

The regular meeting of the Historic District Commission was held on Thursday, April 27, 2023, at 4:00 p.m. in the James H. Lewellen Board Chambers at Town Hall.

The following Staff members were present: Interim Development Director, Mr. Adam Hamric; Town Planner, Mr. Jaime Groce; Planner, Mr. Josh Hankins; Administrative Specialist Sr., Ms. Lynette Denzer.

Pledge of Allegiance

Commissioner Cox led the Pledge of Allegiance.

Roll Call:

Chairman Lee asked Ms. Denzer to call the roll to confirm a quorum.

Cox	Hall	Brooks	Walker	Lee	Kelsey	Rozanski
Present	Absent	Present	Present	Present	Present	Absent

Quorum present.

Approval of Minutes

Chairman Lee asked if there were any corrections to the minutes from the March 23, 2023, meeting.

Hearing none, Chairman Lee called for a motion to approve the minutes.

Motion by Commissioner Kelsey, and seconded, to approve the minutes from the March 23, 2023, meeting.

Roll call:

Kelsey	Brooks	Hall	Walker	Rozanski	Cox	Lee
Yes	Yes	Absent	Yes	Absent	Abstain	Yes

Motion Approved.

Approval of the Agenda

Chairman Lee asked if there were any changes to the agenda.

Mr. Groce stated there were no changes to the agenda.

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

Roll call:

Hall	Kelsey	Brooks	Walker	Rozanski	Cox	Lee
Absent	Yes	Yes	Yes	Absent	Yes	Yes

Motion Approved.

FORMAL AGENDA

6. a. Case #230008 – Grove Square – Request approval of a Certificate of Appropriateness for a 7.07-acre, 34-lot subdivision for attached and detached dwellings located on the south side of South Rowlett Street west of Mills Street.

Mr. Josh Hankins reviewed the Staff Report, which is an exhibit for the record. Copies of Exhibits 11 and 12 have been provided and added for the record. The applicant is requesting approval of a Certificate of Appropriateness (CofA) for a 7.07-acre, 34-lot subdivision for attached and detached dwellings located on the south side of South Rowlett Street west of Mills Street.

This property is zoned TN: Traditional Neighborhood. The applicant also has a concurrent Conditional Use Permit (CUP) application to allow for attached housing which will be reviewed at the May 4th PC meeting. The Sketch Plat will also be seen as a non-voting item at the May 4th PC meeting.

The property is located within the Local Historic District Overlay. In 2021, the HDC approved the demolition of 199 and 181 S. Rowlett, and granted a CofA for an 18-lot Single Family Detached subdivision. The current Sketch Plat proposes 34 Attached Residential (fee simple townhouses) Lots. This is the first attached housing in the Historic District since it was created in the 1980s.

The lot types, common open spaces, and sight lines of the proposed development were presented. The appropriateness of attached dwellings in Special Area 8 in the Downtown Collierville Plan, and the HDC guidelines on setbacks and location of garages were outlined.

The application is not in agreement with conditions 6, 7, and 8 of the Conditions of Approval (Exhibit 1).

Chairman Lee asked if there were any questions for Staff.

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

Mr. Allen Green, 362 College Street, expressed his appreciation to staff and the HDC for having work sessions so feedback could be incorporated.

Mr. Carson Looney, 253 Natchez St., came forward to discuss the development and shared the detail provided at this meeting is beyond the scope of a normal sketch plat. The homes are intended to blend with the historic nature of the area. The proposed setback, buffer, and parking were discussed.

EXHIBITS

The staff report and the following:

1. Conditions of Approval (4/21/23)
2. Cover Letter for Sketch Plat (3/28/23)
3. Sketch Plat (3/28/23)
4. Supplemental Exhibits (3/28/23)
5. Downtown Small Area Plan Excerpt (2010)
6. BMA Report for Downtown Drainage Improvements (2/13/23)
7. HDC Work Session Minutes June 2021
8. HDC Minutes July 2021
9. Previous Version of Subdivision showing staff commentary on applicability of 2040 Plan's "Adequate Transition Policy" (2021)
10. Public Comments (4/21/23)
11. Site Section – Sightlines from Mills (4/27/23)
12. Conditions of Approval Response Letter (4/27/23)

Discussion ensued about the length and percent of the lot consumed by the front-loaded driveways for the townhouses interior to the site, possible ways to mitigate the concrete look, and landscaping requirements.

