Town of Arlington
Planning Commission
Meeting

September 18, 2017
6:30 P.M.
AGENDA
Planning Commission Meeting
Monday, September 18, 2017
6:30 p.m.

I. Invocation
II. Call to Order & Establishment of a Quorum
III. Approval of the August 21, 2017 Meeting Minutes
IV. Comments from Citizens
V. Old Business
   A. Other as Properly Presented
VI. New Business
   A. Donelson Farms PD – Master Development Plan – South side of Donelson Farms Pkwy., roughly 785 feet west of Airline Rd.
      PUBLIC HEARING: To consider a request for a Master Development Plan for Donelson Farms PD, a residential development on a 12-acre site on the south side of Donelson Farms Pkwy, across from Donelson Elementary.
   B. Enscor Construction – Site Plan – West Side of Commander Drive, roughly 950 feet south of Memphis-Arlington Rd.
   C. C-store at 64 and Airline – Site Plan – Northwest corner of Highway 64 and Airline Road
   D. Greenlee Street Offices – Site Plan – Northwest Corner of Greenlee and Mott Street
   E. Arlington Abbey – Site Plan – 6183 Quintard Street, at the northwest corner of Quintard and Brown Street
   F. Newtco Conversion – Site Plan – 11900 Mott Street, west of Greenlee Street
   G. Brendalay Grill – Site Plan – 6259 Quintard, north of railroad tracks and south of 70
   H. Other as properly presented

VII. Adjourn
Village at Donelson Farms Planned Development
MASTER DEVELOPMENT PLAN APPLICATION

DATE: September 18, 2017

STAFF: Angela Reeder, AICP, Town Planner
Steve Hill, P.E., Town Engineer

SUBJECT: Master Development Plan for the Village at Donelson Farms PD

APPLICANT: City Construction & Development, LLC; Representative: Roger Kelley

DESIGN PROFESSIONAL: W. H. Porter Consultants; Representative: Henry Porter

SITE LOCATION: South side of Donelson Farms Pkwy across from Donelson Elementary, approximately 785 feet west of the intersection of Donelson Farms Pkwy and Airline Rd

ZONING CLASSIFICATION: RS-18: Low Density Residential

ACREAGE: 12.21 acres

PROPOSAL: The applicant is asking for consideration of a Master Development Plan for a 12.2-acre property zoned RS-18 (Low Density Residential) and located on the south side of Donelson Farms Parkway, opposite Donelson Elementary. Other than the school, other surrounding sites are undeveloped, as is this site. The site was rezoned RS-18: Low Density Residential last March by the BMA.

As the site is under 50 acres in size, the Code allows applicants to begin the PD process with a Master Development Plan and skip the General Development Plan stage. As such, this is the first review of the PD by the Planning Commission.

Proposed Uses
The application states the PD is proposed as a mid-market single-family residential neighborhood, designed to be walker friendly, and intended to preserve natural tree cover and unique landscape characteristics whenever possible. The project will include 27 single-family homes on the 12.21 acres, resulting in a total density of 2.21 dwelling units per acre (du/ac). RS-18 allows up to 2.42 du/ac, so the proposal is less dense and within the Code allowance. In addition to the homes, four areas of common open space with 3.28 ac are proposed (26.8%).

Common Open Space / Landscaping: A 1.78-acre lot extends across the southern side of the site behind several homes. It includes a walking path that will connect east-west from one cul-de-
sac to the other. The path circles around a detention pond on one end and has another loop on the other. Two common areas are proposed along the street front side of the site (0.52 acres and 0.27 acres), each including a triangle shaped common area with a pedestrian path, as well as portions of the 25-foot streetscape along Donelson Farms Pkwy. The PD notes these three COS areas may include benches, shelters, pathways, and playground equipment. The last common area is the center island at the neighborhood entrance, which would also be landscaped and maintained by the HOA.

The Design Review Committee will provide a final review all landscaping and common open space amenities.

**Bulk Regulations**

The site is currently subject to the underlying RS-18 zoning regulations. The PD application requests exceptions with regard to lot size and building setbacks. In exchange, the project proposes common open space, neighborhood walking trails and amenities, minimum home sizes, and a 25-foot landscape buffer along the full frontage on Donelson Farms Parkway.

The chart below summarizes the bulk regulations proposed and also provides the bulk regulations of the underlying RS-18 district for comparison.

<table>
<thead>
<tr>
<th></th>
<th>RS-18 Zoning (existing)</th>
<th>Donelson Farms PD (proposed)</th>
</tr>
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<tbody>
<tr>
<td><strong>Minimum Lot Size</strong></td>
<td>18,000 sf</td>
<td>11,250 sf</td>
</tr>
<tr>
<td><strong>Density</strong></td>
<td>2.42 du/acre</td>
<td>2.21 du/acre</td>
</tr>
<tr>
<td><strong>Minimum Lot Width</strong></td>
<td>110 ft</td>
<td>90 ft</td>
</tr>
<tr>
<td><strong>Front Yard Setback (min)</strong></td>
<td>40 ft</td>
<td>30 ft</td>
</tr>
<tr>
<td><strong>Rear Yard Setback (min)</strong></td>
<td>25 ft</td>
<td>20 ft</td>
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<tr>
<td><strong>Side yard Setback (min)</strong></td>
<td>17 ft or</td>
<td>10 ft</td>
</tr>
<tr>
<td></td>
<td>12ft (if side load garage)</td>
<td></td>
</tr>
<tr>
<td><strong>Minimum Home Size</strong></td>
<td>None</td>
<td>2,400 sf (heated)</td>
</tr>
</tbody>
</table>

Lots range from 11,250 to 14,800 square feet in size, with the larger lots scattered throughout. Homes must provide a minimum of 2,400 square feet of heated space, which does not include any garages or patios. The PD includes a sheet with typical architecture and four sample homes, each one a two-story home constructed of primarily brick with stone details, wooden shutters, and shingle roofs.

**Vehicular Access:**
The primary access point for the development will be from a single entrance on Donelson Farms Pkwy. The entrance will have a center landscaped median and neighborhood sign. However, there will also be a stubbed connection on the southeast corner to property to the south, as
recommended by the Code. All the homes are proposed to face and gain vehicular access from interior roadways.

Roadway Improvements: Along with internal road improvements, the developer shall be required to improve Donelson Farms Parkway adjacent to the property limits. These improvements shall consist of the installation of essentially two lanes of east bound traffic, the completion of the median islands, complete with curb, gutter, and sidewalk. Any drainage improvements required for the installation of the Donelson Farms Parkway shall be installed at that time. Ultimately, Donelson Farms Parkway will be a 4-lane divided roadway, with bike lanes, curb, gutter, and sidewalk.

The western roughly 200’ of the subject property’s north property line is adjacent to the future Faith Baptist Arlington site. Faith Baptist Arlington has not yet dedicated Right-of-Way for the Donelson Farms Parkway road improvements. Because the subject property cannot dedicate and improve someone’s property, it is recommended by staff that a payment in lieu of improvements be paid for future improvements of their “half” of the road improvements. This payment in lieu of improvements is recommended only for the western portion of property that falls outside of the existing Right-of-Way.

The other roadway related situation with this site is the east end of the subject property. Care and consideration of the safe movement of vehicle traffic shall be closely coordinated with Town Staff and Donelson Farms Elementary School. At this stage of the plan development, a sound engineering solution has not been determined. This shall be addressed in further detail during construction plan development.

Sanitary Sewer: The developer shall be required to extend the existing gravity sanitary sewer system west along Donelson Farms Parkway in order to serve the proposed development. This property is one of the last properties within the serviceable sewer basin. The sanitary sewer extension shall be built to the west property line to a depth that will allow the last serviceable property to the west to be served by gravity sewer. An internal gravity sanitary sewer system shall be installed to serve the individual lots of the proposed development.

Surrounding Properties

Uses: Surrounding properties include a mostly vacant property and a school (see table below), with scattered single-family homes and Dawson Landing subdivision beyond. The proposed single-family use of this PD is consistent with all of these uses.

Homes: The PD proposes minimum 2,400 square foot heated homes, in an attempt to provide homes sized “to make a more intimate and walkable residential community” across from the elementary school. There are no neighborhoods immediately adjacent, to this subdivision, as it is surrounded by undeveloped land. However, neighborhoods in the area vary, with homes in Dawson’s Landing averaging 4,000 sf in size, Brooks Manor averaging 2,800 sf, and Trails of Arlington averaging around 1,800 sf. Of course, with a minimum of 2,400 sf, you would anticipate an average home size larger than that for the neighborhood. For example, minimum home size in Dawson’s Landing was set at 2,800sf, and those home average out much larger.
Lot Sizes: Lot sizes in the proposed development are a minimum of 11,250 square feet in size, with a third over 13,000 sf in size. This is consistent with the Dawson’s Landing PD, which has minimum 11,700 sf lots.

