

Town of Arlington

5854 Airline Road, Arlington, TN 38002



**Design Review Committee
August 13, 2013
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.

Present

Brian Thompson, Chairman
Jeff McKee, Alderman
Phillip Fung, Secretary
Tim Carter
Daniel Davidson
Ron Colin

Others Present

Heather Sparkes, Planner
See List

Absent

Brandon Holley – Excused
Matthew Thie - Excused
Chris Burcky - Excused

II. APPROVAL OF THE MINUTES FROM JUNE 11, 2013

Chairman Thompson called for a motion.

Motion: Tim Carter made a motion to approve the minutes from June 11, 2013, as presented.
Ron Colin seconded the motion.

Chairman Thompson called for discussion or corrections. 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. Windsor Place, Phase 3, S. of Forrest St. and SE of Windsor Place, Phase 2 – Site Plan

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and advised that this is a request for common open space improvement and noted that this phase is 29 lots on 15 acres. She noted that the common open space is proposed to be a 1.58-acre passive open area with two purposes – a detention basin and passive recreation area with benches and landscaping. Ms. Sparkes advised that this is consistent with the approved Planned Development and the conditions approved by the Planning Commission. She stated that Staff recommends approval subject to the following Staff conditions and any additional conditions levied by the Design Review Committee.

Chairman Thompson called for a motion.

Main Motion: Daniel Davidson made a motion to approve the site plan for Windsor Place, Phase 3, subject to compliance with the conditions presented in the staff report and additional Design Review Committee conditions (in bold). Jeff McKee seconded the motion.

Chairman Thompson called for discussion and recognized Tim Carter who asked about irrigation. Ms. Sparkes noted the location of the proposed irrigation. There was discussion. Chairman Thompson recognized David Porter, 4821 American Way, who advised that the proposed detention will be a one to two-foot shallow basin that will drain mid-way on Brandon Brook Drive, cross lot 116, and empty into a ditch located in Fayette County. The Committee Members agreed to accept the proposed irrigation plan with the following changes: eliminating one zone of irrigation at the edge of the common open space, adding a head on the opposite side of the street where one is missing, and dropping four heads in the spray head zones and increasing the spacing to 15 feet. Mr. Davidson also suggested adding another Crape Myrtle at the north corner bed for consistency. It was advised that the area will be seeded next spring. There was discussion regarding access to the benches, and Mr. Porter responded that there will be sidewalk and handicapped ramps going to the two benches on the north side. Chairman Thompson called for further discussion. Hearing no reply, he called for a vote on the main motion.

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 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 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.
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. Irrigation for designated landscape areas is required.
6. All landscaping, irrigation and benches shall be installed prior to recording the plat.
7. The Common Open Space area is to be owned and maintained by the Homeowners Association.
8. **Re-evaluate irrigation at edge of the Common Open Space and re-design per discussion.**
9. **Add Crape Myrtle at north corner bed.**

B. Milton Wilson/Airline Rd. PD, Parcels B & C, Hall Creek at Arlington, N. of Milton Wilson Blvd. and E. of Airline Rd. – Site Plan

Chairman Thompson recognized Ron Colin who recused himself as he is an employee of the Renaissance Group.

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and advised that this is a request for a site plan for a 12.46 acre parcel which includes 164 multi-family dwelling units in ten buildings. She noted that there are three, 3-story buildings with 24 dwelling units each; and seven 2-story buildings with 12-14 dwelling units each. She advised that there will be a clubhouse and pool on the west end of the property. Ms. Sparkes passed around the sample board and a photograph of the larger samples to be used. She stated that when the Board of Mayor and Aldermen approved the amended Planned Development, they added a requirement that the multi-family buildings contain a minimum of 60 percent clay brick or stone, and she advised that this requirement has been met or exceeded. Ms. Sparkes reviewed the specifications which included: building elevations; clubhouse and pool; garbage collection areas; mail kiosk; garage buildings; open space and amenities; landscaping, irrigation and tree density factor; fencing; exterior lighting and photometric plan; mechanical units and meters, transformers, rooftop units; and signage. Ms. Sparkes

stated that Staff recommends approval subject to Staff conditions and any additional conditions levied by the Design Review Committee. She noted that the applicant and representatives were present to answer questions.

