Town of Arlington
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Planning Commission
July 15, 2019
6:30 P.M.
Meeting Minutes

I. Invocation –

II. Call to Order and Roll:

Present:
Russ Campbell, Chairman
Nycole Alston
Dwight Barker
Don Hinkle, Secretary
Jeff McKee, Alderman
Susan Payne
Brian Thompson

Others Present
Angela Reeder, Town Planner
Lynette Kirk, Planning Administrative Assistant
Steve Hill, Town Engineer

Secretary Hinkle called the meeting to order and advised there was a quorum, noting Chairman Campbell had advised he was running behind.

III. Approval of Minutes from July 15, 2019 Meeting:

Secretary Hinkle called for a motion.

Motion: Susan Payne made a motion to approve the minutes of the June 17, 2019 meeting. Nycole Alston seconded the motion.

Vote on Motion: The motion carried.

Chairman Hinkle arrived.

IV. Comments from Citizens

Chairman Campbell invited anyone wishing to address the Commission on any matter other than an item on the agenda to please come forward and state his/her name and address for the record.

No Citizens came forward Mr. Campbell closed the comment period.

V. Old Business:

A. Village at Donelson Farms PD – Master Development Plan Amendment – amendment to the residential Master Development Plan located on the south side of Donelson Farms Parkway, across from Donelson Elementary.

Chairman Campbell recognized Angela Reeder, Town Planner. Ms. Reeder presented the staff report (on file) for the Amendment to the Master Development Plan for Village at Donelson Farms PD. Ms. Reeder stated this request is to amend the previously approved Donelson Farms PD located on the south side of Donelson Farms Parkway, opposite Donelson Elementary School. This PD was approved by the BMA in October 2017. Ms. Reeder said the original project included 27 single-family homes on 12.21 acres. She said it included both road and sewer improvements.
Ms. Reeder noted the applicant gained additional property from a landowner to the west and requested their PD be amended to incorporate that land and a slightly different layout. She said this layout was presented to the PC in May 2019, where after discussion the applicant requested to withdraw to make revisions.

Ms. Reeder explained the uses for the site have not changed and still include single family homes and open space. The revised PD now proposes three additional lots, for a total of 30 single-family homes on 13.23 acres. The lot count has dropped since the May proposal; the density has also reduced from 2.42 to 2.27 dwelling units per acre (du/ac). Ms. Reeder noted RS-18 allows up to 2.42 du/ac, so the proposal is within the Code allowance.

She said in addition to the homes, 3.15 acres of common open space is proposed (23.8%) and this was an increase from the May proposal of 22.8%.

Ms. Reeder said a 3.15-acre common open space lot extends around the entire perimeter of the neighborhood. She explained it includes a 25-foot streetscape along Donelson Farms Parkway which will have a berm with hardwood trees at 40-foot centers on top, and Crape Myrtles and shrubs in between. She said a 6-foot tall wood fence with brick/stone columns at 50-foot centers is proposed behind the landscaping at the rear of the individual lots. Brick entry features with neighborhood signage are proposed at the entrance.

She specified there are three detention basins proposed within the open space: one on the southwest corner, one along the south side, and one in the northeast corner of the site. A 6-foot wide walking path is once again proposed to extend throughout the open space. She said along the path are benches and a pergola for the residents.

Ms. Reeder explained all common areas will be landscaped and maintained by the HOA. The DRC will provide a final review on all landscaping and common open space amenities.

The PD application requests exceptions with regard to lot size and building setbacks. She said in exchange, the project still proposes common open space, walking trails and amenities, minimum home sizes, and a 25-ft landscape buffer along the full frontage on Donelson Farms Parkway.

She explained the lots range from 11,167 to 17,068 square feet in size. This is an 83 square foot reduction in the minimum lot size to accommodate 10 lots: from 11,250 to 11,167 sf. She noted homes will provide a minimum of 2,800 square feet of heated space.

