A. CALL TO ORDER

B. ROLL CALL

C. Consider approval of the April 16, 2019 Board of Zoning Appeals meeting minutes.

   General Announcement – The procedural rules for public comment will be as follows: The items will be taken in the order of the agenda. Audience members wishing to speak must be recognized by the Chairman and will have five minutes to address the Board of Zoning Appeals. No rebuttal remarks will be allowed.

D. NEW BUSINESS

   1. **BZA 685-2019**: Submitted by Catalyst Design Group for 720 Beechcroft Road. The property is zoned C-4 and contains approximately 4.14 acres. The applicant requests a special use to allow one (1) drive-through facility, as shown on plans. This development is currently requesting site plan approval form the Planning Commission and will be heard at the May 28, 2019 Work Session and June 10, 2019 Regular Meeting. Requested by Catalyst Design Group.

E. PUBLIC COMMENT

F. ADJOURN
A. CALL TO ORDER

Chairman Terry Cantrell called the meeting to order at 5:45 PM.

B. ROLL CALL

Members present were: Chairman, Terry Cantrell, Vice Chairman, Rob Roten, Alderman Susan Zemek, Jim Hagaman and Brandon McCulloch.

Staff present were: Planning Director, Steve Foote and Planning Assistant, Austin Page.

C. Consider approval of the March 19, 2019 Board of Zoning Appeals meeting minutes.

Vice Chairman Rob Roten made motion to approve the February 19, 2019 BOZA Meeting Minutes. Motion seconded by Brandon McCulloch. Motion passed 3-0.

General Announcement – The procedural rules for public comment will be as follows: The items will be taken in the order of the agenda. Audience members wishing to speak must be recognized by the Chairman and will have five minutes to address the Board of Zoning Appeals. No rebuttal remarks will be allowed.

D. NEW BUSINESS

1. BZA 666-2019: Submitted by Benjamin Donaldson for 3006 Aruna Court. The property is zoned R-2, PUD and contains approximately 0.171 acres. The applicant requests a variance from the rear setback requirements of the R-2, PUD zoning district to construct a 10’ x 22’ screened patio.

Staff Conditions:
   1. The screened in patio shall not be enclosed with any material other than screening.
   2. Per Section 13.4G of the Unified Development Code, an approved variance will expire one year from the date of approval unless a site plan review application has been submitted or, where site plan review is not required, a building permit is obtained. The Board of Zoning Appeals may grant an extension for a period of validity for no longer than an additional 6 months, so long as the applicant applies in writing for an extension of time at any time prior to the date of expiration. No public hearing is required for approval of such extension of time.

Brandon McCulloch made motion to approve BZA 666-2019 based on staff findings of facts and two (2) conditions of approval. Motion seconded by Vice Chairman Rob Roten. Motion passed 3-0.
E. PUBLIC COMMENT

No public comment

F. ADJOURN

Vice Chairman Rob Roten made motion to adjourn. Motion seconded by Brandon McCulloch. Motion to adjourn passed 3-0.

Meeting Adjourned at 5:50 PM.

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Terry Cantrell, Chairman
Spring Hill Board of Zoning Appeals

TO: Spring Hill Board of Zoning Appeals
FROM: Austin Page, Planning Assistant
Steve Foote, Planning Director
MEETING: May 21, 2019
SUBJECT: BZA 685-2019 (720 Beechcroft Road Special Use – Drive-through facility)

BZA 685-2019: Submitted by Catalyst Design Group for 720 Beechcroft Road. The property is zoned C-4 and contains approximately 4.14 acres. The applicant requests a special use to allow one (1) drive-through facility, as shown on plans. Requested by Catalyst Design Group.

Property Description and History: The property is located on the north-side of Beechcroft Road, west of the Arbor Valley subdivision and east of the Pioneer Manufacturing site. The property is zoned C-4, General Commercial District and has a very linear shape. Surrounding properties are zoned C-2 to the west, I-1 to the north, east and south. There are currently no structures on the property. The applicant underwent concept plan review (SPC 660-2019) at the April 8, 2019 Planning Commission meeting and has recently submitted a site plan application (STP 690-2019) which will be on the agendas for the May 28, 2019 Work Session and June 10, 2019 Planning Commission Regular Meeting.

