

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

**Jan 12, 2017**

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

DEVELOPMENTS REVIEWED:

*ACTION TAKEN:*

**LAND DEVELOPMENT HEARING**

County

**a: Teen Challenge Final LSD**

**Approved**

**CONDITIONAL USE PERMIT HEARINGS**

County

**b: Summers Missionary Baptist Church CUP Youth Center/Gymnasium**

**Approved**

**LAND DEVELOPMENT HEARING**

County

**c: Summers Missionary Baptist Church CUP Youth Center/Gymnasium**

**Approved**

**CONDITIONAL USE PERMIT HEARING**

County

**d: Janne Green Residential CUP**

**(To be tabled at the request of the applicant)**

**Tabled**

**LAND DEVELOPMENT HEARING**

County

**d: Janne Green Minor Subdivision & Private Road Development**

**(To be tabled at the request of the applicant)**

**Tabled**

**CONDITIONAL USE PERMIT HEARINGS**

County

**f: Aaron Tolbert Residential CUP**

**(To be tabled at the request of the applicant)**

**Tabled**

County

**c: Meadows at River Mist CUP**

**(To be tabled at the request of the applicant)**

**Tabled**

**1. ROLL CALL:**

*Roll call was taken. Members present include Robert Daugherty, Daryl Yerton, Walter Jennings, and Kenley Haley. Randy Laney was not present.*

2. APPROVAL OF MINUTES: *Daryl Yerton made a motion to approve the minutes of Dec 08, 2016. Walter Jennings seconded. All board members were in favor of approving. Motion passed.*

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

4. NEW BUSINESS

## **LAND DEVELOPMENT HEARINGS**

### County

#### **a. Teen Challenge Final LSD**

##### ***Final Large Scale Development Approval Request***

Location: Section 25, Township 14 North, Range 33 West

Owner/Applicant: Teen Challenge Ranch of NWA/Steadfast, Inc., Randy Ritchey

Location Address: 19778 Boys Home Road, Morrow, AR 72749

26.66 acres (1 unit) / Proposed Land Use: Institutional

Coordinates: Latitude: 35° 51' 59.48" N, Longitude: 94 ° 26' 12.41" W

**Project #: 2014-151 Planner: Courtney McNair email [cmcnair@co.washington.ar.us](mailto:cmcnair@co.washington.ar.us)**

**REQUEST:** The applicant is requesting **FINAL Large Scale Development Approval** to occupy the newly constructed a multi-purpose administration building (approximately 20,000 sq ft) that will house the Chapel, Administration, Education Facilities, Dining Hall, and Food Preparation facility on 26.66 acres.

**CURRENT ZONING:** Project lies within the County's Zoned area (Agriculture/Single-Family Residential 1 unit per acre). And CUP 2014-150 was approved at the September 4, 2014 meeting to allow this use.

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

**QUORUM COURT DISTRICT:** District 13, Joel Maxwell

**FIRE SERVICE AREA:** Morrow VFD    **SCHOOL DISTRICT:** Lincoln

**INFRASTRUCTURE: Water-** Lincoln Water    **Electric-** Ozarks Electric

**Natural Gas-** onsite well    **Telephone-** PGTelco    **Cable-** n/a

### **BACKGROUND/ PROJECT SYNOPSIS:**

The owner/applicant of this of this project is the Teen Challenge Ranch of NWA. Randy Ritchey is the engineer. This property is located near Morrow on Boys Home Road WC# 431

Teen Challenge Ranch of NWA has constructed a multi-purpose administration building (21,575 sq ft) that will house the Chapel, Administration, Education Facilities, Dining Hall, and Kitchen/food preparation. No additional students will be housed with this addition. The final capacity of this building is for 80 students and 25 staff (there will be no residences in this building, but the kitchen will serve meals to this many people. Offices and classrooms will be occupied).

The project also included upgrades to the internal driveways and parking, and upgrades to the electric line servicing the property. The existing pond was expanded, but not as large as originally proposed, and will be used for fire-fighting. The parcel is approximately 26.66 acres.

All conditions placed on project CUP 2014-150 and the Preliminary LSD must be followed.

**Final inspections have not been completed yet, as the applicant is still working on finishing some items. However, Planning Staff and the Fire Marshal have inspected this site several times throughout the construction process and are recommending final approval with conditions.**

**TECHNICAL CONCERNS:**

**Water/Plumbing/Fire Issues:**

Lincoln Water services this area. As per a conversation with Planning Staff, Mr. Chuck Wood stated that Lincoln Water would be able to provide potable water for the project, but no fire protection. The applicant is aware of this condition.

The applicant chose to have the State Fire Marshal's office review the fire protection and architectural plans for this project. The plan approved by the State Fire Marshal's office required several conditions:

- They are using a series of fire walls (dividing the building into three separate sections).
- They have expanded the existing pond.
- The applicant will install float monitor on the pond to detect water level
- They are using a well to maintain the water level at a minimum of half the total capacity to ensure adequate water for fire protection.
- They have installed a dry hydrant for the fire department to connect to in order to use the water from the pond to fight fires.
- A fire lane drive was constructed. It must support 75,000lbs in all weather conditions, be a minimum of 20 feet wide, and be marked as a fire lane (signage can be used).

