

# Town of Arlington

5854 Airline Road, Arlington, TN 38002



## Design Review Committee

November 10, 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.

#### Present

Brian Thompson, Chairman  
Phillip Fung, Secretary  
Daniel Davidson  
Josh Holtgrewe

#### Others Present

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

#### Absent

Ron Colin – excused  
Chris Bailey – unexcused  
Jeff McKee, Alderman - unexcused

### II. Approval of Minutes from August 11, 2015 Meeting:

**Motion:** Daniel Davidson made a motion to approve the minutes of the August 11, 2015 meeting.  
Phillip Fung 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. Wilson's Crossing PD, Phase 2 – 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 amenities in Phase 2 of the development. The proposed improvements include a swimming pool with a pool house that will contain restroom facilities, a walking trail around the lake, and streetscape along Forrest Street. The streetscape along Forrest Street is consistent with Phase 1 of the development, including a 6-foot wood privacy fence. Landscaping around the lake/retention basin includes a mixture of evergreen and deciduous materials; the

5-foot paved trail will have connections to the neighboring sidewalk system. The pool house will be constructed of the same brick that was used on the brick signage and fence posts used in Phase 1 and the design is very similar to that in the Kensington PD.

Chairman Thompson called for a motion.

**Main Motion:** Phillip Fung made a motion to approve the site plan for Wilson's Crossing PD, Phase 2, subject to compliance with Staff conditions. Josh Holtgrewe seconded the motion.

Daniel Davidson asked Ms. Sparkes how the tree density of a site was determined; Ms. Sparkes advised the committee that, since trees are planted on each lot, tree density was not calculated for residential developments. Mr. Davidson pointed out that a few of the numbers of plants in the schedule did not match up with what could be found on the plans; Cory Brady, landscape architect for the project, informed the committee and Staff that any miscalculations in plant numbers would be corrected. Mr. Davidson also provided a rough sketch for Staff to revise the details on Areas 3, 4, and 5 that lead to the walkway surrounding the detention pond. Mr. Davidson and Mr. Brady also discussed replacing the cherry trees around the pool area with Japanese maples and eliminating the proposed Japanese maple at the southwest corner.

Chairman Thompson asked the applicant why there was so little lighting proposed around the exterior of the pool; Mr. Brady stated the intention is to not have people at the pool at night, so no plans were submitted for that reason. Josh Holtgrewe asked that the proposed lamp temperature for the lighting on the pool house be warmer than 4000K so it does not clash with the homes in the residential area.

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

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

Conditions of Approval:

1. It is found that the application as presented and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and the Design Guidelines Manual. The project shall be constructed in accordance with all provisions of the Zoning Ordinance and the Design Guidelines Manual.
2. Any approval shall be contingent upon the applicant satisfying all requirements/conditions of Site Plan approval levied by the Planning Commission.
3. All plans submitted to Shelby County for the issuance of a building permit shall be consistent with the plans approved by the Design Review Committee. Any changes to the plans require prior approval by the Town of Arlington staff and/or appropriate Commission or Committee.
4. The site shall be maintained in accordance with the approved plans for the life of the project. Any revisions to the site or building require prior approval from the appropriate Board/Commission.
5. Any additional exterior lighting around the pool area shall be submitted to staff prior to installation for consideration.
6. **Match plant quantities on schedule to plan.**
7. **Revise details 2, 3, and 5 on the landscape plan.**
8. **Replace the cherry trees with Japanese maples and eliminate the proposed Japanese maple.**
9. **Ensure lighting is a warm color.**

B. Election of Officers

Chairman Brian Thompson advised that it was time to elect officers for 2015. He stated that unless someone else would like to serve, he and Mr. Phillip Fung were agreeable to continuing to serve as Chairman and Secretary. Chairman Thompson called for a motion for both positions.

**Main Motion:** Daniel Davidson made a motion to re-elect Brian Thompson for the position of Chairman of the Design Review Committee and Phillip Fung for the position of Secretary of the Design Review Committee. Josh Holtgrewe seconded the motion.

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

C. Other as Properly Presented

1. 11990 Mott Street – Exterior Changes and Landscape Plan

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and stated that this is a request for changes to the exterior of the property located at 11990 Mott Street. The building has been used as a residential property for many years, but the current owner is doing an extensive amount of work to bring it up to commercial code for two (2) separate tenant spaces. The applicant, Mr. Gary Deel, is proposing painting the exterior dark green, installing a second door, realigning the front windows, and adding landscaping. He also intends to remove the existing white fence along the front property line and the accessory building at the rear of the property.

Daniel Davidson disclosed to the committee that his mother will be occupying one of the tenant spaces in the building, and he designed the landscape plan for the property.

**Main Motion:** Phillip Fung made a motion to approve the paint color, changes to the front door and windows on the front elevation and landscape plan, subject to compliance with Staff conditions. Josh Holtgrewe seconded the motion.

Gary Deel, owner of the 11990 Mott Street property, explained to the committee his vision of a customer visiting the property after completion and seeing two separate suites when arriving at the porch. The windows are going to be five (5') foot double windows and the doors will be stained, similar to what is on the Train Depot.

Chairman Thompson was concerned with the placement of the existing posts on the porch possibly blocking the view of the doors from the street or sidewalk. Mr. Deel's intention is to strategically place the doors to where the aesthetics are appealing. The existing stairs on the front of the property are to remain the same, but with added landscaping and possible flower planters at the base of the steps for added color. Ms. Sparkes passed around the green color Mr. Deel is proposing to paint the building and stated that the doors will be stained and all of the trim will be off-white.

Chairman Thompson added two (2) conditions that materials on the exterior of the property are to remain consistent with the existing materials and any concrete that needs replacing is to be consistent with existing as well.

Shelby County Code Enforcement may require Mr. Deel to add a handicap ramp to the building, and his intention is to put it up to a door on the right side of the building. Ms. Sparkes and Chairman Thompson asked that if a handicap ramp is required, Staff must review the plans prior to installation. Chairman Thompson questioned whether there would be any lights hung on the front elevation of the building; Mr.

Deel had some ideas, but was unsure if what would fit the architecture of the home. Staff asked that he work with them for approval of any exterior lighting and signage.

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

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

Conditions of Approval:

1. All plans submitted to Shelby County for the issuance of a building permit shall be consistent with the plans approved by the Planning Commission and Design Review Committee. Any changes to the plan require prior approval by the Town of Arlington staff and/or appropriate Commission or Committee.
  2. The site shall be maintained in accordance with the approved plans for the life of the project. Any revisions to the site or building require prior approval from the appropriate Board/Commission.
  3. **Materials on the structure are to remain consistent with those on the existing structure.**
  4. **Any concrete replacement is to be consistent with the existing.**
  5. **Should a handicap ramp be needed, Staff review is required prior to installation.**
  6. **Any proposed exterior lighting shall be presented to staff prior to installation.**
2. There was no other new business to come before the Committee.

**V. Adjournment:**

Chairman Thompson called for a motion to adjourn.

**Motion:** Daniel Davidson made a motion to adjourn. Josh Holtgrewe seconded the motion.

The meeting adjourned.

\_\_\_\_\_  
Brian Thompson, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phillip Fung, Secretary

\_\_\_\_\_  
Date

Submitted By: Hannah Taylor, Planning Clerk