Town of Arlington
Planning Commission Meeting

May 18, 2020
6:30 P.M.
Planning Commission Meeting
Monday, May 18, 2020
6:30 p.m.

I. Invocation

II. Call to Order & Establishment of a Quorum

III. Approval of the March 16, 2020 Meeting Minutes

IV. Comments from Citizens

V. Old Business
   A. Other as Properly Presented

VI. New Business
   A. Arlington Falls Phases 2 and 3 – Final Plat – to create final two phases of the Arlington Falls PD, on the south side of Milton Wilson, east of Summer Meadows.

   B. HNA Office Building – Site Plan – to build a 3,390-sf office building in the Center at Hayes Crossing PD, at 5411 Hayes Road.

   C. Village at Donelson Farms – Construction Plans – for construction of improvements for a 29-lot residential subdivision on Donelson Farms Parkway, across from Donelson Elementary School.

   D. Harris Commercial Subdivision – Preliminary Plat – for the creation of a 2-lot commercial subdivision on 12.89 acres at the west end of Will Harris Drive.

   E. Harris Commercial Subdivision – Construction Plans – for the public improvements associated with a commercial subdivision on 12.89 acres at the west end of Will Harris Drive.

   F. Other as Properly Presented

VII. Adjourn
DATE: May 18, 2020

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

SUBJECT: Final Plat for last 2 phases of a commercial subdivision

APPLICANT: Arlington Development Co, LLC; Representative: Chad Fisher

DESIGN PROF./CONSULTANT: Renaissance Group, Inc.; Representative: Wesley Wooldridge, P.E.

SITE LOCATION: South side of Milton Wilson Blvd., across from Arlington High School

ZONING: B-2 (General Commercial) with Arlington Falls PD overlay

SITE ACREAGE: 11.6 acres

LOTS PROPOSED: 2 lots + ROW dedication

PROPOSAL: The applicant is requesting approval for a Final Plat of the remaining two (2) phases of the Arlington Falls Planned Development. The site is located on the south side of Milton Wilson Blvd., east of Summer Meadows and across from Arlington High School. The PD (originally named Palmetto) was approved on July 5, 2017 and including three Phases. The Plat for Phase 1 was approved in June 2019.

The subdivision will create two lots (Lot 4: 5.83 ac & Lot 5: 5.77 ac), and will dedicate right-of-way for the widening of Milton Wilson in this area. The lots each have adequate frontage on Milton Wilson Blvd, and will share ingress/egress easement rights across all paved drives to serve the adjacent lots and limit driveway cuts on public roads.

A Preliminary Plat was considered in the original Planned Development in July 2017. Road improvements and widening associated with the Plat were considered along with Construction Plans for Lot 4, previously approved by both PC and staff.
ANALYSIS: The proposed lot layout is consistent with the approved PD layout for Phases 2 and 3, with the lots meeting minimum lot size, dimension, and access requirements. Any remaining minor corrections will be addressed to the Engineer’s satisfaction prior to recording.

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 April 7, 2020, 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 Tennessee State Plane Coordinate System with NAD83 datum, and NAVD88, 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 Final Plat mark-ups prior to recording the Final Plat.
TOWN OF ARLINGTON, TENNESSEE
PLANNING COMMISSION

DEVELOPMENT STAFF REPORT

HNA Office Building
SITE PLAN REVIEW

DATE: May 18, 2020

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

SUBJECT: Site Plan Review

APPLICANT: HNA Building, LLC; Representative: Joshua Holtgrewe

DESIGN PROF./CONSULTANT: The Renaissance Group, Inc.; Representative: Wesley Wooldridge

SITE LOCATION: 5411 Hayes Road, Lot 3 of the Center at Hayes Crossing PD

SITE ACREAGE: 0.496 Acres

ZONING: O (Office) with a PD Overlay (Center at Hayes Crossing)

ANALYSIS: The applicant is requesting Planning Commission approval of a site plan for a new office building on Hayes Road, east of Airline, in the Center at Hayes Crossing PD.

