

The regular meeting of the **Design Review Commission** was held on February 13, 2020, at 5:00 pm in the Board Chambers of Town Hall, 500 Poplar View Parkway.

The following staff members were present: Development Director, Jay Cravens; Town Planner, Mr. Jaime Groce; and Administrative Specialist Sr., Mrs. Amy Jensen.

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**ROLL CALL:**

**Stamps – present, Donhardt – present, Hepner – present, Peeler - present, Lawhon – present, Lester – present, Doss – present.**

**Quorum present.**

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Mr. Groce explained that the Mayor has already appointed Mr. Curtiss Doss to serve as the DRC Chairman for 2020, and the DRC will need to elect a Vice-Chairman and a Secretary. In the past several years, the DRC has elected to have the Town Planner serve as the Secretary as stated in the by-laws, and he has chosen to delegate those duties to the staff division’s Administrative Specialist Sr. The DRC can choose to continue with this method or they can elect a commissioner to serve as Secretary for 2020.

**Election of Officers**

**Vice-Chairman**

Chairman Doss asked for nominations for Vice-Chairman for 2020.

Commissioner Hepner nominated Commissioner John Lawhon to serve as the Vice-Chairman.

Hearing no further nominations, Commissioner Lawhon was selected to serve as the Vice-Chairman by acclamation.

**Secretary**

Chairman Doss called for a nomination or motion for the Secretary for 2020.

Chairman Doss made a motion to keep the Secretary the same as last year, and it was seconded.

The Town Planner said the Administrative Specialist Sr., would serve as the Secretary. This arrangement was approved by acclamation.

**APPROVAL OF MINUTES**

Chairman Doss asked if there were any corrections or additions to the minutes from the December 12, 2019 meeting.

Hearing none, Chairman Doss called for a motion to approve the minutes from the December 12, 2019 meeting as presented.

***Motion by Commissioner Peeler, and seconded, to approve the minutes from the December 12 2019, meeting as presented.***

Hearing no further discussion, Chairman Doss asked for a roll call.

**ROLL CALL:**

**Donhardt – yes, Stamps – abstain, Peeler - yes, Hepner – yes, Doss – yes, Lester – yes, Lawhon - yes.  
Motion Approved.**

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**APPROVAL OF AGENDA:**

Chairman Doss asked if there were any changes or additions to the agenda.

Mr. Groce said there are no changes.

Chairman Doss asked for a motion to approve the agenda as amended.

*Motion by Commissioner Lawhon, and seconded, to approve the agenda as amended.*

Hearing no further discussion, Chairman Doss asked for a roll call.

**ROLL CALL:**

**Donhardt – yes, Stamps – yes, Peeler - yes, Hepner – yes, Doss – yes, Lester – yes, Lawhon - yes.  
Motion Approved.**

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**APPROVAL OF THE CONSENT AGENDA:**

There were no items on the Consent Agenda.

**FORMAL AGENDA:**

**DD19-021, Kingdom Hall Subdivision, Lot 2 – Healing Paws Animal Hospital – Request approval of a Preliminary Site for a 4,920 square foot medical office building on 1.25 acres located on Collierville-Arlington Rd.**

Mr. Groce gave the Staff presentation. He stated this is a preliminary site plan for the Healing Paws Animal Hospital. The current land owner is the Green Family Holdings, and the applicants are here tonight. This case went to the Planning Commission last week as a Conditional Use Permit and also as a Preliminary Site Plan and both were recommended approval. The reason it is a Conditional Use Permit is this particular use of animal hospital is not allow by right in all MPO areas because of the potential for noise and other adverse impacts to the offices nearby.

The site layout is designed to blend in with the residential scale of the area. The building is one and a half stories high. It has two parking lots, one on the north for the customers, and a southern one off of an existing drive for employees. They will not connect to each other. There will be plenty of pedestrian connections. They do not have a bike rack specified on the plan and they are asking for a waiver for it. They feel there is the potential for pets to become tangled in the bikes and be injured.

- | <b>EXHIBITS</b> |   |
|-----------------|---|
| 1.              | PC Conditions for CUP (1/31/20)                 |
| 2.              | PC Conditions for Site Plan (1/31/20)           |
| 3.              | DRC Conditions for Site Plan (1/31/20)          |
| 4.              | Applicant’s Cover Letter (1/14/20)              |
| 5.              | Applicant’s Traffic Impact Statement (1/14/20)  |
| 6.              | Applicant’s Drainage Impact Statement (1/14/20) |
| 7.              | CUP Test (1/31/20)                              |
| 8.              | Letters of Support (1/31/20)                    |
| 9.              | Preliminary Site Plan (1/14/20)                 |
| 10.             | Color Site Rendering (1/14/20)                  |

Mr. Groce explained, as far as the grading and drainage go, there is no on-site detention for drainage so there is no need to screen a pond. The driveways are not connected to each other so it will not block the 100 year Floodplain. The Floodplain and the Floodway are at the rear of the site. They designed the building to stay out of the way of the Floodplain which will save a lot of trees at the rear of the site and has forced the building to the front with parking to the sides.

