



Benton County Planning Board
Public Hearing
Technical Advisory Committee Meeting

July 20, 2016

6:00 p.m.

Benton County Administration Building
215 East Central Avenue, Bentonville AR 72712

Planning
Board
Approval:

Mark Curtis
7/20/16

Meeting Minutes

PUBLIC HEARING:

Call to Order: The meeting was convened at 6:00 p.m. by the Planning Board Chair, Mark Curtis.

Roll Call: Jim Cole, Sean Collyge, Mark Curtis, Starr Leyva, Ashley Tucker and Rick Williams were present. Ron Homeyer was absent.

Staff present: Glenn Tracy – Building Official, Taylor Reamer - Planning Manager, Derek Linn – Senior County Planner and Tracy Backs – County Planner were present.

Public Present: There were six members of the public present.

Disposition of Minutes: 07-06-2016

Mr. Cole moved to approve the July 6, 2016, Planning Board Meeting minutes. The motion was seconded by Mr. Collyge. The motion carried 6-0.

General Public Comment: None

Old Business: None

New Business – Items for Public Hearing:

- I. **DeJarnatt Waiver, #16-113, 14072 Yell Cemetery Road, Siloam Springs, 18-10542-000**

Applicant: Kimberly DeJarnatt, 14072 Yell Cemetery Road, Siloam Springs

Staff gave a presentation on the DeJarnatt Waiver, #16-113, 14072 Yell Cemetery Road, Siloam Springs, 18-10542-000

Comments from Ms. DeJarnatt: None

Board Comments: None

Public Comment: None

Mr. Cole motioned to approve the DeJarnatt Waiver. Ms. Leyva seconded the motion. Motion carried 6 – 0.

TECHNICAL ADVISORY COMMITTEE

1. **Call to Order:** 6:05 p.m.
2. **Old Business / Ongoing Applications:** None
3. **New Business:**

I. **Michael Cabinet Shop Site Plan Review, #16-158, 23668 and 23670 Raines Road, Siloam Springs, 18-15697-001**

Applicants: Cheri Michael and John Michael, 23668 Raines Road, Siloam Springs

Staff gave a presentation on the Michael Cabinet Shop Site Plan Review, #16-158, 23668 and 23670 Raines Road, Siloam Springs, 18-15697-001

Comment from Mrs. Michael:

I have a little bit of concern regarding the heavy commercial use. I don't know if there is leeway or how that is determined; but we are a very very small business with minimal traffic. An occasional customer would come by our facility to pick out a color or door style. We weren't planning on parking spaces so that was new to us. We didn't know we needed to do that. The buffering as well was something we didn't anticipate. So we would like some more clarification of what is required there.

Mr. Curtis: And that's what this meeting is all about. This is Technical Advisory so we are advising. That's why we are here and doing what we are doing.

Mrs. Michael: Great! That's what we need.

Mr. Curtis: Mr. Michael, any comment from you?

Mr. Michael: No, sir.

Mr. Curtis: Okay, questions or comments from the Board to the developers?

Mr. Tucker: Are you manufacturing the cabinets on site or are you just assembling the components that you buy?

Mr. Michael: No, I am manufacturing them.

Mr. Tucker: You have a set of saws, planers, dust collection equipment and all of that?

Mr. Michael: Yes, right.

Mr. Tucker: That kind of falls into the definition of heavy industrial. It doesn't matter the scale. It could be a small scale heavy industrial; which under our regulations is called heavy commercial / heavy industrial. Because you are bringing components, you manufacture a product and you assemble it on site. That meets the definition. For us to decide would be, what level of mitigation would mitigate the scale of this business? The landscape buffering would be to mitigate the scale of this business compared to a residential subdivision or a neighbor. Is this in a subdivision?

Mr. Reamer: No.

Mr. Tucker: So it is just in a neighborhood with several other houses.

Mrs. Michael: We are right on the corner of State Line Road and Raines Road.

Mr. Tucker: Okay. I know where that is. You are by the treatment plant?

Mrs. Michael: Yes.

Mr. Curtis: What is directly north of where you are siting the building? Is it just open farmer's field?

Mr. Michael: Yes.

Mr. Curtis: And to the west of that? Open farmer's field?

Mrs. Michael: Yes.

Mr. Curtis: And your house is the other side of it?

