

The regular meeting of the **Design Review Commission** was held on February 11, 2021 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; Mr. Scott Henninger, Planner; and Administrative Specialist Sr., Mrs. Amy King.

ROLL CALL:

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

Quorum present.

APPROVAL OF MINUTES

Chairman Doss asked if there were any corrections or additions to the minutes from the January 14, 2020 meeting.

Hearing none, Chairman Doss called for a motion to approve the minutes from the January 14, 2021 meeting as presented.

Motion by Commissioner Donhardt, and seconded, to approve the minutes from the January 14, 2021 meeting as presented.

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

ROLL CALL:

Lawrimore	Hepner	Peeler	Stamps	Donhardt	Lawhon	Doss
Yes	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:

Hepner	Lawhon	Peeler	Donhardt	Lawrimore	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:

DD21-002 – Washington Square, Phase 2 – Request approval of exterior alterations and related site improvements at 164 Washington Street (Building C) and 166 Washington Street (Building D).

Mr. Scott Henninger gave the Staff presentation. He stated this is a request of exterior alterations and related site improvements at 164 Washington Street (Building C) and 166 Washington Street (Building D). The Applicant's Representative is Property Solutions represented by Mark Underwood, and the Applicant/Property Owner is AMG GP represented by Allen Green.

The property is not in the Historic District but should be compatible with the character of the adjacent Historic District.

- EXHIBITS:**
1. Conditions of Approval (2/5/21)
 2. Applicants cover letter (1/14/21)
 3. Site Plan Exhibit (1/14/21)
 4. Landscape Plan Exhibit (1/14/21)
 5. Building Elevations (1/14/21)
 6. 2017 Elevations (08/14/17)
 7. Aerial Site Plan Exhibit (1/14/21)
 8. Site Photos (02/04/21)

The scope of this project is limited to Buildings C and D and adjacent related site improvements. There will be no demolition but there will be new façade improvements, new sidewalks, a deck, and related landscaping and lighting improvements.

Commissioner Lawhon joined the meeting at 5:03 pm.

It was apparent from a photograph from 2017 that most of the site was paved. There was a master plan presented then that included Phase 2. Many of the improvements have already been made.

The new site layout plan for building C and D will include a deck and a sidewalk that connects both buildings. The landscape plan will include plantings in the islands, and a screened fence.

The existing site is nonconforming because it was built prior to the Design Guidelines. The circa 1960's buildings and adjacent paved areas are nonconforming in its design, location, and screening. Even after the incremental improvements, which are encouraged by the Town, the site and buildings will remain nonconforming.

The primary building façade will face the parking lot.

The design of the deck was shown. The Conditions of Approval require screening of the used cooking oil and trash containers which are adjacent to the deck. The Applicant has recently proposed they will be relocating the trash and cooking oil receptacle behind building C.

Mr. Henninger said the Applicant will fill in some of the openings on Building D and be opening up some new windows.

Lastly, Mr. Henninger showed the colors samples the Applicants plan to use.

The DRC will need to consider if the planned improvements meet the intent of the Design Guidelines. Are the opening changes & scaled back improvements to Building D adequate? And are the proposed facades for Buildings C & D compatible with Buildings A & E?

Chairman Doss asked if there were any questions for Staff.

Commissioner Lawhon asked if there was still landscaping planned on the swale.

Mr. Henninger said that the Applicant will clarify that.

Mr. Groce wanted to mention they have provided a color board. The exterior color of the building may have looked pink in their packets, but the sample it is not. The exterior will be painted brick.

Commissioner Peeler asked for the details on the deck.

Mr. Henninger said it will be wood frame with wire cable.

Chairman Doss stated he will not be voting on this item because his son works for the Applicant as the landscaping designer. He will continue to chair the meeting.

Hearing no further questions for Staff, Chairman Doss called for the Applicant to come forward.

Mr. Mark Underwood, Property Solutions, came forward and said they have made several design changes. They have moved the deck from the west to the east to reduce the amount of sidewalk and eliminate a ramp. The trash and cooking oil receptacles will be behind building C. There will be a screened wall on the south side as well as on the north side to hide it from visibility on Washington Street. They are extending new sidewalk, where it currently dead ends, all the way to building D, and towards the alley as well so all buildings will have a way to roll out trash. Three screened walls and additional landscaping will be added. A small concrete swale has been added and landscaped.

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

Commissioner Peeler asked why the changes have been made from the 2017 façade designs.

