



CENTERTON PLANNING COMMISSION
NOVEMBER 5, 2024 @ 6:00 PM
AGENDA

ORD

Public comment period after the introduction of each agenda item

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES –**
 - A. Planning Minutes – 10/15/2024
4. **RATIFICATION OF ADMINISTRATIVE APPROVALS**
 - A. **HOP24-29 HITCH N’ GO RENTALS – Office/ Administrative –** 1151 Ellen Ray Ln.; Forest Park (Zoned R-2) *Applicant: Alison Paine (Planner: SHartman)*
 - B. **HOP24-30 WILDFLOUR NWA, LLC – Baking –** 2061 Wildflower Dr.; Prairie Brook Subdivision (Zoned R3-SF) *Applicant: Sydney Buikema (Planner: SHartman)*
 - C. **HOP24-31 ANNI DRIVE – Office/ Administrative Use –** 893 Meadowlands Dr.; City West PH 2 (Zoned R3-SF) *Applicant: Johnson Anni (Planner: SHartman)*
5. **OLD BUSINESS**
 - A. **DEV23-08 COBARE PLUMBING OFFICE - Preliminary Plans & Adj St Agmt -** 8750 Daisy Rd (Zoned I-1 / 1.52 Ac) *Applicant: DC Sparks Construction, Alexis Sparks; Owner: C-Bare Enterprises, LLC, Teresa Bradford; Engr: Odyssey Engineering, Chris Tilley (Planner: TCulpepper-Miller)*
6. **NEW BUSINESS**
 - A. **PUB24-02 POLICE DEPT. EXPANSION – Preliminary Plans –** 220 Municipal Dr. (Zoned C-3/6.65) *Applicant/ Engineer: HALFF Engineering, Patrick Foy; Owner: City of Centerton (Planner: KKnight)*
 - B. **PUB24-03 CORNERWOODS PARK PLAYGROUND – Preliminary Plans –** SE/C Seba & Keller Rd (Zoned R3-SF/0.63 Ac) *Owner: City of Centerton; Repr: Centerton Public Works, Anthony Martinez (Planner: KKnight)*
 - C. **DEV24-03 CENTERTON FLEX SPACE – Preliminary Plans –** 1812 E. Centerton BLVD. (Zoned C-2/ 1.59 Ac) *Applicant: CEI Engineering, Chad Caletka; Owner: Midwest Capital Investments, LLC (Planner: TCulpepper-Miller)*
 - D. **SUB21-13 DAISY RD DUPLEXES – Final Plat & Plans –** NE/C Daisy & Brookside (Zoned R3-D/8.18 Ac/ 20 Duplex Lots/ 40 Dwelling Units/ 1 Retention Pond) *Owner: Sweet Homes of NWA LLC; Engr: HALFF, Patrick Foy (Planner: KKnight)*
 - E. **SUB23-01 ELEGANCE AT KINYON- Request for 1-year Extension of Approval -** Kinyon Rd. (Zoned RTH-MF12/ 30.06 Ac/ 205 Dwelling Lots) *Owner: Kinyon, LLC; Engr: Lemons Engineering (Planner: KKnight)*
 - F. **SUB23-02 CRYSTAL COVE PH 4- Request for 1-year Extension of Approval-** Kinyon Rd. (Zoned RTH-MF12/ 9.98 Ac/ 62 Dwelling Units) *Owner: INFAS Corp, Inc.; Applicant: Tri-Star Contractors, LLC, Beth Oaks; Engineer: Lemons Engineering, Tim Lemons (Planner: KKnight)*
7. **OTHER BUSINESS**
 - A. **ULI NWA SMALL CITIES INITIATIVE GRANT – Program Introduction** (Presenter: Megan Brown)
8. **ANNOUNCEMENTS**

NOTE: Although every effort on the part of the Planning Dept. is made to assure every Agenda is accurate and precise, periodically, for unforeseen circumstances out of our control, items and/or public hearings appearing on this agenda may become withdrawn, request to be tabled/moved to the next agenda, or subject to change with little to no notice. Citizens are encouraged to call City Hall/Planning Dept. (479-795-2750-option 4) to verify if an item of interest remains scheduled to be heard on this date.

