DESIGN REVIEW COMMITTEE
Tuesday, May 12, 2020 6:30 PM
Meeting Minutes

I. Call to Order and Establishment of Quorum:

Present:
Josh Holtgrewe, Chairman
Ron Colin
Daniel Davidson
Jeanne Myers, Secretary
Rick Eavenson
Deadrick Turner

Absent:
Jeff McKee, Alderman

Others Present:
Angela Reeder, Town Planner
Rhiannon Gay, Powers Hill Design
Chad Stewart, PE, Christ Church

Chairman Josh Holtgrewe (JH) called meeting to order noting quorum is present with only Alderman McKee absent. JH also noted that board member Ron Colin (RC) is recusing himself to be representative of the applicant and will not participate in votes.

JH made official announcement that since the meeting is being recorded, votes will be done by roll call and requested all speakers to announce themselves by name prior to speaking. JH read the following statement to be made as part of the minutes:

“In accordance with Guidance from the Comptroller of the Treasury of the State of Tennessee dated March 20, 2020 the following notice is given:

This meeting is being recorded by audio and video means without public access, in accordance with Shelby County Health Directive No. 3 dated May 4, 2020, prohibiting more than 10 people be present. The recording will be made available to the public as soon as practicable after the meeting, but no more than two business days after the meeting.

It has been determined that meeting in this manner is necessary to protect health, safety and welfare in light of the coronavirus and this statement will become a part of the meeting minutes.”

II. Approval of Minutes from March 10, 2020 Meeting:

Chairman Holtgrewe asked if anyone had changes, corrections, or recommendations. He called for a motion.

Motion: Deadrick Turner (DT) made a motion to approve the minutes of the March 10, 2020 meeting. Rick Eavenson (RE) seconded the motion.

Vote on Motion: The motion carried unanimously.
III. Old Business:

There was no old business.

IV. New Business:

A. Christ Church Daycare/Youth Facility - Site Plan – application to convert a retail building to a Day Care for Christ church, located at 11888 US Highway 70, in the former Fred’s building.

Chairman Holtgrew recognized Angela Reeder (AR), Town Planner. AR stated the applicant is requesting approval to convert a previous retail store into a daycare/youth facility for the church. This review is required whenever a change of use is proposed that includes different site requirements, like parking or access.

The subject property is located at 11888 Highway 70 and includes a 12,750 sf, single-story building. No building expansion is proposed, and the current entrance will remain. New exits will be added to meet code, including one where the pharmacy drive-up canopy will be removed.

The Planning Commission approved the Site Plan for this site on March 16, 2020.

AR noted the property was built with two metal buildings, each with brick fronts, and a shared parking lot. Christ Church occupies the east building and modified the exterior to create their existing façade. They have now leased the western building and want it to match, like a campus.

They propose to paint the red brick off-white to match the church’s painted brick. They also propose to wrap the columns on the front with a stone veneer in a similar color with white stone details at the top and bottom.

The door and window framing is bronze and will stay that way. The brown metal panels above the front walkway will be covered with Dryvit (EIFS) in off-white with white rectangular details, trim and a cornice to match the church. No changes are proposed on the sides.

Lastly AR said a gate is proposed between the two buildings, leaving only access for themselves and emergency personnel. The fence is a black decorative steel fence with two 12’ swing gates.

AR stated this design will enhance the building’s street façade by doing away with the metal panels, providing larger, more proportional columns, and adding architectural details and interest. It will also mimic the church next door, achieving the Guideline Compatibility Goals of “a consistent architectural style” and “unity between all buildings” throughout a commercial center or development.

AR explained while this met prior Town Guidelines, revisions last August changed some details.

One change was the addition of “painted masonry units” as a non-preferred building material. As an existing building, the only option to match the adjacent other than painting the brick is to add a new brick façade in a different color. Staff suggests consideration of this request since it is a conversion of an existing building, and it would achieve the goal to create unified site.

Another recent change limited EIFS on a street façade to ornamental details and required it be at least 36 inches off the ground. This façade includes more than just “ornamental details.” As such, the applicant was encouraged to utilize an approved primary material instead.
AR said the applicant's written response stated the existing building does not have the structural support for a masonry veneer on the upper façade and installation of a heavier masonry material would require the full removal and reconstruction of the front of the building. They requested consideration of the additional EIFS on the front to achieve the same finish as the church.

DRC has the authority to consider other materials on a case-by-case basis if "consider the architectural style of the building and select appropriate materials for the architectural style."

AR requested the applicant resubmit new plans for DRC review if the material request was denied.

AR noted the front parking lot is shared with the church and is currently lit with matching bronze light poles. No changes are proposed to the parking lot lighting.

She said the photometric plan included existing and proposed fixtures: two new wallpack fixtures were proposed and new recessed LED fixtures were proposed under the front canopy. Photometrics show adequate coverage around the building perimeter and exterior doors, with lower levels on the west side and little to no light on the back/north side.

The Landscape plan notes all materials in the parking lot islands shall be removed. Softtouch Hollies and Liriope are proposed in the four islands with light poles, the new FDC, and/or those too small to accommodate a tree. A Redbud and Liriope are proposed in the other four islands.

