I. Call to Order and Roll:

Chairman Brian Thompson called the meeting to order and advised that a quorum was established.

<table>
<thead>
<tr>
<th>Present</th>
<th>Others Present</th>
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<tbody>
<tr>
<td>Brian Thompson, Chairman</td>
<td>Angela Reeder, Town Planner</td>
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<tr>
<td>Ron Colin</td>
<td>Mary Helen Carmack, Planning Clerk</td>
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<td>Daniel Davidson</td>
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<td>Jennifer Walls</td>
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<td>Absent</td>
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<td>Phillip Fung, Secretary – Excused</td>
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<td>Josh Holtgrew – Excused</td>
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<td>Susan Payne - Excused</td>
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II. Approval of Minutes from September 12, 2017 Meeting:

Motion: Daniel Davidson made a motion to approve the minutes of the September 12, 2017 meeting. Ron Colin seconded the motion.

Vote on Motion: The motion carried unanimously.

III. Old Business:

A. Brendalay Grill – 6359 Quintard Street – Site Plan

Chairman Thompson recognized Angela Reeder, Town Planner, who provided an analysis (on file) and explained that Mr. Deven Patel is requesting DRC approval of a site plan for a new sit-down restaurant located in the downtown business zone and the Depot Square Master Plan where the former Brendalay Grill was located prior to being destroyed by fire. The project property at 6259 Quintard Street was considered and continued from last month’s DRC meeting. The site plan still shows an 8,000-square foot building with restaurant on both floors, however the upstairs apartment, has been modified to be office space for the owner.

She reminded the committee that at the previous DRC meeting, there was extensive discussion about the original proposal being too modern for the Depot Square district. Committee members had provided several recommendations on ways to further define the finish proposed, and to revise the building to incorporate standard historic details. Revised drawings have been provided to address the issues that were presented.

Ms. Reeder stated that no additional information had been provided about the brick finish but staff looked at the finish on the applicant’s home, which he said was his example. She noted the building
is brick; however, it is a heavier finish than a “wash” and creates a sort of stucco, circular, pattern on the building. She continued to encourage a lighter finish that mimics a whitewash or aged brick such as the “German Smear” technique discussed at last month’s meeting.

Additional changes she pointed out were that the three 20-foot tall windows with individual bronze metal awnings have been reduced to 16-feet tall. In addition, wall mounted barn lights are proposed over each awning and a 4-foot tall recessed panel is proposed over each to give the appearance of an upper story as discussed. Staff questions whether 16-foot windows are small enough to achieve pedestrian scale but notes the improvement.

On the east elevation facing the street, the applicant added two man-doors with small metal awnings and a pick-up window with a metal awning. The three large window blocks remain, one a storefront system and two as roll-up doors. In addition, the large upper story windows have been replaced with four (4) smaller windows with soldier course above. Ms. Reeder questioned the need for a pass-through window when no seating is planned outside the building, and fears it may encourage seating which is not calculated in the site’s parking.

The rear parapet to screen the rooftop has been added, but the new proposal offers no details for the exterior doors or the loading dock, which is shown wider than a standard man-door. Staff assumes they would be bronze to match the others but would request those details be submitted. Staff would still recommend considering additional enhancement to the west elevation.

Ms. Reeder pointed out that the landscaping plan has been revised with additional lighting per DRC recommendations. Plans now include a light pole in the center of the grassy area which staff recommend additional landscaping around. Plans also included adding some greenspace at the front of some of the parking stalls. The DRC had suggested adding brick border along the old driveway to match Depot Square but this proposal only includes removal of the curb. Recommended walkways were also added. Five new trees and additional shrubs have been added. Existing crepe myrtles will remain. No details have been provided regarding the planters at the location where the PC approval requires the replacement of the curb/gutter/sidewalk to provide for parallel parking spaces that are otherwise being lost. Ms. Reeder noted those details as a condition of approval.

The metal cylinder lights have been replaced by the barn lights that are acceptable in Depot Square. Clarification is needed on specifics to confirm that our design requirements are being met. The addition of shielding may be needed on the south and the west side.

The garbage collection area doors had been revised per DRC direction.

Ms. Reeder also presented a new sign application for a ground and wall sign. The signs have gold and black cherry lettering. While gold is an acceptable color red is not, but and the DRC has the jurisdiction to accept ok colors for individual businesses.

The ground sign must be revised to have a 2-foot base and a total maximum height of 6 feet, and Ms. Reeder indicated the arrow appears a bit stylized for the area.

