

The regular meeting of the **Design Review Commission** was held on May 12, 2016, at 5:00 pm in the Board Chambers of Town Hall, 500 Poplar View Parkway.

The following staff members were present: Assistant Town Administrator, Mr. Josh Suddath; Town Planner, Mr. Jaime Groce, Planners, Mr. Scott Henninger and Mr. Matthew Wilkinson; and Administrative Specialist, Mrs. Sandi Robbins.

ROLL CALL:

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

Quorum present.

APPROVAL OF MINUTES

Chairman Doss asked if there were any changes or additions to the April 14, 2016 minutes.

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

Motion by Commissioner McCarty, and seconded, to approve the April 14, 2016, minutes as amended.

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

ROLL CALL:

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

Motion Approved.

APPROVAL OF AGENDA:

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

Mr. Jaime Groce stated there were none but noted there is an item on the consent agenda.

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

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

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

ROLL CALL:

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

Motion Approved.

Consent Agenda

Chairman Doss asked if there was anyone present who wished to have these items heard.

Hearing none, he asked for a motion to approve the Consent Agenda as presented.

Motion by Commissioner McCarty, and seconded, to approve the Consent Agenda as presented.

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

DRC16-11 – 5131 Rowen Oak Road – Request approval of fencing with metal wire backing

To approve the request for fencing with metal wire backing at 5131 Rowen Oak Rd, as shown in Exhibits 2 and 3, and that any additions or deviations from the approved plans shall require the approval of the DRC and/or staff.

- | EXHIBITS |
|-------------------------------------|
| 1. Photo of Existing Fence |
| 2. Photo of New Fencing (with wire) |
| 3. Plot Plan |
| 4. Color Aerial Photo |
| 5. Property Assessor Aerial Photo |
| 6. Pool Barrier Requirements |
| 7. Fence Permit, March 2016 |
| 8. Narrative from Applicant |

ROLL CALL:

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

Motion Approved.

Chairman Doss stated we will discuss DRC 16-10 first because the applicant for DRC 16-05 is currently not present.

Formal Agenda

DRC16-10 Resolution 2016-22 – A Resolution to amend Appendix III (Recommended Plant List) of the Design Guidelines related to appropriate plant materials.

Mr. Jaime Groce gave the staff presentation. He explained that this item is an amendment to the Design Guidelines related to plant list that was initiated by the Staff at the DRC request. The BMA will make the final decision to approve this change. This amendment should reflect discussions from earlier this year and over discussions going back to 2014. There are certain plant types that have been added to the list and there is added language that speaks to what plants are appropriate as substitutions which would exclude invasive plants. He stated the minimum size requirements have been moved from a different part of the Guidelines. He explained the amendment clarifies deciduous shrubs as now appropriate in certain applications. Some terminology and plant typology headings were changed on the list.

- | EXHIBITS |
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| 1. Resolution 2016-22, with Attachment A (May 5, 2016) |
| 2. Current version of Appendix III (Recommended Plant List), April 2014 |
| 3. DRC Minutes Related to Plant List Update, 2016 |

Mr. Scott Henninger explained the list of plants have been broken down based on if the tree or shrub is evergreen or deciduous, its use in the landscaping, and its general mature size and habit growth. He reviewed different types of plantings and where and why they fall into the different categories.

Mr. Groce stated when a building is about to be completed they have Staff that will make sure these landscaping are installed properly.

There was discussion about adding language to allowing small accent shrubs to not have to meet the same height requirement for shrubs used as screenings.

Mr. Groce stated they have had Design Guidelines since 1994 and it's not uncommon to amend them. He explained the example motion and asked the DRC if they have any suggestions to the amendment.

Chairman Doss asked if there were any questions of staff.

A discussion ensued over adding certain plant types to the appropriate list and questioning some that are on the list now, that possibly are considered invasive.

Chairman Doss suggested we continue looking over this plant list and review it a little more before we finalize it.

It was decided to table this item for another month to allow Staff time to develop the suggested changes to the original proposed amendment.

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

Motion by Commissioner McCarty and seconded, to table DRC16-10 Resolution 2016-22.

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

ROLL CALL:

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

Motion Approved

DRC16-05 – Collierville First Pentecostal Church Addition – Request approval of an amendment to the existing Conditional Use Permit (CUP) for a place of public assembly/place of worship and a Preliminary Site Plan for a 17.697 square foot building addition on 7.51 acres located at 10545 Collierville Road.

Mr. Matthew Wilkinson gave the staff presentation. He showed an aerial photo of the site and gave an overview of the site data. He stated the key questions he will be addressing:

1. Is parking along the Collierville Road frontage appropriate?
2. Is the eastern elevation adequately landscaped?
3. Is the tree mitigation plan adequate?
4. Is the parapet screen on the eastern elevation acceptable and are the rooftop HVAC/apurtenance units adequately screened?
5. Does the parapet of the porte cochere need to extend to the south side of the canopy?

