

A regularly scheduled meeting of the **Planning Commission** was held Thursday, July 7, 2022, at 6:00 p.m., in the Board Chambers of Town Hall.

Staff members present were: Town Administrator, Mr. James Lewellen; Town Attorney, Mr. Nathan Bicks; Deputy Town Engineer, Mr. Tim Gwaltney; Deputy Town Engineer, Mr. Shane Richardson; Town Planner, Mr. Jaime Groce; Planner, Ms. Donquetta Singleton; Planner, Mr. Josh Hankins; Administrative Specialist, Sr. Angela Gizzarelli

Pledge of Allegiance

Chairman Cotton led the Pledge of Allegiance.

Roll Call to establish a Quorum

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

Quorum Present.

Approval of Minutes

Chairman Cotton asked if there were any changes or corrections to the minutes from the May 26, 2022, meeting.

Hearing none, Chairman Cotton called for a motion to approve the minutes.

Motion by Commissioner Goddard, and seconded, to approve the minutes.

Hearing no discussion, Chairman Cotton asked for roll call.

Roll call:

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

Motion Approved.

Approval of Minutes

Chairman Cotton asked if there were any changes or corrections to the minutes from the June 2, 2022, meeting.

Hearing none, Chairman Cotton called for a motion to approve the minutes.

Motion by Commissioner Rosanski, and seconded, to approve the minutes.

Hearing no discussion, Chairman Cotton asked for roll call.

Roll call:

Fletcher	Sunkara	Given	Green	Jordan	Worley	Goddard	Rozanski	Cotton
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Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Abstain
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Motion Approved.

Approval of Agenda

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

Mr. Groce stated the agenda is as published and no feed back from the public on the Agenda

Chairman Cotton called for a motion to approve the Agenda.

Motion by Commissioner Jordan, and seconded, to approve the agenda.

Chairman Cotton asked for roll call.

Roll call:

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

Motion Approved.

Approval of Consent Agenda

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

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

Chairman Cotton asked for roll call.

Roll call:

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

Motion Approved.

CONSENT AGENDA

6. a. Case # 221988 – 2015 Houston Way- Request approval for a variance to construct a 1,200 sq. ft. accessory structure (detached garage).

MOTION: To approve a 1,200 square-foot residential accessory structure at 2015 Houston Way subject to the conditions in Exhibit 1.

CONDITIONS OF APPROVAL:

- 1.The accessory structure shall not be located any closer to a property line than it is tall. Residential accessory structures are limited to 14 feet in height, as measured to the midpoint of the roof.
- 2.The materials and colors of the accessory structure shall be compatible with the principal structure.

EXHIBITS

- The staff report and the following:
1. Example Conditions & Next Steps (7/1/22)
 2. Cover Letter (06/13/22)
 3. Site Data (06/13/22)
 4. Building Location and Property Sketch
 5. Survey and Lot Plats (06/13/22)
 6. Photos of Proposed Garage Location (06/13/22)
 7. Accessory Structure Elevations (06/13/22)
 8. Photo of Home (06/20/22)
 9. 2-Prong Test for Approval

FORMAL AGENDA

7. a. Case # #221106 – Resolution 2022-13 – Request to amend the Baptist Memorial Hospital and Medical Campus Planned Development (PD).

7. b. Case # 221105 – Ordinance 2022-08 – Request to rezone 10.3 acres in Area C of the Baptist Memorial Hospital and Medical Campus Planned Development (PD) from R-L: Large Lot/Estate Residential to MPO: Medical Professional Office.

Ms. Donquetta Singleton came forward and reviewed the Staff report, which is included in the record as an exhibit.

Chairman Cotton asked if there were any questions for Staff.

Hearing no further question, Chairman Cotton asked the Applicant to come forward.

Mr. Kevin Norm, 8009 Davies Plantation Roade, Lakeland, TN, made a brief introduction of the project and other applicants for presentations.

Mike Stevens 350 N Humphreys Blvd, Memphis, TN, came forward to speak to the history of Baptist memorial in the Memphis and Collierville area, and how this expansion of care this project would bring to senior living.

