

The regular meeting of the Design Review Commission was held on December 8, 2022, at 5:02 pm in the Board Chambers of Town Hall, 500 Poplar View Parkway.

The following staff members were present; Town Attorney, Nathan Bricks; Town Planner, Mr. Jaime Groce; Planner, Mr. Josh Hankins; and Administrative Specialist Sr., Angela Gizzarelli.

ROLL CALL:

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

Quorum present.

APPROVAL OF MINUTES

Chairman Doss asked if there were any corrections to the November 10, 2022, minutes.

Hearing none, Chairman Doss called for a motion to approve the minutes from the November 10, 2022, meeting.

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

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

ROLL CALL:

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

Motion Approved.

APPROVAL OF AGENDA:

Chairman Doss asked if there were any changes and updates to the agenda.

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

Chairman Doss asked for a motion to approve the agenda.

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

Chairman Doss asked for a roll call.

ROLL CALL:

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

Motion Approved

Hepner joined commission

FORMAL AGENDA:

6.a. Case #223306 – The Villages at Strathmore, Lot 60 – Request approval of a Preliminary Site Plan for a multi-tenant medical office on 4.598 acres located northwest of the intersection of Poplar Avenue and Bailey Station Road.

Mr. Josh Hankins reviewed the Staff report, which is included in the record as an exhibit. The DRC is being asked to decide two main concerns. Given that the site is next to a residential area to the north, is the site designed to minimize off-site impacts? Does the rooftop screening for the HVAC equipment “read” like it is part of the roof and parapet?

Discussion ensued about how the Strathmore residential Phase on the north side shows fencing and a landscape buffer in their proposed plans. This will allow for further screening between this office use and the residential neighborhood.

Chairman Doss asked if there were any questions for staff.

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

Jeremy Given 2680 Dibrell Trail, Collierville, TN came forward as representative. Stated that Campbell Clinic will occupy about 20,000 sq feet of the building and they are excited to bring the practice’s location to Collierville.

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

Brandan Right 505 Aubrey Lane, Burns, TN stated the HVAC screen is metal panels and it would match the charcoal grey roofing coloring and the panels are independent on a steel structure, they are not mounted to the unit.

Discussion ensued concerning mechanical coverings on roof top, and final elevation of the building

Discussion ensued about the road improvements, including the right-turn only tapering on Bailey Station Road and extending the lane at Poplar Ave., with the Town’s vision in the future of completing the lane through Houston Levee Road.

Chairman Doss asked if there were any questions for applicant

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

Motion by Commissioner Donhardt, and seconded, to recommend approval the request for a Preliminary Site Plan for a multi-tenant medical office located northwest of the intersection of Poplar Avenue and Bailey Station Road, subject to the conditions of approval in Exhibit 2.

EXAMPLE CONDITIONS OF APPROVAL

1. This development is subject to all applicable standard conditions of approval as adopted by the Board of Mayor

EXHIBITS

The staff report and the following:

1. PC Conditions of Approval (11/23/22)
2. DRC Conditions of Approval (12/1/22)
3. Applicant’s Cover Letter (9/15/22)
4. Drainage Narrative Executive Summary (10/25/22)
5. Trip Generation Report (8/31/22)
6. Property Survey (3/21/22)
7. Preliminary Site Plan Package (10/25/22)
8. Material Sample Board (10/26/22)

