Design Review Committee
May 30, 2019
6:30 P.M.
Meeting Minutes

I. Call to Order and Roll:

Present:
Jeremy Biggs, Secretary
Daniel Davidson
Josh Holtgrewe, Chairman
Jeanne Myers
Tommy Reyes
Deadrick Turner

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

Absent:
Ronald Colin – Excused

II. Approval of Minutes from January 15, 2019, Meeting:

Jeanne Myers noted two errors in the Minutes from January 15, 2019. On page 3 the word “refereeing” should be “referring” and on page 7 the word “unites” should be “units.”

Chairman Holtgrewe called for a motion to approve the January 15, 2019 meeting minutes as submitted with corrections.

Motion: Daniel Davidson made the motion. Jeremy Biggs 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. Faith Baptist Arlington – Site Plan – North side of Donelson Farms Parkway, west of Donelson Elementary School
Chairman Holtgrewe recognized Angela Reeder, Town Planner, who presented the Staff Report (on file). Ms. Reeder reiterated this is a site plan review for Faith Baptist – Arlington to be located on their property on the north side of Donelson Farms Parkway, just to the west of Donelson Elementary School. She added there is another correction in the committee’s packet. The representative for Ledford Engineering is Ms. Stephanie Wilbanks, not Lance Lanier as he is no longer with the company.

The site is currently undeveloped. A small amount of grading has been done and there is a large pond on the site. The applicant received approval in early 2017, but they were unable to continue with construction. Ms. Reeder said their site plan had expired and they have revised it. In that revision they have moved the church building much closer to the street. Previously they had allowed the area between the building and street for future expansion. The current plan is to allow for expansion space behind it. Ms. Reeder stated the Planning Commission approved the new site plan on March 18, 2019.

The church is now proposed to be more than 21,000 square feet on one level. It rises to a peak of 53 feet in a residential zone with a 35-foot height limit. Because this is a church and the structure above that limit is not habitable, they are allowed to exceed that height limit. The applicant proposes an exterior of clay brick, stone veneer, EIFS, and accents. A 3-foot stone wainscoting around the entire building with 6 feet of brick veneer above it. A brown trim line above the windows helps to break up the bulk as does the scoring in the EIFS. The building has a brown, standing-seam, metal roof and a thick, dark brown EIFS trim to bulk up the appearance of the roof. Ms. Reeder added there is a drop-off area with large columns with stone on the base to match the stone on the building. The stone also extends above the roof of the drop off to continue the look. The stairs leading into the church are at the drop off point. She said in the previous submittal, the back of the church faced Donelson Farms Parkway. Ms. Reeder reiterated they plan to ultimately expand north one day. Previously the building had an accent wall with a cross, but now the back faces the rear of the property with no parking, they did away with that.

Ms. Reeder said staff is concerned with the percentage of materials overall and a lack of variation on the north side. EIFS is considered a secondary material and the percentage presented here far exceeds what is permitted today. Stucco is allowed as a primary material which could be something that could be used instead. The north elevation does face a large undeveloped area owned by Faith Baptist. The wall will be partially visible from the school but a chain link fence on the school property and a long line of trees will provide some screening. There are no plans at this time for that to change. Landscaping will also be installed at the building.

The street frontage is proposed to be landscaped with a variety of streetscape including October Glory Maples with meandering understory plantings. They included landscaped islands with trees and smaller materials as is required. The dumpster will be framed with screening materials. She added the DRC landscaper noted the spacing on the plans doesn’t match the plant legend. The plant legend is closer to what the Town would prefer. We need to ensure the final landscape plan matches what is called out and approved in the legend.

Ms. Reeder noted the lighting plan shows sixteen 27-foot poles in a dark bronze finish throughout the parking lot. The poles are slimline design with an LED light on top. In addition, she pointed out several bronze wallpacks proposed around the building exterior,
and recessed lighting under the awning at the drop off point. All of the light fixtures are in a bronze finish. There is nothing around the site at this time but the proposed lighting does not include any significant light trespassing off the site. She recommended the applicant consider a motion dimming detector option with their parking lot lights, to reduce lighting when the site is empty.