Centeron Planning Agenda

11/05/2024 Page 2

- A. Next Council Meeting: 11/12/2024 @ 6:00 PM**
- B. Next PC Meeting: 11/19/2024 @ 6:00 PM**
- C. Next Tech Review Meeting: 11/21/2024 @ 2:00 PM (Zoom)**

9. ADJOURN

NOTE: Although every effort on the part of the Planning Dept. is made to assure every Agenda is accurate and precise, periodically, for unforeseen circumstances out of our control, items and/or public hearings appearing on this agenda may become withdrawn, request to be tabled/moved to the next agenda, or subject to change with little to no notice. Citizens are encouraged to call City Hall/Planning Dept. (479-795-2750-option 4) to verify if an item of interest remains scheduled to be heard on this date.



**PLANNING COMMISSION
MINUTES OF MEETING
NOVEMBER 5, 2024**

1. CALL TO ORDER

The Meeting of the Centerton Planning Commission was called to order by Planning Chairman Jeff Seyfarth at 6:01 P.M.

2. ROLL CALL

Those present and answering Roll Call were Jeff Seyfarth, Tony Davis, Ben Lewis, Devin Murphy, Joey Ingle, Jerry Harris, Brandon Swoboda, John Sessoms, and Craig Langford. Others in attendance for the city were: Planner Dianne Morrison Lloyd, Planner Kayla Knight, Planner Tara Culpepper- Miller, City Engineer Alan Craighead, Public Works Director Anthony Martinez, Attorney Tina Adcock- Thomas, Mayor Bill Edwards, and Planning Assistant/ Recorder Samantha Hartman.

3. APPROVAL OF MINUTES

Commission Chair Jeff Seyfarth introduced the minutes of the Planning Commission meeting from October 1, 2024, and asked Commissions if anyone had questions or concerns.

Ben Lewis made a motion to approve the minutes from October 1, 2024, Planning Commission Meeting, with a second from Craig Langford. No members were opposed, and the motion was carried.

4. RATIFICATION OF ADMINISTRATIVE APPROVALS

- A. HOP24-29 HITCH N' GO RENTALS – Office/ Administrative – 1151 Ellen Ray Ln.; Forest Park (Zoned R-2) Applicant: Alison Paine (Planner: SHartman)**
- B. HOP24-30 WILDFLOUR NWA, LLC – Baking – 2061 Wildflower Dr.; Prairie Brook Subdivision (Zoned R3-SF) Applicant: Sydney Buikema (Planner: SHartman)**
- C. HOP24-31 ANNI DRIVE – Office/ Administrative Use – 893 Meadowlands Dr.; City West PH 2 (Zoned R3-SF) Applicant: Johnson Anni (Planner: SHartman)**

John Sessoms made a motion to approve the Ratification of Administrative Approvals, with a second from Tony Davis. No members were opposed, and the motion was carried.

5. OLD BUSINESS

- A. DEV23-08 COBARE PLUMBING OFFICE - Preliminary Plans & Adj St Agmt - 8750 Daisy Rd (Zoned I-1/ 1.52 Ac) Applicant: DC Sparks Construction, Alexis Sparks;**

Owner: C-Bare Enterprises, LLC, Teresa Bradford; Engr: Odyssey Engineering, Molly Robb (Planner: TCulpepper-Miller)

Craig Langford made a motion to bring DEV23-08 COBARE PLUMBING OFFICE back to the table with a second from John Sessoms. No members were opposed, and the motion was carried.

