Design Review Committee
June 11, 2019
6:30 P.M.
Meeting Minutes

I. Call to Order and Roll:

Present:
Ronald Colin
Daniel Davidson
Josh Holtgrewe, Chairman
Jeanne Myers
Tommy Reyes
Deadrick Turner

Others Present:
Angela Reeder, Town Planner
Janet Lucci, Planning Administrative Assistant

Absent:
Jeremy Biggs – Excused

II. Approval of Minutes from May 30, 2019, Meeting:

Chairman Holtgrewe called for a motion to approve the May 30, 2019 meeting minutes.

Motion: Daniel Davidson made the motion. Deadrick Turner seconded it.

Vote on Motion: The motion carried unanimously.

III. Old Business:


Point of order; Chairman Holtgrewe asked members to change the order of the agenda to discuss new business first and then conclude with old business. Members agreed.

IV. New Business:

A. Villages at White Oak 1st Addition PD – COS Master Plan & Master Sign Plan –
For the remainder of the PD located on the east side of Milton Wilson Blvd., south of Forrest Street.
Chairman Holtgrewe recognized Angela Reeder, Town Planner, who presented the Staff Report (on file). Ms. Reeder noted the Master Development Plan for the Villages at White Oak 1st Addition was approved in 2017. The applicant has submitted an application for the Master Plan for the Common Open Space for phases 4 – 20 of this development. She said the site sits along Milton Wilson Blvd., just south of Kensington PD.

Ms. Reeder explained the applicant is requesting DRC approval for their common open space improvements for the remainder of this PD. This includes 55 acres of open space. She noted this plan will not address the commercial portion on the west side of Milton Wilson. That portion will be reviewed during a standard Site Plan review.

She said a landscape plan was provided which included the common open space area and streetscapes. She explained an irrigation plan will be required to be submitted and approved by staff for each phase prior to work beginning on the site.

Ms. Reeder noted typical residential streets are found throughout the development, including landscape strips and concrete sidewalks. She said the landscape plan includes a variety of trees be planted along each streetscape.

She said the plans note any trees larger than 6” in areas noted as “Preserved Natural Area” shall remain. She noted the plans provide enlargements of each of the individual open space areas and identifies the extensive and varied proposed landscaping. She explained landscaping includes planting around each of the ponds, each of the structures and at the entrance off Milton Wilson Blvd in Phase 9. She pointed out one row of Little Gem Magnolia is proposed along the COS as a buffer to the lot in Phase 6.

Ms. Reeder stated a 4 feet tall white 3-rail fence is proposed along the project’s exterior on Milton Wilson Blvd to identify its borders. She said the Master Plan notes the 3-rail fencing shall be installed at the back of the sidewalks on other COS, but plans are not clear if it is proposed on the remainder of the site.

She noted there are three COS structures remaining in the PD, which includes two pavilions and a gazebo, and several benches. She explained the buildings are proposed as primarily white structures with weathered gray shingles which is consistent with the approved PD and existing common area structures in the early phases.

Ms. Reeder said the pavilions are 20ft by 20ft in size, with 1-foot square white columns and gray shingle roofs. She noted the gazebo is hexagon in shape on a 17ft by 17ft pad with white posts and a gray shingle roof and includes built in benches on three sides. Ms. Reeder said benches are proposed along walking trails throughout the community.

She explained a subdivision entrance sign is proposed at the Milton Wilson entrance at Ph 9 and in a few locations to identify the 55 years and older community housing and the Estate lots. She said plans show a 5 ½ ft tall stone sign on a roughly 30-foot long wall with capped columns on either end. She said the name, Villages at White Oak, is proposed on a panel insert within the sign. This is consistent with existing signage at other entrances in the development.
Ms. Reeder said other locations will have a simple single column with the subdivision name and neighborhood details noting this is consistent with the intent from the original PD.

Ms. Reeder said no exterior lighting is proposed other than standard street lighting.

Ms. Reeder said staff recommends approval, subject to the following conditions, and any additional conditions recommended.

Chairman Holtgrew called for a motion.

**Main Motion:** Jeanne Myers made a motion to discuss the Villages at White Oak 1st Addition COS Master Plan. Tommy Reyes seconded the motion.

