Design Review Committee
August 14, 2018
6:30 P.M.
Meeting Minutes

I. Call to Order and Roll:

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

Present:
Josh Holtgrewe, Chairman
Tommy Reyes
Ronald Colin
Jeremy Biggs, Alderman
Jennifer Walls
Daniel Davidson

Others Present:
Angela Reeder, Town Planner
Mary Helen Carmack, Planning Clerk

Absent:
Phillip Fung, Secretary – Excused

II. Approval of Minutes from June 12, 2018 Meeting:

Chairman Holtgrewe called for a motion to approve the June 12, 2018 meeting minutes as submitted.

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

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. Wright Medical – Site Plan – 11576 Memphis-Arlington Road

Chairman Holtgrewe recognized Angela Reeder, Town Planner, who stated the applicant is requesting DRC approval of a site plan for a new industrial facility on the north side of Memphis-Arlington Road. This site is 21.7 acres and alongside the existing Wright Medical site. They will only use approximately 11 of those acres. The site is currently undeveloped mostly treed. The use is not changing, so the proposal remains a permitted use in the site’s M-1 Light Industrial zone.

Ms. Reeder said they propose a 43,750 square foot facility which would expand their manufacturing capabilities in Arlington. The building fronts Memphis-Arlington with one driveway that loops around the building. Parking will primarily be on the west side of the building with ADA and guest spaces in the front drop-off area.

The Planning Commission approved the Site Plan layout for this site on July 16, 2018 and the Town’s IDB has approved a PILOT for the expansion of Wright Medical.

The applicant’s intent is to continue their international branding, like the style and materials next door, and eventually create a corporate campus. She said the front elevation is roughly 25-ft tall and incorporates full-height window banks that take over half of the elevation. The windows utilize a “fashion gray” storefront system similar to their existing building. Between the windows is an EIFS Dryvit finish in a dark beige (Monastery Brown), similar to the bottom of the building next door. The center portion of the building is a lighter beige with score lines like the existing building, and includes the main entryway with their signature ‘V’ awning in gray.

The front elevation wraps around the building approximately 60 feet on each side. Beyond that, the walls drop a few feet in height and are comprised of flat metal panels that are embossed with a ‘stucco finish’ and painted a lighter beige to match entry section of the building.

Ms. Reeder stated as an industrially zoned property, Town Design Guidelines allow for more flexibility in materials and design, specifically on elevations not visible from roadways. Buildings may use metal on the sides and rear when they do not abut residentially zoned property or are visible from a public ROW. She added, that buildings not on a primary roadway, defined as Airline, Hwy 70 or Hwy 64, may use up to 60% tilt-up concrete wall panels on front elevations. This building does not abut residential properties and is well back from Memphis-Arlington. In addition, the applicant’s use of the finish and painting on the metal panels should make it appear more consistent with the front of the building and the building next door.

Ms. Reeder noted the front elevation uses a higher percentage of EIFS than called for in the Guidelines which currently call for no more than 10% of secondary materials. Staff feels it could have the appearance of tilt-up panels, but more importantly, it will be compatible with the adjacent building on this corporate campus which is a more compelling reason for the DRC to consider their deviations.

Ms. Reeder said the applicant will only clear area they need for this project, the rest would remain treed. With the existing trees and the large amount proposed in the landscape plan the site will total over 2,100 tree density units (tdu), well exceeding the
required 434 tdu for a site this size. The landscape plan proposes 105 new trees and 2,046 existing trees will remain. The streetscape along Memphis-Arlington Road includes Willow Oaks and meandering shrubs which also wraps the entryway. They provided trees in the back screening the loading dock on both sides. Staff has no concerns with the extent of landscaping proposed and an irrigation plan will be required prior to the issuance of a building permit.

They will add an extension to the front of the new building from the sidewalk.

Lighting on the site is comprised of five (5) LED pole lights in addition to 10 LED wallpacks around the building exterior. They are proposed in a "fashion gray" to complement the storefront framing and existing poles next door. The parking lot lights will be mounted on 28-ft poles, which is within the 30-ft height allowance.

