Design Review Committee  
May 8, 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  
Jennifer Walls

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

Absent:  
Daniel Davidson – Excused  
Phillip Fung, Secretary – Excused  
Jeremy Biggs, Alderman – Excused

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

Chairman Holtgrewe called for a motion to approve the March 13, 2018 meeting minutes as submitted.

Motion: Jennifer Walls made the motion. Tommy Reyes seconded it.

Chairman Holtgrewe called for a vote on the motion.

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. Beauty Lawn Spray, Inc. – Site Plan – 5890 Jetway Drive

Chairman Josh Holtgewe recognized Angela Reeder, Town Planner, who provided an analysis (on file) explaining that the applicant is seeking DRC approval of a site plan for a detached garage. Beauty Lawn Spray is an existing lawn care business which has been here for many years. They are outgrowing the current building and looking to add a storage building for equipment. Because this is a request for an accessory structure, the use is not changing and remains a permitted use in the site’s M-1 (Light Industrial) zoning designation.

Ms. Reeder reported the applicant is proposing to add a 3,780 square foot storage building at the rear of the site. The proposed garage is in-line with the existing building, roughly 65 feet off the rear property line and over 400 feet back from Jetway Drive. The applicant states many of their vehicles carry tanks with fluids that need to be stored indoors to avoid weather impacts and to better screen their fleet indoors for security. The Planning Commission approved the Site Plan for this site on February 20, 2018.

She said the existing driveway will be extended to the garage so that vehicles can pull in, out or through via roll-up doors on each end. The applicant is proposing to use the same materials and color scheme as the existing building for the new garage, including the same putty/cream color metal siding as the front building, with matching dark blue-green doors and brick wainscoting around the corners facing Jetway also matching the front building. Downspouts and bollards are noted as matching the wall color but when she was on site Ms. Reeder observed the existing bollards match the dark blue/green doors thereby standing out more and she suggested they do the same on this building. The roof on this building is proposed to be made of galvalume, as is the existing building, however no color was noted. Ms. Reeder explained the roof on the garage is going to be more visible because of the way the building is oriented. She recommends a darker shade than the wall, such as a shade of brown or bronze, to add some interest to the front elevation and complement the brick wainscoting.

As an industrially zoned property, Town Design Guidelines allow for use of metal facades on the sides and rear of a building that does not abut a residentially zoned property, which this does not. This site has other industrial property on all sides. The other stipulation is that it not be generally visible from a public row. Ms. Reeder said given the distance and landscaping with the buffer of trees at the road, it’s difficult to even see the existing building from the road. Being in the Industrial area and surrounded by other metal buildings, with the code calling for matching and complementary on-site and corresponding buildings and materials, she said staff feels comfortable with the garage and the materials as proposed.

Regarding landscaping, Ms. Reeder pointed out the existing site is landscaped with a variety of trees and shrubs along the front and sides of the front lawn and south side of the property. The rear of the site is primarily lawn, with a large willow in the detention area. With the proposed addition, all of the existing trees and landscaping on site will be maintained. In addition, four (4) new oak trees and eleven (11) crepe myrtles are proposed to fill-in and screen on the north and south sides of the new garage. No sizes are identified on the plans for the new trees; however, a condition has been added requiring a minimum 2.5” caliper and 6’ height when planted, per the Town’s Design Guidelines.
The lighting being proposed is three wallpacks on each of the east and west sides of the building, above the garage doors, similar to the ones they have on the existing building. Ms. Reeder stated the photometric plans do not identify any light cast beyond the site property lines. No additional parking lot lights are proposed.

The site will continue to utilize the existing trash enclosure. It is wood painted to match the existing building and faces away from the street.

No ground mounted equipment is identified on the plans; however, any equipment that is added will have to be appropriately screened. In addition, any building mounted meters will have to be appropriately screened or painted to match the building. A condition has been added stating this.

No additional signage is proposed or anticipated, as the new garage will only serve the business and its equipment.

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.

Chairman Holtgrewe called for a motion to approve the Site Plan for the Beauty Lawn Spray Addition subject to Staff and DRC conditions.

**Main Motion:** Ronald Colin made the motion. Jennifer Walls seconded the motion.

**Discussion:** Mr. Colin noted that the roof is only a 1:12 pitch and won’t be seen. He questioned the dark color due to heat absorption especially in a building without air-conditioning. Larry Shields, owner of Beauty Lawn said he isn’t worried about that, his concern is preventing the fluids from freezing. Mr. Colin suggested a cream-colored roof to match the walls. Ms. Reeder added the gutter could be green with a cream-colored roof and the gutter would highlight that area.

Mr. Colin asked if the brick for the wainscoting would match the existing building. Mr. Shields said it would be to the best of their ability.

Mr. Reyes asked if there would be any fencing added. Mr. Shields said there is some existing fencing but none is to be added at this point. Mr. Shields said he doesn’t understand the need for all the landscaping noting it is only good for 7 months a year. Mr. Shields said that unless he plants evergreens the screening won’t be present in the winter. Ms. Reeder said he needed to match what he has. Roy Scoby the architect on the project stated he was trying to match the existing landscape materials.

Chairman Holtgrewe stated the DRC just needs to ensure the plans meet the minimum requirements for plant density, which it does. The details on specific materials can be worked out with staff.

Mr. Colin asked if they were going to install wallpacks that are the same color as the existing building. Ms. Reeder said the existing wallpacks are bronze. Chairman Holtgrewe said he thought the lighting was appropriate.
Chairman Holmgren pointed out that the Committee had not added any additional conditions but there are matters to be addressed such as the roof color. Ms. Reeder said a condition could be added for clarity and suggested the following verbiage: Revise the roof color to match the cream/putty wall color, the gutters to match the green door color, and the lighting to match the bronze lights on the existing building.

Hearing no further discussion offered, Chairman Holmgren called for a vote on the main motion, as amended.

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

**CONDITIONS OF APPROVAL:**

1. It is found that the DRC application and plans dated April 30, 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. Trees around the new addition shall be a minimum of 2.5” caliper and 6’ height at time of planting, per Design Guideline requirements.
   b. Irrigation for designated landscape areas is required and a plan shall be submitted to Staff for review and approval prior to issuance of a building permit.
   c. Revise the roof color to match the cream/putty wall color, the gutters to match the green door color, and the lighting to match the bronze lights on the existing building.
   d. Plans shall note 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. All wall mounted equipment must be screened or painted to match the adjacent building.
B. Other as properly presented.

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

Ms. Reeder, however, reminded the Committee that last time there was discussion about building materials and potentially looking back at the Design Guidelines. She told them that we have printed the current Guidelines for each member and she is working up some information on some of the existing buildings. She prefers to give them all to all the members at the same time so they can have time to review.

V. Adjournment:

Chairman Holtgrewe called for a motion to adjourn.

Motion: Ronald Colin made the motion.
Tommy Reyes seconded it.

Josh Holtgrewe, Chairman  
Date  
6/12/18  
Phillip Fung, Secretary  
Date  
6/12/18  
Submitted By: Mary Helen Carmack, Planning Clerk