Town of Arlington
Design Review Committee
Meeting

June 11, 2019
6:30 P.M.
AGENDA
Design Review Committee
Tuesday, June 11, 2019
6:30 p.m.

I. Call to Order & Establishment of a Quorum

II. Approval of the May 30, 2019 Meeting Minutes

III. Old Business


B. Other as Properly Presented.

IV. New Business

A. Villages at White Oak 1st Addition – COS Master Plan & Master Sign Plan – for the remainder of the PD located on the east side of Milton Wilson Blvd., south of Forrest Street

B. Other as Properly Presented.

V. Adjourn
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: June 11, 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.

A brief conversation was held at the May meeting and members have since provided comments to staff, which have been incorporated. 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-through 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. It also notes that on a street-facing façade, EIFS shall only be used for ornamental details (*a change from previous version).

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 (*language revised to reference new energy code requirements).

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 asks 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 of the proposed changes will then be presented for consideration on a future BMA Agenda.
Village at White Oak 1st Addition PD (remaining phases 4-20)
Common Open Space Improvement Plan
& Master Sign Plan

DATE: June 11, 2019

STAFF: Angela Reeder, AICP, Town Planner

SUBJECT: Common Open Space Site Plan Review

APPLICANT: Arlington Investors Group, LLC; Representative: Keith Grant

DESIGN PROFESSIONAL: Dalhoff Thomas design studio; Representative Bob Dalhoff

SITE LOCATION: East side of Milton Wilson Boulevard, between Kensington PD and the original Villages of White Oak PD

ZONING CLASSIFICATION: RS-18 and PD Overlay (Villages at White Oak 1st Addition PD)

ACREAGE: ±228 acres

BACKGROUND:
The BMA approved the Master Development Plan (MDP) for the Villages of White Oak 1st Addition PD in 2017, which is a primarily residential project with several open space areas and a small commercial/office component. The site sits along Milton Wilson Boulevard, just south of Kensington PD.

PROPOSAL:
The applicant is requesting Design Review Committee approval for their common open space improvements for the remainder of the PD. The remaining portions will include 493 homes, over 55 acres of open space, and a commercial portion on the west side of Milton Wilson. This plan will not address the commercial portion; it will be reviewed during a standard Site Plan review.
Landscaping and Irrigation: A landscape plan has been provided which includes the common open space area and streetscapes. 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. Willow Oaks are proposed along the Greenway lots, with Shumard Red Oaks on most remaining roads, and Water Oaks on a few cul-de-sacs and smaller road sections.

Open Space Plantings: First, notes on the plans note that any trees larger than 6” in areas noted as “Preserved Natural Area” shall not be cleared. These areas include the hatched areas along the ponds and creeks in the southeast portion of the development. Enlargements of each of the individual open spaces areas identifies the other landscaping proposed, which is varied and extensive. The landscaping includes plantings around each of the ponds, around each of the structures, at the entrance off Milton Wilson Blvd in Phase 9. Sod will be required in any common areas not intended for another use, except in slope transition areas which will be seeded for stabilization. One row of Little Gem Magnolia is proposed alongside COS ____, as a buffer to the lot in Phase 6 that abuts it on two sides.

Fencing: A white 3-rail fence is proposed along the project’s exterior on Milton Wilson Blvd to identify its borders. It is roughly 4 feet tall and will run across the front yards of all the homes and open space along the roadway. The Master Plan notes the 3-rail fencing shall be installed at the back of sidewalk on other COS, but plans are not clear if it is proposed in the remainder of the site.

Building Elevations: Within the remainder of the PD there are three COS structures (two pavilions and a gazebo) and several benches. The buildings all share similar materials, features, and colors: primarily white structures with weathered gray shingles. This is consistent with the approved PD and with existing common area structures in the early phases.

Pavilions: The pavilions are 20ft x 20ft in size, with 1-foot square white columns and gray shingle roofs. The gazebo sits at an intersection and overlooks a pond and preservation area. It 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.

Furniture: Benches are proposed all along walking trails throughout the community. The locations should provide viewing areas of several of the preserve areas. While the USPS has determined that all future projects must include shared mailbox stations, this project was approved prior to that decision. As such, the applicant has not identified any areas across the development where these will be located.

Signage: Subdivision entrance signage is proposed at the Milton Wilson Blvd entrance in Phase 9, and in a few locations to identify the Senior Housing portion of the site and the Estate lots. Plans show a 5-foot tall stone sign, on a roughly 30-foot long wall with capped columns on either end. The name Villages at White Oak is proposed on a panel insert within the sign. This is consistent with existing signage at other entrances in this development and the PD.

