

The regular meeting of the **Design Review Commission** was held on March 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; Planner, Scott Henninger; and Administrative Specialist Sr., Mrs. Amy Jensen.

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**ROLL CALL:**

<b>Stamps</b>	<b>Donhardt</b>	<b>Hepner</b>	<b>Peeler</b>	<b>Lawhon</b>	<b>Lawrimore</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 February 11, 2021 meeting.

Hearing none, Chairman Doss called for a motion to approve the minutes from the February 11, 2021 meeting as presented.

*Motion by Commissioner Lawhon, and seconded, to approve the minutes from the February 11, 2021, meeting as presented.*

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

**ROLL CALL:**

<b>Donhardt</b>	<b>Stamps</b>	<b>Peeler</b>	<b>Hepner</b>	<b>Lawrimore</b>	<b>Lawhon</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.

Mr. Groce said there is a correction in the number of lots in Lockwood Planned Development. There are 308 single family lots in the subdivision.

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

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

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

**ROLL CALL:**

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

**Motion Approved.**

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**APPROVAL OF THE CONSENT AGENDA:**

There were no items on the Consent Agenda.

**FORMAL AGENDA:**

**6a. DD20-105 – Resolution 2021-17 – Lockwood Planned Development – Request approval of a Comprehensive Sign Policy related to a 308-lot single family planned development on 94.84 acres located on the east side of Houston Levee Road south of Carriage Crossing Market Place.**

Mr. Scott Henninger gave the Staff presentation. He stated the purpose of this request is approval of the Comprehensive Sign Policy for the Lockwood Planned Development. The PD is comprised of 308 single family dwellings on 94.84 acres. It is located on the east side of Houston Levee Road, south of Carriage Crossing Market Place. The Lockwood PD will replace the Brooks Estate PD that was started in 2018 which had not yet established a Comprehensive Sign Policy. This will be a more traditional style neighborhood. If adopted as proposed, the Lockwood PD Comprehensive Sign Policy (CSP) would allow no exceptions to the Town’s Sign Ordinance. The CSP is contained in the Pattern Book and referenced in the Outline Plan. The CSP meets the provisions that require signage to be consistent in color, size, material, location, and design throughout each PD and will establish a consistent design theme for the PD. Only minimal signage will be installed including entrance features and icon columns. The CSP allows minor modifications to the sign design or locations as long as the signage meets the Town’s Sign Regulations.

EXHIBITS
1. Lockwood PD Conceptual Plan (2/9/21)
2. Lockwood PD Outline Plan (2/9/21)
3. Lockwood PD Pattern Book Sign Excerpt (2/9/21)

Signage for the proposed Town Greenbelt will be installed by the Town’s Parks Department. There will be a loop trail around the lake and 29% of open space.

Mr. Henninger said the next steps for the PD is to go to the BMA where they will make a decision about the Sign Policy.

Commissioner Peeler asked about the signs on the north and east end.

Mr. Henninger said they were considering putting icon columns at their entrances.

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

Ms. Michele Ye, of Dalhoff Thomas Design Studio, came forward and said the sign package is really simple, and will create a cohesive and unique frontage along Houston Levee. They are following all the sign regulations and they do not have a plan to add any additional icon columns.

Chairman Doss asked if there was a potential need from Staff’s perspective for additional icon columns, and will they need to add in an additional condition of approval addressing this.

Mr. Henninger stated that the COS was provided near the Fleming Gardens entrance which would give the applicant a location if they decided signage was needed.

Ms. Ye said her company feels the icon columns would not go with the fence that will be installed.

Chairman Doss asked if there were any other questions of comments.

Hearing no further discussion Chairman Doss called for a motion.

*Motion made by Commissioner Stamps, and seconded to recommend that the Board of Mayor and Aldermen approve the Comprehensive Sign Policy within Resolution 2021-17.*

**ROLL CALL:**

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

**Motion Approved.**

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**Other Business:**

Mr. Jaime Groce said he had prepared a Memo for 2021 with several options for Board and Commissioner trainings that had been included in the Commissioners packet. The DRC is not required to have 4 hours of training a year, but they are more than welcome to attend.

Staff is working to update the Development Activity Map. There are several developments that are pending, specifically The Parke at Houston Levee PD and the Ashby PD behind Walmart.

Mr. Groce mentioned that the April DRC may be cancelled due to a lack of items for the agenda.

**7a. Review and discuss the Design Guidelines as they apply to centralized mailboxes.**

Mr. Groce said this type of cluster mailbox units (CBU) has become more popular recently. The US Post Office has decided they will not be delivering any more to single family houses in new neighborhoods. The Town came forward and in a Resolution said they did not want them in Collierville. The Post Office has not produced a clear policy yet, for which projects must have these, and some developments are getting waivers. There are things to consider like lighting and placement of the cluster mailbox units. There also needs to be ample parking and located near pedestrian accesses.

Mr. Groce had an example of what some of the CBU look like. He feels it could be concerning if it did not have a covering or if it has lighting and that shines into a residence. The Post Office can be more stringent than the Town in conditions, but the Town can influence the design and location.

When applicants submit construction plans the Town will ask that they must include a CBU or have a waiver from the Post Office. It is unclear how this will apply to small developments of 4 to 6 lots.

Chairman Doss said if there is anything in the Town's Design Guidelines he would like to address them as soon as possible. He feels mailbox details need to be included in plan submittal. He would like the Town to be able to have control over a resident's mailbox choice.

The Commissioners said they do not want CBUs that only have poles as a stand, or a variety of different types.

Mr. Groce said the Guidelines typically only apply to developments with open space. If the development does not have open space, they are not required to come to the DRC.

There was a discussion about how many mailboxes can be in a CBU and how that is a concern if the applicant does not know how many they have to construct, or at what point they need to be completed.

Mr. Groce will continue to update the Commissioners on the issue.

**7b. Review and discuss the Design Guidelines and Zoning Ordinance as they apply to outdoor seating and dining.**

Mr. Groce said due to COVID-19 restrictions, many restaurants are wanting to have outdoor seating and dining. Adding outdoor seating increases the square footage of the facility so they may need more fire protection and parking; they need to keep music within the legal noise limit; they cannot have wording on any umbrellas; they may need an updated beer permit; and, they may need more lighting and temporary walls to keep out the wind in cold weather.

Mr. Groce said he looked at the Guidelines and found parts that could apply to outdoor seating and dining. He will create a handout and have the Board review it.

Alderman Stamps asked how Slim Chicken's outdoor space is regulated.

Mr. Groce said it has been treated very much like indoor seating, with the need for more parking and sprinklers for fire control. They have to submit a new design plan with it included. There could also be heating elements outside, as other restaurants have them. Portable ones could be allowed. Fire suppression put outside needs to be dry verses a wet system. The fire department discourages wet systems outdoors because it creates the need for false alarms.

Chairman Doss asked if there was any other business.

Hearing no further business, the meeting was adjourned at 5:47 pm.

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Amy Jensen, Administrative Specialist Sr.