Town of Arlington
Planning Commission
Meeting

February 20, 2018
6:30 P.M.
AGENDA
Planning Commission Meeting
Tuesday, February 20, 2018
6:30 p.m.

I. Invocation

II. Call to Order & Establishment of a Quorum

III. Approval of the December 18, 2017 Meeting Minutes

IV. Comments from Citizens

V. Old Business
   A. Other as Properly Presented

VI. New Business
   A. Arlington Animal Hospital Expansion – Site Plan – 11065 Hwy 70
   B. Beauty Lawn Spray, Inc. – Site Plan – 5890 Jetway Drive
   C. Arlington Middle School Expansion – Site Plan – 5470 Lamb Road
   D. White Oak Phase 2 – Construction Plans – East side of Milton Wilson Blvd., south of Kensington and adjacent to Phase 1A.
   E. White Oak Phase 2 – Final Plat – East side of Milton Wilson Blvd., south of Kensington and adjacent to Phase 1A.
   F. White Oak Phase 3 – Construction Plans – East side of Milton Wilson Blvd., north of the original White Oak and adjacent to Phase 1B.
   G. White Oak Phase 3 – Final Plat – East side of Milton Wilson Blvd., north of the original White Oak and adjacent to Phase 1B.
H. **Resolution 2018-01** – To amend and re-adopt the Town of Arlington Subdivision Regulations for minor corrections and to incorporate standard construction details.

PUBLIC HEARING – Planning Commission to consider Resolution 2018-01 to amend and re-adopt the Town of Arlington Subdivision Regulations.

I. **Arlington Zoning Ordinance** – Amendment to multiple chapters to incorporate temporary and special events, and add clarification on uses, rear yard coverage, and fence heights.

PUBLIC HEARING – Planning Commission to consider Amendments to the Arlington Zoning Ordinance chapters 2 (Definitions), 4 (Zoning District, Bulk Regulations, and Uses), and 6 (Development Standards) to incorporate temporary and special events, and add clarification on uses, rear yard coverage, and fence heights.

J. Other as Properly Presented

VII. Adjourn
Arlington Pet Hospital Expansion
SITE PLAN APPLICATION REVIEW

DATE: February 20, 2018

STAFF: Angela Reeder, AICP, Town Planner
       Steve Hill, P.E., Town Engineer

SUBJECT: Site Plan Review

APPLICANT: Dr. Samuel Garrett Davis, Arlington Pet Hospital

DESIGN PROF./CONSULTANT: ETI Corporation; Representative: Steve Hooper

SITE LOCATION: 1065 Highway 70

SITE ACREAGE: 2.5 Acres (with Final Plat approval)

ZONING: B-2: General Commercial district

PROPOSAL: The applicant is requesting Planning Commission approval of a site plan to allow the expansion of Arlington Pet Hospital, an existing veterinary clinic on Highway 70, east of Lamb Road. The clinic has been at this location for several years and has outgrown its current facility. As the use is not changing, the proposal remains a permitted use in the site’s B-2 zoning designation.

The applicant proposes to add almost 3,800 square feet to the rear of the building (east). It will extend the existing building line and be well within the side yard setback. The parking lot will also be extended to the rear of the site to serve the new space. The expansion will require that the current parcel be merged with the adjacent, which is also owned by the applicant to avoid having a building straddle a property line. As such, a Plat application has been submitted and a condition of approval requires that be finalized prior to any building permits being issued pursuant to this application.

The expansion will also include the relocation and expansion of the existing trash enclosure to the back of the site, as well as the shifting of a fenced area at the back of the site for animals being boarded on-site. The area will be enclosed with a 8-foot cedar fence, similar to the existing.
**Access and Loading:** Access to the site will continue through the existing driveway on Highway 70: a 24’ driveway with right-in/right-out access. An existing sidewalk is located along the site’s frontage on Hwy 70, and a connection will be added to extend from the public sidewalk to the building.

**Road Improvements:** No roadway improvements along Highway 70 are required, as the property was improved with the addition of the existing facility.

**Parking:** Parking for the site is provided in one aisle on the north side of the lot, as well as in a lot at the rear behind the building. The site plan shows a total of 59 parking spaces, including 3 handicap stalls at the office entrances and 1 loading space by the back of the building. This falls within Zoning Ordinance requirements, which call for a minimum of 44 spaces (1:200sf) and a maximum of 77 spaces (1:125sf) for veterinarians.

**Landscaping and Tree Ordinance:** After the expansion, open space of 60% will still be provided on the lot, which well exceeds the Town’s 30% requirement.

The site is currently landscaped around the building and has several existing trees on the open lot to the east (where the expansion will go). A Tree Preservation Plan identifies those that must be removed to accommodate the expansion, which are primarily cottonwood, but also notes 11 larger trees that shall be protected and saved. The site will be required to meet the Code required 50 tree density units, and shouldn’t have a problem considering the trees that will remain. The Design Review Committee will review the final landscaping plans.

**Drainage / Grading:** The proposed development will consist primarily of overland sheet flow and curb cuts. There is an existing detention basin on-site that was built to accommodate future buildout of this lot, thus no additional detention improvements are required.

**SANITARY SEWER:** Sanitary sewer is readily available within the site. A new line will be installed to serve the proposed building expansion.

**Next Steps:** If approved, the applicant will next be required to receive approval for site improvements from the Design Review Commission, a Final Plat, complete all conditions of approval and have a Pre-Construction meeting with staff prior to beginning work.

**RECOMMENDATION:**
Staff recommends approval of the applicant’s Site Plan for an expansion of Arlington Pet Hospital, subject to the following conditions, in addition to any other conditions levied by the Planning Commission.
STANDARD CONDITIONS:
S-1. It is found that the application as presented, with plans dated February 1, 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, if required.

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. The associated Final Plat for Parkway Center Commercial Subdivision Phase 2 must be recorded before a building permit can be issued for this project.

P-3. 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-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. If a building requires sprinklers, a revised utility plan identifying all required connections must be approved by Town staff prior to the issuance of any building permit for the expansion.
## Town of Arlington
### Planning Commission
#### Site Plan Application

**Refer to Meeting and Submittal Dates Calendar for Application Deadlines**

<table>
<thead>
<tr>
<th>Development Name: Arlington Pet Hospital Expansion</th>
<th>Zoned: B-2</th>
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<tbody>
<tr>
<td>Location: 11065 Hwy 70</td>
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<tr>
<td>Owner of Record: Samuel Garrett Davis, DVM</td>
<td></td>
</tr>
<tr>
<td>Owner Address: 11065 Hwy 70, Arlington, TN 38002</td>
<td></td>
</tr>
<tr>
<td>Daytime Phone: 901-317-4412</td>
<td>Fax Number:</td>
</tr>
<tr>
<td>E-mail Address: <a href="mailto:DavisAUUvet@hotmail.com">DavisAUUvet@hotmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>

| Developer Contact: (same as above)                 |            |
| Company Name:                                      |            |
| Mailing Address:                                   |            |
| Daytime Phone:                                     | Fax Number: |
| E-mail Address:                                    |            |

| Engineer/Designer Contact: Steve Hooper            |            |
| Company Name: ETI Corporation                      |            |
| Mailing Address: 1755 Lynnfield Road, Suite 100, Memphis, TN 38119 | |
| Daytime Phone: 901-758-0400                       | Fax Number: 901-754-5135 |
| E-mail Address: shooper@etlicorp.com              |            |

**Instructions for Submitting an Application:**

- **X** Fee Schedule:
  - Less than 5 acres – $800.00
  - Over 5 acres – $1,000.00
  - *Make checks payable to the Town of Arlington*

- **X** Attached is a Site Plan Checklist of required items. *All items must be addressed or the application may be deemed incomplete and returned to the applicant.*

- **X** A preliminary meeting with Staff for review prior to submittal deadline date is suggested. Staff meets the first and third Monday of each month. Call the Planning Department to schedule.

- **X** When the Planning Commission approves a site plan, it shall lapse unless a building permit, based thereon, is issued within one (1) year from the date of such approval unless an extension of time is applied for and granted by the appropriate approving body.

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Office Use Only

Date Received: 1-2-18

Amount: $800.00

Fee Receipt #: 04/10/44

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-3449 • Fax (901) 867-2638
Planning Commission
Site Plan Application

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.

2. If all required materials/documents are not submitted to and received by the Planning Department by the deadline, the application will NOT be accepted or posted on the Planning Commission Agenda.

3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

4. By signing this document, the applicant and owner accept the above conditions.

*Copy and use additional pages if necessary*

<table>
<thead>
<tr>
<th>APPLICANT:</th>
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Disclosure Of Ownership Interests

In order to assist staff and appointed and elected officials of the Town of Arlington in complying with Ordinances of the Town relating to conflicts of interest, the following information is required to be furnished:

1. For Profit Entities: If the applicant submitting this Application ("Applicant") is a for-profit, e.g., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Applicant: Samuel G. Davis, DVM

Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Business or Home Address</th>
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</thead>
<tbody>
<tr>
<td>Samuel G. Davis</td>
<td>11665 Hwy 70, Arlington, TN 38002</td>
</tr>
</tbody>
</table>

2. For Profit Entities: If the owner and any lessee of the land which is the subject of this Application ("Owner and Lessee") is a for-profit entity, i.e., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owners and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner and Lessee: Same as above

Persons or Entities Owning 10% or More of the Ownership Interests of the Owner and Lessee:

<table>
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<th>Name</th>
<th>Business or Home Address</th>
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WARRANTY DEED

THIS INDENTURE, made and entered into this 17th day of November, 2011, by and between Samuel J. Davis, a married person, party of the first part, and Samuel Garrett Davis, a married person, party of the second part.

WITNESSETH: That for and in consideration of Ten Dollars ($10.00), cash in hand paid, and other good and valuable considerations, the receipt of all of which is hereby acknowledged, the said party of the first part has bargained and sold and does hereby bargain, sell, convey and confirm unto the said party of the second party the following described real estate, situated and being in Arlington, County of Shelby, State of Tennessee:

Lots 1 and 2, Final Plat, Parkway Center Commercial Subdivision, Phase 2, as shown on plat of record in Plat Book 250, Page 1, in the Register’s Office of Shelby County, Tennessee, to which plat reference is hereby made for a more particular description of said property.

