

A regular meeting of the **Planning Commission** was held on Thursday, September 1, 2016, at 6:00 p.m. in the Board Chambers of Town Hall, at 500 Poplar View Parkway.

Staff members present were: Town Attorney, Mr. Charles Higgins; Town Planner, Mr. Jaime Groce; Town Engineer and Interim Development Director, Mr. Dale Perryman; Planner, Mr. Scott Henninger; and Administrative Specialist, Sr., Mrs. Shari Michael.

Pledge of Allegiance

Chairman Cotton led the Pledge of Allegiance.

Roll Call to establish a Quorum

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

Quorum Present.

Approval of Minutes

Chairman Cotton asked if there were any additions or deletions to the minutes from the August 4, 2016 and the August 25, 2016 special called 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 August 4, 2016 meeting and the August 25, 2016 special called meeting.

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

Roll call:

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

Motion Approved.

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 Vice-Chairman Rozanski, 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, Murdock – yes, Worley – yes, Cotton – yes.

Motion Approved.

Consent Agenda:

Chairman Cotton asked if there was anyone who wished to have a presentation on these items.

Hearing none, he called for a motion to approve the Consent Agenda as advertised.

Motion by Commissioner Murdock, and seconded, to approve the Consent Agenda as advertised.

PC16-37 Williams Subdivision – Request approval of a Final Subdivision Plat and consideration of a sidewalk waiver to create two single family lots from 1.86 acres located at 397 Poplar Avenue.

To approve the Final Subdivision Plat for, and recommend approval of the request to waive the requirement for a sidewalk along the College Street frontage of Lot 0.6-B of, the Williams Re-Subdivision of Lot 06 subject to the following conditions:

1. The following corrections and additions shall be made to the Final Subdivision Plat before recording.
 - a. Lot 0.6-A shall show the existing attached carport and note that it is to be demolished.
 - b. There shall be no encroachments into the required setbacks by any structures to remain on Lot 0.6-A.
 - c. Use the Town of Collierville standard subdivision data chart.
 - d. Use the same line type for the joint rear setback line that is used for the other property lines.
 - e. All side property line lengths shall total correctly.
 - f. Remove “proposed” from the ingress/egress easement on Lot 0.6-B.
 - g. Reference the plat book and page number for the ingress/egress easement.
2. This plat is subject to all applicable standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
3. The existing attached carport on Lot 0.6-A shall be demolished prior to recording the plat.
4. Any additional requirements by the Engineering Division shall be met.

EXHIBITS	
1.	Applicant’s Cover Letter (received 8/11/16)
2.	Final Subdivision Plat of the Williams Re-Subdivision of Lot 06 (received 8/11/16)
3.	Sketch Plan Williams Subdivision (10/31/14)
4.	HDC Minutes (11/20/14)
5.	Subdivision Regulations Excerpt Related to Sidewalks
6.	Photo of existing condition of College Street

PC16-27 – Village at Porter Farms, Phase 15 (areas 1, 1a, 2, & 3) – Request approval of a Final Subdivision Plat to create two nonresidential lots from 16.19 acres located at the southwest corner of E. Winchester Boulevard and S. Shea Road.

To approve the request for a Final Subdivision Plat to create two lots from 16.19 acres located at the southwest corner of E. Winchester Boulevard and S. Shea Road, subject to the following conditions.

EXHIBITS:	
1.	Applicant’s Cover Letter (rec’d 6/13/16)
2.	Final Subdivision Plat (rec’d 8/9/16)

1. This project is subject to all applicable standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
2. Show the portion of the greenbelt that extends from the southwest corner of Lot 2 to the northwest corner of Lot 1 as dedicated to the Town and adjust acreages accordingly on the plat and data block. This will also require that “easement” be removed from landscape plate Exhibit J2, Plate 5-A. The placement of the greenbelt trail within an easement shall be subject to approval by the Town Attorney.
3. Confirm the acreage and square footage for the Town’s parcel that is referenced as C0243F B00100 south of Lot 2 as the acreage/square footage on the Final Plat doesn’t match the acreage/square footage on the plat book/page number referenced.
4. Make the following changes/corrections to the subdivision data chart on Sheet 2:
 - a. The acreages shall match that in the title block.
 - b. The residential dwelling units per acre (dua) shall be 8 to match the density allowed for Area 2 in the Villages at Porter Farms PD Outline Plan.
 - c. The FAR for commercial and office shall be 0.25 to match the density allowed for Area 2 in the Villages at Porter Farms PD Outline Plan.
 - d. Add a heading in the left column for “Bulk Regulations: Lot 1.” Add a heading for “Bulk Regulations: Lot 2” and note that they will be based on future development.
5. Include the landscape plate Exhibit J-2, Plate 5A on the Final Subdivision Plat.
6. Change the call out for Exhibit J-2, Plate 5A to, “~~streetscape~~ landscape buffer along western property line (varies up to max. 63’).”
7. The dimensions of the landscape plate (Exhibit J-3, Plate 7A) along E. Winchester Blvd. shall match the plate in the Outline Plan with a 9-foot wide landscape area behind the greenbelt trail.
8. The Engineering Division requires the following:
 - a. The private drainage easement located on the adjacent property near the northwest corner shall be recorded in a separate instrument prior to the Final Subdivision Plat being recorded. The instrument number, and plat book and page number shall be noted on the Final Plat. A copy of the recorded document shall be provided to the Town.
 - b. Provide a CAD file of the Final Subdivision Plat.

