



Planning Commission

Rocky Clinton-Vice Chairman
Michael Lunsford -Secretary
Kevin Boortz-Member
Josh Craine-Member
Tom Joseph-Member

City Engineer/Planning Consultant-Garver
City Planner-Anthony Apple
City Attorney-Harrington-Miller
Public Works Director-James Clark
Code Enforcement Officer-Mark Ramsay
Building Inspector-Roger Duncan

Planning Commission/ Board of Zoning Adjustments (BOZA) Minutes

Date: Tuesday, February 23, 2021

Time: 6:00 p.m. – In Person at **Tontitown City Hall**, 201 E. Henri de Tonti, Tontitown, AR 72770 (**limited seating due to COVID-19**), and **Online Via Zoom and YouTube** (see last page of agenda for information on how to join)

1. Planning Commission Meeting Call to Order

2. Roll Call

All in attendance

3. Approval of Agenda

Michael Lunsford motioned to approve the agenda **Second by Kevin Boortz** **Motion Passes**

4. Approval of Minutes

- a. Approval of January 26, 2021 Board of Zoning Adjustments and Planning Commission Meeting Minutes.

Michael Lunsford motioned to approve **Second by Kevin Boortz** **Motion Passes**

Tom Joseph abstained

5. Comments from Citizens- None

6. Old Business

7. New Business

PUBLIC HEARING

BZ A. Variance request for Admiral Plaza – Property located 1345 E. Henri de Tonti Blvd. Request for a Variance from Chapter 153.212, Landscaping, screening, fencing and buffering, applicant proposes to relocate interior site landscaping from front of the building to planting islands on north side of site and place alternative less maintenance intensive seating and/or décor in front of building.

PC B. Rezoning request for Mary Kristin McCloud Property located at 1620 Liberty Avenue (Parcel Nos. 830-37692-280 and 830-37692-300) containing approximately 1.74 acres. Request to Rezone from R-E, Residential Estate to R-3, Residential 3 units/acre.

PC F. Changes to Chapter 153 Addition to Chapter 153 of Tontitown City Code to add R-4, Residential Single Family, 4 units per acre.

Discussed changes to Chapter 153 for R-4 Zoning Code.

PC G. Changes to Chapter 153.212 – Landscaping, screening, fencing and buffering.

Discussed changes to the Chapter 153.212 Landscaping Code.

PC H. Changes to Chapter 153.180-153.185 – *Signs*.

Discussed changes to the Chapter 153.180-153.185 *Sign Code Revisions*

PC I. Changes to Chapter 153 - *Special Conditions Applicable to Certain Uses*

Discussed changes to the Chapter 153 **Special Conditions Application to Certain Uses Zoning**.

Adjournment- Adjourned

BOARD OF ZONING ADJUSTMENTS

- BZ A. Variance request for Admiral Plaza – Property located 1345 E. Henri de Tonti Blvd. Request for a Variance from Chapter 153.212, Landscaping, screening, fencing and buffering, applicant proposes to relocate interior site landscaping from front of the building to planting islands on north side of site and place alternative less maintenance intensive seating and/or décor in front of building.**

Neighbors within 200 feet were notified and no comments were submitted.

Kevin Boortz motioned to approve the variance request

Second by Michael Lunsford Motion Passes

Adjournment- Adjourned

PLANNING COMMISSION

- PC A. Election of Officers to Planning Commission for 2021**

The Planning Commission Officers for 2021 are as follows;

- **Kevin Boortz motioned to nominate Rocky Clinton as the Chairman**
Second by Michael Lunsford Motion Passes
- **Rocky Clinton motioned to nominate Kevin Boortz as Vice Chairman**
Second by Michael Lunsford Motion Passes
- **Kevin Boortz motioned to nominate Michael Lunsford as Secretary**
Second by Rocky Clinton Motion Passes

- PC B. Rezoning request for Mary Kristin McCloud Property located at 1620 Liberty Avenue (Parcel Nos. 830-37692-280 and 830-37692-300) containing approximately 1.74 acres. Request to Rezone from R-E, Residential Estate to R-3, Residential 3 units/acre.**

No negative comments were submitted.

