

The regular meeting of the Design Review Commission was held on October 13, 2022, at 5:00 pm in the Board Chambers of Town Hall, 500 Poplar View Parkway.

The following staff members were present; Planner, Ms. Donquetta Singleton; Planner, Mr. Josh Hankins; and Administrative Specialist Sr., Angela Gizzarelli.

---

**ROLL CALL:**

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

**Quorum present.**

---

**APPROVAL OF MINUTES**

Commissioner Lawhon asked if there were any corrections to the September 8, 2022, minutes.

Hearing none, Commissioner Lawhon called for a motion to approve the minutes from the September 8, 2022.

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

Hearing no discussion, Commissioner Lawhon asked for a roll call.

**ROLL CALL:**

<b>Stamps</b>	<b>Donhardt</b>	<b>Hepner</b>	<b>Peeler</b>	<b>Lawrimore</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.**

---

**APPROVAL OF AGENDA:**

Commissioner Lawhon asked if there were any changes or additions to the agenda.

Ms. Donquetta Singleton stated there are no changes to the published agenda.

Commissioner Lawhon asked for a motion to approve the agenda as published.

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

Commissioner 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**

---

Commissioner Lawhon asked if there was a consent agenda.

Ms. Donquetta Singleton stated no consent agenda this evening.

---

**FORMAL AGENDA:**

**6.a. Case #221604 – Bailey Station PD, Phase 13 – (The Max Dental Center) – Request approval of a Preliminary Site Plan for a 5,000-square foot proposed building on .91 acres located on the northwest corner of Winchester Boulevard and Peyton Parkway.**

Mr. Josh Hankins reviewed the Staff report, which is included in the record as an exhibit. Josh stated that the Planning Commission meeting on September 1, 2022, recommended approval. The Max Dental will occupy the entirety of the building with 40 parking spaces. The development will be 100% masonry, using brick and stone. The trash and HVAC units will be screened by a stone veneer wall. The landscaping plan has met and exceeded guidelines. The applicant received a parking variance by the Board of Zoning Appeals 2021. The approved variance was to reduce the number of required parking spaces from 1 per every 100 square feet to 1 per 125 square feet, resulting in a change from a total of 50 parking spaces to 40 parking spaces. The applicant is

asking for a waiver to allow more than 50% of parking in the front in lieu of the Design Guidelines which state that 50% or more of parking shall be at the sides or rear of a building. The alternative to the waiver would result in the building moving towards the east, allowing parking to be west of the building which would then be backing up to the Chadwick residential neighborhood. Which would also mean the applicant would not be able to meet the already reduced total parking space requirements. The applicant would then have a total of approximately 32 total parking spaces, to account for the required landscape buffers and other site constraints. Currently there are other businesses in this area with parking in the front, Collierville Funeral Home (currently under construction), The Learning Experience and Granite Company Builders. These are all smaller parking lots therefore the percentage of parking spaces in the front is less noticeable if they were larger developments.

Chairman Lawhon asked if there were any questions for staff.

Discussion ensued about waste removal and how a waste removal truck would get to the dumpster. It was stated there is no dumpster that there on only waste cans.

Discussion ensued about the parking lot and the fire department wanting egress, ingress. It was stated that the fire department did want a mountable curb, they preferred a median cut-through. However, a decision was reached that a mountable curb was preferable. At the Planning Commission meeting held October 6, 2022, it was approved to not adjoin the existing parking lot to the north of this development and there will be a mountable curb for emergency vehicles. Concern was made of citizens using the mountable curb in the median to then access the parking lot as a left-hand turn.

Question was raised if there was ever a consideration made to reduce the size of the building to then meet the parking requirement. Nothing is noted in the application of that consideration, the applicant can address in further detail.

Hearing no further questions, Commissioner Lawhon asked the applicant to come forward.

Michael Walker, 105 N. Center St., 207 Collierville, TN 38017 and David Bray 2950 Stage Plaza North Bartlett, TN stated that increasing the Foster Holly plant size could happen. Mr. Walker stated that there was a

**EXHIBITS**

The staff report and the following:

1. PC Conditions (09/30/22)
2. DRC Conditions (09/30/22)
3. Cover Letter (8/28/22)
4. Traffic Generation Letter (5/17/22)
5. Drainage Narrative (5/17/22)
6. Chadwick Waiver Justification (1/28/16)
7. BZA Parking Variance with Conditions of Approval (10/21/21)
8. Bailey Station Outline Plan (03/16)
9. Preliminary Site Plan (8/29/22)
10. Citizen Comments (9/29/22)

consideration to look at a smaller building size; however, based on the owner's business operations, a smaller building was not going to work.

Commissioner Lawhon asked if there were any questions for the applicant.

Discussion ensued to the landscaping of the Foster Hollies being noted as two different sizes, and if that was a typo. The Foster Holly is not adequate screening, the slow growth and the spreading of the species of plant will not grow to the needed screening and is inadequate. The backside is not attractive and needs more attention to details. Discussion ensued about the eight Foster Hollies 6' on center, are they there as a wall of trees or wanting shrubs. They are meant to be a wall of screening for the mechanical area of the northwest of the building. Suggestion was made to use less pine trees, as the Virginia pine is short lived.

