

A regularly scheduled meeting of the **Planning Commission** was held Thursday, December 1, 2022, at 6:00 p.m., in the Board Chambers of Town Hall.

Staff members present: Town Attorney, Mr. Nathan Bicks; Town Planner, Mr. Jaime Groce; Chief of Operations Fire Prevention, Chief Todd Johnson; Civil Engineer; Tim Beirdz; Deputy Town Engineer, Mr. Tim Gwaltney; Traffic Engineer, Ms. Neetu Singh; Deputy Town Engineer, Mr. Shane Richardson; Town Engineer, Mr. Dale Perryman; Planner, Ms. Donquetta Singleton; Planner, Mr. Josh Hankins; Administrative Specialist, Sr., Ms. Angela Gizzarelli

Pledge of Allegiance

Chairman Cotton led the Pledge of Allegiance.

Roll Call to establish a Quorum

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

Quorum Present.

Approval of Minutes

Chairman Cotton asked if there were any changes or corrections to the minutes from the November 3, 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	Yes	Absent	Yes	Abstain	Absent	Yes	Yes

Motion Approved.

Chairman Cotton addressed the audience that if anyone had a person or two to designate as a group speaker and donate their time for a better presentation, rather than each person repeating the same concern.

Approval of Agenda

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

Mr. Groce stated the there are no changes to the Agenda. There is one item on the Consent Agenda that is for a Final Plat with updated Conditions of Approval which are at your seats for review.

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

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

Chairman Cotton asked for roll call.

Roll call:

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

Motion Approved.

CONSENT AGENDA

6. a. Case #222029 – Schilling Farms Phase 72 Final Plat - Request approval of a Final Subdivision Plat for one lot on 27.01 acres.

MOTION: To approve the Final Plat (Exhibit 4) for Schilling Farms PD, Phase 72, 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. At the time of recording, provide the appropriate seals/stamps on each sheet of the plat.
3. Private roads (Principle Avenue) shall be considered as common open space and shall be maintained by a Property Owner’s Association (POA). Provide a note on the plat stating that all common open spaces shall be maintained by a Property Owner’s Association.
4. The total area of the subject property shall be changed to 27.01 acres, not 3.09 acres as shown in the data chart and title block.
5. Change “Final” Plat to “Preliminary” Plat on all sheets.
6. Benchmark note needs shall be added.
7. If this subdivision is subject to any of the existing Schilling Farms Covenants and Restrictions add the appropriate notes to the plat.
8. Vertical Datum shall be provided.
9. Add the following note: “All streets, alleys, drainage, water, sanitary sewer, streetlights, entrance gates, structures, walls and fences, common open spaces, located within this subdivision unless expressly dedicated as public are private. Maintenance of all private streets and appurtenances is the sole responsibility of the Property Owner. The Property Owner, as owner of the streets and appurtenances, agrees to release, indemnify, defend and hold harmless the Town of Collierville against any and all claims or suits for property damage or loss and/or personal injury, including death, to any and all persons, of whatsoever kind of character, whether real or asserted, arising out of or in connection with, directly or indirectly: A) the use of private streets, alleys, emergency access, utility easements, entrance gate or structure by the Town of Collierville; B) the condition of private streets, alleys, street lights, private entrance gates, structures, private walls or fences, private pedestrian access, private storm drains, and emergency access; or C) the use of the private streets or appurtenances of the subdivision by the officers, agents, servants, employees, contractors, subcontractors, licensees, or invitees of the Town of Collierville for any purpose related to the exercise of a governmental function or service.
10. Add the appropriate certificates if there is a mortgagee.

EXHIBITS

The staff report and the following:

1. PC Conditions of Approval (11/23/22)
2. Applicant’s Cover Letter (10/24/22)
3. Drainage Narrative
4. Plat (10/24/22)

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

Roll call:

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

Motion Approved.