- and Aldermen, Resolution 2006-54.
2. With the Final Site Plan application, provide fence/column details, bike rack location and cut sheet, trash enclosure details, light fixture cut sheets, etc.
 3. The materials for the trash enclosure shall match the materials on the building.
 4. The trash enclosure must be two (2) feet higher than the container.
 5. A monument sign is shown on both road frontages. A 32-square foot ground sign is required to be outside the ROW or 10 feet from the back of the curb, whichever is further, according to the Sign Regulations. Multi-tenant sign must be 20 feet from the ROW.
 6. With the Final Site Plan, provide a roof plan showing all rooftop appurtenances and roof access hatch.
 7. With the Final Site Plan, show the location of and provide manufacturer cut sheets of any trash receptacles. Call out finish color, special options, etc.
 8. The applicant must enter into a Development Agreement with the BMA for the construction of the public and private improvements. Fence and sign permit applications should be submitted when development fees are paid and a letter of credit is provided.
 9. With the Final Site Plan, show the location of the transformer, if applicable, and how it will be screened.
 10. With the Final Site Plan, provide information on the “12” perimeter band” called out within the synthetic turf area.
 11. Per the Design Guidelines (III.B.2.e), provide clear pedestrian paths and crossing from parking spaces to main entrance and to the street.
 12. With the Final Site Plan, show the location of the backflow preventer on the Preliminary Utility Plan.
 13. With the Final Site Plan, show the location of the backflow preventer and how it will be screened on the Preliminary Planting Plan and Planting Details.
 14. If the monument signs are to be lit with ground mounted lighting, show the location and how the lighting will be screened within the landscaping with the Final Site Plan.
 15. With the Final Site Plan, show the location of the light poles indicated on the lighting plan and adjust the location of the plant material if there are conflicts.
 16. With the Final Site Plan, include any sign lighting.
 17. With the Final Site Plan, include any canopy lighting. There are special provisions for canopy lighting that will apply.
 18. With the Final Site Plan, provide photometrics for the entire site, including all landscaped areas.
 19. With the Final Site Plan, provide Collierville’s standard lighting chart of pedestrian areas and parking lot lighting levels including foot-candle average, minimum horizontal illuminance of no less than 0.2 FC, and the maximum/minimum uniformity ratio of no greater than 20:1, and light corridors for exit discharge. All lighting shall meet the Town’s Lighting Ordinance 151.190.
 20. With the Final Site Plan, show the location of and include light fixture cut sheets for all pole lights, ground mounted, or wall mounted light fixtures.
 21. With the Final Site Plan, show the location of light fixtures mounted on the building, including emergency lighting required by the Building Division.
 22. All light fixtures shall be full cut-off, recessed into the canopy, and shielded to prevent light trespass into vehicular and pedestrian areas with the exception of decorative lighting. Note on the Final Lighting and Photometric plans that all lights shall be full cut off.
 23. With the Final Site Plan, provide a chart that shows the percentages of masonry and other building façade materials for each elevation. Unless the PD/Pattern Book calls for other material, each elevation shall be at least 75% masonry and 25% other material. Doors, windows, canopies, and awnings should not be included in this calculation.
 24. Clear anodized aluminum storefront systems are appropriate on a case-by-case bases with a review by the DRC.
 25. All bollards shall match the color of the adjacent building/structure.

- 26. All meters and vents on the building shall be screened with landscaping. If unable to screen, then they must be painted to match the building.
- 27. The elevations shall meet all Design Guideline requirements.
- 28. Extend the 6' cedar fence on the north property line to be approximately 138 feet from the east property line. A fence shall be installed behind all homes to the north.
- 29. With the Final Site Plan provided information that shows how the HVAC units will be screened. Provide a sight line diagram to ensure the rooftop equipment will not be visible from the street. Also, provide information that shows that the screen wall will match the material on the building.

Chairman Doss asked if there was any further discussion.

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

ROLL CALL:

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

Motion Approved.

Other Business:

Mr. Groce gave an update about the Mayor and Board of Aldermen announcing 2023 Commission appointments on December 12, 2022. The 2023 DRC meeting calendar is now on the Town's website and print outs have been provided this evening. There is a complex mixed-use development that we are proposing to have a work session after the formal agenda at the next meeting in January. Staff may invite Commissioners from other boards to this meeting.

Discussion ensued about the status of small cell ordinance amendments. That they are still being worked through by staff. No cell service provide has given the Town any layout of their projected small cell locations.

The meeting was adjourned at 5:27 pm.

Angela Gizzarelli, Administrative Specialist Sr.