Town of Arlington

Planning Commission
February 20, 2018
6:30 P.M.
Meeting Minutes

I. Invocation – Brian Thompson gave the invocation.

II. Call to Order and Roll:

<table>
<thead>
<tr>
<th>Present</th>
<th>Others Present</th>
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<tbody>
<tr>
<td>Russ Campbell, Chairman</td>
<td>Angela Reeder, Town Planner</td>
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<tr>
<td>Susan Payne</td>
<td>Gerald Lawson, Town Attorney</td>
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<tr>
<td>Tommy White</td>
<td>Jason Allen, Town Engineer</td>
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<tr>
<td>Glen Bascom</td>
<td>Mary Helen Carmack, Planning Clerk</td>
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<td>Brian Thompson, Secretary</td>
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<td>Larry Harmon, Alderman</td>
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<td>Don Hinkle</td>
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III. Approval of Minutes from December 18, 2017 Meeting:

Chairman Campbell called for a motion to approve the December minutes.

Motion: Glen Bascom made a motion to approve the minutes of the December 18, 2017 meeting. Don Hinkle seconded the motion.

Vote on Motion: The motion carried unanimously.

IV. Comments from Citizens

Chairman Campbell invited anyone wishing to address the Commission at this time to please come forward and state his/her name and address for the record. There were no comments.

V. Old Business:

A. Other as Properly Presented

There was no Old Business.

VI. New Business:

A. Arlington Animal Hospital Expansion – Site Plan – 11065 Hwy 70

Chairman Campbell recognized Ms. Angela Reeder, Town Planner, who presented the staff report for the project (on file) for approval of a site plan for the expansion of Arlington Pet Hospital, an existing veterinary clinic, located at 1065 Hwy 70. The use of the building is not changing therefore,
the proposal is permitted in the current B-2: General Commercial zoning.

Ms. Reeder stated the applicant is proposing to add almost 3,800 square feet to the rear of the building (east) and to extend the parking lot to the rear to serve the new space. A new loading area would be created and the existing trash enclosure would be relocated to the back of the site and expanded to a double. She added the fenced area will also be expanded to be enclosed with an 8-foot cedar fence, similar to the existing. The expansion will extend into an adjacent parcel also owned by the applicant. This proposal will require that the two parcels be merged. Ms. Reeder noted that is a condition of approval and the applicant is aware of this and has submitted an application to do merge those two into one parcel.

Access to the site will continue through the existing driveway on Highway 70: a 24’ driveway with right-in/right-out access. The applicant proposes to add a connection sidewalk to extend from the public sidewalk to the building. No roadway improvements are required.

The site plan shows a total of 59 parking spaces, including 3 handicap stalls at the office entrances and 1 loading space by the back of the building. Ms. Reeder observed that this falls within Zoning Ordinance requirements, which call for a minimum of 44 spaces (1:200sf) and a maximum of 77 spaces (1:125sf).

Even after the expansion, the site will still retain 60% open space, which exceeds the Town’s requirement. The site is currently landscaped at the street and around the building. They have submitted a Tree Preservation Plan that indicates the saving of 11 of the larger trees which would meet the Town’s tree density requirements.

Jason Allen, Town Engineer, said that just to the south-southeast of the property is an existing detention basin. It was installed as the original detention basin to accommodate this site and future expansion. The new parking lot will use curb cuts to direct flow to the existing basin. Thus, no additional detention improvements are required.

He added sanitary sewer is readily available on the north side of the site. A new service tap will be installed to serve the proposed building expansion.

Ms. Reeder recommended approval of the Site Plan, subject to the proposed conditions.

Chairman Campbell called for a motion to approve the Arlington Animal Hospital Expansion – Site Plan subject to conditions.

**Main Motion:** Don Hinkle made the motion. Tommy White seconded it.

**Discussion:** Susan Payne asked if the expansion was intended for boarding. The applicant, Dr. Samuel Garrett Davis, owner of Arlington Pet Hospital, 1065 Hwy 70, Arlington, TN, came forward. Dr. Davis answered that they do intend to add more boarding and possibly have doggie day-care. He said the goal is to move all of the boarding to the expanded area which allows the hospital to expand surgery areas, add three more exam rooms, and expand doctor’s offices in the main area where they have become overcrowded.

Glen Bascom asked about the lack of connection to other businesses. Ms. Reeder answered that there is no plan for that at this time but the opportunity exists in the future.

Chairman Campbell called for a vote on the main motion.

**Vote on Main Motion:** The motion carried unanimously.
STANDARD CONDITIONS:

S-1. It is found that the application as presented, with plans dated February 1, 2018, 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, if required.

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. The associated Final Plat for Parkway Center Commercial Subdivision Phase 2 must be recorded before a building permit can be issued for this project.

P-3. 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-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. If a building requires sprinklers, a revised utility plan identifying all required connections must be approved by Town staff prior to the issuance of any building permit for the expansion.

