



A G E N D A
SILOAM SPRINGS BOARD OF DIRECTORS
ADMINISTRATION BUILDING, 400 N. BROADWAY
JANUARY 3, 2017
BOARD MEETING / 6:30 PM

Regular Board of Directors Meeting:

Opening of Regularly Scheduled Meeting

Call to Order

Swearing In / Newly elected officials

Roll Call

Prayer

Pledge of Allegiance

Elect Vice-Mayor

Approval of Minutes

Regular Meeting of December 20, 2016

I. Public Input

Items from the Public not on the Agenda (public may address any City business not listed on the agenda)

II. Regularly Scheduled Items

Ordinances

A. 1st Reading / Ordinance 17-01 / Amending Section 102-21 of the City Municipal Code / Rezone from R-2 to G-I / Siloam Springs School District No. 21 / 501 W. Elgin St.

Resolutions

B. Resolution 38-16 / Final Plat Development Permit / 1218 W. Jefferson / Dogwood Meadow

C. Resolution 01-17 / Procedures and Organizational Matters of the Board of Directors

D. Resolution 02-17 / Significant Development Permit / Siloam Spring School District No. 21 / 501 W. Elgin St.

E. Resolution 03-17 / Preliminary Plat Permit / Heritage Ranch, Phases II through IV / 2200 block of N. Carl Street

F. Resolution 04-17 / Employee Handbook Amendment / Residency Requirements

Staff Reports

G. Administrator's Report

III. Directors Reports

IV. Adjournment

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
CITY OF SILOAM SPRINGS, BENTON COUNTY,
ARKANSAS, HELD DECEMBER 20, 2016

The Board of Directors of the City of Siloam Springs, Arkansas, met in regular session at the City of Siloam Springs Administration Building, on December 20, 2016.

The Meeting was called to order by Mayor Turner.

Roll Call: Burns, Beers, Smith, Cavness, Coleman, Johnson, Smiley – Present

Also present: Phillip Patterson, City Administrator; Jay Williams, City Attorney; Renea Ellis, City Clerk; Jeremy Criner, Fire Chief; Geoff Lewis, Police Major / Deputy Chief; Don Clark, Community Services Director; Ben Rhoads, Senior Planner; Justin Bland, City Engineer; Randall Clark, Building Official.

Opening prayer was led by Carol Smiley.

Mayor John Turner led the Pledge of Allegiance.

A copy of the December 6, 2016 minutes of the regular meeting had previously been given to each Director. A motion was made by Cavness and seconded by Smiley to approve the minutes. Mayor called for a voice vote. Motion passed unanimously.

Public Input.

Yelena Buyolova, 709 W. Tulsa, expressed her concern over stereotyping people and asked everyone to stop the hate.

Item A: 3rd Reading / Ordinance 16-21 / Amending Chapter 66 of the Municipal Code / Property Maintenance and Nuisance Abatement. Randall Clark, Building Official, briefed the item. Don Cundiff, 601 W. Tahlequah, expressed concerns with certain criteria in this ordinance, and how he thought it may be far-reaching. The Directors agreed that the complaint-driven basis in the ordinance and the ability to appeal the process was a wonderful checks and balance system. A Motion to Place Ordinance 16-21 on its third reading, suspending the rules and reading title only, was made by Cavness and seconded by Smiley. After further discussion, a Motion to call the question was made by Johnson and seconded by Smiley.

Motion to vote passed unanimously.

Motion to place on 3rd reading passed unanimously.

An Ordinance entitled: An Ordinance Amending Chapter 66 of the Siloam Springs Municipal Code to Adopt the Siloam Springs Property Maintenance and Nuisance Abatement Code, and Repealing Inconsistent Provisions, was read on its third reading.

A Motion to Adopt Ordinance 16-21 was then made by Smiley and seconded by Coleman. Motion passed unanimously.

Item B: Resolution 42-16 / Final Plat Development Permit / Stone Ridge Addition / 1200 block of Canyon Gate Dr. Ben Rhoads, Senior Planner briefed the item. A Motion to Approve Resolution 42-16 was made by Smiley and seconded by Johnson. Motion passed unanimously.

Administrator's Report: Patterson asked Chief Criner to recap Fire Department awards. Jeremy Criner, Fire Chief, outlined and announced who won what awards. Patterson went over the sales tax numbers for the City and County. He said he would send the list of topics to consider for the 2017-2018 Goals and asked for Board input. He said there will be a tour at the annex building after the board meeting. He then wished everyone a Merry Christmas and a Happy New Year.

Open Hearing of Directors:

Mayor gave his condolences to Strassheim family. He said he had spoken with several citizens regarding the Basin 5 project and gave kudos to staff and thanked the crews. He wished everyone a Merry Christmas and Happy New Year. Beers thanked staffed and Board for their service, and said he is looking forward to the New Year. Coleman thanked all City staff; Basin 5 is a great thing and can barely tell it went through his backyard; and wished everyone Merry Christmas and Happy New Year. Smith said she is grateful for staff and the accomplishments this past year; her 20-year anniversary is tomorrow; asked for an update on last year's goals when getting sent list for next year; and wished everyone Merry Christmas. Burns wished safe travels to everyone. He pointed out there is a lot of vision in future projects. He said we have the responsibility to do things right. Smiley expressed her appreciation to staff and Fire Department awards, and asked for a list of award recipients. She said she is thankful to serve all citizens, and wished everyone a Merry Christmas, Happy New Year, and safe travels. Johnson welcomed Lucas Roebuck. He said he is proud to serve the citizens. He reminded everyone that the automated trash system worked out beautifully and new projects' issues will be worked out. All thanked Cavness for his service on the Board. Cavness said his roots run deep in Siloam; serving on the Board was on his bucket list; he expressed gratefulness to his parents for mentoring. He said he appreciates the work of the Board, leadership of the City Administrator and staff. He thanked everyone for the opportunity to serve on the board, and then wished everyone a Merry Christmas and Happy New Year.

Cavness made a motion to adjourn; seconded by Smiley. The Mayor called for a voice vote. All Ayes. Motion passed.

Meeting adjourned.

APPROVED:

ATTEST:

John Mark Turner, Mayor

Renea Ellis, City Clerk

{seal}



CITY OF
Siloam Springs
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STAFF REPORT

TO: Phillip Patterson, City Administrator
FROM: Ben Rhoads, AICP, Senior Planner *BR*
Cc: Don Clark, Community Development Director
DATE: December 20, 2016
RE: Ordinance 17-01 / Amending Section 102-21 of the City Municipal Code / Rezone from R-2 to G-I / Siloam Springs School District No. 21 / 501 W. Elgin St.

Recommendation: Place Ordinance No. 17-01 on its _____ (1st, 2nd or 3rd) reading, suspending the rules and reading by title only.

Background: The applicant, Siloam Springs School District No. 21, requests to rezone their property at 501 W. Elgin St. from R-2 (Residential, medium) to G-I (General Institutional).

The Planning Commission reviewed the rezoning application at the December 13, 2016 regular meeting. There were two comments from the public with regards to Elgin St. width. After discussion, the Commission recommended approving the rezoning permit by a 6-0 vote, with no abstentions. One Planning Commissioner was absent.

Fiscal Impact: No fiscal impact is anticipated.

Attachments:

Staff report to Planning Commission
Ordinance No. 17-01



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STAFF REPORT

To: Planning Commission
From: Ben Rhoads, AICP, Senior Planner *BZR*
Justin Bland, PE, City Engineer
Cc: Don Clark, Community Development Director
Date: December 6, 2016
Subject: Rezoning Development Permit, RZ16-10 / Rezone from R-2 to G-I

Recommendation: Motion to approve RZ16-10 (Rezone Development Permit), subject to the following condition:

- 1.) The applicant must successfully consolidate both lots associated with the rezoning request, prior to building permit issuance.

Background:

APPLICATION REVIEW DATES

Planning Commission review: December 13, 2016

Board of Directors review: January 3, 2017

APPLICANT AND AGENT

Applicant/Owner: Siloam Springs School District, No. 21

Agent: Civil Engineering Inc., - Ron Homeyer, PE

SUBJECT PROPERTY ADDRESS

501 W. Elgin St.

INTERNET MAP INFORMATION

Planning staff has created a map made with Google My Maps.

Attribution: Map data ©2016 Google Imagery ©2016, Arkansas GIS, DigitalGlobe, Landsat, State of Arkansas, USDA Farm Service Agency, Washington County.

Please click on the following link to access. This link will only operate if reading this report digitally.

<https://drive.google.com/open?id=1APa4dLMzWH8rfEnYt1egrOkrfZl&usp=sharing>

PROJECT INTENT

The applicant desires to rezone two metes and bounds parcels, consisting of 9.05 acres, from R-2 (Residential, medium) to G-I District (Institutional).

REFERENCE APPLICATIONS

The following applications are associated with this request: SD16-12 (Significant Dev permit). This permit will be heard at the December 13, 2016 regular meeting of the Planning Commission.

EXISTING LAND USES AND ZONING

<i>EXISTING LAND USE</i>		<i>EXISTING ZONING</i>	
Elementary School		R-2 District (Residential, medium)	
<i>PROPOSED LAND USE</i>		<i>PROPOSED ZONING</i>	
Elementary School		G-I District (Institutional)	
<i>SURROUNDING LAND USE</i>		<i>SURROUNDING ZONING</i>	
North:	Residential— Single-Family	North:	R-2 District (Residential, medium)
South:	Residential—Single-Family	South:	R-3 District (Residential, 2-family)
East:	Residential—Single-Family/ Vacant	East:	R-2 District (Residential, medium)
West:	Residential—Single-Family/ Institutional, Pre-K/ daycare center	West:	R-3 District (Residential, 2-family)

PROJECT ANALYSIS AND APPROVAL CRITERIA

The following criteria are shown to indicate if this proposal meets the minimum criteria for approval. Criteria I-II is a subsection of Sec. 102-58 of the Municipal Code; Criteria III & IV are not directly applicable to the Zoning Code; and Criterion V is Sec. 54-36.

:

I. ZONING USE UNIT CONSISTENCY

(a) Purpose

The district is established to protect the accessibility, efficiency, utility and value of general civic and institutional uses, including municipal buildings, schools, colleges, hospitals, medical clinics, assisted living facilities, cemeteries, cultural and recreation centers, and places of worship.

(b) Planned uses

This property will be used as a school facility. School facilities fall within Use Unit 14 (Large institution). Use Unit 14 is permitted in the proposed G-I District.

(c) Special uses

This does not apply to this project, as the proposed use is a planned use.

II. LOT STANDARDS CONSISTENCY

The minimum G-I zone standards are compared with the subject property’s tracts below.

<i>MINIMUM (G-I) ZONING REQUIREMENTS</i>	<i>SUBJECT PROPERTY PROPOSAL</i>
Lot Area: 5,000 sq. ft.	9.05 acres*
Lot Width: 50 ft.	Approx. 929 ft.*
Maximum Lot Coverage: 60%	40.7% *
Maximum Floor to Area Ratio: 0.6 (60%)	14%

*This is subject to the property being consolidated into one lot (condition No. 1). Therefore the standards for the single lot are used in this section.

III. COMPREHENSIVE PLAN CONSISTENCY

The 2030 future land use map describes this area as public facilities. The following zone(s) are appropriate according to the designation: G-I. The proposed G-I zone is compliant with all existing and future land uses.

IV. STAFF TECHNICAL REVIEW

City staff met to review the project. The proposal meets or exceeds all City standards and all technical comments have been addressed by the applicant.

V. LAND USE CODE REQUIREMENTS

According to the Land Use Code, a rezoning development permit shall only be authorized when the applicant has convincingly demonstrated that the proposed zoning:

- (a) Will not substantially interfere with other owners' reasonable peace and enjoyment of their neighboring properties:

Staff is aware of no evidence that the proposed rezoning to general institutional will cause a consistent disturbance to the peace and enjoyment of the neighboring properties. Enforcement of the City Code's nuisance chapter will ensure that excessive noise, or unsightly debris, etc. is mitigated. These rules ensure that the proposal will not inherently decrease the quality of life standards already in place across the City.

- (b) Will not substantially damage, without fair recompense, any property value in the neighborhood:

Expanded school uses in this area are not anticipated to impact their property values.

- (c) Will not, whether by the nature of the allowed uses in the proposed zone, or by the allowed siting, height, or design of structures or landscaping in the proposed zone, tend to burden the present or future use of neighboring properties in accordance with current zoning standards:

There is no evidence that the proposal will cause any substantial burden to the present uses around the area. Traffic will slightly increase, but not beyond the design capacity of the street or anticipated increases due to development in the area. If traffic is not exceeding posted speed limits, the addition of new vehicles will not increase the safety risk.

- (d) Is adequately supported by infrastructure, including without limitation, water and sewage systems, streets, and drainage:

Water System

The Northside complex is surrounded by a looped 8" water line that is fed from multiple directions. Staff finds this existing infrastructure to be adequate for fire and domestic water needs.

Sanitary Sewer System

The Northside complex is served by 8" sewer. Staff finds this existing infrastructure to be adequate for fire and domestic water needs.

Storm Sewer System

A storm water detention basin is proposed northeast of the building addition utilizing the existing storm pipe underneath the roadway. This

pipe will have an outlet structure added to it that will control the storm water runoff such that there is not any increase in the peak flow from the pre-development conditions.

(e) Compared to present zoning of the property, is equally or more consistent with:

1. Sound planning of the city's growth; and with
2. Public health, safety, and convenience within the neighborhood:

The proposed zone increases sound planning of the City's growth, as the G-I zone is consistent with the historic use of the property as a school. As the land use is not changing with the proposed zone, the public health, safety, and convenience within the neighborhood will remain unaltered from what is existing today.

STAFF DISCUSSION

The applicant is requesting to rezone 501 W. Elgin St. from R-2 to G-I, the site of Northside Elementary School. This rezoning is a condition on an associated significant development permit to add a classroom addition to the building. After the lot consolidation, the site meets all standards for the G-I zone. The School District is systematically rezoning their properties at the time of proposed developments. After this rezoning, Southside School (on W. Tulsa St.) is the only school facility inside City limits remaining R-2.

LEGAL NOTICE

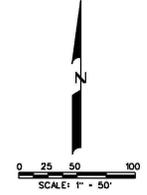
- Site posted: November 1, 2016.
- Newspaper legal notification: November 23, 2016 (Herald-Leader).
- Letter legal notification: November 21-25, 2016.
- Staff received no phone calls or correspondence on the request.

Fiscal Impact:

No impact is anticipated.

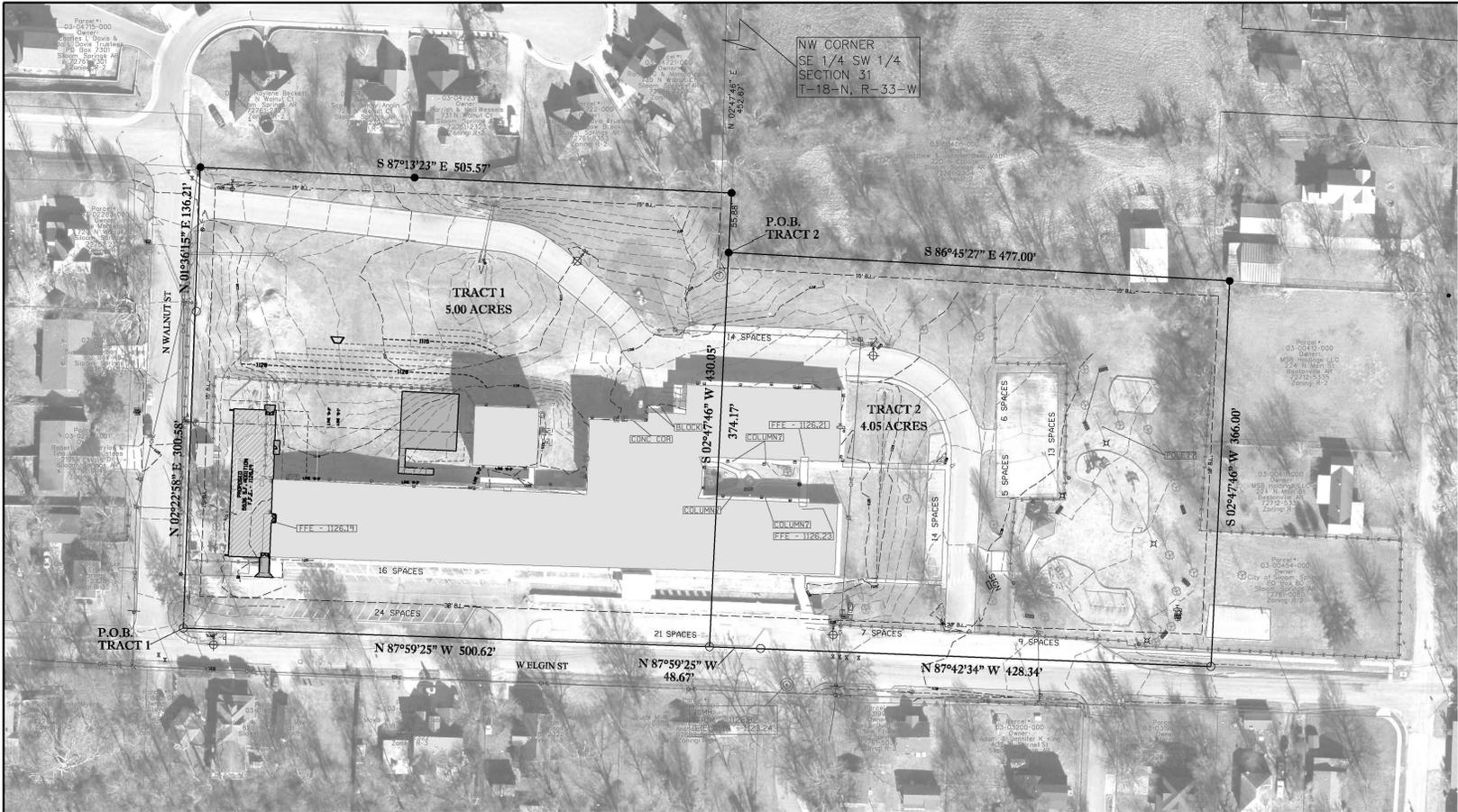
Attachments:

Site Plan
Bird's Eye View
General Area Map



- LEGEND**
- EXISTING INDEX CONTOUR (5')
 - EXISTING INTERMEDIATE CONTOUR (1')
 - EXISTING FLOWLINE
 - EXISTING FENCE LINE
 - CHESELED 'X'
 - FOUND IRON PIN
 - FOUND IRON PIN
 - ⊕ EX FIRE HYDRANT ASSEMBLY
 - ⊕ EX WATER VALVE
 - ⊕ EX WATER METER
 - ⊕ EX SANITARY SEWER MANHOLE
 - ⊕ EX SANITARY SEWER CLEANOUT
 - ⊕ EX UTILITY POLE ANCHOR
 - ⊕ EX NATURAL GAS SIGN/METER
 - ⊕ EX ELECTRIC BOX
 - ⊕ EX TELEPHONE PEDESTAL
 - ⊕ EX FIBER OPTIC PEDESTAL
 - ⊕ EX AC UNIT
 - ⊕ EX LIGHT POLE
 - ⊕ EX SIGN
 - ⊕ EX MAILBOX
 - ⊕ EX FACET
 - ⊕ EX BENCH
 - ⊕ EX TRASH CAN
 - ⊕ EX GUTTER DOWNSPOUT
 - ⊕ EX TREE

SITE INFORMATION:
 APPROXIMATE AREA: 9.05 ACRES
 PARCEL NUMBERS: 03-02282-000
 03-00452-000
CURRENT ZONING: R-2
PROPOSED ZONING: G-1
OWNER/DEVELOPER:
 SILOAM SPRINGS SCHOOL DISTRICT 21
 P.O. BOX 798
 SILOAM SPRINGS, AR 72761-0798
 (479)524-3191
PROJECT ADDRESS:
 501 W ELM ST
 SILOAM SPRINGS, AR 72761-0798



CURRENT ZONING: R-2
PROPOSED ZONING: G-1
CURRENT BUILDING USE: SCHOOL
SCHOOL FLOOR TO AREA RATIO (FAR):
 BUILDING AREA = 45,187 SF
 LOT AREA = 394,564 SF
 FAR RATIO ALLOWED = 60.00% MAX
 ACTUAL FAR RATIO = 0.1399
MAX. LOT COVERAGE:
 IMPERVIOUS AREA = 160,677 SF
 LOT AREA = 394,564 SF
 LOT COVERAGE ALLOWED = 60% MAX
 ACTUAL LOT COVERAGE = 40.7%
GREENSPACE:
 TOTAL GREEN SPACE = 233,887 SF
 LOT AREA = 394,564 SF
 ACTUAL GREENSPACE = 59.28%

SCHOOL PARKING SPACES ANALYSIS:
 CURRENT NUMBER OF EMPLOYEES = 77
 TOTAL PARKING SPACES REQUIRED = 129 SPACES
 TOTAL EMPLOYEES PARKING PROVIDED = 129 SPACES
 TOTAL HANDICAP PARKING REQUIRED = 5 SPACES
 TOTAL HANDICAP PARKING PROVIDED = 4 SPACES

PLANNING COMMISSION APPROVAL: This Significant Development is hereby approved this _____ day of _____, 2016,
 by the City of Siloam Springs Planning Commission.

