

The regular meeting of the **Design Review Commission** was held on January 14, 2016, at 5:00 pm in the Board Chambers of Town Hall, 500 Poplar View Parkway.

The following staff members were present: Interim Development Director, Mr. Josh Suddath; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Mrs. Nancy Boatwright; and Administrative Specialist, Sr., Mrs. Shari Michael.

ROLL CALL:

Patton – present, Donhardt – present, Lesnick –present, Sadler- present, Lawhon – present, McCarty – present, Doss – present.

Quorum present.

Chairman Curtiss Doss welcomed the returning commissioners and the new DRC commissioners, Ms. Christine Donhardt, Mr. John Lawhon, and BMA liaison, Mr. Billy Patton.

ELECTION OF OFFICERS

Prior to tonight’s meeting, the Mayor appointed Mr. Doss to serve as the DRC Chairman for 2016.

Vice-Chairman

Chairman Doss stated that the commissioners will need to select a Vice-Chairman and Secretary.

He opened the floor for nominations for Vice-Chairman.

Commissioner Sadler nominated Mr. John McCarty to serve as the Vice-Chairman for 2016, and Mr. McCarty accepted the nomination.

Chairman Doss asked if there were any further nominations.

Hearing none, he closed the nominations and asked if there was any opposition.

Hearing none, Mr. McCarty was voted in as Vice-Chairman by acclamation.

Secretary

Chairman Doss explained that Mrs. Michael handles most of the Secretarial duties under the direction of the Town Planner, Mr. Groce. However, in case a legal signature is needed, the DRC needs to nominate a commissioner to serve as Secretary.

Vice-Chairman McCarty nominated Mrs. Cindy Sadler to serve as Secretary for 2016, and Mrs. Sadler accepted the nomination.

Chairman Doss asked if there were any further nominations.

Hearing none, he closed the nominations and asked if there was any opposition.

Hearing none, Mrs. Sadler was voted in as Secretary by acclamation.

APPROVAL OF MINUTES

Chairman Doss asked if there were any changes or additions to the November 12, 2015 minutes.

Hearing none, Chairman Doss called for a motion to approve the minutes as presented.

Motion by Commissioner McCarty, and seconded, to approve the November 12, 2015, minutes as presented.

Hearing no further discussion, Chairman Doss asked for a roll call.

ROLL CALL:

Lesnick – yes, McCarty – yes, Sadler – abstain, Donhardt – abstain, Lawhon – yes, Patton – abstain, Doss - yes.

Motion Approved.

APPROVAL OF AGENDA:

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

Mr. Groce stated there were none.

Chairman Doss asked for a motion to approve the agenda as presented.

Motion by Vice-Chairman McCarty, and seconded to approve the agenda as presented.

Hearing no further discussion, Chairman Doss asked for a roll call.

ROLL CALL:

Lesnick – yes, McCarty – yes, Sadler – yes, Donhardt – yes, Patton – yes, Lawhon – yes, Doss - yes.

Motion Approved.

Formal Agenda

DRC15-13 - Bailey Station PD, Phases 8 & 9 (Part of Parcels 9 - 15 & 16), Meridian Park Apartments – Request approval of a Preliminary Site Plan for a 207-unit multi-family development on 23.21 acres located near the NE corner of Houston Levee Road and South Shea Road

Mrs. Nancy Boatwright gave the staff presentation. She explained that the applicant is proposing 207 multifamily units on 23 acres, located in the Bailey Station PD. There are several key questions to

discuss tonight and she will review them during her presentation. The questions to consider are, “Should the developer install landscaping within the South Shea Road medians?”, “Does the plan meet the Usable Open Space requirement for a multifamily development?”, and “Will the proposed lighting meet the Lighting Regulations?” She gave an overview of the history of the application and explained that the project meets the original R-ML bulk requirements of the Zoning Ordinance and the PD, and is consistent with the Land Use Plan and the Town’s “No Net Gain Policy” for approving new multi-family units. She reviewed the overall lighting and landscaping plan. They have submitted some supplemental exhibits and the landscaping exhibits were to help us meet the Conditions of Approval (COA). They have included the Usable Open Space and the percent enclosed with buildings and private drives. They relocated a walkway at pond area to close to top of the bank, and they have relocated a bench and bike rack and trash receptacle from the greenbelt walkway to the pond area.