Ms. Reeder said as before, the PD includes a section with architectural details for homes and includes five styles: Craftsman, American Farmhouse, English Bungalow, Greek Revival, and Colonial Revival. She noted the homes will have architectural shingles, 75% brick or stone, porches (if included) a minimum 6-8 feet deep (if there is a porch), oversized double or 3-car garages or courtyard style, and style appropriate windows, roofs, and colors. Ms. Reeder displayed sample lots layouts to show each lot will accommodate at least 2 tandem vehicles in the driveway.

She noted primary access for the development will be from a single entrance on Donelson Farms Parkway, directly across from a school entrance and median opening. Ms. Reeder explained this was encouraged by the PC and engineer at the last meeting. The entrance is divided with a median and leads to two cul-de-sacs.

Steve Hill, Town Engineer, said the applicant would improve the frontage of the property, basically building the south half of Donelson Farms Pkwy. He explained there is a property line situation on the west end where the developer does not own that property thus payment in lieu is proposed. He said the developer asked if the Town would be interested in a payment in lieu of for most of the
frontage. Mr. Hill explained if improvements are done now it would create dead space that would need to be barricaded off and infrastructure that will not be used for a while. He noted concern for deterioration.

Mr. Hill said the sewer line is currently located at the southeast corner of Donelson Elementary School and stops at their first driveway. Mr. Hill said the developer will extend the existing gravity sanitary sewer system west along Donelson Farms Pkwy in order to serve the proposed development. He noted this property is one of the last properties within the serviceable sewer basin.

Mr. Hill reminded the Committee that Faith Baptist Church has been approved on the western end of the development. He said roughly 200' of the subject property’s north property line is adjacent to the future Faith Baptist Arlington site. The Church is also planning to extend the sewer.

Ms. Reeder summarized the objectives of a Planned Development and noted the Donelson Farms PD accomplished several of these objectives, by providing some amenities such as the walking trail and open space for residents, preserving natural features, providing homes across from an elementary school to allow easy access and walkability, and allowing the developer to build on a rather challenging lot.

Ms. Reeder said the Planning Commission recommendation will go to the Board of Mayor and Aldermen, who will consider the request at a future public hearing. She said if approved, a preliminary and final plat, construction plans, and common open space plans will also have to be submitted for PC and/or DRC review and approval.

**Main Motion:** Russ Campbell made the motion to approve the amendment to the Master Development Plan for Village at Donelson Farms PD. Jeff McKee seconded the motion.

**Motion:** Russ Campbell made a motion to suspend the Planning Commission Meeting and open the Public Hearing. Brian Thompson seconded the motion.

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

Chairman Campbell declared the Public Hearing open and stated that a notice of a Public Hearing was published in the Commercial Appeal on June 26, 2019. Anyone wishing to speak for or against this request, please stand to be recognized.

**Citizen Comments:** Jeff Shiff, a Donelson Landing resident, expressed his concern about home sizes effecting the surrounding home values. He said Dawson Landing’s average home size is approximately 3,800 square feet.

No further citizens came forward.

**Motion:** Russ Campbell made a motion to close the Public Hearing and resume the Planning Commission Meeting. Don Hinkle seconded it.

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

**Discussion:** Secretary Hinkle asked if a traffic study has been done regarding Donelson Elementary School and the existing subdivision. Mr. Hill answered no traffic study has been done at this point. He said a two-lane road is usually more than adequate for 30 lots and an elementary school.

Brian Thompson said the statement regarding tree preservation is greatly appreciated. He said preserving trees will help the overall quality of the development. Mr. Thompson expressed concern regarding the open space behind the lots becoming isolated when homeowners put up fences. Ms. Reeder suggested a wrought iron fence at least 5’ tall for the lots that back up to the open space.
Mr. Thompson asked if the three ponds in the common area will be wet. Bob Sweeny, with SRS Consulting at 909 Shelby Oaks Drive, said the pond in the northeast corner may not be wet but the other two will. Mr. Thompson asked if the lot sizes would accommodate a side load or a courtyard driveway; recommending side load. David McLemore, with the applicant, said any 80’ lots are proposed to be side load, any lot less would be a side yard. Mr. McLemore also state the 75’ lots would not accommodate a side load. Ms. Cindy Reeves suggested mixing up the lots to have some 75’ on the north side and some 80’ lot on the south side.

