I. Invocation

II. Call to Order & Establishment of a Quorum

III. Approval of the May 18, 2020 Meeting Minutes

IV. Comments from Citizens

V. Old Business
   A. Other as Properly Presented

VI. New Business
   A. **Steamfitters Union – Site Plan** – proposal to add an 86-space parking lot behind the existing Steamfitters facility at 5670 Commander Drive.
   B. **Arlington Place Lot 4 – Site Plan** – proposal to install a shared driveway to serve a commercial subdivision on west side of Airline, north of Milton Wilson
   C. **Arlington Falls Lot 2 – Site Plan** – proposal for a 3-bay retail center on 1.3 acres of commercial property on west side of Airline Rd, just south of Milton Wilson.
   D. **Arlington Falls Lot 5 – Land Disturbance Permit** – proposal for clearing and grading Lot 5 of Arlington Falls PD, located on the south side of Milton Wilson, west of Arline Road and south of AHS.
   E. **Brendalay – Site Plan Amendment** - proposal to revise approved Site Plan for a new restaurant at 6259 Quintard Street.
   F. **Arlington Zoning Ordinance** – Amendment to two chapters regarding uses in industrial zones, small wireless facilities, controls for indoor storage and bed and breakfast uses, and monument sign lighting rules.

**PUBLIC HEARING:** Planning Commission to consider Amendments to Arlington Zoning Ordinance Chapters 4 (Zoning District, Bulk Regulations, and Uses) and 7 (Regulations Governing Signs), to clarify suitable uses in industrial zones, update regulations for small wireless facilities, add CUP controls for indoor storage and bed and breakfast uses, and amend monument sign lighting rules.

G. Other as Properly Presented

VII. Adjourn
Steamfitters Local Union 614
SITE PLAN APPLICATION

DATE: June 15, 2020

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

SUBJECT: Site Plan Review for parking lot expansion

APPLICANT: Steamfitters Local Union 614; Representative: Jeff Taylor

DESIGN PROF./CONSULTANT: Ledford Engineering, Planning & Architecture; Representative: Kyle Ham, E.I

LOCATION: 5670 Commander Drive

SITE ACREAGE: 2.1 Acres

ZONING: M-1 (Light Industrial)

PROPOSAL: The applicant is requesting consideration of a Site Plan to add an 86-space parking lot behind the Steamfitters Union site on Commander Drive.

The applicant’s existing site is improved with an industrial building and a rear parking lot. They recently purchased 2 acres of undeveloped land adjacent to their site, with the intent to expand their existing parking area. Both the existing and proposed sites are within the M-1 zoning district, which allows this type of use.

The Steamfitters Union was approved at this location in July 2017, when they converted the 34,000sf building, added landscaping and drainage improvements along Commander Drive, and expanded the old parking lot.

Access: The applicant has one shared driveway from Commander. Their proposal is to extend the shared driveway easement east another roughly 240 feet. The new parking lot has 2 two-way aisles which would connect to the driveway extension. A connection is also proposed to the existing parking lot through a previous fire turnaround. No additional public road improvements are required for this project.
**Parking:** The Union currently has 64 parking spaces, which they felt would be adequate when they were approved in 2017. Our Ordinance does not specify parking numbers for some unique uses, such as Technical Schools (the main component of this site). Instead, a parking study or similar justification can be provided to the PC for consideration. Previously, site parking was calculated based on Town requirements for the finished office area (16 spaces) and at 1 space per 2.5 students (based on 120 expected enrollment). Other “storage” area was not calculated into the parking requirements.

The Union has since learned the existing lot does not accommodate their needs as expected, which led to this proposal. Staff would typically request a parking study. However, observing parking trends during the current pandemic would result in skewed numbers; therefore, one was not required.

The applicant states they have 115 students enrolled in evening classes during the week, monthly meetings of their 200+ members, and committees of 100+ members that meet 3 times a month. On weeknights when classes are held and union committees meet, they are now using parking on adjacent lots or street parking – which is not truly available on Commander and could be dangerous.

Their student numbers have been consistent with their expectations. While their classes attract students from around the region and the lack of public transit in Arlington makes it less likely students will carpool or take other methods to classes, it’s most likely the large numbers of members that meet on-site was not accommodated by only parking the finished office space.

As such, staff recommends the site be parked based on training area square footage at 1:200sf (a common trade/vocational school calculation), with the entire remainder of the building parked based on our office guidelines. This should capture the other areas being used for union meeting purposes when large groups gather, which was not included previously. Following those standards, the site should provide between 132 and 170 spaces. The applicant proposes 148 spaces, which is in the range and seems more appropriate.

**Drainage / Grading:** The parking lot expansion adds almost 1 acre of impervious area to the site. To compensate for the increased runoff and to meet Arlington’s drainage requirements, a detention basin will be constructed at the northeast corner of the site.

**Open Space, Tree Ordinance, & Landscaping:** Open space of 60% is provided on the new 2-acre addition, which meets the Town requirement. However, it is fully treed with some rather large oaks, several of which are proposed to be removed with this expansion (including two 40” and a 36” diameter tree). While a handful fall within the new parking lot, others in the northeast corner are being removed to accommodate drainage requirements. Trees on the eastern and southeast sides of the site will be preserved. Staff has highlighted three additional trees that could likely be saved without impacting site drainage and recommends the applicant preserve these and ensure no additional trees can be preserved.

As the only item being added is a parking lot, staff suggests the new lot be landscaped and lighted consistent with approved plans for the existing parking lot (same lights, island plantings, etc.). Those plans could be reviewed for consistency with approved plans by staff prior to construction. A condition notes this is a requirement.
Next Steps: If approved, the applicant will next be 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 a new parking lot, 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 May 12, 2020, 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. 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. Additional landscaping and lighting within the parking lot expansion shall be consistent with plans approved by the Design Review Committee for the initial parking lot, and in accordance with the Town Design Guidelines.

P-3. Landscape and Irrigation plans shall be provided with civil plans for review and approval before being included in construction mylars for a Preconstruction meeting.

P-4. Prior to final acceptance of improvements, proof of a recorded ingress/egress easement for the shared access drive shall be provided to satisfaction of the Town.

