

City of Arkadelphia
Planning Commission Meeting
November 18, 2021 at 5:30 p.m.
City Hall Boardroom, 700 Clay Street
Arkadelphia, Arkansas 71923

AGENDA

1. Call the Planning Commission to order.
2. Welcome – Matt Johnson as our newest member of the Planning Commission/Board of Zoning Adjustment.
3. Consider the October 14, 2021 Planning Commission minutes.
4. Staff Report for Mitchell Funeral Home’s wall sign request
5. Consider Mitchell Funeral Home’s request for a special permit to install a wall sign in a Multi-Family Residential District (R-3).
6. Building Department Report, DeAnna Graves
7. Other business
8. Adjourn Planning Commission

**REGULAR CALLED MEETING
PLANNING COMMISSION**

Board Room

October 14, 2021

5:30 P.M.

MEMBERS:

Diedra Middleton
Llewellyn Terry
Bill Phelps (Absent)
Lawrence Phillips
Tom Tobin (Absent)
Gracie Neal
Terry Roberts

OTHERS:

Gary Brinkley, *City Manager*
Samantha Roybal, *City Clerk*
DeAnna Graves, *Building Dept. Manager*

A motion was made by Llewellyn Terry seconded by Lawrence Phillips to appoint Terry Roberts as acting Chairman.

CALL TO ORDER

The Acting Chairman called the Planning Commission meeting to order at 5:31 p.m.

**APPROVAL OF PLANNING COMMISSION/BOARD OF ZONING
ADJUSTMENT MINUTES FROM SEPTEMBER 28, 2021**

A motion was made by Diedra Middleton seconded by Gracie Neal to approve the minutes from the September 28, 2021, Planning Commission meeting.

The motion passed on a roll call vote and the vote was as follows:

Diedra Middleton	“Aye”	Lawrence Phillips	“Aye”
Llewellyn Terry	“Aye”	Gracie Neal	“Aye”
Bill Phelps	“Absent”	Terry Roberts	“Aye”
Tom Tobin	“Absent”		

**PUBLIC HEARING TO CONSIDER WALL SIGNAGE APPROVAL AT 206 S
7TH STREET IN THE CENTRAL BUSINESS REDEVELOPMENT DISTRICT
(CBRD) 5:32 P.M.- 5:35 P.M.**

Ishrael Wordlaw is the tenant and operates a Farmers Insurance Agency at 206 S 7th Street. He is requesting signage approval on behalf of Brown and Carolyn Hardman.

Ishrael Wordlaw, the tenant representing Farmers Insurance Agency, spoke on behalf of the request.

A motion was made by Llewellyn Terry, seconded by Diedra Middleton to approve Ishrael Woodlaw’s signage request as submitted.

The motion passed on a roll call vote and the vote was as follows:

Diedra Middleton	“Aye”	Lawrence Phillips	“Aye”
Llewellyn Terry	“Aye”	Gracie Neal	“Aye”
Bill Phelps	“Absent”	Terry Roberts	“Aye”
Tom Tobin	“Absent”		

PUBLIC HEARING TO CONSIDER JOANN BULLOCK’S REQUEST TO INSTALL AN ACCESSORY BUILDING ON A LOT WITHOUT A PRINCIPAL STRUCTURE AS OTHER USES DEEMED APPROPRIATE 5:38 P.M. -5:44 P.M.

Ms. Bullock owns a single-family dwelling at 228 Main Street and the adjacent vacant lot at 3rd and Clinton Street. Ms. Bullock would like to place a metal garage on the adjacent vacant lot for parking.

Larry Murray spoke on behalf of Ms. Bullock’s request.

A motion was made by Llewellyn Terry, seconded by Gracie Neal to approve Ms. Bullock’s request to install a metal garage on a vacant lot without a principal structure as other uses deemed appropriate.