APPROVED

EXHIBITS Case#218154

The staff report and the following:

1. Cover Letter regarding Major Road Plan Amendment with Proposed Road Section (9/26/22)
2. Revised Conceptual Layout (9/26/22)
3. Proposed Road Section within Ashby PD (9/26/22)
4. Subdivision Regulations Excerpt (1/1/21)
5. Town of Collierville Road Section TOC-529 6. Town of Collierville Road Section TOC-528 7. November 2021 PC Minutes Excerpt
8. Collierville 2040 Plan Excerpt (2017)
9. Collierville Major Road Plan (last amended January 2021) showing areas proposed for change (11/23/22)

EXHIBITS

Case# 222047, Case#73523 & Case# 218150

The staff report and the following:

1. Applicant's Cover Letters:
 - A. Land Use Plan Amendment (9/26/22)
 - B. Rezoning (6/15/22)
 - C. Planned Development
 - D. Waiver Requests & Justifications (9/26/22)
2. Resolution 2022-B, with Attachments (11/23/22)
 - A. Existing Place Types
 - B. Proposed Place Types
 - C. Proposed Gross Residential Density
3. Ordinance 2021-05, with Attachments (11/23/22)
 - A. Existing Zoning
 - B. Proposed Zoning
 - C. Legal Description
4. Resolution 2021-03, with Attachments (11/23/22)
 - A. Outline Plan
 - B. Pattern Book
5. Staff Analysis Grounds for Amendment (11/23/22)
6. Buchart Horn's Sewer Study (8/13/21)
7. Applicant's Sanitary Sewer Demand (6/15/22)
8. Applicant's Detention Report (11/3/20)
9. ETI's Drainage Report Response (4/28/21)
10. Excerpt of Applicant's Traffic Study (11/17/22)
11. Staff Analysis of Traffic Study & Recommendations (11/23/22)
12. Neighborhood Meeting Minutes (3/17/20)
13. Planning Commission Meeting Minutes (11/14/21)

FORMAL AGENDA

Commissioner Worley recused himself from Agenda items 7.a-d.

7. a. Case ##218154 – Update to the Town’s Major Road Plan related to the future extension of Queen Oak Street between White Road and Maynard Way.

7. b. Case #222047 – Resolution 2022-B (Public Hearing) – Request approval of a Land Use Plan Amendment (LUPA)

7. c. Case #73523 – Resolution 2021-05 – Ashby Planned Development – Request approval of a Planned Development (PD)

7. d. Case #218150 – Ordinance 2021-03 – Ashby Planned Development (PD) – Request approval to rezone a 51.38-acre tract.

Ms. Donquetta Singleton and Mr. Jaime Groce reviewed the Staff reports and presented items 7.a. Case#218154, 7.b. Case#222047, 7.c. Case#73523, and 7.d. Case# 218150 together, which are included in the record as an exhibit.

Ms. Singleton provided history that the residents had many concerns, mostly that of a connector road from White Road to Maynard Way. Since the 2021 meeting the applicant has redesigned the proposal. To highlight, they have reduced from 134.84 acres to 51.385 acres; removed the rezoning requests for MU, TN, and MPO, removed live-work, mixed-use, multi-family, senior living, and hotel uses from the PD; removed “cut-through” road from the PD that would extend Queen Oaks Street to Maynard Way; common open space areas have been reduced, re-development of existing shopping center south of Maynard Way and east of Old Byhalia Road is no longer proposed; and, removed higher density residential (6-22 dwelling units per acre).

Mr. Groce stated the applicant has changed the request to amend the Road Plan. There will be no full access to White Road, there will be emergency

access only with design details being worked out with the Fire Department. There will be no public access from Maynard Way.

Mr. Groce stated that the proposed Road Plan has shown an extension of Queen Oak Street for around for 20 years due to the growth anticipated in the area and for the general benefit of the Town. The interconnect road network was intended to provide several community benefits. Should the motion pass to remove the extension of Queen Oak Street, it will be necessary to have corrective measures in place. The developer and staff have been working together to address the additional traffic at the White Road and New Byhalia intersection and the Maynard Way and New Byhalia intersection, that will occur if the connector road never goes through.

Ms. Singleton stated Resolution 2022-B for the Land Use Plan Amendment is to increase the Commercial Place Type to extend further on New Byhalia starting from Maynard Way. Currently this area has no established residential density. Assumptions in the LUPA the applicant has matched the adjacent densities to this area.

Ms. Singleton stated Ordinance 2021-03 is for the rezoning of various tracts proposed in the Planned Development. There will be larger lots along White Road, the Townhouse rezoning (R-TH) will serve as a transition along Maynard Way between single family lots and the commercial uses to the south. The R-3 lots will be similar to the homes east of Town Square.

