



City of Conway Arkansas -
Planning and Development

2012 Conway Planning and Development Department

YEAR END REPORT

Planning and Development

Staff

Director - Bryan Patrick, AICP

Planning Division

Deputy Director of Planning - Wes Craiglow, AICP

Planner - Christy Sutherland

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 (Resigned in October 2012)

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 including the coordination of monthly meetings. Planning Commission activities and reports were coordinated by Mr. Patrick. Analyses were presented to the Planning Commission concerning:

Rezoning

Month	Zone Change	Acreage	Action
January	MF-2 to I-3	14	Approved
	MF-2 to C-3	10.56	Approved
February	None	4.56	Approved
March	R-1 to PUD	7.2	Held in Committee
April	A-1 to R-1	17.4	Approved
	O-2 to R-1	7.2	Withdrawn
May	None		
June	Lack of Quorum		
July	R-2A to R-2	0.76	Held in Committee
	O-2 and R-1 to C-2	2	Approved
	C-3 to PUD	6.2	Approved
August	R-2A to R-2	0.76	Approved
	I-3 or R-1	1	Approved
	O-2 to PUD	12.15	Approved
	A-1 to I-3	450	Approved
September	R-1 to PUD	33.7	Approved
October	C-3 to I-3	9	Approved
	R-1 to PUD	4	Denied
	O-1 to C-3	3.5	Withdrawn
November	PUD Amendment	NA	Held in Committee
	I-3 to C-3	2.35	Withdrawn
	R-1 to C-2	4.2	Approved
	R-1 to C-2	1	Approved
	R-1 to C-2	1.5	Denied
December	PUD Amendment	NA	Denied

Conditional Use Permits

Month	Use	Acreage	Action
January	None		
February	None	0.48	Approved
March	Restaurant in I-3	NA	Approved
April	None		
May	Airport	452.4	Approved
June	Lack of Quorum		
July	Fuel Pumps in C-2	1.5	Approved
August	Plant Nursery in R-1	0.20	Held in Committee
	Restricted Office	0.2	Held in Committee
September	Pharmacy Drive Through	NA	Held in Committee
October	Plant Nursery in R-1	0.2	Denied
	Pharmacy Drive Through	NA	Held in Committee
November	Fuel Pumps in C-2	4.2	Approved
	Pharmacy Drive Through	NA	Denied
December	MF-1 Density in R-1	0.76	Approved

Ordinances/Amendments

Zoning Ordinance Amendments, Sign Ordinance Amendments, Overlay District Amendments, Etc

February: An ordinance amending the city code to allow the firing of air guns at special events was created and approved by the City Council.

March: Amendment to the Traditional Neighborhood Overlay Ordinance - Amended to allow cottage home cluster development

May: An amendment to the zoning ordinance to allow indoor firing ranges in additional commercial zones was allured by the City Council.

July: An amendment to the zoning ordinance to clarify that all structures approved through the conditional use process are subject to development review regulations.

November: An amendment to the Northeast Old Conway Area Plan was approved by the Commission and Council. This allowed a cell tower be constructed on Mill Street.

December: A request for PUD compliance review was made by Scherman Heights PUD neighbors in Windcrest Subdivision. Staff explained their findings. The Planning Commission chose to not hear the request.

Subdivision Ordinance Amendments

None

Sign Variance Appeal

No sign variance appeals were made in 2012.

Subdivision/Replat

Subdivision

Fourteen (14) subdivisions were reviewed by the Planning Commission and within the Planning Department. Of these Fourteen (14), Nine (9) were filed in 2012. Four (4) Subdivisions that were submitted in 2008-2011 were filed in 2012 for a total of Thirteen (13) subdivisions filed in 2012. City Planner Christy Sutherland completed staff review of these subdivisions.

Replat

Eighteen (18) Replats were reviewed by the Planning Commission and within the Planning Department. Of these Eighteen (18), Thirteen (13) were filed in 2012. Three (3) replats submitted in 2011 were filed in 2012 for a total of Sixteen (16) replats filed in 2012. City Planner Christy Sutherland completed staff review of these replats.

Expired Subdivision / Replat

Three (3) subdivisions and/or replats expired in 2012 due to inactivity.

Lot Creation

One hundred eighty (180) new residential units, including single and multi-family, were created through the subdivision/replat process. These residential units included One hundred sixty-two (162) single family lots.

Four (4) new office lots and seven (7) commercial lots were created through the subdivision/replat process.

