



**CENTERTON PLANNING COMMISSION**  
**September 19, 2023 @ 6:00 PM**  
**AGENDA**

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*Public comment period after the introduction of each agenda item*

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** – Planning Minutes – 09/05/2023
4. **RATIFICATION OF ADMINISTRATIVE APPROVALS**
  - A. **HOP23-29- HAVERHOUNDS, LLC- Pet Care Services-** 198 Monroe St; Ridgefield (Zoned R3-SF)  
Applicant: Michelle Haverkamp (Planner: SHartman)
  - B. **HOP23-30 INNOVBUILDS- Admin/Office for Interior Building Subcontractor-** 482 Rama St; Kimmel Ridge (Zoned R3-D) Applicant: Berenice Melchor (Planner: SHartman)
5. **OLD BUSINESS**
  - A. **Change to PC approved recommended amendments to code Section 14.04.04 K** – Maximum Building Coverage increased to 55% due to area remaining after setbacks applied.
  - B. **SUB22-12 KINYON PLACE– Preliminary Plat** - NW/C Kinyon & Keller Rd; Zoned R3-SF; 40 Ac /151 SF Lots; Owner: Paul Pinkley; Engr: ECE, Jason Ingalls (Planner: DMorrisonLloyd)
    - **Preliminary Plans**
    - **Adjacent Street Agreement**
6. **NEW BUSINESS**
  - ORD** A. **TS23-04 STUBBS- Dedicating ROW-** 8778 Tycoon Rd; Zoned A-1; Parent Tract: 33.08 Ac/ Tract 1: 23.39 Ac/ Tract 2: 9.69 Ac; Applicant: Paul Stubbs; Surveyor: (Planner: ENystrom)
  - B. **DEV21-08 CHRISTIAN LIFE CENTER- Request for 1-year extension-** W side of Gamble Rd north of Valley Oaks Subdivision; Zoned R3-SF w/CU20-11 for Place of Worship; 2.80 Ac; Applicant: James King; Engr: HALFF, Dirk Thibodaux (Planner: KKnight)
  - C. **{PUBLIC HEARING} CU23-05 HITCH & GO RENTAL- Trailer Rentals-** 1151 Ellen Ray Lane (Lot 6 Forest Park PH 1; Zoned R3-SF; 0.26 Ac; Applicant/Owner: Scott & Alison Paine (Planner: KKnight)
  - D. **DEV23-05 FAIR STREET VILLAGE MOBLE HOME PARK – Preliminary Plans** - 280 Fair St.; Zoned R3-MF; Existing Mobile Home Park; 1.5 Ac; Owner: Guy & Teresa Torelli (Planner: DMorrisonLloyd)
    - **Preliminary Plans**
    - **Adjacent Street Agreement**
  - E. **FP2023-08 174 Centertpoint Dr – Request for Variance for Floodplain Requirement to elevate floor of garage conversion to above BFE instead of 3 ft above BFE**
7. **OTHER BUSINESS**
  - A. **Reports in Dropbox** –
    - Department Reports for Planning, Building Safety, Public Work, & Utilities
    - BMX Park Map; Modus Presentation on Centerton Rec Center to City Council on 9/12/23

**NOTE:** Although every effort on the part of the Planning Dept. is made to assure every Agenda is accurate and precise, periodically, due to unforeseen circumstances, items &/or public hearings appearing on this agenda may become withdrawn, tabled/moved to the next agenda, or subject to change with little to no notice. Citizens are encouraged to call City Hall/Planning Dept. (479-795-2750-option 4) to verify if an item of interest remains scheduled to be heard on this date.

**8. ANNOUNCEMENTS**

- A. Next Tech Review Meeting: 09/21/23 @ 2:00 PM (Zoom)
- B. Next Council Meeting: 10/10/2023 @ 6:00 PM
- C. Greenhouse Road Improvements – Public Input Meeting – Mon 10/02/2023 @ Bentonville Community Center from 4-7 pm. Public officials from 3-3:45 pm.
- D. Next PC Meeting: 10/03/23 @ 6:00 PM

**9. ADJOURN**

**NOTE:** Although every effort on the part of the Planning Dept. is made to assure every Agenda is accurate and precise, periodically, for unforeseen circumstances out of our control, items and/or public hearings appearing on this agenda may become withdrawn, request to be tabled/moved to the next agenda, or subject to change with little to no notice. Citizens are encouraged to call City Hall/Planning Dept. (479-795-2750-option 4) to verify if an item of interest remains scheduled to be heard on this date.



