

A regular scheduled meeting of the **Planning Commission** was held on Thursday, January 5, 2023, at 6:00 p.m., in the Board Chambers of Town Hall.

Staff members present were: Town Administrator, Ms. Molly Mehner; Town Planner, Mr. Jaime Groce; Town Attorney, Mr. Nathan Bicks; Deputy Town Engineer, Mr. Tim Gwaltney; Deputy Town Engineer, Shane Richardson; Senior Civil Engineer, Tim Bierdz; Traffic Engineer, Neetu Singh; Planner, Ms. Donquetta Singleton; Chief of Fire Prevention, Mr. Todd Johnson; and Administrative Specialist, Sr., Ms. Angela Gizzarelli

Pledge of Allegiance

Chairman Cotton led the Pledge of Allegiance.

Roll Call to establish a Quorum

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

Quorum Present.

Election of Officers

Chairman Cotton called for a nomination for Chairman for the PC for 2023

Motion by Commissioner Rozanski, and seconded to maintain the 2022 officers for 2023, Chairman Cotton, Vice-Chair Rozanski and Secretary Given by acclamation with no objection.

Approval of Minutes

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

Hearing none, Chairman Cotton called for a motion.

Motion by Commissioner Green, and seconded, to approve the minutes from the December 1, 2022, meeting.

Hearing no discussion, Chairman Cotton asked to call the roll.

Roll call:

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

Motion Approved.

Approval of Agenda

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

Mr. Groce stated there are no additions, there are changes to the Consent Agenda, item 7a. as the correct phase number is 65 the case # is 51886.

Chairman Cotton called for a motion to approve the Agenda as amended.

Motion by Commissioner Given and seconded, to approve the amended Agenda.

Chairman Cotton asked to call the roll.

Roll call:

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

Motion Approved.

Approval of Consent Agenda

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

Motion by Commissioner Rozanski, and seconded, to approve the Consent Agenda with changes.

Chairman Cotton asked to call the roll.

Roll call:

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

Motion Approved.

CONSENT AGENDA

7. a. Case #51886 – Schilling Farms PD, Phase 74 65 (The Water Tower District) – Request approval of a Final Subdivision Plat (re-subdivision) on 43.59 acres located within the northwest zone of Schilling Farms PD.

MOTION: To approve the Final Plat for Schilling Farms PD, Phase 65, 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. Change “Phase 65” to “Phase 74” on all applicable sheets.

EXHIBITS
The staff report and the following:
1. PC Conditions of Approval 12/28/22)
2. Applicant’s Cover Letter (11/18/22)
3. Final Subdivision Plat (11/18/22)
4. Final Plat Checklist

3. Private roads (Principle Avenue, Vermillion Way North, and Alberti Lane) 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. At the time of recording, provide the appropriate seals/stamps on each sheet of the plat.
5. The Final Plat shall be recorded before building permits can be issued.

7.b Case #221895 – Wingo Subdivision, Lot 2 – Request approval of a Final Subdivision Plat for two (2) lots on 23.47 acres located north and east of Maynard Way, south of White Road, east of New Byhalia Road, and at the terminus of Old Byhalia Road.

MOTION: To approve the Final Subdivision Plat for Wingo Subdivision, subject to the conditions in Exhibit 1.

EXHIBITS

The staff report and the following:

1. PC Conditions of Approval (12/28/22)
2. Applicant's Cover Letter (12/19/22)
3. Final Plat Recording Checklist
4. Final Subdivision Plat (10/26/22)

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. Change Preliminary Plat to Final Plat on all sheets.
3. The Final Plat shall be recorded before building permits can be issued.
4. Add the footnote [7] for the lot size of R-4: Multi-Family Residential zoning districts underneath the site data table on all sheets.
5. Add a footnote [7] for the lot size of R-4: Multi-Family Residential zoning districts within the site data table on Sheets 3 and 4.
6. The footnote for [1] is different on Sheets 1-2 and Sheets 3-4.
7. Sheets 1 and 2: A footnote for the side yard setback of R-2: Medium Density Residential should state "20 feet total, but neither side less than 7.5 feet".
8. Sheets 3 and 4: A footnote for the side yard setback of R-1A: Low Density Residential should state "25 feet total, but neither side less than 10 feet".
9. Correct the front yard setback the MPO: Medical Professional Office parcel to forty (40) feet.
10. Correct the front yard setback dimension to thirty (30) feet for the R2: Medium Density Residential zone along White Road.
11. Correct the front yard setback dimensions to forty (40) feet for the R1-A: Low Density Residential zone along New Byhalia Road.
12. Correct the front yard setback dimension to fifty (50) feet for the SCC: Shopping Center Commercial zone along Maynard Way.
13. For clarification, remove the landscape buffers and landscape legend from all sheets and add a note stating that all zoning districts shall comply with the landscape buffers in Town's Design Guidelines.
14. A Preliminary Subdivision Plat will be required to further divide Lot #1 into more than two (2) lots. Place a note stating this on the Final Plat.
15. Add a note to the Final Subdivision Plat that says that there will not be a publicly accessible roadway through any portion of this subdivision that connects White Road to Maynard Way.
16. Add a note to the plat that says that the planned regional greenbelt in this area shall be installed through the Development Agreement processes during the Preliminary Subdivision Plat or Final Site Plan stage.

