Planning Commission
September 18, 2017
6:30 P.M.
Meeting Minutes

I. Invocation

II. Call to Order and Roll:

Due to the absence of Chairman Russ Campbell, Mayor Mike Wissman called the meeting to order and advised that a quorum was established.

<table>
<thead>
<tr>
<th>Present</th>
<th>Others Present</th>
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<tr>
<td>Mike Wissman, Mayor</td>
<td>Angela Reeder, Town Planner</td>
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<td>Glen Bascom, Secretary</td>
<td>Gerald Lawson, Town Attorney</td>
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<td>Oscar Brooks, Alderman</td>
<td>Jason Allen, Town Engineer</td>
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<td>Don Hinkle</td>
<td>Catherine Durant, Town Administrator</td>
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<td>Al Johnson</td>
<td>Mary Helen Carmack, Planning Clerk</td>
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Absent
Russ Campbell, Chairman - Excused
Tommy White - Excused

III. Approval of Minutes from August 21, 2017 Meeting:

Mayor Wissman called for a motion on the August minutes.

Motion: Alderman Brooks made a motion to approve the minutes of the August 21, 2017 meeting. Don Hinkle seconded the motion.

Vote on Motion: The motion carried unanimously.

IV. Comments from Citizens

Mayor Wissman invited anyone wishing to address the Commission to please come forward and state his/her name and address for the record. He noted also that they could speak now or hold their comments until the item in which they wish to be heard has a Public Hearing.

Gene Hinders, 11971 Brown Street
Mr. Hinders passed out copy of a letter from the September 9, 2017 meeting with residents who live near the Abbey site. He outlined three main concerns. Safety, if they reach their stated capacity of 125 people and only 59 parking spots in the neighborhood would also make it difficult to get emergency vehicles through the neighborhood and encroach on other merchants parking areas. Noise pollution, as they proposed most events would have an 11pm cut-off with clean-up done by 12 midnight. Events at Depot Square, for instance, close at 10, which is much more tolerable. He asked the commission to make those
recommendations. The third item of concern is people walking back and forth in the evenings to their cars throughout the neighborhood and potentially creating litter because they are coming from a party site. Mr. Hinders stated that sort of place is important for Arlington and he looks forward to having it but it should be in an entertainment zone or commercial district, not in a neighborhood.

Ruby Hanna, 12015 Brown Street
Ms. Hanna stated that she was here to speak on behalf of Arlington Abbey. The only thing between their two driveways is Brown Street. She said she has absolutely no objections to the event center. Mrs. Parker sent a letter to the community and Ms. Hanna has full confidence that they will live up to what they have proposed. She said they are restoring the sanctuary to its former self. She doesn’t foresee any debris, or at least not any more than any other Saturday night. She said she thinks it is an asset to the Town of Arlington.

Joan Stovall, 11990 Brown Street
She said she is here on behalf of the Abbey. She has no qualms and is not expecting any trouble. She added that the Parkers are working hard to make it classy. She commented that if there were problems we have a Sherriff’s Department and they could be called. She isn’t concerned that there will be a noise or litter problem but she was concerned what the building would have deteriorated to if it were left empty.

Angie Kee, 5777 Chester Street
She lives a ways away from Depot Square but her family home, where her elderly parents live, is in Depot Square and she is concerned for their safety. She is a member of Arlington Methodist Church. This building will have a capacity of 125 with not enough parking. A document from the Parkers stated perhaps overflow parking could be in Depot Square. Ms. Kee stated that she was a member of the Depot Square Commission and that parking is not for anyone other than Depot Square. She is concerned that the owners are allowing alcohol to be brought in and served by ABC Certified bartenders, but who will regulate it. Lastly, she stated the Abbey is not in Depot Square.

Michelle Murphy, 6125 Greenlee Street
Her concerns are the fact that this is not a church, it is a commercial business in the center of a neighborhood. Rezoning would have to occur and if you make this commercial what else might be made commercial. She asked what that might do to her property value. A few years ago, an attorney’s office was presented on Walker Street, she stated that if we didn’t want that why would we want a commercial business here. She doesn’t want people parking in front of her home and is concerned that if they do and fall on her property, she would be liable. Ms. Murphy said it’s great they are renovating the building but she’s is not for a commercial building to be a block and a half from her house.

Linda Street, 6199 Chester Street
Ms. Street said she is a lifetime citizen of Arlington, APTA Past President, and has served on the Planning Commission so she is aware many come to Arlington the small-town feel. She said if we are having an all-out party in the middle of a neighborhood we won’t preserve that feel. She is also concerned about safety and an ambulance being able to get to her house if this passes. She objected to comparing this to Music on the Square because that is a once a month event.

Vickie Parker stated that she is the owner of 6183 Quintard Street, formerly Cumberland Presbyterian Church. She said that this is the oldest church in Arlington and in her estimation the most beautiful. She said they bought it because they wanted to renovate it and turn it into something good for the entire community. Her son lives here and has chosen to raise his family here. She felt there were misconceptions, particularly about wild parties. She said she is creating an upscale special event facility for weddings, receptions, business meetings, memorial services, and family reunions, not events that are prone to get out of hand. No tickets or alcohol will be sold for events at Arlington Abbey. They will be private parties. She said she doesn’t want noise problems or safety issues. As for garbage, she stated that won’t be a problem because it won’t leave the building. She said she doesn’t want driveways blocked and that she would be
heartbroken if an emergency vehicle couldn’t get through to help one of her neighbors. Her contract gives her the power to stop anything, based on her conscience or the contract and she will have complete control of the volume. She told the group they are invited to come see the Abbey.

William Egbert, 12355 Longhorn Drive
Mr. Egbert said he is a fairly new resident of Arlington and he has enjoyed parks but tonight he wanted to speak about Mary Alice Park. He said there is no parking available which is too bad. He mentioned that parking could be created on the east side of Mary Alice Drive.

Mayor Wissman stated that after citizens comments he will ask staff to explain that to give him a better understanding

Eileen Hinders, 11971 Brown Street
Mrs. Hinders said she had submitted an email with a letter attached to each member of the Planning Commission and gave one to each member tonight. She said that she received the notification about the September 9th meeting just 16 hours before the meeting. She felt that made it hard on the sick, disabled or out of town neighbors to get there. She debated the claim of no trash because Mrs. Parker mentioned having outdoor parties in the garden. She said we should keep the historic sites historic and keep residential areas residential, and said to bring on an event center, just bring it on in the appropriate space.

Mayor Wissman asked if there were any more citizen comments. Hearing none he declared the citizens comments closed.

Next Mayor Wissman asked Cathy Durant to address Mr. Egbert’s concerns about Mary Alice Park.

