

The regular meeting of the Design Review Commission was held on March 14, 2024, at 5:00 pm in the James H. Lewellen Board Chambers of Town Hall, 500 Poplar View Parkway.

The following staff members were present; Assistant Town Administrator, Mr. Adam Hamric; Town Planner, Mr. Jaime Groce; Planner, Ms. Nabanita Nira; and Administrative Specialist Sr., Angela Gizzarelli.

ROLL CALL:

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

Quorum present.

SELECTION OF OFFICERS

Mr. Groce stated Mayor Joyner has appointed Mr. Doss as Chairman for DRC for 2024.

Discussion ensued for a motion to be made for nomination of the position of Vice-Chairman.

Motion by Commissioner Lawrimore and seconded for Mr. Lawhon to serve as Vice Chairman.

Hearing no discussion, Acting Chair Vice Chairman Lawhon asked for a roll call.

ROLL CALL:

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

Motion approved.

Discussion ensued for a motion to be made for the nomination of the position of Secretary. The DRC bylaws allow for Staff to fill the position of Secretary.

Motion by Commissioner Hepner and seconded for Staff to serve as Secretary.

Hearing no discussion, Acting Chair Vice Chairman Lawhon asked for a roll call.

ROLL CALL:

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

Motion approved.

APPROVAL OF MINUTES

Acting Chair Vice Chairman Lawhon asked if there were any corrections to the December 14, 2023, minutes.

Acting Chair Vice Chairman Lawhon called for a motion to approve the minutes from the December 14, 2023.

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

Hearing no discussion, Acting Chair Vice Chairman Lawhon asked for a roll call.

ROLL CALL:

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

Motion Approved.

APPROVAL OF AGENDA:

Acting Chair Vice Chairman Lawhon asked if there were any changes and updates to the agenda.

Mr. Jaime Groce stated there are no changes to the agenda, there are no items on the Consent Agenda, one item for the Formal Agenda, and one item for Other Business.

Acting Chair Vice Chairman Lawhon asked for a motion to approve the agenda as presented.

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

Acting Chair Vice Chairman Lawhon asked for a roll call.

ROLL CALL:

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

Motion Approved

CITIZEN COMMENTS

Acting Chair Vice Chairman Lawhon called for citizen comments.

Hearing none, Acting Chair Vice Chairman Lawhon moved forward with the meeting.

FORMAL AGENDA:

8.a. Case #231368 – Alaina Estates Subdivision – Request approval for a common open space, landscaping, fencing, and entry signage, for three (3) single-family residential lots on 2.12 acres located at the southeast quadrant White Road and Byhalia Road.

Ms. Nabanita Nira reviewed the Staff report, which is included in the record as an exhibit. Ms. Nira stated the applicant is requesting approval for common open space, landscaping, fencing, and entry signage for a private subdivision consisting of three single family lots on the southeast corner of White Rd and Byhalia Rd. Ms. Nira provided some details from the March 7, 2024, PC meeting where the applicant’s requested waiver for the stormwater detention pond to be placed on private lot 2 was denied. The development is proposed with an entrance from White Rd through a new public street (Alaina Acres Lane) which will be designed as a dead-end road with a T-type turnaround also known as a hammer head turnaround that will be on public easement. Ms. Nira stated the applicant’s landscape plan consisting of two trees per lot and 27 new trees, which exceeds the minimum required trees for post development condition. There are two (2) Common Open Spaces each consisting of brick entry wall, wood fencing, and landscaping along White Rd and Byhalia Rd. Ms. Nira stated each lot will have their own mailbox as a cluster mailbox unit is not required. Ms. Nira stated the stormwater detention pond is proposed to be located in a private drainage easement on Lot 2 and maintained by the Homeowners Association; however, due to the PC denying the requested waiver the stormwater detention pond will either become apart of Common Open Space A or create a new Common Open Space. Ms. Nira stated the entry brick walls, entry fencing, Lots 1 and 2 with their reverse frontage all meet Subdivision Regulations and the Design Guidelines. Lots 2 and 3 on the south and east sides of the property will have optional fencing and are not required to be built by the applicant. Ms. Nira stated that the south side of the property is shared by Ashby Planned Development, the Ashby Planned Development is required to provide a landscape buffer and fencing. Ms. Nira stated the entry wall, landscaping and signage all meet Desing Guidelines. Ms. Nira stated that the applicant has submitted a revised landscaping and irrigation plan addressing the PC’s condition of sidewalk requirements.

- EXHIBITS**
- The staff report and the following:
1. Example Conditions of Approval (3/8/2024)
 2. Cover Letter (2/5/2024)
 3. U.S. Postal Service Email (2/5/2024)
 4. Preliminary Plat (1/26/2024)
 5. Exerts from Construction Drawing (1/26/2024)
 - A. Existing Condition Plan
 - B. Demolition plan
 - C. Grading & Drainage Plan
 - D. Existing Tree Protection/ Evaluation Plan
 - E. Existing Tree Canopy Cover Plan
 - F. Irrigation Plan
 - G. Brick Entry wall & Wood Fence Plan
 - H. Landscape Plan

Acting Chair Vice Chairman Lawhon asked if there were any questions for staff.