P-5. Prior to final acceptance of improvements, a final plat must either be recorded to combine the two properties or to create the other lot and meet Town subdivision and off-site parking requirements.
LOCATION MAP

Steamfitters Union 614

Site Plan – Expand Parking Lot
Town of Arlington
Planning Commission
SITE PLAN APPLICATION

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Development Name: Steamfitters Local Union 614
Location: 5670 Commander Drive, Arlington, TN 38002
Owner of Record: United Association Local 614
Owner Address: 5670 Commander Drive, Arlington, TN 38002
Daytime Phone: (901) 472-6422 Fax Number: 
E-mail Address: JTaylor1@uanet.org; jeff@local614.org

Developer Contact:  Jeff Taylor
Company Name: Steamfitters Local Union 614
Mailing Address: 5670 Commander Drive, Arlington, TN 38002
Daytime Phone: (901) 386-8166 Fax Number: 
E-mail Address: JTaylor1@uanet.org; jeff@local614.org

Engineer/Designer Contact: Kyle Ham E.I.
Company Name: Ledford Engineering, Planning, & Architecture, LLC.
Mailing Address: 5567 Commander Drive, Suite 105, Arlington, TN 38002
Daytime Phone: (901) 867-5220 Fax Number: (901) 867-5331
E-mail Address: kyle@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) 867-2620 • Fax (901) 867-2638

Revised 10-23-19

OFFICE USE ONLY
Date Received: 3-20-20
Amount: 800
Fee Receipt #: 044952

Town of Arlington

MAR 20 2020
Received
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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<tr>
<td>Name of Entity: Ledford, Engineering, Planning &amp; Architecture</td>
<td>Name of Entity: Local Union 614</td>
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<tr>
<td>By (Signature):</td>
<td>By (Signature):</td>
</tr>
<tr>
<td>Print Name: Kyle Ham, E.I.</td>
<td>Print Name: Jeff Taylor</td>
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<tr>
<td>Title: Project Engineer</td>
<td>Title: Business Manager</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: **Ledford Engineering, Planning, & Architecture, 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>
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<tbody>
<tr>
<td>Kevin Ledford, PE</td>
<td>5567 Commander Drive, Suite 105, Arlington, TN 38002</td>
</tr>
<tr>
<td>Stevie Wilbanks, AIA</td>
<td></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: **Local Union 614**

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

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<tr>
<th>Name</th>
<th>Business or Home Address</th>
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<tr>
<td>Jeff Taylor</td>
<td>5670 Commander Drive, Arlington, TN 38002</td>
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**Town of Arlington**  
**MAR 20 2020**  
**Received**
Arlington Place Subdivision, Lot 4
Site Plan

DATE: June 15, 2020

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

SUBJECT: Site Plan for a shared driveway

APPLICANT: Richard Leike

DESIGN PROFESSIONAL: Renaissance Group; Representative: Wesley Woodridge

SITE LOCATION: West of Airline Road, north of Milton Wilson Boulevard, and east of Arlington High School

ZONING: SC – Shopping Center Commercial

SITE ACREAGE: 12.48 acres

BACKGROUND: The applicant is requesting a site plan to install an internal driveway across Lot 4 of the Arlington Place Commercial Subdivision. The project is located between Arlington High School and Airline Road, just north of Milton Wilson Boulevard. It is within the SC (Shopping Center) zoning district.

A Plat and Construction Plans for this subdivision were approved in 2017 and created a 5-lot commercial subdivision. Since work was completed, three buildings have been built on the lots fronting Airline Road (RedMed, O’Reilly, and Sherwin-Williams).

Proposal: The Plat included a large driveway from Airline into the site, as well as a 24-foot-wide ingress/egress easement that ran north/south on Lot 4 to provide future access to Milton Wilson for the subdivision. The applicant is looking to build that driveway at this time, to encourage development on the remaining lots. The driveway will extend from an existing driveway at Milton Wilson, north to Lot 3.
Grading/Drainage: The construction of the driveway will not significantly affect the total runoff from the property, so no detention is required at this time. As each lot is developed, detention requirement will have to be met.

The construction of the driveway will entail some cutting and filling along the route, but no major earthmoving is indicated on the construction plans. Throughout the construction, the developer will be required to control erosion, and all disturbed areas will be stabilized by seeding & sodding upon completion.

Landscaping and Tree Ordinance: As this is only a driveway, the lot will remain primarily open and undeveloped. Any Site Plans for development on the remaining lots will have to meet Town requirements for open space and landscaping.

Next Steps: If approved, the applicant will next be required to complete all conditions of approval and have a Pre-Construction meeting with staff prior to beginning work.

RECOMMENDATION:
Staff recommends approval of the Arlington Place Lot 4 Driveway Site Plan, subject to the following conditions, in addition to any other conditions imposed by the Planning Commission.

STANDARD CONDITIONS:
S-1. It is found that the application as presented, with plans dated May 4, 2020, 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 Notice of Intent and approved Notice of Coverage prior to any permitted earth disturbance activity.

S-5. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

S-6. A Letter of Credit shall be provided to the Town of Arlington in an amount to be determined by the Town Engineer to insure the completion of the work.

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.
LOCATION MAP

Arlington Place S/D - Lot 4

Site Plan – Shared Internal Driveway
Town of Arlington
Planning Commission
SITE PLAN APPLICATION

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

| Development Name: ARLINGTON PLACE SUBDIVISION, PH 7 | Site Zoning: SC |
| Location: NW corner of the Milton Wilson and Airline Road Intersection. |
| Owner of Record: Richard Leike |
| Owner Address: 6525 Quail Hollow Road, Memphis, TN 38120 |
| Daytime Phone: (901) 486-2070 Fax Number: |
| E-mail Address: dickleike@crye-leike.com |

| Developer Contact: Same as Owner. |
| Company Name: |
| Mailing Address: |
| Daytime Phone: Fax Number: |
| E-mail Address: |

| Engineer/Designer Contact: Wesley Wooldridge |
| Company Name: Renaissance Group, Inc. |
| Mailing Address: 9700 Village circle, Ste. 100 Lakeland, TN 38002 |
| Daytime Phone: (901) 332-5533 Fax Number: |
| 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.

- 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.
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.

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DATE: June 15, 2020

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

SUBJECT: Site Plan Review

APPLICANT: Arlington Development Company, LLC; Representative: Chad Fischer

DESIGN PROF./CONSULTANT: Renaissance Group, Inc.; Representative: Wesley Wooldridge, P.E.

SITE LOCATION: Southwest corner of Airline Road and Milton Wilson Blvd.

SITE ACREAGE: 1.3 Acres

ZONING: SC (Shopping Center) with Arlington Falls PD overlay

ANALYSIS: The applicant is requesting Planning Commission consideration of a Site Plan for a new 3-bay retail center in Phase 1 of Arlington Falls PD, located on the southwest corner of Airline Road and Milton Wilson Blvd. The PD was approved, including three lots in Phase 1, on July 5, 2017, but each lot still requires individual PC Site Plan approval. Construction plans for the PD were approved last June, which included installation of 2 internal roads and other shared infrastructure in this Phase.

Proposal: The applicant proposes to construct a single-story, 4,995 square foot 3-bay retail center on Lot 2. The lot is just under 1.5 acres in size, fronts on Airline Road, and is within the SC zoning district. The area is undeveloped and graded at this time.

The building will sit in the center of the site facing Airline Road. The building will have 3 bays, and the southern-most suite is proposed with a drive-through lane and window. A single-loaded
aisle of parking is proposed along Airline and a double-loaded aisle is proposed at the back of the building. A screened area at the back of the building is proposed for mechanical equipment, and a trash enclosure is proposed on the back corner of the lot, facing west.

**Access:** Lot 2 will gain access from Milton Wilson and Airline road through two shared driveways, as approved in the PD. Internal driveways wrap around the building, providing access to three sides. Two (2) internal driveway connections are proposed from the north and one to the west.

