I. Invocation – Brian Thompson delivered the invocation.

II. Call to Order and Roll:

Present:  
Russ Campbell, Chairman  
Brian Thompson  
Don Hinkle  
Susan Payne  
Nycole Alston  
Dwight Barker  
Others Present  
Angela Reeder, Town Planner  
Steve Hill, Town Engineer  
Mary Helen Carnack, Planning Clerk  
Absent:  
Jeff McKee, Alderman - Excused

Chairman Russ Campbell stated there is a quorum and stated he would change the order of the agenda making the next item the approval of the minutes from the October 15, 2018 meeting.

III. Approval of Minutes from October 15, 2018 Meeting:

Chairman Campbell called for a motion.

Motion: Don Hinkle made a motion to approve the minutes of the October 15, 2018 meeting. Susan Payne seconded the motion.

Vote on Motion: The motion carried unanimously.

IV. Election of Officers

Chairman Campbell asked Angela Reeder, Town Planner, for information from the nominating committee report from the October 15, 2018 minutes. Ms. Reeder stated the Chairman had set a nominating committee and they made a recommendation at the last Planning Commission meeting, nominating Mr. Russ Campbell for the Planning Commission Chair position and Mr. Don Hinkle as the Planning Commission Secretary. She added, per by-laws, additional nominations are allowed from the floor. Chairman Campbell asked if there were any additional nominations from the floor for Secretary or Chairman. No additional nominations were offered.

Motion: Brian Thompson made a motion to approve the nominations of Russ Campbell as Chairman and Don Hinkle as Secretary of the Planning Commission. Susan Payne seconded the motion.

Vote on Motion: The motion carried unanimously.
Chairman Campbell asked staff to introduce the new members of the Planning Commission. Ms. Reeder announced that there are two new Planning Commissioners. She introduced Nycole Alston who has been a resident of Arlington for about four years. Ms. Alston works for the Sheriff’s Department and holds a PhD in Planning. Her background will facilitate the guidance of the Commission.

Dwight Barker has been a resident of Arlington for five years and works in Arlington. Mr. Barker was involved in making the promotional video for the Town a few years back. He brings a lot of knowledge about the Town to his role.

Ms. Reeder added that Alderman Jeff McKee is also a new member of the Planning Commission, however, he was unable to attend tonight’s meeting.

V. Comments from Citizens

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

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

VI. Old Business:

A. Other as Properly Presented

There was no Old Business.

VII. New Business:

A. Arlington Animal Clinic – Site Plan – 6010 Airline Road

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on file) for Arlington Animal Clinic at 6010 Airline Road. Monica Schoknect, DVM is requesting Planning Commission approval of a revised site plan for a veterinarian clinic at the southeast corner of Airline Road and Village Center Drive. The property is currently undeveloped and located in the SC: Shopping Center Zoning District.

Ms. Reeder noted the PC approved the Animal Clinic at this location in 2016 but construction was delayed. The applicant is now ready to proceed however would like to flip the site plan from the previous approval.

The applicant proposes to construct a single-story 7,200 square foot animal clinic, with 5,974 square feet of veterinarian office space and 1,226 square feet for kennel space. The building will face Airline Road, with access from both Village Center and Airline. Parking is provided along the front of the building and a fenced enclosure is proposed to the rear of the building.

Ms. Reeder explained the ingress/egress easements to serve this lot and the adjacent property are centered on the site’s property lines. The applicant intends to access the site from a driveway at each and will also pave a single lane along the east and south property lines providing additional one-way access to the site. A condition of approval requires this lane be properly marked to indicate it as one-way and no parking.

Ms. Reeder said upon development of the adjacent property, a second lane would be paved (on that property) and result in a full-width shared access road. The applicant will continue the sidewalk that exists along Airline Road down Village Center Drive to their driveway.
The site plan provides 30 parking spaces in a double-loaded aisle including 2 handicap stalls. Ms. Reeder noted this exceeded Code requirements in 2016 when the applicant initially provided 25 spaces. Since then the Zoning Ordinance requirements for veterinarians and kennels has been amended. However, staff believes 30 spaces is acceptable as the applicant is amending a previously approved site plan.

Steve Hill, Town Engineer, stated there are no road improvements needed. Additionally, there is no stormwater detention needed and public sanitary and sewer is available to the site.

Ms. Reeder said open space of 30.6% is provided on the lot which meets Town’s requirement of 30%. The site currently has no trees to meet Town minimums. Open space and landscaping will be provided along the site boundaries, including the 25” street frontage on Airline and Village Center.