The Commissioners reviewed and revised each Condition the applicant is not in agreement with, and discussion took place about different possible solutions such as materials and special design consideration to minimize visual impact on front loaded drives. Landscaping and buffering in the rear of lots 24 to 33 was also discussed.

Discussion ensued about Condition #6. The commission, after discussion, decided to modify the condition to state one tree must be planted in each western-most lot, to be maintained by the HOA. The applicant stated they intend to install a perimeter fence.

Discussion then turned to Condition #7. The commission struck the condition due to similar front setbacks to the east of this development.

Regarding Condition #8, the commission modified the condition to require the applicant to screen the garages in various ways with their Preliminary Site Plan application.

Mr. Jim Ganaway, 213 S. Rowlett, spoke about likely limitations from the requested easement vs maintenance by the HOA, such as not being able to fully use the back yard for pools.

Hearing no further questions or discussion, Chairman Lee called for a motion.

Motion made by Commissioner Cox, and seconded, to approve a Certificate of Appropriateness for the Sketch Plat for a 34-lot subdivision on 7.07 acres located on the south side of South Rowlett Street west of Mills Street, subject to the conditions in Exhibit 1 as modified.

Conditions of Approval from Exhibit 1:

1. This development is subject to all standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
2. This Certificate of Appropriateness does not address the architectural elevations, plot plans for the individual lots, fencing, landscaping, accessory structures, hardscape, lighting, or signage.
3. Encroachments into required building setbacks are limited those allowed by the Zoning Ordinance in §151.005(E).
4. Revise the bulk requirement chart to state minimum requirements. Show different standards for the three unique building/lot types (street-loaded single family detached dwellings, alley-loaded townhouses, and street-loaded townhouses).
5. Provide a letter from the U.S Post Office approving the proposed CBU. The design will be reviewed by the Historic District Commission with the COS plans.
6. ~~With the Preliminary Plat and Landscaping Plan, provide a landscape easement of at least 10 feet in width along the rear of Lot #s 1, 34, and 24 through 32 to allow for evergreen plantings and/or existing tree preservation. The purpose of the vegetation is to provide buffering between the existing detached dwellings to the north and west and the proposed attached dwellings. The easement shall be maintained by the HOA established for this subdivision.~~ **With the Preliminary Plat, add a 8-foot fence along the western perimeter of the development and plant at least one (1) shade tree at the rear of each lot on the western portion of the development (Lots 24-33). Trees to be maintained by the HOA.**
7. ~~Revise the front setbacks for Lots #s 6 and 7 to be no less than 33 feet to better meet the intent of the Guidelines and match the previous Certificate of Appropriateness approved by for this property by the HDC in July 2021.~~

- 8. ~~Garages shall be located to the side or rear of the dwellings per the Guidelines (H.B.1.k.). Revise the layout accordingly.~~ **With the Preliminary Plat, mitigate the visual impact of front-facing garages.**
- 9. Any changes or deviations from the approved plans will require HDC approval prior to construction.

Discussion ensued about the appropriateness and visual impact of the interior front-loaded garages and requiring a hardwood tree, to be maintained by the HOA, to be required in Lots 24-33.

Hearing no further discussion, Chairman Lee asked Ms. Denzer to call roll.

Roll call:

Hall	Cox	Brooks	Walker	Rozanski	Kelsey	Lee
Absent	Yes	Yes	Yes	Absent	Yes	Yes

Motion Approved.

Other Business

Mr. Groce gave an update on administratively approved projects. 122 N. Main Street is planning to add fabric awnings.

The next meeting is May 25, 2023. There are currently no items on the agenda, but the time could be used for a to review a draft Demolition by Neglect ordinance.

May is National Preservation month. Staff is working to do a press release and possibly send information to homeowners about seeking approval before making exterior changes.

June 16 the Tennessee Historic Commission Meeting will be held in Collierville.

Mr. Groce provided an update to the HDC 2023 goals: Demolition by Neglect Ordinance, and the expansion of the Local Historic District Overlay.

With no further business, Chairman Lee adjourned the meeting at 5:12 p.m.

Secretary, Chad Kelsey