

Note – Some of the members of the Planning Commission, as well as City staff members, may attend this meeting virtually. For public health reasons, those who attend in person should consider personal hygiene, the use of facial coverings, and social distancing.



**Planning Commission
Administration Meeting Agenda
December 13, 2022**

Registration Link: https://us06web.zoom.us/webinar/register/WN_xAUoM9v4TFWZsCnzvN5uSQ

I. Call to Order

II. New Business

1. Administrative Items

Informational Item

a. 2023 Meeting Calendar

b. Election of Officers

2. Goals and Development Data

Informational Item

3. Future Land Use Project Update

Informational Item

4. City Council/Planning Commission Priority Survey

Informational Item

a. “Zoning Reform” Discussion

5. Design Standards Update

Informational Item

6. Questions and Ideas for 2023

Informational Item

III. Other Business

To see a full list of all pending Planning Commission items, please visit: <https://arcg.is/08HvK8>

Bentonville Planning Commission Administration Meeting

December 13, 2022



Agenda

- Administrative Items
 - 2023 Meeting Calendar
 - Election of Officers
 - By-laws
- Goals and Development Data
- Informational Updates
 - Future Land Use Plan
 - Design Standards
- City Council/Planning Commission Priority Survey
 - “Zoning Reform
- Questions and Ideas for 2023

Administrative Items

2023 Meeting Calendar
Election of Officers
By-laws

2023 Meeting Calendar

39 days out	29 days out	22 days out	15 days out	8 days out	0 days out	6 days out	
Friday	Mondays					Wednesday	Tuesday
1st Submittal deadline @ 4:30	1st Comments back to applicant	2nd Submittal due by noon	2nd comments back to applicant	3rd Submittal due by noon	3rd comments back to applicant	Final Agenda Prepared @ noon	Tech Review /Planning Commission
25-Nov-2022	5-Dec-2022	12-Dec-2022	19-Dec-2022	26-Dec-2022	3-Jan-2023	28-Dec-2022	3-Jan-2023
9-Dec-2022	19-Dec-2022	26-Dec-2022	2-Jan-2023	9-Jan-2023	17-Jan-2023	11-Jan-2023	17-Jan-2023
30-Dec-2022	9-Jan-2023	16-Jan-2023	23-Jan-2023	30-Jan-2023	7-Feb-2023	1-Feb-2023	7-Feb-2023
13-Jan-2023	23-Jan-2023	30-Jan-2023	6-Feb-2023	13-Feb-2023	21-Feb-2023	15-Feb-2023	21-Feb-2023
27-Jan-2023	6-Feb-2023	13-Feb-2023	20-Feb-2023	27-Feb-2023	7-Mar-2023	1-Mar-2023	7-Mar-2023
10-Feb-2023	20-Feb-2023	27-Feb-2023	6-Mar-2023	13-Mar-2023	21-Mar-2023	15-Mar-2023	21-Mar-2023
24-Feb-2023	6-Mar-2023	13-Mar-2023	20-Mar-2023	27-Mar-2023	4-Apr-2023	29-Mar-2023	4-Apr-2023
10-Mar-2023	20-Mar-2023	27-Mar-2023	3-Apr-2023	10-Apr-2023	18-Apr-2023	12-Apr-2023	18-Apr-2023
24-Mar-2023	3-Apr-2023	10-Apr-2023	17-Apr-2023	24-Apr-2023	2-May-2023	26-Apr-2023	2-May-2023
7-Apr-2023	17-Apr-2023	24-Apr-2023	1-May-2023	8-May-2023	16-May-2023	10-May-2023	16-May-2023
28-Apr-2023	8-May-2023	15-May-2023	22-May-2023	29-May-2023	6-Jun-2023	31-May-2023	6-Jun-2023
12-May-2023	22-May-2023	29-May-2023	5-Jun-2023	12-Jun-2023	20-Jun-2023	14-Jun-2023	20-Jun-2023
26-May-2023	5-Jun-2023	12-Jun-2023	19-Jun-2023	26-Jun-2023	4-Jul-2023	28-Jun-2023	4-Jul-2023
9-Jun-2023	19-Jun-2023	26-Jun-2023	3-Jul-2023	10-Jul-2023	18-Jul-2023	12-Jul-2023	18-Jul-2023
23-Jun-2023	3-Jul-2023	10-Jul-2023	17-Jul-2023	24-Jul-2023	1-Aug-2023	26-Jul-2023	1-Aug-2023
7-Jul-2023	17-Jul-2023	24-Jul-2023	31-Jul-2023	7-Aug-2023	15-Aug-2023	9-Aug-2023	15-Aug-2023
28-Jul-2023	7-Aug-2023	14-Aug-2023	21-Aug-2023	28-Aug-2023	5-Sep-2023	30-Aug-2023	5-Sep-2023
11-Aug-2023	21-Aug-2023	28-Aug-2023	4-Sep-2023	11-Sep-2023	19-Sep-2023	13-Sep-2023	19-Sep-2023
25-Aug-2023	4-Sep-2023	11-Sep-2023	18-Sep-2023	25-Sep-2023	3-Oct-2023	27-Sep-2023	3-Oct-2023
8-Sep-2023	18-Sep-2023	25-Sep-2023	2-Oct-2023	9-Oct-2023	17-Oct-2023	11-Oct-2023	17-Oct-2023
29-Sep-2023	9-Oct-2023	16-Oct-2023	23-Oct-2023	30-Oct-2023	7-Nov-2023	1-Nov-2023	7-Nov-2023
13-Oct-2023	23-Oct-2023	30-Oct-2023	6-Nov-2023	13-Nov-2023	21-Nov-2023	15-Nov-2023	21-Nov-2023
27-Oct-2022	6-Nov-2022	13-Nov-2022	20-Nov-2022	27-Nov-2022	5-Dec-2022	29-Nov-2022	5-Dec-2022
10-Nov-2023	20-Nov-2023	27-Nov-2023	4-Dec-2023	11-Dec-2023	19-Dec-2023	13-Dec-2023	19-Dec-2023
24-Nov-2023	4-Dec-2023	11-Dec-2023	18-Dec-2023	25-Dec-2023	2-Jan-2024	27-Dec-2023	2-Jan-2024
8-Dec-2023	18-Dec-2023	25-Dec-2023	1-Jan-2024	8-Jan-2024	16-Jan-2024	10-Jan-2024	16-Jan-2024
29-Dec-2023	8-Jan-2024	15-Jan-2024	22-Jan-2024	29-Jan-2024	6-Feb-2024	31-Jan-2024	6-Feb-2024
12-Jan-2024	22-Jan-2024	29-Jan-2024	5-Feb-2024	12-Feb-2024	20-Feb-2024	14-Feb-2024	20-Feb-2024

