Town of Arlington
Design Review Committee Meeting

July 14, 2020
6:30 P.M.
AGENDA
Design Review Committee
Tuesday, July 14, 2020
6:30 p.m.

I. Call to Order & Establishment of a Quorum

II. Approval of the June 9, 2020 Meeting Minutes

III. Old Business

A. HNA Engineering - Site Plan – application to build a 3,390-sf office building at 5411 Hayes Road, on Lot 3 of the Center at Hayes Crossing PD.

B. Other as Properly Presented.

IV. New Business

A. Other as Properly Presented.

V. Adjourn
DATE: July 14, 2020

STAFF: Angela Reeder, AICP, Town Planner

SUBJECT: Site Plan Review

APPLICANT: HNA Building, LLC; Representative: Joshua Holtgrewe

DESIGN PROF./CONSULTANT: The Renaissance Group, Inc.; Representative: Wesley Wooldridge

SITE LOCATION: 5411 Hayes Road, Lot 3 of the Center at Hayes Crossing PD

SITE ACREAGE: 0.496 Acres

ZONING: O (Office) with a PD Overlay (Center at Hayes Crossing)

PROPOSAL: The applicant is requesting DRC approval of a site plan for a new office building on Hayes Road, east of Airline, in the Center at Hayes Crossing PD. The proposed site is undeveloped other than an existing driveway apron, approximately 0.5-acre in size, and zoned O: Office. This proposal is for Lot 3 of the Center at Hayes Crossing PD; other recent approvals in the PD include Pediatrics East and Arlington Physical Therapy center.

The Planning Commission approved the Site Plan layout for this site on May 18, 2020. This item was on the June DRC agenda, but had to be continued for lack of a quorum.

Building Elevations: The applicant proposes to construct a 3,390 square foot office building for their engineering firm. The building is shown in the center of the lot facing Hayes Road, with parking spaces in the front and along the west side.

The applicant proposes an exterior of primarily clay brick in tan and red-brown colors, along with accents of stone veneer wainscoting (suede) at the entrance, and off-white board and batten siding over fiber cement panels. Brick, stone, wood siding, and fiber cement board are all approved Primary Materials in our Design Guidelines. The PD requires buildings be 100% primary materials and at least 85% brick/stone, which this project meets.
The entrance has a covered front porch with a bronze standing seam roof and cedar columns. The roof is architectural asphalt shingles in a weathered wood (gray) color. Other details include brick soldier headers over the doors and windows and a decorative gooseneck light fixture. Trim is proposed in a sugar dust white color. Window and door framing is shown as a light bronze (amber). The side door is proposed to match the board and batten siding color.

Color and material samples will be available at the meeting and a color rendering is included. Both the design and materials are similar to and complement the existing approved buildings within the PD. The building design utilizes the same materials around all four sides to maintain quality.

**Landscaping and Tree Ordinance:** The project meets open space requirements and will provide 12.5 tree density units (tdu), which exceeds the site requirement. The PD also requires a minimum amount of parking lot landscaping (300 sf + 1 tree), which is met with the 440sf island on the west end.

The site is landscaped with a variety of plant materials and includes sod in open disturbed areas. The streetscape includes alternating Redbud and Nuttal Oak, with a row of Dwarf Burford Holly behind. Other trees on-site include two cherry trees, a maple, a magnolia, and another Forest Pansy Redbud. Clusters of other smaller shrubs and groundcover are proposed around the perimeter of the building, in landscape islands, and to screen the transformer and backflow preventer.

A pedestrian crosswalk is proposed from Hayes to the front of the building, as required for access.

**Exterior Lighting and Photometric Plan:** The lighting plan shows three (3) LED pole lights within the parking lot. They are proposed on square, 20’ tall poles, and at 4000K temperature, consistent with previous projects in this PD.

Building lighting includes a gooseneck fixture on the front of the building, a decorative sconce at the side exit, wallpacks around the perimeter, and downlights under the front porch. These shall be in a finish to match the building. The photometric shows adequate coverage of the parking lot, entrances and sidewalks alongside the building.

**Garbage Collection Areas / Mechanical Units:** A 6-foot tall cedar fence with a cedar cap is proposed at the back of the building to enclose an area and screen condensing units, a backup generator, and roll-off trash cans to serve the office. No roof mounted equipment is proposed.

