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**Benton County Development Department**

**Planning Division**

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**SITE PLAN REVIEW PLANNER'S TECHNICAL REPORT**

**Kramer and Co. Mechanical Site Plan Review**

**12451 W. Hwy. 72, Bentonville AR**

**EXECUTIVE SUMMARY**

Kramer and Co. Mechanical, subject property owner, proposes to construct a new 3,200 sq. ft. professional contractor's office / Warehouse on site. The proposed 3,200 sq. ft. structure would contain professional office space totaling 1,000 sq. ft. and 2,200 sq. ft. of warehouse/storage space. The submitted site sketch details the professional office to the front (west) end of the structure and the warehouse/storage to the rear (east) of the structure. The site plan shows 19 standard parking spaces and 3 ADA compliant parking spaces.

Proposed hours of operation are 7:30am to 5:00pm Monday through Friday, one shift per day. Number of employees on site during regular business hours is 7-11 full-time staff, depending on season. Two (2) company owned vehicles on site per day.

**PROJECT INFORMATION**

**Owner:** Kramer and Co. Mechanical – Mike Kramer

**Address of subject property (as assigned):** 12451 W. Hwy. 72, Bentonville

**Parcel IDs:** 18-09670-000

**Parcel Area:** 12.70 +/- acres (02/08/2016 Recorded survey shows Tract 1- 1.77 acres)

**Current Land Use:** Undeveloped / Vacant

**Proposed Land Use:** Professional Office / Warehouse

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

1. Vicinity Graphic
2. Site Graphic
3. Site Sketch
4. Recorded Tract Split

**PLANNING ANALYSIS**

**Description of Property and Surrounding Area:**

The subject property consists of one (1) recently subdivided parcel totaling 1.77 acres located on the east side of AR W. Hwy 72. Primary vehicular access would be provided via a proposed drive extending eastward from the public ROW (AR W. Hwy 72.) Sewerage and water service to the site is provided by private septic system and public water. The property is not located within the FEMA 100-yr. floodplain or Unincorporated Urbanized MS4 area.

**Background information:**

On 11/18/2015, the applicant submitted Site Plan Review application and accompanying information meeting Staff's requirements. Based on §4.6.8.iii the property owner was required to subdivide the 12.70 acre property, the Minor Subdivision application was approved on 02/08/2016. On 02/09/2016, 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, Arkansas Highway Transportation Department, and Benton County 911 Administration.

The Site Plan Review application was therefore scheduled for the February 17, 2016 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 show that the property is currently an unimproved parcel. The subject parcel is under common ownership with the parcels to the south.

**Noticing Requirements:**

On or before February 17, 2016, the applicant shall submit to Staff USPS certified mail receipts showing that written notice was sent to surrounding property owners regarding the March 3, 2016 Public Hearing.

The applicant shall submit photographs verifying that the required Public Hearing notice signage along the properties frontage with AR E. Hwy. 72 has been conspicuously posted on site on or before February 17, 2016.

**Standard Building Setbacks:**

Required: A sixty five (65) foot setback measured from the center line of the fronting road (AR W. Hwy. 72) 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: Current site plan shows the proposed 3,200 sq. ft. Professional Office + Warehouse/Storage structure which is not within the County required building setbacks.

The applicant shall revise current site plan to accurately detail the front building to centerline setback.

**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. totaling + Warehouse/Storage parking requirements: 1 space per employee per shift + 1 space per company owned vehicle OR 5 spaces per 2,000 sq. ft. totaling 16 standard parking spaces and 1 additional space that is ADA compliant.

Office: 1,000 sf (3 spaces per 1,000 sf)

$$1,000/1,000 = 1 = 3 \text{ spaces}$$

REQUIRED PARKING FOR OFFICE USE: 3 standard parking spaces

Warehouse/Storage: 2,200 sf (# company owned vehicles + # employees per shift OR 5 spaces per 2,200sf, (whichever is greater)

$$2,200/2,000 = 1.1 = 5.5 \text{ spaces} = 6 \text{ parking spaces}$$

Max. 11 Employees + 2 Vehicles = 13 parking spaces

REQUIRED PARKING FOR WAREHOUSE/STORAGE USE: 13 standard parking spaces

TOTAL Number of Required Parking: **16** parking spaces required (16 standard + 1 ADA).

