

Pea Ridge Planning Commission

Board of Adjustments

February 6, 2024

6:00 p.m.

1. Open Meeting

February 6, 2024, Pea Ridge Planning Commission meeting was called to order at 6:00 p.m. by, Chairperson Michael Wilhelm.

2. Roll Call

Roll call was taken by Planning Director, Jessica Grady.

Roll Call:

Chairperson Michael Wilhelm – Present

Vice Chairperson Greg Pickens - Absent

Commissioner Chris Johnson - Absent

Commissioner Dr. Karen Sherman – Present

Commissioner Al Fowler - Present

Commissioner Carolyne Wendel – Present

Commissioner Juan Arriola - Present

(Additional attendees are listed on the sign-in sheet)

3. Review Minutes from January 2, 2024, Planning Commission Meeting

Commissioner Dr. Karen Sherman motioned to approve the January 2, 2024; Planning Commission minutes as presented.

Commissioner Carolyne Wendel seconded the motion.

Votes:

Chairperson Michael Wilhelm – Yes

Commissioner Dr. Karen Sherman – Yes

Commissioner Al Fowler - Yes

Commissioner Carolyne Wendel – Yes

Commissioner Juan Arriola – Yes

**Motion approved unanimously.**

4. Announcements

- Homes for Our Troops invites everyone to join them in a Community Kickoff event for Army SGT Andrew Butterworth Sat. Feb. 10 at 9:30a.
- Save the Date! Solar Eclipse Apr. 8, 2024

5. Public Hearing

Chairperson Michael Wilhelm opened the Public Hearing and welcomed public comments.

- Review code Ch. 14.04 – Manufactured Homes  
No public comments were made.

Chairperson Michael Wilhelm closed the Public Hearing and re-opened the Planning Commission meeting.

6. Old Business

None

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7. New Business

- Duke McClarty with Groundwork NWA discussed workforce housing  
Duke McClarty and Jessica LeWallen, from Groundwork NWA, stood to present their presentation about workforce housing in NWA. They also presented information about the growth we are seeing in Pea Ridge.  
No public comments or questions were made.
- Megan Brown with Urban Land Institute NWA discussed the ULI TAP Grant Process  
Megan Brown, with Urban Land Institute NWA, stood to present her presentation about the ULI TAP Panel and Small Cities Grant process.  
No public comments or questions were made.
- Review code Ch. 14.04 – Manufactured Homes  
City staff presented requested code updates for Ch. 14.04 of the Pea Ridge Code for Manufactured Home regulations. The code changes were prepared by City Attorney Shane Perry along with the assistance from Pea Ridge City Staff and additional outside consultants. A public notice was published in the paper according to the Pea Ridge code requirements and was reviewed by the Planning Commission for additional comments and feedback.  
Commissioner Carlyne Wendel motioned to recommend the updated code to Ch. 14.04 Manufactured Home regulations.  
Commissioner Juan Arriola seconded the motioned.  
Votes:  
Chairperson Michael Wilhelm – Yes  
Commissioner Dr. Karen Sherman – Yes  
Commissioner Al Fowler - Yes  
Commissioner Carlyne Wendel – Yes  
Commissioner Juan Arriola – Yes  
**Motion to recommend approved unanimously.**
- Yorktown Subdivision Ph. 1 Final Plat – East Pickens/HWY 72;  
Parcel # 13-00029-000 & 13-0075-247  
Jake Chavis, representative for Yorktown Subdivision, stood to discuss the Final Plat request for Phase 1.  
City Staff reported there were no outstanding comments that needed to be addressed.  
Commissioner Al Fowler motioned to recommend the Yorktown Final Plat for Phase 1 as presented.

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Commissioner Carlyne Wendel seconded the motion.

Votes:

Chairperson Michael Wilhelm – Yes

Commissioner Dr. Karen Sherman – Yes

Commissioner Al Fowler - Yes

Commissioner Carlyne Wendel – Yes

Commissioner Juan Arriola – Yes

**Motion to recommend approved unanimously.**

8. Board of Adjustments

None

9. Adjourn

**Motioned to adjourn was approved unanimously.**

**Respectfully submitted by:**

**Approved by:**

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**Jessica Grady**  
**Planning Director**

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**Michael Wilhelm**  
**Chairperson**