Being all or part of the same property conveyed to party of the first part by Warranty Deed of record as Instrument No. 06073280, in said Register’s Office.

TO HAVE AND TO HOLD the aforesaid real estate together with all the appurtenances and hereditaments thereunto belonging or in any wise appertaining unto the said party of the second part, his heirs, successors and assigns in fee simple forever.

The said party of the first part does hereby covenant with the said party of the second part that he is lawfully seized in fee of the aforesaid described real estate; that he has good right to sell and convey the same; that the same is unencumbered, except for subdivision restrictions, building lines and easements of record in Plat Book 9, Page 73, Plat Book 183, Page 1 and in Plat Book 250, Page 1 and Easements of record as Instrument Nos. JT 9628 and KJ 6530, all in said Register’s Office,

and that the title and quiet possession thereto he will warrant and forever defend against the lawful claims of all persons.

The word “party” as used herein shall mean “parties” if more than one person or entity be referred to, and pronouns shall be construed according to their proper gender and number according to the context hereof.

WITNESS the signature of the party of the first part the day and year first above written.

Samuel J. Davis
STATE OF TENNESSEE, COUNTY OF SHELBY

Before me, a Notary Public in and for said State and County, duly commissioned and qualified, personally appeared Samuel J. Davis, to me known or proved to me on the basis of satisfactory evidence to be the person described in and who executed the foregoing instrument, and acknowledged that he executed the same for the purposes therein contained.

WITNESS my hand and Notarial Seal at my office this 17th day of November, 2011.

My Commission Expires:

I, or we, hereby swear or affirm that, to the best of my knowledge, information, and belief, the actual consideration for this transfer or value of the property transferred, whichever is greater, is $575,000 which amount is equal to or greater than the amount which the property transferred would command at a fair and voluntary sale.

Affiant

Subscribed and sworn to before me this 17th day of November, 2011

My Commission Expires:

Tax Parcel ID No. Part of A1-41-333

Property Address:
Vacant Land

Mail Tax Notices to and Name & Address of Property Owner:

Samuel Garrett Davis
11125 Highway 70 #105
Beilingo, TN 38111

This Instrument Prepared By and Return To:
Shaw Title & Closing Services, Inc.
775 Ridge Lake Boulevard #145
Memphis, TN 38120

Warranty Deed
DATE: February 20, 2018

STAFF: Angela Reeder, AICP, Town Planner
      Steve Hill, P.E., Town Engineer

SUBJECT: Site Plan Review

APPLICANT: Larry Shields, BeautyLawn Spray, Inc.

DESIGN PROF./CONSULTANTS: Professional Design Resources, Representative: Roy L. Scobey
      Ledford Engineering; Representative: Lance Lanier

SITE LOCATION: 5890 Jetway Drive

SITE ACREAGE: 3.0 Acres

ZONING: M-1: Light Industrial district

PROPOSAL: The applicant is requesting Planning Commission approval of a site plan to allow an addition to BeautyLawn Spray, an existing lawn care business at 5890 Jetway Drive. The business, which has been in the region for close to 50 years, is outgrowing its current building and is looking to add a storage building to the rear of their property for equipment. As the use is not changing, the proposal remains a permitted use in the site’s M-1 zoning designation.

The applicant proposes to add a 3,780 square foot storage building to the rear of the site. The building is proposed in line with the existing office on the site, roughly 65 feet off the east property line and over 400 feet back from Jetway Drive. The applicant states that many of their vehicles carry tanks with fluids that need to be stored indoors to avoid weather impacts. Storing them inside also serves to screen much of their fleet.

Access and Loading: Access to the site will continue through the existing driveway on Jetway. A driveway extension will be added to serve the new building, and will allow equipment to drive through the building.
Road Improvements: No road improvements are required along Jetway. The portion of Jetway adjacent to this property has been improved.

Parking: Existing parking for the site is provided around the front of the current building. As the proposed building adds enclosed parking for company vehicles and equipment storage, no extra parking is proposed.

Landscaping and Tree Ordinance: After the expansion, open space of 65% will still be provided on the lot, which well exceeds the Town’s requirement in Industrial properties.

The site is currently landscaped at the street, along the driveway, and around the building’s southern side. The area of the proposed expansion does not include any trees and thus none will be removed. As such, the site should continue to meet the Code required 60 tree density units.

Drainage / Grading: The proposed development will consist primarily of overland sheet flow. There is an existing detention basin on site that will serve a portion of the new impervious area being created.

In addition, a new stormwater detention basin will be constructed on the south side of the proposed building. This basin will serve the additional impervious area to maintain pre-construction runoff flow. The detention calculations have been checked and they meet the Town’s detention requirements.

Sanitary Sewer: The project as presented did not include any proposed facilities that would require sanitary sewer service. Therefore, no sewer improvements are being proposed at this time.

Next Steps: If approved, the applicant will next be required to receive approval for site improvements from the Design Review Commission, complete all conditions of approval and have a Pre-Construction meeting with staff prior to beginning work.

RECOMMENDATION:
Staff recommends approval of the applicant’s Site Plan for an addition for BeautyLawn Spray, subject to the following conditions, in addition to any other conditions levied by the Planning Commission.

STANDARD CONDITIONS:
S-1. It is found that the application as presented, with plans dated January 30 (Ledford) and January 9 (Scobey), 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, if required.

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. 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-2. 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-3. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices. If a building requires sprinklers, a utility plan identifying all required connections must be approved by Town staff prior to the issuance of any building permit for the expansion.
**Town of Arlington**

**Planning Commission**  
**Site Plan Application**

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

<table>
<thead>
<tr>
<th>Development Name:</th>
<th>STORAGE BLDG.</th>
<th>Zoned:</th>
<th>M-1</th>
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<tbody>
<tr>
<td>Location:</td>
<td>5890 JETWAY AVE.</td>
<td></td>
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<tr>
<td>Owner of Record:</td>
<td>LARRY SHIELDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner Address:</td>
<td>450 WALNUT BEND RD. ARLINGTON, IN.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>901-867-8335</td>
<td>Fax Number:</td>
<td>901-867-0415</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:shields.larry.c@gmail.com">shields.larry.c@gmail.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Developer Contact: | LARRY SHIELDS |       |     |
| Company Name:      | BEAUTLAWN |       |     |
| Mailing Address:   | 5890 JETWAY AVE. |       |     |
| Daytime Phone:     | 901-461-9635  | Fax Number: | 901-867-0415 |
| E-mail Address:    | shields.larry.c@gmail.com |       |     |

| Engineer/Designer Contact: | RAY L. GOBEY |       |     |
| Company Name:             | PROFESSION DESIGN RESOURCES |       |     |
| Mailing Address:          | P.O. BOX 34398 MEMPHIS TN 38184 |       |     |
| Daytime Phone:            | 901-364-8008 | Fax Number: |       |
| E-mail Address:           | RL GOBEYR@ AOL.COM |       |     |

**Instructions for Submitting an Application:**

- **Fee Schedule:**
  - Less than 5 acres – $800.00
  - Over 5 acres – $1,000.00

  *Make checks payable to the Town of Arlington*

- Attached is a Site Plan Checklist of required items. **All items must be addressed or the application may be deemed incomplete and returned to the applicant.**

- A preliminary meeting with Staff for review prior to submittal deadline date is suggested. Staff meets the first and third Monday of each month. Call the Planning Department to schedule.

- When the Planning Commission approves a site plan, it shall lapse unless a building permit, based thereon, is issued within one (1) year from the date of such approval unless an extension of time is applied for and granted by the appropriate approving body.

**Office Use Only**

- **Date Received:** 11/27/17
- **Amount:** $900.00
- **Fee Receipt #:** 51092

**RECEIVED**  
**NOV 27 2017**  
**Town of Arlington**
Planning Commission
Site Plan Application

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.

2. If all required materials/documents are not submitted to and received by the Planning Department by the deadline, the application will NOT be accepted or posted on the Planning Commission Agenda.

3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

4. By signing this document, the applicant and owner accept the above conditions.

*Owner information is required

<table>
<thead>
<tr>
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<tr>
<td>If an Entity:</td>
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<tr>
<td>Name of Entity: Beauty Lawn Spray</td>
<td>Name of Entity: Beauty Lawn Spray</td>
</tr>
<tr>
<td>By (Signature): Larry C. Shields</td>
<td>By (Signature): Larry C. Shields</td>
</tr>
<tr>
<td>Print Name: Larry C. Shields</td>
<td>Print Name: Larry C. Shields</td>
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<tr>
<td>Title: Owner/PRES.</td>
<td>Title: Owner/PRES.</td>
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<th>If an Individual(s):</th>
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<tr>
<td>Print Name: Larry Shields</td>
<td>Print Name: Larry C. Shields</td>
</tr>
<tr>
<td>Signature: Larry Shields</td>
<td>Signature: Larry C. Shields</td>
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</tbody>
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Copy and use additional pages if necessary

RECEIVED

NOV 27 2017

Town of Arlington
Disclosure Of Ownership Interests

In order to assist staff and appointed and elected officials of the Town of Arlington in complying with Ordinances of the Town relating to conflicts of interest, the following information is required to be furnished:

1. For Profit Entities: If the applicant submitting this Application ("Applicant") is a for-profit, e.g., general partnership, limited partnership, corporation, limited liability company, R.E.I.T., trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

   Applicant: LARRY SHIELDS / BEAUTYLAWN SPRAY

   Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

   Name  Business or Home Address
   LARRY SHIELDS  450 WALNUT BEND ARLINGTON
   CHRISTY SHIELDS  5890 JETWAY DR ARLINGTON

2. For Profit Entities: If the owner and any lessee of the land which is the subject of this Application ("Owner and Lessee") is a for-profit entity, i.e., general partnership, limited partnership, corporation, limited liability company, R.E.I.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owners and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

   Owner and Lessee: LARRY SHIELDS / BEAUTYLAWN

   Persons or Entities Owning 10% or More of the Ownership Interests of the Owner and Lessee:

   Name  Business or Home Address
   CHRISTY B. SHIELDS  5890 JETWAY AVE ARLINGTON

   RECEIVED
   NOV 27 2017

   Town of Arlington
DATE: February 20, 2018

STAFF: Angela Reeder, AICP, Town Planner
       Steve Hill, P.E., Town Engineer

SUBJECT: Site Plan Review

APPLICANT: Tammy Mason, Arlington Community Schools

DESIGN PROF./CONSULTANT: Renaissance Group; Representative: Wesley Wooldridge

SITE LOCATION: 5470 Lamb Road

SITE ACREAGE: 18.9 Acres

ZONING: RS-13: High Density Residential district

PROPOSAL: Arlington Middle School is working to add a brand-new gymnasium for the school. Renaissance Group, representing ACS, has submitted plans for the new gymnasium, which will be approximately 20,000 square feet in size and sit to the rear of the school in a location currently occupied by six (6) portable buildings, which will go away.

