

**CITY OF GENTRY  
PLANNING & ZONING COMMISSION  
REGULAR MEETING**

**THURSDAY, MARCH 17, 2022**

**PLANNING COMMISSION**

- Roll Call
- Review of Minutes- February 17, 2022
  
- Netzel Revocable Trust: Three Springs Subdivision: Parcel# 18-13587-000;  
Subdivision 3- Final:
  
- Carl & Sherry Wood; Conditional Mixed Use Permit: Parcel# 10-00311-000
  
- Country Lots LLC: Subdivision 1- Phase 6 Sketch Plan: Parcel# 10-00148-200

**CITY OF GENTRY  
PLANNING & ZONING COMMISSION**

**THURSDAY, FEBRUARY 17, 2022**

The Planning and Zoning Commission of the City of Gentry, Arkansas met on February 17, 2022 at 7:00 p.m. for a regular meeting in the Gentry Court Chambers. Chairman Mike Parks called the meeting to order and announced the public hearing:

**ROLL CALL:** Church- Absent  
Feemster- Present  
Kooistra- Present  
Williams- Present  
Meyer- Present  
Parks- Present  
Runyan-Present

**Members Absent:** Paul Church

Others present: Mark Smithson; City Attorney-Joel Kurtz; City Clerk-Jenny Trout; Chamber of Commerce Director-Janie Parks; Steven Bishop, Ray Netzel, and Kyle Coslett.

**Review of the Minutes of the January 20, 2022 Regular Meeting:** After review:

**Motion:** Williams- to approve the minutes as presented

**Second:** Meyer

**Roll Call:** Feemster-yes      Kooistra-yes      Parks-yes  
                 Williams-yes      Meyer-yes      Runyan-pass

**Motion passed.**

- 1). **Robert Swanson RE: referred by City Council for further review of lot split:** Chairman Mike Parks told commissioner's- though not present, Mr. Swanson had been in contact with himself and, with Mayor Kevin Johnston and advised he would be meeting with his personal counsel and asked that this matter be tabled until he was able to attend.

**Motion:** Williams- to table this matter until the March meeting

**Second:** Kooistra

**Roll Call:** Feemster-yes      Kooistra-yes      Parks-yes  
                 Williams-yes      Meyer-yes      Runyan-yes

**Motion passed; review of lot split was tabled.**

**2). Netzel Revocable Trust: Three Springs Subdivision: Parcel# 18-13587-000; Subdivision 1 Sketch; Subdivision 2 Preliminary; Subdivision 3- Final:**

After review of the Sketch Plan:

**Motion:** Runyan- to accept the Sketch Plan

**Second:** Williams

**Roll Call:** Feemster-yes      Kooistra-yes      Parks-yes  
                 Williams-yes      Meyer-yes      Runyan-yes

**Motion passed.**

After review and discussion of the Preliminary:

**Motion:** Williams- to approve the Preliminary subject to the additional items required of lines 4 & 8 of the checklist

**Second:** Meyer

**Roll Call:** Feemster-yes      Kooistra-yes      Parks-yes  
                 Williams-yes      Meyer-yes      Runyan-yes

**Motion passed.**

After review and consideration of the Final Plat:

**Motion:** Meyer- to table the final and bring back to the March meeting with corrected information

**Second:** Kooistra

**Roll Call:** Feemster- yes      Kooistra-yes      Parks-yes  
                 Williams-yes      Meyer-yes      Runyan-yes

**Motion passed; final was tabled.**

**3). Bishop Properties Subdivision 1- Parcel# 18-13697-000: Sketch; Subdivision 2- Preliminary; Subdivision 3- Final:**

After review of the Sketch Plan:

**Motion:** Kooistra- to accept the Sketch Plan as long as updated information of the existing, adjoining land owners, is provided

**Second:** Feemster

**Roll Call:** Feemster-yes      Kooistra-yes      Williams-yes  
                 Meyer-yes      Runyan-yes      Parks-yes

**Motion passed.**

After review and consideration of the Preliminary:

