Town of Arlington Planning Commission Meeting

July 15, 2019
6:30 P.M.
Planning Commission Meeting
Monday, July 15, 2019
6:30 p.m.

I. Invocation

II. Call to Order & Establishment of a Quorum

III. Approval of the June 17, 2019 Meeting Minutes

IV. Comments from Citizens

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

      PUBLIC HEARING -to consider an amendment to the Master Development Plan for the Village at Donelson Farms PD, a 13.2-acre residential development on the south side of Donelson Farms Parkway, across from Donelson Elementary.

   B. Other as Properly Presented

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

   B. Other as Properly Presented

VII. Adjourn
DATE:           July 15, 2019

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

SUBJECT:         Master Development Plan Amendment for Village at Donelson Farms Planned Development

APPLICANT:       City Construction & Development, LLC; Representative: Bart Thomas

DESIGN PROFESSIONAL:       SR Consulting, LLC; Representative: Kay Maynard

SITE LOCATION:       South side of Donelson Farms Pkwy across from Donelson Elementary, approximately 785 feet west of the intersection of Donelson Farms Pkwy and Airline Rd

ZONING CLASSIFICATION: RS-18: Low Density Residential

ACREAGE:           13.23 acres

BACKGROUND: The project on the south side of Donelson Farms Parkway, opposite Donelson Elementary. It was originally approved by the BMA in October 2017 (Reso. 2017-52) and included 27 single-family homes on 12.21 acres. It included both road and sewer improvements.

The applicant later gained additional property from a landowner to the west and requested their PD be amended to incorporate that land and a slightly different layout. That layout was presented to the PC in May 2019, where after discussion the applicant requested to withdraw the item and make additional revisions. The applicant now requests consideration of those revisions with the new layout. They believe the proposal is still “true to the nature of the currently approved Master Plan.”

PROPOSAL AND ANALYSIS:

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

In addition to the homes, 3.15 acres of common open space is proposed (23.8%). This is an increase from the May proposal of 22.8%.
**Common Open Space / Landscaping:** A 3.15-acre common open space lot extends around the entire perimeter of the neighborhood. It includes a 25-foot streetscape along Donelson Farms Parkway. The streetscape will have a berm with hardwood trees at 40-foot centers on top, and Crape Myrtles and shrubs in between. A 6-foot tall wood fence with brick/stone columns is proposed behind the landscaping at the rear of the individual lots. Brick entry features are proposed at the single entrance, with neighborhood signage (example provided).

Three detention basins are proposed within the open space: one on the southwest corner, one along the south side, and one in the northeast corner of the site. A 6-foot wide walking path is once again proposed to extend throughout the open space. The path loops around the 3 ponds and connects to the community sidewalks on either end for walkers/joggers. Along the pathway are benches and a pergola for the residents.

All common areas will be landscaped and maintained by the HOA. The Design Review Committee will provide a final review all landscaping and common open space amenities.

**Bulk Regulations**
The site is currently subject to the underlying RS-18 zoning regulations. The PD application requests exceptions with regard to lot size and building setbacks. In exchange, the project still proposes common open space, walking trails and amenities, minimum home sizes, and a 25-ft landscape buffer along the full frontage on Donelson Farms Parkway.

The chart below summarizes the bulk regulations now proposed, the currently approved regulations, and the bulk regulations of the underlying RS-18 district for comparison.

