

# Sherwood Planning Commission Minutes

February 14<sup>th</sup>, 2023 – 6:00 p.m.  
2201 E. Kiehl Avenue, Sherwood, AR 72120  
Rob Middleton, Chairman

## Agenda Items

1. Call to Order
2. Roll Call
  - Martin
  - Middleton
  - Bruno
  - Gillham
3. Approval of January 18<sup>th</sup>, 2023 Meeting Minutes
  - Martin made a motion to approve the January 18<sup>th</sup>, 2023 meeting minutes.
  - Bruno seconded the motion.
  - Unanimous roll call vote to approve the January 18<sup>th</sup>, 2023 meeting minutes.
4. Approval of the Agenda
  - Shelby Schmittou, City Planner, stated that at the request of the Mayor, #11 Park Plan Study Review should be withdrawn due to upcoming amendments.
  - Chairman declares the agenda as set.
5. Preliminary Plat of Forrest Creek Addition. Thomas Engineering, Agent.
  - Ms. Schmittou stated that this is a 377-lot subdivision. Staff had technical difficulties with the Staff Reports. Staff read the contingencies that should have been listed. They are: 2) Amend General Notes #13 to read Runyan Acres Sanitary Sewer District. 6) Amend CERTIFICATE OF PRELIMINARY PLAT APPROVAL to read Chairman or Vice-Chairman, Sherwood Planning Commission. 8) Show fire hydrant location and size of water line supplying the hydrant on the preliminary plat in accordance with 2012 AFPC and Section 4.1.C. (13) of the Sherwood Subdivision Rules and Regulations. The applicant's response was "EXISTING FIRE HYDRANTS AND 8" WATER LINE ON JACKSONVILLE CATO ROAD ARE SHOWN." The applicant noted in Item 11 that a Drainage Analysis would be provided and it has been and final plans will be provided after Preliminary Plat approval. 12) Remove note from Typical Section 36-foot Asphalt Pavement Street with Sidewalk. Alter the cross section to provide 10' travel lanes, 1.5' striped buffer, and 5' bike lane to be consistent good safe practice. The applicant has addressed this. 13) Incorporate proposed location of streetlights. The

applicant stated that "STREET LIGHT LOCATIONS WILL BE PROVIDED BY THE ELECTRIC UTILITY PROVIDING SERVICE TO THIS AREA WHEN THEIR PLANS ARE DONE FOR EACH PHASE." 14) Remove Lots 16-18, Block 17 due to lack of sufficient roadway frontage. 15) The plat includes undesignated land that should be designated as tracts. They have been removed and dedicated as future tracts. They have designated street names. Applicant provided Draft Bill of Assurance. Those are the contingencies of Preliminary Plat approval.

- Chairman asked if this was a single phase or multi-phases.
- Ms. Schmittou stated that this will be a multi-phase development and each phase will come in as a Final Plat.
- Chairman asked about the design of the street, he noted that there are nine intersections along that street.
- James Walden, Consultant Planner, stated that this is a 36-foot street which is consistent with the Subdivision Regulations. The recommendation is to indicate two ten-foot travel lanes and buffers and then bike lanes, because a 36-foot street is an open invitation to speed. This will provide some bike/ped connections to the North, as well as the 14' trail. There will need to be coordination with the applicant on how to transition the site path to the bike lanes.
- Chairman asked if that would be consistent with Vision 2040.
- Mr. Walden stated that it is not, but he would like it to be added.
- Ms. Schmittou stated that Staff could research and follow up.
- Chairman asked if this is classified as a Minor Collector.
- Mr. Walden confirmed that there is sidewalk on one side. The primary thing that has to be addressed in the Subdivision Regulations is there needs to be a recognition of the Master Street Plan cross sections. General practice is we've had to follow the cross sections that are in the Subdivision Regulations until the language is amended and is consistent with the Plan.
- Chairman stated that he would like it to be consistent with the Plan as it will be built over time.
- Mr. Walden stated that with regard to the pavement cross section, he thinks having two 10-foot travel lanes with the bike lane buffers on both sides is a good transportation practice.
- Finley Vinson, Consultant Engineer, stated that there are three basic options and those are to have two really wide lanes which is an invitation to speed, three lanes including a center turn lane. He concurs with Mr. Walden in preferring bike lanes. Despite the fact that there are a lot of driveways, the bike lanes will potentially slow people down.
- Chairman stated that there are nine intersections and 50-60 driveways, so there will be some turning. So either option is okay, but the center turn lane seems to make more sense.

- Mr. Walden stated that he doubts it would be more than 6000-7000 vehicles a day. He referenced Pebble Beach in West Little Rock.
- Martin made a motion to approve the Preliminary Plat of Forrest Creek Addition.
- Bruno seconded the motion.
- Unanimous roll call vote to approve the Preliminary Plat of Forrest Creek Addition.

6. Replat of Lot 2R, Collins Subdivision, also known as 10000 Hwy 107. Thomas Engineering, Agent.

- Ms. Schmittou stated that the applicant has submitted a Replat along with a Site Plan. This item was heard and approved by the Planning Commission in May of 2022. This submittal amends the building setback lines, specifically, reducing the Northern setback line from 40 feet to 25 feet. Staff reviewed it and it is allowed within the C-1 requirements. The applicant has addressed Staff comments.
- Chairman measured this and it appeared to be 12' from the side of the house on the East side to the wall of the commercial building. A 6-foot fence won't hide much, he has questions about screening.
- Ms. Schmittou stated that will be addressed in the Site Plan.
- Martin made a motion to approve the Replat Lot 2R, Collins Subdivision, also known as 10000 Hwy 107.
- Gillham seconded the motion.
- Unanimous roll call vote to approve the Replat Lot 2R, Collins Subdivision, also known as 10000 Hwy 107.

