

A regular scheduled meeting of the **Design Review Commission** was held on Thursday, July 13, 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; Fire Marshal, Mr. Todd Johnson; Town Planner, Mr. Jaime Groce; Planner, Ms. Nabanita Nira; and Administrative Specialist, Sr., Ms. Angela Gizzarelli

Roll Call to establish a Quorum

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

Quorum Present.

Approval of Minutes

Chairman Doss asked if there were any changes or corrections to the minutes from the June 8, 2023, meeting.

Hearing none, Chairman Doss called for a motion.

Motion by Commissioner Hepner, and seconded, to approve the minutes from the June 8, 2023, meeting.

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

Roll call:

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

Motion Approved.

Approval of Agenda

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

Mr. Groce stated there is a change to the agenda, an added item to allow for the new state mandate for Citizen Comments has been added. A new state law was passed to allow the public to have an opportunity to speak to concerns not on the published agenda.

Chairman Doss called for a motion to approve the Agenda as amended.

Motion by Commissioner Lawrimore, and seconded, to approve the Agenda as amended.

Chairman Doss asked to call the roll.

Roll call:

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

Motion Approved.

Citizen Comments

Chairman Doss asked if there were any Citizen Comments.

Hearing no comments, Chairman Doss asked to hear the Formal Agenda.

Formal Agenda

7. a. Case #231331 – Collierville Crossing Condos (Rockhouse Live) – Consideration of a request for a waiver of the Design Guidelines related to the exterior elevation of the existing building located at 336 New Byhalia Road.

Ms. Nabanita Nira reviewed the Staff report. The staff report and exhibits are included in the record. Ms. Nira stated the applicant disagrees with the staff decision for the shade sails being labeled as an awning. Ms. Nira quoted the Zoning Ordinance, which states, “A secondary covering attached to the exterior wall of a building. It is typically composed of canvas, cotton or polyester yar, or vinyl laminated to polyester fabric that is stretched tightly over a light structure of aluminum, iron, or steel. Location of an awning on a building may be above a window, a door, or above the area along a sidewalk.” Ms. Nira stated the applicant has recently removed the bright red shade sail by order of the Collierville Fire Department, as the shade sail material was not a Fire-resistant fabric.

EXHIBITS

The staff report and the following:

1. Applicant Cover Letter (6/19/23)
2. Applicant’s Photo (5/2/23)
3. Material (5/10/23)
4. Staff’s Photo (4/4/23)
5. Applicant’s initial request (5/2/2023)
6. Staff Letter (5/17/23)
7. Design Guidelines Excerpt

Chairman Doss asked if there were any questions for Staff.

Discussion ensued about shade sails’ material and fire safety compliance. Fire Marshall Todd Johnson stated the applicant will need to find a company where the shade sail is pretreated and provide the documentation that the product is in compliance.

Discussion ensued about a business in the Historic District that has a shade sail. Mr. Groce stated that businesses in the Historic District must adhere to the Historic District Guidelines. That this business is in compliance with Historic District Guidelines and the shade sail is in compliance with the fire code.

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

Mr. Zach Bair 336 New Byhalia Road, Collierville TN, Mr. Bair stated after Fire Marshal Todd Johnson’s visit the shade sail was removed and wasn’t aware of the need for a fire-retardant fabric. They are currently looking for a shade sail that will meet fire safety code. Mr. Bair stated that he owns several restaurants with the color scheme of red and blue, that he wasn’t aware of the Design Guidelines and is currently looking for a shade sail that will meet Design Guideline colors. Mr. Bair stated that the shade sail is removable with fasteners, and it is not a stretched fabric with any framing or supports.

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

Discussion ensued that the Design Guidelines do not address or define shade sails. The DRC suggested that staff work an update to the Design Guidelines to better address shade sails.

Discussion ensued if the shade sail is performing like a shade sail or an awning or a canopy.

Clarification was made that the waiver is for use of a shade sail. The applicant is going to ensure the material and color of the shade sail meet Town requirements.

Discussion ensued regarding Conditions of Approval to help the BMA with this request.

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

Motion made by Commissioner Hepner and seconded, case#231331 to grant approval to BMA for a waiver from the Design Guidelines related to exterior elevation of the existing building located at 336 New Byhalia Road to allow the shade sail structure subject to the following Conditions of Approval.

1. The color needs to follow Design Guidelines.
2. The height needs to be in compliance with fire code.
3. The material of shade sail needs to comply with fire code.
4. The size of shade sail and extension from the wall (19'-9") is appropriate for the application.

Chairman Doss called for a discussion.

Hearing none, Chairman Doss called for roll.

Roll call:

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

Motion Approved.

Other Business:

Chairman Doss asked if there was any Other Business.

Mr. Groce stated the next DRC meeting is set for August 10th currently has no items. There is an upcoming training opportunity on July 14th at the Morton Museum for Historic District preservation, all commissioners are invited to join. The Development Activity Map will be updated later this month. Upcoming for future DRC meetings is the Mt. Pleasant Condominiums, Market Core at Byhalia Commons, The Home 2 Suites Hotel at The Parke, Advanced Auto, and Jett Ford Funeral Home. City Center has recently applied for a façade change and is currently working staff.

Hearing no further business, Chairman Doss adjourned the meeting at 5:46 pm.

Angela Gizzarelli, Administrative Specialist, Sr.