

## REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** August 24, 2026

**FROM:** Allison Eddins, AICP, Planner III

**SUBJECT:** Conditional Use Permit for Restaurants or Coffee Shops for Ironwood PD, Area 4, Phase 28 (Grace Court), Case #261529

### **INTRODUCTION:**

The applicant, Property Solutions (Mark Underwood), representing Jason Shifflett, is requesting approval of a Conditional Use Permit (CUP) for the construction of a multi-tenant building with two mobile pick-up windows. The property, currently owned by Central Church, Inc., is vacant with an underlying zoning of R-3: High Density Residential within Area 4 of the Ironwood PD overlay, which allows Shopping Center Commercial (SCC) and multi-family residential uses. The site is located on the east side of Houston Levee Road and south of Winchester Road, approximately 330 feet south of the existing Sonic Drive-In.

### **BACKGROUND:**

On May 11, 2026, the BMA adopted Ordinance 2026-01, which included a text amendment to §151.024, Special Provisions for Conditional Uses. The applicant has also submitted separate Final Site Plan and Final Subdivision Plat applications, along with two (2) waiver requests to the Design Review Commission (DRC). The Final Site Plan and Development Agreement will be reviewed by the Board of Mayor and Alderman (BMA). On August 4, 2026, the Planning Commission (PC) recommended approval of the CUP, with conditions (Exhibit 2)

### **DISCUSSION:**

#### **1. Mobile pick-up windows for restaurants or coffee shops differ from traditional drive-throughs.**

- Traditional drive-throughs have menu boards, speakers for ordering and a window(s) for taking payment and receiving the product(s). Mobile pick-up windows do not have menu boards or speakers for ordering, and they do not collect payment at the window.
  - Customers order and pay online or through an app. The customer is notified when the order will be ready.
  - Orders can be picked up either inside the business or by using the drive-up mobile pick-up window.

#### **2. A site layout and architectural drawings have been submitted with the CUP application (see Exhibit 4).**

- The building will be 9,994 square feet with seven (7) tenant spaces.
  - The northern and southern end cap spaces will be constructed with mobile pick-up windows. The southern end cap will be Domino's Pizza.
  - There are no other tenants under contract for the remaining spaces, including the northern end cap space with the mobile pick-up window.
  - The CUP conditions will not apply to future tenants with drive throughs for uses other than drive throughs for uses other than restaurants or coffee shops.
- The applicant's engineer studied the queueing line at the existing Domino's in Collierville on

Friday July 10, 2026, from 5:00pm to 8:00pm. During the three (3) hour period, the queue exceeded five (5) vehicles for a total of one minute and the queue never exceeded six (6) vehicles.

- The site plan shows queueing space for approximately seven (7) vehicles at the northern pick-up window and three (3) vehicles at the southern pick-up window.
  - The number of queueing space provided is based on staff's measurement of 25 feet per vehicle.
  - If there are additional vehicles queueing at the pick-up windows the on-site traffic flows could be impacted.
  - Staff is recommending a condition of approval to help address this (see Exhibit 2).

**3. The applicant's trip generation letter (see Exhibit 5) states the development of the site into a multi-tenant commercial building will not negatively impacts traffic along Houston Levee Road.**

- 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 applicant's engineer estimates the proposed building, with two pick-up windows, will generate an average of 650 vehicle trips per day with most trips occurring between 5:00pm and 8:00pm on weekdays.

Houston Levee Road is a six-lane divided arterial handling an average of 19,617 vehicle trips per day.

- Based on the number of vehicle trips this development is expected to generate and the volume of traffic Houston Levee is designed to handle, a full traffic study was not required, per the Town's Transportation Engineer (see Exhibit 6).

**4. The water and sewer system has sufficient capacity to accommodate this use. If the building is expanded, additional information may be required. An on-site detention pond will be required. The drainage and detention calculations are being reviewed with the site plan.**

**5. Staff has analyzed the six-prong CUP Test (see Exhibit 6) to determine if there are adverse impacts. The PC has recommended conditions (see Exhibit 2) to minimize any negative impact on surrounding properties.**

**STAFF RECOMMENDATION:** Staff recommends approval of the CUP with the example conditions of approval (Exhibit 2), as the request is consistent with the Grounds for Issuance of a CUP (Exhibit 6) in § 151.024, and the proposed use and site design is compatible with surrounding development and minimizes any adverse impacts to adjacent properties.

**ATTACHMENTS:**

[Exhibit 1 - Vicinity Map - 7-15-2026](#)

[Exhibit 2 - PC Recommended Conditions of Approval - 8-6-2026](#)

[Exhibit 3 - Applicant's Cover Letter and Six-Prong CUP Test - 6-15-2026](#)

[Exhibit 4 - Site Plan and Building Elevations - 6-15-2026, 8-9-2026 & 8-12-2026](#)

[Exhibit 5 - Trip Generation Letter - 4-23-2026](#)

[Exhibit 6 - Staff's Six-Prong CUP Test - 8-11-2026](#)

**PROPOSED MOTION:**

To approve a Conditional Use Permit for two (2) mobile pick-up windows for restaurants or coffee shops in a multi-tenant building located on a 1.6-acre lot on the east side of Houston Levee Road and south of Winchester, subject to the conditions in Exhibit 2.

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

| Vote Total | Hall | Jordan | Robbins | Marshall | Stamps | Fraser |
|------------|------|--------|---------|----------|--------|--------|
| Yes        |      |        |         |          |        |        |
| No         |      |        |         |          |        |        |
| Abstain    |      |        |         |          |        |        |