

Town of Arlington

5854 Airline Road, Arlington, TN 38002



Design Review Committee
July 10, 2012
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
Chris Burcky
Brandon Holley
Ron Colin
Tim Carter - late
Daniel Davidson
Matthew Thie

Others Present

Heather Sparkes, Planner
See List

II. APPROVAL OF THE MINUTES FROM MAY 8, 2012

Chairman Thompson called for a motion to approve the May 8, 2012, minutes.

Motion: Ron Colin made a motion to approve the minutes from May 8, 2012, 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. Bond Building, 11994 Highway 70, Suite 102 – Site Plan

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and noted that on November 8, 2011, the DRC approved a request to paint the building cream and black. She noted that the building has been painted; however, there is a condition of approval regarding signage for the Decorative Arts tenant, which has not yet been met. Ms. Sparkes advised that this request is for exterior renovations to the east end of the building which have already been completed without approval by the DRC. She noted that the property owner removed the two rollup doors on the end and put in a clear anodized storefront. Ms. Sparkes noted that the Design Guidelines Manual suggests using colors other than clear anodized; however, the existing tenant space already has a clear anodized entrance door. She suggested that the clear anodized be permitted for consistency and added a condition of approval. Ms. Sparkes stated that she recommends approval of this request subject to staff conditions and any additional conditions added by the Design Review Committee. She emphasized that in the future, any additional exterior renovations must be approved before the work is done.

Chairman Thompson called for a motion.

Motion: Jeff McKee made a motion to approve the site plan for the Bond Building subject to compliance with the conditions presented in the staff report. Brandon Holley seconded the motion.

Chairman Thompson called for discussion and requested that the owner, Don Wright, ensure that he gets prior approval by the DRC for any future changes he makes to his building thereby ensuring consistency with surrounding designs. He noted that the building looks much better. Mr. Wright advised that he has had interest in the building since the work was done. He inquired about the possibility of the zoning being changing from BE – Business Entertainment to a commercial zoning and was advised that this was a question for the Planning Commission. Chairman Thompson reviewed the changes that were made to the building which included the roll up garage doors being removed and installing an entrance door and windows. Ron Colin stated that he thought that when the DRC approved the previous site plan in November, there were black awnings over the windows. Ms. Sparkes replied that the submitted drawing showed black awnings; however, the owner did not want to install them at that time and the DRC did not require the awnings to be installed. There was discussion regarding the outstanding condition of approval regarding the Decorative Arts permanent building sign and removal of the window signs. Chairman Thompson asked Mr. Wright to work with this tenant to comply with the condition. Ms. Sparkes suggested that if the sign complies with the ordinance, it could be approved administratively. Chairman Thompson called for further discussion. Hearing no reply, he called for a vote.

Vote on 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. 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.
3. 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.
4. Any exterior renovations to the building in the future require prior approval of the Design Review Committee and/or staff. All renovations shall be in keeping with the character of the building and any new storefront shall match the new storefront in terms of color and design.
5. No use and occupancy will be approved until all other conditions previously applied to this building are met, as well as any other requirements of the Zoning Ordinance or building codes, including but not limited to paving and striping the parking lot, removal of the chain link fencing and removal of the window signs on the existing tenant space.

B. Citgo – Arlington Market & Deli, 11017 Highway 70 – Sign Approval

Ms. Sparkes then presented the analysis (on file) for the Citgo – Arlington Market & Deli located at Highway 70 and Lamb Road. She noted that they are requesting a change to their gas station's signage which includes a new freestanding gasoline trade sign, a canopy gasoline trade sign, and gasoline pump identification signs. She reviewed the specifications for each sign. She advised that the freestanding gasoline trade sign is larger than is permitted and a condition of approval has been added requiring the sign to meet the size requirements and add a one-foot brick base to the base of the sign. A revised rendering of the freestanding sign was distributed showing a sign that addressed the conditions.

Chairman Thompson called for a motion.

Motion: Phillip Fung made a motion to approve the sign request for Citgo – Arlington Market & Deli subject to compliance with the conditions presented in the staff report. Tim Carter seconded the motion.

Chairman Thompson called for discussion and noted that John Kerr of Custom Sign Company was present to answer questions. Chairman Thompson clarified the corrected size requirement of 85 feet maximum for all faces for the freestanding gasoline trade sign which was presented larger than the ordinance allowed. He noted that there was always concern that the current ground sign was in the right-of-way, and this new sign would be located outside of the right-of-way. Mr. Fung commented that the addition of a one-foot brick base to the base of the sign will be an improvement. There was discussion regarding the placement of the canopy sign on the newly-painted white canopy. It was noted that the letters will be reverse channel, halo lit with white light, and the logo will not be illuminated. It was then noted that the gas pump identification signs will be a vinyl on the metal pump. Chairman Thompson called for further discussion. Hearing no reply, he called for a vote.

Vote on Motion: The motion carried unanimously.

Conditions of Approval:

1. The attached signs 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 signs 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. The proposed freestanding sign is larger than is permitted by the Zoning Ordinance. The applicant shall revise the sign to meet the size requirements (85 square feet maximum for all faces) and resubmit the renderings to staff prior to issuance of a sign permit.
5. The proposed freestanding sign shall have a 1-foot brick base. The revised renderings shall reflect the addition of the base.
6. The doors on the garbage dumpster shall be repaired and kept closed at all times except when garbage is being placed or removed from the dumpster.
7. The freestanding sign shall not be located in the public right-of-way, and shall be positioned as far away from the ROW as possible. This shall be confirmed prior to installation.

C. Other as Property Presented

1. There was discussion about the repair progress at the Shell Station on Airline Road.

2. There was discussion with regard to projects being done without DRC approval and the precedent it may set.
3. There was no further business to come before the Committee.

VI. ADJOURNMENT

Chairman Thompson called for a motion to adjourn.

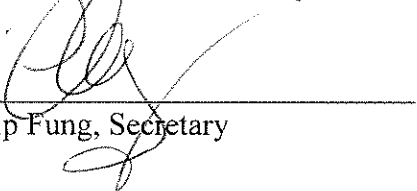
Motion: Phillip Fung made a motion to adjourn. Brandon Holley seconded the motion. The meeting adjourned.



Brian Thompson, Chairman

12/11/12

Date



Phillip Fung, Secretary

2/12/13

Date

Submitted By: Theresa Smith