Sheet 1

- c. The private sewer easement shown as “Per Phase 14” shall be public.
- d. The private drainage easement shown as “Per Phase 14” shall be public.
- e. Provide a dimension from the centerline to the boundary line.
- f. Provide a dimension for the lot line between Lots 1 and 2.
- g. The easement for the traffic signal at E. Winchester Blvd. and S. Shea Rd. shall be determined at the time of Final Site Plan review.
- h. The surveyor shall be responsible for ensuring that all boundary information is correct and that there are no conflicts between existing recorded/approved plats and the proposed Final Subdivision Plat, Phase 15.
- i. Label all easement that come onto the property in the area of Lot 15 of Phase 14.
- j. Show and label the detention area as “Reserved for Storm Water Detention.”

Sheet 2

- k. Confirm that the 5-foot utility easement running through the ingress/egress easement on the north side of the property is in the proper location. Others are outside of the ingress/egress easement.
- l. Dimension the lot line on the Ingress/Egress & Public Utility Easement so that staff can confirm that L12 and L14 are parallel.

Sheet 3

- m. Change the name for the Porter Farms, LP, notary certificate for the Porter Farms owner’s certificate to John D. Porter.

PC16-42 – Request by the Town of Collierville Development Department to vacate (relinquish) a 10-foot drainage easement on Lot 1 of the King Crest Subdivision, Section A.

To approve the abandonment of the drainage easement along the north line of Lot 1 of the King Crest Subdivision.

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| EXHIBITS:
1. Vicinity Map
2. Agreement |
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Roll call:

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

Motion Approved.

Formal Agenda:

PC16-40 CDJR Subdivision (Collierville Chrysler Dodge Jeep Ram) – Request approval of an amendment to the 2013 Conditional Use Permit to expand inventory for an automobile dealership located onto additional acreage being added to Lot 1, located at the northwest corner of Byhalia Road and SR 385.

Mr. Scott Henninger gave the staff presentation. He explained that he will be covering all of the next three items under one presentation, but each item will need a separation motion for approval or denial. He showed an aerial photograph of the site. The Key Question #1 is:

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| EXHIBITS
1. Cover Letter (dated 08/09/16)
2. Conceptual Site Layout (08/09/16)
3. Ordinance Amendment (2016-07)
4. CUP Test – Full and Specific |
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- Why is the additional automobile inventory necessary?

The additional parking is needed to provide space to store inventory, as vehicles are often double parked or even parked in the right-of-way of Harley Oaks Cove. The expansion was made possible by Ordinance 2016-07, which exempts auto display areas from the maximum permitted. The proposed parking expansion will increase the parking count from 280 spaces to 356 spaces, a net of an additional 76 spaces. CUP condition 6 covers inventory customer or employee parking on Harley Oaks Cove, which would be expressly prohibited. The CUP condition 7 state that the Final Site Plan shall label and differentiate inventory, customer, and employee parking spaces. Customer and employee spaces would need to be designated with either signage or pavement markings to aid in enforcement. Use of required customer and employee spaces for automobile inventory would be expressly prohibited.

- Key Question #2 - What is changing in the subdivision(s)?

The 50-foot wide strip of property will be added to Lot 1 of the CDJR Subdivision. The strip will be removed from Lots 6 and 7 of the Harley Plaza Subdivision.

- Key Questions # 3- Are the applicants meeting the buffer, open space and tree mitigation requirements?