**Final inspections are required prior to the plans being signed or building being occupied.**

**The pond was not expanded to the size originally proposed. However, it was significantly oversized in the original proposal, and the engineer has provided calculations to prove that at the current size, the pond is adequate for fire protection. Additionally, the float monitor has not been installed yet, but that has been contracted. Prior to staff signing the Final Plans, all Final Inspections (to include all components of the fire-fighting system) shall be completed.**

Staff would like to highlight a few of the conditions regarding the fire protection system:

- Add note: The Washington County Fire Marshal will inspect quarterly as per County Ordinance requirements.
- The managing entity will be required to keep maintenance records and provide these to the Fire Marshal during his inspections.
- The algae level must be kept to a level so as it does not impact the functionality of the fire protection system.
- The Washington County Fire Marshal will visually inspect the algae level at his quarterly inspections.
- The hydrant assembly must have a protective barrier.
- Add note: No cattle are to water in this pond.
- Update this note to read, "A bond shall be purchased for 25% of the cost of construction for the pond and related system (including, but not limited to, the clay liner, dry hydrant assembly, float device, pump, and all mechanical elements)."
- Add a note that the project will abide by all applicable Rules and Regulations as set by Washington County Ordinances 2006-52 and 2006-77, as well as "First Rules and Regulations of the County Fire Marshal and the Public Utilities Coordinator Regarding Land Developments Utilizing Fire Flow Tanks"

**There are concerns about the language in the easement for the offsite well. This must be clarified and a new easement filed. The applicant and property owner granting the easement have both expressed that they will work together to complete this so there is no ambiguity. The plans do need to be updated to show the connection to the well and location of the easement.**

Interior drives and fire lanes must support 75,000lbs in all weather conditions and be a minimum of 26-feet wide (for two way traffic, 20 feet for one way) with a 30-foot radius on all turns. A statement from the Engineer has been provided. All fire lanes must have signs (or striping) indicating they are fire lanes.

The existing structures will still be in use once the proposed building is completed. However, they will be used for different purposes. Prior to changing the use of the current structures, the Washington County Fire Marshal must be contacted and he must approve the use change. It is anticipated that all new uses will be less intensive than the current uses, so no additional CUP's will be required for the existing buildings.

The kitchen hood system was installed and inspected by the Fire Marshal, then certified by the company who installed it.

An annual letter from the Responsible Managing Entity (RME) for the pond to certify the pump and well is required. Quarterly checks will be conducted by the Fire Marshal's office.

**Phasing:**

Originally this project was proposed to be constructed in three phases, but the applicant was able to complete the entire structure at the same time, so the phasing timeline has become unnecessary.

**Sewer/Septic/Decentralized Sewer:**

The septic system was approved by the Arkansas Department of Health (ADH), installed, and then inspected by ADH. No parking is allowed on any portion of the septic system including the alternate area. (No overflow parking either). This area must remain undisturbed.

**Public Utility:**

This project will abide by all applicable Rules and Regulations as set by Washington County Ordinances 2006-52 and 2006-77, as well as "First Rules and Regulations of the County Fire Marshal and the Public Utilities Coordinator Regarding Land Developments Utilizing Fire Flow Tanks". A bond was submitted to meet this condition, and it has been approved.

**Electric/Gas/Cable/Phone:**

The applicant has stated that they plan to use an existing natural gas well on the property. Ozarks Electric and Prairie Grove Telephone have no additional comments.

**Roads/Sight Visibility/Ingress-Egress/Parking:**

This project takes access off Boys Home Road (WC#431), which connects to Hale Mountain Road (WC#3). Boys Home Road is gravel and therefore the driveway apron for this project is not required to be paved. A new culvert was purchased by the applicant and installed by the Road Department.

The engineer is showing 30-feet of ROW on the project property. There is an existing fence within this ROW which must be relocated.

**Drainage:**

The Washington County Contract Engineer has reviewed the drainage report for this project, and has one additional concern. All concerns were addressed prior to the meeting.

The County Engineer also asked that the plans indicate the location of well and waterline easement from the well.

**Environmental Concerns:**

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).

**NEIGHBOR COMMENTS:**

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

proposed project. Staff notified for the CUP and Preliminary LSD with one notice as both are to be heard on the current agenda. No comments were received. It is not required to notify for Final LSD projects.

