

**DESIGN REVIEW COMMISSION  
MUNICIPAL CENTER COUNCIL CHAMBERS  
Tuesday, February 25, 2014  
6:00 p.m.**

The regular meeting of the Design Review Commission was scheduled and held in the Council Chambers of the Municipal Center on February 25, 2014. Chairman Saunders called the meeting to order at 6:00 p.m. requesting the roll call. Ms. Regina Gibson called the roll of the Board and established a quorum:

**COMMISSIONERS PRESENT:**

Mr. Keith Saunders, Chairman; Mr. Paul Bruns – Vice Chairman; Mr. Neil Sherman, – Secretary; Christopher Schmidt; and Mr. Eric Alter

**DEVELOPMENT STAFF PRESENT:**

Mr. Cameron Ross, Economic and Development Services Director; Mr. Wade Morgan, Chief Planner; Ms. Regina Gibson, Administrative Secretary and Mr. Robert McLean, Attorney

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**1. Approval of Minutes for January 28, 2014**

Mr. Sherman moved to approve the Design Review Commission minutes of January 28, 2014, seconded by Mr. Bruns, with no further comments or discussions.

**ROLL CALL:** Mr. Alter - Yes; Mr. Bruns – Yes; Mr. Sherman – Yes; Mr. Schmidt - Yes; Chairman Saunders – Yes.

**MOTION PASSED**

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**2. Approval of Minutes for February 13, 2014**

Mr. Alter moved to approve the Design Review Commission minutes of February 13, 2014, seconded by Mr. Schmidt, with no further comments or discussions.

**ROLL CALL:** Mr. Alter - Yes; Mr. Bruns – Yes; Mr. Sherman – Yes; Mr. Schmidt - Yes; Chairman Saunders – Yes.

**MOTION PASSED**

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**3. Madonna Learning Center – 7007 Poplar Ave. – Request Preliminary and Final Plan Approval.**

**BACKGROUND:** The Board of Zoning Appeals approved a use on appeal for the expansion of a private school on November 12, 2013. The Planning Commission approved the preliminary and final site plans on February 4, 2013.

**DISCUSSION:** The plan proposes 1) the construction of a 3,770 sq. ft. building on the southwest side of the site that will house the school's Adult Training Program; and 2) the demolition of the existing chapel in order to construct a 25,580 sq. ft. single-story addition to the existing 2-story classroom building. The larger addition will contain classrooms for grades K-12 and a multi-purpose gym.

*The following checklist describes the characteristics of each part of the property.*

**DESIGN REVIEW COMMISSION CHECKLIST:**

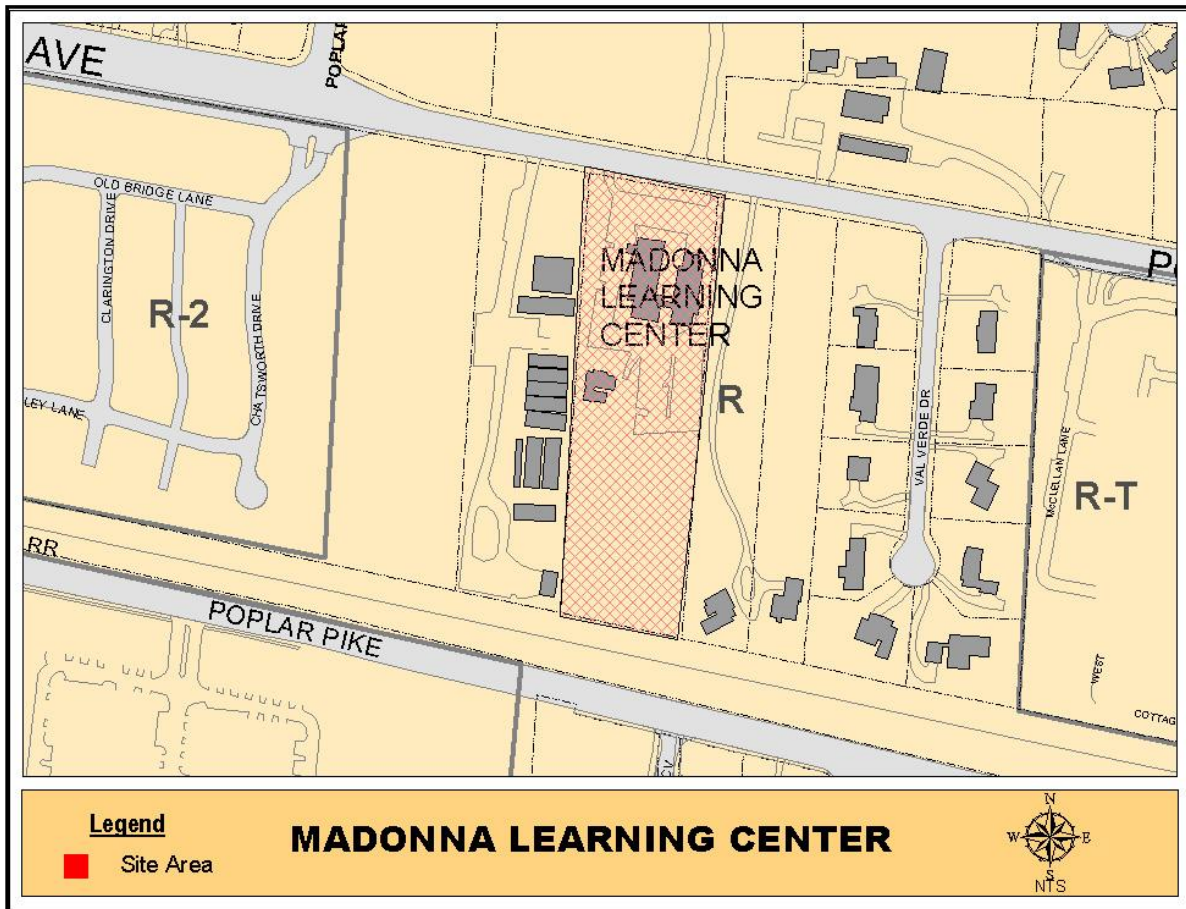
1. *Site Layout:* the buildings will be placed in the middle of the tract, with the driveway circling the buildings and parking on the west and south sides of the driveway. The main entrance will be on the