**Discussion:** Mr. Holtgrew asked a condition be included requiring electricity be provided to the monument signs on Milton Wilson. He noted several past developments have not included electricity to the main sign and said it becomes a problem later. He said this will give flexibility to the HOA in future if lighting the sign is desired.

Mr. Colin asked if the pavilions will have the same color scheme as the current pavilions. Ms. Reeder responded yes, and the material board was handed to DRC members for review.

Mr. Turner asked if the applicant planned to light the gazebos. Ms. Reeder said no. Mr. Turner expressed concern the unit areas may attract the attention of teenagers who are looking for a hangout. Ms. Reeder noted the gazebos are located in close proximity to streetlights so they would not be completely dark.

Mr. Reyes asked if the stub street leading into Windsor Place subdivision would line up correctly. Ms. Reeder said yes. Mr. Reyes then asked if a subdivision entrance sign was planned at that entrance. Mr. Keith Grant, applicant, said no.

Mr. Reyes inquired where the sign for the 55 older housing would be located. Ms. Reeder stated it would be placed at the entrance to that portion of the subdivision.

Sam Henry, Landscape Architect, noted MLGW requires certain approved trees be used along streets when other trees may interfere with power lines. If this occurs, he will be substituting the proposed trees for MLGW approved trees.

Mr. Davidson had several comments about the landscaping. He requested the proposed little gem magnolias in the COS providing screening for the adjacent lots be planted at 12- or 15-foot centers, not 20-foot centers. 15-foot centers would be the maximum he would recommend. Sam Henry, applicant, said the magnolias would be planted at 15-foot centers.

Mr. Davidson recommended removing some of the shrubs around the entry sign and replacing it with sod. Mr. Colin suggested only removing only the middle five plants.

Mr. Henry noted the proposed landscaping was consistent with what was already in the development and he based his plans on what had previously been approved. This included the plants around the sign.

Mr. Davidson agreed the landscaping should be consistent with what is there and previously approved. Mr. Davidson did ask for one change. Referring to sheet three,
enlargement 3, he would like to have the junipers on the ends of landscape island removed and seasonal color added. Mr. Henry agreed to do this.

Mr. Henry would like a condition noted that they may have to switch out trees, as required by MLGW, if the proposed trees interfere with utility lines. Ms. Myers asked if any of the MLGW approved trees overlap with the Town of Arlington approved trees if such a case arises. Ms. Reeder said yes. Ms. Myers requested the applicant use Town of Arlington approved trees if MLGW requires them to switch trees.

Mr. Holtgrewe asked staff make that a condition of approval.

Mr. Reyes asked if the developer planned a water feature in any of the ponds in the development. Mr. Keith Grant, applicant, replied no. He noted they do treat their ponds. He said adding a water feature can be expensive for the HOA to maintain and service. In his opinion they create an expense for the HOA so they try to avoid using them.

Mr. Holtgrewe would like to review the conditions.

Ms. Reeder summarized the following condition: 1. Provided electricity to each of the monument signs on Milton Wilson for future HOA use and lighting if desired. 2. Plant the little gem magnolias in the COS on sheet 3 at 15-foot centers instead of 20-foot centers to provide screening for adjacent lots. 3. Replace junipers on ends of landscape island (sheet 3, enlargement 3) with seasonal color. And 4. Use approved MLGW and Town of Arlington street trees when utility line locations do not allow for originally proposed trees.

Mr. Turner asked what the entrance sign for the 55 and older community would look like. Mr. Grant said it would be a stone column. Mr. Turner asked if the sign into the age restricted community would be lit. Mr. Reyes agreed at night the unlit signs are hard to read. There is no plan to light the entrance to 55 and older community.

Mr. Holtgrewe asked for any further comments. Seeing none, he asked for a motion with conditions.

Mr. Reyes made a motion to approve the Villages at White Oak 1st Addition COS Master Plan & Master Sign Plan as amended with the conditions added by the DRC. Ms. Myers seconded.

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

**CONDITIONS OF APPROVAL:**

1. It is found that the application as presented on May 1, 2019, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance, the Design Guidelines Manual, and the approved Planned Development.

