

City of Highland

Planning Commission Meeting

December 06, 2021

AGENDA

1. Call to Order
2. Roll Call
3. Consideration of Minutes from November 02, 2021
4. Unfinished Business:
 - General Plan revision
5. New Business:
 - Swearing in of Committee Members
 - Platting of Harps property
 - Requirements to present to planning
6. Open for Discussion
7. Announcements/Comments: Closed December 23 & 24, 2021, in observance of Christmas, and December 31, 2021, in observance of New Year's Eve.
8. Motion to Adjourn

**CITY OF HIGHLAND
PLANNING COMMISSION MEETING
November 02, 2021**

The regular meeting of the Planning and Zoning Commission for Tuesday, November 02, 2021, was called to order at 5:34 pm by Chairperson Kenneth Massey. During roll call the following Commissioners answered to their names: Tim Evans, Roy Johnson, and Larry Allen. Also present were Clerk Edith Elliott, Mary Wiles Recorder/Treasurer, and guest Ramona Lindley. Commissioner Michael Burton, Commissioner Ryan Lamb, and Commissioner Jeff Kamps were absent.

Consideration of October 05, 2021, Minutes:

Chairperson Massey asked for approval of the October 05, 2021, minutes. Commissioner Johnson made a motion to accept the minutes, which was seconded by Commissioner Allen. Minutes were passed and accepted with a roll call vote as follows: Johnson: Y/ Evans: Y/ Allen: Y/ Massey: Y

Votes to accept and approve: **4 Yea's, 0 Nay's, 3 Absent**

Old Business

The revision of the General Plan was discussed among present members. Commissioner Allen expressed further concern over the revision.

New Business

Commissioner Allen and Commissioner Evans both agreed to reappointment when asked. Commissioner Burton agreed for reappointment after being asked by Mayor Truitt during a phone call. Ramona Lindley was in attendance to express her interest in serving on the committee. Chairperson Massey will make his nominations and present a letter to Mayor Russell Truitt.

Discussion

Commissioner Allen expressed further concern over the revision. Commissioner Evans made a motion to table the revision as a guest was present and make the December 07, 2021, meeting a working meeting. Commissioner Johnson seconded the motion. On a call to pass the votes were: Evans: Y/ Johnson: Y/ Allen: N/ Massey: Y

Votes to accept pass tabling: **3 Yea's, 1 Nay, 3 Absent**

Commissioner Evans requested of Clerk Elliott to make notations of the most common unclear sections of the General Plan as this will help navigate the order in which the General Plan will be addressed and revised. Also requested was a document to be created listing all the information and requirements needed by an individual or business when presenting to the committee.

Announcements:

Highland City Hall will be closed November 11, 2021, in observance of Veterans Day and November 25 & 26, 2021, in observance of Thanksgiving.

Motion to adjourn made by Commissioner Evans and seconded by Commissioner Johnson.

Meeting adjourned at 6:21 pm.

Submitted by City Clerk, Edith Elliott

Passed and Approved This _____ Day Of _____ 2021.

Minutes approved by:

Secretary, Jeff Kamps

Chairperson, Kenneth Massey

November 4, 2021

Kenneth Massey
Chairman, Highland Planning and Zoning Commission
Highland, AR

Mayor Russell Truitt
City of Highland
1662 Hwy 62/412
Highland, AR 72542

Mayor Truitt,

The following members of the Planning Commission and Board of Adjustments have agreed, if appointed, to serve another term on the Planning Commission and Board of Adjustments:

Michael Burton Term expires: 11-2021

Tim Evans Term expires: 11-2021

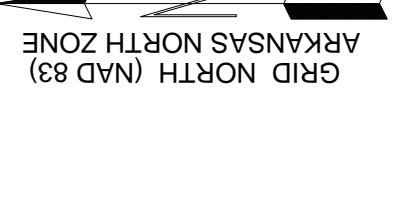
Larry Allen Term expires: 11-2021

Another citizen of Highland, Ramona Fedderly, attended the last meeting and presented interest in serving on the Planning Commission and Board of Adjustment.

It is by the suggestion of this Commission that Mrs. Fedderly be appointed and replace Mr. Allen beginning December 07, 2021.

