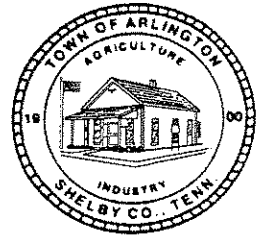


Town of Arlington

5854 Airline Road, Arlington, TN 38002



**Design Review Committee
February 12, 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
Phillip Fung, Secretary
Jeff McKee, Alderman
Chris Burcky
Ron Colin
Tim Carter
Daniel Davidson

Others Present

Heather Sparkes, Planner
See List

Absent

Brandon Holley - Excused
Matthew Thie - Excused

II. APPROVAL OF THE MINUTES FROM DECEMBER 11, 2012

Chairman Thompson called for a motion.

Motion: Jeff McKee made a motion to approve the minutes from December 11, 2012, as presented. Daniel Davidson 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. Peebles Fayette County Funeral Home Arlington Office, Resub Al Durant Subdivision, Lot 2B-2, NW Corner Greenlee & Mott Street – Site Plan

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and noted that this is a request for approval of a site plan for a 1,665 square foot office building on a 0.34 acre property in the BE: Business Entertainment district. Ms. Sparkes advised that the Planning Commission approved a site plan request on January 22, 2013. She reviewed the specifications which included building elevations; landscaping, irrigation and tree density factor; exterior lighting and photometric plan; garbage collection areas; and mechanical units and meters, transformers, rooftop units. Ms. Sparkes stated that she recommends approval subject to staff conditions and any additional conditions added by the Design Review Committee. She noted that the Ronald McFarland, the applicant's representative, was present to answer questions. Chairman Thompson called for a motion.

Main Motion: Jeff McKee made a motion to approve the site plan for Peebles Fayette County Funeral Home Arlington Office subject to compliance with the conditions presented in the staff report and additional DRC conditions (in bold). Phillip Fung seconded the motion.

Chairman Thompson advised that the Committee would review the specifications for the project, starting with building elevations. Chairman Thompson recognized Ron Colin who asked what kind of material would be used for the gables. Mr. McFarland responded that he has not decided on the exact material, noting that he does not want to use synthetic stucco for such a small area; however, he does want to use a prefinished material that is maintenance-free. Mr. McFarland advised that the gable material color would be white, along with the gutters and downspouts, which would be pre-finished white. Mr. Colin requested that samples be submitted to Staff prior to issuance of a building permit. Mr. Colin then asked about the color of the wall-mounted light fixtures. Mr. McFarland responded that the fixtures will be a dark bronze. Mr. Colin addressed the dark bronze aluminum entrance, noting that the garage door, windows, trim and columns are all white and suggested that the storefront entrance should be either powder-coated or baked enamel white rather than dark bronze. Mr. McFarland responded that he prefers clear anodized. There was discussion. It was determined that the front door framing should be clear anodized. Chairman Thompson called for discussion regarding the landscaping, irrigation and tree density factor, and recognized Daniel Davidson who requested the following changes to the landscape plan: the

