



Board of Zoning Adjustment Meeting Agenda

Date: Monday, January 12, 2026
Time: 4:30 PM

Location: Bella Vista District Court
2483 Forest Hills Blvd

Board of Zoning Adjustment regular meetings are live streamed and archived for your convenience. View the meeting at its scheduled time or after at: <https://bit.ly/bvmeetingslive>.

I. Call to Order

II. Roll Call

Members: Daniel Ellis, PE, Chairman; Doug Farner, Vice-Chairman; Gail Klesen, Secretary; Clayton Sedberry, JB Portillo; Jack Wagnon, and Linda Lloyd.

III. Consideration of Minutes

A. Meeting Minutes - December 8, 2025

IV. Unfinished Business

V. New Business

A. **Public Hearing ZVR-2025-62691:** A variance request on parking lot surfacing and landscape requirements for a proposed parking lot expansion for the Police Department located at 2483 Forest Hills Blvd; Parcel 16-70311-000; Applicant CEI Engineering; Presented by Planner Hyatt.

VI. Open Discussion

A. 2025 Variance Review; Director Robertson

VII. Announcements

A. The Planning Commission Regular Meeting will start immediately after this meeting.

VIII. Adjournment



**Board of Zoning Adjustment
Meeting Minutes
December 8, 2025
2483 Forest Hills Blvd**

I. CALL TO ORDER

Chairman Ellis called the meeting to order at 4:30 PM.

II. ROLL CALL

Members: Daniel Ellis, PE, Chairman; Doug Farner, Vice-Chairman; Gail Klesen, Secretary; Clayton Sedberry, JB Portillo, Jack Wagnon, and Linda Lloyd.

Member(s) Absent: None.

III. CONSIDERATION OF MINUTES

A. *Board of Zoning Adjustment Meeting Minutes – October 13, 2025*

On a motion by Mrs. Klesen and a second by Mr. Farner, the September 8, 2025 minutes were approved by voice vote.

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

A. **Public Hearing: ZVR-2025-61938: A variance request of the street buffering and perimeter landscaping requirements for a proposed VA Clinic near Forest Hills Blvd. & Rogers Road; Parcel 16-70311-001; Applicant Swope Consulting; Presented by Planner LaRue.**

1. Planner LaRue presented the staff report in the packet.
2. Dirk Thibodaux with Swope Consulting was present to reiterate hardship and answer questions.
3. A discussion was held regarding the request.
4. Chairman Ellis opened the public hearing.
5. Chairman Ellis closed the public hearing.
6. A condition of approval was discussed, allowing the 15 shade trees that were originally intended to be planted on the west side of the site to be planted anywhere onsite.
7. A motion to approve the variance with the condition of approval was made by Mrs. Portillo and a second was made by Mr. Farner.

Jack Wagnon - Y
Linda Lloyd - Y
Gail Klesen - Y
Clayton Sedberry – Y
Doug Farner - Y

JB Portillo - Y

Daniel Ellis - Y

Motion approved with seven yes votes (7-0)

B. Public Hearing: ZVR-2025-62100: A variance request on chicken coop placement requirements and fence height restrictions in the front yard within the residential estate zone at 8206 Spanker Ridge Drive; Parcel 16-43201-000; Applicant Mark & Christy Pierce; Presented by Planner Grady.

1. Planner Grady presented the staff report in the packet.
2. Applicant, Mark Pierce was present to reiterate hardship and answer questions.
3. A discussion was held regarding the request.
4. The applicant, Mark Pierce, withdrew his request for a variance.

VI. OPEN DISCUSSION

A. None.

VII. ANNOUNCEMENTS

A summary of upcoming meetings was announced.

VIII. ADJOURNMENT

Chairman Ellis adjourned the meeting at 4:58 pm.

SUBMITTED BY:

Sarah Costa, Office Manager
City of Bella Vista

APPROVED AND ACCEPTED THIS 12TH DAY OF JANUARY, 2026:

Daniel Ellis, P.E., Chairman
Bella Vista Board of Zoning Adjustment

Gail Klesen, Secretary
Bella Vista Board of Zoning Adjustment



Meeting Information:

2483 Forest Hills Blvd
January 12, 2026 at 4:30 pm

Reviewer:

Christopher Hyatt
Senior Planner

Project Number	ZVR-2025-62691
Applicant	CEI Engineering
Address/Location	2483 Forest Hills Blvd
Current Zoning	C-2, Local Commercial
Site Area	32.74 acres
Nature of Request	Seeking variances on Sec. 109-049(d) & 109-063.

