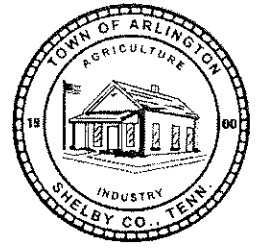


Town of Arlington

5854 Airline Road, Arlington TN 38002



Board of Mayor and Aldermen
January 7, 2019
6:30 P.M.

MEETING MINUTES

I. Call to Order and Roll Call.

Present

Mike Wissman, Mayor
Larry Harmon, Alderman
Jeff McKee, Alderman
Oscar Brooks, Alderman
Harry McKee, Vice Mayor
Jeremy Biggs, Alderman
Cheryl Pardue, Alderman

Others Present

Catherine Durant, Town Administrator
Brittney Owens, Town Recorder
Angela Reeder, Town Planner
Gerald Lawson, Town Attorney
See list

Mayor Wissman called the meeting to order and advised that a quorum was established.

II. Opening Prayer.

Opening prayer was led by Jeff McKee, Alderman.

III. Pledge to the Flag.

The Pledge of Allegiance was led by Hugh Lamar

IV. Approval of the minutes from December 3, 2018

Motion: Alderman Cheryl Pardue made a motion to approve the Board of Mayor and Aldermen minutes from December 3, 2018 Alderman Brooks seconded the motion.

The motion carried unanimously.

V. Grievances and Comments from Citizens:

Mayor Wissman asked if any citizen wished to address the Board to please come to the podium, state his/her name and address for the record. He reminded everyone this was not a question and answer session.

Ricky Dyer, 6001 Airline Rd is the business address, personal address is 4380 Donaldson Drive. Wanted to show support for Item F, referencing the hotels coming to Arlington. Mr. Dyer supports building the hotels because it offers many of the youth sports people a place to stay. With his opening of a youth indoor sports facility it further attracts the ability to host baseball tournaments and certain youth leagues require hotels to host tournaments. Having one in town would help out the local economy and make revenue for the local businesses. I will have to drive by it everyday and I understand about the issues with the signage. Still understanding the issues, I fully support the town's decision.

Mayor Wissman thanked Mr. Dyer for his comments. Mayor Wissman asked if there were any other comments or concerns. There were no further comments.

VI. Communication from the Mayor.

A. Shelby County Sheriff's Department Incident Report for the Month of December.

Mayor Wissman recognized Lt. Crowder, who presented a report on file. Lt. Crowder stated for the month of December there were 11 motor vehicles broken into: 7 due to unlocked car doors, 3 due to attempted break in, and 1 unlocked vehicle had a handgun stolen. Vehicle break-ins increased by 7 since last month. Lt. Crowder stated 85% of the break-ins are due to car doors being unlocked. The Sheriff's department reminded the community they need to lock their doors. Two burglaries from a business, one has been solved, the other is still an ongoing investigation from the Shell Gas Station. There was one burglary from a new home under construction, where cooper pipe was stolen. Lt. Crowder once again stated all suspicious activity should be reported, especially the break-in of motor vehicles.

B. Arlington Fire Department Report for the Month of December.

Mayor Wissman recognized James Harvill, Fire Chief. Chief Harvill stated there were a total of 96 responses, with 49 being fire responses, and 47 being EMS responses. Total responses for the year are 996. There were 13 calls south of I-40 and 8 on I-40. No special circumstances for the month of December. Fire department participated and assisted in the Arlington Christmas parade. The department created and trained staff of the emergency action plan for the parade and also assisted after the fact vehicle traffic. The department ordered the 107' Quint with the help and advisement of staff. The truck will be delivered around the 11-month window time frame. Continuing to cut some square footage of the new station as it is slightly over budget. The station is still in the design phase.

C. Other as properly presented

1. Mayor Wissman wished everyone had a Happy New Year.
2. Mayor Wissman introduced Tonia Howell with the Chamber of Commerce. Mrs. Howell stated that there is a scheduled business luncheon on December 5th. They have also hired a second employee who will be part-time.