**Motion:** Williams- to approve the Preliminary

**Second:** Kooistra

**Roll Call:** Feemster-yes      Kooistra-yes      Williams-yes  
                 Meyer-yes      Runyan-yes      Parks-yes

**Motion passed.**

After review and consideration of the Final Plat:

**Motion:** Williams- to approve the Final Plat

**Second:** Runyan

**Roll Call:** Feemster-yes      Kooistra-yes      Williams-yes  
                 Meyer-yes      Runyan-yes      Parks-yes

**Motion passed.**

**4). Paul Church: Pioneer Woods Phase 4 Subdivision: Parcel# 10-01077-000; Subdivision 3- Final Plat:**

After review and consideration of the Final Plat:

**Motion:** Runyan- to approve the final plat pending required signatures and sidewalks

**Second:** Meyer

**Roll Call:** Feemster-yes      Kooistra-yes      Parks-yes  
                 Williams-yes      Meyer-yes      Runyan-yes

**Motion passed.**

**5). Sunset Ridge: Subdivision 3- Parcel# 10-00148-200; Phase 5 Final Plat: Country Lots LLC:**

After review and consideration of the Final Plat:

**Motion:** Williams- to accept the Final Plat

**Second:** Kooistra

**Roll Call:** Feemster-yes      Kooistra-yes      Parks-yes  
                 Williams-yes      Meyer-yes      Runyan-yes

**Motion passed.**

**6). Wes Renfroe: Lot split/adjustment: Parcel# 10-00518-000:**

After consideration:

**Motion:** Williams- to approve the adjustment

**Second:** Meyer

**Roll Call:** Feemster-yes      Kooistra-yes      Parks-yes  
                 Williams-yes      Meyer-yes      Runyan-yes

**Motion passed.**

**7). Jeffory Sanders/Sunset Ridge; Variance Request- Parcel# 10-07092-000  
(tabled in January; Mark Smithson to present)**

After discussion and consideration:

**Motion:** Williams- to approve the variance request

**Second:** Kooistra

**Roll Call:** Feemster-yes      Kooistra-yes      Williams-yes  
                 Meyer-yes      Runyan-yes      Parks-yes

**Motion passed.**

There being no further business, Chairman Mike Parks entertained a motion to adjourn:

**Motion:** Feemster

**Second:** Runyan

**All in favor, none opposed.**

**Motion passed. Meeting adjourned.**

Jenny Trout: Planning Commission Secretary/City Clerk

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Mike Parks, Planning Committee Chairman

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**CITY OF GENTRY  
SUBDIVISION CHECKLIST  
FINAL PLAT**

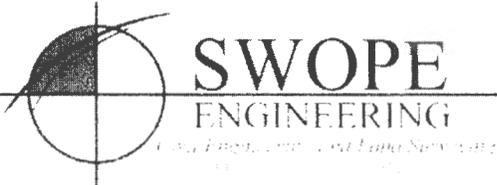
SUBDIVISION NAME <i>Three Springs Phase I</i>	OWNERS NAME <i>Ray Netel</i>	DATE SUBMITTED <i>2-7-22</i>
STREET ADDRESS	OWNERS ADDRESS	DATE PRELIMINARY PLAT COMPLETED & ACCEPTED

After approval of the preliminary plat and the installation of improvements as hereinafter specified, the subdivider shall submit to the Planning Commission an application, and an original, and 6 copies of the final plat for final approval together with certificates and other supporting information. Such submission shall be made at least 10 days prior to the meeting at which consideration is requested. A PLAT WILL NOT BE PLACED ON THE Planning Commission's meeting agenda unless it includes all the required items of the review stage involved. The Commission official conducting the review will initial the box for EACH item when the item is found acceptable by the Commission. Note: All items are to be completed except items 6 & 7 of the Supporting Data section before Final Plat is approved by the Planning Commission.

