SPRING HILL
MUNICIPAL PLANNING COMMISSION
REGULAR MEETING MINUTES
MONDAY APRIL 13, 2020
5:30 P.M.

A. CALL TO ORDER

Chairman Paul Downing called the meeting to order at 5:39 PM.

B. ROLL CALL

Members Present: Chairman Paul Downing, Vice Chairman, Paul Hepp, Alderman Matt Fitterer, Alderman, Vincent Fuqua, James Golias, Jared Cunningham and Brent Legendre. Alderman Vincent Fuqua was not present.

Staff Present: City Attorney, Patrick Carter, Planning Director, Steve Foote, Tom Wolf, City Engineer, and Assistant City Administrator, Chuck Downham.

C. CHAIRMAN COMMENTS: Audience members wishing to speak to an agenda item will have the opportunity to speak at the beginning of the agenda and will have five minutes to address the Planning Commission. No rebuttal remarks are permitted. If you have any comments regarding agenda and non-agenda items, please submit your public comments to PCPublicComment@springhilltn.org

D. PUBLIC COMMENT (NON-AGENDA ITEMS)

No public comment.

E. PUBLIC COMMENT (AGENDA ITEMS)

No public comment.

F. Approval of Meeting Minutes from the March 9, 2020 Regular Meeting of the Planning Commission.

Alderman Fitterer made a motion to approve the March 9, 2020 Regular Meeting Minutes. Motion seconded by James Golias. Motion to approve the minutes passed 6-0.

G. APPROVAL OF THE AGENDA

Alderman Fitterer made a motion to approve the Agenda. Motion seconded by James Golias. Motion to approve the Agenda passed 6-0.

H. CONSENT AGENDA

1. PC Resolution 20-19 Release Performance Bond and establish Maintenance Bond Cherry Grove Addition Ph 7 Sec 1
2. PC Resolution 20-20 Release Performance Bond and establish Maintenance Bond Southern Springs Ph 5 Sewer Pump Station.
3. PC Resolution 20-21 Release Maintenance Bond Crooked Creek Sec 3 Ph 1.
4. PC Resolution 20-22 Establish Maintenance Bond for Crooked Creek Sec 3 Ph 3.
5. PC Resolution 20-23 Establish Performance Bond for Crooked Creek Sec 3 Ph 3.

P.C. Regular Meeting Minutes 4-13-2020


   **Recommendation**: Staff recommended approval of application PPL 814-2020 (Harvest Point Phase 8C & 9) subject to the following conditions:

10. **FPL 816-2020**: Submitted by WES for Crooked Creek Section 3, Phase 3. The property is located off of Port Royal Road, zoned R-2 and contains approximately 15.61 acres. The applicant requests final plat approval for 17 single-family lots. Requested by Allen O'Leary.

   **Recommendation**: Staff recommended approval of application PPL 816-2020 (Crooked Creek Section 3, Phase 3) subject to the following conditions:


   **Recommendation**: Staff recommended approval of application PPL 817-2020 (Sawgrass Phase 3) subject to the following conditions:

   Alderman Fitterer made a motion to approve the Consent Agenda with all staff associated conditions of approval. Motion seconded by Vice Chairman Hepp. Motion to approve the Consent Agenda passed 6-0.

I. OLD BUSINESS

1. **ZTA 788-2019**: Consider approval of PC Resolution 20-18 to amend the remaining items for Articles 15 & 16 of the Unified Development Code.

   **Recommendation**: Public Works Staff recommended that the Planning Commission adopt PC Resolution 20-18 amending Articles 15 & 16 of the Unified Development Code.

   Alderman Fitterer made a motion to adopt PC Resolution 20-18, approving revisions to Articles 15 & 16 of the City’s Unified Development Code. Motion seconded by Vice Chairman Hepp. Motion to adopt PC Resolution 20-18 passed 6-0.

J. NEW BUSINESS

1. **PC Resolution 20-27** Recommend to call a portion of the Performance Bonds for Kings Creek Ph 5B Sec 1 and Sec 2.

   Alderman Fitterer made a motion to defer PC Resolution 20-27. Motion seconded by Vice Chairman Hepp. Motion to defer passed 6-0.

2. **FPA 810-2020**: Submitted by Patsy Burse for 3302 Kedron Road. The properties are zoned C-4 and contain approximately 1.25 acres. The applicant requests approval of a consolidation plat to combine 3306 Kedron Road into 3302 Kedron Road. Requested by Patsy Burse.

