Planning Commission
January 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
Don Hinkle
Glen Bascom, Secretary

Others Present
Angela Reeder, Town Planner
Cathy Durant, Town Administrator
Jason Allen, Engineer
Gerald Lawson, Town Attorney

Absent
Tommy White (excused)
Al Johnson (excused)

III. Approval of Minutes from December 19, 2016 Meeting:
Chairman Campbell called for a motion on the December minutes.

Motion: Mike Wissman made a motion to approve the minutes of the December 19, 2016 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
VII. New Business:

A. A-Town CrossFit - South side of Highway 70, East of Trustmark Bank- Site Plan
Chairman Campbell recognized Angela Reeder, the Town Planner, who provided an analysis (on-file) and stated that Mr. Wesley Wooldridge, representing A-Town CrossFit, is requesting Planning Commission approval of a site plan for a new commercial gym with a residential unit above it. The project property is located on the south side of Highway 70, east of Greenlee Street, between Trustmark Bank and Quick Market. The undeveloped site is located in the B-3: Downtown Business zone and also the Depot Square Master Plan.

The applicant proposes to construct a two-story building on the 0.967-acre parcel, with 6,000 square feet of space for their commercial gym on the first floor, and an approximately 3,000 square foot residence above. The building faces Hwy 70, with a small parking lot for customers in the front. The second-floor residence is proposed above the rear half of the building, pushing it away from Hwy 70. The entrance to the residence will be at the rear of the building, separate from the gym entrance at the front. The rear of the lot will be fenced, with a proposed pool and future volleyball court.

Access to the site will be through a driveway on Highway 70. The driveway will connect to a small parking lot in front of the building and extend alongside the building to access three (3) covered parking spaces for the residence. Additional internal connections are proposed from the customer parking lot to Quick Market to the east, and through the one-way driveway to Brendalay to the south. Access easements will be required for each of the two connections planned.

For pedestrian access, a walkway is proposed from the front sidewalk to the front of the building.

Highway 70 will be widened approximately 6 feet to its full width including curb, gutter and sidewalk. The site plan provides a total of 20 parking spaces, 17 for the business and 3 covered spaces for the residence. This is within Zoning Ordinance requirements for a use in the Depot Square Master Plan, which call for 12 business spaces (1:500 sf) if public parking is nearby, and 20 business spaces (1:300 sf) otherwise.

Landscaping will be required along the roadway frontages and elsewhere on-site to meet the Code required 20 tree density units for this site. Open space of 36% is proposed, primarily along the rear of the site.

Town Engineer Mr. Jason Allen explained that the project consists of a combination of overland flow, as well as an underground drainage network. The overland flow will flow to the existing ditch along the applicant’s west property line. The existing ditch was once a uniform concrete swale but is now broken and no longer functioning as originally intended. The concrete swale will be reconstructed as a part of this project. The underground drainage network ultimately discharges to the concrete swale on the west line, then north under Highway 70. This underground network is being installed in conjunction with the widening of Highway 70. The widening of Highway 70 will also require the extension of an existing 10’ x 3’ concrete box culvert.

The requirement for detention has been waived for this site. This decision was made based on the proximity of the site to the Loosahatchie River and being on the downstream end of the drainage basin. This detention waiver was approved by the Town Engineer.

If approved, the applicant will next be required to receive approval for site improvements from the Design Review Commission, receive a Development Agreement from the BMA, and have a Pre-Construction meeting with staff prior to beginning work.

