

A regular scheduled meeting of the **Design Review Commission** was held on Thursday, December 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; 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**

\*Commissioner Hepner joined the meeting at 5:03pm

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**Approval of Minutes**

Chairman Doss asked if there were any changes or corrections to the minutes from the November 9, 2023, meeting.

Hearing none, Chairman Doss called for a motion.

***Motion by Commissioner Lawrimore, and seconded, to approve the minutes from the November 9, 2023, meeting.***

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

**Roll call:**

|        |           |         |          |        |        |         |
|--------|-----------|---------|----------|--------|--------|---------|
| Peeler | Lawrimore | Lawhon  | Donhardt | Stamps | Hepner | Doss    |
| Yes    | Yes       | Abstain | Yes      | Yes    | Absent | 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 Lawhon, 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    | Absent | Yes    | Yes  |

**Motion Approved.**

**Citizen Comments**

Chairman Doss asked if there were any Citizen Comments.

Hearing no comments, Chairman Doss proceeded with the meeting.

Chairman Doss stated the responsibility of the commissioners and the procedure of the DRC meeting. The DRC does not approve anything, the DRC makes a recommendation to the BMA. Chairman Stamps is the DRC’s BMA liaison and may recuse or abstain on a vote to allow for a vote for an item at the BMA meeting.

\*Commissioner Hepner arrived at 5:03pm

Mr. Groce stated that the Design Review Commission is to make recommendations. The design review process has many steps for each application. At this point in the review process the DRC is looking at the architecture, lighting, landscaping, and open space.

**Formal Agenda**

**7. a. Case #233183 – Cartwright Place Business Center PD (Chick-fil-A) –Request approval of a Preliminary Site Plan for a 6,110-square foot restaurant on 2.54 acres located north of Poplar Avenue, west of Bray Station Road and east of Cartwright Farm Lane.**

Ms. Donquetta Singleton reviewed the Staff report. The Staff Report and exhibits are included in the record. Ms. Donquetta stated the DRC will need to discuss and decide the following. Is the rear elevation fronting Poplar Ave is appropriate, noting that the layout of the drive-thru places the menu boards between the building and Poplar Ave (are the menu boards adequately screened)? Are the elevations (brick color, windows, storefront, etc.) consistent with the hospital buildings along Poplar Ave? Do the elevations blend with the surrounding nonresidential buildings as required by the Cartwright Place Business PD? Is (foundational) landscaping and usable open space appropriate? The applicant is requesting the color Jockey Red for the patio umbrellas. Is that color appropriate?

Chairman Doss asked if there were any questions for staff.

Discussion ensued about other businesses in Collierville that successfully have rear façades facing Poplar Ave, the Cartwright

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| <b>EXHIBITS</b>  |
| The staff report and the following:  |
| 1. PC Conditions of Approval (12/1/23)                                     |
| 2. DRC Conditions of Approval (12/1/23)                                    |
| 3. Applicant’s Cover Letter (11/29/23)                                     |
| 4. Traffic Impact Analysis Executive Summary (10/31/23)                    |
| 5. Town’s Traffic Engineer Comments (12/1/23)                              |
| 6. Storm Water Drainage Summary (9/15/23)                                  |
| 7. Hardscape Cutsheets (10/31/23)  |
| 8. Ordinance 1999-22 (6/22/99)   |
| 9. Citizen’s Public Comments (11/30/23)                                    |
| 10. Cartwright Place Business Center PD Pattern Book & Outline Plan (2018) |
| 11. Preliminary Site Plan Package (10/31/23)                               |

Place Business Center PD open space requirements, and the brick and storefront color of neighboring businesses.

Chairman Doss asked for the applicant to come forward.

Brent Edmiston, 5200 Buffington Rd, Atlanta, GA, came forward stating we have members of the Chick-Fil-A team available to answer questions. The current Chick-Fil-A doesn't meet the needs of the community or the customer. The design for this new location is the latest in innovations for a Chick-Fil-A restaurant.

John McCarty, 198 Progress Rd, Collierville, TN, came forward stated the design for the rear elevation and colors of the building are up for discussion to meet Design Guidelines and Town standards. We would like to discuss the usable open space calculations to include the patio area. The requested sidewalk being constructed along the north side of the proposed private road is preferred instead of on-site.

Roy Williams, 750 Old Hickory Blvd, Brentwood, TN, came forward stated the material selections and color pallet factored in the neighboring area as well as what will have the best contrasting appeal design. The rear elevation can have changes made of relocating (the sprinkler room) door and adding a canopy. He reviewed updated drawings that show their intent to comply with Town standards.

Chairman Doss asked if there were questions for the applicant.

