



Planning Commission Regular Meeting Agenda

Date: Monday, December 9, 2024

Location: Bella Vista District Court

Time: Immediately upon the
adjournment of the Board of Zoning
Adjustment meeting at 4:30 PM.

2483 Forest Hills Blvd

Planning Commission regular meetings are live streamed and archived for your convenience. View the meeting at its scheduled time or after at:

<https://bit.ly/bvmeetingslive>.

I. Call to Order

II. Roll Call

Members: Daniel Ellis, PE, Chairman; Doug Farner, Vice-Chairman; Gail Klesen, Secretary; Clayton Sedberry, JB Portillo; Susan Duell, and Linda Lloyd.

III. Consideration of Minutes

A. Regular Meeting Minutes - November 12, 2024

IV. Public Input

V. Unfinished Business

VI. New Business

- A. **LSP-2024-56090:** A right-of-way dedication of an existing portion of Oniell Drive located along Parcel 16-23479-000 and 18-10187-000; Applicant Jody Latham; Presented by Planner Hyatt
- B. Approving the 2025 Development Calendar for Planning Commission Dates; Presented by Director Robertson

VII. Committee Reports

VIII. Open Discussion

- A. Reminder: Statement of Financial Interest is due to Sarah Costa or Wanda Krug by January 31, 2025.

IX. Announcements

- A. The City Council Work Session will be Monday, December 9, 2024 at 5:30 pm.
- B. The City Council Regular Meeting will be on Monday, December 16, 2024 at 6:00 pm.
- C. The Planning Commission Work Session will be Thursday, January 2, 2025 at 4:30 pm.
- D. The Board of Zoning Adjustment meeting will be on Monday, January 13, 2025 at 4:30 pm directly followed by the Planning Commission regular meeting.

X. Adjournment



**Planning Commission
Regular Meeting Minutes**

November 12, 2024
2483 Forest Hills Blvd

I. CALL TO ORDER

Vice-Chairman Farner called the meeting to order at 4:38 PM

II. ROLL CALL

Members: Daniel Ellis, PE, Chairman; Doug Farner, Vice-Chairman; Gail Klesen, Secretary; Clayton Sedberry; JB Portillo; Susan Duell, and Linda Lloyd.

Member Absent: Daniel Ellis

III. CONSIDERATION OF MINUTES

A. *Regular Meeting Minutes – October 14, 2024*

On a motion by Ms. Klesen and a second by Ms. Portillo, the October 14, 2024 minutes were approved by a voice vote.

IV. PUBLIC INPUT

- A. Vice-Chairman Farner opened the public input session.
- B. Vice-Chairman Farner closed the public input session.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. Development Ordinance: A proposed amendment to Sec. 103-189 with the intent to require a permit for septic system installations, repairs, and other purposes at the request of Councilman Wilms; Presented by Director Robertson.

1. Director Robertson presented the staff memo included in the packet.
2. Vice-Chairman Farner opened the public hearing.
3. Vice-Chairman Farner closed the public hearing.
4. Linda Lloyd motioned to make a recommendation to city council for approval and a second was made by Ms. Portillo.

Clayton Sedberry – Y

Gail Klesen - Y

Linda Lloyd - Y

Susan Duell - Y

JB Portillo - Y

Doug Farner - Y

Daniel Ellis -

Motion Approved 6 - 0

VII. COMMITTEE REPORTS

None.

VIII. OPEN DISCUSSION

1. Director Robertson gave an update on the zoning code reform. Chapter 107 and the zoning map should be delivered in the upcoming week. We are still on schedule for Spring 2025 reveal.

IX. ANNOUNCEMENTS

A summary of upcoming meetings was announced.

IIX. ADJOURNMENT

Vice-Chairman Farner adjourned the meeting at 4:35 pm.

