Town of Arlington
Design Review Committee
Meeting

May 14, 2019
6:30 P.M.
AGENDA
Design Review Committee
Tuesday, May 14, 2019
6:30 p.m.

I. Call to Order & Establishment of a Quorum

II. Approval of the January 15, 2019 Meeting Minutes

III. Old Business
   A. Other as Properly Presented

IV. New Business
   A. Faith Baptist – Site Plan – new building on an 11.95-acre parcel on Donelson Farms Parkway.
   B. Waffle House – Site Plan – new building located at 11636 US Hwy 70.
   C. Myers Park – COS Master Development Plan – at the northeast corner of Memphis-Arlington Road and Gerber Road.
   E. Other as Properly Presented.

V. Adjourn
Faith Baptist Arlington
SITE PLAN APPLICATION REVIEW

DATE: May 14, 2019

STAFF: Angela Reeder, AICP, Town Planner

SUBJECT: Site Plan Review

APPLICANT: Wells and Assoc.(for Faith Baptist Arlington); Representative: Tripp Wells

DESIGN PROF./CONSULTANT: Ledford Engineering; Representative: Lance Lanier

SITE LOCATION: North side of Donelson Farms Parkway, west of Donelson Elementary School

SITE ACREAGE: 11.99 Acres

ZONING: E: Estate Residential district

PROPOSAL: Ledford Engineering, representing Faith Baptist Arlington, is requesting DRC approval for a new church on Donelson Farms Parkway beside Donelson Elementary School. The subject property is currently undeveloped and is located in the E: Estate Residential zone. Donelson Elementary to the east is the only improved lot adjacent to the site.

Faith previously received Site Plan approval from the Town in February 2017; however, since then they have revised the site and the building which necessitated this new review. For example, the church was previously over 300 feet back from Donelson Farms Pkwy with parking behind the building. The site has now shifted forward, reduced in size, and rotated 180 degrees from the original approval.

The applicant previously proposed to leave the front of the lot open to allow for future expansion. Any future expansion would now have to be on the rear of the lot. If that occurs, a new Site Plan and CUP would be required, as no phases or expansion plans are included with this application.

The Planning Commission recommended approval of the new Site Plan on March 18, 2019.

Building Elevations: The proposed building now includes over 21,000 square feet on one level and rises to an ultimate height of 53 feet. The building may exceed the standard 35’ height limit in this zone, as long as the added height is a church roof structure only and not intended for human occupancy. The applicant proposes an exterior of clay brick in a light gray/beige color, stone veneer (autumn leaf), beige and brown EIFS, and brown metal accents.
To frame a building this size, the applicant proposes a 36-inch high, stone wainscoting around the entire building to provide a clear base. Above that is roughly 6 feet of brick veneer, with a beige/macadamia-colored EIFS with darker score lines above. A horizontal, espresso brown trim line is proposed above the windows, about 10 feet off the ground, encircling the entire building to break up the bulk.

To define the cap, the roof is an espresso brown, standing seam metal roof with an EIFS cornice in the same color brown to give it added weight. A large covered patio and drop off area at the entrance on the south elevation will have a similar espresso roof and stone columns with espresso brown posts.

Evenly spaced windows with bronze frames break up the walls on the east, west, and south sides. The north elevation only has limited items, two windows and four doors, to break up that elevation. A stone accent wall is proposed on the south elevation where the building is taller. Previously, a similar accent wall was also proposed on the north side and espresso brown trim was used to frame an approximately 25-feet tall central area for a future cross or church logo. The brown EIFS frame is still proposed, but the cross or logo is not.

Staff concerns with the building include the material percentages and the lack of variation/interest on the north elevation. Regarding the north elevation, this side does face several acres owned by the church and no other users currently. In addition, the church has expressed an intent to preserve this for a potential expansion in the future. Given those details, staff could see not requiring as much detail. However, it is approximately 190 feet in length and a typical wall must provide some variation every 60 feet at minimum.

While previously approved with EIFS, Town Guidelines consider EIFS a secondary material only and the DRC has gotten more conscious of that recently. As such, the percentage of EIFS requested far exceeds what could be allowed. However, stucco is still considered a primary material and could be acceptable in the percentages proposed and the use of stucco on the upper portions of only would be in keeping with DRC goals to not have these materials close to the ground. The applicant already budgeted for the EIFS material on their building and would like to present it this way for Committee consideration. Staff would note the building was previously farther from the street and the church had explained their intent to add an expansion in front of it, which could have supported the previous deviation. However, the same situation no longer exists.

**Landscaping, Irrigation and Tree Ordinance:** The landscape plan shows the site improved with a mixture of evergreen and deciduous materials which, along with the existing hardwoods and softwoods being retained, will far exceed the minimum 240 tree density units required. The plan is similar to the previous.

