

MINUTES
WASHINGTON COUNTY PLANNING BOARD
&
ZONING BOARD OF ADJUSTMENTS
Dec 11, 2014

5:00 pm, Quorum Court Room, New Court House
280 N. College Ave.
Fayetteville, Arkansas 72701

DEVELOPMENTS REVIEWED:

ACTION TAKEN:

LAND DEVELOPMENT HEARINGS

County

a: Larry Rennie Minor Subdivision

Approved

Fayetteville Planning Area

b: Variance for Parkerman Estates Subdivision

Approved

Fayetteville Planning Area

c: Parkerman Estates Subdivision

Approved

1. ROLL CALL:

Roll call was taken. Members present include Walter Jennings, Randy Laney, Kenley Haley, Daryl Yerton (present for entire meeting via phone), and Robert Daugherty (present via phone for Item B, not present in any capacity for item C, present in person for items A and other business). Members Chuck Browning and Cheryl West were not present.

2. APPROVAL OF MINUTES: *November minutes were still being transcribed and not yet ready for approval. No minutes were approved at this meeting.*

3. APPROVAL OF THE AGENDA: *Cheryl West made a motion to approve the agenda. Walter Jennings seconded. All board members were in favor of approving. Motion passed.*

4. NEW BUSINESS

LAND DEVELOPMENT HEARINGS

Agenda items ordered changed. New order Item B, C, and A.

Fayetteville Planning Area

b. Variance for Parkerman Estates Subdivision

Variance Approval Request

Location: Section 32, Township 17 North, Range 29 West

Owner: Remington Place, Inc co.Mike Parker

Applicant: Joseph Orr / Blew & Associates

Location Address: 3090 N. Oakland Zion Road

Variance to allow the proposed cul-de-sac to exceed the maximum allowable length (1200 feet). The proposed cul-de-sac is 1328 feet.

Coordinates: Latitude: 36.10609049, Longitude: -94.09865313

Project #: 2014-232 Planner: Courtney McNair email: CMcNair@co.washington.ar.us

Fayetteville Planning Area

c. Parkerman Estates Subdivision

Preliminary Plat Approval Request

Location: Section 32, Township 17 North, Range 29 West

Owner: Remington Place, Inc co.Mike Parker

Applicant: Joseph Orr / Blew & Associates

Location Address: 3090 N. Oakland Zion Road

Approximately 15.53 acres / 10 lots (8 residential, 2 detention). Proposed Land Use: Single Family Residential

Coordinates: Latitude: 36.10609049, Longitude: -94.09865313

Project #: 2014-232 Planner: Courtney McNair email: CMcNair@co.washington.ar.us

REQUEST: The applicant is requesting Variance and Preliminary Subdivision Approval of Parkerman Estates Subdivision to create a subdivision with 10 lots (8 residential, 2 detention) on 15.53 acres. The subject property is located within Fayetteville's Planning Area.

The Variance request is to allow the east/west road terminating in a temporary cul-de-sac to be longer than allowed by Washington County Code.

CURRENT ZONING: Project lies within Washington County's Zoned area (Agricultural/Single-Family Residential 1 unit per acre). All residential lots are at least one acre in size and this proposal is in compliance with Washington County Zoning.

PLANNING AREA: This project is located within the City of Fayetteville's Planning Area. The Preliminary Plat for this project was approved by the City of Fayetteville on 10/13/14.

QUORUM COURT DISTRICT: District 15, Butch Pond.

FIRE SERVICE AREA: Goshen & Fayetteville- no comments were received from either Fire Department. Washington County Fire Marshal's office reviewed the plans and provided comments.

SCHOOL DISTRICT: Fayetteville School District

INFRASTRUCTURE: Water- Fayetteville Water Electric- Ozarks Electric
Natural Gas- SourceGas Telephone- AT&T Cable- Cox

BACKGROUND/ PROJECT SYNOPSIS:

The applicant for this project is Remington Place, Inc represented by Mike Parker. The engineer is Blew and Associates.

This Subdivision would create a subdivision with 10 lots (8 residential, 2 detention) on 15.53 acres. The subject property is located within Fayetteville's Planning Area. The Variance request is to allow the east/west road terminating in a temporary cul-de-sac to be longer than allowed by Washington County Code.

