

# Town of Arlington

P.O. Box 507 • 5854 Airline Road • Arlington, TN 38002



## Design Review Committee

May 10, 2016

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 welcomed new member, Ms. Jennifer Walls, to the committee.

#### Present

Brian Thompson, Chairman  
Phillip Fung, Secretary  
Jeff McKee, Alderman  
Ron Colin  
Josh Holtgrewe  
Jennifer Walls

#### Others Present

Angela Reeder, Town Planner  
Hannah Taylor, Planning Clerk  
See list

#### Absent

Daniel Davidson – excused

### II. Approval of Minutes from March 8, 2016 Meeting:

**Motion:** Phillip Fung made a motion to approve the minutes of the March 8, 2016 meeting.  
Jeff McKee 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. Seasons Square PD (formerly known as High Pointe PD), Phase 1 – North side of Memphis-Arlington Road, West side of Airline Road – Site Plan

Chairman Thompson recognized Angela Reeder, Town Planner, who provided an analysis (on file) and explained that this was a request for site plan approval for Phase 1 of the Seasons Square PD, formerly known as the High Pointe PD. The 1.26-acre phase includes a 6,913 square foot multi-tenant building with a convenience store, gas pumps and canopy, and associated parking. The design elevations include a mixture of Forrest Glen brick, gray rocked masonry units, various metal canopies, and bronze framed windows. The site requires a minimum of 25 tree density units to be planted on site, and the applicant has proposed 40 tree density units, which include Crepe Myrtles, Cypress trees, Magnolias, Dogwoods, and October Glory Maples. The sidewalk around the building is proposed with several colored, stamped pattern inlays, as well as two (2) four (4') foot diameter planters to add seasonal color. Post top or acorn fixtures are proposed on the sidewalk around the building, and similar decorative posts will be found throughout the parking lot. Staff recommended approval of the site plan, subject to staff conditions and any additional conditions recommended by the DRC. The applicant, Mr. A.I. Guron, and his engineer, Mr. Kevin Ledford, were both in attendance to answer any questions.

**Main Motion:** Jeff McKee made a motion to approve the site plan for Seasons Square, Phase 1, subject to Staff conditions and possible added DRC conditions. Phillip Fung seconded the motion.

Ron Colin asked the applicant what material the canopy over the gas pumps would be; Mr. Ledford stated that it would likely be EIFS or stucco. Jeff McKee was afraid that the canopy posts were too skinny and would look too weak to hold the structure. Mr. Ledford explained that the canopy would be held up by a 2'6" base with 1'x2' block, and should be more than sufficient to hold the canopy. Mr. McKee was also concerned about the canopy being white; he felt it should be darker mainly because of the possibility of staining. Mr. Colin disagreed, and Mr. Guron clarified that it would most likely be constructed of a masonry product.

Ms. Reeder informed the committee that she had talked with committee member, Daniel Davidson, about the landscaping before the meeting, and he did not have any comments regarding any changes.

Josh Holtgrewe liked both the decorative and parking lot lighting fixtures, but clarified that the lenses on the parking lot lights were flat instead of curved.

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

**Vote on Main Motion:** The motion passed unanimously.

Conditions of Approval:

1. It is found that the application and plans dated May 4, 2016, along 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. No application for signage has been presented. A separate application shall be presented to staff for consideration. All references on the plans to signage shall be disregarded. It is noted that signage shall conform to the requirements of the Arlington Zoning Ordinance.
6. Prior to the issuance of a building permit, the applicant shall address the following conditions and make any necessary amendments to the plans. The amended plans are to be submitted to Staff for consideration and approval.
  - a. 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.
  - b. Revise the metal doors on the trash enclosure to a bronze or brown finish, instead of the proposed black, to coordinate with other metal accents on the building.

**B. Advanced Dermatology and Skin Care Center – Northwest corner of Milton Wilson Boulevard and Airline Road – Site Plan**

Chairman Thompson recognized Angela Reeder, Town Planner, who provided an analysis (on file) and explained that this was a request for site plan approval for the Advanced Dermatology Clinic. The single-story, 14,144 square foot medical office building will be situated along the Airline Road street frontage with access along both Airline Road and Milton Wilson Boulevard. The building will be predominately brick of both medium gray and light buff colors with a champagne rocked masonry unit around the entire building and a cornice at the roofline. The walls are broken up with evenly spaced windows with silver aluminum framing to blend with the light colors of the building. A large covered patio is proposed at the primary entrance on the west elevation, and a smaller, 8-foot wide eyebrow canopy is proposed on the east elevation facing Airline Road. The landscape plan shows a heavily landscaped site with a mixture of evergreen and deciduous materials throughout. Streetscape plantings along Airline Road include alternating Crepe Myrtles and Pin Oaks as required by the Design Guidelines. The lighting plan shows four (4) LED parking lot poles fixtures and approximately 30 decorative wall-mount light fixtures. All

rooftop units will be screened by a parapet, and any ground mount equipment and meters will be screened with landscaping.