2. Any approval shall be contingent upon the applicant satisfying all requirements/conditions of PD Plan approval levied by the Board of Mayor and Aldermen.

3. 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.

4. Irrigation for designated landscape areas is required. An irrigation plan shall be submitted to Staff for review and approval with construction plans and prior to a PreConstruction meeting.
for each phase. A landscape sheet shall also be provided for each phase of construction plans provided.

5. HomeOwners Association guidelines shall clearly identify the requirement that the white, three-rail wooden fence and landscaping be maintained on those lots abutting Milton Wilson Blvd and identify who is responsible for the on-going maintenance of that improvement.

6. Prior to the commencement of construction, the following information shall be provided or revised:
   a. Revise Sheet 3 to note the bench color will match existing furniture, not pool furniture.
   b. Revise to note 3-rail fencing around COS pocket areas, consistent with the approved Master Development Plan for the site. Fencing is likely not appropriate or necessary around preservation areas where residential fencing will provide a barrier.
   c. Plans shall note that the banks of detention ponds shall be sodded to 1’ below the standard water line.
   d. Note that all open space proposed shall be private owned and maintained by the homeowners association.

7. Provide electricity to each of the monument signs on Milton Wilson for future HOA use and lighting if desired.

8. Plant the Little Gem Magnolias in the COS on sheet 3 at 15-foot centers instead of 20-foot centers to provide screening for the adjacent lots.

9. Replace Junipers on ends of landscape island (sheet 3, enlargement 3) with seasonal color.

10. Use approved MLGW and Town of Arlington street trees when utility line locations do not allow for originally proposed trees.

B. Other as Properly Presented.

No other business was presented.

III. Old Business:


Mr. Holmgren noted this would be the DRC’s final discussion on the Guidelines before the recommendations go before the BMA. He said he would like to hear comments from members.

Ms. Reeder said the DRC members have three options to forward to the BMA; recommend as is, recommend with changes, or deny any changes.

Ms. Reeder stated the staff report and redline comments are available for members to review.
Mr. Holtgrewe asked to correct the following typo in Chapter IV, C, 4c from Site within 24-hour to read: Site with 24-hour. Ms. Reeder noted the change.

Ms. Reeder summarized the changes noting language had been added for secondary materials specifically limiting the amount of EIFS and included energy code language.

Mr. Holtgrewe asked for input, especially from the architects on the committee, regarding percent change of secondary materials from 10% to 30%. Mr. Holtgrewe explained Mr. Biggs (absent) has expressed concern about such a large increase. Mr. Biggs, Mr. Holtgrewe said, would prefer a more gradual increase and he has suggested an increase to 20%.

Mr. Colin noted EIFS has already been eliminated from the front of buildings. Reducing the amount of secondary materials even further would limit the variation on a building. He said allowing 30% secondary materials will allow for variation. He expects buildings will have a combination of secondary material that will add up to 30%.

Ms. Myers noted the 1/3 rule was an accepted standard in the industry. Mr. Davidson said dropping below 1/3 would create cookie cutter buildings and reduce creativity.

Mr. Reyes noted the church last meeting was a unique situation. He said in their case they were able to eliminate brick from the rear of the building which gave them some leeway for the front elevation. Mr. Reyes noted if secondary materials are held to 30% builders will still have enough leeway with their design.

Mr. Holtgrewe reiterated DRC members still have a duty to review the design in its entirety. Even if the applicant comes in under the 30% guideline, the design does not have automatic approval. Members are asked to use their reason and judgement when reviewing any design.

Ms. Reeder noted the guidelines were there to offer some flexibility to the members. Mr. Turner would like a definite reason when denying an applicant’s design. Providing the reason as “not pleasing” would be hard to defend later. He wondered how you define “pleasing.”

Ms. Reeder said the guidelines specifically address that in areas such as metal where it is defined as higher quality vs. corrugated. She explained in some instances, such as the Industrial Zone, higher quality metal is allowed.

Ms. Myers agreed the committee needed to be consistent and would like the guidelines to have “teeth.”

Mr. Reyes asked if metal was allowed. Ms. Myers said yes as a secondary material. Mr. Reyes asked if metal was allowed in Depot Square. Mr. Holtgrewe noted Depot Square has a unique set of guidelines.