Kevin Boortz motioned to approve the Rezoning request from R-E to R-3

Second by Rocky Clinton Motion Passes

Move to the next City Council Meeting for final approval

- PC C. Large Scale Development-Grease Monkey Property located at the Southeast Corner of E Henri de Tonti Blvd and Industrial Circle West containing approximately 1.15 acres. Request is for a Large Scale Development approval of a 4,360 sq. ft. commercial building and 21 parking spaces.**

Kevin Boortz motioned to approve the Large Scale Development Plan with listed conditions

Second by Michael Lunsford Motion Passes

- PC D. Large Scale Development -Osage Vet Clinic – Property located East of Taco Bell on the south side of E. Henri de Tonti Blvd, Lot 1, Venezia Piazza Addition, containing approximately 1.48 acres. Request is for a Large Scale Development approval of a 6,625 sq. ft. commercial building and 37 parking spaces.**

Michael Lunsford motioned to approve the Large Scale Development Plan with listed conditions

Second by Kevin Boortz Motion Passes

- PC E. **Preliminary Plat for Mantegani Estates Subdivision** *Property located at the Southwest corner of Florence Avenue and Mantegani Road containing approximately 5.71 acres. Request is for Preliminary Plat approval of the Mantegani Estates Subdivision with 13 lots proposed (12 single family residential lots, 1 lot for detention pond, and 5,300 sq.ft. open space area.)* **Tabled at Applicant's Request.**
- PC F. **Changes to Chapter 153** *Addition to Chapter 153 of Tontitown City Code to add R-4, Residential Single Family, 4 units per acre.*

The Planning Commission agreed to vote for all of the Chapter Changes at once;

Kevin Boortz motioned to approve

PC F- Changes to Chapter 153- -R-4 Zoning Code

PC G- Changes to Chapter 153.212- Landscaping Code

PC H- Changes to Chapter 153.180-153.185- Sign Code

PC I- Changes to Chapter 153- Special Conditions Application to Certain Uses Zoning

Second by Michael Lunsford Motion Passes

Move to the next City Council Meeting for final approval

- PC G. **Changes to Chapter 153.212** – *Landscaping, screening, fencing and buffering.*
- PC H. **Changes to Chapter 153.180-153.185** – *Signs.*
- PC I. **Changes to Chapter 153** –*Special Conditions Applicable to Certain Uses.*

PLANNING COMMISSION ITEMS TO CITY COUNCIL

- PC B. **Rezoning request for Mary Kristin Kinyon** *Property located at 1620 Liberty Avenue containing approximately 1.74 acres. Request to Rezone from R-E, Residential Estate to R-3, Residential 3 units/acre.*
- PC F. **Changes to Chapter 153** *Addition to Chapter 153 of Tontitown City Code to add R-4, Residential Single Family, 4 units per acre.*
- PC G. **Changes to Chapter 153.212** – *Landscaping, screening, fencing and buffering.*
- PC H. **Changes to Chapter 153.180-153.185** – *Signs.*
- PC I. **Changes to Chapter 153** - *Special Conditions Applicable to Certain Uses.*

Comments from Staff

Reports-

March 2, 2021 is the next City Council Meeting

March 9, 2021 is the Planning Work Session

March 16, 2021 is the next Committee of the Whole Meeting

March 30, 2021 is the next Planning Commission Meeting- Due to Spring Break

Comments from Commission Members

Rocky Clinton has requested that the Building Activity Report be included in Planning Commission Agenda Packet moving forward.

Adjournment- Adjourned



**Public Hearing and Planning Commission
Meeting February 23, 2021 6:00 PM
Virtual Meeting Participation Opportunities**

Zoom Meeting:

To participate *interactively* in the meeting, you may participate in the meeting via Zoom:

- **By PC, Mac, iOS (iPhone), or Android:**

Join Zoom Meeting:

LINK: <https://zoom.us/j/97593246691>

Or go to the zoom website to join: <https://www.zoom.us/join>

and enter the Meeting ID: 975 9324 6691

The link above requires you to “register” to participate in the meeting. This consists of signing in with your name, address, etc., as you would at a public meeting. Registering to attend the meeting does not require you to create a zoom account to participate.

Please register prior to the meeting if possible.

Please use your full name (first and last names) as screen name.

- **Join by phone only:**

+1 (312) 626-6799

When prompted for Meeting ID: 975 9324 6691 #

If you do not have a Participant Number: press #

- **To comment:**

Use “Raise hand” function when comment for an item is requested

For phone, raise hand to be recognized with *9

Phone numbers used to dial in to meeting will be masked for privacy

All participants will be muted automatically when joining the meeting

YouTube Live:

If you wish to watch Online without interactively participating, you can stream the meeting online via YouTube, from our YouTube Channel:

- **By PC, Mac, iOS (iPhone), or Android:** Navigate to the “Tontitown City Hall” channel:
<https://www.youtube.com/channel/UClbUv481CeNFF2JNwoOsrNQ>

NEW TO ZOOM? Watch tutorial videos at: <https://support.zoom.us/hc/en-us>

For assistance during the meeting, or for assistance logging into the meeting, please contact Courtney McNair, Garver Urban Planner, at (479) 287-4610, or email at cetmcnair@garverusa.com.