

The regular meeting of the Design Review Commission was held on November 11, 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.

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**ROLL CALL:**

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

**Quorum present.**

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**APPROVAL OF MINUTES**

Vice-Chairman Lawhon asked if there were any corrections or additions to the minutes from the October 14, 2021 meeting.

Hearing none, Vice-Chairman Lawhon called for a motion to approve the minutes from the October 14, 2021 meeting as presented.

*Motion by Commissioner Hepner, and seconded, to approve the minutes from the October 14, 2021, meeting as presented.*

Hearing no further discussion, Vice-Chairman Lawhon asked for a roll call.

**ROLL CALL:**

**Peeler – Yes, Lawrimore - Yes, Hepner - Yes, Lawhon – Yes**

**Motion Approved.**

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**APPROVAL OF AGENDA:**

Vice-Chairman Lawhon asked if there were any changes or additions to the agenda.

Mr. Groce said the agenda is the same as advertised; however, staff suggests item 6.a. The Grove at Clara's Ridge be moved to the Consent Agenda with modifications to conditions 22 and 27.

Vice-Chairman Lawhon asked for a motion to approve the agenda as modified.

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

Vice-Chairman Lawhon asked for a roll call.

**ROLL CALL:**

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

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**APPROVAL OF CONSENT AGENDA:**

Vice-Chairman Lawhon asked for a motion to approve the Consent Agenda as amended.

*Motion by Commissioner Peeler, and seconded, to approve the Consent Agenda as with the modified conditions 22 and 27.*

Vice-Chairman Lawhon asked if there was any discussion.

Hearing no discussion, Vice-Chairman Lawhon asked for a roll call.

**ROLL CALL:**

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

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**CONSENT AGENDA:**

5.a Case #54604 – The Grove at Clara’s Ridge – Request approval of common open space, landscaping and fencing for a 53-lot residential subdivision on 32.49 acres located on the east side of Sycamore Road at Itawamba Road and directly adjacent to Collierville High School.

**MOTION:**

To approve the common open space improvements for The Grove at Clara’s Ridge 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. Evergreen trees shall be a minimum of 6 feet in height and a minimum of 2.5” caliper.
3. Provide a Common Open Space (COS) table on the Overall Landscape Plan sheet with square footage of each COS and the total square footage.
4. On sheets with the Preserved Tree Canopy key, the hatch color (green) shall match what is on the plans.
5. Provide a graphic scale on the Overall Landscape Plan and on the COS C Landscape Plan.
6. The graphic scales on the drawing, and the text scales in the title block do not match on the COS D & G Landscape Plan and COS E & F Landscape Plan.
7. The graphic scales are incorrect on the COS A & B Landscape Plan. The Detail 1 drawing scales to 1” = 30’ and the Detail 2 drawing scales to 1” = 10’.
8. The graphic and text scales are incorrect on the COS D & G Landscape Plan. The drawing scales to 1” = 30’.
9. On August 5, 2021, the Planning Commission approved a tree mitigation ratio of 1 mitigation tree for every 2 trees removed. Provide 51 mitigation trees in addition to the trees required by the Design Guidelines (e.g., street trees).
10. The three trees on the south side of Rolling Grove Boulevard cannot be counted as mitigation trees as they are required street trees per the Design Guidelines.

**EXHIBITS**

**The staff report and the following:**

1. DRC Conditions of Approval (11/5/21)
2. Applicant’s Cover Letter (10/19/21)
3. Tree Removal Letter (1/24/19)
4. USPS Cluster Box Unit Approval (11/2/21)
5. Landscape Plans (10/19/21)
6. Preliminary Subdivision Plat (7/13/21)
7. Tree Preservation Plan (7/13/21)