The photometric plan shows no light is cast beyond the site property lines, as required. Ms. Reeder noted it appears potentially dark along the front driveway. However, there are existing street lights on Memphis-Arlington Road.

Ms. Reeder explained there will be no separate enclosure for garbage. The facility will utilize two (2) trash compactors attached to the rear of the building and accessible from the inside. They are screened on one side by the loading docks and by a large amount of landscaping on the other side.

The applicant is proposing roof mounted equipment on the back of the building and has provided Line of Sight elevations to demonstrate how the location will be screened by the building itself. Ms. Reeder said this is acceptable method, but cautioned the applicant to ensure this remains the case when construction begins and has included this as a condition.

There has been no application for signage submitted at this time.

Ms. Reeder recommended approval of the proposed Wright Medical Expansion Site Plan, subject to the attached conditions.

Chairman Holtgrewes called for a motion.

**Main Motion:** Jennifer Walls made a motion to approve the Wright Medical Site Plan and Ronald Colin seconded it.

**Discussion:** Chairman Holtgrewes noted the lack of a light pole in front and said the uniformity falls off pretty fast in that area. He was concerned with adequate lighting and proposed a pole on the north driveway. Otherwise, he felt the fixtures and the light levels were appropriate. Tommy Reyes added that, as wooded as the lot is, the street light may not shine in that area sufficiently.

Alderman Jeremy Biggs asked as one side is right next to Route 385 would drivers see the side of the building.

Ms. Reeder said it sits below the street quite a bit and they are maintaining a lot of trees in that area for screening.

Ronald Colin asked about the color schemes of proposed and existing matching, in support of the idea of a campus setting.

Ms. Reeder said yes, we expect and can require that they match.
Alderman Biggs asked if there was an exception made for primary materials when the existing building was built. Ms. Reeder said the building has been there a while and there were several of other users prior to Wright. Upgrades were done to the building when Wright took occupancy and yes, they were given some exceptions at that time.

Chairman Holtgrewre stated Wright’s facelift did a nice job of accentuating the building.

Mr. Colin asked if the existing building has metal panels on it or is it more concrete tilt-up. Allen Brown, H and M Architects/Engineers, said the current building has concrete tilt-up but these metal panels will give the same appearance. They will be textured.

Mr. Colin asked that a condition could be added to ensure exterior building colors match the existing building next door, to support the corporate campus proposal.

Jennifer Walls asked if someday the parking lots would connect. Mr. Brown and Ms. Reeder both answered yes.

Alderman Biggs noted the existing building has a chain link fence and wanted to know if a condition could be made to prohibit a chain link fence on this project.

Ms. Reeder said the Town Ordinance does not allow a chain link fence now. The other one was existing and is grandfathered. She said a condition can clarify any new fencing shall meet Town guidelines. As such, the existing, nonconforming chain link fencing on the adjacent Wright property could not be extended to this site.

Mr. Colin asked if they ever repair or replace the existing fence would they then have to upgrade it. Ms. Reeder said if they replace the entire fence they shall be consistent with our code, but if they repair a small area less than half the value they would be allowed to repair it.

Daniel Davidson said the 3-gallon plants need to be at 3’ centers rather than the 4’ centers as proposed, except for the Gulfstreams because they are slow growers. He added that 5-gallon plants are listed and if they can’t get 5 gallon they need to upsize to 7-gallon not downsize. He is fine with the spacing noted for the 5-gallon plants. The Crape Myrtles need to be specified at 10’-12’ height rather than 8’-10’ to avoid the possibility of a landscaper bringing in a 7’ tree. The plant specified behind the boxwoods will go dormant in the winter and the building is glass from the top down to ground level, he suggested replacing the Spireas with Gulfstream Nandina which will turn red and provide fall color. Mr. Davidson said he felt that with the N.R. Stevens at the two corners they should replace the two Dwf False Cypress on either side of the building entrance with N.R. Stevens to frame the area. Also, he said they don’t have anything listed for seasonal color, that can be changed out, like the existing building and suggested the front island planter and along front driveway entrance to be consistent.

