Design Review Committee
December 12, 2017
6:30 P.M.
Meeting Minutes

I. Call to Order and Roll:

Secretary, Phillip Fung called the meeting to order and advised that a quorum was established.

Present
Phillip Fung, Secretary
Jeremy Biggs, Alderman
Ron Colin
Daniel Davidson
Tommy Reyes
Jennifer Walls

Others Present
Angela Reeder, Town Planner
Mary Helen Carmack, Planning Clerk

Absent
Josh Holtgrewe, Chairman – Excused

II. Approval of Minutes from November 14, 2017 Meeting:

Motion: Alderman Biggs made a motion to approve the minutes of the November 14, 2017 meeting. Ron Colin 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. Gray’s Creek Baptist Church – Site Plan – 3141 Inglewood Place, northwest corner of Highway 64 and Inglewood Pl.

Secretary Fung recognized Angela Reeder, Town Planner, who provided an analysis (on file) and explained that the applicant is seeking approval of a site plan to add a parking lot to an existing church. She said that the church congregation started outgrowing its existing parking lot a couple of years ago and added a gravel lot without Site Plan approval. Even with that some congregants are parking across the street and having to cross the street to get to the church. When staff contacted the church, they began the process of correcting the situation.
The property is 12.98 acres (4 parcels) in the B-2: General Commercial zone. The proposed parking lot is on the southeast corner of the property and will include 133 new spaces, an improved driveway on Inglewood, and a right-in/right-out driveway on Highway 64.

Ms. Reeder noted the property is largely undeveloped with much of it treed, giving them a tree-density unit well above the requirement. With that much undeveloped land, adding the proposed lot will still leave them with 83% open space, exceeding the Town requirement. She showed the committee an aerial photo that made it clear, however, that the area immediately around the church and parking lot doesn’t currently have landscaping. She said the proposed landscape plan will greatly enhance the site from the street. The parking lot will have islands at a maximum of every 15 spaces, as required, and each will have an October Glory Maple with liriope and holly.

Ms Reeder stated that the new streetscape along Hwy 64 and Inglewood proposes alternating Shumard Oaks, Eastern Redbuds and Dogwoods. The oaks along the street are to be placed roughly 50 ft oc, with the redbuds and dogwoods between them. The oaks and maples are proposed at 2’5” per design guidelines. The redbuds and dogwoods would be 8’ in height. A row of 3-gallon junipers would weave around the trees on both frontages. New plants and sod will be in the center median on the Inglewood entrance and along the church’s south wall. Ms. Reeder noted that the current landscaping plans do not include the large right-in/right-out “porkchop” island on Hwy 64. She suggested adding a condition to submit a plan to staff for the addition of sod and smaller growing, low plantings at that location.

The lighting plan was displayed which indicated the addition of four 23-foot tall pole lights with square bronze poles and LED heads, within the maximum height permitted. They are noted as full cutoff fixtures to reduce glare and light pollution. The existing parking lot already has some lighting and there are wall packs on the church. Ms. Reeder said the proposed lighting intensity seems appropriate with no trespass onto adjacent roadways.

The proposed improvements will resolve an existing nonconforming lot, create a safer environment for by adding adequate parking with ADA spaces and lighting and the proposed landscaping will beautify the site

Ms. Reeder said that staff recommends approval of the proposal subject to conditions in addition to any conditions recommended by the Design Review Committee.

**Main Motion:** Daniel Davidson made a motion to approve the Gray’s Creek Baptist Church Site Plan subject to Staff and DRC conditions. Alderman Biggs seconded the motion.

**Discussion:** Phillip Fung asked if the new parking lot would be asphalt like the existing lot. Ms. Reeder explained yes and added that the discoloration of the existing lot in the photos is largely due to residue from the gravel lot which will no longer be an issue. Alderman Biggs commented that these improvements are going to be beautiful from Highway 64 especially.

Daniel Davidson commented that the landscape plan contains a lot of green. He said he would like to see some color added such as using ruby Loropetalum. He suggested a stairstep arrangement on the Inglewood island. He said the row of Junipers will be beautiful and added that they will get to be 4’ – 6’ in height and 6’ wide when mature. He suggested having them meander around the oaks. He said that the height of the trees in the islands could become a problem and suggested replacing the maples in the center islands and on the southeast corner of the parking lot with a smaller tree like a redbud. He advised the applicant to reconsider the Dogwood trees as they are not sun trees. Ron Colin suggested a half-circle bed with specimen tree in the center at the RI/RO island, and just landscaping.
the back half so as not to obscure a driver’s view. Tommy Reyes inquired about sight visibility at the Inglewood entrance. Noting the oak tree closest to the Inglewood driveway could create a sight clearance issue for drivers. Eliminating that tree was discussed along with the idea of moving the next Dogwood up. Mr. Davidson restated his earlier comment that the applicant should re-think consider something to replace the Dogwoods. Ms. Reeder said that would be up to the owner and suggested a condition that they reconsider Dogwoods and look for replacements with color.

Secretary Fung asked if there were any comments about lighting. Ms. Reeder said she spoke with Chairman Holgrew who simply noted the area around the building looks darker and he didn’t have information on the existing wall packs but felt that the addition of more lighting and landscaping will improve that situation. Alderman Biggs asked if any of the bigger trees would be an issue for powerlines. Ms. Reeder pointed out that the powerlines are across the right-of-way and shouldn’t be an issue.

**Primary Amendment:** Tommy Reyes made a motion to add Condition 7 to state the following: “Revise the landscape plan to achieve the following: uniformly weave the juniper row among the oaks in the streetscape, consider the addition of some color such as using ruby Loropetalum instead of white, consider replacing the maples in the center islands and on the southeast corner of the parking lot with a smaller tree like a redbud so they do not interfere with lighting or adjacent street trees, remove the oak closest to the Inglewood driveway to avoid a sight clearance issue for drivers, landscape the Hwy 64 island with low plantings, place 3 gallon plants at 3’ o/c, and consider the addition of some color to the entrance island on Inglewood.” Alderman Biggs seconded the motion.

**Vote on Primary Amendment:** The motion carried unanimously.

**Motion on Main Motion as Amended:** Jennifer Walls made a motion to approve the Gray’s Creek Baptist Church Site Plan as amended. Alderman Biggs seconded the motion.

**Vote on Main Motion as Amended:** The motion carried unanimously.

**CONDITIONS OF APPROVAL:**

1. It is found that the DRC application and plans dated December 5, 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. Irrigation for designated landscape islands is required. An irrigation plan shall be submitted to Staff for review and approval prior to construction.
6. 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.
7. Revise the landscape plan to achieve the following: uniformly weave the juniper row among the oaks in the streetscape, consider the addition of some color such as using ruby Loropetalum instead of white, consider replacing the maples in the center islands and on the southeast corner of the parking lot with a smaller tree like a redbud so they do not interfere with lighting or adjacent street trees, remove the oak closest to the Inglewood driveway to avoid a sight clearance issue for drivers, landscape the Hwy 64 island with low plantings, place 3 gallon plants at 3’ o/c, and consider the addition of some color to the entrance island on Inglewood.

B. Other as properly presented.

There was no new business to come before the Committee.

V. Adjournment:

Secretary Fung called for a motion to adjourn.

Motion: Alderman Biggs made a motion to adjourn.
Daniel Davidson seconded the motion.

\[Signature\]
Josh Holtgrewe, Chairman  
5/18/19  

\[Signature\]
Phillip Fung, Secretary  
3/13/2018

Submitted By: Mary Helen Carmack, Planning Clerk