Objectives of a Planned Development
Pursuant to our Zoning Code, the Town may grant a PD that results in specific tangible benefits to the community. Specific objectives for the Town, residents, and developer are noted below:

1. exceptional architectural and environmental innovation in design of the development;
2. exceptional preservation of rural character, open space, natural vegetation, natural geologic and topographic features, historic buildings and landmarks;
3. more efficient use of land resulting in networks of utilities, streets, and other infrastructure features that maximize allocation of fiscal and natural resources;
4. alternatives to private automobile travel and to prevent discontinuity on travel movements that would increase the length of trips;
5. to allow small businesses serving neighborhoods to provide convenient shopping that is accessible to pedestrians;
6. amenities not typically found in other developments such as greenbelts, pedestrian circulation, recreational facilities, etc.; and
7. developer benefits including conservation of lot density, lower cost of infrastructure, and increased design flexibility.

The proposed Donelson Farms PD accomplishes several of these objectives by 1) providing amenities such as the walking trail and several mini-parks for residents, and calling for quality materials in their homes, 2) preserving natural features throughout, such as the existing trees (24” + diameter or more specifically called out), 3) providing buffers and minimum home sizes to ensure consistency with future adjacent uses, 4) providing homes across from an elementary school to allow easy access and walkability for future students, and 5) allowing the developer to build on a rather challenging lot through flexibility in design.

Next Steps:
The Planning Commission’s recommendation of approval or denial will go to the Board of Mayor and Aldermen, who will consider the request at a future public hearing.

If approved, a preliminary and final plat, construction plans, and common open space plans will also have to be submitted for PC and/or DRC review and approval.

RECOMMENDATION: Staff recommends approval of the Master Development Plan, subject to the following conditions, in addition to any others levied by the Planning Commission:

1. The Master Development Plan dated September 6, 2017, if approved by the Board of Mayor and Aldermen, may be subject to revisions as a result of engineering design and Town technical specification considerations. The Town’s Zoning Ordinance, Subdivision Regulations, Stormwater Regulations and Technical Specifications Manual shall govern development of the Subject Property unless specifically modified as part of the approved Master Development Plan.
2. Upon approval of the Board of Mayor and Aldermen, the Planned Development shall be recorded with the Shelby County Register of Deeds.

3. The site plan submitted, showing the locations of roads, lots, open space, and detention areas is subject to final review and approval of the various Boards, Commissions and Committees with the applications and required documents for final plats, construction plans, and thus may require minor modifications.

4. All open space proposed as part of the Master Development Plan shall be privately owned and maintained by an owners’ association.

5. Common Open Space plans shall be reviewed and approved by the Design Review Committee, and shall identify the extent of clearing and maintenance in common areas that will be the standard and obligation for the HOA.

6. A Development Agreement, representing a binding agreement between the Developer and the Town of Arlington pertaining to all conditions of approval, including the submitted Master Development Plan (as amended), shall be required prior to beginning work on any phase of this development.

7. Approval of the Final Plat will be contingent upon approval of the Construction Plans.

8. Landscaping and irrigation of any islands on Donelson Farms Parkway adjacent to the project shall be the responsibility of the development HOA.

9. Sanitary sewer shall be extended west along Donelson Farms Parkway to the subject property’s western property line to serve the next upstream lot.

10. Donelson Farms Parkway improvements shall be built to TDOT Standard Specifications for Road and Bridge Construction, latest edition including any changes, modifications, revisions, or addenda.

11. Provide payment in lieu of improvements for the western portion of Donelson Farms Parkway that falls outside of existing Right-of-Way.

12. Coordinate during construction plan development with Town Staff and Donelson Elementary School on safe movement of traffic along the east end of the Donelson Farms Parkway road improvements.
Town of Arlington
Planning Commission
Planned Unit Development
Master Development Plan Application

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Note: A pre-application conference is required at least one (1) month prior to filing an application for a Master Development Plan. Contact the Town Planner at 901-867-3449 to schedule an appointment.

Planned Development Name: Donelson Farms
Location: 785’ west of the intersection of Donelson Farms Parkway & New Airline Road
Owner of Record: City Construction & Development LLC
Owner Address: 5240 Poplar Ave., Suite 200, Memphis, TN 38119
Daytime Phone: (901) 607-8600  Fax Number: N/A
E-mail Address: rdksc@gmail.com

Developer Contact: Roger Kelley
Company Name: City Construction & Development LLC
Mailing Address: 5240 Poplar Ave., Suite 200, Memphis, TN 38119
Daytime Phone: (901) 607-8600  Fax Number: N/A
E-mail Address: rdksc@gmail.com

Engineer/Designer Contact: Henry Porter
Company Name: W.H. Porter Consultants
Mailing Address: 6055 Primacy Parkway, Suite 115, Memphis, TN 38119
Daytime Phone: (901) 363-9453  Fax Number: (901) 363-2722
E-mail Address: hporter@wporter.com

Instructions for Submitting an Application:

☒ Fee Schedule: Residential PD – $500.00 + $10.00 per lot
☐ Commercial/Industrial PD – $2,500.00
☐ Mixed-Use/Traditional Neighborhood Design PD – $2,500.00
☐ PD Amendment – $250.00

*Make checks payable to the Town of Arlington*

☒ Check all items on the following checklist. All items must be addressed or the application may be deemed incomplete and returned to the applicant.

☒ Refer to the Town of Arlington Zoning Ordinance, available at www.townofarlington.org, for all requirements.

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-3449 • Fax (901) 867-2638

Revised: 1/8/2015
Planning Commission
Master Development Plan Application

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.

2. A completed application form and stated documents are required. The Planning Department will review each item to ensure it is complete. The application will not be considered filed with the Department and will not be placed on the Commission/Committee agenda until all items are complete.

3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

4. By signing this document, the applicant and owner accept the above conditions.

*Owner information is required

<table>
<thead>
<tr>
<th>APPLICANT: If an Entity:</th>
<th>OWNER: If an Entity:</th>
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<tbody>
<tr>
<td>Name of Entity:</td>
<td>Name of Entity:</td>
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<tr>
<td>City Construction &amp; Development LLC</td>
<td>N/A</td>
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<tr>
<td>By (Signature):</td>
<td>By (Signature):</td>
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<tr>
<td>Roger Kelley</td>
<td>N/A</td>
</tr>
<tr>
<td>Print Name:</td>
<td>Print Name:</td>
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<tr>
<td>Qualifying Agent</td>
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If an Individual(s):

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<th>Print Name:</th>
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Disclosure Of Ownership Interests

In order to assist staff and appointed and elected officials of the Town of Arlington in complying with Ordinances of the Town relating to conflicts of interest, the following information is required to be furnished:

1. For Profit Entities: If the applicant submitting this Application ("Applicant") is a for-profit, e.g., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Applicant: City Construction & Development LLC

Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Business or Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Andrews</td>
<td>5240 Poplar Ave., Suite 200 Memphis, TN 38119</td>
</tr>
</tbody>
</table>

2. For Profit Entities: If the owner and any lessee of the land which is the subject of this Application ("Owner and Lessee") is a for-profit entity, i.e., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owners and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner and Lessee: City Construction & Development LLC

Persons or Entities Owning 10% or More of the Ownership Interests of the Owner and Lessee:

<table>
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<tr>
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<tbody>
<tr>
<td>David Andrews</td>
<td>5240 Poplar Ave., Suite 200 Memphis, TN 38119</td>
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</table>
PUBLIC HEARING

AN APPLICATION HAS BEEN FILED
FOR A MASTER
PLANNED
DEVELOPMENT
A PUBLIC HEARING IS TO BE HELD
SEP. 18, 2017 AT 6:30 PM AT
ARLINGTON TOWN HALL
5854 AIRLINE RD.
901-867-2620
I agree this ad is accurate and as ordered.

