

Town of Arlington

5854 Airline Road, Arlington, TN 38002



Design Review Committee

May 12, 2015

6:30 P.M.

Meeting Minutes

I. Call to Order and Roll:

Chairman Brian Thompson called the meeting to order and advised that a quorum was established. He also recognized new member, Theresa Smith, and welcomed her to the Design Review Committee.

Present

Brian Thompson, Chairman

Phillip Fung, Secretary

Jeff McKee, Alderman

Ronald Colin

Daniel Davidson

Chris Burkey

Theresa Smith

Chris Bailey

Matthew Thie

Others Present

Heather Sparkes, Planner

See list

II. Approval of Minutes from April 14, 2015 Meeting:

Motion: Daniel Davidson made a motion to approve the minutes of the April 14, 2015 meeting. Phillip Fung seconded the motion.

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. Forrest Lake PD, North side of Forrest Street, West of Cambridge Manor PD, East of Wilson's Crossing PD, Phase 1 – Site Plan

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and advised that this is a request for the site plan for Forrest Lake PD, Phase 1's common open space (COS) improvements. Phase 1 will consist of multiple COS areas, including a streetscape along Forrest Street, a landscape island, a traffic circle, and park spaces at the intersection. The Forrest Street streetscape is an existing un-piped drainage way; most of the existing trees will be saved, but the underbrush will be removed. Although a meandering sidewalk is not achievable, there will be landscaping and trees. A six (6') fence will also run along the property lines for the two (2) residential lots that abut the area. Benches, trees, and a sidewalk are proposed in the pocket parks, and street trees will front the lots that are located on the stub street via Cambridge Manor PD, Phase 1. A rendering of the proposed subdivision identification sign was also provided by the applicant. Staff provided comments, e.g. working with a landscape architect to

make revisions and revising the sign to be slightly more substantial and decorative. She also noted that the applicant's representative, Mr. Paul Bray, was in attendance to answer any questions.

Chairman Thompson called for a motion.

Main Motion: Daniel Davidson made a motion to approve the site plan for Forrest Lake PD, Phase 1, subject to compliance with Staff conditions and additional DRC conditions (in bold). Jeff McKee seconded the motion.

Chairman Thompson asked Paul Bray of the Bray-Davis Firm whether or not the landscape plan was done by a landscape architect; Mr. Bray answered no. Although the committee agreed to provide feedback regarding the plan presented, they, along with staff, agree that a landscape architect should draft the final landscape plans.

Chairman Thompson clarified with Ms. Sparkes that the landscape and fencing materials being used were consistent with those in the adjacent development, Wilson's Crossing. She stated that even though the landscape materials were uniform, she was concerned about the size and spacing of those materials. She said she previously asked the applicant for a sample of the intended brick, and she added a condition that the fencing be cedar with a cedar cap to be consistent with what fronts Forrest Street. Mr. Bray acknowledged that the applicant and engineer were in agreement with all of the suggested recommendations.

Daniel Davidson recommended planting three (3) gallon plants at three (3') foot centers instead of six (6') foot centers. He also suggested breaking up the solid row of Japanese Cleyera on the western side of the entrance by adding a pocket of different materials every few feet. He also recommended changing the layout of the Crape Myrtles in the median and traffic circle and adding flowerbeds to the pocket parks.

Chairman Thompson agreed with all of the ideas both Mr. Davidson and staff gave to the applicant and his representatives, but he still felt that it all needed to be redrafted by a landscape architect. Chris Bailey said he has always been happy with the outcome of the Bray-Davis firm's work and asked the committee to consider the extra cost accrued, if they are required to hire a registered landscape architect. If the plan presented was close to what the committee expected, he thought the committee's expertise and Staff's suggestions could suffice. Chairman Thompson and Mr. Davidson understood Mr. Bailey's concerns, but felt that if the proposed suggestions, e.g. eliminating trees in the median, were taken into account some of the costs would be offset. Jeff McKee felt the overall plan was underwhelming and thought the applicant should present something unique that will offer the future homeowners in the development more than a couple of benches and sidewalks.

Matt Thie thought that the materials used for the sign should imitate the materials used for the homes in the development, instead of constructing a typical red brick sign. Mr. McKee recommended giving the sign more height to make it more evident, since it will be placed further from the main road. Chairman Thompson suggested the Committee members share their specific comments regarding the landscaping and the sign with Staff, while the applicant and his representatives allow a landscape architect to review the plans. New detailed plans would then be given to Staff for administrative approval.

Chairman Thompson called for further discussion, and hearing none, he called for a vote on the main motion as amended.