Steve Hill said the payment in lieu of public improvements is for west of the property where Faith Baptist site is located. He also explained building the road now would deteriorate over time and allow for a vehicle hang-out. He said the payment in lieu is recommended now only for the western portion of the property that falls outside of the existing Right-of-Way.

Ms. Payne asked what the plan was for construction traffic during school. Mr. McLemore said they do not have a plan yet but would address it prior to construction. Mr. Thompson said the project will most likely start before school and finish after and would not create an issue.

Jeff McKee suggested changing the rear yard setback. He asked if most of the plans would result in a rear yard larger minimum rear yard setback. Mr. Thomas said that the initial plan with 25’ front and rear setbacks would be larger.

Mr. Campbell asked if the applicant would want an option to be 20’ on some of the lots. Mr. Thomas said yes and suggested lots with a 20’ setback be required to have an additional parking pad on the side. Susan Payne suggested leaving the setback at 25’. Mr. McKee said he agreed.

Mr. Thompson asked if the street trees are proposed for the grass strip next to the curbs. Ms. Reeder said the plans show the trees in the 3’ behind sidewalk.

Mr. Campbell summarized they are leaving the setback at 25’, and there will be a wrought iron fence on the rear COS lots, and the lots on Road B will be mixed to have varying lot sizes that will be developer built. Ms. Payne said it should be built by the builder not the developer. Mr. Campbell agreed. Mr. Campbell asked if there would be a fountain in the pond/ponds. Mr. Thomas said the main pond will have a fountain.

Vote on Main Motion as Amended: The motion carried.

CONDITIONS OF APPROVAL:

1. The Village at Donelson Farms PD dated June 14, 2019, 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. After approval of the Master Development Plan, the applicant will be required to submit and receive standard approvals from the Planning Commission, the Design Review Committee, and/or Board of Mayor and Aldermen for each phase or lot therein.

4. The Master Development Plan will expire within one (1) year of approval by the Board of Mayor and Aldermen should the applicant fail to submit an application to the Planning Commission for construction plans or a Site Plan within that time. The owner may request the BMA grant extensions of an approval in one (1) year increments, per Town Code for Planned Developments.
5. 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 and all phases of
this development.

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

7. 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.

8. 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.

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

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

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

12. 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.

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

14. Coordinate work 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.

15. Revise the Master Development Plan document to address:
   a. Revise the plan to address all staff comments and “red-line” notes provided by the Town
      Engineer prior to final approval of Construction Plans.
   b. Clarify who will be responsible for maintaining the fence along Donelson Farms Pkwy
      and note that it will be included in CCRs for the neighborhood
   c. Provide a mixture of the 75’ and 80’ wide lots on both sides of Road B.
   d. Builder shall install minimum 5-foot-tall wrought iron fencing on the sides and/or rear of
      the southern lots which back up to the Common Open Space (lots 6, 9-16, and 19).

VI. New Business:

A. Dowden Trailers Storage Yard – Site Plan – 5700 Commander Drive, on the southeast corner
of Memphis Arlington Road and Commander Drive.

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on
file) for Dowden Trailers Expansion site plan application.
Ms. Reeder said this is a site plan application for a revision to Dowden Trailers which is located at 5704 Commander Drive. Ms. Reeder said the site has approximately 12,000 square feet of fenced concrete for existing storage, which they have outgrown.

She said the applicant is requesting approval to add two storage yards to the northwest corner of the site. The applicant proposes to add a roughly 35,000 square foot storage yard to the northwest corner of the site, and an additional roughly 21,600 square foot overflow storage yard to east side of the site. She explained the yards are each proposed as fenced, gravel lots for the purpose of storing trailer and associated non-motorized equipment associated with the business. She also noted the large trees on the property that the applicant will keep and avoid.