October Glory Maples are proposed along the Donelson Farms Pkwy street frontage, with meandering understory plantings of Japanese holly and Indian Hawthorn in front of the trees. Tulip trees and crepe myrtles are proposed in the parking lot islands. Additional shrubs and flowers are proposed on the east and west sides of the church, at the entrances, and around the proposed dumpster (arborvitae).

Lastly, a row of 23 Leland Cypress are proposed along the east property line, which will eventually provide a nice buffer between the church site and the elementary school. A chain link fence is existing on the school site along this property line. The church currently has no proposal for fencing.
An irrigation plan must be submitted to staff prior to the issuance of a building permit and a condition of approval notes that.

**Exterior Lighting and Photometric Plan:** The lighting plan shows sixteen 27-foot poles in a dark bronze finish throughout the site to illuminate the long driveway and parking lot. The lights are similar to a shoebox design, only with a slimmer profile as an LED light.

In addition, several bronze wallpack lights are proposed around the building exterior, and recessed lights are proposed under the awning at the front door. All of the light fixtures are in a bronze finish. The proposed lighting intensity seems appropriate for the site and includes minimal if any light trespass onto adjacent properties. Staff only recommendation would be that the applicant consider a motion dimming detector option with their parking lot lights, to reduce lighting when the site is empty.

**Garbage Collection Areas:** A trash enclosure will be located on the northeast corner of the site. The enclosure was previously proposed to be finished in a brick to match the building with bronze metal gates on metal supports to match the other metal elements on site. A detail was not provided with this revised set, so staff would look for the same design and a condition was provided to note that.

**Mechanical Units and Meters, Transformers, Rooftop Units:** No rooftop units are proposed. Any meters or ground mounted equipment must be screened by landscaping, unless they are required to maintain visibility and access. A note on the plans states this. The landscape plan provides a typical utility screen detail, using evergreens to screen the equipment, such as the several hvac units along the east and west walls.

**Signage:** No application for the wall signage has been submitted at this time. A separate application shall be presented to staff for consideration of any future tenant signs.

**Next Steps:** If approved, the applicant will next need to complete all conditions of approval, finalize construction plan mylars, and have a Pre-Construction meeting with staff prior to beginning work.

**RECOMMENDATION:**
Staff recommends if the Site Plan for Faith Baptist Arlington is approved, it should be subject to the following conditions and any additional conditions recommended by the Design Review Committee:

**CONDITIONS OF APPROVAL:**
1. It is found that the DRC application and plans dated May 2, 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 changes to
the plan require prior approval by the Town of Arlington staff and/or appropriate Commission or 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. All ground mounted equipment or meters must be screened by landscaping, fencing or other approved measures, unless the equipment is required to maintain visibility and access. Wall mounted equipment may be painted to match the adjacent wall, if an option.

7. 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. Plans shall be consistent with the approved Planning Commission Site Plan, revise if necessary.
   b. Revise elevations to replace EIFS on the exterior elevations, not including the cornice, with stucco as an approved primary material.
   c. The trash enclosure should be finished similar to the previous approval, with a brick to match the building and bronze or brown metal doors to coordinate with other metal accents on the building.
   d. 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.
Location Map

Faith Baptist Arlington
Donelson Farms Parkway, west of Airline Rd.
**Town of Arlington**

**Design Review Committee**

**Site Plan Application**

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Refer to Meeting and Submittal Dates Calendar for Application Deadlines

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<td>Developer Contact:</td>
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<td>Company Name (if applicable):</td>
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<tr>
<td>Company Address:</td>
<td>5959 Airline Road, Arlington, TN 38002</td>
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<td>Daytime Phone:</td>
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| Architect Contact: | Stephanie Wilbanks, AIA |
| Company Name: | Ledford Engineering Planning and Architecture, LLC |
| Mailing Address: | 5567 Commander Drive, Suite 105, Arlington, TN 38002 |
| Daytime Phone: | 901-867-5220 Fax Number: 901-867-5331 |
| E-mail Address: | stevie@ledfordep.com |

| Engineer Contact: | Kevin Ledford |
| Company Name: | Ledford Engineering Planning and Architecture, LLC |
| Mailing Address: | 5567 Commander Drive, Suite 105, Arlington, TN 38002 |
| Daytime Phone: | 901-867-5220 Fax Number: 901-867-5331 |
| E-mail Address: | kdledford@ledfordep.com |

Name of Property Owner:  
Mailing Address:  
Daytime Phone: Fax Number:  
E-mail Address:  

**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:  
Amount:  
Fee Receipt #:  

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507  
Telephone (901) 867-3449 • Fax (901) 867-2638
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.

