



**Planning Commission
Admin Meeting Agenda
December 9, 2025
Bentonville City Hall
Public Meeting: 3:00 PM**

Registration Link: <https://us02web.zoom.us/j/82621771279>

Notice: Fraudulent invoices are being sent to builders and developers who have active projects in the City of Bentonville. The invoices appear to come from the City of Bentonville but ask for a wire transfer of funds. **The City of Bentonville will never ask for a wire transfer of funds.**

- I. Call to Order**
- II. Approval of Minutes**
 - 1. **December 2, 2025 Meeting Minutes** **Approval of Meeting Minutes**
- III. New Business**
 - 1. **Election of Chair, Vice Chair and Secretary** **Vote**
 - 2. **Adopt the 2026 and 1QTR 2027 Planning Commission Calendar** **Vote**
 - 3. **Review of By-laws** **Discussion**
 - 4. **Selection of the Board of Adjustment representative for 2026** **Admin**
- IV. Other Business**
 - 1. **Plan Bentonville** **Informational**
- V. Adjournment**



**Planning Commission
Meeting Minutes
December 2nd, 2025
Bentonville City Hall
Tech Review: 4:00 PM
Public Hearing: 5:00 PM**

Meeting Recording: <https://bentonvillear.portal.civicclerk.com/event/1803/media>

Commissioners Present: Reggie Wright (Chairman), Dana Davis, Elaine Kerr, Danny Bennett, Doug Bryant, Ifeoma Ibekwe

Commissioners Absent: Eric Hipp

Staff Present: Tyler Overstreet, Tom Adler, Dan Weese, Braedyn McBroom, Nathan Izard, Bonnie Bridges (virtual attendance)

I. Call to Order

- Chairman Wright calls the meeting to order at 5:00 pm.

II. Approval of Minutes

1. November 18th Meeting Minutes

Approval of Meeting Minutes

- Motion to approve by Ibekwe, second by Bryant.
- Minutes are approved 6-0.

III. Consent Agenda

- 1. Deming’s Addition, Block 7, Lot 23**
305 Northwest C Street ([PLA25-0028](#))
- 2. Centerton Boulevard Subdivision, Lot 1**
3331 SW 14th Street ([LS25-0012](#))

Property Line Adjustment

Lot Split

- Mr. Adler provides an overview of the items on the Consent Agenda.
- Consent Agenda is approved 6-0.

IV. New Business

Advertised Public Hearings

1. 904 NW B Street, LLC / Bliss

Rezoning*

904 Northwest B Street ([RZ25-0045](#))

Rezoning: R-1, Low Density Single Family Residential to DN-2, Downtown Medium Density Residential (Standard Review)

- Mr. Adler provides an overview of the staff report.
- Chairman Wright opens the public hearing.

- Suraya Bliss, the applicant, is present to answer any questions.
- There are no comments from the public.
- Chairman Wright closes the public hearing and opens discussion among commissioners.
- Rezoning is approved 6-0.

2. **Alex and Elise Lake Revocable Trust** **Rezoning***
(Improperly noticed public hearing – no action possible)

802 Southwest Second Street ([RZ25-0045](#))

Rezoning: R-1, Low Density Single Family Residential to DN-2, Downtown Medium Density Residential (Standard Review)

- Mr. Adler provides an overview of the staff report.
- Chairman Wright opens the public hearing.
- There are no comments from the public.
- Chairman Wright closes the public hearing and opens discussion among commissions.
- Chairman Wright explains that due to the improper public hearing notice, no action can be taken on this item.
- Motion by Davis to table, second by Kerr.
- The item is tabled 6-0.

3. **Clip Realty LLC / United Industries -** **Conditional Use Permit***
Material Storage Extension

SE 5th Street, north of Respect Dr. ([CU25-0035](#))

Bulk Storage of Highly Flammable Material

- Mr. Adler provides an overview of the staff report.
- Chairman Wright opens the public hearing.
- The applicant is present to answer any questions
- There are no comments from the public.
- Chairman Wright closes the public hearing and opens discussion among commissioners.
- Commissioners discuss modifying the first condition of approval in the staff report to work with city staff to add sufficient street frontage landscaping.
- Conditional use permit is approved 6-0, with the modified conditions:
 - Additional street frontage landscaping and fabric fence screening shall be installed to the satisfaction of the Planning Director and maintained to effectively screen the storage area from view of 5th Street.
 - Applicant shall provide a visual delineation around the building, acceptable to the fire marshal, beyond which no materials shall be stored.
 - Applicant shall keep the rear dock clear. All other storage areas shall be kept tidy and orderly and in compliance with all applicable public safety codes and standards.