Ms. Reeder explained the applicant will need approval from the DRC, complete all conditions of approval and have a Pre-Construction meeting with staff.

Ms. Reeder stated staff recommended approval of the Site Plan, subject to the attached conditions.

Chairman Campbell called for a motion.

**Main Motion:** Don Hinkle made the motion to approve the Arlington Animal Clinic Site Plan. Brian Thompson seconded it.

**Discussion:**

Ms. Payne asked if this is all new or is the applicant adding to the original application. Ms. Reeder responded saying it has been brought back to PC because the site has been flipped but the building itself has not changed.

Mr. Hinkle questioned if the animals were to be kept outside during the day and evening with concern about noise from the animals impacting the surrounding neighbors. Mr. Hinkle also asked what type of fence would be used and how tall.

Monica Schoknect responded she planned for a chain link fence. Dogs will not stay outside, only be out on a leash with an employee.

Mr. Hinkle inquired about the disposal for the containers. The applicant responded there will be a fence around the disposal with a lock.

Mr. Thompson asked about drainage on the property. Mr. Hill said the applicant will have to put in a new drain pipe and carry the new pipe all the way through the site. Mr. Thompson wanted to clarify when the property next door develops, they will have the drain pipe there but for now it is going to stop at a temporary head wall.

Ms. Payne added she was glad they were finally able to build. Ms. Alston asked if the facility would have animals overnight. Dr. Schoknect replied they would be a treatment and a boarding facility. They are not there just to board but will offer that option.

Ms. Alston also asked Mr. Hill about the size of the drainage pipe and if it was intended to serve the rest of the property. Mr. Hill clarified the design was to have all the impervious surface would drain into one inlet.

Chairman Campbell called for a vote on the Site Plan.

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

**STANDARD CONDITIONS:**
S-1. It is found that the application as presented, with plans dated November 5, 2018, 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. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.

P-4. Easements for temporary construction, ingress/egress and sanitary sewer shall be obtained from the adjacent property owner for any work outside of the site boundary.

P-5. A shared ingress/egress easement shall be provided across the roadway on the east and south property lines for the benefit of the adjacent property. This ingress/egress easement shall be recorded with the Shelby County Register’s Office.

P-6. The FDC and PIV shall be relocated to the west side of the parking lot near the proposed entrance, to the satisfaction of the Fire Department, to avoid conflicts with ingress and egress of emergency equipment.

**B. Arlington Trails Commercial PD – Construction Plans – Airline and Brooks Branch Rd.**

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on file) for approval of construction plans for Phase 1 of the Arlington Trails Commercial PD.

Ms. Reeder stated the PD includes the subdivision of the 17-acre site into a total of 7 commercial lots. Public improvements associated with the subdivision include road improvements along Airline Road, the extension of Arlington Trails Road, construction of a new road (Fair Springs Cove), overall subdivision drainage and detention system, a public sewer lift station & force main with sewer line
extensions to all lots, and dedication of all required public rights of way and easements.

The proposed plan conforms to the approved Arlington Trails PD, approved by the BMA on October 1, 2018 as Resolution 2018-63.

Mr. Steve Hill noted there would be several road improvements accompanying this development including closing a section of Brooks Branch Rd. and eliminating the dangerous intersection near the gas station on Airline.

Mr. Hill continued by noting the project will include the widening of Airline Road and TDOT plans to add a left turn lane to Airline Road. The project will coordinate with TDOT and the upcoming Airline Rd. improvements.

Mr. Hill noted a traffic study was done and the project at full build out does not justify a traffic signal. However, understanding that a traffic signal will be required in the future, the developer has agreed to contributing funds towards a future traffic signal and the town will work on a future traffic signal.

Mr. Hill stated the 17-acre site drains in conjunction with a surrounding 80-acres. Mr. Hill noted it all drains to two pipes that run under the interstate. These pipes are very limited and undersized. As it stands, the pipes are not able to handle a 25-year storm. However, Mr. Hill noted, there is a 36-inch pipe that also runs under interstate that is only draining 1 acre of water. The applicant has agreed to include infrastructure that would allow 6 acres of this development to drain to the underutilized pipe. By diverting some of the drainage on this development, this will have the effect of reducing the amount of drainage to the already over-capacity pipes.

Mr. Hill noted this project has two detention areas, one large and a smaller detention area. These detention areas will also be used for sediment for the development. Once site plans for the project are reviewed, the detention areas may change based on the need at that time.

Mr. Hill addressed the sewer needs of the project noting this area is difficult to connect to a sewer line because of I-40. The long-range sewer plan intends to have a pump station. The developer plans to install a pump station sized for the entire drainage basin. There will be a 24” gravity sewer line to take flow. Additionally, the developer is adding in a gravity sewer line for the individuals lots.

