Design Review Committee  
February 13, 2018  
6:30 P.M.  
Meeting Minutes

I. Call to Order and Roll:

Chairman Josh Holtgrewe called the meeting to order and advised that a quorum was established.

Present   Others Present
Josh Holtgrewe, Chairman   Angela Reeder, Town Planner
Phillip Fung, Secretary   Mary Helen Carmack, Planning Clerk
Jeremy Biggs, Alderman
Ron Colin
Daniel Davidson
Tommy Reyes
Jennifer Walls

II. Approval of Minutes from December 12, 2017 Meeting:

Tommy Reyes noted that his name was incorrectly noted as Tommy White in the December 12, 2017 minutes. Staff agreed to make that change.

Motion: Daniel Davidson made a motion to approve the minutes of the December 12, 2017 meeting with those changes. Alderman Biggs 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. Haysville-Arlington Commons PD – Mixed commercial/residential development on the South side of Mott Street, roughly 400 feet east of Chester Street.

Chairman Holtgrewe recognized Angela Reeder, Town Planner, who provided an analysis (on file) and explained that the applicant is seeking approval of an approximately 1.3-acre mixed-use development located on the south side of Mott Street at the far eastern terminus of Mott. The site was most recently the Town’s Community Garden until last year when it was sold to the applicant to develop. The site falls within the B-3: Downtown Business zone and the Depot Square Overlay.

Ms. Reeder stated that the proposed PD is a 25,000 square foot, two-story building, with retail and offices on the ground floor and 10 single-family residential units above. The building will be on the
east side of the property with parking on the north, west, and south sides. In addition to access from Mott Street a new driveway from Chester Street, which will include a sidewalk is proposed. She informed the committee that this has been presented to the Planning Commission and Board of Mayor and Alderman with public hearings and was approved by the Board earlier this month.

Providing material boards and renderings to the Committee, Ms. Reeder spelled-out that the building is to be 38 feet tall and constructed of brick in four (4) different colors, with a variety of rooftlines, accent materials, and other details that are intended to make it look like nine (9) separate buildings that would have been built over time. The building utilizes many features common in early 1900 design. Each façade has lower storefront windows, an upper façade and cornice treatments along the roof with the parapet along the roof being varied as well. In addition to the brick there are some areas with a cast stone base and wood window accents and framings. Some of the façades will have recessed entryways. Sloped metal awnings, metal canopies and balconies are included in almost every façade. She explained that the balconies would have iron railings and vary from 3 to 5 feet deep. The approved PD includes restrictions on the use of the balconies for only café furniture and plantings to ensure a quality appearance. Additional details include a transom, painted wood bulkheads, upper windows in a variety of shapes and sizes, with brick headers, cast-concrete caps, or arched caps with keystones. These features incorporate several of the Depot Square guidelines and complement existing and proposed buildings in that area.

Moving on to the building’s west elevation, Ms. Reeder pointed out it will face a pedestrian walkway and the TDOT yard beyond. Therefore, this elevation includes the fewest details while still including quality materials.

Two additional structures on the site include a small garage/storage building on the southern side that will be about 13 feet tall, constructed of brick with rowlock and soldier course bands circling the building. A bronze overhead door is located on one side, a bronze man-door on the other and five windows with bronze framing. A trash enclosure is proposed on the southwest corner of the lot. It would be finished with brick matching the building, a man door for residents, and a gate for commercial use. Doors are identified as bronze metal on steel frames.

The applicant provided landscaping and irrigation plans which Ms. Reeder said contains a line of nine (9) Slumard Oak trees along the southern boundary, and shrubs along the eastern boundary. Varieties of Crape Myrtle and Chinese Dogwoods are proposed in the islands throughout the parking lot to add color. There exists a 10-foot setback between the sidewalk and the building which will be sodded with some foundational plantings next to the building. Camellias are proposed around the garage and trash enclosure.

Ms. Reeder discussed the fact that the finish of the sidewalk to be installed around the building as well as along the new driveway has not been specified. She encouraged stamped, stained concrete similar to other sidewalks in Depot Square.

The lighting plan indicates five 22-foot tall pole lights with square bronze poles and bell-shaped, LED fixture heads which will be either hook mounted or side-arm mounted. A variety of bronze colored gooseneck style and lantern style lights are proposed on the exterior of the building that are consistent with Depot Square guidelines.

No signage has been proposed at this time. A condition of approval for the Planned Development requires a Comprehensive Sign Plan be submitted and approved. Therefore, any application for future tenant would be presented to staff for consideration and remain consistent with the PD’s Comprehensive Sign Plan.
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: Tommy Reyes made a motion to approve the Haysville-Arlington Commons PD subject to Staff and DRC conditions. Ronald Colin seconded the motion.

