

A regular scheduled meeting of the **Design Review Commission** was held on Thursday, June 8, 2023, at 5:00 p.m., in the James H. Lewellen Board Chambers of Town Hall.

Staff members present were: Assistant Town Administrator, Mr. Adam Hamric; Assistant Town Planner, Ms. Donquetta Singleton; Planner, Ms. Nabanita Nira; and Administrative Specialist, Sr., Ms. Angela Gizzarelli

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**Roll Call to establish a Quorum**

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

**Quorum Present.**

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**Approval of Minutes**

Chairman Doss asked if there were any changes or corrections to the minutes from the May 11, 2023, meeting.

Hearing none, Chairman Doss called for a motion.

***Motion by Commissioner Lawrimore, and seconded, to approve the minutes from the May 11, 2023, meeting.***

Hearing no discussion, Chairman Doss asked to call the roll.

**Roll call:**

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

**Motion Approved.**

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**Approval of Agenda**

Chairman Doss asked if there were any additions or deletions to the Agenda.

Ms. Singleton stated there are no additions or changes to the published Agenda.

Chairman Doss called for a motion to approve the Agenda.

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

Chairman Doss asked to call the roll.

**Roll call:**

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

**Motion Approved.**

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**FORMAL AGENDA**

**6. a. Case #231275 – Wingo Subdivision, Lot 2 (The Springs at Ashby) – Request approval of a Preliminary Site Plan for a 196-unit multifamily development located on 23.47 acres on the east side of Maynard Way and north of the Collierville Funeral Home.**

Ms. Donquetta Singleton reviewed the Staff report, staff report and exhibits are included in the record. Ms. Singleton stated the Preliminary Site Plan was approved by the Planning Commission and Design Review Commission in September 2022; however, the Board of Mayor and Alderman denied the Preliminary Site Plan request in November 2022. The applicant has resubmitted their Preliminary Site Plan to address the Board of Mayor and Alderman’s concerns with the requested waivers for garages, fencing and elevation materials. The applicant has removed all previously requested waivers for garages, fencing and elevations materials. The garages, fencing and elevation materials meet the Town’s Design Guidelines with the new Preliminary Site Plan. Other changes made to the Preliminary Site Plan such as, a reduction to the retention pond and changes to the trail around the detention basin. Ms. Singleton stated, the garage doors and width meet the Design Guidelines; however, the garage depth is not confirmed at this time and therefore there is a Condition of Approval.

- | EXHIBITS   |
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| The staff report and the following:                                  |
| 1. PC Conditions of Approval (5/26/23)                               |
| 2. DRC Conditions of Approval (5/26/23)                              |
| 3. Applicant’s Cover Letter (4/26/23)                                |
| 4. Existing & Future Stand-Alone Apartment Development Map (8/26/22) |
| 5. Traffic Impact Study: Executive Summary (6/1/22)                  |
| 6. Engineering Department Traffic Memo (5/23/23)                     |
| 7. Storm Water Drainage Summary (4/26/23)                            |
| 8. Board of Mayor and Alderman Meeting Minutes (11/14/22)            |
| 9. Preliminary Site Plan Package (11/14/23)                          |
| 10. Parking Plan & Vehicle Tracking (4/26/23)                        |

Chairman Doss asked if there were any questions for Staff.

Discussion ensued that the applicant is not asking for any new waivers with this Preliminary Site Plan.

Hearing no further questions for staff, Chairman Doss called for the applicant.

Mr. John McCarty 198 Progress Road, Collierville, Mr. McCarty stated that our traffic engineers have been working with the Town’s engineers in regard to the Maynard Way and Poplar Street intersection, and further along Maynard Way for potential future developments towards the north of this project.

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

Discussion ensued about the Maynard Way changes, that both the applicant traffic engineers, and Town engineers would prefer to restripe the portion of Maynard Way of this project versus widening the road. Clarification was made that there will be a bike lane on both the east side and west side of Maynard Way. Clarification was made that this project was addressing the sidewalk concerns to connect part of the Green Belt, to get pedestrians from Queen Oaks Road to Poplar Street.

Discussion ensued about the elevation of the project and that the project will be ‘flattened’ out and to the average person the site will look flat.

Discussion ensued about the listed color names being submitted. There is concern about what the colors tones are like. There will be an added Conditions of Approval that the applicant is required to submit samples of all exterior materials.

Discussion ensued about the garages facing common open space of the retention pond and walking trail. There will need to be articulation to that building. There will be an added Condition of Approval for the garages along the pond shall have articulation or provide landscape screening that will be approved by staff.

Mr. Max Saichek W134 N8675 Executive Parkway Menomonee Falls, WI 530351, stated the garages along the pond are designed to not draw attention to them or make them look ‘prominent’, it is preferred to keep natural vegetation around the pond and the garages along that pond.

Hearing no more discussion, Chairman Doss called for public comment.

Ms. Debbie Reillery, 832 S Tree Dr, Collierville, TN, elected to not speak.

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

***Motion made by Commissioner Donhardt and seconded, case#231275 to approve to recommend that the BMA approve the request for a Preliminary Site Plan for Wingo Subdivision, Lot 2 (The Springs at Ashby) subject to the conditions in 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. Provide the fence detail for the six (6) foot front yard buffer fence along Maynard Way on a separate sheet at the time of the Final Site Plan submittal.
3. The inside of garages shall be at least 10 feet wide by 20 feet deep per vehicle.
4. Provide details/cut sheets for the security gate, benches, firepit, bike racks, and other amenities on a separate hardscape plan at the time the Final Site Plan is submitted.
5. Ensure that dumpster enclosures are at least two (2) feet taller than dumpsters.
6. The Photometric Plan shall be reviewed at the time of the Final Site Plan. Provide a clearer cutsheet page for the light fixtures.
7. Ground signs that are externally illuminated with ground mounted lighting shall have the fixtures fully screened with evergreen landscaping, in addition to mechanical light source shielding. If the ground sign shall be externally illuminated, provide the light fixture on the cutsheet.
8. All exterior material samples shall be provided to staff prior to approval of the Final Site Plane.
9. The garage façades facing the retention pond on Sheets 56 and 57 shall be further articulated with building materials or screened with appropriate landscape for staff approval.

Chairman Doss called for a discussion.

Hearing none, Chairman Doss called for roll.

**Roll call:**

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

**Motion Approved.**

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**Other Business:**

Chairman Doss asked if there was any Other Business.

Ms. Singleton stated there was no further business.

Hearing no further business, Chairman Doss adjourned the meeting at 5:27 pm.

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Angela Gizzarelli, Administrative Specialist, Sr.

APPROVED