

A regular scheduled meeting of the **Planning Commission** was held on Thursday, December 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; Fire Marshal, Mr. Todd Johnson; Town Attorney, Mr. Nathan Bicks; Town Engineer, Mr. Dale Perryman; Assistant Director, Utilities, Mr. David Harrison; Traffic Engineer, Ms. Neetu Singh; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Ms. Donquetta M. Singleton; Planner, Mr. Josh Hankins; Planner, Maria De Mesa; Administrative Specialist, Sr., Ms. Lynette Denzer; 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 November 2, 2023, meeting.

Hearing none, Chairman Cotton called for a motion.

***Motion by Commissioner Green, and seconded, to approve the minutes from the November 2, 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	Yes	Yes	Yes	Yes	Yes	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 item 7a, Steeple Chase PD requesting approval for a Final Subdivision Plat is on the Consent Agenda, if approved there won't be a staff presentation. Item 8a the rezoning acreage is 1.71 acres, there was an error in the advertisement.

Chairman Cotton called for a motion to approve the agenda.

***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	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 Goddard, 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 #233854 – Steeple Chase Planned Development, Section E – Request approval of a Final Subdivision Plat for 4 residential lots on 1.2 acres located north of E. Poplar Avenue and west of Grand Steeple Drive.**

**MOTION: To approve the Final Subdivision Plat for Steeple Chase PD Section E, 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. Change the title block to “***Final*** Subdivision Plat” on all plat sheets.
3. Correct the Sheet numbers on all sheets.
4. A Homeowners’ Association (HOA) shall be established for the subdivision and shall be responsible for the maintenance of the Poplar Avenue streetscape and entry feature maintenance.

<b>EXHIBITS</b>
The staff report and the following:
1. PC Conditions of Approval (12/1/23)
2. Applicant’s Cover Letter (11/1/23)
3. Final Plat Recording Checklist
4. Example Plot Plan for Lot 1 (11/1/23)
5. Engineering Mark-ups (12/1/23)
6. Final Subdivision Plat (11/1/23)

5. Update the HOA documents per the review by the Town Attorney (dated 11/21/23). The Final Plat will not be allowed to be recorded until the HOA documents have been approved by the Town.
6. Ensure that the correct information is provided on the next submittal. The paper copy that was provided was two sheets, but the PDFs showed three sheets for the plat.
7. Edit the text boxes on Sheet 1 so that the boxes do not obstruct the boundary lines on Lots 1 and 3.
8. Rotate the text 180 degrees within the easement on Lot 2 on Sheet 1.
9. Rotate the text 90 degrees in each lot on Sheets 1 and 2.
10. Remove the Curve Table chart from Sheet 2.
11. Edit the following note to state "Hatched water, sewer, and ingress/egress easement are to be abandoned with the recording of this plat" on Sheet 2.
12. The Certificate of Surveyor on Sheet 3 is not the Town's Standard Certificate. Update the certificate to the Town's Standard Certificate.
13. Add the Town's Standard Certificate of Declaration of Covenants and Restrictions and Maintenance of Common Areas on Sheet 3.
14. If there is a Mortgage, add the appropriate certificates to Sheet 3.
15. Update/clarify the Property Owner/Developer's address in the Site Data Chart and Title Block.
16. Add the name for the Property Owner and Applicant/Design Professional in the Site Data Chart.
17. Make all the boundary dimensions the same color because some of the boundary dimensions are lighter than the others.
18. 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.
19. 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.

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## **FORMAL AGENDA**

**8.a. Case #233430 – Ordinance 2023-10 – An Ordinance Amending the Official Zoning Map of the Town of Collierville by Rezoning Two Tracts Totaling 1.71-Acres from R-2: Medium Density Residential to TN: Traditional Neighborhood, Located on the South Side of South Rowlett Street.**

**8.b. Case #233433 – Grand Oaks Subdivision, Sketch Plat, four single-family lots on 1.56 acres located south of South Rowlett Street and east of US Hwy 72.**

Ms. Maria De Mesa reviewed the Staff report which is included in the record as an exhibit. Ms. De Mesa stated there are two separate but related issues that will be presented. Ms. De Mesa stated the applicant is seeking to rezone a 1.71-acre property located on the South Side of South Rowlett Street and east of Hwy 72, from R-2 (Medium Density Residential) to TN

## **EXHIBITS**

The staff report and the following:

1. Cover Letter including the Grounds for an Amendment to the Zoning Map (9/25/23)
2. Staff Analysis to Grounds for an Amendment to the Zoning Map (12/1/23)
3. Ordinance 2023-10, with attachments (11/30/23):
  - a. Existing Zoning
  - b. Proposed Zoning
  - c. Legal Description
4. Existing Land Use Map (12/31/22)
5. 2040 Plan Place Types Map & 2040 Plan: Maximum Gross Density Map (12/1/23)
6. Downtown Small Area Plan Excerpts (2010)
7. Single Family Design Standards (11/16/23)
8. Sketch Plat (10/31/23)

(Traditional Neighborhood). The applicant intends to develop a four-lot single family subdivision, the property is not within the Local Historic Overlay. Ms. De Mesa stated that a Sketch Plat was submitted for 1.56 acres; an additional 0.15 acres of Right-of-Way will also be rezoned. As a reminder, the PC does not vote on a Sketch Plat. This is being presented for non-binding feedback from the PC, and the public on the proposed subdivision. Ms. De Mesa stated that the Town Square area has seen similar trends for residential redevelopment, if approved this would be the fifth residential development zoned to TN on the west side of Town Square. The proposed use is consistent with the type and intensity of land use anticipated in the 2040 Land Use Plan. Due to close proximity to Town Square, Traditional Neighborhood Districts are likely to be the main locations for helping the Town achieve its “New Rooftop Initiative”, which aims at increasing the number of residences near Town Square to support the central business district and create value. The 2040 Plan states that gross infill residential densities of 8.01 to 12.00 dwelling units per acre (DUA) are appropriate. If rezoned to TN and developed as four lots, the subject property’s gross density will be 2.56 dwelling units per acre, which is a slight increase from its current density of 1.9 DUA. A recent property survey shows three (3) existing homes that will remain. The applicant’s sketch plat showing three homes each with its own lot, as well as one additional lot for future construction. All 4 lots will be oriented northward toward South Rowlett Street; consistent with adjacent residential development patterns. The four-lot subdivision will generate a bit more traffic but impacts on South Rowlett Street will be minimal.

Chairman Cotton asked if there were any questions for Staff.

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

The applicant stated from the audience they did not wish to speak.

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

***Motion made by Commissioner Rozanski, and seconded, to recommend approval of Ordinance 2023-10 (Exhibit 3).***

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.**

**8.c. Case #220492 – Grove Square Subdivision – Request approval of a Preliminary Subdivision Plat for a 34-lot residential (townhouses and single family detached) subdivision on 9.39 acres located on South Rowlett Street and west of Mills Street.**

Mr. Josh Hankins reviewed the Staff report which is included in the record as an exhibit. Mr. Hankins stated the applicant is requesting approval of a Preliminary Plat that contains 34

<p><b>EXHIBITS</b></p> <p>The staff report and the following:</p> <ol style="list-style-type: none"> <li>1. Conditions of Approval (12/1/23)</li> <li>2. Cover Letter (10/31/23)</li> <li>3. Construction Drawings (10/31/23)</li> <li>4. Preliminary Plat (10/31/23)</li> <li>5. Fire Access Exhibit (11/3/23)</li> <li>6. Downtown Drainage Project Map (October 2023)</li> <li>7. Trip Generation Report (12/22/22)</li> </ol>
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residential lots on 9.39 acres located on South Rowlett Street. This development proposes three lot types. Two lots will be street loaded detached, which are the two existing homes to remain. 6 lots will be alley loaded, which are the attached homes on Rowlett Street and 26 lots, all interior, will be street loaded. Townhouses facing Rowlett Street will resemble the mass and scale of the neighboring historic homes, being two stories instead of three. All structures interior to the site are within 30 feet of the street due to the Fire Code requiring that distance. Mr. Hankins stated the applicant is proposing three common open spaces; common open space C (which is in the center of the development) makes up the bulk of their usable common open space, common open space D is mostly a drainage easement, and common open space B, which is a 15-foot-wide landscape buffer with a fence, will help screen this development from the existing homes to the east on Mills St. Although the Adequate Transition Policy does not apply to this Use type, the HDC decided at their April meeting that the applicant will need to plant one shade tree per lot for the lots adjacent to the western property line. These trees will provide additional screening for the single-family detached lots to the west. Mr. Hankins stated the applicant expects that all the stormwater can be routed south to the Downtown Drainage Project ditch, which runs through common open space D. Mr. Hankins stated sewer flow estimates by the applicant were provided and the Town is having Cannon and Cannon review this information and to conduct a study to ensure the system can handle the additional flows. More information will be available with the Final Plat. Mr. Hankins stated the applicant's Traffic Generation Report indicates this development will not have adverse impacts on adjacent roads, there is one access point for this development on South Rowlett Street. Mr. Hankins stated the applicant is requesting a waiver from the Sub Regs to not have a four-and-a-half-foot strip of grass between the back of the curb and the sidewalk. The applicant has stated that by not having the strip of grass, they are able to ensure cars parking on the driveways do not block the sidewalk for pedestrians and they want to be able to plant larger trees along the sidewalk. The applicant is requesting another waiver to reduce the curb radii from 10 feet to 5 feet. The applicant has stated that they have discussed this waiver with the Collierville Fire Department, with the Collierville Fire Department Fire Marshall stating the reduced radii is sufficient for their ladder trucks. Mr. Hankins stated the Town Engineer approved mountable curbs for this neighborhood due to the narrowness of the lots which would require numerous curb cuts into the standard 6-30 type curbs. Due to the height of these structures, they are required to be within 30 feet of the street per the fire code. If the waiver request regarding the grass strip is not approved tonight, the plans you see will have to change, which impact building placement or the amount of area for cars to park outside of the garages without blocking the public sidewalk.