Mr. J. Andrew Clark, 100 East Vine Street, Murfreesboro, TN came forward to speak to the vision of National Healthcare. The applicant is looking forward to establishing deep roots in Collierville with the joint venture with Baptist Memorial Hospital to create continuum of care specifically for seniors. Project will be 90 units next to 18 bed geriatric bed behavioral health hospital. 14,000 sq ft behavioral hospital will provide services to geriatric patients in Collierville and the surrounding counties in TN and MS. Investing \$30 million dollars over the next 2 years and once completed the facility will provide 70 full time employees earning excess \$4 million dollars in wages.

Mr. Kevin Norm came forward to present the site location and the intended use of the medical office use to the purposed senior housing use showing the intensity is less than the intended development. Zoning to be rezoned and complying with the 2040 land use plan. No direct access to Poplar or Shea. Access points are with the existing curb cuts and the existing infrastructure. Tree line will remain intact and landscape will buffed up.

Mr. Ben Metz 1033 Demonbreun St, Nashville, TN came forward to share the beginning works of the elevations project to the existing Collierville buildings and character of the neighborhood and stay compatible with existing materials brick, stone, and metal roof.

Chairman Cotton asked if there were any questions for Applicant.

A clarification was made that the facility will be for geriatric behavioral health and remain for geriatric health.

EXHIBITS

The staff report and the following:

1. Applicant's Cover Letters A. PD Amendment Request (6/29/22) B. Rezoning with Grounds for Zoning Amendment (6/29/22)
2. Neighborhood Meeting Notes (3/31/22)
3. PD Waiver Requests & Justifications (6/30/22)
4. Resolution 2022-13 (7/1/22) with Attachment A - Outline Plan (5/27/22)
5. Ordinance 2022-08, with Attachments (7/1/22):
A. Existing Zoning B. Proposed Zoning C. ALTA Survey D. Legal Description
6. 2040 Plan Place Types Map, Applicable Place Type, & Maximum Gross Residential Density Map
7. Staff Analysis Grounds for Zoning Map Amendment (7/1/22)
8. Traffic Study Executive Summary & Parking Study (3/4/22)
9. Kimley-Horn Traffic Study Review (5/9/22)
10. Drainage Narrative (3/4/22)
11. Sewer Flow Comparison Study (5/27/22)
12. Conceptual Layout, Elevations, & Renderings (5/27/22)
13. Summary of Existing Active Senior Housing Developments (7/1/22)

Discussion ensued about the applicant's intent to provide an average 400 sq ft for all studio units and how this requires a waiver from the BMA since the minimum square footage is 400 sq ft. The design of the facility has not yet been finalized. The idea is to strive for 400 sq ft but they want the flexibility for an average as the design and plans are not yet finalized. The studios for this facility would not include a kitchen, there is a plan to have 20 studios for the entirety of the facility. The idea is to have this flexibility due to rising construction costs.

Discussion ensued about drainage and having a closer look at it by the Town Engineers. The applicant will look at that when the time comes and as needed going forward.

Discussion ensued about the traffic flow and that a senior residential development would not be as a high volume as it could be with a medical office building.

Discussion ensued about why the lot was currently zoned residential 1 and that in the past zoning PDs didn't have to match the underlying zoning.

Hearing no further discussion, Chairman Cotton asked for motion.

Motion by Commissioner Rozanski, and seconded, to approve

EXAMPLE MOTION #1: To recommend approval of Resolution 2022-13 (Exhibit 4).

Case # #221106 – Resolution 2022-13 – Request to amend the Baptist Memorial Hospital and Medical Campus Planned Development (PD).

Conditions of approval and amended condition 6 to allow waiver of studio units calculated as a 400sq ft average, instead of a minimum requirement.

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. Senior Housing uses in Area C shall comply with Section 151.159 of the Zoning Ordinance, except as expressly noted in the Outline Plan. This requirement shall be listed on Sheet 3 of the Outline Plan.
3. A waiver is hereby granted senior housing uses in Area C to allow the primary pedestrian entrance and front facade of the perimeter buildings oriented towards the existing private drive instead of Poplar Avenue, provided that the buildings are set back at least 235 feet from the curb line of Poplar Avenue. Documentation of this waiver shall be listed on Sheet 3 of the Outline Plan.
4. The sections of the Zoning Ordinance cited in Section VIII (L) and Section VIII (M) of the Outline Plan shall be revised to reflect the current section number used (§ 151.311) for Site Plans.
5. The sections of the Zoning Ordinance cited in Section VIII (N) and Section VIII (P) of the Outline Plan shall be revised to reflect the current section number used (§ 151.150 through § 151.160) for Planned Developments.
6. A waiver is hereby granted to allow the minimum size of studio units to be calculated at an average size of four-hundred (400) square feet.
7. Building permits shall not be issued for the senior housing development in Area C until the Outline Plan is revised as described herein and re-recorded.