Mr. Michael: Yes. We have a house that is east of us that I guess is in the process of being sold or rented out. There is no one living there right now.

Mr. Curtis: Possible rental. Okay.

Mr. Michael: Yes.

Mr. Cole: Is that the one that is 23658?

Mrs. Michael: Yes, it was recently a rental.

Mr. Tucker: Do you have a fence line all the way around the property?

Mrs. Michael: To the west and the south is barbed wire fence. There is some chain link on the east side but then it is open between the two yards.

Mr. Tucker: So it is not board on board fence.

Mrs. Michael: No.

Mr. Tucker: That would count as screening or buffering. Typically, what we would require and have required has been some type of evergreen. Do we have a list of species still? Preferably native plants.

Mr. Michael: Is that supposed to be between our houses?

Mr. Tucker: It would be between your business and your property line.

Mr. Michael: All the way around everything?

Mr. Tucker: No, to the east, it looks like you are covered. To the southwest you are covered. There is just a gap on the northwest corner. Will you have a paint booth?

Mr. Michael: *(Mr. Michael shakes his head no.)*

Mr. Tucker: No paint booth. How about air conditioning? Will you have the doors up in the summer?

Mr. Michael: I am hoping to have air conditioning if I can afford it. I probably will have to at my age.

Mr. Tucker: So the doors won't be open in the summer time when the equipment is running?

Mr. Michael: Right, no.

Mr. Tucker: So that kind of mitigates the noise. So it's a commercial business mixed in with houses. Are there any other businesses or other houses that have businesses like this on Raines Road?

Mr. Michael: Like a cabinet shop?

Mr. Tucker: Well just anything; auto repair shop, cabinet shop anything like that?

Mr. Michael: Not that I know of. There is a trucking company. Paul Smith has dump trucks.

Mrs. Michael: It is further south of us on State Line Road.

Mr. Michael: But, no, there are not any other businesses.

Mr. Cole: Hours of operation?

Mr. Michael: 9 to 6 maybe.

Mr. Cole: If you were to gauge, how many customers do you get in a typical day?

Mr. Michael: Usually none. I build a set of cabinets once in a month and a half. It usually takes that long to build one and very rarely does someone just walk in. It does happen but usually we just get together to find out what they want and go from there.

Ms. Leyva: Are you going to have any signs from the road or on the building letting people know that's where your business is?

Mr. Michael: I didn't plan on that.

Mr. Curtis: Do you get deliveries?

Mr. Michael: There is no way a truck can get in where we live with the trees. I will probably pick up a Lowe's or the Wal-Mart parking lot.

Mr. Curtis: What I am trying to get at is that you have no public delivery then. Basically that would not happen so there would not be heavy trucks. You put them into your truck or trailer and haul them to the location. Primarily your own access.

Mr. Michael: Right.

Ms. Leyva: So no real loading area that we need to designate.

Mr. Curtis: So that cuts out having to have a loading area.

Mr. Michael: Right.

Mr. Curtis: Okay. That's why we are trying to narrow this down.

Mr. Michael: Okay. I understand.

Mr. Curtis: Are you going to have a light on the building for security?

Mrs. Michael: I don't think so. We have a security light on our light pole and it lights the area pretty well.

Mr. Collyge: As far as your equipment goes, I have been in enough cabinet shops to know that from what you are saying, this sounds more like, I don't want to say "hobby" but it is more what I would expect to see from a guy who does a lot of wood working but not commercial.

Mr. Michael: You can say that. Are you talking about sound wise?

Mr. Collyge: No, not sound wise, just in general.

Mr. Michael: I have a couple shapers, table saw, a belt sander

Mr. Collyge: More like a home based type tools. Not a 6 or 8-foot plane sander or anything like that.

Ms. Leyva: He's a specialty cabinet shop.

Mr. Michael: Yes, I don't have any expensive industrial equipment.

Mr. Collyge: Maybe I missed it. I don't understand why this went out of kind of a home-based business.

Mr. Curtis: I guess when we discussed this when they brought it to us as a discussion item, because he has a part-time helper and he is building a new building, we thought we should at least take a look at it and maybe be able to give him some suggestions and things that he could do to maybe make it a little more palatable for the neighbors if they complained. That is what we are trying to do here. We are not trying to put a lot of onus on him to have the security fence, security lighting and concrete the whole thing with parking spaces. We are keeping it down to a low roar. You might not have been here on the night that we discussed this.