The trash enclosure will be located on the northeast corner of the site. This submission did not call out the details of the enclosure. However, the previous submission put forward an enclosure to be finished in brick to match the building with bronze metal gates on matching metal supports. Ms. Reeder said she expects something similar to that.

Mechanical units are indicated around the perimeter with landscaping wrapping around that. Ms. Reeder stated they have provided a detail of appropriately screening utilities with Evergreens.

Ms. Reeder noted no application for signage has been submitted at this time. A separate application must be presented to staff for consideration of any signs.

Ms. Reeder said staff recommends approval of the Faith Baptist Site Plan subject to the attached conditions which include a revision from EIFS to Stucco, the trash enclosure be finished as previously noted, and that they provide irrigation plans, as well as any additional conditions recommended by the DRC.

Chairman Holtgrewe called for a motion.

**Main Motion:** Daniel Davidson made a motion to discuss the Faith Baptist Arlington Site Plan. Tommy Reyes seconded the motion.

**Discussion:** Chairman Holtgrewe disclosed that he is the electrical engineer on this project. His firm provided the design services. He said he is available to answer any questions about the photometrics but would not be reviewing his own work. He also disclosed that Mr. Turner is a former employee Ledford Engineering.

Alderman Jeremy Biggs asked if the condition to change EIFS to Stucco was to change all the EIFS to Stucco. Ms. Reeder read the recommendation on that topic: 7b. “Revise elevations to replace EIFS on the exterior elevations, not including the cornice, with stucco as an approved primary material.” Alderman Biggs added changing the EIFS to stucco might be within the current guidelines but stated the committee is looking at revisions to the existing guidelines at the end of the meeting.

Ms. Stevie Wilbanks, Architect, Ledford Engineering, 5567 Commander Drive, Suite 105, Arlington, TN, came forward to represent Faith Baptist. She said architecturally she is ok to change it to Stucco but they have budgeted based on EIFS and there is a significant cost to change that percentage to Stucco.

Alderman Biggs said he has a concern with the EIFS due to the fact that he works for an insurance company that insures property and general liability for contractors. In his job if a building has EIFS it is considered unfavorable due to a high volume of claims. When trying to insure contractors, if they install EIFS the company either won’t insure them or requires an exclusion to not cover EIFS claims. He said it would be difficult for him to vote for a building with this high of a percentage of EIFS. He added he’s not that comfortable with it if it was all stucco either. Alderman Biggs commented that while the
Town wants the same design around the entire building, the north side of the building is where the church plans to expand. There is brick and stone on that side where it can only partially be seen by the school, so he suggested moving it to the front to add more dimension and reduce the amount of stucco there.

Ms. Wilbanks said the volume of brick it would take to cover the area in front that Alderman Biggs is suggesting would be much more than could be taken from the north elevation. The structural impact of brick going that high would also bring up the costs.

Jeanne Myers expressed concerns about the brick and stone looking like a base with a lot of stucco or EIFS above. She said that is not the image the Town of Arlington is trying to portray. The Town prefers more of a brick and stone feeling in the façade and this is a lot of stucco. Ms. Myers echoed the previous statement that the committee will be looking at changes to the current guidelines later in this meeting.

Chairman Holtgrewe asked for the breakdown of the elevations and percentages of the materials in this current proposal.

Ms. Wilbanks said EIFS/stucco is 67%, brick is 13%, and stone is 20% according to the drawings.

Tommy Reyes agreed with the concept of moving the brick and stone on the back of the building to the front. He would like to see more brick at the top of the window. Ms. Wilbanks said if it is going to be anywhere in the front the eave would be preferable.

Daniel Davidson asked if the committee wants to change all EIFS to stucco. Many members said yes. Ms. Reeder stated the committee is discussing Design Guidelines amendments tonight which would make stucco a secondary material rather than a primary material.

Chairman Holtgrewe reminded all until any changes are adopted by the Board of Mayor and Alderman the current guidelines remain in effect. He added there are several different opinions that are all similar in their concern about percentages of EIFS and stucco not in keeping with the Design Guidelines. He said it seemed the committee needs a condition they can present to staff and the applicant and follow with a vote.

