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**Benton County Development Department**

**Planning Division**

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**SITE PLAN REVIEW PLANNER'S TECHNICAL REPORT**  
**Carroll Electric Service Station**  
**10720 N AR Hwy 59, Gravette AR**

**EXECUTIVE SUMMARY**

Carroll Electric Cooperative, property owner of the subject property proposes to construct a service center for emergency response during inclement weather. The facility will have 2 to 3 employees on staff and normal hours of operation from 8:00 am to 5:00pm. The purpose of this center is to provide a quick response for field operations and to provide improved reliability to Carroll Electric customers. This center will have administrative offices, truck storage areas, and outdoor storage areas for power poles and other electrical service supplies. The center will not be a location that accepts payments for electric bills. The proposed building will be 18,500 +/- sq. ft. with outdoor storage areas to the east of the facility.

**PROJECT INFORMATION**

**Owner:** Carroll Electric Cooperative

**Applicant/Engineer:** Blake Jorgensen – Jorgensen and Associates

**Address of subject property:** 10720 N AR Hwy 59, Gravette AR

**Parcel ID:** 18-15197-001

**Parcel Size:** 22.24 acres

**Current Land Use:** Unimproved / Agriculture

**Proposed Land Use:** General Commercial

**Attachments:** The following drawings and documents are attached:

1. Location Map
2. Proposed Site Plan

## **PLANNING ANALYSIS**

### **Description of Property and Surrounding Area:**

The 22.24 acre subject property is located on the east side of AR Hwy 59, at the intersection of Hwy 59 / Mt. Olive Rd. Primary vehicular access would be provided via two (2) proposed concrete drives extending eastward from the public ROW (AR Hwy 59) and northward from the public ROW (Mt. Olive Rd.) to the proposed service center. Sewerage and water service to the site is provided by private septic and proposed public water, respectively. The applicant proposes to extend Gravette Water south along the east side of AR Hwy 59 from the intersection of Eldred Rd. to the proposed facility entrance. The site has an array of large, mature trees on its northern border. The parcel is surrounded on its north, west, and southern boundary by unimproved agriculture pasture. Single-family residential land uses exist to the east and south of the subject property. The property is not located within the FEMA 100-yr. floodplain or Unincorporated Urbanized MS4 area.

### **Background information:**

On 01/29/2014, applicant attended the Development Departments' Development Review Committee (DRC) meeting. On 08/19/2015, an inter-departmental review form was sent to the following agencies: Planning Division, Health Dept., Road Dept., Building Dept., Fire Marshal, Administrator of General Services, Assessor's GIS Mapping Manager, and Benton County 911 Administration.

The Site Plan Review application was therefore scheduled for the September 2, 2015 Technical Advisory Committee meeting for the Benton County Planning Board.

## **TECHNICAL REVIEW OF SITE PLAN**

### **Parcel Information:**

Site inspection and research against State assessment records, the property is currently unimproved agricultural pasture land. The site was subdivided in 2013 separating the residence along Hwy 59 from the subject parcel.

### **Noticing Requirements:**

On or before September 2, 2015, the applicant must submit to Staff USPS certified mail receipts showing that written notice was sent to surrounding property owners regarding the September 16, 2015 public hearing, as well as date stamped photograph(s) verifying that the required public hearing notice signage along the properties frontage with AR Hwy 59 AND Mt. Olive Rd. has been conspicuously posted on site.

### **Standard Building Setbacks:**

Required: A sixty five (65) feet and fifty (50) feet setback measured from the center line of the fronting roads (AR Hwy 59 and Mt. Olive Rd., respectively) or twenty-five (25) feet from the fronting property lines, whichever is greater is required; A side and rear yard, building to property line setback of ten (10) feet is required.

Comments: Site plans shall be revised to show all County required building setbacks. All proposed buildings should either meet existing setback requirements or apply for a setback variance.

**Parking Requirements:**

Required: Parking calculations shall be based upon the sum total of the use being proposed as part of the Site Plan Review application. For the subject property and proposal, parking calculations shall be based upon the 'Office' parking requirements: 3 parking spaces for every 1,000 sq. ft. + 'Warehouse Storage' parking requirements: 1 space per employee + 1 space per company owned vehicle + 5 spaces for every 2,000 sq. ft. totaling 38 parking space with 2 ADA compliant parking spaces.

Based on the square footages of use provided by the applicant, Office use totals 807 sq. ft.; Warehouse use totals 6,927 sq. ft.; Garage (indoor truck parking) totals 8050 sq. ft.