Mr. Collyge: Okay. I don't think I was here that night.

Mr. Tucker: I kind of think of this almost like the T&T Automotive when they built the repair shop right next to his house but then they expanded it.

Mr. Curtis: He *really* expanded it.

Mr. Cole: But along the lines of a hobby business.

Mr. Tucker: It starts as a hobby or as a retirement business...I don't know if that's what you are thinking.... In 5, 10, 20 years you can retire and slow down to maybe once every two months.

Ms. Leyva: Or you can just supervise.

Mr. Michael: Yes.

Mrs. Michael: I don't know. I don't know if I want to get into that.

Mr. Tucker: It didn't fall into home-based business because we had an additional person and an additional building being built. We had a use that wasn't within the framework of those things listed as home-based businesses.

Mr. Collyge: I didn't think it had to be actually in your home. The building could be on your property.

Mr. Curtis: Yes. But again, because of the new construction and the additional person, we wanted to take a look at it.

Ms. Leyva: Parking...haven't we discussed this before that we don't have the ability to waiver ADA spaces?

Mr. Curtis: Do you have a concrete driveway? I think they can do something with their concrete driveway that will make that their ADA space just by putting up a sign or painting something on the concrete. Both ways are acceptable. So that you have a designated parking space for that outcome or occasion.

Mr. Michael: Yes.

Mrs. Michael: Okay.

Mr. Tucker: If I read the current ADA correctly, it has to be a hard surface. We have accepted compacted gravel in the past. Obviously, concrete is better. If you want to look up what the requirement is, go to the Department of Justice website. It tells you how big the dimensions have to be, where the sign has to be placed.

Mr. Curtis: You can probably ask the Staff.

Mrs. Michael: Okay.

Mr. Curtis: So you have a little bit of work to do between now and two weeks from now but I think it is something you can accomplish. Do you have any questions of us?

Mrs. Michael: I did have one question regarding the solid waste disposal. We are close enough to the City of Siloam (*Springs*) that we can get limited service through them. We have two options: (1) a dumpster which kind of takes away from the whole look of the area; (2) or we can physically take our waste to the transfer station. Is that acceptable?

Mr. Curtis: It is okay with me but we have to check with the Board and Staff.

Mr. Reamer: I do know that Building Safety does have some sort of affidavit that a contractor or property owner will fill out stating that they will take any waste from the site to the landfill. We could do something similar to that.

Mrs. Michael: Okay. Great.

Mr. Tucker: Either one would require screening if it is stored outside.

Mrs. Michael: It wouldn't be outside unless it's the dumpster obviously.

Mr. Tucker: If you do decide to go with the dumpster, put a board-on-board fence or some type of screening around it.

Mrs. Michael: Okay.

Ms. Leyva: Are you going to have any outdoor storage?

Mrs. Michael: None.

Mr. Curtis: Hard to keep finished wood outside. Okay, anything else from Staff that we need to cover? I guess we will see you in two weeks.

II. Littrell Waiver, #16-160, 15805 Gann Ridge Road, Garfield, 18-05479-000

Applicants: Helen Littrell and Rex Littrell, 15805 Gann Ridge Road, Garfield

Staff gave a presentation on the Littrell Waiver, #16-160, 15805 Gann Ridge Road, Garfield, 18-05479-000

Comment from Mr. Littrell: We have to be back in two weeks before we are good to go?

Mr. Curtis: Right.

Mr. Littrell: We are going to be out of town. We just need to know if someone else can come in for us.

Mr. Reamer: As long as we have a representative for the project.

Mr. Curtis: Can someone come in your place?

Mr. Littrell: Yes, we can get someone to come in.

Mr. Curtis: Then it won't be a problem.

Mr. Littrell: I have one other question. We have three more parcels that aren't on this site here. We have another daughter that is moving. She will be on the five-acre. It's going to be an individual five-acre. Do we have to go through this process again?

Mr. Curtis: You have separate parcels?

Mr. Littrell: Yes, they are all separate.

Mr. Curtis: If you have separate parcels and are going to put more than one septic tank on a parcel, then you have to come to us. If the land is already separated, as long as you get the Department of Health okay and building permits, you are good to go.