*Owner Information is required

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<td>If an Entity:</td>
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<tr>
<td>Name of Entity: Ledford EPA</td>
<td>Name of Entity: Faith Baptist Arlington</td>
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<tr>
<td>By (Signature): [Signature]</td>
<td>By (Signature): [Signature]</td>
</tr>
<tr>
<td>Print Name: Stephanie O. Wilbanks, AIA</td>
<td>Print Name: [Signature]</td>
</tr>
<tr>
<td>Title: Architect</td>
<td>Title: Executive Pastor</td>
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Waffle House  
SITE PLAN REVIEW

DATE: May 14, 2019

STAFF: Angela Reeder, AICP, Town Planner

SUBJECT: Site Plan Review for new drive-through restaurant

APPLICANT: Waffle House, Inc.; Representative: Ken Williams

DESIGN PROF./CONSULTANT: The Reaves Firm, Inc.; Representative: Greg Bartlett

SITE LOCATION: 11636 Hwy 70; north side of Hwy 70, approximately 290 feet east of Airline Rd

SITE ACREAGE: 0.699 Acres

ZONING: SC (Shopping Center)

PROPOSAL: The applicant is requesting DRC approval of a site plan for a new restaurant on the north side of Hwy 70, just east of Airline Road. The proposed site is undeveloped at this time, having most recently been used for farming. The site is 0.699 acres in size and zoned SC: Shopping Center.

The Planning Commission approved the Site Plan layout for this site on April 15, 2019.

Building Elevations: The building is a narrow, rectangular structure, roughly 1,844 square feet in size. The site is in the typical diner layout found in any Waffle House, long and skinny with the building on the west side of the lot and parking primarily along the east. The entrance faces the parking lot. A small loading and service area is provided at the rear of the building and a trash enclosure is provided off the rear access road, similar to First TN Bank next door.

The applicant proposes an exterior of clay brick in primarily a rustic brown color (Pine Hall Brick, Millstone) with red/brown brick wainscot, pilasters, and accents (Pine Hall Brick, Spektra Chocolate). The roofline includes a parapet wall with a cobbled cornice which steps up in the center of the east elevation. Standing seam metal awnings are proposed over the windows and rear service door; downspouts and metal doors will match the awning color.

The window and door framing systems are proposed along the bulk of the south and east elevation and extend from the awning to the ground. They’re proposed in a clear anodized aluminum with clear glazing. Black shutters are proposed on the west elevation (facing First TN) to give the appearance of additional windows and add interest, and also on the east facing wall beyond the windows. It seems the intent of aluminum window framing is that it would blend with the windows. However, staff would...
note that a dark bronze window framing would be more consistent with Town Guidelines and the proposed building materials.

Color and material samples will be available at the meeting and a color rendering is included.

**Landscaping and Tree Ordinance:** The project meets minimum open space requirements and will exceed the required 14 tree density units, providing 18 tdu as currently proposed.

The site is landscaped with a variety of trees, shrubs, groundcover, including sod around any disturbed areas. There is limited space for streetscape plantings due to stormwater detention there, but a row of switchgrass is proposed between the sidewalk and parking lot and additional plantings are proposed around the entry monument sign and southwest corner of the building.

Sweetbay Magnolia are proposed in the parking islands throughout the site, including two along the Hwy 70 frontage. Hornbeam and Village Green Zelkova are shown along the west side of the site; Black Gums on the east side. Clusters of other smaller shrubs and groundcover are proposed around the back and rear of the building, parking lot islands, and the trash enclosure.

An irrigation plan will be required to be submitted to staff prior to the issuance of a building permit.

**Exterior Lighting and Photometric Plan:** The lighting plan shows three 23-foot tall pole lights within the parking lot, each with square poles and slim-profile LED heads. The lights are within the maximum height permitted, based on the site location. The detail proposes black poles and fixtures. Staff encouraged dark bronze to match the site and next door, but would accept black.

A slim LED wallpack is proposed at the rear employee door to the building for safety purposes. It will be bronze to match other items on-site. The photometric shows adequate coverage of the parking lot, with limited light trespass to the east, which is intended as commercial eventually.

**Garbage Collection Areas:** A trash enclosure is proposed at the northwest corner of the site. It will be brick matching the building (presumably Millstone Brown) with a rounded cap and metal panel door on metal frames. The doors will be the same color as the building’s metal doors and downspouts. The steel pipe gate posts should be the same. They are currently note with yellow pvc caps, which is not necessary or approved in that location.

**Mechanical Units and Meters, Transformers, Rooftop Units:** Rooftop units are identified and shown on elevations to be screened by the parapet; a condition of approval reiterates this. Any ground mounted equipment or 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 be provided, such as around the transformer.

**Signage:** The applicant submitted their application for signage, given the unique nature of this site and building configuration. Their application includes a ground sign and two wall signs; two meet Town Guidelines as proposed and one requires DRC consideration.

The ground sign meets Town Guidelines. It’s proposed on the east side of their entry drive, set well back from the required 10-foot setback. It is a 6-foot tall brick monument to match the building, with a
black and yellow sign cabinet consistent with the business name. It is internally lit but light will only shine through the text at night, as is required by Code. Bright colors are generally avoided; however, the only non-earth tone color utilized is the yellow trademark Waffle House color.