Ms. Reeder clarified there are two issues that have been brought up; EIFS vs Stucco. Current guidelines allow for stucco to be a primary material and EIFS may be a secondary material. The other issue is whether the building is consistent with our goals and its surroundings. She restated the church is in an area that is undeveloped with the exception of Donelson Elementary School.

Ms. Myers asked Stevie Wilbanks if the price difference between EIFS and stucco would cause them to have to put a hold on this project.

Ms. Wilbanks said yes. They are in the process of bidding right now based on these plans. Tommy Reyes mentioned the north elevation and suggested they make that entire wall of EIFS and remove the brick and stone from the rear, then use stucco for the other walls in order to bring down their percentage of EIFS and costs.

Ms. Wilbanks said she thought that could work and should offset the additional costs of making the rest of the building from stucco.
Alderman Biggs suggested returning to the way it was before and to use Ms. Reeder’s condition 7b which replaced all EIFS with stucco.

Trip Wells of Wells and Associates, the owner’s representative and contractor, came forward. He has been working on this for 3 years and the design is the essentially the same as what was submitted 2-3 years ago. He asked the committee to please work with them as the structure is a metal frame that is waiting to be delivered. It was designed based on the previous approval of using EIFS. Since it is pre-manufactured, removing the brick and stone from the back and adding it to the front could present structural engineering issues. Adding stucco instead of EIFS would do the same due to increased weight. Regarding EIFS, Mr. Wells said he has been dealing with EIFS throughout his career and in his personal life. He stated he has never had a problem acquiring insurance as a contractor or personally.

Ms. Myers affirmed what Mr. Wells was saying that any changes to the surface materials would affect the design of the metal frame.

Tommy Reyes asked Angela Reeder, since he was not on the committee 2 years ago when this was first approved, was this amount of EIFS approved then.

Ms. Reeder said it was approved as EIFS. Alderman Biggs asked if she recalled a discussion on that point to which she said there was but she didn’t have it in front of her. To the best of her recollection, they argued the scale of the building and the metal structure was intended to handle the load of EIFS.

Ms. Myers was concerned if the committee passed it with EIFS rather than stucco they would be setting a bad precedent. Alderman Biggs felt the same.

Mr. Reyes asked if the guidelines had changed since the original approval. Ms. Reeder said no. He then stressed that Faith Baptist has been budgeting based on that approval.

Ms. Reeder acknowledged that and said Faith Baptist’s site plan had expired and was then changed so that’s why it’s before them now.

Mr. Wells said that when the back wall comes down for an addition, which they anticipate being soon, that will eliminate a lot of EIFS. Any expansion area will not utilize EIFS, it will be brick and stone, therefore the square footage and percentage of EIFS will drop considerably.

Mr. Davidson said he is fine with it if the rest of the committee is fine with it.

Mr. Reyes stated the previous approval was outside of the guidelines and even though it has expired he felt that made a difference.

Ms. Reeder said it seems the committee is pretty consistent in thought. She added perhaps the applicant can take it and see if it can be reworked.

Ken Birdsong, Chair of Faith Baptist Arlington Building Team and Former Executive Pastor came forward. He told the committee the reason they were unable to build two years ago was because they were unable to secure financing. The facility was redesigned to scale it down but maintain what they thought was an approved structure in order to work with the banks to receive the financing. He reminded the committee that it has been a long struggle to get to this point and it is discouraging to think they may have to wait even longer. This will be the first free-standing church built in this community in
decades. He said they are appealing to the better judgement of the committee. He realizes that asking for the consideration of these materials now is different than what it was two years ago. He added the only reason they are submitting this now is because of the term “expired.” He is willing to do whatever is necessary when they expand. To change now would require redesigning the church and perhaps throwing away the structural steel frame they have already paid more than $70,000 for. They will also invest $100,000 to reach the sewer line at the school that he stated was supposed to be routed all the way to the property line originally. He suggested the minutes could note the prior approval set the precedent in terms of the considerations already granted.

Alderman Biggs told Mr. Birdsong he appreciated his perspective and the only reason he would even consider this is because it was approved before. He also expressed concerns about the precedent that could be set by approving something that has expired. He expressed empathy because they did get it approved even though he sees it as the committee made a mistake originally by allowing such a huge variance from the guidelines.

