

**MINUTES
WASHINGTON COUNTY PLANNING BOARD
&
ZONING BOARD OF ADJUSTMENTS**

Apr 02, 2015

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: Wedington Woods Unit 1, Lot 110 & 113 Replat

Approved

County

b: Sims Minor Subdivision

Approved

CONDITIONAL USE PERMIT HEARING

County

c: EMS Expansion CUP

Approved

LAND DEVELOPMENT HEARINGS

County

d: EMS Expansion LSD

Approved

County

e: Saddlebock Brewery Expansion LSD

Tabled

CONDITIONAL USE PERMIT HEARING

County

**f: Summers Missionary Baptist Church CUP Youth Center/Gymnasium
(To be tabled at the request of the applicant)**

Tabled

LAND DEVELOPMENT HEARINGS

County

**g: Summers Missionary Baptist Church LSD Youth Center/Gymnasium
(To be tabled at the request of the applicant)**

Tabled

1. ROLL CALL:

Roll call was taken. Members present include Robert Daugherty, Daryl Yerton, Randy Laney, Walter Jennings, and Kenley Haley. Chuck Browning and Cheryl West were not present.

2. APPROVAL OF MINUTES: *Kenley Haley made a motion to approve the minutes of March 12, 2015. Walter Jennings seconded. All board members present were in favor of approving. Motion passed.*

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

4. NEW BUSINESS

LAND DEVELOPMENT HEARINGS

County

a. Wedington Woods Unit 1 Lot 110&113 Replat

Preliminary and Final Plat Approval Request

Location: Section 05, Township 16 North, Range 31 West

Owners: Alan Dorey

Applicant: Blew & Associates

Location Address: 13601 Redbud Dr

Approximately 26.71 acres / 3 lots. Proposed Land Use: Single Family Residential

Coordinates: Latitude: 36.08739505, Longitude: -94.29315015

Project #: 2015-047 Planner: Nathan Crouch email: NCrouch@co.washington.ar.us

REQUEST: Heath Myers (Blew & Associates) is requesting Minor Subdivision Replat approval.

This minor subdivision involves three existing parcels:

- Existing Wedington Woods subdivision parcel, Lot 110 at 2.01 acres,
- Existing Wedington Woods subdivision parcel, Part of Lot 113 at 0.64 acres.
- Unplatted parcel # 001-11543-001, at approximately 24.1 acres.

The request is to adjust parcel # 001-11543-001 into the two existing Wedington Woods Subdivision parcels (ultimately eliminating the previously unplatted parcel).

The resulting configuration is two proposed Tracts:

- Lot 110 / Tract 1 (proposed acreage): 4.02 acres
- Lot 113 / Tract 2 (proposed acreage): 22.70

CURRENT ZONING: Project lies within the County Zoned area (Agricultural/Single-Family Residential 1 unit per acre).

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

QUORUM COURT DISTRICT: District 7, Rick Cochran.

FIRE SERVICE AREA: Wedington-no comments were received from Wedington Fire Department, and Dennis Ledbetter, Washington County Fire Marshal does not review Minor Subdivisions (4 lots or less).

SCHOOL DISTRICT: Farmington

INFRASTRUCTURE: **Water**– Washington Water Authority **Electric**- Ozarks Electric **Natural Gas**– None **Telephone**- AT&T **Cable**- Cox

BACKGROUND/ PROJECT SYNOPSIS:

The property owner is Alan Dorey, and the applicant is Heath Myers of Blew & Associates. The surveyor is Buckley Blew of Blew & Associates Civil Engineers & Land Surveyors. The applicant is requesting to divide a 24.1 acre (unplatted) parcel, and add the two resulting pieces to two (platted) parcels in the Wedington Woods Unit 1 Subdivision. There is a house, detached garage, and a workshop on Lot 110. There are no structures on Lot 113 or the unplatted parcel at this time.

Lots 110 and 113 are located off Redbud Drive WC2156, in the Wedington Woods Subdivision. Unplatted Parcel # 001-11543-001 is physically located behind Lots 110 and 113 (see Plat attachment, A-5).

This proposed property division / lot line adjustment could not be processed administratively due to two of the lot's location within the existing platted Wedington Woods Subdivision.

The requested land development split / adjustment must therefore process as a minor subdivision replat. This action will create two larger tracts within the subdivision, with adequate road frontage to meet subdivision requirements of 75' minimum.

- **Tract 1** – 4.02 acres / 175.08' road frontage onto Redbud Drive, WC 2156.
- **Tract 2** – 22.7 acres / 164.00' road frontage onto Redbud Drive, WC 2156.

The main issue with this project is its location within the Wedington Woods Subdivision.

TECHNICAL CONCERNS:

Sewer/Septic

ADH has asked that a Designated Representative certify the existing septic system is functioning on lot 110.

