

The regular meeting of the Design Review Commission was held on January 14, 2021 remotely via Zoom.

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

ROLL CALL:

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

Quorum present.

Mr. Groce explained why we were having the meeting via Zoom. This is necessary to protect the health, safety and welfare of Tennesseans. A video of this meeting is being recorded.

The meeting will be run according to the published agenda. Staff will make presentations through video power points.

Chairman Doss greeted all of the Commissioners. He explained the new Commissioner for 2021 is Mr. James Lawrimore. The Board of Mayor and Alderman Representative is Alderman John Stamps.

Commissioner Donhardt joined the meeting at 5:06 pm.

APPROVAL OF MINUTES

Chairman Doss asked if there were any corrections or additions to the minutes from the December 10, 2020 meeting.

Hearing none, Chairman Doss called for a motion to approve the minutes from the December 10, 2020 meeting as presented.

Motion by Commissioner Hepner, and seconded, to approve the minutes from the December 10, 2020, meeting as presented.

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

ROLL CALL:

Peeler	Hepner	Lawrimore	Stamps	Donhardt	Lawhon	Doss
Yes	Yes	Abstain	Yes	Yes	absent	Yes

Motion Approved.

Election of Officers

Mr. Groce explained that the Mayor has already appointed Mr. Curtiss Doss to serve as the DRC Chairman for 2021, 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 2021.

Vice-Chairman

Chairman Doss asked for nominations for Vice-Chairman for 2021.

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

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

ROLL CALL:

Donhardt	Lawhon	Hepner	Lawrimore	Peeler	Stamps	Doss
Yes	absent	Yes	Yes	Yes	Yes	Yes

Motion Approved.

Secretary

Chairman Doss called for a nomination or motion for the Secretary for 2021.

Commissioner Hepner made the motion that Commissioner Donhardt serve as Secretary in the absence of the Administrative Specialist Sr.

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

ROLL CALL:

Hepner	Peeler	Lawrimore	Stamps	Donhardt	Lawhon	Doss
Yes	Yes	Yes		Yes	absent	Yes

Motion Approved.

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 Stamps, and seconded, to approve the agenda as amended.

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

ROLL CALL:

Donhardt	Lawhon	Hepner	Lawrimore	Peeler	Stamps	Doss
Yes	absent	Yes	Yes	Yes	Yes	Yes

Motion Approved.

APPROVAL OF THE CONSENT AGENDA:

There were no items on the Consent Agenda.

FORMAL AGENDA:

6a. DD20-071 - Cartwright Farms PD, The Meadows at Clara's Ridge, Phase 1 – Request approval of common open space, landscaping, and fencing for a 43-lot single family subdivision, on 15.644 acres located at the northeast corner of Sycamore Road and Shelby Drive.

Mr. Groce gave the Staff presentation. He stated that the applicant for The Meadows at Clara's Ridge, Phase 1 - requests approval of common open space, landscaping, and fencing for a 43-lot single family subdivision, on 15.644 acres located at the northeast corner of Sycamore Road and Shelby Drive. The applicant is Township Development Services, represented tonight by Kevin Vaughan. The property owner is Crew Development, LLC. The Clara's Ridge PD was approved by the BMA in June of 2020. The Planning Commission is set to review the Preliminary Plat on February 4th, 2021. There are several minor PD amendments that are pending currently. There is a condition in the Outline Plan that states a Comprehensive Sign Policy plan application needed to be submitted before they can proceed. The Comprehensive Sign Policy must be approved by the DRC per the statement on the Outline Plan since it was not done with the PD in 2020.

EXHIBITS	
1.	DRC Conditions of Approval (1/8/21)
2.	Applicant's Cover Letter (12/14/20)
3.	Preliminary Subdivision Plat (12/15/20)
4.	Tree Protection & Removal Plan (12/15/20)
5.	Landscape Plans (12/15/20)
6.	Pattern Book Conditionally Approved by BMA (2/17/20)
7.	Pattern Book with Post-Approval Revisions (1/7/21)
8.	Greenbelt Master Plan

Commissioner Lawhon joined the meeting at 5:17pm

Mr. Groce went on to explain there are 5 different Common Open Spaces, labeled A through E. COS A is a Naturalized area; COS B is (Usable) Village green; COS C is North streetscape; COS D is Entry feature and median; and COS E is (Usable) Streetscape and greenbelt at Sycamore Rd. frontage.

