

A regular scheduled meeting of the **Planning Commission** was held on Thursday, October 7, 2021, at 6:00 p.m., in the Board Chambers of Town Hall.

Staff members present were: Development Director, Mr. Jay Cravens; Town Planner, Mr. Jaime Groce; Deputy Town Engineer, Tim Gwaltney; Planner, Donquetta Singleton; Planner, Scott Henninger; Chief of Fire Prevention, Paul Witt; and Administrative Specialist, Sr., Mrs. Amy King.

Pledge of Allegiance

Chairman Cotton led the Pledge of Allegiance.

Roll Call to establish a Quorum

Cotton – Present, Rozanski – Present, Kilmurray – Present, Goddard – Present, Johnson – Present, Given – Present, Gilbert – Present, Jordan – Present, Worley – Absent.

Quorum Present.

Approval of Agenda

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

Mr. Groce requested item 7a on the agenda be deferred to a future date and in the motion to specify it could be a called meeting on October 28, 2021.

Chairman Cotton called for a motion to approve the Agenda as amended.

Motion by Commissioner Johnson, and seconded, to approve the amended agenda as modified to defer item 7a.

Chairman Cotton asked Mrs. King to call the roll.

Roll call: all yes

Rozanski – Yes, Kilmurray – Yes, Goddard – Yes, Johnson – Yes, Given – Yes, Gilbert – Yes, Jordan – Yes, Cotton – Yes.

Motion Approved.

Approval of Consent Agenda

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

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

Motion by Commissioner Goddard, and seconded, to approve the Consent Agenda.

Chairman Cotton asked Mrs. King to call the roll.

Roll call: all yes

Kilmurray – Yes, Rozanski – Yes, Goddard – Yes, Johnson – Yes, Given – Yes, Gilbert – Yes, Jordan – Yes, Cotton – Yes.

Motion Approved.

Consent Agenda

6. a. Case #218224 – 1936 & 1940 Poplar Avenue (Adjuvants Unlimited) – Request approval of a Conditional Use Permit (CUP) for research and development services on 2.60 acres located north of West Poplar Avenue and west of Bailey Station Road.

To recommend approval of the Conditional Use Permit for research and development services at 1936 and 1940 West Poplar Avenue.

EXHIBITS:

1. Conditions of Approval (10/1/21)
2. Cover Letter (9/13/21)
3. CUP Responses (9/13/21)
4. Existing Site Plan & Conditions (9/13/21)
5. Existing Zoning & Land Use
6. Staff CUP Test Analysis (10/1/21)

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. Any modifications to the existing site or building shall require a Site Plan Modification.
3. The business shall be limited to research and development services with administrative/office uses to support the business. Any changes in the type of chemicals, including hazardous chemicals, involved in research shall require a new or amended CUP.
4. Potentially harmful chemicals shall not be manufactured on-site.

6. b. Case #218068 – The Stables Subdivision, Phase 6 – Request approval of a Final Subdivision Plat for a 35-lot residential subdivision on 15.588 acres located on the east side of Bray Station Road and south of Wolf River Boulevard.

To approve the Final Subdivision Plat (Exhibit 4) for Phase 6 of The Stables Subdivision, subject to the conditions in Exhibit 1.

EXHIBITS:

- 1. Conditions of Approval (10/1/21)
- 2. Applicant's Cover Letter (8/25/21)
- 3. Plat Recording Checklist
- 4. Final Subdivision Plat (8/25/21)

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 following revisions shall be made to the Final Plat and approved by Development Division staff prior to recording:
 - a. Two permanent concrete corner monuments are required. Only see the location of one shown
 - b. The standard 5' Util. Esmts. need to be shown on all lots
 - c. L8 – The bearing shown in the Line Table does not match the bearing on the boundary label
 - d. Lot #79 – Please label the distance on the north lot line
 - e. TBM – Please note that these elevations will be verified once the As-Built is submitted
 - f. Please provide a dimension from the centerline of Bray Station to the boundary line
 - g. If not required for this phase, please remove the certificates for Wildlife Properties, LLC (Owner & Notary).
- 3. Prior to recording, please provide an 11" x 17" drawing showing the area (s.f.) of all public easements and R.O.W. dedicated with this plat.
- 4. The minimum F.F.E.s will be reviewed once the project is completed and the As-Built topo is submitted
- 5. Provide a CAD file for the development prior to recording.
- 6. Street names shall be approved by MLGW. A copy of the MLGW address assignment shall be submitted to the Engineering Division.
- 7. HOA Documents must be reviewed and approved by staff and legal counsel prior to recording the final plat.

