



City of Conway Arkansas -
Planning and Development

2011 Conway Planning and Development Department

YEAR END REPORT

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Planning and Development

Staff

Director - Bryan Patrick, AICP

Planning Division

Deputy Director of Planning - Wes Craiglow, AICP

Planner - Christy Sutherland

Planning Technician - Lileha Rhea

GIS Coordinator/Planner - Jason Lyon

Permits and Inspections Division

Building Official / Assistant Director of Permits, Inspections, and Code Enforcement - Lynn Hicks

Building Inspector - Lee Hill

Building Inspector - Paul Young

Administrative Assistant - Barbara McElroy*

Administrative Assistant - Missy Schrag

Code Enforcement Division

Code Enforcement Officer - Grant Tomlin

Code Enforcement Officer - Oattie Cowgill

Code Enforcement Officer - Bill Haynes

Administrative Assistant - * Barbara McElroy serves as Administrative Assistant for Code Enforcement

PLANNING DIVISION ACTIVITIES

Planning Commission

Planning Division staff provided support for the Planning Commission including the coordination of monthly meetings. Planning Commission activities and reports were coordinated by Mr. Patrick. Analyses were presented to the Planning Commission concerning:

Rezoning

Month	Zone Change	Acreage	Action
January	A-1 to PUD	3.94	Denied
	MF-3 to PUD	0.48	Approved
	R-1 to C-3	6.59	Approved
February	A-1 to R-2	4.56	Approved
	R-1 to RU-1	0.014	Approved
March	A-1 to RU-1	6.7	Approved
	O-2 to A-1	5.45	Approved
April	MF-3 & C-3 to S1	8.2	Approved
May	A-1 to I-3	6.7	Approved
	R-2 or O-3	0.48	Approved
	R-2A to S-1	2.9	Approved
June	I-3 to C-3	7.5	Approved
	R-1 to C-3	2.5	W/Drawn by Applicant
July	A-1 to C-2	2.3	Held in Committee Denied in September
August	No Quorum		
September	R-1 to MF-2	2.7	Denied
	O-2 to C-2	1.39	Denied
October	R-1 to MF-2	3.97	Denied
November	No Quorum	13.79	**
December	None		

Conditional Use Permits

Month	Use	Acreage	Action
January	Waste Water Treatment Plant	79.29	Held in Committee-Approved in February
	Waste Water Pump Station	1.07	Held in Committee-Approved in February
February	Religious Activities	0.48	Approved
	Public School	18.1	Approved
	Cell Tower	0.014	Approved
March	Restricted Office	2.55	Approved
April	Mobile Home Replacement	1.0	Approved
May	Airport	452.4	Approved
June	None		
July	Fuel Pumps in C-2	2.3	Held in Committee-Approved in February
	Religious Activities	0.54	Approved
August	No Quorum		
September	Religious Activities	0.43	Approved
	Fuel Pumps in C-2	1.39	Denied
October	Car Dealer in C-4	5.55	Approved
November	No Quorum		
December	General Retail in O-2	1.01	Approved

Zoning Ordinance Amendments, Sign Ordinance Amendments, and Overlay Districts

April:

- Zoning Ordinance Amendment - TJ Rural zone was created
- Zoning Ordinance Amendment - Allow airports by right in I-3 was denied.
- Airport height overlay district was created

July:

- Sign Ordinance Amendment - Loss of legal non-conforming status of signs affected by road projects.

August:

- Zoning Ordinance Amendment - Revisions, clarifications, procedures, & definitions to the PUD zoning district.

November:

- Zoning Ordinance Amendment - Board of Zoning Adjustment functions were transferred to the Planning Commission.
- Zoning Ordinance Amendment - Clarifications and definitions concerning: mobile vendors including food vendors.
- Zoning Ordinance Amendment - Clarifications and definitions concerning: temporary, interim, portable, and accessory buildings.

Subdivision Ordinance Amendments

November: Revised requirement concerning residential lots of less than 100 feet along collector and above street classifications.

Sign Variance Appeal

No sign variance appeals were made in 2011.

Subdivision

12 subdivisions were reviewed by the Planning Commission and within the Planning Department. Of these 12, 6 were filed in 2011. 3 Subdivisions that were submitted in 2008-2010 were filed in 2011 for a total of 9 subdivisions filed in 2011. City Planner, Christy Sutherland, completed staff review of these subdivisions.

