

A regular scheduled meeting of the **Planning Commission** was held on Thursday, September 3, 2020, at 6:00 p.m. in the Board Chambers of Town Hall, at 500 Poplar View Parkway.

Staff members present were: Town Attorney, Mr. David Goodman (via telephone); Development Director, Mr. Jay Cravens; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Mrs. Nancy Boatwright; Fire Marshal, Mr. Paul Witt; 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, Jordan – present, Goddard – present, Johnson – present, Worley – present, Given – present, Gilbert – absent.

**Quorum Present.**

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**Approval of Minutes**

Chairman Cotton asked if there were any additions or deletions to the minutes from the August 6, 2020 meeting.

Hearing none, he called for a motion to approve the minutes from the August 6, 2020 meeting as presented.

***Motion by Commissioner Goddard, and seconded, to approve the August 6, 2020 minutes as presented.***

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

**Roll call:**

Rozanski – yes, Given – yes, Jordan – abstain, Marshall – yes, Johnson – yes, Goddard – 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 the agenda is as published.

Hearing no further comments, Chairman Cotton called for a motion to approve the agenda as amended.

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

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

**Roll call:**

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

**Motion Approved.**

**Consent Agenda:**

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

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

**DD20-072 - Sewer Easement Vacation - Request approval of the vacation of a 10-foot sewer easement at 698 Commerce Parkway.**

*To recommend that the BMA approve the vacation of the 10-foot sanitary sewer easement at 698 Commerce Parkway, as described in Exhibits 2 & 3 subject to the conditions in Exhibit 1.*

**CONDITIONS OF APPROVAL:**

1. An instrument shall be prepared to vacate the Town’s interest in the easement.

<b>EXHIBITS</b>
1. PC Conditions of Approval (8/28/20)
2. Cover letter with criteria for easement vacation (8/26/20)
3. Proposed Easement to be Vacated with Legal Description (8/6/20)
4. Land Title Survey (8/6/20)
5. New Recorded Public Sanitary Easement (8/14/20)

**DD20-069 – Oak Hill Phase 2 Final Plat – Request approval of a Final Subdivision Plat for 36 single family residential lots on 22.21 acres on the south side of Shelton Road, west of Collierville-Arlington Road.**

*To approve the Final Subdivision Plat for the Oak Hill Subdivision, Phase 1 (per Exhibit 3), subject to the conditions in Exhibit 1.*

**CONDITIONS OF APPROVAL:**

- 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) Provide the homeowners’ association documents for review by the Town Attorney and Planning Division.
  - a) The executed final homeowners’ association documents must be recorded with the Final Subdivision Plat.
  - b) Provide a note and fencing plate in the HOA documents for the fence style and stain color that will be required for lots backing up to COS F. Provide a note that says that the finished side shall face the COS.
- 3) Include the following note on the Final Subdivision Plat:  
*COS D and G are to remain in a natural state and trees in the natural area shall be preserved as shown on the Tree Plan. Underbrush may be removed quarterly or as needed. Underbrush in the naturalized areas shall be maintained by one man with a mower or a crew with line trimmers. Removal*

<b>EXHIBITS</b>
1. Conditions of Approval (8/28/20)
2. Applicant’s Cover Letter (7/30/20)
3. Final Subdivision Plat (8/27/20)
4. Engineering checklist for plat recording

*of any invasive species is permitted as defined by the Town. Removal of dead or dying trees is permitted. Drainage improvements, including but not limited to erosion control, swales, pipes, and structures are permitted.*

- 4) The Town Engineer's office shall review the Final Plat received August 27, 2020, before it is recorded. Additional Engineering comments may be provided. Plans are also being reviewed by the Engineering Inspector. Additional comments may be made by the plat is recorded.
- 5) Prior to plat recording, please provide a 11 x 17 drawing showing the area (s.f.) of all public easements and r.o.w. dedicated with this plat.
- 6) Please label the concrete corner monument at the Northwest portion of the site as "Found" or "Set".
- 7) The min. F.F.E.s will be reviewed once the As-Built topo is submitted.
- 8) Boundary Line between L22 & L23 is not labeled.
- 9) Southeast Corner of Lot #48 – Please dimension the lot line.
- 10) Suggest adding a bearing dimension for the rear lot line of lots 51-55/59-63.
- 11) Temp. Turnaround Esmt. needs to be added at the end of Beckham Drive.
- 12) Owner's Notary Certificate – Instead of "Remainder Parcel", this should state the subdivision name.
- 13) If there is a different owner for the Future Development Tract, please add the appropriate certificates.
- 14) Street names shall be approved by MLGW. A copy of the MLGW address assignment shall be submitted to the Engineering Dept.
- 15) Street Signs shall be installed before the plat is recorded. Please contact the Engineering Inspector and the Town's Sign Shop before installation to verify that all signage meets the current requirements.

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

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

**Roll call:**

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

**Motion Approved.**

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**Formal Agenda:**

**Planning Commission Resolution No. 2020-A (Public Hearing), a Resolution of the Planning Commission of the Town of Collierville Amending the Subdivision Regulations as Follows: Update the Table of Contents, Amend Article I, Section 8 Related to Amendments; Amend Article II, Section Related to the Effective Date of Approval for Plats; Amend Article II, Section 6 Related to Public Hearings; Amend Article III, Section 5 Related to Blocks and Layout; Amend Article III, Section 7 Related to Road Design and Connectivity; Amend Article VI, Section 1 Related to the Enactment Date; Amend Article IV Related to Traffic Impact Study Requirements; and, Amend the Appendix Related to Road Design.**

Mr. Jaime Groce gave the staff presentation. This is a cleanup amendment for the Subdivision Regulations to make changes to the traffic impact analysis requirements, centralizing the Town's requirements for street rights-of-way and road design, match language that the BMA is considering with a Fire Code update, improving emergency access to residential dwellings, address changes to local or State law, vesting, and how long the PC has to act on plats.

**EXHIBITS**

1. Summary of Edits, 8/28/20
2. Vesting Illustration (Franklin, TN)
3. Town Street Cross Sections (8/28/20)
4. Examples street cross section from The Town at Byhalia Commons (8/28/20)
5. PC Resolution 2020-A (8/28/20):  
-Attachment A, 8/28/20

The amendments are about 90% complete and should not be adopted yet. Staff would suggest that the PC defer this item to its October 1, 2020 meeting. This allows the public hearings to be continued, and allows staff, engineering, etc., and the Town Attorney to have more of a chance to suggest edits. The PC may want to look at other topics. If approved soon, the resolution would be effective January 1, 2021.

Chairman Cotton asked if there were any questions for staff. He stated that no one came to speak at the public hearing.

Hearing no further discussion, Chairman Cotton called for a motion.

***Motion by Vice-Chairman Rozanski, and seconded, to defer Planning Commission Resolution No. 2020-A (Exhibit 5) to the October 1, 2020, Planning Commission meeting, and to continue the public hearing to that date.***

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

**Roll call:**

Johnson – yes, Jordan – yes, Rozanski – yes, Given – yes, Marshall – yes, Goddard – 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 there will be several items on the PC meeting in October. There will be rezoning requests for Mid-south Gifted Academy and 220 South Center Street, which is a Mixed Use Project. The Villages of Porter Farms, Phase 13, Final Plat, Zoning Ordinance text amendments for the Use Table, and the Subdivision Regulations amendments will be on the agenda. Staff is still working on some training on local planning process and there will be an update to the Development Activity in October.

Hearing no further business, Chairman Cotton adjourned the meeting at 6:26 p.m.

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Secretary, Commissioner Jeremy Given