

A scheduled meeting of the Planning Commission was held on Thursday, October 3, 2024, at 6:00 p.m., in the James H. Lewellen Board Chambers in Town Hall, at 500 Poplar View Parkway.

Staff members present were: Community & Economic Development Director, Mr. Michael Clark; Town Attorney, Mr. David Goodman, Jr.; Fire Marshall, Mr. Todd Johnson; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Ms. Donquetta Singleton; Planner, Ms. Nabanita Nira; and Planning Technician, 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	Goddard	Virani	Green	Rozanski	Jordan	Fletcher	Given	Cotton
Present	Present	Present	Present	Absent	Absent	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 September 5, 2024, meeting.

Hearing none, Chairman Cotton called for a motion.

***Motion by Commissioner Goddard, and seconded, to approve the minutes from the September 5, 2024, meeting.***

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

**Roll call:**

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

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

***Motion by Commissioner Fletcher, and seconded, to approve the agenda as published.***

Chairman Cotton asked to call the roll.

**Roll call:**

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

**Motion Approved**

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**Citizen Comments**

Chairman Cotton called for citizen comments.

Hearing no comments, Chairman Cotton moved forward with the meeting.

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**CONSENT AGENDA**

Hearing no items for the Consent Agenda, Chairman Cotton moved forward with the meeting.

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**FORMAL AGENDA**

**8. a. Case #241028 – Candlewood Hotel - Request approval of a Preliminary Site Plan for a 48,966-square foot, 101 room hotel located north of Collierville Road and east of South Houston Levee Road.**

Ms. Donquetta Singleton reviewed the Staff report which is included in the record as an exhibit. Ms. Singleton stated the applicant is requesting approval of a Preliminary Site Plan for Candlewood Suites Hotel. Ms. Singleton stated Candlewood Suites Hotel will be developed in Area 8 of the Price Farm PD. Ms. Singleton stated there is adequate water and sewer availability for this development, upgrades are not needed. Ms. Singleton stated road improvements are not needed for this development. This development will have two access points proposed on Collierville Road, Collierville Road is already improved to an urban cross section. Ms. Singleton stated stormwater run off will not impact adjacent properties, an on-site stormwater detention pond is not necessary.

EXHIBITS-case #241028 The staff report and the following: 1. Vicinity Map (9/20/24) 2. Example PC CoAs (9/25/24) 3. Example DRC CoAs (9/25/24) 4. Cover Letter (3/20/24) 5. Drainage Letter (7/18/24) 6. Trip Generation Letter (4/16/24) 7. Preliminary Site Plan (8/1/24)
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Chairman Cotton asked if there were any questions for Staff.

Hearing none, Chairman Cotton asked the applicant to come forward.

Wes Ashworth, 10815 Collierville Road, Collierville, TN, came forward stated in agreement of all Condition of Approvals and is available for questions.

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

Hearing none, Chairman Cotton called for a motion.

