

Town of Arlington

5854 Airline Road, Arlington, TN 38002



**Design Review Committee
December 8, 2015
6:30 P.M.
Meeting Minutes**

I. Call to Order and Roll:

Chairman Brian Thompson called the meeting to order and advised that a quorum was established. He informed the committee that this would be Ms. Sparkes last meeting and thanked her for her time, hard work, and dedication to the Town. He also introduced the new Planner, Ms. Angela Reeder, and welcomed her to the Town.

Present

Brian Thompson, Chairman
Jeff McKee, Alderman
Ron Colin
Daniel Davidson
Josh Holtgrewe

Others Present

Heather Sparkes, Town Planner
Hannah Taylor, Planning Clerk
Angela Reeder, Planner
See list

Absent

Phillip Fung, Secretary – excused

II. Approval of Minutes from November 10, 2015 Meeting:

Motion: Daniel Davidson made a motion to approve the minutes of the November 10, 2015 meeting. Jeff McKee seconded the motion.

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. Belmont PD – North side of Forrest Street, East of Milton Wilson Boulevard – Site Plan

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and stated that this is a request for site plan approval for the common open space improvements for the entire Belmont Planned Development. The 82.44-acre development, previously approved by the Planning Commission, included several common open space areas, streetscapes, and a walking trail around the lake. Ms. Sparkes had numerous issues with the plans submitted to Staff and the committee; all issues were addressed in her Staff report and conditions of approval were added. First, the approved PD showed several architectural elements and benches placed throughout the common

open space areas, but nothing was shown in the plans. Although a landscape plan was provided showing proposed landscaping along Forrest Street, in medians, the traffic circle, and on the south side of the lake, Ms. Sparkes was apprehensive about the lack of landscaping at the entrance to the subdivision. Additionally, the plans submitted show a six-foot tall privacy fence with brick columns along Forrest Street, but the approved PD shows a 7'-8' brick wall to be constructed in this area. A walking trail will be constructed around the perimeter of the lake, and access points will be provided from two (2) places on the northernmost street. Landscaping and architectural elements were to be provided within this area, but no information was given. Ms. Sparkes informed the committee that Staff does not recommend approval of the request due to the large number of deficiencies with the plan, but the applicant, Mr. David Goodwin, was in attendance to answer any questions.

Chairman Thompson suggested to the applicant and the committee the possibility of deferring the item to a later meeting. He felt it would be counterproductive to discuss all of the shortcomings with the possibility of not approving the item in the first place. Mr. Goodwin agreed and apologized for not being prepared for the meeting.

The item was deferred by the applicant to a later date.

B. SPM Real Estate – 11998 Mott Street – Sign Application

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and stated that this was a request for a sign application for SPM Real Estate. Although Ms. Sparkes generally approves signs administratively, but was uncomfortable about the proposed colors. The subject property is within the Historic Depot Square Overlay District, so the guidelines specific to the historic district apply. The guidelines state that a minimum number of historic colors should be used to complement the building colors, but the proposed sign contains a black background with white, gold, blue, red, and gray shading for the letters and logo elements. Staff recommends any approval be subject to Staff conditions, in addition to any conditions levied by the DRC.

Main Motion: Jeff McKee made a motion to approve the sign application for SPM Real Estate, subject to Staff conditions and possible added DRC conditions. Ron Colin seconded the motion.

Harry Spore, owner of SPM Real Estate, stepped forward and explained that the sign would have a flat finish, not gradient like shown in the renderings, and the gold, red, and blue colors in the sign would be pulled from other businesses in Depot Square, e.g. gold from S.Y. Wilson and red from The Grapevine. Ms. Sparkes explained that the colors in general were not the issue; it was more the amount of colors used on the sign. Jeff McKee shared the same concerns as Heather and felt that signs in that area should be more simplistic and have a consistent theme. Ms. Sparkes and Mr. McKee suggested making all the letters gold; while Mr. Spore was fine with the recommendation, but asked if he could leave the trees colored. Chairman Thompson and Ms. Sparkes thought that was a great option because it let SPM Real Estate keep its identity. The committee, Staff, and Mr. Spore all agreed to the following items and colors: light gray – roof, right side of trees, and flame; gold – “SPM Real Estate”, address, and right side of the middle tree; red/burgundy – right side of right tree; and blue – right side of left tree.

Ms. Sparkes reminded Mr. Spore that a landscape plan is required before the Town will approve his sign; she asked that his landscaping be consistent with what is currently in Depot Square.

Chairman Thompson called for further discussion, and hearing none, he called for a vote on the main motion with the added condition.

Vote on Main Motion as Amended: 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 sign as presented and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and the Design Guidelines Manual. The sign shall be installed in accordance with all provisions of the Zoning Ordinance and Design Guidelines Manual.
4. Prior to the issuance of a sign permit, the applicant shall submit a landscape plan with a mixture of shrubs and ground cover. The landscaping shall be maintained for the life of the project and replaced as necessary.
5. Should the applicant/property owner desire to install lighting for the sign, approval from the Town Planner is required prior to installation.
6. The sign should be centered on site, in-line with the front door.
7. Any signage installed on the building requires prior approval.
8. **The roof, right side of trees, and flame shall be light gray. "SPM Real Estate" and the address shall be gold.**

C. Other as Properly Presented

1. There was no other new business to come before the Committee.

V. **Adjournment:**

Chairman Thompson called for a motion to adjourn.

Motion: Josh Holtgrewe made a motion to adjourn. Jeff McKee seconded the motion.

The meeting adjourned.

Minutes approved. Signed minutes on file at Town Hall.

Brian Thompson, Chairman

Date

Phillip Fung, Secretary

Date

Submitted By: Hannah Taylor, Planning Clerk