The wall sign facing Hwy 70 also meets Town Guidelines. It includes white, channel cut letters that spell out ‘Waffle House’ and is just over 20 square feet in size (30sf is total permitted). The sign is reverse channel or halo lit with a steady, white light.

Lastly, the applicant would like to place a 9 sqft logo sign on their east frontage over the building entrance. This request faces two challenges: 1) the entrance does not face a public road or shared access drive and wouldn’t typically be allowed signage, and 2) logos are typically subordinate to sign text, not stand alone.

**Frontage:** Regarding signage allowance, the site has 10 sqft of unused signage remaining from their Hwy 70 frontage and 30 sqft of unused signage on the north elevation facing the access road (which they don’t plan to use). The Town has authorized a business to shift allowed signage to a non-street facing entrance previously (Brendalay) and staff feels it could be acceptable in this instance as well. Design Guidelines state signage should conform to the architectural character of the building in terms of style, location, size, etc. Staff would contend signage in this location would keep with the architectural character of the building. It also would not be authorizing any additional signage beyond what is already permitted.

**Logo Only:** The proposal includes only the Waffle House logo on this frontage, which is a WH in a circle. Guidelines state logos shall be subordinate to the overall design, although there are examples of stand-alone logos, including the McDonalds nearby. The size of the logo (9 sf) is less than half the text on the south frontage (20sf) and could be considered subordinate in that manner. Or DRC could request the applicant also place text on the east elevation in addition to the logo.

**Next Steps:** If approved, the applicant must next complete all conditions of approval, and have a pre-construction meeting with staff before starting work.

**RECOMMENDATION:**
Staff recommends approval of the proposed Waffle House Site Plan, subject to the following conditions and any additional conditions recommended by the Design Review Committee:

**CONDITIONS OF APPROVAL:**
1. It is found that the DRC application and plans dated May 8, 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 roof-mounted equipment must be fully screened from public right-of-way view by the building parapet. If upon inspection it is found to be visible, additional screening measures must be installed.

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. Note that all ground mounted equipment or meters must be screened by landscaping, fencing or other approved measures to the satisfaction of staff, unless the equipment is required to maintain visibility and access. Wall mounted equipment may be painted to match the adjacent wall, if an option.
   c. Revise the trash enclosure doors and door posts to match the building metal accents. The brick shall be Millstone to match the building, with Spektra Chocolate accents if desired (no exterior cmu block).
# Town of Arlington

## Design Review Committee

### Site Plan Application

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

<table>
<thead>
<tr>
<th>Project Name: Waffle House</th>
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<tr>
<td>Project Address: 11634 US Hwy 70</td>
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<tr>
<td>Developer Contact: Ken Williams</td>
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<tr>
<td>Company Name (if applicable): Waffle House, Inc</td>
<td></td>
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<tr>
<td>Company Address: 5986 Financial Dr, Norcross, GA 30092</td>
<td></td>
</tr>
<tr>
<td>Daytime Phone: (770) 729-5786</td>
<td>Fax Number: (770) 729-5840</td>
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<tr>
<td>E-mail Address: <a href="mailto:KenWilliams@WaffleHouse.com">KenWilliams@WaffleHouse.com</a></td>
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<th>Architect Contact: Mark D. Pavey AIA</th>
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<td>Company Name: Mark D. Pavey AIA</td>
<td>Ken Williams, Waffle House, Inc</td>
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<tr>
<th>Engineer Contact: Mike Davis</th>
<th>Greg Bartlett</th>
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<tr>
<td>Company Name: The Reaves Firm, Inc</td>
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<tr>
<td>Mailing Address: 6800 Poplar Avenue, Suite 101, Memphis, TN 38138</td>
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<tr>
<td>Daytime Phone: (901) 761-2010</td>
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<tr>
<td>E-mail Address: <a href="mailto:MDAVIS@ReavesFirm.com">MDAVIS@ReavesFirm.com</a></td>
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<tr>
<td>Mailing Address: 6093 Wild Oaks Dr, Memphis, TN 38120</td>
</tr>
<tr>
<td>Daytime Phone: 901-210-3272</td>
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<tr>
<td>E-mail Address: <a href="mailto:Raspell21200@comcast.net">Raspell21200@comcast.net</a></td>
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**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

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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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<tr>
<td>Name of Entity: <strong>Waffle House Inc</strong></td>
<td>Name of Entity: <strong>Landvest Partners</strong></td>
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<tr>
<td>By (Signature): <strong>Kenneth Williams</strong></td>
<td>By (Signature): <strong>R.A. Gill</strong></td>
</tr>
<tr>
<td>Print Name: <strong>Kenneth Williams</strong></td>
<td>Print Name: <strong>R.A. Gill</strong></td>
</tr>
<tr>
<td>Title: <strong>V.P. of Real Estate Representative</strong></td>
<td>Title: <strong>Managing Partner</strong></td>
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Myer’s Park PD
Common Open Space Improvement Plan

DATE: May 14, 2019

STAFF: Angela Reeder, AICP, Town Planner

SUBJECT: Common Open Space Site Plan Review

APPLICANT: Blue Sky Communities, LLC; Representative: Keith Grant

DESIGN PROFESSIONAL: Parker Estes & Associates; Representative: Will Sawtelle, P.E.