Warehouse: 6,927 sf (1 space per employee+1 space per company owned vehicle+5 spaces per 2000 sf  
3 employees = 3  
14 company owned vehicles = 14  
5 spaces/2,000 sf= 17.32 spaces = 18  
TOTAL: 35 spaces  
Office: 807 sf (3 spaces per 1,000 sf)  
.807x3=2.42 spaces = 3  
TOTAL: 3 spaces

Grand Total: **38** parking spaces required (2 ADA).

Comment: The current site plan shows a total of 27 standard parking spaces with 1 ADA space in the proposed asphalt parking lot and 14 indoor truck bays on the east side of the facility, totaling 41 parking spaces. The applicant shall revise the site plan to provide the required number of ADA parking spaces in compliance with Americans with Disability Act. The site plan shall be revised to include a parking table detailing required parking compared to the parking provided on site plan; NOTE ADA parking requirements cannot be varied.

**Site Features - Loading area:**

Current loading space is shown as having dimensions of 20ft in width and 80ft in length meeting and exceeding the required minimum of 10ft by 25ft.

**Site Features – Lighting:**

Applicant has not indicated any outdoor lighting on the site plan or application. Staff would ask the applicant to confirm no outdoor lighting would be installed at this facility.

Comment: All exterior lighting on-site associated with the proposed facility shall be of a full cut-off variety.

**Parking / Landscape Buffer:**

Required: Adjoining incompatible uses should be screened with landscaping, walls, berms, or similar treatments. Section 4.6.16.c states that all required vegetative screening must have a minimum height of five (5) feet. All trees should be wire basket, B & B, or container grown. Smaller flowering trees and ornamentals will be centered at four (4') feet maximum. Coniferous trees will be centered at four (4') feet to five (5') feet depending on desired effect. All shrubs are to be planted in continuous planting beds. Planting beds will be mulched to a minimum depth of three (3") inches and will be maintained weed free. Plantings consisting of trees and shrubs will be a minimum of 50% coniferous plantings.

Comment: Land Use Compatibility analysis, per sec. 6.7, shows that the proposed use is classified as 'General Commercial', and is immediately adjacent to single-family residential (low density) land uses to the east and south. This places the proposed use as being 'questionably compatible', and as such, will require mitigation efforts in order to buffer the proposed service station. Specifically, table 6.6 (Compatibility

Levels and Criteria) requires 15 ft. to 20 ft. of additional setback, buffering 25 ft. to 40 ft. in depth, and may require 3 tier plantings as well as fencing.

The current site plan shows a planting of white pines 20 ft. on center with mulched planting beds along the immediately adjacent single family residence to the south.

The landscaping plan shall include similar buffering from the existing residence (18-15197-002) to the southeast of the facility. Based on additional setback requirements, the current building location meets the additional setback requirements per table 6.6.

Applicant shall provide a service confirmation letter for landscaping maintenance for the site.

**Access Driveways:**

Required: The design and construction shall be in accordance with the standards as presented in the Benton County Road Plan.

Comment: The site fronts along a County maintained roadway and Arkansas State Highway. The applicant proposes two (2) concrete access drives from both Mt. Olive Rd. and AR Hwy 59. Based on the current site plan, the rigid pavement (entrances and loading dock) design is as follows: 4.0 inch Class 7 base with 8.0 inch Class S (AE) concrete. Benton County Roads Department did not provide comment on the project proposal, nor AHTD.

Applicant shall provide approved access drive permits from both agencies prior to issuance of Building permit.

**Site Services - Drainage/ Stormwater Management Plan:**

Required: Applicant is required to indicate on plan storm drainage infrastructure and to provide an off-site drainage study. If study indicates an increase in peak flow discharge downstream, the developer shall construct a detention facility or an alternative LID methodology that shall control the peak runoff rate. The County also recommends minimizing impervious surface to limit the need for such facilities.

Comment: The subject property is not located in an MS4 area. The application will require a drainage statement / cover letter from a State of Arkansas Certified Engineer confirming the adequacy of stormwater management on-site. This shall be supported by both pre-development and post-development runoff coefficients, indicating if on-site stormwater management systems will be required to mitigate site runoff resulting from increased impervious surfaces. Statement / cover letter shall also provide pre and post-development impervious cover calculations. This shall be done in accordance with §4.6.10.

