

The Town of Collierville Board of Zoning Appeals met in a regular session on Thursday, November 17, 2022, at 5:00 p.m. in the Board Chambers of Town Hall, at 500 Poplar View Parkway.

Staff members present: Town Planner, Mr. Jaime Groce; Mr. Josh Hankins, Planner; and Administrative Specialist, Sr., Ms. Lynette Denzer.

Vice-Chairman Sledd asked Ms. Denzer to call the roll.

Roll Call:

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

Quorum Present

Approval of the Minutes:

Vice-Chairman Sledd asked if there were any corrections to the minutes from the October 20, 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 discussion, Chairman Luttrell asked Ms. Denzer to call the roll.

Roll Call:

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

Motion approved.

Approval of the Agenda:

Vice-Chairman Sledd asked if there were any additions or changes to the agenda.

Mr. Groce stated there are no additions or changes.

Vice-Chairman Sledd asked for a motion to approve agenda.

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

Hearing no discussion, Vice-Chairman Sledd asked Ms. Denzer to call the roll.

Roll Call:

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

Motion approved.

Formal Agenda:

6.a Case # 223450 – 268 Andrew Way Road - Request approval for a variance to construct an accessory structure that is over 30% of the gross floor area of the principal structure.

Mr. Josh Hankins reviewed the Staff Report, which is an exhibit for the record. The applicant would like to add 720 square feet (sf) to an existing accessory structure of 520 sf, bringing the size of the structure to 1,240 sf. The Zoning Ordinance limits the total size of all accessory structures to 30% of the size of the home. The proposed accessory structure square footage would be appx 38% of the gross floor area which exceeds 30% of the gross floor area of the residence. This case went before the Planning Commission on Nov 3 and was approved to have an accessory structure over 800 SF on a lot that is less than 1 acre in size. Possible alternatives to the proposed addition were presented.

Chairman Luttrell asked if there were any questions for Staff.

A discussion ensued about size of the lot, and accessory structures on neighboring properties.

Applicant Mr. Sean O’Connell, 268 Andrew Way Road, came forward.

Discussion ensued about purpose of the structure, applicant stated there are no plans to add plumbing, a small HVAC unit may be added in the future. From the street view, there will be no change, and the addition will not impact drainage towards neighboring properties.

Hearing no further questions or discussion, Vice-Chairman Sledd called for a motion.

Motion made by Commissioner O’Hare, and seconded, to approve a 1,240 square foot residential accessory structure at 268 Andrew Way Road subject to the conditions in Exhibit 1.

Conditions of Approval from Exhibit 1:

1. The materials and colors of the accessory structure shall be compatible with the existing accessory structure.
2. Remove the inappropriate encroachment in the side yard setback prior to the completion of the addition.
3. No portion of the accessory structure shall be within any easement.
4. The accessory structure shall not exceed more than 1,240 square feet.
5. No more accessory structures shall be added to the property.

<p style="text-align: center;">EXHIBITS</p> <p style="text-align: center;">The staff report and the following:</p> <ol style="list-style-type: none">1. Example Conditions & Next Steps (11/11/22)2. Cover Letter (9/27/22)3. Staff Analysis of Standards for a Variance (11/11/22)4. Carport Building Permit & Plans (6/20/78)5. Accessory Structure Plans (9/27/22)6. Photos of Nearby Accessory Structures (10/21/22)7. Photos of the Existing Accessory Structure and Home (10/25/22)8. Neighbor Support Letters (10/24/22)
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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 the look and impact of the structure to the home and community.

Hearing no further discussion, Vice-Chairman Sledd asked Ms. Denzer to call roll.

Roll Call:

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

Motion approved.

Announcements

Mr. Groce discussed recent staff changes. Molly Mehner, Town Administrator started Monday, Nov 14. James Lewellen will be around until the end of the year.

Mr. Groce reminded the commission that four hours of State required training is due December 31, 2022. BZA Commission terms expire at the end of the year, applications for 2023 Boards and Commissions are due November 23, 2022.

Remaining BZA meeting for 2022 is December 15, 2022. Currently no cases, the deadline is next Tuesday.

Adjournment

Hearing no further business, Vice-Chairman Sledd adjourned the meeting at 5:31 pm.

Secretary Floyd