SUBMITTED BY:

Sarah Costa, Office Manager
City of Bella Vista

APPROVED AND ACCEPTED THIS 9TH DAY OF December, 2024:

Daniel Ellis, P.E., Chairman
Bella Vista Planning Commission

Gail Klesen, Secretary
Bella Vista Planning Commission



Meeting Information:

2483 Forest Hills Blvd
December 9, 2024 at 4:30 pm

Reviewer:

Christopher Hyatt
Senior Planner

Property Description

This property is located in the northwestern area of Bella Vista City Limits and is located on Parcel #16-23479-000, Gordon Hollow Subdivision.

Regulation

Sec. 107-126 provides four options for incidental subdivisions: lot splits, minor subdivisions, property line adjustments, and correction plats.

Request

The applicant is proposing to dedicate right-of-way for an existing street known as Oniell Drive.

Background

Historically, an existing paved portion of Oniell Drive has been maintained by the City as prescribed right-of-way. With the support of the street department, the property owners are proposing to properly and formally dedicate 40' right of way to the City via this proposed plat. No new lots are being proposed with this proposal. The street currently sits partially on the line between city limits and the county. Due to the historical placement of the street, the street is not centered within the existing right of way to the south—as with the majority of unclassified streets within city limits. Oniell Drive is classified as a residential street per the Master Street Plan. The development code requires a minimum of 40' worth of right-of-way to be dedicated for residential local streets which is being met by the applicant. No new street is being proposed nor are any vacations. Staff does not expect any major increase in public service as the city has been maintaining this prescribed right-of-way.

Public Comment

None at the time of this report.

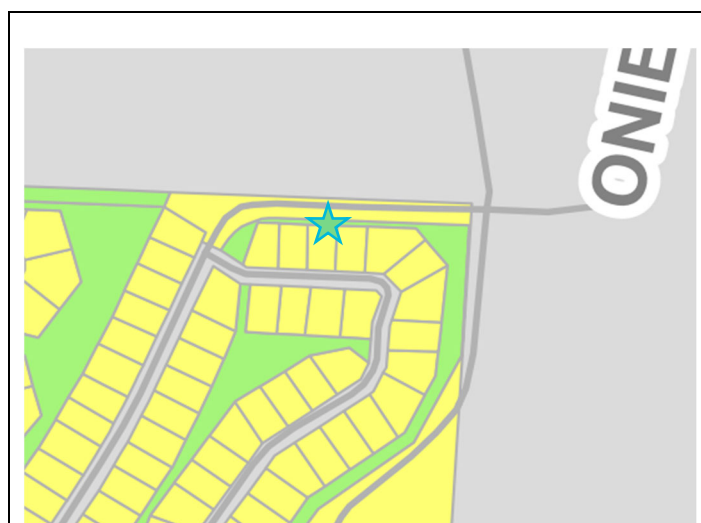
Outstanding Technical Comments

None at the time of this report.

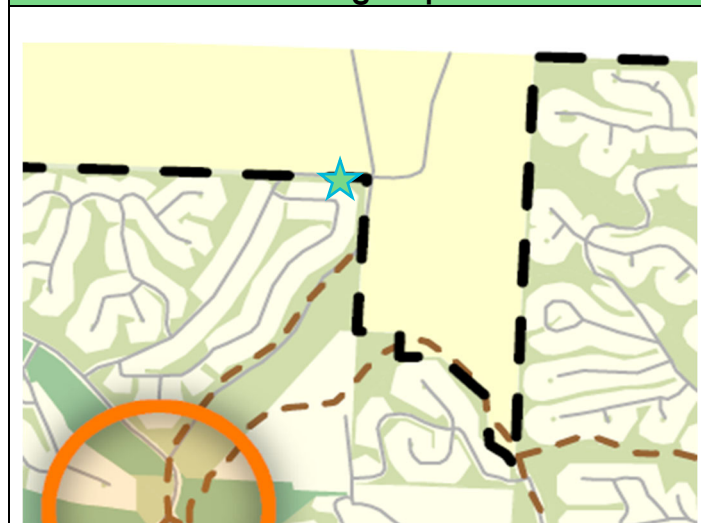
Recommendation

Due to the analysis above, Staff recommends approval.

