

# Town of Arlington

5854 Airline Road, Arlington, TN 38002



## Design Review Committee

May 13, 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.

Chairman Thompson recognized Rev. Michelle Bird, Belmont Missionary Baptist Church, who led an opening prayer.

##### Present

Brian Thompson, Chairman

Phillip Fung, Secretary

Jeff McKee, Alderman

Ron Colin

Brandon Holley

##### Others Present

Heather Sparkes, Planner

See List

##### Absent

Chris Burcky - Excused

Matthew Thie - Excused

Tim Carter - Excused

Daniel Davidson - Excused

#### II. APPROVAL OF THE MINUTES FROM FEBRUARY 11, 2014

Chairman Thompson called for a motion.

**Motion:** Brandon Holley made a motion to approve the minutes from February 11, 2014, 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. Arlington Industrial Center, Lot 2, 5959 Airline Road – 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 to add additional parking spaces on the west side of the property and relocate the detention basin. She noted that the Planning Commission approved the site plan in March 2014. She reviewed the specifications which included landscaping, exterior lighting and photometric plan, and garbage collection areas. Ms. Sparkes advised that a condition of approval was added for irrigation and requested that an amendment be made to Condition 4, b., to require all new lighting fixtures to be full cut-off. She noted that the existing wall-pack lighting will remain. She stated that Staff recommends approval subject to Staff conditions and any additional conditions levied by the Design Review Committee. She advised that the applicant and applicant's representative were present.

Chairman Thompson called for a motion.

**Main Motion:** Jeff McKee made a motion to approve the site plan for Arlington Industrial Center, Lot 2, subject to compliance with Staff conditions with the modification of Condition 4, b, as requested by Staff (in bold). Brandon Holley seconded the motion.

Chairman Thompson called for discussion and recognized Kevin Ledford, the applicant's representative, who stated that they are in agreement with the staff conditions. Chairman Thompson called for review of the specifications starting with landscaping and noted that the plan calls for additional plantings to include evergreens and flowering trees. Ms. Sparkes noted that the rear of the site is unique because the area is shared with the adjacent business, Exhibit A, and advised that large trucks will use the drive thru area. She stated that plantings were intentionally kept minimal for this reason. Chairman Thompson called for discussion regarding the exterior lighting and noted that the fixtures are required to match in color and be full cut-off. It was confirmed that a couple of shoebox pole lights will be installed in the parking lot. Chairman Thompson then addressed the garbage collection areas noting that Staff added a condition to install a brick veneer on the enclosure to match the building brick and to provide Staff with the color of the metal gate. Jeff McKee suggested that the applicant and Staff coordinate with either Brandon Holley or Daniel Davidson to ensure the appropriate plantings are selected for the 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. 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. The following changes shall be made and submitted to staff for review prior to construction:
  - a. The landscape plan shall be revised to include shrubbery in the parking lot islands.
  - b. A lighting plan shall be submitted to staff for review and approval prior to construction. All lighting shall match in **color, height and design to any the** existing site lighting. **Lighting shall be full cut-off fixtures.**
  - c. The garbage dumpster enclosure shall have a brick veneer to match the front of the principal structure. The color of the metal gates shall be noted on the plans.
5. Irrigation for designated landscape areas is required. An irrigation plan shall be submitted to Staff for review and approval prior to construction.

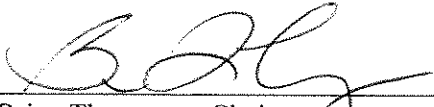
B. Other as Property Presented

1. Ms. Sparkes advised that she sent an email to each Committee Member regarding upcoming scheduled public meetings.
2. There was no further business to come before the Committee.

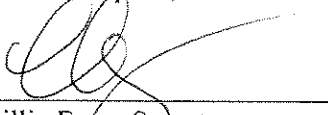
**VI. ADJOURNMENT**

Chairman Thompson called for a motion to adjourn.

**Motion:** Jeff McKee made a motion to adjourn. Phillip Fung seconded the motion. The meeting adjourned.

  
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Brian Thompson, Chairman

8/12/2014  
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Date

  
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Phillip Fung, Secretary

9/9/14  
\_\_\_\_\_  
Date

Submitted By: Theresa Smith, Planning Clerk