

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.5.B RELATED TO COLOR; CHAPTER IV.C.6.B RELATED TO AWNINGS; AND, APPENDIX II RELATED TO BUFFER PLATES.

WHEREAS, it has been determined that the Design Guidelines are a commonly used tool intended to balance the welfare of the general public with the interests of individual property owners; and,

WHEREAS, the Design Guidelines are used by design professionals and applicants as they work to design a building and related site improvements that are compatible with their surroundings and appropriate for the Town of Collierville; and,

WHEREAS, the Board of Mayor and Aldermen adopted the Design Guidelines in its latest format May 9, 2011 (via Resolution 2011-11), and they have been amended six times since then by the Board (Resolutions 2013-42, Resolution 2014-01, Resolution 2016-22, Resolution 2016-30, Resolution 2018-01, and 2021-035); and,

WHEREAS, from time to time, it will be necessary to further refine and update the Guidelines; and,

WHEREAS, the Design Review Commission reviewed the proposed amendment at the regular meeting held on July 11, 2024, and made a recommendation to the Board of Mayor and Aldermen to approve the proposed amendment; and,

WHEREAS, a public hearing before the Board of Mayor and Aldermen was held on July 22, 2024, pursuant to notice thereof published in a newspaper of general circulation within the community on July 4, 2024.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF COLLIERVILLE, TENNESSEE THAT:

Section 1 Chapter I.H.5 related to the Traditional/Conventional Areas Map, is hereby amended by replacing the existing map with the map depicted in Attachment A.

Section 2 Chapter III.B.1 related to Pavement Markings, is hereby amended as follows with new text to be added in **bold underlined** print and text to be deleted ~~struck through~~:

All parking areas should be designed as an integral character-defining feature of the development to contribute to the quality of the image of the Town. Use landscaping, pedestrian amenities, paving, and site features to achieve this goal, ~~including the use of white striping to designate spaces.~~ **Except for where driveways intersect with public streets and accessible parking marked with the International Symbol of Accessibility Parking Space Marking as specified by the MUTCD, only white striping and paint should be to designate reserved spaces and drive aisles.**

Section 3 Chapter III.E.2.b related to Tree Removal and Protection Standards, is hereby amended as follows with new text to be added in **bold underlined** print and text to be deleted ~~struck through~~:

2. Preservation **and Expansion** of Existing ~~Natural-Features Tree Canopy~~ **The purpose and intent of the Town's tree protection and planting requirements is to promote the health, safety and public welfare of the inhabitants of the Town of Collierville by preserving or increasing the tree canopy coverage within the**

community. This is done through a mixture of existing tree preservation and new tree plantings.

a. Preservation

- The existing topography and vegetation ~~shall~~ **should** be preserved intact as much as possible to minimize disruptions in drainage.
- Large existing specimen trees and existing forested areas ~~shall~~ **should** be incorporated into site design to the extent possible, and features such as mature woods and riparian areas ~~shall be~~ retained. **Per § 151.268 of the Zoning Ordinance, 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.**
- ~~Trees greater than eight inches in caliper that are proposed to be protected as part of the Tree Protection Plan shall be protected. When removal of these trees is unavoidable, replacement with a similar species, number, and size is required. The exact location, health, species, and size of all specimen trees (24" or larger DBH) should be shown on development plans and whether they will be preserved or removed. If existing trees 2" or larger are to be used to demonstrate compliance with the Overall Required Plantings of § 151.268(E) of the Zoning Ordinance, they also need to be surveyed.~~

b. ~~Mitigation~~ **New Tree Plantings**

- ~~Mitigation trees are trees that the Planning Commission requires a developer or applicant to plant to mitigate for trees removed to develop a site. Mitigation trees must be planted in addition to other landscaping already required, including street trees, entryway landscaping, building foundation landscaping, parking lot landscaping, site perimeter landscaping, screening, and, in residential developments, the two trees required to be planted in each residential front yard. Mitigation trees may include trees planted in Common Open Space, medians, or around detention and retention basins.~~ **New tree plantings are required per § 151.268(E) of the Zoning Ordinance.**
- When there is not sufficient space on site to plant all of the required ~~mitigation~~ **plant new trees** trees, there are opportunities to ~~mitigate~~ **plant new trees** in Town parks, public medians, or other property ~~through by contributing to~~ the Town's Tree Bank program **as outlined in § 151.268 (I) of the Zoning Ordinance.**