6. c. Case # 217889 – Progress Business Park, Phase 8 – Request approval of a Final Subdivision Plat for a 2-lot industrial subdivision on 24.41 acres located on the east side of Progress Road south of SR 385 and north of Shelby Drive.

To approve the Final Subdivision Plat for Progress Business Park, Phase 8 (Exhibit 4) subject to the conditions in Exhibit 1.

EXHIBITS

- 1. Conditions of Approval (10/1/21)
- 2. Applicant's cover letter (8/16/21)
- 3. Plat Recording Checklist
- 4. Progress Business Park, Phase 8 Final Subdivision Plat (9/23/21)
- 5. Progress Business Park, Phase 1 (12/10/04)

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. On the subdivision data chart, make the following changes:
 - a. Remove all text from the subdivision name except for “Progress Business Park, Phase 8 (Revision of Lot 2)”.
 - b. Add “1 Future Development Lot” to the Number of Lots.
 - c. Change the Minimum Lot Size to:
 - i. No minimum (RI)
 - ii. 2 acres (GI)
 - d. Change Maximum FAR to Maximum Lot Coverage which is 50% of total lot area.
 - e. Include Maximum Height of 60 feet.
 - f. Change property owner to CCL Label, LLC.
3. The Final Plat is under reviewed by the Engineering Dept. and further comments may be made.

Chairman Cotton stated Commissioner Rozanski will recuse on himself on item 7e.

7. a. Case #s 73524 & 217498 – Resolution 2021-37 – The Parke at Houston Levee Planned Development (PD) & Ironwood PD Amendment – Request approval of a Mixed-Use PD on 151.89 acres located on the west side of Houston Levee Road north of SR 385 and a major amendment to an existing PD located on the east and west side of Houston Levee Road to remove allowed uses.

Item deferred to the November 4, 2021 Planning Commission Meeting.

EXHIBITS

The staff report and the following:

1. Applicant’s Cover Letters
 - a. The Park at Houston Levee PD (9/10/21)
 - b. Ironwood PD Amendment (7/19/21)
2. [Resolution 2019-37 \(10/1/21\)](#)
[Attachment A – The Parke Outline Plan \(9/10/21\)](#)
[Attachment B – The Parke Pattern Book \(9/10/21\)](#)
[Attachment C – Ironwood Outline Plan Map](#)
[Attachment D - Ironwood Outline Plan Text \(9/7/21\)](#)
3. Location Maps
4. The Parke Requested Exceptions to Zoning Ordinance (9/10/21)
5. [The Parke Traffic Impact Analysis \(1/5/21\)](#)
6. Neighborhood Meeting Summaries
 - a. The Parke (1/2/18)
 - b. Ironwood (7/22/21)
7. The Parke Bulk Requirements Comparison by Area
8. Multifamily Map
9. Ironwood PD Yield Plan Staff Mark-up
10. Resolution 2021-21
11. Ordinance 2021-02

7. b. Case#217670 -- Resolution 2021-C (Public Hearing) Request approval of an amendment to the Collierville 2040 Land Use Plan related to the applicable Place Type for a 3.97-acre tract located at 10430 Collierville Road.

7. c. Case # 217654 – Ordinance 2021-15 – Request to rezone 3.97 acres located at 10430 Collierville Road from R-1: Low Density Residential to MPO: Medical Professional Office

Mr. Jaime Groce reviewed the Staff report and presented items 7b and 7c together which is included in the record as an exhibit.

Chairman Cotton asked if there were any questions for Staff.

Hearing none, he asked the applicant to come forward.

Mr. Cory Brady, at 9967 Bentwood Creek, Collierville, came forward to state they are asking for an MPO amendment. They have a conceptual plan and are working on the site plan.

Chairman Cotton asked if there were any questions for the applicant.

Hearing none, Chairman Cotton called for a motion. No one from the public asked to speak at the public hearing.

Motion by Commissioner Rozanski, and seconded, to approve Resolution No. 2021-C to amend the Collierville 2040 Land Use Plan.

Chairman Cotton asked if there was any discussion.

Commissioner Rozanski said he felt it was a natural buffer.

Commissioner Kilmurray said she felt the same way.

Chairman Cotton asked if there was any more discussion.

Hearing none, he asked Mrs. King to call the roll.

Roll call:

Jordan – Yes, Rozanski – Yes, Kilmurray – Yes, Goddard – Yes, Johnson – Yes, Given – Yes, Gilbert – Yes, Cotton – Yes.

Motion Approved.

Chairman Cotton asked if there was any discussion on the rezoning.