Election of Officers

Chair

Vice-Chair

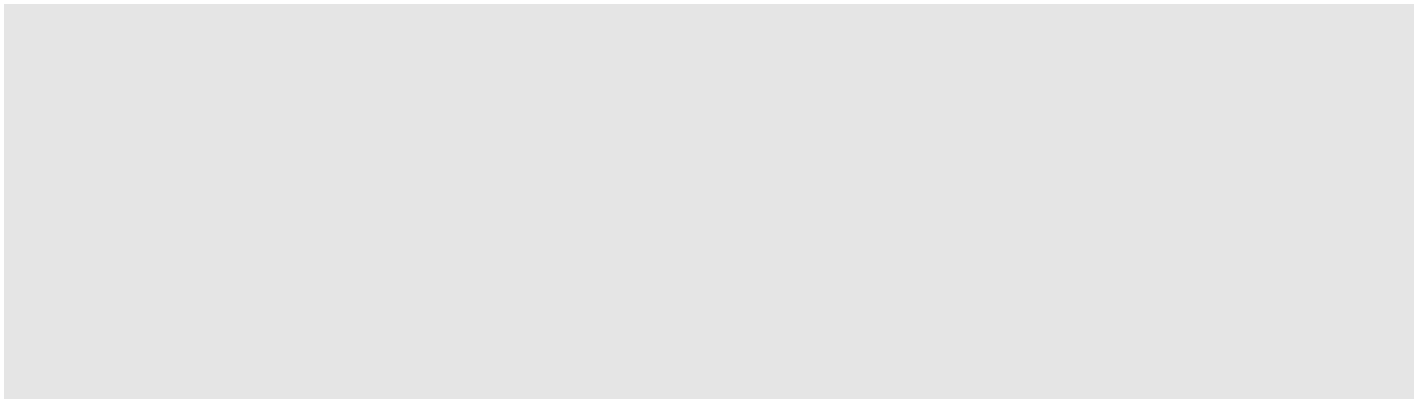
Secretary

By-laws

Article 3 Meeting scheduling, Quorum, Majority, Order of Business, Public Hearings