Mr. Groce said the Landscaping Plan has a significant tree save area at the rear of the site. The site is going to be 72% greenspace which exceeds the 30% requirement. The building will have a lot of foundation plantings and will have the 40-foot front yard buffer along Collierville-Arlington Road with upright street trees. The trees will be set back far enough to stay out of the overhead lines. The HVAC units will be on the ground and more specific information about how they will be screened will be in their final site plan. The parking lots are going to be screened from Collierville-Arlington Road and the property to the north by following the Condition of Approval that requires this.

Another Condition of Approval requested fence and dumpster details and these have been provided by the applicant. Mr. Groce explained the fence was designated to be an ornamental metal fence, but the applicant has asked if it can be a more private opaque wood. The Staff knew a chain link fence would not be appropriate on a facility like this. Staff agrees that a solid wood fence would comply with the Guidelines just the same.

The applicants included a grid lighting plan but it has not been fully reviewed. They need to be full cut off to prevent glare and they agreed to match the fixtures on the Collierville Christian Academy building to the north. The light temperature will be a warm white color and not a cool white color.

Mr. Groce said the exterior of the building will be primarily fibrous cement siding with a red brick base. It will have a sloped roof with asphalt shingles and some standing seam metal over the awnings as an accent. The three colors for the siding and trim are Smoky Blue, Dover White and Antler Velvet.

Mr. Groce said the next steps if the DRC were to recommend approval tonight would be for the applicants to go before the Mayor and Board for approval of the Preliminary Site Plan and Conditional Use Permit.

If the Board of Mayor and Alderman approve the Preliminary Site plan, the Final Site Plan will be reviewed by Staff and eventually there will be a Development Agreement before they start construction. Staff will make sure any conditions the DRC require are addressed.

The main points to consider tonight are is it appropriate to waive the requirement for a bicycle rack, are the two parking lots adequately screened from Collierville-Arlington Road and the adjacent lots, are the proposed colors for the exterior building finishes appropriate, will the HVAC units be properly screened, and will the dumpster enclosure and the fence on the south side of the building comply with the Design Guidelines?

Mr. Groce said the bike rack requirement and the metal fence issue warrants some consideration. He then said he was finished with his report.

Commissioner Lawhon asked if the screening for the parking lot is high enough. He feels it may be a minimal look. It also only goes about a third of the way down the parking lot.

Mr. Groce said the north side needs more landscaping to meet the Design Guidelines. The hedge will need to be 42" high to meet the requirement as well.

Commissioner Lester asked where the HVAC units will be placed.

Mr. Groce said the applicant could explain where they are going to put them. He has not seen that plan yet.

Dr. Sarah Herr, applicant, came forward. She explained the bike rack would cause a tripping hazard for pets on leashes as they walk by it or if the owner has to release the leash to untangle them they could run into the highway. There are also no bike lanes with it being a 4 lane highway. She said a privacy wood fence is their preference because it would not be a choking hazard or something they can get caught in, or slip underneath. She would like it to be a wood, 6-foot privacy fence. That will also match the church fence next door.

Commissioner Donhardt asked if any of the employees ride their bike to work.

Mrs. Herr said they would probably not ride a bike based on the busy road they are on and how far away they live.

Mr. Groce said they can include a space for bikes if they ever need it and the DRC could use similar language that was used for Collierville Funeral Home, as they requested a waiver as well..

Mrs. Herr said they will address it if it comes up.

Mr. Christopher Speltz came forward and addressed the HVAC units. He said they will be on the south side of the building where they cannot be seen by passing cars, and they can screen it with shrubbery.

Mr. Groce said it will be addressed with their Final Site Plan.

Mr. Cory Brady, landscape architect for the project, came forward and addressed the lack of landscaping. He said typically they put shrubs in to block the areas of the parking lot. He said any additional shrubs than what it already shown would dam up the water draining through the area. They will put in as many as they can but not where they will block drainage. He stated even Town Hall does not have shrubs on one side. He said the shrub species they plan to use will be 42" tall when they are mature and he does not want to put in a lot of material that will get a lot bigger and have to be heavily maintained. The Dwarf Buffered Holly will be high enough. He wants to put 40" shrubs around the parking so people can see well enough to back up. They will put screening around the dumpsters but it backs up to a large natural area and heavily wooded site so it does not need to be heavily screened. He would like the Staff to allow for the material to be moved or deleted with the final site plan.

There was a discussion about suggested heights and screening. It is recommended they add more to the north side of the northernmost parking lot and additional shrubs along the north side of the shared parking lot with the church. All of the landscaping will be reviewed with the Final Site Plan.

