

A regularly scheduled meeting of the **Planning Commission** was held Thursday, June 2, 2022, at 6:00 p.m., in the Board Chambers of Town Hall.

Staff members present were: Town Administrator, Mr. James Lewellen; Development Director, Mr. Jay Cravens; Town Attorney, Mr. Nathan Bicks; Deputy Town Engineer, Mr. Tim Gwaltney; Deputy Town Engineer, Mr. Shane Richardson; Assistant Town Planner, Ms. Nancy Boatwright; Planner, Mr. Scott Henninger; Planner, Ms. Donquetta Singleton; Planner, Mr. Josh Hankins; and Administrative Specialist, Sr., Ms. Lynette Denzer.

---

**Pledge of Allegiance**

Vice-Chairman Rozanski led the Pledge of Allegiance.

**Roll Call to establish a Quorum**

Cotton	Rozanski	Goddard	Given	Jordan	Green	Sunkara	Fletcher	Worley
Absent	Present	Present	Present	Present	Present	Present	Present	Present

**Quorum Present.**

---

**Approval of Minutes**

Vice-Chairman Rozanski asked if there were any changes or corrections to the minutes from the May 5, 2022, meeting.

Hearing none, Vice-Chairman Rozanski called for a motion to approve the minutes.

*Motion by Commissioner Given, and seconded, to approve the minutes.*

Hearing no discussion, Vice-Chairman Rozanski asked Ms. Denzer to call the roll.

**Roll call:**

Jordan	Green	Given	Sunkara	Fletcher	Worley	Goddard	Rozanski	Cotton
Yes	Yes	Yes	Abstain	Yes	Abstain	Yes	Yes	Absent

**Motion Approved.**

---

**Approval of Agenda**

Vice-Chairman Rozanski asked if there were any additions or deletions to the Agenda.

Ms. Boatwright stated the agenda is as published, however the applicant has requested to defer **Item 7.c. Case # 221306 – 835 Bray Station Road Subdivision (Minor) - Request approval of a Final Subdivision Plat for a 2-lot residential subdivision on 10 acres located west of Bray Station Road** to a future meeting.

Vice-Chairman Rozanski called for a motion to approve the Agenda.

*Motion by Commissioner Worley, and seconded, to approve the agenda as revised.*

Vice-Chairman Rozanski asked Ms. Denzer to call the roll.

**Roll call:**

Jordan	Given	Green	Sunkara	Fletcher	Worley	Goddard	Rozanski	Cotton
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Absent

**Motion Approved.**

**Approval of Consent Agenda**

There were no requests for staff presentation of any of the items on the Consent Agenda.

Vice-Chairman Rozanski called for a motion to approve the Consent Agenda.

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

Vice-Chairman Rozanski asked Ms. Denzer to call the roll.

**Roll call:**

Given	Jordan	Green	Sunkara	Fletcher	Worley	Goddard	Rozanski	Cotton
Yes	Yes	Yes	Yes	Yes	Abstain	Yes	Yes	Absent

**Motion Approved.**

**CONSENT AGENDA**

**6. a. Case #221204 – Deerwalk Subdivision, Phase 2 – Request approval of a Final Subdivision Plat for 9 residential lots, on 7.57 acres located on the west side of Bray Station Road between Braystone Trail and Frank Road.**

MOTION: To approve the Final Plat (Exhibit 4) for Deerwalk Subdivision, Phase 2, subject to the conditions in Exhibit 1.

**EXHIBITS**

- The staff report and the following:
1. Conditions of Approval (5/23/22)
  2. Applicant’s Cover Letter (4/12/22)
  3. Plat Recording Checklist
  4. Final Subdivision Plat (March 2022)

**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. Prior to plat recording, please provide a 11 x 17 drawing or PDF showing the area (s.f.) of all public easements and r.o.w. dedicated with this plat.
3. The Min. F.F.E.s will be reviewed once the As-Built Topo is submitted. The Final Subdivision Plat shall not be recorded until this information is provided.
4. Please provide a letter from the Post Office stating that they will deliver mail to individual mailboxes or show a centralized mail area. If required, cluster mailboxes shall comply with Section 151.025(D)(20) of the Zoning Ordinance. The Final Subdivision Plat shall not be recorded until this condition is addressed.