Proposal: The applicant proposes to construct a 3,390 square foot office building for an engineering firm. This site is located on lot 3 of the Center at Hayes Crossing PD. The lot is roughly 0.5 acres in size and subject to Office zoning guidelines per the PD overlay. The proposed site is undeveloped at this time. The building is proposed in the center of the lot facing Hayes Road, with parking spaces in the front and along the west side.

Access: The building will utilize the existing shared driveway entrance for the PD from Hayes Road. This driveway will continue north to the property line and east to the Phase 2 PD lots. This allows the option of shared access to the adjacent properties when they develop, as planned in the PD.

For pedestrian access, a walkway is provided from the Hayes Road sidewalk to the building entrance.
Parking: Parking is proposed on the front and east sides of the building. The plan provides a total of 16 parking spaces, which includes 1 ADA stall. This falls within Zoning Ordinance requirements, which call for a minimum of 10 spaces (1:350sf) and a max of 17 spaces (1:200sf) for professional office buildings of this size.

Road Improvements: Hayes Road was improved when the original PD was constructed in ~2008. However, the curb, gutter and sidewalk improvements on Hayes Road did not extend to the east line of the PD due to the profile of Hayes Road. The Town planned to adjust Hayes Road to cut down the steep hill. However, this work has been postponed. As a result, 20’ of this lot’s frontage will remain unimproved until the Hayes Road profile adjustment is done. This project will utilize the existing curb cut on Hayes Road. This will provide access for this development, as well as future developments on other lots within the PD.

Drainage / Grading: The original PD was designed with one common detention basin near the center of the property. The drainage intent is that most of Lot 3 would drain into the basin. The construction plans meet this requirement.

Sanitary Sewer: Sewer infrastructure was installed when the PD was developed. Lot 3 has an existing sewer manhole near the northeast corner and a sewer service line in place to serve this lot.

Landscaping and Tree Ordinance: Open space of 33.39% is provided on the site, which meets the Town’s 20% requirement for this lot. The site will be required to provide 10 tree density units, including along the site’s streetscapes. The Design Review Committee will review the final landscaping plans to confirm these items.

Next Steps: If the site plan is 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 supports a recommendation of approval of the applicant’s Site Plan for a new office building, 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 May 8, 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. Prepare and submit to the State of Tennessee (with a copy to Arlington) a notice of intent and a Stormwater Pollution Prevention Plan for the site, if necessary.

S-5. Erosion control measures as approved by the Town Engineer shall be implemented and 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 or its designee.

S-7 The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

S-8. 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.

PROJECT SPECIFIC CONDITIONS:

P-1. Revise Plans to address comments as noted on the marked-up plan sheets provided by the Town Engineer and provide for Town review and approval.

P-2. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town Design Guidelines.
LOCATION MAP

HNA Office (Center at Hayes Crossing, Lot 3)

5411 Hayes Rd - Site Plan
Town of Arlington
Planning Commission
SITE PLAN APPLICATION

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

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<tr>
<th>Development Name: Lot 5 The Center at Hayes Crossing</th>
<th>Site Zoning: O-Office</th>
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<tr>
<td>Location: Lot 3 of The Center at Hayes Crossing Phase 1 Area &quot;A&quot;</td>
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<tr>
<td>Owner of Record: HNA Building, LLC</td>
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<tr>
<td>Owner Address: 11880 Cranston Dr., Ste. 104, Arlington, TN 38002</td>
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<tr>
<td>Daytime Phone: 901.290.6377 Fax Number: 901.290.6378</td>
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<tr>
<td>E-mail Address: <a href="mailto:josh@hnaengineering.com">josh@hnaengineering.com</a></td>
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Developer Contact: Joshua Holtgrewe, PE

| Company Name: HNA Building, LLC |
| Mailing Address: 11880 Cranston Dr., Ste. 104, Arlington, TN 38002 |
| Daytime Phone: 901.290.6377 Fax Number: 901.290.6378 |
| E-mail Address: josh@hnaengineering.com |

Engineer/Designer Contact: Wesley Wooldridge, PS

| Company Name: Renaissance Group |
| Mailing Address: 9700 Village Circe, Suite 100, Lakeland, TN 38002 |
| Daytime Phone: 901.332.5533 Fax Number: |
| E-mail Address: wwooldridge@rgroup.biz |

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.

