

The regular meeting of the Design Review Commission was held on December 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; Assistant Town Planner, Nancy Boatwright; 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 November 11, 2021 meeting.

Hearing none, Chairman Doss called for a motion to approve the minutes from the November 11, 2021 meeting as presented.

Motion by Commissioner Peeler, and seconded, to approve the minutes from the November 11, 2021, meeting as presented.

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

ROLL CALL:

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

Motion Approved.

APPROVAL OF AGENDA:

Chairman Doss asked if there were any changes or additions to the agenda.

Mr. Groce stated there are changes to Item 6a. Application has been withdrawn.

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

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

Chairman Doss asked for a roll call.

ROLL CALL:

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

Motion Approved.

FORMAL AGENDA:

Item Withdrawn by Applicant

6.a Case #219008 – Collierville Retirement Residence (Cartwright Place Business Center, Phase 3) – Appeal of a Staff Determination Related to the Exterior of the Senior Housing Facility located at 175 Cartwright Farm Lane

EXHIBITS

The staff report and the following:

1. Applicant’s Design Revision Submission (11/11/21)
2. Design Guidelines Section IV.A. for Massing and Scale
3. Design Guidelines Section IV.C.1. for Architectural Style
4. Design Guidelines Section IV.C.2. for Façade Composition
5. Proposed Exterior Renders & Building Elevations (11/11/21)
6. Approved Elevations (2/11/19)
7. Approved Site Layout (2/11/19)

6.b Case #217636 – Winston Gipson Property - Request approval of a Preliminary Site Plan for 473 U.S. Highway 72 located on the northwest corner of Harris Street and U.S. Highway 72.

Ms. Donquetta Singleton reviewed the Staff report, which is included in the record as an exhibit. She noted that they are asking for waivers for the Hwy 72 front yard buffer width.

Chairman Doss asked if there were any questions for staff.

Ms. Singleton stated there are empty lots on both sides of the property.

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

Mr. Mark Underwood, 784 Deans Creek Drive, came forward. He discussed how the parking lot and sidewalk locations were designed to provide easy access to both the building and Hwy 72.

Hearing no further discussion, Chairman Doss called for a motion.

EXHIBITS

The staff report and the following:

1. 1. PC Conditions of Approval (11/24/21)
2. DRC Conditions of Approval (11/24/21)
3. Applicant’s Cover Letter & DRC Waiver Request (7/30/21 & 10/18/21)
4. Traffic Impact Analysis (3/29/21)
5. Existing Conditions & Conceptual Color Site Layout
6. Preliminary Site Plan Package (10/15/21)

Motion by Commissioner Lawhon, and seconded, to approve a Preliminary Site Plan for 473 U.S. Highway 72 located on the northwest corner of Harris Street and U.S. Highway 72.

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 buffer along Highway 72 shall be twenty (20) feet.
3. The landscape buffer along the side property lines shall be ten (10) feet.
4. Show and label the minimum required front yard open space along Highway 72 and Harris Street on the landscape plan.
5. Remove “proposed” from the ten (10) foot side yard buffer label abutting residential on the landscape plan.

Chairman Doss asked if there was any discussion.

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

ROLL CALL:

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

6.c Case #218263 – 1088 W. Poplar Avenue Subdivision, Lot 2 (Chipotle & Sandwich Shop) – Request approval of a Preliminary Site Plan for a 3,725 square foot proposed building on 1.06 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.

Mr. John McCarty, 198 Progress Road, came forward.

Mr. McCarty stated that the site is being rented by two tenants, Chipotle and yet undetermined tenant. They would come back to DRC if plans would change based on the future tenant needs. Additional discussion ensued regarding the brick color options on the different elevations. Chairman Doss requests a condition of approval to see actual brick sample color, which appears to be white. Furthermore, the board would like to see more articulation on the east and north façades.

| EXHIBITS |
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| The staff report and the following: |
| 1. PC Conditions of Approval (11/24/21) |
| 2. DRC Conditions of Approval (11/24/21) |
| 3. Applicant’s Cover Letter (9/15/21) |
| 4. Storm Water Drainage Summary (9/15/21) |
| 5. Traffic Impact Study Executive Summary (9/14/21) |
| 6. Preliminary Site Plan Package (11/3/21) |
| 7. 1088 W. Poplar Avenue Subdivision Final Plat (9/27/21) |

Hearing no further discussion, Chairman Doss called for a motion.

Motion by Commissioner Donhardt, and seconded, to approve a Preliminary Site Plan for a 3,725 square foot proposed building on 1.06 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 more articulation to the rear (north) elevation and the east elevation.
3. Provide individual marked cut sheets for all lighting fixtures used in the development in the Final Site Plan submittal.
4. Provide a sample of the white brick.

Chairman Doss asked if there was any discussion.

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

ROLL CALL:

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

Other Business:

Chairman Doss asked if there was any other business.

Mr. Groce announced that the BMA will announce the 2022 Board appointments on Monday. Second, Whataburger is going to the BMA next week and it has agreed to raise the parapet.

Ms. Boatwright stated that Collierville Retirement Community has agreed to keep the coins and leave the e-returns on the cornices as well. They do want to remove the stone belly bands; however, instead of having a flat surface they will replace the belly band with a raised brick band.

Ms. Boatwright presented alternate plans for The Towne at Byhalia Commons. The Developer asked to remove garage windows on end units that faced alley. Additionally, they are reducing some units being built from 4 unit bldg. to 3 unit bldg.

Hearing no further business, the meeting was adjourned at 5:59 pm.

Gina Salvatore, Administrative Specialist Sr.