Planning Commission  
May 15, 2017  
6:30 P.M.  
Meeting Minutes

I. Invocation

II. Call to Order and Roll:

Chairman Russ Campbell called the meeting to order and advised that a quorum was established.

Present
Russ Campbell, Chairman  
Mike Wissman, Mayor  
Don Hinkle  
Glen Bascom, Secretary

Others Present
Angela Reeder, Town Planner  
Gerald Lawson, Town Attorney  
Alex Barthol, Planning Clerk

Absent
Oscar Brooks, Alderman - Excused  
Al Johnson - Excused  
Tommy White - Excused

III. Approval of Minutes from April 17, 2017 Meeting:

Chairman Campbell called for a motion on the April minutes.

Motion: Glen Bascom made a motion to approve the minutes of the April 17, 2017 meeting. Don Hinkle seconded the motion.

Vote on Motion: The motion carried unanimously.

IV. Comments from Citizens

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

V. Old Business:

A. Other as Properly Presented

There was no Old Business

VI. New Business:

A. Belmont PD, Phase 2&3 – North side of Forrest Street, East of Cambridge Manor PD - Construction Plans
Chairman Campbell recognized Angela Reeder, the Town Planner, who provided an analysis (on-file) and stated that the applicant is requesting Planning Commission approval of Phases 2 and 3 of the Belmont Planned Development. The plans for these phases include 58 single-family residential lots on 28.51 acres.

Access to the Belmont subdivision is from a single access point to Forrest Street. Phase 2 will gain access through two stub streets provided on the north end of Phase 1, as well as a stub street from the Cambridge Manor Subdivision to the west. Phase 3 will gain access through a continuation of the street from Phase 2. Other than the three roads within the subdivision, no other road improvements are required.

Common Open Space includes a 30-foot wide tree preservation area running the length of the west boundary line, two roughly quarter acre mini-parks, and several landscaped medians. The proposed open space is consistent with the approved Master Development Plan both in size and location.

Town Engineer Jason Allen stated that soil for fill to raise the site above the 100-year flood elevation will be excavated from within the tract. However, one unique condition for this development is that the tract of land being developed lies partially in Fayette County. Because of this, a portion of the earth fill will be taken from within the Town limits, and a portion will be taken from within Fayette County. The end result will be two lakes that will serve as the storm water detention basins for the development; one in the Town and one in Fayette County. However, no lots nor public infrastructure will be located outside of the Town limits. The Fayette County detention basin will be owned and maintained by the HOA.

He explained both Phase 2 and 3 will drain by curb inlets and underground drainage network. The existing ditch along the west boundary of Phase 2 and 3 is proposed to be improved by installing a concrete bottom for a majority of the ditch. Portions of each Phase will drain by underground pipe network to the improved ditch, while the remaining portions will drain to the detention basin located in Fayette County. All public storm drainage pipe and easements will be fully located within the Town of Arlington.

A portion of the Phase 2 gravity sewer lines were installed as part of Phase 1. This gravity sewer line will be extended to serve the remaining lots of Phase 2. Phase 3 sanitary sewer will be served by a gravity system as well. This system will tie to an existing manhole located on the west property line near Manor Cove that was stubbed out as a part of the Cambridge Manor development.

Staff recommended approval of the applicant's request, subject to the proposed conditions.

**Main Motion:** Mike Wissman made a motion to approve the Construction Plans for Belmont Phases 2 & 3. Glen Bascom seconded the motion.

**Discussion:**

Chairman Campbell asked if Council is ok with the detention basin being in Fayette county. Ms. Reeder answered yes. Mike Wissman asked for clarification how much concrete would be going into the ditch bordering Cambridge manor and the new phases of Belmont. Town Engineer Jason Allen said it would be a minimal amount. Just enough to get the grade to work.

Chairman Campbell asked for any other discussion. Hearing none, he called for a vote on the motion.