Mr. Groce explained that some of these new designs are not in your packet, but this is something that they submitted to staff to show what they want to do at the Final Site Plan process in order to comply with any conditions of approval.

Mr. Boatwright continued and explained the landscape detail and where the pool area will be located. There will be lots of trees and shrubs and there will be foundation landscaping on three sides of every residential building. Only the sides that are open to the parking lot with the garage doors don’t have any foundation landscaping. The mechanical and HVAC areas will be screened with shrubs. There are some hollies at the north end of the development that screen the property from FedEx. The total Usable Open Space is 9.81%, which meets the minimum 9% requirement. They have provided some Mary Nell hollies to screen the open hallways from South Shea Road. One of the COA is that they will screen the parking area from the Open Space area. They will not provide landscaping along the back of the Open Space area because there is a buried pipe there. The applicant is proposing some parking pole lights and building mounted lights that have a visible light source that must be fully shielded. The Final Site Plan package should include the appropriate information to determine that the photometrics and light fixtures meet the Lighting Regulations. The light fixtures will be consistent with the Design Guidelines. The Bailey Station PD Outline Plan requires shade trees and ornamental trees spaced 50 feet on center within a 15 foot grass area. A plate in the PD also shows landscaping in the median along Shea Road. She has included a Condition of Approval that requires that the medians be landscaped. The developer has requested documentation from the Town that median landscaping is required to be installed with the project. Other than the limited PD Outline Plan text and a plate illustration, no other documentation can be found that requires the developer to install landscaping in the median. The applicant has submitted material sample boards and they are located behind the commissioners for them to review. The applicant has submitted some supplemental exhibits and these are not contained in your packet and will not be what the BMA is voting on. The elevations, as proposed, meet most of the requirements for a Traditional Area as required in the Design Guidelines. She didn’t realize until today, that the 2nd story breezeway would be open. She had talked about the bottom portion being open and that is when they said they would add landscaping to screen that from the street view. The ceiling heights and cornices have been changed and those details don’t really amount to much. They are removing brick veneer from all of the face of all the porches and the landscaping will screen that. They have opened the openings on the 2nd story of some of the buildings. The colors and materials that they have submitted do meet the Design Guidelines.

- EXHIBITS:**
1. Applicant’s Cover Letter (12/15/15)
 2. Preliminary Site Plan Package (12/15/15)
 3. Declaration of Easement for Ingress and Egress and Light and Air (1/21/98)
 4. Memo to David Halle from James Lewellen (7/30/15)
 5. Existing & Future Stand-Alone Apartment Development Memo (2/10/15)
 6. Plate I, Bailey Station PD Outline Plan
 7. Massing & Scale Checklist (12/15/15)
 8. Color Landscape Renderings (12/15/15)
 9. Supplemental Landscape Plans (1/5/16)

Chairman Doss asked if there were any questions of staff.

Commissioner Lawhon asked if all the utilities will be located underground.

Mrs. Boatwright stated that yes they are.

There was a brief discussion regarding the parking lot islands and the drainage.

Alderman Patton asked about the screening that is necessary to screen the open hallways.

Mrs. Boatwright explained that open breezeways are prohibited in this area and these don't actually go all the way through the building, but can be construed as such as they are open.

Mr. Groce stated that this regulation pertains to what is visible from the public realm and it is inappropriate for open hallways to be visible from public streets such as Shea Road.

Mrs. Boatwright stated that an open breezeway or hallway visible from the public streets should be hidden. They added hollies to some areas to screen the bottom hallways. The top open areas have not been addressed.