Ms. Durant stated that Mary Alice Park is what is called a neighborhood pocket park that was built with community development block grant money specifically for the residents of that neighborhood. They are designed with no water fountains, no restrooms, and no parking. There are, however, regional parks that are meant for broader use that do offer parking. The features of the neighborhood pocket parks are restricted by the grant covenants.

Mayor Wissman said that he hopes that explanation clarifies the situation and stated that they probably would not have been built if it weren’t for those grants.

V. Old Business:

A. Other as Properly Presented

There was no Old Business

VI. New Business:

A. Village at Donelson Farms Planned Development – Master Development Plan

Angela Reeder, Town Planner, presented the staff report for the project (on file). The applicant is asking for consideration of a Master Development Plan for a 12.2-acre property zoned RS-18 (Low Density Residential) located on the south side of Donelson Farms Parkway, opposite Donelson Elementary. The site is under 50 acres in size, therefore the Code allows applicants to begin the PD process with a Master Development Plan and skip the General Development Plan stage.
The application states the PD is proposed as a mid-market single-family residential neighborhood, walker friendly, and intended to preserve natural tree cover and unique landscape characteristics whenever possible. The development will include 27 single-family homes on the 12.21 acres, resulting in a total density of 2.21 dwelling units per acre. RS-18 allows up to 2.42 du/ac, so the proposal is less dense and within the Code allowance. In addition to the homes, four areas of common open space with 3.28 ac are proposed or 26.8%.

Ms. Reeder noted that a 1.78-acre lot extends across the southern side behind several homes which will include a walking path that will connect east-west from one cul-de-sac to the other circling around a detention pond on one end with another loop on the other. Two common areas are proposed along the street front side of the site 0.52 acres and 0.27 acres, each including a common area with a pedestrian path. These will include benches, shelters, pathways, and playground equipment.

Currently the site is subject to the underlying RS-18 zoning regulations. Ms. Reeder noted that the application requests exceptions with regard to lot size and building setbacks. In exchange, the project proposes common open space, neighborhood walking trails and amenities, minimum home sizes, and a 25-foot landscape buffer along the full frontage on Donelson Farms Parkway. The lots range from 11,250 to 14,800 square feet with the larger lots scattered throughout. Homes must provide a minimum of 2,400 square feet of heated space, which does not include any garages or patios. A sheet indicating typical architecture and four sample homes, each one a two-story home constructed of primarily brick with stone details, wooden shutters, and shingle roofs has been provided.

Ms. Reeder asked Jason Allen, Town Engineer to address the roadway improvements and sanitary sewer. Mr. Allen reported that along with internal road improvements, the developer shall be required to improve Donelson Farms Parkway adjacent to the property limits. These improvements shall consist of the installation of essentially two lanes of east bound traffic, the completion of the median islands, complete with curb, gutter, and sidewalk. Any drainage improvements required for the installation of the Donelson Farms Parkway shall be installed at that time.

The western, roughly 200 feet, of the subject property’s north property line is adjacent to the future Faith Baptist Arlington site. Faith Baptist Arlington has not yet dedicated Right-of-Way for the Donelson Farms Parkway road improvements. Because the subject property cannot dedicate and improve someone’s property, it is recommended by staff that a payment in lieu of improvements be paid for future improvements of their “half” of the road improvements. This payment in lieu of improvements is recommended only for the western portion of property that falls outside of the existing Right-of-Way.

The other roadway related situation with this site is the east end of the subject property. Care and consideration of the safe movement of vehicle traffic shall be closely coordinated with Town Staff and Donelson Farms Elementary School. At this stage of the plan development, a sound engineering solution has not been determined. This shall be addressed in further detail during construction plan development.

The developer shall be required to extend the existing gravity sanitary sewer system west along Donelson Farms Parkway in order to serve the proposed development. This property is one of the last properties within the serviceable sewer basin. The sanitary sewer extension shall be built to the west property line to a depth that will allow the last serviceable property to the west to be served by gravity sewer. An internal gravity sanitary sewer system shall be installed to serve the individual lots of the proposed development.

The PD proposes minimum 2,400 square foot heated homes to make a more intimate and walkable residential community across from the elementary school. There are no neighborhoods immediately
adjacent to this subdivision. However, neighborhoods in the area vary, with homes in Dawson’s Landing averaging 4,000sf in size, Brooks Manor averaging 2,800sf, and Trails of Arlington averaging around 1,800sf. A minimum of 2,400sf, would indicate an average home size larger than that. For example, minimum home size in Dawson’s Landing was set at 2,800sf, and those home average out much larger.

Lot sizes in the proposed development are a minimum of 11,250 square feet in size, with a third over 13,000sf in size. By comparison Dawson’s Landing PD has minimum 11,700sf lots.

Ms. Reeder noted that certain items must be achieved by a PD and that the Donelson Farms PD provides benefits to the community in that it provides a walking trail and several mini-parks for residents. The homes will be built with quality materials. The PD preserves natural features throughout, such as the existing trees with 24 inch plus diameter or more specifically called out, and providing buffers. The minimum home sizes will ensure consistency with future adjacent uses, and providing homes across from an elementary school to allow easy access and walkability for future students, and lastly the developer will be able to build on a rather challenging lot.

Ms. Reeder recommended approval of the Master Development Plan, subject to the proposed conditions, in addition to any others levied by the Planning Commission.

Motion: Alderman Brooks 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. Open Public Hearing.

Mayor Wissman noted the public hearing was published in the Commercial Appeal on September 2, 2017. Anyone wishing to speak for or against this request, please stand to be recognized. State your name and address for the record.

Citizen Comments:

Angie Kee, 5777 Chester Street
Ms. Kee noted that the Elementary School is directly across from this development and is the only thing on that road now. She asked the Planning Commission to take into consideration the effect of traffic from this new neighborhood during school hours. She said this is a good idea but she would like the traffic to be considered.

John Webber, 12146 Lorimer Drive
Mr. Webber stated that he is a homeowner who is struggling with stormwater backups and power surges that don’t affect everyone but does affect many. He asked to hear from the developer what his plans are to see to it that these issues won’t be worsened with the addition of this development. Mr. Webber said he is also concerned about the minimums and would like them increased. He said it makes him nervous to consider having homes half the size of his right next to his.

Mayor Wissman asked Mr. Webber to clarify that he lives in Dawson Landing. Mr. Webber said yes, he does.

Gregg Bridgers, 2034 Collierville-Arlington Road, Eads, TN
Stated he built most of the homes in Dawson Landing. It is a very close knit and small community. He suggested a minimum home size of 2,800sf. He said that should not affect the school in any way. He stated he knows the builder and developer and that they are fine, upstanding people who will do what is right.
Glen Bascom, Sr., 4700 Airline Rd.  
Mr. Bascom stated he lives across the street from where the development will be located. He was one of the developers of the road and school and this development fits with the vision of the Town when the school was built. He said the open spaces and trail are very favorable traits and that the development looks well planned out. His concern is the cut-through to the south side will be used as a cut-through to the school.

