Planning Commission
March 18, 2019
6:30 P.M.
Meeting Minutes

I. Invocation – Nycole Alston delivered the invocation.

II. Call to Order and Roll:

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

Absent:
Brian Thompson, excused

Others Present
Angela Reeder, Town Planner
Janet Lucci, Planning Administrative Assistant
Gerald Lawson, Attorney
Steve Hill, Town Engineer

III. Approval of Minutes from February 19, 2019 Meeting:

Chairman Campbell called for a motion.

Motion: Don Hinkle made a motion to approve the minutes of the February 19, 2019 meeting. Susan Payne seconded the motion.

Vote on Motion: The motion carried unanimously.

IV. Comments from Citizens

Chairman Russ 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. Other as Properly Presented

There was no business presented.

VI. New Business:

A. Faith Baptist – Site Plan – new building on an 11.95-acre parcel on Donelson Farms Parkway

Chairman Campbell recognized Angela Reeder, Town Planner. Ms. Reeder presented the staff report (on file) for Faith Baptist Church. Ms. Reeder noted Faith Baptist received approval in early 2017 for a new church to be located on an undeveloped, 12-acre site at the end of Donelson Farms Parkway beside Donelson Elementary School. They pulled their plans prior to going forward to the BMA for a Development Agreement in May 2017.

Ms. Reeder said the applicant has submitted a new Site Plan for Planning Commission approval and
there are no changes to the operation of the church from what was approved by the BZA. The previous approval included a 30,500 square foot church sitting well back on the site with the parking lot behind it. She noted the new site plan shifts the building roughly 130’ closer to Donelson Farms Parkway with the parking lot now located in front of the building and the new building proposed at 21,032 square feet.

Ms. Reeder stated any future expansion would have to be on the rear of the lot. If that occurs, a new Site Plan and CUP would be required, as no phases or expansion plans are included with this application.

Ms. Reeder said access to the site is proposed through two driveways from Donelson Farms Parkway located roughly 240 feet apart. The driveways provide access to either end of the front parking lot and extend in front of the church through a covered drop-off area. She noted the eastern driveway also extends north along the side of the church to additional parking with a dumpster and turnaround area beyond.

Mr. Hill explained public improvements are required along the site’s street frontage including curb, gutter and sidewalk. He noted Donelson Farms Parkway will ultimately have a 90’ right of way, consisting of 4 travel lanes, a center turn lane, bike lanes and sidewalks in that area. The developer is required to construct those improvements on the north half of Donelson. Mr. Hill said staff is recommending the developer install a temporary turnaround at the west end of Donelson Farms Parkway.

Mr. Hill said public sanitary sewer will also have to be extended approximately 1,300 feet up Donelson Farms to serve the site. He explained this will be the end of the gravity sewer line and this property will be one of the two last remaining properties to be served by this gravity sewer line.

Mr. Hill stated the existing site grading consists of overland flow to an existing pond on the west side of the property. The drainage improvements will drain to the existing pond through storm drains within the parking lot and the extension of Donelson Farms Parkway. Mr. Hill noted the pond will be converted to a detention basin.

He said the existing storm pipe crossing the site from east to west from the Donelson Elementary School will be removed with the drainage from the school being carried through the new storm drains in the church parking lot. This drainage pipe will be private.

Mr. Hill stated Town ordinances require non-residential driveways to have a 200-foot separation on collector roadways. He noted the east driveway is currently too close to the adjacent Donelson Elementary drive at a proposed separation of 110’. Mr. Hill explained the ultimate road section in this location is planned to have a median, and the median openings would most likely be at the school drive and the west drive of Faith Baptist. As such, the east church drive will ultimately become a right-in/right-out. In addition, the peak traffic times for the school and the church would rarely occur at the same time, so interference between the two would be rare. Mr. Hill said with those considerations in mind, staff would be comfortable reducing the required minimum separation to 150 feet.

Ms. Reeder stated the site plan provides 104 parking spaces, including 5 handicap stalls. This is within Zoning Ordinance requirements, which call for a minimum of 102 spaces and a maximum of 128 spaces for church uses. Ms. Reeder said a pedestrian walkway will be required from the sidewalk on Donelson Farms to the building.