<table>
<thead>
<tr>
<th></th>
<th>RS-18 Zoning (existing)</th>
<th>Village at Donelson Farms PD (approved)</th>
<th>Village at Donelson Farms PD (proposed)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Lot Size</strong></td>
<td>18,000 sf</td>
<td>11,250 sf</td>
<td>11,167 sf</td>
</tr>
<tr>
<td><strong>Density</strong></td>
<td>2.42 du/acre</td>
<td>2.21 du/acre</td>
<td>2.27 du/acre</td>
</tr>
<tr>
<td><strong>Minimum Lot Width</strong></td>
<td>110 ft</td>
<td>90 ft</td>
<td>75 ft</td>
</tr>
<tr>
<td><strong>Front Yard Setback (min)</strong></td>
<td>40 ft</td>
<td>25 ft</td>
<td>25 ft</td>
</tr>
<tr>
<td><strong>Side yard Setback (min)</strong></td>
<td>17 ft or 12 ft (with 34 ft total if side load garage)</td>
<td>10 ft</td>
<td>10 ft (Lots 6-19) 7 ft min (with 20 ft total on Lots 1-5, 20-30)</td>
</tr>
<tr>
<td><strong>Rear Yard Setback (min)</strong></td>
<td>25 ft</td>
<td>25 ft</td>
<td>25 ft</td>
</tr>
<tr>
<td><strong>Minimum Home Size</strong></td>
<td>None</td>
<td>2,800 sf (heated)</td>
<td>2,800 sf (heated)</td>
</tr>
<tr>
<td><strong>Open Space</strong></td>
<td>(20% in a PD)</td>
<td>26.8% (3.28 acres)</td>
<td>23.8% (3.15 acres)</td>
</tr>
</tbody>
</table>
Lots range from 11,167 to 17,068 square feet in size. The plan requests a 83 square foot reduction in the minimum lot size to accommodate 10 lots: from 11,250 to 11,167 sf. Homes will still provide a minimum of 2,800 square feet of heated space, which does not include any garages or patios.

**Architecture:** As before, the PD includes a section with typical architecture and requirement for homes. It notes homes will be one of five styles: Craftsman, American Farmhouse, English Revival, Greek Revival, and Colonial Revival (pics of four styles are included). Homes will have architectural shingles, 75% brick or stone, porches a minimum 6-8 feet deep (if there is a porch), oversized double or 3-car garages or courtyard style, and style appropriate windows, roofs, and colors.

Sample lot layouts are included to show that each lot will accommodate at least 2 tandem vehicles in the driveway, in addition to garage spaces, without blocking sidewalk access.

**Vehicular Access:**
The primary access for the development will be from a single entrance on Donelson Farms Pkwy, directly across from a school entrance and median opening. This was encouraged by the PC and engineer at the last meeting. The entrance is divided with a median and leads to two cul-de-sacs. A previous stubbed connection on the southeast corner to property to the south is no longer proposed with this layout. Residents spoke against the connection at the last public hearings, fearing it would prompt school traffic to use their neighborhood streets. Topography of the site also makes that a difficult connection to make.

**Roadway Improvements:** Along with internal road improvements, the developer shall be required to improve Donelson Farms Parkway adjacent to the property limits. These improvements shall consist of the installation of essentially two lanes of east bound traffic, the completion of the median islands, complete with curb, gutter, and sidewalk. Any drainage improvements required for the installation of the Donelson Farms Parkway shall be installed at that time. Ultimately, Donelson Farms Parkway will be a 4-lane divided roadway, with bike lanes, curb, gutter, and sidewalk.

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

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

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

Uses: The proposed single-family use of this PD is consistent with all of the surrounding uses (see table below). Surrounding properties include vacant property, a school, scattered single-family homes and Dawson Landing subdivision beyond.

Homes: The PD proposes no change to the approved minimum 2,800 square foot heated home sizes. It was previously noted that neighborhoods in the area vary, with homes in Dawson’s Landing averaging 4,000 sf in size, Brooks Manor averaging 2,800 sf, and Trails of Arlington averaging around 1,800 sf. Of course, with a minimum of 2,800 sf, you would anticipate a larger average home size. For example, minimum home size in Dawson’s Landing is 2,800sf, and those homes are much larger.

Lot Sizes: Lot sizes in the proposed development are a minimum of 11,167 square feet. This is similar to Dawson’s Landing, which has minimum 11,700 sf lots.

