

A regular scheduled meeting of the **Design Review Commission** was held on Thursday, October 12, 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; and Administrative Specialist, Sr., Ms. Lynette Denzer

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**Roll Call to establish a Quorum**

Hepner	Peeler	Lawrimore	Lawhon	Donhardt	Stamps	Doss
Present	Present	Present	Absent	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 September 14, 2023, meeting.

Hearing none, Chairman Doss called for a motion.

***Motion by Commissioner Lawrimore, and seconded, to approve the minutes from the September 14, 2023, meeting.***

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

**Roll call:**

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

**Motion Approved.**

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**Approval of Agenda**

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

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

Chairman Doss called for a motion to approve the agenda.

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

Chairman Doss asked to call the roll.

**Roll call:**

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

**Motion Approved.**

**Citizen Comments**

Chairman Doss asked if there were any Citizen Comments.

Hearing no comments, Chairman Doss proceeded with the meeting.

**Formal Agenda**

**7. a. Case #230782 – Oak Grove PD, Ph 1A, 1B (Southern Security Federal Credit Union) – Request approval of a waiver from the Design Guidelines related to groundcover in landscape areas for a Final Site Plan (Major) for a 20,222 square foot proposed building located on 1.6 acres at the intersection of S. Byhalia Road and Southern Home Road.**

Mr. Jaime Groce reviewed the Staff report. The Staff Report and exhibits are included in the record. Mr. Groce stated the applicant would like to request a waiver to use non-organic ground cover in place of organic ground cover. The final site plan was submitted in March of 2023 and has been reviewed by staff. Applicant proposes non-organic ground cover in selected areas of the site: gravel band at building foundation and three-sided courtyards. Alternate solutions were presented. Similar requests previously considered by the DRC were reviewed. The DRC has approved this before on a limited basis for fire protection but not for other reasons such as property maintenance. The remainder of the site complies with the Design Guidelines and BRCP.

<b>EXHIBITS</b>
The staff report and the following:
1. Applicant’s Site Plan cover letter (8/9/23)
2. Landscaping Plan excerpt from Final Site Plan Package (8/9/23)
3. Color Site Plan (8/9/23)
4. Color Elevations & Renderings (8/9/23)

Chairman Doss asked if there were any questions for staff.

Discussion ensued about Fire Code and combustible materials, color of non-organic ground cover, and impact to green-space requirements.

Chairman Doss asked for the applicant to come forward.

Ms. Valentina Cochran, 48 N. Goodlett, came forward. An image of Mexican River Rock, the proposed material, was shared. The request to use this type of material is being made for maintenance purposes - to keep rainwater from splashing on the glass sections building. A porous material is preferred to a non-porous (pavers for example). Plants would be imbedded in the gravel band. Other colors of river rock, if available, could be considered.

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

Hearing none, Chairman Doss called for a motion.

***Motion made by Commissioner Hepner, and seconded, to recommend that the BMA grant a waiver of the Design Guidelines to allow for inorganic (rock) mulch to be used for a portion of the site as depicted in Exhibit 2.***

Chairman Doss called for discussion. Discussion ensued about the spandrel panels and the need for inorganic mulch to be consistent with past decisions and Guidelines.

Hearing none, Chairman Doss called for roll.

**Roll call:**

Lawhon	Donhardt	Stamps	Hepner	Peeler	Lawrimore	Doss
Absent	No	Recused	No	No	No	No

**Motion Failed.**

**Other Business:**

**8.a. H.C. Jett – H. C. Ford Funeral Home – Review and discuss a potential Final Site Plan application to renovate and/or reconstruct existing legal nonconforming structures on a 0.15-acre tract located at 203 Washington Street.**

Mr. Josh Hankins reviewed a memo sent to the DRC from Staff about this project. The Memo is included in the record. Mr. Hankins stated the architect is seeking non-binding feedback from the Design Review Commission. Property history – 2021 Applicant received a CUP to allow their use at the newly expanded site (this CUP has expired), April 2023 Applicant submitted a Final Site Plan, August 2023 Applicant approached Staff with renovation plans.

The site is a legal non-conforming site which gives them the ability to maintain nonconformity and even renovate or expand, provided there is room on the lot and there will be no adverse off-site impacts to the area. The Applicant proposes to demolish the existing garage and replace with a smaller garage, add foundation landscaping, and add a front porch with ramp to make the building ADA compliant. Other proposed cosmetic changes were presented.

Mr. Jimmy Tucker, Self-Tucker Architects, stated they are looking for non-binding input and feedback on the design to date.

Discussion ensued about the amount of landscape and green space, fencing on the property lines, painted brick, location of meters, roofing materials on porch, elevator housed in brick “tower” - which allows the second floor to be used. The applicant was advised, while the property is not in the Historic District, the Historic District Guidelines may want to be considered due to the location.

Chairman Doss asked if there was any Other Business.

Mr. Groce stated 2024 Boards & Commission applications are due, online, by November 22, 2023. Possible meeting items for November and December meetings were reviewed.

Hearing no further business, Chairman Doss adjourned the meeting at 5:53 pm.

Angela Gizzarelli, Administrative Specialist, Sr.

APPROVED