Cabot City Council Meeting

Cabot, Arkansas

Health, Safety, Education, Quality, Professionalism & Progress Every Day!

Mayor
Bill Cypert

Clerk~Treasurer
Tammy Yocom

City Attorney
Jimmy Taylor

Ward 1
Eddie Long
Kevin Davis

Ward 2
Doug Warner
Jon Moore

Ward 3
Doyle Tullos
Rick Prentice

Ward 4
Ann Gilliam
Ron Waymack

March 21, 2016
7:00 p.m.

Cabot City Annex
Council Chambers

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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Cabot City Council Meeting Agenda

March 21, 2016 - 7:00 p.m.
Cabot City Annex Council Chambers
208 North First Street * Cabot, Arkansas 72023

Bill Cypert, Mayor

	AGENDA ITEMS	*Page*
1	Call to Order	
2	Opening Prayer	
3	Pledge of Allegiance	
4	Roll Call	
5	Doug Warner Swearing-In	
6	Acceptance of Meeting Minutes	
	a) February Council Meeting - Regular	3
	b) February Council Meeting - Special	5
7	2014 Audit Report	
8	Read Ordinances & Resolutions by Title Only	
9	Planning Commission (Old Business)	
	a) **Ordinance No. 30 Of 2015** - An Ordinance To Rezone The Property Located At East End Of Magness Creek Drive, Commonly Referred To Stonebridge Village R-1 (Single Family) To Pud (Planned Unit Development); Amending The Land Use Plan; And For Other Purposes (Tabled)	7
	b) **Ordinance No. 1 Of 2016** - An Ordinance To Rezone The Property Located At Greystone (South of Greystone Blvd & East of Hwy 5 Right of Way) R-1 (Single Family) To A Pud (Planned Unit Development); Amending The Land Use Plan; And For Other Purposes (Second Reading)	13
10	Planning Commission (New Business)	
	a) **Ordinance No. 6 Of 2016** - An Ordinance To Adopt The Unified Development Code ("udc") For The City Of Cabot, Arkansas; Declare An Emergency; And For Other Purposes	19
11	City Council (Old Business)	
	a) **Ordinance No. 2 Of 2016** - An Ordinance Authorizing The Issuance Of A Promissory Note To Provide Financing For The Purchase Of A Fire Truck; Authorizing The Sale Of The Note And The Execution Of A Note Purchase Agreement; Declaring An Emergency And Prescribing Other Matters Pertaining Thereto. (Second Reading)	195
12	City Council (New Business)	
	a) **Ordinance No. 7 Of 2016** - An Ordinance Adopting A Property Maintenance Code For The City Of Cabot; Declaring An Emergency; And For Other Purposes	203

b) **Resolution No. 4 Of 2016** - A Resolution Expressing The Willingness Of The City Of Cabot, Arkansas To Utilize Federal-Aid Monies; Authorizing Mayor To Apply To U. S. Department Of Transportation For The Transportation Investment Generating Economic Recovery Grant; Authorizing Mayor And City Clerk-Treasurer To Execute All Necessary Documents And If Awarded, To Expend Funds; And For Other Purposes 239

c) **Resolution No. 5 Of 2016** - A Resolution To Adopt A Master Park Plan For The City Of Cabot, Arkansas; And For Other Purposes 243

d) **Resolution No. 6 Of 2016** - A Resolution To Accept The Unit Price Bid Submitted By Gene Summers Const., Inc. For The Highland Subdivision Drainage Improvements; Authorizing The Mayor And City Clerk~Treasurer To Enter Into A Contract With The Successful Bidder; And For Other Purposes 385

13 Community Input

14 Adjournment

Exhibit A - City Council Agenda Meeting 390

Exhibit B - Parks and Recreation Commission 395

Exhibit C - Cabot Water & Wastewater Commission 399

Exhibit D - Advertising & Promotion Commission 403

Exhibit E - Planning Commission 407

Exhibit F - Police & Fire Dept. Reports 411

Exhibit G - Fixed Asset Deletion Report 421

Exhibit H - City Financial Reports 425

Council Meeting Minutes

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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MAR 10 2016
City of Cabot

CITY OF CABOT, ARKANSAS
Council Meeting Minutes
February 15, 2016

Call to Order

Mayor Bill Cypert called to order the regular meeting of the Cabot City Council at 7:00 p.m. on February 15, 2016 in the Cabot City Annex Council Chambers. Opening prayer was given by Alderman Ann Gilliam, and the Pledge of Allegiance was led by Alderman Rick Prentice.

Roll Call

A roll call was conducted. The following persons were present: Aldermen Ed Long, Rick Prentice, Kevin Davis, Ronald Waymack, Ann Gilliam, and Doyle Tullos, and Jon Moore (one seat vacant). Also in attendance were Mayor Bill Cypert, City Attorney Jimmy Taylor, City Clerk / Treasurer Tammy Yocom, and Calvin Aldridge, CPA.

Approval of Minutes from Last Meeting and Other Matters

Mayor Cypert gave the State of the City Address. A printed copy is attached.

The minutes of the January regular council meeting were approved with a motion by Mr. Davis, second by Ms. Gilliam. All voted aye.

Motion to read all ordinances and resolutions by title only was made by Mr. Tullos, second by Mr. Waymack. All voted aye.

City Attorney, Jimmy Taylor stated the need for a roll call vote when the adoption of an Emergency Clause is necessary along with stating the reason and when adopting all contracts.

Planning Commission

OLD BUSINESS: ORDINANCE NO. 30 OF 2015 – AN ORDINANCE TO REZONE THE PROPERTY LOCATED AT EAST END OF MAGNESS CREEK DRIVE, COMMONLY REFERRED TO AS STONEBRIDGE VILLAGE R-1 (SINGLE FAMILY) TO PUD (PLANNED UNIT DEVELOPMENT); AMENDING THE LAND USE PLAN; AND FOR OTHER PURPOSES was read by City Clerk/Treasurer Tammy Yocom. Third Reading. Tim Lemons addressed the council, asking for this to be tabled for 30 days due to a possible utility conflict. Mr. Long made a motion to table until the March Council Meeting, second by Mr. Prentice. Motion passed with a vote of 7-0.

NEW BUSINESS: ORDINANCE NO. 1 OF 2016 – AN ORDINANCE TO REZONE THE PROPERTY LOCATED AT GREYSTONE (SOUTH OF GREYSTONE BLVD & EAST OF HWY 5 RIGHT OF WAY) R-1 (SINGLE FAMILY) TO A PUD (PLANNED UNIT

DEVELOPMENT); AMENDING THE LAND USE PLAN; AND FOR OTHER PURPOSES was read City Clerk/Treasurer Tammy Yocom. First reading. Mr. Fred Nalley of 51 Hickory Bend addressed the Council requesting the ingress/egress issue be addressed to keep from serious traffic issues. Mr. James Reid, Planning Commission Chair addressed the council. He stated they are not addressing traffic flow at this point, only land use. At the appropriate time, the ingress/egress issue will be worked through. He recommends this PUD as a good land use fit. Mr. Reid went on to give a brief explanation of an R-1 and PUD at Mr. Tullos' request. He explained an R-1 allows for 1,000 or more sq. feet, could be a manufactured home, does not have to be brick. A PUD could be more restrictive, utilizing the land. This PUD includes a park area. Mr. Reid acknowledged they have already started what he promised to be, a long hard look at traffic flow.

City Council

OLD BUSINESS: None

NEW BUSINESS: ORDINANCE NO. 2 OF 2016 – AN ORDINANCE AUTHORIZING THE ISSUANCE OF A PROMISSORY NOTE TO PROVIDE FINANCING FOR THE PURCHASE OF A FIRE TRUCK; AUTHORIZING THE SALE OF THE NOTE AND THE EXECUTION OF A NOTE PURCHASE AGREEMENT; DECLARING AN EMERGENCY AND PRESCRIBING OTHER MATTERS PERTAINING THERETO was read by City Clerk/Treasurer Tammy Yocom. First reading. No action.

ORDINANCE NO. 3 OF 2016 – AN ORDINANCE AUTHORIZING THE ISSUANCE OF A PROMISSORY NOTE TO PROVIDE FINANCING FOR A SPORTS AND COMMUNITY CENTER PROJECTS; AUTHORIZING THE SALE OF THE NOTE AND THE EXECUTION OF A NOTE PURCHASE AGREEMENT; DECLARING AN EMERGENCY AND PRESCRIBING OTHER MATTERS PERTAINING THERETO was read by City Clerk/Treasurer Tammy Yocom. First reading. No action.

ORDINANCE NO. 4 OF 2016 – AN ORDINANCE AUTHORIZING THE ISSUANCE OF SALES AND USE TAX IMPROVEMENT BONDS, SERIES 2016, FOR THE PURPOSE OF FINANCING THE COST OF CAPITAL IMPROVEMENTS; PLEDGING A 1% SALES AND USE TAX TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS; DECLARING AN EMERGENCY; AND PRESCRIBING OTHER MATTERS RELATING THERETO was read by City Clerk/Treasurer Tammy Yocom. First reading. No action.

ORDINANCE NO. 5 OF 2016 – AN ORDINANCE TO ADOPT THE CABOT FIRE DEPARTMENT HANDBOOK; AND FOR OTHER PURPOSES was read by City Clerk/Treasurer Tammy Yocom. First reading. Chief Robinson requested the second and third reading be suspended and the ordinance adopted due to a need in the department. Motion to suspend second and third readings by Mr. Long, second by Mr. Prentice. Motion passed with a vote of 7-0. Motion to adopt by Mr. Moore, second by Mr. Long. Motion passed with a vote of 7-0.

RESOLUTION NO. 3 OF 2016 – A RESOLUTION ADOPTING THE LOOK-BACK MEASUREMENT METHOD UNDER THE PATIENT PROTECTION AND AFFORDABLE CARE ACT was read by City Clerk/ Treasurer Tammy Yocom. Motion to adopt by Mr. Tullos, second by Mr. Moore. Motion passed with a vote of 7-0.

Community Input – Stacie Wyatt addressed the council seeking a solution to allow her to keep her goats and sheep even though she does not have a full acre under fence. Discussion. It was determined this issue would not be readdressed due to the lack of a fenced acre of property for the goats and sheep.

Mayor Input –None

Adjournment - There being no further business, the meeting was adjourned at 8:00 p.m.

CERTIFICATE

We, the undersigned Mayor and City Clerk/Treasurer for the City of Cabot do hereby certify the foregoing to be a true and correct record of the proceedings of the City of Cabot Regular Meeting held on Monday, February 15, 2016, at 7:00 p.m.

William A. "Bill" Cypert, Mayor

Tammy Yocom, City Clerk/Treasurer

STATE OF THE CITY

CABOT, ARKANSAS
2016
MAYOR BILL CYPERT

February 15, 2016

Health, safety, education, quality, professionalism, and progress every day!

REVENUE, EXPENSES, GRANTS, SAVINGS 2015

- City sales tax revenue up 4.23% 2014 -2015
- County sales tax revenue up 3.99% 2014 -2015
- A & P tax revenue up 8.69% 2014 - 2015
- Total revenue and expenses basically on target
- In last five years city has received $3,763,986 in grants
- Since 2011 $241,526 annual and recurring and $371,666 one time savings have been realized

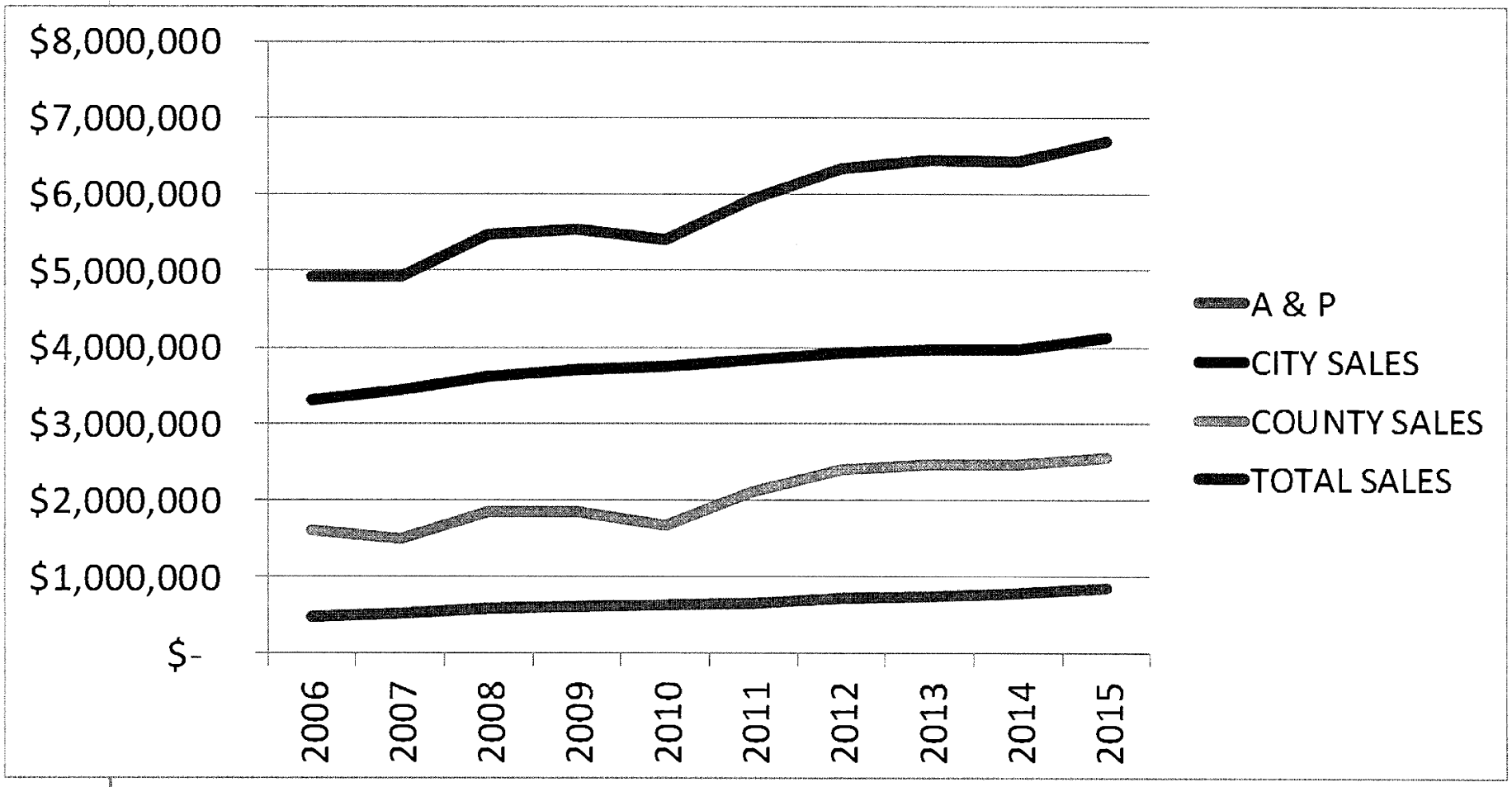
CITY OF CABOT

Tax Growth Rate History Since 2006

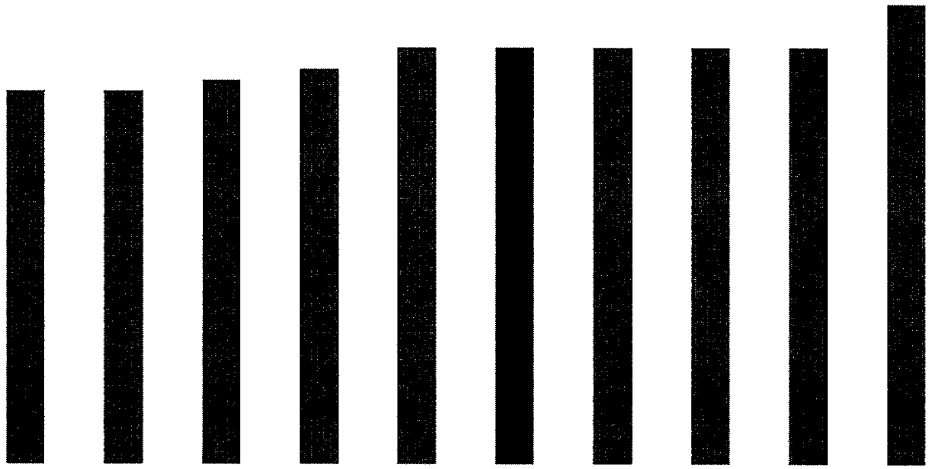
A & P 7.70% Annually

City 2.53% Annually

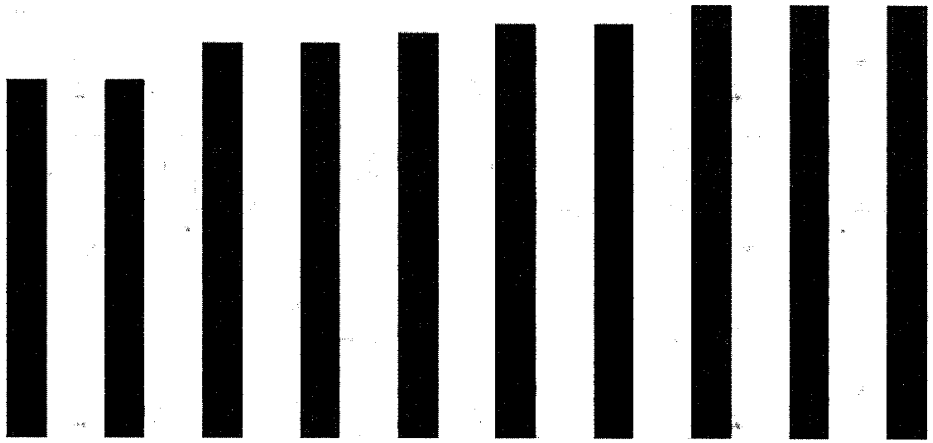
County 6.55% Annually



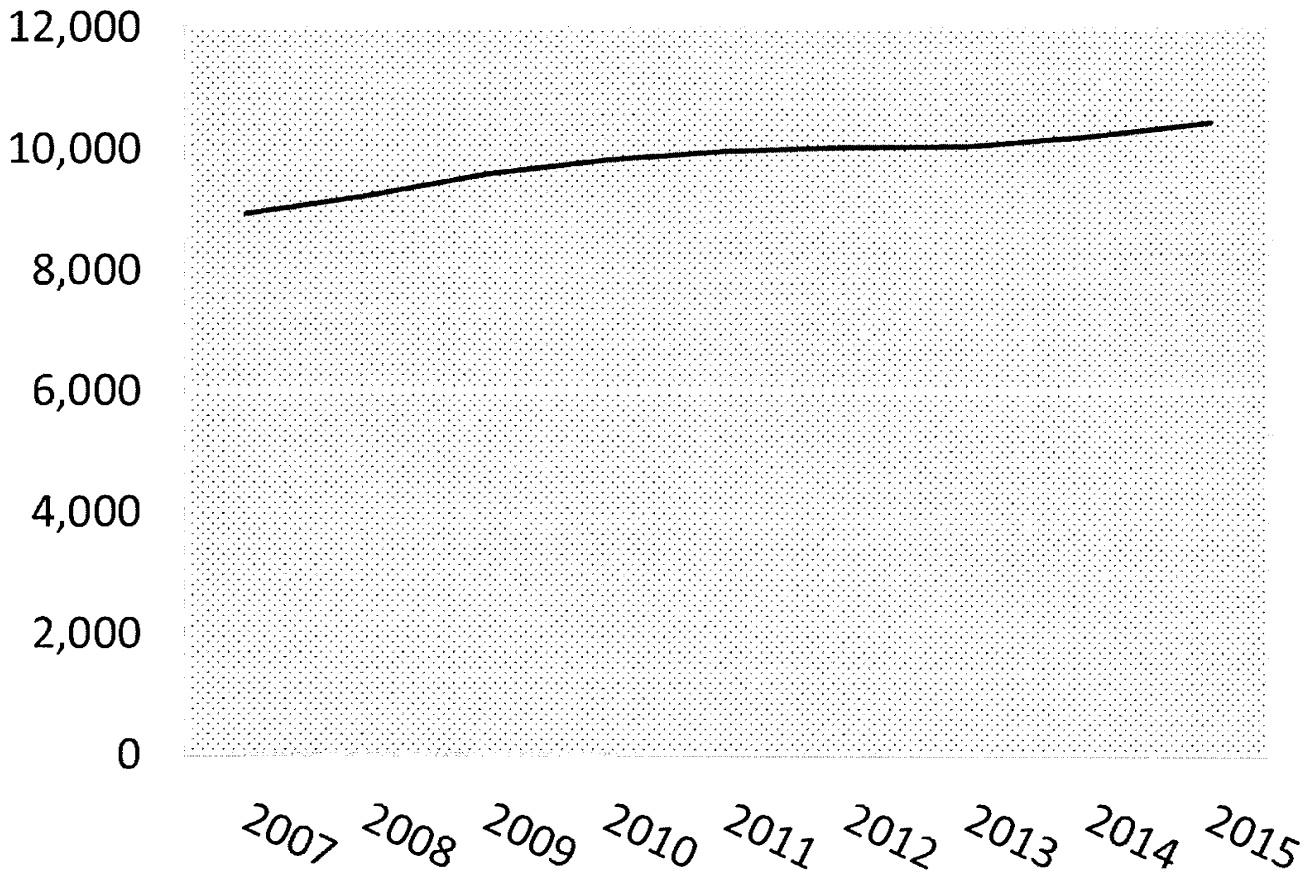
Total Sales Tax W/O A & P



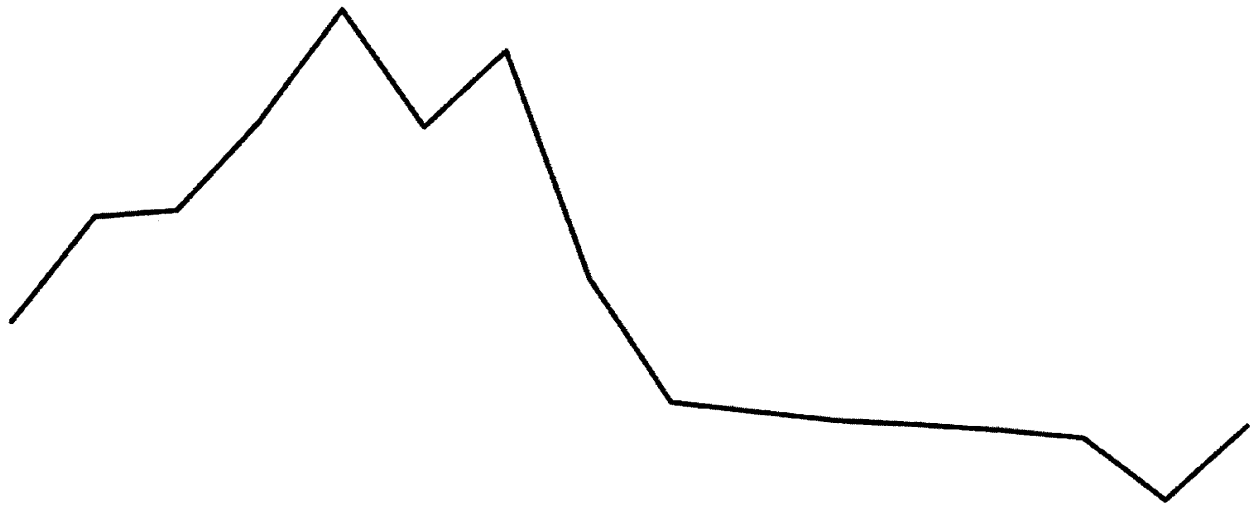
Total Sales Tax With A & P



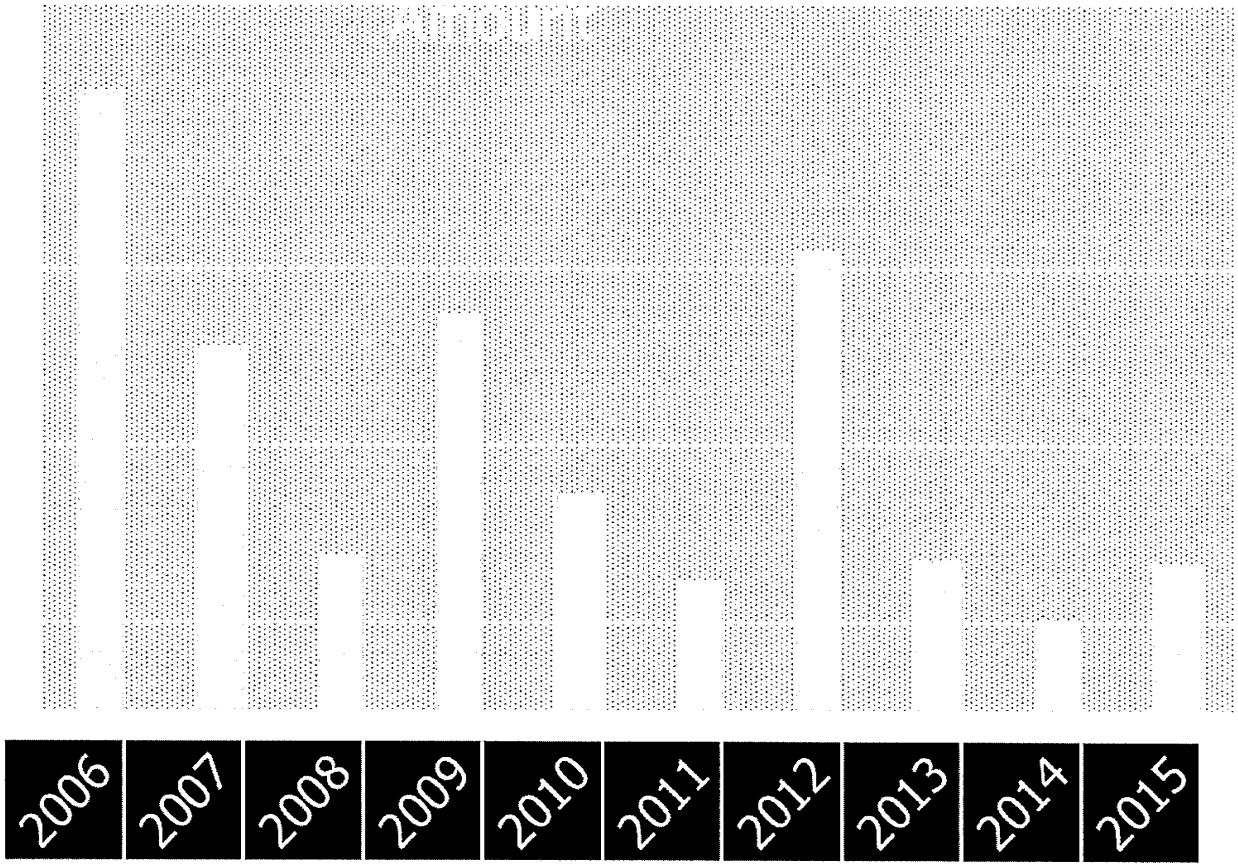
CITY OF CABOT
SCHOOL DISTRICT
ENROLLMENT and PreK HISTORY
17.05% GROWTH SINCE 2007



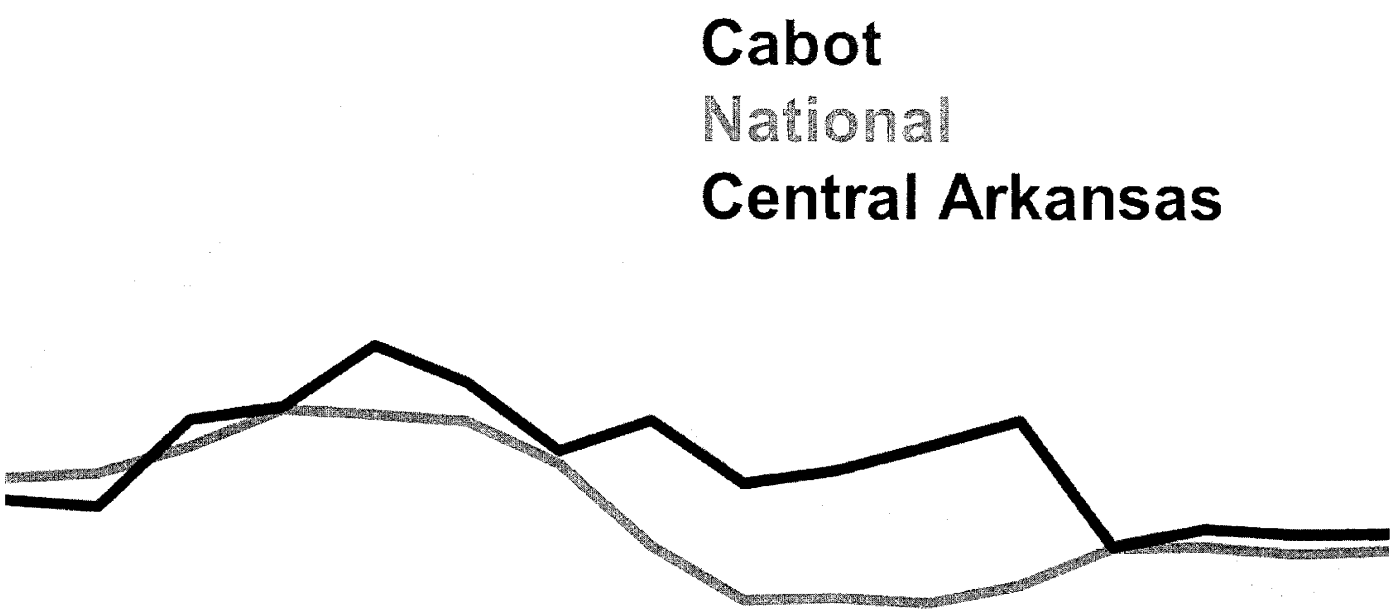
CITY OF CABOT
NEW CONSTRUCTION BUILDING PERMITS
HISTORY



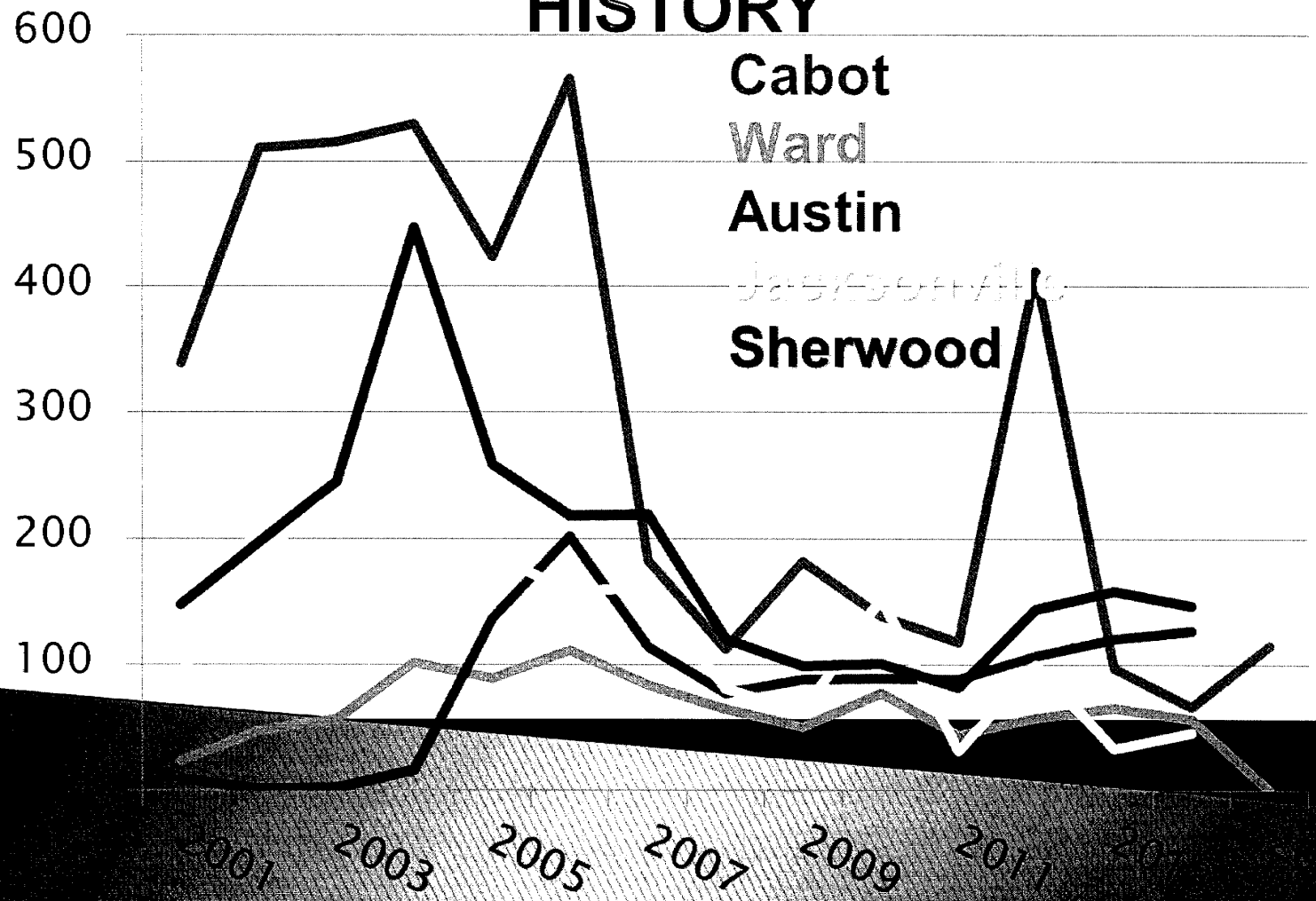
CITY OF CABOT
BUILDING PERMIT NEW CONSTRUCTION
$ AMOUNT
HISTORY



CITY OF CABOT
NEW CONSTRUCTION BUILDING PERMIT HISTORY TREND

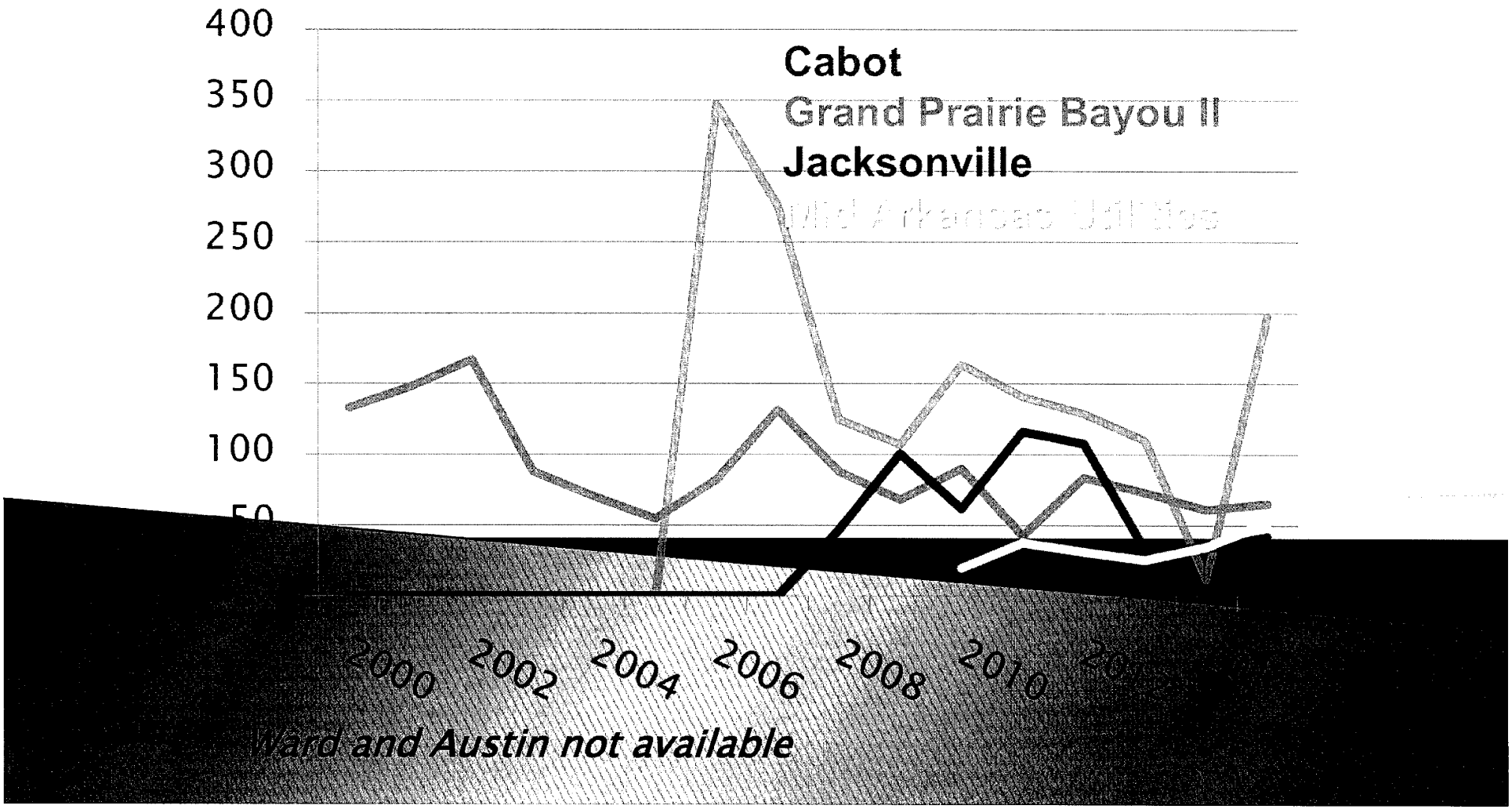


CITY OF CABOT
NEW CONSTRUCTION BUILDING PERMIT HISTORY



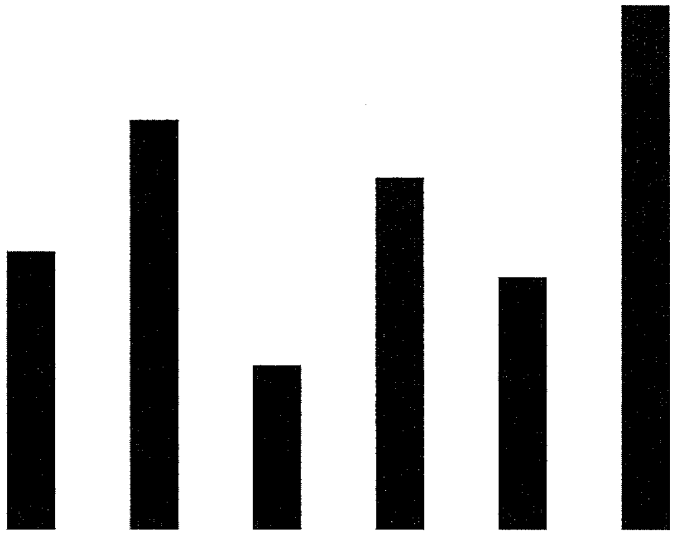
Statistics from HomeFacts, where "0", information

CITY OF CABOT
WATER CONNECTIONS
HISTORY



NEW CONSTRUCTION BUILDING PERMITS

Most recent annual available



CABOT DISTRICT COURT CASE FILINGS

As reported to the Arkansas Administrative Office of the Courts
By the Cabot District Court

CABOT DISTRICT COURT FILINGS PER STAFF

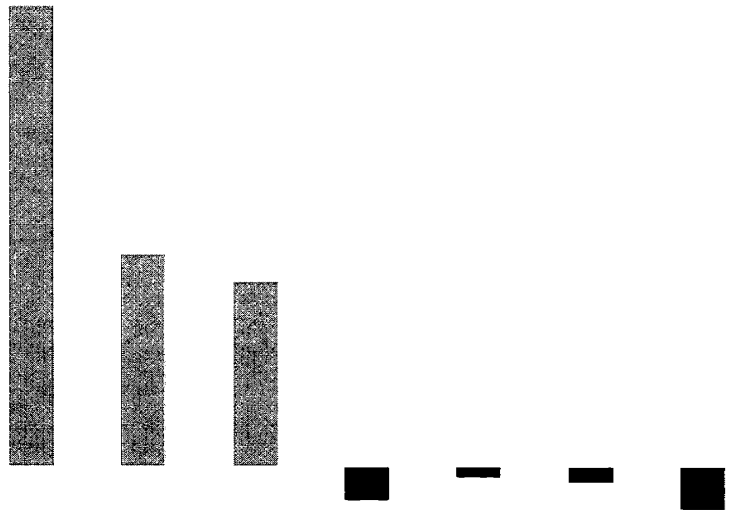
LONOKE COUNTY DISTRICT COURTS
FILINGS PER STAFF
2015 Filings

Austin did not report to the
Administrative Office of the Courts in 2015

LONOKE COUNTY DISTRICT COURTS
Revenue per Filing Reported by the Administrative Office of the Courts
Fines and Costs Collected
2015

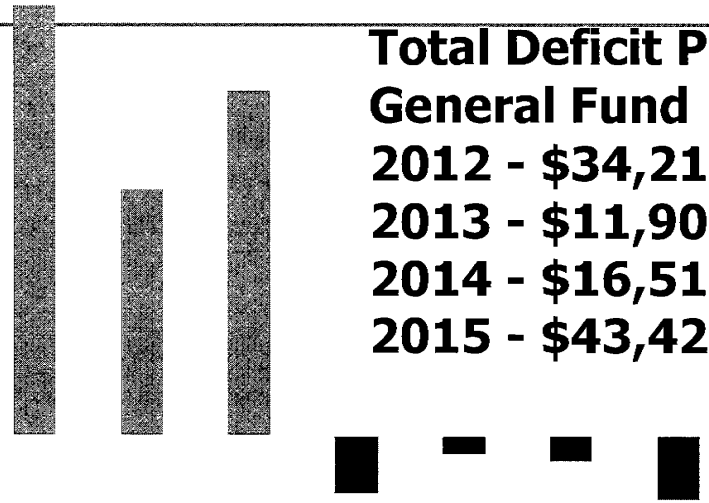
Austin did not report to the Administrative Office of the Courts in 2015

CABOT DISTRICT COURT
REVENUE (DEFICIT FROM GENERAL FUND)



Total Deficit 2012 – 2015 $106,060

CABOT DISTRICT COURT REVENUE PER FILING



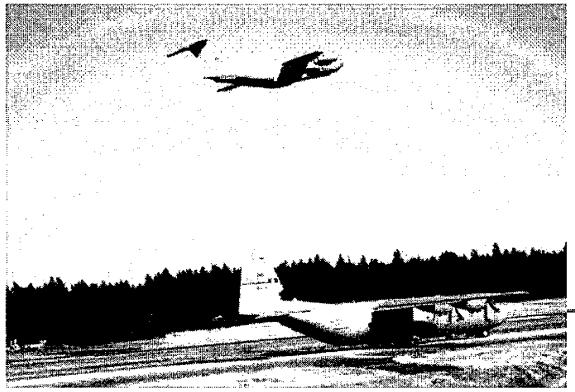
Total Deficit Paid by General Fund
2012 - $34,219
2013 - $11,904
2014 - $16,511
2015 - $43,426

- **2012 Lonoke County, per State Statute, cut funding by $122,102 annually**
- **2012 Reduced staff from 6 to 5, 2014 increased to 6**
- **Filings reduced in part by technology preventing hot checks**
- **Filings reduced by law enforcement taking cases to other district courts or reduction in citations being written due to lack of confidence in court**

It's about KIDS
Cabot Public Schools

POSITIVE FACTS

- **School district of 10,463 students** including Prek
  - 7th Largest district in state and largest employer in the County
  - The large school district attracts retiring grandparents
  - Cabot school athletics consists of 81 teams in 15 sports
  - 9 2015 National Merit Finalists
- **Primary and secondary trade area population 91,000 plus**
- **School District population 41,000 plus**
- **450 Chamber of Commerce Members**
- **1,057 business licenses on record**
- **9,887 Water customers**
- **In top 20 of largest cities in Arkansas**
- **In 2015, 33 Chamber ribbon cuttings**
- **Second safest large city in Arkansas** 2014 FBI Crime Stats



ASSETS

- **The LRAFB and economic impact of near one billion to the central Arkansas economy,**
  approximately 40% of Cabot residents connected to base, 6th largest employer in Arkansas
- **Small hometown family oriented atmosphere with big city amenities nearby**
- **One of the top BMX bike tracks in the central United States**
- **Sound water and wastewater infrastructure with long term capacity, strategic plans and funding**
- **One of the best school districts in the country comparable in size per capita student**

ASSETS, Continued

- Thirty plus evangelical church congregations in the city limits
- A caring and volunteering community with pride
- Close proximity to recreational lakes, fishing, deer hunting, duck hunting, and world class medical facilities (UAMS)
- Significant annexation and development potential within Cabot WaterWorks service area
- Major electrical power line and substation
- State-of-the –art Cabot Public Library

ASSETS, Continued

- State-of-the-art Armory with meeting facilities and more opportunities for military connections
- A trained workforce with good work ethics
- Close to higher education and technical education facilities
- Lonoke County Christian Clinic

ASSETS, Continued

- **Located on planned interstate route (I 30) to St Louis, interstate status currently being explored**
- **Immediately adjacent to the Little Rock metro and central Arkansas areas that have a great deal of potential for commercial expansion due to out of state firms looking for friendly tax structures, good business environments, and high quality of life for employees**
  - Central Arkansas is listed in Kiplinger's most recent "10 Great Places to Live"
  - Moody's Investment Services has rated central Arkansas as the second most-diverse economy in the nation, just a tad behind Chicago

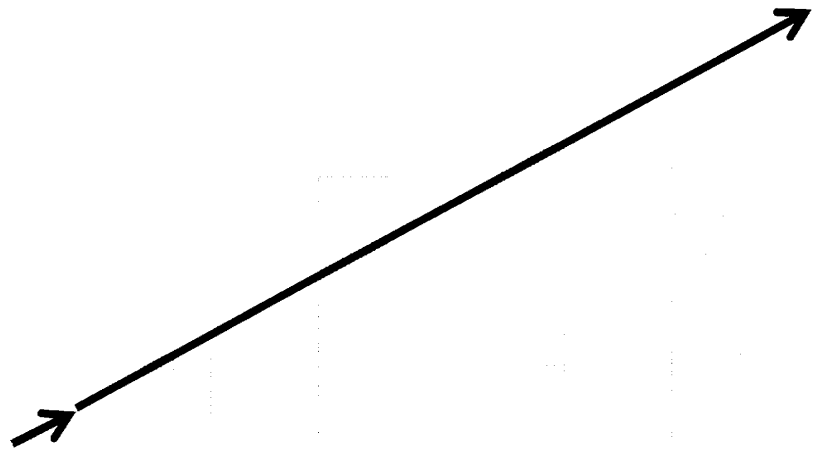
ASSETS, Continued

- **A broad base of community support and involvement in youth sports and other diverse recreational and community activities** such as the Cabot Community Theatre and new Skate Park currently being relocated due to new Event Center construction
- **Potential for significant expansion of rooftops and commercial ventures due to population projected to double by 2050**

ASSETS, Continued

- Home of a 32 lane state-of-the-art family bowling facility
- Dual railroad for potential future mass transportation to Little Rock Metro area
- Near both a national and regional airport with ILS and large jet runways
- Two different major roadways to Little Rock Metro Area
- Rail spur availability for industry, manufacturing, trucking, etc.

POPULATION PROJECTIONS
METROPLAN



- Actual 2014
  25,627
- Projected
- Current
  Estimate
  26,000 plus

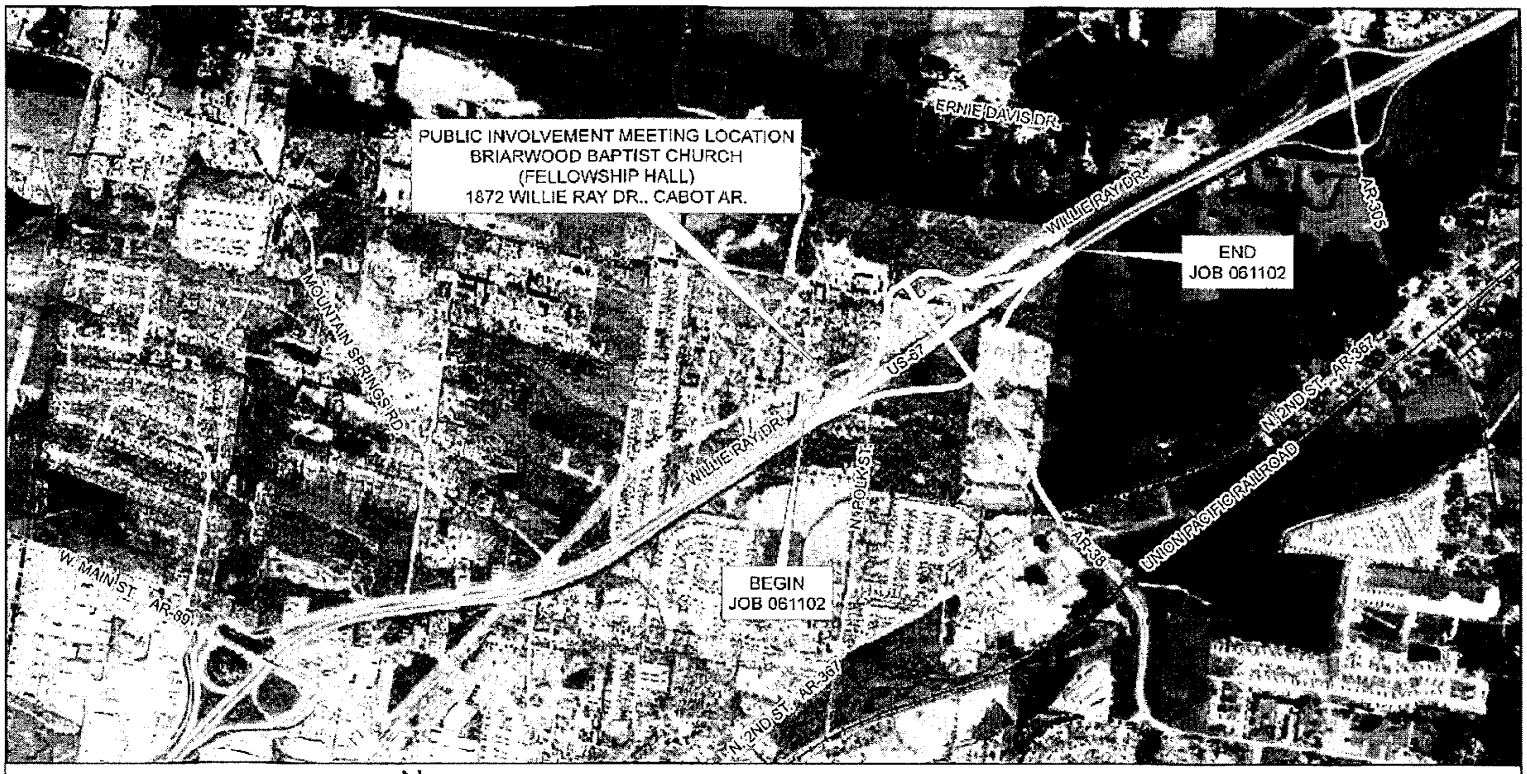
ASSETS, Continued

- 1st Congressional District Rick Crawford maintains constituent office
- State-of-the-art Cabot Public Health Unit
- Arkansas State University at Beebe with a campus at the LRAFB
- CabotFest
- StrawberryFest
- One of the top fastest growing cities in Arkansas
- Local medical express facilities providing physician-led, treatment for illnesses, injuries, employer services, and basic wellness and preventative health care

ACCOMPLISHMENTS 2015

- North Cabot Interchange design, environmentals, right of way acquisition, and utility relocation toward bid and letting of a contract in late 2016 with final construction in late 2018 early 2019, currently on target
- New Cabot Public Library completed
- Continued construction of wastewater collection system improvements to be complete in mid 2016 including eliminating sanitary sewer overflows, reducing expensive long term lift stations, and vast improvement city wide in capacity for growth , currently on target with Greystone lift station out of service
- Construction of baseball and football sports complex, softball field expansion and upgrades, and water sports complex all projected for completion April 2016
- Began construction of new event center and exercise facility and safe room with projected completion in the 3rd quarter 2016
- Magness Creek Safe Routes to School Bridge
- Central Detention Pond
- Kerr Station Drainage Improvement Project with three new bridges on Kerr Station Road
- New Fire Truck

North Cabot Interchange



N

Hwy. 67 Interchange (N. of Cabot)

Lonoke County, Arkansas

JOB 061102

0 1,000 2,000 Feet

Project Location

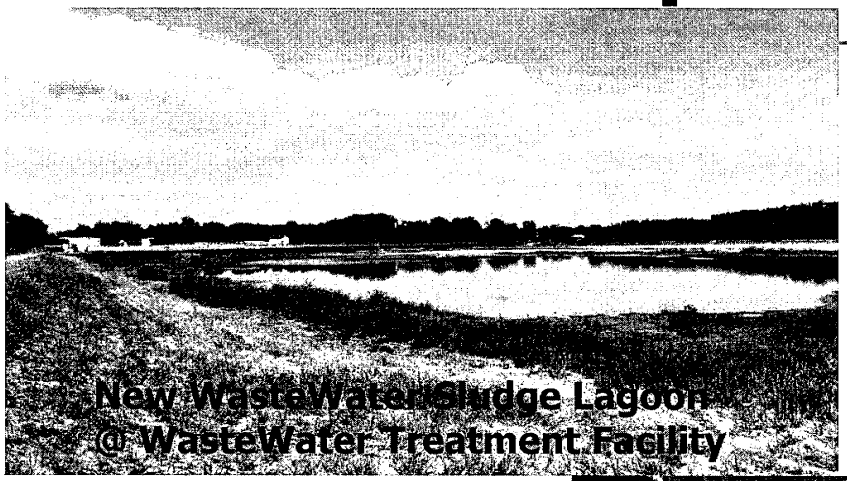
Cabot City Limits

NOTES:

Cabot Public Library

Cabot Public Library

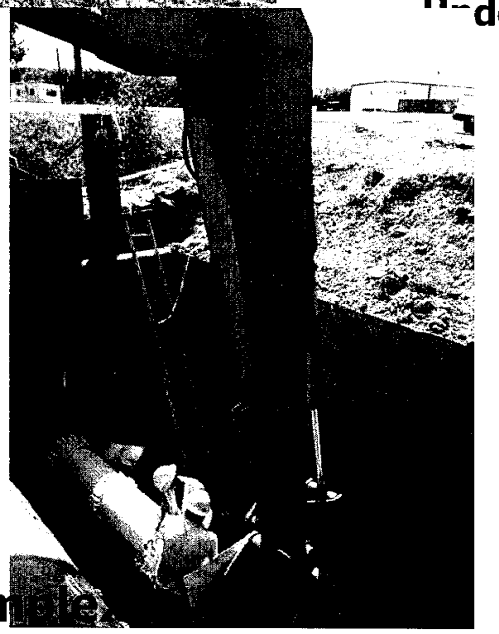
WasteWater Collection System Improvements



New WasteWater Sludge Lagoon @ WasteWater Treatment Facility

Four Mile Creek Sleeve Under US 67 / 167

Four Mile Creek Pump Station



Bore SH 321 Sports Complex

Gravity Line SH 321 To Treatment Facility

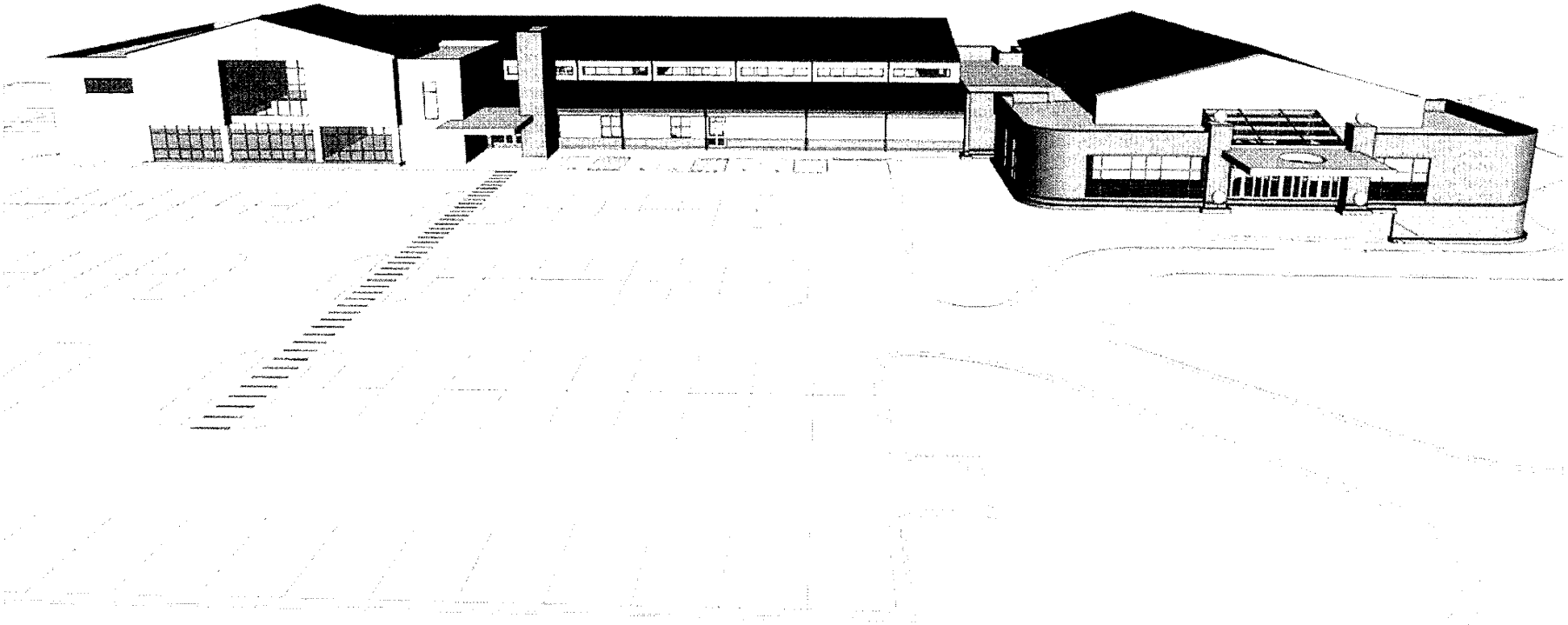
Cabot Sports Complex

Includes baseball, softball, and football fields

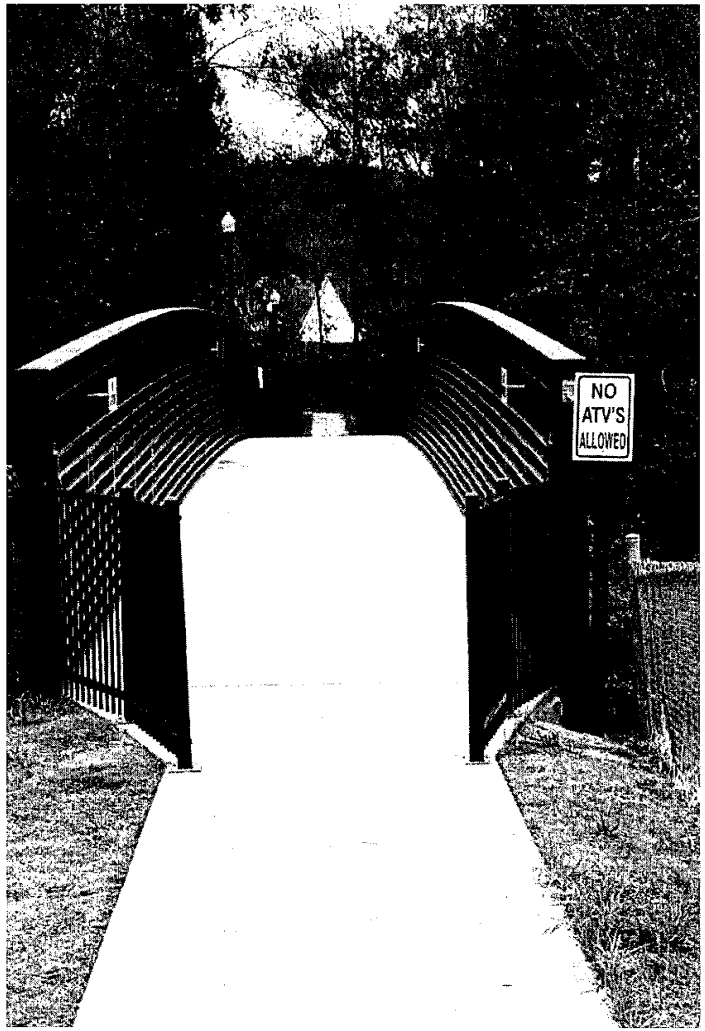
Cabot Aquatic Complex

New Event and Exercise Facility with Safe Room

New Event and Exercise Facility with Safe Room



Magness Creek Safe Routes to School Bridge



Central Detention Pond

Kerr Station Drainage System Improvements with Three New Bridges on Kerr Station Road

New Fire Truck

THE FUTURE FOR CABOT, ARKANSAS

Very positive and bright!

CITY OF CABOT, ARKANSAS

INCORPORATED 1891

CABOT, ARKANSAS
2016 *Forward*

- **11 Major Projects beginning or in progress with completions spanning the period**
- **Additional projects will be potentially initiated by the "Community Development" function**
- **Multimillion Dollar Street Overlay Projects that will Continue through 2023 with grant and state turnback funding**
- **Traffic Signal Network connectivity and "Real Time" Management**
- **StreetScape 9th Street to Exit 19, next phase 9th to 10th funding obtained and targeted for 2016 / 2017 with 2nd to 4th streets to follow**
- **Implementation of Master Parks and Recreation strategic plan currently under development by a consultant for potential renovation of existing and new neighborhood facilities including Richie Road pool complex, North Lonoke County facility, dog park, and potential larger therapy complex at the Community Center, plan complete and on schedule to be adopted by the Parks and Recreation Commission and the City Council by the end of March 2016**

CABOT, ARKANSAS
2016 –*Forward* Continued

- New directional signage on the City Hall Complex with grant funding nearing completion
- Ongoing beautification projects continuing along the US 67/167 corridor and other parts of the city
- Bid and contract award for Highlands Drainage Improvements where residents will provide easements in phases across five drainage basins through the subdivision targeted for 2016 / 2017
- Design and obtain funding for new central fire station to be located at the corner of Richie Road and South 2nd Street (corner in front of Renew Church), includes new quint fire truck, property being purchased, timeframe 2017 /2018
- Purchase another new pumper fire truck November 2016
- Relocate the Senior Center to the old library with facility improvements and enhance programs and services with a new agreement with the Lonoke County Council on Aging who would also operate the old Senior Center facility as an small Event Center, timeframe start 2016 into 2017

CABOT, ARKANSAS
2016 – *Forward* Continued

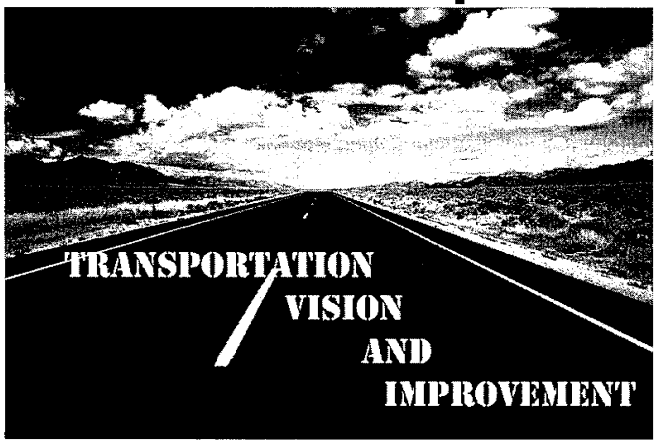
- Implement residential household waste pickup automation by mid March 2016, no changes to recycle, yard, and bulky waste
- Finalize, publish and keep updated Comprehensive plan for the City of Cabot, and filed with Lonoke and Pulaski Counties
  - Corridor plans
  - Planning Area Boundaries
  - Access Management Plans
  - Master Street Plan
  - Master Sidewalk Plan – Walkable 2016 an update from 2007
  - Parks and Recreation Master Plan, complete 1st quarter 2016
  - Fire Station Plan
- Procure and implement of a state-of-the-art web site
- Continue strengthening US Congressional delegation relationships for community development, federal highway funding, and grants through personal visits and connection to Washington Congressional offices

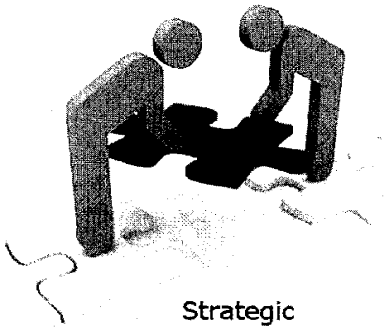
CABOT, ARKANSAS
2016 – *Forward* Continued

- **Continued to build *partnerships* and enhance relationships with:**
  - The Arkansas Highway and Transportation Department
  - Metroplan and member cities and counties
  - Little Rock Air Force Base
  - Camp Robinson
  - United States Congressional delegation
  - State Legislature delegation
  - Cabot School District
  - CAPDD, Central Arkansas Planning and Development District
  - Cabot Chamber of Commerce
  - Central Arkansas Regional Solid Waste Management
  - District
  - TEX21 Transportation EXcellence for the Twenty First Century
  - Arkansas Municipal League

Transportation Vision and Improvement Plan

- Detailed plan and current report on the city web site
- Major needed projects currently include:
  - North Cabot Interchange, in progress and on target
  - Adaptive signal control and management, in progress
  - Exit 16 & 19 interchange renovations
  - SH 321 capacity improvement 2 to 4 lanes from Exit 16 to SH 89
  - SH 5 Capacity improvement 2 to 4 lanes from SH 89 to Magness Creek
  - All of the above requested on the Metroplan and AHTD Statewide Transportation Improvement Plan 2016 - 2020





Strategic Transportation Planning Report

COMMUNITY DEVELOPMENT

2016 Ongoing

- City leadership of function with budget funding and City Council Committee
- Further define and improve quality of life, education, job opportunities, and infrastructure for the long term with input and support of community residents and businesses
- Partnership and team concept with city and commissions to potentially provide infrastructure incentives
- Develop *community profile* for perspective business and interests in the community, in progress, complete mid 2016
- Provide interaction and synergy from the mayoral administration and Chamber of Commerce to effectuate and support economic development

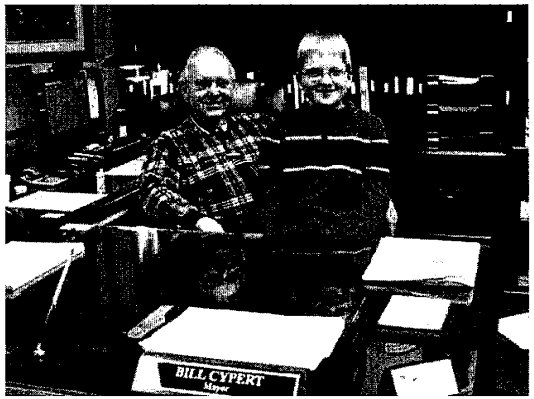
Imagine!

CABOT

Thinking out of the box

TEAM CABOT

Quality of life is economic development, we are building a city where your kids and grandkids will want to live and have opportunity to do so!



CABOT
Advertising & Promotion Commission

CITY OF CABOT, ARKANSAS
PARKS & REC
TOGETHER EVERYONE ACHIEVES MORE

CITY of CABOT
CABOT
ARKANSAS
EST. 1891

Grow Cabot!

It's about KIDS
Cabot Public Schools

- ***Cabot, Arkansas A Destination for Achievement and Quality of Life!***

WaterWorks
CABOT

I WANT TO PERSONALLY THANK EACH VETERAN AND ACTIVE MILITARY MEMBER FOR SERVING OUR COUNTRY!

Working together Cabot will be one of the best places in America to live, work, and invest! "Team Cabot"

- **Thank you and may God bless Cabot, Arkansas, and the USA**

<u>Coming together</u> is a beginning.
<u>Keeping together</u> is progress.
<u>Working together</u> is success!

Henry Ford

Alone we can do so little;
Together we can do so much!
-HELEN KELLER

And CABOT, ARKANSAS

CITY OF CABOT, ARKANSAS
Council Meeting Minutes
February 25, 2016

Call to Order

Mayor Bill Cypert called to order the special meeting of the Cabot City Council at 7:00 p.m. on February 25, 2016 in the Cabot City Annex Council Chambers. Opening prayer was given by Alderman Kevin Davis, and the Pledge of Allegiance was led by Alderman Doyle Tullos.

Roll Call

A roll call was conducted. The following persons were present: Aldermen Ed Long, Rick Prentice, Kevin Davis, Ronald Waymack, Ann Gilliam, Doyle Tullos and Jon Moore (one seat vacant). Also in attendance were Mayor Bill Cypert, City Attorney Jimmy Taylor, and City Clerk / Treasurer Tammy Yocom.

Approval of Minutes from Last Meeting and Other Matters

Motion to read all ordinances and resolutions by title only was made by Mr. Moore, second by Mr. Waymack. All voted aye.

Planning Commission

OLD BUSINESS: None

NEW BUSINESS: None

City Council

OLD BUSINESS: ORDINANCE NO. 3 OF 2016 – AN ORDINANCE AUTHORIZING THE ISSUANCE OF A PROMISSORY NOTE TO PROVIDE FINANCING FOR A SPORTS AND COMMUNITY CENTER PROJECTS; AUTHORIZING THE SALE OF THE NOTE AND THE EXECUTION OF A NOTE PURCHASE AGREEMENT; DECLARING AN EMERGENCY AND PRESCRIBING OTHER MATTERS PERTAINING THERETO was read by City Clerk/Treasurer Tammy Yocom. Motion to suspend the third reading by Ms. Gilliam, second by Mr. Moore. Motion passed with a vote of 7-0. Motion to adopt by Ms. Gilliam, second by Mr. Moore. Roll call vote – motion passed with a vote of 7-0. Motion to adopt the Emergency Clause by Mr. Tullos, second by Mr. Moore. Roll call vote – motion passed with a vote of 7-0.

ORDINANCE NO. 4 OF 2016 – AN ORDINANCE AUTHORIZING THE ISSUANCE OF SALES AND USE TAX IMPROVEMENT BONDS, SERIES 2016, FOR THE PURPOSE OF FINANCING THE COST OF CAPITAL IMPROVEMENTS; PLEDGING A 1% SALES AND USE TAX TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS; DECLARING AN EMERGENCY; AND

PRESCRIBING OTHER MATTERS RELATING THERETO was read by City Clerk/Treasurer Tammy Yocom. Motion to suspend the third reading by Mr. Moore, second by Ms. Gilliam. Motion passed with a vote of 7-0. Motion to adopt by Mr. Davis, second by Ms. Gilliam. Roll call vote – motion passed with a vote of 7-0. Motion to adopt the Emergency Clause by Mr. Moore, second by Ms. Gilliam. Roll call vote – motion passed with a vote of 7-0.

NEW BUSINESS: None

City Attorney Jimmy Taylor addressed the Mayor and Council stating the 2014 Audit had been received and reviewed and there was no further action necessary. No council member stated they had not received the audit when asked by the Mayor.

Community Input – None

Mayor Input – None

Adjournment - There being no further business, the meeting was adjourned at 7:10 p.m.

CERTIFICATE

We, the undersigned Mayor and City Clerk/Treasurer for the City of Cabot do hereby certify the foregoing to be a true and correct record of the proceedings of the City of Cabot Special Meeting held on Thursday, February 25, 2016, at 7:00 p.m.

William A. "Bill" Cypert, Mayor

Tammy Yocom, City Clerk/Treasurer

Notes:

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Ordinance No. 30 Of 2015

An Ordinance To Rezone The Property Located At East End Of Magness Creek Drive, Commonly Referred To Stonebridge Village R-1 (Single Family) To Pud (Planned Unit Development); Amending The Land Use Plan; And For Other Purposes (TABLED)

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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ORDINANCE NO. 30 OF 2015

AN ORDINANCE TO REZONE THE PROPERTY LOCATED AT EAST END OF MAGNESS CREEK DRIVE, COMMONLY REFERRED TO STONEBRIDGE VILLAGE R-1 (SINGLE FAMILY) TO PUD (PLANNED UNIT DEVELOPMENT); AMENDING THE LAND USE PLAN; AND FOR OTHER PURPOSES

WHEREAS, the Cabot Planning Commission is empowered to regulate and control the development of land within the planning jurisdiction of the City of Cabot pursuant to Ark. Code Ann. §14-56-417; and

WHEREAS, the Cabot Planning Commission held its regularly scheduled meeting on November 24, 2015 and approved the request of Lemons Engineering Consultants, Inc., authorized agent for Treskelle III, LLC, to rezone the real property located at the east end of Lakeland Drive from R-1 to PUD, more specifically set forth in the legal description attached hereto as Exhibit "A" and incorporated herein by this reference; and

WHEREAS, the Cabot Planning Commission further approved an amendment to the City's Land Use Plan to reflect consistency with the change in use; referring the same to this body for approval.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF CABOT, ARKANSAS, THAT:

SECTION 1: The property located at east end of Lakeland Drive more specifically set forth in the legal description attached hereto as Exhibit "A" and incorporated herein by this reference and on file in the City Clerk-Treasurer's Office is hereby rezoned from R-1 to PUD .

SECTION 2: The City's Land Use Plan is hereby amended to incorporate the change in the land use as stated above.

SPONSOR:
William A. "Bill" Cypert
Referred By: Planning Commission
Vote: 5-1-1
Date Passed: November 24, 2015

PASSED:
DATE:
APPORVED:

William A. "Bill" Cypert, Mayor

APPROVED AS TO FORM:

Jim Taylor, City Attorney

ATTEST:

Tammy Yocom, City Clerk-Treasurer

Filed
DEC 16 2015
City of Cabot

EXHIBIT "A"

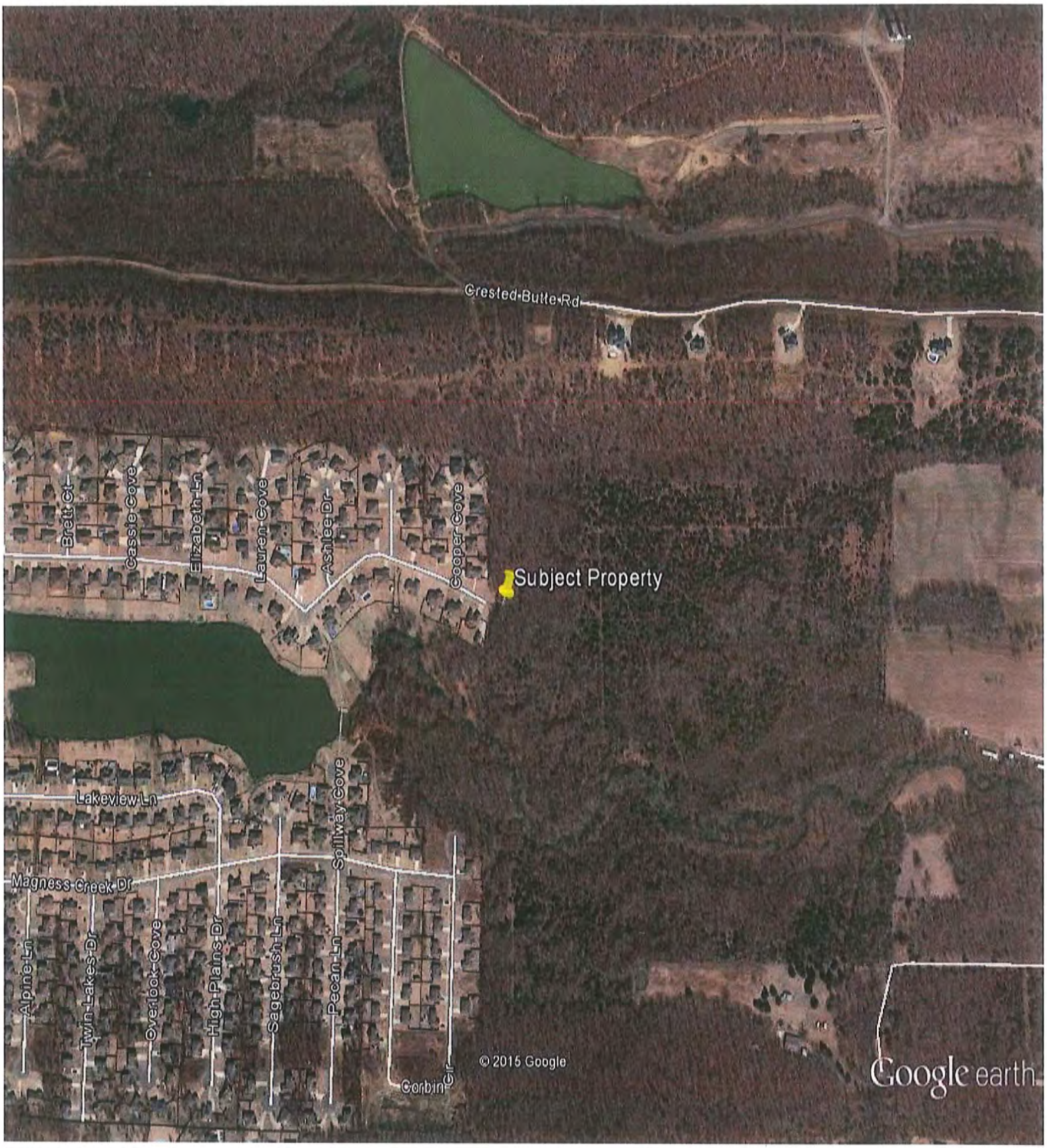
East End of Lakeland Drive

Further Described as Follows:

Part of Section 26, T-5-N, R-10-W, Cabot, Lonoke County, Arkansas, being more particularly described as follows:

Beginning at the SE corner of Lot 569, Magness Creek North Subdivision, Cabot, Lonoke County, Arkansas; thence
S 01°33'46" W, 480.60 feet; thence S 38°26'14" E, 445.00 feet; thence N 88°33'46" E, 315.00 feet; thence N 66°03'46" E, 141.97 feet; thence N 26°13'55" E, 371.96 feet; thence
N 63°46'05" W, 945.22 feet to the PC of a 3030.00 foot radius curve to the left having a chord bearing and distance of N 64°01'41" W, 27.50 feet; thence along arc of said curve, 27.50 feet to the Point of Beginning, containing 10.36 acres, more or less.

EXHIBIT "B"


Crested Butte Rd
Brett Ct
Cassie Cove
Elizabeth Ln
Lauren Cove
Ashlee Dr
Cooper Cove
Subject Property
Lakeview Ln
Spillway Cove
Magness Creek Dr
Alpine Ln
Twin Lakes Dr
Overlook Cove
High Plains Dr
Sagebrush Ln
Pecan Ln
Corbin Cir
© 2015 Google
Google earth

Notes:

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Ordinance No. 1 Of 2016

An Ordinance To Rezone The Property Located At Greystone (South Of Greystone Blvd And East Of Hwy. 5 Right Of Way) R-1 (Single Family) To A Pud (Planned Unit Development); Amending The Land Use Plan; And For Other Purposes
(Second Reading)

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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ORDINANCE NO. 1 OF 2016

AN ORDINANCE TO REZONE THE PROPERTY LOCATED AT GREYSTONE (SOUTH OF GREYSTONE BLVD AND EAST OF HWY. 5 RIGHT OF WAY) R-1 (SINGLE FAMILY) TO A PUD (PLANNED UNIT DEVELOPMENT); AMENDING THE LAND USE PLAN; AND FOR OTHER PURPOSES

WHEREAS, the Cabot Planning Commission is empowered to regulate and control the development of land within the planning jurisdiction of the City of Cabot pursuant to Ark. Code Ann. §14-56-417; and

WHEREAS, the Cabot Planning Commission held its regularly scheduled meeting on January 26, 2016 and approved the request of Lemons Engineering Consultants, Inc., authorized agent for Golf Greystone, LLC, to rezone the real property located at Greystone from R-1 to a PUD (Planned Unit Development), more specifically set forth in the legal description attached hereto as Exhibit "A" and incorporated herein by this reference and referring the same to this governing body for approval; and

WHEREAS, the Cabot Planning Commission further approved an amendment to the City's Land Use Plan to reflect consistency with the change in use; referring the same to this body for approval.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF CABOT, ARKANSAS, THAT:

SECTION 1: The property located at Greystone more specifically set forth in the legal description attached hereto as Exhibit "A" and incorporated herein by this reference and on file in the City Clerk-Treasurer's Office is hereby rezoned from R-1 to a PUD (Planned Unit Development).

SECTION 2: The City's Land Use Plan is hereby amended to incorporate the change in the land use as stated above.

SPONSOR
William A. "Bill" Cypert
Referred By: James Reid
Cabot Planning Commission
Vote: 5-1-1
Date Passed: January 26, 2016

PASSED:
DATE:
APPROVED:

Filed
FEB 10 2016
City of Cabot

William A. "Bill" Cypert, Mayor

APPROVED AS TO FORM:

Jim Taylor, City Attorney

ATTEST:

Tammy Yocom, City Clerk-Treasurer

EXHIBIT "A"

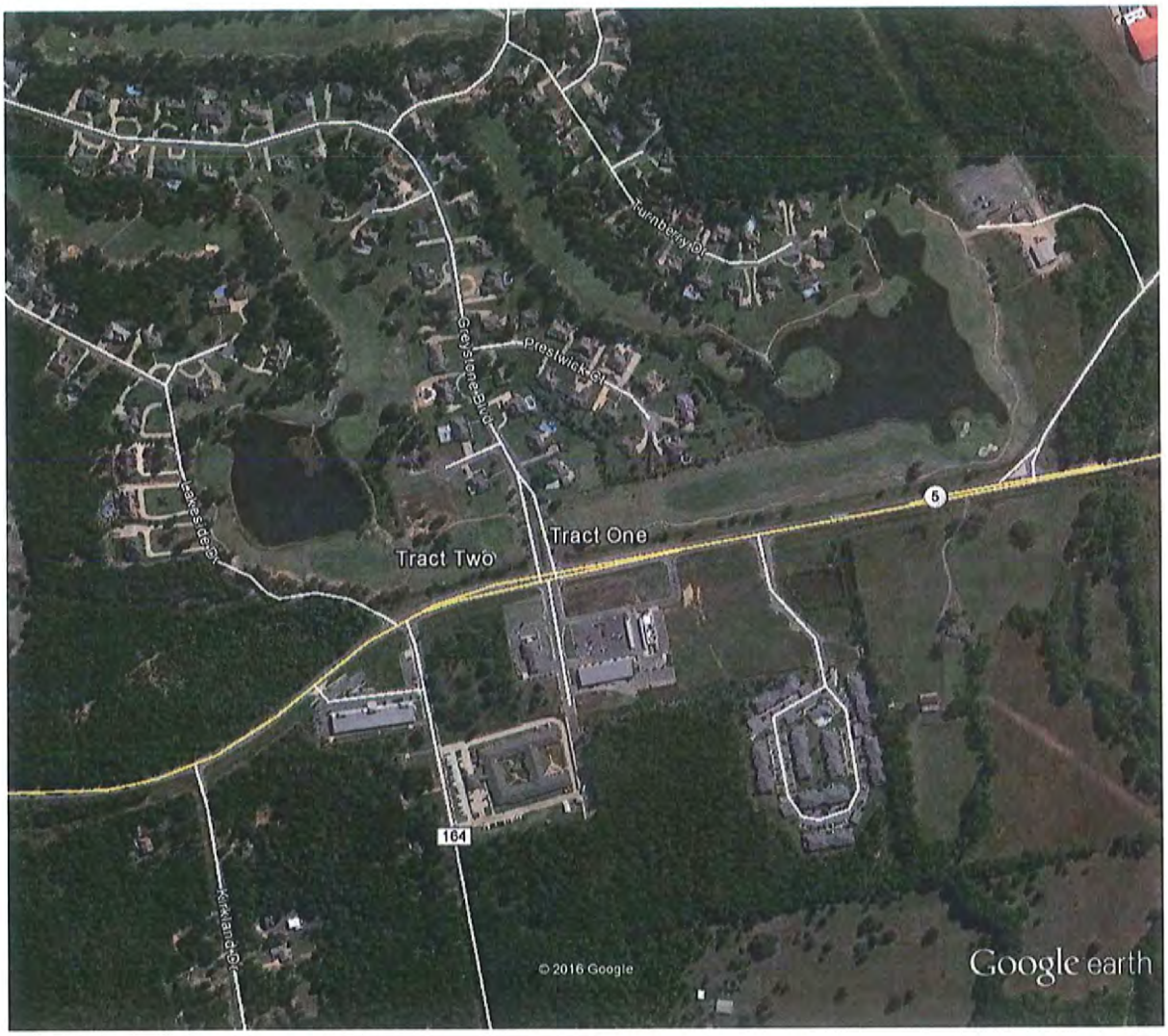
Greystone, South Of Greystone Blvd And East Of Hwy. 5 Right Of Way

Further Described as Follows:

LEGAL DESCRIPTION (TRACT 1 - 6.80± ACRES):
PART OF THE NW 1/4 AND THE SW 1/4 SEC. 34, IN T-5-N, R-10-W; CABOT, LONOKE COUNTY, ARKANSAS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SW CORNER OF SAID SEC. 34; THENCE N 01°22'36" E, 1076.08 FEET ALONG THE WEST LINE OF SAID SECTION 34 TO THE POINT OF BEGINNING; THENCE CONTINUE N 01°22'36" E, 1009.93 FEET; THENCE S 89°45'57" E, 148.78 FEET; THENCE N 86°28'23" E, 114.01 FEET; THENCE S 03°08'22" E, 724.89 FEET; THENCE S 06°08'26" W, 301.04 FEET; THENCE N 88°37'24" W, 294.42 FEET TO THE WEST LINE OF THE SW 1/4 SW 1/4 SEC. 34, T-5-N, R-10-W, BEING THE POINT OF BEGINNING, CONTAINING 6.80 ACRES, MORE OR LESS. BEING SUBJECT TO THE RIGHT OF WAY OF ARKANSAS STATE HIGHWAY NO. 5.

LEGAL DESCRIPTION (TRACT 2 - 8.24± ACRES):
PART OF THE NW 1/4 AND THE SW 1/4 SEC. 34, IN T-5-N,
R-10-W; CABOT, LONOKE COUNTY, ARKANSAS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SW CORNER OF SAID SEC. 34; THENCE N 01°22'36" E, 2185.79 FEET ALONG THE WEST LINE OF SAID SEC. 34 TO THE POINT OF BEGINNING; THENCE CONTINUE N 01°22'36" E, 450.72 FEET; THENCE N 89°09'16" W, 23.32 FEET TO A POINT ON THE RIGHT OF WAY OF ARKANSAS STATE HIGHWAY NO. 5; THENCE N 17°23'43" WEST, 83.15 FEET ALONG SAID HIGHWAY RIGHT OF WAY TO A POINT; THENCE ALONG THE BOUNDARY OF RIDGECREST SUBDIVISION FOR THE FOLLOWING EIGHT (8) COURSES: THENCE 226.18 FEET ALONG A 564.08 FOOT RADIUS CURVE TO THE LEFT, WITH CHORD BEARING AND DISTANCE OF N 36°31'21" E, 224.66 FEET; THENCE 196.11 FEET ALONG A 336.67 FOOT RADIUS CURVE TO THE LEFT, WITH CHORD BEARING AND DISTANCE OF N 08°20'02" E, 193.35 FEET; THENCE 56.00 FEET ALONG A 49.73 FOOT RADIUS CURVE TO THE RIGHT, WITH CHORD BEARING AND DISTANCE OF
N 23°33'05" E, 53.09 FEET; THENCE N 55°48'46" E, 39.51 FEET; THENCE 108.82 FEET ALONG A 250.07 FOOT RADIUS CURVE TO THE LEFT, WITH CHORD BEARING AND DISTANCE OF N 43°20'46" E, 107.97 FEET; THENCE N 30°52'46" E, 47.50 FEET; THENCE 67.31 FEET ALONG A 76.98 FOOT RADIUS CURVE TO THE RIGHT, WITH CHORD BEARING AND DISTANCE OF N 55°55'46" E, 65.19 FEET; THENCE N 80°58'46" E, 232.92 FEET; THENCE S 16°40'53" W, 733.42 FEET; THENCE
S 50°16'09" W, 107.21 FEET; THENCE S 06°24'16" E, 380.11 FEET; THENCE S 84°03'50" W, 165.32 FEET; THENCE N 89°45'57" W, 145.80 FEET TO THE POINT OF BEGINNING, CONTAINING 8.24 ACRES, MORE OR LESS. BEING SUBJECT TO THE RIGHT OF WAY OF ARKASNAS STATE HIGHWAY NO. 5.

EXHIBIT "B"


Turnberry Dr
Greystone Blvd
Prestwick St
Lakeside Dr
Tract One
Tract Two
6
164
Kirkland Dr
© 2016 Google
Google earth

City of Cabot Planning Commission
January 26, 2016
7:00 PM

Call to order
Reid called the meeting to order at 7:00 pm.

Roll Call
The following members were present:
- Cohea
- Hyland
- Reid
- Maxwell
- Prater
- Irvin
- Tullos

Approval of Minutes from the December 2015 Meeting
Motioned by Irvin, Second by Prater to accept the minutes of the December 2015 meeting with the words "recommendation of approval" added to the Motion for the Greystone PUD.
All say aye. **Motion Carried. Vote as follows: 6-1-0.**

Reid opened the public hearing opened at 7:10 PM.

Public Hearing
Motioned by Prater, Second by Cohea to approve the rezone request R-1 to PUD Gardens at Greystones Phase I & II with the inclusion of green space. Cohea, Maxwell, Prater, Irvin and Tullos voted aye. Hyland voted nay. **Motion Carried. Vote as follows: 5-1-1.**

Reid closed the public hearing at 8:00 PM.

New Business
Motioned by Hyland, Second by Tullos to table the Preliminary Plat Heritage Estates Lots 1-45. All say aye. **Motion Carried. Vote as follows: 6-1-0.**

Old Business
Updates by James Walden.

Community Input
None

There being no further business to come before the Planning Commission. Motioned by Tullos, Second by Irvin to adjourn. **All say aye. Motion Carried. Vote as follows: 6-1-0**
Meeting Adjourned at 8:10 PM.

Ordinance No. 6 Of 2016

An Ordinance To Adopt The Unified Development Code ("UDC") For The City Of Cabot, Arkansas; Declare An Emergency; And For Other Purposes

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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ORDINANCE NO. 6 OF 2016

AN ORDINANCE TO ADOPT THE UNIFIED DEVELOPMENT CODE ("UDC") FOR THE CITY OF CABOT, ARKANSAS; DECLARE AN EMERGENCY; AND FOR OTHER PURPOSES

WHEREAS, it is the desire of this governing body to adopt, in all respects, the Unified Development Code ("UDC"), attached hereto as Exhibit "A" and incorporated herein by this reference, as approved and recommended by the Planning Commission; and

WHEREAS, pursuant to Ark. Code Ann. § 14-55-207(c) technical codes maybe adopted by municipalities only after publication in a paper of general circulation, notifying residents that the proposed code has been filed with the City Clerk-Treasurer and no less than three (3) copies are available for inspection prior to the passage of this ordinance; and

WHEREAS, Ark. Code Ann. § 14-55-207(a) empowers municipal corporations to adopt ordinances to provide for the safety, health, comfort, and convenience of inhabitants of the city; therefore, the purpose for the adoption of the UDC is to carry out and protect various elements of the Comprehensive Development Plan and all other adopted plans and policies of the City of Cabot and promotes the safety, order, convenience, prosperity, and general welfare of the citizens of Cabot.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CABOT, ARKANSAS, THAT:

SECTION 1: ADOPTION. The Unified Development Code, as amended from time to time, ("UDC"), attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby adopted by the City of Cabot and the same provisions thereof shall be controlling from the date on which this ordinance shall take effect.

SECTION 2: NOTICE TO PUBLIC. Pursuant to Ark. Code Ann. § 14-55-207(a)-(c) the public has been notified by publication in a paper of general circulation, within the City of Cabot, that not less than three (3) copies of the UDC have been and are now filed in the office of the City Clerk-Treasurer and are available for inspection and view by the public prior to the passage of this ordinance.

SECTION 3: SEVERABILITY. If, for any reason, any portion or portions of this ordinance shall be held invalid, such invalidity shall in no way affect the remaining portions

thereof which are valid, and that such valid portions shall be and remain in full force and effect.

SECTION 4: **REPEAL.** Any portion or portions in the UDC adopted herein which are contrary to existing Ordinances of the City of Cabot, Arkansas shall prevail, and all Ordinances or parts of Ordinances in conflict herewith are hereby repealed to the extent of the conflict, and to specifically repeal Ordinance No. 17 of 2012, as amended.

SECTION 5: **EMERGENCY.** It is the utmost urgency that the City of Cabot, Arkansas, have an up-to-date Unified Development Code (UDC) to protect the property and lives of the citizens of our city, therefore an emergency is hereby declared to exist and this ordinance being necessary for the immediate protection of the public peace, health and safety shall take effect immediately upon its passage and approval.

SPONSOR:
William A. "Bill" Cypert, Mayor
Referred By:
Cabot Planning Commission

PASSED:
DATE:
APPROVED:

_____
William A. "Bill" Cypert, Mayor

APPROVED AS TO FORM:

_____
Jim Taylor, City Attorney

ATTEST:

_____
Tammy Yocom, City Clerk

PASSED
MAR 17 2016
City of Cabot

CITY OF CABOT

UNIFIED DEVELOPMENT CODE

Ordinance 2014-08

SECTION 1.1 TITLE AND PURPOSE

1.1.1 Citation
This Code shall be known as the Unified Development Code and may be cited as such or, for the sake of brevity, as the "UDC."

1.1.2 Purpose
The regulations of the code are enacted to carry out or protect various elements of the Comprehensive Development Plan and all other adopted plans and policies of the City of Cabot. Further, the code promotes, in accordance with present and future needs: the safety, order, convenience, prosperity, and general welfare of the citizens of Cabot. The code supports, in addition to other elements, the following:

a. Efficiency and economy in the process of development

b. The appropriate and best use of land

c. Convenience of traffic and circulation of people and goods

d. Safety from fire and other dangers

e. Adequate light and air in the use and occupancy of buildings

f. Healthful and convenient distribution of population

g. Good civic design and arrangement

h. Adequate public utilities and facilities

i. Wise and efficient expenditure of funds

A person who wishes further information on plans and policies should contact the Administrative Official in City Hall.

SECTION 1.2 AUTHORITY

The provisions contained in the UDC are adopted pursuant to the authority conferred on the city by the General Assembly of the State of Arkansas, A.C.A. §14-54-103, General Powers of Cities and Towns; A.C.A. §14-54-104; Additional Powers of Cities of the First Class; and A.C.A. Title 14, Chapter 56, Municipal Building and Zoning Regulations--Planning; as amended.

SECTION 1.3 JURISDICTION

1.3.1 Planning Area Boundary
The city's planning jurisdiction is described on the official Planning Area Boundary Map of the City of Cabot, Arkansas. This map is filed with the City Clerk as well as with the Lonoke County Circuit Clerk. Persons engaged in activities covered by this code should check one of these sources before beginning their projects since the Planning Area may change from time to time in accordance with A.C.A. §14-56-413.

1.3.2 Applicability

Those portions of this code dealing with subdivision and development regulations apply to the entire Planning Area. Those portions dealing with zoning apply only within the corporate limits of the city of Cabot. Specific applicability standards occur in the appropriate sections.

SECTION 1.4 VALIDITY AND REPEAL

1.4.1 Validity

The following statements pertain to the validity of this code:

a. This Unified Development Code and the various parts, sections, subsections, sentences, phrases, and clauses thereof are hereby declared to be severable. If any part, sentence, paragraph, section or subsection, phrase or clause is adjudged unconstitutional or invalid, it is hereby provided that the remainder of this Unified Code shall not be affected thereby.

b. The City Council of the City of Cabot hereby declares that all such remaining parts would have been passed irrespective of the validity or invalidity of any parts found to be invalid.

1.4.2 Repeal

All or parts of ordinances in conflict with this Unified Development Code or inconsistent with provisions of this Code are hereby repealed to the extent necessary to give this Unified Development Code full force and effect upon its adoption by ordinances of the City Council of the City of Cabot, Arkansas.

ARTICLE II: UNIVERSAL APPLICATIONS

SECTION 2.1 AMENDMENTS

The amendment procedure is not universal for all Articles of this code due to differing statutory requirements. Refer to each Article for specific amendment procedures.

SECTION 2.2 APPLICATIONS

In order for a private party to a request a change to the Zoning or Subdivision and Development Code, the party must first submit an application to the Administrative Official. The process for filing specific kinds of applications may be found in the section pertaining to the objective purpose of the application.

Rezoning	Section 4.13
Subdivision Variance	Section 5.1.8
Zoning Variance	Section 4.12
Special Permit Use	Section 4.7
Sign Permit	Section 4.14
Preliminary/Final Plat	Section 5.2
Site Plan Review	Section 4.8
Planned Unit Development	Section 4.5

Applicants should obtain the forms and directions for all applications at the office of the Administrative Official. The Administrative Official will maintain a calendar showing the required date for all applications.

SECTION 2.3 PUBLIC HEARINGS

2.3.1 Public Hearings

Public hearings shall be held for all re-zoning requests, special permit use requests, Board of Adjustment meetings, appeals of planning commission decisions, and revisions to the Comprehensive Plan and its supporting regulations.

2.3.2 Amendments

Amendments to the plan, code, or requests for re-zonings or special use permits require an advertised notice of public hearing to be placed in a public newspaper of general circulation at least 15 days prior to the meeting.

2.3.3 Board of Adjustment

Meetings of the Board of Adjustment shall be public hearings and require a notice of public hearing to be advertised 7 days prior to the hearing.

2.3.4 Meetings

The Planning Commission shall conduct all meetings in accordance with its most recently adopted by-laws. All meetings are open to the public.

SECTION 2.4 APPEALS

2.4.1 Appeals from the decisions of the Planning Commission

Any person aggrieved by a decision of the Planning Commission in interpreting any section of this Unified Development Code may make an appeal to City Council.

a. Notice of Appeal: Notice of an appeal to the City Council of a decision of the Planning Commission to approve, conditionally approve, or deny a request shall be filed by the applicant

or any other interested party with the Administrative Official within Thirty (30) days of the decision together with such appeal fee as may be set by resolution of the City Council.

The Notice of Appeal shall be filed on forms and in a format prescribed by the City. As a minimum, however, the applicant shall provide the following information:

i. Summary of any reasons provided by the Planning Commission concerning the decision made in the case.

ii. Reasons why the applicant of the appeal contends that the Planning Commission erred in its decision.

iii. Reasons why the applicant of the appeal believes that the public health, safety, welfare, and morals would be better served if the Planning Commission's decision were reversed.

iv. Any new and pertinent information bearing on the case which may have been overlooked by the Planning Commission or which may have come to light following the meeting at which the Planning Commission made its decision.

Upon receipt of the notice of appeal and appeal fee, the Administrative Official shall promptly forward the notice of appeal to the City Clerk together with any appropriate staff reports and the decision of the Planning Commission from which the appeal is made.

Public Notice: Following receipt of the notice of appeal, the City Clerk shall set the matter for consideration on the City Council's next available agenda.

i. Appeal Hearing: At the time set for the appeal consideration, the City Council shall receive a written report from the Administrative Official setting forth the facts and circumstances of the case and the decision of Planning Commission. The applicant and any other interested party shall have an opportunity to present testimony orally and/or in writing.

   If new information is presented to the City Council that was not presented at the public hearing held before the Planning Commission or otherwise considered by the Planning Commission or public, the City Council shall remand the case back to the Planning Commission for reconsideration.

   The City Council may affirm, reverse or modify the decision of the Planning Commission. The City Council shall approve or conditionally approve the application provided it finds that the proposal complies with the criteria set forth in the City's Unified Code and applicable requirements as to area, improvement and design, floodwater drainage control, appropriate improved public roads, sanitary disposal facilities, water supply availability, environmental protection, and other requirements of this title, unless variances are approved. The decision of the City Council shall be final and shall be effective immediately upon pronouncement of the decision.

ii. Conditions: The City Council may only impose such conditions to its approval as may be necessary to conform to the City's zoning and building regulations.

2.4.2 Appeals from the decision of the Board of Adjustment

Appeals from the decision of the Board of Adjustment shall be made directly to the court of record having jurisdiction as prescribed by A.C.A. §14-56-416.

2.4.3 Appeals from the decisions of the Administrative Official

Any decisions made the Administrative Official regarding enforcement of these regulations or denial of any permit may be appealed to the Board of Adjustment in writing within sixty (60) days of the offending action by the Administrative Official.

SECTION 2.5 EXPIRATIONS, EXTENSIONS, AND REINSTATEMENTS

Planning Commission and City Council approvals covered by the Unified Code shall be subject to the following expiration requirements.

a. Rezoning - Non PUD: No expiration unless initiated as a request by the applicant, Planning Commission, or City Council

b. Special Use Permit: No expiration unless initiated as a rezoning by the applicant, Planning Commission, or City Council, or change of use.

c. Sign Permit: Approval shall expire within one-year if sign construction has not been completed.

d. Planned Unit Development: Approvals shall expire within one-year if construction has not commenced and within three years if construction has not been completed.

e. Preliminary Plat: Approvals shall expire after one-year if construction has not commenced or one month prior to the expiration date of any performance bond or letter of credit issued to guarantee completion of improvements.

f. Building Permits: Building permits shall expire within six months if construction has not commenced and within two years if construction has not been completed.

g. Site Plan Review: Approvals shall expire after six (6) months if construction has not commenced. The Administrative Official may grant a six (6) month extension of the original approval after a review of the circumstances causing a delay in commencement of construction.

h. Variance: Where no building or construction is involved, if the use of the property which is the subject matter of the Variance shall not have commenced in accordance with the variance within six (6) months of the date of granting the Variance; or

   Where buildings or construction is involved, if a building permit for such construction in accordance with the Variance shall not have been issued within six (6) months from the date of granting the Variance, and, thereafter, such construction diligently pursued so as to be completed and places in use within two (2) years from the date of granting the Variance.

ARTICLE III: ADMINISTRATION AND ENFORCEMENT

SECTION 3.1 ADMINISTRATIVE OFFICIAL

The provisions of this Code shall be administered by the Administrative Official, who shall be designated by the Mayor. He may be provided with the assistance of such other persons as the Mayor may direct. It shall be the duty of the administrative official to see that this Code is enforced through the proper legal channels. Appeal from the decision of the administrative official is generally empowered to carry out or conduct any activities essential to the proper administration and enforcement of this Code, said activities to include, but not be limited, to the following:

a. Permits: To issue a permit and certificate of occupancy when compliance is made with these regulations, to refuse to issue the same in the event of non-compliance, and to give written notice of such refusal and reason thereof to the applicant.

b. Collections: To collect the designated fees as set forth in these regulations for building permits, variances, appeals, amendments, and special permits.

c. Records: To make and to keep all records necessary and appropriate to the office, including record of the issuance and denial of all building permits and certificates of occupancy, and of receipt of complaints of violation of these regulations and action taken on the same, and to file such record in the office of the Building Inspector.

d. Inspections: To inspect any building or land to determine whether any violations of these regulations have been committed or exist.

e. Enforcement: To enforce these regulations and take all necessary steps to remedy any condition found in violation. The City of Cabot may enjoin any individual or property owner who is in violation of this Code to prevent or correct such violation. Any individual aggrieved by a violation of this Code may request an injunction against any individual or property owner in violation of this Code or may mandamus any official to enforce the provisions of this Code.

f. Advisements: To keep the Mayor, Planning Commission, and Board of Adjustment advised of all matters other than routine which relate to the administration and enforcement of these regulations.

SECTION 3.2 BUILDING PERMITS

It shall be unlawful to commence the construction, reconstruction, moving, demolition or structural alteration of any building until the Building Inspector has issued a building permit for such work. No building permit shall be issued unless the proposed construction or use is in full conformity with all the provisions of these regulations and other applicable building laws, ordinances, or regulations. All applications for building permits shall be accompanied by a plot plan in triplicate drawn to scale, the size of the building to be erected and its location on the lot, and such other information as may be necessary to provide for the administration of this Unified Development Code. Every building permit shall expire by limitation at the end of six months from the date of issue unless work is in progress. All permit fees as required by the City's adopted Building Code shall be paid.

SECTION 3.3 CERTIFICATE OF OCCUPANCY AND COMPLIANCE

3.3.1 Requirement

No building hereinafter erected or structurally altered shall be used, occupied, or changed in use until a certificate of occupancy and compliance shall have been issued by the administrative official, stating that the building or proposed use of a building or premises complies with the building laws and provisions of this Unified Development Code. A record of all certificates of occupancy and compliance shall be kept by the administrative official. A certificate of occupancy and compliance may be revoked by the administrative official when it is found that the building or land does not conform to the use or condition, if any, in the certificate. Each day a use continues after revocation of the certificate shall constitute a separate offense and shall be punished as provided herein.

3.3.2 Temporary Certificates of Occupancy

a. A Temporary Certificate of Occupancy may be issued by the administrative official to authorize the use of temporary building for commercial purposes so long as the certificate bears the signatures of the Administrative Official and Fire Chief certifying that the building complies with this code and all applicable fire safety regulations.

b. Temporary Certificates of Occupancy may contain conditions relating to hours of operations, maximum occupancy, construction standards and any other matter that may reasonably protect the safety of the public.

c. No Temporary Certificate of Occupancy for a temporary building may be issued unless and until the following are met:

    i. The foundation and anchoring of the building has been approved for the temporary use by City Engineer.

    ii. The proposed location of the building to which the certificate will apply and a site plan for the proposed location of the permanent building has been approved by the planning staff of the city.

    iii. A deposit in the amount of $1,000 is tendered to the City Clerk guaranteeing the peaceable removal of the building to which the certificate applies upon its expiration. This deposit may be liquidated by the city to remove the temporary building at the expiration of the certificate. Upon removal of the temporary building in accordance with this subsection, the deposit shall be returned to the individual or entity posting it.

d. The Temporary Certificate of Occupancy shall not be valid for more than one (1) year.

e. Only one (1) Temporary Certificate of Occupancy may be approved for a property unless specifically permitted by the City Council.

SECTION 3.4 VIOLATION AND PENALTIES

Any person, firm, or corporation that violates any provision of these regulations or amendments thereto shall be guilty of a misdemeanor and on conviction shall be fined not less than twenty-five dollars ($25.00) and not more than five hundred dollars ($500.00). If the violation is continuous in respect to time, the maximum penalty or fine shall not exceed two hundred fifty dollars ($250.00) for each day the violation may be unlawfully continued.

SECTION 3.5 ENFORCEMENT

3.5.1 Enforcement

a. No plat of any tract of land within the planning area jurisdiction of the City of Cabot shall be accepted by the Circuit Clerk for filing of record until the plat has been approved by the Planning Commission.

b. It shall be the duty of the Planning Commission to bring to the attention of the City Attorney any violations or lack of compliance with this Unified Development Code.

c. No building permit shall be issued for construction of any building or structure located on a lot or plat subdivided or sold in violation of the provision of these regulations; nor shall any building permit be issued for the final ten (10) per cent of lots in a subdivision, or if ten (10) per cent be less than four (4) for the final four (4) lots of a subdivision until all required public improvements have been completed.

d. Appropriate actions and proceedings may be taken at law or in equity to prevent any violation of these regulations, to prevent unlawful construction, to recover damages, to restrain, correct, or abate a violation, to prevent illegal occupancy of a building, structure or premises.

SECTION 4.1 ESTABLISHMENT OF ZONING DISTRICTS AND BOUNDARIES

4.1.1 General

a. Except as hereinafter otherwise provided, no land shall be used and no building, structure, or improvement shall be made, erected, constructed, move, altered, enlarged, or rebuilt which any is designed, arranged, or intended to be used or maintained for any purpose or in any manner except in accordance with the requirements established in the district in which such land, building, structure, or improvement is located, and in accordance with the provisions of the articles contained herein relating to any or all districts.

b. No proposed plat of any new subdivision of land shall hereafter be considered for approval by the City Planning Commission unless the lots within such plat equal or exceed the minimum size and area regulations specified in the applicable land use zoning district of this Code.

c. Nothing herein shall require any change in the plans, construction, or designated use of a building under construction at the time of the adoption of the Zoning Code. Nothing herein contained shall require any change in plans, construction, or designated use of a building of which a building permit has been issued within sixty (60) days prior to the adoption of this Code, provided constructions is started on said building within ninety (90) days after adoption of this Zoning Code.

d. On any lot in a residential use district which is on a plat of record prior to October 10, 1988, a single family residential structure may be erected even though the lot may be of less area or width than required by the regulations of the residential use zoning district in which the lot is located, provided that there shall be 2 side yards each of no less than five feet, a front yard of no less depth than those of adjoining properties and a rear yard of no less than 30 percent of the depth of the lot.

e. On any lot in a residential use district which exists at the time of adoption of this Zoning Code and which is not in a plat of record or which cannot meet the setbacks, the Planning Commission may consider and approve the construction of a single family residence through the issuance of a Special Use Permit as outlined in Article IV. Section 4.7. When reviewing such Special Use Permit, the Planning Commission shall consider, among other items, fire-wall construction to be approved by the Cabot Fire Chief.

f. The lot or yard areas required by this Zoning Code for a particular building or use at the time of adoption of this Code or later constructed or established, shall not be diminished and shall not be included as part of the required lot, open space, or yard area of any other building or use. If the lot, open space, or yard area required by this Code for a particular building or use are diminished below requirements, the continued existence of such building or use shall be deemed a violation and punished as provided in this Code.

4.1.2 Zoning Districts Established

For the purpose of this Zoning Code, the City of hereby divided into land use zoning districts, as follows:

R-1	Single-Family Residential
R-2	Medium Density Residential
R-2S	Medium Density Single Family
R-3	Manufactured Home District
R-4M	Medium Density Multi-Family District
R-4H	High Density Multi-Family District
R-5	Townhouse/Condominium Residential
PUD	Planned Unit Development
O-1	Office & Quiet Business
C-1	Central Business District
C-2	General Commercial District
C-3	Open Display District
I-1	Industrial District

4.1.3 Official Zoning Map

The location and boundaries of the land use zoning districts established by this Code are bounded and defined as shown on the attached map designated as "Official Zoning Map". The map, together with the legend, words, figures, symbols, dimensions, and explanatory material thereon, is declared to be a part of this Zoning Code and may be referred to variously as the Zoning District Map or the Official Zoning Map. The Official Zoning Map shall be kept on behalf of the City Clerk at the Cabot Public Works Department and shall be available for inspection and examination by the general public during working hours. Although unofficial copies of the Zoning Map, or portions thereof, may be provided the general public, the Official Zoning Map shall consist of the version signed by the Mayor and maintained in the Public Works Department.

4.1.4 Interpretation of District Boundaries

Where uncertainty exists as to the boundaries of districts as shown on the Zoning Map, the following rules shall apply:

a. Boundaries indicated as approximately following the centerlines of streets, highways and alleys shall be construed as following such centerlines.

b. Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.

c. Boundaries indicated as approximately following city limits shall be construed as following city limits.

d. Boundaries indicated as following railroad lines shall be construed to be midway between the main tracks.

e. Boundaries indicated as parallel to or extensions of features mentioned in the preceding rules shall be so construed.

f. In circumstances not covered by the preceding rules, the Board of Adjustment shall interpret the district boundaries.

4.1.5 Relationship to Land Use Plan

Zoning designations shall conform to the city's adopted land use plan. If a proposed zoning conflicts with the land use plan, the applicant must first request an amendment to the land use plan. The planning commission may allow the submission of a request for plan change simultaneously with a request for the rezoning of a parcel or parcels.

4.1.6 Annexations

Territory may be annexed to the city by one of three methods. These are the election method, the petition method, and the annexation of islands by city ordinance.

Annexation Procedures

Petition Submittal

- The petition submittal to the City must include the following:
  - An accurate legal description for the area proposed to be annexed, which must be contiguous to the city limits.
  - An accurate map which shows the proposed annexation and its relationship to the city limits.
  - The petition must be signed by a majority of real estate owners. The "majority of real estate owners" referred to in this section means a majority of the total number of real estate owners in the area affected it the majority of the total number of owners own more than one-half (1/2) of the acreage affected.
  - An Administration Fee of $250.00 payable to the City of Cabot.
  - An Application for consideration by the City of Cabot.

Petition Review

- Upon receipt of Submittal above, the City of Cabot shall have a review period of no more than 45 days to provide comments and recommendations for potential improvements to Utilities and/or Infrastructure.

Hearing on Petition

- The petition must be submitted to the County Court.
- The county clerk shall file it and sets a hearing date.
- The hearing date shall not be less than thirty days after the filing of the petition.
- A notice of public hearing in must run in a paper of general circulation once a week for three (3) consecutives weeks prior to the hearing.
- Once the hearing is held and if approved the county releases the area to the city.

Order of Annexation

- After the hearing, if the county court is satisfied that the requirements have been complied with and if the court is satisfied that the limits of the territory to be annexed have been accurately described and an accurate map in accordance with the State's GIS office has been approved and filed. The court shall enter its order granting the petition and annexing the territory.

- The order shall be recorded by the clerk of the county.
- No further action shall be taken for a period of thirty (30) days after the order for annexation has been entered. Within that time any person interested may institute a proceeding in the circuit court to have the annexation prevented.
- After thirty (30) days have passed and no lawsuit has been filed against the annexation in circuit court, the annexation shall be confirmed by a decree of annexation and the city or incorporated town council shall, by ordinance or resolution, accept the territory.
    - The city council shall pass an ordinance after the 3rd reading accepting the annexed territory to the city and assign it to a designated ward.
    - Upon annexation approval, the property shall be placed in a City Zoning classification in accordance with the adopted comprehensive plan. This shall occur concurrently with an annexation hearing before the City Council.
    - If the council accepts the territory, the city clerk shall certify two (2) copies of the ordinance accepting the annexation to the county clerk.
    - The county clerk shall duly file one (1) copy of the plat or the annexed territory and one (1) copy of the order of the court and the resolution or ordinance of the council. The clerk shall forward a copy of each document to the Secretary of State.
    - The clerk shall forward one (1) copy of the plat of the annexed territory and one (1) copy of the order of the court to the Director of the Tax Division of the Arkansas Public Safety Commission, who shall notify all utility companies.
    - The clerk shall forward a certified copy of the order of the court to the council.

Election Method

- Submittal must include the following:
    - An accurate legal description for the area proposed to be annexed, which must be contiguous to the city limits.
    - An accurate map which shows the proposed annexation and its relationship to the city limits.

Election Review

- Upon receipt of Submittal above, the City of Cabot shall have a review period of no more than 45 days to provide comments and recommendations for potential improvements to Utilities and/or Infrastructure.

Order of Annexation

- After the hearing, if the county court is satisfied that the requirements have been complied with and if the court is satisfied that the limits of the territory to be annexed have been accurately described and an accurate map in accordance with the State's GIS office has been approved and filed. The court shall enter its order granting the petition and annexing the territory.
- The order shall be recorded by the clerk of the county.
- No further action shall be taken for a period of thirty (30) days after the order for annexation has been entered. Within that time any person interested may institute a proceeding in the circuit court to have the annexation prevented.
- After thirty (30) days have passed and no lawsuit has been filed against the annexation in circuit court, the annexation shall be confirmed by a decree of annexation and the city or incorporated town council shall, by ordinance or resolution, accept the territory.
    - The city council shall pass an ordinance after the 3rd reading accepting the annexed territory to the city and assign it to a designated ward.

- Upon annexation approval, the property shall be placed in a City Zoning classification in accordance with the adopted comprehensive plan. This shall occur concurrently with an annexation hearing before the City Council.
- If the council accepts the territory, the city clerk shall certify two (2) copies of the ordinance accepting the annexation to the county clerk.
- The county clerk shall duly file one (1) copy of the plat or the annexed territory and one (1) copy of the order of the court and the resolution or ordinance of the council. The clerk shall forward a copy of each document to the Secretary of State.
- The clerk shall forward one (1) copy of the plat of the annexed territory and one (1) copy of the order of the court to the Director of the Tax Division of the Arkansas Public Safety Commission, who shall notify all utility companies.
- The clerk shall forward a certified copy of the order of the court to the council.