If approved, the applicant will next need to complete all conditions of approval and have a Pre-Construction meeting with staff prior to beginning work.

Several items discussed in a previous meeting have been addressed. There are still many outstanding. Ms. Reeder said if the DRC feels all items of concern can be addressed to their satisfaction through conditions of approval, then staff recommends the proposed conditions be applied.
Main Motion: Daniel Davidson made a motion to approve the Site Plan application for Brendalay Grill Site Plan subject to Staff and DRC conditions. Jennifer Walls seconded the motion.

Discussion: Chairman Thompson stated it seemed that many of the items previously discussed had been addressed. He said with regard to the wall finish, the photos Ms. Reeder had of Mr. Patel's house did make the brick look a bit like stucco. Mr. Patel said the finish on his home should have been done with gloves and was not and agreed that it gave more of an appearance of stucco. He is agreeable to a lighter coat. Chairman Thompson reminded the group that last month they discussed having the contractor do a mock-up wall on site for approval by Ms. Reeder, to ensure it meets with the agreed upon finish of German Smear since it is something we haven't seen before.

Chairman Thompson noted the reduced size of the large windows with the brick above give the appearance of an older, industrial building being renovated.

Mr. Colin asked if the rowlock that was added on the front elevation will be extended around the west elevation as well. He said that would add some detail there. Mr. Blackledge, the architect, said that could be done.

Mr. Colin then noted the soldier course above the one window on the front elevation is missing and to make sure it is added in order to match the others. Mr. Blackledge said he believe that was an oversight.

Ms. Walls asked about the railing and patio on the second floor. Mr. Blackledge said part of the patio would be open and other parts would be covered, the railing would be bronze to match other finishes on the building. Mr. Colin asked about the awning over the bar opening on the second floor. Mr. Blackledge said that detail was not included on the plan. It was agreed that it should be metal and bronze, to match others on the building.

Mr. Davidson said that some areas of the site still look bare to him. He suggested putting the parking lot trees closer to the tips of the islands with shrubs in the center, which is more functional for car doors in a parking lot. He also said that the trees in the islands should be the same, such as two crepe myrtles, not two different trees. He said he supported staff and reemphasized the need for landscaping around the center pole if that light is installed. Mr. Patel agreed and clarified that the parking lot lights would be bronze to be consistent with the rest of the site. He also asked about the fencing proposed, and Mr. Patel stated that it would be a black, decorative metal fence that was 4 feet tall.

Chairman Thompson asked about details of the planters be provided if the planters are added. He then opened a discussion about the sign, repeating the allowable colors for wall signs and requirements in the historic district. He noted the design looked nice on the building. Other members agreed and noted the ruddy red color seemed to fit. Mr. Patel said his intent was to build it with brick to match the building, as proposed by staff and that he could increase the base size and fix the overall height to meet Code. Mr. Colin asked if the arrow was necessary. Mr. Patel said he did not need it and would remove it.

Chairman Thompson then asked for any other discussion and hearing none, asked Ms. Reeder to recount added conditions from their discussion. She noted all of the items that had been addressed, the finish, mock wall, extension of rowlock, soldier course above a window, metal awning on the second floor, revisions to the landscape plan, that lighting fixtures would be bronze, and that the revisions to the ground sign would be made.
Vote on Main Motion:  The motion to approve the Site Plan with staff and added DRC conditions carried unanimously.

CONDITIONS OF APPROVAL:
1. It is found that the DRC application and plans dated October 4, 2017, 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 receiving and satisfying all requirements/conditions of a 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 will require prior approval by Town of Arlington staff and/or the 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. Prior to the issuance of a building permit, the applicant shall address the following conditions and make any necessary amendments to the plans. Amended plans must be submitted to staff for consideration and approval.
   a. Provide additional enhancements to the east and west elevations to result in an enhanced street frontage and four-sided architecture.
   b. Enhance the landscaping plan to include a row of shrubs between the street trees consistent with a typical streetscape and to include planting around the center light pole in the open space for safety purposes based on that area being used for recreation at night.
   c. Any areas not reserved for parking, walkways, or access shall be sodded, unless another specific use that requires a hard surface is clearly identified and approved.
   d. Clarify and enhance the proposed pedestrian walkway/sidewalk extension from Quintard to the building. The use of brick or brick stamped concrete to mimic pedestrian walkways in Depot Square is encouraged.
   e. Provide additional details be provided on each of the exterior light fixtures to clarify finish, design, and that they meet requirements for full cutoff.
   f. Provide a revised photometric that is easier to read and clearly shows the site details to allow staff to discern spillage off-site. Revise or add shielding if necessary to reduce.
   g. Note colors for the trash enclosure doors as bronze or similar to match building finishes.
   h. 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.
   i. Provide additional details of the ground mounted sign to meet Code requirements, including a full base, brick veneer, less stylistic arrow, and landscaping.
   j. Note that all ground mounted equipment or meters must be screened by landscaping, fencing, or other approved measures, unless the equipment is required to maintain visibility and access.
   k. All rooftop units must be screened by the parapet, which will require extension of the southern parapet wall, and any building mounted meters shall be painted to match the adjacent surface.
   l. The building’s brick finish shall be a German Smear or similar to result in the look of aged brick. A mock-up wall with the finish shall be built on-site for staff review and approval prior to beginning that work on the building.
   m. Extend the rowlock on the top right front of the building around the full west elevation.
n. Add a soldier course above the first-floor window by the front doors to match other windows on the building.