The property is located within Fayetteville's Planning Area, within the one-mile buffer. It is located east of Fayetteville's City Limits, off Oakland Zion Road WC# 83. This project has processed through Fayetteville Planning for Preliminary Subdivision Approval October 13, 2014.

Several lot splits must be approved by the City of Fayetteville and Washington County in order to bring the current property into compliance. These splits were not reviewed by either entity prior to new deeds being filed. These will be administrative approvals.

The project includes parcel 001-15653-003 and 001-15653-000. Additionally, lotsplits must be approved for parcels 001-15653-007, 001-15653-006, and 001-15653-000. A lot line adjustment with 001-15653-000

and 001-15653-004 must also be completed. These lot splits and lotline adjustments are required to process through, and be approved, by Fayetteville and the County prior to construction.

A Variance is being requested to allow the entrance street's total measured length to be longer than that allowed by Washington County Code. The proposed road length is 1,328 feet. Therefore, as currently drawn, it is longer than allowed by County Code (Code requires temporary cul-de-sac streets to not exceed 1,200 feet in length, measured to the outer edge of the turnaround from the edge of the right-of-way of the existing county road which serves as access to the land development, per Washington County Code Section 11-90(6)).

This street exceeds the allowable length in order to provide future connection to the east. This connection is a requirement by the City of Fayetteville. As staff has recommended for similar variances in the past, and with a goal of respecting the City of Fayetteville ordinance, staff recommends this variance request be approved.

There are several plat corrections and lot splits that must be completed, but the main issues regarding road width and length have been resolved.

TECHNICAL CONCERNS:

Sewer/Septic & Public Utility

There was initially some concern about the ability to place standard septic systems on each of the lots. Some adjustments were made, and all issues seem to be resolved. In the attached letter from Richard Bowen of the Health Department, he states that "all lots are suitable for standard onsite wastewater systems" with conditions. One condition states that "the final acceptance of each lot depends upon submission of an Application for Individual Sewage Disposal Permit to the local Health Unit".

All conditions are listed in the conditions section of this report.

Electric/Phone/Gas

This property is serviced by Ozarks Electric, Source Gas, AT&T, and Cox Communications. Generally any damage or relocation of utilities will be at cost to the developer.

Ozarks Electric Comments:

Ozarks Electric submitted general comments which are listed in full in the conditions section.

Additional Ozarks Electric Comments:

1. (1) 4" utility crossing 48" in depth from lot 7 to the NE corner of lot 5 and from lot 5 to the property line of lots 1 and 2.
2. Street lights installed by OECC will be at full cost to the developer.

AT&T: No comment was received from AT&T.

Cox Cable: No comment was received from Cox Cable.

SourceGas:

1. Any damage or relocation of existing facilities will be at the owner's expense.
2. Sourcegas currently has facilities in place on the West side of Oakland Zion rd. that could serve the subdivision.
3. Please apply for service by contacting my office.
4. Will be able to provide services at the proposed buildings, at no charge to the customer.
5. Will need to provide my office with specific load requirements for the equipment being installed in proposed buildings that will utilize natural gas.

Water & Fire

This property is serviced by Fayetteville Water. This project is subject to the latest design criteria of the City of Fayetteville.

The Washington County Fire Marshal's office reviewed the plat. After much discussion, the Fire Marshal is requiring that the main Fire Access Road be a minimum of 26 feet wide in order to meet AR State Fire Code. The secondary road can be a minimum of 20 feet wide in order to meet AR State Fire Code. No parking along either road is allowed and each road must be marked as such. The Fire Marshal shall inspect.

The GPM fire flow and hydrant spacing appears adequate. All curves must have a minimum 28 foot radius.

Addressing

The current barn structure located on proposed Lot 6 is listed as 3090 Oakland Zion Road. This must be shown on the plat.

A note must be added per the Subdivision Checklist that lots over one-half acre will be addressed when the home location is known.

Environmental

No stormwater permit is required by Washington County at this time; however, applicant must comply with all rules and regulations of the Arkansas Department of Environmental Quality. www.adeg.state.ar.us

Fayetteville's Preliminary Plat Approval

This project has received City of Fayetteville Preliminary Approval by the Planning Commission on 10-13-14.

Washington County Planning staff has worked closely with the City of Fayetteville Planning Staff and the Developer to insure that all regulations are properly met.