**PLANNING COMMISSION  
MINUTES OF MEETING  
September 19, 2023**

**1. CALL TO ORDER**

The Meeting of the Centerton Planning Commission was called to order by Planning Chairman Jeff Seyfarth at 6:00 P.M.

**2. ROLL CALL**

Those present and answering Roll Call were Jeff Seyfarth, Tony Davis, John Sessoms, Brandon Swoboda, Joey Ingle, Craig Langford, Devin Murphy, and Jerry Harris. Ben Lewis was absent. Others in attendance for the city were: City Planning Director Lorene Burns, Senior Planner Dianne Morrison Lloyd, Planner 1 Kayla Knight, Planner 1 Erik Nystrom, City Engineer Alan Craighead, Deputy Chief Paul Higginbotham, City Attorney Brian Rabal, Mayor Bill Edwards, and Planning Assistant/ Recorder Samantha Hartman.

**3. APPROVAL OF MINUTES**

**Commission Chair Jeff Seyfarth** introduced the minutes of the Planning Commission meeting from September 5, 2023, and asked Commissions if anyone had questions or concerns.

**John Sessoms made a motion to approve the minutes from the August 15, 2023, Planning Commission Meeting, with a second from Devin Murphy. No members were opposed, and the motion was carried.**

**4. RATIFICATION OF ADMINISTRATIVE APPROVALS**

- **HOP23-29- HAVERHOUNDS, LLC- Pet Care Services-** 198 Monroe St; Ridgefield Subdivision (Zoned R3-SF) *Applicant: Michelle Haverkamp (Planner: SHartman)*
- **HOP23-30 INNOVBUILDS- Admin/Office for Interior Building Subcontractor-** 482 Rama St; Kimmel Ridge Subdivision (Zoned R3-D) *Applicant: Berenice Melchor (Planner: SHartman)*

**With no questions from the commissioners, Jeff Seyfarth entertained a motion. Craig Langford Approved the Ratifications of Administrative Approvals with a second from Tony Davis. No members were opposed, and the motion was carried.**

## **5. OLD BUSINESS**

- **Change to PC approved recommended amendments to code Section 14.04.04 K – Maximum Building Coverage increased to 55% due to area remaining after setbacks applied.**
  - Lorene Burns- recommended that the 55% building coverage maximum does not include accessory structures because of the remaining area after setback leaves no space for Accessory Structure
  - Under Section 14.04.04 K & J #6 Accessory Structures:
    - ◆ Changing Accessory Buildings to Accessory Structures to include pools.
    - ◆ Added: accessory structures shall not be subject to the Maximum Building Coverage calculation as provided above.

**With no questions from the commissioners, Jeff Seyfarth entertained a motion. John Sessoms made a motion to Approve Staff Recommendation to Recommend to City Council with a 2<sup>nd</sup> from Craig Langford. No members were opposed, and the motion was carried.**

- **SUB22-12 KINYON PLACE– Preliminary Plat - NW/C Kinyon & Keller Rd; Zoned R3-SF; 40 Ac /151 SF Lots; *Owner: Paul Pinkley; Engr: ECE, Jason Ingalls (Planner: DMorrisonLloyd)***

**Devin Murphy motioned to bring SUB22-12 Kinyon Place- Preliminary Plat back to the table with a 2<sup>nd</sup> from John Sessoms. All members present voted Aye without negative, and Motion was carried.**

- Chris Long from Expedient Civil Engineering gave an update on the Tree Preservation and Tree Replacement Plan.
  - ◆ Preserving as many good trees as possible along proposed lot lines
  - ◆ Sheet C-19 shows the Tree Preservation table, with 105 trees preserved.
- Dianne Morrison Lloyd gave a Staff Update
  - ◆ 146 Lot Single Family Subdivision on 48 Acres
  - ◆ Northwest corner of Keller and Kinyon, directly south is Crystal Cove PH 1-3
  - ◆ Proposed Detention lot on the Northwest portion and one Lift Station Lot on the South of the Detention Lot
  - ◆ Street Improvements
    - Kinyon Road along Crystal Cove frontage to include Curb and Gutter

- Completing development side road improvements from Keller to their property line on the West.
- The developer will finish half street improvements on Keller Road.
- The main 12 Foot McKissic Springs Loop Trail runs along the west side of Keller Road. The development includes a 12 Foot trail along Keller Rd.
- Keller road- Street widening from existing pavement edge to the 19 Foot back of curb. Approximately 4 feet widening with a minimum of 8 feet from proposed face of gutter to be milled and overlaid with a minimum of 3 inches of asphalt, with 9 feet of greenspace, and a 12-foot trail. Storm drainage will be provided.
- Streetlights installed at entrances.
- ◆ Per City Engineer, Alan Craighead, Collectors are 4 inches of asphalt. This needs to be corrected on the Street Agreement
- ◆ Landscaping
  - Street Trees along Keller Road are behind the sidewalk (bigger trees)
  - Street Trees along Kinyon between the sidewalk and the curb (Smaller Trees)
  - 1 tree per 25 Linear Feet of Street Frontage
  - No wetlands
- ◆ Connecting to existing water along Keller Road in Kinyon