Ms. Singleton and Mr. Groce spoke to Waiver A, to allow for the planting of trees within an open planting strip or tree well the width of less than 10 feet to allow for a well scaled neighborhood. The developer would like to have 6.5 feet width approved for planting of trees with selective tree species. Mr. Groce stated that this is a policy issue as the Town policy is 10 feet for trees between the sidewalk and cur. Based on comparable developments in cities like Franklin, TN staff feels the 6.5 feet is a good compromise and will allow for a pedestrian and traffic safe area and with the selective tree type the trees will have enough room for growth not disrupting underground utilities.

Ms. Singleton stated amenities proposed in return for their proposed flexibility with the required bulk regulations and requested waivers are the extension of the Queen Oaks Trail in the Greenbelt Master Plan; access to useable open space, preservation and incorporation of existing specimen trees to the greatest extent; defined Design Guidelines that will meet and exceed the Town's existing Design Regulations; installation of improved street and pedestrian scale lighting along roads, sidewalks and public spaces; and, improvements to Maynard Way and White Road.

Ms. Singleton stated there was a traffic study that states with the size reduction of the Ashby PD, removed connector and the removal of the multi-family development, with improvements there will not be significant changes to the overall traffic operation on those studied intersections. However, there will be some changes in the individual movements and increase in delays/queues at the studied intersections. New sidewalks and Greenbelt Trail to connect to existing system. The applicant has agreed to add a condition stating that there will be no connection from the dead-end streets to east of the development to Maynard Way. Before a Development Agreement is approved for the first phase of development, a methodology for roadway improvements must be established.

Ms. Singleton stated regarding drainage, the detention report states that there will be sufficient detention to reduce post development flows. Each phase/application within the PD will require additional drainage studies with construction drawing review.

Ms. Singleton stated the sewer study conducted in 2021 by Buchart Horn stated upgrades to the existing sewer system will be required and, per a condition of approval, Development Agreements should not be issued for Townhouses and Single-Family Dwellings uses until a Development Agreement is executed for any on-site or off-site improvements needed.

Chairman Cotton asked if there were any questions for Staff.

Discussion about the plant strip being less than 10 feet. There are other developments in town with less than 10 feet that are closer to 4-5 feet but that was not enough in many cases and street trees have struggled to live or have damaged sidewalks. The applicant is asking for 6.5 feet with the species of tree being put into consideration. The DRC will look at their design and ensure the development has the appropriate species/type of tree for a 6.5 feet land strip.

Discussion about fencing and what are the alternative materials. Currently the applicant has not noted the material.

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

Jim Gannaway, 3060 Devonshire Way, Germantown, TN 38017 stated the citizen concerns have been addressed and the proposed PD has been amended. The Major Road Plan with the extension of Queen Oak Street and a connector to the street stub in Dove Valley have been removed. He stated that this development would complete the gap of the Town's Greenbelt Trail, allowing pedestrians to travel from the Wolf River to Historic Downtown.

Chairman Cotton asked if there were any questions for Applicant.

Jonathan Flynt, 50 South B.B. King Blvd. Suite 600, Memphis, TN 38103 stated that the fencing material in the pattern book matches to the style of the home, making stone or brick not appropriate. However, the fencing material does not have to match the style of the home and if the waiver is not granted, we are willing to go to a masonry post.

Discussion ensued about the land strip and the request for the waiver of reduction from 10 feet to 6.5 feet. That if the waiver is not granted the design would be impacted and changes would need to be made. The applicant stated that there will be only appropriate tree types/species being planted to ensure healthy tree growth. Consideration of the utilities will also factor the appropriate tree types/species.

Brandon Doss 5100 Whellis Dr. Suite 100, Memphis, TN 38117 stated that there are several tree types that are appropriate to be planted in a 6.5' land strip without the need for "root barriers".

Discussion ensued about the front yard open space, that the front yard was calculated by the mass and height of the home. The set back will create an appropriate scale to the neighborhood.

The following residents attended some spoke or donated time to the following; Rezoning, Resolution, Major Road Plan Amendment, Planned Development, and the Land Use Plan Amendment, stated that they thank the Board and Staff, they are pleased that the Board listened to the residents from the last meeting and are no longer in opposition. Some residents still voiced some questions, which were discussed and answered.