**CHECKLIST:**

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

<b>Important Information Checklist</b>			
	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			✓
<b>General Plat Checklist</b>			
	Inadequate	Acceptable	Complete
General Information			✓
Existing Conditions		✓	
Proposed Improvements		✓	
Info to supplement plat			✓

1. Correct all items on the Washington County Land Development Submittal Checklist:

- |      |   |
|------|---|
| (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.<br><i>Show the existing utilities and list the utility companies on the plat. <b>Where is the well that the pond is connected to?</b></i>   |
| (16) | Location, dimensions and names of all proposed roads, streets, alleys, easements, blocks, parcel and lot lines and address numbers, dedications and reservations.<br><i><b>Address numbers,</b> OR on lots that are over one-half acre in size, add the following note to the plat:<br/>Lots that are over one-half acre in size will need to be addressed after the home location is known.<br/>A notice stating: "Each individual lot developer shall obtain approval of septic system from the Washington County Health Department Sanitarian Division."-May not be applicable to LSD.</i> |
| (33) | <i>Provide proof that a water tap to accommodate the development is available or that there is adequate space for a well on the property along with any septic systems, as per Arkansas Department of Health Standards, which requires a minimum of 100' of separation.<br/>If a decentralized sewer system is being used. (Signature Block 10)</i>   |

2. Pond Note #3: This must be updated to reflect the float system.
3. Pond Note #4: The bond should also include the pump for the well, and piping to connect the pond to the well and the cost of building the well.

**STAFF RECOMMENDATION:**

**Final inspections have not been completed yet, as the applicant is still working on finishing some items. However, Planning Staff and the Fire Marshal have inspected this site several times throughout the construction process and Staff recommends FINAL Large Scale Development approval of Teen Challenge Ranch of NWA Revised Expansion (Administration Building) Full Life Center Final LSD with the following conditions:**

**Water/Plumbing/Fire Issues:**

1. The float monitor must be installed and inspected.
2. Calculations for the float level within the pond must be submitted by the project engineer to certify 3.2 feet above the intake provides adequate fire protection.
3. Prior to staff signing the Final Plans, all Final Inspections (to include all components of the fire-fighting system) shall be completed.
4. Add note: The Washington County Fire Marshal will inspect quarterly as per County Ordinance requirements.
5. The managing entity will be required to keep maintenance records and provide these to the Fire Marshal during his inspections.
6. The algae level must be kept to a level so as it does not impact the functionality of the fire protection system.
7. The Washington County Fire Marshal will visually inspect the algae level at his quarterly inspections.
8. The hydrant assembly must have a protective barrier.
9. Add note: No cattle are to water in this pond.
10. Update this note to read, "A bond shall be purchased for 25% of the cost of construction for the pond and related system (including, but not limited to, the clay liner, dry hydrant assembly, float device, pump, and all mechanical elements)."
11. Add a note that the project will abide by all applicable Rules and Regulations as set by Washington County Ordinances 2006-52 and 2006-77, as well as "First Rules and Regulations of the County Fire Marshal and the Public Utilities Coordinator Regarding Land Developments Utilizing Fire Flow Tanks"
12. There are concerns about the language in the easement for the offsite well. This must be clarified and a new easement filed.
13. The plans do need to be updated to show the connection to the well and location of the easement.
14. All fire lanes must have signs (or striping) indicating they are fire lanes.
15. the existing structures will still be in use once the proposed building is completed. However, they will be used for different purposes. Prior to changing the use of the current structures, the Washington County Fire Marshal must be contacted and he must approve the use change. It is anticipated that all new uses will be less intensive than the current uses, so no additional CUP's will be required for the existing buildings.
16. An annual letter from the Responsible Managing Entity (RME) for the pond to certify the pump and well is required. Quarterly checks will be conducted by the Fire Marshal's office.
17. **All Final Inspections must be completed for the site and building by the Fire Marshal and Planning Staff prior to Staff signing the Final Plans. No occupation of the building is allowed until all inspections have been complete, found adequate, and plans have been signed and filed.**

**Sewer/Septic/Decentralized Sewer:**

1. No parking is allowed on any portion of the septic system including the alternate area. (No overflow parking either). This area must remain undisturbed.

**Public Utility:**

1. This project shall abide by all applicable Rules and Regulations as set by Washington County Ordinances 2006-52 and 2006-77, as well as "First Rules and Regulations of the County Fire Marshal and the Public Utilities Coordinator Regarding Land Developments Utilizing Fire Flow Tanks".
2. Staff has not received the bond yet, but does anticipate it to be submitted prior to the Planning Board Meeting. Staff will update you at the meeting.

**Roads/Sight Visibility/Ingress-Egress/Parking:**

1. The engineer is showing 30-feet of ROW on the project property. There is an existing fence within this ROW which must be relocated.

**Drainage:**

1. The Washington County Contract Engineer has reviewed the drainage report for this project, and

has one additional concern. Staff expects to get clarification from the project engineer prior to the Planning Board Meeting.

2. The plans shall indicate the location of well and waterline easement from the well.

**Environmental Concerns:**

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).

