I. Call to Order and Roll:

Present: Josh Holtgrewe, Chairman
         Deadrick Turner
         Rick Eavenson
         Ronald Colin
         Jeanne Myers, secretary
         Jeff McKee

Excused Absent: Daniel Davidson

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

II. Approval of Minutes from February 11, 2020 Meeting:

Chairman Holtgrewe called for a motion to approve the February 11, 2020 meeting minutes as submitted.

Motion: Jeff McKee made a motion to approve minutes from February 11, 2020 with amendment to Arlington Falls PD Motion to add a condition requiring all window frames be dark bronze on the office building. Deadrick Turner seconded.

Vote on Motion: The motion carried.

III. Old Business:
     A. Other as Properly Presented

No other business was presented.

IV. New Business:
    A. Patriot Bank – Site Plan – Site plan application for a new bank building at 5332 Airline Road, on the northeast corner of Airline and Milton Wilson.

Chairman Holtgrewe recognized Cathy Durant, Town Administrator, who presented the staff report for Patriot Bank (on file).

Ms. Durant explained the site plan is for a new bank on the northeast corner of Airline Road and Milton Wilson. The proposed building is 6,950 sq. ft. on 2.6-acres; zoned B-2.
The building fronts Milton Wilson and Airline with parking on three sides. Services include banking with offices, four drive-up lanes, and a large meeting room. She described the single-story building with a pitched metal roof and a tower feature at the entrance. The exterior has a stone veneer wainscoting with fiber cement Shake Siding.

She said the proposal includes cedar architectural brackets, a stone ledger above the wainscoting, stone columns at the drive-throughs, wood columns at the entrances and medium bronzed trim, downspouts, gutters, windows and door frames.

The bank teller lanes are under the same roofline as the rest of the building. Thick stone columns with cedar brackets and stone arches matching the building frame each lane. Bollards are proposed along the columns for safety purposes, no color is noted.

Ms. Durant described the streetscape with alternating Pin Oak and Crape Myrtle on Airline Road, and Crepe Myrtle and Red Oak on Milton Wilson. The site also will include 6 additional Chinese Pistache trees, 4 Redbuds, and 5 Kousa Dogwoods.

Ms. Durant described landscaping with a variety of shrubs and groundcover around the building and at the site entrances. A line of 6'-8' tall Nellie R. Stevens are proposed around the trash enclosure, and remaining disturbed areas will be sodded.

The lighting plan shows five pole lights in the parking lot, each with 17-foot, black “antique” poles and post-top “antique” lamp fixtures, and bronze, lantern fixtures around the outside of the building. She stated similar bollard lighting is proposed at the rear/east entrance.

She closed by explaining there will be no rooftop units; a concrete pad on the east side of the building is proposed for condensing units. She also noted comments from Daniel Davidson were provide in an email, since he could not attend.

Chairman Holtgrewe called for a motion.

**Motion:** Ron Colin made a motion to discuss Patriot Bank Site Plan. Deadrick Turner seconded the motion.

**Discussion:** Deadrick Turner disclosed he is a former employee of Ledford Engineering. Mr. Colin asked if the paint or stain on columns would match the building. Ms. Jennifer Pickler, architect for Ledford, said it will match with long lasting Maine grade paint.

Mr. Colin questioned the EIFS around the tell window; noting the exterior walls are fiber cement. Ms. Pickler felt EIFS would create a smoother transition around the window opening.

Mr. Colin said running the fiber cement around the building would create a better look. Mr. McKee agreed that removing EIFS at teller and matching the fiber cement shake siding around the building should be an added condition.

Deadrick Turner asked if angling the dumpster to face the building not Milton Wilson would give a better look from the street. Ms. Myers and Mr. McKee said the trees will hide the dumpster from the street. Ms. Durant reminded the Committee Daniel Davidson is requesting the Nellies at the dumpster be 8’ tall.

Mr. Turner asked for clarification on the right-in/right-out on Milton Wilson. Ms. Durant said the PC approval is for a right in right out only. Mr. McKee commented on
the heavy slope on the east. Ms. Pickler said yes, there will be additional site work in that area.

Mr. Holtgrewe read Daniel Davidsons email comments which included 8’ Nellies at dumpster, Compacta Holly to be spaced at 3’, Loropetalum will be 30” spread and 30” height. Mr. Davidson also requested the color of steel edging be brown and will wrap the front and back beds along the parking lot.

