The Design Review Commission for the Town of Collierville met on **Thursday, November 10, 2016 at 5:00 pm** for a non-voting work session in the Development Department Conference Room at Town Hall. At that time, the DRC reviewed and discussed a potential development application for the redevelopment of 1.51 acres to the east of the Town Square known as 170 Washington Street.

Staff members present: Development Director, Mr. Jay Cravens; Town Planner, Mr. Jaime Groce; Planner, Mr. Scott Henninger and Administrative Specialist, Sr.; Mrs. Shari Michael

Commissioners present: Chairman Curtiss Doss, Vice-Chairman John McCarty, Alderman Billy Patton, Cindy Sadler, John Lawhon and Christine Donhardt.

Mr. Mark Underwood and Mr. Jeff Blackledge gave their presentation on a potential development application for the redevelopment of the large empty building (previous restaurant) at 170 Washington Street.

The DRC gave their feedback on the plans and the work session adjourned at 5:45 pm.

The regular meeting of the Design Review Commission was held on November 10, 2016, at 5:45 pm in the Board Chambers of Town Hall, 500 Poplar View Parkway.

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

ROLL CALL:

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

Quorum present.

APPROVAL OF MINUTES – September 8, 2016

Chairman Doss asked for a Motion to renew a motion made at the October 2016 DRC meeting that failed due a lack of a majority affirmative votes and a separate motion to approve the September 2016 DRC minutes).

Motion by Vice-Chairman McCarty, and seconded, to renew the motion made to approve the September 8, 2016 DRC minutes at the October 2016 DRC meeting that failed due to a lack of a majority affirmative votes.

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

ROLL CALL:

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

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Chairman Doss asked if there were any changes or additions to the September 8 or October 13, 2016 minutes.

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

Motion by Vice-Chairman McCarty, and seconded, to approve the September 8 and October 13, 2016 as presented.

Chairman Doss asked staff if they should make separate motions for each set of minutes.

Mr. Groce stated that it would be best for clarity.

Vice-Chairman McCarty amended his motion to only approve the September 8, 2016 minutes, and the second agreed.

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

ROLL CALL:

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

Chairman Doss asked if there were any changes or additions to the October 13, 2016 minutes.

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

Motion by Alderman Patton, and seconded, to approve the October 13, 2016 minutes as presented.

ROLL CALL:

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

APPROVAL OF AGENDA:

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

Mr. Groce stated that 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 submitted.

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

ROLL CALL:

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

DRC 11-10-16

FORMAL AGENDA

<u>DRC16-25 – 9907 Brooke Circle – Request approval of front yard fencing on a 0.17 acre lot zoned</u> R-1: Medium Density residential with the Almadale Farms PD Overlay.

Mrs. Nancy Boatwright gave the staff presentation. She explained that the fence will serve as a pool barrier on the 7,405 square foot lot. There are 5 Key Questions to

consider this evening:

- Why is the DRC hearing this request?
- Is the construction material of the fence acceptable?
- How tall is the fence?
- Does the fence have an opaqueness greater than 75%?
- Is the fence set back sufficiently back from the street?

EXHIBITS

- 1. Cover Letter (11/2/16)
- 2. Site Plan (11/2/16)
- 3. Fencing Photo (11/2/16)
- 4. 10/20/16 BZA Draft Minutes

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We have not seen many front yard fence requests but after the Town updated the fence ordinance in 2015 the DRC now reviews front yard fence requests in Traditional Neighborhoods that are outside of the Historic District. The main purpose of the DRC review is to ensure that the proposed fence is contextually appropriate for the area.

She reviewed photographs showing where the fence will be located and explained that the fencing and wall materials are acceptable. Appropriate materials in the Town include wood, brick, vinyl, ornamental iron, and ornamental aluminum. The materials of the fence at 9907 Brooke Circle will be brick and ornamental iron. The fence will duplicate the design of an existing fence around the corner at 9956 Westwood Manor Drive within the same subdivision, Village of Almadale Place, with brick to match the residence, knee wall and columns with ornamental iron between the columns

The overall height of the fence will be 6 feet. The maximum height a fence or wall, excluding retaining walls, can be in a front yard is 4 feet according to the Zoning Ordinance. The BZA granted a variance to allow the pool to be installed in the front yard, and to allow a 6-foot fence in the front yard on October 20, 2016. The fence will be located no closer than 7 feet from the back of the curb of Almadale Place as approved by the BZA. A condition of approval for the variance to allow the fence in the front yard requires the applicant to provide an exhibit showing the exact location of the fence to Development Department staff for review for compliance with the AASHTO intersection sight line requirements.

