Planning Commission
October 21, 2019
6:30 P.M.
Meeting Minutes

I. Invocation – Dwight Barker

II. Call to Order and Roll:

   Present:
   Russ Campbell, Chairman
   Susan Payne
   Dwight Barker
   Don Hinkle, Secretary
   Brian Thompson
   Nycole Alston

   Absent:
   Jeff McKee, Alderman

   Others Present
   Angela Reeder, Town Planner
   Lynette Kirk, Planning Assistant
   Steve Hill, Town Engineer

Chairman Campbell called the meeting to order and advised there was a quorum.

III. Approval of Minutes from September 16, 2019 Meeting:

Chairman Campbell called for a motion.

Motion: Don Hinkle made a motion to approve the minutes of the September 16, 2019 meeting.
   Nycole Alston seconded the motion.

Vote on Motion: The motion carried.

IV. Comments from Citizens

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

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

V. Old Business:

   A. Other Business as Presented

   There was no business presented.

VI. New Business:

   A. Providence Place PD, Phase 1 – Construction Plan – Phase 1 of the Master Development Plan located on the south side of Milton Wilson, 1,100 ft. east of Airline Road.

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on file) for Providence Place PD, Phase 1, Construction Plan.
Ms. Reeder said Providence Place is located on the south side of Milton Wilson, east of Hall Creek and Airline Road; the original PD was approved by the BMA on April 1, 2019. She said phase 1 is approximately 24-acres, located on the western end of PD and will include five commercial lots and three common open space lots. Lots included the mixed-use site, potential hotel site, and 3 retail sites.

She said the common open space includes a detention basin, a pedestrian corridor, and the roundabout median. Access from the primary roadway extends south from Milton Wilson to the southern PD boundary with a second roadway east of the roundabout, and sidewalks.

Mr. Hill explained no roadway improvements were needed on Milton Wilson along the front of the PD and the primary road in the site, Providence Place, would be an 84’ right of way with on-street bike lanes and sidewalks. The PD will provide a stormwater detention basin in the southwest corner of the site. The 2.3-acre wet detention basin is sized to handle the 25-yr drainage from the entire PD.

**Main Motion:** Don Hinkle made the motion to approve Providence Place PD, Phase 1 Construction Plans subject to the proposed conditions. Dwight Barker seconded the motion.

**Discussion:** Mr. Thompson asked if there was lighting further east towards the basin. Mr. Hill said no lighting was shown on the current plans. He also noted it would most likely be used as a siltation basin during construction of the lots in Areas 1 and 2, similar to the Kroger basin across the creek. Mr. Thompson asked if the basin on the will have amenities. Ms. Reeder said yes, amenities were proposed in the PD for the area. She noted the next step for the applicant was COS plan review by the DRC. Mr. Thompson asked if the improvements included trails and benches in the open space and enhancement at the roundabout. Ms. Reeder said yes and noted the roundabout improvement will be maintained by the project’s owner’s association. There was discussion about whether it made sense to install the basin walkway with these plans or delay until development of areas 1 and 2. Mr. Thompson acknowledged the timing of the improvements around the basin might be impacted by the use of it as a siltation basin, as it didn’t make sense to install improvements that would later have to be removed.

Mr. Campbell called for a vote on the motion.

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

**STANDARD CONDITIONS:**

**P-1.** It is found that the application as presented, with plans dated October 7, 2019, 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.

**P-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.

**P-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.

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

**P-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. 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.

P-6. Proof of TDEC approval of public sewer extensions is required prior to starting construction of sewer improvements in this Phase.

P-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.

P-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.

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

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

PROJECT SPECIFIC CONDITIONS:

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

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

B. Center at Hayes Crossing PD – PD Amendment – located on the east side of Airline Road, north of Hayes Road, south side of Cranston Drive.

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on file) for Center at Hayes Crossing PD.

Ms. Reeder stated the project is 6.8 acres on the east side of Airline Road, between Cranston and Hayes Rd. The Center at Hayes Crossing PD was originally approved by the BMA in July 2007. It included 3 areas (A, B and C) and a shared detention. She explained in 2008, it was revised to adjust lot sizes and again in 2014 when the B-1 uses in Area C were revised to Office uses. Work on site has included grading/drainage, roadway improvements, and driveway curb cuts, but no other development has occurred.

Ms. Reeder said the applicant is requesting to change Area C back to the original approved, with the original restrictions which does not allow churches, convenience stores, gas sales, day cares, or funeral homes. She explained B-1 commercial is limited and listed permitted uses.