3. Mayor Wissman asked Brittney Owens, Town Recorder/Treasurer to speak about the upcoming finance committee meetings and an over view of the debt obligation. Mrs. Owens stated this is just a formality that needs to be brought before the Board. There is no action required. The first payment of the bond will be in August 2019. The next Finance Committee will meet on January 24th. They will continue to meet on the 4th Thursday of each month through April.
4. Alderman Biggs updated the Board about the DRC committee and what they are working on. Currently they are updating the guidelines which will be presented to the Board when completed. Vice Mayor McKee asked if they could submit something to the Committee before the Board reviews the guidelines.
5. Alderman Pardue stated that their vacant seat on the Health and Safety committee has been filled by Robert McMahan.

VII. Committee Reports

Mayor Wissman advised that the Planning Commission, Design Review Committee, Board of Zoning and Appeals, Arlington Community School Board and Park and Recreation Board met during the month of November.

Alderman Brooks read the Treasurer's Report into the record.

The Treasures report for the month of December and the financial reports are on file at Town Hall and have been given to the Board.

VIII. Old Business

A. Other as properly presented.

There was no old business brought forward.

IX. New Business

Mayor Wissman requested to put items A through E onto a Consent Agenda. Hearing no objection from the Board, these items were combined onto a Consent Agenda.

- A. First Reading of Ordinance 2019-01 to amend the Town of Arlington, Tennessee, Budget for Fiscal Year ending June 30, 2019.
- B. Resolution 2019-01 to readopt and revise the Purchasing Policy of the Town of Arlington as a single policy separate from the Personnel Policy.
- C. Resolution 2019-02 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington, Tennessee to enter into an Athletic Facility Provider agreement with Arlington Arsenal Baseball.

- D. Resolution 2019-03 to authorize Mike Wissman, in his capacity as Mayor of the Town of Arlington Tennessee to enter into a Athletic Facility Agreement with Arlington Lacrosse Club.**
- E. Resolution 2019-04 to authorize Mike Wissman in his capacity as Mayor to enter into a Development Agreement with Grant Properties, LLC and Bond Enterprises Tn, Inc. for the Construction of Phase 1 of the Arlington Trails Commercial Planned Development, located West of Airline Road and South or Brooks Branch Road.**

Mayor Wissman called for a motion.

Main Motion: Mayor Wissman made a motion to approve the Consent Agenda which consisted of Ordinance 2019-01, Resolution 2019-01, 2019-02, 2019-03, and 2019-04. Alderman Biggs seconded the motion.

Vote on Main Motion: The motion carried unanimously

- F. Resolution 2019-05 to amend the Arlington Trails Commercial PD Master Plan, a 17-acre commercial development located at the Southwest Corner of I-40 and Airline Road, by adding a Master Sign Policy as Appendix A.**

*****THIS RESOLUTION WAS RECONSIDERED AT FEBRUARY 4TH, 2019 MEETING. PLEASE REFERENCE THOSE MINUTES FOR ADDED CONDITIONS.**

Mayor Wissman recognized Angela Reeder, Town Planner. Mrs. Reeder stated the site was a 7-lot commercial development, roughly 17 acres. The commercial Planned Development was approved by the Board on October 1, 2018. The 7-lot development will include two hotels, a self-storage facility and several other potential businesses. A condition of approval required a Master Sign Policy which will pertain to already planned businesses and future businesses to ensure consistency. This policy has been reviewed by the Planning Commission (PC) and the Design Review Committee (DRC). It mimics our Code but also includes added language such as the required materials and maintenance that is expected from the businesses. Added language includes a time frame for repairing damaged signs, the quality of materials on wall mounted signage is stipulated, signage is required at all rear/service entrances in a standard format, and a set number of signs allowed per building elevation. In effort to stay consistent the policy also states max wall sign letter heights will not exceed 36" or 66" total if stacked text, and for the hotels they cannot exceed 36" for single text and 96" for stacked text.