BOARD OF DIRECTORS APPROVAL: This Significant Development is hereby approved this _____ day of _____, 2016,
 by the City of Siloam Springs Board of Directors.

CONTRACTOR SHALL NOT DEVIATE FROM OR MAKE ANY CHANGES TO APPROVED PROJECT DESIGN WITHOUT WRITTEN APPROVAL OF ENGINEER.

These drawings and the design ideas contained herein are proprietary information and are the exclusive property of Civil Engineering, Inc. and are protected by copyright. The reproduction of these drawings or use of these drawings, or the ideas incorporated herein, in whole or in part, by anyone for any other project or purpose is strictly prohibited without advanced written consent of Civil Engineering, Inc. Furthermore, no electronic representations of these drawings, in whole or in part, may be posted for private or public viewing without the advanced written consent of Civil Engineering, Inc. ©

- NOTES:**
1. THIS SURVEY IS VALID ONLY IF THE DRAWING INCLUDES THE SEAL AND SIGNATURE OF THE SURVEYOR.
 2. BASIS OF BEARINGS: PLAT RECORD R, PAGE 100.
 3. THIS SURVEY MEETS CURRENT MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS AND PLATS FOR THE STATE OF ARKANSAS.
 4. NO CURRENT ABSTRACT OR TITLE OPINION WAS FURNISHED TO THE SURVEYOR AT THE TIME THIS SURVEY THEREFORE ALL EASEMENTS, RIGHTS-OF-WAY OR RESTRICTIONS, OF RECORD, MAY NOT BE SHOWN HEREON.

SURVEY DESCRIPTION TRACT 1:
 A PART OF BLOCK 14-17 OF JOHNSON'S ADDITION AND ALSO BEING A PART OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 18 NORTH, RANGE 33 WEST, BENTON COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 BEGINNING AT A POINT S 89°59'25" E 60.00' FROM THE SE CORNER OF LOT 1, BLOCK 13 OF JOHNSON'S ADDITION AS SHOWN ON PLAT RECORD R, PAGE 53; THENCE N 02°24'46" W 300.58'; THENCE N 01°36'51" E 136.21'; THENCE S 87°32'27" E 360.00'; THENCE S 02°47'46" W 430.00'; THENCE N 87°09'25" W 500.62' TO THE POINT OF BEGINNING AND CONTAINING 5.00 ACRES.

SURVEY DESCRIPTION TRACT 2:
 A PART OF THE SOUTHEAST QUARTER OF SECTION 31, TOWNSHIP 18 NORTH, RANGE 33 WEST, BENTON COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 BEGINNING AT A POINT S 02°47'46" W 500.60' FROM THE NW CORNER OF THE SE 1/4 OF THE SW 1/4 OF SAID SECTION 31; THENCE S 89°59'25" E 477.00'; THENCE S 02°47'46" W 366.00'; THENCE N 87°42'34" W 428.34'; THENCE N 87°09'25" W 48.67'; THENCE N 02°47'46" E 374.17' TO THE POINT OF BEGINNING AND CONTAINING 4.05 ACRES.

FLOOD CERTIFICATION:
 THIS PROPERTY IS NOT LOCATED WITHIN ANY PRESENTLY ESTABLISHED 100-YEAR FLOOD PLAIN, AS DETERMINED BY THE NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP FOR BENTON COUNTY, ARKANSAS AND INCORPORATED AREAS, MAP NUMBER 030202000A 4, REVISED DATE SEPTEMBER 28, 2007.

SURVEYOR'S CERTIFICATION:
 I HEREBY CERTIFY THAT THE HEREIN PLATTED AND DESCRIBED SURVEY WAS COMPLETED AND MONUMENTS WERE FOUND OR SET AS SHOWN ON OCTOBER 28, 2016.



CIVIL ENGINEERING, INC.
 P.O. Box 12, 701 S.M. Cline, Siloam Springs, Arkansas 72761
 (479)524-6908 Phone or (479)524-4747 Fax
 E-MAIL: ce@civilengr.com

The Seal appearing on this document was obtained by
 Ronald Howerdy
 P.E., 7731 on

PERMITAL
 2016-005
 REVISION
 04/18/2016
 DATE DESCRIPTION
C2.0
 COMPLETION SHEET

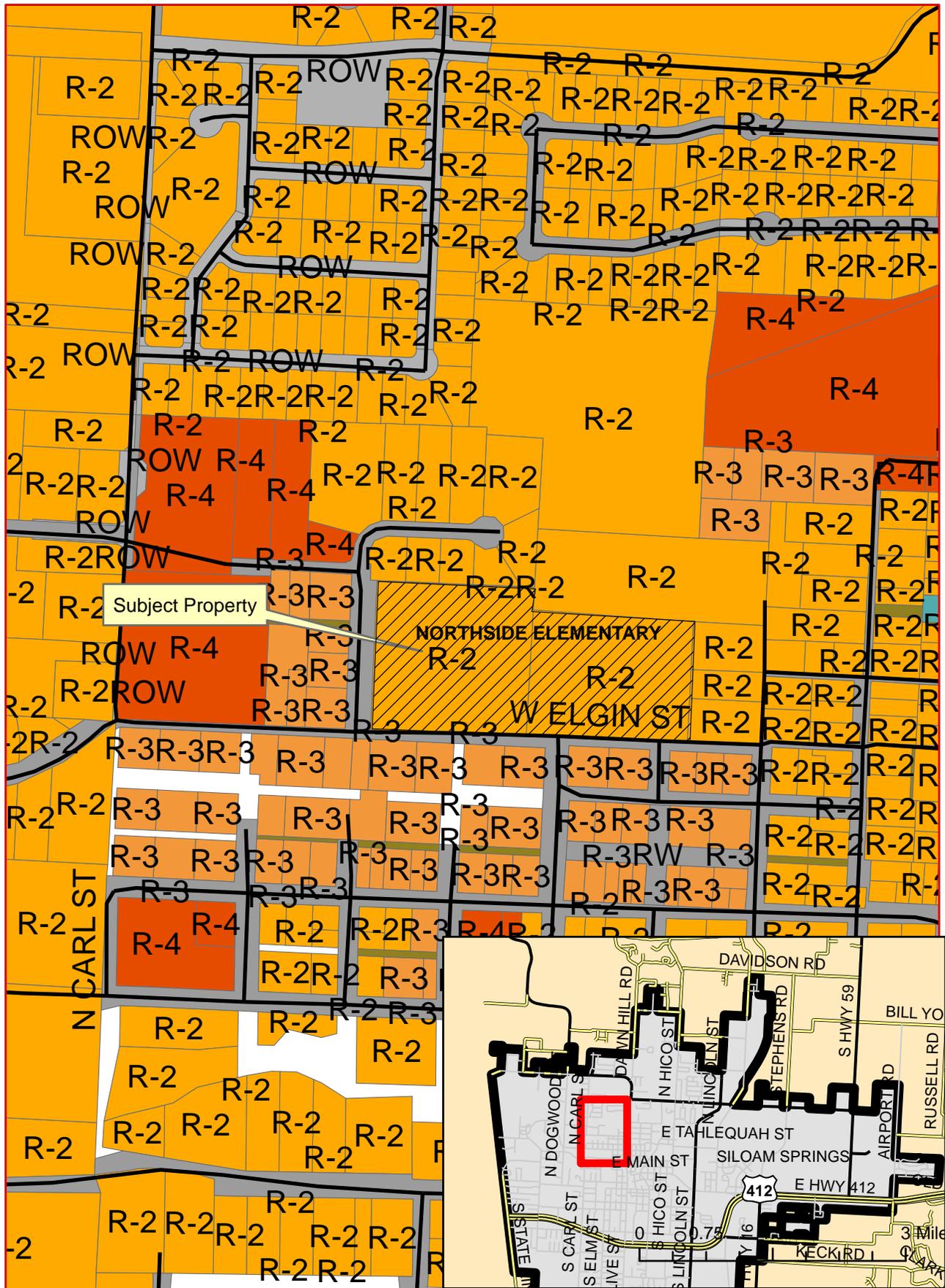
RZ16-10 – SSSD

Bird's Eye View (North)



GENERAL AREA MAP

Rezoning Development Permit RZ16-10



0 0.0425 0.085 0.17 Miles

ORDINANCE NO. 17-01

**AN ORDINANCE AMENDING SECTION 102-21 OF THE
SILOAM SPRINGS MUNICIPAL CODE (CITY ZONING
MAP); REZONING (FROM R-2 to G-I) THE PROPERTY
LOCATED AT 501 WEST ELGIN STREET**

Whereas, the landowner, Siloam Springs School District, has requested that the below-described land be changed from the present zoning district of R-2 (Residential, medium) to G-I (General Institutional); and

Whereas, a public hearing on the proposed change was held on the 13th day of December 2016, before the City of Siloam Springs Planning Commission, after proper notice required by law; and

Whereas, after receiving public comments at said hearing, a motion approving the rezone was passed by the Planning Commission; and

Whereas, the proposal is consistent with the City's comprehensive land use plan; and

Whereas, upon review and deliberation it appears that the zoning change is in the best interest of the City of Siloam Springs; **Now Therefore:**

Be It Enacted by the Siloam Springs Board of Directors, as follows:

The zoning map of the City (Municipal Code Section 102-21) is hereby amended to include within the G-I zoning district the property located at 501 W. Elgin Street, and described as follows:

SURVEY DESCRIPTION TRACT 1:

A PART OF BLOCKS 14-17 OF JOHNSON'S ADDITION AND ALSO BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 18 NORTH, RANGE 33 WEST, BENTON COUNTY, ARKANSAS. BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT S 89°59'25" E 60.00' FROM THE SE CORNER OF LOT 1, BLOCK 13 OF JOHNSON'S ADDITION AS SHOWN ON PLAT RECORD V, PAGE 53; THENCE N 02°22'58" E 300.58'; THENCE N 01°36'15" E 136.21'; THENCE S 87°13'23" E 505.57'; THENCE S 02°47'46" W 430.05'; THENCE N 87°59'25" W 500.62' TO THE POINT OF BEGINNING AND CONTAINING 5.00 ACRES.

SURVEY DESCRIPTION TRACT 2:

A PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 18 NORTH, RANGE 33 WEST, BENTON COUNTY, ARKANSAS. BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT S 02°47'46" W 508.55' FROM THE NW CORNER OF THE SE 1/4 OF THE SW 1/4 OF SAID SECTION 31; THENCE S 86°45'27" E 477.00'; THENCE S 02°47'46" W 366.00'; THENCE N 87°42'34" W 428.34'; THENCE N 87°59'25" W 48.67'; THENCE N 02°47'46" E 374.17' TO THE POINT OF BEGINNING AND CONTAINING 4.05 ACRES.

Ordained and Enacted this _____ day of _____ 2017.

APPROVED:

ATTEST:

John Mark Turner, Mayor

Renea Ellis, City Clerk

{Seal}



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STAFF REPORT

TO: Phillip Patterson, City Administrator
FROM: Ben Rhoads, AICP, Senior Planner *BZR*
Cc: Don Clark, Community Development Director
DATE: December 20, 2016
RE: Resolution 38-16 / Final Plat Development Permit / 1218 W. Jefferson / Dogwood Meadow

Recommendation: Approve Resolution 38-16, authorizing a final plat development permit for 1218 W. Jefferson St.

Background: The applicant, Pine Ridge Contracting, Inc. / Dan Mallory, requests to establish a final plat for the Dogwood Meadow Addition, consisting of *nine* platted lots on the southeast corner of W. Jefferson and S. Dogwood St. This permit was remanded back to the Planning Commission from the Board of Directors on November 1, 2016 due to the applicant deleting one lot, for a new total of nine lots.

The Planning Commission reviewed the remanded final plat application at the December 13, 2016 regular meeting. There were no comments from the public. The Commission recommended approval of the final plat by a 6-0 vote. There were no abstentions. One Commissioner was absent.

Fiscal Impact: Street fees are not applicable for this project.

Attachments:

Staff report to Planning Commission
Resolution No. 38-16



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STAFF REPORT

To: Planning Commission
From: Ben Rhoads, AICP, Senior Planner *BR*
Justin Bland, PE, City Engineer
Cc: Don Clark, Community Development Director
Date: December 6, 2016
Subject: Final Plat Development Permit, FP16-02

Recommendation: Motion to approve FP16-02 (Final Plat Development Permit).

Background:

APPLICATION REVIEW DATES

Planning Commission review: October 11, 2016

Board of Directors review: November 1, 2016 (remanded back to Planning Commission)

2nd Planning Commission review: December 13, 2016

2nd Board of Directors review: January 10, 2016

APPLICANT AND AGENT

Applicant/Owner: Pine Ridge Contracting, Inc. – Dan Mallory

Agent: Civil Engineering Inc., – Ron Homeyer, PE

SUBJECT PROPERTY ADDRESSES

1218 W. Jefferson Street

PROJECT INTENT

The applicant requests to establish a final plat for the Dogwood Meadow addition plat, consisting of nine platted lots on the southeast corner of W. Jefferson and S. Dogwood St.

INTERNET MAP INFORMATION

Planning staff has created a map made with Google My Maps.

Attribution: Map data ©2016 Google Imagery ©2016, Arkansas GIS, DigitalGlobe, Landsat, State of Arkansas, USDA Farm Service Agency Washington County.

Please click on the following link to access. This link will only operate if reading this report digitally.

<https://drive.google.com/open?id=1Bv5btWKXomob5g86Ua8yfyY3cPc&usp=sharing>

EXISTING LAND USES AND ZONING

<i>EXISTING LAND USE</i>	<i>EXISTING ZONING</i>
Vacant/ Residential	R-2 District (Residential, medium)
<i>PROPOSED LAND USE</i>	<i>PROPOSED ZONING</i>
Residential—Single-Family	N/A
<i>SURROUNDING LAND USE</i>	<i>SURROUNDING ZONING</i>
North: Residential— Single-Family	North: R-2 District (Residential, medium)
South: Residential— Multi-Family	South: R-4 District (Residential, multi-family)
East: Residential—Multi-Family/ Vacant	East: R-4 District (Residential, multi-family)
West: Institutional—School	West: G-I District (General Institutional)

PROJECT ANALYSIS AND APPROVAL CRITERIA

The following criteria are shown to indicate if this proposal meets the minimum criteria for approval. Criteria I-II is a subsection of Sec. 102-45 of the Municipal Code; Criterion III is Sec. 102-77 thru 102-78; Criteria IV & V are not directly applicable to the Zoning Code.

I. ZONING USE UNIT CONSISTENCY

(a) Purpose

The district is established to protect the enjoyment, privacy, and value of single-family dwellings with yards on medium –sized lots.

(b) Planned uses

Residential, single-family, falls within Use Unit 3 (single-family dwelling detached). Use Unit 3 is permitted in the R-2 District.

(c) Special uses

This does not apply to this project, as the proposed use is a planned use.

II. LOT STANDARDS CONSISTENCY

The minimum R-2 zone standards are compared with the subject property’s lot below.

<i>MINIMUM (R-2) ZONING REQUIREMENTS</i>	<i>SUBJECT PROPERTY PROPOSAL</i>
Lot Area: 7,000 sq. ft.	11,151 sq. ft. and higher
Lot Width: 60 ft.	60 ft. and higher
Maximum Lot Coverage: 40%	N/A
Maximum Floor to Area Ratio: 0.6 (60%)	N/A

* Other aspects of the Zoning Code are not applicable for this project.

III. DRIVEWAY DESIGN STANDARDS CONSISTENCY

MINIMUM DRIVEWAY STANDARDS REQUIREMENTS	SUBJECT PROPERTY PROPOSAL
<p>(1) <i>Surface</i> Surface must be paved with asphalt, concrete or paver stones</p>	N/A
<p>(2) <i>Width</i> 1. Width shall not exceed 30 ft. 2. Width shall not be less than 12 ft.</p>	N/A
<p>(a) Spacing. Minimum Drive intersection with the street. (1) <i>Collector streets:</i> a. 75 ft. from the center line of any other driveway b. 75 feet from the boundary of the of an intersection street's right-of-way. c. 25 feet from all boundaries of the lot.</p>	<p>Every other lot, with the exception of Lot 1, have shared access easements, which are 150 ft. apart.</p>

IV. COMPREHENSIVE PLAN CONSISTENCY

The 2030 future land use map describes this area as high density family. The following zone(s) are appropriate according to the designation: R-2; R-3, R-4. The proposed land use is compliant with the R-2 zone.

V. STAFF TECHNICAL REVIEW

City staff met to review the project. The proposal meets or exceeds all City standards and all technical comments have been addressed by the applicant.

VI. UTILITY AND TRAFFIC REQUIREMENTS

(Note: The proposal is not applicable to the Land Use Code)

Water System

An 8" water main exists across the western side of the property. Staff finds this existing infrastructure to be adequate for fire and domestic water needs.

Sanitary Sewer System

A 12" sewer main exists across the property on the west side of Dogwood St. In addition, the applicant is proposing to build an 8" sewer main across the western side of the property in order to avoid having to bore all the services across the roadway. Staff finds this existing infrastructure and the proposed sewer main extension to be adequate for fire and domestic water needs.

Storm Sewer System

The applicant is not proposing any storm water detention for this project. Instead they intend to implement Low Impact Development (LID) techniques to keep the peak runoff rate from increasing as outlined in section 13.8 of the drainage manual. The LID techniques called for in particular are:

- the addition of 7 trees to each lot;
- the addition of 100 square feet of amended landscaping to each lot;

The result of these three LID techniques is that the peak runoff rates from the site are not increases after the lots have been built on.

Traffic Capacity and Level of Service (LOS)

The Master Street Plan classifies Dogwood St. as a Collector Street with an intended capacity of 6,000 vehicles per day (vpd). Currently, the average traffic on the roadway is 1,600 vpd.

The proposed development will increase traffic in the area. The Institute of Transportation Engineer’s Trip Generation Manual was utilized to calculate the volume and rate of traffic increase for the site. Per this manual, each single family lot will create an additional 9.57 trips for a total of 86 additional trips per day. The resulting traffic count per day is calculated to be 1,686 vpd.

Intersection and Stopping Sight Distances

The speed limit in this area is 30 mph as set by the Siloam Spring’s Municipal Code. The stopping and intersection sight distances for this speed are listed below.

<i>MINIMUM SITE DISTANCES REQUIRED</i>	
<u>Stopping Sight Distance</u>	200 ft
<u>Intersection Sight Distance</u>	
Left Turn from Stop	335 ft
Right Turn from Stop	290 ft

The actual sight distance from the site along Dogwood St. is at least 500’ in each direction or to the intersection depending on which particular lot you are on. Staff finds this to be adequate.

STAFF DISCUSSION

Updated Staff Discussion (Dec. 13):

The applicant elected to revise his proposal by reducing the number of proposed lots by one, so the request is amended for nine total lots. This change allows for slightly larger lots, which would aid in the drainage LID requirements, as this requires tree landscaping for lot. Staff reviewed the change and found that the updates proposal meets all City standards. Staff also requested that two plat notes be added to increase the clarity on the LID requirements, these plat notes are *not* suggested conditions. The first plat note, No. 1, is a standard note requiring sidewalks. Note No. 2 states that the homeowner shall be responsible for the maintenance a minimum of seven trees on each lot. The trees are essential to fulfill the LID drainage requirements. The final plat note states that the homeowners are required to include a minimum of 100 square feet of landscaping with amended soil. This is also a LID requirement. Driveways will only be permitted in the shown access easement—drive design is reviewed and approved at the building permit stage. The houses are planned to be built by the developer. Staff is recommending approval without conditions.

