

Bartlett Municipal Planning Commission Minutes

Monday, August 7th, 2017 – City Hall Assembly Chamber -- 7:00 P.M.

The Bartlett Municipal Planning Commission met at the City Hall Assembly Chamber, on Monday, August 7th, 2017 at 7:00 p.m. for their regular scheduled meeting. Mr. Jay Caughman, Chairman, presided over the meeting.

Members Present:

Jay Caughman

Russ Abernathy

Rev. Walter Peggs

Ron Sandlin

Joe Walker

Paul Kaiser

Mandy Young

Alderman Jack Young

Members Absent: Jim Lamb

The following advisors were present: Kim Taylor, Director, Planning and Economic Development; Sam Harris, Planner; Alex Barthol, Asst Planner; Jim Brown, Director, Code Enforcement; Rick McClanahan, Director, Engineering; John Horne, Asst Director, Engineering; Howard McNatt, Fire Marshal; Mike Adams, Asst Director, Public Works, and Ed McKenney, City Attorney.

Ron Hammonds, Bartlett Baptist Church, opened the meeting with prayer.

The Planning Commission and the audience recited the pledge of allegiance to the flag of the United States of America.

Ms. Kim Taylor, Director, Planning and Economic Development, introduced our new Assistant Planner, Alex Barthol.

NEW BUSINESS

Master Plan

- 1. Morris Commercial Subdivision, Southeast of intersection of US Hwy 70 & N. Germantown Road (Keith Moore, Carlson Consulting Engineers)**

INTRODUCTION: Ms. Kim Taylor explained that Mr. Keith Moore with Carlson Consulting Engineers is requesting Planning Commission approval of a Master Plan for the Morris Commercial Subdivision. The subject property is located southeast of the intersection of Highway 70 and North Germantown Road. It is within the “SC-1” Planned Unit Commercial zoning district.

BACKGROUND: The subject property is a 2.08-acre site to be subdivided from an existing

14.71-acre lot. Currently, the ingress/egress easement along the western property line is the shared access drive for the Walgreen's property.

DISCUSSION: The specific request by the applicant is for the approval of a master plan to subdivide the 2.08-acre lot into a 2-lot commercial subdivision. Lot 1 will be 1.31-acres, and the proposed location for an AutoZone auto parts store. Lot 2 will be 0.77-acres. Access to both lots will be from an existing ingress/egress easement along the western property line that is the current shared access drive for the neighboring Walgreen's location. Other features of the development include a streetscape landscape buffer, a detention pond on lot 1, and a conservation easement for the TDEC "blue stream" that bisects the property.

Recommendation: Approval with conditions.

Engineering Conditions:

General:

1. Access for Lot 2 is not allowed directly from/unto US 70. Access for Lot 2 will be allowed via an ingress/egress easement from Lot 1.
2. Not submitted at this time, but a Conservation Easement Document will be required that describes the Stream Buffer area on the remaining 12.65 acre parcel, signed by the property owner and recorded under a separate instrument number, prior to the recording of the Morris SD Plat.
3. A Commercial Subdivision Contract will be required and will be prepared by Engineering and submitted to the developer/engineer for review.
4. This Commercial Subdivision Contract will include a Sewer Surcharge Fee because of the Buckhead Sewer Basin.

Erosion Control Plans:

5. Show the Conservation Easement (Stream Buffer) on all EPSC sheets to insure no silt fence is installed within this area and to restrict disturbance within the easement.
6. A SWPPP and ARAP permit will be required and shall be submitted to TDEC and also to the City of Bartlett Engineering office.
7. All silt fences shall be Type C with steel posts.

Demolition and Tree Protection Plan:

8. Show the Conservation Easement (Stream Buffer) to insure no trees are removed within this area.
9. Clearly define the area of tree removal near the intersection of the stream/US 70 as previously agreed on with the Engineering Department.

Grading and Drainage Plan

10. The drainage calculation for sizing pipe shall be based on the 25 year design storm.
11. Please re-name the Improvement Plan to Grading and Drainage Plan.
12. Please include a Hydraulic Table for the Detention Pond on this Sheet showing the WSE for the 25, and 100 year storm event.