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

Main Motion: Don Hinkle made a motion to approve the Site Plan for A-Town CrossFit. Oscar Brooks seconded the motion.
Discussion:

Don Hinkle asked if the upstairs residential portion of the site plan was for the owner, or if it was intended in the future to be a rental property. Ms. Reeder answered the current intent is for the owner to live there, but there is no restriction on whether it could be rented in the future. Mayor Mike Wissman made the comment that he believed there were other buildings coming to the area that were similar in nature. Ms. Reeder confirmed. Chairman Campbell asked if the owner of the building would always own the whole building or if the upstairs was separate. Ms. Reeder answered it will always be one owner. Chairman Campbell then asked what the plan was if Brendelay Grill decided they didn’t want to be connected by the proposed driveway. Ms. Reeder answered the driveway would be marked as a private drive. Mayor Wissman stated that he had spoken with the owner of Brendelay Grill and they were very excited for this opportunity. Don Hinkle asked if a fence would be constructed along the rear of the property. Ms. Reeder responded they are required to construct at least a five-foot fence because of the swimming pool, and fence details will be in the landscape plans. Mayor Wissman asked for the applicant to come forward and explain their plan for the property, and why they want to live above the business.

Mrs. Kelley Babb came forward and explained that she has a 15-year-old daughter who has the potential to be an Olympian one day and being close to the gym is a necessity for her to be able to train the amount she needs. Chairman Campbell asked if there were any restrictions to running a 24-hour business there. Ms. Reeder responded there is a limit because of the residential area upstairs.

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 December 8, 2016, 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 approved plans prior to any earth disturbance activity.

S-5. All signage design and location is subject to the review and approval of the Design Review Committee.

S-6. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.

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. Sidewalk paths across any driveway shall be ADA compliant.

P-2. Record joint access easements with Shelby County and provide copies to Town Hall.

P-3. Install Highway 70 road improvements, along with the box culvert extension. Said improvements shall be constructed to meet TDOT Standard Specifications for Road and Bridge Construction, latest edition, including any changes, modifications, or supplements.
B. Faith Baptist Arlington - North of Donelson Farms Parkway, 1735' West of Airline Road - Site Plan

Chairman Campbell recognized Angela Reeder, the Town Planner, who provided an analysis (on-file) and stated that Ledford Engineering, representing Faith Baptist Arlington, is requesting Planning Commission recommendation for a site plan for a church to be located on Donelson Farms Parkway beside Donelson Elementary School.

Ms. Reeder explained the purpose of this application is to provide an advisory recommendation to the Board of Zoning Appeals for a conditional use permit request to locate a place of worship in a residential zoning district. The Zoning Ordinance states a preliminary site plan shall first be submitted to the Planning Commission who will issue an advisory opinion to the BZA regarding proposed site improvements.

The subject property is currently undeveloped and is located in the E: Estate Residential zoning district. Donelson Elementary School is located immediately adjacent to the east. The site includes approximately 12 acres, which meets the Conditional Use Permit five (5) acre requirement.

The applicant proposes to construct a 30,500-square foot building, which includes a 5,075 square foot sanctuary to accommodate Faith Baptist Arlington. The building will be situated in the center of the lot, approximately 310 feet back from Donelson Farms Parkway. The primary parking for the church is located behind the building on the north side of the lot. A dumpster enclosure is proposed at the rear of the site, in the northwest corner of the parking lot.

The applicant proposes to leave the front portion of the lot open to allow for future expansion and construction. If that occurs, a new Site Plan and CUP would be required, as no phases or expansion plans are included with this application.

Access to the site will be available through a driveway on Donelson Farms Parkway. The driveway runs along the west side of the building to the parking lot at the rear of the site. The site plan provides a total of 103 parking spaces, including 5 handicap stalls. This is within Zoning Ordinance requirements, which call for a minimum of 102 spaces (1:125 sf) and a maximum of 128 spaces (1:50 sf) for church uses. For pedestrian access, a walkway is proposed along the driveway from the sidewalk on Donelson Farms to the building.

Town engineer Mr. Jason Allen explained that the site generally consists of overland flow to an existing detention basin on the west side of the property. Any future expansions or addition of impervious areas will require the detention pond to be reassessed at that time. The facility provided with this Site Plan provides the stormwater detention as required by Town ordinances.

There is an existing storm pipe crossing the site from east to west from the Donelson Elementary School site. This drainage pipe will be private; no public drainage easement will be shown for this pipe.

