

A regular scheduled meeting of the **Design Review Commission** was held on Thursday, September 14, 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; Town Planner, Mr. Jaime Groce; Planner, Mr. Josh Hankins; Planner, Mrs. 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	Present	Absent

Quorum Present.

Approval of Minutes

Vice Chairman Lawhon asked if there were any changes or corrections to the minutes from the July 13, 2023, meeting.

Hearing none, Vice Chairman Lawhon called for a motion.

Motion by Commissioner Lawrimore, and seconded, to approve the minutes from the July 13, 2023, meeting.

Hearing no discussion, Vice Chairman Lawhon asked to call the roll.

Roll call:

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

Motion Approved.

Approval of Agenda

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

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

Vice Chairman Lawhon called for a motion to approve the Agenda.

Motion by Commissioner Hepner, and seconded, to approve the Agenda.

Vice Chairman Lawhon asked to call the roll.

Roll call:

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

Motion Approved.

Citizen Comments

Vice Chairman Lawhon asked if there were any Citizen Comments.

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

Approval of Consent Agenda

Vice Chairman Lawhon asked if there were any additions or deletions to the Consent Agenda.

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

Vice Chairman Lawhon called for a motion to approve the Agenda.

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

Vice Chairman Lawhon asked to call the roll.

Roll call:

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

Motion Approved

Formal Agenda

7. a. Case #221887 – The Parke PD, Phase 1 – Request approval of Common Open Space and Landscaping related to a Preliminary Subdivision Plat for 151.09 acres located north of Highway 385 and west of Houston Levee Road.

Mr. Josh Hankins reviewed the Staff report. The Staff Report and exhibits are included in the record. Mr. Hankins stated the DRC is to review and discuss two common open space areas in the form of landscape medians. There is an 18’ wide median on the future road of Parke Blvd to consist entirely of trees, either Oak or Maple. The roundabout shows a mixture of ground cover, bushes, and three crape myrtle trees. Mr. Hankins stated the Parke PD will continue to develop the approved common open space within each phase of development and the DRC will review each phase as the Preliminary Site Plans are submitted.

Vice Chairman Lawhon asked if there was a presentation from the applicant.

Mr. Groce stated that the applicant has no presentation and is here to answer any questions.

<p style="text-align: center;">EXHIBITS</p> <p>The staff report and the following:</p> <ol style="list-style-type: none">1. Example Conditions of Approval (9/8/23)2. Applicant’s Cover Letter (5/31/22)3. Preliminary Subdivision Plat (6/7/23)4. The Parke PD Pattern Book Landscaping Excerpts (12/7/22)5. Excerpts from Subdivision Construction Drawings (6/7/23)6. Tree Protection Plan (7/23/23)

Discussion ensued about the location of the parking spaces for the mixed-use development.

Discussion ensued about the approved PD's setbacks. Mr. Groce stated the development will have a lot of hardscape and walk-ability; this development will be similar to the Historic District where it will feel like there is a lot of green space.

Clarification was made for the storm water drainage plans for the PD.

Discussion ensued about plant selections that would be better fit for the medians for future growth that also meet the Town's guidelines.

Hearing no more discussion, Vice Chairman Lawhon called for a motion.

Motion made by Commissioner Lawrimore and seconded, to approve the Common Open Space and Landscaping for The Parke PD, Phase 1, subject to the conditions in Exhibit 1.

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 any street trees depicted on the plans that will not be installed with this first phase of development.
3. Delete from Sheets 17 and 18 the Trees in the Post-Development Condition Summary Table that lists the total number of required trees for the property. Instead, add this note to the plans to document what will be submitted with future phases: "A landscape plan, with the required data charts, will be provided with each subsequent site plan and subdivision infrastructure construction, to demonstrate compliance with β 151.268 (E), which requires a minimum of 12 to 22 trees per net site acre will be required in the post development condition, depending on the developing use. Any trees contained within residential lots, open space set-asides, parking areas, buffers, front yard open spaces, or street trees, may be counted toward the overall required plantings, provided that they are at least two inches in caliper and depicted on a landscaping plan. Existing viable trees meeting the minimum size requirements for new plantings, and that are protected by appropriate tree protection fencing, may be credited towards the required number of trees, with specimen trees being counted as the equivalent of three new trees."
4. Root barriers shall be installed in medians and tree strips along the curb where trees are to be planted to prevent curb damage.
5. Note this on the plans:
 - a. "Tree canopy is to be maintained such that tree limbs do not overhang the travel lane below 13.5 feet. The Property Owners Association will be responsible for maintaining all tree/landscaping so that emergency access is not impeded."

Vice Chairman Lawhon called for a discussion.

Hearing none, Vice Chairman Lawhon called for roll.

Roll call:

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

Motion Approved.

Other Business:

Vice Chairman Lawhon asked if there was any Other Business.

Mr. Groce stated there are several topics that need to be updated in the Zoning Ordinance and Design Guidelines, and his presentation tonight will be for feedback and discussion. Mr. Groce referred to a memo sent to the DRC about these topics and said staff will work on these changes this fall and winter as time allows.

Mr. Groce stated businesses have changed their business models and there are more businesses offering curbside pick-up. Mr. Groce stated there is a need to address size, color and color of the post or stands.

Discussion ensued about informing businesses and developers once the Zoning Ordinance and Design Guidelines have been updated.

Mr. Groce stated the BMA has changed landscaping requirements and there will need to be an update to the Design Guidelines to ensure the language is following what was approved by the BMA.

Mr. Groce stated currently there are no buffer standards in the Historic District Guidelines. The Design Guidelines for buffers will be added to the Zoning Ordinance to give the HDC standards they don't currently have.

Mr. Groce stated new regulations for cluster mailboxes were added to the Zoning Ordinance, currently looking at making changes in the Guidelines language to address that ordinance.

Mr. Groce stated the fence ordinance has changed; the Design Guidelines will need to be updated to match the fence ordinance.

Mr. Groce stated the Design Guidelines and Zoning Ordinance don't address temporary fencing, shade sails, electric charging stations, and solar panels.

Mr. Groce stated LED lighting colors need to be more specific and clearly stated in the Design Guidelines, this will help with any code enforcement issues to meet town standards.

Mr. Groce stated parking lot stripes and pavement markings used in private parking should follow Engineering standards used for roadways for certain parts of the parking lot.

Mr. Groce stated there will be a need to revisit the traditional/conventional area map in the Design Guidelines due to recent rezonings and PDs.

Discussion ensued about small cell towers. The State has dictated what can and can't happen. The Town has limited ability to affect the height or general location of a new pole. We can and do regulate pole color, diameter, and equipment on the pole. The State does not allow a new pole in a residential front yard, it will need to be located on the side property line.

Hearing no further business, Vice Chairman Lawhon adjourned the meeting at 5:45 pm.

Angela Gizzarelli, Administrative Specialist, Sr.