

A regular scheduled meeting of the **Planning Commission** was held on Thursday, November 2, 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; Deputy Engineer, Mr. Shane Richardson; Traffic Engineer, Ms. Neetu Singh; Town Planner, Mr. Jaime Groce (via video conference); Assistant Town Planner, Ms. Donquetta M. Singleton; 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	Present	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 October 5, 2023, meeting.

Hearing none, Chairman Cotton called for a motion.

***Motion by Commissioner Fletcher, and seconded, to approve the minutes from the October 5, 2023, meeting.***

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

**Roll call:**

Jordan	Fletcher	Virani	Given	Worley	Green	Goddard	Rozanski	Cotton
Abstain	Yes	Yes	Abstain	Yes	Yes	Abstain	Abstain	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 no changes to the published agenda; however, there is one item on the Consent Agenda (Case #233156 – Memphis Korean Catholic Community Center) and the applicant agrees to the revised Condition of Approval.

Chairman Cotton called for a motion to approve the agenda.

***Motion by Commissioner Rozanski, and seconded, to approve the 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.**

**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 Jordan, 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	Yes	Yes	Yes	Yes	Yes	Yes

**Motion Approved.**

**CONSENT AGENDA**

**7. a. Case #233156 – Memphis Korean Catholic Community Center – Request approval of a conditional use permit (CUP) for a Place of Public Assembly on 6.098 acres located at 10569 Collierville Road.**

**MOTION: To approve a Conditional Use Permit (CUP) for a Place of Public Assembly on 6.098 acres located at 10569 Collierville Road, subject to the conditions in Exhibit 1.**

**CONDITIONS OF APPROVAL**

1. The Conditional Use Permit (CUP) for the Memphis Korean Catholic Community Center applies only to the 6.098-acre tract known as 10569 Collierville Road and shall be narrowly limited per the table below.

<b>EXHIBITS</b>
The staff report and the following:
1. Example Conditions (10/31/23)
2. Applicant’s cover letter (9/14/23)
3. Staff Analysis of Standards for a CUP (10/31/23)
4. Photos of Site & Structure (10/24/23)
5. Draft Building Plans (9/14/23)

<b>Permitted Activities</b>	<b>Prohibited Activities</b>
<ul style="list-style-type: none"> <li>• Recreational, social, educational, and cultural activities, open to the public.</li> <li>• Meetings, workshops, lectures, civic activities, religious services, and other similar activities;</li> </ul>	<ul style="list-style-type: none"> <li>• Single-family dwelling(s);</li> <li>• Overnight camping;</li> <li>• Day Care Center (State Licensed); and.</li> </ul>

<ul style="list-style-type: none"> <li>• Fundraisers; and,</li> <li>• Weddings.</li> </ul>	<ul style="list-style-type: none"> <li>• School (public or private).</li> </ul>
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2. Any activities related to the Memphis Korean Catholic Community Center 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 existing principal building size beyond 2,455 square feet, additional heated/cooled structures added to the property, increases to the site acreage, and/or increases in the number of on-site parking spaces related to this use.
3. The total number of people (guests and workers) on the subject property for the Memphis Korean Catholic Community Center at any one time shall be limited to 50.
4. At least 13, but no more than 25, on-site parking spaces shall be provided before a Certificate of Occupancy (CO) is issued. These parking spaces shall be designed as follows:
  - a. Parking on Collierville Road is prohibited. This shall be noted on any site plans.
  - b. All parking areas (existing and new) shall be surfaced with asphalt or concrete.
  - c. Parking areas shall be screened from view off the site per the Design Guidelines.
  - d. Most of the parking spaces shall be located to the side and rear of the building.
  - e. Parking of vehicles on the lawn is prohibited.
  - f. The parking spaces shall be illuminated as required by the Zoning Ordinance.
  - g. A Site Plan Modification/Exterior Alteration application is needed for the parking areas and screening, along with any other exterior changes, prior to installation.
- ~~5. The accessory structure added to the property without a building permit shall be removed prior to the issuance of a CO for the Place of Public Assembly.~~
6. Customary outdoor events are permitted for within these parameters:
  - a. The total number of people (guests and workers) allowed on the site at any one time per this CUP is not exceeded.
  - b. Adequate traffic control shall be provided with an adequate number of staff to prevent off-site parking or blocking of public streets.
  - c. No electrical cords shall be allowed to run across the ground, through doors or windows per building codes and fire regulations.
  - d. If “Non-basic” Town Services as defined by §151.026 are required for any event on the subject property, the applicant shall contact the Parks Department to determine if review by the Special Events Committee is required. Fees may be applicable for such services.
  - e. To comply with the spirit and intent of §130.022 Anti-Noise Regulations, outdoor events shall be limited to between 8:00 am to 10:00 pm on Friday and Saturday and between 8:00 am to 8:00 pm Sunday through Thursday, but setup may start no earlier than 7:00 am and cleanup/takedown of an event shall not occur after 11:00 pm.
7. The applicant is required to fully establish the conditional use within two years of BMA. Failure to establish the conditional use within the prescribed time period shall result in the voiding of approval of the conditional use permit. The applicant may request an extension from the BMA not to exceed one year.

