

A regular meeting of the **Planning Commission** was held on Thursday, May 21, 2020, at 5:00 p.m. in the Board Chambers of Town Hall, at 500 Poplar View Parkway.

Staff members present were: Town Attorney, Mr. Nathan Bicks (via telephone); Development Director, Mr. Jay Cravens; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Mrs. Nancy Boatwright; Town Engineer, Mr. Dale Perryman; Fire Marshal, Mr. Paul Witt; and Administrative Specialist, Sr., Mrs. Shari Michael.

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### **Pledge of Allegiance**

Chairman Cotton led the Pledge of Allegiance.

### **Roll Call to establish a Quorum**

Cotton – present, Rozanski – present, Marshall – present, Gilbert – present, Jordan – present, Goddard – present, Worley – present, Given – present.

**Quorum Present.**

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### **Approval of Minutes**

Chairman Cotton asked if there were any additions or deletions to the minutes from the March 5, 2020 meeting.

Hearing none, he called for a motion to approve the minutes from the March 5, 2020 meeting as presented.

***Motion by Vice-Chairman Rozanski, and seconded, to approve the March 5, 2020 minutes as presented.***

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

### **Roll call:**

Rozanski – yes, Given – yes, Marshall – yes, Goddard – yes, Jordan – yes, Gilbert – yes, Worley – yes, Cotton - yes.

**Motion Approved.**

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### **Approval of Agenda**

Chairman Cotton asked if there were any additions or deletions to the Agenda.

Mr. Groce explained that he had the Town Attorney, Mr. Bicks on the speaker phone, and he wanted to explain the some protocol to the commissioners and audience about tonight's meeting.

Mr. Bicks explained that the meeting was publicly advertised initially as a closed meeting according to the rules the Tennessee Governor had set at the time. Since the publication, the Governor is now allowing some people to attend at half capacity of the room allowance. The Town is taking health steps to allow citizens to come into the meeting and there is a link on the Town's website that has been provided to the public, so that people who do not want to attend the meeting in person, can ask questions about an item in advance, or make comments about the agenda items.

Mr. Groce explained that all the 4 items on the agenda are listed under the Consent Agenda. Staff only received comments on 1 item, and that was 6.a. DD20-024 – The Village at Strathmore, Phases 1 & 2. Those concerns were emailed to the PC prior to this meeting and should be considered part of the record as an added Exhibit, when the PC approves the Consent Agenda. Staff can give a formal presentation if someone wants to have that item heard. The concerns that were raised related to drainage and traffic will not alter traffic by approving the Final Plat tonight. The applicant has agreed to the new condition added by staff about allowing the larger rear setback.

Alderman Worley stated that the issues that were in concern, specifically, the fence was going to be built a little closer to Bailey Station than normal, and this will not happen. The condition that staff has added states that they cannot add any more building footprints at the new rear yard area being added, and the applicant agrees with this.

Hearing no further comments, Chairman Cotton called for a motion to approve the agenda with the added amendment.

***Motion by Vice-Chairman Rozanski, and seconded, to approve the agenda as presented, and the additional amendments to item 6.a. provided by staff.***

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

**Roll call:**

Rozanski – yes, Given – yes, Marshall – yes, Goddard – yes, Jordan – yes, Gilbert – yes, Worley – yes, Cotton - yes.

**Motion Approved.**

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**Consent Agenda:**

Chairman Cotton call for a motion to approve the Consent Agenda.

***Motion by Vice-Chairman Rozanski, and seconded, to approve the Consent Agenda and with the amendment to item 6.a. from Staff adding the condition of approval regarding the building envelopes not increasing.***

**DD 20-024 – The Village at Strathmore, Phases 1 & 2 – Request approval of amendments to the Final Subdivision Plat to increase the square footage of Lots 20 through 26 associated with reducing COS E, and to shift the side lot lines for Lots 12 through 14 and Lots 16 through 26, located on the west side of Bailey Station Road, north of Poplar Avenue.**

***Motion by Vice-Chairman Rozanski, and seconded, to approve the amendments to the Final Subdivision Plat for The Village at Strathmore Subdivision, Phases 1 & 2 (Exhibit 4) subject to the conditions in Exhibit 1:***

1. This development is subject to all applicable standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.

**EXHIBITS**

1. PC Conditions of Approval (5/15/20)
2. Cover letter (3/25/20)
3. Final Plat Recording Checklist
4. Amended Final Plat (3/10/20)
5. Approved Final Plat (9/5/19)
6. The Village at Strathmore PD Outline Plan Sheet 2.
7. Email from Strathmore HOA President dated 5/20/20.

