

The regular meeting of the **Design Review Commission** was held on June 10, 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. Sheryl Jones.

ROLL CALL:

Stamps - Present, Donhardt - Present, Hepner - Present, Peeler - Present, Lawhon - Present, Lawrimore - Absent, Doss - Present

Quorum present.

Chairman Doss mentioned that Commissioner Lawrimore's wife (Sheila) passed away on June 5, 2021. We shall keep the family in our prayers and thoughts.

APPROVAL OF MINUTES

Chairman Doss asked if there were any corrections or additions to the minutes from the May 13, 2021 meeting.

Hearing none, Chairman Doss called for a motion to approve the minutes from the May 13, 2021 meeting as presented.

Motion by Commissioner Hepner, and seconded, to approve the minutes from the May 13, 2021, meeting as presented.

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

ROLL CALL:

Peeler – Yes, Hepner - Yes, Donhardt – Yes, Stamps – 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 said there were none.

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

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

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

ROLL CALL:

Donhardt - Yes, Peeler - Yes, Hepner - Yes, Lawhon - Yes, Stamps – Yes, Doss - Yes

Motion Approved.

APPROVAL OF THE CONSENT AGENDA:

There were no items on the Consent Agenda.

FORMAL AGENDA:

6a. Case #215746 – Lot 1, 1088 W. Poplar Avenue Subdivision – Appeal of Staff Decision Related to the Required Front Yard Open Space.

Ms. Singleton gave the Staff presentation The PC approved the Preliminary Plat on June 11, 2018 with a 40 foot front yard landscape buffer shown. The PC conditionally approved the final plat at the June 2021 meeting. The applicant proposes a 30-foot front yard buffer along lots 2 and 3 of the subdivision. The Design Guidelines require a 40-foot front yard landscape buffer along arterial roads. The applicant states that the 30-foot front yard landscape buffer will result in over 40 feet of lawn area given the excess width of Poplar Avenue right-of-way at this location. The lawn measured from the back of the sidewalk would be approximately 41 feet. The subdivision does meet all other bulk regulations and landscape buffer requirements. The adjacent Firestone Tire (25.4 feet) and Chick-fil-A (20 feet) sites were constructed prior to the Design Guidelines updated. The two new lots are not constrained by existing buildings or existing parking lots; therefore, it is possible to meet the requirements of the minimum front yard landscape buffer. The subject property is not considered an Aging Non-Residential Development and the new lots are not existing nonconforming properties. The two lots are not constrained by existing buildings or existing parking lots; therefore, it is possible to meet the requirements of the minimum front yard landscape buffer. Although there is an existing gym on Lot 1, it did not create any hardships for the future developments of Lots 2 and 3. The property is considered to be a greenfield property.

EXHIBITS
1. Conditions of Approval (6/4/21)
2. Applicant’s Cover Letter (5/18/21)
3. Final Subdivision Plat (5/18/21)
4. Ariel View of Other Front Yard Buffers (5/18//21)
5. Design Guidelines: Landscape Buffers
6. Memorandum (5/11/21)
7. BMA Minutes (6/25/18)
8. Design Guidelines: Aging Non-Residential Development
9. Aging Non-Residential Development “Test” (6/4/21)

Chairman Doss asked if there were any questions for the Staff and there were none.

Applicant – John McCarty, McCarty Granberry Engineering, 198 Progress Road, Collierville, TN, Kevin Vaughan is also present representing Jason Crews. This lot has additional ROW on the front of it. Still providing 42.7 feet of lawn area behind the sidewalk. Requesting approval with the 30 foot landscape buffer and a condition for more plantings can be added on because of the smaller width, if need be, and it is not an issue. An ancillary would be a help to the development on the west lot. There will be a driveway connection over to Firestone for cross vehicle access and that would not be possible if the buffer is required to be 40 feet wide.

Mr. Kevin Vaughan also addressed the Comissioners regarding the 1088 W. Poplar Avenue request of appeal of staff decision related to the required front yard open space.

A discussion ensued about the lawn measurements from the back of the curb in this area and the desired point of access to the west.

Hearing no further discussion Chairman Doss called for a motion.

Motion made by Commissioner Lawhon, and seconded to overrule the staff determination that the minimum 40 foot required front yard landscape buffer must be met subject to the following conditions:

provide additional landscaping with the preliminary site plan for each lot with a reduced front yard landscape buffer based on the need for connectivity for the Fire Marshal and access to adjacent lot in the back.

ROLL CALL:

Lawhon – Yes, Peeler – Yes, Donhardt – Yes, Hepner – Yes, Stamps – Yes, Doss - No

Motion Approved.

6b. Case #54219 – The Meadows at Clara’s Ridge PD, Phase 1 – Request approval of revisions to Common Open Space B.

