Design Review Committee
March 13, 2018
6:30 P.M.
Meeting Minutes

I. Call to Order and Roll:

Secretary Fung called the meeting to order and advised that a quorum was established.

Present
Phillip Fung, Secretary
Jeremy Biggs, Alderman
Ron Colin
Daniel Davidson
Tommy Reyes
Jennifer Walls

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

Absent:
Josh Holtgrewe, Chairman – Excused

II. Approval of Minutes from February 13, 2018 Meeting:

Secretary Fung called for a motion to approve the February 13, 2018 meeting minutes.

Motion: Daniel Davidson made the motion. Alderman 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. Arlington Pet Hospital Expansion – Site Plan – 11065 Hwy 70

Secretary Fung recognized Angela Reeder, Town Planner, who provided an analysis (on file) explaining that the applicant is seeking DRC approval of a site plan to allow the expansion of Arlington Pet Hospital. The use is not changing, therefore remaining a permitted use in the site’s B-2 zoning designation.

Ms. Reeder said the applicant proposes to add almost 3,800 square feet to the rear (east) of the building, as well as extend the parking lot. The existing trash enclosure will be expanded and relocated to the back of the site and the fenced, outside exercise spaces will be expanded and shifted with the site expansion.

She said the Planning Commission approved the new associated plans for this site on February 20, 2018.
The same materials and color scheme that make up the existing building will be utilized on the expansion including a brown brick base with beige stucco above, brown stone accents, wood timbers, and brown asphalt shingles. The current fence is stained brown to match the trim work and the additional fencing will be stained as well.

The landscape plan shows the site will well exceed the required 50 tree density units, by providing a total of 135.8 tdu across the site. Ms. Reeder noted there is a good number of trees on site most will be retained. The existing site is landscaped with a variety of trees, shrubs, and groundcover all around the perimeter. The planter beds in the expansion area will mimic that. Two additional trees are proposed along the streetscape replacing the original ones having died. A row of twelve (12) red cedar are proposed to provide additional screening of the rear parking lot in the corner that comes closest to adjacent residential areas. The Nellie R. Stevens that are now around the trash enclosure will be transplanted and used around the new enclosure with one added. A variety of smaller foundation plantings are also proposed around the building including Loropetalum, switchgrass.

Ms. Reeder pointed out the existing fence and stated it is to be expanded with another added. These wood privacy fences are for the boarded animals to be able to be outside. The new fencing will match the existing fence. One will be 6 feet tall and one 8 feet tall to provide separate areas for large and small animals. The area will be finished with artificial turf. They do board some animals at this time but this expansion will allow them to grow that portion of their business.

The applicant will provide a walkway from the front sidewalk to the building meeting Town’s requirement to have pedestrian access from the right-of-way to the building.

The lighting plan shows two existing pole lights within the front parking lot and new lighting proposed around the building exterior, including several wall packs and gooseneck lighting. No additional parking lot lights are proposed at this time. Ms. Reeder said the applicant and architect both stated this was an oversight and they plan to have two pole lights in the new parking lot. They are working on a corrected Exterior Lighting and Photometric Plan but were unable to provide it in time for this meeting. A condition has been added requiring that the applicant provide those to staff for review to ensure there is no bleeding of the light off-site and that the fixtures match the existing pole lights in the front. Ms. Reeder stated that staff can give those to the chair to review if the committee felt that was needed to go forward.

Ms. Reeder said the current trash enclosure will go away and be replaced with an enclosure that is double the size, behind the building. It will be finished in brick matching the building, with fencing that will match the fencing around the exercise areas on a metal frame.

Existing mechanical units are on the back side of the building and are screened by a 6-foot fence and plantings. No additional equipment areas are proposed with this plan; however, any additional ground mounted equipment or meters will have to be appropriately screened if added outside of the existing mechanical area.