A letter of intent signed by the seller, Alan Dorey, and the buyer, Jonathan Green, certifies that neither party has the intention of installing a septic system on proposed tract 2. Melissa Wonnacott from Arkansas Dept. of Health says we can exempt proposed tract 2 from soil work, based on size. If it is sold in the future, they must do soil work before sale, per County ordinance.

Electric/Phone/Gas

Any damage or relocation of utilities will be at the expense of the owner/applicant.
No additional comments received.

Water

Washington Water Authority has a 3" water line located on the south side of Redbud Drive, WC 2156.

Addressing

No comments received.

Environmental

There is no stormwater permit required by Washington County at this time; however, the applicant must comply with all rules and regulations of the Arkansas Department of Environmental Quality (ADEQ).

Road

Any work done in the County road right of way requires a permit from the road department. Any tile that may be installed will need to be sized by the road department.

SITE VISIT:

A site visit was conducted by planning staff on March 25, 2015. Please see attached pictures of road access. (see sight distance photos, page A-6, and proximity photos, page A-7)

NEIGHBOR COMMENTS:

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

Planning staff was approached by one neighbor during the site visit (3-25-15). The neighbor spoke favorably of the project, after having read about it in the neighbor notification info. He expressed concern over the possibility of a home being built on tract 2 (Lot 113, adjacent to his property), and mentioned that as long as a home wasn't built at that location, he was in favor of this replat project.

No other neighbor comments have been received.

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.

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

STAFF RECOMMENDATION:

Staff recommends Preliminary and Final Plat Minor Subdivision Replat approval of Wedington Woods Unit 1 Lots 110 & 113 Replat, with the following conditions:

Septic/Utility Conditions:

1. The existing septic system on lot 110 must be certified by a Designated Representative of the Arkansas Health Department (ADH), to ensure it is in proper working order. Staff will not sign the final plat until this certification is received.
~~ADH DR Rebecca Corbitt will conduct a site visit to certify the existing system on Lot 110 (installed in 1995) on Friday, 4-3-15, or Monday, 4-6-15, as per conversation with Heath Myers (Blew & Associates). The system was certified on 4-2-15. Planning staff received the report at 4:02 pm.~~
2. Any damage or relocation of utilities will be at the expense of the owner/applicant.

Road Department Conditions:

1. If a driveway tile is needed, contact the Road Dept to size.

Environmental Conditions:

1. At this time, no stormwater permit is 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 (\$91.77) within 30 days of project hearing. Any extension must be approved by the Planning Office (invoice was emailed to applicant on 3/27/15).
2. Any work to be completed in the County Road Right-of-Way requires a permit from the Road Department prior to beginning work. Any tile that may be needed must be sized by the Road Department. The Road Department may be reached at (479) 444-1610.

3. Any further splitting or land development not considered with this approval must be reviewed by the Washington County Planning Board/Zoning Board of Adjustments.
4. Lots that are over one-half acre in size will need to be addressed after the home location is known.
5. All general plat checklist items must be corrected: **Utility Easements signature block should be added.**
6. Once all plat corrections have been completed, submit corrected plat for review prior to obtaining signatures.
7. 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.

Washington County Planner, Nathan Crouch, presented the staff report for the board members.

No Public comments.

Public Comments Closed.

Kenley Haley made a motion to approve the **Wedington Woods Unit 1, Lot 110 & 113 Replat** subject to staff recommendations, Daryl Yerton seconded. Chuck Browning and Cheryl West were not present. Board Members Randy Laney, Walter Jennings, Daryl Yerton, Robert Daugherty, and Kenley Haley were in favor of approving. Motion passed.

County

b. Sims Minor Subdivision

Preliminary and Final Plat Approval Request

Location: Section 32, Township 16 North, Range 32 West

Owners: Melissa Sims

Applicant: Blew & Associates

Location Address: 13472 Bethel Blacktop Rd.

Approximately 32.05 / 4 lots. Proposed Land Use: Single Family Residential

Coordinates: Latitude: 36.02710992, Longitude: -94.29298779

Project #: 2015-048 Planner: Nathan Crouch email: NCrouch@co.washington.ar.us

REQUEST: Tom Sims is requesting Minor Subdivision Preliminary and Final Plat approval to divide one parcel into four lots. The existing parcel has one residential structure, two barns, and a portable shed.

CURRENT ZONING: Project lies within the County Zoned area (Agricultural/Single-Family Residential 1 unit per acre).

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

QUORUM COURT DISTRICT: District 7, Rick Cochran.

FIRE SERVICE AREA: **Prairie Grove** - no comments were received from Prairie Grove Fire Department, and Dennis Ledbetter, Washington County Fire Marshal, does not review Minor Subdivisions (4 lots or less).

SCHOOL DISTRICT: Farmington

INFRASTRUCTURE: **Water**– Washington Water Authority **Electric**- Ozarks Electric **Natural Gas**– Source Gas **Telephone**- Prairie Grove Telephone **Cable**- Cox

BACKGROUND/ PROJECT SYNOPSIS:

The property owners and applicants are Tom and Melissa Sims. The surveyor is Buckley Blew of Blew & Associates Civil Engineers and Land Surveyors. The applicants are requesting to divide a 32.05 acre parcel into four tracts. There is a house, two barns, two sheds, and a portable shed on tract 2 at this time.

