine (9) replats filed in 2010. City Planner Christy Sutherland completed staff review of these replats.

Expired Subdivision / Replat

A total of four (4) subdivisions and/or replats expired in 2010 due to inactivity. One (1) subdivision and/or replat was resubmitted.

Lot Creation

One hundred fifteen (115) new residential lots, including single and multi-family, were created through the subdivision/replat process. These residential lots included ninety (91) single family lots.

Two (2) new office lots, nine (9) commercial lots, and two (2) industrial lots were created through the subdivision/replat process.

Two (2) new lots in the county were created for commercial purposes and five (5) green space lots were created through the PUD process.

Annexation

2010 saw one annexation resolution approved by the City Council for the Cadron Settlement Park. The Corps of Engineers has yet to confirm release of the park. The area remains in the County at the end of 2010. The square mileage of the city remains at 45.

Board of Zoning Adjustment

Planning Division staff provided support for the Board of Zoning Adjustment. As needed, Board of Zoning Adjustment meetings were coordinated and conducted by the Planning Division. Board of Zoning Adjustment activities and reports were coordinated by Mr. Patrick and Mr. Craiglow. Analyses were presented to the Board of Zoning Adjustment concerning:

Month	Request
December	Setback variance for Restoration House of Praise at 1695 S. German - Approved

Planning Division Reviews for the Mayor and City Council

The Planning Division prepared numerous reports and information for the City Council in 2010 including street and alley closing requests, impact fee credits, franchise agreements, street name changes, bicycle and pedestrian paths, etc.

Development Review

2010 marked the third full year of development review standards. These standards include requirements for greater trees and landscaping, buffering of adjacent properties, cross access, joint access, reduction of curb cuts, architectural materials, etc. 17 development reviews were conducted by City Planners Donald Anthony, Wes Craiglow, and Jason Lyon.

Review by Type	
Commercial – 8	Mixed use – 0
Industrial – 2	Multi-family housing – 2
Institutional – 0	Office – 5

Development review highlights:

- 362 new trees planned (2" caliper DBH)
- 325,217 square feet of gross floor area planned

Small Area Planning

The Planning Division conducted a Donaghey Avenue Corridor study. Several public meetings were held along with a department open house to gather public comments. This study makes two recommendations; current and long range, with on-going evaluation. The plan is not yet adopted by the City Council, but it sets a framework to guide future land use decisions along the Donaghey corridor. Mr. Anthony was instrumental in heading the public input sessions and creating the Donaghey Avenue Corridor Study.

Safe Routes to School

In 2010, a 12 member SRTS Board continued to meet monthly. The SRTS Board continued drafting a SRTS Master Plan which details mid and long range goals and ongoing SRTS activities. A SRTS survey was sent to Conway schools parents to diagnose walking/biking issues in Conway. Information and concerns of the SRTS Board were coordinated between the Conway Advocates for Bicyclist, Bicycle Advisory Board, and Conway Association of Pedestrians with cross representation between the various boards/committees. 2 grants were awarded in 2010 totaling \$20,140.

Geographic Information System (GIS)

In 2008, Mr. Jason Lyon came on board as the City GIS Coordinator and Addressing Administrator for Conway. Mr. Lyon continued to build and maintain the Conway GIS system. The City map is now up to date with current street, zoning, and address information. In 2010 assisted the Census Bureau with updated information, including housing unit updates and new construction in finalizing of the 2010 census. In addition to the census updates, work has continued on creating a seamless voting districts database for City of Conway and Faulkner County, in anticipation of the redistricting mandated to take place beginning Spring 2011. Mapping updates of zoning and conditional use permits, sign permits, CAGIS data, and other data creating digital layers hyperlinked to scanned documents allowing easy access to ordinances/resolutions with one click. Mr. Lyon also worked with the Police, Fire, and IT Departments to provide better mapping and emergency response dispatch capabilities. Mr. Lyon became a sub-steward for the USGS working on the National Hydrography Dataset (NHD) run under ADEQ. Updates to the project include Faulkner County and the city of Conway and various surrounding counties. Work continued on the Southern Portion of the City and Faulkner County and was finished in 2010. Further work was done on areas of the Fayetteville Shale gas play. The work was completed in Fall 2010 and uploaded to the USGS National Site, as a direct result a grant worth \$23K was issued to the department, allowing for upgrades to computer equipment, purchasing of new Trimble GPS Units, and additional monies for conference and travel for 2010 into 2011. . Future grant opportunities are being looked at for 2011. GIS contacts with several local surveying and engineering businesses have continued leading to more timely updates of plat information in workable formats for the Planning and Street Department. Continued coordination with the Faulkner County Assessor's Office has allowed consistent updating of parcel lines and subsequently, zoning line updates resulting in more accurate zoning boundary

maps. In a working effort with the Tax Assessor's Office and Conway Corporation, new 1 foot and locally 6 inch imagery is to expected to be flown 1Q 2011, paid in large part by the ADEQ Grant.

