

The regular meeting of the **Design Review Commission** was held on August 11, 2016, at 5:32 pm in the Board Chambers of Town Hall, 500 Poplar View Parkway.

The following staff members were present: Town Planner, Mr. Jaime Groce; Planner, Mr. Scott Henninger; and Administrative Specialist, Mrs. Shari Michael.

ROLL CALL:

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

Quorum present.

In the absence of Chairman Doss, Vice-Chairman McCarty presided over the meeting.

APPROVAL OF MINUTES

Vice-Chairman McCarty asked if there were any changes or additions to the July 14, 2016 minutes.

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

Motion by Commissioner Donhardt, and seconded, to approve the July 14, 2016.

Hearing no further discussion, Vice-Chairman McCarty asked for a roll call.

ROLL CALL:

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

Motion Approved.

APPROVAL OF AGENDA:

Vice-Chairman McCarty asked if there were any changes or additions to the agenda.

Mr. Jaime Groce stated that staff would like to add item 6.B. Rolling Meadows PD, Phase 3C to the Consent Agenda as the DRC has approved a similar Open Space Plan for this property in the past, applicant has agreed to all of the conditions of approval and there are no issues.

Vice-Chairman McCarty asked for a motion to approve the agenda as amended.

Motion by Commissioner Donhardt, and seconded to approve the agenda as amended.

Hearing no further discussion, Vice-Chairman McCarty asked for a roll call.

ROLL CALL:

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

Motion Approved.

CONSENT AGENDA

Vice-Chairman McCarty asked if there was anyone present who wished to have these items heard.

Hearing none, he called for a motion to approve the Consent Agenda as amended.

DRC16-18 – 3114 Country Place Drive E. – Request approval of rear yard fencing with welded wire backing.

Motion by Commissioner Donhardt, and seconded to approve both items placed on the Consent Agenda with the conditions of approval as contained in the staff reports.

To approve the request for fencing at 3114 Country Place Drive E., including the use of welded wire fencing material, as shown in Exhibits 4, 5, 6, & 7, and that any additions or deviations from the approved plans shall require the approval of the DRC and/or staff.

- | EXHIBITS | |
|-----------------|--|
| 1. | Cover Letter (7/8/16) |
| 2. | Existing Fence (7/8/16) |
| 3. | Example of Proposed Fencing (7/8/16) |
| 4. | Aerial Image of Lot with Location of Fence (7/11/16) |
| 5. | Site Plan of Fence (7/8/16) |
| 6. | Rendering of Fence (7/16) |
| 7. | Fence Layout (7/16) |
| 8. | Pool Barrier Requirements |
| 9. | Fence Permit (7/11/16) |

DRC16-09 – Rolling Meadows PD, Phase 3C – Request approval of Common Open Space for a 13.512-acre phase of a single-family subdivision located at the northeast corner of Majestic Trail and Mountain Side Drive.

To approve landscaping, tree mitigation, and site amenities related to the common open space (Exhibits 3 & 4) for Rolling Meadows PD, Phase 3C, located at the northeast corner of Majestic Trail and Mountain Side Drive, 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. The pervious areas included in COS “C” (not covered with landscaping) shall be sodded.
3. Show the sight triangles for the adjacent intersections on the Landscape Plan (Sheet C-5.2).
4. Irrigation is required in all planted areas of COS “C”. Backflow preventers shall be screened with materials a minimum of 18 inches in height at time of planting.
5. The Landscape Plan (for COS “C”) shall be revised to address the following before the Development Agreement will be placed on a BMA agenda:

- | EXHIBITS | |
|-----------------|---|
| 1. | Applicant’s cover letter (rec’d 7/12/16) |
| 2. | Preliminary Subdivision Plat (7/12/16) |
| 3. | Tree Protection Plan, Grading & Drainage Plan, Landscape Plan (COS “C”) (7/12/16) |
| 4. | Playground and Bench Specifications (7/19/16) |
| 5. | 2007 DRC COS Design (excerpted from 12/19/07 DRC Presentation) |
| 6. | Rolling Meadows PD Outline Plan excerpts (recorded 8/7/14) |

- a. Update direction of north arrow.
- b. Incorporate bench and playground specifications into the Construction Drawing set.

