

The regular meeting of the **Design Review Commission** was held on July 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; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Nancy Boatwright, Planner, Scott Henninger; and Administrative Specialist Sr., Mrs. Sheryl Jones.

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**ROLL CALL:**

**Stamps - Present, Donhardt - Present, Hepner - Absent, Peeler - Present, Lawhon - Present, Lawrimore - Present, Doss - 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 June 10, 2021 meeting.

Hearing none, Chairman Doss called for a motion to approve the minutes from the June 10, 2021 meeting as presented.

***Motion by Commissioner Donhardt and seconded, to approve the minutes from the June 10, 2021, meeting as presented.***

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

**ROLL CALL:**

**Peeler – Yes, Donhardt – Yes, Stamps – Yes, Lawhon – Yes, Lawrimore - abstained, Doss - 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 were a few. Originally advertised item 6a The Meadows at Clara’s Ridge (common open space) this was heard at your last meeting and they asked to defer to this meeting to give them more time to gather information on the cluster mailbox design, but has asked to defer further to allow them more time on the research, so it will not be heard if you approve of the deferral. On item 6b, a couple of things were left off when we advertised it in the newspaper that is an appeal not only of front yard open space but they are asking for an appeal related to the depth of the parking lot and the extent of EFIS used on the building. These are the changes to the caption.

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

***Motion by Commissioner Stamps, 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, Lawhon - Yes, Stamps – Yes, Lawrimore – Yes, Doss - Yes**

**Motion Approved.**

**APPROVAL OF THE CONSENT AGENDA:**

There were no items on the Consent Agenda.

**FORMAL AGENDA:**

**6b. Case #215719 – Market Boulevard Centre – Appeal of Staff Decision Related to the Required Front Yard Open Space.**

Mr. Henninger reviewed the staff report, which is included in the record as an exhibit. He explained that the property is zoned Shopping Center Commercial. The west or rear elevation does not show a parapet wrapping the back and is not completely concealing the mechanical equipment. There is a condition and the applicant is in agreement with that agreement that they raise the parapet to screen and also wrap on the back side of the building.

Chairman Doss asked if there were any questions for the Staff and there were not any.

Applicant – John McCarty, 198 Progress Road, Collierville, TN. One of the items addressed was to shift the building to the east and had just a single drive with double row of parking add extra row of parking in the back. Mr. McCarty indicated that it might not be ideal because one of the main tenants is a medical office and that would cause people to have to walk around the building. The extra landscaping was added to the back. The parapet wall is solved around the back. There are rear doors and making sure they are ADA accessible.

- | <b>EXHIBITS</b>   |   |
|---|---|
| The staff report for the 7/8/21 meeting plus the following: |   |
| 1.  | Conditions of Approval (7/2/21)   |
| 2.  | Applicant’s Cover Letter (6/7/21)                                       |
| 3.  | Photos of Marketplace Professional Centre                               |
| 4.  | Design Guidelines: Landscape Buffers                                    |
| 5.  | Design Guidelines: Parking  |
| 6.  | Design Guidelines: Materials  |
| 7.  | Aerial View of Front Yard Buffers (5/13/21)                             |
| 8.  | Applicant’s Exhibits (Site Layout, Landscape Plans, Elevations (6/8/21) |
| 9.  | Site Plan & Elevation Renderings (5/13/21)                              |
| 10.   | Master Site Plan (1999)   |

Chairman Doss asked for a motion to #1.

***Motion by Commissioner Donhardt, and seconded, to overrule staff’s determination based on other properties on Civic Center Drive being 20 ft. buffered and the addition of the 40 ft. on the other side.***

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

**ROLL CALL:**

**Lawhon – Yes, Peeler – Yes, Donhardt – Yes, Stamps – Yes, Lawrimore - Yes, Doss - Yes**

**Motion Approved.**

Chairman Doss asked if there were any questions for the Applicant about the amount of parking and there were not any.

Chairman Doss asked for a motion for #2.

***Motion by Commissioner Lawhon, and seconded, to overrule staff's determination, due to the same exhibits and similar developments that are around and pulls that connection to that shared drive further away from Market which is critically important for traffic control, and permit another single row of parking as indicated in Exhibits 8 & 9, subject to the conditions in Exhibit 1.***

#### 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. The landscape bed adjacent to the parking lot shall be raised at least to the height of the adjacent curb to ensure that the proposed evergreen landscaping is established at a height that will aid in the screening of the parking lot along the front yard landscape buffers.
3. The parapet shall be raised to adequately conceal any rooftop mechanical equipment and other appurtenances or file a separate appeal to the DRC.
4. Correct the label on the Market Boulevard front yard landscape buffer to 40 feet.
5. Any further deviations to the buffer, front yard parking, or use of EIFS will require review by the Design Review Commission.

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

#### **ROLL CALL:**

**Lawhon – Yes, Peeler – Yes, Donhardt – Yes, Stamps – Yes, Lawrimore - Yes, Doss - Yes**

#### **Motion Approved.**

Chairman Doss asked if there were any questions for the Applicant about the use of EIFS.

Chairman Doss asked if the columns were EIFS?

Michael Walker, Walker Hart, 105 North Center Street, Suite 207. No the columns are not EIFS.

Chairman Doss asked for a motion for #3.

***Motion by Commissioner Peeler and seconded, to overrule staff's determination, based on it blends in with the building across the street, would exempt the columns and permit the use of EIFS as indicated in Exhibits 8 & 9, subject to the conditions in Exhibit 1.***

#### 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. The landscape bed adjacent to the parking lot shall be raised at least to the height of the adjacent curb to ensure that the proposed evergreen landscaping is established at a height that will aid in the screening of the parking lot along the front yard landscape buffers.
3. The parapet shall be raised to adequately conceal any rooftop mechanical equipment and other

appurtenances or file a separate appeal to the DRC.

4. Correct the label on the Market Boulevard front yard landscape buffer to 40 feet.
5. Any further deviations to the buffer, front yard parking, or use of EIFS will require review by the Design Review Commission.

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

**ROLL CALL:**

**Lawhon – Yes, Peeler – Yes, Donhardt – Yes, Stamps – Yes, Lawrimore - Yes, Doss - Yes**

**Motion Approved.**

Chairman Doss asked for a vote to approve the entire project as submitted, which is based on the three requested waivers.

*Motion by Commissioner Donhardt, and seconded, to approve the project as submitted, which is based on the three requested waivers.*

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

**ROLL CALL:**

**Lawhon – Yes, Peeler – Yes, Donhardt – Yes, Stamps – Yes, Lawrimore - Yes, Doss - Yes**

**Motion Approved.**

**Other Business:**

Mr. Groce reviewed potential items for future DRC meetings.

Hearing no further business, the meeting was adjourned at 5:35pm.

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Sheryl Jones, Administrative Specialist Sr.