Original Staff Discussion (Oct. 11):

The applicant is requesting approval to subdivide a 2.604 acre parcel into ten residential lots. A preliminary plat is not needed because no improvements are being dedicated to the City. A preliminary plat permit shows all intended infrastructure improvements. The zoning permits single family residences, one dwelling unit per lot. This density is consistent with housing in the area and the present property zoning. Access to each lot will be off of S. Dogwood St., with several lots sharing access in order to cut down on the number of driveways needed on the street. The northern-most lot, Lot 1, will have vehicular access off of W. Jefferson St. An existing house is located on this lot. With the exception of Lot 1, the houses will front onto S. Dogwood St. Underground utilities exist along Dogwood. A drainage analysis of the site has not been provided by applicant at the time of issuing this report. This has been added as a condition of approval.

LEGAL NOTICE

- Site posted: September 01, 2016.
- Newspaper legal notification: September 25, 2016 (Herald-Leader).
- Letter legal notification: September 21-24, 2016.
- Staff received no phone calls or correspondence on the request.

Fiscal Impact:

Street fees are not applicable for this request.

Attachments:

Site Specific Proposal
Bird's Eye View
General Area Map

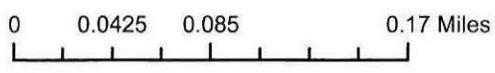
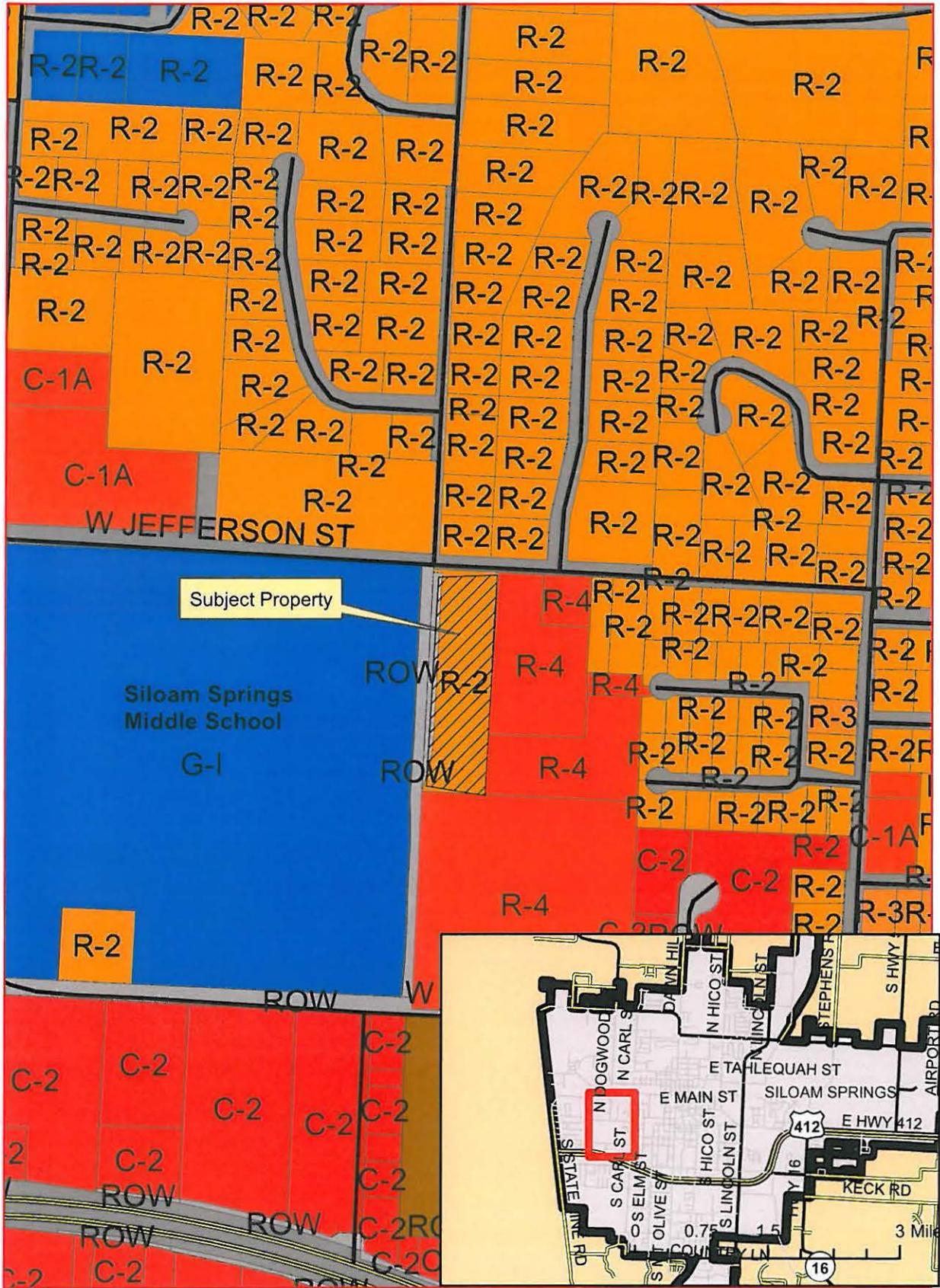
FP16-02 – Dogwood Meadows

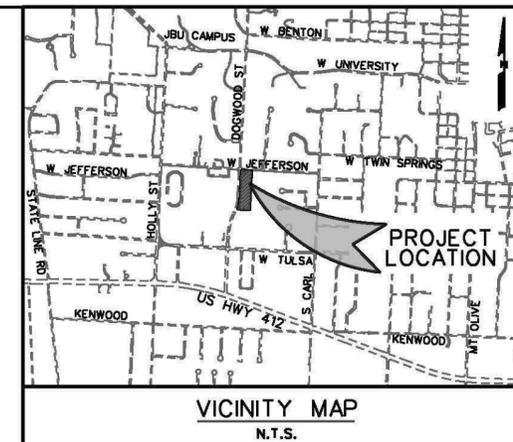
Bird's Eye View- Looking East



GENERAL AREA MAP

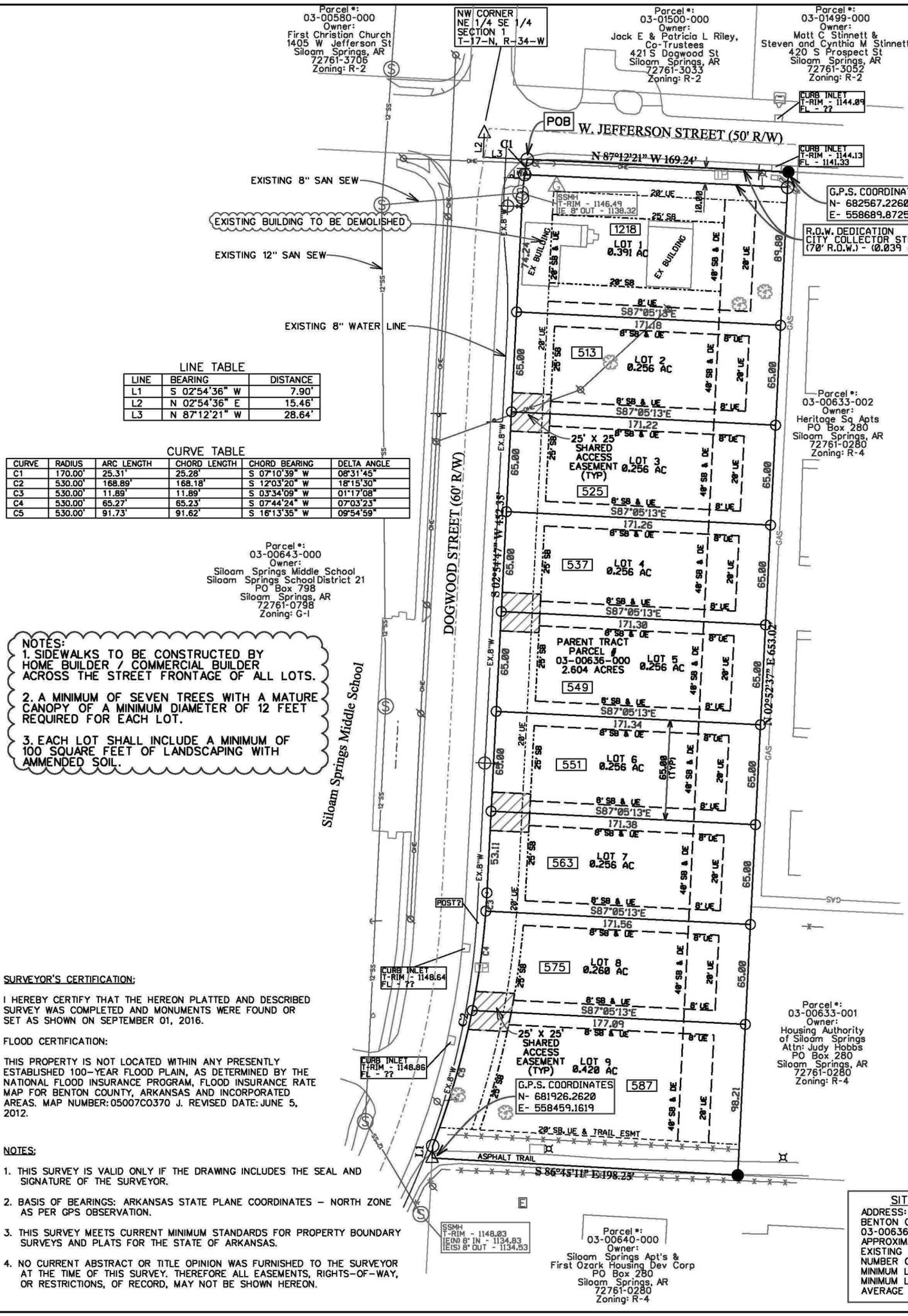
Final Plat Development
FP16-02





LEGEND

- EXISTING INDEX CONTOUR (5')
- - - EXISTING INTERMEDIATE CONTOUR (1')
- EXISTING FENCE LINE
- - - EXISTING BUILDING SETBACK LINE
- - - EXISTING EASEMENT LINE
- - - PROPOSED BUILDING SETBACK LINE
- - - PROPOSED EASEMENT LINE
- SET IRON PIN
- FOUND IRON PIN
- △ FOUND PK NAIL
- ⊕ EX FIRE HYDRANT ASSEMBLY
- ⊗ EX WATER VALVE
- ⊞ EX WATER METER
- ⊙ EX SANITARY SEWER MANHOLE
- ⊠ EX NATURAL GAS SIGN/METER
- ⊕ EX POWER/UTILITY POLE
- ⊞ EX UTILITY POLE ANCHOR
- ⊞ EX ELECTRIC BOX
- ⊞ EX TELEPHONE PEDESTAL
- ⊞ EX LIGHT POLE
- ⊞ EX SIGN
- ⊞ EXISTING TREE
- 213 LOT ADDRESS



LINE TABLE

LINE	BEARING	DISTANCE
L1	S 02°54'36" W	7.90'
L2	N 02°54'36" E	15.46'
L3	N 87°12'21" W	28.64'

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	170.00'	25.31'	25.28'	S 07°10'39" W	08°31'45"
C2	530.00'	168.89'	168.18'	S 12°03'20" W	18°15'30"
C3	530.00'	11.89'	11.89'	S 03°34'09" W	01°11'08"
C4	530.00'	65.27'	65.23'	S 07°44'24" W	07°03'23"
C5	530.00'	91.73'	91.62'	S 16°13'35" W	09°54'59"

NOTES:

1. SIDEWALKS TO BE CONSTRUCTED BY HOME BUILDER / COMMERCIAL BUILDER ACROSS THE STREET FRONTAGE OF ALL LOTS.
2. A MINIMUM OF SEVEN TREES WITH A MATURE CANOPY OF A MINIMUM DIAMETER OF 12 FEET REQUIRED FOR EACH LOT.
3. EACH LOT SHALL INCLUDE A MINIMUM OF 100 SQUARE FEET OF LANDSCAPING WITH AMMENDED SOIL.

SURVEYOR'S CERTIFICATION:
I HEREBY CERTIFY THAT THE HEREON PLATTED AND DESCRIBED SURVEY WAS COMPLETED AND MONUMENTS WERE FOUND OR SET AS SHOWN ON SEPTEMBER 01, 2016.

FLOOD CERTIFICATION:
THIS PROPERTY IS NOT LOCATED WITHIN ANY PRESENTLY ESTABLISHED 100-YEAR FLOOD PLAIN, AS DETERMINED BY THE NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP FOR BENTON COUNTY, ARKANSAS AND INCORPORATED AREAS. MAP NUMBER: 05007C0370 J. REVISED DATE: JUNE 5, 2012.

NOTES:

1. THIS SURVEY IS VALID ONLY IF THE DRAWING INCLUDES THE SEAL AND SIGNATURE OF THE SURVEYOR.
2. BASIS OF BEARINGS: ARKANSAS STATE PLANE COORDINATES - NORTH ZONE AS PER GPS OBSERVATION.
3. THIS SURVEY MEETS CURRENT MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS AND PLATS FOR THE STATE OF ARKANSAS.
4. NO CURRENT ABSTRACT OR TITLE OPINION WAS FURNISHED TO THE SURVEYOR AT THE TIME OF THIS SURVEY. THEREFORE ALL EASEMENTS, RIGHTS-OF-WAY, OR RESTRICTIONS, OF RECORD, MAY NOT BE SHOWN HEREON.

OWNER'S CERTIFICATION AND DEDICATION: We, the undersigned, do hereby certify that we are the sole owners of the hereon platted and described property, and do hereby dedicate streets, detention basins, and easements, if any, for the installation of utilities and use of the general public.

State of _____ County of _____

On this the _____ day of _____, 20____, before me, _____ (name of notary public), the undersigned officer, personally appeared, _____ (name of persons who signed document) known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

Notary Public

Title Company's Certificate

I, _____, a _____ representing _____, certify that I have examined title to the described land dedication to the City of Siloam Springs, Arkansas, and that the parties executing the dedication are the owners thereof in fee simple, and the dedicated land is free and clear of all liens and encumbrances.

Name _____

Title _____

Executed this _____ day of _____, 20____ A.D.

PLANNING COMMISSION APPROVAL: This Final Plat is hereby approved this _____ day of _____, 20____, by the City of Siloam Springs Planning Commission.

BOARD OF DIRECTORS APPROVAL: This Final Plat is hereby approved this _____ day of _____, 20____, by the City of Siloam Springs Board of Directors.

LEGAL DESCRIPTION:
PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 17 NORTH, RANGE 34 WEST, BENTON COUNTY, ARKANSAS. BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT S 02°54'36" W 15.46' AND S 87°12'21" E 28.64' FROM THE NW CORNER OF THE NE 1/4 OF THE SE 1/4 OF SAID SECTION 1; THENCE WITH A CURVE TURNING TO THE LEFT WITH AN ARC LENGTH OF 25.31', WITH A RADIUS OF 170.00', WITH A CHORD BEARING OF S 07°10'39" W, WITH A CHORD LENGTH OF 25.28', THENCE S 02°54'47" W 452.35'; THENCE WITH A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 168.89', WITH A RADIUS OF 530.00', WITH A CHORD BEARING OF S 12°03'20" W, WITH A CHORD LENGTH OF 168.18', THENCE S 02°54'36" W 7.90'; THENCE S 86°45'11" E 198.25'; THENCE N 02°52'37" E 653.02'; THENCE N 87°12'21" W 169.24' TO THE POINT OF BEGINNING AND CONTAINING 2.60 ACRES.

SITE INFORMATION:
ADDRESS: 1218 W JEFFERSON
BENTON COUNTY APPRAISAL DISTRICT PARCEL:
03-00636-000
APPROXIMATE AREA: 2.604 ACRES
EXISTING ZONING: R-2 MEDIUM RESIDENTIAL
NUMBER OF LOTS: 9
MINIMUM LOT WIDTH: 65.00'
MINIMUM LOT AREA: 11,128 S.F.
AVERAGE LOT AREA: 12,414 S.F.

FINAL PLAT: DOGWOOD MEADOW

Plat Prepared By: CIVIL ENGINEERING, INC. P.O. Box 12 Siloam Springs, AR 72761 (479) 524-9956	Survey By: JAMES SURVEYING PO Box 617 Gentry, AR 72734 (479) 736-8416	Owner/Developer: PINE RIDGE CONTRACTING INC. P O Box 1173 Siloam Springs, AR 72761-1173 (479) 215-9163	Plat Code: 500-17N-34W-0-1-210-04-0985
Date: December 01, 2016	Job #: 1619		



RESOLUTION NO. 38-16

**A RESOLUTION AUTHORIZING A FINAL PLAT
DEVELOPMENT PERMIT FOR PROPERTY LOCATED AT
1218 WEST JEFFERSON STREET**

Whereas, a public hearing on the proposed final plat development permit was held on the 13th day of December 2017, before the City of Siloam Springs Planning Commission after proper notice required by law; and

Whereas, no objections were registered at said hearing, and a motion recommending issuance of said permit was approved by the Planning Commission; and

Whereas, it appears that the final plat development permit is in the public interest; **Now Therefore:**

Be It Resolved by the Siloam Springs Board of Directors as follows:

A final plat development permit for the property located at 1218 West Jefferson Street, as set forth on Exhibit "A" attached hereto, is hereby granted.

Done and Resolved this 3rd day of January 2017.

APPROVED:

ATTEST:

John Mark Turner, Mayor

Renea Ellis, City Clerk

(SEAL)



CITY OF
Siloam Springs
It's a natural.

STAFF REPORT

TO: Mayor and Board of Directors
FROM: Phillip Patterson, City Administrator
DATE: December 27, 2016
RE: Resolution No. 01-17 / Procedures and Organizational Matters of the Board of Directors

Recommendation: Approve Resolution 01-17 adopting rules related to procedures and organizational matters of the Board of Directors as required by Arkansas Code Annotated §14-43-501.

Background: In 2015, the General Assembly of the Arkansas Legislature approved Act 235, which amended the state statutes and required all governing bodies of cities and towns to have an organizational meeting in January of each year. Previously, the requirement for an annual organizational meeting only applied to the mayor-council form of government.

The Board originally adopted the Rules of Order and Procedures, attached to the resolution as Exhibit A, on January 5, 2016 via Resolution No. 01-16. The Rules of Order and Procedures stipulates that the Board shall annually meet in January, preferably the first meeting in January, to judge the election returns and qualifications of its members, and determine the rules of its proceedings. This includes rules for such things as: meetings; agendas; public comment; duties and privileges of directors; duties of the mayor and vice-mayor; general parliamentary procedures; city administrator relationship; general code of ethics; appointment of directors; and orientation for new directors.

Staff has made one (1) minor changes based on the December 3, 2016 workshop, and that is the addition of "(other than personnel)" in section C.1.b.

Fiscal Impact: Staff is not aware of any fiscal impact associated with the adoption of Resolution No. 01-17

Attachments:
Resolution 01-17

RESOLUTION NO. 01-17

A RESOLUTION PROVIDING FOR AN ORGANIZATIONAL MEETING OF THE BOARD AND ADOPTING RULES RELATED TO PROCEDURAL AND ORGANIZATIONAL MATTERS.

WHEREAS, State law requires an organizational meeting by the governing body of the City during the month of January to conduct certain activities; and

WHEREAS, adoption of written procedures is conducive to the orderly and efficient conduct of business by the Board of Directors; and

WHEREAS, adoption of this resolution shall serve to better inform citizens and the press of the regularly scheduled meetings for the upcoming year; and

WHEREAS, it is desirable to clearly define the relationship between the City Administrator and Board of Directors; and

WHEREAS, the Board of Directors has determined it would be appropriate to set forth a Code of Conduct to govern its actions.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE CITY OF SILOAM SPRINGS, ARKANSAS:

Sec. 1. Organizational Meeting of the Board. Pursuant to A.C.A. §14-43-501, the Board of Directors shall annually, in January, assemble to organize the governing body and judge the election returns and the qualifications of its own members. It is the Board's desire that said activities shall occur during the first regularly scheduled meeting in January.

Sec. 2. Rules of Order and Procedure. Pursuant to A.C.A. §14-43-501, at the meeting described above, the governing body shall determine the rules of its proceedings. To that end, the Board hereby adopts the attached Exhibit "A" and such prior procedural enactments and established customs as not inconsistent therewith.

PASSED AND APPROVED, this _____ day of _____ 2017.