Office Use Only

Date Received: 3/2/20
Amount: 800
Fee Receipt #: 44843

Town of Arlington

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-2620 • Fax (901) 867-2638

Revised 10-23-19

Received

MAR 02 2020
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

MAY 02 2020
Received
Disclosure Of Ownership Interests

In order to assist staff and appointed and elected officials of the Town of Arlington in complying with Ordinances of the Town relating to conflicts of interest, the following information is required to be furnished:

1. **For Profit Entities:** If the applicant submitting this Application ("Applicant") is a for-profit, e.g., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Applicant: HNA Building, LLC

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

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<tr>
<td>Joshua Holtgrew, PE</td>
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<td>Dillon Nix, PE</td>
<td>11880 Cranston Dr. Ste. 104 Arlington, TN 38002</td>
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<tr>
<td>Matt Pulliam, PE</td>
<td>11880 Cranston Dr. Ste. 104 Arlington, TN 38002</td>
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2. **For Profit Entities:** If the owner and any lessee of the land which is the subject of this Application ("Owner and Lessee") is a for-profit entity, i.e., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owner and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner and Lessee: __________________________________________

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

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Town of Arlington
MAR 02 2020
Received
DATE: May 20, 2019

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

SUBJECT: Construction Plans for the Village at Donelson Farms PD

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

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

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

ZONING CLASSIFICATION: RS-18 and PD Overlay (Village at Donelson Farms PD)

ACREAGE: 13.23 acres

LOTS PROPOSED: 29 Residential lots, 3 COS lot

PROPOSAL: The applicant is requesting Planning Commission approval of construction plans for the Village at Donelson Farms Planned Development. Plans for the PD include 29 single-family residential lots and 4.265 acres of common open space.

The proposed plan conforms to the approved White Oak 1st Addition PD, which was approved by the Board of Mayor and Aldermen on August 5, 2019 with Resolution 2019-44.

Access: The primary access for the development will be from a single entrance on Donelson Farms Pkwy, directly across from the elementary school entrance and a median opening. This design was encouraged by the Town and engineer. The entrance is divided with a median and leads to two cul-de-sacs.

Road Improvements: Access to the development will be through one entrance on Donelson Farms Parkway directly across from the Donelson Elementary School center driveway. Along with internal road improvements, the developer shall be required to improve Donelson Farms Parkway adjacent to the property limits. These improvements shall consist of the installation of essentially two lanes of east bound traffic, the completion of the median islands, complete with
curb, gutter, and sidewalk. Any drainage improvements required for the construction of this portion of the Parkway shall also be installed. Ultimately, Donelson Farms Parkway will be a 4-lane divided roadway, with bike lanes, curb, gutter, and sidewalk.

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

**Drainage / Grading:** Because of the topography of the site, existing drainage discharges onto 5 different adjoining properties from 5 separate portions of the site. By using 2 dry detention basins, one wet retention basin, and site grading/drainage system that directs stormwater into one of the three basins, the development will reduce the peak stormwater discharge onto all 5 properties. The development meets Arlington’s stormwater requirements.

**Sanitary Sewer:** Sanitary sewer service to the development will be provided through an existing 8” public sewer main recently installed along Donelson Farms Parkway as part of the Faith Baptist Church development.

**Open Space:** Roughly 3.57 acres of common open space extends around the perimeter of the neighborhood. It includes a 25-foot streetscape on Donelson Farms Pkwy, two dry detention basins and one wet retention basin, a 6-foot wide walking path and other landscaped open area. All common areas will be landscaped and maintained by the HOA. Final landscape improvements will be reviewed and approved by the DRC.