The parent parcel, # 001-12418-000 is located between Bethel Blacktop Road, WC 62 and Jack McClure Road, WC 625. Farmington's Planning Area is located directly to the East, within 200 feet of the parent parcel. (See Plat attachment, page B-5, and Site Map, page B-6)

This proposed property division could not be processed administratively due to the number of lots being produced (4 lots = Minor Subdivision), and the creation of multiple lots under 5 acres.

- Parent Parcel- 32.05 acres
 - 1) Tract 1- 26.28 acres
 - 2) Tract 2- 2.0 acres
 - 3) Tract 3- 2.0 acres
 - 4) Tract 4- 1.77 acres

The requested split must therefore process as a minor subdivision. This Minor Subdivision will create four tracts with adequate road frontage to meet subdivision requirements of 75' minimum. (See Plat attachment, page B-6)

- **Tract 1** – 26.28 acres / 598' road frontage onto Bethel Blacktop Road, WC 62.
- **Tract 2** – 2.0 acres / 175' road frontage onto Bethel Blacktop Road, WC 62.
- **Tract 3** – 2.0 acres / 175' road frontage onto Bethel Blacktop Road, WC 62.
- **Tract 4** – 1.77 acres / 153' road frontage onto Jack McClure Road, WC 625

The main issue with this project is lack of soil work submitted for review at this time.

TECHNICAL CONCERNS:

Sewer/Septic

No soil work has been submitted yet, although the developer has stated they will submit it prior to Thursday's Planning Board meeting.

Melissa Wonnacott-Center, Arkansas Department of Health, stated that this project must go through ADH engineering for full subdivision review as per ADH rules. Planning will not proceed with final plat approval until we receive ADH approval.

Electric/Phone/Gas

No comments received.

Water

All comments have been addressed adequately.

Addressing

No comments received.

Environmental

There is no stormwater permit required by Washington County at this time; however, the applicant must comply with all rules and regulations of the Arkansas Department of Environmental Quality (ADEQ).

Road

Dedicate 30' Right-of-Way from center of Jack McClure Road, WC 625 for the length of the property (This is shown. The 60' ROW statement needs to be removed, and dimension 30' on their side of the road, on the plat).

SITE VISIT:

A site visit was conducted by planning staff on March 23, 2015. Please see attached pictures of road access. (Sight distance, page B-7, and Site Character, page B-8)

NEIGHBOR COMMENTS:

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

One neighbor returned his notification and had simply checked the box next to "In Favor", and nothing else.

Another neighbor checked "In Favor", but also expressed in the Comment section that she is concerned about the condition of Jack McClure Road. She says it is listed in "Fair Condition" in her neighbor notification, but that it is not adequately maintained. She says Jack McClure Road is one of the busiest roads in the area, and there are constantly pot holes and virtually no gravel. And that increased housing will increase traffic, causing even more deterioration of that road.

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			✓
Road Issues		X	
Fire Code Issues			✓
Utility Issues		X	
Health Department Issues	X		
Other Important Issues		X	
General Plat Checklist			
	Inadequate	Acceptable	Complete
General Information			✓
Existing Conditions		X	
Proposed Improvements		X	
Info to supplement plat			✓

STAFF RECOMMENDATION:

If soil work for all lots is received prior to the Planning Board meeting, and found to be adequate, then staff recommends Preliminary and Final Plat Minor Subdivision approval of Sims Minor Subdivision with the following conditions:

Utility Conditions/Road Conditions:

1. Any damage or relocation of utilities will be at the expense of the owner/applicant.
2. Dedicate 30' Right-of-Way from center of Jack McClure Road, WC 625 for the length of the property (The 60' ROW statement needs to be removed, and dimension 30' on their side of the road, on the plat).

Environmental Conditions:

1. At this time, no stormwater permit is required by Washington County; however, the applicant must comply with all rules and regulations of the Arkansas Department of Environmental Quality (ADEQ).

Septic Conditions:

1. ~~Submit soil work for Tracts 1, 3, 4.~~ **Tract numbers have changed. The soil work submitted on 4-1-15 is adequate for the current proposal. If the property owner intends to make any more splits in the future, it will be required to go through Minor Subdivision Replat review, including soil work.**
2. The septic system(s) must be approved by the Arkansas Health Department (ADH), installed, and then inspected by ADH prior to occupation of the residence(s).
3. Submit ADH Engineering approval for subdivision (prior to signing of the plat).

