

Pea Ridge Planning Commission

Board of Adjustments

July 2, 2024

6:00 p.m.

1. Open Meeting

July 2, 2024, Pea Ridge Planning Commission meeting was called to order at 6:09 p.m. by, Chairperson Michael Wilhelm.

2. Roll Call

Roll Call was taken by Planning Director Jessica Grady.

Roll:

Chairperson Michael Wilhelm – Present

Vice Chairperson Dr. Karen Sherman – Present

Commissioner Al Fowler - Present

Commissioner Carlyne Wendel – Present

Commissioner Juan Arriola – Absent

Commissioner Shelia Wilkerson – Absent

Commissioner Chris Johnson – Absent

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

3. Review Minutes from June 4, 2024, Planning Commission Meeting.

Commissioner Dr. Karen Sherman motioned to approve the June 4, 2024, Planning Commission minutes as presented.

Commissioner Al Fowler seconded the motion.

Votes:

Chairperson Michael Wilhelm – Yes

Vice Chairperson Dr. Karen Sherman – Yes

Commissioner Al Fowler - Yes

Commissioner Carlyne Wendel – Yes

Motion passed unanimously.

4. Announcements

Upcoming community engagement meeting on July 9, 2024.

5. Public Hearing

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

- Flash Properties LLC – Rezone RE to C1; 10785 E. McNelly Rd.; Parcel # 13-00184-532
David Hillman, representative for Flash Properties LLC, stood to discuss their rezone request to go from RE to C1. The reason for their request is to develop flex office space.
Carmen Bertola, citizen of Pea Ridge, stood to discuss our rezone process. She stated she would like to know what criteria the Commission uses when considering rezone requests.

Commissioner Dr. Karen Sherman explained the criteria that is used when the Planning Commission considers rezone requests, she went on to discuss our Comprehensive Plan and how it highlights potential Commercial corridors.

Planning Director, Jessica Grady, stated staff did not receive any public comments.

No additional public comments were made.

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

6. Old Business

None

7. New Business

- Flash Properties LLC – Rezone RE to C1; 10785 E. McNelly Rd.; Parcel # 13-00184-532
David Hillman, representative for Flash Properties LLC, stood to discuss their rezone request to go from RE to C1. The reason for their request is to develop flex office space. Ken Hayes, Pea Ride Water & Utility Superintendent, stated Flash Properties LLC could consider septic for their development but they will need to discuss it further with the water department and Arkansas Department of Health.
The Commissioners discussed the rezone request with no additional questions. Commissioner Al Fowler motioned to recommend the rezone for Flash Properties LLC, located at 10785 E. McNelly Rd, to rezone from RE to C1. Commissioner Carolyne Wendell seconded the motion.

Votes:

Chairperson Michael Wilhelm – Yes

Vice Chairperson Dr. Karen Sherman – Yes

Commissioner Al Fowler - Yes

Commissioner Carolyne Wendell – Yes

Motion passed unanimously.

- Code revision for Signature Block - Certificate of Ownership & Dedication of Public Rights-of-Way/Easements
Staff is requesting a code revision for the signature block that is used on Final Plats, this is for the Certificate of Ownership, Dedication of Public Rights-of-Ways, and Easements. The document was worked on by Dustin Phy with Community Development and prepared by City Attorney Shane Perry.
Dr. Karen Sherman clarified the reason for the code revision request to the meeting attendees. She also discussed the recommendation process.
The Commission discussed the request with no additional comments.
Jessica Grady, Planning Director, stated if this request is recommended by the Commissioners, it will need to go before the City Council for the official adoption. There were no additional questions or comments.
Dr. Karen Sherman motioned to recommend code revisions for the signature block. Commissioner Carolyne Wendell seconded the motion.

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Votes:

Chairperson Michael Wilhelm – Yes

Vice Chairperson Dr. Karen Sherman – Yes

Commissioner Al Fowler - Yes

Commissioner Carolyne Wendel – Yes

Motion passed unanimously.

8. Board of Adjustments

None

9. Adjourn

Respectfully submitted by:

Approved by:

Jessica Grady
Planning Director

Michael Wilhelm
Chairperson

