

A regular scheduled meeting of the **Planning Commission** was held on Thursday, May 4, 2023, at 6:00 p.m., in the James H. Lewellen Board Chambers of Town Hall.

Staff members present were: Assistant Town Administrator, Mr. Adam Hamric; Deputy Town Engineer, Mr. Shane Richardson; Traffic Engineer, Ms. Neetu Singh; Senior Civil Engineer, Mr. Tim Bierdz; Fire Marshal, Todd Johnson; Town Attorney, Mr. Josh Whitehead; Town Planner, Mr. Jaime Groce; Planner, Mr. Josh Hankins; and Administrative Specialist, Sr., Ms. Angela Gizzarelli

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**Pledge of Allegiance**

Chairman Cotton led the Pledge of Allegiance.

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**Roll Call to establish a Quorum**

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

**Quorum Present.**

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**Approval of Minutes**

Chairman Cotton asked if there were any changes or corrections to the minutes from the April 4, 2023, meeting.

Hearing none, Chairman Cotton called for a motion.

***Motion by Commissioner Given, and seconded, to approve the minutes from the April 4, 2023, meeting.***

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

**Roll call:**

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

**Motion Approved.**

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**Approval of Agenda**

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

Mr. Groce stated there are no additions or changes to the published Agenda.

Chairman Cotton called for a motion to approve the Agenda.

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

Chairman Cotton asked to call the roll.

**Roll call:**

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

**Motion Approved.**

**Approval of Consent Agenda**

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

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

Chairman Cotton called for Discussion.

Hearing none, Chairman Cotton asked to call the roll.

**Roll call:**

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

**Motion Approved.**

**CONSENT AGENDA**

**6. a. Case #217749 – Byhalia Commons, Area 1 – Request approval of a Final Subdivision Plat for a 2-lot subdivision on 48.92 acres located northwest of the Byhalia Road and Collierville Road intersection.**

**MOTION: To approve the Byhalia Commons PD, Area 1, Lot 1 Final Subdivision Plat for a 2-lot subdivision on 48.92 acres located northwest of the Byhalia Road and Collierville Road intersection.**

**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. Provide Engineering a CAD file.
3. Revise the Bulk Requirement section of the Final Plat Data Chart for side yard setback to read 15 feet instead of 10 feet.
4. The maximum building height in SCC zoning districts is 70 feet, which should be shown separately from the actual building height and canopy heights.
5. Include a note referencing the Instrument Number of the Property Owners Associations Covenants, Conditions, and Restrictions.

**EXHIBITS**

The staff report and the following:

1. Conditions of Approval (4/21/23)
2. Cover Letter (8/6/21)
3. Final Plat Recording Checklist
4. Final Plat (3/10/23)
5. Excerpt from the Byhalia Commons PD Outline Plan (6/17/21)

## **FORMAL AGENDA**

**7.a. Case # 230008 – Grove Square Subdivision – Request review and consideration of a Sketch Plat for 7.07 acres located on the southside of South Rowlett Street west of Mills Street (non-voting item).**

**7.b. Case #230009 – Grove Square Subdivision – Request recommendation of a Conditional Use Permit (CUP) for Attached Residential Dwellings in a TN Zoning District.**

Mr. Josh Hankins reviewed the Staff report which is included in the record as an exhibit. Case# 230008 is a nonvoting item for the Planning Commission. The case #230008 Sketch Plat has received a Certificate of Appropriateness from the Historic District Commission. Mr. Hankins explained that this property is within Special Area 7 and 8 of the Downtown Collierville Small Area Plan. Which says attached dwellings are appropriate for a portion of the property and interior to the site. The property currently has attached dwelling (duplexes) that will be demolished, and they front along S. Rowlett St. Mr. Hankins spoke to the drainage and sewer capabilities and there will need to be further studies or as stated in Condition of Approval #5. Mr. Hankins spoke to traffic; this neighborhood will not connect with roadways to adjacent properties.

Chairman Cotton asked if there were any questions for Staff.

Discussion ensued the applicant is aware and approves of all the Conditions of Approval.

Hearing no further questions for staff, Chairman Cotton called for the applicant.

Mr. Jim Gannaway, 213 S. Rowlett, Collierville, TN, provided design history to the project idea based on the vision of the Downtown Plan.

Discussion ensued about the townhouse max number of dwellings requested is 32.

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

***Motion made by Commissioner Jordan and seconded, to recommend approval of a Conditional Use Permit (CUP) for attached residential dwellings on 7.07 acres located south of South Rowlett Street, west of Mills Street, east of Sycamore Road, and north of West South Street, subject to conditions in Exhibit 1.***

Conditions of Approval:

1. This development is subject to all standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
2. No more than two (2) dwellings can be attached within one (1) structure.
3. No more than 32 attached dwellings can be constructed with this CUP without amending the CUP.

## **EXHIBITS**

The staff report and the following:

1. Conditions of Approval (4/28/23)
2. Applicant's Cover Letter & CUP Responses (3/28/23)
3. Applicant's Cover Letter (Sketch Plat) (3/28/23)
4. Staff Analysis of 6-Prong CUP Test (4/28/23)
5. Downtown Collierville Small Area Plan Study Area Map (February 2023)
6. Dwelling Unit Density Map (4/28/23)
7. Downtown Plan – Special Area 8 (4/28/23)
8. New Rooftop Initiative (4/28/23)
9. Traditional Character Area (4/28/23)
10. Sketch Plat (3/28/23)
11. Supplemental Exhibits (3/28/23)
12. Trip Generation Report (12/22/22)
13. Previous Version of the Subdivision Showing Staff Commentary on Applicability of 2040 Plan's "Adequate Transition Policy (2021)
14. HDC Work Session Minutes June 2021
15. BMA Report for Downtown Drainage Improvements (2/13/23)
16. Public Comments (4/28/23)

4. A stormwater analysis shall be provided during the Preliminary Subdivision process to ensure no adverse impacts to adjacent property. Additional stormwater detention may be required.
5. A sewer flow analysis shall be provided with the Preliminary Subdivision application to ensure that the transmission lines and plant capacity can handle the additional sewer demand. The number of dwellings may need to be reduced based upon sewer capacity.
6. With the Preliminary Subdivision application, provide HOA/POA documents that describe how the common improvements will be maintained.
7. Only fee simple townhouse uses are allowed. No other form of attached dwellings will be permitted per this CUP.
8. Accessory dwelling units shall not be allowed on the attached dwelling lots.
9. This CUP is applicable to the 7.07-acre tract north of the creek.

Chairman Cotton called for any discussion.

Commission Goddard asked about the fire access.

Fire Marshall Todd Johnson stated that one access point for less than 50 units is sufficient and does meet the requirements, over 50 units would require two access points.

Hearing none, Chairman Cotton called for roll.

**Roll call:**

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

**Motion Approved.**

**Other Business:**

Chairman Cotton asked if there was any Other Business.

Mr. Groce stated the Ashby Planned Development will go to the Board of Mayor and Alderman on June 12, 2023. The Springs of Ashby site plan was denied by the Board of Mayor and Alderman. The applicant is working on some changes and the Planning Commission will see that again soon. There are two Planning Commission training opportunities for the summer, both training opportunities may be applied towards the TN State required training hours.

Hearing no further business, Chairman Cotton adjourned the meeting at 6:22 pm.

Secretary, Commissioner Jeremy Given