**EXHIBITS**

- The staff report and the following:
1. PC Conditions of Approval (5/23/22)
  2. Applicant’s Cover Letter (4/12/22)
  3. Plat Recording Checklist
  4. USPS Letter (11/16/21)
  5. Woodgrove Master Plan (4/10/18)
  6. Final Subdivision Plat (received March 2022)

**6. b. Case # 221211 – Oak Grove P.D. Phase 4, Section H (Cypress Grove) – Request approval of a Final Subdivision Plat**

**for a 37-lot residential subdivision located south and west of section E, west of Section G and north of future Section C-1.**

MOTION: To approve the Final Subdivision Plat (Exhibit 6) for Cypress Grove Subdivision, Section H, subject to the conditions listed 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. Prior to the recording of the Final Plat, provide updated HOA documents showing the correct exhibits inserted into the document.
3. The Engineering Division requires the following:
  - a. Prior to plat recording, please provide a 11 x 17 drawing or PDF showing the area (s.f.) of all public easements and r.o.w. dedicated with this plat.
  - b. The Min. F.F.E.s will be reviewed once the As-Built Topo is submitted and before the Final Plat is recorded.
  - c. Surveyor's Certificate: Change "Class" to "Category".

**6. c. Case #221207 – The Grove at Clara's Ridge – Request approval of a Final Subdivision Plat for 53 residential lots, on 32.49 acres located on the east side of Sycamore Road at Itawamba Road and directly south of Collierville High School.**

<b>EXHIBITS</b>
The staff report and the following: <ol style="list-style-type: none"><li>1. PC Conditions of Approval (5/27/22)</li><li>2. Applicant's Cover Letter (rec'd 4/12/22)</li><li>3. Plat Recording Checklist</li><li>4. Final Subdivision Plat (4/12/22)</li></ol>

MOTION: To approve the Final Subdivision Plat for The Grove at Clara's Ridge 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 a common open space (COS) chart with each COS listed with their acreages and the total acreage.
3. Show COS E with all easements labeled.
4. The Engineering Division requires the following:
  - a. Prior to plat recording, please provide a 11 x 17 drawing or PDF showing the area (s.f.) of all public easements and r.o.w. dedicated with this plat.
  - b. Please show the location of the two required permanent concrete corner monuments. Also, please label them as "Found" or "Set".
  - c. The Min. F.F.E.s will be reviewed once the As-Built Topo is submitted.
  - d. The Town's Engineering Review is not a comprehensive technical design review. It is the Engineer and/or Surveyor of Record's responsibility to verify all existing and proposed data and property boundaries. Our review is to determine general conformity to Town standards and requirements. It is the Design Professional's responsibility to ensure the plans meet the Town's Specifications. The Town is not responsible for any errors or omissions made by Design Professionals or their employees.
  - e. Any additions to previously reviewed plans need to be annotated and specified as part of answers to comments. Only changes that are brought to our attention will be reviewed upon resubmission. Any plan item that was not specifically commented on will be assumed to have remained unchanged from the previously submitted plans.

- f. Street names shall be approved by MLGW. A copy of the MLGW address assignment shall be submitted to the Engineering Dept.
- g. 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.

**FORMAL AGENDA**

**7. a. Case # 221386 – Request approval of the location and extent of the Phase 2 Improvements to Hinton Park, located on 110.27 acres at the northwest quadrant of Holmes Road and Fleming Road.**

Mr. Greg Clark, Director Parks, Recreation & Cultural Arts, Town of Collierville, came forward and reviewed the Staff report, which is included in the record as an exhibit.

**EXHIBITS**

**The staff report and the following:**

- 1.Memo from Greg (5/3/22)
- 2.Preliminary Site Layout – Entire Park (4/26/22)
- 3.Preliminary Site Layout – Phase 2 Area Only (4/26/22)

Vice-Chairman Rozanski asked if there were any questions for Staff.

