Town of Arlington

Planning Commission
September 16, 2019
6:30 P.M.
Meeting Minutes

I. Invocation: Brian Thompson

II. Call to Order and Roll:

Present: Russ Campbell, Chairman
         Susan Payne
         Dwight Barker
         Don Hinkle, Secretary
         Brian Thompson
         Absent: Nycole Alston
                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, noting Don Hinkle had advised he was running behind.

III. Approval of Minutes from August 19, 2019 Meeting:

Motion: Russ Campbell made a motion to approve the minutes of the August 19, 2019 meeting.
         Brian Thompson 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. Arlington Falls PD Phase 1, Lot 3 – Site Plan – Phase 1, Lot 3 of the Arlington Falls PD Master Plan, located at the southwest corner of Airline Road and Milton Wilson Blvd.

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on file) for Arlington Falls PD Phase 1, Lot 3, Site Plan.

Ms. Reeder said the property under consideration is in phase 1 of Arlington Falls PD, located on the southwest corner of Airline and Milton Wilson. She said the PD was originally named Palmetto and
was approved, including three lots in Phase 1, on July 5, 2017: however, each lot will require individual PC Site Plan approval.

She said the applicant proposes to construct a single-story, 18,000 square foot shopping center on Lot 3. This lot is just under 3 acres in size and is within the SC zoning district. Ms. Reeder said the area is undeveloped and treed at this time, but construction plans for the PD were approved in June for installation of roads and other public infrastructure.

Ms. Reeder described the building as long multi-bay center which will sit in the center of the site with entrances facing Airline Road. Also proposed are two trash enclosures and a designated loading area on the back of the building, a 20’ x 30’ outdoor patio area on the north end, and a drive-through lane at the southern-most suite.

She said Lot 3 will gain access from two shared driveways; one on Milton Wilson Blvd and one on Airline Road, as approved in the PD. The PD allowed for other access at the discretion of the Town Engineer only and the applicant proposes one additional driveway across from an Arlington High School driveway. Engineering comments note the new drive must be shifted west to align with the school drive and be perpendicular to Milton Wilson to be considered.

Ms. Reeder said sidewalks are planned for pedestrian access along two shared drives, and the Milton Wilson frontage. She explained crosswalk connections are provided internally and connecting to the next Phase to the west.

She described proposed parking on all sides of the building, with the primary lot in front (east side). Ms. Reeder said the site plan provides a total of 84 parking spaces on-site, which includes 4 handicap accessible stalls and is within Zoning Ordinance min/max requirements.

Mr. Hill said already approved construction plans included road improvements along Milton Wilson, including curb & gutter and sidewalk, to the edge of Summer Meadows, completing this segment of Milton Wilson. He explained no additional public road improvements are required.

He said a condition of approval imposed in the July 2017 PD is that this development must design their stormwater facilities for the 100-year storm rather than the typical 25-year storm. Mr. Hill said the PD includes one large detention basin in the southwest corner of the PD, sized to accommodate the total development of the PD.

Mr. Hill explained additional work was discussed to the AHS detention basin across the road, which includes a large portion of the drainage basin. He noted the combination of that project and the proposed detention will reduce the peak stormwater discharge approximately 50% of the drainage basin, which will improve conditions for the Summer Meadows Subdivision and decreasing chances of future flooding.

Susan Payne asked Mr. Hill how residents of Summer Meadow might be affected by this development. Mr. Hill said the development will not increase water flow in the subdivision above what happens naturally today.

Mr. Hill stated Phase 1 plans included an extension of the public sanitary sewer system to serve lots 1 – 3 of the Arlington Fall PD and this development will connect to those facilities.

Ms. Reeder concluded the development is exceeding the open space requirements of 30% and providing 31.58% on the site. She explained the site will be required to provide 60 tree density units, and landscaping will be required along the various streetscapes. Ms. Reeder said if approved, the applicant will need approval by the DRC.
Main Motion: Don Hinkle made the motion to approve Arlington Falls PD Phase 1, Lot 3 – Site Plan. Susan Payne seconded the motion.