Ms. Reeder responded that she had pulled the file during their discussion and some of the original minutes were there. One aspect of the project that was taken into account last time was the building was set back much farther from the street with the intent of the future expansion being in front of it and more visible.

Mr. Birdsong said they had since decided it would be better to position the front entrance of the church at the front of the property. Less work and money had to go into this new arrangement because the soil was already better prepared there for building.

Ms. Myers expressed issues with the proportions and reiterated her concerns about precedent that would be set.

Mr. Birdsong said that seemed to mean they won’t build a church in Arlington.

Chairman Holtgrewe asked if the applicant was withdrawing the project.

Mr. Wells said they are not.

Chairman Holtgrewe asked for a motion on this topic so they can move on.

Mr. Wells mentioned that most people will not notice the difference between stucco and EIFS. If the committee wants them to move the masonry and stone to the front, he will still have to engage a structural engineer, but they will do it if necessary.

Motion to Amend:

Daniel Davidson made a motion to remove staff’s condition 7b which reads: Revise elevations to replace EIFS on the exterior elevations, not including the cornice, with stucco as an approved primary material. Tommy Reyes seconded the motion.

Chairman Holtgrewe called for a roll call vote on the motion to amend.

Vote on Main Motion as Amended: The motion failed 4 – 2. Myers, Biggs, Turner and Holtgrewe voted no. Davidson and Reyes voted yes.

Further Discussion: Chairman Holtgrewe asked if there is another condition or rewording of a condition a committee member would like to suggest.
Alderman Biggs said he is willing to make the concession to have a high percentage of stucco based on the way it was approved prior.

Mr. Reyes asked if leaving EIFS only on the back would or would not help the applicant. Mr. Wells said they can work with that.

**Motion on Main Motion as Amended:**

Alderman Biggs made a motion to add a condition that on the north elevation, EIFS may remain and the brick and stone may be removed, in consideration of a future expansion. Tommy Reyes seconded it.

Chairman Holtgrewe called for a roll call vote on the motion to amend.

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

**Discussion:** Mr. Davidson said the landscape plans look good. He had suggestions about adding seasonal color at the front. He noted the spacing on the plans does not match the legend.

Ms. Reeder said there is not a condition to revise landscape plans to ensure plant spacing matches the legend but that will be required on the revised landscape plans.

Mr. Davidson stated the Crape Myrtles shall be noted as minimum 10’ – 12’ tall.

Mr. Reyes asked if there are overhead powerlines at the street.

Ms. Reeder and Mr. Holtgrewe said they both expect it will be on the opposite side of the street. Ms. Reeder said if that is not the case, they will be asked to shift those trees.

Chairman Holtgrewe asked if there was anything to be shared about the dumpster.

Ms. Reeder stated, since it wasn’t mentioned in the plans, she added a condition that it be brick as they are using on the church.

Ms. Myers asked if the lights are set to dim.

Chairman Holtgrewe stated since the first submittal codes have changed. Now all sites are required to have dimming controls. So yes, these will have dimming capabilities.

Chairman Holtgrewe added he had discussed with staff the residential area and made certain they would not have trespass except on the school side.

Ms. Reeder stated the light trespass on the school side is over the driveway and the school may not mind the extra security. She added that the cypress may block even that. She said she was comfortable with the design; they are the consistent with types of fixtures used elsewhere in Arlington.

Ms. Reeder stated the application is as presented with conditions as presented with the additional conditions of only the north elevation EIFS may remain and the brick and stone may be removed on that side, in consideration of a future expansion; and revise landscape plans to ensure plant spacing matches the legend and Crape Myrtles shall be a minimum 10’ – 12’ tall.

Chairman Holtgrewe called for a motion to approve the Faith Baptist – Arlington Site Plan the conditions as stated.
**Motion:** Ms. Myers made a motion to approve with Ms. Reeder’s comments. Jeremy Biggs seconded the motion.

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

**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.
   e. On the north elevation EIFS may remain and the brick and stone may be removed, in consideration of a future expansion.
f. Revise landscape plans to ensure plant spacing matches the legend. Crape Myrtles shall be noted as minimum 10’ – 12’ tall.

