Town of Arlington
Planning Commission Meeting

November 19, 2018
6:30 P.M.
Planning Commission Meeting
Monday, November 19, 2018
6:30 p.m.

I. Invocation

II. Call to Order & Establishment of a Quorum

III. Election of Officers

IV. Approval of the October 15, 2018 Meeting Minutes

V. Comments from Citizens

VI. Old Business

   A. Other as Properly Presented

VII. New Business

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

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

   C. Arlington Trails Commercial PD – Preliminary Plat – Airline and Brooks Branch Rd.

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

   E. Other as Properly Presented

VIII. Adjourn
PLANNING COMMISSION
Member List and Term Expirations
November 19, 2018

Jeff McKee, Alderman ........................................... November 2019
Russ Campbell, Chairman ...................................... November 2021
Don Hinkle .......................................................... November 2020
Susan Payne ......................................................... November 2020
Brian Thompson .................................................... November 2020
Nycole Alston ....................................................... November 2021
Dwight Barker ....................................................... November 2021
DATE: November 19, 2018

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

SUBJECT: Site Plan Review

APPLICANT: Monica Schoknect, DVM

DESIGN PROF./CONSULTANT: Ledford Engineering & Planning; Representative: Kevin Ledford

SITE LOCATION: Southeast corner of Airline Road and Village Center Drive

SITE ACREAGE: 1.01 Acres

ZONING: SC: Shopping Center District

ANALYSIS: Dr. Monica Schoknect is requesting Planning Commission approval of a revised site plan for a veterinarian clinic at the southeast corner of Airline Road and Village Center Drive. The subject property is undeveloped and located in the SC: Shopping Center Zoning District.

The PC approved the Animal Clinic at this location in 2016, but construction was delayed. The applicant is now ready to move forward, but would like to flip the site plan from the previous approval.

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

Access and Loading: Ingress/egress easements to serve this lot and the adjacent property are centered on the site’s property lines on both Airline Road and Village Center Drive. The applicant intends to access the site from a driveway at each. The applicant will also pave a single lane along the east and south property lines, which will provide an additional one-way access to the site for
garbage vehicles and emergency personnel. A condition of approval requires this lane be properly marked to indicate it as one-way and no parking for safety. Upon development of the adjacent property, a second lane would be paved (on that property) and result in a full-width shared access road.

A sidewalk exists along Airline Road and the applicant will continue it from the corner down Village Center Drive to their driveway. A walkway is also proposed from Airline Road on the south side of the building to the parking lot for pedestrian access.

**Parking:** The site plan provides a total of 30 parking spaces in a double-loaded aisle in front of the building, including 2 handicap stalls. The site was previously approved with 25 spaces, which well exceeded Code requirements in 2016. Since then, staff has amended the Zoning Ordinance requirements for veterinarians and kennels. Current regulations call for a minimum of 30 spaces (1:200sf) and a max of 48 spaces (1:125sf) for a veterinarian use, plus 3 for the kennel. As the applicant is amending a previously approved site plan through layout only, not increasing the size of the building, staff believes the addition of 5 spaces to result in 30 spaces is acceptable.

**Road Improvements:** No additional right-of-way dedication or improvements are required, other than the installation of sidewalk along the property frontage of Village Center Dr.

**Drainage / Grading:** There is an existing storm drain pipe that terminates on the northwest corner of the applicant’s property. This drain receives flow from the undeveloped land to the south and east of the subject property, and flows to an existing stormwater detention facility near the CSX railroad tracks on the east side of Airline Road. The existing stormwater detention facility was designed to accommodate this lot at full build out; therefore, on-site detention for this property is not required. The storm drain line will be extended through this site to accommodate future development as it continues south and east. The existing storm drainage facility and proposed piping are designed to accommodate full build out.

**Sanitary Sewer:** Public sanitary sewer service is readily available for the site. A new 6” service line will need to be installed to serve the lot.

