

The regular meeting of the **Design Review Commission** was held on December 10, 2020, at 5:00 pm in the Board Chambers of Town Hall, 500 Poplar View Parkway.

The following staff members were present: Development Director, Mr. Jay Cravens; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Mrs. Nancy Boatwright, Planner, Ms. Donquetta Singelton; and Administrative Specialist Sr., Mrs. Shari Michael.

ROLL CALL:

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

Quorum present.

APPROVAL OF MINUTES

Chairman Doss asked if there were any corrections or additions to the minutes from the October 8, 2020, meeting.

Hearing none, Chairman Doss called for a motion to approve the minutes from the October 8, 2020, meeting as presented.

Motion by Commissioner Donhardt, and seconded, to approve the minutes from the October 8, 2020, meeting as presented.

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

ROLL CALL:

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

Motion Approved.

APPROVAL OF AGENDA:

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

Mr. Groce explained that there were none.

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

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

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

ROLL CALL:

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

Motion Approved.

FORMAL AGENDA:

DD 19-036, Lenox PD, Lenox Gardens Subdivision Phases 1 & 2 – Request approval of Common open space, landscaping, and fencing for a 46-lot residential single-family subdivision on 20.55 acres located at the northeast corner of Shelby Drive and Fleming Road.

Ms. Donquetta Singleton gave the staff presentation. She explained that the applicant is requesting to approve common open space, landscaping and fencing for a 46 lot single-family subdivision on 20.55 acres located at the northeast corner of Shelby Drive and Fleming Road. The property is zones R-1 low density residential with the Lenox PD overlay.

EXHIBITS	
1.	Conditions of Approval (12/04/20)
2.	DRC Cover Letter (11/10/20)
3.	Preliminary Subdivision Plat (11/10/20)
4.	Tree Survey & Protection Plan (11/10/20)
5.	Tree Mitigation Plan (11/10/20)
6.	Landscape & Hardscape Plan (11/10/20)
7.	Lighting Plan (11/10/20)
8.	Pattern Book (11/10/20)

The lot layout is consistent with the amended outline plan. Phases 1 and 2 will have 3 lot types that will vary in bulk requirements. Lot Type A will be developed during Phase 1, while Lot Types B & C will be developed during Phase 2. 7 lots face outward towards Fleming Road, while the others are interior lots. Both phases will be developed concurrently and they share common infrastructure.

There are approximately 10.65 acres of common open space (COS) and 6.5 acres of useable open space. The network of Phases 1 and 2 COS that includes natural areas, water features, trails, sidewalks, private streets, private alleys, and landscaping that connect Phases 1 and 2 together. The developer is proposing a trail to run parallel to the stream that will connect the two detention ponds.

COS and useable open space will include amenities likes benches and open air arbors. A compass made of stained concrete, bronze and brick will be in the subdivision.

Landscape materials include street trees, ornamental trees, upright evergreens shrubs and annuals. The applicant proposes natural buffers between Phases 1 and 2 to preserve the existing stream and to enhance the detention areas. The applicant will preserve existing trees, clean underbrush and plant additional landscaping in these areas.

The fencing and hardscape will include iron, brick, and cedar. Along the corner of Flemming Road and Shelby Drive the fence varies from an 8-foot brick column, a 7-foot brick wall, and then a 6-foot brick wall. Further down it will have a 7-foot brick column to a 6-foot wood fence.

Along Lots 20 – 25 the fence will be a 7-foot brick column to a 5-foot brick wall and then a 4-foot iron fence with a 5-foot iron gate.

Along the East Shelby Drive common open spaces N, K, and J (which are also pedestrian entrances to the subdivision), there is proposed a 6-foot iron fence with a 7-foot brick column and a 5-foot iron gate.

The area along Shelby Drive that does not include the COS gates and pedestrian entrances includes a 6-foot decorative wooden fence.

A slight change in fencing and landscaping along the entry into the subdivision is proposed. The

applicants have to accommodate for the sewer easement. A portion of the fence that is wood and brick will be replaced with shrubs. That will be a very small area, but necessary for Public Works.

The alternative tree mitigation ratio would require the planting of 14 new trees per acre for the 20.55 acre site. They must be planted in addition to other landscaping already required, including street trees and trees required to be planted in each front yard. The Landscape plan incorporated enough trees to meet the tree mitigation requirement. Approximately 252 trees will be removed during the development of this property.

All lighting fixtures are required to be full cut off and directed away from the neighboring property. The light poles, excluding the MLGW poles, will be black. Spotlight will have a bronze finish.

Ms. Singleton reviewed the next steps for the applicant, the condition of approval and motion contained in the staff report. The applicant is in agreement with all of the conditions of approval.

Chairman Doss asked if there were any questions of Staff.

Hearing none, he called the applicant forward to speak.

Commissioner Lawhon left the meeting at this time.