Chairman Thompson called for a motion.

Main Motion: Jeff McKee made a motion to approve the site plan for Milton Wilson/Airline Rd. PD, Parcels B & C, Hall Creek at Arlington subject to compliance with the conditions presented in the staff report and additional Design Review Committee Conditions (in bold). Phillip Fung seconded the motion.

Chairman Thompson reviewed the specifications, starting with elevations by building type. He asked if the beam work in the eaves on the clubhouse could be incorporated on the other buildings. Chairman Thompson recognized Sal Feracci of the Renaissance Group who stated that their intent was to create a Craftsman look to the buildings, while providing variety throughout the site. Chairman Thompson recognized Keith Grant, 177 Crescent Drive, Collierville, TN, who advised that a two-foot, cedar beam overhang will be used on the clubhouse; however, using exposed beams on all of the buildings would create maintenance issues. There was discussion on possible ways to bring more of the cedar look to the project. The members discussed the elevations on building type 1 and suggested adding shutters to all of the bottom windows in the center of the front elevation. Building type 2 was reviewed and approved. Building type 3 was reviewed. Ms. Sparkes noted that these buildings will not be directly on Milton Wilson Blvd. Chairman Thompson questioned why there was no dormer on the building roof. Mr. McKee suggested that a drawing showing a dormer be provided to Staff for review. It was determined that the rear elevation should have the same walkway structures as on the front elevation of Building #1. Chairman Thompson then addressed the elevations for the garage buildings which will include 4 garages in the small garage and 10 garages in the large garage. There was discussion regarding the brick work on the garage buildings. Chairman Thompson addressed the clubhouse and everyone agreed it looked good. The members then reviewed the cabana and pool elevations and noted that each cabana will have a small refrigerator and television. The members reviewed the mail kiosk and trash compactor elevations and expressed concern regarding the fact that only one compactor was planned to handle the entire complex. It was explained that there will be a groundskeeper on site to ensure that trash and garbage are disposed of properly. The members suggested extending the overhang on the mail kiosk and adding brackets for decoration. Chairman Thompson suggested that a drawing be provided to Staff for review. The members reviewed the sign drawing and the applicant suggested a change to the cedar stained plank. Mr. McKee suggested the change be provided to Staff for approval. Chairman Thompson noted that the monument sign will be externally lit. There was discussion regarding the lettering materials and design. Mr. McKee requested that the headers on the building breezeways and stairwells be changed to a cedar beam. Chairman Thompson addressed the landscaping. Ms. Sparkes recognized Cory Brady, the landscaping architect on this project. Mr. Brady presented the landscaping plans, emphasizing the public areas and recreational areas. He noted that play areas are planned for children and the creek area will remain natural. He