**Landscaping and Tree Ordinance:** Open space of 30.6% is provided on the lot, which meets the Town’s 30% requirement. The site has been used for agriculture and is currently vacant with no existing trees. Open space and landscaping required to meet Town minimums will be provided along the site boundaries, including the 25’ street frontage on Airline and Village Center. The Design Review Committee will review the final landscaping.

**Next Steps:** If approved, the applicant will next be required to receive approval for any changes from the Design Review Commission (if necessary), 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 a new veterinarian clinic, 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 November 5, 2018, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.
S-2. All construction improvements within the development shall be in compliance with the Town of Arlington Zoning Ordinance, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted on the Site Plan.
S-3. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.
S-4. Prepare and submit to the State of Tennessee (with a copy to Arlington) a notice of intent and a Stormwater Pollution Prevention Plan for the site.
S-5. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent, and approved Notice of Coverage prior to any earth disturbance activity.
S-6. All signage design and location is subject to the review and approval of the Design Review Committee.
S-7. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

PROJECT SPECIFIC CONDITIONS:
P-1. All sidewalk paths, including those across driveways, shall be ADA compliant.
P-2. Revise the Construction Plans to address comments as noted on the marked-up plan sheets provided by the Town Engineer and provide for Town review and approval.
P-3. The project shall meet the Town adopted 2012 International Fire Code, including all referenced appendices.
P-4. Easements for temporary construction, ingress/egress and sanitary sewer shall be obtained from the adjacent property owner for any work outside of the site boundary.
P-5. A shared ingress/egress easement shall be provided across the roadway on the east and south property lines for the benefit of the adjacent property. This ingress/egress easement shall be recorded with the Shelby County Register’s Office.
P-6. The FDC and PIV shall be relocated to the west side of the parking lot near the proposed entrance, to the satisfaction of the Fire Department, to avoid conflicts with ingress and egress of emergency equipment.
**Town of Arlington**

**Planning Commission**

**Site Plan Application**

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

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<th>Arlington Animal Clinic</th>
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<tr>
<td>Location:</td>
<td>6010 Airline Rd</td>
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<tr>
<td>Owner of Record:</td>
<td>MONICA M SCHOKNECHT, DVM</td>
<td></td>
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<tr>
<td>Owner Address:</td>
<td>11891 Highway 70, Suite A, Arlington, Tennessee 38002</td>
<td></td>
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</tr>
<tr>
<td>Daytime Phone:</td>
<td>901 867 8717</td>
<td>Fax Number:</td>
<td>901 867 0042</td>
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**Developer Contact:** MONICA M SCHOKNECHT, DVM

**Company Name:** Arlington Animal Clinic

**Mailing Address:** 11891 Highway 70, Suite A, Arlington, Tennessee 38002

**Daytime Phone:** 901 867 8717

**Fax Number:** 901 867 0042

**E-mail Address:**

**Engineer/Designer Contact:** Rob Peterson

**Company Name:** Ledford Engineering, Planning and Architecture

**Mailing Address:** 5567 Commander Dr, Suite 105, Arlington, Tennessee 38002

**Daytime Phone:** 901 867 5220

**Fax Number:** 901 867 5331

**E-mail Address:** rob@ledfordep.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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5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-3449 • Fax (901) 867-2638

**RECEIVED**

SEP 8 5 2013

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

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TOWN OF ARLINGTON, TENNESSEE
PLANNING COMMISSION

DEVELOPMENT STAFF REPORT

Arlington Trails Commercial PD – Phase 1
CONSTRUCTION PLANS

DATE: November 19, 2018

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

SUBJECT: Construction Plans for Phase 1 of Arlington Trails Commercial PD

APPLICANT: Grant Properties LLC; Representative: Milton Grant

DESIGN PROFESSIONAL: Renaissance Group, Inc; Representative: Wesley Wooldridge

SITE LOCATION: South side of Brooks Branch Rd., at the southwest corner of I-40 and Airline

