

A regular scheduled meeting of the **Planning Commission** was held on Thursday, June 1, 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; Fire Marshal, Mr. Todd Johnson; Public Utilities, Mr. David Harrison; Town Attorney, Mr. Nathan Bicks; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Ms. Donquetta Singleton; Planner, Mr. Josh Hankins; Planner, Ms. Nabanita Nira; and Administrative Specialist, Sr., Ms. Lynette Denzer

Pledge of Allegiance

Chairman Cotton led the Pledge of Allegiance.

Roll Call to establish a Quorum

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

Quorum Present.

***Commissioner Green arrived at 6:02**

Approval of Minutes

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

Hearing none, Chairman Cotton called for a motion.

Motion by Commissioner Goddard, 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
Yes	Yes	Yes	Yes	Abstain	Abstain	Yes	Abstain	Yes

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 or deletions to the published Agenda. An error was found in the condition for Case #231451 – Lockwood PD Subdivision, Phase 1, Condition of Approval Item 6 and has been corrected. And Case #231453 Lockwood Pd Subdivision, Phase 2, Condition of Approval Item 7. The agenda, if approved, will contain these corrections.

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

Motion by Commissioner Fletcher, and seconded, to approve the amended agenda.

Chairman Cotton asked to call the roll.

Roll call:

Fletcher	Virani	Given	Worley	Green	Goddard	Jordan	Rozanski	Cotton
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	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 as modified.

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	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Motion Approved.

CONSENT AGENDA

6. a. Case #231057 – Villages at Shelby Station PD Subdivision – Request approval of a Final Subdivision Plat for 60 single-family lots for attached townhouses on 13.38 acres located on the west side of Houston Levee Road south of Shelby Drive.

EXHIBITS

- The staff report and the following:
1. Example Conditions (5/26/23)
 2. Applicant’s Cover Letter (4/11/23)
 3. Plat Recording Checklist
 4. Traffic Impact Analysis (1/14/22)
 5. Final Subdivision Plat (rec. 4/10/23)

MOTION: To approve the Final Subdivision Plat for The Villages at Shelby Station PD Subdivision, 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. The Min. F.F.E.s will be reviewed once the As-Built Topo is submitted.
3. Please 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.”
4. A LOMR will be required and the plat will not be recorded until it is approved by FEMA
5. Street names shall be approved by MLGW. A copy of the MLGW address assignment shall be submitted to the Engineering Dept.

6. Street Signs shall be installed before the plat is recorded. Contact the Engineering Inspector and the Town's Sign Shop before installation to verify that all signage meets the current requirements.

6.b. Case#231231 – Rolling Meadows PD Subdivision, Phase 5 - Request approval of a Final Subdivision Plat for 21 single family residential lots on 8.97 acres located east of Sycamore Road and south of E. Shelby Drive.

Motion: To approve the Rolling Meadows PD Subdivision, Phase 5, Final Subdivision Plat, subject to the conditions in Exhibit 1.

EXHIBITS
The staff report and the following: 1. Conditions of Approval (5/26/23) 2. Cover Letter (4/10/23) 3. Final Plat Recording Checklist 4. Final Plat (3/10/23) 5. Traffic Generation Report (8/18/21) 6. Rolling Meadows PD Outline Plan

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. Prior to recording the Final Plat, the HOA documents shall be amended to include Phase 5. Additional comments may be issued for the amendment to the Rolling Meadows Homeowners Association Declaration of Covenants, Conditions, and Restrictions.
3. The Engineering Division requires the following:
 - a. The Town's Engineering review is not a comprehensive technical design review. It is the Engineer and/or Surveyor of Record's responsibility to verify all existing and proposed data and property boundaries. Our review is to determine general conformity to Town standards and requirements. It is the Design Professional's responsibility to ensure the plans meet the Town's Specifications. The Town is not responsible for any errors or omissions made by Design Professionals or their employees.
 - b. Any additions to previously reviewed plans need to be annotated and specified as part of answers to comments. Only changes that are brought to our attention will be reviewed upon resubmission. Any plan item that was not specifically commented on will be assumed to have remained unchanged from the previously submitted plans.
 - c. Street signs shall be installed before the plat is recorded. Please contact the Engineering Inspector and the Town's Sign Shop before installation to verify that all signage meets the current requirements.
 - d. 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.
 - e. The Min. F.F.E.s will be reviewed once the As-Built Topo is submitted.
 - f. Please 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 lots."