Replat

11 Replats were reviewed by the Planning Commission and within the Planning Department. Of these 11, 7 were filed in 2011. 3 replats submitted in 2010 were filed in 2011 for a total of nine 10 replats filed in 2011. City Planner, Christy Sutherland. completed staff review of these replats.

Expired Subdivision / Replat

No subdivisions and/or replats expired in 2011 due to inactivity.

Lot Creation

60 new residential lots, including single and multi-family, were created through the subdivision/replat process. These residential lots included 41 single family lots.

6 new office lots, 7 commercial lots, 1 institutional lot, 1 green space lot, and 2 industrial lots were created through the subdivision/replat process.

1 new residential lot in the Conway Territorial Jurisdiction county was created.

Annexation

2011 saw 2 annexations; new airport area (57 acres) and a new elementary school (23 acres). These annexations increased the square mileage of the city from 45 to 45.63 square miles.

Board of Zoning Adjustment

Planning Division staff provided support for the Board of Zoning Adjustment. Board of Zoning Adjustment activities and reports were coordinated by Mr. Patrick. Analyses were presented to the Board of Zoning Adjustment concerning:

Month	Request
February	Setback variance for Renaissance Women's Center 2300 Robinson - Approved

Starting in January 2012, the Planning Commission will take on the review authority of the Board of Zoning Adjustment.

Planning Division Reviews for the Mayor and City Council

The Planning Division prepared numerous reports and information for the City Council in 2011 including street and alley closing requests, impact fee credits, franchise agreements, street name changes, bicycle and pedestrian paths, etc.

Development Review

2011 marked the fourth full year of development review standards. These standards include requirements for greater trees and landscaping, buffering of adjacent properties, cross access, joint access, reduction of curb cuts, architectural

materials, etc. 22 development reviews were conducted by City Planners Wes Craiglow and Jason Lyon. There were 17 development reviews in 2010.

Review by Type		
Commercial – 8	Mixed use – 1	Institutional – 5
Industrial – 4	Multi-family housing – 0	Office – 4

Development review highlights:

- 622 new trees planted 2” caliper DBH (362 new trees - 2011)
- 366,616 square feet of gross floor area added through Development Review. (325,217 s.f. - 2011)

Small Area Planning

No new small area plans were conducted in 2011, however, the City Council adopted by resolution the Conway 2025 study initiated by the Conway Chamber of Commerce.

Safe Routes to School / Bicycle Friendly Community

In 2011, the SRTS Board continued drafting a SRTS Master Plan which details mid and long range goals and ongoing SRTS activities. A SRTS grant of \$15,000 was awarded in 2011. In 2011, Conway was named a Bronze level Bicycle Friendly Community by the League of American Bicyclist.

Geographic Information System (GIS)

In 2008, Mr. Jason Lyon became the Conway GIS Coordinator and Addressing Administrator. The City map is now up to date and maintained many layers of information including, street, zoning, and address information. In 2011, the 2010 Census updates were finalized, including data for housing units and new construction. Mr. Lyon working with the Faulkner County GIS Contractor and MetroPlan created new City voting wards that went into effect January 1, 2012. He also assisted Faulkner County in creating new 2012 Justice of the Peace Districts. Mapping updates of zoning and conditional use permits, sign permits, CAGIS data, and other data creating digital layers hyperlinked to scanned documents were created and updated allowing easy access to ordinances/resolutions with one click. Mr. Lyon also worked with the Police, Fire, and IT Departments to provide better mapping and emergency response dispatch capabilities. Mr. Lyon assisted in production of maps for the 2011 Vilonia tornado aftermath and search and rescue efforts. Maps were produced for mobile command. Grant funds were used to purchase a small plotter for Central Fire, that can be used for quick production of maps in the field. A laptop computer for GIS functions has allowed more timely updates of data in critical situations.