ZONING CLASSIFICATION: SC: Shopping Center

FUTURE LAND USE CLASSIFICATION: Regional Support Commercial

ACREAGE: 17.08 acres

PROPOSAL: The applicant is requesting Planning Commission approval of construction plans for Phase 1 of the Arlington Trails Commercial Planned Development. The PD includes the subdivision of the 17-acre site into a total of 7 commercial lots. Public improvements associated with the subdivision include road improvements along Airline Road, the extension of Arlington Trail Road, construction of a new road (Fair Springs Cove), overall subdivision drainage and detention system, a public sewer lift station & force main with sewer line extensions to all lots, and dedication of all required public rights-of-way and easements. The construction plans are substantially complete but will have to be adjusted to reflect last minute revisions to the site layout in response to staff comments.

The proposed plan conforms to the approved Arlington Trails PD, which was approved by the Board of Mayor and Aldermen on October 1, 2018 as Resolution 2018-63.

Road Improvements: There will be several road improvements associated with this project.

- Arlington Trail Road – A continuation of the existing Arlington Trail Road will be made west of Airline Road, with a 60’ right-of-way (ROW) section. This will serve as the primary access
point to the PD. This section of Arlington Trail Road will ultimately replace the existing portion of Brooks Branch Road that falls within TDOT’s ROW of I-40.

- Brooks Branch Road – As mentioned above, the section of Brooks Branch Road that falls within TDOT’s ROW will be demolished and reverted back to greenspace, owned by TDOT. This change was discussed with staff, the applicant, and TDOT. All parties agreed the existing intersection of Brooks Branch at Airline is too close to the signal at the I-40 ramps, and removing it would create a safer access point at Arlington Trail Road.

- Fair Springs Cove – This will be a new roadway improved to the Town’s standard 50’ ROW. This cove will dead-end at the I-40 ROW, more or less. It will serve as the sole access to the proposed hotels. The cove is proposed to have a 40’ diameter raised brick accent circle in the center, in a herringbone pattern, which will match crosswalks within the development.

- Airline Road – The portion of Airline Road adjacent to the proposed project will be widened to its ultimate width for their half of the roadway. The ultimate buildout of Airline Road will consist of a 5-lane section, with bike lanes, curb & gutter, and sidewalk.

As part of the PD review and approval process, the Developer prepared a traffic study to determine whether this development would create a need for a traffic signal at the intersection of Airline Road and Arlington Trail Road. The study indicated that a signal is not warranted under the Manual on Uniform Traffic Control Devices requirements when this development is fully built out. However, the Town recognizes that traffic volumes on Airline Road will someday necessitate a traffic signal. As part of the review and approval process for this PD, the developer agreed to make a monetary contribution toward the cost of a future traffic signal.

Access: All lots will be accessed by public ROW. An access plan has been provided which identifies general locations for possible access points (no more than 1 per lot per frontage). Access will be considered with each lot’s Site Plan as it is developed.

Parking / Loading: Parking will be provided throughout the PD on each of the seven (7) lots based on the use of the lot. While shared access is encouraged between the lots, there are no plans for shared parking at this time.

Drainage / Grading: The PD provides for stormwater detention facilities conforming to Town requirements. The plan identifies two (2) locations where shared detention basins would be located within the PD. During this phase of the development, these detention areas will be oversized to function as sediment basins to accommodate the earth-moving operations of the project. As site plans are approved for each lot, these basins will be modified and completed as required for the fully developed areas. The specific final dimensions of the detention areas will be determined during the detailed design of individual sites, so the configurations may change slightly with each phase of the development. Shared detention basins are considered to be open space and shall be maintained by the individual properties or an association of the commercial property owners.

In addition to the detention facilities in the project, the developer will be installing and grading the site to fully utilize the existing storm drain pipes crossing I-40. Currently, the ~20 acres of this development, plus an additional ~50 acres south of this development, drains to a pair of storm drains crossing I-40 (one 30” and one 42” pipe) near the northwest corner of the development.
These two pipes are too small to carry the existing undeveloped stormwater flow from a 25-year storm from the ~70-acre basin. However, there is a third 36" storm drain crossing I-40 near the center of this development that currently drains less than 1 acre. As part of this development, an additional 5.9 acres of drainage will be directed into this 36" storm drain, reducing some of the flow to the other two storm drains. In exchange for the re-grading and installation of additional storm drains required to divert this flow to the 36" pipe, the Town Engineer is recommending waiving the detention requirement for this 5.9-acre area.