Ms. Reeder said that the access throughout will be by public right of way. Each individual Lot will be reviewed with each site plan. Ms. Reeder noted there will be some common area improvements like decorative crosswalks.

Ms. Reeder stated staff recommended approval of the Construction Plans, subject to the attached conditions.

Chairman Campbell called for a motion.

Main Motion: Susan Payne made the motion to approve the Arlington Trails Commercial PD Construction Plans. Don Hinkle seconded it.

Discussion:

Ms. Payne inquired if a future traffic study in that area was necessary and would the Town need TDOT’s permission to install a traffic signal. Mr. Hill responded the Town will have to ask to install a traffic signal, even though it is not justified, but the Town must be willing to pay for the traffic signal. Mr. Hill said past installations have cost approximately $250,000 to $300,000.

Mr. Campbell asked if there were plans to attempt to reduce the flow from the detention areas to the undersized pipes under I-40 to try to mitigate the amount of drainage and possible flooding. Mr. Hill
said yes; however, the detention areas only captures a fraction of the entire 80-acre basin that drains to those pipes. The developer’s infrastructure will help the entire basin though.

Mr. Campbell asked if the pumping station would suffice for 80 acres. Mr. Hill said, yes, for this basin.

Mr. Barker asked if there would be an additional access given to Exxon as one of their driveways is located on Brooks Branch. Mr. Hill said we have not spoken with Exxon and that a portion of Brooks Branch may have to remain for the purpose of access. If that does occur, Brooks Branch would be a private drive for the sole purpose of access to Exxon.

Mr. Barker expressed concerns about the impact to Exxon’s business with the closing of the road as this limit’s customer access. Ms. Reeder said the Town spoke with TDOT about possibly widening their north drive to help with access.

Mr. Thompson wondered if it was possible to deed the short section of Brooks Branch Rd. to Exxon. Mr. Hill reminded the PC that road was federal property.

Mr. Thompson asked if the other end of Brooks Branch Rd. will cross, or will it stop, at Arlington Trails. Wesley Wooldridge, Engineer, Renaissance Group, 9700 Village Circle, Suite 100, Lakeland, TN, responded that the intent is for Brooks Branch Rd. to T into Arlington Trails. Brooks Branch will stop there. Ms. Reeder explained TDOT has plans to remove the asphalt of the old Brooks Branch Rd. and fence it in.

Ms. Payne asked if the money the developer has agreed to pay for a future traffic signal will be held until the traffic signal is installed. Ms. Reeder explained that money is taken during the development agreement and will be held by the Town.

Ms. Payne asked about the construction entrance for this project. Mr. Hill stated it will be off Airline at the location of the new road.

Ms. Payne asked for confirmation that individual Site Plans for future lots will come back before PC. Ms. Reeder said yes.

Ms. Payne asked if there was a parking agreement between the lots. Ms. Reeder said at this point there are no reciprocal parking agreements proposed so each lot will be parked for its use. The development does encourage some connectivity internally.

Mr. Thompson noted there are several mature trees on the site and asked if it were possible to keep any of them. The applicant stated they plan to keep some of the trees on lots seven and four. If it is possible to keep other trees they will try.

Chairman Campbell called for a vote on the Construction Plans.

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

**STANDARD CONDITIONS:**

**S-1.** It is found that the application as presented, with plans dated November 6, 2018, and with the conditions of approval, meets the provisions of the Town of Arlington Zoning Ordinance, Town of Arlington Subdivision Regulations, and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

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

S-3. Approval of these Construction Plans shall expire within one (1) year from the date of such approval unless a Final Plat based thereon is approved and/or an extension of time is requested by the applicant and approved by the Planning Commission.

S-4. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.

S-5. Prepare and submit to the State of Tennessee (with a copy to Arlington) a Notice of Intent and a Stormwater Pollution Prevention Plan for the site.

S-6. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent and approved Notice of Coverage.

S-7. The Design Review Committee shall review and approve all proposed improvements (i.e. common landscape areas, streetscapes, site lighting, signage, etc.) for which it is authorized to review.

S-8. A Development Agreement, including all applicable development fees, shall be approved by the Board of Mayor and Aldermen prior to construction of any infrastructure within the development, per the Arlington Subdivision Regulations.

S-9. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

S-10. Prior to acceptance of any public improvement, the applicant will be required to provide as-builds for review and approval by Town Engineer. Upon approval, a copy of the Final Subdivision Plan documents including sewer, water and drainage as-built drawings must also be provided using Tennessee State Plane Coordinate System with NAD83, NAVD88 datum in DXF or DWG format (AutoCAD 2000 or earlier).

