



**Planning Commission**

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

**City Staff and Consultants**

City Planner – Maegan Thomas & Madelyn Parker  
Public Works Director - James Clark  
Building Inspector - Roger Duncan  
City Engineer/Planning Consultant – Garver  
City Attorney - Harrington – Miller

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***Public Hearing/ Board of Zoning Adjustments (BOZA)/ Planning Commission Minutes***

Date: Tuesday, January 25<sup>th</sup>, 2022

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)

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1. **Planning Commission Meeting Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**

**All in attendance**

4. **Approval of Agenda**
5. **Approval of Minutes**

a. Approval of December 30<sup>th</sup>, 2021, Board of Zoning Adjustments and Planning Commission Meeting Minutes.  
Michael Lunsford motioned to approve the agenda and the December 2021 minutes.

6. **Comments from Citizens**

Kenneth Lovett said we have a master plan for our roads but there hasn't been any discussion on trying to tie the roads together and we really need an east and west other than Highway 412 and it would be nice to have one go straight north and south.

We still have an issue with vapor at Waste Management and Mr. Lovett was told to contact ADEQ. Not sure what we need to do but we need someone available immediately when we smell this smell and bring equipment so it can be tested, whether it is the Fire Department, Police Department, or the code enforcement. Mr. Lovett did call Waste Management and they met two hours later, and the smell was still there but not at the intensity it was originally.

7. **Old Business**
8. **New Business**

**PUBLIC HEARING**

1. **No agenda items**

**Adjournment.**

**BOARD OF ZONING ADJUSTMENTS**

1. **No agenda items**

## Adjournment

### PLANNING COMMISSION

1. **TriStar 18- Willow Trace Subdivision Preliminary Plat Request:** The applicant has submitted a preliminary plat request for a 66-lot subdivision on 20.03 acres located at 664 Kelly Ave. – **Tabled to February 2022 PC Meeting**

2. **TriStar 18-Willow Trace Subdivision Waiver Request:**

- Waiver from section 3.3.1 of the Drainage Manual to allow the hydraulic grade line to stay 2' below ground in 10-year event.

Courtney McNair with Garver Engineering presented the waiver request and conditions  
Phil Swope with Swope Engineering was also available to answer any questions

Kevin Boortz motioned to approve the waiver  
Second by Michael Lunsford  
No Vote

Kevin Boortz motioned to amend the motion of the waiver being presented on the drainage criteria to allow two additional conditions:

#1 The drainage pipe shall require having a minimum 1 foot of cover from top of pipe to the ground level in lawns areas.

#2 Plans shall be required to meet engineering's standard for drainpipe under roadways.

Second by Michael Lunsford  
Motion Passes Unanimously

Kevin Boortz motioned to approve the waiver with listed conditions  
Second by Michael Lunsford  
Motion Passes Unanimously

3. **Planning Board Officer Election**

Kevin Boortz nominated Rocky Clinton for the position of Chairman  
Second by Josh Craine  
Kevin Boortz Voted- YES  
Tom Joseph Voted- YES  
Josh Craine Voted- YES  
Michael Lunsford Voted- YES  
Rocky Clinton Voted- ABSTAINED  
Motion Passes

Michael Lunsford nominated Kevin Boortz for Vice Chair  
Second by Josh Craine

Kevin Boortz Voted- ABSTAINED  
Tom Joseph Voted- YES  
Josh Craine Voted- YES  
Michael Lunsford Voted- YES  
Rocky Clinton Voted- YES  
Motion Passes

Kevin Boortz motion to nominate Tom Joseph for Secretary  
Second by Michael Lunsford

Kevin Boortz Voted- YES  
Tom Joseph Voted- ABSTAINED  
Josh Craine Voted- YES  
Michael Lunsford Voted- YES  
Rocky Clinton Voted- YES  
Motion Passes

#### **PLANNING COMMISSION ITEMS, IF APPROVED, TO CITY COUNCIL**

No agenda items to be sent to Council

#### **Comments from Staff**

1. A Code amendment for exemptions for LSD

The Planning Commission is to review the possible changes and contact Courtney McNair with any questions or comments.

2. A Code amendment clarifying access easements.

The Planning Commission is to review the possible changes and contact Courtney McNair with any questions or comments.

3. December Building Activity Report

Reference the city website for detailed report.

