Planning Commission  
November 20, 2017  
6:30 P.M.  
Meeting Minutes

I. Invocation – Alderman Larry Harmon gave the invocation.

II. Call to Order and Roll:

Russ Campbell called the meeting to order and advised that a quorum was established. He then introduced and welcomed new members Larry Harmon, Brian Thompson, and Susan Payne.

<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>Glen Bascom, Secretary</td>
<td>Gerald Lawson, Town Attorney</td>
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<td>Larry Harmon, Alderman</td>
<td>Jason Allen, Town Engineer</td>
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<td>Don Hinkle</td>
<td>Mary Helen Carmack, Planning Clerk</td>
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<td>Susan Payne</td>
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<td>Brian Thompson</td>
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<td>Tommy White</td>
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III. Election of Officers

Russ Campbell stated that Don Hinkle was a member of the nominating committee appointed in November and asked him for the committee’s nomination. Mr. Hinkle stated the committee had chosen to nominate Russ Campbell to continue to serve as Chairman, and Brian Thompson to serve as Secretary. Mr. Campbell asked if there were any other nominations to be offered and there were not.

Motion: Don Hinkle made a motion to accept the nominating committee’s nominees with Russ Campbell continuing to serve as Chairman and Brian Thompson to serve as Secretary. Tommy White seconded the motion.

Vote on Motion: The motion carried unanimously

IV. Approval of Minutes from October 16, 2017 Meeting:

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

Motion: Brian Thompson made a motion to approve the minutes of the October 16, 2017 meeting. Glen Bascom seconded the motion.

Vote on Motion: The motion carried unanimously.
V. Comments from Citizens

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

VI. Old Business:

A. Other as Properly Presented

There was no Old Business

VII. New Business:

A. Greenlee Street Offices – Final Plat – Northwest Corner of Greenlee and Mott Streets

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 two new office buildings on the west side of Greenlee Street. The site is 1.26 acres in size and would take what is currently three (3) lots and make it two (2), essentially dividing the property in half and resulting in one 0.61-acre lot and one 0.64-acre lot. She added that there is a sign easement proposed along Greenlee and will straddle the lot lines to allow for one monument sign to serve both lots for continuity.

Ms. Reeder informed the committee that the Planning Commission had approved the Site Plan application for this project in September noting that all of the setbacks, parking, and open space met the requirements for the lot to be divided as proposed.

She stated that the lots are consistent with the SC: Shopping Center zoning, meeting lot size, dimensions, and access requirements. There are only minor public improvements required along Greenlee and public drainage improvements are proposed for this site. Therefore, a Development Agreement will be required.

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

Motion: Don Hinkle made a motion to approve the Final Plat for Greenlee Street Offices at the Northwest Corner of Greenlee and Mott Streets. Alderman Harmon seconded the motion.

Discussion: Chairman Campbell called for questions for staff or applicant. Don Hinkle asked the engineer if prior drainage issues had been resolved. Jason Allen stated that the drainage had been resolved. Hearing no further comments, Chairman Campbell called for a vote.

Vote on Motion: The motion carried unanimously.

STANDARD CONDITIONS:

S-1. It is found that the application as presented, dated October 3, 2017, and with the conditions of approval meets the provisions of the Town of Arlington Subdivision Regulations, the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.
S-2. Final Plat approval is effective for two (2) years from the date of approval by the Planning Commission. The applicant may request up to two (2) one-year extensions from the Planning Commission, per the Subdivision Regulations, if it has not been recorded within this time period.

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

S-4. Approval of a Final Plat is contingent upon approval of the Construction Plans.

B. Gray’s Creek Baptist Church – Site Plan – 3141 Inglewood Place, northwest corner of Highway 64 and Inglewood Pl.

Chairman Campbell recognized Angela Reeder. Ms. Reeder presented the staff report for the project (on file) for a site plan for a new parking lot for an existing church, Gray’s Creek Baptist Church, at the northwest corner of Highway 64 and Inglewood Place. The church owns four (4) parcels and this parcel is zoned B-2 General Commercial Zone.