Island Method

a. Islands annexed by ordinance shall be assigned a zoning classification at the time the city council annexes the territory by ordinance.The property shall be placed in a City Zoning classification in accordance with the adopted comprehensive plan. This shall occur concurrently with an annexation hearing before the City Council.
b. The City Council may request, at that time, that the Planning Commission hold a public hearing and recommend a permanent zoning classification to the City Council. Notice of the public hearing shall be advertised in a newspaper of general circulation no less than 15 days prior to the hearing. If the city council does not request that the Planning Commission prepare a recommendation when the annexation ordinance is passed, the territory annexed by ordinance shall be placed in a City Zoning classification in accordance with the adopted comprehensive plan.

4.1.7 Vacations

Whenever any street, alley, or other public easement is vacated, the district classification of the property to which the vacated portions of land accrue shall become the classification of the vacated land.

SECTION 4.2 RESIDENTIAL DISTRICT REGULATIONS (R)

4.2.1 General Description

The regulations for the residential zoning districts are designed to: (1) protect the residential character of the included area by excluding commercial and industrial activities; (2) encourage a suitable environment for family life by permitting such neighborhood facilities as churches, schools and playgrounds; (3) permit certain county facilities and public utilities for the convenience and general welfare of the people; and (4) preserve openness of the areas and avoid overcrowding by requiring certain minimum yards, open spaces, and site areas. There are herein established six residential zoning districts which include the R-1 Single-Family District, R-2 Low Density Residential District, R-2S Medium Density Single-Family District, R-3 Manufactured Home District, R-4 Medium Density Residential District, and R-5 Townhouse/Condominium District. More specific descriptions of these districts are indicated below.

a. R-1 Single-Family Residential: This is the most restrictive residential district. The principal use of the land is for detached single-family dwellings and related recreational, religious, and educational facilities normally required to provide the basic elements of a balanced and attractive residential area. These areas should be defined and protected from the

encroachment of disruptive uses. Internal stability, attractiveness, order and efficiency are encouraged by providing for adequate light, air and open space for dwellings and related facilities and through consideration of the proper functional relationship of each element.

b. R-2 Medium Density Residential: This is a residential district intended to provide for a slightly higher population density than the R-1 Single-Family Residential District and a greater diversity of housing types, but with basic restrictions similar to the R-1 district. The principal use of land is for single-family attached and detached structures and two-family dwellings.

c. R-2S Medium Density Single-Family: This is a residential district intended to be similar to the R-2 District while restricting development to single-family detached homes. The principal use of land is for single-family, detached dwellings.

d. R-3 Mobile Manufactured Home District: This district recognizes a specific housing type which must be accommodated in the City of Cabot in either rental park settings or in subdivisions which provide for ownership of structure and lot. It is the intent of this district that it be located so as to not adversely affect the established residential development patterns and densities in the City. Such locations, however, shall have necessary public utilities, community facilities, and other public services in order to provide a healthful living environment with the normal amenities associated with residential districts of the City.

e. R-4M Medium Density Multi-Family District: This is a residential district to provide for medium density multi-family dwellings up to 12 dwelling units per acre and includes a wide variety of housing types. The principal use of land is for single-family, two-family dwellings, townhouses, multiple family dwellings, and rooming or boarding houses. Recreational, religious and educational uses normally located to service residential areas are also permitted to provide the basic elements of convenient, balanced and attractive living areas.

f. R-4H High Density Multi-Family District: This is a residential district to provide for high density multi-family dwellings up to 24 dwelling units per acre and includes a wide variety of housing types. The principal use of land is for single-family, two-family dwellings, townhouses, multiple family dwellings, and rooming or boarding houses. Recreational, religious and educational uses normally located to service residential areas are also permitted to provide the basic elements of convenient, balanced and attractive living areas.

g. R-5 Townhouse/Condominium District: This is a special residential district intended to provide for townhouse or condominium development. Often this district will be established with mixed-use development but may be established alone when found to be in harmony with surrounding neighborhoods. Typical densities for this district are four to twenty units per acre. The Planning Commission and Fire Marshall shall determine the proper setbacks for the district on a case-by-case basis.

4.2.2 Permitted Uses

The permitted uses in the residential districts are set forth in Article IV, Section 4.6 Table of Permitted Uses. Where the letter "X" appears opposite a permitted use and underneath a residential zoning district, the listed use is permitted in that district subject to (1) the providing of off-street parking in the amount required, (2) conformance to the special conditions applying to certain uses as set forth in Article IV, Section 4.9, and (3) the providing of adequate subdivision sites for the appropriate and designed type of dwelling unit or units. Where the letters "SP" appear instead of an "X", this use is permitted subject to acquiring a Special Use Permit as set forth in Article IV, Section 4.7.

4.2.3 Yard, Size, and Area Requirements

No lot or yard shall be established or reduced in dimension or area in any residential district that does not meet the minimum requirements set forth in the following table. No building or structure shall be erected or enlarged that will cause the maximum lot coverage or maximum height regulations to be exceeded for such district as set forth in the following table. All uses not specifically listed below, e.g. community facilities, public utilities, etc. shall meet the most restrictive area, yard and height requirements listed below for the zone in which they are located.

Zoning District	Use	Min. Lot Area (sq. ft.)	Min. Lot Area per family	Min. Lot Width at Building Line	Max. % Lot Cover-age	Yard					Maximum Height	
						Front	Side			Rear	Stories	Feet
							I	E	CL			
R-1	S.F. Detached S.F. Manufactured	7,500 7,500	7,500 7,500	75 75	30 30	25 25	8 8	25 25	15 15	25 25	3 3	36 36
R-2	S.F. Detached S.F. Manufactured S.F. Attached S.F. Zero Lot Duplex	6,000 6,000 6,000 6,000 8,000	6,000 6,000 6,000 6,000 5,000	60 60 60 60 65	35 35 35 35 35	25 25 25 25 25	5 5 7b 10a 5	25 25 25 25 25	10 10 10 10 10	20 20 20 20 20	3 3 3 3 3	36 36 36 36 36
R-2S	S.F. Detached	6,000	6,000	60	35	25	5	25	10	20	3	36
R-3	M.H. Subdivision M.H. Park	5 acres 2 acres	3,800 -	38 -	30 30	25 25	5a&b 10	20 20	15 15	15 20	1 1	15 15
R-4	S.F. All Types Duplex Townhouses Multi-Family	5,000 8,000 4,000c 8,000	5,000 8,000 4,000c 1,000	50 65 22d 70f	40 40 40 40	25 25 25 25	5 5 5e 10	25 25 25 25	10 10 10 10	20 20 20 20 e	3 3 3 3	36 36 36 36
R-5	Townhouse/Condominium	4,000c	4,000c	22d	40	10	5e	25	10	20	3	36
PUD	Planned Unit Development	Neg.	Neg.	Neg.	Neg.	Neg.	Neg.	Neg.	Neg.	Neg.	Neg.	Neg.

NOTES:

a. For zero lot line there shall be a minimum side yard requirement of 10' on one side of the dwelling. This allows for each detached dwelling unit to be "offset" on the lot to create a more usable side yard. Where lots are platted for zero lot line use, any lot located adjacent to any other residential zone or use must also provide for a side yard of at least 5' on the side directly abutting the other zone.
b. For unattached sides only.
c. This area includes both private and common area.
d.When a side yard is required, the lot width shall be increased by an amount equal to the width of the required side yard.
e.For unattached sides only. Side yard and rear yard setbacks shall be increased ten feet for two story units.
f.Minimum lot width shall be increased by 10' for each dwelling unit exceeding four, up to a maximum required width of 200'.

SECTION 4.3 COMMERCIAL DISTRICT REGULATIONS (C,O)

4.3.1 General Descriptions

Commercial zoning districts are intended primarily for the conduct of business and the provision of services essential to support the residents within the City and the surrounding area. Four separate commercial districts are established to provide for the diversity of uses and appropriate locations

required for the range of goods and services needed in Cabot. These include the O-1 Office and Quiet Business District, the C-1 Central Business District, the C-2 General Commercial District, and the C-3 Open Display Commercial District.

a. O-1 Office and Quiet Business District: This district is established to accommodate offices and associated administrative, executive and professional uses, together with specified limited commercial and accessory uses. It is anticipated these office uses will be located in relatively close proximity to apartments and other residential uses; and area regulations are designed to assure that these uses will be compatible with adjacent residential districts. The district is characterized by free-standing buildings and ancillary parking, and should generally be limited to arterial and collector street locations or other carefully selected areas where public utilities, community facilities and other public services are adequate to support general office and limited commercial development.

b. C-1 Central Business District: This district is designed to be the Central Business District or the downtown shopping and employment area for the community and surrounding trade area. This district is designed to accommodate retailing of all kinds, professional offices, financial institutions, transient facilities, amusement facilities, and limited wholesaling and warehousing.

c. C-2 General Commercial District: This district shall be applied to the broad range of retail uses which comprise the commercial function of the City. Permitted uses include most types of retail activity except those involving substantial open displays of merchandise and those which generate large volumes of vehicular traffic or are otherwise incompatible.

d. C-3 Open Display Commercial District: This district is established in order to provide adequate locations for retail uses which serve the needs of the motoring public and are characterized by high level of vehicular ingress and egress. Among these uses are automobile and other vehicular service establishments, transient sleeping accommodations, and eating and drinking establishments. The district is also intended to provide a location for the limited amount of merchandise, equipment and material being offered for retail sale that, because of the type of material or transportation requirements, are suitable for display and storage outside the confines of an enclosed building. Such uses are not generally compatible with pedestrian oriented commercial districts and shopping centers since they tend to obstruct and interfere with pedestrian movements. Appropriate locations for this district are along heavily traveled major traffic arterials.

4.3.2 Permitted Uses

The permitted uses in the commercial districts are set forth in Article IV, Section 4.6 Table of Permitted Uses. Where the letter "X" appears opposite a permitted use and underneath a residential zoning district, the listed use is permitted in that district subject to (1) the providing of off-street parking in the amount required, (2) conformance to the special conditions applying to certain uses as set forth in Article IV, Section 4.9, and (3) the providing of adequate subdivision sites for the appropriate and designed type of dwelling unit or units. Where the letters "SP" appear instead of an "X", this use is permitted subject to acquiring a Special Use Permit as set forth in Article IV, Section 4.7.

4.3.3 Yard, Size, and Area Requirements
The minimum lot, yard, and height regulations for commercial districts are set forth in the following table.

Lot Regulation	O-1	C-1	C-2	C-3	PUD
Minimum Lot Area (Square Feet	5,000	2,500	5,000	15,000	Neg
Minimum Lot Width at Building Line (Feet)	50	25	50	100	Neg
Maximum Lot Coverage (Percent)	40	100	50	40	Neg
Yard Regulations (In Feet) (1)					
Minimum Front Yard	25(1)	None	40(1)	40(1)	Neg
Minimum Rear Yard					
-Single Frontage Lot	20	None	12	12	Neg
-Double Frontage Lot	25	None	25	25	Neg
Minimum Side Yard					
Interior – When abutting property in Residential District	10	None	12	12	Neg
Interior – When abutting property in Non-Residential District	10	See (2)	See (2)	See (2)	Neg
Height Regulations(3)					
Maximum Number of Feet	24	36	36	36	Neg
Maximum Number of Stories	2	3	3	3	Neg

NOTES:
1. See Section 4.3.3, Paragraph C for exceptions
2. Fire Marshall shall set side yard requirements
3. A building or structure may exceed the maximum heights shown provided each of its front, side and rear yards are increased an additional foot for each foot such building exceeds the maximum height.

a. Front yard setbacks in the O-1, C-2, C-3 districts are flexible according to the design proposed by the applicant. The following process will be followed in establishing the front yard setbacks in the commercial districts:

   i. For front yard setbacks of 40 feet or greater, only a building permit is required.

b. For proposed front yard setbacks of less than 40 feet, the applicant shall adhere to the process outlined below:

   i. A site plan shall be submitted for Planning Commission review according to a schedule maintained by the Public Works Director prior to the next Planning Commission meeting.

   ii. The site plan shall be drawn to scale on 24" x 36" bond paper and shall clearly indicate the proposed location of all buildings, parking, drives, easements, rights-of-way, dumpster locations, landscaping, signage, and lighting.

   iii. A written justification shall be submitted outlining why the proposed front yard setback is in harmony with other development in the area.

c. The Planning Commission shall consider the following in approval of front yard setbacks:

   i. That there are no existing plans that will require additional street right-of-way or utility right-of-way.

   ii. That the proposed setback will not be out of alignment with adjoining properties.

   iii. That the proposed setback will not pose a threat to public health, safety, and welfare.

d. Islands for gasoline and diesel fuel pumps when situated on a state or federal highway, may be set to within 15 feet from street property line, as provided for and in conformance with Arkansas State law.

4.3.4 Development Criteria

Unless otherwise specifically provided in this section, the following development criteria shall apply.

a. <u>All Commercial Districts</u>

   i. Any lighting shall be placed so as to reflect away from adjacent residential districts. No excessive or unusual noise, odor or vibration shall be emitted so that it constitutes a nuisance that substantially exceeds the general level of noise, odor or vibration emitted by uses adjacent to or immediately surrounding the site. Such comparison shall be made at the boundary of the site.

   ii. All trash receptacles and pickup shall be oriented away from the street side of the property and adequately screened by an opaque fence.

   iii. All of the lot used for the parking of vehicles or for the storage and display of merchandise and all driveways used for vehicle ingress and egress shall be paved in accordance with the requirements of Article IV, Section 4.10.

b. <u>Additional Criteria in O-1 Office and Quiet Business District</u>:

A permanent opaque screening fence or wall shall be constructed along any side or rear property line which abuts property zoned for residential purposes. The height of any fence, wall or other durable opaque barrier shall be not less than five feet, and not more than six feet tall.

c. Additional Criteria in C-2 General Commercial District

All commercial uses shall be restricted to closed buildings except parking lots, plant nurseries, promotional events, and the normal pump island services of service station operations. In addition, outdoor display of merchandise is allowed in an area equal to one-half (1/2) of the facade area of the front of the building as long as said display of merchandise is stored inside the building or other completely enclosed area when the business is closed.

d. Additional Criteria in C-3 Open Display District

i. All servicing of vehicles and assembly of equipment carried on as an incidental part of the sales operation shall be conducted within a completely enclosed building.

ii. No article or material stored or offered for sale in connection with the permitted or conditional uses listed herein shall be stored or displayed outside the confines of a building unless it is so screened by a permanent opaque screening fence or wall so that it cannot be seen from an adjoining lot. The following screening and display criteria shall apply to uses located in the "C-3" - Open Display District:

a. The height of any opaque screening fence or wall shall not be less than six feet.

b. Automobile, truck, tractor, manufactured home, boat or motorcycle sales area are not required to screen fully assembled merchandise that is ready for sale.

c. No permanent open display of goods or materials will be permitted on sidewalks or public right-of-way; and said goods or materials must be set back at least 15 feet from the front property line.

d. Automobile service stations shall be permitted open display of merchandise commonly sold by such operations as long as the area of said display is not larger than an area equal to one-half (1/2) of the facade area of the front of the building.

SECTION 4.4 INDUSTRIAL DISTRICT REGULATIONS (I)

4.4.1 General Descriptions

This district provides an area where general manufacturing and industrial activities can take place. It is intended to provide space for manufacturing, wholesaling, warehousing, storage, assembling, packaging, and similar related uses.

4.4.2 Permitted Uses

a. The permitted uses in the industrial districts are set forth in Article IV, Section 4.6 Table of Permitted Uses. Where the letter "X" appears opposite a permitted use and underneath a residential zoning district, the listed use is permitted in that district subject to (1) the providing of off-street parking in the amount required, (2) conformance to the special conditions applying to certain uses as set forth in Article IV, Section 4.9, and (3) the providing of adequate subdivision sites for the appropriate and designed type of dwelling unit or units. Where the letters "SP" appear instead of an "X", this use is permitted subject to acquiring a Special Use Permit as set forth in Article IV, Section 4.7.

b. Industrial uses having unusual accompanying hazards, such as fire, explosion, noise vibration, dust, or the emission of smoke, odor, or toxic gases may, if not in conflict with any law or ordinance, be located in the I-1 Industrial District only after the location and nature of such use shall have been approved by the City Council after public hearing and report by the Planning Commission as normally required and provided in Article IV, Section 4.7. The City Council shall review the plans and statements and shall not permit such buildings, structures, or uses until it has been shown that the public health, safety, morals and general welfare will be properly protected, and that necessary safeguards will be provided for the protection of surrounding property and persons. The City Council, in reviewing the plans and statements, may consult with other agencies created for the promotion of public health and safety, and may attach such special conditions or safeguards as it deems necessary to protect the public interest.

4.4.3 Yard and Area Requirements

a. All structures shall be built at least 50 feet from the front property line and 25 feet from all other property lines, except that, where property abuts a railroad where siding facilities are utilized, structures may be built up to railroad property lines.

b. Maximum lot coverage shall not exceed 35% of the lot area.

c. The maximum height of a structure shall be two stories or 35 feet. However, a building or structure may exceed the maximum height provided that the front, side, and rear yards are each increased an additional foot for each foot such building exceeds the maximum height.

4.4.4 Development Criteria

Unless otherwise specifically provided in this section, the following development criteria shall apply:

a. Any lighting visible from outside the site shall be designed to reflect away from adjacent residential districts. No noise, odor or vibration shall be emitted so that it constitutes a nuisance which substantially exceed the general level of noise, odor or vibration emitted by uses adjacent to or immediately surrounding the site. Such comparisons shall be made at the boundaries of the site.

b. Outdoor storage of trash receptacles shall be at the side or rear of the site and shall be totally encircled or screened by an opaque fence, planting or other suitable visual barrier.

c. A permanent opaque screening fence or wall shall be constructed along any side or rear property line which abuts property zoned for residential purposes. The height of this screen or wall shall be not less than six feet and shall be constructed of wood, masonry or other durable opaque material, and finished in a manner appropriate to the appearance and use of the property.

d. No loading or storage of material shall be permitted in the required front yard.

e. Every use, or any part thereof, that is not conducted within a building completely enclosed on all sides shall be screened by a permanent opaque screening fence or wall so that it cannot be seen from an adjoining lot. The following screening and display criteria shall apply:

    i. The height of any opaque screening fence or wall shall not be less than six feet.

ii. Automobile, bus, truck, tractor, manufactured home, boat or motorcycle, and wheeled and/or tracked industrial vehicle storage areas are not required to screen fully assembled merchandise which is ready for sale.

iii. Other business uses shall be permitted open display of merchandise commonly sold by such operations as long as the area of said display is not larger than an area equal to one-half (1/2) of the front of the building.

SECTION 4.5 PUD – PLANNED UNIT DEVELOPMENTS

4.5.1 General Description

The purposes of this zone are to promote flexibility and innovation in design and to encourage innovation in the design of large-scale developments and the use of vacant, in-fill parcels in the built up portion of the city. The zone also promotes the inclusion of open space in developments.

In concept, the Planned Unit Development (PUD) is a combination of zoning designation and development plan. The approval process is designed to encourage innovation by the developer in allowing submittal of engineered plans, known as a final development plan, after approval of a zoning plan to rezone the property. Development must follow the approved final development plan exactly. Failure in this respect can result in revocation of the PUD. Although design innovation is encouraged, and flexibility is allowed, the PUD may not be used simply as a method of avoiding zoning regulations.

4.5.2 Minimum Size and Use Criteria

PUD applications shall meet the following criteria before they will be considered for review and approval.

a. PUDs may be residential, commercial, industrial or mixed-use in nature.

b. The minimum size for PUDs which incorporate residential or mixed-uses shall be five (5) acres. The minimum size for PUDs which incorporate commercial or industrial uses shall be one (1) acre.

4.5.3 Development Standards

a. Uses Permitted: Permitted uses within a PUD shall conform to the permitted uses within the existing zoning district in which the PUD is being proposed, or shall be consistent with the general character of the land use classification of subject property in the city's Comprehensive Plan or Land Use Plan.

b. Development Density: The development plan shall clearly depict the proposed density by land use category.

c. Setbacks: Building setbacks will be designed in such a manner that they:

   i. Create a harmonious grouping of buildings;

   ii. Allow all maintenance of streets and utilities;

   iii. Do not restrict the provision of emergency or public services.

d. Lot Size and Area Requirements: No minimum lot sizes are established. Housing and development can be clustered or otherwise concentrated or arranged in planned locations on the site to take advantage of natural features and topography. The following restrictions apply:

   i. Residential Density: Residential density for any development shall not exceed the following standards as measured by dwelling units per developable acre (dua). Calculation shall not include areas devoted to streets and drainage improvements. This shall be computed by the equation below:

      Housing Units / (Developable Land + Common Usable Open Space) = Residential Density

Single-Family:	7 dua
Single-Family Zero Lot Line:	7 dua
Duplex:	9 dua
Townhouses/Condominium:	11 dua
Multi-Family (1-2 stories):	18 dua
Multi-Family (3 stories or more):	24 dua

e. Open Space Reservation: Land not used by buildings, accessory structures, yards, streets, or drainage, shall be maintained as common usable open space for the purpose of providing parks, recreational facilities, ways for pedestrian movement and circulation, and conserving visually pleasing elements of the environment.

f. Common Usable Open Spaces – Future Phase Construction: If common usable open space and common space improvements required for a development are planned for construction in future phases, a performance bond shall be required. Prior to the sale of any lot, site, home or other structure, a bond of sufficient surety determined by the Administrative Official shall be posted with the City for completion of said common usable open space improvements. The amount of the bond shall reflect 150 percent of the Administrative Official's estimate for completing the required improvements. The zoning plan shall clearly depict the amount of land to be used and maintained as permanent common usable open space.

g. Bills of Assurance, Covenants, Trusts, and Homeowner Associations: The developer shall create such legal entities as appropriate to undertake and be responsible for the ownership, operation, construction, and maintenance of private roads, parking areas, common usable open space, community facilities, recreation areas, buildings, lighting, security measures, and similar common elements. All legal instruments setting forth a plan or manner of

permanent care and maintenance of such open space, recreational areas, and common owned facilities shall be approved by the City Attorney as to legal form and effect, and by the planning commission as to the suitability for the proposed use of the common owned facilities.

If the common owned facilities are deeded to a homeowner association, the developer shall file with the approved final plat/final development plan a declaration of covenants and restrictions in the bill of assurance. The following is required:

i. The homeowner association must be legally established before building permits are granted.

ii. Membership and fees must be mandatory for each home buyer and successive buyer.

iii. The open space restrictions must be permanent.

iv. The association must be responsible for the maintenance of all common owned facilities covered by the agreement and for all liability, taxes, and other assessments.

v. Homeowners must pay their pro-rata share of the initial cost, the maintenance assessment levied by the association must be stipulated as a potential lien on the property.

vi. The association must able to adjust the assessment to meet changed needs.

h. Responsibility for Open Space: Nothing in this Code shall be construed as assigning or assuming any a responsibility or liability on the part of the City of Cabot, for maintenance of any private open areas, parks, or recreational facilities. A hold harmless clause shall be incorporated in the covenants running with the land to this effect. It shall be provided further, however, that when an owner of a Planned Unit Development desires to dedicate certain land areas to the City for public parks and recreational facilities, and the City approves the nature and location of such lands, and accepts the dedicated areas, the City shall be responsible for the operation and maintenance of these lands and properties.

i. Landscaping Requirements: Landscaping requirements shall be handled within Section 4.15 of this code.

j. Private Street Conversion: Private streets that are requested to be converted to public ownership shall be required to be improved to city standards prior to dedication to the city. The owners will bear full expense of reconstruction or any other action necessary to make the streets fully conform to the requirements applicable to public streets, prior to dedication and acceptance. The owner shall not be compensated for any street dedicated to public use. Any private street conversion shall be subject to the maintenance bond requirements found in Section 5.5.4 of this code.

k. Land Subdivision: In the construction and installation of all subdivision improvements in the planned unit development, said improvements shall conform to all requirements and standards as set forth in the City's Unified Development Code.

4.5.4 Review and Approval Process

a. The PUD approval process shall consist of two (2) forms of review procedure:

   i. Short Form PUD: Developments contained on one-lot that are not intended for re-subdivision into additional lots.

   ii. Long Form PUD: Developments intended to plat property into two or more lots.

b. Short Form PUD Review and Approval Procedure:

   i. *Pre-application Conference*: Before submitting an application for PUD approval, the owner, authorized agent, or developer shall confer with the Administrative Official. The intent of this conference is provide guidance to the applicant prior to incurring substantial legal and engineering expense in the preparation of plans. An additional purpose is to ensure proper information is provided with a formal PUD application.

      The Administrative Official will discuss the applicant's potential application and inform the applicant of any perceived potential problems that might arise in the development process. The Administrative Official may refer the applicant to the Technical Review Committee for additional advice.

   ii. *Zoning Plan Review and Approval*: The Zoning Plan shall consist of a Zoning Plan for the development without the submittal of an engineered site plan and construction plans. Approval of the Zoning Plan shall have the effect of rezoning the property.

      a. Before an application can be considered, a complete application with the PUD application fee must be filed and paid with the Administrative Official. See Section 4.5.5 for submittal requirements for Short Form PUD Zoning Plan applications.

      b. The Administrative Official and Technical Review Committee shall review the application and provide comments to the application for revision of the plans. A public hearing for the Zoning Plan shall be set no later than sixty (60) days after filing the application. The procedures within Section 4.13.4, item c shall govern the process for arranging the public hearing.

      c. Within thirty (30) days of the public hearing, the planning commission shall render a decision to approve, conditionally approve, or deny the application. At any point following the public hearing, the applicant may request deferral of a decision on the application to allow modification. Any application which is deferred shall be subject to an additional public hearing to allow public comment. If the request for deferral is made at the same meeting at which the public hearing is made, the planning commission shall allow the public hearing to be continued at the following regular meeting of the Planning Commission without being re-advertised.

      d. For any application that is conditionally approved by the Planning Commission, the applicant shall have ninety (90) days to submit modified plans. These plans shall be reviewed by the Administrative Official to determine if the modified plans comply with the Planning Commission's conditional approval. The Administrative Official shall provide a written report of his/her findings. The city council will not consider any modified plans that are not reviewed by the Administrative Official.

e. An application which is approved or conditionally approved shall be forwarded to the city council for approval. The city council shall render a decision to approve or deny the application by an ordinance to rezone the property. Such decision shall occur within thirty (30) days of a decision of the planning commission or submission of modified plans, whichever is later.

f. To approve a PUD Zoning Plan, the planning commission shall find the following:

1. The PUD provides public benefits that would not be achievable through the normal zoning regulations.

2. Adequate public utilities are already in place to service the property, or the developer has sufficient plans and private financial commitment in the form of a bond or letter of credit in place to ensure adequate public utilities will be available to service the property.

3. Land use compatibility with surrounding developments.

4. Be compatible with the city's comprehensive plan.

5. Not endanger the public health, welfare or safety.

iii. *Final Development Plan Review and Approval*: The Final Development Plan shall consist of a Zoning Plan and submittal of an engineered site plan and construction plans. Approval of Final Development Plan shall have the effect of permitting development of the property.

a. The applicant shall provide the submittal requirements necessary for a Short Form PUD Final Development Plan. See Section 4.5.5.

b. The Administrative Official and Technical Review Committee shall review the application and provide comments to the applicant for revision of the drawings.

c. The Administrative Official shall approve or deny the Final Development Plan and provide report of his/her approval to the Planning Commission within five (5) business days. The Administrative Official shall not approve a Final Development Plan that contains a Zoning Plan that does not match the Zoning Plan previously approved the Planning Commission and City Council, or that contains construction plans that do not address comments for revision made by the Technical Review Committee.

d. The Administrative Official shall have the authority to defer approval of a Final Development Plan to the Planning Commission. The Planning Commission shall have the authority to require any Final Development Plan be reviewed for approval by the Planning Commission instead of the Administrative Official.

e. The applicant, any Planning Commissioner, any City Council member, or any aggrieved party may appeal the decision of the Administrative Official rendered on a Final Development Plan by written request made to the Administrative Official within

fifteen (15) days of the Administrative Official's decision. The appeal shall be heard by the Planning Commission.

c. Long Form PUD Procedure:

i. *Pre-application Conference*: Before submitting an application for PUD approval, the owner, authorized agent, or developer shall confer with the Administrative Official. The intent of this conference is provide guidance to the applicant prior to incurring substantial legal and engineering expense in the preparation of plans. An additional purpose is to ensure proper information is provided with a formal PUD application.

The Administrative Official will discuss the applicant's potential application and inform the applicant of any perceived potential problems that might arise in the development process. The Administrative Official may refer the applicant to the Technical Review Committee for additional advice.

ii. *Zoning Plan Review and Approval*: The Zoning Plan shall consist of a Zoning Plan for the development without the submittal of an engineered site plan or construction plans. Approval of the Zoning Plan shall have the effect of rezoning the property.

a. Before an application can be considered, a complete application with the PUD application fee must be filed and paid with the Administrative Official. See Section 4.5.5 for submittal requirements for Long Form PUD Zoning Plan applications.

b. The Administrative Official and Technical Review Committee shall review the application and provide comments to the application for revision of the plans. A public hearing for the Zoning Plan shall be set no later than sixty (60) days after filing the application. The procedures within Section 4.13.4, item c shall govern the process for arranging the public hearing.

c. Within thirty (30) days of the public hearing the planning commission shall render a decision to approve, conditionally approve, or deny the application. At any point following the public hearing, the applicant may request deferral of a decision on the application to allow modification. Any application which is deferred shall be subject to an additional public hearing to allow public comment. If the request for deferral is made at the same meeting at which the public hearing is made, the planning commission shall allow the public hearing to be continued at the following regular meeting of the Planning Commission without being re-advertised.

d. For any application that is conditionally approved by the Planning Commission, the applicant shall have ninety (90) days to submit modified plans. These plans shall be reviewed by the Administrative Official to determine if the modified plans comply with the Planning Commission's conditional approval. The Administrative Official shall provide a written report of his/her findings. The city council will not consider any modified plans that are not reviewed by the Administrative Official.

e. An application which is approved or conditionally approved shall be forwarded to the city council for approval. The city council shall render a decision to approve or deny the application by an ordinance to rezone the property. Such decision shall occur within thirty (30) days of a decision of the planning commission or submission of modified plans, whichever is later.

f. To approve a PUD Zoning Plan, the planning commission shall find the following:

1. The PUD provides public benefits that would not be achievable through the normal zoning regulations.

2. Adequate public utilities are already in place to service the property, or the developer has sufficient plans and private financial commitment in the form of a bond or letter of credit in place to ensure adequate public utilities will be available to service the property.

3. Land use compatibility with surrounding developments.

4. Be compatible with the city's comprehensive plan.

5. Not endanger the public health, welfare or safety.

g. Following approval of the Zoning Plan the applicant shall submit an application for Preliminary Plat approval. The Preliminary Plat application shall conform to the procedures and requirements of Article V of this code.

h. An application for a Final Development Plan shall not be accepted by Administrative Official until and unless a Preliminary Plat for the property has been approved.

iii. *Final Development Plan Review and Approval*: The Final Development Plan shall consist of a Zoning Plan and submittal of a Final Plat application. Approval of Final Development Plan shall have the effect of permitting the applicant to sell lots in the development, obtain building permits, or file an application for site plan review.

a. The applicant shall provide the submittal requirements necessary for a Long Form PUD Final Development Plan. See Section 4.5.5. The applicant may submit an application for site plan review for concurrent review and approval as part of the Final Development Plan.

b. The Final Plat application shall be subject to the regulations and requirements of Article V of this code, however, the following shall govern the approval procedure. Acceptance of the public dedication of streets, utilities, and other public facilities shall be handled by the provisions of Section 5.5.5 of this code.

c. The Administrative Official and Technical Review Committee shall review the application and provide comments to the applicant for revision of the drawings.

d. The Administrative Official shall approve or deny the Final Development Plan and provide report of his/her approval to the Planning Commission within five (5) business days. The Administrative Official shall not approve a Final Development Plan that contains a Zoning Plan that does not match the Zoning Plan previously approved the Planning Commission and City Council, or that contains plans that do not address comments for revision made by the Technical Review Committee.

e. The Administrative Official shall have the authority to defer approval of a Final Development Plan to the Planning Commission. The Planning Commission shall

have the authority to require any Final Development Plan be reviewed for approval by the Planning Commission instead of the Administrative Official.

f. The applicant, any Planning Commissioner, any City Council member, or any aggrieved party may appeal the decision of the Administrative Official rendered on a Final Development Plan by written request made to the Administrative Official within thirty (30) days of the Administrative Official's decision. The appeal shall be heard by the Planning Commission.

4.5.5 Application Requirements

a. Applications shall include a digital AutoCAD/PDF submittal and fifteen (15) copies of scaled printed plans containing the following:

PUD Application Requirements				
Type of submission	**Short Form Zoning Plan**	**Short Form Final Development Plan**	**Long Form Zoning Plan**	**Long Form Final Development Plan**
REQUIREMENTS				
Letter of Transmittal: Name of Development; Names, addresses, and contact information of the owner, authorized agent, and developer; Written description of the character and intent of the development.	✔	✔	✔	✔
Proposed/Final Bill of Assurance, Restrictive Covenants, or other legal instruments set up to fulfill Section 4.5.3, item g.	✔	✔	✔	✔
Vicinity Map	✔	✔	✔	✔
Names, addresses, zoning, and property lines of all property owners adjacent to the exterior boundaries of the project (including individual lot across streets and right-of-ways).	✔	✔	✔	✔
North arrow, scale, date of preparation, and existing zoning classification.	✔	✔	✔	✔
Boundary Survey of the property and written legal description of the property.	✔	✔	✔	✔
Source of title to property giving deed record book page number or instrument number	✔	✔	✔	✔
Location of all existing and proposed easements.		✔		✔
Area and dimensioned length and width for each lot in the proposed development.	✔	✔	✔	✔
Proposed building footprint(s) with all proposed setbacks dimensioned.	✔	✔	✔	✔
Lighting plan showing street lighting and exterior lighting quantity, direction, and pattern.		✔		✔
Proposed permitted uses and location of permitted uses.	✔	✔	✔	✔

PUD Application Requirements				
Type of submission	**Short Form Zoning Plan**	**Short Form Final Development Plan**	**Long Form Zoning Plan**	**Long Form Final Development Plan**
REQUIREMENTS				
Proposed residential density of the dwelling as calculated by Section 4.5.3, item d.	✔	✔	✔	✔
Proposed setbacks and buffer areas shown with dimensions.	✔	✔	✔	✔
Existing structure(s) and general indication of any significant vegetation.	✔	✔	✔	✔
Existing and proposed topographic information including two-foot contour interval for areas with a slope of less than 10%, five-foot contour interval for areas with a slope of more than 10%.		✔		✔
Existing significant drainage features on the site.	✔	✔	✔	✔
Location of all flood hazard areas within a 100-year floodplain and/or floodway. Reference the FIRM panel number and effective date. Note regarding wetland, if applicable. Note if Corps of Engineers determination is in progress.		✔		✔
Drainage improvements and drainage runoff quantities (cubic feet per second), prepared by a Professional Engineer, with points of entry and exit for the development, show flood hazard area.		✔		✔
Soil tests as may be required or requested.		✔		✔
Location, size, and materials of all proposed utilities.		✔		✔
Cabot Water Works Developers Agreement.		✔		✔
Location of parking areas, vehicle maneuvering areas, and any proposed access drives.	✔	✔	✔	✔
Location of access drives for adjacent properties, including those across the street, street intersections. Items dimensioned relative to each other.	✔	✔	✔	✔
Proposed sidewalks and streets.	✔	✔	✔	✔
Street names, class per Master Street Plan, rights-of-way (existing and proposed), centerlines, and easements bordering or traversing the property.	✔	✔	✔	✔
Open Space Plan indicating the size and proposed use for common useable open space areas.	✔	✔	✔	✔
Landscaping Plan as may be required by Section 4.15 of this code.	✔	✔	✔	✔
Certificate of Owner	✔	✔	✔	✔
Certificate of Surveying Accuracy	✔	✔	✔	✔

PUD Application Requirements				
Type of submission	**Short Form Zoning Plan**	**Short Form Final Development Plan**	**Long Form Zoning Plan**	**Long Form Final Development Plan**
REQUIREMENTS				
Certificate of Engineering Accuracy		✔		✔
Static pressure and flow of the nearest hydrant		✔		✔
As-built drawings		✔		✔

4.5.6 Revocation
Revocation of the approval of a PUD shall occur if, by vote of the city council, it is found that the owner, owner's agent, or developer are not developing the property in compliance with the provisions of this Code and other applicable laws, are not complying with the terms of PUD's approval, have not commenced construction within six (6) months of approval, have not completed construction within two (2) years of approval, are not developing the PUD according to the approved final development plan, or have not received approval for a final development plan within two (2) years of approval of a Zoning Plan.

In the event of revocation, any completed portion of the development or those portions for which building permits have been issued shall be treated as a whole and effective development. In such cases, the property within the PUD shall retain the PUD zoning district designation. If no development has occurred, the zoning shall revert back to the zoning district designation(s) which existed for the property prior to the PUD's approval.

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SECTION 4.6 TABLE OF PERMITTED USES

4.6.1 Use Unit Descriptions and Requirements

a. Unit: Antenna tower - Any antenna that is visible from any public right-of-way or public place, and which extends or is located more than 40 feet above ground level.

b. Unit: Automobile Repair/Service - This unit includes one automobile repair, body, or service shop per lot and allows an incidental convenience store, with or without gas pumps, as an accessory use to the automobile repair or service. This unit does not allow the overnight outside storage of vehicles for more than five days. This use unit is generally limited to 10,000 square feet of floor space. This use unit does not permit the permanent (24 hour) outdoor display of merchandise, equipment, or products. This use unit does not involve

hazardous materials other than flammable petroleum type products; materials needed for auto body repair, and/or propane refills.

c. Unit: Automobile Sales & Leasing – Small Lot - Any automobile sales and/or leasing establishment one acre or less in size. This unit does not include recreation vehicle, large vehicle, or manufactured home sales.

d. Unit: Commercial – General - Offices, shops (goods or services), restaurants and businesses that exceed the Office – Small Scale or Commercial – Small Scale Use Unit requirements and which generally do not exceed 10,000 square feet floor space. This use unit permits one primary building per lot. Unmanned incidental or accessory buildings, such as ATM machines, are permitted on the same lot as the primary building. This use unit does not involve hazardous materials other than flammable petroleum type products and/or propane refills. This use does not permit permanent (24 hour) outdoor display of merchandise, equipment, or products. Light fabrication of non-hazardous products, with incidental retail sales, may be considered a part of the General Commercial Use Unit, provided the light fabrication use does not exceed the General Commercial Use Unit requirements. Convenience stores with restaurants or which exceed the Convenience Store Use Unit requirements are allowed in this unit.

e. Unit: Commercial – Shopping Centers or Big Box Retailer - Uses that generally are 10,000 square feet or more such as big box retailers, shopping centers, and similar facilities. This unit includes truck stops but does not involve hazardous materials other than flammable petroleum type products and/or propane refills. This use unit is generally suited for more than one primary building per lot. Light fabrication of non-hazardous products, with incidental retail sales, may be considered a part of the Shopping Center Commercial Use Unit.

f. Unit: Commercial – Small Scale - One shop (goods or services), or non-drive-through retail establishment, per lot, which generally: does not exceed 5,000 square feet floor space, does not generate more than 100 trip ends per average business day, does not require over 20 parking spaces, is consistent in scale and appearance with surrounding buildings, does not exceed 35 percent lot coverage, and which, during normal business hours, generates sound not exceeding that of an average small retailer, and which is normally closed between 10:00 p.m. and 7:00 a.m.

g. Unit: Commercial Parking Lot/Garage - Parking lots or garages used commercially to provide off-street parking and storage.

h. Unit: Contractor or Utility Equipment Parking/Storage Yard - The storage or parking of contractor or utility equipment.

i. Unit: Convenience Store - This unit includes convenience stores with or without gas pumps, and allows incidental automobile repair or services as an accessory use to the convenience store. Automobile repair or service allowed as an accessory use to a convenience store include only: the changing and refilling of fluids, tire repair, automatic car washes (no attendants), windshield wiper replacement, and glass repair. This use unit does not involve hazardous materials other than flammable petroleum type products and/or propane refills. This unit generally: does not exceed 5,000 square feet of floor space, is consistent in scale and appearance with surrounding buildings, does not exceed 35 percent lot coverage, and during normal business hours generates sound not exceeding that of an average small

retailer, and is normally closed between 11:00 p.m. and 5:00 a.m. This unit does not allow the outside storage of vehicles.

j. Unit: Dwellings - Manufactured home - Manufactured homes as defined by Article VI.

k. Unit: Dwellings - Multi-family dwellings – Large Scale - Multiple-family dwellings 13 – 24 units per acre. The Planned Unit Development District is generally suitable for multifamily dwellings that exceed the requirements of this Use Unit.

l. Unit: Dwellings - Multi-family dwellings – Small Scale - Multiple-family dwellings up to 12 units per acre

m. Unit: Dwellings - Single-family - Single-family dwellings.

n. Unit: Dwellings - Two-family - Two-family dwellings.

o. Unit: Dwellings - Zero-Lot Line – Townhouses/Condominiums - Attached single-family dwellings.

p. Unit: Hazardous Materials Use or Storage - The use or storage of hazardous (i.e. flammable, corrosive, explosive, etc.) materials.

q. Unit: Hotel/Motel – Large Scale - One hotel/motel per lot that exceed the Hotel/Motel – Small Scale requirements.

r. Unit: Hotel/Motel – Small Scale - One hotel/motel per lot, having no more than 30 rooms for rent, all rented on a short-term (30-day maximum) basis, and generating no special sound load.

s. Unit: Industrial - General industrial uses such as manufacturing, assembling, or production of goods.

t. Unit: Institutional – Large - Government offices, schools, tax-exempt institutions, public or private healthcare facilities such as nursing homes, half-way houses, clubs, lodges and similar uses which exceed "small" unit requirements.

u. Unit: Institutional– Small - One tax-exempt public or private institution, or public or private non-emergency healthcare facility, club, lodge, or similar use, per lot, which generally: does not exceed 5,000 square feet floor space, does not generate more than 100 trip ends per average business day, does not require over 20 parking spaces, is consistent in scale and appearance with surrounding buildings, does not exceed 35 percent lot coverage, and which, during normal business hours, generates sound not exceeding that of an average small retailer, and which is normally closed between 10:00 p.m. and 7:00 a.m.

v. Unit: Manufactured home park - A manufactured home park of at least two acres.

w. Unit: Non-Urban - Farms, ranches, undeveloped lands. This unit includes field, row, and tree crops as well as dairy farms, and the breeding, training, feeding, display and sale of livestock, including required accessory uses and buildings such as barns, yards, and loading areas. This unit does not include hog farming or the raising of poultry.

x. Unit: Office – Small Scale - One office or studio, per lot, which generally: does not exceed 5,000 square feet floor space, does not generate more than 100 trip ends per average business day, does not require over 20 parking spaces, is consistent in scale and appearance with surrounding buildings, does not exceed 35 percent lot coverage, and which, during normal business hours, generates sound not exceeding that of an average small retailer, and which is normally closed between 10:00 p.m. and 7:00 a.m.

y. Unit: Open Display Commercial (No permanent - 24 hour - outside storage) - Commercial uses that have merchandise on display outside during business hours, but that remove the merchandise from outside after business hours for storage. This use unit does not involve hazardous materials other than flammable petroleum type products.

z. Unit: Open Display Commercial (With permanent - 24 hour - outside storage) - Commercial uses that have permanent (24 hour) outdoor storage or display of merchandise, products, or equipment. This unit includes any automobile sales and/or leasing establishment greater than one acre, recreational vehicle sales, large vehicle sales, and manufactured home sales. This use unit does not involve hazardous materials other than flammable petroleum type products and/or propane refills.

aa. Unit: Personal Care - This use unit includes adult daycares, childcare centers, family daycares, and nurseries that provide care for individuals.

bb. Unit: Public/Semi-Public - Parks, community facilities, utility substations, public utilities, and public school facilities. This unit does not include sewage treatment plants.

cc. Unit: Recreational vehicle park - Short-term (30-day maximum) space rentals for overnight residency or camping.

dd. Unit: Sales and/or Service Operations - This use unit generally includes operations such as heating and air repair and service, office showrooms, office warehouses, and similar facilities. This use unit is generally appropriate for industrial areas and possibly commercial areas, with certain limitations. This use unit generally does not involve hazardous materials other than flammable petroleum type products and/or propane refills.

ee. Unit: Salvage Yard/Wrecker Service - Salvage or junk yards and/or associated wrecker services.

ff. Unit: Self – Storage Facilities - Self-storage facilities such mini-storages, mini-warehouses, and similar facilities.

gg. Unit: Veterinarian Clinic – Large Animals - This use unit includes the practice of veterinarian medicine and any associated boarding or kenneling that exceeds the Veterinarian Clinic-Small Animals use unit. Generally, this use unit includes veterinarian clinics that serve or board large animals such as cattle, horses, and other large animals.

hh. Unit: Veterinarian Clinic – Small Animals - One veterinarian clinic and any associated boarding or kenneling per lot, which generally: does not serve or board large animals such as cattle, horses, or other large animals, does not exceed 5,000 square feet floor space, does not generate more than 150 trip ends per average business day, does not require over 20 parking spaces, is consistent in scale and appearance with surrounding buildings, does not exceed 35 percent lot coverage, and which, during normal business hours, generates

sound not exceeding that of an average small retailer, and which is normally closed between 10:00 p.m. and 7:00 a.m.

Table of Permitted Uses

Use Unit	R-1	R-2	R-2S	R-3	R-4M	R-4H	**R-5**	**O-1**	**C-1**	**C-2**	**C-3**	**I-1**	**PUD**
Antenna Tower	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	X	***Uses to be proposed by the applicant.***
Automobile Repair or Service										X	X	X	
Automobile Sales & Leasing – Small Scale									SP	X	X		
Commercial – General									SP	X	X		
Commercial – Shopping Centers or Big Box Retailers											X		
Commercial – Small Scale								X	X	X	X		
Commercial Parking Lot/Garage								SP	X	X	X	X	
Contractor or Utility Equipment Parking/Storage Yard											X	X	
Convenience Store									SP	X	X		
Dwellings – Manufactured Home[1]	X	X	X	X	X	X							
Dwellings - Multi-Family – Large Scale						X	X		SP	SP	SP		
Dwellings - Multi-Family – Small Scale					X	X	X	SP	SP	SP	SP		
Dwellings - Single Family	X	X	X	X	X	X	X	X	X	X	X		
Dwellings - Two-Family		X			X	X	X						
Dwellings - Zero-Lot Line – Townhouses/Condominiums					X	X	X		X	X	X		

[1] See Article IV, Special Provisions, Section 4.9.21, Manufactured Homes

Use Unit	R-1	R-2	R-2S	R-3	R-4M	R-4H	R-5	O-1	C-1	C-2	C-3	I-1	PUD
Hazardous Materials Use or Storage												SP	
Hotel/Motel – Large Scale									SP	X	X		
Hotel/Motel – Small Scale									X	X	X		
Industrial												X	
Institutional – Large Scale					SP	SP		SP	SP	X	X	SP	
Institutional – Small Scale	SP	SP	SP	SP	SP	SP	SP	X	X	X	X	SP	
Manufactured Home Park[2]				X									
Non-Urban	SP										SP	SP	
Office – Small Scale								X	X	X	X		
Open Display Commercial – (No permanent - 24 hour - outside storage)										X	X		
Open Display Commercial – (With permanent - 24 hour - outside storage)											X		
Personal Care	SP	SP	SP	SP	SP	SP	SP	SP	SP	X	X		
Public/Semi-Public	X	X	X	X	X	X	X	X	X	X	X	X	
Recreational Vehicle Parks											SP		
Sales and/or Service Operations									SP	SP	X	X	
Salvage Yard/Wrecker Service												SP	
Self-Storage Facilities										SP	X	X	
Veterinarian Clinic – Large Animals											X		
Veterinarian Clinic – Small Animals								X	X	X	X		

Note: All uses are subject to district regulations, off-street parking, and special provisions as specified in the zoning code.

SECTION 4.7 SPECIAL PERMIT USES

4.7.1 What is a Special Permit Use?

A Special Permit Use is a use that conforms to the intent of the comprehensive plan for a specific area and is generally allowable but not by right at any location. The use may represent potential problems with respect to its impact on neighboring property or to the city as a whole, or it may dominate the surrounding area by its size or intensity. For these reasons, special permit uses require a careful review of their location, design, configuration, and spatial impact to determine the desirability of allowing them on a particular site.

The Special Permit Use process must not allow an applicant to secure a use variance or as a means to circumvent the intent of the comprehensive plan or zoning code. Building configurations, footprints, and outlines should be compatible with other uses permitted for a district. Whether a proposed use is appropriate in a particular location depends upon a careful evaluation of the impacts to the neighborhood and the city by the Planning Commission and a weighing of conditions and methods proposed by the commission or by the applicant to ameliorate those impacts.

4.7.2 Uses

Uses which are listed in various districts as "special permit uses" may be located only in the district or districts so designated and in accordance with the procedure described herein in Section 4.7.5.

[2] See Article IV, Special Provision, Section 4.9.20, Manufactured Home Parks

4.7.3 Standards
The Planning Commission may approve, deny, defer, or modify a special permit use request based on findings of fact with regard to the standards set forth below. The appropriateness of these standards shall be determined at the discretion of the Planning Commission for each specific special permit use location. The Planning Commission shall not permit any use in a zone as a special permit use that is not permitted under the zoning code.

In carrying out the purpose of this section, the Commission's consideration shall include, but not be limited to, the following development standards and design specifics.

The appropriateness of these standards shall be determined at the discretion of the Planning Commission for each specific special permit use location.

a. The proposed use is so designed, located and proposed to be operated that the public health, safety and welfare will be protected.

b. The proposed land use is compatible with and will not adversely affect other property in the area where it is proposed to be located.

c. The proposed use is within the provision of "Special Permit Uses" as set out in this Code.

d. The proposed use conforms to all applicable provisions of this code for the zoning district in which it is to be located, and the use facilitates public convenience at that location.

e. The size and shape of the site, and the size, shape and arrangement of the proposed structures, are in keeping with the intent of the comprehensive plan and this code.

f. The internal street system, ingress or egress, off-street parking, loading and pedestrian ways will be efficient and safe.

g. Safeguards, including, but not limited to, hours and methods of operation, landscaping and screening, controlling noxious or offensive emissions, including lighting, noise, glare, dust and odor, are satisfactory.

h. Landscaping, fencing and open space will be properly maintained by the owner/developer.

i. Proposed signs will be appropriate for the location and in accordance with the requirements of the existing City Code.

j. Public utilities are, or will be, available and will not be overloaded.

4.7.4 Conditions
The Planning Commission may impose conditions and restrictions upon the premises benefited by a Special Permit Use as may be necessary to reduce or minimize the injurious effects of the special permit use, insure compatibility with the surrounding property, and carry out the general intent of this Code. The Planning Commission shall not permit any use in a zone as a special permit use that is not permitted under the zoning code.

Conditions imposed as part of the special permit use may be of two types. Threshold Conditions are those that must be met by all proposed developments before an application for a special

permit use will be forwarded to the Planning Commission. Implicit Conditions are those that the Planning Commission may apply during the review of an individual case.

In no case shall the Planning Commission authorize relief from the minimum requirements of the code relating to height, area, parking or screening. However, applicants may be directed to the Board of Adjustment for variances.

4.7.5 Procedure for Authorizing

a. Application: Application for a special permit use shall be made by the property owner or authorized agent for the owner. The application shall be submitted to the Public Works Office which will process all applicable surveys, site plans and other supporting information pertinent to this review process and make recommendations to the planning commission.

   Notice of the Special Permit Use application shall be published at least one time, not less than fifteen (15) days prior to the date of the public hearing, in a newspaper of general circulation. The applicant shall give notice of such hearing by posting a suitable and pertinent sign, provided by the city, on the property involved not less than fifteen (15) days prior to the hearing.

b. Development plan requirements**:** The development plan requirements for a special permit use application shall include a graphic representation of what is proposed and a general statement as to the intent of the use. The graphic representation shall include the following:

   i. The location, size and use of buildings, signs, land and improvements

   ii. The location, size and arrangement of parking space, loading space,

   iii. driveways and street access

   iv. The existing topography with proposed grading and drainage plans

   v. Proposed screening and landscaping

   vi. The use of adjoining property

   vii. Scale, north arrow and vicinity map

   viii. Any additional information needed by the staff because of conditions peculiar to the development.

c. Development plan review: The Public Works staff shall review the proposed special permit use and report to the commission on its relation to and probable effect on the surrounding area as well as its compliance with the requirements of this Code and shall make recommendations to the Planning Commission.

d. Planning Commission Action: The Planning Commission shall review special permit use applications at its regularly scheduled monthly meeting, at which time interested persons may appear and offer information in support of, or against the proposed special permit use. The Planning Commission shall then make one of the following determinations: approve the

special permit use as requested; approve the special permit use with modifications; defer the special permit use; or deny the special permit use.

The Planning Commission may impose conditions and restrictions upon the premises benefited by a special permit use as may be necessary to reduce or minimize the injurious effects of the special permit use, insure compatibility with the surrounding property and carry out the general intent of the comprehensive plan, appropriate neighborhood plans and this code.

In no case shall the Planning Commission authorize reduction from the minimum requirements of the code relating to height, area, parking or screening. However, the Applicant may be directed to the Board of Adjustment for variances under the Zoning Code.

e. Appeal: Any applicant or other affected party aggrieved by a decision of the Planning Commission as it relates to the special permit use process shall have the right to appeal to the City Council. Such appeal must be filed in writing with the City Clerk within thirty (30) days after the Planning Commission takes final action on such a request. The City Council may affirm, modify, or deny said appealed action of the Planning Commission.

f. Status of Conditions: Once any portion of the special permit use which has been authorized is utilized, all such conditions pertaining to such authorization shall become immediately operative. The violation of any condition so imposed shall constitute grounds for revocation of the special permit use. Such conditions may include time limits for exercise of such authorization and must commence within a reasonable time.

The Board of Adjustment is not authorized to grant a variance from conditions imposed by the commission in connection with a special permit use. However, the Board of Adjustment may grant variances as provided by the Zoning Code.

Amendments or major changes to a special permit use authorization must follow the same process as the original special permit use; however, the Commission may delegate to the staff authority to approve minor modifications to the conditions approved, including modifications to an approved development plan. No building permit shall be issued except in conformance with the provisions of this section.

A Special Permit Use is a part of the Zoning Code and shall run with the land upon which the use is located.

4.7.6 Fees

Before any action shall be taken as provided in this section, the petitioner shall deposit with the City an application fee as established or may hereafter be adopted by resolution of the City Council. Under no condition shall said sum or any part thereof be refunded for failure of said permit to be approved by the Planning Commission.

4.7.7 Special Permit Uses and Rezoning

Special permit use applications and rezoning applications for the same lot, parcel, or development site may be processed by the city concurrently. However, the special permit use cannot being operation until the city council has adopted an ordinance rezoning the property to an appropriate zone that would allow the special permit use, and the adopting ordinance has taken effect.

SECTION 4.8 SITE PLAN REVIEW

4.8.1 General Purpose and Review Guidelines

The purpose of this section is to set forth procedure for processing site plans and to establish standards for development within those districts which require regulation by this section.

Site Plan Review is a development review process that provides for case-by-case consideration of project particulars including the provision of parking and landscaping, siting of buildings, and the compatibility of the proposed development with adjacent uses.

All development shall be designed in such a way as to minimize any potential deleterious impact on the surrounding area. Special attention shall be given to buffering commercial developments from adjacent single-family areas. Design of the internal street system ingress and egress, off-street parking, loading and pedestrian ways shall be sensitive to such conditions as safety, convenience, separation of vehicular and pedestrian traffic, general attractiveness, areas of dwelling units, and the proper relationship of different land uses. Landscaped areas shall be provided to reduce erosion, heat and glare, and said areas shall be maintained in an attractive condition. Existing trees on a development site shall be retained where possible. Screening, open space, or other buffer may be required to give adequate separation between uses which are not compatible and shall also be provided for the beautification and enhancement of the property. The requirements of Arkansas State Fire Code, Section 508, providing for handicapped parking and accessibility shall be indicated on the plan.

4.8.2 Applicable Districts

Any application for a zoning classification which involves site plan review may be initiated by the owner or other person having a contractual interest in the property for which site plan approval is requested or by the authorized agent of such owner or person. The site plan review process shall apply to all applications for the following zoning districts:

"O-1" Office and Quiet Business District
“C-1” Central Business District
"C-2" General Commercial District
"C-3" Open Display Commercial District
“I-1” Industrial District

4.8.3 Procedure and Authority

The procedure for the zoning of property to one of the above three classifications shall be the same as for any other zoning application. The Planning Commission may outline special parameters or special concerns which will apply to the Site Plan when such are identified through the zoning process.

The Site Plan Review process occurs when a building permit is requested. The Building Inspector and the Planning Commission shall review site plans prior to the issuance of a building permit. At that time, the plan will be assessed for compatibility with standards and criteria provided herein. Review of a site plan proposal shall take place at regularly scheduled monthly meetings at which time interested persons may appear and offer information in support of or against the proposed site plan. The AdministrativeOfficial will make recommendations to the full Planning Commission at said public meeting and said Commission will then take one of

the following steps: approve the site plan as submitted; approve the site plan with modifications; defer the site plan for future review; or deny the site plan.

In addition to the special requirements of this section, the Planning Commission may impose on a site plan such additional requirements as are necessary to safeguard the public health, safety and general welfare. The Planning Commission may require the applicant to submit a revised site plan incorporating the imposed requirements and modifications. Such revised site plans shall have priority over new applications in the review process. The Planning commission may deny a Site Plan and recommend reducing the zoning classification of any parcel which requires a Site Plan if it does not carry out the general purpose of this section. In those instances where a variance from district standards is requested as a part of the submittal request, the Planning Commission may modify or waive standards. A variance may be allowed only after demonstration of a hardship unique to the development proposal filed. Pecuniary difficulties shall not be deemed to constitute a hardship.

Site plans will be reviewed by the Planning Commission under the following circumstances. All other site plans shall be considered minor site plans and shall be reviewed by the staff.

a. Buildings or developments placed on a plot of real property of two acres or larger.

b. Any development containing a building with a combined square footage of 10,000 square feet or more.

c. All multi-family housing developments containing twenty or more units.

d. Any building or development storing, using or selling petroleum products, flammable products or hazardous materials.

e. Any project referred by the city staff.

4.8.4 Submission Requirements

a. Zoning Classification: The submission requirements for the rezoning of any lot, parcel or tract of land which includes site plan review shall be the same as for any other zoning application to the City of Cabot. If available, a general graphic representation of what is proposed may be submitted showing the following:

   i. Approximate location of buildings

   ii. Approximate location of parking

   iii. Approximate location of landscaping

   iv. Approximate location of ingress and egress

b. Site Plan Submission: The submission requirements for the review of a site plan preceding the receipt of the building permit shall include the following:

a. Payment in full of applicable fees for processing the application

b. . An Electronic Copy of the Site Plan in a format readable by The City of Cabot Staff.

c. Names, addresses, zoning and property lines of all property owners adjacent to the exterior boundaries of the project (including individual lots across streets and right-of-way) shall be located on the plat at the correct location.

d. Names, addresses, telephone numbers, of owner(s), developer(s) and project representative.

e. North arrow, scale (graphic and written), date of preparation, zoning classification, and proposed use.

f. Title block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawing, date and revisions.

g. Provide a complete and accurate legend.

h. A vicinity map of the project with a radius of 1.5 miles from the project. This shall include any General Plan streets as well as the 100-year flood plain boundary.

i. Street right-of-way lines clearly labeled. The drawing shall depict any future R.O.W. needs as determined by AHTD and the General Plan. Future R.O.W. as well as existing R.O.W. and centerlines should be shown and dimensioned.

j. The location of all existing structures. Show the location of proposed buildings, square feet and height. Dimension buildings from the roof overhang and setbacks to property lines.

k. Site coverage note indicating the percentage of site that is covered by both building and surfaced area.

l. Written legal description including area in square feet or acres that read clockwise. This shall be provided on the plat. (Note: If the project is contained in more than one tract, the legal for each individual tract and a total description must be provided.)

m. Boundary survey of the property shown on the plat. The surveyor shall seal, sign, and date the survey. The survey shall be tied to state plane coordinates.

n. Point-of beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.

o. Curve data for any street which forms a project boundary.

p. Show 100-year floodplain and /or floodway and base flood elevations. Reference the FIRM panel number and effective date. Note regarding wetland, if applicable. Note if Army Corp of Engineers determination is in progress.

q. Existing and proposed topographic information noted.
Show:

    i. Two-foot contour interval for ground slope between level and ten percent.

    ii. Five foot contour interval for ground slope exceeding ten percent

r. Spot elevations at grade brakes existing road centerlines, gutter lines and top of curbs of pavement.

s. Contours of adjacent land within 50 feet of the project shall be shown.

t. Landscape proposals for parking lots shall include proposed plant and size. State the method for irrigating and plant material on the plan.

u. Show on the drawing all known on-site and off-site existing utilities and easements (dimensioned) and provide the structures locations, types and condition and note them as "existing" on the plat.

v. Existing easements shall show the name of the easement holder, purpose of the easement, and the book and page number of the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.

w. Show all storm sewer structures, sanitary sewer structures and drainage structures:

    i. Provide structures\ locations and types.

    ii. Provide pipe types and sizes.

x. Sanitary sewer systems:

    i. Provide pipe locations, sizes, and types.

    ii. Manhole locations of rim and invert elevations.

y. If a septic system is to be utilized, provide a table of acreage and percolation rates.

z. Water systems, on or near the site:

    i. Provide pipe locations, types and sizes.

    ii. Note the static pressure and flow of the nearest hydrant.

    iii. Show location of proposed fire hydrants, meters, valves, backflow preventors and related appurtenance.

aa. Underground or surface utility transmission lines:

    i. Locations of all related structures (pedestals, poles, etc.)

    ii. Locations of all lines (note whether the line is below or above ground)

    iii. A note shall be placed where streets will be placed under the existing overhead facilities and the approximate change on grade for the proposed street.

bb. State the width, location, and purpose of all proposed easements or right of way for utilities, drainage, sewers, flood control, ingress/egress or other public purpose within and adjacent to the project.

cc. The location, widths, grades, and names of all existing and proposed streets, alleys paths, and other right-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the radius of each centerline curve. Private streets shall be clearly indicated and named

dd. The location of all existing and proposed street lights (At every intersection, cul-de-sac & every 300' and associated easements to serve each light.)

ee. Provide a note of any known existing erosion problems on-site or within 300' downstream of the property.

ff. The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.

gg. The location of known existing or proposed ground leases or access agreements, if known. (Shared parking lots, drives, areas of land that will be leased)

hh. The location and size of existing and proposed signs, if any.

ii. Location and width of curb cuts and driveways. Dimension all driveways and curb cuts form side property line and surrounding intersections.

jj. Draft of covenants, conditions and restrictions, if any.

kk. A written description of requested waivers from any city requirements.

ll. Show required building setbacks. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Adjustments for proposed setbacks less than those set forth in the zoning district.

mm. Preliminary grading and drainage plans and reports as required in the City Engineer's Office.

nn. Any other data or reports as deemed necessary for project review by the City Planner, City Engineer or Planning Commission.

4.8.5 Standards for Site Plan Disapproval

The Planning Commission shall not disapprove an application for a site plan except on the basis of findings directed to one or more specified particular of the following standards:

a. The proposed site plan is incomplete or contains or reveals violations of this Code or applicable district regulations which the applicant has, after written request, failed or refused to supply or correct.

b. The proposed site plan interferes unnecessarily with easements, roadways, rail lines, utilities, and other public or private rights-of-way.

c. The proposed pedestrian and vehicular circulation systems incorporated in the site plan subsequently create hazards to safety on or off the site.

d. The proposed site plan does not conform to the minimum drainage requirements found in the Subdivision and Development Code or other applicable ordinances.

e. The proposed site plan violates the basic intent of this Code or does not comply with those conditions which were stipulated at the time of rezoning.

4.8.6 Effect of Approval
An approved site plan shall be binding on the applicants and their successors and assignees. No building permit shall be issued for any building or structure not in conformance with the site plan. The construction, location, use, or operation of all land and structures within the site plan shall be in accordance with all conditions and limitations set forth in the site plan. No structure, use or other element of an approved site plan shall be eliminated, altered or provided in another manner unless an amendment is approved in accordance with this section, provided, however, that the Building Inspector may approve such minor changes in the site plan as will not cause any of the following circumstances to occur:

a. Any change in the allowable use of the development.

b. An increase of greater than five percent in the number of dwelling units, but not to exceed the total allowable dwelling units in the respective zoning classification.

c. Any modification compounding the problems of vehicular circulation, safety, and provision of public utilities.

d. Any modification having an adverse impact on adjacent property.

e. Any reduction of the off-street parking and loading requirements below those specified in this Code.

f. Any change in the allowable size, lighting, or orientation of signs.

Whenever the individual responsible for the reviewing building permits finds that any proposed construction or occupancy will not, in their opinion, comply with the approved site plan, they shall refer the question to the Planning Commission for review.

4.8.7 Amendments
The holder of an approved site plan may request modification of the site plan or the conditions of approval by submitting an amended site plan which shall be filed and processed in the same manner as the original application.

4.8.8 Appeals
Any applicant aggrieved by a decision of the Planning Commission as it relates to the site plan review process shall have the right to appeal to the City Council. Said appeal shall be filed in writing with the City Clerk within thirty days of the Planning Commission decision. Such appeal must state the reasons for disagreement with the decision of the Planning Commission.

SECTION 4.9 SPECIAL PROVISIONS

4.9.1 Accessory Building, Structure, or Use

a. Permitting: An Accessory Building may be granted a building permit by the Administrative Official if the following conditions are met:

   i. The building is not designated for full time occupancy and it has no sleeping quarters.

   ii. The Accessory Building may be a pre-fabricated design, arriving as a fully assembled structure.

   iii. An Accessory Building may not be used for rental or commercial purposes.

   iv. No building shall be erected, placed or altered until the building plans, specifications, exterior color scheme, and plot plan showing the location of such building with respect to existing topography, lot lines, easements, building setbacks, and finished ground elevations have been approved in writing by the City.

b. Accessory Building Criteria:

   i. Residential, Small Lot: A residential, small lot is any platted lot, smaller than one-third (1/3) acre.

      a. Location: An Accessory Building shall only be built in the rear yard and shall be located at least ten (10) feet from the rear property line, at least eight (8) feet from all side property lines, as least (10) feet from the main structure and must be built to the rear of the principal building.

      b. Appearance: The color of the Accessory Building shall be consistent with the colors of the main structure.

      c. Size: Accessory Buildings smaller than 200 square feet that do exceed 30% of the square footage of the total rear yard or 40% of the total square footage, heated and cooled of the main structure and do not include utilities must pay an inspection fee of $10.00 to insure compliance with the location requirements listed above. The Administrative Official will perform inspections of the location requirement.

      d. Additional Accessory Buildings: No more than one Small Accessory Building will be allowed per lot or tract. In no circumstance shall the cumulative square footage of the accessory building on a lot or tract exceed 30% of the total square footage of the rear yard.

   ii. Residential, Medium Lot: A residential, medium lot is any platted lot, equal to or larger than one-third (1/3) acre and smaller than five (5) acres.

      a. Location: An Accessory Building shall only be built in the rear yard and shall be located at least ten (10) feet from the rear property line, at least eight (8) feet from all side property lines, as least (10) feet from the main structure and must be built to the rear of the principal building.

b. Appearance: The color of the Accessory Building shall be consistent with the colors of the main structure:

c. Size:

1) Small Accessory Buildings: Accessory Buildings smaller than 200 square feet that do exceed 30% of the square footage of the total rear yard or 40% of the total square footage, heated and cooled of the main structure and do not include utilities must pay an inspection fee of $10.00 to insure compliance with the location requirements listed above. The Administrative Official will perform inspections of the location requirement.

2) Medium Accessory Buildings: Accessory Buildings larger than 200 square feet or that require utilities shall not exceed 800 square feet or 30% of the total square footage of the rear yard or 40% of the total square footage, heated and cooled of the main structure or 16 feet at the roof peak, whichever is less. The building must, if needed, share utilities with the main structure.

3) Car Garage Only: An Accessory Building may be built at the front building line provided the minimum setback requirement are met, ten (10) feet from the main structure and eight (8) feet from the side property line. The material and colors of the Accessory Building shall match the main structure.

d. Additional Accessory Buildings: No more than one Medium Accessory Building will be allowed per lot or tract. No more than two Small Accessory Buildings will be allowed per lot or tract. In no circumstance shall the cumulative square footage of all accessory buildings on a lot or tract exceed 30% of the total square footage of the rear yard, nor shall the cumulative total exceed 800 square feet.

iii. Residential, Large Lot: A residential, large lot is any platted lot, equal to or larger than five (5) acres.

a. Location: An Accessory Building shall only be built in the rear yard and shall be located at least ten (10) feet from the rear property line.

b. Appearance: The color of the Accessory Building shall be consistent with the colors of the main structure.

c. Size:

1) Small Accessory Buildings: Accessory Buildings smaller than 200 square feet that do exceed 30% of the square footage of the total rear yard or 40% of the total square footage, heated and cooled of the main structure and do not include utilities must pay an inspection fee of $10.00 to insure compliance with the location requirements listed above. The Administrative Official will perform inspections of the location requirement.

2) Medium Accessory Buildings: Accessory Buildings larger than 200 square feet or that require utilities shall not exceed 800 square feet or 30% of the total square footage of the rear yard or 40% of the total square footage, heated and cooled of the main structure or 16 feet at the roof peak, whichever is less. The building must, if needed, share utilities with the main structure.

3) Large Accessory Buildings: Accessory Buildings larger than 800 square feet or greater than 30% of the total square footage of the rear yard or 40% of the total square footage, heated and cooled of the main structure must be approved by the Planning Commission. The structure must be located at least 25 feet from the main structure and meet all location setbacks listed above. Large Accessory Buildings will only be considered if the lot or tract of land exceeds twice the minimum required lot area based on its Zoning District. Consideration on approval by the Planning Commission will be based on, but not limited to, size color, type of material, and all structure within 500 of the proposed Large Accessory Building.

4) Car Garage Only: An Accessory Building may be built at the front building line provided the minimum setback requirement are met, ten (10) feet from the main structure and eight (8) feet from the side property line. The material and colors of the Accessory Building shall match the main structure.

d. Additional Accessory Buildings: No more than one Medium or Large Accessory Building will be allowed per lot or tract. No more than two Small Accessory Buildings will be allowed per lot or tract. In no circumstance shall the cumulative square footage of all Accessory Buildings on a lot or tract exceed 30% of the total square footage of the rear yard.

iv. Commercial/Industrial: Accessory Buildings for Commercial/Industrial property uses shall comply with the provisions of Site Plan review in the Zoning Code.

4.9.2 Animal on Premises

The keeping of animals on the premises including animal husbandry, animal hospital; commercial kennel; livestock sales; riding academy; public stable; veterinarian's office, in those districts where permitted, shall be subject to the following regulations:

a. Animal husbandry, dairying, pasturage shall have a minimum of not less than one acre and shall have no less than 20,000 square feet of lot area for each head of livestock kept on the premises.

b. Animal hospital, pound or shelter; commercial kennel; livestock sales; riding academy; public stable; veterinarian's office with animals kept on the premises; shall be located no nearer than 200 feet to a residential district, and not nearer to a zoning lot line than 100 feet.

Proponents of such uses shall show that adequate measures will be taken to prevent odor, dust, noise, or drainage from becoming a nuisance to uses on other properties. No incineration of animal refuse shall be permitted on the premises.

4.9.3 Automobile Wreck, Salvage, and Junk Yards

a. General: Because of the nature and character of their operations, automobile wrecking and salvage yards, junk yards, and similar uses of land can have a serious detrimental effect upon surrounding properties. Salvage and wrecking yards tend to create problems of noise, dust, traffic, and health hazards, and may adversely affect property values by their general

appearance. For the purpose of evaluating whether the proposed utilization of land for an automobile wrecking or junk yard properly minimizes its objectionable characteristics, the Standards established in paragraphs b, c, d, and e shall be used.

b. Location: Because of the tendency of salvage yards to promote the breeding of vermin, no such operation shall be permitted closer than 500 feet to any established residential district.

c. Screening: All outdoor storage of salvage and wrecking operations shall be conducted entirely within an enclosed opaque fence or wall, except driveway areas, from eight to twelve feet in height. Storage between the street and such fence is expressly prohibited. Any fence or wall erected for screening purpose shall be properly painted or otherwise maintained in good condition.

d. Off-Street Parking: Off-street Parking requirements are provided in Article IV, Section 4.10.

e. Ingress and Egress: The number of vehicular access driveways for junk yards and automobile wrecking yards having frontage on a State or Federal highway shall be regulated by the Arkansas State Highway and Transportation Department.

4.9.4 Places of Public Assembly

Places of Public Assembly shall comply with all of the following area and yard requirements:

a. Places of Public Assembly and their accessory buildings shall set back from all exterior and interior lot lines a distance of not less than 25 feet.

b. The lot area for a Place of Public Assembly and any accessory buildings shall be adequate to provide the yard area required by this section and the off-street parking areas required under Article IV, Section 4.10.

c. When located in any residential zoning district, no parking areas are permitted within the required front yard. Except for driveways to permit ingress and egress, the front yard shall be landscaped with grass, hardy shrubs and trees, and/or evergreen ground cover and maintained in good condition.

4.9.5 Child Care Centers

Child care centers, when authorized under special permit uses in residential districts, shall meet the following provisions:

a. The center shall be located in a single-family dwelling which is the permanent residence of the operator and shall be operated in a manner that will not change the character of the residence. The permit shall specify the maximum number of children to be cared for at each center.

b. The dwelling shall be located on a lot having not less than 10,000 square feet of area, and all portions of said lot used for outdoor play space shall be fenced with an opaque, ornamental fence not less than six feet in height.

c. The dwelling shall meet all City, County, and State Health Department requirements as to safety, design, facilities, equipment, and other features and the center shall be operated in a manner that will not adversely affect other properties and sues in the area.

Commercial day care centers, kindergartens, and nurseries that are operated from buildings not originally designed as dwellings shall meet the following provisions:

a. Shall be located in a commercial zoning district.

b. Shall be limited by the requirements of the State of Arkansas in licensing such a facility.

c. Shall otherwise comply with all area regulations established for the district in which such facility is located.

4.9.6 Wireless Communication Facilities

a. Statement of Purpose: The purposes of these regulations are described as follows:

   i. To establish a system of administering requests for the location of commercial communication towers in accordance with provisions of the Federal Telecommunications Act of 1996.

   ii. To minimize the number of new towers needed by encouraging the use of existing towers and existing public and private structures.

   iii. To preserve the stability of land values of properties near and adjacent to proposed commercial tower locations.

   iv. To protect the public health, safety, and welfare through the use of good engineering and urban design principles.

b. Location and Application:

   i. Tower Use Permit (TUP) for the following may be processed and approved, with necessary information and agreements, through administrative review by the City Engineer, City Attorney and City Planner:

      a. An Attached Wireless Communications Facility (Attached WCF) to be attached to an existing monopole, tower, or structure. The City Council reserves the right to negotiate and approve all leases for locations of Wireless Communications Facilities attached to public property.

      b. Facilities to be located in I-1 (Industrial) zoning district.

      c. Facilities to be located in parks or other public areas upon approval by the City Council and property owner(s).

   ii. The staff may seek additional input in its review such as analysis by structural, electrical, mechanical or geo-technical engineers. If the City staff does not approve a TUP for any of the above, the Applicant may elect to apply for a Special Permit under the conditions set forth in Article IV, Section 4.7.

   iii. The following applications are subject to acquisition of a Special Permit under the conditions set forth in Article IV, Section 4.7:

a. Facilities to be located in any residential use zoning district. All TUP applications for new tower construction in any residential zoning district shall include supporting documentation to the effect that the applicant has exhausted all alternative sites in commercial or industrial districts.

b. Facilities to be located in any commercial use zoning district.

iv. All TUP applications for new tower construction will be considered only after the applicant has demonstrated to the satisfaction of the City Attorney, City Engineer and City Planner that:

a. No existing towers or structures are located within the geographic area that would meet applicant's engineering requirements.

b. Existing towers or structures are not of sufficient height to meet applicant's engineering requirements.

c. Existing towers or structures do not have sufficient structural strength to support applicant's proposed antenna and related equipment.

d. The applicant's proposed antenna would cause electromagnetic interference with the antenna on the existing towers or structures, or the antenna on the existing towers or structures would cause interference with the applicant's proposed antenna.

e. The applicant demonstrates that there are other limiting factors that render existing towers and structures unsuitable.

f. The applicant represents an operator with immediate plans to locate an antenna array. Applications for speculative structures will not be processed.

v. All applications shall include, in addition to the other requirements specified in Article IV, Section 4.7, if applicable, a scaled site plan, a scaled elevation view and other supporting drawings. The Applicant shall also submit calculations and other documentation showing the location and dimensions of the WCF and all improvements associated therewith, including information concerning specifications, antenna locations, equipment storage facilities, landscaping, parking, access, fencing, and if relevant as determined by staff, topography, adjacent uses, and existing vegetation.

c. <u>Development Standards:</u>

i. Height

a. An attached WCF shall not add more than 20 feet in height to the existing building or structure to which it is attached.

b. WCF with Support Structures shall have a maximum height of 200 feet in industrial zones, 150 feet in commercial zones, and 100 feet in residential zones. Where collocation can be accommodated, towers may be increased by 10 feet in height for each additional provider to a maximum of 50 additional feet.

c. The applicant shall assume all responsibility for ensuring compliance with all local, state and federal codes regarding airport runway protection.

ii. Setbacks

a. Attached WCF: Antenna Arrays for Attached WCF are exempt from the setback provisions of the zone in which they are located. An Attached WCF Antenna Array may extend up to 30 inches horizontally beyond the edge of the Attached Structure so long as the Antenna Array does not encroach upon an adjoining parcel.

b. WCF with Support Structures shall meet the setback requirements for principal structures of the underlying zone in which they are located, except for residential zoning districts.

c. WCF with Support Structures located in residential districts or abutting residential property on any side shall be set back from any adjoining residential property line a distance at least equal to the height of the tower as measured from the base of the tower to the property line of the residential lot. Guy-wired anchors shall meet the setback requirements of the specific district in which the WCF is located.

iii. Landscaping and Aesthetics

a. Existing mature tree growth and natural landform on the site shall be preserved to the extent feasible; provided, however, that vegetation that causes interference with the antenna or inhibits access to the equipment storage may be trimmed. Any trees in excess of six (6) inches in diameter to be cut must be indicated on the site plan.

b. WCF shall be designed so as to be compatible with the existing structures and surroundings to the extent feasible. Such requirements shall not interfere with normal functioning of the WCF and may include the use of compatible or neutral colors, or stealth technology.

iv. Lighting

a. WCF shall not be artificially illuminated, directly or indirectly, except as may be required by state or federal law or for security of the equipment building. It shall be the Owner's responsibility to meet FAA lighting requirements, if necessary.

b. Any required lighting shall be focused and shielded to the greatest extent possible so as not to project towards adjacent or nearby properties.

c. WCF shall not display any signage or message of a commercial nature except for an inconspicuous message containing provider identification and emergency telephone numbers.

d. Security Fencing: WCF with Support Structures shall be enclosed by a security fence not less than six (6) feet.

v. Collocation

All WCF with Supporting Structures shall be designed to accommodate additional providers where technically feasible and visually desirable.

d. Special Conditions:

i. Support Structures for Wireless Communication Facilities shall be of the Monopole type in all zones except I-1 and C-1.

ii. Support Structures in the I-1 zone may, in addition to Monopoles, be Guy-Wired Towers.

iii. Support Structures located in the C-1 zone shall use Stealth Technology with a design to be approved by the Planning Commission and the City Council.

iv. Derrick Towers are not permitted in any zoning district.

e. Discontinued Use:

i. Agreements accompanying a request for new supporting structures or attached WCF shall include the following to be executed with the City of Cabot:

ii. Any Wireless Communication facility (WCF) whose use as a communication facility ceases and is discontinued shall be removed by the owner, and shall be reported to the City of Cabot immediately. All such discontinued facilities whose use as a communication facility has ended and said cessation of use shall continue for a period of one year shall be removed within one year and the site restored to its original condition, all at the owner's expense.

iii. Any such facility whose use as such communication facility has ceased and been discontinued and such WCF is not removed within one year may be removed by the City at the owner's expense.

f. Environmental Impact:

i. Assessments of environmental impact are required by federal law to be prepared by personal wireless service carriers when the following environmental impacts occur:

a. Facilities are located in officially designated wilderness or wildlife areas.

b. Facilities threaten endangered species or critical habitats.

c. Facilities affect historic sites or structures

d. Facilities are to be located in flood plains.

e. Facilities will significantly change a surface area involving wetlands, deforestation, or water diversions.

ii. Since these assessments are already required by federal law, these provisions are incorporated into this Code and certification of compliance with the National Environmental Policy Act (NEPA) (43 U.S.C. Section 4321) must be provided before any permits will be issued.

g. Review: The City of Cabot shall complete final action upon any TUP within 90 days of the filing of the application unless a request for extension is filed by the Applicant. Any decision to deny a request will be made in writing and will be supported by substantial evidence contained in a written record.

h. Fees: The review fee for a Tower Use Permit shall be $250.00 for the first $100,000.00 of estimated construction cost and $1.00 for each $1,000.00 thereafter for the Support Structure plus $250.00 for each Attached Wireless Facility located on the Support Structure.

i. Change in Ownership: If the ownership of an existing support structure changes, and if no new construction or alterations are proposed, no action is required other than the filing of new ownership documents with the Building Official.

4.9.7 Fences

For all residential uses located within any zoning district, an ornamental fence, hedge, or wall not more than four (4) feet in height may project into or enclose any required front or side yard. Ornamental fences, hedges, or walls may project into the side yard from the front building line of the structure to the rear lot line, provided such fence and walls do not exceed a height of six feet.

For any commercial or industrial use, a fence not exceeding eight feet in height may be constructed along any property line where required for either screening and/or security purposes, provided it does not obstruct the visibility at any intersection as prescribed in Article IV, Section 4.9.11.

4.9.8 Flammable Liquids and Gases

The storage of flammable liquids and gases shall comply with the State of Arkansas Fire Prevention Code.

4.9.9 Height Requirements

Chimneys, cooling or water towers, elevators, bulkheads, fire towers, monuments, stacks, storage towers, tanks, spires, church steeples, flag poles, radio towers or necessary mechanical apparatus may be erected to any height not in conflict with any other ordinance of the City.

Public, semi-public, or public service buildings, hospitals, institutions, churches and schools, when permitted in a district, may be erected to exceed height limits specified for the district, provided all required yards are increased by one foot for each foot of building height above the specified height limit.

4.9.10 Home Occupations

a. General: Home occupations, as defined herein, may be permitted in accordance with the following provisions:

b. Home occupations are only those occupations that meet all of the requirements listed below. Home occupations are approved administratively by city staff.

   i. The home occupation is located completely within the principal dwelling unit.

ii. The home occupation is solely operated by the owner(s) and occupant(s) of the dwelling. No non-resident persons are employed.

iii. The home occupation is not primarily a retail sales operation. (Incidental sales, i.e. shampoo, cosmetics, are permitted.)

iv. The home occupation does not occupy more than 25 percent of the gross habitable ground floor area of the principal dwelling unit.

v. The home occupation does not display merchandise or have outside storage of equipment or materials.

vi. The home occupation does not alter the external appearance of the principal dwelling unit.

vii. The home occupation does not create noise, vibration, glare, fumes, electromagnetic interference, odors, or air pollution outside the principal dwelling unit.

viii. The home occupation has no more than one non-illuminated business identification sign mounted flush to the dwelling unit, not more than two square feet in area.

ix. The home occupation does not involve the storage of hazardous materials, other than substances of a type and quantity customarily associated with a home or hobby.

x. The home occupation will not cause more than one customer vehicle to be parked in the vicinity of the principal dwelling unit at a time.

xi. The home occupation does not involve the external or visible manufacturing of goods on-site.

c. <u>Examples of Home Occupations:</u>

i. Activities conducted principally by telephone, computer, facsimile, or mail.

ii. Studios where handicrafts or objects-of-art are produced.

iii. Dressmaking or apparel alterations.

iv. Barber and beauty shop (one chair).

d. <u>Prohibited Home Occupations:</u>

i. Bed and breakfast.

ii. Eating and drinking establishments.

iii. Kennels.

iv. Commercial sales or leasing of vehicles.

v. Rest home.

vi. Clinic, Doctor or Dentist Office.

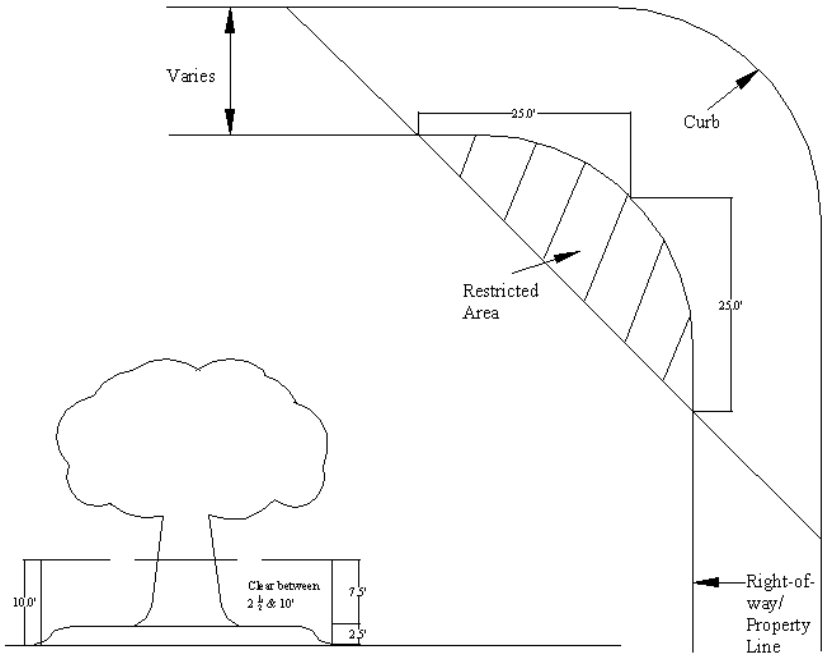
vii. Tourist Home.

viii. Any use that requires a building code upgrade (i.e., from residential standards to commercial standards) to accommodate the home occupation.

e. Hobbies: Hobbies conducted solely within the confines of a structure with no external impacts whatsoever, are not considered home occupations, even if occasional items are sold on the premises or transported away from the premises for sale.

4.9.11 Visibility at Intersections

On a corner lot on which a front yard is required, nothing shall be erected, placed, planted, or allowed to grow in such a manner as materially to impede vision between a height of two and one-half (2 1/2) feet and ten (10) feet above the center line grade of the intersecting street in the area bounded by the street right-of-way lines (not curb lines but the rights-of-way lines which are also the property lines) of such corner lot and line joining points along said streets rights-of-way lines twenty-five (25) feet form the point of intersection. Graphic illustration of this requirement is provided by the following:



4.9.12 Self-Storage
The following are prohibited uses of self-storage facilities or areas:

a. Storage of hazardous chemicals or explosives;

b. Storage of bulk petroleum products;

c. Auctions, commercial, wholesale, or retail sales, or miscellaneous or garage sales;

d. The servicing, repairing, or fabrication of motor vehicles, boats, trailers, lawn mowers, appliances, or other similar equipment;

e. The operation of power tools, spray-painting equipment, table saws, lathes, compressors, welding equipment, kilns, or other similar equipment.

f. The establishment of a transfer and storage business; and

g. Any use that is noxious or offensive because of odors, dust, noise, fumes, or vibrations.

4.9.13 Service Station Pumps
Service station pumps, pump islands, and associated canopies covering said islands may occupy the required yards provided, however, that they are not less than 15 feet from all property lines.

4.9.14 Storage and Parking of Trailers and Commercial Vehicles
Commercial vehicles and trailers of all types, including travel, camping and hauling and manufactured homes shall not be parked or stored on any lot occupied by a dwelling or on any lot in any residential district except in accordance with the following provisions.

a. Not more than one commercial vehicle, which does not exceed one and one-half (1 1/2) tons rated capacity, per family living on the premises, shall be permitted and in no case shall a commercial vehicle used for hauling explosives, gasoline, or liquefied petroleum products be permitted.

b. No trailer (either camping, hauling, travel, or other type) shall be parked or stored for more than one week unless said trailer(s) is located behind the front yard building lines. A camping or travel trailer recreational vehicle shall not be occupied either temporarily or permanently while it is parked or stored in any area within the incorporated limits.

4.9.15 Mining, Excavation, and Material Storage
Mining, including extraction of clay, gravel or sand; quarrying of rock or stone; earth moving and excavation; depositing of construction material, clay, earth, gravel, minerals, rocks, sand or stone on the ground shall not be construed to be a permitted use in any district unless and until a Special Use Permit is issued; except for the following defined extractions and deposits:

a. Excavations for the foundation or basement of any building or for a swimming pool for which a building permit has been issued, or deposits on the ground of any building or construction materials to be used in a structure for which a building permit has been issued.

b. Grading of any parcel of land for a permitted use where no bank is left standing and exposed of more than 10 feet in vertical height.

c. Grading in a subdivision which has been approved by the City in accordance with the City of Cabot Subdivision and Development Code.

d. An extractive operation existing and operating as such on the effective date of this Code.

The Planning Commission and City Council may grant Special Use Permits, revocable and valid for specified periods of time to permit mining or extraction from, or deposits on the ground of rock, stone, gravel, sand, earth, minerals, or building or construction materials.

4.9.16 Radio, T.V., and Other Towers
Towers not covered by the Federal Telecommunications Act of 1996: Radio, television, microwave, and other electronic transmission or receiving towers in excess of height limits may be allowed in any zone upon a finding by the City and issuance of a Special Use Permit, that the proposed tower or towers will not be unduly detrimental to surrounding property, except that towers used by private residences for the reception of television signals or for supporting amateur radio transmitting antennae may be permitted to a maximum height of 100 feet without obtaining a Special Use Permit. Heights in excess of 100 feet shall be subject to the issuance of a Special Use Permit by the City Council. Exceptions to standard height restrictions shall not be granted in cases where they would violate height restrictions of an aircraft approach and turning zone. Refer to regulations pertaining to facilities governed by the Telecommunications Act of 1996.

4.9.17 Construction within Floodplain Area
Any construction within the 100-year floodway or flood plain shall be governed by the Flood Plain Management Ordinance of the City of Cabot.

4.9.18 Recreational Vehicle Parks

A recreational vehicle park as defined in this Code may be established as a commercial enterprise for short-term transient occupants in C-3 zones only. There is no minimum area which may be developed or used for the purpose of a recreational vehicle park, but the site should be well-drained and properly graded in order to ensure rapid drainage and freedom form stagnant pools of water. Because of the variety of different sizes and lengths of individual units, there are no maximum density requirements for recreational vehicle parks. However, all recreational vehicles shall be separated from each other and from other structures by a distance of at least 10 feet. Any accessory structures such as attached awnings or carports shall, for purposes of the separation requirements, be considered to be part of the recreational vehicle.

Plans for a commercial recreational vehicle park shall be submitted to the administrative official for approval and issuance of a building permit. The plot plans submitted shall include and clearly indicate, at a minimum, the following:

a. Adequate space dimensions to accommodate the different sizes of expected vehicles.

b. Street and access roads located within the recreational vehicle park.

c. Set of plans for the service building which shall house an approved number of restrooms, lavatories, showers, and other sanitary facilities as the State Board of Health may require for the number of spaces available in the park.

d. Water and sewer stands to accommodate each recreational vehicle space.

e. Electrical master fuse or breaker panel, and receptacles in compliance with National Electrical Code.

f. Sanitation containers deployed at intervals to accommodate not more than two spaces.

g. Letter of approval from State Board of Health.

Upon determination that the submitted plans and information complies with all the standards described above, and with all other applicable ordinances that are in effect in the City of Cabot, the administrative official shall issue a building permit.

4.9.19 Manufactured Home Subdivisions
Manufactured home subdivisions, which shall be established in the R-3 Residential zone only, provide an opportunity for manufactured home ownership of structure and lot for those manufactured homes approved by the Department of Housing and Urban Development under Title VI of Public Law 93-383, USC5401 et seq. All manufactured homes so located within an approved subdivision must have the date plate attached to the unit specifying “This manufactured home is designed to comply with Federal Manufactured Home Construction and Safety Standards in force at the time of manufacture." Manufactured home subdivisions shall fully comply with the regulations of this Code and further be governed by the Subdivision and Development Code of the City of Cabot. Furthermore, individual manufactured homes located within a manufactured home subdivision must be converted to permanent structures as defined in this Code.

4.9.20 Manufactured Home Parks
All new manufactured home parks that are established or existing manufactured home parks which are expanded after the effective date of this Code shall comply with all of the regulations

and standards contained in this section. Manufactured home parks shall be established only in the R-3 residential zone. Parks shall be established on large, well-drained tracts of land and no parcel of land containing less than two acres shall be used for a manufactured home park.

a. Development Standards: Manufactured home parks shall comply with the following requirements:

   i. No parcel of land containing less than two (2) acres shall be used for a manufactured home park.

   ii. Manufactured home parks may locate only in the R-3 Residential District.

   iii. The development shall be located on a well-drained site, property graded to insure rapid drainage and freedom from stagnant pools of water.

   iv. A site development plan shall be submitted showing the area and dimensions of the tract of land; the number, locations, and size of all manufactured home spaces; the location and width of roadways, walkways, and recreational area; and the location of service buildings and other proposed structures. If approved, said development shall conform to the site development plan and violation of the plan shall nullify the permit. Any manufactured home park with two or more occupied spaces annexed to the City by popular vote after January 1, 1984, is declared to be zoned R-3. Existing facilities or rented spaces shall not be expanded without prior consent of the City Council.

   v. Individual home spaces shall be provided consisting of a minimum of 4,000 square feet for each space, which shall be at least 40 feet wide and clearly defined on the ground.

   vi. Homes shall be so harbored on each space that there shall be at least 10 feet between the manufactured home and any other detached structure.

   vii. Each manufactured home space shall abut a driveway of not less than 20 feet in width, which shall have unobstructed access to a dedicated public street. The driveway shall consist of a minimum of six-inch gravel base with two inches of concrete or asphalt surface.

   viii. Each manufactured home park shall provide service buildings to house each toilet, bathing, and other sanitation facilities and such laundry facilities as the City may require.

   ix. A 200 amp electrical service shall be provided for each manufactured home space.

   x. No building or structure erected or stationed in the manufactured home park shall have a height greater than one story or 15 feet.

   xi. Each manufactured home park shall be permitted to display on each street frontage, one identifying sign of a maximum size of 32 square feet.

   xii. There shall be at least two paved parking spaces for each manufactured home space, which shall be on same site or located in grouped parking bays specifically designed for such purpose close to the site served. Spaces will consist of a six-inch gravel base with two inches of concrete or hot mix asphalt surface.

xiii. A landscaped strip of open space shall surround the Manufactured Home Park 25 feet wide along all street and other property lines. This area shall not be included as part of any manufactured home space.

xiv. Any manufactured home located in this district shall be set up and anchored in accordance with the Rules and Regulations of the Arkansas Manufactured Home Commission.

b. Approval Procedure: All licenses and permits as required by the City of Cabot in this or other applicable Ordinances shall be fully complied with before the park is open to tenants. The owner or developer shall submit a Letter of Intent and the preliminary plans for development of the manufactured home park to the Planning Commission for review and approval prior to preparation of a final plat to insure conformity with plans and regulations. The preliminary plans submitted shall include an approval by all utilities or City governmental departments that may become involved in the final development of the site. The manufactured home park owner and developer shall submit evidence indicating that he/she is responsible for the complete cost of the development including site preparation, manufactured home spaces, installation of all utilities, driveways, parking areas, park facilities and recreational facilities.

After review of the Letter of Intent, preliminary plans, and other information submitted by the developer, the Planning Commission may approve theses plans if it finds that all appropriate regulations have been complied with. After approval by the Planning Commission, the developer shall cause to be prepared a final plat of the proposed manufactured home park lot. This plat shall be prepared by a Registered Professional Engineer in accordance with the Subdivision and Development Code for the City of Cabot. A building permit for construction of the park cannot be issued until a final plat has been approved for the manufactured home park.

4.9.21 Manufactured Homes

The establishment, location, and use of manufactured homes as scattered-site single family residences shall be permitted in the R-1 and R-2 Zoning Districts, subject to all requirements and limitations applying generally to such residential use in each of the respective districts, and provided such homes shall meet all of the following threshold requirements and limitations:

a. Dwellings shall be multi-sectional.

b. Dwellings shall be oriented in a manner so as to be consistent with the prevalent orientation in the immediate area.

c. Dwellings shall be constructed with a type of siding that is consistent with other homes in the general vicinity.

d. Roofs shall be sloped and shingled.

e. Units shall be set up and anchored in accordance with regulations set forth by the Arkansas Manufactured Home Commission.

f. Units shall have a continuous underpinning with a material approved by the Planning Commission.

g. The manufactured home will be the principal structure on the lot.

4.9.22 Yard Modifications
Certain architectural features may project into required yards as follows:

a. Cornices, canopies, eaves, or other architectural features, may project a distance not exceeding two and one-half (2 1/2) feet.

b. Fire escapes may project a distance not exceeding four and one-half (4 1/2) feet.

c. An uncovered stair and necessary landings may project a distance not to exceed three (3) feet, provided such stair and landing shall not extend above the entrance floor of the building except for a railing not exceeding three feet in height.

d. Bay windows, balconies, and chimneys may project a distance not exceeding two feet , provided that such features do not occupy, in the aggregate, more than one-third (1/3) of the length of the building wall on which they are located.

SECTION 4.10 OFF-STREET PARKING AND LOADING REQUIREMENTS

4.10.1 Off-Street Parking Requirements

a. Requirements: In all zoning districts except the C-1 Central Business District, in connection with every commercial, industrial, institutional, recreational, residential, or any other use, there shall be provided at the time any building or structure is erected, enlarged or increased in capacity, of any other use is established, off-street parking spaces for automobiles in accordance with the requirements of this section.

   Parking spaces used in connection with an existing and continuing use of building on the effective date of this Code, up to the number required by this Code, shall be continued and may not be counted as serving a new structure or addition; nor may a parking space be substituted for a loading space or a loading space substituted for parking space.

   Any conveyance of such parking or loading space, or transfer of interest therein, by the owner of the property served thereby without a simultaneous conveyance or transfer of the property served thereby to the same grantee or transferee or without suitable provisions being made in another location for the maintenance of an equivalent number of required spaces in conformance with the provisions hereof shall be unlawful.

b. Application of Standards: In applying the standards of this section, the following shall apply:

   i. In the case of mixed of joint uses, the parking spaces required shall equal the sum of the requirements of the various uses computed separately, except in the case of church sanctuary as specified below.

   ii. Where a fractional space results, any fraction more than one-half (1/2) shall be counted as one (1) parking space.

   iii. These standards shall apply fully to all uses and buildings established after the effective date of this Code.

iv. Except for parcels of land devoted to one or two family uses, all areas devoted to off-street parking shall be so designed and be of such size that no vehicle if required to back into a public street to obtain egress.

v. Where parking or sales/storage areas are to be provided in the front yard, there shall be established a setback line of 15 feet. The area between the setback line and the front lot line shall be prepared and planted with grass, shrubs, trees, or ground cover.

c. Number of Off-Street Parking Spaces Required: In all districts there shall be provided at such time any building or structure is erected, enlarged, or increased in capacity, off-street parking spaces for automobiles in accordance with the following requirements:

i. Dwelling - One and one-half (1 1/2) parking spaces for each separate dwelling unit within the structure.

ii. Boarding or Rooming House or Hotel or Hotel or Motel - One parking space for each guest room.

iii. Medical/Dental Clinics or Offices, and Hospitals - Seven spaces per doctor plus two spaces for each three employees in clinics and offices. For hospitals there shall be one space per bed and one space per employee, based on maximum employment of largest shift.

iv. Sanitariums, Convalescent or Nursing Homes - One space for each six patient beds plus one space for each staff or visiting doctor plus one space for each four employees including nurses.

v. Community Center, Theater, Auditorium - One parking space for each three seats based on maximum seating capacity.

vi. Convention Hall, Lodge, Club, Library, Museum, Place of Amusement or Recreation - One parking space for each fifty square feet of floor area used for assembly or recreation in the building.

vii. Office Building - One parking space for each three hundred square feet of gross floor area in the building, exclusive of the area used for storage, utilities, and building service area.

viii. Retail Commercial Establishments - One parking space for each two hundred square feet of floor space in the building. If the site plan being considered does not reflect the floor space used for retail trade, then twenty percent (20%) of the total square footage of the building may be considered as storage space. The remaining eighty (80%) will be used in determining the number of parking spaces. Outdoor seasonal sales areas are excluded in calculating the total square footage of the business.

ix. Industrial Establishments - Adequate area to park all employees and customers' vehicles at all times and adequate space for loading, unloading, and storing all vehicles used incidental to or as a part of the primary operation of the establishment.

x. Religious Institutions - One parking space for each four seats based on maximum seating capacity; provided however, that churches may establish joint parking facilities for not to exceed 50% of the required spaces, with public institutions and agencies that

do not have a time conflict in parking demand. The joint parking facility shall be located not to exceed 400 feet from the church sanctuary.

xi. Unlisted Uses - The number of parking spaces required for a use not listed herein shall be the same as for a similar use which is listed. Where the required number of spaces cannot be ascertained by this method, or the applicant and the City staff cannot agree, the matter shall be submitted to the Board of Adjustment for determination.

d. Parking Design: The following four parking angles are allowed with their respective width and depth dimensions for stalls and maneuvering areas:

TYPE	WIDTH	DEPTH	MANEUVERING AREA
Parallel	22 feet	9 feet	11 feet
Right Angle	9 feet	20 feet	20 feet
Sixty Degrees Angle	9 feet	18 feet	18 feet
Forty-five Degree Angle	9 feet	18 feet	12 feet

The design of any parking area must conform to the access provisions and required spaces of Section 508 of the Arkansas Fire Prevention Code.

For parking areas which require greater than 100 parking spaces, 10% of said requirement may be utilized for compact auto parking. The following diagram illustrates the parking space and maneuvering space used for the various parking designs:

e. Development and Maintenance of Parking Areas: Every parcel of land hereafter used as public or private parking area, including a commercial parking lot, shall be developed and maintained in accordance with the following requirements:

i. Location - All parking spaces provided pursuant to this section shall be on the same lot with the building or within 300 feet thereof. The distance to any parking area as herein required shall be measured between the nearest point of the building said parking area or facility is to serve.

ii. In no case shall off-site parking comprise more than 25% of the total number of spaces required in this section.

iii. When detached parking facilities or satellite parking lots are provided, they shall be located on property which is zoned to allow the principal use to which this parking will serve or they must be approved by the Board of Adjustment.

iv. Pavement Requirement - Every parcel of land which, after the effective date of this Code, is changed to a parking area, automobile, other vehicle or recreational vehicle sales or storage area, or automobile or motor vehicle service station, garage or other vehicular use area shall be paved, except for single-family residential lots of more than one acre in size. The minimum pavement requirements shall be designed for intense traffic use with asphaltic concrete hot mix surface, or a double surface treatment, or concrete surface. Any off-street parking area shall be paved as specified above and shall be so graded and drained as to dispose of all surface water accumulated within the

area, and shall be so arranged and marked as to provide for orderly and safe loading or unloading and parking and storage of vehicles.

v. Screening and Landscaping - Off-street parking areas for more than five vehicles shall be effectively screened on each interior side or rear yard area which adjoins a Residential District, or institutional premises, by a masonry wall or solid board fence of acceptable design. Such wall or fence shall not be less than five feet or more than seven feet in height and shall be maintained in good condition without any advertising thereon. The space between such wall or fence and the side lot line adjoining said premises, or the front lot line facing said premises, in any Residential District shall be landscaped with grass, hardy shrubs, or evergreen ground cover and maintained in good condition.

vi. Signs - No signs of any kind shall be erected except information signs used to guide traffic and to state the conditions and terms of the use of the lot. Only non-intermittent white lighting of signs shall be permitted.

vii. Lighting - Any lighting used to illuminate any off-street parking area shall be so arranged as to direct the light away from the adjoining premises in any Residential District.

viii. Driveways - Driveways used for residential ingress and egress shall not exceed 25 feet in width, exclusive of curb returns. Driveways used for commercial/industrial ingress and egress shall not exceed 40 feet in width, exclusive of curb returns.

4.10.2 Off-Street Loading

a. Requirement: Every building or structure hereafter constructed in any district for non-residential purposes, requiring the receipt of distribution of vehicles of material or merchandise shall provide and maintain on the same lot with such building at least one off-street loading space for the first 5,000 square feet, or fraction thereof, of gross floor area, and one additional such loading space for each 10,000 square feet, or major fraction thereof, of gross floor area in excess of 5,000 square feet.

b. Size: Each loading space shall be not less than 10 feet in width, 35 feet in length, and 14 feet in height. Where the off-street loading space does not abut on a street, alley, or easement of access, there shall be provided an access drive of at least 10 feet in width leading from the street to loading area.

c. Location: Such space may occupy all or any part of any required yard or court space, but no such space may be located closer than 25 feet to any Residential District unless wholly within a completely enclosed building or unless enclosed on all sides abutting the Residential District by a wall or solid fence at least eight feet in height.

4.10.3 Compliance for Business Permit

New businesses, whether opening in a new building or existing building, shall demonstrate compliance with the off-street parking and loading requirements of this Article prior to receiving a business permit.

SECTION 4.11 NON-CONFORMING USES AND STRUCTURES

4.11.1 Non-Conforming Use of Land

Where, on the effective date of adoption of this Code, a lawful use of land exists that is made no longer permissible under the terms of these zoning regulations as enacted or amended, such use may be continued, so long as it remains otherwise lawful, subject to the following provisions:

a. No such non-conforming use shall be enlarged or increased, nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this Zoning Code.

b. If any such non-conforming use of land ceases for any reason for a period of more than six months, any subsequent use of such land shall conform to the regulations specified by this Code for the district in which such land is located.

4.11.2 Non-Conforming Structures

Where a lawful structure exists at the effective date of adoption or amendment of this Zoning Code that could not be built under the terms of these regulations by reasons of restrictions on area, lot coverage, height, years, or other characteristics of the structure of its location on the lot, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

a. Such structure, upon approval of the Board of Zoning Adjustment, may be remodeled to maintain the premises in a safe and usable condition.

b. Should a structure be destroyed by any means to an extent of more than 50% of its replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of this Zoning Code.

c. Such structure, upon the approval of the Board of Adjustment, may be added to if said addition meets the area requirements of the land use zoning district in which the structure is located, provided said use of structure is in conformance with this Zoning Code.

d. This section shall be construed to allow the full replacement of non-conforming mobile or manufactured homes with new units if the unit to be replaced has not been vacated for over 6 months.

4.11.3 Non-Conforming Use of Structures

If a lawful use of a structure, or of structure and premises in combination, exists at the effective date of adoption or amendment of this Zoning Code, which would not be allowed in the district under the terms of this Code, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:

a. No existing structure devoted to a use not permitted by this Zoning Code in the district in which it is located shall be structurally altered except in changing the use of the structure to a use permitted in the district in which it is located.

b. Any non-conforming use may be extended to any portion of a structure arranged or designed for such non-conforming use at the time of adoption or amendment of this Zoning Code, but no such use shall be extended to occupy any land outside such building.

c. If no structural alterations are made, any non-conforming use of a structure or structure and premises, may be changed to another non-conforming use provided that the Board of

Adjustment shall determine that the proposed use is equally appropriate to the district as the existing non-conforming use.

d. Any non-conforming use, once changed to a conforming use, shall thereafter conform to the regulations for the district in which such structure is located and all new uses shall be conforming uses.

e. When a non-conforming use of a structure, or structure and premises in combination, is discontinued or abandoned for six consecutive months, the structure or structure and premises in combination shall not thereafter be used except in conformance with the regulations of the district in which it is located.

f. Should a structure containing a non-conforming use be destroyed by any means to an extent of more than 50 % of its replacement cost at time of destruction, the owner may request permission of the Board of Adjustment to reconstruct the structure and to continue the non-conforming use. The Board of Adjustment may grant or deny a request to reconstruct such a structure. In granting a request to reconstruct the structure, the Board may require conformance to yard requirements, on-lot parking space, adequate screening from adjacent uses and such other items deemed appropriate to the district in which located.

SECTION 4.12 BOARD OF ADJUSTMENT

4.12.1 Creation and Appointment

There is hereby created a City Board of Adjustment which shall consist of the Planning Commission as a whole. Their terms shall run concurrently with their appointment to the Planning Commission. On the effective date of this Code, the members of the Planning Commission that was legally in existence immediately prior to such date shall be constituted as members of the Board of Adjustment hereby created.

4.12.2 Organization

a. Officers: A Chairman and Vice Chairman shall be elected annually by the Board from among its membership. The Chairman, or in his absence the Vice Chairman, shall preside at all meetings, shall decide all points of order or procedure, and , as necessary, shall administer oath and compel the attendance of witnesses.

b. Rules and Meetings: The Board of Adjustment shall adopt rules necessary to the conduct of its affairs and in keeping with the provisions of this Zoning Code. Meetings shall be held on a regular schedule and at such other times as the Board may determine. All meetings shall be open to the public. The Board of Adjustment shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or if failing to vote, indicating such fact, it shall keep records of its examinations and other official actions, all of which shall be a public record and be immediately filed in the office of the City Clerk. A quorum of the Board shall consist of five members. The concurring vote of a majority of the entire Board shall be necessary to revise any order or decision of the Administrative Official or to decide on any matter upon which it is required to pass under this Code.

4.12.3 Powers and Duties

The Board of Adjustment shall have all the powers and duties prescribed by law and by this Code, which are more particularly described as follows:

a. Administrative Review: To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the administrative official in the enforcement of this Zoning Code. The Board may affirm or reverse, in whole or in part, said decision of the administrative official.

b. Variances: To authorize upon appeal in specific cases such variance from the terms of the Zoning Code as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this Zoning Code would result in unnecessary hardship. A variance from the terms of this Zoning Code shall not be granted by the Board of Adjustment unless and until:

   i. The applicant demonstrates that special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structure or buildings in the same district; that literal interpretation of the provisions of this Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Zoning Code; that special conditions and circumstances do not result from the actions of the applicant; and that granting the variance requested will not confer on the applicant any special privilege that is denied by this Zoning Code to other lands, structures, or buildings in the same district.

   ii. No non-conforming use of neighboring lands, structures or buildings in the same district, and no permitted or non-conforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

   iii. The Board of Adjustment shall further make a finding that the reasons set forth in the application justify the granting of the variance and that the variance is the minimum variance that will make possible the reasonable use of land, building or structure.

   iv. The Board of Adjustment shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this Zoning Code, and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

   v. In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this Zoning Code. Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this Zoning Code.

   vi. Under no circumstances shall the Board of Adjustment grant a variance to allow a use not permissible under the terms of this Code in the district involved, or any use expressly or by implication prohibited by the terms of this Zoning Code in said district.

c. Special Exceptions: In addition to the powers and duties specified above, the Board shall also have the following powers and duties to hold public hearings and decide the following special exceptions:

   i. Permit the extension of a zoning district boundary where the boundary divides a lot held in a single ownership at the time of adoption of this Code.

ii. Interpret zoning district boundaries where uncertainty exists as to the boundaries of the zoning districts or when the street or property lines existing on the ground are at variance with those shown on the Zoning District Map.

iii. Vary the parking regulations by not more than 50% where it is conclusively shown that the specific use of a building would make unnecessary the parking spaces otherwise required by this Code.

iv. Permit a change in use or occupancy of a non-conforming use, provided the use is within the same or more restricted classification as the original non-conforming use.

4.12.4 Procedure for Appeals

a. Application: Appeals to the Board may be taken by any person aggrieved or by any officer, department, or board of the City affected by any decision of the administrative official. All appeals and applications made to the Board shall be made in writing on forms prescribed by the Board within thirty (30) days after the decision has been rendered by the administrative official.

b. Public Hearing and Notice: The Board shall fix a reasonable time for the public hearing of an appeal, give public notice of the time and place thereof, as well as due notice to the parties in interest, and decide same within a reasonable time. Said public notice shall be published at least once not less than seven days preceding the date of such hearing in a newspaper of general circulation in the City. The public notice shall give the particular location of the property on which the appeal is requested, as well as a brief statement of what the appeal consists. At a public hearing any party may appear in person, by agent, or by attorney.

c. Effect of Appeal: An appeal shall stay all proceedings of the action appealed from, unless the person affected by such appeal certifies to the Board, that, by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board or a court of record on application, and notice to the person from whom the appeal was taken.

d. Time Limit on Permits: No order permitting the use of a building or premises, or the alteration or erection of a building shall be valid for a period longer than 60 days unless such use is established or the erection or alteration is started within such period.

e. Fee: The fee for any appeal or application to the Board shall be $35.00 plus the cost of publishing the notice, no part of which shall be refundable. The Administrative Official shall deposit with the City Clerk each month all fees collected during the preceding month.

f. Appeals from Board of Adjustment: Any person or persons, or any board, taxpayer, department, board or bureau of the City aggrieved by any decision of the Board of Adjustment may seek review by a court of record of such decision, in the manner provided by the laws of the State of Arkansas.

SECTION 4.13 AMENDMENTS TO ZONING CODE

4.13.1 General

a. This Code may be amended by changing the text, the Official Zoning Map, or both in accordance with the procedures prescribed herein. Notice of any public hearings held using any of the methods shall be published at least one time, not less than fifteen (15) days prior to the date of the public hearing, in a newspaper of general circulation.

b. The following may initiate a request to amend this Code.

   i. A member or members of the City Council

   ii. A member or members of the Planning Commission

   iii. The owner of a property or his appointed agent

4.13.2 Amendments Initiated by the City Council
Amendments initiated by the City Council may be made in the following manner.

a. The City Council may refer a request for amendment to the Planning Commission to be considered in accordance with the procedures outlined in Section 4.13.3.

b. The City Council may act upon a request to amend this Code when an emergency exists which threatens the health, safety, welfare, or morals of the citizens of the City. An amendment may be made upon the approval of a majority of the entire City Council.

4.13.3 Amendments Initiated by the Planning Commission
Amendments initiated by the Planning Commission may be made only in accordance with the procedures outlined herein.

a. The Planning Commission may, from time to time, either upon request by one or more of its members, by direction of the City Council, or in the course of its normal planning activities, consider amendments or additions to the Zoning Code.

b. The Planning Commission shall prepare a work program and make studies, including the preparation of maps, to support its decisions regarding possible amendments.

c. If the proposed amendments are not consistent with the comprehensive plan, the Planning Commission shall first consider and adopt any necessary changes to the plan.

d. The Planning Commission shall hold a public hearing to consider amendments to the Zoning Code and amendments to the Comprehensive Plan, if required.

e. Changes in zoning classifications initiated by the Planning Commission shall be considered comprehensive changes affecting the entire city and no individual notifications shall be made. A map indicating the proposed changes will be available in City Hall for interested citizens and property owners.

f. Following the public hearing, the proposed plans may be recommended as presented, or in modified form, by a majority of the entire Planning Commission.

g. Following its adoption of plans and recommendations of ordinances and regulations, the commission shall certify adopted plans or recommended ordinances and regulations to the

City Council for its adoption.