B. Beauty Lawn Spray, Inc. – Site Plan – 5890 Jetway Drive

Chairman Campbell recognized Ms. Angela Reeder, Town Planner, who presented the staff report for the project (on file) for approval of a site plan for Beauty Lawn Spray, Inc., an existing lawn care business at 5890 Jetway Drive, who have outgrown their current building, to add a storage building to house equipment at the rear of their property. The proposal does not change the use therefore remains a permitted use in the site’s M-1: Light Industrial zoning.
The new 3,780 square foot building is proposed to be in line with the existing office on the site, roughly 65 feet off the east property line and well back from Jetway Drive. The applicant has explained that many of their vehicles carry tanks with fluids that need to be stored indoors to avoid weather impacts.

Access to the site will remain as is using the existing driveway on Jetway. A driveway extension will be added to serve the new building and will allow equipment to drive through the building or come in from either side to allow for easy access for the vehicles. No road improvements are required.

Ms. Reeder pointed out as the proposed building adds enclosed parking for company vehicles and equipment storage, no extra parking is proposed.

The site will retain 65% open space after the addition. The site is currently landscaped at the street, along the driveway, and around the building’s southern side. The proposal does not include any tree removal. As such, the site should continue to meet the Code required 60 tree density units.

Mr. Allen stated there is an existing detention basin on site that a portion of the new impervious area will utilize. In order to offset the increase in run-off and maintain the pre-existing conditions, a new stormwater detention basin will be installed just to the rear of their new building.

The project did not include a restroom or any other facilities that would require sanitary sewer service; therefore, no sewer improvements are being proposed.

Ms. Reeder recommended approval of the applicant’s Site Plan, subject to the proposed conditions.

Chairman Campbell called for a motion to approve the Beauty Lawn Spray, Inc. Site Plan.

**Main Motion:** Don Hinkle made the motion. Tommy White seconded the motion.

**Discussion:** Alderman Harmon asked about the chemicals they would be storing indoors. Roy Scobey, architect for the project, stated that the chemicals are stored on the trucks that go out in the field. Some of that is parked on the exterior at this time. Don Hinkle mentioned that the concern is safety with regards to storing the chemicals indoors. Ms. Reeder answered that these all go before the Fire Department for review and one of the conditions for this project is that it meet the 2012 Fire Code which will consider how the building is used, what is stored inside, as well as the size of the building.

Brian Thompson asked about the gravel area that is there currently. Mr. Scoby stated that all gravel areas will be paved and the long driveway is on the property adjacent to theirs. Mr. Thompson also noted many areas with no curbing to which Mr. Scoby responded all new parking spaces will have curbing for stops.

Chairman Campbell called for a vote on the main motion.

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

**STANDARD CONDITIONS:**

**S-1.** It is found that the application as presented, with plans dated January 30 (Lcedford) and January 9 (Scobey), 2018, 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, if required.

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. 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-2. 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-3. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices. If a building requires sprinklers, a utility plan identifying all required connections must be approved by Town staff prior to the issuance of any building permit for the expansion.

C. Arlington Middle School Expansion – Site Plan – 5760 Lamb Road

Chairman Campbell recognized Ms. Angela Reeder, Town Planner, who presented the staff report for the project (on file) for approval of a site plan for the addition of a gymnasium for the Arlington Middle School.

Ms. Reeder stated the new gymnasium will be approximately 20,000 square feet in size and will sit to the rear of the school in a location currently occupied by six (6) portable buildings, which will go away. This plan is proposed by The Arlington Community Schools and as a governmental agency they are required to submit projects to the Planning Commission in order to receive the benefit of input and review at the local level; however, this will not go before the DRC. As such, the plans provided include elevations not normally reviewed by the Planning Commission.

The addition will include the gym with a long, covered walkway along the side of the existing building. The primary entrance is on the corner of the building facing the parking lot, with additional entrances under the covered walkway and on the other sides of the building. The building will be roughly 38’ tall, which is within height limits permitted. The school wants to recover some of their existing canopies to be gray to match the new gym, giving a facelift to the entire school. The final portion will be to resurface the parking lot and driveway.

Ms. Reeder noted the plans show the building constructed with a brick veneer in two colors to mimic the existing school building and carry through to appear as if they were built together.

Access will remain as it is now through the existing driveway off of Memphis-Arlington Road and the existing sidewalk that extends from Memphis-Arlington to the building.
Mr. Allen stated that there are no road improvements are required along Lamb Road orMemphis-Arlington Road. There is an existing detention basin on the site, and as the portable classrooms provided impervious area like the proposed gym, no addition to the basin is required.

Sanitary sewer is readily available within the site but it was from the plans where the existing utilities would be cutoff and terminated and how the new facilities would tie-in. The consultant has resubmitted plans today that will be reviewed.

Ms. Reeder presented some renderings of the exterior and interior of the proposed building. She recommended approval of the Arlington Middle School Gymnasium Addition Site Plan, subject to the proposed conditions.

Chairman Campbell called for a motion to approve the Arlington Middle School Expansion Site Plan.

