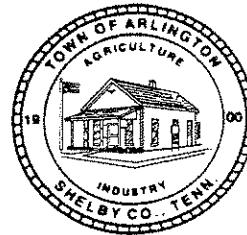


Town of Arlington

5854 Airline Road, Arlington, TN 38002



Design Review Committee
September 10, 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
Tim Carter
Daniel Davidson
Ron Colin
Brandon Holley
Matthew Thie
Chris Burcky

Others Present

Heather Sparkes, Planner
See List

Absent

Jeff McKee, Alderman – Excused

II. APPROVAL OF THE MINUTES FROM AUGUST 13, 2013

Chairman Thompson called for a motion.

Motion: Brandon Holley made a motion to approve the minutes from August 13, 2013, as presented. Tim Carter 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. Windsor Place, 1st Addition, S. of Forrest St., W. of Windsor Place, 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 approval of a site plan for the common open space areas. She noted that the subdivision consists of 32 single-family residential lots and two areas of common open space, with one area serving as the detention basin and the other area to be a streetscape on the west side of the development. Ms. Sparkes advised that at the Planning Commission Meeting, residents expressed their concerns regarding the trees along the existing ditch. She noted that the Commission asked the Developer and Town Engineer to consider these concerns when developing the landscape plan. Ms. Sparkes reviewed the staff conditions and stated that this site plan is contingent upon approval of the Final Plat. She stated that Staff recommends approval subject to the following Staff conditions and any additional conditions levied by the Design Review Committee. She advised that the applicant's representative was present.

Chairman Thompson called for a motion.

Main Motion: Daniel Davidson made a motion to approve the site plan for Windsor Place, 1st Addition, subject to compliance with the conditions presented in the staff report and additional Design Review Committee conditions (in bold). Chris Burcky seconded the motion.

Chairman Thompson called for discussion and stated that it is important that this subdivision closely blend with the neighboring Windsor Place Subdivision. There was a lengthy discussion regarding the landscaping plans proposed, resulting in the members agreeing to add a condition that fencing, similar to the existing fence at Windsor Place, be installed in the common open space area adjacent to Lot 1. They also agreed to add a condition that the landscape beds at the entrance to Windsor Place 1st Addition be planted so that they are consistent in size with the existing landscape beds in the Windsor Place Subdivision. 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 construction.
6. Any deviations to the subdivision layout as a result of Planning Commission reviews and approvals shall be reflected on the plans prior to construction. The developer shall work with staff on any revisions to the landscaping.
7. A Homeowners Association shall be established for the purpose of maintaining the common open space areas.
8. The landscape plan shall be revised to address the following comments. Revisions shall be submitted to staff for review and consideration prior to construction. All landscaping and amenities shall be installed prior to recording the plat.
 - a. Evergreens shall be added to the large common open space area.
 - b. The streetscape shall be revised to include October Glory Maple, Crape Myrtle and shrubbery.
 - c. The landscaping at the entrance to the subdivision shall be changed to be similar to the Windsor Place PD, eliminating the fountain grass, and installing instead Indian Hawthorne and Liriope.
 - d. Decorative fencing shall be installed along the Forrest Street frontage adjacent to the detention basin. A detail shall be provided to staff for review and consideration. The fencing shall be similar to the fencing in the adjacent development.
 - e. **A fence shall be added to COS A adjacent to Lot 1. The fence shall be of a similar design to the existing fence in Windsor Place, but transition to replace the iron with cedar capped fencing with a total height of six feet adjacent to the area for the future house. The applicant shall work with staff on the design and placement.**
 - f. **The landscape beds at the entrance to Windsor Place 1st Addition shall be consistent in size as the existing landscape beds in Windsor Place.**

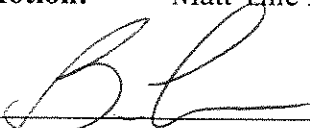
B. Other as Property Presented

There was no further business to come before the Committee.

VI. **ADJOURNMENT**

Chairman Thompson called for a motion to adjourn.

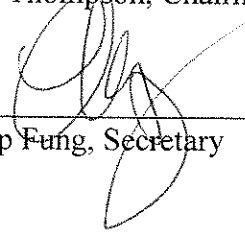
Motion: Matt Thie made a motion to adjourn. The meeting adjourned.



Brian Thompson, Chairman

12/10/13

Date



Phillip Fung, Secretary

12/10/13

Date

Submitted By: Theresa Smith