Comment: The current site plan shows **21** standard parking spaces + 1 ADA compliant, exceeding the parking requirement for the project proposal.

**Site Features - Loading area:**

Two current loading zones are shown as having dimensions of 10ft by 25ft. located on the south side of the proposed structure meeting the minimum requirement.

**Site Features – Lighting:**

Current site plan shows three (3) outdoor lighting on the NW, SW, and SE corners of the proposed structure. The applicant shall revise the current site plan to include the ‘full cut-off’ lighting note.

**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 current use is classified as ‘Professional Office’ to ‘General Commercial’, and is immediately adjacent to single-family residential land use to the north. This places the proposed use as being ‘questionably compatible – ‘Minor to Moderate’, and as such, will require some level of mitigation efforts in order to buffer the proposed commercial use. Specifically, table 6.6 (Compatibility Levels and Criteria) indicates up to 15 ft. of additional setback, buffering up to 25 ft. in depth, and may require 2-3 tier plantings.

The site plan shows a total of twenty - nine (29) proposed Loblolly Pine trees along the northern property line between the proposed office and the adjacent single-family parcel.

**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 an Arkansas State Highway. The applicant proposes to install one new access drive to the site from W. AR Hwy. 72.

Staff has received a ‘no comment’ from the County Roads Dept. AHTD has not provided comment on the project.

**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.

Site plan details BMPs for the construction site including silt fencing surrounding the proposed office/warehouse to be implemented during construction.

The applicant shall provide a copy of ADEQ’s Notice of Automatic Coverage for construction sites less than 5 acres.

**Site Services - Solid Waste Disposal:**

Applicant shall provide a service confirmation letter from solid waste provider servicing the site.

Applicant shall detail the proposed location of dumpster or trash receptacle on site.

**Site Services - Electrical Power Supply:**

Applicant shall provide service confirmation letter from electrical company providing 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 has submitted an evaluation for soil morphology on site for the proposed septic system. The evaluation stated 97 linear feet would be required 3 people with a shower. The current site plan shows approximate location of proposed septic system detailing two 80 ft. lateral lines for the proposed contractor's office.

Staff has not received comment from Arkansas Department of Health. Prior to issuance of Benton County Building Permit, the applicant shall provide an ADH approved septic permit.

**Site Services - Water Service:**

Applicant shall provide a service confirmation letter from the agency providing water service.

**Site Services - Fire & EMS:**

Benton County E-911 Administration issued the proposed Office structure 12451 W. Hwy. 72, Bentonville.

Benton County Fire Marshal provided the following comments:

1. Knox box required to be installed for fire access.
2. 1 hour fire wall needed between the office and storage area.
3. Fire hydrant or other commercial water source required on the property.
4. Driveway and parking lot will need to be built to withstand 75,000 pound apparatus.

The applicant shall provide service confirmation letter from Fire/EMS Department servicing the property.

**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 shall provide required documentation stating no hazardous chemicals are stored on site.

**OUTSTANDING ITEMS:**

1. Site Plan Revisions;
  - a. Detail new property lines (Minor Subdivision - Tract Split Application #16-011)
  - b. General Property information detailed on Site Plan
  - c. Full cut off lighting note
  - d. Signage for the business detailed on Site Plan
  - e. Landscaping gallon/height size to be installed shall be noted on the Site Plan
  - f. ADA designation detailed on Site Plan
  - g. Parking Table detailed Required Parking and Provided Parking
  - h. Scale Bar for the Site Plan shall be included on revise plan
2. Notice of Automatic Coverage for Construction Site less than 5 acres shall be submitted
3. AHTD Access Drive Permit shall be approved and submitted prior to issuance of Building Permit
4. ADH Septic Permit shall be approved and submitted prior to issuance of Building Permit
5. Hazardous Chemical Letter shall be completed and submitted
6. Electric Authority
  - a. Solid Waste Provider
  - b. Water Authority
7. Adherence to Benton County Fire Marshal's comments for the proposal
8. Require Public Notice for Site Plan Review applications.
  - a. Certified USPS Mailings sent on or before Feb. 17<sup>th</sup>, 2016.
  - b. Require Public Hearing Signage posted on or before Feb. 17<sup>th</sup>, 2016.

