



MEMORANDUM

Date: May 15, 2025

To: Luke Winchester, Chairman
and Planning Commission

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

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

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

History: This property is located at 330 W. Division Street, on the corner of 4th Avenue and W. Division Street, and directly adjacent to their current location at 258 W. Division Street. The property currently has a vacated home and shed that will be removed during the construction phase. The property is zoned CTC, commercial town center. The property abuts the Railroad to the North, with RS-40, low density residential on the Northern side of the railroad. It also abuts CTC to the East and South, along with RS-20 to the West, which currently houses the Eagle Park. The use is permitted by right in the CTC zoning. The proposal for this property is for a single story, 3,921 square foot salon. The lot is approximately 0.91 acres (39,728 square feet).

Article VI Bulk Regulations: The yard dimensions as provided are correct for CTC districts (30' front, 10' side and 20' rear) and correctly rendered on the site plan. Building coverage as shown is 9.87% with a maximum allowance of 50%. The impervious surface coverage calculation is 52.30% with a maximum allowance of 70%. The building's height is 24'2", which is within the 35' maximum height allowable.

Vehicular and Pedestrian Access: Vehicular access is provided via two outlets, with ingress and egress being obtained on West Division Street, with an egress outlet only via 4th Avenue. Drive aisles are one way around the perimeter of the building and via the egress onto 4th Avenue and two way or the North/South ingress/egress onto West Division Street. The one-way drive aisles as noted above range in width from 12' to 18'. The North/South ingress/egress is shown appropriately sized at 26' in width. There currently is pedestrian striping within the parking areas and also along West Division to provide safe access to the sidewalks. Sidewalk is 5' as shown around the perimeter of the building and concrete bollards are provided for the parking stalls located directly in front of the building. The applicant is requesting a waiver to the sidewalk requirement along 4th Avenue as shown below, which staff does not support. The site is excessively parked, while only 24 spaces are required, the total number of stalls has been doubled and proposed at 48 spaces. Staff does not support this much excess parking.

Article X Landscaping: The landscape plans are under re-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 24'2". The building is faced with masonry products to include both brick and stone which adheres to the CDS regulations of 100% brick/stone.

The HVAC equipment is roof mounted and will have screening via the parapet walls to shield the units from horizontal view. Wall mounted lighting fixtures shall be decorative designs and details have not been provided. 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. Wall mounted utility and meter equipment shall be painted to match the building façade it is attached to.

Other: The plans do 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 dumpster enclosure will be compliant with City regulations and includes masonry walls with brick color to be complimentary to the main building, metal gates and a pedestrian door. The location however, is not conducive to the one-way flow of the traffic around the perimeter of the building and will be requested to be relocated to the end of the Northeastern corner of the parking area, abutting 4th avenue.

Waivers/Variances: The following waivers are requested:

1. Subdivision Regulation Waiver requested to omit the sidewalk along the 4th Avenue Road Frontage. **STAFF DOES NOT SUPPORT.**

Summary: This plan is for a 3,921 square foot, single story salon. The waiver as requested above, is subject to the Planning Commission approval. The remaining items to address are minimal, and are included in the requested conditions of approval below:

Recommendation: Staff recommends approval of the site plan for the Boho Beauty salon, subject to the conditions of 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 4th 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 4th 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 4th 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.

Public Works:

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. Updated sewer availability has been requested.
8. Do not install EPSC measures in existing landscaping being preserved as a buffer.
9. Note plans to use pervious pavers as the use of pervious pavement will not be allowed.
10. Drainage report under preliminary review. A comprehensive review of the drainage report will take place at construction plan review.
11. Staff recommends the 4th Avenue exit have no turn restrictions.
12. DO NOT ENTER signs shall be installed facing 4th Avenue.
13. Staff supports the request to waive sidewalk along 4th Avenue due to the proximity to the railroad tracks and the geometry of the road north of the property line.
14. The crosswalk across the W. Division St entrance shall at least match the width of the shared use path.

Wilson County Schools:

1. No comments provided.

West Wilson Utility District:

1. The existing water meter will need to be terminated by WWUD there will be a fee associated with this. Coordinate with WWUD.
2. The proposed service up to and including the meter will be installed by WWUD once fees are paid and the location of the proposed meter is to grade.