Mr. Clark confirmed this Phase is a continuation of the previously approved Hinton Park master plan.

Vice-Chairman Rozanski asked if there were comments from the audience.

Mr. John Seeman, 5086 Fleming, came forward. He expressed concerns about the paved path and the new parking area being built on Fleming Road.

Mr. Clark stated the parking area is part of a different project that was approved by the Board of Mayor and Alderman (BMA) in September 2021. The paving of the asphalt trail addresses handicap accessibility to the park.

***Motion by Commissioner Jordan, and seconded, to approve the location and extent of Phase 2 of Hinton Park, as depicted on the Preliminary Site Layouts (Exhibits 2 and 3).***

Vice-Chairman Rozanski asked if there was any discussion.

Hearing no further discussion, Vice-Chairman Rozanski asked Ms. Denzer to call the roll.

**Roll call:**

Jordan	Green	Sunkara	Fletcher	Worley	Goddard	Given	Rozanski	Cotton
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Absent

**Motion Approved.**

**7. b. Case #221560 – Ordinance 2022-07 – Request to rezone 1.39-acres at 3770 S. Houston Levee Road from SCC: Shopping Center Commercial to GC: General Commercial.**

Mr. Scott Henninger reviewed the Staff report, which is included in the record as an exhibit. The intent is to develop a Tidal Wave Auto Spa in the property located on the east side of Houston Levee Road south of Winchester Road.

Vice-Chairman Rozanski asked if there were any questions for Staff.

Hearing no questions, Vice-Chairman Rozanski asked the applicant to come forward.

Mr. Alex Perry, 1141 Dixon Rd., Roberta, Georgia, Owner Representative, came forward and addressed the Commissioners.

Mr. Perry commented on the rezoning request, gave some background on the company and their involvement in the community.

Vice-Chairman Rozanski if there were questions for the applicant.

Discussion ensued about the projected traffic flow, business operations for the car wash, and the surrounding land use context.

***Motion by Commissioner Worley, and seconded, to recommend that the BMA approve Ordinance 2022-07.***

Discussion ensued regarding how uses allowed per the requested zoning of this area to GC and existing businesses within the current zoning are not complimentary.

Hearing no further discussion, Vice-Chairman Rozanski asked Ms. Denzer to call the roll.

**Roll call:**

Green	Sunkara	Fletcher	Worley	Given	Goddard	Jordan	Rozanski	Cotton
No	No	No	No	No	No	No	No	Absent

**Motion Failed.**

**7. c. Case # 221306 – 835 Bray Station Road Subdivision (Minor) - Request approval of a Final Subdivision Plat for a 2-lot residential subdivision on 10 acres located west of Bray Station Road.**

At the applicant’s request prior to the meeting, this case has been deferred.

EXHIBITS
<p><b>The staff report and the following:</b></p> <ol style="list-style-type: none"> <li>1.Applicant’s Cover Letter including Grounds for an Amendment to the Zoning Map (5/10/22)</li> <li>2.Applicant’s Trip Generation Summary (5/10/22)</li> <li>3.Staff Analysis of Amendment to the Zoning Map</li> <li>4.Ordinance 2022-07 with Attachments (5/27/22)             <ol style="list-style-type: none"> <li>A.Existing Zoning</li> <li>B.Proposed Zoning</li> <li>C.Legal Description</li> </ol> </li> <li>5.Future Land Use Map</li> <li>6.Uses permitted in the GC District</li> <li>7.Non-binding Site Layout &amp; Elevations (5/20/22)</li> </ol>

EXHIBITS
<p><b>The staff report and the following:</b></p> <ol style="list-style-type: none"> <li>1. PC Conditions of Approval (5/27/22)</li> <li>2. Applicant’s Cover Letter (4/20/22)</li> <li>3. Traffic Study (4/20/22)</li> <li>4. Engineering Checklist for Plat Recording</li> <li>5. Final Subdivision Plat (4/20/22)</li> </ol>