Objectives of a Planned Development

Pursuant to our Zoning Code, the Town may grant a PD that results in specific tangible benefits to the community. Specific objectives for the Town, residents, and developer are noted below:

1. exceptional architectural and environmental innovation in design of the development;
2. exceptional preservation of rural character, open space, natural vegetation, natural geologic and topographic features, historic buildings and landmarks;
3. more efficient use of land resulting in networks of utilities, streets, and other infrastructure features that maximize allocation of fiscal and natural resources;
4. alternatives to private automobile travel and to prevent discontinuity on travel movements that would increase the length of trips;
5. to allow small businesses serving neighborhoods to provide convenient shopping that is accessible to pedestrians;
6. amenities not typically found in other developments such as greenbelts, pedestrian circulation, recreational facilities, etc.; and
7. developer benefits including conservation of lot density, lower cost of infrastructure, and increased design flexibility.

The proposed Donelson Farms PD accomplishes several of these objectives by 1) providing amenities such as the walking trail and open space for residents, and calling for quality materials and design in their homes, 2) preserving natural features around the perimeter of the site, 3) providing homes across from an elementary school to allow easy access and walkability for future students, and 4) allowing the developer to build on a rather challenging lot through flexibility in design.

Next Steps:
The Planning Commission recommendation will go to the Board of Mayor and Aldermen, who will consider the request at a future public hearing.

If approved, a preliminary and final plat, construction plans, and common open space plans will also have to be submitted for PC and/or DRC review and approval.
RECOMMENDATION: Staff recommends approval of the revised Master Plan be subject to the following conditions, in addition to any other conditions levied by the Commission:

1. The Arlington Trails Commercial PD dated June 14, 2019, if approved by the Board of Mayor and Aldermen, may be subject to revisions as a result of engineering design and Town technical specification considerations. The Town’s Zoning Ordinance, Subdivision Regulations, Stormwater Regulations and Technical Specifications Manual shall govern development of the Subject Property unless specifically modified as part of the approved Master Development Plan.

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

3. After approval of the Master Development Plan, the applicant will be required to submit and receive standard approvals from the Planning Commission, the Design Review Committee, and/or Board of Mayor and Aldermen for each phase or lot therein.

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

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

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

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

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

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

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

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

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

13. Provide payment in lieu of improvements for the western portion of Donelson Farms Parkway that falls outside of existing Right-of-Way.
14. Coordinate work during construction plan development with Town Staff and Donelson Elementary School on safe movement of traffic along the east end of the Donelson Farms Parkway road improvements.

15. Revise the Master Development Plan document to address:

   a. Revise the plan to address all staff comments and "red-line" notes provided by the Town Engineer prior to final approval of Construction Plans.

   b. Clarify who will be responsible for maintaining the fence along Donelson Farms Pkwy and note that it will be included in CCRs for the neighborhood.
Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Note: A pre-application conference is required at least one (1) month prior to filing an application for a Master Development Plan. Contact the Town Planner at 901-867-3449 to schedule an appointment.

<table>
<thead>
<tr>
<th>Planned Development Name:</th>
<th>Donelson Farms Planned Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>south side of Donelson Farms Pkwy., 785 feet west of New Airline Road</td>
</tr>
<tr>
<td>Owner of Record:</td>
<td>City Construction and Development, LLC</td>
</tr>
<tr>
<td>Owner Address:</td>
<td>5851 Ridge Bend Road Memphis, TN 38120</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>901-682-2500 Fax Number: 901-683-8888</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:bthomas@cityllc.com">bthomas@cityllc.com</a></td>
</tr>
</tbody>
</table>

| Developer Contact:        | Bart Thomas |
| Company Name:             | City Enterprises |
| Mailing Address:          | 5851 Ridge Bend Road Memphis, TN 38120 |
| Daytime Phone:            | 901-229-2543 Fax Number: 901-683-8888 |
| E-mail Address:           | bthomas@cityllc.com |

| Engineer/Designer Contact:| Kay Maynard |
| Company Name:             | SR Consulting Engineers, LLC |
| Mailing Address:          | 5909 Shelby Oaks Drive, Suite 200 Memphis, TN 38134 |
| Daytime Phone:            | 373-0380 Fax Number: 373-0370 |
| E-mail Address:           | kay@erce-memphis.com |

Instructions for Submitting an Application:

☑ Fee Schedule: Residential PD – $500.00 + $10.00 per lot  
Commercial/Industrial PD – $2,500.00  
Mixed-Use/Traditional Neighborhood Design PD – $2,500.00  
PD Amendment – $250.00

*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.

