REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: November 23, 2026

FROM: Allison Eddins, AICP, Planner III

SUBJECT: Development Agreement and Final Site Plan for Ironwood PD, Phase 28 (Grace Court), Case #261308

INTRODUCTION:
The applicant Coll Realty, LLC (Jason Schifflett) requests approval of a Development Agreement for the Final Site Plan for a new multi-tenant building located on the east side of South Houston Levee Road and south of Winchester Boulevard (see Exhibit 1). The building will be 9,994 square feet and will have seven (7) tenant spaces. The northern and southern end cap spaces will each be constructed with a mobile pick-up window. The southern end cap will be a Domino's Pizza and a tenant for the northern end cap has not been finalized. The 1.6-acre property is currently vacant with an underlying zoning of R-3: High Density Residential. However, the site is within Areas 3 and 4 of the Ironwood Planned Development overlay, allowing Shopping Center Commercial (SCC) uses. The property abuts SCC zoning to the north and underlying R-3 zoning within in the Ironwood PD to the west, south and east. A separate Final Plat is being reviewed by staff and must be recorded before a building permit can be issued. The subject property is being divided from a lot owned by Central Church.

BACKGROUND:
On August 6, 2026, the Planning Commission (PC) recommended approval of a Conditional Use Permit for two drive-through pick-up windows for restaurants or coffee shops within the new multi-tenant building. The Board of Mayor and Aldermen (BMA) approved the CUP with conditions (see Exhibit 7) on August 24, 2026. On August 13, 2026, the Design Review Commission (DRC) recommended allowing more than 50 percent of the required parking spaces to be placed in between the building's front facade and Houston Levee Road and approved the use of NewTech UltraShield composite wood siding as an accent building material (see Exhibits 6 and 8).

DISCUSSION:
1. The applicant received CUP approval for two drive-through pick-up windows for restaurants or coffee shops within a new multi-tenant building (see Exhibits 7).

- On May 11, 2026, the BMA adopted Ordinance 2026-01, text amendments to §151.021 *Uses Permitted in Each Zoning District* and §151.024 *Special Provisions for Conditional Uses*. These amendments require new restaurants or coffee shops with drive-throughs to go through the CUP process in order to ensure the use conforms to the applicable zoning regulations and the Collierville Land Use Plan and is consistent with the overall character of the surrounding development.
- As a condition of approval, if the tenants are restaurants or coffee shops, the mobile pick-up windows cannot have menu boards or speakers without an amendment to the CUP (see Exhibit 7).
- Restaurants and coffee shops with drive-throughs must submit a traffic impact analysis to ensure an adequate amount of space is allocated for on-site maneuvering, circulation and vehicle queueing.

- The applicant submitted a trip generation and queueing study of a similar Domino's location (see Exhibit 4). During the queuing study, the line never exceeded six (6) vehicles. The revised site plan shows queueing space for approximately three (3) vehicles at the southern pick-up window and six (6) vehicles at the northern pick-up window. Based on the BMA discussion and conditions of approval, the applicant revised the site plan to provide two (2) mobile pick-up only parking spaces for Domino's and provided a turnaround space for vehicles at the northwest corner of the parking area (see Exhibit 6).
- The applicant's trip generation letter (see Exhibit 4) states the development of the site into a multi-tenant commercial building will not negatively impacts traffic along Houston Levee Road.

2. The applicant is proposing a 9,994 square foot, predominately brick building with space for seven (7) tenants (see Exhibit 6).

- The primary building material will be brick with NewTech Ultra Shield composite wood siding as an accent material. The building will meet all of the setback and height restrictions of the SCC zoning district.
- The site will be accessed from the existing driveway off Houston Levee Road on the Central Church property. The driveway will be shared with the church and will be reconfigured to straighten the drive lanes. This will be the site's only access point.
- The site plan shows 50 parking spaces, a storm water detention pond and 44 percent open space.
- The landscape plan shows 30 trees will be planted, including seven (7) along Houston Levee Road and 23 around the parking area and stormwater detention pond.

3. The water and sewer systems have sufficient capacity to accommodate this site. If the building is expanded, addition information may be required for a water and sewer capacity study.

4. The grading and drainage design will maintain the site's natural grade by directing runoff toward the existing northern drainage channel through an underground stormwater system designed to collect water from the site's detention pond (see Exhibits 5 and 6).

5. The Development Agreement (see Exhibit 2) incorporates the Final Site Plan Package by reference (see Exhibit 6). The Agreement requires the developer to provide a letter of credit for $144,000, equal to 100% of the cost of public improvements ($13,000) and 25% of the cost of private improvements ($131,000), and to pay $54,529.00 in development fees.

STAFF RECOMMENDATION: Staff recommends approval of the Development Agreement for the Final Site Plan, as the application complies with the requirements of the Zoning Ordinance, the Design Guidelines (once the parking lot waiver is granted), the Ironwood PD, and the Conditional Use Permit approved for the property.

ATTACHMENTS:

Exhibit 1 - Vicinity Map and Contact Information 7-15-26
Exhibit 2 - Development Agreement 11-9-26
Exhibit 3 - Applicant's Cover Letter 5-21-26
Exhibit 4 - Trip Generation Letter 4-23-26
Exhibit 5 - Drainage Summary Report 5-21-26
Exhibit 6 - Final Site Plan Package 9-17-26
Exhibit 7 - CUP Conditions of Approval 8-26-26
Exhibit 8 - DRC Draft Minutes 8-13-26

PROPOSED MOTION:
To approve the Development Agreement for the Final Site Plan for Ironwood Planned Development, Areas 3 and 4 - Phase 28, Lot 2 (Grace Court), subject to the conditions in Exhibit 2.

Board Action: Motion By_____ Seconded By_____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						