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**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.**

Ms. Donquetta Singleton reviewed the Staff report which is included in the record as an exhibit. Ms. Singleton stated the applicant is asking for an amendment to the PD for Area 4 to reduce the required parking requirements by changing the parking formula from 1 space per 200 sq ft of building area (currently 561 total parking spaces) to 1 space per 220 sq ft of building area reducing to 511 total parking spaces. The applicant will need a reduction of 50 parking spaces to add outdoor pickleball courts north of the outdoor swimming pool. The applicant estimates the maximum parking demand is currently 364 parking spaces and estimates with the outdoor pickleball courts to increase the parking demand at a maximum of 389 parking spaces. The Town's Traffic Engineer reviewed the study and conducted site observations; the Town's Traffic Engineer states a reduction in parking spaces is adequate to meet parking demands of the facility. However, the Traffic Engineer states the maximum parking demand is approximately 412 spaces based on the overlap of incoming/outgoing pickleball players. Ms. Singleton stated that the Site Plan Modification of lighting, fencing, and landscaping to add the pickleball courts will be administratively reviewed and required to comply with the Town's standards. Ms. Singleton stated that there will be an abandonment of the passive drainage easement which will not have any negative impacts to the surrounding area and will not be voted on tonight, vacation of the easement will be brought forward later concurrent with the Final Plat lot.

**EXHIBITS**

- The staff report and the following:
1. Applicant's Cover Letter with Justification (7/31/23)
  2. Kimley-Horn Parking Study (8/3/23)
  3. Drainage Narrative (8/4/23)
  4. Neighborhood Meeting Notice & Meeting Notes (9/1/23 & 9/18/23)
  5. Resolution 2023-22 (10/27/23) with Attachment
    - A. Ballard Property PD Outline Plan (10/17/23)
  6. Town Engineer's Parking Review (9/5/23)
  7. Town Engineer's Drainage Review (9/23/23)
  8. Conceptual Site Layout & Construction Drawings (9/15/23)
  9. Public Comment (11/2/23)

Chairman Cotton asked if there were any questions for Staff.

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

Gage Thompson, 2901 Corporate Place, Chanhassen, MN, stated there is no presentation and is available for questions.

Discussion ensued about the hours of operation and concerns about outdoor pickleball courts creating a noise disturbance to the surrounding area. The applicant stated fencing material that is able to help reduce noise will be installed, the fencing would typically be constructed at 10' in height on three sides, there is existing pool fencing that will remain. Additional landscaping will be added to help reduce noise.

Discussion ensued about the distance between the facility and the surrounding existing residential neighborhoods.

Clarification was made about the applicant's next steps.

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

***Motion made by Commissioner Given, and seconded, to recommend approval of Resolution 2023-22 (Exhibit 5).***

Chairman Cotton called for any discussion.

Hearing no further discussion, Chairman Cotton called for roll.

**Roll call:**

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

**Motion Approved.**

\*Alderman Worley stated yes and would look at possible noise concerns when the amendment comes to the BMA.

**8.b. Case #232745 – Byhalia Commons PD, Areas 1 & 2 – Request approval of a Preliminary Subdivision Plat for 14 lots on 47.41 acres located west of Byhalia Road and north of Collierville Road.**

**8.c. Case #224139 – Byhalia Commons PD, Area 2 (Market Core), Phase 1 – Request approval recommendation of a Preliminary Site Plan for a mixed-use development with 150 attached (multifamily) dwellings located above 84,600 square feet of nonresidential uses on 47.41 acres, west of Byhalia Road and north of Collierville Road.**