Mr. Reyes asked if split face block was allowed. Mr. Colin explained it is not allowed. Ms. Reeder confirmed unfinished or painted block is not allowed. Mr. Colin asked if integral color block is allowed. Mr. Reeder said it has been allowed but not a CMU block. Ms. Myers asked if textured block would be excluded.
Ms. Reeder wondered if the description should be more clearly defined. Mr. Davidson noted these details could be discussed at length and the guidelines would still fail to cover everything.

Mr. Holtgrewe recommended these guidelines should be reviewed every 3 to 5 years. Standards change and the committee should not wait too long between reviews.

Ms. Myers requested painted masonry be excluded from allowable materials. Mr. Colin asked painted brick be excluded from allowable material. Ms. Myers agreed noting the life cycle of brick changes once it is painted. Brick has a natural life cycle of 100 years; once painted its only has a life cycle of 5 to 7 years.

Mr. Colin would like all oddities of brick and block to be excluded. He would rather not exclude split face masonry. Ms. Myers reiterated her request to exclude all painted masonry. She maintains this exclusion will cover most undesirable materials. Ms. Reeder noted Season’s Square used block, but it was a much larger integrally colored block.

Mr. Colin said the guidelines for the non-preferred sections should not allow natural gray smooth or textured concrete masonry units. He would also request painted masonry be excluded. Ms. Reeder said currently the only place painted is not encouraged currently is Depot Square.

Ms. Myers reiterated the need to review the guidelines more frequently, every three to five years. Mr. Davidson maintains it is nearly impossible to cover every eventuality. Ms. Reeder mentioned the Zoning Ordinance is reviewed annually; DRC guidelines could be reviewed as well. Ms. Myers feels every three to five years is an attainable goal.

Ms. Reeder said the committee members would have to add that as a requirement in the Bylaws. Mr. Holtgrewe noted updating the bylaws would be a completely different process.

Mr. Colin asked how members plan to define high quality architectural panels. Mr. Turner noted the DRC is responsible for approving a project including the type of materials. Ms. Reeder said “high quality” could be removed from the guidelines.

Mr. Holtgrewe asked if there was a known tradename or brand name that set the standard for architectural panels. Mr. Colin said there are various types and the members would not want to tie themselves down to a particular brand. Mr. Reyes added this is another reason to have a review of the guidelines every few years.

Mr. Holtgrewe mentioned the goal is to provide enough definite guidance to staff so items will not be brought forward to the committee not in keeping with the Town’s standards.

Mr. Davidson would like to review the irrigation plans along with landscaping plans. Mr. Colin noted it is challenging for applicant to get irrigation plans done prior to a DRC meeting. Ms. Reeder explained irrigation plans are required to be submitted with final construction plans prior to a preconstruction meeting.

Mr. Davidson noted many irrigation plans are not done properly. Committee members agreed it would be preferable to have irrigation plans to review but understand it may not
be feasible. Mr. Colin noted no other municipality requires irrigation plans at the time of the DRC meeting.

Mr. Holtgrewe said the Town should have irrigation expectations clearly noted for applicants. Mr. Colin agreed fundamental requirements for the irrigation plan should be provided to the applicant. Mr. Turner asked Mr. Davidson to provide some guidance and expectations that staff could then pass along to applicants.

Mr. Holtgrewe said DRC guidelines could include a few bullets that would cover what constitutes an acceptable irrigation plan.

Mr. Holtgrewe asked the members to send comments and changes to Ms. Reeder. Ms. Reeder asked for comments in two weeks. Ms. Reeder said she would compile the comments and changes and bring them forward to the next DRC meeting in July.

Mr. Holtgrewe said comments should be complete and thorough and ready to present to the BMA in August.

Mr. Holtgrewe continued the discussion until the next meeting, July 9, 2019.

**B. Other as Properly Presented.**

No other business was presented.

**V. Adjournment:**

Chairman Holtgrewe called for a motion to adjourn.

**Motion:** Daniel Davidson made the motion. Deadrick Turner seconded it.

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

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Josh Holtgrewe, Chairman  
7/9/19  

Jeremy Biggs, Secretary  
7/9/19

Submitted By: Janet Lucci, Planning Administrative Assistant