PROJECT SPECIFIC CONDITIONS:

P-1. Revise the construction plans to address all staff comments and “red-line” notes provided by the Town Engineer prior to final approval of Construction Plans.

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

P-3. All common open space improvements and landscaping shall be installed and approved by the Town of Arlington prior to recording the plat, unless a full bond is paid.

P-4. Decorative street sign posts, consistent with the remainder of the development and as required by BMA 2007-11 and 2008-10, are required to be installed prior to recording the plat, unless a full bond is paid. For every five posts required in the development, the developer shall provide one replacement post to the Town of Arlington.

P-5. The required street light fixture consistent with Town Subdivision Regulations for residential streets, is the MLGW 30’ Concrete Cobra Head Fixture. Street lights shall be designed by MLGW using this fixture and shall be paid for by the developer.

P-6. All development fees will be required prior to the Pre-Construction meeting, including the $25,000 sewer lift station charge.
C. Arlington Trails Commercial PD – Preliminary Plat – Airline and Brooks Branch Rd.

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on file) for the preliminary plat for Phase 1 of the Arlington Trails Commercial PD. This PD was approved by the BMA on October 1, 2018 and includes a commercial subdivision of an undeveloped 17.08-acre lot on the south side of Brooks Branch Road, at the southwest corner of I-40 and Airline.

Ms. Reeder said the subdivision will create seven (7) lots: two (2) at the corner of Airline and Arlington Trails, three (3) fronting Arlington Trails, and two (2) at the end of Fair Springs Cove (a new road).

The proposed lot layout is consistent with Land Use Code for SC-Shopping Center zoned lots, with all seven lots meeting minimum lot size, having sufficient dimensions to allow development, and access requirements. The project will require street dedication and improvements along all the roadways, including roadway widening and improvements on Airline Road and the construction of the other two new roadways.

Utilities are available with improvements by developer.

Ms. Reeder stated staff recommended approval of the Preliminary Plat, subject to the attached conditions.

Chairman Campbell called for a motion.

**Main Motion:** Don Hinkle made the motion to approve the Arlington Trails Commercial PD Preliminary Plat. Brian Thompson seconded it.

**Discussion:** Mr. Thompson noted the drainage easement in the rear of lot six. Ms. Reeder explained that was for the small detention area. Mr. Thompson noted that made lot six a very small lot, about 1 acre. Ms. Reeder said the plan is to have the shared access driveway placed on adjacent lot.

Chairman Campbell called for a vote on the Preliminary Plat.

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

**STANDARD CONDITIONS:**

S-1. It is found that the application dated November 6, 2018 as presented and with the conditions of approval meets the provisions of the Town of Arlington Subdivision Regulations, the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

S-2. Final Plat approval is effective for two (2) years from the date of approval by the Planning Commission. The applicant may request two (2) one-year extensions from the Planning Commission, per the Subdivision Regulations, if needed to record the Plat.

S-3. A completed Development Agreement shall be prepared and executed prior to construction of any infrastructure within the development.

S-4. Prior to recording the final plat, the developer shall furnish the Town of Arlington approved security, per the Subdivision Regulations, in order to ensure the work will be completed in accordance with approved drawings and applicable specifications.

S-5. The developer shall provide the Town with a copy of the Final Plat using state plane coordinate system with NAD – 27 or NAD – 83 datum on disk or CD in a generally accepted format at the time the Final Plat is presented for recording.
S-6. The applicant’s design professional shall address all Preliminary Plat mark-ups prior to submitting and recording the Final Plat.

PROJECT SPECIFIC CONDITIONS:

P-1. The Plat shall be revised to note corrected setbacks on lots 1-2 and 4-7, including front setback and landscape buffer of 25 feet, corner lots with two front setbacks and two side setbacks.

P-2. Approval of a Final Plat is contingent upon approval of the Construction Plans.

P-3. All conditions of the Planned Development Overlay, Construction Plan approval and Final Plat approval shall be added to the plat prior to recording.

P-4. A five-foot utility easement shall be provided along the boundary of each parcel.

D. Arlington Trails Commercial PD – Master Sign Plan – Airline and Brooks Branch Rd.

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on file) for the consideration of a Master Sign Policy for the Arlington Trails Commercial PD.

Ms. Reeder said the Arlington Trails PD was approved by the BMA on October 1, 2018 and this sign plan is a requirement of that approval. The intent of the sign policy to create consistency within the development.