Staff would note that while the PD states “a premium will be placed on the preservation of natural tree cover,” only 5 trees are proposed to be saved on the site. While grading of the property will necessitate the removal of almost all the trees, there are a few places along the south boundary where the grading would seem to allow them to save more. Staff recommend that be pursued and also recommends additional measures be taken when a landscape plan is presented to DRC to compensate for near total removal required on this site, such as installing larger diameter trees and/or increasing the number proposed.

**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 May 1, 2020, 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. 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-6. Proof of TDEC approval of public sewer extensions is required prior to starting construction of sewer improvements in this Phase.

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-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 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 landscaping and common open space improvements shall be installed and approved by the Town of Arlington prior to recording the plat.

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. 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 light design shall be designed by MLGW using this fixture, and paid for by the developer.
## 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**

| Subdivision Name: Village at Donelson Farms | Phase: 1 |
| Location: south side of Donelson Farms Pkwy., 785 feet west of New Airline Road |
| Owner of Record: City Construction and Development, LLC |
| Owner Address: P.O. Box 772808 Memphis, TN 38177 |
| Daytime Phone: 901-229-2543 | Fax Number: 901-683-8888 |
| E-mail Address: bthomas@cityllc.com |

| Developer Contact: Bart Thomas |
| Company Name: City Construction and Development, LLC |
| Mailing Address: P.O. Box 772808 Memphis, TN 38177 |
| Daytime Phone: 901-229-2543 | Fax Number: 901-683-8888 |
| E-mail Address: bthomas@cityllc.com |

| Engineer/Designer Contact: Dave Watkins |
| Company Name: SR Consulting LLC |
| Mailing Address: 5909 Shelby Oaks Dr., Suite 200 Memphis, TN 38134 |
| Daytime Phone: 901-373-0380 | Fax Number: 901-373-0370 |
| E-mail Address: dave.watkins@srce-memphis.com |

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**Instructions for Submitting an Application:**

- Fee Schedule: $300.00, plus $45.00 per lot, includes 3 civil engineering reviews; additional reviews $250.00 ea.  
  
  * 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 Town of Arlington Subdivision Regulations, at www.townofarlington.org, for subdivision requirements.
Planning Commission
Construction Plans Application

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by 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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<tr>
<td>Print Name: Bart Thomas</td>
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Disclosure of Ownership Interests

To assist staff and appointed and elected officials of the Town of Arlington in complying with Ordinances of the Town relating to conflicts of interest, the following information is required to be furnished:

1. **For Profit Entities**: If the applicant submitting this Application ("Applicant") is a for-profit, e.g., general partnership, limited partnership, corporation, limited liability company, R.E.L.T., trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

   Applicant: City Construction and Development, LLC

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Business or Home Address</th>
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<tbody>
<tr>
<td>David Andrews</td>
<td>P.O. Box 772808 Memphis, TN 38177</td>
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<tr>
<td>Maryanne Andrews</td>
<td>P.O. Box 772808 Memphis, TN 38177</td>
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Harris Commercial Subdivision, Phase 2
PRELIMINARY PLAT

DATE: May 18, 2020

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

SUBJECT: Preliminary Plat for Phase 2 of Harris Commercial subdivision

APPLICANT: John William Harris, Jr. (owner)

DESIGN PROFESSIONAL: Ledford Engineering Planning Architecture; Representative: Kevin Ledford

SITE LOCATION: West end of Will Harris Drive, approximately 350 feet west of Airline Road.

ZONING CLASSIFICATION: SC (Shopping Center), B-2 (General Commercial), and O (Office)

ACREAGE: 12.89 acres

LOTS PROPOSED: 2 total

PROPOSAL: The applicant is requesting Planning Commission approval for a preliminary plat for Phase 2 of the Harris commercial subdivision. The original subdivision was a three-lot plat recorded in 2002, which created 2 lots fronting Airline Road and this remainder parcel. The proposed project is located west of Airline Road and is within the SC, B-2, and O zoning districts.

