

Town of Arlington

5854 Airline Road, Arlington, TN 38002



**Design Review Committee
March 13, 2012
6:30 P.M.**

MEETING MINUTES

I. CALL TO ORDER AND ROLL CALL

Chairman Brian Thompson called the meeting to order and advised that a quorum was established. He noted that this is the first meeting for new members, Brandon Holley and Matthew Thie and welcomed them to the DRC.

Present

Brian Thompson, Chairman
Tim Carter
Jeff McKee, Alderman
Chris Burcky
Daniel Davidson
Brandon Holley
Matthew Thie

Others Present

Heather Sparkes, Planner
See List

Absent

Phillip Fung, Secretary - Excused
Ron Colin - Excused

II. APPROVAL OF THE MINUTES FROM NOVEMBER 8, 2011

Chairman Thompson called for a motion to approve the November 8, 2011, minutes.

Motion: Jeff McKee made a motion to approve the minutes from November 8, 2011, as presented. Chris Burcky seconded the motion.

Chairman Thompson called for discussion. Hearing no reply, he called for a vote.

Vote on Motion: The motion carried unanimously.

III. OLD BUSINESS

A. Other as Properly Presented

There was no old business to come before the Committee.

IV. NEW BUSINESS

A. S.P.M. Real Estate, 5285 Airline Road – Sign Application

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and noted that this is a request for a ground sign and a wall sign. Ms. Sparkes advised that in January 2012, the applicant, Harry Spore, presented an application for a ground sign for administrative approval. She noted that after a few changes were made to the sign drawing, an approval letter was sent to Shelby County Code Enforcement. Ms. Sparkes stated that when the sign was installed in February it was slightly different than what had been approved. She advised that she and Mr. Spore discussed the differences, and she offered him some options on how to remedy the situation, one being to come before the DRC to request approval of the ground sign as installed. Ms. Sparkes then advised that the applicant was also requesting approval of a wall sign to be placed just to the right of the front entrance door facing Airline Road. Ms. Sparkes reviewed the wall sign's characteristics. She stated that this sign does meet the requirements of the Zoning Ordinance and noted that the DRC does have the authority to grant color on a wall sign for a single-tenant building. Ms. Sparkes recommended approval subject to the staff conditions provided and any other conditions levied by the Design Review Committee. Ms. Sparkes advised that the applicant was present to answer questions.

Chairman Thompson called for a motion.

Motion: Jeff McKee made a motion to approve the sign application for S.P.M. Real Estate with the conditions presented in the staff report and the additional conditions levied by the Design Review Committee (in bold). Tim Carter seconded the motion.

Chairman Thompson called for discussion and noted that based on the ground sign that was approved and what was actually installed, the applicant is asking more for forgiveness than permission. He stated that the changes were to the background, the letter "P" and the wording "Real Estate." Ms. Sparkes advised that she would have deferred the application to the DRC if it had come in reflecting what was installed. She noted that she was ok with the color of the sign's base being black, but she had a concern with the gradation in the letter "P" and behind the words "Real Estate." Chairman Thompson recognized the applicant, Harry Spore. Mr. Spore stated that he has never had to apply for a sign as his previous location was in a multi-unit building in Bartlett where he did not have any road frontage for a sign. He stated that he instructed the sign maker to change the "Real Estate" to match the logo on his business cards for

consistency. There was discussion regarding what needed to be done to bring the installed sign into compliance with what was approved. Chairman Thompson emphasized that it is the DRC's position to be as fair and consistent as possible in approving signs. Mr. Spore asked if it would be acceptable to take the gradient out and leave everything else on the sign as is, specifically the "Real Estate" lettering black and the background the same gold color as the letter "P". It was determined that there should be a solid cream background behind the black "Real Estate" lettering as installed and no border. Mr. Spore asked if he could leave the "P" as is. The members agreed to let the "P" stand as installed. Mr. Spore asked the members if the wall sign was acceptable. Chairman Thompson suggested that the background on the sign be the same color as the house brick so that the sign blends into the wall color. It was noted that the white background on the wall sign does match the front door color. Mr. Spore noted that the sign was brought from his Bartlett office and is not a mandatory item. Ms. Sparkes commented that at this time the sign was not installed on the wall. The members agreed to the wall sign as submitted. Tim Carter requested a condition of approval be added regarding the DRC recommendations. A friendly amendment to the main motion was agreed to by Jeff McKee (1st) and Tim Carter (2nd). Hearing no further discussion, Chairman Thompson called for a vote.

Vote on Motion: The motion carried unanimously.

Conditions of Approval:

1. The attached business sign shall, in all respects, comply with the applicable provisions of the Zoning Ordinance.
2. A sign permit for each sign is required and shall be obtained from Shelby County Code Enforcement prior to installation. Prior to issuance of a sign permit, any changes required by the Design Review Committee shall be reflected on the plans and submitted to staff.
3. It is found that the signs as presented and with the conditions of approval meet the provisions of the Town of Arlington Zoning Ordinance and the Design Guidelines Manual. The signs shall be installed in accordance with all provisions of the Zoning Ordinance and Design Guidelines Manual.
4. Any revisions required by the Design Review Committee requires a revised color rendering to be submitted to staff for approval. A revised sign permit may be required by Shelby County Code Enforcement.
5. Maintenance of the sign is the responsibility of the business owner, including painting, repairs, workmanship, construction, etc.
6. Any changes to the signs in the future require prior approval of the Town of Arlington staff or Design Review Committee.
7. **Change the ground sign background behind the "Real Estate" lettering to a solid cream color with no gradation, and eliminate the black border.**
8. **Keep the black "Real Estate" lettering and the gold letter "P" as installed.**

9. The wall sign is approved as submitted.

10. Revisions to the sign as approved by the DRC shall be completed within fourteen (14) days.

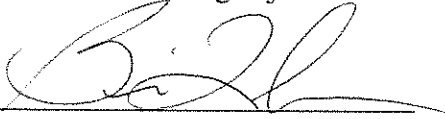
B. Other as Property Presented

There was no further business to come before the Committee.

VI. ADJOURNMENT

Chairman Thompson called for a motion to adjourn.

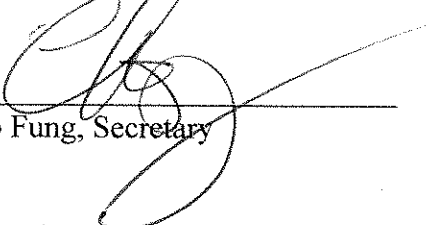
Motion: Matthew Thie made a motion to adjourn. Jeff McKee seconded the motion. The meeting adjourned.



Brian Thompson, Chairman

4/10/12

Date



Phillip Fung, Secretary

4/10/12

Date

Submitted By: Theresa Smith