

A regular scheduled meeting of the **Planning Commission** was held on Thursday, October 5, 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. Nathan Bicks; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Ms. Donquetta M. Singleton; Planner, Ms. Nabanita Nira; 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	Absent	Absent	Present	Present	Absent	Present

Quorum Present.

Approval of Minutes

Chairman Cotton asked if there were any changes or corrections to the minutes from the September 7, 2023, meeting.

Hearing none, Chairman Cotton called for a motion.

Motion by Commissioner Green, and seconded, to approve the minutes from the September 7, 2023, meeting.

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

Roll call:

Jordan	Fletcher	Virani	Given	Worley	Green	Goddard	Rozanski	Cotton
Absent	Yes	Abstain	Absent	Yes	Yes	Absent	Absent	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, there are some changes to the Formal Agenda item 8a, will be deferred to the November 2, 2023, meeting. The item was not included in the packet; however, it was advertised.

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

Motion by Commissioner Worley, 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	Absent	Absent	Absent	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.

Chairman Cotton called for Discussion.

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

Roll call:

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

Motion Approved.

CONSENT AGENDA

7. a. Case #220103 – Oakmont PD, Ph. 4A – Request a one (1) year extension of the approval of a Final Subdivision Plat comprised of two lots/tracts on 8.43 acres located east of Market Boulevard near the intersection of Civic Center Drive.

MOTION: To approve the Preliminary Subdivision Plat for Oakwood, Phase 2 (Exhibit 7), 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. If the BMA grants the reduction in the front yard buffer, provide a note on the Final Plat that says, “In September 2022, the DRC approved a front yard buffer width for Tract A of 20 feet. This increased the

EXHIBITS

- The staff report and the following:
1. 10/6/22 PC Conditions of Approval and Next Steps
 2. Applicant’s cover letter (8/18/23)
 3. Plat Recording Checklist
 4. 10/6/22 PC Minutes
 5. Oakmont PD, Phase 4A, Final Subdivision Plat (August 2022)

- front yard buffer width from 10 feet as depicted in the 1994 planned development conditions to 20 feet. The DRC will review the proposed improvements within the front yard buffer with the site plans for Tract A.”
3. Change the name of the plat to “Oakmont PD, Phase 4A (Resubdivision of Parcel 3)”. Reflect this on all sheets, in the title block, and the data chart.

7. b. Case #231709 – Holmes Oaks Subdivision (Resubdivision of Lot 5) – Request approval of a Preliminary Subdivision Plat (Major) consisting of 4 single family residential lots on 13.13 acres located on Holmes Oaks Drive.

MOTION: To approve the Preliminary Subdivision Plat for Holmes Oaks Subdivision (Resubdivision of Lot 5), 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. In Note # 5 on Page 2, add the minimum number of required trees per lot, which is two (2) trees.
3. Before the plat is required, provide documentation to support the claim that a centralized mail area is not required by the USPS for this resubdivision.
4. The Planning Commission hereby recommends that the Board of Mayor and Aldermen grant the sidewalk waiver request.
5. Identify the Horizontal Datum.

EXHIBITS
The staff report and the following: 1. Example Conditions of Approval (9/29/23) 2. Cover Letter (5/15/23) 3. Traffic Letter (6/2/23) 4. Drainage Narrative (6/2/23) 5. Holmes Oaks Subdivision (Resubdivision of Lot 5) Preliminary Plat (received 8/25/23)

7. c. Bylaws Amendment- Amend the Bylaws of the Planning Commission to add a public comments section to the order of business.

MOTION: Amend the Bylaws of the Planning Commission to add a citizen comments section to the order of business per Exhibit 1.

EXHIBITS
The staff report and the following: 1. PC Bylaws Draft Amendment (9/29/23)

FORMAL AGENDA

8.a. Case #232570 - Resolution 2023-22 – Lifetime Fitness Pickle Ball Courts – An amendment to the Ballard Planned Development (PD) to reduce the numbers of required parking spaces for a fitness center, and elimination of the requirement for passive drainage.

DEFERRED TO NOVEMBER 2, 2023, PLANNING COMMISSION MEETING.

8.b. Case #230865 - Ordinance 2023-05 – An Ordinance to Amend Title XV, Chapter 151, of the Town of Collierville Code of Ordinances by amending §151.021 related to the Uses Permitted to allow the Car Retail use within the General Industrial (GI) Zoning District.

