Town of Arlington
Planning Commission
Meeting

March 16, 2020
6:30 P.M.
Planning Commission Meeting
Monday, March 16, 2020
6:30 p.m.

I. Invocation

II. Call to Order & Establishment of a Quorum

III. Approval of the February 18, 2020 Meeting Minutes

IV. Comments from Citizens

V. Old Business
   A. Other as Properly Presented

VI. New Business
   A. Christ Church Arlington Campus – Site Plan – Located at 11888 US Hwy. 70 in the former Fred’s Building.
   B. Code Amendment Discussion – presentation of potential future Zoning Ordinance amendments
   C. Other as Properly Presented

VII. Adjourn
Christ Church
SITE PLAN APPLICATION

DATE: March 16, 2020

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

SUBJECT: Change of Existing Building Use (Retail to Day Care)

APPLICANT: Christ Church; Representative: Chad Stewart

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

SITE LOCATION: 11888 Hwy 70 (former Fred’s building)

ZONING CLASSIFICATION: SC: Shopping Center

ACREAGE: 6.1 acres

ANALYSIS: The applicant is requesting Planning Commission recommendation for a site plan to convert an existing retail store into a day care facility associated with the church. This review is required whenever a use change is proposed that includes different site requirements, like parking or access.

The subject property is located at 11888 Highway 70, on the north side of the highway, and next door to the existing Christ Church location. The site includes a large, single-story building most recently a Fred’s discount store until it closed last fall.

Proposal: The applicant, Christ Church, proposes to convert the existing 12,750 square foot building into a day care facility for the church. Christ Church is currently located within the building next door and has a day care within it. They are in need of more space and have leased this building with the goal to create a “campus,” sharing the site and parking lot.

The proposed floor plan includes eight (8) classrooms for children, a front check-in area, food pantry area, restrooms, and a large, central, youth room with a stage and seating for 80. The entrance will remain in the front. Multiple exits will be added around the building to meet building code.

No building expansions or additions are proposed; however, the metal pharmacy drive-through canopy at the northeast corner of the building is proposed to be removed. Exterior upgrades to meet Town Design Guidelines will be considered by DRC.
**Access, Parking and Loading:** Access to the site will be through existing driveways on Hwy 70 and parking will be provided in the existing parking lot. Per Town Code, the existing church and new day care facility shall provide between 153-198 parking spaces. The existing site includes 199 spaces, only 1 more than the max permitted. With a change of use, the Code allows for the site to use excess spaces; however, no additional spaces can be added to this site in the future without a parking waiver.

As the drive-through will be removed, the applicant proposes to gate the driveway between the buildings, leaving only access for themselves and emergency personnel. The gate design will be considered with DRC review of the site.

**Public Improvements:** No improvements are required in association with the proposed conversion.

**Drainage / Grading:** As no exterior site work is proposed and no additional impervious surfaces will be added, no drainage or grading plan was required. The site will continue to drain as currently designed.

**Landscaping and Tree Ordinance:** The site is an existing commercial site, with landscaping consisting of a few trees in the front parking lot islands and along the streetscape. Open space of 48.5% is provided throughout the site. No trees are proposed to be removed. Landscaping will be considered with DRC review.

**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 request, subject to the following conditions, in addition to any others levied by the Planning Commission.

**STANDARD CONDITIONS:**

**S-1.** It is found that the application as presented, with plans dated March 5, 2020, 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.** The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing any site improvements.

**PROJECT SPECIFIC CONDITIONS:**

**P-1.** 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-2.** The building size is large enough that it must include a sprinkler system. All necessary permits and approvals to achieve this must be obtained to ensure the building meets current Fire Code.
**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>Christ Church Arlington Campus</th>
<th>Site Zoning:</th>
<th>B-E</th>
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<tbody>
<tr>
<td>Location:</td>
<td>11900 US Highway 70, Arlington, TN, 38002</td>
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<tr>
<td>Owner of Record:</td>
<td>Reed's Supermarkets Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner Address:</td>
<td>813 South Lamar Blvd., Oxford, MS, 38655</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>662-560-4953</td>
<td>Fax Number:</td>
<td></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:mikereed194@yahoo.com">mikereed194@yahoo.com</a></td>
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<thead>
<tr>
<th>Developer Contact:</th>
<th>Chad Stewart</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td>Christ Church</td>
<td></td>
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</tr>
<tr>
<td>Mailing Address:</td>
<td>11900 US Highway 70, Arlington, TN, 38002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>901-867-1230</td>
<td>Fax Number:</td>
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</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:rlockley@ccarlington.org">rlockley@ccarlington.org</a></td>
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<thead>
<tr>
<th>Engineer/Designer Contact:</th>
<th>Wesley Wooldridge</th>
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</thead>
<tbody>
<tr>
<td>Company Name:</td>
<td>Renaissance Group Inc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>9700 Village Circle, Ste. 100, Lakeland, TN, 38002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>901-332-5533</td>
<td>Fax Number:</td>
<td></td>
</tr>
<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**

<table>
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<tr>
<th>Date Received:</th>
<th>1-27-20</th>
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<tr>
<td>Amount:</td>
<td>1,000.00</td>
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<tr>
<td>Fee Receipt #:</td>
<td>441562</td>
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</tbody>
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5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507  
Telephone (901) 867-2620 • Fax (901) 867-2638