B. **Waffle House – Site Plan** – new building located at 11636 US Hwy 70

Chairman Holtgrewe recognized Angela Reeder, Town Planner, who presented the staff report for Waffle House (on file). Ms. Reeder stated the applicant is requesting approval of a site plan for a new Waffle House restaurant on the north side of US Highway 70 just east of First Tennessee Bank. The proposed 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.

First Tennessee Bank has an existing right in/right out entrance from Highway 70 that will be shared with Waffle House as well as extending the existing road that runs behind the businesses. On the east side of the site there is also a stub connection.

The site includes the building, which is 1,844 square feet, in their standard diner-shaped layout. Parking is primarily along the east side of the lot. The trash enclosure is on the northwest corner of the site, similar to the orientation next door. The building is proposed in an exterior of clay brick in primarily a rustic brown color with a red/brown brick wainscoting, pilasters, and accents. Standing seam metal awnings are proposed over the rear service door and the windows on the south and east elevations. The windows on the east elevation extend from the awning to the ground. They are proposed in a clear anodized aluminum. Black shutters are proposed on the west elevation and also on the east wall beyond the windows to give the appearance of additional windows and break up the façade somewhat. It seems the intent of aluminum window framing is that it would blend with the windows. However, staff would note that a dark bronze would be more consistent with the building and Town Guidelines.

A revised landscape plan had been submitted which added some lower shrubs, similar to the First Tennessee site, but still meets the required tdu. There is limited space out front but the applicant has provided a line of shrubs there as well as plants around the sign to create a streetscape. There are also trees in the parking islands with a good amount on the west side of the site screening the building, and a transformer. Landscaping around the trash enclosure is also included. An irrigation plan will be required.

Ms. Reeder said the lighting plan shows three 23-foot tall pole lights within the parking lot, each with square poles and slim-profile LED heads. These do fit within the maximum height permitted. The detail proposes black poles and fixtures. The Town encourages dark bronze to match the site and next door, but either color is acceptable. One 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 an undeveloped area intended as commercial eventually.

The proposed trash enclosure is brick to match the building 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. The submittal shows yellow pvc caps. Ms. Reeder said they must be changed to match the posts.
Rooftop mechanical units have been 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.

The applicant did submit applications for a ground sign and two wall signs. The ground sign is located at the entrance. It is a 6-foot tall brick monument and is made of the same brick as the building with a black and yellow cabinet sign that is internally lit. Light will only shine through the text at night, as is required by Code. Bright colors are generally avoided; however, given the neutral brick throughout the site, and being the yellow is the trademark Waffle House color, staff considered it acceptable. The wall sign facing Highway 70 meets Town Guidelines with white, channel cut letters that spell out ‘Waffle House’ and is just over 20 square feet in size which is 10 square feet smaller than what would be acceptable. The sign is reverse channel with a steady, white light.

Lastly, Ms. Reeder explained the applicant would like to place a 9 sq. ft. logo sign on their east frontage over the building entrance. The Code allows signage fronting on the street or a shared access roadway. Technically speaking this site would be allowed signage facing Highway 70 or facing north toward the field in the flood zone which obviously makes no sense. They are asking for an allowance to shift the remainder of their signage allowance on the Highway 70 side to the front door. Ms. Reeder noted the DRC has previously done that because of the orientation of a building and therefore it would not be setting a precedent. Our Guidelines state logos shall be subordinate to the overall sign but we have examples of stand-alone logos including McDonalds. Also with this logo of a WH in a circle being 9 square feet, it is less than half the text on the south frontage. The DRC could instead request the applicant also place text on the east elevation in addition to the logo.

Ms. Reeder said staff recommends approval of the proposed Waffle House Site Plan, subject to conditions and any additional conditions recommended by the Design Review Committee:

Chairman Holtgrewe called for a motion.

**Main Motion:** Jeremy Biggs made a motion to approve the Waffle House Site Plan. Jeanne Myers seconded it

**Discussion:** Ms. Myers said the dark bronze window frames as are noted in the Design Guidelines would accent the building and make it feel like part of Arlington. Alderman Biggs and Mr. Reyes both agreed.