Mr. Josh Hankins reviewed the Staff report which is included in the record as an exhibit. Mr. Hankins stated there are two separate but related issues that will be presented. Mr. Hankins stated the Byhalia Commons PD Area 2, Phase 1 remains consistent with the PD’s pattern book, with multifamily mixed-use buildings, walkable private streets, and parking lots to the rear. Lots are left for possible anchors for future development. The Preliminary Site Plan for Byhalia Commons PD, Area 2, Phase 1 includes buildings to disperse the PDs approved multifamily rental units with retail space and amenity building. Any additional apartment units would require a Major PD Amendment with BMA approval. Mr. Hankins stated Area 2, Phase 1 meets existing and pending amendments to the building setbacks. Mr. Hankins stated the Preliminary Plat shows 14 developable lots. Mr. Hankins stated the PD will have five access points, all roads into the development will remain private and be maintained by the POA. Mr. Hankins stated the applicant’s traffic study has been reviewed by the Town’s Traffic Engineer and agrees with the applicant’s recommended improvements surrounding the PD. Staff and the applicant have been working with TDOT regarding the road improvements. Mr. Hankins stated currently the Town has no concerns about drainage or sewer capacity. Mr. Hankins stated the existing ditch along Byhalia Road will be replaced by a large drainage pipe and the applicant will be responsible for relocating the utility poles westward into a new utility easement. Mr. Hankins stated

**EXHIBITS**

The staff report and the following:

1. PC Example Conditions of Approval-Site Plan (10/27/23)
2. PC Example Conditions of Approval-Plat (10/27/23)
3. DRC Example Conditions of Approval-Site Plan (10/27/23)
4. Applicant’s Cover Letter ñ Preliminary Site Plan (8/15/23)
5. Applicant’s Cover Letter ñ Preliminary Plat (8/15/23)
6. Applicant’s Cover Letter ñ Minor PD Amendment (8/11/23)
7. Preliminary Site Plan (8/15/23)
8. Preliminary Subdivision Plat (9/20/23)
9. Minor PD Amendment - Byhalia Commons Outline Plan (8/15/23)
10. Traffic Impact Analysis & Recommendations (4/21/23)
11. Staff Traffic Engineer Memo (10/27/23)
12. Traffic Mitigation Slides (11/2/23)

the details of the Minor PD Amendment to make changes for the Town’s requested right-turn only lanes on Byhalia Road, these changes will not adversely impact the internal operations of the site or create adverse offsite impacts. Mr. Hankins stated the Applicant disagrees with Condition of Approval 12 for the Preliminary Site Plan for Area 2, Phase 1 and

Condition of Approval 9 for Preliminary Plat for Byhalia Commons PD, Areas 1 and 2. Each Condition states the roundabout design shall be designed per TDOT guidelines, the applicant is asking for the design to be per AASHTO guidelines.

Chairman Cotton asked if there were any questions for Staff.

Clarification was made about the PDs Area 1 and 2 and the surrounding area.

Discussion ensued about the change to the Condition of Approval for AASHTO guidelines regarding the roundabout and the road for the roundabout is a private road, as TDOT's guidelines are intended for public roads.

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

Cory Brady, 9967 Brentwood Creek Cv., Collierville, TN, stated Phase 1 includes the buildings, the infrastructure, roadways, and utilities to get the site pad ready for future developments.

Discussion ensued that the buildings are mixed-use with commercial on the bottom and residential on the top. All the parking and infrastructure in Phase 1 will support future developments within Area 2.

Discussion ensued about the convenience store and traffic studies. Ms. Neetu Singh, Traffic Engineer from the audience, stated she has seen and agrees with the applicant's recommended changes surrounding the PD and the use of AASHTO guidelines for the roundabout design.

Discussion ensued that there is dedicated parking for residents that will be secured and gated.

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

***Motion made by Commissioner Rozanski, and seconded, to recommend approval of (case #224139) the Preliminary Site Plan for Area 2, Phase 1, of the Byhalia Commons PD, 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 Alderman, Resolution 2006-54.
2. Site Plan shall conform to the building setbacks and buffer yard requirements of the PD, as modified.
3. On Sheet 21 (Overall Combination Utility Plan) there is a note that states "PROPOSED IRRIGATION BFP." Please also include, graphically, the irrigation plan or add notes to the plan to explain how the site will be irrigated.
4. Add a note to the Sewer Plan: "Sanitary sewer from this development flows to the Northwest Wastewater Treatment Plant.
5. Water Plan ñ Note if water services are provided to various lots (also note this on the Combo plan as applicable).
6. With the Final Site Plan, include the plat within the sheets.
7. With the Final Site Plan, provide a permission letter to do off-site grading.
8. With the Final Site Plan, Plan & Profile Sheets shall be provided for all Public Sewer.