As typical, any other ground or wall mounted meters must be screened by landscaping, fencing, or painted to match adjacent surface if surface mounted. Plans show landscape plantings to screen equipment, such as the transformer, as required by Code. During construction, final location of those items may require additional landscape materials, paint, or other screening be provided.

**Signage:** No application for signage has been submitted at this time, although a potential sign location is shown on the rendering. Staff would review a sign application for approval when it is presented for consideration, confirming size, design, and lighting meets our Code allowances.

**Next Steps:** If approved, the applicant must next complete all conditions of approval, complete construction plans, and have a pre-construction meeting with staff before starting work.
**RECOMMENDATION:** The proposed building meets Town and PD requirements for materials, colors, roof form, and façade design. It also includes landscaping, colors, and materials that should complement existing office structures nearby. As such, Staff recommends approval of the proposed HNA Office, subject to the following conditions:

**CONDITIONS OF APPROVAL:**

1. It is found that the DRC application and plans dated May 29, 2020, 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. All ground mounted equipment or meters must be screened by landscaping, fencing or other approved measures to the satisfaction of staff, unless equipment is required to maintain visibility and access. Wall mounted equipment may be painted to match the adjacent wall, if an option.

6. Any exterior signage on plans is conceptual only and will require submittal of a Town Sign Permit application for staff review and approval.

7. Prior to starting construction, 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.
LOCATION MAP

HNA Office (Center at Hayes Crossing, Lot 3)

5411 Hayes Rd - Site Plan
**Design Review Committee**  
**SITE PLAN APPLICATION**

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>HNA Office Building</th>
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<tbody>
<tr>
<td>Project Address:</td>
<td>5411 Hayes Road</td>
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<tr>
<td>Developer Contact:</td>
<td>Josh Holtgrewe</td>
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<tr>
<td>Company Name (if applicable):</td>
<td>HNA</td>
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<tr>
<td>Company Address:</td>
<td>11880 Cranston Dr. Ste. 104 Arlington, TN 38002</td>
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<tr>
<td>Daytime Phone:</td>
<td>901-290-6377</td>
<td>Fax Number:</td>
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<tr>
<td>E-mail Address:</td>
<td><a href="mailto:josh@hnaengineering.com">josh@hnaengineering.com</a></td>
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Architect Contact: Ron Colin  
Company Name: Renaissance Group Inc.  
Mailing Address: 9700 Village Circle, Suite 100; Lakeland, TN  
Daytime Phone: 901-332-5533 | Fax Number: |
E-mail Address: rcolin@rgroup.biz

Engineer Contact: Wesley Wooldridge  
Company Name: Renaissance Group Inc.  
Mailing Address: 9700 Village Circle, Suite 100; Lakeland, TN  
Daytime Phone: 901-332-5533 | Fax Number: |
E-mail Address: wwooldridge@rgroup.biz

Name of Property Owner: HNA Building, LLC  
Mailing Address: 11880 Cranston Dr. Ste. 104 Arlington, TN 38002  
Daytime Phone: (901) 290-6377 | Fax Number: (901) 290-6378 |
E-mail Address: josh@hnaengineering.com

**Instructions for Submitting an Application:**

- **X** Fee Schedule: $400.00
- *Make checks payable to the *Town of Arlington* *
- **X** Attached is a Site Plan Checklist of required items. All items must be addressed or the application may be deemed incomplete and returned to the applicant.

**Office Use Only**

Date Received:  
Amount:  
Fee Receipt #:  

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507  
Telephone (901) 867-2620 • Fax (901) 867-2638

Updated 09-23-19
Design Review Committee  
Site Plan Application

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the submittal deadline.

2. If all required materials/documents are not submitted to and received by the Planning Department by the deadline, the application will NOT be accepted or posted on the Design Review Committee Agenda.

3. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

4. By signing this document, the applicant and owner accept the above conditions.

*Owner information is required

Copy and use additional pages if necessary

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<th>APPLICANT:</th>
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<tr>
<td>If an Entity:</td>
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<tr>
<td>Name of Entity: Renaissance Group Inc.</td>
<td>Name of Entity: HNA Building, LLC</td>
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<tr>
<td>By (Signature):</td>
<td>By (Signature):</td>
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<tr>
<td>Print Name: Ron Colin</td>
<td>Print Name: Josh Holtgrewe</td>
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<tr>
<td>Title: Project Architect</td>
<td>Title: Member</td>
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