

The regular meeting of the Design Review Commission was held on July 11, 2024, at 5:00 pm in the Development Conference Room at 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., Angela Gizzarelli.

---

**Roll Call to establish a Quorum**

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

**Quorum Present.**

---

**APPROVAL OF MINUTES**

Chairman Doss asked if there were any corrections to the June 13, 2024, minutes.

Chairman Doss called for a motion.

*Motion by Commissioner Lawrimore and seconded, to approve the minutes from the June 13, 2024.*

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

**Roll call:**

Peeler	Lawrimore	Donhardt	Stamps	Hepner	Lawhon	Doss
Yes	Yes	Yes	Abstain	Abstain	Absent	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 Hepner and seconded, to approve the agenda as presented.*

Chairman Doss asked for a roll call.

**Roll call:**

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

**Motion Approved.**

---

**CITIZEN COMMENTS:**

Chairman Doss called for citizen comments.

Hearing none, Chairman Doss moved forward with the meeting.

**FORMAL AGENDA:**

**7.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.5.b related to Color; 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	(7/5/24)
2. Resolution 2024-08 Design Guidelines Amendments	(7/5/24)

Mr. Jaime Groce reviewed the Staff report, which is included in the record as an exhibit.

Discussion ensued about the Staff-initiated and DRC recommended changes to the proposed amendments to the Design Guidelines. The following topics were discussed;

- new standards are being added to require “reverse frontage” residential developments along Major Road Plan streets to be screened via 6-foot, 75% brick or stone wall supplemented with vegetation;
- reserved parking signage design standards and the Design Guidelines will include examples to address the concepts adopted by the BMA on May 13, 2024;
- language is being added to clarify “bright white” and “off-white” paint colors and appropriateness
- buffer plates requirements will not be removed from Appendix II and four (4) buffer plate drawings will be added to Appendix II;
- revise the traditional/conventional area map to better reflect the development character of rezonings, Land Use Plan Amendments, Planned Development Overlays, or Site Plans approved since the map was last updated in July 2016; and,
- revise the section to awnings to clarify that shade sails are regulated as awnings.

It was suggested that tested precast concrete panels be added as an option for screening reverse frontage lots.

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

***Motion by Commissioner Hepner, and seconded, to recommend that the BMA approve Resolution 2024-08 (Exhibit 2), with the suggested changes.***

Chairman Doss asked for a roll call.

**Roll call:**

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

**Motion Approved.**

**OTHER BUSINESS:**

Mr. Groce announced the new Economic Development Director starts August 5<sup>th</sup>. The August DRC meeting has no items yet, the deadline is July 16<sup>th</sup>, The September DRC meeting will have Schillig Farms PD Subdivision, Area 1 (Dutch Bros Coffee) Preliminary Site Plan and Morrison Village Price Farm PD Preliminary Site Plan.

Commissioner Stamps asked for discussion on the houses in the Villages at Strathmore PD backing up to Bailey Station Elementary School and the lack of landscape buffer. Discussion ensued of proposed tree species that could be used for an off-site buffer that would be planted on school's property by the Strathmore developer. The developer may want to plant the required trees in that location and a Development Agreement amendment would be needed. This would need to be discussed with Collierville School District.

The meeting was adjourned at 6:07 pm.

---

Angela Gizzarelli, Administrative Specialist Sr.

APPROVED