I. **Invocation** – Rev. Al Johnson gave the invocation.

II. **Call to Order and Roll:**

Chairman Russ Campbell, called the meeting to order and advised that a quorum was established.

- **Present**
  - Russ Campbell, Chairman
  - Glen Bascom, Secretary
  - Mike Wissman, Mayor
  - Oscar Brooks, Alderman
  - Al Johnson
  - Tommy White

- **Others Present**
  - Angela Reeder, Town Planner
  - Gerald Lawson, Town Attorney
  - Jason Allen, Town Engineer
  - Mary Helen Carmack, Planning Clerk

- **Absences**
  - Don Hinkle – excused

Mayor Wissman took this opportunity to thank Al Johnson publicly for stepping-up last year to fill a vacancy on the Planning Commission. This is Mr. Johnson's last meeting due to other commitments. He responded that it had been an honor to serve.

III. **Approval of Minutes from September 18, 2017 Meeting:**

Chairman Russ Campbell called for a motion on the September minutes.

- **Motion:** Alderman Brooks made a motion to approve the minutes of the September 18, 2017 meeting. Tommy White seconded the motion.

- **Vote on Motion:** The motion carried unanimously.

IV. **Comments from Citizens**

There were no comments

V. **Old Business:**

A. **Other as Properly Presented**

There was no Old Business
VI. New Business:

A. C-Store at Highway 64 and Airline – FINAL PLAT

Chairman Campbell recognized Ms. Angela Reeder, Town Planner, who presented the staff report for the project (on file) for approval of a final plat for a new convenience store at the northwest corner of Highway 64 and Airline Road. Ms. Reeder reminded the commission that the odd shape of the lot is due to the requirement that a portion serves for septic system and field lines for the new store. The store and associated parking lot is located in the B-2: General Commercial zone. The remainder of the C-store lot is used for septic falls within the O: Office and E: Estate Residential zones. She said that the C-store lot will have frontage on both Airline and Highway 64, and a Site Plan has been approved by the PC for this site.

The proposed lot is consistent with Land Use Code for a B-2 General Commercial zoned lot, meeting minimum lot size, having sufficient dimensions to allow development, and access requirements. It is also consistent with approved Construction Plans for the site. The project will require a small amount of street dedication along Airline Road, as well as improvements on Airline Road.

All additional required information was either identified on the plat or is required through a condition of approval.

Staff recommended approval of the applicant’s request, subject to staff conditions, in addition to any other conditions levied by the Planning Commission.

Discussion: Chairman Campbell asked for questions for staff or applicant. There were no questions. Chairman Campbell said that staff had done a good job presenting this.

Motion: Mayor Wissman made a motion to approve the Final Plat for the C-store at Highway 64 and Airline Road. Glen Bascom seconded the motion.

Vote on Motion: The motion carried unanimously.

STANDARD CONDITIONS:

S-1. It is found that the application as presented, dated May 2017, and with the conditions of approval meets the provisions of the Town of Arlington Subdivision Regulations, the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

S-2. Final Plat approval is effective for two (2) years from the date of approval by the Planning Commission. The applicant may request up to two (2) one-year extensions from the Planning Commission, per the Subdivision Regulations, if it has not been recorded within this time period.

S-3. The Final and Preliminary Plat shall conform to all requirements of the Town of Arlington Subdivision Regulations.

S-4. The applicant’s design professional shall address the Town Engineer’s final Preliminary Plat mark-ups prior to recording the Final Plat.

PROJECT SPECIFIC CONDITIONS:

P-1. Approval of a Final Plat is contingent upon approval of the Construction Plans.

P-2. All conditions of the Shelby County Health Department, Construction Plan approval and Final Plat approval shall be added to the plat prior to recording.
P-3. Shared ingress/egress easements shall be provided along the two access drives and stub streets that extend to the northern parcel.

P-4. All engineering red-line markups shall be addressed.

B. Depot Square Project – Final Plat – 6299 Quintard Street

Chairman Campbell recognized Jason Allen, Town Engineer. Mr. Allen presented the staff report for the project (on file) of a final plat for a new two-story retail building on the northwest corner of Quintard and Walker Streets. The total site for the center includes 1.40 acres, all located within the B-3 Downtown Business District.

Mr. Allen stated that this plat resolves the Quintard dead end south of the railroad tracks. Quintard no longer crosses the CSX rail line as it once did. Therefore, the portion of Quintard Right-of-Way that is no longer needed and is being abandoned and quitclaimed to each respective property owner for their “half.” An ingress/egress easement will be retained in this portion of abandoned Right-of-Way to prevent any lot from being land-locked.

He said that as a part of the project development, a sanitary sewer line is being extended for future connection by lots north of the Blacksmith Shop. A sanitary sewer easement will be retained within the abandoned Quintard Right-of-Way for the public sewer line.

The lot will have frontage on both Walker and Quintard Streets, and a Site Plan has been approved by the Planning Commission for this site.

Staff recommended approval of the applicant’s request, subject to staff and Planning Commission conditions.

Discussion:

Mayor Wissman commented the question of Quintard opening back up keeps coming up, but this will put that to rest.

Mayor Wissman asked about whether this project would be coming back before the Planning Commission. Ms. Reeder explained that project was planned with multiple phases and additional buildings will come forward with a site plan.

Motion: Alderman Oscar Brooks made a motion to approve the Final Plat for the Depot Square Project. Tommy White seconded the motion.

Vote on Motion: The motion carried unanimously.

STANDARD CONDITIONS:

S-5. It is found that the application as presented, dated September 13, 2017, and with the conditions of approval meets the provisions of the Town of Arlington Subdivision Regulations, the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

S-6. Final Plat approval is effective for two (2) years from the date of approval by the Planning Commission. The applicant may request up to two (2) one-year extensions from the Planning Commission, per the Subdivision Regulations, if it has not been recorded within this time period.

S-7. The Final and Preliminary Plat shall conform to all requirements of the Town of Arlington Subdivision Regulations.
S-8. The applicant’s design professional shall address the Town Engineer’s final Preliminary Plat mark-ups prior to recording the Final Plat.

**PROJECT SPECIFIC CONDITIONS:**

P-1. Approval of a Final Plat is contingent upon approval of the Construction Plans.

P-2. All conditions of the Final Plat approval shall be added to the plat prior to recording.

P-3. All engineering red-lines shall be addressed prior to approval.

C. **Shady Oaks Lakes - PD Master Development Plan - 38.39-acre residential development on the north side of Forrest St, west of Maple Grove**

Ms. Reeder notified the Commission that the applicant has pulled this item from tonight’s agenda.

D. **Appoint Nominating Committee for November Election of Officers**

Chairman Campbell appointed Mayor Wissman, Alderman Brooks, and Don Hinkle as the nominating committee for the November election of officers.

E. **Other as properly presented**

There was no new business to come before the Commission.

**VII. Adjournment:**

**Motion:** Tommy White made a motion to adjourn. Mayor Wissman seconded the motion.

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Russ Campbell, Chairman

Date

Glen Bascom, Secretary

Date

Submitted By: Mary Helen Carmack, Planning Clerk