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

**Conditions of Approval**

**STANDARD CONDITIONS:**

**S-1.** It is found that the application as presented, with plans dated May 15, 2017, and with the conditions of approval, meets the provisions of the Town of Arlington Zoning Ordinance, Town of Arlington Subdivision Regulations, and any other applicable regulations, and the project shall be constructed in accordance with those regulations.
S-2. All construction improvements within the development shall be in compliance with the Town of Arlington Zoning Ordinance, Development Agreement, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted.

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

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

S-5. Prepare and submit to the State of Tennessee (with a copy to Arlington) a Notice of Intent and a Stormwater Pollution Prevention Plan for the site.

S-6. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent and approved Notice of Coverage.

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

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

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

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

PROJECT SPECIFIC CONDITIONS:

P-1. Revise the construction plans to address all staff comments and “red-line” notes provided by the Town Engineer prior to final approval of Construction Plans. Resubmit corrected plans along with a response letter to each phase of markups stating how each comment was addressed or reasoning and justification for not addressing the comment.

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

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

P-4. Decorative street sign posts, as required by BMA 2007-11 and 2008-10, are required to be installed prior to recording the plat. For every five posts required in the development, the developer shall provide one replacement post to the Town of Arlington.

P-5. Signage shall be provided by the developer at all stub streets, in accordance with the subdivision regulations, which states “Street to be extended by the authority of the Town of Arlington.” This signage shall be installed prior to recording the plat. The sign shall be of high-intensity reflectivity, measuring 3’x2’.

P-6. The required street light fixture consistent with Town Subdivision Regulations for residential streets, is the MLGW 30’ Concrete Cobra Head Fixture. Street light design shall be designed by MLGW using this fixture, and paid for by the developer.

P-7. The stormwater drainage system design shall be revised to meet Engineering comments.

P-8. Revise plans for COS 5 (roundabout) to reflect approved Common Open Space plans and ensure pedestrian access.

B. Belmont PD, Phase 2 & 3 – North side of Forrest Street, East of Cambridge Manor PD – Final Plat
Chairman Campbell recognized Angela Reeder, the Town Planner, who provided an analysis (on-file) and stated that the Applicant is requesting Planning Commission approval of a Final Plat for Phases 2 and 3 of the Belmont PD. The Phase 2 portion of the project is 14.67 acres in size, and is located on the north side of Forrest Street, north of Phase 1. The Phase 3 portion is 13.84 acres in size and sits to the north of Phase 2.

These two phases will create 58 single-family residential lots and 4 common open space lots for the development. Residential lots in Phase 2 range in size from 15,000 to 23,421 square feet. Residential lots in Phase 3 range in size from 12,060 to 26,304 square feet.

The proposed lot layout and phasing is consistent with the approved PD. The lots meet minimum lot size, dimension, and access requirements as set forth in the original PD. Any remaining minor corrections will be addressed to the Engineer’s satisfaction prior to recording.

Staff recommended approval of the applicant’s request, subject to the proposed conditions.

Main Motion: Russ Campbell made a motion to approve the Final Plat for Belmont Phases 2 & 3. Don Hinkle seconded the motion.

Discussion:

Glen Bascom asked how MLGW has been through this process with the street lights. David Goodwin, applicant, answered that MLGW has been fine so far for utilities. The street light issue was a little contentious. The original estimate was over $100,000 for the proposed lots and the second one since changing the light type was less than $50,000 and was more reasonable.

Chairman Campbell asked for any other discussion. Hearing none, he called for a vote on the motion.

Vote on Motion: The motion carried unanimously

Conditions of Approval

STANDARD CONDITIONS:

S-1. It is found that the application as presented, dated May 9, 2017, and with the conditions of approval meets the provisions of the Town of Arlington Subdivision Regulations, the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

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

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

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

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

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

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

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

P-3. All common open space in Phases 2 and 3 must be deeded to the HOA at the time of recording of the Final Plat.