Ms. Myers questioned the logo over the door asking if that placement was the door or if the door was further toward the front of the building.

Ken Williams, Waffle House – Real Estate Division, 5986 Financial Drive, Norcross, Georgia came forward to answer that the entry door is located towards the front. The reason for the proposed location was to center that area for symmetry.

Mr. Turner asked if the logo sign would be lit like the ground sign.

Applicant said it is halo-lit.
Mr. Reyes noted several Waffle Houses around the area that have brick going up to the knee wall. This elevation has glass that extends to the ground on the east side. He preferred the brick.

Mr. Williams stated they really want the glass to go down to the ground on those windows. He added they agree to the dark bronze window frames.

Mr. Davidson suggested the following landscape revisions: Crape Myrtle is to be 10’ – 12’ tall and Oakleaf is to be 6’ – 8’, replace Heitzi Columnaris Junipers by the trash enclosure and the sign with Oak Leaf Red Holly, plant Dwarf Buford at 3’ center, replace North Wind Switch Grass along south border with Soft-Touch Holly, and remove Fountain Grass at ground sign replacing with additional Firepower Nandina.

Mr. Reyes stated the bollards at the handicap spaces are yellow. He suggested black or bronze.

Alderman Biggs asked if they thought of having the letters for Waffle House be yellow channel letters that are halo-lit. Also, the yellow on the current sign has yellow going from one side to the other, would they consider shrinking down the text so more brick frames it.

Mr. Williams asked if they could add brick to each side to which Ms. Reeder stated they are within their sign guidelines so adding brick would work.

Ms. Myers said the sides should provide the same 7” border as the brick along the top.

Chairman Holtgrewe mentioned dimming lights for the parking lot. Ms. Reeder said they are open pretty late and Mr. Williams stated they are all 24-hour restaurants. He stated the poles should be dark bronze to match the remainder of the metal.

Ms. Reeder read the conditions that had been discussed: door and window framing and light poles shall be dark bronze; extend brick on sides of ground sign +/- 7” to better frame the words; and Crape Myrtles are to be 10’ – 12’ tall and Oakleaf is to be 6’ – 8’, replace Junipers with Oak Leaf Red Holly, plant Dwarf Buford at 3’ center, replace North Wind Switch Grass along south border with Soft-Touch Holly, and remove Fountain Grass at ground sign replacing with more Firepower Nandina; and ADA posts are to be a compatible color, not yellow.

Chairman Holtgrewe called for a motion.

**Motion:** Ms. Myers made a motion to approve the Waffle House Site Plan with added conditions noted by Ms. Reeder. Jeremy Biggs seconded the motion.

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

**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).
   d. Door and window framing and light poles shall be dark bronze.
   e. Extend brick on sides of ground sign +/. 7" to better frame the words.
   f. Revise landscaping as follows: Crape Myrtle is to be 10' – 12' tall and Oakleaf is
to be 6' – 8', replace Heitzi Columnaris Junipers with Oak Leaf Red Holly, plant
Dwarf Buford at 3' center, replace North Wind Switch Grass along south border
with Soft-Touch Holly, and remove Fountain Grass at ground sign replacing with
more Firepower Nandina.
   g. ADA posts are to be a compatible color, not yellow.

C. Myers Park – COS Master Development Plan – at the northeast corner of Memphis-
Arlington Road and Gerber Road.

Chairman Holtgrewt recognized Angela Reeder, Town Planner, who presented the staff
report for Myers Park MDP – Common Open Space Improvement Plan (on file). Ms.
Reeder stated the Board of Mayor and Alderman approved a Master Development Plan
for this project in October 2018. It is about 43 acres that is primarily residential with a
portion of commercial and a large amount of open space. It is at the northeast corner of
Memphis-Arlington Road and Gerber Road, across the street from the Sports Complex, bordering R & L Carriers. She said this is a review of their Common Open Space improvements for the entire PD.

This is a five-phase project with 145 homes and a 1-acre commercial site. The applicant wants to present all the Common Area all at once rather than coming back for each phase.