The Commissioners discussed the color choices, the fence option, the bike rack and the landscaping. They agreed that all of the choices are good.

Mr. Groce took note of the landscaping discussion and will make sure to apply the conditions in light of the discussion.

Hearing no further discussion Chairman Doss called for a motion.

***Motion made by Commissioner Lawhon, and seconded to recommend that the BMA approve the request for a Preliminary Site Plan (Exhibit 9) for the Healing Paws Animal Hospital on Lot 2 of the Kingdom Hall Subdivision, subject to the conditions in Exhibit 3.***

**ROLL CALL:**

**Donhardt – yes, Stamps – yes, Peeler - yes, Hepner – yes, Doss – yes, Lester – yes, Lawhon - yes.**

**Motion Approved.**

**RECOMMENDED CONDITIONS OF APPROVAL:**

1. Show the location of all proposed light poles on the landscaping plan. Avoid conflicts between the proposed light poles and trees.
2. The fencing on the south side of the building indicated as a “fenced in walking area” shall be **solid wood (cedar)** ~~black ornamental metal~~. Provide a detail on the Final Site Plan.
3. Provide a detail of the dumpster enclosure. The walls of the structure shall be brick to match the brick used at the base of the building. The gates shall be cedar pickets that are arranged to be opaque.
4. The Final Site Plan shall indicate whether the HVAC units will be located on the ground or rooftop. Ground mounted air conditioning or mechanical units shall be hidden from public view with either an opaque fence or wall or suitable evergreen hedge. Screen all rooftop mechanical and communications equipment from public view from adjacent streets and adjoining developments. The screening for rooftop equipment shall be part of the roof form.
5. Add additional screening of both parking lots from Collierville-Arlington Road. Additional screening is needed for the northernmost parking lot to screen it from the adjacent property to the north. Shrubs with a minimum mature height of 42” must be used. Such shrubs shall be allowed to grow to a minimum of 42” in height and continuously maintained at that height or taller for screening headlights and bumpers while allowing visibility for safety purposes.
6. The color of the ground-mounted light fixtures shall be dark bronze to match the light poles found on the developed site to the north. Identify the color of the light poles and fixtures on the Final Site Plan.
7. Identify the color of the wall mounted fixtures on the lighting plan and the architectural drawings of the Final Site Plan.
8. All sheets of the Final Site Plan shall be sealed, signed and dated by professional(s) licensed in the state of Tennessee in accordance with State law.
9. Provide **a space on the Final Site Plan for a bike rack should the animal hospital ever need one** ~~on-site bicycle facilities. Include a detail with the Final Site Plan. The color of the bicycle facility shall match other site elements.~~

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**Other Business:**

Chairman Doss asked if there was any other business.

Mr. Groce explained the Town has updated the Development Activity Map.

The Board of Mayor and Alderman approved the Development Agreement for Pet Hospitals including the new one being designed for Zellners. The east elevation will have more evergreen trees to hide the elevation and hide the façade.

The Shelby Post Point 8 lot subdivision off of Shelby Drive and Byhalia Road is coming back to the Planning Commission in March because they are reducing the size of the subdivision and adding a lot to make it 9 lots. The open space will be similar to what it was before so there is no need for them to go to the DRC again.

The applicants from 1950 W Poplar (Criss Cross Lodge) are requesting to be able to encroach into the buffer for the needed parking spaces. They are still trying to get their addition approved. They will be at the BZA meeting

on February 20, 2020.

There is a daycare center application the Staff is reviewing in the Schilling Farms Subdivision that meets all the criteria to become a business except their buffer yard is up against the apartment complex. They may extend a small portion of the driveway into that buffer yard. They are trying to work with the Fire Marshall to design it so they will never encroach into that buffer.

A plan for apartments in the Schilling Planned Development has been turned in. It is along Poplar Avenue near MCR's headquarters on the western side of the horseshoe road. They have entitlements from many years ago to be able to build the apartments.

The Mount Pleasant Trace subdivision was approved 10 years ago and has been dormant ever since. It is changing hands to Grant Homes. This might be on the April meeting for the DRC. It is a single family neighborhood.

Mr. Groce had an updated version of Design Guidelines for the Commissioners.

Mr. Groce informed the Commissioners he is arranging training opportunities in the next few months for them. It may be a series of Staff design training sessions that talk about the site plan process, and he would like to present it to the development community as well so they are aware of how to navigate the process.

Alderman Stamps asked about if the stub-out at the daycare is required by the Fire Marshall or just for parking.

Mr. Groce said it is not required by the Fire Marshall. It is a good site design bump out to make pulling out of the parking easier.

Chairman Doss said in previous situations the DRC has allowed sites who exceeded the buffer in most areas of the site to be under on another area if their average buffer width meets the buffer requirement.

Hearing no further business, the meeting was adjourned at 5:45 pm.

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Amy Jensen, Administrative Specialist Sr.