Section 4

Chapter III.E.7.b., Design of screening, fences, and walls, is hereby amended as follows with new text to be added in **bold underlined** print and text to be deleted ~~struck through~~:

7. Fences, Walls, ~~Hedges~~, Screening, and Berms

Fences and walls help define edges along major roadways and property lines and provide screening when landscaping alone is insufficient. They can serve as screens for service and loading areas. Berms and landscaped screens provide similar functions. Finally, a buffer of landscaping, possibly in combination with a fence, wall, or berm, can serve to screen less intensive uses from undesirable views, noise, and light. **Fence permits may be required per §151.006(C) of the Zoning Ordinance.**

a. ~~Locations of screening, fences, and walls~~

- Fences shall be set back from the street right-of-way to allow a clear area for utilities and landscaping.
- Fences, walls, and screens should be located and designed so as not to compromise safety by blocking vision, especially at intersections. Refer to ~~the~~ **§151.006(C) of the Zoning Ordinance and American Association of State Highway and Transportation Officials (AASHTO) standards** for specific requirements.
- **Consult Appendix II for applicable buffer yards along public streets and between adjacent properties. Fences or walls may be required in these buffers.**

b. ~~General~~ **Design of screening, fences, and walls**

- Choose high-quality designs and materials, such as brick, stone, metal, and wood. Select materials used elsewhere on the property or the structures within the site. The use of brick, stone and metal is encouraged because of longevity and the reduced cost of maintenance for homeowner associations and property owners.
- Black or dark green vinyl coated chain link fencing may be used for government facilities, animal care facilities, and public and/or institutional sports facilities.

- Wooden fence boards should be naturally rot resistant wood (redwood, cypress and cedar). Opaque stains should be used on pressure treated or unpainted wooden fences.
- Fence stringers (the structural framing of the fence) shall be located facing the interior of the lot or development, with the finished side facing out toward the public realm.
- Use a scale and level of ornateness of the design on any new walls and fences that relate to the scale and ornateness of the building(s) within the site. Use simpler designs on small lots.
- When solid or opaque walls or fences stretch longer than 50 feet, use vertical brick or stone piers to provide a break in the wall or fence. Required plantings and street trees should be used in conjunction with a wall or fence to break up a long expanse.
- Design fences to be attractive from the public realm as well as functional for screening. ~~Fence stringers (the structural framing of the fence) shall be located facing the interior of the lot or development, with the finished side facing out toward the public realm. Opaque stains should be used on pressure treated or unpainted wooden fences.~~
- Avoid exceeding the average height of other fences and walls of surrounding properties.
- A fence or wall being installed that varies in height with adjoining fences or walls should transition the height of the fence to match the adjoining fence per §151.006(C)(11).

c. Commercial

- In non-residential areas, fencing may be up to eight feet in height.
- Screening of service areas, dumpsters, storage, and mechanical appurtenances may be taller than eight feet; this screening shall be at least two feet taller than the item being screened.

d. Industrial

- In industrial areas, the maximum height for fencing is fifteen feet for exterior storage areas, with stored materials at least two feet below the height of the screening.
- Black or dark green vinyl-coated chain link fencing may be allowed for side and rear yards of industrial sites that abut industrially-zoned property.
- ~~Black or dark green vinyl-coated chain link fencing may be used for government facilities, animal care facilities, and public and/or institutional sports facilities.~~