**Sanitary Sewer:** The western portion of the development is located outside the current service area of the existing sewer system of the Town. In accordance with the Town’s sewer master plan, this area is intended to be served by a sewer lift station, with a force main to connect to the Hall Creek Interceptor Sewer east of the Visitors Center. This development will be required to install this lift station and force main, and it will be sized to serve this development and the area south along Brooks Branch Road that fall within the same basin. This development will install gravity sewer lines to the southwest corner of the development and at select points along the new Arlington Trail Road to serve the adjoining properties within this sewer basin. The installation of this sewer lift station and gravity sewer system would allow for a future extension of sewer service through this sewer basin.

**Open Space:** Open space requirements are intended to be met with each individual lot within the development. As such, minimal open space improvements will be anticipated with the public improvements and first phase of the PD. Some improvements that will be built in Phase 1 include decorative crosswalks and a raised brick accent circle at the end of Fair Springs Cove.

**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 November 6, 2018, and with the conditions of approval, meets the provisions of the Town of Arlington Zoning Ordinance, Town of Arlington Subdivision Regulations, and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

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

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

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

**S-5.** Prepare and submit to the State of Tennessee (with a copy to Arlington) a Notice of Intent and a Stormwater Pollution Prevention Plan for the site.
S-6. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent and approved Notice of Coverage.

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

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

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

S-10. Prior to acceptance of any public improvement, the applicant will be required to provide as-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 common open space improvements and landscaping shall be installed and approved by the Town of Arlington prior to recording the plat, unless a full bond is paid.

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

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

P-6. All development fees will be required prior to the PreConstruction meeting, including the $25,000 sewer lift station charge.
### Town of Arlington

**Planning Commission**  
**Construction Plans Application**  
*(Major Subdivisions Only)*

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

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<tr>
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<th>Arlington Trails &lt;br&gt; Fairfield Inn &amp; Suites P.D., Phase 1</th>
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<tbody>
<tr>
<td>Location:</td>
<td>West of Airline Road and I-40</td>
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<tr>
<td>Owner of Record:</td>
<td>Bond Enterprises TN, Inc.</td>
</tr>
<tr>
<td>Owner Address:</td>
<td>8006 Woodfern Drive, Indian Springs, AL 35124</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>205-733-9270</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:deverewb@hotmail.com">deverewb@hotmail.com</a></td>
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<tr>
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<th>Milton Grant</th>
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<tbody>
<tr>
<td>Company Name:</td>
<td>Grant Properties LLC</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>9075 Forest Centre Drive, Germantown TN 38138</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>901-930-0590</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:mgrant@granthomes.com">mgrant@granthomes.com</a></td>
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<tr>
<th>Engineer/Designer Contact:</th>
<th>Wesley Wooldridge</th>
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<tbody>
<tr>
<td>Company Name:</td>
<td>Renaissance Group</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>9700 Village Circle, Suite 100, Lakeland, TN 38002</td>
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<tr>
<td>Daytime Phone:</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: $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.

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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<th>OWNER:</th>
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<td>Grant Properties LLC</td>
<td>Bond Enterprises TN Inc.</td>
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<tr>
<td>Milton Grant</td>
<td>Dr. Winkler D. Bond</td>
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TOWN OF ARLINGTON, TENNESSEE
PLANNING COMMISSION
DEVELOPMENT STAFF REPORT

Arlington Trails Commercial PD, Phase 1
PRELIMINARY PLAT APPLICATION REVIEW

DATE: November 19, 2018

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

SUBJECT: Preliminary Plat

APPLICANT: Grant Properties LLC; Representative: Milton Grant

DESIGN PROFESSIONAL: Renaissance Group, Inc; Representative: Wesley Wooldridge

SITE LOCATION: South side of Brooks Branch Rd., at the southwest corner of I-40 and Airline

