

**Ward Planning Commission
Regular Meeting Minutes
May 28, 2019**

Call to Order

Vice Chairman Tyler Madding called the meeting to order.

Roll Call

Members

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

Guest

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|--------------------------------------|----------------|
| Deborah Staley | Randy Staley |
| Mayor Charles Gastineau | James Moore |
| David Stanley of Stanley Engineering | B. J. Weathers |
| Barry Weathers | |

Minutes

Vice-Chairman Madding presented the minutes for April 2019 regular monthly minutes for approval. Helen Huitt motioned; Mike Montalbano seconded to accept April 2019 regular monthly minutes as printed. On voice vote all approved.

Vice-Chairman Madding presented the minutes for the April 2019 special meeting. Helen Huitt motioned; Wayne Knight seconded to accept April 2019 special meeting minutes as printed. On voice vote all approved.

New Business

David Stanley of Stanley Engineering, Inc. ask if the Commission would consider his Final Plat for Lilly Ann West first. He needs to be in Cabot also tonight. Vice-Chairman Madding ask Mr. Jerry Southard, Postmaster for the Ward Post Office is he had any objections to letting Mr. Stanley go before him. The Commission agreed to allow Mr. Stanley to take the floor with his Final Plat for Lilly Ann West.

Final Plat for Lilly Ann West

Mr. David Stanley took the floor. This is a three lot subdivision on the corner of Wilson Loop and Brewer Street. These lots all do not require for the developer to develop a street or water/wastewater connections. Therefore, when the developer/builder requires water and wastewater connections the connections will need to be verified because the utilities are not necessarily installed on these lots. There will be at least one new connection/s needed and maybe two connections. The corner lot (lot 1) driveway will most likely be on Brewer Street and the

other 2 lots driveways will be on Wilson Loop. There will be no culverts in the driveway/s due to the drainage in the area. These homes will be of the same construction as Lilly Ann Subdivision. The Developer has purchase the remainder of the land in the area and we will be seeing plans for that land in the coming months. Helen Huitt motioned; Mike Montalbano seconded to recommend to the City Council the Final Plat for Lilly Ann West. On voice vote all approved. The next council meeting is on Monday, June 17th at 6:30 p.m.

U. S. Postal Service

Postmaster Jerry Southard took the floor. Mr. Southard stated that approximately eight years ago the Post Office set as policy the requirement of Cluster Box Units (CBU) instead of an individual mail receptacle for single family home subdivisions. The CBU units have been most commonly used in duplex, condominiums, and garden apartments situations to date. This requirement is driven by the cost of offering curbside delivery. You can view one of the CBU units that have been installed at the Oakland Drive Subdivision owned by Rausch Coleman. Mr. Southard stated that a Postmaster may not make exceptions to the policy. The Developer will build the CBU units as prescribed by the U. S Postal Service National Delivery Planning Standards A Guide for Builders and Developers. Mr. Southard distributed a copy to all of the Planning Commission Members. After the construction of the CBU is complete the keys will be turned over to the post office for distribution by the post office. The maintenance will also be transferred to the post office unless the development has a HSA (homeowners association) and at that point the maintenance will be the responsibility of the HSA. There is a federal CFR that backs this policy but Mr. Southard did not have the information on the CFR to give to the Commission at this time. Mr. Southard is asking the Planning Commission to make the CBU units part of the zoning and subdivision regulations.

Mr. B. J. Weathers ask to have the floor. Mr. Weathers stated that he has been in conversations with Mr. Southard and has also been talking to postal representatives in Little Rock. He pointed out that this would be an expense to the developer and with this just now being brought to the Commission it would be unfair to make the requirement retroactive. He also pointed out that where the CBU unit was located could possibly cause a traffic hazard. Most of this clientele want curbside delivery. He is asking for the Commission to table this until there can be a meeting with representatives from the Little Rock office.

The commission members spoke among themselves and since this is the first time that this issue has been before them they want to have a little more time to research this and gather information from the other cities in the area on this issue. Mayor Gastineau will be contacting the Municipal League and pose this question to them. The next meeting will be June 24th. Mr. B. J. Weathers and Barry Weathers ask that this either be tabled until July or have a special meeting because they will be out of town for the June meeting. Vice-Chairman Madding stated that he will talk to Chairman Meadows about a possible special meeting. Mike Montalbano was not in favor of a special meeting due to his schedule for the month of June. Helen Huitt motioned; William Tremaine, Jr. seconded to table the U. S. Postal Cluster Box Unit issue until the next meeting on June 24th. The discussion was to make contact with other postal representatives from Little Rock to attend the next planning commission meeting. On voice vote all approved.

Mayor Gastineau informed the Commission that by law after August 1st 2019 that a City will not be able to pass an annexation ordinance in one meeting. The ordinance will be required to be read in 3 separate meetings. Also, would the builders please use the address instead of the lot number when products are being delivered to the building sites? This will help with the sales tax being properly distributed to the correct municipality.

Old Business

Development District

Mayor Gastineau stated he was still working on this issue. Helen Huitt motioned; Mike Montalbano seconded to table until next regular meeting. On voice vote all approved.

Sidewalks

Vice-Chairman Madding ask for a motion on the Sidewalk ordinance that was the topic of Public Hearing on May 25th, 2019. Helen Huitt motioned; Shane Phillips seconded to recommend to the City Council the Sidewalk ordinance for the modifying the Subdivision Ordinance to require sidewalks in new development. On voice vote all approved.

Announcements

Next Planning Commission meeting Monday, June 24, 2019 at 7:00 PM
Council Meeting Monday, June 17, 2019 at 6:30 PM
Remember April 1, 2020 is Census Day

Adjournment

Helen Huitt motioned; William Tremaine, Jr. seconded to adjourn the meeting. On voice vote all approved. Meeting was adjourned.

Date Accepted: _____

Chairman

Attest: _____
Secretary