Discussion: Susan Payne asked about driveways around the southern-most suite, noting the area looked busy. Ms. Reeder clarified the two driving lanes are separated from a drive through land by a curb. She said the drive through accommodates up to 7 vehicles, as required by Code.

Mr. Thompson expressed concern regarding the location of the drive through being close to the loading and unloading area. Dwight Baker asked if the rear drive was lined up directly across from Arlington High School and if a crosswalk for kids was in the plans. Ms. Reeder said no proposal has been presented, as it would be mid-block and not protected. Don Hinkle said an existing crosswalk is created there with crossing guards during school.

Mr. Thompson asked if the patio pad was for a restaurant, is there ample parking. Ms. Reeder said the parking lot ratio is intended to serve a mix uses, both high and low parking uses. Mr. Thompson asked if the drive through will be constructed prior to securing a tenant. The applicant, Chad Fischer, said the drive through will be constructed regardless. He said it will potentially be a sandwich shop. Mr. Thompson asked if the turning radius was enough at the corner for cars to navigate. Mr. Fischer said yes and added curbing and stripping will be installed.

Chairman Campbell asked if the rear drive would be two-way traffic. Ms. Reeder said the road is wide enough for two-way traffic. Mr. Campbell asked what access road garbage trucks will use. Mr. Fischer said they will come up Milton Wilson and south into the enclosure. Mr. Baker said he also felt concerned the access road is too tight due to all the activities happening there; especially during peak hours.

Mr. Thompson asked if any thought was given to creating two buildings to create openness and another internal access point. Mr. Fischer said no. Mr. Campbell said he would like to see the drive through boxed in to gain better access. Don Hinkle asked if there are houses behind the site. Mr. Thompson said no neighborhoods abut the site, only the existing house turned office.

Don Hinkle asked if moving the building closer to Milton Wilson would increase parking and create more room for the drive through. He referenced the Dermatologist office across the street being close to Milton Wilson and would like to keep the aesthetic feel of less pavement on the frontage.

Ms. Reeder said the drive through meets Town requirement and is clearly marked and separated from traffic lanes that circle the building. She said the PD aims for a maximum single loaded aisle along the road with a 25’ streetscape, which is what is proposed. She confirmed shifting the building closer to Milton Wilson could give an extra foot or two at the drive through. Brian Thompson asked if topography would allow the southern driveway to cut straight across onto Lot 4 as opposed to proposed curving. Wesley Wooldridge, Renaissance Group, said the 26-foot drive on Lot 2 will line up with Lot 3, which drove its location. Susan Payne said it seems to conform to standards as is, was not in favor of moving the patio closer to the traffic. It was agreed to leave as proposed.

Mr. Thompson asked if the drive through median would be landscaped. Ms. Reeder said it should be, but it includes a walkway so it’s limited. Mr. Hinkle expressed concern for semitrucks having room to get in and out for deliveries. Mr. Thompson wanted to go on record all four sides of the buildings is going to have to be quality material. Ms. Reeder said DRC site plans have been submitted which provides a variation of designs on the front and DRC will also look for 4-sided architecture.

Mr. Campbell called for a vote on the motion.

Vote on Main Motion: The motion carried.
STANDARD CONDITIONS:

S-1. It is found that the application as presented, with plans dated August 28, 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.

S-5. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent, and approved Notice of Coverage prior to any earth disturbance activity.

S-6. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

PROJECT SPECIFIC CONDITIONS:

P-1. All sidewalk paths, including those across driveways, shall be ADA compliant, including the installation of truncated domes to provide tactile surfaces where ADA routes cross driveways. This requirement applies both in the public right-of-way and within the site.

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. Revisions include the relocation or realignment of the Lot 3 Milton Wilson driveway to align with the AHS entrance.

P-3. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town Design Guidelines.

P-4. The Arlington Falls PD final plat for Phase 1 must be recorded, creating the lot in question prior to issuance of any building permits for the site, or full security for public improvements must be on file with the Town.

P-5. FDC and fire hydrant locations shall meet Town and Code requirements (912.2 Location) to the satisfaction of the Arlington Fire Chief.