Mayor Wissman asked if there were any other citizen comments. Hearing none, he called for a motion to close the Public Hearing and resume the Planning Commission Meeting.

**Motion:** Don Hinkle 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. Public Hearing closed.

**Main Motion:** Oscar Brooks made a motion to approve a request for a Master Development Plan for Donelson Farms PD, a residential development on a 12-acre site on the south side of Donelson Parkway, across from Donelson Elementary subject to staff conditions and the added conditions by the Planning Commission. Don Hinkle seconded the motion.

**Discussion:**

Mayor Wissman stated that his first concern in any development is lot size. He appreciates that Mr. Bridger spoke and clarified that Dawson’s Landing has the same lot size minimum. He said he is still concerned with the minimum square footage of the homes, although Dawson’s Landing is one of our premier neighborhoods with 2,800sf minimums.

Alderman Brooks asked about the average lot sizes in Dawson’s Landing. Ms. Reeder answered that the average lot is roughly 12,125sf. Alderman Brooks asked for the setbacks in Dawson’s Landing. Mr. Bridgers stated that the side setback is 5 feet, back is 30 feet, and the front is 20 feet. Ms. Reeder clarified Donelson Farms setbacks are 10-foot side, 30-foot front and 20 feet back.

Alderman Brooks asked for more information on the open space. Ms. Reeder pointed out open space in each corner, a pedestrian path around each one and around the detention pond.

Glen Bascom said he is not in favor of the road extension to the south. He asked about the development and maintenance for the median on Donelson Farms Parkway. Ms. Reeder stated that there is a condition that the Developer will construct per TDOT standards.

Mr. Hinkle asked if there would be an HOA. Ms. Reeder stated that yes, with the responsibility to maintain all common space and medians on Donelson Farms Pkwy.

Alderman Brooks said that the minimum home size should be 2,800 and that is the concession he can give for the smaller lot size. Mayor Wissman seconded that home size. Mr. Hinkle said he doesn’t mind the smaller home sizes on such a major road.

David Andrews, 780 Valleybrook Drive told the Commission that they intend to build a first-class product with ample open spaces, but that they expect families with school age children to be the buyers. He restated that they intend to build a first-class product.

**Primary Amendment:** Alderman Brooks made a motion that the minimum home size be increased from 2,400sf to 2,800sf heated. Mayor Wissman seconded the motion.
Vote on Primary Amendment: The motion carried unanimously.

Hearing no other comments, the Mayor called for a vote on the main motion.

Vote on Motion: The motion carried unanimously.

CONDITIONS

1. The Master Development Plan dated September 6, 2017, if approved by the Board of Mayor and Aldermen, may be subject to revisions as a result of engineering design and Town technical specification considerations. The Town’s Zoning Ordinance, Subdivision Regulations, Stormwater Regulations and Technical Specifications Manual shall govern development of the Subject Property unless specifically modified as part of the approved Master Development Plan.

2. Upon approval of the Board of Mayor and Aldermen, the Planned Development shall be recorded with the Shelby County Register of Deeds.

3. The site plan submitted, showing the locations of roads, lots, open space, and detention areas is subject to final review and approval of the various Boards, Commissions and Committees with the applications and required documents for final plats, construction plans, and thus may require minor modifications.

4. All open space proposed as part of the Master Development Plan shall be privately owned and maintained by an owner’s association.

5. Common Open Space plans shall be reviewed and approved by the Design Review Committee, and shall identify the extent of clearing and maintenance in common areas that will be the standard and obligation for the HOA.

6. A Development Agreement, representing a binding agreement between the Developer and the Town of Arlington pertaining to all conditions of approval, including the submitted Master Development Plan (as amended), shall be required prior to beginning work on any phase of this development.

7. Approval of the Final Plat will be contingent upon approval of the Construction Plans.

8. Landscaping and irrigation of any islands on Donelson Farms Parkway adjacent to the project shall be the responsibility of the development HOA.

9. Sanitary sewer shall be extended west along Donelson Farms Parkway to the subject property’s western property line to serve the next upstream lot.

10. Donelson Farms Parkway improvements shall be built to TDOT Standard Specifications for Road and Bridge Construction, latest edition including any changes, modifications, revisions, or addenda.

11. Provide payment in lieu of improvements for the western portion of Donelson Farms Parkway that falls outside of existing Right-of-Way.

12. Coordinate during construction plan development with Town Staff and Donelson Elementary School on safe movement of traffic along the east end of the Donelson Farms Parkway road improvements.

13. The minimum home size shall be 2,800 square feet heated.
B. **Enscor Construction – Site Plan – West Side of Commander Drive, roughly 950 feet south of Memphis-Arlington Rd.**

Angela Reeder, Town Planner gave the staff report (on file). She explained the applicant proposes to construct a single-story 3,000 square foot building to serve as a vehicle maintenance shop for his existing business which is located nearby at 5566 Commander, as well as an area for additional equipment storage, and associated parking. The western, roughly 2-acres of the lot will remain treed and undeveloped.

The plan shows the maintenance building and a paved storage area behind a 6-foot privacy fence, with the parking lot and a detention basin alongside Commander. The privacy fence will extend from the side property line to the building on either side, fully screening the western portion of the site. Ms. Reeder noted staff would recommend that an 8-foot privacy fence be provided instead of the 6-foot, to provide adequate screening of any items being stored. In addition, a dumpster enclosure will have to be added to the site to serve the building but she noted it was not anticipated to be a problem.

Access to the site will be through a single 30-foot wide driveway on the southeast corner of the site. The drive will provide access to a 10-space parking lot, which includes 1 handicap stall. The parking is within Zoning Ordinance requirements, which call for a minimum of 5 spaces, or 1 for each 1.5 employees, for industrial and storage uses.

For pedestrian access, a walkway is proposed from the parking lot to the entrance of the building. No separate pedestrian access from Commander Drive was required, as there are no existing sidewalks in the industrial area.

Ms. Reeder noted the site consists of overland sheet flow with a small portion of private underground drainage. The site’s stormwater detention area is located at the north corner of the lot, near Commander Drive and is adequately sized to meet the Town’s detention requirements. She also clarified there are no public roadway improvements required of this project and public sanitary sewer is readily available to serve the subject site.

The site is currently undeveloped and mostly treed and the applicant is proposing to keep several around the front portion of the site and has identified it as providing 71 tree density units. This exceeds the requirement for the entire site, without considering the 2 acres that will be left as is. Streetscape improvements will be reviewed with landscaping plans by the DRC, but open space of 81% is provided on the lot, which exceeds the Town’s 20% requirement for Industrial.