e. Multifamily and Single Family Residential

- For front yard fencing in residential areas, opaque fencing (over 75% solid) should be avoided except for brick walls. Appropriate fencing types include wood picket fencing, metal fences, brick walls, and combinations of brick and metal. The maximum height of front yard fencing should be 48".
- ~~Fencing for rear yards should be opaque.~~
- ~~Privacy screening shall be provided in cases where single-family residential lots back up to Common Open Space areas adjacent to roadways.~~
- No fencing in residential areas may exceed six feet in height.
- Any development along a collector or aerial roadway (per the Major Road Plan) with reverse frontage lots shall include a buffer along the non-accessible side of the development with a minimum a 6-foot tall, 75% opaque masonry (brick or stone) wall. Instead of masonry, textured precast concrete panels may be appropriate on a case-by-case basis. The buffer shall contain street trees, upright evergreen trees, and evergreen shrubs. See Appendix II for the applicable buffer widths.
- Consult Appendix IV for additional fencing that may be required along public streets for attached dwellings.

f. Single Family Residential

- For front yard fencing in residential areas, opaque fencing (over 75% solid) should be avoided except for brick or stone walls. Appropriate fencing types include wood picket fencing, decorative metal fences, brick, stone, and combinations of brick, stone, and decorative metal. The maximum height of front yard fencing should be 48".
- Privacy screening within common open space shall be provided in cases where single-family residential lots back up to adjacent to roadways.

f. g. Buffering and Screening Between Land Uses

- Transitional landscape screening between uses and developments should consist of a densely planted buffer strip to provide an adequate visual screen.

The screen should be of appropriate plant materials to form an effective buffer for all seasons. Mature vegetation should be retained in such areas and supplemented as necessary by new vegetation to screen sight lines.

- Transitional screening must include either an opaque fence six feet in height or a three-foot-high berm planted with a heavy evergreen screen. Dense plantings should include street trees planted 40 feet apart and a continuous hedge or shrub row.
- ~~Privacy screening may be required in some single-family sites or in multi-family housing areas to separate individual yards from adjacent uses or from streets and pedestrian walkways.~~
- Sound protection in the form of earth berms or solid masonry walls should be provided where service areas are adjacent to residential areas. Additional planting area may be required to provide for adequate screening.
- Transitional screening shall be located outside any easements.
- Refer to the landscape plates in the Appendix II of this document and §151.268(D) of the Zoning Ordinance for additional transitional screening requirements.

Section 5 Chapter III.F.1 related to Lighting, is hereby amended as follows with new text to be added in **bold underlined** print and text to be deleted ~~struck through~~:

1. General Lighting Guidelines

- A lighting plan should provide appropriate and desirable nighttime illumination for all uses, keeping the minimum level necessary for safety.
- Apply light pollution control to the proposed lighting to minimize the impacts of misdirected upward and trespass light.
- The lighting plan should coordinate with the landscape plan, removing conflicts between trees/landscape material and light fixtures.
- All pedestrian areas must be well lit.
- Factor the protection of adjoining neighboring uses into the lighting plan design, specifically verifying that the proposed lighting will not negatively impact residents.
- **White light is required with a color temperature not to exceed 5,000K.**

Section 6 Chapter III.G.6 related to Reserved Parking Signage, is hereby amended as follows with new text to be added in **bold underlined** print and text to be deleted ~~struck through~~. This section is also hereby amended to add the images depicted in Attachment B to the sidebar on Page 40.

6. Appropriate/Inappropriate Examples

The examples on pages ~~44~~ **40** through 48, along with their descriptive captions, are intended to demonstrate to various stakeholders (property owners, sign contractors, enforcement officers, staff, etc.), what types of signs Sections 151.170 through 151.183 of the Zoning Ordinance are intended to produce or prohibit.