Mr. Jim Gannaway, 213 S Rowlett, with Green Developments, said they had a rough idea in 2017 of their design, but after they finished the changes to the first building, they decided to match it.

Hearing no further discussion Chairman Doss called for a motion.

Motion made by Commissioner Donhardt, and seconded, to approve Washington Square, Phase 2.

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. Locate appurtenances such as utility structures, meters, transformers, generators, control panels, backflow preventers, HVAC equipment, to the maximum extent possible, behind buildings and indicate how they will be screened with fencing, walls, or evergreen landscaping (H.D.G. IV., G.) to conceal visibility from streets and adjacent property. Vents, meters, conduit, cameras, spouting and other roof and wall appurtenances shall be painted to match the surrounding architectural façade or roof color. Screen any ground, wall, and roof mounted appurtenances such as mechanical equipment, utility structures, backflow preventers screened from view from public streets (H.D.G IV., D. & G.). Plant material used for screening should be tall enough at installation to

screen appurtenances. Roof elements and parapets shall be integrated into the building design and finished on all sides with materials and colors matching the primary facade to prevent any visible roof membrane.

3. All light fixtures shall be full cut-off, recessed into the canopy, and shielded to prevent light trespass into vehicular and pedestrian areas and all fixtures shall meet the requirements of the Lighting Ordinance (§151.190). Light fixtures shall be 3000K or less in order to meet the lighting ordinance and the context of the adjacent Historic District. Clearly delineate all selected options, shielding, and finishes on the cut sheet by circling the options. Light sources at or under the equivalent of a 60 watt incandescent bulb are considered exempt.

4. Signage is not approved as part of this application. A separate sign permit application must be completed and submitted for review, which must meet the Sign Ordinance requirements.

5. A fence permit is required for any new fencing on the property.

6. On the Site Plan Data Table, the maximum building height permitted is 3 stories (Area 3 of the Downtown Small Area Plan for property north of Washington Street).

7. On the Site Plans, provide a new handicap accessible sidewalk connecting the proposed walk to the ramp south of Building C.

8. On the Site Plan, indicate the new edge of pavement for the existing alley and the area south of Building C clearly delineating what will be pavement and what will be planting beds. Be sure to verify that the pavement edge matches what is indicated on the Landscape Plan.

9. Include the deck design that is in the Building Plans into the Civil Plan Set including dimensions of the deck, stairs, and ramp and call out the materials as well as railing details and lighting.

10. Provide manufacturers cut sheets of all site furnishings including furniture for the proposed deck to staff for approval prior to the Certificate of Occupancy. Include call out for finish color, special options, etc. (Site Plan Checklist & D.G. III., D., 1 & E., 8).

11. On the Site Plans, indicate and screen with fencing or upright evergreen shrubs the used oil storage container, trash bins, meters, etc. between Buildings B, C, & D.

12. On the Landscape Plan Planting Schedule, indicate the Hydrangeas and the Carissa Holly shrubs as 24 inches in height to meet the minimum planting size for upright shrubs.

13. On the Landscape Plan, show the proposed location of the trash bins and used cooking oil container that are currently between Buildings B, C, and D and provide evergreen plantings or screening fencing around the trash bins, the used cooking oil container, HVAC, and other ground and wall mounted appurtenances around the buildings to ensure adequate screening (D.G. III., H).

14. On the Landscape Plan, add shrubs south of Building C to soften the foundation of the deck and screen the alley. If the deck will include features which require screening the screen accordingly.

15. On the Lighting Cut Sheets, the Saucer Vapor Jar Collection light fixture (Type XB) is not full cut-off. In order to be full cut-off, fixtures XA and XC shall contain bulbs that are recessed into the hood off the light fixture. Only light fixture sources at or under the equivalent of a 60 watt incandescent bulb are considered exempt.

16. On the elevations, show the location of the large vents and other rooftop appurtenances with a dashed line and verify they are screened by the new parapet on Building C. Any new equipment added on the roof of Building D shall be screened (D.G. III., H).

17. On the elevations, include a material schedule and provide material and color samples of all exterior materials. Colors shall be compatible with the existing buildings and Buildings A & E which were completed with Phase 1.

18. On the elevations, label the light fixtures on the elevations to match the labeling of the fixtures on the Lighting Plans.

ROLL CALL:

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

Motion Approved.

