

The regular meeting of the **Design Review Commission** was held on October 8, 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, Jaime Groce; Assistant Town Planner, Nancy Boatwright; Planner, Donquetta Singleton; and Administrative Specialist Sr., Amy Jensen.

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**ROLL CALL:**

<b>Stamps</b>	<b>Donhardt</b>	<b>Hepner</b>	<b>Peeler</b>	<b>Lawhon</b>	<b>Lester</b>	<b>Doss</b>
Present	Present	Present	Present	Present	Present	Present

**Quorum present.**

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**APPROVAL OF MINUTES:**

Chairman Doss asked if there were any corrections or additions to the minutes from the August 13, 2020 meeting.

Hearing none, Chairman Doss called for a motion to approve the minutes from the August 13, 2020, meeting as presented.

*Motion by Commissioner Lawhon and seconded, to approve the minutes from the August 13, 2020 meeting as presented.*

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

**ROLL CALL:**

<b>Lawhon</b>	<b>Donhardt</b>	<b>Hepner</b>	<b>Peeler</b>	<b>Stamps</b>	<b>Lester</b>	<b>Doss</b>
Yes	Yes	Yes	Yes	Yes	Yes	Yes

**Motion Approved.**

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**APPROVAL OF AGENDA:**

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

Mrs. Groce explained that there are no items on the Consent Agenda and the Formal Agenda is as advertised.

Chairman Doss asked for a motion to approve the agenda.

*Motion by Commissioner Peeler, and seconded to approve the agenda.*

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

**ROLL CALL:**

<b>Donhardt</b>	<b>Peeler</b>	<b>Lester</b>	<b>Stamps</b>	<b>Lawhon</b>	<b>Hepner</b>	<b>Doss</b>
Yes	Yes	Yes	Yes	Yes	Yes	Yes

**Motion Approved.**

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**APPROVAL OF CONSENT AGENDA:**

There were no items on the Consent Agenda.

**FORMAL AGENDA**

**6.a DD20-058 – 1025 West Poplar Avenue – Appeal of Staff Decisions Related to the Site Layout and Architectural Elevations**

Commissioner Doss recused himself from voting on this item, but continued to run the meeting.

The applicant, Mr. James Herrington, was asked if that was ok with him. He said that was fine.

Ms. Boatwright had the Staff report for this item. She stated that the applicant is requesting the DRC overrule a total of 7 Staff determinations related to the site layout, landscape buffers, and elevations of the redevelopment of 1025 W Poplar.

The site was last occupied by Mr. Pride Full Service Car Wash and Speed Lube. The new business would be Glide Express and Automated Carwash.

In July of 2020, the DRC deferred decisions on the appeals related to the visible roll-up door and the encroachment into the minimum required landscape buffer until more information could be provided.

The seven Staff determinations are as follows:

Request #1 - Allow the Roll up door/car wash exit face north to Poplar Avenue.

Request #2 – Allow a 3-foot landscape buffer along the east property line. A 10-foot average is required.

**EXHIBITS:**

1. Conditions of Approval (10/2/20)
2. Applicant’s Request for Deviations (9/18/20)
3. Design Guidelines Section I.H.2. for Aging Nonresidential Development
4. Design Guidelines Section III.C.2. for Pedestrian Route Design
5. Design Guidelines Section III.H.1. for Service Areas & Appurtenances
6. Design Guidelines Section IV.C.2.a. for Façade Composition
7. Design Guidelines Appendix II: Minimum Landscape Buffer Requirements
8. Staff Analysis of the “Test” for Granting a Deviation from the Design Guidelines
9. Staff Photos
10. DRC Minutes (7/9/20)
11. Sheets from Site Plan Package (9/21/20)
  - a. Proposed Final Plat Glide Express Subdivision (Sheet 1)
  - b. Demolition Plan
  - c. Site Plan
  - d. Landscaping Plan and Details
  - e. Color Rendering Elevations
  - f. Conceptual Exterior Elevations
  - g. Miscellaneous Architectural Items (Sight Line Study)

Request #3 – Allow a 5-foot landscape buffer along the west property line. A 10-foot average is required.

Request #4a – Add a change in plane to the unadorned wall on the west (right) side of the building.

Request #4b – Provide more articulation of the parapet wall on the east (left) side of the building.

Request #5 - Allow the rooftop units (RTUs) to be unscreened.

Request #6 – Allow the 5-foot sidewalk width to be reduced by overhanging vehicles.

