

Ward Planning Commission
May 23, 2022
Meeting Minutes

Call to Order

Chairman Jerry Peters called the meeting to order. A quorum was present.

Roll Call

Members:

Jerry Peters -present
Wayne Knight – present
Mike Montalbano – absent
Helen Huitt – present
Shane Phillips – present
Tyler Madding –absent
Michael Kindall - present

Guest:

Deborah Staley - City of Ward Finance and Human Resource Dir.
Randy Staley - Street Superintendent, City of Ward
Gary Meadows - City of Ward Building Inspector
Pamela Ottenbacher -

Minutes

Chairman Peters presented the minutes for the April regular meeting. Wayne Knight motioned; Helen Huitt seconded to accept the minutes as printed. On voice vote all approved.

Chairman Peters presented the minutes for the solar panel ordinance public hearing. Helen Huitt motioned; Shane Phillips seconded to accept the minutes as printed. On voice vote all approved.

New Business

Presentation of Mr. Michael Kindall as the new planning commission member.

Mr. Michael ‘Mike’ Kindall was introduced by Chairman Peters and Mr. Kindall shared his background in law enforcement and being a correctional trainer for the Arkansas Department of Correction. He also stated he had spoken to Mayor Gastineau and ask what was available for him to contribute to the City. Mayor Gastineau suggested the position on the planning commission as a commissioner. He was interested and applied for the position and his appointment was accepted by the City Council.

Pamela Ottenbacher petition for a commercial business building permit.

Chairman Peters presented Ms. Pamela Ottenbacher to the commission. Ms. Ottenbacher is interest in obtaining a building permit for a commercial building at Elm and Second Street. She provided a picture of the building she would like to put on the property and a lot survey with the building drawn in the survey. She would at first just have a craft and vintages (antiques) store. In the future she would like to expand the business to include a farmer’s market and craft type of business which would require a larger building. Mr. Gary Meadows stated that Mr. Jason McKee and himself had met with Ms. Ottenbacher on a couple occasions prior to her coming to the planning commission. The property is in a C-1 zone and the type of business she is planning now and, in the future, would be allowable on this property. There are utilities on the property. The setbacks are in compliance with the City regulations. Ms. Ottenbacher will need to provide the permits from the Highway department showing the requirements from the state for the driveway/s. There will also be the requirement of hard surface parking and ADA compliant entrance to the business. Mr. Meadows will verify the sidewalk requirement before a building permit would be issued. The City will require a site plan that shows the exact placement of the building, parking, driveway/s and possible sidewalk placement before the city would issue the building permit. Randy Staley ask if the underground fuel tanks had been abandoned according to ADEQ requirements. Ms. Ottenbacher stated that she was informed by the current property owner Mr. Jerry Russell the fuel tanks have been removed. The commissioner expressed they were favorable for this establishment.

Wayne Knight motioned; Shane Phillips seconded to approved the issuing of a building permit for this project with the following being met: approval of the driveway/s from the Arkansas Highway Department, a hard surface parking lot, ADA compliant parking and entrance, sidewalk if required and a site plan that shows all of the above and the exact placement of the building with the flood plain noted

on the site plan. Roll Call vote: Helen Huitt – yes, Shane Phillips – yes, Mike Kindall – yes, Wayne Knight – yes and Jerry Peters – yes. Motion passed.

Announcements

Next Planning Commission meeting June 27, 2022, at 7:00 PM

Council Meeting Monday, June 20, 2022 at 6:30 PM

City offices will be closed on Monday, May 30, 2022 in observance of Memorial Day.

City offices will be closed on Monday, June 20, 2022 in observance of Juneteenth

Adjournment

Wayne Knight motioned; Helen Huitt seconded to adjourn the meeting. On voice vote all approved.