2. The Final Subdivision Plat for the Future Development Tract shall be submitted to the Planning Commission for approval.
3. Either add "First Revision" to the plat title and provide an entirely new plat, or revise Sheets 1 and 2 and add a "delta 1" with a note stating why the plat is being re-recorded. If re-recording the existing plat, add a re-recording certificate to Sheet 3 for signatures of the Mayor and Planning Commission secretary.
4. Revise the acreage for Common Open Space (COS) E in the Subdivision Plat Data chart and in the Common Open Space Areas chart.
5. COS E shall not be reduced to less than 15 feet deep as required by the recorded Village at Strathmore PD Outline Plan without an amendment to the Outline Plan.
6. A Design Review Commission (DRC) condition of approval required, in part, that "the usable open space must equal 9% of the subdivision per The Village at Strathmore PD Outline Plan and the Design Guideline requirement for a PD...Each usable open space shall be a minimum of 5,000 square feet. Provide a clear calculation of the usable open space separate from the overall pervious area." Provide the revised usable open space calculation on the plat in the two charts since COS E has been reduced in size.
7. Note #10 should be "Convey"
8. Lot #12 – Your cover letter stated that this was increased by 10'. The dimensions show it to be greater. Please verify that the dimensions are correct
9. Lot #18 – Still have 60' shown at the rear
10. Lot #19 – Still have 70' shown at the rear
11. Lot #20 – Doesn't the 93.33' need to be revised? There was a 0.85' dimension on the previous plat that was for this line as well I do believe
12. Please provide written responses stating how each comment was addressed  
Increase the rear yard setback on Lots 20 through 26 to 22 feet.

**DD 20-031 – Oak Hill Subdivision, Phase 1 – Request approval of the vacation of various public easements on Lots 1 through 6 and Lot 9.**

***Motion by Vice-Chairman Rozanski, and seconded, to recommend that the BMA approve the vacation of various easements on Lots 1 through 6 and Lot 9 in the Oak Hill Subdivision, Phase 1 as described in Exhibit 2 and illustrated in Exhibit 7, subject to the conditions in Exhibit 1:***

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. Shift the 20-foot public drainage easement within Common Open Space B to align with the easement as shifted at the rear of Lots 1 through 6.
3. Show the shorter length of the 20-foot public drainage easement on Lot 6.
4. Remove the following text from the fourth note on Sheet 4 of 5 of the Final Plat: ~~and the 20' ingress/egress easements across Lots 2, 4 and 6.~~
5. Correct the Legal Description of the Ingress/Egress Easement for Lot #6. The S 87-29-11 E does not match what is shown on the plat. The plat has 87-29-40.

<b>EXHIBITS</b>	
1.	PC Conditions of Approval (5/15/20)
2.	Cover letter with criteria for easement vacation/abandonment (3/20/20)
3.	Utility provider approval letters (rec'd 3/19/20)
4.	Public Services approval (4/30/20)
5.	Surveys of lots (rec'd 3/19/20)
6.	Legal descriptions of easements (rec'd 3/19/20)
7.	Plat with proposed easements to be vacated (3/19/20)
8.	Recorded Final Plat (1/17/19)

6. Correct the Legal Description of the Utility Easement on the portions of Lots #1-6. This isn't in the area of the subject property.
7. Add a Delta 1 at all of the revisions.
8. Add a Certificate stating why the plat is being re-recorded. It will need to have a spot for the Mayor and Planning Commission Secretary to sign.
9. Provide a copy of the plat showing the abandoned easements removed and the new location of the revised easements. This will have to be reviewed and approved before the plat can be re-recorded.