**Additional and Standard Conditions:**

1. Correct all items on the Washington County Land Development Submittal Checklist:

- |      |   |
|------|---|
| (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.<br><i>Show the existing utilities and list the utility companies on the plat. <b>Where is the well that the pond is connected to?</b></i>   |
| (16) | Location, dimensions and names of all proposed roads, streets, alleys, easements, blocks, parcel and lot lines and address numbers, dedications and reservations.<br><i><b>Address numbers,</b> OR on lots that are over one-half acre in size, add the following note to the plat:<br/>Lots that are over one-half acre in size will need to be addressed after the home location is known.<br/>A notice stating: "Each individual lot developer shall obtain approval of septic system from the Washington County Health Department Sanitarian Division."-May not be applicable to LSD.</i> |
| (33) | <i>Provide proof that a water tap to accommodate the development is available or that there is adequate space for a well on the property along with any septic systems, as per Arkansas Department of Health Standards, which requires a minimum of 100' of separation.<br/>If a decentralized sewer system is being used. (Signature Block 10)</i>   |

2. Pond Note #3: This must be updated to reflect the float system.
3. Pond Note #4: The bond should also include the pump for the well, and piping to connect the pond to the well and the cost of building the well.
4. Conditions of approval for CUP 2014-150 shall be followed.
5. Only the uses proposed are allowed; no additional uses unless additional review takes place.
6. Pay engineering fees. Staff will prepare a statement once all invoices are received. If less than one hour of review, there will be no billed charges.
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. It is the applicant's responsibility to contact the Planning Office when inspections are needed.
9. All conditions shall be adhered to and completed in the appropriate time period set out by ordinance.
10. **All Final Inspections must be completed for the site and building by the Fire Marshal and Planning Staff prior to Staff signing the Final Plans. No occupation of the building is allowed until all inspections have been complete, found adequate, and plans have been signed and filed.**
11. Prior to obtaining signatures, all updated site and building plans must be submitted to the Planning Office and approved (2 hard copies, and one digital copy for review).
12. All signature blocks must be signed prior to any Washington County Office signing the Final Plans (this includes the surveyor, engineer, owner, utilities, Health Department, and any other block that is not specifically to be signed by a Washington County official).
13. 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 Senior Planner, Courtney McNair, presented the staff report with updates for the board members.

Kenley Haley, Planning Board member, asked "What if there is a drought on the pond and water level is down 10'?"

Courtney McNair, Washington County Senior Planner, replied "The well was improved by the church to provide water. There's a waterline that kicks on if it gets too low. That's why we wanted to make sure the easement is clear."

No Public comments.

Public Comments Closed.

Kenley Haley made a motion to approve the **Teen Challenge Final LSD** subject to staff recommendations. Daryl Yerton seconded. Randy Laney was not present. Board Members Daryl Yerton, Robert Daugherty, Walter Jennings, and Kenley Haley were in favor of approving. Motion passed.

### **CONDITIONAL USE PERMIT HEARING**

County

#### **b. Summers Missionary Baptist Church CUP Youth Center/Gymnasium**

##### **Conditional Use Permit Approval Request**

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

Owner: Summers Missionary Baptist Church c/o Roland Bailey

Engineer: Steadfast, Inc., Randy Ritchey

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

Projects: 2015-045 and 2015-046 Planner: Courtney McNair email [cmcnair@co.washington.ar.us](mailto:cmcnair@co.washington.ar.us)

**REQUEST:** Conditional Use Permit approval to allow the use of a Youth Center/Gymnasium building on a parcel of land that is approximately 15.42 acres in size and has an existing church building on site.

**CURRENT ZONING:** Project lies within the County's Zoned area (Agriculture/Single-Family Residential 1 unit per acre), and CUP 2012-067 approved on 6.28.12 with conditions to allow the initial church expansion.

**PLANNING AREA:** This project is located solely within Washington County's jurisdiction.

**QUORUM COURT DISTRICT:** District 13, Joel Maxwell **FIRE SERVICE AREA:** Cincinnati VFD

**SCHOOL DISTRICT:** Lincoln

**INFRASTRUCTURE: Water-** Lincoln Water **Electric-**Ozarks Electric **Natural Gas-** N/A

**Telephone-** Prairie Grove Telephone **Cable-** N/A

### **BACKGROUND/ PROJECT SYNOPSIS:**

The owners/applicants of this property are the Summers Baptist Church. This property is located near the community of Summers off West Highway 62.

**Summers Baptist Church Youth Center** is requesting Conditional Use Permit approval to add an approximately 8,500 square foot building addition to the Summers Baptist Church property. The proposed addition will house a gymnasium, restrooms, storage, laundry, and classrooms/meeting rooms. It is proposed to be connected to the Church building via a walkway and covered canopy. The parking area will also be expanded slightly to accommodate parking for this building.



The hours of operations, the traffic volume, and the overall impact to surrounding properties will remain generally the same.

If this CUP is approved, the applicants are also requesting Preliminary Large Scale Development approval in order to begin construction of the proposed addition.

### **TECHNICAL CONCERNS:**

#### **Septic:**

There are two new restrooms proposed (a total of 4 sinks, 3 stools, and one urinal).

There is an existing septic system installed that is used by the existing church. Corbitt Environmental Consulting submitted a statement that they believe the existing septic system will be adequate to handle the additional usage by the proposed expansion.