o. The awning over the bar at the second-floor patio shall be metal and finished to match those on the front of the building.

p. Revise the landscape plan to: include two (2) crepe myrtles at the ends of each parking lot island with decorative grasses between (not two different trees), plant the Loropetalum along the parking lot at 3-foot centers, include additional plant materials with color along the building face, and provide a landscape plan for around the pole in the center of the field for safety purposes, if that pole is installed.

q. The fencing around the site shall be a 4-foot tall, black, decorative metal fence.

r. Lighting fixtures on the building and in parking lot shall all have a bronze finish to be consistent.

s. Revise sign plans to remove the arrow from the proposed ground mount sign, show it constructed of brick with a dark finish to match the building, and to revise the base and height to match Code requirements (2-foot base, maximum 6-foot height).

B. Other as properly presented.

There was no additional old business to come before the Committee.

IV. New Business:

A. Forrest Lake Planned Development, Phase 2 – North Side of Forrest Street and east of Wilson’s Crossing PD, west of Cambridge Manor PD – Common Open Space Plan

Town Planner, Angela Reeder, provided an analysis (on file) beginning with some background on this project, stating that the BMA approved the Master Development Plan (MDP) for the Forrest Lake PD in March of 2015 which included two phases. Construction plans for Phase 2 were approved in July and the Final Plat was approved in August by the Planning Commission.

She stated that the applicant is requesting Design Review Committee approval for their common open space improvements for Phase 2 that includes 18 acres of common open space with a buffer area along the creek abutting Cambridge and a lake at the north end of the development.

At the end of Creekside Lake Cove is a cul-de-sac that looks out over the lake. A 12’x12’ arbor/pavilion is proposed in this area for the use of the neighborhood. It is proposed at 9-foot tall, with 8”x8” cedar posts and cedar beams above. It will be placed on a 22’x22’ concrete pad, to give a 5-foot buffer around the perimeter. Four 6-foot long, straight back, strap metal benches are proposed. Staff recommended the addition of one more bench along the east side of the site, away from the rear yards of the homes, and along the greenway trail (closer to the Cambridge Manor connection). This would provide an area for people to sit and enjoy the lake, while not feeling as if they’re in someone’s back yard.

Along the cul-de-sac at the north end, four Willow Oaks will be planted by the applicant, as they are not on the individual lots, but rather on HOA property. The applicant also proposed five (5) 5-6-foot tall Savannah Hollies spaced at roughly 25’ on center in front of some parking spaces. Staff recommended the installation of a section of simple, open fencing, such as split rail, in front of the parking as well. The fence would to give a visual end to the road due to the steep slopes beyond, clearly distinguish it as common open space, and guide pedestrian and bicycle users to the trailhead for access. In addition, the trailheads will include pedestrian ramps and landscaped beds with knockout to highlight them.
The developer will install an 8-foot greenbelt walking trail along the south side of the lake, connecting east to west from Cambridge to Wilson’s Crossing. The disturbed areas around the lake will be hydroseeded, which is acceptable. However, construction plans require the pond slopes to 1’ below the permanent water line and the top bank of the pond be sodded. Plans indicate that the north and east sides of the pond beyond the trail will remain naturally wooded areas but the west and south side will be grass with landscaping. With regard to the roughly 135-foot wide open space along the east side of the development, that area shall remain undisturbed along the creek, but Ms. Reeder stressed the HOA is responsible for maintaining the 50-foot wide open area on the east side of the creek that backs up to the Cambridge neighborhood. That area is currently cleared of trees and shall be kept mowed per Town standards.