8.c. Case #230866 – Enterprise Rent-A-Car- Request recommendation of approval of a Conditional Use Permit (CUP) for a moving equipment rental store on 3.86 acres located on the northwest corner of Cowan Road and Winchester Boulevard

8.d. Case #231100 – Enterprise Rent-A-Car- Request recommendation of approval of a Conditional Use Permit (CUP) for a car rental store on 3.86 acres located on the northwest corner of Cowan Road and Winchester Boulevard

Ms. Nira stated there are three separate but related issues that will be presented. The applicant is requesting a Zoning Text Amendment related to the uses permitted to allow the auto rental use within the General Industrial zoning district, a Conditional Use Permit to allow for moving equipment rental and a Conditional Use Permit to allow for auto rental. The location of the request is at the Northwest corner of Cowan Road and Winchester Blvd, this parcel is currently vacant and undeveloped. Auto rental is not allowed in General Industrial zoning, auto rental is only allowed in Shopping Center Commercial and General Commercial zoning districts. The applicant has asked to amend the Zoning Ordinance to allow for the use of auto rental in General Industrial zoning districts with a Conditional Use Permit. The proposed auto rental property is surrounded by General Industrial zoning districts. The U-Haul Moving and Storage facility is to the west, The Caliber Collision, an auto body repair, is also shop to the west. The properties to the south and east are currently vacant and undeveloped.

Chairman Cotton asked if there were any questions for Staff.

Discussion ensued about a screen fencing needing to be at the rear of the property. U-Haul has existing fencing on the shared property line.

Discussion ensued about the second in-out access point. Mr. Groce stated the Fire Marshal has made that notation, and the applicant is aware of that for the next steps of this project.

Hearing no questions for staff, Chairman Cotton asked if there were any questions for Applicant.

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

Motion made by Commissioner Worley, and seconded, to recommend approval of (case #230865) Ordinance 2023-05 (Exhibit 4).

Chairman Cotton called for any discussion.

EXHIBITS

The staff report and the following:

1. Example Conditions of Approval (9/29/23)
 - A. Moving Equipment Rental CUP
 - B. Auto Rental CUP
2. Zoning Text Amendment cover letter with Grounds for Amendment (8/25/23)
3. Staff Analysis Grounds for Amendment (9/29/23)
4. Ordinance 2023-05 (9/29/23)
5. Conditional Use Permit cover letters with “test” (4/13/23)
 - A. Moving Equipment Rental
 - B. Auto Rental
6. Staff Analysis of Standards for a CUP (9/29/23)
 - A. Moving Equipment Rental
 - B. Auto Rental
7. Conceptual Site Layout (9/27/23)
8. CUP Violation Letter (6/5/23)
9. 2040 Plan Place Type Excerpt

Hearing no further discussion, Chairman Cotton called for roll.

Roll call:

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

Motion Approved.

Chairman Cotton called for discussion.

Discussion ensued about the type of moving equipment that would be on-site and traffic concerns on Cowan Road.

Chairman Cotton called for the applicant.

Matt Mraz, 209 Seaboard Lane Franklin, TN, stated that the moving equipment rental is a generic term towards truck rental such as pick up trucks or box trucks.

Mr. Groce stated that traffic concerns will be addressed at the next stage of the project, the Preliminary Site Plan, and a traffic impact analysis will be required.

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

Motion made by Commissioner Fletcher, and seconded, to recommend that the Board of Mayor and Aldermen approve (case #230866) the request for a Conditional Use Permit for a moving equipment rental (Enterprise Rent-A-Car), located on the northwest corner of Cowan Road and Winchester Boulevard, subject to the following conditions in Exhibit 1.A.

CONDITIONS OF APPROVAL:

1. This development is subject to all standard conditions of approval as adapted by the Board of mayor and Aldermen, Resolution 2006-54.
2. The rental of heavy trucks and/or equipment, including vehicles with two or more rear axles, is not included as part of this approval (such uses are treated and regulated separately by the Zoning Ordinance).
3. The number of moving equipment rental vehicles stored on the subject property shall be limited to a maximum of forty-nine (49).
4. The storage of moving equipment rental vehicles on-site shall be limited to an area designated on the approved site plan. The area shall be noted on the site plan prior to the issuance of a building permit. Vehicles shall not block internal driveways or internal site circulation.
5. On-site vehicle washing shall be limited to either the existing car wash facility located on the subject property or the approved manual vehicle wash pad at the northwest corner of the site. The car wash shall not be open to general public.
6. The vehicle repair and maintenance, with the exception of vehicle washing, shall not be permitted on the subject property.
7. The manual vehicle wash pad accessory structure shall meet the setback requirements of the Zoning Ordinance.
8. Any accessory storage buildings or covered storage shall be screened from the offsite view from Winchester Blvd and Cowan Road to the maximum extent practicable.

