

**Planning Commission Meeting Minutes
November 24, 2025, at 6 PM**

1. **ROLL CALL** – The meeting was called to order by Chair Robert Mann. A quorum was present.

PRESENT

Robert Mann, Chair
Gerry Harris, Vice Chair
Chad Ball
Ryan Crawford
Matt Hutcherson
Norm Toering
Bobby Wilson

ABSENT: Howard Carter

City Employees Present: Melissa McCarville, City Business Manager; Jay Moore, City Attorney; Chris Brackett, City Engineer; Rick Bramall, Building Official, Bill Hellard, Fire Chief; LeAnn Tolleson, City Administrative Assistant.

2. **Approval of Minutes:** October 28, 2025, minutes were unanimously approved with the following corrections to change Norm Toering to absent.

3. **Comments from Citizens: None**

Public Hearings

1A. Variance – Lot Size; property located at 1072 S. Foster Lane; presented by Suzanne Lentz.

Suzanne Lentz stated she had two acres and wanted to split the acres and found someone interested in the property and she was there to ask for a variance. Vice Chair, Gerry Harris asked about a lot split if the variance passed and wanted to know what the building was on the back of the property and what she had planned to do with it. Ms. Lentz responded and said it was her “she shed” and it was not on the property line and is 185 square feet. City Attorney Jay Moore said since the building is 185 square feet it does not have to be moved.

Comments from Citizens: NONE

Ryan Crawford asked what the minimum lot size requirement is for a variance. City Business Manager, Melissa McCarville, answered two acres. Ms. Lentz stated that next to her property there is a fence and on the other side is a flagpole easement, what do I need to do to use that right now it is landlocked. City Business Manager Melissa McCarville stated she needed her surveyor to come with her.

Chairman Mann called to question lot size variance property owned by Suzanne Lentz; property located at 1072 S. Foster Lane. Presented by Suzanne Lentz upon roll call vote the variance passed unanimously.

1B. Large Scale Development – Property owned by Grand Savings Bank, Location – 12245 W. Highway 62., Presented by 4iE Engineering, Inc.

Ferdie Fourie, 4iE Engineering stated this is the same project we had last year at a different location. The Large-Scale Development is a two-story bank proposed and moved to Highway 62 by the Twin Falls entrance. It has the same design and same layout for parking, providing drainage detention. Vice Chair, Gerry Harris asked why the driveway was not going to be off Highway 62. Mr. Fourie answered it will need a separate permit for that from Highway 62 and have a drainage requirement, the side slopes towards the highway and it’s the only place we could put the detention pond. The septic field area would be on the downside and would have to be on the highway side. Norm Toering commented it shows the detention pond and septic field is going into an electrical right of way and it does not show any sidewalks on the Jim Brooks side. Mr. Fourie stated it’s an electrical easement but it’s an overhead easement. The sidewalks were part of the improvements that are in Chris Brackett’s comments, currently there are no sidewalks on Jim Brooks. City Engineer Chris Brackett stated he does have a conditional of approval that is regarding improvements on Jim Brooks that are part of his comments.

City Business Manager, Melissa McCarville, told the Planning Commission she had received a call from Greg Mann, an adjacent homeowner at 503 Twin Falls. Mr. Mann was not opposed to the project but if they were going to put a fence adjacent to his property line, he would like it to be on the property line and there not be a space between the fences. Chairman Robert Mann also stated the commissioners received a letter from Susan Brewster, 305 Claybrook Drive with her comments.

City Engineer Chris Brackett read a memo as follows.

The Large Scale Development for the Grand Savings Bank has been reviewed, and it is our opinion that the Planning Commission's approval should be conditional on the following comments.

1. This project will be required to improve one half of Jim Brooks Road to the Master Transportation Plan Section within the frontage of this property or obtain a waiver from the Planning Commission of this requirement. Jim Brooks is a local road with a 50' right-of-way, 27' back-to-back curbed road, 6' green space and a 5' sidewalk.
2. The fire flow, fire hydrant and fire lane locations must be reviewed and approved by the Farmington Fire Department prior to construction plan approval.
3. The water and sewer improvements must be reviewed and approved by the City of Fayetteville Engineering Department and the Arkansas Department of Health prior to construction plan approval.
4. Submit to the City two (2) copies of the filed easement plat prior to construction plan approval. A copy of the proposed easement plat shall be submitted to KMS for review and approval prior to signatures.
5. A sign permit will be required for the construction of the signage for this project.
6. A completed Grading Permit Application and fee must be submitted to the City prior to final approval of the construction plans. A preconstruction conference will be required prior to any grading on the site. The owner, their engineering consultant, and the contractor responsible for the best management practices will be required to attend this conference.
7. After a final review set of plans and drainage report have been approved by KMS, the applicant shall submit to the City one (1) set of the full-size plans and two (2) sets of the half-size plans, and one (1) copy of the final drainage report that have been sealed by the engineer of record for final approval and distribution.
8. This approval of this large-scale development is effective for a period of one year and thereafter as long as work is actively progressing on the installation of the required improvements.