EXHIBITS:

1. Applicant's cover letter (4/12/16).
2. Preliminary Site Plan Exhibits (4/12/16-4/13/16)
3. Elevations and Roof Plan (4/12/16)
4. Final Plat from 2006/2007
5. Applicant's Traffic Study Memorandum (4/12/2016)
6. BZA Conditions of Approval for original CUP from 2002
7. Conditional Use Permit Test Analysis by staff

He stated there are currently three structures on the site including a converted house used for classroom space, a sanctuary that was constructed in the early 2000s, and a framed structure. There are several oak trees along the street and a grouping of loblolly pines on the north eastern corner of the property. He stated the dimensions of the building, that there will be 71% green space, and the setbacks will be met. The landscaping plan is proposing a 30-foot landscape buffer along Collierville Road and explained which kind of trees will be used in the buffer. Within in the site there are parking area plantings meeting the Design Guidelines standard with 80% being shade trees and he explained what some of those shade trees included. He stated there are also additional shrubs plantings along the western perimeter as well as in the islands. There are also foundation plantings to the north and western part of the buildings. He explained the elevations and the materials that will be used.

He stated the parking area along Collierville Road is appropriate. The original CUP mandated that all parking at the church be located in the established rear yard. The proposed CUP Amendment, which was recommended by the PC, allows for 19 proposed parking spaces north of the building façade line, with the majority of spaces kept to the side and rear of the buildings. This still complies with the Design Guidelines' limitations on front yard parking. The proposed 19 spaces north of the building line will not encroach on the 40' front yard setback and will be partially screened by a combination of existing oak street trees and new shrubs. Given the shape of the lot and the number of parking spaces needed for the church of this size, it would be very difficult to not place some parking along the Collierville Road frontage. He stated the eastern elevation is not adequately landscaped. The DRC Guidelines recommend that 30-40% foundation plantings are needed and currently only 10% are shown. The tree mitigation plan proposed will remove 18 Loblolly Pines and 3 oaks. The provided mitigation plan proposes to replace these trees with parking island trees that would be required regardless of the number of trees to be removed. To make the mitigation plan compliant with Town requirements, a sufficient number of trees, at least 10, will need to be planted outside of required planting areas. He explained several varieties of understory trees the applicant plans on using. The Town's mitigation policy is unclear on whether understory trees can count towards mitigation and the DRC may need to make a clarifying judgement as to whether it is appropriate to replace canopy trees removed with understory trees. The parapet screen on the eastern elevation has a gap of 8" between it and the wall below. That allows water to run off the roof and into the gutter system. The Design Guidelines state that: "Rooftop screening shall be integrated into the architecture of the building in terms of massing, materials, and details. Ideally, the screening of rooftop equipment shall be a part of the roof form." The detachment between the parapet and the rest of the wall and roof separate the parapet from the roof form. Also, the location of this floating parapet on the eastern elevation makes the 8" gap very visible from Collierville Rd and SR 385. He stated the roof top HVAC units may not be adequately screened as they appear to be visible from multiple vantage points. The Design Guidelines state that they have to be fully screened from adjacent property and not visible from public right-of-way. In its current configuration, the parapet of the porte cochere covers its north and west sides. The south side remains exposed to allow water to flow for drainage into the gutter system, but it does show the back side of the parapet. This may not be an issue since the south side of the building faces inward on the property and there is no public right-of-way that passes on the back of the property.

He explained the next steps and example motion.

Chairman Doss asked if there were any questions of staff.

There was a discussion over the trees that the applicant is proposing for the mitigation trees plan.

Commissioner Donhardt asked who the landscaper was on this application, as the plans were not sealed.

Mr. Wilkinson stated Ralph Thomas Fagan, ASLA with GreenScape, Inc.

There was a discussion over some concern with not having an updated full photometric plan because the information on the improvement portion of the asphalt show some bright lights that could cause light pollution to a house south of the property. It was also discussed that typically a full photometric plans aren't received until the Final Site Plan and there is a condition in place to ensure Staff receives a full plan to prevent any light trespassing.

Hearing no further questions of staff, Chairman Doss called the applicant to the podium.

Mr. Wesley Ashworth, Ashworth Engineering, 366 College St, stated he apologizes for being late. They are more than happy to address the landscaping issues with Staff. The church is really adamant about keeping the ball field on the west side. They are willing to do extra screening in order to keep the ball fields and street parking. They could set the building back but they chose not to because it's all the space they needed. He hopes the extra 10 feet of parking to the north will not significantly impact the street view.

There was a discussion over if the applicant was required to use a certified landscaping architect. It was determined that there is not a local requirement and that Mr. Fagan maybe a licensed landscape architect.