Mr. Reyes asked if the existing driveway on the west side of the building would be removed. Ms. Reeder stated there is a pump or something there that may require access. Mr. Brown said they may want to use the drive for a construction entrance.

Chairman Holtgrewre repeated the lighting and landscaping conditions.

Ms. Reeder noted they also added the conditions to ensure building colors match the existing and the chain-link fencing comment.
Chairman Holtgrewe called for a vote to approve the Wright Medical site with staff and DRC conditions added.

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

**CONDITIONS OF APPROVAL:**

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

6. All roof mounted equipment must be screened from public view at the public right-of-way, through existing building features or added mechanical screening.

7. 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.

8. Any new fencing shall meet Town guidelines. As such, the existing, nonconforming chain link fencing on the adjacent Wright property shall not be extended to this site.

9. 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. Provide a revised lighting plan to include one additional pole light on the east side of the building near the front of the building (either side of driveway) to meet minimum lighting and safety standards for the guest parking area. The light should be consistent with other proposed lights on-site.

   b. Ensure exterior building colors match the existing building next door, to support the corporate campus proposal.

   c. Provide the following revisions to the Landscape Plan: 3 gallon plants shall be planted at 3’ OC (except Gulfstreams); if 5 gallon plants are not available, 7 gallon are acceptable; Crape Myrtles shall be specified at 10’-12’ height minimums; replace the two Dwf False Cypress on either side of the building entrance with N.R. Stevens Hollies for uniformity and scale; replace the Snow
Mound Spirea along the building front with Gulfstream Nandina to maintain color in fall; and utilize seasonal color at the front island planter and along front driveway entrance.

**B. Enscor – Site Plan – West Side of Commander Drive, roughly 950 feet south of Memphis-Arlington Rd.**

Chairman Holtgrewe recognized Angela Reeder, Town Planner, who stated this Site Plan has been pulled for the applicant to have time to resolve some issues. It is anticipated to be on the September agenda. Chairman Holtgrewe moved to the next on the agenda.

**C. Forrest Street Campus – Ph 1 and Amphitheater – Cursory Review**

Chairman Holtgrewe recognized Angela Reeder, Town Planner, who stated this is a courtesy review of a Town project at Forrest Street Park. She said the Town purchased this property in 2005. A Master Plan was adopted in 2013 with a concept for this site. Since then we were awarded a Local Parks and Recreation Fund (LPRF) Grant for the eastern 15 acres. Then in 2017 Fisher and Arnold were hired to work with the Town on a campus plan and some guidelines. The Board has since entered into a contract with Powers Hill and Fisher and Arnold in March to begin plans for Phase 1 of the campus plan that will include grading, parking, and landscaping.

David Baker of Fisher and Arnold stated the improvements to the existing soccer complex are under construction now with a concession building, irrigation for the fields, and landscaping. The plans for the next phase are completed which include improvements to the parking at the soccer complex. He anticipated that would go out for bid in the next week.

Looking forward, he said the plans for the Amphitheater and Farmers Market will be next.

Mr. Baker said the Amphitheater is being designed with three tiers of seating; fixed bench seating, then a retaining wall with the majority of the seating in a sloped lawn beyond for blankets, lawn chairs, and such. The total seating capacity is about 550. Behind the seating area will be a plaza for vendors.

He told the committee restrooms were originally intended to be part of the amphitheater; however, they now include two small restroom buildings, on either side of the amphitheater. This will spread them out and provide facilities closer to the Farmer’s Market and Parking area.

While not copying the Concession Stand, similar materials and colors are being utilized to unify the campus.

Extensive landscape plans utilize native plants that meet the Town’s Design Guidelines. He said shrubs will be used in the parking areas to soften the appearance of the asphalt in this park setting.