Standard Conditions:

1. Pay neighbor notification mailing fees (\$71.82) within 30 days of project hearing. Any extension must be approved by the Planning Office (invoice was emailed to applicant on (3/27/15).
2. Any work to be completed in the County Road Right-of-Way requires a permit from the Road Department prior to beginning work. Any tile that may be needed must be sized by the Road Department. The Road Department may be reached at (479) 444-1610.
3. Any further splitting or land development not considered with this approval must be reviewed by the Washington County Planning Board/Zoning Board of Adjustments.
4. Lots that are over one-half acre in size will need to be addressed after the home location is known.
5. All general plat checklist items must be corrected: **Utility Easements Signature Block, and Covenants & Restrictions Signature Block are missing.**
6. Once all plat corrections have been completed, submit corrected plat for review prior to obtaining signatures.
7. 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.

Washington County Planner, Nathan Crouch, presented the staff report for the board members.

No Public comments.

Public Comments Closed.

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

CONDITIONAL USE PERMIT HEARING

County

c. EMS Expansion CUP

Conditional Use Permit Approval Request

Location: Section 21, Township 14 North, Range 33 West

Owner: Dennis and Marilyn Miles

Applicant: Coyle Enterprises

Location Address: 16088 S Hwy 59.

Approximately 3.67 acres / 1 lot. Proposed Land Use: Expansion of Electronic Manufacturing Solutions Business

Coordinates: Latitude: 35.87824963, Longitude: -94.48665804

Project #: 2015-049 Planner: Courtney McNair email: CMcNair@co.washington.ar.us

REQUEST: Conditional Use Permit approval to allow the expansion of a previously approved manufacturing business a parcel of land that is approximately 3.67 acres in size. This project must also receive Large Scale Development approval as it is located on a parcel larger than one (1) acre.

CURRENT ZONING: Project lies within the County Zoned area (Agriculture/Single-Family Residential 1 unit per acre), and CUP 2011-064

PLANNING AREA: This project is located solely in the County

QUORUM COURT DISTRICT: District 10, Rick Cochran **FIRE SERVICE AREA:** Morrow
SCHOOL DISTRICT: Lincoln

INFRASTRUCTURE: Water-Lincoln Electric-Ozarks Electric Natural Gas-NA Telephone-Prairie Grove Telephone Cable- NA

BACKGROUND/ PROJECT SYNOPSIS:

The owners/applicants of this property are Harold Dennis and Marilyn Miles. The contractor is Jerry Coyle. This property is located at 16088 S. Hwy. 59, Lincoln, AR 72744.

EMS (Electronic Manufacturing Solutions) Expansion is requesting Conditional Use Permit approval to allow an expansion of the Electronic Manufacturing Solutions, Inc. Addition (CUP 2011-064) that received a Conditional Use Permit in June 2011 to allow an additional manufacturing building (60' x 100') on a property zoned Agricultural or Single-Family Residential. There was an existing building (the office building) on the site as well that is used by the business.

With this proposed expansion, the applicant is requesting to add three new buildings (attached to the existing building via breeze-way and courtyard), an approximately 3200 sq ft parking addition, and relocate the existing office building. A 1200 sq ft storage addition is also proposed on the west side of the building.

The three proposed building additions are:

- 1896.5 sq ft metal building (to be placed where the office is located currently)
- 9460 sq ft metal building,
- 1762 sq ft wood frame building (the existing office will be relocated to attach to the end of this proposed building).

The septic system has been redesigned and will be relocated from the original septic area to the expanded LSD site. The property was split to allow the business to be on one parcel (one acre) in 2011. With this expansion, the property proposes a lotline adjustment to increase the business property to 3.67 acres and therefore, the project will require a Large Scale Development. (The lotline adjustment has been submitted for administrative review).

According to the owner, the employees that are located at their Lincoln building (9) will be relocated to the proposed expansion, and an additional 10 employees are expected over the next few years for a total of approximately 40 employees. Truck traffic (for deliveries/pick up) is not expected to increase. Security lighting is proposed, but the location is not known at this time. Hours of operation and signage will remain as they are currently.

TECHNICAL CONCERNS:

Water/Plumbing/Fire Issues:

Lincoln water services this property. Lincoln will inspect the plumbing.

There is an existing 4 inch water line in this area. It is not large enough to support a fire hydrant.

Based on the available tanker support from responding and secondary fire departments, the Fire Marshal feels that there will be enough water available without a hydrant or other water source (such as an underground storage tank).

The Fire Marshal has comments regarding the building. He required that emergency and exit lights be shown at the fire exits, appropriate landings be located outside of the fire exit areas, fire lane to be shown, details about the fire wall and exterior exits to be included, and generally that the building be in compliance with AR State Fire Code. Most of the comments have been addressed with the revised plans. The building must be constructed generally to plan. There does need to be discussion about the continued use of a residential stove in the employee break area. The applicant should contact the Fire Marshal to discuss prior to construction of that portion. Planning staff will accept the decision made by the Fire Marshal. **The Fire Marshal will inspect all requirements for the building and driveway prior to the building being occupied.**

Septic:

The septic system has been redesigned and will be relocated from the original septic area to the expanded LSD site. This has been approved by the Health Department and the primary and alternate areas are shown on the plans.