Hearing no further discussion, Vice-Chairman McCarty asked for a roll call.

ROLL CALL:

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

Motion Approved.

FORMAL AGENDA

DRC16-14 – Byhalia Retail Center, Lot 2, McDonalds Restaurant Relocation – Request approval of a Preliminary Site Plan for a 5,206 +/- square foot restaurant on 1.17 acres located on the north side of Poplar Avenue and west of Byhalia Road.

Mr. Scott Henninger gave the staff presentation.

He explained that the site plan indicates two access points for the restaurant from internal private drives/easements with adjacent developed properties, along with a double drive-thru. The parking requirement is exceeded with 38 spaces provided and the open space requirement is exceeded at 32%. There is underground detention for this site as there is off-site existing detention uphill from the site, north of it. The landscape plan provides a hedgerow around the parking area and the trash enclosure has been relocated to the northwest corner of the site and will be landscaped according to the Design Guidelines. There are some street trees to be located along Poplar Avenue with foundation plantings. Staff has added conditions to address screening the menu boards and the trash enclosure and parking areas. He showed the elevations and explained this is a lot like the 2014 plan and the façade includes roof and façade articulations so it is projecting out and up from the building. They are using brick and stone materials with aluminum canopies, accent walls with banding incorporated with a base, and the canopies will match the cityscape aluminum coping trellis as well as the trim around the windows. There are several key questions to consider tonight and they are:

EXHIBITS:
1. Applicant’s cover letter (07/12/16)
2. Preliminary Site Plan (07/12/16)
3. Color Exhibits (07/12/16)
4. McDonald’s Traffic Findings and Conclusions (07/12/16)
5. Town’s Traffic Consultant Analysis (07/26/16)
6. Shared Access Easement Agreement
7. By-pass lane Exhibit Supplemental (8/11/16)

- **Why is the PC and DRC seeing this Preliminary Site Plan again?**

After two years, the BMA’s approval of the February 24, 2014, Preliminary Site Plan expired. With the expiration, the applicant is required to restart the approval process, as regulations change over time. In this case, no regulations have changed since the initial approval in 2014 that substantially impact the application. A review of the Traffic Analysis identifies an additional impact to the Poplar Avenue and Byhalia Road intersection compared to the 2013 analysis.

- **What did the BMA approved in 2014?**

The BMA approved a Preliminary Site Plan only, not a Final Site Plan. The current site layout and elevations are similar to the approved plans from 2014. The applicant has met Bulk Requirements for setbacks, building height, parking, and open space. The site includes 32% open space, 40’ front buffer, no new curb cuts on Poplar Avenue connecting instead to Poplar Avenue via an access drive into the

Byhalia Retail Center and the Walgreens Pharmacy curb cut, and limited parking and drive isles located in front of the building. Following a DRC work session in late 2013, the franchise design of the building was modified to comply with the DRC's recommendations.

- **What is different from the 2014 application?**

There are only minor changes that have occurred including the location of the required street trees and the trash enclosure, which have both been adjusted to avoid easements and potential sight distance problems. Another small modification was the location of the sidewalk connecting Poplar Avenue to the building. The applicant has now provided proof of the existence of an easement agreement for shared access to Poplar Avenue through the Walgreens site. The last major difference is that the supplemental elevations from the 2014 review have been incorporated into the revised plans. All concerns raised in 2014 over franchise design have been addressed.

At last week's Planning Commission meeting, there was a lot of discussion about the traffic impacts and what should be done on-site and off-site. The PC suggested that the applicant could widen the front access drive on the site from 16' to 20' to give more room for a "pass-by" so that traffic trying to exit the site doesn't get backed up and gridlock the entire site. They would be required to have some additional screening and staff has added another condition of approval to cover this. He explained the applicant's next steps and read the staff's additional condition of approval number 12. The applicant is in agreement with all of these conditions.