☑ Refer to the Town of Arlington Zoning Ordinance, available at www.townofarlington.org, for all 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
Master Development 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. 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 and will not be placed on the Commission/Committee agenda until all items are complete.

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>
<th>APPLICANT:</th>
<th>OWNER:</th>
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<tbody>
<tr>
<td>If an Entity:</td>
<td>If an Entity:</td>
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<tr>
<td>Name of Entity: City Construction and Development, LLC</td>
<td>Name of Entity: same</td>
</tr>
<tr>
<td>By (Signature): [Signature]</td>
<td>By (Signature):</td>
</tr>
<tr>
<td>Print Name: Bart Thomas</td>
<td>Print Name:</td>
</tr>
<tr>
<td>Title: General Manager</td>
<td>Title:</td>
</tr>
</tbody>
</table>

If an Individual(s):

| Print Name: | Print Name: |
| Signature: | Signature: |
| Print Name: | Print Name: |
| Signature: | Signature: |
| Print Name: | Print Name: |
| Signature: | Signature: |

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

Revised: 1/8/2015
CITY OF ARLINGTON
P O BOX 507
ARLINGTON TN 38002-

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Sales Rep: wmccabe  
Order Taker: wmccabe  
Order Created: 06/26/2019

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* ALL TRANSACTIONS CONSIDERED PAID IN FULL UPON CLEARANCE OF FINANCIAL INSTITUTION

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Text of Ad: 06/26/2019

PUBLIC HEARING NOTICE

The Arlington Planning Commission will hold a Public Hearing at 6:30 pm on Monday July 15, 2019 at Town Hall, 5854 Airline Rd, to consider a request to amend the Master Development Plan for Donelson Farms P0, a 13.2-acre residential development on the south side of Donelson Farms Parkway, across from Donelson Elementary.
Dowden Trailers Expansion
SITE PLAN APPLICATION

DATE: July 15, 2019

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

SUBJECT: Site Plan Review

APPLICANT: Josh Dowden, Dowden Trailers

DESIGN PROF./CONSULTANTS:
ARC Surveying and Mapping, Inc.; Representative: Jeremy Loudenbeck

SITE LOCATION: 5704 Commander Drive

SITE ACREAGE: 4.97 Acres

ZONING: M-1: Light Industrial district

PROPOSAL: The applicant is requesting Planning Commission approval of a site plan to add a storage yard to Dowden Trailers, an existing business at 5704 Commander Drive. The owner also owns Hat Pros next door and recently moved his Dowden Trailer business to this location. The site has approximately 12,000 square feet of fenced concrete for existing storage, which they have outgrown. As the use is not changing, the use remains permitted in the site’s M-1 zoning.

The applicant proposes to add a roughly 35,000 square foot storage yard to the northwest corner of the site, and an additional roughly 21,600 square foot overflow storage yard to the site. The yards are each proposed as fenced, gravel lots for the purpose of storing trailers and associated non-motorized equipment associated with the business.

The Industrial zone requires the storage of materials to be either 1) within a building or 2) behind the front line of the principal building and screened from view of adjacent properties. The site sits up above the adjacent roadways and with a wood privacy fence, materials stored on site should be screened. A few small
sections are screened with chain link; those must be replaced with wood privacy fencing, as chain link is not permitted.

It should be noted that the applicant may not use these new storage yards for parking any motorized vehicles, as they are not designed to Town standards for a parking lot. A parking space is defined as a paved, properly drained area permanently reserved for parking a motor vehicle. If the applicant desires to park vehicles here in the future, it will require a solid surface such as asphalt or concrete.