**EXHIBITS**

The staff report and the following:

1. Example Conditions of Approval & Next Steps (5/23/22)
2. Applicant’s Cover Letter (5/3/22)
3. Letter to HOA (5/23/22)
4. Arial Photo (May 2022)
5. Site Photos (5/19/22)
6. Woodgrove Master Plan (2018)
7. Excerpt from 2007 Final Subdivision Plat
8. Proposed Final Subdivision Plat Revisions (received 2/17/22)

**7. d Case # 220534 – Oak Grove P.D. Phase 4, Section B (Woodgrove) – Request approval of a revision to the Final Subdivision Plat for a residential subdivision located north of Shelby Drive and south of Collierville Road related to the removal of an emergency access easement from Lot #112.**

Ms. Nancy Boatwright reviewed the Staff report, which is included in the record as an exhibit. The plat revision is related to a “temporary ingress/egress easement” for emergency access that was established in 2007 with the recording of the plat. Regency Homebuilders acquired several lots (including Lot #112) in 2011. The emergency access is no longer needed as a 2<sup>nd</sup> permanent access now exists.

The easement affects three different property owners: Regency Homebuilders (owner of Lot #112 crossed by the easement); Woodgrove Homeowners’ Association (who owns Common Open Space J that is crossed by the easement); and the Town of Collierville (the easement is partly in the Shelby Drive ROW). In 2016, the Board of Mayor and Aldermen released the Letter of Credit for Section B. The staff report noted that sidewalk improvements would need to be done by the builder of the home on Lot #112 and noted that this lot cannot be built upon until the street network in the subdivision is completed.

Vice-Chairman Rozanski asked if there were any questions for Staff.

Discussion ensued about the timing of the note on plat (2007) and the purchase of the lot (2011).

Hearing no further questions, Vice-Chairman Rozanski asked the applicant to come forward.

Mr. Steven Williams, 198 Progress Road, came forward and addressed the Commissioners. Mr. Williams stated the applicant is willing to do the improvements within the boundaries of Lot 112.

Discussion ensued about who is responsible to remove the emergency access drive, the Home Owners Association’s position, and possible solutions to preserve the existing drive apron and sidewalk in the Town’s right-of-way.

Mr. Lewellen, Town Administrator, reiterated the property easement and /or restriction runs with the land and the owner of the land has the responsibility to restore the land to the original condition. Prior to the plat being re-recorded, the easement is to be restored to the original condition and all conditions met.

Additional discussion ensued about removing the asphalt from Lot #112 to the back edge of the sidewalk, leaving the sidewalk and drive apron in the Town’s right-of-way unchanged.

Hearing no further discussion, Vice-Chairman Rozanski called for a motion.

***Motion by Commissioner Given, and seconded, to approve the request to revise the Final Subdivision Plat for Section B of the Woodgrove Subdivision (Oak Grove PD, Phase 4), with the conditions listed in Exhibit 1, subject to drive apron remaining within the Town’s right-of-way.***

Vice-Chairman Rozanski asked if there was any discussion.

**CONDITIONS OF APPROVAL:**

- 1. Show the area of the easement that was removed as part of Common Open Space J and not a separate unnamed Common Open Space.
- 2. Before a building permit can be obtained for Lot #112 the Final Plat for Section B must be re-record.

Hearing no further discussion, Vice-Chairman Rozanski asked Ms. Denzer to call the roll.

**Roll call:**

Goddard	Given	Sunkara	Worley	Jordan	Fletcher	Green	Rozanski	Cotton
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Absent

**Motion Approved.**

**Other Business:**

Vice-Chairman Rozanski asked if there was any Other Business.

Ms. Boatwright outlined possible cases for the July 7, 2022, meeting items.

New planning Staff members were announced: Planner – Josh Hankins, and Administrative Assistant, Sr. – Angela Gizzarelli

Training on recent changes to state law is being planned for later this summer.

Hearing no further business, Vice-Chairman Rozanski adjourned the meeting at 6:52 pm.

Secretary, Commissioner Jeremy Given