Chairman Cotton asked if there were any questions for Staff.

Clarification was made the interior lots have a setback of 30' and the setback range from east to west South Rowlett range from 25'-55' as approved by the HDC.

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

The applicant stated from the audience they are available for questions.

Chairman Cotton asked if there were any questions for the applicant.

Hearing no questions, Chairman Cotton called for a motion.

***Motion made by Commissioner Rozanski, and seconded, to approve a Preliminary Subdivision Plat for a 34-lot residential (townhouses and single-family detached) subdivision on 9.39 acres located on South Rowlett Street and west of Mills Street, subject to the conditions in Exhibit 1, with conditions 17 and 18 being struck.***

**CONDITIONS OF APPROVAL**

1. This development is subject to all standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
2. The applicant must enter into a Development Agreement with the BMA for the construction of the public and private improvements. This agreement will note when certain public and private improvements need to be completed, including what improvements need to be installed before the Final Plat is recorded.
3. Fence and sign permits should be submitted when Development Agreement fees are paid and a letter of credit is provided:
  - a. Sign permits are required for all signage before it is installed. No signage is reviewed with this plan and no approval for signage is granted without a sign permit application.
  - b. Fence permits are required for all fencing before it is installed. Exhibits showing the fence locations and designs, as approved by the HDC, must be attached to the permits.
4. The POA/HOA documents shall be recorded before the Final Plat is recorded.
5. Note on the Plat and Site Plan that the HOA will be responsible for the maintenance of the concrete trash pads for trash pickup. Also ensure that this language is included in the private restrictions.
6. Prior to recording the plat, a drawing that shows the area (s.f) of all public water, sewer, and drainage easements and right-of-way dedicated with this plat must be submitted.
7. Note, a Final Plat application must be submitted and approved by the PC before it can be recorded.
8. Minimum F.F.Es will be reviewed once the As-Built Topo is submitted.
9. With the Final Plat application show the Final, Drainage, and Sewer Easements are to be dimensioned and tied down.
10. One copy of the state approved Sewer Plan shall be provided to the Engineering Department and Public Services. Construction of the sanitary sewer shall not begin until state approval is received.
11. One copy of the state approved Water Plan shall be provided to the Engineering Department and Public Services. Construction of the water system shall not begin until state approval is received.
12. Provide a copy of the NOT, NOC, and SWPPP.
13. Street names shall be approved by MLGW. A copy of the MLGW address assignment shall be submitted to the Engineering Department.
14. Street signs shall be installed before the Final 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.
15. Sewer lift station capacity is not being approved with the Preliminary Plat and will be reviewed by a Collierville contracted engineering firm and decided with the Development Agreement.
16. The plat shows the water lines labeled as 10 inches, but the water is shown as being 8 inches.
17. ~~Provide the 4.5-foot grass strip between the back of the curb and sidewalk as required by the Subdivision Regulations.~~
18. ~~Minimum corner curb radii on public streets shall be 5 feet.~~

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.**

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Chairman Cotton announced as a reminder there will be disruption and to remain respectful for every individual to have their points presented.