9. Provide 12” (1.0’) minimum vertical separation between all drainage pipes and water lines. For example, the water line crossing the drainage pipes on Sheet #24. Also, ensure that the water lines are not intersecting through any drainage structures.
10. With the Final Site Plan, typical pavement sections shall be provided.
11. With the Final Site Plan, the Town’s Standard Detail Sheets are to be included how they are shown on the Town’s website (TOC-100NR, 200, 300/400, 500 and 600).
12. ~~The roundabout design will be reviewed at the Final Site Plan stage. It shall be designed per TDOT guidelines.~~The roundabout design will be reviewed further at the Final Site Plan Site. It shall be designed per AASHTO guidelines.
13. All work in/along Byhalia Road will need to be submitted to TDOT for approval. Please provide a copy of this approval to the Town at the Final Site Plan stage.
14. More detailed information than what is required for a Preliminary Approval was submitted. This information was not thoroughly reviewed at this time. It will be reviewed further with the Final Site Plan application.
15. All improvements to Byhalia Road along the PD’s frontage shall occur with the Final Site Plan for Area 2, Phase 1.

Hearing no further discussion, Chairman Cotton called for roll.

**Roll call:**

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

**Motion Approved.**

Chairman Cotton called for discussion.

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

***Motion made by Commissioner Rozanski, and seconded, to approve (case #232745) the Preliminary Plat for the Byhalia Commons PD, Areas 1 and 2, subject to the conditions in Exhibit 2.***

**CONDITIONS OF APPROVAL:**

1. This development is subject to all applicable standard conditions of approval as adopted by the Board of Mayor and Alderman, Resolution 2006-54.
2. The Final Plat must be approved by the Planning Commission and recorded before any building permits can be issued. There is a one (1) year timeframe to record the plat. After one year, you will be required to submit a new Final Plat application for PC approval.
3. At the time of Final Plat, ensure the plat is included in the plans.
4. At the time of Final Plat, provide a permission letter to do off-site grading.
5. At the time of the Final Plat, provide Plan & Profile Sheets for all Public Sewers.
6. Provide 12” (1.0’) minimum vertical separation between all drainage pipes and water lines. For example, the water line crossing the drainage pipes on Sheet #24. Also, ensure that the water lines are not intersecting through any drainage structures.
7. With the Final Plat, provide typical pavement sections.
8. With the Final Plat, the Town’s Standard Detail Sheets are to be included how they are shown on the Town’s website (TOC-100NR, 200, 300/400, 500 and 600).

9. ~~The roundabout design will be reviewed with the Final Site Plan application. Please note that it shall be designed per TDOT guidelines.~~ The roundabout design will be reviewed further at the Final Site Plan Site. It shall be designed per AASHTO guidelines.
10. All work in/along Byhalia Road will need to be submitted to TDOT for approval. Please provide a copy of this approval to the Town.
11. More detailed information than what is required for a Preliminary Approval was submitted. This information was not thoroughly reviewed at this time. It will be reviewed further with the Final Plat application.
12. The Plat shall conform to the building setbacks and buffer yard requirements of the PD, as modified.
13. Before a Development Agreement can be approved by the BMA, a phasing methodology must be developed and included in the Development Agreement showing how the off-site road improvements for any lot in Area 2 will be completed with future phases. Some lots within Phases 1 and 2 will likely not be able to be developed until either physical improvements are made or fees in lieu of construction for the development's share of the traffic solutions are paid to the Town.

Chairman Cotton called for any discussion.

Hearing no further discussion, Chairman Cotton called for roll.

**Roll call:**

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

**Motion Approved.**

**8.d. Case #232089 – Marquis Subdivision, Lot 1 (Mt. Pleasant Condominiums) – Request approval recommendation of a Preliminary Site Plan for 24 attached dwellings (multi-family condominiums) on 1.43 acres located east of Mt. Pleasant Road and south of Washington Street.**

Mr. Josh Hankins reviewed the Staff report which is included in the record as an exhibit. Mr. Hankins stated the associated Final Plat is being reviewed administratively. Mr. Hankins stated the applicant's Sewer and Water Availability form is under review by the Town's consultant. The proposed development does not require an on-site detention, stormwater will be routed southwest to an existing drainage pipe. Mr. Hankins stated the applicant has requested waivers for the Design Review Commission that could impact the lot layout, staff warranted these waivers be shared as substantial changes could require rereview by the PC. The applicant will request a waiver to reduce the landscape buffer on Mt. Pleasant Road and along the eastern property line from 20' to 10', reduced greenspace from required 30% to 22%, reduced usable open space from required 9% to 5.85%, the two fronts of buildings 1 and 2 face common open space instead of Mt. Pleasant Road, and some elevations will be less than 75% masonry. The applicant is asking the PC to set a front façade zone at 10-30 feet, there is a small portion of building that violates the Town's requirement of 15-30 feet; however, the front façade zone average is 19 feet which falls between the 15-30 feet. Mr. Hankins stated that Condition of Approval 13 states the front façade zone be 15-30

