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

I. Call to Order and Roll:

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

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

II. Approval of Minutes from November 12, 2019 Meeting:

Chairman Holtgrewe called for a motion to approve the November 12, 2019 meeting minutes as submitted.

Motion: Daniel Davidson made a motion to approve minutes from November 12, 2019. Ron Colin seconded.

Vote on Motion: The motion carried.

III. Old Business:

A. Other as Properly Presented

No other business was presented.

IV. New Business:

A. Providence Place PD, Phase 1 - COS Plan – Common Open Space plans for Phase 1 of the Providence Place PD, located on the south side of Milton Wilson Road, 1,100 ft. east of Airline Road intersection.

Chairman Holtgrewe recognized Cathy Durant, Town Administrator, who presented the staff report for Providence Place PD, Phase 1 (on file).

Ms. Durant explained that Providence Place PD, Phase 1, is approximately 23-acres of a 44-acre site zoned SC: Shopping center. The BMA approved the Master Development
Plan in April 2019 which is commercial and mixed-use. She stated this phase includes 5 commercial lots and 3 COS lots to serve the mixed-use building and hotel.

She noted landscape plans include streetscapes on each road, a 5 ft. sidewalk on the west side and an 8 ft sidewalk on the east side of the primary road, and standard sidewalks on the other. COS plantings in the roundabout include junipers in the center, with lower shrubs and turf on the perimeter. A condition of approval includes an irrigation plan must be submitted and approved prior to construction.

Ms. Durant stated the applicant provided Design Guidelines for future improvements on the various individual sites. These provide details for future hardscape (patios, sidewalks), fences, site furnishings, and lighting.

Chairman Holtgrew called for a motion.

**Motion:** Deadrick Turner made a motion to discuss the Providence Place PD, Phase 1, COS Plan. Ron Colin seconded the motion.

**Discussion:** Ron Colin disclosed his firm was the Civil Engineer for this project, but they had not worked on this plan.

Mr. Davidson asked the applicant why the trees were staggered on the east side of the main road. Mr. Own Harris, with DT Design Studio, explained the trees are staggered on the east side of the 8’ urban greenway sidewalk because they felt it was more aesthetically pleasing and provided more shade on the walkway. No other questions or comments were made.

Chairman Holtgrew called for a motion.

**Motion:** Daniel Davidson made motion to approve the Providence Place PD, Phase 1, COS Plan. Rick Eavenson seconded the motion.

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

**CONDITION OF APPROVAL:**

1. It is found that the application as presented on October 28, 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.

5. Note all open space shall be private owned and maintained by the Property Owners’ Association.

6. Property Owners Association guidelines shall clearly identify the requirement that the Providence Place greenway on the east side of the road is their responsibility for maintenance.
B. Pediatrics East – Site Plan – New office building on Lot 5B of the Center at Hayes Crossing PD on the south side of Cranston Drive, east of Airline Road.

Chairman Holtgrewe recognized Cathy Durant, Town Administrator, who presented the staff report for Pediatrics East Site Plan (on file).

Ms. Durant explained that Pediatrics East is Lot 5B of the Center at Hayes Crossing PD, zoned O:Office with a PD overlay. She said the Site Plan is for a new medical office on approximately 1.25-acres and was approved by the Planning Commission November 18, 2019.

They propose to construct a 7,373 sq. ft. office building on the east side facing Airline Road with parking in the front, 3 parking spaces in the rear and a shared trash enclosure. The exterior is primarily brick in two colors (red and gray) with simulated light gray wood siding and wood accents.

She stated other accents include ledge stone (Centurion Ledge Stone, Suede) at the entrance and on column bases, a cast stone sill, and wood brackets and posts. The window and door framing are clear anodized.

Ms. Durant stated that the Planning Commission noted elevations fronting on public streets should be finished comparable with the front elevation. She said the building extends the same materials and accents around all four sides.

She described the landscaping with a variety of trees, shrubs, groundcover, sod, and a pedestrian sidewalk. Ms. Durant said the parking island includes one tree each and Staff recommends two trees per Code on islands for double rows.