PUBLIC NOTICE
The Arlington Planning Commission will hold a public hearing on Monday, September 18, 2017, at Town Hall, 5854 Airline Rd, at 6:30 PM to consider the following:
A request for a Master Development Plan for Donelson Farms PD, a residential development on a 12-acre site on the south side of Donelson Farms Pkwy, across from Donelson Elementary.
TOWN OF ARLINGTON, TENNESSEE
PLANNING COMMISSION
DEVELOPMENT STAFF REPORT

Enscor Construction
SITE PLAN APPLICATION REVIEW

DATE: September 18, 2017

STAFF: Angela Reeder, AICP, Town Planner
       Steve Hill, P.E., Town Engineer

SUBJECT: Site Plan Review

APPLICANT: Enscor Construction; Representative: Jeff Smith

DESIGN PROF./CONSULTANT: The Bray Firm; Representative: David Bray

SITE LOCATION: West side of Commander Drive, roughly 950 feet south of Memphis-Arlington Road

SITE ACREAGE: 3.0 Acres

ZONING: M-1: Light Industrial zoning district

ANALYSIS: David Bray, representing Enscor Construction, is requesting Planning Commission approval of a site plan for a new industrial building on the west side of Commander Drive, located south of Memphis-Arlington and the recently approved Steamfitters site. The site is currently undeveloped and is within the M-1: Light Industrial zoning district.

Proposal: The applicant proposes to construct a single-story 3,000 square foot building to serve as a vehicle maintenance shop for his existing business which is located nearby at 5566 Commander, as well as an area for additional equipment storage, and associated parking. The western, roughly 2-acres of the lot will remain treed and undeveloped.

The plan shows the maintenance building and paved storage area behind a 6-foot privacy fence, with the parking lot and a detention basin alongside Commander. The privacy fence will extend from the side property line to the building on either side, fully screening the western portion of the site. Staff would recommend that an 8-foot privacy fence be provided instead of the 6-foot, to provide adequate screening of any items being stored. In addition, a dumpster enclosure will have to be added to the site to serve the building. Given the limited scope of the project on this site, this is not anticipated to be a problem.
Access/Loading/Parking: Access to the site will be through a single 30-foot wide driveway on the southeast corner of the site. The drive will provide access to a 10-space parking lot, which includes 1 handicap stall. The parking is provided in one single-loaded aisle on the east side of the building fronting Commander Drive, and will serve the 8 employees anticipated on site. This is within Zoning Ordinance requirements, which call for a minimum of 5 spaces (1: each 1.5 employees) for industrial and storage uses.

For pedestrian access, a walkway is proposed from the parking lot to the entrance of the building. No separate pedestrian access from Commander Drive was required, as there are no existing sidewalks in the industrial area.

Drainage/Grading: The project site consists of overland sheet flow with a small portion of private underground drainage. The site’s stormwater detention area is located at the north corner of the lot, near Commander Drive. The proposed detention is adequately sized to meet the Town’s detention requirements.

Public Improvements: There are no public roadway improvements required of this project. Public sanitary sewer is readily available to serve the subject site. No additional public sanitary sewer improvements are required of this development except for a service connection and cleanout for the lot.

Landscaping and Tree Ordinance: The site is currently undeveloped and mostly treed. The applicant is proposing to keep several around the front portion of the site and has identified it as providing 71 tree density units. This exceeds the requirement for the entire site, without considering the 2 acres that will be left as is.

This site will have to provide some streetscape improvements and the Design Review Committee will review the landscaping plans with their review.

Open space of 81% is provided on the lot, which exceeds the Town’s 20% requirement for Industrial.

Next Steps: If approved, the applicant will next be required to receive approval for site improvements from the Design Review Commission, complete all conditions of approval and have a Pre-Construction meeting with staff prior to beginning work.

RECOMMENDATION:
Staff recommends approval of the applicant’s request, subject to the following conditions, in addition to any other conditions levied by the Planning Commission.

STANDARD CONDITIONS:
S-1. It is found that the application as presented, with plans dated August 25, 2017, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.
S-2. All construction improvements within the development shall be in compliance with the Town of Arlington Zoning Ordinance, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted on the Site Plan.

S-3. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.

S-4. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s approved plans prior to any earth disturbance activity.

S-5. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.

S-6. All signage design and location is subject to the review and approval of staff and/or the Design Review Committee.

S-6. The applicant is required to have a pre-construction meeting with the Town of Arlington staff prior to commencing improvements.

PROJECT SPECIFIC CONDITIONS:

P-1. Provide an 8-foot tall privacy fence to ensure adequate screening of any materials stored on the asphalt storage area on-site.

P-2. Provide a dumpster enclosure to serve the site.

P-3. Revise Plans to address comments as noted on the marked-up plan sheets provided by the Town Engineer and provide for Town review and approval.

P-4. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town of Arlington Design Review Manual.
Enscor Construction
West Side of Commander Drive approx. 950 feet South of Memphis Arlington Road
Location Map
### Town of Arlington

**Planning Commission**

**Site Plan Application**

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**Refer to Meeting and Submittal Dates Calendar for Application Deadlines**

<table>
<thead>
<tr>
<th>Development Name:</th>
<th>LOT 2 RESUBDIVISION OF PARCEL B-2 1 Zoned: M-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>WEST SIDE OF COMMANDER 743 FT S OF MARY - ARLINGTON</td>
</tr>
<tr>
<td>Owner of Record:</td>
<td>C &amp; M PROPERTIES LLC</td>
</tr>
<tr>
<td>Owner Address:</td>
<td>104 36 MONROE ROAD, LAKE LAND, TN. 38022</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>901-867-3291  Fax Number: 901-867-9410</td>
</tr>
<tr>
<td>E-mail Address:</td>
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**Developer Contact:**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>ENSCOR LLC</th>
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<tbody>
<tr>
<td>Mailing Address:</td>
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<tr>
<td>Daytime Phone:</td>
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<td>Fax Number:</td>
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<td>E-mail Address:</td>
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**Engineer/Designer Contact:**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>THE BRAY FIRM</th>
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<tbody>
<tr>
<td>Mailing Address:</td>
<td>9950 STAGE PLAIN NO., BARTLETT, TN. 38134</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>901-383-8668  Fax Number: 901-383-8720</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:dbray@comcast.net">dbray@comcast.net</a></td>
</tr>
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**Instructions for Submitting an Application:**

- [x] Fee Schedule: Less than 5 acres - $800.00  
  Over 5 acres - $1,000.00  
  *Make checks payable to the Town of Arlington*

- Attached is a Site Plan Checklist of required items. *All items must be addressed or the application may be deemed incomplete and returned to the applicant.*

- A preliminary meeting with Staff for review prior to submittal deadline date is suggested. Staff meets the first and third Monday of each month. Call the Planning Department to schedule.

- When the Planning Commission approves a site plan, it shall lapse unless a building permit, based thereon, is issued within one (1) year from the date of such approval unless an extension of time is applied for and granted by the appropriate approving body.

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5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507  
Telephone (901) 867-3449 • Fax (901) 867-2638
Planning Commission  
Site Plan Application

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.

2. If all required materials/documents are not submitted to and received by the Planning Department by the deadline, the application will NOT be accepted or posted on the Planning Commission Agenda.

3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

4. By signing this document, the applicant and owner accept the above conditions.

*Copy and use additional pages if necessary*

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<thead>
<tr>
<th>APPLICANT:</th>
<th>OWNER:</th>
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<tbody>
<tr>
<td>If an Entity: <strong>CM² Properties, LLC</strong></td>
<td>(if different from applicant - if same, note “same”)</td>
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Disclosure Of Ownership Interests

In order to assist staff and appointed and elected officials of the Town of Arlington in complying with Ordinances of the Town relating to conflicts of interest, the following information is required to be furnished:

1. For Profit Entities: If the applicant submitting this Application ("Applicant") is a for-profit, e.g., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Applicant:  

Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

Name          Business or Home Address

CYNTHIA SMITH  10450 Maine Street, Lakewood, TN 38002
JEFF SMITH

2. For Profit Entities: If the owner and any lessee of the land which is the subject of this Application ("Owner and Lessee") is a for-profit entity, i.e., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owners and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner and Lessee:

Persons or Entities Owning 10% or More of the Ownership Interests of the Owner and Lessee:

Name          Business or Home Address
C-Store Highway 64 and Airline
SITE PLAN APPLICATION REVIEW

DATE: September 18, 2017

STAFF: Angela Reeder, AICP, Town Planner
       Steve Hill, P.E., Town Engineer

SUBJECT: Site Plan Review

APPLICANT: N & S, LLC.; Representative: Nizar Lalani

DESIGN PROF./CONSULTANT: McCarty Granberry Engineering; Representative: John McCarty

SITE LOCATION: Northwest corner of Airline Road and Highway 64

SITE ACREAGE: 3.8 Acres

ZONING: B-2: General Commercial; O: Office; and E: Estate Residential

ANALYSIS: The applicant is requesting Planning Commission approval of a site plan for a new convenience store at the northwest corner of Highway 64 and Airline Road. The total site includes roughly 3.8 acres; however, 2.45 acres of the site is used only for a septic system and field lines. The lot is primarily undeveloped, with only a 1964 building previously used as an antique store and a gravel lot. The store and associated parking lot is located in the B-2: General Commercial zone. The remainder of the lot being used for septic falls within the O: Office and E: Estate Residential zones.