17. Both lots from the Maynard Way Business Center Subdivision shall be absorbed into Lot #1 with this plat or a future plat for the Ashby Planned Development. Adjust the site acreages in the title block and site data chart as follows if the absorption of the two (2) lots from the Maynard Way Business Center Subdivision will occur with this plat.
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. 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.

FORMAL AGENDA

8.a. Case #223440 – Baptist Memorial Hospital and Medical Campus Planned Development (PD), Area C, Ph 6A, Lot 2 (Senior Care Facility) – Request approval of a Preliminary Site Plan of a 102,443-square foot building located within the Baptist Memorial Hospital and Medical Campus Planned Development.

8.b Case #223909 – Baptist Memorial Hospital and Medical Campus Planned Development (PD), Area C, Ph 6A, Lot 2 - Request approval of two (2) Easement Vacations located within the Baptist Memorial Hospital and Medical Campus Planned Development.

EXHIBITS

The staff report and the following:

1. PC Conditions of Approval (12/28/22)
2. DRC Conditions of Approval (12/28/22)
3. Cover Letter (11/8/22)
4. Criteria for Easement Vacation (11/8/22)
5. Trip Generation Letter & Parking Study (9/22/22)
6. Kimley-Horn Traffic Review Memo
7. Drainage Narrative (9/22/22)
8. Staff Analysis of Easement Vacation (12/28/22)
9. Proposed Easement to be Vacated with Legal Description (11/8/22)
10. Preliminary Site Plan (11/8/22)

Ms. Donquetta Singleton reviewed the Staff report which is included in the record as an exhibit. Ms. Singleton stated there were two added conditions of approval, which are numbers 31 and 32.

Chairman Cotton asked if there were any questions for Staff.

Hearing none, Chairman Cotton asked the applicant to come forward.

Mr. Kevin Norman, 3006 Davies Plantation, Lakeland, TN, came forward to thank staff for presentation and is available for any questions.

Discussion ensued about the number of beds for the behavioral health unit are planned to be 18.

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

Motion by Commissioner Rozanski, and seconded, to recommend approval of (case# 223440) the Baptist Memorial Hospital and Medical Campus Planned Development (PD), Area C, Ph 6A, Lot 2 (Senior Care Facility) Preliminary Site Plan 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. This site is within the Baptist Memorial Hospital Planned Development and is subject to the conditions in the Outline Plan and Pattern Book.
3. Verify that 6A is the correct phase of this development.
4. With the Final Site Plan, provide a shared parking agreement for the planned overflow parking (as mentioned in the Cover Letter).
5. The amended Outline Plan (approved August 22, 2022) shall be re-recorded before building permits can be issued.
6. At the time of the Final Site Plan, provide the floor plans to demonstrate that the minimum size of studio units is calculated at an average size of four hundred (400) square feet as required by the 2022 PD Amendment.
7. At the time of the Final Site Plan, provide the appropriate professional seals to all sheets.
8. Provide written responses to the conditions of approval with your revisions. We suggest using red text below the staff comment.
9. 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:
 - a. Sign Permits are required for all signage before it is installed. No signage is reviewed with this site plan and no approval for signage is granted without a sign permit application.
 - b. Fence permits are required for all fencing before it is installed. Exhibits showing the fence locations and designs must be attached to the permits.
10. Call out the canopies on the site layout enlargements.
11. The breakdown of the unit types in the Site Data Chart totals 100 units. Provide the total number of units in the Site Data Chart and confirm the number of units is correct. The 10/26/22 consolidated staff comment #36 noted that the original rezoning and PD amendment case stated there would be 92 units. The revised Planting Plan (Sheet 13) notes there are 92 units.
12. Provide a breakdown of the Building Area in the Site Data Chart. The total building area is shown as 102,443 square feet. The square footage from the layout shows the square footage of the Behavioral Health (13,209 SF), Memory Care (18,992 SF), Shared Support (10,396 SF), and Assisted Living (32,324 SF) totals 74,921SF.
13. Make these additional changes to the Site Data Chart:
 - a. Remove “Non-Residential” from the Building Area row.
 - b. Include a note for the loading berth requirement for this use ((§151.116(B)(2) Loading Berth Code #1) which is “The number of spaces shall be prescribed by the Director of Development Services or his or her designee after taking into consideration traffic generation, amount and frequency of loading and unloading, the time of operation and other factors affecting the need for off-street loading.”
 - c. Change the Open Space (Green Space) required to 45%.
14. On the Final Site Plan, provide at least one (1) loading space as required by § 151.116(B)(2).
15. All loading spaces provided shall meet the dimensional requirements of Section § 151.116(B)(5).
16. Show the location of the electrical transformer, if applicable.
17. Add a note to the Tree Protection Plan: If trees or shrubs are damaged during construction, they shall be replaced.
18. Clarify the “SF” in the Legend for the Tree Protection Fence.
19. Provide the Town’s Standard Tree Protection Detail on the Plan.