**With no questions from the commissioners, Jeff Seyfarth entertained a motion. John Sessoms made a motion to Approve SUB22-12 Kinyon Place- Preliminary Plat with the change to the Adjacent Street Agreement with a 2<sup>nd</sup> from Joey Ingle. All members present voted Aye without negative, and Motion was carried.**

## 6. NEW BUSINESS

**A. TS23-04 STUBBS- Dedicating ROW- 8778 Tycoon Rd; Zoned A-1; Parent Tract: 33.08 Ac/ Tract 1: 23.39 Ac/ Tract 2: 9.69 Ac; Applicant: Paul Stubbs; Surveyor: (Planner: ENystrom**

- The owners, Bonita, and Paul Stubbs, were present.
  - ◆ Do not agree with R.O.W Dedication
  - ◆ Unaware of the meeting until this morning. Incorrect e-mail on application.
- Lorene Burns gave Staff Update.
  - ◆ The parcel was previously split two times in 2019 and two times in 2020.
  - ◆ Lot Split would consider a Minor Subdivision
  - ◆ The Plat was sent to Garver for review and for opinion on ROW requirement.

- ◆ Recommended reducing the R.O.W to 40 Feet, for Tycoon Rd so owners can have a 25 Foot Setback for the existing building.
- ◆ Lorene recommended that a meeting be held with City Attorney Brian Rabal to discuss whether requiring all the ROW would be considered a hardship.
- Owners Bonita and Paul Stubbs said that there is Summit Natural Gas Line located on their property 24 Amps that has PSI line. High pressure Taps are on the North Bound line. If that has to be moved, there is 1 company that does the work, and it costs a couple hundred thousand dollars.
- The future Huber Rd extension is classified as a Minor Arterial- which consists of 3 Lanes and 90 ft planned ROW on the Master Street Plan.
- Goal is to have Huber Road go West to 102 and to Greenhouse.
- Tony Davis believes we should go with Standard 45 Foot R.O.W.
- Jeff Seyfarth suggests the Stubbs should meet with the City Staff and Engineers to go over plans before coming back for approval.
- The owners, Bonita, and Paul Stubbs ask for the Tract Split to be Tabled.

**With no questions from the commissioners, Jeff Seyfarth entertained a motion. John Sessoms made a motion to Table TS23-04 STUBBS with a 2<sup>nd</sup> from Joey Ingle. No members were opposed, and the motion was carried.**

**B. DEV21-08 CHRISTIAN LIFE CENTER- Request for 1-year extension-** W side of Gamble Rd north of Valley Oaks Subdivision; Zoned R3-SF w/CU20-11 for Place of Worship; 2.80 Ac; *Applicant: James King; Engr: HALFF, Dirk Thibodaux (Planner: KKnight)*

- Dirk Thibodaux from HALFF Engineering was present through Zoom.
- The project needed ADH Approval and was delayed in April 2023 due to the ongoing Centerton Utility Sewer Capacity Study and required improvements.
- City Planner Kayla Knight- Preliminary Development was approved in 2021 and received a 1-year extension in 2022 that expired in June 2023.
- Building Plans still need to be submitted to the Building Department.
- Joey Ingle asks Alan Craighead if he agrees with Adjacent Street Fee In Lieu
  - ◆ Alan believes the Fee in Lieu is a bit low.
  - ◆ Joey Ingle believes we should approve the request contingent upon Alan Craighead's review and final estimation of the fee in lieu estimate.

**With no questions from the commissioners, Jeff Seyfarth entertained a motion. Joey Ingle made a motion to Approve DEV21-08 CHRISTIAN LIFE CENTER- Request for 1-year extension Contingent on Alan's review of the Fee- In- Lieu Road**

**Improvements with a 2<sup>nd</sup> from John Sessoms. No members were opposed, and the motion was carried.**

**C. {PUBLIC HEARING} CU23-05 HITCH & GO RENTAL- Trailer Rentals-**  
1151 Ellen Ray Lane (Lot 6 Forest Park PH 1; Zoned R3-SF; 0.26 Ac;  
*Applicant/Owner: Scott & Alison Paine (Planner: KKnight)*

