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

I. Call to Order and Roll:

Angela Reeder, Town Planner, called the meeting to order and advised that a quorum was established. Ms. Reeder welcomed the new DRC member, Jeanne Myers. Ms. Reeder noted one DRC member position remains unfilled. Applications are being accepted.

Present:
Jeremy Biggs, Alderman
Ronald Colin
Daniel Davidson
Jeanne Myers
Tommy Reyes

Others Present:
Angela Reeder, Town Planner
Janet Lucci, Planning Admin Assistant

Absent:
Josh Holtgrewe – Excused

II. Election of Officers:

Ms. Reeder moved forward with the Election of Officers to include the Chairman and the Secretary positions. Nominations are taken from the floor.

For the position of Chairman, Jeremy Biggs nominated Josh Holtgrewe. Ron Colin seconded. There were no other nominations.

Vote for Chairman: The vote carried unanimously to elect Josh Holtgrewe as Chairman.

Ms. Reeder explained the position of Secretary is responsible for standing in for the Chairman should the Chairman be absent. Nominations for the position of Secretary were called. Ron Colin nominated Jeremy Biggs. Tommy Reyes seconded. There were no other nominations.

Vote for Secretary: The vote carried unanimously to elect Jeremy Biggs as Secretary.

III. Approval of Minutes from August 14, 2018 Meeting:
Secretary Biggs called for a motion to approve the **August 14, 2018** meeting minutes as submitted.

**Motion:** Daniel Davidson made the motion. Tommy Reyes seconded it.

**Vote on Motion:** The motion carried unanimously.

IV. **Old Business:**

A. **Other as Properly Presented**

There was no old business to come before the Committee.

V. **New Business:**

A. **Regions Bank – Site Plan – 4900 Milton Wilson Blvd.**

Secretary Biggs recognized Angela Reeder, Town Planner, who stated the applicant is requesting DRC approval of a site plan for a new bank on the Southeast corner of Airline Road and Milton Wilson, an out-lot at the Shops at Arlington Village PD.

They propose to construct a 2,257 square foot building on a lot just under an acre in size. The building will front Milton Wilson with parking on the north and west side, and will gain access off a shared drive from an existing curb cut on Milton Wilson.

The Planning Commission approved the Site Plan layout for this site on September 17, 2018.

The proposed building will be constructed primarily of clay brick in a running bond pattern. The entrance and ATM area will be on the north side of the building and teller lanes on the east side. The sides and rear of the building will be primarily Interstate Brick: Ironstone, a dark reddish/brown brick. This is the same brick used on the Shops building and the intention is to have the bank blend with the rest of the Planned Development.

The front of the building, Ms. Reeder continued, will have a darker brick and aluminum wall panels that look like wood. This wood panel will continue into the interior of the bank. The awnings will be a dark black metal and will match the window framing.

The bank teller lanes are proposed with a metal canopy that matches other metal accents on the building and are supported by brick columns in the dark Manganese Ironspot brick to match the front of the building.

Ms. Reeder explained the applicant proposes to use aluminum panels in a “Regions green” color around the teller window and after-hours deposit box. In addition, the ATM/teller machines and bollards in the drive-through area also include Regions green details.

This site, Ms. Reeder continued, is subject to both the Town guidelines and the guidelines of the approved Planned Development site. Ms. Reeder then passed around the materials board showing proposed samples. She noted the Regions green is brighter than guidelines permit but the guidelines permit certain allowances for branding and logos.
The landscaping and tree ordinance, Ms. Reeder said, must follow the adopted landscape plates for Airline and Milton Wilson as laid out in the approved Airline Road PD overlay. A bulk of the landscaping has already been installed. The PD does give some options for variety as noted in the staff report.

Ms. Reeder noted there will be landscaping around the transformer on the north side and a variety around the base of the building.

There will be a 30” retaining wall surrounded by landscaping. In addition, the applicant will extend a pedestrian walkway with landscaping from Milton Wilson to the building.

Ms. Reeder said staff is happy with the landscape plan. An irrigation plan for the new areas will be required to be submitted to staff prior to the issuance of a building permit.

The light fixtures will match the existing lighting in the development. The light fixtures will be 30 feet tall and a dark bronze color. Photometrics show adequate coverage with some spillage onto the property to the east. However, the property to the east is another commercial outlot in this PD and will be similarly lit so it will not be a problem.

Ms. Reeder explained the garbage collection area is a small brick enclosure at the rear of the building intended for residential size roll-off cans. The trash from the bank is minimal due to privacy issues and most trash will be shredded. The enclosure for the trash cans will be finished in brick to match the surrounding building, with a rowlock cap and iron gate to match the other metal accents.

