

The Town of Collierville Board of Zoning Appeals met in a regular session on Thursday, July 21, 2022, at 5:00 p.m. in the Board Chambers of Town Hall, at 500 Poplar View Parkway.

Staff members present: Development Director, Mr. Jay Cravens; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Ms. Nancy Boatwright; Planner, Ms. Donquetta Singleton; Planner, Mr. Josh Hankins; Administrative Specialist, Sr., Ms. Lynette Denzer; and Administrative Specialist, Sr., Ms. Angela Gizzarelli

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Chairman Luttrell asked Ms. Denzer to call the roll.

**Roll Call:**

Sledd	Frazier	O’Hare	Floyd	Luttrell
Absent	Absent	Present	Present	Present

**Quorum Present**

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**Approval of the Minutes:**

Chairman Luttrell asked if there were any corrections to the minutes from the June 16, 2022 meeting.

Hearing none, Chairman Luttrell called for a motion to approve the minutes as presented.

***Motion by Commissioner Floyd, and seconded, to approve the minutes as presented.***

Hearing no further discussion, Chairman Luttrell asked Ms. Denzer to call the roll.

**Roll Call:**

Frazier	O’Hare	Floyd	Sledd	Luttrell
Absent	Abstain	Yes	Absent	Yes

**Motion approved.**

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**Approval of the Agenda:**

Chairman Luttrell asked if there were any additions or changes to the Agenda.

Mr. Groce stated there are no additions or changes. Chick-Fil-A cases previously deferred are not on the agenda tonight.

Chairman Luttrell asked for a motion to approve agenda.

***Motion by Commissioner O’Hare, and seconded, to approve the agenda.***

Hearing no discussion, Chairman Luttrell asked Ms. Denzer to call the roll.

**Roll Call:**

Floyd	Sledd	O’Hare	Frazier	Luttrell
Yes	Absent	Yes	Absent	Yes

**Motion approved.**

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**Formal Agenda:**

***6.a Case # 222182 - 664 W. White Road - Request approval for a variance to construct an accessory structure within the required side yard setback and closer to the side and rear property line than the height of the structure.***

Mr. Josh Hankins reviewed the Staff Report, which is an exhibit for the record. Four alternatives to the proposed variance were shown. He explained that the lot area has atypical area topographical changes that have influenced the placement of the proposed structure. The Applicant agrees with all conditions of approval

Chairman Luttrell asked if there were any questions for Staff.

A discussion ensued about the alternative locations, required distance from structures, existing neighboring accessory structures and sight lines.

Having no further comments for Staff, Chairman Luttrell asked the applicant to come forward.

Mr. Brent Shields, 664 W. White Rd., came forward. He stated he is available for questions.

Discussion ensued about how drainage and run off will be addressed by the owner with this project.

Hearing no further questions or discussion, Chairman Luttrell called for a motion.

***Motion made by Commissioner O’Hare, and seconded, to approve the applicant’s request to allow an accessory structure to encroach 6.5 feet into the side and rear yard setbacks and not be set back from the property line as much as it is tall at 664 W. White Road, subject to the conditions in Exhibit 1.***

Conditions of Approval from Exhibit 1:

1. The accessory structure shall not be located any closer to the street than the front façade of the house.
2. The accessory structure shall not be located within 5 feet of any other structure on the property.
3. No portion of the accessory structure can be within 5.5 feet of the property line or in an easement.
4. The accessory structure shall not exceed more than thirty (30) percent of the total gross area of the principal building.

<p style="text-align: center;"><b>EXHIBITS</b></p> <p style="text-align: center;"><b>The staff report and the following:</b></p> <ol style="list-style-type: none"><li>1. Example Conditions &amp; Next Steps (7/15/22)</li><li>2. Cover Letter with Responses to the Questionnaire (6/27/22)</li><li>3. Zoning Map (6/27/22)</li><li>4. Site Plan (6/27/22)</li><li>5. Photo from Fox Run (6/27/22)</li><li>6. Contour Map</li><li>7. Accessory Structure Renderings (6/27/22)</li><li>8. Neighbor’s Accessory Structure Photo (6/27/22)</li><li>9. Church Grade Change Photo (6/27/22)</li><li>10. Staff Analysis of Standards for a Variance (7/15/22)</li></ol>
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5. The accessory structure shall be only one story tall and not exceed 12 feet in height measured from the finish grade to the average distance between the eaves and ridge level and the accessory structure shall be built in a like-manner to the principal building in terms of architectural style, roof style, and building materials.
6. Any deviation from the request must be approved by Staff or the BZA, as appropriate, prior to commencing any work.

There was discussion about how they will mitigate drainage impacts, it will not be within vehicle sight lines, and the accessory structure being an improvement to the property. Hearing no further discussion, Chairman Luttrell asked Ms. Denzer to call roll.

**Roll Call:**

Sledd	Floyd	Frazier	O’Hare	Luttrell
Absent	Yes	Absent	Yes	Yes

**Motion approved.**

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**Announcements**

Mr. Groce discussed training opportunities, possible upcoming projects, and staff changes. Scott Henninger will be leaving the Town of Collierville to work in the private sector and Nancy Boatwright will be retiring July 29.

**Adjournment**

Hearing no further business, Chairman Luttrell adjourned the meeting at 5:16 pm.

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Secretary Floyd