The proposed buffer widths are the same width as in the original application, which were established in 2012 as being 15 feet long along SR385, and 10-foot along property lines that are not fronting streets. A solid screen of upright evergreen plantings is required to screen the rear parking area from SR385, Lot 6 and Lot 7. A 30% minimum open space must be met. The truck turn-a-round encroaches into the requirement 15 foot turn-around and the northern 10-foot buffer. Condition 4 would require the buffer depth be maintained at the turn-a-round. The Fire Department has indicated that the turn-a-round does not meet the dimensions needed for Fire apparatus. The “hammerhead” needs to be at least 120 feet. Conditions 5 of the CUP would require

the acreage be adjusted to accommodate the turn-a-round and buffers. A new condition has also been added since the August PC meeting to the Subdivision Plat applications to modify the lots to accommodate the CUP conditions.

- Key Questions # 4 - What is the role of the conceptual site layout?

A non-binding conceptual layout and is provided only to show intent. The final site layout will be determined as part of a Final Site Plan application, which is currently under review by staff. Revisions will be needed to meet the Zoning Ordinance, Design Guidelines, as well as any Conditions of Approval from the CUP. Moving the lot line 50' results in the expansion Lot 1 of the CDJR SD from 3.88 to 4.501 acres. A comparable reduction to the Harley Plaza SD, Lots 6 and 7 will decrease to 3.733 acres.

He reviewed the next steps for the applicant and the conditions of approval as contained in the staff report.

Chairman Cotton asked if there were any questions of staff.

Alderman Worley questioned the Fire Department's requirement for the "hammerhead" turn-a-round and why he didn't see it in the Conditions of Approval.

Mr. Henninger stated that they will have to address the comments from the staff's review of the Site Plan if the Fire Department is to sign off on it.

Mr. Groce explained that there is a separate Final Site Plan pending, and this is where the comments are coming from as the Fire Department has seen this plan. The BMA will have a final approval of that and the Fire Department's concerns will be addressed in the Development Agreement at that time.

A discussion ensued regarding the turn-a-round, the buffers, and minimum lots size requirements.

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

Mrs. Brenda Solomito, representing the applicant, addressed the commissioners. She explained that they excited that this dealership has been so successful that they need this extra space for parking their inventory. They are in agreement with the conditions of approval and they will do whatever the Fire Department requires to meet the conditions.

Chairman Cotton asked for a motion.

Motion by Vice-Chairman Rozanski, and seconded to recommend approval of an amendment to the 2013 Conditional Use Permit to expand inventory for an automobile dealership located onto additional acreage being added to Lot 1, located at the northwest corner of Byhalia Road and State Route 385, subject to the following conditions:

1. All previous CUP conditions from 2012 and the 2013 amendment shall still apply.
2. Along the side and rear property line, provide a 10' buffer with a solid screen of upright evergreen plantings are used to screen the rear parking area along SR385, Lot 6, and Lot 7 (BMA Condition 3b from 2012).
3. The applicant shall meet the 30% open space requirement with the inventory expansion.
4. Maintain at least a 15-foot buffer along SR 385 and a 10-foot buffer along the north property line including at the location of the truck turn-a-round (BMA Condition 3b from 2012).
5. The acreage and dimensions of Lot #1 may need to be adjusted to meet these Conditions of Approval.

A Development Agreement shall not be issued for Lot 1 for expansion unless it can be demonstrated that the parking is for inventory and all CUP Conditions can be met.

6. Inventory, customer, or employee parking on Harley Oaks Cove is expressly prohibited.
7. The Final Site Plan shall label and differentiate inventory, customer, and employee parking spaces. 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 automobile inventory is expressly prohibited.
8. The applicant shall be required to install lighting for the inventory expansion as required by the Lighting Ordinance (§ 151.190).

Roll call:

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

Motion Approved.

PC16-24 - CDJR Subdivision, First Revision – Request approval of a Final Subdivision Plat on 5.507 acres located southwest of the intersection of Harley Oaks Cove and Byhalia Road.

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

Motion by Commissioner Netherton, and seconded, the request for a Final Subdivision Plat for the CDJR Subdivision, First Revision located southwest of the intersection of Harley Oaks Cove and Byhalia Road subject to the following conditions:

- EXHIBITS:**
1. Applicant’s Cover Letter (7/12/16)
 2. Proposed Final Subdivision Plat (7/12/16)
 3. Conceptual Site Layout Exhibit
 4. Ordinance 151.115 (B)(4)(c)

1. This project is subject to all applicable standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
2. Upon recording the CDJR Subdivision Plat, include the Plat Book and Page Number on Lots 6 and 7 from the Harley Plaza Subdivision on the CDJR Subdivision Plat.
3. Add one additional 15’ Landscape Easement label in the western portion of Lot 1 fronting TN 385.
4. Any additional comments from the Engineering Division shall be addressed prior to recording the plat.
5. **Modify the Final Subdivision Plat as needed, if lot line adjustments are required to meet the Conditions of Approval Related to the Conditional Use Permit (PC 16-40).**

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

Roll call:

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

Motion Approved.