**EXHIBITS**

- The staff report and the following:
1. PC Example Conditions of Approval (10/27/23)
  2. DRC Example Conditions of Approval (10/27/23)
  3. Applicant's Cover Letter (with waiver justifications) (10/25/23)
  4. Preliminary Site Plan (8/25/23)
  5. Traffic Impact Study (6/30/23)
  6. Drainage Narrative (8/25/23)
  7. Proximity to Public Parks Map (10/27/23)



feet, should the PC meet the Applicant's request to change the front façade zone, that Condition of Approval will need to be omitted or edited.

Chairman Cotton asked if there were any questions for Staff.

Discussion ensued about the front façade zone.

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

Robert Bingham, 198 Progress Rd, Collierville, TN, stated the waiver request for the front façade zone is to help with the corner of the southwest building.

Andy Carimi, 461 Avon Rd, Memphis, TN, stated he was available for any questions.

Discussion ensued about the Condition of Approval for the front façade zone will have a minimum average of 18.5 feet which includes both buildings.

Discussion ensued about the windows and their design.

Discussion ensued about the lot being graded down and the foundation will be closer to the road than what is currently there.

Hearing no more questions, Chairman Cotton called for public comment.

Dennis Dominiononi 251 Washington St, Collierville TN, stated he was here with a few concerns and is also representing the homeowners Phyllis and Jimmy Johnston at 243 Washington St. Mr. Dominiononi stated he has a concern of stormwater and drainage into his lot with the removal of natural drainage ways. Mr. Dominiononi stated he has had stormwater issues in the past and at the back of the lot is a water saturated area. Mr. Dominiononi stated concerns about privacy and the buildings sharing the property line and the landscaping buffer.

Mr. Hankins stated the landscape buffer would be reviewed and decided by the Design Review Commission.

Clarification was made by the PC and Town Attorney, Nathan Bicks that the applicant will have to go before the DRC for further consideration of the project and there is the possibility that the DRC could not recommend the applicant's request and the applicant would need to restart the application process and come before the PC and DRC again before going to the BMA. Mr. Bicks stated that any concerns should come before each board during the project's process.

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

***Motion made by Commissioner Jordan, and seconded, to recommend approval of a Preliminary Site Plan for 24 attached dwellings (multi-family condominiums) on 1.43 acres located east of Mt. Pleasant and south of Washington Street, 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 Alderman, Resolution 2006-54.

2. With the Final Site Plan, provide HOA/POA documents that describe how the common improvements will be maintained.
3. 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:
4. 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.
5. Fence permits are required for all fencing before it is installed. Exhibits showing the fence locations and designs, as approved by the DRC, must be attached to the permits.
6. Provide a letter from the U.S Post Office approving the proposed CBU.
7. Provide written proof that MLGW will allow their easements to be vacated before the plat is recorded.
8. With your Final Site Plan, provide a permission letter to complete off-site grading.
9. Site Plan Data Chart:
  - a. Revise “MINIMUM REQUIRED” for the “FRONT YARD” from “10-30FT” to read “15-30FT”.
10. Since water and sewer are private, check with the state to see if approval is required.
11. With your Final Site Plan, provide a Traffic Control Plan.
12. With your Final Site Plan, provide details on the retaining walls.
13. ~~The Front Façade Zone shall be 15-30 feet.~~ **The average setback of the two buildings along Mt. Pleasant shall not be less than 18.5 feet.**

Chairman Cotton called for any discussion.

Hearing no further discussion, Chairman Cotton called for roll.

**Roll call:**

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

**Motion Approved.**

**Other Business:**

Chairman Cotton asked if there was any Other Business.

Mr. Groce stated a link to sign up for Planning Commission appointments for 2024 will be emailed, the deadline to reapply is November 22, 2023. Mr. Groce stated there will be additional training opportunity emailed with a link for viewing, that each commissioner is required to complete 4 hours of training by December 31, 2023. Mr. Groce stated the December meeting will have the Chick-fil-a Preliminary Site Plan for the location at Bray Station Rd and Poplar Ave, Grove Square Townhouses has a Preliminary Plat, Grand Oaks Subdivision near Highway 72 and S Rowlett St has a Sketch Plat and Rezoning, and Steeple Chase Section E has their Final Plat.

Hearing no further business, Chairman Cotton adjourned the meeting at 7:13 pm.

Secretary, Commissioner Jeremy Given