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. Revised landscape plans shall be provided to staff prior to commencing construction of the development. It is suggested that the applicant consult the services of a Registered Landscape Architect for the revisions. The landscape plans shall address the following revisions:
 - a. The proposed wood privacy fence shall be a cedar fence with cedar cap. A sample brick for the brick posts shall be provided to staff prior to construction beginning on the project.
 - b. The Zelkova proposed for the Forrest Street streetscape shall be changed to Willow Oak.
 - c. Landscaping shall be added at the corners of the subdivision entrance. The applicant shall work with staff on an entrance feature, perhaps low fencing, to highlight the entrance, while also working with the drainage area and surrounding grades.
 - d. The landscaping in the traffic circle shall be revised to eliminate the proposed Crape Myrtles and utilize a planting plan similar to the picture provided.
 - e. Additional landscape materials shall be added to the park areas, including a mixture of evergreens and deciduous trees, as well as shrubbery. Additionally, the sidewalk shall meander through the park area, rather than be installed in straight lines.
 - f. A detail of the landscaping around the entrance sign shall be provided, showing the locations and quantities of the landscape materials. The addition of tall evergreen material, such as Nellie R. Stevens, shall be placed behind the sign. Additional shrubbery shall be added around the sign.
7. The subdivision identification sign shall be re-designed to be slightly more substantial in size and presence, and to be more decorative. Details of the sign materials, font, colors, etc. shall be provided to staff.
8. The applicant shall provide information about proposed illumination of the subdivision identification sign, including the location of lighting, design and intensity.
9. **Revisions subject to administrative approval of plans submitted by a Registered Landscape Architect.**

B. Harvest Christian Fellowship Church – 11762 Douglas Road – Site Plan

Chairman Thompson recognized Heather Sparkes, Town Planner, who presented the analysis (on file) and stated that this is a request to add playground equipment on the rear side of the building located at 11762 Douglas Street. The applicant is also proposing adding a wood fence along the southern and eastern sides of the building. According to the application, the playground will be located on the grassy strip behind the building, so no parking spaces will be eliminated. She also noted that the applicant, Mr. John Horne, was in attendance to answer any questions.

Chairman Thompson called for a motion.

Main Motion: Phillip Fung made a motion to approve the site plan for Harvest Christian Fellowship Church, subject to compliance with Staff conditions and additional DRC conditions (in bold). Ron Colin seconded the motion.

Jeff McKee and Matt Thie had concerns with the fence materials being treated wood instead of cedar. Many members agreed with Mr. McKee and Mr. Thie about having a nice, consistent fence around the Town, while others thought that the proposed fencing would suffice considering it was a commercial, not residential, site.

Primary Amendment: Chris Burcky made a motion to amend the main motion and add condition seven (7) requiring the fence to be cedar, capped. Matt Thie seconded the motion.

John Horne, applicant, asked the committee if the proposed fence to the west, next to the MLGW plant, could be deleted. He worried that existing trees and shrubs would have to be eliminated if a new fence was

put up. Chairman Thompson and the committee understood Mr. Horne's concerns because, after all, the wooden fence would not be seen from other surrounding properties. Theresa Smith asked whether or not fencing would also be added on the north side next to the parking lot for safety reasons. Mr. Horne said the church has been considering it, but would like it to be a tall, chain link fence for visibility purposes. Chairman Thompson suggested using four (4') foot picket style fencing, instead of chain link fencing. Ms. Sparkes informed Mr. Horne that, according to the Design Guidelines Manual and the Zoning Ordinance, chain link fencing is not allowed.

Ms. Smith pointed out that if the applicant were required to put up both the capped, cedar fence and evergreens, eventually the fence would not be seen. Mr. McKee suggested revising the primary amendment by instead using a cedar fence, uncapped, along with the row of evergreens; the committee agreed.

Chairman Thompson called for further discussion, and hearing none, he called for a vote on the primary amendment as amended and the main motion as amended.

Vote on Primary Amendment as Amended: The motion carried unanimously.

Vote on Main Motion as Amended: 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. 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.
3. The ground may not be paved or covered with impervious materials.
4. The maximum height of the structure shall be 12 feet.
5. The fencing shall be extended to enclose the north side of the play area; **a four (4') foot picket fence is allowed.**
6. A row of evergreens with a minimum height of 6-feet, shall be planted along the south side of the fence, facing Douglas Street.
7. **Fence materials shall be cedar, uncapped.**
8. **The proposed fence along the west property line shall be eliminated.**

C. Other as Properly Presented

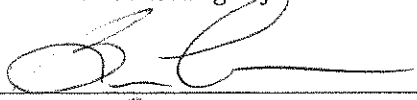
There was no further business to come before the Committee.

V. **Adjournment:**

Chairman Thompson called for a motion to adjourn.

Motion: Matt Thie made a motion to adjourn. Jeff McKee seconded the motion.

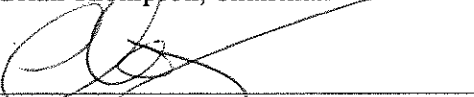
The meeting adjourned.



 Brian Thompson, Chairman

6/9/2015

 Date



 Phillip Fung, Secretary

6/9/2015

 Date