She said staff recommends approval, subject to conditions in addition to any conditions recommended by the Design Review Committee.

Main Motion: Ron Colin made a motion to approve the Common Open Space Plan for Forrest Lake Planned Development, Phase 2 subject to Staff and DRC conditions. Jennifer Walls seconded the motion.

Discussion: Chairman Thompson likes the recommendation of an additional bench if a flat place can be found. He also asked the developer about arms on the benches and the color. Mr. Bray confirmed that the benches will have arms and will be black. He also stated that a sidewalk seemed necessary to the pavilion, as it didn’t appear to be included.

Mr. Davidson stated that the Willow Oaks and Savannah Hollies should be 2 ½ caliper which is the Town minimum.

Chairman Thompson asked the developer if he was in agreement and understood the need for the fence. Mr. Bray agreed.

Chairman Thompson asked about how the east side with the trail that goes into Cambridge Manor would connect with the ditch. Mr. Bray stated he is building a pedestrian bridge made of steel with wood. The bridge would ultimately be the responsibility of the HOA. Mr. Thompson asked for clarification of what items had been added. Ms. Reeder noted the addition of fencing in the COS, revision to a minimum 2.5” caliper tree, note that benches should be black with arms, and to provide the sidewalk extension to the pavilion.

Vote on Main Motion: The motion to approve the Common Open Space Plan with staff and added DRC conditions carried unanimously.

CONDITIONS OF APPROVAL:
1. It is found that the application as presented on September 15, 2017, 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. Irrigation for designated landscape areas is required. An irrigation plan shall be submitted to Staff for review and approval prior to a PreConstruction meeting for this phase.
5. Prior to the commencement of construction, the following information shall be provided or revised:
   a. Should the applicant determine lighting is desired in the common open space lots, a lighting plan along with cut sheets of the proposed fixtures is to be submitted to staff and/or the Design Review Committee.
   b. Revise Landscape Plate 4 to correctly note four Willow Oaks are required around the cul-de-sac and include fencing at the parking spaces, with a detail.
   c. Propose a bench on the east end of the walking trail closer to Cambridge Manor for residents use and enjoyment.
   d. Revise plans to note that the banks of the pond to 1’ below the standard water line and the top of bank shall be sodded, consistent with construction plans.
   e. Add pedestrian ramps on the two locations where the walking trail intersects Creekside Lake Cove.
   f. Provide a sidewalk extension from the walkway to the pavilion to ensure full access.
   g. Benches shall be black with arms, consistent with recently approved plans in the area.
   h. Minimum tree size in the COS shall be 2.5 caliper.
   i. Add a section of simple, open fencing (such as split rail) in front of the common area parking spaces at the end of Creekside Lake Cove.

B. C-Store at Highway 64 & Airline – Site Plan

Angela Reeder provided an analysis (on file) of a site plan for a new convenience store at the northwest corner of Highway 64 and Airline Road. She explained the odd shape of the lot stating that the total site includes roughly 3.8 acres; however, 2.45 acres of the site is used only for a septic system and field lines. The store and associated parking lot is located in the B-2: General Commercial zone. The remainder of the lot being used for septic falls within the O: Office and E: Estate Residential zones.

Ms. Reeder stated that the applicant proposes to construct a single-story, 4,995 square foot building, with 3,500 square feet dedicated to the convenience store and 1,495 square feet for another retail user. The building is proposed at the back of the lot facing Highway 64, with parking on three sides, a fuel canopy over five fuel dispensers in front of the store, a detention basin on the east side along Airline Road, open space around the site perimeter, and two stub-outs to the north to allow for inter-connectivity in case of development occurring there as required by the Planning Commission’s approval on September 18, 2017.

She added that the proposed building is constructed primarily of stucco in a beige color, with a base of stacked stone veneer in a beige color. Darker stucco accents ring the building at the top of the window line and bronze metal awnings are proposed over the windows at the front of the building that also include bronze aluminum framing. The stone veneer is also used on three column features along the building front and at each of the building corners. Exterior doors are proposed as bronze, metal doors. Downspouts will match the adjacent stucco. Lastly, a trash enclosure is tucked behind the building will be finished in stucco with a stone base to match the building, with metal slat doors on steel frames.