**Main Motion:** Glen Bascom made the motion. Brian Thompson seconded it.

**Discussion:** Don Hinkle asked about the purpose of the new gym. Tammy Mason, Superintendent of Arlington Community Schools, told the Commission the middle school gym is like an elementary school gym, with a tile floor, bleachers on one side, and seats about 450-500 in a school of about 1,000 students. The gym is the only venue for school programs and the limited seating makes them have to hold multiple programs to address the entire student body. The addition of the wood floors will increase safety for the daily PE classes as well as basketball and volleyball games. And lastly, the volleyball team currently uses the high school because the current gym doesn’t have access to put standards for nets, which the new one will have. The new gym will seat a little over 1,100.

Don Hinkle asked if this had been approved in the budget. Ms. Mason stated that it has had budget approval through the school board and the town.

Brian Thompson asked if it was going to be a stand-alone building. Ms. Mason stated it will be connected to the school. The current sidewalk will be incorporated into the school building as an interior hallway and the new outdoor sidewalk will be covered, connecting the two buildings.

Don Hinkle asked whether they had concerns about parking. Ms. Mason said that for nighttime activities they have the bus lanes available and the parking around the cafeteria.

Brian Thompson asked if there was any signage to be considered noting institutional lettering over the back entrance. Ms. Reeder stated that sign is pretty much directional given that it is directly above that entrance and leading people to that entrance especially out of town visitors.

Chairman Campbell called for a vote on the main motion.

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

**STANDARD CONDITIONS:**

**S-1.** It is found that the application as presented, with plans dated January 24, 2018, 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, if required.

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. 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. Provide clarification on existing utilities that will be abandoned as a result of this development.

P-3. 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-4. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.

D. **White Oak Phase 2 – Construction Plans** – East side of Milton Wilson Boulevard, south of Kensington PD and adjacent to Phase 1A

Chairman Campbell recognized Ms. Angela Reeder, Town Planner, who presented the staff report for the project (on file) for approval of construction plans for Phase 2 of the Villages at White Oak 1st Addition Planned Development.

Ms. Reeder stated this commission has seen phases 1A and 1B and identified this site as just to the east of 1A. This is consistent with the PD, that was approved by the Board last year as far as the phasing, location and layout. This phase includes 26 single-family residential lots on 10.75 acres.

Access will be through the existing Phase 1A, which is completed and currently building homes. There will be stub streets signed that they will be completed with the next phases.

Mr. Allen stated there are no road improvements required along Milton Wilson Blvd or other existing streets. There will be a series of internal roadways, mainly extending what was installed as part of Phase 1A. Pavement width will be of 26’, with a curb-to-curb width of 30’, complete with curb, gutter, and sidewalk.

Mr. Allen said grading as drainage includes curb inlets with a series of underground storm pipes. The majority of the site will utilize the existing detention basin that was installed as part of Phase 1A. He added when Phase 1A was presented, it was designed with the intent to detain runoff from Phase 2.

There is a bit of a ridge line that will cause sheet flow back to the east Windsor Place Subdivision just to the northeast will help to offset that increase in run off. A small, temporary detention basin will be constructed on the east side of the proposed Phase 2. It is the temporary because the developer has the option to move it as future phases are developed. Eventually there will be a regional detention basin in the northeast of this development.

The existing sewer installed with Phase 1A was stubbed out with the intent of extending that to the other phases. This will be a gravity sewer system. TDEC approval of the sewer extension will be required.
Ms. Reeder continued her presentation stating that there is one 2.4-acre common area on the west side of Milton Wilson that is not intended to be improved. This is consistent with the Master Development Plan. There is a detention basin that will be improved once this phase is completed.

Staff recommends approval of the applicant’s request as it meets the requirements set forth in the Master Development Plan subject to the standard and proposed project conditions, in addition to any other conditions levied by the Planning Commission.

Chairman Campbell called for a motion to approve the White Oak Phase 2 Construction Plans subject to conditions.

**Main Motion:** Don Hinkle made the motion Alderman Harmon seconded it.

**Discussion:** Brian Thompson noted that where the south road ends there is a massive drop-off. The project developer, Keith Grant, 177 Crescent Drive, Collierville, TN 38017, stated they are moving 1.1 million yards of dirt on this project and would spread it out to a 5:1 maintainable slope.

Tommy White asked if the projects are on schedule. Mr. Grant replied they are behind due to several issues with the first phases that put them about 4 months behind. Models are expected in April.

Chairman Campbell called for a vote on the main motion.

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

**STANDARD CONDITIONS:**

**S-1.** It is found that the application as presented, with plans dated February 8, 2018, and with the conditions of approval, meets the provisions of the Town of Arlington Zoning Ordinance, Town of Arlington Subdivision Regulations, 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, Development Agreement, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted.

**S-3.** Approval of these Construction Plans shall expire within one (1) year from the date of such approval unless a Final Plat based thereon is approved and/or an extension of time is requested by the applicant and approved by the Planning Commission.

**S-4.** This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.

**S-5.** 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-6.** 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.

**S-7.** The Design Review Committee shall review and approve all proposed improvements (i.e. common landscape areas, streetscapes, site lighting, signage, etc.) for which it is authorized to review.