6.c. Case#2231451 – Lockwood PD Subdivision, Phase 1 – Request approval of a Final Subdivision Plat for 38 lots on 11.56 acres located south of Shelby Drive on the east side of Houston Levee Road.

Motion: To approve the Lockwood PD Final Subdivision Plat for Phase 1, subject to the conditions in Exhibit 1.

EXHIBITS
The staff report and the following: 1. Phase 1 Conditions of Approval (6/1/23) 2. Phase 2 Conditions of Approval (6/1/23) 3. Cover Letter (5/9/23) 4. Final Plat Recording Checklist 5. Outline Plan Except (May 2021) 6. Phase 1 Final Subdivision Plat (5/9/23) 7. Phase 2 Final Subdivision Plat (5/9/23)

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. There are two (2) Open Space Area A’s shown on the Plats for Phase 1 and 2 which will require one to be relabeled and the open space tables updated.
3. On a new sheet, show the location of Phase 2 and the remaining portion of the subdivision as the “Parent Parcel” labeling the area of the remaining parcel on the plat.
4. In the Subdivision Plat Data table, include the acreage of the parent parcel, removing the acreage of Phase 1 and Phase 2, breaking them out separately from the parent parcel.
5. The Declaration of Covenants, Conditions, and Restrictions for Lockwood Homeowners Association shall be recorded, and the instrument number included on the plat.
6. ~~Revise the front setback to match the front setback shown on the previously approved Final Plat. The approved Final Plat reads “34 FT TO GARAGE DOOR.”~~
7. Add a note to the plat that reads “no parking allowed in private alleys.” Also add “no parking” signs with the same language at the entrance of all alleys in this phase.
8. The Engineering Division requires the following:
 - a. Prior to the Final Plat recording, provide a 11x17 drawing or PDF showing the area (sq. ft.) of all public easements and R.O.W. dedicated with the plat.
 - b. The minimum Finished Floor Elevations will be reviewed once the As-Built topo is received.
 - c. The Town’s Engineering Review is not a comprehensive technical design review. It is the Engineer and/or Surveyor of Record’s responsibility to verify all existing and proposed data and property boundaries. Our review is to determine general conformity to Town standards and requirements. It is the Design Professional’s responsibility to ensure the plans meet the Town’s Specifications. The Town is not responsible for any errors or omissions made by Design Professionals or their employees.
 - d. Any additions to previously reviewed plans need to be annotated and specified as part of answers to comments. Only changes that are brought to our attention will be reviewed upon resubmission. Any plan item that was not specifically commented on will be assumed to have remained unchanged from the previously submitted plans.
 - e. Street names shall be approved by MLGW. A copy of the MLGW address assignment shall be submitted to the Engineering Department.
 - f. Street signs shall be installed before the plat is recorded. Please contact the Engineering Inspector and the Town’s Sign Shop before installation to verify that all signage meets the current regulations.

6.d. Case#231453 – Lockwood PD Subdivision, Phase 2 – Request approval of a Final Subdivision Plat for 48 lots on 23.69 acres located south of Shelby Drive on the east side of Houston Levee Road.

Motion: To approve the Lockwood PD Final Subdivision Plat for Phase 2, subject to the conditions in Exhibit 2.