The motion passed on a roll call vote and the vote was as follows:

Diedra Middleton	“Aye”	Lawrence Phillips	“Aye”
Llewellyn Terry	“Aye”	Gracie Neal	“Aye”
Bill Phelps	“Absent”	Terry Roberts	“Aye”
Tom Tobin	“Absent”		

ADJOURNMENT

There being no further business to discuss, Diedra Middleton made the motion, seconded by Lawrence Phillips to adjourn. **The motion passed unanimously, and the meeting adjourned at 5:44 p.m.**

Bill Phelps, Vice Chairman


Samantha Roybal, Recorder

ADDITIONAL ATTENDEES

Ishreal Wordlaw
Joann Bullock
Larry Murray



Building Department Manager
DeAnna Graves
700 Clay St.
Arkadelphia, AR 77923
Ph: (870) 246-1818
deanna.graves@arkadelphia.gov

Date: November 5, 2021
To: Planning Commission
Cc: Gary Brinkley, City Manager; City Board of Directors; and Ed McCorkle, City Attorney
From: DeAnna Graves, Building Department Manager 
Re: Consider Jodie Mitchell, Jacqueline Mitchell Craig and Georgina Wright's request for a special permit for signage at 1809 Caddo Street

Jodie Mitchell, Jacqueline Mitchell Craig and Georgina Wright, owners of Mitchell Funeral Home, are requesting a special permit to install a wall sign in a Residential Zoning District (R-3).

The owners of Mitchell Funeral Home are requesting to install a wall sign on the front façade instead of the ground mounted sign you approved on August 12, 2021. The proposed sign display area will be 67" wide and 49" high, totaling 22.80 square feet.

Land Use Ordinance B-425, Art. 5-12, *Sign Regulations*

Section L. Signs Permitted in Residential Districts including the Residential Redevelopment District

2. Signs larger than two (2) square feet but not larger than thirty-two (32) square feet may be permitted by special permit from the Planning Commission for apartment buildings, schools, churches, hospitals, parks, farms and other special uses approved for the zoning district. Such signs shall indicate nothing other than the name and/or address of the premises and name of the management except that church signs may include information concerning services and other information related to their ministry.

Staff recommends approving the special permit request as submitted.

Mitchell Funeral Home

November 10, 2021

1809 Caddo St.
Arkadelphia, AR 71923

Building Planning Commission:

I would like to request a hearing for another project on the Mitchell Funeral Home of Arkadelphia remodel design. We are requesting a sign to be placed on the front of the building to replace the old Mitchell letters. The artwork proof with the dimensions have already been given.

Sincerely,

Georgina B. Wright

67"



"Quality you can appreciate,
Service you can depend on!"

49"





Building Department Manager
 DeAnna Graves
 700 Clay St.
 Arkadelphia, AR 77923
 Ph: (870) 246-1818
 deanna.graves@arkadelphia.gov

October 11, 2021

Joseph Buckley
 c/o Shirley Buckley Lester
 195 Barrington Road
 Bloomfield Hills, MI 48302

Dear Resident:

This letter is to notify you that Jodie Mitchell, Jacqueline Mitchell Craig and Georgina Battle owners of Mitchell Funeral Home, a neighboring property owner, are requesting special permit to install a wall mounted sign in a Residential District at 1809 Caddo Street. This property is adjacent to the property you own.

Their request is to be heard on November 18, 2021 at 5:30 p.m. in the City Hall Board Room, 700 Clay Street, Arkadelphia, Arkansas. Please feel free to call the Building Department for additional information.

Sincerely,

DeAnna Graves

DeAnna Graves
 Building Department Manager
 Enc. (1)

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION	
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 		A. Signature <i>X Rose</i> B. Received by <i>ROSE</i> D. Is delivery addressed to you? If YES, enter	
1. Article Addressed to: <i>Joseph Buckley c/o Shirley Buckley Lester 195 Barrington Rd. Bloomfield Hills, MI 48302</i>		3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery - Signature Required	
2. Article Number (Transfer from service label) 7020 0640 0001 3511 3144		7020 0640 0001 3511 3144	
9590 9402 5341 9154 5643 11		U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.		OFFICIAL USE	
Certified Mail Fee \$ <u>3.75</u> \$3.75		Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ <u>2.05</u> <input type="checkbox"/> Return Receipt (electronic) \$ <u>0.00</u> <input type="checkbox"/> Certified Mail Restricted Delivery \$ <u>0.00</u> <input type="checkbox"/> Adult Signature Required \$ <u>0.00</u> <input type="checkbox"/> Adult Signature Restricted Delivery \$ <u>0.00</u>	
Postage \$ <u>58.58</u>		Total Postage and Fees \$ <u>7.38</u> \$7.38	
Sent To <i>Joseph Buckley c/o Shirley Buckley Lester 195 Barrington Rd. Bloomfield Hills, MI 48302</i>		Street and Apt. No., or PO Box No. <i>195 Barrington Rd.</i> City, State, ZIP+4® <i>Bloomfield Hills, MI 48302</i>	
PS Form 3811, July 2015 PSN 7530-02-000-9053		PS Form 3800, April 2015 PSN 7530-02-000-9047	
Domestic Return Receipt		See Reverse for Instructions	