Water Plan

13. Applicant/ Engineer shall provide a **digital set of drawing** files showing the sanitary sewer lines, drainage lines, lot lines and all improvements in AutoCAD format to therndon@cityofbartlett.org for use in the preparation of the Water Design Plan. This plan will be coordinated with the site design engineer to resolve any conflicts.
14. A water extension will be required in order to extend water to Lot 2. This extension will

include a water tap for each lot and terminate with a fire hydrant on Lot 2.
15. All new utilities shall be underground.

Planning Conditions:

1. The owner/applicant shall revise the plat to show the required 20-foot landscape buffer along Highway 70 and the landscape plate to be utilized along this street frontage.
2. The owner/applicant shall make application for Construction and Final Plans to legally record this subdivision.
3. The owner/applicant shall make sure all references to the Private Ingress/Egress Easement are directed to the correct recorded plat book and page, Plat Book 216, Page 48.
4. The owner/applicant shall make application for Planning Commission and Design Review Commission Site Plans prior to obtaining permits for construction.
5. The owner/applicant shall be present at the meeting in order to make decisions relative to any changes that may be suggested by the Planning Commission.

Mr. Caughman questioned the Conservation Easement (Blue Line Stream Buffer). It was explained this was to be set aside for future setback as land develops because not set aside for AutoZone. It is shown as conservation instead of drainage easement. Different than usual. Talked about Lot 2. Is that really a developable lot? Any specific needs for land use going on that lot? Have asked this but have not gotten answer to why break it up this way. It was set up as ingress/egress to use same driveway built out by Walgreens. Mr. Caughman asked about the frontage. Ms. Taylor explained it has to meet requirement at the setback line. Mr. McClanahan explained they did not want an additional driveway.

Keith Moore, Carlson Consulting Engineers, 7068 Ledgestone Commons, Bartlett, was present to represent this application. He stated he had reviewed the comments and conditions and has no opposition to staff conditions. Chairman asked for any questions for Mr. Moore. Hearing none he requested a motion.

Motion was made by Mr. Kaiser to approve the application for Morris Commercial Subdivision with conditions of staff. Mr. Joe Walker seconded the motion. Roll Call Vote: All members voted yes. Motion was carried.

Site Plan

2. 3A Collision, 6420 Summer Avenue (Paul Bray, The Bray Firm)

INTRODUCTION: Ms. Kim Taylor explained that Mr. Paul Bray with the Bray Firm is requesting Planning Commission approval of a site plan for 3A Collision. The subject property is located at 6420 Summer Avenue (Highway 70) within the “C-H” Highway Commercial zoning district.

BACKGROUND: The subject property is located on Lot 1 of the Grace Subdivision. On June 5, 2017, the Planning Commission recommended the approval of a Special Use Permit (SUP) for auto body repair uses within the “C-H” zoning district at said location to the Board of Mayor and Aldermen. On July 11, 2017, the Board of Mayor and Aldermen approved the SUP. On March

17, 2015, the Planning Commission approved a site plan for 3A Collision on the adjacent lot to the south, Lot 2 of the Grace Subdivision.

DISCUSSION: The specific request by the applicant is for the approval of a site plan to construct a 6,200 square foot building and parking lot on a 1.47-acre lot. The proposed building will be used as an auto body repair facility. The existing dumpster area on Lot 2 will be utilized to handle the demand from Lot 1. An existing detention basin constructed along the street frontage will handle the storm water runoff. Access will be from a shared drive from Lot 1 with no new curb cut from Summer Avenue (Highway 70). Other features of the development include a streetscape landscape buffer along the street frontage and a screening fence to prevent public view of storage and operations. The specifics of the site plan are as follows:

Site Data	
Site Area:	1.47-acres (64,033 square feet)
Total Required Parking Spaces: (office)	19
Total Proposed Parking Spaces:	36
Customer:	10
Service:	17
Employee:	9
Handicap Accessible:	1
Regular:	35
Proposed Total Building Area:	6,200 square feet
Greenspace/Open-space:	52%
Building Height:	One story

Recommendation: Approval with conditions.