The PUD process created an additional six (6) commercial, one (1) office, twenty-four (24) residential, and one PUD-industrial, commercial and residential mixed use lot.

Annexation / City Limit Square Mileage

2012 saw 2 annexations; a new phase to Chapel Ridge Subdivision (17 acres) and another residential development on Round Mountain just west of Cresthaven Subdivision (34 acres). These annexations increased the square mileage of the city from 45.63 to ? square miles.

Board of Zoning Adjustment

In January 2012, the Planning Commission became the zoning variance review authority as the Board of Zoning Adjustment. Planning Division staff provided support for the Planning Commission/Board of Zoning Adjustment. Board of Zoning Adjustment activities and reports were coordinated by Mr. Patrick. Analyses were presented to the Planning Commission/Board of Zoning Adjustment concerning:

Month	Request
January	Setback variance for Apartments ? Donaghey Ave- Approved
April	Setback variance for covered carport ? College Ave - Approved

Planning Division Reviews for the Mayor and City Council

The Planning Division prepared numerous reports and information for the City Council in 2012 including street and alley closing requests, impact fee credits, franchise agreements, street name changes, bicycle and pedestrian paths, etc.

Development Review

2012 marked the fifth 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. 23 development reviews were conducted by City Planner Wes Craiglow. There were 21 development reviews in 2011.

Type	Number	Acreage	Square Footage	Fees
Institutional	8	9.93	117,064	\$7,342
Commercial	7	21.58	98,164	\$7342
Residential	5	14.59	256,423	\$11,802
Office	3	2.743	9,604	\$1,854
TOTAL	23	48.813	481,273	\$32,085

Conway Brownfields Program

Through a partnership with the Environmental Protection Agency, Region 6, established through a grant application submitted in 2011, the city of Conway was awarded \$225,000 to conduct Phase One and Two Environmental Assessments throughout our community. Beginning in May and ending in July, the city worked with a private environmental firm to conduct seven EPA Phase One Assessments, Four Phase EPA Two Assessments, and eleven asbestos and lead paint assessments. These assessments provided the information required to prepare each of these sites for substantial investment, redevelopment, and appeal. The Department has recently reapplied for another round of funding totaling \$214,000.

Small Area Planning

No new small area plans were conducted in 2012.

Bicycle and Pedestrian Advisory Board

The department has finished its second full year as staff to the Board. Through leadership provided by the Department, the Safe Routes to School Committee formally joined forces with the Board in an effort to maintain maximum efficiency and efficacy. In doing so, the full Board became the guiding light for current SRTS grant balances and future applications, ensuring a broader range of voices could be heard and a more comprehensive vision could be applied. In addition, the Board moved beyond a strict focus on bicycling, and incorporated advocacy and policy recommendations for pedestrian needs, as well. With assistance from our Department, the Board applied for and was awarded \$115,000 grant for bicycle and pedestrian infrastructure needs in vicinity of K-8 schools. The Department has been hard at work preparing a Sidewalk Master Plan for the city of Conway, which will be used to assist city leaders with decisions regarding sidewalk revenues, placement, construction, and maintenance. The Board has been a strong partner in this effort and will be certain to remain involved throughout the process. Finally, the Board will be applying for Walk Friendly Community status in 2013.

Ordinance and Plan Maintenance:

1. Adjustments to the urban agriculture standards have been drafted and are, at this time, nearly fully vetted through the public. Expect these amendments to be re-submitted to City Council for review and approval during the spring of 2013.
2. The Dave Ward Drive Access Management Plan has been found to contain certain inequities between the standards applied by the city of Conway, AHTD, and MetroPlan. Each of these have been identified and amendments were drafted during 2012. Look for these to be submitted to all appropriate agencies for review and approval during 2013.
3. Article 1101 of the Zoning Ordinance, commonly referred to as "Development Review," was adjust to include any residential or agricultural projects which are permitted under conditional use permits. There were a few occasions in the past where projects would fly under the radar, and the Department felt it time to ensure all projects received attention to ensure that standards were being applied equitably city-wide.

Geographic Information System (GIS)

In 2008, Mr. Jason Lyon became the Conway GIS Coordinator and Addressing Administrator. The City map is now up to date and maintained many layers of information including, street, zoning, and address information.

Mr. Lyon continues as a sub-steward for the USGS working on the National Hydrography Dataset (NHD) run under ADEQ. Also Mr. Lyon is the continued Census contact for the City and County providing updates yearly for new annexations to assist the Census in population calculations for the City and County.