ZONING CLASSIFICATION: SC: Shopping Center

FUTURE LAND USE CLASSIFICATION: Regional Support Commercial

ACREAGE: 17.08 acres

PROPOSAL: Mr. Wesley Wooldridge, representing the applicant, is requesting Planning Commission approval of a preliminary plat for Phase 1 of the Arlington Trails Commercial PD. The Planned Development was approved by the Board of Mayor and Aldermen on October 1, 2018, and includes a commercial subdivision of an undeveloped 17.08-acre lot on the south side of Brooks Branch Road, at the southwest corner of I-40 and Airline. The property is located within the SC (Shopping Center) Zoning District.

In summary, the subdivision will create seven (7) lots: two (2) at the corner of Airline and Arlington Trails, three (3) fronting Arlington Trails, and two (2) at the end of Fair Springs Cove (a new road) alongside the current Brooks Branch Road. In addition, Arlington Trail will be extended from Airline Road west to Brooks Branch, and Brooks Branch will be closed and abandoned from that point north to Airline Road.

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

Utilities are available to serve the subdivision, with the exception of sewer service, which must be provided by the applicant. Construction plans for the subdivision include the addition of a sewer lift station and force main, with sewer stubs at each of the 7 lots.

All additional required information is either identified on the plat or required through a condition of approval below.

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

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

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

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

S-5. The developer shall provide the Town with a copy of the Final Plat using state plane coordinate system with NAD – 27 or NAD – 83 datum on disk or CD in a generally accepted format at the time the Final Plat is presented for recording.

S-6. The applicant’s design professional shall address all Preliminary Plat mark-ups prior to submitting and recording the Final Plat.

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

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

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

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

**Planning Commission**
**Preliminary Plat Application**

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

<table>
<thead>
<tr>
<th>Subdivision Name:</th>
<th>Arlington Trails Pd</th>
<th>Phase:</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Airline and Brooks Branch Rd.</td>
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<tr>
<td>Owner of Record:</td>
<td>Bond Enterprises TN, Inc.</td>
<td></td>
</tr>
<tr>
<td>Owner Address:</td>
<td>8006 Woodland Drive, Indian Springs, AL 35124</td>
<td></td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>205-733-9220</td>
<td>Fax Number:</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:devecebo25@gmail.com">devecebo25@gmail.com</a></td>
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<tr>
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<th>Milton Grant</th>
</tr>
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<tbody>
<tr>
<td>Company Name:</td>
<td>Grant Properties LLC</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>9075 Forest Centre Drive, Germantown, TN 38138</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>901-936-0590</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:mggrant@granthomes.com">mggrant@granthomes.com</a></td>
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<tr>
<th>Engineer/Designer Contact:</th>
<th>Wesley Woodrige</th>
</tr>
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<tbody>
<tr>
<td>Company Name:</td>
<td>Renaissance Group</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>9700 Village Circle, Suite 100, Lakeland, TN 38002</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>901-332-5535</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:wwoodrige@rgrroup.biz">wwoodrige@rgrroup.biz</a></td>
</tr>
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### Instructions for Submitting an Application:

- ✔ Fee Schedule: $200.00, plus $10.00 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.

- □ A preliminary meeting with Staff for review of the Town’s drainage plans, sewer maps, and Land Development Plan prior to the submittal deadline is strongly suggested. Staff meets the first and third Monday of each month. Please call the Planning Department to set up an appointment.