The applicant shall provide a copy of the SWPPP and approved NOC from Arkansas Dept. of Env. Quality prior to issuance of Planning Board decision letter. All BMPs shall be installed prior to land disturbance, in accordance with the SWPPP.

**Site Services - Solid Waste Disposal:**

The applicant shall provide a letter of service confirmation from the entity providing solid waste disposal. The site plan shall be revised to show the location of dumpster of site if necessary.

**Site Services - Electrical Power Supply:**

Carroll Electric Cooperative will be providing electrical service to the site.

**Site Services – Septic System:**

Required: Regardless of development size, a state-approved septic disposal method is required of all commercial and industrial developments. All disposal system criteria must meet or exceed septic requirements as established by the Arkansas Department of Health (ADH) in accordance with Act 402 of 1977 as amended.

Comment: The applicant shall provide a copy of the approved septic design prior to the issuance of a Building permit.

**Site Services - Water Service:**

Based on the current site plan, the applicant proposes to extend a 6 inch water line from the intersection of Eldred Rd. and AR Hwy 59 south along the east side of Hwy 59 to the entrance of the service facility.

A letter confirming service from Gravette Water will be required prior to issuance of Certificate of Occupancy from Ben. Co. Building Safety Division.

**Site Services - Fire & EMS:**

Benton County E-911 Administration assigned the proposed facility address as 10720 N AR Hwy 59.

Comment: The applicant shall submit service confirmation letters for Fire/EMS providing service to the site. Prior to issuance of a Certificate of Occupancy from Building Safety Division all fire flow testing must be completed and approved. All fire suppression design standards set forth by Ben. Co. Fire Marshal shall be inspected and contingently approved prior to issuance of Certificate of Occupancy from Building Safety.

**Site Services – Above Ground Fuel Storage Tanks**

The current site plan shows two (2) above ground fuel storage tanks and fueling station. The applicant shall submit a copy of the State Fire Marshal's Fuel Storage Tank permit prior to issuance of Certificate of Occupancy.

**Site Services – Hazardous Chemical Storage**

In accordance with §4.6.B #5, all proposed commercial and industrial developments must submit written confirmation of hazardous materials to be used and stored on-site. Documentation is to be forwarded to the County Office of Emergency Services.

The applicant shows two (2) above ground fuel storage tanks and fueling station on the current site plan. The applicant shall provide documentation of Hazardous Material Storage to the Ben. Co. Depart. Of Emergency Management prior to issuance of Planning Board decision letter.