1. Jim Swihart 308 W White Road, Collierville, TN 38017
2. Heather Benedetti, 443 Queen Cove, Collierville, TN 38017

- 3.Margaret Walker, 685 Queen Oak St, Collierville, TN 38017
- 4.Alexander Herbold, 525 Six Crowns, Collierville, TN 38017
- 5.Scott Bradley, 421 Dove Valley Road, Collierville, TN 38017
- 6.Joe Stinnett 423 Quail Crest Dr, Collierville, TN 38017
- 7.Lydia Eppic, 559 Queen Oak St, Collierville, TN 38017

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

Motion by Commissioner Rozanski and seconded, Case#218154 to approve the amendment to Major Road Plan for the deletion of the extension of Queen Oak Street from the Collierville Major Road Plan, as depicted on Inset A on Exhibit 9.

It was clarified the developer takes the financial responsibility for building new roads and improving existing roads.

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

Roll call:

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

Motion Approved.

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

Motion by Commissioner Given and seconded, Case# 222047 to recommend to approve Resolution 2022-B, an amendment to the Collierville 2040 Land Use Plan (Exhibit 2).

Chairman Cotton asked for discussion

Discussion ensued about the choice of the townhomes in the place type along Maynard Way, that area has developed as mainly commercial uses and grown such that R-1 lots would not be appropriate for that area.

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

Roll call:

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

Motion Approved.

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

Motion by Commissioner Given and seconded, Case# 218150 to recommend approval of Ordinance 2021-03 (Exhibit 4) to the Board of Mayor and Aldermen.

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

Roll call:

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

Motion Approved.

Motion by Commissioner, Rozanski and seconded, case# 73523 to recommend approval of Resolution 2021-05 (Exhibit 3) to the Board of Mayor and Aldermen.

Conditions of Approval

Pattern Book:

1. Lot Type B - Corner lots with the "5-foot encroachment" area will create sidewalk conflicts for larger vehicles/trucks parked in the driveway. The parking pad from the five (5) foot encroachment to the closest edge of the sidewalk measures approximately 13 feet (Type C). The parking pad shall be a minimum of eighteen (18) feet from the five (5) foot encroachment to the closest edge of the sidewalk (Sheet 20).
2. Provide call outs/labels for each planting areas (A and B) (Sheet 23).
3. Recommended Plant List: The following trees are not appropriate for planting in areas less than ten (10) feet (Sheet 32):
 - a. Overcup Oak
 - b. Evergreen Sweetbay Magnolia
 - c. Thornless Honeylocust
 - d. Tulip Poplar
 - e. Seedless Sweetgum
4. Edit the Brick Work and Colors paragraph.... "The exterior color palette for detached residential uses must be approved by the Ashby Town Architect. All other uses shall be approved by the Ashby Town Architect and the Town of Collierville" (Sheet 39).

General Comments:

5. This development is subject to all applicable standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
6. The existing easements and utilities may need to be relocated when development occurs.
7. The Parks Advisory Board (PAB) voted to recommend that Ashby PD install an eight-foot (8') asphalt trail connecting White Road to Maynard Way.
 - a. Revise the Outline Plan and Pattern Book to show an asphalt trail detail with a six (6) foot easement on both sides.
 - b. Provide an easement no less than 12 feet and no more than 20 feet along the side of the trail that abuts the property line of the proposed residential lots for maintenance purposes. Add notes to the detail stating this requirement.
8. The number of curb cuts are not being approved with this PD and shall be determined with Site Plan submittal.
9. Approximately 174,184 square feet of Useable Open Space is required for the 44.43-acre residential development. Show this on the Outline Plan.
10. Approximately 9,083 square feet of Usable Open Space is required for the 6.95-acre nonresidential (retail/office/mixed-use) development. Show this on the Outline Plan.
11. POA/HOA documents shall be provided for review for Ashby Planned Development. Provide with the first Preliminary Subdivision Plat.
12. At the time of the Preliminary Subdivision Plat, provide conceptual designs for a centralized postal delivery area in your project as being required by the USPS for some residential developments.