Commission Goddard recused himself from this agenda item, 6:18pm

**8.d. Case #233183 – Cartwright Place Business Center PD (Chick-fil-A) –Request approval of a Preliminary Site Plan for a 6,110-square foot restaurant on 2.54 acres located north of Poplar Avenue, west of Bray Station Road and east of Cartwright Farm Lane.**

Mr. Jaime Groce stated that the Planning Division received comments through many platforms. The eComments feature on the Town website as well other received comments after the staff report was published have been included as exhibits 12 and 13, those added exhibits have been provided to all Commissions. Mr. Groce stated that the next item is for a Preliminary Site Plan, which is a way to review the architecture, drainage, sewer, and traffic. Mr. Groce stated the Planning Commission’s role is to review Preliminary Site Plans for recommendation to the Board of Mayor and Alderman, it is the Board of Mayor and Alderman that will have vote for approval of a Preliminary Site Plan. Mr. Groce stated it is important to note that the property is zoned commercial and has been that way for over 20 years, a restaurant is allowed by right in a commercial zoning. The Planning Commission’s role is to ensure all applications meet all Town standards. Mr. Groce stated that the Town Engineer, the Town’s Traffic Engineer, the applicant’s Traffic Engineer and a third party have been a part of the traffic mitigation efforts.

Ms. Donquetta Singleton reviewed the Staff report which is included in the record as an exhibit. Ms. Singleton stated the applicant is requesting a Preliminary Site Plan for a 6,110-sq ft restaurant located north of Poplar Ave, west of Bray Station Road and east of Cartwright Farm Lane. Ms. Singleton stated the building’s front façade will face a future private drive. The applicant’s site layout does not meet the intent of the Town’s Design Guidelines. Should the DRC not recommend the layout at the scheduled December 14, 2023, meeting, the applicant would need to resubmit with an updated Preliminary Site Plan that would warrant an updated Traffic Impact Analysis as the redesigned site would substantially alter vehicular site circulation. Ms. Singleton stated the staff has reviewed three versions of a traffic study. The traffic study concluded all studied intersections (Poplar Avenue at Bray Station/Schilling Blvd W, Poplar Avenue at Poplar View Parkway/Schilling Blvd E, Poplar Avenue at Shea Road, Frank Road at Bray Station, Poplar Avenue at Cartwright Farm Lane, Bray Station at future private drive (Greenhouse Way)) will operate at a Level of Service C at full build out, with the exception of Frank Road at Bray Station Road and Poplar Ave at Cartwright Farm Lane. Ms. Singleton stated the Traffic Study includes assumptions with approved developments, those developments are; Cartwright Farms Senior Living Facility, Baptist Memorial Hospital Senior Care Facility, Schilling Farms Retail Building, Schilling Farms Hotel, and Water Tower District (which is a multi-family and commercial use development). Ms. Singleton stated the Traffic Study does not include any traffic assumptions for vacant parcel/lots, there are vacant parcels/lots between; Schilling Blvd East, Schilling Blvd West and the Cartwright Place Business

**EXHIBITS**

The staff report and the following:

1. PC Conditions of Approval (12/1/23)
2. DRC Conditions of Approval (12/1/23)
3. Applicant's Cover Letter (11/29/23)
4. Traffic Impact Analysis Executive Summary (10/31/23)
5. Town's Traffic Engineer Comments (12/1/23)
6. Storm Water Drainage Summary (9/15/23)
7. Hardscape Cutsheets (10/31/23)
8. Ordinance 1999-22 (6/22/99)
9. Citizen's Public Comments (11/30/23)
10. Cartwright Place Business Center PD Pattern Book & Outline Plan (2018)
11. Preliminary Site Plan Package (10/31/23)
12. Citizen’s Public Comments (12/7/23)
13. Letter from Murtin, Tate, Morrow and Marstan, PC (12/7/23)

Center PD. The applicant's Traffic Impact Analysis has the following recommendations; left turn lane along Bray Station Rd at the future private drive (Greenhouse Way), exclusive left turn lane eastbound Poplar Ave at Cartwright Farm Lane, exclusive right turn lane eastbound Poplar Ave at Cartwright Farm Lane. The Town's Traffic Engineer has reviewed the Traffic Impact Analysis and has the following concerns; Frank Rd at Bray Station Rd is an all-way stop sign controlled intersection that currently is experiencing queueing issues along the eastbound approach during the PM peak hour, Poplar Ave at Bray Station Rd is expected to be accommodated at build out, however, by 2034 queues are projected to block the future private drive intersection during AM Peak hour. The Town's Traffic Engineer is recommending that the Town require the applicant to construct the private drive (Greenhouse Way) that will connect Cartwright Farm Ln and Bray Station Rd, construct a westbound auxiliary right turn lane along westbound Poplar Ave at the intersection of Poplar Ave at Cartwright Farm Lane, each of these is presented by the applicant in the Preliminary Site Plan. Additionally, the Town's Traffic Engineer is recommending, if approved, the applicant pay cost-in-lieu to mitigate their portion of impacts at the intersection of Frank Rd at Bray Station Rd, the Board of Mayor and Alderman will set the amount with Development Agreement, as well as re-stripe Bray Station Rd between Poplar Ave and Civic Center Drive to be a one lane road in each direction with a center two-way left turn. The Town's Traffic Engineer as recommended to the applicant to further mitigate traffic concerns to provide four lanes on Bray Station Rd at Poplar Ave intersection for the Southbound approach to be a dedicated right turn lane, dedicated thru lane, dedicated left turn lane. Ms. Singleton stated there are no negative impacts from the development for drainage, as all stormwater for the site will be detained by the off-site regional detention pond to the north (Lot 3).