Revised 10-23-19  

JAN 27 2020  

Received
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>
<th>APPLICANT:</th>
<th>OWNER: (if different from applicant)</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: Renaissance Group Inc.</td>
<td>Name of Entity: Reed's Supermarkets Inc.</td>
</tr>
<tr>
<td>By (Signature): [Signature]</td>
<td>By (Signature): [Signature]</td>
</tr>
<tr>
<td>Print Name: J. Wesley Wooldridge</td>
<td>Print Name: Michael Reed</td>
</tr>
<tr>
<td>Title: Civil Engineering Department Director, P.E.</td>
<td>Title: Pres.</td>
</tr>
</tbody>
</table>

If an Individual(s):

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

Copy and use additional pages if necessary
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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Business or Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chad Stewart</td>
<td>11900 US Highway 70, Arlington, TN, 38002</td>
</tr>
<tr>
<td>Rhett Butler</td>
<td>11900 US Highway 70, Arlington, TN, 38002</td>
</tr>
<tr>
<td>Steve Nance</td>
<td>11900 US Highway 70, Arlington, TN, 38002</td>
</tr>
<tr>
<td>Scott Jones</td>
<td>11900 US Highway 70, Arlington, TN, 38002</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
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</table>
DATE: March 16, 2020

STAFF: Angela Reeder, AICP, Town Planner

SUBJECT: Upcoming Amendments discussion

Different parties occasionally express an interest in considering various amendments to the Town’s Zoning Ordinance. Amendments are drafted by staff and provided to the Planning Commission for a recommendation. Then they are sent on to the Board of Mayor and Aldermen, who have the ultimate authority to consider and adopt any changes.

Based on prior conversations, comments, and staff notes, below are several areas of amendments that are of interest for consideration at this time. The point of this exercise is to introduce possible upcoming amendments to the Planning Commission and begin discussion.

Chapter 4. ZONING DISTRICTS, BULK REGULATIONS, AND USES

4.8 Uses Permitted in Zoning Districts
This section is the Table of Uses, which identifies which uses are permitted by right, with a CUP, or not permitted in the various Zoning Districts in Town. Our list of industrial uses permitted in the Light Industrial (M-1) zone is limited to manufacturing uses, warehouse, contractors, and storage.

Staff is often approached by businesses which are not identified in the Use Table but are clearly more industrial than commercial. Staff is proposing an amendment to add some of those uses to the table and clarify they are intended to be in our Industrial zone. Potential uses might include: equipment rental and repair, recycling facilities, agricultural equipment sales or service, welding supplies, prefabricated building sales, moving equipment rental store, indoor shooting range, data processing center, freight handling facility, stone yard, landscape services.

4.9.1 Specific Provisions for Residential Uses
This section calls out the additional requirements for Conditional residential uses, which are those that require approval of a CUP.

A proposed amendment would add language for bed and breakfast facilities, and include specific standards required to establish one. B&Bs are not currently addressed in our Code at all. Staff is still researching the topic but is considering only recommending them in our Depot Square area or in designated historic homes. Likely stipulations would require them be owner-occupied, only serve meals to overnight guests, be able to park all guests on-site, and be limited in the number they can accommodate each night (i.e. max of 3 rooms and/or 6 guests).
4.9.3(6) Special Conditions for Indoor, climate-controlled, self-storage facilities

Indoor self-storage facilities are permitted in General Commercial (B-2) zones only with approval of a Conditional Use Permit. This section lists seven (7) use-specific standards a new facility must meet for approval: appearance of an office building, interior units only, no exterior garage doors, no outside storage or truck parking, no added signage, and only incidental retail sales.

The proposed amendment would add another standard, noting they should also not be located within 500 feet of an arterial street. Staff is still reviewing the lawfulness of the proposal, as unlike other location requirements, this does not rely on traffic impacts as a rationale for the requirement.

4.9.5 Special Standards for Wireless Communication Facilities

This lengthy section discusses the requirements for wireless communication facilities, focusing largely on freestanding towers and antennas. It includes a brief section on antennas on existing structures in the public right-of-way.

The proposed amendment would update the language to include language to address Small Cell technology, consistent with 2018 Federal and State legislation. This includes small antenna on streetlights or separate poles which are used for 5G and to expand the current cellular network.

Chapter 6. DEVELOPMENT STANDARDS

Section 6.3 Tree Protection

This section describes the intent to promote tree preservation and forestry in urban areas. It calls for protection of existing tree cover when possible in the development of new sites, and it also sets minimum tree planting requirements in developments. While the tree planting section is productive in getting new trees on our development sites around town, it takes years for them to mature and less can be done to protect existing trees.

A proposal to require development to preserve existing tree canopy and specimen trees is being drafted. It would prioritize areas and tree types to be preserved, giving more guidance to staff and developers. It would also provide mitigation options if canopy cannot be preserved, such as requiring more new trees or requiring larger new trees be planted. As a more involved amendment, this may not be back in front of the PC for a couple months.

Chapter 7. REGULATIONS GOVERNING SIGNS

7.2.3(4) Sign Illumination

This section lists the options for lighting wall and freestanding signs. There are three (3) options for lighting a Freestanding sign: 1) external with a shielded white light, 2) internal where lights only shine through text and logos, and 3) reverse channel using individually mounted letters.

The proposal is to remove Internal Illumination, leaving only external or reverse-channel lighting for freestanding signs. Some discussion has also been proposed allow Grouping signs to continue to use internal lighting, but not individual business signs. Consideration of aesthetics, safety, and business needs must all be taken into account when drafting lighting requirements for signs.

This item also requires a Design Guidelines amendment; it was discussed by the DRC in March and recommended.