Proposal: The applicant proposes to construct a single-story, 4,995 square foot building, with 3,500 square feet dedicated to the convenience store and 1,495 square feet for another retail user. The building is proposed at the back of the lot facing Highway 64, with parking on three sides, a fuel canopy over five fuel dispensers in front of the store, a detention basin on the east side along Airline Road, and open space around the site perimeter. Lastly, a trash enclosure is tucked behind the building on the northeast corner.

Parking: Site parking is provided on three sides of the building. The site plan provides a total of 34 parking spaces, which includes 2 handicap stalls at the front entrance and 10 spaces at the pumps under the canopy. This falls well within Zoning Ordinance requirements for a convenience
store use with fuel, which call for a minimum of 17 spaces (1:300sf) and a maximum of 33 spaces (1:150sf) for the building and 10 spaces for the pumps (1: pump). Drive aisle separation between the front spaces and the fuel canopy is 24 feet, which exceeds the 22-foot requirement.

**Access and Loading:** Access to the site will be through a full-access driveway from Airline road and a right-in/right-out drive on Hwy 64. The Hwy 64 access is limited to RI/RO only due to its proximity to the intersection for safety purposes. A large, mountable curbed island is proposed to guide traffic at that driveway, similar to others in town. Two stub streets are proposed to the property to the north, as encouraged by the Code to minimize curb cuts and allow future internal circulation.

For pedestrian access, a sidewalk is proposed along Airline Road and a walkway is proposed from the sidewalk to the building. Staff would encourage the walkway be moved from its current location to the northeast corner of the site, as anyone walking to the site would be from the Airline side in the future. In addition, it would also keep the walkway out of the Hwy 64 streetscape.

**Road Improvements:** Roadway improvements will be required along Airline Road. Airline Road is proposed to ultimately have a 98’ right-of-way, consisting of 4 travel lanes, a center turn lane, bike lanes, curb, gutter, and sidewalks in this area. As such, the developer will be required to dedicate right-of-way and construct those proposed improvements on the west half of Airline.

No roadway improvements are proposed or required along Highway 64. However, the developer is proposing to install a section of sidewalk along the north side of Highway 64 to provide pedestrian access to the site from Public Right-of-Way.

**Drainage / Grading:** The site consists of overland flow to the proposed detention basin. The site’s storm water detention area is along the east side of the site and is adequately sized to meet the Town’s detention requirements. Other drainage improvements will include the installation of curb inlets and underground drainage along Airline Road. The drainage improvements along Airline Road will be used for the ultimate build out of Airline Road.

Other drainage improvements associated with the site include installing an underground drainage network along the north side of Highway 64. This underground network will eliminate the roadside ditch in this area. Upon completion of improvements, this area will sheet flow to the proposed on-site detention basin.

**Sanitary Sewer:** Public sanitary sewer service is not available in this area of Arlington. The applicant has received Shelby County Health Department approval for an on-site individual septic system. The proposed septic system will be included in the proposed limits of the subject lot, located northwest of the proposed building and site improvements. The proposed use of the convenience store is a low water user, therefore an individual on-site septic system is acceptable to the Town. Any future tenant convenience store or retail store user shall be a low water user whose sewer can be accommodated with the installed septic system.

**Landscaping and Tree Ordinance:** The site is largely undeveloped with a few stands of existing trees. None of the existing trees in the footprint of the store and parking are proposed to be
preserved. However, fencing will be installed to protect trees north of the building. Should any existing trees be retained, it would assist in meeting the Code requirement for minimum tree density units.

Open space of 76%, exceeding the Town’s 30% requirement, will be provided across the entire site. The Design Review Committee will review the final landscaping plans.

**Next Steps:** If approved, the applicant will next be required to receive approval for site improvements from the Design Review Commission, complete all conditions of approval, receive a Development Agreement from the BMA, and have a Pre-Construction meeting with staff prior to beginning work.

**RECOMMENDATION:**
Staff recommends approval of the applicant’s Site Plan for a new convenience store at Airline and 64, subject to the following conditions, in addition to any other conditions levied by the Planning Commission.

**STANDARD CONDITIONS:**

**S-1.** It is found that the application as presented, with plans dated September 5, 2017, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

**S-2.** All construction improvements within the development shall be in compliance with the Town of Arlington Zoning Ordinance, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted on the Site Plan.

**S-3.** This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.

**S-4.** Prepare and submit to the State of Tennessee (with a copy to Arlington) a notice of intent and a Stormwater Pollution Prevention Plan for the site.

**S-5.** Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent, and approved Notice of Coverage prior to any earth disturbance activity.

**S-6.** All signage design and location is subject to the review and approval of the Design Review Committee.

**S-7.** The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

**PROJECT SPECIFIC CONDITIONS:**

**P-1.** All sidewalk paths, including those across driveways, shall be ADA compliant.

**P-2.** Revise the Construction Plans to address comments as noted on the marked-up plan sheets provided by the Town Engineer and provide for Town review and approval.
P-3. Airline Road widening improvements shall be built in accordance with the most current TDOT Standard Specifications for Road and Bridge Construction, including any changes, modifications, or addenda.

P-4. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town of Arlington Design Guidelines Manual.

P-5. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.

P-6. Coordinate with MLGW regarding any adjustment and/or relocation of power poles on the site. Furnish documentation to the Town that this coordination has been done.

P-7. Only a right-in/right-out access will be allowed on Highway 64. The right-in/right-out “pork chop” shall be installed with mountable curb to accommodate fire trucks and other emergency vehicles.
Town of Arlington
Planning Commission
Site Plan Application

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Development Name: Convenience Store & Fuel Station  Zoned: B-2
Location: 12322 Highway 64
Owner of Record: Nizar Lalani
Owner Address: 8941 Hwy 64, Memphis, TN 38002
Daytime Phone: (901) 488-5963  Fax Number: N/A
E-mail Address: nizarlalani@bellsouth.net

Developer Contact: Nizar Lalani
Company Name: N&S, LLC
Mailing Address: 8941 Hwy 64, Memphis, TN 38002
Daytime Phone: (901) 488-5963  Fax Number: N/A
E-mail Address: nizarlalani@bellsouth.net

Engineer/Designer Contact: John McCarty
Company Name: McCarty Granberry Engineering
Mailing Address: 198 Progress Road, Collierville, TN 38017
Daytime Phone: (901) 221-0075  Fax Number: N/A
E-mail Address: jmccarty@mccartysgranberry.com

Instructions for Submitting an Application:

☒ Fee Schedule: Less than 5 acres – $800.00
Over 5 acres – $1,000.00

*Make checks payable to the Town of Arlington*

☒ Attached is a Site Plan Checklist of required items. All items must be addressed or the application may be deemed incomplete and returned to the applicant.

☒ A preliminary meeting with Staff for review prior to submittal deadline date is suggested. Staff meets the first and third Monday of each month. Call the Planning Department to schedule.

☐ When the Planning Commission approves a site plan, it shall lapse unless a building permit, based thereon, is issued within one (1) year from the date of such approval unless an extension of time is applied for and granted by the appropriate approving body.

OFFICE USE ONLY
Date Received: 5/8/17
Amount: $800.00
Fee Receipt #: 040071

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-3449 • Fax (901) 867-2638
Planning Commission  
Site Plan Application

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.

2. If all required materials/documents are not submitted to and received by the Planning Department by the deadline, the application will NOT be accepted or posted on the Planning Commission Agenda.

3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

4. By signing this document, the applicant and owner accept the above conditions.

*Owner information is required

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   **Applicant:**

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<tr>
<td>N$S LLC</td>
<td>8941 Hwy 64 Memphis TN 38002</td>
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Greenlee Street Offices
SITE PLAN APPLICATION REVIEW

DATE: September 18, 2017

STAFF: Angela Reeder, AICP, Town Planner
Steve Hill, P.E., Town Engineer

SUBJECT: Site Plan Review

APPLICANT: Meridian Properties, LLC.; Representative: Bart Thomas

DESIGN PROF./CONSULTANT: Renaissance Group; Representative: J. Wesley Wooldridge

SITE LOCATION: Northwest corner of Greenlee Street and Mott Street

SITE ACREAGE: 1.26 Acres

ZONING: SC: Shopping Center district

ANALYSIS: The applicant is requesting Planning Commission approval of a site plan for two new office buildings on the west side of Greenlee Street, located just north of the CSX Railway. The lot is approximately 1.26 acres and is within the SC: Shopping Center zoning district. It is currently undeveloped, with only some building footings on the site now.