Ms. Boatwright said the Design Guidelines address the Aging Nonresidential Developments along the Poplar Avenue Corridor. Older Developments can be constrained due to building setbacks, existing parking lots and road widenings.

Ms. Boatwright said she applied the test that is in the Design Guidelines to the development. The BMA may consider, on a case-by-case basis, minor deviations for existing nonconforming sites or buildings pursuant to the test. She found that requests 1, 4b, and 5 do not meet the test. The other 4 requests do, with conditions.

Ms. Boatwright said the next steps, if the Staff's determinations are affirmed, are that the site plan and elevations must be redesigned to eliminate the visible roll-up doors, the encroachments into the required minimum required landscape buffers, the unadorned and unarticulated elevations, the visible RTUs, and the too-narrow sidewalk, and must be resubmitted to the Planning Division for review.

If the applicant is not in agreement with any of the determinations of the DRC, an appeal can be submitted to the BMA for review of the appeal and a request for deviations from the Design Guidelines. Should the DRC overrule any of the staff determinations and conclude that any of the requests are appropriate, then the BMA must approve the request(s) and the site would not be eligible for an Administrative Development Agreement, if required. Only the BMA can approve deviations from the Design Guidelines. If the DRC votes to overrule staff's determination that the request(s) are inappropriate, then the DRC should provide for the record an explanation of the decision with the motion, and why the request(s) are appropriate.

Chairman Doss asked if there were any questions for Staff.

Hearing none, Chairman Doss asked the applicant to come forward to make a formal presentation if he would like.

Applicant, Mr. James Herrington, 3004 Oak Creek Road, Texarkana, Texas, came forward. He said the only thing he wanted to address was the roll up door. He stated regarding Request #5, the rooftop units are not as tall as the roof that surrounds it. He will screen anything that shows above the roof.

Hearing no more comments, Chairman Doss suggested the Commissioners vote on the requests one by one.

Request #1 - Allow the roll up door/car wash exit face north to Poplar Avenue.

There was a discussion on why the roll up door can't face another direction. The applicant stated originally employees were going to be in the car and driving it, but now they will not. They want to have the space for customers who need extra room to exit the car wash. Pushing the door back into the shadow of the building is an option.

Mr. Brandon Doss, 5100 Wheelis Drive, Memphis TN., landscape architect of the project with Blair Parker Design, stated they will take out some of the existing hedge and add a few taller trees like Holly or Evergreens.

Mr. Chris Sullivan, 2809 Ajax Ave, Arkansas, architect on the project, came forward to address the design of the overhead door. He stated they would like for it to stay as shown in the current plans. He also said that they can recess the door back in the building to hide it.

The Commissioners felt this was a good solution.

Hearing no further discussion, Chairman Doss asked for a motion.

***Motion by Commissioner Lester, and seconded, to overrule Staff's determination that the proposed location of the exit/roll-up door on the north elevation as shown in Exhibits 11c, 11e and 11f is not allowed and shall remain on the east elevation for the property based on the constraints of the front yard setback and dedication of 6 feet of right-of-way and subject to the following conditions:***

**CONSIDITIONS OF APPROVAL:**

1. The roll-up door shall be as shown in Exhibits 11e and 11f with the aluminum and glass storefront design with kneeboard panels.
2. The roll-up door shall be recessed 5 feet to 6 feet farther into the tunnel.
3. Provide adequate landscape screening within the front yard open space to screen the car wash exit/roll-up door fronting Poplar Avenue, adding foster hollies within the existing line of shrubs while accommodating the existing utilities

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

**ROLL CALL:**

<b>Stamps</b>	<b>Donhardt</b>	<b>Hepner</b>	<b>Peeler</b>	<b>Lawhon</b>	<b>Lester</b>	<b>Doss</b>
Yes	Yes	Yes	Yes	Yes	Yes	<b>recused</b>

**Motion Approved.**

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Request #2 – Allow a 3-foot landscape buffer along the east property line. A 10-foot average is required.

Mr. Brandon Doss came forward and said at an initial Design Review meeting, the Fire Marshall said the two drive aisles cannot be reduced in any dimension, which left 4 feet between the parking and the drive, and 3 feet between the drive and the bank.

Hearing no other comments, Chairman Doss asked for a motion.

***Motion by Commissioner Lawhon, and seconded, to overrule Staff's that the minimum ten (10) foot required east landscape buffer as shown in Exhibits 11c and 11d must be met based on constraints caused by the requirement for fire lanes on the east side of the property.***

**ROLL CALL:**

Stamps	Donhardt	Hepner	Peeler	Lawhon	Lester	Doss
Yes	Yes	Yes	Yes	Yes	Yes	<b>recused</b>

**Motion Approved.**

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Request #3 – Allow a 5-foot landscape buffer along the west property line. A 10-foot average is required.