***Motion by Commissioner Goddard, and seconded, to recommend approval of the Preliminary Site Plan for Candlewood Hotel Suites, 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 Aldermen, Resolution 2006-54.
2. This site is within the Price Farm Planned Development and is subject to the conditions in the Outline Plan and Pattern Book.
3. The applicant must enter into a Development Agreement with the BMA for the construction of the public and private improvements. Sign permit applications should be submitted when development fees are paid, and a letter of credit is provided
4. Correct the scale on the Traffic Control Plan. One states 1" =60' and another is 1" =20'.
5. Provide a line-of-sight study to ensure rooftop units shall be fully screened per the Guidelines. Coordinate with staff the points to be studied.
6. At the time of the Final Site Plan, remove the color from the arrows on the site plan.
7. Add Standard Detail Sheet Water & Sewer TOC-300/400. (Construction Details)
8. Add Standard Detail Sheet 2" Commercial/Domestic Stub Detail TOC-407. (Construction Details)
9. Hydrant at N/W corner needs to be prior to PIV.
10. PIV will be in line with water piping, current design places this in drive lane.
11. Hydrant at S/W corner shows being fed from FDC piping.
12. FDC and Hydrant to be located in the planting area at entrance off Collierville Rd, not adjacent to building, minimum 40' required from building.
13. See Sheet 6 for additional Fire Lane identification.
14. Add 2-inch Iron Body Gate Valve before the Domestic Water Meter. (Water Plan)
15. Notation that "MATERIAL TO COMPLY WITH TOWN REQUIREMENTS" also applies to the Domestic Water service line. (Water Plan)
16. Remove Notes 1 & 2. (Water Plan)
17. One copy of the state approved Water Plan shall be provided to the Engineering Department and Public Services. Construction of the water shall not begin until the state approval is received. (Water Plan)
18. At time of Final, the Town's Standard Detail sheets need to be included. Any site-specific details can remain.
19. At time of Final, the General Notes sheet that is on the Town's website shall be included.
20. The applicant is responsible for ensuring that the dumpster enclosure is allowed to be constructed in the MLGW easement. The Town is not responsible for enforcing this easement.
21. The Final Plat included in the set is not being approved at this time.
22. The approval of this Preliminary Site Plan will expire three years from BMA date of approval if the applicant fails to obtain approval of the related Final Site Plan and Development Agreement. Per §151.311(N) and §151.313, not obtaining a Development Agreement and commencing site preparation within that timeframe, will also cause the Preliminary Site Plan to lose its vesting protections. If those thresholds are met, the expiration date and vesting period will be extended to five years from the BMA's approval of the Preliminary Site Plan.

Chairman Cotton asked if there was any discussion.

Hearing none, Chairman Cotton asked to call the roll.

**Roll call:**

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

**Motion Approved.**

**8.b Case #243114 – Green Highway 72 Commercial Subdivision, Lots 1 and 2 (Crash Champions) – Request approval of an amendment to a Conditional Use Permit (CUP) for an auto body repair facility on 2.57 acres located north of US Highway 72 and across Burkman Drive.**

Ms. Maria De Mesa reviewed the Staff report which is included in the record as an exhibit. Ms. De Mesa stated the applicant is requesting approval recommendation for an amendment to a CUP for an auto body repair facility, the property is comprised of 2 lots and is zoned GC: General Commercial. Lot 1 is currently vacant, and Lot 2 has an existing building. Ms. De Mesa stated in 2009 a CUP was approved for an auto body repair facility on Lot 2. The requested amendment will include lots 1 & 2 as a “unified development” to be operated by the same business, Crash Champions. Lot 1 will support the expansion of the existing Crash Champions facility. Ms. De Mesa stated an existing shared driveway will be utilized by all lots within the subdivision. Ms. De Mesa stated there is adequate stormwater detention as well as adequate existing water and sewer capacity to support the expansion on Lot 1. Ms. De Mesa stated there are no adverse traffic impacts anticipated from the development; however, concerns of inadequate vehicle storage have been observed in the existing facility. Parked vehicles have been reported along the existing shared drive, which violates the existing CUP conditions. To address this issue, storage behind the building on Lot 2 and parking behind the new building on Lot 1 will accommodate additional vehicle storage demand. The inadequate parking concern has been addressed and is added as Condition of Approval number 17.

- EXHIBITS-case #243114
- The staff report and the following:
1. Vicinity Map (8/29/24)
  2. Conditions of Approval (10/1/24)
  3. Cover Letter & CUP Responses (8/27/24)
  4. Existing Conditions (8/26/24)
  5. Conceptual Site Layout (8/27/24)
  6. Traffic Letter (8/28/24)
  7. Staff CUP Test Analysis (9/27/24)

Chairman Cotton asked if there were any questions for Staff.

Discussion ensued of onsite storage for vehicles.

Hearing no more questions, Chairman Cotton asked the applicant to come forward.

