

The regular meeting of the Design Review Commission was held on April 11, 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; and Administrative Specialist Sr., Lynette Denzer.

Roll Call to establish a Quorum

| | | | | | | |
|---------|---------|-----------|---------|----------|---------|---------|
| Hepner | Peeler | Lawrimore | Lawhon | Donhardt | Stamps | Doss |
| Present | Present | Present | Present | Present | Present | Present |

Quorum Present.

APPROVAL OF MINUTES

Chairman Doss asked if there were any corrections to the March 14, 2024, minutes.

Hearing none, Chairman Doss called for a motion.

Motion by Commissioner Lawhon and seconded, to approve the minutes from the March 14, 2024, meeting.

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

Roll call:

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

Motion Approved.

APPROVAL OF AGENDA:

Chairman Doss asked if there were any changes to the agenda.

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

Chairman Doss called for a motion.

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

Chairman Doss asked for a roll call.

Roll call:

| | | | | | | |
|-----------|--------|----------|--------|--------|--------|------|
| Lawrimore | Lawhon | Donhardt | Stamps | Hepner | Peeler | Doss |
| Yes | Yes | Yes | Yes | Yes | Yes | Yes |

Motion Approved.

CITIZEN COMMENTS:

Chairman Doss called for citizen comments.

Hearing none, Chairman Doss moved forward with the meeting.

FORMAL AGENDA:

Having no formal agenda items, Chairman Doss called for a brief recess at 5:03. The Commission will reconvene in the Development Conference Room to discuss other business.

The meeting reconvened in the Development Conference Room with all Commissioners present.

OTHER BUSINESS:

8.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.

Mr. Groce stated that Resolution 2024-08 is still being developed. The DRC will be providing feedback this evening on Chapter III.G.6 related to Reserved Parking Signage.

Discussion ensued about signpost materials, styles, and colors. Silver or anodized aluminum should not be a color option and “U-channel” sign posts should not be allowed. Poles and posts should be coordinated among the site (i.e. reserved parking signage, private property traffic control signage, etc.).

Discussion ensued about “temporary” reserved parking signs. No temporary reserved parking signs should be allowed by right; however, these signs may be allowed using the existing temporary sign permit process.

Discussion ensued about existing signs that may not be in compliance with the proposed guideline changes. Staff will confirm with legal how and when changes will be implemented.

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

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

Chairman Doss asked if there was any further discussion.

Hearing no further discussion, Chairman Doss asked all in favor to say “Aye”, the motion passed.

| 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) |
| 4. | 3/7/24 PC Minutes Draft |
| 5. | 3/14/24 DRC Minutes Draft |

Roll call:

| | | | | | | |
|--------|----------|--------|--------|--------|-----------|------|
| Lawhon | Donhardt | Stamps | Hepner | Peeler | Lawrimore | Doss |
| Yes | Yes | Yes | Yes | Yes | Yes | Yes |

Chairman Doss asked if there was any further business.

Mr. Groce stated there are currently no cases for the May meeting.

Edwards Realty, new owners of Carriage Crossing mall, have asked about having a non-voting work session to review a potential amendment to the comprehensive sign policy prior to submitting a formal application. They are unavailable for the regularly scheduled May 9th meeting.

Mr. Groce proposed the May 9th meeting be cancelled if no applications are received and scheduling a non-voting work session be called for May 10th at 1:00. Members of the DRC agree with this schedule.

The meeting was adjourned at 6:45 pm.

Lynette Denzer, Administrative Specialist Sr.

APPROVED