

The regular meeting of the Design Review Commission was held on October 14, 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; Planner, Donquetta Singleton; Administrative Specialist Sr., Mrs. Amy King and Administrative Specialist Sr., Mrs. Gina Salvatore.

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 September 9, 2021 meeting.

Hearing none, Chairman Doss called for a motion to approve the minutes from the September 9, 2021 meeting as presented.

Motion by Commissioner Lawhon, and seconded, to approve the minutes from the September 9, 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 are two items on the Formal Agenda and two non voting items on Other Business. Item 6.a's applicants are in agreement to all of the conditions of approval so it is eligible to be moved to the Consent Agenda.

Chairman Doss asked for a motion to approve the agenda as amended, moving item 6.a to Consent.

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

Chairman Doss asked if there was any discussion.

Hearing no 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 CONSENT AGENDA:

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

Motion by Commissioner Peeler, and seconded, to approve the Consent Agenda as amended.

Chairman Doss asked if there was any discussion.

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

ROLL CALL:

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

CONSENT AGENDA:

6a. Case #49801 – Byhalia Commons PD, Area Phase 3 (The Towne at Byhalia Commons) – Revision to Common Open Space located on the north side of Collierville Road and west of Byhalia Road.

EXAMPLE MOTION: To approve the revisions to add CBUs to Common Open Spaces C and F in The Towne at Byhalia Commons, Phase 3A (Exhibit 5), 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. Provide an accessible route to the CBUs in COS F, even though COS F is not in Phase 3A.
3. Install the landscaping for the CBUs in COS F, even though COS F is not in Phase 3A.
4. Revise the plans to show the nearest location of light fixtures. Provide a lighting plan if there is to be additional lighting for the CBUs.
5. The Building and Codes Division shall approve the access to the CBUs.
6. Revise the greenspace percentages on the Final Plat based on the addition of the concrete pads

EXHIBITS
The Staff report and the following exhibits
1. DRC Conditions of Approval (10/8/21)
2. Cover Letter (9/9/21)
3. USPS Cluster Box Unit location approval with location map (7/9/21)
4. Ordinance 2021-14 (Second Reading 9/27/21)
5. Proposed CBU locations and design (9/9/21)
6. Approved Landscape Plan for COS C & F (7/22/19)
7. Final Plat Byhalia Commons PD Area 3,

FORMAL AGENDA:

6.b Case #217239 – Lockwood PD, Phases 1&2 – Request approval of common open space, landscaping, 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

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. Michelle Ye, 6465 N. Walhalla Rd Memphis, and Mr. Matt Prince, Grant Homes, 177 Crescent Dr, Collierville, came forward.

A discussion ensued regarding the site furnishings, sidewalks, masonry columns, and how there will not be multiple DRC reviews since all of the open spaces are being approved at this time.

Motion by Commissioner Donhardt, and seconded, to approve common open space, landscaping, 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 the with condition #3 removed, #5 amended to read “fence posts of an appropriate size to be expressed on the exterior face of the fence”, and approve the entire item at this time with any small changes coming back to Staff, and a condition (#9) added to specify the street trees.

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 temporary mail kiosk will be constructed in Common Open Space D with the first phase and removed upon completion of the permanent mail facility within the pool pavilion in Common Open Space C. There will be no reductions in the Letter of Credit for Phase 2 until temporary kiosk is removed.
- ~~3. Provide a minimum 7-foot wide sidewalk at the 90-degree handicap parking spaces in Common Open Space E.~~
4. Street trees, of at least 3 ½ in caliper, are required in the medians and in the 40-foot streetscape along the extension of Houston Levee Road. Contact the General Services Department Grounds and Parks Maintenance Division for planting details for the median trees. The trees in the median may be installed at the time that both sides of Houston Levee Road have been completed to avoid damage during construction.
5. The developer shall install a 6-foot fence with a cap rail and columns 50 feet on center and the 3-rail fence along Houston Levee Road indicated in Common Open Space Area A (DG III, E, 7).
6. Open space furnishings shall match those chosen in the Pattern Book (page 40).
7. Provide illumination that meets the Lighting Ordinance. ~~Include photometric plans of common open space areas requiring illumination.~~ Light fixtures shall be 4000K or less in order to meet the Lighting Ordinance requirement that the ratio of maximum to minimum lighting levels on a given site or parcel of land as measured in footcandles at ground level, shall not exceed twenty-to-one (20:1) in residential developments. Clearly delineate all selected options, shielding, and finishes on the cut sheet by circling the options. Light sources at or under the equivalent of a 60-watt incandescent bulb are considered exempt.
8. If changes occur to the layout in future phases of the Lockwood PD which significantly impact the layout of the of the common open space areas, review by the DRC will be required.
9. Work with staff to modify the street trees to avoid a monoculture.

