Town of Arlington
Planning Commission Meeting

March 19, 2018
6:30 P.M.
AGENDA
Planning Commission Meeting
Monday, March 19, 2018
6:30 p.m.

I. Invocation

II. Call to Order & Establishment of a Quorum

III. Approval of the February 20, 2018 Meeting Minutes

IV. Comments from Citizens

V. Old Business
   A. Other as Properly Presented

VI. New Business
   A. Orion Hill Wedding Venue – Site Plan – 12055 Donelson Road
   B. Other as Properly Presented

VII. Adjourn
DATE: March 19, 2018

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

SUBJECT: Site Plan Review

APPLICANT: Don and Catherine Wilson

DESIGN PROF./CONSULTANT: Ledford Engineering; Representative: Lance Lanier

SITE LOCATION: 12055 Donelson Road. South side of Donelson Road, west of Airline.

SITE ACREAGE: 20 Acres (portion of existing 87-acre site)

ZONING: E: Estate Residential district

Mr. and Mrs. Wilson are requesting a Planning Commission recommendation to create a wedding chapel and meeting hall in an existing residential home and property at 12055 Donelson Road.

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 project property is currently improved with a large single-family home (approx. 6,000sf) and a semi-detached garage that sit roughly 35-ft off Donelson Road. The subject property includes 20 acres, which is part of a larger 87-acre lot that is zoned E: Estate Residential.

State Route 385 sits to the west, beyond the remainder of the property. Open fields lie to the
south, and there are scattered single-family lots to the north and east. The entrance to the Dawson’s Landing neighborhood is located roughly 1/3 mile to the east (2,100 ft), on the opposite side of Donelson Road.

**Proposal:** The applicants have submitted a Conditional Use Permit (CUP) application to use the existing home and grounds as a wedding chapel; however, they would also make it available as a meeting hall for other events such as family reunions, business meetings, etc.

The home sits quite a way back from the road and has large open lawn areas to the south and west, as well as a couple ponds. The remainder of the site is wooded with mixed hardwoods. Events could be held within the large common area rooms in the home, on the rear patio area, and also in the lawns. New parking lots proposed to serve the site are shown roughly 570-625 feet from the nearest neighbor to the east, and around 500 feet from the nearest home to the north.

The applicant proposes minor exterior changes to the building, including ADA access and a potential addition to the rear patio area which would not be visible from adjacent properties. No other changes are proposed at this time.

**Access, Parking and Loading:** Access to the site will be available through the existing, picturesque driveway from Donelson Road. The driveway runs through the center of the property to a circular drive in front of the home. While currently gravel, it will be paved to a width of 20 feet on the straight, and 26 feet wide at the circle, to allow for two-way traffic and fire apparatus to access the site. This has been reviewed by the Fire Department and was acceptable.

A loading area for caterers and florist is available in the driveway that leads from the circle drive to the existing garage beside the home. This is roughly 100 feet long, which should be able to accommodate multiple vehicles without blocking access in the front of the home.

The site plan provides a total of 68 parking spaces, including 4 handicap stalls. They have noted a maximum occupancy of 200 people could be accommodated. The Zoning Ordinance requirements for this use are not identified, but the calculations for a church, which is a similar assembly use, would call for a minimum of 67 spaces (1:3 people) and a maximum of 83 spaces. This falls within that guideline. Staff also reviewed the Institute of Traffic Engineers Parking Generation Manual and found they recommend between 1 space per 2.5 people and 1 per 4 people as an appropriate parking ratio for places of assembly. As such, staff feels comfortable with the applicant’s proposal. Spaces are provided primarily in a main parking lot in front of the house and to the side of the driveway, with a second overflow lot that is just to the north of that. Both lots are designed around the existing trees on-site.

Arlington zoning ordinance requires that parking and drives be hard surfaced: “All off-street parking areas and the driveways to access that parking shall be of a hard and durable surface that limits or precludes particulate air pollution. Acceptable paving materials include asphalt, brick, concrete paving, and interlocking paving blocks, including semi-pervious systems that retain space
for vegetation.” The applicant has requested to utilize a limestone surface for the main and overflow parking lots, to minimize impacts to the surrounding trees by having an pervious surface, and also to keep a more rural appearance similar to other meeting halls in the region (i.e. Cedar Hall, Heartwood Hall). Initial plans also included maintaining the gravel drive, but that will now be paved to provide Fire access. The Town Engineer has no objections to the use of limestone for non-ADA parking spaces in this circumstance, as long as the waiver is approved by the BZA.

For pedestrian access, multiple concrete walkways are proposed in the southern parking lot and among the ADA parking spaces, which will provide access for all spaces in the primary lot to the home.