CONDITIONS OF APPROVAL

EXHIBITS
The staff report and the following:
1. Phase 1 Conditions of Approval (6/1/23)
2. Phase 2 Conditions of Approval (6/1/23)
3. Cover Letter (5/9/23)
4. Final Plat Recording Checklist
5. Outline Plan Except (May 2021)
6. Phase 1 Final Subdivision Plat (5/9/23)
7. Phase 2 Final Subdivision Plat (5/9/23)

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. There are two (2) Open Space Area A's shown on the Plats for Phase 1 and 2 which will require one to be relabeled and the open space tables updated.
3. On a new sheet, show the location of Phase 2 and the remaining portion of the subdivision as the "Parent Parcel" labeling the area of the remaining parcel on the plat.
4. In the Subdivision Plat Data table, include the acreage of the parent parcel, removing the acreage of Phase 1 and Phase 2, breaking them out separately from the parent parcel.
5. The greenbelt dedication in Phase 2 shall include six (6) feet of land on either side of the path for a total width of 22 feet. The greenbelt dedication shall be depicted differently on the Future Development Tract since it is not being dedicated and constructed at this time. Add a note on the Future Development Tract that says "approximate location of greenbelt trail to be dedicated to the Town in future phases."
6. The Declaration of Covenants, Conditions, and Restrictions for Lockwood Homeowners Association shall be recorded, and the instrument number included on the plat.
7. ~~Revise the front setback to match the front setback shown on the previously approved Final Plat. The approved Final Plat reads "34 FT TO GARAGE DOOR."~~
8. Add a note to the plat that reads "no parking allowed in private alleys." Also add "no parking" signs with the same language at the entrance of all alleys in this phase.
9. The Engineering Division requires the following:
 - a. Prior to the Final Plat recording, provide a 11x17 drawing or PDF showing the area (sq. ft.) of all public easements and R.O.W. dedicated with the plat.
 - b. The minimum Finished Floor Elevations will be reviewed once the As-Built topo is received.
 - c. Being that the Greenbelt is being dedicated to the Town, it needs to be dimensioned.
 - d. The Final Plat shall not be recorded until the LOMR is approved by FEMA.
 - e. The Town's Engineering Review is not a comprehensive technical design review. It is the Engineer and/or Surveyor of Record's responsibility to verify all existing and proposed data and property boundaries. Our review is to determine general conformity to Town standards and requirements. It is the Design Professional's responsibility to ensure the plans meet the Town's Specifications. The Town is not responsible for any errors or omissions made by Design Professionals or their employees.
 - f. Any additions to previously reviewed plans need to be annotated and specified as part of answers to comments. Only changes that are brought to our attention will be reviewed upon resubmission. Any plan item that was not specifically commented on will be assumed to have remained unchanged from the previously submitted plans.
 - g. Street names shall be approved by MLGW. A copy of the MLGW address assignment shall be submitted to the Engineering Department.
 - h. Street signs shall be installed before the plat is recorded. Please contact the Engineering Inspector and the Town's Sign Shop before installation to verify that all signage meets the current regulations.

6.e. Case#221211 – Oak Grove P.D. Phase 4, Section H (Cypress Grove) – Request a one (1) year extension of the approval of a Final Subdivision Plat for a 37-lot residential subdivision located south and west of section E, west of Section G and north of future Section C-1.

Motion: To extend the approval of the Final Subdivision

EXHIBITS

The staff report and the following:

1. PC Conditions of Approval (6/2/22)
2. Applicant's Cover Letter (5/18/23)
3. Plat Recording Checklist
4. Final Subdivision Plat (received March 2022)

Plat (Exhibit 4) for Cypress Grove Subdivision, Section H, for one (1) year, subject to the June 2, 2022, Planning Commission conditions listed in Exhibit 1.

6/2/2022 PC 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. Prior to the recording of the Final Plat, provide updated HOA documents showing the correct exhibits inserted into the document.
3. The Engineering Division requires the following:
 - a. 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.
 - b. The Min. F.F.E.s will be reviewed once the As-Built Topo is submitted and before the Final Plat is recorded.
 - c. Surveyor's Certificate: Change "Class" to "Category".

6.f. Case#221207 – The Grove at Clara's Ridge – Request a one (1) year extension of the approval of a Final Subdivision Plat for 53 residential lots, on 32.49 acres located on the east side of Sycamore Road at Itawamba Road and directly south of Collierville High School.

Motion: To extend the approval of the Final Subdivision Plat (Exhibit 4) for The Grove at Clara's Ridge for one (1) year, subject to the June 2, 2022, Planning Commission conditions listed in Exhibit 1.

