

CITY OF TONTITOWN, ARKANSAS

Planning Department — Departmental Report

Prepared for the Regular Meeting of the Tontitown City Council

Meeting Date:	October 20, 2026	Report Period:	October 2026
Department:	Planning Department	Prepared By:	Brad Spurlock
Reports To:	Mayor	Date Prepared:	10/8/2026

1. EXECUTIVE SUMMARY

During the month of September, we have been working or reorganizing the planning department which was approved by Council in October. Continued training with CivicPlus on the Agenda Management Module. Working with budget committee on upcoming 2027 budget. Work email transitions were not as smooth as first initialized but working through some hiccups with staff.

2. DEVELOPMENT REVIEW ACTIVITY

Metric	This Period	Prior Period	Year to Date
Building Permits Requested	52	46	639

3. PLANNING COMMISSION ACTIVITY

Metric	This Period	Year to Date
Planning Commission Meetings Held	0	7
Agenda Packets Delivered On Time	Yes	Yes
Cases Heard	0	18
Cases Approved / Denied / Tabled	0	17/1/0

4. COMPREHENSIVE PLAN AND ORDINANCE UPDATES

Comprehensive plan in planning stages to start to work with PC and Jeff Hawkins

5. CAPITAL IMPROVEMENT AND INTERDEPARTMENTAL COORDINATION

No Capital Improvements - New Software coming to the city for planning.

6. BUDGET PERFORMANCE

7. PERSONNEL AND ADMINISTRATIVE UPDATES

Madelyn Parker accepted the Municipal Technology and Admin Coordinator position.
Jodi Tarver accepted the Planning Tech position.

8. ITEMS REQUIRING COUNCIL ACTION OR DISCUSSION

No.	Item / Recommendation	Action Requested
1	NA	
2		
3		

9. UPCOMING PLANNING COMMISSION AND COUNCIL CALENDAR

Nothing for October. Will hope to have items in November to discuss

10. ATTACHMENTS

NA

Respectfully submitted,



Brad Spurlock, Planning Director