In the other locations, a simple single column with the subdivision name and neighborhood details is proposed on the roadside. This is also consistent with the intent from the original PD.
Exterior Lighting: Other than standard street lights, no exterior lighting is proposed.

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 1, 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/C 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. HomeOwners Association guidelines shall clearly identify the requirement that the white, three-rail wooden fence and landscaping be maintained on those lots abutting Milton Wilson Blvd 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. Revise Sheet 3 to note the bench color will match existing furniture, not pool furniture.
   b. Revise to note 3-rail fencing around COS pocket areas, consistent with the approved Master Development Plan for the site. Fencing is likely not appropriate or necessary around preservation areas where residential fencing will provide a barrier.
   c. Plans shall note that the banks of detention ponds shall be sodded to 1’ below the standard water line.
   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

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Villages at White Oak 1st Addition Ph 4-20</th>
<th>Zoned:</th>
<th>RS-18(PD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Address:</td>
<td>east side of Milton Wilsons Blvd, south of Forrest Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developer Contact:</td>
<td>Robert Reaves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Name (if applicable):</td>
<td>Arlington Investment Group, LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Address:</td>
<td>177 Crescent Drive, Collierville, TN 38017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daytime Phone:</td>
<td>901-854-0525</td>
<td>Fax Number:</td>
<td>900-854-0526</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:rreaves@grantnewhomes.com">rreaves@grantnewhomes.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Landscape Architect Contact:  
Bob Dalhoff

Company Name:  
Dalhoff Thomas Design Studio

Mailing Address:  
6564 N. Quail Hollow Suite 401, Memphis, TN 38120

Daytime Phone:  
901-7517912 | Fax Number: |

E-mail Address:  
bob@dt-designstudio.com

Engineer Contact:  
Mark McGuire, PE

Company Name:  
McGuire Engineering, LLC

Mailing Address:  
289 N Miss Canyon Lake Collierville, TN 38017

Daytime Phone:  
901-854-3420 | Fax Number: |

E-mail Address:  
Mark@mcguirecompanies.com

Name of Property Owner:  
Canale Properties, LLC

Mailing Address:  
79 S. Second Street, Memphis, TN 38125

Daytime Phone:  
901-854-0525 | 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.

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received:</td>
</tr>
<tr>
<td>Amount: $400.00</td>
</tr>
<tr>
<td>Fee Receipt #:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>APPLICANT:</th>
<th>OWNER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If an Entity:</td>
<td>If an Entity:</td>
</tr>
<tr>
<td>Name of Entity: Arlington Investment Group, LLC</td>
<td>Name of Entity: Canale Properties, LLC</td>
</tr>
<tr>
<td>By (Signature):</td>
<td>By (Signature):</td>
</tr>
<tr>
<td>Print Name: Keith Grant</td>
<td>Print Name: Jay Fik</td>
</tr>
<tr>
<td>Title: President</td>
<td>Title: Chief Manager</td>
</tr>
</tbody>
</table>

*Owner information is required
**Town of Arlington**  
**DESIGN REVIEW COMMITTEE**  
**Sign Approval Application**  

Refer to Meeting and Submittal Dates Calendar for Application Deadlines

| Business Name (where sign will be located): | White Oak Phase 4-19 |
| Business Address (where sign will be located): | Milton Wilson Road (White Oak Development) |
| Contact Person (for business where sign will be located): | Robert Reaves |
| Daytime Phone: | 901-654-8333 |
| Fax Number: | n/a |
| E-mail Address: | rreaves@grantnewhomes.com |

| Company Name of Sign Installer: |
| Contact Person: |
| Mailing Address: |
| Daytime Phone: |
| Fax Number: |
| E-mail Address: |

| Company of Sign Designer (if different than sign installer): | Dalhoff Thomas designstudio |
| Contact Person: | Sam Henry |
| Mailing Address: | 6465 North Quail Hollow; Suite 401; Memphis, TN 38120 |
| Daytime Phone: | 901-646-5073 |
| Fax Number: | n/a |
| E-mail Address: | sam@dt-designstudio.com |

| Name of Property Owner: | Arlington Investment Group |
| Mailing Address: | 177 Crescent Drive; Collierville, TN |
| Daytime Phone: | 901-654-8333 |
| Fax Number: |
| E-mail Address: | rreaves@grantnewhomes.com |

- Sign Type & Number Requested (i.e. Wall, Ground, etc.): 2 types of ground mounted (6 total)

- You must also attach a completed "Sign Checklist" and ALL items required therein.