Planning Workshops and Conferences

Mr. Patrick attended and spoke at the Arkansas Chapter of the American Planning Association conference in Bentonville in September.

Memberships

Planning Department staff retained membership in the American Planning Association and the Arkansas Chapter of the American Planning Association.

Mr. Anthony retained membership in the Southern Economic Development Council and became certified with the American Institute of Certified Planners in May.

Mr. Patrick retained membership in the American Institute of Certified Planners, National Trust for Historic Preservation Forum, National Alliance of Preservation Commissions, and the Historic Preservation Alliance of Arkansas.

Mr. Lyon retained membership in URISA (Urban and Regional Information Systems Association).

Internet / Web Site

Planning Technician Lileha Rhea maintained the City of Conway and Planning Department websites. These sites provided valuable city information 24/7.

Presentations

Mr. Patrick was guest lecturer at a UCA Urban/Regional Planning class and a Geography class at U of A Morrilton, and in April 2010, gave a presentation to the Faulkner County Leadership Institute and in September, gave a Conway Roundabout Presentation at the Arkansas Planning Association Conference in Bentonville.

Mr. Craiglow was guest lecturer at UCA Urban/Regional Planning classes and a Geography class at U of A Morrilton.

Mr. Lyon was guest lecturer at a Geography class at U of A Morrilton.

Tree Board / Tree City USA

Wes Craiglow acted as city staff for the Conway Tree Board. The Tree Board has produced a draft public tree preservation ordinance that should move forward to the City Council in 2011. The November Arbor Day 2010 Celebration had the largest attendance ever with over 600 participants and the adoption of over 300 trees. Conway Corporation was the principal sponsor for the Arbor Day Celebration. Public trees have been marked with ID tags at Laurel Park. The Planning Division maintained the Tree Board website and provided additional support as needed.

Old Conway Design Review Board / Conway Historic District Commission

The Planning Division acted as City staff for the Old Conway Design Review Board and the Conway Historic District Commission. Historic District Standards were revised and approved in 2010. Mr. Patrick created monthly reports for the OCDRB and the HDC. There were 8 OCDRB and 2 HDC reviews. Mr. Patrick attended the Historic District - Certified Local Government meetings in Little Rock and the National Trust for Historic Reservation Conference in Austin, TX. A large portion of the Conway downtown area was added to the National Register of Historic Places in 2010.

Metroplan

Mr. Anthony served on the Metroplan regional Green Task Force Committee until his resignation in June.

Other Activities

Planning staff have also worked with the Conway Public Art Committee in support of the ongoing City Hall arts display and Artsfest. Staff also provided materials for Conway Ecofest.

Permitting and Inspections Division Activities

This portion of the report summarizes the activities of the Permits and Inspections Division. The report is given in a synopsis form categorizing permitting activities.

Building Permits

Single Family Home Permits

2010 = 247, down approximately 5% from 2009 (261)

Construction Related Permits

A total of 3003 construction related permits were issued in 2010 compared with 2811 construction related permits in 2009. The breakdown into types of construction permits follows:

652	Building Permits (up 53 from 2009)
652	Electrical Permits (down 16 from 2009)
498	Plumbing Permits (up 24 from 2009)
711	Mechanical Permits (up 182 from 2009)
13	Parking Lot Permits (down 15 from 2009)
251	Gas Permits (down 30 from 2009)
226	Sign Permits (down 6 from 2009)
3003	Total (up 192 from 2009)

Total Building Permits Issued 2003 - 2010

Permits	2003	2004	2005	2006	2007	2008	2009	2010
Single Family	645	502	488	407	314	189	261	224
Duplex	10	7	12	27	45	30	14	29
Commercial	53	43	38	51	43	27	23	10
Institutional	1	5	5	2	5	5	2	0
Multi-Family	9	16	86	5	4	53	60	58
Industrial			1	4		15	2	7
Temp. Bldg	22	6	6	9	8	12	9	7
Acc/Res		92	96	65	90	76	56	61
Add/Res	69	56	62	45	46	47	40	45
Add/Com	15	14	16	9	15	2	5	11
Rem/Res	37	44	47	55	47	63	43	49
Rem/Com	82	93	85	67	63	78	53	83
Rem/Inst.	3	9	9	4	12	13	8	3
Acc/Multi-Family		1	8	7		20	6	19
Add/Acc	2		1	3		1	2	0
Acc/Com		5	3	5	4	5	5	4
Add/Duplex			1	1				0
Add/Inst.	4	3	4	3	1	2	1	1
Add/Indust.	4	3	1	8	1	3		7
Rem/Indust.		3	1	4	2	7	2	1
Rem/Duplex	1	5	1	5	1	1	2	1
Acc/Inst.					3	4	2	1
Rem/Acc					2	2	2	1
Rem/MF							1	0
Demolitions*								41
Total Permits Issued	1070	937	971	799	706	655	599	663