Approved:

John Mark Turner, Mayor

ATTEST:

Renea Ellis, City Clerk
{Seal}

EXHIBIT "A"
RESOLUTION 03-17

**RULES OF ORDER AND PROCEDURES
OF THE SILOAM SPRINGS BOARD OF DIRECTORS**

A. BOARD OF DIRECTORS MEETINGS

1. Regular Meetings

The Board of Directors shall meet in regular session on the first and third Tuesday of each month at 6:30 p.m. When a holiday or general election occurs on any such Tuesday, the regular meeting shall be held on the following day at the same hour unless otherwise provided for by motion. The regular meeting date and time may be rescheduled by the Board of Directors in special circumstances, but when so done the change must be made far enough in advance to allow normal public notification.

2. Location

The place of Board of Directors meetings shall be in the Boardroom in the City Administration Building unless another place has been previously set by the Board of Directors.

3. Special Meetings

Special meetings may be called by a majority of the Directors or by the Mayor. Notification of a special meeting, including specific items to be considered, shall be at least two hours prior to the meeting. Such notification shall be by personal service to each member or by telephone, specifying time and place of meeting.

4. Executive Session

An executive session may be requested by any member of the Board of Directors or the Mayor. A majority vote by the Board of Directors is required to convene in executive session. Executive sessions will be permitted only for the purpose of considering the employment, appointment, promotion, demotion, disciplining, or resignation of any public officer or employee.

5. Public Notification

The City will do its best to go further than legally required in order to inform citizens of the items to be considered by the Board of Directors. The City of Siloam Springs will include press notification; placing the agenda on the bulletin board in the entry way of the City Administration Building; posting the agenda and accompanying packet documents on the City's website; send special notice to citizens who have shown a direct interest in matters to be considered; and making agenda copies available at Board of Directors meetings.

6. Presentation of Agenda Items

- a. Board of Directors' meetings shall generally have the following agenda format:

1. Call to Order
2. Roll Call
3. Prayer
4. Pledge of Allegiance
5. Approval of Minutes
6. Public Input
7. Regularly Scheduled Items
 - Presentations
 - Appointments
 - Contracts and Approvals
 - Ordinances
 - Resolutions
8. Staff Reports
9. Directors Reports
10. Adjournment

b. Agenda Additions. Staff can recommend a new item be added to the agenda if it requires immediate Board of Directors consideration and if the normal agenda setting process is not practical. The Board of Directors may only place such new item suggested by staff on the Board of Directors meeting's agenda by suspending the rules by two-thirds vote.

c. Old Business and New Business.

(1) Presentations by Staff and Applicants. Agenda items shall be introduced by the Mayor. City staff shall then present a report. An agenda applicant (city contractor, rezoning or development applicant, etc.) may present its proposal only during this presentation period, but may be recalled by a Director later to answer questions. Staff and applicants may use electronic visual aids in a Board of Directors meeting as part of their presentation, provided such aids from an applicant are made available to staff by 3:00 p.m. on the day of the Board meeting.

(2) Public Comments. Public comment shall be allowed for all members of the audience on all items of old and new business and subjects of public hearings. No electronic visual aid presentations shall be allowed, but the public may submit photos, petitions, etc. to be distributed to the Board of Directors. If a member of the public wishes for the City Clerk to distribute materials to the Board of Directors before its meeting, such materials should be supplied to the City Clerk's Office no later than 3:00 p.m. on the day of the Board meeting. Each speaker must be recognized by the Mayor and shall first state his or her name and address, followed by a concise statement of the person's position on the matter under discussion. Repetitive comments should be avoided; this applies to comments made previously either to the Board of Directors or to the Planning Commission when those Planning Commission minutes have been provided to the Directors. All remarks shall be addressed to the Mayor or the Board of Directors as a whole and not to any particular member of the Board of Directors. No person other than

the Directors and the person having the floor shall be permitted to enter into any discussions without permission of the Mayor. No questions shall be directed to a Director or city staff member except through the Mayor. Each speaker will be limited to three (3) minutes (timed by the designated official.)

- d. **Courtesy and Respect.** All members of the public, all city staff and elected officials shall accord the utmost courtesy and respect to each other at all times. All shall refrain from rude or derogatory remarks, reflections as to integrity, abusive comments and statements about motives or personalities. Any member of the public who violates these standards shall be ruled out of order by the Mayor, must immediately cease speaking, shall leave the podium, and may be removed from the meeting.

7. **Cell Phones and Pagers**

Cell phones should be turned off or put on silent mode and not used within the Boardroom during Board of Directors meetings. Pagers should be turned off or put on silent mode within the Boardroom during Board of Directors meetings.

B. **DUTIES AND PRIVILEGES OF DIRECTORS AT BOARD MEETINGS**

1. **Seating**

Members shall occupy the respective seats in the Boardroom assigned by Ward number. The Mayor (or Assistant Mayor in the Mayor's absence) shall be seated near the center of the Directors' table.

2. **Conduct**

During Board of Directors meetings, City Directors shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings. Neither shall they refuse to obey the orders of the Mayor or the rules of the Board of Directors.

Every member of the Board of Directors desiring to speak shall address the Mayor and, upon recognition, shall confine herself or himself to the question under debate and shall avoid all personalities and indecorous language. A Board of Directors member once recognized shall not be interrupted while speaking unless called to order by the Mayor, unless a point of order is raised by another member or unless the member chooses to yield to questions from another member.

If a member is called to order while he or she is speaking, the member shall cease speaking immediately until the question of order is determined. If ruled to be not in order, the member shall remain silent or shall alter his or her remark so as to comply with the rules of the Board of Directors.

All members of the Board of Directors shall accord the utmost courtesy to each other, to city employees, and to members of the public appearing before the Board of Directors, and shall refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities. Board of Directors members shall confine their questions as to the particular matters before the Board of Directors and in debate shall confine their remarks to the issues before the Board of Directors.

3. Financial Interest

No member of the Board of Directors with a direct or indirect financial interest in any items before the Board of Directors shall participate in the discussion of, or voting on such matter.

4. Voting

Every member present when a question is put to a vote shall vote either “yes” or “no”, except that a member may abstain from voting if he or she has not participated in the preceding discussion of the question and if that member has previously stated the reason for the abstention. Except for a question necessary to clarify the meaning of the motion, resolution or ordinance being voted upon, no questions or comments by members of the Board of Directors including the Mayor shall be made during the voting on the pending motion, resolution or ordinance. The Directors will vote at Board of Directors meetings in the order they are called upon by the City Clerk.

5. Quorum

A majority of the Board of Directors shall be necessary to constitute a quorum to do business. The concurring vote of a majority of those attending a meeting shall be sufficient to pass procedural motions, except a Motion to Suspend the Rules which requires five (5) affirmative votes. Ordinances and Resolutions require four affirmative votes to pass.

6. Roll Call

Upon every vote, the affirmative and negative votes shall be called and shall be recorded on every motion, resolution and ordinance.

C. MAYOR & VICE MAYOR

1. Mayor

a. General Power to Preside and Vote

The Mayor is the presiding officer and ex-officio president of the Board of Directors. The Mayor does not have the right to vote. An Emergency Clause requires five affirmative votes by Directors to pass. A contract or approval requires four (4) affirmative votes by Directors to pass. An ordinance requires four (4) affirmative votes by Directors to pass. A resolution requires four (4) affirmative votes by Directors to pass. Suspending the rules requires a two-thirds majority (5 affirmative votes).

b. Mayor’s Veto Power

The Mayor has the power to veto any ordinance, resolution or order (other than personnel), or part thereof, adopted by the Board of Directors within five (5) days (Sundays excluded) of the Board of Directors vote. Before the next Board of Directors meeting, the Mayor shall file in the City Clerk’s office a written statement of reasons for the veto. At the first Board of Directors meeting following the veto, the Board of Directors can override the veto by two-thirds majority (5 affirmative votes).

2. Vice Mayor

The Board of Directors shall at the time of organizing, in public session, elect one of its members as Vice Mayor. Any Director may nominate himself or herself or any other member of the Board of Directors for Vice Mayor, and no second of a nomination is required. Each Director shall vote by naming his or her choice by voice vote if there is more than one nominee for a position. A majority vote of the Board of Directors shall be required for election. In the absence of the Mayor, the Vice Mayor shall preside at the Board of Directors meeting.

3. Privileges of the Vice Mayor

The Vice Mayor, acting as the Mayor, may move, second and debate from the chair and shall not be deprived of the rights and privileges of being a member of the Board of Directors by reason of her or his acting as the Vice Mayor in the absence of the Mayor. The Vice Mayor shall be able to sign all documents requiring the signature of the Mayor that are approved by the Board of Directors including, but not limited to: Ordinances, Resolutions, and Contracts.

D. PROCEDURES AND PARLIAMENTARY RULES

1. Agenda

The Board of Directors' agenda order shall be coordinated by the Mayor and City Administrator. At the regular meeting of the Board of Directors, the Mayor may rearrange the order of the Agenda with a majority vote of the Board of Directors. An item may be added to the Agenda at the Board of Directors meeting only by a Motion to Suspend the Rules.

2. Precedence of Motions

The Board of Directors shall follow the precedence and classification of motions as given in the most recent edition of the Arkansas Municipal League's 'Procedural Rules for Arkansas Municipal Officials.' In the event a matter is not covered by the 'Procedural Rules for Arkansas Municipal Officials,' the most recent edition of *Robert's Rules of Order* shall apply. On questions of appeal, a majority of those present is required to overturn a ruling by the Mayor.

3. Motions to be Stated by the Chair/Withdrawal

When a motion is made and seconded, it shall be stated by the Mayor before debate. After being stated by the Mayor, a motion may not be withdrawn by the mover without the consent of the member seconding it.

4. Reconsideration

After the decision of any question, any member of the prevailing side may request a reconsideration of any action at the same or the next succeeding meeting; provided, however, that a resolution authorizing or relating to any contract may be reconsidered at any time before final execution thereof. A motion to reconsider requires a simple majority for passage. After a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made without unanimous consent.

5. Readings

All ordinances shall be read aloud at three different meetings unless the Board of Directors votes to suspend the rules.

The following guidelines for reading ordinances are recommended:

- ◆ Unless there is clearly no opposition or concern about the ordinance, it should be read and open for public discussion during at least two Board of Directors meetings.

6. Items Tabled Indefinitely

Any item tabled indefinitely may be taken from the table by majority vote of the Board of Directors during the calendar year in which it was tabled indefinitely. All items tabled indefinitely and remaining on the table at the end of the calendar year shall be deemed denied and rejected for appellate and all other purposes on December 31st and shall not be considered by the Board of Directors in the future unless brought forward as a new item.

E. INTERNAL BOARDS, COMMITTEES, COMMISSIONS AND APPOINTMENTS

1. Board of Directors Representation on Other Governmental Groups

When it is necessary to appoint a Director to an external board, commission or committee, selection of that Director shall be made by a majority vote of the Board of Directors. That selection shall be made by nomination and vote in a public session. Any Director may nominate himself or herself or (any other member of the Board of Directors), and no second is required. Each Director shall vote by naming his or her choice by voice vote if there is more than one nominee for a position. A majority vote of the Board of Directors shall be required for election.

F. CITY ADMINISTRATOR RELATIONSHIP

1. Definition of Authority

In exercising its legislative responsibilities, the Board of Directors may approve policy which represents broad statements of its intentions, approve plans and programs, and manage the financial aspects of the city through its budgetary powers. Implementation of such policies and approvals shall be the responsibility of the City Administrator.

2. Definition of Responsibilities

The City Administrator has the principal responsibility for directing the operations of the city government, and for advising and assisting the Board of Directors in its deliberations. In connection with this latter responsibility, the Board of Directors expects and requests the City Administrator to furnish the Mayor and Board of Directors with whatever data, information and material it may need to properly carry out its functions in an informed manner. The Board of Directors also expects the City Administrator to abide by the Code of Ethics of the International City Management Association.

3. Board of Directors/City Administrator Cooperation

Efficient management of the city can exist only through mutual understanding and complete cooperation between the Board of Directors, Mayor and the City Administrator.

The City Administrator's performance cannot be of the best unless the City Administrator is given the latitude to exercise independent judgment in executing policies of the Board of Directors. The Board of Directors acknowledges that obligation and gives the City Administrator the latitude of judgment and discretion, and expects faithful performance in carrying out the policies of the Board of Directors.

While open communication between the Board of Directors and City personnel is encouraged, it shall be understood that administrative authority for the management of the City rests with the City Administrator. Members of the Board of Directors should refrain, as individuals, from giving specific direction or instruction to City personnel pertaining to the discharge of assigned duties.

The City Administrator is empowered to hire capable personnel within the approved wage and salary policy, to plan and establish schedules and to train, supervise and terminate employees.

G. CODE OF ETHICS

1. General

Members of the Board of Directors and the Mayor occupy positions of public trust. All business transactions of such officials dealing in any manner with public funds, either directly or indirectly, must be subject to the scrutiny of public opinion both as to the legality and to the propriety of such transactions.

2. Conflict of Interest

Members of the Board of Directors and the Mayor shall refrain from making use of special knowledge or information before it is made available to the general public; shall refrain from making or influencing decisions involving business associates, customers, clients, competitors and immediate family members and shall comply with all lawful actions, directives and orders of duly constituted municipal officers as such may be issued in the normal and lawful discharge of the duties of these municipal officers. Nothing herein, however, shall serve to deny the Members of the Board of Directors and the Mayor of the legal rights and privileges available to all Siloam Springs citizens.

3. Responsibility to All Citizens

Members of the Board of Directors and the Mayor shall conduct themselves so as to bring credit upon the city as a whole and so as to set an example of good ethical conduct for all citizens of the community. The Members of the Board of Directors and the Mayor shall bear in mind at all times their responsibility to the entire electorate, shall refrain from actions benefiting special interest groups at the expense of the city as a whole, and shall do everything in their power to ensure equal and impartial law enforcement throughout the city without respect to race, creed, color, or the economic or social position of individual citizens.

H. Appointment of New Director

In the event of an unscheduled vacancy, the Board of Directors, at the first regular meeting after the occurrence of the vacancy, by majority vote, shall appoint a replacement or call for a special

election to fill the remainder of the unexpired term. If the Board chooses to appoint a replacement, they may meet in executive session to consider the appointment. The Board of Directors will then reconvene in an open public session. Any Director may nominate a candidate to fill the vacancy, and no second of a nomination is required. Each Director shall vote by naming his or her choice by voice vote if there is more than one nominee. A majority vote of the Board of Directors shall be required for appointment as the new Director.

I. Orientation of New Directors

- 1. Orientation Meeting Scheduled.** The City Administrator, City Attorney, City Clerk and appropriate city staff shall meet with and conduct one or more orientation sessions with new Directors.
- 2. Content of Orientation.** The City Administrator and other members of the orientation group shall, at a minimum, explain the following:
 - a. Rights and duties of Directors;
 - b. Organizational structure of city government;
 - c. Role of Committees;
 - d. How to initiate Resolutions and Ordinances;
 - e. The purpose and procedure for the Board of Directors Agenda;
 - f. Reasons to approve or disapprove land use and development issues;
 - g. Board of Directors Rules of Order and Procedure;
 - h. Freedom of Information Act requirements.



CITY OF
Siloam Springs
It's a natural

STAFF REPORT

TO: Phillip Patterson, City Administrator
FROM: Ben Rhoads, AICP, Senior Planner *BZR*
Cc: Don Clark, Community Development Director
DATE: December 20, 2016
RE: Resolution 02-17 / Significant Development Permit / Siloam Spring School District No. 21 / 501 W. Elgin St.

Recommendation: Approve Resolution 02-17, authorizing a significant development permit for 501 W. Elgin St., subject to the following condition:

- 1.) The applicant must apply for a lot consolidation application for the subject property, prior to building permit issuance.

Background: The applicant, Siloam Springs School District, No. 21, requests to construct a 5,536 sq. ft. classroom addition to Northside School, located at 501 W. Elgin St.

The Planning Commission reviewed the significant development permit application at the December 13, 2016 regular meeting. There were no comments from the public. The Commission recommended approval of the significant development by a 6-0 vote. There were no abstentions. One Commissioner was absent.

Fiscal Impact: Street fees are not applicable for this project.

Attachments:

Staff report to the Planning Commission
Resolution No. 02-17



CITY OF
Siloam Springs
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STAFF REPORT

To: Planning Commission
From: Ben Rhoads, AICP, Senior Planner *BZR*
Justin Bland, PE, City Engineer
Cc: Don Clark, Community Development Director
Date: December 06, 2016
Subject: Significant Development Permit, SD16-12

Recommendation: Motion to approve SD16-12 (Significant Development Permit), subject to the following conditions:

- 1.) The applicant must apply to rezone the school property to G-I, prior to building permit issuance.
- 2.) The applicant must apply for a lot consolidation application for the subject property, prior to building permit issuance.

Background:

APPLICATION REVIEW DATES

Planning Commission review: December 13, 2016

Board of Directors review: January 3, 2017

APPLICANT AND AGENT

Applicant/Owner: Siloam Springs School District, No. 21

Agent: Civil Engineering Inc., - Ron Homeyer, PE

SUBJECT PROPERTY ADDRESSES

501 W. Elgin St.

PROJECT INTENT

The applicant requests to construct a 5,536 sq. ft. class room addition to Northside School.

INTERNET MAP INFORMATION

Planning staff has created a map made with Google My Maps.

Attribution: Map data ©2016 Google Imagery ©2016, Arkansas GIS, DigitalGlobe, Landsat, State of Arkansas, USDA Farm Service Agency Washington County.

Please click on the following link to access. This link will only operate if reading this report digitally.

<https://drive.google.com/open?id=1APa4dLMzWH8rfEnYt1egrOkrFzI&usp=sharing>

REFERENCE APPLICATIONS

The following applications are associated with this request: RZ16-10 (Rezoning Dev permit). This permit will be heard at the December 13, 2016 regular meeting of the Planning Commission.

EXISTING LAND USES AND ZONING

<i>EXISTING LAND USE</i>	<i>EXISTING ZONING</i>
Elementary School*	R-2 District (Residential, medium)
<i>PROPOSED LAND USE</i>	<i>PROPOSED ZONING</i>
Elementary School	G-I District (Institutional)**
<i>SURROUNDING LAND USE</i>	<i>SURROUNDING ZONING</i>
North: Residential—Single-Family	North: R-2 District (Residential, medium)
South: Residential—Single-Family/	South: R-3 District (Residential, 2-family)
East: Elementary School*	East: R-2 District (Residential, medium)**
West: Residential—Single-Family/ Institutional, pre-K/ daycare center	West: R-3 District (Residential, 2-family)

* Using only parcel 03-02282-000 for the existing project site.

** As indicated in the reference applications section of this report, the subject property is also under review to be rezoned to G-I (Institutional)

PROJECT ANALYSIS AND APPROVAL CRITERIA

The following criteria are shown to indicate if this proposal meets the minimum criteria for approval. Criteria I-II is a subsection of Sec. 102-58 of the Municipal Code; Criterion III is Sec. 102-74; Criterion IV is Sec. 102-75; Criterion V is Sec. 102-76; Criterion VI is Sec. 102-77 thru 102-78; Criteria VII & VIII are not directly applicable to the Zoning Code; and Criterion IX is Sec. 54-33.

I. ZONING USE UNIT CONSISTENCY

(a) Purpose

The district is established to protect the accessibility, efficiency, utility and value of general civic and institutional uses, including municipal buildings, schools, colleges, hospitals, medical clinic, assisted living facilities, cemeteries, cultural and recreational centers, and places of worship.

(b) Planned uses

Educational facilities uses fall within Use Unit 14 (Large Institution). Use Unit 14 is permitted in the G-I District*.

(c) Special uses

This does not apply to this project, as the proposed use is a planned use.

II. LOT STANDARDS CONSISTENCY

The minimum G-I zone standards are compared with the subject property's lot below.

<i>MINIMUM (G-I)* ZONING REQUIREMENTS</i>	<i>SUBJECT PROPERTY PROPOSAL</i>
(d) lot dimensions (1) Lot Area: 5,000 sq. ft.	9.05 acres**
(2) Lot Width: 50 ft.	Approx. 929 ft.**
(e) Building limits (1)(a) Setback required from a collector street or smaller. 1. Front: 30 feet	Front: 68 ft.
2. Side: 10 feet	Side: N/A
3. Side on Corner: 15 feet	Side on Corner: 40 ft.
4. Rear: 15 feet	Rear: 226 ft.
(2) Height Limit: 50 feet maximum	15 ft.
(3) Maximum Floor to Area Ratio: Maximum Three-fifths (60%)	14%**
(4) Density: Equal to R-4 zone	N/A
Maximum Lot Coverage: 60%	40.7%**
(f) Open Space (1) Landscape buffer not less than six feet wide along property lines and a 6 ft. opaque screen	North: 68 feet South: 28 feet East: N/A West: 40 feet
(2) Minimum percent of open space: 40% 20% must be visible from front or sides of the lot from addressing right-of-way	59.3%** Over 20% is visible from N. Walnut St.