Mr. Holtgrewe expressed concern with the lamp image on the wall pack and suggested a frosted or a recessed LED. Mr. Holtgrewe pointed out the photometric engineer stamp says he is licensed in Georgia. He requested adding a condition to verify TN license.

Mr. Holtgrewe requested staff to verify photometric plans due to concerns of proper lighting around the teller area. He also suggested to the applicant to view First TN Bank outdoor recessed and noted canopy lights must be recessed.

Mr. Colin asked about the appearance of the banking equipment proposed under the canopy. To clarify, Mr. Holtgrewe referenced the bright colors on a recent ATM cabinet installed elsewhere that had to be changed. Ms. Pickler said an ATM will be installed; however, she did not know what it will look like at this time. Mr. Colin noted any exterior banking equipment should be required to be submitted to Staff for review first, to ensure it was consistent with the building. Other members agreed.

Chairman Holtgrewe called for a motion.

Motion: Jeanne Myers made motion to approve Patriot Bank Site Plan with the agreed upon added conditions. Jeff McKee seconded the motion.

Vote on Main Motion: The motion carried.

CONDITION OF APPROVAL:

1. It is found that the DRC application and plans dated March 4, 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. 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. If downlights are proposed under the drive-through teller canopy in the future, fixture Cutsheets and a revised Photometric Plan shall be provided prior to installation to ensure conformance with Town regulations.
7. Prior to a PreConstruction meeting, 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 irrigation plan to meet Design Guideline requirements, including relocating the backflow preventer out of the streetscape and noting mainlines should be at a minimum depth of 18 inches and laterals shall be at a minimum depth of 12 inches.
   b. Revise landscape plan as necessary to appropriately screen the MLGW transformer.
   c. Revise dumpster enclosure doors to be dark bronze or another color to complement the building.
   d. Provide proof the bronze, lantern fixtures on the building can meet shielding requirements and will not produce unacceptable glare. Provide proof the bronze, lantern fixtures on the building can meet shielding requirements and will not produce unacceptable glare. Lamps shall either be frosted or utilize a recessed LED light.
   e. Modify exterior wall siding at teller window to remove EIFS and instead match the fiber cement shake siding around remainder of the building.
   f. Revise landscape plan as follows: confirm Nellies around dumpster are 7-8’ tall as noted on plan, Compacta Holly to be spaced at 3’ centers, Loropetalum to be spaced at 3’ centers if not 30” spread and 30” height when planted, steel edging shall be brown and wrap around both sides of the beds.
   g. Provide verification of the electrical engineer’s TN Contractors License.
   h. Lighting fixtures under the teller canopy shall be recessed.
   i. Provide details on the proposed ATM or equipment under the teller canopy for staff approval, to ensure the cabinet and design utilizes complementary colors to the building.

B. R&L Carriers – Site Plan – Site plan application to consider an expansion of the existing R&L Carrier building and loading dock facilities, located at 11305 Gulf Stream Road.

Chairman Holtgrewe recognized Cathy Durant, Town Administrator, who presented the staff report for R&L Carriers (on file).

Ms. Durant said R&L Carriers is an existing freight shipping business zoned M-1: Industrial on approximately 55 acres between Gulf Stream and Memphis-Arlington Roads, on west side of I-269.

The expansion will add 19,645 sq. ft. to the existing shop and expand the existing cross docks by 62,822 sq. ft. with 100 new docks. The building will expand to the south on to a 29.6-acre lot owned by R&L Carriers.

The proposal shows continuation of the existing exterior of the buildings on the expansion. Ms. Durant explained the cross docks includes beige concrete tilt-up wall panels with a flat white roof, and a green metal awning.

The front parking lot is well landscaped with Crepe Myrtles lining each side of the driveway and Willow Oaks around the parking lot. Only a handful of trees will need to
be removed to expand the parking lot. Ms. Durant noted the trees will be replaced with 4 new Willow Oak and 3 Crepe Myrtles, and evergreens along the fence.

The site plans include a new streetscape with 9 Nuttal Oak and 21 Foster’s Holly along Memphis-Arlington Road providing a buffer for the south side. To the west, Myer’s Park is under construction with includes a detention basin and row of 9 single-family homes that back up to R&L land. Myer’s Park and provide a buffer between the uses which includes a wood privacy fence and evergreens.

R&L will continue that buffer with an 8’ wood fence stopping roughly 30 feet beyond the end of their expansion. The wood fence would then turn east to Hwy 385, and screen views from the south. Plans include 6’-7’ Green Giant arborvitae to match the Myer’s Park buffer.