Chairman Doss reminded the commissioners to ask staff any concerns during this open discussion time and then we will hear from the applicant.

Commissioner Lawhon asked about the COA that requires them to install landscaping into the medians. He stated that he lives along that direction and he likes the way things look in that area of Schilling Farms. He doesn't feel that it is a hardship on the applicant to have to do the landscaping in the medians and he feels that it ties into the adjacent area and it sets a precedent for whatever develops across the street.

Alderman Patton stated that all the other apartments in the area are maintaining the landscape medians. The language may not be in the PUD, but there is already a precedent set and the Plate I does show this intent and that is what he would like to see.

Mrs. Boatwright stated that there is a condition in the staff report to cover this and it requires just shade trees.

There was a brief discussion as to whether or not it states what kind of shade tree and Mrs. Boatwright stated that the PD Plate was not specific.

Chairman Doss asked what else is in the median in the area.

Mrs. Boatwright explained that it is just shade trees.

Vice-Chairman McCarty stated that there are just three small medians in question and perhaps they can use their mitigated trees to plant there.

Mrs. Boatwright stated that would depend on the measurements and calculations and that could be possible.

Commissioner Lawhon stated that an evergreen form Austrellis might be possible for a screening in lieu of them using the Mary Nell hollies.

Hearing no further discussion, Chairman Doss called the applicant to the podium.

Mr. David Baker, representative for the applicant, addressed the commissioners. The design team and developer are here this evening with him and they are available for questions as well. He apologized for submitting the additional exhibits before the preliminary plans are approved, but they were just trying to show staff that we would be able to meet the conditions and move forward with the project. He explained that on the eastern end of the property in the Open Space area, the drainage is underground and that is why they did not provide any landscaping there. The pole heights will be 20 feet and the largest base is 2 feet and this does meet the Design Guidelines, and all the islands do exceed the 200 foot minimums. Regarding the plantings in the median along Shea Road, they feel that the development agreement for the road was approved or when the PD was created, and should have said who should plant and maintain the median shown in the Plate. There is property across the road from their development which will be developed in the future and they would like to ask if they can put in half of the trees now, and let whoever develops across the street later, puts in the other half when they come in for their approval.

Commissioner Donhardt said that she is asking about the Golden Rain tree as it is listed on the invasive list, and did you consider in a long impact development when you designed this project? Also, where did the bike rack get moved to?

Mr. Baker stated that yes, they would be happy to work with staff to find an alternative planting for the Golden Rain tree and they did try to put a large amount of open space into this project to address stormwater. The bike rack will be moved to the clubhouse area.

There was a discussion about possibly building and offering a recycling area in the future and they could come back to staff with that plan in the future.

Alderman Patton stated that he has concerns about their suggestion of them planting half of the trees for their portion and then requiring a future developer to plant the other half sometime down the road and it would not look right due to the symmetry.

Mr. Baker said they would be more receptive to planting some of the mitigation trees off-site in the median. He suggested a few places on the proposed site where they could mitigate from. They calculate about 3 trees per median, which would give them about 9 to relocate from the large lawn area. They could work with staff to find the correct trees to relocate.

Chairman Doss asked about how would anticipate screening the open hallways on the ends of the front buildings.

Mr. Baker stated that they had planned to put shrubs on the ground level for screening from the street.

Mr. Brad Shapiro, engineer architect for the project, addressed the commissioners. He asked if they were talking about the architecture or landscaping.

Chairman Doss stated that he was talking more about the 2nd story screening of the hallways.

Mr. David Grant, developer of the project, addressed the commissioners. He explained that the openings

are not breezeways, but merely openings on the 1st and 2nd floor to allow for 2 tenants upstairs and 1 tenant downstairs to access their apartments on each end only. The openings also offer natural light for safety reasons and a place for air to circulate through the area. When they install the opening at the top, it

will have a frame around it with a faux shutter on the side and it will look like a window from the outside. The opening on the ground floor will be screened with shrubs. He explained that the planting of the trees in the median is not an issue as the bigger issue is them having to maintain it. He believes that the trees should have been installed when the Plate was approved. They are willing to work with staff to place their mitigated trees in there, but they would not like to have to maintain it because they do not own it. They are not putting a road in and they are not subdividing it, so they do not feel that they should have to maintain it.