All conditions of the City of Fayetteville's approval must be completed. **(Please see attached).**

Lot Line Adjustments

Staff has not received administrative lot line adjustments/splits for the adjustments that must occur for Subdivision Plat. However, these are administrative items and staff feels that Preliminary Plat Approval can move forward. The lot line adjustments/splits must receive both City of Fayetteville and County approval prior to construction.

Road

The Washington County Road Department requires the main interior street "Parkerman Downs" to be 26 feet wide (back to back), not including parking spaces. The secondary road "Oaklawn Court" must be 20 feet wide (back to back), not including parking spaces. There shall be no designated side for on-street parking. Sixty feet of right of way must be dedicated on interior roads. At least 30 feet of ROW must be dedicated on the project side of the property along Oakland Zion Road.

Soil testing for determining street design is required.

Variance:

A Variance is being requested to allow the entrance street's total measured length to be longer than that allowed by Washington County Code. The proposed road length is 1328 feet. Therefore, as currently drawn, it is longer than allowed by County Code (Code requires temporary cul-de-sac streets to not exceed 1,200 feet in length, measured to the outer edge of the turnaround from the edge of the right-of-way of the existing county road which serves as access to the land development, per Washington County Code Section 11-90(6)).

This street exceeds the allowable length in order to provide future connection to the east. This connection

is a requirement by the City of Fayetteville. As staff has recommended for similar variances in the past, and with a goal of respecting the City of Fayetteville ordinance, staff recommends this variance request be approved.

Drainage

The County Contract Engineer, Clay Grote, has reviewed and approved the drainage report for this project.

NEIGHBOR COMMENTS:

All neighbors within 300 feet of the boundary of this property were notified by certified mail of this proposed project.

At the time of this report, staff has received no comments.

Staff will update the Planning Board at the meeting if any comments are received.

CHECKLIST:

*Please note that if an item is marked inadequate, staff will usually recommend tabling or denial of a project.

Important Information Checklist			
	Inadequate	Acceptable	Complete
City/Planning Area Issues			N/A
Planning Issues/Engineering Issues			✓
Road Issues			✓
Fire Code Issues			✓
Utility Issues			✓
Health Department Issues			✓
Other Important Issues		✓	
General Plat Checklist			
	Inadequate	Acceptable	Complete
General Information			✓
Existing Conditions		✓	
Proposed Improvements		✓	
Info to supplement plat		✓	

Checklist items to be addressed:

- (11) Existing utilities: Ownership names and dimensions on overhead and underground power and communications lines, sewers, water mains, gas mains, and other underground structures, including water wells and septic systems within the development or immediately adjacent thereto. **Water is listed as Beaver Water District. This is incorrect. This property is serviced by the City of Fayetteville Water Department**
- (16)Address numbers, OR on lots that are over one-half acre in size, add the following note to the plat:
Lots that are over one-half acre in size will need to be addressed after the home location is known.
- (19)Proposed use of all land within the development.
- Remove all signature blocks until Final Plat. The ones that were highlighted for use were highlighted for future reference.

STAFF RECOMMENDATION-VARIANCE:

Staff recommends approval of the Variance for Parkerman Estates Subdivision with the following conditions:

1. Allows the total measured length of "Parkerman Downs" to be 1328 feet in length, which is longer than that allowed by Washington County Code Section 11-90 (6) which says that temporary cul-de-sac streets are not to exceed 1,200 feet in length, measured to the outer edge of the turnaround from the edge of the right-of-way of the existing county road which serves as access to the land development.
2. We request that this note be added to the plat for future reference.

STAFF RECOMMENDATION:

Staff recommends approval of Parkerman Estates Subdivision Preliminary Plat with the following conditions:

Septic Conditions:

Please see attached letter from Richard Bowen with the Arkansas Department of Health.

1. The Arkansas Dept. of Health relied on statements and representations made in the submitted soil information, plans and specifications. In the case that any of these statements or representations are found to be incorrect, this approval may be revoked.
2. There shall be no deviation from the plans and specifications unless revised plans and specifications have been submitted for review and written consent given.
3. The individual onsite wastewater system for each lot must be located in the area specified on the submitted plat of the proposed subdivision as indicated by the soil pit location. Changes made to the location of the wastewater system will require further review and approval by the Arkansas Dept. of Health.
4. The areas of the proposed primary and secondary disposal fields must be protected during the construction of all structures, roads and the placement of service lines so as not to disturb the natural properties of the soils.
5. The final acceptance of each lot depends upon submission of an APPLICATION FOR INDIVIDUAL SEWAGE DISPOSAL PERMIT to the local Health Unit. Home construction should not be started on any lot until a permit for construction has been issued for an INDIVIDUAL SEWAGE DISPOSAL SYSTEM by the local Environmental Health Specialist.
6. Further subdivision or re-platting of any lot or lots will require the submission of soil information, plans and specifications for those lots before approval will be given for development