Property Description

This property is located in the south-central area of Bella Vista city limits on Parcel #16-70311-000 or Tract #2 (Book 2012, Page 13).

Regulation

Section 109-049(d) surfacing requirements of all parking facilities to consist of asphalt, concrete, brick, or semi-permeable pavement. Division 5 Section 109-063 requires perimeter and interior parking lot landscaping requirements.

Request

The applicant is requesting a 5-year variance request from the parking lot surfacing requirements along with a permanent parking lot landscaping variance request in order to establish a short-term impound lot development at the subject site.

Background

The Bella Vista Police Department is developing a proposed approximate 18,215 square foot impound parking lot to be located behind the existing Street Department building. Before bringing the proposed development forward, CEI Engineering and the City Police Department are requesting a variance from the surfacing requirements with a sunset clause of five years to allow the establishment of the lot in a shorter timeframe due to urgent need of expansion. The applicant would provide a ribbon to contain the proposed gravel for the lot. Additionally, the applicant is requesting a variance from all perimeter and interior parking lot landscaping requirements. Justification for this request is due to the nature of and intended use of the lot. The applicant states that interior landscaping requirements would be a hinderance to the function of the lot by reducing usable space and maneuverability for the towing of large vehicles or long trailers into and out of the lot. The lot is fully screened from view as it sits behind the current development of the Street Department and a berm and forested area shields the lot from the residential subdivision located east of the site. The subject site is zoned C-2, Local Commercial. Per the Future Land Use Map, the site sits within a Type 2, Village Center node. The Master Street Plan shows the site to run alongside a Major Arterial with Forest Hills Boulevard.

Public Comment

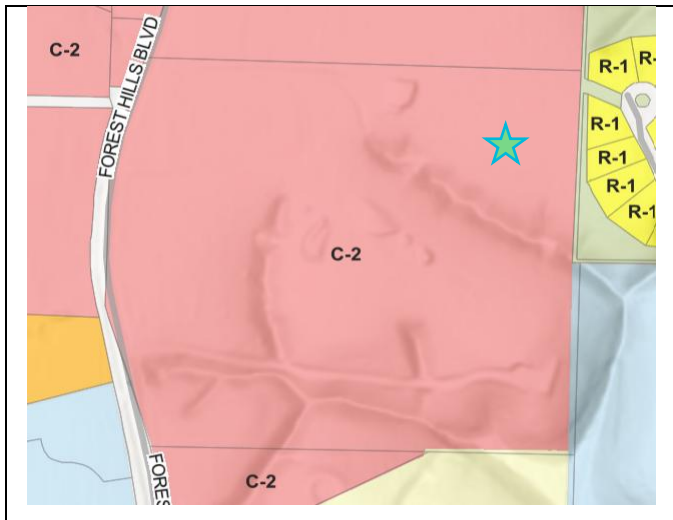
None at the time of this report.

Legal Notifications

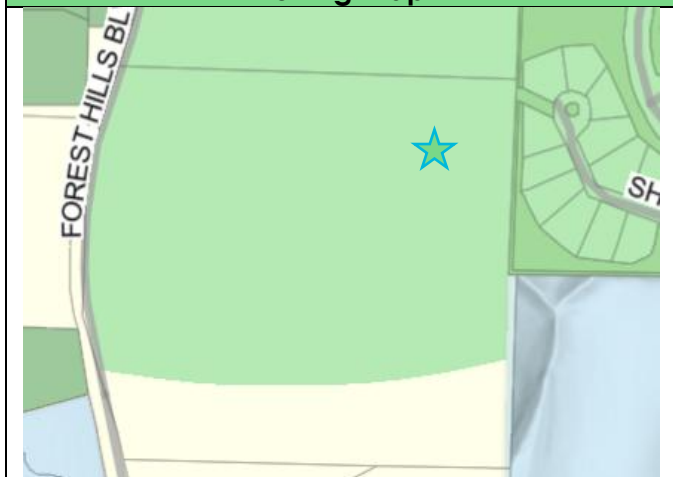
Staff published a legal ad in the Democrat Gazette on 12/28/25 and posted the public hearing sign on the subject property on 1/2/26.