Respectfully,

Kenneth Massey
Chairman



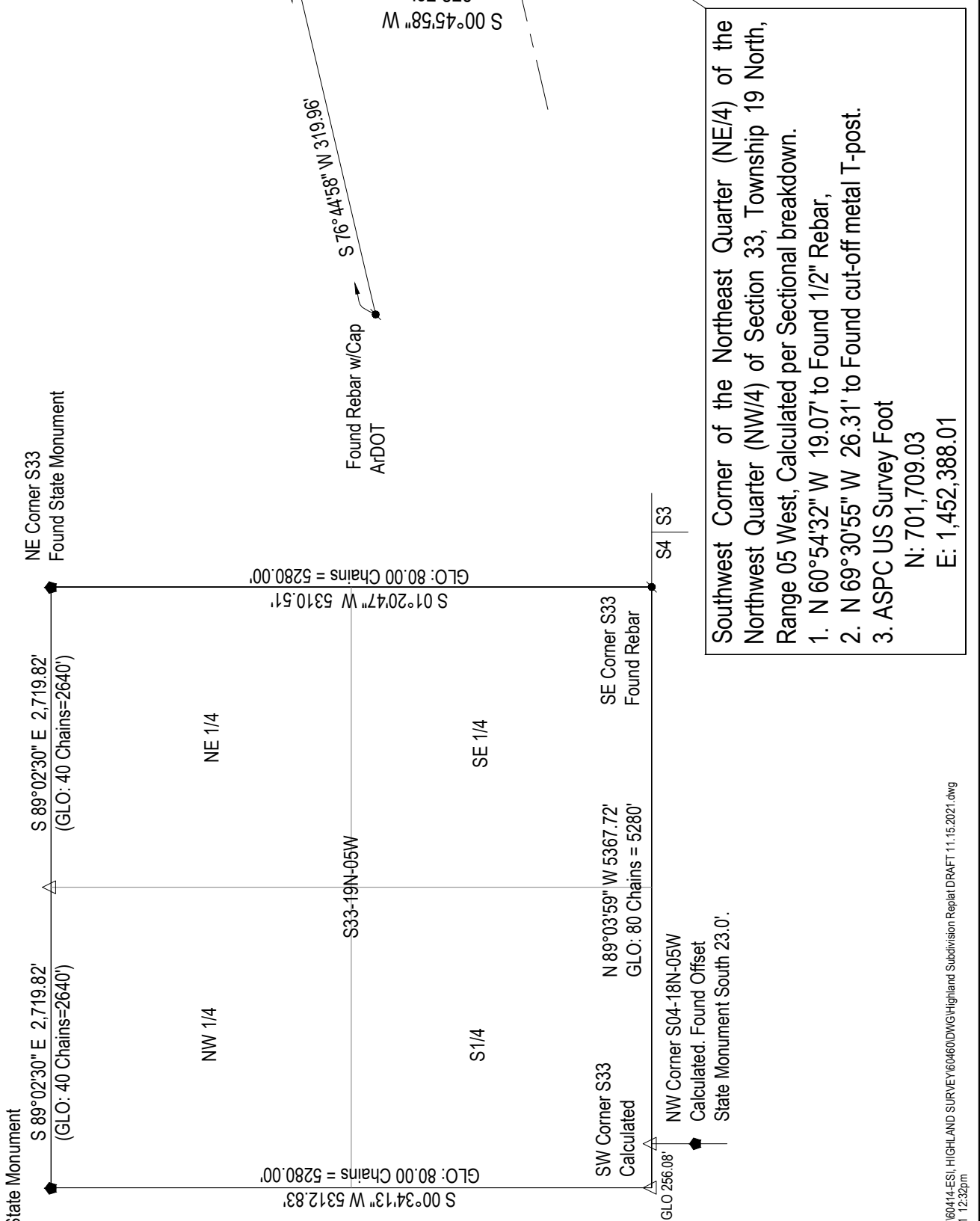
Basis of Bearing & Distances
 BEARINGS AND DISTANCES are based on GRID NORTH, NAD83 AR NORTH ZONE, US SURVEY FOOT, at LATITUDE: 36.262653°, LONGITUDE: -91.524588° with a CONVERGENCE ANGLE of 01° 16' 30" W. THE DISTANCES ARE GROUND HORIZONTAL DISTANCES and THE SCALE FACTOR GROUND TO GROUND: 1.0002447 SHARP COUNTY, ARKANSAS.

