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

Planning Commission
February 21, 2017
6:30 P.M.
Meeting Minutes

I. Invocation

II. Call to Order and Roll:

Present
Russ Campbell, Chairman
Mike Wissman, Mayor
Oscar Brooks, Alderman
Don Hinkle
Glen Bascom, Secretary
Tommy White
Al Johnson

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

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

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

Motion: Glen Bascom made a motion to approve the minutes of the January 17, 2017 meeting. Alderman Brooks seconded the motion.

The motion carried unanimously.

IV. Comments from Citizens

Chairman Campbell asked if any citizen wished to address the Commission to please come to the podium, state his/her name and address for the record.

Jeff McKee came forward and stated that he would like to see the proposed O’Reilly Auto Parts move their building closer to the road similar to Advanced Dermatology building.

V. Old Business:

A. Other as Properly Presented

There was no Old Business brought forward.

VI. New Business:

A. Villages at Donelson Farms – Rezone request from E-Estate to RS-18 Medium Density Residential at 770' west of Airline Rd on the south side of Donelson Farms Pkwy.

Chairman Campbell recognized Angela Reeder, Town Planner. She provided an analysis (on-file) and stated that the applicant is requesting to rezone 12.84 acres located on the south side of Donelson Farms Parkway, opposite Donelson Elementary School from E: Estate Residential to RS-18: Low Density Residential to allow for future single-family residential development of the property. Ms. Reeder stated
that a zone change request should take into consideration the intended Future Land Use of the area, existing nearby uses, and whether infrastructure can accommodate the proposal.

She explained the Future Land Use Plan identifies a large amount of residential development south of I-40, calling for suburban density between I-40 and Donelson Farms Pkwy, and larger lots with less density south of Donelson Farms. The requested RS-18 zoning allows for a density of up to 2.42 dwelling units an acre, which is slightly less than the Future Land Use designation. The existing E: Estate zoning allows 1.0 dwelling unit an acre and is not consistent.

She advised that this area is largely undeveloped, and the proposed residential use of the property is consistent with the surrounding uses. She stated that the school district also supports residential development on the project site, and noted residential uses are more compatible with schools.

She noted all municipal services are accessible, including sewer. Along with extensive on-site improvements, development of the site will require public improvement of Donelson Farms Parkway, including construction of travel lanes, a center landscaped median, and sidewalks.

The Planning Commission recommendation of approval for this request will be forwarded to the Board of Mayor and Aldermen, who will consider the request at a future public hearing.

She recommended approval of the proposed amendment, finding it consistent with the Future Land Use Plan and Town required findings for a Zoning Map amendment.

Chairman Russ Campbell called for a motion.

**Main Motion:** Don Hinkle made a motion to approve the rezone request. Mayor Wissman seconded the motion.

Chairman Russ Campbell called for a motion to suspend the Planning Commission Meeting and open a Public Hearing.

**Motion:** Mayor Wissman made a motion to suspend the Planning Commission Meeting and open the Public Hearing. Don Hinkle seconded the motion.

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

Chairman Campbell noted that the public hearing was published in the Commercial Appeal on February 3, 2017. He asked anyone wishing to speak for or against the request to stand and be recognized by stating his/her name and address for the record.

There were no comments.

**Motion:** Chairman Campbell made a motion to close the Public Hearing and resume the Planning Commission Meeting. Alderman Brooks seconded the motion.

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

**Discussion:**

Tommy White inquired about the previous zoning request for this property and asked for clarification. Ms. Reeder stated that the previous request for this property was RS-15: Medium Density. Mayor Wissman asked the applicants, David Porter and David Andrews, where they were in the development process. David Andrews answered that as soon as the rezoning is approved, they will come forward with plans. Mayor Wissman noted that he feels the development density that is being proposed fits very well with the area.

After hearing no further discussion, Chairman Campbell called for a vote on the main motion.
Vote on Main Motion: The motion carried unanimously.

B. Arlington Place SD – Northwest Corner of Milton Wilson Blvd and Airline Rd – Construction Plans

Chairman Campbell recognized Angela Reeder, Town Planner. She provided an analysis (on-file) and stated that Mr. Wesley Wooldridge is requesting approval for construction plans for Phase 2 of the Arlington Place commercial subdivision. She advised that Phase 2 will create five lots: three roughly 1.4-acre outlots fronting Airline Road, a 1.7-acre lot fronting Milton Wilson and a 6.55-acre remainder lot on the west side of the site.