Based on Tennessee Code, Arlington Community Schools is required to submit plans to the Planning Commission through the course of regulatory approvals, as would any other properly zoned plan. The intent of this statute is to require separate governmental entities (in this situation, ACS) to receive the benefit of input and review at the local level. As such, while the Planning Commission does not typically review architectural designs or landscape plans, you will find they are provided here, as the project will not be going before the DRC. And also, as the PC is charged to consider the “location and extent”
of this new facility, those architecture plans are provided to allow review of the “extent” of the facility.

**Building Elevations:** The building’s primary entrance is on the east side facing the parking lot. Additional entrances to the gym will be provided on the north, west, and east sides as well, with a long, covered walkway and double doors on the south side. While a single-story structure, the gymnasium building will be roughly 34’ tall, which is within height limits permitted.

Plans show the building constructed with a brick veneer in two colors to mimic the existing school building. The rendering provided further shows how the new gym will mimic and tie into the school as if they were built together.

**Parking, Access, and Loading:** The proposed addition will not impact existing parking on site, and no additional parking spaces are proposed with as project. Vehicular access will continue to be through the existing driveway on Memphis-Arlington Rd.

Pedestrians will use the existing sidewalk that extends from Memphis-Arlington to the building, and will have a new covered walkway from the parking area, and extending the length of the gym.

**Road Improvements:** No road improvements are required along Lamb Road or Memphis-Arlington Road. The portion of each roadway adjacent to this property has been improved.

**Drainage / Grading:** The proposed development will consist primarily of overland sheet flow to existing drainage inlets. One new drainage inlet will be installed to tie to the existing system. As the site sits today, there are a number of portable buildings that have created more or less an impervious area. The new gymnasium will sit within the footprint of the portable buildings, having a minimal increase of impervious area for the site. As such, the existing detention basin will be utilized for this development.

**Sanitary Sewer:** Sanitary sewer is readily available within the site. It is unclear from the plans that were reviewed if new facilities requiring sewer service were being proposed. Clarification of these types of facilities has been requested. Sanitary sewer required to serve the proposed building, whether new or existing sewer lines, shall be clearly shown on the plans prior to engineering approval.

**Landscaping, Irrigation and Tree Ordinance:** The site includes a large amount of open space and a variety of tree. While trees are shown in the renderings alongside the covered walkway, no additional landscaping is proposed at this time, as those are understood to be unlikely to survive in that corridor.

**Next Steps:** The applicant will be required to address conditions of approval, process building permits for the site, and have a Pre-Construction meeting with staff prior to beginning work.

**RECOMMENDATION:**
Staff recommends approval of the Arlington Middle School Gymnasium Addition, subject to the following conditions, in addition to any other conditions levied by the Planning Commission.
STANDARD CONDITIONS:

S-1. It is found that the application as presented, with plans dated January 24, 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, if required.

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. 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. Provide clarification on existing utilities that will be abandoned as a result of this development.

P-3. 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-4. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.
**Town of Arlington**

**Planning Commission**

**Site Plan Application**

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**Refer to Meeting and Submittal Dates Calendar for Application Deadlines**

<table>
<thead>
<tr>
<th>Development Name:</th>
<th>ARLINGTON MIDDLE SCHOOL</th>
<th>Zoned:</th>
<th>RS-1</th>
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<tr>
<td>Location:</td>
<td>5470 Lamb Road, Arlington, TN 38002</td>
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<tr>
<td>Owner of Record:</td>
<td>ARLINGTON COMMUNITY SCHOOLS BOARD OF EDUCATION</td>
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<tr>
<td>Owner Address:</td>
<td>5475 AIRLINE ROAD, ARLINGTON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>(901) 389-2497</td>
<td>Fax Number:</td>
<td>901.389.2498</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:tammy.mason@acsk-12.org">tammy.mason@acsk-12.org</a></td>
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**Developer Contact:** TAMMY MASON

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<tr>
<th>Company Name:</th>
<th>ARLINGTON COMMUNITY SCHOOLS BOARD OF EDUCATION</th>
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<tr>
<td>Mailing Address:</td>
<td>12060 Arlington Trail, Arlington, TN 38002</td>
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<tr>
<td>Daytime Phone:</td>
<td>(901) 389-2497</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>901.389.2498</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:tammy.mason@acsk-12.org">tammy.mason@acsk-12.org</a></td>
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**Engineer/Designer Contact:** WESLEY WOOLDRIDGE

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<th>Company Name:</th>
<th>RENAISSANCE GROUP</th>
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<tr>
<td>Mailing Address:</td>
<td>9700 VILLAGE CIRCLE, LAKELAND TN 38002</td>
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<tr>
<td>Daytime Phone:</td>
<td>(901)332-5533</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>(901)332-5534</td>
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<tr>
<td>E-mail Address:</td>
<td><a href="mailto:wwooldridge@rgroup.biz">wwooldridge@rgroup.biz</a></td>
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**Instructions for Submitting an Application:**

- **Fee Schedule:**
  - Less than 5 acres — $800.00
  - Over 5 acres — $1,000.00

  *Make checks payable to the Town of Arlington*

- Attached is a Site Plan Checklist of required items. *All items must be addressed or the application may be deemed incomplete and returned to the applicant.*

- A preliminary meeting with Staff for review prior to submittal deadline date is suggested. Staff meets the first and third Monday of each month. Call the Planning Department to schedule.

- When the Planning Commission approves a site plan, it shall lapse unless a building permit, based thereon, is issued within one (1) year from the date of such approval unless an extension of time is applied for and granted by the appropriate approving body.

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**Office Use Only**

Date Received: ____________

Amount: ____________

Fee Receipt #: ____________

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5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507

Telephone (901) 867-3449 • Fax (901) 867-2638
3. Not for Profit Entities: If the applicant submitting the Application ("Applicant") is a not for profit entity, the authorized representative of the Applicant must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

**Applicant:**

**President or Equivalent Chief Executive Officer:**

**Members of the Board of Directors of the Applicant:**

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4. Not for Profit Entities: If the owner and lessee of the land which is the subject of this Application ("Owner and Lessee") is a not for profit entity, the authorized representative of the Owner and Lessee must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

**Owner and Lessee:**

**President or Equivalent Chief Executive Officer:**

**Members of the Board of Directors of the Owner and Lessee:**

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Villages at White Oak 1st Addition – Phase 2
CONSTRUCTION PLANS REVIEW

DATE: February 20, 2018

STAFF: Angela Reeder, AICP, Town Planner
       Steve Hill, P.E., Town Engineer

SUBJECT: Construction Plans for Phase 2 of Village of White Oak 1st Addition PD

APPLICANT: Arlington Investors Group, LLC; Representative: Keith Grant

DESIGN PROFESSIONAL: McGuire Engineering; Representative Mark McGuire

SITE LOCATION: East side of Milton Wilson Boulevard, south of Kensington PD and adjacent to Phase 1A.

ZONING CLASSIFICATION: RS-18 and PD Overlay (Villages at White Oak 1st Addition PD)

ACREAGE: 10.75 acres

LOTS PROPOSED: 26 Residential lots

PROPOSAL: The applicant is requesting Planning Commission approval of construction plans for Phase 2 of the Villages at White Oak 1st Addition Planned Development. The plans for this phase includes 26 single-family residential lots on 10.75 acres.

The proposed plan conforms to the approved White Oak 1st Addition PD, which was approved by the Board of Mayor and Aldermen on September 5, 2017 as Resolution 2017-44.

Access: The White Oak 1st Addition subdivision has several access points along Milton Wilson Blvd, and will eventually connect to adjacent subdivisions. Access to Phase 2 will be through the existing Phase 1A, which is completed and currently building homes. The roads will have temporary stub streets until the next phase is completed and a condition requires them to be signed as such.

Road Improvements: New subdivision road improvements will be included as part of this project. There are no public improvements required to Milton Wilson Boulevard or other existing streets. New streets will consist of 26’ of paved surface, complete with curb, gutter, and sidewalk.
**Drainage / Grading:** The proposed development will have a series of underground storm pipe and curb inlets to carry stormwater to the detention basins. The majority of the site will utilize the existing detention basin that was constructed as part of White Oak 1st Addition Phase 1A. The existing detention basin was designed and constructed to accommodate runoff from this phase of development of White Oak 1st Addition.

A small, temporary detention basin will be constructed on the east side of the proposed Phase 2. This detention is required on an interim basis to offset the increased runoff from Phase 2 that drains towards Windsor Place Subdivision. One permanent detention basin will ultimately be installed at the northeast corner of the property. In the interim, the temporary detention basin may be relocated as future phases of White Oak 1st Addition are developed.

**Sanitary Sewer:** The sanitary sewer system will consist of a gravity sewer system that will be an extension of the Phase 1A sewer system. TDEC approval of the sewer extension will be required.