Parking, Access, and Loading: Access to the site will continue through the existing driveway on Commander. Existing parking for the site is limited and provided along the Commander frontage and in front of the buildings. The proposal does not add any building area, only storage. Site visits have identified that the business has large semi-trucks as company vehicles which are parked on-site at the end of the existing shared driveway. The trucks are parking on gravel, as there is no paved parking for those trucks on-site. As such, a driveway extension will be required to provide parking spaces for those vehicles. A condition of approval requires the site plan be revised to show where that parking is proposed for staff review/approval prior to beginning work.

Road Improvements: No road improvements are required as a result of this proposal.

Landscaping and Tree Ordinance: After the expansion, open space of 53% will still remain on the lot, which well exceeds the Town's requirement in Industrial properties.

The site currently has a row of existing trees along a portion of the Memphis-Arlington frontage, behind the large drainage ditch. They screen the eastern portion of the lot. The Commander frontage is currently just grass. The proposal will add 4” trees at roughly 40-foot centers along that frontage, outside the proposed privacy fence. The new trees will continue a streetscape that has started in this area with the Steambrokers site next door and MDF across the street. The area of the proposed expansion does not include any trees and thus none will be removed.

Drainage / Grading: The site of the proposed storage yard is currently grass, and stormwater sheet flows across the surface and into the ditches along Memphis-Arlington and Commander. The proposed storage yard will consist of 3” – 4” of gravel placed on top of the area after the sod is stripped away. This type of construction will keep the area pervious and will not increase the runoff from the site. For this reason, no stormwater detention facilities are required.

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 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 the Dowden Trailers expansion, 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 July 1, 2019, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

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

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

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

S-5. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s proposal 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. 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. Any revisions to landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town of Arlington Design Guidelines Manual.

P-3. The proposed storage yards are for non-motorized merchandise storage only. Should the applicant wish to utilize the area for motorized vehicles in the future, a revised Site Plan application must be processed to upgrade to a parking lot that meets Town standards (asphalt or concrete) and consider any stormwater impacts.

P-4. Construction plans shall identify the species of the proposed street trees for approval by staff prior to the preconstruction meeting. The Town’s intent is that the trees match or complement existing street trees in the immediate area.
# Planning Commission
## Site Plan Application

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

<table>
<thead>
<tr>
<th>Development Name:</th>
<th>Dowden Trailer Storage Yard</th>
<th>Zoned:</th>
<th>M-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>5700 Commander Drive, Arlington, TN 38002</td>
<td></td>
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</tr>
<tr>
<td>Owner of Record:</td>
<td>Josh Dowden</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner Address:</td>
<td>5700 Commander Drive</td>
<td></td>
<td></td>
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<tr>
<td>Daytime Phone:</td>
<td>901-820-6513</td>
<td></td>
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</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:Josh@dowdenps.com">Josh@dowdenps.com</a></td>
<td></td>
<td></td>
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</tbody>
</table>

### Developer Contact:

Company Name:  
Mailing Address:  
Daytime Phone:  
Fax Number:  
E-mail Address:  

### Engineer/Designer Contact: Jeremy Laudenbeck

Company Name: Arc Surveying & Mapping, Inc.
Mailing Address: 4567 Commander Drive, Suite 11, Arlington
Daytime Phone: 901-667-5333
Fax Number: 
E-mail Address: Jackenbeck@arc-surveying.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.

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Office Use Only

Date Received:  
Amount:  
Fee Receipt #:  

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>
<th>OWNER:</th>
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</thead>
<tbody>
<tr>
<td>If an Entity:</td>
<td>(if different from applicant - if same, note “same”)</td>
</tr>
<tr>
<td>Name of Entity:</td>
<td></td>
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Name of Entity: **ABC Surveying & Mapping**

By (Signature): **[Signature]**

Print Name: **Jerry Loudon**

Title: **V.P.**

Name of Entity: **Dowden Trailers**

By (Signature): **[Signature]**

Print Name: **Joshua E. Dowden**

Title: **President/Owner**
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: Josh Dowden (Dowden Trails)

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

   Name          Business or Home Address
   Josh Dowden   5700 Commander Dr, Arlington, TX 76012

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:

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

   Name          Business or Home Address