**S-8.** A Development Agreement, including all applicable development fees, shall be approved by the Board of Mayor and Aldermen prior to construction of any infrastructure within the development, per the Arlington Subdivision Regulations.
S-9. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

S-10. Prior to acceptance of any public improvement, the applicant will be required to provide as-buils for review and approval by Town Engineer. Upon approval, a copy of the Final Subdivision Plan documents including sewer, water and drainage as-built drawings must also be provided using Tennessee State Plane Coordinate System with NAD83, NAVD88 datum in DXF or DWG format (AutoCAD 2000 or earlier).

PROJECT SPECIFIC CONDITIONS:

P-1. Revise the construction plans to address all staff comments and “red-line” notes provided by the Town Engineer prior to final approval of Construction Plans.

P-2. All sidewalk paths, including those across driveways, shall be ADA compliant.

P-3. All stub streets shall have adequate slopes and drainage infrastructure to prevent future erosion and undermining of roadway infrastructure.

P-4. All landscaping and common open space improvements shall be installed and approved by the Town of Arlington prior to recording the plat.

P-5. Decorative street sign posts, consistent with existing phases and as required by BMA 2007-11 and 2008-10, are required to be installed prior to recording the plat. For every five posts required in the development, the developer shall provide one replacement post to the Town of Arlington.

P-6. Signage shall be provided by the developer at all stub streets, in accordance with the subdivision regulations, which states “Street to be extended by the authority of the Town of Arlington.” This signage shall be installed prior to recording the plat. The sign shall be of high-intensity reflectivity, measuring 3’x2’.

P-7. The required street light fixture consistent with Town Subdivision Regulations for residential streets, is the MLGW 30’ Concrete Cobra Head Fixture. Street light design shall be designed by MLGW using this fixture and paid for by the developer.

E. **White Oak Phase 2 – Final Plat** – East side of Milton Wilson Blvd., south of Kensington and adjacent to Phase 1A

Chairman Campbell recognized Ms. Angela Reeder, Town Planner, who presented the staff report for the project (on file) for approval of a final plat for Phase 2 of the Villages at White Oak 1st Addition Planned Development. Ms. Reeder reiterated that this phase includes 26 single-family residential lots in addition to one common open space on 10.75 acres. The lots range from 13,500 up to 20,567 square feet. This phase includes lots and homes that are identified as medium (area 8) and manor lots (area 13) from the approved planned development. This is in conformance with the approved Master Development Plan from last year. Staff looked at the lot layout, phasing, lot sizes, dimensions and the access requirements that were set forth and found they met those with only minor corrections that can be addressed with conditions.

Ms. Reeder recommended approval of the White Oak Phase 2 Final Plat, subject to the standard and proposed project specific conditions.

Chairman Campbell called for a motion to approve the White Oak Phase 2 Final Plat.
Main Motion: Ronald Colin made the motion. Alderman Harmon seconded it.

Discussion: There was no discussion. Hearing no discussion Chairman Campbell called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

STANDARD CONDITIONS:

S-1. It is found that the application as presented, dated February 8, 2018, and with the conditions of approval meets the provisions of the Town of Arlington Subdivision Regulations, the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

S-2. Final Plat approval is effective for two (2) years from the date of approval by the Planning Commission. The applicant may request two (2) one-year extensions from the Planning Commission, per the Subdivision Regulations, if needed to record the Plat.

S-3. A completed Development Agreement shall be prepared and executed prior to construction of any infrastructure within the development.

S-4. Prior to recording the final plat, the developer shall furnish the Town of Arlington approved security, per the Subdivision Regulations, in order to ensure the work will be completed in accordance with approved drawings and applicable specifications.

S-5. The developer shall provide the Town with a copy of the Final Plat using state plane coordinate system with NAD – 27 or NAD – 83 datum on disk or CD in a generally accepted format at the time the Final Plat is presented for recording.

S-6. The applicant’s design professional shall address all Final Plat mark-ups prior to recording the Final Plat.

PROJECT SPECIFIC CONDITIONS:

P-1. Approval of the Final Plat will be contingent upon approval of the Construction Plans.

P-2. All lots in Phase 2 must be incorporated into the HOA for the Villages at White Oak 1st Addition PD, to ensure shared access and maintenance of HOA amenities. Proof that the community HOA is in good standing with the State and documentation on how these Phases will be incorporated shall be provided to Town Staff for review and approval, and subsequently recorded, where necessary, prior to recordation of the Final Plat.

P-3. All landscaping and common open space improvements shall be installed and approved by the Town of Arlington prior to recording the plat.

P-4. All common open space in Phases 2 must be deeded to the HOA at the time of recording of the Final Plat.

F. **White Oak Phase 3 – Construction Plans** – East side of Milton Wilson Blvd., north of the original White Oak and adjacent to Phase 1B

Chairman Campbell recognized Ms. Angela Reeder, Town Planner, who presented the staff report for the project (on file) for approval of construction plans for Phase 3 of the Villages at White Oak 1st Addition Planned Development.
Ms. Reeder said this phase is located east of the existing Villages of White Oak and Phase 1B. This phase is just over 9-acres and includes 30 single-family lots. Access is through the existing roadway built for Phase 1B and will also connect into what is an existing stub street in The Villages of White Oak, Phase 1. There will be stub streets which are required per a condition to be signed as such for future improvement.

