

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

Staff members present were: Fire Marshal, Mr. Todd Johnson; Town Attorney, Mr. Nathan Bicks (via video streaming); Deputy Town Engineer, Mr. Shane Richardson; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Ms. Donquetta Singleton; Planner, Mr. Josh Hankins; and Administrative Specialist, Sr., Ms. Angela Gizzarelli

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	Present	Absent	Present	Absent	Present	Absent	Present	Present

Quorum Present.

Approval of Minutes

Chairman Cotton asked if there were any changes or corrections to the minutes from the June 1, 2023, meeting.

Hearing none, Chairman Cotton called for a motion.

Motion by Commissioner Jordan, and seconded, to approve the minutes from the June 1, 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	Absent	Absent	Yes	Yes	Absent	Yes	Yes

Motion Approved.

Approval of Agenda

Tom Champness, 809 Sycamore Rd., Collierville, TN filled out a public comment card related to The Meadows at Clara's Ridge, Ph. 1 Final Plat, but did not want to speak.

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

Mr. Groce stated there is one change to the agenda published in the newspaper. There is now a section called Citizen Comments, to comply with new State ordinance to allow citizens to comment on community concerns.

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

Motion by Commissioner Rozanski, 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	Absent	Absent	Yes	Yes	Absent	Yes	Yes	Yes

Motion Approved.

Citizen Comments

Chairman Cotton called for citizen comments.

Hearing none, Chairman Cotton moved forward with the meeting.

Approval of Consent Agenda

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

Motion by Commissioner Fletcher, 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
Absent	Yes	Yes	Yes	Yes	Absent	Yes	Absent	Yes

Motion Approved.

CONSENT AGENDA

7. a. Case # #221214 – Hidden Creek PD, Phase 2 – Request a one (1) year extension of the approval of a Final Subdivision Plat for a 39-lot residential single-family subdivision on 19.204 acres located directly west of Phase 1 on Crooked Creek Road.

MOTION: To extend approval of the Final Subdivision Plat for Phase 2 of the Hidden Creek Subdivision subject to the September 1, 2022, Planning Commission conditions listed in Exhibit 1.

EXHIBITS
The staff report and the following: 1. Conditions of Approval (9/1/22) 2. Applicant’s Cover Letter (4/12/22) 3. Plat Recording Checklist 4. Final Subdivision Plat (4/12/22)

CONDITIONS OF APPROVAL (approved September 1, 2022)

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. Show the remainder of the subject property (Hidden Creek Planned Development) with this plat as part of the “Future Development Tract”.
3. The developer shall dedicate and improve the Greenbelt Trail to the Town's standard width.

4. The Greenbelt Trail shall be (warranty) deeded to the Town of Collierville.
5. A six-foot (6-foot) access easement is required on each side of the trail for maintenance by the Town.
6. Provide a letter from the Post Office stating that they will deliver mail to individual mailboxes or show a centralized mail area.
7. Change the front yard setback for Area 2 front load lots to twenty feet (20 feet) to reflect the 2022 minor Planned Development Amendment. Add notes to the table about the garage setback.
8. Correct the setback line for alley loaded lots in Area 2. The site data chart shows a five-foot (5-foot) rear yard setback for alley loaded lots in Area 2.
9. 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.
10. Surveyor's Certificate: Change "Class" to "Category".
11. 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.

7.b. Case#231689 – The Meadows at Clara's Ridge P.D., Phase 1 – Request approval of a Final Subdivision Plat for 43 single-family residential lots, on 15.644 acres located at the northeast corner of Sycamore Road and Shelby Drive located on the northeast corner of E. Shelby Drive and Sycamore Road.

Chairman Cotton called for public comment.

Tom Champness, 809 Sycamore Rd, Collierville, did not want to speak.

Motion: To approve the Final Subdivision Plat for The Meadows at Clara's Ridge at Cartwright Farms P.D., Phase 1, 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. Address the Engineering comments in the mark-up of the Final Subdivision Plat found in Exhibit 4.
3. Street names shall be approved by MLGW. A copy of the MLGW address assignment shall be submitted to the Engineering Dept.
4. 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.
5. Plans are being reviewed by the Engineering Inspector. Additional comments may be made.
6. 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.
7. 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

EXHIBITS

The staff report and the following:

1. Conditions of Approval (6/30/23)
2. Applicant's Cover Letter (5/30/23)
3. Plat Recording Checklist
4. Engineering Plat Mark-up (6/22/23)
5. Final Subdivision Plat (5/30/23)

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

7.c. Case#231324 – Byhalia Commons P.D., Area 3, Phase 3B – Request approval of a Final Subdivision Plat for 59 townhouse residential lots, on 9.836 acres located north of Collierville Road, west of Byhalia Road, and south of SR 385.

Motion: To approve the Final Subdivision Plat for Phase 3B of the Byhalia Commons PD, Area 3 (The Towne at Byhalia Commons) subject to the conditions in Exhibit 1.