* The G-I zone is used because there is a condition that this property be rezoned, see staff suggested condition no. 1.

**After lot consolidation, see staff suggested condition no. 2

III. PARKING SPACE DESIGN CONSISTENCY

<i>PARKING SPACE REQUIREMENTS</i>	<i>SUBJECT PROPERTY PROPOSAL</i>
(1) At least 9 ft. wide x 18 ft. long	Existing spaces comply
(2) Graded for effective drainage	Existing spaces comply
(3) Surfaced with asphalt or concrete	Existing spaces are paved with asphalt.
(4) Sited to not block emergency vehicle access	Existing parking complies per FD review
(5) Minimum parking lane width: 24 ft.	Parking lane width is 24 ft.
(6) Curbed if 8 feet from sidewalk	Parking lot is curbed
(7) Lot striping	Parking lot is striped

Note: No new parking is proposed

IV. PARKING STANDARDS CONSISTENCY

According to Municipal Code, parking is calculated by the size of the number of full time employees at the school. The formula is 1 space for every employee at the most staffed works shift.

<i>USE</i>	<i>REQUIRED PARKING</i>	<i>EXISTING PARKING</i>	<i>NET PROPOSED PARKING*</i>	<i>PARKING SURPLUS/ DEFICIT</i>
School – 80 employees	80	129	0	+39

* Includes ADA accessible spaces

V. PARKING AREA DESIGN STANDARDS CONSISTENCY

<i>CONDITION FOR NUMBER OF PARKING SPACES</i>	<i>SUBJECT PROPERTY PROPOSAL</i>
(1) 5 or more spaces: shall be continuous lit at night.	No new outdoor lighting is proposed
(2) 8 or more spaces: adequate turn around.	The Fire Department reviewed the proposal and determined that it allows for adequate vehicular turn around on all proposed parking areas.
(3) 10 or more: shall be paved with asphalt or concrete.	No new parking is proposed
(4) 12 or more: Shall be landscaped* with 5% green space.	No new parking is proposed
(5) No parking allowed along easements, except as specifically shown	The existing parking area encroachment into the easement is typical and has been approved by all public and private utilities.

VI. DRIVEWAY DESIGN STANDARDS CONSISTENCY

No new driveways are proposed

VII. COMPREHENSIVE PLAN CONSISTENCY

The 2030 future land use map describes this area as public facilities. The following zone(s) are appropriate according to the designation: G-I. The proposed use is compliant with the G-I zone.

VIII. STAFF TECHNICAL REVIEW

City staff met to review the project. With the exception of the stated staff suggested condition, the proposal meets or exceeds all City standards and all technical comments have been addressed by the applicant.

IX. LAND USE CODE REQUIREMENTS

According to the Land Use Code, a significant development permit shall only be authorized when the applicant has convincingly demonstrated that the proposed significant project:

- (1) Will not interfere with other owners' reasonable peace and enjoyment of their neighboring properties:

The applicant's proposal is a class room addition to an existing school. Staff is aware of no evidence that the proposed development will cause a consistent disturbance to the peace and enjoyment of the neighboring properties. Enforcement of the City Code's nuisance chapter will ensure that excessive noise, or unsightly debris, etc. is mitigated. These rules ensure that the proposal will not inherently decrease the quality of life standards already in place across the City.

- (2) Will not substantially damage, without fair recompense, any property value in the neighborhood:

Schools are generally not anticipated to impact their property values.

- (3) Will not, whether by the nature of the use, or by the siting, height, or design of structures or landscaping, tend to burden the present or future use of neighboring properties in accordance with current zoning standards:

There is no evidence that the proposal will cause any substantial burden to the present uses around the area. Traffic will slightly increase, but not beyond the design capacity of the street or anticipated increases due to development in the area. If traffic is not exceeding posted speed limits, the addition of new vehicles will not increase the safety risk.

- (4) Is adequately supported by infrastructure, including without limitation, water and sewage systems, streets, and drainage:

Water System

The Northside complex is surrounded by a looped 8" water line that is fed from multiple directions. Staff finds this existing infrastructure to be adequate for fire and domestic water needs.

Sanitary Sewer System

The Northside complex is served by 8" sewer. Staff finds this existing infrastructure to be adequate for fire and domestic water needs.

Storm Sewer System

A storm water detention basin is proposed northeast of the building addition utilizing the existing storm pipe underneath the roadway. This pipe will have an outlet structure added to it that will control the storm water runoff such that there is not any increase in the peak flow from the pre-development conditions.

Traffic Capacity

The proposed development is expected to generate an additional 108 vehicles per day while school is in session. This traffic will be split amongst adjacent roadways in the area such as Mt. Olive, Dogwood, Carl and University. Generally speaking, the roads have traffic counts over 5,000 vpd so the impact will not be substantial.

- (5) Is consistent with sound planning of the city's growth in terms of health, safety, and convenience within the neighborhood and affected vicinity:

There is nothing in the proposal which would indicate unsound city planning. School expansions are a continuation of the existing land use, which has been historically compatible with the neighborhood.

- (6) Promotes economic conditions or public welfare within the city.

The new school expansion will provide expanded educational services to the residents and families in the community and will, as a result, increase economic activity by adding new jobs and making the area more attractive to potential new residents.

STAFF DISCUSSION

The applicant is requesting approval to construct a 5,536 sq. ft. classroom addition on the west side of Northside School, located at the northeast corner of W. Elgin and N. Walnut St. The addition will contain 4 classrooms, housing approximately 40-50 new students. The school will be adding eight new staff members. The existing playground area will be relocated to the west side of the current gym facility, which is located on the north side of the school facility. Staff is requesting two conditions, the first that the applicant files for a rezoning to G-I and the second that the property be consolidated into one lot. Both of these conditions must be honored prior to building permit issuance.

LEGAL NOTICE

- Site posted: November 1, 2016.
- Newspaper legal notification: November 23, 2016 (Herald-Leader).
- Letter legal notification: November 21-25, 2016, one additional letter was mailed on 11/25.
- Staff received no phone calls or correspondence on the request.

Fiscal Impact:

Street fees are not applicable for this request.

Attachments:

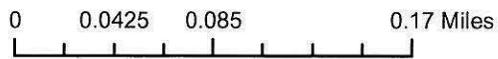
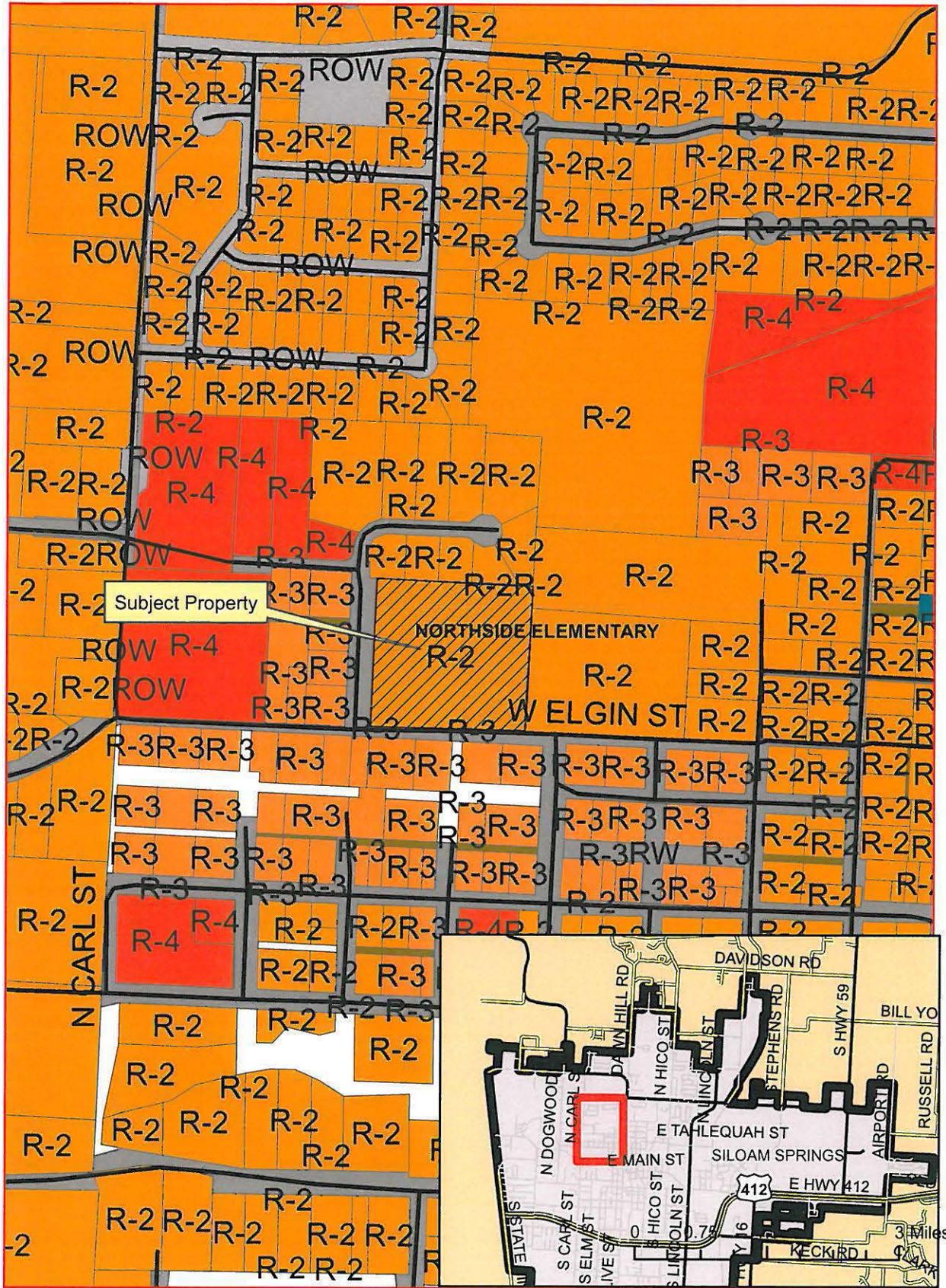
Site Specific Proposal
Bird's Eye View
Plan Aerial Overlay
General Area Map

SD16-12- SSSD

Bird's Eye View (North)



GENERAL AREA MAP Significant Development Permit SD16-12



RESOLUTION NO. 02 - 17

**A RESOLUTION AUTHORIZING A SIGNIFICANT
DEVELOPMENT PERMIT FOR PROPERTY
LOCATED AT 501 WEST ELGIN**

Whereas, a public hearing on the proposed significant development permit was held on the 13th day of December 2016, before the City of Siloam Springs Planning Commission, after proper notice required by law; and

Whereas, after receiving concerns and comments from the public, and a report and statements from staff, a motion recommending issuance of said permit was approved by the Planning Commission; and

Whereas, it appears that the significant development permit is in the public interest; **Now Therefore:**

Be It Resolved by the Siloam Springs Board of Directors as follows:

- I. A significant development permit for property located at 501 W. Elgin St., as set forth on Exhibit "A" attached hereto, is hereby granted with the following condition:

The applicant must consolidate the subject property into a single lot, prior to building permit issuance.

- II. Adoption of this resolution has been materially induced by the applicant's offer to abide by the aforesaid condition. Upon the Board of Directors' determination that there has been a substantial failure in performance of the terms, the permit shall be deemed void from the beginning.

Done and Resolved this 3rd day of January 2017.

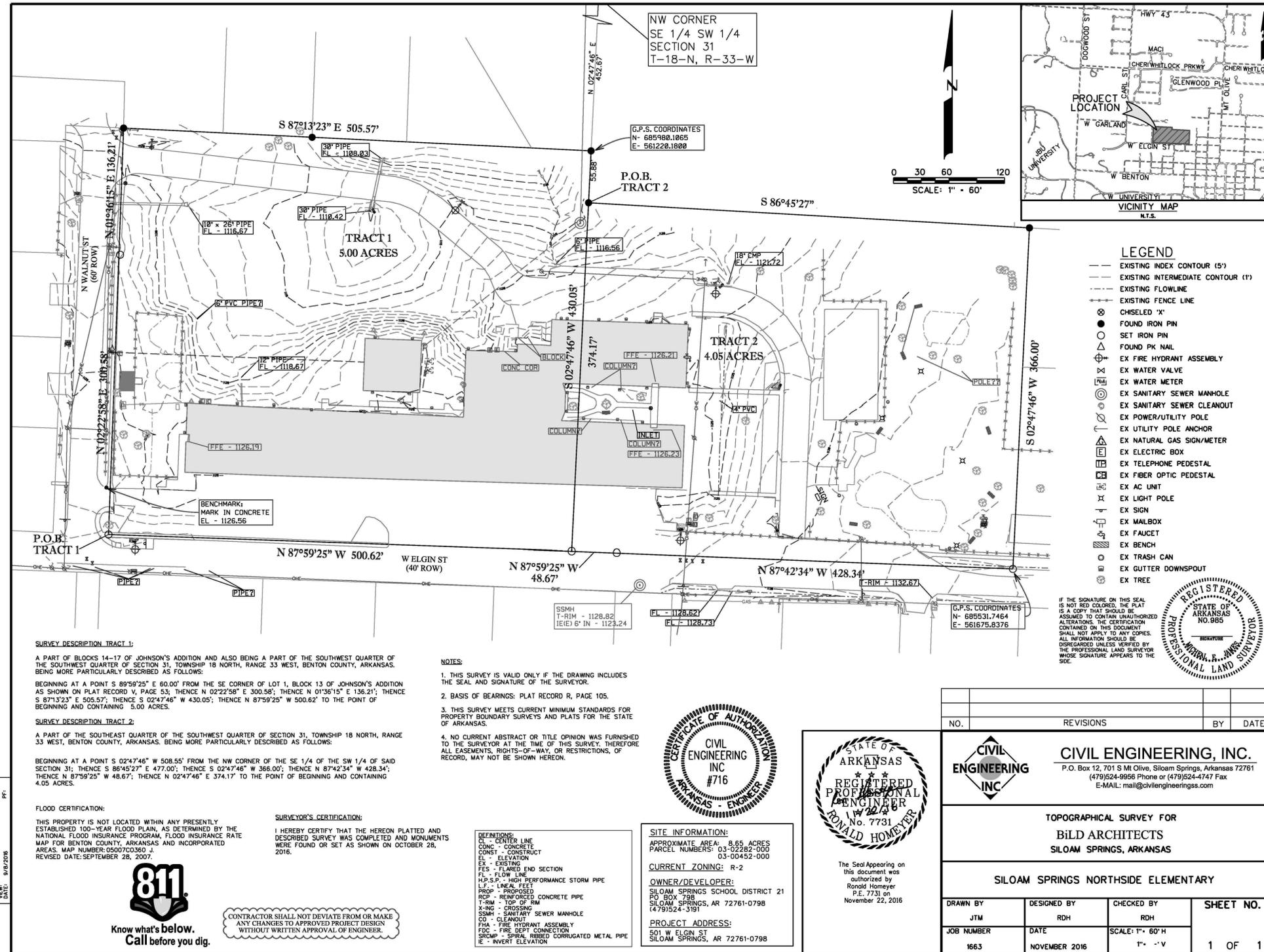
APPROVED:

ATTEST:

John Mark Turner, Mayor

Renea Ellis, City Clerk

(SEAL)



SURVEY DESCRIPTION TRACT 1:
 A PART OF BLOCKS 14-17 OF JOHNSON'S ADDITION AND ALSO BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 18 NORTH, RANGE 33 WEST, BENTON COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 BEGINNING AT A POINT S 89°59'25" E 60.00' FROM THE SE CORNER OF LOT 1, BLOCK 13 OF JOHNSON'S ADDITION AS SHOWN ON PLAT RECORD V, PAGE 53; THENCE N 02°22'58" E 300.58'; THENCE N 01°36'15" E 136.21'; THENCE S 87°13'23" E 505.57'; THENCE S 02°47'46" W 430.05'; THENCE N 87°59'25" W 500.62' TO THE POINT OF BEGINNING AND CONTAINING 5.00 ACRES.

SURVEY DESCRIPTION TRACT 2:
 A PART OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 18 NORTH, RANGE 33 WEST, BENTON COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 BEGINNING AT A POINT S 02°47'46" W 508.55' FROM THE NW CORNER OF THE SE 1/4 OF THE SW 1/4 OF SAID SECTION 31; THENCE S 86°45'27" E 477.00'; THENCE S 02°47'46" W 366.00'; THENCE N 87°42'34" W 428.34'; THENCE N 87°59'25" W 48.67'; THENCE N 02°47'46" E 374.17' TO THE POINT OF BEGINNING AND CONTAINING 4.05 ACRES.

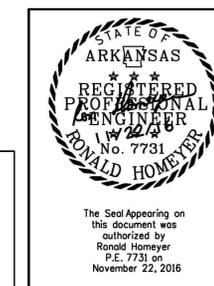
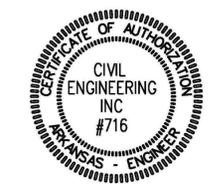
- NOTES:**
1. THIS SURVEY IS VALID ONLY IF THE DRAWING INCLUDES THE SEAL AND SIGNATURE OF THE SURVEYOR.
 2. BASIS OF BEARINGS: PLAT RECORD R, PAGE 105.
 3. THIS SURVEY MEETS CURRENT MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS AND PLATS FOR THE STATE OF ARKANSAS.
 4. NO CURRENT ABSTRACT OR TITLE OPINION WAS FURNISHED TO THE SURVEYOR AT THE TIME OF THIS SURVEY. THEREFORE ALL EASEMENTS, RIGHTS-OF-WAY, OR RESTRICTIONS, OF RECORD, MAY NOT BE SHOWN HEREON.

FLOOD CERTIFICATION:
 THIS PROPERTY IS NOT LOCATED WITHIN ANY PRESENTLY ESTABLISHED 100-YEAR FLOOD PLAIN, AS DETERMINED BY THE NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP FOR BENTON COUNTY, ARKANSAS, AND INCORPORATED AREAS, MAP NUMBER: 05007C0360 J, REVISED DATE: SEPTEMBER 28, 2007.

SURVEYOR'S CERTIFICATION:
 I HEREBY CERTIFY THAT THE HEREON PLATTED AND DESCRIBED SURVEY WAS COMPLETED AND MONUMENTS WERE FOUND OR SET AS SHOWN ON OCTOBER 28, 2016.