REVIEW STAGE FINAL	REQUIRED ITEMS All required items listed below shall be included.
	1. Name of Subdivision
	2. Boundaries of subdivision with written legal description of the property
	3. Names, addresses & telephone number of the owner, developer, surveyor and engineer
	4. Acreage in subdivision tract
	5. Scale of plat shall be one inch equals 200 feet, one inch equals 100 feet, or one inch equals 50 feet depending upon the size of the property.
	6. Date, north arrow and graphic scale
	7. Location and names of all streets, highways, alleys, parks or public uses, if any, to be dedicated.
	8. Location of all streets, utility easements and areas for public uses, if any, to be dedicated and the location and description of all monuments.
	9. Front building setback lines, with dimensions. Building Inspector signature required.
	10. Dimensions and number of all lots and the number or letter of all blocks within the proposed subdivision.
	11. Bearing in degrees and minutes of all lots, blocks or street lines which are not at 90 degree angles.
	12. Copy of restrictive covenants.
	13. Street curvature characteristics
	14. The required drainage report received & certified
	15. Engineering certification with respect to the adequacy and suitability of the new & existing utilities to service the subdivision – must be signed & dated.
	16. Signatures of Authority Having Jurisdiction, Utilities, Street Department and Fire Marshall, are required.

SUPPORTING DATA	
	1. Certificate of ownership and dedication – signed & dated
	2. Certificate of accuracy (by an) engineer or surveyor – signed & dated
	3. Certificate of approval of water & sewer system by the State Health Dept. and/or City water superintendent – signed & dated
	4. Certificate of approval of street and utilities by City official – signed & dated
	5. Certificate of approval of building setback dimensions by City building inspector (official) – signed & dated
	6. Certificate of approval for recording by planning commission – signed & dated
	7. Certificate of plat acceptance by City Council and any other pertinent information or date.





February 25<sup>th</sup>, 2022

Planning Commission  
City of Gentry

RE: Utilities' availability for proposed lot split  
SW Corner - Fairmont and Highway 12

To whom it may concern,

Please accept this letter in support of the referenced project. The developer is proposing a lot split of the existing land into 3 lots, with sizes of 4.75-, 3.0- and 2.4-acres.

The proposed 3 lots will have access to electric and water, as needed. There is a 4" waterline on the east side of Fairmont for water service, and Carroll Electric has confirmed service to this area.

Sincerely,

Phil Swope, PE  
Project Engineer



CITY OF GENTRY  
101 W. MAIN ST., GENTRY, AR 72734

**Commercial Building Permit**

Phone: 479-736-2555 Inspection Request: 479-212-0632

Commercial Building Permit	
Site Address: <u>200 E Main</u>	Phone #: <u>479-228-1842</u>
Owner/Contact: <u>Carl + Sherry Wood</u>	Phone #:
Contractor: <u>owner</u>	Phone #:
Contractor License #:	
Contract License Expires:	

For: Commercial Bldg:  #Tenants: \_\_\_ #Dwellings: \_\_\_ Single Family:  Duplex:  Townhome:   
Sign:

Project/Business Name: \_\_\_\_\_

Type of Work: Footing Only:  New:  Addition:  Remodel:  Demolition:

Other: \_\_\_\_\_

Use of Building: \_\_\_\_\_ Previous Use: \_\_\_\_\_

Valuation of Work		Description of Work:	
Building:	\$		
Electrical:	\$ 2,250		
Plumbing:	\$ 4,550	Structure:	Choose an item.
Mechanical:	\$ 11,000	Foundation:	
Misc.:	\$ 5,000		
<b>Total:</b>	<b>\$ 22,800</b>		
<b>Building Information</b>		<b>Office Use Only</b>	
# of Stories:	<u>1</u>	Total Heat/Cooled:	<u>1,530 sq ft</u> Const. Type:
Height:		Total Unheated:	Occupancy Group:
Length:	<u>45</u>	Add/Alt Area:	Max Occ. Load:
Width:	<u>34</u>	Unfinished Basement:	Protection (hours)
Sum of Area:	<u>1530 sq ft</u>		Sprinkler:
Utilities:		Flood Plain:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
City Sewer:	Select <input checked="" type="checkbox"/>		
Septic:	Select <input type="checkbox"/>		
City Water:	Select <input checked="" type="checkbox"/>		
Natural Gas:	Select <input checked="" type="checkbox"/>		
Propane:	Select <input type="checkbox"/>		

**NOTICE:** 2 sets of site and building plans must be furnished for review, consisting of a floor plan and wall section views. Separate permits are required for electrical, plumbing, gas and mechanical. This permit becomes null and void if work/construction is not commenced within or suspended for 6 months.