Proposal: The applicant proposes to construct two single-story office buildings: each 6,375 square feet in size. The Site Plan shows the one building on the north and one on the south end of the lot, facing each other, with parking lots and a central open space area.

The applicant intends to divide this lot into two lots in the future to allow for separate ownership of the two buildings, and an application has been received. As such, the site improvements are mirrored on the lot, so that setbacks, parking, open space, etc. would still be able to meet requirements as two lots. However, at this time, it is being reviewed and considered as one lot with two primary buildings, which is permitted by Town Code.

Access and Loading: Access to the site will be through two driveways from Greenlee Street, each 22 feet wide. The driveways serve a parking area in front of each of the buildings. The drive aisles then connect on the west side of the site, providing access between the two and an additional
6 parking spaces. For pedestrian access, walkways are proposed from the Greenlee Street sidewalk to the front of each building.

Parking: The site plan provides a total of 40 parking spaces, including 2 handicap stalls (one at the main entrance of each office). This is within Zoning Ordinance requirements, which call for a minimum of 36 spaces (1:350sf) and a max of 64 spaces (1:200sf) for office uses. The parking is provided in a double-loaded aisle in front of each building, as well as along a shared drive aisle on the west side of the site.

Road Improvements: Only minor public roadway improvements are required for Greenlee Street. No additional Right-of-Way dedication is required. The applicant shall be required to install curb, gutter, and sidewalk along the property frontage of Greenlee Street. No additional roadway widening is required. There will be a section of public drainage installed along Greenlee that is further described in the Drainage / Grading section.

Drainage / Grading: The site drainage consists primarily of overland sheet flow. The engineering markups currently show the site draining un-detained to Greenlee Street, where it will be intercepted by a series of curb inlets, and discharge by underground storm pipe to the existing ditch just on the east side of Greenlee Street. This ditch is the same ditch that receives flow from Rizzi’s, Trustmark Bank, Brendalay Grill, and the future A-Town Crossfit.

Similar to Brendalay Grill and A-Town Crossfit, with the site being in close proximity to the Loosahatchie River, and discharging directly to the above described ditch, detention will not be required. However, in order to install the underground drainage improvements to discharge to this ditch, the Applicant will be required to obtain a permanent public drainage easement from the Trustmark Bank site.

If the Applicant does not continue with the proposed drainage as described above, on-site detention will be required. The two approaches to stormwater drainage on this site has been communicated with the Applicant’s Representative.

Sanitary Sewer: Public sanitary sewer service is readily available for the site. A new lot service line will be installed to serve the southern lot, while an existing service line for the northern will be utilized, if possible. If the existing service connection cannot be utilized, a new connection will be required to serve this lot.

Landscaping and Tree Ordinance: Open space of 41% is provided on the lot, which exceeds the Town’s 30% requirement. The site is currently undeveloped with one existing pecan tree on the southwest corner of the site, which is proposed to be saved. The site will be required to provide 26 tree density units, and the pecan tree that is proposed to be saved will provide 13.5 tdu. Landscaping is proposed along the streetscape and in the center of the site. The Design Review Committee will review the final landscaping plans.

Next Steps: If approved, the applicant will next be required to receive approval for site improvements from the Design Review Commission, complete all conditions of approval and have a Pre-Construction meeting with staff prior to beginning work.
RECOMMENDATION:
Staff recommends approval of the applicant’s Site Plan for two office buildings, subject to the following conditions, in addition to any other conditions levied by the Planning Commission.

STANDARD CONDITIONS:
S-1. It is found that the application as presented, with plans dated September 7, 2017, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

S-2. All construction improvements within the development shall be in compliance with the Town of Arlington Zoning Ordinance, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted on the Site Plan.

S-3. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.

S-4. Prepare and submit to the State of Tennessee (with a copy to Arlington) a notice of intent and a Stormwater Pollution Prevention Plan for the site.

S-5. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent, and approved Notice of Coverage prior to any earth disturbance activity.

S-6. All signage design and location is subject to the review and approval of the Design Review Committee.

S-7. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

PROJECT SPECIFIC CONDITIONS:
P-1. All sidewalk paths, including those across driveways, shall be ADA compliant.

P-2. Revise the Construction Plans to address comments as noted on the marked-up plan sheets provided by the Town Engineer and provide for Town review and approval.

P-3. If the current drainage design is revised to eliminate the direct stormwater discharge to the referenced ditch, on-site stormwater detention meeting Town requirements shall be required, and reflected on the construction plans.

P-4. If direct stormwater discharge to the referenced ditch is installed, a permanent public drainage easement shall be obtained by the Applicant, and proof of said easement shall be provided to the Town.

P-5. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town of Arlington Design Guidelines Manual.

P-6. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.
Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Development Name: Greenlee Street Offices
Location: Northwest corner of Greenlee St and Mott St, Arlington
Zoned: B-E
Owner of Record: Meridian Properties, LLC
Owner Address: 5240 Poplar Ave. Suite 300, Memphis, TN 38119
Daytime Phone: (901) 507-4610 Fax Number: (901) 507-4620
E-mail Address: bthomas@cityllc.com

Developer Contact: Bart Thomas
Company Name: Meridian Properties, LLC
Mailing Address: 5240 Poplar Ave. Suite 300, Memphis, TN 38119
Daytime Phone: (901) 229-2543 Fax Number: (901) 507-4620
E-mail Address: bthomas@cityllc.com

Engineer/Designer Contact: J. Wesley Wooldridge
Company Name: Renaissance Group
Mailing Address: 9700 Village Circle, Lakeland, TN 38002
Daytime Phone: (901)332-5533 Fax Number: (901)332-5534
E-mail Address: wwooldridge@rgroup.biz

Instructions for Submitting an Application:

☒ Fee Schedule: Less than 5 acres – $800.00
Over 5 acres – $1,000.00

*Make checks payable to the Town of Arlington*

☒ Attached is a Site Plan Checklist of required items. All items must be addressed or the application may be deemed incomplete and returned to the applicant.

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Office Use Only
Date Received: 3/17/17
Amount: $800
Fee Receipt #: 046452

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-3449 • Fax (901) 867-2638
Planning Commission  
Site Plan Application

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Applicant: Bart Thomas Meridian Properties, LLC

Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

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2. For Profit Entities: If the owner and any lessee of the land which is the subject of this Application ("Owner and Lessee") is a for-profit entity, i.e., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owners and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner and Lessee: Bart Thomas Meridian Properties, LLC

Persons or Entities Owning 10% or More of the Ownership Interests of the Owner and Lessee:

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TOWN OF ARLINGTON, TENNESSEE
PLANNING COMMISSION
DEVELOPMENT STAFF REPORT

Arlington Abbey
SITE PLAN APPLICATION REVIEW

DATE: September 18, 2017

STAFF: Angela Reeder, AICP, Town Planner
        Steve Hill, P.E., Town Engineer

SUBJECT: Site Plan Recommendation for Conditional Use Permit

APPLICANT: Vickie and Dickie Parker (owners)

DESIGN PROF./CONSULTANT: Bill Fuller, Architect

SITE LOCATION: 6183 Quintard Street, northwest corner of Quintard and Brown

SITE ACREAGE: 0.89 Acres

ZONING: RS-15: Medium Density Residential

Mr. and Mrs. Parker are requesting a Planning Commission recommendation for a wedding chapel and meeting hall to be located within the existing church building at 6183 Quintard Street.

Background: The purpose of this application is to provide an advisory recommendation to the Board of Zoning Appeals (BZA) for a Conditional Use Permit request to locate an event venue in a residential zoning district. The Zoning Ordinance (Section 4.9.2.3) states a preliminary site plan shall first be submitted to the Planning Commission who will issue an advisory opinion to the BZA regarding proposed site improvements taking into account the conditions required for such a use as well as any other pertinent factors.

Site: The subject property is the site of the former Fellowship Baptist Church, on the northwest corner of Quintard and Brown Streets. The building is roughly 3,500 square feet and one of the oldest in Arlington, previously Cumberland Presbyterian Church. It was built in 1871 and has had some later additions throughout the years. The building sits at the corner of the almost 1-acre lot, with a parking lot that wraps around the north and west sides.