   P.C. Regular Meeting Minutes 4-13-2020
**Recommendation:** Staff recommended approval of application FPA 810-2020 (3302 Kedron Road, subject to the following conditions:

1. Provided that the Plat is recorded within one (1) year, approval shall remain valid for a total period of five (5) years from the date of approval, during which time the applicant/developer shall obtain all necessary permits and commence construction. If not signed by the city and recorded within one (1) year the plat expires and is voided.

Alderman Fitterer made a motion to approve application FPA 810-2020 with one (1) staff condition of approval. Motion seconded by Vce Chairman Hepp. Motion to approve passed 6-0.

3. **STP 812-2020:** Submitted by Crunk Engineering for 5322 Main Street. The property is zoned C-D-C and contains 0.3 acres. The applicant requests site plan approval for the conversion of a residential property to a commercial property. Requested by Adam Crunk.

**Recommendation:** Staff recommended approval of application STP 812-2020 (5322 Main Street) subject to the following conditions:

1. Refuse collection shall only be provided by vehicles that do not back into Main Street.
2. For this site plan approval to be valid and prior to any construction, an approved TDOT Drive permit will be required for the proposed driveway, all drive and sidewalk slope approaches must meet TDOT standards.
3. If the zoning ordinance is changed to require a minimum of 24’ of maneuvering space for 90-degree parking, drive aisles may be modified accordingly prior to construction.
4. Approval of this site plan shall be valid for a period of three (3) years from the date of Planning Commission approval. Modification to the approved site plan may require Planning Commission Approval.

Alderman Fitterer made a motion to approve application STP 812-2020 with four (4) staff conditions of approval. Motion seconded by Jared Cunningham. Motion to approve passed 6-0.

4. **PPL 817-2020:** Submitted by WES for Sawgrass Phase 3. Property is located off of Tom Lunn Road, zoned R-2 PUD and contains approximately 6.27 acres. The applicant requests preliminary plat approval for 22 single-family lots. Requested by Allen O’Leary.

**Recommendation:** Staff recommended approval of application PPL 817-2020 (Sawgrass Phase 3) subject to the following conditions:

1. The applicant will need to coordinate with the USPS regarding centralized mail delivery. Locations approved by the USPS will need to be shown on the final plat.
2. The applicant shall extend the multi-use trail west of Lots 63-66 to connect to the secondary access point and sidewalk on Faldo Drive or maintain the original ‘loop’ around the now removed detention pond.
3. Preliminary plat approval shall remain valid for a period of three (3) years, during which time the applicant/developer shall obtain all necessary permits, complete all applicable improvements, and submit final plat applications for review and approval.
4. Modifications to the preliminary plat may require Planning Commission approval prior to submittal of a final plat application.
5. The applicant shall add seating near the areas of Lots 68 and 69.

P.C. Regular Meeting Minutes 4-13-2020
Alderman Fitterer made a motion to approve application PPL 817-2020 with four (4) staff conditions of approval and the addition of a fifth (5) condition of approval to read as above. Motion seconded by Vice Chairman Hepp. Motion to approve passed 6-0.

K. OTHER BUSINESS – Carnation Place Proposed Sidewalk

Assistant City Administrator Chuck Downham stated that a question raised by a Planning Commission member regarding properly memorializing this action by the Planning Commission using a plat amendment or a resolution to properly document. In absent of both those it may be appropriate to defer action on this item to a later meeting where proper documentation to memorialize this action can be provided.

Chairman Paul Downing stated that he agrees with Mr. Downham.

Alderman Fitterer stated that he also agrees with Mr. Downham and without either of those instruments present, there is no motion to be made and is only a discussion item.

Planning Director added to the conversation that the City has not prepared resolutions for these types of actions in the past. He recommended that the applicant submit a formal amendment to the Planning Commission. The original final plat (FPL 334-2017) that was approved back in 2017. Based on the discussion, this will need to come back through Public Works as a plat amendment.

Chairman Paul Downing agrees with that approach and believes that is the best route for the City to take.

L. BOARD COMMENT

No additional comment.

M. STAFF COMMENT

1. Site plan application STP 813-2020 (Spring Hill Industrial Park) has been deferred to the April 27, 2020 Planning Commission Work Session.

N. ADJOURN

Chairman Paul Downing made motion to adjourn at 6:22 pm.

Paul Downing, Chairman

Steve Foote, P.C. Secretary

P.C. Regular Meeting Minutes 4-13-2020