Town of Arlington
Design Review Committee Meeting

December 10, 2019
6:30 P.M.
AGENDA
Design Review Committee
Tuesday, December 10, 2019
6:30 p.m.

I. Call to Order & Establishment of a Quorum

II. Approval of the November 12, 2019 Meeting Minutes

III. Old Business

A. Other as Properly Presented.

IV. New Business

A. Providence Place PD – COS Plan – Common Open Space plans for Phase 1 of the Providence Place PD, located on the south side of Milton Wilson Road, 1,100 ft. east of Airline Road intersection.

B. Pediatrics East – Site Plan – New office building on Lot 5B of the Center at Hayes Crossing PD on the south side of Cranston Drive, east of Airline Road.

C. Other as Properly Presented.

V. Adjourn
TOWN OF ARLINGTON, TENNESSEE
DESIGN REVIEW COMMITTEE

DEVELOPMENT STAFF REPORT

Providence Place PD, Phase 1
Common Open Space Improvement Plan

DATE: December 10, 2019

STAFF: Angela Reeder, AICP, Town Planner

SUBJECT: Common Open Space Site Plan Review

APPLICANT: Bank of Bartlett; Representative: Chris Willoughby

DESIGN PROFESSIONAL: Dalhoff Thomas Design, LLC; Representative: Owen Harris

SITE LOCATION: South side of Milton Wilson Blvd, east of Hall Creek

ZONING CLASSIFICATION: SC (Shopping Center) per Providence Place PD Overlay

ACREAGE: 23.79 acres (of the 44.9-acre site)

BACKGROUND:
The BMA approved the Master Development Plan (MDP) for the Providence Place PD in April 2019, which is a commercial and mixed-use project with several open space areas. The site sits on the south side of Milton Wilson Boulevard, just east of Hall Creek and the Airline Rd PD.

PROPOSAL:
The applicant is requesting Design Review Committee approval for their common open space improvements for Phase 1 of the PD. This phase will include 5 commercial lots and 3 COS lots.

The proposal is unique, in that most of the COS improvements are intended to serve the mixed-use building and hotel site. The design of those sites has not been considered yet, so final design of the associated improvements is unavailable. In addition, many of the improvements occur around a shared detention basin, which will be used as a sedimentation basin during construction and only converted to an amenity afterwards.

As such, this plan addresses those areas that can be improved now with public improvements, and it sets aside guidelines for future Common area improvements to ensure quality and consistency. Those improvements will then be considered concurrent with Site Plans for the individual commercial lots.
**Landscaping and Irrigation:** The PD for the site provided streetscape plates for each of the roads and a general guideline for landscaping. A landscape plan has been provided which includes the streetscapes associated with this phase. An irrigation plan will be required to be submitted and approved by staff prior to work beginning on phase 1.

**Streetscape:** The primary north-south roadway, Providence Place, is shown with Chinese Elm lining the road. A standard 5 ft sidewalk is identified on the west side of the road, while an 8 ft sidewalk is proposed on the east side in the urban greenway. A row of evergreen shrubs will be required between the sidewalk and parking lot of future developments on either side of the road. These will be installed concurrent with those site improvements.

Willow Oaks are proposed along the streetscape of the second roadway portion extending east. Like the other roadway, a row of shrubs will be required behind these concurrent with any site development.

**Open Space Plantings:** Plantings are identified for the roundabout on the southern end of the street, as required by the PD. It includes 8-10’ tall junipers in the center, ringed by lower growing shrubs, and ultimately turf on the perimeter (for visibility).

Also included is a small piece of the COS pedestrian greenway that runs east-west through the site. Plans show a meandering sidewalk flanked by Tulip Poplar and Dogwood trees. When future phases are developed, this will be extended in a similar fashion to the east.

**COS Design Guidelines:** To guide future improvements installed with the various sites, the applicant has provided Design Guidelines. These provide guidance and details of any future hardscape (patios, sidewalks), fences, site furnishings, and lighting. This is in addition to the language already included in the Master Plan. All of the guidance and examples encourage quality design and meet Town Guidelines, including a requirement for masonry columns every 50 ft on long lengths of fencing.

**Lighting:** No private lighting is proposed with this COS plan, as improvements proposed at this time will be lit by streetlights. Lighting of future COS areas shall be reviewed when those areas are submitted in concurrence with individual site improvements.

**RECOMMENDATION:**
Staff recommends approval, subject to the following conditions and any additional conditions recommended by the Design Review Committee:

**CONDITIONS OF APPROVAL:**
1. It is found that the application as presented on October 28, 2019, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance, the Design Guidelines Manual, and the approved Planned Development.
2. Any approval shall be contingent upon the applicant satisfying all requirements/conditions of PD Plan approval levied by the Board of Mayor and Aldermen.

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 with construction plans and prior to a PreConstruction meeting for each phase.