13. Provide a more detailed phasing plan for the proposed development in Section XIV. The phasing in the Outline Plan and traffic study shall match.
 14. “Waiver A” – Trees – There shall be a minimum of 6.5’ between the curb and sidewalk where street trees are to be planted. Address the street cross sections and right-of-way accordingly and special trees.
 15. “Waiver B” – Property Line Radii – The curb radius shall be a minimum of 35 feet.
 16. “Waiver C” – Street Sections – The cross sections shown on Sheet #6 of the Outline Plan shall be revised to match the Town’s standard cross sections in the Subdivision Regulations (i.e., thirty (30) foot local streets). Use the Town’s standard measuring widths. Label lane widths, on-street parking, and total right-of-way width. If the Town adopts new or revised cross sections, those can be used. Add a note to Sheet 9 of the Outline Plan stating this.
 17. “Waiver D”- Parking- Section VI.D.2. Off-Street Parking and Shared Parking. Off-street parking shall be required in accordance with the Zoning Ordinance unless a separate Planned Development (PD) amendment is required for using different formulas.
 18. Before the developer enters into a Development Agreement with the Town of Collierville, the developer shall contribute to the re-evaluation of the sewer capacity. If it is still determined that the lines cannot accommodate additional flows from this development, the developer shall be responsible for their pro rata cost of upgrading the sewer line sizes.
 19. Before the developer enters into a development agreement with the Town of Collierville, no building permits or construction can begin unless there is a sewer analysis and proper sewer flow and capacity
 20. The applicant shall be responsible for the street improvements identified in the Town’s Traffic Engineer’s letter date December 1, 2022, with methodology established with the Board of Mayor and Aldermen prior to the Development Agreement for the first phase. Add this language on the Outline Plan.
- Outline Plan Sheet 1:
21. Rename “Max Units” to “Max Dwelling Units” in the data table.
 22. Remove the empty second row in the “Tract” table, provide a name for the table and provide the appropriate labels within the table (i.e., acreage, tract).
- Outline Plan Sheet 2:
23. Label each landscape plate in the landscape buffer legend (Plate A, B, C, and D).
 24. Provide a hatch/call out for the twenty-foot (20) tree preservation buffer along Area C abutting the existing residential to the north and east (this should be made as a landscape plate) and add it to the legend.
- Outline Plan Sheet 4:
25. Landscaping, Screening, and Open Space A.5: Modify to state “...shall be located behind the front yard setback line with adequate screening so as to minimize...”
 26. Landscaping, Screening, and Open Space A.15: Specify the exact minimum acreage of open space to be provided and the minimum acreage of usable open space to be provided. State that usable open space must comply with the definitions in the Design Guidelines.
 27. Landscaping, Screening, and Open Space A.18: replace “bulk regulations” with “Town’s Design Guidelines”.
 28. Landscaping, Screening, and Open Space B.2: Remove the word “once” and include language about evergreen landscaping around the wall/enclosure if visible from the public realm.
 29. Landscaping, Screening, and Open Space B.3: The Zoning Ordinance require fences to be setback at least twenty (20) feet from the curb/road.
- Outline Plan Sheet 5:
30. Design Standards I.2: Modify statement to say “...from public view with architecture integrated into the building and/or landscape materials...”
 31. Design Standards J.3: Modify the statement to say, “Residential refuse storage area...”.
 32. Design Standards J.4: Add the following statement to say, “Commercial refuse storage areas shall be screened from the public view by appropriate screening composed of landscape and hardscape screen

material”.

33. Add the following text to IX(C): “The Comprehensive Sign Policy (CSP) shall be submitted to the design Review Commission (DRC) for review and approval before the first phase of development. The Town Planner shall consider the CSP as a minor amendment to the Planned Development.”

34. Provide Landscape Buffer Plates on the Outline Plan for all buffers shown in the landscape plan.

35. The Public Services Department requires trash cart pads for homes on all dead-end alleys

Fire Protection:

36. Sprinkler systems will be required in all buildings that meet standards as stated in the Town’s ordinance section 91.21.

37. Cul-de sacs with planting islands need to meet minimum Town standards as stated in subdivision regulations, excluding parking spaces, Fire Department apparatus tracking diagram will be required to verify access. Trees in boulevard median need to be of a species or placed as not to obstruct drive lane when mature.

38. There shall be no street connections from the dead-end streets in Area C to the east o the mixed-use greenbelt trail to Maynard Way.

39. “Waiver F” – Allow for the use of alternative column materials for fencing from those defied in the Design Guidelines (section III: Site Guidelines (E)(7)(b)) to provide flexibility and variation of fence designs throughout the development. Pier/Column materials – all columns shall comply with the Design Guidelines.