Building Department Manager
 DeAnna Graves
 700 Clay St.
 Arkadelphia, AR 77923
 Ph: (870) 246-1818
 deanna.graves@arkadelphia.gov

October 11, 2021

Raza Properties of Clark County LLC
 1 Harvest Ridge Road
 Arkadelphia, AR 71923

Dear Resident:

This letter is to notify you that Jodie Mitchell, Jacqueline Mitchell Craig and Georgina Battle owners of Mitchell Funeral Home, a neighboring property owner, are requesting special permit to install a wall mounted sign in a Residential District at 1809 Caddo Street. This property is adjacent to the property you own.

Their request is to be heard on November 18, 2021 at 5:30 p.m. in the City Hall Board Room, 700 Clay Street, Arkadelphia, Arkansas. Please feel free to call the Building Department for additional information.

Sincerely,

DeAnna Graves

DeAnna Graves
 Building Department Manager
 Enc. (1)

SENDER: COMPLETE THIS SECTION <ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 		U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only For delivery information, visit our website at www.usps.com ®.	
1. Article Addressed to: Raza Properties of Clark County 1 Harvest Ridge Rd. Arkadelphia, AR 71923		Certified Mail Fee \$ 3.75 Extra Services & Fees (check box, add fee as appropriate) <input checked="" type="checkbox"/> Return Receipt (hardcopy) \$ 3.05 <input type="checkbox"/> Return Receipt (electronic) \$ 0.00 <input type="checkbox"/> Certified Mail Restricted Delivery \$ 0.00 <input type="checkbox"/> Adult Signature Required \$ 0.00 <input type="checkbox"/> Adult Signature Restricted Delivery \$ 0.00	
2. Article Number (Transfer from service label) 7020 0640 0001 3511 3175		Postage \$ 0.58 Total Postage and Fees \$ 7.38	
9590 9402 5341 9154 5642 50 PS Form 3811, July 2015 PSN 7530-02-000-9053		0924 05 Postmark Here 10/18/2021 Sent To Raza Properties of Clark County LLC 1 Harvest Ridge Rd. Arkadelphia, AR 71923 PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	



Building Department Manager
 DeAnna Graves
 700 Clay St.
 Arkadelphia, AR 77923
 Ph: (870) 246-1818
 deanna.graves@arkadelphia.gov

October 11, 2021

Mary Jones
 c/o Paul Hale
 1802 Caddo Street
 Arkadelphia, AR 71923

Dear Resident:

This letter is to notify you that Jodie Mitchell, Jacqueline Mitchell Craig and Georgina Battle owners of Mitchell Funeral Home, a neighboring property owner, are requesting special permit to install a wall mounted sign in a Residential District at 1809 Caddo Street. This property is adjacent to the property you own.

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Sincerely,

DeAnna Graves

DeAnna Graves
 Building Department Manager
 Enc. (1)

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- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
 Mary Jones
 c/o Paul Hale
 1802 Caddo Street
 Arkadelphia, AR 71923

2. Article Number (Transfer from service label)
 7020 0640 0001 3511 3182

PS Form 3811, July 2015 PSN 7530-02-000-9053

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Arkadelphia, AR 71923

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Extra Services & Fees (check box, add fees as appropriate)	\$3.05
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<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.58
Total Postage and Fees	\$7.38

Postmark Here
 0924 05
 10/18/2021

Sent To
 Mary Jones c/o Paul Hale
 1802 Caddo Street
 Arkadelphia, AR 71923

PS Form 3800, April 2015 PSN 7530-02-000-9047
 See Reverse for Instructions

7020 0640 0001 3511 3182



Building Department Manager
 DeAnna Graves
 700 Clay St.
 Arkadelphia, AR 77923
 Ph: (870) 246-1818
 deanna.graves@arkadelphia.gov

October 11, 2021

Marilyn Allen
 c/o Margaret Pashal
 6201 E Lake Mead Blvd Apt 263
 Las Vegas, NV 89156

Dear Resident:

This letter is to notify you that Jodie Mitchell, Jacqueline Mitchell Craig and Georgina Battle owners of Mitchell Funeral Home, a neighboring property owner, are requesting special permit to install a wall mounted sign in a Residential District at 1809 Caddo Street. This property is adjacent to the property you own.