Engineering Conditions:

General:

1. A Site Plan Contract *may* be required and will be prepared by Engineering and submitted to the developer/engineer for review. This contract will address the fees and bond associated with this development.
2. All new utilities shall be underground.

Plat: (Not Included)

3. The existing recorded plat includes all required notes and easements. In the event that any public utilities are added or shifted, then the plat will have to be re-recorded to reflect these changes.

Sewer Plan: (Not included)

4. The existing sewer tap should be shown on a Utility Plan.

Water Plan:

5. *If needed*, a water plan will be completed by the City of Bartlett's Utility Engineer, Tim Herndon. The Owner's Engineer shall provide to Mr. Herndon an AutoCAD drawing of the proposed construction plans in order for him to complete this. This file shall be emailed to therndon@cityofbartlett.org and jhorne@cityofbartlett.org.
6. The existing water tap should be shown on a Utility Plan. Applicant must request and purchase a Water Meter.

Grading and Drainage and Detention Plan:

7. In the event that the existing detention basin requires modification, the Applicant's engineer shall submit the stamped and signed detention calculations for the proposed detention basin and show the 'pre' and the 'post' runoff for the 2, 5, 10, 25 year storms.

Erosion Control Plan:

8. Current Erosion Control Plan shows the disturbed area to be 0.9 acres. If the disturbed area becomes greater than 1.0 Acres, then the Engineer shall prepare and submit a SWPPP to TDEC with a copy sent to the City of Bartlett Engineering Department.
9. Once TDEC has issued the Notice of Coverage (NOC), a copy shall be sent to the City of Bartlett Engineering Department.
10. Metal posts with wired backed fence are required on the proposed silt fences.

Landscaping Plan:

11. This plan must be submitted to the DRC for review and approval.
12. Any adjustments that are required to the plans shall be addressed.
13. Landscape trees are not allowed in any public easement.

Planning Conditions:

1. The Bartlett Zoning Ordinance states in Section 19 that fencing taller than 48-inches and not constructed as split rail or wrought iron may not extend beyond the front building line.
2. The owner/applicant shall designate the adjacent parking space north of the ADA loading area as handicap accessible since the handicap accessible parking ratio is 1 per 25 resulting in 2 handicap accessible spaces being required.
3. The Bartlett Tree and Landscape Ordinance requirement states in part that, "all parking spaces shall be within a maximum distance of seventy-five feet from a tree." A tree shall be added along the parallel parking spaces on the north property line, and a tree shall be added in the southwest corner of the rear parking area.
4. The applicant shall provide the Tree Density Unit (TDU) table with the proposed and required TDU for the site. The site is required 20-Tree Density Units per acre, so 29.4-TDUs are required.
5. All building setback lines of delineation shall be added to the site plan. The revised site plan shall be submitted with the full set of plans required for final construction plan review by the Building Official.
6. Should the proposed site plan be approved by the Planning Commission, the applicant shall seek site approval from the Design Review Commission for landscaping, lighting, and exterior elevation design, colors, and materials.
7. The owner/applicant shall be present at the meeting in order to make decisions relative to any changes that may be suggested by the Planning Commission.

Alderman Young questioned are the automobiles going to be left parked there overnight? Ms. Taylor explained they are allowed to park them in the rear in this zone. They are required screening, gate and landscaping from any view from the public road.

Mr. Paul Bray, The Bray Firm, 2950 Stage Plaza North, Bartlett, was present to represent this application. He stated he has reviewed and everything is in agreement. Asked if he was okay with the additional handicapped space. He stated he was.

Chairman asked for any questions for Mr. Bray. There were none.

Motion was made by Alderman Young to approve this application with conditions of staff. Reverend Peggs seconded the motion. Roll Call Vote: All members voted yes. Motion was carried.

There being no further business, meeting adjourned at 7:15 p.m.

Respectfully submitted by Kit Markham, Administrative Secretary