The drive through proposed on the southern-most suite is accessed through a separate, designed drive-through lane that wraps around the rear of the building. Plans show the lane can accommodate up to 6 vehicles, the minimum required by the Code. It is clearly separated from traffic lanes that circle the building, as required. A 7th vehicle would block the sidewalk if they tried to enter the queue; any additional would block the entry drive. Staff encouraged additional; however, the applicant states the 6 required by the Town is already more than their tenant requires.

The PD calls for the site to provide “internal pedestrian movements to enhance pedestrian safety and comfort.” For pedestrian access, sidewalks are already planned along the two internal drives and on Airline. Within this site, a sidewalk connection on the north end of the building connects to the sidewalk. Walkways also provide paths for customers using the rear parking and employees to access the dumpster enclosure.

A bike rack is also proposed in front of the building, as required in the PD and Guidelines.

**Parking:** Parking is proposed on 3 sides of the building. The site plan provides a total of 34 spaces on-site, which includes 2 handicap accessible stalls. This exceeds Zoning Ordinance requirements, which call for a minimum of 25 spaces (1:200 sf) and a max of 28 spaces (1:180 sf) for shopping center uses of this size.

The applicant argues that the maximum spaces allowed by the Code is not adequate for their use. They note the drive-through tenant (a corporate client) requires 20 spaces be available for their use, and the 8 spaces remaining would not be adequate for the other two bays to share. As proposed, the site provides parking at 1:147 sf.

As such, they have applied for a Parking Waiver to be considered by the Board of Zoning Appeals, who will determine whether the request meets the Findings for such a request.

A condition of approval is included that states any approval of this Site Plan is contingent on approval of parking in excess of Town standards by the BZA. It recommends if the additional parking is denied, the site plan may be revised to convert the extra spaces to landscaping without additional PC review.
Road Improvements: Construction plans were already approved for the first phase of the Arlington Falls PD, which includes this site. In addition, the Town’s Airline Road project will construct road improvements along Airline Road, including curb & gutter and sidewalk. No additional public road improvements are required for this project.

Drainage / Grading: The Arlington Falls PD and its conditions of approval in July 2017 outline the drainage conditions imposed on the PD due to prior flooding in the Summer Meadows Subdivision downstream of this site. The Arlington Falls PD encompasses approximately 17 acres (13.8%) of the 123-acre drainage basin that contributed to the June 2016 flooding. Other areas include the Arlington High School property (41 acres), the Village of Summer Meadows (45 acres) and the northern portion of Summer Meadows (20 acres).

The conditions imposed in the July 2017 PD approval were that this development must design their stormwater facilities for the 100-year storm rather than the 25-year storm normally required for new developments. This requirement is being met by the developer. This phase of the development included the construction of one large detention basin in the southwest corner of the PD, sized to accommodate the total development of the PD.

Sanitary Sewer: An extension of the public sanitary sewer system to serve lots 1 – 3 of the Arlington Fall PD are included in the first phase of the PD. This development will connect to those facilities.

Landscaping and Tree Ordinance: Open space of 30% is provided on the site, which meets the Town requirement for this lot, per the Code and PD. The site will be required to provide 26.2 tree density units, and landscaping will be required along the various streetscapes. The Design Review Committee will review the final landscaping plans to confirm each of these.

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 finds the site meets requirements of the approved Arlington Trails PD and recommends approval of the applicant’s Site Plan for a new shopping center, 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 June 2, 2020, 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. 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, including the installation of truncated domes to provide tactile surfaces where ADA routes cross driveways. This requirement applies both in the public right-of-way and within the site.

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, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town Design Guidelines.

P-4. The Arlington Falls PD final plat for Phase 1 must be recorded, creating the lot in question prior to issuance of any building permits for the site, or full security for public improvements must be on file with the Town.

P-5. FDC and fire hydrant locations shall meet Town and Code requirements (912.2 Location) to the satisfaction of the Arlington Fire Chief.

P-6. Each retail bay must have its own separate grease trap/interceptor that meets Town wastewater requirements, if the use requires one.

P-7. Approval is contingent on approval of parking in excess of Town standards by the Board of Zoning Appeals (BZA). If additional parking is denied, the site plan may be revised to convert the extra spaces to landscaping without additional PC review.
LOCATION MAP

Arlington Falls PD, Lot 2

Site Plan
DATE: June 15, 2020

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

SUBJECT: Land Disturbance application for Phase 5 of Arlington Falls PD

APPLICANT: Arlington Development Company, LLC; Representative: Chad Fischer

DESIGN PROF./CONSULTANT: Renaissance Group, Inc.; Representative: Wesley Wooldridge, P.E.

SITE LOCATION: South side of Milton Wilson Blvd., across from Arlington High School

SITE ACREAGE: 5.77 Acres

ZONING: B-2 (General Commercial) with Arlington Falls PD overlay

PROPOSAL: The applicant is requesting a land disturbance permit for grading and earthmoving operations of Lot 5 of the Arlington Falls PD. The PD was approved on July 5, 2017, but each lot still requires individual PC Site Plan approval.

The applicant states their intention is to clear and grade the site in anticipation for Lot 5 development in the future and as a continuation of Lot 4 improvements.

The project will clear and grade the remaining ~3.5 acres of Lot 5 that has not been cleared by previous phases of the development. The work will include cutting and clearing of trees and placement of ~2’ of fill over the site to prepare it for future development.

The grading work will be done in a manner that routes the drainage from disturbed areas into the sediment basin installed during the previously approved Lot 4 development. Throughout the excavation and earth-moving operations, the developer will be required to control erosion, and all disturbed areas will be stabilized by seeding & sodding upon completion of fill placement.
Buffer: A Condition of the Board’s PD approval noted the sensitivity of the residential homes adjoining Lot 5 and required a buffer be provided to minimize any potential adverse impacts. The previously approved Lot 4 project included clearing an area near the west boundary of Lot 5 for drainage improvements. However, most of that cleared area fell within a portion of the site that was partially cleared back in 2015-16 by a Town drainage project for Summer Meadows.

While a Site Plan for the Lot 5 has not been submitted, now that the rest of the lot is being cleared, staff instructed that some type of interim buffer was required until the owner decides to develop this lot in the future. In response, the developer proposes to maintain and protect a number of remaining large trees along the west boundary. In addition, they propose to plant bare root pines in a 10’ x 10’ grid across the entire area between the west property line and 1/3 way down west bank of drainage ditch. The remainder of the site will be completely cleared.

Staff contacted a west TN Forester about this proposal and learned it is a common practice and that often times many slower-growing hardwoods will also regenerate and grow back over time. He noted it would likely take up to 4 years to create a true buffer but planting fully grown trees was not typically feasible in large areas.

Aerials appear to show more trees than the few identified in plans along that west property line. Staff added a requirement that the applicant provide a full tree study of that portion of the lot, to ensure no additional trees ≥ 6” diameter could be preserved there. This would maintain some amount of screening while the pines grow and would be required prior to starting construction.

Lastly, while this will provide some buffer to the existing residential neighborhood, more extensive buffer requirements may be considered when a Site Plan for Lot 5 is ultimately submitted.

RECOMMENDATION:
Staff recommends approval of the Land Disturbance permit, subject to the following conditions, in addition to any other conditions imposed by the Planning Commission.