Mrs. Boatwright gave the Staff presentation. The request is to add cluster box units (CBUs) in Common Open Space B at The Meadows at Clara’s Ridge PD, Phase 1. The Planning Commission and Design Review Commission approved preliminary plat and Common Open Space earlier this year without location or details for the CBUs. The Applicant did not request a waiver from the Post Office for this CBU requirement but the Post Office did approve the location and equipment as submitted. Additional description was given of the cluster mailbox.

A discussion ensued about parking needs for CBUs and how developers are expected to provide plans for the CBUs.

Mrs. Boatwright stated 43 CBUs would be in Phase 1 and 38 in the next Phase, with a total of 81.

She shared that there are Design Guidelines for kiosks but not specific for CBUs. They are being reviewed on a case-by-case basis.

Mr. Kevin Vaughan addressed the Commissioners regarding the CBUs. The desire is to design a mail unit with the least amount of attention given to them.

If a waiver was requested and the Post Office said it would be denied as it is a new subdivision.

A discussion ensued about the color of the CBUs/kiosks, handicap accessibility, and lighting for the CBUs.

Mr. Vaughan indicated there is an issue about Condition of Approval no. 3 – if there is no street light within a certain radius of the kiosk, they would supply a privately owned light (not MLGW).

EXHIBITS
1. DRC Conditions of Approval (6/4/21)
2. FAQs about Cluster Box Units with Examples
3. USPS Cluster Box Unit Approval (5/13/21)
4. Landscape Plans with CBUs (5/14/21)
5. Preliminary Subdivision Plat (4/23/21)
6. Villages at Porter Farms Ph. 25 CBU location & details

Commissioner Peeler said she is not comfortable voting without parking being addressed.
Commissioner Lawhon expressed concern about the need for additional parking and lighting of the CBUs.

Mr. Vaughan addressed the Commissioners saying there is time to work through some of the concerns with direction from the Commissioners. The boxes each have 16 units. The Post Office did approve the handicap access. Mr. Vaughan is willing to defer this item and receive direction from the Commissioners to bring this item back before them with modifications.

Chairman Doss asked if there were any other questions for Staff.

Hearing no further discussion Chairman Doss called for a motion.

Motion made by Alderman Stamps, and seconded to defer the revisions to Common Open Space B of The Meadows at Clara's Ridge PD, Phase 1 until next meeting in July.

Chairman Doss summarized the things that he thinks the DRC are looking for in CBUs:

1. some type of parking, getting the cars off the street;
2. lighting that is safe and appropriate;
3. a covering over the mail units; and,
4. landscaping around the kiosk.

ROLL CALL:

Lawhon – Yes, Peeler – Yes, Donhardt – Yes, Hepner – Yes, Stamps – Yes, Doss - Yes

Motion Approved.

Other Business:

7a. Review and Discuss Case# 215703 - Gipson Property Rezoning, a rezoning request of 0.568 acres from R-3: High Density Residential to MPO: Medical Professional Office (Mark Underwood)

Ms. Donquetta Singleton presented an overview of the rezoning. The Planning Commission made their recommendation of approval at the May 6, 2021 meeting. The applicant is proposing interior and exterior alterations, adding an increase in green space also.

Chairman Doss asked if there were any questions for staff.

Mark Underwood, Property Solutions, 784 Deans Creek, Collierville spoke to the Commission.

Some of the points of discussion were as follows:

- Nonconformity related to the front yard landscape buffer. Design Guidelines require 40 feet, but that will not be met. Applicant shows 20 feet on the conceptual layout along Highway 72.
- The widening of Highway 72 has decreased the front yard space.
- House is approximately 34 feet from the property line and 44 feet from Highway 72.

- The side and rear landscape buffers are ok, except there is a shed in the rear yard buffer.
- The lot on the corner was previously a car wash and currently has broken asphalt.
- There will be an increase in the greenspace after redevelopment of the lot.
- Adding a parking lot.
- Adding a fence.
- Adding landscaping throughout.

Mrs. Nancy Boatwright presented an update on the elevation for the Byhalia Commons townhouses that was discussed a while ago and a discussion ensued. A discussion also ensued regarding CBU kiosks, and changes to previously approved projects that are not reviewed and approved by DRC before permits are issued.

Mr. Grayson Vaughan, Township Development, 1115 Halle Park Circle addressed the Committee regarding the townhomes elevations. He stated that it was previously mentioned that there would be more varied elevations to come. There will be approximately 40 different structures with a variety of styles. Chairman Doss explained that the DRC wants to review a finished product rather than just reviewing the changing concepts.

Mrs. Nancy Boatwright mentioned the Market Boulevard & Civic Center project that was discussed last month. Michael Walker designed this office building. They were asked to extend the parapet wall around the back of the building to screen the roof top units. It is going to be a steel framed building. The DRC will see this site soon.

Hearing no further business, the meeting was adjourned at 6:50pm.

Sheryl Jones, Administrative Specialist Sr.