Per request from the committees the Grouping Sign will look similar to others in the development. It is a basic ground sign design which it will follow the current Town guidelines for size, location and illumination. Staff proposed to enhance the quality of the sign. The DRC and PC propose the sign may include internal illuminating for the tenant portion, the shopping center name and logo shall be non-illuminated, the non-illuminated portions shall have added depth and be metal. Per a PC recommendation, the sign shall

not include signage for lots 3,6, and 7.

DRC proposed ground signs on lots 3-7 shall use a consistent dark background color that matches the grouping sign, shall have a masonry base that matches material on the associated building, and may have internally illuminated text and logos. Ground signs for lots 1 and 2 shall have reverse channel lettering.

The policy also states that 3 wall signage, facing north, east, and west, on the hotel lots and sets a sign area of 150 sq. ft per elevation not to exceed 450 sq. ft. The DRC and PC felt additional signage wasn't necessary for the hotels and recommended only two sides of signage be permitted.

The policy states internally illuminated, channel letters on the top floor wall signage on the hotel lots (lot 1 &2) due to the size and location of the signage. DRC and PC proposed that Lots 1 & 2 may have internally illuminated wall sign with white letters along the top floor of the building, due to the unique height being over 40 feet, the location along a freeway in our special sign corridor, the vehicles along I-40 traveling at such high speeds, and the hotel use. Reasons for the allowance shall be clearly stated in the Sign Policy. Current policy only allows halo or external lighting. Staff has searched extensively online to find examples with hotels that incorporate halo lighting only. Staff could not find any hotel along a freeway with this stipulation. Staff also contacted the national sign company who does signs for larger brand hotels such as the Marriott. They stated backlit and halo signs are very nice and warm and are traditionally used in a small, walkable areas or large downtown areas where you don't want to distract drivers. They have no knowledge of a backlit/halo sign ever being used on a hotel located next to an Interstate. Based on the industry knowledge, those types of buildings have signs that are internally lit, and they would not recommend a halo lighting on an interstate facing hotel.

The last policy deviation stated any single tenant with over 10,000 sq ft or freestanding single tenant user may have an internally illuminated logo on wall signs. Halo lighting for the text is recommended but will have to be annotated in the policy. Ms. Reeder noted no changes were proposed to this section from PC or DRC.

Mayor Wissman called for a motion.

Main Motion: Vice Mayor McKee made a motion to approve Resolution 2019-05.
Alderman Brooks seconded the motion.

Mayor Wissman called for discussion or questions.

Mayor Wissman thanked both committees and staff for their time on this project. He pointed out there have been very few times that both citizen-based committees have come forward with a recommendation on the same project. Mayor Wissman also mentioned he has asked and gotten all his questions answered.

Alderman Brooks pointed out that the center of town is going to be this site, at I-40 and 385/Airline Rd. He suggested everyone voting should keep in this in mind.

Alderman Harmon agreed with Alderman Brooks. He summarized he is a firm believer of holding everyone to the same standard, not picking and choosing to make different policies based on an individual basis. He would like to stick to policy for all projects.

Alderman Biggs noted each phase of the project has had its controversy. Significant accommodations have already been made for this project. For example, allowing a 4th floor and allowing for the storage unit that wasn't supposed to be zoned for this area. Alderman Biggs feels it benefits the developer and owner more than the town. He felt the halo light signs are a better option verses internal lighting and suggested maybe some of the back lighting is dimmer than it should be, which is why it doesn't look so clear to some people.

Alderman Biggs proposed to amend the resolution that all signs, both ground and building, shall consist of halo lighting and nothing else.

Mayor called for a second to Alderman Biggs motion. Alderman Harmon seconded it.

Mayor Wissman clarified the proposed amendment from Alderman Biggs, noting the amendment will state there is no internal illumination on all lots, not just the hotel. Mr. Biggs confirmed. The Mayor then suggested perhaps additional conversation on the topic should occur before a change to the entire project was voted on.

Vice Mayor McKee said he was not clear on the motion, and he wanted to hear about everything else in the proposal before voting.