She advised this project is located between Arlington High School and Airline Road, North of Milton Wilson Boulevard, is within the SC: Shopping Center zoning district and that a Preliminary Plat for Phase 2 was approved by the Planning Commission on September 19, 2016.

She noted that all lots will share three access points, two on Airline Road and one on Milton Wilson. Airline Road access is gained through a 63ft-wide ingress/egress easement between Lots 1 and 2, and a 24ft-wide ingress/egress easement between Lots 2 and 3. The smaller easement is limited to right-in/right-out movements only.

Jason Allen, Town Engineer, stated that roadway improvements will be required along the Airline Road frontage. He advised that Airline Road is proposed to ultimately have an 84’ right-of-way, consisting of 4 travel lanes, a center turn lane, and sidewalks in this area. As such, the developer will be required to construct those proposed improvements on the west half of Airline. He stated that the grading and drainage plans consist of primarily an underground drainage network with minimal grading of the individual lots. He advised that on-site detention will be the responsibility of the individual lots as they develop.

Ms. Reeder advised that staff recommended approval of the applicant’s request, subject to standard and project specific conditions.

Chairman Campbell called for a motion.

Main Motion: Don Hinkle made a motion to approve the Construction Plans for the Arlington Place SD subject to the proposed conditions of approval. Mayor Wissman seconded the motion.

Discussion:

Glen Bascom asked if each property would be required to have their own detention or if there would be shared detention for the site. Jason Allen advised that each lot would be required to have individual detention. Alderman Brooks inquired about the best option for detention on the sites. Jason Allen advised that each of the projects will be developed in phases therefore staff recommended that each site have their own detention.

Vote on Motion: The motion carried unanimously.

STANDARD CONDITIONS:

S-1. It is found that the application as presented, with plans dated February 7, 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. 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-8. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

S-9. 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 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 stating how each comment was addressed for Town review and approval.

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

P-3. Airline Road 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-4. Coordinate with MLGW regarding any adjustment and/or relocation of power poles on the site.

P-5. Sanitary sewer cleanouts shall be installed at the edge of the sewer easement, or within 5 feet of the edge of the sewer easement.

C. Arlington Place SD – Northwest Corner of Milton Wilson Blvd and Airline Rd – Final Plat

Chairman Campbell recognized Angela Reeder, Town Planner. She provided an analysis (on-file) and stated that Mr. Wesley Wooldridge is requesting approval for a Final Plat for Phase 2 of the Arlington Place commercial subdivision. This subdivision will create five lots: three roughly 1.4-acre outlots fronting Airline Road, a 1.7-acre lot fronting Milton Wilson and a 6.55-acre remainder lot on the west side of the site with access to both Milton Wilson and Airline Road. She advised that a Preliminary Plat for Phase 2 was approved by the Planning Commission on September 19, 2016.

The proposed lot layout is consistent with the approved Preliminary Plat and any remaining minor corrections will be addressed to the Engineer’s satisfaction prior to recording.

She advised that staff recommended approval of the applicant’s request, subject to standard and project specific conditions.

Chairman Campbell called for a motion.
Main Motion: Mayor Wissman made a motion to approve the Final Plat for the Arlington Place SD subject to the proposed conditions. Chairman Campbell seconded the motion.

Discussion:

Glen Bascom inquired about the width of the primary driveway. Ms. Reeder responded that the width is large enough to accommodate all traffic foreseen from Airline Road for the 5 lots.

Chairman Campbell called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

STANDARD CONDITIONS:
S-10. It is found that the application as presented, with plans dated February 7, 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-11. 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-12. A completed Development Agreement shall be prepared and executed prior to construction of any infrastructure within the development.

S-13. 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-14. The developer shall provide the Town with a copy of the Final Plat using Tennessee State Plane Coordinate System with NAD83 datum, and NAVD88, on disk or CD in a generally accepted format at the time the Final Plat is presented for recording.

S-15. 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 Final Plats will be contingent upon approval of the Construction Plans.

P-2. Revise plat to correctly note the front building setback and landscape easement along Airline Road and Milton Wilson Boulevard as 25 feet, on both plat and landscape plate.

P-3. Renumber the proposed lots, leaving the lot fronting Milton Wilson as Lot 1 and the remaining along Airline Road as Lots 2-4.

P-4. All access for lots with road frontage on Milton Wilson Boulevard and Airline Road shall be accessed by the ingress/egress easements as recorded here. No additional access points for Lots 1-4 shall be allowed on Milton Wilson Boulevard or Airline Road.

P-5. Add a note that all paved drives shall be perpetual ingress/egress easements across all internal lot lines for the benefit of the subdivision.