Mr. Joe Meals, with the general contractor for the applicant, addressed the commissioners. He explained that they are in agreement with the conditions and excited to get the project started.

Hearing no further discussion Chairman Doss called for a motion.

Motion made by Commissioner Donhardt, and seconded, to recommend the BMA approve common open space, landscaping, and fencing for the Lenox Gardens Preliminary Subdivision Phases 1 and 2 for 46 residential lots subject to the conditions in Exhibit 1:

Conditions of Approval:

1. This development is subject to all applicable standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
2. Provide the actual acreage (or square footage) of common open space (C.O.S.). The C.O.S. table in the landscape plans equals 9.32 acres of C.O.S., but the site data table on the preliminary plat states there will be 10.65 acres of C.O.S.
3. Provide a common open space (C.O.S.) table on the plat that lists all C.O.S. with square footages and a total. Note in the table which are usable and provide a total for the usable C.O.S.
4. Label both storm water detention ponds on the Landscape Plan.
5. Show the location of all back flow preventers and how they will be screened.
6. Show the location of the back flow preventer(s) on the Water Plan with a legend.
7. Provide a revised detail for the front entry fencing based on removing the fencing from the sewer easement.
8. Provide a revised landscape plan based on removing the fencing from the sewer easement.
9. Provide the finish for the arbor, all fencing, and gates.
10. Show the location of the keypad and how the base will be screened on the landscape plan.
11. Show the location of all ground mounted light fixtures and how they will be screened on the landscape plan.

12. Provide an inventory of existing trees to remain on landscaping plan that will be counted towards the minimum planting requirement.
13. Root barrier is required where trees are within five (5) feet of a sidewalk (provide a detail).
14. Provide the Town’s standard chart on the landscaping plan to demonstrate that at least fourteen (14) trees per acre will be provided in the post-development condition.
15. Select/mark the light pole height on the Lighting Plan Detail sheet (Sheet 51).
16. The Fire Marshal shall approve the design of the subdivision gate prior to installation.
17. Fence permits will be required for subdivision fence before it is installed.
18. No signage will be approved with the subdivision plat. Submit sign permits for review for any proposed signage before it is installed.

ROLL CALL:

Donhardt – yes, Hepner – yes, Peeler - yes, Stamps – yes, Doss – yes.

Motion Approved.

DD20-026 – Southern Security Federal Credit Union (Oak Grove P.D. Phase 1-A & 1-B) – Request approval of a Preliminary Site Plan for a 19,824-square foot commercial building on 1.5284 acres located at the northeast corner of the intersection of Southern Home Road and South Byhalia Road.

Ms. Nancy Boatwright gave the staff presentation. She explained that the building will house executive offices, a support office, and ITM branch. The development meets the bulk requirements of the existing PD and the plat. The site fronts on S. Byhalia Road and Southern Home Road. 7-foot sidewalks accommodate vehicle overhangs at 18’ parking spaces. A meandering second sidewalk encroaches into the 40-foot required front yard open space on S. Byhalia Road, but it provides a continuous pedestrian loop around the building to preserve the “pastoral feel” without accessing the public sidewalk. There is a 16-foot front yard open space at the Southern Home frontage. Only 10 feet of open space is required there. The Commissioners need to decide about the encroachment into the front yard open space.

A stabilized decomposed granite path meanders through the 30-foot buffer adjacent to the residential land on the east side of the property. Landscaping includes shade trees, understory and evergreen trees, and evergreen and ornamental shrubs. There will be no landscaping within 2 feet of the 18-foot parking spaces to allow vehicle overhang. A vinyl post and rail fence with brick columns will be on the north and east perimeter.

The remainder of the landscaping proposed appears to meet the Design Guidelines with a couple of exceptions. There is no tree in the landscape island at the northeast corner of the building because it would conflict with a proposed light pole location. A small ornamental tree might work there. It is

EXHIBITS

1. PC Preliminary Site Plan Conditions of Approval (11/25/20)
2. PC Conditional Use Permit Conditions of Approval (11/25/20)
3. DRC Conditions of Approval (12/4/20)
4. Applicant’s Site Plan cover letter (10/15/20)
5. Applicant’s CUP cover letters and responses (3/13/20 & 7/28/20)
6. Staff CUP Test Analysis (11/25/20)
7. Drainage Narrative (10/15/20)
8. Traffic Impact Study Executive Summary (5/22/20)
9. Preliminary Site Plan Package (10/15/20)
10. Dumpster Enclosure Detail (11/19/20)
11. Color Site Plan (10/15/20)
12. Color Elevations & Renderings (10/15/20)
13. Materials & Line of Sight Diagrams (10/15/20)

one of the conditions of approval that have been recommended. A variety of plants provide a buffer along the north property line. Additional evergreen shrubs should be provided at the southeast corner of the building to screen parking spaces east of the trash enclosure.

Coffee service will be available to Credit Union members and the menu at the drive-thru will be properly screened.