4.13.4 Amendments Initiated by Property Owners
Amendments by property owners may be made in the following manner.

a. An application for amendment shall be filed with the Administrative Official.

b. The application for a Zoning Map Amendment shall contain the following information:

   i. Name and address of applicant.

   ii. Statement that the applicant is the owner or the authorized agent of the owner of the property for which the Zoning Map Amendment is proposed.

   iii. Address and legal description of property.

   iv. .

   v. A map of the subject property, delineating: the dimensions of property; approximate location of buildings with appropriate dimensions; land uses of adjacent properties.

   vi. A vicinity map of sufficient clarity to allow location of the property for which a re-zoning request is located.

   vii. The application shall be accompanied by the prescribed fee.

c. <u>Hearing on Application:</u>

   Upon receipt in proper form of the application for a Zoning Map Amendment, the Administrative Official shall fix a date for a public hearing according to a monthly schedule maintained in the code enforcement office.

   In addition to newspaper notice, notice of such hearing shall be given by posting a suitable and pertinent sign on the property involved by the applicant not less than fifteen (15) days prior to the hearing.

   Upon receipt of an application for a Zoning Code Text Amendment, the Administrative Official shall fix a date for a public hearing according to a monthly schedule maintained in the code enforcement office.

   Notice of such hearing shall be published at least one time not less than fifteen (15) days prior to the public hearing in a newspaper of general circulation in the City of Cabot. Content of such notice shall be of a general nature describing the general subject matter and the Chapters involved, with respect to the proposed amendment.

d. <u>Finding of Fact:</u>

   Following the public hearing, the Planning Commission shall, within thirty (30) days, make a specific finding as to whether or not the change is consistent with the objectives of the Zoning Code, and the Plans adopted by the Planning Commission, and that the purpose of

the amendment is not based exclusively upon a desire to increase the value or income potential of the property.

e. Approval or Disapproval:

i. The proposed amendment or change of district boundary may be approved as presented or in modified form by a majority vote of the Planning Commission with recommendation for adoption by the City Council.

ii. If the Planning Commission disapproves a proposed amendment or rezoning petition, the reason for such disapproval shall be given in writing to the petitioner within 15 days from the date of the hearing.

iii. Following disapproval of a proposed amendment by the Planning Commission, the petitioner may appeal such disapproval to the City Council, provided that the petitioner provides the necessary information as stated in Section 2.4 of this code.

iv. If a proposed rezoning Petition is disapproved by the Planning Commission and the Petitioner perfects an appeal of such disapproval to the City Council pursuant to this section, notice of said appeal hearing before the City Council and the date thereof shall be published in a newspaper of general circulation in the City at least one (1) time fifteen (15) days prior to the appeal hearing. The Petitioner/Owner shall place a sign immediately adjacent to the sign on the subject property which furnished notice of the rezoning proposal which sign states that said disapproval of a rezoning request has been appealed to the City Council. Said sign to be placed on-site not fewer that fifteen (15) days prior to the date of the public hearing by the City Council of the appeal. The City will furnish the required sign.

f. City Council Action:

i. The City Council, by a majority vote, may, by ordinance, adopt a recommended amendment submitted by the Planning Commission or may return the proposed amendment to the Planning Commission for further study and recommendation.

ii. If the City Council does not concur with the recommendation of the Planning Commission, either as first submitted or as submitted after re-study, or with regard to an appealed matter, the City Council may, by majority vote, amend this Code by granting, by passage of an ordinance, the request for amendment in full or in modified form.

g. Effect of Denial of Amendment:

No application for an Amendment which has been denied wholly or partly by the City Council shall be resubmitted for a period of one (1) year from the date of said denial, except upon a showing of a substantial change in conditions found to be valid by the Planning Commission. For purposes hereof, a change of ownership of the subject property shall not be deemed to be a change of conditions.

4.13.5 Fees

Before any action shall be taken as provided in this section, any private party or parties proposing a change in the zoning regulations or district boundaries shall deposit with the administrative official the sum as adopted by resolution of the City Council to cover the

approximate cost of this procedure, and under no condition shall said sum or any part thereof be refunded for failure of said change to be adopted by the City Council.

SECTION 4.14 SIGNS

Amended by Ordinance 2014-8

4.14.1 Purpose and Intent

The purpose and intent of this section is to support and complement the various land uses allowed in the City of Cabot ("City") through appropriate, acceptable types of signs for business and event needs. Standards within this code are intended to ensure consistency in style, scale, visibility, readability, and clarity as well as location and quantity, while allowing for a varied, exciting, and interesting visual landscape. More specifically, the purpose of this code is to:

a. Encourage the effective use of signs as a means of communication in the City.

b. Protect the public welfare and City property values by preserving the aesthetic and environmental qualities of the City.

c. Protect pedestrians and motorists of the City from damage or injury caused or partially attributed to the distractions caused by improper size, location, or upkeep of signs.

d. Maintain the economic viability of businesses in our community through the availability of appropriate signage.

e. To promote public safety, health, welfare, convenience, and enjoyment of travel and the free flow of travel within the City.

4.14.2 Applicability

a. General:

Unless specifically exempted in this code, no sign allowed by this code shall be constructed, erected, moved, enlarged, illuminated, altered, or displayed without first being issued a sign permit when applicable in accordance with the standards of this code. In addition to a sign permit, a Building Permit may or may not be required. It is the responsibility of the business owner to verify with the City if a Building Permit is required.

b. Application:

Applications for initial sign permits shall be made upon forms provided by the City and shall contain or have attached thereto the following information:

i. Applicant name, address, telephone number and email address.

ii. Building owner's name, address, telephone number and email address.

iii. Location of the building, structure, or lot which the sign or other advertising structure is to be attached or erected.

iv. Position of the sign or other advertising structure in relation to nearby buildings or structures.

v. Two blueprints or drawings (digital or paper) of the plans and specifications, the method of construction and attachment to the building or in the ground.

vi. Name of person, firm, corporation, or association erecting structure.

vii. Written consent of the owner of the building, structure, or land to which or on which the sign/sign structure is to be erected.

viii. Any electrical permit required and issued for said sign. Application requesting electrical permit for proposed sign must accompany sign application.

ix. The proposed sign is subject to all Federal, State and City laws. The applicant must show full compliance with all applicable laws.

c. Permit Fees:

Unless otherwise modified by this code, fees for a sign permit shall be as follows:

i. Temporary sign fee - $10.00

ii. Permanent signs fee - $40.00

d. Issuance of Sign Permit:

It shall be the duty of the Administrative Official or designee, upon the filing of an application for a sign permit, to examine such plans, specifications and the premises upon which it is proposed to erect the sign or other advertising structure. If the proposed structure and sign are in full compliance with all requirements of this code, all other laws and codes of the City, the sign permit shall be issued within ten (10) days. If the Administrative Official or designee fails or rejects a completed sign application because it fails to show full compliance with all code requirements, he shall notify the applicant within ten (10) days by why such application fails to meet all code requirements. If the work authorized under a sign permit has not been completed within six (6) months after date of issuance, the said permit shall become null and void.

e. Sign Identification:

Every sign hereafter registered shall show the permit number in a conspicuous place thereon which is visible to the inspector and is readable by the inspector from the ground. Upon payment of the permit, Administrative Official will provide the permit holder with the appropriate sign identification tag which includes the permit number.

f. Inspection:

Any person installing, structurally altering, or relocating a sign for which a permit has been issued shall notify the City upon completion. A final inspection will be required, including electrical inspection if needed.

g. Responsibility for Compliance:

All businesses or organizations interested in installing signs are responsible for acquiring such permits. Signage may be selected from the allowable options indicated herein and design drawings must be submitted for approval by the City prior to installation of said signage.

h. Sign Removal:

If a business discontinues the use of a site, all sign face(s) used by the business shall be fully removed within sixty (60) days. It shall be the responsibility of the landowner to ensure all signage is removed.

i. Message Intent:

No provision in these regulations shall be construed to regulate the content and message of signs containing non-commercial speech. A non-commercial message may substitute a commercial message whenever a sign with a commercial message is allowed.

4.14.3 Nonconforming Signs

For the purpose of this section, a nonconforming sign shall be defined as a sign which does not conform to the provisions of this code. All nonconforming signs/structures not otherwise prohibited by the provisions of this code, relating to a place of business and located on the same premises as such place of business, may be continued unless:

a. The business is closed or abandoned for six (6) months and the sign/sign structure fails to meet the requirements of the Maintenance section of this code.

b. The sign/sign structure is destroyed by any means to an extent of more than fifty percent (50%).

The owner may request permission of the Board of Adjustments to reconstruct the sign/sign structure and continue the nonconforming use. The Board of Adjustments may grant or deny the request. In granting the request to reconstruct, the Board of Adjustments may require conformance to setbacks, electrical code, land and lighting requirements.

4.14.4 Allowable Permanent Signs – Sign Permit Required

This section includes the standards for the types of signs required to obtain a Sign Permit prior to erection, enlargement, display, alteration or illumination:

a. Awning Sign: Permit Required

A sign that is mounted, painted, or attached to an awning or canopy.

Allowable Zones: O-1 / C-1 / C-2 / C-3 / I-1
Location: Awnings on 1st floor of building only.
Maximum Number: N/A
Illumination: Exterior (spot) lighting only, from overhead sign.
Size/Dimension: Maximum 50% of awning area as calculated on the basis of the awning.

Limitations:

- Awning signs may not be used on single family dwellings for home occupations.
- Municipal, school, recreational, religious and civic club institutions are allowed within residential zones. Therefore, when located within a residential zone this type of sign is allowed.

b. Directory Sign: Permit Required

A ground or building sign that lists tenants or occupants of a building or development project with unit numbers, arrows, or other directional information.

Allowable Zones: O-1 / C-2 / C-3 / I-1
Location: Minimum 10 feet behind right-of-way and driveway entrance.
Maximum Number: 2 per site; 500 linear feet separation.
Illumination: Exterior (spot) lighting only.
Size/Dimension: Maximum area of ten (10) square feet per tenant, up to a maximum of fifty (50) square feet - Maximum height of six (6) feet.

Limitations:

- Only for use on non-public streets to facilitate access when individual tenants are not readily visible from the street.
- Municipal, school, recreational, religious and civic club institutions are allowed within residential zones. Therefore, when located within a residential zone this type of sign is allowed.

c. Drive-Thru Menu Board: Permit Required

An accessory sign providing menu items and prices associated with a drive-thru window or walk-up service window.

Allowable Zones:	C-2 / C-3 / I-1
Location:	As shown on approved site plan.
Maximum Number:	2 per drive through lane.
Illumination:	Interior only.
Size/Dimension:	No sign shall exceed 48 square feet.
Limitations:	Sign shall be located in rear or to the side of the building and not in public or private right-of-way.

d. Canopy Sign: Permit Required

A sign(s) which is/are wall-mounted sign(s) attached to a canopy. This definition includes but is not limited to fuel stations, banks, pharmacy and drive thru canopies.

Allowable Zones:	C-2 / C-3 / I-1
Location:	Sign is limited to canopies only.
Maximum Number:	1 per façade.
Illumination:	Interior only.
Size/Dimension:	Maximum of 10% of canopy face.

Limitations:

- No sign shall be placed where canopy roof abuts another structure.
- No sign shall project above the roof of the canopy.

e. Projecting Sign: Permit Required

Any sign other than a wall sign that is attached to and projects from the wall or face of a structure more than eighteen (18) inches.

Allowable Zones: O-1 / C-2 / C-3 / I-1
Location: Sign shall maintain a minimum clearance of 9 feet.
Maximum Number: 1 per establishment.
Illumination: Interior only.
Size/Dimension: Maximum area of 16 square feet and not extend above the roof line.

Limitations:

- Sign shall not extend lower than the top of the primary entrance door casing.
- Signs shall not project more than four (4) feet from the building wall.
- Municipal, school, recreational, religious and civic club institutions are allowed within residential zones. Therefore, when located within a residential zone this type of sign is allowed.

f. Arm Sign: Permit Required

A sign whose sign face is suspended from a support arm at a right angle to the ground. Arm signs do not include temporary real estate signage that may be supported in a similar manner.

Allowable Zones: R-2 / R-3 / R-4M / R-4H / R-5 / O-1 / C-2 / C-3 / I-1
Location: Minimum 5 feet behind right-of-way.
Maximum Number: 1 per street frontage.
Illumination: Exterior (spot) lighting only.

Size/Dimension:

- 12 square feet maximum in zones R-2, R-3, R-4, R-5, O-1
- 16 square feet maximum in zones C-2, C-3, I-1
- Maximum height of 6 feet, measured from the top of the post to the average ground elevation.

Limitations: Commercial Arm signs may not be used at single family residence.

g. <u>Monument Sign (Single Tenant)</u>: Permit Required

A sign which is freestanding and the entire base(s) is/are in contact with and supported by the ground and constructed of solid architectural materials.

Allowable Zones:	R-3 / R-4M / R-4H / R-5 / O-1 / C-1 / C-2 / C-3 / I-1
Location:	Minimum 15 feet behind the right-of-way, minimum 25 feet from the boundary or any Residential Zone and 15 feet from all other zones.
Maximum Number:	1 sign per street frontage.
Illumination:	Exterior (spot) or interior lighting.

Size/Dimension:

- 80 square feet maximum area, 6 feet maximum height: R-3 / R-4M / R-4H / R-5
- 75 square feet maximum area, 16 feet maximum height: O-1 / C-1 / C-2
- 160 square feet maximum area, 16 feet maximum height: C-3 / I-1

Limitations:

- These monument signs are for use with single-tenant occupied lots.
- Only buildings set more than 15 feet from the right-of-way may use a ground-mounted sign Landscaping required.
- Monument signs must be located so that they do not obstruct the view of traffic from any intersection, street or driveway.
- Municipal, school, recreational, religious and civic club institutions are allowed within residential zones. Therefore, when located within a residential zone this type of sign is allowed.

h. <u>Monument Sign (Multi-Tenant)</u>: Permit Required

A sign which is freestanding and the entire base(s) is/are in contact with and supported by the ground and constructed of solid architectural materials.

Allowable Zones:	C-1 / C-2 / C-3
Location:	Minimum 15 feet behind right-of-way, minimum 25 feet from the boundary or any Residential zone and 15 feet from all other zones.
Maximum Number:	1 sign per street frontage.
Illumination:	Exterior (spot) or interior lighting.

Size/Dimension:
- 25 feet maximum height.
- 500 square feet maximum.

Limitations:
- These monument signs are for use with a complex with two or more tenants.
- Only buildings set more than 20 feet from the right-of-way may use a monument sign.
- Monument signs must be located so that they do not obstruct the view of traffic from any intersection, street or driveway.

i. <u>Pole Sign (Single Tenant)</u>: Permit Required

A self-supporting sign resting on, or supported by means of a pole or poles which identifies a single-tenant in a single-tenant building and which is located in the development for which it is advertising.

Allowable Zones: R-4M / R-4H / R-5 / O-1 / C-1 / C-2 / C-3 / I-1
Location: Minimum 15 feet behind right-of-way driveway entrance and/or lot line, and minimum 25 feet from any residential district.
Illumination: Exterior (spot) or interior lighting.
Maximum Number: 1 per single lot.

Size/Dimension:
- 0-150 frontage - 100 square feet maximum area.
- 151-500 frontage - 200 square feet maximum area.
- Excess of 500 frontage - 300 square feet maximum area.
- Maximum height 35 feet.

Limitations:
- Single Tenant Pole Signs are prohibited for Multi-Tenant buildings.
- Maximum height is as measured from the street grade or sidewalk (if one exists), whichever is less.
- Municipal, school, recreational, religious and civic club institutions are allowed within residential zones. Therefore, when located within a residential zone this type of sign is allowed.

j. Pole Sign (Multi-Tenant): Permit Required

A self-supporting sign resting on, or supported by means of a pole or poles which identifies tenants in a multi-tenant building or complex and which is located in the development for which it is advertising.

Allowable Zones: R-4M / R-4H / R-5 / O-1 / C-1 / C-2 / C-3 / I-1
Illumination: Exterior (spot) or interior lighting.
Location: Minimum 15 feet behind right-of-way driveway entrance and/or lot line, and a minimum 25 feet from any residential district.
Maximum Number: 1 sign per street frontage.

Size/Dimension:
- 0-150 feet of frontage - 100 square feet maximum area.
- 151-500 feet of frontage - 200 square feet maximum area.
- Excess of 500 feet of frontage - 300 square feet maximum area.
- Maximum height 35 feet.

Limitations:

- Maximum height is measured from the street grade or sidewalk (if one exists), whichever is less.

k. <u>Off Premise Sign (Multi-Tenant)</u>: Permit Required

An Off Premise Sign is a sign that is placed in an area other than the primary business location. It is the purpose of this section to describe the criteria under which a permitted sign can be placed off premises. All off premise advertising is prohibited in the City except for the following:

Allowable Zones:	O-1 / C-1 / C-2 / C-3 / I-1
Location:	At the intersection of State Highway, Primary or Secondary Artery and the connecting street and a minimum of 15 feet behind the right-of-way of a driveway entrance and/or lot line.
Illumination:	Exterior (spot) or interior lighting.
Maximum Number:	1 per single lot.

Size/Dimension:

- 0-150 feet of frontage - 100 square feet maximum area.
- 151-500 feet of frontage - 200 square feet maximum area.
- Excess of 500 feet of frontage - 300 square feet maximum area.
- Maximum height 35 feet.

Limitations: When a business is operating in a location that could be considered a commercial subdivision a sign may be placed off premises if:

- If the sign is not prohibited elsewhere within this code.
- The location of the business is not fronting a State Highway, a Primary or Secondary Artery as defined by the City's Master Street Plan.
- The owner of record provides evidence of his/her agreement to place the sign on his/her property.
- The owner of record accepts responsibility for the care and maintenance of the sign.

A Commercial Subdivision shall be defined as:

- An area that has a street connecting to a State Highway, a Primary or Secondary Artery as defined by the City's Master Street Plan.
- The zoning is contiguous from the business parcel to the parcel on which the sign will be placed.

I. <u>Wall Sign</u>: Permit Required

A sign mounted parallel to or painted on a building façade or other vertical building surface that does not project more than 24 inches from the wall surface. Signs painted on walls shall be considered wall signs. Wall signs do not include decorative murals that are free of any lettering or logos, except that the lettering or logos may represent historic products with ties to the region or companies that no longer exist in advertised form.

Allowable Zones:	R-4M / R-4H / R-5 / O-1 / C-1 / C-2 / C-3 / I-1
Location:	N/A
Maximum Number:	1 per street frontage.
Illumination:	Exterior (spot) or interior lighting.

Size/Dimension:

- Maximum area of 1 square foot per linear foot of the façade, but not to exceed 5% of the total façade area for R-2, R-4M, R-4H, R-5, & O-1 Districts per each wall face.
- Maximum area of 2 square feet per each linear foot of façade, but not to exceed 10% of the total façade area for C-1, C-2, C-3 & I-1 Districts per each wall face.

Limitations:

- Signs may not project more than 24” from wall.
- Maximum height for a 1 story building: below roof.
- Maximum height for a 2+ story building: below window sill of second story.
- The maximum permitted aggregate area of wall signs shall not include the area of any windows or doorways.
- No wall sign or its supporting structure shall cover any window or part of a window. If free standing signage is allowed but not used, that copy area can be applied in addition to the allowed wall signage as additional wall signage.

m. Subdivision Sign: Permit Required

A ground mounted sign used at the main entrance(s) to a subdivided property with an interior road network utilized to access individual lots, either residential or commercial.

Allowable Zones:	All zones
Location:	5 feet from the right-of-way.
Maximum Number:	2 signs per main entrance.
Illumination:	Exterior (spot) lighting only.

Size/Dimension:

- 36 square feet maximum area, 6 feet maximum height: R-1, R-2, R-3, R-4M, R-5, & O-1
- 50 square feet maximum area, 6 feet maximum height: C-1 & C-2
- 75 square feet maximum area, 8 feet maximum height: C-3 & I-1

Limitations: May not be located in road right-of-way or must be located so that they do not obstruct the view of traffic from any intersection, street, or driveway.

4.14.5 Allowable Temporary Signs – Sign Permit Required

On-premise pennants, signs, flags, banners, inflatables and streamers for special events and grand openings associated with nonresidential uses may be permitted for a total of six (6) times in a calendar year and not more than ten (10) consecutive days at a time, provided that:

a. A complete signage drawing approved by the City and a Sign Permit issued. The drawing shall include an event signage plan, location and description for approval. Additional items that were not included in the approved drawing shall not be installed without a revised drawing and application approved by the City.

b. Temporary banners must be attached to primary facade of a principal structure or completely and securely affixed to banner poles and outside of the right-of-way. Banners shall not be attached to a roof structure or fence.

c. Temporary signage must be removed at the event's conclusion.

Failure to comply with the standards in this section is a violation of this code, and shall result in enforcement action, fines and citations.

4.14.6 Allowable Signs – Exempt From Sign Permit Requirements

a. Sandwich Boards: No Permit Required

Allowable Zones: O-1 / C-1 /C-2 / C-3
Maximum Number: One per establishment
Size/Dimension:
- Maximum twelve (12) square feet.
- Maximum four (4) feet in height.

Limitations:
- Must be located so as to maintain at least four linear feet of clearance for pedestrian travel on sidewalk.
- Must be removed each evening following the close of the business it serves.
- Must be on the property where the business is located.

b. Yard Sale: No Permit Required

Allowable Zones: All zones
Maximum Number: One (1) on premise and six (6) off- premise per sale
Size/Dimension: No larger than four (4) square feet in area

Limitations:
- Must be removed within two (2) hours after the end of the yard sale.
- Cannot be affixed to a utility pole or affixed to any other sign.
- Cannot be placed in any public right-of-way.

c. Barber Poles: No Permit Required

Allowable Zones: O-1 / C-1 / C-2 / C-3 / I-1
Maximum Number: One per establishment
Size/Dimension: N/A

Limitations:

- Any structurally-unsafe sign that endangers the public safety shall be immediately removed or repaired, and made otherwise to comply with the requirements of this Code.

d. Fuel Sales: No Permit Required

Allowable Zones: C-2 / C-3
Maximum Number: One free-standing price sign, one price or self-service sign provided it is secured to a gas pump
Size/Dimension:

- Free-standing sign is no larger than nine (9) square feet.
- Secured sign no larger than two (2) square feet.

Limitations:

- Free-standing sign must be outside right-of-way.

e. Political Campaign: No Permit Required

Allowable Zones: All zones
Maximum Number: N/A
Size/Dimension:

- No larger than 16 square feet in a residential zoning district.
- No larger than 32 square feet in any other base zoning district.

Limitations:

- All signs are placed behind the right-of-ways.
- Signs over four (4) square feet in surface area and/or over four (4) feet in height are required to be set back at least ten (10) feet from the front property line or right-of-way line, whichever greater.
- All signs must be removed within seven (7) days following the last election in which the specific candidate advertised will participate in the designated election cycle.

f. Real Estate: No Permit Required

Allowable Zones: All zones
Maximum Number: One per street frontage.
Size/Dimension:

- No larger than 12 square feet in a residential zoning district.
- No larger than 32 square feet in any other base zoning district.

Limitations:

- Signs are removed within seven (7) days after the property is sold, rented, leased, or construction has been completed.
- No sign is illuminated.
- Signs on corner lots are located at least 100 linear feet apart as measured by the shortest straight line between them.

g. <u>Construction</u>: No Permit Required

Allowable Zones: All zones
Maximum Number: One per development.
Size/Dimension:

- Gross sign copy area 50 square feet on a lot less than one (1) acre.
- 100 square feet for lots greater than one acre.

Limitations:

- Sign must be at least 10 feet behind the right-of- ways.
- No sign shall exceed 15 feet in total height.
- Sign shall be removed no later than seven days after the completion of the development.

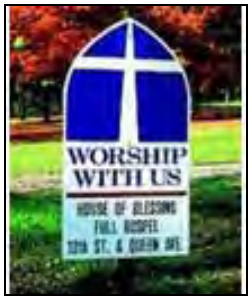
h. <u>Historical or Public Interest</u>: No Permit Required

Allowable Zones: All zones
Maximum Number: Up to two signs per site.
Size/Dimension: Wall-mounted or decorative post mounted sign not to exceed six (6) square feet.

Limitations:

- Memorial signs, plaques or grave markers that is non-commercial in nature.
- Historic plaques mounted in accordance with the United States Secretary of the Interior's Standards of Rehabilitation.

i. <u>Off-Site Directional</u>: No Permit Required (School, Church, and Civic Only)



Allowable Zones:	All zones
Maximum Number:	Max of three directional signs per principal use.
Size/Dimension:	No sign shall exceed four feet in height measured from grade and a maximum area of four square feet.

Limitations:

- All signs shall be free-standing. Portable signs are prohibited.
- Signs are NOT illuminated.
- No two signs for the same use shall be located within 1,000 feet of each other as measured using the shortest straight line.
- Signs may not be installed in the right-of-way.

j. <u>Temporary Event On-Site Signage</u>: No Permit Required (School, Church, and Civic Only)

Allowable Zones:	R-1 / R-2 / R-3 / R-4M / R-4H / R-5 / O-1 / C-1 / C-2 / C-3
Maximum Number:	Max of 1 sign per entrance or 2 signs per property, whichever is greater.
Size/Dimension:	No Sign shall exceed 32 square feet.

Limitation:

- Signs are removed no later than two (2) days after the event.
- Signs are NOT illuminated.
- Signs are placed at least five (5) feet behind the right- of-way and out of any sight triangles.

k. <u>Temporary Event Off-Site Signage</u>: No Permit Required (School, Church & Civic Only)

Allowable Zones:	R-1 / R-2 / R-3 / R-4M / R-4H / R-5 / O-1 / C-1 / C-2 / C-3
Maximum Number:	Max 1 sign per off site property.
Size/Dimension:	• No larger than 16 square feet in a residential zoning district. • No larger than 32 square feet in any other base zoning district.

Limitation:

- Off-site property owner must give permission for signage to be installed on property.
- Signs are removed no later than two (2) days after the event.
- Signs are NOT illuminated.
- Signs may not be placed in the right-of-way.

l. <u>On-Site Attended Signs</u>: No Permit Required

Allowable Zones:	C-1 / C-2 / C-3
Maximum Number:	Max 1 attendant per property
Size/Dimension:	N/A

Limitation:

- Attendant must remain behind the right-of-way and on property for which it is advertising.
- At no time shall the attendant interfere with vehicular or pedestrian traffic either physically or visually.

m. <u>Informational</u>: No Permit Required

Allowable Zones:	All zones
Maximum Number:	N/A
Size/Dimension:	Wall mounted or post mounted signs shall not exceed six (6) square feet unless otherwise noted above.

Limitations:

- Signs shall not be illuminated, except that “Open” or “Closed” or “ATM” signs may be illuminated.
- Regulatory signs (such as traffic control signage) and AHTD logo signs are permitted
- Wall mounted incidental signs such as tenant information are permitted.
- Public interest signs less than two (2) square feet including “Warning” or “No Trespassing”, “Open”, “Closed” or “ATM” are permitted.

n. <u>Produce Stand Signs</u>: No Permit Required

Allowable Zones: All zones
Maximum Number: One sign per farm.
Size/Dimension:
- No sign shall exceed nine (9) square feet.
- No sign shall exceed six (6) feet in height.

Limitation:
- Signs are NOT illuminated.
- Signs must not be placed in the right-of-way.
- Signs must be located on the same site as the farm where products are for sale and produced.

o. <u>Permanent Outdoor Storage and Display</u>: No Permit Required

Allowable Zones: C-3
Maximum Number:
- Two ground mounted banners per site.
- No maximum pole banners.

Size/Dimension: No sign shall exceed 32 square feet.

Limitations:
- Manufacturer-supplied permanent or temporary signage depicting the type of product offered, sale conditions, or other information is permitted.
- Allowable signage includes temporary ground mounted banners, permanently-affixed banners on light poles, streamers and balloons are permitted.
- Signs must not be placed in the right-of-way.
- Signs may not be placed under the hood of vehicles, and vehicle headlights, turn signals, horns, etc. may not be used to draw attention to signage.

p. <u>Window Sign</u>: No Permit Required

Allowable Zones: O-1 / C-2 / C-3 / I-1
Maximum Number: N/A
Size/Dimension: Maximum of 75% of total window area.

Limitations:

- Window signs do not count against the total allowable sign area.
- Signs shall not obstruct general visibility of the interior of the facility.
- Signs shall NOT be illuminated, except “Open”, “Closed” and “ATM” signage.
- Signs shall be on the first floor windows or glass doors.

4.14.7 Prohibited Signs

The following signs shall be prohibited, except as otherwise allowed in this Code.

a. Signs Interfering with Traffic Safety: (Prohibited)

Any sign that obstructs the view of bicyclists or motorists using any street, approach to any street intersection, or which interferes with the effectiveness of or obscures any traffic sign, device, or signal as determined by the Planning Department is prohibited.

b. Signs Misconstrued as Regulatory: Prohibited

Signs which contain lights, rotating disks, words and other devices not erected by a public authority which may be erroneously construed as regulatory signs or emergency warning signs are prohibited.

c. Signs within the Right-of-Way: (Prohibited)

Any sign (other than regulatory), banner, or display placed on any curb, sidewalk, post, pole, hydrant, bridge, tree, or other surface located on, over, or across any street or right-of-way, or any banner placed on stakes on a property, unless permitted is prohibited. The City shall possess the authority to remove or dispose of such signs.

d. Signs Blocking Existing Signs: (Prohibited)

Any sign located in such a way as to intentionally deny visual access to another existing sign is prohibited.

e. Flag Banner Signs: (Prohibited)

Permanent “flag” banner strands of any type, size, color or composition are prohibited except as allowed for temporary use. See Allowable Temporary Signs.

f. Vacant Lots: (Prohibited)

Commercial permitted signs on vacant lots are prohibited

g. Flashing Signs: (Prohibited)

Signs with flashing or reflective disks, flashing lights or lights of changing degree of intensity or color are prohibited except as allowed for informational use. See: INFORMATIONAL SIGNS.

h. Off-Premise: (Prohibited)

Off-premise commercial advertising signs (e.g. billboards) of any size and in any area are prohibited.

i. Roof Signs: (Prohibited)

Roof signs that extend above soffit of a pitched roof or above the highest point of a mansard roof are prohibited.

j. Signs that Interfere with Free Passage: (Prohibited)

Any sign located outdoors which interferes with free passage from or obstructs any sidewalk, fire escape, downspout, window, door, stairway, ladder, or opening intended as a means of ingress or egress or providing light or air is prohibited.

k. Home Occupation Signs: (Prohibited)

Any home occupation sign either attached to the building or on the property that advertise business simultaneously conducted primarily by a resident of the same dwelling is prohibited.

l. Rotating Signs: (Prohibited)

Rotating signs, excluding barber shop signs are prohibited.

m. Abandoned Signs: (Prohibited)

Any sign that has been abandoned, dilapidated, or unsafe is prohibited. The Code Enforcement Officer shall have the authority to remove or otherwise dispose of any sign that is deemed a danger to public safety.

n. Snipe/Bandit Signs: (Prohibited)

Temporary signs placed within the right-of-way are prohibited. Nor shall any sign be placed on utility poles or any sign poles.

o. Mobile Signs: (Prohibited)

Any sign whose face was initially constructed and designed to be placed and/or transported on wheels, regardless if sign face is removed from its base and placed on or in the ground so as “free-standing” is prohibited.

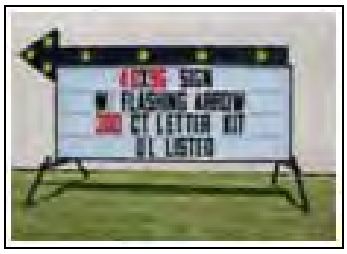
p. Inflatable Signs: (Prohibited)

Any sign that is inflatable or any balloon used as a sign that is used as permanent signage is prohibited except as allowed for temporary use. See: ALLOWABLE TEMPORARY SIGNS.

q. Feather Banner Signs: (Prohibited)

Any permanent or unpermitted “feather” banner or sign of any type, size, color, or composition is prohibited, except as allowed for temporary use. See: ALLOWABLE TEMPORARY SIGNS.

r. Portable Signs: (Prohibited)



Portable sign(s), regardless if its sign face and base are on wheels or free-standing is prohibited.

4.14.8 Size Dimension

a. Area:

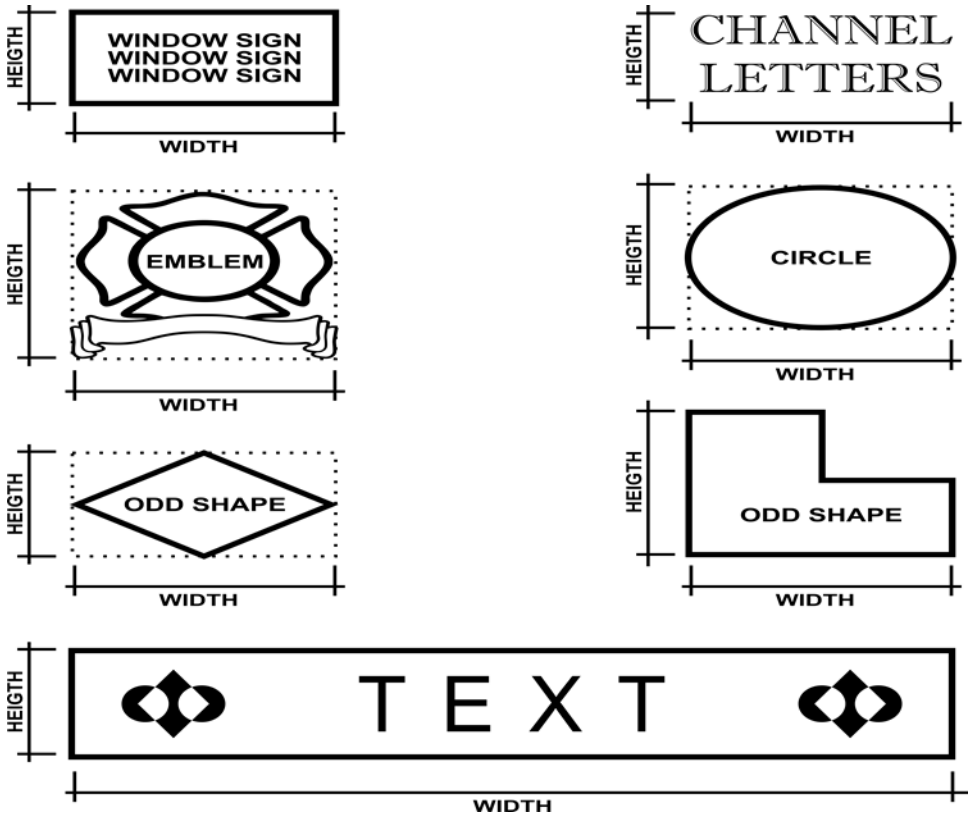
i. The area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by means of the smallest rectangle that will encompass the limits of the writing, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, base, bracing or decorative fence or wall when such fence or wall otherwise

meets the regulations of this chapter and is clearly incidental to the display itself. Street address numbers are not included within the sign copy area.

ii. In the case of signs mounted back-to-back only one side of the sign is to be used for computation of the area. Back-to-back signs shall be defined as double-faced signs. The maximum angle of a double-faced sign shall be 45 degrees, except for signs located at corners in which case the angle may be 90 degrees. Otherwise, the surface area of each sign is to be separately computed.

iii. For a single wall, all pieces of information or other graphic representations within a grouping on that wall shall be measured as though part of one sign, encompassed within one rectangle, which may not exceed the permitted total wall area to which the sign is affixed. For a single wall on a multi-occupant building, the area of signs shall be computed using these principles and the aggregate copy of each individual sign shall not exceed the allowed percentage of the total wall area to which the sign(s) is affixed.

iv. This diagram illustrates how sign area is measured:



b. Height: The height of a sign shall be the vertical distance from the mean grade elevation taken at the fronting street side of a structure to the highest point of a sign or supporting structure.

4.14.9 Illumination

a. Neon:

i. Neon is allowed for wall signs or projecting signs only. Neon must be affixed to a sign backing.

ii. Lettering or logos directly hanging on the fascia of the building are prohibited.

iii. Neon may only be utilized for the name of the principle use, with minimal ancillary lettering or logo incorporated into the sign face.

iv. One (1) Neon sign per building is allowed, and is limited to 0.5 sq. ft. per 1 linear foot of wall space. Any additional signage allowed (Wall Signs) must be non-illuminated.

v. Neon is prohibited for any use other than specific lettering or logo signage. Architectural neon lighting (for example outlining windows) is prohibited.

b. Exterior Illumination:

i. If Illumination is external, it shall be located and directed solely at the sign.

ii. The light source shall not be visible from or cast into the right-of-way, or cause glare hazards to pedestrians, motorists, or adjacent properties.

iii. The light source shall not be mounted to any part of the sign.

iv. Only one exterior light shall be permitted per sign face for signs 16 square feet or less, and two exterior lights for sign faces that exceed 16 square feet in size.

c. Interior Illumination:

i. A Channel Illuminated Sign is a sign whose light source is located in the interior of a sign so that light illumination shines through the front surface of the sign in specific “cut-away” areas. Any words, lettering, figures, numerals, emblems, devices, trademarks, or trade names, or any combination thereof, by which anything is made known and which is designed to attract attention and/or convey a message, may be displayed by channel cutting the words, letters, figures, etc. out of the surface of the sign. The sign itself is illuminated through cuts, or channels made through the surface of the sign.

ii. A push-thru acrylic sign is typically an internally illuminated sign with letters and/or logos cut out of translucent acrylic that is as thick or thicker than the opaque sign face material, and mounted on the inside of the sign face so that the acrylic material’s thickness extends flush with our pushing through and beyond the front plane of the sign face. Acrylic letters are raised from the surface of the sign face so that light passes

through the edges. Acrylic that extends beyond the front plane may also have a face of all letters/logos to create a back light effect if desired.

iii. A maximum of 10 foot candles is permitted on any portion of the sign. A foot candle is defined as a unit of luminance or light falling onto a surface. It stands for the light level on a surface one foot from a standard candle.

iv. All lighting shall meet all applicable electrical codes.

4.14.10 Alternative Signage Plans

An Alternative Signage Plan may be used where impractical situations would result from this code. Alternative locations, size or quantity may be justified due to topography, utility easements, lot configuration or subdivision (particularly with respect to a shopping center), or location and size of pre-existing development. Also, the proposed use or collection of uses may not be captured by the spirit and intent of this code, justifying an Alternative Signage Plan. The Planning Commission shall approve an Alternative Signage Plan if it meets the purpose and intent of the sign code. The following conditions shall be met in order for an Alternative Signage Plan to be considered for approval:

a. The applicant must show that installation of signage per this code while meeting other site-specific constraints as listed above would put the site in direct violation of other City Ordinances or State or Federal regulations, under any practical site layout configuration.
b. The use(s) and/or architectural elements proposed for the site (as already approved by the Planning Department) are such that a standard sign plan under this code would be considered not in keeping with the code.

4.14.11 Electronic Message Signs

a. Sign Type: Electronic message signs shall only be allowed on monument mounted and pole signs.

b. Size: The maximum sign area of the electronic portion of an electronic message sign shall not exceed 50 square feet.

c. Dimming and Brightness: Signs shall be equipped with dimming technology that automatically adjusts the display brightness based on ambient light conditions. The sign shall not exceed 0.3 foot candles illumination above ambient light level.

d. Movement: The illusion of movement by means of a preprogrammed (repetitious or sequential) switching action in which illuminated elements of the sign are turned off or on to visually simulate the impression of motion characteristic of chasing, running, blinking, oscillating, twinkling, scintillating, or expanding and contracting light patterns, is prohibited.

e. Rate of Change: No electronic message sign shall change copy more frequently than once during any five (5) second intervals. Electronic message signs that only display the time, temperature, or both the time and the temperature, may change at real time.

f. Allowable Zones: As allowed by the MONUMENT SIGN & POLE SIGN Section of this Code.

4.14.12 Maintenance
All sign(s)/sign structure and premises surrounding the same shall be maintained by the owner thereof in a clean, sanitary condition and free and clear of all rubbish and weeds. All components thereof, including supports, braces, anchors, etc., shall be kept in compliance with all building and electrical codes, and in conformance with the requirements of this Code. All components should be free from deterioration, termite infestation, rot, rust or loosening. Repair and replacement of any faded, peeled, cracked or otherwise damaged or broken parts of a sign is required by this Code.

4.14.13 Violations
When a violation of the sign code exists, the Administrative Official shall notify the alleged violator. The notification should specify those sections of the sign code which the individual may be in violation of and shall state that the individual has seven (7) days from the date of the notification in which to correct the alleged violation or appear in court. In the case of a prohibited sign, the Administrative Official shall, if possible, remove such sign and notify the alleged violator. If violation continues, the alleged violator will be issued a citation. If, upon inspection, the Administrative Official finds that a sign is abandoned or structurally, materially, or electrically defective in such a way that it endangers the public, the Administrative Official shall notify the owner of the building/property stating the nature of the violation and requiring them to remove the endangerment immediately and to repair or remove the sign within thirty (30) days of the date of notification or appear in court. In case of emergency, the Administrative Official may cause the immediate removal of a dangerous or defective sign without notice. Signs removed in this manner must present a hazard to the public safety and defined in the local building codes or traffic codes.

4.14.14 Removal of Signs by the Administrative Official
The Administrative Official may cause the removal of an illegal sign in cases of emergency, if it is located within the public right-of-way or for failure to comply with notification of removal or repair. After removal or demolition of the sign, a notice shall be mailed to the sign owner stating the nature of the work and the date of which it was performed and demanding payment of the cost as certified by the Administrative Official. If the amount specified in the notice is not paid within sixty (60) days of the notice, it shall become an assessment upon a lien against the property of the sign owner, and will be certified as an assessment against the property.

4.14.15 Penalties
Any person who fails to comply with the provisions of this code is subject to a fine of $250.00. The fine will also include an additional penalty of $200.00 per day the violation continues.

4.14.16 Removal of Signs by the Administrative Official
The Administrative Official may cause the removal of an illegal sign in cases of emergency, if it is located within the public right-of-way or for failure to comply with the written orders of removal or repair. After removal or demolition of the sign, a notice shall be mailed to the sign owner stating the nature of the work and the date on which it was performed and demanding payment of the costs as certified by the Administrative Official.

If the amount specified in the notice is not paid within sixty (60) days of the notice, it shall become as assessment upon a lien against the property of the sign owner, and will be certified as an assessment against the property.

The owner of the property upon which the sign is located shall be presumed to be the owner of all signs thereon unless documented facts to the contrary are brought to the attention of the Administrative Official, as in the case of leased sign. For the purposes of removal the definition of sign shall include all embellishments and structures designed specifically to support the sign.

4.14.17 Variances
Fee - $250.00
Any decision rendered in denying a permit may be appealed to the Board of Adjustments for a variance. A variance is not allowed for Prohibited Signs of this code. The request for variances shall be in writing and shall be submitted along with the sign application. Such request shall demonstrate that special conditions or circumstances exist that is not applicable to other lands, structures, or buildings such that an interpretation of this code would result in an undue hardship. Requests for variance made to the Board of Adjustments shall be in writing and shall state the nature of the appeal. The Board of Adjustments shall review all requests to determine if variance should be granted. If the Board of Adjustments denies the variance request, the applicant may appeal to the Circuit Court.

SECTION 4.15 LANDSCAPING

The purpose of these regulations, through requirements and regulations for landscaping is to protect and to promote the public health, safety and general welfare of the citizens of the City of Cabot while preserving and enhancing the aesthetic beauty of the city. More specifically, the intent of the landscape regulations is to:

a. Provide buffering between non-compatible land uses,

b. Protect public & private property values and enhancement of neighborhoods, by means of landscape buffering and screening,

c. Promote responsible land use design and development,

d. Protect, preserve, and promote aesthetic appeal and scenic beauty,

e. Assist in the reduction of noise and air pollution, storm water run-off,

f. Filter and reduce glare from artificial light sources, and,

g. Provide shaded areas along streets and in parking areas.

4.15.1 Scope
All standards and criteria contained within this Section are deemed to be minimum standards and shall apply to all new construction, including parking lots, or a change in use from residential to non-residential, occurring within the City.

4.15.2 Applicability
The standards apply to following circumstances and forms of development:

a. Except as otherwise provided below, these regulations shall apply to all land located within the City. These requirements shall remain and continue with any and all subsequent owners.

b. New developments and vehicular use areas which are part of a common development including more than one lot shall be treated as one lot for the purposes of satisfying these landscape regulations. Split ownership, planning in phases, construction in stages, and/or multiple building permits for a project, shall not prevent it from being a common development as referred to above. Each phase of a phased project shall comply with these requirements.

c. Any development or vehicular use area in existence before adoption of these regulations shall comply with the requirements set forth herein under any of the following circumstances:

    i. Any change requiring a thirty (30%) percent or more increase in the number of parking spaces;

    ii. Reconstruction, renovation or remodeling which increases the square footage of a development by more than fifty (50%) percent, or the construction cost of which exceeds fifty (50%) percent of the value of the existing development;

    iii. For purposes of subparagraphs (1) and (2) above, a common development shall be considered as a whole rather than as individual properties.

4.15.3 Exemptions

These requirements shall not apply to the following:

a. All single-family residential dwellings and duplexes shall be exempt from these requirements.

b. Building permits for buildings less than one hundred (100) square feet on an out-parcel within a commercial development.

c. Clearing of trees for forestry or agricultural purposes.

d. Building permits for the restoration of a building when restoration is required, as a result of damage and/or destruction by fire or natural causes, of less than sixty (60%) percent of its current market value and provided said permit is applied for within twelve (12) months of the occurrence of fire or natural causes.

e. When out-parcels of a substantially developed shopping center are built/developed, the out-parcel shall be exempt from the landscaping requirements since the shopping center has already met the points required by these regulations.

f. Site plans previously approved by the Administrative Official prior to the adoption of these regulations shall not be required to meet the provisions of these regulations.

4.15.4 Tree Credit

a. Preservation of existing live natural trees, between the principal building and the public street right-of-way, can be credited towards the tree planting requirements of these

regulations according to the following ratio: The number of credited trees shall be applied at a one to one ratio to the number of required trees. Credited trees shall be uniformly encircled by a protected ground area of sufficient size to insure the health of the tree. During any construction on the site, the protected ground area shall be clearly marked in the field.

b. No credit will be allowed for any tree proposed to be retained if there is any encroachment within the "protected ground area" defined by a circle, which has as its center the trunk of the tree, or if the tree is unhealthy or dead. If any preserved tree being used for credit dies or fails to thrive, the owner shall plant new trees equal to the number of credited trees and such replacement plantings shall meet the requirements of these regulations.

c. In no case shall credits for preserved trees eliminate the requirement that the front setback shall contain at least one (1) natural tree.

4.15.5 Landscaping Requirements

a. Perimeter Landscaping: Perimeter landscaping requirements along public rights-of-way are as follows:

   i. A ten-foot wide landscaped area is required and shall be located on the property parallel and adjacent to the public street right-of-way line.

   ii. The minimum requirement for a planting strip will be one (1) tree and ten (10) shrubs for every fifty (50) linear feet of right-of-way frontage.

b. Interior Landscaping for Vehicular Use Areas: Interior landscaping requirements for vehicular use areas are as follows:

   i. For any open vehicular use area, excluding loading and unloading zones, containing more than six thousand (6,000) square feet of area, or twenty (20) or more vehicular parking spaces, the owner shall provide interior landscaping in addition to the previously required landscaping along the public right-of-way. Interior landscaping may be peninsular or island types. Applicant shall submit square footage of the paved surface area.

   ii. Landscaped areas: For each one hundred (100) square feet or fraction thereof of vehicular use area, a minimum total of five (5) square feet of landscaped area shall be constructed and maintained. The minimum size for the landscaped area shall be sixty-four (64) square feet.

   iii. In order to encourage the required landscape areas to be dispersed, no individual landscape area may be larger than three hundred fifty (350) square feet in size, unless the vehicular use area is over thirty thousand (30,000) square feet.

   iv. If the vehicular use area is in excess of thirty thousand (30,000) square feet, no individual landscape area may be larger than one thousand five hundred (1,500) square feet.

   v. Setbacks: In all required interior landscape areas, trees are required to be set back a distance of four (4) feet from the edge of pavement.

c. Screening Requirements: The grading and landscaping of a site shall be accomplished in such a way as to screen dumpster areas, outside storage areas, and certain other such activities external to buildings on the site from street view and abutting development of dissimilar use (i.e., commercial adjacent to residential, etc). Existing and planted vegetation, berms, fences, walls and other landscaping devices may be used to achieve the required screening in accordance with minimum standards as outlined under the terms of these regulations.

d. Species and Spacing Requirements: Screening standards described above are intended to apply during all seasons of the year. A minimum of Fifty percent (50%) of the trees and a minimum of Seventy-five percent (75%) of the shrubs to be used for screening purposes shall be evergreen varieties.

e. Ground Cover Requirements: All soil in landscape beds will be fully covered by appropriate materials such as, but not limited to, plants, mulch, bark, rock, a combination thereof, and/or other such appropriate materials. Under no circumstances will sod be placed within one-foot (1') of a tree or shrub. All plants must be "mulched" no more than three inches (3") with a natural material.

f. Overhead Utility Service: When the configuration of a structure and parking area are such that the required landscaping set forth herein has to be placed under overhead utility services, consideration shall be given to the estimated mature height of required plant materials.

   Ornamental trees which have an estimated mature height less than that of the overhead utility service may be substituted on a 1:1 ratio for shade trees.

   Tall shrubs that have an estimated mature height in excess of eight (8) feet and can be pruned to resemble a small tree may be substituted on a 2:1 ratio for shade trees provided the shrubs are a minimum of seven (7) gallons at the time of installation. (See Appendix A)

4.15.6 Industrial Districts

Industrial zone developments will be required to meet all landscaping requirements of the Cabot Unified Development Code with the following exceptions:

a. All manufacturing facilities and properties visible from street frontage must be landscaped and developed in such a manner as to comply with applicable terms of these regulations from the street to the building setback lines;

b. Manufacturing compounds, facilities, and yards enclosed by fencing and used for storing materials, manufactured products, equipment, and truck loading and unloading shall be excluded from landscaping requirements; and,

c. Manufacturing sites adjacent to other manufacturing sites shall not be required to provide perimeter landscaping strips behind the building setback lines between said properties unless so desired.

4.15.7 Miscellaneous Provisions

a. Protection of Landscaping: Raised concrete curbing or other approved devices shall be placed around the base of each landscaped area to protect plantings from automobile and

pedestrian traffic. Such curbing should be offset Four (4) feet from planting areas abutting parked vehicles in order to protect plantings from vehicle front-end overhang and vehicle doors opening into planter areas.

b. Flexibility in Applying Standards: It is the intent of these provisions to allow reasonable and appropriate flexibility for adapting landscaping design standards described in this article to the specific conditions of an individual site.

c. Removal of Waste Materials: During the course of construction and planting, excess and waste materials shall be continuously removed and all reasonable precautions taken to avoid damage to existing structures, plants, and grass. When all work is completed, the contractor shall leave the site in a neat and orderly condition.

d. Cash Bond Required for Postponed Improvements: When in the judgment of the designated agents, under the provisions of these regulations, the current season of the year is not conducive to sustaining life for trees and plants required hereunder for commercial, multi-family residential, and manufacturing developments or zones, compliance with these provisions may be postponed for not more than One (1) year. At the option of the City, by and through the Administrative Official or the Planning Commission, a cash or surety bond in favor of the City in an amount equal to 1.5 times the estimated cost of the postponed improvements shall be posted by the owner or developer, and a conditional certificate of occupancy may be issued upon posting of said cash or surety bond.

e. Surety Performance Bond: The developer shall obtain a performance bond from a surety bonding company authorized to do business in the State of Arkansas. The bond shall be payable to the City of Cabot and shall be in an amount equal to 1.5 times the entire cost of installing all required landscape improvements. The duration of the bond shall be until such time as the improvements are accepted by the City of Cabot. Any expenses associated with the cost verification by the Administrative Official shall be paid entirely by the developer.

f. Cash or Equivalent Security: The developer shall deposit cash, an irrevocable letter of credit or other instrument readily convertible into cash at face value, either with the City or in escrow with a financial institution designated as an official depository of the City. The use of any instrument other than cash shall be subject to the approval of the Administrative Official.

   The amount of deposit shall be equal to 1.5 times the entire cost, as estimated by the developer, and verified by the City, of installing all required improvements. If cash or other instrument is deposited in escrow with a financial institution as provided above, then the developer shall file with the City an agreement between the financial institution and himself guaranteeing the following:

   i. That said escrow amount will be held in trust until released by the City Planner and may not be used or pledged by the developer in any other transaction during the term of the escrow; and,

   ii. That in case of a failure on the part of the developer to complete said improvements, the financial institution shall, upon notification of the City to the financial institution of an estimate of the amount needed to complete the improvements, immediately pay the City the funds estimated to complete the improvements, up to the full balance of the escrow account, or deliver to the City any other instruments fully endorsed or otherwise made payable in full to the City.

g. Default: Upon default, meaning failure on the part of the developer to complete the required improvements in the time allowed by these regulations or as spelled out in the performance bond or escrow agreement, then the surety, or financial institution holding the escrow account, shall, if requested by the City, pay all or any portion of the bond or escrow fund to the City of Cabot up to the amount needed to complete the improvements based on an estimate by the City. Upon payment, the City, in its discretion, may expend such portion of said funds as it deems necessary to complete all or any portion of the required improvements. The City shall return to the developer any funds not spent in completing the improvements.

h. Release of Guarantee Security: The City Planner may release part of any security posted as the improvements are completed and approved by the City. Such funds may be released within ten (10) days after the corresponding improvements have been verified. Estimates of landscaping cost may be prepared by the project architect or engineer, by a landscaping architect, or by a landscape contractor. Failure to complete such postponed landscaping within any such One (1) year postponement period shall affect any automatic forfeiture of the cash or surety bond; provided however, such forfeiture shall not relieve the owner or developer of complying with the provisions of this article. It shall be the responsibility of the applicant to establish valid reasons for such postponement.

i. Maintenance & Installation Requirements: All landscaping materials shall be installed in a sound workmanship-like manner, and according to accepted, good construction & planting procedures. All landscaping materials shall be installed in accordance with the approved landscape plan design, prior to the issuance of a Certificate of Occupancy. All plant materials shall be No. 1 grade, free from plant disease, of typical growth for the species, have a healthy root system, and shall conform to the standards set forth in the current addition of the American Standard for Nursery Stock.

   Plantings and/or other landscape improvements may be arranged to best suit the development; however, a portion of the improvements should be located according to the following objectives:

   i. Improvements should be arranged so that trash containers, loading docks, outdoor storage areas, vehicle-use areas and mechanical equipment are screened from view, from abutting properties and streets.

   ii. Improvements should be arranged in required buffer areas so that adjacent uses are screened from abutting incompatible uses.

   All required landscaping shall be maintained in a neat and orderly manner at all times. This shall include mowing, edging, pruning or trimming, fertilizing, weeding, watering and other such activities common to the maintenance of landscaping. Plant materials, which die, shall be replaced with plant material of similar variety and size within 30 days - weather permitting.

   The developer, applicant, his/her/their successor, and/or the property owner shall be responsible for regular weeding, irrigating, fertilizing, and pruning of other maintenance of all plantings on the private property of the development. Plant materials, which are installed for compliance with the terms of these regulations, both on private property and the right-of-

way, which exhibit evidence of insect pests, disease and/or damage, shall be appropriately treated and dead plant materials replaced in a timely fashion.

The owner of property abutting a public right-of-way area between the property line and the curb/street shall be required to regularly weed, mow, prune, and maintain plantings in compliance with good horticultural practices.

If the owner neglects or refuses to remove, abate, or eliminate any such condition or conditions as are provided for in this article so as to constitute a nuisance under these regulations, after having been given seven a (7) day notice in writing to do so, it is presumed that the owner is in violation of this Section and guilty of a misdemeanor.

j. Mandatory Requirements:

i. Subdivision & development plans shall be designed to preserve natural vegetation areas, as much as possible. Streets, parcels, structures & parking areas shall be laid out to minimize the destruction of wooded areas or outstanding tree specimens. Developers of land are encouraged to designate wooded areas as parks, green spaces or wildlife habitat.

ii. In new subdivisions or when the development of commercial property occurs, the City will review landscaping plans & may require street trees to be planted in any of the street, parking lots, parks & other public places abutting lands, henceforth developed and/or subdivided.

iii. The Planning Commission shall consider a landscape plan as part of its review of any subdivision plat, development plan or site plan application.

iv. No person shall deposit, place, store, or maintain upon any public place of the municipality, any stone, brick, sand, concrete, or other materials which may impede the free passage of water, air, or nutrients to the roots within the dripline of any tree growing therein.

v. Caliper of all new trees planted must be a minimum of two (2”) inches.

vi. All plant material except trees must be a minimum of 1 gallon container size.

vii. All planting areas such as beds or islands must have landscape material (such as mulch and rocks) around plants.

viii. View angles shall not be obscured. (See Sight Triangles)

ix. Trees planted should not interfere with overhead utilities or utility easements, right of ways and cause no other obstructions (present or future).

x. All refuse and outside storage areas must be screened from street or public view. The screening must be a minimum of 6 feet in height and may either be provided by evergreen plant material or a solid wall or fence.

k. Public Rights-of-Way: This Article does not require that landscaping must be undertaken in public rights-of-way except the seeding or planting and maintenance of appropriate ground cover. However, should any person desire to make other landscape improvements within the public rights-of-way, then all other provisions of these regulations shall be enforced and all plantings in compliance with the terms of these regulations.

l. Enforcement and Penalties:

i. Any applicant, business, corporation, entity, individual, partnership, and/or person are expected to fully comply with the terms and conditions required by these regulations.

Those found in violation of the terms of these regulations shall be notified of said violation (s) in the following manner:

a. Upon discovery of said violation(s), the Administrative Official and/or his designated representative(s) shall notify the responsible party(ies) in writing outlining the terms of non-compliance and providing a specified reasonable time frame in which to have said condition (s) brought into compliance with the terms of these regulations. Failure to comply with the terms and conditions outlined in the Cabot Zoning Code will result in a citation being issued.

b. Upon expiration of the designated time frame or when notified by the responsible party that sufficient work has been completed, the Administrative Official and/or his designated representative shall inspect said property for compliance with the terms of these regulations. If all repairs have been properly and timely made, the matter will be closed. Should the non-conforming condition exist, the Administrative Official and/or his designated representative may, with good cause, extend the time period by no more than seven (7) calendar days to allow completion of the necessary work and/or for the responsible party (ies) to post the appropriate cash/surety bond under the Cabot Zoning Code. A second inspection will be required before approval is granted.

c. Should non-compliance continue after the second and/or subsequent inspection(s), the Administrative Official will have the responsible party(ies) cited for violation of the terms of these regulations.

ii. Any non-compliant responsible party(ies) shall be cited into the Cabot District Court, and each day a non-conforming condition exists shall constitute a separate and distinct offense/violation.

iii. Should any such citation result in a plea/finding or guilty/conviction in the Cabot District Court, the responsible party(ies) will be responsible for payment of applicable court costs and may be fined no less than Fifty Dollars ($50.00) and no more than Five Hundred Dollars ($500.00) per violation of the terms of these regulations.

m. Permits: In the event that the proposed project is in a Planned Unit Development (PUD), a landscape plan will be required as part of the site plan approval process by the Planning Commission.

n. Conflicts in Regulation: Where a conflict arises between this Section and another, the more stringent requirement shall apply.

o. Planning Commission Approval: The City of Cabot Planning Commission or Staff will review and act on all landscaping proposals at the time building plans are submitted and in the case of subdivision at the preliminary plat submittal.

4.15.8 Plant List

TREE SPECIES:

COMMON NAME	SCIENTIFIC NAME
Acebark	Ulmus parvifolia
Honey Locust (thornless)	Gleditsia triacanthos
Loblolly Pine	Pinus taeda
Pin Oak	Quercus palustris
Sawtooth Oak	Quercus acutissima
Sugar Hackberry	Celtis lacvigata
Willow Oak	Quercus phellos
American Holly	Tlex opaca
Ash	Fraxinus species
Crepe Myrtle	Lagerstroemia indica
Foster Holly	Ilex fosteri
Thornless Hawthorne	Crataegius var. inermis
Redbud	Cercos canadensis
River Birch	Betula nigra
“Little Gem” Magnolia	Magnolia grandiflora
Water Oak	Quercus nigra
Yaupon Holly	Ilex vomitoria

SHRUBS:

COMMON NAME	SCIENTIFIC NAME
Evergreen Hollies	Ilex species
Nandina	Nandian domestica
Yew	
Abelia	Abelia grandiflora
Boxwood	Buxus sempervirens primary
Dwarf Crape Myrtle	Lagerstroemia indica nana
Dwarf Purpleleaf Japanese Barberry	Berberis thunbergii “Atropurpurea”
Juniper species	Juniperius species primary

GRASSES:

The following grasses may be used to comply with these regulations.

Mayer Z-52 Zoysia
Emerald Zoysia
Bermuda grass
Bermuda grass hybrids
Centipede
St. Augustine

The grasses listed in this subsection are the most commonly used grasses adjacent to vehicular use areas.

GROUND COVERS:

COMMON NAME	SCIENTIFIC NAME
Dwarf Nandina	N. domestica “Harbour Dwarf”
Junipers	Juniperus species
Liriope (monkey grass)	Liriope Muscari
Memorial Rose	Rosa Wichuriana
Mondo Grass	Ophiopogon japonicus
Periwinkle	Vinca Minor
Spreading Euonymus	E. fortunci “Radicans”
Asian Jasmine	Trachelospermun asiaticum
Carolina Jasmine	Gelsemium sempervirens
English Ivy	Hedera Helix

SECTION 5.1 GENERAL

5.1.1 Statement of Legislative Purpose and Intent

The subdivision of land is an early step in the process of urban development. The arrangement of land parcels in the community for residential, commercial and industrial uses and for streets, alleys, schools, parks and other public purposes will determine to a large degree the conditions of health, safety, economy and amenity that prevail in the urban area. The quality of these conditions is of public interest. This regulation incorporates standards designed to ensure proper development of land for urban use. The specific purposes of these regulations are:

a. To protect and provide for the health, safety and general welfare of the public.

b. To guide the future growth and development of the municipality in accordance with the municipal plan.

c. To provide for adequate light, air and privacy; to secure safety from fire, flood and other danger and to prevent overcrowding of the land and undue congestion of population.

d. To protect and conserve the value of buildings and improvements and to minimize adverse impact on adjoining or nearby properties.

e. To establish a beneficial relationship between the uses of land and buildings and the municipal street system, to require the proper location and design of streets and building lines, to minimize traffic congestion and to make adequate provision for pedestrian traffic circulation.

f. To establish reasonable standards of design and procedures for subdivision and resubdivisions, in order to further the orderly layout and use of land and to ensure proper legal descriptions and monumenting of subdivided land.

g. To encourage the wise use and management of natural resources, to provide adequate and safe recreational areas, to maintain the natural beauty and topography of the municipality and to ensure appropriate development with regard to these natural features, to minimize the pollution of air, ponds and streams and to ensure the adequacy of drainage facilities.

5.1.2 Authority

This Subdivision and Development Code is promulgated in accordance with the authority cited in Arkansas Code Annotated § 14-56-401 through § 14-56-426. The Cabot Planning Commission shall exercise the power and authority to review, approve and disapprove plats for subdivisions and improvements in accordance with these regulations.

5.1.3 Application

It is hereby declared to be the policy of the City of Cabot to consider the subdivision of land and the subsequent development of the subdivided plat as subject to the control of the City pursuant to the Municipal Plan and the Master Street Plan for the orderly, planned, efficient and economical development of the Municipality.

This regulation shall apply to the subdivision of land as follows:

a. All divisions or platting of a tract or parcel of land into one or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale or building development, shall be considered a subdivision and subject to this regulation.

b. The division of land into tracts of five (5) acres or greater where no street right-of-way dedication or the provision of utilities is required shall not constitute a subdivision.

c. The dedication or vacation of any street or alley through any tract of land regardless of the area involved as may be desired by the owner or if necessary to achieve conformance with the Master Street Plan, shall be considered a subdivision and subject to this regulation.

d. Development involving the construction of buildings, together with the provision of street access and utilities and which is not sub-divided into customary lots, blocks, and streets shall be considered a subdivision and subject to this code. Plans for all such developments shall be submitted to the Planning Commission for approval. After approval is granted, a plat in proper form for recording shall be submitted to the Circuit Clerk.

5.1.4 Amendments

This regulation may be amended at any time after the Planning Commission has held a public hearing on the proposed amendments. At or after such public hearing, the Planning Commission may recommend to the City Council the adoption of such amendments.

5.1.5 Types of Subdivisions

Recognizing that subdivision regulations must be applied to various land development types, and because of the special conditions pertaining to each, this regulation hereby provides for the establishment of three subdivision types: Commercial/Office, Industrial and Residential Design standards applicable to each of these three types are outlined in this regulation. Prior to the approval of any preliminary plat, the Planning Commission shall classify and evaluate each subdivision according to its planned future use, it being the responsibility of the applicant to identify the type of proposed plan. Where a proposed plat incorporates more than one use of the type specified in this section, either the different land use types shall be clearly delineated on the submitted plat, or separate plats shall be filed for each land use type together with a scale drawing illustrating the proposed layout as a totality.

The purpose and intent of each subdivision type shall generally be as follows:

a. Commercial/Office Subdivisions - Commercial/Office Subdivisions are intended to accommodate one or more commercial building sites on either single or multiple lots in a carefully planned configuration designed to protect and enhance the viability of each separate structure and ownership. Commercial and office uses shall be those defined as such in the Cabot Zoning Code.

b. Industrial Subdivisions - Industrial subdivision are intended to fulfill a two-fold objective; to provide both opportunity and flexibility for industrial activities to take place at appropriate locations in a compatible manner with adjacent nonindustrial areas; to require the application of sound design principles and the orderly development of industrial parcels involving the creation of one or more building sites or lots. Industrial uses shall be defined as such in the Cabot Zoning Code.

c. Residential Subdivisions - Residential subdivisions are intended to ensure efficient, aesthetic and convenient designs for single family, zero-lot-line, duplex and multi-family residential development and to provide harmonious relationships with surrounding areas. Residential uses shall be those defined as such in the Cabot Zoning Code.

5.1.6 Resubdivision of Land

a. Previously platted lots served by an existing street system may be recombined on a final plat provided the newly created plat does not exceed the minimum requirements for lots as to the number or extent of nonconformities of size, shape or open space for the zoning district in which the subdivision is located or is not below the minimum requirements for lots in accord with the Arkansas Health Department regulations concerning septic tank systems.

b. Previously platted lots or series of lots returned to acreage by court order or which were formerly provided access from rights of way which have been abandoned, shall be resubdivided in conformance with these regulations prior to issuance of any permits for construction. The reduction to acreage and/or abandonment of street right-of-way shall constitute abandonment of the former lots or record.

5.1.7 Vacation of Plats

a. Any plat or any part of any plat lying within the City of Cabot, Arkansas, may be vacated by the owner at any time before the sale of any lot therein. Vacation of a plat shall be subject to the approval of the City Council. The City Council may reject any proposed plat vacation which abridges or destroys any public rights in any public use areas, improvements, streets, or alleys. Any plat lying outside the City limits of the City of Cabot, Arkansas and within the extraterritorial jurisdiction may be vacated by action of the appropriate County authority. The owner of lands for which a request for vacation is filed and granted shall provide the appropriate documents to the Circuit Clerk to carry out the vacation order.

b. Upon recordation, such vacation shall have the effect of divesting the public of all rights in

c. When lots have been sold, the plat may be vacated in the manner established herein, provided the owners of all lots join the plat vacation application.

5.1.8 Variances

a. General. This regulation is the standard requirement of the City. Where the Planning Commission finds, however, that extreme hardships or practical difficulties may result from strict compliance with these regulations, or the purpose of these regulations may be served to a greater extent by an alternative proposal, it may approve variances to the subdivision regulation so that substantial justice may be done and the effect of nullifying the intent and purpose of this regulation. The Planning Commission shall only approve variances where it finds that:

    i. The granting of the variance will not be detrimental to the public safety, health, or welfare, or injurious to other property.

    ii. The conditions upon which the request for variance is based are unique to the property for which the variance is sought and are not applicable generally to other properties.

iii. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, strict application of these regulations would deprive the owner or reasonable use of his property.

iv. The variance will not in any manner vary the provisions of the Zoning Code, the Master Street Plan, or the Land Use Plan. For purposes of platting lots abutting of\r fronting on streets identified as requiring special setbacks in the Master Street Plan, the platted building lines shall conform to the plan.

v. The variance is not based solely on pecuniary difficulties, but has other overriding hardships.

b. Procedures and Conditions. No variance shall be granted except upon written petition by the subdivider when the preliminary plat is filled for consideration by the Planning Commission. The petition shall state fully the grounds for the application and all of the facts upon which the petition is made. In approving variances, the Planning Commission, may, at its option, require special conditions to ensure development in accordance with objectives, standards and requirements of this regulation.

5.1.9 Filing Fees

Filing fees for all sections of these regulations shall be those established from time to time by the City Council. The filing fee shall cover the initial review and follow-up review. Any additional reviews will be charged to the applicant and must be paid before the final plat will be approved.

SECTION 5.2 APPLICATION PROCEDURE AND REVIEW PROCESS

5.2.1 General

The application procedure and approval process for subdivision development shall be accomplished in four stages.

a. The first step consists of a sketch plan conference. Such pre-application procedure shall involve an informal discussion with the developer and the staff and the submittal of a sketch plan.

b. The second step involves preparation of a preliminary plat by the applicant for consideration and approval by the Planning Commission. This document is designed to show the proposed subdivision in sufficient detail to indicate its workability in all respects, but not in final form, with all the details fully computed. A subdivider proposing to subdivide within the territorial jurisdiction of Cabot shall not proceed with any construction work on the proposed subdivision, including grading before obtaining preliminary plat approval.

c. The third step involves submittal of a final plat conforming to the preliminary plat. This step shall be initiated within twelve months after approval of the preliminary plat by the Planning Commission unless construction work is actively progressing, in which case the preliminary approval remains valid. The final plat is a completed document incorporating specifications in a form required for legal recordation and sale of lots. No subdivision plat or any part thereof shall not be recorded prior to obtaining final plat approval from the Cabot Planning Commission, nor shall the subdivider convey title to any lot or lots before obtaining final plat approval.

d. The fourth step involves acceptance of all public dedications as herein prescribed by either the City Council or Lonoke County, determined by appropriate area.

5.2.2 Pre-Application Procedure

a. Submission of Sketch Plans. Any owner of land within the jurisdiction of this regulation seeking to plat a property shall submit sketch plans and data concerning existing conditions within the site and its vicinity to the staff. Submitted information shall convey the intentions of the subdivider as to the proposed layout and type of development. No fees shall be collected for pre-application review, its purpose being to acquaint the subdivider with plans and policies in effect that would be significant to the proposed subdivision.

b. Review of Sketch Plans. The pre-application procedure affords the subdivider the opportunity to obtain the advice and assistance of the staff early and informally in order to:

   i. Assist the subdivider in analyzing the development plan.

   ii. Give informal guidance to the development at a stage when potential points of difference can be more easily resolved, thus simplifying official actions and saving unnecessary expense and delay to the subdivider.
   iii. Determine whether or not a combined preliminary and final plat procedure may be authorized under Section 5.2.5 of this regulation.

c. Advice. Advice of the staff shall be provided in either verbal or written form at the option of the subdivider, within thirty days of the sketch plan submittal. It is binding on neither the City nor the subdivider.

5.2.3 Preliminary Plat Approval/Notification

a. Application. Whenever a subdivision is proposed to be made or before sale of any lots located in said subdivision as a whole or any part thereof is made, or before building permits are approved for multiple building sites, the owner shall file a plan of the proposed subdivision with the Planning Commission for approval. The applicants shall submit all the necessary fees as described in Section 5.1.9 and meet all the submittal requirements at the time of the filing as described in Section 5.3.2 of this regulation.

b. Staff Review.

   i. The staff and other appropriate city and public agency staff shall review the proposed subdivision for conformance with this regulation. In its review, staff shall take into consideration the requirements of the community and the use of the land being subdivided and may offer suggestions concerning changes they feel would enable the project to meet the purpose and intent of this Subdivision Regulation. Particular attention shall be given to width, arrangement and location of streets, utility easements, drainage, lot sizes and arrangements and other facilities such as parks, playgrounds or school sites, public buildings, parking areas, arterial streets and the relationship of the proposed subdivision to adjoining, existing, proposed and possible subdivision of lands.

c. Planning Commission Action. The Planning Commission shall reviews preliminary plats at its regularly scheduled monthly meeting. The Planning Commission shall then approve, conditionally approve, deny or defer the plat. Notification of decision and reason shall be provided in writing to the subdivider within ten (10) days of the Planning Commission's meeting.

i. Approval

a. A preliminary plat approved by the Planning Commission shall be effective and binding upon the Commission for twelve (12) months or as long as work is actively progressing, at the end of which time the final plat application for the subdivision must have been submitted to the staff. Any plat not receiving final approval within the period of time set forth herein or otherwise conforming to the requirements of this regulation, shall be null and void, and the developer shall be required to submit a new plat of the property for preliminary approval subject to all zoning restrictions and subdivision regulations.

b. Approval of the preliminary plat shall be accompanied by a Certificate of Preliminary Plat Approval executed by the Planning Commission. Such approval authorizes the subdivider to proceed with preparation of an application for final plat approval.

c. Receipt by the subdivider of the executed Certificate of Preliminary Plat Approval is authorization to proceed with the preparation of necessary plans and specifications and the installation of required public improvements. The subdivider shall build all public street and drainage improvements to the specifications of the construction plans approved by the City. Construction work shall be subject to on-site inspections by the City to verify conformance with the approved construction plans. The necessary plans and specifications (engineering designs) require approval of the engineering staff prior to any construction in the subdivision.

ii. Conditional Approval. If the application is conditionally approved by the Planning Commission, the Planning Commission shall specify such conditions to the applicant in writing within ten (10) days of Planning Commission action, with a copy supplied to the engineer of record. Such conditions shall be agreed to by the applicant and necessary changes made to the preliminary plat before the Certificate of Preliminary Plat Approval can be executed by the Planning Commission.

iii. Denial. If the application is denied by the Planning Commission the applicant shall be so notified in writing within ten (10) days and the reasons therefore shall be stated. A denied application may be resubmitted to the staff after required modifications have been made.

5.2.4 Final Plat Procedure

a. Application. An applicant seeking the approval of a final plat shall submit the necessary documents for the Planning commission. Such application shall conform to the submittal requirements described in Section 5.3.3 to this regulation.

b. Review of the Final Plat. The staff shall review final plats for conformance with drainage and/or construction plans approved in conjunction with the preliminary plat. Comments will be forwarded to the Planning Commission for use in final plat review.

c. Approval. Responsibility for final plat approval shall reside with the Planning Commission, which body shall approve or disapprove the final plat within thirty (30) days of the submittal thereof, unless the subdivider agrees in writing to deferral. No final plat shall be approved until its conformance with the preliminary plat has been verified and the subdivider and the City have entered into an agreement assuring completion of all required improvements as specified in Section 5.5.2 of this regulation. Approval of the final plat shall be accomplished when the Chairman of the Planning Commission signs the Certificate of Final Plat Approval as shown in Section 5.3.3 of this regulation and all fees have been remitted.

d. Denial. Any plat submitted for final plat approval not in conformance with the preliminary plat as determined by the Planning Commission shall be denied. If the final plat is denied, such decision shall be communicated to the subdivider in written form expression the reasons therefore within ten (10) days after such determination is made.

e. Staging. The subdivider may, and in conformance with the provisions of this regulation, seek final approval for only a portion of the property for which the preliminary plat was approved. For residential plats, however, such stages shall contain at least five (5) per cent (but in no case less than (5) lots) of the total number of lots contained within that phase of the approved preliminary plat seeking final plat approval. The Planning Commission may require that the performance bond for the public improvements be in such amount as is commensurate with the stage of the plat being filed and may defer additional performance bond requirements until additional stages of the plat are offered for filing.

5.2.5 Combined Preliminary and Final Plat Procedure

a. Submission of Combined Application. Based upon the pre-application procedure and for minor subdivisions, lot splits and planned unit developments where no public purpose would be served by separate steps, a combined preliminary and final plat procedure may be authorized in the following circumstances and in conformance with the requirements and standards specified herein.

b. Minor Subdivisions.

   i. Authorization. The Administrative Official may authorize a combined preliminary and final review procedure for minor subdivisions. All plats submitted as minor subdivisions shall be considered pre-approved by the Planning Commission, if reviewed and approved by the Administrative Official when the following conditions are met. (See Definitions - Minor Subdivision.)

      a. No new street or alley is required.

      b. No vacation of streets, alleys setback lines, access control or easements is required or proposed.

      c. Such action will not result in any significant increases in public service requirements, nor will interfere with maintaining existing public service levels.

      d. There is adequate street right-of-way as required by these regulations and the Master Street Plan.

e. All easement requirements have been satisfied.

f. All lots created shall have direct access to a public street according to the provisions of this regulation.

g. No substandard sized lots or parcels shall be created.

h. The applicant has requested no variances to any other provisions of this code.

ii. Review and Approval. Request for minor subdivision approval shall be made by the owner of the land to the Administrative Official. Subdivision requirements shall be the same as those required for final plat. The Administrative Official shall review the plat. If the final plat is in conformance with the objectives and standards of this regulation and all required information is contained thereon, the Administrative Official shall certify its approval of the plat, and forward it to the Planning Commission Chairman for signing. The Chairman shall make the proper notation on the original tracing of said plat, and permit the plat's recording in the Office of the Circuit Clerk. The Administrative Official may elect, or the applicant my request, to have the plat reviewed and approved by the Planning Commission.

c. Lot Splits and Lot Recombinations.

i. General Intent and Definition. The Administrative Official may approve lot splits where a single lot, tract, or parcel is being split into two lots or lot recombinations where two or more lots are being reconfigured into fewer lots. The minimum lot size shall be governed by the lot size specified by the zoning classification of the subject property.

ii. Application of Procedure. Request for lot split or recombination approval shall be made by the owner of the land to the Administrative Official. Ten (10) copies of a drawing to scale of the lots involved if there are no structures thereon, or if structures are located on any part of the lot being split, ten (10) copies of a survey of the lot(s) and the location of the structure(s) thereon, together with the precise nature, location and dimensions of the split or recombination, shall accompany the application.

iii. Approval Guidelines. Approval or disapproval of lot splits shall be given based on the following guidelines:

a. No new street or alley is required.

b. No vacation of streets, alleys setback lines, access control or easements is required or proposed.

c. Such action will not result in any significant increases in public service requirements, nor will interfere with maintaining existing public service levels.

d. There is adequate street right-of-way as required by these regulations and the Master Street Plan.

e. All easement requirements have been satisfied.

f. Both lots created by such split shall have direct access to a public street according to the provisions of this regulation.

g. No substandard sized lots or parcels shall be created.

h. Such action will not result in a lot being split into more than two (2) tracts.

i. The applicant has requested no variances from any other provisions of this code.

iv. Approval. Request for lot split or recombination approval shall be made by the owner of the land to the Administrative Official. Subdivision requirements shall be the same as those required for final plat. The Administrative Official shall review the plat. If the final plat is in conformance with the objectives and standards of this regulation and all required information is contained thereon, they shall certify its approval of the plat, and forward it to the Planning Commission Chairman for signing. The Chairman shall make the proper notation on the original tracing of said plat, and permit the plat's recording in the Office of the Circuit Clerk. The Administrative Official may elect, or the applicant my request, to have the plat reviewed and approved by the Planning Commission.

v. Minor revisions to a previously approved plat which simply correct drafting or typing errors and do not result in violations of either this Code may be approved and filed in the same manner as a lot split or recombination.

d. Planned Unit Development. The Planned Unit Development process is especially designed to combine preliminary and final plats into a single streamlined procedure as a means of facilitating the development approval process. The Planning Commission may authorize the combination of preliminary plans for such projects in accordance with Cabot Zoning Code.

e. Plat Specifications. The final plat for minor subdivision or lot-splits shall be prepared on accepted tracing material or Mylar film at a minimum scale of 1" - 100' submission of a regular final plat as outlined in Section 5.3.3.

f. Fees. The applicant shall submit all necessary fees and meet all submittal requirements at the time of the filing.

SECTION 5.3 SUBDIVISION REQUIREMENTS

5.3.1 Pre-Application Requirements

In conjunction with a pre-application conference with the staff, whether optional or required, the subdivider shall provide the following information:

a. Vicinity Map. The vicinity map, covering a radius of one-half (1/2) mile of the proposed plat at a scale of 1" = 2000' shall generally locate arterial streets and highways, section lines, railroads, schools, parks and other significant community facilities. Where possible, the north direction of the vicinity map shall correspond to the north direction of the plat.

b. Sketch Plan. The sketch plan, on a current topographic survey, shall show in simple sketch form the proposed layout of streets, lots, and other features and their relationship to the surrounding development patterns.

c. Written Information. Written information, informally submitted, shall generally include the following: The applicant=s name and address, the agent, acreage in the tract, area allocated to each land use, proposed bills of assurance, cultural and natural features of the site and anticipated subdivision characteristics including the number of lots per gross acre, approximate number of lots, average lot size, location of street rights-of-way and easements.

d. Fees and Forms. No application fees or special forms are required.

5.3.2 Preliminary Plat Application Requirements

Specific submission requirements include the following materials:

a. Application Form. A subdivision application form providing the following information shall be completed by the applicant and submitted to the Planning Commission.

i. Proposed name of subdivision.

ii. Proposed type of subdivision.

iii. Name and address of owner(s) of record.

iv. Source of title giving deed record book and page number or instrument number.

v. Name and address of subdivider.

vi. Linear feet in streets.

vii. Average size of lots and minimum lot size.

viii. Number of lots and lots per gross acre.

ix. Location of the tract by legal description giving acreage to the nearest one-tenth of an acre.

x. Existing and proposed covenants and restrictions.

xi. Proposed open space.

xii. Source of water supply.

xiii. Where wastewater disposal is to be accomplished by extending wastewater utility facilities, this circumstance shall be indicated. In those instances where extraordinary systems are proposed in lieu of extending public wastewater systems, detailed information shall accompany the plat.

xiv. Community panel number, date and flood zone of site.

xv. Such further information as the subdivider wishes to bring to the attention of the Planning Commission.

xvi. Submission of necessary fees as described in Section 5.1.9.

b. Vicinity Map. The vicinity map shall cover an area within a radius of one-half (1/2) mile of the proposed subdivision at a scale of 1" - 2000'. The drawing shall generally locate arterial streets, highways, section lines, railroads, schools, parks, and other significant community facilities; and if possible shall be incorporated on the preliminary plat.

c. Preliminary Plat. Fifteen (15) black or blue line prints of the preliminary plat, clearly and legibly drawn, shall be submitted on white paper no larger than twenty-four (24) inches by thirty-six (36) inches. Extra large plats may be submitted on more than one conforming sheet. Plat scale shall be 1" = 50' for plats up to and including ten acres and 1" = 100' for plats larger than ten acres, except where a smaller scale may e deemed appropriate by the staff. The preliminary plat shall be identified by the name of the subdivision and shall include.

i. Contours shown at intervals of not more than five (5) feet for terrain with an average slope, exceeding ten per cent (10%) or more, and at an interval of two (2) feet for terrain with slopes of less than ten per cent (10%).

ii. Proposed design including streets, alleys and sidewalks with proposed street names, lot lines with approximate dimensions, service easements, open space land to be reserved or dedicated for public uses and land to be used for purposes other than residential

iii. Minimum building setback lines for commercial/office, industrial and residential subdivisions and all setback lines for zero-lot-line, apartment and townhouse development.

iv. Natural features within and immediately surrounding the proposed subdivision including drainage channels, bodies of water, wooded areas and other significant features. On all watercourses leaving the tract the direction of flow shall be indicated and for all watercourses entering the tract the drainage area above the point of entry shall be noted.

v. Storm drainage Analysis showing drainage date for all watercourses entering and leaving the plat boundaries. The storm drainage analysis shall be prepared in sufficient detail to illustrate the proposed system=s capability of accommodating a not less than one in ten year rainfall.

vi. Date of survey, north point and graphic scale.

vii. Any portion of property within the floodway or the 100 year floodplain, based upon the Federal Insurance Administration=s National Flood Insurance Program provided for and adopted by the City of Cabot or Lonoke County, whichever program is applicable.

viii. Cultural features within and immediately surrounding the proposed subdivision including existing and platted streets, bridges, culverts, utility lines, pipelines, power transmission lines, all easements, park areas, structures, city and county lines, section lines and other significant information.

ix. Preliminary storm drainage plan incorporating proposed easement dimensions and typical ditch sections.

x. Center line locations of all streets abutting proposed subdivision.

xi. Names of recorded subdivisions abutting the proposed subdivision, with plat book and page number or instrument number.

xii. For residential plats, names of owners of unplatted tracts abutting the proposed subdivision and the names of all owners of platted tracts in excess of 2.5 acres.

xiii. For commercial plats, names of owners of all land contiguous to the proposed subdivision.

xiv. For both residential and commercial subdivisions, names of all owners of landlocked parcels contiguous or within the plat boundaries.

xv. Exact boundary lines of the tract indicated by a heavy line giving dimensions and all bearings.

xvi. Zoning classifications within the plat and abutting areas.

xvii. Municipal boundaries that pass through or abut the subdivision.

d. Engineering Analysis.

i. Typical Street Cross Sections, and Profiles. At the option of the staff and where a street grade variance is being requested, the following information shall be provided.

a. Street cross sections of all proposed streets at one hundred foot (100) stations as follows: On a line at right angles to the center line of the street, and said elevation points shall be at the center line of the street, each property line and points twenty-five (25) feet inside each property line.

b. Streets profiles showing existing and proposed elevations along center lines of all roads drawn at a horizontal scale of 100' to the inch and a vertical scale of 10 feet to the inch, or as otherwise allowed by the Engineering needs. Where required, such profiles shall be prepared by an engineer registered to practice in the State of Arkansas.

ii. Floodplain Analysis. Where a portion of the land area included on a plat is suspected to be flood prone and that area is not covered by the Flood Insurance Study prepared by the Federal Insurance Administration for the National Flood Insurance Program, or is not covered by available U.S. Army Corps of Engineers information, an Engineering analysis shall be submitted. The analysis shall be submitted as part of the preliminary plat filing.

Such analysis shall be prepared by the engineer of record at owner=s expense. The analysis shall determine to the best of the engineer=s ability a safe building line and it shall be clearly and legibly drawn on the preliminary plat.

iii. SoilsTest. Soils test may be required, at the expense of the applicant, by the Planning Commission where it is suspected that soil conditions may affect structural or operational aspects of the facilities to be constructed. Such circumstance may include the stability of slopes, foundation conditions and potential hazards created by deep cuts and fills required for street or utility construction and similar situations.

e. Certificates, Fees and Bills of Assurance.

i. Preliminary Plat Certificate. Each preliminary plat submitted to the Planning Commission shall carry the following Certificates as appropriate:

Certificate of Surveying Accuracy

I, _____, hereby certify that this plat correctly represents a boundary survey made by me and all monuments shown herein actually exist and their location, size, type and material are correctly shown.

Signed _____

Date of Execution _____ Name _____

Professional Surveyor No. _____ Arkansas

Certificate of Preliminary Engineering Accuracy

I, _____, hereby certify that this plat correctly represents a plat made by me, and that engineering requirements of the Cabot Subdivision and Development Code have been complied with.

Signed _____

Date of Execution _____ Name _____

Professional Engineer No. _____ Arkansas

Certificate of Preliminary Plat Approval

All requirements of the Cabot Subdivision and Development Code relative to the preparation and submittal of a Preliminary Plat having been fulfilled, approval of this plat is hereby granted, subject to further provisions of said Rules and Regulations. This Certificate shall expire:

Date of Execution _____

Chairman, Cabot Planning Commission _____

Administrative Official _____

ii. Fees. Filing fees for preliminary plats shall be those established by the City Council of the City of Cabot, Arkansas.

iii. Bill of Assurance. A draft of any Bill of Assurance proposed for the subdivision generally describing proposed covenants, restrictions and conditions applicable to a property shall be submitted for review at the time of preliminary plat review.

5.3.3 Final Plat Application Requirements

a. General. Submission for certification of final plat approval shall consist of the document plus fifteen (15) copies showing all certificates as specified below, and with the Certificate of owner, Certificate of Engineering Accuracy and Certificate of Surveying Accuracy being executed. The final plat shall be clearly and legibly drawn in black ink on suitable tracing material at the same scale and dimensions used for the approved preliminary plat.

b. Final Plat. The final plat shall indicate the following information.

i. Name and address of owner of record and subdivider.

ii. Name of subdivision

iii. Date of the plat, north point, and graphic scale.

iv. Names of all streets.

v. True courses and distances to two established land corners or corners of record which shall accurately describe the location of the plat.

vi. Exact boundary lines of the tract indicated by a heavy line or other acceptable control traverse, giving dimensions to the nearest hundredth of a foot and bearings to the nearest second in order to achieve an unbalanced error of closure of at least one in five thousand.

vii. Streets and alleys within and abutting the subdivision, with street names indicated and showing the source of dedication when required.

viii. Street center lines showing angles of deflection or bearing, angles of intersection, radii, length of tangents, and with basis of curve data.

ix. Source of title giving deed record book and page number or instrument number.

x. Lot lines with dimensions to the nearest tenth or hundredth of a foot, bearings and angles sufficient to reproduce the survey and chords and radii of rounded corners.

xi. Building setback lines with dimensions.

xii. Lot and block numbers.

xiii. Easements, buffer strips and public service utility rights-of-way lines giving dimensions, locations and purpose.

xiv. Accurate outlines and descriptions of any areas to be dedicated or reserved for public use or acquisition with the purpose indicated thereon and of any areas to be reserved by Deed Covenant or Bill of Assurance for common use of all property owners.

xv. Accurate locations and description of all monuments.

xvi. Key map where more than one sheet is required to present map.

xvii. Location of tract by legal description and giving acreage.

xviii. Any area or lot which may be prone to local flooding shall have the lowest allowable finished floor elevation indicated on the final plat. This elevation shall be compared to the one in one hundred year flood elevation shown on the Flood Insurance Study or, if not available, any other applicable study in which the one in one hundred year flood elevation is depicted. The staff and the Planning Commission shall review and approve compliance with the local Flood Hazard Prevention Ordinance.

xix. Plat note stating “No changes in this plat are permitted without approval of Cabot Planning Commission.”

c. Written Information.

i. Error of closure calculations shall be submitted when requested. When errors are suspected, the Planning Commission may cause a survey or check the final plat for correctness.

ii. Certification of approval of water supply and sanitary sewage disposal by the appropriate agency, when not connected to the municipal system.

d. Certificates, Fees, and Bills of Assurance

i. Final Plat Certificates. Each final plat submitted to the staff for approval shall carry the following certificates printed thereon.

Certificate of Owner

We, the undersigned owners of the real estate shown and described herein, do hereby certify that we have laid off, platted, and subdivided, and do hereby lay off, plat, and subdivide said real estate in accordance with this plat.

Signed_____ Date of Execution _____

Name:_____ Address:_____

Source Of Title: Book ____ Page____ Instrument Number:_____

Certificate of Recording

This document, number _____ filed for record _____ , 20 _____
Plat Book _____ Page _____

Signed_____

Name:_____ Clerk:_____

Certificate of Engineering Accuracy

I, _____, hereby certify that this plat correctly represents a plat made by me, and that engineering requirements of the Cabot Subdivision and Development Code have been complied with.

Signed _____

Date of Execution _____ Name _____

Professional Engineer No. _____ Arkansas

Certificate of Surveying Accuracy

I, _____, hereby certify that this plat correctly represents a boundary survey made by me and all monuments shown herein actually exist and their location, size, type and material are correctly shown.

Signed _____

Date of Execution _____ Name _____

Professional Surveyor No. _____ Arkansas

Certificate of Final Plat Approval

All requirements of the Cabot Subdivision and Development Code relative to the preparation and submittal of a Preliminary Plat having been fulfilled, approval of this plat is hereby granted, subject to further provisions of said Rules and Regulations. This Certificate shall expire:

Date of Execution _____

Chairman, Cabot Planning Commission _____

Administrative Official _____

i. Fees. Filing Fees for final plat shall be those established by the City Council of the City of Cabot.

ii. Bill of Assurance. The Bill of Assurance shall be submitted to the staff for review and acceptance with the final plat. Such document shall incorporate the same provisions as those filed with the preliminary plat, including, but not necessarily limited to the following:

Offering dedications of streets and alleys, parks and other public lands, establishing easements, setting forth privileges and conditions pertaining thereto and covenants of the subdivision; setting forth procedures by which amendments to the Bill of Assurance can be made. Said Bill of Assurance shall contain reference to the approval of the final plat. Right of Way dedications shall be referenced on the Final Plat.

Where minimum floor elevations are required to be placed on the final plat, the source of the information by which the elevation was obtained shall be shown

on both the plat and contained in the Bill of Assurance. The Bill of Assurance shall contain language advising the property owner to verify the most current information available on the status of flooding on the property.

SECTION 5.4 DESIGN STANDARDS

5.4.1 General Principles

In addition to the requirements for improvements and their design, the following considerations shall guide the staff and the Planning Commission in their review of proposed subdivision plats.

a. Conformance to Rules and Regulations. All proposed subdivisions shall conform to the following laws, rules and regulations:

   i. The Master Street Plan, the Land Use Plan and other city plans as applicable within the planning area jurisdiction.

   ii. Municipal Zoning Code and Building and Housing Codes as applicable within the corporate limits.

   iii. Standards and regulations adopted by the City Council and all boards, commissions and agencies in the City of Cabot.

   iv. Established goals, objectives and policies of the City Council and the Planning Commission.

   v. For purposes of dedication of private streets to the public for maintenance, the standards set forth in the Master Street Plan shall apply. All plats submitted under this provision shall be reviewed with the standards provided being minimums. Streets may be required to be developed at a higher standard than required by the Master Street Plan when development is proposed or occurs which generates traffic which exceeds the design standard proposed by the Master Street Plan.

b. Character of the Land. Land which the Planning Commission finds to be unsuitable for a subdivision or development due to flooding and improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements or other such features deemed harmful to the safety, health, and general welfare of the present or future inhabitants of the subdivision and its surrounding areas, shall not be subdivided or developed unless adequate methods are formulated by the developer and approved by the Planning Commission to solve the problems created by the unsuitable land conditions. Such land shall be set aside for uses that shall not involve such a danger. In particular, land within the 100 year floodplain as defined by the Federal Emergency Management Agency (FEMA) or the appropriate federal agency shall not be platted for urban purposes, unless the federal agency shall incorporate such improvements as required by the Planning Commission as will render the area substantially safe for development.

c. Adequacy of Public Facilities and Services. The availability of water, sanitary sewer service, fire protection, police protection, refuse service, public schools and parks and recreation facilities shall be considered by the staff in its analysis of the plat.

d. Reservation of Public Facilities. Where proposed community or public facilities of the municipal plan are located in whole or in part in a proposed subdivision, the Planning Commission, Council or public body shall require that land for those public facilities be reserved as the approval of the preliminary plat, the public board, commission or body having jurisdiction or financial responsibility for the acquisition of said reserved facility or facilities shall execute a written contract to acquire by purchase or file suit for condemnation of said area reserved for such facility or facilities. Provided further, however, said contract to acquire must be closed within twelve months following the date of the approval of said preliminary plat.

e. Subdivision and Street Names. The proposed name of subdivision and streets shall not duplicate, or too closely approximate phonetically, the name of any street or subdivision in the area covered by these regulations. The Planning Commission shall have final authority to designate street and subdivision names, where conflicts exist with other established subdivisions with the county.

f. Approval of Planned Unit Development. Design standards outlined in this regulation and in the Zoning Code shall serve as overall guidelines for project approval through the PUD process. Such standards, however, may be modified for a Planned Unit Development which, in the judgment of the Planning Commission, will provide adequate public spaces and improvements for the circulation, recreation, light, air and service needs of the area when fully developed.

g. Provision of Access to Adjacent Unplatted Property. Proper access in the form of stub streets or temporary dead-end streets shall be provided to adjacent unplatted property unless, in the judgment of the Planning Commission, topographic conditions or similar physical impediments preclude reasonable provision of such access, or alternate routes of access are, or will be available in the future.

h. Reserve Strips. No land shall be platted or utility improvements constructed to allow reserve strips intended to control access to streets or utilities such that adjacent property is prevented from use or connection to such streets or utilities.

5.4.2 Streets

a. General Guidelines

i. Streets shall be related appropriately to the topography so as to produce usable lots and streets of reasonable gradient. Street grades and alignment shall conform reasonably to the original topography. In steep areas, through streets should generally follow contour lines rather than cross them. Combinations of steep grades and curves shall be avoided. Sudden and frequent changes of grade along arterials shall be avoided. Sharp horizontal curvature should be avoided if possible at or near the high point of a crest vertical curve or near the low point of a pronounced sag vertical control.

ii. The proposed street layout should be appropriate for the type of development proposed and properly integrated with the street system in the area adjoining the subdivision. The layout shall also conform to the existing and proposed land uses and the most advantageous development pattern for the surrounding area.

iii. Major traffic generators such as industries, commercial, service, Planned Commercial Developments (PDC=s), schools, and residential development with a density in excess of six (6) dwelling units per gross acre shall obtain driveway access to a system of streets internal to the development. These types of uses shall obtain driveway access to a system of streets internal to the development. These types of uses shall obtain primary access from streets classified as collectors of a high functional classification.

iv. The layout of streets and the design of lots for residential development with a density of six (6) units per gross acre of less and C-1 commercial shall provide for driveway access to Class VI, local streets. The provision of driveway access to Class V, Collector streets shall be discouraged. Direct driveway access to Class IV, Minor Arterial and higher functional classification of streets shall not be permitted. The developer in the subdivision process may apply to the Planning Commission for a waiver to this driveway access regulation. The application for waiver must be justified to the Planning Commission as a Ano reasonable alternative@ situation based on physical characteristics of the property proposed for subdivision development.

v. Residential streets shall be laid out to discourage through traffic, to permit efficient drainage and utility systems and to require the minimum length of street necessary to provide convenient and safe access to property. Curvilinear streets, cul-de-sac and loop streets shall be encouraged where such use will result in a more desirable lot layout.

vi. Proposed through streets shall be extended to the boundary lines of the tract to be subdivided if necessary to achieve Master Street Plan conformity or to prevent land-locked property.

b. <u>Right-of-Way Paving Width</u>

i. Every subdivision shall be served by an adequate system of publicly dedicated streets or their private counterparts as specified herein. All public streets within the subdivision shall be located, platted and dedicated to the City or the County in accordance with the Master Street Plan and the standards and procedures outlined in this code.

ii. The City may require right-of-way dedications of up to one hundred feet. Right-of-way dedications in excess of one hundred feet as shown on the Master Street Plan shall be reserved for acquisition subject to the following conditions: (1) the public board, commission, or body having jurisdiction or financial responsibility for the acquisition of said right- of-way shall within four months following the approval of the preliminary plat execute a written option to acquire by purchase or file suit for condemnation of said right-of-way and (2) said option to acquire must be exercised and fully consummated within twelve months following the date of the approval of the preliminary plat.

The Planning Commission may authorize a new boundary street when the subdivider proposes to dedicate the entire right of-way and construct all the required improvements.

In no case shall a subdivider retain a parcel of land lying between a newly created boundary street and a former property line, the purpose of which would be to deny access by abutting owners.*

a. For purposes of determining the extent of required improvements on boundary streets, the right-of-way center line shall be deemed to the plat boundary. Where a clearly defined right-of-way does not exist, the City shall establish the center line location.

b. Dead-end Streets and Cul-de-sac

   i. Cul-de-sac shall have a maximum length of 750 feet unless otherwise approved by the Planning Commission. Where a street does not extend to the boundary of a subdivision, and its continuation is not required by the Planning Commission for access to adjoining property, its terminus shall not normally be closer than fifty (50) feet to such boundary.

   ii. Cul-de-sac turnarounds shall be provided at the end of all permanent dead-end streets. Cul-de-sac turnarounds for residential streets and minor residential streets shall have a minimum right-of-way diameter of one hundred (100) feet and a pavement width diameter of eighty (80) feet, with an optional inside radius of twenty (20) feet to the back of the curb and forty (40) feet to the outside of the back of the curb.

   iii. In the case of temporary dead-end streets, which are stub streets designed to provide future connections with unsubdivided adjacent areas, the Planning Commission may require a temporary easement for a turnaround of the type discussed in b. above or an appropriate area for a back around.

   iv. Hammer heads and T-Turnarounds are not allowed.

c. Street Grades. Grades on streets shall not exceed the following standards:

   i. Principal and minor arterials - 9%.
   ii. Collection streets - 12%
   iii. Residential Streets - 15%
   iv. Minor Residential Streets - 16%
   v. Residential cul-de-sac - 16%

   vi. Cul-de-sac center line slope surface on downhill grades shall not exceed seven (7) per cent within the last fifty feet of the pavement. Cul-de-s ac center line slope surface on uphill grades shall not exceed twelve (12) per cent with the last fifty feet of the pavement.

   vii. No street surface shall have a finished grade of less than 2 of 1% in order to insure adequate drainage.

   viii. Subject to Planning Commission approval and where not feasible otherwise, street grades may be increased above the maximum grades stated herein by not more than two (2) per cent and not to exceed two hundred (200) feet in any contiguous segment. Average (positive or negative) grade of the entire street

segment shall not exceed the stated requirements.

d. Minimum Horizontal Radius at Centerline. To ensure adequate sight distance on curves, the minimum center line radii for horizontal curves shall be as follows:

Arterial streets	600 ft.
Collector Streets	300 ft.
Residential Streets	100 ft.
Minor Residential Streets	75 ft

e. Tangents. Between reverse curves a tangent of not less than two hundred (200) feet for arterial streets and one hundred twenty-five (125) feet for collector streets shall be required. This requirement may be modified by the Planning Commission for residential streets where topography or other conditions makes such a modification desirable for maintaining a suitable layout.

f. Intersections and Alignment.

i. Street intersections shall be laid out as nearly at right angles as possible and may be curved to bring this about. The center-line of no more than two (2) streets shall intersect at any one point. No intersection shall be at an angle of less than seventy-five (75) degrees.

ii. Where collector or arterial streets intersect other collector or arterial streets, the curb radii at the intersection shall not be less than thirty-one and one-half (31 1/2) feet. Where residential streets intersect with other residential, collector or arterial streets, the curb radii at the intersection shall not be less than twenty-five (25) feet.

iii. Street jobs with center line off sets of less than one hundred twenty-five (125) feet shall be avoided. Proposed new intersections along one side of an existing street shall, whenever practicable, coincide with any existing intersections on the opposite side of the street.

iv. Intersections shall be designed with grades as level as possible consistent with proper provision for drainage. In approaching intersections, the leveling area shall have a grade not exceeding thirty (30) feet measured from the nearest curb or edge of the pavement.

v. Additional street paving and right-of-way in the form of turning lanes shall normally be required along arterial streets at intersections with other arterial or collector streets.

vi. Property line corners at street intersections shall be rounded with a radius of at least twenty (20) feet.

vii. Where visibility at any proposed street intersection would be impeded by earthen berms or existing vegetation, the developer shall cut such ground and/or vegetation in conjunction with the grading of the street right-of-way sufficient to provide adequate sight distance.

viii. Street intersections shall be located to avoid creating hazardous driving conditions.

g. Private Streets, New. Private streets for residential development may be approved by the Planning Commission provided that the design standards conform to those of public streets as specified in this regulation. Private streets are permissible only in the form of cul-de-sac and short loop streets and only when it has been determined that these streets can be adequately served by all public service vehicles. Such streets will not be permitted where there is a possibility of through traffic or the eventual providing of a connecting link to another public street. It shall be incumbent on the applicant to demonstrate that the private streets will not unreasonably limit access to adjacent parcels, hinder logical traffic patterns, or otherwise be contrary to the public interest. The subdivider shall provide for permanent maintenance of all private streets in the Bill of Assurance.

h. Private Street, Existing. Existing private streets shall be dealt with as follows for the purpose of dedication:

i. The City Council of the City of Cabot, Arkansas, shall in every instance by the final authority in the City.

ii. Streets which have been previously dedicated and accepted by the County will become City streets upon annexation; these streets will be maintained at or above their physical condition upon annexation.

iii. Streets which had been previously fully maintained by the County for which no dedication is on record will become City streets upon annexation only if a formal dedication is made. Such dedications shall be reviewed by the Planning Commission and accepted by the City Council as prescribed by law. No improvements or construction shall be required and these streets will be maintained at or above their physical condition upon annexation.

iv. Streets which were private in every respect shall remain private after annexation. Owners of properties abutting such streets may request dedication by following the procedures outlined for submission of preliminary plats.

v. The Planning Commission shall determine that a need exists for a public street.

vi. Citizens desiring to dedicate private streets shall assume all costs to include platting, engineering and construction.

vii. No private street shall be offered or reviewed for dedication where no structure abuts the right-of-way or where such action would circumvent the Subdivision Regulation review for new streets and/or subdivisions.

viii. In those instances where a private road was created by land sales constituting a violation of the Subdivision Regulation, the property from which the road was derived shall be included in preliminary plat submissions and be subject to improvement requirements of this regulation.

5.4.3 Easements

Utility Easements. Utility easements for poles, wires, conduits, storm sewers, gas lines, water mains and lines and similar purposes shall be provided where required by utilities or the City. Such easements shall not be less than five (5) feet on either side of the rear lot lines and five (5) feet on either side of the side lot liens. The specific location of easements not uniform in width and parallel to lot lines must be shown by dimensions.

5.4.4 Alleys

Alleys may be allowed at the rear of commercial lots, but shall not be permitted in residential blocks except as a means of secondary access. In the event a subdivider proposes the platting of alleys in a residential development, evidence in support of the need for alleys shall be filed with the plat and made a part of the application. Such need or circumstances shall be interpreted to include provision of access to lots on terrain with grades which make frontal access impossible.

5.4.5 Lots

a. Every lot shall abut upon a public street, except where private streets are explicitly approved by the Planning commission. The size, shape and orientation of lots shall be appropriate for the location of the subdivision and for the type of development and use contemplated.

b. Minimum lot dimensions shall conform to the requirements of the Zoning Code for the applicable zoning district within the City limits.

c. Within the planning jurisdiction the following minimum lot dimensions shall prevail:

	Width	Depth
Single Family Detached Residential	75 ft.	100 ft.
Duplex	80 ft.	125 ft.
Apartment Building (4 units or less)	80 ft.	125 ft.

i. Townhouse Lots. Submission of a plat creating lots for townhouse residences shall be accompanied by a generalized site plan showing the proposed location and dimensions of all buildings, accessory uses and other improvements. Such lots shall be not less than thirty (30) feet in width by eighty (80) feet in depth, and with overall size of 2,400 square feet. Platted building liens shall conform to building location shown in the generalized site plan.

ii. Zero-Lot-Line Residential Lots. Submission of a plat creating a zero-lot-line development shall be accompanied by a generalized site plan shown in the proposed locations and dimensions of all buildings, accessory uses and other improvements. Such lots shall be not less than sixty (60) feet wide by one hundred (100) feet in depth and with a minimum overall size of 6,000 square feet. Platted building lines shall be shown on all sides of each lot. Platted building lines shall conform to building locations shown on the generalized site plan.

d. No residential lot shall be more than three (3) times as deep as it is wide, except lots designated for townhouse or zero-lot-line use or average less than 100 feet in depth. Lot width shall be measured at the building line except in the case of lots abutting cul-de-sac where the average width of the lot shall be used.

e. Lots served by a public water system and proposed to be served by a septic tank system

must submit at the time of preliminary plat filing a written certification of approval by the Arkansas State Department of Health. The lot sizes allowable by this certification shall be indicated on the plat.

f. Where a subdivision abuts or contains an existing or proposed arterial street, freeway, expressway, or railroad right-of-way, the Planning Commission may require double frontage and reverse frontage lots as a means of providing adequate protection of residential development and to afford separation of land from through traffic. Double frontage lots may also be used to facilitate residential development in hillside areas as defined in Section 5.4.12 of this Regulation. Elsewhere double frontage lots shall be avoided.

g. Side lot lines shall be at right angles to street lines or radial to curving street lines unless a variation from this regulation will give a better street or lot plan or allow better utilization of conservation of energy.

h. Corner Lots shall have additional width to accommodate the required building line on both streets and to assure adequate visibility for traffic safety.

i. Pipe-stem lots may be permitted in residential subdivisions provided that the stem or narrowest part of such a lot shall not be less than twenty (20) feet in width or have a length of more than two hundred (200) feet.

j. In residential subdivisions where lots abut a freeway, expressway or mainline railroad right-of-way, such lots shall have an overall depth of not less than one hundred seventy five (175) feet in order to ensure proper separation of residences from adjacent thoroughfare or railroad line.

5.4.6 Platted Building Lines and Buffers

a. Building lines for residential lots shall be at least twenty-five (25) feet from each street property line except in the following circumstances:

   i. residential lots fronting on a minor arterial street shall have a platted building line not less than thirty-five (35) feet from the right-of-way line;

   ii. residential lots fronting on principal arterials shall have a platted building line not less than forty (40) feet from the right of -way line.

b. Along arterial streets where it is desirable to limit curb access, building lines shall be established on both frontages of double frontage lots. Along the line of lots abutting such traffic artery, a restricted access easement of at least ten (10) feet, across which there shall be no right-of-vehicle access permitted, shall be provided.

c. Multi-family (more than two units attached) subdivisions abutting single family subdivisions or areas zoned for single family use shall protect such areas from potential nuisance by providing a minimum forty (40) foot buffer strip and a 6 foot fence of wood or masonry, extending along the entire abutting portion of the property. In those instances where drives or parking areas are proposed for intrusion into the buffer strip, a minimum of fifteen (15) feet shall be retained in its natural state. If ground cover and trees are sparse or have been removed, the fifteen (15) foot strip shall be replanted with cover of the type natural to the area. No building, outside storage areas or sanitation equipment shall be permitted within

the fifteen (15) foot area.

d. In those instances where a twenty-five (25) foot permanent landscaped rear yard is provided, the buffer may be reduced to twenty-five (25) feet. In this arrangement, no structural or physical improvements are allowed within the twenty-five (25) foot buffer. The 6 foot fence required will apply. The fence shall be of wood masonry or metal and extend along the entire property line common to single family use or zoning.

5.4.7 Blocks

a. The lengths, widths and shapes of blocks shall be determined with due regard for the following considerations: the provision of adequate building sites suitable for the type of use contemplated, zoning requirements as to lot sizes and dimensions, need for convenient traffic access and circulation and the limitations and opportunities of topography.

b. Blocks in residential subdivisions shall not exceed twenty-two hundred (2200) feet in length. Wherever practicable, blocks along major and minor arterial streets shall be not less than one-thousand (1,000) feet in length.

c. Blocks may be irregular in shape, provided they are harmonious with the overall pattern of blocks in the proposed subdivisions and provided their design meets the requirements of lot standards, traffic flow and control considerations and development plan requirements.

d. Blocks as a minimum shall have sufficient depth to provide for two (2) tiers of lots unless a different arrangement is required in the form of a single tier of lots of maximum depth for blocks adjacent to arterial streets, expressways, freeways, railroads or waterways.

e. In blocks of nine hundred (900) feet or more in length, the dedication of a public crosswalk for pedestrian travel may be required to provide access to public or private facilities such as schools or parks. Such crosswalks shall have a minimum right-of-way width of ten (10) feet and a pavement width of four (4) feet and extend entirely across such block at approximately the midpoint of the length of the block. Internalized circulation systems in the form of pedestrian paths may be substituted in lieu of crosswalks upon the approval of the Planning Commission.

5.4.8 Sidewalks

Sidewalks shall be a minimum of four (4) feet wide and shall be installed within the dedicated right-of-way adjacent to the property line, except where otherwise specified in this section and except where the land is topographically unsuited for the construction of sidewalks. Sidewalks shall be required as follows:

a. The Planning Commission shall consider the need for sidewalks in conjunction with commercial subdivision approvals or in other subdivisions with anticipated heavy pedestrian traffic volumes.

    i. On one or both sides of principal and minor arterials.

    ii. On one side of collector streets

iii. On both sides of residential streets platted for multi-family development and on one side of streets serving single-family detached housing.

iv. Sidewalks are not required on residential cul-de-sac or short loop streets less than 450 feet in length.

b. Internalized pedestrian circulation system in the form of paved pathways may be substituted for sidewalks along streets upon the request of the applicant and the approval of the Planning Commission.

c. On residential and collector streets the developer shall have the option of locating sidewalks adjacent to the curb, if a variance is requested and the minimum width of sidewalk is five (5) feet.

d. Sidewalks are not required to be constructed at the same grade of the curb of the street nor are they required to be constructed in a straight line if such straight line construction would damage trees or other desired natural features. The sidewalk elevation shall be two (2) percent above the top of the curb, sloping two (2) percent towards the curb (one-fourth inch in each foot). This elevation shall be continuous through the driveway approach. If the lot is lower than the curb elevation, the top of the sidewalk can be two (2) percent below the top of the curb, sloping two (2) percent down from the curb.

e. Sidewalk Specifications.

i. Sidewalks

a. Grades; establishment of property lines. All sidewalks, street curbing and guttering, and driveway approaches shall be constructed in grades established by the Administrative Official. It shall be the responsibility of the owner to establish property lines by competent survey at his/her own expense.
b. Minimum width and setback of sidewalks.
1) A residential street sidewalk will be at least four (4) feet wide and no less than four (4) feet from the back of the curb.
2) A collector street sidewalk will be at least four (4) feet wide and can be as much as six (6) feet wide and no less than four (4) feet from the back of the curb.
3) A minor arterial street sidewalk will be six (6) feet wide and no less than six (6) feet from the back of the curb.

c. There shall be a minimum of one (1) foot between the sidewalk and the beginning of a slope.
d. Cement-concrete requirement: All sidewalks, street curbing and guttering, and concrete driveway approaches shall be constructed of a Portland cement concrete mixture which will produce a concrete of a compressive strength of 3,000 pounds per square inch after 28 days set under standard laboratory methods.
e. Minimum thickness of sidewalks and driveway approaches. The minimum thickness of sidewalks shall be four (4) inches with any fill materials required for residential or commercial sidewalks consisting of approved compacted base material. The minimum thickness of residential driveway approaches shall be four (4) inches with four (4) inches of compacted base material or with six inch by six inch 10 gauge reinforcing steel. The minimum thickness of commercial driveway approaches shall be six (6) inches with six (6) inches of compacted base material or with six inch by six inch 10

gauge reinforcing steel.

f. Sidewalks shall conform to ADA guidelines.
g. Sidewalks shall be continuous through driveways with a cold joint or expansion joint at the edge of the sidewalk opposite the street.
h. The sidewalk edge adjacent to the street shall have at least one (1) inch deep grooved joint mark (can be a cold joint) to clearly define the sidewalk/through the driveway and approach.
i. The sidewalk elevation shall be two percent above the top of the curb, sloping two percent towards the curb (one-fourth inch in each foot). This elevation shall be continuous through the driveway and approach.
j. Sidewalks that are to be constructed adjacent to the curb shall be so located at their intersection with the approach and the driveway that the ADA requirement of the two percent maximum vertical slope is met.
k. The area remaining between the sidewalk and the flow-line of the gutter, called the approach of the driveway, shall slope up to the elevation of the sidewalk.
l. Wood shall not be acceptable in sidewalks for expansion joints. The joint material shall be the same as approved for AHTD sidewalk construction (AASHTO M 213).
m. Full depth expansion joints (4 inches) shall be provided at not greater intervals than 50 feet. One-quarter depth (1 inch deep) weakened place joints or saw-cut joints shall be placed in sidewalk at regular intervals not greater than 10 feet apart.
n. All sidewalks and curb cuts made for driveway approaches require an inspection prior to the concrete pour.
o. The material used for sidewalk construction shall be Portland Cement Concrete having a broom finish. The use of other materials must have the approval of the Administrative Official.
p. All sidewalks shall have one-half inch rolled edges.
q. Removal and replacement of broken sidewalks require vertical, saw-cuts on both ends of the sidewalk being replaced.
r. All sidewalks and driveway approaches require the application of a concrete curing compound or the concrete is to be kept moist for seven (7) days.

ii. <u>Driveway Approaches.</u>

a. Curb, if existing, shall be removed for the full width of the drive approach.
b. All concrete to be removed shall be saw-cut to provide a straight, clean joint with the new concrete.
c. Horizontal curb cutting along the flow-line of the gutter is allowed.
d. If no horizontal curb cut is made, complete curb and gutter removal is allowed.
e. Broken edges of saw-cuts caused by demolition require a new saw-cut.
f. Width of driveway approaches.
    1) The width of commercial driveway approaches shall not exceed 40 feet measured at right angles to the centerline of the driveway approach.
    2) The width of residential driveway approaches shall not exceed 24 feet measured at right angles to the centerline of the driveway approach.
    3) The minimum width shall not be less than 10 feet for one-way in or one-way out and 20 feet for two-way traffic.
g. <u>Safety zones.</u> Safety zones between driveway approaches shall not be less than the distance designated for distances between curb cuts in the standards for street design. On streets of higher use designation than collector, the standards for collector streets shall apply. Curbs shall be installed to prohibit vehicle parking and access in safety zones. The barrier line nearest the street or highway shall be on line with

existing curbs, or established curb lines, but not less than 22 feet from the center of the pavement; provided the Administrative Official does not require a greater distance when needed to preserve the safety and utility of the street or highway or provide conformance with proposed street or highway improvements. The curb cut for a driveway approach (other than for a single-family residential lot) shall be located a minimum of 12.5 feet from the nearest property line; curbs cuts between driveway approaches on single-family residential lots shall be separated by a minimum of 10 feet. The curb cut for a driveway approach on a single-family residential lot shall be located a minimum of 5 feet from the side property line; provided, this requirement shall not apply to a joint driveway (driveway approach providing access to two adjoining lots), or residential lots on the turning circle of a cul-de-sac.

h. Safety zones at intersections, and corners. No driveway approach shall be constructed less than the distance from the corner of a street or highway intersection designated in the standards for street design; provided the Administrative Official may require a greater distance between the corner and the driveway approach to preserve the safety of the street or highway; provided further the city may require the property owner to designate a driveway approach “for entrance only” or “for exit only” where more than one driveway approach provided access to the property in order to preserve the safety of the street or highway. On streets of a higher use designation than collector, the standards for distances between curb cuts for collector streets shall apply.
i. Variations. The Administrative Official may grant variations where strict enforcement would be impractical due to circumstances unique to the individual property under consideration.

iii. Access Ramps.

a. Access ramps shall conform to ADA requirements.
b. Access ramps shall be installed at all sidewalk intersections with the street.
c. Access ramps shall be installed in a direct parallel direction to the sidewalk. Short radii curb may require two (2) access ramps.
d. The raised or built-up access ramp shall not be installed on public streets without the approval of the Street Superintendent.
e. The minimum width of a curb ramp shall be 36 inches and 48 inches is recommended, exclusive of flared sides.
f. The slope of the ramp shall not be greater than 8.33 percent (1:12).
g. The slope of the flared sides shall not be greater than 10 percent (1:10).
h. Access ramps shall have a broom finish.