- DEFINITIONS:**
- CL - CENTER LINE
 - CONC - CONCRETE
 - CONST - CONSTRUCT
 - EL - ELEVATION
 - EX - EXISTING
 - FES - FLARED END SECTION
 - FL - FLOW LINE
 - H.P.S.P. - HIGH PERFORMANCE STORM PIPE
 - LF - LINEAL FEET
 - PROP - PROPOSED
 - RCP - REINFORCED CONCRETE PIPE
 - T-RIM - TOP OF RIM
 - X-ING - CROSSING
 - SSMH - SANITARY SEWER MANHOLE
 - CO - CLEANOUT
 - FHA - FIRE HYDRANT ASSEMBLY
 - FDC - FIRE DEPT CONNECTION
 - SRCMP - SPIRAL RIBBED CORRUGATED METAL PIPE
 - IE - INVERT ELEVATION

SITE INFORMATION:
 APPROXIMATE AREA - 8.65 ACRES
 PARCEL NUMBERS: 03-02282-000
 03-00452-000
CURRENT ZONING: R-2
OWNER/DEVELOPER:
 SILOAM SPRINGS SCHOOL DISTRICT 21
 PO BOX 798
 SILOAM SPRINGS, AR 72761-0798
 (479)524-3191
PROJECT ADDRESS:
 501 W ELGIN ST
 SILOAM SPRINGS, AR 72761-0798



The Seal Appearing on this document was authorized by Ronald Homeyer P.E. 7731 on November 22, 2016

NO.	REVISIONS	BY	DATE

CIVIL ENGINEERING, INC.
 P.O. Box 12, 701 S Mt Olive, Siloam Springs, Arkansas 72761
 (479)524-9956 Phone or (479)524-4747 Fax
 E-MAIL: mail@civilengineeringss.com

TOPOGRAPHICAL SURVEY FOR
BiLD ARCHITECTS
 SILOAM SPRINGS, ARKANSAS

SILOAM SPRINGS NORTHSIDE ELEMENTARY

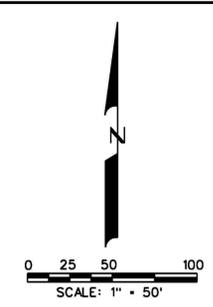
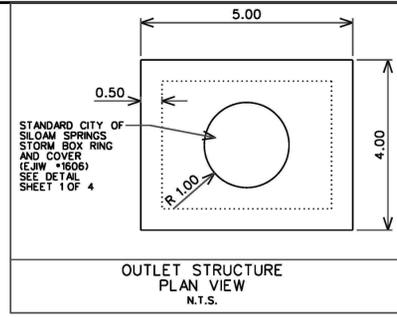
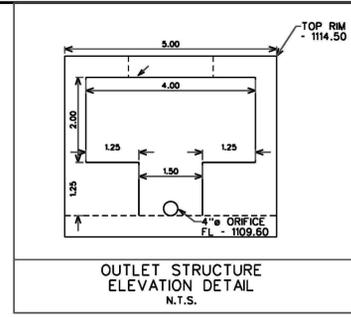
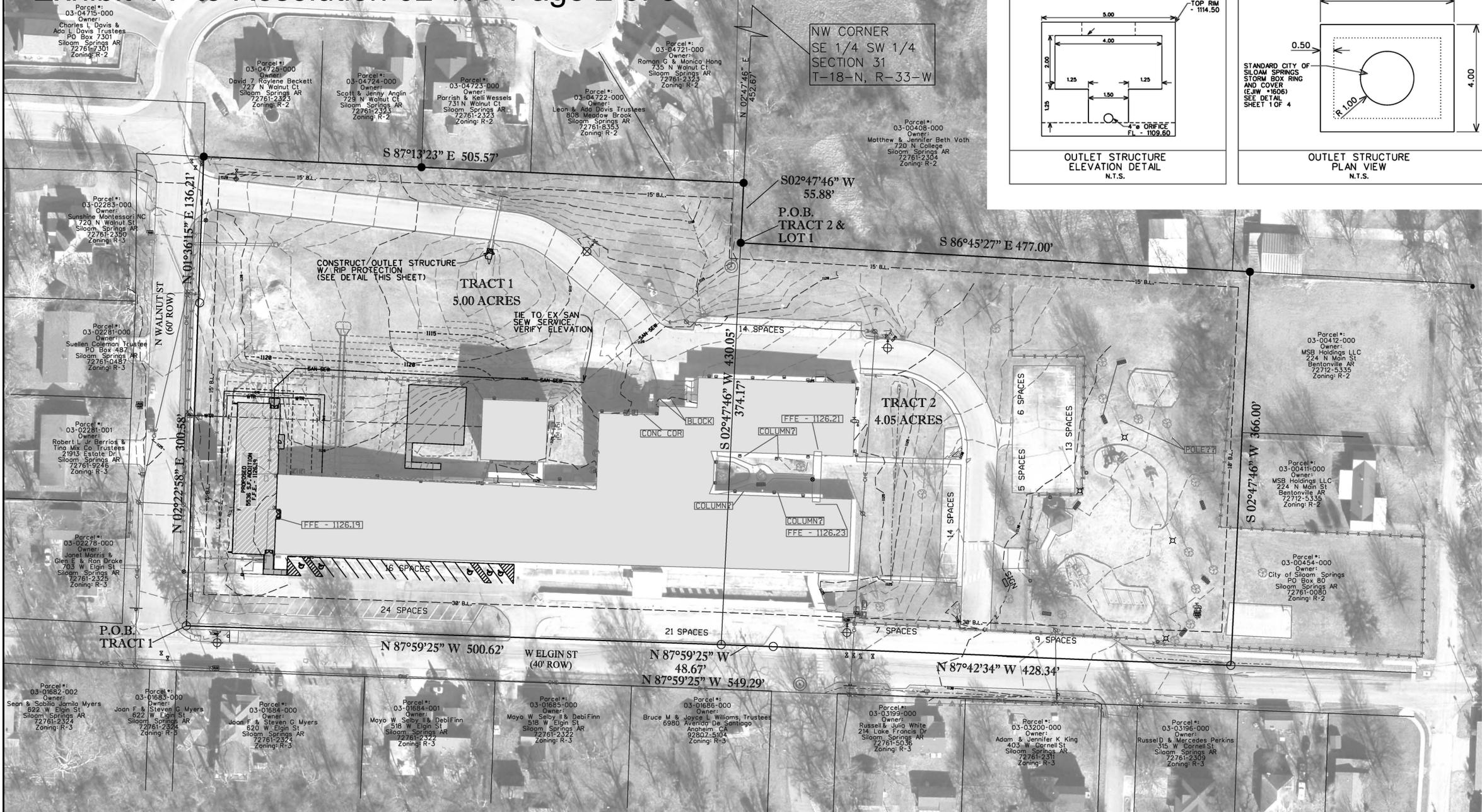
DRAWN BY JTM	DESIGNED BY RDH	CHECKED BY RDH	SHEET NO. 1 OF 1
JOB NUMBER 1663	DATE NOVEMBER 2016	SCALE: 1" = 60' H 1" = 1" V	

FILE: 1663-01-Topo_Survey_Plot.dgn
 WFL: 11/16/16 at
 DATE: 09/29/2016



CONTRACTOR SHALL NOT DEVIATE FROM OR MAKE ANY CHANGES TO APPROVED PROJECT DESIGN WITHOUT WRITTEN APPROVAL OF ENGINEER.

PROJECT NO. 2016-019
ISSUE DATE 11/22/2016
REVISION DATE DATE DESCRIPTION
1
C1.0 COPYRIGHT 2016



- LEGEND**
- EXISTING INDEX CONTOUR (5')
 - EXISTING INTERMEDIATE CONTOUR (1')
 - EXISTING FLOWLINE
 - EXISTING FENCE LINE
 - ⊗ CHISELED 'X'
 - FOUND IRON PIN
 - SET IRON PIN
 - △ FOUND IRON PIN
 - ⊕ EX FIRE HYDRANT ASSEMBLY
 - ⊗ EX WATER VALVE
 - ⊗ EX WATER METER
 - ⊗ EX SANITARY SEWER MANHOLE
 - ⊗ EX SANITARY SEWER CLEANOUT
 - ⊗ EX POWER/UTILITY POLE
 - ⊗ EX UTILITY POLE ANCHOR
 - ⊗ EX NATURAL GAS SIGN/METER
 - ⊗ EX ELECTRIC BOX
 - ⊗ EX TELEPHONE PEDESTAL
 - ⊗ EX FIBER OPTIC PEDESTAL
 - ⊗ EX AC UNIT
 - ⊗ EX LIGHT POLE
 - ⊗ EX SIGN
 - ⊗ EX MAILBOX
 - ⊗ EX FAUCET
 - ⊗ EX BENCH
 - ⊗ EX TRASH CAN
 - ⊗ EX GUTTER DOWNSPOUT
 - ⊗ EX TREE

SITE INFORMATION:
 APPROXIMATE AREA: 9.05 ACRES
 PARCEL NUMBERS: 03-02282-000
 03-00452-000
CURRENT ZONING: R-2
PROPOSED ZONING: G-1
OWNER/DEVELOPER:
 SILOAM SPRINGS SCHOOL DISTRICT 21
 PO BOX 798
 SILOAM SPRINGS, AR 72761-0798
 (479)524-3191
PROJECT ADDRESS:
 501 W ELGIN ST
 SILOAM SPRINGS, AR 72761-0798

CURRENT ZONING: R-2
PROPOSED ZONING: G-1
CURRENT BUILDING USE: SCHOOL

SCHOOL FLOOR TO AREA RATIO (FAR):
 BUILDING AREA - 55,197 SF
 LOT AREA - 394,564 SF
 FAR RATIO ALLOWED - 60.00% MAX
 ACTUAL FAR RATIO - 0.1399

MAX. LOT COVERAGE:
 IMPERVIOUS AREA - 160,677 SF
 LOT AREA - 394,564 SF
 LOT COVERAGE ALLOWED - 60% MAX
 ACTUAL LOT COVERAGE - 40.7%

GREENSPACE:
 TOTAL GREEN SPACE - 233,887 SF
 LOT AREA - 394,564 - 60% MIN
 ACTUAL GREENSPACE - 59.28%

SCHOOL PARKING SPACES ANALYSIS:
 CURRENT NUMBER OF EMPLOYEES - 80 EMPLOYEES
 TOTAL PARKING SPACES REQUIRED - 80 SPACES
 TOTAL EMPLOYEE PARKING PROVIDED - 129 SPACES
 TOTAL HANDICAP PARKING REQUIRED - 5 SPACES
 TOTAL HANDICAP PARKING PROVIDED - 5 SPACES

PLANNING COMMISSION APPROVAL: This Significant Development is hereby approved this _____ day of _____, 2016, by the City of Siloam Springs Planning Commission.

BOARD OF DIRECTORS APPROVAL: This Significant Development is hereby approved this _____ day of _____, 2017, by the City of Siloam Springs Board of Directors.

CONTRACTOR SHALL NOT DEVIATE FROM OR MAKE ANY CHANGES TO APPROVED PROJECT DESIGN WITHOUT WRITTEN APPROVAL OF ENGINEER.

These drawings and the design ideas contained herein are proprietary information and are the exclusive property of Civil Engineering, Inc. and are protected by copyright. The reproduction of these drawings or use of these drawings, or the ideas incorporated herein, in whole or in part, by anyone for any other project or purpose is strictly prohibited without advanced written consent of Civil Engineering, Inc. Furthermore, no electronic representations of these drawings, in whole or in part, may be posted for private or public viewing without the advanced written consent of Civil Engineering, Inc. ©

- NOTES:**
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 - BASIS OF BEARINGS: PLAT RECORD R, PAGE 105.
 - THIS SURVEY MEETS CURRENT MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS AND PLATS FOR THE STATE OF ARKANSAS.
 - NO CURRENT ABSTRACT OR TITLE OPINION WAS FURNISHED TO THE SURVEYOR AT THE TIME OF THIS SURVEY. THEREFORE, ALL EASEMENTS, RIGHTS-OF-WAY, OR RESTRICTIONS, OF RECORD, MAY NOT BE SHOWN HEREON.

SURVEY DESCRIPTION TRACT 1:
 A PART OF BLOCKS 14-17 OF JOHNSON'S ADDITION AND ALSO BEING A PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 18 NORTH, RANGE 33 WEST, BENTON COUNTY, ARKANSAS. BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 BEGINNING AT A POINT S 89°59'25" E 60.00' FROM THE SE CORNER OF LOT 1, BLOCK 13 OF JOHNSON'S ADDITION AS SHOWN ON PLAT RECORD V, PAGE 53; THENCE N 02°22'58" E 300.58'; THENCE N 01°36'15" E 136.21'; THENCE S 87°13'23" E 505.57'; THENCE S 02°47'46" W 430.05'; THENCE N 87°59'25" W 500.62' TO THE POINT OF BEGINNING AND CONTAINING 5.00 ACRES.

SURVEY DESCRIPTION TRACT 2:
 A PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 18 NORTH, RANGE 33 WEST, BENTON COUNTY, ARKANSAS. BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 BEGINNING AT A POINT S 02°47'46" W 508.55' FROM THE NW CORNER OF THE SE 1/4 OF THE SW 1/4 OF SAID SECTION 31; THENCE S 86°45'27" E 477.00'; THENCE S 02°47'46" W 366.00'; THENCE N 87°42'34" W 428.34'; THENCE N 87°59'25" W 48.67'; THENCE N 02°47'46" E 374.17' TO THE POINT OF BEGINNING AND CONTAINING 4.05 ACRES.

FLOOD CERTIFICATION:
 THIS PROPERTY IS NOT LOCATED WITHIN ANY PRESENTLY ESTABLISHED 100-YEAR FLOOD PLAIN, AS DETERMINED BY THE NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP FOR BENTON COUNTY, ARKANSAS AND INCORPORATED AREAS. MAP NUMBER: 05007C0360 J. REVISED DATE: SEPTEMBER 28, 2007.

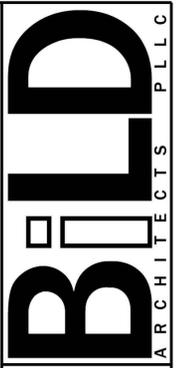
SURVEYOR'S CERTIFICATION:
 I HEREBY CERTIFY THAT THE HEREON PLATTED AND DESCRIBED SURVEY WAS COMPLETED AND MONUMENTS WERE FOUND OR SET AS SHOWN ON OCTOBER 28, 2016.



The Seal Appearing on this document was authorized by Ronald Homeyer P.E. 7731 on November 22, 2016

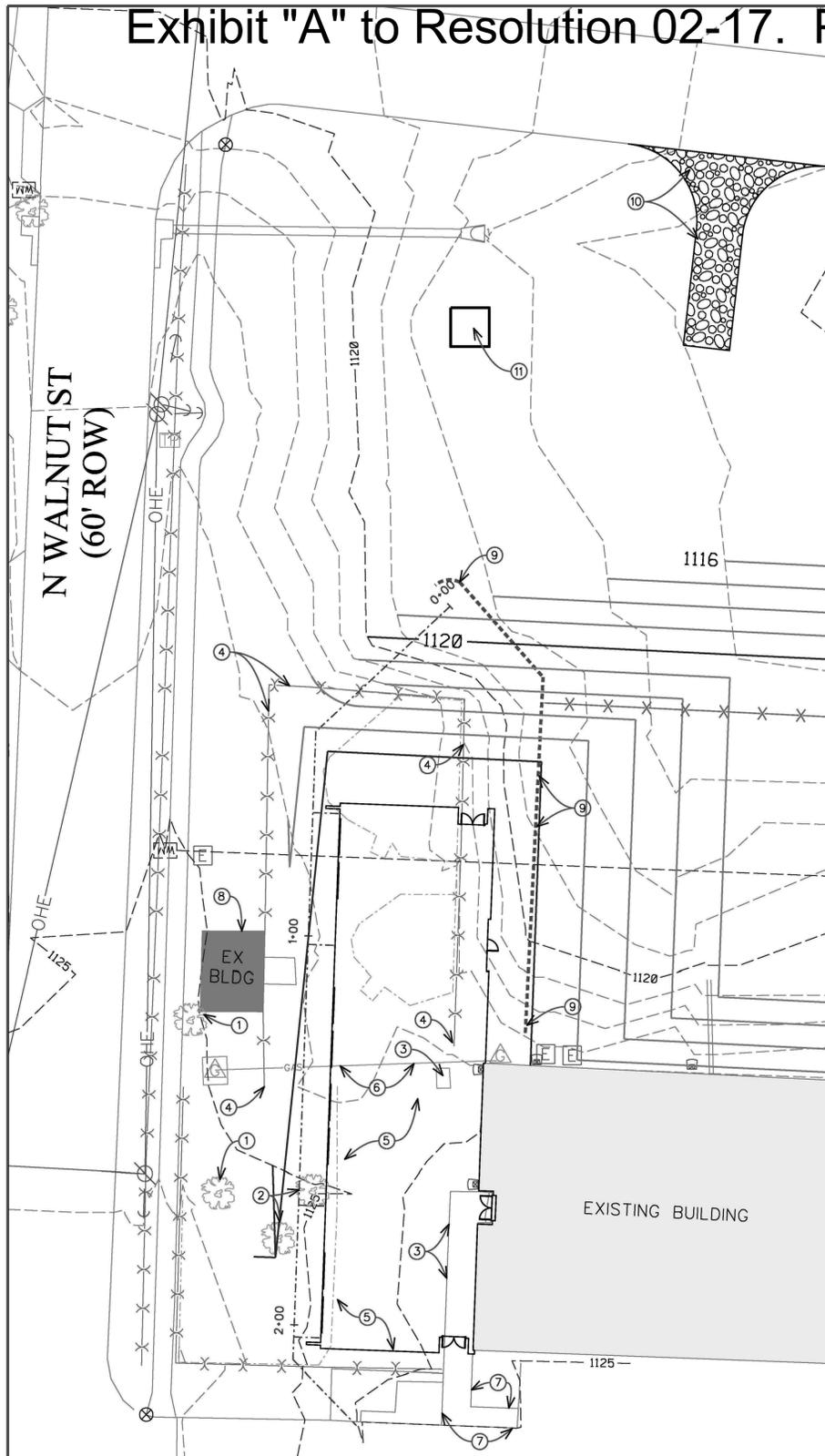


CIVIL ENGINEERING, INC.
 P.O. Box 12, 701 S. Ml Olive, Siloam Springs, Arkansas 72761
 (479)524-8856 Phone or (479)524-4747 Fax
 E-MAIL: mail@civilengineeringss.com



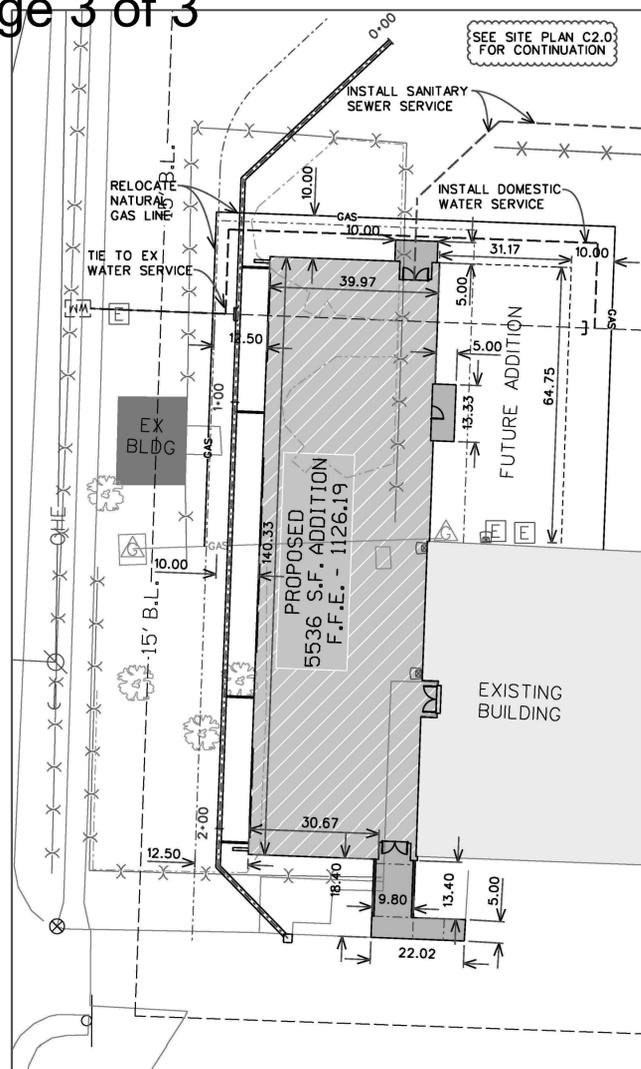
**SILOAM SPRINGS SCHOOL DISTRICT
 NORTHSIDE ELEMENTARY PRE-K ADDITION
 SILOAM SPRINGS, AR**