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

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**Office Use Only**

Date Received: 11/7/18

Amount: $710

Fee Receipt #: 928549

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

Revised: 1/7/2015
Planning Commission
Preliminary Plat 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 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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<thead>
<tr>
<th>APPLICANT:</th>
<th>OWNER:</th>
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<tbody>
<tr>
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<td>(if different from applicant - if same, note “same”)</td>
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<td></td>
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<td>&quot;Bend Enterprises&quot;</td>
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<td>By (Signature):</td>
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<tr>
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DATE: November 19, 2018

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

SUBJECT: Master Sign Plan

APPLICANT: Grant Properties LLC; Representative: Milton Grant

DESIGN PROFESSIONAL: Renaissance Group, Inc; Representative: Wesley Wooldridge

SITE LOCATION: South side of Brooks Branch Rd., at the southwest corner of I-40 and Airline

ZONING CLASSIFICATION: SC: Shopping Center

FUTURE LAND USE CLASSIFICATION: Regional Support Commercial

ACREAGE: 17.08 acres

BACKGROUND: The applicant is requesting consideration of a Master Sign Policy for the Arlington Trails Commercial PD, a 17-acre, undeveloped commercial site on the southwest corner of Airline Road and I-40. The PD includes seven (7) commercial lots; two intended for hotels, one for a storage facility, and the remaining four (4) for future tenants. The four lots without identified tenants are zoned SC: Shopping Center, and may be developed in the future with a wide variety of commercial uses from individual tenants to multi-tenant buildings.

The Arlington Trails commercial PD was approved by the BMA on October 1, 2018 and this sign plan is a requirement of that approval.

PROPOSAL AND ANALYSIS:
The intent of a sign policy is two-fold: it creates consistency within the development and allows signs to be approved administratively without being presented to the Design Review Committee, if the sign meets the requirements of the Sign Policy and the Ordinance. Any sign that does not meet the requirements of the policy or the Zoning Ordinance, or that staff can not approve administratively, will be forwarded to the Design Review Committee.

The proposed sign policy reiterates and/or is consistent with the Town’s existing Sign Guidelines with some changes. The primary variations from our Code are as follows:
1. The policy stipulates a timeline for repairs to any damaged signage of 5 days.

2. The policy sets maximum letter heights of 36” and 66” (if text is stacked) on all uses except the hotels. Our Code does not currently regulate letter size, but rather sets the overall sign area allowed, which does not change with this plan. Staff would recommend language that multi-tenant building utilize the same text color for all wall signs in the building.

3. The policy sets a specific number of signs allowed per building elevation (3 on front, 1 on back, and 1 on side of corner tenants). Again, overall sign area is the same.

4. The policy sets maximum letter heights of 36” and 96” (if text is stacked) for hotels, allows for 3 wall signs (facing Fair Springs Cove, I-40, and Airline Rd), and sets a sign area of 150 square feet per elevation, with a max of 450 square feet total.

Current Code would allow up to 250 square feet on the elevation facing I-40, and ±70 square feet for the east and west elevations, so the policy requests slightly more signage for these uses. Code would also typically only allow for signage on the sides facing the Cove and I-40. However, the visibility of a 4-story building from Airline Road offers an argument for signage on that side.

5. Address identification signage is required at all rear or service entrances in a standard format for deliveries and emergency personnel.

6. Quality of materials on wall mounted signage is stipulated, from materials and finish, to paint guarantees.

7. A request for internally illuminated lettering on the hotel lots (lots 1 & 2) is requested for wall-mount signs. The lettering is proposed to be black in the daylight, but appear white in the evening. The applicant states the signage is proposed on the exterior of the fourth floor, and reverse channel lighting would not be sufficient at that distance.

8. The policy states that any single tenant with over 10,000 square feet or freestanding single tenant user may have an internally illuminated logo on wall signs. Lettering would still use external or reverse channel illumination. This request mimics the policy approved for the Airline Road PD (Kroger/Shops).

9. The policy notes individual channel letter colors shall follow Town guidelines (black, white, beige, gold, or bronze) with translucent plastic faces, or plastic faces with black or silver dual color film (for hotel lots). Staff believes the translucent note is an error and recommends it be replaced with an opaque face instead.

In addition to the text of the document, sample sign renderings are provided as follows:

1. **Grouping Sign** - To identify generally how Grouping Signs would be anticipated to look - brick base, name at the top, tenant space in the middle, and under the 15’ max height. This follows Town guidelines for size, location, and illumination.

