

A regular meeting of the **Planning Commission** was held on Thursday, October 6, 2016, at 6:00 p.m. in the Board Chambers of Town Hall, at 500 Poplar View Parkway.

Staff members present were: Town Attorney, Ms. Shea Oliver; Town Planner, Mr. Jaime Groce; Town Engineer and Interim Development Director, Mr. Dale Perryman; and Administrative Specialist, Sr., Mrs. Shari Michael.

**Pledge of Allegiance**

Chairman Cotton led the Pledge of Allegiance.

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**Roll Call to establish a Quorum**

**Chairman Cotton announced that Commissioner Murdock had to resign from the PC due to family issues and would no longer be with us. She will be missed.**

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

**Quorum Present.**

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**Approval of Minutes**

Chairman Cotton asked if there were any additions or deletions to the minutes from the September 1, 2016 meeting.

Hearing none, he called for a motion to approve as presented.

***Motion by Vice-Chairman Rozanski, and seconded, to approve the minutes as presented from the September 1, 2016 meeting.***

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

**Roll call:**

Rozanski – yes, Bradford – yes, Rice – yes, Worley - yes, Netherton – yes, Tebbe – yes, Jordan – yes, Cotton – yes.

**Motion Approved.**

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**Approval of Agenda**

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

Mr. Groce stated no, it is as advertised.

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

***Motion by Alderman Worley***

, and seconded, to approve the agenda as advertised.

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

**Roll call:**

Bradford – yes, Tebbe – yes, Rice – yes, Jordan – yes, Rozanski – yes, Netherton – yes, Worley – yes, Cotton – yes.

**Motion Approved.**

**Formal Agenda:**

**PC16-38 – U-Haul Byhalia Road – Request approval of a Preliminary Site Plan for multiple buildings totaling 95,830 square feet on 10.7 acres for a Moving Equipment Rental Store and Warehousing and Storage, located along the east side of Byhalia Road and north of East Winchester Boulevard.**

Mr. Jaime Groce gave the staff presentation. He explained that there are several Key Questions that the PC may consider tonight:

- Has the PC seen a recent application for this property?
- Is the second access drive connection to Byhalia Road justified?
- Will the moving equipment storage areas be screened from off-site view?
- Has U-Haul’s standard franchise architectural design Been modified to meet local guidelines?
- Will all “remote walls” be screened?
- What improvements are shown in the future phase?

<b>EXHIBITS</b>
1. Cover Letter (received 9/7/16)
2. Traffic Impact Study (9/7/16)
3. Email from Traffic Consultant (9/27/16)
4. August 2016 Planning Commission Minutes
5. August 22, 2016 BMA Minutes
6. Self-storage Facilities in Collierville (August 2016)
7. Preliminary Site Plan (received 9/7/16 and 9/16/16)
8. Light Fixture Details (received 9/16/16)
9. Color Landscaping Plan (received 9/7/16)
10. TDOT approval of curb cut.

He showed an aerial view of the property and explained that Pepsi is to the north of this site, and Carrier is across the street from the property area and they are zoned GI: General Industrial as well. There is property to the south which is zoned GI and SCC: Shopping Center Commercial. Each of these buildings have a variety of exterior building materials that the applicant is going to duplicate. He showed the conceptional elevations of what was proposed during the CUP process as opposed to what they are asking for with the Preliminary Site Plan. The applicant is proposing to have a two story building, “B”, on the north side of the site, and they have added building “A” which helps to screen the site and shield the shunting lanes from public view. All parking and display will be forced to the side and back of the buildings and away from public view.

One important change is a second curb cut onto Byhalia Road and they have submitted a traffic study and TDOT has approved their request, should be added as Exhibit 10 this evening. The Town’s traffic consultant also looked at the curb cut and has determined that a full access cut is okay. There will be a Fire access drive with a gate leading onto Winchester Boulevard and will be kept locked from public access. The Town’s traffic consultant suggested that an ingress/egress easement might work on the adjacent Pepsi property to the north and the applicant has agreed to that. There will be no parking in the front yard as it will be located towards the side and rear of the building. There will be a shared curb cut with the gas station to the south and they will be adding sidewalks on Byhalia Road and Winchester Boulevard.

There will be 8 storage buildings to the east side of the lot and they will, along with landscaping, help to screen the main two-story building from public view. He showed the detention area, if it is needed, and explained that the truck shunting lanes will be screened with heavy landscaping to provide a “green screen”. The trucks to be parked in the shunting lanes will be considered “customary display” and the Town does have regulations about vehicles that act as signs. They should not be in front yards, but to the side of Building A. This is why the applicant has added “Building A”, so it will screen these parked trucks as much as possible. The DRC will be reviewing the architecture and landscaping and they will be looking at the suggested materials as they are proposing to use a lot of brick, stone, metal panels and EIFS. Building “A” has been added and the “skin” has been designed to specifically match the convenience store/gas station next door. He reviewed the types of light fixtures they have proposed and stated that they have agreed to use “full cut-off” fixtures. If this application is approved, it will go before the DRC and on to the BMA. If approved by all boards this will be the 12<sup>th</sup> self-storage facility in Collierville. He reviewed the example motion and the conditions of approval with the staff report. The applicant is in agreement with all of the conditions.

Commissioner Tebbe asked about the second access point and wanted to make sure that the Town was in agreement with it.

Mr. Groce stated that was correct. The Town’s traffic consultant looked at this design and agrees with it, even though it wasn’t his preference. His preference is for the 2<sup>nd</sup> public access to be from Winchester Blvd.

A discussion ensued regarding the access drive connected to the C-store. It is adequate with TDOT and they are fine with the spacing and proposed curb cuts along Byhalia Road.