PC16-25 – Harley Plaza Subdivision, Lots 6 and 7 – Request approval of a Final Subdivision Plat on 3.722 Acres located southwest of the intersection of Harley Oaks Cove and Byhalia Road.

Hearing no further questions, Chairman Cotton called for a motion to defer this item.

Motion by Commissioner Tebbe and seconded, to approve the request for a Final Subdivision Plat for the Harley Plaza Subdivision, Lots 6 and 7 located southwest of the intersection of Harley Oaks Cove and Byhalia Road subject to the following conditions and adding #5 as follows:

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| <p style="text-align: center;">EXHIBITS:</p> <ol style="list-style-type: none">1. Applicant’s Cover Letter (7/12/16)2. Proposed Final Subdivision Plat (7/12/16)3. Conceptual Site Layout Exhibit (7/12/16) |
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1. This project is subject to all applicable standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
2. Upon recording the Harley Plaza Subdivision Plat, include the Plat Book and Page Number on Lots 1 and 2 from of the CDJR Subdivision on the Harley Plaza Subdivision Plat.
3. Change the subdivision name on the plat to Harley Plaza Subdivision, Lots 6 and 7.
4. Any additional comments from the Engineering Division shall be addressed prior to recording the plat.
5. **Modify the Final Subdivision plat, as needed, if lot line adjustments are required to meet the Conditions of approval related to the Conditional Use Permit (PC16-40).**

Roll call:

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

Motion Approved.

PC16-31 - Byhalia Retail Center, Lot 2, McDonalds Restaurant Relocation - Request approval of a Preliminary Site Plan for a 5,206 +/- square foot restaurant on 1.17 acres located on the north side of Poplar and west of New Byhalia Road.

Mr. Scott Henninger gave the staff presentation. He explained that since the last meeting that McDonald’s is the new owner of the property. He showed an aerial view of the property and explained that there are several key questions to consider:

- What has changed since the August 4th PC meeting?

The applicant has created a Striping Plan for review by the Town and approval by TDOT. This will be circulated to TDOT and the Town Engineer is here to talk to you about this plan. The area in front of the AT&T store to Byhalia Road is included in the restriping plan making this area 7 lanes instead of the current 6. The applicant has provided a supplemental Site Layout that widens the front driveway from 16 feet to 20 feet to allow a pass-by lane around vehicles stacking for the drive-thru. The DRC reviewed the exhibit and were open to the modifications as long as the 30% open space was maintained. Engineering staff has contacted TDOT to explore the timing of

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| <p style="text-align: center;">EXHIBITS:</p> <ol style="list-style-type: none">1. Applicant’s cover letter (07/12/16)2. Preliminary Site Plan (07/12/16)3. Color Exhibits (07/12/16)4. McDonald’s Traffic Findings and Conclusions (07/12/16)5. Town’s Traffic Consultant Analysis (07/26/16)6. Shared Access Easement Agreement |
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restriping Poplar Avenue and found that there is no current plan to repave/restripe the area. Engineering staff has also developed rough estimates of the cost of restriping Poplar Avenue. There is a new condition that was not included in your packet, which would be number 5 to cover the addition of the pass-by lane in the new plan. It would state, "The applicant shall incorporate a pass-by lane on the south side of the restaurant to address traffic circulation concerns indicated in the Kimley-Horn memo dated August 26, 2016."

- What are the risks of opening the McDonald's prior to restriping Poplar Avenue?

Restriping of Poplar Avenue from two to three westbound lanes is needed to improve functionality on Poplar Avenue. The additional congestion created by relocating McDonald's to the site, since 2014, has raised concerns about the safety of customers entering and exiting the site if the McDonald's opens prior to the restriping of Poplar Avenue. The additional lane will allow more gaps in the Poplar Avenue traffic flow; aiding in entering and existing the site. Additional language has been added to PC Condition 2 to clarify when the decision on funding responsibility will be made and the timing of the installation.

- Who will pay for the restriping of Poplar Avenue to 7 lanes?