No new pole lights are proposed; the applicant is looking at replacing the current sag lenses in the front parking lot with full cutoff fixtures, which will bring lighting up to date with Town Guidelines. Ms. Durant said the applicant proposes to continue the same lighting fixtures from the existing building on the new additions.

R&L Carriers is requesting a waiver from the Town’s current lighting guidelines due to existing tilted lighting; stating additional lights would be required around the perimeter of the yard and would be too close to the residential property.

Ms. Durant explained the maintenance shop has roof mounted mechanical units which is screened by existing vegetation along Hwy 385. Future units and exhaust equipment will be screened as well, and a condition requires they be painted to match the roof.

**Discussion:** Ron Colin asked if the existing building will be repainted. Phillip Fowler, with ARCWest, said yes, the existing building will be repainted to look new. Mr. Colin inquired if the awing will be continued and Mr. Fowler said yes.

Jeff McKee asked if the 8’ fence is all wood. Mr. Joseph Parsley, Carlson Consulting, said it will be a combination of wood, chain link and an electrical fence running east and west, but the wood fence would screen the other security fencing.

Mr. Holtgrewe read Mr. Davidson’s landscaping requests; change Foster Hollys to 8’, Crape Myrtles will need to be 10’-12’ in height and all disturbed areas be sodded and or seeded. He recommended they be added as conditions.

Mr. Holtgrewe said the lighting of surrounding businesses loke Rich’s and Maines are somewhat similar. He pointed out the non-conforming flood light facing those buildings. Mr. Holtgrewe said he felt R&L has a large enough buffer that the non-conforming lights will not be seen. Others agreed and the condition to fix the lights should be removed.

Chairman Holtgrewe called for a motion.

**Motion:** Rick Eavenson made a motion to approve R&L Carriers Site Plan with the adjusted conditions of approval. Ron Colin seconded the motion.

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

**CONDITION OF APPROVAL:**
1. It is found that the DRC application and plans dated March 3, 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. Any exterior signage on plans is conceptual only and will require submittal of a Town Sign Permit application for staff review and approval, not including small directional signage or numbering.

6. 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. Paint any new roof exhausts or equipment to match adjacent rooftop and further aid in their screening, if possible.
   c. Revise tree spacing along the west property line closer to 6-foot o.c to result in a full screen wall and match existing screen plant spacing on the Myer’s Park site.
   d. Correct any notes on the landscape plans to note the wood screen fence will be 8 ft tall, not 6 ft.
   e. Revise landscape plan as follows: Foster’s Holly shall be 8’ tall, Crepe Myrtles revised to 10-12’ tall, and add a note all disturbed areas shall be sodded or seeded.

C. Sign Lighting Amendment – Discussion of a proposed amendment to the Town Design Guidelines regarding lighting of monument signs.

Chairman Holtgrew recognized Cathy Durant, Town Administrator, who presented the staff report for Sign Lighting Amendment (on file).

Ms. Durant said Members of the Board of Mayor and Aldermen expressed interest in an amendment to the Town’s Design Guidelines regarding monument sign lighting. The BMA has ultimate authority to consider and adopt any changes, however, would like DRC’s input.

She explained Town Guidelines permit ground/monument signs to be lit by an external source, an internal source (text & logo only), or with reverse-channel lighting. Ground signs are the only type of sign permitted to have internal illumination, as wall signs may be lit externally or with reverse-channel lighting only.

The goal is to revise current lighting allowances by removing the option for internal illumination, leaving only reverse-channel or external lighting options on ground signs.
**Discussion:** Ron Colin referred to the second paragraph of the 2009 study stating the US DOT and US Sign Council found internally illuminated signs are safer for divers; however it also states it can be difficult for residents to read from a distance. Mr. Colin questioned why the amendment needed to be change.

Ms. Durant explained the conversation was raised with a discussion of new PD’s and the change could create uniformity. Mr. McKee said he is on the Board and would like to see the amendment approved. He said it would give the Town signage a higher quality look.

Chairman Holtgrewe called for a motion to recommend approval to BMA.

**Motion:** Jeff McKee made a motion to recommend approval to BMA of Sign Lighting Amendment. Deadrick Turner seconded the motion.

**D. Other as Properly Presented.**

No other business was presented.

**V. Adjournment:**

Chairman Holtgrewe called for a motion to adjourn.

**Motion:** Deadrick Turner made the motion. Jeanne Myers seconded it.

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

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Submitted By: Lynette Kirk, Planning Assistant