**Open Space:** A 2.4-acre common open space area is proposed on the west side of Milton Wilson with this phase, as called for in the approved Master Development Plan. The site is also adjacent to COS A in Phase 1A, which will be used for siltation basin during construction of Phase 2 and converted to its final form prior to recordation of the Phase 2 Plat. As a note, the COS provided in this phase is equal to 22.3% of the phase, and results in 20.5% cos overall (Phases 1A, 1B, and 2).

**RECOMMENDATION:**
Staff recommends approval of the applicant’s request, subject to the following conditions, in addition to any other conditions levied by the Planning Commission.

**STANDARD CONDITIONS:**

S-1. It is found that the application as presented, with plans dated February 8, 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 stub streets shall have adequate slopes and drainage infrastructure to prevent future erosion and undermining of roadway infrastructure.

P-4. All landscaping and common open space improvements shall be installed and approved by the Town of Arlington prior to recording the plat.

P-5. Decorative street sign posts, consistent with existing phases and as required by BMA 2007-11 and 2008-10, are required to be installed prior to recording the plat. For every five posts required in the development, the developer shall provide one replacement post to the Town of Arlington.

P-6. Signage shall be provided by the developer at all stub streets, in accordance with the subdivision regulations, which states “Street to be extended by the authority of the Town of Arlington.” This signage shall be installed prior to recording the plat. The sign shall be of high-intensity reflectivity, measuring 3’x2’.

P-7. The required street light fixture consistent with Town Subdivision Regulations for residential streets, is the MLGW 30’ Concrete Cobra Head Fixture. Street light design shall be designed by MLGW using this fixture, and paid for by the developer.
Town of Arlington

Planning Commission
Construction Plans Application
(Major Subdivisions Only)

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Subdivision Name: Villages at White Oak 1st Addition PD
Phases: 2
Location: East side of Milton Wilson south of Forrest Street
Owner of Record: Canale Properties
Owner Address: 79 S. Second Street, Memphis, TN 38103
Daytime Phone: Fax Number:
E-mail Address:

Developer Contact: Robert Reaves
Company Name: Arlington Investment Group, LLC
Mailing Address: 177 Crescent Drive, Collierville, TN 38017
Daytime Phone: 901-654-8333 Fax Number: 901-854-0526
E-mail Address: reaves@grantnewhomes.com

Engineer/Designer Contact: Mark McGuire, P.E.
Company Name: McGuire Engineering
Mailing Address: 289 Miss Camryn Lane, Collierville, TN 38017
Daytime Phone: 901-494-3201 Fax Number:
E-mail Address: mark@mcguirecompanies.biz

Instructions for Submitting an Application:

✓ Fee Schedule: $300.00, plus $45.00 per lot
  *Make checks payable to the Town of Arlington*

✓ Check all items on the following checklist. All items must be addressed or the application may be deemed incomplete and returned to the applicant.

✓ If in the process of completing the construction plans it becomes necessary to redesign the subdivision, review the procedure in Article 2, Section C.6.

✓ Refer to the Town of Arlington Subdivision Regulations, available at www.townofarlington.org, for all subdivision requirements.

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-3449 • Fax (901) 867-2638

Revised: 1/8/2015
Planning Commission
Construction Plans Application

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline. President

2. A completed application form and stated documents are required. The Planning Department will review each item to ensure it is complete. The application will not be considered filed with the Department until all items are complete and will not be placed on the Commission/Committee agenda.

3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

4. By signing this document, the applicant and owner accept the above conditions.

*Owner information is required

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<table>
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<tr>
<th>APPLICANT:</th>
<th>OWNER:</th>
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<tbody>
<tr>
<td>If an Entity:</td>
<td>(if different from applicant - if same, note “same”)</td>
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<tr>
<td>Name of Entity:</td>
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Disclosure Of Ownership Interests

In order to assist staff and appointed and elected officials of the Town of Arlington in complying with Ordinances of the Town relating to conflicts of interest, the following information is required to be furnished:

1. For Profit Entities: If the applicant submitting this Application ("Applicant") is a for-profit, e.g., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

   Applicant: Arlington Investment Group, LLC

   Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Business or Home Address</th>
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</thead>
<tbody>
<tr>
<td>Wilsons Crossing Partners, LLC</td>
<td>177 Crescent Drive, Collierville, TN 38017</td>
</tr>
<tr>
<td>Canale Properties, LLC</td>
<td>79 S. Second Street, Memphis, TN 38125</td>
</tr>
</tbody>
</table>

2. For Profit Entities: If the owner and any lessee of the land which is the subject of this Application ("Owner and Lessee") is a for-profit entity, i.e., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owners and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

   Owner and Lessee: Canale Properties, LLC

   Persons or Entities Owning 10% or More of the Ownership Interests of the Owner and Lessee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Business or Home Address</th>
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<tr>
<td>Canale Properties, LLC</td>
<td>79 S. Second Street, Memphis, TN 38125</td>
</tr>
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</table>
DATE: February 20, 2018

STAFF: Angela Reeder, AICP, Town Planner
Steve Hill, P.E., Town Engineer

SUBJECT: Final Plat for Phase 2 of Village of White Oak 1st Addition PD

APPLICANT: Arlington Investors Group, LLC; Representative: Keith Grant

DESIGN PROFESSIONAL: McGuire Engineering; Representative Mark McGuire

SITE LOCATION: East side of Milton Wilson Boulevard, south of Kensington PD and adjacent to Phase 1A.

ZONING CLASSIFICATION: RS-18 and PD Overlay (Villages at White Oak 1st Addition PD)

ACREAGE: 10.75 acres

LOTS PROPOSED: 26 Residential lots

PROPOSAL: The applicant is requesting Planning Commission approval of a Final Plat for Phase 2 of the Villages at White Oak 1st Addition Planned Development.

In summary, this phase will create 26 single-family residential lots and 1 common open space (COS) lot for the development. Residential lots in Phase 2 range in size from 13,500 (the minimum allowed in this phase) to 20,567 square feet. The Phase includes lots and homes identified as Medium Lots (Area 8) and as Manor Lots (Area 13) from the approved Planned Development.

The proposed Plat conforms to the approved White Oak 1st Addition PD, which was approved by the Board of Mayor and Aldermen on September 5, 2017 as Resolution 2017-44.

ANALYSIS: The proposed lot layout and phasing is consistent with the approved PD (partial exhibit is attached). The lots meet minimum lot size, dimension, and access requirements as set forth in the original PD. Any remaining minor corrections will be addressed to the Engineer’s satisfaction prior to recording.
**NEXT STEPS:** If approved, the applicant is required to finalize plans that address all engineering comments, receive a Development Agreement from the BMA, and have a pre-construction meeting with staff prior to beginning any work.

**RECOMMENDATION:**
Staff recommends approval of the applicant’s request, subject to the following conditions, in addition to any other conditions levied by the Planning Commission.

**STANDARD CONDITIONS:**
S-1. It is found that the application as presented, dated February 8, 2018, 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 Final Plat mark-ups prior to recording the Final Plat.

**PROJECT SPECIFIC CONDITIONS:**
P-1. Approval of the Final Plat will be contingent upon approval of the Construction Plans.

P-2. All lots in Phase 2 must be incorporated into the HOA for the Villages at White Oak 1st Addition PD, to ensure shared access and maintenance of HOA amenities. Proof that the community HOA is in good standing with the State and documentation on how these Phases will be incorporated shall be provided to Town Staff for review and approval, and subsequently recorded, where necessary, prior to recordation of the Final Plat.

P-3. All landscaping and common open space improvements shall be installed and approved by the Town of Arlington prior to recording the plat.

P-4. All common open space in Phases 2 must be deeded to the HOA at the time of recording of the Final Plat.
Town of Arlington
Planning Commission
Final Plat Application
(Major and Minor Subdivisions)

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Subdivision Name: Villages at White Oak 1st Addition PD
Location: East side of Milton Wilson south of Forrest Street
Owner of Record: Canale Properties, LLC
Owner Address: 79 S. Second Street, Memphis, TN 38125
Daytime Phone: Fax Number:
E-mail Address:

Developer Contact: Robert Reaves
Company Name: Arlington Investment Group, LLC
Mailing Address: 177 Crescent Drive, Collierville, TN 38017
Daytime Phone: 901-654-8333 Fax Number: 901-854-0526
E-mail Address: rreaves@grantnewhomes.com

Engineer/Designer Contact: Mark McGuire PE
Company Name: McGuire Engineering
Mailing Address: 289 Miss Camryn Lane, Collierville, TN 38017
Daytime Phone: 901-494-3201 Fax Number:
E-mail Address: mark@mcguirecompanies.biz

Instructions for Submitting an Application:
☐ Fee Schedule: $300.00
  *Make checks payable to the Town of Arlington*
☐ Check all items on the following checklist. All items must be addressed or the application may be deemed incomplete and returned to the applicant.
☐ If it becomes necessary to make changes to the subdivision, review the procedure in Article 2, Section E.5.
☐ Refer to the Town of Arlington Subdivision Regulations, available at www.townofarlington.org, for all subdivision requirements.

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Revised: 1/8/2015
Planning Commission
Final Plat Application
Keith Grant

It is understood that:

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2. A completed application form and stated documents are required. The Planning Department will review each item to ensure it is complete. The application will not be considered filed with the Department until all items are complete and will not be placed on the Commission/Committee agenda.

3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

4. By signing this document, the applicant and owner accept the above conditions.

*Copy and use additional pages if necessary*

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<td><em>Owner information is required</em></td>
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   Applicant: Arlington Investment Group, LLC

   Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

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DATE: February 20, 2018

STAFF: Angela Reeder, AICP, Town Planner
       Steve Hill, P.E., Town Engineer

SUBJECT: Construction Plans for Phase 2 of Village of White Oak 1st Addition PD

APPLICANT: Arlington Investors Group, LLC; Representative: Keith Grant

DESIGN PROFESSIONAL: McGuire Engineering; Representative Mark McGuire

SITE LOCATION: East side of Milton Wilson Boulevard, south of Kensington PD and adjacent to Phase 1A.