- Legend**
- FOUND REBAR
 - FOUND MONUMENT
 - SET 1/2" INCH REBAR W/ CAP
 - PROPERTY BOUNDARY LINE

LOT 1A LAND DESCRIPTION

That part of Lots 1, 2, 3, 4, 5, 11, 12, 13, 14, 15, 16, 17, 18 and a portion of the "undeveloped" property as shown on the plat of Highland Subdivision, as recorded in Plat Book 3 at page 311 in the office of the Circuit Clerk and Ex-Officio Recorder of Sharp County, Arkansas within the Northeast Quarter (NE 1/4) of the Northwest Quarter (NW 1/4) of Section 33, Township 19 North, Range 05 West of the Fifth Principal Meridian, Sharp County, Arkansas, described as follows:
 BEGINNING at the a set one-half inch rebar with yellow cap stamped PS0663 at the Northwest Corner of said Northeast Quarter (NE 1/4) of the Northwest Quarter (NW 1/4); Thence, along the north line of said Northeast Quarter (NE 1/4) of the Northwest Quarter (NW 1/4), S 89°02'30" E, 511.12 feet to a set one-half inch rebar with yellow cap stamped PS0663 at the north extension of the east line of Lot 5 of said Highland Subdivision to the City of Highland, Arkansas; Thence, leaving the north line of said Northeast Quarter (NE 1/4) of the Northwest Quarter (NW 1/4), S 00°07'07" W, crossing the Northeast Corner of said Lot 5 of Highland Subdivision at 225.10 feet in all 325.09 feet to a set one-half inch rebar with yellow cap stamped PS0663 at the Southeast Corner of said Lot 5 of said Highland Subdivision and the northerly right of way of U.S. Highway 62/412; Thence, along the northerly right of way of U.S. Highway 62/412, S 76°44'58" W, 530.59 feet to a set one-half inch rebar with yellow cap stamped PS0663 at the west line of said Northeast Quarter (NE 1/4) of the Northwest Quarter (NW 1/4); Thence, leaving the northerly right of way of said U.S. Highway 62/412, N 00°45'58" E, 455.31 feet to the Northwest Corner of said Northeast Quarter (NE 1/4) of the Northwest Quarter (NW 1/4) and the POINT OF BEGINNING, contained with said bounds, 4.597 acres more or less.

**SECTION BREAKDOWN
 S33-T19N-05W**



Southwest Corner of the Northeast Quarter (NE 1/4) of the Northwest Quarter (NW 1/4) of Section 33, Township 19 North, Range 05 West, Calculated per Sectional Breakdown.
 1. N 60°54'32" W 19.07' to Found 1/2" Rebar.
 2. N 69°30'55" W 26.31' to Found cut-off metal T-post.
 3. ASPC US Survey Foot
 N: 701,709.03
 E: 1,452,388.01

Northwest Corner Highland Subdivision filed for record as Plat Book 3 Page 311 Know 334. Set 1/2" x 1/8" Rebar for the Northwest Corner of the Northeast Quarter (NE 1/4) of the Northwest Quarter (NW 1/4) of Section 33, Township 19 North, Range 05 West per single proportion between the Northwest and Northeast Section Corners.
 1. N 59°44'14" W 15.52' Found Magnetic Nail w/ Washer.
 2. N 33°11'15" E 13.00' Found 1/2" Rebar.
 3. ASPC US Survey Foot
 N: 703,968.69
 E: 1,452,485.77

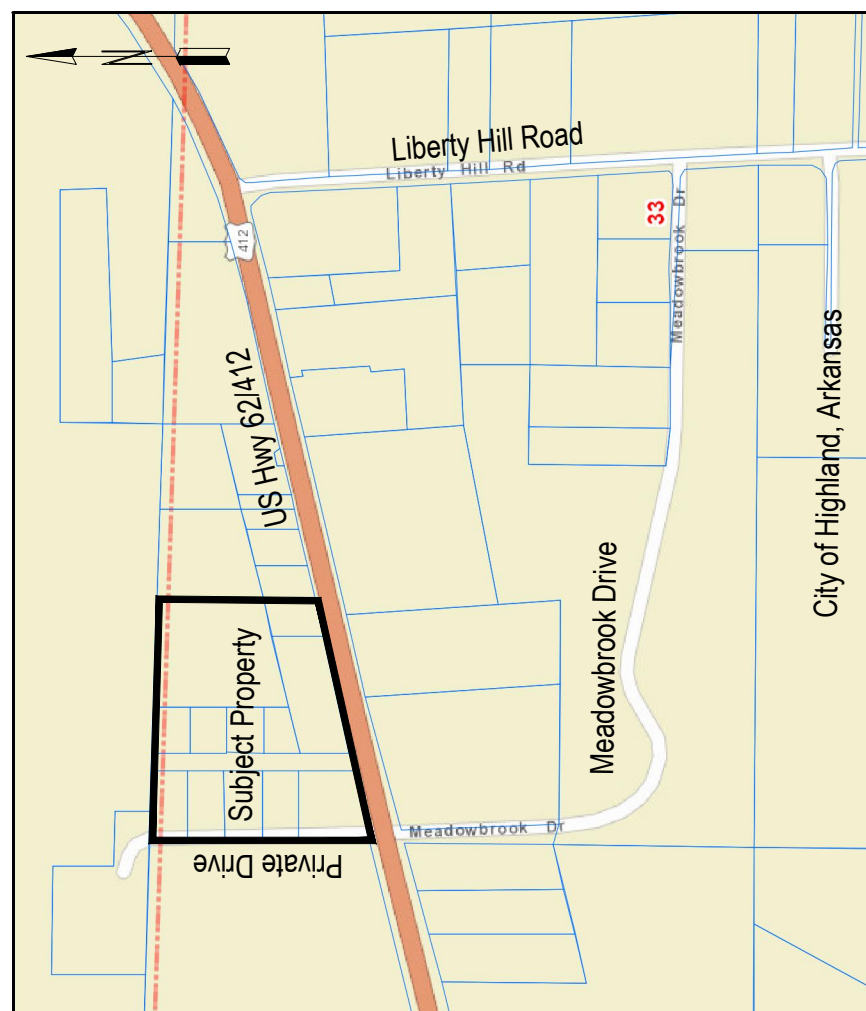
Northwest Corner of the Northeast Quarter (NE 1/4) of Section 33, Township 19 North, Range 05 West calculated as being the midpoint between the NWc & NEc of S33.
 ASPC US Survey Foot:
 N: 702,968.69
 E: 1,456,484.84
 2. N 89°02'30" W 2,719.82' (G.L.O. 40 Chains=2640') to a Found State Monument at the Northeast Corner of S33 at
 N: 703,059.67
 E: 1,451,046.08
 3. N 74°46'09" E 52.12' to Found 1/2" Rebar.
 4. N 81°23'09" W 44.34' to Found 1"x1" Solid Iron Bar.