2021 Planning Projects Report

4. Reference the city website for detailed report.

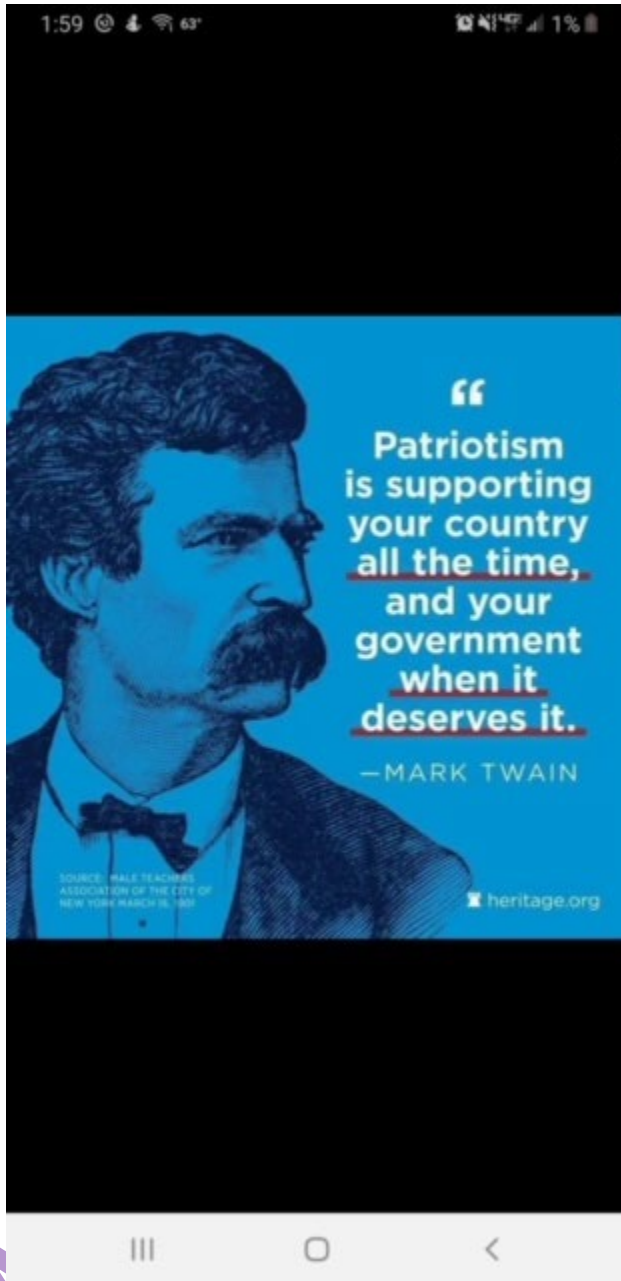
#### **Comments from Commission Members**

Councilman Larry Ardemagni asked Michael Lunsford if he was going to continue his position on the Planning Commission since his term is soon to be up. Michael Lunsford said yes.

Josh Craine had a question for the city council who were in attendance. When is the Steer Committee schedule to

meet? Penny Baskin said they met with Carl Gale and two Engineers last week and they are to submit a proposal and we are looking at others to submit proposals as well, this will include equipment for air quality to use in the Waste Management area, cost etc... More information to come.

Josh Craine quote:



Tom Joseph said there may be a problem where Fletcher Road and Highway 112 meet. According to Tom Joseph the Arkansas Department of Transportation said it needs to be moved up 200 yards and that the former mayor did not consult with the engineering and that it would have to be rerouted.

Rocky Clinton asked the council for an update on the Planning Commission's vacant position. Larry Ardemagni said it will be on the next City Council Meeting and eight applicants have applied.

Reminder of the special Mayor election is scheduled for May 24, 2022.

**Meeting Adjourned- Adjourned**

**Adjournment.**

JANUARY MINUTES



**Public Hearing and Planning Commission  
Meeting January 25th, 2022, 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://us06web.zoom.us/webinar/register/WN\\_2Xxsy8yRRHKxpAXutxZ7Yg](https://us06web.zoom.us/webinar/register/WN_2Xxsy8yRRHKxpAXutxZ7Yg)

**Or go to the zoom website to join:** <https://www.zoom.us/join> and enter the Meeting ID: 839 7049 6992

*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: 839 7049 6992#

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>

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**NEW TO ZOOM?**

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