#### **Water/Fire Issues:**

The water provider is Lincoln Water. Firefighting operations will involve tanker support; tankers can fill at the intersection of Highway 59 and 62 to the northwest of Summers Baptist Church. The driveway is existing, and a small area of parking is being added, but it will not impact fire-fighting or approved turn-around areas.

The Washington County Fire Marshal has reviewed this project. A plan was submitted showing the emergency exits, fire extinguishers, and exit paths, but it is not stamped by an Architect.

Architect plans are required. **The Fire Marshal shall review and approve all plans before the plans are accepted, and before ANY construction can begin.** As the architect will be creating an interior plan/layout that determines adherence to health/safety issues, fire code, and ADA accessibility, the design by the Architect, with respect to these issues, must be adhered to.

Fire extinguishers, panic hardware, and emergency lighting are required. The building must meet all AR state fire code and ADA requirements.

The Fire Marshal will inspect the site and building prior to operation.

#### **Drainage:**

A drainage statement was submitted and approved by the Washington County Contract Engineer.

#### **Roads/Sight Visibility/Ingress-Egress/Parking:**

This project accesses off West Arkansas Highway 62; Young Road WC 460 borders the property to the south but does not provide access to the parking area.

Sight distance was investigated at the time the initial church building was expanded and found adequate. The same entrance is proposed to be utilized for this building.

Paved aprons were approved with the previous church expansion, yet have not received Final approval. Planning staff is unsure whether the aprons have been paved at this date (as Final LSD has not yet been approved for that expansion). This will be recommended as a condition of approval if they were not completed.

#### **Environmental Concerns:**

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).

#### **Electric/Gas/Cable/Phone:**

Prairie Grove Telephone had no comment and no comment was received from Ozarks Electric. Generally, any damage or relocation of utilities will be at the expense of the owner/applicant. There is no gas or cable

service to this property.

**Signage/Lighting/Screening Concerns:**

No additional signage or lighting is proposed with this project, and staff is not recommending any screening as the proposal will not significantly change the site. Most of the surrounding areas are agricultural uses and a few residences. The nearest residence appears to be fairly well screened from this proposed building.

Generally, all 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.

**COMPATIBILITY CONCERNS:**

**Surrounding Uses:**

The surrounding uses are mostly large agricultural lots, some small and large residential and residential/agricultural parcels, and a vacant parcel. The project involves an existing church building that contains worship space and classrooms.

Staff feels the applicant's request will be compatible with the surrounding uses. There should not be an increase in noise, minimal increase in traffic, and generally will not disturb the surrounding properties.

**County's Land Use Plan (written document):**

According to the County's Land Use Plan

**SECTION III. PHYSICAL DEVELOPMENT**

**A. LAND USE CONSIDERATIONS**

**2. LIGHT COMMERCIAL**

Continuing with the primary goal of retaining the rural characteristics of Washington County, light commercial uses should be allowed if:

- a. Not incompatible with adjacent residential and agricultural uses; or by conditions placed on such to mitigate its impact. Together with community facilities and compatible residential uses, this use typically serves as a buffer between general commercial and strictly residential uses.

**Staff feels that the proposed expansion to Summers Church meets the Land Use Plan goals and is not incompatible with the surrounding residential and agricultural uses.**

**Future Land Use Plan**

There is no future land use designation for this portion of the County.

**NEIGHBOR COMMENTS/CONCERNS:**

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

At this time, Planning Staff has received no comments from neighbors.

**SITE VISIT:**

Staff has not completed a site visit recently, but there have been multiple previous visits to the site. Staff plans to perform a site visit to check on the status of the driveways (if they were paved per previous approval).

**STAFF RECOMMENDATION: Staff recommends *approval* of the proposed Summers Baptist Church Youth Center/Gymnasium Conditional Use Permit with the following conditions:**

**Septic System Conditions:**

1. The proposal to connect to the existing septic system must be approved by the Arkansas Health Department (ADH), installed, and then inspected by ADH (if required by ADH) prior to occupation of the building.
2. No parking is allowed on any portion of the septic system including the alternate area. (No overflow parking either).

**Water/Fire Conditions:**

1. Any permits required by Lincoln Water must be obtained.
2. **Architect plans are required. The Fire Marshal shall review and approve all plans before the plans are accepted, and before ANY construction can begin. As the architect will be creating an interior plan/layout that determines adherence to health/safety issues, fire code, and ADA accessibility, the design by the Architect, with respect to these issues, must be adhered to.**
3. Fire extinguishers, panic hardware, and emergency lighting are required. The building must meet all AR state fire code and ADA requirements. A statement from the applicant, owner, architect or engineer must be submitted prior to the building being occupied that says the building, parking, access, and restrooms are in compliance with all ADA regulations.
4. The Fire Marshal will inspect the site and building prior to operation.

**Roads/Sight Visibility/Ingress-Egress/Parking Conditions:**

1. If the aprons were not paved as approved with the previous church expansion, they must be paved prior to the occupation of this building.

