

The regular meeting of the Design Review Commission was held on June 9, 2022, at 5:00 pm in the Board Chambers of Town Hall, 500 Poplar View Parkway.

The following staff members were present: Development Director, Mr. Jay Cravens; Town Planner, Mr. Jaime Groce; Planner, Mr. Scott Henninger; Planner, Ms. Donquetta Singleton; Planner, Mr. Josh Hankins; Administrative Specialist Sr., Ms. Angela Gizzarelli; and Administrative Specialist Sr., Ms. Lynette Denzer.

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**ROLL CALL:**

Stamps	Donhardt	Hepner	Peeler	Lawrimore	Lawhon	Doss
Present	Present	Present	Present	Present	Present	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 May 12, 2022, meeting.

Hearing none, Vice-Chairman Lawhon called for a motion to approve the minutes from the May 12, 2022, meeting as presented.

*Motion by Commissioner Peeler, and seconded, to approve the minutes.*

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

**ROLL CALL:**

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

**Motion Approved.**

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**APPROVAL OF AGENDA:**

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

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

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

*Motion by Commissioner Stamps, and seconded, to approve the agenda.*

Vice-Chairman Lawhon asked for a roll call.

**ROLL CALL:**

<b>Hepner</b>	<b>Peeler</b>	<b>Stamps</b>	<b>Lawrimore</b>	<b>Donhardt</b>	<b>Lawhon</b>	<b>Doss</b>
<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Absent</b>

**Motion Approved**

**FORMAL AGENDA:**

**6.a. Case #220139 – Villages at Shelby Station, PD – Request approval of common open space, landscaping, conceptual architecture, the site layout, and fencing for a 60-lot attached dwelling (townhouse) subdivision, on 13.38 acres located on the west side of Houston Levee Road south of Shelby Drive.**

Mr. Scott Henninger reviewed the Staff report, which is included in the record as an exhibit. The Villages at Shelby Station Planned Development (PD) was approved by the Board of Mayor and Aldermen on June 14, 2004. The developer has not done any improvements to the property since its approval in 2004. On May 5, 2022, the Planning Commission (PC) conditionally approved the Preliminary Subdivision Plat.

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

Exhibit 4 needed clarification for the Commissioners so Mr. Jaime Groce responded by saying that the Town has received different legal advice that the project is not vested, and the Town can impose new development standards adopted since 2004 because vertical construction never occurred

<b>EXHIBITS</b>
The staff report and the following:
1. DRC Conditions of Approval (6/3/22)
2. Applicant’s Cover Letters (dated 3/15/22 & 4/25/22)
3. Villages at Shelby Station Timeline (4/29/22)
4. Applicant’s Legal Opinion (4/14/22)
5. Cluster Mailbox Cut Sheets (5/17/22)
6. May 5, 2022, Draft PC Meeting Minutes
7. Preliminary Subdivision Plat (4/27/22)
8. DRC Site Plan & Elevation Exhibits (4/25/22)
9. Tudor and Craftsman Style Secondary Elevations (5/24/22)
10. Lockwood PD Excerpt (9/2/21)

Hearing no further questions, Vice-Chairman Lawhon asked the applicant to come forward.

Mr. Josh Burnette, 198 Progress Road, came forward. He stated the pool area has been removed and grill space added since the work session.

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

Discussion ensued about the proposed fencing given the context of adjacent properties and their landscape plans. Concerns about the buffer from street to building were voiced, Vice Chairman Lawhon suggested additional landscaping to accompany the new open fence design and trees. Building elevations and locations were discussed. Identical buildings will not be across from each other and are at least three units apart as noted on plan.

Mr. Joel Parker (Landscape Architect), 5050 Poplar Ave. Suite 1503, came forward to speak about plant choices, specifically Nandina. Nandina is on the emerging invasive list but has a known growth and maintenance pattern. This plant may be changed out for different evergreen landscaping.

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

***Motion by Commissioner Lawhon, and seconded, to approve the common open space, landscaping, conceptual architecture, the site layout, and fencing for the Villages at Shelby Station PD, subject to the conditions in Exhibit 1 amending condition 2***

**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. In the 40-foot Streetscape Area, provide a ~~50 percent opaque~~ **3-rail** fence ~~with supplemental evergreen~~ **and additional** landscaping and openings at each building for the Fire Department **as required to be, submitted to Town staff for their approval prior to a Development Agreement**(D.G. Appendix IV).
3. Provide a greenbelt crossing across Houston Levee Road linking the Villages at Shelby Station Greenbelt to the Lockwood PD Greenbelt. Final greenbelt design shall be approved by the Parks/General Services Department (Contact Derek Honeycutt at 457-2252).
4. Use a substitute evergreen shrub for the “emerging threat” invasive Nandina species and to ensure that the HVAC units are adequately screened. <https://www.tnipc.org/revised-list-of-invasive-plants/>
5. Include the manufacturers cut sheets with the finish color of the proposed mail kiosks into site furnishing details.
6. Provide manufacturers details of the gate entry system with the finish color and screen any appurtenances.
7. Clarify that hardie-siding indicated on the plans is the selected secondary material (the material board indicates wood siding).
8. Substitute a cream color for the “Highly Reflective White” paint color.
9. All shrubs shall meet the minimum height requirements at planting.
10. Include the Town’s standard tree mitigation table to demonstrate that 22 trees per acre are met.
11. All ground and wall mounted appurtenances, hvac equipment, backflow preventers, controllers, and related meters in common open space areas shall be screened per the Design Guidelines.
12. All lighting should be full cutoff, shielded, or recessed into the canopy of structures to prevent light trespass and meet the requirements of the Lighting Ordinance. Light sources at or under the equivalent of a 60-watt incandescent bulb are considered exempt.
13. Show the location of all roof, wall mounted appurtenances, chimneys, and HVAC units on the elevations, site plan, and roof plan showing how they will be screened.
14. The signage and fencing permit applications shall be submitted before the Development Agreement is approved by the BMA. The fees for these permits will be included in the Development Agreement. The permits will not be issued until after the Development Agreement is approved.

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

**ROLL CALL:**

<b>Peeler</b>	<b>Lawrimore</b>	<b>Hepner</b>	<b>Donhardt</b>	<b>Stamps</b>	<b>Lawhon</b>	<b>Doss</b>
<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Abstain</b>	<b>Yes</b>	<b>Absent</b>

**Motion Approved.**

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**Other Business:**

**7.a Review and Discuss potential changes to the architectural elevations for Glenn Farms Final Site Plan Lots 2 and 3**

Ms. Donquetta Singleton reviewed the staff report. Paint color as well as updated renderings of both buildings have been provided. In addition, parking has been reconfigured and both buildings increased in square footage.

Mr. Scot Woodard, P.O. Box 1764, came forward. He stated the blue color has changed and the building is a single floor as opposed to two stories. The exterior materials are 100% tilt-up concrete panels, which were approved prior to current zoning regulations recently adopted.

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

New staff introductions: Angela Gizzarelli and Josh Hankins. Save the date for Nancy's retirement reception on July 22. Next Design Review Commission scheduled for July 9, 2022, will have at least one voting item.

Mr. Groce stated there was no further business.

The meeting was adjourned at 6:14 pm.

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Lynette Denzer, Administrative Specialist Sr.