ZONING CLASSIFICATION: RS-18 and PD Overlay (Villages at White Oak 1st Addition PD)

ACREAGE: 9.04 acres

LOTS PROPOSED: 30 Residential lots

PROPOSAL: The applicant is requesting Planning Commission approval of construction plans for Phase 3 of the Villages at White Oak 1st Addition Planned Development. The plans for this phase includes 30 single-family residential lots on 9.04 acres.

The proposed plan conforms to the approved White Oak 1st Addition PD, which was approved by the Board of Mayor and Aldermen on September 5, 2017 as Resolution 2017-44.

Access: The White Oak 1st Addition subdivision has several access points along Milton Wilson Blvd, and will eventually connect to adjacent subdivisions. Access to Phase 3 will be through the existing Phase 1b, which is completed and currently building homes, and the existing Villages at White Oak Phase One. Some roads will have temporary stub streets until the next phase is completed and a condition requires them to be signed as such.

Road Improvements: New subdivision road improvements will be included as part of this project. There are no public improvements required to Milton Wilson Boulevard or other existing streets. New streets will consist of 26’ of paved surface, complete with curb, gutter, and sidewalk.
Drainage / Grading: The proposed development will have a series of underground storm pipe and curb inlets to convey stormwater throughout this phase of development. A portion of the site will drain east to an existing pond that has adequate capacity to serve as detention for a portion of Phase 3 of White Oak 1st Addition. The remainder of Phase 3 will flow undetained to the north and west, ultimately making its way to Milton Wilson Boulevard where it will drain to an existing stream on the west side of Milton Wilson Boulevard.

Future phases of White Oak 1st Addition that drain toward Milton Wilson Boulevard will require additional stormwater detention facilities, since Phase 3 will use up the remaining excess detention capacity that was available from the Villages of White Oak Phase 1 detention basin.

Sanitary Sewer: The sanitary sewer system will consist of a gravity sewer system that will be an extension of the Villages of White Oak Phase 1 sewer system. TDEC approval of the sewer extension will be required.

Open Space: A small, 3,245 square foot common open space area is proposed on the east side of Nectar Ridge Drive, in a small cove. This is the only COS called for in the approved Master Development Plan in Phase 3. This Phase is also adjacent to roughly two (2) acres that will be deeded to the Town or adjacent HOA for common area. As a note, the COS provided in this phase results in 17.2% cos overall (Phases 1A, 1B, 2, and 3), which does not include the 2 acres for the adjacent White Oak development.

Landscaping of the medians in Milton Wilson Boulevard adjacent to the PD shall be completed in conjunction with the work on this phase, as noted in the approved Planned Development. A condition of approval is added to reconfirm this.

RECOMMENDATION:
Staff recommends approval of the applicant’s request, subject to the following conditions, in addition to any other conditions levied by the Planning Commission.

STANDARD CONDITIONS:
S-1. It is found that the application as presented, with plans dated February 8, 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-builts for review and approval by Town Engineer. Upon approval, a copy of the Final Subdivision Plan documents including sewer, water and drainage as-built drawings must also be provided using Tennessee State Plane Coordinate System with NAD83, NAVD88 datum in DXF or DWG format (AutoCAD 2000 or earlier).

PROJECT SPECIFIC CONDITIONS:

P-1. Revise the construction plans to address all 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 stub streets shall have adequate slopes and drainage infrastructure to prevent future erosion and undermining of roadway infrastructure.

P-4. All landscaping and common open space improvements shall be installed and approved by the Town of Arlington prior to recording the plat.

P-5. 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. For every five posts required in the development, the developer shall provide one replacement post to the Town of Arlington.

P-6. Signage shall be provided by the developer at all stub streets, in accordance with the subdivision regulations, which states "Street to be extended by the authority of the Town of Arlington." This signage shall be installed prior to recording the plat. The sign shall be of high-intensity reflectivity, measuring 3' x 2'.

P-7. The required street light fixture consistent with Town Subdivision Regulations for residential streets, is the MLGW 30' Concrete Cobra Head Fixture. Street light design shall be designed by MLGW using this fixture, and paid for by the developer.

P-8. Landscaping in the remaining Milton Wilson Blvd. medians adjacent to this PD shall be completed prior to recordation of a Plat for this Phase.
Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Subdivision Name: Villages at White Oak 1st Addition PD  Phase:  3
Location: East side of Milton Wilson south of Forrest Street
Owner of Record: Canale Properties
Owner Address: 79 S. Second Street, Memphis, TN 38103
Daytime Phone:  Fax Number: 
E-mail Address:

Developer Contact: Robert Reaves
Company Name: Arlington Investment Group, LLC
Mailing Address: 177 Crescent Drive, Collierville, TN 38017
Daytime Phone: 901-654-8333  Fax Number: 901-854-0526
E-mail Address: rreaves@grantnewhomes.com

Engineer/Designer Contact: Mark McGuire, P.E.
Company Name: McGuire Engineering
Mailing Address: 289 Miss Camryn Lane, Collierville, TN 38017
Daytime Phone: 901-494-3201  Fax Number: 
E-mail Address: mark@mcguirecompanies.biz

Instructions for Submitting an Application:

☐ Fee Schedule: $300.00, plus $45.00 per lot
  *Make checks payable to the Town of Arlington*

☐ Check all items on the following checklist. All items must be addressed or
the application may be deemed incomplete and returned to the applicant.

☐ If in the process of completing the construction plans it becomes necessary to redesign the subdivision,
review the procedure in Article 2, Section C.6.

☐ Refer to the Town of Arlington Subdivision Regulations, available at www.townofarlington.org, for all
subdivision requirements.

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-3449 • Fax (901) 867-2638

Revised: 1/8/2015
Disclosure Of Ownership Interests

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Owner and Lessee: Canale Properties, LLC

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It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.  
   President

2. A completed application form and stated documents are required. The Planning Department will review each item to ensure it is complete. The application will not be considered filed with the Department until all items are complete and will not be placed on the Commission/Committee agenda.

3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

4. By signing this document, the applicant and owner accept the above conditions.

*Owner information is required

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DATE: February 20, 2018

STAFF: Angela Reeder, AICP, Town Planner
Steve Hill, P.E., Town Engineer

SUBJECT: Final Plat for Phase 3 of Village of White Oak 1st Addition PD

APPLICANT: Arlington Investors Group, LLC; Representative: Keith Grant

DESIGN PROFESSIONAL: McGuire Engineering; Representative Mark McGuire

SITE LOCATION: East side of Milton Wilson Boulevard, south of Kensington PD and adjacent to Phase 1A.

ZONING CLASSIFICATION: RS-18 and PD Overlay (Villages at White Oak 1st Addition PD)

ACREAGE: 9.04 acres

LOTS PROPOSED: 30 Residential lots

PROPOSAL: The applicant is requesting Planning Commission approval of a Final Plat for Phase 3 of the Villages at White Oak 1st Addition Planned Development.

In summary, this phase will create 30 single-family residential lots and 1 common open space (COS) lot for the development. Residential lots in Phase 3 range in size from 8,750 (the minimum allowed in this phase) to 17,969 square feet. The Phase includes lots and homes identified as Greenway Lots (Area 1) and as Neighborhood Lots (Area 6) from the approved Planned Development.

The proposed Plat conforms to the approved White Oak 1st Addition PD, which was approved by the Board of Mayor and Aldermen on September 5, 2017 as Resolution 2017-44.

ANALYSIS: The proposed lot layout and phasing is consistent with the approved PD (partial exhibit is attached). The lots meet minimum lot size, dimension, and access requirements as set forth in the original PD. Any remaining minor corrections will be addressed to the Engineer’s satisfaction prior to recording.
NEXT STEPS: If approved, the applicant is required to finalize plans that address all engineering comments, receive a Development Agreement from the BMA, and have a pre-construction meeting with staff prior to beginning any work.

RECOMMENDATION:
Staff recommends approval of the applicant’s request, subject to the following conditions, in addition to any other conditions levied by the Planning Commission.

STANDARD CONDITIONS:
S-1. It is found that the application as presented, dated February 8, 2018, 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 Final Plat mark-ups prior to recording the Final Plat.

PROJECT SPECIFIC CONDITIONS:
P-1. Approval of the Final Plat will be contingent upon approval of the Construction Plans.

P-2. All lots in Phase 3 must be incorporated into the HOA for the Villages at White Oak 1st Addition PD, to ensure shared access and maintenance of HOA amenities. Proof that the community HOA is in good standing with the State and documentation on how these Phases will be incorporated shall be provided to Town Staff for review and approval, and subsequently recorded, where necessary, prior to recordation of the Final Plat.

P-3. All landscaping and common open space improvements shall be installed and approved by the Town of Arlington prior to recording the plat.

P-4. All common open space in Phases 3 must be deeded to the HOA at the time of recording of the Final Plat.

P-5. Landscaping in the remaining Milton Wilson Blvd. medians adjacent to this PD shall be completed prior to recordation of a Plat for this Phase.
**Town of Arlington**

**Planning Commission**

**Final Plat Application**

**(Major and Minor Subdivisions)**

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*Refer to Meeting and Submittal Dates Calendar for Application Deadlines*

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<th>Robert Reaves</th>
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<th>Engineer/Designer Contact:</th>
<th>Mark McGuire PE</th>
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- Check all items on the following checklist. All items must be addressed or the application may be deemed incomplete and returned to the applicant.

- If it becomes necessary to make changes to the subdivision, review the procedure in Article 2, Section E.5.

- Refer to the Town of Arlington Subdivision Regulations, available at www.townofarlington.org, for all subdivision requirements.

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5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507

Telephone (901) 867-3449 • Fax (901) 867-2638

Revised: 1/8/2015
Planning Commission  
Final Plat Application  
Keith Grant

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RESOLUTION 2018-01
TO AMEND AND RE-ADOPT THE TOWN OF ARLINGTON
SUBDIVISION REGULATIONS TO INCORPORATE
STANDARD CONSTRUCTION DETAILS

DATE: February 20, 2018

STAFF: Angela Reeder, AICP, Town Planner

SUBJECT: An amendment to the Town’s requirements for driveway locations and to add standard construction details

NOTICE: Published in the Commercial Appeal on December 16, 2017 and January 19, 2018

BACKGROUND: The Planning Department makes an attempt to review our regulations annually to correct any errors, oversights, or deficiencies that may have been identified. This year we have identified a handful of revisions to the Subdivision Regulations for consideration and review by the Planning Commission.