north elevation (facing Poplar Ave.), with a parent drop-off portico, and multi-purpose building entry located on the west elevation.

2. *Building Elevations:* the buildings is to be constructed with brick façades on all 4 sides. Windows and doors are to be aluminum. A color rendering has been provided. Material samples will be available at the DRC meeting.
3. *Street Improvements and Curb Cuts:* The two existing driveways onto Poplar Avenue will be reconfigured to improve access for emergency vehicles and parents/visitors.
4. *Parking Lots:* parking spaces are to be located on the south and west sides.
5. *Exterior Lighting:* Site lighting is to consist of 14 ft. tall parking lot lights, wall packs, ground lights for a sign and wall fixtures. All lighting is to be LED. The photometric plan indicates an average of 2 foot-candles of illumination within the parking area (a maximum of 7.7 foot-candles) and an average of 0.6 foot-candles on the site perimeter, with the greatest levels on the west side.
6. *Garbage Collection Area:* the dumpster is to be located in the southwest area of the tract, near the adult program building. The landscape plan proposes landscaping on the west, south and north sides. Details on the enclosure are not provided.
7. *Vents:* Locations are not provided, but parapet walls and roof-top enclosures are provided for screening.
8. *Gas, Electric and Water:* information on the location of meters is not provided.
9. *Mechanical Units:* information on the location of HVAC and other units is not provided.
10. *Emergency Generators:* none indicated on the plan.
11. *Landscaping:* A landscaping plan has been provided.
12. *Mailboxes:* None proposed.
13. *Signs:* No information provided. Any new signs will have to be approved by the DRC by a separate application.

#### COMMENTS:

1. The trash dumpster shall be contained within a brick enclosure with doors. Details shall be provided in the construction drawings.
2. The lighting plan indicates ground lights for what appears to be a sign. Any new sign(s) require approval from the DRC. The proposed lights may have to be relocated to conform to sign regulation requirements.
3. The location of all meters and mechanical units shall be provided on the construction drawings and shall be screened by landscaping, enclosures or similar means.
4. After DRC final approval, the developer shall enter into a standard development contract with the City.



**PROPOSED MOTION:** To approve the request for Preliminary and Final Plan Approval for the Madonna Learning Center at 7007 Poplar Ave., subject to the comments contained in the staff report.

Ms. Tamara Redburn w/Fleming Associates explained that the Madonna Learning Center is a school for developmentally disabled children and adults. Currently it is a K-12 school along with an adult learning program. One of the classrooms that will be built will be for a Pre-K. The AP building in the back side of the side that is not connected is the adult program building. It is an adult training facility to help them transition into the working world. The addition is to add to the classroom building which is two stories and is in really good shape. Its structure is CMU and brick. Their goal is to replace all of the brick and have already chosen one that will blend with the existing brick. The windows will be replaced so all of the frames and windows will match throughout the whole complex. The gym will be used as a multi-purpose facility which will be used for dance, other physical activities, plays, and presentations.

The commission asked if all of the construction would be completed at one time or if it would be done in phases and if Ms. Redburn was confident that this plan would give them an adequate amount of parking spaces.

Ms. Redburn explained that they were looking at several different options depending on if they would have enough money raised by the time the construction started. One option is to move off the site for a year and build the whole thing at once during the summer. Worst case is that the gym doesn't get built or it would be built as just a shell. The parking that is presently needed is only 34 adults because none of the students can drive so the parking is way more than adequate.

Chairman Saunders explained that if this project had to be completed in stages then they would like to see most of the landscaping in place especially along Poplar. If it is completed at one time then the landscaping is expected to be done at the end so it would not be torn up by construction.

Chairman Saunders called for a motion.

Mr. Sherman moved to approve the request for Preliminary and Final Plan Approval for the Madonna Learning Center at 7007 Poplar Ave., as discussed and subject to the comments contained in the staff report, and seconded by Mr. Alter.

**ROLL CALL:** Mr. Alter – Yes; Mr. Bruns – Yes; Mr. Schmidt – Yes; Mr. Sherman – Yes; Chairman Saunders – Yes.

**MOTION PASSED**

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ADJOURNMENT

There being no further business, comments, or questions by the Commission, the Chairman adjourned the meeting at 6:16 p.m.