Recommendation

Staff recommends approval of the surfacing variance with the condition that it be brought into compliance **by 1/12/31**. Staff recommends approval of the landscaping variance so long as the preexisting trees that were planted by the street department to the north are not disturbed.



Zoning Map



Future Land Use Plan

Sec. 109-144(f) Variances: Standards for Approval

1. **Findings.** A variance from the terms of this zoning ordinance shall not be granted by the Board of Zoning Adjustment unless and until the applicant demonstrates that:
 - a. Strict enforcement of the zoning ordinance would cause undue hardship due to circumstances unique to the individual property under consideration;
 - b. The unique circumstances of the subject property do not result from the applicant's actions; and
 - c. The applicant demonstrates that the granting of the variance will be in keeping with the spirit and intent of the zoning ordinance
2. **Nonconformities.** Non-conforming use of neighboring lands, structures, or buildings in the same district, nor permitted or non-conforming uses in other districts shall be considered grounds for the issuance of a variance.
3. **Conditions.** In granting any variance, the board of zoning adjustment may prescribe additional appropriate conditions and safeguards that it deems necessary or desirable.
4. **Violations.** Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this zoning ordinance.
5. **Uses.** Under no circumstances shall the board of zoning adjustment grant a variance to allow a use that is not permissible under the terms of this section in the district involved, or any use expressly or by implication prohibited by the terms of this zoning ordinance in said district.



December 11, 2025

City of Bella Vista Planning Commission

Attn: Planning Director
101 Town Center
Bella Vista, AR 72714

RE: Request for Zoning Variances — Surfacing Requirements (Sec. 109.049(d)) and Interior Parking Lot Landscaping (Sec. 109.218)

Dear Commissioners:

On behalf of the property owner, I respectfully submit this request for two zoning variances associated with the proposed development of a secured parking area to be used by the Bella Vista Police Department as a short-term vehicle impound lot.

The variances requested are as follows:

1. **A five-year variance from Article IV – Development Standards, Division 3 – Parking and Loading, Sec. 109.049(d), Surfacing Requirements.**
The owner seeks approval to utilize a gravel parking surface in lieu of the required hard-surfaced materials (concrete or asphalt) for a period of five (5) years. At the conclusion of this five-year period, the owner will bring the parking lot into full compliance with the surfacing requirements of the code.
2. **A permanent variance from Article VII – Landscaping, Screening, and Buffering, Division 3 – Interior Parking Lot Landscaping, Sec. 109.218.**
The owner requests relief from the requirement to install parking islands, shade trees, and associated landscape improvements within this specific impound parking area.

Justification for the Requested Variances

The need for these variances is based on the operational realities and unique context of the proposed use. The parking lot will function exclusively as a **short-term police impound area**, housing vehicles temporarily held by the Bella Vista Police Department. The design and layout must prioritize maneuverability, storage efficiency, and durability for heavy and irregularly positioned vehicles.

Additionally, the **location of the proposed lot is behind multiple existing structures and is completely screened from adjacent properties and from the public right-of-way.** As such, the typical aesthetic, shading, or public-facing purposes of interior parking lot landscaping do not apply in this context.

The installation of **parking islands and shade trees** would significantly hinder the Police Department's ability to manage impounded vehicles safely and efficiently. Interior islands would reduce usable space, complicate the movement of tow trucks, and create unnecessary obstructions within a lot intended for temporary storage and controlled access. For these reasons, the requested variance from Sec. 109.218 is essential for the intended operational function of the site.

Similarly, implementing a **gravel surface** on a temporary basis will allow the Police Department to put the impound lot into service promptly while deferring substantial paving costs until final improvements are scheduled. The owner acknowledges and accepts the obligation to fully comply with the hard-surface requirement after the requested five-year period.

Conclusion

For the reasons described above, the owner respectfully requests approval of the two variances:

- A **five-year variance** from the surfacing requirements of Sec. 109.049(d), with full compliance at the end of that period; and
- A **permanent variance** from the interior landscaping requirements of Sec. 109.218 for this impound parking lot.

These variances will allow the property to be used effectively by the Bella Vista Police Department in a manner that meets public safety needs while maintaining compatibility with surrounding properties.

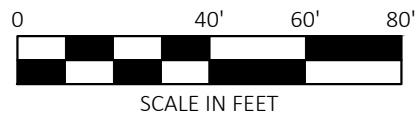
Thank you for your consideration. We appreciate the Planning Commission's time and are available to provide any additional information or clarification you may require.

