

# Town of Arlington

5854 Airline Road, Arlington, TN 38002



**Design Review Committee  
April 14, 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  
Jeff McKee, Alderman  
Ronald Colin  
Daniel Davidson

Others Present

Heather Sparkes, Planner  
See list

Absent

Chris Burkey – excused  
Brandon Holley – excused  
Chris Bailey – unexcused  
Matthew Thie - unexcused

**II. Approval of Minutes from March 10, 2015 Meeting:**

**Motion:** Jeff McKee made a motion to approve the minutes of the March 10, 2015 meeting.  
Daniel Davidson 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. Arlington Commons Shopping Center – 6050 Airline Road – Sign Application

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and advised that this is an application for a grouping sign for the Arlington Commons Shopping Center located at 6050 Airline Road. The proposed sign will be located on the northwest corner of Lot 6 within the existing sign easement area. Although the proposed sign meets the fifteen (15') foot height requirements, it is slightly larger than what is allowed by the Zoning Ordinance, but after speaking with the applicant, I was informed that the sign would be modified to meet regulations. The red brick and gray block being used for the sign will match the shopping center as closely as possible. The sign blades will display a black background with white lettering; 'Arlington Commons' be displayed using white routed into a black background. Ms. Sparkes informed the committee that a landscape plan had also

been submitted, and staff comments regarding that plan were provided. She also noted that the applicant, Mr. Balton, was in attendance to answer any questions.

Chairman Thompson called for a motion.

**Main Motion:** Phillip Fung made a motion to approve the sign application for the Arlington Commons SC subject to compliance with Staff conditions and additional DRC conditions (in bold). Ronald Colin seconded the motion.

Chairman Thompson clarified with Ms. Sparkes that the applicant had agreed to shrink the sign slightly in order for it to meet the requirements of the Zoning Ordinance.

Chairman Thompson then read the staff comments regarding the changes to the landscape plan. Daniel Davidson stated that Arborvitae would be fine especially since they are currently being used at other locations on the site. Since the sign's proposed height is fifteen (15') feet, Daniel suggested the materials being six to eight (6 – 8') feet tall at the time of planting. Daniel asked Mr. Balton and staff whether or not the Monkey Grass was in one (1) gallon containers or four (4") pots and what the spacing of the plant would be. Ms. Sparkes stated that those specifications were not shown on the plans. Mr. Davidson felt that, since the site was not currently irrigated, the Compactus Holleys and Variegated Liriope were the best option. The Variegated Liriope would need to be in four (4") inch pots spaced out nine to twelve (8 – 12") inches, double rows, staggered.

Ronald Colin recommended increasing the size of the cornice from seven (7") inches to nine to ten (9 – 10") inches, so it would not look so thin and flimsy. He then suggested decreasing the base of the sign by approximately six (6") inches, yet checked with Mr. Davidson to be sure that his landscape suggestions would correspond with the possible changes. Mr. Balton stated that, when he reduces the size of the sign, the square footage would more than likely be taken from the top of the sign. Chairman Thompson felt that if Mr. Balton could not take the square footage from the top, it should instead be taken from the base of the sign; Ms. Sparkes agreed, as long as the base is not decreased to any less than two (2') feet. Mr. Colin also questioned the maroon strip on the provided illustration; Mr. Balton specified that it was meant to be a brick colored stripe, but stated that it would more than likely be removed altogether in order for the sign to meet the size requirements.

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

**Vote on Main 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 sign 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. Decrease the size of the sign to meet the Zoning Ordinance.
5. Shrubbery must be at least three (3) gallon and a minimum of twelve (12") inches tall at time of planting.
6. Evergreen landscape materials of sufficient height and width shall be added to each end of the sign.
7. **Liriope (Monkey Grass) shall be in four (4") inch pots with eight to twelve (8 – 12") inch spacing in a double row, staggered.**
8. **Increase size of cornice from seven (7") inches to nine to ten (9" – 10") inches minimum.**

B. Other as Properly Presented

There was no further business to come before the Committee.

V. **Adjournment:**

Chairman Thompson called for a motion to adjourn.

**Motion:** Daniel Davidson made a motion to adjourn. Phillip Fung seconded the motion.

The meeting adjourned.

  
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Brian Thompson, Chairman

5/12/2015  
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Date

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

5/12/2015  
\_\_\_\_\_  
Date

Submitted By: Hannah Taylor, Planning Clerk