EXHIBITS

The staff report and the following:

1. PC Conditions of Approval (6/30/23)
2. Cover letter (5/1/23)
3. Final Plat Recording Checklist
4. Final Plat (5/1/23)
5. 8/8/2019 DRC Minutes

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. Include Phase 3C as a Future Development Tract prior to recording. Adjust the acreages in the data chart block as needed.
3. On the Subdivision Plat Data Chart:
 - a. Revise Subdivision Name to read “Byhalia Commons P.D. AREA 3, PHASE 3B (THE TOWNE AT BYHALIA COMMONS).”
 - b. Add the 135-foot minimum setback from the north boundary to the lots along Alley A.
4. Prior to plat recording, provide an amendment to the Declaration of Covenants, Conditions, and Restrictions for The Towne Homeowner’s Association that adds Phase 3B to the HOA.
5. 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.
6. 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.
7. 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.
8. Street names shall be approved by MLGW. A copy of the MLGW address assignment shall be submitted to the Engineering Dept.
9. 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.
10. Please provide a CAD file.
11. Marked up PDFs are also being provided. Please see those for additional comments to be addressed.

FORMAL AGENDA

8.a. Case #321954 – 900 Collierville-Arlington Road (Healing Paws Animal Hospital) – Request approval of an amendment to an existing conditional use permit (CUP) to allow for a 6,315-square foot veterinary hospital/clinic on 1.25 acres located on Collierville-Arlington Rd.

Commissioner Rozanski recused himself.

Mr. Jaime Groce reviewed the Staff report which is included in the record as an exhibit. Mr. Groce stated in June 2023 the BZA approved the variance to allow for a reduction in required number of on-site parking spaces by using off-site parking. The applicant is currently working with the neighboring church. Should the applicant not be able to utilize off-site parking, they will need to add on-site the additional seven parking spaces. Should the applicant need to add the seven parking spaces, it would become a Site Plan Modification that would be approved administratively. Mr. Groce stated the building will continue to look the same on the exterior, the building is having interior changes to finish the second floor. The second floor will be able to accommodate a maximum occupancy of nine people. By finishing out the second floor the building's square footage will increase, therefor increasing the number of required parking spaces.

Chairman Cotton asked if there were any questions for Staff.

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

Mr. Scott Rozanski, 108 E. Mulberry St., Collierville, TN, stated the building is not increasing in foot print, the second floor was constructed with the stairs, roughed out for major plumbing and walls. Mr. Rozanski he and the owner are here to answer any questions.

Chairman Cotton asked if there were any questions for Applicant.

Clarification was made that the use is not changing, it was built for veterinary care and will continue to do so.

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

Motion made by Commissioner Worley and seconded, to recommend to approve the applicant's request for an amendment to conditions for the Conditional Use Permit approved in 2020, subject to the conditions in Exhibit 1.

Conditions of Approval:

1. The Conditional Use Permit (CUP) for the Healing Paws Animal Hospital applies only to the 1.52-acre tract known as Lot #2 in the Kingdom Hall Subdivision and shall be narrowly limited to veterinary services with accessory dog grooming and retail sales. The following uses are expressly prohibited:
 - Boarding of animals overnight, except in conjunction with surgery or treatment. Such boarding shall be for a short-term duration not to exceed one week.
 - Dog daycare
 - Dog training

EXHIBITS

The staff report and the following:

1. Example Conditions (7/6/23)
2. Applicant's cover letter with CUP "test" response (6/28/23)
3. Staff Analysis of Standards for a CUP (6/28/23)
4. June 2023 BZA Variance Conditions
5. Internal Building Layout (June 2023)
6. Final Site Layout (2020)
7. Architectural Elevations (2020)

- Private dog park
2. Places where animals are kept shall be kept clean and dry. All fecal materials shall be picked up daily and kept in a bin or receptacle that will exclude flies and odors (§94.03 (B)).
 3. Chain-link fencing shall not be used.
 4. All veterinary and associated services, including the boarding of animals in conjunction with surgery or treatment, shall be confined to the inside of the facility within special insulated and sound proof rooms.
 5. Animals being treated for veterinary and associated services shall not be kept outdoors unattended.
 6. Any activities related to the Healing Paws Animal Hospital that would increase the intensity of the use shall not be allowed without an amendment to this CUP or through a separate CUP for an outdoor event. Increases in intensity shall be considered expanding the building size beyond ~~4,920~~ 6,315 square feet, **increases to the site acreage**, and/or increases in the number of **on-site** parking spaces related to this use **beyond 32 spaces**.

Chairman Cotton called for any discussion.

Discussion ensued about how the applicant isn't making any major changes, they are just finishing the inside.

Hearing no further discussion, Chairman Cotton called for roll.

Roll call:

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

Motion Approved.

6:15pm Commissioner Rozanski returned.

Other Business:

Chairman Cotton asked if there was any Other Business.

Mr. Groce stated the next meeting for 8/3 currently has one item on the agenda, The Parke at Houston Levee Phase 1 Preliminary Plat. The training session from June is available for viewing on demand. A link was emailed to do so. There is also a training session on July 14th you are welcome to join. There is a new Water/Sewer availability request process, form, and fee for fiscal year 2024. Staff has been sharing with customers about the changes.

Hearing no further business, Chairman Cotton adjourned the meeting at 6:18 pm.

Secretary, Commissioner Jeremy Given