Mr. Fourie responded to Mr. Brackett's memo stating they are willing to submit a waiver for part of the street improvement requirements widening of Jim Brooks Road. City Engineer Chris Brackett said the way the conditions are written they either need to install improvements or ask for a waiver and that waiver will have to come back before the planning commission. Mr. Fourie stated he has read section 14.04.08 and he sees where you shall dedicate the right-of-way but there is not a requirement to improve the roads. Mr. Fourie said if the Large-Scale impacts a development, then he understands why we have to do it but in general it doesn't say that in the ordinance.

Comments from Citizens:

Hope Jones, who owns the neighboring lot at 12524 Jim Brooks Rd., is concerned about a proposed large-scale bank development within the Twin Falls Subdivision. She purchased her property believing the area would remain residential and plans to build a home there. She feels the project conflicts with the neighborhood's character and raises issues with traffic, road safety, lighting, and privacy.

Tiffany Rogers, 475 Browning Circle, asked about the privacy aspect and if it was going to be a two-story building it would impede on the privacy of homeowners and being able to see into their homes.

Tiffany Woodmansee, 12498 Jim Brooks Road, stated she had a couple of questions. On page 54 of the agenda, it states in the comment section, this project will be required to improve Jim Brooks Road to the Master Transportation Plan. Jim Brooks Road is a local road with fifty foot right-of-way to the back-to-back curb drop. Then down further in comments not sure who that from the right of way appears to be sixty, do we know what it is? There is so much traffic, I have called police for so many speeders, and I have never seen an officer, this is just going to make it worse. The last question is about the lighting, how tall are the lights going to be?

Jill Toering, 306 Claybrook Drive, I think we need to look into have an entrance and exit on Hwy 62. Trying to get into our neighborhood people already have to go fast to get across all the traffic. I feel there needs to be a turning lane on Jim Brooks Rd, Ms. Toering also stated she did not see a dumpster on the plat. Will the drive through and the ATM be in two different locations, I don't know how they are going to maneuver exiting and entering seems like there needs to be a much better flow within the bank parking and easement. If they are going to do this project, I feel they really need to improve Jim Brooks Road. I am not completely against this, but it has to be safe.

Chairman Mann closed the floor for public comment.

City Attorney, Jay Moore stated he looked at the zoning ordinance and subdivision regulations and did not see what Mr. Fourie was talking about and didn't have an answer right now. Our standard is you improve your part of the road and that's the way it's always been. Without knowing all the facts, I don't think there is much of an argument, and the impact of this improvement would require that. Mr. Fourie responded, saying it's in the letter as condition of approval, I'll accept that right now if we bring back a waiver for the street requirement.

City Engineer, Chris Brackett addressed the sixty-foot vs fifty-foot right of way, what I stated in the letter is the minimum standards in the Master Transportation Plan for the local road. What is out there now is a sixty-foot existing right of way.

Chairman Robert Mann asked Mr. Fourie to address the questions asked by the citizens regarding the lighting and privacy issue, where the dumpster will be and why the ATM will be on one side and the drive through on the other side of building. Mr. Fourie answered the lighting will be all cut off fixtures that won't allow spillage and won't be higher than twenty feet. The dumpster will be a roll out trash cart. The architect is who designed the plans said there is not enough space to put the ATM and drive through on the same side.


Chairman Mann called the question to approve the Large-Scale Development Grand Savings Bank, property located at 12245 W. Hwy 62, presented by 4iE Engineering, Inc. subject to Chris Brackett's memo dated November 24, 2025, passed 4-1 with Norm Toering voting no and Ryan Crawford abstaining.

Public Hearing to hear ordinances related to Arkansas State Legislative Changes.

City Attorney Jay Moore stated that new ordinances are to be in place January 2026. Arkansas legislature meets every year and these three have to be done by the end of year per their requirements. If it passes it will go to the Dec. 8, 2025, city council meeting. Upon roll call vote the public hearing passed unanimously.

Public Comment: None

Adjournment: Having no further business, motion was made and seconded to adjourn; it was approved unanimously, and meeting was adjourned.



Chad Ball, Secretary



Robert Mann, Chair