Chairman Cotton asked if there was any discussion.

Hearing no further discussion, Chairman Cotton asked for roll call.

Roll call:

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

Motion Approved.

Motion by Commissioner Cotton, and seconded, to recommend approval of Ordinance 2022-08 (Exhibit 5) to rezone 10.3 acres in Area C of the Baptist Memorial Hospital and Medical Campus Planned Development (PD) from R-L: Large Lot/Estate Residential to MPO: Medical Professional Office.

Chairman Cotton asked if there was any discussion.

Hearing no further discussion, Chairman Cotton asked for roll call.

Roll call:

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

Motion Approved.

7. c. Case #219161 – Car Wash USA Express Subdivision, Lot 3 (People First Urgent Care & Tenant Space) – Request approval of a Preliminary Site Plan for a 4,992 square foot proposed building on 0.80 acres located on the northeast corner of U.S. Highway 57 (W. Poplar Avenue) and Fletcher Road.

Ms. Donquetta Singleton, came forward and reviewed the Staff report, which is included in the record as an exhibit

Chairman Cotton asked if the bike rack was a serious item as most sick people aren't riding bikes for medical care. Mr. Groce responded that this matter is more for the DRC review, however the bike racks wouldn't be just for possible patrons, but employee use as well.

Chairman Cotton asked if there were any questions for Staff.

Discussion ensued about the doors to the building facing Poplar were placed there due to concerns with building codes and the doors are for emergency exits.

A clarification was asked about parking for the proposed tenant.

Discussion ensued about the building's rendering and its architectural look which is facing Poplar not being in the idea of what is envisioned for those coming through off the 385/269 corridors. The reason for not having an entrance door on building facing Poplar is that the road design does not allow on-street parking on Poplar and the general intent of Design Guideline were being met by putting the building towards the front and parking in the back. The consensus became the design of the building belonged to the DRC to decide.

EXHIBITS
The staff report and the following:
1. PC Conditions of Approval (6/24/22)
2. DRC Conditions of Approval (6/24/22)
3. Applicant's Cover Letter (5/27/22)
4. Traffic Impact Study Executive Summary (1/11/22)
5. Storm Water Drainage Summary (1/11/22)
6. Neighbor comment (3/3/22)
7. Downtown Collierville Small Area Plan Excerpt
8. Color Renderings (5/23/22)
9. Preliminary Site Plan with Plat (5/23/22)

Hearing no further questions, Chairman Cotton asked the applicant to come forward.

Mr. John McCarty, 198 Progress Road, came forward and addressed the Commissioners. Stated the architect is not present but would inform him of the discussion. He stated how the lot does have the parking in the rear as requested. The size of the detention pond would be reduced. The Poplar-facing doors are egress doors. The design was to mirror the existing business model and agrees the building facade could be reviewed.

Chairman Cotton asked if there were any questions for Applicant.

Discussion ensued about detention pond and the detention pond would be a dry detention pond. The pond has different drops. Alderman Worley asked them to move the detention pond to the southeast side and then allow for a sidewalk from Poplar towards the sidewalk around the building. The applicant said that could be done later in the process.

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

Motion by Commissioner Worley, and seconded, to approve the request to recommend that the BMA approve the request for a Preliminary Site Plan for People First Urgent Care & Tenant Space (Car Wash USA Express Subdivision, Lot 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 a sidewalk connection from the entrance doors facing Poplar Avenue on the south side of the building to the surrounding sidewalk system.
3. The site shall have at least sixteen (16) trees to comply with section 151.265 through 151.273 of the Zoning Ordinance related to tree protection, grading, and landscaping. Update the “Trees in the Post-Development Condition” chart to reflect the new trees that will be planted based on the planting schedule.
4. 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.
5. No signage will be approved with the site plan. Submit sign permits for review for any proposed signage before it is installed.

Hearing no further discussion, Chairman Cotton asked for roll call

Roll call:

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

Motion Approved.

Other Business:

Mr. Groce gave an overview of pending development applications and announced a training opportunity for next week.

Hearing no further business, Chairman Cotton adjourned the meeting at 7:32 pm.

Secretary, Commissioner Jeremy Given