Discussion ensued that there will be a Homeowners Association for this development.

Clarification was made that there is one sign to the entrance of the development.

Clarification was made for the zoning to the south of the development.

Discussion ensued about the required fencing that will be provided by the Ashby PD to the south.

Discussion ensued about the approved waiver of the 50’ radius by the PC on March 7, 2024, and the entrance was designed with lining up with St. Patrick’s Presbyterian Church entrance.

Clarification was made and the Town Engineer has reviewed and approved the proposed stormwater detention pond design.

Clarification was made that the PC has approved the lot configuration, and it meets the Subdivision Regulations.

Clarification was made the PC denied the requested waiver for omitting sidewalks in front of the lots.

Hearing no further questions, Acting Chair Vice Chairman Lawhon asked the applicant to come forward.

Mr. Douglas Baker, 1755 Lynnfield Rd, Suite 1, Memphis, TN, stated he is here for any questions by the Commission. Mr. Baker stated the detention pond details have been seen by Town Engineering Division, there have been updated and approved plans that now include the sidewalks. Mr. Baker stated the brick sample has been submitted through email.

Acting Chair Vice Chairman Lawhon asked if there were any questions for applicant.

Discussion ensued about the detention pond previously when reviewed by the PC was on Lot 2, the detention pond has been removed out of Lot 2 and placed fully within Common Open Space and will be maintained by the Homeowners Association.

Discussion ensued about the south side shared property line with the Ashby PD does require fencing and 20' buffer.

Mr. Groce clarified the proposed fencing and landscaping on Byhalia Rd will screen the stormwater detention pond.

Mr. Baker clarified the design of the stormwater detention pond has a small concrete wall and the basin will have sod, there is a small slope downward into the detention pond to all for lawn care to be maintained.

Clarification was made that this development does not require usable Common Open Space as it is not a Planned Development.

Discussion ensued about how the staff should review and approve brick selection.

Hearing no further discussion, Acting Chair Vice Chairman Lawhon called for a motion.

Motion by Commissioner Hepner, and seconded, to approve the common open space, landscaping, fencing, and entry signage for three (3) single-family residential lots on 2.12 acres located at the southeast quadrant White Road and Byhalia Road subject to the conditions in the Exhibit 1.

CONDITIONS OF APPROVAL

1. This development is subject to all standard conditions of approval as adapted by the Board of mayor and Aldermen, Resolution 2006-54.
2. Update the wall & landscape easement maintenance note stating that, "The brick entry walls, accent lighting, wood fencing, irrigation system, and landscaping along the White Road and New Byhalia Road within designated easement line and common open space shall be maintained by the Homeowners Association" and place this note on the Preliminary Plat, Irrigation Plan, Brick Entry Wall and Wood Fence Plan, and Landscape Plan.

Acting Chair Vice Chairman Lawhon asked if there was any further discussion.

Hearing no further discussion, Acting Chair Vice Chairman Lawhon asked for a roll call.

ROLL CALL:

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

Motion Approved.

Other Business:

9.a Resolution 2024-08 – A Resolution to amend the Collierville Design Guidelines in the following ways: Chapter I.H.5 related to the Traditional/Conventional Areas Map; Chapter III.B.1 related to Pavement Markings; Chapter III.E.2.b related to Tree Removal and Protection Standards; Chapter III.E.7 related to Fencing; Chapter III.F.1 and Appendix I related to Lighting; Chapter III.G.6 related to Reserved Parking Signage; Chapter III.H.1 related to Cluster Mailboxes; Chapter IV.C.6.b related to Awnings; and, Appendix II related to Buffer Plates.

EXHIBITS
The staff report and the following:
1. Summary of Amendments (3/8/24)
2. Resolution 2024-08, with Attachments A and B (3/8/24)
3. Reserved Parking Signage Examples (3/8/24)

Mr. Groce stated that Resolution 2024-08 will be presented; however, at the end of the presentation, there will be an example motion to defer to the April or May 2024 DRC scheduled meeting based on tonight’s feedback as well as any BMA feedback or changes. Mr. Groce stated there are nine separate amendments being addressed. Mr. Groce stated an amendment to address changes for the Traditional/Conventional Areas Map, to revise the map to better reflect the development character of rezonings, Land Use Plan Amendments, Planned Development Overlays or Site Plans approved since the last update in July 2016. Mr. Groce stated an amendment to pavement markings, to clarify the pavement markings used on private parking lots should follow Engineering standards used for roadways near intersection with public streets and the standard design for accessibility (i.e. ADA) parking spaces. Mr. Groce stated an amendment for tree removal and protection standards language to match the Zoning Ordinance that was approved by the BMA on 12/31/21. Mr. Groce stated an amendment for fencing language to match the Zoning Ordinance that was approved by the BMA on 1/1/16. Mr. Groce stated that some consideration should be made about changing the perimeter fencing/buffer language further in reference to subdivisions using more sustainable materials, using more or even 100% stone or masonry, there are many current subdivisions that are not that aged in their development that are currently having to replace the perimeter wood fencing.