9. Building facades visible from public streets are to be held to a similar standard as commercial areas. An exception would include “remote walls” as defined by the Design Guidelines. Any “remote wall” portion of the elevations shall be screened from view as required by the Design Guidelines. Failure to provide proper screening will require visible elevations to be held to commercial standards as far as exterior building materials and horizontal and vertical articulation.
10. No parking on Winchester Boulevard and Cowan Road will be allowed.
11. The display area shall be outside of the required building setbacks and shall be screened and landscaped per the Design Guidelines, the same as a commercial parking lot.
12. Outdoor display shall not be placed on elevated pads, ramps or similar structures that serve primarily to increase the visibility of the items.
13. Any other vehicle service areas or washing bays shall be placed to the side or rear of the building and screened from off-site.
14. There shall be no outdoor display of fleet vehicles or moving equipment/outdoor storage of products between the main building and Winchester Boulevard. Such activity shall be limited to the side or rear of the site.
15. Moving equipment shall be stored internal to the site and screened from view off-site to the maximum extent practicable.

Chairman Cotton called for any discussion.

Hearing no further discussion, Chairman Cotton called for roll.

Roll call:

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

Motion Approved.

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

Motion made by Commissioner Worley, and seconded, to recommend that the Board of Mayor and Aldermen approve (case #231100) the request for a Conditional Use Permit for an auto rental (Enterprise Rent-A-Car), located on the northwest corner of Cowan Road and Winchester Boulevard, subject to the following conditions in Exhibit 1.B.

CONDITIONS OF APPROVAL:

1. This development is subject to all standard conditions of approval as adapted by the Board of mayor and Aldermen, Resolution 2006-54.
2. The rental of vehicles shall be limited to passenger cars, light trucks, and vans.
3. The number of car rental vehicles stored on the subject property shall be limited to a maximum of one hundred twenty (120).
4. The storage of car rental vehicles on-site shall be limited to an area designated on the approved site plan. The area shall be noted on the site plan prior to the issuance of a building permit. Vehicles shall not block internal driveways or internal site circulation.
5. On-site vehicle washing shall be limited to either the existing car wash facility located on the subject property or the approved manual vehicle wash pad at the northwest corner of the site. The car wash shall not be open to general public.

6. The vehicle repair and maintenance, with the exception of vehicle washing, shall not be permitted on the subject property.
7. The manual vehicle wash pad accessory structure shall meet the setback requirements of the Zoning Ordinance.
8. Any accessory storage buildings or covered storage shall be screened from the offsite view from Winchester Blvd and Cowan Road to the maximum extent practicable.
9. Building facades visible from public streets are to be held to a similar standard as commercial areas. An exception would include “remote walls” as defined by the Design Guidelines. Any “remote wall” portion of the elevations shall be screened from view as required by the Design Guidelines. Failure to provide proper screening will require visible elevations to be held to commercial standards as far as exterior building materials and horizontal and vertical articulation.
10. No parking on Winchester Boulevard and Cowan Road will be allowed.
11. The display area shall be outside of the required building setbacks and shall be screened and landscaped per the Design Guidelines, the same as a commercial parking lot.
12. Outdoor display shall not be placed on elevated pads, ramps or similar structures that serve primarily to increase the visibility of the items.
13. Any other vehicle service areas or washing bays shall be placed to the side or rear of the building and screened from off-site.

Chairman Cotton called for any discussion.

Hearing no further discussion, Chairman Cotton called for roll.

Roll call:

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

Motion Approved.

Other Business:

Chairman Cotton asked if there was any Other Business.

Mr. Groce stated the absence of Commission Goddard was due to his wife suddenly passing away, that there is a sympathy card for anyone that would like to offer their condolences.

Mr. Groce stated the 2024 Board and Commission applications have been advertised with an application link. The Planning Commission is not listed on the advertisement and link. There will be a separate link for the Planning Commission, after speaking with Mayor Joyner he is not going to entertain applications for 2024, he will be reappointing current Commissioners.

Mr. Groce reminded the Commission of the stated required training hours to be completed by December 31, 2023. Mr. Groce stated to reach out for any professional training that could be evaluated and count toward the state training hour requirements.

Mr. Groce stated that it will be a busy November and December meetings. Chick Fil A has officially applied at the Cartwright Farms PD at Bray Station and Poplar Avenue and will be seen the earliest at the December meeting. In the November meeting there will be the Byhalia Station Market Core, a condominium project near

Wilson Furniture on Mt. Pleasant Road. In December you might also see Grove Square, which is a townhouse project in the Historic District.

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

Secretary, Commissioner Jeremy Given

APPROVED