Mr. Brandon Doss came forward and said there are power poles in the existing buffer that will not allow for larger trees. Vegetation and trees that are already on this side of the building will be limbed up and left, and irrigation will carefully be added to avoid damaging any roots.

Hearing no further comments, Chairman Doss asked for a motion.

*Motion by Commissioner Lawhon, and seconded, to overrule Staff’s determination that the minimum ten (10) foot required west landscape buffer as shown in Exhibits 11c and 11d must be met based on the potential damage to existing landscaping and subject to the following conditions:*

1. The mature trees shall be limbed up properly.
2. All invasive plants and weeds shall be removed.

**ROLL CALL:**

Stamps	Donhardt	Hepner	Peeler	Lawhon	Lester	Doss
Yes	Yes	Yes	Yes	Yes	Yes	<b>recused</b>

**Motion Approved.**

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Request #4a – Allow an unadorned elevation on the west (right)..

Hearing no comments, Chairman Doss asked for a motion.

*Motion by Commissioner Lester, and seconded, to overrule staff’s determination that the west (right) wall as shown in Exhibits 11c, 11e and 11f has over 30 feet in length and must be divided into bays of 25 to 40-foot widths based on constraint caused by the “escape lane” and subject to the following condition:*

1. The mature trees shall be limbed up properly with appropriate supervision.
2. All invasive plants and weeds shall be removed.

**ROLL CALL:**

Stamps	Donhardt	Hepner	Peeler	Lawhon	Lester	Doss
Yes	Yes	Yes	Yes	Yes	Yes	<b>recused</b>

**Motion Approved.**

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Request #4b - Allow an unarticulated parapet at the east (left) elevation.

There was a discussion about the parapet, the cornice and the color of blue that will be used around

the top of the building.

Hearing no further comments, Chairman Doss asked for a motion.

*Motion by Commissioner Lester, and seconded, to overrule staff's determination that the east (left) wall as shown in Exhibits 11c, 11e and 11f has over 30 feet in length and must be divided into bays of 25 to 40-foot widths based on there being sufficient façade variation to provide articulation.*

**ROLL CALL:**

Stamps	Donhardt	Hepner	Peeler	Lawhon	Lester	Doss
Yes	Yes	Yes	Yes	Yes	Yes	recused

**Motion Approved.**

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Request #5 - Allow the rooftop units (RTUs) to be unscreened.

Hearing no comments, Chairman Doss asked for a motion.

*Motion by Commissioner Peeler, and seconded, to overrule staff's determination that the rooftop mechanical equipment as shown in Exhibits 11e, 11f and 11g must be screened to provide a sight line study from the east the shows the visibility of the RTU's after the removal of the automotive service portion of the building to confirm they are not visible from adjacent streets and adjoining developments.*

**ROLL CALL:**

Stamps	Donhardt	Hepner	Peeler	Lawhon	Lester	Doss
No	No	No	No	No	No	recused

**Motion Denied.**

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Request #6 - Allow the 5-foot sidewalk width to be reduced by overhanding vehicles.

Hearing no further comments, Chairman Doss asked for a motion.

*Motion by Commissioner Lawhon, and seconded, to overrule staff's determination that the sidewalk connecting parking to the building as shown in Exhibits 11c, 11e and 11f must be a minimum of five feet wide, not including car overhang space based on the constraints caused by the requirement for fire lanes on the east side of the property.*

**ROLL CALL:**

Stamps	Donhardt	Hepner	Peeler	Lawhon	Lester	Doss
Yes	Yes	Yes	Yes	Yes	Yes	recused

**Motion Approved.**

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A discussion ensued about how the Blue Color, Sherwin Williams Salty Dog Blue, was appropriate given previous decisions of the DRC.

**Other Business:**

Chairman Doss asked if there was any other business.

Mr. Groce said there will be training coming up for the DRC, and those wanting to be on the Board again next year will need to fill out the appropriate application. It was mentioned that Commissioner Rachel Lester will be moving therefor will not be reapplying for the Board next year. She was thanked for her service.

Mr. Groce also said a future meeting could have a few items like Lennox Place - a residential neighborhood, Southern Security - construction of a new building on Byhalia Road, and Washington Square may also be on the agenda.

Hearing no further business, the meeting was adjourned at 6:25 pm.

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Amy Jensen, Administrative Specialist Sr.