LOT 1A

A Replat of Lots 1, 2, 3, 4, 5, 11, 12, 13, 14, 15, 16, 17, 18, the Undeveloped Property North of Lots 3, 4, and 5 and a Street Vacated per Highland Ordinance No. 04-411 being part of HIGHLAND SUBDIVISION filed for record as Plat Book 3 Page 311 Know 334,

Being part the Northeast Quarter of the Northwest Quarter of Section 33, Township 19 North, Range 05 West, City of Highland, Sharp County, Arkansas.



**VICINITY MAP
 (nbs)**

ALLOTTER:

Harp's Food Stores, Inc.

STATE OF ARKANSAS
 COUNTY OF :

Sworn to and subscribed before this day of _____ day of _____, 2021

Notary Public _____

My Commission Expires _____

CITY COUNCIL APPROVAL:

This _____ day of _____, 2021

Mayor: **(Need)** _____

Attest - City Clerk: **(Need)** _____

PLANNING COMMISSION APPROVAL:

This _____ day of _____, 2021

Chairman: **(Need)** _____

Secretary: **(Need)** _____

FILED FOR RECORD:

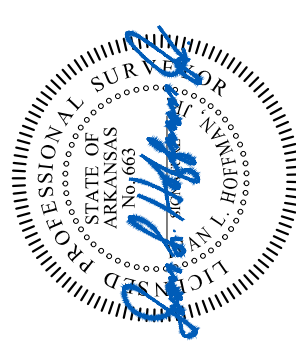
This _____ o'clock _____ m., 2021 at _____

Clerk and Ex Officio Recorder _____

BY: _____

SURVEYOR'S CERTIFICATION

The hereon platted survey was made under my personal supervision and was executed in accordance with the Standards of Practice No. 1, Arkansas Standards of Practice for Property Boundary Surveys and Plats (effective date August 07, 2020), as published by the Arkansas Geographic Information Systems Office, Division of Land Surveys.



11-17-2021

IVAN L. HOFFMAN, JR.
 Arkansas Licensed Professional Surveyor
 Certificate No. 0693
 Hoffmann & Associates, Inc.
 320 O'Bryan Lane
 Van Buren, Arkansas 72965
 Expiration Date: June 30, 2023



HOFFMAN ASSOCIATES, INC.
 Surveying & Engineering
 320 O'Bryan Lane • Van Buren, AR 72966
 Office: 479.474.7916 • hanna-inc.com

Job Number 60460 November, 2021

City of Highland

Russell Truitt
Mayor

1662 Hwy 62-412
Highland, AR 72542
Phone (870) 856-6199 - Fax (870) 856-6311
highland-arkansas.com

Mary Wilks
Recorder/Treasurer

To present to the Planning & Zoning Commission, these requirements must be met:

- Plot plan – how the building or addition will sit on the property upon the plat of land.
- Plat plan – shows the layout and dimensions of the property. A current survey is also acceptable.
- Plans – a well-drawn set of plans, including measurements, or a set of architectural plans. Hand drawn is acceptable, however, it must be accurate, legible, and precise. (Do not present a hand drawn design without measurements and detail, it will not be accepted.)
- Ownership – proof that the property is in presenter's name.
- Building Permit Application – fill out a building permit application. Available online highland-arkansas.com under forms and permits. The General Plan can also be found online at highland-arkansas.com. It contains information regarding building requirements, both commercial and residential.
- Once all this is gathered, reach out to city hall to be put on the agenda for the next meeting date and time.