Project Number	LSP-2024-56090
Applicant	Jody Latham
Address/Location	Parcel: 16-23479-000
Current Zoning	P-1 Conservation
Site Area	+/- 23.83 acres
Nature of Request	Requesting to dedicate Oniell Drive as ROW



Zoning Map



Future Land Use

Sec. 107-128 Incidental Subdivision Review and Approval

Planning Commission Approval:

1. Applicability. The planning commission shall approve, approve with conditions, or disapprove any incidental subdivision that is not being administratively approved as set forth in section 107-128(a) of this section.
2. Action. Within 60 days of receipt of the complete plat from the applicant, the planning commission shall take action on the incidental subdivision. If the plans are approved with conditions, the conditions shall be set forth in written form to the owner/developer. The signature of the owner/developer on the form setting forth the conditions of approval shall be deemed his agreement to comply with said conditions, whereupon a building permit may be issued. Disapproval of the plat shall be transmitted to the applicant with the reasons therefor within 15 days after the meeting at which the plat was disapproved.
3. Any incidental subdivision that dedicates street rights-of-way or easements to the public that has been approved by the planning commission shall constitute acceptance of said dedication.
4. Approval signatures. All planning commission approvals of incidental subdivisions shall be signified by the signature of the planning commission chairman upon the development plan.

Sec. 107-130 Incidental Subdivision Review Criteria

Approval or disapproval of incidental subdivisions shall be given based on the following threshold guidelines:

1. No new street or alley is required or proposed.
2. No vacation of streets, alleys, setback lines, access control or easements is required or proposed.
3. Such action will not result in any significant increases in public service requirements, nor will interfere with maintaining existing public service levels.
4. There is adequate street right-of-way as required by these regulations and the master street plan.
5. All easement requirements have been satisfied.
6. All lots created by such split or readjustment shall have access on a public street.
7. No substandard sized lots or parcels shall be created.
8. No waivers or variances from these regulations are requested.



Development Calendar 2025

Planning and Development Department

101 Town Center; Bella Vista, AR 72714 (P): 479-268-4980

Planning Commission

Cycle	Tech Review		PC Work Session				PC Regular Meeting			Review Days	City Council		
	Submission Deadline	Distribute Comments	Publication Deadline ¹	Work Session Resubmittal	Distribute packet	Work Session Meeting	PC Resubmittal	Distribute packet	Regular Meeting		CC Resubmittal	City Council Work Session	City Council
	Due by 3:30 PM	Due by end of day	15 days before PC	Due by 12:00 PM	Due by end of day	At 4:30 PM	Due by 12:00 PM	Due by end of day	at 4:30 PM or after BZA		day after PC	As Shown on CC Calendar	As Shown on CC Calendar
1	Dec 02	Dec 13	Dec 29	Dec 20	Dec 30	Jan 02	Jan 07	Jan 10	Jan 13	42	Jan 14	Jan 21	Jan 27
2	Dec 30	Jan 10	Jan 26	Jan 24	Jan 27	Jan 30	Feb 04	Feb 07	Feb 10	42	Feb 11	Feb 18	Feb 24
3	Jan 27	Feb 07	Feb 23	Feb 21	Feb 24	Feb 27	Mar 04	Mar 07	Mar 10	42	Mar 11	Mar 17	Mar 24
4	Mar 03	Mar 14	Mar 30	Mar 20	Mar 31	Apr 03	Apr 08	Apr 11	Apr 14	42	Apr 15	Apr 21	Apr 28
5	Mar 31	Apr 11	Apr 27	Apr 24	Apr 28	May 01	May 06	May 09	May 12	42	May 13	May 19	May 27
6	Apr 28	May 09	May 25	May 22	May 26	May 29	Jun 03	Jun 06	Jun 09	42	Jun 10	Jun 16	Jun 23
7	Jun 02	Jun 13	Jun 29	Jun 19	Jun 30	Jul 03	Jul 08	Jul 11	Jul 14	42	Jul 15	Jul 21	Jul 28
8	Jun 30	Jul 11	Jul 27	Jul 24	Jul 28	Jul 31	Aug 05	Aug 08	Aug 11	42	Aug 12	Aug 18	Aug 25
9	Jul 28	Aug 08	Aug 24	Aug 21	Aug 25	Aug 28	Sep 02	Sep 05	Sep 08	42	Sep 09	Sep 15	Sep 22
10	Sep 01	Sep 12	Sep 28	Sep 25	Sep 29	Oct 02	Oct 07	Oct 10	Oct 13	42	Oct 14	Oct 20	Oct 27
11	Sep 29	Oct 10	Oct 26	Oct 23	Oct 27	Oct 30	Nov 04	Nov 07	Nov 10	42	Nov 11	Nov 17	Nov 24
12	Oct 27	Nov 07	Nov 23	Nov 20	Nov 24	<i>Canceled</i>	Dec 02	Dec 05	Dec 08	42	TBD	Dec 08	Dec 15
1	Dec 01	Dec 12	Dec 28	Dec 25	Dec 29	<i>Canceled</i>	Jan 06	Jan 09	Jan 12	42	Jan 13	Jan 20	Jan 26
2	Dec 29	Jan 09	Jan 25	Jan 22	Jan 26	Jan 29	Feb 03	Feb 06	Feb 09	42	Feb 10	Feb 17	Feb 23