**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).

**Utility Conditions:**

1. Generally, any damage or relocation of utilities will be at the expense of the owner/applicant. There is no gas or cable service to this property.

**Signage/Lighting/Screening Conditions:**

1. No additional signage or lighting is proposed with this project.
2. All 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.

**Standard Conditions:**

1. Pay neighbor notification mailing fees (\$61.95) within 30 days of project approval. Any extension must be approved by the Planning Office (invoice was emailed to applicant on 1/6/17).
2. Pay engineering fees within 30 days of project hearing. This is usually calculated at Final LSD Plan.
3. Hours of operation should be generally as approved with project 2012-067.
4. Any further splitting or land development not considered with this approval must be reviewed by the Washington County Planning Board/Zoning Board of Adjustments.
5. This CUP must be ratified by the Quorum Court.
6. It is the applicant's responsibility to contact the Planning Office when inspections are needed.
7. All conditions shall be adhered to and completed in the appropriate time period set out by ordinance.

- a. This project requires additional review (Subdivision or Large Scale Development), and therefore, the applicant must submit for Preliminary project review within 12 months of this CUP project's ratification.

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

No Public comments.

Public Comments Closed.

Kenley Haley made a motion to approve the **Summer Missionary Baptist Church CUP Youth Center / Gymnasium** subject to staff recommendations. Walter Jennings seconded. Randy Laney was not present. Board Members Daryl Yerton, Robert Daugherty, Walter Jennings, and Kenley Haley were in favor of approving. Motion passed.

### **LAND DEVELOPMENT HEARING**

County

#### **c. Summers Missionary Baptist Church Youth Center/Gymnasium**

##### ***Preliminary Large Scale Development Approval Request***

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

Owner: Summers Missionary Baptist Church c/o Roland Bailey

Engineer: Steadfast, Inc., Randy Ritchey

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

**Projects: 2015-045 and 2015-046 Planner: Courtney McNair email [cmcnair@co.washington.ar.us](mailto:cmcnair@co.washington.ar.us)**

**REQUEST:** Preliminary Large Scale Development Approval to construct a Youth Center/Gymnasium building on a parcel of land that is approximately 15.42 acres in size and has an existing church building on site.

**CURRENT ZONING:** Project lies within the County's Zoned area (Agriculture/Single-Family Residential 1 unit per acre), and CUP 2012-067 approved on 6.28.12 with conditions to allow the initial church expansion. This project is contingent on CUP 2015-045 receiving approval. All conditions of CUP 2015-045 will apply to this project.

**PLANNING AREA:** This project is located solely within Washington County's jurisdiction.

**QUORUM COURT DISTRICT:** District 13, Joel Maxwell

**FIRE SERVICE AREA:** Cincinnati VFD

**SCHOOL DISTRICT:** Lincoln School District

**INFRASTRUCTURE:** **Water-** Lincoln Water    **Electric-** Ozarks Electric    **Natural Gas-** N/A    **Telephone-** Prairie Grove Telephone    **Cable-** N/A

### **BACKGROUND/ PROJECT SYNOPSIS:**

The owners/applicants of this property are the Summers Baptist Church. This property is located near the community of Summers off West Highway 62.

**Summers Baptist Church Youth Center** is requesting Preliminary Large Scale development Approval to

add an approximately 8,500 square foot building addition to the Summers Baptist Church property. The proposed addition will house a gymnasium, restrooms, storage, laundry, and classrooms/meeting rooms. It is proposed to be connected to the Church building via a walkway and covered canopy. The parking area will also be expanded slightly to accommodate parking for this building.

The hours of operations, the traffic volume, and the overall impact to surrounding properties will remain generally the same.

### **TECHNICAL CONCERNS:**

#### **Health Department Issues:**

There are two new restrooms proposed (a total of 4 sinks, 3 stools, and one urinal).

There is an existing septic system installed that is used by the existing church. Corbitt Environmental Consulting submitted a statement that they believe the existing septic system will be adequate to handle the additional usage by the proposed expansion.

#### **Water/Plumbing/Fire Issues:**

The water provider is Lincoln Water. Firefighting operations will involve tanker support; tankers can fill at the intersection of Highway 59 and 62 to the northwest of Summers Baptist Church. The driveway is existing, and a small area of parking is being added, but it will not impact fire-fighting or approved turn-around areas.

The Washington County Fire Marshal has reviewed this project. A plan was submitted showing the emergency exits, fire extinguishers, and exit paths, but it is not stamped by an Architect.

Architect plans are required. The Fire Marshal shall review and approve all plans before the plans are accepted, and before ANY construction can begin. As the architect will be creating an interior plan/layout that determines adherence to health/safety issues, fire code, and ADA accessibility, the design by the Architect, with respect to these issues, must be adhered to.

Fire extinguishers, panic hardware, and emergency lighting are required. The building must meet all AR state fire code and ADA requirements.

The Fire Marshal will inspect the site and building prior to operation.