P-6. The Palmetto PD Master Plan document (now Arlington Falls PD) with any required changes from conditions of approval shall be provided to the Town for review and approval, then recorded with the Shelby County Register of Deeds prior to the start of construction on Lot 3.

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on file) for Arlington Falls PD Phase 3, Lot 4.

Ms. Reeder said lot 4 is a new office complex, just under 6 acres, in phase 3 of Arlington Falls PD located on the south side of Milton Wilson Blvd across from Arlington High School. She said it was zoned B-2 (General Commercial).

She stated the Lot 4 office complex consists of eleven separate 6,000 sq. ft. office buildings, for a total of 66,000 sq. ft. Mr. Reeder said the eleven buildings are all 60’ x 100’ in size. She explained eight are oriented in rows facing one another, with the narrow ends facing Milton Wilson and the remaining 3 buildings located along the southern side facing north. There are two trash enclosure pads on the south side of the site, to accommodate the complex.

She explained staff encouraged the applicant to flip the site and put the 3 buildings facing north along Milton Wilson. She also said the buildings could provide screening of the internal parking lots and buildings. Ms. Reeder said the applicant responded the buildings would face into the site and be “dressing up” the rear of the buildings. She said staff feels architecture of the buildings and landscaping will need to be enhanced to compensate for the buildings not facing the public road.

Ms. Reeder said the applicant was encouraged to include usable open area for employees. She stated the open space between buildings are minimal or split with 2-5’ retaining walls.

She said Lot 4 will gain access through one driveway onto Milton Wilson Blvd, located on the far western end of the project. Ms. Reeder said the two stub streets from Lot 3 will provide internal connection to the shopping center and Airline Road beyond.

Ms. Reeder explained the Internal driveways include two 24 ft-wide east/west drives and two 25 ft-wide north/south driveways to connect them. She said one stub street connection is proposed to the west at the entrance to provide cross access. She stated sidewalks are planned along the Milton Wilson frontage, along the north/south driveways, along the southern-most driveway, and within the site. She said parking is along all the internal driveways with a total of 199 parking spaces and 6 handicap accessible stalls.

Mr. Hill said Arlington Falls PD is approximately 17 acres (13.8%) of the 123-acre drainage basin that contributed to the June 2016 flooding. Other areas include the Arlington High School property (41 acres), the Village of Summer Meadows (45 acres) and the northern portion of Summer Meadows (20 acres). He reminded again that a condition imposed in July 2017 required stormwater facilities for the 100-year storm rather than the normal 25-year storm.

He said the Town is requiring the completion of the common detention basin for the entire development as a part of this phase. Mr. Hill said existing public sanitary sewer lines are along Milton Wilson and they will connect sewer lines to the various buildings.

Ms. Reeder said 34% of open space meets the 30% requirement for this site. She stated extensive grading to create the building pads and driveways will require removal of most existing trees, but noted staff strongly encourages keeping as many trees possible. Ms. Reeder said the site will be required to provide 116 tree density units. She closed by saying the DRC will review the final landscaping plans to confirm the site is consistent with landscape plates in the PD.

Main Motion: Russ Campbell made a motion to approve Arlington Falls PD Phase 3, Lot 4. Don Hinkle seconded the motion.

Discussion: Don Hinkle said he would prefer the office buildings face Milton Wilson. He said a better design layout is needed to look first class with park benches around the property. Mr.
Thompson asked the applicant to explain the layout and retaining walls. Mr. Fischer said he hired the best architect and designers to make the project look first class. He explained the buildings would be one story residential Ranch Style. He said it was designed like this to give visibility to all the buildings and their tenants.

Mr. Thompson asked how the applicant will handle signage. Mr. Fischer said the signage has been approved. Ms. Reeder clarified that sign regulations are included in the PD, but a master sign plan is still needed. Mr. Thompson inquired if the buildings facing Milton Wilson would have signage. Mr. Fischer said there would be monument signs.

Mr. Thompson asked how many tenants are proposed. Mr. Fischer said up to 44. Mr. Thompson expressed concern seeing a row of cars from Milton Wilson as opposed to the front of the buildings. Mr. Hinkle agreed, saying buildings facing Milton Wilson would allow for signage to identify each business.