Their request is to be heard on November 18, 2021 at 5:30 p.m. in the City Hall Board Room, 700 Clay Street, Arkadelphia, Arkansas. Please feel free to call the Building Department for additional information.

Sincerely,

DeAnna Graves

DeAnna Graves
 Building Department Manager
 Enc. (1)

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
 Marilyn Allen
 c/o Margaret Pashal
 6201 E. Lake Mead Blvd. Apt. 263
 Las Vegas, NV 89156

9590 9402 5341 9154 5643 59

2. Article Number (transfer from service label)
 7020 0640 0001 3511 320

PS Form 3811, July 2015 PSN 7530-02-000-9053

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Las Vegas, NV 89156

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0924 05

Postmark Here

10/18/2021

Certified Mail Fee	\$ 3.75
Extra Services & Fees (check box, add fee as appropriate)	\$ 3.05
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 3.00
<input type="checkbox"/> Return Receipt (electronic)	\$ 0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$ 0.00
<input type="checkbox"/> Adult Signature Required	\$ 0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$ 0.00
Postage	\$ 0.58
Total Postage and Fees	\$ 7.38

Sent To
 Marilyn Allen c/o Margaret Pashal
 Street and Apt. No., or PO Box No.
 6201 E. Lake Mead Blvd. Apt. 263
 City, State, ZIP+4®
 Las Vegas, NV 89156

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



Building Department Manager
 DeAnna Graves
 700 Clay St.
 Arkadelphia, AR 77923
 Ph: (870) 246-1818
 deanna.graves@arkadelphia.gov

October 11, 2021

Lucille Coleman
 David Coleman
 c/o Annie S Perry
 201 S Clark Street
 Arkadelphia, AR 71923

Dear Resident:

This letter is to notify you that Jodie Mitchell, Jacqueline Mitchell Craig and Georgina Battle owners of Mitchell Funeral Home, a neighboring property owner, are requesting special permit to install a wall mounted sign in a Residential District at 1809 Caddo Street. This property is adjacent to the property you own.

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Sincerely,

DeAnna Graves

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 Building Department Manager
 Enc. (1)

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<input checked="" type="checkbox"/> Complete Items 1, 2, and 3. <input checked="" type="checkbox"/> Print your name and address on the reverse so that we can return the card to you. <input checked="" type="checkbox"/> Attach this card to the back of the mailpiece, or on the front if space permits.		A. \$ B. X C. D D.		For delivery information, visit our website at www.usps.com ™. Arkadelphia, AR 71923 OFFICIAL USE	
1. Article Addressed to: Lucille or David Coleman c/o Annie S. Perry 201 S. Clark Street Arkadelphia, AR 71923		7020 0640 0001 3511 3199		Certified Mail Fee \$ 3.75 Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$ 3.00 <input type="checkbox"/> Return Receipt (electronic) \$ 0.00 <input type="checkbox"/> Certified Mail Restricted Delivery \$ 0.00 <input type="checkbox"/> Adult Signature Required \$ 0.00 <input type="checkbox"/> Adult Signature Restricted Delivery \$ 0.00 Postage \$ 3.58 Total Postage and Fees \$ 7.38	
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2. Article Number (Transfer from service label) 7020 0640 0001 3511 3199		Spent To Lucille or David Coleman % Annie Perry 201 S. Clark St. Arkadelphia, AR 71923		PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	



Building Department Manager
 DeAnna Graves
 700 Clay St.
 Arkadelphia, AR 77923
 Ph: (870) 246-1818
 deanna.graves@arkadelphia.gov

October 11, 2021

Lovie Brim
 Geraldine Brim
 715 Millcreek Road
 Arkadelphia, AR 71923

Dear Resident:

This letter is to notify you that Jodie Mitchell, Jacqueline Mitchell Craig and Georgina Battle owners of Mitchell Funeral Home, a neighboring property owner, are requesting special permit to install a wall mounted sign in a Residential District at 1809 Caddo Street. This property is adjacent to the property you own.