The BMA will decide, with the approval of the Development Agreement, whether McDonald's will be required to pay for all or a portion of the cost of the restriping of Poplar Avenue, added into the language for Condition 2. The Engineering Division has estimated that the cost of restriping Poplar Avenue from Byhalia Road intersection to where Poplar Avenue widens to 7 lanes to be approximately \$7,000, and an additional \$25,000 for resurfacing the northern most lane, which is in a deteriorating condition. This cost does not include any subgrade work.

He reviewed the next steps for the applicant and the example motion with the amended condition language for number 2. The applicant is in agreement with the conditions of approval as amended.

Chairman Cotton asked if there were any questions for staff.

Commissioner Netherton asked if the restriping fee and the resurfacing fee is separate in relating to the McDonald's responsibility.

Mr. Henninger stated that the BMA may require both depending on their findings at their meeting.

There was a brief discussion regarding the traffic in that immediate area, the actual area to be restriped and the possibility of adding a "no left-turn" lane to the access drive onto Poplar Avenue, which is shared with Walgreens.

Hearing no further questions, Chairman Cotton called the Town's traffic consultant representative to the podium.

Mr. Douglas Sweat, representative with Kimley Horn, addressed the commissioners. He explained that the additional lane on Poplar Avenue adds longer gaps in the turning lane and it does make it a better condition for the left turn vehicles. They would not be widening the road, providing them more lanes and turning lanes. With the additional lane being added, this should alleviate the congestion for cars trying to turn left that might have occurred if there were only the original two lanes.

A discussion ensued regarding the traffic flow internal to the site.

Alderman Worley asked the Town Engineer about the erasing of the current stripes on Poplar Avenue causing a sight problem when the new stripes are placed. He asked if the \$25,000 figure quoted, by Engineering including the milling of the road to remove the erased areas. He has seen in the past that when these areas get restriped without being milled that it is hard on a rainy night to see the new stripes.

Mr. Dale Perryman, Town Engineer, addressed the commissioners. He explained that just the northern part of Poplar Avenue will be restriped and there is an area where they poured curb and gutter for Walgreen's, that has a rough strip there. He felt that a smaller bobcat could be brought in to mill it through that area of the north side. The solid white line will be milled up the dashes will be ground up and moved over. The price they figured was for the heavy striping and they will talk with the contractor doing the work to make sure they make the new stripes stand out more. TDOT stated that this is not on their 2-year plan so we will have this situation until TDOT redoes this whole street.

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

Ms. Elaine Pickering, representative for McDonald's, addressed the commissioners. She explained that they feel like they have accomplished a lot since their last meeting with the PC. They have come up with a more definite plan and they were able to add the pass-by lane and still keep the 30% open space requirement and foundation plantings. They would not be able to move the access drive on the west side of the site closer to Poplar Avenue as it would cause more of a traffic issues.

Vice-Chairman Rozanski stated that he still doesn't feel comfortable with the traffic at that access drive with Walgreens. There doesn't seem to be much time for any relief. He would feel more comfortable if they could move the shared access drive with Walgreen's further to the north.

Mr. Pickering stated that they could post signage in that area that says "do not block intersection". They have tried different scenarios and the other solutions would cause people to circle the restaurant twice in order to get out. It would also move the traffic up to a blind corner behind Walgreen's and that would be of no benefit and only cause a dangerous situation.

A discussion ensued regarding how the drive-thru traffic will exit the site and how Walgreen's felt about the reciprocal agreement.

Mr. Randy Tolvert, traffic engineer for the applicant, addressed the commissioners. He explained that there are three options for vehicles to turn to exit the site and the traffic engineers have stated that these options are safe and effective.

A discussion ensued regarding the viability of moving the access drive on the west side of the site and how the queueing vehicles will stack on the site.

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

Motion by Commissioner Netherton, and seconded, to recommend to the BMA approve the request for a Preliminary Site Plan for a 5,206 +/- square foot McDonald's restaurant on 1.17 acres at the Byhalia Retail Center, Lot 2, located on the north side of Poplar and west of New Byhalia Road, with the following amended 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. With the Final Site Plan, McDonalds shall provide a restriping plan for Poplar Avenue between Byhalia Road and Market Boulevard. The plan shall be approved by the TDOT prior to BMA approval of the Development Agreement. The applicant shall provide field measurements between face of curb & face of curb of Poplar Avenue at the existing 7-lane section to the west, and field measurements of the proposed 7-lane section at the McDonalds site to determine correct lane widths. The striping plan will be reviewed to determine if restriping and traffic signal sensor relocation will be a requirement for site development. The BMA, at the time of the

Development Agreement and Final Site Plan approval, will determine McDonald's financial responsibility for the restriping of Poplar Avenue once the fixed cost and timing of the restriping has been determined by TDOT. The Town will not grant a Permanent or Temporary Certificate of Occupancy until the restriping of Poplar Avenue has been completed.