Utility Conditions:

1. Generally any damage or relocation of utilities will be at cost to the developer.

Ozarks Electric:

General Comments:

1. Any relocation of existing facilities will be at developer's expense. Any extension of line that has to be built specifically to feed the subdivision will be at full cost to the developer.
2. All lot corners must be marked with lot numbers clearly written on the stakes before construction will begin.
3. If off site easements are needed for Ozarks to get electricity to the development, easements must be obtained by developer and provided to Ozarks before the design will begin.

4. All conduits placed at road crossings by developer must have 48 inch of cover at final grade and marked with post to identify end of conduits. (3-4 inch schedule 40 conduits to be used for electric only at all road crossings, conduits must extend past the edge of any obstructions so that they are accessible during construction. Other utilities will require more conduits at road crossing.) There must be minimum separation of 12 inches between conduits for electric and conduits for other utilities. This is NESC code 354.
5. All conduits for road crossings and specific widths of U.E. must be shown on final plat before Ozarks Electric will sign the final plat.
6. Subdivisions will be built on Policy 45 (Ozarks will contribute up to 50% of the direct cost. The remainder of the direct cost will be paid by the Developer). There will be extra charges to the Developer when extra time and materials are used for rock trenching, boring, select material bedding, shoring, dewatering, etc.
7. Developer must provide Ozarks Electric with a Digital copy (AutoCAD 2004) of the Final plat as well as a hard copy.
8. All Utility Easements to be cleared of all trees, brush, dirt piles, buildings, and debris so that the easement is accessible with equipment. If easement is not cleared developer may be subject to extra charges.
9. Please contact Mike Phipps at (479) 684-4696 or mhipps@ozarksecc.com when construction begins on subdivision and again when construction is within three months of completion.

Additional Comments:

1. 4" utility crossing 48" in depth from lot 7 to the NE corner of lot 5 and from lot 5 to the property line of lots 1 and 2.
2. Street lights installed by OECC will be at full cost to the developer.

SourceGas:

1. Any damage or relocation of existing facilities will be at the owner's expense.
2. Sourcegas currently has facilities in place on the West side of Oakland Zion rd. that could serve the subdivision.
3. Please apply for service by contacting my office.
4. Will be able to provide services at the proposed buildings, at no charge to the customer.
5. Will need to provide my office with specific load requirements for the equipment being installed in proposed buildings that will utilize natural gas.

City of Fayetteville Water:

1. This project is subject to the latest design criteria of the City of Fayetteville.

Environmental Conditions:

1. No stormwater permit is required by Washington County at this time; however, applicant must comply with all rules and regulations of the Arkansas Department of Environmental Quality.
www.adeq.state.ar.us
2. The man made trash in the debris piles on this site must be properly disposed in a dumpster. The brush may be burned.

Washington County Road Department Conditions:

1. The main interior street "Parkerman Downs" must be 26 feet wide (back to back), not including

parking spaces

2. The secondary interior street "Oaklawn Court" must be 20 feet wide (back to back), not including parking spaces
3. There shall be no designated side for on-street parking.
4. Sixty feet of right of way must be dedicated on interior roads.
5. At least 30 feet of ROW must be dedicated on the project side of the property along Oakland Zion Road.
6. Soil testing for determining street design is required.
7. The variance being requested to allow the entrance street's total measured length to be longer than that allowed by Washington County Code must be approved.
8. Show the driveway connection for Tract 1 (from previous lot split) on the plat as it connects to the main entrance drive for this project.

Washington County Fire Marshal Conditions:

1. The main Fire Access Road "Parkerman Downs" must be a minimum of 26 feet wide in order to meet AR State Fire Code.
2. The secondary road "Oaklawn Court" must be a minimum of 20 feet wide in order to meet AR State Fire Code.
3. No parking along either road is allowed and each street must be marked as such.
4. The Fire Marshal shall inspect.
5. All curves must have a minimum 28 foot radius.