EXHIBITS

The staff report and following exhibits

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4. Ordinance 2021-14 (Second Reading 9/27/21)
5. Proposed CBU locations and design (9/9/21)
6. Approved Landscape Plan for COS C & F (7/22/19)
7. Final Plat Byhalia Commons PD Area 3, Phase 3A (4/23/21)

Chairman Doss asked if there was any discussion.

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

ROLL CALL:

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

Other Business:

7.a. Case #215405 – Byhalia Commons PD, Area 1 – Review and discuss a Preliminary Site Plan for a 5,000-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. At the end of the review, Mr. Henninger turned it over to the applicant to describe the changes made to the prospectus.

Ms. Brenda Solomito, Solomito Land Planning, 1779 Kirby Parkway, Memphis and Mr. Guy Payne, 9173 Sycamore Creek Cove, Germantown, came forward.

The applicant described changes to the exterior and interior design from the original design plan that they have made to match the pattern book more closely.

A discussion ensued where the Commissioners explained they were very happy with the changes that have been made to give the building a more two-story look.

7. b. Case #218083 – 1088 W. Poplar Avenue Subdivision, Lot 3 (Whataburger) – Review and discuss a Preliminary Site Plan for a 3,751-square foot restaurant on 1.21 acres located on West Poplar Avenue.

Ms. Donquetta Singleton 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. Lindsay Hearon, with Kimley-Horn, 6750 Poplar Ave Ste. 600, Memphis, came forward.

A discussion ensued about the landscaping, the parapet wall that will screen the rooftop HVAC units, the detailing on the exterior of the building on the side that will face Poplar Avenue, and exterior building material.

The applicant will take the suggestions to their Staff and make adjustments.

A discussion ensued about the likely façade changes. It was suggested the applicant formally come to the DRC so their new proposals can be formally reviewed.

Ms. Singleton stated the Collierville Retirement on Cartwright Farms Lane would like to make façade changes from what the DRC approved.

A discussion ensued about their changes and if a formal plan revision is needed to be reviewed by the board.

Ms. Boatwright brought some issues before the Commissioners.

A discussion ensued about how the elevations at the Towne are not what was approved. One of the false windows that was in the design have been left out.

Chairman Doss asked the applicant to come forward to discuss the issue and answer questions from the Commissioners.

The applicant, Greyson Vaughan, came forward and said it is an error on the builders part. The builder is willing to put it on the buildings that are not sided, but feels he does not want to cut the siding on the one that is finished because it could cause leaks.

The Commissioners want the false shutters on all of the buildings, even the one that is finished.

A discussion ensued about Phases 3b. and 3c and how they are going to redo units. The applicant wants the buildings to have few “middle” units. Also, the applicant would like to have more freedom from reviews of the Commission as they sell the lots and design the exterior of the homes.

The Commissioners and Staff requested the applicant come back for a review when they are changing color pallets on home exteriors when different from the conceptual elevations approved by the commission for the planned development. The Commission is open to new conceptual elevations with notes explaining what minor changes can be approved by staff only.

Chairman Doss asked if there were any more items.

Mr. Groce said the Development Activity Map is being updated and he will share it with the Commissioners soon.

Mr. Groce also said the Chipotle restaurant has submitted plans to build next to Whataburger on Poplar. It will probably be on the December agenda.

With the Cluster Mailbox Ordinance being passed, some projects already approved will be forced to add them by the USPS. If they can produce a plan that complies with the new standards, staff will approve them administratively.

Hearing no further business, the meeting was adjourned at 7:14 pm.

Amy King, Administrative Specialist Sr.