SITE LOCATION: Northeast corner of Memphis-Arlington Road and Gerber Road

ZONING CLASSIFICATION: M-1: Light Industrial

ACREAGE: ± 43 acres

BACKGROUND:
The BMA approved the Master Development Plan (MDP) for the Myer’s Park PD in October of 2018, which is a primarily residential project with several open space areas and a small commercial/office component. The site sits at the northeast corner of Memphis-Arlington and Gerber Roads, across from the Sports Complex and adjacent to R&L Carrier.

PROPOSAL:
The applicant is requesting Design Review Committee approval for their common open space improvements for the entire Myer’s Park PD. The PD includes 145 homes, a 1-acre commercial site, and several common open space lots. Common area includes three pocket parks, a large open area with pool, a large open area with a playground, and a 5-acre pond and open space area on the north end of the development.
Building Elevations: Within the PD there are six COS structures and a playground set: a pavilion in COS10, a pavilion in COS 8, a pool pavilion and two cabanas in COS 4, and a gazebo in COS 1. This is consistent with the approved PD. The buildings all share similar materials, features, and colors: primarily white with weathered gray shingles.

Pool Area: The pool pavilion is 20ft x 60ft and includes gray brick veneer, white siding and a gray shingle roof. It includes two restrooms, a water fountain, and a large covered patio area. A fenced area at the end of the building, behind the bathrooms, will house the pool equipment. The two pool cabanas are shown on the edge of the pool deck. They are similarly designed, 8’8” square buildings with space for a small refrigerator and tv inside.

The pool deck is to be enclosed with a 6-foot tall, black wrought iron or aluminum fence. This meets Town requirements for enclosing a pool. A gate will be located between the pool pavilion and the pool deck. Tables and lounge chairs and shown around the pool.

Pavilions: The pavilions in COS10 and COS8 are 20ft x 20ft in size, with 1-foot square white columns and gray shingle roofs. Plans note the roof may also be bronze, standing seam, but staff would encourage gray shingle to maintain consistency.

The gazebo in COS 1 overlooks the detention pond and is hexagon shaped with white posts and a gray shingle roof. It includes built-in benches on three sides and will be placed on a 17’x17’ concrete pad.

Playground: The playground equipment is proposed in COS 2, on the northern side of the project. It includes a large play structure with multiple features in a curbed area filled with safety mulch. Previous plans also included a dog park in this area, but it was removed at the urging of the BMA.

Other: Other features found in the various common areas include five (5) mailbox stations, seat walls and benches. The USPS has determined that no more individual mailboxes are permitted with new development, to reduce the time and cost to deliver mail. As such, all future projects must include shared mailbox stations. The applicant has identified areas across the development where these will be located, to try and be as convenient as possible for residents. They are all located near guest parking areas, for the mail carrier and residents who decide to drive to get their mail.

Landscaping and Irrigation: A landscape plan has been provided which includes the common open space area. An irrigation plan will be required to be submitted and approved by staff for each phase prior to work beginning on that portion of the site.

Streetscape: Typical residential streets are found throughout the development, including landscape strips and concrete sidewalks. The Landscape Plan for the PD includes a variety of trees to be planted along each of the different streetscapes. Shumard Oaks are proposed along the perimeter of the development (Gerber & Memphis-Arlington). Sweetgums are proposed on the east-west roads, and Lacebark Elm are proposed on the north-south roads. The plan also includes Black gum in or around the perimeter of most of the open spaces areas (2-4, 6-7, 10). A mixture of all the varieties is proposed around the detention pond on the north end.

Other Plantings: Enlargements of each of the open spaces areas identifies the other landscaping proposed, which is varied and extensive. The landscaping includes plantings around the pool, each of the structures, at the entrances on COS 6 & 7. Sod will be required in any common areas not intended
for another use. Two long rows of Fosters Holly are proposed to provide screening on the southern end adjacent to the commercial lot, and along the northeast area adjacent to R&L Carrier. In each, the plan also proposes a 6-foot cedar privacy fence.

Fencing: In addition to the privacy fencing mentioned above, a white 3-rail fence is proposed along the project’s exterior to identify its borders. It is roughly 4 feet tall and will run across the front yards of all the homes on Gerber and Memphis-Arlington and around the point at COS 10.