Section 7 Chapter III.H.1 related to Cluster Mailboxes, is hereby amended as follows with new text to be added in **bold underlined** print and text to be deleted ~~struck through~~:

1. Service Area and Appurtenance General Guidelines

- Locate utilities to minimize their visual impact from the street and adjoining developments.
- Screen service areas and loading docks visible from streets, parking areas, and adjoining development with berms, plantings, structures or fences.
- The location of parking behind buildings is encouraged, making the rear of buildings a more public area. As the location of service areas and appurtenances is also primarily behind buildings, care should be taken to coordinate the location and design of services with that of public pedestrian access to buildings. Service areas should be consolidated as much as possible and located to the extent feasible away from pedestrian routes that connect parking to buildings.
- Site noise-generating features such as generators, compactors, and loudspeakers away from neighboring properties, especially residential areas, or use noise barriers or other means of reducing the impact.
- Services such as water meters, gas meters, electric meters, transformers, satellite dishes, ground mounted air conditioning or mechanical units, and their connections to the building, and backflow preventers, shall be hidden from public view with either an opaque fence or wall or suitable evergreen hedge. Those that cannot be screened with fencing or evergreen hedges shall be painted to match the building on which they are located.

- Garbage collection areas shall be located at the rear of the buildings and shall be enclosed by opaque material on all four sides. The screen materials shall match the materials on the building.
- Screen outparcels with more than one highly visible facade accordingly.
- Items such as roll-up doors and service doors should be located on building elevations that are the least visible from public streets, adjacent developments or from access drives within large developments. Their colors shall match the building wall against which they are located.
- Scuppers, downspouts, louvers and vents shall match the color of the wall on which they are located.
- ~~Mailboxes shall be interior delivery for larger developments and shall be integrated into the building design for smaller developments.~~
- **For centralized mail kiosks or mail delivery systems, such as Cluster Mailbox Units (CBUs), consult the regulations of §151.025(D)(2) of the Zoning Ordinance.**

Section 8 Chapter IV.C.5.b related to Color, is hereby amended as follows with new text to be added in **bold underlined** print and text to be deleted ~~struck through~~:

b. Color

- Color is an integral element of the overall design. Brick, stone, and concrete have an inherent color created by nature or during the manufacturing process. Other surfaces will get their color from applied materials such as paint. Awnings provide another opportunity for color.
- Create a coordinated palette of colors for each development. This palette shall be compatible with adjacent conforming developments as well as corridor or intersection themes.
- Set the color theme by choosing the color for the material with the most area. If there is more roof than wall area, roof color will be the most important color choice setting the tone for the rest of the colors.
- Limit the number of color choices. Generally there is a wall color, trim color, accent color, and roof color. All building elements should work within this palette, including chimneys, vents, and gutters.
- Use muted, earth tone tints of colors such as reds, browns, tans, grays, and greens. Avoid primary colors or bright accent colors and stark contrast colors. **While bright white can be appropriate for trim and accent (less than 25 of the net façade area), avoid bright white by using off-white or cream colors.**
- Use color variation to break up mass and provide visual interest. **More than one color should be used on a building, including when masonry is painted.**


Section 9 Chapter IV.C.6.b related to Awnings, is hereby amended as follows with new text to be added in **bold underlined** print and text to be deleted ~~struck through~~:

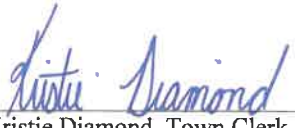
b. Awnings

- For commercial buildings, awnings are an appropriate architectural detail that add a human scale and highlight a storefront; they provide shelter from the elements to pedestrians, and they shield window displays and store interiors from bright sunlight. Although they should not serve as a building's primary architectural element, awnings are encouraged when a structure does not have a covered walk to shield displays and entry and to add visual interest.
- Awnings should not be less than eight feet above the finished sidewalk and, **except for "shade sail" awnings**, should not extend more than four feet from the building wall on which they are placed. Deviations from this requirement shall be reviewed on a case-by-case basis with the following stipulations: that the request meet the overall requirements of the Design Guidelines in relation to scale, color palette, and materials; and that they are designed in such a manner that is consistent with the development and the surrounding development.
- Awnings should be broken up into small components, no wider than an articulated bay of the building, and preferably less wide.
- Mold- and fire-resistant fabric awnings are encouraged, as are **high-quality standing seam** metal awnings. Plastic and vinyl awnings are not permitted.
- The choice of colors should be coordinated as part of an overall color scheme of the building and surrounding developments. Solid colors and stripes are appropriate.
- Awning forms may be angled or curved and shall have closed sides.
- Backlit awnings are prohibited.
- If used in a multi-tenant center, awning colors and styles will be approved as part a Comprehensive Sign Policy per §151.155 (M) approved by the Resolution by the Board of Mayor and Aldermen after a recommendation by the Planning Commission and the Design Review Commission.