Proposal: The Baptist church put the building up for sale earlier this year. Several local churches looked at the site, but none felt it fit their needs. The applicants have since purchased it and
submitted a Conditional Use Permit (CUP) application to use the building primarily as a wedding chapel; however, they would also make it available as a meeting hall for other events such as birthday parties, family reunions, business meetings, memorial services, etc.

The space in the church is divided into two main areas: the Sanctuary and the Hall. Other rooms in the building are identified as: a bride’s lounge, a bride’s dressing room, groom’s dressing room, catering kitchen, storage room, office and restrooms.

They have proposed minor exterior changes to the building, including removing one of two ADA ramps that was in bad shape, some painting, new landscaping, and an eight (8) foot fence on the west property line as a buffer from the closest adjacent home. Most of the work proposed at this time is rehab inside the building, such as refinishing the wood floors, exposing original shiplap walls, painting, etc.

As a future phase next year, the applicant has stated they would like to clear an existing fenced area at the northwest corner of the property that is overgrown for their Cottage Garden. This area would allow for outdoor wedding ceremonies, picnics, children’s parties, and reunions that would all be completed prior to 7pm.

**Conditional Uses:** The intent of a conditional use is to ensure that a use being requested can “fit” and function suitably with surrounding uses and that any negative impacts are mitigated. Typical concerns include lighting, noise, appropriate setbacks, aesthetics, and traffic.

**Lighting:** The site is existing and the applicant has not proposed to add any lighting to the site. While they have proposed a future outdoor area, the hours proposed wouldn’t necessitate any additional lighting.

**Noise:** The applicant proposes events will primarily end by 11pm, with a maximum end time of midnight, and that any future outdoor events in the Cottage Garden would be completed by 7pm.

The Town Ordinance sets the hours of 11pm-7am as quiet hours. Considering there is typically more noise as people leave an event, such as voices and car doors, staff would recommend that events during the week end by 10pm to ensure any final cleanup or people leaving are gone before the 11pm quiet hours (Sun.—Thurs.). On Friday and Saturday nights, the request to allow events to extend until 11pm as requested and supported by the Town Ordinance seems more reasonable. In the case of a special event, such as New Year’s Eve, extended hours could be considered.

**Setbacks:** The building and parking lot are existing and no changes are proposed to bring anything closer to adjacent properties. The applicant has proposed an 8’ privacy fence along the west property line to add a buffer.

**Aesthetics:** Again, this is an existing historic building. The applicant has been made aware and has expressed a desire to preserve the integrity of the building. Plans have included “sprucing up” the exterior paint and landscaping. With the addition of appropriately placed trash containers and ashtrays in and around the exits, those using the property are less likely to litter, and will
thus keep the site looking better. It is in the applicant’s interest to keep the site looking pristine, if they are trying to attract people who want to have special events here. Staff also feels if the site is used, cared for, and maintained, it is less likely to sit empty and fall into disrepair.

Traffic/Parking: The site has functioned as a church for many years with the existing parking. More recently, the Baptist Church congregation had declined and thus parking was less of a concern. However, as it sits, the site provides 37 spaces. Churches are parked based on the sanctuary and hall area, which in this case would require 41 spaces, which is very close to what is provided. A use like a meeting hall would be parked in a similar manner. However, we are foolish not to consider that there will be events with overflow.

The applicant states that any event with more than 50 guests will be required to use a parking attendant to direct any overflow. Parking is inevitably a concern in historic downtowns. However, there are several opportunities for parking in the area. There is a public parking lot one block away in Depot Square, and another two blocks away behind Vinegar Jim’s. The Town is also in the process of improving parking in the area, including the addition of 10 more spaces around Chester Street. A development on the corner of Quintard and Walker will begin construction soon and provide a 48-space lot. There are also several churches within one block that the applicant could try to coordinate with for events, if overflow parking is needed.

Summary: Staff feels that with the inclusion of several conditions of approval which are added below, this site could be suitable for a wedding chapel/meeting hall use. The applicant seems considerate of the location and neighbors in their application and proposed operation of the site. It is a use that the Town is currently missing, and it would help preserve a historic building in our Town.

Next Steps: The applicant is required to receive Conditional Use Permit approval for the use from the Board of Zoning Appeals, who will consider this recommendation, then the applicant will have to complete any required conditions of approval.

RECOMMENDATION:
Staff recommends approval of the applicant’s request, subject to the following conditions, in addition to any other conditions levied by the Planning Commission.

Conditions of Approval:
1. It is found that the application as presented, with plans dated August 4, 2017, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.
2. This Site Plan review and approval is contingent upon approval of a Conditional Use Permit from the Arlington Board of Zoning Appeals for the proposed use.
3. Any future modifications to landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town of Arlington Design Review Manual.
4. Events held Sunday through Thursday shall end no later than 10:00 p.m. Events held on Friday and Saturday nights shall end no later than 11:00 p.m. Any outdoor events in the future Cottage Garden must conclude by 7pm. Special events, such as New Year’s Eve, may extend beyond these times, with a minimum 2 weeks advance written notice provided to surrounding property owners (limited to 4 a year).

5. Any event planned with more than 50 guests shall have a parking attendant to direct guests to available lots in the area. Events planned with more than 100 guests shall obtain a temporary agreement from a nearby site to provide overflow parking during the event.

6. Trash containers shall be provided at all exits to the building to reduce the opportunity for litter on the site and in the adjoining neighborhood.
Town of Arlington
Planning Commission
Site Plan Application

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Development Name: Arlington Abbey
Zoned: Res
Location: 6183 Quintard
Owner of Record: Vickie & Richard Parker
Owner Address: 520 Casey Dr 38066
Daytime Phone: 901-828-4879 Fax Number: 2/2
E-mail Address: Vickie.parker@outlook.com

Developer Contact:
Company Name:
Mailing Address:
Daytime Phone: Fax Number:
E-mail Address:

Engineer/Designer Contact: Bill Fuller, Architect
Company Name: same
Mailing Address:
Daytime Phone: 901-488-2594 Fax Number:
E-mail Address: bill fuller arch@att.net

Instructions for Submitting an Application:

☐ Fee Schedule: Less than 5 acres – $800.00
   Over 5 acres – $1,000.00
   *Make checks payable to the Town of Arlington*

☐ Attached is a Site Plan Checklist of required items. All items must
   be addressed or the application may be deemed incomplete and returned to the applicant.

☐ A preliminary meeting with Staff for review prior to submittal deadline date is suggested. Staff meets the
   first and third Monday of each month. Call the Planning Department to schedule.

☐ When the Planning Commission approves a site plan, it shall lapse unless a building permit, based
   thereon, is issued within one (1) year from the date of such approval unless an extension of time is applied
   for and granted by the appropriate approving body.

OFFICE USE ONLY
Date Received: 8/4/17
Amount: 800
Fee Receipt #: 045449
Planning Commission
Site Plan Application

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.

2. If all required materials/documents are not submitted to and received by the Planning Department by the deadline, the application will NOT be accepted or posted on the Planning Commission Agenda.

3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

4. By signing this document, the applicant and owner accept the above conditions.

*Owner information is required

<table>
<thead>
<tr>
<th>APPLICANT:</th>
<th>Vickie &amp; Dickie Parker</th>
<th>OWNER:</th>
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<td>If an Entity:</td>
<td>Arlington Abbey</td>
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<td>By (Signature):</td>
<td>Vickie Parker</td>
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<td>Print Name:</td>
<td>Vickie Parker</td>
<td>Print Name:</td>
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If an Individual(s):

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| Signature: | | Signature: |
| Print Name: | | Print Name: |
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Copy and use additional pages if necessary
Disclosure Of Ownership Interests

In order to assist staff and appointed and elected officials of the Town of Arlington in complying with Ordinances of the Town relating to conflicts of interest, the following information is required to be furnished:

1. For Profit Entities: If the applicant submitting this Application ("Applicant") is a for-profit, e.g., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Applicant: Vickie Parker

Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

Name                  Business or Home Address
Vickie Parker         520 Casey Dr         3806C
Dickie Parker         Same

2. For Profit Entities: If the owner and any lessee of the land which is the subject of this Application ("Owner and Lessee") is a for-profit entity, i.e., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owners and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner and Lessee: Vickie & Dickie Parker

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Name                  Business or Home Address
Vickie Parker         520 Casey Dr         3806C
Dickie Parker         Same
TOWN OF ARLINGTON, TENNESSEE
PLANNING COMMISSION
DEVELOPMENT STAFF REPORT

Newtco Office Conversion
SITE PLAN APPLICATION REVIEW

DATE: September 18, 2017

STAFF: Angela Reeder, AICP, Town Planner
        Steve Hill, P.E., Town Engineer

SUBJECT: Site Plan Review

APPLICANT: Newtco, Inc.; Representative: Bruce and Lorrie Newton

SITE LOCATION: 11900 Mott Street

SITE ACREAGE: 0.743 Acres

ZONING: SC: Shopping Center zoning district

The applicant is requesting Planning Commission recommendation for a site plan to convert an existing residential home into an office use.