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 this is a request to approve the Byhalia Commons PD Comprehensive Sign Policy. It is located on the west side of Byhalia Road south of State Route 385. The Property Owner is Chuck Hutton Leasing Company, represented by Steve Bowie with Cor Mundi Investments. The Applicant is Dalhoff Thomas Design Studio, represented by Michelle Ye. There were no concerns raised at the neighborhood meeting. The DRC deferred the request in January.

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 establishes a consistent design theme. Only the BMA, through a PD, or the Board of Zoning Appeals, through a variance, may waive any Zoning Ordinance provisions.

The Applicant has amended the initial request for exceptions to the Sign Ordinance and Design Guidelines and removed all exceptions.

Town Staff has analyzed the revised requests and justifications, and has determined that there are no exceptions from the Sign Ordinance requested.

The DRC will need to decide if the new sign policy is appropriate for the Byhalia Commons PD.

Chairman Doss asked if there were any questions for Staff.

Commissioner Lawhon asked if the Applicant did follow through and reduce the size of the signs.

Mr. Henninger said all the sign ordinances will be followed.

Hearing no further questions for Staff, Chairman Doss called for the Applicant to come forward.

Mr. Bob Dalhoff came forward and said the things that were issues have been amended and they are in agreement. The PC recommended of this amendment at their last meeting.

Hearing no further discussion Chairman Doss called for a motion.

Motion made by Commissioner Donhardt, and seconded, to approve the request for approval of the Byhalia Commons PD Comprehensive Sign Policy subject to the conditions in Exhibit 1.

CONDITIONS OF APPROVAL:

- | 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 (1/12/21) |
| 2. | Cover Letter (dated 1/11/21) |
| 3. | PD Amendment Requests & Justifications (dated 1/11/21) |
| 4. | Neighborhood Meeting Summary (held 10/2/20) |
| 5. | Staff Analysis of Requests (1/29/21) |
| 6. | PC Meeting Minutes (1/7/21) |

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. The Comprehensive Sign Policy shall be recorded prior to issuance of any signage for Areas 1, 2, 3, and the north portion of Area 4.
3. On the Outline Plan:
 - a) All amendments approved by Resolution 2020-43 shall be reflected in the map and text of the Outline Plan and noted with a Delta 5.
 - b) Provide the appropriate certificates on the Outline Plan for signatures. Staff can provide examples, if needed.
4. General:
 - a) Include the Comprehensive Sign Policy as a supplement to the Pattern Book as part of Amendment 5.
 - b) Appeals of the Comprehensive Sign Manual shall be to the Board of Zoning Appeals or as a Planned Development Amendment approved by the BMA.
5. Page 1 (Table of Contents): Update as needed by any edits.
6. Pages 2 and 15 (Introduction & Conceptual Location Map)
 - a) Approval of the Sign Policy does not include the change of the Market Core (Area 2) from a Traditional Town Center to a Conventional Shopping Center.
 - b) Update the master plan graphic to reflect the latest Area 3 plat for the Towne at Byhalia Commons.
7. On Page 10 (Primary Façade Signs – Blade): The external illumination of the blade sign will be reviewed with the sign permit.

ROLL CALL:

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

Motion Approved.

Other Business:

Chairman Doss asked if there was any other business.

Mr. Groce said the Oakhill subdivision has added a pool house. They are going to add the landscaping the DRC requested to get their building permit, but in the future they may request to do less landscaping through an appeal.

Mr. Groce said that the Slim Chickens restaurant needs to replace the doors they just installed because they are the wrong color. They are going to request a certificate of occupancy and the Town will hold out some of the funds to make sure the color is corrected.

The Development Activity Map update has not been released yet, but to update the Commissioners, Mr. Groce said Collierville Elementary wants to do a Gym Addition and that can probably be done administratively. Three large planned developments have been submitted. First, Ashby PD, which will have a large Comprehensive Sign Plan. Second, Lockwood PD, close to Carriage Crossing Mall, which will replace a previous PD. And third, The Parke at Houston Levee PD. A group of residents want to give a park to the Town. More information will come in about that soon.

Mr. Groce said there will be more opportunities for Board and Commissioner Training in the near future. He will be in touch with the Commissioners about the options.

Commissioner Donhardt asked if the new Wendy's restaurant ground sign is appropriate.

Mr. Groce said it was replaced without a permit, and the Town will notify them it is inappropriate and that it needs to be replaced.

Chairman Doss said there is a sign on Houston Levee in front of the Redeemer Church that is inappropriate.

Mr. Groce said the Town is aware of it and is looking into it.

Hearing no further business, the meeting was adjourned at 5:30 pm.

Amy King, Administrative Specialist Sr.