Chairman Cotton asked if there were any questions for Staff.

Clarification was made that the parcel will be divided into two lot. The second lot would open for a development in the future.

Discussion ensued about traffic lanes, Ms. Neetu Singh, Traffic Engineer came forward to address concerns.

Discussion ensued about the front elevation facing north, but the rear elevation which faces Poplar Ave is designed with an appearance looking more like the front to keep direct traffic entering from Poplar Ave.

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

Brent Edmiston, 5200 Buffington Road, Atlanta, GA, stated Chick-Fil-A's current site on Poplar Ave to the west is no longer a viable location, Chick-Fil-A has been working with Town staff for eight years to ensure a new location would meet Town standards and Chick-Fil-A's operational needs.

John McCarty, 198 Progress Rd, Collierville, TN, stated the location was decided by using the Collierville Land Use Plan with the collector road of Bray Station Rd, an artillery road of Poplar Ave, and the proposed private road (Greenhouse Way) which gives the applicant the options to have a traffic safe distribution.

Allan Wiley, 565 White Pond Drive, Akron, OH, stated access to the site will come from the proposed private drive, Greenhouse Way, which will be constructed between Cartwright Farm Lane and Bray Station Road. There will be no direct access to or from Poplar Ave. The drive-thru lane queue contains 43 cars within the dedicated drive-thru lanes, the queue grows to 51 cars within the auxiliary striping in the parking lot while still allowing access to parking spaces.



Stephen Sewell, 400 Shoppers Drive, Winchester, KY, stated the Chick-fil-A team met with the Town's Traffic Engineer to verify scope and results of the Traffic Impact Study conform with the Town's and TDOT requirements. The study used a conservative approach with a 2% growth rate, 40% pass by trips, 20% via Frank Rd at Bray Station Rd. The study included approved developments and six intersections recommended by the Town. Additionally, the Traffic Study used Chick-fil-A specific data in-lieu of ITE, which is a more accurate data. Total trip includes a car entering and exiting, there is an estimate of 428 total trips at the highest peak hour. The proposed improvements are the right and left turn lanes at the intersection of Poplar Ave and Cartwright Farms Lane, left turn lanes at Bray Station Road, cost sharing for improvements at the intersection of Frank Rd and Bray Station Rd, and restriping Bray Station Rd.

Derek Brittan 3385 Airways Blvd, Memphis, TN, stated the business is not a new business but a relocation of the existing location. The parcel selected is zoned for the proposed use by right. The current Chick-fil-A location is not able to make site modifications. Chick-fil-A held a voluntary meeting with the members of the adjacent HOA's to hear their concerns regarding the project. Traffic mitigation to the proposed site design has been made by the Preliminary Site Plan including a dedicated right turn lane on Bray Station Rd. By relocating the restaurant to a larger, more efficient site, Chick-Fil-A will remove an existing traffic problem within the Town of Collierville.

Chairman Cotton asked if there are any questions for the applicant.

Discussion ensued on drive-thru queues, peak hours of business, trip generation, and traffic conditions on Bray Station Rd.