Proposed Site and Building Design: The applicant is proposing one (1) drive-through for the multi-tenant retail center to the southwest of the development. There will be a drive-through lane and a parallel bailout lane. The drive-through lane provides stacked spaces for at least four (4) vehicles behind the vehicle being served at the drive-through window. The intended use for this building is still being decided but it is expected to be along the lines of a small local and or neighborhood pharmacy, drycleaner or sub shop. Overall, the development will consist of approximately 30,000 sq. ft, with the primary goal creating a development with opportunities for small storefront commercial, retail and office spaces.

Spring Hill Rising 2040: This property’s future land use designation is “Mixed Use Neighborhood Areas”. Primary future land uses include single-family dwellings, small-scale multi-family buildings (not complexes), professional offices (such as routine healthcare, insurance, studios, and professional and personal services), eating places, light retail, places of worship, schools, municipal services, community centers, and small-scale entertainment. The Mixed-Use Neighborhood Area designation emphasizes uses that generate a low to moderate level of activity and staff finds the use of a drive-through (not high-volume fast food) would generate a similar level of activity. The Mixed-Use Neighborhood Area designation also emphasizes that this is a transitional area between Residential Neighborhood Areas and City Neighborhood Areas or more intense areas, such as Gateway, Community Commerce, and Medical Arts Areas. Complete and highly connected street network that accommodates the needs of automobiles but promotes pedestrians and cyclists. In balancing all of this, staff finds that the proposed use, a drive-through facility in a mixed-use retail development, is consistent with the comprehensive plan.

Spring Hill Unified Development Code: The City’s Unified Development Code offers the following regarding special uses:

The listing of a use as a special use within a zoning district does not constitute an assurance or presumption that such special use will be approved. Rather, each special use must be evaluated on an individual basis, in relation to all applicable standards of this Code. Such evaluation will determine whether approval of the special use is appropriate at the particular location and in the particular manner proposed. The decision of the Board of Zoning Appeals must be based on findings to support each of the following conclusions:

1. The consistency of the proposed special use with the Comprehensive Plan and any adopted land use policies.
2. The special use in the specific location proposed is consistent with the spirit and intent of this Code.
3. The proposed special use will not endanger the public health, safety, or welfare.
4. The proposed special use is compatible with the general land use of adjacent properties and other property within the immediate vicinity.
5. The special use in the specific location has sufficient public infrastructure and services to support the use.

Findings: Staff finds the application to meet all of the above criteria of approval for special uses and has listed the findings for the Board of Zoning Appeals below.

This is an auto-oriented commercial development and is a good location for a tenant to have a drive-through facility for uses such as a pharmacy or dry cleaner. The size of the lot and layout of the development would not be sufficient to support a restaurant with a drive-through due to the high-volume of vehicle trips associated with restaurants. The drive-through stacking spaces are limited with no room for overflow stacking of vehicles. The site neighbors the Arbor Valley Development and is close to Harvest Point and other residential housing. This development has the ability to provide services to the localized Beechcroft Road neighborhoods that are currently underserved by commercial development. The site has adequate public infrastructure to support this use. The use should not have any negative impact on the surrounding properties and transportation infrastructure around this site will adequately support the low to moderate level of activity related to this use.

Findings:
1. The use is consistent with the Comprehensive Plan and adopted land use policies.
2. The use of a drive-through on the subject site is consistent with the spirit and intent of this Code.
3. The proposed special use will not endanger the public health, safety, or welfare.
4. The proposed special use is compatible with the general land use of adjacent properties and other property within the immediate vicinity.
5. The special use in the specific location has sufficient public infrastructure and services to support the use.

The site and design of the drive through do not support the use of a menu/ordering board. The proposal is for a drive-through business where all contact is conducted at the single transaction window/door.

The applicant has provided two plans that show two different drive-through layouts. The final layout shall be approved by the Planning Commission in accordance to section 8.3H of the Unified Development Code.