Vice-Chairman McCarty asked if there were any questions of staff.

Commissioner Lawhon asked if the staff or traffic engineer would foresee a traffic light in the future between McDonald's and Taco Bell.

Mr. Henninger stated that the separation differences are likely too short based on our experience with other projects on poplar Avenue recently and could cause traffic problems instead of helping.

A discussion ensued about the access drives on McDonald's site and it was noted that hopefully with the two drives and widening the front drive aisle it will help the traffic issues.

Hearing no further discussion, Vice-Chairman McCarty called the applicant to the podium.

Mr. Loy Taylor, representative for the applicant, addressed the commissioners. He explained that unfortunately the approval did expire two years after its approval date because the property owner could not get all their title issues resolved. They were able to get them resolved and so now McDonald's does own the property and they are ready to move forward. They are very excited to relocate from where they have been operating in the community for the last 30 years. They think the new location will bring them some new synergy and allow people to enter the shopping center to the north of them. They were able to work with Walgreens on the easement for the shared access drive.

Ms. Elaine Pickering, engineer for the applicant, addressed the commissioners.

Vice-Chairman McCarty asked if they are good with all the conditions of approval, including enlarging the drive aisle as stated in condition number 12.

Ms. Pickering stated that yes, they are in agreement with them. The sidewalk route to the right-of-way is not in its final condition because of ADA issues. When they widened the driveway, she had to move the

accessible ramp around the corner so the diagonal didn't work any longer. They will work that out with staff.

Alderman Patton asked whether or not the size of the lot for this McDonald's is big enough for buildout and is this average.

Ms. Pickering stated that this lot is about the same size as many that are running well today across the nation. Most communities don't require this much landscaping in the front and this is why it may look a little cramped.

A discussion ensued regarding the front landscaping buffers of other surrounding businesses. Mr. Groce explained that you can see that the by-pass lane is being allowed within the 40 foot buffer already.

Mr. Henninger stated that there were concerns about the stacking of cars in the drive aisles, and making the access drives even wider may hinder that.

Ms. Pickering stated that this is McDonald's is a new prototype restaurant in that it has a high efficiency kitchen and will have double lane drive-thru lanes as well as an additional pick-up window and they do not anticipate that more than 15 cars will ever be in the stacking lanes at one time. This restaurant will function better than any other store in the area. McDonald's is "king" of the drive-thru and 67% of their business is such.

Mr. Taylor stated that this does meet all their standards in the design and traffic flows. It may look like a "tight" site, but nothing is substandard in this design.

A discussion ensued regarding the screening trees and the possibility of widening the access drive even more than it is now proposed.

Hearing no questions or discussion, Vice-Chairman McCarty asked for a motion.

Motion by Commissioner Donhardt, and seconded, to recommend that the BMA approve the request for a Preliminary Site Plan for a 5,206 +/- square foot McDonald's restaurant on 1.17 acres at the Byhalia Retail Center, Lot 2, located on the north side of Poplar and west of New Byhalia Road, with the following conditions and the added condition number 12 to read, "With the Final Site Plan as indicated in supplemental Exhibit number 7, provide a by-pass lane at the front of the building to improve the internal site circulations when the drive-thru stacking spaces are at their maximum capacity, along with additional evergreen shrubs to screen the drive and added pass-by lane from Poplar Avenue":

1. With the Final Site Plan, provide manufacturers cut sheet of the Grasscrete pavers on the detail sheet and a material and color sample for approval.
2. With the Final Site Plan, provide manufacturers cut sheet of the bike rack and any other proposed site furnishings on the detail sheet and submit material and color samples for approval.
3. With the Final Site Plan, indicate all utility structures, transformers, generators, backflow preventers, rooftop units, etc. On the elevations include a dashed line indicating the roof deck and any rooftop appurtenances such as mechanical equipment. Indicate wall mounted appurtenances, scuppers, and downspouts on the elevations. Locate such structures at the rear of the building where possible and indicate how they will be screened. Include a note indicating that the transformer shall be screened from all public views with landscaping when it is determined where it will be located. All roof top mechanical and communications equipment shall be