EXHIBITS

The staff report and the following:

1. PC Conditions of Approval (6/2/22)
2. Applicant's Cover Letter (5/18/23)
3. Plat Recording Checklist
4. Final Subdivision Plat (4/12/22)

6/2/2022 PC 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 a common open space (COS) chart with each COS listed with their acreages and the total acreage.
3. Show COS E with all easements labeled.
4. The Engineering Division requires the following:
 - a. 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.
 - b. Please show the location of the two required permanent concrete corner monuments. Also, please label them as "Found" or "Set".
 - c. The Min. F.F.E.s will be reviewed once the As-Built Topo is submitted.
 - d. The Town's Engineering Review is not a comprehensive technical design review. It is the Engineer and/or Surveyor of Record's responsibility to verify all existing and proposed data and property boundaries. Our review is to determine general conformity to Town standards and requirements. It is the Design Professional's responsibility to ensure the plans meet the Town's Specifications. The Town is not responsible for any errors or omissions made by Design Professionals or their employees.
 - e. Any additions to previously reviewed plans need to be annotated and specified as part of answers to comments. Only changes that are brought to our attention will be reviewed upon

resubmission. Any plan item that was not specifically commented on will be assumed to have remained unchanged from the previously submitted plans.

- f. Street names shall be approved by MLGW. A copy of the MLGW address assignment shall be submitted to the Engineering Dept.
- g. Street Signs shall be installed before the plat is recorded. Please contact the Engineering Inspector and the Town's Sign Shop before installation to verify that all signage meets the current requirements.

FORMAL AGENDA

*Commissioner Worley recused himself from this case

7.a. Case # 231275 – Wingo Subdivision, Lot 2 (The Springs at Ashby) – Request approval of a Preliminary Site Plan for a 196-unit multifamily development located on 23.47 acres on the east side of Maynard Way and north of the Collierville Funeral Home.

Ms. Donquetta Singleton reviewed the Staff report which is included in the record as an exhibit, the PC and DRC recommended approval of the Preliminary Site Plan in September 2022, the BMA denied the Preliminary Site Plan on November 14, 2022. Changes since the case was denied by the BMA were reviewed, the current application provides the required amount of garages, a fence detail that fully complies with the Design Guidelines, and the elevations fully comply with the masonry requirements. With the exception of a modification to the detention pond, a slight reduction in the number of trees, and new garages, the new layout is essentially the same as the version seen in September 2022.

Parking, traffic impacts, drainage, and sewer capacity were also reviewed. The applicant would like to discuss Conditional of Approval 3. Two additional Conditions of approval have been added, conditions 19 and 20 in the Conditions of Approvals below.

Chairman Cotton asked if there were any questions for Staff.

Discussion ensued about entrance locations to Lot 2, and the overall site plans.

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

Mr. John McCarty, 198 Progress Road, presented changes to the application since the case was seen by the BMA. They would like to change Condition 3, but agree with the additional Conditions 19 and 20.

EXHIBITS

The staff report and the following:

1. PC Conditions of Approval (6/1/23)
2. DRC Conditions of Approval (5/26/23)
3. Applicant's Cover Letter (4/26/23)
4. Existing & Future Stand-Alone Apartment Development Map (8/26/22)
5. Traffic Impact Study: Executive Summary (6/1/22)
6. Engineering Department Traffic Memo (5/23/23)
7. Storm Water Drainage Summary (4/26/23)
8. Board of Mayor and Alderman Meeting Minutes (11/14/22)
9. Preliminary Site Plan Package (11/14/23)
10. Parking Plan & Vehicle Tracking (4/26/23)

Discussion ensued about the proposed front yard buffer and fence along Maynard Way. TDOT's involvement in modifications to Poplar Ave., split-phase signaling definition and traffic, stormwater management and sewer capacity.

Hearing no more discussion, Chairman Cotton asked if there were any residents who would like to comment.

Mr. Joe Stinnett, 423 Quail Crest Drive, came forward. He stated there is a concern with the number of vehicles and traffic flow.

Discussion ensued about traffic study and how the amount of traffic and traffic flow will be addressed with the Conditions of Approval.