Sincerely,

Jonathan Stanley,

Assistant Project Manager

CEI Engineering Associates, Inc
2600 NE 11th Street Suite 300
479-254-1463
jstanley@ceieng.com

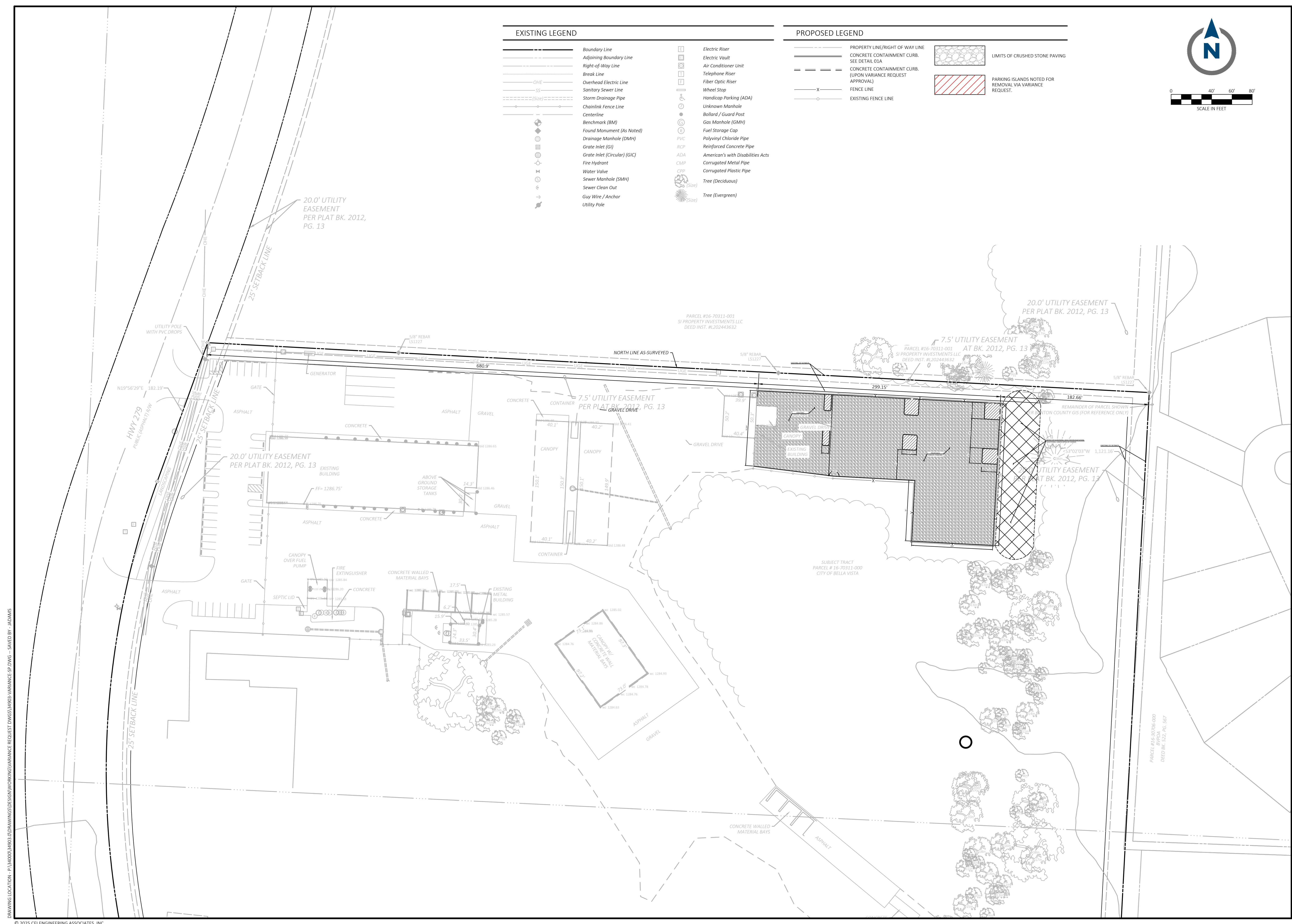


EXISTING LEGEND

- Boundary Line
- Adjoining Boundary Line
- Right-of-Way Line
- Break Line
- OHE Overhead Electric Line
- SS Sanitary Sewer Line
- Storm Drainage Pipe
- Chainlink Fence Line
- Centerline
- Benchmark (BM)
- Found Monument (As Noted)
- Drainage Manhole (DMH)
- Grate Inlet (GI)
- Grate Inlet (Circular) (GIC)
- Fire Hydrant
- Water Valve
- Sewer Manhole (SMH)
- Sewer Clean Out
- Guy Wire / Anchor
- Utility Pole
- Electric Riser
- Electric Vault
- Air Conditioner Unit
- Telephone Riser
- Fiber Optic Riser
