

The regular meeting of the Design Review Commission was held on July 14, 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, Mr. Josh Hankins; and Administrative Specialist Sr., Ms. Lynette Denzer.

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**ROLL CALL:**

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

**Quorum present.**

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**APPROVAL OF MINUTES**

Chairman Doss asked if there were any corrections to the June 9, 2022 minutes.

Hearing none, Chairman Doss called for a motion to approve the minutes from the June 9, 2022, pending receipt.

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

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

**ROLL CALL:**

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

**Motion Approved.**

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**APPROVAL OF AGENDA:**

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

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

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

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

Chairman Doss 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>Absent</b>	<b>Absent</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

**Motion Approved**

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**FORMAL AGENDA:**

**6.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.**

Mr. Jaime Groce reviewed the Staff report, which is included in the record as an exhibit. This case was deferred by the DRC in February in order to consider changing the orientation of the building. The PC comments and Design Guidelines were reviewed. The DRC should consider if the façade facing Poplar Ave. should appear more as a front and if the proposed roof form is sufficiently articulated. The Applicant is in agreement with all conditions.

Chairman Doss asked if there were any questions for staff.

Discussion about the roof pitch and the Poplar Ave. façade articulation ensued. Further discussion about the retention pond location and rear facing façade also took place.

Hearing no further questions, Chairman Doss asked the applicant to come forward.

Neeraj Kumar, Design Group Architects, 1255 Lynnfield Road, Suite 232, Memphis, came forward. He stated the Poplar Ave. façade was designed to have center variation.

Chairman Doss asked if there were any questions for the applicant.

Discussion ensued about the landscaping at the detention basin, the roof plan, and the contemporary feel of the North entrance not feeling cohesive with the rest of the traditional look of the building. Other discussion about the entry portal and the gable on the south side of the building also ensued. It was also discussed the façade facing Poplar should appear more as a front and more vertical articulation should be considered at the Poplar facing view.

Discussion about next steps ensued.

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

***Motion by Commissioner Donhardt, and seconded, to recommend the BMA approve the request for a Preliminary Site Plan for People First Urgent Care & Tenant Space (Car Wash USA Express Subdivision, Lot 3) subject to the conditions in Exhibit 2, adding condition 13.***

**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 a minimum of 30% to 40% foundation landscaping on the west side of the building facing Fletcher Road.
3. Replace the Gulf Stream Nandina with a species that is not considered an “emerging threat” by the Tennessee Invasive Plant Council or provide information confirming that it is a sterile plant.

EXHIBITS
The staff report and the following:
1. PC Conditions of Approval (6/24/22)
2. DRC Conditions of Approval (6/24/22)
3. Applicant’s Cover Letter (5/27/22)
4. Traffic Impact Study Executive Summary (1/11/22)
5. Storm Water Drainage Summary (1/11/22)
6. Neighbor comment (3/3/22)
7. Downtown Collierville Small Area Plan Excerpt
8. Color Renderings (5/23/22)
9. Preliminary Site Plan with Plat (5/23/22)

4. Provide an accurate Trees in the Post Development Condition table that reflects all proposed trees on the plant schedule.
5. The trash enclosure, transformer, utility meters and other appurtenances shall be screened appropriately per the Design Guidelines.
6. Provide the number of lumens for Fixture W3 to confirm that it qualifies as a decorative light fixture and is exempt from the Lighting Regulations or change the fixture to a fully shielded fixture.
7. Include the throw distance of the light source for all pole lights.
8. Provide a bike rack and include the manufacturer's cut sheet in the plans.
9. Provide legible cut sheets for the light fixtures and mark all the specifications on them.
10. No trees may be planted above storm drain infrastructure or sanitary sewer infrastructure.
11. The "Material Percentage" shall have a separate percentage for each elevation of the building.
12. No signage will be approved with the site plan. Submit sign permits for review for any proposed signage before it is installed.
13. The project shall return to the DRC during the Final Site Plan stage for review and approval of the final version of the architecture and revised landscaping plan. This shall occur before the BMA consider the Development Agreement. The applicant shall work with staff to develop supplemental exhibits for the BMA's consideration with the Preliminary Site Plan so that the BMA can see how the applicant plans to address the DRC's conditions later in the process. The Final Site Plan/Development Agreement shall address the following conditions.
  - a) The main pedestrian entry portal at the northwest corner of the building shall be redesigned to be less contemporary and more compatible with the residential character of the building.
  - b) More articulation shall be added to the gable on the Poplar Avenue elevation.
  - c) The revised landscaping plan shall reflect any adjustments needed to changes in the detention pond and foundation plantings.

Chairman Doss asked if there was any further discussion.

Hearing no further discussion, Chairman Doss 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>Absent</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Absent</b>	<b>Yes</b>	<b>Yes</b>

**Motion Approved.**

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**Other Business:**

Mr. Groce gave an update on status of future projects.

Nancy Boatwright's retirement celebration will be July 29 at the Morton Museum.

The meeting was adjourned at 6:18 pm.

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Lynette Denzer, Administrative Specialist Sr.