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Sincerely,

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 Building Department Manager
 Enc. (1)

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY																												
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece or on the front if space permits. 		U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only																												
1. Article Addressed to: Lovie Brim Geraldine Brim 715 Millcreek Rd. Arkadelphia, AR 71923		For delivery information, visit our website at www.usps.com . Arkadelphia, AR 71923 OFFICIAL USE																												
2. Article Number (Transfer from service label) 7017 2400 0000 3141 3		<table border="1"> <tr> <td>Certified Mail Fee</td> <td>\$ 3.75</td> <td>\$3.75</td> </tr> <tr> <td>Extra Services & Fees (check box, add fee as appropriate)</td> <td></td> <td>\$7.05</td> </tr> <tr> <td><input checked="" type="checkbox"/> Return Receipt (hardcopy)</td> <td>\$ 3.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Return Receipt (electronic)</td> <td>\$ 0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td>\$ 0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Required</td> <td>\$ 0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td>\$ 0.00</td> <td></td> </tr> <tr> <td>Postage</td> <td>\$.58</td> <td>\$0.58</td> </tr> <tr> <td>Total Postage and Fees</td> <td>\$ 7.38</td> <td>\$7.38</td> </tr> </table>	Certified Mail Fee	\$ 3.75	\$3.75	Extra Services & Fees (check box, add fee as appropriate)		\$7.05	<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 3.00		<input type="checkbox"/> Return Receipt (electronic)	\$ 0.00		<input type="checkbox"/> Certified Mail Restricted Delivery	\$ 0.00		<input type="checkbox"/> Adult Signature Required	\$ 0.00		<input type="checkbox"/> Adult Signature Restricted Delivery	\$ 0.00		Postage	\$.58	\$0.58	Total Postage and Fees	\$ 7.38	\$7.38	0924 05 Postmark Here 10/18/2021
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Building Department Manager
 DeAnna Graves
 700 Clay St.
 Arkadelphia, AR 77923
 Ph: (870) 246-1818
 deanna.graves@arkadelphia.gov

October 11, 2021

Geraldine Luster
 Jeffery Luster
 715 Millcreek Road
 Arkadelphia, AR 71923

Dear Resident:

This letter is to notify you that Jodie Mitchell, Jacqueline Mitchell Craig and Georgina Battle owners of Mitchell Funeral Home, a neighboring property owner, are requesting special permit to install a wall mounted sign in a Residential District at 1809 Caddo Street. This property is adjacent to the property you own.

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Sincerely,

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 Building Department Manager
 Enc. (1)

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1. Article Addressed to: Geraldine Luster Jeffery Luster 715 Millcreek Rd. Arkadelphia, AR 71923		7017 2400 0000 3141 3632 PS Form 3800, April 2015 PSN 7530-02-000-9047		OFFICIAL USE Certified Mail Fee \$ 3.75 \$3.75 Extra Services & Fees (check box, add fee if appropriate) <input checked="" type="checkbox"/> Return Receipt (hardcopy) \$ 4.00 <input type="checkbox"/> Return Receipt (electronic) \$ 0.00 <input type="checkbox"/> Certified Mail Restricted Delivery \$ 0.00 <input type="checkbox"/> Adult Signature Required \$ 0.00 <input type="checkbox"/> Adult Signature Restricted Delivery \$ 0.00 Postage \$.58 \$0.58 Total Postage and Fees \$ 7.38 \$7.38 Sent To Geraldine/Jeffery Luster Street and Apt. No., or PO Box No. 715 Millcreek Rd. City, State, ZIP+4® Arkadelphia AR 71923	
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***BUILDING DEPARTMENT STAFF REPORT**

November 10, 2021

DEVELOPMENT IN PROCESS:

- Entergy Service Center 2803 Pine Street – interior work being finished Tentative Completion Date 11/22/21
- Walmart – needs door for pickup area
- OBU Softball Complex Improvements – Roof being installed
- Tate Temple COGIC — framing and roofing done; awaiting on windows
- Regions Bank – HVAC needs installed on roof; interior painting and flooring being done
- Ouachita Valley Meats – Ground work is done / need plans
- OBU – Footings poured and in ground plumbing being done in stages
- Entergy – gravel pad and driveway expansion in progress
- 101 Cedar Cove – in slab plumbing done and foundation poured
- Hammonds House conversion – New addition footings to be poured; still waiting on plans for the remodel
- OBU Pavilion and Observation Tower – Observation tower done, pavilion frame installed

FUTURE PROJECTS

- CenterPoint to move gas lines for the expansion of Pine Street.
- Braums – deal is done awaiting plans
- 25th and Haddock – possible Veterinary Clinic
- Single Family Dwelling - 109 Birch Cove
- Single Family Dwelling – 101 Aspen Cove