



## MEMORANDUM

**Date:** August 21, 2025

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

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

**Re:** Boho Beauty  
Site Plan Modification  
Map – 072I  
Parcel(s) – 2.00

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**Request:** Heritage Civil, on behalf of their client, Suites by Boho LLC., are requesting approval for a site plan modification for Boho Beauty, located at 330 W. Division Street. This is in District 1.

**History/Overview:** The site plan for Boho Beauty was previously approved by the Planning Commission on May 15<sup>th</sup>, 2025. This property is located at 330 W. Division Street, on the corner of 4<sup>th</sup> Avenue and W. Division Street, and is directly adjacent to their current location at 258 W. Division Street. The property is zoned CTC, commercial town center. The lot is approximately 0.91 acres (39,728 square feet) in area.

**Summary:** This site plan modification is to remove the original waiver request for the omission of the sidewalk along 4<sup>th</sup> Avenue. The owner has requested to place the 6' sidewalk along the 4<sup>th</sup> Avenue Road frontage, that will be a continuation from the sidewalk, running parallel along West Division Street. This site plan originally received Planning Commission approval on May 15<sup>th</sup>, 2025, where the waiver request was granted and sidewalk was not required in this area. The sidewalk will now be installed, and this site plan now reflects that change. All the prior conditions from the original site plan approval will apply and are noted below.

**Recommendation:** Staff recommends approval of the site plan modification for the Boho Beauty salon, subject to the conditions of the original May 15<sup>th</sup> approval below:

**Planning and Zoning:**

1. All requirements of 6-103.7 shall be adhered to.
2. All brick shall be clay, baked and individually laid.
3. Provide a decorative trash can and wave style bike rack at the front of the building. Location is provided however details have not been provided as to the style/design.
4. Relocate the dumpster to the Northeast corner of the parking lot, adjacent to 4<sup>th</sup> Avenue, due to the accessibility and safety because of the location and proximity of the one way drive aisle. Add landscape screening on the North and East sides fronting 4<sup>th</sup> Avenue.

5. Landscape plans shall be approved before submitting construction drawings to Public Works.
6. Add heavier screening via plantings around the detention pond fronting 4<sup>th</sup> Avenue and West Division Street.
7. Signage shall be reviewed via a separate application to the Planning Department. No variance is requested for any additional signage.
8. Reduce overall parking stalls, as staff does not support this much excess parking. Only 24 spaces are required, however double the amount of parking at 48 spaces is being proposed.

Engineering:

1. Construction-related activities are not allowed to park/stage at Eagle Park.
2. Coordinate with the railroad (if applicable) since proposed work is near their ROW.
3. Landscaping plans shall be approved prior to the issuance of the Land Disturbance Permit.
4. If wet ponds are used, aeration shall be provided.
5. Stormwater: Rule 400-10-.04 need at construction plans, 100-year storm for detention.
6. A letter of approval from West Wilson Utility District will be required prior to construction plan approval is issued.
7. Do not install EPSC measures in existing landscaping being preserved as a buffer.
8. Note plans to use pervious pavers as the use of pervious pavement will not be allowed.
9. Drainage report under preliminary review. A comprehensive review of the drainage report will take place at construction plan review.
10. Staff recommends the 4<sup>th</sup> Avenue exit have no turn restrictions.
11. DO NOT ENTER signs shall be installed facing 4<sup>th</sup> Avenue.
12. The applicant has agreed to provide a 6' sidewalk along the 4<sup>th</sup> Ave. property frontage. In addition, curb and gutter with a 2' grass strip is required.
13. The crosswalk across the W. Division St entrance shall at least match the width of the shared use path.

WWUD:

1. The WWUD has no comments.

Wilson County Schools

1. No Comments Received