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

Motion made by Commissioner Rozanski and seconded, to recommend approval of recommend that the BMA approve the request for a Preliminary Site Plan for Wingo Subdivision, Lot 2 (The Springs at Ashby) subject to the conditions in Exhibit 1 as revised.

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. With the Development Agreement for the Final Site Plan, the developer shall be responsible for upgrading the sewer line size per the study dated May 25, 2023, if the existing sewer line cannot accommodate the sewer flows from this project. If the flows cannot be accommodated, the development shall not access the sewer line until the lines are upgraded.
3. The developer shall restripe all of Maynard Way to provide one (1) through lane in each direction, a two-way left-turn lane, and bike lanes after the Poplar Avenue and Maynard Way intersection is improved by the developer **developments along Maynard Way.**
4. 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 they are installed. Exhibits showing the fence locations and designs, as approved by the DRC, must be attached to the permits.
5. A Final Plat shall be recorded before building permits can be issued.
6. Include the approved Final Plat within the Final Site Plan package.
7. The Tree Removal and Protection Plan and the landscape plan show a different number of trees to be removed. Clarify how many trees will be removed and update the appropriate sheet(s).
8. Update the south side yard setback in the site data chart.
9. A permission letter for the offsite grading is required with the Final Site Plan application.
10. At the Final Site Plan, a Phasing Plan needs to be provided. Please make sure that Paving, Certificates of Occupancy and Construction Traffic is covered on this plan.
11. At the Final Site Plan, provide a phasing plan for the construction of each apartment building and landscaping plan. Please make sure that Paving, Certificates of Occupancy, and Construction Traffic are also covered on this phasing plan.
12. A Traffic Control Plan will be required at the time of the Final Site Plan.

13. 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.
14. Water Supply - Fire hydrants shall be supplied by not less than an eight-inch main installed on a looped system or not less than a ten-inch main if the system is not looped or the fire hydrant is on a dead-end main exceeding 300 feet but not less than 600 feet.
15. Fire Hydrants - Max spacing 400 feet.
16. Sprinkler System - Identify riser and FDC locations on water plan.
17. Building Access/Heights – Electric gates to have radio frequency controlled opening devices. Provide current apparatus tracking page.
18. Fire lanes - Identify per note 9 signage & striping plan.
19. **The developer of the Spring at Ashby and the developer of the adjacent Ashby PD will work with the Town Engineer to improve the Poplar Avenue and Maynard Way intersection so that the split phasing can be removed. This will require realignment of the intersection to allow lining up of the receiving lanes and trucks to make the eastbound to northbound left turn and southbound to westbound right turn.**
20. **At the time of the Final Site Plan and Development Agreement a security will be posted for the required intersection improvements at Poplar Avenue and Maynard Way and the restriping of Maynard Way.**

Chairman Cotton called for any discussion.

Discussion ensued about traffic flow and timing of lights and the maximum number set by the Town for stand-alone apartments being around 3,500. If the Springs at Ashby are approved and built, the Town will have around 3,040 stand-alone apartment units.

Discussion about condition 3 ensued, and the feeling there can be a shared responsibility among the pending developments along Maynard way.

Commissioner Rozanski agreed to the friendly amendment.

Hearing no further discussion, Chairman Cotton called for roll.

Roll call:

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

Motion Approved.

Other Business:

Chairman Cotton asked if there was any Other Business.

Mr. Groce stated the next meeting is July 6, there are currently several items on the agenda. A new staff Planner, Ms. Nabanita Nira, was introduced. There is still one Planner vacancy.

There are several upcoming training opportunities:

- June 22 from 2pm to no later than 4pm, How to Understand/Use Traffic Studies and Road Improvements, at Town Hall

- July 14 from 1pm to 4pm, Historic Preservation Best Practices, at Morton Museum of Collierville History

The Historic District Commission is working on some goals that will come to the PC: a Demolition by Neglect Ordinance (Zoning Ordinance Amendment) and the Expansion of Local Historic District Overlay (Zoning Map Amendment by Ordinance).

Hearing no further business, Chairman Cotton adjourned the meeting at 6:44 pm.

Secretary, Commissioner Jeremy Given

APPROVED