Mr. Groce said for open space to be considered "Usable," the Design Guidelines require them to be classified in one of two ways per changes adopted in 2014: Active Recreational Areas or Formally Planned Areas.

Mr. Groce said Common Open Space B is an example of an Active Recreational Area. Common Open Space B should be designated as a Formally Planned Area, but more site elements are needed to enhance usability. The applicant could add bollards or low fencing for a sense of enclosure. They could also add trees (mitigation) at benches for shade and provide illumination such as bollards or decorative light posts

Common Open Space C is not a Usable Area. It is 5,000 sq. ft. and lacks the needed Site elements. It is not needed to meet the minimum amount and will be combined with extended Sycamore Rd streetscape with Phase 2. Additional site elements can be added at that time.

Common Open Space D includes entry median/features. The development entry should be highlighted with ornamental shrubs, ground cover, and small trees of special detail, color, scale & variety. Additional landscaping should be provided at the outside corners in Common Open Space C and Common Open Space E.

Common Open Space E should be designated as a Formally Planned Area but provide Site elements to enhance usability. The applicant can add seating along the greenbelt trail at Sycamore Road and/or add seating along E. Shelby Drive. They should also consider moving the backflow preventer to the interior of the site to better screen it from surrounding developments.

Mr. Groce said the development will have a perimeter fence. The brick fence columns within the wood fence will be placed at road frontages. This fence should be installed with subdivision construction to ensure

consistency.

The applicant has requested the standard tree mitigation formula of 1 tree for every 2 removed. This requires 3 mitigation trees and should be shown on the landscape plan.

Mr. Groce said the DRC has to decide if the applicant should add additional site elements to COS B so it can be used as a Formally Planned Usable Area; if additional site elements should be added to COS E to create a Formally Planned Usable Area; and, should additional landscaping be added north and south of the entry to highlight the entry.

Mr. Groce explained the next steps for the applicant are to take the Preliminary Plat to the PC on February 4, 2021. Then revised plans are needed to reflect any DRC or PC conditions. They would need to submit a Minor PD Amendment to create a comprehensive signage plan to accomplish this. They need to record the Outline Plan and finalize the Pattern Book Development Agreement which needs to happen before the BMA will consider the Development Agreement. Sign and fence permits need to be issued after the Staff makes sure they are consistent with what was reviewed. And then eventually, the Final Plat will come through.

Mr. Groce said there are 20 Conditions of Approval for this Development, and the applicant disagrees with Conditions 13, 14 and 15. Those 3 are centered on COS B and E.

Chairman Doss asked if there were any questions for Staff.

Hearing none, Chairman Doss called for the applicant to address the Commissioners.

Representative Kevin Vaughan stated he was in agreement with all of the Conditions except the requests for more landscaping.

Representative Vaughan stated that he is trying to create an area that is attractive as well as keeping maintenance costs low. They cluster the large lots and then allow open space to serve as an amenity. They do not want to put hedges around it. They also want consistency within the developments in Collierville. They have created other developments where this request was not made. He said other similar open spaces do not have enclosures or lighting. He feels the requests would incur extra cost and do not provide any benefits. He mentioned that COS E will eventually be part of a greenbelt trail, so they put in a bench. They feel that is enough compared to other greenbelts and bench spacing in the Town.

Chairman Lawhon asked if too few lights would create a safety issue.

Representative Vaughan said there will be MLGW street lights along the adjacent roads that will completely surround the open space.

Alderman Stamps asked Staff if they could address the Town standard for the spacing of park benches on greenbelt trails.

Mr. Groce said he does not know the answer, and that the DRC has approved closer spacing's in the past for COS.