SUMMARY AND ANALYSIS:
The current proposal includes changes in Article 1, 3, 4, and 5 of our Regulations. The proposed amendment language is in the attached Exhibit, in an underline, strike-through format. Below is a description and justification for those changes.

Article 1:
The Town has seen a steady increase in new construction, which is guided through requirements in our Subdivision Regulations and our adopted Technical Specifications. The Town Engineer determined that by also providing construction details specific to Arlington, it would help ensure our high standards are being met, provide consistency for developers, and allow for faster staff review of projects. A set of standard construction details were prepared, which detail items such as curb cuts, drainage inlets, concrete swales, asphalt, and headwalls. Those details are adopted in this section by reference.

Article 3:
Three items are changed in this section. One clarifies the scale required for plans shall be submitted to the Town. One change includes the addition of a Certificate to be provided on Subdivision Plats that confirms the sewage plans have been approved by TDEC (a state requirement). And the final change includes language to be added to plats that clarifies stormwater detention areas shall be preserved and maintained by the property owner of HOA.
Article 4:
Earlier this year, the issue of driveway separation from intersections was raised during home construction in a local subdivision. The item came up again when the Planning Commission approved a request for a reduction of the distance from an intersection corner to a driveway on a Master Development Plan, with staff support. At that time, staff committed to address it in the annual clean-up and maintenance amendment this year.

The Code currently requires 50-feet between the end of turn radius and the center line of a residential driveway. A Town review found that this requirement has not been strictly enforced in several neighborhoods, and we have not had an obvious problem as a result of that. As such, staff saw the benefit of providing some flexibility. The proposed language would allow residential driveway intersecting other interior subdivision roads to have only 20-feet between the end of the curve and the edge of the driveway. Corner lots where subdivision streets intersect larger streets (arterials, highways, and collectors) would still be required to meet the 50’ requirement. Staff recommends that a 50’ minimum corner clearance be maintained there due largely to higher speeds on those roads and related longer distances required to stop a vehicle at those speeds (Figure 1: Stopping Site Distances data).

Amendments in this section also removes references to “places” and “lanes” and replaces them with the naming convention that is typically used on our streets (arterials, collectors, highways, and local) to be clear and consistent.

Lastly, a sentence is added to address the ADA requirements when sidewalks cross driveways.

Article 5:
This section simply adds definitions for our roadway designations: arterial, collector, and local street. It is intended to provide further clarification.

RECOMMENDATION:
Staff recommends approval of Resolution 2018-01 to incorporate the proposed amendments to the Town of Arlington Subdivision Regulations.
PLANNING COMMISSION RESOLUTION 2018-01

A RESOLUTION TO AMEND AND RE-ADOPT THE TOWN OF ARLINGTON SUBDIVISION REGULATIONS TO INCORPORATE STANDARD CONSTRUCTION DETAILS

WHEREAS, Tennessee Code Annotated Title 13, Chapter 4 outlines the procedures and requirements of the Municipal Planning Commission to adopt rules governing the subdivision of land and procedures for the submittal and recording of subdivisions; and

WHEREAS, the Town of Arlington Planning Commission fulfilled their requirements by adopting and amended the Arlington Subdivision Regulations in accordance with the requirements of Tennessee Code Annotated Title 13, Chapter 4; and

WHEREAS, the most recent amendment of the Arlington Subdivision Regulations was adopted on August 15, 2016; and

WHEREAS, the Planning Commission has held a duly advertised public hearing on January 16, 2018, with notification of said public hearing published in the Commercial Appeal on December 16, 2017, pursuant to Tennessee Code Annotated 13-4-303 and Article 1, Section 1 of the Arlington Subdivision Regulations; and

WHEREAS, the Planning Commission finds the proposal meets the purpose set forth in the Town of Arlington Subdivision Regulations by supporting coordinated and orderly development in Arlington.

NOW, THEREFORE, BE IT RESOLVED, by the Planning Commission of the Town of Arlington, Tennessee, that the text of the Arlington Subdivision Regulations are hereby amended and re-adopted as attached hereto as exhibit “A”.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption, the public welfare requiring it.

ADOPTED THIS THE 20TH DAY OF FEBRUARY, 2018

Russell Campbell, Planning Commission Chairman

Brian Thompson, Planning Commission Secretary

February 20, 2018

Dec. 16, 2017 and Jan. 19, 2018

Public Hearing - Planning Commission

Notice Publication Dates
Amendment to the Subdivision Regulations for the Town of Arlington

The proposed amendment would revise the existing language in Articles 1, 3, 4 and 5 as follows. All edits are in red text to be more visible, with new language underlined and removed language in strike through format.

Article 1 GENERAL PROVISIONS

G. Technical Specifications and Standard Details Included as Part of the Regulations

The “Local Government Public Works Standards and Specifications” by the Municipal Technical Advisory Service of the University of Tennessee is hereby adopted by reference as the Technical Specifications of the Town of Arlington. These specifications may be amended from time to time and adopted by the Planning Commission.

The Town has adopted a set of standard construction details which are incorporated herein by reference. These details may be revised and amended from time to time and adopted by the Planning Commission.

Article 3 SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

C. Construction Plans

3) Plan and profile sheets showing all engineering data necessary for construction of proposed streets, storm drainage controls for surface and groundwater, and sewer utility layout and showing all connections to existing and/or proposed streets, storm drainage, and utility systems. The street profile shall be plotted along the centerline showing the existing and finished grades, and sewer locations, drawn to a scale of not less than one (1") inch equals one hundred fifty feet (150').

D. Final Subdivision Plat

3. Plat Certificates

c) Certifications by appropriate governmental official(s) that sewage disposal public improvements have been installed or a surety bond posted.

CERTIFICATE OF APPROVAL OF STREETS AND UTILITIES

I hereby certify: (1) that the streets, utilities and drainage treatments outlined or indicated on the Final Plat entitled ______________________ (Name of Subdivision) has (have) been installed in accordance with local and/or state government requirements; or (2) that a surety bond has been posted with the Town of Arlington to assure completion of the following improvements in case of default.

_________________________________  __________________________
Date  Town Engineer
CERTIFICATE OF APPROVAL OF SUITABILITY OF SOILS FOR SEPTIC TANKS

I, ____________________________________________________________________________, hereby certify that the soils on and below the surface of the land shown on this plat are suitable for the use of septic tanks. This certification is not to be construed as a septic tank installation permit. Septic tank installation shall require a site plan and a permit approved by the Memphis and Shelby County Health Department. After the suitability of any area to be used for subsurface sewerage disposal has been approved, no change shall be made to this area unless the Memphis and Shelby County Health Department is notified and a reevaluation of the area’s suitability is made prior to the initiation of construction.

Date ____________________________________________________________________________  Shelby County Health Department

CERTIFICATE OF APPROVAL OF SEWAGE SYSTEMS

I, ____________________________________________________________________________, do hereby certify that a set of construction plans regarding the sanitary sewers bearing the seal of the Tennessee Department of Environment and Conservation, which indicates said plans meet the Department’s requirements, have been received.

Date ____________________________________________________________________________  Superintendent of Sewer

j.) Notion of Stormwater Detention: If any portion of the land is used for stormwater detention, add a notation that states “The area denoted as ‘Reserved for Stormwater Detention’ shall not be used as a building site or filled without first obtaining written permission from the Town Engineer, as applicable. The stormwater detention systems located in these areas, except for those parts located in public drainage easements, shall be owned and maintained by the property owner or a Homeowner’s Association. Such maintenance shall be performed to ensure the system operates in accordance with the approved plans located at Town Hall. Such maintenance shall include, but not be limited to, the removal of sedimentation, fallen objects, debris and trash, and mowing.”

Article 4  SUBDIVISION DESIGN STANDARDS AND IMPROVEMENT REQUIREMENTS

B. Lot Requirements

6. Driveways/Access to Lots

c) Minimum Corner Clearance: The minimum corner clearance between proposed new nonresidential driveways shall be two hundred eighty (280’) feet for streets designated as “Collectors” “places” and three hundred thirty-five (335’) feet for streets designated as “Arterials” or “Highways” “lanes,” “subcollector and collector” streets. This distance will be measured from the centerline of the proposed drive to the centerline of the intersecting roadways. “Arterial” and “Collector” roads shall be as defined by the Memphis MPO, or the Town’s adopted Major Road Plan, whichever is more stringent: In order to
ensure adequate storage space for vehicles stopped at a signalized intersection, the Town Engineer may require additional corner clearance.

The minimum corner clearance for all residential driveways shall be a minimum of fifty (50') feet from the nearest point of curvature when intersecting an “Arterial,” “Highway,” or “Collector” street. The minimum corner clearance when intersecting another “local” street shall be a minimum of twenty (20') feet. This distance shall be measured from the intersecting streets end-of-radius to the nearest edge of the proposed driveway.

d) Design Standards for Nonresidential Driveways: For access to thoroughfares where the posted speed limit is thirty-five (35) mph or less, all nonresidential driveways shall be constructed with a minimum horizontal width of twenty-five (25') feet. All drives serving nonresidential property shall be paved with concrete or an asphalt surface. Lanes shall be clearly designated and lane uses shall be clearly and permanently marked. The minimum separation from an intersection and between drives shall be two hundred (200') feet along “Collectors” places and three hundred thirty-five (335') feet along “Arterials” and “Highways,” other streets. Driveway separation will be measured from centerline of driveway to centerline of driveway.

Where the posted speed limit is forty-five (45) mph or greater, nonresidential driveways shall be constructed with a right-turn deceleration lane.

The Town Engineer will review proposed driveway designs for access to other thoroughfares on a case-by-case basis.