- screened from public view, adjacent streets and adjoining developments by parapet walls. Consistently paint all roof equipment with a color compatible with the roof or trim. Conduit, cameras, spouting and other wall equipment should be painted to match the architectural façade or trim on a building. Landscaping and screen walls can aid in concealing equipment (D.G. III., H).
4. Additional evergreen shrubs are needed to ensure adequate screening of parking and the trash enclosure from Poplar Avenue and surrounding properties; Liriope is not an acceptable plant material for screening purposes. Use Oakland Hollies or another evergreen shrub on the south side of the Trash Enclosure structure.
 5. Internally illuminated menu boards and their clearance canopies shall not be visible from the public right-of-way (Poplar Avenue) and adjacent properties (D.G. III., G., 6 & Sign Ordinance §151.178). Dwarf Fountain Grass is not an appropriate plant for screening menu boards. Provide upright evergreen landscaping such as Emerald Green Arborvitae or Little Gem Magnolia dense enough that the two menu boards with the yellow canopies are blocked from view. This may be accomplished by suitable landscaping along the perimeter.
 6. Landscaping shall not encroach within 3 feet of any fire protection equipment.
 7. The exterior finish on the trash enclosure should match the predominant materials on the building (D.G. III., H., 1 & D.G. IV., C., 5). The detail of the enclosure indicates CMU which does not match the predominant material on the building. Use the brick “Wilkesboro” for the base and “Earthtone” for the walls and a cap in order to match the predominant materials on the building. Bollards, gates, posts, joists, flashing, air turbine, etc. shall be painted to match the “Wilkesboro” brick. Roofing membrane, if visible, is not permitted.
 8. On the Final Site Plans provide manufacturers cut sheets of all wall mounted or canopy lighting as well as any floodlights for the monument sign. All exterior lighting shall contain shielding to prevent glare and light trespass. Ground mounted floodlights shall be screened with evergreen landscaping. All lighting shall meet the Lighting Ordinance (§151.190) and intent of the Design Guidelines (D.G. III., F).
 9. With the Final Site Plan, provide a photometric plan for all fixtures on the lighting plans as well as the Town of Collierville Standard Lighting Data Chart including footcandle average, minimum, maximum, and uniformity ratio. In addition, provide lighting notes and installation details (§151.190).
 10. Provide the light “corridor” per building code on the Final Site Plan. Include emergency lighting on the plan at all entrances as well cut sheets. Emergency lighting should be painted to match the architectural façade, canopy, or trim on a building (D.G. III., H).
 11. Signage is fully reviewed through a separate process. Submit sign application(s) prior to erection of any signage (Sign Ordinance). The “Welcome” mounted sign above the canopy is not permitted (Sign Ordinance).
 12. ***With the Final Site Plan as indicated in supplemental Exhibit number 7, provide a by-pass lane at the front of the building to improve the internal site circulations when the drive-thru stacking spaces are at their maximum capacity, along with additional evergreen shrubs to screen the drive and addition pass-by lane from Poplar Avenue”:***

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

ROLL CALL:

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

Motion Approved

Other Business:

Vice-Chairman McCarty asked if there was any other business.

Mr. Groce gave a brief overview of the recently submitted applications. He explained that there may not be a DRC meeting in September, however Dove Rehab has been wanting to make some changes to their building and they have painted their building blue without any formal application and staff has asked them to submit a formal application so the DRC can discuss it and give them feedback. U-haul has gone before the PC and is now going to the BMA for a Conditional Use Permit request. They have submitted a Preliminary Site Plan that the DRC will likely see in October. The Orgill Building is under construction now on Houston Levee Road and the development agreement will go before the BMA soon. Discount Tire Store is going to the BMA soon. They are working with staff on their proposed design. They may appeal a Staff decision related to the interpretation of the 10-foot side yard buffer requirements as they have had to make their site more compact due to the required right-of-way dedication along Abbington Road, as 50 feet is required.

Hearing no further business, the meeting was adjourned at 6:08 pm.

Cindy Sadler, Secretary