Recommendation: Based on the findings noted above, staff recommends that the Board approve application BZA 685-2019, 720 Beechcroft Road Drive-through facility, with the following conditions:

1. An approved special use will expire one year from the date of approval according to the provisions of Article 13.3.G of the UDC.
2. Development shall be reasonably consistent with the site plan submitted to BOZA, subject to changes requested by the Planning Commission.
3. Approval is further contingent upon site plan approval by the Planning Commission and shall comply with requests of the Planning Commission; including, but not limited to, hours of operation, , buffering considerations, and noise limitations.
4. This Special Use approval cannot be used in conjunction with the principle use “Restaurant” as defined in the Unified Development code or any business using a menu/order board.
Drive-through Layout
Mixed Use Neighborhood Areas

Mixed Use Neighborhood Areas are primarily residential but include low to moderate intensity balanced mixture of retail and office uses based on traditional, compact small town form, offering Spring Hill the ability to live, shop, work, and play in their own neighborhood. This is a transitional area between Residential Neighborhood areas and City Neighborhood Areas or more intense areas, such as Gateway, Community Commerce, and Medical Arts Areas.

These areas offer a mixture of housing types and residential densities ranging from small lot single-family detached dwellings to urban residential structures within walking distance of the goods and services required for daily living. Goods and services are limited to corner locations and major intersections. Vertically-integrated mixed use, placing residential uses above ground floor office and retail uses, is strongly encouraged. Development patterns reinforce traditional, pedestrian-oriented form.

Greenspace is characterized by street trees, planters, planting strips, and pocket parks. Existing natural and historic features of properties are maintained and incorporated into the design and utilized for greenways.

The transportation network is complete and connected in a block-and-street layout. Streets are designed to balance all modes of transportation and to promote activity and safe access for all users. Parking for mixed use and multi-family development is provided on-street and behind or beside buildings.

Primary future land uses include single-family dwellings, small-scale multi-family buildings (not complexes), professional offices (such as routine healthcare, insurance, studios, and professional and personal services), eating places, light retail, places of worship, schools, municipal services, community centers, and small scale entertainment.

Spring Hill RISING: 2040
Spring Hill Rising: 2040
Future Land Use Plan

Legend
Future Land Use

Prepared by the City of Spring Hill Planning Department
### Table 8-1: Use Matrix

| PRINCIPAL USE                                      | R-A | R-R | R-1 | R-2 | R-3 | R-4 | R-5 | R-6 | R-7 | R-MH | C-1 | C-2 | C-3 | C-4 | C-5 | C-D | C-G | I-1 | I-2 | RD | IC | AG | PR | NA | USE STANDARD |
|----------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|----|----|----|----|----|---------------------|
| Agriculture                                        | P   | P   |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | P                  |
| Alternative Correction Facility                    |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | S                  |
| Amusement Facility - Indoor                        | P   | P   | P   | P   | P   | P   | P   | P   | P   | P    |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.A        |
| Amusement Facility - Outdoor                       |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | P                  |
| Animal Care Facility – Large Animal                | S   |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | P                  |
| Animal Care Facility – Small Animal                |     | S   | S   | S   | S   | S   | S   | S   | S   | S    |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.A        |
| Animal Kennel/Breeder                              | S   | S   |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | P                  |
| Art Gallery                                        |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | S                  |
| Arts Studio                                        | P   | P   | P   | P   | P   | P   | P   | P   | P   | P    |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.A        |
| Bar                                                |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | P                  |
| Bed and Breakfast                                  | P   | P   | P   | P   | P   |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.B        |
| Body Modification Establishment                    |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | S                  |
| Broadcasting Facility TV/Radio - With Antennas     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | P                  |
| Broadcasting Facility TV/Radio - No Antennas       |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | P                  |
| Campground                                         | P   |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.C      |
| Car Wash                                           |     | S   | S   | S   | S   | S   | S   | S   | S   | S    |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.D        |
| Cemetery                                           |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | P                  |
| PRINCIPAL USE                                      | R-A | R-R | R-1 | R-2 | R-3 | R-4 | R-5 | R-6 | R-7 | R-MH | C-1 | C-2 | C-3 | C-4 | C-5 | C-D | C-G | I-1 | I-2 | RD | IC | AG | PR | NA | USE STANDARD |
| Children’s Home                                    | S   | S   | S   | S   | S   |     |     |     |     |      |     |     |     |     |     |     |     |     |     |    |    |    |    |    | P                  |
| Community Center                                   | P   | P   | P   | P   | P   | P   | P   | P   | P   | P    |     |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.A        |
| Community Garden                                   | P   | P   | P   | P   | P   | P   | P   | P   | P   | P    |     |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.E        |
| Conservation Area                                  |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | P                  |
| Contractor’s Yard                                  |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | S                  |
| Country Club                                       | S   | S   | S   | S   | S   |     |     |     |     |      |     |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.F        |
| Cultural Facility                                  | P   | P   | P   | P   | P   | P   | P   | P   | P   | P    |     |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.G        |
| Day Care Center                                    | P   | P   | P   | P   | P   | P   | P   | P   | P   | P    |     |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.H        |
| Domestic Violence Shelter                          |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | P                  |
| Drive-Through Facility                             |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.H        |
| Drug/Alcohol Treatment Facility, Residential       |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |     |     |    |    |    |    |    | S                  |
| Dwelling – Above the Ground Floor                  | P   | P   | P   | P   | P   | P   | P   | P   | P   | P    |     |     |     |     |     |     |     |     |     |    |    |    |    |    | Sec. 8.3.A        |