Mr. Lyon has taken over the GIS functions for the county and provides updates to the Office of Emergency Management and Roads Department as requested. The agreement also allows the City and County continued collaboration while allowing a single GIS Dataset that may be used for the city and county operations. This cooperation provides the City Planning Department more monies to purchase software upgrades and upgrade equipment. In 2012 the monies allowed the Planning Department to purchase a new HP Plotter which has allowed for easier printing of large scale documents and signs for Planning Commission hearings/appeals.

Grant Money received in 2011 and 2012 was also used to purchase ArcServer (allow web mapping to begin in City), flex licenses for GIS software (allow other departments to use GIS on a more regular basis), and additional imagery, to be flown 1Q 2013. Continued membership in URISA allows more networking of GIS contacts for city as well as participation in the URISA National Conference to be held in Portland, OR (October 2012) as allowed by time, a trip the Middle America

GIS Consortium in Kansas City was done in April 2012 and allowed further networking with regional cohorts. Finally with the purchase of Arcserver and help from IT Department the first round of Web Maps went live in November (www.ConwayPlanning.org/GIS)

2013 use of monies is allowing a future trip to San Diego for the ESRI User Conference in July and the Arkansas Users Conference in the fall in Eureka Springs in which a map and possible presentation is being thought about. Currently work on another USGS Project on the Bayou Meto Watershed using LiDAR data will potentially bring in more monies for future upgrades and use in the GIS area of the Planning Department.

Planning Workshops and Conferences

Mr. Patrick attended the NAPC Historic Preservation Forum in Norfolk, VA in July with state preservation grant funds.

Memberships

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

Mr. Patrick and Mr. Craiglow retained membership in the American Institute of Certified Planners, Mr. Patrick retained membership in the 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 a guest lecturer at several UCA classes and the Conway Lions Club. Mr. Craiglow also lectured and taught several UCA classes. Mr. Patrick and Mr. Craiglow presented at Imagine Central Arkansas planning session at Hendrix College in November.

Tree Board / Tree City USA

The Planning Division provided assistance to Kami Marsh, City Staff for the Conway Tree Board. The November Arbor Day 2012 Celebration had a record attendance with the adoption of over 300 trees. Conway Corporation was the principal sponsor for the Arbor Day Celebration. 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 Conway Historic District Commission. Mr. Patrick created monthly reports for the HDC. There were 8 Old Conway Design Overlay District and 3 Robinson Historic District reviews. Mr. Patrick attended Arkansas Historic Preservation Program/Certified Local Government meetings in Little Rock.

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.

The Department, in coordination with the Mayor's Office and the Parks Department, has partnered with UCA's PhD in Leadership Studies Director, Rhonda McClellan, to develop a parks master plan for the city of Conway. Supported by a cohort of 27 PhD candidates, Ms. McClellan will work with the city to undertake this grand effort, which will lay the

groundwork for park growth and management for generations to come. This year marked only the beginning of this two-year partnership. Look for significant progress to be made throughout 2013.

Interns

Ben Lykens and Samuel Ellis served internships in the Planning Division in 2012.

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

2012 = 186, up approximately 22% from 2011 (152)

Construction Related Permits

A total of 2474 construction related permits were issued in 2012 compared with 2274 construction related permits in 2011. The breakdown into types of construction permits follows:

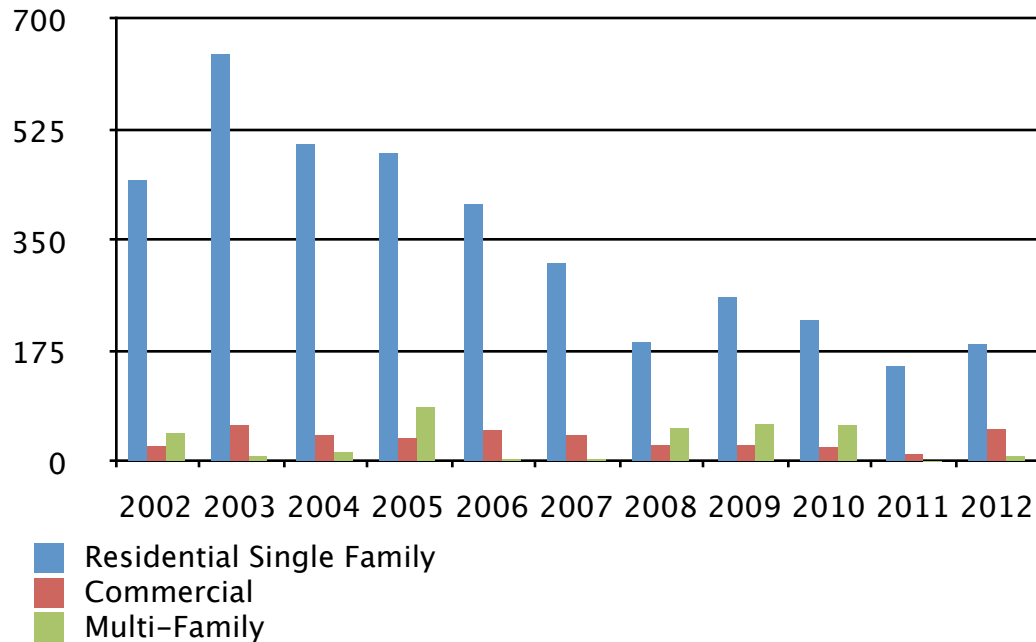
586	Building Permits (up 144 from 2011 - 442)
523	Electrical Permits (up 5 from 2011 - 518)
401	Plumbing Permits (up 63 from 2011 - 338)
609	Mechanical Permits (up 59 from 2011 - 550)
9	Parking Lot Permits (up 3 from 2011 - 6)
208	Gas Permits (down 19 from 2011 - 227)
138	Sign Permits (down 55 from 2011 - 193)
2474	Total (up 200 from 2011)

Total Building Permits Issued 2003 - 2012

Permits	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Single Family	645	502	488	407	314	189	261	224	152	186
Duplex	10	7	12	27	45	30	14	29	1	16
Commercial	53	43	38	51	43	27	23	10	12	52
Institutional	1	5	5	2	5	5	2	0	2	*
Multi-Family	9	16	86	5	4	53	60	58	1	9
Industrial			1	4		15	2	7	3	*
Temp. Bldg	22	6	6	9	8	12	9	7	6	9
Acc/Res		92	96	65	90	76	56	61	48	77
Add/Res	69	56	62	45	46	47	40	45	39	39
Add/Com	15	14	16	9	15	2	5	11	14	13
Rem/Res	37	44	47	55	47	63	43	49	54	53
Rem/Com	82	93	85	67	63	78	53	83	71	75
Rem/Inst.	3	9	9	4	12	13	8	3	1	*
Acc/Multi-Family		1	8	7		20	6	19	2	0
Add/Acc	2		1	3		1	2	0	1	1
Acc/Com		5	3	5	4	5	5	4	6	4
Add/Duplex			1	1				0	0	0
Add/Inst.	4	3	4	3	1	2	1	1	2	*
Add/Indust.	4	3	1	8	1	3		7	3	*
Rem/Indust.		3	1	4	2	7	2	1	4	*
Rem/Duplex	1	5	1	5	1	1	2	1	2	6
Acc/Inst.					3	4	2	1	1	*
Rem/Acc					2	2	2	1	0	0
Rem/MF							1	0	0	2
Demolition**								41	20	39
Footing/Foundations***									3	0
Acc/Ind****									1	*
Total Permits Issued	1070	937	971	799	706	655	599	663	449	586

The 586 Building Permits issued in 2012 were valued at \$146,985,453 as estimates given by the builders. This is an increase of approximately 14% from 2011 (\$128,967,240). Added to Commercial**Permit began in 2010 *** Permit began in 2011

BUILDING PERMITS ISSUED BY TYPE 2002 - 2012



Construction Costs as Estimated by Builders on All Permits Issued 2002 - 2012

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
2011	\$128,967,240
2012	\$146,985,453

Impact Fees 2004 - 2012

Type	2004	2005	2006	2007	2008	2009	2010	2011	2012
Commercial (Road)	\$84,193	\$256,517	\$491,109	\$558,520	\$327,662	\$381,471	\$461,902	\$428,868	\$425,975
Res. (Road)	\$320,262	\$627,873	\$967,773	\$742,503	\$781,529	\$467,230	\$1,040,953	\$210,290	\$196,815
Res. (Parks)	\$211,727	\$407,944	\$601,796	\$461,677	\$281,740	\$415,315	\$476,921	\$294,103	\$225,990
Total	\$616,182	\$1,292,334	\$2,060,678	\$1,762,700	\$1,390,931	\$1,264,016	\$1,979,776	\$933,261	\$848,780

2012 saw an approximately 9% decrease in impact fees from 2011. The original impact fee study projected \$2.32M Road, and \$390K Park, or \$2.7M total annual collection.

