Design Review Committee
September 10, 2019
6:30 P.M.
Meeting Minutes

I. Call to Order and Roll:

Present: Jeremy Biggs, Secretary
         DEADRICK TURNER
         Tommy Reyes
         Jeanne Myers

Absent:  Ronald Colin
         Josh Holtgrew, Chairman
         Daniel Davison

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

II. Approval of Minutes from August 10, 2019, Meeting:

Secretary Biggs called for a motion to approve the August 10, 2019 meeting minutes as submitted.

Motion: Deadrick Turner made the motion. Jeanne Myers seconded it.

Vote on Motion: The motion carried.

III. Old Business:

A. Other as Properly Presented

No other business was presented.

IV. New Business:

A. MicroPort Orthopedics – Site Plan Application – Site plan application for MicroPort Orthopedics located at 5650 Airline Road.

Secretary Biggs recognized Cathy Durant, Town Administrator, who presented the staff report for MicroPort Orthopedics (on file).

Ms. Durant said the applicant is requesting DRC approval of a site plan to allow the renovation of an existing building on MicroPort Orthopedics site on Airline Road. She said the small white, block building was previously a schoolhouse and most recently used for office and storage space. She said the applicant plans to renovate the inside of the structure for additional meeting and classroom space.
Ms. Durant explained a 457 square foot expansion on the rear of the building is proposed. She said there are no proposed changes to the existing driveways and parking.

She stated the building renovation will mimic the main building across Airline Road. Ms. Durant said the plan proposes a gray stone base, with red brick, light gray stucco parapet and cornice, stone windowsills and headers (on large windows), with bronze aluminum window framing.

Ms. Durant said the sidewalk will extend along the front and provide stairway access to the stoop. She said the view from Airline Road will improve with the update of this building and be brought more into compliance with our current Design Guidelines.

She stated a landscape plan coordinates with the building across Airline. Ms. Durant explained that there will be 4 new trees in the open areas to the south and rear of the building are October Glory and Bloodgood Maples. Staff proposed one be changed to a crepe myrtle.

Ms. Durant stated the lighting plan shows several new wallpacks proposed around the building. She said the bronzed fixtures will complement the existing building with adequate light.

She explained the roof mounted equipment is visible on existing buildings, however, the new plan calls for screened roof mounted equipment behind new raised parapet.

Ms. Durant stated that no application for signage has been submitted at this time. She said the applicant has shown a possible location for signage facing Airline Road. Staff would review a sign application when presented for consideration, to confirm size, design, and lighting meets our Code allowances.

Secretary Biggs called for a motion.

**Main Motion:** Tommy Reyes made a motion to approve the MicroPort Application. Deadrick Turner seconded the motion.

**Discussion:** Mr. Turner disclosed he was a former employee of Ledford Engineering. He said he was happy with the design matching existing buildings across the street. Jeanne Myers asked what percentage of stucco compared to the rest of the building. Stephanie Wilbanks, representing the applicant, said she didn't know that right off hand. She said the upper portion is stucco and will mimic existing building across the street.

Mr. Reyes asked the location of the proposed Crepe Myrtles. Ms. Durant pointed out placement on the PowerPoint. Mr. Turner asked if the Town was getting away from Crepe Myrtles. Ms. Durant explained the Town has been successful in controlling the disease.

Jeremy Biggs said he was pleased to bring an existing building up to Town standards. He asked if landscaping the median was a condition. Ms. Durant said it was a suggestion. Mr. Biggs said he would like to add the median as a condition. Ms. Myers recommended any landscaping be 4' or less. Ms. Wilbanks said she will discuss with applicant.

Ms. Durant closed with the added condition of upsize Sky Pencil Junipers proposed around the building, replace the October Glory Maple at southern end of the building with a Crepe Myrtle and add some small shrubs around it to mimic across street, and add low plantings in the median with seasonal color for maintenance by MicroPort.

Secretary Biggs called for a motion.
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**Motion:** Tommy Reyes made a motion to approve MicroPort Orthopedics at 5650 Airline Road with the proposed conditions. Deadrick Turner seconded the motion.

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

**RECOMMENDATION:**

1. It is found that the DRC application and plans dated July 31, 2019, 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. 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.

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. 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.

5. A final set of site plan improvements, including the new sidewalk, shall be provided for review and approval by the Town Engineer. All construction and improvements within the site shall be in compliance with the Town of Arlington Subdivision Regulations and Technical Specifications, and as directed and approved by the Town Engineer.

6. A preconstruction conference with Town Staff shall be held prior to commencement of work.

7. 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. 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. Revised landscape plan to show plant spacing proposed, upsize Sky Pencil Junipers proposed around the building, replace the October Glory Maple at southern end of the building with a Crepe Myrtle and add some small shrubs around it to mimic across street, and add low plantings in the median with seasonal color for maintenance by MicroPort.

**B. Other as Properly Presented.**

No other business was presented.

V. Adjournment:

Secretary Biggs called for a motion to adjourn.

**Motion:** Jeanne Myers made the motion. Deadrick Turner seconded it.

**Vote on Motion:** The motion carried.
Submitted By: Lynette Kirk, Planning Administrative Assistant