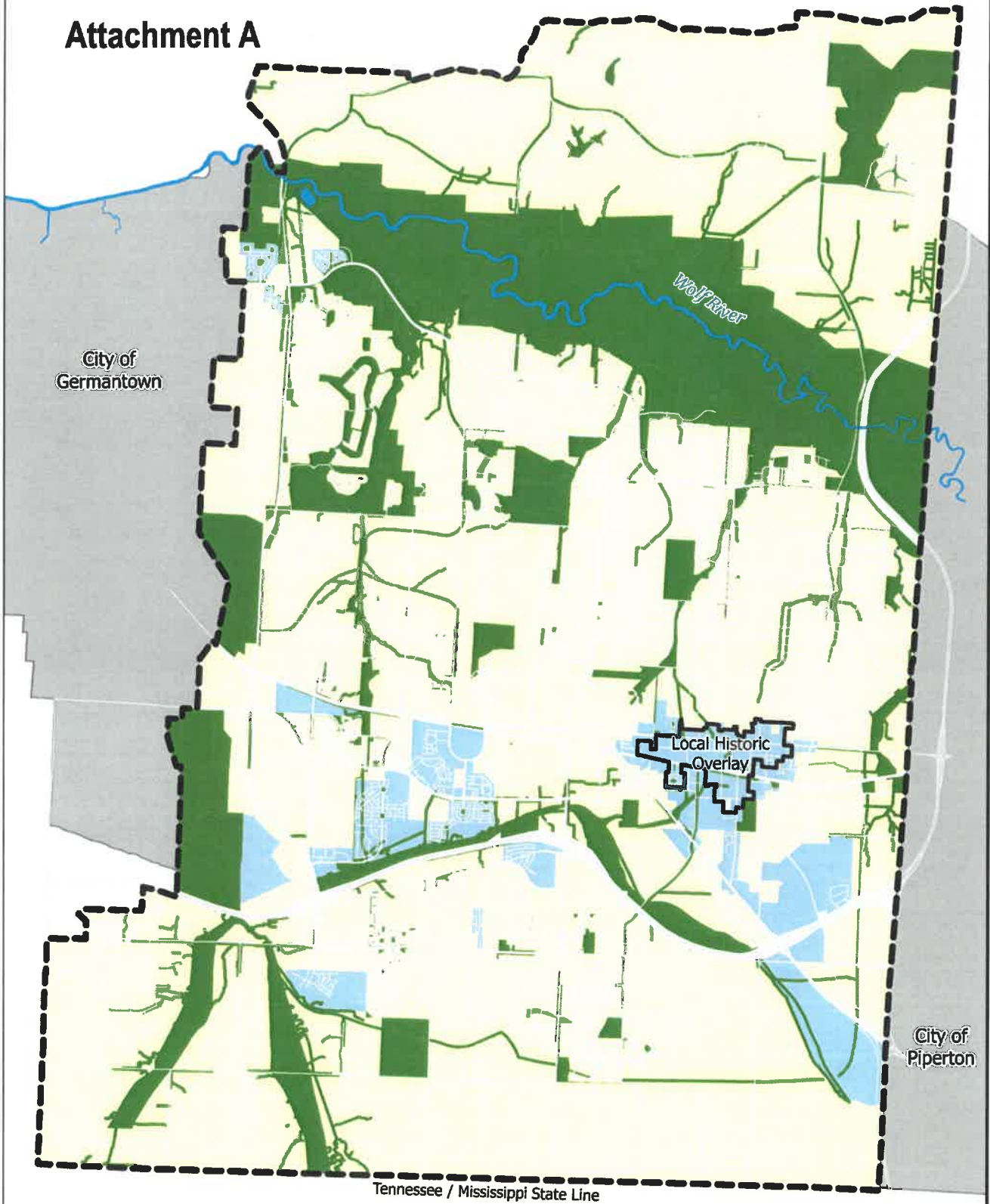
- Section 10 Appendix II related to Buffer Plates, is hereby amended as depicted in Attachment C.
- Section 11 Appendix II related to Buffer Plates, is hereby amended to add the Buffer Plate drawings in Attachment D.
- Section 12 BE IT FURTHER RESOLVED that this resolution shall become effective upon adoption, the public welfare requiring it.

