

The regular meeting of the **Design Review Commission** was held on April 8, 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; Assistant Town Planner, Mrs. Nancy Boatwright; and Administrative Specialist Srs., Mrs. Shari Michael and Mrs. Sheryl Jones.

ROLL CALL:

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

Quorum present.

APPROVAL OF MINUTES

Chairman Doss asked if there were any corrections or additions to the minutes from the March 11, 2021 meeting.

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

Motion by Commissioner Hepner, and seconded, to approve the minutes from the March 11, 2021, meeting as presented.

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

ROLL CALL:

Donhardt – yes, Stamps – yes, Hepner – yes, Doss – yes, Lawrimore – abstain, Lawhon - yes.

Motion Approved.

APPROVAL OF AGENDA:

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

Mrs. Boatwright said item **DD20-101** is eligible for the Consent Agenda as the applicant is in agreement with all of the conditions of approval.

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

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

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

ROLL CALL:

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

Motion Approved.

CONSENT AGENDA:

DD20-101 – The Meadows at Clara’s Ridge Planned Development – Request approval of a Comprehensive Sign Policy for Clara’s Ridge PD.

Hearing no further discussion Chairman Doss called for a motion.

Motion made by Commissioner Lawhon, and seconded to approve The Meadows at Clara’s Ridge Planned Development Comprehensive Sign Policy (Exhibit 3) at Cartwright Farms PD subject to the conditions in Exhibit 1.

EXHIBITS
1. DRC Conditions of Approval (4/1/21)
2. Cover Letter (3/18/21)
3. Comprehensive Sign Plan for The Meadows at Clara’s Ridge (3/18/21)
4. Clara’s Ridge at Cartwright Farms Unrecorded Outline Plan (12/14/20)

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. Include a note in the CSP that the letters will be recessed into the limestone panel and stained black.
3. Any additional signage for Phase 2 of the subdivision must be materially consistent with the CSP and the Phase 1 sign.
4. All signage shall require approved permits.
5. All sign lighting shall comply with the Town’s Lighting and Sign Regulations. Only one method of lighting is allowed for a sign. Either note in the CSP that the decorative wall mounted lights will be removed if ground mounted lights are installed or remove the option of ground mounted lighting from the CSP.
6. The recorded Outline Plan shall note that the Town Planner approved a minor amendment to the PD for the Comprehensive Sign Policy. Section III.B. of the Outline Plan text shall be revised to reference the CSP in the Pattern Book and its approval date by the DRC.

ROLL CALL:

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

Motion Approved.

This item was moved from the Formal Agenda to the Consent Agenda and was not discussed.

Other Business:

Chairman Doss asked if there was any other business.

Mrs. Boatwright explained the updates she is making to the Sign Regulations regarding signs and flagpoles.

The DRC agreed with the 5000k lumen light maximum that staff has suggested.

A discussion ensued regarding the mixing of routed face and push-through lighting and the mixing of internal and external lighting. Routed face signs are the cheapest signs that can be made. We have forced them to use a cheap sign material. Encourage the use of sign like Carefour, that uses both routed face and push through or halo because it is better looking. Discourage externally lit project signs.

She reviewed The Towne at Byhalia Commons conceptual plans turned in but they do not really match what was approved. Would the DRC be comfortable allowing staff to review the plans and approving them?

Chairman Doss stated that they approved the conceptual design and they will be happy to approve the finals.

Mrs. Boatwright stated that she can send the DRC an email tomorrow to the DRC that shows what they are proposing.

The buildings approved thus far comply with Concept "A" and there is a next round of buildings to be approved that are similar to concept "C".

Mr. Grayson Vaughan, representative for the applicant, addressed the commissioners. He explained that they are trying to not make it look like apartment complexes.

Chairman Doss stated that staff has this right across the board, but if they are not happy with the suggestions made, they will need to bring the plans forward to the DRC for final approval.

Mrs. Boatwright mentioned that Mrs. Shari Michael is retiring and being replaced with Administrative Specialist, Sr., Mrs. Sheryl Jones.

Motion made by Commissioner Donhardt, and seconded to allow the replacement of Mrs. Shari Michael with Mrs. Sheryl Jones to function as the secretary for the DRC according to the Bylaws that are in place.

ROLL CALL:

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

Motion Approved.

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

Shari Michael, Administrative Specialist Sr.