P-4. The detention basin located in Fayette County shall be recorded with Fayette County Register’s office dedicating this portion of property as being reserved for detention.

P-5. The detention basin located in Fayette County shall be dedicated to the HOA as owner and responsible party for maintenance and insuring the detention basin functions as intended and approved at the time of recording of the Final Plat.

C. Villages at White Oak 1st Addition Phase 2 - East side of Milton Wilson Blvd, south of Kensington PD and north of White Oak Phase 1 PD – Land Disturbance Permit

Chairman Campbell recognized Angela Reeder, the Town Planner, who provided an analysis (on-file) and stated that the applicant is requesting a land disturbance permit for earthmoving operations to fill and grade what is anticipated to be the next phase for the White Oak 1st Addition development. The land disturbance permit will include moving approximately 68,000 cubic yards of dirt. Once moved, the area will be stabilized with a combination of seed, mulch, hydro-seed, and sod.

The area proposed to be graded will drain to the detention/sediment basin that is being constructed as part of White Oak 1st Addition Phase 1A.

Construction plans for Phases 1A and 1B of this development were approved last September by the Planning Commission. That work is currently ongoing.

Staff recommended approval of the applicant’s request, subject to the proposed conditions.

Main Motion: Mike Wissman made a motion to approve the Land Disturbance Permit for the Villages of White Oak Phase 2. Glen Bascom seconded the motion.

Discussion:

Mike Wissman asked if staff was comfortable with the land being disturbed even though there is not application for the 2nd phase. Ms. Reeder answered yes, they will have to stabilize and seed the land. Jason Allen stated that there will be a bond required so if they can’t complete the dirt work the town will be able to finish it. Russ Campbell asked if all the phases would be under one HOA. Ms. Reeder answered yes.

Chairman Campbell asked for any other discussion. Hearing none, he called for a vote on the motion.

Vote on Motion: The motion carried unanimously

Conditions of Approval

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 bond amount can be determined.

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. With the intent of utilizing the sediment basin design by another engineering firm, the applicant’s design professional shall review, accept, and adopt the SWPPP and sediment pond that was previously designed prior to Town’s approval of the construction plans.

P-4. A preconstruction conference with Town Staff shall be held prior to commencement of work.


Chairman Campbell recognized Angela Reeder, the Town Planner, who provided an analysis (on-file) and stated that the applicant is requesting Planning Commission approval of a site plan for two new medical buildings on the west side of Airline Road, located just north of the O’Reilly Auto Parts that was recently approved. The lot is part of the Arlington Place Subdivision and sits on the northwest corner of Airline and the subdivision’s primary driveway.

The applicant proposes to construct two single-story medical facilities: one 4,652 square foot RedMed Urgent care clinic and one 5,661 square foot Champion Orthopedics office. The Site Plan shows the two buildings facing east toward Airline Road, with RedMed on the south and Champion on the north side of the lot.

The applicant intends to potentially divide this lot into two in the future to allow for separate ownership by the two businesses. At this time, it is being reviewed and considered as one lot with two primary buildings, which is permitted by Town Code.

Access to the site will be through two shared driveways for the Arlington Place Subdivision: a 63’ ingress/egress driveway on the south, and a 24’ ingress/egress driveway on the north. No direct access from Airline Road is proposed. The project site will be accessed by two driveways along each of the shared driveways, one in front and one behind the buildings. Construction of the 24’ ingress/egress driveway will also require the construction of a right-in/right-out island by the developer of this lot.

For pedestrian access, walkways are proposed from the Airline Road sidewalk to the buildings along each shared access drive.

The site plan provides a total of 55 parking spaces, including 6 handicap stalls at the main entrances of each office. This is within Zoning Ordinance requirements, which call for a minimum of 51 spaces and a maximum of 82 spaces for health service uses. The parking is provided in one aisle on the east side of the lot fronting Airline Road, as well as along a shared central drive aisle between the buildings.