Roadway improvements will be required along the site’s street frontage, as Donelson Farms Pkwy is currently unimproved, with only a temporary turnaround at the east corner of the property. Curb, gutter and sidewalk will be required. Donelson Farms Pkwy is proposed to ultimately have a 90’ right-of-way, consisting of 4 travel lanes, a center turn lane, bike lanes and sidewalks in this area. As such, the developer will be required to dedicate the full 90’ right-of-way and construct those proposed improvements on the north half of Donelson Farms Pkwy. The developer is proposing to install approximately 400’ of the Donelson Farms Pkwy improvements, the full width of the applicant’s street frontage. However, the developer will provide a payment in lieu of improvements to Donelson Farms Pkwy for the remaining street frontage. The developer will also be required to install the associated road drainage improvements with the Donelson Farms Pkwy improvements.
Public Sanitary Sewer service will also have to be extended to the site approximately 1,300ft up Donelson Farms to serve the site. This property will be one of the two last remaining properties to be served by this gravity sanitary sewer line.

Ms. Reeder then stated the site is currently undeveloped and has been largely cleared, with a stand of existing trees located on the northwest corner of the site. There are no improvements proposed in that area of the site. Existing trees combined with landscaping along the street and in a proposed landscape buffer along the school property line will be used to meet the Code requirement of 240 tree density units. Open space of 78% will far exceed the Town’s 30% requirement.

If approved, the applicant will next be required to receive Conditional Use Permit approval for the use from the Board of Zoning Appeals, site improvement approval from the Design Review Commission, receive a Development Agreement from BMA for public improvements, and a Pre-Construction meeting with staff prior to beginning work.

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

**Main Motion:** Oscar Brooks made a motion to approve the Site Plan for Faith Baptist Arlington. Mike Wissman seconded the motion.

**Discussion:**
Chairman Campbell asked if the road improvements stop ¾ of the way across the front of the property. Mr. Jason Allen responded that they do and there will be a payment in lieu of for the remaining balance. Chairman Campbell then asked if the future expansion of the site would also require BZA approval. Ms. Reeder responded it would have to go to the BZA. Oscar Brooks asked if the retention pond would need an overflow. Mr. Allen responded there is a structure there that will be modified slightly but it will mostly stay as is. Mike Wissman asked where the Town was in the process of designing Donelson Farms Pkwy. Mr. Allen responded we have gotten right of way approval, NEPA approval and preliminary design and right of way is next. 2020 is the expected year to begin construction. Glen Bascom had a question about Donelson Rd in front of the church and how it appeared to be completely on their property. Mr. Allen responded that there will be 90 feet of right of way dedication in front of the property. Mike Wissman asked about the chain link fence running along the edge of the property and whether it belonged to the school. Ms. Reeder confirmed with the project engineer that it is the schools fence.

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 January 4, 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 the Town of Arlington staff prior to commencing improvements.

PROJECT SPECIFIC CONDITIONS:

P-5. This Site Plan review and approval is contingent upon approval of a Conditional Use Permit from the Arlington Board of Zoning Appeals for the proposed use.

P-6. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town of Arlington Design Review Manual.

P-7. Any sidewalk path across a driveway shall be ADA compliant.

P-8. 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-9. Donelson Farms Pkwy widening improvements shall be built in accordance with the most current TDOT Standard Specifications for Road and Bridge Construction, including any changes, modifications, or addenda.

P-10. The sanitary sewer line extension shall be built to allow for future expansion to the proposed development on the south side of Donelson Farms Pkwy. This project will be responsible for coordinating the details of the proposed sewer extension, subject to the approval of the Town.

P-11. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.

P-12. Any future phases of construction or expansion will require separate review and approval by the BZA, Planning Commission and Design Review Committee.
C. **Other as properly presented**

There was no new business to come before the Commission.

VI. **Adjournment:**

**Motion:** Mayor Wissman made a motion to adjourn. Don Hinkle seconded the motion.

Russ Campbell, Chairman

Glen Bascom, Secretary

Submitted By: Alex Barthol, Planning Clerk

Date: 3-20-17