Biggs rescinded the motion to allow further discussion.

Alderman McKee disagrees with the grouping sign. He said he saw no point for a grouping sign in a development with 7 lots, and since there are going to be individual signs for each lot, that is too many. He did not support the internally lit logo request and felt ground mounted signs should be reverse channel only.

Alderman Brooks said he agrees with the recommendation on the hotel wall lights. He felt the ground signs are more visible and important than those on the building anyway. He agreed there is no need for the grouping sign for different lots, that they are only needed if it was one building with 7 tenants. He felt ground signs should be halo lit with the white light.

Vice Mayor McKee asked for the applicants' thoughts.

Applicant, Milton Grant, Grant Properties, 9075 Forrest Center Drive, Germantown expressed that an internally lit sign on the hotel is very important at this location and to Marriott. He stated the Town's current ordinance allows ground signs to be internally lit and he didn't understand why the ground signs can't follow our ordinance. While he was confused with what the Board wants, he said he would be flexible. Mr. Grant pointed out the hotel will be good for the town, bringing in heavy revenue, and a well-lit sign on the building will help find the hotel and bring people to Arlington. He noted he does not have a problem removing the grouping sign.

Mayor Wissman stated Mr. Grant is building the same hotel at Carriage Crossing in Collierville. Mayor Wissman asked Mr. Grant what he was doing for that project that is different from this one.

Mr. Grant summarizes that the hotels are pretty much the same, but instead of a sign on two sides like Arlington, there are four signs on the hotel in Collierville. The sign design is the same as presented this evening.

Alderman Pardue stated she researched about hotel lighting such as this and is now concerned the halo lighting on the building may not be as clear. Alderman Pardue felt more comfortable having the building signs internally lit as requested. She supports the halo lighting on the ground signs as well as the recommendation from the PC and DRC about the grouping sign.

Vice Mayor McKee mentioned he took a different approach. He said he sought some advice by talking to law enforcement and they stated that the less bright an area is, the safer it is, or less crime. Vice Mayor also agrees with recommendations of all the halo lighting suggestions.

Mr. Grant pointed out that he has been very impressed with the caliber of the committees and staff. Everyone has been very responsive, pleasant and thorough in conveying how the town wants this project completed. He said the community and Board should feel very blessed to have this high caliber of attentiveness from their committees because not all town/cities have this. Mr. Grant asked if they decided to remove the grouping sign, could he still use internally lighting on the ground signs.

Alderman McKee responded his recommendation would be no, to just keep halo lighting on the ground signs.

Mayor Wissman acknowledged he relies on the committees and Board input. He supports the recommendations from the PC and DRC committees for the signage on the hotel building.

Primary Amendment: Alderman Biggs made a motion to amend Master Sign Plan stating that hotels be required to have reverse channel lighting only on building signs. Alderman Harmon seconded the motion.

Mayor Wissman asked Town Attorney Gerald Lawson if there was any precedent for these types of changes.

Mr. Lawson said the Town has allowed sign changes on other projects. He noted that there have been hours of discussion on why this sign is a unique situation and thus he felt he could defend their justifications should a change be allowed.

Mayor Wissman suggested sometimes the older requirements may need to be updated to make the town more appealing.

Alderman McKee noted this project has been divisive. Four people are okay with the recommendations on the hotel sign and he was struggling to see why a vote is necessary if the outcome seems apparent.

Alderman Biggs responded that while the DRC had a unanimous vote on their recommendation, he didn't feel everyone agreed with this one part of the Sign Policy. So now when the item is in front of the Board, he feels his concerns need to be brought up to be clear he doesn't support this one area.

Mayor Wissman reminded the Board they have recommendations from two committees, but he understood where Alderman Biggs is coming from.

Mayor called for a vote on the Primary Amendment to vote for the only halo lighting on the building behind the lettering.