**Main Motion:** Don Hinkle made a motion to approve the project subject to staff’s conditions of approval. Glen Bascom seconded the motion.

**Discussion:**

Paul Bray with Bray Firm, 2950 Stage Class North, said he has reviewed conditions from staff and are okay with those conditions.

Mayor Wissman asked about the equipment maintenance area and Ms. Reeder explained equipment maintenance storage concerns that the owner has at his current location.

Hearing no more discussion, Mayor Wissman called for a vote on the main motion.

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

**STANDARD CONDITIONS OF APPROVAL:**

S-1. It is found that the application as presented, with plans dated August 25, 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 The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.

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

S-6. 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. Provide an 8-foot tall privacy fence to ensure adequate screening of any materials stored on the asphalt storage area on-site.

P-2. Provide a dumpster enclosure to serve the site.

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. 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.

C. C-store at 64 and Airline—Site Plan – Northwest corner of Highway 64 and Airline Road

Angela Reeder, Town Planner presented the staff report (on file). The applicant proposes to construct a single-story, 4,995 square foot building, with 3,500 square feet dedicated to the convenience store and 1,495 square feet for another retail user. The building is proposed at the back of the lot facing Highway 64, with parking on three sides, a fuel canopy over five fuel dispensers in front of the store, a detention basin on the east side along Airline Road, and open space around the site perimeter. Lastly, a trash enclosure is tucked behind the building on the northeast corner.

Ms. Reeder noted the site plan provides a total of 34 parking spaces, which includes 2 handicap stalls at the front entrance and 10 spaces at the pumps under the canopy, which meets Zoning Ordinance requirements for a convenience store use with fuel, which call for a minimum of 17 spaces (1:300sf) and a maximum of 33 spaces (1:150sf) for the building and 10 spaces for the pumps (1: pump).

Access to the site will be through a full-access driveway from Airline road and a right-in/right-out drive on Hwy 64. The Hwy 64 access is limited to RI/RO only due to its proximity to the intersection for safety purposes. A large, mountable curbed island is proposed to guide traffic at that driveway, similar to others in town. Two stub streets are proposed to the property to the north, as encouraged by the Code to minimize curb cuts and allow future internal circulation.

For pedestrian access, a sidewalk is proposed along Airline Road and a walkway is proposed from the
sidewalk to the building. Staff encouraged the walkway be moved from its current location to the northeast corner of the site instead.

Jason Allen explained roadway improvements will be required along Airline Road, as Airline Road is proposed to ultimately have a 98’ right-of-way, consisting of 4 travel lanes, a center turn lane, bike lanes, curb, gutter, and sidewalks in this area. He noted the developer will be required to dedicate right-of-way and construct those proposed improvements on the west half of Airline. No roadway improvements are proposed or required along Highway 64.

Mr. Allen stated the site consists of overland flow to the proposed detention basin. The site’s storm water detention area is along the east side of the site and is adequately sized to meet the Town’s detention requirements. Other drainage improvements will include the installation of curb inlets and underground drainage along Airline Road, which will be used for the ultimate build out of Airline Road.

Drainage improvements also include installing an underground drainage network along the north side of Highway 64. This underground network will eliminate the roadside ditch in this area. Upon completion of improvements, this area will sheet flow to the proposed on-site detention basin.

As public sanitary sewer service is not available in this area, the applicant has received Shelby County Health Department approval for an on-site individual septic system. The proposed septic system will be included in the proposed limits of the subject lot. Any future tenant convenience store or retail store user shall be a low water user whose sewer can be accommodated with the installed septic system.

Ms. Reeder said the site is largely undeveloped with a few stands of existing trees. None of the existing trees in the footprint of the store and parking are proposed to be preserved. Open space of 76%, exceeding the Town’s 30% requirement, will be provided across the entire site. The Design Review Committee will review the final landscaping plans.

**Main Motion:** Don Hinkle made a motion to approve the Site Plan for the C-Store at Airline and 64, subject to staff’s recommended conditions. Glen Bascom seconded the motion.

**Discussion:**

Alderman Brooks said he was concerned with the septic system for commercial use and questioned whether we might be setting a precedent. Ms. Reeder stated that most of the septic areas are zoned residential with just a few commercial and light industrial.

John McGarvey, 198 Progress Road, Collierville, TN said that if and when sewer becomes available they will tie into that. The applicant has that in the contract with Mr. McGarvey’s firm to remove the septic tanks and clear the field. It would make a lot more property available.

Mayor Wissman asked if this should be made a condition. Cathy Durant said that the Town encourages using sewer when available and most residents comply. She also mentioned that this just happened to already be zoned commercial.

Alderman Brooks asked what the applicant plans to do about runoff ensuring that gas and oil doesn’t get into the stormwater. Mr. Allen stated that the applicant has not proposed any drainage infrastructure and it is not required by TDEC.

Hearing no more discussion, Mayor Wissman called for a vote on the main motion.

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

**STANDARD CONDITIONS:**
S-1. It is found that the application as presented, with plans dated September 5, 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. 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. 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-5. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.

P-6. Coordinate with MLGW regarding any adjustment and/or relocation of power poles on the site. Furnish documentation to the Town that this coordination has been done.

P-7. Only a right-in/right-out access will be allowed on Highway 64. The right-in/right-out “pork chop” shall be installed with mountable curb to accommodate fire trucks and other emergency vehicles.

D. Greenlee Street Offices – Site Plan – Northwest Corner of Greenlee and Mott Street

Prior to the report Glen Bascom disclosed that he sold this property to the current owner but stated that he has no financial interest. Mayor Wissman said the disclosure was duly noted.

Angela Reeder, Town Planner presented the staff report (on file). She noted the applicant proposes to construct two single-story office buildings: each 6,375 square feet in size. The Site Plan shows the one building on the north and one on the south end of the lot, facing each other, with parking lots and a central open space area.

Access to the site will be through two driveways from Greenlee Street, each 22 feet wide. The driveways serve a parking area in front of each of the buildings. The drive aisles then connect on the west side of the site, providing access between the two and an additional 6 parking spaces. For pedestrian access, walkways are proposed from the Greenlee sidewalk to the front of each building.

Ms. Reeder said the site plan provides a total of 40 parking spaces, including 2 handicap stalls (one at the main entrance of each office), which is within Zoning Ordinance requirements, which call for a minimum of 36 spaces (1:350sf) and a max of 64 spaces (1:200sf) for office uses.
Jason Allen noted only minor public roadway improvements are required for Greenlee Street. No additional Right-of-Way dedication is required. The applicant shall be required to install curb, gutter, and sidewalk along the property frontage of Greenlee Street and no additional roadway widening is required. He noted that the site drainage consists primarily of overland sheet flow and engineering markups currently show the site draining un-detained to Greenlee Street, where it will be intercepted by a series of curb inlets, and discharge by underground storm pipe to the existing ditch just on the east side of Greenlee Street. This ditch is the same ditch that receives flow from Rizzi’s, Trustmark Bank, Brendalay Grill, and the future A-Town Crossfit.