Commissioner McCarty stated he knows they probably haven't gotten to the point of placing the mitigation trees but they should be placed on the east side of the building because of the lack of architecture compared to the north and south sides.

Mr. Lon Harvey, 3508 Clear Creek Road, Monterey, TN, stated he works for Zion Church Builders but is here as a stand in for the architect to answer questions. It was explained to him by the architect that there was a line of sight study done from the perimeter of the property at 8 feet high and at no point could you see any of the HVAC rooftop units. He stated the gap at the bottom of the east side parapet is open for water to flow into to the gutter.

Chairman Doss reviewed Staff's 5 key questions and a discussion took place over each question.

There was a discussion over if the is parking along the Collierville Road frontage appropriate. It was determined to leave it up to Staff as to where the mitigation trees are to be best placed and additional foundation landscaping. If Staff didn't feel comfortable with the landscaping proposed with the Final Site Plan they should bring it back to the DRC. It was discussed that there was not enough adequate foundation landscaping. The DRC felt condition #2 in the example motion would address this issue, but additional language to require more vertically growing plants should be added. They discussed that condition #4 would address the issue of the tree mitigation plan. It was discussed that Staff should look into the Design Guidelines to see if a future amendment is needed to require mitigation trees to be canopy trees. It was discussed that it is the responsibility of the design professional to prove, prior to construction, which the HVAC units will not visible and it would be beneficial to see a line of sight study conducted by the applicant. It was understood about how the parapet functions but there was still a need to screen it from public view. There was a discussion over the applicant needing to conduct sightline studies from the 385 highway and Collierville Road because those will both be considered visible from the public right-of-way.

Mr. Ashworth stated he knows this won't completely fix the issue but they could lower the "gap" in the parapet from 8" to 4" to make it less noticeable but still allow water to not be trapped.

It was discussed which vantage points need to be studied for the line of sight study.

Chairman Doss stated if the parapet was articulated like other facades through color changes, it would help the part about the “gap” read like it is part of the same wall.

There was a discussion over using similar colors, but not building materials, to other facades to help blend the parapet to the wall.

A discussion ensued over whether the parapet of the porte cochere needed to extend to the south side of the canopy.

Commissioner McCarty stated there is a pretty heavy tree line which should even in the wintertime help prevent offsite visual issues from that aspect of the building.

Commissioner Donhardt suggested they use tall evergreens in the foundation plantings to soften large facade.

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

Motion by Commissioner McCarty, and seconded, to recommend that the BMA approve the request for a Preliminary Site Plan for a 17,697 square foot addition to the existing Collierville First Pentecostal Church on 7.51 acres located on the south side of Collierville 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. Foundation plantings shall be added to the east elevation to meet the 30-40% threshold mandated by The Design Guidelines (DG III, E., 5). Add vertical shrubs or exchange existing shrubs shown with vertical shrubs on the north and west side.
3. A line of sight study for roof top units shall be submitted with the Final Site Plan. Rooftop units shall not be visible from adjacent properties nor public rights-of-way and shall be adequately screened on all sides (DG III, H., 3) (DG IV, C., 4).
4. Required plantings shall not be used to meet mitigation tree requirements. The development shall meet the required mitigation tree plantings through trees planted outside of required planting areas, payment into the Town’s tree bank, or planting mitigation trees on Town property.
5. All parking areas on the site shall utilize white striping (DG III, B., 1).
6. Light fixture cut sheets and descriptions shall be provided with the updated Lighting Plan. All lighting fixtures shall meet Town lighting standards (DG III, F.).
7. Any lighting under the canopy shall be full cut-off and recessed into the canopy to prevent glare and light trespass (DG III, H., 4).
8. Sight distance shall be shown on the landscaping plan to ensure the new plantings do not interfere with any sight lines.
9. A sign permit application shall be submitted to the Planning Division prior to the erection of any signage. Any lighting, existing or proposed, for a ground sign shall be submitted to the Planning Division for review with the appropriate sign permit.
10. The parapet wall on the east elevation shall be modified in such a way as to have its materials color match the parapet articulation of the north and west elevations of the addition.

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

ROLL CALL:

Donhardt – yes, Lesnick – yes, Sadler - yes, Lawhon – yes, McCarty – yes, Doss – yes.
Motion Approved

Other Business:

There was a discussion over whether or not Collierville should require that a landscape plan be prepared by a licensed landscape architect and the Tennessee State Law requiring any document submitted for the public record to be signed and sealed.

Chairman Doss asked if there was any other business.

Mr. Groce summarized recently submitted development applications that can be found on the online development activity map. He explained Discount Tires next step for a recently submitted preliminary site plan and that Murphy Oil will be going to the BMA in May.

Hearing no further business, the meeting was adjourned at 6:17 pm.

Cindy Sadler, Secretary