**Discussion:** Chairman Holtgrewe asked if there is going to be any site lighting in this Phase, specifically in parking areas. Mr. Baker answered that there is lighting proposed for parking and the new road coming in this phase.
Chairman Holtgrewe suggested they consider how the lights are controlled and the time of day to be sensitive to neighbors and security.

Alderman Biggs asked if the seating capacity could be expanded at a future date should the Town so desire. Mr. Baker showed the Committee how they could spread out the seating areas if needed.

Mr. Davidson said he was concerned about the plant selection based on longevity and maintenance. Mr. Baker stated he mandated on his specs for the pre-construction meeting and will be on site when the plants are planted. He added his firm will be there throughout the construction, plant deliveries, etc.

Mr. Reyes inquired about the street trees and visibility for traffic. Mr. Baker said they used the Town’s sight triangle guidelines.

D. Design Guidelines – Updates / Discussion
Chairman Holtgrewe recognized Angela Reeder, Town Planner, who stated this is an update from the last DRC meeting where there were many members absent. She briefly reviewed what was discussed at the previous meeting. The specific areas discussed were: street tree spacing; building materials for storefront systems that currently don’t allow silver or anodized; primary vs secondary building materials with some consideration of offering multiple secondaries; LED and lighting guidelines being absent; requiring material boards; adding some language about mock-up walls, and general clean-up of the guidelines such as typos or old information.

Ms. Reeder said she is looking for direction from the DRC and guidance on areas each member is specifically interested in changing. From that, she can draft some options to bring back to the Committee for consideration.

Alderman Biggs said the new gas station and dermatology building has more than 10% of rough-cut stone. He said we need to abide by our standard or update it if the standard needs to be changed.

Ms. Reeder replied at the last meeting the Committee briefly noted 10% might not be appropriate.

Mr. Colin clarified the examples given were about cast stone which is a primary material, the 10% refers to secondary materials.

Alderman Biggs noted that cut concrete is not really stone and should be a secondary material because it is fake stone.

Mr. Colin responded the primary materials list says stone and although it may be man-made stone, it is a stone. This may be an area that needs to be cleared-up.

Alderman Biggs was concerned about maintenance on cut concrete materials.

Ms. Reeder said those are typically integrally colored and Mr. Colin said the issue with that type of product is not fading but potentially staining, simply getting dirty.

Alderman Biggs does not like aluminum awnings/drop-off areas and suggested the poles be brick, cedar, or similar stone to the building.

Ms. Reeder stated the posts at Ortho-One were discussed at DRC and the awning matched the awnings and architecture of the building.
Mr. Colin mentioned in prefabricated aluminum canopy systems, the columns are often the drains/downspouts.

Mr. Davidson said we attract and want Mom and Pop businesses so want to help an owner build something nice and also reasonably priced. Chairman Holtgrewe agreed we have to strike a balance.

Mr. Colin suggested the DRC have a work session to discuss these matters.

Ms. Reeder recommended inviting the BMA to the work session so they can understand the concerns behind the issues before it comes before them to be adopted.

Chairman Holtgrewe suggested a pre-meeting to get on the same page first. He asked the members to send Ms. Reeder a handful of bullet points related to the items they want reviewed so the Committee can then hash them out amongst themselves and come to the BMA prepared.

Mr. Colin added that he wants more definition on glazing and reflectivity. He would like to see a minimum stated for primary materials. He added the DRC should require renderings and color elevations.

Ms. Reeder stated that defining what we mean by primary and secondary materials may serve some of those purposes.

Chairman Holtgrewe suggested a list of subgroups with regard to stone.

Chairman Holtgrewe re-stated in the coming weeks the members need to email bullet points to Ms. Reeder.

E. **Other as properly presented.**

There was no additional new business to come before the committee.

V. **Adjournment:**

Chairman Holtgrewe called for a motion to adjourn.

**Motion:** Daniel Davidson made the motion. Ronald Colin seconded it.

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

\[Signature\]

Josh Holtgrewe, Chairman

11/14/18

\[Signature\]

Phillip Fung, Secretary

11/13/18

Submitted By: Mary Helen Carmack, Planning Clerk