Mr. Littrell: Okay. Yes, it's all separated. That is what I wanted to know.

Board Comments:

Mr. Tucker: You have chosen to put another home on the residence without dividing the property.

Mr. Littrell: Right.

Mr. Tucker: Is the intent kid move in? If the child moves out at some point, would you subdivide?

Mr. Littrell: No. We gave each one of our kids, we have four children, and each parcel will have a child on it. But it stays in our possession in case something happens to us then it relinquishes back to them. They can do whatever they want after us. But until that time, it is ours. Even if they move off, it is ours.

Mr. Tucker: It's a family thing. You are not renting it out.

Mr. Littrell: It's a family thing. We already have two living on separate lots right now.

Mr. Curtis: Okay. It's pretty much a formality but we will see someone in two weeks.

Mrs. Littrell: Okay. If for some reason someone can't represent us in two weeks if something happens. Because the guy that was going to do this ended up in the hospital. What is the formality? What do we need to do? Because we will be on vacation in two weeks.

Mr. Curtis: Well I am not going to be here in two weeks either. My guess is that you wouldn't have to have someone here representing the project. Could you get one of your children to come in?

Mr. Littrell: They are going with us. It's a family thing.

Mr. Cole: You could contact Taylor (*Reamer*).

Mr. Reamer: You could go ahead and just contact Staff maybe next week to let us know if someone is going to be here and then we can hopefully work with you.

Mrs. Littrell: Okay.

Mr. Curtis: Because it's a public hearing being held, if someone were to come in from the public that you notified, we would like to be able to address a question or two to maybe rebut whatever the public hearing brought out. That's the reason that we would really like to have somebody here.

Mrs. Littrell: Right.

Mr. Curtis: It's a public representation type of thing that we have to do.

Mr. Tucker: If there is no one here, we have a couple of options ourselves. One, you could request that we withdraw before the hearing and postpone it to a later date or we could take the public comment, table it and continue the hearing at later time. You would have to send new notices out.

Mr. Littrell: We want to keep it going like it is. We will get a representative.

Mrs. Littrell: We've got to get this done.

Mr. Curtis: That's fine. We will see you in two weeks.

III. Old Wire Storage LLC Site Plan Review – Major Amendment, #16-161, 2713 & 2715 South Old Wire Road, Rogers, 18-03582-000

Applicant: Thomas Pownall, Thomas Engineering Company, 3810 Lookout Road, North Little Rock, 72116, here representing the owner.

Staff gave a presentation on the Old Wire Storage LLC Site Plan Review – Major Amendment, #16-161, 2713 & 2715 South Old Wire Road, Rogers, 18-03582-000

Comments from Mr. Pownall:

I guess we will start with the outstanding items. I will take care of the building set backs on the site plan. It's not a problem. Parking...that's a lot of parking for a mini-storage. I think we are going to go for a variance on the next application. We will ask to maintain the current four spaces with one ADA within that four. It's operating fine now and will continue to do so with the addition of this building. The parking is a big swing between what is required and what we are showing.

Board Comments:

Mr. Tucker: How much space is between the buildings?

Mr. Pownall: 20 feet.

Mr. Tucker: Usually when you see 40 feet between buildings then technically you have parking spaces between for each unit. With 20 feet, you can't really say, "you have a parking space, it's just not striped."

Mr. Pownall: The parking, in my opinion, needs to be for the office area because that's where they will park and talk to the office and do their business of the renting for their facility. Once you enter into the gate, that's kind of the loading and unloading area rather than just parking I guess. I have a map to show where each loading and unloading area will be. It's at the end of the aisle. If you put a 10 x 25-foot spot on the south side in front of each building, it gives about 15 feet for a car to pass around. That lets the facility operate easily with unloading, loading and the people can go around as well.

Mr. Tucker: So you technically comply with at least part of the parking spaces by calling the loading spaces, loading/parking.

Mr. Pownall: Okay. There are eight buildings so you have eight parking spots plus the four so you have twelve. And how many are required?

Mr. Curtis: Fourteen.

Mr. Pownall: I bet I could find two more moving areas in there. There's a lot of room to maneuver in there really.

Mr. Tucker: Technically you are complying with it. We ask a lot of applicants to do this. If you have five-acres and a 1,200 square foot building, just show parking. It's so much easier.