#### **Drainage:**

A drainage statement was submitted and approved by the Washington County Contract Engineer.

#### **Roads/Sight Visibility/Ingress-Egress/Parking:**

This project accesses off West Arkansas Highway 62; Young Road WC 460 borders the property to the south but does not provide access to the parking area.

Sight distance was investigated at the time the initial church building was expanded and found adequate. The same entrance is proposed to be utilized for this building.

Paved aprons were approved with the previous church expansion (have not received Final approval). Planning staff is unsure whether the aprons have been paved at this date (as Final LSD has not yet been approved for that expansion). This will be recommended as a condition of approval if they were not completed.

#### **Environmental Concerns:**

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).

#### **Electric/Gas/Cable/Phone:**

Prairie Grove Telephone had no comment and no comment was received from Ozarks Electric. Generally,

any damage or relocation of utilities will be at the expense of the owner/applicant. There is no gas or cable service to this property.

**NEIGHBOR COMMENTS/CONCERNS:**

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

At this time, Planning Staff has received no comments from neighbors.

**CHECKLIST:**

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

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

**Checklist items remaining: (highlighted)**

(2)	Name of the land development, date, graphic scale, north arrow, total acreage and individual tract acreage
8)	Names of adjacent land developments and ownership of adjacent property including corresponding deed book and page number. <i>Include parcel numbers.</i>
(9)	All LSD Plans presented to the planning board and filed for record shall note the uses of adjacent property. The determination of said use shall be the responsibility of the developer. (sec. 13-1)
(15)	Plat and deed restrictions: Restrictions, if any, with use and perimeters defined. Plat restrictions should be certified as to current legality by a member of the Arkansas Bar. <i>If none, add a note to the plans stating there are none. (Signature Block 6)</i>
(16)	Location, dimensions and names of all proposed roads, streets, alleys, easements, blocks, parcel and lot lines and address numbers, dedications and reservations. <i>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.</i>
(19)	Proposed use of all land within the development.

**Additional Plan corrections:**

- Remove building setbacks that go through the proposed building.

**STAFF RECOMMENDATION:** Staff recommends *approval* of the proposed Summers Baptist Church Youth Center/Gymnasium Preliminary Large Scale Development with the following conditions:

**Septic System Conditions:**

1. The proposal to connect to the existing septic system must be approved by the Arkansas Health Department (ADH), installed, and then inspected by ADH (if required by ADH) prior to occupation of the building.
2. No parking is allowed on any portion of the septic system including the alternate area. (No overflow parking either).

**Water/Fire Conditions:**

1. Any permits required by Lincoln Water must be obtained.
2. **Architect plans are required. The Fire Marshal shall review and approve all plans before the plans are accepted, and before ANY construction can begin. As the architect will be creating an interior plan/layout that determines adherence to health/safety issues, fire code, and ADA accessibility, the design by the Architect, with respect to these issues, must be adhered to.**
3. **Fire extinguishers, panic hardware, and emergency lighting are required. The building must meet all AR state fire code and ADA requirements. A statement from the applicant, owner, architect or engineer must be submitted prior to the building being occupied that says the building, parking, access, and restrooms are in compliance with all ADA regulations.**
4. The Fire Marshal will inspect the site and building prior to operation.

**Roads/Sight Visibility/Ingress-Egress/Parking Conditions:**

1. If the aprons were not paved as approved with the previous church expansion, they must be paved prior to the occupation of this building.

**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).

**Utility Conditions:**

1. Generally, any damage or relocation of utilities will be at the expense of the owner/applicant. There is no gas or cable service to this property.

**Signage/Lighting/Screening Conditions:**

1. No additional signage or lighting is proposed with this project.
2. All 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.

**Additional and Standard Conditions:**

1. **Please note that most of these conditions are similar to the ones on CUP 2015-045, however, there are differences between the projects. Take care to read ALL conditions carefully.**
2. Make the required corrections to the plans:

**Checklist items remaining: (highlighted)**

(2)	Name of the land development, date, graphic scale, north arrow, total acreage and individual tract acreage
(8)	Names of adjacent land developments and ownership of adjacent property including corresponding deed book and page number. <i>Include parcel numbers.</i>
(9)	All LSD Plans presented to the planning board and filed for record shall note the uses of adjacent property. The determination of said use shall be the responsibility of the developer. (sec. 13-1)
(15)	Plat and deed restrictions: Restrictions, if any, with use and perimeters defined. Plat restrictions should be certified as to current legality by a member of the Arkansas Bar. <i>If none, add a note to the plans stating there are none. (Signature Block 6)</i>
(16)	Location, dimensions and names of all proposed roads, streets, alleys, easements, blocks, parcel and lot lines and address numbers, dedications and reservations. <i>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.</i>
(19)	Proposed use of all land within the development.