Ms. Singleton clarified previously submitted questions from the Planning Commission that may have not been clearly answered by the staff presentation or the applicant's presentation. Ms. Singleton stated that Bray Station Rd will be restriped with one lane in each direction with a two-center left turn lane. Ms. Singleton stated the Preliminary Site Plan does include the construction of the private road (Greenhouse Way). This development doesn't currently warrant a dedicated right turn lane from Bray Station Rd onto Poplar Ave; however, the applicant has agreed to include a dedicated right turn lane from Bray Station Rd onto Poplar Ave as there are concerns that in the future without this right turn lane there could be traffic operation issues at the proposed private road (Greenhouse Way) and Bray Station Rd intersection. The capacity of vehicles onsite in the double drive-thru lane would be 66, the proposed private road would allow for an estimated additional 20 vehicles before a vehicle would be queued on Poplar Ave. The Traffic Impact Study has the assumption that 70% of the vehicles would arrive to the sight via Poplar Ave, that was derived from factors including; existing traffic patterns, volumes on the roadways, cellphone data, residential distribution along the roadway network and the proprietary data from Chick-fil-A.

Hearing no more questions for staff or the applicant, Chairman Cotton called for public comment.

The following residents attended some spoke in opposition of the project. Those that spoke expressed concerns for traffic safety along Bray Station Rd and the applicant's assumptions in their traffic study.

1. Woody Reid, 1277 S Dubray Pl, Collierville, TN 38017
2. Murray Scott, 660 Bray Station Rd, Collierville, TN 38017
3. Dave Rhylander, 470 Bray Station Rd, Collierville, TN 38017
4. Dave Wade, 6410 Poplar Ave, Memphis, TN 38119
5. Chuck Utterbaok, 1228 Brayridge Cv, Collierville, TN 38017
6. Michael Bisignano, 314 Dubray Manor Dr, Collierville, TN 38017
7. Carl Moerbe, 1281 S Dubray Pl, Collierville, TN 38017

8. Susie Scott, 660 Bray Station Rd, Collierville, TN 38017
9. Larry Spiotta, 1431 Frank Rd, Collierville, TN 38017
10. Lisa Reid, 1277 S Dubray Pl, Collierville, TN 38017
11. Fred McCord, 1289 S Dubray Pl, Collierville, TN 38017
12. Toni Rhylander, 470 Bray Station Rd, Collierville, TN 38017
13. Elizabeth Coleman, 1161 Braywind Dr, Collierville, TN 38017
14. Deschereaux R, 534 Bray Station Rd, Collierville, TN 38017
15. Hollye Spiotta, 1431 Frank Rd, Collierville, TN 38017
16. James Browne, 973 Bray Station Rd, Collierville, TN 38017
17. Kirk Northcutt, 1241 Irwins Grove Ln, Collierville, TN 38017
18. Chuck Lesnick, 1260 Oak Lake Cv, Collierville, TN 38017
19. Joseph Sarrio, 1271 Bray Station Rd, Collierville, TN 38017

The following residents attended some spoke in support of the project.

1. Ty Cobb, 10175 Barn Hill Dr, Collierville, TN 38017
2. Marc Clapp, 664 Winford Dr, Collierville, TN 38017
3. Anthony House, 962 Wintree Ln, Collierville, TN 38017
4. Bob Cartwright, 940 Bray Station Rd, Collierville, TN 38017
5. George Williams, 691 S Byhalia Rd, Collierville, TN 38017
6. Wood Weathersby, 84 St Albans Fairway, Memphis, TN 38111
7. Jo Ann Ford, 1120 Brado Dr, Collierville, TN 38017

Hearing no more public comment, Chairman Cotton for the applicant.

Chairman Cotton reviewed for those in attendance how much time each speaker would group was allowed and how any rebuttal would work. He noted the public does not get a rebuttal time.

Mr. Edmiston came forward to start Chick-Fil-A's rebuttal and stated the larger restaurant will allow for all service channels, dine-in, drive-thru, third party delivery, mobile order pick-up and catering, the current site does not allow for all service channels. The proposed site will bring back the indoor playground, a meeting space to accommodate employee meetings and training, increased parking spaces, increased dine-in seating.

Mr. Sewell came forward and confirmed the intersection of Bray Station Rd and Poplar Ave includes Schilling Farm Blvd, all directions of that traffic signal were analyzed. The Civic Center Drive intersection was not studied based on discussion with the Town. The Cartwright Farm Lane left turn will have the choice to go left or right out of the site onto the future private drive Greenhouse Way. Traffic signal times will be adjusted and those are common through development growth of an area and typically change by one to two seconds.

Grant Gibbs, 1036 W Poplar Ave, Collierville, TN, came forward and stated he is a lifelong resident of Collierville and owner of the Chick-fil-A. Mr. Gibbs stated the restaurant has supported the community with various fundraisers throughout the years as part of the values of Chick-fil-A. There have been multiple meetings throughout the years in ways to approve the current location for the good of the customer as well as the Town. He realized that the long-term solution is to relocate the restaurant.