There was a brief discussion about who purchased the property and built the road. There are several owners of land in that area and they are not sure of all of them at this time.

Mr. Groce explained that are places around town where this has happened in the past and the developer has installed the landscaping and the Town has maintained them and vice versa.

Alderman Patton asked staff if they could look into getting an adopted policy in place for median trees. He also suggested that the Parks & Recreation Department should participate in that policy.

A discussion ensued about other developments in Town that are ruled by a POA and HOA which spells out who maintains the medians. This development is a part of the Bailey Station PD, and the plate goes with this PD.

Chairman Doss stated that this was not going to be solved tonight and the DRC is not the board to make the final decision. We have a condition requirement in the example motion that requires them to provide those trees. The applicant can then address the requirement with the BMA when the application is heard before them for final approval. Hopefully by that time, staff will have been able to help the applicant decide who the owner of the medians is and who is to maintain it.

Chairman Doss asked if there were any questions of the applicant.

Vice-Chairman McCarty asked staff to read the breezeway screening verbiage as listed in the Design Guidelines.

Mr. Groce read, "Breezeways that would be visible from perimeter public streets or internal private streets designed with parallel or angled on-street parking shall be enclosed on that same frontage to give individual attached residential buildings served by common entryways/stairways the appearance from the public realm of a single large dwelling. If not heated/cooled space, consideration must be given for proper ventilation and air flow. Temperature controlled fans may be required."

A discussion ensued regarding the screening required for the parking lot adjacent to the large Open Space area near FedEx. Mrs. Boatwright stated that the Design Guidelines require it and she has included that this screening be done according to the Design Guidelines in the example motion.

A discussion ensued regarding sustainability and how the developer looked at the site when they were planning the development and looked to save the most trees that they could and they have incorporated a large open space area to minimize stormwater runoff.

Mrs. Boatwright read a portion of the Design Guidelines, which covers parking lot landscaping. “Perimeter parking lot landscaping shall be provided for all parking lots to screen parking from view, from streets, public areas, and adjacent uses.” This is covered in the example motion.

Vice-Chairman McCarty asked Chairman Doss if he was interpreting the openings in the sides of the buildings as breezeways.

Chairman Doss stated that we are not approving those drawings today, and if the applicant does what they are asked to do at the BMA level, then this will be solved with staff.

Mrs. Boatwright explained that she does not have such screening conditions listed as a COA in the staff report. There is some screening for some of them and what is in your packet is what the BMA will be voting on.

Mr. Grant explained that the screening that they have proposed, should screen the public view. If they have to go back to a panel on the side, they can do that, but for safety reasons, they would like to have those open, but framed like a window. The top part cannot be screened, either you let us hide it with mesh screens or a louvre or we will close it.

Mrs. Boatwright re-read the Design Guidelines portion that she read earlier regarding breezeway screening.

A discussion ensued regarding safety and lighting in the hallways and why the applicant would like having the area open.

Alderman Patton stated that he believes that they are meeting the spirit and the intent, which is not having four separate pods and he thinks we are overreaching to make them shut it off and close it. The front of the buildings will not be open at all. These openings will only be on the sides.

A discussion ensued regarding what the applicant would be required to do if they decide later to add a recycling area.

Mr. Groce explained that they can come back to staff for review and approval of that. They have adequate parking so this would not affect that.

Hearing no further questions or discussion, Chairman Doss asked for a motion.