Brian Thompson asked why the dumpsters were not in a back corner. Mr. Fischer said it was due to elevation and it would be more central to all tenants. Mr. Hinkle suggested two smaller dumpsters on either side on the right and left of the site. Mr. Fischer said they considered using those areas for improved open areas for the site, with tables, BBQ grills, and other amenities. He noted the one on the west end could even overlook the detention basin. Mr. Hinkle recommended it be wet and have a fountain. Mr. Thompson noted that could be a nice amenity for the last phase as well, if an assisted living facility was still proposed.

Mr. Thompson asked Ms. Reeder if saving trees would be possible. He said he would like to save tree and natural vegetation. Ms. Reeder said an opportunity to rotate the first row of buildings would potentially create more open spacing.

Mr. Campbell also expressed concern regarding the side view of the buildings on Milton Wilson. Mr. Thompson suggested windows on the end buildings. Mr. Campbell said the building would need 3 sided fronts. Mr. Thompson suggested they be 4 sided fronts.

Ms. Payne asked the order of construction for this phase. Mr. Fischer said the entire infrastructure would be built at the same time. Ms. Payne asked if parking requirements would change if other uses were proposed. Ms. Reeder said they would be restricted to office users as proposed. She said changes would need to come back for approval. Ms. Payne asked if limitations would require all building be residential style. Ms. Reeder said the PD calls for neutral colors, brick and stone with varying looks.

Mr. Campbell repeated the committee concern that this design could be enhanced to be a first-class development, as promised in the PD. Ms. Reeder asked if they wanted a condition to provide an entrance on the northside of the buildings on Milton Wilson. Mr. Campbell said Staff would let DRC know PC would like to see the ends of the buildings enhanced like the front with windows and entrances. Mr. Thompson said adding a condition for an amenity area was needed. Mr. Campbell proposed a friendly amendment to add P-11 to create an amenity, open space, area on the southwest corner to encourage people to gather.

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

**STANDARD CONDITIONS:**

S-1. It is found that the application as presented, with plans dated August 28, 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.

S-5. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent, and approved Notice of Coverage prior to any earth disturbance activity.

S-6. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

PROJECT SPECIFIC CONDITIONS:

P-1. All sidewalk paths, including those across driveways, shall be ADA compliant, including the installation of truncated domes to provide tactile surfaces where ADA routes cross driveways. This requirement applies both in the public right-of-way and within the site.

P-2. A pedestrian connection from Milton Wilson on the west end of the site shall be provided, given the width of the site.

P-3. The final detention basin for the entire PD shall be completed within this phase of the development. Future development of the remainder of the PD shall be designed to drain into this detention basin.

P-4. 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-5. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town Design Guidelines.

P-6. A final plat for Phase 3 of Arlington Falls PD must be processed and recorded, creating the lot in question prior to issuance of any building permits for the site, or full security for public improvements must be on file with the Town.

P-7. Shared ingress/egress easements shall be recorded on the plats for Phase 1 and 3 to ensure shared access is sustained as proposed in the plans.

P-8. FDC and fire hydrant locations shall meet Town and Code requirements (912.2 Location) to the satisfaction of the Arlington Fire Chief.

P-9. The Palmetto PD Master Plan document (now Arlington Falls PD) with any required changes from conditions of approval shall be provided to the Town for review and approval, then recorded with the Shelby County Register of Deeds prior to the start of construction on Lot 3.
P-10. A phasing plan shall be submitted for Town approval if construction of any site improvements (i.e. parking, drainage, driveways) are proposed to be phased.

P-11. Create usable open space amenities for employees within the development, including at least one larger space on the southwest corner of the site that includes items such as a pergola, gazebo, benches, picnic tables, bbq grills, etc.

C. Other as Properly Presented

There was no business presented.

VII. Adjournment:

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

The meeting was adjourned.

Russ Campbell, Chairman

Don Hinkle, Secretary

10-21-19
Date

10-21-19
Date

Submitted By: Lynette Kirk, Planning Administrative Assistant