Mr. Pownall: That's fine. I don't mind.

Mr. Tucker: If there's a technical hardship, because the site is fenced that is existing, there may be some land feature. Just not showing parking with no hardship.

Mr. Pownall: No, that's not our intention. I bet I could find two more loading areas to count as parking spots so that we may not even need a variance. I hadn't thought about that.

Ms. Leyva: Am I going to be able to access storage spots on the backside of the proposed new building? I can't see the dimensions. How far is it from the building to the property line?

Mr. Pownall: Each storage building has access on all four sides. So let's say, for example, a car is within one aisle, you can drive down another aisle and go the other way down it.

Ms. Leyva: Yes, but this back part?

Mr. Pownall: The east side?

Mr. Curtis: The far east side is what she is talking about.

Mr. Pownall: Yes. There will be 20 – 22 feet of gravel shown around that building as well.

Ms. Leyva: And then what's on the northeast side?

Mr. Pownall: Gravel as well about 22 or 23 feet. I don't remember what is shown.

Mr. Tucker: The dashed is new gravel?

Mr. Pownall: Yes, I am putting in new gravel and making it wider so we can have full circulation.

Mr. Tucker: I took that as riprap.

Mr. Pownall: No, I am going to expand the gravel driving areas. Riprap is shown on the north side where there is a ditch coming around.

Mr. Tucker: This is not boat storage. This is mini-storage.

Mr. Pownall: Correct.

Mr. Curtis: There is a fence around it currently. Barbed wire, chain link, what?

Mr. Pownell: The south side is chain link. The east side is chain link. The north side is a 6-foot wood privacy fence.

Ms. Leyva: What is the commercial operation to the north? I see two tractor trailers in the picture.

Mr. Pownall: I would call it agriculture. If it's commercial, that's great. We will take commercial.

Mr. Reamer: I don't think that is actually the adjacent property. I think the property line is the row of evergreens. The next property up may be something else.

Ms. Leyva: Okay.

Mr. Curtis: I read the compatibility analysis. I am thinking that probably it looks like there is residential to the east. Probably need some buffer if you are going to extend that building or put another building there. We need some buffer in there.

Mr. Pownall: Yes, that was my first stab at your compatibility. That's correct. Okay. We have 50 feet between the property line and the building. What is the requirement for buffering? Do you want landscaping? We prefer not to do some elaborate landscaping to buffer it. I understand the intention of it. That is very common. Maybe a fence?

Mr. Curtis: If you have a wood fence to the north, certainly a board fence on the east side would be a buffer.

Mr. Pownall: If you consider that as a solution, I think we could come back with that.

Mr. Curtis: Any comments on that from the Board?

Mr. Pownell: We would definitely leave the trees. We would probably put the fence right where the chain link fence is on our side.

Mr. Curtis: This is just me but in my mind, when you cover that side, you've covered your bases pretty well. Because the rest has been there for some time. If you were going to get complaints, you would have had them by now. But

now with the new building, you might try to help out the neighbors just a little bit.

Mr. Pownall: Great! I like that solution. We can do that.

Mr. Curtis: You need to have a solid waste provider, no question about that.

Mr. Pownall: That's fine. We can do that.

Ms. Leyva: I am sure with the doggie/pet daycare.

Mr. Pownall: That's not there anymore. We are new owners within the last couple of months. We are not doing that anymore. We are strictly a storage facility.

Ms. Leyva: Is someone going to live on site?

Mr. Pownall: Yes.

Mr. Curtis: See you in two weeks. Thank you.

4. Other Business: None

5. Staff Updates:

I. Administrative Approvals:

- a. Gray Minor Subdivision, #16-144, 14189 Fairmount Road, Siloam Springs, 18-13957-000
- b. Penner Lot Line Adjustment, #16-147, 13071 South Highway 43, Siloam Springs, 18-15807-003 and 18-15808-000
- c. Isabell Minor Subdivision, #16-150, 14491 Strawberry Ridge Road, Gravette, 18-15669-000, 18-15667-000, 18-15657-002, 18-15666-000

Mr. Curtis: I thought if it was more than three tracts, it was a subdivision.

Mr. Reamer: They are at the limit right now at five. They can no longer split that parent parcel. Five or fewer.