Applicant Signature: Sam Henry

**NOTE:** Sign permits are required from Shelby County Office of Construction Code Enforcement prior to installation of the sign. Once the sign is approved by staff or the Design Review Committee and all changes have been made (if required), an approval letter will be prepared for your delivery to Shelby County.

**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
Town of Arlington
SIGN CHECKLIST

APPLICATION DOCUMENTS:

The applicant shall either indicate with a checkmark (✓) that the following items have been completed, or indicate with (N/A) that the item is not applicable.

🗹 Sign Application Submittal for Preliminary Administrative Review to include:

✓ Application fee of $50.00 per sign (check made payable to the Town of Arlington)
☐ Sample of all colors (other than white) and materials
✓ Provide two (2) sets of application submittal. Include in each set the following:
  ✓ Completed application form
  ✓ Completed sign checklist (both pages)
☐ Written approval from landlord/property owner, as applicable, of proposed sign
✓ Color drawing or photo of the proposed sign, with dimensions (height, width, etc.)
☐ Drawing of the sign details showing internal illumination, materials, etc.
☐ Lighting cut sheets for external illumination, if necessary
✓ Site plan or rendering showing location of sign
✓ Landscaping plan for all freestanding, grouping or subdivision signs, showing location of plant materials, species and quantity.

🗹 Sign Application Submittal for DRC consideration, upon completion of staff review, provide the following:

☐ All renderings submitted on a CD in JPEG format
☐ Fourteen (14) copies of the submittal, revised as necessary, folded to 8 1/2” x 11”, and collated into packets.
Town of Arlington
SIGN CHECKLIST, Cont’d

- All items in this Sign Checklist shall be completed. If not filled out fully, the application may be deemed incomplete and returned to the applicant. Where not applicable, note “N/A.”

- A separate sign checklist shall be completed for each sign being requested.

- Refer to Chapter 7 of the Arlington Zoning Ordinance and the Design Guidelines Manual, for requirements.

- Note: Any decision that is appealed from the Design Review Committee to the Planning Commission will result in a $300.00 fee. Also, any request to defer where public notice has already been provided or to defer within seven (7) days prior to a meeting will result in a $200.00 fee.

GENERAL INFORMATION:
Zoning classification of property where the sign is to be located: PUD

If located in a shopping center, note the name of the center: NA

SIGN INFORMATION:
Sign type proposed (circle one):
- Wall
- Awning / Canopy
- Grouping
- Projecting
- Freestanding (Ground) Residential Subdivision Other

Sign Location (provide a rendering or graphic showing location on the wall, or on the site for all other signs with dimensions from rights-of-way and property lines.): SEE EXHIBITS

Lineal feet of building or tenant frontage: NA

Sign height from surrounding grade: SEE EXHIBITS.

Sign dimensions: width: 6' 5" height: 11' 4"

Sign area (see attached for information on sign area measurement): 11.5 square feet

Sign colors and materials (samples required for any color other than white):
- letter colors: Bronze
- letter materials: Engraved
- logo colors: NA
- logo materials: NA
- background color: Concrete, limestone finish
- background materials: Concrete
- return and trim color: NA

ILLUMINATION:
Will the sign be illuminated? □ yes □ no

If yes, will it be □ internal □ external?
- If internal, provide detail showing illumination. White lighting only. Reverse channel only on wall signs.
- If external, provide cut sheet showing fixture and wattage.

LANDSCAPING:
Provide a landscaping plan for any freestanding, grouping or residential subdivision sign.
Town of Arlington
SIGN CHECKLIST, Cont’d

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- Grouping
- Projecting
  - Freestanding (Ground)
  - Residential Subdivision
  - Other
Sign Location (provide a rendering or graphic showing location on the wall, or on the site for all other signs with dimensions from rights-of-way and property lines): SEE EXHIBITS

Lineal feet of building or tenant frontage: NA
Sign height from surrounding grade: SEE EXHIBITS
Sign dimensions: width: 1' 4" height: 2' 4"
Sign area (see attached for information on sign area measurement): 2.5 square feet
Sign colors and materials (samples required for any color other than white):
  - letter colors: Bronze
  - letter materials: Engraved
  - logo colors: NA
  - logo materials: NA
  - background color: Concrete Limestone Finish
  - background materials: Concrete
  - return and trim color: NA

ILLUMINATION:
Will the sign be illuminated? yes no
If yes, will it be □ internal □ external?
  - If internal, provide detail showing illumination. White lighting only. Reverse channel only on wall signs.
  - If external, provide cut sheet showing fixture and wattage.

LANDSCAPING:
  Provide a landscaping plan for any freestanding, grouping or residential subdivision sign.