advised that selected areas of trees will be preserved and explained how they plan to place trees - deciduous, evergreen and ornamental - in other areas. Mr. Brady then addressed the fencing to be installed around the perimeter of the entire site. He noted the area along Milton Wilson Blvd. will have black metal ornamental fencing with brick columns, the area adjacent to the commercial property to the west and residential properties to the north will be enclosed with a wood privacy fence, and a request is being made for Design Review Committee approval of a black vinyl coated chain link fence along the east property line where existing tree cover and dense vegetation exist. Chairman Thompson recognized Mr. Danielson who noted that he mainly focused on the clubhouse area. He asked about the trees in the center island and suggested planting the entrance sign area with seasonal color in the fall/winter months. Mr. Danielson asked about the shrub line along Milton Wilson Blvd. and suggested moving the line back toward the entrance sign to increase the clubhouse visibility. There was discussion. It was determined that the three shrub lines should be eliminated from the streetscape and the three Black Pines at Building 9 should be clustered to create more symmetry. Mr. Danielson recommended the height of the Pines along Milton Wilson Blvd. be increased to 8 to 10 feet. There was discussion regarding the plantings selected for around the buildings. Chairman Thompson asked about how close the fencing can go in the natural areas. Mr. Carter asked about where the chain link fence will end. There was discussion and it was agreed that prior to installation, Staff and the applicant should walk the area to ensure that the chain link fence will be installed in the naturally thick areas and will not be visible from Milton Wilson Blvd. There was discussion regarding the ramifications of the chain link fencing being approved for this project. Mr. McKee asked that a cap be added to the shadowbox fencing and the top of the planks on the privacy fence be squared off instead of dog-eared. Chairman Thompson addressed the lighting for the project. Ms. Sparkes noted that she agrees with the selections presented. There was discussion regarding placement, and it was clarified that Option B lighting will be used. Mr. McKee asked about the fencing over the drainage area. It was suggested that the applicant provide Staff with a recommendation for a decorative fence, no metal guardrail or chain link, over the drainage area. Chairman Thompson addressed the mechanical units and utility meters, etc. It was advised that the applicant will work with MLGW on placement and will ensure that screening is provided. Ms. Sparkes reviewed the additional DRC conditions of approval, and Jeff McKee (1st motion) and Phillip Fung (2nd motion) agreed to a friendly amendment to the main motion.

Chairman Thompson called for a vote on the main motion.

Vote on Main Motion: The motion passed – 1 recusal.

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 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 Planning Commission and Design Review Committee. Any changes to 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.
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. Irrigation for designated landscape areas is required. An irrigation plan shall be submitted to Staff for review and approval prior to issuance of a building permit.
6. Information shall be provided about the materials for the ground sign prior to the issuance of a sign permit.
7. A sign permit from Shelby County Code Enforcement is required for the signage prior to installation.
8. Information shall be provided to staff on any directional signage prior to the issuance of a building permit.
- 9. Add shutters on all four (4) center bottom windows of Building Type 1.**
- 10. Install a cedar beam over all stairwell entries.**
- 11. Provide an elevation with a dormer on the 3-story building to Staff for evaluation and consideration.**
- 12. Mimic front elevation on rear elevation facing to the west of Building #1.**
- 13. Add brackets, similar to cabanas, to mail kiosk.**
- 14. Work with Staff on sign materials.**
- 15. Add seasonal color around entrance sign.**
- 16. Eliminate shrub lines along the streetscape and center the Black Pines in front of Building 9.**
- 17. Pines along Milton Wilson Blvd. frontage to be 8-10 feet in height.**
- 18. The chain link fence along the east property line shall not extend outside of natural area. The applicant shall work with Staff on the location of the chain link fence to ensure it is not visible from Milton Wilson Blvd.**
- 19. Add a fence cap on shadowbox fence.**
- 20. The tops of the planks of the privacy fence are to be squared-off instead of dog-ears.**
- 21. Building lighting is Option B.**

- 22. The fence over the drainage area is to be a decorative fence. Metal guardrail or chain link fencing are not permitted. The applicant shall submit details of the fence to Staff for review and approval.
- 23. Work with Staff to ensure mechanical units, utilities are screened with landscaping.

C. Other as Property Presented

There was no further business to come before the Committee.

VI. ADJOURNMENT

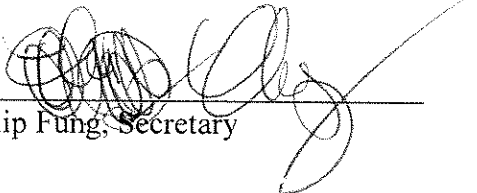
Chairman Thompson called for a motion to adjourn.

Motion: Tim Carter made a motion to adjourn. Jeff McKee seconded the motion. The meeting adjourned.



Brian Thompson, Chairman

9/10/13
Date



Phillip Fung, Secretary

9/10/13
Date

Submitted By: Theresa Smith