Mr. Tucker: Does the parent parcel not count as one tract?

Mr. Reamer: In this instance, being the acreage that it is (it's over 25 acres), and therefore exempt from review. The property owner is aware

that this parent parcel is now no longer allowed to be subdivided without a major subdivision application.

Mr. Curtis: I am concerned that they are pushing the border.

Mr. Reamer: This was a rather interesting situation on this project.

Mr. Curtis: This is the kind of thing that, to my mind, is where the waivers for the septic things is very important.

Mr. Reamer: Right. We now have a file created for this parent parcel associated with it. That's where the County Assessor and the County Circuit Clerk come into a big role for trying to keep up with successive splits because every survey that's recorded with them we have access to. So if someone wants to subdivide their property, we automatically research. So five years ago, ten years ago you subdivided it once, twice and now three times. You need to realize that there's only one or two splits left of this parent parcel now. It's very well tracked.

- d. Chambers Bank Minor Subdivision, #16-151, Tikaani Drive at Lots 8 and 9, Forest Hills Subdivision, Siloam Springs, 15-17935-000

Mr. Curtis: Okay. The question on that of course is that the frontage is less than the required 120 ft.

Mr. Linn: It's just meeting the minimum of 120. In fact, it was the same in the front as the back and Staff identified it as less than the minimum. So instead of moving both pins and going into the back forty and catching a lot of ticks, the surveyor just chose to move the one post to meet the minimum requirement along the street. That's why you have 113 in the back and 120 in the front.

Ms. Leyva: Any reason for this? That's a subdivision that's been divided.

Mr. Reamer: If you look at the graphic, it's hard to tell but the entire property is outlined in yellow. You can see there's two very close property lines in the middle. I don't know if it was an error when it was originally approved but that was its own individual parcel.

Ms. Leyva: Usually that's the utility access easements. No? You'll see this blanket "nobody owns property" skinny line because that is where the utilities run.

Mr. Curtis: I guess this was during the crunch in 2004 or 2005. The bank owns it. There was a lot of things going through in 2004, 2005. I am glad somebody's watching it now.

- e. Smith Minor Subdivision, #16-152, 22454 Monitor Road, Springdale, 18-03019-001
- f. Humphrey Minor Subdivision, #16-157, 2656 West Highway 102, Decatur, 18-14297-000, 18-15876-002, 18-16376-001

Ms. Leyva: I have a question. So with this particular one, it meets the state's subdivision septic regulations.

Mr. Reamer: We did correspond with Department of Health. They chose that this was not a justification to review under the state's subdivision rules. We did verify.

Mr. Linn: It definitely went to them though.

Ms. Leyva: We rarely have one that actually meets their definition.

- g. Conduff Minor Subdivision, #16-159, 13153 Rosario Road, Garfield, 15-08103-001

6. Discussion Items:

- I. JK Storage Proposal – 19632 Highway 127, Garfield

Mr. Reamer: The first discussion item just came to light today. This is for JK Storage on Highway 127 in Garfield. It's a mini-storage that's been in existence since the early 90's from what Staff can tell. I believe it was last week, our Building Safety folks saw that there was some construction going on on site. A Stop Work Order was issued for what was being done. After a few visits with the property owner and his contractor, they are looking to expand. One additional building that will be fully enclosed with the full overhead doors on each bay and things like that. There will also be just a roofed area with open bays with no garage doors or overhead doors. Total square footage is fairly significant for the site...almost 14,000 square feet of additional storage unit space.

In this graphic, this is the site obviously currently improved with a fair number of storage unit facilities and then outlined in blue is a 7,400 square foot structure. This will be the fully enclosed structure. It will house thirteen 13 x 40 spaces. The yellow is what they are calling the lean-to which will not have four rigid walls. This is a 6,400 square foot structure. This will house fourteen 12 x 30 foot units.

Upon the property owner realizing there was a building permit that needed to be issued for the property, but not only that, review by Planning, especially specifically from the Planning Board, he filled out a Site Plan Review application and got together some documentation. His version of a site plan was essentially what I am showing you now. It is an aerial graphic showing just a general location with some squares showing where the new structures will be. Staff had originally told the property owner that this generally does not suffice for Planning Board review, especially for site plan review. Especially given that this property has never been approved by the Planning Board. Be it in the 90's, 2000 to today, it's never been fully reviewed by the Planning Board. The applicant was somewhat surprised by this. To give the property owner the best information I could, I told him that I would bring it to the Planning Board and ask you all as the Board and governing body what would be a sufficient site plan. As we have had at the past couple of meetings, a sufficient site plan is the definition of what the Board would like.