Similar to Brendalay Grill and A-Town Crossfit, with the site being in close proximity to the Loosahatchie River, and discharging directly to the above described ditch, detention will not be required. However, in order to install the underground drainage improvements to discharge to this ditch, the Applicant will be required to obtain a permanent public drainage easement from Trustmark Bank.

If the Applicant does not continue with the proposed drainage as described above, on-site detention will be required. The two approaches to stormwater drainage on this site has been communicated with the Applicant's Representative.

Ms. Reeder noted that open space of 411% is provided on the lot, which exceeds the Town’s 30% requirement. The site is currently undeveloped with one existing pecan tree on the southwest corner of the site, which is proposed to be saved. Landscaping is proposed along the streetscape and in the center of the site. The Design Review Committee will review the final landscaping plans.

**Main Motion:** Don Hinkle made a motion to approve the Site Plan for Greenlee Street Offices at the Northwest Corner of Greenlee and Mott Street, subject to staff’s recommended conditions. Glen Bascom seconded the motion.

**Discussion:**

Don Hinkle clarified there is a residence next door. Ms. Reeder stated there is and an item on the agenda is for a conversion there. He asked if there be multiple suites per building. Bart Thomas, applicant, said the south building will have one tenant but the north building will possibly have four tenants. He also asked about waste disposal. Ms. Reeder pointed out the location of each dumpster, one per building and the alleyway for access.

Alderman Brooks asked about the height requirements in that area. Ms., Reeder stated that SC zone is 40 feet. He asked how the Town plans to handle it if they are unable to get the easement for the stormwater. Mr. Allen stated his office has looked at adjusting the site and indicated where a detention basin would be located. He also asked if the driveway width is adequate to which Mr. Allen said it is.

Mayor Wissman asked about the easement and asked if this would provide additional discharge to the ditch. His concerns arise from the developments of A-Town Fitness and Brendalay Grill. Mr. Allen stated that this site is a straight shot and already drains under Greenlee to this ditch, crosses under Highway 70 and puts out into the Loosahatchie. Alderman Brooks mentioned that we are requiring Brendalay and A-Town to create a concrete ditch but they aren’t using it any more than these two office buildings. Ms. Durant mentioned that they all have the option of building detention. Mr. Allen stated that if this site had busted concrete they would be required to make the same improvements as A-Town and Brendalay.

Hearing no more discussion, Mayor Wissman called for a vote on the main motion.

**Vote on Motion:** The motion carried unanimously.
STANDARD CONDITIONS:
S-1. It is found that the application as presented, with plans dated September 7, 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. If the current drainage design is revised to eliminate the direct stormwater discharge to the referenced ditch, on-site stormwater detention meeting Town requirements shall be required, and reflected on the construction plans.
P-4. If direct stormwater discharge to the referenced ditch is installed, a permanent public drainage easement shall be obtained by the Applicant, and proof of said easement shall be provided to the Town.
P-5. 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-6. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.

E. Arlington Abbey – Site Plan – 6183 Quintard Street, at the northwest corner of Quintard and Brown Street

Prior to the report Glen Bascom disclosed that he sold this property to the current owner but stated that he has no financial interest. Mayor Wissman stated it was duly noted.

Angela Reeder, Town Planner presented the staff report (on file). She explained that the purpose of this application is to provide an advisory recommendation to the Board of Zoning Appeals (BZA) for a Conditional Use Permit request to locate an event venue in a residential zoning district. The Zoning Ordinance (Section 4.9.2.3) 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 taking into account the conditions required for such a use as well as any other pertinent factors.

The subject property is the site of the former Fellowship Baptist Church, on the northwest corner of Quintard and Brown Streets. The building is roughly 3,500 square feet and one of the oldest in Arlington, previously Cumberland Presbyterian Church. The building sits at the corner of the almost 1-acre lot, with a parking lot that wraps around the north and west sides.
Ms. Reeder noted the Baptist church put the building up for sale earlier this year. Several local churches looked at the site, but none felt it fit their needs. The applicants have since purchased it and submitted a Conditional Use Permit (CUP) application to use the building primarily as a wedding chapel; however, they would also make it available as a meeting hall for other events such as birthday parties, family reunions, business meetings, memorial services, and the like. She walked through the proposed use of the building, with the Sanctuary and the Hall as well as other rooms.

The applicant has proposed minor exterior changes to the building, including an eight (8) foot fence on the west property line as a buffer from the closest adjacent home. Most of the work proposed at this time is rehab inside the building.

She noted that as a future phase next year, the application states they would like to clear an existing fenced area at the northwest corner of the property that is overgrown for their Cottage Garden. This area would allow for outdoor wedding ceremonies, picnics, children's parties, and reunions that would all be completed prior to 7pm.

Ms. Reeder said the intent of a conditional use is to ensure that a use being requested can “fit” and function suitably with surrounding uses and that any negative impacts are mitigated. Typical concerns include lighting, noise, appropriate setbacks, aesthetics, and traffic. She noted that the PC’s purpose was to verify the site plan met the requirements for the proposed use, and briefly spoke on common items of concern.

The site is existing and the applicant has not proposed to add any lighting to the site. While they have proposed a future outdoor area, the hours proposed wouldn’t necessitate any additional lighting. The building and parking lot are existing and no changes are proposed to bring anything closer to adjacent properties. The applicant has proposed an 8’ privacy fence along the west property line to add a buffer.

This is an existing historic building and the applicant has been made aware and has expressed a desire to preserve the integrity of the building. With the addition of appropriately placed trash containers and ashtrays in and around the exits, those using the property are less likely to litter, and will thus keep the site looking better. Staff also feels if the site it used, cared for, and maintained, it is less likely to sit empty and fall into disrepair.

The site has functioned as a church for many years with the existing parking. More recently, the Baptist Church congregation declined and parking was less of a concern. However, as it sits, the site provides 37 spaces. Churches are parked based on the sanctuary and hall area, which in this case would require 41 spaces, which is very close to what is provided. A use like a meeting hall would be parked in a similar manner.

Ms. Reeder stated we would be foolish not to consider that there will be events with overflow. The applicant states that any event with more than 50 guests will be required to use a parking attendant to direct any overflow. Parking is inevitably a concern in historic downtowns. However, there are several opportunities for parking in the area. There is a public parking lot one block away in Depot Square, and another two blocks away behind Vinegar Jim’s. The Town is also in the process of improving parking in the area, including the addition of 10 more spaces around Chester Street. A development on the corner of Quintard and Walker will begin construction soon and provide a 48-space lot. There are also several churches within one block that the applicant could try to coordinate with for events, if overflow parking is needed.