5. Note all open space shall be private owned and maintained by the Property Owners’ Association.

6. Property Owners Association guidelines shall clearly identify the requirement that the Providence Place greenway on the east side of the road is their responsibility for maintenance.
## Town of Arlington
### Design Review Committee
#### SITE PLAN APPLICATION

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

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<th>Providence Place PD - Phase 1</th>
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<tr>
<td>Project Address:</td>
<td>0 Milton Wilson Blvd</td>
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<tr>
<td>Developer Contact:</td>
<td>Chris Willoughby</td>
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<td>Company Name (if applicable):</td>
<td>Bank of Bartlett</td>
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<td>Company Address:</td>
<td>6281 Stage Rd Memphis, TN 38134</td>
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<tr>
<td>Daytime Phone:</td>
<td>901.271.9317</td>
<td>Fax Number:</td>
<td>901.382.6609</td>
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<tr>
<td>E-mail Address:</td>
<td><a href="mailto:cwilloughby@bankofbartlett.com">cwilloughby@bankofbartlett.com</a></td>
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### Landscape

| Architect Contact:      | Owen Harris, PLA               |        |     |
| Company Name:           | Dalhoff Thomas Design, LLC     |        |     |
| Mailing Address:        | 6465 N Quail Hollow Rd, Ste 401 Memphis, TN 38120 |     |     |
| Daytime Phone:          | 901.646.5076                   | Fax Number: |     |
| E-mail Address:         | owen@dt-designstudio.com       |        |     |

### Engineer Contact

| Company Name:           | Renaissance Group              |        |     |
| Mailing Address:        | 9700 Village Circle, Suite 100 Lakeland, TN 38002 |       |     |
| Daytime Phone:          | 901.332.5533                   | Fax Number: |     |
| E-mail Address:         | wwooldridge@rgroup.biz         |        |     |

### Name of Property Owner

| Bank of Bartlett         | 6281 Stage Rd Memphis, TN 38134 |        |     |
| Daytime Phone:           | 901.271.9317                    | Fax Number: |     |
| E-mail Address:          | cwilloughby@bankofbartlett.com |        |     |

### Instructions for Submitting an Application:

- Fee Schedule: $400.00
- *Make checks payable to the Town of Arlington*
- 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.**
**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.

*Copy and use additional pages if necessary*

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| Owen Harris, PLA | Chris Willey

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<tr>
<th>Print Name: Owen Harris, PLA</th>
<th>Print Name: Chris Willey</th>
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| Title: Senior Associate | Title: child

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DATE: December 12, 2019

STAFF: Angela Reeder, AICP, Town Planner

SUBJECT: Site Plan Review

APPLICANT: Pediatrics East; Representative: Robert Higginbotham, MD

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

SITE LOCATION: Lot 5B of the Center at Hayes Crossing PD, located on the south side of Cranston Drive, east of Airline Road.

SITE ACREAGE: 1.25 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 medical office on the south side of Cranston Drive, Lot 5B in the Center at Hayes Place commercial subdivision. The proposed site is an undeveloped pad, approximately 1.25 acres in size and zoned O: Office.

The Planning Commission approved a Site Plan layout for this site on November 18, 2019.

Building Elevations: The applicant proposes to construct a 7,373 square foot building for a new Pediatrics East office. The building is proposed on the east side of the lot facing Airline Road, with parking in the front. Three additional spaces are provided at the rear of the building and a trash enclosure is provided off the shared access road on the south side of the building.

The applicant proposes an exterior of primarily brick in two colors (red and gray), with accents of simulated wood siding (Hardie, lap siding) in a light gray color. Brick and fiber cement board are each approved Primary Materials in our Design Guidelines, and the PD requires buildings be 100% primary materials. It also requires 85% brick/stone, which the building meets with 87% masonry.
Other accents include ledge stone (Centurion Ledge Stone, Suede) at the entrance and on column bases, a cast stone sill, and wood brackets and posts. The roof is pitched with asphalt shingles in a weathered wood (gray) color.

Trim, downspouts, and gutters are proposed in Dover White. The window and door framing is clear anodized, which complements the gray brick around the bulk of the building. Black or bronze is encouraged by Design Guidelines unless other colors are more appropriate or complimentary.

Color and material samples will be available at the meeting and a color rendering is included. The design and materials are similar and complement the existing office buildings across Cranston, including the Eye Care Clinic and office complex (below).

The Planning Commission noted that while this will be an office complex and therefore some buildings may face internal drives and not toward a street, elevations fronting on public streets should be finished comparable with the front elevation. The proposed building does extend the same materials and accents around all four sides to maintain quality. The elevation labelled ‘east’ on plans will front Cranston Drive and it does include all brick veneer with multiple windows and a door. Staff considered a suggestion to apply a similar treatment over the door facing Cranston as the opposite side, with a short roof with wood brackets; however, added landscaping here would likely screen its view.