STANDARD CONDITIONS:
S-1. All construction and improvements within the site shall be in compliance with the Town of Arlington Subdivision Regulations and Technical Specifications, and as directed and approved by the Town Engineer.

S-2. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.
S-3. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s Notice of Intent and approved Notice of Coverage prior to any permitted earth disturbance activity.

S-4. A Letter of Credit shall be provided to the Town of Arlington in an amount to be determined by the Town Engineer to insure the completion of the work.

PROJECT SPECIFIC CONDITIONS:

P-1. Provide a cost estimate for the proposed work to be done under the Land Disturbance Permit so that a security amount can be determined for BMA review and approval.

P-2. Revise the land disturbance plans to address comments as noted on the marked-up review set of plans provided by the Town Engineer. Resubmit corrected plans for review and approval prior to the commencement of work.

P-3. Provide a Tree Survey consistent with Town requirements for the west end of Lot 5 (between drainage and property line) to clearly identify all trees with a six (6”) DBH or greater that may be preserved to add to a buffer for adjacent residential homes.

P-4. A preconstruction conference with Town Staff and with the Tennessee Department of Environment & Conservation (TDEC) staff shall be held prior to commencement of work.
LOCATION MAP

Arlington Falls PD, Lot 5
Land Disturbance Permit
Town of Arlington
Planning Commission
LAND DISTURBANCE PERMIT APPLICATION

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Name of Subdivision/Site Plan: Arlington Falls P.D., Lot 5, Phase 2 Zoned: ________
Location: South side of Milton Wilson Road adjacent to Summer Meadows S/D
Owner of Record: Arlington Development Company
Owner Address: 8888 Midsouth Drive, Ste. 116, Olive Branch, MS 38654
Daytime Phone: 901-208-1578 Fax Number: ________
E-mail Address: cfischer@sstower.com

Developer Contact: Same as owner
Company Name: ________________________________
Mailing Address: ______________________________
Daytime Phone: __________________ Fax Number: ________
E-mail Address: ______________________________

Engineer/Designer Contact: Wesley Wooldridge
Company Name: Renaissance Group, Inc.
Mailing Address: 9700 Village Circle, Ste. 100 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: $500.00 + $20.00 per acre
*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. Please call the Planning Department to schedule.

OFFICE USE ONLY
Date Received: ________
Amount: ____________
Fee Receipt #: __________

5854 Airline Road ● P.O. Box 507 ● Arlington, TN 38002-0507
Telephone (901) 867-2620 ● Fax (901) 867-2638
Revised: 10/25/2019
May 29, 2020

Angela Reeder, AICP
Arlington Town Planner
5854 Airline Road
Arlington, TN 38002-0507


Dear Angela:

The following narrative covers the existing conditions found on-site and all proposed work expected for the clearing and grading of 5.77 acres located on the south side of Milton Wilson Road as a part of the Arlington Falls Planned Development. The property is labeled as Lot 5, Phase 2 of the Master Development Plan. The site grading is intended to be done as a continuation of the site improvements for Lot 4, Phase 3.

The existing site has mature trees found around the perimeter while the interior of the site is composed mostly of volunteer stands of sweet gums less than 15 years old as shown in the attached 2006 aerial. The existing site slopes gently from Milton Wilson to the south and is drained by a natural ditch at its southwest corner. As part of the Lot 4, Phase 3 plans, an outfall ditch carrying water from Milton Wilson and Arlington High School will be constructed along its west property line.

The NRCS soils Map indicates the soils are most likely Calloway Silt Loam, Grenada Silt Loam and Falaya Silt Loam with Type “C” soil classification.

Erosion controls for Lot 4, Phase 2 will already be in place when mass grading for this lot begins, so minimal additional controls will be needed. Once the site is filled to design grades, slopes into the detention basin will be sodded and the flatter areas will be hydro-seeded. Regularly scheduled bi-weekly inspections per TDEC’s requirements will be adhered to.

The detention basin constructed with Lot 4, Phase 2 was designed to include this area as future development, so there is no expected increase in peak rates of storm water runoff.

We received staff comments from engineering and planning on May 19, 2020 and have addressed those to the best of our ability. Following is a summary of those actions:

**Engineering Comments:**

- Grading Plan – add temporary berm to direct water to the sediment basin. – *A temporary berm was added to the plan.*
- Erosion Control Ph. 1 – show temporary berm. – *Temporary berm is shown.*
- Erosion Control Ph. 1 – call out disturbance in phase 1 can only take place in berm location. – Note was added.
- Erosion Control Ph. 2 – call out that Phase 2 should include clearing the remainder of site. – Note was added.

Planning Comments:

- See engineering comments. – Completed.
- Provide a Tree Survey and Preservation Plan. – A plan has been prepared and provided along with a supplemental aerial from 2006 showing the site at that time was composed of sparse saplings and sage.
- Note the required buffer along the western edge as required by the Conditions of the Planned Development. – buffer is shown and noted on the Tree Preservation Plan.
- Provide a written narrative of the existing conditions on-site and the intent and extent of the proposed Land disturbance work. – The written narrative is included at the beginning of this Response Letter.

We respectfully request approval of this Land Disturbance Permit Application. Should you need additional information, please contact me for assistance.

Respectfully,

J. Wesley Wooldridge, PE
Director of Civil Engineering
Renaissance Group, Inc.
Arlington Falls Lot 5, Phase 2

2006 aerial shows the interior of the site to be saplings and sage mix.

Mature trees along Milton Wilson to be removed with improvements to Lot 4, Ph. 3.

Limits of abandoned field.

Mature trees along perimeter to be protected.
DATE: June 15, 2020

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

SUBJECT: Amendment to approved Site Plan

APPLICANT: Deven Patel, owner

CONSULTANT: The Bray Firm; Representative: David Bray

SITE LOCATION: 6259 Quintard Street

SITE ACREAGE: 2.2 acres

ZONING: B-3: Downtown Business District

BACKGROUND: The applicant is requesting Planning Commission consideration of a revised site plan for the Brendalay Grill. The project at 6259 Quintard Street was approved in 2017 for a larger, replacement restaurant after the original was destroyed by fire.

The approval included 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 building was to sit on the SW corner of the site facing north toward the rear of A-Town Crossfit. An expanded parking lot was approved along with a new entrance and driveway. The old driveway was to be closed off and maintained as the pedestrian access to the building. The front, roughly 3/4-acre lawn along Quintard was proposed as a “fenced outdoor recreation area,” only accessible from the restaurant.

During construction, it is common for minor changes to plans to occur. However, due to the scale of changes here, this is being brought back to PC for consideration.
**Proposal:** Several building modifications were proposed since construction began. In 2018, staff approved several building exterior changes, a request to enclose the entrance, and one to square-off the side patio to look more purposeful.

Afterwards, a change in grading or a construction error led to the applicant adding stairs in the parking lot at the front entrance. This resulted in the relocation of 3 ADA spaces, a new ramp in front of the building, and the loss of 6 parking spaces on a site staff warned was likely under-parked. In addition, 2 spaces must still be marked as ‘reserved’ for the residential unit, which the applicant has chosen to build.

