

The regular meeting of the Design Review Commission was held on February 10, 2022 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, Diana Dubois; Administrative Specialist Sr., Ms. Lynette Denzer.

Commissioner Doss asked Ms. Denzer to call roll.

ROLL CALL:

Stamps	Donhardt	Hepner	Peeler	Lawhon	Lawrimore	Doss
Absent	Yes	Yes	Yes	Yes	Yes	Yes

Quorum present.

ELECTION OF OFFICERS

Mr. Groce explained that the Mayor has already appointed Mr. Curtiss Doss to serve as the DRC Chairman for 2022, and the DRC will need to elect a Vice-Chairman and a Secretary. In the past several years, the DRC has designated the Planning Division’s Administrative Professional to serve as the Secretary and they have also voted for a back up. The DRC can choose to continue with this method or they can elect a Commissioner to serve as Secretary for 2022.

Vice-Chairman

Mr. Groce asked for nominations for Vice-Chairman for 2022.

Commissioner Hepner nominated Commissioner John Lawhon to serve as the Vice-Chairman. Commissioner Donhardt seconded the nomination.

Hearing no discussion, the nomination was approved by acclimation.

Secretary

Mr. Groce called for a nomination to set Planning’s Administration Secretary Gina Salvatore as Secretary and a motion for a back up for 2022.

Commissioner Lawhon made the motion that Commissioner Donhardt serve as back-up Secretary in the absence of the Administrative Specialist Sr.

Hearing no discussion, the nomination was approved by acclimation.

APPROVAL OF MINUTES

Chairman Doss asked if there were any corrections or additions to the minutes from the December 9, 2021 meeting.

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

Motion by Commissioner Peeler, and seconded, to approve the minutes from the December 9, 2021, meeting as presented.

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

ROLL CALL:

Lawhon	Peeler	Hepner	Lawrimore	Donhardt	Stamps	Doss
Yes	Yes	Yes	Yes	Yes	Absent	Yes

Motion Approved.

APPROVAL OF AGENDA:

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

Mr. Groce stated there are no changes to the published agenda.

Chairman Doss asked for a motion to approve the agenda.

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

Chairman Doss asked for a roll call.

ROLL CALL:

Donhardt	Hepner	Peeler	Lawhon	Lawrimore	Stamps	Doss
Yes	Yes	Yes	Yes	Yes	Absent	Yes

Motion Approved.

FORMAL AGENDA:

7.a Case #219161 – Car Wash USA Express Subdivision, Lot 3 (People First Urgent Care & Tenant Space) – Request approval of a Preliminary Site Plan for a 4,834 square foot proposed building on 0.80 acres located on the northeast corner of U.S. Highway 57 (W. Poplar Avenue) and Fletcher Road.

Ms. Nancy Boatwright reviewed the Staff report, which is included in the record as an exhibit.

Chairman Doss asked if there were questions for staff.

A discussion ensued about the position of the applicant’s placement of the building on the lot. Ms. Boatwright stated that the Collierville Downtown Small Area Plan recommends that buildings be placed to the front of lots and parking be placed in the rear. The applicant submitted a cover letter with their plans explaining the parking is placed in front of the building to maximize the lot. If the building were to be placed against the set back there would be less developable area due

EXHIBITS
The Staff Report and the Following:
1. PC Conditions of Approval (1/28/22)
2. DRC Conditions of Approval (1/28/22)
3. Applicant’s Cover Letter (1/11/22)
4. Traffic Impact Study Executive Summary (1/11/22)
5. Storm Water Drainage Summary (1/11/22)
6. Preliminary Site Plan Package (1/11/22)
7. Resubdivision of Lot 2 of the Car Wash Express USA Plat (1/11/22)
8. Car Wash USA Express Subdivision Plat (7/8/20)
9. Downtown Collierville Small Area Plan Excerpt

to large front area set backs and have fewer square feet to provide parking behind the building. The other tenant is unknown at this time.

Hearing no further questions for staff, Chairman Doss asked the applicant’s representative to come forward.

John McCarty, 198 Progress Rd, Collierville, came forward. He stated that the current design is the only layout to provide functional parking. Additionally, the Applicant agrees with all Conditions of Approval.

A discussion ensued regarding the position of the building, doors, development of the lot, the policies for the area in the Town’s 2040 Development Plan, and the design guidelines applicable to the site’s development. Mr. Groce said the 2040 Plan is not binding and provides general guidance, but the DRC must make decisions based on its Design Guidelines, which do look at context and building placement.

The Chair summarized that the DRC has concerns about the current layout of the building.

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

Motion by Commissioner Lawhon, and seconded, to defer at the applicant’s request.