5.4.9 Storm Drainage

a. Every subdivision shall make adequate provision to accommodate or dispose of storm water by means of drains, sewers, catch basins, culverts and other facilities deemed necessary by the City.

b. Facilities for storm drainage shall be designed and constructed so as to eliminate increases in the rate of storm runoff onto adjoining property over that which existed prior to development.

c. Facilities for storm drainage shall be of adequate capacity and designed in accordance with not less than a one in ten year rainfall. Provision shall be made for storm water emergency

overflow in subdivisions having enclosed storm systems. This system is an above ground system consisting of swales or other drainage mechanisms with the capacity to carry excess water not carried by the underground system. This system shall have the capacity of a storm of a 100 year return frequency.

d. Breaks in the curb with concrete aprons may be allowed in lieu of inlets where discharge does not exceed four cubic feet per second (CFS).

e. Where a subdivision is traversed by a watercourse, channel, or stream, a storm water easement, or drainage right-of-way shall be provided. Such easement or right-of-way shall conform substantially to the lines of the watercourse as it enters and leaves the property and shall be of sufficient width and construction to provide adequate storm water drainage and access for maintenance thereof, but not less than twenty (20) feet in width.

f. Valley gutters may be utilized at residential street intersections where surface water drainage to be accommodated is less than five (5) cubic feet per second (CFS).

g. Box culverts and bridges which cross public streets need not extend from right-of-way line, but shall be of sufficient width to accommodate vehicular and pedestrian traffic. Box culverts having a clear span of less than six (6) feet shall not qualify as a box culvert in the above provision, but shall extend across the street from right-of-way line to right-of-way line.

h. Storm water shall not be diverted from one watershed to another within the plat boundaries.

i. In order to protect the public interest, floodways in every subdivision shall be kept free of incompatible urban development. Floodways, as defined by the current Flood Hazard Boundary Maps or as modified by detailed engineering analysis accepted by the Corps of Engineers and the City, shall be either designated on the plat as drainage easements, or at the option of the landowner, dedicated to the public.

j. Vehicular access easements to allow public maintenance of drainageways shall be provided adjacent to floodways depicted on the City of Cabot Flood Hazard Boundary Maps. Such easements shall be not less than twenty-five (25) feet wide, measured from the edge of the floodway on either side of the drainage channel.

5.4.10 Commercial/Office and PCD Subdivisions

a. General. In addition to the principles and standards in these regulations, which are appropriate to the planning of all subdivisions, the applicant shall demonstrate to the satisfaction of the Planning Commission that the street, parcel and block pattern of all proposed commercial/office and Planned Commercial Development (PCD) subdivisions are adapted to the uses anticipated and that the prospective physical impact on adjacent areas has been taken into account. The following general principles and standards shall be observed.

    i. Commercial/office and PCD subdivisions abutting residential subdivisions or areas zoned for residential use shall protect such areas from potential nuisance by providing a minimum forty (40) foot buffer strip and a 6 foot fence. In those instances where drives or parking are proposed for intrusion into the buffer strip, a minimum of fifteen (15) feet shall be retained in its natural state.

If ground cover or trees are sparse or have been removed, the fifteen (15) foot strip shall be replanted with cover of the type natural to the area. No building, outside storage, or sanitation equipment shall be permitted within the fifteen (15) foot area.

The fence shall be of wood or masonry and extend along the entire property line common to single family use or zoning.

ii. The Planning Commission shall require the subdivider to file a proposed subdivision phasing plan providing for continuity of development and individual phases or reasonable proportions. Single lot final plats and plats which create discontinuity within the development may be prohibited by the Planning Commission.

iii. For commercial/office PCD subdivisions not greater than 20 acres in size, all boundary street improvements shall be completed in conjunction with the initial phase of the staging plan.

b. Boundary Streets. Boundary streets abutting a proposed commercial/office subdivision shall be developed in accordance with the Master Street Plan. Where an internalized system of public streets or private service easements is proposed for commercial/office and PCD subdivision, the following design standards shall be observed.

STREET TYPE	Minimum R.O.W. Width	Minimum Paving Width
	(Back to back of curb)	
Commercial	60 ft.	36 ft.
Minor Commercial (A cul-de-sac not more than 300 ft. long)	50 ft.	27 ft.
Alley (when required)	20 ft.	17 ft.

c. Vertical and Horizontal Alignment. Vertical and horizontal alignment shall conform to collector street standards as outlined in the Master Street Plan.

d. Lots. The depth and width for lots within plats located inside the City Limits shall conform to the applicable zoning district.

The depth and width for lots located outside the City Limits but within the planning jurisdiction shall comply with the following: minimum dimensions for commercial lots shall be one hundred (100) feet of frontage by one hundred fifty (150) feet of depth. In all instances, no Commercial/office and PCD lot shall have a depth exceeding three (3) times the width. Pipe-stem lots are expressly prohibited in office-commercial and PCD subdivisions.

e. Blocks. In the interest of efficient traffic circulation and to ensure a suitable relationship between the street system and the proposed commercial use, blocks in commercial/office

subdivisions shall generally be not less than six hundred (600) feet or more than one thousand (1,000) feet in length.

f. Platted Building Line. Building lines for lots within plats located inside the City Limits shall conform to the applicable zoning district.

Building lines for lots located outside the City Limits but within the planning jurisdiction shall comply with the following: front yard guiding lines for commercial lots shall be at least forty (40) feet from the street right-of-way.

In all instances where a landscaped green area is substituted for parking and vehicular movement area between the building line and the street right-of-way, a twenty-five (25) foot front yard setback may be approved by the Planning Commission contingent upon approval of any necessary waivers of Zoning Code requirements by the Board of Adjustment.

g. Internal Circulation. Where any commercial subdivision has in excess of three hundred (300) feet of frontage on an arterial street, special provisions for internal circulation shall be required to ensure proper ingress and egress. Alternative design solutions which may be required by the Planning Commission depending upon the circumstances unique to each situation include provisions of public commercial streets, service easements, curb cuts or some combination thereof.

i. Public Commercial Streets. Public commercial streets shall be provided according to the provisions above.

ii. Service Easements. Where a commercial/office of PCD subdivision requires the creation of multiple lots and building sites, the Planning Commission may, at its option, authorize the use of a service easement in lieu of public commercial streets. Location of private service easements shall be indicated on the plat and be built to public street dimensions, except where in the opinion of the staff and the Planning Commission a reduced pavement width is deemed sufficient to ensure safe and convenient access to the lots and otherwise fully complies in all respects with the purpose and intent of this regulation. Design of service easements shall be subject to the review and approval of the City.

iii. Ingress and Egress to Commercial Lots on Major Thoroughfares. Due to the nature of the use proposed and to the high volume of traffic generated by commercial/office or PCD subdivisions, special conditions applicable to control of ingress and egress shall be required. Curb cuts for commercial/office or PCD subdivisions on arterial streets shall be located at least three hundred (300) feet apart and no closer than one hundred (100) feet to the right-of-way of any intersecting street. This requirement may be met by incorporating marginal access streets, double frontage lots, common drives, cul-de-sacs in the subdivision, or by limiting direct access to arterial streets. The extent and placement of curb cuts on principal arterials, minor arterials and commercial streets shall be subject to the approval of the Planning Commission at site plan review.

h. Curb Cut Design. Combined ingress, egress points with vehicular movement areas separated by landscaped safety islands shall be considered an acceptable method of meeting the purpose and intent of this regulation. Such ingress, egress points shall be subject to approval of the City.

5.4.11 Industrial Subdivisions

a. General. In addition to the principles and standards in these regulations, which are appropriate to the planning of all subdivisions, the applicant shall demonstrate to the satisfaction of the Planning Commission that the street, parcel and the block pattern proposed for industrial subdivisions are specifically adapted to the uses anticipated and that prospective impact on adjacent areas has been taken into account. The following principles and standards shall be observed.

   i. The Planning Commission may at its option, impose special requirements with respect to public utilities, streets, gutters and sidewalk design and construction to ensure compliance with the purpose and intent of these regulations.

   ii. Industrial subdivisions abutting residential subdivisions or areas zoned for residential use shall protect such areas from potential nuisance by providing a minimum fifty (50) foot buffer strip and a fence or earth berm which shall extend along the entire property line common to a residential zoning district. Where possible, existing plant materials within the buffer strip shall be maintained. If not possible, suitable landscaping including trees, ground cover and other plant materials natural to the area shall be provided. No building, outside storage, or parking areas shall be constructed in the buffer area. The fence or earth berm shall be a minimum of six (6) foot in height unless the Planning Commission determines a lower height will provide adequate visual screening due to topographic considerations, existing or proposed vegetation or other considerations.

   iii. In order to preclude the possibility of through traffic, industrial streets as defined in these regulations shall not normally be extended to the boundaries of adjacent existing or potential residential areas.

b. Street Design. In general, industrial subdivisions shall conform to requirements of the Master Street Plan. The following street design standards shall be required for industrial subdivisions.

STREET TYPE	Minimum R.O.W. Width	Minimum Paving Width
	(Back to back of curb)	
Alleys (when required)	20 ft.	17 ft.
Industrial Streets	60 ft.	36 ft.
Minor Arterial	80 ft.	48 ft.
Major Arterial	100 ft.	As required by the Master

		Street Plan
Cul-de-sac Turnaround	130 ft. Diameter	100 ft. Diameter

i. Street Grades. The maximum allowable grade shall be nine per cent (9%) on all streets within the subdivision where there are lots having access from the boundary street.

ii. Intersections. The property line radius at street or alley intersections shall be a minimum of fifty (50) feet and if the angle of street or alley intersections is less than ninety (90) degrees, the Planning Commission may require a greater radius.

iii. Curb Line. Street or alley intersections shall have at least a fifty (50) foot radius. Where the angle of street or alley intersection is less than ninety degrees, the Planning Commission may require both a greater radius and intersection design sufficient to accommodate turning movements of WB-50 vehicles.

c. Blocks and Lots. In general, proposed industrial sites shall be suitable in area and dimension for the type of industrial development anticipated both in the City and in the City=s planning area.

The depth and width for lots within plats located inside the City Limits shall conform to the applicable zoning district.

d. Building Lines and Lot Coverage. Building lines for plats located within the City Limits shall conform to the applicable zoning district. Building lines for plats outside the City Limits but within the planning jurisdiction shall conform to the following:

Building lines and setback lines shall be a minimum of fifty (50) feet from all industrial street right-of-way lines. A minimum of thirty (30) feet of setback shall be provided on all other property lines.

One-half of any adjacent permanent open space or easement retained by the grantor for utility or other purpose or dedicated to the public shall be allowed as part of the required thirty (30) feet of setback except that in no case shall the total separation between buildings on adjacent tracts or lots be less than sixty (60) feet.

e. Provision for Open Drainage. The following improvements and requirements are alternatives in lieu of curb and butter and underground drainage:

i. Pavement width for minor streets shall be a minimum of twenty-right (28) feet with six (6) foot shoulders. These shoulders shall be designed to meet at least seventy-five per cent (75%) of the design requirements for the pavement. A double surface treatment may be used for these shoulders.

ii. Open drainage ditches will be permitted in street rights-of-way or easements, provided they meet the following requirements.

The side slopes shall commence a minimum of six (6) feet of subgrade from the edge of the paved driving surface to permit the six (6) foot shoulders.

The side slope for both slopes of an earthen ditch shall be at a slope of three to one (3:1) or less. For concrete or riprap lined ditches, a slope of one to one (1:1) or less is permissible with the approval of the City.

The maximum high water ditch elevation for designed capacity shall be a minimum of six (6) inches below the bottom of the base of the shoulder.

Right-of-way width shall be a minimum of ten (10) feet beyond the top of the back slope requirements.

Concrete head walls, riprap and/or flume type structures shall be required for all underground facilities.

Bills of Assurance will require the various property owners within the subdivision to now and maintain the right-of-way and/or drainage easements adjacent to the property held by the owner(s) upon proper notice. If the property owner does not comply with the notice, the area may be mowed by the City and the property owner billed as per the procedure on vacant lots within the City.

All required drainage ditches shall be designed for appropriate erosion control (such as sodding, ditch checks, riprap, ditch paving, or other accepted engineering practices.)

In case of open drainage within the street right-of-way the following shall be the setback line from the center line of the right-of-way.

Industrial Street	70 ft.
Minor or Principle Arterial	120 ft.
Cul-de-sac	70 ft.
Cul-de-sac turnarounds	105 ft.

When street right-of-way requirements as set forth above are greater than normal requirements, the building line shall be a minimum of twenty (20) feet from the right-of-way line.

5.4.12 Hillside Regulations

a. General. These requirements are designed to ensure prior integration of physical improvements in rugged topographical areas and shall supplement requirements outlined elsewhere in these regulations. The hillside regulations shall only apply to those portions of a subdivision plats that have an average slope of eighteen (18) per cent or greater. Such areas of steep slope are recognized as requiring special subdivision development standards for vehicular access easements, lot dimensions, front and side yard setbacks and cuts and fills.

b. Calculation of Average Slops. Average slops shall be calculated by the subdivider and indicated on the plat at the time of submittal. The hillside areas shall be divided into areas of generally similar slopes and an average for each of these similar areas shall be determined. These areas shall then be totaled and divided by the number of areas to obtain the average slope for the entire tract. A single average slope figure shall apply to that portion of the plat with slopes exceeding eighteen (18) per cent.

c. Calculation of the Total Number of Lots. The total number of lots shall be determined by first calculating the total square footage of the area and then dividing the minimum lot size into it to arrive at the total number of lots allowed.

The total square footage of the area is determined by measuring the area and deleting eighteen (18) per cent to cover all needed streets and then subtracting all part and open space from that subtotal.

The minimum lot size is determined by using the minimum lot size requirement chart and applying it to the average slope (determined in Section b above.)

The minimum lot size shall be calculated to the closest one thousand (1,000) square feet from the lot size chart. No lot within any hillside area, however, shall be less than ten thousand (10,000) square feet in area. Following staff review and approval of the slope analysis, the subdivider shall prepare a preliminary plat conforming to the lot size established and submit it for approval in the conventional manner.

d. Conformance. At least eight (80) per cent of the lots of the sloped portions of the affected subdivision shall conform to the minimum required lot size. The average size of all lots of the hillside area shall conform to the minimum lot requirement.

e. Retaining Walls. Retaining walls may be required wherever topographic conditions warrant or where necessary to retain fill or cut slopes within the right-of-way. The retaining walls shall be constructed on private property to protect the streets from possible erosion and slides. Such improvements shall require the approval of the City.

f. Rugged Areas. Hillside areas with an average slope in excess of forty (40) per cent are considered extremely rugged and development shall be limited to lots not less than two acres in size.

g. Front Yard Setbacks. Minimum front yard setbacks shall conform to the Zoning Code except for areas with slopes in excess of eighteen (18) per cent, where they may be reduced to fifteen (15) feet.

h. Cuts and Fills. Major cuts, excavation, grading and filling, where the same materially changes the site and its relationship with surrounding areas or materially affects such areas, shall not be permitted if such excavation, grading and filling will result in a slope exceeding a vertical rise of one (1) foot for each two and one half (2 2) feet or horizontal distance between abutting lots (sides and/or rear) or between adjoining tract of land, except where adequate provision is made to prevent slides and erosion by cribbing and retaining walls. Deviation from these standards may be authorized by the Planning commission upon submission of an engineering analysis of the soil conditions and the condition of the compacted fill showing that the area is suitable for building.

i. Vehicular Access Easements. Easements providing primary access to lots fronting on a public street, may be authorized by the Planning Commission where topographic conditions warrant and where the public interest can be demonstrated. Where approved, access easements shall serve not more than five (5) lots nor be more than three hundred (300) feet in length. Pavement shall be of concrete not less than twenty feet in width. Underground drainage shall be waived by the City when it can be demonstrated than open drainage will

accommodate all runoff. Grades shall not exceed those specified for residential streets.

j. Soils Analysis. The Planning Commission, at the applicant=s expense, may require a soil test of the streets and building sites where the buildability of the area of questionable.

5.4.13 Multiple Building Sites
Large-scale development involving the s\construction of two or more buildings together with the necessary drives and accessways which is not subdivided into customary lots, blocks and streets shall be subject to the provisions of this regulation. This provision shall also be deemed to include single principal structures proposed for addition to an existing multiple building site development. Plans for all such developments shall be submitted to and approved by the Planning Commission, (whether or not such plan is to be recorded) and no building permit shall be issued until such approval has been given. Such plan shall be prepared in sufficient detail to show the location of driveways, curb cuts, service easements, building locations, sidewalks, parking areas and landscaping.

SECTION 5.5 REQUIRED IMPROVEMENTS

5.5.1 Required Public Improvements
In all subdivisions (including multiple building sites), the subdivider shall be required to install, at his own expense, or to have installed by the appropriate public utility certain specified improvements. No streets, drainage, or utility construction work, exclusive of clearing, shall begin until construction plans have been reviewed and approved by the city staff.

a. Streets. All streets shall be constructed in accordance with applicable City of Cabot standards and specifications as provided in the Master Street Plan of the City of Cabot or other such standards and specifications adopted by the City Council.

b. Curb and Gutters. Curbs and gutters shall be installed on all streets in accordance with applicable City standards and specifications as adopted by the City Council and/or the Arkansas State Highway Department, whichever is applicable.

c. Water Supply. All subdivisions shall be provided with water supply and distribution systems approved by Cabot Waterworks and meeting the requirements of the State Health Department. Where a public water supply is within a reasonable distance of the subdivision the subdivider shall install or have installed a system of water mains and connect to such supply. A connection to each lot shall be installed prior to the paving of the street, if possible.

d. Sanitary Sewage Disposal

   i. All subdivisions shall be provided with a sewage collection and treatment system approved by the City and/or the State Board of Health. Where a public sanitary sewer is within a reasonable distance of any point of a subdivision, the subdivider shall connect with such sewer and provide a connection to each lot. Such sanitary sewage system shall be installed prior to the installation of the street pavement. The sewage collection system shall be designed to handle the anticipated flow of sewage from within the subdivision, including development of future section of the same subdivision and adjacent areas within the same drainage basin. Recognized engineering design criteria

in accordance with Cabot Waterworks and the State Department of Health shall be used to design the system.

ii. For residential lots or development tracts not served by a public or community sanitary sewerage system whose disposal is approved by the Arkansas Department of Pollution Control and Ecology, the subdivider shall submit documentation with submission of the preliminary plat at the Arkansas State Department of Health, or its delegated authority, will approve septic tank installations, or other individual wastewater disposal methods for service to the subdivision proposed to be platted.

iii. The subdivider shall wither install the improvements referred to herein, or whenever a septic tank and absorption system or private water supply is to be provided, require as a condition in the Bill of Assurance of the subdivision, that those facilities shall be installed by the builders of the improvement of the lots in accordance with these roles and regulations.

e. Storm Drainage. Every subdivision shall be served by storm drainage facilities including drains, sewers, catch basins, culvert and other facilities including drains, sewers, catch basins, culvert and other facilities designed and constructed to accommodate surface runoff originating within the subdivision or flowing across it. Said improvements shall be installed in accordance with regulations adopted by the City Council, but in no case shall be designed to accommodate less than a one in ten year rainfall.

f. Sidewalks. Construction plans shall show the location of all sidewalks. Installation shall be in accordance with these plans, but shall be the responsibility of the builder. No building permit shall be issued for any lot where a required sidewalk is shown unless the site development plan indicates the required sidewalk and no certificate of occupancy shall be issued for any property until the sidewalk is constructed.

g. Street Lighting.

i. General.

All street lighting shall utilize poles and fixtures approved by the City.
Overhead and underground street lighting plans shall be prepared by the appropriate electrical utility with the cooperation of the developer. All street lighting plans shall be approved by the City before any installation begins.

Where underground service is proposed, the developer shall provide electrical service to all points proposed for future fixtures.

ii. Subdivisions within the City's Corporate Boundaries.

The developer shall inform the City by letter of his pending development and ask that street lighting plans be prepared. The City will then request the appropriate electrical utility to prepare the plans for the installation.

If the developer does not desire street lighting he must request a written waiver of the requirement from the City. However, the City may require payment of all fees and expenses for the installation at some future time.

iii. Subdivision outside the City's Corporate Boundaries.

Where areas outside the City Limits, but within the extraterritorial area are proposed for annexation, or annexation in the future is likely, the developer must provide facilities that will enable standard lighting design to be installed at some future date, at no additional cost.

In areas designated for underground service, plans must be approved by the appropriate electric utility and the City before installation.

If underground service is to be provided, it will be necessary for the developer to provide electrical service to the points proposed for the future fixtures.

h. Other Utilities. Other utilities to be installed in a subdivision, including water, sewer, electricity, gas and telephone shall be located within the public right-of-way or easement. If stubs to the property lines are not installed, then connections between lots and utility lines shall be made if possible, without breaking into the wearing surface of the street. When street cuts are necessary, such cuts shall be in accordance with the city's specifications. A permit for same shall be obtained from the city staff.

i. Monuments

i. Permanent reference monuments shall be set on all outside lines of the subdivision at angle points and points of curb or as required by the City. Such monuments shall be of steel one (1) inch in diameter, twenty-four (24) inches in length or other approved monuments. Top of monuments shall have an indented cross to identify properly the location of the point sand shall be set flush with the ground.

ii. All lot corners shall be marked with metal pins not less than one-half (1/2) inch in diameter and fifteen (15) inches long and driven so as to be flush with the finished grade. Permanent control points shall be placed in the center lines of streets, at ends of curves, points at intersections of streets and points where the street crosses the boundary line at the subdivision. These control points shall be established after paving has been completed. Where lots are adjacent to streets or other obstructions, offset pins shall be set and shown on the official plat. Offset distances to true corners shall be noted on the plat. Monuments and metal pins shall be indicated on all plats. Removal of monuments or metal pins by anyone other than a registered lay surveyor is prohibited.

j. Fire Hydrants. Fire hydrants shall be spaced a maximum of every one thousand (1,000) feet within all single family residential subdivisions. In multi-family residential subdivisions, hydrant placement shall be based on the density and value of the property as determined by the Fire Chief. When streets and alleys are closed by a petitioner, he shall at his own expense, install necessary fire hydrants to maintain the required fire hydrant coverage.

k. Street Name Signs. Street name signs shall be placed at intersections by and at the developer=s expense. Street signs shall meet standards and specifications of the City.

5.5.2 Assurance for Completion of Improvements

Upon final approval of construction plans for required improvements, the subdivider shall enter into an agreement with the City to install or ensure the completion of the improvements as

outlined below. The Planning Commission will accept the subdivision and issue the Certificate of Final Plat Approval subject to the assurance of installation of improvements. One of the following methods shall be used by the subdivider to guarantee that improvements required by these regulations can or will be installed in accordance with approved plans and specifications.

a. Certificate of Completion of Improvements. The subdivider may submit for approval to the Planning commission a certificate stating that all improvements and installations to the subdivision required for its approval under the terms of these rules and regulations have been made, added, or installed in accordance with these specifications.

b. Performance Bond. If the subdivider cannot certify that all improvements and installations in the subdivisions have been completed, a performance bond may be posted in favor of the City of Cabot. Such performance bond shall specify the time for the completion of the improvements and installation and shall be in an amount determined by the City to be sufficient to complete the improvements and installations for the subdivider in compliance with these rules and regulations. The bond shall be issued by a Surety Company authorized to business in the State of Arkansas.

c. Cash Deposit. The subdivider may provide a cash deposit in a full amount as specified by the City as sufficient to complete the improvements and installations required to comply with these rules and regulations. The cash deposit will be retained until all improvements have been accepted or maintenance bond has been received.

d. Tri-Party Agreement. The subdivider may enter into a tri-party agreement with the City and project leader requiring that:

    i. The funds for the required improvements will be set aside and held separate from the balance of the development financing; and

    ii. The funds set aside will be dispersed only for the required public improvements and for no other purpose; and

    iii. The funds will be dispersed in direct payment for completion of the improvements if the applicant becomes in default under the contract for improvements.

e. Maintenance Bond. Where a performance bond has been posted to ensure completion of the improvements, a separate maintenance bond need not be provided in such circumstances, the subdivider may extend the performance bond to cover the one-year period of the maintenance bond. Where the subdivider has chosen the option of a cash deposit or certificate of completion of improvements, or tri-party agreement, however, the maintenance bond must be posted for a minimum of a one (1) year period. However, the City may require a longer time if it feels that it is necessary.

5.5.3 Inspection of Improvements

All projects shall be constructed according to the approved plans and specifications of a Registered Professional Engineer. When the improvements required by these rules and regulations have been completed and installed, the Registered Professional Engineer shall submit a letter to the City certifying improvements and installations have been made in accordance with approved construction plan, specifications, drawings and the standards established by the City or the county and are functioning properly. The City shall then inspect, or cause to be inspected, those facilities, improvements and installations for conformance with

plans and specifications. Additional inspections shall be made in accordance with other applicable ordinances.

a. Re-Inspection of Improvements. If any defects or deficiencies are found to exist in the preliminary inspection, the City shall notify the subdivision engineer of these deficiencies. Once the corrections have been completed, and the City is again requested to inspect the improvements, a final inspection of the subdivision will be conducted. In the event the improvements do not pass this re-inspection because of the improvements not being ready for inspection, or any other reason due to neglect or failure on the part of the subdivider/contractor, re-inspection fee will be charged at a rate of $1.00 per lot per subdivision with a minimum charge of $100.00. This fee shall be applicable to second and subsequent preliminary and to all final inspections.

b. Issuance of Building Permit. No permits shall be issued by the City before completion of all improvements in a residential subdivision. However, in cases of substantial hardship and where improvements have been completed to a point where there will be no adverse impact to health and safety, the developer may submit a request in writing to the Planning Commission detailing the hardship and indicating the completion date for the required improvements. Building permits may be issued in Commercial and Industrial Subdivisions before completion of all improvements. However, no occupancy permits will be issued until all improvements in the subject subdivision are completed.

c. Extension. The City may allow an extension to the six (6) months period for just cause. The subdivision engineer must request this extension, in writing, at least one (1) month before the end of the six (6) month period.

5.5.4 Maintenance Bond

a. A Maintenance Bond shall be furnished by the Contractors to cover all construction and improvements under the jurisdiction of review and approval of the City. All other public utilities installed in a development shall be subject to the administrative review and bonding procedures as set out by the respective public utilities and shall not be subject to the provisions of this section of these regulations.

b. Contractors shall furnish a Maintenance Bond to the City covering any defects in materials and workmanship for the required improvements installed by the Contractor in the amount of fifty (50) per cent of the total cost of those improvements. The bond(s) shall be in full force and effect for not less than one year from the date of the letter from the City certifying that all improvements have been completed and approved and further stating that any and all defects in materials and workmanship shall be corrected by the Contractor by the end of the bond period. Work performed under the terms of the Maintenance Bond shall be approved by the City.

5.5.5 Final Approval

a. Acceptance and Dedication. All public dedications of streets and public facility sites must be accepted by the City Council or County Judge following execution of satisfactory guarantees for completion as described in this section of the regulation. This acceptance shall be accomplished in conjunction with final plat approval. Approval of final plats within the Cabot City Limits by the Planning Commission and filing of the Plat of Record with the Circuit Clerk and Recorder of Lonoke County shall not constitute formal acceptance by the City of all

approved public improvements covered by the Plat. Those improvements not completed as of the date of approval of the Final Plat shall be accepted as Public Facilities when the City certifies that the construction has been approved, maintenance bonds furnished and the Plat filed of record.

b. Recorded with the Circuit Clerk. The final plat can be recorded only after the plat has received a Certificate of Final Approval from the City of Cabot Planning Commission. Submittal for recordation to the Circuit Clerk shall be the subdivider=s responsibility. The subdivider shall provide the City with copies of the recorded plat to be retained in City files. Final plats shall be duly recorded within two (2) years of final plat approval by the Planning commission or the plat shall be declared null and void.

   No final Plat can be changed unless a revised Final Plat is submitted through the Cabot Planning Commission.

c. Notification of Recordation. No building permits may be issued until proof of the recording by the subdivider of said approved final plat has been presented to the City, giving plat book and page number, or instrument number.

ARTICLE VI: DEFINITIONS

SECTION 6.1 DEFINITIONS

6.1.1 General

For the purpose of interpreting these regulations, words used in the present tense shall include the future tenses; words in the singular member include the plural; and words in the plural number include the singular, except where the natural construction of the writing indicates otherwise. The word “person” includes firm, partnership, or corporation as well as an individual.

6.1.2 Definitions

For the purpose of interpreting these regulations, certain terms and words are to be used and interpreted as defined hereinafter:

Accessory Buildings and Uses. An accessory building is a subordinate building, the use of which is clearly incidental to, or customarily found in connection with, and (except as otherwise provided in this Code) located on the same lot as, the use of the main building or principal use of the land. An accessory use is one, which is clearly incidental to, or customarily found in connection with, and on the same lot as, the main use of the premises. When "accessory" is used in the text, it shall have the same meaning as accessory use.

Accessway. An area intended to provide entrance or exit for vehicular traffic from a public or private right-of-way to an off-street parking or loading area.

Adequate Public Facilities. Facilities determined to be capable of supporting and servicing the physical area and designated intensity of the proposed subdivision as determined by the City of Cabot based upon specific levels of service.

Administrative Official. The person designated by the City Council to administer the Unified Development Code.

Adult Daycare Center. Establishment that provides, on a regular basis, assistance or care for five or more unrelated adults for a period of less than twenty-four hours a day and which receives a payment, fee or grant for the adults attending the facility, whether or not operated at a profit.

Agriculture. The use of land for agricultural purposes, including farming, dairying, pasturage agriculture, horticulture, floriculture, viticulture, and animal poultry husbandry and the necessary accessory uses for packing, treating, or storing the produce; provided, however, that the operation of any such accessory uses shall be secondary to that of normal agricultural activities.

Alley: A public passage or way affording a secondary means of vehicular access to abutting property and not intended for general traffic circulation.

Animal Clinic (Enclosed): A facility without outside runs. The diagnosis and treatment of pets and other animals including but not limited to dogs, cats, birds, and horses. No outdoor boarding of these animals shall be allowed overnight.

Animal Pound or Kennel: A public or private facility including outside runs for enclosure of animals, especially stray or unlicensed pets, or for pets being boarded for short periods of time.

Apartment: A multiple family dwelling (see "Dwelling, Multiple").

Applicant. The owner of land proposed to be subdivided or his representative. Consent shall be required from the legal owner of the premises.

Beacon. A stationary or revolving light which flashes or projects illumination, single color or multi-colored, in any manner which is intended to attract or divert attention; except, however, this term is not intended to include any kind of lighting device which is required or necessary under the safety regulations described by the Federal Aviation Agency or similar agencies.

Bed and Breakfast Inn. An owner-occupied dwelling unit that contains no more than three guest rooms where lodging, with or without meals, is provided for compensation. The operator of the inn shall live on the premises or in adjacent premises.

Berm. Mounds or walls of earth that are molded into landforms in a landscaped area. When berms are used for screening, buffering or any other purpose, the berm shall be constructed such that soil erosion is prevented and sight triangles are unobstructed. The surface of the berms shall be completely covered with plant material or durable mulch so that the bare soil is not visible. Allowance for soil settlement shall be calculated at ten (10%) percent after the berms are compacted.

Bill of Assurance. A legal document specifying the covenants and restrictive conditions applicable to a particular property.

Block. A tract of land entirely bounded by streets, or by a combination of streets and public parks, cemeteries, railroad rights-of-way, shorelines, waterways, or boundary lines of municipalities.

Block Front: All of the property on one side of the street between two intersecting streets or between an intersecting street and the dead end of a street.

Boarding or Rooming House: A dwelling or part thereof where meals and/or lodging are provided for compensation for two or more persons not transients.

Boundary Street. An existing street that borders a proposed subdivision.

Buffer Area: A landscaped area intended to separate and partially obstruct the view of two adjacent land uses or properties from one another.

Buffering. The use of landscaping, berms, walls, fences or any combination thereof, that at least partially block, in a continuous manner, the view from one area to another.

Building: Any structure including a roof supported by walls, designed or intended for the support, enclosure, shelter or protection of persons, animals, chattels, or property and forming a construction that is safe and stable; the work building shall include the word structure.

Buildable Area. The area of that part of the lot not included within the yards or open spaces herein required.
Building Coverage: The percentage of the lot area covered by the building. The building area shall include all overhanging roofs.

Building, Height of : The vertical distance measured from the average elevation of the finished grade at the front of the building to the highest point of the structure, exclusive of chimneys, ventilators, or other extensions above the roof line that are not intended for occupancy or internal usage by persons.

Building Landscape Area(s). The on-site landscape area, which separates, parking from building, created and maintained to improve the appearance of the building from the street and parking areas.

Building Line: The line of that face of the building nearest the front line of the lot. This face includes sun parlors and covered porches whether enclosed or unenclosed but does not include steps.

Building, Main or Principal. A building that is conducted or intended to be conducted, the main or principal use of the lot on which said building is located.

Building Parcel. A contiguous lot or tract of land owned and recorded as the property of the same persons or controlled by a single entity in a proposed subdivision.

Caliper. Diameter of a tree measured from 6” above the ground for trees up to 4” in diameter, 12” above the ground for trees having diameter of 4” - 12”, & 4 ½ feet above the ground for trees having diameter larger than 12”.

Capital Improvement Program. A proposed schedule of all future projects listed in order of construction priority, together with cost estimates and anticipated means of financing each project. All projects require the expenditure of public funds, over and above the annual local government=s operating expenses for the purchase, construction, or replacement of the community’s physical assets.

Car Wash: A facility for washing or steam cleaning passenger automobiles (including a self-service operation), operating either as a separate facility or when installed and operated in conjunction with another use, and which installation includes equipment customarily associated with a car wash and is installed solely for the purpose of washing and cleaning automobiles.

Cemetery. Land used or intended to be used for the burial of the dead and dedicated for cemetery purposes, including columbariums, crematories, mausoleums, and mortuaries when operated in conjunction with and within the boundaries of such cemetery.

Certify. Whenever these regulations require that an agency or official certify the existence of some fact or circumstance, the City of Cabot by administrative rule may require that such certification be made in any manner, oral or written, which provides reasonable assurance of the accuracy of the certification.

Child Care Center: Any place, home or institution which receives five or more children under the age of 16 years, and not of common parentage, for care apart from their natural parents, legal guardians, or custodians, when received for regular periods of time for compensation; provided however, this definition shall not include public and private schools organized, operated or approved under the laws of this State, custody of children fixed by a court of competent jurisdiction, children related by blood or marriage to the custodial persons, or to churches or other religious or public institutions caring for children within the institutional building while their parents or legal guardians are attending services or meetings or classes or engaged in church activities.

Church or Place of Religious Worship. An institution that people regularly attend to participate in or hold religious services, meetings, and other activities. The term "church" shall not carry a secular connotation and shall include buildings in which the religious services of any denomination are held.

City: The City of Cabot, Arkansas.

Circuit Clerk. The Circuit Clerk for Lonoke County, Arkansas.

City Clerk. The City Clerk of the city of Cabot, Arkansas.

Clearing. The removal or material damage of landscape materials by disturbing, excavating or removing the underlying soil.

Clinic, Dental or Medical: A facility for the examination and treatment of ill and afflicted human out-patients; provided, however, that patients are not kept overnight except under emergency conditions.

Club or Lodge. A membership organization established for specific purposes, having a charter of by-laws, and operating in other localities in addition to Cabot.

Collector Street. A street which is continuous through several residential districts and is intended as a connecting street between residential districts and thoroughfares or business districts.

Commercial Subdivision. A tract or parcel of land for commercial uses as defined in the Zoning Code.

Commercial Warehouse. Space used by one or more parties for the storage of merchandise. Material may be transferred into and out of by owner or other authorized persons.

Commercial Zone(s). ***(Landscaping Section ONLY)*** Zoning classifications primarily used for commercial business purposes commonly referred to as C-1, C-2, C-3, R-2S, R-3, R-4M, R4-H, R-5, PUD, I-1.

Commission: The Cabot Planning Commission.

Common Development. A commercial development, consisting of three or more businesses, which operates as a unit and shares common access and common parking areas; or a multi-family residential development, consisting of three or more residences, which operates as a unit and shares common amenities.

Common Ownership. Ownership by the same person, corporation, firm, entity, partnership, or unincorporated association; or ownership by different corporations, firms, partnerships, entities or unincorporated associations, in which a stockbroker, partner, or associates, or a member of his/her family owns an interest in each corporation, firm, partnership, entity, or unincorporated association.

Community Facilities Plan. A plan indicating the general location and extent of the service areas of, and the future requirements of: community facilities such as schools, playgrounds, recreational areas, hospitals, special education facilities, and cultural facilities; government buildings and areas; public and private utility terminals and lines; and transportation terminals and lines.

Comprehensive Plan. The general plan for the city which contains as a minimum the Land Use Plan, Master Street Plan, and the Community Facilities Plan.

Construction Plan. The map or drawings accompanying a subdivision plat and showing the specific location and design of improvements to be installed in the subdivision in accordance with the requirements of the Planning Commission as a condition of the approval of the plat.

Contiguous. A lot(s) having at least one boundary line that touches the boundary line(s)

Controlled Access Highway. Any state or federal numbered highway, including an interstate highway, within the City of Cabot, Arkansas.

Convenience Store. Any retail establishment that is 3,500 square feet or less in gross floor area which offers for sale prepackaged food products, household items, newspapers and magazines, and sandwiches and other freshly prepared foods, such as salads, for off-site consumption. For establishments greater than 3,500 square feet see "Truck Stop".

County. The County of Lonoke County, Arkansas.

Country Club: A chartered, non-profit membership club catering primarily to its membership, providing one or more of the following recreational and social activities: golf, swimming, riding, outdoor recreation, club house, locker room, and pro shop.

Cul-De-Sac. A local street with only one outlet and having an appropriate terminus for the safe and convenient turn-around or reversal of traffic movement.

Curb Cut(s). Any access area to be a parking lot from any alley, highway, right-of-way, road, street, or from any other parking lot.

Day Care Center: See “Child Care Center”

Dead-end street. A street, other than a cul-de-sac, with only one (1) outlet.

Deciduous. Of or referring to a plant which tends to shed its leaves each year.

Design Criteria. Standards that set forth specific improvement requirements.

Developer/Subdivider. Any person or any agent thereof dividing or proposing to divide land so as to constitute a subdivision as that term is defined in this section. The terms "subdivider" and "developer" shall be restricted to include only the owner, equitable owner, or authorized agent of such owner or equitable owner, of land to be subdivided.
Development. The act, process or result of developing. A developed site.

District Zoning: Any section, sections, or divisions of the City of which the regulations governing the use of land, density, bulk, height, and coverage of buildings and other structures are uniform.

Double Frontage Lot. A lot that fronts upon two parallel streets or that fronts upon two streets that do not intersect at the boundaries of the lot.

Dripline. The periphery of the area underneath a tree which would be encompassed by perpendicular lines dropped from the farthest edges of the crown of the tree.

Drive-in Commercial Uses: Any retail commercial use providing considerable off-street parking and catering primarily to vehicular trade such as drive-in restaurants, drive-in theaters, and similar uses.

Duplex. (See Dwelling, Two-Family)

Dwelling: Any building, or portion thereof, which is designed or used as living quarters for one or more families, but not including house trailers, manufactured home, or recreational vehicles.

Dwelling, Attached: A dwelling having any portion of one or more walls in common with adjoining dwellings.

Dwelling, Detached: A dwelling having open space on all sides.

Dwelling, Single-Family: A dwelling designed to be occupied by one family.

Dwelling, Two-Family: A dwelling designed to be occupied by two families living independently of each other.

Dwelling, Multiple-Family: A dwelling designed for occupancy by three or more families living independently of each other, exclusive of manufactured home parks or camps, hotels, or motels.

Dwelling, Townhouse or Row House: Two or more dwelling units attached at the side or sides, each unit of which has a separate outdoor entrance and is designed to be occupied and may be owned by one family.

Dwelling Unit: A room or group of rooms within a dwelling and forming a single habitable unit with facilities for living, sleeping, and cooking.

Easement. A property interest granted to a public utility company, the City, or other public bodies, or the general public for the establishment, use, maintenance or enlargement of specified uses, such as, but not limited to utilities, drainage, and pedestrian or vehicular access. A person may build over a utility easement at his own risk.

Encroachment. The act of advancing beyond the usual or proper limits, as in the encroachment of a motor vehicle beyond the limits of the parking area into the landscaping.

Encroachment Barrier. The protective barriers which shall be provided, positioned, and secured to prevent any part of an automobile or other vehicle from extending into live landscaping, fences, or walls. Protection for all landscaping from vehicular encroachment shall be provided by curbing, wheel stops, landscape timbers, railroad ties or bumper rails.

Engineer. A professional Engineer registered to practice in the State of Arkansas.

Erect. To build, construct, attach, hang, place, suspend, or affix, and shall also include the painting of wall signs.

Evergreen. Of or referring to a plant which tends to retain its leaves all year round.

Expressway. Any divided street or highway with no access for abutting property and which has either separated or at-grade.

Fabrication, General. See Manufacturing.

Fabrication, Light. The adaptive reuse of vacant retail space for the assembly of standardized parts of a distinct object or product that is non-chemical and non-hazardous in nature and which does not require the use of a loading dock and generates minimal truck traffic, storage, parking or other external impacts.

Family: One or more persons related by blood or marriage, including adopted children, or a group of not to exceed four persons not al related by blood or marriage, occupying premises and living as a single, non-profit housekeeping unit, as distinguished from a group occupying a boarding or lodging house, hotel, club, or similar dwelling for group use. A family may include domestic servants employed by said family.

Fast-Food Restaurant. (See Restaurant, Fast-Food, and Restaurant, Drive-In)

Fence: A man-made barrier constructed to provide privacy or visual separation between one ownership and another.

Final plat. A plat of any lot, tract or parcel of land showing completely and accurately all information required by this chapter including all legal and engineering information and certification necessary for recordation in the deed records of the county.

Flood Plain. Flood plain or flood-prone area means any land area susceptible to being inundated by water from any source.

Floodway. The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the 100-year flood without cumulatively increasing the water surface elevation more than one foot at any point.

Floodway Fringe. All that land in a flood plain not lying within a delineated floodway. Land within a floodway fringe is subject to inundation by relatively low velocity flows and shallow water depths.

Floor Area, Gross. The sum of the areas of the several floors of a building, including areas used for human occupancy in basements, attics, and penthouses, as measured from the exterior faces of the walls. It does not include cellars, unenclosed porches, or attics not used for human occupancy, or any floor space in accessory buildings or in the main building intended and designed for the parking of motor vehicles in order to meet the parking requirements of this bylaw, or any such floor space intended and designed for accessory heating and ventilating equipment. It shall include the horizontal area at each floor level devoted to stairwells and elevator shafts.

Floor Area Ratio. Determined by dividing the gross floor area of all buildings on a lot by the area of that lot.

Freeway. Any divided street or highway with complete access control and grade separated interchanges with all other public streets and highways.

Front Building Wall. A building wall fronting on the street. Such building wall line shall follow and include the irregular indentations of the building. Steps and unenclosed porches shall be excluded for the purpose of this Ordinance.

Frontage. The front or frontage is that side of a lot abutting on a street or way and ordinarily regarded as the front of the lot, but it shall not be considered as the ordinary sideline of a corner lot.

Front of Building. That facade of the building that abuts the required front yard as stipulated in this Zoning Code. The entrance door does not have to be in this facade.

Front of Lot. The front of lot is usually platted and marked on the plat; if it is not shown on the plat, it is the space parallel to the lot line having the least dimension along the street providing direct vehicular access.

Floor Area: The sum of the gross horizontal areas of all of the floors of a building or buildings measured form the exterior faces of exterior walls or from the centerline of walls separating two buildings.

Garage, Private: An accessory building or a part of a main building used for storage purposes only for automobiles, used solely by the occupants and their guests of the building to which it is accessory.

Garage, Public or Repair: A building in which are provided facilities for the care, servicing repair, or equipping of automobiles or other vehicles.

Gasoline or Service Station: Any building, structure, or land used primarily for the dispensing and sale of fuels, oils, accessories, or minor maintenance and repair services but not including painting, body work, or major repairs.

Grade. The slope of a road, street, or other public way, specified in percentage (%) terns.

Grass/Ground Cover. All species normally grown as permanent lawns in the area reasonably free of disease, pests,& weeds. Types of plant material used to cover the soil, that can be seeded, sodded, hydro-mulched, or planted as individual plants (groundcover). Area must be completely covered within 4 weeks after planting. (50 sq. ft. min.) Ground-cover plant material that reaches a maximum height of not more than eighteen (18) inches in height and may be used in lieu of grass.

Halfway House. A licensed home for inmates on release from more restrictive custodial confinement or initially placed in lieu of such more restrictive custodial confinement, wherein supervision, rehabilitation, and counseling are provided to mainstream residents back into society, enabling them to live independently. Such placement is pursuant to the authority of the State Department of Corrections.

Health Department: The Lonoke County Health Department, and/or Arkansas Department of Health.

Hedge. Shrubs planted in a continuous line which will block at least eighty (80%) percent of a view in a maximum of two (2) growing seasons after installation.

Home Occupation: Any occupation or profession carried on by the inhabitants which is clearly incidental and secondary to the use of the dwelling for dwelling purposes, which does not change the character thereof, and which is conducted entirely within the main or accessory building.

Hospital: An institution providing health services primarily for human in-patient or medical or surgical care for the sick or injured, and including related facilities such as laboratories, out-patient departments, training facilities, central service facilities and staff offices which are an integral part of the facilities.

Hotel: A building or part thereof occupied as a more or less temporary abiding place for individuals in which the rooms are usually occupied singularly for hire and in which rooms no provisions for cooking is made, and in which building there is usually a kitchen and public dining room for the accommodation of the occupants and guests. This definition does not include a manufactured home park or camp, sanitarium, hospital asylum, orphanage, or building where persons are housed under restraint.

Industrial Subdivision. A tract or parcel of land for industrial uses as defined in the Zoning Code.

Irrigation. An adequate supply of water which can be made available to landscape plant materials including, but not limited to, underground sprinkler systems or hose bibs.

Junk or Salvage Yard: Any establishment maintained, used or operated for the storing, keeping, dismantling, salvaging, buying or selling of (1) scraps or discarded pieces of metal, paper, rags, tires, bottles, and other materials, (2) inoperable, wrecked, scrapped, ruined or discarded automobiles, automobile parts, machinery or appliances. A junk or salvage yard shall not include premises on which such uses are conducted entirely within a completely enclosed building, nor shall a junk or salvage yard include premises used primarily for the sale or storage of operable automobiles or for the overhaul or full repair thereof, so long as no inoperable junk or wrecked automobile remains outside more than thirty days. Any premises on which there remains outside more than thirty days an inoperable, partially dismantled wrecked, or junked automobile, shall be deemed of the purpose of this Code, a junk or salvage yard.
Kennel. Any lot or premises in which four or more dogs, more than six months of age are kept for personal use or boarding.

Land Surveying. Any service comprising the determination of the location of land boundaries and land boundary corners; the preparation of plats showing the shape and areas of tracts of land and their subdivision into smaller tracts; the preparation of plats showing the location of streets, roads, and rights-of-way of tracts to give access to smaller tracts; and the preparation of official plats or maps of land thereof in this state. Land Surveying shall not include the measure of acreage of timber, cotton, rice, or other agricultural crops.

Land Use Plan. A plan which includes, but is not limited to, the reservation of open spaces; the preservation of natural and historical features, sites and monuments; the existing uses to be retained without change; the existing uses proposed for change; and the areas proposed for new development.

Land-lease Community. A residential development typified by single ownership of the land within the development, with the landowner retaining the rights of ownership. Home sites within the community are leased to individual homeowners, who retain customary leasehold rights.

Landscape Design Plan. A Landscape Design Plan shall consist of a site plan and/or plot plan drawn to include North arrow, proper scale, and key, including all dimensions, easements, setbacks, property lines, and including the elements of design

Landscape Material. Plant materials including, but not limited to, live trees, shrubs, groundcovers, grass, flowers, and native landscape materials; also including, but not limited to, inorganic features such as planters, stone, brick, and aggregate forms, water, and other landscape elements when used to enhance live plant materials; provided, however, that the use of inorganic materials or grass in combination with inorganic materials shall not predominate over the use of live, organic plants. Artificial plants do not qualify as landscape material.

Landscape Permit. A permit issued by the Department of Public Works prior to the clearing and development of all land located within the City.

Landscaping. Acting with the purpose of meeting specific criteria regarding uses of outside space, including ground cover, buffers, and shade trees.

Large Tree. An evergreen or deciduous upright woody perennial plant having a single main stem or several main stems, which is a minimum of eight to ten (8-10) feet overall height at the time of planting and which attains a minimum height of fifteen (15) feet and a maximum height of generally more than thirty (30) feet with few or no branches on its lower part.

Local Street. A street which is intended primarily to serve traffic within a neighbor hood or limited residential district, and which is not necessarily continuous through several residential districts.

Loop Street. A street closed on either end with “T” intersections and which intersects the same street twice with no other intersection.

Lot: A parcel of land occupied or intended for occupancy by a use permitted in this Code including one main building together with its accessory building, and the open spaces and parking spaces required by this Code, and having its principal frontage upon a street.

Lot, Area: The total horizontal area included within the lot.

Lot of Record: A lot or parcel of land, the deed to which has been recorded in the office of the County Recorder of Lonoke County prior to the adoption of this Code.

Lot, Corner: A lot abutting upon two or more streets at their intersection.
Lot, Double Frontage: A lot which is an interior lot extending from one street to another and abutting a street on two ends.

Lot, Reverse Frontage. A double frontage lot which is designed to be developed with the rear yard abutting a major street and with primary means of ingress and egress provided on a minor street.

Lot, Pipe-Stem. Lots with narrow street frontage and disproportionately wider rear yards.

Lot Improvement. The clearing and grubbing of a lot or the situating of any building, structure, place, work of art, or other object on a lot.

Lot Lines: The lines bounding a lot as defined herein.

Lot Line, Front: In the case of an interior lot, the line separating said lot from that street which is designed as the front street in the request for a building permit.

Lot Line, Rear: The lot boundary opposite and most distant from the front lot line. In the case of a pointed or irregular lot, it shall be an imaginary line parallel to and farthest from the front lot line.

Lot Line, Side: Any lot line other than a front or rear lot line as defined herein.

Lot, Split. The dividing or redividing of a lot or lots in a recorded plat of a subdivision into not more than two tracts according to the criteria established within these regulations.

Lot Width: The width of a lot measured at the front building setback line.

Maintenance Bond. A bond furnished by the subdivider or contractor to the City of Cabot, for a period of time, to cover the cost of repairs resulting from defects in materials and workmanship of public improvements installed by the subdivider, or his contractor.

Major Renovation. When cost of renovation of the property involved is equal to or exceeds more than Fifty percent (50%) of the appraised value of the property according to the records of the Lonoke County Assessor's Office.

Mall. Any concentration of retail stores and/or service establishments that share customer-parking areas and are located within an enclosure having public walkways whereby a customer in one store or establishment may walk to another store or establishment without leaving the enclosure.

Mansard Roof. Any roof that has an angle greater than 45 degrees and which derives part of its support from the building wall and is attached to, but not necessarily a part of a low slope roof and which extends along the full length of a side building wall of 3/4 of the length of a side building wall. For purposes of this Code, a low slope roof shall mean any roof with a pitch less than 3 inches rise per 12 inches horizontal.

Manufactured Home: A detached single-family dwelling unit fabricated on or after June 15, 1976, in an off-site manufacturing facility for installation or assembly at the building site as a permanent structure with transport features removed, bearing a seal certifying that it is built in compliance with the Federal Manufactured Housing Construction and Safety Standards Code. This Code means the standard for construction, design and performance of a manufactured home as set forth in the Code of Federal Regulations, Title 24, Part 3280, 3282, 3283, and 42 USC 5401, ET SEQ, as mandated in the United States of America and as administered by the United States Department of Housing and Urban Development.

Manufacturing. Establishments engaged in the mechanical or chemical transformation of materials or substances into new products, including the assembling of component parts, the creation of products, and the blending of materials, such as lubricating oils, plastics, resins, or liquors.

Marginal access street. A street situated adjacent to a major street or highway that provides local traffic a route to travel that avoids the higher speed and traffic volume of the major street or highway.

Master Street Plan. The official street plan for the City of Cabot, denoting street Classifications, alignments and their design standards.

Mini-Warehouse: A warehouse facility which is utilized for the storage of personal possessions such as boats, trailers, and furniture, and is available for rent to the general public.

Mobile Home: A dwelling that was fabricated in a factory, designed to be a permanent residence, built prior to enactment of the Federal Manufactured Home Construction and Safety Standards, and consistent with any existing state definitions.

Manufactured Home Park: Land or property containing a minimum of two acres which is used or intended to be used or rented for occupancy by manufactured homes or movable sleeping quarters of any kind.

Minor Subdivision. A subdivision of less than four lots, intended for residential or commercial use and with no required dedication.

Modular Home. A residential dwelling, constructed in a factory to a residential construction code other than the Manufactured Home Construction and Safety Standards.

Motel: A motel or motor court is a business comprised of a building or group of buildings so arranged as to furnish overnight accommodations for transient guests.

Neighborhood. A number of residential units united by a network of residential and collector streets forming a loosely cohesive community characterized by individual features that together establish a distinctive appearance and atmosphere.

Non-conforming Structure. Any building or structure that does not meet the limitations on size and location on a lot, for the district in which such structure is located, for the use to which such building is being put.

Nonconforming Use: Any building of land lawfully occupied by a use at the time of passage of this Code which does not conform with the use or area regulations of the district within which it is located.

Nursing Home: Any premises where more than three persons are lodged and furnished with meals and nursing care.
Off-Site. Any premises not located within the area of the property to be subdivided, whether or not in the same ownership of the applicant.

Open Space: An unoccupied space open to the sky on the same lot with the building and occupied by no structure or portion of structure, whatsoever.

Ornamental Tree(s). A tree planted primarily for its ornamental value and/or screening purposes, which are commonly smaller at maturity than other trees.

Owner. The owner or owners of record for all the land in a subdivision or authorized agent thereof.

Park. An area that is open to the general public and reserved for recreational, educational, cultural, or aesthetic use.

Parking Lot: An off-street facility including parking spaces and drives and aisles for maneuvering, and providing access and for entrance and exit, developed in a way to accommodate the parking of automobiles or other wheeled vehicles.

Parking Space: An off-street space available for the parking of one motor vehicle and having an area of not less than 162 square feet exclusive of passageways and driveways, and having direct access to a street or alley. It shall measure not less than 9' x 18'.

Pavement Width (Back to Back). That portion of a street measured from the back of a curb on one side of the street to the back of the curb on the other side of the street.

Performance Bond. A bond posted by the developer to the City to guarantee completion of the necessary improvements within a subdivision.

Perimeter landscape Strip. A landscaped area which separates the vehicular use area from adjoining property and/or public right-of-way, designed to enhance the visual appearance of the site and to provide screening of the vehicular use area and certain other uses and/or activities from the public right-of–way and abutting properties.

Planned Unit Development (PUD). A development of land that is under unified control and is planned and developed as a whole in a single development operation or programmed series of development stages. The development may include streets, circulation ways, utilities, buildings, open spaces, and other site features and improvements.

Planning Area Boundary. The area within the territorial jurisdiction for which the City of Cabot will prepare plans, ordinances, and regulations as defined on the Planning Area Map.

Planning Area Map. A map indicating the Planning Area Boundaries of the City of Cabot on file with the City Clerk of Cabot and the County Recorder of Lonoke County.

Planter boxes. Pre-fabricated or constructed containers used for planting of blooming annual flowers, shrubs, trees, etc. that can be portable and placed anywhere on the property or built on top of the ground. Must be a minimum of 1’x 2’ in size.

Plat, Final. A finished drawing showing completely and accurately all legal and engineering information required herein and including the Bill of Assurance.
Plat, Preliminary. The preliminary drawing or drawings, described in these regulations, indicating the proposed manner or layout of the subdivision to be submitted to the Planning Commission for review, and including the preliminary Bill of Assurance.

Principal Use: The specific primary purpose for which land, building, or structure is used or intended to be used.

Professional Engineer. A person who has been duly registered or licensed as a professional engineer by the State Board of Registration for Professional Engineers and Land Surveyors.

Professional Office. For purposes of determining permitted uses in the O-1, Office & Quiet Business, a professional office is defined as one in which no activity is carried on catering to retail trade with the general public and no stock of goods in maintained for sales to customers.

Professional Land Surveyor. Any person engaged in the practice of land surveying as defined in this section. (See Land Surveying.)

Property Line/Boundary. The legal boundary between Two (2) lots or parcels of land. For purposes of this Ordinance, this phrase shall also include property lease lines that separate independent uses or activities on a lot or parcel of land.

Public Assembly. A space, room, or structure designed or used for occupancy by 20 or more persons who are gathered for a non-commercial purpose. Clubs, lodges, halls, and churches are places of public assembly.

Public Improvement. Any drainage ditch, roadway, parkway, sidewalk, pedestrian-way, tree, lawn, off-street parking area, lot improvement, or other facility for which the City of Cabot may ultimately assume the responsibility for maintenance and operation, or which may affect an improvement for which the City of Cabot responsibility is established.

Public Utility: Any person, firm, corporation, municipal department, or board, duly authorized to furnish and furnishing under regulations to the public, electricity, gas, telephone, telegraph, transportation, drainage, water, or sanitary sewage.

Recreational Vehicle (RV). Self propelled or towed temporary living quarters equipped with minimum of bed, sanitation, bath and cooking facilities.

Recreational Vehicle (RV) Park. A unified development under private ownership designed primarily for transient service, on which recreational vehicles, pick-up coaches, and self-propelled motorized vehicles are parked or situated for short-term occupancy. The owner shall provide park services for utility and sanitary facilities.

Refuse Storage. Any area used for the storage of trash or garbage. No refuse storage shall be permitted as part of the landscaped area, but refuse storage is otherwise permitted adjacent to vehicular use areas.

Remodeling. The act of reconstructing a building or site for the purpose of making improvements. Any change or modification in existing exterior construction.

Replatting. The resubdivision of any part of a previously platted subdivision, addition, lot or tract.

Restaurant. A business establishment whose principal business is the selling of unpackaged food to the customer in a ready-to-consume state, in individual servings, or in non-disposable containers, and where the customer consumes these foods while seated at tables or counters located within the building.

Restaurant, Drive-In. An establishment that delivers prepared food and/or beverages to customers in motor vehicles, regardless of whether or not is also serves prepared food and/or beverages to customers who are not in motor vehicles, for consumption either on or off the premises.

Restaurant, Fast Food. Any establishment whose principal business is the sale of foods, frozen desserts, or beverages in ready-to-consume individual servings, for consumption either within the restaurant building or for carry-out, and where either: 1) foods, frozen desserts, or beverages are usually served in paper, plastic, or other disposable containers, and where customers are not served their food, frozen desserts, or beverages by a restaurant employee at the same table or counter where the items are consumed; or 2) the establishment includes a drive-up or drive-through service facility or offers curb service.

Resubdivision. A change in a map of an approved or recorded subdivision plat and requiring approval by the Planning Commission.

Retail Uses Not Listed (Enclosed): Any completely enclosed retail sales outlet which is not specifically listed in this Code.

Retail Use Not Listed (With Outside Display): Any retail sales outlet which utilizes outdoor display of merchandise and is not specifically listed in this Code

Retail Sales. A commercial activity involving the sale of goods or merchandise to the general public, with the intent to attract the general public to buy.

Right-of-Way. A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, shade trees, or other special use.

Road, Classification. The classification of each street, highway, road, and right-of-way is based upon its location in the respective zoning districts of the City of Cabot and its present and estimated future traffic volume and its relative importance and function as specified in the Comprehensive Plan of the City of Cabot.

Satellite Television Receiving Dishes, Ground Mounted: A device commonly parabolic in shape, mounted at a fixed point on the ground for the purpose of capturing television signals transmitted via satellite communications facilities and serving the same or similar function as the common television antenna. Said devices are herein defined as accessory structures.

School. A facility that provides a curriculum of elementary and secondary academic instruction, including kindergartens, elementary schools, junior high schools, and high schools.

Screen/Screening. The use of natural or man-made topography, berms, fences, ground covers, grassy areas, shrubs, trees, and/or walls or any combination thereof, which partially or completely blocks the view of one area from the other and maintaining an attractive appearance. Unacceptable materials include, but are not limited to, corrugated metal/tin, fiberglass panels, or other such materials not commonly used by the fencing industry to enclose such areas.

Self-Storage. A structure containing separate, individual, and private storage spaces of varying sizes leased or rented on individual leases for varying periods of time.

Service Easement. A recorded easement used by public utilities for the purpose of installation and maintenance of facilities or used by the public as a means of vehicular access to commercial, office, industrial and multi-family developments.

Service Station: See Gasoline Service Station

Setback: Distance between the lot line and the building line.

Shrub. Woody or semi-woody perennial plants that are customarily included in landscape designs to provide for lower scale buffering and visual interest.

Sign: Any outdoor device, figure, painting, message, poster, or other structure which is designed or intended to advertise or inform the public of an establishment, goods, or service.

Sign, Advertising: An off-premise sign not exceeding thirty two (32) square feet in area.

Sign, Alteration: Change of height, size, and location will be defined as an alteration. Updating or repair of signage is not alteration.

Sign, Billboard: An off-premise sign exceeding thirty two (32) square feet in area.

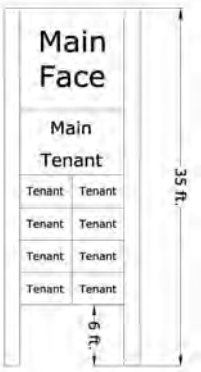
Sign, Balloon: A type of temporary sign that floats and is designed to resemble a balloon, blimp, dirigible, hot air device or other flying object tethered to the ground.

Sign, Canopy: A sign attached to the underside of a canopy.

Sign, Construction: A temporary sign erected on the premises where construction is taking place, during the period of such construction, indicating the names of the architects, engineers, landscape architects, contractors, or similar artisans, and the owners, financial supporters, sponsors, and similar individuals or firms having a role or interest with respect to the structure or project.

Sign, Directional: Signs directing or informing of public or quasi-public nature (church, school, library, hospital, tourist attraction, civic or service clubs).

Sign, Directory: A sign, usually of ladder construction, listing the tenants or occupants of a building or group of buildings, name of the building or group or buildings, and that may also indicate their respective professions or business activities.



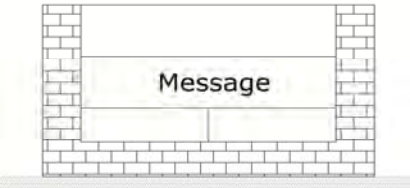
Directory Sign

Sign, Flashing: Any directly or indirectly illuminated sign that exhibits changing natural or artificial light or color effects by any means whatsoever.

Sign, Freestanding: Any non-movable sign not affixed to a building.

Sign, Ghost: A sign of historic nature and character painted on the side of a building. These signs generally serve no current purpose with regards to commercial or noncommercial advertising.

Sign, Ground-Mounted: A freestanding sign, other than a pole sign, in which the entire bottom is in contact with the ground.



Ground-Mounted Sign

Sign, Height: The vertical distance from the highest point of the sign or structure to the grade of adjacent street or surface grade beneath the sign, whichever grade is lower.

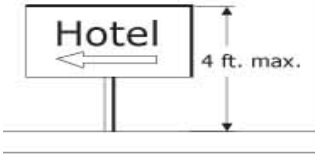
Sign, Home Occupation: A sign to identify the business, occupation or profession within a residential structure.

Sign, Illuminated: A sign designed to give forth any artificial light or reflect such light from an artificial source.

Sign, Ladder: See Sign, Directory.

Sign, Nonconforming: Any sign which is not permitted within the zone in which it is located or any sign that is defective, damaged, substantially deteriorated or presents a public hazard.

Sign, Off-premise: A commercial sign, whether leased or owned by the advertising entity, that directs attention to a business, commodity, service, or entertainment conducted, sold, or offered at a location other than the premises on which the sign is located.



Off-Premise Sign

Sign, Pole: A sign that is mounted on a freestanding pole or other support so that the bottom edge of the sign face is six (6) feet or more above grade.

Sign, Political: Temporary sign erected on private property within the City for the purpose of political campaigning regarding a designated election.

Sign, Portable: Any sign which is movable, portable, or designed to be portable which is in the shape of an “A” frame, panel, or mounted on wheels or legs of any kind, whether or not permanently affixed to the ground or buildings. Portable signs include movable “reader board” signs which are signs in which the advertising is accomplished by digitally active electrical lettering.

Sign, Projecting: A sign which projects from and is supported by a wall of a building and does not extend beyond, into, or over the street right-of-way.

Sign, Real Estate: Signs advertising a specific property for sale, rent, or lease.

Sign, Roof: A sign that is mounted on the roof of a building or that is wholly dependent upon a building for support and that projects above the top edge or roof line of a building with a flat roof, the eave line of a building with a gambrel, gable, or hip roof, or the deck line of a building with a mansard roof.

Sign, Special Event: Temporary signs describing an event of public interest (fair, trade show, auctions, etc.).

Sign, Temporary: A sign not constructed or intended for long-term use, and not permanently attached to the ground, a building, or structure. Temporary signs shall include all signs made of non-durable material, including but not limited to cloth, canvas, paper, cardboard, flexible vinyl, nylon, tarpaulin or like material, coated paper or canvas, or organic material. See also: “Balloon Sign.”

Sketch Plat. A sketch preparatory to the preliminary plat (or final plat in the case of minor subdivisions) to enable the subdivider to save time and expense in reaching general agreement with the Planning Commission as to the form of the plat and the objectives of these regulations.

Small Tree. an evergreen or deciduous upright woody perennial plant having a single main stem or several main stems, which is a minimum of six to eight (6-8) feet overall height at the time of

planting and which attains a minimum height of fifteen (15) feet and a maximum height of thirty (30) feet generally with few or no branches on its lower part.

Soil. The medium in which plants will grow.

Special Permit Use. A use that may or may not be located within various districts depending upon review and approval by the Planning Commission and City Council.

Storage, Mini. A building or group of buildings designed to contain multiple storage compartments for use by individuals on a short-term or long-term basis. The driveways, parking areas and access areas must all be paved.

Storm Shelter. Storm shelters are not regulated by this Code.

Story: That portion of a building, other than a basement, included between the surface of any floor, and the surface of the floor next above it or, if there is no floor above it, the space between the floor and ceiling next above it. A half story is a partial story under a gable, hop or gambrel roof, the wall plates of which on at least two opposite exterior walls are not more than four feet above the floor of each story.

Street: Any public or private thoroughfare which affords the principal means of access to abutting property.

Street, Arterial. Any street designed primarily to accommodate major traffic movements between cities or between various sections of the City, which forms part of a network of through streets, and which provides service and access to abutting properties only as a secondary function.

Street, Boundary. An existing or proposed public street or street right-of-way abutting or sharing a common property line with a tract of land to be developed or subdivided.

Street, Collector. Any street designed primarily to gather traffic from local or residential streets and carry it to the arterial system.

Street, Minor Commercial. A commercial cul-de-sac not greater than 300 feet in length.

Street, Minor Residential. Loop and cul-de-sac streets not exceeding 750 feet in length in the case of the latter and 1500 feet in the case of the former and providing access to not more than 35 single family units.

Street, Private. Cul-de-sac or loop streets built to public street standards, but specifically allowed as private streets by the Planning Commission.

Street, Public. A dedicated and accepted right-of-way for vehicular traffic which affords the principal means of access to abutting property.

Street, Residential. A street designed to provide circulation within a residential subdivision and to individual lots.

Street width. The shortest distance between the lines which delineate the rights-of- way of a street.

Structure: Anything constructed or erected, the use of which requires a fixed location on the ground or attached to something having a fixed location on the ground.

Structural Alterations: Any change in the supporting member of a building, such as bearing walls or partitions, columns, beams, or girders, or any substantial change in the roof or in the exterior walls.

Thoroughfare streets. The principal traffic thoroughfares continuous across the city, which are intended to connect remote parts of the city or adjacent parts thereto, and which act as principal connecting streets with state and federal highways. Each thoroughfare street is designated on the Master Street Plan for the city.

Trailer Court. (See Manufactured Home Park)

Travel Trailer: See Recreational Vehicle.

Travel Trailer Park: See Recreational Vehicle Park.

Tree(s). A deciduous or evergreen plant species of an upright, woody, nature having a single main stem or several main stems and which, at maturity, shall attain a height and crown spread of no less than Fifteen feet (15'). Trees having an average mature crown spread of less than Fifteen feet (15') may be substituted by grouping the same so as to create the equivalent of Fifteen feet (15') crown spread. All trees shall have a minimum caliper of Two inches (2") at the point One foot (1') above ground at the time of planting.

Truck Stop. Any retail establishment that is greater than 3,500 square feet in gross floor area which offers for sale prepackaged food products, household items, newspapers and magazines, and sandwiches and other freshly prepared foods, such as salads, for off-site consumption. For establishments 3,500 square feet or less see "Convenience Store".

Turf. Low growing perennial grasses, which creep along the earth's surface to form a solid mat or lawn.

Undisturbed. A land area which is intended to remain in a natural state, including topography, trees and vegetation. Enhancements, such as additional landscaping, replacement of underbrush and other treatment may be made only if approved by the City.

Utility easement. An interest in land granted to the city, to the public generally, and/or to a private utility corporation, for installing or maintaining utilities across, over or under private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of such utilities.

Value. Value shall be determined as the true value as provided by the tax assessor, for tax purposes, or the property owner may provide a current appraisal from a certified licensed appraiser.

Variance. Administrative relief from the literal provisions of this Code in instances where enforcement would cause undue hardship due to circumstances unique to the individual property under question.

Vehicular Access Easement. A vehicular easement authorized by the Planning Commission to provide primary access in hillside areas and not more than 300 feet in length nor serving more than five lots.

Vehicular Use Area. That area of development subject to vehicular traffic, which is required to be a hard surface, all- weather area, including accessways, loading and service areas, areas used for parking, storage or display of vehicles, boats, or portable construction equipment, and all land which vehicles cross over as a function of primary use.

Vines. Herbaceous or semi-woody plants requiring support upon which to grow and used to provide some screening or buffering effects.

Walkway. A hard surface, all-weather area intended for pedestrian circulation within a development.

Wall. An upright structure of masonry, wood, plaster, or other building materials serving to enclose, divide, or protect an area.

Warehousing. For building code purpose, warehouse space used in connection with and on the same premises as wholesale or retail operation is considered storage space.

Yard: An open space on the same lot with a building unobstructed from the ground upward and measured as the minimum horizontal distance between the lot line and the main building.

Yard, Front: A yard extending across the front of a lot between the side yard lines, and being the minimum horizontal distance between the street line and the main building or any projections thereof other than the projections of uncovered steps, uncovered balconies, terraces, or uncovered porches. On corner lost the front yard shall be considered as parallel to the street upon which the lost has its lease dimension.

Yard, Rear: A yard extending across the rear of the lot between the side lot lines and measured between the rear lot line and the rear of the main building or any projection other than steps, unenclosed porches, or entrance ways.

Yard, Side: A yard between the main building and the side line of the lot, and extending from the front lot line to the rear yard, and being the minimum horizontal distance between a side lot line and the side of the main building or any projection thereof.

Zero Lot Line Development. A residential development concept eliminating the normally required side yard for one side, to provide for more usable open space on the other side.

Zoning Lot: A parcel of land that is designated by its owner or authorized agent as a tract, all of which is to be used, developed, or built upon as a unit under a single ownership. A zoning lot may consist of any standard lot or a combination of lot and any legally recorded portion of a lot that existed prior to the passage of this Code. When determining the front, rear, and side yard setbacks for a zoning lot, the required distance shall be measured from the exterior boundaries of said zoning lot.

Notes:

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Ordinance No. 2 Of 2016

An Ordinance Authorizing The Issuance Of A Promissory Note To Provide Financing For The Purchase Of A Fire Truck; Authorizing The Sale Of The Note And The Execution Of A Note Purchase Agreement; Declaring An Emergency And Prescribing Other Matters Pertaining Thereto.

(Second Reading)

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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ORDINANCE NO. 2 of 2016

AN ORDINANCE AUTHORIZING THE ISSUANCE OF A PROMISSORY NOTE TO PROVIDE FINANCING FOR THE PURCHASE OF A FIRE TRUCK; AUTHORIZING THE SALE OF THE NOTE AND THE EXECUTION OF A NOTE PURCHASE AGREEMENT; DECLARING AN EMERGENCY AND PRESCRIBING OTHER MATTERS PERTAINING THERETO.

WHEREAS, the City of Cabot, Arkansas (the "City") is authorized and empowered under the provisions of Amendment No. 78 to the Arkansas Constitution ("Amendment No. 78"), to issue notes and to expend the proceeds thereof to finance the cost of acquiring real property or tangible personal property having an expected useful life of more than one (1) year; and

WHEREAS, the City proposes to purchase a fire truck for the City (the "Fire Truck Project"); and

WHEREAS, it is proposed that the City issue its Promissory Note (Fire Truck Project) in the principal amount of $450,000.00 (the "Note") under Amendment No. 78 for the purpose of financing the Fire Truck Project; and

WHEREAS, the City has made arrangements with Regions Bank (the "Purchaser") to purchase the Note; and

WHEREAS, a copy of the hereinafter described Note Purchase Agreement has been presented to and is before this meeting;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Cabot, Arkansas:

Section 1. The City Council hereby finds that the apparatus to be purchased will have a useful life of more than one (1) year, that the City has only incurred one prior obligation under Amendment No. 78 (a note dated November 16, 2015 in the principal amount of $431,669.50 issued to Regions Bank), and that the principal amount of the Note and the prior note does not exceed five percent (5%) of the assessed value of taxable property located within the City as determined by the last tax assessment.

Section 2. The issuance of the Note in the principal amount of $450,000.00 is hereby authorized. The Note shall be dated the date of issuance and shall bear interest on the outstanding principal amount at the rate of 1.72% per annum. Payment of principal and interest shall be monthly, commencing one month from the date the Note is issued. The Note shall be subject to prepayment prior to maturity, in whole or in part, at the option of the City, at any time without penalty.

Section 3. The Note shall be sold to the Purchaser for the purchase price of 100% of par, upon the terms and conditions set forth in a Note Purchase Agreement by and between the City and the Purchaser (the "Note Purchase Agreement"). The Mayor and City Clerk-Treasurer are hereby authorized to execute, acknowledge and deliver the Note Purchase Agreement and the Note for and on behalf of the City. The Note Purchase Agreement and the Note are hereby approved in substantially the form submitted to this meeting, and the Mayor is hereby authorized to confer with the Purchaser in order to complete the Note Purchase Agreement and the Note in substantially the forms submitted to this meeting with such changes as shall be approved by such persons executing the documents, their execution to constitute conclusive evidence of such approval.

Section 4. As provided in Amendment No. 78, the annual debt service payments on the Note in each fiscal year shall be charged against and paid from the general revenues of the City for such fiscal year. For the purpose of making the annual debt service payments, there is hereby, and shall be, appropriated to pay the Note, an amount of general revenues of the City sufficient for such purposes. The City Treasurer is hereby authorized and directed to withdraw from the General Fund of the City and/or from such other sources as may be hereafter directed by the City Council, the amounts and at the times necessary to make the monthly debt service payments on the Note and to make such payments in accordance with the Note Purchase Agreement.

Section 5. (a) The City covenants with the Purchaser that it shall not take any action or suffer or permit any action to be taken or condition to exist which causes or may cause the interest payable on the Note to be included in gross income for federal income tax purposes. Without limiting the generality of the foregoing, the City covenants with the Purchaser that the proceeds of the sale of the Note will not be used directly or indirectly in such manner as to cause the Note to be treated as an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code").

(b) The City represents to the Purchaser that it will not use or permit the use of the Fire Truck Project or the proceeds of the Note, in such manner as to cause the Note to be a "private activity bond" within the meaning of Section 141 of the Code. In this regard, the City covenants with the Purchaser that (i) it will not use (directly or indirectly) the proceeds of the Note to make or finance loans to any person, and (ii) that while the Note is outstanding the Fire Truck Project will only be used by state and local governmental entities and by other persons on a basis as members of the general public.

(c) The Note is hereby designated as a "qualified tax-exempt obligation" within the meaning of the Code. The City represents to the Purchaser that the aggregate principal amount of its qualified tax-exempt obligations (excluding "private activity bonds" within the meaning of Section 141 of the Code which are not "qualified 501(c)(3) bonds" within the meaning of Section 145 of the Code), including those of its subordinate entities, issued in calendar year 2016 will not exceed $10,000,000.

(d) The City shall pay any arbitrage rebate due the United States Treasury under Section 148 of the Code in connection with the Note from moneys in the General Fund of the City.

(e) The City covenants with the Purchaser that it will not reimburse itself from Note proceeds for any costs paid prior to the date the Note is issued except in compliance with United States Treasury Regulation No. 1.150-2 (the "Regulation"). This Ordinance is an "official intent" within the meaning of the Regulation.

(f) The City covenants with the Purchaser that it will submit to the Secretary of the Treasury of the United States, not later than the 15th day of the second calendar month after the close of the calendar quarter in which the Note is issued, a statement concerning the Note which contains the information required by Section 149(e) of the Code.

Section 6. The Mayor and City Clerk-Treasurer, for and on behalf of the City, are hereby authorized and directed to do any and all things necessary to effect the execution and delivery of the Note Purchase Agreement and the performance of all obligations of the City thereunder, the issuance, execution, sale and delivery of the Note, and the performance of all acts of whatever nature necessary to effect and carry out the authority conferred by this Ordinance. The Mayor and City Clerk-Treasurer are hereby further authorized and directed, for and on behalf of the City, to execute all papers, documents, certificates and other instruments that may be required for the carrying out of such authority or to evidence the exercise thereof.

Section 7. The City Clerk-Treasurer is hereby authorized and directed to file in the office of the City Clerk-Treasurer, as a part of the minutes of the meeting at which this Ordinance is adopted, for inspection by any interested person a copy of the Note Purchase Agreement and such document shall be on file for inspection by any interested person.

Section 8. The provisions of this Ordinance are hereby declared to be separable, and if any section, phrase or provision shall for any reason be declared to be invalid, such declaration shall not affect the validity of the remainder of the sections, phrases and provisions.

Section 9. All ordinances, resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 10. Emergency. The proper and appropriate planning of the city is of great importance to the health and welfare of its citizens. An emergency is therefore declared and this Ordinance being necessary for the preservation of the public peace, health, safety, and welfare shall be in full force and effect from and after its passage.

[Remainder of page left blank intentionally]

SPONSOR:
William A. "Bill" Cypert, Mayor

PASSED: _____, 2016.
DATE:
APPROVED:

_____
William A. "Bill" Cypert, Mayor

PREPARED BY:

_____
David F. Menz, Bond Counsel

ATTEST:

_____
Tammy Yocom, City Clerk-Treasurer

Filed
FEB 10 2016
City of Cabot

CERTIFICATE

The undersigned, City Clerk-Treasurer of the City of Cabot, Arkansas, hereby certifies that the foregoing pages are a true and perfect copy of Ordinance No. _____, adopted at a regular session of the City Council of the City of Cabot, Arkansas, held at the regular meeting place of the City at _____ o'clock p.m., on the ____ day of _____, 2016, and that the Ordinance is of record in Ordinance Record Book No. ____, at page _____, now in my possession.

GIVEN under my hand and seal on this _____ day of _____, 2016.

_____
City Clerk-Treasurer

Notes:

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Ordinance No. 7 Of 2016

An Ordinance Adopting A Property Maintenance Code For The City Of Cabot; Declaring An Emergency; And For Other Purposes

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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ORDINANCE NO. 7 OF 2016

AN ORDINANCE ADOPTING A PROPERTY MAINTENANCE CODE FOR THE CITY OF CABOT; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

WHEREAS, it is the desire of this governing body to adopt a procedure to regulate property maintenance within the City limit, that procedure is attached hereto as Exhibit "A" and incorporated herein by this reference, subject to the approval of this governing body; and

WHEREAS, the Property Maintenance Code contains policies, practices, and procedures that are necessary to regulate properties within City limits.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF CABOT, ARKANSAS THAT:

SECTION 1: Property Maintenance Code, as amended from time to time, attached hereto as "Exhibit A" and incorporated herein by this reference, is hereby adopted.

SECTION 2: Repealer. All Ordinances and parts of Ordinances, in conflict herewith are hereby repealed to the extent of the conflict; specifically Ordinance 14 of 2014 is hereby repealed.

SECTION 3: EMERGENCY. Whereas it is of the utmost urgency that the city of Cabot, Arkansas, have an up-to date Property Maintenance Code to protect the citizens of our city, therefore, an Emergency is hereby declared to exist and this ordinance being necessary for the immediate protection of the public shall take effect immediately on its passage and approval.

FILED
MAR 17 2016
City of Cabot

SPONSOR:
William A. "Bill" Cypert, Mayor

PASSED:
DATE:
APPROVED:

_____
William A. "Bill" Cypert, Mayor

APPROVED AS TO FORM:

_____
Jim Taylor, City Attorney

ATTEST:

_____
Tammy Yocom, City Clerk~Treasurer

City of Cabot

Property Maintenance Code

Ordinance 7 of 2016

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ARTICLE 1: DEFINITIONS

SECTION PM-100.0 GENERAL

PM-100.1 Scope: Unless otherwise expressly stated, the following terms shall, for the purpose of this code, have the meanings indicated in this article.

PM-100.2 Interchangeability: Words used in the present tense include the future; words in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural the singular.

PM-100.3 Terms Defined In Other Codes: Where terms are not defined in this article and are defined in the building, plumbing or mechanical codes, they shall have the same meanings ascribed to them as in those codes.

PM-100.4 Terms Not Defined: Where terms are not defined, through the methods authorized by this section, they shall have their ordinarily accepted meanings such as the context implies.

PM-100.5 Parts: Whenever the words "dwelling unit," "dwelling, "rental housing unit" "premises," "building," "rooming house," "rooming unit," "story," or "structure" are used in this code, they shall be construed as though they were followed by the words, "or any part thereof including the common areas."

SECTION PM-101 .0 APPLIED MEANING OF WORDS AND TERMS

Accessory Structure: A structure on a property that serves a specific purpose, complementing the home or main building.

Approved: Approved by the code official.

Basement: That portion of a building which is partly or completely below grade.

Bathroom: A room containing plumbing fixtures including a bathtub or shower.

Building Code: The building code officially adopted by the legislative body of this jurisdiction, or other such codes officially designated by the legislative body of the jurisdiction for the regulation of construction, alteration, addition, repair, removal, demolition, use, location, occupancy and maintenance of buildings and structures.

Blight: A deteriorating influence or condition affecting use, development, and value, as of real estate, to cause decay or ruin.

Code Official: The official who is charged with the administration and enforcement of this code, or any duly authorized representative.

Code Compliance: Shall mean compliance with all current and future provisions of all regulations or City codes including but not limited to those regarding housing conditions, construction, repair, permitting, and other standards.

Condemn: To adjudge unfit for use or occupancy.

Dwelling / Dwelling Unit: A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. Whether or not such unit is occupied or vacant

Hotel: Any building containing six or more guest rooms, intended or designed to be used, or which are used, rented or hired out to be occupied, or which are occupied for sleeping purposes by guests.

One-Family Dwelling: A building containing one dwelling unit with not more than five lodgers or boarders.

Two-Family Dwelling: A building containing two dwelling units with not more than five lodgers or boarders per family.

Exterior Property: The open space on the premises and on adjoining property under the control of owners or operators of such premises.

Extermination: The control and elimination of insects, rats or other pests by eliminating their harborage places; by removing or making inaccessible materials that serves as their food; by poison spraying, fumigating, trapping, or by any other approved pest elimination methods.

Family: An individual or married couple and the children thereof with not more than two other persons related directly to the individual or married couple by blood or marriage; or a group of not more than five unrelated persons, living together as a single housekeeping unit in a dwelling unit.

Garbage: The animal and vegetable waste resulting from the handling, preparation, cooking and consumption of food.

Habitable Space: Space in a structure for living, sleeping, eating, or cooking. Bathrooms, toilet compartments, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.

Harmful Structure: Any structure found unfit or substandard for occupancy or use by the Code Official.

Infestation: The presence, within or contiguous to, a structure or premises of insects, rats, vermin or other pests.

Inoperable/Abandoned vehicle: Any motor vehicle or part thereof that in in a state of disrepair, inoperable, or is incapable of being moved under its own power, or is not licensed in accordance to State Law and is so stored in public view in a street, right of way or on a premises.

Let for Occupancy or Let: To permit possession or occupancy of a dwelling, dwelling unit, rooming unit, building or structure by a person who shall be legal owner or not be the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

Life Safety Violations: Shall mean a code or law violation that is deemed by the City inspector to constitute an unsafe condition presenting an immediate danger to human health, safety or welfare.

Occupant: Any person living or sleeping in a building; or having possession of a space within a building.

Openable Area: That part of a window or door which is available for unobstructed ventilation and which opens directly to the outdoors.

Operator: Any person who has charge, care or control of a structure or premises which is let or offered for occupancy.

Owner: Any person, agent, operator, firm, or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Person: An individual, corporation, partnership or any other group acting as a unit.

Pest: An annoying or troublesome person, animal, or thing; nuisance.

Plumbing: The practice, materials, and fixtures used in the installation, maintenance, extension and alteration of all piping, fixtures, appliances, and appurtenances within the scope of the plumbing code listed in Appendix A.

Plumbing Fixture: A receptacle or device which is either permanently or temporarily connected to the water distribution system of the premises, and demands a supply of water there from; or discharges used water, liquid-borne waste materials, or sewage either directly or indirectly to

the drainage system of the premises; or which requires both a water supply connection and a discharge to the drainage system of the premises.

Premises: A lot, plot or parcel of land including the buildings or structures there on.

Public Nuisance: Includes the following:

- Any physical condition or use of any premises regarded as a public nuisance at common law; or
- Any physical condition or use of any premises which injures or endangers the comfort, repose, health or safety of others; or
- Any physical condition or use of any premises which offends decency; or
- Any physical condition or use of any premises which unlawfully interferes with, obstructs or tends to obstruct or renders dangerous for passage any public or private street, highway, sidewalk, stream, ditch or drainage; or
- Any physical condition or use of any premises which essentially interferes with the comfortable enjoyment of life and property, or tends to depreciate the value of the property of others; or
- Any physical condition or use of any premise or its appurtenances considered an attractive nuisance to children, including, but not limited to, abandoned wells, shafts, basements, excavations and unsafe fences or structures; or
- Any physical condition or use of any premises which has unsanitary sewerage or plumbing facilities; or
- Any physical condition or use of any premises designated as unsafe for human habitation or use; or
- Any physical condition or use of any premise which is manifestly capable of being a fire hazard, or are manifestly unsafe or unsecure as to endanger life, limb or property; or
- Any physical condition or use of any premises from which the plumbing, heating and/or facilities required by this code have been removed, or from which utilities have been disconnected, destroyed, removed or rendered ineffective, or the required precautions against trespassers have not been provided; or
- Any physical condition or use of any premises which is unsanitary, or which is littered with rubbish or garbage, or which has an uncontrolled growth of weeds, or;
- Any physical condition or use of any premise where the structure or building that is in a state of dilapidation, deterioration or decay; faulty construction; overcrowded; open, vacant or abandoned; damaged by fire to the extent so as not to provide shelter, in danger of collapse or failure and dangerous to anyone on or near the premises or kept in such an unsanitary condition that it is a menace to the health of the people residing in the vicinity thereof, or presents a more than ordinary dangerous fire hazard in the vicinity where it is located.

Rental Property: Lands, buildings, units, or rooms available for or being rented. This definition shall not apply to Hotels or Motels.

Rooming House: A building arranged or used for lodging, with or without meals, for compensation and not occupied as a one family dwelling or a two family dwelling.

Multiple Family Dwelling: A building containing more than two dwelling units and not classified as a one- or two family dwelling.

Removal: means and includes, but is not limited to, removing all material and debris whenever it becomes necessary to demolish any building that has been condemned and found to be a nuisance by resolution of the city council.

Rooming Unit: Any room or group of rooms forming a single habitable unit used or intended to be used for sleeping and/or living, but not for cooking purposes.

Rubbish: Combustible and noncombustible waste materials, except garbage, and the term, shall include the residue from the burning of wood, coal, and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree debris, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

Stagnant Water: Foul standing pools of water that is not running or flowing. Any pool of water that serves as breeding environment for mosquitoes and other insects. Standing water in a stream or other similar water way shall not be deemed stagnant.

Storm Water: Run off resulting from precipitation.

Structure: That which is built or constructed, including without limitation because of enumeration, buildings for any occupancy or use whatsoever, fences, signs, billboards, fire escapes, chute escapes, railings, water tanks, towers, open grade steps, sidewalks or stairways, tents or anything erected and framed of component parts which is fastened, anchored or rests on a permanent foundation or on the ground.

Substandard Structure: means any structure or part thereof that is dilapidated, unsafe, and substandard to applicable laws concerning housing, is unsanitary, unfit for human occupancy, unlawful, or harmful to human life or detrimental to the public welfare, safety and peace.

Toilet room: A room containing a water closet or urinal but not a bathtub or shower.

Ventilation: The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.

Water Closet: An enclosed room or compartment containing a toilet bowl fitted with a mechanism for flushing.

Workmanlike: Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged, and without marring adjacent work.

Yard: An open space on the same lot with a building.

ARTICLE 2: ADMINISTRATION AND ENFORCEMENT

SECTION PM-200.0 GENERAL

PM-200.1 Title: These regulations shall be known as the Property Maintenance Code and Rental Inspection Program of the City of Cabot herein after referred to as this code.

PM-200.2 Scope and Purpose: This code is to protect the public health, safety and welfare of the residents of the City of Cabot in all existing structures, residential and nonresidential, and on all existing premises by establishing minimum requirements and standards for the maintenance of premises, structures, buildings, equipment, and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire, line-of-sight traffic hazards, and other hazards; and by establishing minimum requirements and standards to eliminate blight in order to preserve property values or to facilitate the basic rights of adjacent property owners and citizens to enjoy their surroundings; fixing the responsibility of owners, operators, and occupants; regulating the occupancy and use of existing structures and premises and providing for administration, enforcement and penalties.

PM-200.3 Intent: This code shall be construed liberally and justly to insure public health, safety and welfare insofar as they are affected by the continued use and maintenance of structures and premises.

PM-200.4 Referenced Standards: The standards referenced in this code and listed herein shall be considered part of the requirements of this code to the prescribed extent of each such reference. Where differences occur between provisions of this code and referenced standards, the provisions of this code shall apply.

PM-200.5 Existing Remedies: The provisions in this code shall not be construed to abolish or impair existing remedies of the jurisdiction or its officers or agencies relating to the removal or demolition of any buildings which are dangerous, unsafe, and unsanitary.

PM-200.6 Workmanship: All repairs, maintenance work, alterations or installations which are caused directly or indirectly by the enforcement of this code shall be executed and installed in a workmanlike manner and conform to all other existing codes in effect for the City of Cabot.

SECTION PM-201.0 VALIDITY

PM-201.1 Validity: If any section, subsection, paragraph, sentence, clause or phrase of this code shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this code which shall continue in full force and effect, and to this end the provisions of this code are hereby declared to be severable.

PM-201.2 Saving Clause: This code shall not affect violations of any other code or regulations existing prior to the effective date hereof, and any such violation shall be governed and shall continue to be punishable to the full extent of the law under the provisions of those codes or regulations in effect at the time the violation was committed.

SECTION PM-202.0 APPLICATION OF CODES AND REGULATIONS

PM-202.1 Application of Other Codes: Any repairs or alterations to a structure, or changes of use therein, shall be done in accordance with the procedures and provisions of the zoning regulations, Fire, building, plumbing and mechanical codes.

PM-202.2 Other Regulations: The provisions in this code shall not be construed to prevent the enforcement of other codes or regulations which prescribe standards other than those provided herein. In the event of conflict, the most restrictive provision shall apply.

SECTION PM-203.0 APPROVAL

PM-203.1 Approved Materials and Equipment: All materials, equipment and devices approved for use by the code official shall be constructed and installed in accordance with such approval.

PM-203.2 Modifications: Where there are practical difficulties involved in carrying out structural or mechanical provisions of this code, the code official shall be permitted to vary or modify such provision upon application of the owner or the owners' representative, provided that the spirit and intent of the law shall be observed and public welfare and safety assured.

PM-203.3 Records: The application for modification and the final decision of the code official shall be in writing and shall be officially recorded in the permanent records of the department.

PM-203.4 Used Materials and Equipment: Used materials, equipment and devices shall not be reused unless such materials have been reconditioned, tested and placed in good and proper working condition and approved for use by the code official.

PM-203.5 Alternative Materials and Equipment: The provisions of this code are not intended to prevent the use of any material or method of construction not specifically prescribed by this code, provided any such alternative has been approved. An alternative material or method of construction shall be approved when the code official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety.

PM-203.6 Research and Investigations: The code official shall require that sufficient technical data be submitted to substantiate the proposed use of any material or assembly, and if it is determined that the evidence submitted is satisfactory proof of performance for the use intended, the code official shall approve the use of such material or assembly subject to the

requirements of this code. The cost of all tests, reports and investigations required under these provisions shall be paid by the applicant.

SECTION PM 204.0 DUTIES AND POWERS OF CODE OFFICIAL

PM-204.1 General: The code official shall enforce all the provisions of this code.

PM-204.2 Notices and Orders: The code official shall issue all necessary notices and orders to abate illegal or unsafe conditions to insure compliance with the requirements of this code for the safety, health, and general welfare of the public.

PM-204.3 Inspections: In order to safeguard the safety, health and welfare of the public, the code official is authorized to enter any structure or premises at any reasonable time for the purpose of making inspections and performing duties under this code.

PM-204.4 Right of Entry: If any owner occupant, or other person in charge of a structure subject to the provisions of this code refuses, impedes, inhibits, interferes with, restricts, or obstructs entry and free access to any part of the structure or premises where inspection authorized by this code is sought, the administrative authority shall be permitted to seek, in a court of competent jurisdiction, an order that such owner, occupant or other person in charge cease and desist with such interference.

PM-204.5 Access by Owner or Operator: Every occupant of a structure or premises shall give the owner or operator thereof, or agent or employee, access to any part of such structure or its premises at reasonable times for the purpose of making such inspection, maintenance, repairs, or alterations as are necessary to comply with the provisions of this code.

PM-204.6 Credentials: The code official and authorized representatives shall carry proper credentials of their respective office for the purpose of inspecting any and all buildings and premises in the performance of duties under this code.

PM-204.7 Coordination of Enforcement: Inspection of premises, the issuance of notices and orders and enforcement thereof shall be the responsibility of the code official so charged by the jurisdiction. Whenever inspections are necessary by any other department, the code official shall make reasonable effort to arrange for the coordination of such inspections so as to minimize the number of visits by inspectors, and to confer with the other departments for the purpose of eliminating conflicting orders before any are issued. A department shall not, however, delay the issuance of any emergency orders.

PM-204.8 Rule-Making Authority: The code official shall have powers to adopt and promulgate rules and regulations to interpret and implement the provisions of this code to secure the intent thereof and to designate requirements applicable because of local climatic or other conditions; but such rules shall not have the effect of waiving working stresses or fire protection requirements specifically provided in this code or violating an accepted engineering practice involving public safety.

PM-204.9 Organization: The code official shall appoint such number of officers, technical assistants, inspectors and other employees as shall be necessary for the administration of this code and as authorized by the appointing authority. The code official is authorized to designate an employee as deputy and shall exercise all the powers of the code official during the temporary absence or disability of the code official.

PM-204.10 Relief from Personal Liability: Any code official, officer or employee who acts in good faith in the discharge of duties of enforcement of this code is relieved of all personal liability for any damage accruing to persons or property as a result of such acts or alleged failure to act. Further, the code official shall not be held liable for any costs in any action, suit or proceeding that is instituted by the code official in the enforcement of this code. In any of these actions, the official, officer or employee shall be defended or represented by the jurisdiction's attorney-at-law until the final termination of the proceedings.

PM-204.11 Official Records: An official record shall be kept of all business and activities of the department specified in the provisions of this code, and all such records shall be open to public inspection at all appropriate times and under reasonable regulations to maintain the integrity and security of such records.

SECTION PM-205.0 CONDEMNATION OF HARMFUL STRUCTURES:

PM-205.1 General: When a structure or part thereof is found by the code official to be unsafe, or when a structure or part thereof is found unfit for human occupancy or use, or is found unlawful, such structure shall be condemned or declared Sub Standard pursuant to the provisions of the City's harmful structure or condemnation codes and shall be placarded, vacated and shall not be reoccupied without approval of the code or City Official designated to enforce this code concerning harmful structures. Unsafe equipment shall be placarded and placed out of service.

PM-205.2 Unsafe Structure: An unsafe structure is one in which all or part thereof is found to be dangerous to life, health, property, or the safety of the public or the occupants of the structure by not providing minimum safeguards for protection from fire or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe, or of such faulty construction or unstable foundation that partial or complete collapse is likely.

PM-205.3 Unsafe Equipment: Unsafe equipment includes any boiler, heating equipment, elevator, moving stairway, electrical wiring or device, flammable liquid containers or other equipment on the premises or within the structure which is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or occupants of the premises or structure.

PM-205.4 Structure Unfit for Human Occupancy: A structure is unfit for human occupancy or use whenever the code official finds that such structure is unsafe, unlawful, or because of the degree in which the structure is in disrepair or lacks maintenance, is unsanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

PM-205.5 Unlawful Structure: An unlawful structure is one found in whole or in part to be occupied by more persons than permitted under this code; was erected, altered or occupied contrary to law; becomes a harbor for criminal activity, or constitutes a blighting problem due to a consistent lack of regular property maintenance or disregard for common trade practices addressing aesthetic qualities of houses, buildings, and structures.

PM-205.6 Closing of Vacant Structures: If the structure or part thereof is vacant and unfit for human habitation, occupancy or use and is not in danger of structural collapse, the code official shall be permitted to post a placard on the premises and order the structure closed up so as not to be an attractive nuisance to criminal activity. Upon failure of the owner to close up the premises within the time specified in the order, the code official shall cause the premises to be closed through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged and collected per section PM-211 of this code.

SECTION PM-206.0 NOTICES AND ORDERS

PM-206.1 Notice to Owner or Person(s) Responsible: Whenever the code official determines that there exists a violation of this code, notice shall be given to the owner or persons responsible therefore in the manner prescribed below.

PM-206.2 Form: Such notice prescribed in Section PM-206.1 shall:

- Be in writing;
- Include a description of the real estate sufficient for identification;
- Include a statement of the reason or reasons why the notice is being issued;
- Include a correction order allowing a reasonable time for the repairs and improvements required to bring the dwelling unit, structure, or premises into compliance with the provisions of this code.

PM-206.3 Service:

1. Such service shall be deemed to be properly served upon such owner, if the owner is known, and the whereabouts of such owner be known or if their last known address be known, when a copy thereof:
   a) is delivered to the owner personally;
   b) or, by leaving the notice at the usual place of abode, in the presence of someone in the family of suitable age and discretion who shall be informed of the contents thereof;

c) or, by certified or registered mail addressed to the owner with return receipt requested and regular mail when applicable.

2. In case the owner is unknown or the owner's whereabouts or address are unknown or such owner is a nonresident of this state, then a notice shall be posted in a conspicuous place upon the premises for not less than seven days after which it shall be deemed service has been properly served.

PM-206.4 Verification of Ownership: For the purpose of enforcing this code as it applies to exterior premise maintenance violations (including overgrown grass and weeds, litter, inoperable or abandoned vehicles, open storage, and public health or life safety violations); efforts to verify ownership when ownership is not obvious will be restricted to verification of ownership by researching Lonoke County Assessor's Office or relevant tax records pertaining to the real estate upon which the violations exist. In the event an accessible owner-of-record with whom to communicate is not evident from such inquiry, the owner shall be considered unknown. In the event that the owner-of-record's mailing address is an unimproved or vacant property, the owner's whereabouts or address shall be considered unknown.

PM-206.5 Penalties: Penalties for noncompliance with orders and notices shall be as set forth in Section PM-209.2.

PM-206.6 Transfer of Ownership: It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

SECTION PM-207.0 EMERGENCY MEASURES

PM-207.1 Vacating Structures: When, in the opinion of the code official, there is actual and immediate danger of failure or collapse of a structure which would endanger life, or when any structure has fallen and life is endangered by the occupancy of the structure, or when there is actual or potential danger to the building occupants or those in the proximity of any structure because of explosives, explosive fumes or vapors or the presence of toxic fumes, gases or materials, or use of defective or dangerous equipment, the code official is hereby authorized and empowered to order and require the occupants to vacate the premises forthwith. He shall cause to be posted at the main entrance to such structure a notice reading as follows: "This structure is unsafe and its use or occupancy has been prohibited by the code official." It shall be unlawful for any person to enter such structure except for the purpose of securing the

structure, making the required repairs, removing the hazardous condition, or demolishing the structure.

PM-207.2 Temporary Safeguards: Notwithstanding other provisions of this code, whenever, in the opinion of the code official, there is actual and immediate danger of collapse or failure of a structure or other hazardous condition which would endanger life, the code official shall order the necessary work to be done including the boarding-up of accessible openings, to render such structure temporarily safe and shall cause such other action to be taken as the code official deems necessary to meet such emergency.

PM-207.3 Closing of Streets or Right-of-Ways: when necessary for the public safety, the code official shall temporarily close sidewalks, streets, places and premises adjacent to such unsafe structure, and prohibit the same from being used.

PM-207.4 Emergency Work: For the purposes of this section, the code official shall employ the necessary labor and materials to perform the required work as expeditiously as possible.

PM-207.5 Costs of Emergency Work: Costs incurred in the performance of emergency work shall be paid from the treasury of the jurisdiction on certificate of the code official. The legal counsel of the jurisdiction shall institute appropriate action against the owner of the premises for the recovery of such costs and applicable administrative fees.

SECTION PM-208.0 PLACARDING & POSTING NOTICES

PM-208.1 Placarding and Posting Premises and Structures: Under the provisions of this code, the code official may have cause to placard or post notice on any premises, structure, or equipment.

PM-208.2 Prohibited Use: Any person who shall occupy a placarded premises or structure or part thereof which has been ordered vacated, or shall use placarded equipment, and any owner or any person responsible for the premises who shall let anyone occupy a placarded premise ordered vacated shall be liable for the penalties provided by this code as set forth in Section PM-209.2.

PM-208.3 Removal of Placards and Notices: The code official shall remove placards and notices whenever the defect or defects upon which the placarding and posting actions were based have been eliminated. Any person who defaces or removes a placard or notice without the approval of the code official shall be subject to the penalties provided by this code as set forth in Section PM-209.2.

SECTION PM-209.0 VIOLATIONS

PM-209.1 Unlawful Acts: It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, remove, demolish, maintain, fail to maintain, provide, fail to provide, use or occupy, let to another for use or occupy or permit another person to use or

occupy any structure or equipment regulated by this code, or cause same to be done, contrary to or in conflict with or in violation of any of the provisions of this code, or to fail to obey a lawful order of the code official, or to remove or deface a placard or notice posted under the provisions of this code.

PM-209.2 Penalty: Unless otherwise noted by a separate provision of this code or any adopted portions thereof whereby lesser or greater penalties may apply, any person, firm or corporation, who shall violate any provision of this code shall, upon conviction thereof, be subject to a fine of not less than one hundred dollars ($100.00) nor more than five hundred dollars ($500.00) at the discretion of the court. Each day that a violation continues after due notice has been served, in accordance with the terms and provisions hereof, shall be deemed a separate offense, which is subject to a fine not less than one-hundred dollars ($100.00) for each day that the nuisance continues unabated.

PM-209.3 Prosecution: In case of any unlawful acts the code official shall institute an appropriate action or proceeding at law to exact the penalty provided in Section PM-209.2. Also, the code official shall ask the legal representative to proceed at law or in equity against the person responsible for the violation for the purpose of ordering that person:

- To restrain, correct or remove the violation or refrain from any further execution of work;
- To restrain or correct the erection, installation, maintenance, repair or alteration of such structure;
- To require the removal of work in violation, or;
- To prevent the occupation or use of the structure which is not in compliance with the provisions of this code.

SECTION PM-210.0 COLLECTION OF CITY'S COSTS

PM-210.1 General: Unless otherwise noted by a separate provision of this code or any adopted portions there-of, costs and expenses incurred by the City in abating conditions and violations set out in orders and notices whereby compliance was not obtained within the prescribed time of said orders and notices will be collected.

PM-210.2 Form: The Code Official will prepare and deposit a file summary with the City Attorney's Office. Such summary shall:

- Be in writing;
- Include a statement of the violation(s) abated;
- Include a summary of costs-to-date plus ten percent, (10%), administrative fees.

PM-210.3 Abatement and Collection: Notwithstanding other enforcement provisions of this code, in the event, after notice of a violation provided in writing, any owner shall refuse or neglect to perform the required maintenance on the subject property, the Code Officer is

authorized to enter upon the property and correct, remove or otherwise maintain the property as required under this section. Expenses incurred shall result in liens for those costs expended by the City as allowed under Arkansas law.

ARTICLE 3: GENERAL REQUIREMENTS

SECTION PM-300.0 GENERAL

PM-300.1 Scope: The provisions of this article shall govern the minimum conditions and standards for maintenance of structures and exterior property.

PM-300.2 Responsibility: The owner of the premises shall maintain the structures and exterior property in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy or use premises, which do not comply with the requirements of this article.

PM-300.3 Structures and Land: All structures and premises thereof or land whether vacant or occupied shall be maintained in a clean, safe, secure, and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

SECTION PM-301.0 EXTERIOR PROPERTY AREAS

PM-301.1 Sanitation: All exterior property and premises including adjacent right of ways to public or private streets shall be maintained clean, safe, sanitary and free from any accumulation of rubbish or garbage, refuse, junk and other abandoned materials, metals, lumber, appliances or other things not suitable for outdoor storage. The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, industrial waste, or other substances shall not be permitted. Stagnant water is prohibited and must be ameliorated by the owner. Stagnant water regulations shall not pertain to lakes, streams, swamps, or drainage areas designed to remove water away from subdivisions or as described in section PM 301.2.

PM-301.2 Grading and Drainage: All premises shall be graded and maintained to prevent the accumulation of stagnant water thereon, or within any structure located thereon. Exception: Water retention areas or reservoirs approved by the City of Cabot.

PM-301.3 Sidewalks and Driveways: All sidewalks, walkways, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free of hazardous conditions. Stairs shall comply with the requirements of Section PM-302.10.

PM-301.4 Grass Weeds and Vegetation: All premises and exterior property shall be maintained free from noxious weeds, plant growth or vegetation in excess of 8 inches. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. In addition, all sidewalk

areas and ditches shall be maintained. Any undeveloped lot not adjacent to any developed lot shall be cut away from the street 25 ft. or to the tree line whichever is nearest the street. Any undeveloped lot shall be cut in its entirety when adjacent to a developed lot. Any dead tree, vegetation or condition found to pose a danger or hazardous condition to the property or other surrounding properties shall be deemed a violation of this section.

PM-301.5 Pest Harborage: All structures and exterior property shall be kept free from pest infestation and any condition which provides harborage for rats, mice, snakes or other vermin. Where pests are found, they shall be promptly exterminated by approved processes, which will not be injurious to human health. After extermination, proper precautions shall be taken to prevent re-infestation.

PM-301.6 Exhaust Vents: Pipes, ducts, conductors, fans, or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant.

PM-301.7 Accessory Structures: All accessory structures, including detached garages, storage buildings, fences, walls and decks, shall be maintained structurally sound and in good repair.

PM-301.8 Inoperable / Abandoned Vehicles: As provided in other regulations inoperable / abandoned vehicles shall not be openly stored on the premises in public view.

SECTION PM-302.0 EXTERIOR STRUCTURE

PM-302.1 General: The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

PM-302.2 Street numbers: Each building to which a street number has been assigned shall have such number displayed in a position easily observed and readable from the public right-of-way. All numbers shall be in Arabic numerals at least 4 inches (102 mm) high and 0.5-inch (12.7 mm) stroke.

PM-302.3 Structural members: All structural members shall be maintained free of deterioration, and capable of safely bearing the imposed dead and live loads.

PM-302.4 Foundation walls and underpinning: All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of pests.

PM-302.5 Exterior walls: All exterior walls shall be free of holes, breaks, loose or rotting materials; and maintained weatherproof and properly surface-coated where required to prevent deterioration.

PM-302.6 Roofs and drainage: The roof and flashing shall be sound, tight, and not have defects which might admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the building. Roof water shall not be discharged in a manner that creates a public nuisance.

PM-302.7 Decorative features: All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

PM-302.8 Overhang extensions: All canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts, soffit, fascia, and similar overhang extensions shall be maintained in good repair and be properly anchored so as to be kept in a safe and sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

PM-302.9 Chimneys and towers: All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe, sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

PM-302.10 Handrails and guards: Every handrail and guard shall be firmly fastened, capable of supporting normally imposed loads, shall be maintained in good condition and shall comply with the International Building Code.

PM-302.11 Window and door frames: Every window, door and frame shall be kept in sound condition, good repair and weather-tight.

PM-302.11.1 Glazing: All glazing materials shall be maintained free of cracks and holes.

PM-302.11.2 Openable windows: Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

PM-302.12 Insect screens: Every door, window and other outside opening used or required for ventilation purposes serving any building containing habitable rooms, food preparation areas, food service areas, or any areas where products used in food for human consumption are processed, manufactured, packaged or stored, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch and every swinging door shall have a self-closing device in good working condition. Exception: Screen doors shall not be required for out-swinging doors or other types of openings which make screening impractical, provided other approved means, such as air curtains or insect repellent fans are employed.

PM-302.13 Doors: All exterior doors and hardware shall be maintained in good condition. Locks at all entrances to dwelling units, rooming units and guest rooms shall tightly secure the door.

PM-302.14 Basement hatchways: Every basement hatchway shall be maintained to prevent the entrance of pests, rain and surface drainage water.

PM-302.15 Guards for basement windows: Every basement window which is openable shall be supplied with pest-proof shields, storm windows or other approved protection against the entry of pests.

SECTION PM-303.0 INTERIOR STRUCTURE

PM-303.1 General: The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

PM-303.2 Structural members: The supporting structural members of every building shall be maintained structurally sound, and capable of carrying the imposed loads.

PM-303.3 Interior surfaces: All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling paint, cracked or loose plaster, decayed wood, and other defective surface conditions shall be corrected.

PM-303.4 Lead-based paint: Interior and exterior painted surfaces of dwellings, child and day care facilities, including fences and outbuildings, that contain in excess of 0.06 percent lead by weight shall be removed or covered in an approved manner. Any surface to be covered shall first be marked with warnings as to the lead content of such surface.

PM-303.5 Accumulation of rubbish or garbage: The interior of every structure shall be free from any accumulation of rubbish, or garbage.

PM-303.6 Insect and rat harborage: All structures shall be kept free from insect and rat infestation. All structures in which insects or rats are found shall be promptly exterminated by approved processes that will not be injurious to human health. After extermination, proper precautions shall be taken to prevent re-infestation.

PM-303.7 Stairs and railings: All interior stairs and railings shall be maintained in sound condition and good repair.

PM-303.8 Handrails and guards: Every handrail and guards shall be firmly fastened and capable of bearing normally imposed loads, shall be maintained in good condition and shall comply with the International Building Code.

ARTICLE 4: LIGHT, VENTILATION AND OCCUPANCY LIMITATIONS

SECTION PM-400.0 GENERAL

PM-400.1 Scope: The provisions of this article shall govern the minimum conditions and standards for the light, ventilation and occupancy of a structure.

PM-400.2 Responsibility: The owner of the structure shall provide and maintain light, ventilation and space conditions in compliance with these requirements. A person shall not occupy as owner-occupant, or permit another person to occupy or use any premises that do not comply with the requirements of this article.

PM-400.3 Alternative devices: In lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation shall be permitted when complying with the building code.

SECTION PM-401.0 LIGHT

PM-401.1 Habitable spaces: Every habitable space shall have at least one window of approved size facing directly to the outdoors or to a court. The minimum total window area, measured between stops, for every habitable space shall be 8 percent of the floor area of such room, except in kitchens when artificial light is provided in accordance with the provisions of the building code listed in Appendix A. Wherever walls or other portions of a structure face a window of any room and such obstructions are located less than 3 feet (914 mm) from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

PM-401.2 Common halls and stairways: Every common hall and stairway, other than in one-and two family dwellings, shall be lighted at all times with at least a 60 wa2U standard incandescent light bulb or equivalent for each 200 square feet (18.60 m) of floor area, provided that the spacing between lights shall not be greater than 30 feet (9144 mm). Every exterior stairway shall be illuminated with a minimum of one foot candle (10.76 lux) at floors, landings and treads.

