



Planning Commission

Kevin Boortz – Chairman
Josh Craine – Member/Sworn in
Candy Black - Member
Scott Evans – To be sworn in
Chris Trout – To be sworn in

City Staff and Consultants

City Planner – Brad Spurlock
Planning Tech- Madelyn Parker
Public Works Director- James Clark
Building Inspector- Roger Duncan
Engineer-Zak Johnston, CK Civil Engineering
City Attorney- Harrington-Miller

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

Date: Monday, March 30, 2026.

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

- 1. Planning Commission Meeting Call to Order**
- 2. Pledge of Allegiance**
- 3. Swearing-In of Newly Appointed Commissioners**

Mayor Russell swore in the following newly appointed Planning Commissioners:

Josh Craine, Chris Trout, Scott Evans

- 4. Roll Call**
- 5. Approval of Agenda**

Josh Craine motioned to approve the agenda.

Second by Candy Black

Motion Passes Unanimously

- 6. Approval of February 24, 2026, minutes.**

Josh Craine motioned to approve the February 24, 2026, minutes.

Second by Candy Black

Motion Passes Unanimously

- 7. Old Business- NONE**
- 8. New Business**

ELECTION OF PLANNING COMMISSION OFFICERS

Josh Craine motioned that reappoint Kevin Boortz as Chairman.

Second by Chris Trout

Motion Passes Unanimously

Candy Black motioned to appoint Josh Craine as Vice Chairman.

Second by Kevin Boortz

Motion Passes Unanimously

Josh Craine motioned to appoint Candy Black as Secretary.

Second by Kevin Boortz.

Motion Passes Unanimously

PUBLIC HEARING

1. **Variance Request** - Applicant is requesting a variance on fence requirements for the front yard. Property is located at 319 & 351 W. Baker Ave. Parcel #: 830-38063-000 & 830-38062-000.

No Public Comments

2. **Public Hearing – Proposed Amendment to §153.172 Detached Accessory Dwelling Units.** Public hearing to consider an amendment to the Tontitown Zoning Municipal Code, regarding ADU's in order to bring the City's regulations into compliance with Arkansas Act 313 of 2025 (HB1503) and associated state law requirement.

No Public Comments

Adjournment

BOARD OF ZONING ADJUSTMENTS

1. **Variance Request - Applicant is requesting a variance on fence requirements for the front yard.** Property is located at 319 & 351 W. Baker Ave. Parcel #: 830-38063-000 & 830-38062-000.

The subject property is owned by Juanita F Chandler Trust with Jennifer Mick acting as Power of Attorney. The City's zoning regulations restrict fences with the front yard not to exceed 3' or 36" to maintain visibility, neighborhood character and safety. The applicant has indicated the variance is necessary due to safety concerns for the stated properties. The request is to install a 6' fence around

the properties with a gate on each entrance.

Josh Craine motioned to approve with conditions.
Second by Candy Black

Motion Passes Unanimously

Adjournment

PLANNING COMMISSION

- 1. Public Hearing – Proposed Amendment to §153.172 Detached Accessory Dwelling Units. Public hearing to consider an amendment to the Tontitown Zoning Municipal Code, regarding ADU's in order to bring the City's regulations into compliance with Arkansas Act 313 of 2025 (HB1503) and associated state law requirement.**

The Planning Commission reviewed the updates to ensure they align with state code.

Chris Trout motioned to approve and move to the next Committee of the Whole Meeting.
Second by Josh Craine

Motion Passes Unanimously

- 2. Large-Scale Development – Pam Parking Lot. Applicant is asking for consideration of a large-scale development request for PAM Trucking located at 297 E Henri De Tonti Blvd. Parcel #(s): 830-37525-000, 830-37526-000 & 830-37527-000.**

The applicant, PAM Transport INC., represented by Bates Engineering, is requesting LSD approval to expand their training and parking facilities in the northwest portion of the PAM Transport Campus. The project is located approximately 350' south of W Henri de Tonti BLVD and 300' east of Pozza LN and will span three parcels currently owned by PAM Transport.

The project consists of constructing approximately 163,000 sq.ft. (3.71 acres) of graveled surface, in addition to site grading, and stormwater infrastructure improvements. No new utility services are proposed with the development.

Access to the project will come through the existing PAM Transport parking facilities which ultimately connect to W Henri de Tonti BLVD and S Barrington RD.

Josh Craine motioned to approve with conditions.
Second by Candy Black

Motion Passes Unanimously

3. **Review and discussion – Discuss of the proposed Community Building façade requirements including compliance with applicable zoning and design standards.**

Discussion only-

The Planning Commission reviewed potential material options to confirm their compliance with city codes prior to advancing the project.

Adjournment

PLANNING COMMISSION ITEMS, IF APPROVED, TO COMMITTEE OF THE WHOLE (COW) MEETING April 7, 2025.

1. **Public Hearing – Proposed Amendment to §153.172 Detached Accessory Dwelling Units.** Public hearing to consider an amendment to the Tontitown Zoning Municipal Code, regarding ADU's in order to bring the City's regulations into compliance with Arkansas Act 313 of 2025 (HB1503) and associated state law requirement.

Comments from Staff

1. **March/EOY Building Activity Report-** Reference the city website for the detailed report.
2. **Current Planning Projects Report-** Reference the city website for the detailed report.

Brad Spurlock

- Welcomed Chris Trout and Scott Evans to the Planning Commission.

Planning Commission Comments

Candy Black, Josh Craine and Kevin Boortz

- Welcomed the Chris Trout and Scott Evans to the Planning Commission.
- Thanked everyone for attending tonight's meeting.

Chris Trout and Scott Evans

- Grateful for the opportunity to serve on the Planning Commission and excited for what lies ahead.



**Public Hearing and Planning Commission
Meeting March 30, 2026, 6:00 PM
Virtual Meeting Participation Opportunities**

Microsoft Teams

Meeting:

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

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

Join Teams Meeting:

LINK: https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2I3OGY5ZDgtNjRmZi00M2EzLTkwYmUtZmU5OTlmZjAwYzQ4%40thread.v2/0?context=%7b%22id%22%3a%223c738e4b-334e-4562-9a58-b8c7d8548c8f%22%2c%22oid%22%3a%222993e075-860f-4394-890f-7a419347cd2d%22%7d

Or go to the Teams website to join: Meeting ID: 274 311 762 664; Passcode: uKnPav

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:**

- **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>

For assistance during the meeting, or for assistance logging into the meeting, please contact Brad Spurlock, Planning Tech, City of Tontitown. (479)361-2700 or at permits@tontitownar.gov.