

## REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** August 25, 2025

**FROM:** Donquetta M. Singleton, Assistant Town Planner

**SUBJECT:** Development Agreement & Final Site Plan for First Methodist Church Collierville at The Parke at Houston Levee Planned Development (PD), Case #251492

### INTRODUCTION:

McCarty Granberry Engineering, LLC, (John McCarty), on behalf of First Methodist Church Collierville, requests approval of the Final Site Plan for First Methodist Church Collierville in the recently amended The Parke at Houston Levee Planned Development (PD) (see Exhibits 3 & 5). The applicant requests approval of an 18,360-square foot church on 7.98 acres. The property is located on the west side of South Houston Levee Road, south of Winchester Boulevard (see Exhibit 2).

### BACKGROUND:

The subject property is within Area 10 of The Parke at Houston Levee PD, which was conditionally approved on August 11, 2025, by the Board of Mayor and Aldermen (BMA). Ordinance 2025-07 will rezone the subject property from FAR: Forest Agricultural Residential to SCC: Shopping Center Commercial. The Third and Final Reading scheduled for the August 25, 2025, BMA meeting and must be approved before the PD Amendment (Resolution 2025-30) can be recorded. A Final Subdivision Plat application is under review by staff and pending approval (see Exhibit 5, Sheets 1-4). Because this site is within a recent PD with a Pattern Book, a Preliminary Site Plan was not required. Currently, members of the First Methodist Church Collierville worship in the Collierville Funeral Home at the corner of Winchester Boulevard and Bailey Station Road.

### DISCUSSION:

#### **1. The proposed structure and site layout are consistent with the Zoning Ordinance, Design Guidelines and the Pattern Book for The Parke at Houston Levee (see Exhibit 5).**

- One hundred eighty-four (184) parking spaces are proposed for the church.
- The applicant proposes facade brick painted "Dove Gray, vertical siding, and horizontal lap siding painted Edgecomb Gray (Benjamin Moore HC-173). Stained glass is proposed on some of the windows along the east elevation.

#### **2. The landscaping and lighting for the site will meet the Town and PD requirements (see Exhibit 5).**

- The applicant has provided appropriate plantings to screen the dumpster enclosures as well as foundational plantings. A 40-foot landscape buffer shown along south Houston Levee Road (see Exhibit 5, Sheet 31).
- All proposed light fixtures meet the Zoning Ordinance as all light fixtures are full cut-off and does not cause adverse off-site impacts (see Exhibit 5, Sheets 34-36).

#### **3. Due to the site being located in the lower portion of the Nonconnah Creek drainage basin, Stormwater Detention will not be (see Exhibit 5, Sheet 9).**

- Approximately 3.36 acres of the site will drain to the northeast corner. From there, it will flow to the northwest through future phases of the development. The remaining portions of the site (+/- 4.6 acres) will flow to the west through future phases of the development.

**4. The site will produce approximately 685 vehicles per day on Sundays, with a peak hour of 226 vehicles on Sundays (see Exhibit 4).**

- Mitigation of traffic impacts is addressed with the recent PD amendment and future site plan and subdivision applications within the development. There are two (2) access points from the subject property onto South Houston Levee Road (see Exhibit 6).
- As required by the PD, there is one (1) stub to the north and one (1) to the south of the property to provide interconnectivity throughout the development to future phases (with cross access easements).

**5. The Final Site Plan Package (see Exhibit 5) includes civil drawings, landscape plans, and building elevations as an attachment to the Development Agreement (see Exhibit 1).**

- The Agreement requires the developer to provide a letter of credit equal to 100% of the cost of the public improvements (\$139,000) and 25% of the cost of private site improvements (\$297,000) for a total surety of \$436,000.
- The Final Site Plan is included in the Development Agreement. The Development Agreement grants Town authorization to the applicant to construct the project in accordance with its terms and conditions of approval. Development fees for the project are as follows:

Development Agreement Preparation Fee	\$550.00
Water Development Fee	\$7,200.00
Sewer Development Fee	\$28,640.00
Street Lighting Fee	\$18,000.00
Steel Distribution Poles Fee	\$8,142.00
Sign Permit Fee	\$65.00
Construction Inspection Fee	\$3,600.00
Traffic Analysis Fee	\$1,995.00
Stormwater Analysis, Review, Insp. Fee	\$2,076.00
<b>Total</b>	<b>\$70,268.00</b>

**STAFF RECOMENDATION:** Staff recommends approval of the proposed Development Agreement & Final Site Plan for First Methodist Church Collierville at The Parke at Houston Levee Planned Development (PD), Case #251492, subject to the conditions in Exhibit 1.

**ATTACHMENTS:**

[Exhibit 1 Development Agreement 8.8.25.pdf](#)  
[Exhibit 2 Vicinity Map 8.8.25.pdf](#)  
[Exhibit 3 Cover Letter 7.1.25.pdf](#)  
[Exhibit 4 Traffic Letter 6.4.25.pdf](#)  
[Exhibit 5 Final Site Plan 7.1.25.pdf](#)

**PROPOSED MOTION:**

To approve a Final Site Plan for First Methodist Church Collierville at The Parke at Houston Levee Planned Development, subject to the conditions in Exhibit 1.

Board Action: Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						