20. Clarify the number of “Trees to Be Removed”. The list of “Trees to Be Removed” shows a total of nine (9) but only four (4) are shown on the Plan.
21. Duplicate the “Pont Number Tree/To Remain/To Be Removed” label for the second column of listed trees.
22. Include charts for the summary of the stormwater analysis on the grading and drainage plan. Show the proposed drainage calculations with the resultant peak flows exiting the senior care facility and pre/post development flows out of the existing detention basin. Show the Q2, Q10 and Q25 pre/post development flows for the proposed site.
23. Correct the Finished Floor Elevation (F.F.E.).
24. One copy of the state approved Sewer Plan shall be provided to the Engineering Department and Public Services. Construction of the sanitary sewer shall not begin until the state approval is received.
25. At time of Final, a Plan & Profile Sheet will need to be provided for the Public Sewer
26. Once the Senior Care facility is operational, conduct AM and PM peak hour turning movement traffic counts at the Poplar Avenue/Shea Road intersection and develop/submit new signal timings as needed. These signal timings will then need to be updated in the controller.
27. The parking requirement figures from the parking study should equate to 87 rather than 86. Therefore, the parking spaces on the Preliminary Site Plan shall be updated to reflect 87 parking spaces.
28. Update the Demolition Plan to match the drainage easement to be vacated.
29. Water Supply - Identify Fire protection line around building.
30. Connect the hydrant at east side to fire protection line.
31. Sprinkler System - underground only.
32. The density shall not exceed nine (9) dwelling units per acre.
33. Behavioral Health beds shall not count towards the overall dwelling units per acre requirement.

Chairman Cotton asked if there was any discussion.

Hearing no further discussion, Chairman Cotton asked to call the roll.

Roll call:

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

Motion Approved.

Motion by Commissioner Rozanski, and seconded, to recommend (case# 223909) that the BMA approve the vacation of the 20-foot sanitary sewer easement and 20-foot public drainage easement in the Baptist Memorial Hospital and Medical Campus Planned Development (PD), Area C, as described in Exhibit 8 subject to the conditions in Exhibit 1.

CONDITIONS OF APPROVAL

1. An instrument shall be prepared to vacate the Town’s interest in the easement.

Chairman Cotton asked if there was any discussion.

Hearing none, Chairman Cotton asked to call the roll.

Roll call:

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

Motion Approved.

Other Business:

Chairman Cotton asked if there was any Other Business.

Mr. Groce introduced newly appointed commissioner, Ms. Sami Virani.

Mr. Groce stated the Development Activity map will be updated later this month for fourth quarter changes on the Town's website.

Mr. Groce provided updates on the following cases:

- The Hiton Preserve PD Preliminary Plat will be coming in a few months.
- Byhalia Commons Market Core Preliminary Site plan, with 150 loft units, 90,000 sq ft business, will have a non-voting discussion at the DRC next Thursday.
- Collierville Heights Final Site Plan, to be a multi-tenant building going to the BMA soon for approval.
- Grove Square Sketch Plat and Conditional Use Permit, this project is changing from single family to paired town houses, they will be owner occupied units.
- Oakmont Phase 2 Preliminary Plat in the Historic District is now a 3-lot plan as one of the owners has backed out.

Mr. Groce informed everyone they are welcome to join the DRC meeting next week to discuss the Byhalia Commons project, this nonvoting item will be held in the Administration Conference room.

Mr. Groce stated the four (4) hours of required training for 2023 will be coming soon.

Mr. Groce stated that Ms. Molly Mehner, Town Administrator, and the BMA recently held a planning retreat, and the BMA would like to meet with the PC and DRC to have a discussion on growth and development and goal setting for the Town of Collierville.

Mr. Groce reminded everyone that the deadline to submit the State of Tennessee Disclosure of Interest statement is January 31st.

Hearing no further business, Chairman Cotton adjourned the meeting at 6:19 pm.

Secretary, Commissioner Jeremy Given