Electric/Gas/Cable/Phone:

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

Roads/Sight Visibility/Ingress-Egress/Parking:

This property accesses onto State Highway 59. Repairs were completed to the bottom of the driveway with a permit from the state at the time of CUP 2011-064. No further improvements are necessary.

Drainage:

The Washington County Contract Engineer requires more information on the Drainage Report. **Staff will update you at the meeting.**

Environmental Concerns:

At this time, no stormwater permit is required by Washington County at this time; however, an Industrial Stormwater Permit is required by ADEQ. Records from 2011 indicate the applicant had submitted paperwork and fees to ADEQ for this permit. According to ADEQ, the permit has been updated to reflect changes. A copy of the approved permit has been provided to Washington County Planning for record. The applicant has supplied documentation addressing disposal of solid waste, wash water, and chemicals.

COMPATIBILITY CONCERNS:

Surrounding Uses:

The surrounding uses are single family residential and agricultural. The site has an existing manufacturing business already located on site.

County's Land Use Plan (written document):

According to the County's Land Use Plan,

“SECTION III. PHYSICAL DEVELOPMENT

A. LAND USE CONSIDERATIONS

4. INDUSTRIAL

The chief goals for industrial development are:

1. Provision of sites which are located adjacent to major thoroughfares or other adequate transportation facilities; **This is located off of a State Highway.**

2. Allocate land in sufficient quantity, where infrastructure exists, or will exist, so that industrial growth can be accommodated to benefit both industry, and the county. This will ensure that industrial land is protected from encroachment by non-industrial uses; and, **There is already an existing manufacturing business on this site.**
3. Provide for ample utilities and services to support industrial development. **All utilities can provide for the needs of this proposed project.**

These goals can be achieved through the following operations:

4. Adopt development regulations and standards to provide for quality development;
5. Identify suitable land for reservation of future industrial growth;
6. Provide adequate services, utilities and accessibility; **Accessibility was addressed at the previous CUP project.**
7. Insulate industrial sites from other activities by location or buffers; and, **The proposed building is located on the top of the ridge and is not highly visible from neighboring properties. The slope of the land provides a natural "buffer".**
8. Require provision of ample off-street parking and loading space. **The parking will be off of the highway and improvements have been made to allow larger vehicles to go up the driveway for fire safety and delivery of goods.**

Future Land Use Plan

This area of the county does not have an approved Land Use Plan. The zoning in this area is for Single-family Residential or Agricultural uses. This proposal is neither of those, but it is being developed on a property where another manufacturing business already exists.

Staff feels this proposal is compatible because the site has an existing manufacturing business, it is located on the ridge and barely visible from surrounding properties, truck traffic is relatively low, and staff does not feel safety is a concern with the previous improvements made to the driveway. The noise generated is minimal and should not impact the neighboring properties.

NEIGHBOR COMMENTS/CONCERNS:

All neighbors within 300 feet of the boundary of this property were notified by certified mail of this proposed project. No comments have been received.

Staff will update the Planning Board Members if any comments are submitted at the Planning Board Meeting.

STAFF RECOMMENDATION: Staff recommends approval of the proposed EMS (Electronic Manufacturing Solutions) Expansion Conditional Use Permit with the following conditions:

Water/Plumbing/Fire Conditions:

1. Lincoln will inspect the plumbing.
2. There does need to be discussion about the continued use of a residential stove in the employee break area. The applicant should contact the Fire Marshal to discuss prior to construction of that portion. Planning staff will accept the decision made by the Fire Marshal.
3. **The Fire Marshal will inspect all requirements for the building and driveway prior to the building being occupied.**

Septic Conditions:

1. The septic system must be installed, then inspected and approved by the Health Department prior to the building being occupied.
2. No parking is allowed on any portion of the septic system including the alternate area. (No overflow parking either).

Environmental Conditions:

1. At this time, no stormwater permit is required by Washington County at this time; however, an Industrial Stormwater Permit is required by ADEQ. Records from 2011 indicate the applicant had submitted paperwork and fees to ADEQ for this permit. According to ADEQ, the permit has been updated to reflect the proposed changes. A copy of the approved permit has been provided to Washington County Planning for record.
2. The applicant has supplied documentation addressing disposal of solid waste, wash water, and chemicals.
3. If the type or amount of the hazardous material changes, the applicant must inform the Planning Office so that it can be determined if additional review is needed.