Site: The subject property is located at 11900 Mott Street, which sits on the north side of Mott, west of Greenlee Street. The site is an existing one-story home, which the assessor shows as built in 1976. The home sits roughly 85-feet back from Mott Street, with a vacant lot to the east (on tonight’s Agenda for office development), a farmed field to the north and west, and railroad tracks to the south across Mott. The current applicant has purchased the site with the intent to convert it to an office for his roofing business. Office uses are permitted in the SC: Shopping Center zone. It should be noted that outdoor storage and contractor yards are not permitted in this zone, and the applicant has confirmed it will remain as an office only.

Proposal: The applicant proposes to convert the existing 1,480 square foot home into a small office building, with a four (4) space parking area at the front and the remainder of the lot to remain open lawn as it is now. Minimal exterior renovations are proposed at this time, other than the addition of a new, accessible entrance at the front. Any future exterior renovations would be required to meet the Town’s Depot Square Design Guidelines.

Access, Parking and Loading: Access to the site will be through an existing residential driveway on the southeast side of the site, which will connect to the small, front parking lot. The drive is currently 10-foot-wide and paved, but will be widened to 16.5 feet from the parking area to the
road. Due to the limitations of working on an existing site, namely an existing MLGW pole and overhead electrical lines, the driveway is narrower than the 22’ that would normally be required. However, as it only serves a 4-space lot and is on a portion of Mott St. where this is the only use, staff felt it would be adequate.

The front lot provides 4 spaces, including 1 handicap space, as well as ADA access to the building. This is within Zoning Ordinance requirements for this site, which call for a minimum of 4 spaces (1:350 sf for office sites). The front entrance, facing Mott, will remain as the primary entrance/exit only.

**Public Improvements:** No improvements are required to the Mott Street frontage. While this has been a public street for over 100 years, it is also within the railroad right-of-way and only serves this site. However, the applicant will be required to install a fire hydrant within 500 feet of the proposed office to provide adequate fire service. This is triggered by the change in use. Staff would likely recommend a hydrant on the west side of Greenlee, using the existing water service in Greenlee Street to reduce cost. The applicant will need to work with the Fire Department on the final location and approval, which is noted in a condition of approval.

**Drainage / Grading:** Based on existing contour data and aerial imagery, the site sheet flows more or less to the northwest. The existing driveway currently flows to the northeast toward the adjacent property being presented on tonight’s Agenda as the Greenlee Street Offices project. It is anticipated that the minimal amount of impervious area being installed on this site will not require a detention basin. However, the exact impact of the proposed project cannot be evaluated until adequate construction plans, stamped by a TN licensed surveyor or engineer, are provided.

**Landscaping and Tree Ordinance:** The site is an existing residential site, with landscaping consisting of several large trees, including a few at the front and several on the west side near the house. Open space well exceeds the 30% requirement. No additional landscaping is proposed at this time.

**Next Steps:** If approved, the applicant will next be required to make any changes required by the conditions of approval, receive all necessary building permits from the County, and have a Pre-Construction meeting with staff prior to beginning work.

**RECOMMENDATION:**
Staff recommends approval of the applicant’s request, subject to the following conditions, in addition to any other conditions levied by the Planning Commission.

**STANDARD CONDITIONS:**

S-1. It is found that the application as presented, with plans dated September 6, 2017, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

S-2. All construction improvements within the development shall be in compliance with the Town of Arlington Zoning Ordinance, Subdivision Regulations and Technical
Specifications, as directed and approved by the Town Engineer, unless otherwise noted on the Site Plan.

S-3. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity, including the use of erosion control measures as approved by the Town Engineer.

S-6. All signage design and location is subject to the review and approval of the staff and Design Review Committee.

S-7. The applicant is required to have a pre-construction meeting with the Town of Arlington staff prior to commencing improvements.

PROJECT SPECIFIC CONDITIONS:

P-1. Any exterior revisions to the site landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town of Arlington Design Review Manual and Depot Square Design Guidelines.

P-2. Provide a complete set of construction plans stamped by TN licensed surveyor or engineer for Town Engineer review. At which point, revise Plans to address comments as noted on the marked-up plan sheets provided by the Town Engineer and provide for Town review and approval.

P-3. An ADA path shall be provided from the parking area to the building entrance.

P-4. Provide a hydrant in the public right-of-way within 500 feet of the proposed office use. Plans are subject to the satisfaction and approval of the Arlington Fire Department.

P-5. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.

P-6. Curb and gutter shall be installed with all driveway and parking lot improvements.

P-7. Proposed drive and parking lot paving shall be built to Town standard requirements of a minimum of 8” of Soil Cement, 3.5” of Hot Mix Asphalt, or an equivalent concrete pavement section.
Town of Arlington
Planning Commission
Site Plan Application

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Subdivision/Plan: Newco, Inc.
Development Name: Newco, Inc.
Location: 1900 Monitor St, Arlington, TN
Zoned: SC
Owner of Record: Newco, Inc.
Owner Address: 9615 Salem Terrace, Lakeland, TN 38002
Daytime Phone: 901-826-6395
Fax Number:
E-mail Address: 

Developer Contact: None (same)
Company Name:
Mailing Address:
Daytime Phone: Fax Number:
E-mail Address:

Engineer/Designer Contact: None
Company Name:
Mailing Address:
Daytime Phone: Fax Number:
E-mail Address:

Instructions for Submitting an Application:

☒ Fee Schedule: Less than 5 acres - $800.00
☐ Over 5 acres - $1,000.00

*Make checks payable to the Town of Arlington*

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☐ When the Planning Commission approves a site plan, it shall lapse unless a building permit, based thereon, is issued within one (1) year from the date of such approval unless an extension of time is applied for and granted by the appropriate approving body.

Request to convert home to office use.

OFFICE USE ONLY
Date Received: 8/4/17
Amount: 800.00
Fee Receipt #: 040450
Disclosure Of Ownership Interests

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Applicant: Cole Newton

Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

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Owner and Lessee: Cole Newton

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Planning Commission  
Site Plan Application

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<tr>
<td>Print Name: Cole Newton</td>
<td>Print Name: Cole Newton</td>
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<tr>
<td>Title: President</td>
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| Signature: | Signature: |
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| Print Name: | Print Name: |
| Signature: | Signature: |
DATE: September 18, 2017

STAFF: Angela Reeder, AICP, Town Planner
       Steve Hill, P.E., Town Engineer

APPLICANT: Deven Patel, owner

DESIGN PROF./CONSULTANT: Jeff Blackledge Architecture Studio; Representative: Jeff Blackledge
                           The Bray Firm; Representative: David Bray

SITE LOCATION: 6259 Quintard Street; west side of Quintard, north of railroad tracks

SITE ACREAGE: 2.2 acres

ZONING: B-3: Downtown Business District

ANALYSIS: The applicant is requesting Planning Commission approval of a site plan for a new sit-down restaurant with a residential unit upstairs. The project property at 6259 Quintard Street is the location of the previous Brendalay Grill, which was destroyed in a fire earlier this year.

The site is now vacant, except for the previous parking lot. It is located in the B-3: Downtown Business zone and the Depot Square Master Plan.

Proposal: The applicant proposes to construct a two-story, 8,000 sq ft building on the 2.2-acre parcel, with a restaurant on both floors and an apartment on the upstairs corner of the building. The restaurant includes roughly 6,265 square feet, and the two-bedroom apartment includes the remaining 1,735 square feet. The building sits on the southwest corner of the site facing north toward the rear of A-Town and Quick Market on Hwy 70. A parking lot for customers is on the northwest side of the site. Stairway access to the residence will be on the west side of the building, separate from the restaurant entrances. Additional access is also available from within the restaurant. The front, roughly 3/4-acre lawn along Quintard will be fully fenced so that it is only accessible from the restaurant, and is proposed as an “outdoor recreation area.”