The centerline of every nonresidential two (2) way driveway shall intersect the centerline of the public way at an angle between seventy-five (75) degrees and ninety (90) degrees.

For other nonresidential driveway, the intersection angle shall be subject to the approval of the Planning Commission.

e) Design Standards for Residential Driveways: Where permitted, residential driveways fronting collector and arterial routes designed in the Major Road Plan shall be designed so as to avoid requiring vehicles to back onto these highways. Any driveway should be constructed in a manner such that the drive has a maximum slope of eight (8%) percent for the first fifteen (15') feet (measured from the back of the town-approved sidewalk). Driveways greater than eight (8%) percent slope shall be reviewed and approved by the Town Engineer prior to a building permit being issued. In no case shall the driveway slope exceed ten (10%) percent in the first fifteen (15') feet from the street. In addition, the portion of the driveway that falls within the sidewalk shall not exceed a slope of two (2%) percent in any direction in accordance with ADA requirements.

C. Streets and Pedestrian Ways

2. Street Standards: The following standards shall apply to all streets, both public and private.

i) Designation of Construction Routes: Streets to be utilized as construction routes shall be designated within all “major subdivisions,” as the term is defined in these regulations. Where possible, these construction routes shall coincide with the network of collector and arterial routes designated upon the road and street plan or as a completely separate constructive drive and within the plan of development for the particular subdivision. Where this is not possible, efforts shall be made to minimize direct contact between streets designated as construction routes and streets classified as “Local Places or Lanes.”
D. Functional Design Criteria

4. General Design: The general design of all public ways shall conform to the standards in Tables 1 and 2 that follow hereafter.

   a) Acceleration and Deceleration Lanes

      (2) Deceleration lanes shall be designed to the following standards:

         (iii) a taper shall begin at the end of the deceleration lane and shall be eight to one (8:1) up to thirty \(37-30\) mph and fifteen to one (15:1) up to fifty (50) mph; and

Article 5 DEFINITIONS

B. Definitions

Arterial: A high-capacity road which serves to move traffic from collector streets to highways or interstates, as defined by the Memphis MPO and/or the Town’s adopted Major Road Plan, whichever is more stringent. An example of an Arterial is Airline Road.

Collector: A low to moderate capacity road which serves to move traffic from local streets to arterial roads, as defined by the Memphis MPO and/or the Town’s adopted Major Road Plan, whichever is more stringent. An example of a Collector is Milton Wilson Boulevard.

Local Street: A low-volume roadway that is not classified as either an Arterial, Collector, Highway, or Interstate. An example of a Local Street is Campbell Street.
Town of Arlington
Public Works
Standard Details

Considered: February 20, 2018 – PC Resolution 2018-01
PUBLIC NOTICE
The Town of Arlington Planning Commission will hold a public hearing at 6:30 PM on Tuesday, February 20, 2018, at Town Hall, 2854 Airline Road, to consider the following:
Resolution 2018-01 to amend and re-adopt the Town of Arlington Subdivision Regulations for minor corrections and to incorporate standard construction details.
Amendments to the Arlington Zoning Ordinance chapters 2 (Definitions), 4 (Zoning Districts, Bulk Regulations, and Uses), and 6 (Development Standards) to incorporate temporary and special events, and add clarification on uses, rear yard coverage, and fence heights.

Thank you for your business. Our commitment to a quality product includes the advertising in our publications. As such, Gannett reserves the right to categorize, edit and refuse certain classified ads. Your satisfaction is important. If you notice errors in your ad, please notify the classified department immediately so that we can make corrections before the second print date. The number to call is 901-329-2703. Allowance may not be made for errors reported past the second print date. The Memphis Commercial Appeal may not issue refunds for classified advertising purchased in a package rate; ads purchased on the open rate may be pro-rated for the remaining full days for which the ad did not run.
TOWN OF ARLINGTON, TENNESSEE
PLANNING COMMISSION

DEVELOPMENT STAFF REPORT

AMENDMENTS TO THE ARLINGTON ZONING ORDINANCE
CHAPTERS 2 (DEFINITIONS), 4 (ZONING DISTRICTS, BULK REGULATIONS, AND USES), AND 6 (DEVELOPMENT STANDARDS) TO INCORPORATE TEMPORARY AND SPECIAL EVENTS, AND ADD CLARIFICATION ON USES, REAR YARD COVERAGE, AND FENCE HEIGHTS

DATE: February 20, 2018
STAFF: Angela Reeder, AICP, Town Planner
SUBJECT: Amendment to the Arlington Zoning Ordinance
NOTICE: Published in the Commercial Appeal on December 30, 2017 & January 19, 2018

BACKGROUND: Over the past year, staff has identified several sections of the Zoning Ordinance that required additional clarification or language to further the Town’s goals. This Town-initiated amendment is proposed to correct several of those issues.

PROPOSAL: Staff is proposing amendments to the Table of Contents and to three (3) Chapters of the Code: Chapter 2 (Definitions), Chapter 4 (Zoning Districts, Bulk Regulations, and Uses), and Chapter 6 (Development Standards).

The proposed amendment language is attached, with all edits in red, deletions in strike-through, and additions in underlines format. Below is a brief description and summary of the intent of each change, in the order they occur in our Code.

▸ TABLE OF CONTENTS
A proposed amendment is to add Section 4.12. This just adds it to the Table of Contents also.

▸ Chapter 2: DEFINITIONS
The term ‘special event’ is introduced in a later revision in the Code. This change would add a definition of special event, and clarify it for temporary activities that would not otherwise fall within standard uses on a site.

▸ Chapter 4 - ZONING DISTRICTS, BULK REGULATIONS, AND USES:

Section 4.8 and 4.9.3: This change would permit ‘Indoor, Climate-Controlled, Self-Storage’ in General Commercial and Office zones with a Conditional Use Permit and subject to a set of guidelines. Indoor storage facilities are currently combined with the more traditional storage, which were often seen as small, one-story metal buildings with rows of overhead doors and a grid of asphalt driveways. Those uses are only permitted in Industrial Zones and will remain that way.

Indoor facilities today look very different from these earlier mini-warehouse style of storage, and can include multi-story buildings with a building appearance more similar to an office building. This
change would permit those uses that can meet the design criteria proposed to consider commercial locations in Town.

Section 4.12: This is a new section being added to provide regulations and guidance for both temporary uses and special events.

The language for Temporary Uses addresses: Construction Offices, Real Estate Sales Offices, Yard Sales, Construction Dumpsters, and Portable Storage Units. These are all items that often come up, and the Town has unwritten policies to address them. By putting those in writing, it helps support staff when we were questioned and give our residents and developers some confidence on what they are allowed.

The language for Special Events is in direct response to the Special Event Application that was adopted by the BMA in November 2017. This section further explains the intent of a Special Event Permit, defines small and large events, specifies permit exemptions, and sets performance standards to clarify what staff should be evaluating when we accept a Special Event application. The language to clarifies that occasional events on residential properties such as a birthday or superbowl party are exempt, as are events fully contained within a non-residential business that can be accommodated with their existing facilities. Performance standards address location, compatibility, compliance with other regulations, duration, street closings, public safety, litter control, other nuisances, and Town services.

As a note, Food Trucks are not addressed in the Special Event chapter of the Zoning Ordinance. All language for this type of business was reviewed and adopted with the Municipal Code amendment considered in 2017.

➤ CHAPTER 6 – DEVELOPMENT STANDARDS

Section 6.5.1: This change would clarify all impervious surfaces, including concrete patios, when calculating the amount of rear setback coverage. The Code currently states the rear setback of a property should not be more than 30% impervious, but often times patios were not considered. In recent years, the Town has faced drainage complaints as a result of neighboring residents coving their entire rear yards with pool patios and buildings, and directing their runoff off-site.

Section 6.7.1: This language addresses a situation where a fence is placed on top of a retaining wall. It sets a maximum combined height of the two when measured from a public sidewalk or neighboring property. Currently the Code sets a maximum fence height of 8 feet on residential property, but if a retaining wall is placed on a side property line, a neighboring property could end up looking at a much taller wall. The language notes that if the combined height would exceed 8-feet, the fence must step back at least four feet to provide some relief.

RECOMMENDATION:
The Planning Commission is asked to make a recommendation to the Board of Mayor and Aldermen to approve or deny staff’s request. An Ordinance will then be presented to the BMA for consideration with two readings and a public hearing.
EXHIBIT A
Ordinance 2018---

Town of Arlington Zoning Ordinance Amendment. The proposed amendment would revise the existing language in the various section as follows. All edits are in red text to be more visible, with all new language underlined and removed language in strike-through format.

TABLE OF CONTENTS

CHAPTER 4 ZONING DISTRICTS, BULK REGULATIONS AND USES
4.1 Establishment of Districts
4.2 Bulk Regulations for Zoning Districts and Permitted Residential Densities (Chart)
4.3 Provisions Governing Residential Districts
4.4 Provisions Governing Business Districts
4.5 Provisions Governing Industrial Districts
4.6 Overlay District Provision – Municipal FloodPlain Regulations
4.7 Arlington Depot Square Overlay District
4.8 Uses Permitted in Zoning Districts (Chart)
4.9 Specific Provisions for Conditional Uses
4.10 Regulations Governing Hotels
4.11 Regulations Governing Home Occupations
4.12 Regulations Governing Temporary Uses and Special Events

Chapter 2: DEFINITIONS

2.1 Definitions

Special Event: Any temporary gathering, demonstration, performance, exhibition, amusement or activity that is not currently a permitted use of the property in the applicable zoning district, including but not limited to: fairs, festivals, circuses, outdoor shows and concerts, parades, run/walk/cycles, or other publicly attended activities.

Chapter 4 - ZONING DISTRICTS, BULK REGULATIONS, AND USES:

4.8 Uses Permitted In Zoning Districts

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4.9.3 Specific Standards for Commercial Activities:

In addition to the requirements of the applicable zone district and the general requirements set forth in Chapter 10, Section 10.5, a conditional use permit shall be granted for applicable commercial activities specified in this Ordinance where the Board of Zoning Appeals (BZA) determines that the following specific provisions are met as part of the condition for issuing the permit in the applicable zone districts.