Mr. Lyon became a sub-steward for the USGS working on the National Hydrography Dataset (NHD) run under ADEQ. Updates to the project include Faulkner County, Conway, and surrounding counties. Work was also done on areas of the Fayetteville Shale gas play. The work was completed in Fall 2011 and uploaded to the USGS National Site. A grant of \$25,000 was a direct result of this work. This grant money will allow for upgrades to computer equipment, purchasing of new plotter\scanner equipment, and additional monies for conference and travel for 2011 and 2012. Future grant opportunities are being sought in 2012. 2010 grant monies allowed Mr. Lyon to travel to the ESRI International Users Conference in San Diego, as well as the Arkansas Users Conference in Bentonville. GIS contacts with several local surveying and engineering businesses have continued leading to more timely updates of plat information for both the Planning and Street Departments. Continued coordination with the Faulkner County Assessor's Office has allowed consistent updating of parcel lines and subsequently, zoning line updates resulting in more accurate zoning boundary maps. In a working effort with the Tax Assessor's Office and Conway Corporation, new 1 foot and locally 6 inch imagery was flown 1Q 2011, paid in large part by the ADEQ Grant. The new imagery has allowed for even better accuracy in GIS

production of cadastral layers. A new inter-local agreement with Faulkner County was approved in December, in which Mr. Lyon will take over the GIS functions for the county and provide updates to the Office of Emergency Management and Roads Department. The agreement also allows the City and County continued collaboration while allowing a single GIS Dataset that may be used for the city and county operations. This cooperation provides the City Planning Department more monies to purchase software upgrades and upgrade equipment.

Grant Money received in 2011 will be used to purchase ArcServer (allow web mapping to begin in City), flex licenses for GIS software (allow other departments to use GIS on a more regular basis), 3D Analyst license (elevation analysis) and additional imagery, LIDAR data collection if potential arrives. Continued membership in URISA allows more networking of GIS contacts for city as well as participation in the URISA National Conference to be held in Portland, OR (October 2012) and the Mid-American GIS Conference in Kansas City.

Planning Workshops and Conferences

In August, Mr. Patrick, Mr. Craiglow, and Mrs. Sutherland attended a workshop in “Retrofitting Suburbia” at Metroplan in Little Rock. Mr. Patrick and Mr. Hicks attended a one day conference concerning historic structures and building codes in November.

Memberships

Planning Department staff retained membership in the American Planning Association and the Arkansas Chapter of the American Planning Association.

Mr. Patrick retained membership and Mr. Craiglow became a certified member of the American Institute of Certified Planners, Mr. Patrick retained membership in the National Trust for Historic Preservation Forum, National Alliance of Preservation Commissions, and the Historic Preservation Alliance of Arkansas.

Mr. Lyon retained membership in URISA (Urban and Regional Information Systems Association).

Internet / Web Site

Planning Technician Lileha Rhea maintained the City of Conway and Planning Department websites. These sites provided valuable city information 24/7.

Presentations

Mr. Patrick and Mr. Craiglow were guest lecturers at several UCA Urban/Regional Planning classes and several community groups including the Conway Rotarians, Faulkner County Landlords Association, and Master Gardeners.

Tree Board / Tree City USA

The Planning Division provided assistance to Kami Marsh, City Staff for the Conway Tree Board. The Tree Board produced a draft public tree preservation ordinance that was approved by the City Council in June. The November Arbor Day 2011 Celebration had a record attendance with the adoption of over 300 trees. Conway Corporation was the principal sponsor for the Arbor Day Celebration. The Planning Division maintained the Tree Board website and provided additional support as needed.

Old Conway Design Review Board / Conway Historic District Commission

The Planning Division acted as City staff for the Old Conway Design Review Board and the Conway Historic District Commission. Mr. Patrick created monthly reports for the OCDRB and the HDC. There were 4 Old Conway Design Overlay District and 5 Robinson Historic District reviews. The Old Conway Design Review Board was incorporated into the Conway Historic District Commission in April 2011. Mr. Patrick along with several HDC members attended the Arkansas Historic Preservation Conference in Little Rock. Mr. Patrick also attended Arkansas Historic Preservation Program/Certified Local Government meetings in Little Rock.

Other Activities

Planning staff have also worked with the Conway Public Art Committee in support of the ongoing City Hall arts display and Artsfest. Staff also provided materials for Conway Ecofest.

Interns

Jenny England, Roxana Santiago, and Edward Biggler served internships in the Planning Division in 2011.

PERMITTING AND INSPECTIONS DIVISION ACTIVITIES

This portion of the report summarizes the activities of the Permits and Inspections Division. The report is given in a synopsis form categorizing permitting activities.