D. O’Reilly Auto Parts – Outlot 1, Arlington Place SD, Phase II – Site Plan

Al Johnson recused himself for this item.

Chairman Campbell recognized Angela Reeder, Town Planner. She provided an analysis (on-file) and stated that the applicant is requesting approval of a site plan for a new retail building at the Southwest corner of Airline Road and the primary drive into the Arlington Place Subdivision. She stated that this property is currently undeveloped and is located in the SC: Shopping Center Zoning District.
She advised that the applicant proposes to construct a single-story, 7,569 square foot O'Reilly Auto Parts store on the 1.3-acre lot. She stated that the building is proposed in the center of the lot facing Airline Road, with parking along both street frontages, a detention basin on the south side of the lot, and open space and a dumpster enclosure along the west side of the lot.

She advised that the building sits 100 feet back from Airline Rd., while the adjacent dermatology building is set at the front 25-foot setback with their parking behind the building. She noted the Code encourages parking to the side or rear of buildings, and recommended the building be moved toward Airline Rd to be more consistent with the dermatology site and the previous goals expressed by the Board. The applicant stated it's their preference to maintain the building as proposed. The Code allows one double-loaded aisle at the front of the building. They will continue the streetscape of the adjacent site, provide added landscaping bulk in the southeast corner of the site, and provide pedestrian connection from the front sidewalk to the building.

Ms. Reeder stated that this site is currently undeveloped with few existing trees and the site will be required to meet the Code required 27 tree density units. She noted that open space of 55% is provided along the perimeter of the lot, exceeding the Town’s 30% requirement.

Jason Allen, Town Engineer, stated that the site consists of overland flow to the proposed detention basin. He advised the site’s storm water detention area is along the South side of the site and is adequately sized to meet the Town’s detention requirements. He also stated that road improvements will be done by the developer of the subdivision.

Ms. Reeder stated that the site plan provides a total of 39 parking spaces, which is within Zoning Ordinance requirements of between 36 spaces to 40 spaces for standard retail uses.

The applicant will be required to receive approval for site improvements from the Design Review Committee, complete all conditions of approval and have a Pre-Construction meeting with staff prior to beginning work.

She advised that staff recommended approval of the applicant’s request, subject to standard and project specific conditions.

Chairman Campbell called for a motion.

**Main Motion:** Don Hinkle made a motion to approve the Site Plan for the O'Reilly Auto Parts subject to the proposed conditions. Alderman Brooks seconded the motion.

**Discussion:**

Mayor Wissman inquired about the building placement on the site. Mr. Josh Ligon of the Hutton Company stated that they considered the request to set the building closer to the road, but the current proposed layout is what is best for their business. Chairman Campbell asked if there had been any drawings showing a site plan with the building closer to the road. Mr. Ligon answered he did not have any and that they needed to have 39 parking spaces, which was achieved through the proposed layout. Mayor Wissman asked according to the Ordinance, what can be done. Ms. Reeder answered that the ordinance allows for a single row of parking in the front and that is what the applicant is asking for. We request for them to be set closer, but it is not a requirement. Don Hinkle wanted to make a request to table the item for a future meeting. Chairman Campbell responded that it does not seem like the applicant is willing to change their plan. Alderman Brooks asked for confirmation on whether the project meets the code requirements. Ms. Reeder answered yes. Tommy White asked if the trash enclosure could be moved to the rear of the building to be better screened. The applicant agreed that it could be shifted somewhat.

**Motion:** Tommy White made a motion to amend by adding a condition requiring the trash enclosure be moved behind the building and better screened. Alderman Brooks seconded the motion.
Chairman Campbell called for a vote on the main motion, as amended.

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

**Conditions of Approval**

**STANDARD CONDITIONS:**

**S-1.** It is found that the application as presented, with plans dated February 2, 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.

**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 Review Manual.

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

**P-5.** All improvements associated with the Arlington Place Subdivision Phase 2 construction plans shall be installed and fully completed prior to O'Reilly Auto Parts 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-6.** 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.

**P-7.** **Relocate the dumpster enclosure to behind the building.**

**E. Arlington Depot Square – 6299 Quintard St – Site Plan**

Chairman Campbell recognized Angela Reeder, Town Planner. She provided an analysis (on-file) and stated that Wesley Wooldridge is requesting approval of a site plan for a new retail building on a relatively square 1.04-acre lot located on the Northwest corner of Walker and Quintard. She advised
that the site is improved with several concrete pads, the old metal Gin building and two smaller metal shed/offices. She noted that it is within the B-3: Downtown Business zone and Depot Square Overlay.

