Design Review Committee
August 13, 2019
6:30 P.M.
Meeting Minutes

I. Call to Order and Roll:

Present:
Jeremy Biggs, Secretary
Ronald Colin
Josh Holtgrewe, Chairman
Jeanne Myers

Absent:
Deadrick Turner
Tommy Reyes
Daniel Davison

Others Present:
Cathy Durant, Town Administrator
Lynette Kirk, Planning Assistant

II. Approval of Minutes from July 9, 2019, Meeting:

Chairman Holtgrewe called for a motion to approve the July 9, 2019 meeting minutes as submitted.

Motion: Jeremy Biggs made the motion. Ron Colin seconded it.

Vote on Motion: The motion carried.

III. Old Business:
A. Other as Properly Presented

No other business was presented.

IV. New Business:

A. Wright Medical – Sign Permit – Sign Permit for Wright Medical located at 11576 Memphis Arlington Road.

Chairman Holtgrewe recognized Angela Reeder, Town Planner, who presented the staff report for Wright Medical (on file).

Ms. Reeder said the applicant is requesting approval for a wall sign for Wright Medical’s new building under construction at 11576 Memphis-Arlington Road.

She stated this is a request to place a wall sign on the building’s front elevation, facing Memphis-Arlington Road. Ms. Reeder said the sign is 55 square feet in size and they are
allowed up to 150 square feet. She said aluminum material is acceptable with halo lighting on the lettering and meets the Town’s code.

Ms. Reeder explained the deviation requested involves the proposed red lettering, which is outside the colors allowed for text in a wall sign. She said the Zoning Code states wall sign logos may use color, but sign text or copy on a wall sign is limited to the following 5 colors.

She said a section in the Zoning Ordinance states the DRC can consider allowing use of color text on wall sign for a single-tenant, stand-alone building that desire to use corporate colors in their brand.

Ms. Reeder said the applicant stated the red lettering is tied to their brand. She said the applicant used the lettering on their existing buildings next door and on their buildings world-wide.

Ms. Reeder stated staff recommends approval of Wright Medical Sign Application subject to the proposed conditions.

Chairman Holtgrewe called for a motion.

**Main Motion:** Jeremy Biggs made a motion to approve Wright Medical Sign Application. Jeanne Myers seconded the motion.

**Discussion:** Mr. Holtgrewe thank Ms. Reeder and said he felt this was clear cut. He said the Committee has set a precedent on previous building and turned to the Committee for questions, comments, and/or concerns. All agreed and no comments were made.

Chairman Holtgrewe called for a motion.

**Motion:** Jeanne Myers made a motion to approve Wright Medical - Sign Approval Application with added conditions noted by Angela Reeder. Jeremy Biggs seconded the motion.

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

**RECOMMENDATION:**

1. The proposed wall sign as presented and with the conditions of approval, shall in all respects, comply with the applicable provisions of the Zoning Ordinance and Design Guidelines Manual.

2. A sign permit for each sign is required and shall be obtained from Shelby County Code Enforcement prior to installation. Prior to issuance of a sign permit, any changes required by the Design Review Committee shall be reflected on the plans and submitted to staff.

3. The sign shall be installed in accordance with all provisions of the Zoning Ordinance and Design Guidelines Manual.

4. No additional wall signs for other tenants shall be permitted on the building while this sign is present, as the request is being granted based on an allowance given to single-tenant buildings

B. **Arlington Fire Station #2**
Chairman Holtgrewc recognized Angela Reeder, Town Planner, who presented the staff report for Arlington Fire Station #2 (on file). Ms. Reeder stated this is a courtesy review. She explained that last year the BMA were presented a Proposal for a Second Fire Station south of I-40; which was accepted.

Ms. Reeder said the Town purchased 2-acres of land at the northwest corner of Airline and Donelson Roads and entered into a contract with Powers Hill Design and Allen and Hoshall in October of 2018 for architectural and engineering services for the station.

She explained the design has approximately 13,400 square feet facing Donelson Road. She stated the exterior will be brick and stone.

Ms. Reeder said the pitched roof is standing seam metal. A tower feature highlights the front entrance and includes a Maltese Cross inset above the door. Cast stone lintels and sills are located on all the windows. Ms. Reeder and Ms. Durant passed around sample boards for the Committee.

She said the landscape plans have a variety of trees along Airline which roughly follow the streetscape. She stated south of I-40 has been hard to enforce street scape due to overhead power lines.

Ms. Reeder discussed the photometric plan and lighting showing the various lighting around the parking lot. She said the lights are oriented to not cast light outside of the site.

Chairman Holtgrewc said a motion is not needed for the Arlington Fire Station #2 – as it is just a presentation and update. He asked about the light pole heights and expressed concern the neighbor might be affected by pole casting light in their yard. Ms. Reeder said they would check and relocate the pole if it made sense.

Mr. Colin asked if there was a safe room. Ms. Durant said no, the architects here stated the State Fire Marshall does not require a safe room.

Ms. Reeder closed the discussion thanking the Committee for their time.

C. Other as Properly Presented.
No other business was presented.

V. Adjournment:
Chairman Holtgrewc called for a motion to adjourn.

Motion: Ron Colin made the motion. Jeremy Biggs seconded it.

Vote on Motion: The motion carried.

Josh Holtgrewc, Chairman

Jeremy Biggs, Secretary

Submitted By: Lynette Kirk, Planning Administrative Assistant