The 663 Building Permits issued in 2010 were valued at \$169,048,618.00 as estimates given by the builders. This is an increase of approximately 25% from 2009. *Demolition permits began in 2010.

BUILDING PERMITS ISSUED BY TYPE 2002 - 2010



Construction Costs as Estimated by Builders on All Permits Issued 2002 - 2010

Year	Construction Cost
2002	\$104,260,756
2003	\$136,327,284
2004	\$141,306,685
2005	\$198,545,106
2006	\$158,592,893
2007	\$119,924,087
2008	\$135,577,432
2009	\$145,004,934
2010	\$169,048,618

Impact Fees 2004 - 2010

Type	2004	2005	2006	2007	2008	2009	2010
Commercial (Road)	\$84,193	\$256,517	\$491,109	\$558,520	\$327,662	\$381,471	\$461,902
Res. (Road)	\$320,262	\$627,873	\$967,773	\$742,503	\$781,529	\$467,230	\$1,040,953
Res. (Parks)	\$211,727	\$407,944	\$601,796	\$461,677	\$281,740	\$415,315	\$476,921
Total	\$616,182	\$1,292,334	\$2,060,678	\$1,762,700	\$1,390,931	\$1,264,016	\$1,979,776

2010 saw an approximately 57% increase in impact fees over 2009. The original impact fee study projected \$2.32M Road, and \$390K Park, or \$2.7M total annual collection.

6 Year Impact Fee Average*: Road = \$1.18M, Park = \$441K, Combined = \$1.6M

*2004 is not included as 2003 saw an unusual increase in permit activity to avoid impact fees in 2004.

Number of Permits Issued With Impact Fees Going Towards Street and Park Improvements

Number of Permits	2004	2005	2006	2007	2008	2009	2010
Commercial	18	33	57	35	68	78	82
Residential	291	436	421	345	234	273	241
Total	309	469	478	380	302	351	323

There was an 8% decrease in the number of permits issued with impact fees going towards street and park improvements.

Ordinance Revisions/Adoption

Three ordinances were submitted, reviewed and approved during 2010 which were all related to permitting fees.

1. Ordinance No. O-10-76 was approved on 7-13-10 which established a Commercial Plans Review Fee.
2. Ordinance No. O-10-43 was approved on 5-11-10, clarifying permitting fees for Mechanical Permits.
3. Ordinance No. O-10-114 was approved on 10-12-10, establishing a permit fee for issuance of a Temporary Certificate of Occupancy.
4. Ordinance No. O-10-25 was approved on 3-23-10, establishing a revised penalty for violations of the City Nuisance Abatement Code.

Presentations and Newsletters

A Homebuilder Bulletin dated March 8, 2010 from Conway Permits and Inspections Division was provided to the Conway Area Homebuilders. The bulletin listed eleven code issues to be addressed with effective date for the implementation of these requirements being for permits issued after May 1, 2010.

On April 6, 2010, Building Official Lynn Hicks met with Conway homebuilders called upon to form a steering committee to help with the implementation of the minimum wall bracing standards in the code and the establishment of a residential plans review process.

A Homebuilder Bulletin dated July 1, 2010 from the Conway Permits and Inspections Division was provided to the Conway Area Homebuilders. This bulletin listed nine items of information relative to permitting, inspections and code requirements.

Memberships and Licenses

The Division of Permits and Inspections maintains an active jurisdictional membership with the International Code Council.

Lee Hill – Inspector

Plumbing Inspector, State of Arkansas #PI02191
HVACR Inspector, State of Arkansas #1454550
Building Inspector, ICBO/ICC #5077290-10
Plumbing Inspector, ICBO/ICC #5077290-34
Electrical Inspector, ICBO/ICC #5077290-E5
Mechanical Inspector, IAPMO #090430
Plumbing Inspector, IAPMO #098228
IAEI Member, 7062341

Paul Young – Inspector

Plumbing Inspector, State of Arkansas #PI01679
HVACR Inspector, State of Arkansas #1015071
Master Electrician, Arkansas State Board of Elec. Examiners #M2821
IAEI Member, 7019457