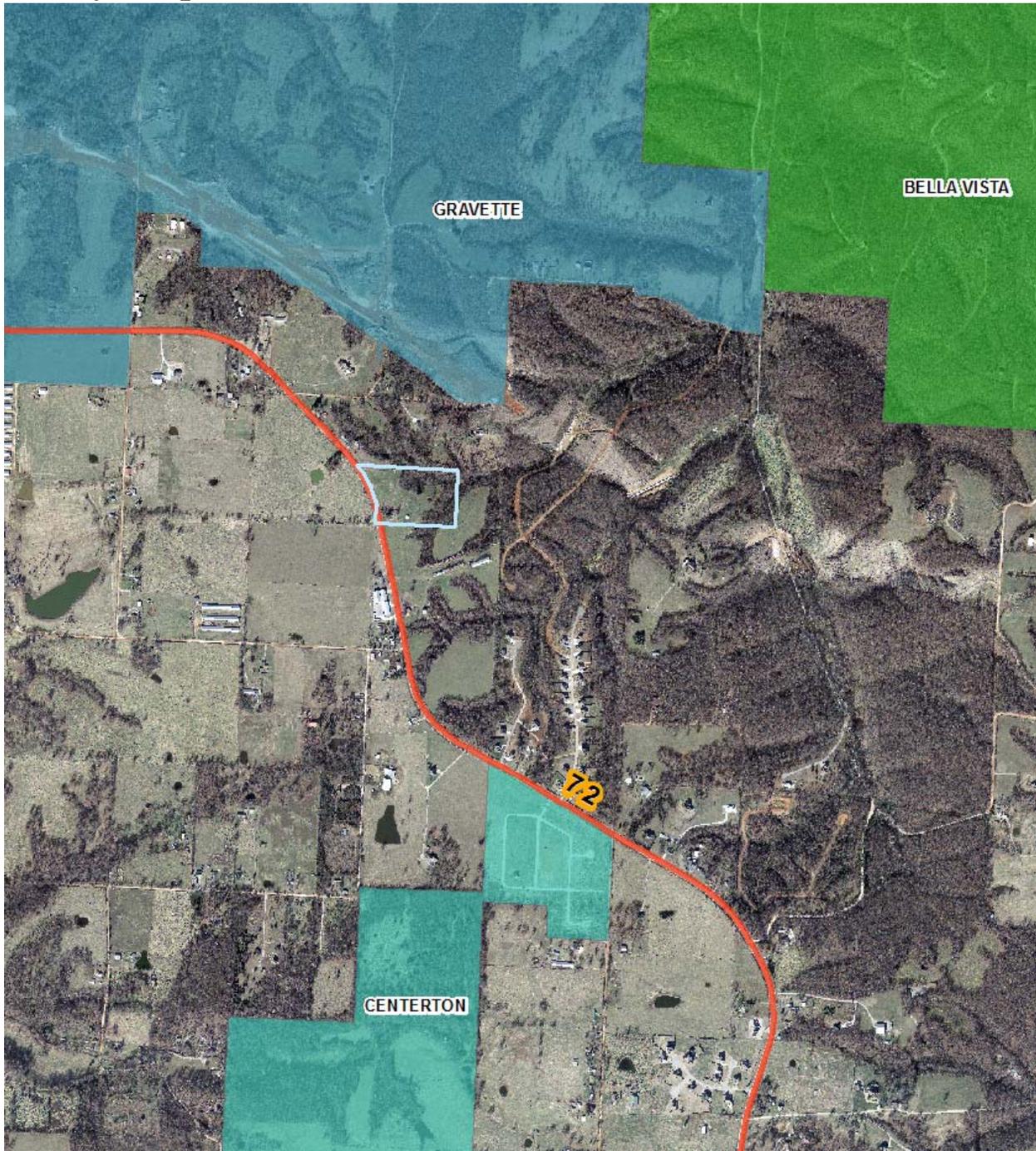
**CONCLUSION:**

The proposal to construct the proposed 3,200 +/- sq. ft. Professional Office / Warehouse building was reviewed by Planning Staff to ensure compliance with the Planning and Development Regulation of Benton County. The applicant shall comply with items 1-8 detailed in Outstanding Items above in order to comply with Benton County Planning and Development Regulations.

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

**Reviewed by:** Kevin M. Gambrill, AICP - Planning Director

### Vicinity Graphic – Kramer and Co. Mechanical



## Site Graphic – Kramer and Co. Mechanical