There are other fences in the surrounding area similar to what the applicant is asking for. The fence is around 20% opaque with only the brick columns and knee wall being solid. The Design Guidelines recommend that front yard opaque fencing be avoided. The Guidelines also state that a combination of brick and metal fencing is an appropriate front yard fencing type. The applicant has submitted a letter from the HOA stating that they are in approval of the design of the fence.

She explained the next steps for the applicant and the motion attached to the staff report.

Chairman Doss asked if there were any questions of staff.

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Hearing no questions or discussion, Chairman Doss asked the applicant to come to the podium.

Mr. Chris Wood, applicant and property owner of 9907 Brooke Circle, addressed the commissioners. He explained that they have a corner lot with a nice front and side yard and they liked the other fences around them and that is where they got the idea. After designing the fence and getting approval they then

decided to install a pool. The HOA was able to generate a meeting the other evening and they are in agreement with the design.

Alderman Patton asked if there were any homeowners close to the subject property that were against the request.

Mrs. Boatwright explained that there was one homeowner who expressed concern that the HOA had not approved the fence, but they have seen it since and approved of it.

Alderman Patton stated that the issue is the fence and he feels that since there are others in the surrounding area who have the same type of fence he doesn't see a problem with it.

A discussed ensued regarding the requirements of the setbacks of the fence and pool and where the locking gate will be located, along with the landscaping for privacy.

Hearing no questions or comments, Chairman Doss called for a motion.

Motion by Vice-Chairman McCarty, and seconded, to approve the request for front yard fencing at 9907 Almadale Place as shown in Exhibits 2 and 3 subject to the following conditions:

- 1. With the fence permit application, an exhibit showing the exact location of the fence shall be provided to Development Department staff for review for compliance with the AASHTO intersection sight line requirements.
- 2. Any additions or deviations from the approved plans shall require the approval of the DRC and/or staff.

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

ROLL CALL:

 $\label{eq:continuous} \begin{array}{l} Donhardt-yes,\,Lawhon-yes,\,Sadler-yes,\,McCarty-yes,\,Patton-yes,\,Doss-yes.\\ Motion\,Approved. \end{array}$

Other Business:

Chairman Doss asked if there was any other business.

Mr. Groce reviewed the Development Activity Report and explained that ChemStation, to be located on Progress Road, is being reviewed administratively and it will be in an industrially zoned area. It will have metal on the outside of the building, but this will be mostly in the back of the building, and staff will make sure that it is properly screened from public view. They will be using mostly brick on the front façade, and they are hoping to go before the BMA in January 2017 for approval of their Development Agreement.

McDonald's Restaurant has not submitted a Final Site Plan yet, but they have been working with TDOT on their restriping plan of Poplar Avenue. U-Haul was approved by the BMA with conditions, but they have not submitted their Final Site Plan yet. Glen Farms has been inactive but they have working with staff on their construction drawings and should move forward in 2017. Staff is administratively reviewing the Bank 1905 which will be located in front of LifeTime Fitness and they are moving forward

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with their Final Site Plan. Collierville Canine Club has submitted an application for an indoor pet boarding facility to be located on Highway 72 near Distribution Parkway and Center Street and you may see this at your next meeting. Kroger on Byhalia Road has been working with staff on the demolition of the old SunTrust Bank building located in the front parcel of their parking lot. They are looking for more parking spaces but they were asking for more than what is typically allowed. They have gone back to the drawing board and they are expected to submit another plan soon. Landers Ford will be moving forward to the PC in December 2016 to add inventory parking spaces to an adjacent lot they have recently purchased. Kirkland's has submitted an application for a new location next to Kohl's. Because of the way that property was grandfathered, it will go straight through a Final Site Plan approval process, but they have to meet our Design Guidelines.

Mr. Groce explained that Poplar Oaks Rehabilitation has submitted several exterior paint colors of "blue" for a color test, after being denied approval of the blue paint they had already applied. They chose 4 blue colors of paint and have applied them to a sample board. They would like for the Town to review these colors and let them know which color would comply with intent of the DRC's decision.

After a brief discussion staff suggested that the "In the Navy" blue color paint would comply, but suggested that they would like to go by the business and view it personally to make sure this would be acceptable.

Mr. Groce stated that staff will contact the applicant and find out where the color samples are located on the property and let the DRC know where they can be viewed. As soon the commissioners have a chance to go by and look at the samples, please notify staff of any options. Staff will then notify the applicant of the paint color they can proceed with.

Cindy Sadler, Secretary	

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

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