The fuel canopy is also proposed with stacked stone bases, stucco columns to match the building, with a ring of trim roughly 2/3 of the way up. The canopy has a stucco finish in beige and a darker brown color, to complement the building.
The site will exceed the required 26.8 tree density units, providing 35.6 tree density unit overall. It is landscaped with a variety of trees, shrubs and groundcover which are all recommended in our Design Guidelines. Streetscapes include alternating Flowering Cherry and Golden Rain Tree along Highway 64, and Water Oaks along Airline Road. The applicant has requested use of the flowering Cherry in place of the Crepe Myrtles, due to blight in the region, which is consistent with previous allowances. However, due to overhead utility lines on Airline, the applicant has also requested the use of the Golden Rain Tree instead of the Pin Oak. As utility lines runs the length of Airline Road on one side or the other, staff accepts the consideration of a different species. In addition, no projects have been built to the Airline Road plate south of I-40. A line of 6-foot tall junipers is proposed around the exterior of the trash enclosure. Sidewalks will be installed along Airline Road.

The lighting plan shows 4 30-foot tall pole lights on 2-foot bases around the parking lot, lights within the fuel canopy and two wallpacks are proposed at the rear of the building at the exterior doors. Staff would look for bronze fixture to complement the awnings and materials on the building.

A separate sign application must be presented to staff for consideration and approval of any signs.

Staff recommended approval of the proposed C-Store Site Plan, subject to staff conditions and any additional conditions recommended by the Design Review Committee.

Main Motion: Ron Colin made a motion to approve the Site Plan for the C-Store at Highway 64 & Airline Road subject to Staff and DRC conditions. Daniel Davidson seconded the motion.

Discussion: Chairman Thompson asked Ms. Reeder and the applicant how this design began and came to be what is being presented now, as we don’t often see stucco finish.

Ms. Reeder stated that the first design that was submitted looked very similar but had an EIFS finish. Staff explained that the Town has a list of primary materials that are accepted and EIFS is listed as a secondary material. The revised plan uses stucco and only uses EIFS in areas necessitated by issues of weight. Mr. Guy Payne, the architect, stated they like the style of rounded corners and arches that can be provided with stucco and stone accents.

Ron Colin pointed out that the rendering did not include stone on the full height of the arches – like on the elevations, so it wasn’t fully representative. He then asked about adding vertical joints on the side elevations and perhaps raising the stone wainscoting higher on the sides as well. Mr. Payne stated there are sections where there could be more infill. A condition was added.

Chairman Thompson noted the east side pilaster looked unfinished, as it was only on the ease elevation. Mr. Payne said they would wrap it around the rear of the building to look like a full column.

Daniel Davidson was pleased with the landscape plantings and accepting of the proposed substitutions along Airline Road. He noted he wasn’t sure if the Golden Rain Tree will have a long life, but it is a beautiful tree.

Hearing no more discussion, Mr. Thompson asked Ms. Reeder to repeat the conditions that were proposed for addition. Ms. Reeder noted the extension of the pilaster, increased wainscoting height, and addition of score lines on the stucco.

Vote on Main Motion: The motion to approve the C-Store Site Plan with staff and added DRC conditions carried unanimously.
CONDITIONS OF APPROVAL:

1. It is found that the DRC application and plans dated October 3, 2017, 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 plan changes require prior approval by Town of Arlington staff and/or the appropriate Committee.

4. The site shall be maintained in accordance with the approved plans for the life of theproject. 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 and 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. Amended plans must 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. Note that all ground mounted equipment or meters must be screened by landscaping or other approved measures, unless the equipment is required to maintain visibility and access. All roof-mounted equipment must be fully screened by the building parapet.
   c. Provide cut-sheets and details for the lighting fixtures proposed to clarify that they are full cut-off fixtures and are finished in a bronze to complement the site.
   d. Provide an updated photometric plan to identify light intensities to just beyond the site boundaries for confirmation that light trespass will not occur.
   e. Carry the pilaster at the northeast corner of the building around the rear of the building approximately 5-feet to finish off the design.
   f. Maintain the same wainscoting height around the building’s east and west elevations, which will require raising the height along the wall roughly 12-16” to match the height on the pilasters in the rendering.
   g. Provide a detail for staff review of the east and west walls to identify the location of score lines for added interest on these elevations

C. Greenlee Street Offices – Northwest corner of Greenlee Street and Mott Street – Site Plan

Town Planner, Angela Reeder, provided an analysis (on file) for two new single-story office buildings located on the west side of Greenlee Street, just north of the CSX railway. The lot is approximately 1.26 acres and is within the SC: Shopping Center zoning district. It is currently undeveloped. The applicant proposes one building on the north and one on the south end of the lot, facing each other, with parking lots and a central open space area. Each building is 6,375 square feet in size. The Planning Commission approved the site plan on September 18, 2017.