- The owners, Scott, and Alison Paine were present.
- Conditional Use to use their personal property for storage of two trailers for their Home Occupation.
- They are proposing:
  - ◆ 20 Foot Utility Trailer stored on the driveway.
  - ◆ 10 Foot by 6 Foot enclosed Trailer to be stored behind a 6 Foot wooden privacy fence.
  - ◆ Removable Signs on the trailers
  - ◆ Bring trailers out of the yard with a dolly.
  - ◆ Drove property and counted 30 trailers on 24 properties.
  - ◆ Meet clients off premises to bring and pickup trailer, no customers will be coming to the residence.
  - ◆ Daily Rentals- No hourly rentals
  - ◆ Hoping this time next year, they will be getting ready to open a store front.
  - ◆ Covenants are not enforced due to not having a POA.
- Kayla Knight gave the staff report.
  - ◆ Surrounded by R-2 Residential, to the East is the proposed Casa Castillo Development which is C-3, to the South is Legacy Sports Academy which is C-3, and Southeast is the proposed Kum & Go that's C-3.
  - ◆ Covenants were recorded in 2012.
  - ◆ Kayla spoke to Garver and the Legal team to see how much weight we should put on the Covenants.
    - Any action by the POA in relation to the Covenants would be fully independent of the City's determination on this CUP application.
- Staff Recommendations
  - ◆ Term of approval is recommended for 1 year from date of PC Approval.
  - ◆ Up to a maximum two trailers parked on premises at one time.
  - ◆ Max length of 20 Feet and may only be bumper pull style trailer.
  - ◆ At no time should the trailers be parked along the Street
  - ◆ At no time should a customer come to the resident's house
  - ◆ If any complaints are received from neighbors or City personnel, this permit may be brought back to the Planning Commission for consideration of amending terms or revoking the permit.

- ◆ Joey Ingle asked to add condition, If Public Infrastructure is damaged, owners need to repair it in a reasonable amount of time.

**The commissioners had no questions and Jeff Seyfarth entertained a motion. Joey Ingle made a motion to open the public hearing with a second from John Sessoms. No members were opposed, and the public hearing was opened.**

No Public Comments. One email was received from Wes Pinkley (1100 Ellen Ray Dr) with concerns regarding how this conditional use will impact the character of the neighborhood.

**Joey Ingle made a motion to close the public hearing with a second from John Sessoms. No members were opposed, and the motion carried.**

**Adding “Reasonable Amount of time for fixing infrastructure if damaged”**

**The commissioners had no questions and Jeff Seyfarth entertained a motion. Joey Ingle made a motion to Approve CU23-05 HITCH & GO RENTAL with Additional Condition set forth for Infrastructure Repairs with a 2nd from Craig Langford. No members were opposed, and the public hearing was opened.**

**D. DEV23-05 FAIR STREET VILLAGE MOBLE HOME PARK – Preliminary Plans - 280 Fair St.; Zoned R3-MF; Existing Mobile Home Park; 1.5 Ac; Owner: Guy & Teresa Torelli (Planner: DMorrisonLloyd)**

- Teresa Torelli was present in person and Guy Torelli was present VIA Zoom
- Dianne Morrison Lloyd gave a Staff Review
  - ◆ The applicant is updating the existing mobile home park.
  - ◆ Operating since about 1976- 1980
  - ◆ 1.71 Ac and Zoned R3-MF
  - ◆ Providing 33 parking spaces. 2 spots per home
  - ◆ Alan reviewed drainage of property.
  - ◆ Submitted a Flood Application- Not issued yet.
  - ◆ The applicant has been granted three moving permits for spaces 1-3.
  - ◆ Decreasing the number of homes from 18 to 16.
  - ◆ Renovating 10, replacing 6 homes
  - ◆ If/ when mobile homes are replaced, they must be within the setbacks.
  - ◆ The road will be widened to a minimum of 20 feet.
  - ◆ The Staff requests parking next to each mobile home.
  - ◆ Storage unit between Mobile Home 4 and 6 that has not been added to plans.
  - ◆ 6 street trees are proposed along Fair Street, planted 1 at every 25 Linear Feet.



