I. Call to Order and Roll:

Present:  
Josh Holtgrewe, Chairman  
Deadrick Turner  
Rick Eavenson  
Ronald Colin, recused  
Daniel Davison  
Jeff McKee  
Jeanne Myers

Others Present:  
Cathy Durant, Town Administrator  
Lynette Kirk, Planning Assistant

II. Approval of Minutes from January 14, 2020 Meeting:

Chairman Holtgrewe called for a motion to approve the January 14, 2020 meeting minutes as submitted.

Motion: Jeff McKee made a motion to approve minutes from January 14, 2020. Rick Eavenson seconded.

Vote on Motion: The motion carried.

III. Old Business:
A. Other as Properly Presented

No other business was presented.

IV. New Business:

A. Arlington Falls PD, Lot 4 – Site Plan – Application for an office complex on Lot 4 (phase 3) of Arlington Falls PD, located on the south side of Milton Wilson, west of Airline Road.

Chairman Holtgrewe recognized Cathy Durant, Town Administrator, who presented the staff report for Arlington Falls PD, Lot 4 (on file).

Ms. Durant said Arlington Falls PD was approved in 2017, includes 18-acres and 3 phases. She said Lot 3 includes a 15-bay Shopping Center which was approved in 2019, Lot 4 is 5.8-acres in the center of the site with a proposed office complex; noting PC approved Lot 4 Site layout last September.
The proposed site is zoned B-2 and will consist of 11 office buildings that are 6,000 sq. ft. each with 3 different building designs. She said the buildings face inward not toward the street and explained per the Planning Commission the facades facing Milton Wilson shall be enhanced with design and landscaping. The PD also calls for quality materials, a color palette of neutral tones, and to complement adjacent phases.

Ms. Durant explained each building will be 60’ x 100’ with 4 suites. She described Building A as primarily brick, stone wainscoting with 3 small gable dormers. Building B is primarily brick, Cedar siding, ledgestone wainscoting with 2 shed dormers. Building C consists of fiber cement lap siding, brick wainscoting with ledgestone entrances; all building are proposed with metal doors and architecture shingles.

Hardscape amenities include 2 patio areas on the south corners of the site with 1 concrete table, a BBQ grill, and a seat wall in each. She stated bike racks are required and the crosswalk design must be resolved.

She pointed out the Project meets open pace and tree density unit requirements. Also noting, there is little to no planting at the site entrances and minimal planting at COS areas; staff will be recommending extra with Ground Sign Permits.

Ms. Durant said the lighting plan shows 19 parking lot lights mounted at 20-feet throughout the site, each with black, steel poles on 2 ft concrete bases and slim-profile LED heads proposed at a 4000K, complimenting the shopping center next door.

Plans include gooseneck fixture on four “B” buildings, wall sconces on one “C” building, and wallpacks at the rear exits and side exits of all the buildings. She closed by stating all ground mounted mechanical units must be screened by landscaping, fencing, or painted to match the buildings.

Chairman Holtgrewe called for a motion.

**Motion:** Deadrick Turner made a motion to discuss Arlington Falls PD, Lot4 Site Plan. Daniel Davidson seconded the motion.

**Discussion:** Deadrick Turner said he likes the design of all three buildings saying they complement the adjacent buildings. Jeff McKee acknowledged the applicant has been through many phases and this has been the best one presented. Mr. McKee requested the metal doors be upgraded replaced with a taller entry door throughout the shopping center.

Mr. McKee asked that more mature trees be planted to offset the removal of existing trees. Jeanne Myers noted that Building B shows gooseneck lighting and inquired as to why Building C shows no gooseneck lighting. Christopher Speltz, Renaissance Group, said lighting will be on all building and the oversite will be corrected.

Ms. Myers said the windows in the gables were much smaller in comparison to the other windows and doors. She asked if there was a second story. Mr. Speltz said no and explained the windows were to fill space. Ms. Myers suggested to increase window size or provide two of the smaller windows. Mr. Speltz agreed.

Mr. Eavenson said the transoms overpower the doors. Mr. Speltz said it was designed to give more of a residential feel. He said the doors are 7’ and noted he brought photos of revised door options. Mr. McKee recommended 8’ doors instead. Mr. Speltz said
they could keep the transoms and reduce it from 24” to 12”. Ms. Myers said she like that better and 12” would be more proportionate.

Mr. Eavenson said building B has clear anodized frames and the other two buildings have bronze. He asked if all window frames could be all dark bronze. Ms. Myers said the light colors will make the bronze stand out more on Building B. She said the clear anodized would look better with the lighter colors.