In summary, Phase 2 will create two (2) lots from that remainder in Phase 1: a 2-acre lot behind Ortho One and a 10.89-acre lot behind Olympic Steak and Pizza. The plat also dedicates right-of-way for an extension of Will Harris Drive and Josie Crest Street, a new road which extends south from Will Harris. The lots will share access for vehicles and pedestrians along Will Harris Drive from Airline Road.

ANALYSIS: The proposed lot layout is generally consistent with Land Use Code for commercial and office zoned lots, with the lots meeting minimum lot size, having sufficient dimensions to allow development, and access requirements. The project will require street dedication along all frontages and the construction of Will Harris Drive and Josie Crest Street to meet Town standards.
Existing water and sewer lines along Will Harris Drive are available to serve the subdivision. Construction plans for the subdivision include the reconstruction of the existing paved roads due to age and inadequate pavement and base thickness. Curb and gutter will be installed, along with drain inlets and piping. The project includes the installation of a public sewer main to serve the property adjoining the north side of the subdivision.

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 April 16, 2020 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. Approval of a Final Plat is contingent upon approval of the Construction Plans.

P-3. All conditions of the 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.
LOCATION MAP

Harris Commercial Subdivision

Preliminary Plat and Construction Plans
**Town of Arlington**

**Planning Commission**

**FINAL PLAT APPLICATION**

(Major and Minor Subdivisions)

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Refer to Meeting and Submittal Dates Calendar for Application Deadlines

<table>
<thead>
<tr>
<th>Subdivision Name:</th>
<th>Harris Commercial Subdivision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Will Harris Drive</td>
</tr>
<tr>
<td>Owner of Record:</td>
<td>John William Harris, Jr</td>
</tr>
<tr>
<td>Owner Address:</td>
<td>P.O. Box 464 Oaklan TN 38040</td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>901-335-3427</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>N.A.</td>
</tr>
</tbody>
</table>

**Developer Contact:**

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

---

**Engineer/Designer Contact:**

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

---

**Instructions for Submitting an Application:**

- **Fee Schedule:** $300.00
  - Make checks payable to the Town of Arlington*
  - Additional fees may be required prior to recording the plat*

- 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 it becomes necessary to make changes to the subdivision, review the procedure in Article 2, Section E.5.

- Refer to the Town of Arlington Subdivision Regulations, at www.townofarlington.org, for subdivision requirements.

---

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-2620 • Fax (901) 867-2638

Revised: 9/25/2019

**Office Use Only**

Date Received: 1-23-20
Amount: $300.00
Fee Receipt #: 141644

**Received**

JAN 23 2020
Planning Commission
Final 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

<table>
<thead>
<tr>
<th>APPLICANT:</th>
<th>OWNER: (if different from applicant)</th>
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<tr>
<td><strong>If an Entity:</strong></td>
<td><strong>If an Entity:</strong></td>
</tr>
<tr>
<td>Name of Entity:</td>
<td>Name of Entity: <strong>John W. Harris, Jr.</strong></td>
</tr>
<tr>
<td>By (Signature):</td>
<td>By (Signature): <strong>John W. Harris, Jr.</strong></td>
</tr>
<tr>
<td>Print Name:</td>
<td>Print Name: <strong>Owner</strong></td>
</tr>
<tr>
<td>Title: <strong>Vice President</strong></td>
<td></td>
</tr>
<tr>
<td><strong>If an Individual(s):</strong></td>
<td><strong>If an Individual(s):</strong></td>
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Town of Arlington

JAN 23 2020

Received
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   Applicant: [Signature]
   [Name]

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<table>
<thead>
<tr>
<th>Name</th>
<th>Business or Home Address</th>
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</thead>
<tbody>
<tr>
<td>Kevin Ledford</td>
<td>5527 Commander Drive, Arlington, TX 76012</td>
</tr>
<tr>
<td>Stevie Wildenks</td>
<td></td>
</tr>
</tbody>
</table>