**Additional Plan corrections:**

- o Remove building setbacks that go through the proposed building.
3. This project should be developed generally as stated in the applicant's CUP letter, as detailed on the plans, and with additional conditions proposed by staff. It is understood that there may be slight variations.
  4. **All conditions approved with project 2015-045 shall apply to this project.**
  5. Pay neighbor notification mailing fees (\$61.95) within 30 days of project approval. Any extension must be approved by the Planning Office (invoice was emailed to applicant on 1/6/17).
  6. Pay engineering fees within 30 days of project hearing. This is usually calculated at Final LSD Plan.
  7. Hours of operation should be generally as approved with project 2012-067.
  8. Any further splitting or land development not considered with this approval must be reviewed by the Washington County Planning Board/Zoning Board of Adjustments.
  9. **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.**
  10. **Prior to construction, all updated site and building plans must be submitted to the Planning Office and approved (2 copies for review).**
  11. **No construction may begin until Preliminary LSD Plans (2 copies) have been submitted with all corrections shown and approved by Planning Staff. Staff will issue a Commence Construction letter.**
  12. Once construction is commenced, it is the applicant's responsibility to inform the Planning Office.
  13. It is the applicant's responsibility to contact the Planning Office when inspections are needed.
  14. All conditions shall be adhered to and completed in the appropriate time period set out by ordinance.
    - (a) Construction must commence within 12 months of this approval or Preliminary LSD approval will be void.



**15. Final Large Scale Development approval will be required prior to occupation of this proposed building.**

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

No Public comments.

Public Comments Closed.

Daryl Yerton made a motion to approve the **Summer Missionary Baptist Church Youth Center / Gymnasium LSD** subject to staff recommendations. Walter Jennings seconded. Randy Laney was not present. Board Members Daryl Yerton, Robert Daugherty, Walter Jennings, and Kenley Haley were in favor of approving. Motion passed.

**CONDITIONAL USE PERMIT HEARING**

County

**d. Janne Green Residential CUP** **(To be tabled at the request of the applicant)**

**Conditional Use Permit Approval Request**

Location: Section 26, Township 18 North, Range 29 West

Owners: Janne Green

Surveyor: Blew & Associates / Wes Luker

Location Address: 17476 Pleasure Heights Rd

Approximately 1.18 acres/ 2 lots. Proposed Land Use: Single Family Residential

Coordinates: Latitude: 36.20761913, Longitude: -94.03991345

**Projects: 2016-434 and 2016-436 Planner: Nathan Crouch email: [ncrouch@co.washington.ar.us](mailto:ncrouch@co.washington.ar.us)**

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

**LAND DEVELOPMENT HEARING**

County

**e. Janne Green Minor Subdivision & Private Road Development** **(To be tabled at the request of the applicant)**

**Preliminary and Final Minor Subdivision & Private Road Development Approval Request**

Location: Section 26, Township 18 North, Range 29 West

Owners: Janne Green

Surveyor: Blew & Associates / Wes Luker

Location Address: 17476 Pleasure Heights Rd

Approximately 1.18 acres/ 2 lots. Proposed Land Use: Single Family Residential

Coordinates: Latitude: 36.20761913, Longitude: -94.03991345

**Projects: 2016-434 and 2016-436 Planner: Nathan Crouch email: [ncrouch@co.washington.ar.us](mailto:ncrouch@co.washington.ar.us)**

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

**CONDITIONAL USE PERMIT HEARINGS**

County

**f. Aaron Tolbert Residential CUP** **(To be tabled at the request of the applicant)**

**Conditional Use Permit Approval Request**

Location: Section 31, Township 14 North, Range 32 West

Applicant: Aaron Tolbert

Location Address: 3398 Torrey St

Approximately 5.0 acres / Proposed Land Use: Residential

Coordinates: Latitude: 35.90065928, Longitude: -94.26370050

**Project #: 2016-431 Planner: Nathan Crouch e-mail at [ncrouch@co.washington.ar.us](mailto:ncrouch@co.washington.ar.us)**

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

County

**g. Meadows at River Mist CUP** **(To be tabled at the request of the applicant)**

**Conditional Use Permit Request**

Location: Section 06, Township 17 North, Range 28 West

Owners: Bank of Fayetteville

Applicant: Jamal Parker, Parker Enterprises & Memphis Synder, FH&G Properties, LLC

Engineer: Charles Presley

Location Address: Intersection of E Hwy 412 and WC 386

Approximately +/- 65.35 acres/155 lots Proposed Land Use: Residential Subdivision

Coordinates: Latitude: 36.17437745, Longitude: -94.01026113

**Project #: 2016-249 Planner: Juliet Richey email: [JRichey@co.washington.ar.us](mailto:JRichey@co.washington.ar.us)**

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

#### **5. Other Business**

- Discussion of Current Development and Planning Department Activities.
- Discussion of 2017 schedule.
- Financial Statements of Interest must be filed by January 31, 2017
- Reminder of upcoming Planning Board meetings:
  - February 2
  - March 2
- Any other Planning Department or Planning Board business.

#### **6. Old Business**

#### **7. Adjourn**

*Daryl Yerton moved to adjourn. Walter Jennings 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