Town of Arlington
Planning Commission
Meeting

April 17, 2017
6:30 P.M.
AGENDA
Planning Commission Meeting
Monday, April 17, 2017
6:30 p.m.

I. Invocation

II. Call to Order & Establishment of a Quorum

III. Approval of the March 20, 2017 Meeting Minutes

IV. Comments from Citizens

V. Old Business

   A. Other as Properly Presented

VI. New Business

   A. Chester Street Conversion – 6299 Chester Street - Site Plan

   B. Other as properly presented

VII. Adjourn
TOWN OF ARLINGTON, TENNESSEE
PLANNING COMMISSION

DEVELOPMENT STAFF REPORT

Chester Street Conversion
SITE PLAN APPLICATION REVIEW

DATE: April 17, 2017

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

SUBJECT: Site Plan Review

APPLICANT: Enterprise Realtors, Inc.; Representative: Jon Moultrie

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

SITE LOCATION: 6299 Chester Street

SITE ACREAGE: 0.246 Acres

ZONING: B-3: Downtown Business zoning district

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

Site: The subject property is located at 6299 Chester Street, which sits on the west side of Chester, north of Mott Street. The site is an existing one-story home, which the assessor shows as built in 1901. While old, the building is not identified on a historic register or as a building contributing to the Town’s Depot Square Historic Place Registry. The home sits on the primary road into Depot Square, and in the past several years, this site was repeatedly cited for Code Violations for exterior property maintenance. The current applicant has since purchased the site, with the intent to convert it to an office.

Proposal: The applicant proposes to convert the existing 1,427 square foot home into a small office building, with an eight (8) space parking area to the rear with a small open space lawn beyond. Minimal exterior renovations are proposed at this time, other than removal of a wood deck at the rear of the home and its replacement with new, accessible access. Any future exterior renovations would be required to meet the Town’s Depot Square Design Guidelines.
Access, Parking and Loading: Access to the site will be through two existing residential driveways, one on each side of the home, which will connect to the small, rear parking lot. The driveways will be paved and identified as one-way (entrance only, exit only). Due to the limitations of working on an existing site, the driveways are more narrow than would be required. They are 10 feet wide on both the north and south, except for one area on the north where it is reduced to 9'3" alongside existing bollards that protect utility meters on the house.

The rear lot provides 8 spaces, including 1 handicap space, as well as an ADA ramp for access to the building. This is within Zoning Ordinance requirements for this site, which call for a minimum of 5 spaces (1:300 sf for retail sites). The front entrance, facing Chester, will remain as a secondary entrance/exit only.

For pedestrian access, a sidewalk must be installed along the street frontage (consistent with the Town’s Master Plan), the existing walkway will remain for access to the front door, and ADA access will be provided through the rear pedestrian ramp proposed.

Public Improvements: The applicant will be required to install or provide a payment in lieu for curb, gutter, and sidewalk along the Chester Street road frontage. There is an existing open ditch along Chester Street. Each driveway has existing culverts to convey the ditch.

The southern driveway culvert is undersized and is to be replaced to meet current Town standards. This pipe continues south beyond the subject property line. A junction box will be required at the connection of the improved pipe and existing pipe.

The northern driveway culvert is currently a corrugated metal pipe and is to be replaced with a concrete pipe.

Drainage / Grading: The site generally consists of overland flow to an existing open space area on the west side of the property. Curb and gutter will be installed along the perimeter of the rear parking lot. Given site constraints and the small increase in surface runoff, the curb and gutter will act as a detention basin per se. Curb cuts will perform as a spillway to release water from the parking lot. The front portion of the lot will drain to a drainage swale and roadside pipe network described above.

Landscaping and Tree Ordinance: The site is an existing residential site, with landscaping consisting of a few trees at the rear of the site and none along Chester. Open space of 27% is provided through the front and rear yard areas. As part of the Depot Square plan, no minimum open space is required; however, the proposal is recommended as it would maintain consistency with the adjacent lots.

With regard to tree preservation, the applicant is retaining a few at the rear of the site, but recently had to remove a large, dead tree from the south side of the lot for safety reasons. However, they propose to plant two new oaks along the street front, which is consistent with the Depot Square Master Plan in this area.
Next Steps: If approved, the applicant will next be required to make any changes required by the conditions of approval, receive a Development Agreement for any public improvements, 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 March 10, 2017, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

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

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

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

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

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

P-2. Any sidewalk path across a driveway shall be ADA compliant.

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

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

P-5. Improvements to the Chester Street frontage consisting of curb and gutter, and sidewalk shall be installed along with the development or provide a payment in lieu of the improvements.

P-6. The culvert under southern drive shall be upsized to current Town regulations, along with the installation of a junction box at the connection to the existing pipe.
# Town of Arlington

## Planning Commission

### Site Plan Application

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

<table>
<thead>
<tr>
<th>Development Name: 6299 CHESTER STREET</th>
<th>Zoned: B-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: 6299 CHESTER STREET</td>
<td></td>
</tr>
<tr>
<td>Owner of Record: 6299 CHESTER RENTAL JOINT VENTURE</td>
<td></td>
</tr>
<tr>
<td>Owner Address: 6280 CHESTER STREET, SUITE 101, ARLINGTON, TN 38002</td>
<td></td>
</tr>
<tr>
<td>Daytime Phone: (901) 867-1000 Fax Number: (901) 451-5204</td>
<td></td>
</tr>
<tr>
<td>E-mail Address: <a href="mailto:info@enterpriserealtors.com">info@enterpriserealtors.com</a></td>
<td></td>
</tr>
</tbody>
</table>

| Developer Contact: JON MOULTRIE |
| Company Name: ENTERPRISE REALTORS, INC. |
| Mailing Address: 6280 CHESTER STREET, SUITE 101, ARLINGTON, TN 38002 |
| Daytime Phone: (901) 867-1000 Fax Number: (901) 451-5204 |
| E-mail Address: jmoultrie@enterpriserealtors.com |

| Engineer/Designer Contact: WESLEY WOOLDRIDGE |
| Company Name: RENAISSANCE GROUP |
| Mailing Address: 9700 VILLAGE CIRCLE, LAKELAND TN 38002 |
| Daytime Phone: (901)332-5533 Fax Number: (901)332-5534 |
| E-mail Address: wwoolridge@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.**

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**Office Use Only**

- **Date Received:** 2/7/17
- **Amount:** $800.00
- **Fee Receipt #:** 039554

**RECEIVED**

FEB 07 2017

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

Town of Arlington

PC 3/20/17
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*

| APPLICANT: | OWNER: **SAME**
| --- | (if different from applicant - if same, note **"same"**) |
| If an Entity: | *Owner information is required*
| Name of Entity: **6299 CHESTER RENTAL J.V.** | Name of Entity: |
| By (Signature): | By (Signature): |
| Print Name: | Print Name: |
| Title: | Title: |
| If an Individual(s): | If an Individual(s): |
| Print Name: | Print Name: |
| Signature: | Signature: |
| Print Name: | Print Name: |
| Signature: | Signature: |
| Print Name: | Print Name: |
| Signature: | Signature: |
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: L299 Chester Rental J.V.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Business or Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jon Matthews</td>
<td>628 N Chester St, #101 Arlington, TN 38102</td>
</tr>
<tr>
<td>Bryan Tucker</td>
<td>628 N Chester St, #101 Arlington, TN 38102</td>
</tr>
<tr>
<td>Bryan Drayze</td>
<td>997 Island Park Dr, Memphis, TN 38103</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:

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

<table>
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