The applicant also proposed adding language to clarify individual lot owners are responsible for constructing and maintaining retaining walls adjacent to Hayesville neighborhood if necessary, as well as removing language that calls for the wet detention basin, and removing “walkway, landscaping, benches, and other features” around the basin.

Ms. Reeder identified surrounding uses. She noted the area proposed for limited commercial use would front Airline Road and have a several acre buffer of offices between it and Hayesville Estates. These items supported the change of use back to the original approval. Ms. Reeder closed by stating the PC recommendation would be forwarded to BMA for approval.
Main Motion: Nycole Alston made a motion to recommend approval of the Center at Hayes Crossing PD Amendment with proposed conditions. Dwight Barker seconded the motion.

Motion: Brian Thompson made a motion to suspend the Planning Commission Meeting and open the Public Hearing. Don Hinkle seconded the motion.

Vote on Motion: The motion carried.

Chairman Campbell declared the Public Hearing open and stated that a notice of a Public Hearing was published in the Commercial Appeal on October 3, 2019. Anyone wishing to speak for or against this request, please stand to be recognized.

No citizens came forward.

Motion: Brian Thompson made a motion to close the Public Hearing and resume the Planning Commission Meeting. Susan Payne seconded it.

Vote on Motion: The motion carried.

Discussion: Ms. Payne asked who would bare the maintenance expense of amenities. Ms. Reeder said the different owners would have to share in the cost, based on the PD language. Ms. Payne inquired if the current owner would be reimbursed if they had to do work in advance. Mr. Thompson said the Owner’s Association would have their own private agreement that the Town wouldn’t take part in.

Chairman Hinkle asked staff thoughts on whether amenities should be installed. Ms. Reeder said staff recommends some form of amenities be kept in the PD to maintain the quality originally approved; Mr. Hinkle agreed. Mr. Campbell inquired about the reason for past zoning changes. Matt Connell, the applicant, said at the time of the change he thought he would use the lot solely for himself. He was not ready to move forward but now he is and would like the opportunity to invite uses like a pharmacy, small restaurant and his office (Arlington Physical Therapy) to occupy the space.

Mr. Campbell asked about the purpose for removing the water feature. Mr. Connell said his main concern was safety with people walking behind the buildings to access it. Mr. Campbell asked if the detention pond could be built without water. Mr. Hill said it was feasible to have a dry basin. Mr. Campbell stated if wet, the basin would need a pump or fountain to deter mosquitoes.

Mr. Thompson also asked why the zone changed 12 years ago. Mr. Connell said he did not receive sound advise back then and now would like change back to the original zoning. Mr. Thompson had no objections to the change request.

Mr. Thompson asked if the construction of area C would be together. Mr. Connell said yes, the two structures would likely be built together. There was discussion about the correct timing of any improvements around the basin, given other lots would be developing at a later date. Mr. Hill noted that as the PD proposes a driveway on the east side of the basin, it might make sense to install enhancements on that side at the same time those lots develop. Ms. Payne said a basin could be dry without a rear access behind Pediatrics East, but landscape trees should be used to enhance the area. Mr. Campbell stated a wet basin with a water feature would look nicer. Ms. Reeder said the DRC would look at the plans for amenities.

Vote on Main Motion: The motion carried.

STANDARD CONDITIONS:

P-1. The Center at Hayes Crossing PD Amendment dated October 2, 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.

P-2. All conditions previously approved by the Board of Mayor and Aldermen for this Planned Development shall continue to apply, other than those amendments approved herein.

P-3. Upon final approval of the Board of Mayor and Aldermen, an amended Planned Development shall be recorded with the Shelby County Register of Deeds.

P-4. After approval of the amended 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.

P-5. All open space and amenities identified as shared in the Master Development Plan shall be owned and maintained by a business owners association. Each lot of the PD shall be incorporated into the Business Owners Association, to share the amenities and maintenance costs from the development.

P-6. Revise the Master Development Plan document to address:
   a. Revise the plan to replace the language regarding the retention basin serving as a water feature and amenity.
   b. Add language to clarify how and when the retention basin improvements should be constructed and maintained.

C. Other as Properly Presented

Chairman Campbell appointed a nomination committee to include: Susan Payne, Nycole Alston, and Jeff McKee, to nominate officers in November.

VII. Adjournment:

Motion: Brian Thompson made the motion to adjourn. Don Hinkle seconded it.

The meeting was adjourned.

Russ Campbell, Chairman

Don Hinkle, Secretary

11-18-19

Submitted By: Lynette Kirk, Planning Administrative Assistant