Building Permits

Single Family Home Permits

2011 = 152, down approximately 32% from 2010 (224)

Construction Related Permits

A total of 2274 construction related permits were issued in 2011 compared with 3003 construction related permits in 2010. The breakdown into types of construction permits follows:

442	Building Permits (down 210 from 2010 - 652)
518	Electrical Permits (down 16 from 2010 - 652)
338	Plumbing Permits (down 160 from 2010 - 498)
550	Mechanical Permits (down 161 from 2010 - 711)
6	Parking Lot Permits (down 7 from 2010 - 13)
227	Gas Permits (down 24 from 2010 - 251)
193	Sign Permits (down 33 from 2010 - 226)

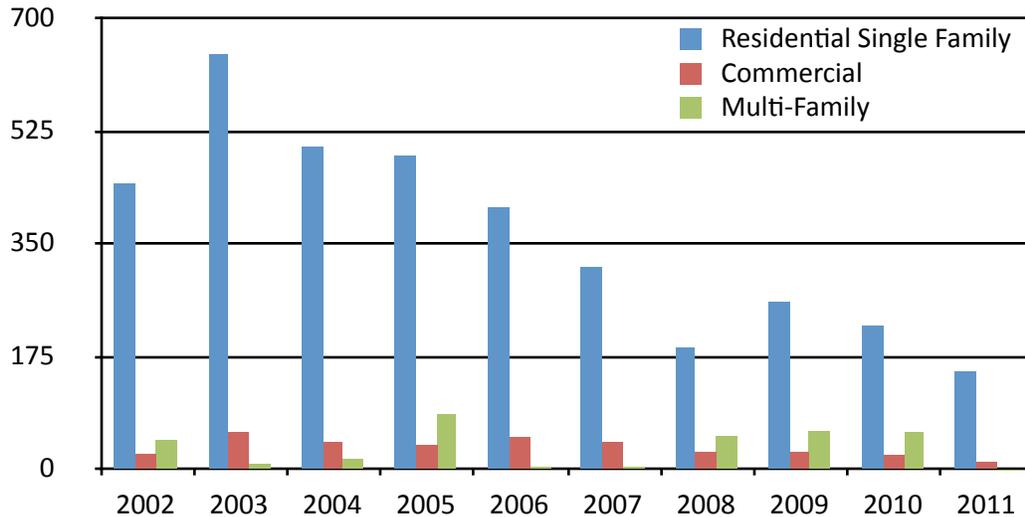
2274 Total (down 729 from 2010)

Total Building Permits Issued 2003 - 2011

Permits	2003	2004	2005	2006	2007	2008	2009	2010	2011
Single Family	645	502	488	407	314	189	261	224	152
Duplex	10	7	12	27	45	30	14	29	1
Commercial	53	43	38	51	43	27	23	10	12
Institutional	1	5	5	2	5	5	2	0	2
Multi-Family	9	16	86	5	4	53	60	58	1
Industrial			1	4		15	2	7	3
Temp. Bldg	22	6	6	9	8	12	9	7	6
Acc/Res		92	96	65	90	76	56	61	48
Add/Res	69	56	62	45	46	47	40	45	39
Add/Com	15	14	16	9	15	2	5	11	14
Rem/Res	37	44	47	55	47	63	43	49	54
Rem/Com	82	93	85	67	63	78	53	83	71
Rem/Inst.	3	9	9	4	12	13	8	3	1
Acc/Multi-Family		1	8	7		20	6	19	2
Add/Acc	2		1	3		1	2	0	1
Acc/Com		5	3	5	4	5	5	4	6
Add/Duplex			1	1				0	0
Add/Inst.	4	3	4	3	1	2	1	1	2
Add/Indust.	4	3	1	8	1	3		7	3
Rem/Indust.		3	1	4	2	7	2	1	4
Rem/Duplex	1	5	1	5	1	1	2	1	2
Acc/Inst.					3	4	2	1	1
Rem/Acc					2	2	2	1	0
Rem/MF							1	0	0
Demolitions*								41	20
Footing/Foundations**									3
Acc/Ind**									1
Total Permits Issued	1070	937	971	799	706	655	599	663	449

The 449 Building Permits issued in 2011 were valued at \$128,967,240 as estimates given by the builders. This is an decrease of approximately 23% from 2010 (169,048,618.00). *Permit began in 2010 ** Permit began in 2011