11. Confirm all plant call outs and plants in the plant schedules. Four Acer Rubrum “Redpointe” are listed in the plant schedule for COS A & B but only three are shown on the COS A & B Landscape Plan.
12. Clarify the use of two different labels (AR and AS) for the same deciduous tree (Acer Rubrum “Redpointe”) listed in the plant schedule for COS A & B on the COS A & B Landscape Plan.
13. Correct the sheet number to 38 on all detail call outs on the COS A & B Landscape Plan.
14. Include in the plant schedule the plant called out as HL on the Entry Landscape Enlargement on the COS A & B Landscape Plan.
15. Screen all sides of the backflow preventer in COS B on the COS A & B Landscape Plan.
16. Clarify/show any existing trees within the Preserved Tree Canopy area in the entry landscaping in COS B on the COS A & B Landscape Plan.
17. Include a Property Overview map for the COS D Planting plan detail on the COS D & G Landscape Plan.
18. There are 14 mitigation trees noted above the plant schedule on the COS D & G Landscape Plan but only 2 are shown on the plan. Clarify the number of mitigation trees on the plan.
19. Label the drainage easement with dimensions in COS G on the COS D & G Landscape Plan.
20. Show the sewer easement location in COS D on the COS D & G Landscape Plan.
21. Screen all sides of the backflow preventers in COS D & G on the COS D & G Landscape Plan.
22. Ordinance 2021-14 requires that CBUs shall be accessed by walkways or sidewalks meeting all local, state, and federal accessibility width and paving requirements. Any walkways or sidewalks shall connect the CBUs to the overall sidewalk system of the development. All CBU locations in the proposed subdivision shall be ADA accessible from the surrounding public sidewalks. In COS D & G on the COS D & G Landscape Plan, provide corresponding access from the surrounding public residential sidewalks for all cluster mailbox locations. Include accessible ramps on both sides of the street. Extend any walkways and/or concrete pads for the CBUs to provide appropriate ADA access.
23. The CBUs shall not be placed on top of a drainage or sewer easement.
24. CBUs shall be bronze, black, dark green, or anodized (silver) aluminum. Specify the color on the COS D & G Landscape Plan.
25. Clarify or extend the property boundary line around the entire perimeter of COS D on the COS D & G Landscape Plan.
26. Change the title of Sheet 35 to COS E & F Landscape Plan.
27. Confirm that the formally landscaped areas in COS E and F will be irrigated. Show the location of the backflow preventer and how it will be screened on the COS E & F Landscape Plan.
28. When Rolling Grove Boulevard is extended to the east, street trees of at least 2.5” caliper with appropriate spacing shall be installed in COS E and F. Note this on the COS E & F Landscape Plan.
29. Provide additional landscaping within the areas within COS E and F that will not be left naturalized on the COS E & F Landscape Plan. The Design Guidelines require that pervious areas shall be covered with a variety of trees, shrubs, ground cover and sod.
30. Clarify or remove the conflict between the temporary turnaround and the proposed evergreen trees in COS E and F on the COS E & F Landscape Plan.
31. Include the key for the tree canopy on the COS E & F Landscape Plan.
32. On the COS E & F Landscape Plan, 14 mitigation trees are noted above the plant schedule but only 12 are shown. Clarify the number of mitigation trees on the plan.
33. Consider designing the open space around the detention basin in the COS C Landscape Plan as usable with a pathway around the perimeter.
34. Show the location of the backflow preventer and how it will be screened in COS C on the COS C Landscape Plan.
35. Provide street trees with a minimum of 2.5” caliper along the street frontage on the COS C Landscape Plan.
36. Correct the sheet number to 38 on all detail call outs on the Entry Sign and Fence Details.
37. Clarify the detail number for the crossbuck fence in COS A on the Entry Sign and Fence Details. The detail is 4 rather than 1.

38. Show a brick column every 50 feet on the privacy fence called out as Detail 5 in COS A on the Entry Sign and Fence Details.
39. The limestone entry sign panel within the entry feature on the Entry Sign and Fence Details is not approved with the DRC review. Submit a sign permit for approval prior to erection of the sign.
40. Specify the wattage of the decorative lighting on Detail 6 on the Entry Sign and Fence Details. Decorative lighting of 60 watts or less, or the equivalent, does not require a photometric plan.
41. All wood fencing in all common open spaces shall be naturally rot resistant wood (redwood, cypress, or cedar). The Design Guidelines require opaque stain on unpainted wooden fences.
42. Any ground mounted sign lighting shall be properly screened with landscaping, fully shielded, and shall meet the Sign Regulations and Lighting Regulations. Submit any sign lighting with the sign permits for review by staff.