Commissioner Donhardt said she felt comfortable with the amount of trees. She did not see the need for additional shrubs.

Commissioner Peeler agreed.

Commissioner Donhardt asked for details about the type of MLGW lights being installed.

Representative Vaughan said they will be the standard concrete cobra head design.

Chairman Doss suggested they use enough lighting to stop any dark alcoves.

Hearing no further discussion Chairman Doss called for a motion.

Motion made by Alderman Stamps, and seconded, to approve the Common Open Space improvements for The Meadows at Clara's Ridge PD Subdivision, Phase 1, subject to the conditions in Exhibit 1, excluding conditions 13, 14 and 15.

ROLL CALL:

Hepner	Lawrimore	Stamps	Lawhon	Peeler	Donhardt	Doss
Yes	Yes	Yes	Yes	Yes	Yes	Yes

Motion Approved.

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 COS table on the Preliminary Plat, remove the “usable” designation for COS C.
3. On the COS table on the Preliminary Plat, provide the percentage of usable open space of the gross acreage.
4. Provide additional entryway landscaping at outside corners of the intersection of Sunsparkler Lane and Sycamore Road to meet the Design Guidelines’ requirement that all entries to developments shall be highlighted with ornamental shrubs, ground cover, and small trees of special detail, color, scale, and variety in addition to the required street tree landscaping.
5. Confirm all plant call outs and plants in the plant schedules. The plants surrounding the backflow preventer are not listed in the schedule on Sheet 25.
6. Note in the plant schedules that sod will cover all areas outside of landscape beds and plantings.
7. Sod shall cover the median in COS D outside of the landscape beds and plantings.
8. Call out sod in the landscape areas (not “grass area”) and in the plant schedules.
9. Provide the color of the proposed benches in the detail.
10. Evergreen trees shall be a minimum of 6 feet in height and a minimum of 2.5” caliper.
11. Provide the three required mitigation trees on the landscape plan. These trees are in addition to required trees.
12. Provide shade trees for the benches in COS B.

- ~~13. Provide bollards or low fencing around the perimeter of COS B to provide a sense of enclosure.~~
- ~~14. Provide lighting in COS B to extend its use.~~
- ~~15. In COS E, provide additional seating along the greenbelt trail in the Sycamore Road streetscape and within the streetscape along E. Shelby Drive to provide more usability.~~
- 16. Provide the Town of Collierville title block on all sheets, numbered sequentially.
- 17. All wood fencing in all common open spaces shall be naturally rot resistant wood (redwood, cypress, or cedar). Pressure treated lumber is not a permitted material except for posts and rails. Fence permits are required for all fencing.
- 18. Perimeter fencing at the streetscape buffers along Sycamore Road and E. Shelby Drive shall be installed by the developer with the construction of the subdivision to ensure consistency of quality and materials.
- 19. Any sign lighting shall be properly screened with landscaping, fully shielded, and shall meet the Sign Regulations and Lighting Regulations. Submit any sign lighting with the sign permits for review by staff.
- 20. The DRC is not approving the Clara’s Ridge Pattern Book (Exhibit 7) at this time since further revision is needed.

6b. DD20-092 – Resolution 2020-43 – Byhalia Commons Planned Development Amendment – Request approval of the Byhalia Commons PD Comprehensive Sign Policy.

Mr. Scott Henninger gave the Staff presentation. He stated the purpose of this request is approval of the Byhalia Commons PD Comprehensive Sign Policy. It is located on the west side of Byhalia Road, south of State Route 385.

The BMA initially approved the Byhalia Commons PD in 2010 with four areas. Area 1, the Convenience Edge, consists of outparcels; Area 2, the Market Core, allows for mixed use buildings; Area 3, the Village Edge, allowing townhomes is under development; and Area 4, the Business Edge, consist of primarily office & senior living use.

The Planned Development provisions per the Zoning Regulations require signage to be consistent in color, size, material, location, and design throughout each planned development. The Sign Manual is intended to establish a consistent design theme. Only the BMA, through a PD, or the Board of Zoning Appeals, through a variance, may waive any Zoning Ordinance provision.