Motion by Commissioner McCarty, and seconded, to recommend To recommend that the BMA approve the request for a Preliminary Site Plan for the Meridian Park (Bailey Station PD, Phases 8 & 9 56, Part of Parcels 9 - 15 & 16) (Exhibit 2) 207-unit multi-family development on 23.21 acres located near the northeast corner of Houston Levee Road and South Shea Road subject to the following conditions:

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. 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.
3. Include the scale in the landscape plan title blocks.
4. Show the backflow preventer and water meter locations on the landscaping plans and include screening for these elements.
5. The Usable Open Space Areas shall meet the requirements found in the Design Guidelines. Move the pedestrian path in front of Building 18 closer to the top of the bank of the detention area to more closely follow its contour. Add additional site elements, such as benches and pedestrian scale lighting, for the path for this area to be considered as a Formally Planned Area. Pedestrian scale lighting shall be included along the trail.
6. Provide the percentage of the usable open space that is bounded by streets (public or private) or buildings.
7. Better label and provide the square footage for the Usable Open Space on the landscaping plans.
8. Call out and/or darken the outline of the Public Drainage Easement on the East Landscaping and Lighting Plan. Provide landscaping along the Drainage Easement. The Design Guidelines (III.E.1.a.) require landscaping along unlined drainage or storm water management systems.
9. All landscape islands shall be a minimum of 200 square feet, excluding drainage inlets and cuts. The islands that are broken down the middle are considered two separate islands and each must be 200 square feet.
10. Provide shade trees within the median on South Shea Road as shown on Plate I in the Bailey Station PD Outline Plan.
11. Provide evergreen shrubs to screen the parking for Buildings 17, 18 and 19 from adjacent properties.
12. Include the following with the final landscaping plans:
 - a. Detail of the 48" screen wall at the entrance;
 - b. Callouts for the plants or include a legend on each sheet;
 - c. Details on the meter enclosures (fencing or landscaping);
 - d. Minimum shrub size as required by the Design Guidelines (upright plants shall be 24" at planting and spreading plants shall be 18" at planting); and
 - e. Sod areas.
13. Include the following with the final lighting plans:
 - a. Overall height of all pole mounted light fixtures;
 - b. Overall height of the sign light fixtures;
 - c. Cut sheets for all light fixtures, including light poles;
 - d. All light fixture locations on the final lighting plans. None of the building-mounted lights are included on the Preliminary Landscaping and Lighting Plans;
 - e. Full shielding for all light fixtures with visors or recessed light sources;
 - f. Maximum footcandles (or equivalent lumens) for light fixtures that do not exceed the maximum allowed those specified in the Lighting Regulations; and
 - g. Conventional wall mounted light fixtures, in particular the Crosstour, that are not visible from the public right-of-way.
14. With the Final Elevations provide the following:
 - a. Window cut sheets
 - b. Column cut sheets

ROLL CALL:

Lesnick – yes, McCarty – yes, Sadler – yes, Donhardt – yes, Patton – abstain, Lawhon – yes, Doss - yes.

Motion Approved

Commissioner Lesnick stated that she is voting only on the design of the project, but she has concerns that there are more apartments being added to Collierville, and little is being done to bring in townhomes and condominiums and starter homes for younger couples and retired people.

Other Business:

Chairman Doss asked if there was any other business.

Mr. Groce explained that the Development Activity Report was completed and distributed to each commissioner tonight and he is available for questions if there are any.

Mr. Groce presented Chairman Doss with a certificate of appreciation from the Mayor of Collierville thanking him for his 15 years of service to the Town by serving as a commissioner.

Chairman Doss thanked the Town for allowing him to serve. He explained that in line with their new commissioner training last week, it is very important that we do our best to refrain from expressing our personal comments about building that may or may not make a difference. We are here to recommend developments according to the Design Guidelines, and we need to watch what position we place the BMA in. In general, in the past we need to not chase rabbits and deal only with the issues before us in a professional manner.

Hearing no further business, the meeting was adjourned at 6:25 pm.

Shari Michael, Administrative Specialist, Sr.