4. **Opal Park PUD,** **Planned Unit Development Amendment***
Amendment

- SW Regional Airport Blvd, between Barron and Adams Rd ([PUD22-0003](#))
- Mr. Adler provides an overview of the staff report.
- Chairman Wright opens the public hearing.
- Connor Threet from Crafton Tull and Mary McGetrick from Buffington Homes are present to answer any questions
- Aaron Lindelle, a nearby property owner and member of the public, gives comments about traffic concerns.
- Chairman Wright closes the public hearing and opens discussion among commissioners.
- The applicants address questions asked by the public and the Commissioners.
- PUD amendment is approved 6-0.

5. **Barron Road, LLC**

Rezoning*

5927 Southwest Barron Road ([RZ25-0046](#))

Rezoning: A-1, Agriculture, to C-3, Mixed-Use Commercial (Standard Review)

- Mr. Adler provides an overview of the staff report.
- Chairman Wright opens the public hearing.
- Jason Ingalls, the applicant, is present to answer any questions.
- There are no comments from the public.
- Chairman Wright closes the public hearing and opens discussion among commissioners.
- Rezoning is approved 6-0.

V. Other New Business

1. **Opal Park Phase 1 Preliminary Plat Amendment**

Preliminary Plat

SW Regional Airport Blvd, between Barron and Adams Rd ([PP23-0003](#))

Waiver: Distance from the primary entrance for model homes per Dev Code Sec 400.08 (a)

- Mr. Adler provides an overview of the staff report.
- Chairman Wright opens the public hearing.
- Connor Threet and Mary McGetrick are present to answer any questions.
- There are no comments from the public.
- Chairman Wright opens discussion among commissioners.
- Motion by Davis, second by Ibekwe to approve the waiver..
- The waiver for the preliminary plat is approved 6-0.
- A second vote is taken for the preliminary plat amendment. Preliminary plat amendment is approved 6-0.

2. **Opal Park Phase 1 Townhomes**

Large Scale Development

SW Regional Airport Blvd, between Barron and Adams Rd ([LSD25-0049](#))

- Mr. Adler provides an overview of the staff report.
- Chairman Wright opens the public hearing.
- Connor Threet and Mary McGetrick are present to answer any questions.
- There are no comments from the public.

- Chairman Wright opens discussion among commissioners.
- Large scale development is approved 6-0.

VI. Old Business

VII. Other Business

1. Plan Bentonville

Informational

- Mr. Overstreet provided a review of Section 5 of the draft code revision.

2. Proposed Agenda Items for the Admin meeting 12/9/25 at 3:00pm

Discussion

- By-Laws, Adopt Calendar, Elect Officers
- Item is discussed during tech review only.

VIII. Adjournment

- Motion to adjourn by Ibekwe, second by Kerr. Meeting is adjourned.

2026

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2027

BOA PC Off Admin

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Consent Agenda Item 2024-993

For the Planning Commission meeting on December 9, 2025

Details

Some items the Commission may want to consider adding to the bylaws:

1. A records Retention Policy that includes timeframes at least as long as long the state Records Retention Schedule. <https://humanservices.arkansas.gov/wp-content/uploads/710-20-0006 Attachment H-The Arkansas Records Retention Schedule August 2006.pdf>
2. Specifying the first meeting in April as the date any FLUM amendments will be considered each year.
3. Specifying that all speakers will be limited to 3 minutes.
4. Specifying that the chair may allow additional public comments for those tabled items that are returning for final approval.
5. Changing the Technical Committee to 4:30 pm

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, or a total of six (6) meetings combined in a calendar year, except in extraordinary cases, may, at the recommendation of the Mayor, 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 two years or 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. 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.
 - 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 limit 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 Planning 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 April of each year, Planning Commission and Planning Staff will hold a special meeting to review the previous 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 Planning 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.
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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 JANUARY, 2024.

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
- 1/3/23
- 1/2/24

2026 Draft BY-LAWS
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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 in accordance with the Arkansas General Records Retention Schedule, 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~~^{9th} DAY OF ~~DECEMBER~~^{JANUARY}, 202~~5~~⁴.

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
 1/3/23
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 12/9/25