- 3.1 Commission meetings shall be open to the public as provided by the Arkansas Freedom of Information Act.
- 3.1.1. The regular meetings of the planning commission shall be on the first and third Tuesday of each month at 4:00 p.m. for the Technical Review and at 5:00pm for the Planning Commission Meeting in the Planning Commission Chambers of the Bentonville Community Development Building located at 305 SW A Street.

Goals and Development Data



2021-2022 Data

SUMMARY

2022

Development

2022 Total Projects: 363

2021 Total Projects: 365

Annual Change: -1%

2022 Total Permits: 396

2021 Total Permits: 415

Annual Change: -5%

	Development								Zoning			Permits			
	Preliminary Plat		Final Plats		Lot Split	Property Line Adjustment	Large Scale Development	Waiver Request	Rezoning	Conditional Use	Variance	Outdoor Vendors*	Parklets*	Signs*	Fences*
	Projects	Lots	Projects	Lots											
1st Qtr	1	0	9	0	17	12	17	3	25	11	19	10	4	50	62
2nd Qtr	2		1		14	8	23	8	14	12	10	2	1	53	65
3rd Qtr	3		2		21	13	19	10	12	10	10	3	2	37	33
4th Qtr	2		2		12	5	9	1	19	4	3	11	0	31	32
Annual Total	8	0	14	0	64	38	68	22	70	37	42	26	7	171	192

* As of Dec. 1, 2022

Code Enforcement

	Inspections	311 Cases	Managed Cases	Fence Inspections	Nonconforming Signs Removed	Fence Permits	Public Hearing Signs Posted
1st Qtr							
2nd Qtr							
3rd Qtr							
4th Qtr							
Annual Total	1902	479	1056	5	708	183	309

Goals

	Not Started	In Progress	Complete
Projects	12%	47%	41%
Regulatory	47%	37%	16%
Events	0%	0%	100%
Total Goals			46
Goals Completed			20
Goals Achieved			43%

2022 Goals

SUMMARY

2022

Goals Reached

Projects

Created online zoning verification form.
Selected an Impact Fee Study Consultant.
Converted taxi program to the on-demand service.
Selected artwork for Creekside Park.
Prepared plans for Bentonville's 150th Anniversary.
Hired a planner to reestablish the CDBG program.
Produced three city newsletters.
Produced the 2022 Annual Development Report.

Regulatory

Adopt the 2022 Code Updates.
Adopt the 2021 ICMA Property Maintenance Code.

Events

Participated in National Night Out.
Promoted City Hall Selfie Day.
Hosted a Fall Clean the Streets Day.
Hosted the City Council/Planning Commission Mtg.
Hosted the Fall Tree Giveaway
Hosted first-ever City Hall Shred-it Day.
Hosted Bentonville Connections - 1st Meeting.
Hosted Bentonville Connections - 2nd Meeting.
Hosted a Developer's Forum.
Promoted Public Art at a First Friday.

Additional Accomplishments

Awarded Tree City USA Designation.
Awarded Volunteer Community of the Year.

By the Numbers

	2022	Annual Change
Great Neighborhoods Program		
Neighborhood Partners:	20	43%
Neighborhood Meetings Attended:	1	--
Block Party Trailer Use:		-100%
Holiday Decorating Contest Participants:		-100%
Landscaping Award Contest Participants:		--

Community Improvement/Engagement

Trees Given Away:		-100%
Pounds Shredded:		--
Bags of Trash Picked Up:		#####
Clean-up Kits Distributed:		#####
Landscape Awards Given:		-100%
Taxi Rides for Elderly and LMI:		-100%
City Hall Selfie Posts:		#####
Developer's Forum Attendance:		--
Artwork Installed:	1	-50%