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

ROLL CALL:

Lawhon	Lawrimore	Stamps	Donhardt	Hepner	Peeler	Doss
Yes	Yes	Absent	Yes	Yes	Yes	Yes

Motion approved.

7.b Case #219394 – Civic Center Office Park – Appeal of Staff Decisions Related to the Required Front Yard Open Space and the Required Landscape Buffer Between Adjacent Properties.

Mr. Scott Henninger reviewed the Staff report, which is included in the record as an exhibit. The two decisions needed were outlined.

Chairman Doss asked if there were any questions for staff.

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

John McCarty, 198 Progress Rd, Collierville, came forward.

Mr. McCarty stated the Home Depot Drive side has been in existence 20 years and is well vegetated. They intend to clean up the landscaping and request that the 10 feet on each side of the road count towards the 20 foot buffer. The applicant would like to keep the fence on the east side of the drive that is currently there as it is a critical element of the design.

EXHIBITS
The staff report and the following:
1. Conditions of Approval (2/4/22)
2. Applicant’s Cover Letter (1/14/22)
3. Photos of the property and existing buffers
4. Design Guidelines: Landscape Buffers
5. Aerial View of Front Yard Buffers
6. Applicant’s Exhibits (Site Layout, Landscape Plans, Elevations (12/15/21)
7. Site Plan & Elevation Renderings (12/15/21)
8. Master Site Plan (1999)

A discussion ensued regarding landscaping options for the east and west sides of the lot and absence of dumpsters for the site.

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

Motion by Commissioner Donhardt, and seconded, to overrule staff's determination that the minimum thirty (30) foot front yard landscape buffer must be met and instead permit a twenty (20) foot front yard landscape buffer along Civic Center Drive as indicated in Exhibits 6 & 7.

Chairman Doss asked if there was any discussion.

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

ROLL CALL:

Lawrimore	Stamps	Donhardt	Hepner	Peeler	Lawhon	Doss
Yes	Absent	Yes	Yes	Yes	Yes	Yes

Motion Approved.

Chairman Doss asked if there was any discussion regarding the required landscape buffer between adjacent properties.

A discussion ensued about fence location, material, and landscaping.

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

Motion by Commissioner Lawhon, and seconded, to overrule staff's determination that the minimum twenty (20) foot landscape buffer must be met and instead permit the existing landscape buffer west of the Home Depot access drive as indicated in Exhibits 6 & 7, 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 applicant shall install a fence as shown on the east side of the Home Depot access drive with landscaping between the fence and the drive, subject to staff approval. Between the Home Depot access drive and the adjacent property, at the west boundary of the property, the applicant shall clear overgrown privet, remove dead plant material, and supplement with evergreen shrubs and trees within the developer's portion of the property, subject to staff approval.
3. Opaque fencing or masonry walls shall meet the requirements of the Design Guidelines.
4. Any further deviations to the buffer will require review by the Design Review Commission.

Chairman Doss asked if there was any discussion.

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

ROLL CALL:

Hepner	Peeler	Lawrimore	Lawhon	Donhardt	Stamps	Doss
Yes	Yes	Yes	Yes	Yes	Absent	Yes

Motion Approved.

OTHER BUSINESS:

Chairman Doss asked if there was any other business.

Ms. Nancy Boatwright discussed 397 New Byhalia Road—Regents Bank. Applicant has presented 2 options to change the front entry pediment in order to have a larger sign. A discussion ensued as to which option was preferred by the Board and if the Board would like the applicant to formally present their application at a future meeting. After hearing the discussion, Ms. Boatwright said, staff would maintain its interpretation of the Guidelines and give applicant the option to formally appeal to the DRC.

Ms. Boatwright also stated that the Planning Department administratively approved plans at Collierville Retirement Residence changing the balconies from white wood to white aluminum.

Mr. Groce reminded the Board of training scheduled for Thursday, February 17, 2022. They can attend in person, via Zoom, or view the recording at a later time. Training isn't mandatory for the DRC Board.

An update to the Development Activity Map was completed. New activity will appear in red. Chipotle is currently on hold due to Whataburger application withdrawing. There is a prior requirement stating a connection must be made from those out-parcels to the Chick-fil-a development. Chipotle is trying to rework their application or request an exception from the BMA of the requirement.

The Villages at Shelby Station is a new townhouse development. We have asked the applicant to present a plan up front to show where every single façade will go.

Groves at Clare's Ridge is going to BMA next week.

Lennox Place is a dormant development that will be possibly bringing new changes.

McDonald's on Houston Levee wants to reskin the building and continue with the application from a couple of years ago that wasn't finalized.

Hearing no further business, the meeting was adjourned at 6:26 pm.

Gina Salvatore, Administrative Specialist Sr.