PM-401.3 Other spaces: All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe use of the space and the appliances, equipment and fixtures.

SECTION PM-402.0 VENTILATION

PM-402.1 Habitable spaces: Every habitable space shall have at least one openable window. The total openable area of the window in every room shall be equal to at least 45 percent of the minimum glazed area required in Section PM-401.1.

PM-402.2 Bathrooms and toilet rooms: Every bathroom and toilet room shall comply with the ventilation requirements for habitable spaces as required by Section PM-401.1, except that a window shall not be required in spaces equipped with a mechanical ventilation system that complies with the following:

- Air exhausted by a mechanical ventilation system from a bathroom within a dwelling unit shall be exhausted to the exterior and shall not be re-circulated to any space, including the space from which such air is withdrawn.
- Air exhausted by a mechanical ventilation system from all other bathrooms or toilet rooms shall be exhausted to the exterior without recirculation to any space or not more than 85 percent of the exhaust air shall be re-circulated where the system is provided effective absorption and filtering equipment complying with the mechanical code listed in Appendix A.

PM-402.3 Cooking facilities: Unless approved through the certificate of occupancy, cooking shall not be permitted in any rooming unit or dormitory unit, and a cooking facility or appliance shall not be permitted to be present in a rooming unit or dormitory unit. For the purpose of this code devices such as microwaves and coffee pos shall not be considered as a cooking appliance. Exception: Where specifically approved in writing by the code official.

PM-402.4 Process ventilation: Where injurious, toxic, irritating or noxious fumes, gases, dust, or mists are generated, a local exhaust ventilation system shall be provided to remove the contaminating agent at the source. Air shall be exhausted to the exterior and not be re-circulated to any space.

PM-402.5 Clothes dryer exhaust: Clothes dryer venting systems shall be independent of all other systems and shall be vented in accordance with the manufacturer's recommendations.

SECTION PM-403.0 OCCUPANCY LIMITATIONS

PM-403.1 Privacy: Dwelling units, hotel units, rooming units and dormitory units shall be arranged to provide privacy and be separate from other adjoining spaces.

PM-403.2 Access from sleeping rooms: Sleeping rooms shall not be used as the only means of access to other sleeping rooms or habitable spaces. Exception: Dwelling units that contain fewer than two bedrooms.

PM-403.3 Area for sleeping purposes: Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet (6.51 m2) of floor area, and every room occupied

for sleeping purposes by more than one person shall contain at least 50 square feet (4.65 m) of floor area for each occupant thereof.

PM-403.4 Water closet accessibility: Every bedroom shall have access to at least one water closet and one lavatory without passing through another bedroom.

PM-403.5 Overcrowding: Dwelling units shall not be occupied by more occupants than permitted by the minimum occupancy area requirements of Table PM-403.5.

Table PM-403.5 TABLE: Minimum Occupancy Area Requirements

Space	Min Occupancy (sq ft)		
	1-2 Occupants	3-5 Occupants	6 or More Occupants
Living Room	No Requirements	120 sq ft	150 sq ft
Dining Room	No Requirements	80 sq ft	100 sq ft
Kitchen	50 sq ft	50 sq ft	60 sq ft
Bedrooms	Shall comply with Section PM-403.3		

- Note A: See Section PM-403.6 for combined living room/dining room spaces.
- Note B: 1 sq ft (0.093 m2).

PM-403.6 Combined spaces: Combined living room and dining room spaces shall comply with the requirements of Table PM-403.5 if the total area is equal to that required for separate rooms and if the space is located so as to function as a combination living room/dining room.

PM-403.7 Prohibited use: Kitchens, non-habitable spaces and interior public areas shall not be used for sleeping purposes.

PM-403.8 Minimum ceiling heights: Habitable spaces, other than kitchens, shall have a clear ceiling height of not less than 7 feet 4 inches (2235 mm). Hallways, corridors, laundry areas, bathrooms, toilet rooms, and kitchens shall have a clear ceiling height of not less than 7 feet (2134 mm). Exceptions:

- Beams or girders spaced not less than 4 feet (1219 mm) on center and projecting not more than 6 inches (152 mm) below the required ceiling height, provided the minimum clear height is not less than 6 feet 8 inches (2033 mm).
- Dropped or furred ceilings over no more than one-half of the minimum floor area required by this code, provided no part of such dropped or furred ceiling is less than 7 feet (2134 mm) in height.
- Rooms used exclusively for sleeping, study, or similar uses and having a sloped ceiling over all or part of the room, with a clear ceiling height of at least 7 feet (2134 mm) over not less than one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a clear ceiling height of 5 feet (1524 mm) or more shall be included.
- Basement rooms in one-and two family dwellings used exclusively for laundry, study, or recreation purposes having a ceiling height of not less than 6 feet 8 inches (2033 mm)

with not less than 6 feet 4 inches (1932 mm) of clear height under beams, girders, ducts, and similar obstructions.

PM-403.9 Minimum room widths: A habitable room, other than a kitchen, shall not be less than 7 feet (2133 mm) in any plan dimension. Kitchens shall have a clear passageway of not less than 3 feet (914 mm) between counter fronts and appliances or counter fronts and walls.

PM-403.10 Food preparation: All spaces to be used for food preparation shall contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There shall be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.

ARTICLE 5: PLUMBING FACILITIES AND FIXTURE REQUIREMENTS

SECTION PM-500.0 GENERAL

PM-500.1 Scope: The provisions of this article shall govern the minimum plumbing facilities and plumbing fixtures to be provided as required by Arkansas plumbing code.

PM-500.2 Responsibility: The owner of the structure shall provide and maintain such plumbing facilities and plumbing fixtures in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy or use any structure or portion thereof or premises, which does not comply with the requirements of this article.

SECTION PM-501.0 REQUIRED FACILITIES

PM-501.1 Dwelling units: Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located.

PM-501.2 Rooming houses: At least one water closet, lavatory and bathtub or shower shall be supplied for each four rooming units.

PM-501.3 Hotels: Where private water closets, lavatories, and baths are not provided, one water closet, one lavatory and one bathtub or shower accessible from a public hallway shall be provided for each ten occupants.

PM-501.4 Employee's facilities: Employees shall have a minimum of one water closet, one lavatory and one drinking facility available for use.

PM-501.5 Drinking facilities: Drinking facilities shall be a drinking fountain, water cooler, bottled water cooler, or disposable cups next to a sink or water dispenser. Drinking facilities shall not be located in toilet rooms or bathrooms.

SECTION PM-502.O TOILET ROOMS

PM-502.1 Privacy: Toilet rooms and bathrooms shall provide privacy and shall not be used as the only passageway to a hall or other space, or to the exterior.

PM-502.2 Location: Toilet rooms and bathrooms serving hotel units, rooming units, or dormitory units, shall be accessible by traversing not more than one flight of stairs and be accessible from a common hall or passageway.

PM-502.3 Location of employee toilet facilities: Toilet facilities shall be accessible within the employees' regular working area. The path of travel to the facilities shall not exceed a travel distance of 500 feet (152m) or traverse more than one flight of stairs. Employee facilities shall either be separate facilities or public customer facilities. Exception: Facilities required for employees in storage buildings or kiosks located in adjacent buildings under the same ownership, lease, or control, shall be a maximum distance of travel of 500 feet (152 m) from the employees' regular working area to the facilities.

SECTION PM-503.0 PLUMBING FIXTURES

PM-503.1 General: All plumbing fixtures shall be properly installed and maintained in working order and shall be kept free from obstructions, leaks and defects and capable of performing the function for which such plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe, sanitary and usable condition.

PM-503.2 Fixture clearances: Plumbing fixtures shall have adequate clearances for use and cleaning.

SECTION PM-504.0 WATER SYSTEM

PM-504.1 General: Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water.

PM-504.2 Contamination: The water supply shall be maintained free from contamination and all water inlets for plumbing fixtures shall be located above the flood level rim of the fixture. Shampoo basin faucets, janitor sink faucets, and other hose bibs or faucets to which hoses are attached and left in place, shall be protected by an approved atmospheric type vacuum breaker or an approved permanently attached hose connection vacuum breaker.

PM-504.3 Supply: The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices, and appurtenances in sufficient volume and at

pressures adequate to enable the fixtures to function properly, safely, and free of defects and leaks.

PM-504.4 Water heating facilities: Water heating facilities shall be properly installed, maintained, and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature of not less than 110 degrees F. (43 degrees C.). A gas-burning water heater shall not be located in any bathroom, bedroom or other occupied room normally kept closed, unless adequate combustion air is provided. An approved combination temperature and pressure relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.

SECTION PM-505.0 SANITARY DRAINAGE SYSTEM

PM-505.1 General: All plumbing fixtures shall be properly connected to either a public sewer system or to an approved private sewage disposal system.

PM-505.2 Maintenance: Every plumbing stack, vent, waste and sewer line shall function properly and be kept free from obstructions, leaks and defects.

SECTION PM-506.0 STORM DRAINAGE

PM-506.1 General: Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a nuisance. French drains or drainage designed to remove ground surface water shall not discharge within 15 feet of a side or rear property line unless said property line adjoins a drainage ditch, curbing, or storm drain designed to remove water from the neighborhood. It shall be a violation to purposely divert storm water onto a neighboring property or to stop, impede, or interfere with the free flow of water in a natural drainage area, ditch, or waterway.

ARTICLE 6: MECHANICAL AND ELECTRICAL REQUIREMENTS

SECTION PM-600.0 GENERAL

PM-600.1 Scope: The provisions of this article shall govern the minimum mechanical and electrical facilities and equipment to be provided as required by the National Electrical Code and Arkansas Mechanical Code.

PM-600.2 Responsibility: The owner of the structure shall provide and maintain mechanical and electrical facilities and equipment in compliance with these requirements. Facilities and equipment shall be properly installed, maintained in a safe working condition and shall be capable of performing its intended function. A person shall not occupy as owner-occupant or

permit another person to occupy or use any premises, which does not comply with the requirements of this article.

SECTION PM-601.0 HEATING FACILITIES

PM-601.1 Residential buildings: Every dwelling shall be provided with heating facilities capable of maintaining a room temperature of 65 degrees F. (18 degrees C.) at a level of 3 feet (914 mm) above the floor and a distance of 3 feet (914 mm) from the exterior walls in all habitable rooms, bathrooms and toilet rooms based on the outside design temperature required for the locality by the state mechanical code. Every owner and operator of any building who rents, leases or lets one or more dwelling unit, rooming unit, dormitory or guest room on terms, either express or implied, to furnish heat to the occupants thereof shall supply sufficient heat during the period from September to April maintain a room temperature of not less than 65 degrees F. (18 degrees C.) in all habitable rooms, bathrooms and toilet rooms during the hours between 6:30 a.m. and 10:30 pm of each day and not less than 60 degrees F. (16 degrees C.) during other hours. The temperature shall he measured at a point 3 feet (914 mm) above the floor and 3 feet (914 mm) from the exterior walls. When the outdoor temperature is below the outdoor design temperature required for the locality by the mechanical code listed in Appendix A, the owner or operator shall not be required to maintain the minimum room temperatures, provided the heating system is operating at full capacity, with supply valves and dampers in a full open position.

PM-601.2 Nonresidential structures: Every enclosed occupied work space shall be supplied with sufficient heat during the period from September to April maintain a temperature of not less than 65 degrees F. (18 degrees C.) during all working hours. The temperature shall be measured at a point 3 feet (914 mm) above the floor and 3 feet (914 mm) from the exterior walls.

ARTICLE 7: RENTAL INSPECTIONS

SECTION PM-700.0 GENERAL

PM-700.1 Scope: A need exists to safe guard the stock of decent, safe and sanitary rental housing within the City and to protect the owners, tenants, and their invitees by providing for a routine of citywide inspections of rental housing and the public areas to ensure code compliance.

PM-700.2 Rental Housing Unit and Dwelling Unit: (Definition See Section PM 101.0)
A unit shall not be deemed a rental housing unit for purposes of this section if the owner of record shall provide to the City satisfactory evidence that another person in possession and control of the premises has a contractual right to purchase the unit on a date certain for a specified price and is entitled to receive a warranty deed when the purchase price is paid.
Satisfactory evidence shall include a valid and enforceable written contract, filed in the deed records of Lonoke County, which should contain the following provisions:

- A term for payment or escrow of taxes and assessments levied against the real property;

- A term for payment of property insurance covering loss or damage to the improvements on the property;
- A term stating that the buyer is responsible for any and all repairs and maintenance necessary to maintain the structure and premises in compliance with this code;
- In a lease with option to purchase arrangement, the buyer or optionee pays the seller or optionor up-from a reasonable nonrefundable option consideration at the beginning of the contract which is applied toward the purchase price in the event the option is exercised, and that a portion of the rent paid during the term of the lease is applied toward the purchase price if the option is exercised.

PM-700.3 Inspections: The inspection of rental property is necessary to insure present and continuing code compliance. All rental housing units shall be inspected for code compliance every two (2) years. Additional inspections, over and above every two years, are allowed under the following:

- Upon request to the City by the owner.
- Upon a complaint received by the City regarding the condition of the subject unit.
- The unit is affected by fire, storm, vandalism or natural disaster.
- A transfer of title to the property.
- A good faith concern based upon observations by a code enforcement officer.

PM-700.4: Inspection Procedure: It shall be the duty and responsibility of the owner, tenant or agent to provide access to the City Code Enforcement Officer to all areas of any rental property. (See section PM-204.3, PM-204.4, & PM-204.5). The Code Officer may obtain a warrant from the Cabot District Court to gain access to the rental property. The Code Officer shall present evidence to the Court regarding the health, safety, welfare of the occupants and structural concerns of the structure to be deemed as probable cause for the issuance of a warrant.

1. Upon completion of inspection, the City shall issue a certificate of compliance for the unit when the unit is deemed to be in code compliance.
2. If the premises are found to be in violation of one (1) or more provisions of code compliance, the City shall provide written notice of such violations to the owner. The City shall not issue a certificate of compliance until the violations are corrected.
3. The owner shall complete code compliance for life safety violations within thirty (30) days of the notification by the City, or such lesser time deemed necessary by the building official.
4. Code compliance for all violations not deemed to be life safety violations shall be completed within sixty (60) days of receipt of the inspection report. The enforcement officer may grant an extension of not more than one hundred twenty (120) days to complete code compliance, not to exceed a total time of one hundred eighty (180) days from the date of inspection which revealed the violation.
5. Owners of four (4) or more connecting rental dwelling units are eligible to submit a plan for rehabilitation of all units included in the plan in order to bring the units into code compliance. In such instances the owner shall obtain an approved rehabilitation plan from the enforcement officer pursuant to the administrative guidelines of the rental inspection program. The enforcement officer may allow up

to six (6) months from plan approval for code compliance of all units included in the plan. Life safety violations shall not be eligible for inclusion in a rehabilitation plan.

6. Neither life safety violations nor any component of an approved rehabilitation plan shall be subject to appeal.
7. If the owner fails to abate the violations determined by inspection within the time periods prescribed, the City shall proceed with the prosecution of the violations in Cabot District Court or present the structure before the Harmful Structures Committee whichever is deemed necessary by the Code Official based on the nature of violations.
8. The City may direct the termination of utility service to a unit containing one (1) or more life safety violations pending code compliance. The City may also direct the termination of utility service to any unit in violation of this code upon notice of a change of occupancy or upon a determination that the unit is vacant. Utility service shall not be restored until code compliance has been achieved.

PM-700.5 Certificate Transferability: A certificate of compliance issued pursuant to this article may be transferable to succeeding owners; provided that within five (5) business days of the transfer, the transferor shall provide written notice of said transfer to the building official. Such notice shall contain the name and address of the new owners. A transfer shall not affect the time limits imposed by this code.

PM-700.6 Display of Certificate: The certificate of compliance shall be kept at all times on the premises. Upon request of the City, an existing or prospective tenant, the owner or agent shall present the certificate for viewing.

PM-700.7 Annual Report: The Code Enforcement Officers or Department management shall prepare a report each year concerning the administration of the rental inspection program. The annual report shall describe the number of inspections performed, the corrections made and enforcement measures taken. The annual report shall be submitted to the Mayor each year.

PM-700.8 Tenant Responsibility: It is a violation of this article for any person having care, custody, or control of a rental housing unit to damage, destroy or tamper with the unit thereby causing noncompliance with the housing code.

PM-700.9 Citation: Before the City can issue a citation under this section, the owner shall provide the Code Enforcement Officer with written documentation signed and dated by the tenant indicating that the condition causing noncompliance did not exist when the tenant took possession of the premises. This document shall be in a form approved by the building official. Furthermore, the code enforcement officer shall determine that the tenant in possession of the premises damaged, destroyed or tampered with the unit thereby causing noncompliance with the housing code.

ARTICLE 8: CONDEMNATION BY GOVERNING BODY

SECTION PM-800.0 GENERAL

PM-800.1 Scope: A need has been identified for a clear policy and procedure to facilitate the condemnation of harmful and substandard structures determined to be a nuisance, and whereas such policies and procedures are necessary for the benefit of the citizens of Cabot.

PM-800.2 Keeping buildings declared nuisance properties: It shall be and it is hereby declared to be unlawful for any person to own, keep or maintain any house, building and/or structure within the corporate limits of the city which constitutes a nuisance and which is found and declared to be a nuisance by resolution of the city council.

PM-800.3 Authorized by governing body: Any house, building and/or structure which is found and declared to be a nuisance by resolution of the city council will be condemned to ensure the removal thereof as provided in this article.

PM-800.4 Description of condemned building: The resolution of the city council condemning any house, building and/or structure which constitutes a nuisance will include in such resolution an adequate description of the house, building and/or structure; the name or names, if known, of the owner or owners thereof; and shall set forth the reason or reasons such house, building and/or structure is or has been condemned as a nuisance.

PM-800.5 Copy of resolution of condemnation to be sent to owner: After the house, building and/or structure has been found and declared to be a nuisance and condemned by resolution as provided in this article, a true or certified copy of such resolution will be mailed to the owners thereof, if the whereabouts of such owners be known or if their last known address be known; and a copy thereof shall be posted at a conspicuous place on the house, building and/or structure. If the owners of such house, building and/or structure be unknown or if their whereabouts or last known address be unknown, posting of the copy of the resolution as provided in this article will suffice as notice. At least 30 days prior to any City Council meeting wherein condemnation will be considered the following notices shall be given.

a. A written notice shall be posted on the structure that advises that the City Council will consider condemnation of the structure at a particular time and place.
b. Notification by first class mail to last known address and by certified mail delivery returned receipt to any entity or individual having an interest in the property of the time and place that the City Council shall meet.
c. Run a legal notice in a publication having county wide distribution advising any and all interested parties of the meeting date, place and time.

PM-800.5.1 Resolution filed: Subsequent to the resolution to condemn, said resolution shall be filed with the City and/or County Clerk.

PM-800.6 Destruction or removal by city: If the house, building and/or structure constituting a nuisance has not been torn down and removed, or such nuisance otherwise abated within 30 days after posting the true copy of the resolution condemning such house, building and/or structure at a conspicuous place thereon, then the house, building and/or structure constituting the nuisance will be torn down and/or removed by the Code Official or his duly designated representative.

PM-800.7 Notices, publishing, mailing and delivery: The city's code enforcement officers shall be responsible for publication, mailing and delivery of all notices required to condemn structures as public nuisances. The city code enforcement officers are hereby required to list each individual code violation for which a particular property is being condemned, to provide a copy of the list to the property owner, and to keep a copy of the list in the code enforcement officer's files.

PM-800.8 Disposition of condemned building; sale authorized: The building inspector or any other person designated by him to tear down and remove any such house, building and/or structure constituting a nuisance will ensure the removal thereof and dispose of the same in such a manner as deemed appropriate in the circumstances and to that end may if the house, building and/or structure shall have a substantial value, sell such house, building and/or structure, or any saleable material hereof, by public sale to the highest bidder for cash, ten days' notice thereof being first given by one publication in some newspaper having a general circulation in the city, to ensure its removal and the abatement of the nuisance.

PM-800.9 Disposition of proceeds of sale of condemned buildings: All proceeds of the sale of any condemned house, building and/or structure, or the proceeds of the sale of saleable materials there from, and all fines collected from the provisions of this article shall be paid by the persons collecting the same to the city clerk. If any such house, building and/or structure, or the saleable materials thereof, be sold for an amount which exceeds all costs incidental to the abatement of the nuisance, including the cleaning up of the premises by the city, plus any fines imposed, the balance thereof will be returned by the city clerk to the former owners of such house, building and/or structure constituting the nuisance.

PM-800.10 Lien on property for net costs: If the city has any net costs in the removal of any condemned house, building or structure, the city shall have a lien on the property as provided by State Law.

PM-800.11 Rehabilitation of condemned structures: It shall be the purpose of this section to develop a method to allow for the lawful rehabilitation of condemned structures and to discourage property speculators from acquiring condemned properties for the express purpose of creating substandard dwellings for human occupancy. Any structure that has been deemed uninhabitable or substandard by the Code Official or has been condemned by the City Council shall require a rehabilitation plan be submitted any time during the condemnation process, prior to any work being performed for rehabilitation or obtaining permits. A rehabilitation plan agreement shall

1. Be in writing and include
2. Work to be performed with reasonable time frames.
3. Endorsed by the owner of the property and
4. Submitted to the building official(s) for review

(a) The property owner(s) shall make application to the City for all required permits within 7 days of the approval and execution of said rehabilitation plan.
(b) Property owner shall rehabilitate and/or repair said structure in lawful manner consistent with the rehabilitation agreement and relevant codes concerning housing within 6 months (180 days) after permit(s) has been issued.
(c) Property owner is responsible to schedule all inspections and shall allow the building inspector to conduct said inspections at a mutually agreed upon time between the parties.

PM-800.12 Termination of rehabilitation agreement: At the expiration of the 6 month (180 day) rehabilitation period if said condemned structure has not been at least 75% rehabilitated to applicable codes and the rehabilitation agreement or work to rehabilitate has seized the city shall raze the structure in accordance with section 6 of this code. If said structure is near completion and the rehabilitation agreement and permits have expired the Code Official shall have the authority to grant a written extension to complete the rehabilitation project pending final inspections.

PM-800.13 Penalty for violation of article: A penalty of $50.00 per day is hereby imposed against the owners of any house, building and/or structure found and declared to be a nuisance by resolution of the city council 30 days after such house, building, and/or structure has been found and declared to be a nuisance; and each day thereafter such nuisance be not abated constitutes a separate and distinct offense, provided the notices as provided in PM-800.7 has been given within ten days after such house, building and/or structure has been by resolution found and declared to be a nuisance.

PM-800.14 Court action authorized: If it is deemed advisable by the city council that a particular house, building and/or structure be judicially declared to be a nuisance by a court having jurisdiction of such matters, the city council is hereby authorized to employ an attorney to bring such an action for such purpose in the name of the city; and the only notice to be given to the owners of any such house, building and/or structure sought to be judicially declared to be a nuisance will be that as now provided for by law in such cases in a court of equity or chancery court. When any such house, building and/or structure has been declared judicially to be a nuisance by a court of competent jurisdiction, a penalty as provided in section is hereby imposed against the owners thereof from the date such finding is made by the court; and each day thereafter such nuisance is not abated constitutes a separate and distinct offense. If the owner of any such house, building and/or structure judicially found to be a nuisance fails or refuses to abide by the orders of the court, the building inspector or other persons referred to

in section eight will take such action as provided in section eight and section eight will be applicable to such owner. The provisions contained in the immediately preceding sentence apply independently of any action as may be taken by the court judicially declaring the nuisance.

PM-800.15 Restrictions on renting or leasing property: After a house, building, or structure has been declared unfit for human habitation by a housing official, the owner or manager of the house, building or structure shall obtain a letter of compliance from the housing official of the city prior to renting, leasing or leasing with option to purchase, the subject property to any other individual or entity. It shall be unlawful for the owner or manager of a house, building/and or structure which is declared unfit for human habitation by a housing official or is condemned by city council pursuant to Ark. Cod Ann. 14-56-203 to rent, lease or lease with option to purchase said property to another individual or entity. Any person violating this section shall be subject to a fine not to exceed $100.00 for each day that the violation if unlawfully continued.

Resolution No. 4 Of 2016

A Resolution Expressing The Willingness Of The City Of Cabot, Arkansas To Utilize Federal-Aid Monies; Authorizing Mayor To Apply To U. S. Department Of Transportation For The Transportation Investment Generating Economic Recovery Grant; Authorizing Mayor And City Clerk-Treasurer To Execute All Necessary Documents And If Awarded, To Expend Funds; And For Other Purposes

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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RESOLUTION 4 OF 2016

A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF CABOT, ARKANSAS TO UTILIZE FEDERAL-AID MONIES; AUTHORIZING MAYOR TO APPLY TO U. S. DEPARTMENT OF TRANSPORTATION FOR THE TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY GRANT; AUTHORIZING MAYOR AND CITY CLERK-TREASURER TO EXECUTE ALL NECESSARY DOCUMENTS AND IF AWARDED, TO EXPEND FUNDS; AND FOR OTHER PURPOSES

WHEREAS, the United States Department of Transportation's Transportation Investment Generating Economic Recovery (TIGER) Grant program awards grants for transportation-related projects; and

WHEREAS, congested traffic is a burden to the citizens of Cabot and receipt of TIGER Grant funds will help the City alleviate some of the traffic congestion by Constructing a Northern Arterial connecting Lewisburg Rd (Lonoke County) to the North Terminal Interchange (City of Cabot) or any part thereof; and

WHEREAS, the City understands that federal aid funds are available through the United States Department of Transportation at 100% to 80% federal participation and up to 20% local cash match for the above-referenced project.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CABOT, ARKANSAS THAT:

SECTION 1: This governing body pledges its full support and hereby authorizes the City to apply to the United States Department of Transportation for TIGER grant funding to initiate action to implement this project.

SECTION 2: That should a grant be subsequently awarded, the Mayor and City Clerk-Treasurer are hereby authorized and directed to execute all appropriate agreements and contracts necessary to expedite the construction of the above stated project, and to expend matching funds up to 20% of the project costs, if required.

SECTION 3: This resolution shall be in full force and effect from and after the date of its passage.

SPONSOR:
William A. "Bill" Cypert

PASSED:
DATE:
APPROVED:

_____
William "Bill" A. Cypert, Mayor

APPROVED AS TO FORM:

_____
Jim Taylor, City Attorney

ATTEST:

_____
Tammy Yocom, City Clerk~Treasurer

FILED
MAR 17 2016
City of Cabot

Resolution No. 5 Of 2016

A Resolution To Adopt A Master Park Plan For The City Of Cabot, Arkansas; And For Other Purposes

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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RESOLUTION NO. 5 OF 2016

A RESOLUTION TO ADOPT A MASTER PARK PLAN FOR THE CITY OF CABOT, ARKANSAS; AND FOR OTHER PURPOSES

WHEREAS, Pursuant to Ark. Code Ann. § 14-269-202 et al., the Parks and Recreation Commission has authority to prepare and adopt a Master Park Plan which will provide a wide variety of park amenities and options for both passive and active recreation within the City of Cabot; and

WHEREAS, the Parks and Recreation Commission has contracted with Crafton Tull and Dick Horton Consulting in order to prepare a comprehensive study and investigation in regards to short and long-range future needs of parks and recreation amenities in Cabot and its residents and has taken into account the current use of all property within the City; and

WHEREAS, the Parks and Recreation Commission recommends and respectfully requests that the City Council of the City of Cabot adopt the Master Park Plan, attached hereto as Exhibit "A" and incorporated herein by this reference; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CABOT, ARKANSAS, THAT:

SECTION 1: The City of Cabot hereby adopts the Master Park Plan, as recommended by the Parks and Recreation Commission, attached hereto as Exhibit "A" and incorporated herein by this reference.

SECTION 2: That this resolution shall be in full force and effect upon and after its passage.

SPONSOR:
William A. "Bill" Cypert, Mayor
Referred By:
Parks & Recreation Commission

PASSED:
DATE:
APPROVED:

FILED
MAR 17 2016
City of Cabot

William A. "Bill" Cypert, Mayor

APPROVED AS TO FORM:

Jim Taylor, City Attorney

ATTEST:

Tammy Yocom, City Clerk-Treasurer

CITY OF CABOT
PARKS & RECREATION MASTER PLAN 2016

craftontull.com

ACKNOWLEDGMENTS

Special thanks to the following people who made this plan possible:

Mayor
Bill Cypert

Cabot City Council
Ward 1
Eddie Long
Kevin Davis

Ward 2
Jon Moore

Ward 3
Doyle Tullos
Rick Prentice

Ward 4
Ann Gilliam
Ron Waymack

Cabot Parks and Recreation Commission
Chairman
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Co-Chairman
John Thompson

Commission Members
Mike Burchfield
Maggie Cope
Rick Ezell
Eric Park
Nick Whitaker

Cabot Parks and Recreation Director
John Crow, CPRP

Parks and Recreation Master Plan Steering Committee

Interested Citizens of the Community

Prepared For

CITY OF CABOT, ARKANSAS
PARKS&REC
TOGETHER EVERYONE ACHIEVES MORE

Prepared By

Crafton Tull

DICK HORTON CONSULTING

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MARCH 2016

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01 EXECUTIVE SUMMARY

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EXECUTIVE SUMMARY

Introduction

Cabot is located in Lonoke County, 25 miles from downtown Little Rock and 10 miles north of Jacksonville. The suburban community has a 2014 estimated population of 25,627, which has grown from 19,257 in 2000, likely due to its reputation for good schools and a family-friendly quality of life.

Existing Park System

The existing park system is comprised of 369 acres of park land, predominately in the form of community parks that range in size from 15-40 acres. The city has two larger regional parks, the new Cabot Sports and Aquatics Complex, and the mostly-undeveloped Lonoke County Regional Park. All of the city's parks, with the exception of the Lonoke County Regional Park, are located on the east side of Highway 67/167. Older areas of the community are well-served by existing city parks, however, newer growth areas to the northwest and southeast do not enjoy having parks within a short distance.

Vision and Goals

The vision and goals for the City of Cabot Parks and Recreation Master Plan were developed with input from public meetings, stakeholders, the project steering committee, and the results from a statistically-valid citizen survey. The vision and goals are centered around themes of connecting Cabot, in both physical as well as metaphorical terms. The plan's vision statement reads, *"Provide a wide variety of park amenities and options for both passive and active recreation to serve Cabot residents and visitors of all ages and interests."*

Three supporting goals include:

1. Connect residents to park amenities for active living,
2. Connect neighborhoods to parks via a trail and open space network, and
3. Connect residents to one another through social spaces, events and opportunities that unite the community.

Needs

Strong support was shown for the Parks Department as well as several of the parks and recreation amenities. The biggest needs that were expressed included trails, neighborhood parks, community parks, an indoor running/walking track, indoor and outdoor swimming facilities, an indoor fitness and exercise facility, and playgrounds. Citizens also expressed a need for a wider variety of programs, beyond youth sports.

EXECUTIVE SUMMARY

Plan Framework

Based on citizen feedback as well as national benchmarks and comparisons of peer communities, target levels of service were established to guide the development of parks and recreation land and facilities to keep pace with growth and development in Cabot through the year 2030. This includes the following:

- Five to ten new neighborhood parks, approximately 5-10 acres in size each, located where current service gaps exist (northwest and southeast Cabot and their related planning areas)

- Three new community parks, each approximately 50 acres in size, to include standard park amenities but each to include one of the following facilities that have been identified as a need within Cabot:
  1. An indoor recreation and aquatics facility
  2. A soccer complex to include 6 youth soccer fields and 3 adult soccer fields
  3. A baseball/softball complex to include 3 youth baseball fields, 4 adult softball fields, 3 youth softball fields, and 2 adult baseball fields. Optionally, this site should include a Miracle League field, if such a field is not located at Richie Road Park.

- One new regional park approximately 50-100 acres in size, to serve future residents of Cabot as the population growth has a shown need for such a facility, with a program to reflect the desires of the population at the time of development.

- Fifteen miles of trails located around the city to connect residential areas to schools, parks, retail areas, and community destinations.

- An expanded variety of programs to meet a wider range of age groups and interests.

Recommendations

Specific strategies and actions were developed for each objective of the plan. These recommendations include the following:

- Renovations to existing parks
- The addition of trails, park land, and facilities
- Adjustments to program offerings
- Recreation management within the department
- Maintenance of department properties and assets
- Branding, communications, and public events

Furthermore, prioritizing capital investment projects should give precedence to projects that can accomplish these things (listed in order of importance:

- Provide benefits to multiple user groups
- Provide an opportunity to strengthen and link existing or planned public investment
- Are accessible to a larger population (connectivity to schools, neighborhoods, etc.)
- Fill an unmet need or serve as a new park or recreation type
- Meet an expressed need identified during this planning process.

Resource allocation should follow these steps:

- First: Take care of and enhance what you have
- Second: Expand the system to keep pace with growth
- Third: Create the “wow” factor

Multiple funding sources have been identified and paired with the respective Cabot Parks and Recreation functions. These sources include options such as partnerships, foundations, trusts, fundraisers, fees, permits, taxes, sales, and rights, as well as specific grants.

02 COMMUNITY OVERVIEW

BACKGROUND DEMOGRAPHICS

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COMMUNITY OVERVIEW
background

Photo Courtesy Arkansas Department of Parks and Tourism

The City of Cabot is the largest city in Lonoke County, Arkansas. In 2014, the estimated population of Cabot was 25,627 (according to *http://quickfacts.census.gov/qfd/states/05/0510300.html*). It is the third highest median household income in Arkansas, behind Maumelle and White Hall. Cabot began as a small settlement at a refueling station on the Cairo & Fulton Railroad in 1873, and was thought to have been named after a railroad surveyor (thus the city seal that includes a train backdrop behind a surveyor). The city was officially incorporated on November 9, 1891 as the 139th city in Arkansas. Cabot was located on the Memphis to Fort Smith spur of the Butterfield Overland Stagecoach Route.

Today its major transportation routes are US Highway 67/167 and Interstate 40 as well as the railroad currently owned by Union Pacific. Growth occurred in the 1950s and 1960s due to its proximity to the Little Rock Air Force Base which opened in 1955. Cabot has experienced phenomenal population growth form the 1980s to today. The aforementioned Air Force Base along with a top-rated school district are reasons for such community growth (*https://en.wikipedia.org/wiki/Cabot,_Arkansas*). According to the United States Census Bureau, the city has a total area of 19.2 square miles of which 19.1 square miles is land and 0.1 square mile is water. More open space land for possible future growth is on the north side of US 67/167 even though some recent growth has occurred on the south end of town.

The City of Cabot is situated on moderately hilly land, on the north end of town near Greystone Country Club with fingers of lowland areas to the south next to Jacksonville. The City is bisected on a northeast to southwest angle by US Highway 67/167. The town is served by two primary interchanges off the US highway. This transportation corridor connects the city to adjacent towns both north and south, but presents a barrier that has affected the community character of the town's development. The historic downtown area is located east of the highway (along the rail corridor) surrounded by more established neighborhoods, the high school and middle school, and a larger concentration of parks and amenities. Newer neighborhoods and commercial areas as

COMMUNITY OVERVIEW
background

well as the Lonoke County Regional Park are located on the west side of the highway. The newest park, Cabot Sports & Aquatics Complex, is located on the southeast side of town adjacent to Hwy 321 near Kerr Station Road which leads north into downtown. That new park is located in a primarily agricultural area but as the town continues to grow toward the south, the surrounding land use will likely change. The new complex is well connected, to US 67/167 at the first Cabot exit (from the Little Rock/North Little Rock area, via Hwy 321, that currently has a few hotels and restaurants but will likely see more as tournaments and usage at the complex increases.

Cabot's reputation is of a town in which to raise a family, in part due to the top quality schools, but another factor may be the numerous competitive sports programs currently offered. In 2013, the median age of residents in Cabot was 34.4 years old (http://www.city-data.com/city/Cabot-Arkansas.html).

During the planning process, both at the public meetings and the stakeholder interviews, it was made clear that many Cabot residents work in Little Rock / North Little Rock (approximately 25 miles to the south) and are accustomed to driving that distance on a regular basis. Some indicated that they utilize park amenities that not offered in their city. Many said they travel as far as Burns Park in North Little Rock, while others said they drive on a regular basis to the Arkansas River Trail to bike, run, or walk. It was no surprise that the desire for trails in and around Cabot was high on the survey respondent's list for desired open space facilities. Other amenities and programs rose to the top based on community values and what the park users wished they had in their town.

The City of Cabot realized the importance of a Parks System Master Plan and engaged the Crafton Tull Team to develop recommendations for growth and improvements to serve Cabot residents today and for years to come.

COMMUNITY OVERVIEW
demographics

Population

In 2013, the population estimate for Cabot was 25,434, according to the American Community Survey (U.S. Census Bureau). The population increased by 6.9% from 2010, a moderately-fast pace as compared to Jacksonville (1.4%), Little Rock (2.0%), Lonoke County (3.5%) and the state (1.5%). Of that population, 93.1% is white, 4.1% is Hispanic or Latino, and 1.6% is black. This demographic makeup is not extremely dissimilar for the rest of Lonoke County, but is quite different from its neighboring communities of Jacksonville and Little Rock, whose populations have notably lower white populations and higher black populations.

Age distribution in Cabot reinforces the belief that the community is comprised of young families in a suburban setting. 8.0% of the population is under the age of 8, and 30.5% of the population (almost one-third of the total population) is under 18 years old. These percentages are higher than the state as a whole. Conversely, Cabot has a lower percentage of population over 65 years old as compared to the state, at 10.3% and 14.4%, respectively. Cabot and Jacksonville have similar age distribution patterns.

Also reinforcing this assumption is the higher number of persons per household, at 2.72 people in each household, as compared to Little Rock's 2.37 people and the state's 2.51. Cabot's per capita income is slightly higher than the state's, but lower than Little Rock's, but has a notably higher median household income than both. These trends closely follow those of Lonoke County as a whole. Not surprisingly, Cabot residents have longer than average commuting times to work, at 26 minutes, as compared to Little Rock's 17.9 minutes and 21.3 minutes across the state population as a whole.

Cabot's population has a high percentage of high school graduates, at 92.2%, while 22.9% have a bachelor's degree or higher. By comparison, 89.2% of Little Rock's population have high school diplomas and 38.4% have bachelor's degrees or higher.

	Cabot	Jacksonville	Little Rock	Lonoke Co.	Arkansas
Population, 2013 estimate	**25,434**	28,749	197,357	70,753	2,959,373
Population, 2010 census	**23,776**	28,364	193,524	68,356	2,915,918
Population % change, 2010 to 2013	**6.9%**	1.4%	2.0%	3.5%	1.5%
White	**93.1%**	57.7%	48.9%	90.6%	77.0%
Black or African American	**1.6%**	32.7%	42.3%	6.1%	15.4%
Hispanic or Latino	**4.1%**	6.7%	6.8%	3.9%	6.4%
Persons under 5 years	**8.0%**	8.9%	7.0%	6.8%	6.8%
Persons under 18 years	**30.5%**	26.9%	24.1%	26.8%	24.4%
Persons 65 years and over	**8.9%**	10.3%	11.3%	12.1%	14.4%
Persons per household	**2.72**	2.58	2.37	2.71	2.51
Per capita income	**$24,712**	$20,356	$29,841	$22,791	$22,007
Median household income	**$55,762**	$40,257	$45,135	$51,499	$40,531
Median value of owner-occupied housing units	**$138,900**	$112,100	$150,800	$119,100	$106,300
Mean travel time to work (minutes)	**26.0**	18.7	17.9	25.8	21.3
High school graduate or higher	**92.2%**	87.3%	89.2%	86.2%	83.3%
Bachelor's degree or higher	**22.9%**	17.1%	38.4%	17.9%	19.8%

COMMUNITY OVERVIEW
demographics

Growth

Cabot's population has grown from 19,257 in 2000 to 28,388 in 2010 and 30,366 (estimated) in 2015 within the city limits combined with its planning jurisdiction, which is the area beyond the city limits which Cabot may annex at some point in the future and has the legal right to plan within.

Population projections have been provided by Metroplan, which is Central Arkansas' metropolitan planning organization (MPO). Three trends have been identified, with the high based on Imagine Central Arkansas 2040 projections, while the medium and low series are based on a growth increment from 2010 to 2015, which was considerably a slower pace of growth than Cabot experienced from 1990 to 2010. This rate of growth was repeated for each five-year interval to 2040, then tapered.

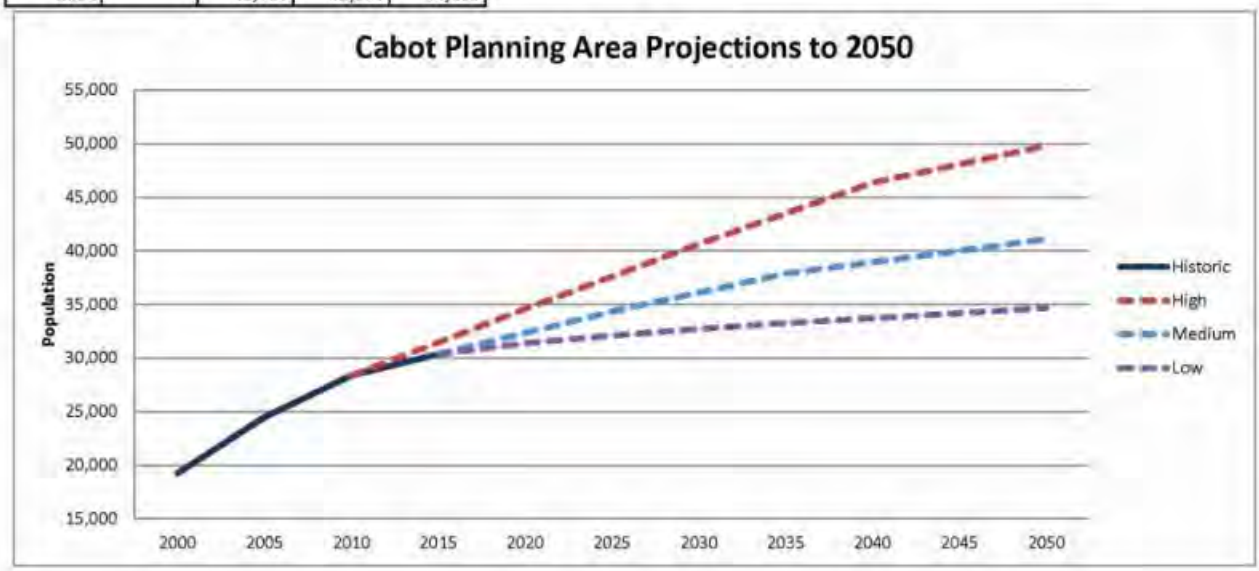
The 2030 high, medium, and low projections are 40,637, 36,102, and 32,717, respectively. Looking ahead to 2050 (the more long-range the projections), the higher probability of inaccuracies as unforeseen changes in the economy and growth are more likely. The 2050 high, medium, and low projections are 49,797, 41,087, and 34,657, respectively.

For purposes of this planning study, the medium series of projections has been utilized. While the document looks ahead to the 2050 numbers, concentration should be given to the 2030 benchmarks and outcomes, with knowledge of potential 2050 growth as long-term consideration.

	Historic	High	Medium	Low
2000	19,257			
2005	24,499			
2010	28,388	28,388		
2015	30,366	31,450	30,366	30,366
2020		34,577	32,344	31,389
2025		37,607	34,322	32,093
2030		40,637	36,102	32,717
2035		43,500	37,883	33,262
2040		46,362	38,951	33,727
2045		48,080	40,019	34,192
2050		49,797	41,087	34,657

Sources:
1. Census data 2000 and 2010.
2. Metroplan estimates for 2005 and 2015.
3. ICA 2040 Plan for High series
4. Extrapolations from 2010-2015 trend for Medium and Low series.

Compiled by Metroplan 9/29/2015



03 PARK SYSTEM ASSESSMENTS

THE ROLE OF PARKS +
CLASSIFICATION OF PARK TYPES
EXISTING PARKS SYSTEM
STAKEHOLDER INTERVIEWS
CITIZEN SURVEY
ASSESSMENT OF RESPONSES
SWOT ASSESSMENT
USER PROFILES
PROGRAMS ASSESSMENT

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PARK SYSTEM ASSESSMENTS
the role of parks

Since the birth of the American city, communities have placed a value on parks for people to escape, unwind, or gather. Early parks consisted of town greens and commons in the city center, or cemeteries along its edges. Since then, parks have changed in size and function, but the simple fact that parks are an integral part of the community has remained. Small parks located near neighborhoods play a different role in the park system than regional parks along the interstate. The scale of the park and who the intended users are differ from site to site as does the facilities and programs offered. Regardless of scale, programs or uses, parks today serve a city's citizen's physical, mental, and social well-being. The following are planned benefits of parks:

Parks reflect a community's values. How a community envisions, plans, and utilizes its park facilities is a direct indicator of its values, whether the community is a young suburban city focused on sports fields and playgrounds, an urban core preserving historic open spaces, or an environmentally-conscious town concerned with conserving its natural amenities.

Parks reveal a community's identity. They remind its users of who they are and where they came from. Parks can showcase historic structures, landscapes, or events, as well as the natural attributes and beauty of a region. Trails can be used to connect places of significance to other open space locations, providing alternate access options that create a sense of place unique to that community.

Parks reinforce a community's social fabric. By providing gathering spaces, venue or public events spaces, or simple open green spaces for relaxation and recreation, parks provide spaces which bring the community together. Whether two residents visit while jogging or two thousand enjoy an open-air event at a local amphitheater, parks connect people to other people.

Parks encourage a community's health and well-being. Safe, well-maintained, and well-programmed parks provide places for people to exercise, play, or unwind. Parks inspire people to take it outside regardless of their ability level. Both active and passive recreational opportunities provide inherent health benefits.

Parks enhance a community's quality of life. Parks provide relief from dense urban development, a green oasis of sorts, that can increase surrounding property values, stimulate tourism, and stimulate economic growth by providing spaces for special events and tournaments.

Parks lead to economic development. League competition brings guests to the city and general park location. Tax revenue spent on a weekend event will benefit local hotels, restaurants, shops. Parks along with schools are factors when one considers moving to a new community. A park's unique elements can create an identity for an adjacent neighborhood or district and trail connections to that park link it other areas of town for shared experiences.

Whether creating a master plan for a specific park site or a citywide parks system, it is imperative that a community's vision and values be gathered and organized. It is this vision that guides planning efforts to applicable alternatives, strategies, and solutions that succeed for the community. The planning process utilized on the Cabot Park System Mater Plan is a great example of how input from the community coupled with thorough analysis and level of service comparisons lead to strategic recommendations that will benefit the community for decades to come.

PARK SYSTEM ASSESSMENTS
classification of park types

Parks are classified into four major types, according to the facility types that each have, their relative size, and the population who utilizes them. Although parks are classified for planning purposes to understand the makeup of the parks system and for setting goals for future park levels of service, some parks will fulfill multiple classification functions.

Mini Parks

Mini parks are parks under 5 acres in size; often times they are less than one acre in size. In many cases, they are small lots with a playground, or sometimes leftover spaces that may only contain a pavilion. Many times they are not heavily used, and create a maintenance burden on City departments.

Mini Parks in Cabot:

- Cindy Kelsey Memorial Park

Neighborhood Parks

Neighborhood parks can range from five to twenty acres in size, but are more distinguishable by the types of facilities they provide and the audience they serve. They are typically located in or near neighborhoods, are easily accessible by walking or bicycling, and are not located along streets with heavy traffic. Children should be able to safely access these parks.

Many times neighborhood parks include playground equipment, seating, shade, sidewalks, and open play spaces. Larger neighborhood parks will include one or two sports practice fields, a splash pad, pavilions, a walking path, or community gardens. These parks are usually geared to active recreation, but passive areas may be present in larger neighborhood parks. Cabot lacks neighborhood parks; the one park that fits this category is located near the rear of a neighborhood, in an area that frequently floods which makes it unusable for long periods of time.

Neighborhood Parks in Cabot:

- Fairlen Ward Memorial Park

Community Parks

Community parks range from 20-50 acres, or are specialized facilities on smaller sites that serve the entire community (such as a community center, a dog park, or a skate park). These facilities are often times accessed by cars and require appropriate amounts of parking, but should be sited so they are accessible by walking or bicycling from adjacent neighborhoods.

Community parks often times serve a neighborhood park function to adjacent residential areas (if they are easily accessible) since they usually include facilities such as playgrounds, open play areas, pavilions, and walking trails as found in neighborhood parks. However, the larger size of community parks allows them to serve more specialized functions with the inclusion of competitive sports fields, ponds/fishing areas, recreation centers, amphitheaters/performance spaces, outdoor pools or aquatics, dog parks, etc.

Community Parks in Cabot:

- Cabot Community Pond Park
- Allman/Bevis Sports Complex
- Crouch Flag Football Complex
- Veterans Park & Community Center
- Cabot Skate Park
- Richie Road Park

Regional Parks

Regional parks are usually over 50 acres in size and serve populations from multiple municipalities based on the specialized facilities and programs they offer. These may include tournament facilities, large aquatics facilities, visual arts / museums / performing arts spaces, festival spaces, or arboretums / botanical gardens / nature centers. These parks generally include support facilities found in smaller parks as well.

Regional parks in Cabot:

- Lonoke County Regional Park and Cabot BMX Complex
- Cabot Sports and Aquatics Complex

PARK SYSTEM ASSESSMENTS

existing park system

A thorough inventory of Cabot's existing parks at the start of the planning process was conducted by the planning team and park staff. The following information provides a general overview of what each park has to offer to residents and visitors alike.

Fairlen Ward Memorial Park

Address: Stonehaven

This twenty acre park is home to one playground and one pavilion. A paved path of .25 miles connects the playground and two picnic sites to the small parking area. The condition of the park is fair but occasional flooding (6 months of the year) takes its toll on the built elements in the park. The location of this site is directly adjacent to the Stonehaven neighborhood. Access the park is through the neighborhood so park users from outside the area are not as prevalent as ones that can walk or ride their bike.

Fairlen Ward Memorial Park

Cabot Community Pond & Walking Park

Address: 1881 Kerr Station Road

This community park is 35 total acres with 8 acres in water and 10 in open space recreation. A paved walking trail (.39 miles) provides access to three pavilions (one large multi-family pavilion), three playgrounds and fishing areas (with ADA fishing pier). Arkansas Game & Fish stocks the pond to support the community fishing program held at this park. A nine hold disc golf course and plenty of passive recreational options are offered at this popular park. The park is located near numerous residents south of downtown. The condition of the park is fair due to heavy use.

Cabot Community Pond Park

Allman / Bevis Sports Complex

Address: 3001 South 1st Street

This sports oriented park, named after a former Mayor and late County Judge, is 40 acres with two distinct areas. The front is home to four competitive softball fields while the rear of the park houses 14 soccer fields and youth football fields. The community holds a Special Olympics Softball Tournament at this park annually. There are two lighted youth football fields and two batting cages. Three concessions a scattered on the site as well as the Cabot Parks maintenance shop. Ample parking for the softball is located off the front entry drive. This park has a total of six pavilions. Parking for the soccer is limited to gravel lots near the youth football complex and along the loop drive. A paved trail connects the ball fields to the playground and parking. Future trail expansions may extend the network into the wetland areas to the north and east. Aside from some periodic flooding of certain soccer the condition of the park is good thanks to the practices of the maintenance staff.

Allman/Bevis Sports Complex

PARK SYSTEM ASSESSMENTS

Veterans Park & Community Center

Cabot Skate Park

Richie Road Park

Cindy Kelsey Memorial Park

Address: 508 North Lincoln

This small one acre park is home to one playground and one pavilion. There is a memorial along with benches and a paved path that connects the playground and pavilion to the small parking area. The park was traded with the Cabot School District during the course of this study. (no photo included)

Veterans Park Community Center

Address: 508 N. Lincoln Street

The 10 acre Veterans Park is home to the large recreation center that includes an indoor aquatics facility, basketball courts, raised walking track and other indoor fitness options. Cabot Parks & Rec. administration offices are housed here. The park gets its name from a veteran's memorial located just south of the entry drive. The 10 year old building has undergone a recent expansion to provide options for an entertainment room & kitchen for community or private events. The roof of the facility was also replaced in 2013. This park is centrally located within the community, directly adjacent to the Middle School and High School.

Cabot Skate Park

Address: 508 N. Lincoln Street

A 80' x 100'skate park, opened in 2012, is located on the north east side of Veterans Park. Several ramps and skill challenge stations for skateboard are contained within a perimeter fence. Shared parking from the community center is adjacent to this facility. The Cabot Middle School and High School are located across the street from this location. The condition is good but due to the lack of shade trees, benches and water fountains, this end of the park appears very open and public. This location is within walking distance from numerous neighborhoods.

Richie Road Park

502 Richie Road

This partially wooded, partially open park is approximately 20 acres in size. Active sports like 2 basketball courts, 1 tennis court and 6 baseball/softball fields are contained within the confines of this park. Other park facilities in the Richie Road are the three pavilions, three playgrounds, four concession/restroom facilities, a multipurpose building, a maintenance shop, one in-ground concrete pool and trails that connect the various elements to the parking areas. This park is over 40 years old yet is in good maintenance in spite of its heavy usage.

PARK SYSTEM ASSESSMENTS

Crouch Flag Football Complex
Address: Panther Trail

This 15 acre park dedicated to five flag football fields is located near the Cabot Jr High and the Cabot Middle School on Panther Trail off Kerr Station Road. One pavilion, concessions and one picnic area are located nearby between the fields for ease of access. Gravel parking for 20 cars serves the park users that arrive by car. Numerous established neighborhoods are located in the surrounding are.

Crouch Flag Football Complex

Lonoke County Regional Park
235 Willie Ray Road

The Regional Park is over 168 acres of open space and wooded hilly land located on the north end of town adjacent to US Highway 67/167. The vehicular entrance to this park is on the access road north of Hwy 89. Very few residential neighborhoods abut this site but easy highway access makes it perfect for supporting future community recreation and gathering opportunities. The currently programs park located at this park are: the BMX complex, a pistol shooting range. This site can easily handle numerous new programs and facilities at both large and small scales.

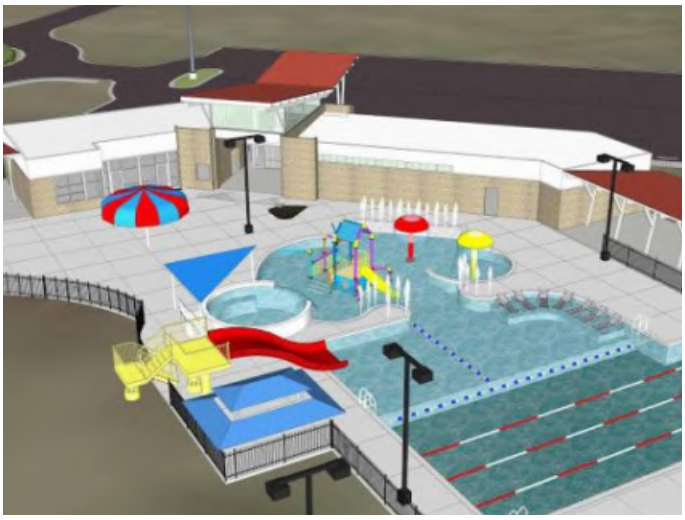
Lonoke County Regional Park

Cabot BMX Complex
235 Willie Ray Road

The BMX track, which is less than five years old, offers 1150 feet of track starting with a skyscraper gate, national caliber obstacles and wide pro-style asphalt turns. The course, which is open 6 days a week (closed Mondays) is sanctioned by USA BMX. Grand stands provide panoramic views for spectators, while concessions and restrooms facilities are available.

Cabot BMX Complex

PARK SYSTEM ASSESSMENTS



Cabot Sports and Aquatics Complex (Source: www.cabotparks.com)

At a ribbon cutting for the new Cabot Sports and Aquatic Complex, Maggie Cope, chairwoman of the Cabot Parks and Recreation Commission, and Cabot Mayor Bill Cypert hold up an artist's rendering of the new complex. Source: www.arkansasonline.com

Cabot Sports and Aquatic Complex

1245 Foster Memorial Highway

This new 50 acre complex contains two youth football fields, nine baseball fields, an aquatics center with an indoor party area, lazy river, slides, diving pool, zero entry area with splash pads and a competitive lap pool. The site is located south of downtown in an area of relatively flat agricultural land on highway 321 with direct access to Hwy 67/167.

Systemwide Overview

Cabot has an impressive quantity and quality of community parks. With 218 acres of regional parks, 130 acres of community parks, 20 acres of neighborhood parks, and one acre of mini parks, the system as a whole offers 14.2 acres of park land for every 1,000 residents of Cabot.

These parks are distributed well through the core of the community and its neighborhoods. However, parks have not kept up with growth as the city has expanded to the northwest and southeast. Furthermore, there is an absence of smaller neighborhood-scaled parks within the system. When considering the role of elementary school playgrounds and open play fields which can sometimes serve as neighborhood open spaces, there are still notable system gaps in the newer growth areas. Lonoke County Regional Park is the only park located northwest of Hwy 67/167, and it is predominately undeveloped.

As in many communities, many of the parks have been sited on otherwise "undevelopable" sites, often times in or adjacent to floodplains and floodways, leaving several of the parks with flooding and drainage issues.

Cabot currently has no multiuse trails located outside of park properties (internal walking paths). Additionally, there are no on-road bicycle facilities, such as bicycle lanes or sharrows. Efforts are underway for sidewalk improvements and additions, which can aid in connecting neighborhoods with parks and other community destinations.

The issues related to park types, distribution, trails, and flooding have all been recognized by community leadership and citizens alike. In spite of these issues, the residents of Cabot value their parks and rate the quality of their parks highly.

CITY OF CABOT, ARKANSAS PARKS&REC

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	PLAYGROUNDS & COURTS							FIELDS										SPECIAL FACILITIES								PASSIVE AMENITIES					TRAILS			OTHER											
	Playground	Basketball Court (Lighted)	Basketball Court (Unlighted)	Racquetball Court (Indoor)	Volleyball Court	Tennis Court (Unlighted)	Tennis Court (Lighted)	Lighted Soccer	Practice Soccer	Football Field	Flag Football Field	Lighted Softball	Practice Softball	Lighted Baseball	Practice Baseball	Batting Cages	Open Space (Acres)	Concession Stand	Pool	Aquatics Park	Community Center	Multipurpose Building	Fitness Room	Banquet Hall/Catering Kitchen	Restrooms	Pavilion	Picnic Site	Nature Area	Pond	Fishing Dock/Boat Launch	Bike Rack	Soft Surface Trail (mi)	Sidewalk/Paths (mi)	Maintenance/Storage Building	Golf Course (# holes)	Disk Golf Course (# holes)	BMX Track	Skate Park	Monument	Parking (# spaces)	Unpaved Parking (# spaces)	Address	Acreage	Total Acres (by category)	Total Parks
Regional Parks: DEVELOPED																																														
Lonoke County Regional Park / Cabot BMX Complex																		1																		1			30	100	2351 Willie Ray Rd.	168.0		
																																												168.0	1
Regional Parks: UNDER CONSTRUCTION																																														
Cabot Sports and Aquatic Complex										2				9						1																						1245 Bill Foster Memorial Hwy.	50.0		
																																												50.0	1
Community Parks (over 20 acres)																																														
Cabot Community Pond Park	3																10								1	3			1			0.4			9				60		Campground & Kerr Station Rd.	35.0		
Allmar/Bevis Sports Complex	1							13	1			6				2	14	3							5	6						1.0		1					120	200	3001 South 1st St.	40.0		
Crouch Flag Football Complex											5							1							1	1	1							1							20	38 Panther Trail	15.0		
Veterans Park & Community Center / Cabot Skate Park																			2		1				1		1										1	1	148		508 North Lincoln	10.0		
Community Center Expansion (Planned)				1																			1	1														1	146		508 North Lincoln	10.0		
Richie Road Park	3		2			1								6		3	3	4	1			1			4	2						1.0		1					298		502 Richie Rd.	20.0		
																																												130.0	6
Neighborhood Parks (5-20 acres)																																														
Fairlen Ward Memorial Park	1																										2				0.3	0.3									Stonehaven / South 1st	20.0		
																																												20.0	1
Mini-Parks (under 5 acres)																																														
Cindy Kelsey Memorial Park	1																									1												1	10		508 North Lincoln	1.0		
																																												1.0	1
Park Inventory Totals	9	0	2	1	0	1	0	13	1	2	5	6	0	15	0	5	27	9	3	1	1	1	1	1	12	13	4	0	1	0	0	0.3	2.6	3	0	9	1	1	3	814	320		369.0	369.0	10
School Facilities / Other																																														
Central Elementary Activity Building																																										36 Pond St., Cabot				
Eastside Elementary Activity Building																																										17 Bellamy St., Cabot				
Southside Elementary Activity Building																																										2600 South Pine St., Cabot				
Westside Elementary Activity Building																																										1701 South Second St., Cabot				
Northside Elementary																																										814 West Locust St., Cabot				
Magness Creek Elementary																																										16150 AR Hwy. 5, Cabot				
Mountain Springs Elementary																																										3620 Mountain Springs Rd., Cabot				
Stagecoach Elementary																																										850 South Stagecoach Rd., Cabot				
Ward Central Elementary																																										1570 Wilson Loop Rd., Ward				
Middle School North (5-6)																																										1900 North Lincoln St., Cabot				
Middle School South (5-6) Activity Building																																										2555 Kerr Station Rd., Cabot				
Junior High School North (7-8) Activity Building																																										38 Spirit Dr., Cabot				
Junior High School South (7-8)																																										38 Panter Trail, Cabot				
Freshman Academy (9)																																										18 Spirit Dr., Cabot				
Senior High Shool (10-12)																																										401 North Lincoln St., Cabot				
																																												0.0	0
Grand Totals	9	0	2	1	0	1	0	13	1	2	5	6	0	15	0	5	27	9	3	1	1	1	1	1	12	13	4	0	1	0	0	0.3	2.6	3	0	9	1	1	3	814	320		369.0	369.0	10

NOTE: Totals above reflect adjustments to be made in sports field locations following the completion of Cabot Sports and Aquatic Complex.

PARK SYSTEM ASSESSMENTS
stakeholder interviews

A very important part of community outreach involved one-on-one interviews with community leaders, elected officials, parks and recreation volunteers and advocates, recreational league representatives, and city staff. The input received from these interviews helped to identify issues and opportunities, as well as shape the vision, goals, and strategies of the master plan. The full summary of responses can be found in Appendix A.

What should be at the top of the list of desired outcomes for the Cabot Parks System Master Plan and its process?

- Meet all users' needs
- Funding for the Department
- Communication (between Department and the public, between Department and leagues)
- Connectivity (trails, bike/ped)

What are the three best attributes (characteristics) of the Cabot parks system today?

- Department leadership
- Partnership with schools
- Recreational programs (specifically youth)

What will be the three biggest problems faced by parks, trails, and open space users today?

- City growth and land availability
- Trails
- Facilities (miscellaneous)

What are the three biggest opportunities for the future development of the Cabot parks system? The three biggest challenges/constraints?

OPPORTUNITIES
- Trails
- Land acquisition, also additional development within existing parks
- Community center expansion

CHALLENGES/CONSTRAINTS
- Funding
- Advertising
- Community support/mindset

Without considering the facilities already available, what type of activities and/or facilities do you want to have available within the parks system? Choose any/all that you think are relevant.

10 RESPONDENTS SELECTED:
- Picnicking

9 RESPONDENTS SELECTED:
- Bicycling
- Children's play areas/playgrounds
- Dog parks/off-leash areas
- Public events/sports, cultural, etc. facilities
- Walking, running, jogging

8 RESPONDENTS SELECTED:
- Basketball
- Senior activities
- Soccer, football, lacrosse, rugby, field hockey, Frisbee golf

PARK SYSTEM ASSESSMENTS

From the list above, please list the new activities/facilities (top 3) that you believe are the most important to make available within Cabot.

- Picnicking
- Playgrounds
- Sports facilities/programs/youth programs
- Running/walking/trails
- Aquatics
- Senior programs/activity spaces

What new recreational activities would you find unacceptable within the parks system?

- Boating
- Equestrian

How would you rate the following existing park elements and issues? Rank these regarding your understanding of each with one (1) being the most in need, three (3) being average, and five (5) being in the best condition.

The most responses tended toward the following rankings:

1-2 Fields (football, soccer, baseball, softball)
3 Courts (tennis, volleyball)
3 Aquatic facilities (pools, splash pads)
2 Playgrounds
1 Walking trails
1 Natural areas/passive recreation areas
1 Cultural facilities

In your opinion, what are the top three considerations when determining an appropriate mix of activities/facilities within the parks system?

The numbers below indicate the number of times each was selected as a top-three choice:

5 Environmental
6 Economical
1 Social
0 Historical
8 Recreational
6 Aesthetic (beauty of the area)
2 Political (whatever City government decides)

Has Cabot done a good job of protecting its natural resources or open space?

- Yes: 5 responses
- No: 4 responses
- Not Sure: 4 responses

If you had $100, how much would you spend on each of the following aspects of the park system?

Responded dollar amounts have been averaged per category:

- $37.69 Capital Improvements (land acquisition or construction or renovation of park facilities)
- $25.51 Maintenance
- $20.90 Recreational Programs
- $15.90 Operations

Do you think existing park facilities are adequately maintained? Why or why not? Please list specific examples.

- Yes: 6 responses
- No: 4 responses

Additional miscellaneous comments indirectly indicating a “yes” or “no” response are in the full summary.

Is there a park located within an acceptable distance of your home that fulfills your recreational needs?

- Yes: 3 responses
- No: 9 responses

Do you think that recreational facilities are distributed adequately across the city? If no, where and what are they lacking?

- Yes: 4 responses
- No: 9 responses (west, north, northwest the most common responses for lack of facilities)

PARK SYSTEM ASSESSMENTS
citizen survey

A statistically-valid survey was mailed to a randomly selected portion of the population across all census block groups. The responses to this survey represent the general public, both parks and programs users and non-users, across all age groups and ethnic backgrounds.

In general, the results indicated that Cabot has a maturing parks system that has met the needs of youth and can expand into diversified offerings for various age groups. Furthermore, when asked about household needs for various types of facilities, the following items topped the list: walking trails, small neighborhood parks, large community parks, indoor fitness, indoor track, outdoor swimming, and playground equipment. Sports fields ranked considerably lower, implying perhaps that the need for sports facilities is currently being met by the city's inventory of fields and courts. Likewise, the most needed programs included those such as adult fitness and wellness, special events (concerts, movies, etc.), water fitness, nature programs, and adult programs (which tied with youth sports programs). Non-sports related programs had the greatest amount of unmet needs.

Respondents were generally supportive of the physical condition of parks and facilities, as well as the use of city tax dollars to fund them.

Major Findings

Household Use of City Parks: Thirty percent (30%) of respondents indicated, over the past 12 months, they visited City of Cabot parks 12 times or more. Other usage levels are as follows: 6 to 11 times (14%), 1 to 5 times (30%), and none (26%).

Household Satisfaction with the Physical Condition of All City of Cabot Parks Visited: Based on the percentage of respondents who visited City of Cabot parks during the past 12 months, 75% rated the physical condition of the parks as "excellent" or "good;" 23% rated the condition as "fair," 1% rated it "poor" and 1% did not have an opinion.

Parks and Recreation Facilities That Households Used: Sixty-one percent (61%) of respondents indicated they use Cabot Community Pond Park, and 60% use Veterans Park and Community Center. Other facilities used include: Richie Road Park (34%), Allman/Bevis Sports Complex (20%), and Crouch Flag Football Complex (10%).

How Respondents Rate the Condition of Parks and Recreation Facilities Used: Eighty-six percent (86%) of respondents who used Cabot Community Pond Park rated the condition of the park as "excellent" or "good". Other facilities with similar ratings include: Veterans Park and Community Center (84% "excellent" or "good"), Lonoke County Regional Park/Cabot BMX Complex (77%), and Allman/Bevis Sports Complex (69%).

Two Facilities That Households Used Most During the Past Year: Based on the percentage of respondents' top two most used facilities, 46% indicated that Cabot Community Pond Park was used by their household the most. Other most used facilities include: Veterans Park and Community Center (40%), Richie Road Park (22%), and Allman/Bevis Sports Complex (14%).

Participation in Recreation or Sports Programs: Thirty percent (30%) of respondents indicated they participated in City of Cabot recreation or sports programs during the past 12 months. Of those, the number of programs in which they participated is as follows: 7 to 10 programs (2%), 4 to 6 programs (6%), 2 to 3 programs (51%), and 1 program (41%).

Ratings of the Overall Quality of Recreation or Sports Programs: When those who participated in recreation or sports programs during the past 12 months were asked to rate the overall quality of the programs, 80% rated the quality as "excellent" or "good;" 13% rated it as "fair," 6% rated the quality as "poor," and 1% did not have an opinion.

All Public/Non-Profit and Private Organizations Where Households Have Participated in Recreation Programs During the Past 12 Months: When asked about all the organizations where households have participated in recreation programs during the past 12 months, 23% indicated they participated at private fitness clubs; 13% participated in recreation programs in other communities, and 1% used the YMCA.

All the Ways Households Learn About City of Cabot Parks and Recreation Department Programs and Activities: Fifty-one percent (51%) of respondents indicated they learn about City of Cabot parks and recreation programs and activities from friends and neighbors; 31% learn from social media, and 28% learn from newspaper articles.

Reasons that Prevent Households from Using Parks, Recreation and Sports Facilities or Programs More Often: Based on the percentage of respondents, 25% indicated that not knowing what is being offered prevents them from using parks, recreation and sports facilities or programs more often. Other reasons that prevent households include: fees are too high (15%), program times are not convenient (12%), and facilities lack the right equipment (11%).

Households That Have a Need for Parks and Recreation Facilities: Based on the percentage of respondents, 62% or 5,340 households indicated that they have a need for walking and biking trails. Other facilities respondents have a need for include: small neighborhood parks (61% or 5,228 households), large community parks (53% or 4,583 households), indoor fitness and exercise facilities (51% or 4,377 households), and indoor running/walking track (49% or 4,222 households).

PARK SYSTEM ASSESSMENTS

Most Important Facilities: Based on the percentage of respondents' top four most important facilities, 35% indicated that walking and biking trails are the most important facility. Other facilities that are most important to households include: small neighborhood parks (32%), indoor fitness and exercise facilities (27%), large community parks (24%), and outdoor swimming pools/splash pads (22%).

Households That Have a Need for Parks and Recreation Programs: Based on the percentage of respondents, 43% or 3,706 households indicated that they have a need for adult fitness and wellness programs. Other programs respondents have a need for include: special events (42% or 3,569 households), water fitness programs (30% or 2,605 households), and nature programs/environmental education (30% or 2,563 households).

Most Important Programs: Based on the percentage of respondents' top four most important programs, 30% indicated that adult fitness and wellness programs are the most important. Other programs that are most important to households include: special events (25%), youth sports programs (22%), adult programs for 50 years and older (20%), and water fitness programs (17%).

Programs Participated in Most Often: Based on the percentage of respondents' top four programs participated in most often, 16% indicated that youth sports programs are the one in which they participated most often. Other programs in which respondents participated most often include: adult fitness and wellness programs (13%), water fitness programs (8%), and youth learn to swim programs (5%).

All the Types of Formats in Which Respondents Like to Participate or View Programs: When asked which types of formats respondents like to participate or view programs, 62% indicated they preferred "on my own (self-directed)"; 42% preferred a self-improvement format, and 39% preferred a social format.

Facilities or Usages That Households Would Like to See at the Lonoke County Regional Park: Based on the percentage of respondents, 69% indicated they would like to see walking and hiking trails at the Lonoke County Regional Park. Fifty-one percent (51%) would like to see picnic pavilions/rental spaces; 44% would like to see playgrounds, and 37% would like to see a splash pad at the Lonoke County Regional Park.

Lonoke County Regional Park Facilities/Usages That Are Most Important to Households: Based on the percentage of respondents' top four most important facilities and usages at the Lonoke County Regional Park, 59% indicated that walking and hiking trails are the most important. Other facilities and usages that are most important to households include: picnic pavilions/rental spaces (34%), playgrounds (30%), splash pad (24%), dog park (20%), and nature center/arboretum (20%).

Level of Agreement With Various Benefits Being Provided by Parks, Trails, and Recreation Facilities: The highest levels of agreement with various benefits being provided by parks, trails, and recreation facilities, based upon the combined percentage of "strongly agree" and "agree" responses from residents who had an opinion, were: improving physical health and fitness (89%), making Cabot a more desirable place to live (89%), improving mental health and reducing stress (83%), preserving open space and the environment (76%), and increasing property values in surrounding area (74%).

Benefits Being Provided by Parks, Trails, and Recreation Facilities That Are Most Important to Households: Based on the percentage of respondents' top three most important benefits provided by parks, trails, and recreation facilities, 57% indicated that improving physical health and fitness was most important. Other benefits that are most important to households include: making Cabot a more desirable place to live (47%), helping reduce crime (30%), increasing property values in surrounding area (29%), and improving mental health and reducing stress (25%).

How Respondents Would Allocate an Additional $100 for City of Cabot Parks, Trails, Sports, and Recreation Facilities: When asked how respondents would allocate an additional $100 for City parks, trails, sports, and recreation facilities, the funds were distributed as follows: improvements to existing parks and sports facilities ($22), maintenance of existing parks and facilities ($22), acquisition and development of new park sites and facilities ($16), acquisition and development of walking and biking trails ($24), and operation of recreation programs ($16).

Satisfaction With Overall Value That Households Receive from the City of Cabot Parks and Recreation Department: Nearly half (48%) of respondents were either "very satisfied" or "satisfied" with the overall value that households receive from the City of Cabot Parks and Recreation Department. Of the remaining households, 24% indicated they were "neutral," 10% were "somewhat dissatisfied," 5% were "very dissatisfied," and 13% did not have an opinion.

Level of Support for the City of Cabot Using Tax Dollars to Develop/Operate the Types of Facilities, Trails, Sports and Recreation Programs Most Important to Households: Most households (79%) are either "very supportive" or "somewhat supportive" of the City using tax dollars to develop and operate the types facilities, trails, sports and recreation programs that are most important. Of the remaining respondents, 12% were not sure and 9% were not supportive.

How Important Households Feel It Is to Fund Parks and Recreation Facilities and Services Compared to Other Priority Services for the City: Four percent (4%) of respondents feel it is more important to fund parks and recreation facilities and services compared to other priority services for the City; 41% feel it is equally important, 48% feel it is less important, and 7% are not sure.

PARK SYSTEM ASSESSMENTS
assessment of responses

Expressed Needs Table

Throughout the planning process, input was received on a number of issues through a variety of means. The table below outlines responses to issues such as needs, importance, utilization, support, and issues. These topics have been organized into the following categories; park land, facilities, programs, and expenditures.

Input in blue boxes was received from stakeholders, the steering committee, and/or city staff. Green boxes reflect input received from the citizen survey. By comparing the types of input side by side, common themes and priorities begin to emerge, which can be assessed simultaneously.

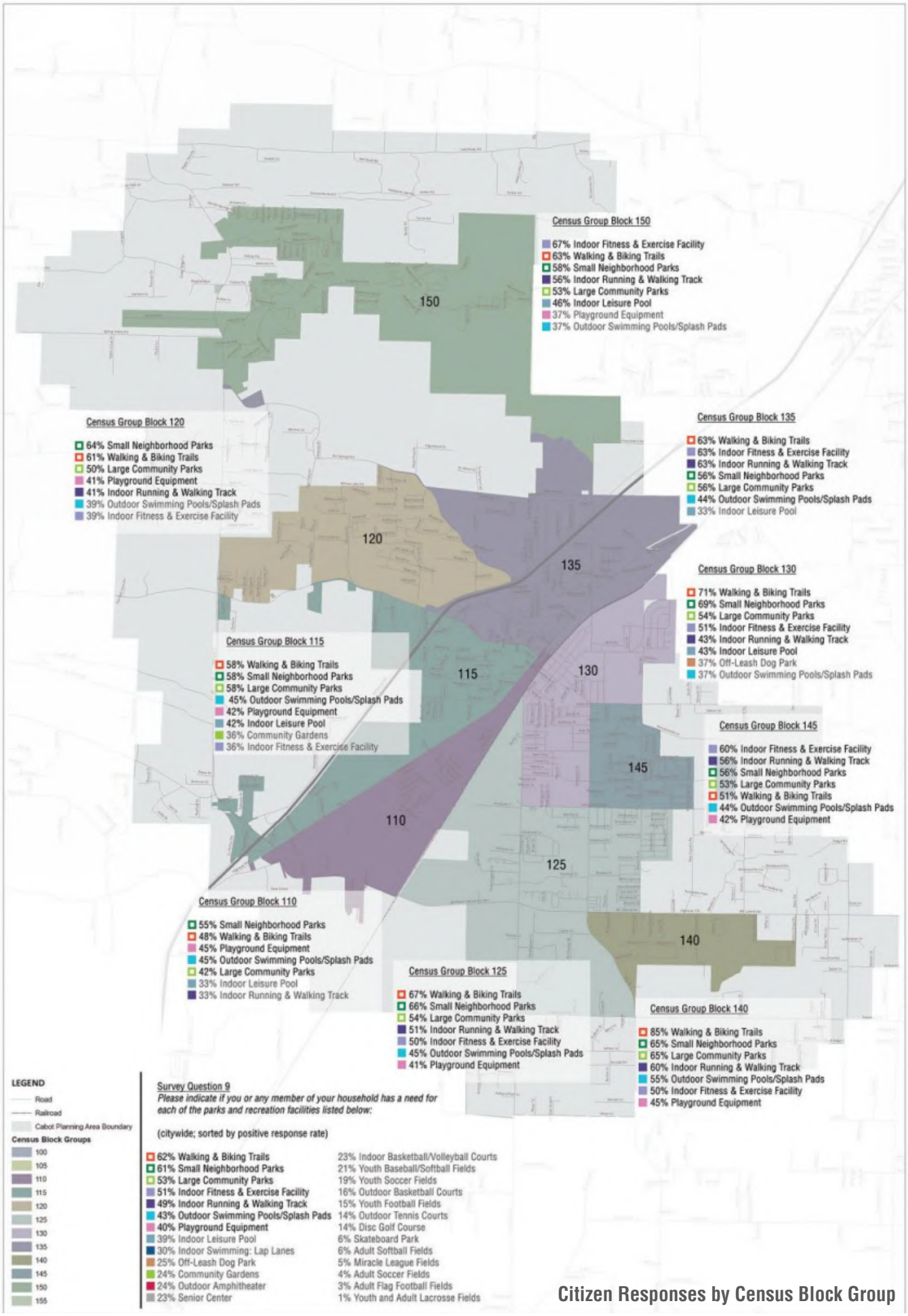
Percentages within the green boxes indicate the percentage of respondents from the survey indicated the particular response. More detailed responses to stakeholder interviews and the citizen survey can be found in the appendices at the end of this document.

Citizen Responses by Census Block Group

The graphic on the adjacent page depicts responses to the citizen survey about the need for specific facilities within the respondent's household, divided by census block group to assess specific identified needs within different geographic areas of the community. In general, all census block groups had high levels of support for walking and biking trails, neighborhood parks, and an indoor fitness and exercise facility. In fact, the top six responses in each census block group were almost identical, though appearing in a different order of importance. The legend at the bottom of the map reflects the citywide response by each facility type, arranged in order from the highest response rating to the lowest.

Parks		Facilities		Programs		Expenditures	
Expressed Need: Parks		**Expressed Need: Facilities**		**Expressed Need: Programs**		**Expressed Need: Expenditures**	
Passive parks	61% Small Neighborhood Parks	Picnicking (10)	62% Walking & Biking Trails	Sports Programs	43% Adult Fitness & Wellness	$37.69 Capital Improvements (purchases or renovation)	$24 Acquisition & Development: Walking & Biking Trails
Natural areas	53% Large Community Parks	Bicycling (9)	51% Indoor Fitness & Exercise Facilities	Youth Programs	42% Special Events	$25.51 Maintenance	$22 Improvements to Existing Parks & Sports Facilities
Urban park in downtown		Play Areas/Playgrounds (9)	49% Indoor Running / Walking Track	Senior Programs	30% Water Fitness	$20.90 Recreational Programs	$22 Maintenance of Existing Parks & Facilities
		Dog Parks (9)	40% Playground equipment		30% Nature Programs / Environmental Education	$15.90 Operations	$16 Acquisition & Development: New Park Sites & Facilities
		Public Events (9)	30% Indoor Leisure Pool				$16 Operations of Recreation Programs
		Walking/Running/Jogging (9)	30% Indoor Lap Lanes				
		Basketball (8)	25% Off-leash Dog Park				
		Senior Activities (8)	24% Community Gardens				
		Soccer/Football/Lacrosse (8)	24% Outdoor Amphitheater				
		Aquatics (7)	23% Senior Center				
		Natural Area Activities (7)	23% Indoor Basketball				
		Softball/Baseball (7)					
		Tennis (7)					
		SURVEY NOTE: Sports fields had a lower need and a higher % of needs being met by current facilities					
Most Important Type: Parks		**Most Important Type: Facilities**		**Most Important Type: Programs**		**Most Important Type: Expenditures**	
Not indicated	Same as above	Picnicking	35% Walking & Biking Trails	Sports Programs	30% Adult Fitness & Wellness	$37.69 Capital Improvements (purchases or renovation)	$24 Acquisition & Development: Walking & Biking Trails
		Playgrounds	27% Indoor Fitness & Exercise Facilities	Senior Programs	25% Special Events		
		Sports Facilities	22% Outdoor Swimming / Splash Pads		22% Youth Sports		
		Running/Walking Trails	20% Indoor Walking Track		20% Adult Programs (age 50 and over)		
		Aquatics			17% Water Fitness		
		Senior Activity Spaces (source: interview rankings)					
Utilization: Parks		**Utilization: Facilities**		**Utilization: Programs**		**Utilization: Expenditures**	
Not indicated	61% Cabot Community Pond Park	Keep older fields for practice as new fields are constructed	Not polled	Additional fitness programs with Community Center expansion	16% Youth Sports Programs	See above	See above
	60% Veterans Park and Community Center				13% Adult Fitness & Wellness Programs		
					8% Water Fitness Programs		
					5% Swim Programs		
Support: Parks		**Support: Facilities**		**Support: Programs**		**Support: Expenditures**	
Land acquisition to grow with population	Small Neighborhood Parks	Bicycle/Pedestrian network	Trails	Programs for all age groups	Adult Fitness & Wellness Programs	Marketing/Advertising	Tax $ Use for Parks:
Marketing/Advertising	Large Community Parks	Future revenue-generators	Dog park	Marketing/Advertising	Special Events	Capital investments	37% Very Supportive
	Playgrounds	Marketing/Advertising	Entertainment space			Maintenance	42% Somewhat Supportive
Issues: Parks		**Issues: Facilities**		**Issues: Programs**		**Issues: Expenditures**	
Skewed distribution of parks across Cabot	Maintenance	Funding for maintenance	Maintenance	Miscommunication within sports programs	Need wider variety of programs to include arts, lectures, book clubs, etc. for older adults	Department should not be self-supporting	Maintain what we have within budget
Parks are not within an acceptable distance from home	Distribution	Lack of connectivity	Age	Programs for all age groups needed	Variety: concerts, festivals, craft shows; not just sports	Need funding for operations, maintenance, infrastructure, and expansion	
Not enough land to accommodate demand for programs	Keeping pace with growth	Maintenance	Drainage	Need senior activities	Communication of availability	Political support	
		Drainage/flooding	Connectivity		Community Ctr fees too high		
		Age and condition					
		Parking, accessibility					
		Location					

Expressed Needs Table


Census Group Block 150
67% Indoor Fitness & Exercise Facility
63% Walking & Biking Trails
58% Small Neighborhood Parks
56% Indoor Running & Walking Track
53% Large Community Parks
46% Indoor Leisure Pool
37% Playground Equipment
37% Outdoor Swimming Pools/Splash Pads
150
Census Group Block 120
64% Small Neighborhood Parks
61% Walking & Biking Trails
50% Large Community Parks
41% Playground Equipment
41% Indoor Running & Walking Track
39% Outdoor Swimming Pools/Splash Pads
39% Indoor Fitness & Exercise Facility
120
Census Group Block 135
63% Walking & Biking Trails
63% Indoor Fitness & Exercise Facility
63% Indoor Running & Walking Track
56% Small Neighborhood Parks
56% Large Community Parks
44% Outdoor Swimming Pools/Splash Pads
33% Indoor Leisure Pool
135
Census Group Block 130
71% Walking & Biking Trails
69% Small Neighborhood Parks
54% Large Community Parks
51% Indoor Fitness & Exercise Facility
43% Indoor Running & Walking Track
43% Indoor Leisure Pool
37% Off-Leash Dog Park
37% Outdoor Swimming Pools/Splash Pads
130
Census Group Block 115
58% Walking & Biking Trails
58% Small Neighborhood Parks
58% Large Community Parks
45% Outdoor Swimming Pools/Splash Pads
42% Playground Equipment
42% Indoor Leisure Pool
36% Community Gardens
36% Indoor Fitness & Exercise Facility
115
Census Group Block 145
60% Indoor Fitness & Exercise Facility
56% Indoor Running & Walking Track
56% Small Neighborhood Parks
53% Large Community Parks
51% Walking & Biking Trails
44% Outdoor Swimming Pools/Splash Pads
42% Playground Equipment
145
110
125
Census Group Block 110
55% Small Neighborhood Parks
48% Walking & Biking Trails
45% Playground Equipment
45% Outdoor Swimming Pools/Splash Pads
42% Large Community Parks
33% Indoor Leisure Pool
33% Indoor Running & Walking Track
140
Census Group Block 125
67% Walking & Biking Trails
66% Small Neighborhood Parks
54% Large Community Parks
51% Indoor Running & Walking Track
50% Indoor Fitness & Exercise Facility
45% Outdoor Swimming Pools/Splash Pads
41% Playground Equipment
Census Group Block 140
85% Walking & Biking Trails
65% Small Neighborhood Parks
65% Large Community Parks
60% Indoor Running & Walking Track
55% Outdoor Swimming Pools/Splash Pads
50% Indoor Fitness & Exercise Facility
45% Playground Equipment
LEGEND
Road
Railroad
Cabot Planning Area Boundary
Census Block Groups
100
105
110
115
120
125
130
135
140
145
150
155
Survey Question 9
Please indicate if you or any member of your household has a need for each of the parks and recreation facilities listed below:
(citywide; sorted by positive response rate)
62% Walking & Biking Trails
61% Small Neighborhood Parks
53% Large Community Parks
51% Indoor Fitness & Exercise Facility
49% Indoor Running & Walking Track
43% Outdoor Swimming Pools/Splash Pads
40% Playground Equipment
39% Indoor Leisure Pool
30% Indoor Swimming: Lap Lanes
25% Off-Leash Dog Park
24% Community Gardens
24% Outdoor Amphitheater
23% Senior Center
23% Indoor Basketball/Volleyball Courts
21% Youth Baseball/Softball Fields
19% Youth Soccer Fields
16% Outdoor Basketball Courts
15% Youth Football Fields
14% Outdoor Tennis Courts
14% Disc Golf Course
6% Skateboard Park
6% Adult Softball Fields
5% Miracle League Fields
4% Adult Soccer Fields
3% Adult Flag Football Fields
1% Youth and Adult Lacrosse Fields
Citizen Responses by Census Block Group

PARK SYSTEM ASSESSMENTS

strengths • weaknesses • opportunities • threats

According to the stakeholder interviews, the following strengths, weaknesses, opportunities, and threats were identified. Word clouds, which demonstrate the frequency of words used in stakeholder responses, indicate the issues mentioned in relationship to each factor of the SWOT analysis.

Strengths

Both the public as well as community stakeholders expressed high levels of support for the park system. The top three strengths listed included the departmental leadership, the department's working partnership with Cabot Public Schools, and the strength of youth recreational programs. Citizen respondents rated many individual parks with high marks as well, and recognize the quality of the park system today. Citizens of Cabot indicated the desire to build on the strengths of the parks system by adding a variety of new park amenities and programs to build on the successes of the existing system.

Weaknesses

The rapid growth and development of Cabot and the resulting perceived lack of land availability for parks was often cited as a weakness of the park system. Clearly, a need to keep pace with growth was expressed both from leadership as well as citizens alike. The lack of connectivity within the park system and around town, in the form of trails, also resonated from all forms of input. These two weaknesses were strongly stated, after which, miscellaneous comments for specific park land and facility upgrades followed.

Strengths

- Department leadership
- Partnership with schools
- Recreational programs (specifically youth)

Weaknesses

- City growth/land availability
- Lack of trails
- Miscellaneous facility upgrades

PARK SYSTEM ASSESSMENTS

Opportunities

Cabot citizens very strongly stated their desire for trails and connectivity. This is a common trend across the country, leaving many communities in a situation of retrofitting connectivity into developed areas of town. As stated in "weaknesses", many people identified the opportunity to acquire land now for the development of future parks and/or trails, before the land is developed or otherwise unavailable. Related to this opportunity is one to add amenities within existing parks to bring new types of recreational opportunities and replace those which are obsolete. The most specific opportunity expressed was that of the community center expansion, which will add new event rental space, community meeting space, and expansion of programs.

Threats

Community stakeholders and leadership identified funding as the top threat to the parks system, particularly related to the separation of the Parks and Recreation Department from the rest of city government and the potential to lose funding from the city's budget. Stakeholders also realized that the majority of public parks will not be revenue-generating, as there is the normal expectation that a basic level of public park and recreation services are provided. The lack of advertising as a potential way to ease funding concerns was also identified, as was a potential lack of community support. Gauging and responding to community interest in specific facility types and programs is a good first step to continuing to build and maintain community support for parks and recreation.

Opportunities

- Trails
- Land acquisition, also additional development within existing parks
- Community center expansion

Threats

- Funding
- Advertising
- Community support/mindset

PARK SYSTEM ASSESSMENTS
user profile

Photo Courtesy Arkansas Department of Parks and Tourism

Results from the citizen survey were tabulated by several identifying qualities, including age, income, and physical address of respondents. This information was then assembled to understand preferences for parks, facilities, programs, participation levels, and support by each identifier (age, income, location). The following user profile explores these preferences based on age and income. Preferences by location can be found in "Assessment of Responses" and the supporting map, located on pages 28-29.

Park System Funding

- Regardless of age, income, program participation or non-program participation, citizens are supportive of using tax dollars to develop and operate the park system.
- Regardless of age, income, program participation or non-program participation, over 41% of citizens are supportive of funding the park and recreation department when compared to all other city departments.

Park Usage

- Citizens involved in the recreation program use the park system more than those who are not, however, this may be an indication of how the parks are developed.
- 29.8% of non-program users do use the park system 1-5 times per year
- Families with children under age 10 are the largest user group for most individual parks and the recreation program

Information Source

- Citizens learn about what the department is offering by word of mouth, newspaper articles, and social media whether they are involved in the recreation program or not

Reason for non-participation

- The number one reason for non-participation is that citizens do know what is being offered regardless of age, income, participation in the recreation program or non-participation in the recreation program

Preferred Facilities

- Regardless of age, income, program participation or non-program participation, citizens want:
  - walking and biking trails
  - small neighborhood parks
  - indoor fitness and exercise facilities
  - indoor running/walking track
  - large community parks

Preferred Recreation Program Format

- Regardless of age, income, recreation program participation or non-program participation, citizens want:
  - self-directed program opportunities
  - self-improvement program opportunities

PARK SYSTEM ASSESSMENTS

Program Participant Preferences by AGE

Citizens were asked about their parks visitation and participation. Their responses were then examined based on the ages of those in their household. Systemwide, most households that visit Cabot's parks have children under the age of ten. Those parks with the highest visitation rates by households with children under age 10 include Lonoke County Regional Park, Allman/Bevis, Crouch Flag Football Complex, Veterans Park and Community Center, and Richie Road Park. This is likely due to youth sports recreational programs being held at the complexes within these parks, or the participation of the parents of younger children in the flag football program offered at the Crouch Complex. In contrast, households with children between the ages of 10 and 19 were the primary visitors at the Cabot Skate Park and the Cabot Community Pond Park, which is generally more passive in nature with walking paths and fishing opportunities which may attract a different user.

Overall, recreation program participation was most heavily geared to families with children under age 10, as children over age 10 are moving into private club leagues. All age groups most strongly supported trails followed by small neighborhood parks and fitness facilities. Adult fitness and special events were very strongly supported across all age groups, perhaps indicating a satisfaction with the level of youth recreation programs and a shift in focus to expanding into additional program types.

Program Participant Preferences by AGE

Name	Households with children under age 10	Households with children ages 10-19	Adult households ages 20-54	Adult households age 55+
Overall Park Visitation				
	X			
Use of Individual Parks				
Lonoke County Regional Park	X			
Allman/Bevis	X			
Cabot Community Pond Park		X		
Crouch Flag Football Complex	X			
Veterans Park and Community Center	X			
Skate park		X		
Richie Road Park	X			
Fairlen Ward Memorial Park	Very under-used park; barely used by anyone			
Recreation Program Participation				
	X			
Use of Other Providers is for Private Fitness Clubs				
		X		

How citizens learn about recreation programs - word of mouth and social media

The primary reason for not participating in programs - citizens do not know what is going on

Facility Support - Strongest support across all age groups for park and recreation facilities is for trails followed by small neighborhood parks and indoor fitness and exercise facilities

Program Support - Strongest support for recreation programs that are the most important across all age groups is for adult fitness and wellness programs followed by special events

PARK SYSTEM ASSESSMENTS

Program Participant Preferences by HOUSEHOLD INCOME

Likewise, when citizens were asked about their visitation and preferences for park facilities and programs. These results were then sorted by household income. As indicated in the table below, most park participants have a household income of $75,000-$99,999. Visitors of the Cabot Skate Park generally had the lowest household incomes, visitors of Cabot Community Pond Park, Richie Road Park, and Fairlen Ward Memorial Park had slightly higher household incomes, and visitors of the Crouch Flag Football Complex, Veterans Park and Community Center, and Allman/Bevis had the highest household incomes.

Regardless of income, the strongest support was for trails followed by neighborhood parks and community parks. Most notably, regardless of age OR income, the primary reason that participants did not participate in programs is because they did not know what was going on.

Program Participant Preferences by HOUSEHOLD INCOME

Name	Under $25,000	$25,000 to $49,999	$50,000 - $74,999	$75,000 - $99,999	$100,000 or more
Overall Park Visitation					
				X	
Use of Individual Parks					
Lonoke County Regional Park			X		
Allman/Bevis					X
Cabot Community Pond Park		X			
Crouch Flag Football Complex				X	
Veterans Park and Community Center				X	
Skate park	X				
Richie Road Park		X			
Fairlen Ward Memorial Park		X			
Recreation Program Participation					
					X
Other Provider Preference is for Private Fitness Clubs					
					X

How citizens learn about recreation programs - word of mouth and social media

The primary reason for not participating in programs - citizens do not know what is going on

Facility Support - Strongest support across all household income groups is for trails followed by small neighborhood parks and large community parks

Program Support - Strongest support for programs across all household income groups is for adult fitness and wellness programs followed by special events

Program Format Preferences - Strongest support across all age groups for program formats is for self-directed followed by self-improvement

PARK SYSTEM ASSESSMENTS

Non Program Participant Preferences

The final assessment compared the preferences of program participant users to those of non-program participant park users. Interestingly, NON-program participant park users gave higher ratings to park conditions AND had higher levels of agreement with the benefits provided by parks and recreation. They had similar levels of support with program participant park users regarding funding issues.

Program participant park users expressed higher levels of facility needs and program needs, as well as higher levels of frequent park use (12 or more times annually) and private program provider facilities.

Non Program Participant Preferences

Item	Non-Program Users	Program Users
Park Usage	34.6% (1-5 times)	29.8% (1-5 times) 30.3% (12 or more)
Park Condition Rating of "Good" or "Excellent"	78.7%	74.8%
Preferred Facility Provider	Not big users of facilities provided by others	22.5% use private fitness clubs
Program Information Source	47.2% from friends and neighbors 32% from newspaper articles	51.4% from friends and neighbors 27.9% from newspaper articles
Reason for Not Participating	27.1% do not know what is being offered	25.1% do not know what is being offered
Facility Needs	55.4% walking and biking trails 53.5% small neighborhood parks 45.4% indoor fitness and exercise facilities 44.6% indoor running/walking track 43.5% large community parks	62.1% walking and biking trails 60.8% small neighborhood parks 50.9% indoor fitness and exercise facilities 49.1% indoor running/walking track 53.3% large community parks
Program Needs	37.9% adult fitness and wellness programs 36.8% special events (concerts, movies, etc.)	43.1% adult fitness and wellness programs 41.5% special events (concerts, movies, etc.)
Program Format Preference	62.8% self-directed 37.2% self-improvement	61.6% self-directed 41.8% self-improvement
Benefits Received from Parks and Recreation *(percentages shown are a sum of "strongly agree" and "agree")*	70.6% increased property values 78.2% improved mental health and stress reduction 49.5% increased opportunities to interact with people of a different culture 69.5% attracting new residents and businesses 56.4% protecting historical attributes of the city 55.7% promoting tourism	66.6% increased property values 74.5% improved mental health and stress reduction 45.9% increased opportunities to interact with people of a different culture 66.1% attracting new residents and businesses 49.3% protecting historical attributes of the city 52.5% promoting tourism
Use of Tax Dollars to Develop and Operate the Park System *(percentages shown are the sum of "very supportive" and "supportive")*	77.0%	78.4%
Funding of the Park System when Compared to Other City Departments *(percentage shown is the sum of "very supportive" and "supportive")*	41.2%	45.5%

PARK SYSTEM ASSESSMENTS
programs assessment

This assessment is created to provide the Park and Recreation Department with an evaluation of its current program and suggestions about what its future program should be. It is the intent of this assessment that all programming decisions will be made in alignment with the Vision Statement included in the master plan: "Provide a wide variety of park amenities and options for both passive and active recreation to serve Cabot residents and visitors of all ages and interests."

Basic Tenets

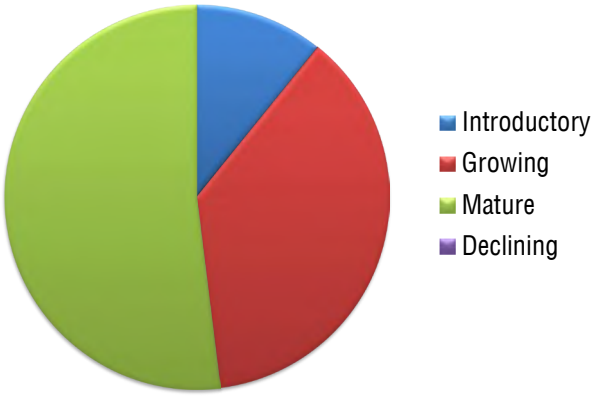
- The existing program has evolved over time with input that may have been received from special interest groups, citizens-at-large, elected officials, the Parks and Recreation Commission, and staff of the Park and Recreation Department.
- There are other providers of recreation programs in the community including not-for-profits such as the First Baptist Church, a newly forming Boys & Girls Club, and Cabot Public Schools. Additionally, there are private providers including three gymnastics studios, four dance studios, two performing arts studios, and three workout studios
- The existing and future program is contingent upon facilities either owned by the city or available to the city through its partners such as the school district.
- A balanced program is contingent upon both indoor and outdoor facilities.
- Future program preferences are best predicted by using data from the 2015 statistically valid citizen survey as prepared, distributed, and distributed by the market research firm of ETC/Leisure Vision in conjunction with the development of the 2015 Park System Master Plan.
- There is a stated goal by elected officials in Cabot to recover 65% of the overall Park and Recreation Department Budget. This is an expectation that is 31% higher than the national average of 34% as researched and published by Dr. John Crompton of Texas A & M University, the most prolific author/researcher in the history of the park and recreation profession.

Existing Program Analysis

To analyze the existing program, the consultant reviewed data provided by the Park and Recreation Department for its entire list of programs in the areas of:

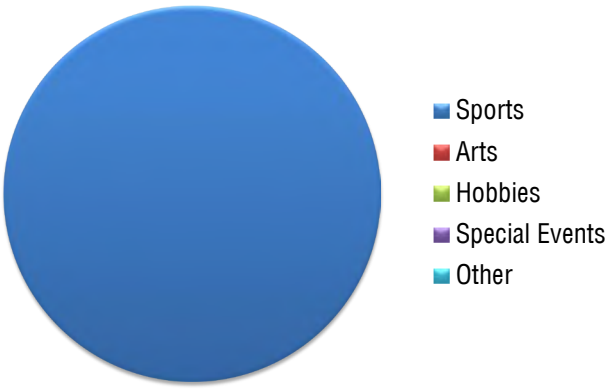
1. Life cycle stages – introduction, growth, maturation, and decline
2. Program type – visual and graphic arts, performing arts, crafts, dance, drama, environmental activities, music, sports/athletics/aquatics, hobbies, trips/travel/tourism, social recreation, special events, literary programs, outdoor recreation, wellness
3. Program format – self-directed, spectator, competitive, recreation, social, and self-improvement
4. Age group served - preschool, elementary school, middle school, high school, young adults, adults, middle-age adults, senior adults and families

Program Life Cycle



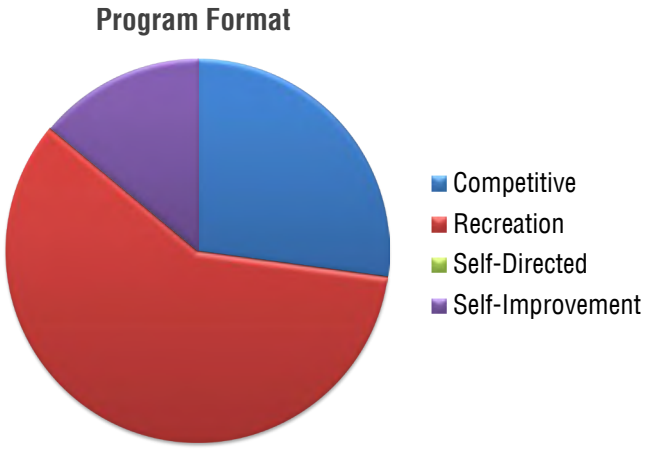
1a. Life Cycle Stages – Of the program life cycle stages, the program is more mature than any of the other stages. The challenge to the department during the maturation stage is to continue to satisfy its customers because the reliance during this stage is on repeat customers as very few new participants are entering the program.

Program Type

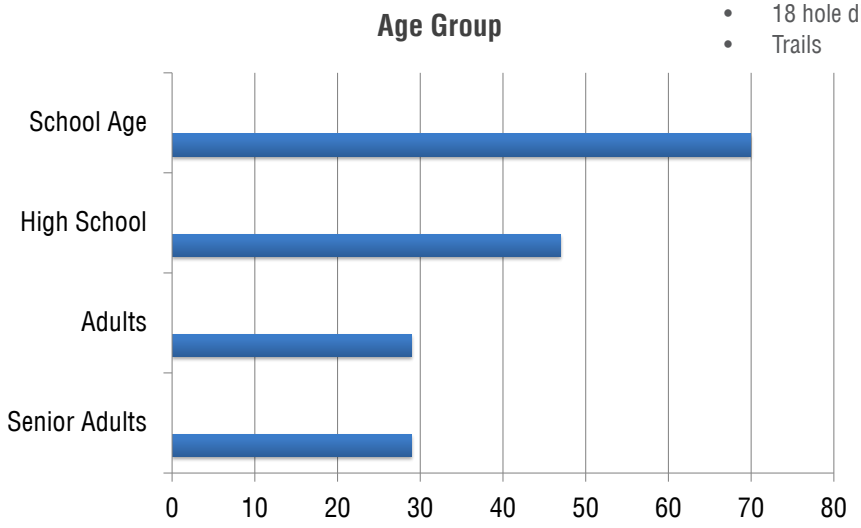


2a. Program Type – Of the available program types to all communities, the department is offering exclusively sports, athletics, aquatics. It was learned in the citizen survey that adults are seeking fitness and wellness opportunities and special events.

PARK SYSTEM ASSESSMENTS



3a. Program Format – Of the program formats available to all communities, the department is offering mostly recreational opportunities followed by competitive opportunities. It was learned in the citizen survey that adults are seeking self-directed and self-improvement opportunities.



4a. Age Group Served – Of the age groups in Cabot and all communities, the department is offering the majority of its programs to the children at high school age or below. We know from our study of demographics that millennials who between the ages of 20 and 35 are the largest age group. We also know that our older adults are much more active than ever before. With this in mind, there should be opportunities to program more for those two age groups in the future.

Recreation Facilities

An effective recreation program is dependent upon a mix of indoor and outdoor facilities as they are literally the arenas within which the programs occur. Further, a quality program experience is dependent upon quality facilities that are developed in a manner to fit the basic program needs that occur within them. For example:

- A youth baseball program played on a large field designed for older teens or adults does not provide the youngsters with the same experience as if it were played on a field to fit their capabilities
- A drama program is not effective if produced in a room without proper acoustics, lighting, a sound system, properly sized stage, and comfortable seating with good sight lines for the audience

Existing Recreation Facilities

- Athletic fields for baseball, softball, and soccer.
- An indoor community center that features a heated therapy pool, basketball courts, walking track, cardio equipment.
- BMX Track
- Skate Park
- Community Pond
- 18 hole disc golf course
- Trails

Future Recreation Facilities (either under construction, formally planned, or mentioned)

- Athletic complex
- Contemporary aquatic facility featuring zero depth water, lazy river, slides, and 10 locations for special parties
- An addition to the indoor community center that will provide more opportunities for programming, special events, and rental space for meetings and family events.
- Development of Lonoke County Regional Park (amphitheater, trails, parking, restrooms)

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04 PLANNING PROCESS

OUTREACH
VISION + GOALS

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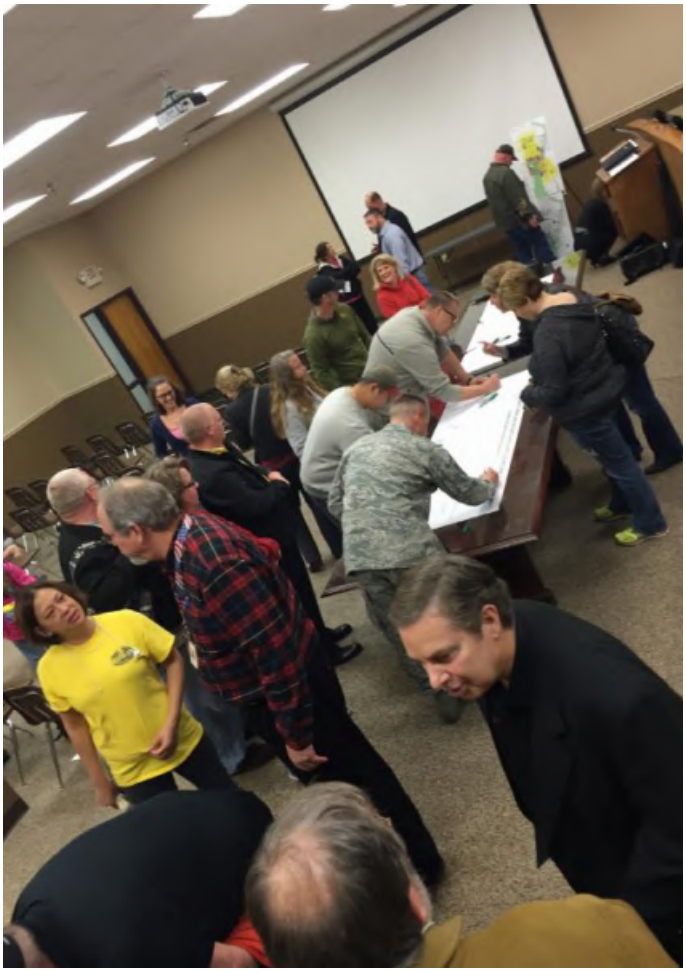
PLANNING PROCESS
outreach



Input from the citizens of Cabot at various milestones of the planning process was important for multiple reasons. It gave the planning team a baseline for typical community values both in terms of what existing parks they prefer and why, as well as what quality of life elements they desire. The input also provided a list of park programs and amenities that are not currently meeting their needs. The third reason the public input was vital is it marks a period of time from which to measure improvements as the plan gets implemented. The strategies and recommendations in this document are based on the input received and a different points it he future, one will be able to compare the wish list with the completed list.

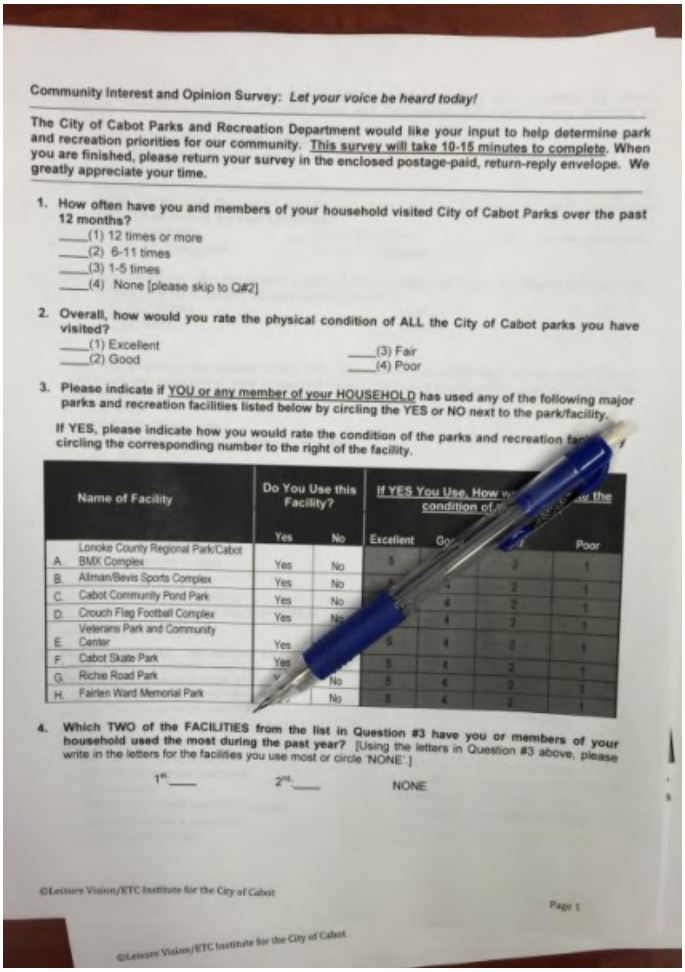
ETC Institute conducted a statistically-valid Community Interest and Opinion Survey for the City of Cabot during the summer of 2015 to help establish priorities for the future improvement of parks, recreation facilities, natural areas, programs and services within the community. The survey was mailed to a random sample of households in the City of Cabot.

The goal was to complete a total of 300 surveys. A total of 383 households completed the survey. The results for the sample of 383 households have a 95% level of confidence with a precision rate of at least +/- 5%. The summary of survey results can be found on pages 26-27.

Public meetings were held where community attendees could provide direct input to the planning team and answer questions posed to the audience. The first meeting, well attended by numerous park users, kicked off the project by showing the audience details about the planning process and by gathering information the team needed to move forward. Those in attendance answered the following question by writing on a large banner: "I Want the Future of Cabot's Park System to Be…."

The second public meeting began with an update on the master plan, results of the citizen survey, and explanation of levels of service, then proceeded with a session that gaged community support for the planned concepts presented. "What new experiences would you like in the park system" was the question posed to the attendees. The team re-

PLANNING PROCESS
outreach



Community Interest and Opinion Survey: *Let your voice be heard today!*

The City of Cabot Parks and Recreation Department would like your input to help determine park and recreation priorities for our community. This survey will take 10-15 minutes to complete. When you are finished, please return your survey in the enclosed postage-paid, return-reply envelope. We greatly appreciate your time.

1. How often have you and members of your household visited City of Cabot Parks over the past 12 months?
   ____(1) 12 times or more
   ____(2) 6-11 times
   ____(3) 1-5 times
   ____(4) None [please skip to Q#2]

2. Overall, how would you rate the physical condition of ALL the City of Cabot parks you have visited?
   ____(1) Excellent ____(3) Fair
   ____(2) Good ____(4) Poor

3. Please indicate if YOU or any member of your HOUSEHOLD has used any of the following major parks and recreation facilities listed below by circling the YES or NO next to the park/facility.

   If YES, please indicate how you would rate the condition of the parks and recreation fa... circling the corresponding number to the right of the facility.

	Name of Facility	Do You Use this Facility? Yes	No	If YES You Use, How w... condition of ... ...w the Excellent	Go...	...	Poor
A.	Lonoke County Regional Park/Cabot BMX Complex	Yes	No	5		3	1
B.	Allman/Bevis Sports Complex	Yes	No	5	4	2	1
C.	Cabot Community Pond Park	Yes	No	5	4	2	1
D.	Crouch Flag Football Complex	Yes	No	5	4	2	1
E.	Veterans Park and Community Center	Yes	No	5	4	2	1
F.	Cabot Skate Park	Yes	No	5	4	2	1
G.	Richie Road Park	Y...	No	5	4	2	1
H.	Fairlen Ward Memorial Park	...	No	5	4	2	1

4. Which TWO of the FACILITIES from the list in Question #3 have you or members of your household used the most during the past year? [Using the letters in Question #3 above, please write in the letters for the facilities you use most or circle 'NONE'.]

   1st.____ 2nd.____ NONE

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Page 1

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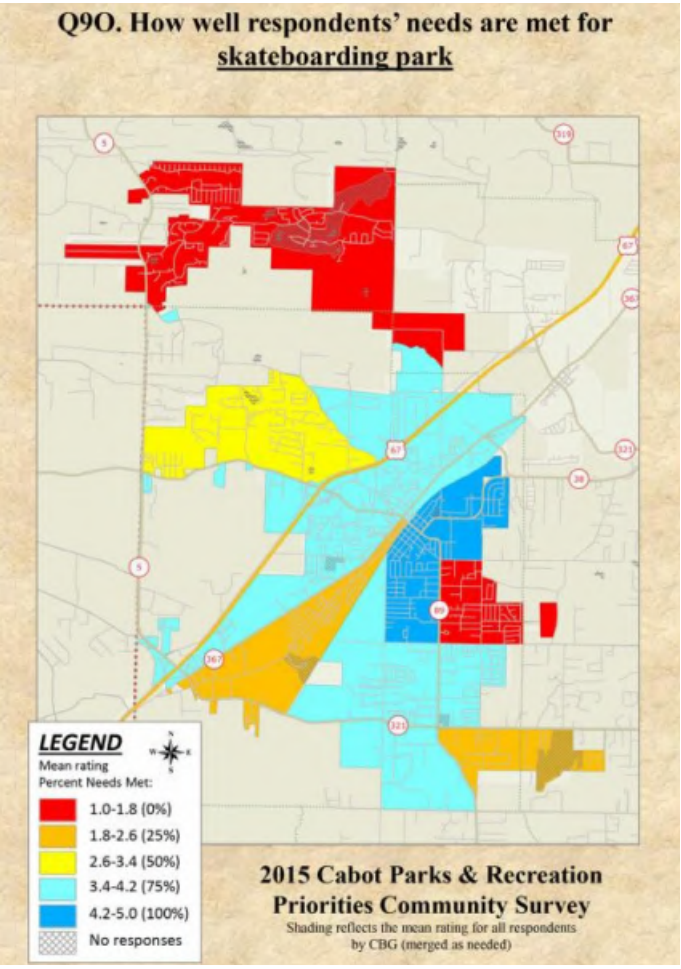

ceived some thoughtful input that provided insight for the next phases of the plan. Responses from both public meetings can be found in Appendices B and C.

Another way public outreach was achieved was through stakeholder interviews. The planning team met one-on-one with thirteen leaders from the community, with respect to their position related to the city or to park programs (i.e. competition sports league leaders). These interviews were designed to provide answers to a targeted list of questions related to capital improvements, recreational programs, maintenance and operations. These answers were then presented to the steering committee for a discussion that provided direction to the planning team during the Needs Assessment phase of the project. The summary of Stakeholder Interviews can be found in Appendix A.