Meeting Facilitation

Planning Commission Meetings:	23	0%
Board of Adjustment Meetings:	23	0%
Neighborhood Council Meetings:	11	0%
Public Art Committee Meetings:	13	18%
Tree & Landscape Committee Meetings:	11	0%
DEI Task Force Meetings:	4	-64%

Informational Updates

Future Land Use Plan
Design Standards

A close-up photograph of a person's hand pointing at a complex, multi-colored transit map. The map features a dense network of lines in various colors (blue, orange, yellow, red, green, purple) representing different transit routes. The hand is positioned in the lower right quadrant, with the index finger pointing towards the center of the map. The background is slightly blurred, showing more of the map and the person's arm. The text "Future Land Use Plan Update" is overlaid in white, sans-serif font across the middle of the image.

Future Land Use Plan Update

Design Standards
Update

City Council/Planning Commission Priority Survey

Survey Results
“Zoning Reform”

Survey Results

- 9 Total Responses

Ranking	Policy	Cumulative Score (Lower is Higher Priority)
1	Zoning Code Reforms	4.5
2	PRD and PUD Ordinance Changes	5
3	Parking Standards Review	6.125
4	Compact Development Standards	6.625
T-5	Short-term rental ordinance	6.875
T-5	Amend the final plat process	6.875
7	Pre-Construction Changes	7
8	Small-Scale Development	7.125
9	Noise Ordinance Revisions	7.25
10	Short-term rental registration	7.375
11	Tree Preservation	7.75
12	Mass Transit	8
13	Business License Program	10.5

“Zoning Reform” Discussion



WHICH REFORMS ARE OF
THE HIGHEST PRIORITY?



WHERE SHOULD OUR
ATTENTION BE FOCUSED?

Questions?

What's next for 2023?

**BY-LAWS
BENTONVILLE PLANNING COMMISSION**

Article 1 Member, Term, Attending to Duties

- 1.1 The Members and term of office shall be as stipulated by the most recent city ordinances or as amended.
- 1.2 When a new member is appointed to the commission the position number he or she is filling will be so designated at the time of appointment.
- 1.3 Missing three (3) consecutive regularly scheduled meetings, to include both, Planning Commission and/or Technical Review meetings or a total of six (6) meetings combined in a calendar year, except in extraordinary cases, may, at the recommendation of the commission, constitute cause for removal by the city council.
- 1.4 Members should advise the secretary or planning staff before the meeting date if they expect to be absent or late.

Article 2 Officers, Election and Term, Duties, Chairing the Meeting, Signing for the Commission.

- 2.1 The members shall elect a chairman, vice-chairman and a secretary at the administrative meeting in December, and the term of office shall be until the next officers have been elected.
- 2.2 The chairman shall preside at meetings and hearings and shall decide points of order or procedure, following Robert's Rules of Order. The chair may designate a parliamentarian to keep the meeting running in an orderly fashion.
- 2.3 In case the chairman is absent, the vice-chairman shall assume the duties as chair; next comes the secretary. If all three are absent and a quorum is present, those members shall elect from among themselves a chairman and secretary and proceed.
- 2.4 The secretary shall be responsible for the following tasks; however, (s) he may delegate authority for performing them to another member or employee of the planning department;
 - 2.4.1 Bring an up-to-date copy of the by-laws and appointing orders (names, addresses, term dates, and committee lists) to every meeting.
 - 2.4.2 Prepare the minutes of meetings and public hearings.
 - 2.4.3 Distribute minutes of regular meetings, special meetings and public hearings to all Commission members prior to next regularly scheduled meeting.
 - 2.4.4 Hand deliver, mail, email or otherwise digitally notify the proposed order of business items and notice of regular meetings, and the purpose and notice of special meetings.
 - 2.4.5 Keep up with priority correspondence and inspect the files; complete filings with city officials as required. Routine matters will normally be delegated to the employee (s) of the planning department.
 - 2.4.6 Place notices of public hearing and legal advertising.
- 2.5 When adopting all or a part of the comprehensive city plan for all or any part of the incorporated territory which takes the certifying signature of the chairman, the material shall be signed by the appointed chairman or the acting chairman.
 - 2.5.1 In lesser matters and when agreed to by the members, the chair shall delegate the authority for certifying specific commission actions to another officer. Routine matters will normally be the duty of the planning department.
 - 2.5.2 In the event the planning commission takes action accompanied by restrictions or conditions that must be met before that action is to be certified and carried into effect, the planning staff will assure satisfaction of these conditions.

