

**CITY OF WARD
ORDINANCE NUMBER O-2025-10**

**AN ORDINANCE ESTABLISHING PROCEDURES FOR PERMITTING, REVIEW AND PLACEMENT OF
ACCESSORY DWELLING UNITS WITHIN THE CITY OF WARD;
ESTABLISHING FEES ASSOCIATED WITH SAME; AND FOR OTHER PURPOSES**

WHEREAS, the 2025 Session of the Arkansas State Legislature authorized, via Act 313, the placement of an Accessory Dwelling Unit (ABD) “By Right” on any lot or parcel that is otherwise zoned for single-family dwellings (SFDs); and,

WHEREAS, it becomes necessary for the city to ensure proper permitting, fees and review of ADUs are accomplished within the limits of Act 313.

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

SECTION 1 – PERMIT REQUIRED: All ADUs must be permitted before being built, placed, or otherwise created on a single-family dwelling lot or parcel.

SECTION 2 – SITE PLAN: A Site Plan, signed by a registered surveyor or engineer is required. The site plan must include, at minimum: lot boundaries, existing structures (primary residence and out-buildings (i.e. storage building, etc), recorded easements, rights-of-way and existing and planned utilities placement. The Site Plan will be reviewed by the city for completeness before approval.

SECTION 3 – LIMIT AND SIZE RESTRICTION: Only one (1) ADU is permitted per SFD lot or parcel and if detached from the primary structure, must not be more than 1,000 square foot of more than 75% of gross floor area of the primary structure on the lot or parcel.

SECTION 4 – SIZE AND SETBACKS: At the time of permitting, an ADU must meet the standards for setbacks, height restrictions, lot sizes, maximum lot coverage and minimum building frontages, at minimum, as outlined in the most current City of Ward zoning document and/or subdivision document(s).

SECTION 5 – UTILITY CONNECTIONS: ADUs may be tied into the primary residence water and sewer system¹; however, a separate may be added at the owner’s expense and with approval of the Ward Water and Sewer System, City of Ward. Contact First Electric for electrical connection.

SECTION 6 – FEES: The following fees are associated with ADUs.

¹ If connected according the Plumbing Code in force at the time of permitting.

1. **ADU Permit:** \$250.00²
2. **Building Permit and Inspection Fees:** As stated in City of Ward Ordinance O-2025-07, as amended.

SECTION 7 – SHORT-TERM (STR) RENTAL: ADUs may be used as a STR provide the provisions of City of Ward Ordinance O-2023-06 are followed.

SECTION 8 – APPROVAL/DISAPPROVAL:

1. **Approval:** Upon review and payment of all fees, a permit shall be issued signed by the appropriate Building Official. If the ADU is not placed on the property within 180 calendar days, the exiting permit is null and void and the request must file again paying all applicable permits and fees.
2. **Disapproval:** A letter will be issued outlining the reason(s) for disapproval signed by the appropriate Building Official.
 - a. The requestor may appeal to the Mayor within 30 calendar days citing the reason(s) for the appeal. The Mayor will review the appeal and issue a decision within 30 calendar days.
 - b. If the Mayor disapproves the ADU, the requestor may appeal to the full City Council to be placed on the agenda for the next available city council meeting. The decision of the City Council is administratively final. Any further appeals must be filed in Circuit Court.

SECTION 8 - 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.

SECTION 9 – EFFECTIVE DATE: This Ordinance is in effect 30 days after passage and proper posting or when Act 313 becomes law whichever is later.

Said Ordinance was adopted on _____.

Brooke _____, Chapman _____, Hall _____, Hefner _____, McMinn _____, Ruble _____

YEAS: _____ NAYS: _____ Mayor (if needed) _____

APPROVED:

ATTEST:

Charles Gastineau, Mayor

Krystal Rummel, City Clerk

²See City of Ward Ordinance O-2025-07