The mechanical equipment on the rooftop is a concern, due to elevation variations on the site, and will require screening. The architect has shown rooftop equipment proposed in mechanical wells, which allow the parapet walls to screen it. In addition, the front elevation was extended another 16” to add bulk to the building and make it look taller.

If approved, the applicant must next complete all conditions of approval and have a preconstruction meeting with staff before starting work.

Secretary Biggs called for a motion.

Main Motion: Jeanne Myers made a motion to approve the Regions Bank Site Plan and Ronald Colin seconded it.

Discussion: Ron Colin expressed concerns about the overall color scheme. He said he was agreeable to the brick and wood which will match the proposed future Kroger and compliment both Ortho One and Olympic Steak and Pizza. His issue was with the lime green panels in the teller lanes. Mr. Colin requested to substitute the wood aluminum panels already in use for the lime green.

Ms. Pugh, with the Roberts Group, responded a typical Regions Bank building includes more signature gray brick, charcoal and Regions green. They noted staff’s initial concerns and opted for brick on the rear and side of the building to match and compliment the shopping center. Ms. Pugh explained they had already removed a great deal of the Regions green.

Jeremy Biggs stated he would also rather have the wood panel instead of the green. He understands the green is the corporate color of Regions, but he felt there is still too much; panels by teller, night drop box, VTM machine and bollards. The bright green is not consistent with Arlington design. The DRC aims for earth tones. Mr. Biggs explained he
does not like the green around the teller inside the building but still visible through the glass.

Janet Pugh noted the ATM is inside the building and the screen is installed for the privacy of their customers. The plexiglass screen is provided by a vendor.

Jeanne Myers said she does not mind the ATM screen or bollards but dislikes the green on the building. Mr. Colin agreed the green bollards are probably better a bright green as that is their purpose, however, the green on the building is too intense.

The wood panel, he noted, would compliment the potential future Kroger on the site, as well as other adjacent projects.

Ms. Pugh asked if they replaced the green on the teller wall if wood or brick would be preferred. Both Mr. Biggs and Mr. Colin responded in favor of the wood.

Ms. Myers asked if the enclosure for the trash would be tall enough to hide the trash receptacles. Ms. Pugh responded that they would.

Ms. Myers then asked if a site line study from the road could be done to ascertain if the mechanical equipment on the rooftop would be visible from the road. Ms. Pugh responded yes, they would be able to complete a site line study. Ms. Reeder said could be brought back to staff and reviewed.

There was a further discussion about the amount of the color green on the building. It was concluded, due to the position of the building and the grade change from the road, the green would not be highly visible from the road and therefore not too much of a concern. Ms. Reeder confirmed the grade elevation change to be roughly 6 feet.

Ms. Pugh noted that the building will also have landscaping to screen it and a brick column in front of one of the VTM.

The Committee decided they would be ok with the VTM remaining green as long as the teller wall and night drop box are changed to the wood panel.

Mr. Biggs expressed concern about the green ATM behind the glass. Ms. Reeder explained that DRC guidelines do not cover items beyond 5 feet inside a window. Mr. Reyes asked if the glass used on the exterior of the building was similar to the Regions building in Lakeland. He noted that glass was almost reflective during the day, so he was ok with the interior. Ms. Pugh confirmed the glass was consistent.

Ms. Reeder offered a summary of the conditions agreed to so far, stating the Applicant will provide a Site Line drawing from adjacent right-of-ways for staff review and approval prior to PreConstruction meeting to ensure equipment screening on the roof, and the Applicant will replace the Regions green aluminum wall panels on the east side of the building with Scottish Oak aluminum panels used elsewhere on the building (preference) or with brick to match adjacent wall.

Mr. Biggs confirmed this would include the night deposit box and Ms. Reeder agreed.

Mr. Biggs moved the discussion to lighting. Mr. Colin asked if the 30-foot-tall poles were standard. Ms. Reeder confirmed the height will match the light poles in the PD. They are the same fixtures and poles used throughout the shopping center.
Mr. Biggs asked for comments about landscaping. Mr. Davidson provided comments on plant spacing needs.

There was discussion about the MLGW transformer and that landscaping cannot completely enclose it. Mr. Davidson noted the plants currently planned are slow growers, but the fountain grass will get tall. The transformer is also situated such that it will not be seen from the road. Mr. Davidson added some comments on sizing and plant selection.

Mr. Davidson stipulated that the flower bed be edged by black or brown steel edging to be consistent, not green.

Ms. Reeder repeated the following landscape conditions: 1) plant proposed 1-gallon grasses at 1-2ft centers instead of 5ft, 2) utilize minimum 10ft-12ft Crepe Myrtles in streetscape, 3) use only black or brown metal planter edging, 4) replace plants on the north and west sides of the transformer with Ruby Loropetalum, and 5) if 5-gallon plants are replaced with 3-gallon, revise spacing to 3ft centers.