Ms. Reeder said the congregation outgrew their existing parking beside and they had installed a gravel lot to keep people from parking across the street possibly resulting in a safety issue. Staff contacted the church to inform them that the Town does not permit gravel and the church representatives immediately began working with staff to correct the situation and build a lot that meets Town Code.

The proposal is to construct a 133-space parking lot, including 5 ADA spaces that will connect to the existing lot located behind the church. The Site Plan also adds a new right-in/right-out (RI/RO) drive on Highway 64 and they will redesign the driveway on Inglewood to include a divided entrance and direct cars around the church’s covered drop off area.

The church only has 66 paved parking spaces now. With the new lot, it will result in a total of 197 parking spaces. The church has 225 seats within the sanctuary, and Ms. Reeder pointed out that the Zoning Ordinance requirements would call for a maximum of 94 spaces (125% of minimum.) She added, however, the Code also notes that when calculating all of the uses and hours of operation associated with the site, the Planning Commission can waive the requirements when necessary. The church has indicated that their congregation has been growing over the past several years, which is what originally necessitated the gravel lot that they built in 2015. They are requesting this lot larger than needed at the moment, to allow for other events and growth to continue.

No public roadway improvements or any additional Right-of-Way is required. The proposed site drainage will be accomplished with a series of surface inlets, underground storm sewer, and a proposed detention basin near the northwest corner of the improvements that will collect the parking lot expansion. There are no sewer improvements associated with this project.

Ms. Reeder said that the majority of the church’s roughly 13 acres is undeveloped, with much of it treed. With the addition of the parking lot they will still have 83% open space, exceeding our requirement. Islands are proposed in the parking lot to meet spacing requirements of every 15 spaces. A landscape plan will be submitted for review by the Design Review Committee identifying how those and the perimeter of the site will be enhanced.

Staff recommended approval of the applicant’s request, subject to staff and Planning Commission conditions.
Motion: Don Hinkle made a motion to approve the Site Plan for the Gray’s Creek parking lot. Tommy White seconded the motion.

Discussion: Glen Bascom asked if the applicant was in agreement with the conditions set forth by staff. Pastor Tucker said yes, they are.

Brian Thompson asked to hear from the applicant about the growth perspective of the church and the need for expanding the existing building or adding buildings. The applicant came forward and stated his name and address: Pastor Tucker of Grays Creek Baptist Church, 3141 Inglewood Place, Arlington, TN. Pastor Tucker stated that the back field can be used for expansion and the church is praying and considering the possibility of purchasing the other back field for future growth. Mr. Thompson then asked if the need for exceeding the maximum guidelines was holding overlapping services. Pastor Tucker said that they do not have overlapping services at this time but they have families who do not necessarily all come in one car and the safety issue is a concern.

Mr. Thompson then commented that screening with trees along the road and landscaping the islands would enhance the appearance of the property greatly.

Chairman Campbell asked again about the maximum parking spaces allowed. Ms. Reeder reiterated that due to differing uses and needs, in a church, the Code affords the Planning Commission discretion to make a decision to go above that. She also mentioned that due to rapid growth, the Church is trying to ensure they have the parking so as not to have to revisit this issue again any time soon. Chairman Campbell added that churches also hold weddings and funerals that can draw more people than seating is available for. Pastor Tucker agreed.

Mr. Thompson said he thinks the amount the church is requesting is appropriate. While we don’t want a sea of asphalt, considering the use and growth the number being requested seems acceptable.

Hearing no further comment, Chairman Campbell called for a vote.

Vote on Motion: The motion carried unanimously.

STANDARD CONDITIONS:

S-1. It is found that the application as presented, with plans dated November 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. Any new signage 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. Landscaping, lighting, and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town of Arlington Design Guidelines Manual.
P-4. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.
P-5. The right-in/right-out “pork chop” on Highway 64 shall be installed with mountable curb to accommodate fire trucks and other emergency vehicles.

C. **Other as properly presented**

There was no new business to come before the Commission.

VIII. Adjournment:

**Motion:** Don Hinkle made a motion to adjourn. Larry Harmon seconded the motion.

\[Signature\]  
Russ Campbell, Chairman  
12-18-17  
Date

\[Signature\]  
Brian Thompson, Secretary  
12/18/17  
Date

Submitted By: Mary Helen Carmack, Planning Clerk