The dumpster enclosure was then built inconsistent with plans and the applicant is now asking approval for that change. It was shifted forward, the concrete pad/loading area was removed, and it was oriented to the northeast, as opposed to angling it north toward the parking lot. This change resulted in a loss of green space, additional asphalt, and the loss of 1 parking space on the west side of the lot (to ensure trucks could access the dumpster).

Lastly, the applicant is asking to leave the old curb cut in place, partially close it with “planters,” and use the old driveway for motorcycle parking. The applicant originally asked to keep the old driveway for future use; however, the PC and DRC required the original driveway entrance be closed with curb/gutter/sidewalk and on-street parking spaces be striped in that area. The old driveway itself was allowed to stay and was to serve as pedestrian access to the building.

**Analysis:** The dumpster revision did not seem necessary and resulted in a worse parking lot design. It created an unfinished look with added asphalt and removed yet another parking space. With open paving in the corner of the lot and no islands or curbing to direct vehicles, it’s likely cars will maneuver into that area and use it as makeshift parking. To correct it at this point would require reconstruction of the enclosure and that section of the parking lot. Staff recognizes correcting it would be a large burden on the owner, but disregarding Town-approved designs is not an accepted excuse for site changes and no other justification has been provided. Staff defers to PC on whether they would have approved this layout originally.

Regarding the old driveway, the addition of motorcycle spaces could partially mitigate the reduced standard parking that has occurred. The driveway is wide enough to stripe angled motorcycle spaces and still maintain an aisle for pedestrians and bike access. However, as opposed to using “planters” to block
the entrance, staff recommends a metal gate to match the 4’ tall black metal fencing along the rest of the street front. A gate could serve several purposes: it would leave enough space for motorcycles but restrict vehicles; it would give a consistent, finished look from the street; it would make the old driveway look less like an afterthought; it would be easier to maintain than landscaping in a planter; and most important, it would allow Fire Department access in the event of an emergency through a knox box on the gate. One Fire concern with the old building was when customers parked alongside the driveway and blocked their access.

**Grading/Drainage:** The requested changes would not affect the site grading and drainage. The requirement for detention was waived for this site in 2017 based on the proximity to the Loosahatchie River and being on the downstream end of the drainage basin.

**Landscaping and Tree Ordinance:** A revised Landscape Plan was provided that shows the same number of plants as originally proposed, just oriented around the new hardscape layout. Staff will expect all materials to be installed prior to final, per the plan and planting schedule. If the dumpster area is revised, plantings in that area shall also change to reflect the original approval.

**Next Steps:** If approved, the applicant will next be required to complete work as approved and be subject to all conditions of approval prior to receiving a final and building occupancy.

**RECOMMENDATION:**
Staff supports the addition of motorcycle parking and keeping the old driveway open if it is partially closed with a matching gate, as recommended, and will accept PC’s decision on the dumpster/parking lot revision. Staff recommends any approval of the Site Plan be subject to the following conditions, in addition to any other conditions imposed by the Planning Commission.

**STANDARD CONDITIONS:**

**S-1.** It is found that the application as presented, with plans dated May 28, 2020, 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 Notice of Intent and approved Notice of Coverage during any permitted earth disturbance activity.

**PROJECT SPECIFIC CONDITIONS:**

**P-1.** All prior approved project conditions for this Site Plan are still applicable.

**P-2.** Revise the Construction Plans to address comments as noted on the marked-up plan sheets provided by the Town staff, to include the matching gate over the new driveway meeting Fire Department access requirements.

**P-3.** Identify the 2 parking spaces to be identified as “reserved” for the upstairs apartment.
### Town of Arlington
Planning Commission
SITE PLAN AMENDMENT APPLICATION

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

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<th>Development Name:</th>
<th>LOT 3 (E. RE-SUB. OF OLD TOWN STATION)</th>
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<td>Site Zoning:</td>
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<tr>
<td>Location:</td>
<td>6259 QUINTELL ST.</td>
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<tr>
<td>Owner of Record:</td>
<td>DEVON PATTER</td>
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<tr>
<td>Owner Address:</td>
<td>6269 AETHORP LAKELAND, TN 38002</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>901.277.3624</td>
</tr>
<tr>
<td>Fax Number:</td>
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<tr>
<td>E-mail Address:</td>
<td><a href="mailto:devon333@hotmail.com">devon333@hotmail.com</a></td>
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</table>

Developer Contact: Same

Company Name: 

Mailing Address: 

Daytime Phone: 

Fax Number: 

E-mail Address: 

Engineer/Designer Contact: DAVID BERRY

Company Name: THE BERRY FIRM

Mailing Address: 2950 SAGE PLAZA NORTH, BARTLETT, TN 38134

Daytime Phone: 901.383.8662

Fax Number: 

E-mail Address: 

**Instructions for Submitting an Application:**

- Fee Schedule: $250.00 WAVED

*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) 867-2620 • Fax (901) 867-2638

Revised 10-23-19
Planning Commission
Site Plan Amendment 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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<th>OWNER: (if different from applicant)</th>
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TOWN OF ARLINGTON, TENNESSEE  
Planning Commission  
DEVELOPMENT STAFF REPORT

AMENDMENTS TO ARLINGTON ZONING ORDINANCE  
CHAPTERS 4 AND 7, TO CLARIFY SUITABLE USES IN  
INDUSTRIAL ZONES, UPDATE REGULATIONS FOR SMALL  
WIRELESS FACILITIES, ADD CUP CONTROLS FOR INDOOR  
STORAGE AND BED AND BREAKFAST USES, AND AMEND  
MONUMENT SIGN LIGHTING RULES

DATE: March 16, 2020  
STAFF: Angela Reeder, AICP, Town Planner  
SUBJECT: Amendment to the Arlington Zoning Ordinance  
NOTICE: Published in the Commercial Appeal on May 30, 2020

BACKGROUND: Over the past year, several officials and staff have expressed an interest in various amendments to the Town’s Zoning Ordinance. These Town-initiated amendments are proposed in response to those concerns. The various topics were previously discussed at the PC meeting in March, prior to drafting the amendment language.

The PC’s recommendation on each of the amendments will be sent to the Board of Mayor and Aldermen at a future public hearing for consideration.

PROPOSAL: The 5 proposed amendments revise two Chapters of the Code: Chapter 4 (Zoning Districts, Bulk Regulations, and Uses) and Chapter 7 (Regulations Governing Signs). The specific proposed language is attached, with edits in red, deletions in strike-through, and additions in underline format.

Below is a brief description and intent of each change, in the order they occur in the Code.

➢ AMENDMENT 1 – Industrial Uses (Section 4.8):

This amends the Table of Uses, which identifies which uses are permitted by right, with a CUP, or not permitted in the various Zoning districts in Town. Our list of permitted industrial uses in the Light Industrial (M-1) zone is currently limited to manufacturing uses, warehouse, contractors, and storage.

