SPRING HILL
MUNICIPAL PLANNING COMMISSION
REGULAR MEETING MINUTES
MONDAY JANUARY 14, 2019
5:30 P.M.

Chairman Paul Downing called the meeting to order at 5:34 PM.

**Members Present:** Mayor Rick Graham, Alderman Matt Fitterer, Chairman Paul Downing, Jared Cunningham, Todd Benne, James Golas and Vice Chairman Paula Hepp. **Also present:** City Attorney Patrick Carter, Planning Director Steve Foote, Associate Planner Logan Elliot and City Engineer Tom Wolf.

**Election of Officers:** Alderman Fitterer made motion to nominate Paul Downing as Chairman and Paula Hepp as Vice Chairman. Motion seconded by Mayor Graham. Motion passed 7-0.

**Public Comment (Non-Agenda Items):** No comments

**Public Comment (Agenda Items):** No comments

**Approval of the December 10, 2018 Regular Meeting Minutes:** Alderman Fitterer made a motion to approve the amended December 10, 2018 Meeting Minutes. Motion seconded by Commissioner Benne. Motion passed 7/C.

**Approval of the Agenda:** Alderman Fitterer made a motion to place Bonds one (1) through twelve (12) on the Consent agenda and approve remainder of agenda as presented. Motion seconded by Commissioner Cunningham. Motion passed 7-0.

**CONSENT AGENDA:**

1. PC Resolution 19-01 Dedication of Road ROW and Public Improvements in Wades Grove Ph 5C.
2. PC Resolution 19-02 Release of Maintenance Bonds Wades Grove Ph 5C.
3. PC Resolution 19-03 Dedication of Road ROW and Public Improvements in Wades Grove Ph 6, 7, 8.
4. PC Resolution 19-04 Release of Maintenance Bonds Wades Grove Ph 6, 7, 8.
5. PC Resolution 19-05 Dedication of Road ROW and Public Improvements in Wades Grove Ph 9, 10, 11.
6. PC Resolution 19-06 Release of Maintenance Bonds Grove Ph 9, 10, 11.
7. PC Resolution 19-07 Dedication of Road ROW and Public Improvements in Williams Park Sec 2A.
8. PC Resolution 19-08 Release of Maintenance Bonds Williams Park Sec 2A.
9. PC Resolution 19-09 Dedication of Road ROW and Public Improvements in Williams Park Sec 2B.
10. PC Resolution 19-10 Release of Maintenance Bonds Williams Park Sec 2B.
11. PC Resolution 19-11 Dedication of Road ROW and Public Improvements in Williams Park Sec 3A.
12. PC Resolution 19-12 Release of Maintenance Bonds Williams Park Sec 3A.

Alderman Fitterer made a motion to approve the Consent Agenda. Motion seconded by Vice Chairman Hepp. Motion passed 7/0.

**OLD BUSINESS**

1. **STP 550-2018:** Submitted Bob Ziegenfuss for Arby’s Restaurant located at 5426 Main Street. The property is zoned C-5, Central Business District and contains approximately 1.11 acres. The applicant requests modification to the landscape Plan approved by the Planning Commission on August 13, 2018. Requested by Bob Ziegenfuss.
Alderman Fitterer made motion to approve an amended landscape plan for Arby's, STP 550-2018, with the one (1) condition of approval noted below. Motion seconded by commissioner Golas. Motion passed 5-2, with commissioners Hepp & Cunningham dissenting.

1. The applicant shall enclose the cooler at the rear of the building utilizing the same material and color as the elevations existing on the building.

2. **SKP 575-2018**: Submitted by U-Haul International for property at 3091- and 3085-Miles Johnson Parkway. The property is zoned B-4 (C-4) and contains approximately 6.54 acres. The applicant requests sketch plan review and comment for a storage and rental center. The applicant requested deferral following the August 27 and October 22, 2018 Planning Commission meetings.