Only two minor changes are requested to the Outline Plan. Request 1 would replace the second sentence under Section IX., A. And Request 2 is to add Sheet 10 for 5th amendment certificates. Staff views these requests as minor in nature and acceptable.

- | EXHIBITS | |
|-----------------|---|
| 1. | Resolution 2020-43 with PC & DRC Conditions of Approval
Attachment A: Byhalia Commons Outline Plan with Modifications (12/10/20)
Attachment B: Comprehensive Sign Policy for the Byhalia Commons PD (12/10/20) |
| 2. | Cover Letter (dated 10/30/20) |
| 3. | PD Amendment Requests & Justifications (dated 12/07/20) |
| 4. | Neighborhood Meeting Summary (held 10/2/20) |
| 5. | Staff Analysis of Requests (12/31/20) |

If adopted, the sign policy would allow several exceptions to the Sign Ordinance and Design Guidelines, (Requests 3 thru 6). Graphics will be allowed in the sloped portion of an awning if the awning does not face a public Right Of Way. Residential Ground Signs would be allowed a maximum of 8 feet in height (instead of 6 feet) and when located interior to the development would not require evergreen landscaping. Multi-Tenant Project Signs would be allowed to increase the maximum sign panel width from 10 feet to 13 feet. Pedestrian Directory Signs, considered Convenience Signs, would be allowed a maximum height of 8 feet (instead of 6 feet) and a maximum sign area of 21 square feet (instead of 4.5 per side).

Request 3: (Primary Façade Signs – Awning) Request to allow sign graphics on the sloped portion of a canopy awning if the awning does not face a public ROW. The sloped awning graphic size limit will count towards the Maximum Aggregate Signage area allowed per the Sign Ordinance. The Sign Ordinance only permits signage to be placed on the valance area of an awning unless not visible from the public right-of-way. The applicant has offered to limit the signage to the Maximum Aggregate Sign Area, minimizing overuse of signage.

Request 4: (Ground-Mounted Monument Sign – Residential Sign) Request to allow the max. height of the sign panel to be 8 feet, greater than the allowed 6 feet, as well as request to allow the signs interior to the development (not on the Collierville Road entrances) to not be landscaped. Since the applicant is using a decorative post mounted sign to delineate residential entrances that is smaller than the area of the sign panel permitted by the Sign Ordinance the request to increase the height to 8 feet may be offset by the smaller sign panel.

Request 5: (Ground-Mounted Monument Signs – Multi-Tenant Project Sign) Request to allow the maximum project sign width to be 13', larger than the 10' in the regulations. The 10-foot rule applies to the maximum width of the sign, not tenant panels. Consistency in lettering size across the development are desirable but not at the expense of the sign width. The locations proposed, adjacent to an expressway, may minimize the impact of the increased mass.

Request 6: (Directional Signs – Pedestrian Directory) Request to allow this type of sign to be a maximum of 8' in height instead of the 6' limit, and for the maximum sign graphic area to be 21 SF, larger than the allowed 4.5 SF per side. The Pedestrian Directory is a unique sign type typically located in the interior of Shopping Malls and Town Centers. The Collierville Sign Ordinance does not specifically address this type of signage but does cap the height of convenience signs to 6 feet. It is understandable that there may need to be additional size and height for the pedestrian directory to be legible and large enough to determine the location of all businesses within a large development.

In reviewing revised plans submitted December 10, 2020, Staff noticed significant changes to the layout of Area 2, the Market Core. The new layout indicates a major change from a Traditional Form to a Conventional Form (without a formal request) which would conflict with the PD which promotes a pedestrian friendly traditional form. Approval of the Sign Policy does not include changes to the layout. Changes to the layout for Area 2 could require an amendment to the PD and a complete review by Town Staff.

The PC deferred the request until February specifically citing the many unknowns about the future of retail and the need for commercial signage. Staff would like the DRC's feedback on the following: Are graphics on the sloped awning appropriate; should all dimensional parameters such as sign area, width, and height meet the Town Sign Regulations; and should landscaping be required around the base of signs when located on the interior of the development?