Utility Conditions:

1. Any damage or relocation of utilities will be at the expense of the owner/applicant.

General Conditions:

1. Any outdoor lighting must be shielded from neighboring properties. Any lighting must be indirect and not cause disturbance to drivers or neighbors. All security lighting must be shielded appropriately.
2. A lotline adjustment is required to be completed (this has been submitted for review). It must be filed with the Circuit Clerk once Planning has processed the adjustment. Only the fee remains to be paid (\$25.00).
3. Any future expansion/division not covered under this CUP must come back for additional approval.
4. Approximately 40 employees.
5. Only the uses proposed are allowed; no additional uses unless additional review takes place.
6. Pay Mailing Fees of \$33.04 within 30 days of project hearing. Any extension must be approved by the Planning Office. (Invoice was emailed to applicant on 03/27/15).
7. Any further splitting or land development not considered with this approval must be reviewed by the Washington County Planning Board/Zoning Board of Adjustments.
8. This CUP must be ratified by the Quorum Court.
9. It is the applicant's responsibility to contact the Planning Office when inspections are needed.
10. All conditions shall be adhered to and completed in the appropriate time period set out by ordinance.
 - This project does require additional Planning Board review (Large Scale Development). Therefore, all conditions of this CUP approval must be completed within 12 months of this CUP project's ratification.

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

No Public comments.

Public Comments Closed.

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

LAND DEVELOPMENT HEARINGS

County

d. EMS Expansion LSD

Preliminary Large Scale Development Approval Request

Location: Section 21, Township 14 North, Range 33 West

Owner: Dennis and Marilyn Miles

Applicant: Coyle Enterprises

Location Address: 16088 S Hwy 59.

Approximately 3.67 acres / 1 lot. Proposed Land Use: Expansion of Electronic Manufacturing Solutions Business

Coordinates: Latitude: 35.87824963, Longitude: -94.48665804

Project #: 2015-050 Planner: Courtney McNair email: CMcNair@co.washington.ar.us

REQUEST: Conditional Use Permit approval to allow the expansion of a previously approved manufacturing business a parcel of land that is approximately 3.67 acres in size. This project must also receive Large Scale Development approval as it is located on a parcel larger than one (1) acre.

CURRENT ZONING: Project lies within the County Zoned area (Agriculture/Single-Family Residential 1 unit per acre), and CUP 2011-064

PLANNING AREA: This project is located solely in the County.

QUORUM COURT DISTRICT: District 10, Rick Cochran **FIRE SERVICE AREA:** Morrow **SCHOOL DISTRICT:** Lincoln

INFRASTRUCTURE: Water-Lincoln Electric-Ozarks Electric Natural Gas-NA Telephone-Prairie Grove Telephone Cable- NA

BACKGROUND/ PROJECT SYNOPSIS:

As stated in the CUP request, EMS (Electronic Manufacturing Solutions) Expansion is requesting approval to allow an expansion of the Electronic Manufacturing Solutions, Inc. Addition (CUP 2011-064) that received a Conditional Use Permit in June 2011 to allow an additional manufacturing building (60' x 100') on a property zoned Agricultural or Single-Family Residential. There was an existing building (the office building) on the site as well that is used by the business.

With this proposed expansion, the applicant is requesting to add three new buildings (attached to the existing building via breeze-way and courtyard), an approximately 3200 sq ft parking addition, and relocate the existing office building. A 1200 sq ft storage addition is also proposed on the west side of the building.

The three proposed building additions are:

- 1896.5 sq ft metal building (to be placed where the office is located currently)
- 9460 sq ft metal building,
- 1762 sq ft wood frame building (the existing office will be relocated to attach to the end of this proposed building).

The septic system has been redesigned and will be relocated from the original septic area to the expanded LSD site. The property was split to allow the business to be on one parcel (one acre) in 2011. With this expansion, the property proposes a lotline adjustment to increase the business property to 3.67 acres and therefore, the project will require a Large Scale Development. (The lotline adjustment has been

submitted for administrative review).

According to the owner, the employees that are located at their Lincoln building (9) will be relocated to the proposed expansion, and an additional 10 employees are expected over the next few years for a total of approximately 40 employees. Truck traffic (for deliveries/pick up) is not expected to increase. Security lighting is proposed, but the location is not known at this time. Hours of operation and signage will remain as they are currently.

(Please see applicant's letter B14 and resubmittal B15-B16 for more information).

TECHNICAL CONCERNS:

Water/Plumbing/Fire Issues:

Lincoln water services this property. Lincoln will inspect the plumbing.

There is an existing 4 inch water line in this area. It is not large enough to support a fire hydrant.

Based on the available tanker support from responding and secondary fire departments, the Fire Marshal feels that there will be enough water available without a hydrant or other water source (such as an underground storage tank).

The Fire Marshal has comments regarding the building. He required that emergency and exit lights be shown at the fire exits, appropriate landings be located outside of the fire exit areas, fire lane to be shown, details about the fire wall and exterior exits to be included, and generally that the building be in compliance with AR State Fire Code. Most of the comments have been addressed with the revised plans. The building must be constructed generally to plan. There does need to be discussion about the continued use of a residential stove in the employee break area. The applicant should contact the Fire Marshal to discuss prior to construction of that portion. Planning staff will accept the decision made by the Fire Marshal. **The Fire Marshal will inspect all requirements for the building and driveway prior to the building being occupied.**

Septic:

The septic system has been redesigned and will be relocated from the original septic area to the expanded LSD site. This has been approved by the Health Department and the primary and alternate areas are shown on the plans.