Addressing Conditions:

1. The current barn structure located on proposed Lot 6 is listed as 3090 Oakland Zion Road. This must be shown on the plat.
2. A note must be added per the Subdivision Checklist that lots over one-half acre will be addressed when the home location is known

Planning Conditions:

1. The required Lot Line Adjustments/Splits must be approved by Washington County and the City of Fayetteville before this project can begin construction.
2. Correct all remaining Subdivision Checklist Items:
 - (11) Existing utilities: Ownership names and dimensions on overhead and underground power and communications lines, sewers, water mains, gas mains, and other underground structures, including water wells and septic systems within the development or immediately adjacent thereto.
 - Water is listed as Beaver Water District. This is incorrect. This property is serviced by the City of Fayetteville Water Department
 - (16)Address numbers, OR on lots that are over one-half acre in size, add the following note to the plat:
 - Lots that are over one-half acre in size will need to be addressed after the home location is known.
 - (19)Proposed use of all land within the development.

- Remove all signature blocks until Final Plat. The ones that were highlighted for use were highlighted for future reference.

Standard Conditions:

1. Washington County will not maintain sidewalks or streetlights.
2. Washington County will not maintain common areas or park areas.
3. Pay neighbor notification mailing fees (\$55.02) within 30 days of project hearing. Any extension must be approved by the Planning Office (invoice was mailed to applicant on 12.4.14). PAID
4. Pay Engineering Fees within 30 days of project hearing. Any extension must be approved by the Planning Office. This will be calculated once all invoices are received.
5. Any work to be completed in the County Road Right-of-Way requires a permit from the Road Department prior to beginning work. The Road Department may be reached at (479) 444-1610.
6. Any further splitting or land development not considered with this approval must be reviewed by the Washington County Planning Board/Zoning Board of Adjustments.
7. Once all plat corrections have been completed, submit two corrected plats for review to the Planning Office prior to construction plan review. Please contact the City and County to determine the next steps for each entity in the construction process.
8. If you receive Preliminary approval- construction plans must be approved, bond and insurance (Washington County must be named on the insurance) must be received by the Washington County Road Department and approved by the County Attorney prior to a pre-con meeting being set up.
9. If the City wishes to hold a pre-con meeting as well, the County would prefer that we have a joint pre-con meeting.
10. Absolutely no construction may begin until the pre-construction meeting is completed and the plans have been accepted by Washington County.
11. Preliminary Plat approval is valid for 12 months from the date of approval by the Planning Board. Construction Plans must be approved and construction commenced prior to that time or you will be required to bring your project back through Preliminary Plat.

Item B Discussion and Action:

Washington County Senior Planner, Courtney McNair, presented the staff report for the variance to the board members.

*Walter Jennings made a motion to approve the **Variance for Parkerman Estates Subdivision** subject to staff recommendations Daryl Yerton seconded. Chuck Browning and Cheryl West were not present. Board Members Randy Laney, Daryl Yerton, Walter Jennings, Robert Daugherty, and Kenley Haley were in favor of approving. Motion passed.*

Item C Discussion and Action:

*Washington County Senior Planner, Courtney McNair, presented the staff report for the **Preliminary Plat of Parkerman Estates** to the board members.*

Member of the Public, Lucas Campbell had concerns about the primary road now being required to be 26' in width as opposed to the 20' width that was originally approved by the City of Fayetteville.

Courtney McNair, Washington County Senior Planner, stated that the reason for the 26' width was due to State Fire Code requirements.

Mr. Campbell asked if there was any possibility of a variance (to allow for a smaller street). Randy Laney, Planning Board Chairman, stated that we do not entertain variances to the State Fire Code.

George Butler, Washington County Attorney, stated that the County has jurisdiction over County Roads.

Public Comments Closed.

Walter Jennings made a motion to approve the **Parkerman Estates Subdivision** subject to staff recommendations Kenley Haley seconded. Chuck Browning, Robert Daugherty, and Cheryl West were not present. Board Members Randy Laney, Walter Jennings, Daryl Yerton, and Kenley Haley were in favor of approving. Motion passed.