**OUTSTANDING ITEMS:**

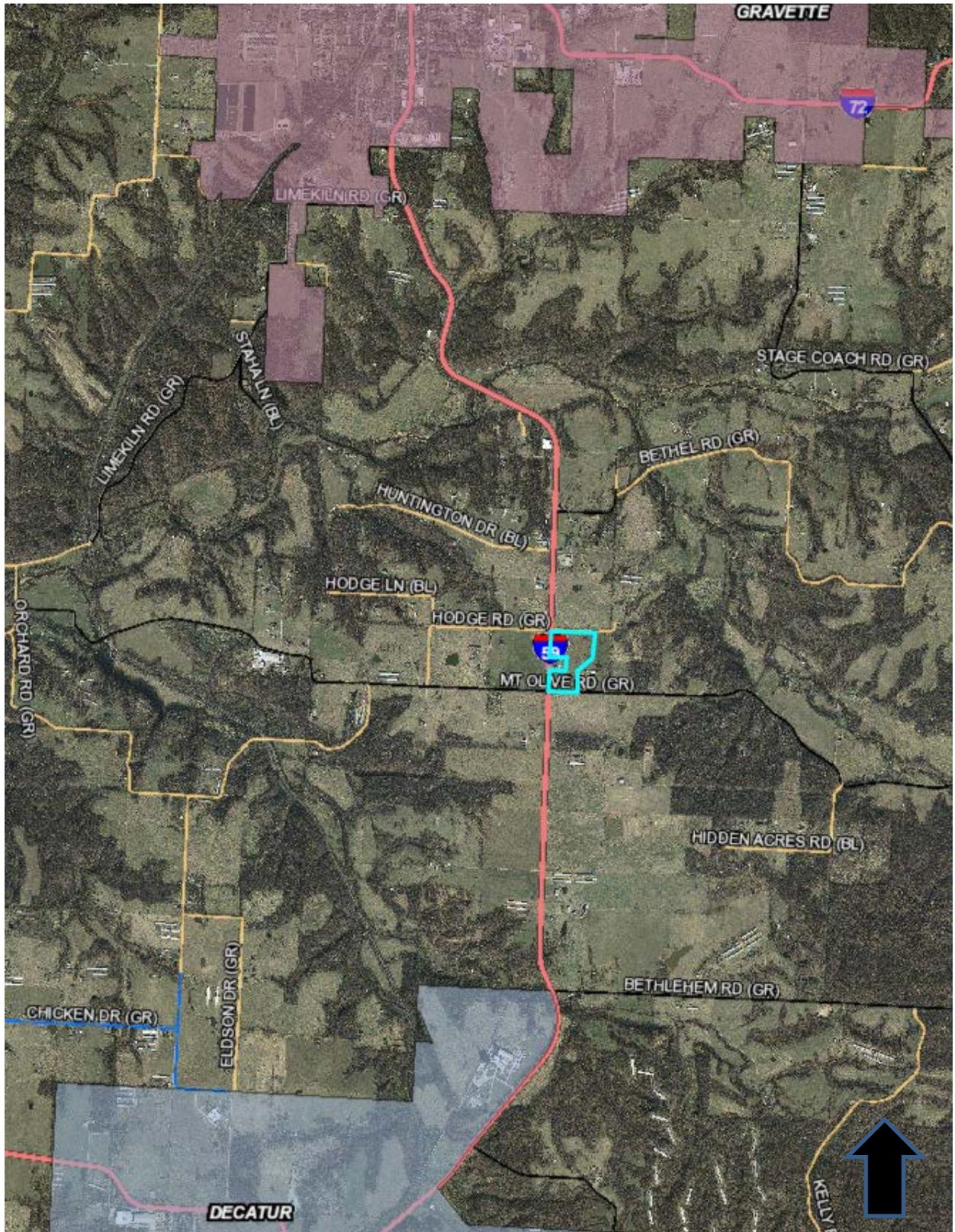
1. Site Plan revisions to include the following: Insert Parking Table as follows; 1.) Parking calculation for the using 'Office' and 'Warehouse'; 2.) Notate number of parking spaces provided; Correct front, side, and rear building-to-property line set-back lines; Detail location of dumpster on site (if necessary); Remove internal 'lot' and 'tract' property lines; Detail any outdoor lighting on site plan, include full cut off lighting note.
2. Drainage statement / cover letter from Certified Engineer confirming the adequacy of Stormwater management on-site, supported by both pre-development and post-development runoff coefficients, indicating on-site stormwater management systems will mitigate/eliminate site runoff resulting from increased impervious surfaces. Statement / cover letter shall provide pre and post-development

- impervious cover calculations. Provide a copy of the SWPPP and ADEQ NOC that will be posted on site.
3. Landscaping plan shall be revised to meet the County required buffering/screening for 'Questionable Compatibility' detail in Table 6.6.
    - a. Submit a landscape maintenance letter to Staff
  4. The applicant must submit service confirmation letters for the following:
    - a. Solid Waste
    - b. Water (City of Gravette)
    - c. Landscaping Maintenance Agreement
    - d. Fire/EMS
  5. Fire hydrant water flow analysis
  6. Submit Hazardous Materials Storage letter to Dept. of Emergency Management
  7. Provide an approved septic system permit prior to issuance of Building permit
  8. Access Drive Permits
    - a. AHTD
    - b. Ben. Co. Roads Dept.
  9. Arkansas State Fire Marshal permit for fuel storage tanks
  10. On or before Sept. 2<sup>nd</sup>, 2015, USPS certified mail receipts showing that written notice was sent to surrounding property owners regarding the Sept. 16<sup>th</sup>, 2015 public hearing.
  11. On or before Sept. 2<sup>nd</sup>, 2015, date stamped photograph(s) verifying that the required public hearing notice signage along the properties frontage with Mt. Olive Rd. and AR Hwy 59 has been conspicuously posted on site.

**CONCLUSION:**

The proposed 18,500 +/- sq. ft. commercial building was reviewed by planning staff to ensure compliance with the Planning and Development Regulation of Benton County. The project must revise its site plan as detailed in the 'outstanding items' above. Further, the inset detail showing how compatibility requirements for landscape buffering will be achieved shall be tied to the issuance of a decision letter. Finally, a drainage letter must be approved by a licensed engineer in the State of Arkansas to affirm that finished grades and additional impervious cover will not adversely impact surrounding property, and, that the site can adequately retain and disperse stormwater runoff .

**Prepared by:** Taylor Reamer, Planning Manager



**LOCATION MAP**