Additional information about the photometrics, light schedule, and full cut sheet details will be available with the Final Sight Plan. Lights pole and light bollards will need to be removed from the 2-foot vehicle overhang at the east side of the parking lot.

The L-shaped building will be clad almost entirely in a custom blend brick. A wood rain screen of white oak is proposed for the east wall of the public portion of the building. The aluminum store fronts will have black canopies as well as the window boxes. The building will have a light gray cast stone coping.

The roof top mechanical equipment will not be visible from the adjacent streets and adjoining developments. The parapet wall is integrated into the architecture. Any communication equipment must also be screened.

Ms. Boatwright reviewed the next steps for the applicant, the conditions of approval and the example motion contained in the staff report.

Chairman Doss asked if there were any questions of staff.

Commissioner Donhardt asked if the extra tree was required in the landscape island.

Mrs. Boatwright stated that it is required per the Guidelines.

Commissioner Peeler asked if the sidewalk out front is ADA compliant.

Mrs. Boatwright stated yes, it is compliant.

Chairman Doss asked what the reason was for the meandering sidewalk.

Mrs. Boatwright explained that the developer wants to have a campus feel. There will also be rooftop seating.

A discussion ensued about the DRC setting a precedent regarding the meandering sidewalk.

Mr. Groce explained that there aren't too many businesses built up against the sidewalk. The more you see this the more there may be.

Hearing no further discussion, Chairman Doss called the applicant to the podium.

Ms. Valentina Cochran, 41 N Goodwood, who was the representative for the applicant, addressed the commissioners. She explained that there has been a full traffic study done. They will make sure they look at the sightline for the bike rack.

Chairman Doss asked about the wood screen and if it is between the two buildings.

Mrs. Cochran stated it is between the two buildings and that it goes all the way through the building.

There was a discussion about the entrances and the sidewalks. They will be a great amenity to the employees. It will give them a place to walk on breaks and at lunch.

Hearing no further questions or discussion, Chairman Doss called for a motion.

Motion made by Commissioner Hepner, and seconded, to recommend that the BMA approve the request for a Preliminary Site Plan for the Southern Security Federal Credit Union subject to the conditions in Exhibit 3, in condition 8 a shorter ornamental tree be chosen, and the meandering sidewalk that encroaches into the setback is acceptable provided the building does not encroach into the setback.

Conditions of Approval:

1. This development is subject to all applicable standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
2. On the Final Site Plan and Landscape Plan, move the light poles and light bollards out of the 2-foot vehicle overhang area on the east side of the parking.
3. With the Final Landscape Plan, provide details for the railing, fencing and landscaping at the raised bicycle parking area.
4. The brick retaining wall for the raised bicycle parking area shall match the brick on the building.
5. With the Final Landscape Plan, provide details of all site elements, including benches, trash receptacles, bicycle racks and bicycle repair stand.
6. Mitigation trees must be provided on the landscape plan (in addition to required trees) at a ratio of one mitigation tree for every two removed.
7. On the Final Landscape Plan, add additional evergreen shrubs south of the 5 parking spaces east of the trash enclosure to screen the parking as required by the Design Guidelines.
8. On the Final Landscape Plan, provide a short ornamental tree in the parking island at the northeast corner of the building that will not conflict with the pole light.
9. On the Final Landscape Plan, move the light poles and light bollards out of the 2-foot vehicle overhang area on the east side of the parking lot.
10. On the Final Landscape Plan, correct the graphic scale to 1" = 20'.
11. On the Final Landscape Plan, change the scale in the title block from "Varies" to 1" = 20'.
12. On the Final Landscape Plan, confirm the size of the Green Giant Arborvitae and the Deodar Cedar.
13. On the Final Landscape Plan, show the location of sodded areas and include in on the plant list.
14. A Final Lighting Plan, including a photometric plan, lighting schedule and cutsheets with specifications on details, will be required with the Final Site Plan. Include all site lighting fixtures, color, heights, and foot candles.
15. Show all wall mounted light fixtures on the Final Elevations.
16. Any rooftop communication equipment must be screened from public view from adjacent streets and adjoining developments.
17. The final architectural plan must meet the minimum requirements found in the Final Site Plan checklist and Design Guidelines.
18. The meandering sidewalk that encroaches into the setback is acceptable provided the building does not encroach into the setback.

ROLL CALL:

Donhardt – yes, Hepner – yes, Peeler - yes, Stamps – yes, Doss – yes.

Motion Approved.

Other Business:

Chairman Doss asked if there was any other business.

Mr. Groce stated that the staff has distributed the 2021 DRC meeting calendar to everyone tonight. The BMA will make 2021 appointments on Monday, December 14, 2020. Staff is working on training and there is one in particular that would be beneficial to the DRC Commissioners. It is for local site planning processes and is 30 minutes long. It can be watched through a web link. Mr. Groce will provide this to the Commissioners.

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

Amy King, Administrative Specialist, Sr.