**Road Improvements:** No public road improvements are required along Donelson Road.

**Drainage / Grading:** The proposed development will consist of overland sheet flow. Given the minimal increase in stormwater runoff and remaining pervious area downstream of the improvements, a detention basin is not required. No drainage improvements are proposed at this time. However, future detention requirements shall be evaluated with any future site work or changes to the property that are proposed.

**Sanitary Sewer:** Public sanitary sewer is not available for this property. No public sewer improvements are required.

The structure, which has served as a single family residential home, is currently on a septic system. It is our recommendation that the property owner inspect the septic system, and evaluate the available capacity of the system, to insure it will meet the needs of the proposed use of the structure as a wedding venue. Obtain approval from the Shelby County Health Department for the septic system and disposal field in light of the expected increase in wastewater flow to the system.

Any modifications or improvements made to the septic system shall be approved by the Town and Shelby County Health Department.

**Landscaping and Tree Ordinance:** The site is largely undeveloped and largely treed. Open space of 98.2% will be far exceed the Town’s 30% requirement. The applicant has provided a tree preservation plan and made an effort to design around existing trees. For example, the tree-lined driveway is a priority of theirs to preserve, as are the other existing large trees around the parking lot. Plans originally showed only 2 large trees to be removed but widening the drive around the circle may impact one or two others. Staff is encouraged by their efforts and notes the site will far exceed any tree ordinance requirements in place.

**Next Steps:** If recommended for approval, the applicant will next be required to receive their Conditional Use Permit for the use from the Board of Zoning Appeals, receive a Final Plat to finalize the 20-ac lot, 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 February 26, 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.

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 the Town of Arlington staff prior to commencing improvements.

PROJECT SPECIFIC CONDITIONS:

P-1. 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.

P-2. Any future phases of construction or expansion will require separate review and approval by the BZA and Planning Commission. Any future revisions 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.

P-3. Any sidewalk path across a driveway shall be ADA compliant.

P-4. 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-5. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices. Building will be required to be sprinkled to NFPA 13 standards.

P-6. Driveway and drive turnaround shall have driving surface capable of supporting a minimum of seventy-five thousand (75,000) vehicle pounds per fire code, during all weather conditions.

P-7. Driveways shall have turning radius to accommodate fire apparatus, including entry from street and the circle drive turnaround.
P-8. Minimum fire flow shall be per fire code with any allowable reductions for sprinkler system, plus required fire flow for fire sprinkler system demand.

P-9. Ultimate Fire hydrant location on the site is to be determined, with approval from the Town of Arlington Fire Department.

P-10. Provide a paved surface consisting of either asphalt or concrete along all driveway surfaces.

P-11. Obtain approval for the use of limestone surface for the proposed parking areas.

P-12. Obtain approval from the Shelby County Health Department for the expected increase in wastewater flow to the existing septic system and disposal field.

P-13. Widen the existing driveway to 20’ along the main driveway beginning at Donelson Road, and 26’ width throughout the circle drive.

P-14. Sight triangles at the driveway along Donelson Road shall be cleared and maintained clear of obstructions in perpetuity, at the owner’s expense.

P-15. A plat shall be prepared and submitted to the Town for administrative approval prior to recording. The site being presented is 20 acres carved out of an 87 acre, more or less, tract of land.
Town of Arlington
Planning Commission
Site Plan Application

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Development Name: ORION HILL WEDDING VENUE
Zoned: ESTATE
Location: 12055 DONELSON ROAD
Owner of Record: GWEN MAXWELL EXEMPT TRUST & LESTER R. GRAVES
Owner Address: 4655 BOBBITT ROAD, MOSCOW, TN 38057
Daytime Phone: 901-496-1929 Fax Number:
E-mail Address: GWENMAXWELL@BELLSOUTH.NET

Developer Contact: DON AND CATHERINE WILSON
Company Name:
Mailing Address: 3330 CHAMBERS CHAPEL, LAKELAND, TN 38002
Daytime Phone: 901-626-5179 Fax Number:
E-mail Address: CTWILSON3330@GMAIL.COM

Engineer/Designer Contact: LANCE LANIER, EI FOR KEVIN LEDFORD, PE
Company Name: LEDFORD ENGINEERING, PLANNING, AND ARCHITECTURE
Mailing Address: 5567 COMMANDER DRIVE SUITE 105 ARLINGTON, TN 38002
Daytime Phone: 901-867-5220 Fax Number:
E-mail Address: LANCE@LEDFORDEP.COM, KDLEDFORD@LEDFORDEP.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.

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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