

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

Staff members present were: Town Attorney, Mr. David Goodman; Fire Marshall, Todd Johnson; Deputy Town Engineer, Dale Perryman; Town Engineer, Shane Richardson; Civil Engineer, Tim Bierdz; Traffic Engineer, Neetu Singh, Town Planner, 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	Absent	Present	Present	Present	Absent	Present

Quorum Present.

Approval of Minutes

Chairman Cotton asked if there were any changes or corrections to the minutes from the September 1, 2022, meeting.

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

Motion by Commissioner Green, 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	Absent	Yes	Absent	Yes	Yes	Yes	Yes

Motion Approved.

Approval of Agenda

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

Mr. Groce stated the there are no changes or additions to the agenda. Mr. Groce stated there are public comments on record for one item on the consent agenda.

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

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

Chairman Cotton asked for roll call.

Roll call:

PC 10-6-22

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

Motion Approved.

CONSENT AGENDA

6. a. Case #223093 – The Village at Strathmore Phase 3 – Request approval of a Final Subdivision Plat for 15 single family residential lots located on 3.76 acres, north of Poplar Avenue and on the west side of Bailey Station Road.

Chairman Cotton addressed that the comment card noted this case, however the comments are not pertaining to this case.

Rebecca Schumacher 10128 Cliveden Circle South, Collierville, TN, stated that she wanted to ask for the delay of the Plat for Phase 3 until Phase 1 and 2 improvements are complete.

Discussion ensued that the citizens who are concerned about The Village at Strathmore Phase 1 and 2 need to attend the Board of Mayor and Alderman as it is the Board of Mayor and Alderman that have the authority to make a decision on whether or not the Developer is following the Development Contract for Phase 1 and 2. The PC does not have a role in such contracts.

6. b. Case # 222966 – Cowan Road Subdivision (Resubdivision of lot 2) – Request approval of a Final Subdivision Plat for a 2-lot subdivision on five (5) acres located on the west side of Cowan Road, south of S. Rowlett Road and north of Winchester Boulevard.

6.c. Case #222025 – Schilling Farms PD, Phase 73 (TownePlace Suites at Marriott) – Request approval of a Preliminary Site Plan for a 68,335-square foot hotel on 3.09 acres located within the northwest zone of Schilling Farms Planned Development south of Poplar Avenue and west of Schilling Boulevard West.

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

Roll call:

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

Motion Approved.

FORMAL AGENDA

7. a. Case # 221604 – Bailey Station PD, Phase 13 – (The Max Dental Center) – Request approval of a Preliminary Site Plan for a 5,000-square foot proposed

EXHIBITS

The staff report and the following:

1. PC Conditions (09/30/22)
2. DRC Conditions (09/30/22)
3. Cover Letter (8/28/22)
4. Traffic Generation Letter (5/17/22)
5. Drainage Narrative (5/17/22)
6. Chadwick Waiver Justification (1/28/16)
7. BZA Parking Variance with Conditions of Approval (10/21/21)
8. Bailey Station Outline Plan (03/16)
9. Preliminary Site Plan (8/29/22)
10. Citizen Comments (9/29/22)

building on .91 acres located on the northwest corner of Winchester Boulevard and Peyton Parkway.

Mr. Josh Hankins stated the applicant is requesting approval of Preliminary Site Plan. Mr. Hankins presented the waiver to allow the applicant to not connect their parking lot with the property to the north. A traffic study was conducted, and the findings were accepted by the Town's Traffic Engineer. Fire Code dictated that there will be a need for a curb cut on Peyton Parkway, it is a mountable curb for emergency vehicles only, not for public use. The applicant requested a waiver to not provide road improvement to Winchester Blvd., similar waivers were granted to the west and east neighboring areas. Drainage conditions currently do not indicate a need for extra storm water detention; however, Engineering has added a condition of approval to further review during the Final Site Plan Stage.

Chairman Cotton asked if there were any questions for Staff.

Commissioner Goddard asked if there was a fee in lieu of the waivers for improvements to Winchester. Mr. Groce stated there is still some research being done between now and the Board of Mayor and Alderman meeting on what was done with other phases. Currently there is a document stating in the record that the town is responsible for improvements due to the Developer a dedicating right of way.

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

Michael Walker and David Brey 105 N Center suite 207

Stated they are agreement with conditions as outlined, stated easement for the cut through to adjoin the parking lots was unnecessary as this Preliminary Site Plan has the required minimum parking spaces.

Chairman Cotton asked if there were any questions for Staff.

Hearing no questions Chairman Cotton asked if any questions for Applicants.

Discussion ensued about the requested waiver for improvements to Winchester, the waiver is reasonable because the connections to improve sections are up to a half mile away. Not granting the waiver for the parking lot would create a reduction in overall parking spaces which would lead to a separate waiver to allow for a smaller parking lot.

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

Motion by Commissioner Rozanski and seconded, To recommend the BMA approve a Preliminary Site Plan for a 5,000 square-foot, one-story, dental office building at the northwest corner of Winchester Boulevard and Peyton Parkway, 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 Alderman, Resolution 2006-54.

2.All lighting shall meet the Town's Ordinance §151.190.