Deadrick Turner said the committee had discussed standardizing window frames. Mr. McKee agreed with having dark window frames throughout the project to maintain consistency. Mr. Speltz said the goal was to make the buildings different but blend.

Mr. Holtgrewe summarized the elevation discussion; asking the committee the consensuses regarding the anodized and dark bronze. Mr. McKee expressed concern with 2 buildings side by side, one having dark bronze and one having anodized. He feels it would not look consistent.

Mr. Doug Burris, Renaissance Group, said as an architect he would not limit himself by only using anodized or dark bronze. He said the primary material is quality and colors work well together. He requested the Committee allow the various colors.

**Motion to Amend:** Chairman Holtgrewe made a motion to make all window frames dark bronze. Jeff McKee seconded the Motion.

**Vote on Amendment:**  
Roll Call Vote. Motion Carries 4 to 2 in favor of the amendment.  
- Davidson-Yes  
- Eavenson-Yes  
- Myers-No  
- Turner-Yes  
- McKee-Yes  
- Colin-Recused  
- Holtgrewe-Abstained  

Mr. Davidson recommended 3.5” oaks and maples, the arborvitae and Emerald Holly increase to 5’ tall, and to increase trees around trash enclosure to 6’ tall.

Mr. Holtgrewe asked if the COS will have a walking path, benches and/or seating. He noted it could probably use more considering all the people that could work there. Mr. Burris said there are two areas for seating and a BBQ grill. Ms. Durant suggested removing the grill and add a pergola for some height. Mr. McKee agreed with removing the grills. The Committee discussed what amenities are appropriate at length. Mr. Holtgrewe summarized their decision to remove the grill and enlarge one of the two common areas, maintaining the seat walls.

Mr. Holtgrewe asked about the 5 T-1 poles that run along Milton Wilson. He said the calculations indicate double head poles and questioned why they were lighting the street. Mr. Burris said the intent was to light the parking lot. Mr. Holtgrewe said there was no need to put that much light towards the street and recommended removing one of the heads on the three center poles.

Chairman Holtgrewe summarized all conditions and called for a motion.
Motion: Jeanne Myers made motion to approve Arlington Falls PD, Lot 4 Site Plan with existing and added conditions as amended. Jeff McKee seconded the motion.

Vote on Main Motion: The motion carried.

CONDITIONS OF APPROVAL:

1. It is found that the DRC application and plans dated January 17, 2020, 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. 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 able.

6. The Palmetto PD Master Plan document (now Arlington Falls PD) with any required changes from the original conditions of approval shall be recorded with the Shelby County Register of Deeds prior to the start of construction on Lot 4.

7. A Master Sign Plan is required to be submitted and approved by the DRC prior to the approval of any sign permits for the site.

8. 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. A minimum of three bicycle storage racks shall be installed throughout the site prior to final approval and occupancy of buildings. If buildings are phased, racks installation may be phased consistent with building construction, with no less than one rack per three buildings.
   c. Provide a standard detail for crosswalks to be used within this site and the remainder of the PD for review and approval prior to a PreConstruction meeting for the site.
   d. Revise elevations on buildings A & C to either enlarge the windows in the gables over the front doors so they are more proportional with the building or provide two of the smaller windows.
   e. All window framing systems shall be dark bronze or black.
f. Revise elevations to provide 8-foot doors with 12” transoms.
g. Decorative lighting or sconces shall be provided on the front elevation of all buildings, with finish to match building window framing.
h. Revise landscape plan as follows: ensure all plants are listed on plant schedule, increase Oak and Maples to 3.5” caliper minimum, increase Needlepoint Holly around dumpster enclosures to 6’ tall, and increase the Arborvitae and Emerald Hollies on the building corners to 5’ minimum.
i. Enlarge one of the common patio areas to accommodate a larger group and remove the bbq grills.
j. Remove one head on each of the middle three T-1 pole lights facing Milton Wilson. If double-head maintained, they should be oriented east-west.

IV. New Business:

B. Other as Properly Presented.

Mr. McKee closed by explaining that staff is discussing the Town’s tree policy, possibly increasing the size of trees in new developments, as well as addressing clear cutting. He said Angela Reeder, Town Planner, is discussing with Alderman Biggs on how to better manage tree removal.

VI. Adjournment:

Chairman Holtgrewe called for a motion to adjourn.

Motion: Daniel Davidson made the motion. Jeff McKee seconded it.

Vote on Motion: The motion carried.

Josh Holtgrewe, Chairman

Jeanne Myers, Secretary

3/10/2020

Date

3/10/2020

Date

Submitted By: Lynette Kirk, Planning Assistant

k. Exterior doors shall be wood, not metal, and consistent with options presented at the meeting.