I. **Call to Order and Roll:**

Chairman Brian Thompson called the meeting to order and advised that a quorum was established. He noted Ron Colin planned to recuse himself from the Depot Square project, and as it was the only item on the agenda was not present. Phillip Fung and Daniel Davidson had both given prior notification they would not attend.

**Present**
Brian Thompson, Chairman
Susan Payne
Jennifer Walls
Josh Holtgrew
**Absent**
Phillip Fung - Excused
Daniel Davidson - Excused
Ron Colin - Excused

**Others Present**
Angela Reeder, Town Planner

II. **Approval of Minutes from April 11, 2017 Meeting:**

**Motion:** Josh Holtgrew made a motion to approve the minutes of the April 11, 2017 meeting. Susan Payne seconded 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. **Arlington Depot Square – 6299 Quintard Street – Site Plan**

Chairman Thompson recognized Angela Reeder, Town Planner, who provided an analysis (on file) and explained that Renaissance Group, representing the applicant, is requesting DRC approval of a site plan for a
new commercial development at the northwest corner of Walker Street and Quintard. The site is improved with several concrete pads, the old metal Gin building and two smaller metal shed/offices. It is within the B-3: Downtown Business zone and Depot Square Overlay.

The applicant proposes to construct a two-story, 12,823 square foot, retail/office building on the southeast corner of the parcel. A parking lot is proposed behind the building, in the northwest corner of the lot. In addition, the applicant has identified two areas for similar future buildings on the property, which are proposed to be cleared and maintained as open space until such time that this future development is proposed. The Planning Commission approved the Site Plan for this site on February 21, 2017.

The proposed building is constructed of clay brick in three different colors, and with rooflines, accent materials, and other details that vary, intended to simulate separate attached buildings. From Quintard, it provides the appearance of four separate buildings; from Walker Street, it gives the appearance of two. Ms. Reeder described the different façade treatments and architectural elements along each frontage including balconies on each street frontage. She also noted the sloped metal awnings would be materials salvaged from the old Gin Building.

The front elevations incorporate several of the Depot Square guidelines, including storefront and upper story windows, vertical and horizontal divisions to reinforce scale, sloped awnings, and transom windows over the doors. As previously mentioned, while the Guidelines call for avoiding metal awnings, staff noted there are several existing examples within Depot Square and feels it is quite appropriate.

The building’s north elevation will face a wide pedestrian walkway, includes Patriot red brick with a stone knee wall and also includes storefront windows and an entrance with black, fabric awning above it.

The rear elevation has a row of upper story windows with brick soldier headers. Rear entry doors will be painted to match the brick on that portion of the facade.

The applicant provided a landscape plan which includes a line of trees along the parking lot’s northern boundary, adjacent to the railroad tracks and a Shumard Oak in the parking lot island. A row of Emerald Arborvitae is proposed to screen the trash enclosure. At the building’s north elevation, a planter with a line of Azalea is proposed along the pedestrian walkway.

Facing Walker Street, a planter with boxwood and daylily is proposed alongside the building. Two large landscape planters are proposed along Quintard, which will provide some streetscape and soften the building. They each include two crepe myrtles, an approximately 18” high brick seat wall with a stone cap, and a variety of smaller shrubs and groundcover. The proposed materials are generally acceptable but these areas fall within the Town’s right-of-way and obligation to maintain. Because of this, a condition of approval was added that requires the applicant to work with staff to finalize the plant material in these areas.

Sidewalks will be installed along both street frontages, as well as an approximately 12-foot walkway extending from Quintard to the parking lot at the rear of the building for pedestrian access. The concrete walkways are all proposed as stamped, stained concrete to give the appearance of brick pavers, similar to other sidewalks throughout Depot Square.

The lighting plan shows seven 18-foot tall pole lights, each with decorative black poles and lantern style LED heads. The four parking lot lights are within the maximum height permitted, consistent with the Depot Square style, and the black fixtures will complement the fabric awnings on the building.

Black wall pack lights are proposed around the building, primarily at each of the exterior doors. The remaining entrances located under balconies will be lit by recessed fixtures in the balconies.
Four decorative wall sconces are proposed on either side of the corner suite fronting Walker and Quintard. These lights are proposed with a decorative, curved bracket and a globe fixture. While the fixture is decorative, Ms. Reeder explained the use of unshielded fixtures is not permitted, and would be especially discouraged at this intersection due to potential glare.

The trash enclosure for the site is proposed on the north side of the lot. It will be finished in brick matching the building with a double rowlock band and cap for added detail. Staff added a condition to confirm the doors will be a gray color to compliment the buildings.

The gas and electric utility meters for the building are mounted on the rear building elevation and plans note they will be painted to match the adjacent brick. Rooftop mechanical units for the building will be screened from view by the buildings parapet.

**Main Motion:** Susan Payne made a motion to approve the Site Plan application for Arlington Depot Square subject to Staff and DRC conditions. Jennifer Walls seconded the motion.

**Discussion:**

Brian Thompson asked if the natural stone was just being used as the base for the columns. Doug Burris of Renaissance Group answered yes. Brian Thompson asked about the difference in the doors. Doug Burris stated the wood doors would lead to upstairs space and the others would be to store fronts. Brian Thompson stated he is very happy with the overall design. Susan Payne asked about reuse of materials and a timeframe. Doug Burris and Jon Moultrie responded they planned to save materials during the Gin deconstruction where possible and work on that would begin as soon as possible. Josh Holtgrewe said he felt this is going to bring many people to the area and asked if there had been any consideration for an option to dim the overall lighting to set the ambiance. Doug Burris answered they haven’t considered that, but the lights being dimmable isn’t an issue and can be done. Mr. Holtgrewe mentioned he liked the period fixtures design on the corner and asked about staff’s concern. Ms. Reeder stated the concern with the proposed light fixture on the corner is there isn’t a way to determine glare or how bright it’s going to be. Doug Burris suggested that if that is the only concern, then the wattage can be limited to make sure that it doesn’t get to bright. The condition was amended to state the applicant needs to work with staff to find a wattage that will work for everyone instead of changing the fixture. Brian Thompson asked if the AC condensers would be roof mounted. Doug Burris responded they will.

**Vote on Main Motion:** The motion to approve the Site Plan with staff and DRC conditions carried unanimously.

**CONDITIONS OF APPROVAL:**

1. It is found that the DRC application and plans dated April 10, 2017, 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. Irrigation for designated landscape areas is required. An irrigation plan shall be submitted to Staff for review and approval prior to issuance of a construction permit.

7. Note 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. All roof-mounted equipment must be fully screened by the building parapet.

8. 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. The trash enclosure doors shall be a gray color to match the building and rendering provided.
   b. Work with staff to find a suitable solution for the four decorative sconces on the southeast corner of the building that meets Town Guidelines for glare and shielding.
   c. The three pole lights within the Town’s right-of-way are not approved as proposed. Coordinate with staff and MLGW on the required public lighting along the project’s street frontage.
   d. Revise the shrubs and groundcover in the landscape planters in the right-of-way along Quintard and Walker Streets in coordination with staff to ensure continued maintenance.

B. **Other as properly presented.**

   There was no new business to come before the Committee

V. **Adjournment:**

   Chairman Thompson called for a motion to adjourn.

   **Motion:** Josh Holtgrieve made a motion to adjourn. Susan Payne seconded the motion.

   

   ![Signature]
   Brian Thompson, Chairman

   ![Signature]
   Phillip Fung, Secretary

   Submitted By: Alex Barthol, Planning Clerk

   6/13/17
   Date

   6/13/17
   Date