Mixed Use: The Depot Square district allows for residential units above retail establishments as proposed. They are required to be at least 1,000 sq ft in size, which this one exceeds. However, staff would note that the Code also requires the associated business in the mixed use to close by
11pm each day, with activity ceasing within 60 minutes after closing. The applicant will need to consider this regulation before finalizing plans for the apartment.

**Site Layout:** Staff has concerns about the building location and orientation on the site. As proposed, the building sits roughly 240 feet back from Quintard, in the general location of the previous building. We encourage most commercial in Depot Square to push toward the road to create a downtown, walkable feel, such as on Walker Street. We would also typically encourage large outdoor patio seating and recreation areas at the rear of the building. The applicant has stated it’s his preference to keep the building in this location, as utilities are already extended to the rear corner of the site and he may infill with live-work space along the Quintard frontage in the future.

In regards to orientation, with the building facing the parking lot, the view from Quintard, Mott Street, and our Depot Square will be of the side of the building. Staff has informed the applicant that the street facing side will need to be enhanced to the same quality of an entrance, if the building is not rotated as it was previously.

**Outdoor Recreation:** Plans show the roughly 6,400 sq ft area adjacent to the building as a fenced, asphalt patio connecting to a fenced recreation area beyond. The applicant has since agreed to add some sod adjacent to the parking stalls and eastern half of the area shown as asphalt. Staff has encouraged the use of another more typical material for outdoor patio, such as concrete or pavers, which will be considered by DRC. Regardless, staff has concerns about the likelihood of people carrying food and drinks onto the fenced lawn along Quintard Street for games of horseshoes or corn hole, and would encourage additional details to confirm this use is consistent with our vision of Depot Square.

**Access and Loading:** Access to the site will be through a single driveway from Quintard on the northeast corner of the site. The existing driveway on the south side of the site is proposed to remain as is, with three planters along the entrance to restrict vehicle access. A stub street connection was proposed to the north in a previous project, but is not included on these plans. For pedestrian access, the applicant proposes a path along the old asphalt driveway to the building.

A loading door is proposed at the southwest corner of the building (below the stairwell) to serve the restaurant. Trucks will utilize the drive for the trash enclosure and a future sidewalk for deliveries.

**Parking:** Site parking is provided in a lot on the north side of the building. However, approved plans for A-Town Crossfit included a connection from their parking lot into this one, which would reduce a few spaces if still proposed (if not, A-Town will need to come back to Town for a revision). As drawn, the site plan provides a total of 76 parking spaces, including 3 handicap stalls at the front entrance. Depot Square standards require 2 spaces for the apartment, and 1 space per 2 seats in the restaurant. As the floor plans show 136 seats, this would be sufficient.

However, staff would note that a previous floor plan showed 60 seats on the 2nd floor, between bar seating and smaller bar tables. The entire 2nd floor, which includes a two-sided bar and outdoor patio area, is now replaced with couches and tables and identified as a “waiting area.” In addition, no consideration for extra parking is given for the large outdoor area proposed. With the understanding there were previous parking problems at the site and vehicles would park along the
driveway, and the likelihood of more people at the site (either upstairs or outside), staff would strongly encourage the addition of more parking.

**Road Improvements:** No public roadway improvements or any additional Right-of-Way is required for Quintard Street. However, the applicant is proposing to close the existing curb cut near the dead end of Quintard Street by placing three planters across the existing entrance. The applicant shall be required to install curb, gutter, and sidewalk to permanently close the curb cut. There is currently on-street parking striped along this portion of Quintard. With the applicant installing a new curb cut near the north property line, and closing the existing one to the south, the on-street parking striping shall be remarked and shifted to provide parking spaces similar to what was available prior to construction.

**Drainage / Grading:** The site currently has a concrete lined drainage ditch along the west property line, and a detention basin along the east side of said ditch. The concrete lined ditch was once uniform but is no longer functioning as it was originally, due to the concrete failing and breaking. The existing detention basin discharges to the existing drainage ditch.

The applicant has requested the existing detention basin be decommissioned and converted to parking. The Town has agreed to this request. In exchange, similar to the requirement that was previously presented for the A-Town Crossfit development to the immediate north, the existing drainage ditch shall be improved to a uniform concrete lined ditch.

The requirement for detention was waived for this site based on the proximity of the site to the Loosahatchie River and being on the downstream end of the drainage basin. The detention waiver was approved by the Town Engineer.

**Sanitary Sewer:** Public sanitary sewer service is readily available for the site. It is the applicant’s intent to utilize the existing service line for the lot.

**Landscaping and Tree Ordinance:** The site is currently vacant except for a row of 6-8 crepe myrtles along the current driveway and a couple at the perimeter. Other plantings around the building were removed when the building was demolished. Landscape plans have been submitted for the DRC and are in the process of being revised, to include a streetscape along Quintard as well as other plantings. The Design Review Committee will review the final landscaping plans.

Open space of 45% is proposed across the two lots, as the front lot is primary lawn, while the rear lot is proposed as primarily impervious.

**Next Steps:** If approved, the applicant will next be required to receive approval for site improvements from the Design Review Commission, to complete all conditions of approval, and have a Pre-Construction meeting with staff prior to beginning work.

**RECOMMENDATION:**
Staff recommends approval of the applicant’s request, subject to the following conditions, in addition to other conditions considered and levied by the Planning Commission.
STANDARD CONDITIONS:

S-1. It is found that the application as presented, with plans dated September 6, 2017, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

S-2. All construction improvements within the development shall be in compliance with the Town of Arlington Zoning Ordinance, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted on the Site Plan.

S-3. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.

S-4. Prepare and submit to the State of Tennessee (with a copy to Arlington) a notice of intent and a Stormwater Pollution Prevention Plan for the site.

S-5. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent, and approved Notice of Coverage prior to any earth disturbance activity.

S-6. All signage design and location is subject to the review and approval of the Design Review Committee.

S-7. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

PROJECT SPECIFIC CONDITIONS:

P-1. All sidewalk paths, including those across driveways, shall be ADA compliant.

P-2. Revise the Construction Plans to address comments as noted on the marked-up plan sheets provided by the Town Engineer and provide for Town review and approval.

P-3. A Plat re-record be filed to record the proposed ingress/egress easement associated with the new driveway access from Quintard near the north property line.

P-4. Existing drainage ditch on the west property line shall be concrete lined. Any permit(s) required by any Federal, State, or Local governing agency, including but not limited to TDEC, to construct these improvements shall be obtained by the Applicant prior to beginning work on any aspect of the project.

P-5. A shared drive with the proposed A-Town Crossfit to the immediate north be installed. This shared drive was presented and approved for A-Town Crossfit. This requirement shall be reflected on the construction drawings.

P-6. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town of Arlington Design Review Manual.

P-7. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.
P-8. Any areas not reserved for parking, walkways, or access shall be sodded, unless another specific use that requires a hard surface is clearly identified and approved.

P-9. If the upstairs unit is retained as an apartment, the restaurant is limited to operating hours of 7am to 11pm and two parking spaces shall be identified as "reserved" for the use of the apartment.

P-10. If the upstairs unit is not retained as an apartment, the kitchen will need to be removed and the space converted to "office" or some other restaurant space.
## Town of Arlington
### Planning Commission
#### Site Plan Application

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

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### Instructions for Submitting an Application:

- Fee Schedule:
  - Less than 5 acres: $800.00
  - Over 5 acres: $1,000.00

  *Make checks payable to the Town of Arlington*

- Attached is a Site Plan Checklist of required items. **All items must be addressed or the application may be deemed incomplete and returned to the applicant.**

- A preliminary meeting with Staff for review prior to submittal deadline date is suggested. Staff meets the first and third Monday of each month. Call the Planning Department to schedule.

- When the Planning Commission approves a site plan, it shall lapse unless a building permit, based thereon, is issued within one (1) year from the date of such approval unless an extension of time is applied for and granted by the appropriate approving body.

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5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-3449 • Fax (901) 867-2638
Disclosure Of Ownership Interests

In order to assist staff and appointed and elected officials of the Town of Arlington in complying with Ordinances of the Town relating to conflicts of interest, the following information is required to be furnished:

1. For Profit Entities: If the applicant submitting this Application ("Applicant") is a for-profit, e.g., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Applicant: 

Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

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<th>Name</th>
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<tr>
<td>Devendra Patel</td>
<td>5500 Stanbury Ln. Arlington, TN 38002</td>
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2. For Profit Entities: If the owner and any lessee of the land which is the subject of this Application ("Owner and Lessee") is a for-profit entity, i.e., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owners and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner and Lessee: 

Persons or Entities Owning 10% or More of the Ownership Interests of the Owner and Lessee:

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