**FORMAL AGENDA:**

6.a Case #215405 – Byhalia Commons PD, Area 1 – Request approval of 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. Since the last meeting the architecture has been updated to better match the pattern book for the PD.

Vice-Chairman Lawhon asked if there were any questions for staff.

Hearing none, Vice-Chairman Lawhon asked the applicant to come forward.

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

Applicant is in agreement with all the conditions. They also have a revised letter of approval of the design from the master developer of the property. Applicant stated that a separate sign package would be filed at a later date.

Hearing no further discussion, Vice-Chairman Lawhon called for a motion.

***Motion by Commissioner Hepner, and seconded, to recommend approval of the Preliminary Site Plan for a 5,000 square-foot convenience store on Lot 1, Area 1 of the Byhalia Commons PD, 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 evergreen hedge along the north property line for screening the parking lot and fueling area.
3. To break up the windowless north façade, use upright evergreen shrubs along the north foundation.
4. With the Final Site Plan, call out the size in inches, material, and font of the building numbers.
5. With the Final Site Plan, provide a roof plan showing all rooftop appurtenances and the roof access hatch.
6. Indicate the roof deck, mechanical equipment, and kitchen vents on the elevations.
7. On the Site Furnishing Sheet, provide a detail of a decorative trash receptacle to be placed near the outdoor dining area and entrances and remove the duplicate site furnishing details from the Lighting Detail Sheets.

<b>EXHIBITS</b>	
The staff report and the following:	
1.	DRC Conditions of Approval (11/11/21)
2.	Site Plan Cover Letter (8/6/21)
3.	Master Developer Approval Letter (11/2/21)
4.	Convenience Store CUP Conditions of Approval (12/14/20)
5.	Safety Glass Film (10/28/21)
6.	Convenience Store Renderings (10/28/21)
7.	Preliminary Site Plan (10/28/21)
8.	PD Pattern Book Excerpt (2018)
9.	PD Sign Policy Excerpt (2021)

8. With the Final Site Plan, provide a sidewalk connecting the building to Byhalia Road.
9. Locate appurtenances such as utility structures, meters, transformers, generators, control panels, backflow preventers, HVAC equipment, to the maximum extent possible, behind buildings and indicate how they will be screened with fencing, walls, or evergreen landscaping (D.G. III., H.) to conceal visibility from streets and adjacent property. Vents, meters, conduit, cameras, spouting and other roof and wall appurtenances shall be painted to match the surrounding architectural façade or roof color. Screen any ground, wall, and roof mounted appurtenances such as mechanical equipment, utility structures, backflow preventers from view from public streets. Plant material used for screening should be tall enough at installation to screen appurtenances. Roof elements and parapets shall be integrated into the building design and finished on all sides with materials and colors matching the primary facade to prevent any visible roof membrane.
10. All lighting shall be full cut-off, recessed into the canopy, shielded to prevent light trespass, and all fixtures shall meet the requirements of the Lighting Ordinance (§151.190). Light fixtures shall be 4000K or less 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 fifteen-to-one (15:1) in the nonresidential and mixed-use 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.
11. With the Final Site Plan, provide Collierville's standard Lighting Chart, grid photometric plans, foot-candle average, minimums and maximums, and photometric uniformity ratios light corridors for exit discharge. The photometric plan must be extended out 10 feet past the property line as required by the Lighting Ordinance. The Photometrics must meet the requirements of the Lighting Ordinance. There are special provisions for canopy lighting that will apply to this site.
12. On the Final Site Layout, Landscape, and Lighting Plans, indicate the location of outparcel and project signs, include any accent lighting, and evergreen landscaping around the base of the sign. Follow the Comprehensive Sign Policy for the Byhalia Commons PD to ensure compatibility. A separate sign permit application must be completed and submitted for review, which must meet the Sign Ordinance requirements. There are specific regulations for gas pump digital display signs (§151.174 CC.), service station sign exemptions (§151.175 L.), and fuel pump canopy (§151.180 S.) signage.
13. Fence permit is required for any new fencing on the property.