3.The PC recommended approval of the following items:

i.~~Street improvements on Winchester Boulevard.~~ **Not providing street improvements on Winchester Boulevard.**

ii. Not connecting the parking lot to the parking lot to the north, as the PD requires.

4.The concrete paver details shall be submitted for approval during the Final Site Plan process. Pavers shall be required to be permanently secured so not to come dislodged by cross access travel. Provide language for maintenance and cross median access.

5.Change all references of phases from "Phase 13" to "Phase 14" on all applicable sheets.

- 6.No signage will be approved with the Preliminary Site Plan.
- 7.Post development runoff exceeds pre-development runoff in the West and South Basins. Provide more information at the Final Site Plan stage, such as the size of the existing culvert under Chadwick and whether it has the capacity for the added flows.
- 8.“North Basin” is noted twice in the Drainage Narrative. Please correct.
- 9.A Traffic Control Plan shall be submitted for approval during the Final Site Plan process.
- 10.Town of Collierville Standard Detail sheets shall be used at the time of the Final Site Plan.
- 11.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. The Town’s Engineering 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.
- 12.Does the 24” culvert have capacity for the additional flow without ponding water on the street? At the Final Site Plan stage revise the site plan to include on-site detention if the 24” culvert does not have the capacity for additional flow without ponding water.
- 13.Provide a cross access easement to the property to the north. Physical construction of the connection would be the responsibility of each property owner and would only be installed if there is a similar easement on the property to the north and minimum parking requirements could be met.

Hearing no further discussion, Chairman Cotton asked for roll call

Roll call:

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

Motion Approved.

Chairman Cotton asked Mr. Dale Perryman to introduce the Town’s new Traffic Engineer, Neetu Singh.

Mr. Perryman introduced Ms. Singh and said how beneficial she will be to the Town and team.

7. b. Case # 220103 – Oakmont PD, Ph. 4A – Request approval of a Final Subdivision Plat comprised of two lots/tracts on 8.43 acres located east of Market Boulevard near the intersection of Civic Center Drive.

Mr. Jaime Groce, stated that this a two-lot subdivision gave some background to the property. Stated the DRC approved for a 20’ buffer along Market Blvd. The property is zoned R-1, the PD allows for shopping, MPO, childcare businesses. Final Subdivision Plat being split into two tracts to include an extension of Civic Center Drive, through easements with the current businesses, Lowe’s and Target. There will be more on that through the Board of Mayor/Alderman. Currently there are construction drawings for that road connection. At this time there is no Site Plan for either tract. If this is

EXHIBITS

The staff report and the following:

1. Conditions of Approval and Next Steps (9/30/22)
2. Applicant’s cover letter (8/29/22)
3. Agreement between Town and Target (2013)
4. Agreement between Town and Michael Lightman (March 2022)
5. Plat Recording Checklist
6. Existing Zoning (September 2022)
7. Oakmont PD, Phase 4, Final Subdivision Plat (1997)
8. Oakmont PD, Phase 4A, Final Subdivision Plat (August 2022)
9. Excerpts from Subdivision Infrastructure Construction Plans for Oakmont PD, Phase 4A (August 2022)

approved the next steps is to go to the Board of Mayor/Alderman to begin the private road and public and private subdivision infrastructure. Once the plat is recorded a Preliminary Site Plan is expected to develop the lots with an updated traffic study modeling the build out of the property.

Chairman Cotton asked if there were any questions for Staff.

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

Dave Watkin 443 Old Oak Lane, Collierville, stated the case was well presented by Mr. Groce and would be happy to answer any questions.

Chairman Cotton asked if there were any questions for Applicant.

Hearing no questions Chairman Cotton asked if any questions for Applicants.

Discussion ensued that this current motion is not granting any mass grading rights to the Final Subdivision Plat. It was clarified that any grading would only be done for the private road.

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

Motion by Commissioner Jordan and seconded, to approve the Final Subdivision Plat for Oakmont PD Phase 4A, subject to the conditions in Exhibit 1.

PC 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. If the BMA grants the reduction in the front yard buffer, provide a note on the Final Plat that says, “In September 2022, the DRC approved a front yard buffer width for Tract A of 20 feet. This increased the front yard buffer width from 10 feet as depicted in the 1994 planned development conditions to 20 feet. The DRC will review the proposed improvements within the front yard buffer with the site plans for Tract A.”
3. Change the name of the plat to “Oakmont PD, Phase 4A (Resubdivision of Parcel 3)”. Reflect this on all sheets, in the title block, and the data chart.

Hearing no further discussion, Chairman Cotton asked for roll call

Roll call:

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

Motion Approved.

Other Business:

Mr. Groce stated a reminder of the state’s requirement of 4 hours of training and each commissioner will receive an email with an update of their current earned hours. The 2023 Board and Commission appointments and are being discussed through Administration and Mayor and the need to reapply.

On the November meeting there will be a new project called Project Solutions a large economic development project on Baily Station across from FedEx.

On the December meeting the Ashby Planned Development and Land Use Amendment have been revised, as they have reduced the scope of the project and have taken out the road connecting White Rd to Maynard Way to address concerns with the neighbors of their perception of traffic to the area. There will be a fire/emergency access to White Rd instead.

Hearing no further business, Chairman Cotton adjourned the meeting at 6:27 pm.

Secretary, Commissioner Jeremy Given