Prior to the discussion Chairman Holtgrewre disclosed he is the electrical engineer on this project and would be abstaining from the vote.

Discussion: Jennifer Walls asked if there would be an open roof with a gathering area or a pool. Kevin Ledford, Ledford Engineering and Planning, 5867 Commander Drive, Suite 105, Arlington, TN, answered that there will be an open gathering place on the roof for residents only. There will be no pool.

Ronald Colin noted that the rendering seemed to indicate more color variations than the brick samples that were presented. Stevie Wilbanks, Project Architect, agreed that is the way it looks but stated there will be a difference when it is seen on the actual 38-foot tall building. She listed her variations of brick used on each façade, either Burlington, Madison, Wakefield or Old Colony. These brick variations are intended to balance the building with no two similar colors next to one another. She added there is also the option of using different mortars. Mr. Ledford stated that they will produce a mock up prior to installation and if that comes out with the finishes looking too similar they will make the appropriate changes.

Alderman Biggs inquired about the language referencing what can be placed on the balconies, asking how complaints of non-compliance would be handled. Ms. Reeder stated the PD requires the owner to be responsible for that, but certainly if a complaint came to the Town, staff would contact the owner to enforce compliance.

Alderman Biggs also asked about the existing north-south powerlines. Mr. Ledford stated those would be relocated during construction. A new pole will be placed at the northeast corner with underground electricity run from there.

Tommy Reyes asked about the parapet around the rooftop gathering place. Mr. Ledford stated that they would be of a and height to comply with safety regulations. Ms. Wilbanks said she had spoken with Chief McMillen about that and he said the minimum is four (4) feet so she has ensured that her lowest elevation dip is no lower than four feet of difference.

Ron Colin asked exactly how the brick issue could be addressed. Ms. Reeder said a condition can be added that when the mock wall was created, staff would review and sign off on it with regards to the Committee’s concerns about variety.

Daniel Davidson suggested the camellias around the trash enclosure and garage/storage building be larger such as 7-gallon camellias. Mr. Ledford agreed. Mr. Davidson also questioned the shrubs on the east property line and suggested 8-foot centers. Mr. Ledford agreed with that as well.

Mr. Reyes inquired about the lighting at the southern driveway and along the sidewalk. Chairman Holtgrewre stated that the intent is a pedestrian should be looking with the light, not at it. Adding that not spilling onto the railroad is another consideration. Mr. Reyes wanted to know if the lights would all be on all night. Mr. Holtgrewre stated that dimming is an option such as the building mounted lights remaining at 100% with the parking lot lights dimming to 30-40% percent after midnight with the lights coming back up if anyone entered that area.
Jennifer Walls asked if restaurants would have outside seating. Mr. Ledford answered they will not.

Chairman Holtgrewe asked Ms. Reeder to read back the additions. Ms. Reeder read the condition to require a mock-up wall, revised landscaping, dimming feature on lighting and revised photometric.

**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 February 1, 2018, 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 Comprehensive Sign Plan shall be reviewed and approved by the DRC before any sign permit is approved for the PD. Afterwards, separate applications shall be presented to staff for consideration and shall conform to the requirements of the Arlington Zoning Ordinance and the approved Comprehensive Sign Plan.
6. Landscape and irrigation plans shall be included with the set of civil construction plans and mylars for approval.
7. 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.
8. 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. Clarify the proposed mounting style for the parking lot light fixtures.
   b. Revise plans to indicate the walkways on the site shall be stamped, stained concrete to give the appearance of brick pavers, similar to other sidewalks throughout Depot Square.
   c. The irrigation controller and backflow preventer shall be screened to the extent possible.
   d. A mock-up wall of the various brick colors shall be provided for staff review and approval prior to beginning brick application on the building. Staff is to confirm the brick colors chosen provide enough variation to ensure the appearance of separate buildings as was presented to the DRC.
   e. Revise the landscape plan to include 7-gallon Camelia around the trash enclosure and to reflect the screening shrubs placed at 8-foot o.c. along the east property line.
   f. The parking lot lighting shall utilize a dimming feature that reduces light intensity after midnight, or earlier if desired, unless activity is detected in the parking lot.
   g. Provide a revised or additional photometric drawing that includes the lighting along the entry driveway.
B. **Other as properly presented.**

There was no new business to come before the Committee.

V. **Adjournment:**

Chairman Holtgrewe called for a motion to adjourn.

**Motion:** Secretary Fung made a motion to adjourn.
Ronald Colin seconded the motion.

\[Signature\]
Josh Holtgrewe, Chairman

\[Signature\]
Phillip Fung, Secretary

\[Date\]
5/5/16

\[Date\]
3/13/2018

Submitted By: Mary Helen Carmack, Planning Clerk