- Wheel Stop
- Handicap Parking (ADA)
- Unknown Manhole
- Bollard / Guard Post
- Gas Manhole (GMH)
- Fuel Storage Cap
- Polyvinyl Chloride Pipe
- Reinforced Concrete Pipe
- American's with Disabilities Acts
- Corrugated Metal Pipe
- Corrugated Plastic Pipe
- Tree (Deciduous)
- Tree (Evergreen)

PROPOSED LEGEND

- PROPERTY LINE/RIGHT OF WAY LINE
- CONCRETE CONTAINMENT CURB. SEE DETAIL 01A
- CONCRETE CONTAINMENT CURB. (UPON VARIANCE REQUEST APPROVAL)
- FENCE LINE
- EXISTING FENCE LINE
- LIMITS OF CRUSHED STONE PAVING
- PARKING ISLANDS NOTED FOR REMOVAL VIA VARIANCE REQUEST.



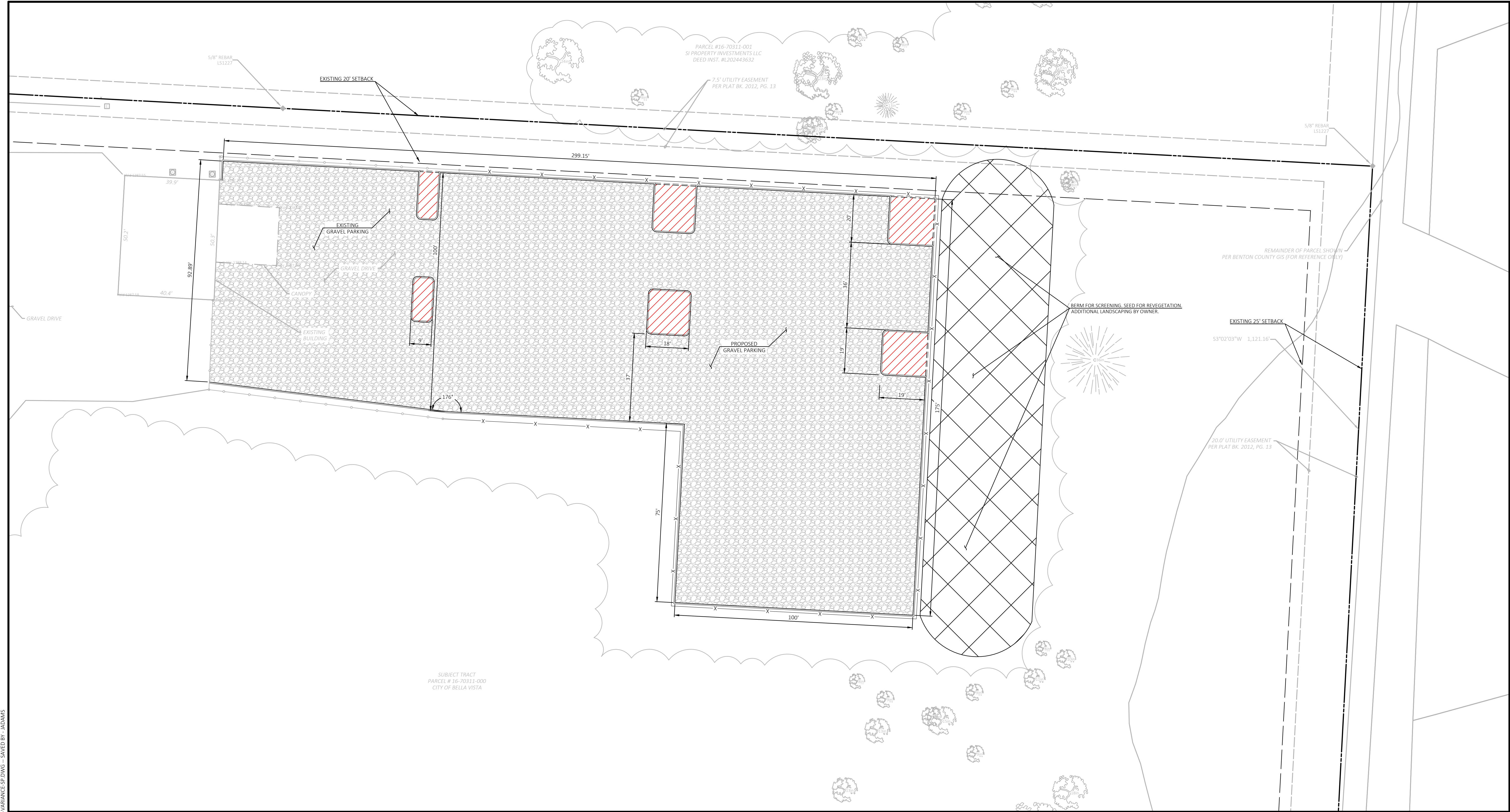
IMPOUND EXPANSION
BELLA VISTA POLICE DEPARTMENT
 2488 FOREST HILLS BLVD.
 BELLA VISTA, AR