County

a. Larry Rennie Minor Subdivision

Preliminary and Final Plat Approval Request

Location: Section 05, Township 13 North, Range 30 West

Owner: Larry and Margaret Rennie

Applicant: Alan Reid & Associates

Location Address: 18628 Bethlehem Road, Winslow

Approximately 12.19 / 4 lots. Proposed Land Use: Single Family Residential

Coordinates: Latitude: 35.82765960, Longitude: -94.19839217

Project #: 2014-231 Planner: Courtney McNair email: CMcNair@co.washington.ar.us

REQUEST: Larry Rennie Minor Subdivision is requesting Preliminary and Final Minor Subdivision Plat approval to create a four-lot Minor Subdivision from two existing parcels. All lots are at least 1 acre in size:

The subdivision proposes to split four lots from 12.19 acres (two existing parcels). The resulting acreages would be:

- Lot 1, 1.0 acres
- Lot 2, 7.78 acres
- Lot 3, 1.16 acres
- Lot 4, 1.24 acres

CURRENT ZONING: Project lies within the County Zoned area (Agricultural/Single-Family Residential 1 unit per acre). The proposed project meets the current zoning requirements.

PLANNING AREA: This project is not located within a Planning Area; it is located solely within the County's jurisdiction.

QUORUM COURT DISTRICT: District 14, Ann Harbison

FIRE SERVICE AREA: Boston Mt VFD- did not submit comments on this project, and Dennis Ledbetter, Washington County Fire Marshal does not review projects with four (4) lots or less.

SCHOOL DISTRICT: West Fork-commented they had no opposition to this proposal.

INFRASTRUCTURE: Water- Washington Water Authority Electric- Ozarks Electric
Natural Gas- N/A Telephone- Windstream Communications Cable- N/A

BACKGROUND/ PROJECT SYNOPSIS:

Larry Rennie Minor Subdivision is requesting Preliminary and Final Minor Subdivision Plat approval to create a four-lot Minor Subdivision from two existing parcels. All lots are at least 1 acre in size: The subdivision proposes to split four lots from 12.19 acres (two existing parcels). The resulting acreages would be:

- Lot 1, 1.0 acres
- Lot 2, 7.78 acres
- Lot 3, 1.16 acres
- Lot 4, 1.24 acres

There are four existing residences on this property. Each residence is proposed to be split with a lot (so, one residence per proposed lot)

This project is being processed as a Minor Subdivision due to the amount of past splits on the parent parcel.

Only minor plat corrections remain.

TECHNICAL CONCERNS:

Sewer/Septic

All four residences have an existing septic system. The applicant provided three of the four permits. The fourth permit was older and unable to be located. In order to insure that all of the systems were operating correctly, the Health Department requested an inspection be completed. All systems were found to have no signs of malfunction.

Electric/Phone/Gas

Generally, any damage or relocation of utilities will be at the expense of the owner/applicant.

Ozark Electric Comments:

- Relocation of OECC facilities will be at the developer's expense.
- Need to show 30' UE for all overhead power lines 7.2 KV and above.-**This is now shown on the plat.**

Water

Washington Water Authority services this parcel. They submitted comments regarding the existing meters on the property.

1. Water meter shown on Lot 1 is really a double. One of those meters currently serves 18602. The other serves 18628 on Lot 3. Please indicate an easement for this service line or place a note granting a private easement to Lot 3. - **This is now shown on the plat.**
2. There are 2 meters on Lot 4, one of which serves 18744 on Lot 2. Please indicate an easement for this service line or place a note granting a private utility easement to Lot 2.- **This is now shown on the plat.**
3. Any further subdivision of these tracts may require a water main extension or an upgrade of the existing mains in this area.
4. Label all setbacks and utility easements.

Addressing

All residences are existing and have addresses.

Environmental

No stormwater permit is required by Washington County at this time; however, applicant must comply with all rules and regulations of the Arkansas Department of Environmental Quality. www.adeq.state.ar.us

Road

This project accesses off Bethlehem Road, WC 237. Lots 1, 2, and 4 have direct frontage onto this road. Lot 3 is proposed to be accessed by an access and utility easement. The width is not called out on the plat. This must be shown and must be a minimum of 30' in width.

All of the residences have existing driveways.

Include the right of way width for Bethlehem Road, WC 237; add all the required information for the adjacent Sycamore Farm Road WC#4269.

NEIGHBOR COMMENTS:

All neighbors within 300 feet of the boundary of this property were notified by certified mail of this proposed project.

One neighbor called with questions. The questions were answered by staff and the applicant.

Staff will update the Planning Board at the meeting if any additional comments are received.

CHECKLIST:

*Please note that if an item is marked inadequate, staff will usually recommend tabling or denial of a project.