Board of Construction Appeals

Cycle	Submission Deadline	Distribute packet	BCA Meeting
	15 days before	One Week Prior	At 3:00 PM
1	Dec 30	Jan 07	Jan 14
2	Jan 27	Feb 04	Feb 11
3	Feb 24	Mar 04	Mar 11
4	Mar 24	Apr 01	Apr 08
5	Apr 28	May 06	May 13
6	May 26	Jun 03	Jun 10
7	Jun 23	Jul 01	Jul 08
8	Jul 28	Aug 05	Aug 12
9	Aug 25	Sep 05	Sep 09
10	Sep 29	Oct 07	Oct 14
11	Oct 28	Nov 05	Nov 12
12	Nov 24	Dec 02	Dec 09
1	Dec 29	Jan 06	Jan 13

Location/Time

All Board of Zoning Adjustment and Planning Commission Meetings will be held at 2483 Forest Hills Blvd in the District Court as otherwise shown on the agenda. PC Regular Meeting will be held directly after the BZA. All Board of Construction Appeals will be held at 1639 Forest Hills Blvd in the Fire Station 4 Conference Room.

Notes

1. *Italicized dates* are adjusted for holidays, etc.
2. TBD: to be determined by a City Planner.
3. Legal notifications apply to Conditional Use Permits, Zoning Amendments, Variances, and Annexations. Failure to comply with requirements will result in delay of application.
4. Waiver applications may be accepted during tech review.
5. City Council will only consider appeals from Planning Commission, Final Plats, Zoning Amendments, and Annexations. Appeals from the Board of Zoning Adjustment shall be considered only by the applicable Circuit Court.

Board of Zoning Adjustment

Cycle	Submission Deadline	Distribute packet	BZA Meeting
	Due by 3:30 PM	Due by end of day	At 4:30 PM
1	Dec 13	Jan 10	Jan 13
2	Jan 10	Feb 07	Feb 10
3	Feb 07	Mar 07	Mar 10
4	Mar 14	Apr 11	Apr 14
5	Apr 11	May 09	May 12
6	May 09	Jun 06	Jun 09
7	Jun 13	Jul 11	Jul 14
8	Jul 11	Aug 08	Aug 11
9	Aug 08	Sep 05	Sep 08
10	Sep 12	Oct 10	Oct 13
11	Oct 10	Nov 07	Nov 10
12	Nov 07	Dec 05	Dec 08
1	Dec 12	Jan 09	Jan 12