PRELIMINARY
 NOT FOR
 CONSTRUCTION

PROFESSIONAL OF RECORD	JCR
PROJECT MANAGER	AEY
DESIGNER	JDA
CEI PROJECT NUMBER	34903
DATE	12/5/2025
REVISION	VARIANCE

OVERALL SITE PLAN
 SHEET TITLE
 SHEET NUMBER
C1.00

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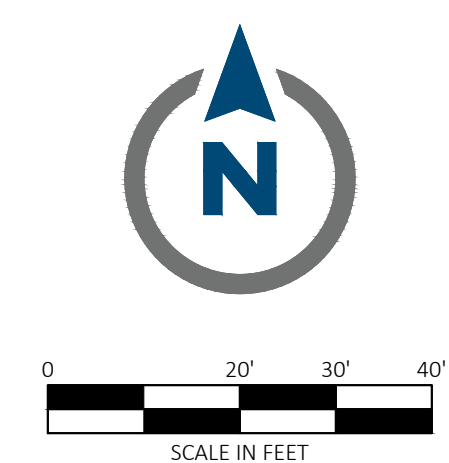
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PROJECT MANAGER	AEY
DESIGNER	JDA
CEI PROJECT NUMBER	34903
DATE	12/5/2025
REVISION	VARIANCE

SITE PLAN
 SHEET TITLE
 SHEET NUMBER

C1.01

EXISTING LEGEND	
	Boundary Line
	Adjoining Boundary Line
	Right-of-Way Line
	Break Line
	Overhead Electric Line
	Sanitary Sewer Line
	Storm Drainage Pipe
	Chainlink Fence Line
	Centerline
	Benchmark (BM)
	Found Monument (As Noted)
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	Sewer Manhole (SMH)
	Sewer Clean Out
	Guy Wire / Anchor
	Utility Pole
	Electric Riser
	Electric Vault
	Air Conditioner Unit
	Telephone Riser
	Fiber Optic Riser
	Wheel Stop
	Handicap Parking (ADA)
	Unknown Manhole
	Bollard / Guard Post
	Gas Manhole (GMH)
	Fuel Storage Cap
	PVC
	RCP
	ADA
	CMP
	CPP
	Tree (Deciduous)
	Tree (Evergreen)

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	CONCRETE CONTAINMENT CURB. SEE DETAIL 01A
	CONCRETE CONTAINMENT CURB. (UPON VARIANCE REQUEST APPROVAL)
	FENCE LINE
	EXISTING FENCE LINE
	LIMITS OF CRUSHED STONE PAVING
	PARKING ISLANDS NOTED FOR REMOVAL VIA VARIANCE REQUEST.