City of Spring Hill
August 20, 2018
Unified Development Code
Principal and Temporary Uses: Use Matrix
D. Car Wash

1. Car wash facilities must be screened along interior side and rear lot lines with a solid fence or wall when such lot line abuts a residential lot line, a minimum of six feet and a maximum of eight feet in height. One shrub a minimum of three feet in height at time of planting must be planted linearly every three feet on-center along such fence or wall; plantings must be placed inside the face of the fence toward the interior of the lot.

2. The site must be graded to drain away from adjoining properties.

3. Where car wash bays face a public right-of-way, the bays shall be screened from public view with landscaping, walls, or a combination.

E. Community Garden

1. Community gardens are limited to the cultivation of herbs, fruits, flowers, or vegetables, including the cultivation and tillage of soil and the production, cultivation, growing, and harvesting of any agricultural, floricultural, or horticultural commodity. It may also include community-gathering spaces for active or passive recreation but playground equipment is prohibited.

2. Greenhouses, including high tunnels/hoop-houses, cold-frames, and similar structures, are permitted to extend the growing season. Accessory structures such as sheds, gazebos, and pergolas are also permitted. All accessory structures must be located a minimum of five feet from any lot line.

3. No livestock, including chickens and bees, is permitted.

4. Farmstands are permitted and are limited to sales of items grown at the site. Farmstands must be removed from the premises during that time of the year when the use is not open to the public. Only one farmstand is permitted per lot.

F. Contractor’s Yards

All outdoor material storage areas must be screened from surrounding residentially zoned properties and public rights-of-way with a solid fence or wall, a minimum of six feet and a maximum of eight feet in height.

G. Day Care Center

1. Each day care must comply with all applicable state and federal regulations.

2. The operator of a day care must be licensed by the State of Tennessee.

3. A day care center must provide a pickup/drop off area. When a day care center is part of a multi-tenant retail center, the pickup/drop off area must not interfere with vehicle circulation in the parking lot, including blocking of the drive aisle.

H. Drive-Through Facility

1. All drive-through facilities must provide a minimum of four stacking spaces per lane or bay, unless additional stacking spaces are specifically required by this Code. Stacking spaces provided for drive-through uses must be:

   a. A minimum of nine feet in width, as measured from the outermost point of any service window or bay entrance, to the edge of the driveway, and 18 feet in length. In the case of a recessed service window, the measurement is taken from the building wall.

   b. Stacking spaces must begin behind the vehicle parked at a final point of service exiting the drive through aisle, such as a service window or car wash bay (this does not include a menuboard). Spaces must be placed in a single line behind each lane or bay.

2. All drive-through lanes must be located and designed to ensure that they do not adversely affect traffic circulation on adjoining streets. Drive-through lanes on corner lots must not route exiting traffic into adjacent residential neighborhoods.
3. Drive-through facilities must be screened along interior side and rear lot lines with a solid wall or fence when such lot line abuts a residential lot line, a minimum of six feet and a maximum of eight feet in height. One shrub a minimum of three feet in height at time of planting must be planted linearly every three feet on-center along such fence or wall; plantings must be placed inside the face of the fence toward the interior of the lot. This standard does not apply to drive-through facilities within multi-tenant retail centers.

4. A drive through lane must have bail out capability before the menu board for all vehicles that enter the drive through lane. The bail out lane must be a minimum width of 10 feet in width and run parallel to the drive through lane. If a bail out lane is also an interior access drive providing access to parking spaces, the bail out lane is limited to a one-way traffic pattern following the direction of the drive through lane.

**DRIVE-THROUGH FACILITY**