No application for signage has been submitted at this time. However, the applicant has shown possible locations for directional signage around the rear entrances to the building which is allowed. A separate sign application must be presented to staff for consideration and approval of any signs.

Ms. Reeder said that staff recommends approval of the proposal subject to staff conditions in addition to any conditions recommended by the Design Review Committee.

Secretary Fung called for a motion to approve the Arlington Pet Hospital Expansion Site Plan subject to Staff and DRC conditions.
Main Motion: Jennifer Walls made the motion. Alderman Biggs seconded the motion.

Discussion: Secretary Fung asked if there are any areas of wear showing that would make the transition more noticeable. Ms. Reeder stated that the wooden beams would be the only area susceptible to that but noted that the owner has indicated that he has problems with Carpenter Bees that require sanding and painting each year which has the effect of keeping them looking like new.

Daniel Davidson asked about the fencing material. Ms. Reeder said it will be a 6 and 8-foot cedar fence. Mr. Davidson asked if it would be painted. Doug Baker, Landscape Architect, ETI Corporation, 1755 Lynnfield Road, Suite 100, Memphis, TN 38119, said the fence will be painted the same as the wooden beams on the building. Mr. Davidson asked when they would transplant the Nellie R. Stevens and asked for confirmation the architect had a plan for them during construction. Mr. Baker said they are going to transplant as soon as possible but plans to heel them at the rear of the property in the meantime.

Secretary Fung stated that, while the lights will match, without the updated photometric plan there is not much discussion that can be had at this point. He asked Ms. Reeder if Chairman Holtgrewe could review those plans when they are available. Ms. Reeder said that with the Committee’s approval that could be done. Secretary Fung stated that Chairman Holtgrewe, who is an electrical engineer, could see to the details of the additional light poles, etc.

Secretary Fung asked with such a large addition would there be additional mechanical units and is there sufficient room for those available. Steve Hooper, ETI Corporation, 1755 Lynnfield Road, Suite 100, Memphis, TN 38119, stated there is room for additional mechanical units; however, the plan is to utilize the existing units. Alderman Biggs asked if they originally built the building with the intention to expand. Mr. Hooper said they did and there are several units onsite already.

Secretary Fung asked if future signage would be in the same font as the existing. Ms. Reeder pointed out that the directional signage on the rendering does maintain that same look, so that is what is to be expected.

Jennifer Walls asked why such a large portion of the middle of the addition has no windows on the north side. Mr. Hooper said that area has some of the indoor mechanical components and the wash bays for the animals.

Tommy Reyes asked if the current exterior lights are on during the night and if so, do they dim and then come up when someone enters the area. Mr. Hooper said that they are on at night nd that the owner, Dr. Davis, is aware of the safety reasons to have them on. Ms. Reeder said that if the Committee is interested we can see about dimming lights in the new photometric plans.

Hearing no further discussion offered, Secretary Fung called for a vote on the main motion.

Vote on Main Motion: The motion carried unanimously.

CONDITIONS OF APPROVAL:
1. It is found that the DRC application and plans dated February 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. 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 revised lighting plan and photometrics to include additional pole lights in the rear parking lot to meet minimum lighting and safety standards. Lights should be consistent with existing pole lights on-site.
   b. 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.
   c. Note on plans that all ground mounted equipment or meters must be screened by landscaping or other approved measures unless the equipment is required to maintain visibility and access.

B. Other as properly presented.

Alderman Biggs asked how the Design Guidelines could be updated. Ms. Reeder said that if there is any issue that the Committee wanted to look into changing they could direct her to research it and bring back some viable options. He expressed concerns over exterior masonry products that have been used lately and whether we want to permit them. She responded that she would bring back information at the next meeting.

V. Adjournment:

Secretary Fung called for a motion to adjourn.

Motion: Alderman Biggs made the motion.
Ronald Colin seconded it.

Josh Holtgrewe, Chairman

Phillip Fung, Secretary

Submitted By: Mary Helen Carmack, Planning Clerk