40. “Waiver G” – Allow for a reduced perimeter buffer requirement for attached units (where units are closer than 200 feet to the street) from the 50-foot front yard buffer with fence to a 40-foot front yard buffer with fence. Front yard open space along Maynard Way.

41. Waiver H – Allow for the omission of a minimum landscape buffer between attached and detached dwellings internal to the development to create a cohesive urban design within the development.

Discussion ensued with staff and commissioners; clarification was made for the waivers and that a condition to require root barriers was not being added related to street trees.

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

Roll call:

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

Motion Approved.

Commissioner Given recused himself from item 7.e.

Commissioner Worley rejoined the Commission

7. e. Case #223306 – The Village at Strathmore, Lot 60 – Request approval of a Preliminary Site Plan for a multi-tenant medical office

Mr. Josh Hankins reviewed the Staff report, which is included in the record as an exhibit. Mr. Hankins spoke to the traffic study, which stated the development will have minimal impacts on the adjacent roadways. Bailey

PC 12-1-22

EXHIBITS
The staff report and the following:
1. PC Conditions of Approval (11/23/22)
2. DRC Conditions of Approval (12/1/22)
3. Applicant’s Cover Letter (9/15/22)
4. Drainage Narrative Executive Summary (10/25/22)
5. Trip Generation Report (8/31/22)
6. Property Survey (3/21/22)
7. Preliminary Site Plan Package (10/25/22)
8. Material Sample Board (10/26/22)

Station Road will taper to provide a right turn only lane, due to this tapering, the entrance is moving further north to allow for more road distance from the right turn only taper and the entrance.

Chairman Cotton asked if there were any questions for Staff.

Clarification was made the applicant is willing to move the access from Bailey Station

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

Jeremy Given, 2680 Debray Trail Collierville, TN, stated Campbell Clinic has been around for a long time with office locations in the Memphis area, they are excited to be in the Collierville area.

Dale Perryman, Town Engineer, stated TDOT has discussed with the Town the planned road changes for the Baily Station Rd and Poplar Ave intersection. TDOT and Town are in general agreement of the changes and the necessary paperwork is being processed.

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

Motion by Commissioner Worley and seconded, To recommend approval of the request for a Preliminary Site Plan for the multi-tenant medical office located northwest of the intersection of Poplar Avenue and Bailey Station Road, subject to the conditions of approval 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. The applicant must enter into a Development Agreement with the BMA for the construction of the public and private improvements. Fence and sign permit applications should be submitted when development fees are paid, and a letter of credit is provided.
3. Traffic Signal at the corner of Bailey Station Road and Poplar Avenue – Please note that this will be reviewed further at the Final Site Plan stage, to include the traffic light, the “pork chop,” and any other aspect of the intersection treatment. Adjustments may need to be made to the Signal Heads and/or Timing.
4. The minimum number of loading spaces for this project is one (1). Provide a 25’x 12’ loading berth or request a waiver from this requirement.
5. With the Final Site Plan, provide a right-in/right-out entrance on Bailey Station as shown on the approved Outline Plan.
6. Include the Final Subdivision Plat with the Final Site Plan application package.
7. Show all sight triangles at the entrances on the Preliminary Planting Plan and Planting Details.
8. 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.
9. With the Final Site Plan, the access point along Bailey Station Road shall be moved north so that it is not in the Right Turn Lane Taper.
10. With the Final Site Plan, please provide a permission letter in order to do offsite grading.
11. Add the following note to the Poplar Ave. Plan & Profile Sheet: “All sidewalk drive/street crossings shall meet current ADA and Town regulations.”

12. Add the following note to the Poplar Ave. Plan & Profile Sheet: “The developer/contractor is responsible for making sure that all sight triangles are clear of obstructions.”
13. All work in and along Poplar Ave. shall be submitted to TDOT for approval. Please provide a copy of the approval to the Town.
14. Typical Paving Section- shall be approved by TDOT.
15. Add the following note to the Bailey Station Road Plan and Profile Sheet: “All sidewalk drive/street crossings shall meet current ADA and Town regulations.”
16. Add the following note to the Bailey Station Road Plan and Profile Sheet: “The developer/contractor is responsible for making sure that all sight triangles are clear of obstructions.”
17. A Signage and Striping Plan will be required with the Final Site Plan. This plan should cover Poplar Avenue down to the existing Ford Dealership. TDOT approval shall be required.
18. With the Final Site Plan, provide a Traffic Control Plan.
19. Supply hydrants over 300’ that are not looped are required to be fed from a 10” line per TOC Ordinance 91.23(B)(15).
20. FDC to be relocated to the addressed side of the building and shall be placed within 100’ of a hydrant per TOC Ordinance 91.21(H).