**Staff Conditions:**
1. The site is subject to review by the Design Review Committee during site plan review.
2. Additional details will be needed at site plan review regarding the visibility and the appearance of the “storage area” inside the south end of the building.
3. Additional landscaping is needed at the front of Building A and at the ends of parking spaces adjacent thereto.
4. Building materials, including glass will be a critical part of the site plan review. Appearance and screening of buildings B-F along Mile Johnson Road will be important. Metal facades are not an acceptable building material for the primary building. Brick or stone or other acceptable primary building material shall be required.
5. Provide note on Sheet SP1 under ‘zoning information, zone’ that reads: “The application was submitted prior to the adoption of the Unified Development Code and is proceeding under codes applicable to the previous B-4 zoning district.” Remove note on “uses permitted on appeal.”
6. Provide and label all designated loading areas as required near building loading entrances. Is the entrance on the north side of Building a customer loading entrance? Show with fire access templates to illustrate that loading areas do not conflict with fire access.
7. Fire lane should be reduced to the maximum necessary to provide fire access around the perimeter of building. No loading spaces, temporary parking or display of equipment shall be permitted within fire lane. No parking signs shall be installed around building perimeter corresponding with designated fire lane.
8. The large expanse of paved surface on the east side of the main storage building shall be reduced to eliminate unnecessary and undefined pavement. Parking spaces and associated driveways shall be provided with driveways not exceeding two lanes (one lane in either direction) to minimize the amount of impervious surface.
9. All buildings shall conform to City design standards relative to primary and secondary material selections and types including the proposed smaller perimeter storage buildings.
10. Reduce 36’ driveway width to 24 feet as storage facility does not generate sufficient traffic to warrant dedicated right lane and a center through/left turn lane. Driveways should be clearly delineated along with corresponding parking spaces to eliminate unnecessary excessive paved surfaces throughout the site including the emergency lane.
11. A vehicle circulation and parking plan should be prepared to illustrate the necessary driveway and parking configuration needed to access the buildings and associated parking.
12. If refuse collection is proposed, show on the plans and include servicing diagrams.
13. Note location of HVAC equipment. Mechanical systems shall be screened from public view.
14. Label sidewalks shown along Main Street.
15. Expand landscape islands on the east side of Buildings C-F by combining islands. Provide more of a driveway environment by providing landscape islands at the eastern ends of buildings B-F.

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16. Per note on A2, all materials will need to comply with the zoning ordinance. Metal siding as shown on portions of buildings B-F are not allowed.
17. Replace the storage unit in Building B adjacent to the cross-access driveway with a landscape island.
18. Relocate stormwater detention areas outside of the 100-year floodplain.
19. Provide a summary from the public information meeting held on December 6th.
20. The applicant shall provide detailed building elevations depicting the elevation from finished grade for all building elevations including those featuring a loading dock. Where the building exceeds 50-feet in height as measured from finished grade of the lowest point of the building, approval must be secured from the Planning Commission.
21. The applicant shall provide a public cross-access easement for the cross-access drive provided. The cross-access drive shall be constructed to the south property line.
22. Building elevations shall depict building materials including percentage of coverage of primary and secondary building materials. Building materials shall comply with City of Spring Hill Design Review Guidelines.
23. Applicant shall address placement of stormwater management structure (detention basin) within designated floodplain and how stormwater will be managed in the event the floodplain is inundated with floodwater.
24. Applicant shall eliminate unnecessary pavement surfaces from throughout the site to provide more direct routing for vehicular traffic.
25. Applicant shall reduce the driveway entrance from a 3-lane configuration to a 2-lane configuration with sufficient turn radii to accommodate truck traffic.
26. The applicant shall dedicate required right-of-way for U.S. 31 and Miles Johnson Parkway and shall construct improvements as may be required by the Planning Commission relative to street and sidewalk improvements based on street classifications.
27. The applicant shall provide a site lighting plan with submittal of the Site Plan.
28. The applicant shall provide for street lighting along Miles Johnson Parkway in accordance with City standards.

Alderman Fitterer made a motion to approve SKP-575 conditioned upon the twenty-eight (28) comments in the staff report. Motion seconded by Commissioner Benne. Alderman Fitterer stated that in reviewing the final plat, FPL 537-2017 (Harvey Springs Commercial subdivision) approved in May 2017 he did not feel the application was compliant with all notes on the plat, specifically #2, #4, #15, and #17 Motion failed 0-7 with all members dissenting.

3. **STP 616-2018:** Submitted by David Puckett (Crossings North) for Five Guys & Sleep Number. The property is zoned C-4 and contains approximately 0.87 acres. The applicant requests site plan approval for a 5,425 square foot retail and restaurant building (Sleep Number & Five Guys) at Crossings North. Requested by David Puckett. This item was deferred at the December 10, 2018 Planning Commission Meeting.

**Staff Conditions:**
1. Adjacent service roads, public and/or private, will be complete and provide access to Main Street prior to the issuance of a certificate of occupancy for this site.
2. Pervious pavement is not required.
3. Maintain a maximum of 1.0 fc at the property line.
4. Site plan approval shall remain valid for a period of five (5) years, during which time all required permits shall be obtained. Modification to the approved site plan may require Planning Commission approval.

Vice Chairman Hepp made motion to approve STP 616-2018 with four (4) staff conditions of approval. Motion seconded by Commissioner Cunningham. Motion passed 7-0.

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NEW BUSINESS

1. **NCP 625-2018:** Submitted by Baston & Associates for the Adams Property along Crossings Blvd. The property is zoned C-5 and contains approximately 15.00 Acres. The applicant requests neighborhood concept plan (sketch plan) review and comment for 9 commercial lots with regional detention. Requested by Gary Baston.