Ms. Reeder noted the site is currently undeveloped and has been largely cleared, with a stand of
existing trees located on the northwest corner of the site. Most of those trees will remain. She explained existing trees combined with landscaping along the street and in a proposed landscape buffer along the school property line will be used to meet the Code requirement of 240 tree density units. Ms. Reeder noted the open space of 78% will far exceed the Town’s 30% requirement.

Ms. Reeder said staff recommends approval of the applicant’s Site Plan subject to the following conditions, receiving approval for site improvements from the DRC, and receiving a Development Agreement from the BMA for public improvements.

Chairman Campbell called for a motion.

**Main Motion:** Jeff McKee made the motion to approve the Site Plan for Faith Baptist Church. Don Hinkle seconded the motion.

**Discussion:** Ms. Payne said this was a great proposal with a good layout and location. Ms. Payne asked where the church planned to place any future expansion.

Mr. Kevin Ledford, Ledford Engineering, explained the church planned any future expansion to the rear of the proposed site. Mr. Ledford said the budget for this project was a major concern and felt the request from staff to relocate the east driveway was placing an undue burden on the applicant.

Ms. Payne asked if the relocation of the east driveway to a minimum of 150’ from the Donelson Elementary School driveway was in the Conditions of Approval. Ms. Reeder said yes.

Mr. Ledford commented that moving the driveway to a minimum of 150’ separation from DES was going to cause problems with the traffic flow, parking, and potential expansion on the Faith Baptist site. The problem, he continued, was created by DES when they placed their driveway too close to their property line. He felt, in order to meet the 150’ distance requirement, the burden falls on Faith Baptist to correct this deficiency created by DES.

Mr. McKee asked for clarification on the current distances as proposed. Mr. Hill responded the east driveway for Faith Baptist as proposed is 110’ from Donelson Elementary School’s driveway. The requirement calls for 200’ separation; staff is recommending a 150’ separation.

Mr. Hinkle asked the problem in relocating the driveway. Mr. Ledford reiterated his concerns.

Mr. Campbell asked the year Donelson Elementary School was built. Mr. Lawson replied it was built by Shelby County Schools who did not ask, nor accept, input from the Town of Arlington. The school was built without meeting the Town’s approval process or codes.

Mr. Hinkle asked Mr. Ledford if it was possible to shift the building to the west, along with the driveway. Mr. Ledford explained there is a pond on the west side of the site, and they are therefore unable to move the building. Mr. McKee inquired if they could relocate some of the parking from the east side of building to the west side. Mr. Ledford said this would be an economic burden on the applicant. He noted the applicant was already bearing the financial burden of extending the sewer across the DES property.

Mr. McKee noted the Town of Arlington had no input when Shelby County built the school and they are unable to undo what had been done. Mr. McKee said it would be difficult to go against the Town Engineer’s recommendation to have the driveways 150’ apart. Although he is empathetic to the plight of the church, placing the driveways too close together could be a potential liability for the Town. Mr. McKee noted staff has already reduced the requirement.
Mr. Hill reiterated only the east driveway needs to be moved. The two driveways on the Faith Baptist site are far enough apart, 240’, so moving the east driveway 40’ to meet the 150’ separation requirement will be sufficient.

Mr. Campbell proposed the church move the east driveway 100’ from the property line, which would be the difference had the school built 100 feet off the property line as well. The resulting separation of the two driveways would be approximately 130’. Mr. Hill was not sure about the exact distances, but they sounded right.

Mr. McKee mentioned peak traffic times for the church rarely coincided with the school’s peak times.

Mr. Hinkle asked the applicant about Faith Baptist plans for growth and if those plans include a school or a daycare. Mr. Brian Carlisle, Pastor for Faith Baptist, said there is no plans for a school. He noted the church currently runs a Mother’s Day Out program. Mr. Hinkle asked for the hours of the program. Mr. Carlisle responded the program currently operates M-Th from 9 am to 2 pm.

Mr. McKee asked if the Mother’s Day Out pickup traffic would coincide with the school pick up traffic, which by itself can be problematic. He noted the hours of the elementary school are 8:15 am to 3:00 pm. The morning drop off is very busy and traffic starts building again at 2:00 pm as parents line up for pickup.

Mr. Carlisle responded the church is flexible and could change their hours of the program as to not exacerbate the traffic problem. He emphasized they want to be good neighbors.

Mr. McKee asked if staff would be comfortable adjusting the separation distance of the two driveways as proposed by Mr. Campbell. Mr. Hill responded having the east driveway a 100’ distance from the property line is a reasonable compromise. He said the separation distance of the two driveways, which will be approximately 130’, will work especially knowing peak traffic times of the church and school will rarely overlap.