Discussion ensued about landscaping and tree protection requirements. There are agreements and guidelines developers must in perpetuity, unless the plans are amended.

Mr. Groce continued the presentation. Mr. Groce stated an amendment to revise the language to clarify the expected color temperature for exterior lighting, which better matches the lighting zoning ordinance. Mr. Groce stated that the language for cluster mailboxes needs to be updated for the standards adopted by the BMA on 10/11/21. Mr. Groce stated a revision to the section to better clarify awnings, specifically addressing shade sails and defining high quality standing seam metal roofing. Mr. Groce stated buffer plates should be removed from the Design Guidelines and added to the Zoning Ordinance as there are currently no buffer plates requirements in the Local Historic Overlay. This will allow buffer plates to have standards applicable town wide. This will also allow the DRC to add examples of acceptable buffer plates to the Guidelines.

Discussion ensued by adding buffer plate examples will better serve the developers for expectations, and possibly getting street specific buffer plates.

Mr. Groce continued the presentation. Mr. Groce stated reserved parking signage standards to address the changes being considered in Ordinance 2023-09 which is pending for review in the coming weeks by the BMA. The proposed definition is signage indicating parking spaces are designated for special user groups. Examples to include signage for accessible parking, customer parking for tenants, employee parking, or curbside pickup parking. The need for this change to the Zoning Ordinance in creating this sign class is to clearly address what is and is not acceptable. The PC has reviewed parking signage for Ordinance 2023-09 and is suggesting the ordinance change also include a maximum height for signage. There is also the question of whether reserved parking signage should instead be only painted on parking space.

Discussion ensued about the Zoning Ordinance addressing a maximum quantity of reserved spaces allowed. Currently the Zoning Ordinance does not address a maximum number or percentage that is allowed within parking lots. There is an opportunity for the BMA to make that recommendation and update the language for the proposed ordinance changes to include a formal based percentage of allowed reserved parking based on the total parking spaces in a development or possibly a percentage of the minimum parking required. Mr. Groce stated there are other municipalities that have adopted a maximum amount of parking spaces which are allowed to have reserved parking spaces.

Mr. Groce continued the presentation stating the reserved parking space ordinance will define signage type, prohibit temporary versions of such signs, regulate colors of pole and base, size is regulated to be similar to ADA parking signs, only white pavement markings and wheel stops with the exception to ADA parking spaces, requires reserved parking spaces to be shown on site plans, and includes treating “public signs” such as stop signs the same as on private property. Currently the ordinance does not require the following; a permit, regulate content, maximum number of signs, limit on number of parking spaces that can be reserved, establish a specific design for signs.

Discussion ensued to have consistent color within the parking lot or PD.

Discussion ensued about supplying examples of appropriate and inappropriate reserved parking space signs in the Design Guidelines similar to what is provided in the Guidelines for other signage types. This would add at least two pages to the Guidelines document addressed adding language to clearly state no illumination of reserved parking space signs is allowed.

Mr. Groce concluded by asking commissioners for any topic updates to address at this time.

Discussion ensued about having Design Guidelines address more clearly about plant height sizes for the size of maturity vs size of installation/planting. Nurseries commonly sell plants in small sizes and contractors will then substitute a plant that ends up being too larger of a size at maturity resulting in the property owner having to maintain the substituted plant by over trimming leaving the overall landscaping less aesthetically pleasing.

Discussion ensued about deferring the amendments to a future meeting and scheduling a work session prior to the resolution being presented again for a vote.

Hearing no further discussion, Acting Chair Vice Chairman Lawhon called for a motion.

Motion by Commissioner Lawrimore, and seconded, to defer Resolution 2024-08 (Exhibit 2) to a future meeting of the DRC.

Acting Chair Vice Chairman Lawhon asked if there was any further discussion.

Hearing no further discussion, Acting Chair Vice Chairman Lawhon asked for a roll call.

ROLL CALL:

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

Motion Approved

Acting Chair Vice Chairman Lawhon asked if there was any further business.

Mr. Groce stated there is a training opportunity scheduled April 11th on the topic of Robert's Rule of Order at 3:30pm held in the Board Chambers. Currently there are no applications for the next scheduled meeting for April 11th. Carriage Crossing has new owners and will in the future be making a request for a work session for changing their sign policy, this is expected for late spring or summer of this year. Mr. Groce provided status updates for the following; Toyota Dealership has a PD Amendment going to BMA and Final Site Plan, Dunkin' Donuts has a Preliminary Site Plan application and will probably come to the DRC in the summer, Enterprise Rental Car has a Final Site Plan application, Advance Auto submitted a Final Site Plan next to Patriot Bank in front of the new PetSmart and Pop Shelf, it is the last parcel in that PD, Byhalia Commons C-Store and Market Core are working towards submitting Final Site Plans.

Discussion ensued once the DRC deadline has passed the Planning Division will be able to schedule a work session.

The meeting was adjourned at 6:28 pm.

Angela Gizzarelli, Administrative Specialist Sr.