3. With the Final Site Plan, provide a plan or performance specification (if design-build) for the required irrigation system. Upon completion, an as-built survey is required, as is consultant certification that the irrigation system provides adequate coverage of the site (Site Plan Checklist).
4. With the Final Site Plan:
 - a. Do not show the existing trees on the Site Plan, Grading Plan and Combination Utility Plan only indicate them on the Tree Removal and Protection Plan.
 - b. Include the Town's General Notes sheet which is on the Town's website
 - c. On the Site Plan, the existing h/c ramp at the southwest corner will need to be shown as being upgraded to current ADA and Town regulations. Diagonal type ramps are no longer allowed.
 - d. On the Grading and Drainage Plan, a complete drainage system analysis report will be required. It will need to include the immediate downstream storm sewer system.
 - e. On the Combination Utility Plan, water should not be run to the dumpster area. The addition of a drain to the sanitary sewer is not acceptable as Public Services will not allow the collection of storm water into the sanitary sewer system.
 - f. On the Civil Details Sheet, use the Town's Standard Details along with any site specific details.
 - g. All work in/along Poplar Avenue will need to be submitted to TDOT for approval. Provide a copy of the approval to the Town.
 - h. Provide a CAD file at time of Final.
 - i. Record the easement agreement (Exhibit 6) or provide a revised plat for administrative review that shows the revised/new easements. The plat shall be recorded before building permits are issued.
- 5. The applicant shall incorporate a pass-by lane on the south side of the restaurant to address traffic circulation concerns indicated in the Kimley Horn Memo dated August 26, 2016.**

Commissioner Netherton stated that he wanted to make it clear that with these conditions they are not going to open until after the restriping is done.

Chairman Cotton stated is correct.

Vice-Chairman Rozanski stated that he is still very concerned about the traffic in that area.

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

Roll call:

Bradford – yes, Murdock – yes, Tebbe – yes, Rice – yes, Netherton – yes, Rozanski –no, Worley – yes, Cotton – no, Jordan – yes.

Motion approved.

Other Business:

Chairman Cotton asked if there was any other business.

Mr. Groce reviewed the Development Activity Report. He explained that Regency Homes will go to the BMA for a Development Agreement in September for an office building and showroom in front of LifeTime Fitness

on Houston Levee Road and is being processed as a Minor Site Plan. Discount Tire Store is also going to the BMA soon with their Final Site Plan. 140 North was discussed at your special called meeting and they will be going to the BMA with their Preliminary Site Plan for approval on September 12th. The Arches Subdivision was deferred at a previous PC meeting; however, did not turn in their revised plans and they may have a new design, which you may see in the next calendar year. The Hopper's Tract rezoning request has ask to move forward to the BMA in late November and early December of this year for their three readings of that Ordinance. Collierville First Pentecostal Church has turned in their Final Site Plan and they will be going before the BMA later this month.

There was a work session with the PC and the BMA several weeks ago and staff would like to ask the PC for another non-voting worksession immediately after the PC October 6, 2016 meeting to discuss the specific edits that could be made.

The commissioners agreed.

Commissioner Netherton asked where the construction on the new high school stands.

Mr. Dale Perryman, Town Engineer, addressed the commissioners. He explained that they had a pre-construction meeting today for the Shelby Drive improvements to be made for preparation of opening the school. Starting a week from Monday, the Town will be closing Shelby Drive for 2 years between Sycamore Road and Quinn Road. He rode out to the school site today and it looks like they may have started pouring some of their footings and foundations. This should all be done by July of 2018. A lot of people have asked about the signal lights at Byhalia Road and they are working on MPO funding for a signal light at Byhalia Road and Shelby Drive and Byhalia Road and Sycamore Road. Hopefully, all this will come together before the school opens up.

Commissioner Jordan asked if staff could look into the vegetation that has grown over around the area north of Sycamore Drive as you look left, you cannot see traffic down Shelby Drive.

Mr. Perryman stated that he will have someone go out there and look at that area and have it taken care of.

Announcements:

Hearing no further business, Chairman Cotton adjourned the meeting at 7:00 p.m.

Secretary, Commissioner David Bradford