Unfortunately, we do not have minimum requirements outlined for site plan review plans. As far as a property owner choosing to hand draw a sketch as we have seen before, it can be done well. This is a situation that just recently came up. You actually heard the project for Old Wire Storage. They had the same proposal. They wanted to use an informal site plan. That's why I am bringing this proposal to you all as well.

Mr. Tucker: We only have that for subdivisions.

Mr. Reamer: Correct. There is a strict outline of requirements for surveys.

Mr. Curtis: It could be another item that we need to clarify in the rules and regulations. Along with the septic tank ordinance rules, I would ask Staff to put that on our list of things for discussion. I guess that since it's never been reviewed, if I was going to be sitting here for the next year, I would like to take a complete look at it. That's just me.

Ms. Leyva: I am going to ask our engineers... We've had sites come before us before where we only required the part that was being reviewed to have all the specifications that we may ask. All the rest of it, we are not reviewing. We are only reviewing the part that is being built. That's what I think we only have the ability to look at. We can't disapprove what is already out there.

Mr. Tucker: Unless it is unsafe.

Ms. Leyva: Unsafe. And that's what we have our building officials to take care of for us. We have allowed people to come in and review just that section and they have done everything we have asked for for that little piece. We have had laxer drawings. I understand that you are coming in for just this building but we do want to review your entire site plan. For an applicant, are

you talking about a significant cost difference to have a professional plan completed? Okay thank you. That's what I thought.

Mr. Tucker: What the last mini storage provided I thought was adequate. It outlined each building. It had dimensions. It could have been done by hand and provided the same level of information. It doesn't have to be done by an engineer as long as it is accurate and contained all the information that we need. Those informal drawings can be fine.

The previous Cowboy Church was another one. They did a great drawing that was not done by an engineer.

Mr. Reamer: Scaled drawings can be created very well by property owners. I also want to make sure that they are aware that the level of accuracy that needs to be on those drawings as well.

Mr. Tucker: I think we should show them the mini-storage, some of the other scaled drawings that we found acceptable. Is there any part of this that is nonconforming?

Mr. Reamer: The entire property as it sits right now is nonconforming. These structures were built I believe between 1991 and 1998.

Mr. Tucker: So they don't conform to set back, compatibility, general access for fire apparatus....

Mr. Reamer: That is something that has never been reviewed. I am sure the fire access and things like that may have been reviewed by the Fire Marshal. He conducts commercial reviews every year. I am sure this is on his list as well.

Mr. Tucker: Is it in Garfield's jurisdiction?

Mr. Reamer: No.

Mr. Leyva: This is the one when you come around that corner. Right?

Mr. Reamer: Correct.

Mr. Cole: So actually the dimensions of the new buildings, the setback...

Mr. Tucker: Parking if they have it. We may have to require a pad for ADA spaces.

Mr. Reamer: They have outdoor storage as well which is something under today's regulations that is not permitted.

Mr. Curtis: There are different roof designs and a bunch of different buildings, so there must have been some additions along the way. It would be nice to have a file that showed everything for the future. It looks to me like there are at least three different building styles there plus the new one. So there are four different building styles. They weren't all in place in 1991.

I am harkening back to Bear Creek which if you forgot where Bear Creek is, it is now TowMate. In the aerial shot, you will see three or four different roof lines because they kept adding to it before TowMate bought the whole thing. That was pretty obvious when they put in their application. But we only looked at what they asked to do and I questioned the Staff at that time about the different roofs because I saw them add to the buildings. None of this Staff was in place at that time. It was quite interesting.

And you, Mr. Reamer, are looking for....?

Mr. Reamer: I have construction of various buildings...1991, 1992, 1994, 1995, 1996...it was a progression.

Mr. Curtis: Predating all rules and regulations and certainly the building codes.

Mr. Reamer: Right. That's really what I can find.

Mr. Cole: Does anybody live on this site?

Mr. Reamer: Not that I am aware of. There is no office associated on the site that I am aware of either.

