

A special called meeting of the **Planning Commission** was held on Thursday, August 25, 2016, at 5:00 p.m. in the Board Chambers of Town Hall, at 500 Poplar View Parkway.

Staff members present were: Town Administrator, Mr. James Lewellen; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Mrs. Nancy Boatwright; Planner, Mr. Scott Henninger; and Administrative Specialist, Mrs. Sandi Robbins.

Pledge of Allegiance

Chairman Cotton led the Pledge of Allegiance.

Roll Call to establish a Quorum

Cotton – present, Worley – present, Tebbe – present, Netherton – absent, Murdock – present, Rice – present, Jordan – absent, Rozanski – present, Bradford – absent.

Quorum Present.

Approval of Agenda

Chairman Cotton asked if there were any changes to the agenda as presented.

Mr. Groce stated they had one correction. PC 16-36 was advertised as 138 Main. We have received word from MLGW that the actual address will be 140 Main if the site plan is approved by the Town. For here on forward 138 Main will be referred to as 140 Main.

Hearing no further discussion, Chairman Cotton called for a motion to approve the agenda as presented.

Motion by Commissioner Rozanski, and seconded, to approve the agenda as presented.

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

Roll call:

Tebbe – yes, Rice – yes, Rozanski – yes, Murdock – yes, Worley – yes, Cotton – yes.

Motion Approved.

Formal Agenda:

PC16-36 - 140 Main Street– Request approval of a Preliminary Site Plan for a 13,485 square-foot, two-story nonresidential building located on the east side of N. Main Street, south of Natchez Street, west of Mount Pleasant Road, and north of Washington Street.

Mr. Scott Henninger gave the staff presentation. He explained that the site is part of a larger piece of land. He recapped the project along with its future plans. He stated when the BMA approved the Development Agreement on

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| 1. Applicant’s cover letter (08/09/16) |
| 2. a. Preliminary Site Plan Exhibits (08/09/16) |
| b. Final Subdivision Plat (08/09/16) |
| 3. Color Site Plan Rendering (08/09/16) |
| 4. Existing Conditions Aerial (08/18/16) |
| 5. Photos of surrounding buildings (08/18/16) |

4/25/16 for 148 N. Main Street on the subject property there was a condition that stated, if a site plan application for the infill building is not filed within 2 years from date the Development Agreement is executed, the property owner shall resurface the parking lot to the east and south of the building with asphalt and install an evergreen hedge along Main Street to screen the parking. He explained the transformation of the 148 North building currently in process. He explained a color site plan that showed 140 Main building as being "phase 2" of the 148 North request. He showed a site layout plan and stated the building will be 13,485 sf, two-story building with office and retail uses. He explained that the zoning is CB: Central Business, which has no minimum parking required at but the applicant has provided 46 parking spaces on site and with existing on-street parking to remain. The grading and drainage plan indicates drainage continues to flow toward the water plant with a less pervious area which did not require any further detention. There was an issue discovered about the finished floor elevation. The finished floor elevation is approximately 3' above grade towards the rear of the site and they will need to demonstrate how they will solve the handicap accessibility issues. He explained the landscape plan and the elevations for the building. He stated there will be some utility work, curb and gutter work, a bump out at the corner of Main Street & Natchez Street, and on street parking spaces will be stripped as right-of-way improvements. He explained the setbacks and how some of the building setback will be to rebuild wider the sidewalk. He explained the proposed lighting plan for the entire site. 140 and 148 Main Street will take a net an increase of 14,029 nonresidential building sf, which includes the kitchen addition to 148 North. There will be a net gain of 8 parking spaces since the accessory structures were removed in 2015. The primary parking demand for 148 North will be during evenings while the primary parking time for 140 Main (which is anticipated to be primary office) will during day. A Staff study found that with the addition of 140/148 & 70 North Main Street there will be total 2,222 non-residential spaces available within a five minute walking distance of the Square, with around 700 of those spaces being public parking. The parking available around the Square as a whole is more than what the Town requires for a new multitenant shopping center outside of downtown.

Mr. Groce showed and explained a map showing available public & private parking around the Square area.

Mr. Henninger explained the next steps and the example motion with conditions.

Chairman Cotton asked if there were any questions of staff.

Alderman Worley asked if they were going to label the dimension better on on the Final Site Plan.

Mr. Henninger stated yes, that is a concern we have. They will have to provide more dimensions on the Final Site Plan.

Hearing no further questions, Chairman Cotton called the applicant to the podium.

Mr. John Leake, Architect, 555 Cherokee Circle, Oakland, TN 38060, stated if they have questions he will try and answer them.

Alderman Worley stated he liked the project and thought they were doing a good job. The only question he has is where they would place signage.

Mr. Leake stated signage will be up to the individual tenants. On 148 North there will be two signs, with one being similar to what the Collierville Herald had.

Alderman Worley he wanted to make sure they thought that out.

Mr. Leake stated each tenant has their options that will have to comply accordingly with the sign ordinance.

Mr. Henninger stated Staff will point out a few locations on the building where they could potentially locate signs that would comply with the HDC Guidelines. They will be limited on how many signs they can do. Staff will ask for planned signage locations to identify with the Final Site Plan.

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

Motion by Commissioner Rozanski, and seconded, to recommend approval of a Preliminary Site Plan (see Exhibit 2a) to the Board of Mayor and Aldermen (BMA) for a 13,485 square-foot, two-story nonresidential building located on the east side of North Main Street, south of Natchez Street, west of Mount Pleasant Road, and north of Washington Street, subject to the following conditions.

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 the Site Data Table, correct the quantity of parking spaces for Phase II (35 spaces), and indicate how many spaces were provided for Phase I, and indicate the total of both phases (Checklist).
3. On the Site Data Table, provide the floor area ratio and percentage of open (pervious) space for the entire subject property (Phases I & II combined) even though there are no minimum requirements in the CB District (Checklist).
4. Maintain the tree protection fencing around the existing tree installed for Phase I through the completion of construction of Phase II.
5. With the Final Site Plan, indicate pavement details such as the concrete sidewalk, tree wells, pavers, and handicap ramps (Checklist).
6. Indicate the location of power poles and proposed light fixtures on the Site Layout, Landscape, and Lighting Plans to ensure that there are no conflicts (Checklist).
7. With the Final Site Plan, show how the 3-foot grade difference will be resolved between the finished floor elevation of the building and the sidewalk and parking area behind the building.
8. With the Final Site Plan, provide an exhibit that demonstrates that truck access to the water plant is maintained by providing a turn-a-round and backing exhibit for delivery access into the water plant.
9. With the Final Site Plan application, address any additional comments made by the Engineering Division for the Preliminary Site Plans.
10. The Minor Final Plat must be approved by staff and recorded prior to issuance of a building permit. The Conditions of Approval do not address staff review of the plat.

Chairman Cotton asked Mrs. Robbins to call the roll if there was no further discussion.

Roll call:

Tebbe – yes, Rice – yes, Rozanski – yes, Murdock – yes, Worley – yes, Cotton – yes.

Motion Approved.

Other Business:

Chairman Cotton asked if there was any other business.

Mr. Groce stated they will be putting out a packet tomorrow for the September Planning Commissioner meeting next week.

Announcements:

Hearing no further business, Chairman Cotton adjourned the meeting at 5:22 p.m.

Secretary, Commissioner David Bradford

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