Ms. Reeder stated the common areas include three pocket parks, a large open area in the center with a pool and amenities, a large open area on the north side with a playground, and a 5-acre pond and open space area on the north end of the development.

Within the COS, six different structures and a playground are proposed. There is a pavilion in a couple of the common areas, a restroom pavilion and two cabanas in the pool area, a gazebo at the north end overlooking the pond, and a play structure.

Ms. Reeder described the pool pavilion as 20’ x 60’ with gray brick veneer with white siding that includes two restrooms, a water fountain, and a large covered patio area. The two pool cabanas are on the edge of the pool deck, 8’8” square buildings with space for a small refrigerator and tv inside. She added the pool deck is to be enclosed with a 6-foot tall, black wrought iron or aluminum fence which meets Town requirements for enclosing a pool.

The pavilions are 20ft x 20ft in size, with three 1-foot square white columns and either gray shingle roofs or bronze standing seam. Ms. Reeder said staff encourages the gray shingle to maintain consistency.

The gazebo overlooking the detention pond is hexagon shaped with white posts similar to the pavilions and a gray shingle roof. It includes built-in benches and will be placed on a 17’x17’ concrete pad.

Ms. Reeder noted the playground includes a large play structure on safety mulch.

Previous plans also included a dog park. They were encouraged to remove it due to the size and proximity to the playground.

There are standard black benches throughout these areas as well.

There are five mailbox stations throughout, each located near guest parking spaces. Ms. Reeder announced the postal service has determined that no more individual mailboxes are permitted with new developments. As such, all future projects must include shared mailbox stations. Ms. Reeder noted this is the first one Arlington has seen since that determination has been made.

Ms. Reeder said the landscape plan calls out the different streetscape trees along the various streets. A mixture of all the varieties is proposed around the detention pond on the north end. A line of evergreens and fencing is proposed behind the homes on the edge of the development that backs up to R & L Carriers to help screen. She added the same screening will be used for the homes that back-up to the commercial portion of the development.

Landsaping will include plantings around the pool, each of the structures, and at the entrances.
Ms. Reeder explained that 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.

The plan includes four traffic circles in several intersections throughout. They are intended to have the appearance of brick pavers, either through stone or stamped concrete.

Ms. Reeder stated signage is proposed on the southwest corner of the site, at the Memphis-Arlington entrance, and at the entrance across from Cashmere Woods Drive. The sign proposed for the corner is a 6-foot tall stone sign, roughly 17-feet long with capped columns on either end with a panel insert with the name Myer’s Park. The entrance signs will be a single column with the subdivision name.

Other than standard street lights, Ms. Reeder said the only exterior lighting proposed is around the pool area. Those plans include four 12-foot tall posts with bronze bell-shaped, LED fixtures. A photometric plan was provided that showed light will extend beyond the pool fence, but it is unlikely to extend across the remainder of the common area to any homes so she didn’t have concerns about that.

Ms. Reeder said staff recommends approval, subject to staff conditions and any additional conditions recommended by the Design Review Committee.

Chairman Holtgrewe called for a motion.

**Main Motion:** Jeremy Biggs made a motion to approve the Myers Park – COS Master Plan. Jeanne Myers seconded it

**Discussion:**

Chairman Holtgrewe asked if the ground mounted sign would be lit. Ms. Reeder said it is. He said often electricity is available on one side because of an irrigation meter but not on the other. This becomes a challenge for the HOA if they decide to add lights in the future. He also reminded the applicant about minimum light levels required at the pool surface, stating the 2015 International Swimming Pool and Spa Code §3.21 defines the guidelines for safety.

Ms. Myers stated she agrees with staff about maintaining the shingle roof rather than the standing seam to maintain consistency.

Sam Henry with Dalhoff Thomas Design Studio, 6465 N. Quail Hollow Rd., Ste 401, Memphis, TN 38120, came forward to mention the homes would have a choice of shingle or bronze standing seam roofs, so the developer wanted to use both materials in the open space structures.

Ms. Myers said she suggests the pavilion roofs be consistent with the homes around them.

Alderman Biggs asked if there is a minimum brick percentage in the homes. He noted the pool pavilion is mostly siding.