The planning effort was guided by the Cabot Parks Commission and the project steering committee, who assisted the planning team at three steering committee meetings and responded to various requests to input and technical review. The first meeting's intent was to gather data and to craft /approve the plan's vision and goals. At this meeting the planning team discussed the planning process and project milestones.

The second meeting was to present findings, approve target levels of service, vet concepts, and present next steps. The committee helped the planners understand the findings of the public survey and how those results impacted the direction of the master plan. The third meeting presented a draft of the final Park System Master Plan document to get feedback from the committee prior to the City Council adoption hearing.

PLANNING PROCESS
vision + goals

What should the vision of a Park System Master Plan for the City of Cabot be? What goals should be achieved to ensure the plan meets the needs of the community? These were questioned posed to the attendees at the first community meetings early in the planning process. Once established, these guiding principles acted as a check list of items that helped steer the progress of the plan to ensure the key issues were considered and addressed.

The following **Vision Statement** was developed to guide the plan:

Provide a wide variety of park amenities and options for both passive and active recreation to serve Cabot residents and visitors of all ages and interests.

Three supporting goals were developed as well:

- Goal 1: Connect residents to park amenities for active living
- Goal 2: Connect neighborhoods to parks via a trail and open space network
- Goal 3: Connect resident to one another through social spaces, events and opportunities that unite the community.

The key word that was identified in the early fact gathering was 'connect', both physically and in the community sense of spirit. A good park system can be the ties that bind a community together. It became evident in Cabot that their current park system was doing just that, but more connections were needed to fully embrace the city.

Each goal includes objectives that further define the need of that goal. They are as follows:

Goals & Objectives: "Connecting Cabot"

1. **Connect residents to park amenities for active living.**
   - Provide active and passive recreational opportunities where appropriate in existing and future parks to meet the needs of users across all age groups.
   - Implement a capital improvements program to update existing park facilities to best serve the residents of Cabot.
   - Implement a maintenance program to insure that each park and park facility are maintained at an appropriate level of quality.
   - Acquire new park properties and easements to meet park and trail needs and keep pace with the growth of the community.

2. **Connect neighborhoods to parks via a trail and open space network.**
   - Develop a citywide trail network that will tie existing and proposed neighborhoods to existing and future parks, promote modes of alternate transportation, and encourage physical activity.
   - Utilize the existing sidewalk network in providing connectivity to park destinations.

3. **Connect residents to one another through social spaces, events and opportunities that unite the community.**
   - Provide public gathering spaces, event locations and other open space amenities that will encourage social interaction between two or more park users.
   - Utilize social media and publications to strengthen connections between the community and the parks department by communicating about programs and event.

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05 PLAN FRAMEWORK

DEFINING "NEEDS"
EXPRESSED NEEDS: APPLICATION TO STANDARDS
STANDARD-BASED NEEDS: LEVELS OF SERVICE
CURRENT + PROJECTED NEEDS
DISTRIBUTION
TRAILS OPPORTUNITIES

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PLAN FRAMEWORK
defining "needs"

Purpose of a Needs Assessment

Needs assessments are necessary to determine the types and quantities of park land and facilities needed within a community as well as its future growth areas (planning jurisdiction) over the duration of the planning timeframe. Understanding the needs of the park system is important when determining the plan's strategies and action steps for implementing a system of parks and recreational facilities and programs that reinforce a community's identity.

Types of Needs Assessments

Demand-based, or Expressed Needs, are those needs that are voiced by local citizens and park users. A statistically-valid survey, sent to a random sample of the population of a community, is the most accurate way to assess these needs. While it is important to understand the desires of those who participate in the public process, often times the general public's voice is not fully understood without the use of such a survey. These results, combined with the input received from stakeholder interviews, the plan's steering committee, meeting attendees, as well as local boards and commissions, help to form a clear picture of the desires of the community.

Standard-based Needs are determined by completing a Level of Service (LOS) analysis and comparing this to the levels of service of peer communities, as well as to regional and national benchmarks. Once existing levels of service for land and facilities are known, *target levels of service* can be set based on measurable data as well as community input to determine current as well as future land and facility needs.

Historically, a standards-based approach to park system planning was the preferred manner to determine the direction of a park system. However, community differences such as geography, culture, demographics, and lifestyle are not reflected using this approach.

A successful park system should include a variety of spaces, distributed in a way that reflects its specific community's values:

1. Traditional organized recreation (sports: baseball/softball, soccer, football, volleyball, basketball, tennis)
2. Active recreation/free-play (open play fields, playgrounds, exercise stations, skate parks)
3. Passive recreation (pavilions, picnic areas, birding, people watching, relaxation)
4. Expanded uses (dog parks, community garden space, interpretive nature areas)
5. Community gathering space (farmers markets, festivals, concerts, performance spaces)
6. Connectivity (sidewalks and trails)
7. Natural areas (preservation of wetlands, woodlands, grasslands, etc.)

Some of these types of spaces cannot be quantified by standards and benchmarks. The creation of quality, user-friendly spaces and experiences should be given priority over checking off a list of land and facility recommendations that may not result in effective community placemaking. The result has been a movement toward community-specific expressed needs, utilizing benchmarks as a way of confirming needs and projecting them out over a defined timeframe into the future.

PLAN FRAMEWORK
expressed needs: application to standards

Expressed needs are essential in determining quantifiable targets for the growth and expansion of park land and facilities to keep pace with population changes. By understanding what specific types of parks and recreation facilities contained within them are important to the citizens of Cabot, target Levels of Service can be established to reflect the desires of the community. As part of the community survey that was conducted for this master plan, citizens were asked specifically about the importance of, and their need for, various park and facility types.

Expressed Needs: Park Land

When asked what the most important parks and recreation facilities were to their households, 32% of respondents answered small neighborhood parks. Additionally, 24% indicated the importance of large community parks. These response rates were higher than the national average response rates of 28% and 19%, respectively. In fact, the *only* parks and recreation facility that received a higher percentage of responses was walking and biking trails, at 35%.

Likewise, when asked what parks and recreation facilities are needed for their households, 61% of respondents answered small neighborhood parks, and 53% answered large community parks. These response rates closely follow the national averages in both categories. Again, the *only* parks and recreation facility to surpass these response rates were for walking and biking trails, at 62%.

Facility Type	Most important parks and recreation facilities to respondent households			Parks and recreation facilities that respondent households have a need for		
	Rank	*National Average*	*City of Cabot 2015*	*Rank*	*National Average*	*City of Cabot 2015*
Playground Equipment for Children	*6*	19%	15%	*5*	43%	39%
Small Neighborhood Parks	*A*	28%	32%	*A*	60%	61%
Large Community Parks	*B*	19%	24%	*B*	55%	53%
Citywide Parks	No data			No data		
Regional Parks	No data			No data		
Averages: Park Land		22%	24%		53%	51%

PLAN FRAMEWORK
expressed needs: application to standards

Expressed Needs: Facilities

When asked about facilities contained within parks, the highest responses regarding the importance of and the need for specific types, some interesting trends emerged. Higher response rates were given to indoor fitness, indoor and outdoor swimming, and non-sports related special facilities such as dog parks and community gardens. Organized sports fields trended lower on the list of responses, likely indicating that the intended focus on providing such facilities now meets the community's need, and that there is now a need to diversify park offerings to a broader population who may not participate in organized sports.

The tables on these pages organize the response rates to these two questions and are separated into two tables: one for park types (neighborhood parks, community parks, and playgrounds) and one for facilities that are located within parks (sports fields, courts, pools, etc.). The facilities themselves are ranked, with those receiving the highest response rates being near the top of the table and those with low response rates near the bottom. Each is compared to national averages, for reference.

These specific responses to the citizen survey can be utilized to guide benchmarking and a standard-based approach to levels of service, as described on the pages following.

Facility Type	Survey Question 10: Most important parks and recreation facilities to respondent households			Survey Question 9: Parks and recreation facilities that respondent households have a need for		
	Rank	National Average	City of Cabot 2015	Rank	National Average	City of Cabot 2015
Walking & Biking Trails	1	42%	35%	1	69%	62%
Indoor Fitness & Exercise Facilities	2	20%	27%	2	47%	51%
Outdoor Swimming: Pools/Aquatics Facilities	3	18%	22%	4	44%	43%
Indoor Running/Walking Track	4	15%	20%	3	41%	49%
Playground Equipment for Children	5	19%	15%	5	43%	40%
Indoor Swimming: Pools/Aquatic Center	6	17%	14%	6	43%	39%
Off-Leash Dog Parks	7	12%	12%	8	27%	25%
Indoor Swimming: Lap Lanes	8	8%	11%	7	30%	30%
Youth Baseball Fields	9	9%	11%	12	23%	21%
Community Gardens	10	8%	10%	9	33%	24%
Soccer, Lacrosse Fields	11	8%	9%	13	22%	19%
Senior Centers	12	9%	8%	11	22%	23%
Outdoor Amphitheater	13	8%	7%	10	34%	24%
Football Fields	14	3%	7%	15	14%	15%
Outdoor Basketball Courts/Multi-Use Courts	15	5%	3%	14	24%	16%
Outdoor Tennis Courts	16	7%	3%	16	26%	14%
Ultimate Frisbee/Disc Golf	17	3%	3%	17	13%	14%
Skateboarding Park/Area	18	3%	2%	18	13%	6%
Adult Softball Fields	19	4%	2%	19	15%	6%
Youth Softball Fields		n/a	11%		n/a	21%
Indoor Basketball/Volleyball Courts		n/a	5%		n/a	23%
Adult Soccer Fields		n/a	1%		n/a	4%
Miracle League Fields		n/a	1%		n/a	5%

Source: Community Interest and Opinion Survey for Cabot, AR, August 2015, by ETC Institute

PLAN FRAMEWORK
standard-based needs: levels of service

Levels of service (LOS) are a measure of services provided to a population. These measurements are frequently used to gauge municipal services such as police, fire, library, schools, roads, and parks. By setting a Target Level of Service for parks and recreational facilities, future park land and facility needs can be anticipated.

In order to derive a Target LOS, several measures must be considered. These include 1) national benchmarks, 2) the levels of service provided by communities of similar size, demographics, and geographic locations, 3) the levels of service provided by Cabot today, and most importantly, 4) the needs that have been expressed by the citizens of Cabot (see "Expressed Needs: Application to Standards" on pages 48-49).

PARK LAND: STANDARDS / PARK LAND: LOS

TYPE	NRPA	ULI	AGGREGATE 1 (US) 2013 *	AGGREGATE 2 (AR & Border States) 2013 **	AGGREGATE 1 (US) 2014 *	AGGREGATE 2 (AR & Border States) 2014 **	CURRENT LOS: CABOT (current total acres)	TARGET LOS (Minimum Standard)
Mini Parks/Playgrounds							*1 acre*	
Recommended Size (Acres)	2500 s.f. - 1 ac. [2]	n/a					0.25-0.5 ac.	*n/a*
Recommended Service Radius	< 0.25 miles [2]	n/a					one neighborhood	*n/a*
Recommended Acres/1000 Population	0.25 - 0.50 [1]	3.0					0.04	*0.0*
Neighborhood Parks							*20 acres*	
Recommended Size (Acres)	5-10 ac. [2]	5-10 ac.					5-10 ac.	*5-20 ac.*
Recommended Service Radius	0.25-0.5 miles [2]	0.5 miles					several neighborhoods	*0.5 miles*
Recommended Acres/1000 Population	1.0-2.0 [1]	2.0					0.71	*2.0*
Community Parks/Sports Fields							*130 acres*	
Recommended Size (Acres)	30-50 ac. [2]	40-100 ac.					varies	*20-50 ac.*
Recommended Service Radius	0.5-3 miles [2]	2 miles					citywide	*2 miles*
Recommended Acres/1000 Population	5.0-8.0 [1]	3.5					4.99	*8.0*
Citywide /Large Urban/District							*n/a*	
Recommended Size (Acres)	50+; 75+ optimal [3]	100-200 ac.					varies	*n/a*
Recommended Service Radius	entire community [2]	3 miles					surrounding cities	*n/a*
Recommended Acres/1000 Population		2.0					0.00	*0.0*
Regional Parks							*218 acres*	
Recommended Size (Acres)	200+ [1]	500-1000 ac.					varies	*varies*
Recommended Service Radius		10 miles					surrounding cities	*Central Arkansas*
Recommended Acres/1000 Population	5.0-10.0 [1]	15.0					8.37	*8.0*
TOTAL ACRES	**11.25-20.5**	**25.5**	**18.6**	**15.2**	**20.6**	**n/a**	**14.2**	*14.2*

PRORAGIS GENERAL AGGREGATE INFORMATION: DEMOGRAPHICS

Population	15,000-35,000	15,000-35,000	15,000-35,000	15,000-35,000	26,040
White/Caucasian	78.30%	79.60%	72.50%	74.48%	93.10%
Black/African American	8.03%	8.00%	9.58%	12.31%	1.60%
Hispanic or Latino	9.58%	10.42%	11.60%	21.24%	4.10%
Square Mileage of Jurisdiction [3]	12	12	15	17	20.12
Jurisdiction Capital Budget [3]	$1,789,339	$3,678,000	$1,581,134	n/a	
Jurisdiction Per Captia Income [3]	$27,400	$25,745	$28,241	$21,916	$24,712
Jurisdiction Median Household Income [3]	$54,500	$58,672	$60,103	$52,791	$55,762
Jurisdiction Population [3]	23,177	19,789	23,993	29,557	26,040
Population Under 18 [3]	25.90%	27.20%	26.55%	27.90%	30.50%
Population Over 65 [3]	13.00%	11.10%	12.25%	11.10%	8.90%
Growth Rate 2000-2010 [3]	4.50%	14.05%	3.80%	1.40%	5.42% [4]
Number of Parks [3]	14	12	13	n/a	20
Number of Park Acres [3]	224	191	276	n/a	369
Acres of Parkland per 1,000 Population (Median)	12	11.9	15.2	n/a	14.2
Acres of Parkland per 1,000 Population (Average)	**18.6**	**15.2**	**20.6**	**n/a**	**14.2**
Total Acres of Open Space/Conservation/Preservation	218	n/a	502	n/a	0.0
Total Mileage of Greenways and Trails	11.08	6.51	16.3	n/a	**2.89**

* *Aggregate includes cities 15,000-35,000 population in size across the US participating in the PRORAGIS survey*

** *Aggregate includes cities 15,000-35,000 population in AR, MO, TN, MS, LA, TX, and OK participating in the PRORAGIS survey.*

[1] *1983 NRPA Standard*

[2] *1995 NRPA Standard*

[3] *Median Values*

[4] *Annual percentage growth rate for population change from 2000-2010*

PLAN FRAMEWORK
standard-based needs: levels of service

National Benchmarks

Historically, national and regional planning and parks organizations created benchmarks for measuring park land and facilities. These include the National Recreation and Parks Association (NRPA) as well as the Urban Land Institute. Across the country, regional organizations also created benchmarks, but none have been used as a point of comparison in this study, based on age and geography. These benchmarks should be viewed as one way of viewing and classifying parks and their function within the larger parks and recreation system.

Peer Communities

(Aggregate 1, Aggregate 2, PRORAGIS demographic information)
The approach of considering benchmarks alone has been criticized in recent years since they tend to address quantity over quality, and don't account for differences in local or regional recreational preferences. Therefore, it is helpful to consider what other communities of a similar size are providing. PRORAGIS is a database of self-reporting communities' parks and recreation system that was created by NRPA in 2010 and contains extensive information regarding park department facilities,

FACILITIES: STANDARDS / FACILITIES: LOS

Includes proposed inventory following completion o

Facility Type	NRPA	AGGREGATE 1 (US) 2013 *	AGGREGATE 2 (US) 2014 *	Cabot: Existing LOS	Cabot: Target LOS Standard
Population	*n/a*	*15,000-35,000*	*15,000-35,000*	*26,040*	*n/a*
Walking Trails	No standard	n/a	n/a	**1 mile per 9,9010**	*1 mile per 2,000*
Total Miles		*11.08*	*16.3*	*2.89*	
Fitness Centers	No standard	1 per 27,472	no data	**1 per 26,040**	*1 per 15,000*
Pools (outdoor, non-competition)	1 per 20,000 [1]	1 per 21,000	no data	**1 per 13,020** [2]	*1 per 15,000*
Accommodate 3-5% of pop. at a time					
Indoor Track	No standard	no data	no data	**1 per 26,040**	*1 per 15,000*
1/4 Mile Running Track	*1 per 20,000*				
Playgrounds	No standard	1 per 3,040	1 per 2,555	**1 per 3,255**	*1 per 2,500*
Pools (indoor, non-competition)	*See outdoor*	1 per 30,030	no data	**1 per 26,040**	*1 per 20,000*
Dog Park	No standard	1 per 23,000	1 per 22,035	**0**	*1 per 20,000*
Pools (indoor, competition)	*See outdoor*	1 per 25,113	no data	**1 per 26,040**	*1 per 20,000*
Baseball Fields - youth	*1 per 5,000*	1 per 6,198	1 per 2,084	**1 per 1,736**	*1 per 2,000*
Community Gardens	No standard	1 per 21,000	no data	**0**	*1 per 25,000*
Soccer Fields - small fields	*See regulation*	1 per 4,229	1 per 3,649	**1 per 2,170**	*1 per 2,000*
Senior Centers	No standard	1 per 24,826	1 per 23,938	**1 per 26,040**	*1 per 25,000*
Outdoor Amphitheater	No standard	no data	no data	**0**	*1 per 20,000*
Football Fields - game	1 per 20,000	1 per 7,667	1 per 17,645	**1 per 13,020** [2]	*1 per 15,000*
Basketball Courts (outdoor)	1 per 5,000 [1]	1 per 7,270	1 per 5,309	**1 per 13,020**	*1 per 10,000*
Tennis Courts (outdoor)	1 per 2,000	1 per 3,717	1 per 2,555	**1 per 26,040**	*1 per 15,000*
Disc Golf	No standard	no data	no data	**1 per 26,040**	*1 per 25,000*
Skateboard Park	No standard	no data	no data	**1 per 26,040**	*1 per 25,000*
		54.00% offer	*61.90% offer*		
Softball Fields - adult	*See youth std.*	1 per 10,010	1 per 5,825	**1 per 13,020**	*1 per 8,000*
Softball Fields - youth	1 per 5,000 [1]	1 per 8,802	1 per 4,788	**1 per 6,510**	*1 per 5,000*
Baseball Fields - adult	*See youth std.*	1 per 16,675	1 per 10,242	**0**	*1 per 15,000*
Baseball Fields - lighted	*1 per 30,000*				
Soccer Fields - regulation size	1 per 10,000 [1]	1 per 7,175	1 per 8,515	**1 per 26,040**	*1 per 10,000*
Golf (18-hole standard)	1 per 50,000	n/a	n/a	**1 per 8,680** [4]	*1 per 50,000*
Driving Range	*1 per 50,000*	*1 per 28,592*	*no data*		
Recreation Centers	No standard	1 per 21,524	1 per 22,035	**1 per 26,040**	*see Fitness Center*

* *Aggregate includes cities 15,000-35,000 population in size across the US participating in the 2013 and 2014 PRORAGIS surveys, median values*

** *Aggregate includes cities 15,000-35,000 population in AR, MO, TN, MS, LA, TX, and OK participating in the 2013 PRORAGIS survey, median values*

[1] *Standard does not specify field size*

[2] *Football field at parks only; not including schools*

[3] *Includes 1 outdoor pool and 1 aquatics complex with multiple facilities, under construction*

[4] *Private golf courses*

lands, programs, and budgets. Four aggregates were compiled for comparison (two each in 2013 and 2014); the first (Aggregate 1) is a comparison of all communities in the US with populations between 15,000 and 35,000 people. The second (Aggregate 2) is a comparison of communities with populations between 15,000 and 35,000 people that are located in Arkansas and its border states (Texas, Oklahoma, Missouri, Tennessee, Mississippi, and Louisiana).

Existing Levels of Service

Existing Levels of Service are depicted as the current amount of park land or recreational facilities serving the current population of Cabot. Levels of service for park land are calculated as the number of acres per 1,000 people ("x" acres per 1,000 people). For facilities, levels of service are depicted as 1 facility per "x" number of people.

Expressed Needs

More importantly, the citizen preferences expressed within the Cabot Community Interest and Opinion Survey have been included on the two Level of Service sheets as well (see previous pages for their specific breakout, or the complete table in Appendix D), listed as percentages of respondents who indicated a need for each type of park or recreational facility.

Target Levels of Service: Park Land

Mini Parks/Playgrounds

Cabot currently has one mini park, which is going to be phased out. It is the recommendation of this plan that the city not construct mini parks in the future, since they generally cost more to maintain and provide fewer amenities than neighborhood parks.

Neighborhood Parks

Cabot currently provides 0.77 acres of neighborhood parks per 1,000 people. Benchmarks suggest a range of 1.0-2.0 acres per 1,000 people. Additionally, neighborhood parks were rated highly as a need on the citizen survey. Therefore, the Target LOS is 2.0 acres per 1,000 people.

Community Parks

Cabot currently has 4.99 acres of community parks per 1,000 people. The NRPA benchmark indicates a range of 5.0-8.0 acres per 1,000 people. Community parks were also rated very highly as a need on the citizen survey, resulting in a Target LOS of 8.0 acres per 1,000 people.

Regional Parks

Cabot currently has 8.37 acres of regional park land per 1,000 people. However, some of this land is still undeveloped, and a new regional park was just added to the system. Maintaining regional parks at this level of service as population grows is adequate in Cabot, which is located in a larger metropolitan area with several regional park amenities located within a 30-minute drive. The Target LOS should be maintained at 8.0 acres per 1,000 people, which is within the range of NRPA's recommendation for regional parks.

Total: Park Land Target LOS

Currently, Cabot provides 14.2 acres of park land per 1,000 residents. Based on the comparison to benchmarks, peer communities, and survey results, the Target LOS for total park land is 18 acres of park land per 1,000 residents.

Target Levels of Service: Facilities

Cabot meets or exceeds the benchmarks or the LOS offered by peer communities in most sports fields, fitness centers, and outdoor and indoor pools. However, the city falls behind in areas such as trails, playgrounds, dog parks, community gardens, and other non-sports related facilities. These are the same areas expressed as needs within the citizen survey. Note: Existing LOS includes the planned improvements and relocations scheduled to occur as a result of the opening of the Cabot Sports and Aquatic Complex.

As a result, facilities that now have a higher Target LOS than Existing LOS include the following. In some cases, higher Target levels of service were determined based on community input, even if the Existing level of service meets or exceeds benchmarks or peer community data. In other cases, the Target LOS is higher than the Existing LOS but still lower than benchmarks and/or peer community data:

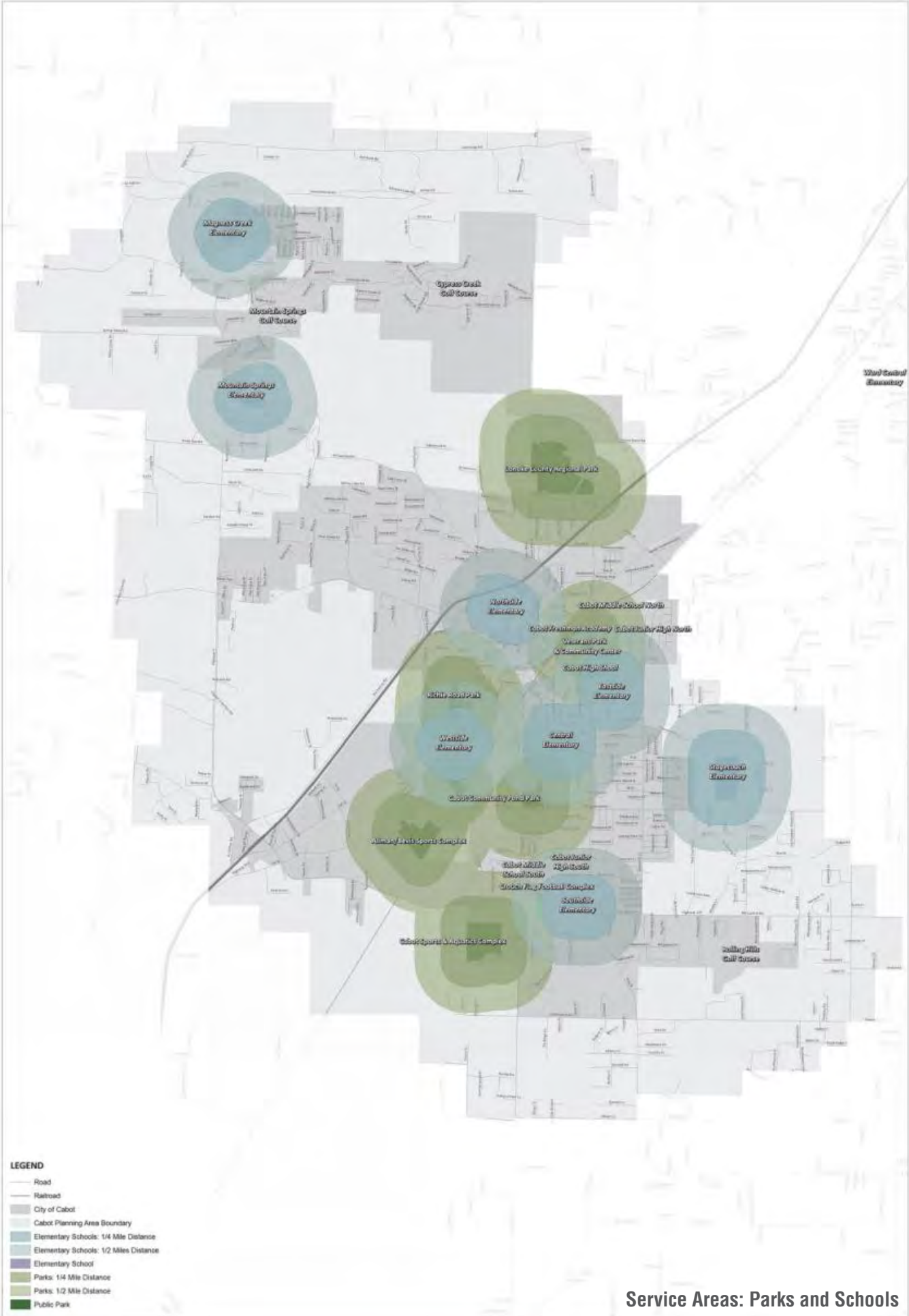
- Walking Trails
- Fitness Centers/Recreation Centers
- Indoor Track
- Playgrounds
- Indoor Pools (competition and non-competition)
- Dog Park
- Community Gardens
- Outdoor Amphitheater
- Basketball Courts
- Tennis Courts
- Adult Softball Fields
- Adult Baseball Fields
- Regulation Size Soccer Fields

The following facilities have a Target LOS that is roughly equal to the Existing LOS:

- Youth Soccer Fields
- Senior Centers
- Disc Golf
- Skateboard Park
- Youth Softball Fields

The following facilities have a Target LOS that is lower than the Existing LOS:

- Outdoor Pools
- Youth Baseball Fields
- Football Fields
- Golf



Service Areas: Parks and Schools

PLAN FRAMEWORK
current + projected needs

According to the outcomes of the citizen survey, the following trends emerged:

- Strong preferences for trails and neighborhood parks
- Sports are well accounted for; gaps are in adult fitness facilities
- Respondents desire an expansion into arts, environmental, and cultural activities
- Maturing parks system; parks have met the needs of youth and should expand into diversified offerings for various age groups.

These trends were then cross checked utilizing a standard-based needs assessment, as described below.

Target Levels of Service, or the service goals that Cabot strives to achieve, have been indicated in the green columns on the tables below, based on the comparison of national benchmarks, peer communities, existing levels of service, and expressed needs. These targets are explained in greater detail on pages 50-52.

Projected needs have been calculated based on the Target Levels of Service. These include current needs (2016), needs based on a 2030 projected population, and those based on a 2050 projected population.

Park Land

For comparison purposes, Projected Needs for 2030 and 2050 were first examined based on the notion of maintaining Current Levels of Service as the population increases. Results from this analysis yielded a need of 8 acres of neighborhood parks, 50 acres of community parks, and 84 acres of regional parks by 2030.

However, the Current Level of Service for neighborhood parks is quite low (0.77 acres per 1,000 people), and citizen response indicated a strong desire for additional neighborhood-scaled parks and playgrounds. As a result, the Target Level of Service was raised to 2.0 acres per 1,000 people, resulting in a Projected Need based on the Target Level of Service of 52 acres by 2030; 32 acres of which is a current need based on Cabot's current population.

Likewise, the Current Level of Service for community parks (5 acres per 1,000 people) was raised to a Target Level of Service of 8 acres per 1,000 people, based on public input and resident's expressed needs for community parks. This results in a need for approximately 160 acres of community park land by 2030 (approximately 80 acres of which is a current 2016 need, based on Target Level of Service).

Regional parks are currently provided at 8.37 acres per 1,000 population. The current regional park is still largely undeveloped. The Target Level of Service was adjusted downward slightly to 8 acres per 1,000 population, resulting in no current additional need for land (though it is recommended that the existing park be developed with its intended program), and an additional 70 acres needed by 2030.

PROJECTED NEEDS based on CURRENT LEVEL OF SERVICE

TYPE	CURRENT SIZE RANGE	CURRENT ACRES PER PARK TYPE	CURRENT LOS ACRES/1000 POP (CURRENT)	PROJECTED NEED based on CURRENT LOS (2030 MTPLN MED SERIES)	PROJECTED NEED based on CURRENT LOS (2050 MTPLN MED SERIES)
Population			*26,040*	*36,102*	*41,087*
Mini Parks	0.25-0.5 ac.	1	0.04	0.39	0.58
Neighborhood Parks	0.5-1 ac.	20	0.77	7.73	11.56
Community Parks/Sports Fields	varies	130	4.99	50.23	75.12
Regional Parks	varies	218	8.37	84.24	125.97

PROJECTED NEEDS based on PROPOSED LEVEL OF SERVICE

TYPE	PROPOSED SIZE RANGE	TARGET LOS STANDARD ACRES/1000 POP	CURRENT NEED based on TARGET STANDARD	PROJECTED NEED based on TARGET STANDARD (2030 MTPLN MED SERIES)	PROJECTED NEED based on TARGET STANDARD (2050 MTPLN MED SERIES)
Population			*26,040*	*36,102*	*41,087*
Mini Parks	0.5-1 ac.	0	-1.00	-1.00	-1.00
Neighborhood Parks	1-5 ac.	2	32.08	52.20	62.17
Community Parks/Sports Fields	20-50 ac.	8	78.32	158.82	198.70
Regional Parks	100+ ac.	8	-9.68	70.82	110.70

2015 Metroplan Estimate - City of Cabot: 26,040; 2015 Metroplan Estimate - Cabot Planning Area: 30,366
2013 US Census Bureau Estimate: 25,434

PLAN FRAMEWORK

FACILITIES: STANDARDS				FACILITIES: LOS		FACILITIES: NEEDS		
				Includes proposed inventory following completion of Cabot Sports and Aquatics Park				
Facility Type	NRPA	AGGREGATE 1 (US) 2013 *	AGGREGATE 2 (US) 2014 *	Cabot: Existing LOS	Cabot: Target LOS Standard	Need: CURRENT	Need: 2030 METPLN MED SERIES	Need: 2050
Population	*n/a*	*15,000-35,000*	*15,000-35,000*	*26,040*	*n/a*	*26,040*	*36,102*	*41,087*
Walking Trails	No standard	n/a	n/a	**1 mile per 9,9010**	*1 mile per 2,000*	10	15	18
Total Miles		*11.08*	*16.3*	*2.89*				
Fitness Centers	No standard	1 per 27,472	no data	**1 per 26,040**	*1 per 15,000*	1	1	2
Pools (outdoor, non-competition)	1 per 20,000 [1]	1 per 21,000	no data	**1 per 13,020** [2]	*1 per 15,000*	0	0	1
Accommodate 3-5% of pop. at a time								
Indoor Track	No standard	no data	no data	**1 per 26,040**	*1 per 15,000*	1	1	2
1/4 Mile Running Track	*1 per 20,000*							
Playgrounds	No standard	1 per 3,040	1 per 2,555	**1 per 3,255**	*1 per 2,500*	1	5	7
Pools (indoor, non-competition)	*See outdoor*	1 per 30,030	no data	**1 per 26,040**	*1 per 20,000*	0	1	1
Dog Park	No standard	1 per 23,000	1 per 22,035	**0**	*1 per 20,000*	1	2	2
Pools (indoor, competition)	*See outdoor*	1 per 25,113	no data	**1 per 26,040**	*1 per 20,000*	0	1	1
Baseball Fields - youth	*1 per 5,000*	1 per 6,198	1 per 2,084	**1 per 1,736**	*1 per 2,000*	-2	3	6
Community Gardens	No standard	1 per 21,000	no data	**0**	*1 per 25,000*	1	1	2
Soccer Fields - small fields	*See regulation*	1 per 4,229	1 per 3,649	**1 per 2,170**	*1 per 2,000*	1	6	9
Senior Centers	No standard	1 per 24,826	1 per 23,938	**1 per 26,040**	*1 per 25,000*	0	0	1
Outdoor Amphitheater	No standard	no data	no data	**0**	*1 per 20,000*	1	2	2
Football Fields - game	1 per 20,000	1 per 7,667	1 per 17,645	**1 per 13,020** [2]	*1 per 15,000*	0	0	1
Basketball Courts (outdoor)	1 per 5,000 [1]	1 per 7,270	1 per 5,309	**1 per 13,020**	*1 per 10,000*	1	2	2
Tennis Courts (outdoor)	1 per 2,000	1 per 3,717	1 per 2,555	**1 per 26,040**	*1 per 15,000*	1	1	2
Disc Golf	No standard	no data	no data	**1 per 26,040**	*1 per 25,000*	0	0	1
Skateboard Park	No standard	no data	no data	**1 per 26,040**	*1 per 25,000*	0	0	1
		54.00% offer	*61.90% offer*					
Softball Fields - adult	*See youth std*	1 per 10,010	1 per 5,825	**1 per 13,020**	*1 per 6,000*	2	4	5
Softball Fields - youth	1 per 5,000 [1]	1 per 8,802	1 per 4,788	**1 per 6,510**	*1 per 5,000*	1	3	4
Baseball Fields - adult	*See youth std*	1 per 16,675	1 per 10,242	**0**	*1 per 15,000*	2	2	3
Baseball Fields - lighted	*1 per 30,000*							
Soccer Fields - regulation size	1 per 10,000 [1]	1 per 7,175	1 per 8,515	**1 per 26,040**	*1 per 10,000*	2	3	3
Golf (18-hole standard)	1 per 50,000	n/a	n/a	**1 per 8,680** [4]	*1 per 50,000*	1	1	1
Driving Range	*1 per 50,000*	*1 per 28,582*	*no data*					
Recreation Centers	No standard	1 per 21,524	1 per 22,035	**1 per 26,040**	*see Fitness Center*	1	1	2

* *Aggregate includes cities 15,000-35,000 population in size across the US participating in the 2013 and 2014 PRORAGIS surveys, median values*

** *Aggregate includes cities 15,000-35,000 population in AR, MO, TN, MS, LA, TX, and OK participating in the 2013 PRORAGIS survey, median values*

[1] *Standard does not specify field size*

[2] *Football field at parks only; not including schools*

[3] *Includes 1 outdoor pool and 1 aquatics complex with multiple facilities, under construction*

[4] *Private golf courses*

Facilities

According to Target Levels of Service, many facilities do not have a large current need. The exception to this is the need for trails, as indicated as the highest expressed need on the citizen survey. According to the resulting Target Level of Service, 15 miles of trails should be constructed by 2030, 10 of which are a current need based on today's population. However, benchmarks are a rule of thumb, and it is far more important to create meaningful experiences along trails that connect relevant destinations, in order to maximize their use and enjoyment.

Additional "current" needs include an additional recreation/fitness center and indoor track, a playground, dog park, community garden, amphitheater, youth soccer field, outdoor basketball court, tennis court, two adult softball fields, one youth softball field, two adult baseball fields, and two regulation soccer fields. Projected 2030 needs include slight increases in facilities, with a slightly larger increase in the number of playgrounds, youth baseball fields, youth soccer fields, youth and adult softball fields, and regulation soccer fields.

PLAN FRAMEWORK
needs + distribution

These needs can be translated into the following parks package:
Five to ten (5-10) new Neighborhood Parks (5-10 acres each), to include playgrounds, water, seating, shade, open play fields, internal walking paths, multi-use courts, small pavilions, and optionally: splash pads, community gardens, small off-leash areas for dogs.

Three (3) new Community Parks (approximately 50 acres in size, each), to include playgrounds, water, seating, shade, pavilions, ponds/fishing piers, exercise/challenge courses, internal walking paths, passive recreation areas, and practice fields. Additionally, each new community park should include one of these focuses:

- Indoor Recreation and Aquatics Facility
- Soccer Complex (6 youth soccer, 3 adult soccer fields)
- Baseball/Softball Complex (3 youth baseball, 4 adult softball, 3 youth softball, 1 Miracle League field, optionally 2 adult baseball fields)

One (1) new Regional Park (approximately 70 acres in size), program to be determined by citizen preferences as Cabot's population grows.

Geographic Distribution
In order to determine where new parks should be located, existing parks are usually considered to have a "service area" based on their size and their function. Neighborhood parks typically have smaller service areas, since they should be accessible within a 5-10 minute walk and they serve one or multiple neighborhoods. Conversely, community parks usually serve much larger areas of the community, and are accessible by walking, bicycling, or driving since they offer additional facilities that are generally not located in neighborhood parks.

Service Areas
Complex route analyses can be performed to determine walksheds around parks, based on the road and trail network that serves them. For purposes of this study, service areas are considered relative in terms of the populations they serve. Neighborhood parks were calculated to have a ½-mile service radius, and community parks a 2-mile service radius.

Since most existing parks in Cabot are community parks, there are few areas of town that are not adequately served by one. However, there are very few neighborhood parks. Cabot Parks and Recreation and the Cabot School District utilize each other's facilities for recreational purposes. Oftentimes elementary school yards can serve a neighborhood park function with the presence of playgrounds, open play fields or practice fields, walking paths or tracks, and other facilities. In order to determine the areas currently served by neighborhood parks (or equivalent), the following two assumptions were made:

1. Community parks by nature, oftentimes also serve a neighborhood park function to those areas immediately surrounding them.
2. Elementary school playgrounds can provide a neighborhood park role to their surrounding residential areas.

The graphic on page 53 shows both a ¼ and ½ mile service radius around each park and school, with park radii in green and school radii in blue. Darker rings depict the ¼ mile radius, while lighter rings depict the ½ mile radius.

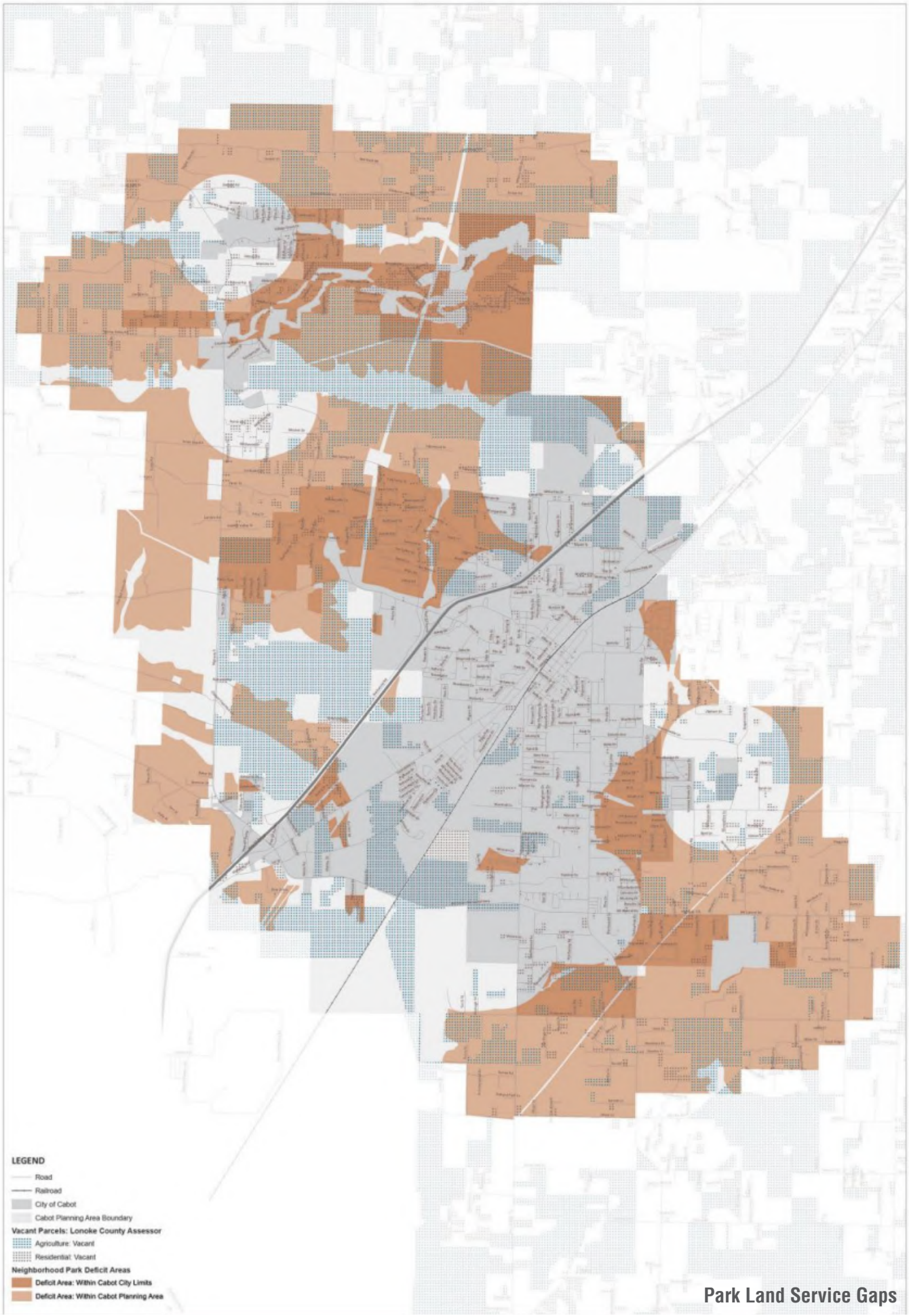
Service Gaps
Conversely, the areas NOT served by parks and schools are located in "service gaps". In this analysis, non-residential land uses were removed from the map, leaving residential and agricultural land uses (which may be developed as residential uses) that are not within the service radii of parks or schools.

Cabot's service gaps are indicated in the graphic on page 57. The darker tan tones indicate service gaps within Cabot's city limits, while the lighter tans indicate gaps within Cabot's planning area: land which may one day be annexed by the City and need the services provided by municipal parks and recreation facilities. These service gap areas are not intended to be a literal interpretation of where services start and end, but rather to illustrate where park services are concentrated.

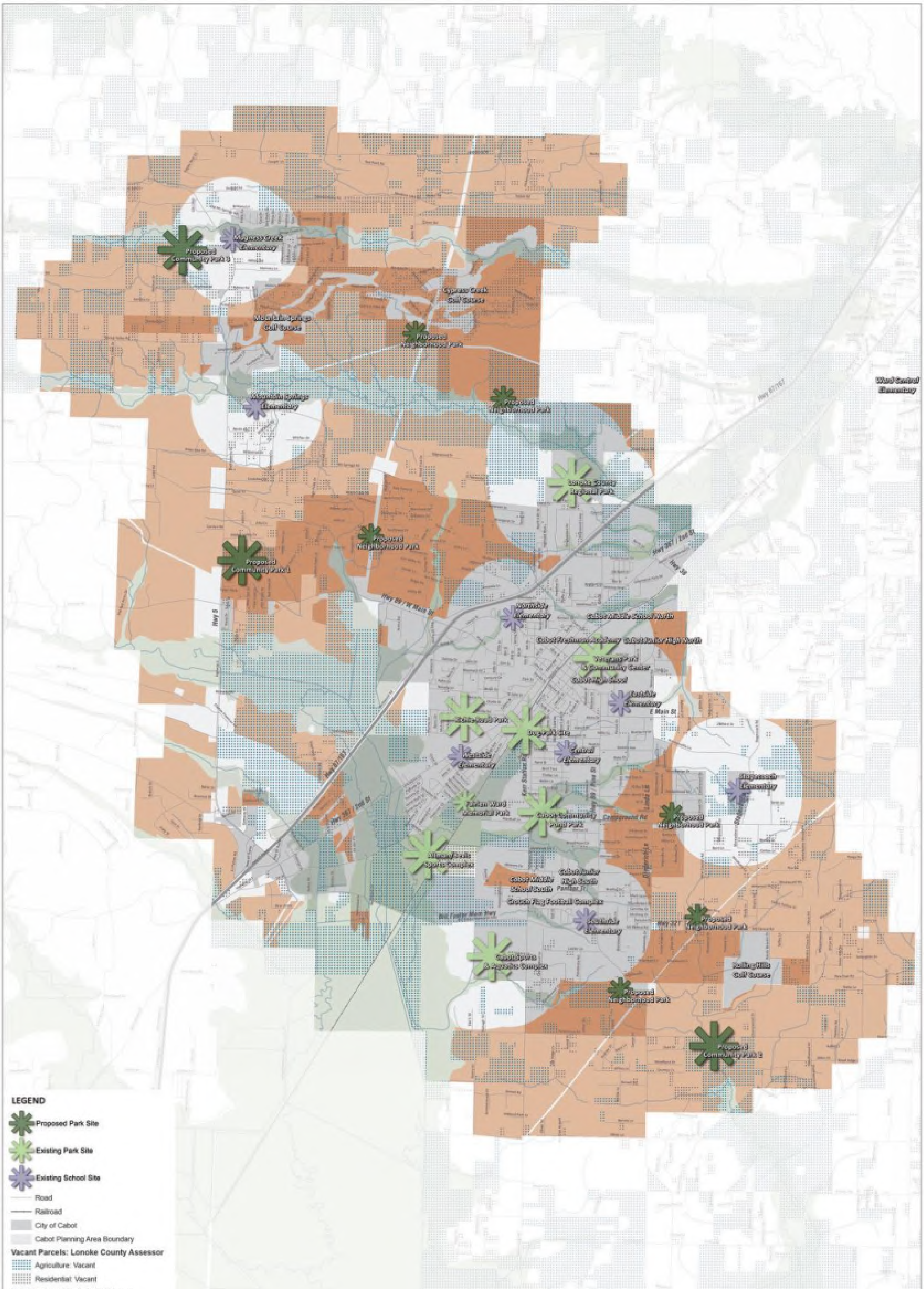
While central Cabot is well served by parks, areas north and west of Highway 67/167 are not. Likewise, areas within Cabot's planning area to the southeast are also not served. This analysis gives planner an indication where new parks may need to be located in the future. Given further consideration is the overlay of parcels that are vacant agriculture or vacant residential, according to the Lonoke County Tax Assessor's office. Areas with blue dots are taxed as vacant agriculture land, while areas with black dots are taxed as vacant residential land.

Future Parks
The needs assessment indicated the need for 3-5 community parks by 2030, as well as 5-10 neighborhood parks. The graphic on page 58 shows where these parks (light green) may be located geographically to provide services in areas that have none today. Two community parks are proposed north and west of Hwy 67/167 and one additional one in the southeast planning area. Three additional neighborhood parks are shown north and west of Hwy 67/167 and three more to the south and east. Regional parks are generally highly-specialized destination facilities, and as such, have not been indicated on this graphic until a specific need or opportunity is identified.

Existing parks are shown on the graphic in dark green, and elementary school sites in light purple. An additional graphic on page 61 depicts the proposed park locations without the service gap or vacant land layers, for clarity.



Park Land Service Gaps



Future Park Opportunities

PLAN FRAMEWORK
trails opportunities

Trails and trail connections are an important part of any community's park system. A good trail network connects neighborhoods to parks and other community destinations so residents and visitors have alternative transportation options for access to those destinations, particularly children, older adults, and those who do not have access to a vehicle. Following the overwhelming feedback regarding the desire for trails, opportunities for future connections were assessed as part of the master planning process. This cursory look is not intended to be a comprehensive network study, and a bicycle and pedestrian master plan should be completed upon approval of the this plan in order to more closely identify on- and off-road trail connections.

When looking at a trail network, the following types of opportunities may be conducive for accommodating some form of bicycle or pedestrian facility:

Off-Road Opportunities
- Floodplains / drainage corridors
- Utility corridors

On-road opportunities
- Bicycle lanes, sharrows and cycle tracks
- Complete streets
- Wide separated paths within the right-of-way

The survey respondents made it very clear that the residents of Cabot want trails. Trails come in many forms, but the survey results indicate that citizens are ready to have the opportunity to bike, walk, or jog from their neighborhoods to their schools, parks, and other community points of interest rather than drive to those locations or to drive to another town to use their trail network.

The map on page 60 shows potential trail opportunities within Cabot's planning area. The solid purple lines are roads with potential bicycle lane opportunities, the purple dots are other possible future bike facilities opportunities (such as sharrows or bicycle routes), the solid red lines are roads that could support sidewalk improvements while the red dots show possible multipurpose trail locations (paved, off-road trails). The red boxes denote locations of potential connectivity conflicts, such as difficult road or rail crossings, if the current route doesn't provide for safe multimodal usages. The information to note on the map is how these proposed trail facilities connect to neighborhoods, parks, schools and other amenities in town. As mentioned above, a proper bicycle and pedestrian master plan will be needed to further study these facility types, locations, and connections in greater detail.

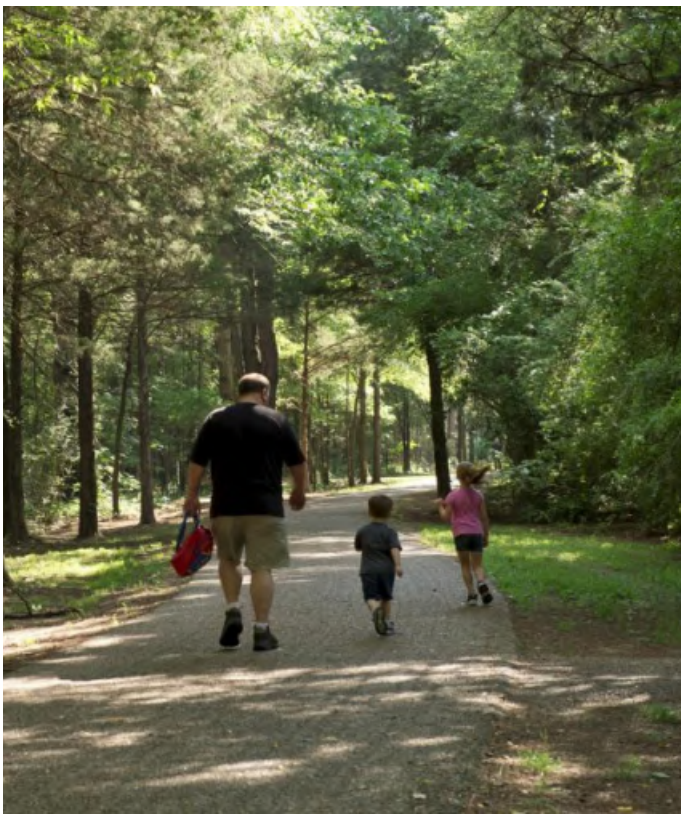
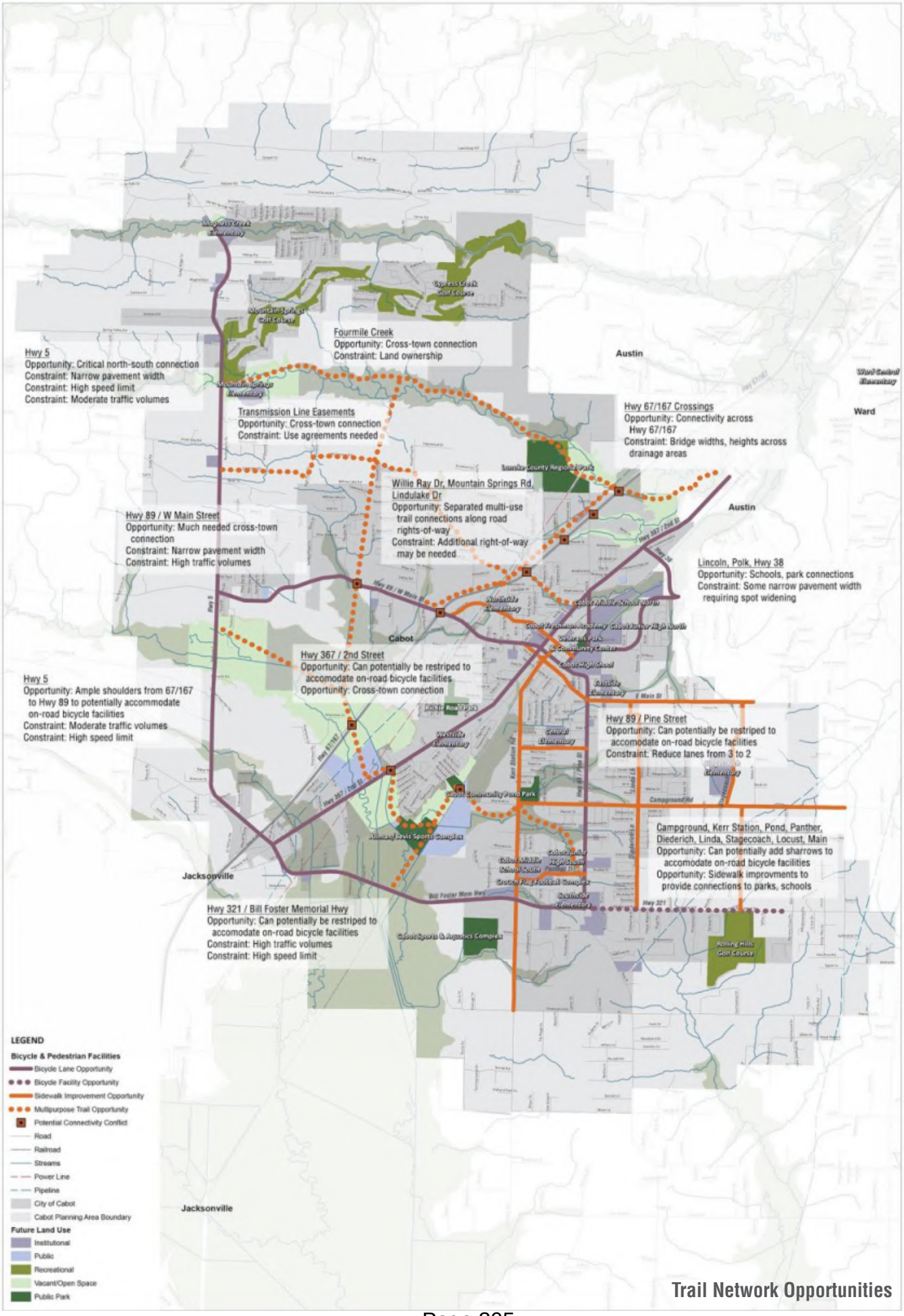
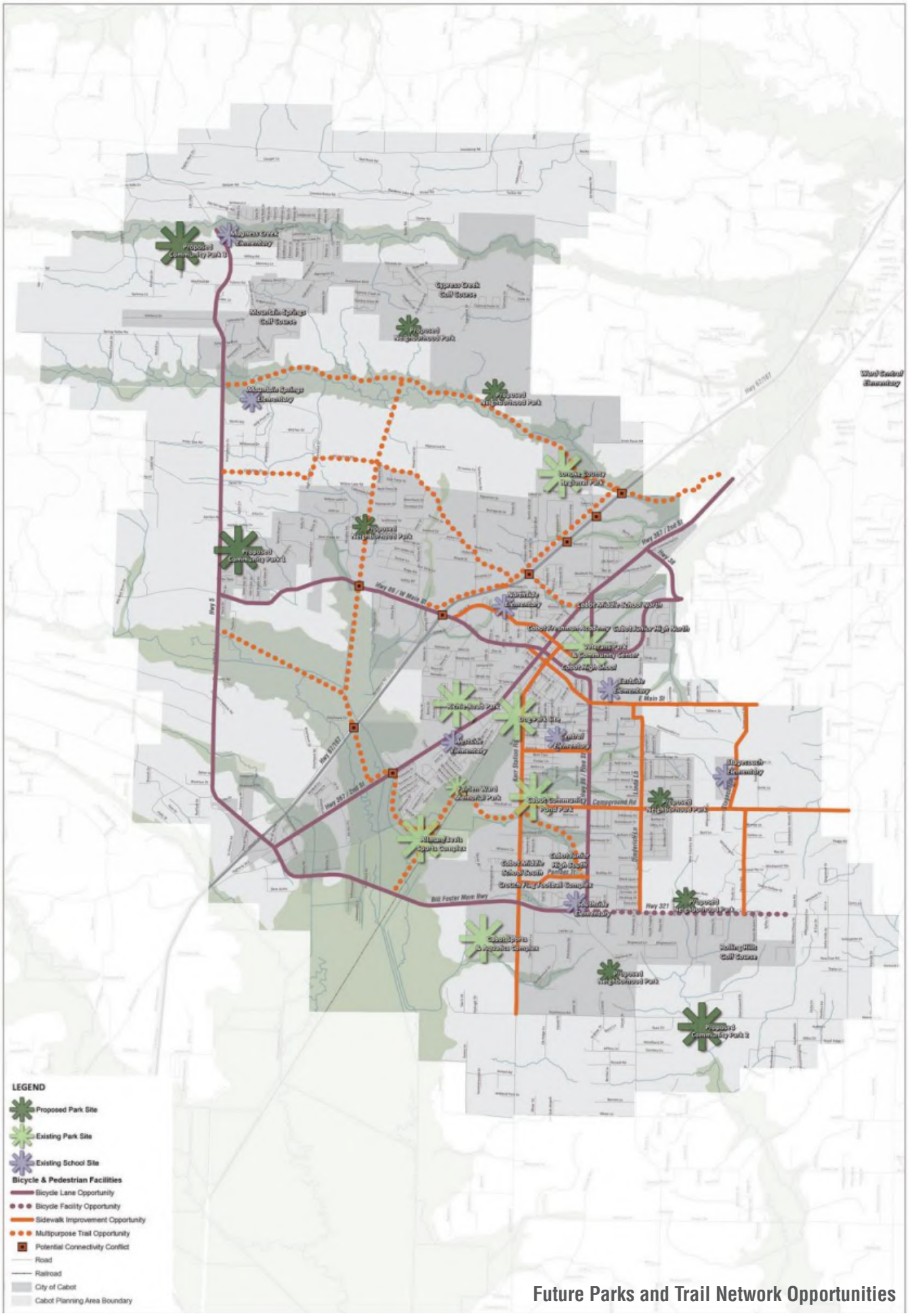


Photo Courtesy Arkansas Department of Parks and Tourism



Trail Network Opportunities



Future Parks and Trail Network Opportunities

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06 IMPLEMENTATION

PROGRAMS RECOMMENDATIONS
MAINTENANCE MANAGEMENT RECOMMENDATIONS
ORGANIZATIONAL RECOMMENDATIONS
STRATEGIES + ACTIONS
PRIORITIZATION
CREATING PLACES FOR PEOPLE
COST
FUNDING SOURCES

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IMPLEMENTATION
programs recommendations

It is time for the Department to embrace the Vision Statement included in this master plan - *Provide a wide variety of park amenities and options for both passive and active recreation to serve Cabot residents and visitors of all ages and interests*. To that end, all of the recommendations detailed below are in the spirit of expanding passive, self-directed, and self-improvement opportunities in Cabot that augment the athletic, aquatic, and other active experiences currently available.

Future Recreation Program

Future recreation program recommendations are taken primarily from preferences expressed in the survey document. The highest ranking program requests are as follows:

- Adult fitness and wellness
- Special events
- Self-directed opportunities
- Self-improvement opportunities
- Programs for millennials between the ages of 20 and 35 as they are demographically the largest age group
- Adult programs for 50 years old and older

Future Recreation Management Recommendations

Marketing

Embrace the challenge of finding successful ways to inform the public about the opportunities that are available to them. From the survey, we learned of this need as the highest rated reason that more people do not utilize the program.

- The use of social media is a high priority options that is an affordable, timely, and effective tool to use.
- In its marketing campaign, the Department should always promote the EXPERIENCES and BENEFITS that are linked to the programs and services that are offered. For example, rather than promote Aerobics Classes, the Department should promote the health and wellness opportunities available by taking an aerobics class.

Department Programming Role

There are two primary options the department can use to determine how best it can get involved within the community to offer programming. Those options are:

- Continue to be a direct provider as it has in the past with the understanding that this role will limit the programs that can be offered due to staff limitations
- To be a facilitator by assisting others to organize and produce programs. The facilitation option allows the department to expand its role in the community as its time spent on task is less than when acting as a direct provider.

Positioning

The Department should "position" itself in the community to be at the forefront of citizens' minds when anything programming/special events are occurring. In addition to direct facilitation and facilitation opportunities as detailed above, the Department can align itself with highly regarded agencies; e.g. health care providers, the American Heart Association, Boys & Girls Club, Chamber of Commerce, United Way, School District.

Recreation Program Management

Develop a formal process to identify new programs, to analyze existing programs, and to determine when best to drop older programs whose life cycle has reached the end. Below are some guidelines to follow:

IMPLEMENTATION
programs recommendations

- New program identification – facilitate one or two staff and community-wide discussions annually to discuss which new programs would best serve the community's needs in the areas of type, format, life cycle, and age group served.
- Mature programs – track existing programs to understand that the Department is considered to be very conservative and traditional if 90% of its programs are old. On the other hand, if only 70% of the Department's programs are old, it is considered to be more innovative and on the creative edge.
- Repeat customers – If 60% to 70% of the Department's program participants are repeat customers, that is a good sign.

Future Recreation Facility Recommendations

Trails
Develop and implement as funds become available a master trails plan. Trails are the highest rated facility preference by citizens in Cabot.

Athletics
Given the current investment in the sports complex and the quality of older athletic fields, it is time to invest in other types of recreation facilities.

Aquatics
Given the current investment in the new aquatic facility and the availability of the indoor aquatic facility at the community center, it appears that the best investment would be for a large splash pad to replace the old outdoor pool at Richie Road Park.

Skate Park
The current location for the skate park adjacent to the community center is not working well. A new location should be determined that considers:

- the need for high visibility
- compatibility with adjacent uses
- synergy considerations that could occur if placed near other extreme sport venues
- logistical appropriateness for the average age of skaters which is typically in the low teens
- effects of noise that is caused when the skates interact with the surface they are used on

Community Pond
Continue to make upgrades as needed around the community pond.

Cost Recovery and Pricing

Regardless of the outcome of the stated goal of recovering 65% of the Department's total budget, the creation of a formal pricing and cost recovery policy is needed. The approach to creating a pricing and cost recovery policy is to track costs for all programs and services; to list all programs and services into categories according to who benefits; e.g. individual, enhanced services that benefit the individual more than the general community, merit services that benefit the individual and community equally, and the entire community; and to assign percentages of cost recovery from 0% to 100% based on the categories above.

IMPLEMENTATION
maintenance management recommendations

This assessment is created to provide an evaluation of the level of service that Cabot citizens can expect in their park system from the resources allocated to its maintenance. Ultimately, the park system must support the vision that is presented in this master plan - Provide a wide variety of park amenities and options for both passive and active recreation to serve Cabot residents and visitors of all ages and interests.

Basic Tenets

- The level of service (LOS) that is applied to the maintenance of the park system is directly related to the resources available to staff and staff's ability to work efficiently as it goes about its work.
- The most acceptable level of service (LOS) is one that provides:
  - safety
  - security
  - approval by citizens-at-large; and
  - enhances the economic, environmental, social, and personal benefits expected of it

Assessment Methodology

To assess the level of service of the Cabot park system, six categories were analyzed:

- citizen satisfaction
- consultant on-site observations
- maintenance type (preventive, cyclical, corrective)
- maintenance mode (level 1, level 2, level 3, or level 4)
- maintenance functions and their maintenance frequency
- benchmarking comparisons

Citizen Satisfaction

Generally, citizens feel good about the condition of the park system. We learned this from the results of the statistically valid citizen survey that was completed as part of the development of the overall park system master plan. *See "Citizen Satisfaction" table, below.*

Consultant On-Site Observations

On-site observations of the park system rated as high for these reasons:

- based on the quality of the turf, it was determined that mowing, trimming and edging occurs on a regular basis
- amenities such as playgrounds, pavilions, and hard surfaces appear to be in safe condition

Maintenance Type

There are three maintenance types against which Cabot is evaluated. Those three types are:

1. Preventive - The goal of Preventive Maintenance is to schedule routine actions on each asset that is to be maintained.
2. Cyclical - Cyclical Maintenance generally is defined as the maintenance action on a key element of an asset that will need to be replacement or refurbishment one or more times during the life of the asset.
3. Corrective - Corrective Maintenance is the last type of repair action. Equipment may break down before it is scheduled to be replaced. Generally speaking, corrective repairs should be a relatively small part of the maintenance time. Corrective repairs are a signal that something is not working. *See "Maintenance Types" table, below.*

Citizen Satisfaction for the Quality of the Park System

Item	Cabot Citizen Rating of "Excellent or Good"	National Average
Quality of Cabot parks and	75%	85%
Visitation to the park system during the past year	74%	79%

Maintenance Types

Type	Cabot	Comments
Preventative		
Cyclical		
Corrective	X	Based on staff comments and linked to resource limits

IMPLEMENTATION
maintenance management recommendations

Maintenance Modes

There are four maintenance modes as described below and against which Cabot is evaluated. Data from the evaluation of the park system came from staff input and on-site consultant observations.

See "Maintenance Mode Description" table, below.

See also "Maintenance Mode of Existing Parks" table, below.

Maintenance Mode Description and National Benchmark of Dollars Spent per Acre

Mode	Description	National Benchmark for Dollars Spent per Acre
Mode 1	High level maintenance usually associated with high traffic areas such as those around the perimeter of your buildings and most heavily used parks	$6,000
Mode 2	High level maintenance associated with well-developed park areas with reasonably	$4,500
Mode 3	Moderate level of maintenance associated with locations with moderate to low levels of development, moderate to low levels of visitation, or with agencies that because of budget restrictions cannot afford a higher level of maintenance	$3,400
Mode 4	Moderately low level of maintenance associated with low level of development, low visitation, undeveloped areas or remote parks	$1,800

Maintenance Mode of Existing Parks

Mode	Cabot
Mode 1	Veterans Park Allman/Bevis
Mode 2	Community Pond Park Richie Road Park
Mode 3	Fairlen Ward
Mode 4	Lonoke County Regional Park

Maintenance Functions and their Maintenance Frequency

Frequency of maintenance is determined by resources, staff efficiency, and citizen expectations. As the new project work order system is implemented, staff will have the ability to track the current man hours needed to maintain the system as its current level and, when needed, it will be in a position to calculate the additional resources needed to elevate the level of service.

We know from the citizen survey, staff input, and on-site observations that the current level of service is meeting adequate.

See the "Maintenance Functions and their Maintenance Frequency" table on the following page.

Current Capital Maintenance Needs

See "Capital Maintenance Needs in 2015" table on the following page.

Benchmarking Comparisons

Comparing key indicators linked to national averages and/or best practices provides another perspective when analyzing Cabot's level of service that results from its maintenance management.

See "National Averages, Benchmarks, and other Relevant Data" table on the following page.

IMPLEMENTATION
maintenance management recommendations

Maintenance Functions and their Maintenance Frequency

Function	Current Annual Man Hours	Maintenance Frequency	Additonal Hours Needed to Reach a Higher Maintenance Mode
Administration		Daily	
Building Maintenance		Weekly	
Equipment/Vehicle Maintenance		Weekly	
Facility Maintenance		Weekly	
Flower Maintenance		Monthly	
Grounds Maintenance		Weekly	
Herbicide Application		Monthly	
Irrigation		Sparingly	
Mowing		Weekly	
Weed-eating		Weekly	
Recreation Equipment		Monthly	
Restroom Maintenance		Daily	
Snow Removal		Sparingly	
Training		Annually	
Trash Pickup		Daily	
Tree Care / Removal		Monthly	
Lighting		Monthly	

Capital Maintenance Needs in 2015

Item	Approximate Cost for Replacement/Repair
Indoor pool resurface	$9,000
Gym lighting	$10,000
Richie Road ballfield renovations	$60,000
Richie Road pool renovation	$450,000
Playground improvements	$50,000
Softball and baseball lights	$420,000
Lonoke County Regional Park road and parking	$150,000
Allman/Bevis drainage and parking pavement	$500,000
TOTAL	$1,649,000

IMPLEMENTATION
maintenance management recommendations

National Averages, Benchmarks, and other Relevant Data

Item	Cabot	National Average and/or Benchmark
Annual budget for capital maintenance, maintenance equipment and asset depreciation	$66,200 (average annual budget request from 2014 to 2018)	High performing agencies develop a percentage of their total assets to be budgeted annually for capital improvements
Expenditures per resident	$71.50	$71.00
Maintenance budget per acre for maintained areas?	$1,736	Mode 4 - $1,800
Park acres per 1,000 residents	14.2	17.3
Number of full-time employees per 1,000 residents	0.28	0.94
Number of part-time staff employees per 1,000 residents	0.6	0.62
Annual hours allocated to non-park mandates from city council or administration; e.g. hanging Christmas lights, setting up for special events?	80	This appears to be a low number and should be updated when the work order system is implemented
Is there an automatic equipment replacement program based on age or operating hours on each piece of equipment?	No	Varies; however, an automatic equipment replacement program based on equipment hours of usage or age is ideal
Does the Department have the right kind of equipment for the tasks that it is required to perform?	Yes, for the most part. Implemented a five year capital equipment program that requires city commission approval	Critical that equipment is of the right type, otherwise, efficiency is dramatically affected in a negative way
Are there facilities, parks, or amenities that can and should be abandoned, razed, or given away?	Fairlen Ward due to the wet conditions in the park for approximately six months each year	Not unusual to identify a park amenity or a parcel of land that has become disposable; however, most communities take a hard stand against disposing of park property
Are there hobbyists, special interest groups, or other partners who do, or can do maintenance to meet your expectations that will offset your workload?	BMX special interest group maintains the track	Varies
Is the Department outsourcing any of its maintenance at this time?	Turf chemical treatment Community Center Janitorial Electrical needs Some Plumbing	Varies

IMPLEMENTATION
maintenance management recommendations

Findings and Recommendations

Maintenance Modes

The current maintenance mode is one of corrective and in a Mode 4 funding category of $1,736 per acre which is the lowest category. The recommendation is to develop an approach with the necessary funding to move into cyclical and preventive modes.

Capital Budget

The current annual budget for capital maintenance, maintenance equipment and asset depreciation is low. The recommendation is to:

- Determine the value of the total assets in the Department
- Continuously update the capital improvement needs of the Department and present to the city during the annual budgeting process
- Seek city commission support for a dedicated funding source for capital needs that is a set percentage of the total assets of the Department

Staffing

Staffing levels will be low as the new aquatic and athletic complex opens in the spring. The recommendation is to seek new full-time and part-time staff to meet the new demand.

Work Order System

There is no work order system at this time. The recommendation is to acquire a system and implement it as soon as possible. The system is critical for scheduling work and for collecting important data that can be used to validate operating and capital budget requests.

Formal Partnership Policy

There is not a formal partnership policy at this time. The recommendation is to develop a formal policy as soon as possible. It can be used with the BMX special interest group and other current and future volunteers to ensure that their efforts are at an acceptable standard that coincides with the city's level of service. When developed, the policy should include the following as a minimum:

- Contact information
- Date when the agreement will be reviewed on an annual basis
- Goals for each partner and assurance that they are mutually beneficial
- Dollar value of contributions by each partner
- Expected/projected revenue
- How best to communicate
- Insurance requirements
- Agreement terms
- Approved signatures of each partner

IMPLEMENTATION
organizational recommendations

This assessment is created to provide an assessment of the Park and Recreation Department relative to the way it is structured and functions. Ultimately, the department must be structured in a manner that positions it to meet its stated goals and that it is constant pursuit of the vision that is presented in this master plan - *Provide a wide variety of park amenities and options for both passive and active recreation to serve Cabot residents and visitors of all ages and interests.*

Basic Tenets

- The existing organizational structure has evolved over time under the direction of several Directors of Parks and Recreation and leadership provided by city managers, mayors, and other elected officials who may have greatly influenced it.
- Performance is the end which all activities serve.
- The first step in structuring an organization is to identify and organize the building blocks of the organization, that is, the activities which have to be encompassed in the final structure to carry the load.
- An organization that wants to build a high spirit of performance recognizes that people decisions on placement, pay, promotion, demotion, and firing are the true control of an organization. They far outweigh the financial reports and all other department controls when behavior is modeled and molded.
- It is the recipient who communicates. Unless there is one who hears, there is no communication, there is only noise.
- An effective organizational structure follows strategy. Strategy answers the questions:
    - What is our business?
    - Where are we now?
    - Where are we going?

Assessment Methodology

To assess the organization, four categories of questions were asked and included the following:

1. External environment
2. Organizational motivation
3. Organizational capacity
4. Organizational performance

External Environment Questions

- What are the political realities in Cabot that affect the Department?
- Is the Park and Recreation Board functioning in a manner that is supportive of the Department?
- Are there social and/or cultural changes occurring in Cabot that are affecting the Department?
- Is the Department faced with social equity demands/opportunities?
- Are there stakeholder issues facing the Department; e.g. special interest groups?
- Describe economic conditions, good or bad, that are affecting the Department.
- Are there legal issues affecting the Department?
- What are the international, national, regional, and local trends affecting the city of Cabot and the Park and Recreation Department?
- What technological innovations are providing the Department with increased citizen demands/opportunities?

Organizational Motivation Questions

- Has the history of the Department set a solid foundation upon which to build for the future?
- Is the Vision for the Department current?
    - Give an example of how the Vision is used to make decisions for resource allocation
- How does the Department recognize its employees and departmental successes?
- Is there a pay for performance plan that evaluates employees on what they do and how they do it?
- How would employees in the Department rate their opportunities to communicate up the chain of command with a rating of 0 to 10?
- What is the level of staff turnover?
- Are there opportunities within the Department to work with others on a team to solve problems?

Organizational Capacity Questions

- Are the departmental processes efficient and effective; e.g. registrations, purchasing?
- Human Resources; e.g. employee training, succession planning, overall employee growth
- Program Management; e.g. recreation program development process
- Structure; e.g. is the current structure efficient and effective and has it been organized as a result of a strategy?
    - What is our business?
    - Where are we now?
    - Where are we going?
    - Are people assigned to important tasks?
      Who is assigned to marketing?
      Who is assigned to partnership management?
      Who is assigned to innovations?
- Do all employees understand the vision of the agency? In other words, do they understand how their role fits into the larger vision?
- Are decisions being made at the right level? Does the existing structure impede or strengthen the decision-making process?
- Is the department stable and adaptable?
- Does department leadership spend its time on urgent issues that are important or not important or does department leadership spend its time non urgent issues that are important or not important? *(see Time Management Matrix, next page)*
    - Important and urgent – crises, pressing problems, last-minute meetings, cramming on projects, rushing to meet

Time Management Matrix

deadlines
- o Important and non-urgent – planning, crisis prevention, relationship building, needed relaxation, getting the job done within reasonable time limits
- o Not important and urgent – needless interruptions, unimportant phone calls, unnecessary reports, unimportant meetings
- o Not important and not urgent – busywork, junk mail, excessive relaxation, idle chit-chat, time wasters

Organizational Performance Questions

1. From 0 to 10, what rating would the Director use to evaluate the Department's effectiveness as it relates to achieving its goals?
2. From 0 to 10, what rating would others use to evaluate the Department's effectiveness as it relates to achieving its goals?
3. From 0 to 10, what rating would the Director use to evaluate the Department's relevance in the community when compared with other city departments?
4. From 0 to 10, what rating would others use to evaluate the Department's relevance in the community when compared with other city departments?
5. Efficiency is defined as doing the right things? How do we know when we are doing the right things in Cabot? In other words, our best effort is not good enough unless we are doing the right things.

Findings

Based on responses to the organizational assessment questionnaire and interviews with staff, there are several findings which will enable the Department to move forward in its pursuit of high performance when they are implemented. Below are those findings:

External Environment

- There is a conservative approach to new taxes.
- The Department is receiving strong support from its Parks and Recreation Board.
- Due to socio-economic changes occurring in Cabot, more services and emphasis is being placed on social equity.
- Special interest groups are requesting dog parks and soccer.
- More dollars are needed for capital maintenance, maintenance equipment, and asset depreciation.
- A trend affecting the Department in both a positive and negative way is the use of social media. It can be an inexpensive and helpful way to promote activities provided by the Department, but, it is also used at times by those spreading false or misleading information.
- Technologically, the Department is beginning to take better advantage of smart phones to allow the public to report concerns such as maintenance issues and to more easily interact with Department administration.

IMPLEMENTATION
organizational recommendations

Organizational Motivation

- The history of the Department has been rocky at times, thus the current administration has been working hard to rebuild the trust needed to engage the public and public officials in the progress needed to achieve goals.
- There is no Department Vision Statement.
- There is not an existing staff recognition program.
- There is not a pay for performance plan but there is a goal-oriented evaluation program.
- An employee rating of their opportunity to communicate up the chain of command in the Department would likely rate from 5 to 8 on a scale of 0 to 10 according to the Director.
- The level of staff turnover is very low.
- Opportunities to work within the Department as a team are abundant and there is an existing cross-training program.

Organizational Capacity

- Departmental processes such as online program registration are moving forward. There is work to be done with an automated work order system.
- Staff training includes two annual educational opportunities for full-time staff and occasional "lunch and learn" sessions.
- There is not a formal process at this time that is followed to develop new programs; however, staff does participate in informal discussions about new program opportunities.
- The current organizational structure is a result of discussions between staff and the city commission.
- Since the Department does not yet have a vision statement, it is fair to say that an effort will be needed to educate staff about their role and how it fits into the overall vision when it has been created.
- Decision-making made at the right level in the Department is evolving. Recalling the rocky history of the Department, the internal staff culture takes a cautious approach about getting involved.
- The Department is in a stable and adaptable condition at this time as the current administration is moving it further away from its rocky history.
- Time spent by the Director is typically in the category of urgent but less important than where it should be; e.g. needless interruptions, unimportant phone calls, unnecessary reports, and unimportant meetings. Slowly, the Director is moving closer to spending time on important and not urgent opportunities such as

Organizational Performance

Performance Measure	Performance (rated on a scale of 0-10 with 10 being the highest score)
Department's effectiveness as reaching goals as rated by the Director	6 to 7
Others' rating of the Department's effectiveness at reaching goals	7 to 8
Director's rating of the Department's relevance in the community when compared with other city departments	9
Others' rating of the Department's relevance in the community when compared with other city departments	9
Director's rating when asked if the Department is doing the right things (efficiency)	9

planning, crisis prevention, relationship building, needed relaxation, and getting the job done within reasonable time limits.

Refer to the "Organizational Performance" table, above.

Recommendations

The Department is moving at a rapid pace right now given the capital investment for aquatics and athletics. In addition, there are specific plans to expand the community center by adding 9,000 sq. ft. and talks about additional capital projects.

The combination of managing the Department for routine operations while also responding to the challenges of constructing and preparing for operating new facilities is huge. While each of the identified issues above in the external, motivation, capacity, and performance categories is important, the consultant is of the opinion that the best return on the investment of time to enhance the organization is to do the following:

Develop a Vision Statement

The Department must develop a vision statement that aligns it the city commission, school district, special interest groups and citizens-at-large. When the statement has been created, its message can be framed and branded in a manner that clarifies the future direction of the Department.

Develop Goals

Departmental goals are a component of this 2015 master plan. When the Plan has been adopted, the Department will be in a better position to work with its staff, Park and Recreation Board, city commission, and others to target the allocation of resources with confidence.

Develop a Cost Recovery Policy

The process of developing a cost recovery policy provides an opportunity for a community-wide discussion about the issues and opportunities related to creating it. During that process, the existing cost recovery expectation of 65% for the overall department will be thoroughly discussed. The results of that discussion will clarify the current concern with the overwhelming challenge facing the Department with what may be an unachievable expectation.

Amend the organizational chart

Expansion of the community center and expansion of the aquatics and athletic complex gives reasons to amend the existing organizational chart. Below are the changes that should be made:

Marketing and Promotions

- Community Center - Create an event manager position with the skill set needed to market the facility and to make additional sales to renters of the banquet and meeting spaces.
- Departmental Marketing – The community center manager could also be helpful with promoting the all programs and services provided by the Department in response to the citizen survey data that emphasized citizens' need to know more about what is going on.

Athletic Program Education

Create a position to work with the Program Director to work with coaches and parents to educate them about how best to support their children in a recreational or competitive environment.

IMPLEMENTATION
strategies + actions

"Connecting Cabot" is the theme overarching organizing theme for the Park System Master Plan goals. If the City can 1) connect residents to park amenities for active living, 2) Connect neighborhoods to parks via a trails and open space network, and 3) connect residents to one another through social spaces, events, and opportunities that unite the community, then Cabot will have made great strides in raising the quality of life even higher for its residents.

The strategies and actions below have been organized according to the goal and objective that they serve. Most sections include cross references to the report sections from which the strategies were derived.

To view the goals and strategies in table format, with their prioritization and estimates of probable cost, refer to Appendices E, F, and G.

Goal 1: Connect residents to park amenities for active living

Why is it important to connect the community's residents to its places and to one another? The reason is health – both for a healthy city and for healthy citizens. A healthy community is a strong community with a vibrant park system that plays a big role in providing active living options for all users. That park system must implement capital improvement programs to update each park to meet the needs of the residents. It must also maintain each park and facility at a level appropriate for the type of use provided. Growth of the park system is imperative in order to stay ahead of community growth trends and needs as well.

Objective 1.1: Provide active & passive recreational opportunities in existing and future parks to meet the needs of users across all age groups (facilities & programs)

Facilities

- Development of Lonoke County Regional Park (dog park, outdoor amphitheater, community garden, potential skate park relocation)
- Recreation Center to include the following: Indoor fitness center, indoor running and walking track, indoor basketball/volleyball courts
- Outdoor swimming pools/splash pads (to accommodate at Richie Road)
- Indoor aquatics facility (including indoor lap lanes)
- Baseball/softball complex (3 youth baseball, 4 adult softball, 3 youth softball, 1 Miracle League)
- Soccer complex (6 youth soccer, 3 adult soccer)

IMPLEMENTATION
strategies + actions

See also Current + Projected Needs, page 54.

Recreation Programs (as indicated by order of importance)

- Adult fitness and wellness
- Special events
- Self-directed opportunities
- Self-improvement opportunities
- Programs for millennials between age 20-35 (demographically the largest age group)
- Adult programs for 50 years and older

See also Programs Recommendations, page 65.

Recreation Management (as indicated by order of implementation)

- Develop a formal process to identify new programs, to analyze existing programs, and to determine when to best drop older programs whose life cycle has reached the end:
  - New program identification – facilitate one or two staff and community-wide discussions annually to discuss which new programs would best serve the community's needs in the areas of type, format, life cycle, and age group served.
  - Mature programs – track existing programs to understand that the Department is considered to be very conservative and traditional if 90% of its programs are old. Conversely, if only 70% of the Department's programs are old, it is considered to be more innovative and on the creative edge.
  - Repeat customers – if 60% to 70% of the Department's program participants are repeat customers, that is a good sign.
- Implement the recreation programs identified by citizens of Cabot as preferred.
- Department programming role: determine how the Department can best get involved within the community to offer programming, by either continuing to be a direct provider, with the understanding that this role will limit the programs that can be offered due to staff limitations; or to be a facilitator by assisting others to organize and product programs, allowing the Department to expand its role in the community.
- "Position" the Department within the community to be at the forefront of citizens' minds when any programming/special events are occurring. In addition to facilitation opportunities, the Department can align itself with highly regarded agencies (health care providers, American Heart Association, Boys & Girls Club, Chamber of Commerce, United Way, Cabot School District, etc.)
- Create a formal pricing and cost recovery policy by tracking costs for all programs and services, listing all programs and services into categories according to who benefits, and assigning percentages of cost recovery from 0% to 100% based on the categories above.

See also Programs Recommendations, page 65.

Objective 1.2: Implement a capital improvements program to update existing park facilities to best serve the residents of Cabot

Capital Improvements: Designate 2% of the value of the department's capital assets annually for capital improvements into the budget. *Note: This amount will not account for all capital improvements as directed in this plan by the year 2030. Additional funding from outside sources will be required.*

Lonoke County Regional Park

- Specific Proposed Facilities: Walking/hiking trails, Picnic pavilions/rentals, Playgrounds, Splash Pad, Dog Park, Nature Center
- General Improvements: Enhance access (future highway exit)
- Other considerations: Relocation of the skate park (compatibility with adjacent BMX track)

Cabot Community Pond Park
- Correct drainage and flooding issues, Continue to make upgrades as needed around the park

Veterans Park & Community Center
- Expansion underway to include a fitness area, racquetball, a banquet hall, catering kitchen, and offices
- Explore a variety of programming opportunities allowed by physical expansion

Cabot Skate Park
- Relocate the skate park to a site that has the following characteristics
  - High visibility
  - Compatibility with adjacent uses
  - Synergy considerations that could occur if placed near other extreme sport venues
  - Logistical appropriateness for the average age of skaters (typically in the low teens)
  - Effects of noise

Allman/Bevis Sports Complex
- Correct drainage issues
- Re-crown softball fields
- Provide overflow parking on stabilized grass areas

Crouch Flag Football Complex (Cabot School District Property)
- Field improvements
- Temporary bleachers

Richie Road Park
- Replace outdoor pool with a large outdoor splash pad
- Correct accessibility issues on the north side of the park
- Construct a Miracle League field
- Install lighting along walking trail

Fairlen Ward Memorial Park
- Relocate active recreation components to another site
- Retain land for future trail connection and/or trail head

Playground upgrades: Replace aging, unsafe, or obsolete equipment (corrective vs. preventative)

Objective 1.3: Implement a maintenance program to ensure that each park and facility are maintained at an appropriate level

- Acquire a work order system and implement it as soon as possible; it is critical for scheduling work and for collecting important data that can be used to validate operating and capital budget requests.
- Develop a formal partnership policy as soon as possible to be used with current and future volunteers to ensure that their maintenance efforts are at an acceptable standard that coincides with the Department's level of service.
- Develop a maintenance approach that moves the Department from a "corrective" mode with Mode 4 funding into "cyclical" and "preventative" modes with appropriate Mode funding to support Modes 1 and 2.
- Determine the value of the total assets in the Department.
- Adjust the capital budget for capital maintenance, maintenance equipment, and asset depreciation.
- Continuously update the capital improvement needs of the Department and present to the City during the annual budgeting process.
- Seek new full-time and part-time staff to meet the new demand created by the opening of the new aquatic and athletic complexes.
- Seek City Commission support for a dedicated funding source

for capital needs that is a set percentage of the total assets of the Department.

See also Maintenance Management Recommendations, page 67.

Objective 1.4: Acquire new park properties and easements to meet park and trail needs and keep pace with community growth

Neighborhood Parks: Add 52 acres (approximately 5-10 neighborhood parks) by 2030

- Approach: Investigate opportunities for land acquisition north and west of 67/167 and far southeast Cabot (including ETJ areas)
- Program: Include simple comforts (seating, shade, water), playgrounds, multi-use open play fields or practice fields, multi-use courts, pavilions, community gardens
- Siting: Adjacent to or within neighborhoods, along lower-volume streets, connected by sidewalks and/or trails
- Considerations: Avoid siting in immediate proximity with schools, which also house playgrounds and open play fields, to maximize service area. Do not site on undevelopable land or exclusively within a floodplain.

Community Parks: Add 160 acres (approximately 3-5 community parks) by 2030

- Approach: Investigate opportunities for larger-parcel land acquisition north and west of 67/167
- Program: Include simple comforts (seating, shade, water), playgrounds, pavilions, restrooms, ponds/fishing piers, exercise/challenge courses, internal walking paths, passive recreation areas (lighted game fields and dog parks priced separately)
- Siting: Near residential areas, with ease of access for vehicles and parking, connections via sidewalks and trails
- Considerations: Avoid constraining park use to a single entry point and a single mode of access, encourage ease of access from many locations around the site and via many modes of transportation, creating frontage and use along all sides of the park rather than one. Do not site on undevelopable land or exclusively within a floodplain.
- Recommended Future Community Parks:
  Community Park 1: Recreation & Aquatics Center
  Community Park 2: Soccer Complex
  Community Park 3: Baseball/Softball Complex

Regional Parks: Add 70 acres (one regional park) by 2030

- Approach: Investigate sites that will accommodate the specific focus of the regional park, such as access, adjacent land uses, visibility, topography, and drainage.
- Program: Include uses from neighborhood and community parks, with an emphasis on specialty facilities that have a regional draw. These facilities may be active (such as an Extreme Sports Park) or passive (such as an arboretum) in type.
- Siting: Dependent on the programming focus of the regional park.
- Considerations: Carefully consider program elements to create a destination, revenue-generating facility

Trails: Add 15 miles of trails by 2030.

- Begin land acquisition or easement agreements along Fourmile Creek, powerline, etc.
- Begin construction of multiuse trails and bicycle lanes following the adoption of a citywide Bicycle and Pedestrian Trails Master Plan

See also Current + Projected Needs, page 54.

Impact Fees: Implement impact fees to offset funding for neighborhood parks to keep pace with new development and growth.

IMPLEMENTATION
strategies + actions

Goal 2: Connect neighborhoods to parks via a trail and open space network

Park users need ways to access the parks, and what better way than a network of trails that tie Cabot neighborhoods to existing and future parks in each part of town. These connections can be accommodated via sidewalks, paved trails or bike lanes along roads. Some park users will find that the journey to a park is as enjoyable as the activities that await them in the park. Others will utilize the trail network as a series of connected linear parks to meet their recreational needs. The best approach to a network layout is to provide multiple loops of different lengths. This approach affords runners or cyclists numerous options for a variety of routes to/from their homes or trailheads.

Objective 2.1: Develop a citywide trail network that ties existing and proposed neighborhoods to existing and future parks, promote alternate modes of transportation, and encourage physical activity

- Complete and adopt a citywide Bicycle and Pedestrian Trails Master Plan
- Adopt a Complete Streets Policy
- Build partnership with AHTD to implement bicycle lanes along 89, 321, 367
- Begin budgeting for trail improvements in annual CIP in partnership with Public Works

Objective 2.2: Utilize the existing sidewalk network in providing connectivity to park destinations

- Implement Sidewalk Improvements Plan (Walkable Cabot 2007)
- CARTS design standards will be used in new and retro-fit sidewalk construction, incorporating both ADA and AASHTO standards.
- Make pedestrian walkway construction and maintenance regular budgeted line items on Cabot's Public Works annual program.
- All new residential and commercial construction will incorporate sidewalks.
- Provide safe and convenient pedestrian crosswalks including pedestrian refuges in appropriate areas.

Goal 3: Connect residents to one another through social spaces, events and opportunities that unite the community

Another important connection is that of residents to one another through social spaces, events, and opportunities that serve to unite the community. A city that comes together to celebrate an event (4th of July), support a cause (charity 5k) or cheer a team (sporting event) is a community with a commonality. The means for connecting Cabot citizens to each other is via social media and publications that provide information about programs and events. The more options residents know about, the more inclined they are to participate and support local events. Connections both in the physical sense and through communication will ensure that the citizens can continue to make Cabot Parks & Recreation an integral part of their lives.

Objective 3.1: Provide public gathering spaces, event locations, and other open space amenities that encourage social interaction between two or more park users

- Create new gathering spaces that bring people together with common interests - amphitheater for performances, farmers market for local foods, dog park for pet recreation, etc.
- Create events that bring people together for a common cause – 5k community run for fund raising, holiday fireworks or light display, food truck gathering, or culinary event.
- Have a presence at large community festivals by manning a Cabot Parks & Recreation booth to promote upcoming events, programs, and celebrate past successes.

Objective 3.2: Utilize social media and publications to strengthen connections between the community and Parks & Recreation Department by communicating information about programs and events

- Hire or designate a community outreach staff member or Parks Board member to promote events and update residents using Facebook, Twitter, Instagram and web site posts. Coordinate with Cabot schools so messages reach the youth of the community as well.
- Maintain a calendar of events on the Parks & Recreation web site page to inform park users of upcoming events.
- Run print media ads, radio ads or access cable television spots to provide information on key public events both prior to and afterward to promote and celebrate successes.

See also the implementation tables, found in Appendices E, F, and G.

IMPLEMENTATION
prioritization

Once needs have been established that respond to the plan's vision and goals as well as Target Levels of Service, strategies and actions are developed to define measurable steps toward implementation. However, it is important to establish a method of prioritization for the strategies and actions in order to determine how to allocate time and resources toward achieving plan goals.

The prioritization criteria that are considered address various aspects of potential projects including how they are sited, where they are located, what safety concerns are addressed, what types of funding or partnership opportunities are available, what groups of users are served, and what other opportunities the project may provide for the city as a whole. These are posed to assess the *values* of the community when considering which projects will be implemented first.

The prioritization criteria below were evaluated by the steering committee to determine a ranking of the most important criteria that new projects should achieve in order to be considered the highest priorities for implementation.

The same prioritization criteria appeared (in different orders) within the top five by both level of agreement and by rank. These include:

Top Six Criteria by Level of Agreement

1. Provide benefits to multiple user groups
2. Be accessible to a larger population (connectivity to schools, neighborhoods, etc.)
3. Fill an unmet need or serve as a new park or recreation type
4. Provide an opportunity to strengthen and link existing or planned public investment
5. Meet an expressed need identified during this planning process
6. Connect two or more community destinations

Criterion: **The proposed project/renovation/expansion has the opportunity to:**	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	No Answer	Total	Weighted Rank	Sorted Rank
	3	1	0	-1	-3	0			
Provide benefits to multiple user groups	6	1						1	1
Score	*18*	*1*	*0*	*0*	*0*	*0*	*19*		
Be located in an underserved area of town	3	3		1				8	10
Score	*9*	*3*	*0*	*-1*	*0*	*0*	*11*		
Meet an expressed need identified during this planning process	4	2	1					5	3
Score	*12*	*2*	*0*	*0*	*0*	*0*	*14*		
Fill an unmet need or serve as a new park or recreation type	4	3						3	4
Score	*12*	*3*	*0*	*0*	*0*	*0*	*15*		
Provide an opportunity to strengthen and link existing or planned public investment	4	3						3	2
Score	*12*	*3*	*0*	*0*	*0*	*0*	*15*		
Be accessible to a larger population (connectivity to schools, neighborhoods, etc.)	6		1					2	4
Score	*18*	*0*	*0*	*0*	*0*	*0*	*18*		
Connect two or more community destinations	3	4						6	8
Score	*9*	*4*	*0*	*0*	*0*	*0*	*13*		
Promote community character or re-enforce community pride	2	4	1					9	9
Score	*6*	*4*	*0*	*0*	*0*	*0*	*10*		
Be of regional significance	1	3	2	1				12	12
Score	*3*	*3*	*0*	*-1*	*0*	*0*	*5*		
Further the implementation of, or be compatible with, other community plans	3	3	1					7	6
Score	*9*	*3*	*0*	*0*	*0*	*0*	*12*		
Provide a catalyst for economic development	3	2	1	1				9	7
Score	*9*	*2*	*0*	*-1*	*0*	*0*	*10*		
Be appropriately sited on land already owned by the City	2		3	2				13	14
Score	*6*	*0*	*0*	*-2*	*0*	*0*	*4*		
Demonstrate success with relatively little expense	1	2	3	1				13	11
Score	*3*	*2*	*0*	*-1*	*0*	*0*	*4*		
Generate revenue or be self-supporting	2	1	1	2	1			15	15
Score	*6*	*1*	*0*	*-2*	*-3*	*0*	*2*		
Have a donor or implementation partner ready to proceed	1	3	2			1		11	13
Score	*3*	*3*	*0*	*0*	*0*	*0*	*6*		

IMPLEMENTATION
prioritization

Top Six Criteria by Rank

1. Provide benefits to multiple user groups
2. Provide an opportunity to strengthen and link existing or planned public investment
3. Meet an expressed need identified during this planning process
4. Fill an unmet need or serve as a new park or recreation type
5. Be accessible to a larger population (connectivity to schools, neighborhoods, etc.)
6. Further the implementation of, or be compatible with, other community plans

The top prioritization criteria closely followed the vision and goals established for the plan, with themes related to providing new facility and program types, connectivity, leveraging public investment, and expanding park and program types to a broader user base all receiving the highest ratings.

Each of the criteria were given a weight, and every strategy from the action plan (see Strategies + Actions on page 76) was evaluated by each of the prioritization criteria. The resulting score then determined if each strategy was a high, medium, or low priority.

See also the Implementation Tables in Appendices E, F, and G.

IMPLEMENTATION
creating places for people

Every Park Tells a Story

Once you have the park system master plan completed and adopted by the community leaders, what is next? Implementing a master plan is more than just following a check list of recommendations, preforming action items then checking each off and moving on. The plan may have taken a 10,000 foot view of your city, but the success of any park system lies in the details at each park. These details are what make that park unique and those kinds of parks are what make your community special. Placemaking is planner speak for distinguishing your community – a one of a kind space that speaks to the character of your town. The following are examples of how to implement a park system master plan by focusing on the important details.

Celebrate what makes your community special

Every community has something that makes them unique, whether its natural resources like a lake, river, wetlands, mountain or valley, wildlife or even a scenic vista. The park system master plan addressed these special aspects of the community with trail connections to or parks in or around the resource. Your community should strive to celebrate and promote those amenities. A special feature can become a community trademark that draws visitors and residents to it. A local example of a natural feature element is Pinnacle Mountain in west Little Rock while an example of a local man-made amenity that draws local and out of state visitors is Pulaski County's Big Dam Bridge. Both have become landmarks that are economic development generators. Not every town has their equivalent but the concept of celebrating what makes your community special is the same. Cabot has wetlands that could be a natural resource for a unique trail system or a Regional Park with a first class BMX track that could include other extreme sport offerings not found in Central Arkansas.

Sometimes communities tap into their cultural heritage, like the annual King Biscuit Blues Festival in Helena or the Hope Watermelon Festival, that both bring in visitors from across the region. Marathons or Cycle Festivals have been known to attract crowds to a town to spend time and money in the host city for the duration of the event. Little Rock has recently created a food truck festival on Main Street that has begun to grow in popularity to the point that it is one of the largest ones of its kind in the country. These examples may see somewhat removed from traditional park planning or open space activities until you remember that parks play an importance role in the community with respect to connecting people and place. Connecting people to each other is another perfect side effect.

Public art and unique architectural elements is another way to celebrate what makes your community special. The Tulsa River Trail commissioned large bronze sculptures of animals indigenous to the area and placed them in key locations along the linear park adjacent to the river. Those beautiful sculptures, we initially intended to be public art, have evolved into place making icons. You can tell someone to meet you at the café near the buffalo or use the trail head parking near the bears to convey a landmark to represent a location. Architectural elements designed for specific use like an amphitheater can design in a creative way to become the image of a park or community. A laser tower located behind an amphitheater intended to add a visual effect to night performances can become an architectural feature that acts as a beacon seen from afar. Creativity of design professionals can elevate how your community is perceived which can translate to economic development dollars if done strategically.

Promote your community through branding

How does your community promote its distinctiveness; direct visitors to experience what is uniquely Cabot? The answer: branding! Branding comes in many shapes, sizes and colors customized to help tell your story. Contrary to popular belief - branding is more than just a logo. It's a deliberate effort to differentiate your community though design of spaces, wayfinding & signage, use of construction materials, levels of maintenance that implies quality or importance and through programs & services. Branding when done successfully should make subliminal impressions that elevate a product (in this case a park system) in the viewer's eyes. A good example of this can be found in Bentonville. When one visits Bentonville Arkansas today, they are guided to landmarks via consistent signage (wayfinding), with the city logo, in key locations (color & style) to the Town Square (history/culture), Crystal Bridges (architecture & art), and to community parks that utilize stone and wood on most structures (materials). All these design elements tie together to present a "brand" of Bentonville. Some things are subliminal while other are very noticeable yet tastefully done. The visitor leaves with a favorable impression of what the community is about – not by one element but by all elements working in concert. Cabot can utilize a branding strategy to tell a story that is uniquely its own. The important takeaway is that it must be consistent and convey the message that Cabot wishes to tell.

Implementing a park system master plan is not just checking off action items and moving on. It's addressing the details that promote the system through branding that ties it all together and celebrates what makes the Cabot community special. This next level of thinking can take a park system from good to great and find ways to leverage that greatness to make an economic impact that will provide a quality of life that the residents of Cabot deserve and that visitors will return to experience again.

IMPLEMENTATION
cost

Resource Allocation

When prioritizing the allocation of resources, three things should be considered: taking care of and enhancing what you have, expanding to keep pace with growth, and creating the "wow" factor. Many times, citizens want to be assured that the existing park system is operating efficiently, before supporting the addition of new assets that may be perceived to place additional burden on the department.

First: Taking Care Of and Enhancing What You Have

- Maintenance: maintaining the parks and facilities that you already have is an important first step in allocation of resources. It is difficult, if not impossible, to generate support for the addition of new parks, trails, or facilities if the department does not already demonstrate the ability to maintain what it already has. Moving from a corrective to a preventative maintenance cycle will help position the department in budgeting and preparing for unexpected maintenance needs that won't be corrected at the expense of other assets within the system.

  Refer to Maintenance Management Recommendations, page 67, and to items 1.3.a through 1.3.h of the Estimates of Probable Cost Table.

- Corrective improvements: Fixing the aspects of existing parks that are not functioning as they should is also a top priority for resource allocation. Examples of this include structural repairs, field drainage issues, lighting, outdated playground equipment, accessibility issues, and resurfacing of courts, pools, walkways, drives, and parking. Once these issues have been mitigated, moving from this approach into a preventative maintenance approach is recommended.

  Near-term corrective improvements include drainage improvements at Cabot Community Pond Park and Allman/Bevis Sports Complex, pool resurfacing or replacement at Richie Road Park, and obsolete playground equipment replacements. Refer to items 1.2.a through 1.2.i of the Estimates of Probable Cost Table.

- Renovations & Expansions: Once the existing parks and facilities are functioning properly and maintained at appropriate levels, then it is time to consider upgrading facilities or adding new ones within existing parks. Removing obsolete or unused equipment or park elements adds opportunities for providing new experiences with a different type of recreational amenity. For example: adding new types of playground equipment, challenge courses, dog parks, community gardens, or other activities that are suitable for the type of park which may not have been considered when the park was initially constructed.

  Renovations & expansions projects include the Community Center expansion and the development of Lonoke County Regional Park. Refer to items 1.2.a through 1.2.i of the Estimates of Probable Cost Table.

Second: Expanding to Keep Pace with Growth

- Trails rights of ways and/or recreational easements: Creating

a network of connected destinations is most successful when planned before available land is developed. Multi-use trail routes along drainage corridors, power line easements, and other off-road locations can be secured years before trail surfacing is constructed. Purchasing land and securing rights of ways and/or recreational easements is a critical first step in building a trails system. Frequently, trails systems through developed areas of town are limited to opportunities within street rights-of-ways, such as widened sidewalks, bicycle lanes, or sharrows.

Refer to items 1.4.d.i and 1.4.d.ii of the Estimates of Probable Cost Table.

- Park land acquisition: Securing or assembling buildable parcels of an appropriate size for park development is advantageously completed before an area develops and land values increase. Growth areas of communities often times find themselves without parks if the city does not anticipate and keep up with park development as residential areas are built. Such areas were denoted in the "Distribution" component of this document, on pages 56-57. As a rule of thumb, acquiring property the general vicinity as a planned elementary school will usually result in a needed future park. Land swaps with owners or developers can also be an effective means of acquiring property in strategic locations.

  Refer to items 1.1.a.iv through 1.1.a.vi, and 1.4.a through 1.4.c, of the Estimates of Probable Cost Table.

- Facilities development as needs arise (already positioned with land purchased): If a community has some park undeveloped park parcels in its inventory, the addition of appropriate facilities becomes easier as specific needs are identified.

  Refer to the Facilities Table in the Plan Framework: Current + Projected Needs section, on page 55.

Third: Creating the "Wow" Factor

- Specialized, destination, or regional facilities: The wow factor is a park or space that incorporates something that pleasantly surprises the visitor, a must-see element that is unique enough to impress those who experience it. A good example of this is the Cloud Gate in Millennium Park in Chicago. Visitors put this element on the top of their 'must see' list. Photos of their experience at the Cloud Gate are readily shared on social media and most viewers know where they are based on this famous icon. Though this example is grand, Cabot can create destination parks with "wow" factor elements of an appropriate type and scale. Placemaking through quality design can bring visitors back again and again is how the "wow" factor is achieved.

- New programs or events: Tradition is good: it can form the backbone of the community's events. However, today's communities are competing with each other for economic development and trying to find ways to draw families to their town. Events that reinforce the community's quality of life are the most common ways to appeal to both visitors and residents alike. Events or festivals that address the social aspect of the community, like a food truck festival, may be a hit for a few years, but it cannot be assumed that the same event will continue to draw people over time. Communities that keep the ideas coming don't lose out to neighboring towns that are more creative in their new events. This approach holds true with programs as well. As described in the Programs Assessment and Programs Recommendations sections, evaluating programs frequently and diversifying program types and formats help to maintain interest and support. Adding arts, drama, and nature/discovery programs, to name a few, to a comprehensive sports program, reinforces a vibrant, healthy community.

- Revenue producing sites & activities: Not every program or park offering can produce revenue; in fact, few produce more than is needed to run the program. However, sites and programs with the "wow" factor frequently do just that. Cabot will likely find that the new Aquatics and Sports Complex will generate revenue due to the popularity of a new site with new activities. The first few years may even exceed projected profits. The difficult period comes when the complex is no longer the new place to go, when most residents and visitors have experienced the offerings which are still fun but not the most recent addition to the park system. That is when creativity is needed the most. The department will want to find programs that challenge park users in ways that were different than the last time they came to the complex. Creativity is the key, and the next step after creative programs is to expand the complex by adding a second phase that includes new elements.

Cost

Estimates of probable cost have been calculated for major projects as recommended by this master plan. The Estimates of Probable Cost table, located in Appendix G, is arranged by the goals, objectives, and strategies, as found in the Strategies + Actions section of this document. Both capital and operating costs have been identified, where applicable. A few items to note regarding the estimates:

- These are planning-level costs, meant to be utilized for comparison of various projects and initiatives.

- All numbers are calculated in 2015 dollars, and do not account for inflation.

- Capital project costs for new facilities and parks estimate land costs and facility costs, but do not account for general site improvements such as site investigation, permitting, mitigation or mediation, general site grading and drainage, or utilities, since the cost of these items vary greatly depending on the site.

IMPLEMENTATION
funding sources

Introduction

All municipal agencies search for funding sources to meet the demands placed on them for capital improvements/facilities, programs, services, maintenance and operations. The city of Cabot is certainly no exception, thus the need to identify as many internal and external sources as possible.

Basic Tenets

1. Outside funding sources are almost always available through a variety of sources that are listed in this document.

2. If the city determines that it will be aggressive in its pursuit of outside funding sources, it will likely require the full attention of an employee dedicated to that purpose. A reason that would require a position dedicated for this purpose is:

    a. It is time consuming to identify outside sources, to determine if they are a good match for the city, to write the grant if it is a good match, to monitor the grant to ensure it is being spent the way it was intended, and to manage the relationship with the grantor with the hope that additional funds will be secured in the future

3. If the city's goal is to provide a level of service in its park system that meets or exceeds citizen expectations, local funding through the fiscal tools that are available to it will always be required. There simply is not a way to succeed by relying totally on outside sources of funding.

General Funding Categories

Corporate Sponsorships

This revenue-funding source allows corporations to invest in the development or enhancement of new or existing facilities in park systems. Sponsorships are also highly used for programs and events.

Partnerships

Partnerships are joint development funding sources or operational funding sources between two separate agencies, such as two government entities, a non-profit and a city department, or a private business and a city agency. Two partners jointly develop revenue producing park and recreation facilities and share risk, operational costs, responsibilities and asset management, based on the strengths and weaknesses of each partner.

Foundations/Gifts

These dollars are raised from tax-exempt, non-profit organizations established with private donations in promotion of specific causes, activities, or issues. They offer a variety of means to fund capital projects, including capital campaigns, gifts catalogs, fundraisers, endowments, sales of items, etc.

Private Donations

Private Donations may also be received in the form of funds, land, facilities, recreation equipment, art or in-kind services. Donations from local and regional businesses as sponsors for events or facilities should always be considered.

Friends Associations

These groups are formed to raise money typically for a single purpose that could include a park facility or program that will improve the community as a whole and their Association's special interest.

Irrevocable Remainder Trusts

These trusts are set up with individuals who typically have more than a million dollars in wealth. They will leave a portion of their wealth to the city in a trust fund that allows the fund to grow over a period of time and then is available for the city to use a portion of the interest to support specific park and recreation facilities or programs that are designated by the trustee.

Volunteerism

This revenue source is an indirect revenue source. People can donate time to assist the department in providing a product or service on an hourly basis. This reduces the city's cost in providing the service and builds advocacy into the system.

Special Fundraisers

Many park and recreation agencies have special fundraisers on an annual basis to help cover specific programs and capital projects.

Capital Fees

Capital fees are added to the cost of revenue producing facilities such as golf courses, pools, recreation centers, hospitality centers and sports complexes and are removed when the improvement is paid off.

Dedication/Development Fees

These fees are assessed for the development of residential properties with the proceeds to be used for parks and recreation purposes, such as open space acquisitions, community park site development, neighborhood park development, regional park acquisition and development, etc.

Impact Fees

These fees are on top of the set user rate for accessing facilities such as golf courses, recreation centers and pool facilities to support capital improvements that benefit the user of the facility.

Recreation Service Fees

This is a dedicated user fee which can be established by local ordinance or other government tools. It is for the purpose of constructing and maintaining recreation facilities. It can apply to all organized activities which require a reservation of some type or other purposes as defined

IMPLEMENTATION
funding sources

Master Plan Projects and Funding Options

Item	Funding Options	Comments
Capital Improvement Program for park amenity upgrades and new facilities/amenities	Community Development Block Grant (CDBG) Naming Rights Friends Associations USDA Rural Development Arkansas Department of Parks and Tourism Bond Issue Sales Tax A & P Funds	
Recreation Programs	Fees and Charges	Develop a Pricing Policy to determine the percentage of costs to be recovered for all programs and services offered by the Department
Maintenance Program: Acquire work order system Upgrade the level of maintenance in the system	Sales Tax A & P Funds General Fund	
Land Acquisition	Sales Tax A & P Funds Bond Issue General Fund	
Trail Construction	American Trails Arkansas Department of Parks and Tourism Arkansas State Highway and Transportation Department Bond Issue Sales Tax	
Planning Documents/Policies: *Trail Master Plan Partnership Policy Maintenance Management Policy Social Media Policy Partnership Policy	*Arkansas State Highway and Transportation Department *Donations *Friends Associations *Operating Budget	*But for the Trail Master Plan, it is possible that the other policies can be written by staff
Citizen Awareness: Social media Advertising Special Event Presence Calendar of Events	Operating Budget	But for occasional advertising expenses that may need to be purchased, the other options are considered to be typical for existing staff

by the local government. Examples of such activities include adult basketball, volleyball, tennis, and softball leagues, youth baseball, soccer, football and softball leagues, and special interest classes. The fee allows participants an opportunity to contribute toward the upkeep of the facilities being used.

Fees/Charges
The Department must position its fees and charges to be market-driven and based on both public and private facilities. The potential outcome of revenue generation is consistent with national trends relating to public park and recreation agencies which generate an average 35% to 50% of operating expenditures.

Ticket Sales/Admissions
This revenue source is on accessing facilities for self-directed activities such as pools, ice skating rinks, ballparks and entertainment facilities. These user fees help offset operational costs.

Permits (Special Use Permits)
These special permits allow individuals to use specific park property for financial gain. The city either receives a set amount of money or a percentage of the gross service that is being provided.

Reservations
This revenue source comes from the right to reserve specific public property for a set amount of time. Reservation rates are established and apply to group picnic shelters, meeting rooms for weddings, reunions and outings or other types of facilities for special activities.

Equipment Rental
This revenue source is available for the rental of equipment such as tables, chairs, tents, stages, bicycles, roller blades, boogie boards, etc. that are used for recreation purposes.

Partnership Enhancement Monetary Grant Program
Partnership Enhancement Monetary Grant Program is administered by the National Tree Trust. Matching grants are available on a 50/50 cost share basis. Funds are available for projects which promote public awareness in support of tree planting, maintenance, management, protection and cultivation of trees in rural, community and urban settings. These are small grants ranging from $500 to $20,000.

CDBG Funding
Funding received in accordance with the Community Development Block Grant (CDBG) Programs national objectives as established by the U.S Department of Housing and Urban Development. Funding may be applied to such programs as Infrastructure Improvements, Public Facility and Park Improvements, Human Service Enhancements, Lead-Based Paint Education and Reduction, Housing Education Assistance, and Economic Development and Anti-poverty strategies.

Land Trust
Many systems have developed land trusts to help secure and fund the cost for acquiring land that needs to be preserved and protected for greenway purposes. This could be a good source to look to for acquisition of future land.

Property Taxes
Ad valorem taxes on real property.

Lighting and Landscape District
Special property owner approved assessment.

Hotel, Motel and Restaurant Tax
Tax based on gross receipts from charges and meal services which may be used to build and operate sports fields, regional parks, golf courses, tennis courts, and other special park and recreation facilities.

Special Improvement District/Benefit District
Taxing districts established to provide funds for certain types of improvements that benefit a specific group of affected properties. Improvements may include landscaping, the erection of fountains, and acquisition of art, and supplemental services for improvement and promotion, including recreation and cultural enhancements.

Sales Tax
This existing revenue source has been very successful in funding park systems throughout the United States. This tax is very popular in high traffic tourism cities, counties, and state parks.

Food and Beverage Tax
The tax is usually associated with convention and tourism bureaus. However, since park and recreation agencies manage many of the tourism attractions, they receive a portion of this funding source for operational or capital expenses.

Public Improvement District (PID)
New developments can establish a Public Improvement District (PID) when authorized by the city council and set up according to state law. This taxing district provides funds especially for the operation and maintenance of public amenities such as parks and major boulevards.

Catering Permits and Services
This is a license to allow caterers to work in the park system on a permit basis with a set fee or a percentage of food sales returning to the city.

Pouring Rights
Private soft drink companies often execute agreements with the city for exclusive pouring rights within park facilities. A portion of the gross sales are returned to the city.

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funding sources

Concession Management
Concession management is from retail sales or rentals of soft goods, hard goods, or consumable items.
Private Concessionaires
Contract between the city with a private business to provide and operate desirable recreational activities financed, constructed and operated by the private sector.

Greenway Utility
Greenway utilities are used to finance acquisition and development of greenways. It is accomplished by selling underground development rights for businesses; e.g. fiber optics.

Easements
This revenue source is available when the city allows utility companies, businesses or individuals to develop some type of an improvement above ground or below ground on their property for a set period of time and a set dollar amount to be received by the city on an annual basis.

Naming Rights
Many cities and counties are selling naming rights for new buildings or renovation of existing buildings and parks for the development cost associated with the improvement.

Private Developers
Developers lease city-owned land through a subordinate lease. The subordinate lease pays a set dollar amount plus a percentage of gross dollars generated for recreation enhancements; e.g. golf course, marina, restaurants, driving ranges, sports complexes, equestrian facilities, recreation centers and ice arenas.

Advertising Sales
This revenue source is for the sale of tasteful and appropriate advertising on park and recreation related items such as the program guide, scoreboards, dasher boards and other visible products or services that are consumable or permanent.

Inter-local Agreements
Contractual relationships entered into between two or more local units of government and/or between a local unit of government and a non-profit organization for the joint usage/development of sports fields, regional parks, or other facilities.