Mr. Allen noted there will be internal road improvements with 26’ of paved surface, complete with curb, gutter, and sidewalk. There are no public improvements required to Milton Wilson Boulevard or other existing streets.

With regard to drainage and grading, Mr. Allen said this site will utilize two different basins. A portion will drain east to an existing pond with adequate capacity. The remainder will drain to the north un-detained ultimately making its way to an existing stream on the west side of Milton Wilson Boulevard. When the Villages of White Oaks Phase 1 was built the detention basin on the west side of Milton Wilson was built much larger than it had to be, giving detention credits. After this phase of the 1st Addition PD, any additional drainage towards Milton Wilson will have to be detained.

Regarding sanitary sewer, Mr. Allen said it will be a gravity sewer system that will be an extension of the Villages of White Oak Phase 1 sewer system. TDEC approval of the sewer will be required.

Ms. Reeder addressed open space stating that there is one small, 3,245 square foot common open space proposed in a small cul-de-sac area. This is the only COS called for in the approved Master Development Plan in Phase 3. This Phase is also adjacent to roughly two (2) acres that will be dedicated to the initial Villages of White Oak Phase 1 HOA for use as common area that does include an area that will be a turn-around to be dedicated to the Town by the HOA. This is per the conditions and discussion at the Board of Mayor and Alderman meeting when the Master Development Plan was approved.

Landscaping of the medians in Milton Wilson Boulevard adjacent to the PD shall be completed in conjunction with the work on this phase, as was approved in the Planned Development. A condition of approval is added to reconfirm this.

Ms. Reeder recommended approval of the White Oak Phase 3 – Construction Plans, subject to the standard and proposed project specific conditions, in addition to any others levied by the Planning Commission.

Chairman Campbell called for a motion to approve the White Oak Phase 3 Construction Plans subject to conditions

**Main Motion:** Don Hinkle made the motion. Susan Payne seconded it.

**Discussion:** Glen Bascom asked about the slope toward the existing White Oak subdivision. Mr. Grant stated that the slope is 4:1 he added that they have put the swale right behind the property lines to direct the water from the lots to an inlet.

Mr. Bascom also asked if the HOA had agreed to accept the Common Open Space. Ms. Reeder said that the last word she had on that were minutes within which the HOA did agree to accept it.

Mr. Grant explained that when they record the plat, that common area will be recorded as Lot A. Once the plat is recorded they will then Quit Claim it over to the HOA. At that point the HOA will then dedicate that to the Town. Ms. Reeder said that it was stated at the BMA that the Town would be willing to accept it if that was what the HOA wanted.

Chairman Campbell called for a vote on the main motion.
Vote on Main Motion: The motion carried unanimously.

STANDARD CONDITIONS:

S-1. It is found that the application as presented, with plans dated February 8, 2018, and with the conditions of approval, meets the provisions of the Town of Arlington Zoning Ordinance, Town of Arlington Subdivision Regulations, 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, Development Agreement, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted.

S-3. Approval of these Construction Plans shall expire within one (1) year from the date of such approval unless a Final Plat based thereon is approved and/or an extension of time is requested by the applicant and approved by the Planning Commission.

S-4. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.

S-5. 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-6. 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.

S-7. The Design Review Committee shall review and approve all proposed improvements (i.e. common landscape areas, streetscapes, site lighting, signage, etc.) for which it is authorized to review.

S-8. A Development Agreement, including all applicable development fees, shall be approved by the Board of Mayor and Aldermen prior to construction of any infrastructure within the development, per the Arlington Subdivision Regulations.

S-9. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

S-10. Prior to acceptance of any public improvement, the applicant will be required to provide as-buils for review and approval by Town Engineer. Upon approval, a copy of the Final Subdivision Plan documents including sewer, water and drainage as-built drawings must also be provided using Tennessee State Plane Coordinate System with NAD83, NAVD88 datum in DXF or DWG format (AutoCAD 2000 or earlier).

PROJECT SPECIFIC CONDITIONS:

P-1. Revise the construction plans to address all staff comments and “red-line” notes provided by the Town Engineer prior to final approval of Construction Plans.

P-2. All sidewalk paths, including those across driveways, shall be ADA compliant.

P-3. All stub streets shall have adequate slopes and drainage infrastructure to prevent future erosion and undermining of roadway infrastructure.

P-4. All landscaping and common open space improvements shall be installed and approved by the Town of Arlington prior to recording the plat.
P-5. Decorative street sign posts, consistent with the remainder of the development and as required by BMA 2007-11 and 2008-10, are required to be installed prior to recording the plat. For every five posts required in the development, the developer shall provide one replacement post to the Town of Arlington.

P-6. Signage shall be provided by the developer at all stub streets, in accordance with the subdivision regulations, which states “Street to be extended by the authority of the Town of Arlington.” This signage shall be installed prior to recording the plat. The sign shall be of high-intensity reflectivity, measuring 3’ x 2’.