Discussion ensued about the Little Gem Magnolias and if they were for screening or to be decorative. It was stated that during the review process it was asked for more foundational planting and the Gem Magnolias were added for diversity. The Design Review Process discussions were focused on screening the parking lot. Suggestion was made to use something more hearty to meet the size requirement. It was stated to the applicant to work out with staff on the landscaping and to put as part of the conditions of approval so the applicant will not need to come before the Design Review Commission for this requirement.

Discussion ensued about parking, that given with the site and not wanting to have parking near the residential area, the waiver to have the parking in the front is more appropriate. It was stated that this is a lot of parking for the type of business.

Discussion ensued about bike racks being available at the facility site. Mr. Hankins pointed out the bike rack on the Preliminary Site Plan.

Discussion ensued about sidewalks. The Planning Commission did approve the waiver for improvements on Winchester, statement was made that it would be great to have a sidewalk, but the existing ditch would make it difficult.

Commissioner Lawhon asked if there was any further discussion.

Hearing no further discussion, Commissioner Lawhon called for a motion.

***Motion by Commissioner Donhardt and seconded, to recommend***

***Example MOTION To recommend the BMA approve a Preliminary Site Plan for a 5,000 square-foot, one-story, dental office building at the northwest corner of Winchester Boulevard and Peyton Parkway, 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 Alderman, Resolution 2006-54.
2. The DRC recommends approval of a waiver to allow more than 50% of parking to be located in the front of the building.
3. ~~Adding more buffer to the west side and parking lot for screening, working with staff for approval on screening and landscaping.~~ **Add more landscaping along the west property line landscape buffer and along the parking lot. Work with staff to finalize landscaping.**

Hearing no further discussion, Commissioner Lawhon asked for a roll call.

**ROLL CALL:**

DRC 10-13-22

<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>Yes</b>	<b>Yes</b>	<b>Absent</b>

**Motion Approved.**

**6.b. Case #222025 – Schilling Farms PD, Phase 73 (TownePlace Suites at Marriott) – Request approval of a Preliminary Site Plan for a 68,335-square foot hotel on 3.09 acres located within the northwest zone of Schilling Farms Planned Development south of Poplar Avenue and west of Schilling Boulevard West.**

Ms. Donquetta Singleton reviewed the Staff report, which is included in the record as an exhibit. Ms. Singleton stated the applicant will be developing a hotel on the site which will include an extension of Principle Avenue. Currently the design does not meet the 75% masonry guidelines. The total elevation materials do not equal 100% and the applicant is working on updating the percentages. Drainage stormwater system includes a dry detention basin along the west side of the property with landscaping. The pipes are designed to restrict the outflow and will not have negative impacts on the site. Landscaping includes open space, adequate screening of the backflow preventor, the dumpster enclosure and ground signs screened with evergreen landscaping. The parking islands have trees and shrubs, a Greenbelt Trail will be constructed to Town standards. The development will include amenities such as, a pool, grill, and fire pit. Schilling Farms does have a private architectural review board that has approved the preliminary elevations.

<b>EXHIBITS</b>
<p>The staff report and the following:</p> <ol style="list-style-type: none"> <li>1. PC Conditions of Approval (9/30/22)</li> <li>2. DRC Conditions of Approval (9/30/22)</li> <li>3. Applicant’s Cover Letter (8/24/22)</li> <li>4. Trip Generation Letter (7/26/22)</li> <li>5. Drainage Narrative (7/26/22)</li> <li>6. Schilling Farms Architectural Control Committee (9/1/22)</li> <li>7. Preliminary Site Plan (8/24/22)</li> <li>8. Color Site Layout &amp; Landscape Plan (8/24/22)</li> </ol>

Schilling Farms does have a private architectural review board that has approved the preliminary elevations.

Chairman Lawhon asked if there were any questions for staff.

Discussion ensued about proposed masonry currently do not meeting guidelines. It was stated that is correct. The conditions of approval item 2 and 3, which are best answered by the applicant.

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

Robert Meridith, 803 Mt Moriah Rd., Memphis, TN 38125 stated that the masonry has been increased on the ends of the building, calculations have been addressed and corrected and the issues should be taken care of.

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

Discussion ensued that the applicant is in agreement with all the listed conditions of approval.

Discussion ensued about the color of the building being off-white. The color is approved by the Schilling Farms PD. There was concern about there not being enough delineation and changes of color, and that there is a large expanse of a white color. The architect stated that was due to the Schilling Farms developers and that is where the color changes were made by the applicant.

Chairman Lawhon asked if there was any further discussion.

Discussion ensued about the excitement of the project and Collierville needing another nice hotel.