Ms. Leyva: Can't you access that property behind it?

Mr. Reamer: It looks like the gravel drive is underneath that text box.

Mr. Linn: This owner owns a three-acre parcel behind. There's a driveway but I can't tell if it's an access easement or not. A driveway coming off another county road.

Mr. Reamer: Those two properties are under common ownership. That may be a residential piece up north of it.

Mr. Curtis: It looks like that drive to the north might....

Mr. Reamer: Access another county road possibly.

Mr. Leyva: Is that their property there on the west side too?

Mr. Reamer: No. They only own these two pieces here.

Mr. Linn: I just pulled up that smaller three-and-a-half-acre parcel to the north and it's just a pole barn.

Ms. Leyva: There's no gate there. Anybody could drive in there if I remember right.

Mr. Reamer: No, it looks like there is a gate right there and a fence along the property frontage. It looks like it borders possibly the entire property.

Mr. Curtis: Well folks, what do you think?

Mr. Tucker: I would prefer that they did something similar to what was done tonight.

Mr. Reamer: Yes, it's almost an improvement survey with the additional proposed structure on it showing some level of loading, unloading, parking as required....

Mr. Curtis: Lighting?

Mr. Reamer: Yes, correct. There are aspects of a professional drawing that are good to know....as you said, outdoor lighting, ADA spaces, loading areas, safe internal traffic circulation, things like that. That a professional drawing can lend itself to.

Mr. Curtis: So you have kind of a guide?

Mr. Reamer: I can let the applicant know that a professional scaled drawing of the property will be required just as any site plan review.

Mr. Linn: So does it need to be as professional as a certification or can it just be from a person that can make a scaled drawing?

Mr. Reamer: That's a good question. If we can have a draftsman do it, that's also a possibility. The Assessor provides really good data as far as length and width of the buildings, field verification of spacing can be done. There are ways that a nonprofessional could generate this site plan. I can see what the applicant has to say.

Ms. Leyva: Professional drawing and engineered stamped are two different things.

Mr. Curtis: Yes, we are not asking for an engineered drawing.

Mr. Reamer: Right. You must have knowledge of what you are improving in 2016.

II. Planning Board Transition

Mr. Curtis: Okay we need to have a vote here if we are done with the Staff part. Mr. Homeyer agreed that he would be the Vice-Chair.

Mr. Tucker motioned to nominate Mr. Homeyer in his absence. He has agreed to perform that role. I nominate him to be Vice Chair. Mr. Cole seconded the motion. Motion carried 6-0.

Mr. Curtis: I would open the floor for nominates to the Chair but we've already pretty much done that.

Mr. Cole motioned that Mr. Tucker be our new Chair. Mr. Williams seconded the motion. Motion carried 6-0.

Mr. Tucker: If somebody else would like to do it, by all means jump up.

Ms. Leyva: The Staff makes our job very easy in that position.

Mr. Curtis: Yes. There is no question about that.

Motion carried 6-0.

Mr. Curtis: So Mr. Homeyer will be the Vice Chair for the upcoming year and Mr. Tucker will be the Chair. I will relinquish the Chair and thank you for all your help.

Mr. Reamer: One other thing as far as the incoming Planning Board members, I believe they both made it through the Committee of the Whole. I believe the date is set for affirmation from the Quorum Court on the 28th. If everything goes well, they should be appointed by the end of next week. Mr. Terry Maienschein and Mr. Bob Bracy will be the incoming Planning Board members. We did meet with them last Monday and went over bylaws and just some general information about attending Planning Board meetings and things like that. So it all went very well.

And the last thing, last but not least, Staff would like to present to Ms. Leyva and Mr. Curtis with some items of appreciation presented by Staff on behalf of the County.

Taylor Reamer presents a certificate and a plaque to Ms. Leyva and Mr. Curtis.

Ms. Leyva: Thank you!

Mr. Reamer: So thank you very much, both of you!

Applause!

Mr. Reamer: Kevin and John both wish they could have been here. They regret not being here but they also appreciate it very much. As long as I have been here it's been great working with both of you as Chair. I got the pleasure of doing that so I appreciate it very much. You both brought great expertise to the Board and I thank you very much.

Meeting Adjourned: 7:23 p.m.

Next Meeting: Wednesday, August 3, 2016