The site is currently undeveloped with no existing trees, but will be required to meet the Code required 30.8 tree density units. Landscaping is proposed around the perimeter of the site, with the majority along the Airline Road frontage. This area will have to match the Airline Road streetscape requirements, and the
Design Review Committee will review the final landscaping plans. Open space of 33.9% is provided on the lot, which exceeds the Town’s 30% requirement.

The applicant has stated that as the site will have two end users, they may request phasing the project to ensure one user’s timeline does not hold up the other. A condition of approval requires a resubmittal of the construction plans to illustrate proposed improvements with each phase. Each phase would be reviewed and treated as a stand-alone project.

Staff recommended approval of the applicant’s request, subject to the proposed conditions.

Main Motion: Mike Wissman made a motion to approve the Site Plan for the Redmed/ Champion Orthopedics. Don Hinkle seconded the motion.

Discussion:

Mike Wissman asked if the lots decide to do the phasing, is there any requirement to keep the parking lot from running into the dirt. Ms. Reeder answered yes, that the applicant provided a draft layout that addresses the issue, and there would be additional requirements such as curbing that would ultimately come out later. Glen Bascom was concerned with the way the detention looks in the front, but stated it’s a design review committee issue. Mike Wissman stated that he is concerned with the phasing. He asked how the detention would be dug out in the beginning regardless and there are other things that will be done to ensure its done properly. Russ Campbell asked if this project would go smoothly if it needed to go to be divided. Ms. Reeder answered yes, each future lot would be big enough to stand on their own so there should be no problems

Chairman Campbell asked for any other discussion. Hearing none, he called for a vote on the motion.

Vote on Motion: The motion carried unanimously

Conditions of Approval

STANDARD CONDITIONS:
S-1. It is found that the application as presented, with plans dated April 6, 2017, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

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

S-3. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.

S-4. Prepare and submit to the State of Tennessee (with a copy to Arlington) a notice of intent and a Stormwater Pollution Prevention Plan for the site.

S-5. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent, and approved Notice of Coverage prior to any earth disturbance activity.

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

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

PROJECT SPECIFIC CONDITIONS:

P-1. All sidewalk paths, including those across driveways, shall be ADA compliant.
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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 of Arlington Design Guidelines Manual.

P-4. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices. If a building exceeds 5,000 square feet in size it and requires sprinklers, and a revised utility plan identifying all required connections must be approved by Town staff prior to the issuance of any building permit for that building.

P-5. If construction of site improvements is to be phased, construction plans for the site shall be revised and resubmitted for approval prior to commencing improvements. In that instance, the following conditions shall be in effect:
   a. Each phase shall be reviewed as a standalone project.
   b. Fire Department approval will be required regarding site access.
   c. Phase 1 would be required to resubmit plans for review and approval showing proposed improvements associated with said phase.

P-6. A right-in/right-out island shall be installed for the 24’ ingress/egress shared access driveway as part of this site plan.

P-7. All improvements associated with the Arlington Place Subdivision Phase 2 construction plans shall be installed and fully completed prior to RedMed/Champion Orthopedics being allowed to open for business. Improvements associated with Arlington Place Subdivision Phase 2 shall include, but not be limited to, the widening of Airline Road with associated drainage improvements, and the Arlington Place Subdivision drive that is proposed for the 63’ ingress/egress easement.

P-8. The Final Plat for Arlington Place Subdivision Phase 2 must be recorded before a building permit can be issued for this project. This will require either (a) completion and acceptance by the Town of all public improvements associated with the subdivision, or (b) posting of a full bond for the subdivision.

E. Other as properly presented

There was no new business to come before the Commission.

VI. Adjournment:

Motion: Mayor Wissman made a motion to adjourn. Oscar Brooks seconded the motion.

Russ Campbell, Chairman

Glen Bascom, Secretary

Submitted By: Alex Barthol, Planning Clerk