Sherry Wood \_\_\_\_\_ Date: 2-21-2023  
Signature of Owner/Contractor/Authorized Agent: \_\_\_\_\_

For Office Use:

\_\_\_\_\_  
Building Inspector:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Fire Marshall:

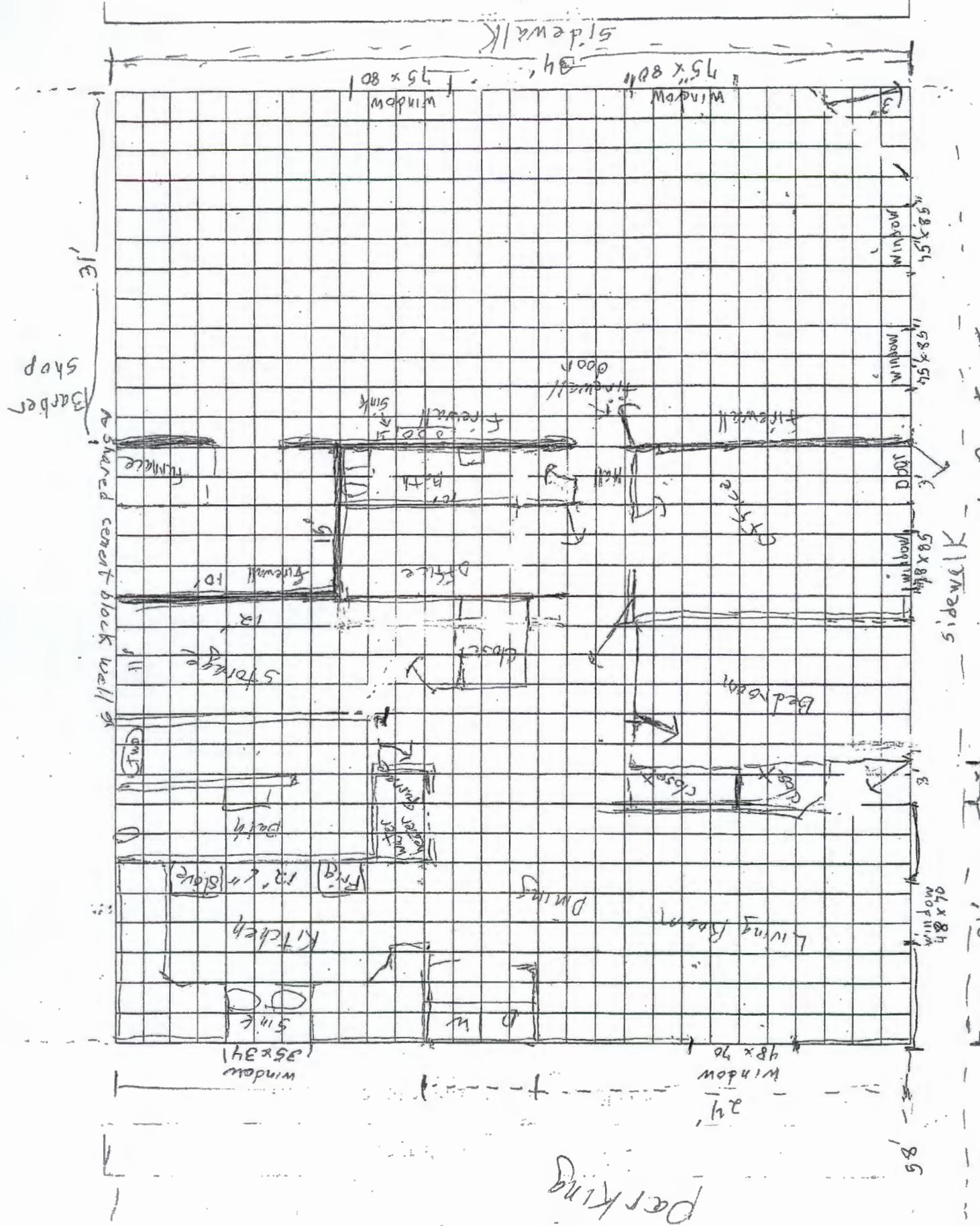
\_\_\_\_\_  
Date:

\_\_\_\_\_  
Mayor:

\_\_\_\_\_  
Date:

For Office Use Only:	
Permit #	
Amount:	
Surcharge:	
Total:	
Date Issued:	

200 E Main  
Main ST  
Sherry Building  
L.L. Wood at on.



# CITY OF GENTRY

## CONDITIONAL MIXED USE PERMIT APPLICATION

Home  
18917 Y City Rd

<u>APPLICANT'S NAME</u> Sherry Wood	<u>PHONE NUMBER</u> 479-228-1842	<u>DATE SUBMITTED</u> 3-11-2022
<u>STREET ADDRESS</u> Building in question, 206 E Main	<u>CITY, STATE, ZIP</u> Gentry, AR 72734	
<u>APPLICANT'S SIGNATURE:</u> Sherry Wood		

A Conditional Mixed Use permit may be granted by the Planning Commission, after due consideration of the building owner's residential use application and plan. In determining whether to grant the Conditional Mixed Used Permit, the Planning Commission shall ensure that the following minimum standards are met. See back of page for more information.

Applicant Comments: \_\_\_\_\_  
\_\_\_\_\_

Office Use Only	
	<b>REQUIRED ITEMS</b>
	All required items listed below shall be included with the application and plan..
1.	At least one (1) parking spot per unit behind the building in question;
2.	Building Inspector certification that the proposed use is in accordance with applicable building codes;
3.	The front of the building shall maintain a satisfactory "store front" appearance;
4.	That the proposed usage otherwise appears compatible with the area surrounding the property for which the Conditional Mixed Use Permit is requested, including architectural and use compatibility;
5.	The proposed residential use shall be in compliance the Main Street parking limitations;
6.	The proposed usage shall otherwise be in compliance with applicable building, safety, water and fire codes.

Inspector Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
BUILDING OFFICIALS SIGNATURE  
(This signature certifies the inspector finds the use in accordance with building codes)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLANNING COMMISSION SECRETARY

\_\_\_\_\_  
DATE

See back of page.

CITY OF GENTRY

**SUBDIVISION CHECKLIST  
SKETCH PLAN**

SUBDIVISION NAME Sunset Ridge Phase 6				OWNERS NAME Country Lots, LLC		DATE SUBMITTED 3/7/22
STREET ADDRESS 1200 Blk Clearspring Street				OWNERS ADDRESS 7 Kilsyth Pl		FEE PAID
ZONING Proposed R-2	SECTION 12	RANGE 33W	TOWNSHIP 18N	CITY, STATE, ZIP Bella Vista, AR 72715	PHONE NUMBER (479) 248-1067	# OF LOTS 28

A PLAT WILL NOT BE PLACED ON THE Planning Commission's meeting agenda unless it includes all the required items of the sketch plan review stage. 10 copies must be filed 10 days prior to the Planning Commission meeting. The Commission official conducting the review will initial the box for EACH item when the item is found acceptable by the Commission.