- Molly Robb of Odyssey Engineering was present.
 - Lighting concerns were addressed.
 - The client was okay with paving the first 20 feet of the parking lot but is not sure about Buckhorn Flats since it is a gravel road.
 - The cost estimates were updated.
- Planner, Tara Culpepper- Miller gave the staff update.
 - This project was previously Tabled at the 10/01/2024 Planning Commission meeting for Cost Estimates of the Buckhorn Street Improvements, parking lot improvements, and an updated photometric plan.
- Planning Commissioner, Joey Ingle believes the applicant should be responsible with half street improvements per code.
 - Joey Ingle does not agree with the City Engineers' recommendation of waving Buckhorn Flats improvements.
- The Senior Planner, Dianne Morrison Lloyd, said they considered the little impact the business will have on the area when calculating the street improvements. They are also giving up 1/3 of their property for Right of Way.
- City Engineer, Alan Craighead said the closest subdivision, The Landing, is doing Buckhorn Flats Road Street Improvements as a Major Collector, not a Minor Arterial.
- Molly Robb says the client is agreeable to Fee-In-Lieu for difference of estimate for Adjacent Street Agreement minus offsite improvements.
- Planning Chair, Jeff Seyfarth discussed with the applicant about keeping the parking lot gravel and blacktopping it when Buckhorn Flats Rd. is developed.

With no questions from the commissioners, Jeff Seyfarth entertained a motion. Joey Ingle made a motion to Approve the DEV23-08 COBARE PLUMBING OFFICE- PRELIMINARY PLANS & ADJACENT STREET AGREEMENT with a 2nd from Joey Ingle. No members were opposed, and the motion was carried.

B. DEV24-03 CENTERTON FLEX SPACE – Preliminary Plans – 1812 E. Centerton BLVD. (Zoned C-2/ 1.59 Ac) Applicant: CEI Engineering, Chad Caletka; Owner: Midwest Capital Investments, LLC (Planner: TCulpepper-Miller)

John Sessoms made a motion to bring DEV24-03 CENTERTON FLEX SPACE – Preliminary Plans back to the table with a second from Ben Lewis. No members were opposed, and the motion was carried.

- Chad Caletka of CEI Engineering was present.
 - Reduced the size of the buildings and increased the number of parking spaces.
- Planner Tara Culpepper- Miller gave the staff update.
 - Parking Islands were added.

- o Screening is added to the north and east.
- o The project meets the parking requirements of 1 space per 500 square feet.

With no questions from the commissioners, Jeff Seyfarth entertained a motion. Craig Langford made a motion to Approve the DEV24-03 CENTERTON FLEX SPACE – PRELIMINARY PLANS with minor comments with a 2nd from Joey Ingle. No members were opposed, and the motion was carried.

6. NEW BUSINESS

A. PUB24-02 POLICE DEPT. EXPANSION – Preliminary Plans – 220 Municipal Dr. (Zoned C-3/6.65 ac) Applicant/ Engineer: HALFF Engineering, Patrick Foy; Owner: City of Centerton (Planner: KKnight)

- Police Chief Cody Harper was present.
 - o We are adding a building addition of approximately 3,000 square feet on the west side of the site for offices, and a 1,200 square foot storage building for garage workspace and long-term storage.
- Planning Commissioner, Joey Ingle asked about changing the pond.
 - o Cody Harper said the retaining wall will be added to increase the depth of the pond.
- Planner, Kayla Knight gave the staff update.
 - o The Centerton Police Department is requesting to expand the existing Police Station by adding a building addition along the west side of the site for offices, and a storage building for garage workspace and long-term storage. The building addition is 3120 sq ft and the storage building is 1223 sq ft.
 - o The existing detention pond will be updated to include a retaining wall along all sides of the pond.
 - Per the Drainage Manual, a 20-ft horizontal distance is required between the 100-yr WSE and the minimum finish floor elevation (FFE) of structures.
 - On October 08, 2024, the City Council approved a waiver from the Drainage Manual to allow a 10-ft minimum horizontal distance between the 100-yr WSE and structures.
 - The design still maintains the 2-ft vertical distance between the 100-yr WSE and the minimum FFE of structures.
 - The City Engineer has approved the drainage as proposed.
 - o The parking lot currently provides 50 parking spaces, 2 of which are ADA spaces.
 - o One light will be relocated along the east side of the parking lot. The building addition and storage building will have wall packs.
 - o All existing landscaping along the property lines will be preserved. Additional trees will be planted within the detention pond, as approved by the City Engineer.
- Planning Chair, Jeff Seyfarth asked about the material of the storage building and the addition.
 - o Cody Harper said the storage building will be metal and the addition will be brick and will blend in with the current building.
- Planning Commissioner, Joey Ingle asked about the lighting pollution to the west

because it does not taper off.