The applicant proposes events will primarily end by 11pm, with a maximum end time of midnight, and that any future outdoor events in the Cottage Garden would be completed by 7pm. The Town Ordinance
sets the hours of 11pm-7am as quiet hours. Considering there is typically more noise as people leave an event, such as voices and car doors, staff would recommend that events during the week, Sunday to Thursday, end by 10pm to ensure any final cleanup or people leaving are gone before the 11pm quiet hours. On Friday and Saturday nights, the request to allow events to extend until 11pm as requested and supported by the Town Ordinance seems more reasonable. In the case of a special event, such as New Year’s Eve, extended hours could be considered.

In summary, staff felt that the site met the needs of the use, largely as no changes were being proposed, with the exception of a few parking spaces – but that was an existing condition. She noted that while this is an issue for the BZA, with the inclusion of several conditions of approval which are added for consideration, this site could be suitable for a wedding chapel/meeting hall use.

**Main Motion:** Oscar Brooks made a motion to recommend the Arlington Abbey Site Plan for approval by the Board of Zoning Appeal, subject to staff’s recommended conditions. Don Hinkle seconded the motion.

**Discussion:**

Mayor Wissman stated that this is an issue that some are supportive, some are against and some are in the middle with conditions. He said he has mixed feelings. He then asked Town Attorney, Gerald Lawson to clarify what is being voted on at this meeting.

Mr. Lawson stated that this is an application for a Conditional Use Permit which is the purview of the Board of Zoning Appeals. It is before the Planning Commission to determine if the site plan is acceptable and if any conditions should be put on the project. Regardless of tonight’s decision this will go before the Board of Zoning Appeals. The BZA is a quasi-judicial body that will approve or deny the Conditional Use Permit based on its own criteria.

Ms. Reeder commented that the Board of Zoning Appeals meeting will also be a Public Meeting which will be advertised in the paper and via postcards mailed to the nearby residents.

Mayor Wissman said churches looked at the site and it was too small for a church. Making it a library was considered but that was cost prohibitive. This is a historic site in our Town in an historic area. He reiterated that the job of the Planning Commission at this meeting is to make a determination on the Site Plan and any conditions which might need to be added.

Don Hinkle stated that regardless of the decision the matter will go before the Board of Zoning Appeals.

Mayor Wissman brought up the parking issue. Ms. Durant stated that the site has 37 spaces and needs 41. He also asked if they would be hearing this matter if it were remaining a church. Mr. Lawson said no, if it was sold to another church now, it would not go before this board or the BZA.

Mr. Johnson said that since it was mentioned that there is space to add the additional four spaces, what about overflow parking. He mentioned that a wedding would likely have more than 50 guests. His concern is about those who do not comply with any overflow arrangements. Therefore, he was concerned this might not be the right place for this venue. Ms. Reeder mentioned that many guests come together with more than one person per car.

Mr. Bascom asked if this remained a church, could they use it for the same things the applicant is suggesting. Ms. Reeder answered that yes, many of our churches let out or rent out space for various events.
Mayor Wissman mentioned that parking is an issue in the downtown area. Many churches have to use overflow parking as well in this area. This Commission is looking at the Site Plan and if they need to add parking that would be added as a condition.

Mr. Lawson said that the Planning Commission needs to determine any other conditions of approval for the site plan. Mr. Hinkle asked about the 8-foot fence. Ms. Reeder said they could apply for that fence and it would be approved administratively, per existing Code.

Ms. Reeder reiterated that just like other Site Plans the PC is looking at parking, grading and drainage, access points, open space and with nothing changing on the exterior on a site that has been here this long, the primary issue is parking.

Alderman Brooks stated the 8-foot fence is not something required but the PC could certainly ask for that. He mentioned the windows, he said it was his understanding that the building was being renovated and restored.

Vickie Parker, the applicant, stated that there are 2 stained glass windows, and they are not historical. They are blue and not every bride has blue in her color scheme. In the short term they are going to place shutters over all of the windows inside the sanctuary.

Glen Bascom asked where the main entrance would be. Mrs. Parker said that would be determined by the event, whether they are entering for a meeting in the hall or in the sanctuary. She indicated on the PowerPoint where each of those entrances are.

Don Hinkle asked about caterers and she indicated a back entrance. When asked about caterer parking she said it would likely be off site. Mr. Hinkle said that was another problem with the parking.

Mrs. Parker said that they are going to try to be very accommodating. She mentioned that a few weeks ago there had been a funeral for a young child at a church down the street and the Abbey parking lot filled up. She said on Friday the parking lot was full from Music on the Square. She said they want to share with everybody.

Alderman Brooks said he likes to see the oldest building in town being reutilized. He mentioned that all churches have overflow traffic and when you pass one during a service, cars are parked on the street and around the corner. No church has enough parking. He said if the BZA approves it he would like to see strong stipulations put on such as, hours of operation, traffic control, offsite parking, noise, catering, outdoor lighting. All these things can be discussed and handled. He said that if this were to remain a church, pretty much everything she has asked could and would go on there. He said he trusts her to do what’s right.

Mayor Wissman said that the parking must be addressed in this meeting, as that was their charge as a Planning Commission.

**Primary Amendment:** Alderman Brooks made a motion that the parking be brought up to the minimum Requirements, adding 4 additional spaces with a total of 41 spaces. Don Hinkle seconded the motion.

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

Hearing no more discussion, Mayor Wissman called for a vote on the main motion with conditions.

**Vote on Motion:** The motion carried unanimously.
Conditions of Approval:

1. It is found that the application as presented, with plans dated August 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.

2. 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.

3. Any future modifications to 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.

4. Events held Sunday through Thursday shall end no later than 10:00 p.m. Events held on Friday and Saturday nights shall end no later than 11:00 p.m. Any outdoor events in the future Cottage Garden must conclude by 7pm. Special events, such as New Year’s Eve, may extend beyond these times, with a minimum 2 weeks advance written notice provided to surrounding property owners (limited to 4 a year).

5. Any event planned with more than 50 guests shall have a parking attendant to direct guests to available lots in the area. Events planned with more than 100 guests shall obtain a temporary agreement from a nearby site to provide overflow parking during the event.

6. Trash containers shall be provided at all exits to the building to reduce the opportunity for litter on the site and in the adjoining neighborhood.

