

A regular scheduled meeting of the **Planning Commission** was held on Thursday, September 7, 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; Town Attorney, Mr. Nathan Bicks (via conference call); Town Planner, Mr. Jaime Groce; 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	Present	Present	Present	Present	Absent	Present	Present

Quorum Present.

Approval of Minutes

Chairman Cotton asked if there were any changes or corrections to the minutes from the August 3, 2023, meeting.

Hearing none, Chairman Cotton called for a motion.

Motion by Commissioner Rozanski, and seconded, to approve the minutes from the August 3, 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	Abstain	Yes	Yes	Yes	Yes	Yes

Motion Approved.

Approval of Agenda

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

Mr. Groce stated changes to the Formal Agenda is item 8a, is deferred to October 5, 2023, meeting.

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

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

Motion Approved.

7.a. Case ##232328 – Collierville Schools Subdivision – Request approval for a Final Plat on 9.08 acres for two (2) lots at 215, 176 and 145 West Poplar Avenue, located south of Poplar Avenue, west of Walnut Street and at the southern terminus of Peterson Lake Road.

Motion made by Commissioner Goddard, and seconded, to approve the 2-lot Collierville Schools Subdivision Final Plat on 9.08 acres at 145, 175 and 215 West Poplar Avenue, subject to the conditions in Exhibit 1B.

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. Edit the “Final Subdivision Plat Data” Chart:
 - a. Minimum Lot Size: 15,000 square feet
 - b. Side Yard setback: 25 feet total, neither side less than 10 feet.
 - c. Minimum Lot Width: 100 feet
 - d. Maximum Height: 30 feet (add note under table that refers to the existing height of 51.8 feet)

EXHIBITS
The staff report and the following: <ol style="list-style-type: none"> 1. Conditions of Approval (8/18/23) <ol style="list-style-type: none"> a. HDC Conditions of Approval b. PC Conditions of Approval 2. Cover Letter (7/18/23) 3. Final Plat Recording Check List 4. Existing Conditions (7/18/23) 5. Collierville Schools Subdivision Final Plat (7/18/23)

- e. Correct the property owner information (phone number, email, contact name).
 3. Provide a shared parking agreement between the subject properties.
 4. Modify Note #6 to state the following “There is a non-exclusive vehicular and pedestrian ingress-egress easement across Lots 1 and 2 of the Collierville Schools Subdivision. All parking and access drives within the subdivision are common and shared” (see mark-ups).
 5. Add the following note: “The Town of Collierville shall have the right to enter the property for the purpose of maintaining the drainage, water and sewer systems located within public easements. However, the Town does not have the responsibility to repair any damage to the yards, parking lot, streets or drives caused by soil settlement or other reasons that are not directly caused by the Town’s action of performing maintenance to the underground systems.”
 6. Provide the Horizontal Datum.
 7. Surveyor’s Certificate: Change “Class” to “Category”.
 8. Add the appropriate certificates if there is a mortgagee.
 9. The paper copy that was provided was not to scale. Please make sure that the Mylars are to scale when they are submitted.
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FORMAL AGENDA

8.a. Ordinance 2023-09, An Ordinance To Amend Title XV, Chapter 151, of the Town of Collierville Code of Ordinances by Amending § 151.003 Definitions Related to Vesting and Holiday Lighting, §151.006(E) Related to Holiday Lighting, §§ 151.171 to § 151.180 Related to Reserved Parking Signage, §151.190(H) Related to Exterior Lighting, § 151.311 Site Plan Review Related to the Effective Period of Site Plan Approval and Approval Criteria, and the Creation of § 151.313 Vesting.

DEFERRED TO OCTOBER 5, 2023, PLANNING COMMISSION MEETING

Other Business:

Chairman Cotton asked if there was any Other Business.

Mr. Groce stated there have been 2.5 hours of prerecorded training made available, there will be another 1.5 hours of prerecorded training made available later in November. Each Commissioner is required by Tennessee State law to complete four (4) hours of training by December 31, 2023. Chick-fil-a has not submitted an application as of yet, but there will be one soon. For the October meeting expect to see Lifetime Fitness for the Ballard PD Amendment to allow for outdoor pickle ball courts, Enterprise Rent-a-car will be asking for CUPS and a Zoning Ordinance Text Amendment, and The Holmes Oaks Subdivision will have a Preliminary Plat. For the November meeting expect to see Mt. Pleasant Rd for residential condominiums for their Preliminary Site Plan, Byhalia Commons Market Core will have their Preliminary Site Plan and Preliminary Plat, and tentative at this point but a possibility is the Grove Square Preliminary Plat for townhouses, we are currently working through some drainage and other concerns that might have this project in the December meeting.

Hearing no further business, Chairman Cotton adjourned the meeting at 6:05 pm.

Secretary, Commissioner Jeremy Given