Article 3 Meeting scheduling, Quorum, Majority, Order of Business, Public Hearings

- 3.1 Commission meetings shall be open to the public as provided by the Arkansas Freedom of Information Act.
 - 3.1.1. The regular meetings of the planning commission shall be on the first and third Tuesday of each month at 4:00 p.m. in the Planning Commission Chambers of the Bentonville Community Development Building located at 305 SW A Street.
 - 3.1.2. Special meetings may be called at any time by the chairman or any three members.
- 3.2. No formal business shall be conducted without a quorum and no member may vote by proxy.
 - 3.2.1 A quorum shall exist when a majority of the appointive members are present.
 - 3.2.2 The affirmative vote of a simple majority of those members present shall carry any motion or resolution, except as otherwise stated. The chairman may make or second motions, and shall have a vote at all times.
 - 3.2.3 The mayor shall be an ex-officio member (or any ex-officio member) and shall not be counted in arriving at quorum.
- 3.3 The order of business shall follow the distributed agenda unless otherwise agreed to by the members.
- 3.4 Public hearings shall be conducted (formally), and the chair shall make all rulings and determinations regarding the scope of the inquiry, the admissibility of evidence, the order in which evidence, objections and arguments will be heard, and other like matters, except that other members shall be privileged to make inquires personally and to call for a vote on any ruling of the chair, whereupon the vote shall determine the rule. It shall be the purpose of the chair to entertain the presentation of sufficient matter to do substantial justice to all concerned parties to the proceedings. It is not the intent in the public hearing to defy the members and their responsibilities as spokesmen for the public view on public issues, but rather to develop them in this role. Final or official action shall be taken only in regular meetings unless the public hearing is continued to a special session of the planning commission after the hearing.
- 3.5 A rehearing shall be called if there is substantial information indicating a factual error, omission or oversight in the first consideration or at the request of city council. A request for a rehearing must be made in writing and must state the factual error, omission or oversight asserted as the basis for a rehearing. A request of a rehearing must be filed with the community development director within 30 days from the date of final action on the matter by planning commission.
- 3.6 The Planning Commission shall hold an annual administrative meeting on the 2nd Tuesday of December. No development items will be heard at this meeting.
- 3.7 In November of each even year, Planning Commission and Planning Staff will hold a special meeting to review the previous two year's Zoning and General Plan Amendments and evaluate the need for changes to the Future Land Use Plan.

Article 4 Consent Agenda

- 4.1 The community development director or his/her designee is authorized to prepare for each meeting a consent agenda for consideration by the planning commission.
- 4.2 Items may be placed on the consent agenda if it is non-controversial, the item does not require a public hearing and staff and applicant agree on the findings and conditions of approval.
- 4.3 The following procedure will generally be followed by the planning commission when considering consent agenda items:
 - 4.3.1 Introduction of the consent agenda items by the chair.

- 4.3.2 Any commissioner or member of the public may request that an item be removed from the consent agenda. The reason for the request shall be stated. Such request need not be seconded.
- 4.3.3 The chair shall determine if the item removed from the consent agenda can be expeditiously resolved or be placed at the end of the regular agenda. The public hearing on each item, which has been removed from consent, shall be limited to the issues raised by those requesting removal.
- 4.3.4 After any item(s) has been removed from the consent agenda, the chair may call for a motion to approve the item(s) remaining on the consent agenda.
- 4.3.5 Only one motion is required for all consent items. After being duly seconded, the consent agenda shall be voted on by a roll call vote of the commissioners.

Article 5 Committees

- 5.1 The chairman may establish standing, special, or advisory committees. Committee members may be persons other than member of the planning commission, but a commission member shall be named as either active or ex officio chairman of each committee. The chairman shall be obliged to follow Robert's Rules of Order.
- 5.2 Meetings shall be called by the chairman of the committee, or a majority of the membership of the committee, notifying the others.