Earned income opportunities not mentioned above
1. Revenue producing facilities
2. Special event development
3. Specialty programs that generate revenue
4. Gifts Catalog
5. Grants
6. Contracting opportunities
7. Franchise fees
8. Benefit Districts
9. Capital Improvement fees
10. Tourism tax
11. Reservations, permits and rentals
12. Parking fees
13. Licensing Fees
14. Hospitality & Catering
15. Maintenance Endowment
16. Sale of development rights
17. Surcharge on sports & entertainment tickets

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funding sources

State of Arkansas Grant Sources

Arkansas Department of Parks and Tourism: Matching Grant

The 50/50 Matching Grant Program is a reimbursable grant program. This means that the grantee will be reimbursed for half of the amount of the project cost up to the grant amount. The grantee must finance 100% of the cost of the project, which can include in-kind labor, land donations, contributions and general appropriations. We will not reimburse the grantee for any more than the amount of cash they spend. Fifty percent of the eligible expenditures, up to the grant amount, may be reimbursed by periodic billings during the project period, or the grantee may wait until project completion to request total reimbursement.

The purpose of the Matching Grant Program is to build outdoor recreation facilities. Enclosed facilities cannot be constructed within the area described by the park boundary map, except as support to an outdoor facility (i.e., rest rooms or concession stands). Pavilions cannot have sides that give the effect of a closed-in building, nor can facilities constructed with LWCF or NCRGTF monies be enclosed at a later date

Arkansas Department of Parks and Tourism: Trails for Life Grant

The purpose of the Trails for Life Grant Program is to provide an incentive to Arkansans to develop facilities in local neighborhoods and parks and by encouraging active healthy life-styles including vigorous exercise as a part of a regular routine. Within this grant source, there are both a Standard Health & Fitness Trail and a Custom Health & Fitness Project:

- Standard Health & Fitness Trail Applicants may submit an application for $35,000 to develop a standard looped fitness trail consisting of a hard surface trail, a minimum of 6 ft. wide (8 ft width is preferable) and approximately ¼ mile in length, constructed of asphalt (preferred), concrete or other material suitable to comply with the Architectural Barriers Act.

- Custom Health & Fitness Project Applicants may submit a detailed grant proposal (maximum $70,000) for projects that target public health and fitness improvements in their communities. Projects might include linear trails with the primary purpose of providing a health and fitness experience, interconnection of existing trails for fitness use, provide or enhance walking or bicycle access, signage, curb cuts and other structures giving children and others access between home and school or to other recreation facilities. Buildings, such as restrooms, are not eligible for funding. Proposals can include multiple site locations within city or community jurisdictions.

Arkansas Department of Parks and Tourism: Tourism Feasibility Study Grant

This tourism feasibility study grant program is designed to assist incorporated cities and counties in Arkansas with feasibility studies pertaining to tourism attraction projects. A tourism feasibility study is research conducted for the purpose of determining the possibility and potentiality of a specific tourism attraction within the city or county boundaries.

Only incorporated cities and counties in Arkansas are eligible for the one-to-one matching feasibility study grants. Applicants may apply for up to $15,000 in reimbursable matching funds. If funded, the feasibility study grants will be awarded in three cycles with the deadlines for applications on the last Friday in July, the last Friday in September, and the last Friday in November.

Arkansas State Highway and Transportation Department: Transportation Alternatives Program (TAP)

The Transportation Alternatives Program (TAP) is a reimbursement-type grant program. The program provides for an 80 percent federal share and a 20 percent match will be required from the eligible sponsor. Use of in-kind match will not be permitted for TAP projects. The 20 percent match must be in cash. In-kind match will be permitted for RTP projects.

Federal funds provided can only be used for project construction. Costs associated with preliminary engineering, environmental documentation, right-of-way and utility adjustments, and construction inspection will be the responsibility of the eligible sponsor.

Plans which include the design of structural components, such as pedestrian bridges, tunnels, or scenic overlooks, must be stamped by a Registered Professional Engineer. Plans which include the design of only non-structural components, such as concrete sidewalks or paved trails, must be stamped by a Registered Professional Engineer or a Licensed Architect. Plans which include the design of only non-infrastructure components will not require either. Funding limitations are as follows:

- There will be no minimum requested funding amount on projects containing only non- infrastructure components.

- Projects containing infrastructure components will have a minimum requested funding amount of $20,000.

- All TAP and RTP projects will have a maximum requested funding amount of $500,000.

Arkansas State Highway and Transportation Department: Recreational Trails Program (RTP)
This program, administered by the Arkansas State Highway and Transportation Department (AHTD), provides funding to local project sponsors (public and private/nonprofit agencies) to construct and maintain motorized and non-motorized recreational trails and trail support facilities.

The Recreational Trails Program (RTP) is a reimbursement-type grant program. The program provides for an 80 percent federal share and 20% non-federal share for each project. The main priority in allocating funding is for the construction of new trails and for major maintenance of existing trails. Support facilities such as restrooms, benches, trailhead parking and lighting have been viewed by ARTAC as less important.

Arkansas State Highway and Transportation Department: Safe Routes to School Program
The purpose of the Safe Routes to School Program is to:

- Enable and encourage children, including those with disabilities, to walk and bicycle to school;

- To make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and

- To facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

The Four types of funding available through the Safe Routes to School Program are:
1. Planning Document
2. Walking School Bus
3. Bicycle/Pedestrian Education
4. Infrastructure Improvements

Additional Sources
Playground Grant - Dr. Pepper Snapple Group has made a three-year, $15 million commitment, as part of KaBOOM!'s Let's Play Initiative, to help construct and improve playground areas. Municipalities and non-profit organizations with a playground or outdoor recreational space that is currently unsafe for children can apply for construction grants. The Initiative also offers Let's Play Completion Grants, which can be used toward the completion or improvement of an existing playground.

Tony Hawk Foundation Skatepark Grants: The focus of this program is to facilitate and encourage the design, development, construction, and operation of new skatepark facilities, primarily located in low-income communities in the United States.

USDA Rural Development Office: They have grants for community facilities. They also offer direct and guaranteed loans for building community facilities.
http://www.rurdev.usda.gov/

American Trails: They are a nonprofit organization that advocates for the planning and development of trails and greenways. A link to funding resources is found at: http://www.americantrails.org/resources/funding/index.html

State Department of Conservation and Natural Resources: Open Space, Land Acquisition and Development Grants. This is a grant in aid program designed for communities who wish to acquire and/or develop land for recreational uses. Swimming pools and community centers qualify for funding under this program.
http://dnr.state.il.us/ocd/gaoutnew.htm

Simplified Municipal Telecommunications Tax: This enables municipalities to impose a tax on the sale and use of a variety of telecommunications equipment and services. The village of St. Joseph voted to apply this tax to cellular phone equipment and service. They are using the revenue to fund parks and recreation.
http://www.iml.org/download/SB88/PA92-526dl.htm

American Hiking Society: They have grants to help fund the development of recreation trails. Grants range from $500 to $10,000. For more information go to:
http://www.americanhiking.org/alliance/fund.html

Rails to Trails Conservancy: (www.railtrails.com): They provide reports and information on the value and importance of trails and greenways. They also have a TrailDART (Trail Development Assistance Response Team) which offers referrals and information for organizations who seek more local assistance with trail development. This is a fee for service program.

Federal Transportation Enhancements Grants: This program addresses bicycle and pedestrian accommodations that are made with road improvements and other transportation projects. For more information, and for state specific information go to: http://www.fhwa.dot.gov/environment/transportation_enhancements/guidance/

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07

APPENDICES

A: STAKEHOLDER INTERVIEWS SUMMARY
B: PUBLIC MEETING ONE OUTCOMES
C: PUBLIC MEETING TWO OUTCOMES
D: NEEDS TABLE
E: STRATEGIES + ACTIONS TABLE
F: PRIORITIZATION TABLE
G: ESTIMATES OF PROBABLE COST TABLE

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APPENDIX A
stakeholder interviews

1. How would you describe your role or involvement in parks and recreation development/planning within Cabot?

- "Selling" Cabot to potential residents
- Have grandkids involved in parks dept. programs
- Have a hard time selling the parks dept. in the past - playing catch up, have been behind
- City planner for city
  - Updating walkable Cabot
  - Corridor plans, land use plan in draft form
- President of flag football program, 365 participants in one season, 40 teams, 20 new players a year
- BMX trade operator, oversees operations of facility
- Former baseball, soccer, basketball coach and kids participate
- Council
- Children in sports
- President of youth football, attend monthly meetings
- School District in Cabot is a draw. Role= close tie with respect to civic involvement even faith based.
- Coach all swim teams in Cabot. H.S. / summer/ USA (year round). 300-400 kids
- Work for school district - liaison between school and parks
- Baseball advisory board - involved (coach), rule keeper, "field superintendent"
- President of soccer association (450-650 members) includes kids from other communities (Jacksonville, Searcy, Ward, etc.)
- Mayor of Cabot
- President of Softball (registered 206 + 40 more)
  - 4 years office (16 and under), 6 tournaments per year including District and State

2. What do you think should be at the top of the list of desired outcomes for the Cabot Parks System Master Plan and its process?

- Proper funding - City doesn't fund the dept properly - money to maintain parks
- Media - websites, Facebook, not selling it-hearing this from younger people (communication)
- Miscommunication within individual sports programs - communication with coaches and players (from program directors)
- Lack of pedestrian connectivity
  - Millage for sidewalks $110,000 per year
- Something to set Cabot apart as a "quality of life" leader
- Moving from sidewalk system to a bike/pedestrian network
- Communication between leagues and the City
- No concessions or lighting at Crouch, which lengthens tournaments (since there are no night games)…no fields that accommodate needs. Flag football teams want to be on City property; benches and picnic tables are in bad shape; they not maintained, just mowed.
- A growth in local participation and local notoriety
- BMX track is known in a multi-state area for being a good facility and hosts events almost every weekend. It is self-sustaining for maintenance and operations, but not for capital improvements.
- The Parks and Recreation Department can't be self-supporting; it will require economic development, marketing, sponsorships. The bond was renewed and paid for capital improvements.
- Partner with schools to offer programs
- Need retail, restaurants, connectivity, walkability, and education

- Need to reach all ages and users (currently limited)
- Second community center (near the new sports park) north and south end
- More smaller options after school, especially in mid-town
- Meet the needs of family
- Need to be competitive with Searcy, Conway, Bryant – losing more families
- Safe place, meet all users' needs
- Voices heard and needs met (no one voice left out)
- What it can do for the community
- Swimming studied as a need
- Active community
- More passive parks
- Bike trails (i.e. from sports park to downtown)
- Improvements to the system (i.e. baseball facilities)
- New parks needed
- Community Center improvements (create a draw to the community)
- Parks and schools need to be the draw
- Need to fund the Parks & Recreation Department
- Strategic long-range plan
- Serve community as a whole
- Improve quality of life (amenities and progress)
- Need batting cages – can generate revenue if Parks Department owns/operates
- Shooting range (like Jacksonville)
- Future revenue generators
- Archery range

3. What are the three best attributes (characteristics) of the Cabot parks system today?

- A good variety of programs for a good variety of age groups; some of the facilities need improvement.
- Community center
- Parks commission moving in the right direction; they are being open-minded and aggressively trying to improve our image
- Commission is open to ideas - that are well thought out
- Department is forward looking and making movement to get there
- Got rid of the good old boy system
- Department is well organized
- Offers a variety of recreational programs
- Community center
- New sports complex
- Close knit community
- Moved to Cabot due to parks
- Strong leadership with vision
- Bond issue passed; people want to move forward
- Partnership with school with joint-use agreement to maximize offerings
- New outdoor water park
- Good outdoor parks with trails for running
- Well-positioned to broaden options

- Frisbee golf
- Programs for youth
- Relationship between parks and school system
- Fitness classes and kids' swimming
- Programs and options
- Added programs (wrestling, youth volleyball, swimming)
- Kids can play in parks and participate in recreation programs, even if not in school
- Leadership and staff at Parks and Recreation Department
- Willingness to make positive change
- Potential to grow
- Great grounds crew
- John Crow is a good leader
- Cabot people voted to pass the bond

4. What will be the three biggest problems faced by parks, trails, and open space users today?

- Some sports facilities are bad: undersized, dilapidated, and not enough parking
- There are no walking trails
- Maintenance buildings at Allman/Bevins are unsightly - screen it! Shouldn't be visible to users.
- Facilities
- No trails or open space in place; not well advertised; need more natural surface trails; need to market our assets
- Environmental and flooding issues (at soccer fields; trying to resolve)
- Baseball fields are bad (new park will fix)
- Doing better with communication expectations to coaches
- Budget constraints
- Not enough land/facilities to accommodate demand in recreational program.
- Traffic issues: can't access some locations
- Growth has been fast; parks need to keep up with growth
- Availability of land
- Current community center doesn't meet needs of patrons
- Need parks on north side of town
- Ongoing funding, operations and maintenance, infrastructure and expansion
- Not enough options – parks are scattered
- Not an equal advertising for all – soccer is at the top and swimming is at the bottom
- Have space, have people, need funds
- Money
- Fast growth; lack of planning
- Acquiring land for trails
- Facilities: age and condition.
- Overzealous parents versus referees (referees are volunteers)
- Land acquisition to grow
- Current land is unsuitable (i.e. 2nd Street fields don't drain)
- Need to raise standards - not inviting or accessible
    - Small, scattered, not enough parking, etc.
- Needs improvement

- Needs new facilities, planning
- Needs programs that generate revenue
- Lack of parking; much is not paved
- Handicapped assessable parking
- Not enough senior activities

5. What are the three biggest opportunities for the future development of the Cabot parks system? The three biggest challenges/constraints?

OPPORTUNITIES

- Fully develop the 50 acres at the new park on Hwy 321, not just the baseball fields
- Expansion of the community center will provide programs and facilities
- Development of quality-of-life attributes to set Cabot apart
- North interchange
- Connections between Greystone and interchange
- Mountain bike trails, natural surface trails, already pursuing
- Urban presence, need something in downtown – like the Hot Springs Promenade; Main Street; the square
- Vision
- Purchased land now for future growth
- Natural open space park (passive recreation)
- Second community center located in south at Hwy 321
- Outdoor amphitheater
- Bond passed - supported by all
- Lots of open space (i.e. trails/ parks) not locked in
- Young families, volunteers, and users (use schools)
- Need aquatic center- will put Cabot on the map with competitors (Collierville, MS - basic pool resulted in hotels and restaurants coming to town)
- Outdoor facilities
- Trails and running - need more outside
- People that drive to Little Rock or North Little Rock – users are here
- Gym/fitness types if community center is expanded for revenue
- Health and wellness equals community benefits and workforce
- New park will bring people to Cabot (as a magnet)
- Community is growing
- Good leadership
- Still land available and room to expand (physically)
- Can improve what is present now (maintenance, upgrades)
- Trails for running
- Support age groups with kids
- Programs that incite volunteers
- New sports and aquatics facility under construction
- Trails linking Cabot neighborhoods to Cabot parks (i.e. Allman Bevis Park could add a trail in the back to connect it to the neighborhood)
- Add senior amenities to City Pond Park (expansion)
- Farmers market at permanent location at a city park (use for social and cultural events)

APPENDIX A

CHALLENGES/CONSTRAINTS

- Money
- Cooperation between City Parks Commission and City Council
- The sprawled nature of the community
- Funding to serve the needs among spread out development; to serve everyone well
- Advertising; a cohesive place to find events assets in real time. (Have to look at private Facebook page – this information is not on an official Cabot page (resources, sporting events, etc.))
- Marketing - should all be in one place
- County funding
- Traffic / hectic city
- Land availability
- Money, funding
- Getting facilities built – getting families here
- Playing catch-up – people are moving here, but the City is behind in building parks for the population
- Mindset - this is not a priority - parks are a part of economic development; helps with water sewer, infrastructure…need a balance
- Funds / money to build and maintain
- High school needs facilities; clubs can't use them
- Funding.
- Selling it to voters; educating the importance of health and wellness
- Support from City government; priorities
- Parent issues/referees
- Politics; importance (but moving in the right direction)
- Funding; money to improve parks
- Mindset to make changes
- To be completely in a partnership mode with city government.
- Funding for capital investments
- To increase dependence in the city funding (parks need to be self-sufficient)
- Playgrounds and picnic areas associated with ball fields
- Walking trails to Ward or Beebe
- Funding of system growth
- Traffic to and from parks

6. Without considering the facilities already available, what type of activities and/or facilities do you want to have available within the parks system? Circle any/all that you think are relevant.

7	Aquatics facilities/swimming
8	Basketball
9	Bicycling
3	Boating – canoeing/kayaking
1	Boating – sailing
1	Boating – motorized
9	Children's play areas/playgrounds
5	Community gardens
9	Dog parks/off-leash areas
1	Equestrian activities

7	Natural area activities/environmental education
4	Historical interpretation/education
5	In-line skating, skateboarding, BMX bicycling
10	Picnicking
9	Public events/sports, cultural, etc. facilities
6	Relaxing/people watching/quiet contemplation
8	Senior activities
8	Soccer, football, lacrosse, rugby, field hockey, Frisbee golf
7	Softball and baseball
5	Teen activities
7	Tennis
6	Volleyball
9	Walking, running, jogging
1	Other (please specify)

7. From the list above, please list the new activities/facilities (top 3) that you believe are the most important to make available within Cabot.

- Playgrounds
- Senior activities
- Walking
- Venue for performances
- Passive recreation, like Lake Willastein in Maumelle
- Greenway system defined; to set the community apart
- Anything to keep children active physically out of trouble.
- Mentor programs
- Family-related activities (picnicking, outdoor amphitheater, etc.)
- Basketball, baseball, soccer (sports programs)
- Natural areas
- Public events
- Walking trails (even in downtown)
- Children's playground
- Aquatics facility expansion (more opportunities – diving, seniors classes, never open for "free swim")
- Aquatics facilities
- Senior activities
- Natural areas / passive recreation
- Senior activity spaces
- Walking, running, biking, etc.
- Youth programs
- Senior programs
- Aquatics
- Basketball
- Dog park
- Sports complexes
- Walking, running, picnic areas, playgrounds, outdoor areas
- Soccer, football, lacrosse
- Aquatics
- Children's play

APPENDIX A

8. What new recreational activities would you find unacceptable within the parks system?

- None – be open-minded
- All are okay if family-oriented
- Equestrian
- People watching
- Boating
- Community gardens
- Boating
- Boating, sailing
- Boating (motorized)
- Equestrian activities
- Boating
- Equestrian activities
- Boating
- Equestrian activities
- Boating
- Equestrian activities
- Relaxing
- People watching
- Boating
- Equestrians
- Relaxing

9. How would you rate the following existing park elements and issues? Rank these regarding your understanding of each with one (1) being the most in need, three (3) being average, and five (5) being in the best condition.

RANKING	1	2	3	4	5
Fields (football, soccer, baseball, softball)	3	3	2	2	
Courts (tennis, volleyball)	2	1	4		
Aquatic facilities (pools, splash pads)	2	1	3	2	1
Playgrounds	1	4	3	3	1
Walking trails	6	1	1	1	
Natural areas/passive recreation areas	6	2	1		
Cultural facilities	4	1			

10. In your opinion, what are the top three considerations when determining an appropriate mix of activities/facilities within the parks system? (total times each was selected as a top-three choice)

RANKING	
Environmental	5
Economical	6
Social	1
Historical	0
Recreational	8
Aesthetic (beauty of the area)	6
Political (whatever City government decides)	2

APPENDIX A

11. Has Cabot done a good job of protecting its natural resources or open space?

Yes 5 No 4 Not Sure 4

Comments:

- Should be the City's responsibility first, not the Park Department's.
- Doing the best they can do; didn't plan for growth early on. Lots of flooding
- Not utilizing the maximum potential of open space
- Can do more – add boardwalks and trails

12. If you had $100, how much would you spend on each of the following aspects of the park system?

$37.69 Capital Improvements (land acquisition or construction or renovation of park facilities)
$20.90 Recreational Programs
$25.51 Maintenance
$15.90 Operations

13. Do you think existing park facilities are adequately maintained? Why or why not? Please list specific examples.

- Funding lags behind because dependent on revenues generated from existing facilities. City needs to fund parks
- No
- No
- Crouch Field - lack of maintenance besides mowing and striping
- Good job maintaining fields
- Yes
- No, football complex parking is still not paved, have rope barriers with missing parts, no money added
- Park at First Street floods. Natural, but not maintained
- Yes, pleased with current state of parks
- Doing the best they can do with what they have
- Staff has a lot to do with what can be done (programming)
- Yes
- Yes, for what we offer
- New facility will require more upkeep
- No, but not Park and Recreation Department's fault (struggling to keep up soccer and softball). Graffiti in the bathroom, signage at entry poor condition, drives have potholes, no paving, fields don't drain, can't hold tournament here, too small, usage agreement with City (clubs vs. City leagues)
- With current funding resources, yes
- Yes, as of now, with what they have to work with, especially softball, baseball, and soccer

14. Is there a park located within an acceptable distance of your home that fulfills your recreational needs?

Yes 3 No 9

Comments:

- Greystone has no parks in walkable distance, but need parking at the parks that must be driven to.
- No; Crouch Field has a lack of maintenance beyond mowing and field striping.
- Burns Park – drive 30 minutes for more amenities. Can locate some of the same amenities here. Mountain bike trails there are user built and maintained. Can provide some of these services locally.
- New park is good
- Trail network tough due to development locations
- South area of town is not served
- No, you must drive

15. Do you think that recreational facilities are distributed adequately across the city? If no, where and what are they lacking?

Yes __4__ No __9__

Comments:

- No facilities on the west side of Cabot – need rec parks (not necessarily sports complexes) in west Cabot.
- Not enough parks in the northern part of the city
- Lacking out west / after school and lower income areas. Germantown and Memphis good examples.
- Cabot is not a big city…it is easy to access facilities across town.
- None west of 67/167
- Lacking out west, after school and lower income areas
- Need 2 or 3 more like Kerr Campground
- Germantown/Memphis is a good example
- Some areas have more options
- More need on the north side of town
- South end needs more (the new park helps). Growing toward the south, not north (Greystone has empty homes)
- New complex at 321 will help on the south side
- Nothing on the north side behind Walmart. Nothing close to Main Street. School fields help. Northwest side lacks parks.
- Northwest lacks parks
- Northwest underserved

16. Do you have any other comments about the priorities for the Cabot parks system that should be considered when developing the Master Plan? Please be specific and candid.

- Referees' uniforms in basketball and tackle football look professional; should do the same in baseball
- Need to train kid who take money at games to do their job correctly; need to speak to patrons
- Lonoke County Regional Park will be good to develop when next new exit is constructed - walking trails, picnic areas, playgrounds. Needs better access before I'll be successful - like Craighead Forest Park in Jonesboro.
- Better facilities needed, concessions needed.
- An agreement with the school district for lights and hot water tank for concessions
- Perception
- Maintenance issues; need to fund for operations and maintenance
- Growth too fast - parks not keeping up
- New park at Hwy 321 is designed for immediate needs, but storage or other needs are not considered
- Large nature park (i.e. Burns Park with natural areas and active areas) Hwy 321 park could add these as well

APPENDIX A

- Dog park - not just bare minimum, but competition events with pond
- Build for future options, not just immediate needs.
- Few after school courts, due to all located at school gyms
- Racquetball courts - no support. Garner community support for programs; don't build and hope they will be used
- Archery range at nature park
- Amphitheater
- Current parks not aesthetic
- Program needs - teach golf (Starting New At Golf (SNAG) in Conway)
- Cabot Parks' website is improved, but don't know what is offered (less program info – photos needed)
- Program advertising registration (marquee to promote info from 67/167)
- City must make parks a priority
- School District can only carry a city so far, but parks have family importance
- City is competitive with others that have better parks
- Running group (Cabot Cruisers) over 100-150 members
- No race in Cabot for cycling
- 5K here would love to partner with parks to do bike ride in the area with proceeds going to the Parks and Recreation Department.
- Issues with attitude between parents and coaches due to clashes officiating
- After-school program through joint-use agreement at schools with parks and recreation to monitor (check with John and Travis on this)
- Summer Programs – "kids fit" classes
- Richie Road – parking nightmare – safety factor
- Miracle League – can double with 3-4 yr. old teams
- Handicap accessibility a must at all facilities and fields
- Emphasis needs to be on parks (like the school system)
- No industry or much commercial in town
- Parks sell the community
- Keep people here, any money here (not North Little Rock or Burns Park)
- Quality of life = economic development
- Strategic mission of Parks Department = quality of life, which drives retail development

APPENDIX B
public meeting one outcomes

Following a presentation that introduced the planning process, presented demographic findings, and explained the classification of park types, levels of service, and the public input process, attendees were asked to visit four stations to provide input to two statements and two questions:

1. I want the future of Cabot's park system to be...
2. I want Cabot's parks and recreation resources to include...
3. What are Cabot parks' greatest opportunities?
4. What are Cabot parks' greatest constraints?

The following lists document the citizen input received.

"I Want the Future of Cabot's Park System to Be…."

- More comprehensive for entire community. Outdoor activities
- More spread out across the city
- If you build it they will come!!!
- Built with a strong promotion of exclusion (likely meant "inclusion") of all ages and abilities. Culturally sensitive and inclusive.
- Available and publicized to all. It's surprising how little I know about what is available to us.
- Long course pool for central Arkansas – there is none! If we build it, we can host meets from our state sectional – people, swimmers, food, gas, hotels. Build it, we can fill it – people will come!
- Summer league swim up 205%. We need a larger pool facility. High school swim needs a diving well!
- Security cameras 24/hrs.
- A place that our community goes to instead of going away from.
- A safe and centralized location to bring families together.
- Clean R.V. parking and inviting for new members of the community.
- Able to host long course swim meets! More revenue for Cabot by hosting them!
- Secure lighting
- Security lighting
- Then envy of Arkansas. The staple of the community.
- Clean! Secure! Smoke free!
- Aquatic center with 8 lane pool
- Long course swim pool so Cabot can sponsor events
- Place everyone wants to be!
- Long course pool to be the best swim town!
- A great service for ALL residents. Offer quality swimming areas for training athletes.
- The outdoors feeling inside the city. "The Woodlands, TX parks"
- Great happy knowledgeable people running community center desk. Secure place for teenagers.

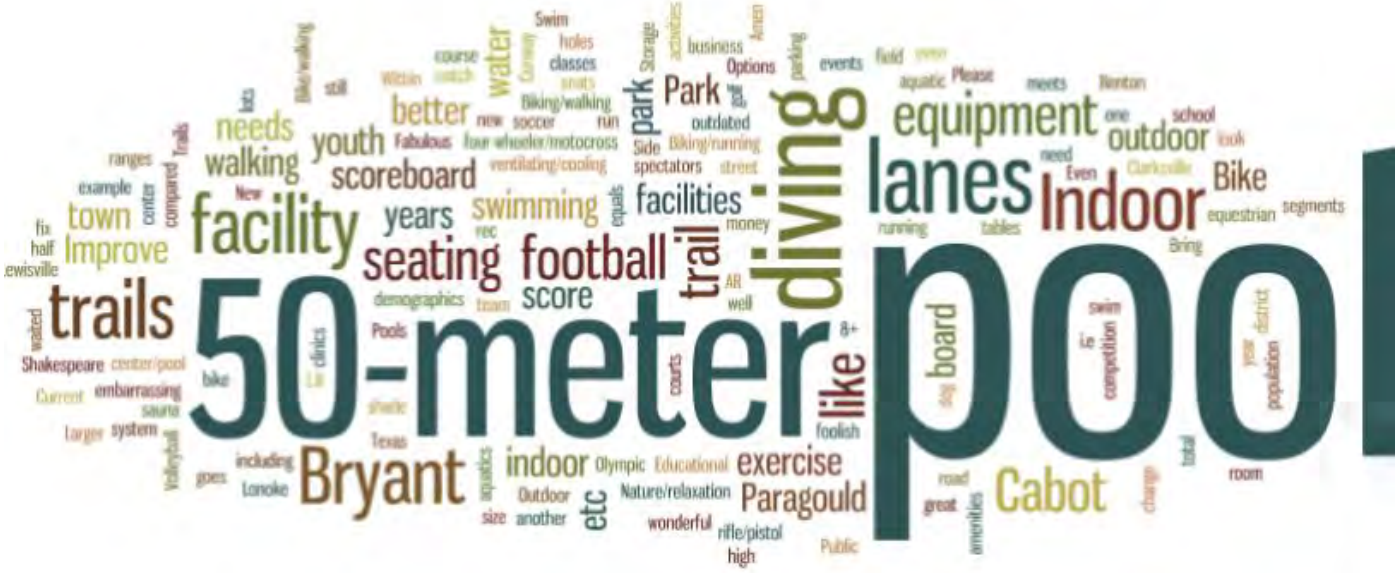
"I Want Cabot's Parks and Recreation Resources to Include…"

- (Locations/Types/Facilities/Programs)
- Cabot needs a swimming pool and rec facility that equals Paragould and Bryant and Lonoke. They have more exercise equipment than Cabot – why?
- 50-meter pool with seating

- Biking/walking trail
- Olympic size pool and diving! Amen!
- Volleyball courts
- Fabulous aquatics center including 8 lanes and lots of room for spectators to watch. Swim needs a score board as well. Bryant is a great example. Pools in Texas even better. Lewisville has a wonderful new facility!
- 50-meter pool! Even a town like Clarksville, AR has a better swim team facility than Cabot. It's embarrassing.
- Options!
- Bike trail
- 50-meter pool with 8+ lanes, with diving. Bring business to town.
- Biking/running trail
- More exercise equipment
- Indoor 50-meter pool with 8 lanes with diving pool with seating
- 50-meter pool and diving
- 50-meter aquatic center/pool
- Storage facility for youth football equipment
- Indoor 50-meter pool
- Improve dog park: more water, shade, seats, tables, etc.
- Indoor 50-meter pool with 10 lanes and diving pool! With seating, parking and score board.
- Public golf course 9 or 18 holes!
- More run trails
- 50-meter pool and diving pool
- We have waited 1 ½ years for a scoreboard in the pool!! Please fix this. We have district high school meets. We look foolish when compared to Paragould and Bryant. A year and a half we still do not have a scoreboard!
- Our money goes to L.R., Bryant, Benton, Conway – change this for us!
- 50-meter pool!
- Side road for street
- Indoor competition pool and outdoor water park (like) facilities – bike and running trails (equestrian facilities?)
- New outdoor pool! Current one is outdated
- Bike/walking trails!
- Improve the indoor pool ventilating/cooling system. It's like a sauna.
- Within 10 years, will need another youth football field (3 total)
- Nature/relaxation
- 50-meter pool with 8 lanes, or more
- Educational events i.e. Shakespeare in the Park, clinics (soccer, football, swimming, etc. and classes for all demographics and segments of the population)
- Trails, four-wheeler/motocross and walking
- Outdoor amenities – rifle/pistol ranges
- Park activities
- Bike and walking trails
- Larger indoor pool

APPENDIX B

"I Want the Future of Cabot's Park System to Be…." Word Cloud (word frequency analysis)



"I Want Cabot's Parks and Recreation Resources to Include..." Word Cloud (word frequency analysis)

APPENDIX B

What are Cabot Parks' Greatest Opportunities?

- Scoreboard for swimming
- To be a known parks system for central AR to offer greatest swimming and outdoor activities
- More revenues for the City (because of visitors)
- Seating and new scoreboard at community pool
- Lots of opportunity to bring in people to community when host big meets
- Need for quality swimming area/competition sized pool for swim team – quality to grow swimmers to college level. Great advertisement for Cabot.
- Revenue from swim meets hosted in Cabot (hotels, restaurants)
- Jobs! Growth!
- Our kids!
- 50-meter pool for large swim meets bringing in people from all over the state.
- Advertising – scoreboard for pool
- City growth
- Revenue (outside business, res., hotels, etc.)
- Long course swim pool; 50-meter long course swim meets would bring revenue to the City
- Community growth and promotion of a healthy community
- When hosting swim meets there is a lot of opportunity for business/commerce as there are 100's of people that show up for said events. i.e. fees, food, lodging, shopping!

What are Cabot Parks' Greatest Constraints?

- Scoreboard for pool
- Scoreboard for pool!
- Funding
- Central Arkansas is in need of a long course pool! 50 meter
- More seating at Cabot pool
- Constraint = no score board at Cabot pool
- Major aquatic center
- A 50-meter pool
- Bigger pool for competitions. More seating. Scoreboard
- Scoreboard for pool! More parking and sidewalks. Long course pool! More seating around the pool.
- Congestion
- More seating around Cabot pool
- Vision!!!
- Parking for major swimming events
- Money seating around pool
- Scoreboard for pool
- Seating in pool area
- Participation from more residents
- Swim teams have outgrown facilities
- More seating and bathroom facilities for the pool area
- Additional seating in pool area
- Access roads in and out of the facility
- Parking and no sidewalks to connect the recreation areas/parks

APPENDIX B

"What are Cabot Parks' Greatest Opportunities?" Word Cloud (word frequency analysis)

"What are Cabot Parks' Greatest Constraints?" Word Cloud (word frequency analysis)

APPENDIX C
public meeting two outcomes

Following a presentation that reviewed the outcomes of the citizen survey and stakeholder interviews, introduced the vision and goals of the plan, and explained a needs assessment based on both expressed needs and standard-based needs, the meeting participants were asked to provide feedback on new experiences they wish to see.

"What new experiences would you like in the park system in Cabot?""

- Dog park
- Community lawn – large open space
- Trail system – connectivity
- Impressive dog park to draw residents and to serve the young and older dog loving population
- Dog park
- Camping/hiking areas
- More community water facilities (splash pads, indoor pool)
- Senior Center
- Pavilions and cookout facilities
- Camp sites
- Dog park
- Bike trails
- Adult recreation
- Passive recreation
- Large open green spaces
- Interested in a camping/hiking/backpacking class group that would share ideas, plan excursions, and possibly have classes that teach all about the outdoor experience
- Primitive camp area for older Scouts (11-17)
- Developed camp area for family camping (younger Scouts (6-11) and families)
- Could have swimming hold and trails, fire rings, etc.

APPENDIX D
needs table: park land

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PARK LAND: STANDARDS

TYPE	NRPA	ULI	AGGREGATE 1 (US) 2013 *	AGGREGATE 2 (AR & Border States) 2013 **	AGGREGATE 1 (US) 2014 *	AGGREGATE 2 (AR & Border States) 2014 **
Mini Parks/Playgrounds						
Recommended Size (Acres)	2500 s.f. - 1 ac. [2]	n/a				
Recommended Service Radius	< 0.25 miles [2]	n/a				
Recommended Acres/1000 Population	0.25 - 0.50 [1]	3.0				
Neighborhood Parks						
Recommended Size (Acres)	5-10 ac. [2]	5-10 ac.				
Recommended Service Radius	0.25-0.5 miles [2]	0.5 miles				
Recommended Acres/1000 Population	1.0-2.0 [1]	2.0				
Community Parks/Sports Fields						
Recommended Size (Acres)	30-50 ac. [2]	40-100 ac.				
Recommended Service Radius	0.5-3 miles [2]	2 miles				
Recommended Acres/1000 Population	5.0-8.0 [1]	3.5				
Citywide /Large Urban/District						
Recommended Size (Acres)	50+, 75+ optimal [2]	100-200 ac.				
Recommended Service Radius	entire community [2]	3 miles				
Recommended Acres/1000 Population		2.0				
Regional Parks						
Recommended Size (Acres)	200+ [1]	500-1000 ac.				
Recommended Service Radius		10 miles				
Recommended Acres/1000 Population	5.0-10.0 [1]	15.0				
TOTAL ACRES	**11.25-20.5**	**25.5**	**18.6**	**15.2**	**20.6**	**n/a**

PARK LAND: LOS

CURRENT LOS: CABOT	TARGET LOS STANDARD: CABOT
(current total acres)	
1 acre	
0.25-0.5 ac.	*n/a*
one neighborhood	*n/a*
0.04	*0.0*
20 acres	
5-10 ac.	*5-20 ac.*
several neighborhoods	*0.5 miles*
0.77	*2.0*
130 acres	
varies	*20-50 ac.*
citywide	*2 miles*
4.99	*8.0*
n/a	
varies	*n/a*
surrounding cities	*n/a*
0.00	*0.0*
218 acres	
varies	*varies*
surrounding cities	*Central Arkansas*
8.37	*8.0*
14.2	*18.0*

PARK LAND: DEMAND-BASED NEEDS

Facility Type	Most important parks and recreation facilities to respondent households			Parks and recreation facilities that respondent households have a need for		
	Rank	*National Average*	*City of Cabot 2015*	*Rank*	*National Average*	*City of Cabot 2015*
Playground Equipment for Children	*6*	19%	15%	*5*	43%	39%
Small Neighborhood Parks	*A*	28%	32%	*A*	60%	61%
Large Community Parks	*B*	19%	24%	*B*	55%	53%
Citywide Parks	No data			No data		
Regional Parks	No data			No data		
Averages: Park Land		22%	24%		53%	51%

PRORAGIS GENERAL AGGREGATE INFORMATION: DEMOGRAPHICS

Population	15,000-35,000	15,000-35,000	15,000-35,000	15,000-35,000	26,040
White/Caucasian	78.30%	79.60%	72.50%	74.48%	93.10%
Black/African American	8.03%	8.00%	9.58%	12.31%	1.60%
Hispanic or Latino	9.58%	10.42%	11.60%	21.24%	4.10%
Square Mileage of Jurisdiction [3]	12	12	15	17	20.12
Jurisdiction Capital Budget [3]	$1,789,339	$3,678,000	$1,581,134	n/a	
Jurisdiction Per Captia Income [3]	$27,400	$25,745	$28,241	$21,916	$24,712
Jurisdiction Median Household Income [3]	$54,500	$58,672	$60,103	$52,791	$55,762
Jurisdiction Population [3]	23,177	19,789	23,993	29,557	26,040
Population Under 18 [3]	25.90%	27.20%	26.55%	27.90%	30.50%
Population Over 65 [3]	13.00%	11.10%	12.25%	11.10%	8.90%
Growth Rate 2000-2010 [3]	4.50%	14.05%	3.80%	1.40%	5.42% [4]
Number of Parks [3]	14	12	13	n/a	20
Number of Park Acres [3]	224	191	276	n/a	369
Acres of Parkland per 1,000 Population (Median)	12	11.9	15.2	n/a	14.2
Acres of Parkland per 1,000 Population (Average)	**18.6**	**15.2**	**20.6**	**n/a**	**14.2**
Total Acres of Open Space/Conservation/Preservation	218	n/a	502	n/a	0.0
Total Mileage of Greenways and Trails	11.08	6.51	16.3	n/a	**2.89**

18.0

** Aggregate includes cities 15,000-35,000 population in size across the US participating in the PRORAGIS survey*

*** Aggregate includes cities 15,000-35,000 population in AR, MO, TN, MS, LA, TX, and OK participating in the PRORAGIS survey.*

[1] 1983 NRPA Standard

[2] 1995 NRPA Standard

[3] Median Values

[4] Annual percentage growth rate for population change from 2000-2010

PROJECTED NEEDS based on CURRENT LEVEL OF SERVICE

TYPE	CURRENT SIZE RANGE	CURRENT ACRES PER PARK TYPE	CURRENT LOS ACRES/1000 POP (CURRENT)	PROJECTED NEED based on CURRENT LOS (2030 MTPLN MED SERIES)	PROJECTED NEED based on CURRENT LOS (2050 MTPLN MED SERIES)
Population			*26,040*	*36,102*	*41,087*
Mini Parks	0.25-0.5 ac.	1	0.04	0.39	0.58
Neighborhood Parks	0.5-1 ac.	20	0.77	7.73	11.56
Community Parks/Sports Fields	varies	130	4.99	50.23	75.12
Regional Parks	varies	218	8.37	84.24	125.97

PROJECTED NEEDS based on PROPOSED LEVEL OF SERVICE

TYPE	PROPOSED SIZE RANGE	TARGET LOS STANDARD ACRES/1000 POP	CURRENT NEED based on TARGET STANDARD	PROJECTED NEED based on TARGET STANDARD (2030 MTPLN MED SERIES)	PROJECTED NEED based on TARGET STANDARD (2050 MTPLN MED SERIES)
Population			*26,040*	*36,102*	*41,087*
Mini Parks	0.5-1 ac.	*1*	-1.00	-1.00	-1.00
Neighborhood Parks	1-5 ac.	*2*	32.08	52.20	62.17
Community Parks/Sports Fields	20-50 ac.	*8*	78.32	158.82	198.70
Regional Parks	100+ ac.	*8*	-9.68	70.82	110.70

2015 Metroplan Estimate - City of Cabot: 26,040; 2015 Metroplan Estimate - Cabot Planning Area: 30,366
2013 US Census Bureau Estimate: 25,434

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FACILITIES: DEMAND-BASED NEEDS

Facility Type	Survey Question 10: Most important parks and recreation facilities to respondent households			Survey Question 9: Parks and recreation facilities that respondent households have a need for		
	Rank	National Average	City of Cabot 2015	Rank	National Average	City of Cabot 2015
Walking & Biking Trails	1	42%	35%	1	69%	62%
Indoor Fitness & Exercise Facilities	2	20%	27%	2	47%	51%
Outdoor Swimming: Pools/Aquatics Facilities	3	18%	22%	4	44%	43%
Indoor Running/Walking Track	4	15%	20%	3	41%	49%
Playground Equipment for Children	5	19%	15%	5	43%	40%
Indoor Swimming: Pools/Aquatic Center	6	17%	14%	6	43%	39%
Off-Leash Dog Parks	7	12%	12%	8	27%	25%
Indoor Swimming: Lap Lanes	8	8%	11%	7	30%	30%
Youth Baseball Fields	9	9%	11%	12	23%	21%
Community Gardens	10	8%	10%	9	33%	24%
Soccer, Lacrosse Fields	11	8%	9%	13	22%	19%
Senior Centers	12	9%	8%	11	22%	23%
Outdoor Amphitheater	13	8%	7%	10	34%	24%
Football Fields	14	3%	7%	15	14%	15%
Outdoor Basketball Courts/Multi-Use Courts	15	5%	3%	14	24%	16%
Outdoor Tennis Courts	16	7%	3%	16	26%	14%
Ultimate Frisbee/Disc Golf	17	3%	3%	17	13%	14%
Skateboarding Park/Area	18	3%	2%	18	13%	6%
Adult Softball Fields	19	4%	2%	19	15%	6%
Youth Softball Fields		n/a	11%		n/a	21%
Indoor Basketball/Volleyball Courts		n/a	5%		n/a	23%
Adult Soccer Fields		n/a	1%		n/a	4%
Miracle League Fields		n/a	1%		n/a	5%

Source: Community Interest and Opinion Survey for Cabot, AR, August 2015, by ETC Institute

FACILITIES: STANDARDS

Facility Type	NRPA	AGGREGATE 1 (US) 2013 *	AGGREGATE 2 (US) 2014 *
Population	*n/a*	*15,000-35,000*	*15,000-35,000*
Walking Trails	No standard	n/a	n/a
Total Miles		*11.08*	*16.3*
Fitness Centers	No standard	1 per 27,472	no data
Pools (outdoor, non-competition)	1 per 20,000 [1]	1 per 21,000	no data
Accommodate 3-5% of pop. at a time			
Indoor Track	No standard	no data	no data
1/4 Mile Running Track	*1 per 20,000*		
Playgrounds	No standard	1 per 3,040	1 per 2,555
Pools (indoor, non-competition)	*See outdoor*	1 per 30,030	no data
Dog Park	No standard	1 per 23,000	1 per 22,035
Pools (indoor, competition)	*See outdoor*	1 per 25,113	no data
Baseball Fields - youth	*1 per 5,000*	1 per 6,198	1 per 2,084
Community Gardens	No standard	1 per 21,000	no data
Soccer Fields - small fields	*See regulation*	1 per 4,229	1 per 3,649
Senior Centers	No standard	1 per 24,826	1 per 23,938
Outdoor Amphitheater	No standard	no data	no data
Football Fields - game	1 per 20,000	1 per 7,667	1 per 17,645
Basketball Courts (outdoor)	1 per 5,000 [1]	1 per 7,270	1 per 5,309
Tennis Courts (outdoor)	1 per 2,000	1 per 3,717	1 per 2,555
Disc Golf	No standard	no data	no data
Skateboard Park	No standard	no data	no data
		54.00% offer	*61.90% offer*
Softball Fields - adult	*See youth std.*	1 per 10,010	1 per 5,825
Softball Fields - youth	1 per 5,000 [1]	1 per 8,802	1 per 4,788
Baseball Fields - adult	*See youth std.*	1 per 16,675	1 per 10,242
Baseball Fields - lighted	*1 per 30,000*		
Soccer Fields - regulation size	1 per 10,000 [1]	1 per 7,175	1 per 8,515
Golf (18-hole standard)	1 per 50,000	n/a	n/a
Driving Range	*1 per 50,000*	*1 per 28,592*	*no data*
Recreation Centers	No standard	1 per 21,524	1 per 22,035

* Aggregate includes cities 15,000-35,000 population in size across the US participating in the 2013 and 2014 PRORAGIS surveys, median values

** Aggregate includes cities 15,000-35,000 population in AR, MO, TN, MS, LA, TX, and OK participating in the 2013 PRORAGIS survey, median values

[1] Standard does not specify field size

[2] Football field at parks only; not including schools

[3] Includes 1 outdoor pool and 1 aquatics complex with multiple facilities, under construction

[4] Private golf courses

FACILITIES: LOS

Includes proposed inventory following completion of Cabot Sports and Aquatics Park

Facility Type	Cabot: Existing LOS	Cabot: Target LOS Standard
Population	*26,040*	*n/a*
Walking Trails	**1 mile per 9,9010**	*1 mile per 2,000*
Total Miles	*2.89*	
Fitness Centers	**1 per 26,040**	*1 per 15,000*
Pools (outdoor, non-competition)	**1 per 13,020** [3]	*1 per 15,000*
Indoor Track	**1 per 26,040**	*1 per 15,000*
Playgrounds	**1 per 3,255**	*1 per 2,500*
Pools (indoor, non-competition)	**1 per 26,040**	*1 per 20,000*
Dog Park	**0**	*1 per 20,000*
Pools (indoor, competition)	**1 per 26,040**	*1 per 20,000*
Baseball Fields - youth	**1 per 1,736**	*1 per 2,000*
Community Gardens	**0**	*1 per 25,000*
Soccer Fields - small fields	**1 per 2,170**	*1 per 2,000*
Senior Centers	**1 per 26,040**	*1 per 25,000*
Outdoor Amphitheater	**0**	*1 per 20,000*
Football Fields - game	**1 per 13,020** [2]	*1 per 15,000*
Basketball Courts (outdoor)	**1 per 13,020**	*1 per 10,000*
Tennis Courts (outdoor)	**1 per 26,040**	*1 per 15,000*
Disc Golf	**1 per 26,040**	*1 per 25,000*
Skateboard Park	**1 per 26,040**	*1 per 25,000*
Softball Fields - adult	**1 per 13,020**	*1 per 5,000*
Softball Fields - youth	**1 per 6,510**	*1 per 5,000*
Baseball Fields - adult	**0**	*1 per 15,000*
Soccer Fields - regulation size	**1 per 26,040**	*1 per 10,000*
Golf (18-hole standard)	**1 per 8,680** [4]	*1 per 50,000*
Recreation Centers	**1 per 26,040**	*see Fitness Center*

FACILITIES: NEEDS

Facility Type	Need: CURRENT	Need: 2030 METPLN MED SERIES	Need: 2050
Population	*26,040*	*36,102*	*41,087*
Walking Trails	10	15	18
Fitness Centers	1	1	2
Pools (outdoor, non-competition)	0	0	1
Indoor Track	1	1	2
Playgrounds	1	5	7
Pools (indoor, non-competition)	0	1	1
Dog Park	1	2	2
Pools (indoor, competition)	0	1	1
Baseball Fields - youth	-2	3	6
Community Gardens	1	1	2
Soccer Fields - small fields	1	6	9
Senior Centers	0	0	1
Outdoor Amphitheater	1	2	2
Football Fields - game	0	0	1
Basketball Courts (outdoor)	1	2	2
Tennis Courts (outdoor)	1	1	2
Disc Golf	0	0	1
Skateboard Park	0	0	1
Softball Fields - adult	2	4	5
Softball Fields - youth	1	3	4
Baseball Fields - adult	2	2	3
Soccer Fields - regulation size	2	3	3
Golf (18-hole standard)	1	1	1
Recreation Centers	1	1	2

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APPENDIX E
strategies + actions table

Cabot Parks and Recreation Master Plan: Recommendations

Goal		Recommendation	Type	Priority	Timeframe	Cross Reference
			• Planning, Programs, Policy • Design and Construction • Operations • Communication, Outreach, Awareness	• High: Score of 136-225 • Medium: Score of 101-135 • Low: Score of 100 0	• Near-Term: within 36 months of plan adoption • Mid-Term: 3-7 years • Long-Term: 7-15 years	
Goal 1: Connect residents to park amenities for active living						
1.1		*Provide active & passive recreational opportunities in existing and future parks to meet the needs of users across all age groups (facilities & programs)*				
1.1.a		**Facilities** (as indicated by order of importance)				
	1.1.a.i	Development of Lonoke County Regional Park (dog park, outdoor amphitheater, community garden, *potential skate park relocation*)	Design and Construction	High	Near-Term	1.2.b, 1.2.e
	1.1.a.ii	Recreation Center to include the following: Indoor fitness center, indoor running and walking track, indoor basketball/volleyball courts	Design and Construction	High	Mid-Term	1.1.b.i, 1.4.b.v
	1.1.a.iii	Outdoor swimming pools/splash pads *(to accommodate at Richie Road)*	Design and Construction	Medium	Near-Term	1.2.h
	1.1.a.iv	Indoor aquatics facility (including indoor lap lanes) - *could an indoor facility be accommodated on aquatics center site?*	Design and Construction	Medium	Long-Term	1.1.b.i, 1.4.b.v
	1.1.a.v	Baseball/softball complex (3 youth baseball, 4 adult softball, 3 youth softball, 1 Miracle League)	Design and Construction	Medium	Mid-Term	1.4.b.vii
	1.1.a.vi	Soccer complex (6 youth soccer, 3 adult soccer)	Design and Construction	Low	Mid-Term	1.4.b.vi
1.1.b		**Recreation Programs** (as indicated by order of importance)				1.1.c
	1.1.b.i	Adult fitness and wellness	Planning, Programs, Policy	High	Near-Term	1.1.a.ii, 1.1.a.iv, 1.1.c.i, 1.1.c.ii, 1.1.c.iii, 1.1.c.iv
	1.1.b.ii	Special events	Planning, Programs, Policy	High	Near-Term	1.1.c.ii, 1.1.c.iii, 1.1.c.iv, 3.1, 3.2
	1.1.b.iii	Self-directed opportunities	Planning, Programs, Policy	High	Near-Term	1.1.c.ii, 1.1.c.iii, 1.1.c.iv
	1.1.b.iv	Self-improvement opportunities	Planning, Programs, Policy	High	Near-Term	1.1.c.ii, 1.1.c.iii, 1.1.c.iv
	1.1.b.v	Programs for millennials between age 20-35 (demographically the largest age group)	Planning, Programs, Policy	High	Near-Term	1.1.c.ii, 1.1.c.iii, 1.1.c.iv
	1.1.b.vi	Adult programs for 50 years and older	Planning, Programs, Policy	High	Near-Term	1.1.c.ii, 1.1.c.iii, 1.1.c.iv
1.1.c		**Recreation Management** (as indicated by order of implementation)				
	1.1.c.i	Develop a formal process to identify new programs, to analyze existing programs, and to determine when to best drop older programs whose life cycle has reached the end • New program identification – facilitate one or two staff and community-wide discussions annually to discuss which new programs would best serve the community's needs in the areas of type, format, life cycle, and age group served. • Mature programs – track existing programs to understand that the Department is considered to be very conservative and traditional if 90% of its programs are old. Conversely, if only 70% of the Department's programs are old, it is considered to be more innovative and on the creative edge. • Repeat customers – if 60% to 70% of the Department's program participants are repeat customers, that is a good sign.	Planning, Programs, Policy	High	Near-Term	
	1.1.c.ii	Implement the recreation programs identified by citizens of Cabot as preferred, in Goal 1.1.b, above	Planning, Programs, Policy	High	Near-Term	1.1.b
	1.1.c.iii	Department programming role: determine how the Department can best get involved within the community to offer programming, by either continuing to be a direct provider, with the understanding that this role will limit the programs that can be offered due to staff limitations; or to be a facilitator by assisting others to organize and product programs, allowing the Department to expand its role in the community	Planning, Programs, Policy	High	Near-Term	

APPENDIX E
strategies + actions table

1.1.c.iv	"Position" the Department within the community to be at the forefront of citizens' minds when any programming/special events are occurring. In addition to facilitation opportunities, the Department can align itself with highly regarded agencies (health care providers, American Heart Association, Boys & Girls Club, Chamber of Commerce, United Way, Cabot School District, etc.).	Planning, Programs, Policy	High	Near-Term	1.1.b
1.1.c.v	Create a formal pricing and cost recovery policy by tracking costs for all programs and services, listing all programs and services into categories according to who benefits, and assigning percentages of cost recovery from 0% to 100% based on the categories above.	Planning, Programs, Policy	High	Near-Term	
1.2	*Implement a capital improvements program to update existing park facilities to best serve the residents of Cabot*				
1.2.a	Designate 2% of the value of the department's capital assets annually for capital improvements into the budget. *Note: This amount will not account for all capital improvements as directed in this plan by the year 2030. Additional funding from outside sources will be required.*	Operations	High	Near-Term through Long-Term	
1.2.b	**Lonoke County Regional Park** Specific Proposed Facilities: • Walking/hiking trails • Picnic pavilions/rentals • Playgrounds • Splash Pad • Dog Park • Nature Center General Improvements: • Enhance access (future highway exit) Other considerations: • Relocation of the skate park (compatibility with adjacent BMX track)	Design and Construction	High		1.1.a.i
1.2.c	**Cabot Community Pond Park** • Correct drainage and flooding issues • Continue to make upgrades as needed around the park	Design and Construction	Medium	Near-Term	
1.2.d	**Veterans Park & Community Center** • Expansion underway to include a fitness area, racquetball, a banquet hall, catering kitchen, and offices • Explore a variety of programming opportunities allowed by physical expansion	Planning, Programs, Policy	Medium		1.1.b, 1.1.c
1.2.e	**Cabot Skate Park** Relocate the skate park to a site that has the following characteristics: • High visibility • Compatibility with adjacent uses • Synergy considerations that could occur if placed near other extreme sport venues • Logistical appropriateness for the average age of skaters (typically in the low teens) • Effects of noise	Design and Construction	Low	Near-Term	1.2.b
1.2.f	**Allman/Bevis Sports Complex** • Correct drainage issues • Re-crown softball fields • Provide overflow parking on stabilized grass areas	Design and Construction	Low	Mid-Term	
1.2.g	**Crouch Flag Football Complex (Cabot School District Property)** • Field improvements • Temporary bleachers	Design and Construction	Low	Mid-Term	
1.2.h	**Richie Road Park** • Replace outdoor pool with a large outdoor splash pad • Correct accessibility issues on the north side of the park • Construct a Miracle League field • Install lighting along walking trail	Design and Construction	Medium	Near-Term	1.1.a.iii
1.2.i	**Fairlen Ward Memorial Park** • Relocate active recreation components to another site • Retain land for future trail connection and/or trail head	Design and Construction	Low	Near-Term	1.4.d, 2.1.d
1.2.j	Playground upgrades. Replace aging, unsafe, or obsolete equipment (corrective vs. preventative)	Design and Construction	High	Ongoing	1.3.c

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strategies + actions table

1.3	*Implement a maintenance program to ensure that each park and facility are maintained at an appropriate level (as listed in order of implementation)*				
1.3.a	Acquire a work order system and implement it as soon as possible; it is critical for scheduling work and for collecting important data that can be used to validate operating and capital budget requests.	Operations	High	Near-Term	
1.3.b	Develop a formal partnership policy as soon as possible to be used with current and future volunteers to ensure that their maintenance efforts are at an acceptable standard that coincides with the Department's level of service.	Planning, Programs, Policy	High	Near-Term	
1.3.c	Develop a maintenance approach that moves the Department from a "corrective" mode with Mode 4 funding into "cyclical" and "preventative" modes with appropriate Mode funding to support Modes 1 and 2.	Operations	High	Near-Term through Long-Term	1.2.j
1.3.d	Determine the value of the total assets in the Department.	Operations	High	Near-Term	
1.3.e	Adjust the capital budget for capital maintenance, maintenance equipment, and asset depreciation.	Operations	High	Ongoing	
1.3.f	Continuously update the capital improvement needs of the Department and present to the City during the annual budgeting process.	Operations	High	Ongoing	
1.3.g	Seek new full-time and part-time staff to meet the new demand created by the opening of the new aquatic and athletic complexes.	Operations	High	Near-Term	
1.3.h	Seek City Commission support for a dedicated funding source for capital needs that is a set percentage of the total assets of the Department.	Operations & Communication, Outreach, Awareness	High	Near-Term	
1.4	*Acquire new park properties and easements to meet park and trail needs and keep pace with community growth*				
1.4.a	**Neighborhood Parks:** Add 52 acres (approximately 5-10 neighborhood parks) by 2030	Design and Construction	Medium	Near-Term to Long-Term	
1.4.a.i	Approach: Investigate opportunities for land acquisition north and west of 67/167 and far southeast Cabot (including ETJ areas)	Planning, Programs, Policy		Near-Term	
1.4.a.ii	Program: Include simple comforts (seating, shade, water), playgrounds, multi-use open play fields or practice fields, multi-use courts, pavilions, community gardens	Design and Construction			
1.4.a.iii	Siting: Adjacent to or within neighborhoods, along lower-volume streets, connected by sidewalks and/or trails	Planning, Programs, Policy			1.4.d, 2.1
1.4.a.iv	Considerations: Avoid siting in immediate proximity with schools, which also house playgrounds and open play fields, to maximize service area. Do not site on undevelopable land or exclusively within a floodplain.	Planning, Programs, Policy			
1.4.b	**Community Parks:** Add 160 acres (approximately 3-5 community parks) by 2030	Design and Construction	High	Near-Term to Long-Term	
1.4.b.i	Approach: Investigate opportunities for larger-parcel land acquisition north and west of 67/167	Planning, Programs, Policy		Near-Term	
1.4.b.ii	Program: Include simple comforts (seating, shade, water), playgrounds, pavilions, restrooms, ponds/fishing piers, exercise/challenge courses, internal walking paths, passive recreation areas (lighted game fields and dog parks priced separately)	Design and Construction			
1.4.b.iii	Siting: Near residential areas, with ease of access for vehicles and parking, connections via sidewalks and trails	Planning, Programs, Policy			
1.4.b.iv	Considerations: Avoid constraining park use to a single entry point and a single mode of access, encourage ease of access from many locations around the site and via many modes of transportation, creating frontage and use along all sides of the park rather than one. Do not site on undevelopable land or exclusively within a floodplain.	Planning, Programs, Policy			
1.4.b.v	Recommended Future Community Parks: Community Park 1: Recreation & Aquatics Center (1.1.a.i and 1.1.a.ii) Community Park 2: Soccer Complex (1.1.a.vi) Community Park 3: Baseball/Softball Complex (1.1.a.v)	Design and Construction			1.1.a.ii, 1.1.a.iv; 1.1.a.v, 1.1.a.vi
1.4.c	**Regional Parks:** Add 70 acres (one regional park) by 2030	Design and Construction	High	Long-Term	1.4.c.iii
1.4.c.i	Approach: Investigate sites that will accommodate the specific focus of the regional park, such as access, adjacent land uses, visibility, topography, and drainage.	Planning, Programs, Policy			
1.4.c.ii	Program: Include uses from neighborhood and community parks, with an emphasis on specialty facilities that have a regional draw. These facilities may be active (such as an Extreme Sports Park) or passive (such as an arboretum) in type.	Design and Construction			
1.4.c.iii	Siting: Dependent on the programming focus of the regional park.	Planning, Programs, Policy			1.4.c.i, 1.4.c.ii
1.4.c.iv	Considerations: Carefully consider program elements to create a destination, revenue-generating facility.	Planning, Programs, Policy			1.4.c.ii

APPENDIX E
strategies + actions table

1.4.d		**Trails:** Add 15 miles of trails by 2030.	Design and Construction	High	Near-Term through Long-Term	2.1, 1.2.i
	1.4.d.i	Begin land acquisition or easement agreements along Fourmile Creek, powerline, etc.	Planning, Programs, Policy	High	Near-Term	2.1
	1.4.d.ii	Begin construction of multiuse trails and bicycle lanes following the adoption of a citywide Bicycle and Pedestrian Trails Master Plan	Design and Construction	High	Near-Term	2.1
1.4.e		Implement impact fees to offset funding for neighborhood parks to keep pace with new development and growth	Planning, Programs, Policy	Medium	Near-Term	
Goal 2: Connect neighborhoods to parks via a trail and open space network						
2.1		*Develop a citywide trail network that ties existing and proposed neighborhoods to existing and future parks, promote alternate modes of transportation, and encourage physical activity*				1.4.d
2.1.a		Complete and adopt a citywide Bicycle and Pedestrian Trails Master Plan	Planning, Programs, Policy	High	Near-Term	1.4.d
2.1.b		Adopt a Complete Streets Policy	Planning, Programs, Policy	High	Mid-Term	1.4.d
2.1.c		Build partnership with AHTD to implement bicycle lanes along 89, 321, 367	Planning, Programs, Policy	High	Mid-Term	1.4.d
2.1.d		Begin budgeting for trail improvements in annual CIP in partnership with Public Works	Planning, Programs, Policy	High	Near-Term	1.4.d, 1.2.i
2.2		*Utilize the existing sidewalk network in providing connectivity to park destinations*				
2.2.a		Implement Sidewalk Improvements Plan (Walkable Cabot 2007)	Design and Construction	High	Near-Term	1.4.d
	2.2.a.i	CARTS design standards will be used in new and retro-fit sidewalk construction, incorporating both ADA and AASHTO standards.	Design and Construction	High	Near-Term	Walkable Cabot
	2.2.a.ii	Make pedestrian walkway construction and maintenance regular budgeted line items on Cabot's Public Works annual program	Operations	High	Near-Term	Walkable Cabot
	2.2.a.iii	All new residential and commercial construction will incorporate sidewalks.	Planning, Programs, Policy	High	Mid-Term	Walkable Cabot
	2.2.a.iv	Provide safe and convenient pedestrian crosswalks including pedestrian refuges in appropriate areas.	Design and Construction	High	Near-Term	Walkable Cabot
Goal 3: Connect residents to one another through social spaces, events, and opportunities that unite the community						
3.1		*Provide public gathering spaces, event locations, and other open space amenities that encouarage social interaction between two or more park users*				
3.1.a		Create new gathering spaces that bring people together with *common interests* - amphitheater for performances, farmers market for local foods, dog park for pet recreation, etc.	Design and Construction	Medium	Near-Term through Long-Term	1.1.a.i, 1.2.a, 1.4b, 1.4.c
3.1.b		Create events that bring people together for a *common cause* – 5k community run for fund raising, holiday fireworks or light display, food truck gathering, or culinary event.	Planning, Programs, Policy	Medium	Near-Term through Long-Term	1.1.b.ii, 3.2
3.1.c		Have a presence at large community festivals by manning a Cabot Parks & Recreation booth to promote upcoming events, programs, and celebrate past successes.	Planning, Programs, Policy	Medium	Near-Term through Long-Term	1.1.b.ii, 3.2.a, 3.2.b
3.2		*Utilize social media and publications to strengthen connections between the community and Parks & Recreation Department by communicating information about programs and events*				
3.2.a		Hire or designate a community outreach staff member or Parks Board member to promote events and update residents using Facebook, Twitter, Instagram and web site posts. Coordinate with Cabot schools so messages reach the youth of the community as well.	Communication, Outreach, Awareness	High	Near-Term	1.1.b, 3.1.b
3.2.b		Maintain a calendar of events on the Parks & Recreation web site page to inform park users of upcoming events.	Communication, Outreach, Awareness	High	Ongoing	1.1.b, 3.1.b
3.2.c		Run print media ads, radio ads or access cable television spots to provide information on key public events both prior to and afterward to promote and celebrate successes.	Communication, Outreach, Awareness	Medium	Ongoing	1.1.b.ii, 3.1.b

APPENDIX F
prioritization table

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Cabot Parks and Recreation Master Plan: Prioritization

	Recommendation		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
		PRIORITY	Provide benefits to multiple user groups	Provide an opportunity to strengthen and link existing or planned public investment	Be accessible to a larger population (connectivity to schools, neighborhoods, etc.)	Fill an unmet need or serve as a new park or recreation type	Meet an expressed need identified during this planning process (survey)	Further the implemenation of, or be compatible with, other community plans	Connect two or more community destinations	Provide a catalyst for economic development	Be located in an underserved area of town	Promote community character or re-enforce community pride	Be of regional significance	Demonstrate success with relatively little expense	Have a donor or implementation partner ready to proceed	Be appropriately sited on land already owned by the City	Generate revenue or be self-supporting	Total	Weighted Total	RANK	Priority •High: 136 - 225 •Medium: 101 - 135 •Low: 0 - 100
		WEIGHT	5	5	5	5	3	3	3	3	3	1	1	1	5	1	1				
Goal 1: Connect residents to park amenities for active living																					
1.1	*Provide active & passive recreational opportunities in existing and future parks to meet the needs of users across all age groups (facilities & programs)*																				
1.1.a	**Facilities (as indicated by order of importance)**																				
1.1.a.i	Development of Lonoke County Regional Park (dog park, outdoor amphitheater, community garden, potential skate park relocation)		5	5	2	5	4	5	1	3	4	3	4	2	1	5	2	51	157	2	High
1.1.a.ii	Recreation Center to include the following: Indoor fitness center, indoor running and walking track, indoor basketball/volleyball courts		5	3	5	1	5	2	3	3	3	3	2	1	1	3	4	44	136	6	High
1.1.a.iii	Outdoor swimming pools/splash pads (to accommodate at Richie Road)		3	2	3	2	5	1	1	2	3	2	1	3	1	5	1	35	103	13	Medium
1.1.a.iv	Indoor aquatics facility (including indoor lap lanes) - could an indoor facility be accommodated on aquatics center site?		3	3	3	1	5	1	3	3	3	3	3	1	1	3	3	39	113	9	Medium
1.1.a.v	Baseball/softball complex (3 youth baseball, 4 adult softball, 3 youth softball, 1 Miracle League)		2	3	3	2	5	1	3	2	3	2	2	2	1	3	1	35	107	11	Medium
1.1.a.vi	Soccer complex (6 youth soccer, 3 adult soccer)		1	3	3	1	5	1	3	2	3	2	1	2	1	3	1	32	96	15	Low
1.1.b 0	**Recreation Programs (as indicated by order of importance)**																				
1.1.b.i	Adult fitness and wellness		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.1.b.ii	Special events		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.1.b.iii	Self-directed opportunities		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.1.b.iv	Self-improvement opportunities		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.1.b.v	Programs for millennials between age 20-35 (demographically the largest age group)		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.1.b.vi	Adult programs for 50 years and older		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.1.c	**Recreation Management (as indicated by order of implementation)**																				
1.1.c.i	Develop a formal process to identify new programs, to analyze existing programs, and to determine when to best drop older programs whose life cycle has reached the end: • New program identification – facilitate one or two staff and community-wide discussions annually to discuss which new programs would best serve the community's needs in the areas of type, format, life cycle, and age group served. • Mature programs – track existing programs to understand that the Department is considered to be very conservative and traditional if 90% of its programs are old. Conversely, if only 70% of the Department's programs are old, it is considered to be more innovative and on the creative edge. • Repeat customers – if 60% to 70% of the Department's program participants are repeat customers, that is a good sign.		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.1.c.ii	Implement the recreation programs identified by citizens of Cabot as preferred, in Goal 1.1.b, above		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.1.c.iii	Department programming role: determine how the Department can best get involved within the community to offer programming, by either continuing to be a direct provider, with the understanding that this role will limit the programs that can be offered due to staff limitations; or to be a facilitator by assisting others to organize and product programs, allowing the Department to expand its role in the community.		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.1.c.iv	"Position" the Department within the community to be at the forefront of citizens' minds when any programming/special events are occurring. In addition to facilitation opportunities, the Department can align itself with highly regarded agencies (health care providers, American Heart Association, Boys & Girls Club, Chamber of Commerce, United Way, Cabot School District, etc.).		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
		0																			
1.2	*Implement a capital improvements program to update existing park facilities to best serve the residents of Cabot*																				
1.2.a	Designate 2% of the value of the department's capital assets annually for capital improvements into the budget. Note: This amount will not account for all capital improvements as directed in this plan by the year 2030. Additional funding from outside sources will be required.		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		

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1.2.b	**Lonoke County Regional Park**																			
	Specific Proposed Facilities: • Walking/hiking trails • Picnic pavilions/rentals • Playgrounds • Splash Pad • Dog Park • Nature Center General Improvements: • Enhance access (future highway exit) Other considerations: • Relocation of the skate park (compatibility with adjacent BMX track)	5	5	2	5	4	5	1	3	4	3	4	2	1	5	2	51	157	2	High
1.2.c	**Cabot Community Pond Park**																			
	• Correct drainage and flooding issues • Continue to make upgrades as needed around the park	4	3	4	1	3	3	1	2	1	4	1	4	1	5	1	38	110	10	Medium
1.2.d	**Veterans Park & Community Center**																			
	• Expansion underway to include a fitness area, racquetball, a banquet hall, catering kitchen, and offices • Explore a variety of programming opportunities allowed by physical expansion	4	3	4	4	3	3	3	3	1	3	2	3	1	5	3	45	135	7	Medium
1.2.e	**Cabot Skate Park**																			
	Relocate the skate park to a site that has the following characteristics • High visibility • Compatibility with adjacent uses • Synergy considerations that could occur if placed near other extreme sport venues • Logistical appropriateness for the average age of skaters (typically in the low teens) • Effects of noise	1	3	1	1	2	3	3	2	3	2	1	3	1	3	1	30	84	16	Low
1.2.f	**Allman/Bevis Sports Complex**																			
	• Correct drainage issues • Re-crown softball fields • Provide overflow parking on stabilized grass areas	3	4	3	1	3	3	1	2	1	2	1	1	1	5	1	32	100	14	Low
1.2.g	**Crouch Flag Football Complex (Cabot School District Property)**																			
	• Field improvements • Temporary bleachers	1	2	1	1	3	3	1	2	1	2	1	3	1	5	1	28	72	17	Low
1.2.h	**Richie Road Park**																			
	• Replace outdoor pool with a large outdoor splash pad • Correct accessibility issues on the north side of the park • Construct a Miracle League field • Install lighting along walking trail	3	2	4	3	3	3	1	2	1	2	1	2	1	5	1	34	106	12	Medium
1.2.i	**Fairlen Ward Memorial Park**																			
	• Relocate active recreation components to another site • Retain land for future trail connection and/or trail head	1	4	2	1	1	1	1	1	1	1	1	3	1	5	1	25	71	18	Low
1.2.j	Playground upgrades: Replace aging, unsafe, or obsolete equipment (corrective vs. preventative)																			
	0																			
1.3	*Implement a maintenance program to ensure that each park and facility are maintained at an appropriate level (as listed in order of implementation)*																			
1.3.a	Acquire a work order system and implement it as soon as possible; it is critical for scheduling work and for collecting important data that can be used to validate operating and capital budget requests.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.3.b	Develop a formal partnership policy as soon as possible to be used with current and future volunteers to ensure that their maintenance efforts are at an acceptable standard that coincides with the Department's level of service.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.3.c	Develop a maintenance approach that moves the Department from a "corrective" mode with Mode 4 funding into "cyclical" and "preventative" modes with appropriate Mode funding to support Modes 1 and 2.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.3.d	Determine the value of the total assets in the Department.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.3.e	Adjust the capital budget for capital maintenance, maintenance equipment, and asset depreciation.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.3.f	Continuously update the capital improvement needs of the Department and present to the City during the annual budgeting process.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.3.g	Seek new full-time and part-time staff to meet the new demand created by the opening of the new aquatic and athletic complexes.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
1.3.h	Seek City Commission support for a dedicated funding source for capital needs that is a set percentage of the total assets of the Department.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
	0																0	0		
1.4	*Acquire new park properties and easements to meet park and trail needs and keep pace with community growth*																			
1.4.a	**Neighborhood Parks: Add 52 acres (approximately 5-10 neighborhood parks) by 2030**	5	3	4	3	5	3	3	1	4	2	1	2	1	1	1	39	135	7	Medium
1.4.a.i	Approach: Investigate opportunities for land acquisition north and west of 67/167 and far southeast Cabot (including ETJ areas)																			
1.4.a.ii	Program: Include simple comforts (seating, shade, water), playgrounds, multi-use open play fields or practice fields, multi-use courts, pavilions, community gardens																			
1.4.a.iii	Siting: Adjacent to or within neighborhoods, along lower-volume streets, connected by sidewalks and/or trails																			
1.4.a.iv	Considerations: Avoid siting in immediate proximity with schools, which also house playgrounds and open play fields, to maximize service area. Do not site on undevelopable land or exclusively within a floodplain.																			

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1.4.b	**Community Parks: Add 160 acres (approximately 3-5 community parks) by 2030**	5	4	4	3	5	3	3	3	4	2	3	1	1	1	1	43	147	5	High
1.4.b.i	Approach: Investigate opportunities for larger-parcel land acquisition north and west of 67/167																			
1.4.b.ii	Program: Include simple comforts (seating, shade, water), playgrounds, pavilions, restrooms, ponds/fishing piers, exercise/challenge courses, internal walking paths, passive recreation areas (lighted game fields and dog parks priced separately)																			
1.4.b.iii	Siting: Near residential areas, with ease of access for vehicles and parking, connections via sidewalks and trails																			
1.4.b.iv	Considerations: Avoid constraining park use to a single entry point and a single mode of access, encourage ease of access from many locations around the site and via many modes of transportation, creating frontage and use along all sides of the park rather than one. Do not site on undevelopable land or exclusively within a floodplain.																			
1.4.b.v	Recommended Future Community Parks: Community Park 1: Recreation & Aquatics Center (1.1.a.i and 1.1.a.ii) Community Park 2: Soccer Complex (1.1.a.vi) Community Park 3: Baseball/Softball Complex (1.1.a.v)																			
1.4.c	**Regional Parks: Add 70 acres (one regional park) by 2030**	5	4	3	5	3	3	3	5	3	4	5	1	1	1	3	49	155	4	High
1.4.c.i	Approach: Investigate sites that will accommodate the specific focus of the regional park, such as access, adjacent land uses, visibility, topography, and drainage.																			
1.4.c.ii	Program: Include uses from neighborhood and community parks, with an emphasis on specialty facilties that have a regional draw. These facilities may be active (such as an Extreme Sports Park) or passive (such as an arboretum) in type.																			
1.4.c.iii	Siting: Dependent on the programming focus of the regional park.																			
1.4.c.iv	Considerations: Carefully consider program elements to create a destination, revenue-generating facility																			
1.4.d	**Trails: Add 15 miles of trails by 2030.**	5	5	5	4	5	4	5	3	3	2	3	2	1	1	1	49	169	1	High
1.4.d.i	Begin land acquisition or easement agreements along Fourmile Creek, powerline, etc.																			
1.4.d.ii	Begin construction of multiuse trails and bicycle lanes following the adoption of a citywide Bicycle and Pedestrian Trails Master Plan																			
1.4.e	Implement impact fees to offset funding for neighborhood parks to keep pace with new development and growth																			
Goal 2: Connect neighborhoods to parks via a trail and open space network																				
	0																			
2.1	*Develop a citywide trail network that ties existing and proposed neighborhoods to existing and future parks, promote alternate modes of transportation, and encourage physical activity*																			
2.1.a	Complete and adopt a citywide Bicycle and Pedestrian Trails Master Plan	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
2.1.b	Adopt a Complete Streets Policy	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
2.1.c	Build partnership with AHTD to implement bicycle lanes along 89, 321, 367	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
2.1.d	Begin budgeting for trail improvements in annual CIP in partnership with Public Works	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
	0																			
2.2	*Utilize the existing sidewalk network in providing connectivity to park destinations*																			
2.2.a	Implement Sidewalk Improvements Plan (Walkable Cabot 2007)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
2.2.a.i	CARTS design standards will be used in new and retro-fit sidewalk construction, incorporating both ADA and AASHTO standards.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
2.2.a.ii	Make pedestrian walkway construction and maintenance regular budgeted line items on Cabot's Public Works annual program.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
2.2.a.iii	All new residential and commercial construction will incorporate sidewalks.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
2.2.a.iv	Provide safe and convenient pedestrian crosswalks including pedestrian refuges in appropriate areas.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
	0																			
Goal 3: Connect residents to one another through social spaces, events, and opportunities that unite the community																				
	0																			
3.1	*Provide public gathering spaces, event locations, and other open space amenities that encouarage social interaction between two or more park users*																			
3.1.a	Create new gathering spaces that bring people together with common interests - amphitheater for performances, farmers market for local foods, dog park for pet recreation, etc.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
3.1.b	Create events that bring people together for a common cause – 5k community run for fund raising, holiday fireworks or light display, food truck gathering, or culinary event.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
3.1.c	Have a presence at large community festivals by manning a Cabot Parks & Recreation booth to promote upcoming events, programs, and celebrate past successes.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
	0																			
3.2	*Utilize social media and publications to strengthen connections between the community and Parks & Recreation Department by communicating information about programs and events*																			
3.2.a	Hire or designate a community outreach staff member or Parks Board member to promote events and update residents using Facebook, Twitter, Instagram and web site posts. Coordinate with Cabot schools so messages reach the youth of the community as well.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
3.2.b	Maintain a calendar of events on the Parks & Recreation web site page to inform park users of upcoming events.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		
3.2.c	Run print media ads, radio ads or access cable television spots to provide information on key public events both prior to and afterward to promote and celebrate successes.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0	0		

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APPENDIX G
estimate of probable cost table

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Cabot Parks and Recreation Master Plan: Estimates of Probable Cost

	Recommendation	Priority	Capital Costs				Operating Costs		
		• High: 136 - 225 • Medium: 101 - 135 • Low: 0 - 100	Units	Unit Cost	# of Units	Cost	Staff Time Costs (annual)	Program/Capital Costs	Operating/Maintenance Costs (annual)
Goal 1: Connect residents to park amenities for active living									
1.1	*Provide active & passive recreational opportunities in existing and future parks to meet the needs of users across all age groups (facilities & programs)*								
1.1.a	Facilities (as indicated by order of importance)								
1.1.a.i	Development of Lonoke County Regional Park (dog park, outdoor amphitheater, community garden, potential skate park relocation)	High	each	$5,400,000	1	$5,400,000			
1.1.a.ii	Recreation Center to include the following: Indoor fitness center, indoor running and walking track, indoor basketball/volleyball courts	High	sq. ft.	$200	50,000	$10,000,000			
1.1.a.iii	Outdoor swimming pools/splash pads (to accommodate at Richie Road)	Medium	each	$300,000	1	$300,000			
1.1.a.iv	Indoor aquatics facility (including indoor lap lanes) - could an indoor facility be accommodated on aquatics center site?	Medium	sq. ft.	$250	50,000	$12,500,000			
1.1.a.v	Baseball/softball complex (3 youth baseball, 4 adult softball, 3 youth softball, 1 Miracle League)	Medium	each	$9,000,000	1	$9,000,000			
1.1.a.vi	Soccer complex (6 youth soccer, 3 adult soccer)	Low	each	$6,500,000	1	$6,500,000			
1.1.b	Recreation Programs (as indicated by order of importance)								
1.1.b.i	Adult fitness and wellness	High	n/a	n/a	n/a	n/a	New programs will be included in the Department's normal review process. Routinely, programs are added/dropped depending on demand; therefore, it is not anticipated that new programs will add to capital/operating costs.		
1.1.b.ii	Special events	High	n/a	n/a	n/a	n/a			
1.1.b.iii	Self-directed opportunities	High	n/a	n/a	n/a	n/a			
1.1.b.iv	Self-improvement opportunities	High	n/a	n/a	n/a	n/a			
1.1.b.v	Programs for millennials between age 20-35 (demographically the largest age group)	High	n/a	n/a	n/a	n/a			
1.1.b.vi	Adult programs for 50 years and older	High	n/a	n/a	n/a	n/a			
1.1.c	Recreation Management (as indicated by order of implementation)								
1.1.c.i	Develop a formal process to identify new programs, to analyze existing programs, and to determine when to best drop older programs whose life cycle has reached the end: • New program identification – facilitate one or two staff and community-wide discussions annually to discuss which new programs would best serve the community's needs in the areas of type, format, life cycle, and age group served. • Mature programs – track existing programs to understand that the Department is considered to be very conservative and traditional if 90% of its programs are old. Conversely, if only 70% of the Department's programs are old, it is considered to be more innovative and on the creative edge. • Repeat customers – if 60% to 70% of the Department's program participants are repeat customers, that is a good sign.	High	n/a	n/a	n/a	n/a			
1.1.c.ii	Implement the recreation programs identified by citizens of Cabot as preferred, in Goal 1.1.b, above	High	n/a	n/a	n/a	n/a			
1.1.c.iii	Department programming role: determine how the Department can best get involved within the community to offer programming, by either continuing to be a direct provider, with the understanding that this role will limit the programs that can be offered due to staff limitations; or to be a facilitator by assisting others to organize and product programs, allowing the Department to expand its role in the community.	High	n/a	n/a	n/a	n/a			
1.1.c.iv	"Position" the Department within the community to be at the forefront of citizens' minds when any programming/special events are occurring. In addition to facilitation opportunities, the Department can align itself with highly regarded agencies (health care providers, American Heart Association, Boys & Girls Club, Chamber of Commerce, United Way, Cabot School District, etc.).	High	n/a	n/a	n/a	n/a			
	0								
1.2	*Implement a capital improvements program to update existing park facilities to best serve the residents of Cabot*								
1.2.a	Designate 2% of the value of the department's capital assets annually for capital improvements into the budget. Note: This amount will not account for all capital improvements as directed in this plan by the year 2030. Additional funding from outside sources will be required.	High	n/a	n/a	n/a	n/a	n/a	n/a	n/a
1.2.b	Lonoke County Regional Park								
	Specific Proposed Facilities: • Walking/hiking trails • Picnic pavilions/rentals • Playgrounds • Splash Pad • Dog Park • Nature Center General Improvements: • Enhance access (future highway exit) Other considerations: • Relocation of the skate park (compatibility with adjacent BMX track)	High	each	$5,400,000	1	cost estimated in line 1.1.a.i			
1.2.c	Cabot Community Pond Park								
	• Correct drainage and flooding issues • Continue to make upgrades as needed around the park	Medium	each	$250,000	1	$250,000			

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1.2.d	Veterans Park & Community Center • Expansion underway to include a fitness area, racquetball, a banquet hall, catering kitchen, and offices • Explore a variety of programming opportunities allowed by physical expansion	Medium	each	budgeted	1	budgeted			
1.2.e	Cabot Skate Park Relocate the skate park to a site that has the following characteristics • High visibility • Compatibility with adjacent uses • Synergy considerations that could occur if placed near other extreme sport venues • Logistical appropriateness for the average age of skaters (typically in the low teens) • Effects of noise	Low	each	$250,000	1	$250,000			
1.2.f	Allman/Bevis Sports Complex • Correct drainage issues • Re-crown softball fields • Provide overflow parking on stabilized grass areas	Low	each	$500,000	1	$500,000			
1.2.g	Crouch Flag Football Complex (Cabot School District Property) • Field improvements • Temporary bleachers	Low	each	$305,000	1	$305,000			
1.2.h	Richie Road Park • Replace outdoor pool with a large outdoor splash pad • Correct accessibility issues on the north side of the park • Construct a Miracle League field • Install lighting along walking trail	Medium	each	$1,500,000	1	$1,500,000			
1.2.i	Fairlen Ward Memorial Park • Relocate active recreation components to another site • Retain land for future trail connection and/or trail head	Low	each	$150,000	1	$150,000			
1.2.j	Playground upgrades: Replace aging, unsafe, or obsolete equipment (corrective vs. preventative)	High	each	$50,000	1	$50,000			
	0								
1.3	*Implement a maintenance program to ensure that each park and facility are maintained at an appropriate level (as listed in order of implementation)*								
1.3.a	Acquire a work order system and implement it as soon as possible; it is critical for scheduling work and for collecting important data that can be used to validate operating and capital budget requests.	High	n/a	n/a	n/a	n/a		5,000	500
1.3.b	Develop a formal partnership policy as soon as possible to be used with current and future volunteers to ensure that their maintenance efforts are at an acceptable standard that coincides with the Department's level of service.	High	n/a	n/a	n/a	n/a			
1.3.c	Develop a maintenance approach that moves the Department from a "corrective" mode with Mode 4 funding into "cyclical" and "preventative" modes with appropriate Mode funding to support Modes 1 and 2.	High	n/a	n/a	n/a	n/a			
1.3.d	Determine the value of the total assets in the Department.	High	n/a	n/a	n/a	n/a			
1.3.e	Adjust the capital budget for capital maintenance, maintenance equipment, and asset depreciation.	High	n/a	n/a	n/a	n/a			Equipment: $75,000
1.3.f	Continuously update the capital improvement needs of the Department and present to the City during the annual budgeting process.	High	n/a	n/a	n/a	n/a			
1.3.g	Seek new full-time and part-time staff to meet the new demand created by the opening of the new aquatic and athletic complexes.	High	n/a	n/a	n/a	n/a	Lifeguards: $100,000 Maintenance (2), Recreation Programming (1): $104,000		
1.3.h	Seek City Commission support for a dedicated funding source for capital needs that is a set percentage of the total assets of the Department.	High	n/a	n/a	n/a	n/a			
	0								
1.4	*Acquire new park properties and easements to meet park and trail needs and keep pace with community growth*								
1.4.a	Neighborhood Parks: Add 52 acres (approximately 5-10 neighborhood parks) by 2030	Medium							
1.4.a.i	Approach: Investigate opportunities for land acquisition north and west of 67/167 and far southeast Cabot (including ETJ areas)		acre	$5,000	52	$260,000			
1.4.a.ii	Program: Include simple comforts (seating, shade, water), playgrounds, multi-use open play fields or practice fields, multi-use courts, pavilions, community gardens		each park	$1,500,000	7	$10,500,000			
1.4.a.iii	Siting: Adjacent to or within neighborhoods, along lower-volume streets, connected by sidewalks and/or trails		n/a	n/a	n/a	n/a			
1.4.a.iv	Considerations: Avoid siting in immediate proximity with schools, which also house playgrounds and open play fields, to maximize service area. Do not site on undevelopable land or exclusively within a floodplain.		n/a	n/a	n/a	n/a			
1.4.b	Community Parks: Add 160 acres (approximately 3-5 community parks) by 2030	High							
1.4.b.i	Approach: Investigate opportunities for larger-parcel land acquisition north and west of 67/167		acre	$5,000	160	$800,000			
1.4.b.ii	Program: Include simple comforts (seating, shade, water), playgrounds, pavilions, restrooms, ponds/fishing piers, exercise/challenge courses, internal walking paths, passive recreation areas (lighted game fields and dog parks priced separately)		each park	$5,200,000	3	$15,600,000			
1.4.b.iii	Siting: Near residential areas, with ease of access for vehicles and parking, connections via sidewalks and trails		n/a	n/a	n/a	n/a			
1.4.b.iv	Considerations: Avoid constraining park use to a single entry point and a single mode of access, encourage ease of access from many locations around the site and via many modes of transportation, creating frontage and use along all sides of the park rather than one. Do not site on undevelopable land or exclusively within a floodplain.		n/a	n/a	n/a	n/a			

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	1.4.b.v	Recommended Future Community Parks: Community Park 1: Recreation & Aquatics Center (1.1.a.i and 1.1.a.ii) Community Park 2: Soccer Complex (1.1.a.vi) Community Park 3: Baseball/Softball Complex (1.1.a.v)		see 1.4.b, 1.1.a	see 1.4.b, 1.1.a	see 1.4.b, 1.1.a	see 1.4.b, 1.1.a			
1.4.c		Regional Parks: Add 70 acres (one regional park) by 2030	High							
	1.4.c.i	Approach: Investigate sites that will accommodate the specific focus of the regional park, such as access, adjacent land uses, visibility, topography, and drainage.		acre	$5,000	70	$350,000			
	1.4.c.ii	Program: Include uses from neighborhood and community parks, with an emphasis on specialty facilties that have a regional draw. These facilities may be active (such as an Extreme Sports Park) or passive (such as an arboretum) in type.		cannot estimate without defined program	cannot estimate without defined program	cannot estimate without defined program	cannot estimate without defined program			
	1.4.c.iii	Siting: Dependent on the programming focus of the regional park.		n/a	n/a	n/a	n/a			
	1.4.c.iv	Considerations: Carefully consider program elements to create a destination, revenue-generating facility		n/a	n/a	n/a	n/a			
1.4.d		Trails: Add 15 miles of trails by 2030.	High							
	1.4.d.i	Begin land acquisition or easement agreements along Fourmile Creek, powerline, etc.	High	unknown	unknown	unknown	unknown			
	1.4.d.ii	Begin construction of multiuse trails and bicycle lanes following the adoption of a citywide Bicycle and Pedestrian Trails Master Plan	High	mile	$800,000	15	$12,000,000			
1.4.e		Implement impact fees to offset funding for neighborhood parks to keep pace with new development and growth	Medium	n/a	n/a	n/a	n/a			
Goal 2: Connect neighborhoods to parks via a trail and open space network										
		0								
2.1		*Develop a citywide trail network that ties existing and proposed neighborhoods to existing and future parks, promote alternate modes of transportation, and encourage physical activity*								
2.1.a		Complete and adopt a citywide Bicycle and Pedestrian Trails Master Plan	High	n/a	n/a	n/a	n/a			
2.1.b		Adopt a Complete Streets Policy	High	n/a	n/a	n/a	n/a			
2.1.c		Build partnership with AHTD to implement bicycle lanes along 89, 321, 367	High	n/a	n/a	n/a	n/a			
2.1.d		Begin budgeting for trail improvements in annual CIP in partnership with Public Works	High	n/a	n/a	n/a	n/a			
		0								
2.2		*Utilize the existing sidewalk network in providing connectivity to park destinations*								
2.2.a		Implement Sidewalk Improvements Plan (Walkable Cabot 2007)	High	unknown	unknown	unknown	unknown			
	2.2.a.i	CARTS design standards will be used in new and retro-fit sidewalk construction, incorporating both ADA and AASHTO standards.	High	n/a	n/a	n/a	n/a			
	2.2.a.ii	Make pedestrian walkway construction and maintenance regular budgeted line items on Cabot's Public Works annual program.	High	n/a	n/a	n/a	n/a			
	2.2.a.iii	All new residential and commercial construction will incorporate sidewalks.	High	n/a	n/a	n/a	n/a			
	2.2.a.iv	Provide safe and convenient pedestrian crosswalks including pedestrian refuges in appropriate areas.	High	n/a	n/a	n/a	n/a			
		0								
Goal 3: Connect residents to one another through social spaces, events, and opportunities that unite the community										
		0								
3.1		*Provide public gathering spaces, event locations, and other open space amenities that encourage social interaction between two or more park users*								
3.1.a		Create new gathering spaces that bring people together with common interests - amphitheater for performances, farmers market for local foods, dog park for pet recreation, etc.	Medium	n/a	n/a	n/a	n/a	TBD		Minimal
3.1.b		Create events that bring people together for a common cause – 5k community run for fund raising, holiday fireworks or light display, food truck gathering, or culinary event.	Medium	n/a	n/a	n/a	n/a	Events Manager: $63,500		
3.1.c		Have a presence at large community festivals by manning a Cabot Parks & Recreation booth to promote upcoming events, programs, and celebrate past successes.	Medium	n/a	n/a	n/a	n/a			
		0								
3.2		*Utilize social media and publications to strengthen connections between the community and Parks & Recreation Department by communicating information about programs and events*								
3.2.a		Hire or designate a community outreach staff member or Parks Board member to promote events and update residents using Facebook, Twitter, Instagram and web site posts. Coordinate with Cabot schools so messages reach the youth of the community as well.	High	n/a	n/a	n/a	n/a	The new Events Manager's position will be assigned these duties, thus no new additional cost		But for occasional paid advertising, the other social media platforms will not require additional operating dollars
3.2.b		Maintain a calendar of events on the Parks & Recreation web site page to inform park users of upcoming events.	High	n/a	n/a	n/a	n/a			
3.2.c		Run print media ads, radio ads or access cable television spots to provide information on key public events both prior to and afterward to promote and celebrate successes.	Medium	n/a	n/a	n/a	n/a			

ASSUMPTIONS: Capital costs do NOT include the following: utilities, site investigation, permitting, mitigation/mediation, general site grading and drainage, geotechnical conditions, or engineering/architecture fees
Captial costs are in 2016 dollars and do not account for inflation.
Trails assumptions: cost for road widening varies greatly from road restriping or separated multiuse trail construction. Costs are averaged over the presumed trail system; individual projects will vary.

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Resolution No. 6 Of 2016

A Resolution To Accept The Unit Price Bid Submitted By Gene Summers Const., Inc. For The Highland Subdivision Drainage Improvements; Authorizing The Mayor And City Clerk~Treasurer To Enter Into A Contract With The Successful Bidder; And For Other Purposes

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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RESOLUTION NO. 6 OF 2016

A RESOLUTION TO ACCEPT THE UNIT PRICE BID SUBMITTED BY GENE SUMMERS CONST., INC. FOR HIGHLAND SUBDIVISION DRAINAGE IMPROVEMENTS; AUTHORIZING THE MAYOR AND CITY CLERK~TREASURER TO ENTER INTO A CONTRACT WITH THE SUCCESSFUL BIDDER; AND FOR OTHER PURPOSES

WHEREAS, the City of Cabot has funds available for the Highland Subdivision drainage improvements; and

WHEREAS, proper competitive bidding procedures have been followed pursuant to Ark. Code Ann. § 19-11-801 et al., and on February 25, 2016 a bid opening was held, sealed bids were opened, and Gene Summers Const., Inc. was the lowest responsible bidder, for its unit price bid totaling Eight Hundred Four Thousand Four Hundred Sixty One Dollars and No Cents ($804,461.00) which may from time to time require change orders; and

WHEREAS, a certified bid tabulation is attached hereto as Exhibit "A" and incorporated herein by this reference; and

WHEREAS, it is necessary for the City of Cabot accept the unit price bid by Gene Summers and enter into a contract with Gene Summers Const., Inc., subject to the approval of this governing body.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CABOT, ARKANSAS, THAT:

SECTION 1: Gene Summers Const., Inc. is the lowest responsible bidder for its unit price bid in the amount of Eight Hundred Four Thousand Four Hundred Sixty One Dollars and No Cents ($804,461.00) and said bid is hereby accepted.

SECTION 2: The Mayor and City Clerk~Treasurer are hereby authorized to enter into a contract between the City of Cabot and Gene Summers Const., Inc., which may include change orders as necessary as units may vary.

SECTION 3: The City Attorney shall review all agreements/contracts prior to execution.

SECTION 4: This resolution shall be in full force and effect from and after its passage.

SPONSOR:
William A. "Bill" Cypert

PASSED:
DATE:
APPROVED:

_____
William "Bill" A. Cypert, Mayor

APPROVED AS TO FORM:

_____
Jim Taylor, City Attorney

ATTEST:

_____
Tammy Yocom, City Clerk~Treasurer

FILED
MAR 17 2016
City of Cabot

BID TABULATION
HIGHLANDS SUBDIVISION DRAINAGE IMPROVEMENTS - Phase 1&2
CABOT, AR - 2/25/2016

HIGHLANDS DRAIANGE IMPROVEMENTS
CITY OF CABOT, ARKANSAS

Engineering Services, Inc.
PO Box 282
Springdale, Arkansas
(479) 751-8733

BASE BID - Phase "1":

				Spurlock, Inc		Gene Summers Const., Inc.		Township Builders, Inc.		Redstone Construction Group, Inc.	
Item No.	Approx. Quantity	Unit	Item Description	Unit Price	Total Bid Amount	Unit Price	Total Bid Amount	Unit Price	Total Bid Amount	Unit Price	Total Bid Amount
1	1	LS	Clearing, Grubbing, Site Prep, and Paving/Storm Drainage Removal	$15,000.00	$15,000.00	$27,575.71	$27,575.71	$70,000.00	$70,000.00	$174,500.00	$174,500.00
2	1	LS	Erosion Control (SWPPP)	$21,000.00	$21,000.00	$7,450.00	$7,450.00	$5,000.00	$5,000.00	$9,600.00	$9,600.00
3	1	LS	Traffic Control	$7,000.00	$7,000.00	$4,000.00	$4,000.00	$7,000.00	$7,000.00	$12,500.00	$12,500.00
4	1	LS	Mobilization	$4,000.00	$4,000.00	$2,500.00	$2,500.00	$40,000.00	$40,000.00	$3,200.00	$3,200.00
5	1	LS	Trench and Excavation Saftey System	$500.00	$500.00	$1,250.00	$1,250.00	$500.00	$500.00	$1.25	$1.25
6	200	CY	Remove and Replace Undercut w/ Select Backfill	$14.00	$2,800.00	$27.10	$5,420.00	$45.00	$9,000.00	$29.00	$5,800.00
7	1	LS	Topsoil/Sod Placement for Disturbed Areas (Not including Swales)	$2,000.00	$20,000.00	$15,940.00	$15,940.00	$6,000.00	$6,000.00	$40,000.00	$40,000.00
8	480	SY	Rip-Rap	$50.00	$24,000.00	$42.00	$20,160.00	$50.00	$24,000.00	$62.00	$29,760.00
9	190	LF	2-30" RCP	$146.00	$27,740.00	$173.00	$32,870.00	$175.00	$33,250.00	$153.00	$29,070.00
10	100	LF	2-30" ARCH RCP	$175.00	$17,500.00	$199.30	$19,930.00	$200.00	$20,000.00	$190.00	$19,000.00
11	60	LF	3'X8' RCBC	$584.00	$35,040.00	$531.53	$31,891.80	$490.00	$29,400.00	$522.00	$31,320.00
12	42	LF	2-3'X6' RCBC	$824.00	$34,608.00	$803.37	$33,741.54	$890.00	$37,380.00	$992.00	$41,664.00
13	60	LF	2-3'X8' RCBC	$1,146.00	$68,760.00	$911.46	$54,687.60	$1,000.00	$60,000.00	$1,095.00	$65,700.00
14	1	LS	Headwall No. 01	$17,756.00	$17,756.00	$11,520.00	$11,520.00	$35,000.00	$35,000.00	$21,750.00	$21,750.00
15	1	LS	Headwall No. 02 w/ Energy Dissipaters	$36,052.00	$36,052.00	$38,160.00	$38,160.00	$51,000.00	$51,000.00	$20,950.00	$20,950.00
16	1	LS	Headwall No. 03	$11,477.00	$11,477.00	$7,800.00	$7,800.00	$17,000.00	$17,000.00	$21,850.00	$21,850.00
17	1	LS	Headwall No. 04 w/ Energy Dissipaters	$15,042.00	$15,042.00	$5,460.00	$5,460.00	$15,000.00	$15,000.00	$23,000.00	$23,000.00
18	1	LS	Headwall No. 05	$15,882.00	$15,882.00	$11,592.00	$11,592.00	$31,000.00	$31,000.00	$25,182.00	$25,182.00
19	1	LS	Headwall No. 06 w/ Energy Dissipaters	$21,264.00	$21,264.00	$16,380.00	$16,380.00	$29,000.00	$29,000.00	$10,427.00	$10,427.00
20	1	LS	Headwall No. 07	$13,294.00	$13,294.00	$6,600.00	$6,600.00	$23,000.00	$23,000.00	$11,350.00	$11,350.00
21	1	LS	Junction Box No. 08	$26,124.00	$26,124.00	$10,080.00	$10,080.00	$17,000.00	$17,000.00	$13,605.00	$13,605.00
22	1	LS	Junction Box No. 09	$20,172.00	$20,172.00	$8,280.00	$8,280.00	$14,000.00	$14,000.00	$15,000.00	$15,000.00
23	1	LS	Headwall No. 10 w/ Energy Dissipaters	$35,248.00	$35,248.00	$2,880.00	$2,880.00	$5,000.00	$5,000.00	$10,050.00	$10,050.00
24	1	LS	Headwall No. 11	$11,822.00	$11,822.00	$4,680.00	$4,680.00	$11,000.00	$11,000.00	$14,067.00	$14,067.00
25	1	LS	Headwall No. 12 w/ Energy Dissipaters	$14,478.00	$14,478.00	$7,800.00	$7,800.00	$11,000.00	$11,000.00	$20,225.00	$20,225.00
26	1	LS	Headwall No. 13	$10,798.00	$10,798.00	$4,320.00	$4,320.00	$7,000.00	$7,000.00	$13,250.00	$13,250.00
27	1	LS	Headwall No. 14 w/ Energy Dissipaters	$13,190.00	$13,190.00	$4,680.00	$4,680.00	$5,000.00	$5,000.00	$20,225.00	$20,225.00
28	1	LS	Headwall No. 15	$10,960.00	$10,960.00	$4,320.00	$4,320.00	$7,000.00	$7,000.00	$18,500.00	$18,500.00
29	1	LS	Headwall No. 16 w/ Energy Dissipaters	$13,156.00	$13,156.00	$7,800.00	$7,800.00	$12,000.00	$12,000.00	$20,225.00	$20,225.00
30	500	SY	Class 7 Base Course 7" Thick	$12.00	$6,000.00	$9.50	$4,750.00	$20.00	$10,000.00	$10.25	$5,125.00
31	270	SY	Asphaltic Concrete Surface Course PG 70-22 (2" Thick)	$20.00	$5,400.00	$24.70	$6,669.00	$32.00	$8,640.00	$55.00	$14,850.00
32	450	LF	Hand Rails on Headwalls	$72.00	$32,400.00	$46.00	$20,700.00	$85.00	$38,250.00	$120.00	$54,000.00
33	145	LF	Sodded Swale A-A Sta. 4+70.67 to 6+13.01 (Line 2)	$18.00	$2,610.00	$27.10	$3,929.50	$22.00	$3,190.00	$14.00	$2,030.00
34	95	LF	Sodded Swale A-A Sta. 6+37.47 to 7+30.63 (Line 2)	$18.00	$1,710.00	$27.25	$2,588.75	$22.00	$2,090.00	$13.50	$1,282.50
35	140	LF	Sodded Swale B-B Sta. 0+00.00 to 1+38.88 (Line 2)	$18.00	$2,520.00	$31.90	$4,466.00	$20.00	$2,800.00	$19.50	$2,730.00
36	120	LF	Sodded Swale B-B Sta. 3+32.39 to 4+50.53 (Line 2)	$22.00	$2,640.00	$25.00	$3,000.00	$20.00	$2,400.00	$19.50	$2,340.00
37	120	LF	Concrete Swale C-C Sta. 0+00.00 to 1+15.64 (Line 8)	$98.00	$11,760.00	$73.54	$8,824.80	$75.00	$9,000.00	$70.00	$8,400.00
38	190	LF	Concrete Swale D-D Sta. 1+15.64 to 3+01.59 (Line 8)	$100.00	$19,000.00	$73.54	$13,972.60	$80.00	$15,200.00	$70.00	$13,300.00
39	120	LF	Concrete Swale E-E Sta. 3+01.59 to 5+63.55 (Line 8)	$138.00	$16,560.00	$106.80	$12,816.00	$120.00	$14,400.00	$112.00	$13,440.00
40	75	LF	Concrete Swale between HW 16 and HW 5 (Section F-F)	$238.00	$17,850.00	$192.00	$14,400.00	$220.00	$16,500.00	$161.00	$12,075.00

41	1	LS	Mailbox Replacement	$2,500.00	$2,500.00	$750.00	$750.00	$175.00	$175.00	$340.00	$340.00
42	1	LS	8" Water Main Relocation	$12,000.00	$12,000.00	$8,869.20	$8,869.20	$7,000.00	$7,000.00	$28,900.00	$28,900.00
43	20	LF	Concrete Encasement over Existing Sewer Main	$50.00	$1,000.00	$43.50	$870.00	$58.00	$1,160.00	$120.00	$2,400.00
44	430	LF	6' Privacy Fence Removal and Replacement	$20.00	$8,600.00	$21.00	$9,030.00	$40.00	$17,200.00	$31.25	$13,437.50
45	135	SY	Concrete Driveway Repair	$45.00	$6,075.00	$42.50	$5,737.50	$65.00	$8,775.00	$108.00	$14,580.00
TOTAL Amount Bid - Phase "1"					**$713,288.00**		**$531,142.00**		**$788,310.00**		**$931,001.25**

BID - Phase "2":

Item No.	Approx. Quantity	Unit	Item Description	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	1	LS	Clearing, Grubbing, Site Prep, and Paving/Storm Drainage Removal	$5,000.00	$5,000.00	$21,150.55	$21,150.55	$10,000.00	$10,000.00	$180,000.00	$180,000.00
2	1	LS	Erosion Control	$9,000.00	$9,000.00	$3,050.00	$3,050.00	$2,000.00	$2,000.00	$9,600.00	$9,600.00
3	1	LS	Traffic Control	$3,000.00	$3,000.00	$2,400.00	$2,400.00	$3,000.00	$3,000.00	$12,750.00	$12,750.00
4	1	LS	Trench and Excavation Safety System	$500.00	$500.00	$1,000.00	$1,000.00	$500.00	$500.00	$1.25	$1.25
5	100	CY	Remove and Replace Undercut w/ Select Backfill	$14.00	$1,400.00	$27.10	$2,710.00	$45.00	$4,500.00	$28.50	$2,850.00
6	1	LS	Topsoil/Sod Placement for Disturbed Areas (Not including Swales)	$12,000.00	$12,000.00	$25,500.00	$25,500.00	$4,000.00	$4,000.00	$39,000.00	$39,000.00
7	350	SY	Rip-Rap	$50.00	$17,500.00	$42.00	$14,700.00	$50.00	$17,500.00	$61.44	$21,504.00
8	35	LF	15" CMP	$49.00	$1,715.00	$38.50	$1,347.50	$45.00	$1,575.00	$51.43	$1,800.05
9	10	LF	18" RCP	$58.00	$580.00	$45.60	$456.00	$65.00	$650.00	$110.00	$1,100.00
10	205	LF	36" RCP	$82.00	$16,810.00	$95.47	$19,571.35	$130.00	$26,650.00	$117.07	$23,999.35
11	180	LF	36" ARCH RCP	$116.00	$20,880.00	$107.10	$19,278.00	$145.00	$26,100.00	$127.78	$23,000.40
12	200	LF	2-36" RCP	$165.00	$33,000.00	$153.00	$30,600.00	$250.00	$50,000.00	$235.00	$47,000.00
13	20	LF	2-36" ARCH RCP	$234.00	$4,680.00	$230.00	$4,600.00	$270.00	$5,400.00	$275.00	$5,500.00
14	1	LS	Headwall No. 17	$12,443.00	$12,443.00	$5,460.00	$5,460.00	$6,000.00	$6,000.00	$10,200.00	$10,200.00
15	1	LS	Area Inlet No. 18	$5,850.00	$5,850.00	$4,290.00	$4,290.00	$6,000.00	$6,000.00	$12,200.00	$12,200.00
16	1	LS	Junction Box No. 19	$11,650.00	$11,650.00	$5,850.00	$5,850.00	$10,000.00	$10,000.00	$28,000.00	$28,000.00
17	1	LS	Headwall No. 20 w/ Energy Dissipaters	$18,734.00	$18,734.00	$11,700.00	$11,700.00	$26,000.00	$26,000.00	$23,000.00	$23,000.00
18	1	LS	Headwall No. 21	$19,792.00	$19,792.00	$9,360.00	$9,360.00	$16,000.00	$16,000.00	$22,000.00	$22,000.00
19	1	LS	Junction Box No. 22	$11,650.00	$11,650.00	$4,680.00	$4,680.00	$7,000.00	$7,000.00	$25,000.00	$25,000.00
20	1	LS	Headwall No. 23 w/ Energy Dissipaters	$16,434.00	$16,434.00	$14,430.00	$14,430.00	$20,000.00	$20,000.00	$14,530.00	$14,530.00
21	1	LS	Headwall No. 24	$9,950.00	$9,950.00	$3,960.00	$3,960.00	$6,000.00	$6,000.00	$11,083.00	$11,083.00
22	1	LS	Area Inlet No. 25	$5,840.00	$5,840.00	$5,760.00	$5,760.00	$9,000.00	$9,000.00	$13,500.00	$13,500.00
23	2	EA	18" Flared End Section	$580.00	$1,160.00	$510.00	$1,020.00	$800.00	$1,600.00	$600.00	$1,200.00
24	150	SY	Class 7 Base Course 7" Thick	$12.00	$1,800.00	$9.50	$1,425.00	$20.00	$3,000.00	$16.67	$2,500.50
25	100	SY	Asphaltic Concrete Surface Course PG 70-22 (2" Thick)	$20.00	$2,000.00	$26.00	$2,600.00	$32.00	$3,200.00	$61.00	$6,100.00
26	100	LF	Hand Rails on Headwalls	$72.00	$7,200.00	$46.00	$4,600.00	$85.00	$8,500.00	$120.00	$12,000.00
27	1	LS	Detention Pond (Lot 143)	$8,000.00	$8,000.00	$21,936.00	$21,936.00	$6,000.00	$6,000.00	$16,700.00	$16,700.00
28	2	EA	8" Water Main Relocation	$12,000.00	$24,000.00	$9,574.80	$19,149.60	$7,000.00	$14,000.00	$12,547.50	$25,095.00
29	410	LF	6' Privacy Fence Removal and Replacement	$20.00	$8,200.00	$21.00	$8,610.00	$40.00	$16,400.00	$31.71	$13,001.10
30	50	SY	Concrete Driveway Repair	$45.00	$2,250.00	$42.50	$2,125.00	$65.00	$3,250.00	$88.00	$4,400.00
TOTAL Amount Bid - Phase "2"					**$293,018.00**		**$273,319.00**		**$313,825.00**		**$608,614.65**
TOTAL Amount Bid - Phase "1"					$713,288.00		$531,142.00		$788,310.00		$931,001.25
TOTAL Amount Bid - Phase "1+2"					$1,006,306.00		$804,461.00		$1,102,135.00		$1,539,615.90

I hereby certify that this is a true and correct report of the bids received on February 25, 2016.

Jason Appel, P.E.
Engineering Services, Inc.

Exhibit A

City Council Agenda Meeting

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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Cabot City Council Agenda Meeting
Cabot City Annex / Council Chambers
February 1, 2016
6:30 p.m.

The Cabot City Council held its monthly Agenda Meeting on Monday, February 1, 2016 in the City Annex Council Chambers. Council members present were: Ann Gilliam, Ed Long, Ronald Waymack, Kevin Davis, Rick Prentice, Doyle Tullos and Jon Moore (one seat vacant). Others present: Mayor Cypert, City Attorney Jim Taylor, City Clerk/Treasurer Tammy Yocom, and Eddie Cook, Director of Operations.

Ed Long, Chairman of the Public Works Committee called the meeting to order at 6:30 p.m.
Public Works:

Ed Long stated the codification project would take approximately 45 days to review. There are UDC changes that must be made. It will be ready to adopt in March or April.

1. Public Works Community Input – None.

Budget & Personnel: (Ann Gilliam)

1. ACA Reporting Requirement – Matthew Hood, HR Director stated due to the Affordable Care Act this must be done. The template came from Arkansas Municipal League, and Jimmy Taylor has reviewed it. Motion to place this item on February's Council Meeting Agenda by Jon, second by Doyle. Motion passed with a vote of 7-0.
2. Purchase New Fire Truck – Mayor Cypert recommended sending this to the February's Council Meeting. Please see attached for his talking points. Motion to place this item on February's Council Meeting Agenda by Doyle, second by Jon. Motion passed with a vote of 7-0.
3. Financials – No questions.
4. Budget & Personnel Community Input –None

Police & Fire: (Rick Prentice)

1. Fire Dept. Handbook Revisions –Chief Robinson reviewed the summary of changes and stated this was a read only presentation. However, Jon motioned to place this item on February's Council Meeting Agenda for adoption, second by Ann. Motion passed with a vote of 7-0.
2. Monthly Reports – Fire Department – Chief Robinson stated their promotions were complete and a ceremony would take place on Friday, March 11. DeWayne Boswell, Louis Cimino, and Jim Firebaugh were promoted to Battalion Chiefs. Nick Karras, Chris Huinker, and Luke Tischler were promoted to Captains and Chad Moore, Jimmy Rhine, and Matthew Yandell were promoted to Engineer.
3. Monthly Reports – Police Department – Chief Davis stated they would be promoting soon.
4. Police & Fire Community Input – None

Community Development Agenda: (Kevin Davis)

1. Community Input- None

The Mayor spoke on: North Cabot Interchange Construction Bonds; Grant Strategic Planning; Cabot Senior Center; Trash Pickup Automation; and Highway 89 Corridor Coalition. See attached for his talking points.

Several citizens had questions and concerns regarding the trash automation. It was determined the company would be held to its contract to pick up the trash from each household regardless of obstacles; it was determined if there were to be any disputes the city would stand on the side of the citizen. Every household would be given a 96 gallon container and information would be provided along with it regarding the process and any changes necessary to routes.

Mayor Cypert announced the State of the City will be presented in the February Council Meeting.

John Crow announced the Parks and Rec Master Plan will be presented at the March Agenda Meeting.

Meeting was adjourned at 7:20 p.m.

We, the undersigned Councilmen and City Clerk/Treasurer for the City of Cabot do hereby certify the foregoing to be a true and correct record of the proceedings of the Cabot City Council Agenda Meeting held Monday February 1, 2016 at 6:30 p.m.

_____ _____

Ann Gilliam, Committee Chair Tammy Yocom, City Clerk/Treasurer

_____

Ed Long, Committee Chair

_____ _____

Rick Prentice, Committee Chair

_____

Kevin Davis, Committee Chair

Exhibit B

Parks & Recreation Commission

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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CITY OF CABOT, ARKANSAS
PARKS&REC
TOGETHER EVERYONE ACHIEVES MORE

508 North Lincoln ◆ Cabot, AR 72023 ◆ 501-605-1506 ◆ www.cabotparks.com

Cabot Parks and Recreation Commission Meeting

February 16, 2016 – 6:30 pm
Cabot City Annex Council Chambers
208 North First Street
Cabot, Arkansas 72023

I. Call to Order/Roll Call

Ken Kincade called the meeting to order at 6:30pm. Mike Burchfield, Eric Park, Nick Whitaker, Maggie Cope, John Thompson and Rick Ezell were present.

II. Minutes of Regular Meeting

Minutes of meetings held on January 18, 2016, were presented. **ERIC PARK MOTIONED TO ACCEPT THE JANUARY 18, 2016 MINUTES AS PRESENTED. SECOND BY NICK WHITAKER. ALL VOTED AYE.**

III. Financials

January financial statements were presented. Two maintenance positions have not been filled yet due to construction delays. The sponsorship and rebate check from Pepsi should come in March. We also have delayed the purchase of a pickup truck. **JOHN THOMPSON MOTIONED TO ACCEPT THE JANUARY FINANCIALS AS PRESENTED, SECOND BY RICK EZELL. ALL VOTED AYE.**

IV. Programs

Panther Flag Football updated the commission on registration and their upcoming preseason tournament. Regular season will start April 2nd. The format of the preseason tournament was discussed.

Travis Young updated the commission on youth basketball. The finals will play Saturday at the Community Center and High School Gym. Youth baseball registration deadline is the upcoming Wednesday. Youth Volleyball Registration starts March 1st. Adult Basketball registration will start March 1st as well. Mr. Young introduced Stephan Bartlett, the new Recreation Programmer that came on staff a few weeks ago.