While not detailed in this plan, there may be some disturbed areas around the detention pond that could be hydroseeded, which can be considered when that phase comes forward for construction plans. However, the Town typically requires sod on the pond slopes to 1’ below the permanent water line and the top bank.

Traffic Circles: The plan as approved, includes four traffic circles in various locations. Those are intended to have the appearance of brick pavers, either through stone or stamped concrete. The herringbone design is shown on the material board, with a red/brown brick color. This matches the PD proposal.

Signage: Subdivision entrance signage is proposed at the Memphis-Arlington entrance, on the southwest corner of the site (COS 10), and at the entrance across from Cashmere Woods Drive. Plans show a 6-foot tall stone sign, roughly 17-feet long with capped columns on either end. The name Myer’s Park is proposed on a panel insert within the sign. This sign proposal be placed on Gerber and at the corner of Gerber and Mem-Arl. A second sign, which simply includes a single column with the subdivision name is proposed at the entrance on Memphis-Arlington that will ultimately be shared with the commercial site. This is consistent with the intent from the original PD.

Exterior Lighting: Other than standard street lights, exterior lighting is only proposed in the pool area. Plans include four 12-foot tall posts with bronze bell-shaped, LED fixtures. A photometric plan was provided, showing light will extend beyond the pool fence, but it is unlikely to extend across the remainder of the common area to any homes.

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 May 3, 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. A landscape sheet shall also be provided for each phase of construction plans provided.
5. Home Owners Association guidelines shall clearly identify the requirement that the white, three-rail wooden fence and landscaping be maintained on those lots abutting Gerber and Memphis-Arlington and identify who is responsible for the on-going maintenance of that improvement.

6. Prior to the commencement of construction, the following information shall be provided or revised:
   a. Clarify if any fencing is proposed around COS 1, and if so provide details consistent with the remainder of the plan.
   b. Provide at least two benches in COS 2 for parents while children play and in COS 10 on the southwest corner of the site.
   c. Plans shall note that the banks of the pond to 1’ below the standard water line and the top of bank shall be sodded, at a minimum.
   d. Note that all open space proposed shall be private owned and maintained by the homeowners association.
Town of Arlington
Design Review Committee
Site Plan Application

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

Project Name: Myers Park Planned Development
Zoned: M-1

Project Address: 177 Crescent Drive, Collierville, TN 38017

Developer Contact: Robert Reaves

Company Name (if applicable): Blue Sky Communities, Inc.

Company Address: 177 Crescent Drive, Collierville, TN 38017

Daytime Phone: 901-854-0525 Fax Number: 901-854-0526
E-mail Address: reaves@grantnewhomes.com

Architect Contact: Bob Dalhoff

Company Name: DALHOFF THOMAS design studio

Mailing Address: 6465 N Quail Hollow Rd #401, Memphis, TN 38120

Daytime Phone: 901-646-5070 Fax Number:
E-mail Address: bob@dt-designstudio.com

Engineer Contact: Will Sawtelle, P.E.

Company Name: Parker Estes & Associates

Mailing Address: 3460 Ridge Meadow Pkwy, Memphis, TN 38115

Daytime Phone: 901-960-9805 Fax Number:
E-mail Address: sawtelle@bellsouth.net

Name of Property Owner: Blue Sky Communities, Inc.

Mailing Address: 177 Crescent Drive, Collierville, TN 38017

Daytime Phone: 901-854-0525 Fax Number: 901-854-0526
E-mail Address: kgrant@grantnewhomes.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.

5854 Airline Road • P.O. Box 507 • Arlington, TN 38002-0507
Telephone (901) 867-3449 • Fax (901) 867-2638
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.

*Owner information is required

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TOWN OF ARLINGTON, TENNESSEE
DESIGN REVIEW COMMITTEE

DEVELOPMENT STAFF REPORT

AMENDMENTS TO THE TOWN OF ARLINGTON DESIGN GUIDELINES
MANUAL CHAPTERS 1, 2, 3, AND 4 TO CORRECT MISPRINTS, INCORPORATE
UPDATES TO PREFERRED BUILDING MATERIALS, AND ENCOURAGE
PEDESTRIAN SCALE DESIGN AND LED LIGHTING USE

DATE: May 14, 2019

STAFF: Angela Reeder, AICP, Town Planner

SUBJECT: Amendment to the Arlington Design Guidelines Manual

BACKGROUND: The DRC expressed an interest in considering amendments to the Town’s Design Guidelines Manual. Based on prior Committee conversations and comments from individual members, the following Town-initiated Amendments are proposed for consideration at this time.

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: Attached is Exhibit A, which includes the proposed amendment language to four (4) Chapters of the Code: Chapter 1 (Introduction), Chapter 2 (Building Design and Architectural Character), Chapter 3 (Landscaping and Screening), and Chapter 3 (Site Design and Site Elements). All edits in Exhibit A are shown in red, with deletions in strike-though and additions in underline format.