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

Roll call:

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

Motion Approved.

Commissioner Given rejoined the Commission

7. f. Case #223480 – Resolution 2022-39 – Project Solution – Request approval of a nonresidential Planned Development (PD)

Mr. Jaime Groce reviewed the Staff report, which is included in the record as an exhibit. Stated Project Solution has announced their company name to the public, Orgill is the company and naming this project Orgill Customer Concept Center. Mr. Groce stated that this development will be 17 different parcels with varying ownership under contract to be acquired by Orgill, some of these tracts have buildings that will be demolished. Mr. Groce stated that the traffic study is not complete at this time, the updated traffic study is anticipated to be complete and submitted by the second reading for the BMA. Mr. Groce stated that the applicant is asking for procedural waivers, not submitting a Pattern Book, staff does not see a need for Pattern Book, that this project is simple in design. They are asking to skip the Preliminary Site Plan step, and to

EXHIBITS

The staff report and the following:

1. Applicant Cover Letter with supplemental use information (11/7/22)
2. Applicant’s Waiver Requests & Justification (11/7/22)
3. Affected Parcels (9/30/22)
4. Existing Land Use Map (12/31/21)
5. 2040 Plan Place Types Map (10/28/22)
6. Trip Generation Data (9/30/22)
7. Drainage Statement (11/7/22)
8. Neighborhood Meeting Notes (10/18/22)
9. Conceptual Site Layout (11/7/22)
10. Conceptual Elevations & Renderings (11/7/22)
11. Bailey Station Business Campus PD Outline Plan (1999)
12. Resolution 2022-39, with attachment (11/23/22):
 - A. Outline Plan (11/7/22)

not provide a Comprehensive Sign Policy. As the building is a single occupant, the standard Town Sign ordinance will be adequate. There is a site design waiver to not require a fence along the southern property line. Currently the Guidelines state that if there is residential zoning there must be a fence; however, the area that is zoned R-1 will likely not be zoned that for much longer. Additionally, the applicant is providing a tree save/preserve area in place of the fencing which is an acceptable compromise. There is a waiver to not have a full vehicular access connection to the south property line. That Michael Lightman has an approved plan for an office park to the south. There is an existing private street stub. Staff is asking to provide an easement to that property line to eventually connect to the private street should the use ever change. They are asking for more than 50% of parking between the building and the street, the FedEx Tech Center across the street has more than 50% of their parking between the building and the street. There is a building waiver for a maximum building height of 50'. They are asking for precast concrete panels and high-quality aluminum composite material panels as the primary exterior building materials. Comparing to the FedEx Tech Center across the street, that building is 100% precast panels. Mr. Groce stated that there is a parcel between the Orgill PD and the Michael Lightman property, that parcel won't be land locked, but is likely not to be developed under its current zoning of R-1.

Chairman Cotton asked if there were any questions for Staff.

Discussion ensued about the Lightman PD property and clarification was made that Mr. Lightman's property is not part of this development.

Discussion ensued about the height of the building; comparison was made that the FedEx Tech Center across the street is 41.5 feet. The applicant will possibly be able to build up to 50 feet per the waiver request.

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

Michael Mullis, 3753 Tyndale Drive, Memphis, TN, 38125 stated that the brick exterior material being used on a portion of the front will be similar to the corporate Orgill headquarters next door.

Discussion ensued that the proposed building height is within scale. Given its 500 feet set back from the road.

Discussion ensued that the parking lot design and how approval for food trucks for catering events is not granting the applicant the use of retail food trucks, they will need to apply for permits each time food trucks are on the property.

Harvey Matheny, 6363 Poplar Ave, Suite 300 Memphis, TN 38119 stated the request for the waiver for the parking layout is in effort to preserve the existing tree canopy and maintain open space.

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

Motion by Commissioner Rozanski and seconded, to recommend approval of Resolution 2022-39, the Orgill Customer Concept Center/Project Solution Planned Development (Exhibit 12), with the conditions of approval as revised.