Mr. Reyes asked what color the striping in the parking lot would be. Lovell Foushee with the Roberts Group responded the striping would be white and ADA compliant, which he believes to be blue.

Mr. Reyes asked why the handicap parking spot was not located on the side of the building in one of the diagonal spots, to avoid handicap persons crossing traffic to enter the building. Mr. Foushee responded the grading on the side of the building was an issue and did not meet ADA compliance.

Mr. Reyes asked if the crosswalk in the parking lot could be made with the same material used in the other crosswalks around the Shopping Center. There was a discussion about the type of material used in those crosswalks. Ms. Reeder explained to the applicant that the PD had approved a different finish for internal crosswalks around Kroger and the Shops. ADA compliance was raised. As the exact finish was not understood, the DRC did not add a condition to change it.

Mr. Reyes asked if the slope behind the building would be sod or seed. Mr. Foushee replied that the area will be re-sodded. The only area that may be seeded would be on the east side of the shared drive.

Mr. Biggs called for a motion to amend the Regions Bank Site Plan with the conditions as noted.

**Motion as Amended:** Donald Davidson made a motion to approve the Regions Bank Site Plan as amended and with conditions and Jeanne Myers seconded it.

**Vote on Motion to Amend:** The motion carried unanimously.

Mr. Biggs called for a vote on the motion as amended and with the conditions as noted.

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

**CONDITIONS OF APPROVAL:**

1. It is found that the DRC application and plans dated October 26, 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 separate application shall be presented to staff for consideration and shall conform to the requirements of the Arlington Zoning Ordinance.

6. 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. Revise the landscape plan to replace the maples on the Milton Wilson streetscape with one of the four approved trees on that frontage, per the Airline Road PD.
   b. 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.
   c. Note on plans that 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.
   d. Additional approved screening measures shall be added if the proposed wells and parapets do not adequately screen rooftop equipment from adjacent roadways.
   e. Provide a Site Line drawing from adjacent right-of-ways for staff review and approval prior to PreConstruction meeting to ensure equipment screening on the roof.
   f. Replace the Regions green aluminum wall panels on the east side of the building with Scottish Oak aluminum panels used elsewhere on the building (preference) or with brick to match adjacent wall.
   g. Revise Landscape Plan to: 1) plant proposed 1-gallon grasses at 1-2ft centers instead of 5ft, 2) utilize minimum 10ft-12ft Crepe Myrtles in streetscape, 3) use only black or brown metal planter edging, 4) replace plants on the north and west sides of the transformer with Ruby Loropetalum, and 5) if 5-gallon plants are replaced with 3-gallon, revise spacing to 3ft centers.

B. Other as properly presented.

Secretary Biggs recognized Angela Reeder, Town Planner, who asked for input and comments to update the Design Guidelines. Ms. Reeder hopes to include the update to the Design Guidelines on next month’s DRC agenda.
Ms. Myers requested the Design Guidelines be sent electronically in Word so members can make edits to the document. Ms. Reeder agreed the document would be sent in Word to members.

Mr. Colin reviewed some of the items previously discussed by the committee; a better definition of materials and updating percentage of allowable primary and secondary materials based on historical, reasonable approved designs. Certain materials needed consideration for approved use such as metal and stucco, which are currently discouraged, but can be used appropriately.

Ms. Reeder noted the lighting guidelines needed to be brought up to current standards and technological advances. Overall, the guidelines need to be updated so they make sense for the time. Ms. Reeder hopes to receive member’s comments prior to the December meeting.

Ms. Reeder provided an update on the Brendalay project. She noted there had been several changes to the project since approval by the DRC. Several of the changes have had a positive impact on the overall design of the building such as the brick. Mr. Patel had made several requests that had been sent to the DRC but he has since scaled those back. The few changes he made, the railing and the awning upstairs, are minimal and were approved administratively.

Mr. Biggs asked about the empty canopy. Ms. Reeder responded it is a 6-foot deep vestibule, a fully brick enclosure. Mr. Colin asked about the front door and Ms. Reeder explained it will be a dark bronze, double door in the brick vestibule.

Mr. Reyes asked about the driveway. Ms. Reeder said the driveway was approved. The sidewalk will end and parallel parking spaces will be added. There was no requirement for him to remove the walkway.

VI. Adjournment:
Secretary Biggs called for a motion to adjourn.

Motion: Jeanne Myers made the motion. Ronald Colin seconded it.

Vote on Motion: The motion carried unanimously.

Josh Holtgrewe, Chairman

Jeremy Biggs, Secretary