Hearing none, Chairman Cotton called for a motion.

Motion by Commissioner Johnson, and seconded, to approve Ordinance 2021-15.

Chairman Cotton asked Mrs. King to call the roll.

Roll call:

EXHIBITS	
The staff report and the following:	
1.	Applicant's cover letter with Grounds for Zoning Amendment (8/2/21)
2.	Resolution 2021-C with Attachment A – Proposed Land Use (10/1/21)
3.	Ordinance 2021-15 with Attachments (10/1/21): a. Existing Zoning b. Proposed Zoning C. Legal Description
4.	Traffic Generation Letter (8/2/21)
5.	Neighbor correspondence (9/28/21)
6.	Survey (8/2/21)
7.	Concept Plan (8/2/21)
8.	Context Illustration Aerial (8/2/21)
9.	2040 Plan Excerpt

Gilbert – Yes, Rozanski – Yes, Kilmurray – Yes, Goddard – Yes, Johnson – Yes, Given – Yes, Jordan – Yes, Cotton – Yes.

Motion Approved.

7. d. Case # 218086 – Ordinance 2021-15 – Request to rezone 3.97 acres located at 10430 Collierville Road from R-1: Low Density Residential to MPO: Medical Professional Office

Mr. Scott Henninger reviewed the Staff report, which is included in the record as an exhibit.

Chairman Cotton asked if there were any questions for Staff.

Hearing none he asked the applicant’s representative to come forward.

Mr. John McCarty, 198 Progress Road in Collierville, came forward and stated the sidewalk and yards and trees are a concern to his applicant.

Chairman Cotton asked if there were any questions for the applicant’s representative.

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| EXHIBITS |
| The staff report and the following: |
| 1. Applicant’s Cover Letter & Grounds (8/25/21) |
| 2. Applicant’s Traffic Analysis (8/31/21) |
| 3. Staff Analysis of Amendment to the Zoning Map (10/1/21) |
| 4. Ordinance 2021-17 with Attachments (10/1/21) |
| 5. Current Zoning Map |
| 6. Future Land Use Map |
| 7. Downtown Small Area Plan Excerpt (2010) |
| 8. Collierville 2040 Plan Excerpt |
| 9. Non-voting Plat Exhibits (9/13/21) |

A discussion ensued about the sidewalks. It was decided that this would be a separate decision and they can talk about the sidewalks at a different meeting. It was suggested they save as many trees as possible.

No one from the public requested to speak.

Motion by Commissioner Given, and seconded, to approve the rezone a 0.96-acre tract located on the west side of Mills Street from R-2: Medium Density Residential to TN: Traditional Neighborhood.

Chairman Cotton asked if there was any discussion.

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

Roll call:

Given – Yes, Rozanski – Yes, Kilmurray – Yes, Goddard – Yes, Gilbert – Yes, Jordan – Yes, Johnson – Yes, Cotton – Yes.

Motion Approved.

7. e. Case #54468 – Ordinance 2020-09 – Mid-South Gifted Academy – Request to rezone 1.00 acres from GC: General Commercial to MU: Mixed Use, located at 220 South Center Street.

Mr. Scott Henninger reviewed the Staff report, which is included in the record as an exhibit.

Chairman Cotton asked if there were any questions for Staff.

Hearing none he asked the applicant to come forward.

Mr. John McCarty, 198 Progress Road in Collierville, came forward and stated the rezone is to help with traffic at the school.

Chairman Cotton asked if there were any questions for the applicant.

A discussion ensued about the land use and the traffic impact.

Mr. Scott Rozanski came forward and stated there are about 65 students at the school. They want to have larger rooms for specialized classes.

A discussion ensued about the possibility of the property. The Historic District Commission will have the final say on the property even if it becomes Mixed Use.

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

Motion by Commissioner Given, and seconded, to approve Ordinance 2020-09 – Mid-South Gifted Academy – Request to rezone 1.00 acres from GC: General Commercial to MU: Mixed Use, located at 220 South Center Street.

Chairman Cotton asked if there was any discussion.

A discussion ensued about the fact this will be a good addition to the corner of Center St and South St.

No one from the public requested to speak.

Hearing no more discussion, Chairman Cotton asked Mrs. King to call the roll.

Roll call:

Johnson – Yes, Kilmurray – Yes, Goddard – Yes, Given – Yes, Gilbert – Yes, Jordan – Yes, Rozanski – Abstain, Cotton – Yes.

Motion Approved.