Below is a brief description and summary of the intent of each change, listed in the order they occur in our Guidelines.

➢ Chapter 1: INTRODUCTION

These changes simply update the number of DRC members to 7 and add language to note only “complete” applications will be considered within 30 days, as sometimes incomplete applications are received.

➢ Chapter 2 - ZONING DISTRICTS, BULK REGULATIONS, AND USES:

Section A. 5:a: This change clarifies the list of primary materials. It would remove stucco. It also clarifies that we’ve accepted both natural and synthetic stone and removes marble and limestone (as they’re somewhat redundant). It adds the language “fibrous cement board” instead of referencing only a specific brand name (hardiplank).

Additional language is stricken regarding materials simulated to give the appearance of primary materials, as it seemed unnecessary. The list of approved materials always included a simulated wood product, and the remaining language already offers DRC the option to consider other materials if the Committee feels they are appropriate.
Section A.5.b: Revisions include adding the intent of secondary materials and increasing their percentage up to 30%. The list of materials is updated to now include stucco and high-quality architectural metal panels. Language notes that stucco and EIFS are not to be used within 3 feet of grade or in places with regular contact with people or equipment.

Section A.5.c: Non-preferred materials are clarified to include smooth CMU block (unfinished or painted), corrugated metal siding, and highly reflective glass curtain wall systems.

Section A.5.f: Clear anodized or silver window framing is no longer prohibited but is still to be avoided unless it complements the overall color scheme of a building.

Section A.5.h: New language that requires color renderings and complete color material sample boards and also sets minimum sample sizes.

Section A.6: Added section to require consistent architectural style throughout an entire development and requiring attractive pedestrian-scaled features and amenities.

Section E: Added to have developers consider human scale and pedestrian oriented massing in new buildings. Clarifies the base of a building should be masonry or stone, typically.

➢ Chapter 3 – LANDSCAPING AND SCREENING:

Section C: Allows flexibility of street tree spacing based on species. Clarifies that sidewalks are typically 4.5 feet from the back of curb, not 5 feet. Also notes street trees may be planted between a curb and sidewalk in larger landscaped areas, not shall, as this is often not a public works preference.

Section D: Fixes typos.

Section E: Notes that backflow preventers shall be in inconspicuous locations when possible.

➢ Chapter 4 – SITE DESIGN AND SITE ELEMENTS:

Section C: Adds multiple lighting corrections and updates, including the requirement for a professional photometric report and notification that vertical reports may be necessary. Also notes that the Town prefers energy saving LED technology and auto-dimming features could be required in sensitive areas.

Section D: Clarifies that even roll-off trash can enclosures for uses that don’t have a dumpster shall be in an opaque enclosure. The next section clarifies that if it is for a dumpster, it must also be a masonry enclosure.
**Section G:** Revises to state that developments with 4 or more tenants, not 2 or more, shall be required to provide a comprehensive sign plan.

**RECOMMENDATION:**
Staff would ask for a recommendation on the proposed amendment language in Exhibit A to the Board of Mayor and Aldermen: either to approve as proposed, approve with changes, or reject.

If recommended, a Resolution will then be presented for consideration on a BMA Agenda of the proposed changes to the Town’s Design Guidelines Manual.
EXHIBIT A

Town of Arlington Design Guidelines Manual Amendment: The proposed amendment would revise the existing language in the various section as follows. All edits are in red text to be more visible, with all new language underlined and all removed language in strike-through format.

Chapter I: INTRODUCTION

1A. WHAT IS DESIGN REVIEW

2B. BASIS FOR DESIGN GUIDELINE STANDARDS

Section 1. Composition

The design Committee shall consist of nine seven (7 9) members.

Section 9. Building Applications – Due Consideration

Within 30 days after a complete application shall have been submitted to the Committee, the Town staff shall examine and present it to the members of the Committee for examination and determination of whether the proposed structure will conform to proper urban design standards and be conducive to the proper architectural development of the Town…

3C. PURPOSE OF THE DESIGN GUIDELINES MANUAL

Chapter II – BUILDING DESIGN AND ARCHITECTURAL CHARACTER:

A. GENERAL BUILDING DESIGN GUIDELINES

5. Exterior building materials shall be high quality and durable materials. Exterior building wall materials shall be subject to the following:

a. Primary Building Materials: The primary materials for exterior wall surfaces, exclusive of all windows, doors, roofs and walkway covers, shall be natural materials such as clay brick, natural or synthetic stone, marble, limestone and wood. Cementitious stucco, cast stone, and fibrous cement board (simulated wood siding like hardiplank) may also be used as primary building materials.