This change would add other traditionally industrial uses to the table and clarify they are intended to be in our Industrial zone, due to outdoor storage, associated traffic patterns, etc. New uses include items such as equipment rental/repair, RV yards, and agricultural equipment sales. The intent is to clarify where these uses are appropriate in Town, so staff has more guidance and does not have to make interpretations with each potential business looking to relocate to Arlington.
➢ **AMENDMENT 2 – Bed and Breakfast (Section 4.9.1 (2))**

This section calls out the requirements for residential uses that require approval of a Conditional Use Permit by the Board of Zoning Appeals.

The proposed amendment would add language for bed and breakfast facilities, and include specific standards to establish one. B&Bs are not currently addressed in our Code. Requirements include a condition they be owner-occupied (owner lives on site), only serve meals to overnight guests, be able to park all guests on-site (not in front yard), and limit the number they can accommodate to a max of 4 guest rooms (separate from owner sleeping quarters), among others.

This does not apply to short term rentals, such as an Airbnb; however, staff is now working on language to address these per recent direction from PC and Board members.

If approved, the Table of Uses (Section 4.8) will also be revised to include this as a Conditionally allowed use and a definition of Bed and Breakfast is proposed for the Definitions (Section 2.1).

➢ **AMENDMENT 3 – Indoor Storage Facilities (Section 4.9.3 (6))**

Indoor self-storage facilities are only permitted in General Commercial (B-2) zones with approval of a Conditional Use Permit. This section lists the seven (7) standards adopted by the BMA in 2018 for a new facility must meet for approval: appearance of an office building, interior units only, no exterior garage doors, no outside storage or truck parking, no added signage, and only incidental retail sales. These requirements would not apply if this use is proposed in an Industrial zone.

This proposed amendment would add 2 additional standards, noting they should not be located within 500 feet of an arterial street and 50% of the ground floor shall be dedicated to “active” uses such as office or retail. The intent of active uses on the ground floor is to make the use more consistent with other uses typically found in a Commercial zone.

➢ **AMENDMENT 4 – Small Cell Wireless Facilities (Section 4.9.5):**

This lengthy section discusses the requirements for wireless communication facilities, focusing largely on freestanding towers and antennas. It includes a brief section on antennas on existing structures in the public right-of-way.

The proposed amendment would update the language to include language to address Small Cell technology, consistent with 2018 Federal and State legislation. This includes small antenna on streetlights or separate poles which are used for 5G and to expand the current cellular network.

While many items cannot be controlled by the Town for these “public utilities,” staff has included language to note they must underground wiring consistent with regulations on our other utilities, that they should be designed to match structures they’re placed on consistent with Design Guidelines for exterior equipment, they should be concealed to extent possible in Depot Square district, they cannot block pedestrian or vehicular access, they shall be maintained and removed when no longer in use, and each new support structure (typically a pole) shall be able to accommodate at least 2 providers (to reduce number of potential support structures to serve Arlington).

➢ **AMENDMENT 5 – Monument Sign Illumination (7.2.3 (4)):**

This section discusses lighting for exterior signs. We offer three (3) options for lighting a Freestanding sign: 1) external with a shielded light, 2) internal where lights only shine through text
and logos, and 3) reverse channel (halo) using individually mounted letters. All three only permit steady, white lights be used.

The initial proposal was to remove Internal Illumination as an option for freestanding signs. Taking direction from the PC discussion, this revised amendment would instead add clarifying language to clarify internally illuminated signs must have solid, opaque faces such as aluminum (not an opaque film like vinyl) and light can only shine through routed text and logos.

In addition, language was added to put a max luminance level on all illuminated signs. Luminance is the measure of brightness at the face of the sign, which was a PC concern. This language was taken from the 2017 Sign Illumination Guidelines Standards and a Model On-Premise Sign Code from the US Sign Council (USSC). The intent is to provide a less complicated, enforceable standard that can be applied uniformly. Similar to other sign standards, staff would look for this information to be provided on sign permit applications.

Staff looked to other municipalities for comparison with this model ordinance. The proposed max brightness in this amendment is 700 cd/m$^2$ (nits); Memphis currently allows up to ~1200 nits on illuminated signs. Franklin TN defers to the Illuminations Engineering Society of North America (IESNA) Lighting Handbook. Staff found the proposed 700 cd/m$^2$ to be consistent with an IESNA article on sign lighting which recommended a max of 600 nits for “outer urban/rural” areas and 800 nits for medium “urban residential areas.”

**NEXT STEPS:** The PC is charged with making a recommendation on the 5 proposed amendments to the BMA. Possible recommendations are: to recommend adoption of all 5 as proposed, to recommend adoption with various changes to the language, or to not recommend any of proposed changes.

The BMA, who has ultimate authority to amend the Zoning Ordinance, will consider the items at a future public hearing, along with the PC recommendations.
TOWN OF ARLINGTON, TENNESSEE
ZONING AMENDMENT DRAFT LANGUAGE

EXHIBIT A

Town of Arlington Zoning Ordinance Amendment. The proposed amendment would revise the existing language in the various section as follows. All edits are in red text to be more visible, with all new language underlined and removed language in strike-through format.

AMENDMENT 1:
Chapter 4: ZONING DISTRICTS, BULK REGULATIONS, AND USES:

4.8 Uses Permitted In Zoning Districts
The following table provides information regarding uses permitted in each zoning district.

X - Uses Permitted by Right
P - Requires Site Plan approval by the Planning Commission and Design Review Committee
C - Conditional Uses requiring Board of Zoning Appeals approval
ZO - Planned Developments require Zoning Overlay approval within the applicable zone districts by the Board of Mayor and Aldermen, with a recommendation from the Planning Commission

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| INSTITUTIONS                  |       |   |       |       |       |       |      |      |     |    |    |     |   |    |    |
| Cemetery                      |       |   | C     | C     | C     | C     | C    |      |     |    |    |     |   |    |    |
| Childrens' Home              |       |   | C     |       |       |       |      |      |     |    |    |     |   |    |    |
| Church/Place of Worship       |       |   | C     | C     | C     | C     | C    | P    | P    | P  | P  |     |   |    |    |
| College, Vocational or Technical School |       |   |       |       |       |       |      |      |     |    |    |     |   |    |    |
| Home for the Aged             |       |   | P     |       |       |       |      |      |     |    |    |     |   |    |    |
| Hospital                      |       |   | P     |       |       |       |      |      |     |    |    |     |   |    |    |
| Lodge, Club, Country Club or Golf Course |       |   | C     | C     | C     | C     | C    | P    |      |    |    |     |   |    |    |
| Museum and Art Gallery        |       |   | P     | P     | P     |     |      |      |     |    |    |     |   |    |    |
| Nursing Home                  |       |   | P     |       |       |       |      |      |     |    |    |     |   |    |    |


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X - Uses Permitted by Right  
P - Requires Site Plan approval by the Planning Commission and Design Review Committee  
C - Conditional Uses requiring Board of Zoning Appeals approval  
ZO - Planned Developments require Zoning Overlay approval within the applicable zone districts by the Board of Mayor and Aldermen, with a recommendation from the Planning Commission

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<tr>
<th>Uses Permitted by Right</th>
<th>R-E-5</th>
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**INDUSTRIAL**

Manufacturing limited to:

- Chemical and Allied Products | P  
- Electronic and Electric Equipment | P  
- Fabricated Metal Products | P  
- Fabrics, Apparel and other Textile Products | P  
- Food and Kindred Products | P  
- Furniture and Fixtures | P  
- Industrial Machinery and Equipment | P  
- Instruments and Related Products | P  
- Lumber and Wood Products | P  
- Misc. Manufacturing Businesses | P  
- Paper and Allied Products | P  
- Primary Metal Products | P  
- Printing and Publishing | P  
- Rubber and Plastic Products | P  
- Stone, Clay and Glass Products | P  
- Transportation Equipment | P  

**Wholesale Trade and Storage limited to:**

- Distribution and Delivery Svcs | P  
- Mini-Warehouse (Self Storage) | C  
- RV Storage | P  
- Warehouse and Storage | P
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AMENDMENT 2:

4.9.1 Specific Provisions for Residential Uses

In addition to the requirements of the applicable zone district and the general requirements set forth in Chapter 10, Section 10.5, a conditional use permit shall be granted for applicable residential activities specified in this Ordinance where the Board of Zoning Appeals (BZA) determines that the following specific provisions are met as part of the condition for issuing the permit in the applicable zone districts.

1) **Special Conditions for Dwelling for Resident Watchman or Caretaker:**

   a) Only one accessory dwelling unit shall be allowed per zoned lot/parcel/tract in association with a permitted principal use.

   b) Dwelling units for caretakers shall be occupied exclusively by individuals/family involved in the management of principal activities conducted on-site. In no event shall the unit be used as a rental unit.

   c) The accessory dwelling unit shall be designed so that to the degree reasonably feasible, the appearance of the building remains that of a single-family residence. In general, any new entrances in an existing structure shall be located on the side or in the rear of the building.

   d) The design and size of the accessory unit shall conform to all applicable standards in the health, building, and other codes.

   e) The accessory dwelling unit shall not exceed seven hundred (700) square feet of floor area.

   f) The BZA may condition approval upon the conditional use permit lapsing at such time as the ownership of the property is transferred.

2) **Special Conditions for Bed and Breakfast:**

   a) The bed and breakfast use shall be accessory to the structure’s principal use as a dwelling, and the operators shall permanently reside on the premises.

   b) The structure shall maintain an exterior appearance that is character with surrounding residential uses.

   c) A maximum of four (4) sleeping rooms, which are distinct and separate from the innkeepers quarters, may be available for overnight lodging, and in no event shall a sleeping room be occupied by the same guest for more than 10 consecutive days.

   d) Cooking facilities shall not be permitted within individual sleeping rooms, and food may be served only to overnight guests.

   e) Occupancies shall comply with International Fire Code/Life Safety Code requirements, which may result in additional requirements.
f) Common dining or gathering areas shall not be leased for social or business events, unless expressly made part of the CUP application and review, with maximum occupancies established and provision for adequate parking demonstrated.

g) At least one off-street parking space shall be provided per guest room. Except for alternative parking plans made part of the CUP application for social or business events, all off-street parking areas for the use shall be off-street, located within side or rear yard areas, screened in accordance with this ordinance, and shall not use commercial-style exterior lighting.

h) Bed and Breakfast homes should use large house numbers to make address identification easy for guests and emergency responders.

i) One non-illuminated, identification sign up to 6 square feet in size per face is permitted as either a free-standing sign or mounted on the home face.

Section 4.8 Uses Permitted in Zoning Districts

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<th>Services limited to:</th>
<th>R-E-5</th>
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<th>RS-22</th>
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Section 2.1 Definitions

**Bed and Breakfast:** A residential structure with one (1) family in permanent residence and up to 4 bedrooms rented for overnight lodging, where meals may be provided subject to applicable Arlington and Health Department regulations. A bed and breakfast with more than 4 rooms is considered a hotel and subject to separate guidelines.
AMENDMENT 3:

4.9.3(6) Special Conditions for Indoor, climate-controlled, self-storage facilities

6) Special Conditions for Indoor, climate-controlled, self-storage facilities:

a) All buildings shall meet the area requirements of the applicable zoning district and have the exterior appearance of an office building.

b) Access to all individual storage units shall be through the interior of the building only.

c) No exterior garage type door entries shall be provided to the units. For internal loading and unloading purposes, an exterior garage type door may be offered for the building but shall not face the public right-of-way.

d) No outside storage shall be permitted on site.

e) No overnight truck parking shall be allowed on the site.

f) All signage shall comply with the sign requirements of the applicable zoning district.

g) No retail sales other than the indoor, incidental display and sale of boxes and other packing supplies shall be permitted.

h) The building footprint for self-storage facility shall not be located within 500 feet of an arterial street; however, a self-storage facility may be closer than 500 feet if it is not visible from the arterial street.

i) A minimum of 50% of the ground floor shall be dedicated to “active” uses, such as offices or retail.
4.9.5 Special Standards for Wireless Communication Facilities

1) **Purpose:** The purpose of this section is to protect the health and enhance the safety of the residents of the Town of Arlington by providing guidelines for the siting, design and operation of wireless communications facilities (WCF). Due to the unique characteristics or potential impacts of these facilities on surrounding property, WCF require individual consideration of their design, appearance, and/or configuration at the particular location proposed. Such individual consideration may also call for the imposition of individualized conditions in order to ensure that the facility is appropriate at a particular location.

2) **General Provisions for Wireless Communications Facilities:**
   a) **New Towers and Antennas:** New towers or antennas shall be subject to these regulations.
   b) **Pre-existing Towers or Antennas:** Pre-existing towers and antennas shall not be required to meet the requirements of this section, other than the requirements of Sections 4.9.5, 3) f) and 4.9.5, 3) g) and 4.9.5, 5).
   c) **Maintenance:**
      i) The facilities must be maintained which shall include, but not be limited to, painting, assurance of structural integrity of towers, antennas, facility perimeter fencing and care of landscaping and any planted vegetative screening.
      ii) Failure to maintain a facility will result in punitive action, which may include fines, removal and potential demolition.
   d) **Small Wireless Facilities:** Small wireless facilities or small cells are subject to these regulations and must obtain a permit through the Town prior to installation, modification, or replacement of any small cell facility.
   e) **Measurement:** For purposes of measurement, tower and antenna setbacks shall be calculated and applied to facilities located in the town, irrespective of municipal, county and state jurisdictional boundaries.

3) **Special Conditions for Wireless Communications Facilities:** In addition to the requirements of the applicable zone district and the general requirements set forth above and in Chapter 10, Section 10.5, a conditional use permit shall be granted for wireless communications facilities where the Board of Zoning Appeals (BZA) determines that the following specific provisions are met as part of the condition for issuing the permit in the applicable zone district, except that new antennas on an existing tower may be reviewed and approved by the Mayor or his designee, provided the appropriate conditions are met.
   k) **Antennas on Existing Structures within Public Road Rights-of-Way (not including small cell facilities):** The following standards are specific to the
installation of WCF on streetlights, in public collector or arterial road rights-of-way, excluding traffic signal lights and power transmission line tower structures:

(i) Installation shall not jeopardize the physical integrity of existing structures.