She explained the lighting plan shows four pole lights within the parking lot around the building with the fixtures mounted at 25 feet. She said there are two black wallpack fixtures along the rear of the building and other fixtures under the front and rear entrance canopies.

She went on to say Ms. Myers was unable to attend the meeting and read Ms. Myers emailed comments regarding window frames. Ms. Myers said the use of clear anodized window frames will blend well with the gray brick and will not call attention as a darker black or bronze would. She believes the anodized frames are a better design choice.

Chairman Holtgrewe called for a motion.

Motion: Deadrick Turner made a motion to discuss Pediatrics East. Rick Eavenson seconded the motion.

Discussion: Ron Colin recused himself as his architect coworkers designed the building. Mr. Holtgrewe disclosed his employer owns the adjacent lot.

Mr. Holtgrewe commented on the point Jeanne Myers made regarding window frames. Deadrick Turner agreed with Ms. Myers that clear anodized would look better than dark bronze.

Chairman Holtgrewe asked Ms. Durant to clarify a canopy on the Cranston elevation. She said Ms. Reeder noted a canopy might help, but changed her mind after noting the increased landscaping on that side of the building. Mr. Holtgrewe asked Mr. Duncan,
with Renaissance Group, if it was a riser room on that elevation and not an access door. Mr. Duncan confirmed it was a riser room; it is a solid metal door.

Deadrick Turner asked for clarification on the wood columns. Mr. Duncan said columns on the north and south elevation would be Cedar.

Mr. Turner asked if an island every ten spaces would be required. Mr. Holtgrewe asked the presented parking count vs. required parking spaces. Ms. Durant said 48 total with 38 required. Mr. Turner requested to add an island to the front double row of parking.

Chairman Holtgrewe said lighting for this project will set the tone for the remaining development. He recommended using pole heights of 20’ with similar style and lamp temperature of 4,000K. Mr. Turner and Mr. Davidson agreed with making the lighting standard throughout the project.

Chairman Holtgrewe called for a motion.

Motion: Deadrick Turner made motion to approve Pediatrics East with two added conditions: Add a landscape island in the middle of the front double row of parking to break up this area in accordance with Design Guidelines requirements and to the satisfaction of the Town Planner, and Revise lighting to be comparable with neighboring office sites, to include a lamp temperature of 4,000K, pole heights of 20 feet, and similar style lamps. Future light plans shall also be comparable throughout the remainder of the lots within the PD. Rick Eavenson seconded the motion.

Vote on Main Motion: The motion carried.

CONDITIONS OF APPROVAL:

1. It is found that the DRC application and plans dated December 4, 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. 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. All ground mounted equipment or meters must be screened by landscaping, fencing or other approved measures to the satisfaction of staff, unless equipment is required to maintain visibility and access. Wall mounted equipment may be painted to match the adjacent wall, if an option.

6. Any exterior signage on plans is conceptual only and will require submittal of a Town Sign Permit application for staff review and approval.
7. 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 photometric plan stamped by a licensed professional shall be provided to Town Staff to confirm the plan reviewed by the DRC is accurate, per Design Guidelines requirements.

c. Revise landscape plan to add a second tree to each of the two internal parking lot islands and confirm the PD required 900 square feet of parking lot landscaping is met.

d. Add a landscape island in the middle of the front double row of parking to break up this area in accordance with Design Guidelines requirements and to the satisfaction of the Town Planner.

e. Revise lighting to be comparable with neighboring office sites, to include a lamp temperature of 4,000K, pole heights of 20 feet, and similar style lamps. Future light plans shall also be comparable throughout the remainder of the lots within the PD.

C. Other as Properly Presented.

No other business was presented.

VI. Adjournment:
Daniel Davison called for a motion to adjourn.

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

Vote on Motion: The motion carried.

[Signatures]

Josh Holtrigew, Chairman

Jeanne Myers, Secretary

1/14/2020

Date

1/14/2020

Date

Submitted By: Lynette Kirk, Planning Assistant