Mondo Grass at the north entrance be planted at 12-inch centers to increase the number of plants from 34 to 60; the one-gallon Nellie's along the property line to be at least six feet tall; the Oak Leaf Hollies on the east side of the building to be changed to six-foot Nellies to accent the corners; change the Lorapetalums along the front from one gallon to three gallon plants; and change all of the Dwarf Yaupon Hollies to three gallon plants. After discussion, it was decided to leave the Dwarf Yaupon Hollies as submitted. Mr. Davidson requested that a double row of Variegated Liriope be planted on the east side of the building with the Day Lillies spread out and planted behind the Liriope. He suggested that the applicant reduce the number of Photinias proposed as they are fast growers. The applicant agreed to Mr. Davidson's requests. Chairman Thompson advised that an irrigation plan shall be submitted to Staff for review prior to issuance of a building permit. Chairman Thompson then addressed the exterior lighting and photometric plan and recognized Mr. Colin who noted that the foot-candles for the two light poles do not meet the regulations along the north property line and requested a revised photometric plan that meets the DRC regulations be presented to Staff for approval. There was discussion. It was noted that the light fixtures will be a dark bronze color. Chairman Thompson advised that regarding garbage collection, there will be no dumpster on site. Instead there will be either a residential-type rollaway cart stored in the garage, or will be taken to an off-site garbage collection site. He then addressed the mechanical units and meters, transformers, and rooftop units noting that there will be a condenser pad on the south side elevation which will be screened by landscaping. He noted that a condition has been added that no meters are permitted on the north or east building elevations. It was determined that the rooftop vents and penetrations shall be a dark color to blend in with the roof color. Chairman Thompson and Ms. Sparkes reviewed the DRC conditions to be added as a friendly amendment to the main motion, and Mr. McKee, 1st motion, and Mr. Fung, 2nd motion were in agreement. Chairman Thompson recognized Bill Goodwin, 11900 Mott Street, who asked about the fencing around the air conditioning units and signage. Chairman Thompson advised that any proposed signage will need DRC approval and reiterated that the A/C will be screened by landscaping. 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. An irrigation plan shall be submitted to Staff for review and approval prior to issuance of a building permit.
6. The proposed flag pole may not exceed the height of the principal structure.
7. No meters are permitted on the north or east building elevations.
8. **Rooftop vents and penetrations shall be a dark color to blend in with the roof color.**
9. **Gable material to be determined shall be white in color and shall be submitted to Staff for approval prior to issuance of a building permit.**
10. **Applicant shall submit a sample of the pre-finished white for gutters and downspouts to Staff for approval prior to issuance of a building permit.**
11. **Front door framing shall be clear anodized.**
12. **Applicant shall make landscape changes as noted on markups.**
13. **Applicant shall provide a revised photometric plan, which meets DRC regulations along the north property line, to Staff for approval prior to issuance of a building permit.**
14. **Applicant shall install dark bronze parking lot lights.**

B. Amendment to Design Guidelines Manual

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and noted that this item is to propose several amendments to the Design Guidelines Manual and if approved, the amendments will be presented to the Board of Mayor and Aldermen for approval. Ms. Sparkes noted that the first amendment is to change the guidelines to no longer permit plastic cabinet signs for ground signs. She reviewed the proposed amendment and provided samples. There was a brief discussion. Ms. Sparkes then reviewed the proposed amendment for the streetscape guidelines for open space between the street right-of-way and the developed area of a site. She advised that this amendment will comply with the current Zoning Ordinance parking lot requirements. There was discussion regarding how to apply this amendment to blend future projects with current projects.

Chairman Thompson called for a motion.

Main Motion: Tim Carter made a motion for a recommendation to the Board of Mayor and Aldermen for approval of the amendments to the Design Guidelines Manual as presented. Chris Burcky seconded the motion.

Vote on Motion: The motion carried unanimously.

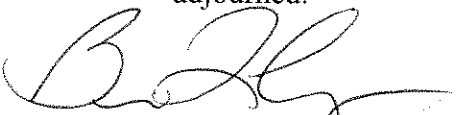
C. Other as Property Presented

There was no further business to come before the Committee.

VI. ADJOURNMENT

Chairman Thompson called for a motion to adjourn.

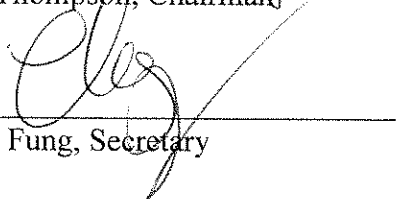
Motion: Jeff McKee made a motion to adjourn. Tim Carter seconded the motion. The meeting adjourned.



Brian Thompson, Chairman

3/12/13

Date



Phillip Fung, Secretary

3/12/13

Date

Submitted By: Theresa Smith