2. **Self-Storage Site Plan** - To identify how signage will be handled on the self-storage site, given its dual frontage configuration. Plans include one wall mount and one ground mount per street frontage, which follows our current signage guidelines.
3. **Ground Sign: Storage** – To identify how the ground mount sign would look on the storage site. The ground sign includes a brick base and internally illuminated sign with an opaque background, which our Code permits. However, plastic-faced cabinet signs are not permitted on ground signs, so staff recommends revision.

4. **Wall Sign: Storage** – To identify how the wall mount sign would look on the storage site. The wall sign includes channel letters and a separate logo, which are permitted. However, staff would note the letters need to use an approved color and illumination. The logo could utilize internal illumination, if approved, but it may need to be reduced in size to be proportional in scale to the overall sign.

Staff recommends several minor amendments to the Master Sign Policy to address the items identified above, and those recommendations are noted as conditions of approval. Any specifics on utilizing complimentary materials, specific color palettes, and complimentary design elements may also be added, where appropriate.

**NEXT STEPS:** The recommendation of the Planning Commission will be forwarded to the Board of Mayor and Alderman for final approval.

**RECOMMENDATION:** Staff recommends approval of the Master Sign Policy, subject to the following conditions, in addition to any other conditions levied by the Commission:

1. The Master Sign Plan for the Arlington Trails Commercial PD dated November 12, 2018, is only official once it is approved by the Board of Mayor and Aldermen. 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. Any revisions required by the Design Review Committee shall be made to the policy and submitted to staff prior to any administrative sign approvals being issued.

3. Revise the Master Sign Plan document to address:
   a. Note that all tenants in multi-tenant buildings shall utilize the same color text on their wall signs.
   b. Clarify that hotel wall signs are requested on elevations fronting Fair Springs Cove, I-40, and Airline Road, not just front/side/rear as they must be relabeled.
   c. Revise language regarding translucent plastic faces on the channel letters, as translucent lettering is only requested for use on the hotel lots.
   d. Revise the Storage ground sign to reflect per Town Design Guidelines that do not permit “plastic face cabinet signs.” Staff encourages added language to the ground sign section to support preferred sign materials, such as brick, stone, limestone, molded concrete, wood, individual metal lettering, etc.
e. Add language to clarify that any logos shall be appropriately sized to be proportional in scale to the overall sign size.

f. Clarify in 5.c. that white plastic faces with black or silver dual color film only applies to Lots 1 and 2.
Town of Arlington
DESIGN REVIEW COMMITTEE
Sign Approval Application — POLICY

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Business Name (where sign will be located): ARLINGTON TRAIL PD
Business Address (where sign will be located): Arlington Trails Road West of Airline Rd
Contact Person (for business where sign will be located): Milton Grant
Daytime Phone: 901-930-0590 Fax Number: 901-930-0591
E-mail Address: mgrant@granthomes.com

Company Name of Sign Installer: To be determined
Contact Person:
Mailing Address:
Daytime Phone: Fax Number:
E-mail Address:

Company of Sign Designer (if different than sign installer):
Contact Person:
Mailing Address:
Daytime Phone: Fax Number:
E-mail Address:

Name of Property Owner: Bond Enterprises TN LLC/Grant Properties LLC
Mailing Address: 9075 Forrest Centre Dr, Germantown, TN 38138
Daytime Phone: 901-930-0590 Fax Number: 901-930-0591
E-mail Address: mgrant@granthomes.com

➤ Sign Type & Number Requested (i.e. Wall, Ground, etc.): Policy for different types
➤ You must also attach a completed "Sign Checklist" and ALL items required therein.

APPLICANT SIGNATURE: [Signature]

**NOTE: Sign permits are required from Shelby County Office of Construction Code Enforcement prior to installation of the sign. Once the sign is approved by staff or the Design Review Committee and all changes have been made (if required), an approval letter will be prepared for your delivery to Shelby County.

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