Ms. Reeder was concerned that the lighter building materials are so similar that they would be muted and not provide the interest the Town desires. She also pointed out that, although the building was placed along the street at the front setback, the building façade visible from Airline Road should be finished in a manner consistent with the front façade. She also felt that additional revisions to the elevations may be required. Staff recommended that any approval be subject to staff conditions and any additional conditions recommended by the DRC.

**Main Motion:** Ron Colin made a motion to approve the site plan for the Advanced Dermatology and Skin Care Center, subject to Staff conditions and possible added DRC conditions. Jeff McKee seconded the motion.

Mr. Colin mentioned that the 3D renderings and the 2D elevations were different and was curious of which one was being reviewed at the meeting. Ultimately, Mr. Colin was fonder of the 2D because there was more space between the windows and the cornice, which kept the windows from appearing smashed in, but he felt that the cornice should be thicker in the middle section than on the wings. The committee agreed with Mr. Colin, and they added a condition to provide a revised elevation with a cornice over the center section of the building that is thicker than the cornice on the side wings of the building.

Mr. McKee restated Ms. Reeder's point about the building façade facing Airline Road needing to be finished in a manner consistent with the front façade. He felt both the door and the awning were puny in comparison to the main entrance; Mr. Colin agreed. The committee agreed that a condition should be added to revise the east façade along Airline Road to mimic the west entrance and give it a more pedestrian scale, to include a wider canopy, shorter pilasters on either side of the canopy, and only five (5) windows on the second floor.

Jennifer Walls was curious if there were only two (2) doors on the over 14,000 square foot building. Mr. Ledford stated that there was a door on the north and south end of the building, but, unfortunately, they were not shown on either rendering of the building. The committee asked Mr. Ledford to revise the north and south elevations to show doors with glass and framing to match the rest of the building.

Ms. Reeder informed the committee that she had talked with committee member, Daniel Davidson, about the landscaping before the meeting, and he did not have any comments regarding any changes. Mr. McKee pointed out that the landscaping either side of the east entrance was not symmetrical, and asked the applicant to work revise the landscape plan to resolve this issue.

Chairman Thompson called for further discussion, and, hearing none, he called for a vote on the main motion with the added conditions.

**Vote on Main Motion:** The motion passed unanimously.

**Conditions of Approval:**

1. It is found that the application and plans dated May 4, 2016, along 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. No application for signage has been presented. A separate application shall be presented to staff for consideration. All references on the plans to signage shall be disregarded. It is noted that signage shall conform to the requirements of the Arlington Zoning Ordinance.
6. Prior to the issuance of a building permit, the applicant shall address the following conditions and make any necessary amendments to the plans. The amended plans are to be submitted to Staff for consideration and approval.
  - a. 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.

- b. Appropriate shielding shall be provided on the parking lot fixtures to ensure that no light trespass onto adjacent properties or Airline Road will occur.
- c. Provide a detail of the proposed trash enclosure for review and approval by Staff. The enclosure shall be constructed of brick to match the building with solid gates on metal supports.
- d. Revise the east façade along Airline Road to mimic the west entrance and give it a more pedestrian scale, to include a wider canopy, shorter pilasters on either side of the canopy, and only five (5) windows on the second floor.**
- e. Provide a revised elevation with a cornice over the center section of the building that is thicker than the cornice on the side wings of the building.**
- f. Revise the north and south elevations to show doors on either end of the building with glass and framing to match the rest of the building.**
- g. Revise the landscape plan to match the amount of landscaping on either side of the east-facing door.**

C. Other as Properly Presented

There was no new business to come before the Committee.

V. **Adjournment:**

Chairman Thompson called for a motion to adjourn.

**Motion:** Josh Holtgrewe made a motion to adjourn. Phillip Fung seconded the motion.

The meeting adjourned at approximately 7:42 pm.

**Minutes approved. Signed minutes on file at Town Hall.**

\_\_\_\_\_  
Brian Thompson, Chairman

\_\_\_\_\_  
Date

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Phillip Fung, Secretary

\_\_\_\_\_  
Date

Submitted By: Hannah Taylor, Planning Clerk