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. Only waivers and exceptions expressly listed on the Outline Plan are being granted by the Board of Mayor an Aldermen with the approval of this resolution. Town standards (Zoning

Ordinance, Subdivision Regulations, Design Guidelines, etc.) will apply unless expressly otherwise noted in the Outline Plan.

3. A traffic impact analysis (TIA) shall be provided to the Town Engineer for review and be conducted per the instructions given by staff at the methodology meeting. The developer shall be responsible for making any improvements identified in the TIA with the Final Site Plan and Development Agreement. Update Section XII of the Outline Plan to reflect this requirement and cite the date of the TIA.

4. The requested waiver related to the vehicular connection to the south is not granted. An ingress/egress easement shall be provided to align with the north/south private roadway in the Bailey Station Business Campus PD (1999) to the south. The easement may be restricted to not allow for cross access unless the use changes from an “office/showroom” to another type of use. Construction of the private drive connection to the south property line will not be required with the Final Site Plan “office/showroom” but would be required if the use changes. Update Section IV of the Outline Plan to reflect this requirement. Delete the waiver from Section III.

5. The requested sidewalk waiver is not granted. Provide a sidewalk connection that connects the public sidewalk system along Bailey Station Road to the main entrance to the main building. All sidewalks shall be ADA accessible. Update Section IV of the Outline Plan to reflect this requirement. 3(B)(1) and (2)).

6. In the site data chart in Sheet 1 of the Outline Plan:

- a. Change the use to “Office/Showroom” instead of “Showroom”; and,
- b. Add a minimum Open Space/Pervious Area Requirement of at least 30%.

7. ~~Before the Planned Development is considered by the Board of Mayor and Aldermen, any additional exceptions and waivers from Town standards being requested as a result of the concurrent Final Site Plan review must be added to Section III of the Outline Plan. Justifications for any waiver requests shall be provided as a separate exhibit for review by staff and the BMA.~~ Additional conditions of approval resulting from the concurrent review of the Final Site Plan are as follows:

- a. Add a minimum parking formula to the Outline Plan for the Office/Showroom use that addresses the different operations within the building, such as the office space and the event/showroom space. Provide information to staff about the anticipated occupancy of the building during peak times (i.e., tradeshow events) and if off-site parking agreements will be used to meet parking needs.
- b. Revise the side and rear building setback requirements with a footnote that explains that an additional two feet for every one foot of height above 25 feet from finished grade beyond the minimum building setback is required. The proposed front yard setback of 90 feet already addresses the intent of this standard.
- ~~c. Locate the majority (over 50%) of parking to the side and rear of buildings, allowing buildings and open space to be more prominent than parking lots (Design Guidelines, Section 3(B)(1) and (2)).~~
- ~~d. Limit the amount of parking between the street and principal buildings to no more than one double row of nose-in parking between the building and the street to which it is oriented (Design Guidelines, Section 3(B)(1) and (2)).~~

8. ~~“Before the Planned Development is considered by the Bord of Mayor and Aldermen, any additional exceptions and waivers from Town standards being requested as a result of the concurrent Final Site Plan review must be added to Section III of the Outline Plane. Justifications for any waiver request shall be provided as a separate exhibit for review by staff and the BMA. Proposed additional waiver requests from the concurrent review of the Final Site Plane are as follows:~~

- a. Request to locate the majority (over 50%) of parking in front of the building.

- b. Request or provide more than one double-row of nose-in parking between the front of the building Bailey Station Road.

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

Roll call:

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

Motion Approved.

Other Business:

Mr. Groce stated the 2023 Meetings and Deadline calendar is released; a printed PC meetings/deadline calendar has been provided to you. Board and Commission 2023 appointments are to be announced December 12, 2022. He made a reminder about the Disclosure of Interest form for the State of Tennessee and the required training hours to be completed by December 31, 2022. Next year’s training hours will have a theme related to either transportation or infrastructure. The January 5th meeting currently has tentative items; Wingo 2-lot Subdivision, Baptist Memorial Hospital and NHC Senior Living Preliminary Site Plan & Easement Vacations, and the Schilling Farms Phase 74 Final Plat. In the spring the PC may see the Byhalia Commons Town Center Preliminary Site Plan. This project is different from what the Town has seen lately, there will be a need for work session to get some preliminary questions answered.

Hearing no further business, Chairman Cotton adjourned the meeting at 8:12 pm.

Secretary, Commissioner Jeremy Given