



## MEMORANDUM

**Date:** October 16, 2025

**To:** Luke Winchester, Chairman  
and Planning Commission

**From:** Jon Baughman, City Planner  
Jill Johnson, Planner I

**Re:** Hickory Station West  
Site Plan  
Map - 073L  
Group - B  
Parcel – 008.01

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**Request:** B+Y Design Build, LLC., is seeking Site Plan approval for Hickory Station West which is located along West Division, at 261 W. Main Street. This site plan had previously been submitted, several years ago to include two lots, one on the east and one on the west side of the entrance to Hickory Station Townhomes. The intended use for this building is professional services, non-medical. This is located in district 1.

**Analysis:** This lot was rezoned to CTC in 2006 along with the multi-family residential development to the south, Hickory Station Townhomes. Hickory Station West proposes a 2,500-sf building on 0.32 acres. The property abuts CTC zoning to the east and west, RM-16 zoning to the south, and CTC zoning across W. Main St. The use, professional services, nonmedical, is permitted by right in CTC zoning.

The original submittal proposed both buildings shown north/south facing with both parking lots facing each other along Hickory Station Lane. To reduce the appearance of the amount of pavement between those two sites and the road, staff requested the applicant turn the building and provide double frontage to enhance the streetscape.

**Article VI Bulk Regulations:** The yard dimensions as provided are not correct for CTC districts (30' front, 10' side and 20' rear) and will need to be corrected on the site plan and will be shown as a condition of approval. Due to the request of staff to provide a double frontage appearance, the actual front of the building is facing south. Building coverage as shown is 17.68% with a maximum allowance of 50%. The impervious surface coverage calculation is 56.47% with a maximum allowance of 70%. The building's height is 18' and is within the 35' maximum height allowable.

**Vehicular and Pedestrian Access:** The plan proposes ten (10) parking spaces where seven (7) are required for a professional services non-medical facility of this size. A van accessible ADA space is also provided. A 6' wide paved sidewalk is proposed along both sides of Hickory Station Lane as well as along the Main Street frontage. The drive aisle is appropriately sized at 26' in width.

There currently is pedestrian striping along the entrance to the parking area, promoting a safe walkway along the sidewalk for residents of the townhome development due south.

Article X Landscaping: The landscape plans are under review by the City's consultant. Any comments received shall be addressed before the submittal of construction plans to Public Works.

6-103.7 Commercial Design Guidelines: Building height is identified overall at 18'. The building is faced with 100% masonry products, which adheres to the CDS regulations of 100% brick/stone. The supplied building elevations provide a double front design.

The HVAC equipment is roof mounted and will have screening via bricked screen walls. Screen walls are not permitted the mechanical equipment must be screened via masonry parapet walls. There are no wall mounted lighting fixtures proposed, however, it has been noted that wall-packs are not allowed. Parking lot lighting poles are to be painted black and fixtures are typical D series as standard on similar other commercial projects in the area. The photometric plan is acceptable with zero light bleed at the property lines. Wall mounted utility and meter equipment shall be painted to match the building façade it is attached to.

Other: The plans show both the trash receptacle and wave style back rack to be located at the building entrances as required per code, however no detail of the type is provided. The dumpster provided is shown in the middle of the lot on the northern property line, adjacent to the one-way drive aisle and parking stalls on the northeast side of the lot. The trash enclosure will be compliant with City regulations and to include masonry walls with brick color to be complimentary to the main building, metal gates and a pedestrian door. Proposed fencing is aluminum picket variety and acceptable.

Summary: This proposal adds 2,500sf of professional services, nonmedical office space to W. Division Street at Main Street.

**Recommendation:** Staff recommends approval of Hickory Station West office building, with the following conditions:

**Planning and Zoning:**

1. All requirements of Article VI shall be adhered to, except any waivers granted by the Planning Commission.
2. All brick shall be clay, baked and individually laid.
3. All landscape plan review comments are via separate cover and shall be addressed prior to the submission of construction documents to Public Works.
4. Poles and posts shall be painted black or a color complimentary to the building. Galvanized channel posts are not permitted.
5. Parking lot lighting fixture poles shall be painted black.
6. All bollards shall be painted a color complimentary to the building façade, not yellow.
7. Wheel stops are not permitted.
8. All wall mounted utility equipment shall be painted a color complimentary to the building façade.

9. All signage shall be reviewed under separate application to the Planning Department. Please be advised that monument signage will require a plat with the location outside of any PUDE's.
10. Combustible landscaping materials are prohibited within 3' of the building, i.e. mulch.
11. Provide a decorative trash can and wave style bike rack details.
12. Provide architectural features such as windows or inlays, on the side elevations.
13. All parking area islands shall include grass and/or trees, not mulch, stone or any other material.
14. Correct the building setbacks on the layout sheet.
15. Rooftop mechanical equipment shall be screened via masonry parapet walls, screen walls around the only the mechanical equipment are not permitted.

Engineering:

1. Drainage report under preliminary review. A comprehensive review of the drainage report will take place at construction plan review.
2. Landscaping plans shall be approved prior to the issuance of the Land Disturbance Permit.
3. An approval letter from West Wilson Utility District is required prior to the issuance of the Land Disturbance Permit.
4. Provide written permission to access Hickory Station Lane from the property owner at construction plan review. An easement is allegedly provided to the previous landowner per developer.
5. The sidewalk along the eastern frontage shall align perpendicular to the crosswalk. The sidewalk may have to be moved off the edge of curb to accommodate the crosswalk.
6. Remove erroneous hatching, leaders, and references from the plans.
7. Replace the curb and gutter detail with the City standard detail.
8. If the project is approved by the Planning Commission, submit a digital copy of the plans and drainage report to Engineering for construction plan approval.

WWUD:

1. Storm lines and sewer lines which cross the existing water line shall have a minimum of 18" vertical clearance.