**DD20-009 – Oak Grove PD, Phase 4, Section F – Request approval of a Preliminary Plat for a 23 lot residential subdivision located south of Collierville Road and north of Shelby Drive.**

***Motion by Vice-Chairman Rozanski, and seconded, to approve the Preliminary Plat (Exhibit 6) for Cypress Grove Subdivision, Section F, subject to the conditions listed in Exhibit 1.***

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 PC recommends that the BMA grant either a sidewalk waiver or require fees in lieu of construction for the 0.58-acre common open space lot (COS A) surrounded by Windsor Hill Circle since there are no sidewalks along Windsor Hill Circle in the common open space in Section B to the south.
3. The Engineering Division requires the following:
  - a. Prior to plat recording, provide a 11 x 17 drawing showing the area (s.f.) of all public easements and r.o.w. dedicated with this plat.
  - b. The plat will still need to be filed for Final Approval before it is recorded.
  - c. The min. F.F.E.s will be reviewed once the As-Built Topo is submitted.

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| 1. PC Conditions of Approval (3/27/20)   |
| 2. Applicant's Revised Cover Letter and Traffic Trip Generation (3/9/20)                   |
| 3. Excerpt from Agriculture-related Tree Removal Letter (1/24/19)                          |
| 4. Section B Final Plat Excerpt (9/4/07)   |
| 5. Woodgrove Master Plan (4/10/18)   |
| 6. Preliminary Subdivision Plat (received 3/9/20)  |
| 7. Construction Drawings (Grading & Drainage Plan, Erosion Control Plan) (received 3/9/20) |

**DD 20-021 – Byhalia and Rowlett Subdivision, Lot 1 – The Pet Hospitals – Request approval of a Conditional Use Permit (CUP) for the permanent use of storage containers on a 3.23-acre lot located at southeast corner of intersection of South Byhalia Road and South Rowlett Street.**

***Motion by Commissioner Rozanski, and seconded, to approve the Conditional Use Permit for the permanent use of portable shipping containers on Lot 1 of the Byhalia and Rowlett Subdivision, subject to the Conditions in Exhibit 1:***

1. The Conditional Use Permit (CUP) for portable storage containers shall only apply to Lot 1 of the Byhalia and Rowlett Subdivision.
2. No more than two (2) containers will be allowed.

- | <b>EXHIBITS:</b>  |
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| 1. Conditions of Approval (3/27/20)                           |
| 2. Cover Letter (3/3/20)                                      |
| 3. Site Layout Excerpt from Final Site Plan (received 3/9/20) |
| 4. Photos of Containers (received 3/9/20)                     |
| 5. CUP Test (3/27/20)   |
| 6. Site Layout from Final Site Plan (January 2020)            |

3. The containers shall be screened at all times from view from South Rowlett.
4. Containers shall be used for storage only and not converted to habitable space.
5. Containers shall be located only in the rear 50 feet of the property.
6. Containers shall not be located within 10 feet of any lot line or structure.
7. Containers shall not be placed in a manner that impedes ingress, egress, or emergency access.
8. Signage shall not be placed on the containers.

Chairman Cotton asked if there was any discussion from the commissioners.

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

**Roll call:**

Rozanski – yes, Given – yes, Marshall – yes, Goddard – yes, Jordan – yes, Gilbert – yes, Worley – yes, Cotton - yes.

**Motion Approved.**

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**Other Business:**

Chairman Cotton asked if there was any Other Business.

Mr. Groce explained that the Development Activity Map had not been updated yet, but staff is working on it. The regularly scheduled June 4<sup>th</sup> PC meeting advertising deadline passed, before Administration made the decision on whether or not we could hold meetings for complex items again. We can now hold such meetings since we have additional ways that the public can participate. Staff would like to suggest the next PC meeting be changed to June 11<sup>th</sup>.

Chairman Cotton asked about having the meeting at 5:00 pm, and it was agreed to have the June 11, 2020, meeting begin at 5:00 pm.

Hearing no further business, Chairman Cotton adjourned the meeting at 5:13 p.m.

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Secretary, Commissioner Jeremy Given