John McCarty came forward and stated they are available for any questions.

Discussion ensued about the studied intersection as well as those not studied and the current service level of the intersections.

Discussion ensued about traffic that could be generated from the vacant lots and possible adverse impacts of the adjoining properties.

Discussion ensued about the peak hour volume of vehicles into the current location is estimated at 180 and the proposed site would be estimated at 220. The applicant explained the proposed site's square footage and design is factoring the space needed to efficiently move the drive-thru queues.

Discussion ensued about the needed lane widening on Bray Station, the private road (Greenhouse Way), traffic signal times (Bray Station Rd at Poplar Ave), estimated growth, and traffic service levels.

Discussion ensued about Bray Station Rd and how it is shown to be widened in the Major Road Plan. Mr. Dale Perryman, Town Engineer came forward and stated that Town does not currently have any projects in the Town's Capital Improvement to improve Bray Station Rd or Shea Rd (at Poplar Ave) in the next five years.

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

***Motion made by Commissioner Rozanski, and seconded, to recommend approval of the Preliminary Site Plan for Cartwright Place Business Center PD, Phase 6, Lot 2B (Chick-fil-A), 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. 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:
  - a. Sign Permits are required for all signage before it is installed. No signage (including menu board) is reviewed with this site plan and no approval for signage is granted without a sign permit application.
  - b. Fence permits are required for all fencing before it is installed. Exhibits showing the fence locations and designs must be attached to the permits.
3. The Final Plat in Exhibit 11 is not being approved at this time. A Final Subdivision Plat must be approved by the Planning Commission and recorded before a Development Agreement is considered by the BMA and before any building permits can be issued.
4. Update the address with the Final Site Plan package.
5. In the tabulations table, correct the acreage for the total area to 2.54 acres.
6. Site Data Chart (Sheet 10): Update the lot number and phase number to match the title block.
7. Update the number of patio seats shown in the parking table from 44 to 48 (Sheet 10).
8. Remove the grass layer from the parking spaces in the color site layout (Sheet 11).
9. The "future" parking spaces are not being approved at this time. A separate Site Plan Modification would be needed to add parking at a later date (if allowed by the Zoning Ordinance).
10. The applicant shall make improvements described in the applicant's Traffic Impact Analysis (Exhibit 4) and as analyzed by the Town's Traffic Engineer (Exhibit 5).
11. **Water Supply** - Maintain 8-inch DIP to valve at added public hydrant on Greenhouse Way.
12. **Combination Utility Plan:** Correct Plan Sheet Number for "SEE ENLARGD UTILITY PLAN SHEET PS- 120".
13. **Water Plan:** Label TEE size from 8-inch water main in Greenhouse Way to Lot 2A.

