

**Ward Planning Commission
Regular Meeting Minutes
August 24, 2020**

Call to Order

Chairman Gary Meadows called the meeting to order.

Roll Call

Members

Gary Meadows –present
Sidney “Shane” Phillips – present
Helen Huitt –present
Tyler Madding – absent
Wayne Knight – present
Mike Montalbano – present
William Tremaine, Jr. – present

Guest:

Mayor Charles Gastineau	City of Ward
Deborah Staley	City of Ward
Randy Staley	City of Ward
Bruce Jones	Ward Water and Sewer System
Bernadette Rhodes	Metroplan
Tony Reaves	City of Ward
Jimmy McMinn	Council member
Art Brooke	Council Member
Eric Harbort	Council Member
JoAnn Barrentine	Council Member
Bill Crutchfield	Citizen
James Wier	Council Member
Tab Townsell	Metroplan
Jeff Runder	Metroplan
Casey Covington	Metroplan

Minutes

Chairman Meadows presented the minutes for the June regular meeting. Mike Montalbano motioned; Wayne Knight seconded to accept the minutes as printed. On voice vote all approved.

Chairman Meadows presented the July minutes due to the meetings were cancelled due to COVID-19 and lack of business for July meeting minutes. Wayne

Knight motioned; Shane Phillips seconded to accept the minutes as printed. On voice vote all approved.

New Business

Chairman Meadows explained that Tim Lemons had called and the developer would like to table the final plat for Buena Vista to be tabled until the September meeting due to property is not ready for a final at this time. The commission agreed to table the final plat for Buena Vista.

Chairman Meadows presented the next topic for discussion. Metroplan has agreed to assist with updating our zoning, subdivision, comprehensive plan, and other documents for the planning process. Executive Director Tab Townsell, Deputy Director Casey Covington, Senior planner Jeff Runder and Community planner Bernadette Rhodes were present from Metroplan. Ms. Rhodes will be making the presentation. Ms. Rhodes is new to Metroplan and she is in charge of a new program with Metroplan's Small City Council. The new program is for planning assistance for Central Arkansas's Small Cities.

Ms. Rhodes presented the attached PowerPoint presentation with background on Metroplan, what the Small Cities Council is and will be working toward and the components of the planning documents.

After the presentation there was a question and comments period. There were several comments and questions ask during this period. Metroplan's goal or part in the process is to assist us. The Planning Commission will need to communicate the goals to Metroplan so they can assist in obtaining the goals. The planning documents will be unique to the City of Ward.

Chairman Meadows thanked everyone for their comments and questions and also thanked the Metroplan staff for attending and their willingness to assist the City of Ward in updating and refining our planning documents. The time line suggested should work well with our plans.

Old Business

Chairman Meadows stated that there was no old business to discuss.

Announcements

Next Planning Commission meeting Monday, September 28, 2020 at 7:00 PM
Council Meeting Monday, September 21, 2020 at 6:30 PM
City Clean up Saturday, October 3, 2020 8:00 AM to 3:00 PM
Census - !!BE COUNTED!!

Adjournment

Helen Huitt motioned; Mike Montalbano seconded to adjourn the meeting.
On voice vote all approved. Meeting was adjourned.

Date Accepted: _____

Chairman

Attest: _____
Secretary

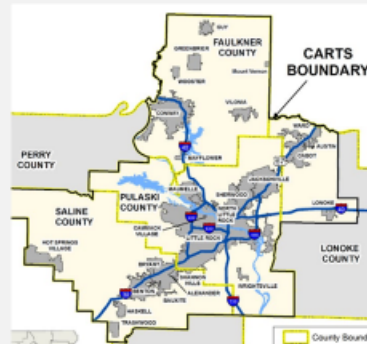
METROPLAN'S SMALL CITIES COUNCIL

Providing Planning Assistance to Central Arkansas's Small Cities



METROPLAN

- Association of local governments, operated by inter-local agreement since 1955
- Members in Pulaski, Faulkner, Saline, Lonoke and Grant Counties
- The designated Metropolitan Planning Organization (MPO) under Title 23 of the United States Code
- Develops regional transportation plans required by federal law
- Manages & distributes a portion of central Arkansas's federal funding for roads & trails
- Provides information and technical assistance to our member governments and the public



SMALL CITIES COUNCIL

- Regional coordination to advance the interests & needs of small cities in central Arkansas
- Greater representation on the Executive Committee of Metroplan's Board of Directors
- Increased input in matters of Metroplan policy
- Opportunity to learn from each other & access training/funding resources
- Coordination on city planning documents to ensure best outcome for small cities