Ms. Reeder noted the proposed sign policy reiterates and/or is consistent with the Town’s existing Sign Guidelines with some changes. Ms. Reeder explained the 9 primary variations from the Town’s Code, which are each detailed in the Staff Report on file.

Ms. Reeder noted the applicant provided renderings to include a Grouping Sign with a height of 14 feet and a 2-foot brick base which follows Town guidelines.

Other renderings included a Self-Storage Site Plan with proposed signage. This follows current sign guideline and include one wall-mounted and one ground-mounted sign in the sample rendering.

Ms. Reeder said the ground sign has a brick base, 2 feet high, and the cabinet with internally illuminated sign. Ms. Reeder noted Town does not allow plastic face cabinets so that would need to be addressed. Ms. Reeder stressed that sign material and building materials need to match.

Ms. Reeder stated that the blue on the logo for the Sentry Self-Storage sign is not an approved color. The logo is internally illuminated; however, Ms. Reeder would propose to reduce the size of the logo to be proportional to the lettering. Applicant is open to recommendations.

Chairman Campbell called for a motion.

Main Motion: Don Hinkle made the motion to approve the Arlington Trails Commercial PD Master Sign Plan, subject to proposed conditions. Nycole Alston seconded it.

Discussion: Mr. Campbell asked if there was a written policy regarding the proportion of logos to lettering. Ms. Reeder responded there was not a policy however condition “e” addressed this.

Mr. Thompson said he was bothered by the size of some of the logos and lettering. He would require some proportionality to the signs. Mr. Thompson asked where the Master Sign Plan went after Planning Commission. Ms. Reeder said after PC it went to the BMA.

He recommended the DRC review this plan with the current deviations and provide input. The DRC has the knowledge to provide some feedback before it is decided upon and make a recommendation.
As these signs will be visible from the Interstate Mr. Thompson would like these done right. Mr. Thompson is concerned the interior-illuminated letters will set a precedent.

Mr. Thompson stated he would like to hold off on a vote until the DRC has made their recommendations. Mr. Hinkle agreed.

Mr. Campbell asked the applicant if he would pull this sign plan tonight and bring forward at the next PC meeting.

Ms. Reeder asked if there are any other comments to offer the applicant before the DRC sees the signs. Mr. Thompson would like to exclude the logos from max height. He would like to address the proportionality of logos to letters. Second, Mr. Thompson reminded members Arlington has worked to remove internally illuminated signs. He would like to see examples of other Marriott signs that have halo lit signs.

Mr. Thompson is also concerned about the number of signs feeling there is no need to have it on three sides of the hotels. Perhaps having it on the north and south sides only is better.

Mr. Hinkle expressed concern about the grouping sign and the Self-Storage sign being close together and crowded. Ms. Reeder said that was common to have one per lot.

The applicant, Milton Grant, explained the signs are a work in progress. He will take the comments under consideration. Mr. Grant hopes to go before the BMA in January and then to the DRC.

Mr. Grant is concerned that a 4-story high sign won’t be visible if it is lit from behind. Proportionality changes are no problem and he can have that redrawn. Ms. Reeder can incorporate all the suggestions into the plan.

Mr. Grant explained the signs are the Marriot standard signs. It is difficult, he said, with the number of letters, to have them visible if they are not internally lit.

Mr. Thompson asked how we allow illumination here and not allow it for other businesses. Mr. Thompson would prefer halo lit until he hears from the DRC or sees other examples.

Mr. Campbell asked when the next DRC meeting is. Ms. Reeder responded December 11, 2018. Mr. Grant is meeting with BMA in January 2019. It was determined that the DRC would have time to send their comments and incorporate those comments before the next PC meeting in December 2018 and BMA meeting in January.

Ms. Reeder will send it to the DRC and ask for their recommendation.

Mr. Grant withdrew the Master Sign Plan. It will be brought back to the PC for the December meeting after the DRC has reviewed the plan and provided their recommendations.

E. **Other a Properly Presented**

Ms. Reeder reminded the members about the upcoming Volunteer Appreciation Event on December 11, 2018 at 6:00 pm. Light refreshments will be served.

Mr. Campbell asked that an email be sent to PC members regarding the four hours of required training. He would like members informed if they have met the training requirements. If not, how many hours they still require and options to complete the training.

**VIII. Adjournment:**

Hearing no new business Chairman Campbell called for a motion to adjourn.
Motion: Don Hinkle made the motion. Susan Payne seconded it.

The meeting was adjourned.

Russ Campbell, Chairman

Don Hinkle, Secretary

Submitted By: Mary Helen Carmack, Planning Clerk