- o Cody Harper said it has already been addressed with the City Hall project and deflectors have been added.
- o Kayla Knight said the photometric plan has to be updated because there is a streetlight on the west side that is not shown.

With no questions from the commissioners, Jeff Seyfarth entertained a motion. Devin Murphy made a motion to Approve PUB24-02 POLICE DEPARTMENT EXPANSION-- Preliminary Plans with a 2nd from Joey Ingle. No members were opposed, and the motion was carried.

B. PUB24-03 CORNERWOODS PARK PLAYGROUND – Preliminary Plans – SE/C Seba & Keller Rd (Zoned R3-SF/ 0.63 Ac) Owner: City of Centerton; Repr: Centerton Public Works, Anthony Martinez (Planner: KKnight)

- Public Works Director, Anthony Martinez, was present.
 - o The city received a Walton Family Foundation Grant to help support the full ADA park.
 - It will be all inclusive
 - Fully Permeable turf
 - 20' x 20' covered concrete with benches
 - Bathrooms and fountains
 - Sidewalks will be added all around.
 - Bollard lighting will be added on the trails and along with streetlights on Queen Street.
- Planner, Kayla Knight gave the staff update.
 - o The project must be started by the end of the year or else the funding is lost.
 - o Trees are being provided based on 1 tree per 30-ft of frontage. A total of 10 trees are shown on the plans.
 - o Additional trees and landscaping will be provided by Public Works in the future with additional signage for the park.
 - o A total of 17 parking spaces are being provided, including 2 ADA spaces. Additionally, Queen St is a local road, which allows on-street parking.

With no questions from the commissioners, Jeff Seyfarth entertained a motion. Tony Davis made a motion to approve PUB24-03 CORNERWOODS PARK PLAYGROUND – Preliminary Plans with a 2nd from Ben Lewis. No members were opposed, and the motion was carried.

C. SUB21-13 DAISY RD DUPLEXES – Final Plat & Plans – NE/C Daisy & Brookside (Zoned R3-D/ 8.18 Ac/ 20 Duplex Lots/ 40 Dwelling Units/ 1 Retention Pond) Owner: Sweet Homes of NWA LLC; Engr: HALFF, Patrick Foy (Planner: KKnight)

- Dustin Higgins with Halff was present.
 - o Corner of Daisy and Brookside
 - o 20 Duplex Lots
 - o The site inspection today was passed.
- Planner, Kayla Knight gave the staff update.

- o The updated Covenants were received that addressed the City Attorneys comments.
- o The Light Requisition was received.
- o The bond amounts have been approved.
 - Streets/ Drainage (50%): \$393,559.43
 - Water/ Sewer (50%): \$273,242.75
- The City Engineer, Alan Craighead said there were minor discrepancies with the Drainage Report and the Final Plat that will need to be cleaned up before the Final Plat gets recorded.

With no questions from the commissioners, Jeff Seyfarth entertained a motion. Tony Davis made a motion to approve SUB21-13 DAISY RD DUPLEXES – Final Plat & Plans with minor comments with a 2nd from Joey Ingle. All members present voted Aye without negative, and Motion was carried.

D. SUB23-01 ELEGANCE AT KINYON- Request for 1-year Extension of Approval - Kinyon Rd. (Zoned RTH-MF12/ 30.06 Ac/ 205 Dwelling Lots) Owner: Kinyon, LLC; Engr: Lemons Engineering (Planner: KKnight)