Mark Underwood 7884 Deans Creek Drive, Collierville, TN, came forward addressed the concern for onsite storage of vehicles. The addition of the building and the parking lot is the intended solution to get the vehicles properly stored and off of the shared access drive. Lot 2 has a screened parking lot to also accommodate vehicles.

Chairman Cotton asked if there were any more questions for the application.

Hearing none, Chairman Cotton called for a motion.

***Motion by Commissioner Given and seconded, to recommend approval of – an amendment to a Conditional Use Permit (CUP) for an auto body repair facility for Green Highway 72 Commercial Subdivision Lots 1 and 2 (Crash Champions), subject to the conditions in Exhibit 2.***

**CONDITION 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. Approval of this Conditional Use Permit is contingent upon the Board of Mayor and Aldermen adopting Ordinance 2009-xx05, which changes how the auto body repair & paint shop is regulated to no longer require it to be in conjunction with an automobile dealership in GC Districts if certain design criteria are met and the use is regulated through the Conditional Use Permit process. If Ordinance 2009-xx05 is not adopted, the~~

~~Conditional Use Permit for a stand-alone auto body repair use shall be void, as the request would not be allowed.~~

3. **The Conditional Use Permit (CUP) for the Crash Champions auto body repair facility applies only to the 2.57-acre tract known as Lots 1 and 2 in the Green Highway 72 Commercial Subdivision and the use shall be limited to vehicle body repair and detailing on Lots 1 and 2. No vehicle body painting is permitted outside of the paint booth.**
4. ~~3.~~ A note shall be provided on the **Final** site plan stating the following, which are also conditions of approval. The notes to be included on the site plan are as follows:
  - a. With the exception of the screened storage of vehicles, activities and the storage of materials and goods shall take place within an enclosed structure.
  - b. The use shall not generate objectionable noise, odors, dust, or vibrations that can be detected from the closest public right-of-way or residential property.
  - c. The company's hours of operation shall be from 7:30 am to 5:30 pm Monday-Friday and 9 am to 12 pm on Saturday. There shall be no evening operations.
5. ~~4.~~ An 8-foot tall fence supplemented with a landscape barrier shall completely enclose the rear of the building and property **on Lot 2.**
6. ~~5.~~ Prior to the issuance of a building permit, the applicant shall provide operations information or technical specifications, such as sound baffling, air filters, screen enclosures, etc, to the building department that will confirm the uses shall not generate objectionable that noise and odors.
7. ~~6.~~ The tree mitigation ratio for the site plan shall be 1:2 whereas 1 tree shall be planted for every 2 trees removed on the property.
8. ~~7.~~ The developer shall provide either one of the following:
  - a. A drive aisle with a 16' minimum width around the entire building, or
  - b. A designated turnaround provided behind the building for the fire department.
9. ~~8.~~ The area designated for foundation landscaping in the front of the building shall be as wide as the width of the sidewalk that is adjacent to it.
10. ~~9.~~ The parking provided shall not exceed ~~46~~ **52** spaces, **excluding storage behind Lot 2.**
11. **The applicant shall apply for and receive a Certificate of Occupancy.**
12. **There shall be no servicing of vehicles outside of the fence, and the main or accessory buildings.**
13. **Overnight storage of vehicles shall be behind the building.**
14. **Vehicles being serviced/maintained shall not be stored on the exterior of the building.**
15. **There shall be no exterior storage, outdoor display, or outdoor activity.**
16. **Any activities related to this Auto Body Repair Use 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 buildings beyond 15,024 square feet, increases to the site acreage, and/or increases in the number of on-site parking spaces related to this use beyond 52 spaces.**
17. **The parking lot behind the existing building on Lot 2 shall provide adequate space to accommodate additional vehicle storage requirements for the new building on Lot 1 as well as accommodate any existing overflow resulting from operations on Lot 2. Vehicles shall not be parked along the shared access drive.**
18. **Public Services: Verify there is a 20' Public Water Main Easement in ingress/egress access drive. If there's not one there, provide it before a building permit for Lot 1 is issued.**

#### Engineering

19. ~~10.~~ Any comments contained herein are for this submittal only; additional Engineering comments may be issued upon receipt of revisions, alterations, or amendments or upon receipt of more detailed submittals (i.e., construction drawings, detail sheets, manufacturer's submittals, etc.)."