Ms. Reeder said the project utilizes the same materials and color schemes on everything except the lap siding, but they are not exact copies. Both will have with a pitched roof and asphalt shingles. Building 1 has two suites with a single awning over the doors, supported by wood stained columns with stone bases. Building two has four (4) entry doors along the front to serve up to four suites. The two outside suites have curved metal awnings and the center two suites are covered by a long metal
awning with wood stained columns on stone bases, with three dormer windows above. Both are constructed of clay brick in a crimson color, with brown ledgestone accents, dark asphalt shingles, silver standing seam metal awnings, white gutters and downspouts, and white wood trim. The Hardi lap siding on one building is a beige color (Sherwin Williams, Ivory) and the other is a mossy green (Sherwin Williams, Green Earth). Exterior doors are primarily glass with clear aluminum storefront systems.

The site is well landscaped with a variety of trees and will exceed the required 25 tree density units, providing 32.5 tree density units overall. The design includes shrubs and groundcover which are recommended in our Design Guidelines. The streetscape along Greenlee includes Nuttal Oaks and Willow Oaks. A row of October Glory Maples is proposed along the rear/west property line and an existing tree will remain on the southwest corner of the lot. While the trash enclosures are tucked behind the building, Japanese Cleyera and magnolias are proposed around them for added screening.

A sidewalk will be installed along Greenlee Street and will extend to the front of each building for pedestrians. An irrigation plan will be required to be submitted to staff prior to the issuance of a building permit.

The lighting plan shows three 25-foot tall pole lights within the parking lot, and two 14-foot tall pole lights along the western property line, each with square black poles and slim-profile LED heads. In addition, a flood light is proposed at the front center sign that serves both buildings.

The lights are within the maximum height permitted, based on the site location. The proposed lighting intensity seems appropriate for the various areas of the site; however, there are some darker areas along the street side of the two buildings themselves, which the applicant wants to remain. Two small trash enclosures are proposed behind the buildings to handle roll-off cans for the offices. They are proposed to be finished in a split face block with cedar picket doors. Staff recommends a brick veneer on the enclosures to match the building.

No application for signage has been submitted at this time. However, the applicant has proposed locations and styles that signage would take, including stained wooden signage over the individual suites, either hanging below an awning or set above it. A separate sign application must be presented to staff for consideration and approval of any signs.

Staff recommended approval of the proposed Greenlee Street Offices Site Plan, subject to staff conditions and any additional conditions recommended by the Design Review Committee.

**Main Motion:** Daniel Davidson made a motion to approve the Site Plan for Greenlee Street Offices subject to Staff and DRC conditions. Jennifer Walls seconded the motion.

**Discussion:** Chairman Thompson indicated that he was happy with materials and variety in the buildings. Daniel Davidson stated they need taller plants at the trash enclosures and suggested 7-gallon Cleyera planted at 4-foot centers. Ron Colin mentioned some suggestions about exterior building lighting and found to be adequate. Mr. Colin also questioned a possible mistake on the rear elevation of one of the buildings where trim seemed to extend above and beyond the door frame. The applicant clarified their intent to lower the trim or add a small awning, which was accepted.

Mr. Thompson asked if there were any other comments and what conditions had been added. Ms. Reeder noted the only condition discussed dealt with the cleyera around the enclosure.

**Vote on Main Motion:** The motion to approve the Greenlee Street Offices Site Plan with staff and added DRC conditions carried unanimously.
CONDITIONS OF APPROVAL:
1. It is found that the DRC application and plans dated October 3, 2017, 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 plan changes require prior approval by Town of Arlington staff and/or the appropriate 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 and 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. Amended plans must 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. Note that all ground mounted equipment or meters must be screened by landscaping or other approved measures, unless the equipment is required to maintain visibility and access. All roof-mounted equipment must be fully screened by the building parapet.
   c. Provide a brick veneer on the trash enclosures to match the buildings.
   d. Revise the landscape plan to show 7-gallon Clevera around the trash enclosure placed at 4-foot centers.

D. 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: Daniel Davidson made a motion to adjourn. Ron Colin seconded the motion.

______________________________
Brian Thompson, Chairman

______________________________
Phillip Fung, Secretary

Submitted By: Mary Helen Carmack, Planning Clerk

Date: 11/14/17

Date: 11/14/17