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   Owner and Lessee: [Signature]
   [Name]

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<tbody>
<tr>
<td>John William Harris Jr</td>
<td>P.O. Box 464, Oakland, TN 38060</td>
</tr>
</tbody>
</table>

[Signature] 2-3-2020

[Stamp] Received
Harris Commercial Subdivision, Phase 2
CONSTRUCTION PLANS

DATE: May 18, 2020

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

SUBJECT: Construction Plans for Phase 2 of Harris Commercial Subdivision

APPLICANT: John William Harris, Jr. (owner)

DESIGN PROFESSIONAL: Ledford Engineering Planning Architecture; Representative: Kevin Ledford

SITE LOCATION: West end of Will Harris Drive, approximately 350 feet west of Airline Road.

ZONING CLASSIFICATION: SC (Shopping Center), B-2 (General Commercial), and O (Office)

ACREAGE: 12.89 acres

PROPOSAL: The applicant is requesting Planning Commission approval for construction plans for Phase 2 of the Harris commercial subdivision. The original subdivision was a three-lot plat recorded in 2002, which created 2 lots fronting Airline Road and this remainder parcel. Phase 2 will create two lots from that remainder: a 2-acre lot behind Ortho One and a 10.89-acre lot behind Olympic Steak and Pizza. The plat also dedicates right-of-way for an extension of Will Harris Drive and Josie Crest Street, a new road which extends south from Will Harris.

The site includes 3 different zoning designations. The 2-acre lot is within the SC (Shopping Center) zoning district. The other lot will include SC on the east end, B-2 along the western end, and an area of Office zoning. A Preliminary Plat for Phase 2 is also proposed on this agenda.

Access: The two (2) lots in the subdivision will share access for vehicles and pedestrians along Will Harris Drive from Airline Road.

Road Improvements: When the first phase of this subdivision was constructed in 2002, the areas for the future Will Harris Drive and Josie Crest Street were paved, but no right of way was dedicated. Since that time, the roads have had very little traffic, and no records exist of any maintenance work. As a result of years of deterioration, and due to changing roadway construction
standards in Arlington, the roads are inadequate to support traffic and will have to be completely reconstructed. In addition, curbs, gutter and storm drainage will be built.

**Drainage / Grading:** The grading and drainage plans consist of some areas of open natural drainageways and some underground storm drainage on Will Harris. There will be minimal grading of the individual lots; filling, grading and the installation of additional storm drains will be done on each lot as they are developed. On site stormwater detention will be the responsibility of the individual lot owners.

This property is not located within a special flood hazard area per the current FEMA Flood Insurance Rate Map.

**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 April 16, 2020, 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. 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-6.** Proof of TDEC approval of the proposed public sewer extension is required prior to starting construction of sewer improvements in this Phase.

**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-buils 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 comments and “red-line” notes provided by the Town Engineer prior to final approval of Construction Plans. Resubmit corrected plans along with a response letter stating how each comment was addressed for Town review and approval.

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

P-3. Coordinate with MLGW regarding any adjustment and/or relocation of power poles on the site.

P-4. Decorative street sign posts, as required by BMA 2007-11 and 2008-10, are required to be installed prior to recording the plat. 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 paid for by the developer.

P-6. The termination of Josie Crest Street shall have adequate slopes and drainage infrastructure to prevent future erosion and undermining of the roadway. It shall also have an acceptable barricade installed to restrict traffic from accessing adjacent property.

P-7. Signage shall be provided by the developer at the end of the Josie Crest Street stub street in accordance with the subdivision regulations, which states “Street to be extended by the authority of the Town of Arlington.” This signage shall be installed prior to recording the plat. The sign shall be of high-intensity reflectivity, measuring 3’x2’.
LOCATION MAP

Harris Commercial Subdivision

Preliminary Plat and Construction Plans