Electric/Gas/Cable/Phone:

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

Roads/Sight Visibility/Ingress-Egress/Parking:

This property accesses onto State Highway 59. Repairs were completed to the bottom of the driveway with a permit from the state at the time of CUP 2011-064. No further improvements are necessary.

Drainage:

The Washington County Contract Engineer requires more information on the Drainage Report. **Staff will update you at the meeting.**

Environmental Concerns:

At this time, no stormwater permit is required by Washington County at this time; however, an Industrial Stormwater Permit is required by ADEQ. Records from 2011 indicate the applicant had submitted paperwork and fees to ADEQ for this permit. According to ADEQ, the permit has been updated to reflect changes. A copy of the approved permit has been provided to Washington County Planning for record. The applicant has supplied documentation addressing disposal of solid waste, wash water, and chemicals.

NEIGHBOR COMMENTS/CONCERNS:

At the CUP and Preliminary LSD, all neighbors within 300 feet of the boundary of this property were notified by certified mail of this proposed project. Final LSD projects do not require an additional mailing.

At that time, one "In Favor" comment was received. No additional comments have been currently received.

Staff will update you 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			✓
Planning Issues/Engineering Issues		X	
Road Issues			✓
Fire Code Issues		X	
Utility Issues			✓
Health Department Issues		X	
Other Important Issues		X	
General Plat Checklist			
	Inadequate	Acceptable	Complete
General Information			✓
Existing Conditions		X	
Proposed Improvements		X	
Info to supplement plat		X	

Several Checklist items remain to be completed:

- Existing roads, streets, culverts, railroads, and other features: The *LSD plan* shall show the location, name, **width, surface type, surface condition and right-of-way width** of all existing or platted roads, streets or other public ways within or adjacent to the proposed improvement, including features such as existing permanent buildings, water courses, railroads, municipal corporation limits, county's state lines, planning district limits, oil and gas lines or wells, abandoned wells and dry holes. **Show the information for Hwy 59 on the LSD plan**
- Soil analysis: The developer shall indicate the types of soil found in the plat area according to the USDA Soil Conservation Service. **This must be noted on the LSD plan**
- Drainage plan for entire area. **Must update as per County Engineer.**
- Building setback lines as fixed by the County, building lines and any setback lines established by public authority, and those stipulated in the deed restrictions and right-of-way lines. **Must be shown on the LSD plan.**
- Remove signature blocks until Final Large Scale Development. **#10 was left on for some reason-10 is not applicable to this project at all**

STAFF RECOMMENDATION: IF the drainage report is submitted and found adequate, Staff recommends *approval* of the proposed EMS (Electronic Manufacturing Solutions) Expansion Preliminary Large Scale Development with the following conditions:

Water/Plumbing/Fire Conditions:

- Lincoln will inspect the plumbing.
- There does need to be discussion about the continued use of a residential stove in the employee break area. The applicant should contact the Fire Marshal to discuss prior to construction of that

portion. Planning staff will accept the decision made by the Fire Marshal.

3. The Fire Marshal will inspect all requirements for the building and driveway prior to the building being occupied.

Septic Conditions:

1. The septic system must be installed, then inspected and approved by the Health Department prior to the building being occupied.
2. No parking is allowed on any portion of the septic system including the alternate area. (No overflow parking either).

Environmental Conditions:

1. At this time, no stormwater permit is required by Washington County at this time; however, an Industrial Stormwater Permit is required by ADEQ. Records from 2011 indicate the applicant had submitted paperwork and fees to ADEQ for this permit. According to ADEQ, the permit has been updated to reflect the proposed changes. A copy of the approved permit has been provided to Washington County Planning for record.
2. The applicant has supplied documentation addressing disposal of solid waste, wash water, and chemicals.
3. If the type or amount of the hazardous material changes, the applicant must inform the Planning Office so that it can be determined if additional review is needed.

Utility Conditions:

1. Any damage or relocation of utilities will be at the expense of the owner/applicant.

General Conditions:

1. Correct all remaining checklist items.
2. The project should be developed generally as stated in the applicant's CUP letter with additional conditions proposed by staff. It is understood that there may be slight variations.
3. All conditions approved with projects 2011-064 and 2015-049 shall apply to this project.
4. Any outdoor lighting must be shielded from neighboring properties. Any lighting must be indirect and not cause disturbance to drivers or neighbors. All security lighting must be shielded appropriately.
5. A lotline adjustment is required to be completed (this has been submitted for review). It must be filed with the Circuit Clerk once Planning has processed the adjustment. See note on CUP.
6. Approximately 40 employees.
7. Only the uses proposed are allowed; no additional uses unless additional review takes place.
8. Pay Mailing Fees of \$33.04 within 30 days of project hearing. Any extension must be approved by the Planning Office. (Invoice was emailed to applicant on 03/27/15).
9. Pay Engineering Fees within 30 days of receiving statement. This will be calculated once staff receives all invoices.
10. Any further splitting or land development not considered with this approval must be reviewed by the Washington County Planning Board/Zoning Board of Adjustments.
11. **Prior to construction, all updated site and building plans must be submitted to the Planning Office and approved (2 copies for review).**
12. **It is the applicant's responsibility to contact the Planning Office when inspections are needed.**
13. **The Preliminary Large Scale Development approval is contingent on the Conditional Use Permit (CUP) approval. This includes Planning Board/ Zoning Board of Adjustments (PB/ZBA) CUP approval, CUP Ratification by the Quorum Court, and no CUP appeal being filed within 30 days of the PB/ZBA approval.**
14. **No construction may begin until Preliminary LSD Plans (2 copies) have been submitted with all corrections shown and approved by Planning Staff.**
15. **Once construction is commenced, it is the applicant's responsibility to inform the Planning Office.**
16. All conditions shall be adhered to and completed in the appropriate time period set out by ordinance.

