

A regular scheduled meeting of the **Planning Commission** was held on Tuesday, April 4, 2023, at 6:00 p.m., in the Board Chambers of Town Hall.

Staff members present were: Assistant Town Administrator, Mr. Adam Hamric; Town Engineer, Mr. Dale Perryman; Senior Civil Engineer, Mr. Tim Bierdz; Fire Marshal, Todd Johnson; Town Attorney, Mr. David Goodman (via conference phone); Assistant Town Planner, Ms. Donquetta Singleton; Planner, Mr. Hankins; Administrative Specialist, Sr., Mrs. Lynette Denzer; and Administrative Specialist, Sr., Ms. Angela Gizzarelli

Pledge of Allegiance

Vice-Chairman Rozanski led the Pledge of Allegiance.

Roll Call to establish a Quorum

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

Quorum Present.

Approval of Minutes

Vice-Chairman Rozanski asked if there were any changes or corrections to the minutes from the March 2, 2023, meeting.

Hearing none, Vice-Chairman Rozanski called for a motion.

Motion by Commissioner Green, and seconded, to approve the minutes from the March 2, 2023, meeting.

Hearing no discussion, Vice-Chairman Rozanski asked to call the roll.

Roll call:

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

Motion Approved.

Approval of Agenda

Vice-Chairman Rozanski asked if there were any additions or deletions to the Agenda.

Ms. Singleton stated there are no additions or changes to the published Agenda.

Vice-Chairman Rozanski called for a motion to approve the Agenda.

Motion by Commissioner Worely, and seconded, to approve the Agenda.

Vice-Chairman Rozanski asked to call the roll.

Roll call:

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

Motion Approved.

Approval of Consent Agenda

Vice-Chairman Rozanski called for a motion to approve the Consent Agenda.

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

Vice-Chairman Rozanski called for Discussion.

Commission Worley asked Town Engineer, Mr. Dale Perryman to come to the podium to discuss possible flooding issues in the area around Oakmont Phase 2. Mr. Perryman stated that there have been concerns raised by neighbors about possible flooding issues. Mr. Perryman is requesting, with the cooperation of the applicant, to have a more detailed grading plan for the new houses to address the flooding concerns.

Commission Worley stated that he would like to have the motion amended for the applicant to work with Town engineers for an approved grading plan.

Commissioner Given clarified, and the seconded agreed, that a condition would be added to require a more detailed grading plan regarding drainage be provided to the Town Engineer.

Vice-Chairman Rozanski asked to call the roll.

Roll call:

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

Revised Motion Approved.

CONSENT AGENDA

6. a. Case #230007 – Oakwood Subdivision, Phase 2 – Request approval of a 3-lot residential subdivision on 1.94 acres located at 262 East Poplar Avenue.

MOTION: To approve the Preliminary Subdivision Plat for Oakwood, Phase 2 (Exhibit 7), subject to the conditions in Exhibit 1.

CONDITIONS OF APPROVAL

EXHIBITS

The staff report and the following:

1. Example Conditions of Approval (3/31/23)
2. Cover Letter (3/15/23)
3. April 2021 HDC Minutes
4. Structures Approved for Demolition (2021)
5. Oakwood, Final Plat (1999)
6. Oakwood, Phase 2 Preliminary Plat (April 2021)
7. Oakwood, Phase 2 Preliminary Plat (received 3/21/23)
8. Oakwood, Phase 2 Construction Drawing Excerpts (received 3/21/23)
9. Public Comment (3/29/23)
10. Drainage Statement (3/15/23)

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 site data chart shall be revised to show the accurate bulk requirements as graphically depicted on the plat. Add an asterisk and footnote that explains that lots 1 & 2 have a 45-foot front yard private setback to avoid any building encroachments into the public turnaround easement.
3. A Final Plat must be reviewed and approved by the Planning Commission before it is recorded.
4. N.&E. is required to be shown for all boundary corners.
5. Show the location of the two required permanent concrete corner monuments. Also, please label them as "Found" or "Set".
6. Add the following note: "All Home Builders are responsible for the proper drainage of their lot. Developers, with proper review from the Town Engineers, have the right to address any issues that may arise that will improve the subdivision until all homes are built. Builders should be aware of other drainage that affects their lot."
7. A more detailed grading plan shall be provided to the Town Engineer.

FORMAL AGENDA

7.a. Case #224306 – Hinton Preserve PD Subdivision, Phases 1, 2, and 3 –Request approval of a Preliminary Subdivision Plat for an 84-lot single-family residential subdivision on 44.85 acres located north of Hinton Park, south of Midnight Sun Drive, east of Collierville Farms PD, and on the west side of Fleming Road.

Ms. Donquetta Singleton reviewed the Staff report which is included in the record as an exhibit. Ms. Singleton explained the three phases of development, the proposed Fleming Road improvements, the sidewalk waiver, and the potential issues with sewer flows.

Vice-Chairman Rozanski asked if there were any questions for Staff.

Hearing no further questions for staff, Vice-Chairman Rozanski called for the applicant.

John Granberry, 198 Progress Road, Collierville, TN, stated the sidewalk waiver for Phase 1 is due to the existing sidewalk along Fleming Road. Without the waiver there would be two parallel sidewalks about 100' apart.

Discussion ensued about drainage and how negative impacts to the area will be avoided.

Discussion ensued about Fleming Road improvements and the applicants desire to maintain a rural character to the road.

Vice-Chairman Rozanski called for any public comments.

EXHIBITS

The staff report and the following:

1. Example Conditions (3/31/23)
2. Applicant's Cover Letter (2/24/23)
3. Drainage Statement (12/15/22)
4. Traffic Generation Letter (12/15/22)
5. PC Minutes for PD (4/7/22)
6. BMA Minutes for PD (7/25/22)
7. Preliminary Subdivision Plat (2/24/23)
8. Existing Conditions and Demo Plan (2/24/23)
9. Excerpts from Construction Drawings (Grading Plan, Tree Plan, and Street Sections) (2/24/23)

Hearing no more discussion, Vice-Chairman Rozanski called for a motion.

Motion made by Commissioner Worley and seconded, to recommend to approve the Preliminary Subdivision Plat for Phases 1 through 3 of the Hinton Preserve PD (Exhibit 7), 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. Identify on the Preliminary Plat the number of lots in each phase and the acreage of each phase.
3. The Planning Commission hereby recommends approval of a sidewalk waiver on the west side of COS A since houses are only on one side of the road and to minimize impacts on existing trees to be preserved.
4. 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.
5. Please be advised that the plat will still need to be filed for Final Approval before it is recorded.
6. At time of Final, N.&E. is required to be shown for all boundary corners.
7. At time of Final, please show the location of the two required permanent concrete corner monuments. Also, please label them as "Found" or "Set".
8. The Min. F.F.E.s will be reviewed once the As-Built Topo is submitted.
9. On lots that have a Drainage/Sewer Esmt., the standard Util. Esmt. cannot be in the Public Drainage/Sewer Esmt. We need to be clear as to whether there are util. esmts. outside of the Public Esmts. or if there are not util. esmts. in these areas. If there will be esmts. in the area outside of the Public Esmts., please make sure that they are shown and labeled. We want to make sure that there are no problems with home construction on these lots.

Vice-Chairman Rozanski called for any discussion.

Hearing none, Vice-Chairman Rozanski called for roll.

Roll call:

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

Motion Approved.

Other Business:

Vice-Chairman Rozanski asked if there was any Other Business.

Mr. Hankins stated no other business.

Hearing no further business, Vice-Chairman Rozanski adjourned the meeting at 6:27 pm.

Secretary, Commissioner Jeremy Given