Important Information Checklist			
	Inadequate	Acceptable	Complete
City/Planning Area Issues			N/A
Planning Issues/Engineering Issues		x	
Road Issues		x	
Fire Code Issues			x
Utility Issues			x
Health Department Issues			x
Other Important Issues			x
General Plat Checklist			
	Inadequate	Acceptable	Complete
General Information			x
Existing Conditions		x	
Proposed Improvements			x
Info to supplement plat			x

STAFF RECOMMENDATION:

Staff recommends the approval of Larry Rennie Minor Subdivision with the following conditions:

Utility Conditions:

1. Generally, any damage or relocation of utilities will be at the expense of the owner/applicant
2. **Ozark Electric Comments:**
 - a. Relocation of OECC facilities will be at the developer's expense.
3. **Washington Water Authority Conditions:**
 - a. Water meter shown on Lot 1 is really a double. One of those meters currently serves 18602. The other serves 18628 on Lot 3. Please indicate an easement for this service line or place a note granting a private easement to Lot 3. - This is now shown on the plat.
 - b. There are 2 meters on Lot 4, one of which serves 18744 on Lot 2. Please indicate an easement for this service line or place a note granting a private utility easement to Lot 2.- This is now shown on the plat.
 - c. Any further subdivision of these tracts may require a water main extension or an upgrade of the existing mains in this area.
 - d. Label all setbacks and utility easements.

Road Conditions:

1. The width of the access/utility easement servicing Lot 3 is not called out on the plat. This must be shown and must be a minimum of 30' in width.
2. Include the right of way width for Bethlehem Road, WC 237
3. Add all the required information for the adjacent Sycamore Farm Road WC#4269.

Environmental Conditions:

1. No stormwater permit will be required by Washington County; however, the applicant must comply with all rules and regulations of the Arkansas Department of Environmental Quality (ADEQ).

Standard Conditions:

1. Pay neighbor notification mailing fees (\$27.51) within 30 days of project hearing. Any extension must be approved by the Planning Office. Invoice was emailed to the applicant on 12/4/14.
2. Correct two remaining Checklist items.
 - Names of adjacent land developments and ownership of adjacent property including corresponding deed book and page number. Include parcel numbers.
 - Soil analysis: The developer shall indicate the types of soil found in the plat area according to the USDA Soil Conservation Service.
3. There is an erroneous note "0.97 acres, 42264.8 sq.ft." on the top left of the plat. This must be removed.
4. The survey description acreage only includes one of the parent parcels. As there are two parent parcels, both must be described.
5. Any further splitting or land development not considered with this approval must be reviewed by the Washington County Planning Board/Zoning Board of Adjustments.
6. Have all signature blocks signed on 11 Final Plats - 2 for filing in the Circuit Clerk's office, 7 for the County Planning office, remainder for the developer. The Circuit Clerk is not accepting plats over 18" x 24" in size.

No Public comments.

Public Comments closed.

*Kenley Haley made a motion to approve the **Larry Rennie Minor Subdivision** subject to staff recommendations; Daryl Yerton seconded. Chuck Browning and Cheryl West were not present. Board Members Randy Laney, Daryl Yerton, Walter Jennings, Robert Daugherty, and Kenley Haley were in favor of approving. Motion passed.*

5. Other Business

- Discussion of Current Development and Planning Department Activities.
- Reminder of upcoming regular Planning Board meetings **January 8, 2015 and February 5, 2015.**
- George Butler is retiring December 31, 2014. The Planning Department would like to extend a special thank you to him for his help and support throughout the years.
- Introduction of new Planner, Nathan Crouch.
- Updates on various appeal projects:
 - East Prairie Grove Tower CUP (pending in Federal Appeals Court).
 - Eastern Park CUP (approved by QC November 13)

- Baldwin Cell Tower CUP (appeal filed in November- appeal dates TBA soon)
- Rich Red Dirt CUP (appeal filed on December 5- appeal dates TBA soon)
- Any other Planning Department or Planning Board business.

6. Old Business

7. Adjourn

*Randy Laney moved to adjourn. Daryl Yerton seconded. Motion passed.
All Board members were in favor of approving.*

Planning Board adjourned.

Minutes submitted by: Phuong Pham

Approved by the Planning Board on:

_____ Date: _____
Randy Laney, Planning Board Chairman

DRAFT