   **Staff Conditions**
   1. Provide pedestrian connection to Kohl’s.
   2. Relocate the driveway between Lots 6 and 7 to the right side of 7.
   3. Approval of the neighborhood concept plan shall be valid for a period of three (3) years during which time a preliminary plat application must be submitted for Planning Commission review and approval.
   4. Modifications to the approved neighborhood concept plan may require Planning Commission approval prior to submittal of a preliminary plat application.
   5. The applicant shall submit a Traffic Impact Study with the submittal of the preliminary plat that addresses both internal traffic circulation including the provision for shared drives and interconnectivity between parcels as well as external impacts to Crossings Boulevard and its intersection at Main Street including required improvements that may be necessary to mitigate associated traffic reports.
   6. The applicant shall submit a preliminary plat or master development plan for the entire remaining parcel depicting future subdivision of the remaining parcel along with associated street right-of-way dedication. The plan should denote future intended land use and utility requirements.
   7. Concrete sidewalks are to be included along all street frontages.
   8. Add street names, right-of-way widths and street classifications to NCP.
   9. Remove shared driveway between Lots 2 and 3 at right-of-way.
   10. Remove shared driveway between Lots 4 and 5 at right-of-way.
   11. Provide note explaining the purpose of the shared driveways at the back of Lots 1, 2, 4, 5, 6 and 7 with Lots 8 and 9.
   12. The applicant shall resubmit the neighborhood concept plan showing the entire tax parcel.
   13. References to sketch plat shall be removed and replaced with neighborhood concept plan.

   Alderman Fitterer made motion to approve NCP 625-2018 with staff conditions of approval three (3) through eleven (11), adding a twelfth (12) and thirteenth (13) condition of approval to read as above. Motion seconded by Commissioner Benne. Motion passed 7-0.

2. **STP 626-2018:** Submitted Lukens Engineering for Premier Chiropractic on Station Hill Drive (NE corner of Station Hill & Reserve). The property is zoned C-4 and contains approximately .99 acres. The applicant requests site plan approval for a 9,000 sq. ft commercial building to consist of a 4,000 sq. ft medical office and a 5,000 sq. ft retail shell space, along with applicable parking. Requested by Jim Lukens.

   **Staff Conditions**
   1. Site plan approval shall remain valid for a period of five (5) years, during which time all required permits shall be obtained. Modification to the approved site plan may require Planning Commission approval.
   2. Prior to receiving a grading permit, a written approval from TVA will be required for all grading and parking shown within the easement.
   3. Label interior driveway widths and access driveway width.
   4. Light duty pavement should meet the requirements of our “typical” Local Street cross-section, 8” crushed stone, 2” asphaltic concrete binder and 1½” asphaltic concrete surface unless a geotechnical report substantiates the proposed light duty pavement.
Alderman Fitterer made motion to approve STP 626-2018 with four (4) staff conditions of approval. Motion seconded by Commissioner Cunningham. Motion passed 5-2, with Commissioners Hepp & Goliad dissenting.

3. **STP 628-2018**: Submitted by Agracel, Inc. for Field of Dreams (Faurecia) at 3555 Cleburne Road. The property is zoned M-1 and contains approximately 20 acres. The applicant requests minor site plan modification approval to add a 2nd entrance to separate employee and truck traffic. Requested by Daniel Webb.

**Staff Conditions**
1. Screen the parking lot from the south and Cleburne Road with landscaping as shown on sheet L1.0 or through a different method.
2. Provide the approved and proposed landscape plan to screen parking areas.
3. Site plan approval shall remain valid for a period of three (3) years, during which time all required permits shall be obtained.
4. Modification to the approved site plan may require Planning Commission approval.
5. Label all invert elevations for new storm pipes to verify adequate cover is provided.

Alderman Fitterer made motion to approve STP 628-2018 with staff conditions of approval three (3'), four (4) and five (5). Motion seconded by Commissioner Benne. Motion passed 7-0.

**OTHER BUSINESS**
1. **UDC Amendments**

Assistant City Administrator Chuck Downham provided the clarification that anything in Articles 15, 16 and 17 reside with the Planning Commission because those take the form of subdivision standards. Anything else would be acted upon in the form of recommendation by this body and then final action by the Board of Mayor and Alderman.

Economic Development Coordinator Kayce Williams brought attention to Article 9-3 (N) (B), which states that no visitors are permitted to the home occupation at any time. Kayce referenced the idea of allowing some visitors to the home for meetings and things of that sort, depending on the type of occupation. Kayce Williams will work Chuck Downham to add this to the list of UDC Amendments.

**BOARD COMMENT:** No comment.

**STAFF COMMENT:** Planning Director Steve Foote introduced the new Associate Planner Logan Elliott and mentioned the Residential Development Index that has been provided to Planning Commission members and Board of Mayor and Alderman. Associate Planner Logan Elliott thanked Steve Foote for the introduction and is excited to contribute to the City of Spring Hill.

**ADJOURN**
Chairman Downing moved to adjourn at 7:13 PM.

[Signatures]

Paul Downing, Chairman

Steve Foote, P.C. Secretary

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