

The regular meeting of the **Design Review Commission** was held on September 9, 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 King.

ROLL CALL:

Stamps - Present, Donhardt - Present, Hepner - Present, Peeler - Present, 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 August 12, 2021 meeting.

Hearing none, Chairman Doss called for a motion to approve the minutes from the August 12, 2021 meeting as presented.

Motion by Commissioner Lawrimore, and seconded, to approve the minutes from the August 12, 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 - Yes, Hepner - 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 no changes to the Consent Agenda, except item 5.a has asked to change one of the conditions of approval regarding their landscaping. They are in agreement with all of the other terms and conditions. Item 6.a from the Formal Agenda has asked to be deferred.

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

Motion by Commissioner Lawrimore, and seconded, to approve the agenda as published with two modifications. 1) Change one condition of approval on item 5.a and 2) approve the formal agenda with 6.a deferred.

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

ROLL CALL:

Donhardt - Yes, Peeler - Yes, Hepner - Yes, Lawhon - Yes, Stamps – Yes, Lawrimore – Yes, Doss - Yes
Motion Approved.

APPROVAL OF THE CONSENT AGENDA:

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

Motion by Commissioner Stamps, and seconded, to approve the Consent agenda as modified.

ROLL CALL:

Stamps – Yes, Donhardt - Yes, Peeler - Yes, Hepner - Yes, Lawhon - Yes, Lawrimore – Yes, Doss - Yes
Motion Approved.

5.a Case #216990 – U-Haul Phase 2 – Request approval of a Final Site Plan for phase 2 which consist of adding 15,800 square feet of mini-sotirage space in nine (9) buildings located east of the existing Phase 1 mini-storage buildins. Property is located along the east side of Byhalia Road, approximately 260 fett north of East Winchester Boulevard.

EXHIBITS:

The staff report and these documents:
1. Conditions of Approval (9/2/21)
2. Photograph of site from Winchester Boulevard (9/3/21)
3. Applicant’s Cover Letter (8/17/21)
4. Color Site Rendering (8/17/21)
5. Applicant’s Exhibits (Site Layout, Landscape)

FORMAL AGENDA:

This item is being deferred.

6a. Case #217239 – Lockwood PD, Phases 1 7 2 – Request approval of common open space, lenadscaping, and fencing for a 87-lot single family subdivision on 32.946 acres located south of Shelby Drive on the east side of Houston Levee Road.

EXHIBITS

The staff report and the following:
1. (A) Preliminary Site Plan PC Conditions of Approval (#215405) (8/27/21)
(B) Grading Permit PC Conditions of Approval (#216997) (8/27/21)
2. Preliminary Site Plan DRC Conditions of Approval (#215405) (8/27/21)
3. #215405 Site Plan Cover Letter (8/6/21)
4. #216997 Grading Cover Letter (8/10/21)
5. #216997 Tree Mitigation Letter (8/10/21)
6. Master Developer Approval Letter (6/1/21)
7. Traffic Study (3/4/20)
8. Traffic Email (3/12/20)
9. Convenience Store CUP Conditions of Approval (12/14/20)
10. Lighting & Safety Glass Cut Sheets (8/9/21)
11. Convenience Store Renderings (8/9/21)
12. PD Pattern Book Excerpt (2018)
13. PD Sign Policy Excerpt (2021)
14. Preliminary Site Plan (#215405) (8/9/21)
15. Grading Permit (#216997) (8/10/21)

6. b Case #215405 – Byhalia Commons PD, area 1 – Request approval of a Preliminary Site Plan for a 5000 square foot convenience store on 1.514 acres located at the northwest corner of Collierville Road and Byhalia Road.

Mr. Scott Henninger reviewed the staff report, which is included in the record as an exhibit.

Chairman Doss asked if there were any questions for staff.

Hearing none, Chairman Doss asked the applicant to come forward.

Ms. Brenda Solomito Basar, with Solomito Land Planning, 1779 Kirby Parkway Memphis, came forward.

A discussion ensued about the landscaping, the lighting, the exterior metal portions of the building as they pertain to lighting, and the complexity of the design of the building.

The discussion continued about trash receptacles, benches and bike racks, the type of glass, location of the dumpster on the corner and screening, landscaping and the sidewalk around the sign.

There were many items that needed further discussion so it was suggested they defer the item.

Chairman Doss asked for a motion to defer the item.

Motion by Commissioner Donhardt, and seconded, to defer the item.

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

ROLL CALL:

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

Motion approved.

Other Business:

Chairman Doss asked Mr. Jaime Groce if there were any other items.

A discussion ensued about cluster mailboxes (covering and landscaping requirements), convenience store regulations (design requirements and separating them from other stores), tree ordinance needs to go through the 3rd reading.

Mr. Groce said there are active projects in the Town. Namely Winston Gibson property changing a house into an office, Clara's Ridge PD, Rolling Meadows PD installed cluster mailboxes, Meadows at Clara's Ridge cluster mailboxes, and the Towne at Byhalia Commons CBU.

Hearing no further business, the meeting was adjourned at 6:00 pm.

Amy King, Administrative Specialist Sr.