Vote on Primary Amendment: Roll Call Vote

Alderman Harmon: Yes; Alderman Pardue: No; Alderman McKee: Yes; Alderman Brooks: No; Vice Mayor McKee: No; Alderman Biggs: Yes; Mayor Wissman: No

Motion failed 4 to 3.

Mayor Wissman directed Board to the next discussion of the grouping sign and ground signs and asked Ms. Reeder to summarize.

Ms. Reeder read proposal of what was recommend and what was discussed. She restated what the Board had suggested so far: to amend Master Sign Plan that all ground signs shall be reverse channel lit only and no external option, removing grouping sign and no internally lit logo on buildings.

Vice Mayor McKee asked Mrs. Reeder her thoughts on the ground signs and logo. She suggested it's okay to remove the group sign and questioned if the Board would want to consider allowing both external and reverse channel lighting options for ground signs.

She noted a few existing external lit signs in Town, such as Olympic, and noted with reverse channel only everything will appear black and white at night.

Mayor called for a motion on the Second Amendment

Second Amendment: Alderman Brooks motioned to amend that all ground signs shall be reverse channel lighting only with no external option, remove the grouping sign and no internally lit logos on buildings. Alderman Biggs seconded the motion.

Vice Mayor McKee noted it is very important to him that staff is on board.

Hearing no further discussion Mayor Wissman called for a motion.

Vote on Secondary Amendment: All in favor except Alderman Harmon; motion carries

Alderman McKee asked Mrs. Reeder if there was anything the Board had not discussed that was addressed in the recommendations. Mrs. Reeder replied yes and stated that masonry bases were recommended for the signs that match the associated buildings, and a recommendation that Mr. Grant be allowed to shift the signs on the hotel building from the Cove elevation to the opposite side. Otherwise the other recommendations have been reviewed.

Alderman McKee questioned if the wall sign would move to face Airline Rd not the Cove on one and the other building sign would move to face west. Mrs. Reeder stated yes.

Hearing no further discussion Mayor Wissman called for a final vote on the Main Motion as amended.

Vote on Main Motion as Amended: Mayor Wissman motioned, all in favor of main motion as amended with exception of Alderman Harmon. Motion passes

Vice Mayor McKee noted the Board and Planning Commission and other committees need to be proactive instead of reactive. If we see things that need to be changed in our policies, then the Board needs to discuss updating it.

Mayor Wissman agreed. He noted that as a Board they need to support the committees and not go overboard and redesign projects. The committees have the expertise in what they are suggesting.

Alderman Biggs stated he takes committee recommendations very seriously and will support what he feels is right but will not always agree with recommendations.

Mayor Wissman noted that was fine, but he wanted the committees to feel they are being heard and not pushed to the side. Staff works really hard on all projects for the town and he just want to be mindful of that.

Alderman Harmon responded that he was not trying to knock down the committees but ultimately the Board are the ones responsible to the community. He stated the Board doesn't have a choice on who are on these committees and shouldn't be at the mercy of them. As a Board, we shouldn't worry about hurting their feelings by shooting any of their recommendations down.

Mayor Wissman agreed the Board is responsible to make decisions for the community but reminded everyone that these are citizen-ran committees to ensure citizen input, and the point of having these committees is wasted if we don't consider their recommendations.

G. Other as properly presented.

There was no further business brought forward.

X. Approval of the bills for payment.

Mayor Wissman called for a motion to approve.

Main Motion: Alderman Brooks made a motion to approve the bills for payment. Alderman Biggs seconded the motion.

Mayor Wissman called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

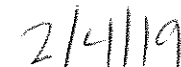
XI. Adjournment:

Main Motion: Alderman Brooks made a motion to adjourn. Alderman Harmon seconded the motion.

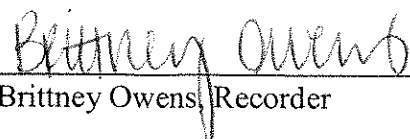
Meeting Adjourned.



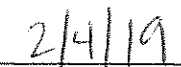
Mike Wissman, Mayor



Date



Brittney Owens, Recorder



Date