6) Special Conditions for Indoor, climate-controlled, self-storage facilities:
   a. All buildings shall meet the area requirements of the applicable zoning district and have the exterior appearance of an office building.
   b. Access to all individual storage units shall be through the interior of the building only.
   c. No exterior garage type door entries shall be provided to the units. For internal loading and unloading purposes, an exterior garage type door may be offered for the building but shall not face the public right-of-way.
   d. No outside storage shall be permitted on site.
   e. No overnight truck parking shall be allowed on the site.
   f. All signage shall comply with the sign requirements of the applicable zoning district.
   g. No retail sales other than the indoor, incidental display and sale of boxes and other packing supplies shall be permitted.

4.12 REGULATIONS GOVERNING TEMPORARY USES AND SPECIAL EVENTS
4.12.1 Temporary Uses

The following uses are deemed to be temporary uses and shall be subject to the regulations which follow:

1) Construction Office. A Temporary Use Permit may be issued for a construction office, provided such use is on or adjacent to the construction site and is removed when construction is completed. Such permit shall be valid for not more than one (1) year, but may be renewed for an additional one (1) year extension. However, all temporary offices shall be removed when construction is completed or discontinued for more than thirty (30) days.

2) Real Estate Sales Office. A Temporary Use Permit may be issued in any new approved subdivision for a temporary sales office. Such permit shall be valid for not more than one (1) year, but may be renewed for a maximum of two (2) one (1) year extensions. Such office shall be removed upon completion of the development of the subdivision or upon expiration of the permit, whichever occurs first.

3) Special Events. A Special Event permit may be issued for a special event, in accordance with the requirements in section 4.12.2.

4) Yard Sale. No permit is required; however, the following conditions shall be met:
   a. A yard sale shall be allowed only on property occupied as the principal residence of one of the sellers.
b. The duration of a yard sale shall not exceed three (3) consecutive days. No more than two (2) yard sales shall be allowed for the same location in any twelve-month period.

c. No items may be sold other than used items from the household of the sellers.

d. Any items for sale that are displayed outside of the residence, garage, or carport shall be confined to the minimum feasible area of the yard and as near the residence or garage as possible.

e. No yard sale shall be conducted where vehicles stopped on the street will constitute a traffic hazard, as determined by the Sheriff’s Department.

5) Construction Dumpster(s) shall be permitted to serve an existing or new use that is under construction or being renovated, subject to the following standards.

a. A construction dumpster(s) shall only be permitted for the duration of the associated building construction. The dumpster is to be removed within 14 days of the issuance of the use and occupancy or the final inspection.

b. Be located as far as possible from adjacent lots containing existing development.

c. Not be located in an area to obstruct drainage flow.

d. Not be placed within five (5) feet of a fire hydrant.

e. Not be placed in the public right of way.

f. On-site debris must be contained within the construction dumpster.

6) Portable Storage Unit(s) shall be permitted to serve an existing residential use in a residential zoning district, subject to the following:

a. A portable storage unit is a transportable unit designed and used for the temporary storage of household goods, personal items, construction materials and supplies, or other materials which are placed on a site for the use of occupants of a dwelling or building on a limited basis. Portable storage units include, but are not limited to, certain trade name units called “PODS,” “mobile attics,” and similar portable on-demand storage containers.

b. Shall require prior approval of a Temporary Use Permit before placement.

c. Be located on private property, preferably on a hard surface.

d. Not impede ingress, egress, or emergency access to the home.

e. Not be placed in the public right of way.

f. Not be permitted on the site for more than 14 days, unless used in conjunction with an active building permit for building renovation, where an exception may be granted by the building official based on documented extenuating circumstances.

4.12.2 Special Events

The intent of this section is to provide for the occasional use of property for special events in a manner not detrimental to the general welfare of the public, and to protect nearby property owners, residents and businesses from special events that may be disruptive, unsightly, unsafe or inappropriate based on-site conditions, traffic patterns, land use characteristics, or the nature of the proposed use.

1) Special Events include any occasional temporary gathering, demonstration, performance, exhibition, amusement or activity that is not currently a permitted use of the property in
the applicable zoning district. They may include noncommercial events, seasonal events, commercial events, and public attractions.

Special Events often involve one or more of the following: closing of a public street, the use or restriction of Town property or rights-of-way, the use of amplified sound, sale of merchandise not ordinarily sold in the normal course of the applicant’s business, substantial increase or disruption of the normal traffic on any street or highway, the placement of portable toilets, and the use of any Town services that would not be necessary in the absence of such an event.

2) Permit Required
A special event permit shall be required for all special events, except those specifically identified as exempt. Special event applications shall be submitted to the Town Recorder’s office for review and consideration. Events are differentiated into two categories as follows:
   a) Large Scale Events - special events with an expected attendance of more than 200 attendees, public road closures, or a duration of over 48 hours. Large scale events shall require approval by the Board of Mayor and Aldermen.
   b) Small Scale Events - special events with an expected attendance of 200 people or less, with no road closures, or a duration less than 48 hours. Small scale events shall require approval by the Town Administrator.

3) Exemptions.
The following special events are exempt from the provisions of this section:
   a) Town sponsored. Any special event sponsored or co-sponsored by the Town.
   b) Auctions/estate sales. Auctions/estate sales for individual property that is not considered a special event and is conducted by duly licensed auctioneers.
   c) First Amendment activity. The dispensing of religious pamphlets or other literature which is protected by the United States Constitution under Freedom of Speech, Religion, or Press.
   d) Non-residential activities. Occasional events held on commercial, industrial, or institutional property that are fully contained within a building and have adequate on-site parking, ingress, egress, traffic control and sanitary facilities to serve the event.
   e) Private residential events. Occasional events on private residential properties hosted by the owner thereof to celebrate family events, holidays, charitable or other not-for-profit fundraisers.

4) Performance Standards.
Special events shall comply with the following standards.
   a) Location. Special events that do not require the use of public right-of-way shall be conducted on private property in a commercial or industrial zoning district, except that non-profit organizations may conduct special events on any property where the owner has granted permission.

   Seasonal sales events, such as Christmas tree lots, must be conducted by an existing permanent business, and adjacent to and on the property of the location of the permanent business.
For any special event proposed on public property or in the public right-of-way, the permit application shall clearly specify the streets to be used for the event and the times any streets will be closed, if applicable.

b) Land Use Compatibility. The special event shall be compatible with the purpose and intent of this Section and with adjacent land uses. It shall not impair the normal, safe and effective operation of a permanent use on the same site, and it shall not endanger or be detrimental to the public health, safety, or welfare, or be injurious to property or improvements in the immediate vicinity of the special event.

c) Compliance with other regulations. The special event must abide by all relevant ordinances and regulations of the Town of Arlington and any conditions placed upon the event by the Town Administrator or Board of Mayor and Aldermen.

d) Hours and duration. The hours of operation of the special event shall be consistent with the surrounding land uses. The total duration of the event shall not exceed 14 days for commercial special events and public attractions, and 30 days for Seasonal sales events. However, the duration of a special event may be modified by the approving body with conditions attached to the event.

e) Street closings. The special event permit recipients shall be responsible for securing, installing, and immediate removal upon cessation of all barricades and signs when street closings are approved. Streets shall be closed for the minimum duration necessary.

f) Public conveniences and litter control. Adequate on-site restroom facilities and solid waste containers shall be provided.

g) Nuisances. The special event shall not generate excessive noise, dust, smoke, glare, spillover lighting, or other forms of environmental or visual pollution.

h) Fire safety. The Fire Department will review applications for any safety requirements or inspections, as necessary. Adequate fire lanes and access shall be maintained. No open fires shall be permitted unless advance approval is obtained from the Fire Department. Events where injuries are a possibility, such as sporting events and races, shall provide on-site first aid.

i) Town services. If the applicant requests the Town provide services or equipment, including but not limited to traffic control, or if the Town otherwise determined that services or equipment are required to protect the public health, safety, or general welfare, the applicant shall be required to reimburse the Town for the cost of the services. The Town may also require the applicant to submit a security deposit in an amount determined by the Town Recorder and in a form approved by the Town Attorney, prior to the event to ensure the applicant complies with this provision.
CHAPTER 6 – DEVELOPMENT STANDARDS

6.5  ACCESSORY AND TEMPORARY STRUCTURES

6.5.1  Accessory structures

7) Accessory structures, and/or swimming pools, and other impervious surfaces such as concrete patios, shall not cover more than thirty (30%) percent of the required rear yard in any zone district.

6.7.1 Fences

14) When a retaining wall is used to increase usable lot area, the sum total of any combination of fence or wall and retaining wall when measured from the exterior of a side or rear property line shall not exceed eight feet in height, unless a four-foot landscaped area is provided between the retaining wall and fence or wall. In this situation, each individual fence and wall or retaining wall shall not exceed six feet in height.
I agree this ad is accurate and as ordered.

PUBLIC NOTICE

The Town of Arlington Planning Commission will hold a public hearing at 6:30 PM on Tuesday, February 20, 2018, at Town Hall, 5854 Airline Road, to consider the following:

Resolution 2018-01 to amend and re-adopt the Town of Arlington Subdivision Regulations for minor corrections and to incorporate standard construction details.

Amendments to the Arlington Zoning Ordinance chapters 2 (Definitions), 4 (Zoning District, Bulk Regulations, and Uses), and 6 (Development Standards) to incorporate temporary and special events, and add clarification on uses, rear yard coverage, and fence heights.

Thank you for your business. Our commitment to a quality product includes the advertising in our publications. As such, Gannett reserves the right to categorize, edit and refuse certain classified ads. Your satisfaction is important. If you notice errors in your ad, please notify the classified department immediately so that we can make corrections before the second print date. The number to call is 901-529-2700. Allowance may not be made for errors reported past the second print date. The Memphis Commercial Appeal may not issue refunds for classified advertising purchased in a package rate; ads purchased on the open rate may be pro-rated for the remaining full days for which the ad did not run.