PROJECT NO.	2016-019
ISSUE DATE	11/22/2016
REVISION DATES	
# DATE DESCRIPTION	
1	
2	
C2.0	
COPYRIGHT 2016	

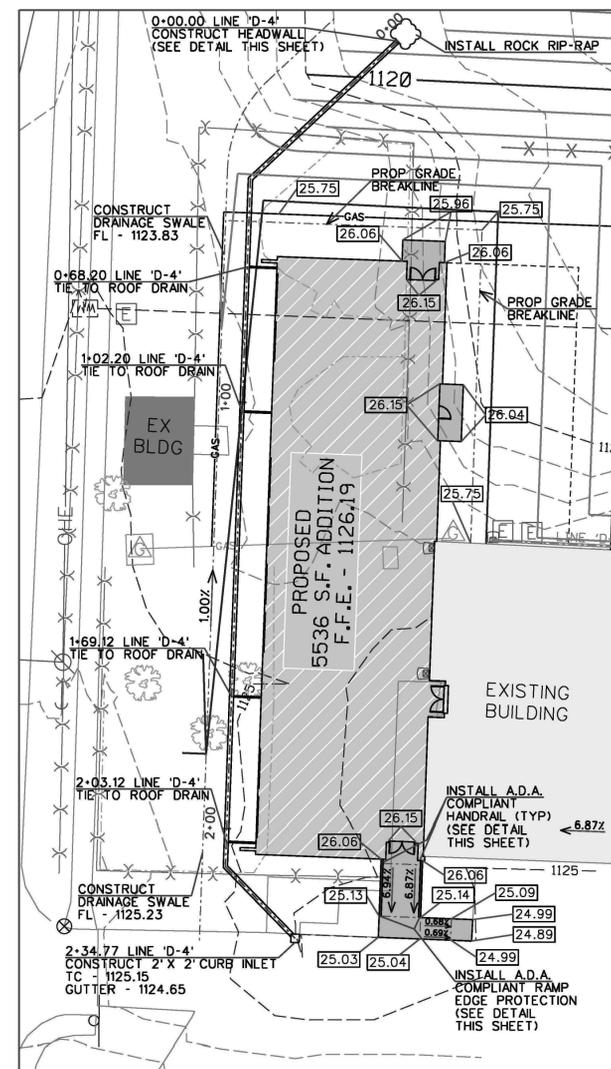


1 Demolition and Erosion Control Plan
Scale: 1" = 20'

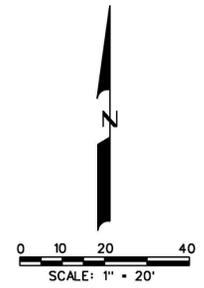
- DEMOLITION AND EROSION CONTROL PLAN NOTES:**
- ① PRESERVE AND PROTECT EXISTING TREE
 - ② REMOVE EX TREE / GRUB ROOTS
 - ③ REMOVE / DISPOSE EX SIDEWALK
 - ④ REMOVE / RELOCATE EX FENCING
 - ⑤ REMOVE EX ASPHALT PAVING
 - ⑥ ABANDON EX NATURAL GAS LINE
 - ⑦ SAWCUT NEAT LINE AND REMOVE / DISPOSE EX SIDEWALK
 - ⑧ EXISTING BUILDING TO BE RELOCATED BY OWNER
 - ⑨ INSTALL STRAW WATTLES (SEE DETAIL SHEET SS-EROS 01)
 - ⑩ INSTALL ROCK CONSTRUCTION ENTRANCE/EXIT (SEE DETAIL SHEET SS-EROS 01)
 - ⑪ PROPOSED CONCRETE WASH AREA (SEE DETAIL SHEET SS-EROS 01)



2 Dimension Plan & Utility Plan
Scale: 1" = 20'

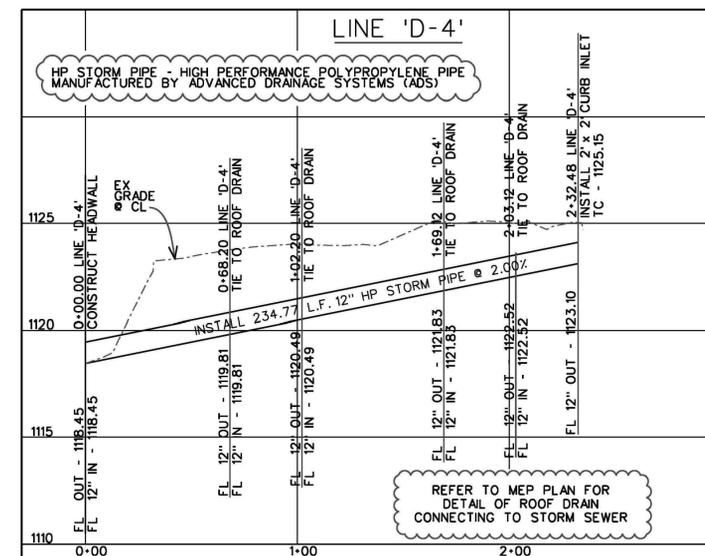
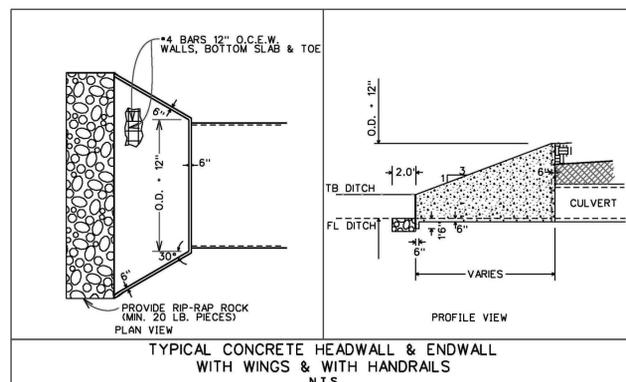
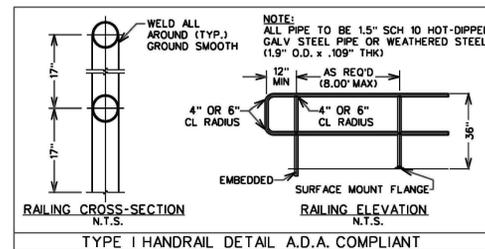
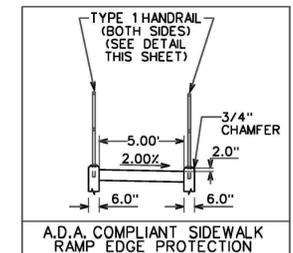


3 Grading Plan & Storm Drainage Plan
Scale: 1" = 20'



LEGEND

- PROP. TOP OF GRADE SPOT ELEVATION (+1100)
- - - EXISTING INDEX CONTOUR (5')
- - - EXISTING INTERMEDIATE CONTOUR (1')
- - - EXISTING FLOWLINE
- - - EXISTING FENCE LINE
- FOUND IRON PIN
- SET IRON PIN
- ▭ EXISTING BUILDING
- ▨ PROPOSED BUILDING ADDITION
- ▩ PROPOSED CONCRETE SIDEWALK/LANDING
- ⊕ EX FIRE HYDRANT ASSEMBLY
- ⊗ EX WATER VALVE
- ⊕ EX WATER METER
- ⊙ EX SANITARY SEWER MANHOLE
- ⊙ EX SANITARY SEWER CLEANOUT
- ⊕ EX NATURAL GAS SIGN/METER
- ⊕ EX ELECTRIC BOX
- ⊕ EX TELEPHONE PEDESTAL
- ⊕ EX FIBER OPTIC PEDESTAL
- ⊕ EX AC UNIT
- ⊕ EX LIGHT POLE
- ⊕ EX SIGN
- ⊕ EX BOLLARD
- ⊕ EXISTING TREE
- ⊕ EXISTING GUTTER DOWNSPOUT



4 Storm Drainage Profile
(Storm Profile Scale: 1" = 40' H / 1" = 4' V)

CONTRACTOR SHALL NOT DEVIATE FROM OR MAKE ANY CHANGES TO APPROVED PROJECT DESIGN WITHOUT WRITTEN APPROVAL OF ENGINEER

These drawings and the design ideas contained herein are proprietary information and are the exclusive property of Civil Engineering, Inc. and are protected by copyright. The reproduction of these drawings or use of these drawings, or the ideas incorporated herein, in whole or in part, by anyone for any other project or purpose is strictly prohibited without advanced written consent of Civil Engineering, Inc. Furthermore, no electronic representations of these drawings, in whole or in part, may be posted for private or public viewing without the advanced written consent of Civil Engineering, Inc. ©



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The Seal Appearing on this document was authorized by Ronald Homeyer P.E. 7731 on November 22, 2016

BILD ARCHITECTS PLLC

**SILOAM SPRINGS SCHOOL DISTRICT
NORTHSIDE ELEMENTARY PRE-K ADDITION
SILOAM SPRINGS, AR**

PROJECT NO. 2016-019

ISSUE DATE 11/22/2016

REVISION DATES

DATE DESCRIPTION

C2.1

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CITY OF
Siloam Springs
It's a natural

STAFF REPORT

TO: Phillip Patterson, City Administrator
FROM: Ben Rhoads, AICP, Senior Planner *BZR*
Cc: Don Clark, Community Development Director
DATE: December 20, 2016
RE: Resolution 03-17 / Preliminary Plat Development Permit / Heritage Ranch, Phases II through IV / 2200 block of N. Carl Street

Recommendation: Approve Resolution 03-17, authorizing a preliminary plat development permit for the 2200 block of N. Carl St., subject to the following condition:

- 1.) The applicant shall annex the subject property into the City of Siloam Springs, prior to Final Plat acceptance.

Background: The applicant, Frank and Randy Roth, requests to establish a preliminary plat for the Heritage Ranch Addition, Phases II through IV, consisting of 53 lots at the 2200 block of N. Carl St.

The Planning Commission reviewed the preliminary plat application at the December 13, 2016 regular meeting. There were no comments from the public. The Commission recommended approval of the preliminary plat by a 6-0 vote. There were no abstentions. One Commissioner was absent.

Fiscal Impact: Street fees are not applicable for this project.

Attachments:

Staff report to Planning Commission
Resolution No. 03-17



CITY OF
Siloam Springs
It's a natural

STAFF REPORT

To: Planning Commission
From: Ben Rhoads, AICP, Senior Planner *BZR*
Justin Bland, PE, City Engineer
Cc: Don Clark, Community Services Director
Date: November 18, 2016
Subject: Preliminary Plat Development Permit, PP16-01

Recommendation: Motion to approve PP16-01 (Preliminary Plat Development Permit), subject to the following conditions:

- 1.) The applicant shall annex the subject property into the City of Siloam Springs, prior to Final Plat acceptance.

Background:

APPLICATION REVIEW DATES

Planning Commission review: December 13, 2016

The application is being recalled to the Planning Commission due to an error discovered on November 18th in the legal notification on the original review.

Board of Directors review: January 3, 2017

APPLICANT AND AGENT

Applicant/Owners: Frank Roth & Randy Roth

Agent: Ron Homeyer, P.E.

SUBJECT PROPERTY ADDRESSES

2200 Block of N. Carl St. (Heritage Ranch Addition, Phases II-IV)

PROJECT INTENT

The applicant wishes to reestablish a preliminary plat for the Lawlis Ranch Subdivision to complete phases 2-4. The applicant desires to plat 18.36 acres into 53 single-family residential lots.

INTERNET MAP INFORMATION

Planning staff has created a map made with Google My Maps.

Attribution: Map data ©2016 Google Imagery ©2016, Arkansas GIS, DigitalGlobe, Landsat, State of Arkansas, USDA Farm Service Agency Washington County.

Please click on the following link to access. This link will only operate if reading this report digitally.

<https://drive.google.com/open?id=1Qs2fA3CxcNUZ-zFOQNsLmbjD6oQ&usp=sharing>

P.O. Box 80 • Siloam Springs, AR 72761 • www.siloamsprings.com

EXISTING LAND USES AND ZONING

<i>EXISTING LAND USE</i>	<i>EXISTING ZONING</i>
Vacant	Rural – Benton County – No Zoning Classification
<i>PROPOSED LAND USE</i>	<i>PROPOSED ZONING</i>
Residential—Single-Family	N/A
<i>SURROUNDING LAND USE</i>	<i>SURROUNDING ZONING</i>
North: Rural – Residential	North: Benton County - No Zoning Classification
South: Residential, medium	South: R-2 District (Residential, medium)
East: Rural - Agriculture	East: Benton County – No Zoning Classification
West: Rural - Agriculture	West: Benton County – No Zoning Classification

PROJECT ANALYSIS AND APPROVAL CRITERIA

The following is a detailed expansion of the project review criteria and staff’s findings for the proposal. Criterion II is a subsection of Sec. 102-44 of the Zoning Code; all other criteria are not directly applicable to the Zoning Code, as noted.

I. ZONING USE UNIT CONSISTENCY

The property is currently not zoned, however the applicant desires to annex into the City at a future point.

II. LOT STANDARDS CONSISTENCY

The property is not zoned; however it does meet the minimum R-1 zone standards should the property be annexed into the City.

<i>MINIMUM (R-1) ZONING REQUIREMENTS</i>	<i>SUBJECT PROPERTY PROPOSAL</i>
Lot Area: 10,000 sq. ft.	11,001 sq. ft. and higher
Lot Width: 80 ft.	80 ft.
Maximum Lot Coverage: 40%	N/A
Maximum Floor to Area Ratio: 0.6 (60%)	N/A

III. DRIVEWAY DESIGN STANDARDS CONSISTENCY

The proposal does not include any proposed driveways; these will be reviewed at the building permit review, upon annexation of the property.

IV. COMPREHENSIVE PLAN CONSISTENCY

The 2030 future land use map describes this area as medium density family. The proposed land use is compliant with this designation.

V. STAFF TECHNICAL REVIEW

City staff met to review the project. The proposal meets or exceeds all City standards and all technical comments have been addressed by the applicant.

VI. UTILITY REQUIREMENTS

(Note: The proposal is not applicable to the Land Use Code)

Water System

The subdivision has an existing looped water line feeding it from Hwy. 43 and Lawlis Rd. On the north end is a 6" water line along Lawlis Rd. The south end will be fed from a 12" water line along Hwy. 43. These two lines are currently connected through the Heritage Ranch subdivision with a 6" water line that is adequate for domestic and fire flow requirements.

Sanitary Sewer System

The subdivision will drain to the Revolving Loan Fund (RLF) sewer line that was installed through this area approximately 15 years ago. This line has capacity for extensive development in this part of the City and is adequate for the proposed subdivision.

Storm Sewer System

This development does not have any proposed storm water detention due to its proximity to the existing flood plain. In these scenarios, it is typically better to let the peak water from the development drain off into the flood plain and make its way downstream before the peak flow arrives from the upstream drainage area. The applicant has shown that using this methodology, the peak flow downstream is not increased by this development.

Traffic Impact

The proposed development will increase traffic in the area. The Institute of Transportation Engineer's Trip Generation Manual was utilized to calculate the volume and rate of traffic increase for the site. Per this manual, each of the 53 single family lots will create an additional 9.57 trips for a total of 507 additional trips per day. On the north side, Lawlis Rd. is a county road. The east half has been improved with curb and gutter and matches the typical street section for a roadway within the city. On the south side, the subdivision is tied to Carl St. This section of Carl St. that is in Autumn Glen was constructed as a Major Local street with the intent of carrying the future traffic from Heritage Ranch.

There are multiple entry/exit routes from the proposed subdivision. In general, the stopping and intersection sight distances are adequate and staff does not see any major safety issues.

STAFF DISCUSSION

The applicant is requesting to split 18.36 acres into 60 single-family residential lots. The proposal is occurring south of the Heritage Ranch Addition, and is a continuation of that subdivision. The proposal is broken out into three phases, Phases II through IV; Phase I having already been constructed in 2005. The entire addition is outside of the City Limits, but within the City's Planning area and subject to City review through the Subdivision Regulations. The City has requested that this development (Phases II-IV) be annexed into the City prior to final plat acceptance, at which point it will be formally subdivided. The future proposed zone, upon annexation, is R-1 (Residential, large). The western-most

street will be named Carl St. to match the same street in Autumn Glen, the adjoining subdivision to the south. This will involve the re-addressing of three homes currently on Bridle Creek Rd. The developer is aware of this and had previously made a request to have the street re-named. Finally, for the benefit of enhanced context, the 2004 staff report is included for Heritage Ranch Phase I. The original 2004 condition on the RLF (Revolving Loan Fund) sewer fees no longer applies. City staff is recommending approval with the stated condition.

LEGAL NOTICE

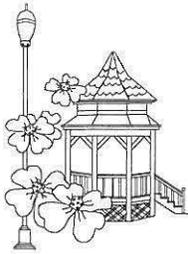
- Site posted: November 18, 2016
- Newspaper legal notification: November 27, 2016 (Herald-Leader).
- Letter legal notification: November 21-25, 2016.
- Staff received two phone calls of a questing nature. Staff answered the callers' question. Staff received no correspondence on the request.

Fiscal Impact:

Street fees are not applicable for this request.

Attachments:

Site Specific Proposal
2004 Staff Report for Phase I
Bird's Eye View
General Area Map



City of Siloam Springs

City of Beauty and Progress

P.O. Box 80 / 400 N. Broadway
Siloam Springs, AR 72761

Community Development Department

Phone (479) 524-5136
www.siloamsprings.com

STAFF REPORT PP-200 (PRELIMINARY PLAT DEVELOPMENT PERMIT) (MARTY LASATER)

BACKGROUND

The City of Siloam Springs has received a request from Civil Engineering, Inc., agent for Marty Lasater for the review of a preliminary plat development permit for a 35.00 acre tract. The subject property is located on the south side of Lawlis Rd., west of the Lawlis Rd. and Dawn Hill Rd. intersection. The proposal is not within the municipal limits but is included within the City's planning area jurisdiction.

The applicant is requesting a preliminary plat development permit for the Heritage Ranch subdivision. The preliminary plat contains 79 residential lots. This item was tabled at the last Planning Commission meeting after it was remanded back to the Commission from the February 3, 2004 Board of Directors meeting. A general area map has been included with your packet.

EXISTING LAND USE

Vacant

SURROUNDING LAND USE

North: Residential, Single-Family

South: Vacant

East: Residential, Single-Family/ Vacant

West: Residential, Single-Family/ Vacant

EXISTING ZONING

Benton County – No Zoning Classification

SURROUNDING ZONING

North: Benton County – No Zoning Classification

South: Benton County – No Zoning Classification

East: Benton County – No Zoning Classification

West: Benton County – No Zoning Classification

ZONING REQUIREMENTS

As stated, the subject property is not zoned. The subject property is within the City's planning area jurisdiction and is consistent with the R-1 District (Residential, Large) requirements. The subject property, however, is not required to meet the City's zoning district classifications.

COMPREHENSIVE PLAN CONSISTENCY

The future land use map describes this site as Low Density Residential. The Low Density Residential designation is designed to provide appropriate locations for all existing and future single family, two-family and manufactured housing residential that is less than 6 dwelling units per acre.

STAFF TECHNICAL REVIEW

The City of Siloam Springs staff technical review affords an opportunity for various City departments to review development proposals and provide comments necessary to ensure each development's consistency with the Municipal Code. On Wednesday, December 31, 2003 and Wednesday February 25, 2004, City staff reviewed the proposed preliminary plat development permit and provided the following comment(s):

1. Community Development Department – Drainage report and traffic study must be approved prior to Board of Directors approval. Proportionate share of street costs to be determined prior to Board approval.
2. Community Development Department – Please delineate the right-of-way dedication along Lawlis Rd.
3. Community Development Department – Please provide the phasing plan for the project.
4. Community Development Department – Please provide a copy of the protective and restrictive covenants.
5. Community Development Department – Lot calculations need to be changed to reflect current lots.
6. Community Development Department – Please add right-of-way and street dimensions.
7. Community Development Department – Please dimension the cul-de-sacs.
8. Community Development Department – Lot 31 needs to show the rear setback.
9. Community Development Department – County will do the addressing.
10. Community Development Department – Please fix legend to reflect all items shown on the map.
11. Community Development Department – Bearings and distance aren't legible in places. Please revise.
12. Community Development Department – The P.O.B. on the southwest corner is not legible.
13. Community Development Department – The legal description shows that the property is in Section 31, but the plat shows 30. Please correct this.
14. Community Development Department – Please provide a grading/erosion control plan.
15. Public Works Department – Please loop water line between lots 86 and 87.
16. Public Works Department – Please provide an additional easement on the east side of lot 19.
17. Public Works Department – RLF sewer fees will be calculated for each phase upon Board of Directors approval.
18. Public Works Department – The water lines tying into the existing are on the wrong side of the road. Please show that this is crossing to the east side of the project.
19. Fire Department – Please coordinate hydrant placement with the Fire Marshal.
20. Fire Department – Please provide street names.

All items from the above list that do not appear in staff's recommendation are deemed complete or are existing Municipal Code requirements and do not need mention in the recommendation.

STAFF ANALYSIS

The applicant is requesting a preliminary plat development permit for 79 single-family residential lots.

This is a substantial change from the first submittal, which failed to receive a positive recommendation from the Planning Commission. This new submittal contains 79 lots versus the original proposal of 125 lots. Furthermore, the proposal contains a minimum lot size of 10,000 sq. ft. as opposed to the R-2 requirement of 7,000 sq. ft.

The proposal is not zoned, but appears to meet the minimum code requirements for the R-1 District. The R-1 District requires a minimum lot surface area of 10,000 sq. ft. for all single-family uses. The requirements of the R-1 District also include a minimum lot width of 80 ft. and a maximum lot coverage of 35 percent.