Other Materials may be considered on a case by case basis, but in no case shall the primary building material be a material simulated to give the appearance of the above-listed primary building materials. In consideration of alternate materials, the Design Review Committee and the design professional should consider the architectural style of the building and select appropriate materials for the architectural style.

b. Secondary Building Materials: Secondary materials for exterior wall surfaces are intended to provide interest and variety in building design and may be used for up to 30% of the elevations, exclusive of all windows, doors, roofs, and walkway covers, for the purpose of accent. Acceptable secondary building materials include any material appropriate as a primary material, cementitious stucco, precast concrete panels, exterior insulation and finishing systems (EIFS), or dryvit, precast concrete, and high-quality architectural metal panels textured block. Simulated materials that give the appearance of the primary building materials listed in a. above, may also be used as secondary
building materials. Any stucco or EIFS should be at least 36 inches from grade and not in places where there will be regular contact with people or equipment.

c. Non-preferred Building Materials on non-industrially-zoned properties, exclusive of all windows, doors, roofs, and walkway covers, include exposed unfinished or painted smooth face concrete block, corrugated metal siding, plywood, vinyl or aluminum siding, highly reflective glass curtain wall systems, and plastic materials (including fypon) or similar.

f. Door and window framing systems shall not be clear anodized or silver aluminum. The color should blend with the overall design of the building. Clear anodized or silver aluminum should be avoided unless it complements the overall color scheme of the building.

h. Color renderings of all elevations and a complete material sample board of proposed exterior materials and colors shall be provided for Design Review Committee consideration. Minimum 3”x3” color material samples, or equivalent, and a panel of brick are considered sufficient sample sizes for those items.

6. A consistent architectural style should be carried throughout the overall design of all development and buildings shall offer attractive and inviting pedestrian-scaled features, spaces, and amenities

E. MASSING, FACADES, AND ROOFS
1. Massing
   c. Pedestrian oriented massing and material choices should reflect the human scale within its overall composition. The interaction of solid and void can help break down the general volume of a building and relate it back to human proportion and scale. Buildings may also use entries that provide protection from the elements, such as canopies, arcades, recesses, or roof overhands to further reinforce the pedestrian scale.

2. Facades
   a. Buildings should have a defined base or cap, with the base typically comprised of a masonry or stone material.

Chapter III. LANDSCAPING AND SCREENING

C. STREETSCAPE
4. Streetscape planting shall include a mixture of tree and understory plantings. Street trees should be planted no further apart than thirty (30’) feet on center, unless it is shown that the proposed species would be ultimately crowded at that distance. All new street tree plantings shall be a minimum of two and one-half (2.5”) inches in caliper at the base of the trunk and multi-stemmed ornamental trees should have a minimum caliper of one (1”) inch.

5. The sidewalk should be set back a minimum of five four and a half (4.5’) feet from the back of the curb, unless otherwise approved. Where sidewalks are incorporated within a larger landscaped pedestrian way, street trees shall may be planted between the curb and sidewalk, unless such plantings would interfere with overhead utility lines or underground utilities.

In such cases, ornamental trees shall be plated behind the sidewalk and shall be of a species that will not interfere with overhead wires at maturity.

D. PERIPHERAL SCAPE AND SCREENING
Screening shall be required in the Town of Arlington in the following instances:
3. In all developments that have outdoor work areas on for vehicles, provide for the storage of vehicles, or provide auto service functions such as storage of cars while they are being repaired.

E. PARKING LOT LANDSCAPING

1. Orientation/Layout
   f. All landscaped parking islands shall be irrigated. Backflow preventors shall be less conspicuously located and screened.

Chapter IV. SITE DESIGN AND SITE ELEMENTS

C. EXTERIOR LIGHTING
   1. Gasoline Station/Convenience Store Aprons and Canopies:
      d. The lighting levels for new facilities (pump islands and under canopies) shall not exceed a maintained average horizontal illumination level of twenty (20) footcandles and should conform to IESNA recommended practices. Individual luminaire lamp wattage should not exceed 250 watts.
   4. Exterior Illumination of Building, Landscaping and Signs:
      b. The Town has a preference toward LED lighting of exterior areas in an effort to conserve energy.
      c. An auto-dimming or auto-off feature may be required on exterior lighting in sensitive areas.
   6. Prohibitions:
      a. Floodlights
      b. Searchlights
      c. Mercury Vapor fixtures
      d. Sag or drop lens
   7. Required Submittals:
      d. A photometric report stamped by a licensed professional with point-by-point spacing no greater than 10’ x 10’. Report shall include…
      f. A vertical photometric plan may be determined necessary based on project lighting proposals.

D. GARBAGE COLLECTION AREAS
   2. All Such garbage collection areas shall be enclosed by opaque material on all three sides with including doors used to remove cans or front-end commercial dumpsters.

G. SIGNAGE
   1. General Design Criteria
      f. A Comprehensive Sign Policy is required for developments of four two or more tenants, outlining the colors, type, illumination, size and locations of all development signage. The policy should result in Signage should be that is consistent in size, material, location and design throughout each multi-tenant development.