P-7. The required street light fixture consistent with Town Subdivision Regulations for residential streets, is the MLGW 30’ Concrete Cobra Head Fixture. Street light design shall be designed by MLGW using this fixture and paid for by the developer.

P-8. Landscaping in the remaining Milton Wilson Blvd. medians adjacent to this PD shall be completed prior to recordation of a Plat for this Phase.

G. **White Oak Phase 3 – Final Plat** – East side of Milton Wilson Blvd., north of the original White Oak and adjacent to Phase 1B

Chairman Campbell recognized Ms. Angela Reeder, Town Planner, who presented the staff report for the project (on file) for approval of the final plat for Phase 3 of the Villages at White Oak 1st Addition Planned Development which includes 30 single-family residential lots and 1 common open space.

Ms. Reeder said that the lots in Phase 3 range in size from 8,750 (the minimum allowed in this phase) to 17,969 square feet. The Phase includes lots and homes identified as Greenway Lots (Area 1) and as Neighborhood Lots (Area 6) from the approved Planned Development.

Staff looked at the layout, phasing, lot sizes, dimensions and access to confirm that they did meet the requirements of the Planned Development. Anything remaining could be addressed by the engineer prior to the recordation of the plat.

She noted there is a requirement that COS be deeded to the HOA and landscaping along Milton Wilson be installed prior to recordation as well. Staff recommended approval with the proposed conditions.

Chairman Campbell called for a motion to approve the White Oak Phase 3 Final Plat.

**Main Motion:** Don Hinkle made the motion. Brian Thompson seconded it.

**Discussion:** Tommy White asked about the construction traffic going through existing White Oak. He wanted to know if a temporary blockade could be set up during the development phase until completed. Cathy said something similar was done with Ewing Place when Kensington was built.

Mr. Grant came forward and noted on a site there are contractors who have contractors, who have contractors, and so on. When he tells as many as he is aware of, there will still undoubtedly be someone without this information who will drive up to a barricade with no other option than to try to back down the road from which he came. However, he agreed to block it if desired.

Mr. Grant suggested placing signs along Milton Wilson and Harrell Road that say “No Through Construction Traffic” could be more helpful. The Commission agreed that it should be blocked and signage added.
Chairman Campbell called for a vote on the main motion with the new condition on construction access.

Vote on Main Motion: The motion carried unanimously.

STANDARD CONDITIONS:

S-1. It is found that the application as presented, dated February 8, 2018, and with the conditions of approval meets the provisions of the Town of Arlington Subdivision Regulations, the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

S-2. Final Plat approval is effective for two (2) years from the date of approval by the Planning Commission. The applicant may request two (2) one-year extensions from the Planning Commission, per the Subdivision Regulations, if needed to record the Plat.

S-3. A completed Development Agreement shall be prepared and executed prior to construction of any infrastructure within the development.

S-4. Prior to recording the final plat, the developer shall furnish the Town of Arlington approved security, per the Subdivision Regulations, in order to ensure the work will be completed in accordance with approved drawings and applicable specifications.

S-5. The developer shall provide the Town with a copy of the Final Plat using state plane coordinate system with NAD – 27 or NAD – 83 datum on disk or CD in a generally accepted format at the time the Final Plat is presented for recording.

S-6. The applicant’s design professional shall address all Final Plat mark-ups prior to recording the Final Plat.

PROJECT SPECIFIC CONDITIONS:

P-1. Approval of the Final Plat will be contingent upon approval of the Construction Plans.

P-2. All lots in Phase 3 must be incorporated into the HOA for the Villages at White Oak 1st Addition PD, to ensure shared access and maintenance of HOA amenities. Proof that the community HOA is in good standing with the State and documentation on how these Phases will be incorporated shall be provided to Town Staff for review and approval, and subsequently recorded, where necessary, prior to recordation of the Final Plat.

P-3. All landscaping and common open space improvements shall be installed and approved by the Town of Arlington prior to recording the plat.

P-4. All common open space in Phases 3 must be deeded to the HOA at the time of recording of the Final Plat.

P-5. Landscaping in the remaining Milton Wilson Blvd. medians adjacent to this PD shall be completed prior to recordation of a Plat for this Phase.

P-6. To avoid construction impacts to the existing Villages of White Oak, the entrance to Phase 3 from Nectar Ridge Drive shall be barricaded and signage placed at the subdivision entrances (Harrell Road and Milton Wilson) stating no construction traffic is permitted. These measures must stay in place until the Phase 3 Plat is recorded.
H. Resolution 2018-01 – To amend and re-adopt the Town of Arlington Subdivision Regulations for minor corrections and to incorporate standard construction details

Chairman Campbell recognized Mr. Jason Allen, Town Engineer, who presented the staff report for the project (on file) for approval of Resolution 2018-01 to amend and re-adopt the Town of Arlington Subdivision Regulations for minor corrections and to incorporate standard construction details.

