

Moratorium Committee Recommendations  
Project Management Tool

Project	Project Manager	Start Date	Target Date for Completion	Council Committee	Documents Needed	Actions Required	Potential Implications	STATUS
Redefine Multifamily Unit - Anything with 4 or more units within a single development. Does it need to be 4 or more units as recommended or 6 or more or other?	Planning - Otis Spriggs, and Terry Adams - Inspections.	2/1/2014	8/1/2014	Public Works	Code of Ordinances - Chapter 117	1. Otis to rewrite ordinance based on committee recommendation, 2. Council to approve, 3. Revise fee schedule - Revenue Enhancement Committee to create category and appropriate fee	1. City Collections/Privilege Licenses - may have fees collected as a result of change, 2. Sanitation Collection - Commercial business no longer eligible for residential pick up, 3. Educational process needed to make public aware of new process - Presentations to stakeholders such as Realtors and Landlord Association, channel 24, media outlets with Press Releases.	City attorney looking at whether or not we can quit picking up trash for multifamily developemnts. Otis to have Becky pull fee information on other cities. This has to be decided with the revenue enhancement committee -
Property Management Registration Program - for properties with 36+ units within a single development; for 100+ an onsite manager required.	Quality of Life Unit - Lt. Todd Nelson, and Terry Adam from Inspections.	2/1/2014	7/1/2014	Public Safety	Resolution Needed to establish policy and procedure for this program	1. Todd to write the resolution, the policy, and the procedure for property management, 2. Council to approve.	1. Educational process needed to make public aware of new process - Presentations to stakeholders such as Realtors and Landlord Association, channel 24, media outlets with Press Releases.	Terry and Todd working on property management codes and property maintenance codes. AS of 5.16.2014 - Standards review conducted and complete, and will start doing the administrative review - how it would work; the process, etc. then they will take to committee next week and then will be done and ready to take to council.
Property Maintenance Code - Establish a committee to study and make recommendations - for ALL types of structures - residential single family, residential multifamily, and commercial	Building Inspections - Terry Adams; Quality of Life Unit - Lt. Todd Nelson	2/1/2014	7/1/2014	Public Safety	ICC International Property Maintenance Code	1. Terry and Mayor to comprise list of citizens for committee, 2. Submit to Nominations and Rules for appointments, 3. Committee to study and make recommendation for an ordinance adoption.	1. Exterior versus Interior application, 2. Educational process needed to make public aware of new process - Presentations to stakeholders such as Realtors and Landlord Association, channel 24, media outlets with Press Releases, 3. Additional training to SROs and other designated personnel.	
Impact Fees - Establish a committee to study and make recommendations	Mayor's Office - Planning & Engineering & MPO (Mayor, Craig, Otis, LM, Marsha, Heather, and Ben)	2/1/2014	As of now - done. See status notes.	Public Works and possibly Finance	Case Studies, comparables from other Arkansas cities	1. Administration to comprise list of citizens for committee, 2. Submit to Nominations and Rules for appointments, 3. Committee to study and make recommendation for an ordinance adoption	1. Evaluate application for all types of developments, 2. Educational process needed to make public aware of new process - Presentations to stakeholders such as Developers, channel 24, media outlets with Press Releases.	Need to look at 1. master plan for land/streets, 2. business license feeds, and 3. incentive packages for redevelopment of inner J'boro corridors (johnson, g street, and caraway) ... in 2014, so pushing this until these decisions are made and look into a feasibility study in 2015 - and will budget for one.
City School Systems - to be included in planning/development processes	Planning - Otis Spriggs	2/1/2014	7/1/2014	Nominations/Rules Committee	N/A	1. Re-write policies and procedures to include Superintendents or designees from city schools on Master Land Use / Master Street Plan Committees (split out to two groups), 2. Adopt a multifamily procedure for rezoning processes - so that schools are notified when multifamily developments are approved, 3. Utilize school resource officers and other personnel for training for on-site visits to multifamily units regarding property maintenance violations.	1. Coordination of impacts on school system - making schools a part of the process, 2. It is already state law to advise schools in a certain way - need to update local to match state and then adhere to, 3. Language has been written into Land Use Plan - needs to be addressed in Master Street Plan also.	Sect. 14 Planning Law outlines how the schools are to be notified. Otis to immediately start following this and making it a part of the application process to ensure that it gets done with every application. Discussed 5.16.2014 that Mayor and Todd will schedule a meeting with superintendents and school counselors to determine process of going into home and coordinating with SROs etc.
Master Land Use / Master Street Plan to be active for 2 years or less	Planning - Otis, MPO - Marsha, and Engineering - Craig; May call in PM's to advise them.	2/1/2014	Date to be set after next meeting - Mayor will attend.	Public Works	N/A	1. RE-write policy and procedure	1. Master Land Use / Master Street Plan will be active for 2 years or less making the planning process ongoing and real time.	New Chairs of each committee: Bill Hall for Land Use, Ben Owens Sr. for Street Plan. Should be done by September.

\* Revised 5.16.2014

\* Business Licenses - property owners to assess with Becky in Collector's office annually - anyone with XX doors (whether or not it is in one building or several houses). HAS to register/assess/pay business license/fee.

\* Revenue Enhancement - meeting to increase fees - need to break down by department ALL fees/revenues, and then reevaluate any revisions / increases that need to occur.

\* Impact Fees - Will need to do a feasibility study in 2015 - this year we need to look at first/Finish/Decide: 1. Master Land/Street use plan(s), 2. Business license fees for property owners/rental properties, 3. Incentive packages for redevelopment in inner J'boro, for example Johnson Avenue, G Street, and Caraway Road -

\* Commerce Drive north / south arterial - NOT "eastern bypass," Eastern Bypass will be further out and will be Nesle Road.. But will have restrictions on development around it to "prevent" sprawl - all the more reason to get redevelopment incentive package ready now in 2014.