She said this area is zoned Industrial and requires the storage of materials to be either within a building or behind the front line of the principal building and screened from view of adjacent properties. The site sits above the adjacent roadways and with a wood privacy fence, materials stored on the site should be screened. She mentioned a few small sections are screened with chain link now and those must be replaced with wood privacy fencing, as chain link is not permitted.

Ms. Reeder noted the applicant may not use these new storage yards for parking any motorized vehicles, as they are not designed to Town standards for a parking lot. She continued if the applicant desires to park vehicles here in the future, it will require a solid surface such as asphalt or concrete and PC Site Plan approval.

She explained access to the site will continue through the existing shared driveway on Commander. Site visits have identified that the business has large semi-trucks as company vehicles which are parked on-site at the end of the existing shared driveway. The trucks are parking on gravel, as there is no paved parking for those trucks on-site. As such, a driveway extension will be required to provide parking spaces for those vehicles. Ms. Reeder said a condition of approval requires the site plan to be revised to show where that parking is proposed for staff review prior to beginning work.

Ms. Reeder noted there will be no required road improvement as a result of this proposal. She said after the expansion, open space of 53% will remain on the lot. She said there is currently a row of existing trees along a portion of the Memphis-Arlington frontage, behind the large drainage ditch. She explained the trees screen the eastern portion of the lot. Ms. Reeder added the proposal will add 4” trees at roughly 40-foot centers along Commander frontage, outside the proposed privacy fence.

She said the new trees will continue a streetscape started in this area with the Steamfitters site next door and MDF across the Street. Ms. Reeder explained the area of the proposed expansion does not include any trees and thus none will be removed.

The site of the proposed storage yard is currently grass, and stormwater sheet flows across the surface and into the ditches along Memphis-Arlington and Commander. She stated by having the gravel on the site where there have been drainage issue in the past, no impervious is added.

Chairman Campbell called for a motion.

**Main Motion:** Secretary Hinkle made a motion to approve the site plan for Dowden Trailers Storage Yard. Russ Campbell seconded the motion.

**Discussion:** Secretary Hinkle asked if there was a chain link fence on the property. Ms. Reeder confirmed there is a chain link fence that will come out and it will be replaced with a wood fence. Mr. Thompson expressed concern with the current fence being in section which makes to top uneven. He proposed the applicant add more trees along the long fence line. Mr. Thompson also suggest the applicant be required to add additional landscaping.
Jeff McKee suggested having the applicant add brick columns or move the fence behind the trees. Ms. Reeder said the fence is currently inside of the tree line. Mr. McKee said the applicant should pull the fence down and correctly install the fence. Mr. Thompson said since it was light industrial, he would not push for brick columns.

Mr. McKee said they need to go to the DRC with landscape plans which includes irrigation and a full landscape plan. Ms. Reeder said yes, the Town can condition a landscape plan. Mr. Thompson agreed to the condition for the applicant to go to the DRC. Mr. Hinkle asked if a condition needed to reference the paved parking pad requirement. Ms. Reeder said P-3 could be amended to add words about extending the driveway no so it is clear to applicant.

Chairman Campbell said the applicant will be required to go to the DRC. Mr. Hinkle asked if the trees on the adjoining property line could be knocked down if developed. Ms. Reeder said most of the trees where on the applicant’s property.

Mr. Thompson suggested another condition to confirm any gates on the screen fence have metal supports to increase life and reduce maintenance issues.

**Vote on Main Motion as Amended:** The motion carried.

**B. Other as Properly Presented**

There was no business presented.

**VII. Adjournment:**

**Motion:** Brian Thompson made the motion. Jeff McKee seconded it.

The meeting was adjourned.

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Russ Campbell, Chairman

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Don Hinkle, Secretary

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Submitted By: Lynette Kirk, Planning Administrative Assistant