SCC MEMBERS

- | | |
|--------------------|-------------------|
| 1. Alexander | 9. Mayflower |
| 2. Austin | 10. Mount Vernon |
| 3. Bauxite | 11. Shannon Hills |
| 4. Cammack Village | 12. Traskwood |
| 5. Greenbrier | 13. Vilonia |
| 6. Guy | 14. Ward |
| 7. Haskell | 15. Wooster |
| 8. Lonoke | 16. Wrightsville |



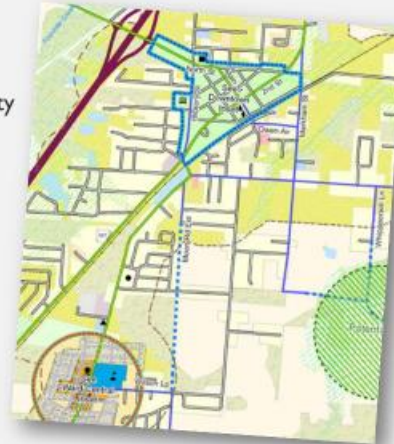
METROPLAN

SMART PLANNING MAKES SMART PLACES.

PLANNING DOCUMENTS

I. Comprehensive Land Use Plan

- Outlines long-range goals & objectives for community
 - Guides future public & private land development
 - Provides continuity & protects public investment
 - Involves community in creating vision
- *Ward's 2013 Comprehensive Plan*



METROPLAN

SMART PLANNING MAKES SMART PLACES.

PLANNING DOCUMENTS

2. Master Street Plan

- Supports city's mobility needs & accommodates all modes of travel
 - Guides decisions regarding location, function, design, and classifications of streets
 - Includes maps and designs showing the location of current and suggested future streets & potential roadway designs
 - Can be enhanced with Bicycle/Pedestrian/Park Plan
- Included in Ward's 2013 Comprehensive Plan



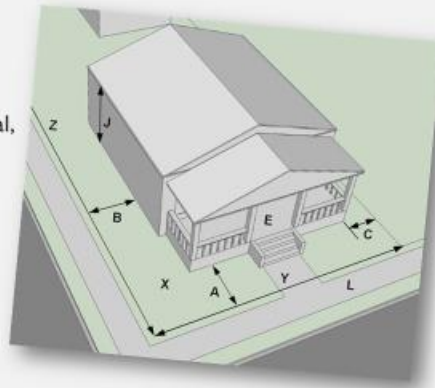
METROPLAN
SMART PLANNING MAKES SMART PLACES.

PLANNING DOCUMENTS

3. Zoning Ordinance

- Regulates use of property to provide stability & quality of life
- Designates uses within city; Ex: residential, commercial, industrial, open space, and/or mixed-use districts
- Preserves desirable characteristics of each type of setting through lot coverage, building dimensions/features, parking, signage & landscaping

→ Ward's ZO adopted in 1995; Form-Based Code District adopted in 2013 & amended to voluntary Overlay District in 2020



METROPLAN
SMART PLANNING MAKES SMART PLACES.

PLANNING DOCUMENTS

4. Subdivision & Land Development Ordinance

- Regulates divisions or platting of a tract or parcel of land into one or more lots for the purpose of sale or building development
- Establishes rules for the creation of lots, blocks, streets & sidewalks
- Provides for easements, parks, and public rights-of-way to protect community connectivity

→ *Ward's Subdivision Ordinance adopted in 1995; sidewalk amendment in 2019*



METROPLAN
SMART PLANNING MAKES SMART PLACES.

MODEL CODES

Benefits

- Simplify & consolidate existing codes, incl. amendments
- Realize community vision & priorities
- Regional consistency & predictability for developers
- Balance between livability & economic development
- May include Land Use Plan, Master Street Plan, Zoning & Subdivision Ordinances as needed



METROPLAN
SMART PLANNING MAKES SMART PLACES.

MODEL CODES TIMELINE

1. Inventory existing codes

September 30th SCC Meeting

2. Discuss priorities, vision & challenges with city leadership

November 18th SCC Meeting

3. Development of sample zones & design standards

4. Share draft for feedback

January 27th SCC Meeting

5. Revision process

Goal: Adoption of codes in Q1 or Q2 of 2021



Thank you!

Thoughts/Suggestions/Feedback?



METROPLAN

SMART PLANNING MAKES SMART PLACES.

(501) 372-3300

CONTACT

Bernadette Rhodes
Community Planner
brhodes@metroplan.org

Jeff Runder
Senior Planner for Technical Analysis
jrunder@metroplan.org

Casey Covington
Deputy Director
ccovington@metroplan.org