REVIEW STAGE SKETCH	REQUIRED ITEMS All required items listed below will be included.
	1. Location of all bordering streets.
	2. General location of all proposed streets within the subdivision.
	3. General size and shape of lots.
	4. Ownership of surrounding property.
	5. Location & size of existing utilities.
	6. Legal description of property.
	7. General location of problem areas such as floodplain, wetland, rock outcrop, increases in traffic on connecting street(s), what extent of existing street improvement will be done by developer due to the new development.
	8. General description of tree cover.
	9. Location map showing relationship to City of Gentry

PLANNING OFFICIALS SIGNATURE AND DATE	
	GENERAL COMMENTS AND DIRECTION:  _____  _____  _____  _____

# STORMWATER DRAINAGE STUDY

FOR

## SUNSET RIDGE SUBDIVISION PHASE 6 GENTRY, ARKANSAS

PREPARED BY:

**CIVIL ENGINEERING, INC.**  
701 S. MT. OLIVE, P.O. BOX 12  
SILOAM SPRINGS, ARKANSAS 72761  
(479) 524-9956  
(479) 524-4747 fax

March 7, 2022

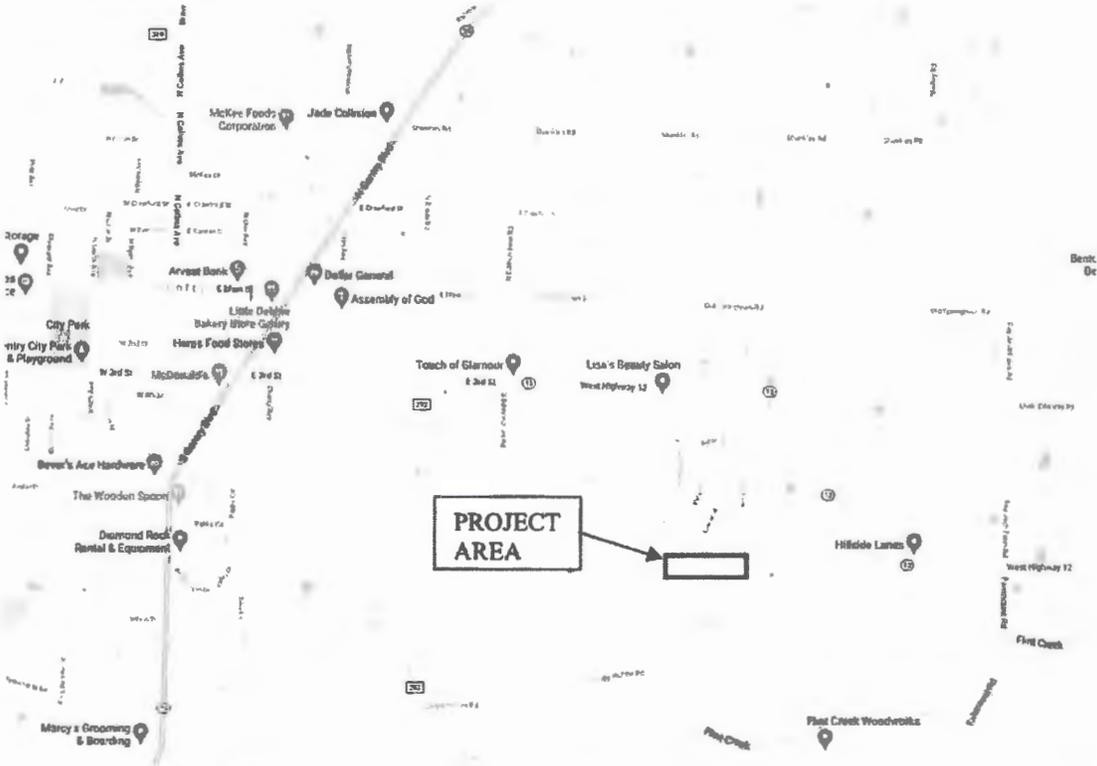


# SUNSET RIDGE SUBDIVISION PHASE 6 DRAINAGE STUDY

Project Title:  
Sunset Ridge Subdivision Phase 6

Date:  
March 7, 2022

Project Location:  
The project is located south of Sunset Ridge Subdivision Phase V at the end of Clearspring Street.



Project Description:  
Sunset Ridge Subdivision Phase 6 is a proposed residential subdivision containing 28 lots consisting of 27 single-family residential lots and 1 common area lot.