The next step if the PC and the DRC recommend approval, is for the BMA to make a decision on the appropriateness of the PD Amendment.

Chairman Doss asked if there were any questions for Staff.

Commissioner Lawhon stated he was surprised that they are asking to exceed the height requirements. He asked if this should be allowed.

Mr. Henninger said they were going to use a decorative hanging sign instead of the ground mounted signs in residential areas.

Mr. Groce said Hidden Creek PD had been granted a similar design with a commitment to a smaller sign. Carriage Crossing Mall was allowed several modifications of Town Standards, particularly for what could not be seen offsite. He feels they need to be looked at case by case. The PD process allows for that.

Chairman Doss said PD's like this allow developers to make changes over time, but he wants Byhalia Commons to know that if they choose to deviate from the Town's Guidelines, it will most likely be denied.

Chairman Peeler asked how the canopy signs will work with the graphics.

Chairman Doss suggested the applicant answer that question.

Hearing no further questions for Staff, Chairman Doss asked for the applicant to address the Commissioners.

Ms. Michelle Ye, the applicant, stated the signage package is a requirement for any remaining developments to get their signs. She feels the package contains high quality and materials. There have been changes made since this went to the PC. They are not requesting any deviations from the sign policy. They have taken away the option of graphics on the awnings, they have adjusted the multi-project sign to meet the 10-foot maximum width, a sign in area will modify it to meet the six-foot maximum, and the pedestrian directory sign has been removed from this package.

Chairman Doss asked if there were any questions for the applicant.

Hearing none, Chairman Doss asked if there was any discussion.

Hearing none, Chairman Doss called for a motion.

A discussion ensued, and the Commissioners did not feel comfortable recommending approval of this item tonight.

Motion made by Commissioner Lawhon, and seconded, to defer Resolution 2020-43 – Byhalia Commons Planned Development Amendment Sign Policy at this time until after the Planning Commission meeting.

ROLL CALL:

Hepner	Lawrimore	Stamps	Lawhon	Peeler	Donhardt	Doss
Yes	Yes	Yes	Yes	Yes	Yes	Yes

Deferral Approved.

Other Business:

Chairman Doss asked if there was any other business.

Mr. Groce said that there is a training session scheduled for next week. It will be broadcast on Zoom and recorded for viewing at a later time. They will discuss the roles of the Commissioners at their meetings. The Town Attorney and Mayor will contribute to the meeting also.

Mr. Groce said the Development Activity Map for the fourth quarter of last year has not been released, but there are some notable projects he wanted to mention. The Byhalia Commons C-Store was approved by the BMA, Villages at Porter Farms Phase 25 has turned in a preliminary plat, and Oakwood Phase 2 was submitted and will be in the Historic District. The Steeplechase PD Amendment was going to add some office buildings but they might be single family homes instead. The Grove at Clara's Ridge was submitted but has not moved forward, Deerwalk Phase 2 has been submitted, Lockwood Planned Development Amendment (formerly Brooks Property PD) may show up as soon as April, and Ashby Planned Development (new) will be a mixed use development.

The Oak Hill pool house Common Open Space application was submitted and is being reviewed currently. The pool house was previously approved, but there is a question about the landscaping. They have approval for a rear yard fence, but fences are optional.

The Commissioners felt that the previously approved landscaping is essential around the rear property lines to buffer the noise. A fence may be required around the pool by Codes as well and we need a detail for that fence.

Mr. Chad Foreman, the applicant with Wolf River Brisket Company, then addressed the Commissioners. He stated he would like to add additional outdoor seating and a new covering for cold months to his restaurant. It will be permanent seating with temporary wind barriers on the sides for cold weather that are made of plastic.

Mr. Groce said that the Guidelines do not address this material.

Commissioner Doss suggested Mr. Foreman bring in a sample of the wind barrier so it can be approved by Staff.

Hearing no further business, the meeting was adjourned at 6:30 pm.

Amy King, Administrative Specialist Sr.