

Sherwood Planning Commission Minutes

May 9th, 2023 – 6:00 p.m.

2201 E. Kiehl Avenue, Sherwood, AR 72120

Rob Middleton, Chairman

Agenda Items

1. Call to Order
2. Roll Call
 - Gillham
 - Jones
 - Abernathy [absent]
 - Martin
 - Middleton
3. Approval of April 11th, 2023 Meeting Minutes
 - Martin made a motion to approve the April 11th, 2023, meeting minutes.
 - Gillham seconded the motion.
 - Jones abstained. Gillham, Martin and Middleton voted to approve the April 11th, 2023, meeting minutes.
4. Approval of the Agenda
 - Chairman declares the agenda as set.
5. Preliminary Plat of Lots 1 and 2, Watts Subdivision. Thomas Engineering, Agent.
 - Shelby Schmittou, City Planner, stated that this is a redesigned three-lot subdivision. All technical Staff comments have been addressed, however there are a few motions necessary based on conditions, contingencies and modifications required for approval.
 - As a condition of preliminary plat approval, the applicant requests to provide streetlights on the construction plans.
 - Martin stated that was typical for a residential subdivision.
 - Staff requested the applicant to provide construction drawings and street profiles for access, the street is required to be built to City standards. The applicant requests construction plans be a condition of preliminary plat approval.
 - Martin stated that is the normal process; first the preliminary plat is approved and then the engineer provides the construction drawings.

- With the two access easements, Staff recommends the property to the East and to the South be incorporated into the three lots creating a five lot subdivision. The applicant stated they are under separate ownership, but proposed the easement that encroaches on each lot will by platted and identified individually be an instrument number.
 - Chairman asked about multiple easements.
 - Ms. Schmittou stated that one easement comes north on Kiehl to the property and there is another one coming west from Thomas. Both will access the property.
 - Chairman asked if the Fire Marshall had issue with the secondary easement.
 - Ms. Schmittou confirmed that the Fire Marshal had no issues with the easement being part of the plat.
 - Chairman asked if this will be a private street.
 - Ms. Schmittou confirmed that it was and the neighboring property owner agreed to it.
 - Jones asked if that impacted any setbacks.
 - Ms. Schmittou stated it did not.
- Staff recommended the applicant complete a floodplain analysis and after discussion with the Consultant City Engineer the applicant provided a revised drawing that detailed elevations. Staff requests the finished floor elevations be provided on the plat as a contingency of approval.
 - Chairman agreed.
- Ms. Schmittou stated that there are two modifications requests.
 - Request to waive the sidewalk requirements.
 1. Martin made a motion to approve the request to waive the sidewalk requirements.
 2. Gillham seconded the vote.
 3. Unanimous roll call vote to approve the request to waive the sidewalk requirements.
 - Request to allow the maximum cul-de-sac length of 750 feet.
 1. Ms. Schmittou stated that the Fire Marshal approved the design.
 2. Martin made a motion to approve the request to allow the maximum cul-de-sac length of 750 feet.
 3. Gillham seconded the vote.
 - Unanimous roll call vote to approve the request to allow the maximum cul-de-sac length of 750 feet.

- Jones made a motion to approve the Preliminary Plat of Lots 1 and 2, Watts Subdivision with all conditions as stated by the Planning Department.
 - Gillham seconded the motion.
 - Unanimous roll call vote to approve the Preliminary Plat of Lots 1 and 2, Watts Subdivision with all conditions as stated by the Planning Department.
6. Rezone of 2428 Wildwood from C-3 to C-4. Thomas Engineering, Agent. [Public Hearing]
- Ms. Schmittou stated that the purpose noted in the Staff report is to utilize the two pole signs located on the property. Staff recognizes that amendments to the Sign ordinance may be necessary, but this request is consistent with Sherwood Vision 2040.
 - Chairman opened the public hearing.
 - No comments were made. Chairman closed the public hearing.
 - Martin made a motion to approve the Rezone of 2428 Wildwood from C-3 to C-4.
 - Jones seconded the motion.
 - Unanimous roll call vote to approve the Rezone of 2428 Wildwood from C-3 to C-4. The item will go to City Council on April 24th at 6pm for final approval.
7. Final Plat of Lot 1, Horizon Addition. Thomas Engineering, Agent.
- Ms. Schmittou stated that the Rezone and Preliminary Plat was approved in Planning Commission earlier in the year. The applicant wants to Final Plat lot 1 only. The only recommendation that Staff has is a contingency of Planning Commission approval, that is to label the access easement that continues onto the southern property as a future easement or proposed future easement. The Ordinance that tied that easement to this property was included in the General Notes.
 - Chairman asked what the easement was at the southern line of the property.
 - Ms. Schmittou stated that is a sewer easement.
 - Martin made a motion to approve the Final Plat of Lot 1, Horizon Addition with the future easement.
 - Gillham seconded the motion.
 - Unanimous roll call vote to approve the Final Plat of Lot 1, Horizon Addition with the future easement.

8. Old Business

9. New Business

- James Walden, Consultant City Planner, stated that Staff has discussed a minor tweak to the Sign Ordinance allowing pole signs on C-3 properties along Highway 67/167.
- Chairman stated this was the third rezone we've seen due to the sign restrictions.
- Mr. Walden stated that essentially it would allow C-3 properties along Highway 67/167 (future I-57) to have pole signage.
- After discussion, Mr. Walden stated that Staff will draft some language to bring to the Commission.

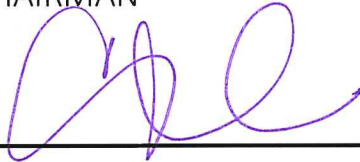
10. Adjournment

- Martin made a motion to adjourn.
- Jones seconded the motion.
- Unanimous roll call vote to adjourn.

PASSED AND ADOPTED THIS 13th DAY OF June, 2023.



PLANNING COMMISSION CHAIRMAN



PLANNING COMMISSION SECRETARY