8 Year Impact Fee Average*: Road = \$1,045,874, Park = \$395,686, Combined = \$1,441,560

*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	2011	2012
Commercial	18	33	57	35	68	78	82	12	24
Residential	291	436	421	345	234	273	241	152	209
Total	309	469	478	380	302	351	323	164	233

There was a 42% increase in the number of permits issued with impact fees going towards street and park improvements.

Ordinance Revisions/Adoption

The City adopted the 2011 National Electrical Code.

Presentations and Newsletters

Three Builder Bulletin Notices were provided to the contracting community during the course of the year. Issues addressed were footing and foundation concerns, anchor bolt requirements, and narrow wall bracing. Two presentations were offered to the Faulkner County Homebuilders Association to help educate the community on upcoming code changes.

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

Building Code Appeals Board

There was one hearing by the Building Code Appeals Board in 2012. The architect for Sonshine Academy was granted an appeal based on an acceptable alternative satisfying an equivalent level of safety.

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 199 Commercial Plans Reviews in 2012.

Commercial Plans Review fees generated \$22,872 in 2012.

Temporary Certificate of Occupancy

A total of 35 Temporary Certificate of Occupancies were issued in 2012.

The fee amounts collected for Temporary Certificate of Occupancy in 2012 was \$17,825.

Inspections

The total number of inspections conducted in 2012 was 3,826 compared to 5,217 in 2011.

The 3,826 inspections for the year equate to an average of 14.65 inspections per work day.

Of the 14.65 average inspections per day, 1.95 of those inspections are the average re-inspections.

Fees collected for re-inspections in \$2012 were \$13,234.

Code Workshops and Conferences

Inspector Lee Hill attended 22 hours of training while Inspector Paul Young attended 14 hours of training to re-certify as State of Arkansas plumbing, mechanical, and electrical inspectors. Building Official, Lynn Hicks attended 63 hours of educational classes, recertification training, and the Building Code Officials of Arkansas Conference.

Participation in the Central Arkansas Code Discussion Group

The Conway Division of Permits and Inspections was instrumental in the creation of the monthly meeting of the Central Arkansas Code Discussion Group in 2011. The purpose of the monthly meeting is to discuss common code issues with the intent of establishing a cohesive and consistent interpretation and application of building codes throughout the area. The elimination of, or at least the reduction of the commonly heard statement, "They don't make me do that over there," has been the main focus of the group. Conway personnel participated in 14 hours of code review and discussion in 2012. Discussion group meetings along with inspection personnel from Maumelle, Search, North Little Rock, Sherwood, Hot Springs, Hot Springs Village, Greenbrier, Morrilton, Mountain Home, Benton County and representatives from the State Fire Marshall's Office and the Arkansas Homebuilder's Association.

Building Permit Information for Residential Accessory Buildings

Handout information was created and provided to the Conway Chamber of Commerce in an effort to communicate the permitting requirements and processes for new business owners.

Inspector training and Education

Including the above listed educational classes, the inspection staff attended a total of 110 hours of continuing education programs.

CODE ENFORCEMENT DIVISION

Violation Counts

Most Common Violations

Short Description	2008	2009	2010	2011	2012
Grass Ordinance	1254	868	1075	1276	1074
Trash Cans	294	492	388	135	279
Rubbish, trash, unsanitary matter	440	364	350	382	328
Appliance/Furniture Ordinance	424	315	382	370	333

Total Violations

Short Description	2008	2009	2010	2011	2012
Abandoned/Inoperable Vehicle Ordinance	155	122	124	115	88
Animal Control	1	1	0	0	1
Appliance/Furniture Ordinance	424	315	382	370	333
Dilapidated Structure Ordinance	38	42	34	24	30
Grass Ordinance	1254	868	1075	1276	1074
Illegal Drainage	1	3	3	8	3
Illegal Dumping in Drainage Ditch	9	1	1	2	2
Illegal Dumping Ordinance	4	3	7	1	2
Rec/Com vehicle Ordinance	8	5	10	9	2
Rubbish, trash, unsanitary matter	440	364	350	382	328
Sediment on Road Ordinance	36	22	12	5	3
Sign Ordinance	227	217	177	131	56
Stagnant Water Ordinance	33	22	13	6	10
Street Address Ordinance	8	1	0	0	0
Tire Ordinance	30	20	35	36	35
Trailer Ordinance	51	42	18	20	14
Trash Can Ordinance	294	492	288	135	279
Zoning Ordinance	59	57	80	62	58
TOTAL	3072	2597	2610	2582	2318