Discussion ensued about the rear elevation of the service door and the utility area being sufficiently screened. The goal is to screen closer to the elevation, the landscaping along Poplar Ave and the species of trees and shrubs would not provide enough screening. The current material type and design will need to be adjusted. As presented the rear elevation does not appear enough articulation to read as a front elevation.

Discussion ensued about landscaping.

Discussion ensued about the color of exterior umbrellas being offered is Jockey Red and how it does not follow the Design Guidelines. The applicant will need to submit color samples for staff approval.

Discussion ensued about the sidewalk for the private drive (Greenhouse Way). Mr. Groce stated an interconnected pedestrian network is required by the Guide Uses and that supports placing sidewalks on both sides of all streets, even private streets.

Discussion ensued to adjust the design colors to create a more consistent theme established along Poplar Ave and referenced the nearby hospital and medical office to the west.

Discussion ensued that the rear façade will need to be redesigned to comply with the Design Guidelines to make the rear façade look more like a front façade.

Discussion ensued about landscaping; the applicant will need to make adjustments to comply with the Design Guidelines. The landscaping to screen the menu boards also needs to be reviewed.

Discussion ensued about the need for Lot 2B to provide usable open space. Mr. Groce stated that this property will have a land lease and the landowner (Mr. Cartwright) should be a part of the discussion with staff about how much usable open space should be provided on each remaining lot in the PD.

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

Discussion ensued for changes to the Condition of Approval.

Chairman Doss called for a motion.

***Motion made by Commissioner Donhardt, and seconded, to recommend approval to the Board of Mayor and Alderman of the Preliminary Site Plan for Cartwright Place Business Center PD, Phase 6, Lot 2B (Chick-fil-A), 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 a chart that shows the percentage of masonry and other building facade materials for each elevation. Doors, windows, canopies, and awnings should not be included in this calculation.
3. Use a muted color for the patio umbrellas. Provide updated color samples with the Final Site Plan.
4. Provide a sidewalk along the Private Drive frontage of Lot 2B.
5. Use a similar brick colors and aluminum storefront color utilized by the nearby hospital and medical office to the west to create a more consistent theme along Poplar Avenue.
6. **Redesign the site so the main entrance to the building faces Poplar Avenue. Provide updated material and color samples with the Final Site Plan application. Redesign the south elevation to have the characteristics of a front façade.**
7. Building foundation landscaping shall include ornamental plants and ground covers with evergreen plantings as a backdrop (Design Guidelines III.E.5.) and be 30-40% of the front facade. As an alternative, trees, shrubs, and ground cover shall be provided in any combination of pots, raised planters, hanging baskets, window boxes, espalier, trellis structures or cable systems, tree pits, or tree wells, to serve as foundation landscaping. Provide additional plantings at the building foundation to meet this requirement.
8. Do not install landscaping within a 3 feet radius of the irrigation & domestic water meters.
9. In lieu of full irrigation plans, the staff may accept a note on the landscaping plan that explains how irrigation is to be provided, and that an as-built irrigation plan will be provided before a Certificate of Occupancy is issued.
10. The bike rack is shown in two different locations on Sheet 12 and Sheet 33. Correct the location on Sheet 33.
11. All bollards shall match the color of the adjacent building/structure. Yellow or blue paint is not allowed. Reflective tape is allowed.
12. All parking lot striping shall be white, including the wheel stops. The only permitted exceptions are where the MUTCD requires yellow lines near the intersection of drives and public streets or for accessible parking requirements provided such markings follow Figure 3B-22: International Symbol of Accessibility Parking Space Marking.
13. There are unresolved conditions and next steps from the Comprehensive Sign Policy (CSP) for the PD that need to be addressed. These need to be finalized before any sign permits for the project are approved/issued. The original developer's representative and his design professional have been recently notified of the need to complete these steps related to the CSP.
14. **Provide an appropriate percentage of usable open space for this lot within the Cartwright Place Business Center Planned Development, after review with the landowner and staff on the requirements for the PD and a plan for how the landowner intends to meet this requirement on each lot.**
15. **Provide screening for the menu boards and utilities.**

Chairman Doss called for discussion.

Hearing no more discussion, 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.

Mr. Groce stated the BMA approved the 2024 appointments; Chairman Doss will continue to chair the DRC. The next meeting currently does not have any items, the deadline has not yet passed.

Mr. Groce stated an email will be sent on the U-Haul project and how they are meeting the DRC's conditions about façade articulation.

Hearing no further business, Chairman Doss adjourned the meeting at 6:26 pm.

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Angela Gizzarelli, Administrative Specialist, Sr.