

## **TITLE 13**

### **PLANNING**

#### **Chapters:**

- 13.04 Planning Commission
- 13.08 Master Plan

### **CHAPTER 13.04**

#### **PLANNING COMMISSION**

#### **Sections:**

- 13.04.01 Commission created
- 13.04.02 Terms of members
- 13.04.03 Election of officers; rules
- 13.04.04 Employment of assistance; expenditures
- 13.04.05 Powers and duties
- 13.04.06 Removal of Commissioners
- 13.04.07 Absences
- 13.04.08 Variances
- 13.04.09 Commission Recorder

**13.04.01 Commission created** There is hereby created a City Planning Commission to consist of up to six (6) members. At least one-half (½) of said Commission shall not hold any other elective or appointive municipal office. The members of the Commission shall be nominated by the Mayor and confirmed by the City Council.

**13.04.02 Terms of members** The original members of said Planning Commission shall be appointed to a term of one (1), two (2), three (3), four (4), five (5), and six (6) years. When the term of any member shall expire, the Mayor shall make a nomination to fill such vacancy for a period of six (6) years. When a vacancy shall otherwise occur, the Mayor shall nominate a person to serve the remainder of the term.

**13.04.03 Election of officers; rules** At a time and place to be designated by the Mayor, the Planning Commission shall meet and organize by electing from its members a chairman, a vice-chairman, and a secretary.

13.04.04 Employment of assistance; expenditures The Planning Commission is authorized to employ such assistance as it deems necessary in carrying out its duties and responsibilities. It cannot expand or encumber city funds without prior appropriation by the City Council.

13.04.05 Powers and duties The Commission is vested with all the powers and duties prescribed and set forth in A.C.A. 14-56-402 through 14-56-409.

13.04.06 Removal of Commissioners By majority vote of the Commissioners of any City Commission, the Commission Chairperson will request by letter that the City Council may vote to remove any City Commission member for causes as stated in said letter of recommendation. (Ord. No. 3-19-2004)

13.04.07 Absences When a Commissioner has two (2) consecutive absences or three (3) absences in a one (1) year period, the Commission may ask the City Council to remove said Commissioner as outlined in 13.04.06. (Ord. No. 8-8-2009)

13.04.08 Variances All variances dealing with building codes must be in writing stating the reason(s) for the variance and why the ordinance cannot be complied with. Any recommendations made and passed by the Planning and Zoning Commission should also be put in writing and signed by same for final approval by the Briarcliff City Council. (Ord. No. 8-8-2009)

STATE LAW REFERENCE – A.C.A. 14-56-402, 404, 405 and 410.

13.04.09 Commission Recorder The Planning Commission Recorder shall perform the duties performed as described below (Ord. No. 11-12-2011):

- A. Notify the Baxter Bulletin and KTLO of all Planning and Zoning.
- B. Have a typed agenda prepared for each scheduled meeting which shall list all items for discussion and review as provided for by the City Clerk's office and/or the Commission chairman.

The agenda shall include:

1. Open the meeting by the chair
2. Roll call
3. Read minutes of previous meeting and have signed
4. Old business if necessary
5. New business
6. Announcements

7. Motion to adjourn
  8. Second to the motion
  9. Vote on the motion
  10. Chair adjourns the meeting
- C. Provide at each meeting the minutes/actions of the previous meeting minutes including:
1. A list of those members present
  2. Actions taken/voted upon with the results
  3. Those actions tabled for the next meeting, or referred to the City Council
- D. Items to be submitted for City Council review or action must be prepared for the regularly scheduled Council meeting.
- E. As required by law, a complete transcription of each meeting by a paper file will be kept on file in the city office of all Planning Commission meetings for verification and to meet the FOIA requests for copies of the above. All recorded disks will be kept in the city office. (Ord. No. 12-16-2008)

## **CHAPTER 13.08**

### **MASTER PLAN**

#### **Sections:**

- |          |                                  |
|----------|----------------------------------|
| 13.08.01 | Plan                             |
| 13.08.02 | Industrial and commercial growth |
| 13.08.03 | Open spaces                      |
| 13.08.04 | Parks                            |
| 13.08.05 | Infrastructure                   |
| 13.08.06 | Police protection                |
| 13.08.07 | Planning Area Map                |

**13.08.01 Plan** The city of Briarcliff is and will be primarily a residential community to the city of Mountain Home. The city will consist of single family/multi-family residences placed on one or more lots. This shall prevent crowding of houses and adequate area for septic systems. Areas shall be provided for single and double-wide manufactured homes. Commercial business shall be allowed in designated areas, and a small in-house business may be allowed providing it does not present parking, noise, or litter problems.

With growth, it is expected that small apartment complexes may be allowed. The expected growth for 10 years is 50 houses. The expected growth for 20 years in 100 houses. (Ord. No. 11-13-2007)

13.08.02 Industrial and commercial growth The city is expected to annex and expand as needed for industrial and commercial growth.

C-1 **Small business** – those commercial entities that do not present a noise or pollution hazard to the community, such as, real estate offices, senior facilities, hair stylists, e-businesses and small malls. These types of business should be encouraged.

C-2 **Light manufacturing** – those businesses which prepare items for assembly and sale. These businesses may present some noise (70db) but no hazardous waste. Areas for these businesses shall be away from residential areas. Businesses for consideration for C-2 would be a cabinet shop, ceramic shop, concrete, or furniture repair. (Ord. No. 11-13-2007)

13.08.03 Open spaces Open space (green areas) shall be provided by the city to provide for space from over-crowding and for trees, recreation, trails, and the quiet enjoyment of the citizens. (Ord. No. 11-13-2007)

13.08.04 Parks As the city grows, small parks should be provided for the citizens. Some park areas should serve the needs of small children, while others should serve the needs of teenagers and senior citizens. (Ord. No. 11-13-2007)

13.08.05 Infrastructure Fire Department: It is expected that as the city grows, it will establish its own Fire Department. However, it may be just as feasible to maintain current relations for fire protection. (Ord. No. 11-13-2007)

13.08.06 Police protection As of now, the most efficient and cost effective means of policing is a contract with another law enforcement unit. However, in the future a full time officer may be required. (Ord. No. 11-13-2007)

13.08.07 Planning Area Map The Planning Area Map depicted on Exhibit One and attached hereto, and incorporated by reference is adopted as the area in which the city intends to exercise its territorial jurisdiction and will hereafter be referred to as the Planning Area Map of the city of Briarcliff, Arkansas.

The Planning Area Map shall be filed in the office of the City Clerk. The City Clerk shall file a copy of the map with the County Recorder, along with such plans, ordinances, and regulations as pertain to the territory beyond the corporate limits. (Ord. No. 12-6-2005)