Mr. Allen stated that approximately once a year staff makes amendments to ordinances to correct any errors, oversights, or deficiencies noted throughout the year. This resolution is to adopt standard details by way of changes to Articles 1, 3, 4, and 5 of the Town’s Subdivision Regulations. The Planning Commission members had packets with old language and new language included. He went through each item:

Article 1 – The amendment is to incorporate Town Standard Details. Mr. Allen added as development continues to grow here in Arlington it makes the reviewers, staff, developers, and out-of-town consultant’s jobs easier knowing that there’s these set of standards.

Article 3 – This is incorporating a few minor details regarding scale as far as what is looked for in construction plans, adding a sewer certificate to the plat, and a stormwater detention note on the plat to clearly note that the HOA is responsible for that.

Article 4 – This is in regards to the driveway/corner clearance. This came up earlier this year when issuing building permits where this hadn’t been strictly enforced and hadn’t been shown to be an issue. This was also discussed when the Villages of White Oaks Master Development Plan was brought forth.

Article 5 – Defining roadway designations into common terminology used in the Engineering field, such as Arterial Collector and Local Roadway. Those are listed in hierarchy of priority. The language used wasn’t clear so we are adding definitions of what those terms mean.

Mr. Allen said staff recommends approval.

Chairman Campbell called for a motion to suspend the Planning Commission Meeting and open the Public Hearing.

Motion: Brian Thompson made the motion Glen Bascom seconded it.

Chairman Campbell called for a vote on the motion.

Vote on Motion: The motion carried unanimously.

Chairman Campbell declared the Public Hearing open and noted this public hearing was published in the Commercial Appeal on January 19, 2018. He asked anyone wishing to speak for or against this request, please stand to be recognized and state their name and address.

Citizen Comments:

Keith Grant, 177 Crescent Drive, Collierville, TN 38017 said he is in favor of these changes. He said as a developer he has run into challenges in the past due to clarity. This will help in the field, will help the subcontractors, and mostly it will help with consistency. He complimented the stipulation added for a soil cement mix design for every development.

He added a few comments: on the Concrete Pipe Bedding Standard Detail he said whenever we backfill over a pipe that goes in a street this would require 98% compacted backfill. He said he tests every trench and they compact to 95%. He said 98% is extremely difficult to reach. He looked at standards for Bartlett, Collierville, and Germantown and all are 95%. He asked that Arlington make theirs 95% also. He said the only time 98% is used is when you are dealing deep trenches, 20 feet+.
He lastly asked about the asphalt pavement section. In a subgrade there is an 8” soil cement base, to a 2” binder, to a 1 1/2” surface. He asked Cathy and Jason how long that had been in effect. The answer was 8-10 years. He asked that the Town consider a binder of 1 1/2”. Previously had a 6” base, 1 1/2” binder and 1 1/2” surface. The base and binder were changed at the same time. His opinion is that 8”, 1 1/2” and 1 1/2” works very well when it is installed and tested properly. The only other local municipality that has the same standards as Arlington is Germantown.

Chairman Campbell asked if there were any other citizen comments. Hearing none, he called for a motion to close the Public Hearing and resume the Planning Commission Meeting.

**Motion:** Brian Thompson made the motion. Glen Bascom seconded it.

Chairman Campbell called for a vote on the motion.

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

Chairman Campbell declared the Public Hearing closed and called for a motion to approve the Subdivision Regulation Amendment Resolution subject to conditions.

**Main Motion:** Don Hinkle made the motion. Tommy White seconded it.

**Discussion:** Susan Payne asked if the 98% compaction is not achievable. Mr. Grant said it’s achievable but very difficult.

Jason Allen said that 98% is a high standard that is hard to achieve under certain circumstances but is a TDOT requirement on TDOT roadways. Mr. Allen said 95% is not sub-par by any means and he is comfortable with allowing 95% on local streets. He recommended when dealing with any roadway eligible for TDOT funding the Town maintain 98%.

Cathy Durant, Town Administrator, stated this could be added to development agreements where TDOT Standards are needed.

Chairman Campbell asked for clarification about the pavement section. Mr. Allen stated that the final surface is not installed until after all of the building has been completed. Therefore the 8-2-1 1/2 standard gives a stouter surface during the time that construction trucks are moving through the subdivision. He said he is reluctant to change that.

There was much discussion about the history and the different viewpoints. In the end Chairman Campbell stated that this is not the time to make those changes.

Brian Thompson asked about getting the information out and noting the revision dates. Mr. Allen stated these documents will all be on the Town of Arlington website and any revisions would be noted in the block to ensure the most recent was being used.

Ms. Reeder added that she had sent the proposed changes to developers and engineers in December to make sure they were aware and to hear any concerns.

Chairman Campbell called for a vote on the main motion.

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

I. **Arlington Zoning Ordinance** – Amendment to multiple chapters to incorporate temporary and special events, and add clarification on uses, rear yard coverage, and fence heights

Chairman Campbell recognized Ms. Angela Reeder, Town Planner, who presented the staff report for the project (on file) for approval of Amendment to multiple chapters to incorporate temporary
and special events, and add clarification on uses, rear yard coverage, and fence heights in the Town of Arlington Zoning Ordinance. She said the changes are to the Table of Contents, Chapters 2, 4 and 6.