Lynn Hicks – Building Official

Zoning and Property Standards Inspector, SBCCI # 172
Zoning Inspector, ICC No. 521-5917-75
Housing Rehab Inspector, SBCCI # 1037
Housing Rehab Code Enforcement Officer, SBCCI # 071
Property Maintenance and Housing Insp., ICC No. 5215917-64
Fire Inspector, SBCCI # 785
Fire Inspector, St. of TN. # 0233
Fire Inspector, ICC No. 5215917-66
Building Inspector, SBCCI # 4105
Building Inspector, St. of TN. # 0013
Building Inspector, ICC No. 5215917-B5
Building Plans Examiner, SBCCI #226
Building Plans Examiner, ICC No. 5215917-B3
Chief Building Code Analysis, SBCCI # 226
Certified Building Official, CABO # 1817
Certified Building Official, ICC No. 5215917-CB

Code Workshops and Conferences

Inspector Lee Hill attended 40 hours of training while Inspector Paul Young attended 24 hours of training to re-certify as State of Arkansas plumbing, mechanical, and electrical inspectors. Building Official, Lynn Hicks attended 95 hours of educational classes, recertification training, and the Building Code Officials of Arkansas Conference.

Building Code Appeals Board

The City of Conway Building Code Appeals Board had one appeal submitted in 2010. Appeals Board Case # 2001-1 was approved for the structure built at 2445 Christina Lane, allowing a residential stair tread and riser for a stair accessing a mechanical attic area. The appeal was granted based upon the stair being considered an equivalent alternative to a ceiling access opening.

Commercial Plans Review

The Commercial Plans Review process is a method of proactively identifying code issues and resolving the issues at the planning stage of the project.

There were 108 Commercial Plans Reviews in 2010.

A Commercial Plans Review Fee was enacted effective 7-13-10 and generated a total of \$9,549.42 in plan review fees.

Temporary Certificate of Occupancy

A total of 51 Temporary Certificate of Occupancies were issued in 2010.

On The fee for a Temporary Certificate of Occupancy was increased from \$25.00 for a TCO to \$500.00 for a Commercial TCO and \$25.00 for the 1st Residential TCO and \$250.00 for each additional Residential TCE.

The fee amounts collected for TCO's for 2010 was \$1,750.00

Inspections

The total number of inspections conducted in 2010 was 6,160.

The 6,160 inspections for the year equate to an average of 25.56 inspections per work day.

Of the 25.56 average inspections per day, 2.68 of those inspections are the average re-inspections.

ISO Evaluation

In February of 2010 the Division of Permits and Inspections was evaluated by the Insurance Services Office, Inc. to determine the level of building code enforcement relative to the ISO Building Code Effectiveness Grading Schedule. On a scale of 1 to 10 with 1 being the highest rating for excellent level of enforcement, Conway received a four (4) for enforcement of Commercial codes. Residential enforcement was graded a default rating of ninety nine (99) due to a lack of a comprehensive residential plans review.

Demolition Permits

In 2010 the Division of Permits and Inspections initiated a process for requiring permits for Demolition of buildings and structures. This procedure was established to insure the proper disconnect of utilities and the clean-up and grading of the property following the removal of the structure.

Code Enforcement Division

Efforts were begun in 2008 to modernize City regulations relating to Code Enforcement. These changes would be broad in nature and increase the effectiveness and response time to mitigate code violations. In 2010, these code changes were approved by the City Council.

Ordinance Revisions/Adoption

The Conway nuisance abatement ordinance was revised and adopted in April.

Violation Counts

Most Common Violations

Short Description	2008	2009	2010
Grass Ordinance	1254	868	1075
Trash Cans	294	492	388
Rubbish, trash, unsanitary matter	440	364	350
Appliance/Furniture Ordinance	424	315	382

Total Violations

Short Description	2008	2009	2010
Abandoned/Inoperable Vehicle Ordinance	155	122	124
Animal Control	1	1	0
Appliance/Furniture Ordinance	424	315	382
Collection of Taxes Levied by City		8	1
Dilapidated Structure Ordinance	38	42	34
Grass Ordinance	1254	868	1075
Illegal Drainage	1	3	3
Illegal Dumping in Drainage Ditch	9	1	1
Illegal Dumping Ordinance	4	3	7
Rec/Com vehicle Ordinance	8	5	10
Rubbish, trash, unsanitary matter	440	364	350
Sediment on Road Ordinance	36	22	12
Sign Ordinance	227	217	177
Stagnant Water Ordinance	33	22	13
Street Address Ordinance	8	1	0
Tire Ordinance	30	20	35
Trailer Ordinance	51	42	18
Trash Can Ordinance	294	492	288
Zoning Ordinance	59	57	80