Mr. Henry came forward to state most of the homes are craftsman homes so they will mostly be wood siding.
Mr. Reyes said he does not like how much siding there is on the pool pavilion. He said the hardiboard on the eaves portion is good but would like to see the brick go all the way around due to maintenance expenses in the future for the HOA. Ms. Myers suggested stipulating hardiboard all the way around rather than having an area of siding.

Mr. Henry wanted to add some changes to the landscaping such as arborvitae or Lelands as the screening trees. Mr. Davidson preferred Lelands because arborvitae are likely to die and the Lelands would grow faster. Mr. Reaves also added the screening trees will be on the resident’s property by R & L, but on commercial lot by Memphis-Arlington Road.

Mr. Henry said he has been in discussion with MLG&W about approved trees along residential lots and utility lines, therefore, they would like to substitute a Pyramidal Hornbeam instead of Lacebark Elms, and instead of Fruitless Sweetgum substitute a Frontier Elm.

Mr. Davidson noted the fence around the pool equipment should be a privacy fence not wrought iron. Ms. Reeder said the fence was proposed as open to allow for visibility and oversight.

Robert Reaves, Blue Sky Communities, Inc., 177 Crescent Drive, Collierville, TN 38017 came forward to clarify the split rail fence at the lots that front on Gerber will be installed when the home is constructed.

Mr. Davidson provided his recommendation for landscaping. These recommendations were added into the conditions and included tree sizes to be based off of caliper not height, change Holly from 2-gallon to 3-gallon, Crape Myrtles to be 10’ – 12’ tall, add seasonal color at signs, and add Variegated Liriope to pool area.

Ms. Reeder re-stated the following conditions had been proposed: Pool lighting to meet all applicable codes. Pool enclosure siding is to be Hardiboard. Revise landscaping as discussed.

Chairman Holtgrewe called for a motion to approve as amended.

**Motion:** Tommy Reyes made a motion to approve the Myers Park – COS Master Development Plan with conditions. Jeremy Biggs seconded the motion.

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

**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.
   e. Pool lighting to meet all applicable codes. Pool enclosure siding is to be Hardiboard.
   f. Revise landscaping as follows: Tree size to be based off of caliper not height. Change Holly from 2-gallon to 3-gallon. Crape Myrtle to be 10’ – 12’ tall. Add seasonal color at signs. Add Variegated Liriope to pool area.


Chairman Holtgrewe said he would like to quickly go back through the list and make sure everything they wanted was included, see what is needed by the Committee and the process as far as the BMA is concerned.

Ms. Reeder stated she has taken information from the DRC members and incorporated it section by section. What is needed from the committee is to either make a recommendation to send it forward to the Board, send it forward with some changes, or ask her to bring something else back to the DRC.

Chairman Holtgrewe asked if this has to go before the Board once or twice. Ms. Reeder said it takes one reading. This could be on the August BMA agenda. He felt the best way to proceed is for any members who have tweaks to send those to Ms. Reeder who will then send a draft back to the members. He asked if they have to have a meeting. Ms. Reeder said they must have a vote.

Ms. Myers mentioned the landscaping screening of backflow utilities. Ms. Reeder said we require screening currently but she could be clear that includes residential as well as commercial.
Alderman Biggs said he is concerned about jumping all the way from 10% to 30% with secondary materials. He would prefer 20% and then see later about increasing that. Chairman Holtgrewe stated the DRC has been talking about generalities like 25% and not be so rigid. Ms. Myers mentioned the human brain looks at things in thirds which is why 30% was mentioned.

Chairman Holtgrewe asked the members to send comments. Ms. Reeder said with any differing comments she would send out options and then they can look at those at the next meeting.

Ms. Myers offered to bring samples of some of the materials they have been discussing.

E. **Other as Properly Presented.**

No other business was presented.

V. **Adjournment:**

Chairman Holtgrewe called for a motion to adjourn.

**Motion:** Jeremy Biggs made the motion. Tommy Reyes seconded it.

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

__________________________  
Josh Holtgrewe, Chairman  
6/11/19  
Date

__________________________  
Jeremy Biggs, Secretary  
6/18/19  
Date

Submitted By: Mary Helen Carmack, Planning Clerk