7. Parking is to be brought up to the minimum requirement, adding 4 additional spaces for a total of 41 spaces.

F. Newtco Conversion – Site Plan – 11900 Mott Street, west of Greenlee Street

Angela Reeder, Town Planner presented the staff report (on file). She said the subject property is located at 11900 Mott Street, which sits on the north side of Mott, west of Greenlee Street. The site is an existing one-story home. The applicant has purchased the site with the intent to convert it to an office for his roofing business. Office uses are permitted in the SC: Shopping Center zone. It should be noted that outdoor storage and contractor yards are not permitted in this zone, and the applicant has confirmed it will remain as an office only.

The applicant proposes to convert the existing 1,480 square foot home into a small office building, with a four (4) space parking area at the front and the remainder of the lot to remain open lawn as it is now. Minimal exterior renovations are proposed at this time, other than the addition of a new, accessible access at the front. Any future exterior renovations would be required to meet the Town’s Depot Square Design Guidelines.

Access to the site will be through an existing residential driveway on the southeast side of the site, which will connect to the small, front parking lot. The drive is currently 10-foot-wide and paved, but will be widened to 16.5 feet from the parking area to the road. Due to the limitations of working on an existing site, namely an existing MLGW pole and overhead electrical lines, the driveway is narrower than the 22’ that would normally be required. However, as it only serves a 4-space lot and is on a portion of Mott St. where this is the only use, staff felt it would be adequate.

The front lot provides 4 spaces, including 1 handicap space, as well as ADA access to the building, which is within Zoning Ordinance requirements for this site, which call for a minimum of 4 spaces at 1:350 sf for offices.

Mr. Allen noted no improvements are required to the Mott Street frontage. However, the applicant will be required to install a fire hydrant within 500 feet of the proposed office to provide adequate fire
service. This is triggered by the change in use. Staff would likely recommend a hydrant on the west side of Greenlee, using the existing water service in Greenlee Street to reduce cost.

Based on existing contour data and aerial imagery, the site sheet flows more or less to the northwest. The existing driveway currently flows to the northeast toward the adjacent property being presented on tonight’s Agenda as the Greenlee Street Offices project. It is anticipated that the minimal amount of impervious area being installed on this site will not require a detention basin. However, the exact impact of the proposed project cannot be evaluated until adequate construction plans, stamped by a TN licensed surveyor or engineer, are provided.

Ms. Reeder said the site is an existing site, with landscaping consisting of several large trees, including a few at the front and several on the west side near the house. Open space well exceeds the 30% requirement. No additional landscaping is proposed at this time.

**Main Motion:** Glen Bascom made a motion to approve the Newtco Conversion Site Plan, subject to staff’s recommended conditions. Don Hinkle seconded the motion.

**Discussion:**
Mr. Bascom asked Mr. Allen about the absence of detention. Mr. Allen stated that was correct but he has not seen the construction plans yet. He also asked about the curb and gutter around the driveway and the parking lot.

Mayor Wissman asked about the fire hydrant within 500 feet. Mr. Allen said yes, it was proposed at the end of Greenlee. Ms. Reeder said that Chief McMillen did the measurements and there is infrastructure already in place.

Mr. Newton, the applicant, asked if there was not a fire hydrant serving the property before, was one necessary now. It was explained this is due to converting the use from residential to commercial. He also asked about the fire hydrants needed next door. Ms. Reeder stated that they are providing their own private fire hydrants. Mr. Newton wanted to know if he could share and was told that he could ask the neighbor. They can look for one on Greenlee and speak with the Fire Department about it.

Mr. Newton asked about the curbs. Mr. Allen said that unless there is something obstructing it, commercial use requires though. He asked about the curbs in the property next door and Ms. Reeder told him there were easements there.

Glen Bascom asked if the easement is correct. Ms. Reeder said that the setbacks meet requirements.

Hearing no more discussion, Mayor Wissman called for a vote on the main motion.

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

**STANDARD CONDITIONS:**
S-1. It is found that the application as presented, with plans dated September 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, 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. Provide a complete set of construction plans stamped by TN licensed surveyor or engineer for Town Engineer review. At which point, 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. An ADA path shall be provided from the parking area to the building entrance.

P-4. Provide a hydrant in the public right-of-way within 500 feet of the proposed office use. Plans are subject to the satisfaction and approval of the Arlington Fire Department.

P-5. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.

P-6. Curb and gutter shall be installed with all driveway and parking lot improvements.

P-7 Proposed drive and parking lot paving shall be built to Town standard requirements of a minimum of 8” of Soil Cement, 3.5” of Hot Mix Asphalt, or an equivalent concrete pavement section.

G. **Brendalay Grill – Site Plan – 6259 Quintard – north of railroad tracks and south of Hwy 70**

Angela Reeder, Town Planner presented the staff report (on file). The applicant proposes to construct a two-story, 8,000 sq. ft. building on the 2.2-acre parcel, with a restaurant on both floors and an apartment on the upstairs corner of the building. The restaurant includes roughly 6,265 square feet, and the two-bedroom apartment includes the remaining 1,735 square feet. The building sits on the southwest corner of the site facing north toward the rear of Quick Market on Hwy 70. A parking lot is on the northwest side of the site. Stairway access to the residence will be on the west side of the building, separate from the restaurant entrances. Additional access is also available from within the restaurant. The front, roughly 3/4-acre lawn along Quintard will be fully fenced so that it is only accessible from the restaurant, and is proposed as an “outdoor recreation area.”

Ms. Reeder explained the Depot Square district allows for residential units above retail establishments; however, they are required to be at least 1,000 sq. ft. in size, which this one exceeds and the associated business in the mixed use to close by 11pm each day.

Staff has concerns about the building location and orientation on the site, as it sits roughly 240 feet back from Quintard, in the general location of the previous building. We encourage most commercial in Depot Square to push toward the road and typically encourage large outdoor patio seating and recreation areas at the rear of the building. The applicant has stated it’s his preference to keep the building in this location, as he may infill with live-work space along Quintard in the future.

In regards to orientation, with the building facing the parking lot, the view from Quintard, Mott Street, and our Depot Square will be of the side of the building. Staff has informed the applicant that the street facing side will need to be enhanced to the same quality of an entrance, if not rotated as it was previously.
Plans show the roughly 6,400 sq. ft. area adjacent to the building as a fenced, asphalt patio connecting to a fenced recreation area beyond. The applicant has since agreed to add some sod adjacent to the parking stalls and eastern half of the area shown as asphalt. Staff encouraged the use of another more typical material for outdoor patio, such as concrete or pavers, which will be considered by DRC. Regardless, staff has concerns about the likelihood of people carrying food and drinks onto the fenced lawn along Quintard Street for games of horseshoes or corn hole, and would encourage additional details to confirm this use is consistent with our vision of Depot Square.

