



Small Cities Council Meeting Summary

Wednesday, December 14, 2022 | 9:00 AM
Jacksonville Community Center
Approved February 22, 2023

Meeting PowerPoint slides available at <https://metroplan.org/small-cities-council>

SCC Members Attending

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| 1. Mayor Sammy Hartwick, Chair | City of Greenbrier |
| 2. Mayor Mike Kemp, Vice Chair | City of Shannon Hills |
| 3. Mayor Charles Gastineau | City of Ward |
| 4. Ms. Jennifer Hill | City of Haskell City Recorder/Treasurer |
| 5. Mayor Randy Holland | City of Mayflower |
| 6. Mr. Keith Keck | Hot Springs Village |
| 7. Mayor Trae Reed | City of Lonoke |
| 8. Mayor Terry Don Robinson | City of Wooster |

Additional Attendees

- | | |
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| 10. Mr. Danny Hester | City of Mayflower mayor-elect |
| 11. Mr. Sam Higdon | City of Guy former mayor |
| 12. Ms. Nicci Rummel | City of Ward City Clerk |

Metroplan Staff

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|---------------------------|--------------------------------------|
| 13. Mr. Casey Covington | Deputy Director/CARTS Study Director |
| 14. Ms. Bernadette Rhodes | Community Planner |
| 15. Mr. Tab Townsell | Executive Director |

1. Call to Order & Welcome

Mayor Hartwick called the meeting to order at 9:10 a.m. He welcomed participants and asked all the participants to introduce themselves.

2. Introductions & Announcements

All participants introduced themselves, then Mayor Hartwick asked for any announcements. Mayor Hartwick announced Glisten in Greenbrier, with a circus and ice-skating rink. There were no other announcements. Mayor Hartwick asked Ms. Rhodes to proceed with the agenda.

3. Summary of Previous Meeting

Ms. Hill made a motion to approve the summary of the November 16, 2022 meeting. Mayor Holland seconded the motion. The motion passed unanimously.

4. Unified Development Ordinance (UDO): Housing

Ms. Rhodes gave a presentation on the housing provisions of the Metroplan Model UDO for small cities. The presentation outlined the UDO's residential zones and how various types of housing are allowed and regulated in the ordinance. Please see the meeting slides for more details:

<https://metroplan.org/small-cities-council>

Topics included:

- **Single-Family vs. Flexible Residential**

4 primary residential zones: Low-Density, Neighborhood, Manufactured Home, and Flexible Residential. Many cities have a mix of single-family, duplexes, site-built, and manufactured homes. Flexible Residential allows up to a quadplex (4 units) by right and up to 25 units as a conditional use. Manufactured homes and small retail/restaurant are also conditional uses in this zone.

Ms. Rhodes outlined the development standards for each zone, including setbacks and minimum driveway length, design standards, sidewalks, and street trees.

Question: What happens if the minimum setback is less than the minimum driveway length?

Answer: Houses built up closer to the sidewalk could have driveways that lead past the side of the house to a side or rear garage (given a wide enough lot to accommodate a side driveway). If the lot dimensions make adherence to the development standards impossible, developers may apply for a variance.

Discussion: Building materials for single-family homes. Arkansas state law prohibits architectural and design standards on most single-family homes. As long as the home's construction meets state and local building codes, it is considered a site-built home.

Discussion: Accessory Dwelling Units. The UDO's size limit for ADUs (living quarters built on the same lot as a primary residence) is 1,000 square feet. Cities may want to consider whether this size limit meets their community's needs.

Question: How are building permits approved in the UDO?

Answer: Building permits that meet the standards can be approved administratively (by City staff) and do not have to go before the Planning Commission.

Ms. Rhodes added that the UDO includes templates for building permit and other applications that cities can use to streamline the process and ensure they are collecting all the pertinent materials to ensure compliance with the UDO.

Mayor Kemp emphasized that any variances of the UDO's standards must go before the Planning Commission, and to take care to not start approving changes administratively. Such errors could set a precedent and weaken the UDO's effectiveness.

- **Manufactured vs. Modular Homes**

Ms. Rhodes defined the terms and how each type of home is addressed in the UDO.

Mr. Covington commented that a home built out of shipping containers could be considered a modular home if it meets state and local building codes. He emphasized the importance of having staff capacity to review building permits for compliance with the UDO.

Discussion: Front door facing street.

Mayor Kemp commented that the requirement for manufactured homes to have their front door facing the street would require significantly wider lot sizes than if the manufactured home was allowed to be installed with the narrow side facing the street. Ms. Rhodes can assist cities in considering how to regulate manufactured homes.

Discussion: Requiring axles/hitches to be removed.

Mr. Hester asked if requiring the axles and hitches to be removed is enforceable. Mayor Kemp responded that Shannon Hills already requires all axles and hitches to be removed, and any unit with axles/hitches still attached is considered an RV. Ms. Rhodes will research whether state law requires axles to be removed when installing manufactured homes.

Discussion: Age limit on manufactured homes.

Homes without a HUD certificate (“red tag”) affixed to them are considered “mobile homes” and do NOT have to be allowed anywhere in the city. Several cities require HUD-certified manufactured homes to be no older than 10 years old when moved into the city. Some cities allow older manufactured homes with a variance/conditional use, subject to inspection of condition and appearance.

- **Temporary Dwellings**

The UDO regulates the use of campers/RVs as temporary dwellings with siting/parking requirements and time limits. Vehicles must be 1.5 tons or smaller to be parked in the front driveway. Cities should consider whether this meets their needs. Code enforcement would need to document and track any reported violations.

5. Shareworthy

Ms. Rhodes pointed to the article featured on the agenda about missing middle housing and zoning options for allowing small increases in residential density: <https://tinyurl.com/missmidd>

6. Preview of Upcoming Meetings

Mayor Hartwick shared that the January Metroplan meetings will be held on Wednesday, January 25, 2023. The location will be determined.

Mayor Reed inquired about Metroplan’s resources to help small cities meet the 20% match for transportation grants. Mr. Covington shared that the TAP grants administered through Metroplan allow TAP funding to be used for engineering costs. Metroplan also has a CARTS Infrastructure Exchange with a couple million dollars that could be used to assist small cities with short-term, no-interest loans to help meet cash flow challenges.

7. Adjourn

Mayor Kemp made a motion to adjourn. Ms. Hill seconded. Mayor Hartwick adjourned the Small Cities Council meeting at 9:55 AM.