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

Mr. Harvey Matheny, representative for the applicant, addressed the commissioners. He explained that they are in agreement with the conditions of approval. The Fire access drive is not because of building height requirements but because they have enough building square footage on the site to require them to have this.

Commissioner Tebbe asked what their major objection was to having another public access point from Winchester Blvd.

Mr. Matheny stated that everything in the rear, which is planned to be covered RV storage, will be gated with access control. It is not a main thoroughfare. There will be some peak times that a left turn onto Byhalia may be a little difficult, but it wasn’t enough to warrant it somewhere else as the applicant doesn’t really have a peak hour.

Hearing no further questions, Chairman Cotton asked for a motion.

***Motion by Commissioner Bradford, and seconded to recommend that the BMA approve the request for a Preliminary Site Plan for U-haul Byhalia Road, 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. The plans do not indicate the location of the FDCs (Fire Department Connections for sprinkler systems) and PIVs (Post Indicator Valves). A FDC must have a fire hydrant within 100 ft. and the hose lay cannot block an entrance.
3. Approval of the northernmost driveway access onto Byhalia Road is contingent upon approval by TDOT. Pursuant to the recommendations of the Town’s traffic consultant (Exhibit 3), if TDOT does not

approve the second public access onto Byhalia Road, a full public access shall be provided from Winchester Boulevard.

4. An ingress/egress easement shall be granted to the property to the north to allow for the minimization of curb cuts on Byhalia Road pursuant to the recommendations of the Town's traffic consultant (Exhibit 3).
5. Add an additional note on the Final Site Layout, consistent with the BMA's CUP condition that says "there shall be no parking of equipment in the employee designated parking or any customer parking."
6. The Final Site Plan shall label and differentiate rental equipment inventory, customer, and employee parking spaces. Only customer and employee parking spaces can be used to meet the minimum parking requirements. Additional parking may be needed.
7. Customer and employee spaces shall be designated with either signage or pavement markings to aid in enforcement. Use of required customer and employee spaces for rental inventory is expressly prohibited.
8. A final subdivision plat shall be reviewed and approved prior to the issuance of a Building Permit and shall include easements and right-of-way dedication.
9. Replace the asphalt trail along Winchester with a concrete walk and note this on the plan.
10. The parking stalls on the west side of the 2-story building shall meet the Town's standard depth of 20 feet. Label the typical depth of all parking stalls on the final site layout.
11. Dedicate additional right-of-way for Byhalia Road. There should be 54 feet from the U-Haul/east side of Byhalia Road for a total right-of-way for Byhalia Road of 108 feet.
12. U-Haul's share for a "payment in lieu of" construction for needed Winchester Road improvements will be determined with the Final Site Plan and Development Agreement.
13. All taps must be made with a stainless steel tapping sleeve and valve. Please note this on the Final Site Plan.
14. The water tie in Winchester Boulevard's right-of-way must be jack and bored. Label this on the Final Site Plan.
15. The water tie in Byhalia Road will have to be submitted to TDOT for approval. Provide documentation of their approval.
16. Label the dimensions of the sidewalks, drive aisles, parking spaces, property boundaries, and building footprints on the Final Site Layout.
17. On all sheets of the Final Site Plan label all structures, including the smaller self-storage units, with letter designations similar to Buildings "A" and "B".
18. With the Final Site Plan:
  - a. use the General Notes sheet that is on the Town's website;
  - b. specify which pipes are Public/Private;
  - c. provide information on the existing drain pipes/inlets;
  - d. provide a detailed Drainage Report;
  - e. the Town's Standard Detail sheets are to be used, but any site specific details can be added;
  - f. all work along Byhalia Road will need to be submitted to TDOT for approval and provide a copy of the approval to the Town;
  - g. provide a CAD file;
  - h. label the invert of the 6" service at the sewer manhole;
  - i. domestic water meter size must be shown as some of the Development Fees are calculated based on the meter size; and
  - j. provide written responses stating how each comment was addressed.
19. Additional self-storage structures (enclosed buildings or coverage storage) could be processed as a minor Final Site Plan provided that the maximum lot coverage is not exceeded, the site retains 20% pervious area, and the structures are fully screened from view from Winchester Road and Cowan Road by a continuation of the cedar fence with brick columns and evergreen trees.

20. In the site data chart the lot coverage proposed and the pervious area/green space shall both be calculated based on the entire subject property.

**Roll call:**

Jordan – yes, Bradford – yes, Tebbe – yes, Rice – yes, Rozanski – yes, Netherton - abstain, Worley – yes, Cotton – yes.

**Motion Approved.**

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**Other Business:**

Chairman Cotton asked if there was any other business.

Mr. Groce reviewed the Development Activity Report and explained that the BMA approved a Development Agreement for Regency Homebuilders to be located in front of LifeTime Fitness. This will be their new office and display building. The Bank 1905 will also be locating in front of LifeTime Fitness and their application just came in last week. A pet resort application came in and is proposing a building on Highway 72 at Distribution Parkway and you will see this in the coming months. The BMA approved an amended CUP for CDJR and staff is working with them through all the details. Landers Ford has recently submitted an expansion application request for them to have more inventory on the property next door.

**Recessed at 6:30 pm to move the meeting to the Development Conference Room to discuss potential amendments to the Collierville 2040 Land Use Plan that may be presented to the PC and BMA in late 2016.**

**(Commissioner Rice left the meeting at this time.)**

Mr. Groce reviewed several draft edits with the commissioners that would address the discussions from the two work sessions earlier this year. There was discussion about the proposed definition of Maximum Residential Density that would be added to the 2040 Plan and how we need to look carefully at how that is defined.

**Announcements:**

Hearing no further business, Chairman Cotton adjourned the meeting 7:32 pm.

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Secretary, Commissioner David Bradford