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DATE	12/5/2025
REVISION	VARIANCE

STREET VIEW 1
SHEET TITLE
SHEET NUMBER

C1.02

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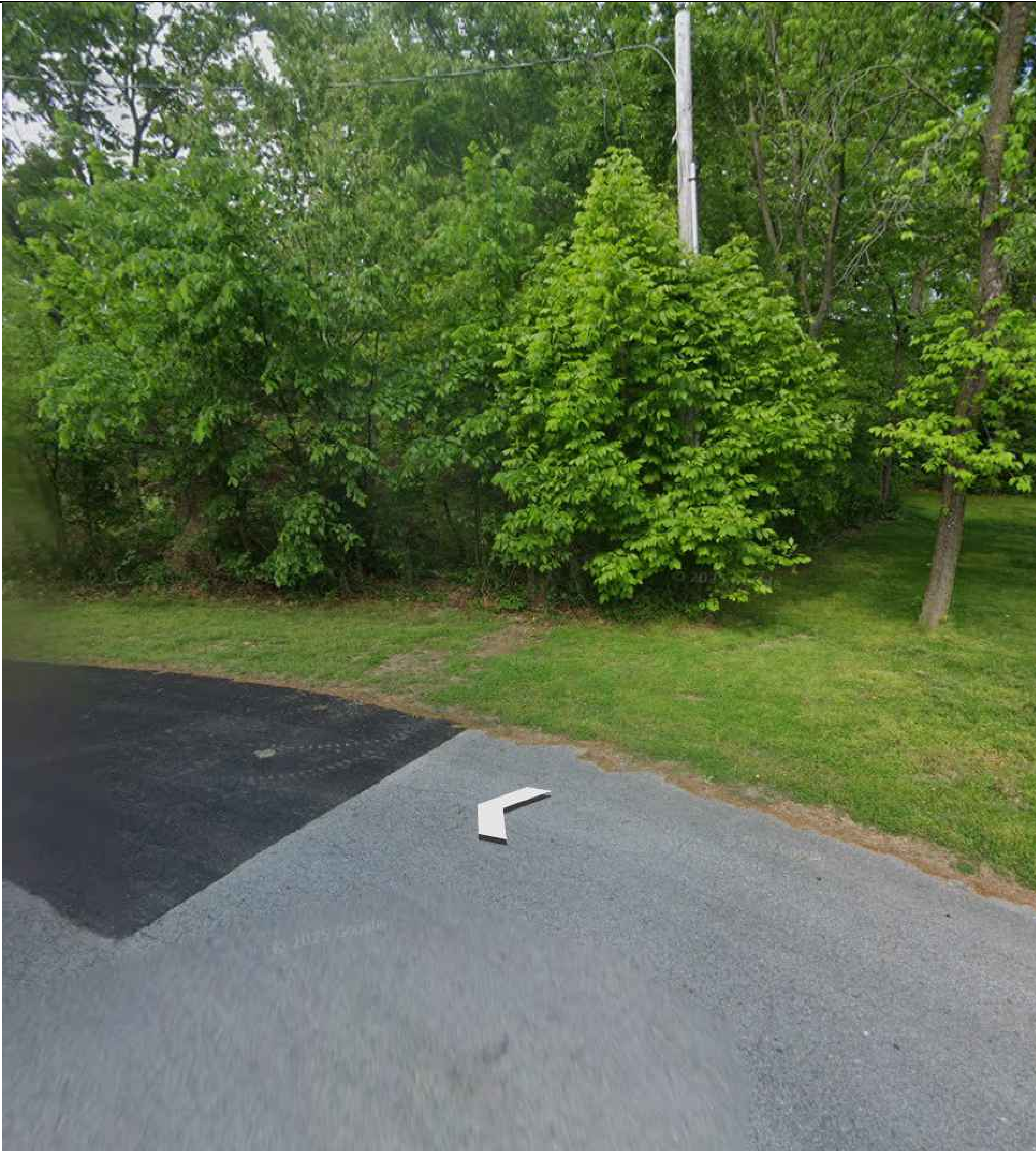
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PROJECT MANAGER	AEY
DESIGNER	JDA
CEI PROJECT NUMBER	34903
DATE	12/5/2025
REVISION	VARIANCE

STREET VIEW 2
SHEET TITLE
SHEET NUMBER

C1.03

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BENTONVILLE, AR 72712
PHONE: (479) 273-9472
FAX: (479) 273-0844

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PROJECT MANAGER	AEY
DESIGNER	JDA
CEI PROJECT NUMBER	34903
DATE	12/5/2025
REVISION	VARIANCE

STREET VIEW 3
SHEET TITLE
SHEET NUMBER

C1.04



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PROFESSIONAL OF RECORD	JCR
PROJECT MANAGER	AEY
DESIGNER	JDA
CEI PROJECT NUMBER	34903
DATE	12/5/2025
REVISION	VARIANCE

AERIAL VIEW
 SHEET TITLE
 SHEET NUMBER

C1.05