

# Town of Arlington

5854 Airline Road, Arlington, TN 38002



**Design Review Committee  
February 11, 2014  
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  
Tim Carter  
Daniel Davidson  
Ron Colin  
Chris Burcky  
Brandon Holley

#### Others Present

Heather Sparkes, Planner  
See List

#### Absent

Phillip Fung - Excused  
Matthew Thie - Excused

### **II. APPROVAL OF THE MINUTES FROM DECEMBER 10, 2013**

Chairman Thompson called for a motion.

**Motion:** Tim Carter made a motion to approve the minutes from December 10, 2013, as presented. Jeff McKee 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. Maines Paper & Food Service, Expansion, 11420 Gulf Stream Rd. – Site Plan

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and advised that this is a request for approval of a site plan for Phase 2 of Maines Paper & Food Service. The request is for a 41,967 square foot building addition on the east side of the existing building; adding 106 parking spaces to the existing parking lot and replacing and repaving areas of existing pavement; and site improvements, including improvements to drainage infrastructure. Ms. Sparkes reviewed the proposed specifications including: building elevations; landscaping, irrigation and tree density factor; exterior lighting and photometric plan; garbage collection areas; and mechanical units and meters, transformers, rooftop units. She stated that Staff recommends approval subject to Staff conditions and any additional conditions levied by the Design Review Committee. She advised that Joe Tomasello, the applicant's representative, was present.

Chairman Thompson called for a motion.

**Main Motion:** Jeff McKee made a motion to approve the site plan for Maines Paper & Food Service subject to compliance with Staff conditions as presented and any additional conditions levied by the Design Review Committee. Brandon Holley seconded the motion.

Chairman Thompson called for discussion, starting with building elevations. He stated that he agrees with Staff's recommendation that the building materials for the office addition be changed to brick with the ability to use the CMU block for accent purposes. Ron Colin asked about the material samples presented. He noted that the color scheme appears to be gray and questioned if the brick would also be gray. There was discussion about coordination of colors and textures. Ms. Sparkes advised that the applicant will present revisions to Staff for review and approval prior to the issuance of a building permit. Jeff McKee suggested that Ron Colin be included in the review. Chairman Thompson requested clarification on the warehouse material. Mr. Tomasello responded with a description of the metal panels and noted that they are essentially the same as the current warehouse material. Mr. Colin suggested that all samples be included when the revisions are presented for review and approval. There was a brief discussion regarding the location of the bay doors.

Chairman Thompson called for discussion regarding landscaping, irrigation and tree density factor and noted that since there is currently no landscaping the proposed plan will be a welcome change. There was discussion about the changes including the current gravel and broken asphalt areas. Daniel Davidson stated that given the site location, he is ok with the plan as presented. Ms. Sparkes advised that the plan meets tree density requirements.

Chairman Thompson called for discussion regarding the exterior lighting and photometric plan and asked if the color for the light fixtures had been discussed. Ms. Sparkes responded that she wants to see what color the applicant chooses for the window and door frames and noted that she anticipates that the choice will be black or dark bronze. There was a brief discussion with regard to coordinating existing and new fixtures to ensure they match.

Chairman Thompson noted that no new exterior garbage collection area is planned.

Chairman Thompson then called for discussion regarding mechanical units and meters, transformers, and rooftop units. Ms. Sparkes advised that she added a condition that the locations and screening methods for rooftop units, vents and ground-mounted equipment be noted. It was noted that a unit will be placed on the office building rooftop and a parapet may be required to screen the unit. There was discussion.

Chairman Thompson stated that the Committee did not add any conditions. Ms. Sparkes advised that she made notes regarding the following: consult with Ron Colin regarding building elevations, ensure applicant submits material samples for approval, and coordinate existing and new wallpack lighting to match. 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. The following items shall be revised and provided to staff for review and approval prior to the issuance of a building permit:
  - a. 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.
  - b. The building materials proposed for the office addition shall be changed to brick, with the ability to use the CMU block for accent purposes on the office building.
  - c. The clear anodized window and door framing shall be changed to a different color, to compliment the brick.
  - d. Confirm the quantities of plants in the plant materials list to match the quantities illustrated.
  - e. The color of the exterior light fixtures shall be noted on the plans.
  - f. Note the locations and screening methods of rooftop units, vents and ground-mounted equipment.

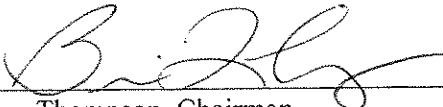
B. Other as Property Presented

1. Ms. Sparkes advised that she has provided a copy of the material presented at the Ethics Training Session to those members who did not attend. Chairman Thompson suggested everyone review the material.
2. 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. Daniel Davidson seconded the motion. The meeting adjourned.

  
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Brian Thompson, Chairman

5/13/14  
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Date

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

5/13/14  
\_\_\_\_\_  
Date

Submitted By: Theresa Smith, Planning Clerk