Town of Arlington
P.O. Box 507 • 5854 Airline Road • Arlington, TN 38002

Planning Commission
April 17, 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
Oscar Brooks, Alderman
Tommy White
Al Johnson
Glen Bascom, Secretary

Absent
Don Hinkle

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

III. Approval of Minutes from March 20, 2017 Meeting:

Chairman Campbell called for a motion on the March minutes.

Motion: Oscar Brooks made a motion to approve the minutes of the March 20, 2017 meeting.
Tommy White 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. Chester Street Conversion – 6200 Chester Street – Site Plan

Chairman Campbell recognized Angela Reeder, the Town Planner, who provided an analysis (on-file) and stated that the applicant is requesting Planning Commission recommendation for a site plan to convert an existing residential home into an office use.

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 applicant proposes to convert the existing 1,427 square foot home into a small office building, with an eight-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.

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 rear lot provides 8 spaces, including 1 handicap space, as well as an ADA ramp for access to the building.

The applicant will be required to install or provide a payment in lieu for curb, gutter, and sidewalk along the Chester Street road frontage. 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 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.

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.

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.

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 Chester Street Conversion. Oscar Brooks seconded the motion.

Discussion:

Oscar Brooks asked if the runoff on the rear of the site could be explained. Wesley Wooldridge, engineer for the applicant, stated that the storm drainage will run off as normal, once the curb and gutter is placed, there will be a portion in the corner that collects 4” or so of water. Oscar Brooks asked if the detention would be adequate to hold the added water from the parking lot. Wesley Wooldridge answered it would. Oscar Brooks stated he asked because he is concerned about water to run off onto other properties in this area. Mayor Wissman asked if the owner agreed with all staff recommendations. Ms. Reeder said the applicant stated they do.

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 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.

B. 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

5-15-17

Date

5-15-17

Date