BUILDING PERMITS ISSUED BY TYPE 2002 - 2011



Construction Costs as Estimated by Builders on All Permits Issued 2002 - 2011

Year	Construction Cost
2002	\$104,260,756
2003	\$136,327,284
2004	\$141,306,685
2005	\$198,545,106
2006	\$158,592,893
2007	\$119,924,087
2008	\$135,577,432
2009	\$145,004,934
2010	\$169,048,618
2011	\$128,967,240

Impact Fees 2004 - 2011

Type	2004	2005	2006	2007	2008	2009	2010	2011
Commercial (Road)	\$84,193	\$256,517	\$491,109	\$558,520	\$327,662	\$381,471	\$461,902	\$428,868
Res. (Road)	\$320,262	\$627,873	\$967,773	\$742,503	\$781,529	\$467,230	\$1,040,953	\$210,290
Res. (Parks)	\$211,727	\$407,944	\$601,796	\$461,677	\$281,740	\$415,315	\$476,921	\$294,103
Total	\$616,182	\$1,292,334	\$2,060,678	\$1,762,700	\$1,390,931	\$1,264,016	\$1,979,776	\$933,261

2011 saw an approximately 53% decrease in impact fees from 2010. The original impact fee study projected \$2.32M Road, and \$390K Park, or \$2.7M total annual collection.

7 Year Impact Fee Average*: Road = \$1,106,314, Park = \$419,928, Combined = \$1,526,242

*2004 is not included as 2003 saw an unusual increase in permit activity to avoid impact fees in 2004.

Number of Permits Issued With Impact Fees Going Towards Street and Park Improvements

Number of Permits	2004	2005	2006	2007	2008	2009	2010	2011
Commercial	18	33	57	35	68	78	82	12
Residential	291	436	421	345	234	273	241	152
Total	309	469	478	380	302	351	323	164

There was a 49% decrease in the number of permits issued with impact fees going towards street and park improvements.

Ordinance Revisions/Adoption

Two ordinances were submitted, reviewed and approved during 2011 which were all related to permitting fees.

1. Ordinance No. O-11-02 was approved on 1-11-11 which updated the City mechanical code to correspond with the state adopted 2010 Arkansas mechanical code.
2. Ordinance No. O-11-105 was approved on 12-13-11 which amended the City plumbing code to clarify the requirements for discharge piping of water heater pressure relief valves.

Presentations and Newsletters

7 Builder Bulletin Notices to homebuilders and commercial contractors identifying specific code issues due to changes to codes or procedures were created. These notices addressed, the 2010 Mechanical Code, residential cooking vent hoods, reminder of double permit fees for work starting without permit, limitation on called timed inspections, foundation requirements at garage door openings, notice of new state law for remodelers license, notice of Sate law for Carbon Monoxide detectors.

Memberships and Licenses

The Division of Permits and Inspections maintains an active jurisdictional membership with the International Code Council.

Lee Hill – Inspector

Plumbing Inspector, State of Arkansas #PI02191
HVACR Inspector, State of Arkansas #1454550
Building Inspector, ICBO/ICC #5077290-10
Plumbing Inspector, ICBO/ICC #5077290-34
Electrical Inspector, ICBO/ICC #5077290-E5
Mechanical Inspector, IAPMO #090430
Plumbing Inspector, IAPMO #098228
IAEI Member, 7062341

Paul Young – Inspector

Plumbing Inspector, State of Arkansas #PI01679
HVACR Inspector, State of Arkansas #1015071
Master Electrician, Arkansas State Board of Elec. Examiners #M2821
IAEI Member, 7019457

Lynn Hicks – Building Official

Zoning and Property Standards Inspector, SBCCI # 172
Zoning Inspector, ICC No. 521-5917-75
Housing Rehab Inspector, SBCCI # 1037
Housing Rehab Code Enforcement Officer, SBCCI # 071
Property Maintenance and Housing Insp., ICC No. 5215917-64
Fire Inspector, SBCCI # 785
Fire Inspector, St. of TN. # 0233
Fire Inspector, ICC No. 5215917-66
Building Inspector, SBCCI # 4105
Building Inspector, St. of TN. # 0013
Building Inspector, ICC No. 5215917-B5
Building Plans Examiner, SBCCI #226
Building Plans Examiner, ICC No. 5215917-B3
Chief Building Code Analysis, SBCCI # 226
Certified Building Official, CABO # 1817
Certified Building Official, ICC No. 5215917-CB

Building Code Appeals Board

There were no requests for building code appeals to the City of Conway Building Code Appeals Board in 2011.