- Tim Lemons of Lemons Engineering was present via Zoom.
- Planner, Kayla Knight gave the staff update.
 - o The proposed subdivision is located on the south side of Kinyon Rd between Crystal Cove Ph 4 on the east and Kinyon Springs Valley on the west.
 - o Zoned RTH-5 with setbacks were reduced from 25-ft to 10-ft, the rear setback was reduced from 25-ft to 20-ft and block length maximums of 660-ft were added.
 - o Water service connection will be from an existing water line on the south side of Kinyon Rd and through Crystal Cove Ph 4. A sewer lift station is located on Lot 76 located on the east side of the detention pond. The sewer is connected to Crystal Cove Ph 4.
 - o The subdivision is not located in a Floodplain nor are there any wetlands on the property.
 - o A dry detention pond is located on the west side of the subdivision, adjacent to Kinyon Springs Valley subdivision. The detention pond will serve as detention for this subdivision and Crystal Cove Ph 4.
 - o There are remaining outstanding comments on the plat & plans and drainage report that were provided to the engineer on 02/06/2024. A resubmittal has not been received. A summation of staff comments is attached.
 - Tim Lemons was waiting to resubmit with the city until they got closer to ADH approval.

With no questions from the commissioners, Jeff Seyfarth entertained a motion. John Sessoms made a motion to approve SUB23-01 ELEGANCE AT KINYON- Request for 1-year Extension of Approval with a 2nd from Devin Murphy. All members present voted Aye without negative, and Motion was carried.

E. SUB23-02 CRYSTAL COVE PH 4- Request for 1-year Extension of Approval- Kinyon Rd. (Zoned RTH-MF12/ 9.98 Ac/ 62 Dwelling Units) Owner: INFAS Corp, Inc.; Applicant: Tri-Star Contractors, LLC, Beth Oaks; Engineer: Lemons Engineering, Tim Lemons (Planner: KKnight)

- Tim Lemons of Lemons Engineering was present.
- Planner, Kayla Knight gave the staff update.
 - o This subdivision follows the old code for RTH-MF12 zoning.
 - The Planning Commission can ask them to update the setback, but it is not recommended.

With no questions from the commissioners, Jeff Seyfarth entertained a motion. John Sessoms made a motion to approve SUB23-02 CRYSTAL COVE PH 4- Request for 1-year Extension of Approval with a 2nd from Joey Ingle. All members present voted Aye without negative, and Motion was carried.

8. OTHER

A. ULI NWA SMALL CITIES INITIATIVE GRANT – Program Introduction

(Presenter: Megan Brown)

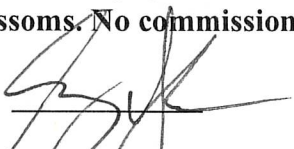
- The Managing Director of ULI in NWA, Megan Brown, was present.
- Megan Brown will be at the Planning Commission meeting every other month to give a grant update.
- ULI is the oldest and largest network of cross- disciplinary real estate and land use experts in the world.
- The ULI NWA Small Cities Initiative offers tailored support, including planning assistance and capacity building, ensuring we are a partner every step of the way.
- The Centerton Planning Department put together a Steering Committee consisting of a selected number of people that live/ work in Centerton.
- Previous NWA cities ULI have worked with are Cave Springs and Pea Ridge
- Downtown Master Plan Program Details
 - o November 21st – Design workshop at the Place Summit
 - o December 11st – Steering Committee kickoff
 - o February 19th – City Leader Workshop
 - o March- May RFQ Process for Consultant
 - o June – Consultant Work
 - o June 2026 - Target Plan Completion

9. ANNOUNCEMENTS

- A. Next Council Meeting: 11/12/2024 @ 6:00 PM**
- B. Next PC Meeting: 11/19/2024 @ 6:00 PM (Jeff Seyfarth and Alan Craighead will not be in attendance)**
- C. Next Tech Review Meeting: 11/21/2024 @ 2:00 PM (Zoom)**
 - **Will be cancelled or rescheduled due to ULI Workshop**
- D. 3 Rounds of Recreation Center Public Input have occurred.**

10. ADJOURN

Devin Murphy made a motion to adjourn the meeting at 6:59 PM, with a 2nd from John Sessoms. No commissioners were opposed, and the meeting was adjourned.



Jeff Seyfarth - Planning Chair
Centerton Planning Commission

Joey Ingle

Minutes Prepared By: Samantha Hartman