- **Construction must commence within 12 months of this approval or Preliminary LSD approval will be void.**

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

No Public comments.

Public Comments Closed.

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

County

e. Saddlebock Brewery Expansion LSD (Tabled at the Planning Board meeting)

Final Large Scale Development Approval Request

Location: Section 22, Township 17 North, Range 29 West

Owner/Developer: Carolyn Rehbock/ Steven Rehbock/White River Specialty Leasing

Engineer: Swope Consulting, Phil Swope

Location Address: 18250 Habberton Road, Fayetteville, AR

2 acres / Proposed Land Use: Brewery Expansion

Coordinates: Lat/Long: 36.13078857, -94.06031427

Project #2014-149 Planner: Courtney McNair, e-mail: CMcNair@co.washington.ar.us

Juliet Richey, Planning Board Director, stated that staff initially recommended approval of the Final Large Scale development of Saddlebock in the staff report with strong conditions in regard to the septic. However, after further discussion with the Health Department and the County Attorney, staff decided it would be best to table the project until they can bring the project into full compliance with all the septic regulations. We are allowing them to continue operating their business, just not the expansion area, until they come into full compliance and are ready for Final Large Scale Development approval. Staff requested that the board table the project.

Kenley Haley made a motion to table the **Saddlebock Brewery Expansion Final LSD** subject to staff recommendations, Walter Jennings seconded. Chuck Browning and Cheryl West were not present. Board Members Randy Laney, Walter Jennings, Daryl Yerton, Robert Daugherty, and Kenley Haley were in favor of tabling. The project is tabled to next month's agenda.

CONDITIONAL USE PERMIT HEARING

County

f. Summers Missionary Baptist Church CUP Youth Center/Gymnasium (To be tabled at the request of the applicant)

Conditional Use Permit Approval Request

Location: Section 16, Township 15 North, Range 33 West

Owner: Summers Missionary Baptist Church c/o Roland Bailey

Applicant: Dax Morton

Location Address: 22055 US HWY 62 West

Approximately 13 acres. Proposed Land Use: Church multi-use building/gymnasium/youth center

Coordinates: Latitude: 35.97703229, Longitude: -94.48436066

Project #: 2015-045 Planner: Juliet Richey email: JRichey@co.washington.ar.us

Kenley Haley made a motion to approve the agenda. Walter Jennings seconded. All board members were in favor of approving. Motion passed.

LAND DEVELOPMENT HEARING

County

g. Summers Missionary Baptist Church LSD Youth Center/Gymnasium (To be tabled at the request of the applicant)

Preliminary Large Scale Development Approval Request

Location: Section 16, Township 15 North, Range 33 West

Owner: Summers Missionary Baptist Church c/o Roland Bailey

Applicant: Dax Morton

Location Address: 22055 US HWY 62 West

Approximately 13 acres. Proposed Land Use: Church multi-use building/gymnasium/youth center

Coordinates: Latitude: 35.97703229, Longitude: -94.48436066

Project #: 2015-046 Planner: Juliet Richey email: JRichey@co.washington.ar.us

Kenley Haley made a motion to approve the agenda. Walter Jennings seconded. All board members were in favor of approving. Motion passed.

5. Other Business

- Discussion of Current Development and Planning Department Activities.
- Staff Training (upcoming and recent):
 - Juliet, Nathan, and Courtney will be attending the National Planning Association Conference in mid- April.
 - Phuong will be attending a floodplain workshop in April.
 - Nathan completed a one week course on Floodplain management and took the CFM (Certified Floodplain Manager) test in March.
- Reminder of upcoming regular Planning Board meetings **May 7 and June 4, 2015.**
- Updates on appeal projects:
 - East Prairie Grove Tower CUP (pending in Federal Appeals Court).
- Any other Planning Department or Planning Board business.

6. Old Business

7. Adjourn

Kenley Haley moved to adjourn. Daryl Yerton seconded. .

All Board members present were in favor of approving. Motion passed

Planning Board adjourned.

Minutes submitted by: Phuong Pham

Approved by the Planning Board on:

_____ Date: _____
Randy Laney, Planning Board Chairman