

A called meeting of the **Board of Zoning Appeals** was held on Thursday, May 11, 2023, at 12:00 p.m., in the James H. Lewellen Board Chambers in Town Hall.

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

Chairman Luttrell asked Ms. Denzer to call the roll.

Roll Call:

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

Quorum Present

Approval of the Minutes:

Chairman Luttrell asked if there were any corrections to the minutes from the March 23, 2023, meeting.

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

Motion by Commissioner Frazier, 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	Absent	Yes	Absent	Yes

Motion approved.

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.

Chairman Luttrell asked for a motion to approve agenda.

Motion by Commissioner Frazier, 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	Absent	Yes	Yes

Motion approved.

Formal Agenda:

5.a Case #230935 – 544 Starlight Drive (Starlight Beauty Suites) – Request approval of a Variance to allow replacement of a nonconforming ground sign.

Mr. Jaime Groce reviewed the Staff Report, which is an exhibit for the record. The applicant is requesting a variance to allow replacement of a nonconforming ground sign. Mr. Groce stated the building, built in 1976, predates the creation of the DRC. The applicant recently purchased the building and was informed the existing sign was not compliant with current regulations. Several alternatives to the existing sign were presented including moving the sign, using a wall mounted or window sign, or removing parking to create more room for a sign. It was noted that a new sidewalk, installed by the Town, has been installed around the existing ground sign.

Chairman Luttrell asked if there were any questions for Staff.

A discussion ensued about possible ADA issues/compliance for the adjacent sidewalk, removing parking, existing fencing (not on applicant's property) and the location of the property line.

Chairman Luttrell asked the applicant to come forward.

Ms. Mindy Dunn, 544 Starlight Drive discussed the options presented and asked that the BZA approve the variance request. They are working with neighbors to share parking.

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

Motion made by Commissioner Fraizer, and seconded, to approve a Variance to allow replacement of a nonconforming ground sign at 544 Starlight Drive (Starlight Beauty Suites), subject to the conditions in Exhibit 1.

Conditions of Approval from Exhibit 1:

1. The freestanding ground sign shall comply with all other provisions of the Zoning Ordinance except for setback from the edge of curb.
2. Any deviation from the approved variance shall require the approval of the Board of Zoning Appeals.

Discussion ensued about sign placement being a potential sight-line hazard, public safety issues – parking on street allowed, ADA compliant sidewalk – and that the hardship was not created by applicant. The height of the existing fence was also discussed as more of a sight distance problem as it is taller than the sign.

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

EXHIBITS

Staff Report and the following:

1. Conditions of approval (5/5/23)
2. Applicant's cover letter with Standards for a Variance (3/28/23)
3. Sign Permit Application (3/7/23)
4. Letter from Staff (3/27/23)
5. Staff Analysis of Standards for a Variance (5/5/23)
6. Email from Neighbor & Former Property Owner with Pictures (3/31/23)
7. Recent Site Photos (5/3/23)
8. Sidewalk Site Photo (5/11/2023)

Roll Call:

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

Motion approved.

Announcements

Mr. Groce introduced Nabanita Nira, the new Planner who started this week.

There will be no meeting next week, May 18.

There are two upcoming training opportunities. 2 hours of training on June 22 at Town Hall from 2-4PM, the topic is How to Understand/Use Traffic Studies and Road Improvements. 4 hours of training will be offered on July 14 at Morton Museum of Collierville History from noon to 4PM, the topic for this session is Historic Preservation Best Practices.

Adjournment

Hearing no further business, Chairman Luttrell adjourned the meeting at 12:32 pm.

Secretary Frazier