Commercial Plans Review

The Commercial Plans Review process is a method of proactively identifying code issues and resolving the issues at the planning stage of the project.

There were 81 Commercial Plans Reviews in 2011.

Commercial Plans Review fees generated \$31,618 in 2011.

Commercial Plans Review Fees were enacted 7-13-10 and generated a total of \$9,549.42 in plan review fees 2010.

Temporary Certificate of Occupancy

At total of 31 Temporary Certificate of Occupancies were issued in 2011.

The fee amounts collected for Temporary Certificate of Occupancy in 2011 was \$11,475.

Inspections

The total number of inspections conducted in 2011 was 5,217 compared to 6,160 in 2010.

The 5,217 inspections for the year equate to an average of 21.74 inspections per work day.

Of the 21.74 average inspections per day, 2.94 of those inspections are the average re-inspections.

Fees collected for re-inspections in \$2011 were \$17,934.

Code Workshops and Conferences

Inspector Lee Hill attended 40 hours of training while Inspector Paul Young attended 24 hours of training to re-certify as State of Arkansas plumbing, mechanical, and electrical inspectors. Building Official, Lynn Hicks attended 95 hours of educational classes, recertification training, and the Building Code Officials of Arkansas Conference.

Establishment of a Code Discussion Group

On April 27, 2011 the first meeting of the Central Arkansas Code Discussion Group was held in Maumelle, Arkansas with the building officials from Maumelle, Sherwood, and Conway in attendance. It was discussed and decided that a monthly meeting would be held to discuss common code issues with the intent of establishing a cohesive and consistent interpretation and application of building codes throughout the area. Notice of monthly meeting was distributed through the Code Officials of Arkansas and resulted in the participation of other jurisdictions; North Little Rock, Benton, Searcy, Greenbriar, Benton County, and Hot Springs, representation from the State Fire Marshall Office and attendance by the State Director of the Arkansas Homebuilders Association. The monthly review and discussion of code issues is helping to eliminate the commonly heard argument that, "They don't make me do that over there."

Building Permit Information for Residential Accessory Buildings

Handout material was created and distributed to the local retailers that sell prefabricated accessory buildings outlining the criteria for obtaining building permits, setback distances, lot coverages, footing and foundation requirements, and fees for placing an accessory building on a residential lot.

Educational Classes

The City of Conway Office of Permits and Inspections offered the following code classes to homebuilders, commercial contractors, architects, engineers, and other area inspectors during 2011:

Hilti firestopping class 3-24-2011

Hilti firestopping class 5-11-2011

Brick Industry Association class on residential masonry veneer (weepholes and flashing) 5-25-2011

Simpson wall bracing class 8-17-2011

American Plywood Association class on wall bracing 9-21-2011

Inspector training and Education

Including the above listed educational classes, the inspection staff attended a total of 110 hours of continuing education programs.

C O D E E N F O R C E M E N T D I V I S I O N

Violation Counts

Most Common Violations

Short Description	2008	2009	2010	2011
Grass Ordinance	1254	868	1075	1276
Trash Cans	294	492	388	135
Rubbish, trash, unsanitary matter	440	364	350	382
Appliance/Furniture Ordinance	424	315	382	370

Total Violations

Short Description	2008	2009	2010	2011
Abandoned/Inoperable Vehicle Ordinance	155	122	124	115
Animal Control	1	1	0	0
Appliance/Furniture Ordinance	424	315	382	370
Dilapidated Structure Ordinance	38	42	34	24
Grass Ordinance	1254	868	1075	1276
Illegal Drainage	1	3	3	8
Illegal Dumping in Drainage Ditch	9	1	1	2
Illegal Dumping Ordinance	4	3	7	1
Rec/Com vehicle Ordinance	8	5	10	9
Rubbish, trash, unsanitary matter	440	364	350	382
Sediment on Road Ordinance	36	22	12	5
Sign Ordinance	227	217	177	131
Stagnant Water Ordinance	33	22	13	6
Street Address Ordinance	8	1	0	0
Tire Ordinance	30	20	35	36
Trailer Ordinance	51	42	18	20
Trash Can Ordinance	294	492	288	135
Zoning Ordinance	59	57	80	62
TOTAL	3072	2597	2610	2582