7. f. Case #218234 – 203 Washington Street – H.C. Jett - H. C. Ford Funeral Home – Request approval of a Conditional Use Permit (CUP) to allow the expansion of an existing funeral home use to multiple properties totaling 0.9036 acres on the south side of Washington Street and on the west side of Mt. Pleasant Road.

Mr. Scott Henninger reviewed the Staff report, which is included in the record as an exhibit.

EXHIBITS

The staff report and the following:

1. Applicant’s Cover Letter including Grounds for an Amendment to the Zoning Map (8/30/21)
2. Applicant’s Traffic Analysis (8/30/21)
3. Staff Analysis of Amendment to the Zoning Map
4. Ordinance 2020-09 with Attachments (10/1/21)
5. Current Zoning Map
6. Future Land Use Map
7. Downtown Small Area Plan Excerpt (2010)
8. Collierville 2040 Plan Excerpt
9. Memo to the 8/26/21 HDC with Conceptual Exhibits
10. Aerial Photo showing existing and proposed campus
11. Public Comment

Chairman Cotton asked if there were any questions for Staff.

Hearing none he asked the applicant to come forward.

Mrs. Carol Ford Beasley, 464 Timbers Lane, Collierville, with Ford Funeral Home, came forward with her brother stating their request is for a Conditional Use Permit to better serve the community.

Chairman Cotton asked if there were any questions for the applicant.

A discussion ensued about the changes to the existing building and the new building. The plan is to build a new building behind the existing one and then tear down the old building to make it into parking. The parking issue will be addressed by the BZA and also the BMA with the approval of the expanded use of the land. The land is just outside the Historic District.

EXHIBITS

The staff report and the following:

1. PC Conditions of approval (10/1/21)
2. BZA Conditions of approval (10/1/21)
3. Applicant's cover letter with Standards for a BZA Variance (7/19/21)
4. Applicant's cover letter with responses to 6-Prong Standards for a CUP (9/13/21)
5. Staff Analysis of Standards for a Variance (10/1/21)
6. Staff Analysis of 6-Prong CUP Test (10/1/21)
7. Survey of Subject Property (7/19/21)
8. Example Parking Lot Layout & Conceptual Elevations (9/13/21)
9. Applicant's Parking Study (7/19/21)
10. Off-site Parking Agreement (7/19/21)
11. Public Parking Options Near Town Square (2019)
12. Aerial Photo of Surrounding Area (2021)
13. Aerial Photo of Mt. Olive #2 MB Church (2021)
14. August 19, 2021, BZA Minutes
15. Natchez Place HOA Email (8/18/21)

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

Motion by Commissioner Rozanski, and seconded, to recommend approval of a Conditional Use Permit (CUP) to allow the expansion of an existing funeral home use to multiple properties totaling 0.9036 acres on the south side of Washington Street and on the west side of Mt. Pleasant Road.

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. Any activities related to the funeral home use that would increase the intensity of the use shall not be allowed without an amendment to this CUP. Increases in intensity shall be considered expanding the building size beyond 6,485 square feet, increasing the capacity of the chapel beyond 160 seats, increasing the portion of the site devoted to the use beyond 0.9036 acres, adding related uses such as cremation services, and/or increasing the number of on-site parking spaces related to this use beyond 40 spaces. The Conditional Use Permit for the Funeral Home Expansion shall become null and void if the approval of a Preliminary Site Plan expires.
3. To minimize adverse impacts, there shall be no cremation permitted.
4. No overflow parking is permitted on Mt. Pleasant Road unless sidewalks are added and the road is widened to allow for on-street parking during the Site Plan process.
5. A storm water analysis will be required during the Site Plan process to ensure no adverse impacts to adjacent property.
6. A traffic analysis that compares traffic generated by the existing uses to the proposed funeral home campus shall be provided with the Preliminary Site Plan application.

Chairman Cotton asked if there was any discussion.

Chairman Jordan thinks this is a good idea for the business.

Chairman Cotton asked Mrs. King to call the roll.

Roll call:

Goddard – Yes, Rozanski – Yes, Kilmurray – Yes, Johnson – Yes, Gilbert – Yes, Jordan – Yes, Given – Yes, Cotton – Yes.

Motion Approved.

Other Business:

Chairman Cotton asked if there was any Other Business.

Mr. Jaime Groce mentioned there is a called PC meeting for October 28, 2021 regarding the potential Parke Development.

Mr. Groce reminded the Commissioners about upcoming training.

Mr. Groce also stated the department is working on the development activity map and will provide the Commissioners with the updates. The Ashby development with probably be on the November Agenda.

Hearing no further business, Chairman Cotton adjourned the meeting at 6:46 pm.

Secretary, Commissioner Jeremy Given