Adopted this 22nd day of July, 2024.






Stan Joyner, Mayor


Kristie Diamond, Town Clerk

Attachment A



What form should new development take?

-  Conventional Areas
-  Traditional Areas
-  Green Corridor / Infrastructure
-  Reserve Area Limits



Printed: March 2024

Attachment B – Reserved Parking Signage Examples – 7/5/24

Appropriate Reserved Parking Signage



EXPLANATION: This permanent reserved parking sign is appropriate because the sign area is within the standards allowed (less than 3 square feet), it is properly set back from public streets, does not exceed 7 feet in height, and has a dark bronze base.

Inappropriate Reserved Parking Signage (continued)



EXPLANATION: While the pole and prefabricated base are black, less than 7 feet in height, and have a sign area of less than 3 square feet, reserved parking signs must be permanently affixed to the ground.

Inappropriate Reserved Parking Signage



EXPLANATION: Temporary reserved parking signs, such as this one with wire legs, are not permitted.



EXPLANATION: While the pole is silver, the sign has a blue prefabricated movable base. Blue is not an appropriate color for sign poles/bases. Reserved parking signs cannot have movable bases and must be permanently affixed to the ground.

APPENDIX II: LANDSCAPE PLATES

New text to be added in **bold underlined** print and text to be deleted ~~struck-through~~:

MINIMUM LANDSCAPE BUFFER REQUIREMENTS BETWEEN ADJACENT PROPERTIES [2][4]						
Developing Use's Zoning District [1] (installs buffer)	Minimum Buffer Widths (in feet) and Applicable Buffer Plate as Determined by Zoning District of Adjacent Property [1]					
	Residential Zoning Districts			Nonresidential Zoning Districts		
	Detached Residenti al Use or Vacant	Attached Residenti al Use	Nonreside ntial Use (church, school, etc.)	MPO	NC, CB, MU, SCC, & GC	RI & GI
Residential District Developed with a Nonresidential Use (church, school, etc.)	20 [3] <u>(Plate A)</u>	20 [3] <u>(Plate A)</u>	None	None	None	None
Residential District Developed with Attached Residential Uses	20 [3] <u>(Plate A)</u>	None	20 [3] [7] <u>(Plate A)</u>	None	None	None
MPO	20 [3] <u>(Plate A)</u>	20 [3] <u>(Plate A)</u>	[5] [6] <u>(Plate B)</u>	[5] [6] <u>(Plate B)</u>	[5] [6] <u>(Plate B)</u>	None
NC, CB, MU, SCC, & GC	20 [3] [7] <u>(Plate A)</u>	20 [3] [7]	[5] [6] [7] <u>(Plate B)</u>	[5] [6] <u>(Plate B)</u>	[5] [6] [7] <u>(Plate B)</u>	[5] [6] <u>(Plate B)</u>
RI & GI	30 [3] <u>(Plate A)</u>	30 [3] <u>(Plate A)</u>	20 [5] <u>(Plate A)</u>	20 [5] <u>(Plate B)</u>	20 [5] <u>(Plate A)</u>	None

NOTES:

- [1] The developing use (column on the left side of table) is responsible for providing the required buffer (columns on the right side of table). The minimum buffer width varies by the zoning of the adjacent property (columns on the right side of table).
- [2] Buffers are exclusive of utilities easements but they may overlap.
- [3] An opaque fence or masonry wall shall be included in the buffer plate (see Chapter III for fence and wall design requirements).
- [4] Trees and shrubs shall be provided in required buffers per Chapter III and plant selections shall be consistent with Appendix III. Shrub requirements may be waived through the provision of an opaque fence or wall.
- [5] Side and rear lot buffers shall be waived where there is a shared private driveway in an ingress/egress easement along the property line.
- [6] Where two nonresidential uses/districts are contiguous, an average buffer width of at least 10 feet shall be provided along the shared property line with the minimum width of the buffer being no less than 5 feet at its most narrow point.
- [7] Buffers in Traditional Zoning Districts (NC, CB, MU, and TN) may be reduced **to 10 feet or waived by the DRG on a case-by-case basis if alternative design techniques are proposed if a minimum 75% opaque masonry (brick or stone) wall a minimum of 6 feet in height is installed along the property line in addition to upright evergreen trees and evergreen shrubs.** ~~The applicant must provide written justification to support any waiver requests.~~

**MINIMUM FRONT YARD OPEN SPACE REQUIREMENTS BASED
UPON ROAD PLAN CLASSIFICATION [1][2][3][4]**

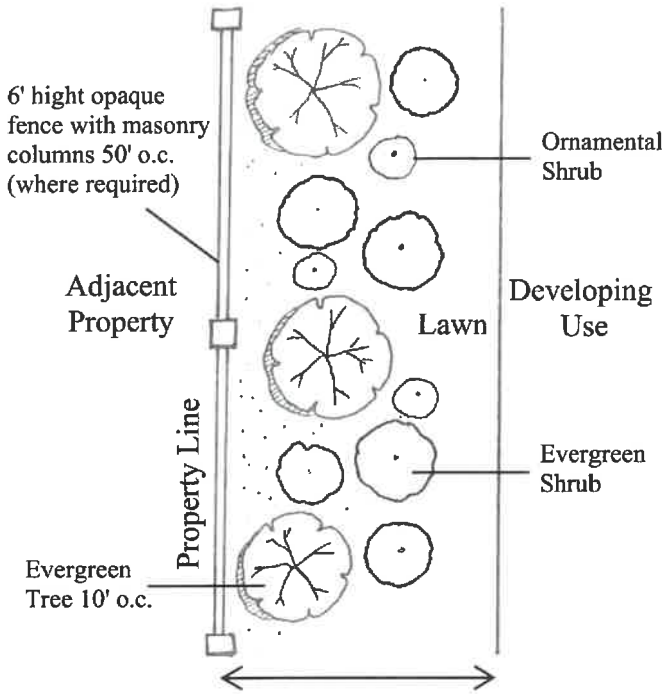
Major Road Plan Classification	Average Buffer Width Minimum (in feet)
Local Streets	10 (Plates C or D)
Minor Collector Streets (2 lane undivided without center turn lane)	20 (Plate C)
Minor Collector Streets (2 lane undivided with center turn lane)	30 (Plate C)
Minor Collector Streets (4 lane undivided without center turn lane)	30 (Plate C)
Major Collector Streets (all)	40 (Plate C)
Arterial Streets (all)	40 (Plate C)
SR 385 & I-269	10 (Plate C)

NOTES:

- [1] The front yard open space shall be measured from the front property line and shall not include any portion of the public right-of-way unless expressly authorized by the BMA.
- [2] Street tree selections shall be consistent with Appendix III. For trees with a mature width of less than 40 feet, the minimum spacing shall be between 25 to 40 feet on center. For trees with a mature width of 40 feet or greater the minimum spacing shall be between 40 to 50 feet on center.
- [3] In areas beneath **or near** existing overhead utilities ~~or other building features~~, understory trees shall be used. **Trees maturing at less than 20 feet in height shall be a minimum of 9 feet from overhead utilities. Trees maturing at a height of 20 feet or greater shall be at least 15 feet from overhead utilities.**
- [4] See Chapter III about requirements for parking lot landscaping (see p. 27).