**Landscaping and Tree Ordinance:** The project meets minimum open space requirements and will exceed the required 25 tree density units, providing just over 38 tdu as currently proposed.

The site is landscaped with a variety of trees, shrubs, groundcover, including sod around any disturbed areas. The streetscape plantings include a row of 5 Autumn Blaze Red Maples. Clusters of other smaller shrubs and groundcover are proposed around the perimeter of the building, with beds of seasonal color flanking the entrance. A row of three (3) holly also screen the Cranston end of the building. Additional plantings and trees are proposed around the rear of the building, alongside the mechanical screen wall, and around the trash enclosure.

The parking islands include one tree each and sod. These should be increased to 2 trees, as Code requires two trees on islands for double rows. Lastly, the PD requires a minimum amount of internal parking lot landscaping (900 sf), which appears to be met, but the applicant must confirm prior to construction.

A pedestrian crosswalk is proposed from Cranston, which leads to the walkway in front of the building.
An irrigation plan will be required to be submitted to staff prior to the issuance of a building permit. Plans note that backflow preventers must be inconspicuous and screened, as required.

**Exterior Lighting and Photometric Plan:** The lighting plan shows four (4) pole lights proposed within the parking lot around the building. They are proposed on square, black poles with the fixtures mounted at 25 feet. Two black wallpack fixtures are proposed along the rear of the building. Other fixtures are mounted under the front and rear canopies to light the entrances.

The photometric shows adequate coverage of the parking lot, entrances and sidewalks alongside the building. A condition of approval requires the applicant to provide a plan stamped by a licensed professional to confirm accuracy; initial photometrics were signed so staff assumes it was an oversight.

**Garbage Collection Areas:** A trash enclosure is proposed at the southwest corner of the site, which will hold two dumpsters and be shared with lot 5A in front of this one. It will be finished with red brick to match the building, with a brick rowlock detail, and a gray metal panel door on steel posts.

**Mechanical Units and Meters, Transformers, Rooftop Units:** No rooftop units are proposed. Mechanical equipment is either in the attic/second floor area of the building or on the southern side behind a brick mechanical screen. This is consistent with Design Guidelines, as long as ground mounted equipment is fully screened.

As typical, any other ground or wall mounted meters must be screened by landscaping, fencing, or painted to match adjacent surface if surface mounted. Final location of those items may require additional landscape materials to be provided, such as around the transformer.

**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 Pediatrics East Site Plan, subject to the following conditions:

**CONDITIONS OF APPROVAL:**
1. It is found that the DRC application and plans dated December 4, 2019, 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.
   b. A photometric plan stamped by a licensed professional shall be provided to Town Staff to confirm the plan reviewed by the DRC is accurate, per Design Guidelines requirements.
   c. Revise landscape plan to add a second tree to each of the two internal parking lot islands and confirm the PD required 900 square feet of parking lot landscaping is met.
Town of Arlington
Design Review Committee
SITE PLAN APPLICATION

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Project Name: PEDIATRICS EAST, INC LOT 5B Zoned: 0
Project Address: 5590 AIRLINE ROAD
Developer Contact: ROBERT HIGGINBOTTOM, MD
Company Name (if applicable): PEDIATRICS EAST
Company Address: 8110 WALNUT RUN ROAD CORDOVA, TN 38018
Daytime Phone: 901-757-9600 Fax Number: -
E-mail Address: DRHIGGINBOTTOM @ PEDEAST.COM

Architect Contact: DOUG BURRIS
Company Name: RENAISSANCE GROUP
Mailing Address: 9700 VILLAGE CIRCLE SUITE 100 LAKEWOOD TN
Daytime Phone: 901-332-5533 Fax Number: 901-332-5534
E-mail Address: dburriss@rgroup.biz kduncan@rgroup.biz

Engineer Contact: ETHAN WRIGHT
Company Name: CSA ENGINEERING
Mailing Address: 9700 VILLAGE CIRCLE SUITE 300 LAKEWOOD TN
Daytime Phone: 901-260-7850 Fax Number: 901-260-7853
E-mail Address: ETHANW @ CSASTRUCTURES.COM

Name of Property Owner: DR. ROBERT HIGGINBOTTOM, MD
Mailing Address: 8110 WALNUT RUN ROAD CORDOVA, TN 38018
Daytime Phone: 901-757-9600 Fax Number: -
E-mail Address: DRHIGGINBOTTOM @ PEDEAST.COM

Instructions for Submitting an Application:

☒ Fee Schedule: $400.00
*Make checks payable to the Town of Arlington*
☒ 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: 10-28-19
Amount: 400
Fee Receipt #: 0414259

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.

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<td>Print Name: <strong>KEVIN DUNCAN</strong></td>
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