

A regular scheduled meeting of the **Planning Commission** was held on Thursday, August 3, 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; Town Attorney, Mr. Josh Whitehead; Deputy Engineer, Mr. Shane Richardson; Traffic Engineer, Ms. Neetu Singh; Assistant Director of Utilities, Mr. David Harrison; 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
Present	Present	Present	Present	Absent	Present	Present	Present	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 July 6, 2023, meeting.

Hearing none, Chairman Cotton called for a motion.

***Motion by Commissioner Rozanski, and seconded, to approve the minutes from the July 6, 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	Abstain	Absent	Yes	Yes	Abstain	Yes	Yes

**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 some changes to the Formal Agenda item 8a, there is a change in acreage to 151.09 acres and there is a different staff member representative for Crews Development, Mr. Steven Williams.

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

***Motion by Commissioner Jordan, 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	Absent	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**

No Consent Agenda items, Chairman Cotton moved forward with the meeting.

**FORMAL AGENDA**

**8.a. Case #221887 – The Parke PD, Phase 1 – Road Dedication – Request approval of a Preliminary Subdivision Plat on 151.09 acres located north of Highway 385 and west of Houston Levee Road.**

Mr. Josh Hankins reviewed the Staff Report which is included in the record as an exhibit. Mr. Hankins stated Phase 1 includes creating Lot 1 and Lot 2, Future Development Tracts, four public roads, and utilities for the PD. Mr. Hankins stated where the four new public streets will be developed in Phase 1. Mr. Hankins stated the approved 2022 Outline Plan states the applicant is to use the traffic analysis study from the BMA approved 2021 PD Outline Plan. Mr. Hankins stated Traffic Engineer, Ms. Neetu Singh has recommended to the applicant to make changes to the layout during this Phase 1 to include adding a south bound right turn lane on Houston Levee into the Parke PD, the applicant has agreed, and their plans reflect that. Mr. Hankins stated that there were other suggestions made by staff to the applicant for improved traffic service levels, however they are currently in disagreement. Mr. Hankins stated there is no example condition of approval related to traffic with Phase 1 as further conditions could impact the development layout the BMA approved with the Outline Plan. As lots develop, updated traffic studies will be needed to look at the actual scope of the project, the Town will be looking at critical project decision nodes. Mr. Hankins stated during each Site Plan review, the applicant will be completing a water/sewer availability form to ensure the flow estimates do not exceed what is allowed by the PD and will provide adequate sewer capacity. Mr. Hankins stated the PC should take into consideration the proposed road network being consistent with the Outline Plan and Pattern Book approved by the BMA; what can the developer do to avoid substandard levels of service traffic conditions at full buildout; should sidewalks wait to be built until lots are developed;

**EXHIBITS**

- The staff report and the following:
1. PC Conditions of Approval (7/28/23)
  2. Applicant’s Cover Letter (5/31/22)
  3. Preliminary Subdivision Plat (6/7/23)
  4. The Parke PD Pattern Book Excerpt (12/7/22)
  5. Excerpts from Subdivision Construction Drawings (6/7/23)
  6. Houston Levee/Bailey Station Traffic Signal Design Plans (6/23)
  7. Traffic Impact Analysis Excerpts (1/5/21)

and what, if any, mechanism can be set up to cost-share infrastructure improvements with future developments within this PD.

Chairman Cotton asked if there were any questions for Staff.

Discussion ensued about the traffic concerns as “build out”. Ms. Neetu Singh, Traffic Engineer explained the concerns of traffic ques once development is fully built out along with future developments in the surrounding area.

Discussion ensued about the acceptance of the new public roadways too soon. Mr. Groce stated there are options for the BMA to consider as part of the Development Agreement for The Parke PD, Phase 1.

Clarification was made that once Phase 1 is built out that each individual lot will be responsible for sidewalks.

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

Mr. Steven Williams, 3035 Centre Oak Way, Germantown, TN, and stated on record as a resident of Collierville, 185 Valley View Cv., Collierville, TN. Mr. Williams stated that we are working with what was an approved traffic study with the Outline Plan supplied through the Town’s third-party traffic engineer. Mr. Williams stated that they have been working and discussing the traffic concerns thoroughly with Mr. Dale Perryman, Town Engineer and Ms. Neetu Singh, Traffic Engineer to see where in this development some minor changes could be made to help keep traffic moving.

Chairman Cotton asked if there were any questions for Applicant.

Clarification was made that the applicant is in agreement with the Condition of Approval.

Discussion ensued about The Parke PD roadways and sidewalks and the intent to make a development that is both drive-able and walkable.

Discussion ensued about the planned changes to the traffic signal for the Houston Levee and Bailey Station intersection and how it will connect to Parke Boulevard, which is the primary road into the development. The design of that intersection was discussed and how a turn lane has been added by the developer. Other changes can be made to make the intersection function better at build-out.

Mr. Groce stated that the reason why there are no Conditions of Approval related to traffic, is that the Outline Plan has a site layout in it that has already been approved through the PC and BMA in 2021. Mr. Groce stated that these discussions about traffic are helpful for everyone to look at to see where we the Town can ask for, but no require, possible changes to improve traffic flow.

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

***Motion made by Commissioner Goddard, and seconded, to approve the Preliminary Subdivision Plat (Exhibit 3) for The Parke PD, 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. Prior to the BMA considering a Development Agreement, revise HOA/POA documents to explain in detail how the on-street parking will be maintained.
3. Add a note to the plat that reads “Sidewalk installation shall happen before a Certificate of Occupancy is approved by the Town of Collierville for each individual lot. Sidewalk installation within all common open spaces shall occur with subdivision infrastructure.”
4. Prior to plat recording, provide a 11 x 17 drawing or PDF showing the area (square footage) of all public easements and right-of-way dedicated with this plat.

Chairman Cotton called for any discussion.

Discussion ensued about how the Parke PD will take many years for full build out and there will be opportunities for modifying in the future as each piece is being developed and brought to the PC for review, as well as additional tax revenue generated to help the Town pay for needed improvements along the Houston Levee corridor.

Hearing no further discussion, Chairman Cotton called for roll.

**Roll call:**

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

**Motion Approved.**

**Other Business:**

Chairman Cotton asked if there was any Other Business.

Mr. Groce stated there are two items for the September 7<sup>th</sup> meeting. Mr. Groce stated that Chick-Fil-A has not applied, once they do apply it is likely you will see that for a meeting in December 2023 or January 2024.

Discussion ensued about Commissioner training opportunities.

Hearing no further business, Chairman Cotton adjourned the meeting at 6:48 pm.

Secretary, Commissioner Jeremy Given