7. Site Plan of 10000 Hwy 107, also known as Lot 2R, Collins Subdivision. Thomas Engineering, Agent. [Public Hearing]

- Ms. Schmittou stated that this Site Plan follows the Replat. She'd like to address the Chairman's concern of the landscaping and buffering, however, there is more square footage of the proposed building and there is no longer an ingress/egress onto Hillwood.
- Chairman opened the Public Hearing.
- There being no comments, Chairman closed the Public Hearing.
- Bruno made a motion to approve the Site Plan of 10000 Hwy 107, also known as Lot 2R, Collins Subdivision.
- Gillham seconded the motion.
- Unanimous roll call vote to approval the Site Plan of 10000 Hwy 107, also known as Lot 2R, Collins Subdivision.

8. Amend Planning Commission Bylaws. [Public Hearing]

- Chairman stated that the purpose is to amend Article 8, Section 2 which is the starting time from 5pm to 6pm. He stated this does not require a Public Hearing, however, the advertisement called for one, so he will comply.
- Chairman opened the Public Hearing.
- Anthony Brown, 9105 Jacksonville Cato, raised an issue with Article 10.G. It states that each person has 3 minutes each, 5 people total. He questioned if that meant the sixth person doesn't get to speak in a public hearing.
- Chairman stated that this was not what was being discussed, the only discussion is what time the meeting starts.
- Chairman stated that 3 minutes is intended if there is a large crowd involved, that keeps us from going home at midnight. Ordinarily, the Chair would not limit anyone as long as it is within reason.
- Gillham was concerned about the 15 minutes total.
- Unknown question from the audience. Chairman responded we've never had that issue.
- Chairman stated that it can't be discussed because the Bylaws require that the item discussed be brought up in the previous meeting.
- Bruno made a motion to approve the Amend Planning Commission Bylaws.
- Gillham seconded the motion.
- Steve Cobb, City Attorney, reminded the Chairman that he needs to make sure no one else wished to speak.
- Chairman closed the Public Hearing.
- Unanimous roll call vote to approve the Amend Planning Commission Bylaws.

9. Amend Sherwood Vision 2040 and Master Street Plan. [Public Hearing]

- Ms. Schmittou stated that last month it was discussed that the Amendment from Austin Bay to Indian Bay and the discussion tonight is to amend that portion of the Plan.
- Chairman opened the Public Hearing.
- There being no comments, Chairman closed the Public Hearing.
- Chairman questioned if they had considered the possibility of amending all of the previous ordinances and calling Vision 2040 as the Master Street Plan.
- Ms. Schmittou stated that is accurate, as was discussed last month and it is going to Council at the end of this month.
- Martin confirmed it was the long list of ordinances that James listed last month.
- Ms. Schmittou offered to go through them again.
- Bruno made a motion to Amend Sherwood Vision 2040 and Master Street Plan.
- Martin seconded the motion.

- Unanimous roll call vote to Amend Sherwood Vision 2040 and Master Street Plan.

#### 10. Discussion of Jacksonville-Cato Access Management Plan

- Mr. Walden pulled up a document on the screens. He stated that this is a consideration of an AMP (Access Management Plan). When cities make investments in new corridors, in order to help preserve the function of being diligent with taxpayer funds, the City will consider an AMP. AMP's serve two functions: 1 – they work to define median dividing facilities and where future medians will be and 2 – define driveway spacing standards. These are based on good engineering practice, this is based on previous plans from Metroplan and FDOT (Florida Department of Transportation) standards. He explained the graphic displayed. He stated that this plan is consistent with the Forest Creek Subdivision that was just approved. AMP's are enduring because it is hard to amend them. There is a 90-day review period allowed. The reason for the Plan itself is to preserve the function of the roadway and preserve safety.
- Chairman asked about the definition of legal person as mentioned in Section 6.A.
- Mr. Walden stated that it would be considered a legal entity, like a corporation.
- Mr. Cobb concurred with Mr. Walden.
- Chairman asked if the City Engineer or a Planning Director approves the permit. Is that an administrative decision?
- Mr. Walden stated that it could be the City Engineer or the Planning Director if it is a single tract of land. The driveway plans for subdivisions will go through Planning Commission. If the request is not tied to some other item that requires Planning Commission approval, then it could be approved administratively.
- Chairman stated that the plan looks good to him. He asked if this required any action by the Planning Commission tonight.
- Mr. Walden stated that this will go straight to Council at the end of the month.
- Mr. Cobb asked for clarification; there will be an ordinance on what was just discussed. There will also be an ordinance of the repealing and adjusting 2040.
- Mr. Walden stated that is correct. There will be an ordinance to adopt the AMP. An ordinance to repeal all existing ordinances of the master street plan and then there will be a council resolution to remove the section of roadway just discussed. So there will be three actions.

#### 11. Park Plan Study Review

- Withdrawn (see #4)

12. Old Business

13. New Business

14. Adjournment

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

PASSED AND ADOPTED THIS 14<sup>th</sup> DAY OF March, 2023.

*Robert Studdard*

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PLANNING COMMISSION CHAIRMAN

*[Signature]*

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PLANNING COMMISSION SECRETARY