The streetscape includes a row of Crepe Myrtles. Three new matching trees are proposed to fill in existing gaps. New sod is proposed to replace disturbed areas after the Fred’s sign is removed.

This site was constructed without an irrigation system and no prior users have had to install one. As plans did not include modification of the parking lot, the church asked to waive that requirement. AR noted the applicant would still have to maintain the landscaping and replace anything that dies.

A dumpster is currently located on the west side of the building near a covered loading dock. AR said the applicant plans to remove the dumpster and use the church's enclosure. However, she noted if this is to be used, it should be enclosed in a masonry enclosure to meet Town Standards.

Concrete pads on behind the building currently hold the condensing units for the building. Any additional mechanical equipment should be located there to be screened from view or otherwise properly screened per Town requirements.

No application for signage has been submitted at this time. Separate sign applications must be presented to staff for consideration and approval of any signs at a future date.

AR recommended approval of the proposed Christ Church Site Plan subject to the proposed conditions, in addition to any deemed necessary by the Design Review Committee.

**Discussion:**

JH called for motion to open discussion. Deadrick Turner (DT) made motion. Jeanne Myers (JM) seconded.

JH asked the applicants to introduce themselves.
Ron Colin, Renaissance Group Architects, 9700 Village Circle, Lakeland, TN 38002 and Chad Stewart, CSA Engineering, 9700 Village Circle, Lakeland, TN 38002 introduced themselves as applicant representatives. Chad Stewart also noted he is representing as a church Elder.

JH opened discussion by asking for comments on the elevations.

DT stated he is ok with submittal as is if the buildings match.

JH asked Jeanne Myers for feedback from architect standpoint. JM agreed with DT accepting the design as is on the condition that the existing building (Christ Church) is cleaned and/or painted so that the colors match. JM questioned the state requirement of an exterior playground and asked if that is going to be a part of the project or is one already existing on site? RC stated there is an existing playground on site behind the existing church building and the daycare would be utilizing it.

JH asked for any additional comments on the exterior. There were none.

Regarding landscaping, DD stated he agrees with proposal as submitted and is fine with waiving the irrigation system provided that the landscaping is maintained as per Town requirements.

AR asked applicant if there are plans to expand or add new landscaping in the future in front of the existing church building to match this site.

CS stated currently there are no plans, but it is something that the church can look into doing.

AR suggested they might want to carry over once the new landscaping was installed to be consistent across the site.

CS agreed.

JH agreed with AR and recommended adding that as a condition of approval if the remaining members agreed. DT agreed; RE agreed; DD agreed; JM agreed.

JH asked for additional comments on landscaping, site, fence, or dumpster enclosure.

There were none.

JH stated the lighting fixtures are consistent with guidelines. Photometrics are ok. Existing poles in parking are compliant with flat lenses, not drop lenses. Wallpacks existing on building are not consistent with one another. Would prefer if they matched each other and the new ones.

DT agreed with JH. Stated it made sense if they complement one another.

JM asked how many new wallpacks are being installed. AR stated only two new wallpacks, all others were existing. JH noted from plans that the new fixtures were going on NW and NE corners of building.

JM proposed all wallpacks match.

JH asked for further feedback or comments or review of conditions.
AR stated no other items to discuss.

JH clarified all of the conditions proposed: clean and repaint existing building to match if necessary, waive irrigation system as long as landscaping is maintained and additional landscaping is added to church parking lot to match this site, and to replace existing wallpacks to match new proposed wallpacks.

DT asked who will review updated landscape plan. AR stated staff can review it for consistency with what is shown on plans and acceptable if members and Daniel Davidson are ok with it. DD stated he was.

JH asked for motion of approval with additional conditions as noted.

**Motion:** RE made motion to approve with additional conditions noted. JM seconded.

**Vote on Motion:** The motion carried unanimously in roll call vote.

**CONDITIONS OF APPROVAL:**

1. It is found that the DRC application and plans dated April 29, 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. 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. If no irrigation system is installed at this time, applicant is still responsible for maintaining the health of all landscaping on the site as approved by the DRC for the life of the project.

7. Prior to a PreConstruction meeting, the applicant shall address the following conditions and make any necessary amendments to plans. Plans must be submitted for staff consideration and approval.
   
   a. Any future exterior mechanical equipment shall be properly screened behind the building on pads by existing equipment, by the parapet, or by other approved means.
   
   b. Provide plans for a trash enclosure on site to complement the building and meet Design Guideline screening requirements.
   
   c. Revise the landscape plan to add matching landscaping throughout the remainder of the parking lot islands in front of the church.
d. Clean and/or paint the façade of the existing church to ensure it matches the newly renovated Daycare Center, as necessary.

e. Replace the existing wallpack lighting fixtures on the exterior of the building to ensure they are consistent with the proposed fixture.

B. Other as Properly Presented

AR noted there is no other business on the agenda. The goal for next month is to have meeting in person but a decision will be made closer to date.

V. Adjournment:

Hearing no new business Chairman Holtgrewe called for a motion to adjourn.

Motion: DT made motion to adjourn. DD seconded.

The meeting was adjourned.

[Signature]
Josh Holtgrewe, Chairman

[Signature]
Jeanne Myers, Secretary

6/09/2020
Date

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Date