Name, Address and Telephone Number of Owner/Developer:

Country Lots, LLC  
7 Kilsyth Pl  
Bella Vista, AR 72715  
(479) 248-1067

Site Area:  
9.15 acres

### Upstream and Downstream Drainage:

There is not any measurable upstream drainage area contributing to this project. The runoff from this project will drain to the east and west ends of the proposed street and discharge into the existing deep ravines. The ravines discharge directly to Flint Creek.

### Area Drainage Problems:

This survey does not lie in designated Flood Zone A as per FIRM Map Number 05007C0215J, Effective Date: September 28, 2007.

### Hydrologic Computations:

The Rational Method was used to analyze the drainage for this site. For all pre-development areas, a runoff coefficient of 0.30 was used. For post-development flow a runoff coefficient of 0.55 was used for all areas. The table below shows the changes in the significant storm events for each drainage area.

PRE-DEVELOPMENT RUNOFF TABLE										
Drainage Area		C	C X A	Tc (min)	I(10)	I(25)	I(100)	Q(10) (cfs)	Q(25) (cfs)	Q(100) (cfs)
#	Area									
1	5.22	0.30	1.57	8	6.63	7.63	9.21	10.41	11.98	14.46
2	3.93	0.30	1.18	6	7.14	8.22	9.91	8.43	9.70	11.69

POST DEVELOPMENT RUNOFF TABLE										
Drainage Area		C	C X A	Tc (min)	I(10)	I(25)	I(100)	Q(10) (cfs)	Q(25) (cfs)	Q(100) (cfs)
#	Area									
1	5.22	0.55	2.87	8	6.63	7.63	9.21	19.03	21.90	26.43
2	3.93	0.55	2.16	6	7.14	8.22	9.91	15.42	17.76	19.89

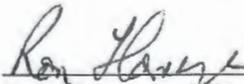
### Storm Sewer System Design:

The on-site runoff is to be collected by the streets and discharged to the east and west cul-de-sacs of the project where the storm water is then discharged into the existing drainage ravines.

### Conclusion:

The intent of the street grades and drainage design is to collect and discharge the runoff in a manner similar to existing conditions.

I, Ron Homeyer, Registered Professional Engineer No. 7731 in the State of Arkansas, hereby certify that the drainage designs and specifications contained in this Report have been prepared in accordance with the regulations of Benton County, Arkansas, the Professional Engineers Registration Act of the State of Arkansas, and reflect the application of generally accepted standard of engineering practice. The development of this project will not adversely affect the downstream properties.

  
\_\_\_\_\_  
Ron Homeyer, P.E.

701 South Mount Olive Street  
P.O. Box 12  
Siloam Springs, AR 72761



voice (479) 524-9956  
fax (479) 524-4747  
mail@civilengineeringss.com

March 7, 2022

City of Gentry  
101 W. Main St.  
Gentry, Arkansas 72734

RE: Sunset Ridge Subdivision Phase 6  
Preliminary Plat Existing Utilities Certification

Dear Sirs:

The above referenced Sunset Ridge Subdivision Phase 6 Project is located south of Sunset Ridge Subdivision Phase 5, which is located on the south side of East Main Street, also known as State Highway 12. The proposed subdivision site has sufficient existing utilities adjacent to, or nearby, that are adequate to serve the proposed project.

An existing 6" diameter water main is available along the east side of Clearspring Street to provide water service to the site. An existing 8" sanitary sewer main located in the South of Lot 270 of Sunset Ridge Subdivision Phase 5 will be extended to this phase of Sunset Ridge for sewer service. There are existing electric distribution lines available along the south property line of Sunset Ridge Subdivision Phase 5 which will be used to serve this project.

Telephone and Cable service is available in Sunset Ridge Subdivision Phase 1-5 and will be extended to serve the proposed subdivision.

Based upon the above described existing and proposed utilities, I do hereby certify that the proposed Sunset Ridge Subdivision Phase 5 has adequate and sufficient existing utilities to serve the project.

Sincerely,

A handwritten signature in black ink that reads "Ron Homeyer".

Ron Homeyer, P.E.

cc: Mark Deihl, Country Lots, LLC

