

CITY OF TONTITOWN, ARKANSAS

Planning Department — Departmental Report

Prepared for the Regular Meeting of the Tontitown City Council

Meeting Date:	August 18, 2026	Report Period:	August 2026
Department:	Planning Department	Prepared By:	Brad Spurlock
Reports To:	Mayor	Date Prepared:	08/12/2026

1. EXECUTIVE SUMMARY

During the August reporting period, the Planning Department completed the final plat for the Amalfi Subdivision and implemented enhancements to the City's NextRequest public records platform. Staff completed training on the CivicPlus Agenda module and absorbed and reassigned duties following the resignation of the Administrative Assistant to maintain continuity of operations. The Department also reviewed active code enforcement cases, completed end-of-month permit reporting for July, and continued general office and records organization.

2. DEVELOPMENT REVIEW ACTIVITY

Metric	This Period	Prior Period	Year to Date
Building Permits Requested	78	104	528

3. PLANNING COMMISSION ACTIVITY

Metric	This Period	Year to Date
Planning Commission Meetings Held	1	7
Agenda Packets Delivered On Time	Yes	Yes

Cases Heard	5	18
Cases Approved / Denied / Tabled	[4 / 1 / 0]	[17 / 1 / 0]

4. COMPREHENSIVE PLAN AND ORDINANCE UPDATES

- Comprehensive Plan is in planning stages to work with Planning Committee and Jeff Hawkins.
- Ordinances will be discussed as needed. July meeting discussed fence height requirements. No action taken.

5. CAPITAL IMPROVEMENT AND INTERDEPARTMENTAL COORDINATION

- No Capital Improvements have been discussed year to date

6. BUDGET PERFORMANCE

7. PERSONNEL AND ADMINISTRATIVE UPDATES

- City Council adopted a new Municipal Technology and Administrative Service Coordinator.

8. ITEMS REQUIRING COUNCIL ACTION OR DISCUSSION

No.	Item / Recommendation	Action Requested
1	Final Plat – Amalfi Subdivision	Accept Ordinance
2		
3		

9. UPCOMING PLANNING COMMISSION AND COUNCIL CALENDAR

- Tuesday, August 26, 2026

10. ATTACHMENTS

- No attachments to provide

Respectfully submitted,



Brad Spurlock, Planning Director