Vice-Chairman Lawhon asked if there was any discussion.

Hearing no further discussion, Vice-Chairman Lawhon asked for a roll call.

**ROLL CALL:**

**Lawrimore – Yes, Hepner - Yes, Peeler - Yes, Lawhon – Yes**

**Motion Approved.**

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6.b Case #218083 – 1088 W. Poplar Avenue Subdivision, Lot 3 (Whataburger) – Request approval of 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. She reviewed different design options provided by the applicant since the packet was released to address staff and DRC feedback. Ms. Singleton noted that other restaurants, such as the nearby McDonald's, had to raise their parapet wall to hide rooftop HVAC units.

Vice-Chairman Lawhon asked if there were any questions for staff.

Mr. Groce clarified that Commissioners should be clear to specify which façade option they prefer.

Hearing none, Vice-Chairman Lawhon asked the applicant to come forward.

Ms. Lindsey Hearon, Kimley-Horn, 6750 Poplar Ave, Memphis, and Mr. Tim Bryant Kimley-Horn, 6750 Poplar Ave, Memphis, came forward.

A discussion ensued about the use of faux brick in lieu of metal screening, the elevation of the drive-thru facing Poplar, the spandrel glass that will be used, the connection between Chick-fil-A parking lot and traffic, and landscaping material.

<b>EXHIBITS</b>
The staff report and the following:
1.PC Conditions of Approval (10/29/21)
2.DRC Conditions of Approval (10/29/21)
3.Applicant's Cover Letter (10/12/21)
4.Applicant's Addressed Comments (10/12/21)
5.Traffic Impact Study Executive Summary (9/14/21)
6.Storm Water Drainage Summary (10/12/21)
7.Preliminary Site Plan Package (10/12/21)
8.Color Preliminary Site Plan & Landscape Plan (10/12/21)
9. Alternate Elections/Options

Hearing no further discussion, Vice-Chairman Lawhon called for a motion.

***Motion by Commissioner Peeler, and seconded, to approve of a Preliminary Site Plan for a 3,751-square foot restaurant on 1.21 acres located on West Poplar Avenue.***

**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 individual marked cut sheets for all lighting fixtures used in the development in the Final Site Plan submittal.
3. Show any proposed light fixtures on the building in the elevations and renderings.
4. Provide a twenty-four (24) inch masonry base for the menu board for the sign permit application.
5. Provide evergreen screening around the entire backflow preventor (irrigation connection component). Provide a note or detail on the Final Site Plan.
6. Pervious areas shall be covered with plantings, sod, or mulch. The use of rock (excluding loose granite composite in pedestrian areas) is not appropriate for landscaping. Provide a note on the Final Site Plan.
7. Provide evergreen landscaping around the entire perimeter of the menu board base for the sign permit.
8. Remove the metal screen wall used to screen the rooftop units and substitute it with the faux brick suggested at the Design Review Commission.

Vice-Chairman Lawhon asked if there was any discussion.

Option 2 elevation was selected with a Condition of Approval for faux brick for the HVAC screen parapet and it was confirmed the applicant for Whataburger would bring back a final site plan for approval showing any conditions being met.

Hearing no further discussion, Vice-Chairman Lawhon asked for a roll call.

**ROLL CALL:**

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

**Other Business:**

Vice-Chairman Lawhon asked if there was any other business.

Mr. Groce reminded the Board members to reapply for their Commission for 2022, and the Planning Department is about to release the meeting schedule for next year.

Hearing no further business, the meeting was adjourned at 5:53 pm.

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Gina Salvatore, Administrative Specialist Sr.