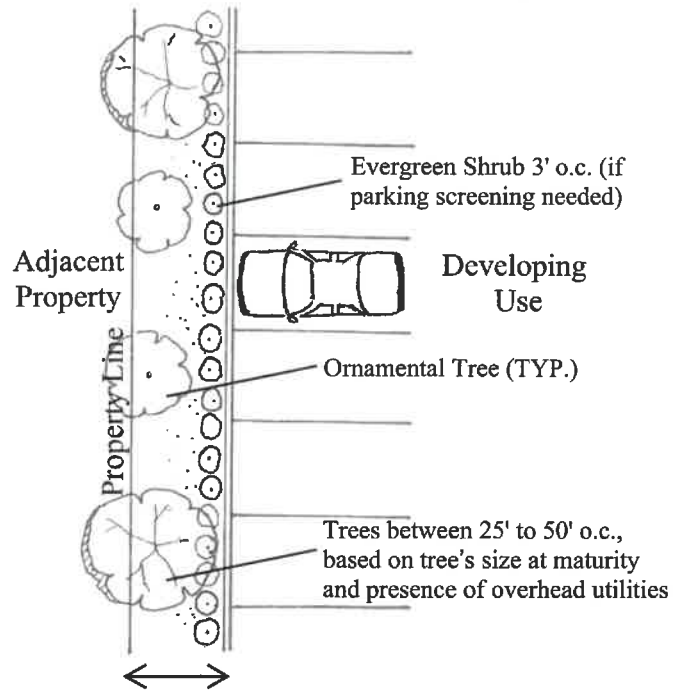
Attachment D

7/5/24



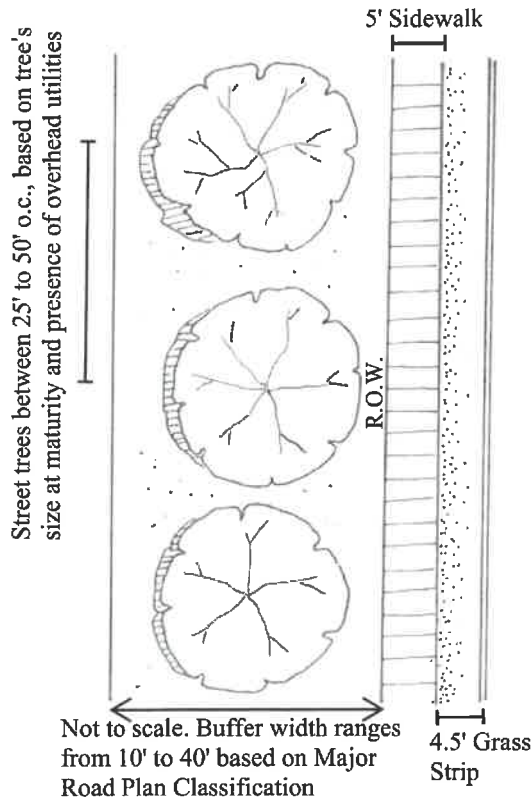
Not to scale. Buffer width ranges from 10' to 30' based on Zoning District and Use of Adjacent and Developing Property. Width could be reduced with use of brick or stone wall.

Buffer Plate A

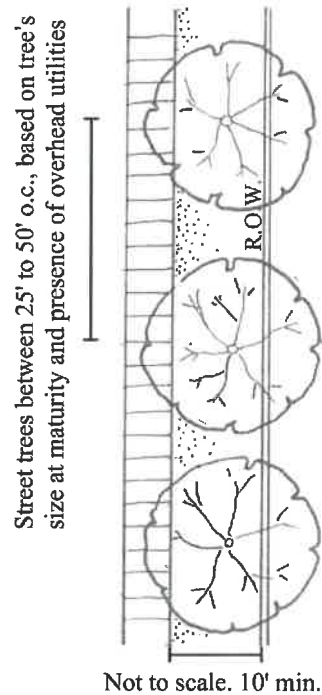


10' avg. width along shared property line with min. width, no less than 5' at any point

Buffer Plate B



Buffer Plate C



Buffer Plate D