Access to the site will be through a single driveway from Quintard on the northeast corner of the site. The existing driveway on the south side of the site is proposed to remain as is, with three planters along the entrance to restrict vehicle access. A stub street connection was proposed to the north in a previous project, but is not included on these plans. For pedestrian access, the applicant proposes a path along the old asphalt driveway to the building.

Site parking is provided in a lot on the north side of the building. However, approved plans for A-Town Crossfit included a connection from their parking lot into this one, which would reduce a few spaces if still proposed. As drawn, the site plan provides a total of 76 parking spaces, including 3 handicap stalls at the front entrance. Depot Square standards require 2 spaces for the apartment, and 1 space per 2 seats in the restaurant. As the floor plans show 136 seats, this would be sufficient.

However, staff would note that a previous floor plan showed 60 seats on the 2nd floor, between bar seating and smaller bar tables. The entire 2nd floor, which includes a two-sided bar and outdoor patio area, is now replaced with couches and tables and identified as a “waiting area.” In addition, no consideration for extra parking is given for the large outdoor area proposed. With the understanding there were previous parking problems at the site and vehicles would park along the driveway, and the likelihood of more people at the site either upstairs or outside, Ms. Reeder encouraged the addition of more parking.

Mr. Allen stated no public roadway improvements or any additional Right-of-Way is required for Quintard Street. However, the applicant is proposing to close the existing curb cut near the dead end of Quintard Street and the applicant shall be required to install curb, gutter, and sidewalk to permanently close the curb cut. He explained there is currently on-street parking striped along this portion of Quintard and with the new curb cut near the north property line, and closing the existing one to the south, the on-street parking stripping shall be remarked and shifted to provide spaces similar to what was available prior to construction.

He noted the site currently has a concrete lined drainage ditch along the west property line, and a detention basin along the east side of said ditch. The concrete lined ditch was once uniform but is no longer functioning as it was originally, due to the concrete failing and breaking. The existing detention basin discharges to the existing drainage ditch. The applicant has requested the existing detention basin be decommissioned and converted to parking. The Town has agreed to this request. In exchange, similar to the requirement that was previously presented for the A-Town Crossfit development to the immediate north, the existing drainage ditch shall be improved to a uniform concrete lined ditch.

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

Ms. Reeder stated landscape plans have been submitted for the DRC and are in the process of being revised, to include a streetscape along Quintard as well as other plantings. The Design Review Committee will review the final landscaping plans. Open space of 45% is proposed across the two lots, as the front lot is primary lawn, while the rear lot is proposed as primarily impervious.
Main Motion: Alderman Brooks made a motion to approve the Site Plan for Brendalay Grill, subject to staff’s recommended conditions. Don Hinkle seconded the motion.

Discussion:
Mayor Wissman made the comment that this was done out of order, since it was an existing building that was burned down, it went to DRC prior to PC. There was a three-hour meeting and a lot of corrections were hammered out. The applicant will go back to the DRC with those corrections so this Commission needs to just focus on the Site Plan.

Glen Bascom asked about the apartment. Ms. Reeder said that the proposed apartment would mean that the business must close by 11pm with patrons vacating within 60 minutes. Deven Patel, the applicant, stated that this apartment is not intended to be rented out it is intended as a space for his children while he and his wife are working. He pointed out his office is in that area. Ms. Reeder stated that he may not own this forever, but that removing the kitchen would preclude it from being an apartment.

Mayor Wissman said that a refrigerator and microwave would be ok as an office and lounge. It was stated that this would have to be changed on the plans. Ms. Reeder said that would also remove the necessity for the additional 2 parking spaces.

Mr. Bascom asked if they could use Depot Square Public Parking. Ms. Reeder said that restaurants are not able to use that for their calculations, restaurant parking is based on seats. Mr. Bascom asked Jason about the on-street parking required. Mr. Allen stated that it is to replace those taken up.

Mr. Patel said he spoke with the owner of A-Town Fitness and they are not putting in the driveway connection. Mr. Allen recalled that the driveway A-Town was proposing would be a fire lane with no parking allowed.

Ms. Durant mentioned that if picnic tables show up, that’s more seats which means more parking. Mr. Bascom mentioned the detention area was no longer there. Mr. Allen said that there is one note on the plans saying that if TDEC permitting is required that they do not have to improve the ditch. He noted this is not acceptable and a condition removes that.

Mr. Patel asked if the ditch is all on A-Town property. Mr. Allen said yes. He added improvements are just a bottom lined ditch. Mr. Allen said that a detention basin is an option.

Mr. Patel asked about an earlier applicant that didn’t have to build a ditch. Ms. Durant added that Mr. Patel’s site has a very large impervious space with much more stormwater to be dealt with. Ms. Reeder agreed that the impervious area is being increased substantially. Alderman Brooks asked if underground stormwater storage was an option. Mr. Allen stated yes, we don’t stipulate whether it has to be open air or not. Mr. Allen said that from what he has seen the ditch is all on Mr. Patel’s property.

Mayor Wissman asked Mr. Patel if he understands the drainage issue and options. Mr. Patel said he does.

Primary Amendment: Don Hinkle made a motion to revise condition P4 to state that the ditch be improved or adequate detention shall be provided per town standards. Alderman Brooks seconded the motion.

Vote on Amendment: The motion carried unanimously

Hearing no more discussion, Mayor Wissman called for a vote on the main motion.
Vote on Motion: The motion carried unanimously.

STANDARD CONDITIONS:
S-1. It is found that the application as presented, with plans dated September 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.
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. A Plat re-record be filed to record the proposed ingress/egress easement associated with the new driveway access from Quintard near the north property line.
P-4. Existing drainage ditch on the west property line shall be concrete lined or adequate detention shall be provided per town standards. Any permit(s) required by any Federal, State, or Local governing agency, including but not limited to TDEC, to construct these improvements shall be obtained by the Applicant prior to beginning work on any aspect of the project.
P-5. A shared drive with the proposed A-Town Crossfit to the immediate north be installed. This shared drive was presented and approved for A-Town Crossfit. This requirement shall be reflected on the construction drawings.
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. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.
P-8. Any areas not reserved for parking, walkways, or access shall be sodded, unless another specific use that requires a hard surface is clearly identified and approved.
P-9. If the upstairs unit is retained as an apartment, the restaurant is limited to operating hours of 7am to 11pm and two parking spaces shall be identified as “reserved” for the use of the apartment.
P-10. If the upstairs unit is not retained as an apartment, the kitchen will need to be removed and the space converted to “office” or some other restaurant space.

VI. Adjournment:

Motion: Don Hinkle made a motion to adjourn. Alderman Brooks seconded the motion.
Planning Commission
September 18, 2017
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Mike Wissman, Mayor

Glen Bascom, Secretary

Date 10/16/17

Submitted By: Mary Helen Carmack, Planning Clerk