Article 6 Records, Action, Studies, Recommendations, Public Access

- 6.1 The planning department shall keep a file including, among other things, studies, plans, reports and recommendations made by the commission members and planning department staff in the discharge of its duties and responsibilities.
- 6.2 Records shall be kept open to the public, available without fees or delays, subject only to the necessity for good order and discipline in the office of the planning department.

Article 7 Changes to These By-Laws, Timing, 2/3 Majority

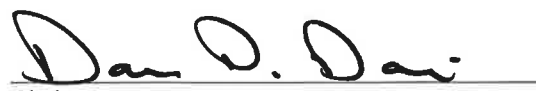
- 7.1 These by-laws shall be adopted, and later suspended, changed, or canceled only after an affirmative vote of 2/3rds of the membership of the planning commission. Amendments shall be proposed in writing at a regular meeting and moved for action at a following meeting, unless ten days notice and the written amendment itself have been given to all members, in which case motion may be made at a special meeting ten days after all the members have received the proposed change to these by-laws.

PLANNING COMMISSION ACTION: by majority of the appointed members so voting, these by-laws for the Bentonville Planning Commission are approved.

REVISED AND ADOPTED BY THE CITY OF BENTONVILLE PLANNING COMMISSION THIS 2ND DAY OF MARCH, 2021.

ATTEST:


Secretary


Chair

Amended
02/11/77
05/19/98
02/03/04
12/28/05
03/20/07
03/6/18
08/18/20
11/17/20
03/02/21

SUMMARY

2022

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3rd Qtr							
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Projects	12%	47%	41%
Regulatory	47%	37%	16%
Events	0%	0%	100%
Total Goals			46
Goals Completed			20
Goals Achieved			43%

Goals Reached

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Additional Accomplishments

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 Awarded Volunteer Community of the Year.

By the Numbers

Annual
2022 Change

Great Neighborhoods Program

Neighborhood Partners:	20	43%
Neighborhood Meetings Attended:	1	--
Block Party Trailer Use:		-100%
Holiday Decorating Contest Participants:		-100%
Landscaping Award Contest Participants:		--

Community Improvement/Engagement

Trees Given Away:		-100%
Pounds Shredded:		--
Bags of Trash Picked Up:		#####
Clean-up Kits Distributed:		#####
Landscape Awards Given:		-100%
Taxi Rides for Elderly and LMI:		-100%
City Hall Selfie Posts:		#####
Developer's Forum Attendance:		--
Artwork Installed:	1	-50%

Meeting Facilitation

Planning Commission Meetings:	23	0%
Board of Adjustment Meetings:	23	0%
Neighborhood Council Meetings:	11	0%
Public Art Committee Meetings:	13	18%
Tree & Landscape Committee Meetings:	11	0%
DEI Task Force Meetings:	4	-64%

2022 PERMIT TOTALS -- JANUARY - OCTOBER

Single Family Dwellings

Number - 461
Value - \$188,746,822
Fees - \$736,414
Square Feet - 1,341,584
Avg Sq Ft / Unit 2,910

Multi-Family

Duplex

Number - 0
Value - \$0
Fees - \$0
of units - 0

Multi-Family 3+

Number - 19
Value - \$49,525,192
Fees - \$80,104
of units - 575

Square Feet (All MF) - 526,944
Avg Sq Ft / Unit (All MF) - 916

New Commerical

Number - 38
Value - \$430,510,722
Fees - \$638,983
Square Feet - 2,389,383

Move & Demos

Number - 95
Fees - \$5,300

Swimming Pools

Number - 72
Value - \$8,146,566
Fees - \$42,240

Signs

Number - 171
Value - \$968,495
Fees - \$11,907

Fences

Number - 182
Fees - \$5,430

Residential - Alterations

Number - 251
Value - \$16,307,387
Fees - \$80,669

Commerical - Alter/Remodel & Infills

Number - 104
Value - \$29,421,721
Fees - \$105,827
Square Feet - 513,086

Commercial Additions

Number 13
Value \$31,794,782
Fees - \$68,896
Square Feet - 153,952

Other

Number - 0
Value - \$0.00
Fees - \$3,172

Total Number of Permits:	1,406
Total Valuation:	\$755,421,687
Total Fees:	\$1,778,942
Total Housing Units	1,036
Total Square Feet:	4,924,949