Mr. Campbell asked Mr. Ledford to explain why the cul-de-sac at the end of Donelson Farms Parkway was not included in the plans. Mr. Ledford said the cul-de-sac was not required for emergency vehicles as they would be able to enter/exit the church property for emergencies. He felt if they built the cul-de-sac it will end up becoming a hangout spot. Instead, they asked to put up permanent barricades where the road ends to stop traffic.

Mr. McKee pointed out the church parking lot could just as easily become a hangout spot. Mr. Campbell noted every car that inadvertently goes to the end of Donelson Farms Pkwy will have to use the church parking lot to turn around. Mr. Ledford responded the cost of building the cul-de-sac was too high and burdensome.

Mr. Campbell asked for staff’s input on not having a cul-de-sac. Mr. Hill noted that school buses or delivery trucks will not be able to turn around if they reach the end of the road. Mr. Campbell said he could not recall ever waiving the cul-de-sac requirement. Ms. Payne agreed. Ms. Reeder noted the southern side of the cul-de-sac would not be fully improved with curb and sidewalk.

Mr. Campbell noted it is the Town standard to require a cul-de-sac at the end of a road. As empathetic as PC Members are, PC does not want to set a precedence that would change that standard. The cul-de-sac is required.

Mr. McKee noted the church currently provides a turnaround.

Mr. McKee asked if there was a plan to accommodate additional parking if needed. Mr. Ledford said the plan was to add parking to the rear of the building when the church expands.
Ms. Payne asked when they planned to start construction and Mr. Ledford replied May or June.

**Motion to Amend:** Russ Campbell made a motion to amend Project Condition P-2 to state: the eastern proposed driveway connection should be moved **100' from the property line to the center line of the driveway and a minimum of 130'** from the existing Donelson Elementary school driveway. Don Hinkle seconded the motion.

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

Mr. Campbell confirmed there would be a solid median on Donelson Farms Parkway in front of the east driveway. Mr. Ledford said it was in the conditions.

Mr. Campbell called for a vote on the motion as amended.

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

**STANDARD CONDITIONS:**

S-1. It is found that the application as presented, with plans dated March 4, 2019, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

S-2. All construction improvements within the development shall be in compliance with the Town of Arlington Zoning Ordinance, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted on the Site Plan.

S-3. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.

S-4. Prepare and submit to the State of Tennessee (with a copy to Arlington) a notice of intent and a Stormwater Pollution Prevention Plan for the site.

S-5. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent, and approved Notice of Coverage prior to any earth disturbance activity.

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

S-7. The applicant is required to have a pre-construction meeting with the Town of Arlington staff prior to commencing improvements.

**PROJECT SPECIFIC CONDITIONS:**

P-1. This Site Plan review and approval is contingent upon any conditions required of the Conditional Use Permit from the Arlington Board of Zoning Appeals for the proposed use.

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. In particular, the eastern proposed driveway connection should be moved **100' from the property line to the center line of the driveway and a minimum of 130'** from the existing Donelson Elementary school driveway.

P-3. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town of Arlington Design Review Manual.

P-4. For pedestrian access, a walkway is required from the sidewalk on Donelson Farms to the building. Any sidewalk path across a driveway shall be ADA compliant.
P-5. Donelson Farms Pkwy widening improvements shall be built in accordance with the roadway design plans for the parkway and the most current TDOT Standard Specifications for Road and Bridge Construction, including any changes, modifications, or addenda.

P-6. The sanitary sewer line extension shall be built to allow for future expansion to the proposed development on the south side of Donelson Farms Pkwy. This project will be responsible for coordinating the details of the proposed sewer extension, subject to the approval of the Town.

P-7. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.

P-8. Any future phases of construction or expansion will require separate review and approval by the BZA, Planning Commission and Design Review Committee.

B. Other as Properly Presented

There was no business presented.

VII. Adjournment:

Hearing no new business Chairman Campbell called for a motion to adjourn.

Motion: Don Hinkle made the motion. Jeff McKee seconded it.

The meeting was adjourned.

Russ Campbell, Chairman

Don Hinkle, Secretary

4-15-2019

Date

4/15/19

Date

Submitted By: Janet Lucci, Planning Administrative Assistant