In chapter 4 there are two changes. Section 4.8 and 4.9.3 adds “Indoor, Climate-Controlled, Self-Storage” allowing these to be in the General Commercial and Office Zones with a Conditional Use Permit. Indoor facilities are made to look more like an office building and those guidelines will be spelled out.

Section 4.12 will be a new section being added to provide regulations and guidance for both temporary uses and special events.

Chapter 6 – Section 6.5.1 will clarify all impervious surfaces, including concrete patios, shall be included when calculating the amount of rear setback coverage to prevent drainage issues for neighboring residents. The maximum 30% coverage language exists and is enforced now for accessory structures, but did not clearly state all impervious surfaces, which was the likely intent.

Section 6.7.1 This language addresses a situation where a fence is placed on top of a retaining wall stating that if the combined height would exceed 8-foot the fence must step back at least four feet. Ms. Reeder showed examples and explained how the total height from a sidewalk could well exceed our otherwise standard 8’ max height without this language.

Chairman Campbell called for a motion to suspend the Planning Commission Meeting and open the Public Hearing.

**Motion:** Ronald Colin made the motion Glen Bascom seconded it.

Chairman Campbell called for a vote on the motion.

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

Chairman Campbell declared the Public Hearing open and noted that it was published in the Commercial Appeal on January 19, 2018. He asked that anyone wishing to speak for or against this request, please stand to be recognized and state their name and address.

**Citizen Comments:**

Chairman Campbell asked if there were any citizen comments. Hearing none, he called for a motion to close the Public Hearing and resume the Planning Commission Meeting.

**Motion:** Brian Thompson made the motion. Glen Bascom seconded it motion.

Chairman Campbell called for a vote on the motion.

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

Chairman Campbell declared the Public Hearing closed.

**Discussion:** Glen Bascom asked if there had been consideration for allowing the Indoor Self-Storage in SC: Shopping Center zones also, since many offices are located there. Ms. Durant stated that this introduced it into the commercial zones slowly, and the SC should remain for commercial centers to encourage more retail businesses. Mr. Bascom asked why it was proposed in the O: Office zone, as there weren’t very many placed zoned Office. Ms. Reeder noted the goal was to make them look like an office building, and it could offer another option for O zoned properties to consider. Mr. Campbell
said that the office is what’s growing and we should reserve that space for them. Ms. Reeder noted that offices are allowed in all commercial zones as well.

Alderman Harmon asked if these multi-story buildings were appropriate in our general commercial and office zones. Ms. Reeder noted while storage is more likely to be multi-story than some other uses, that the proposal didn’t increase the max height already allowed in these zones.

Mr. Thompson asked if these would require BZA and PC review. Ms. Reeder said yes.

Alderman Harmon asked if there was a requirement to have a watchman at the site 24 hours, similar to the existing mini storage in Town. Ms. Reeder noted that the Code permits that type of use, but that there was no requirement and she did not anticipate it with these uses. Most new ones seem to be accessible via a keypad and have limited access points, which make it unnecessary.

Chairman Campbell asked if special events at the school would have to get a special event permit. Ms. Durant stated that they would not need one if it was solely contained in their site. He asked if we have the option to require security, and Ms. Reeder said yet.

Mr. Thompson asked if there were any guidelines in place for the appearance of temporary buildings, such as construction or sales office trailers. Ms. Reeder said there are none currently, other than they be maintained, but that staff has not seen many of these. Ms. Susan Payne agreed that many of her neighborhoods use their vehicles or a model home for a ‘sales office.’ Ms. Reeder noted that garages used this way must be converted back to garage space, once the office is done and home is sold.

Ms. Payne asked how we enforce rear yard coverage after the fact. Ms. Reeder said that we try to catch it ahead of time, but we inform owners of the issue and eventually can take them to Environmental Court. Additional training of our County building inspectors could help. Ms. Durant said that she sees the day coming when we have to detain on all lots per the state and TDEC.

Mr. Thompson asked about the location of pods on residential lots and if it can be restricted to back yards. Ms. Durant said residents are told they cannot be in the street or front yard. Ms. Reeder noted that while not ideal, it would only be on a temporary basis during the time of construction or 14 days.

Motion: Glen Bascom made a motion to remove Indoor storage from the Office zone. Brian Thompson seconded the motion.

Vote on Motion: Aye: Campbell, White, Payne, Bascom, Thompson, Hinkle. No: Harmon. Motion carried.

Hearing no further comment, Chairman Campbell called for a vote on the main motion as amended.

Vote on Main Motion as Amended: The motion carried unanimously.

J. Other as properly presented

There was no new business to come before the Commission.

VII. Adjournment:

Hearing no new business Chairman Campbell asked for a motion to adjourn.

Motion: Don Hinkle made the motion. Brian Thompson seconded it.

Chairman Campbell called for a vote on the motion.
Vote on Motion: The motion carried unanimously.

Chairman Campbell declared the meeting to be adjourned.

Russ Campbell, Chairman

Brian Thompson, Secretary

3-19-18 Date

3-19-2018 Date

Submitted By: Mary Helen Carmack, Planning Clerk