14. Move the valve for Lot 2A to the first fitting south of the TEE.
15. Cap the 8-inch water line and install a marker pipe for the water service to Lot 2A.
16. Strike "Install 2" Type K Copper domestic water service per water company's specifications and requirements" from Note 3 under the Water Service Plan Layout Notes.
17. Remove all utilities from the Water Service Plan Sheet that do not pertain to Water Utilities.
18. Add Detail TOC-407 to Detail Plan Sheet.
19. Add "See Detail TOC-407" to Note 1 under the Water Service Plan Layout Notes.
20. Add "See Detail TOC-407" to Note 3 under the Water Service Plan Layout Notes.
21. Note 3, 3A & 5 - Clarify what sheet number is the highlighted reference to P-901 Note 1.02B on.
22. Modify Note 4 under Water Service Plan Layout Notes to state "Water company to install meter and meter box."
23. Modify Note 4A under Water Service Plan Layout Notes to state "Install 1" meter yoke and meter box per water company's specifications and requirements. Water company to install water meter and contractor to install box."
24. Do not install landscaping within a 3-foot radius of the irrigation & domestic water meters.
25. Clarify/update the reference to "P-901 Note 1.02B" mentioned in Notes 3, 3A & 5 located on.
26. **Sewer Plan:** Remove all utilities from the Sanitary Sewer Service Plan Sheet that do not pertain to Sanitary Sewer Utilities.
27. Change Proposed Sanitary M.H. C INV. 346.58, 8" NW to 346.48.
28. Under Sanitary Sewer Layout Notes, change #11 from Sch 40 to SDR 26 to match "Collierville Sewer Specification Notes".
29. Under Sanitary Sewer Layout Notes, remove reference to "County" from #13.
30. Add note "INSTALL MARKER PIPE" TO THE 6" Sanitary Sewer Stub to Lot 2A.
31. **Utility Details:** Add Detail TOC-407.
32. **Engineering:** Prior to plat recording, a drawing showing the area (s.f.) of all public sewer, water and drainage easements and r.o.w. dedicated with this plat must be submitted.
33. N.&E. needs to be shown at all boundary corners.
34. Show the location of the two required permanent concrete corner monuments. Also, please label them as "Found" or "Set".
35. Add the following note: "All streets, alleys, drainage, water, sanitary sewer, street lights, entrance gates, structures, walls and fences, common open spaces, located within this subdivision unless expressly dedicated as public are private. Maintenance of all private streets and appurtenances is the sole responsibility of the Property Owners Association and its successors, if any. The Property Owners Association, as owner of the streets and appurtenances, agrees to release, indemnify, defend and hold harmless the Town of Collierville against any and all claims or suits for property damage or loss and/or personal injury, including death, to any and all persons, of whatsoever kind of character, whether real or asserted, arising out of or in connection with, directly or indirectly: A) the use of private streets, alleys, emergency access, utility easements, entrance gate or structure by the Town of Collierville; B) the condition of private streets, alleys, street lights, private entrance gates, structures, private walls or fences, private pedestrian access, private storm drains, and emergency access; or C) the use of the private streets or appurtenances of the subdivision by the officers, agents, servants, employees, contractors, subcontractors, licensees, or invitees of the Town of Collierville for any purpose related to the exercise of a governmental function or service. This note shall be recorded with the deed when the lot is conveyed to the Property Owner".
36. Place all certificates on a second sheet.
37. Being that the ingress/egress easement needs to be revised, there needs to be a Certificate for the Owner and Mortgagee of Lot #1.
38. Traffic Control Plan will be required at the time of the Final Site Plan.
39. At the time of Final, the Town's Standard Detail Sheets are to be included as they are shown on the Town's website. Any site-specific details can be added.
40. A striping plan was sent over to the Traffic Consultant. Please modify Sheet 15 of 48 to reflect that plan.

- 41. Declaration of Easement for Common Drive:
  - a. 2022 year shown, use appropriate year.
  - b. Curve info needs to be provided in the legal description.
  - c. There is a feet dimension missing.
  - d. Exhibits are blurry.
  - e. Shown at 26 feet but should be shown at 39 feet.

Chairman Cotton called for any discussion.

Discussion ensued that Bray Station Rd currently has traffic issues, those traffic concerns will exist with any proposed development, and the long-term road improvements for Bray Station Rd and Frank Rd will need to be addressed and solved by the Town. The proposed development has gone above and beyond what most businesses would offer to aid in the mitigation of existing and future traffic concerns in this area.

Commissioner Jordan and Chairman Cotton each stated they do not feel the traffic issues have been studied enough.

Commissioners Given, Virani, Fletcher, and Vice Chairman Rozanski each made statements of how they feel this project presented multiple traffic studies that have addressed and mitigated traffic concerns, the zoning requirements have been met, and they have stated on record that they recognize their business will generate more traffic at the Frank Rd and Bray Station Rd intersection, but they will also help (cost-in-lieu) with the Frank Rd and Bray Station Rd improvements. The relocation of Chick-Fil-A from its location on Poplar Ave is in the best interest for Chick-Fil-A operations as well as the Town.

Hearing no further discussion, Chairman Cotton called for roll.

**Roll call:**

Green	Goddard	Rozanski	Given	Virani	Worley*	Fletcher	Jordan	Cotton
Yes	Recused	Yes	Yes	Yes	Abstain	Yes	No	No

**Motion Approved.**

\*Abstained vote and will wait for final vote when the project is proposed in front of the BMA.

Commission Goddard rejoined the meeting 8:53pm

**Other Business:**

Chairman Cotton asked if there was any Other Business.

Mr. Groce stated the Mayor will appoint the 2024 Boards and Commissions on Monday; appointment letters will be sent out the following week. Mr. Groce reminded the Commissioners of the State that required training hours will need to be completed by December 31, 2023. Additional recorded sessions will be released and emailed for viewing. Mr. Groce stated the Planning Commissions scheduled meetings for 2024 have been released and the calendar is available on the Town’s website. Mr. Groce stated there are two items of the January 4, 2024, meeting; a rezoning off of Reynolds Rd at Homes Rd and a Final Plat for Oakwood Subdivision, Phase 2.

Hearing no further business, Chairman Cotton adjourned the meeting at 8:54 pm.

APPROVED