20. ~~11.~~ The design and location of the curb cut along Highway 72 shall be approved by the State through the Town Engineer's office.
21. ~~12.~~ Provide internal circulation and access between adjacent phases, lots, sections and properties. Common ingress/egress easements shall be shown on the final plat.
22. ~~13.~~ Storm drainage facilities within the limits of the property shall be privately owned and maintained unless shown in a public easement approved by the Town Engineer. A statement to this effect shall appear on the final plat.
23. ~~14.~~ The Restrictive Covenants shall include a note that the Property Owner has full maintenance responsibility for all private utilities, private amenities, drainage facilities and landscape areas. The Town of Collierville has no maintenance responsibility or liability. This note shall also appear on the Final Subdivision Plat and reference the Restrictive Covenants Instrument Number.
24. ~~15.~~ All public and private easements, as well as utility easements (i.e. electric, telephone, gas & cable) shall be shown on the Final Plat.
25. ~~16.~~ The Town of Collierville shall have the right to enter the property for the purpose of maintaining sanitary sewer and water systems within public easements. However, the Town does not have the responsibility to repair any damage to the parking lot area caused by soil settlement or other reasons that are not directly caused by the Town's action of performing maintenance to the underground systems. A statement to this effect shall be noted on the final plat.
26. ~~17.~~ All grading and drainage plans shall show a minimum of 100 feet of off-site topo on all sides in order to determine the effect of off-site features on the development under review or its effect on adjacent properties.
27. ~~18.~~ All unenclosed watercourses lying partially or wholly within the boundary of this development site shall be constructed to an adequate cross section to provide design flow without threat of erosion or flooding of any property within the development site or adjoining property. Such watercourses shall be lined in a manner satisfactory to the Town Engineer and any other agencies which may have jurisdiction.
28. ~~19.~~ All streetlights must meet Memphis Light, Gas & Water specifications.
29. ~~20.~~ Two sets of rolled construction plans shall be submitted separately to the engineering department in conjunction prior to the final site plan application to the BMA.
30. ~~21.~~ One copy of the State approved sanitary sewer and water plans shall be provided to the Engineering Division. Construction of the sanitary sewer and water system shall not begin until these approvals are received.
31. ~~22.~~ The foregoing application has been considered by the appropriate Board or Commission and the staff of the Town of Collierville based upon information and calculations furnished by the applicant to the Town, including engineering and planning drawings (collectively, the "Furnished Information"). Should it later be determined that any of the Furnished Information is inaccurate or incomplete, then all errors shall be corrected and incomplete items shall be made complete by the applicant. The furnishing of inaccurate and/or incomplete Furnished Information may result in the applicant being delayed in moving forward with the project.

Chairman Cotton asked if there was any discussion.

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

Roll call:

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

**Motion Approved.**

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**Other Business:**

Mr. Groce stated the 2025 Boards and Commissions applications have been released on the Town's website site, applications are to be submitted online by November 14, 2024. The state required training of four hours is due by December 31, 2024, please reach out to Angela if you need to know your earned hours and if you need recorded training links emailed to you. Mr. Groce stated the November meeting has one case for a rezoning request. Mr. Groce stated the interactive development activity map will be updated on Friday, October 4<sup>th</sup>. Mr. Groce provided updates on new and administrative cases being reviewed.

Hearing no further business, Chairman Cotton adjourned the meeting at 6:23 pm.

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Secretary, Commissioner Jeremy Given

APPROVED