- ◆ During a site visit on September 13<sup>th</sup>, a “for lease” sign was posted on space 1. Currently all mobile homes are owned by Centerton Village, LLC.
- Joey Ingle questions what screening is currently on the property.
  - ◆ Dianne Morrison Lloyd mentions that screening is on the South and East side.
  - ◆ The City Staff wants to see a privacy fence on the North side and repaired on the east side of the property.
- Teresa Torelli says that the parking spots are dedicated spaces once she tells tenants where they park.
- Teresa is trying to get more new mobile homes, but they are hard to find.
- Tony Davis asks about enclosing the dumpster.
  - ◆ Teresa Torelli wants to enclose the dumpster but would like to move the dumpster before enclosing it.
- Joey Ingle questions the intent of the large scale.
  - ◆ Lorene Burns responds by having the development they have a layout with what will be moved in and having the approval, they can move in the trailers with a Building Moving Permit when the homes become available.
- On the plan the Green are new Mobile Homes, and the Red Homes are existing Mobile Homes
- Joey Ingle advises having a Plan made up with Existing Conditions and another Plan that work inside the setbacks that meet the code. Missing a lot of large-scale requirements
- Jeff Seyfarth tells the Commission that they are trying to improve the Mobile Home Park, but the bigger picture is how many critical things are we going to require them to do? They can always say no and just get a Moving Permit from the Building Department. There is still a lot that is needed before it is approved by the Planning Commission.
  - ◆ Graveled roads-
  - ◆ Entrance from 24 inches to 20 inches
  - ◆ Enclosed dumpsters- Teresa Torelli says they can enclose the dumpster now.
  - ◆ Screening- Needs to show type/ height of fencing they are planning to construct. Better screening on the west side.
- Plans need to show the surface of the parking area.
- Solar lights above mailboxes
- No additional lighting
- Owner, Teresa Torelli asked for additional permits to move into four (4) additional mobile homes. Jeff Seyfarth responded that permission could not be given until the plans were approved.
- Parking spots between Mobile Home 1 and 2.
  - ◆ Lorene asked what trailer has those spots?
  - ◆ Spots need to indicate what trailer they belong to too.

**With no questions from the commissioners, Jeff Seyfarth entertained a motion. John Sessoms made a motion to Table DEV23-05 FAIR STREET VILLAGE MOBLE HOME PARK a 2<sup>nd</sup> from Joey Ingle. No members were opposed, and the motion was carried.**

- E. FP2023-08 174 Centertpoint Dr – Request for Variance for Floodplain Requirement to elevate floor of garage conversion to above BFE instead of 3 ft above BFE.
- Owner, Hailey Clausing and Contractor Mike from Bear Construction were present.
  - Hailey Clausing has as aging mother and would like to give her own space.
  - They are looking to enclose the garage.
  - Alan Craighead explains that it meets all 8 standard questions for Floodplain Variance.
  - Elevation Certificates were done in 2019 and an updated certificate was done a few days ago.
    - ◆ It will be raised 1 inch above Base Flood Elevation
  - Per City of Centerton code, this needs to come to the City of Centerton Planning Commission

**With no questions from the commissioners, Jeff Seyfarth entertained a motion. John Sessoms made a motion to Approve FP2023-08 174 Centertpoint Dr. Based upon the conclusions for each of our findings,**

**"I move to Grant the request by property owner Hailey Clausing for the following variance the Floodplain Ordinance for the home renovation project at 174 Centerpoint Drive, in that the rehabilitation and other improvement of the existing residential structure less than substantial improvement can be constructed so the finished floor of the home be above the Base Flood Elevation and at a minimum elevation of 1275.67 instead of 3' above the BFE, as long as the other stipulations regarding footprint impacts and submittal.**

- 1. No changes will be made to the building footprint (i.e., no additions can be made to change the building footprint, such as building a new garage either attached or detached on the property).**
  - 2. The garage door will be framed in using water resistant materials and sealed to be watertight. Building department has already informed applicant that a vapor barrier will be required above the concrete to protect the new structural elements of the floor.**
  - 3. Any new mechanical/plumbing/electrical units will be placed 3' above BFE."**
- with a 2<sup>nd</sup> from Joey Ingle. No members were opposed, and the motion was carried.**

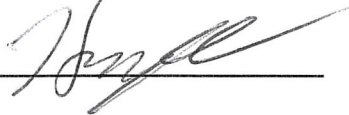
## **7. ANNOUNCEMENTS**

- Next Council Meeting: 10/10/2023 @ 6:00 PM
- Next PC Meeting: 10/03/2023 @ 6:00 PM
- Next Tech Review Meeting: 09/21/23 @ 2:00 PM (Zoom)

- Greenhouse Expansion Public Meeting: 10/2/23 @ 4-7 PM (Bentonville Community Center)

**8. ADJOURN**

Devin Murphy made a motion to adjourn the meeting at 8:02 PM, with a 2<sup>nd</sup> from Joey Ingle. No commissioners were opposed, and the meeting was adjourned.



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Jeff Seyfarth- Planning Chair  
Centerton Planning Commission

Minutes Prepared By: Samantha Hartman