

Town of Thompson's Station  
Municipal Planning Commission  
Minutes of the Meeting  
November 18, 2014

**Call to Order.**

The meeting of the Municipal Planning Commission of the Town of Thompson's Station was called to order at 7:00 p.m. on Tuesday, November 18<sup>th</sup>, 2014 with the required quorum. Members and staff in attendance were: Commissioners Jack Elder, Sarah Benson, Don Blair, Mike Roberts, Darren Burrus and Ben Dilks; Town Administrator Joe Cosentini, Town Planner Wendy Deats, Town Recorder Leah Rainey and Town Attorney Todd Moore. Commissioner Debra Bender was unable to attend.

**Pledge of Allegiance.**

**Election of Officers.**

**Commissioner Burress nominated Commissioner Elder for Chairman.  
The motion was seconded and carried unanimously.**

**Commissioner Burress nominated Commissioner Roberts for Vice Chairman.  
The motion was seconded and carried unanimously.**

**Commissioner Dilks nominated Commissioner Blair for Secretary. The motion was seconded and carried unanimously.**

**Consideration of Minutes.** The minutes of the October 28<sup>th</sup>, 2014 meeting were previously submitted. Commissioner Benson moved for approval as submitted. The motion was seconded and carried unanimously.

Mrs. Deats welcomed the new Planning Commissioners and said she looked forward to working with them.

**New Business:**

**Letter of Credit Renewal** – Section 13B Tollgate, \$25,000 for Roads, Drainage and Erosion Control

Mrs. Deats made a recommendation to extend the letter of credit in its current amount for one year with the option for automatic renewal.

**Commissioner Roberts moved to accept staff's recommendation. The motion was seconded and carried unanimously.**

**Letter of Credit Renewal** - Section 1A Canterbury, \$15,000 for Roads, Drainage and Erosion Control

Mrs. Deats made a recommendation to extend the letter of credit in its current amount for one year with the option for automatic renewal.

**Commissioner Burress moved to accept staff's recommendation. The motion was seconded and carried unanimously.**

**Letter of Credit Renewal** – Section 3 Canterbury, \$150,000 for Roads, Drainage and Erosion Control

Mrs. Deats made a recommendation to extend the letter of credit in its current amount for one year with the option for automatic renewal.

**Commissioner Burress moved to accept staff's recommendation. The motion was seconded and carried unanimously.**

**Letter of Credit Reduction** – Section 4A of Bridgemore Village. \$248,000 for Roads, Drainage and Erosion Control and \$74,000 for Sewer

Mrs. Deats said the applicant was requesting a reduction based on the work they had completed. Based on the Town Engineer's review, staff's recommendation was to reduce the letters of credit from \$248,000 to \$78,000 for Roads, Drainage and Erosion Control, and a reduction from \$74,000 to \$24,500 for Sewer.

**Commissioner Dilks moved to accept staff's recommendation. The motion was seconded and carried unanimously.**

**Final Plat** – For the creation of 35 Single Family lots within Section 14B of Tollgate Village (File: 1-D-14-014)

Mrs. Deats reviewed her staff report and recommended approval with the conditions that 1) prior to recordation of the final plat, a letter of credit be submitted in the amount of \$175,000 for Roads, Drainage and Erosion Control for the period of one year with the option for automatic renewal; 2) prior to recordation of the final plat, a letter of credit be submitted in the amount of \$120,000 for Sewer for the period of one year with the option for automatic renewal; 3) as-builts be submitted for the drainage and sewer system, with a letter from the design engineer stating that they are constructed per the approved drawings and functioning as intended.

The Commission discussed construction access and construction traffic concerns in Tollgate and public utility easement designation on the plats.

Applicant Brett Smith of Ragan-Smith Associates and Town Engineer Steve Clifton addressed the Commission and answered questions.

**After discussion, Commissioner Roberts moved to accept staff's recommendation with all conditions. The motion was seconded and carried by a vote of 6-1, with Commissioner Blair opposing.**

**Final Plat** – For the creation of 30 single-family lots and three open space tracts within Section 3C of Bridgemore Village (File: 1-D-14-017)

Mrs. Deats reviewed her staff report and recommended approval with the conditions that 1) prior to recordation of the final plat, a letter of credit be submitted in the amount of \$380,000 for Roads, Drainage and Erosion Control for the period of one year with the option for automatic renewal; 2) prior to recordation of the final plat, a letter of credit be submitted in the amount of \$264,000 for Sewer for the period of one year with the option of automatic renewal; and 3) as-builts be submitted for the drainage and sewer system with a letter from the design engineer stating that they are constructed per the approved drawings and functioning as intended.

Applicant representative Brett Smith addressed the Commission. Discussion ensued regarding the construction entrance.

**After discussion, Commissioner Burress moved to accept staff's recommendation with all conditions. The motion was seconded and carried unanimously.**

**Final Plat** – For the creation of 26 single-family lots within section 4D of the Fields of Canterbury (File: 1-D-14-018)

Mrs. Deats reviewed her staff report and recommended approval with the conditions that: 1) prior to recordation of the final plat, letters of credit be submitted in the amount of \$190,000 for Roads, Drainage and Erosion Control and 2) \$110,000 for sewer; 3) as-builts be submitted for the drainage and sewer systems with a letter from the design engineer stating that they are constructed per the approved drawings and functioning as intended.

Applicant representative Brett Smith answered questions.

**After discussion, Commissioner Burress moved to accept staff's recommendation. The motion was seconded and carried unanimously.**

**Tree Removal/Replacement** – Approval of the removal of a 35-inch water oak located at 4683 Columbia Pike – Homestead Manor (File: 3-A-14-007)

Mrs. Deats reviewed her staff report and noted the tree was subject to replacement on a 2-1 ratio of total inches. The applicant had removed the tree based on recommendations by an arborist, who found the tree was a threat to the building. Mrs. Deats recommended that the Commission retroactively approve the tree removal with the conditions that 1) all replacement trees be selected from the town's list of preferred trees, found in Appendix A of the Zoning

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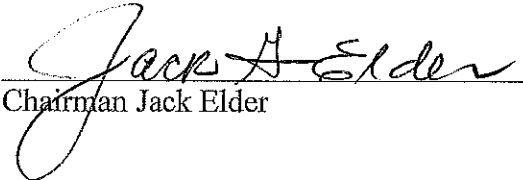
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Ordinance; 2) prior to the issuance of building permits, all replacement trees be installed and 3) a letter of credit be submitted in the amount of \$25,000.

Applicant representative Greg Gamble discussed the tree removal and the plans for the property and said he was agreeable to staff's recommendation and contingencies.

**After discussion, Commissioner Benson moved to accept staff's recommendation. The motion was seconded and carried unanimously.**

There being no further business, the meeting was adjourned at 8:16 p.m.

  
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Chairman Jack Elder

  
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Secretary Don Blair