Ms. Reeder stated that the applicant proposes to construct a two-story, 12,823 square foot, retail/office building on the southeast corner of the parcel with frontage on both Quintard and Walker Streets, and can include up to five (5) different retail suites with their primary entrances facing Quintard. The building is proposed just behind the sidewalk, with a setback ranging from 4 to 6 feet, similar to SY Wilson, Oliver’s Barbershop and Classic Trends.

Ms. Reeder stated that the parking lot is proposed behind the building and the applicant has identified two areas for similar future buildings on the property. These areas are proposed to be cleared and maintained as open space until future development is proposed.

Ms. Reeder explained that the Cotton Gin represents the agriculture history of Arlington. She stated that while the building is not on a historical register or identified as contributing structure to our historic district, it is a building that strikes an emotional chord with many residents. Staff requested the applicant explain why the building is not salvageable and what efforts will be undertaken to document, reuse and/or memorialize the building.

The applicant stated they had many concentrated discussions on how to save the structure. However, no matter what approach was taken, the costs have always been cost prohibitive. Therefore, a decision was made to deconstruct the building and replace it with turn-of-the-century historical looking structures that would fit the area and Master Plan. They do intend to save parts of the building such as siding, windows and pieces of the structure and repurpose them in the new building construction.

Ms. Reeder advised that access to the site will be through a driveway from Walker Street and could ultimately serve the proposed building and future buildings on the site.

Jason Allen stated that Road improvements are proposed along the full Walker Street frontage and on Quintard Street in front of the proposed building. Minor street improvements are also proposed along the East-West Street between the Blacksmith Shop and SY Wilson building. He advised that the project consists of a combination of overland flow, as well as an underground drainage network. He stated that with the roadway and parking improvements along Walker Street, there will be a handful of inlets placed to allow for adequate drainage.

Given historical flooding within the Depot Square area, Mr. Allen recommends that the main drainage ways in Depot Square be designed to a 100-year storm event. He advised that the requirement for detention has been waived for this site. He explained that 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.

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

Ms. Reeder advised that staff recommended approval of the applicant’s request, subject to standard and project specific conditions.

Chairman Campbell called for a motion.

Main Motion: Mayor Wissman made a motion to approve the Site Plan for Arlington Depot Square. Don Hinkle seconded the motion.

Discussion:

Mayor Wissman inquired if the requirements are to match the new decorative sidewalks that are going into Depot Square. Mr. Allen stated that there has not been discussion at this time. Mayor Wissman inquired about the price difference. Mr. Allen stated that it will be 10-20% more than what is proposed.
Ryan Tucker, representing the applicant, stated that they are interested in uniformity but they may need partnership with the Town to achieve that.

**Motion:** Glen Bascom made a motion to amend the conditions to include a requirement to coordinate sidewalks with adjacent improvements. Don Hinkle seconded the motion.

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

Mayor Wissman inquired about the time frame for the Gin to be torn down. John Moultrie, the applicant, stated that it would be a priority upon approval, but that he would provide notice to the public to allow them to visit and take pictures prior to the demolition. Doug Burris presented a video showing what the proposed site would look like when it is finished.

Chairman Campbell called for a vote on the main motion.

**Vote on Main Motion as amended:** The motion Carried unanimously.

**Conditions of Approval**

**STANDARD CONDITIONS:**

**S-1.** It is found that the application as presented, with plans dated February 3, 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.** 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, including those across any driveway shall be ADA compliant.

**P-2.** 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-3.** Document the Cotton Gin in pictures prior to any demolition activities and identify to the Town what portions will be salvaged for repurposing through the DRC review of the current and future building phases on the property.

**P-4.** Remove and replace the existing 48” storm drain pipe east of Quintard, under the East-West (Unnamed) Street, and replace it with a 5’ wide x 4’ tall reinforced concrete box culvert.

**P-5.** Provide Quit Claim deeds with descriptions for the right-of-way of Quintard north of the East-West (Unnamed) Street that will be turned over to the adjacent property owners, less and except the sanitary sewer easement that is noted to remain for future public sewer extension.

**P-6.** Sidewalks shall be consistent with adjacent improvements and coordinated with staff and Design Review Committee.
F. **Other as properly presented**

There was no further business to come before the Commission.

VI. **Adjournment:**

**Motion:** Don Hinkle made a motion to adjourn. Alderman Brooks seconded the motion.

Russ Campbell, Chairman  
Glen Bascom, Secretary

Submitted By: Alex Barthol, Planning Clerk