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

***Motion by Commissioner Peeler and seconded, to recommend***

***Example MOTION To recommend that the BMA approve the request for the Preliminary Site Plan for Schilling Farms PD, Phase 73 – (TownePlace Suites by Marriott) subject to the conditions Exhibit 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. Each elevation (north, south, east, and west) shall be at least 75% masonry, wood siding, fiber cement board, artificial stone and 25% other material. Doors, windows, canopies, and awnings should not be included in this calculation.
3. The brick veneer percentage (72%) and EIFS percentage (24%) does not equal 100% for the north elevation. Update the percentages.
4. The brick veneer percentage (55%), fiber cement board percentage (13%), and EIFS percentage (30%) does not equal 100% for the west elevation. Update the percentages.
5. The brick veneer percentage (73%) and EIFS percentage (24%) does not equal 100% for the south elevation. Update the percentages.
6. The brick veneer percentage (55%), fiber cement board percentage (13%), and EIFS percentage (30%) does not equal 100% for the east elevation. Update the percentages.
7. Provide cutsheets for any outdoor patio furniture and other hardscape amenities (grill/fire pit) on site.
8. Provide the height of the Hameln Dwarf Fountain Grass. All upright shrubs shall be a minimum of 24 inches and all spreading shrubs shall be a minimum of 18 inches at planting.
9. All trees shall be planted on the southside of the Greenbelt trail and far enough away so the roots will not damage the asphalt trail (General Services).
10. At the time of the Final Site Plan, provide a Photometric Site Layout with lighting fixture cutsheets.
11. At the time of the Final Site Plan, provide an Irrigation Plan or add notes committing to irrigating the site per the Town’s Design Guidelines.
12. At the time of the Final Site Plan, provide a roof plan.

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

**ROLL CALL:**

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

**Motion Approved.**

---

***6.c Case #221209 – Byhalia Commons P.D. Area 3, Phases 3B & 3C (The Towne at Byhalia Commons) – Request approval of architectural elevations for 119 attached dwelling (townhouse) lots on 21.417 acres located on the north side of Collierville Road, west of Byhalia Road.***

Mr. Josh Hankins reviewed the Staff Report, which is included in the record as an exhibit. Mr. Hankins stated there was a request from the applicant to have staff review process and approve townhouses as they come in through the permit application process. Staff would review plans based on the Design Review Commission approved plans for this phase of development, the existing Byhalia Commons PD Outline Plan, and the Town's Design Guidelines. Substantial changes will be brought to the Design Review Commission with a full Staff Report for review and approval. This will allow the applicant to make these minor changes due to market demands and material supply chain issues. Mr. Hankins stated the landscape plans are mimicked from the plans of phase 3A.

## EXHIBITS

The staff report and the following:

1. DRC Conditions of Approval (10/7/22)
2. Cover letter (9/13/22)
3. Building Component Sheet (9/13/22)
4. Color and Material Samples (9/13/22)
5. PC Conditions of Approval (4/29/22)
6. Preliminary Unit Layout (9/13/22)
7. Conceptual Elevations (9/13/22)
8. Conceptual Landscape Plan (9/13/22)
9. Existing Townhouse Photos (9/13/22)
10. Byhalia Commons Outline Excerpt (7/12/2019)

Chairman Lawhon asked if there were any questions for staff.

Discussion ensued about approval, staff being able to streamline more of this process for this development. Without releasing any major decisions that would be outside of the approved design concepts.

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

Steven Williams, 3035 Centre Oak Way, Germantown, TN 38138 stated that the presentation from staff was well presented. We are wanting to bring a good product to the town and have been working with staff to get the product right.

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

Discussion ensued about market conditions, what is percentage of what is built is sold. Mr. Williams stated that if there is building in process of development, it is with in that month of being built that it has been sold. Mr. Williams stated there is still a lot of delay for supplies, the ability to have staff approve materials that may have a slight variance of what is proposed so as to not delay projects. They want the town and commission to be aware of what is happening and why.

Chairman Lawhon asked if there was any further discussion.

Discussion ensued about the need for this compromise due to supply chain issues, and there appears to be an understanding among the staff, applicant, and Design Review Commission a way for staff to administratively approve minor changes.

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

***Motion by Commissioner Hepner and seconded, to recommend***

***EXAMPLE MOTION To approve unit layout, elevations, landscape plan, and color and material information (see Exhibits 3, 4, 6, 7 & 8) for 119 attached dwellings (townhouses), 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. Remove “non-binding” from all applicable sheets.
3. Add a note to the Preliminary Unit Layout and Elevations that reads “this plan was approved by the DRC and is to be used by the developer and Town Staff to determine which elevations will be constructed for Phase 3B and 3C. The developer can propose amendments to this plan with each building permit application and Staff can administratively approve the revisions provided that the request is materially consistent with the design standards set forth in the Byhalia Commons Outline Plan, the color and material palette approved by the DRC, and the level of articulation and ornamentation for the conceptual elevations as approved by the DRC.
4. Label the elevations “Preliminary” or “Conceptual.”

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

**ROLL CALL:**

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

**Motion Approved.**

**Other Business:**

Ms. Donquetta Singletong, reminded commissioners to reply to the email that there was sent out earlier this week for feedback of the Springs at Ashby Apartments on their elevation changes so that the client can be aware of your thoughts and/or concerns.

The meeting was adjourned at 5:44 pm.

Angela Gizzarelli, Administrative Specialist Sr.