Town of Arlington
Design Review Committee Meeting

November 12, 2019
6:30 P.M.
AGENDA
Design Review Committee
Tuesday, November 12, 2019
6:30 p.m.

I. Call to Order & Establishment of a Quorum

II. Election of Officers (Chairman and Secretary)

III. Approval of the October 8, 2019 Meeting Minutes

IV. Old Business
   A. Other as Properly Presented.

V. New Business
   A. Design Guidelines Amendment – Proposal to amend the Arlington Design Guidelines Chapter V. REHABILITATION AND IMPROVEMENTS TO EXISTING BUILDINGS AND SITES, regarding requirements when changing the use of a building or site.
   B. Other as Properly Presented.

VI. Adjourn
TOWN OF ARLINGTON, TENNESSEE
DESIGN REVIEW COMMITTEE

DEVELOPMENT STAFF REPORT

AMENDMENT TO THE TOWN OF ARLINGTON DESIGN GUIDELINES
MANUAL CHAPTER V REHABILITATION AND IMPROVEMENTS TO
EXISTING BUILDINGS AND SITES, REGARDING REQUIREMENTS
WHEN CHANGING THE USE OF A BUILDING OR SITE

DATE: November 12, 2019

STAFF: Angela Reeder, AICP, Town Planner

SUBJECT: Amendment to the Arlington Design Guidelines Manual

BACKGROUND: The Town has seen increased growth in the past several years. A concern was
expressed by the Board that our existing language did not fully explain the requirements when
changing the use of a site. This language is intended to clarify that topic.

Any amendments recommended by the DRC will be forwarded to the Board of Mayor and Aldermen,
who have the ultimate authority to consider and adopt any changes.

PROPOSAL: The language proposed for addition is shown below. It is also attached in Exhibit A,
along with the full text of Chapter V.

Conversions of a site or building to a new use with different site requirements (i.e. parking,
access, screening) must go through the Town’s Site Plan permit process to demonstrate the
new use’s compliance with applicable Town ordinances and guidelines. This includes
review by the Planning Commission and Design Review Committee.

In order to achieve the design and character of other non-residential buildings in Town,
residential structures shall not be converted to non-residential uses unless there is a stated
goal to preserve the unique historic character or architecture of a home, as in the Depot
Square District, or the use is characteristically consistent with a residential structure, such as
a bed-and-breakfast

The Zoning Ordinance currently requires projects where a new use includes a need for additional
parking, landscaping, lighting, screening, or access to go through the Site Plan review process. The
first paragraph just restates that requirement in the Design Guidelines.

The second paragraph is intended to maintain a consistent character of our non-residential structures
Town-wide by clarifying the situations where the conversion of a residential structure to a non-
residential is appropriate or not.

RECOMMENDATION:
Staff supports a recommendation on the proposed language to the Board of Mayor and Aldermen. If
recommended, a Resolution of the proposed changes will be presented for consideration on a future
BMA Agenda.
V. REHABILITATION AND IMPROVEMENTS TO EXISTING BUILDINGS AND SITES

As buildings and sites are renovated, updated and improved over time, it is the desire of the Town that these sites and buildings be updated to comply with the current Design Guidelines and open space requirements, to the extent possible. The use of high-quality materials for such renovations should be used. Deteriorated materials should be removed.

Applicants are encouraged to work closely with the Town staff to review existing and proposed conditions of a building or developed site to determine the best alternatives.

Any change to the exterior of a building or site requires prior approval and a permit from the Design Review Committee or their designee, unless such changes fall in the following categories:

1. Replacement of existing materials with the same, including materials, design and color.

2. Repainting or re-roofing using the same color.

3. Repair or replacement of items with the same.

4. Replacement of windows with the same design and color.

Conversions of a site or building to a new use with different site requirements (i.e., parking, access, screening) must go through the Town’s Site Plan permit process to demonstrate the new use’s compliance with applicable Town ordinances and guidelines. This includes review by the Planning Commission and Design Review Committee.

In order to achieve the design and character of other non-residential buildings in Town, residential structures shall not be converted to non-residential uses unless there is a stated goal to preserve the unique historic character or architecture of a home, as in the Depot Square District, or the use is characteristically consistent with a residential structure, such as a bed-and-breakfast.