V. Old Business

- Parks and Recreation Master Plan
  Julie Luther and Dave Roberts of Crafton Tull were present, along with Dick Horton of Dick Horton Consulting to present the Comprehensive Master Plan for the Parks and Recreation Department. **MIKE BURCHFIELD MOTIONED TO ACCEPT THE PLAN AND SEND IT TO CITY COUNCIL FOR ADOPTION. SECOND BY JOHN THOMPSON. ALL VOTED AYE.**
- Mr. Kincade acknowledged Mr. Burchfield to give a review of his visit with CPR staff to Sysco for a food tasting. Everyone was impressed with the presentation and food quality.

VI. New Business

- None

VII. New Construction Update

- Perry Carr with ETC gave an update on the progress of the current construction projects. The Sports Complex has had some significant weather delays over the life of the project. February 23rd is the current completion date per the contract. Representatives from ETC will be on site at the Aquatic Park in the morning to inspect the completed punch list items. The Community Center Expansion, according to pay request's, is about 16% complete.
- Larry Tanner with CWR gave an update on the Sports Complex progress. Mr. Tanner explained the critical path order of the project. The gravel is down on the roadways and parking lots. He explained that he is adding help to assist the landscaper in completing the fields and maintaining the quality. Ms. Cope asked Mr. Tanner to keep an eye out for trash blowing off the site into the neighbor's property.

VIII. Community Input

- Mr. Kincade explained to the Commission that a motion would need to be made and passed in order for the City to secure a loan for the completion of the Bond Projects. City Council has already completed one reading. **ERIC PARK MOTIONED TO ALLOW THE CITY TO SECURE A LOAN FOR UP TO $400,000 FOR THE COMPLETION OF THE BOND PROJECTS. SECOND BY JOHN THOMPSON. ALL VOTED AYE.**
- Mr. Crow updated the Commission on the sewer improvement at the Crouch Complex. There will be a grinder pump installed with a line to pump the sewer across Panther Trail to an existing manhole.
- Carole Ridgeway spoke on behalf of a large group advocating for a dog park in Cabot. There were discussions on a possible future site and design.
- Mr. Crow updated the Commission on the future relocation possible expansion of the skatepark. The possible location was discussed.

IX. Adjournment

- **RICK EZELL MOTIONED TO ADJOURN, SECOND BY ERIC PARK. ALL VOTED AYE.**

  Meeting adjourned at 7:58pm.

CERTIFICATE

I, the undersigned Chairman, do hereby certify the foregoing to be a true and accurate record of the proceedings of the regular meeting of the Parks and Recreation Commission on February 16, 2016.

_____

Ken Kincade
Parks and Recreation Commission Chairman

DRAFT

Exhibit C

Water & Wastewater Commission

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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Cabot Water & Wastewater Commission Meeting
February 25, 2016 AT 6:00 P.M.
Cabot Waterworks Administrative Office
#1 City Plaza, Suite B

Attendees: Gary Walker, Jim Burk, Richard Gray, Bert Mayer, Jon Steelman, Tim Joyner, Karen Ballard, and Bruce Brown.

Visitor: Ed Galucki and Erika Gee

Gary Walker called the meeting to order at 6:00 P.M.
Jim Burk led the opening prayer.

Bert Mayer made a motion to approve the minutes held on January 28, 2016 with the correction made in the Financial Section where it read *2nd by Jim Gray* and should read *2nd by Richard Gray*, motion 2nd by Jon Steelman, Motion Carried Unanimously.

GENERAL MANAGER'S REPORT:

Water crews are wrapping up the Arky Cove project replacing the 3" water line that will loop into Deer Creek to improve fire flows. There are two more water projects coming up next.

2nd Street Pump Station – A variable speed drive has been ordered to address the odor issues.

Four Mile Creek Interceptor – Crews are 65% complete. Crews are progressing slowly due to the rain.

Countrywood Interceptor – Crews have completed Phase I up to Hwy 89 south and will start on Phase II next week weather permitting.

Reviewed the Sales Tax Bond project's cost-to-date and forecast.

FINANCIAL REPORT:

Bruce Brown presented the Financial Report for January. Bert Mayer made a motion to approve the Financial Report, 2nd by Jim Burk, Motion Carried Unanimously.

BUSINESS ITEMS:

The Rubber Track Excavators bid tab was discussed. A motion was made by Richard Gray to accept the bid from Hugg & Hall, 2nd by Bert Mayer. Motion Carried Unanimously.

NON AGENDA ITEMS:
NONE

PUBLIC INPUT:
NONE

Gary Walker adjourned the meeting at 6:13pm

Minutes prepared by Karen Ballard

COMMISSION SECRETARY, JIM BURK

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Exhibit D

Advertising & Promotion Commission

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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Cabot Advertising & Promotion Commission
Commons Room
February 16th, 2016

PRESENT: Tommy Hignight, Billy Johnson, Ann Gilliam, Brian Knowles, Ed Long, Jay Lallu, Judd Arnold

GUESTS PRESENT: Amy Williams, Candy Miller, John Crow, Jim Taylor, Jeffrey Smith, Eddie Cook, Steve Roberts, Mark Russell, Brian Evans, Nancy Cohea, Damon Bivins, Dr. Tony Thurman, Mike Wheeler

Tommy Hignight called the meeting to order at 8:04 a.m.

Amy Williams gave roll call.
Brian Knowles led the pledge and Billy Johnson said the prayer.

Minutes-The Commissioners reviewed the December 15th and January 16th regular meeting minutes. Motion to approve both was made by Billy Johnson, with Jay Lallu making the second. All approved.

Funding Request(s)- Cabot High School Athletic Department, requested by Steve Roberts, in the amount of $11,800.00, for the State 7A basketball tournament. There was discussion brought into the meeting by Ed Long, leading to him to make a motion to amend the funding request to $10,000 instead of the original amount, with Ann Gilliam making the second. It was then asked to Mr. Roberts by Judd Arnold if they received the total requesting amount would the A&P Commission have their banner in the hospitality room and also on the jumbo screen. It was stated by Mr. Roberts that it would. Mr. Arnold made the motion to pay the original amount. It was then stated Mr. Arnold's motion could not be approved because the original motion and second, by Mr. Long and Mrs. Gilliam, would need to be rescinded. It was agreed upon to take a vote on the original motion, which was stricken down. Mr. Arnold then made a motion to fund the full amount of $11,800, with Brian Knowles making the second. Motion was passed and the funding request by CPS Athletic Department was passed for $11,800.

Financial Report- The Commission reviewed the December 2015 and January 2016 financial reports. Ed Long made a motion to approve the financial report, with Brian Knowles seconding. Both financial reports were approved. The financial reports were both approved. Total revenues for December 2015: $64,919.10. Total ending cash: $498923.25. Total revenues for January 2016: 71,642.78. Total ending cash: $493,426.46.

Parks and Recreation Report- Report given by John Crow. He stated basketball season is winding up. It has been a successful year, with numbers up around 18%. Baseball registration is ongoing now. This year they did an early registration discount, trying to get folks to register earlier, and they ended up with 300 kids during early registration. Normally they have around 650 kids in their program. They will get as many as 250 folks registering the last weekend so they are expecting to break the 800 mark. On the 9th they hosted the first ever wrestling tournament and it was very successful. Profit was around $1,900.00. The aquatic park is complete, with a couple of minor projects that are being completed now. Furnishings are being put in place now. Sports complex is 75-90% complete. Original target completion date was March 1st, but they are now looking at April 1st. The community center expansion is around 15-20% complete. Steel is on site for the banquet hall. They had to relocate the skate park temporarily. They've been so busy with the sports complex that they haven't gotten the skate park back up, but they are hot and heavy on it now. The park will be expanded and redesigned. They are also applying for a grant to help with costs.

Chamber Report- Amy Williams gave the Chamber report. The Annual Banquest was the end of January with a packed house, and Gov. Hutchinson speaking. It went very well. Four new members last month. Early voting starts today at Renew Church. Special Olympics will be April 11th.

General Discussion- Nancy Cohea gave the report for Christmas in Cabot, and refunded the money in January in the amount of $2,579.39. Tommy Hignight stated that as commissioners, they are supposed to fill out a Statement of Financial Interest yearly. He asked them each to fill one out and have it signed, and notarized and returned to Amy Williams. He also mentioned that the Christmas Parade was cancelled in December due to bad weather. He talked to Matt Webber and he will be getting back to the commission with what they did spend and returning monies not spent.

The motion to adjourn the meeting was made by Billy Johnson with Ann Gilliam making the second at 9:00 a.m.

MINUTES PREPARED BY CANDY MILLER, CABOT CHAMBER OF COMMERCE

THE MISSION OF THE CABOT ADVERTISING & PROMOTION IS TO MANAGE THE TAX RECEIPTS COLLECTED THROUGH THE 1 ½ CENT SALES TAX ON PREPARED FOOD & BEVERAGE AND HOTEL ROOMS TO ENHANCE THE LIVES OF THE CITIZENRY OF CABOT

THROUGH TOURISM, PROMOTION AND THE GROWTH OF THE CITY'S PARKS & RECREATION DEPARTMENT.

APPROVED _____

Exhibit E

Planning Commission

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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City of Cabot Planning Commission
February 23, 2016
7:00 PM

Call to order
Reid called the meeting to order at 7:00 pm.

Roll Call
The following members were present:
- Cohea
- Hyland
- Reid
- Maxwell
- Prater
- Irvin
- Tullos

Approval of Minutes from the January 2015 Meeting
Motioned by Hyland, Second by Maxwell to accept the minutes of the January 2015 meeting.
All say aye. **Motion Carried**. **Vote as follows: 6-1-0.**

New Business
Site Plan Kroger
Motioned by Irvin, Second by Prater to approve the Site Plan for Kroger contingent upon a signed developers agreement and the review of the traffic study. All say aye.
Motion Carried. **Vote as follows: 6-1-0.**

Site Plan Excel Ford
Motioned by Prater, Second by Hyland to table for 30 days. All say aye.
Motion Carried. **Vote as follows: 6-1-0.**

Reid opened the public hearing at 8:07 PM.

Public Hearing
Motioned by Maxwell, Second by Tullos to approve the changes to the Cabot United Development Code sections 2.4, 4.1.6 and 4.8.3 as amended by this Public Hearing. All say aye.
Motion Carried. **Vote as follows: 6-1-0.**

Reid closed the Public Hearing at 8:28 PM

Old Business
Updates by James Walden.

Community Input
A citizen from the Sun Terrace Subdivision asked about sidewalks on Rock wood and had concerns about the traffic lanes from Rockwood onto Hwy 89.

There being no further business to come before the Planning Commission. Motioned by Cohea, Second by Hyland to adjourn. **All say aye. Motion Carried. Vote as follows: 6-1-0**

Meeting Adjourned at 9:00 PM.

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Exhibit F

Police & Fire Dept. Reports

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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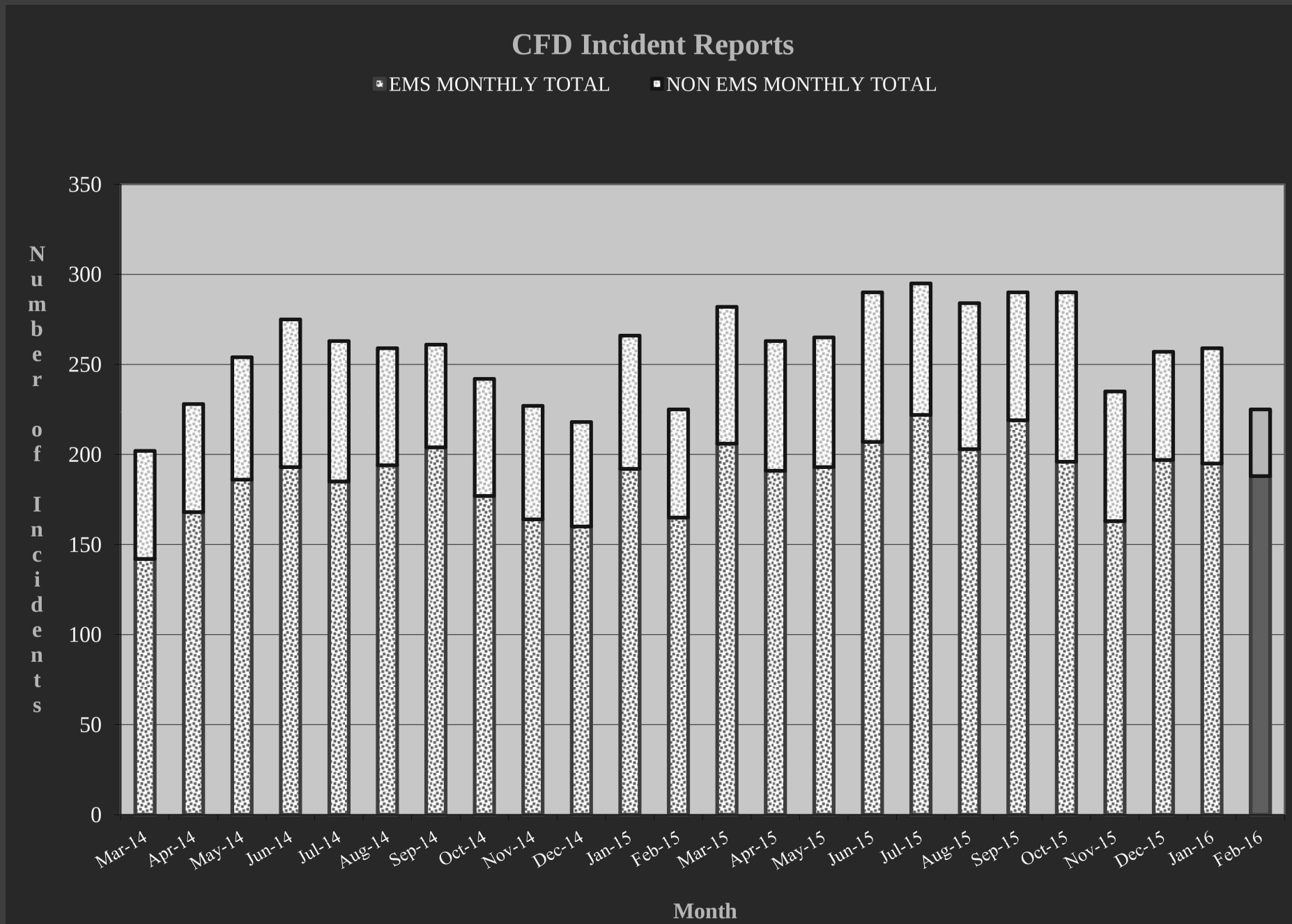
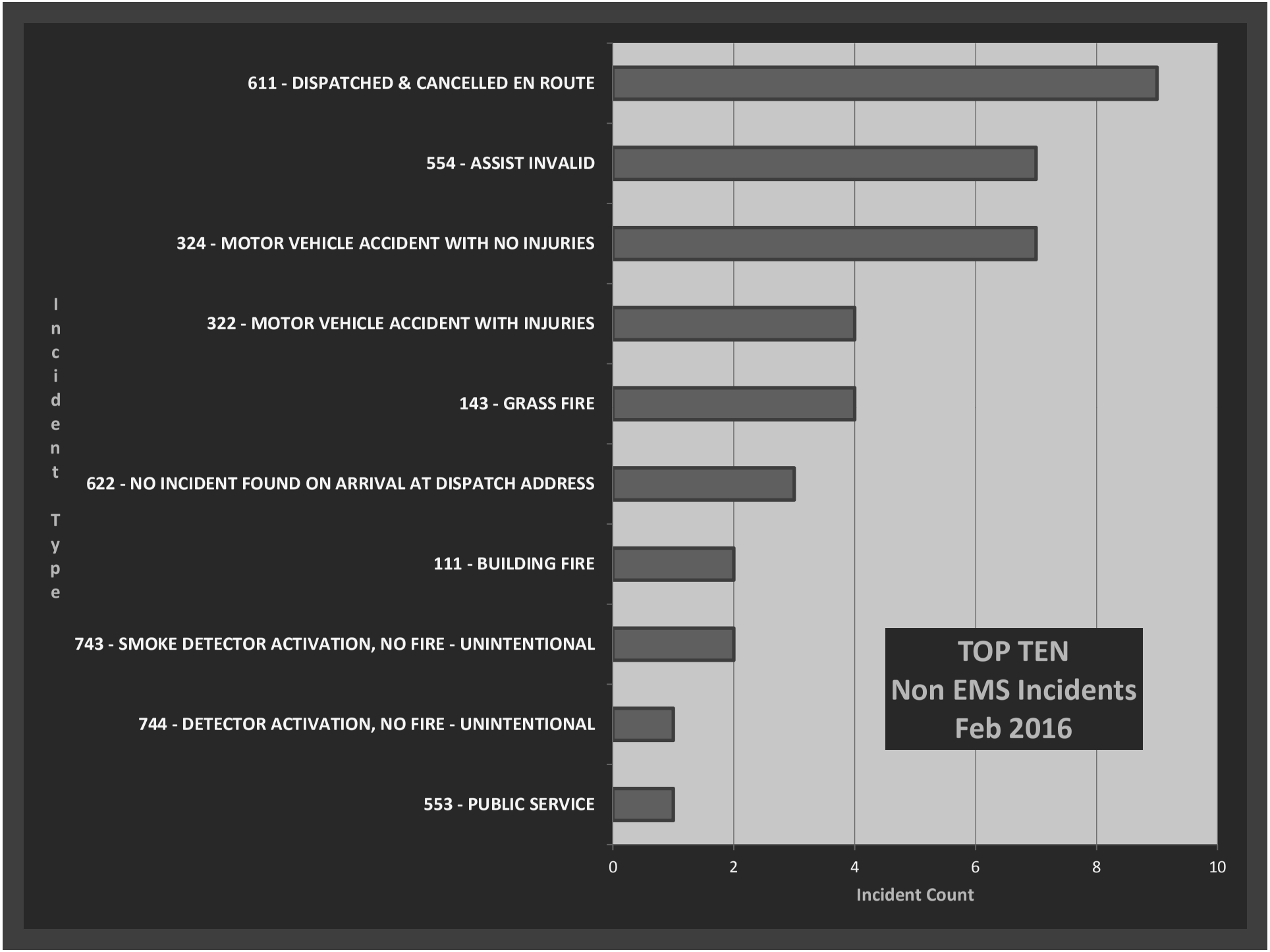
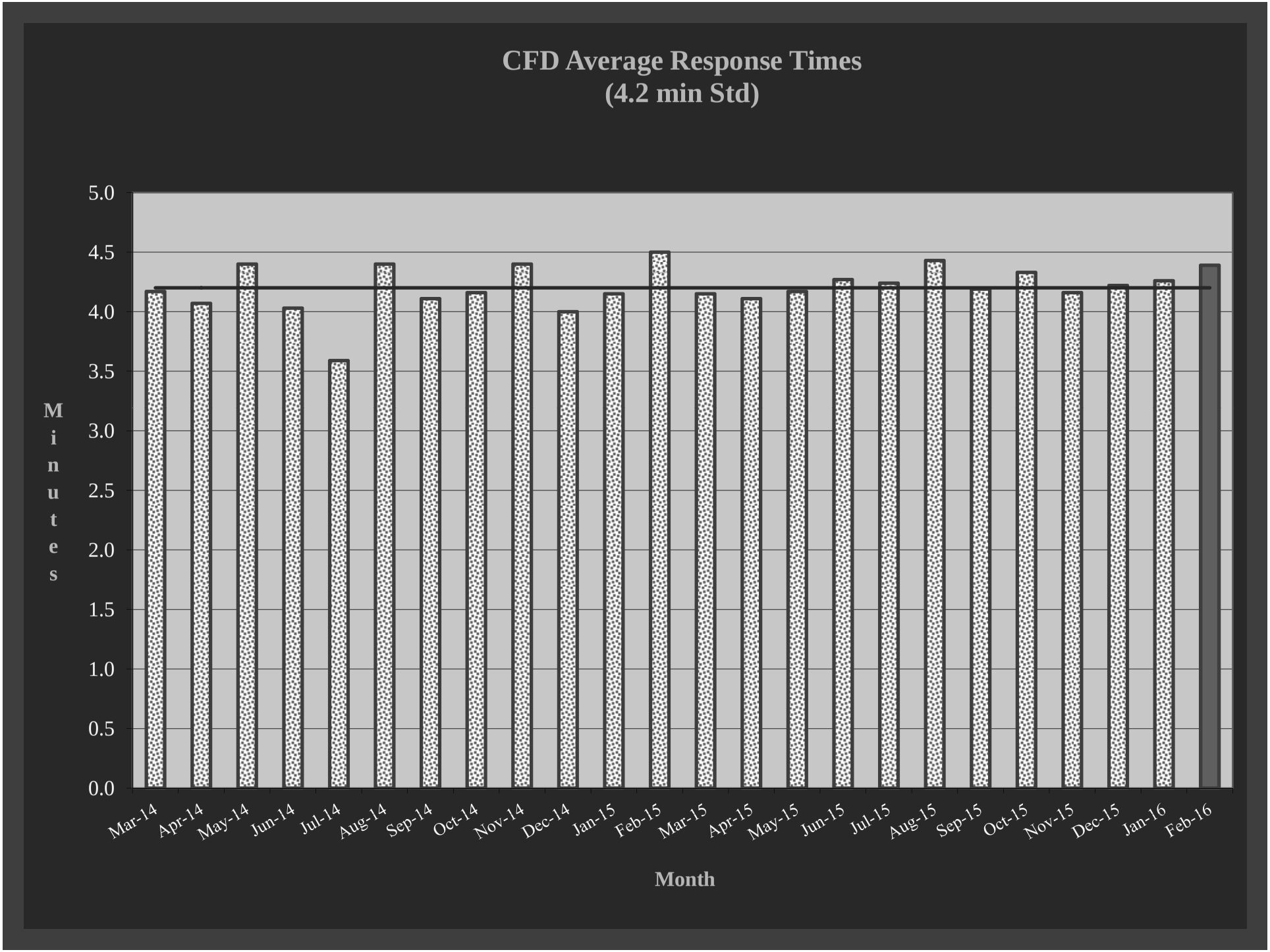
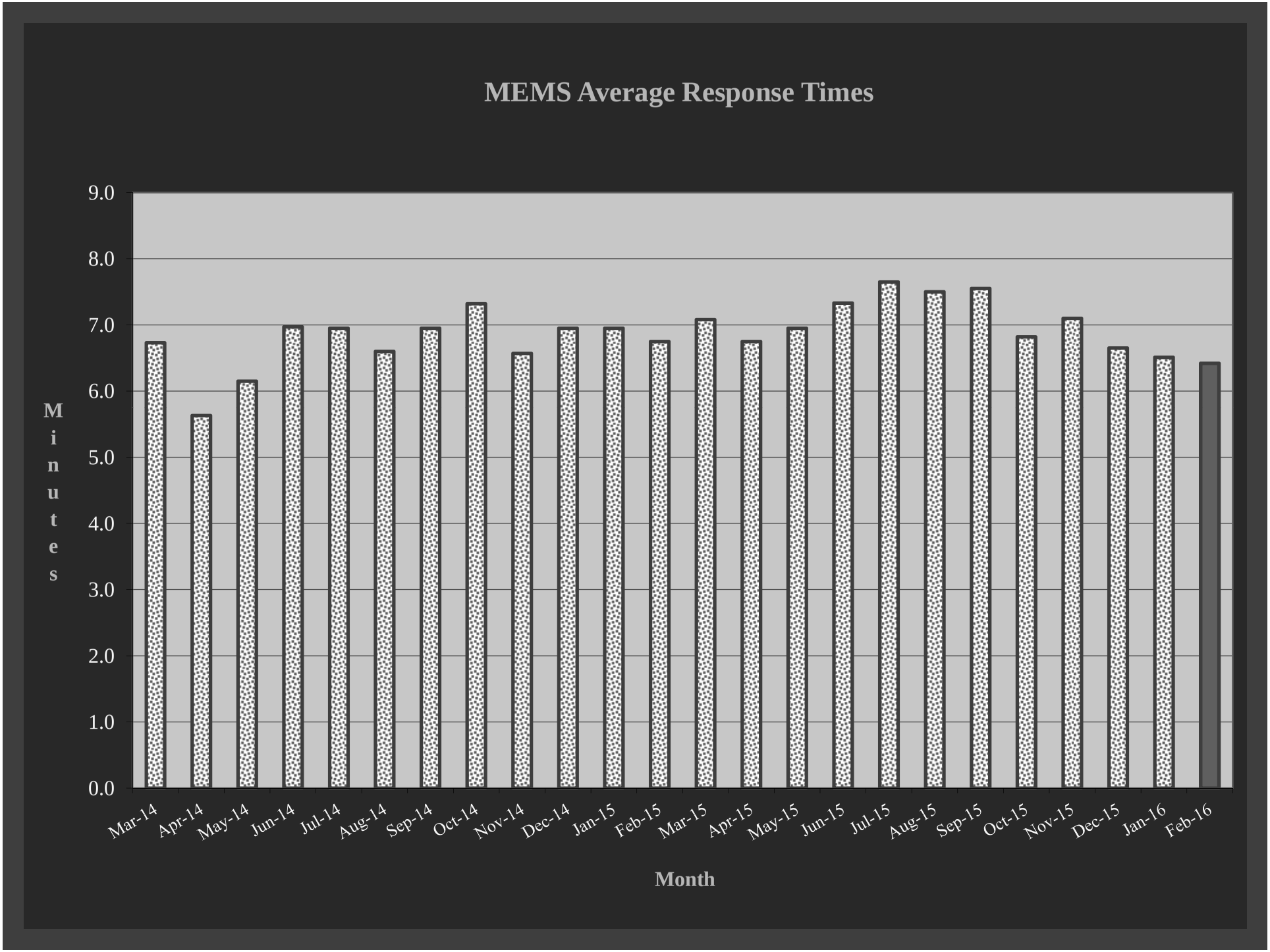
2016 Cabot Police Department Statistics

	February	YTD
Calls for Service	2,161	4,335
Accidents	65	125
Fatal	0	0
Incidents:	365	667
Domestic	8	18
Assaults	9	12
Fraud	58	93
Alarms:	108	230
Inmates:		
Males	25	48
Females	12	28
Total	37	76
Male Days	25	48
Female Days	15	28
Total Days	37	76
Phone Calls:		
911 Calls	3,065	7,426
Non-Emerg	5,178	10,519
Total Calls	8,243	17,945


CFD Incident Reports
EMS MONTHLY TOTAL
NON EMS MONTHLY TOTAL
Number of Incidents
350
300
250
200
150
100
50
0
Mar-14
Apr-14
May-14
Jun-14
Jul-14
Aug-14
Sep-14
Oct-14
Nov-14
Dec-14
Jan-15
Feb-15
Mar-15
Apr-15
May-15
Jun-15
Jul-15
Aug-15
Sep-15
Oct-15
Nov-15
Dec-15
Jan-16
Feb-16
Month


TOP TEN
Non EMS Incidents
Feb 2016
611 - DISPATCHED & CANCELLED EN ROUTE
554 - ASSIST INVALID
324 - MOTOR VEHICLE ACCIDENT WITH NO INJURIES
322 - MOTOR VEHICLE ACCIDENT WITH INJURIES
143 - GRASS FIRE
622 - NO INCIDENT FOUND ON ARRIVAL AT DISPATCH ADDRESS
111 - BUILDING FIRE
743 - SMOKE DETECTOR ACTIVATION, NO FIRE - UNINTENTIONAL
744 - DETECTOR ACTIVATION, NO FIRE - UNINTENTIONAL
553 - PUBLIC SERVICE
Incident Type
0
2
4
6
8
10
Incident Count


CFD Average Response Times
(4.2 min Std)
Minutes
5.0
4.5
4.0
3.5
3.0
2.5
2.0
1.5
1.0
0.5
0.0
Mar-14
Apr-14
May-14
Jun-14
Jul-14
Aug-14
Sep-14
Oct-14
Nov-14
Dec-14
Jan-15
Feb-15
Mar-15
Apr-15
May-15
Jun-15
Jul-15
Aug-15
Sep-15
Oct-15
Nov-15
Dec-15
Jan-16
Feb-16
Month


MEMS Average Response Times
Minutes
9.0
8.0
7.0
6.0
5.0
4.0
3.0
2.0
1.0
0.0
Mar-14
Apr-14
May-14
Jun-14
Jul-14
Aug-14
Sep-14
Oct-14
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Jun-15
Jul-15
Aug-15
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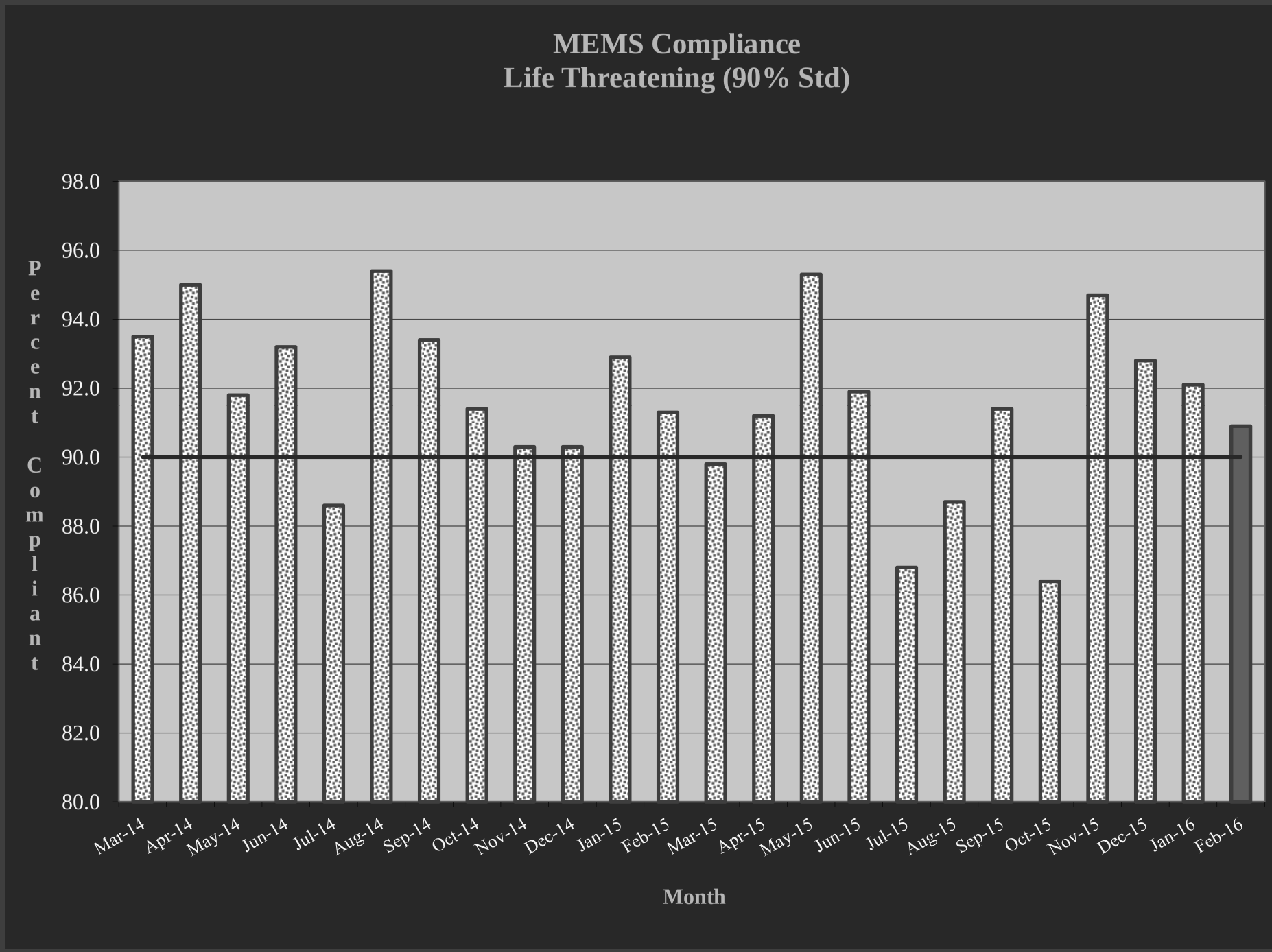
Nov-15
Dec-15
Jan-16
Feb-16
Month


MEMS Compliance
Life Threatening (90% Std)
Percent Compliant
98.0
96.0
94.0
92.0
90.0
88.0
86.0
84.0
82.0
80.0
Mar-14
Apr-14
May-14
Jun-14
Jul-14
Aug-14
Sep-14
Oct-14
Nov-14
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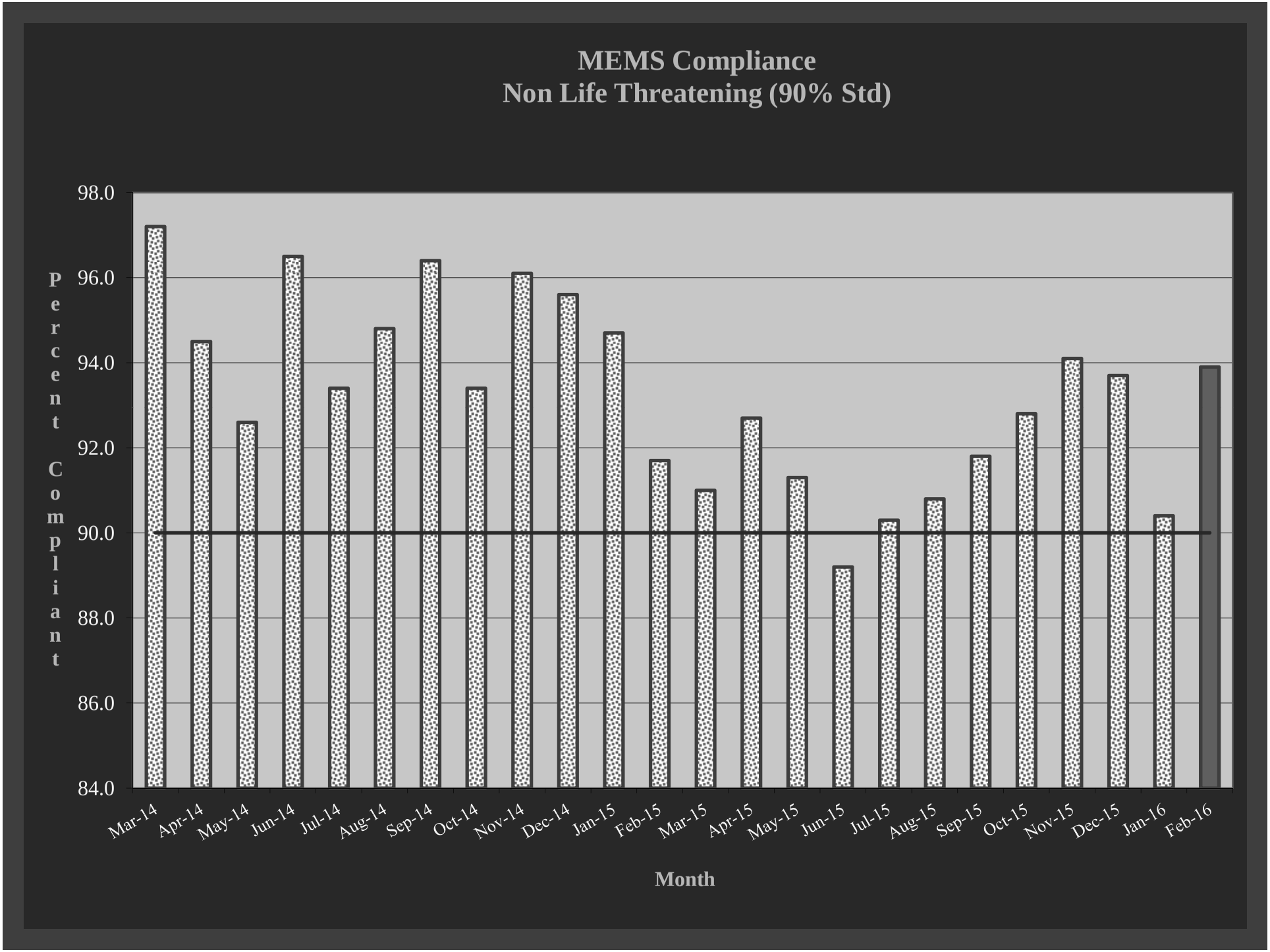
Mar-15
Apr-15
May-15
Jun-15
Jul-15
Aug-15
Sep-15
Oct-15
Nov-15
Dec-15
Jan-16
Feb-16
Month


MEMS Compliance
Non Life Threatening (90% Std)
Percent Compliant
98.0
96.0
94.0
92.0
90.0
88.0
86.0
84.0
Mar-14
Apr-14
May-14
Jun-14
Jul-14
Aug-14
Sep-14
Oct-14
Nov-14
Dec-14
Jan-15
Feb-15
Mar-15
Apr-15
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Nov-15
Dec-15
Jan-16
Feb-16
Month

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Exhibit G

Fixed Asset Deletion Report

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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CITY OF CABOT, ARKANSAS
FIXED ASSETS
2014

DeptDesc	AssetDesc	AssetID	PurchaseDate	SerialNumber	[illegible]	Cost	Comments
2014 DELETIONS							
Street Dept	Equipment	0002-900-0003	09/05/2002	101579	Grizzly Sprayer for mosquito control	7,997.00	Destroyed in fire 10/14
Street Dept	Buildings	0002-940-0001	01/01/1980	2301 Willie Ray Drive	20'x60' wood (red)	2,706.00	have not owned for 15+ years
Public Works	Vehicles	0023-910-0005	06/30/2006	1ecec19x66z248373	2006 Chev Ext Cab Unit #225 T-51	15,000.00	Totaled in July of 2013
Fire Department	Equipment	0005-900-0003	12/01/2006	002494-IN	Commercial Washer	4,906.00	This was multiple washers not over $2500
Police Dept	Equipment	0025-900-0005	10/13/2008		Police Car Camera	3,975.00	No longer useful
Police Dept	Equipment	0025-900-0009	10/17/2008		Police Car Camera	3,975.00	No longer useful
Police Dept	Equipment	0025-900-0164	02/12/2001	VT440	VT440 Projector & Case	3,380.00	No longer useful
Police Dept	Vehicles	0025-910-0014	06/10/2003	2FAFP71WX3X208108	Ford Crown Victoria with Police Package/#304	20,304.00	sold on e-gov on 4-9-2012
Police Dept	Vehicles	0025-910-0040	11/01/2002	4TAWN72N9Y2649151	2000 Toyota Truck / Unit #171 #00008	15,000.00	Returned to Prosecuting Attorney
						$ 77,243.00	

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Exhibit H
Financials

Quality Of Life Is Economic Development; We Are Building A City Where Your Kids And Grandkids Will Want To Live! Individuals Play Games, Teams Win Championships!

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ELLIS, TUCKER & ALDRIDGE, LLP
CERTIFIED PUBLIC ACCOUNTANTS
200 West Main Street
Cabot, AR 72023
(501) 843-6515 or 982-9192
FAX (501) 843-4944

Independent Accountant's Compilation Report

City Officials and Council Members
City of Cabot, Arkansas

Management of the City of Cabot, Arkansas is responsible for the accompanying financial statements of the City, which comprise the balance sheets-regulatory basis of the capital projects fund-2013 bonds, and debt service fund-2013 bonds as of February 29, 2016, and the related statements of revenues and expenditures-regulatory basis for the period June 27, 2013 through February 29, 2016, (which are selected financial statements on two funds of the City) included in the accompanying prescribed form. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements included in the accompanying prescribed form nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Under the regulatory basis of accounting as prescribed or permitted by Arkansas Code, revenues are recognized as soon as they are both measurable and available, rather than when received, and expenditures are recorded as incurred, rather than when paid. Management considers revenues to be available if they are collected within 60 days of the end of the current period. However, management has informed us that accrued revenues are not included in the financial statements. Revenues are reported when collected. The effect on the financial statements of this departure from the regulatory basis has not been determined.

The City's management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the regulatory basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Ellis, Tucker & Aldridge, LLP

Cabot, Arkansas
March 16, 2016

CITY OF CABOT, ARKANSAS
Capital Projects Fund-2013 Bonds and Debt Service Fund-2013 Bonds
Balance Sheets-Regulatory Basis
As of February 29, 2016

	Capital Projects Fund	Debt Service Fund	Total
Assets			
Cash-Parks & Recreation	$ 1,799,839		$ 1,799,839
Investments-Parks & Recreation	-		-
Cash-North Exchange	580,042		580,042
Cash-Library Building	84		84
Cash-Wastewater System	334,560		334,560
Investments-Wastewater System	1,000,064		1,000,064
Cash-Highland Drainage	459,807		459,807
Cash-Community Center	4,529,099		4,529,099
Investments-Community Center	-		-
Cash-Bond Fund		$ 2,063,926	2,063,926
Cash-Debt Service Reserve		1,114,915	1,114,915
Cash-Redemption Fund		3,594	3,594
	$ 8,703,495	$ 3,182,435	$ 11,885,930
Liabilities			
Bonds Payable		$ 37,050,000	$ 37,050,000
Construction Accounts Payable			
Interest Payable			
	$ -	$ 37,050,000	$ 37,050,000
Fund Balances-Restricted			
Fund Balance-Parks & Recreation	1,799,839		$ 1,799,839
Fund Balance-North Exchange	580,042		580,042
Fund Balance-Library Building	84		84
Fund Balance-Wastewater System	1,334,624		1,334,624
Fund Balance-Highland Drainage	459,807		459,807
Fund Balance-Community Center	4,529,099		4,529,099
Fund Balance-Debt Service		$ 3,182,435	3,182,435
Funding by Future Sales Tax		(37,050,000)	(37,050,000)
	$ 8,703,495	$ (33,867,565)	$ (25,164,070)
	$ 8,703,495	$ 3,182,435	$ 11,885,930

See Accountant's Compilation Report

CITY OF CABOT, ARKANSAS
Capital Projects Fund-2013 Bonds and Debt Service Fund-2013 Bonds
Statements of Revenues and Expenditures-Regulatory Basis
June 27, 2013 through February 29, 2016

	Capital Projects Fund	Debt Service Fund	Total
Revenues			
City Sales Tax		$ 10,830,589	$ 10,830,589
Interest-Debt Service Fund		691	691
Interest-Parks & Recreation	2,533		2,533
Investments-Gain (Loss) Parks & Rec.	-		-
Interest-North Exchange	263		263
Interest-Library Building	384		384
Interest-Wastewater System	6,806		6,806
Investments-Gain (Loss) Wastewater	(1,265)		(1,265)
Interest-Highland Drainage	129		129
Interest-Community Center	8,610		8,610
Investments-Gain (Loss) Community Ctr.	(1,921)		(1,921)
	$ 15,539	$ 10,831,280	$ 10,846,819
Expenditures			
Debt Payment-Principal		$ 5,600,000	$ 5,600,000
Debt Payment-Interest		3,163,467	3,163,467
Trustee Fees		-	-
Improvements-Parks & Recreation	$ 11,704,277		11,704,277
Improvements-North Exchange	1,927,989		1,927,989
Improvements-Library Building	2,600,523		2,600,523
Improvements-Wastewater System	6,871,109		6,871,109
Improvements-Highland Drainage	40,363		40,363
Improvements-Community Center	938,028		938,028
	$ 24,082,289	$ 8,763,467	$ 32,845,756
Other Sources (Uses) of Funds			
Proceeds of Bonds		$ 42,625,000	$ 42,625,000
Bond Premium		823,901	823,901
Cost of Issuing Bonds		(524,823)	(524,823)
Transfers-Parks & Recreation	13,501,105	(13,501,105)	-
Transfers-North Exchange	2,507,769	(2,507,769)	-
Transfers-Library Building	2,600,213	(2,600,213)	-
Transfers-Wastewater System	8,200,671	(8,200,671)	-
Transfers-Highland Drainage	500,041	(500,041)	-
Transfers-Community Center	5,460,446	(5,460,446)	-
Transfer-2005 Bond Defeasance		(9,039,211)	(9,039,211)
	$ 32,770,245	$ 1,114,622	$ 33,884,867
Revenues in Excess of Expenditures	$ 8,703,495	$ 3,182,435	$ 11,885,930

See Accountant's Compilation Report

ELLIS, TUCKER & ALDRIDGE, LLP
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Independent Accountant's Compilation Report

City Officials and Council Members
City of Cabot, Arkansas

Management of the City of Cabot, Arkansas is responsible for the accompanying financial statements of the City, which comprise the balance sheets-regulatory basis of the capital projects fund-2013 bonds, and debt service fund-2013 bonds as of February 29, 2016, and the related statements of revenues and expenditures-regulatory basis for the period June 27, 2013 through February 29, 2016, (which are selected financial statements on two funds of the City) included in the accompanying prescribed form. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements included in the accompanying prescribed form nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on th

Under the regulatory basis of accounting as prescribed or permitted by Arkansas Code, revenues are recognized as soon as they are both measurable and available, rather than when received, and expenditures are recorded as incurred, rather than when paid. Management considers revenues to be available if they are collected within 60 days of the end of the current period. However, management has informed us that accrued revenues are not included in the financial statements. Revenues are reported when collected. The effect on the financial statements of this departure from the regulatory basis has not been determined.

The City's management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the regulatory basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Cabot, Arkansas
March 16, 2016

ELLIS, TUCKER & ALDRIDGE, LLP
CERTIFIED PUBLIC ACCOUNTANTS
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Cabot, AR 72023
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Independent Accountant's Compilation Report

City Officials and Council Members
City of Cabot, Arkansas

Management of the City of Cabot, Arkansas is responsible for the accompanying financial statements of the City, which are comprised of the statement of revenues and expenditures-budget and actual (regulatory basis) of the general fund and street fund of the City of Cabot, Arkansas for the two months ended February 29, 2016, (which are selected financial statements on two funds of the City) included in the accompanying prescribed form. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements included in the accompanying prescribed form, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Under the regulatory basis of accounting as prescribed or permitted by Arkansas Code, revenues are recognized as soon as they are both measurable and available, rather than when received, and expenditures are recorded as incurred, rather than when paid. Management considers revenues to be available if they are collected within 60 days of the end of the current period. However, management has informed us that accrued revenues are not included in the financial statements. Revenues are reported when collected. The effect on the financial statements of this departure from the regulatory basis has not been determined.

The City's management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the regulatory basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the results of operations of the City. Accordingly, these financial statements are not designed for those who are not informed about such matters.

The supplementary information contained in the schedule of cash and cash equivalents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of the City's management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

Ellis, Tucker & Aldridge, LLP

Cabot, Arkansas
March 16, 2016

CITY OF CABOT, ARKANSAS
GENERAL FUND and STREET FUND
Statement of Revenues and Expenditures-Budget and Actual (Regulatory Basis)
Two Months Ended February 29, 2016

	Annual Budget 2016	Prorated Budget Through 2/29/2016	Actual Through 2/29/2016	Variance Favorable (Unfavorable) 2/29/2016
Revenues				
General Fund				
General Government	$ 8,663,753	$ 1,443,959	$ 1,724,351	$ 280,392
Recycle Center	18,760	3,127	-	(3,127)
1 City Plaza	73,500	12,250	12,170	(80)
	$ 8,756,013	$ 1,459,336	$ 1,736,521	$ 277,186
Public Safety				
Fire Department	$ 191,673	$ 31,946	$ 159,584	$ 127,639
Public Works	103,272	17,212	21,395	4,183
	$ 294,945	$ 49,158	$ 180,979	$ 131,822
Law Enforcement				
District Court	$ 289,317	$ 48,220	$ 34,130	$ (14,090)
Police Department	438,881	73,147	47,070	(26,077)
Animal Control	149,000	24,833	21,230	(3,603)
	$ 877,198	$ 146,200	$ 102,430	$ (43,770)
Sanitation Fees	1,737,946	289,658	293,014	3,356
Total General Fund	$ 11,666,102	$ 1,944,350	$ 2,312,944	$ 368,594
Street Fund	1,887,090	314,515	381,512	66,997
Total General & Street	$ 13,553,192	$ 2,258,865	$ 2,694,456	$ 435,591
Expenditures				
General Fund				
General Government				
City Council	$ 80,063	$ 13,344	$ 11,374	$ 1,970
Mayor's Office	386,165	64,361	65,461	(1,100)
City Attorney's Office	249,540	41,590	40,605	985
Other General	604,057	100,676	112,210	(11,534)
City Clerk-Treasurer	335,986	55,998	54,581	1,417
Planning Commission	52,711	8,785	4,716	4,069
Recycle Center	22,773	3,796	3,586	210
1 City Plaza	62,900	10,483	11,096	(613)
	$ 1,794,195	$ 299,033	$ 303,629	$ (4,596)
Public Safety				
Fire Department	$ 2,944,513	$ 490,752	$ 465,833	$ 24,919
Public Works	357,064	59,511	60,123	(612)
	$ 3,301,577	$ 550,263	$ 525,956	$ 24,307

See Accountant's Compilation Report

CITY OF CABOT, ARKANSAS
General Fund and Street Fund
Statement of Revenues, and Expenditures-Budget and Actual (Regulatory Basis)
Two Months Ended February 29, 2016

	Annual Budget 2016	Prorated Budget Through 2/29/2016	Actual Through 2/29/2016	Variance Favorable (Unfavorable) 2/29/2016
Expenditures (cont'd)				
General Fund (cont'd)				
Law Enforcement				
District Court	$ 255,822	$ 42,637	$ 46,620	$ (3,983)
Police Department	3,894,492	649,082	551,189	97,893
Animal Control	400,906	66,818	59,340	7,478
	$ 4,551,220	$ 758,537	$ 657,149	$ 101,388
Sanitation Contractor	1,719,110	286,518	283,465	3,053
Total General Fund	$ 11,366,102	$ 1,894,350	$ 1,770,199	$ 124,151
Street Fund	1,887,090	314,515	405,537	(91,022)
Total General & Street	$ 13,253,192	$ 2,208,865	$ 2,175,736	$ 33,129
Excess of Revenues Over (Under) Expenditures				
General Fund	$ 300,000	$ 50,000	$ 542,745	$ 492,745
Street Fund	-	-	(24,025)	(24,025)
Total Over (Under)	$ 300,000	$ 50,000	$ 518,720	$ 468,720
Other Financing Sources (Uses)				
General Fund				
Transfers In (Out)				
Parks & Recreation	$ (300,000)	$ (50,000)	$ (50,000)	$ -
Open	-	-	-	-
Total General Fund	$ (300,000)	$ (50,000)	$ (50,000)	$ -
Street Fund				
Transfers In				
General Fund	-	-	-	-
Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses				
General Fund	$ -	$ 0	$ 492,745	$ 492,745
Street Fund	-	-	(24,025)	(24,025)
Total Sources and Uses	$ -	$ 0	$ 468,720	$ 468,720

See Accountant's Compilation Report

CITY OF CABOT, ARKANSAS
ALL FUNDS (Except Water & Wastewater, Parks & Recreation, Capital Projects Funds, and Debt Service Funds)
Schedule of Cash and Cash Equivalents
As of February 29, 2016, and December 31, 2015

	February 29, 2016	December 31, 2015	YTD Increase (Decrease)
General Fund			
Unreserved Cash & Equivalents			
Operating Account	$ 670,198	$ 299,889	$ 370,309
Investment Account	257,959	91,328	166,631
Payroll Account	27,565	36,669	(9,104)
Credit Card Clearing Account	20,285	4,937	15,348
Credit Card Payment Account	480	480	-
Drug Buy Account	500	500	-
Certificates of Deposit	103,855	103,855	-
Total Unreserved	$ 1,080,842	$ 537,658	$ 543,184
Reserved Cash & Equivalents			
Vehicle/Equipment Reserve	$ 12,529	$ 12,527	$ 2
Animal Control Donations	13,330	10,988	2,342
CD's	-	-	-
	$ 25,859	$ 23,515	$ 2,344
Total General Fund	$ 1,106,701	$ 561,173	$ 545,528
Street Fund			
Unreserved Cash & Equivalents			
Operating Account	$ 15,956	$ 167,839	$ (151,883)
Capital Reserve Account	718	717	1
Certificates of Deposit	-	-	-
Total Street Fund	$ 16,674	$ 168,556	$ (151,882)
Special Revenue Funds			
Sr. Citizens/Health/Liabrary			
Checking	$ 191,929	$ 218,145	$ (26,216)
Certificates of Deposit	157,016	157,016	-
	$ 348,945	$ 375,161	$ (26,216)
Public Safety & Equipment	20,358	17,389	2,969
Municipal (District) Court Costs	3,022	5,355	(2,333)
Court Automation Fund	577	1,218	(641)
District Court Retirement Fund	21,664	21,664	-
Drug Control Fund	-	-	-
State Law Enforcemt Drug Control	16,989	16,986	3
Act 833 Fire Protection	17,163	17,160	3
Half Street Improvements	8,082	8,081	1
Street Bond Refund Account	12,431	12,429	2
Road Impact Fees	-	-	-
Fire Impact Fees	-	-	-
Sidewalk Fund	131,207	138,722	(7,515)
Fire Apparatus	111,534	120,835	(9,301)
	$ 691,972	$ 735,000	$ (43,028)

See Accountant's Compilation Report

CITY OF CABOT, ARKANSAS
ALL FUNDS (Except Water & Wastewater, Parks & Recreation, Capital Projects Funds, and Debt Service Funds)
Schedule of Cash and Cash Equivalents
As of February 29, 2016, and December 31, 2015

	February 29, 2016	December 31, 2015	YTD Increase (Decrease)
Trust Funds			
Firemens Pension Fund	$ 31,712	$ 49,432	$ (17,720)
Firemens Pension Fund CDs	20,442	20,442	-
	$ 52,154	$ 69,874	$ (17,720)
Policemens Pension Fund	-	-	-
	$ 52,154	$ 69,874	$ (17,720)
Agency Funds			
Administration of Justice	$ 30	$ 30	$ -
Custodial			
Advertising & Promotion			
Checking-Operating	$ 358,151	$ 370,250	$ (12,099)
Checking-Investment	66,978	69,919	(2,941)
Certificates of Deposit	55,218	55,218	-
	$ 480,347	$ 495,387	$ (15,040)
Grand Total	$ 2,347,878	$ 2,030,020	$ 317,858

See Accountant's Compilation Report

Schedule of General Fund Revenues - Not Directly Related to Departments

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Actual	Year to Date Actual	Budget	Variance $	Variance %
	Revenues					
00-600-00	City Sales Tax	$395,932.94	$733,702.01	$4,201,077.00	$3,467,374.99	82.54%
00-601-00	County Sales Tax	226,771.53	428,217.70	2,572,723.00	2,144,505.30	83.36
00-601-05	Paid to Parks & Rec-County S	(22,677.15)	(42,821.77)	(257,272.00)	(214,450.23)	83.36
00-602-00	County Property Tax	2,740.05	32,295.50	220,000.00	187,704.50	85.32
00-602-03	County Property Tax-LOPFI	2,738.24	7,077.78	155,000.00	147,922.22	95.43
00-604-01	Franchise Tax-Entergy	136,325.56	136,325.56	502,000.00	365,674.44	72.84
00-604-02	Franchise Tax-Suddenlink	0.00	26,417.92	106,000.00	79,582.08	75.08
00-604-03	Franchise Tax-Energy Arkla	11,084.67	11,084.67	11,100.00	15.33	0.14
00-604-04	Franchise Tax-CenturyTel	4,590.07	4,590.07	19,000.00	14,409.93	75.84
00-604-05	Franchise Tax-First Electric	24,190.49	47,328.56	394,450.00	347,121.44	88.00
00-604-06	Franchise Tax - Ritter Comm	0.00	0.00	11,000.00	11,000.00	100.00
00-605-00	State Turnback	25,634.03	51,263.13	356,640.00	305,376.87	85.63
00-606-00	Public Safety Transfer (CWW	0.00	245,877.07	248,000.00	2,122.93	0.86
00-606-05	Interest Income	94.46	153.40	900.00	746.60	82.96
00-606-08	Other Revenue	142.91	537.74	3,000.00	2,462.26	82.08
00-606-10	Occupation Taxes/Bus Lic	567.35	1,002.15	65,000.00	63,997.85	98.46
00-606-51	State Grant Proceeds	40,000.00	40,000.00	0.00	(40,000.00)	0.00
00-608-00	Rent Income	900.00	1,300.00	10,800.00	9,500.00	87.96
00-698-00	Sale of Richie Road Property	0.00	0.00	44,335.00	44,335.00	100.00
	Total Revenues	$849,035.15	$1,724,351.49	$8,663,753.00	$6,939,401.51	80.10%
	Expenditures					
	Total Expenditures	$0.00	$0.00	$0.00	$0.00	0.00%
	Net Excess (Deficit)	$849,035.15	$1,724,351.49	$8,663,753.00	$6,939,401.51	80.10%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Expenditures - City Council

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
	Total Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
	Expenditures					
01-700-00	Salaries & Wages	$4,648.00	$9,296.00	$63,743.00	$54,447.00	85.42%
01-701-07	Life Insurance	34.50	69.00	560.00	491.00	87.68
01-701-01	Payroll Taxes	339.86	679.72	4,876.00	4,196.28	86.06
01-701-03	Workers Comp	0.00	96.00	96.00	0.00	0.00
01-701-02	Health Insurance	616.73	1,233.46	7,388.00	6,154.54	83.31
01-706-00	Travel	0.00	0.00	400.00	400.00	100.00
01-706-01	Education & Training	0.00	0.00	3,000.00	3,000.00	100.00
	Total Expenditures	$5,639.09	$11,374.18	$80,063.00	$68,688.82	85.79%
	Net Excess (Deficit)	($5,639.09)	($11,374.18)	($80,063.00)	($68,688.82)	85.79%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Expenditures - Mayor's Office

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
	Total Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
	Expenditures					
02-700-00	Salaries & Wages	$23,204.80	$49,185.08	$290,112.00	$240,926.92	83.05%
02-700-09	Unscheduled Overtime	0.00	0.00	455.00	455.00	100.00
02-701-07	Life Insurance	22.75	54.50	340.00	285.50	83.97
02-701-09	EAP - Employee Assist Prog	0.00	38.50	154.00	115.50	75.00
02-701-01	Payroll Taxes	1,684.09	3,587.64	22,150.00	18,562.36	83.80
02-701-03	Workers Comp	0.00	1,051.00	1,051.00	0.00	0.00
02-701-04	Unemployment	133.43	332.55	1,296.00	963.45	74.34
02-701-02	Health Insurance	5,273.34	10,546.68	22,552.00	12,005.32	53.23
02-706-00	Travel - Mayor	152.82	330.48	1,750.00	1,419.52	81.12
02-706-01	Education & Training - Mayo	0.00	150.00	650.00	500.00	76.92
02-706-04	Travel - HR	0.00	0.00	200.00	200.00	100.00
02-706-05	Travel - IT Admin	0.00	0.00	100.00	100.00	100.00
02-706-06	Education & Training - HR D	0.00	45.00	1,000.00	955.00	95.50
02-710-02	ID Machine Expense	0.00	0.00	125.00	125.00	100.00
02-703-08	Office Supplies - IT Dir	0.00	0.00	35.00	35.00	100.00
02-707-00	Dues & Subscriptions - May	0.00	100.00	300.00	200.00	66.67
02-707-01	Dues & Subscriptions - HR D	0.00	0.00	300.00	300.00	100.00
02-707-02	Dues & Subscriptions - IT Di	0.00	0.00	125.00	125.00	100.00
02-701-05	Retirement	0.00	0.00	42,450.00	42,450.00	100.00
02-701-16	Technology Expense - IT Di	0.00	0.00	140.00	140.00	100.00
02-710-10	Background Checks	40.00	40.00	300.00	260.00	86.67
02-712-09	Printing	0.00	0.00	65.00	65.00	100.00
02-712-11	Job Advertisements	0.00	0.00	450.00	450.00	100.00
02-712-13	Printing - IT Dir	0.00	0.00	65.00	65.00	100.00
	Total Expenditures	$30,511.23	$65,461.43	$386,165.00	$320,703.57	83.05%
	Net Excess (Deficit)	($30,511.23)	($65,461.43)	($386,165.00)	($320,703.57)	83.05%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Expenditures - General Government

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
	Total Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
	Expenditures					
03-711-01	Building Insurance	0.00	0.00	18,000.00	18,000.00	100.00
03-711-02	Vehicle Insurance	0.00	0.00	22,126.00	22,126.00	100.00
03-712-25	Copier Lease	548.45	997.44	5,325.00	4,327.56	81.27
03-709-05	Professional Services	0.00	0.00	1,000.00	1,000.00	100.00
03-709-06	Municipal League Defense F	0.00	0.00	54,000.00	54,000.00	100.00
03-703-01	Bldg/Grounds Imprv	364.55	2,561.62	2,500.00	(61.62)	(2.47)
03-703-05	Equipment Expense	0.00	0.00	175.00	175.00	100.00
03-703-06	Office Supplies	1,670.10	2,221.48	5,500.00	3,278.52	59.61
03-704-03	Janitorial Supplies	96.28	380.01	3,275.00	2,894.99	88.40
03-713-02	Heat/AC Maintenance Contr	0.00	2,750.00	11,000.00	8,250.00	75.00
03-705-00	Utilities	1,670.34	3,543.51	25,000.00	21,456.49	85.83
03-705-01	Telephone	1,991.41	3,831.05	19,450.00	15,618.95	80.30
03-705-02	Telephone - Wireless	0.00	386.98	0.00	(386.98)	0.00
03-800-02	Cap Expenditures - Gen Go	37,760.42	37,760.42	57,195.00	19,434.58	33.98
03-701-00	County Sales Tax Due Libra	4,535.43	8,564.36	50,945.00	42,380.64	83.19
03-701-10	City Beautiful - Annual Amou	0.00	0.00	11,750.00	11,750.00	100.00
03-701-12	Technology Expense	687.50	1,895.13	38,590.00	36,694.87	95.09
03-703-02	Bldg/Grounds Imprv - City A	171.44	171.44	900.00	728.56	80.95
03-707-00	Dues & Subscriptions	2,072.51	2,072.51	2,073.00	0.49	0.02
03-709-00	Payroll Services	945.00	4,045.00	14,663.00	10,618.00	72.41
03-709-08	Tax Payments/Filing Fees	0.00	503.47	24,500.00	23,996.53	97.95
03-709-09	Union Pacific Annual Lease	0.00	0.00	3,781.00	3,781.00	100.00
03-713-00	Employee Recognition Prog	23.21	23.21	300.00	276.79	92.26
03-713-03	Harmful Structure Demolitio	0.00	0.00	24,000.00	24,000.00	100.00
03-715-01	Community/Economic Devel	0.00	26.89	32,250.00	32,223.11	99.92
03-716-00	Website	0.00	0.00	12,000.00	12,000.00	100.00
03-716-04	Wide Area Network	3,523.84	7,047.68	76,300.00	69,252.32	90.76
03-716-05	Code Red Subscription	10,000.00	10,000.00	10,000.00	0.00	0.00
03-720-00	Special Elections	0.00	0.00	400.00	400.00	100.00
03-798-00	Richie Road Property Impro	0.00	0.00	44,335.00	44,335.00	100.00
03-706-03	Metroplan	0.00	21,874.00	21,874.00	0.00	0.00
03-708-00	Postage	371.17	758.36	8,000.00	7,241.64	90.52
03-711-03	Safe Haven	401.00	401.00	425.00	24.00	5.65
03-712-35	Credit Card Fees	253.73	394.63	2,425.00	2,030.37	83.73
	Total Expenditures	$67,086.38	$112,210.19	$604,057.00	$491,846.81	81.42%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Expenditures - General Government

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

	Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
Net Excess (Deficit)	($67,086.38)	($112,210.19)	($604,057.00)	($491,846.81)	81.42%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Expenditures - City Attorney's Office

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
	Total Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
	Expenditures					
04-700-00	Salaries & Wages	$12,757.20	$25,514.40	$166,569.00	$141,054.60	84.68%
04-701-07	Life Insurance	17.00	34.00	201.00	167.00	83.09
04-701-09	EAP - Employee Assist Prgr	0.00	16.50	66.00	49.50	75.00
04-701-01	Payroll Taxes	929.99	1,859.99	12,687.00	10,827.01	85.34
04-701-03	Workers Comp	0.00	253.00	253.00	0.00	0.00
04-701-04	Unemployment	50.70	112.67	648.00	535.33	82.61
04-701-02	Health Insurance	3,509.53	7,018.76	19,894.00	12,875.24	64.72
04-706-00	Travel	0.00	0.00	3,500.00	3,500.00	100.00
04-706-01	Education & Training	225.00	325.00	3,400.00	3,075.00	90.44
04-709-05	Professional Services	3,000.00	3,000.00	200.00	(2,800.00)	(1400.00)
04-712-08	Legal Publications	0.00	0.00	3,700.00	3,700.00	100.00
04-705-01	Telephone	0.00	0.00	1,400.00	1,400.00	100.00
04-705-02	Telephone - Wireless	0.00	56.87	0.00	(56.87)	0.00
04-707-00	Dues & Subscriptions	250.00	456.00	700.00	244.00	34.86
04-701-05	Retirement	0.00	0.00	24,339.00	24,339.00	100.00
04-701-12	Technology Expense	0.00	110.81	2,600.00	2,489.19	95.74
04-703-05	Equipment Expense	0.00	0.00	500.00	500.00	100.00
04-703-06	Office Supplies	270.60	270.60	800.00	529.40	66.18
04-709-06	Library Publications	1,084.38	1,233.64	6,000.00	4,766.36	79.44
04-709-07	Re-codification / Municode S	0.00	0.00	500.00	500.00	100.00
04-712-25	Copier Lease	125.61	342.29	1,583.00	1,240.71	78.38
	Total Expenditures	$22,220.01	$40,604.53	$249,540.00	$208,935.47	83.73%
	Net Excess (Deficit)	($22,220.01)	($40,604.53)	($249,540.00)	($208,935.47)	83.73%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Expenditures - City Clerk-Treasurer's Office

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
	Total Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
	Expenditures					
05-700-00	Salaries & Wages	$14,387.50	$28,796.11	$188,497.00	$159,700.89	84.72%
05-701-07	Life Insurance	23.75	47.50	280.00	232.50	83.04
05-701-09	EAP - Employee Assist Prgr	0.00	27.50	110.00	82.50	75.00
05-701-01	Payroll Taxes	1,039.41	2,080.42	14,300.00	12,219.58	85.45
05-701-03	Workers Comp	0.00	280.00	280.00	0.00	0.00
05-701-04	Unemployment	74.59	166.06	972.00	805.94	82.92
05-701-02	Health Insurance	4,295.76	8,591.52	22,746.00	14,154.48	62.23
05-709-05	Professional Services	0.00	5,520.00	23,000.00	17,480.00	76.00
05-707-00	Dues & Subscriptions	0.00	0.00	360.00	360.00	100.00
05-701-05	Retirement	0.00	0.00	27,532.00	27,532.00	100.00
05-701-06	Retired Clerk Benefits	4,547.81	8,963.16	54,569.00	45,605.84	83.58
05-701-12	Technology Expense	0.00	0.00	2,190.00	2,190.00	100.00
05-712-09	Printing	0.00	108.39	1,000.00	891.61	89.16
05-712-08	Legal Publications	0.00	0.00	150.00	150.00	100.00
	Total Expenditures	$24,368.82	$54,580.66	$335,986.00	$281,405.34	83.76%
	Net Excess (Deficit)	($24,368.82)	($54,580.66)	($335,986.00)	($281,405.34)	83.76%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Revenues & Expenditures - District Court

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
06-606-13	County's 1/2 Cost Salaries	$0.00	$0.00	$44,317.00	$44,317.00	100.00%
06-606-20	Probation Fees	0.00	1,520.00	0.00	(1,520.00)	0.00
06-607-00	Court Fines/Fees/Restitutior	15,632.05	32,610.36	245,000.00	212,389.64	86.69
	Total Revenues	$15,632.05	$34,130.36	$289,317.00	$255,186.64	88.20%
	Expenditures					
06-700-00	Salaries & Wages	$12,700.22	$35,091.66	$183,869.00	$148,777.34	80.92%
06-701-07	Life Insurance	29.50	59.00	351.00	292.00	83.19
06-701-09	EAP - Employee Assist Prgr	0.00	33.00	132.00	99.00	75.00
06-701-01	Payroll Taxes	908.11	2,557.60	13,976.00	11,418.40	81.70
06-701-03	Workers Comp	0.00	252.00	252.00	0.00	0.00
06-701-04	Unemployment	70.31	249.93	1,620.00	1,370.07	84.57
06-701-02	Health Insurance	3,539.13	7,086.29	23,254.00	16,167.71	69.53
06-701-05	Retirement	914.45	914.45	32,368.00	31,453.55	97.18
06-704-16	District Court Expenses	375.99	375.99	0.00	(375.99)	0.00
	Total Expenditures	$18,537.71	$46,619.92	$255,822.00	$209,202.08	81.78%
	Net Excess (Deficit)	($2,905.66)	($12,489.56)	$33,495.00	$45,984.56	137.29%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Revenues & Expenditures - Fire Dept.

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
09-605-01	State Turnback/LOPFI	$0.00	$0.00	$191,673.00	$191,673.00	100.00%
09-606-25	Auction Sales - Fire Dept	26.00	61.00	0.00	(61.00)	0.00
09-606-50	Federal Grant Proceeds	0.00	159,523.00	0.00	(159,523.00)	0.00
	Total Revenues	$26.00	$159,584.00	$191,673.00	$32,089.00	16.74%
	Expenditures					
09-700-00	Salaries & Wages	$130,646.98	$247,043.41	$1,851,071.00	$1,604,027.59	86.65%
09-700-09	Overtime Wages	513.62	19,577.32	23,197.00	3,619.68	15.60
09-700-12	EMT Coordinator	307.70	615.40	4,000.00	3,384.60	84.62
09-701-06	Retirement Partially Pd by T	26,620.00	54,403.73	383,058.00	328,654.27	85.80
09-700-10	Uniform Allowance	4,551.52	8,121.58	49,200.00	41,078.42	83.49
09-701-07	Life Insurance	242.50	681.75	3,075.00	2,393.25	77.83
09-701-09	EAP - Employee Assist Prgr	0.00	0.00	858.00	858.00	100.00
09-701-10	Income Protection Plan	0.00	0.00	960.00	960.00	100.00
09-704-01	Uniforms	425.15	425.15	800.00	374.85	46.86
09-707-10	Tuition Reimbursement	0.00	0.00	400.00	400.00	100.00
09-712-15	Protective Equipment	2,197.68	2,266.67	20,000.00	17,733.33	88.67
09-701-01	Payroll Taxes	2,002.98	3,987.70	28,193.00	24,205.30	85.86
09-701-03	Workers Comp	0.00	61,502.00	61,501.00	(1.00)	0.00
09-701-04	Unemployment	1,016.36	2,306.74	15,876.00	13,569.26	85.47
09-701-02	Health Insurance	19,198.56	38,352.42	242,330.00	203,977.58	84.17
09-706-00	Travel	0.00	0.00	5,000.00	5,000.00	100.00
09-706-01	Education & Training	2,098.22	2,148.22	10,000.00	7,851.78	78.52
09-712-25	Copier Lease	355.16	713.67	4,300.00	3,586.33	83.40
09-702-00	Gas & Oil	1,813.03	3,033.58	19,000.00	15,966.42	84.03
09-703-02	Bldg/Grounds Imprv	208.05	237.74	12,000.00	11,762.26	98.02
09-703-04	Vehicle Expense	1,616.74	2,014.12	34,000.00	31,985.88	94.08
09-703-05	Equipment Expense	825.63	1,405.15	13,000.00	11,594.85	89.19
09-704-03	Janitorial Supplies	1,541.88	1,840.02	7,450.00	5,609.98	75.30
09-712-14	Public Relations	0.00	0.00	650.00	650.00	100.00
09-710-00	Medical Supplies	0.00	0.00	5,500.00	5,500.00	100.00
09-710-01	Employee Physicals & Evals	900.00	2,911.00	15,000.00	12,089.00	80.59
09-705-00	Utilities	3,218.15	5,266.56	25,500.00	20,233.44	79.35
09-705-01	Telephone	538.90	771.28	17,000.00	16,228.72	95.46
09-705-02	Telephone - Wireless	0.00	309.82	0.00	(309.82)	0.00
09-705-03	Wide Area Network (WAN)	2,248.25	4,060.52	0.00	(4,060.52)	0.00
09-707-00	Dues & Subscriptions	0.00	0.00	750.00	750.00	100.00
09-701-05	Retirement - LOPFI	50.40	89.60	544.00	454.40	83.53
09-800-00	Cap Expenditures - Fire	0.00	0.00	33,000.00	33,000.00	100.00
09-701-12	Technology Expense	0.00	0.00	4,200.00	4,200.00	100.00

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Revenues & Expenditures - Fire Dept.

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
09-703-06	Office Supplies	139.20	139.20	500.00	360.80	72.16
09-703-07	Radio Expense	65.65	65.65	6,000.00	5,934.35	98.91
09-706-25	Fire Dept Auction Fees	0.00	76.87	0.00	(76.87)	0.00
09-710-03	Service Awards	0.00	0.00	300.00	300.00	100.00
09-712-03	Station Equipt & Supplies	0.00	1,465.72	5,500.00	4,034.28	73.35
09-716-00	New Central Station/Land	0.00	0.00	40,800.00	40,800.00	100.00
	Total Expenditures	$203,342.31	$465,832.59	$2,944,513.00	$2,478,680.41	84.18%
	Net Excess (Deficit)	($203,316.31)	($306,248.59)	$2,752,840.00)	$2,446,591.41)	88.88%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Revenues & Expenditures - Police Dept.

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
10-605-01	State Turnback/LOPFI	$0.00	$0.00	$218,681.00	$218,681.00	100.00%
10-606-04	Accident/Incident Reprts	1,413.00	1,753.00	13,000.00	11,247.00	86.52
10-606-08	Other Revenue	0.00	155.00	0.00	(155.00)	0.00
10-606-11	Security Contract Services	39,825.82	40,280.82	145,000.00	104,719.18	72.22
10-606-16	Bond Money	540.00	880.00	9,400.00	8,520.00	90.64
10-606-50	Federal Grant Proceeds	0.00	0.00	4,800.00	4,800.00	100.00
10-610-12	911 Personnel Reimb	4,000.99	4,000.99	48,000.00	43,999.01	91.67
	Total Revenues	$45,779.81	$47,069.81	$438,881.00	$391,811.19	89.28%
	Expenditures					
10-700-00	Salaries & Wages	$151,283.77	$304,940.27	$2,239,386.00	$1,934,445.73	86.38%
10-700-09	Overtime Wages	5,004.07	8,700.23	57,126.00	48,425.77	84.77
10-700-10	Uniform Allowance	4,375.02	8,786.96	64,560.00	55,773.04	86.39
10-700-11	Extra Duty Pay	618.75	1,093.75	2,875.00	1,781.25	61.96
10-701-07	Life Insurance	333.75	647.50	4,200.00	3,552.50	84.58
10-701-09	EAP - Employee Assist Prgr	0.00	214.50	1,210.00	995.50	82.27
10-704-01	Uniforms	0.00	0.00	6,900.00	6,900.00	100.00
10-712-15	Protective Equipment	1,885.00	1,885.00	14,887.00	13,002.00	87.34
10-712-18	TASER Body Camera Contr	0.00	0.00	10,398.00	10,398.00	100.00
10-701-01	Payroll Taxes	11,424.70	22,919.89	172,345.00	149,425.11	86.70
10-701-03	Workers Comp	0.00	37,331.00	37,331.00	0.00	0.00
10-701-04	Unemployment	1,281.75	2,888.87	18,144.00	15,255.13	84.08
10-701-02	Health Insurance	23,561.60	47,123.20	275,882.00	228,758.80	82.92
10-701-10	Tri-Care Expense	210.83	421.66	0.00	(421.66)	0.00
10-706-00	Travel	0.00	649.00	3,750.00	3,101.00	82.69
10-706-01	Education & Training	0.00	3,260.69	6,000.00	2,739.31	45.66
10-702-00	Gas & Oil	4,980.09	9,995.24	95,600.00	85,604.76	89.55
10-703-01	Service Fees	700.46	15,434.68	28,500.00	13,065.32	45.84
10-703-02	Bldg/Grounds Imprv	41.59	93.01	2,750.00	2,656.99	96.62
10-703-04	Vehicle Expense	2,538.46	6,914.49	82,500.00	75,585.51	91.62
10-703-06	Equipment Expense	1,281.30	1,397.24	15,575.00	14,177.76	91.03
10-703-07	Radio/BAC Expense	1,464.29	2,005.40	17,000.00	14,994.60	88.20
10-703-05	Office Supplies	982.14	982.14	10,000.00	9,017.86	90.18
10-704-02	Vehicle Equipment	421.58	421.58	39,720.00	39,298.42	98.94
10-712-26	Drug Control	0.00	0.00	1,000.00	1,000.00	100.00
10-712-28	Prisoner Care	0.00	0.00	13,500.00	13,500.00	100.00
10-710-00	Medical Supplies	0.00	0.00	250.00	250.00	100.00
10-710-01	Employee Physicals & Evals	1,027.00	1,027.00	12,250.00	11,223.00	91.62
10-705-01	Telephone	364.42	728.40	14,350.00	13,621.60	94.92
10-705-02	Telephone - Wireless	0.00	501.42	0.00	(501.42)	0.00

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Revenues & Expenditures - Police Dept.

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
10-707-00	Dues & Subscriptions	0.00	350.00	700.00	350.00	50.00
10-701-05	Retirement	0.00	0.00	45,983.00	45,983.00	100.00
10-701-06	Retirement Partially Pd by T	29,654.57	59,024.30	435,465.00	376,440.70	86.45
10-800-00	Cap Expenditures - Police	0.00	0.00	127,950.00	127,950.00	100.00
10-701-12	Technology Expense	79.95	270.70	9,300.00	9,029.30	97.09
10-704-03	Janitorial Supplies	0.00	167.63	300.00	132.37	44.12
10-712-09	Printing	931.85	945.54	2,400.00	1,454.46	60.60
10-712-10	Ammo/Targets/Fingerprints	7,502.46	7,502.46	11,500.00	3,997.54	34.76
10-712-25	Copier Lease	1,209.67	2,565.73	12,905.00	10,339.27	80.12
	Total Expenditures	$253,159.07	$551,189.48	$3,894,492.00	$3,343,302.52	85.85%
	Net Excess (Deficit)	($207,379.26)	($504,119.67)	$3,455,611.00)	$2,951,491.33)	85.41%

General Fund

Schedule of Revenues & Expenditures - Public Works

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
11-606-02	Inspections	$2,804.65	$6,883.22	$44,000.00	$37,116.78	84.36%
11-606-03	Filing Fees/Planning	0.00	0.00	6,000.00	6,000.00	100.00
11-606-07	Building Permits/Signs	6,093.76	12,711.81	38,000.00	25,288.19	66.55
11-606-08	Mowing Reimbursement	210.96	389.18	8,500.00	8,110.82	95.42
11-609-03	Construction Surcharge	1,295.12	1,410.46	6,772.00	5,361.54	79.17
	Total Revenues	$10,404.49	$21,394.67	$103,272.00	$81,877.33	79.28%
	Expenditures					
11-700-00	Salaries & Wages	$14,858.59	$32,920.79	$194,677.00	$161,756.21	83.09%
11-701-07	Life Insurance	37.50	75.00	395.00	320.00	81.01
11-701-09	EAP - Employee Assist Prgr	0.00	33.00	132.00	99.00	75.00
11-704-01	Uniforms	0.00	0.00	1,200.00	1,200.00	100.00
11-707-10	Tuition Reimbursement	0.00	0.00	1,400.00	1,400.00	100.00
11-701-01	Payroll Taxes	1,057.56	2,350.39	14,765.00	12,414.61	84.08
11-701-03	Workers Comp	0.00	1,930.00	1,930.00	0.00	0.00
11-701-04	Unemployment	119.23	302.85	1,620.00	1,317.15	81.31
11-701-02	Health Insurance	5,964.64	11,929.28	32,362.00	20,432.72	63.14
11-706-00	Travel	26.46	(163.86)	750.00	913.86	121.85
11-706-01	Training & Education	0.00	0.00	250.00	250.00	100.00
11-712-25	Copier Lease	248.02	489.63	3,033.00	2,543.37	83.86
11-709-05	Professional Services	0.00	8,680.00	37,000.00	28,320.00	76.54
11-702-00	Gas & Oil	152.66	320.95	2,900.00	2,579.05	88.93
11-703-01	Technology Expense	0.00	0.00	9,000.00	9,000.00	100.00
11-703-04	Vehicle Expense	222.62	271.93	2,500.00	2,228.07	89.12
11-703-06	Office Supplies	0.00	0.00	1,500.00	1,500.00	100.00
11-703-09	Code Enfrcmnt - Mowing	0.00	0.00	8,500.00	8,500.00	100.00
11-703-12	Rezone Advertising	32.45	56.75	300.00	243.25	81.08
11-712-09	Printing	83.11	131.29	300.00	168.71	56.24
11-705-01	Telephone	0.00	0.00	7,100.00	7,100.00	100.00
11-705-02	Telephone - Wireless	0.00	338.67	0.00	(338.67)	0.00
11-707-00	Dues & Subscriptions	0.00	0.00	275.00	275.00	100.00
11-701-05	Retirement	0.00	0.00	28,403.00	28,403.00	100.00
11-716-01	Construction Surcharge	351.62	456.45	6,772.00	6,315.55	93.26
	Total Expenditures	$23,154.46	$60,123.12	$357,064.00	$296,940.88	83.16%
	Net Excess (Deficit)	($12,749.97)	($38,728.45)	($253,792.00)	($215,063.55)	84.74%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Revenues & Expenditures - Animal Services

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
13-606-17	Donations - GF #910089	$50.00	$50.00	$0.00	($50.00)	0.00%
13-606-18	Animal Rescue Trust	0.00	14.71	100.00	85.29	85.29
13-606-19	Dog Tag Sales	250.00	415.00	4,500.00	4,085.00	90.78
13-606-20	Cat Tag Sales	65.00	105.00	1,200.00	1,095.00	91.25
13-606-23	Animal Reclaim Fees	155.00	555.00	6,100.00	5,545.00	90.90
13-606-24	Rabies/Owner Surrender	465.00	745.00	11,000.00	10,255.00	93.23
13-607-01	Court Fines - Anim Srvs	885.00	1,385.00	13,000.00	11,615.00	89.35
13-607-02	Surgery Fees	7,830.00	13,120.00	57,200.00	44,080.00	77.06
13-607-03	Microchip Fees	295.00	580.00	15,500.00	14,920.00	96.26
13-607-04	Paperwork Fees	460.00	780.00	10,400.00	9,620.00	92.50
13-608-01	Donations - AC #500661251	610.00	3,480.00	25,000.00	21,520.00	86.08
13-612-00	Animal Control Grant Procee	0.00	0.00	5,000.00	5,000.00	100.00
	Total Revenues	$11,065.00	$21,229.71	$149,000.00	$127,770.29	85.75%
	Expenditures					
13-700-00	Salaries & Wages	$11,931.75	$24,202.69	$158,118.00	$133,915.31	84.69%
13-700-11	On-call Pay	225.00	500.00	2,875.00	2,375.00	82.61
13-700-09	Overtime Wages	215.82	392.55	2,644.00	2,251.45	85.15
13-701-07	Life Insurance	35.00	70.00	450.00	380.00	84.44
13-701-09	EAP - Employee Assist Prgr	0.00	22.00	88.00	66.00	75.00
13-704-01	Uniforms	2,684.52	2,684.52	4,500.00	1,815.48	40.34
13-701-01	Payroll Taxes	899.83	1,826.42	12,207.00	10,380.58	85.04
13-701-03	Workers Comp	0.00	1,363.00	1,363.00	0.00	0.00
13-701-04	Unemployment	100.30	227.17	1,944.00	1,716.83	88.31
13-701-02	Health Insurance	3,675.33	7,350.66	21,895.00	14,544.34	66.43
13-706-00	Travel	0.00	0.00	2,000.00	2,000.00	100.00
13-706-01	Education & Training	0.00	0.00	1,600.00	1,600.00	100.00
13-712-25	Copier Lease	155.34	314.03	2,028.00	1,713.97	84.52
13-702-00	Gas & Oil	306.48	758.86	6,750.00	5,991.14	88.76
13-703-02	Bldg/Grounds Imprv	452.39	517.81	2,000.00	1,482.19	74.11
13-703-04	Vehicle Expense	16.43	48.16	1,250.00	1,201.84	96.15
13-708-02	Bldg Imprv/Contributions Us	2,224.29	2,224.29	25,000.00	22,775.71	91.10
13-704-03	Janitorial/Kennel Supplies	797.89	1,117.63	5,250.00	4,132.37	78.71
13-712-21	Dog/Cat Food	881.23	881.23	9,000.00	8,118.77	90.21
13-712-23	Vet Expense & Supplies	2,335.85	3,059.39	21,000.00	17,940.61	85.43
13-705-00	Utilities	1,627.53	2,915.11	15,250.00	12,334.89	80.89
13-705-01	Telephone	92.38	179.26	5,550.00	5,370.74	96.77
13-705-02	Telephone - Wireless	0.00	293.12	0.00	(293.12)	0.00
13-705-03	Wide Area Network (WAN)	452.17	904.34	0.00	(904.34)	0.00
13-701-05	Retirement	0.00	0.00	23,844.00	23,844.00	100.00

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Revenues & Expenditures - Animal Services

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
13-701-12	Technology Expense	0.00	0.00	700.00	700.00	100.00
13-703-05	Equipment Expense	60.14	60.14	1,900.00	1,839.86	96.84
13-703-06	Office Supplies	100.10	45.30	650.00	604.70	93.03
13-704-05	Adoption Promo/Advertising	54.75	54.75	900.00	845.25	93.92
13-704-15	Microchip Expense	347.67	347.67	6,000.00	5,652.33	94.21
13-704-20	Surgery Fees	3,540.00	6,835.00	57,200.00	50,365.00	88.05
13-712-00	Use of Grant Proceeds	0.00	0.00	5,000.00	5,000.00	100.00
13-712-09	Printing	0.00	0.00	950.00	950.00	100.00
13-712-24	Refunds	70.00	145.00	1,000.00	855.00	85.50
	Total Expenditures	$33,282.19	$59,340.10	$400,906.00	$341,565.90	85.20%
	Net Excess (Deficit)	($22,217.19)	($38,110.39)	($251,906.00)	($213,795.61)	84.87%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Expenditures - Planning Commission

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
	Total Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
	Expenditures					
14-700-00	Salaries & Wages	$2,338.00	$4,342.00	$28,025.00	$23,683.00	84.51%
14-701-01	Payroll Taxes	178.91	332.21	2,144.00	1,811.79	84.51
14-701-03	Workers Comp	0.00	42.00	42.00	0.00	0.00
14-706-01	Education & Training	0.00	0.00	900.00	900.00	100.00
14-709-05	Professional Services	0.00	0.00	21,600.00	21,600.00	100.00
	Total Expenditures	$2,516.91	$4,716.21	$52,711.00	$47,994.79	91.05%
	Net Excess (Deficit)	($2,516.91)	($4,716.21)	($52,711.00)	($47,994.79)	91.05%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Revenues & Expenditures - Recycle Center

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
16-609-01	Recycle Bin Deposits	$0.00	$0.00	$1,500.00	$1,500.00	100.00%
16-609-06	CAPDD Salary Reimb	0.00	0.00	17,260.00	17,260.00	100.00
	Total Revenues	$0.00	$0.00	$18,760.00	$18,760.00	100.00%
	Expenditures					
16-700-00	Salaries & Wages	$1,184.24	$2,227.00	$16,082.00	$13,855.00	86.15%
16-701-01	Payroll Taxes	90.59	170.36	1,209.00	1,038.64	85.91
16-701-03	Workers Comp	0.00	642.00	642.00	0.00	0.00
16-701-04	Unemployment	10.13	20.66	324.00	303.34	93.62
16-703-02	Bldg/Grounds Imprv	93.08	93.08	0.00	(93.08)	0.00
16-704-05	Recycle Bin Expense	0.00	0.00	1,400.00	1,400.00	100.00
16-709-08	Bin Deposit Refunds	16.00	24.00	128.00	104.00	81.25
16-705-00	Utilities	50.72	106.11	650.00	543.89	83.68
16-701-05	Retirement	151.20	302.40	2,338.00	2,035.60	87.07
	Total Expenditures	$1,595.96	$3,585.61	$22,773.00	$19,187.39	84.26%
	Net Excess (Deficit)	($1,595.96)	($3,585.61)	($4,013.00)	($427.39)	10.65%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Revenues & Expenditures - #1 City Plaza

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
18-608-01	Rent Income	$6,245.00	$12,170.00	$73,500.00	$61,330.00	83.44%
	Total Revenues	$6,245.00	$12,170.00	$73,500.00	$61,330.00	83.44%
	Expenditures					
18-711-05	Parking Lot Lease	200.00	400.00	2,400.00	2,000.00	83.33
18-703-02	Bldg/Grounds Imprv	2,903.94	3,174.33	7,500.00	4,325.67	57.68
18-705-00	Utilities	1,842.96	3,593.33	28,300.00	24,706.67	87.30
18-706-15	Employee Training Center	3,928.60	3,928.60	23,500.00	19,571.40	83.28
18-711-02	Arnett Realty	0.00	0.00	1,200.00	1,200.00	100.00
	Total Expenditures	$8,875.50	$11,096.26	$62,900.00	$51,803.74	82.36%
	Net Excess (Deficit)	($2,630.50)	$1,073.74	$10,600.00	$9,526.26	89.87%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Revenues & Expenditures - Sanitation Fees

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
19-609-02	Sanitation Fees Rec'd	$145,726.75	$293,014.24	$1,737,946.00	$1,444,931.76	83.14%
	Total Revenues	$145,726.75	$293,014.24	$1,737,946.00	$1,444,931.76	83.14%
	Expenditures					
19-703-11	Sanitation Contractor Fee	141,347.50	283,465.00	1,699,110.00	1,415,645.00	83.32
19-703-12	Billing Expense to CWW	0.00	0.00	20,000.00	20,000.00	100.00
	Total Expenditures	$141,347.50	$283,465.00	$1,719,110.00	$1,435,645.00	83.51%
	Net Excess (Deficit)	$4,379.25	$9,549.24	$18,836.00	$9,286.76	49.30%

CITY OF CABOT, ARKANSAS

General Fund

Schedule of Fund Transfers

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
	Total Revenues	$0.00	$0.00	$0.00	$0.00	0.00%
	Other Financing Uses					
25-902-01	Transfers - Parks & Rec	25,000.00	50,000.00	300,000.00	250,000.00	83.33
	Total Expenditures	$25,000.00	$50,000.00	$300,000.00	$250,000.00	83.33%
	Net Excess (Deficit)	($25,000.00)	($50,000.00)	($300,000.00)	$250,000.00)	83.33%

CITY OF CABOT, ARKANSAS

Street Fund

Statement of Revenues & Expenditures

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
00-603-00	County Road Tax	$5,214.93	$13,477.03	$323,900.00	$310,422.97	95.84%
00-605-00	State Turnback	88,747.71	177,064.37	1,081,808.00	904,743.63	83.63
00-605-05	State Hwy Construction Dist	40,721.43	78,883.60	463,632.00	384,748.40	82.99
00-606-00	Other Revenue	0.00	271.35	14,500.00	14,228.65	98.13
00-606-05	Interest Income	7.02	19.70	250.00	230.30	92.12
00-606-14	Private Property Material Re	584.00	889.50	3,000.00	2,110.50	70.35
	Total Revenues	$135,275.09	$270,605.55	$1,887,090.00	$1,616,484.45	85.66%
	Expenditures					
00-700-00	Salaries and Wages	$38,144.83	$74,402.48	$562,550.00	$488,147.52	86.77%
00-700-04	Uniforms	643.47	1,281.19	0.00	(1,281.19)	0.00
00-700-09	Unscheduled Overtime	28.17	28.17	8,263.00	8,234.83	99.66
00-700-11	On-call Pay	0.00	0.00	2,875.00	2,875.00	100.00
00-701-01	Payroll Taxes	2,784.13	5,420.93	43,277.00	37,856.07	87.47
00-701-02	Health Insurance	5,169.48	10,338.96	80,340.00	70,001.04	87.13
00-701-03	Workers Comp	0.00	18,645.00	18,645.00	0.00	0.00
00-701-04	Unemployment	312.74	675.08	5,426.00	4,750.92	87.56
00-701-05	Retirement	4,933.28	9,866.56	82,935.00	73,068.44	88.10
00-701-07	Life Insurance	86.25	172.50	1,180.00	1,007.50	85.38
00-701-09	Employee Assistance Progr	0.00	77.00	308.00	231.00	75.00
00-701-12	Technology Expense	0.00	0.00	1,500.00	1,500.00	100.00
00-702-00	Gas and Oil	3,334.68	6,720.06	54,000.00	47,279.94	87.56
00-703-00	Street Improvements	14,500.11	31,257.14	200,000.00	168,742.86	84.37
00-703-02	Building/Grounds Improvem	0.00	0.00	20,000.00	20,000.00	100.00
00-703-04	Vehicle Expense	603.20	1,061.63	7,300.00	6,238.37	85.46
00-703-06	Office Supplies	83.11	83.11	200.00	116.89	58.45
00-703-07	Equipment Expense	3,325.95	3,650.29	40,000.00	36,349.71	90.87
00-703-08	Accident Repairs	210.67	210.67	500.00	289.33	57.87
00-703-11	Vehicle/Equipment Tires	286.82	770.81	7,500.00	6,729.19	89.72
00-703-14	Street Signs & Striping/Paint	1,647.98	4,738.02	15,000.00	10,261.98	68.41
00-703-15	Two Pine Landfill	0.00	0.00	200.00	200.00	100.00
00-703-17	Speed Calming	0.00	39.00	7,500.00	7,461.00	99.48
00-703-20	Mosquito Control	0.00	0.00	12,000.00	12,000.00	100.00
00-703-21	Traffic Signal Maint & Impro	4,156.25	4,764.07	25,000.00	20,235.93	80.94
00-703-22	Drainage, Ditches, Culverts	99,344.19	109,745.02	337,359.00	227,613.98	67.47
00-704-03	Janitorial Supplies	97.05	97.05	1,100.00	1,002.95	91.18
00-705-00	Street Shop Utilities	698.06	1,324.40	7,500.00	6,175.60	82.34
00-705-01	Electricity - Street Lights/Sig	13,609.66	26,986.14	167,500.00	140,513.86	83.89
00-705-02	Telephone	(11.35)	149.20	8,000.00	7,850.80	98.14
00-705-03	Telephone - Wireless	0.00	543.62	0.00	(543.62)	0.00

CITY OF CABOT, ARKANSAS

Street Fund

Statement of Revenues & Expenditures

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
00-705-04	Wide Area Network (WAN)	452.17	904.34	0.00	(904.34)	0.00
00-706-00	Travel	0.00	179.68	2,000.00	1,820.32	91.02
00-706-01	Education & Training	0.00	40.00	900.00	860.00	95.56
00-709-05	Professional Services	0.00	0.00	500.00	500.00	100.00
00-711-01	Property Insurance	0.00	0.00	6,350.00	6,350.00	100.00
00-711-02	Vehicle Insurance	0.00	0.00	11,400.00	11,400.00	100.00
00-711-04	Weed Control	0.00	0.00	30,000.00	30,000.00	100.00
00-712-03	Safety Supplies	217.34	368.18	4,500.00	4,131.82	91.82
00-712-20	Third Party Property Damag	0.00	3,500.00	0.00	(3,500.00)	0.00
00-712-24	Equipment Rental	267.85	535.70	8,000.00	7,464.30	93.30
00-712-25	Copier Lease	157.76	297.92	1,982.00	1,684.08	84.97
00-712-28	Prisoner Care	32.19	32.19	1,000.00	967.81	96.78
50-715-00	Diamond Creek - Construct	19,746.80	86,630.77	0.00	(86,630.77)	0.00
00-800-00	Capital Expenditures	0.00	0.00	102,500.00	102,500.00	100.00
	Total Expenditures	214,862.84	405,536.88	1,887,090.00	1,481,553.12	78.51
	Other Income					
50-606-18	Diamond Creek Drainage G	$44,021.80	$110,905.77	$0.00	($110,905.77)	0.00%
	Net Excess (Deficit)	(35,565.95)	(24,025.56)	0.00	24,025.56	0.00

CITY OF CABOT, ARKANSAS

Statement of Revenues & Expenditures - District Court Cost

Budget vs Actual (Target 83.33%)

For 1/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
00-606-00	Court Cost Revenue	$2,043.66	$4,087.32	$14,600.00	$10,512.68	72.01%
00-606-01	Other Revenue	0.00	210.58	0.00	(210.58)	0.00
00-606-05	Interest Income	0.32	0.75	12.00	11.25	93.75
	Total Revenues	$2,043.98	$4,298.65	$14,612.00	$10,313.35	70.58%
	Expenditures					
00-703-06	Office Supplies	441.80	759.37	5,300.00	4,540.63	85.67
00-704-03	Janitorial Supplies	56.37	76.74	600.00	523.26	87.21
00-705-00	Utilities	0.00	412.60	7,300.00	6,887.40	94.35
00-705-01	Telephone	628.88	780.41	3,075.00	2,294.59	74.62
00-705-03	Telephone - Wireless	36.04	36.04	0.00	(36.04)	0.00
00-705-04	Wide Area Network (WAN)	0.00	476.04	0.00	(476.04)	0.00
00-706-00	Travel	34.56	34.56	1,400.00	1,365.44	97.53
00-706-01	Education & Training	0.00	0.00	600.00	600.00	100.00
00-707-00	Dues and Subscriptions	0.00	200.00	400.00	200.00	50.00
00-712-15	Court Retirement	0.00	0.00	4,000.00	4,000.00	100.00
	Total Expenditures	$1,197.65	$2,775.76	$22,675.00	$19,899.24	87.76%
	Net Excess (Deficit)	$846.33	$1,522.89	($8,063.00)	($9,585.89)	118.89%

CITY OF CABOT, ARKANSAS

Statement of Revenues & Expenditures - Sr. Cit / Health / Library Fund

Budget vs Actual (Target 83.33%)

For 2/1/2016 To 2/29/2016

		Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
	Revenues					
00-606-05	Interest Income	$15.42	$15.42	$1,530.00	$1,514.58	98.99%
01-606-00	Sr Citz Property Tax Revenue	912.98	912.98	56,518.00	55,605.02	98.39
02-606-00	Hlth Dept Property Tax Rever	912.98	912.98	56,518.00	55,605.02	98.39
03-606-00	Library Property Tax Revenue	912.97	912.97	56,518.00	55,605.03	98.39
03-900-00	Library Special Millage Rever	3,842.66	3,842.66	244,988.00	241,145.34	98.43
	Total Revenues	$6,597.01	$6,597.01	$416,072.00	$409,474.99	98.41%
	Expenditures					
01-703-01	Sr Citz Building/Grounds Impr	$175.58	$175.58	$1,500.00	$1,324.42	88.30%
01-703-02	Sr Citz Cleaning Contract	736.12	736.12	4,416.00	3,679.88	83.33
01-703-03	Sr Citz Janitorial Supplies	372.67	372.67	3,000.00	2,627.33	87.58
01-703-04	Sr Citz Equipment Expense	26.28	26.28	3,000.00	2,973.72	99.12
01-703-05	Sr Citz Pest Control	50.07	50.07	462.00	411.93	89.16
01-703-06	Sr Citz Office Supplies	61.03	61.03	550.00	488.97	88.90
01-703-07	Sr Citz Building Insurance	0.00	0.00	450.00	450.00	100.00
01-703-08	Sr Citz Vehicle Insurance	0.00	0.00	325.00	325.00	100.00
01-703-10	Sr Citz Vehicle Repair	0.00	0.00	300.00	300.00	100.00
02-703-01	Hlth Dept Building/Grounds Ir	277.95	277.95	1,500.00	1,222.05	81.47
02-703-02	Hlth Dept Cleaning Contract	1,178.56	1,178.56	7,071.00	5,892.44	83.33
02-703-03	Hlth Dept Janitorial Supplies	292.88	292.88	1,800.00	1,507.12	83.73
02-703-05	Hlth Dept Pest Control	50.07	50.07	197.00	146.93	74.58
02-703-08	Hlth Dept Office Supplies	83.35	83.35	1,100.00	1,016.65	92.42
03-703-01	Library Building/Grounds Imp	4,282.41	4,282.41	500.00	(3,782.41)	(756.48)
03-703-02	Library Cleaning Contract	0.00	0.00	25,328.28	25,328.28	100.00
03-703-03	Library Janitorial Supplies	39.54	39.54	5,000.00	4,960.46	99.21
03-703-05	Library Pest Control	75.06	75.06	307.00	231.94	75.55
03-703-07	Library Building Insurance	0.00	0.00	4,336.00	4,336.00	100.00
01-704-01	Sr Citz Other Staffing	0.00	0.00	47,500.00	47,500.00	100.00
01-705-00	Sr Citz Utilities	686.84	686.84	11,000.00	10,313.16	93.76
01-705-01	Sr Citz Telephone - Landline	477.02	477.02	1,150.00	672.98	58.52
02-705-00	Hlth Dept Utilities	1,246.25	1,246.25	13,750.00	12,503.75	90.94
02-705-01	Hlth Dept Telephone - Landlir	419.73	419.73	4,800.00	4,380.27	91.26
03-705-00	Library Utilities	3,000.95	3,000.95	15,000.00	11,999.05	79.99
03-710-05	Library Expenses - Grant Stre	432.44	432.44	5,800.00	5,367.56	92.54
01-800-00	Capital Expenditures - Sr Cer	0.00	0.00	45,000.00	45,000.00	100.00
03-902-00	Arlene Cherry Library	3,842.66	3,842.66	244,988.00	241,145.34	98.43

CITY OF CABOT, ARKANSAS

Statement of Revenues & Expenditures - Sr. Cit / Health / Library Fund

2/29/2016

Budget vs Actual (Target 83.33%)

2/1/2016 2/29/2016

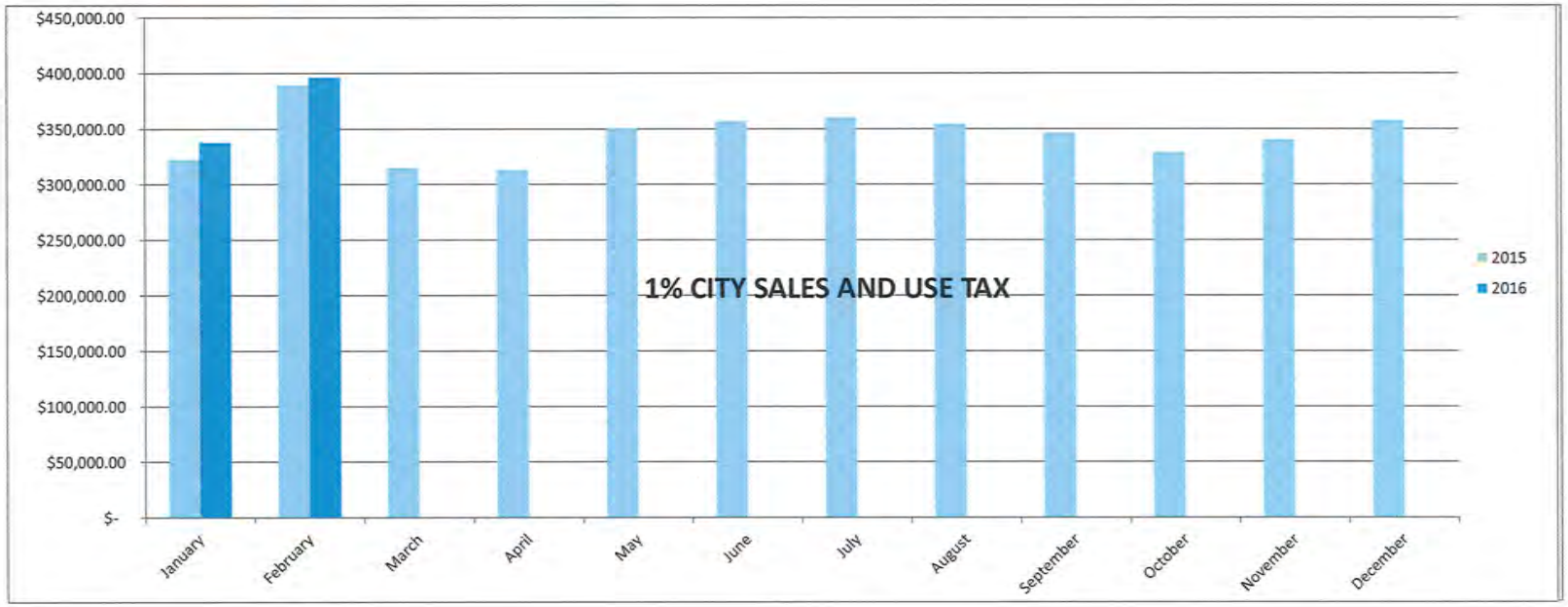
	Current Month Actual	Year to Date Actual	Annual Budget	Variance $	Variance %
Total Expenditures	$17,807.46	$17,807.46	$450,130.28	$432,322.82	96.04%
Net Excess (Deficit)	($11,210.45)	($11,210.45)	($34,058.28)	($22,847.83)	67.09%

Arlene Cherry Library

CITY OF CABOT, ARKANSAS
City Sales and Use Tax

	2015			2016			Gross Sales Tax		Sales Tax Received	
	Gross Sales Tax	Rebate Amount	Sales Tax Received	Gross Sales Tax	Rebate Amount	Sales Tax Received	$ Variance	% Variance	$ Variance	% Variance
January	$ 339,241.23	$ 16,940.76	$ 322,300.47	$ 341,764.83	$ 3,995.76	$ 337,769.07	$ 2,523.60	0.74%	$ 15,468.60	4.80%
February	396,821.15	7,623.66	389,197.49	399,453.77	3,520.83	395,932.94	$ 2,632.62	0.66%	6,735.45	1.73%
March	320,065.79	5,196.16	314,869.63							
April	328,304.84	15,376.51	312,928.33							
May	354,609.03	4,213.19	350,395.84							
June	360,792.15	3,920.43	356,871.72							
July	368,897.10	8,860.02	360,037.08							
August	361,657.12	7,207.17	354,449.95							
September	356,765.89	10,637.52	346,128.37							
October	338,436.23	9,442.63	328,993.60	-						
November	353,159.54	13,125.95	340,033.59	-						
December	369,879.64	12,375.52	357,504.12	-						
	$ 4,248,629.71	$ 114,919.52	$ 4,133,710.19	$ 741,218.60	$ 7,516.59	$ 733,702.01				
Monthly Average	$ 354,052.48	$ 9,576.63	$ 344,475.85	$ 148,243.72	$ 3,758.30	$ 366,851.01				

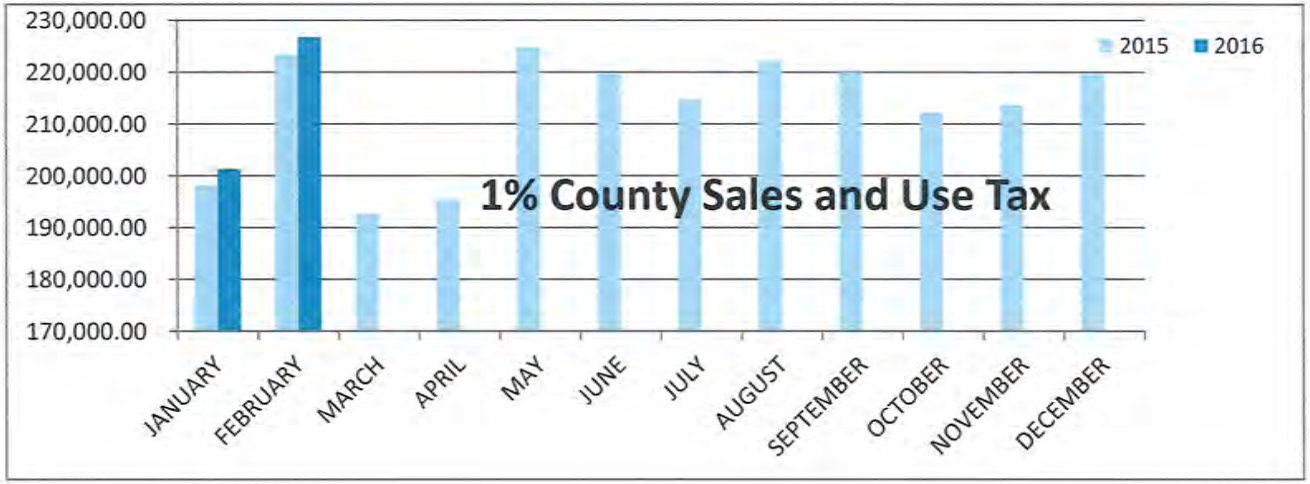
2016 YTD % Increase / (Decrease)	Gross Sales Tax	0.7005%
2016 YTD % Increase / (Decrease)	Rebate Amount	-69.4005%
2016 YTD % Increase / (Decrease)	Sales Tax Received	3.1207%



CITY OF CABOT, ARKANSAS
County Sales and Use Tax

	2013	2014	2015	2016	$ Variance	% Variance
JANUARY	191,621.61	198,200.34	198,128.07	201,446.17	3,318.10	1.67%
FEBRUARY	211,417.17	223,267.55	223,284.23	226,771.53	3,487.30	1.56%
MARCH	183,118.13	175,550.80	192,614.26			
APRIL	197,726.43	192,805.90	195,318.92			
MAY	207,033.78	218,094.74	224,743.11			
JUNE	212,722.21	208,018.96	219,589.49			
JULY	204,228.30	207,390.50	214,593.88			
AUGUST	214,639.92	202,564.53	222,122.68			
SEPTEMBER	215,479.41	197,440.65	220,037.01			
OCTOBER	216,667.49	217,914.23	212,239.01			
NOVEMBER	203,494.07	209,404.15	213,684.26			
DECEMBER	208,682.29	207,193.84	219,467.10			
	$2,466,830.81	$2,457,846.19	$2,555,822.02	$428,217.70		

YTD % Increase/(Decrease) 1.61%



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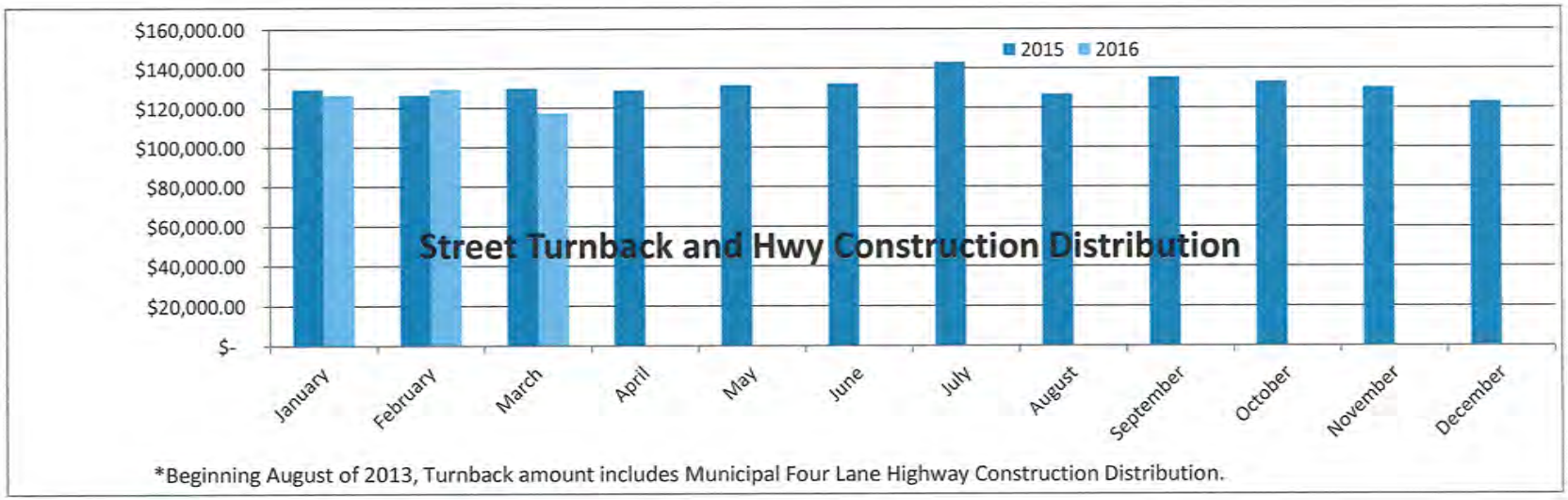
CITY OF CABOT, ARKANSAS
Street Turnback with State Hwy Construction Distribution

	2014 Street Turnback (Incldg .5)	2014 New Hwy Construction Distribution (.5)	2015 Street Turnback (Incldg .5)	2015 New Hwy Construction Distribution (.5)	2016 Street Turnback (Incldg .5)	2016 New Hwy Construction Distribution (.5)	$ Variance	% Variance
JANUARY	$ 129,797.60	$ 37,584.80	$ 129,318.30	$ 37,794.46	$ 126,478.83	$ 38,162.17	(2,839.47)	-2.20%
FEBRUARY	120,410.46	36,084.65	126,395.29	39,944.08	129,469.14	40,721.43	3,073.85	2.43%
MARCH	122,750.96	33,221.94	129,983.06	35,296.18	117,336.28	36,942.52	(12,646.78)	-9.73%
APRIL	127,701.91	37,053.30	128,807.86	37,663.18				
MAY	136,530.87	36,224.06	131,443.29	38,530.76				
JUNE	133,161.14	36,242.99	132,230.21	38,170.22				
JULY	144,584.31	37,319.98	142,981.84	37,360.22				
AUGUST*	132,232.68	36,997.33	126,821.16	39,641.90				
SEPTEMBER	133,556.46	37,904.17	135,421.40	40,742.43				
OCTOBER	136,549.50	37,497.39	133,188.96	41,177.05				
NOVEMBER	128,941.42	37,559.09	130,290.32	39,531.45				
DECEMBER	123,926.61	36,423.23	123,001.28	38,279.90				
	$ 1,570,143.92	$ 440,112.93	$ 1,569,882.97	$ 464,131.83	$ 373,284.25	$ 115,826.12		



*Beginning August of 2013, Turnback amount includes Municipal Four Lane Highway Construction Distribution.

-3.22% YTD % Increase/(Decrease)
(Includes .5% state wide
tax increase)

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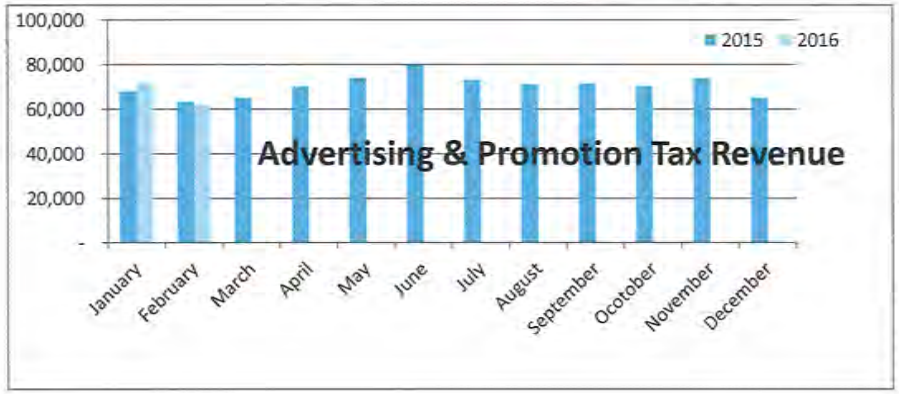
CITY OF CABOT, ARKANSAS
Advertising and Promotion Tax

	2014	2015	2016	$ Variance	% Variance
January	$ 56,692.30	$ 67,788.76	71,640.83	3,852.07	5.68%
February	58,082.09	63,233.15	61,974.01	(1,259.14)	-1.99%
March	60,936.00	65,066.57			
April	64,750.73	70,081.86			
May	65,043.03	73,938.01			
June	69,102.01	79,632.01			
July	67,415.23	73,024.65			
August	60,064.25	70,990.25			
September	70,576.03	71,359.68			
October	66,050.07	70,091.09			
November	66,167.51	73,596.44			
December	65,275.33	64,914.83			
	$ 770,154.58	$ 843,717.30	$ 133,614.84		

YTD Increase/(Decrease) 1.98%



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