(ii) Installation is prohibited in rights-of-way designated as a local street(s) or other types of right-of-way other than designated collector or arterial road rights-of-way.

(iii) Antennas shall be flush-mounted or otherwise not exceed the existing diameter of the structure at the mounting point for the antennas. No mounted arm antennas are permitted.

(iv) Antennas mounted on a structure shall not extend beyond the permitted height of the underlying zoning district.

(v) Antennas, including any mounting devices, shall extend no more than ten (10') feet above the existing height of the structure.

(vi) Antennas shall be painted to match the color of the structure.

(vii) Replacement of the existing structure may be authorized, provided that such replacement is the same diameter as the original structure, that the replacement structure is intended to fully contain antennas and associated equipment, and that the height of the replacement structure is no greater than ten (10') additional feet in height than the original structure.

(viii) Equipment cabinets shall be placed underground, unless it can be demonstrated that there is a physical obstruction to such placement. Physical obstructions include, but are not limited to, existing underground utilities, and too narrow right-of-way. In those instances, where a physical obstruction is demonstrated by the applicant to exist, the town may allow above-ground mounting of equipment to the structure, however, no at-grade equipment cabinet or equipment in the public road right-of-way, or on private property abutting the structure is permitted. The mounting of equipment to the structures shall conform to the following:

(1) the smallest antennas, equipment, and equipment cabinets to satisfy engineering requirements and service objectives shall be utilized; and

(2) all cabling, mounting hardware, and equipment shall be painted to match the color of the structure.

7) **Special Conditions for Small Wireless Facilities:** In addition to the requirements of the applicable zone district, a Small Wireless Facility permit for small wireless facilities, micro-wireless facilities, or possible support structures
(PSS) may be reviewed and approved by the Mayor or his designee, provided the following standards are met.

a) Small cells may be physically attached or collocated to an existing pole or sign, incorporated into the design of a new pole that replaces an existing pole, or installed along with a new pole in a location where there is not currently a pole.

b) All support structures and above-ground transmission equipment are prohibited within the sidewalk, but may be located within an adjacent grass strip or green area. No provider shall block or restrict pedestrian or automotive ingress/egress to any property, including but not limited to, any driveway, crosswalk, bus stop, or in any manner that conflicts with the Americans with Disabilities Act.

c) A clear sight triangle at all intersections must be maintained as called for in Chapter 6, Section 6.1.

d) New transmission equipment, wiring, and equipment cabinets associated with a small wireless facility shall be placed underground where functionally feasible, consistent with Chapter 9, Section 9.3.

e) New facilities shall comply with adopted Design Guidelines that are applicable, based on the location of the proposed facility, to include the Depot Square Guidelines that apply to our historic district.

f) Facilities shall utilize design or concealment measures to the extent possible to meet screening requirements without prohibiting the technology or reducing their functionality. The size of any concealment measures shall not be considered for purposes of meeting any size requirements of a “small wireless facility.”

g) If located on an existing facility, all cabling, mounting hardware, and equipment shall be painted to match the color of the structure to the extent possible.

h) Any damage to existing public infrastructure as a result of deployment of approved small wireless facility infrastructure in a public ROW shall be repaired to the Town’s satisfaction at the applicant’s expense.

i) Applicant shall provide timely maintenance of any small cell facility infrastructure placed in the ROW and the timely removal of any infrastructure that is no longer utilized.

j) All new PSS within the Right-of-Way shall be designed to accommodate a minimum of two wireless providers.
AMENDMENT 5:

Chapter 7  REGULATIONS GOVERNING SIGNS

7.2.3 Design, Construction and Maintenance of Signs

All signs shall be designed, constructed and maintained in accordance with the following standards:

4) **Sign Illumination:** Sign illumination shall only be achieved through the following standards, and as further permitted and specified in each zoning district:

   a) Wall Signs: Unless otherwise noted herein, wall signs may be illuminated in the following manner:

      i) A white, steady, stationary light of reasonable intensity that is directed solely at the sign. The light source shall be shielded from adjacent buildings and streets, and shall not be of sufficient brightness to cause glare or other nuisances to adjacent land uses; or

      ii) Reverse-channel illumination of individually-mounted letters or script and logos. Light shall not shine through the face of the sign, shall be white in color and shall provide steady, stationary lighting.

   b) Freestanding Signs: Unless otherwise noted herein, freestanding signs may be illuminated in the following manner:

      i) A white, steady, stationary light of reasonable intensity that is directed solely at the sign. The light source shall be shielded from adjacent buildings and streets, and shall not be of sufficient brightness to cause glare or other nuisances to adjacent land uses; or

      ii) Internal illumination shall provide steady, stationary lighting which shines only through **routed** textual sign copy and logos. The background of the sign face shall be a solid opaque material, such as aluminum, so that no light shines through. Lighting shall be white in color.

      iii) Reverse-channel illumination of individually-mounted letters or script and logos. Light shall not shine through the face of the sign, shall be white in color and shall provide steady, stationary lighting.

   c) All electrical service to ground-mounted signs shall be placed underground. Electrical service to other signs shall be concealed from public view.

   d) **Luminance:** A sign in any district may be illuminated at night. Signs that are illuminated at night may not exceed a maximum luminance level of seven hundred (700) cd/m² or Nits, regardless of the method of illumination.
Chair calls for:

Motion to suspend Planning Commission Meeting and open Public Hearing:
to consider Amendments to Arlington Zoning Ordinance Chapters 4 (Zoning District, Bulk Regulations, and Uses) and 7 (Regulations Governing Signs), to clarify suitable uses in industrial zones, update regulations for small wireless facilities, add CUP controls for indoor storage and bed and breakfast uses, and amend monument sign lighting rules.


Main Motion: 1st _____________ I move to approve (always in the affirmative) suspend the Planning Commission Meeting and Open the Public Hearing

2nd _____________ (I second motion)

Discussion:
Vote on Main Motion ·

Carried: _____ Failed: _____

Anyone wishing to speak for or against this request, please stand to be recognized. State your name and address for the record.

Chair Calls For:
Motion to close Public Hearing and resume Planning Commission Meeting.

Main Motion: 1st _____________ I move to (always in the affirmative) close the Public Hearing and resume Planning Commission Meeting.

2nd _____________ (I second motion)

Discussion:
Vote on Main Motion ·

Carried: _____ Failed: _____

Resume Planning Commission Meeting.
CITY OF ARLINGTON  
P O BOX 507  
ARLINGTON TN 38002-

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Text of Ad: 05/28/2020

PUBLIC NOTICE
The Arlington Planning Commission will hold a public hearing at Town Hall, 5854 Airline Rd, Arlington, TN, on Monday, June 15, 2020 at 6:30PM to consider the following:

Amendments to Arlington Zoning Ordinance Chapters 4 (Zoning Districts, Bulk Regulations, and Uses) and 7 (Regulations Governing Signs), to clarify suitable uses in industrial zones, update regulations for small wireless facilities, add CUP controls for indoor storage and bed and breakfast uses, and amend monument sign lighting rules.

* ALL TRANSACTIONS CONSIDERED PAID IN FULL UPON CLEARANCE OF FINANCIAL INSTITUTION