It appears that there are sufficient utilities to serve the subject site upon development. The proposal appears not to interfere with other owners' reasonable peace or enjoyment of the neighboring properties, nor will the proposal substantially damage any property value in the neighborhood. Furthermore, it appears that the proposal will not burden the present or future use of the neighboring properties and it will be adequately supported by infrastructure.

New infrastructure will include improvements to Lawlis Road. The City Administrator, Mayor, Community Development Director and County officials met on February 18, 2004 on the possibility of a cost sharing agreement for the improvements needed for Lawlis Rd. The City and County officials preliminarily agreed to a cost sharing agreement for the reconstruction of the road.

Water and electric service are available to the north and east of the property. Sewer service will be available as part of the City's RLF sewer expansion. The project was scheduled to begin construction on January 5, 2004.

Notification was sent to all property owners within 300 ft. of the request. Staff received one phone call regarding clarification of the Planning Commission meeting time and three letters in opposition to the original request. The subject property was posted on December 8, 2003 and the legal notification appeared in the December 28, 2003 edition of the Herald-Leader.

Notification also included the Benton County Planning Department. Staff forwarded a copy of the proposal to Michele Crane, Benton County Planning Director on December 17, 2003 and on February 11, 2004. County officials are required to provide comments, if any, within 60 days of receiving the notification.

This item will be forwarded to the Board of Directors on March 16, 2004 for final review and approval. The developer has formally requested that the item be moved to that meeting.

RECOMMENDATION

Staff recommends approval of PP-200 (Preliminary Plat Development Permit), subject to the following condition(s):

1. RLF sewer fees will be included in all subsequent phases after phase I.
2. Drainage report and traffic study must be approved prior to Board of Directors preliminary plat approval.
3. Proportionate share of street costs will be calculated prior to Board of Directors preliminary plat approval.
4. Please coordinate hydrant placement with the Fire Marshal.

ATTACHMENTS

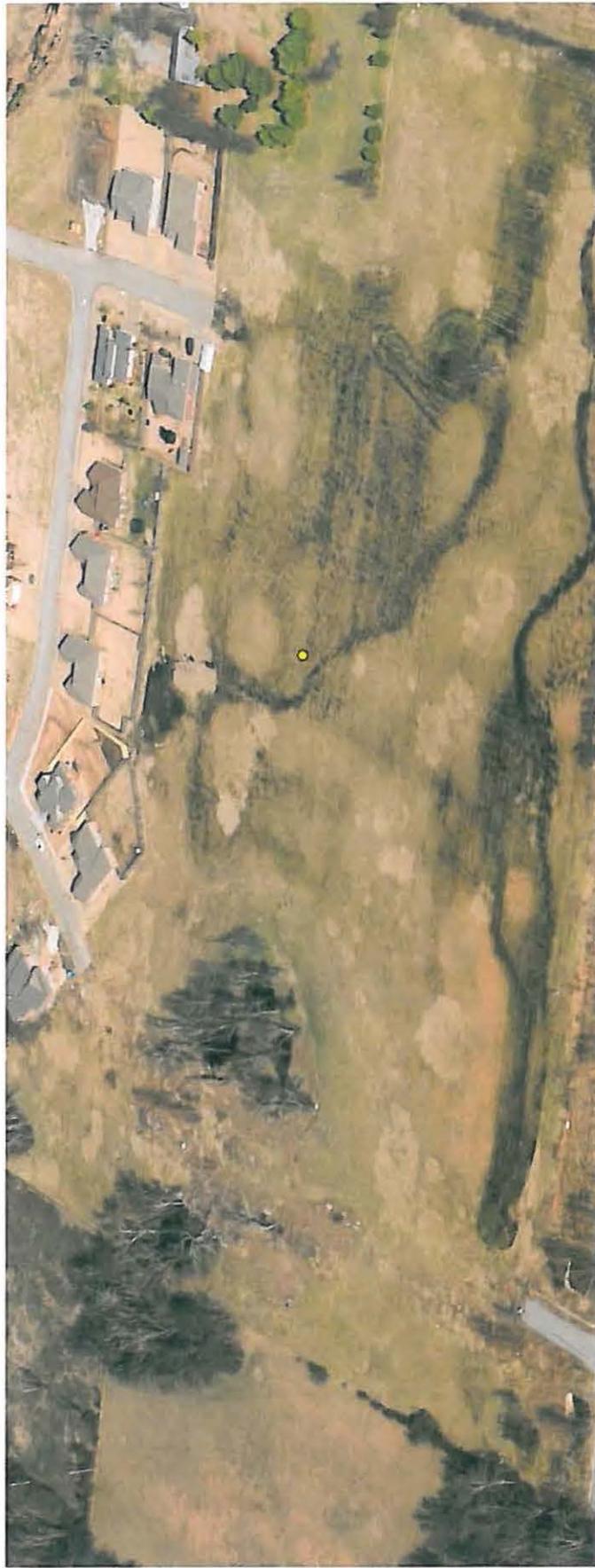
1. PP-200 Application.
2. Notice Sent to Surrounding Property Owners.
3. General Area Map.

ENCLOSURE

1. Site Specific Proposal.

PP16-01 – Roth

Bird's Eye View



RESOLUTION NO. 03-17

**A RESOLUTION AUTHORIZING A PRELIMINARY PLAT
DEVELOPMENT PERMIT FOR PROPERTY LOCATED AT
THE 2200 BLOCK OF NORTH CARL STREET.**

Whereas, a public hearing on the proposed preliminary plat development permit was held on the 13th day of December 2016, before the City of Siloam Springs Planning Commission, after proper notice required by law; and

Whereas, the preliminary plat development permit is consistent with the future land use map set forth in the City's Comprehensive Plan; and

Whereas, it appears that the preliminary plat development permit is in the public interest;

Now Therefore:

Be It Resolved by the Siloam Springs Board of Directors, as follows:

1. Preliminary plat development permit for property located at the 2200 Block of North Carl St., as set forth on Exhibit "A" attached hereto, is hereby granted subject to the following condition:

The applicant shall annex the subject property into the City of Siloam Springs prior to Final Plat acceptance.

2. Adoption of this Resolution has been materially induced by the applicant's offer to abide by the aforesaid condition. Upon the Board of Directors' determination that there has been a substantial failure in performance of the terms, the permit shall be deemed void from the beginning.

Done and Resolved this 3rd day of January 2016.

ATTEST:

APPROVED:

Renea Ellis, City Clerk

John Mark Turner, Mayor

(SEAL)

Exhibit "A" of Resolution 03-17. Page 1 of 1.

LOT TABLE
 PHASE II - 17 LOTS
 PHASE III - 18 LOTS
 PHASE IV - 18 LOTS

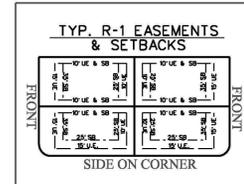
LOT AREA TABLE

LOT NUMBER	AREA SQ. FT.	LOT NUMBER	AREA SQ. FT.
13	22882	47	12763
14	16130	48	11252
15	12471	49	12763
16	11451	50	11347
17	11425	51	11347
18	11398	52	10921
19	11371	53	13917
20	11345	54	15679
21	11322	55	18177
22	11046	56	10745
23	11050	57	11362
24	11050	58	11359
25	11050	59	11356
26	11050	60	11354
27	11050	61	11351
28	11060	62	11348
29	11951	63	11345
37	12761	64	11343
38	11347	65	11363
39	11347	66	18580
40	10436	67	18638
41	13433	68	14104
42	17561	69	12401
43	19231	70	12332
44	10435	71	12128
45	11347	72	11920
46	11347		

CURVE TABLE

Curve	Radius	Length	Delta	Tangent
1	15	23.56	90°00'00"	---
2	450	132.5	16°52'14"	66.73
3	150	97.59	37°16'41"	50.59
4	150	126.16	48°11'13"	67.08
5	250	164.6	37°43'25"	85.41
6	250	164.6	37°43'35"	85.41
7	250	82.3	18°51'43"	41.53
8	15	21.49	82°04'19"	13.06
9	15	24.86	94°58'04"	16.36
10	15	22.26	85°01'56"	13.75
11	150	126.16	48°11'23"	67.08
12	250	21.68	4°58'05"	10.85
13	15	13.6	51°58'01"	7.31
14	50	247.87	284°02'25"	---

Label No	Parcel	Owner	ADJOINING PROPERTY OWNER TABLE	Zone	ADDRESS	CITY	STATE	ZIP
1	18-14087-000	MARY ETTA SCISM TRUSTEE	RURAL	2270 DAWN HILL RD	SILVAM SPRINGS	AR	72761	9968
2	03-00003-010	FIRST STATE BANK	R-2	PO BOX 320	LONOKE	AR	72086	0320
3	03-05868-000	VALUORN APARTMENTS LLC	R-2	PO BOX 1653	SPRINGDALE	AR	72765	1653
4	03-05867-000	FIRST STATE BANK	R-2	PO BOX 320	LONOKE	AR	72086	0320
5	18-15862-000	WILLIAM DALE SMITH	RURAL	3095 N MOUNT OLIVE ST	SILVAM SPRINGS	AR	72761	9939
6	18-15861-000	DAVID HILL COMB	RURAL	1005 S MADISON ST	SILVAM SPRINGS	AR	72761	4216
7	15-17129-000	JOSHUA BRYAN & SHEENA DAWN MORRIS	RURAL	2404 BRIDLE CREEK RD	SILVAM SPRINGS	AR	72761	8224
8	15-17130-000	AUREA HARGETT	RURAL	2403 BRIDLE CREEK RD	SILVAM SPRINGS	AR	72761	8224
9	15-17131-000	MATTHEW & MARY KATHRYN EMMONS	RURAL	2405 BRIDLE CREEK RD	SILVAM SPRINGS	AR	72761	8224
10	15-17132-000	RITA R HITT TRUSTEE	RURAL	610 HAT CREEK LN	SILVAM SPRINGS	AR	72761	8354
11	15-17133-000	RICHARD A & MEMERLEY S MCELHENY	RURAL	608 W HAT CREEK LN	SILVAM SPRINGS	AR	72761	8354
12	15-17134-000	MICHAEL & HOPE C CURETON, ALAN S CURETON	RURAL	606 HAT CREEK RD	SILVAM SPRINGS	AR	72761	8354
13	15-17135-000	DOUGLAS & ANGELO GUILLAS	RURAL	2403 HERITAGE RANCH DR	SILVAM SPRINGS	AR	72761	8222
14	15-17137-000	GERALD W & ELAINE S POWELL	RURAL	2403 HERITAGE RANCH DR	SILVAM SPRINGS	AR	72761	8222
15	18-14084-000	RODNEY P & MICHELLE R REED	RURAL	23009 LAWLIS RD	SILVAM SPRINGS	AR	72761	8258



LEGAL DESCRIPTION:

A PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER AND PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 30, TOWNSHIP 18 NORTH, RANGE 33 WEST, BENTON COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 BEGINNING AT THE SE CORNER OF THE SW 1/4 OF THE SW 1/4 OF SAID SECTION 30; THENCE N 86°56'29" W 1221.47'; THENCE N 02°54'40" E 884.67'; THENCE S 49°09'16" E 325.88'; THENCE N 40°50'44" E 26.63'; THENCE S 49°09'16" E 130.00'; THENCE N 67°37'15" E 95.21'; THENCE S 86°52'41" E 280.80'; THENCE S 03°07'19" W 43.30'; THENCE S 86°52'41" E 179.99'; THENCE N 03°07'19" E 4.78'; THENCE S 86°52'41" E 139.02'; THENCE S 01°27'05" W 239.65'; THENCE S 86°43'19" E 189.02'; THENCE S 03°13'52" W 389.03'; THENCE N 84°50'46" W 33.19' TO THE POINT OF BEGINNING AND CONTAINING 18.36 ACRES.

FLOOD CERTIFICATION:

PART OF THIS PROPERTY IS LOCATED WITHIN A PRESENTLY ESTABLISHED 100-YEAR FLOOD PLAIN, AS DETERMINED BY THE NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP FOR BENTON COUNTY, ARKANSAS AND INCORPORATED AREAS. MAP NUMBER: 05007C0360 J. REVISED DATE: SEPTEMBER 28, 2007.

NOTES:

1. THIS SURVEY IS VALID ONLY IF THE DRAWING INCLUDES THE SEAL AND SIGNATURE OF THE SURVEYOR.
2. BASIS OF BEARINGS: PLAT RECORD 2006, PAGE 1100
3. THIS SURVEY MEETS CURRENT MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS AND PLATS FOR THE STATE OF ARKANSAS.
4. NO CURRENT ABSTRACT OR TITLE OPINION WAS FURNISHED TO THE SURVEYOR AT THE TIME OF THIS SURVEY. THEREFORE ALL EASEMENTS, RIGHTS-OF-WAY, OR RESTRICTIONS, OF RECORD, MAY NOT BE SHOWN HEREON.

SURVEYOR'S CERTIFICATION:

I HEREBY CERTIFY THAT THE HEREON PLATTED AND DESCRIBED SURVEY WAS COMPLETED AND MONUMENTS WERE FOUND OR SET AS SHOWN ON JUNE 6, 2013.

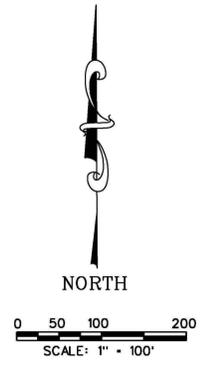
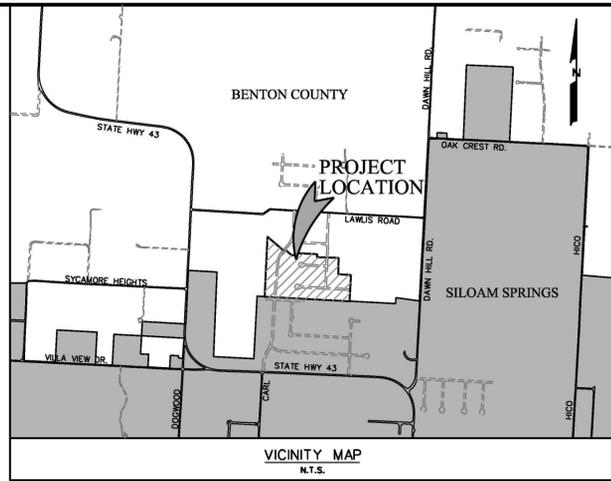
SITE INFORMATION:
 APPROXIMATE AREA: 18.36 ACRES
 PARCEL NO.: 18-14084-001
 CURRENT ZONING: COUNTY
 PROJECT ADDRESS:
 2200 BLOCK N. CARL ST.

PLANNING COMMISSION APPROVAL: This preliminary plat is hereby approved this _____ day of _____, 2016, by the City of Siloam Springs Planning Commission.

Secretary

BOARD OF DIRECTORS APPROVAL: This preliminary plat is hereby approved this _____ day of _____, 2016, by the City of Siloam Springs Board of Directors.

City Clerk



LEGEND

- FOUND STONE
- FOUND IRON PIN
- SET IRON PIN
- △ 3" METAL FENCE CORNER
- △ EX. F.H.A.
- ⊙ EX. WATER METER
- ⊙ EX. SAN SEW MANHOLE
- ⊙ EX. NATURAL GAS METER
- EX. INDEX CONTOUR
- EX. INTERMEDIATE CONTOUR
- PROP. SANITARY SEWER
- PROP. MANHOLE
- PROP. WATER LINE
- PROP. FIRE HYDRANT
- PROP. GATE VALVE
- PROP. EASEMENT LINE
- PROP. BUILDING SETBACK
- ⊙ ADJACENT OWNER TABLE NUMBER
- ⊙ APPROX LOCATION FLOOD ZONE

IF THE SIGNATURE ON THIS SEAL IS NOT RED COLORED, THE PLAT IS A COPY THAT SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS. THE CERTIFICATION CONTAINED ON THIS DOCUMENT SHALL NOT APPLY TO ANY COPIES. ALL INFORMATION SHOULD BE DISREGARDED UNLESS VERIFIED BY THE PROFESSIONAL LAND SURVEYOR WHOSE SIGNATURE APPEARS TO THE SIDE.



PRELIMINARY PLAT - HERITAGE RANCH, Phases II, III & IV Page 1 of 1
 Plat Prepared By: CIVIL ENGINEERING, INC. P.O. Box 12, Siloam Springs, AR 72761 (479) 524-9956
 Survey By: JAMES SÜRVEYING P.O. Box 617, Bentonville, AR 72712-8224 (479) 736-8416
 Owner/Developer: MUD PUDDLE INVESTMENTS LLC P.O. Box 239, Bentonville, AR 72712-8224 (479)250-0534
 Plat Code: 500-18N-33W-0-300-04-0985
 Date: October 3, 2016
 Job #: 1603



STAFF REPORT

TO: Mayor and Board of Directors
FROM: Phillip Patterson, City Administrator
DATE: December 28, 2016
RE: Resolution No. 04-17 / Employee Handbook Amendment / Residency Requirements

Recommendation: Approve Resolution No. 04-17 amending the residency requirements of the Employee Handbook.

Background: Section 210 of the Employee Handbook includes requirements for various city employees to live within a certain distance of the city limits. Department heads, designated first responders and personnel who are subject to being on-call are required to live within 10 miles of the city limits. Police and Fire Department personnel are required to live within 20 miles of the city limits.

The mileage requirement is measured as a straight line and doesn't take into account the actual drive time. It is possible that a potential employee may live a distance greater than that required by the Handbook, but have a drive time to the city limits that is equal, or even lessor, than someone living within the 10 or 20 mile limit.

In addition to the above, staff is concerned that there may be times when it is advantageous to hire a particular individual who lives beyond the required mileage, but whose travel time to the City is not unreasonable. For these reasons staff is requesting the Board's approval to add the following paragraph to the residency requirement section of the Employee Handbook:

Residency requirements may be modified by the City Administrator on a case-by-case basis when it is determined to be in the City's best interest to do so. The Administrator will notify the Board of Directors of any approved modifications.

Fiscal Impact: Staff is not aware of any budgetary impacts associated with this amendment.

Attachments:

Proposed Amendment to Section 210 of the Employee Handbook;
Resolution No. 04-17

Proposed amendment to Section 210 of the Employee Handbook

210 RESIDENCY REQUIREMENT

Except as otherwise set forth below, on or after June 08, 2015 employees who are newly hired as department heads, designated “first responders” and personnel who are on-call, or subject to being on-call, are required, as a condition of employment, to reside within ten (10) miles of the city limits of Siloam Springs.

On or after June 08, 2015 all sworn police personnel and sworn fire department line personnel will be required to reside within twenty (20) miles of the city limits of Siloam Springs.

New employees not residing within the applicable limit shall have one (1) year to obtain qualifying residency, as determined by the City Administrator, from their date of hire.

Based on extraordinary circumstances these residency requirements may be modified by the City Administrator on a case-by-case basis. The Administrator will notify the Board of Directors of any approved modifications.

RESOLUTION NO. 04-17

**A RESOLUTION AMENDING SECTION 210 OF THE
MUNICIPAL EMPLOYEE HANDBOOK**

WHEREAS, the Siloam Springs Municipal Employee Handbook contains various policies to govern City employee conduct; and

WHEREAS, City Code Section 2-101 provides that proposed amendments to the Employee Handbook shall be presented by resolution to the Board of Directors by the City Administrator, at a regularly scheduled Board meeting; and

WHEREAS, staff has determined a need to amend the residency requirements of section 210 of the Employee Handbook to better meet the needs of the City.

NOW THEREFORE:

Be It Resolved, Section 210 of the Employee Handbook is hereby amended to read as follows:

210 RESIDENCY REQUIREMENT

Except as otherwise set forth below, on or after June 08, 2015 employees who are newly hired as department heads, designated “first responders” and personnel who are on-call, or subject to being on-call, are required, as a condition of employment, to reside within ten (10) miles of the city limits of Siloam Springs.

On or after June 08, 2015 all sworn police personnel and sworn fire department line personnel will be required to reside within twenty (20) miles of the city limits of Siloam Springs.

New employees not residing within the applicable limit shall have one (1) year to obtain qualifying residency, as determined by the City Administrator, from their date of hire.

Residency requirements may be modified by the City Administrator on a case-by-case basis when it is determined to be in the City’s best interest to do so. The Administrator will notify the Board of Directors of any approved modifications.

DONE AND RESOLVED this ____ day of _____, 2017.

ATTEST:

APPROVED:

John Mark Turner, Mayor

Renea Ellis, City Clerk