

**Minutes of the Meeting**  
**Of the Municipal Planning Commission**  
**Of the Town of Thompson's Station, Tennessee**  
**November 27, 2012**

**Call to Order:**

The meeting of the Municipal Planning Commission of the Town of Thompson's Station was called to order at 7:10 p.m. on the 27th day of November, 2012, at the Thompson's Station Community Center with the required quorum. Members and staff in attendance were: George Ross, Chair; Tom Evans, Secretary; Carl Hubert, Commissioner; Sarah Benson, Commissioner; Willis Gilliam, Commissioner; Brad Wilson, Commissioner; Greg Langeliers, Town Administrator; Wendy Deats, Town Planner; Doug Goetsch, Town Recorder; Richard King, Building Official. Town Attorney Todd Moore joined the meeting at 7:21 pm.

**Minutes:**

The minutes of the October 23, 2012 meeting were previously submitted. Commissioner Evans made a motion to approve the minutes as submitted and Commissioner Gilliam seconded. The motion carried unanimously.

**Staff Announcements:**

Mrs. Deats said that item 6 on tonight's agenda had been reviewed previously by the BZA and suggested that it be moved up on the agenda so that the Relifords could leave if they wished. She also said there was a non-agenda item regarding Blackberry Estates that could be added as item 9 if it so pleased the Commission.

**Old Business:**

Mr. Langeliers gave an update on the request to consider townhome products in three sites in Tollgate Village. Staff had reviewed the request and found that it wasn't a substantial change to the overall Master Plan and did not need to come before the Commission. He noted that final plats would still come before the Commission.

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Mr. Langeliers announced that the town's ball fields being constructed behind Heritage Commons were coming along nicely, as were repairs to the town's sewage facility. Mr. Langeliers said he was pleased with how well both projects were turning out.

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Mr. Langeliers also said plans were underway for a living history event scheduled for March 9, 2013 in commemoration of the 150<sup>th</sup> Anniversary of the Battle of Thompson's Station.

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Mr. Ross mentioned continuing accidents at the intersection of Thompson's Station Road and Spring Hill's Buckner Lane. He noted that the town had already replaced the costly guard rail several times and asked whether Town Staff could contact Spring Hill about installing some rumble strips.

Mr. Langeliers said staff would reach out informally to Spring Hill city leadership and also put this on the agenda for the January BOMA meeting.

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Per staff's earlier request, the Commission heard item 6 first.

**6. Residential Business – request for a residential business for property maintenance located at 2626 Pantall Road on 2 acres (map 145, parcel 036.00; file # 2-L-12-003).**

Mrs. Deats said the BZA had originally determined that this residential business was not in compliance with the zoning ordinance. She said the applicants, Pamela and Cliff Reliford, who were in the audience, had been very cooperative and proactive about getting the required additional screening and landscaping on the property since last May, and she referred to a series of photos in the Commissioners' packets.

She said staff felt the improvements that had been made were sufficient to bring this Residential Business into compliance with the Zoning Ordinance, and she recommended approval.

**After discussion, Commissioner Gilliam moved for approval. Commissioner Benson seconded, and the motion carried unanimously.**

**CONCEPT PLAN:**

**1. Concept Plan North Depot—a request for an 8-unit residential subdivision located on 1718 Thompson's Station Road West (File: 1-A-12-002)**

Mrs. Deats said this three-acre parcel was located within a Medium Intensity zoning district, which allows for residential developments with density of up to one unit per acre and a minimum open space requirement of 0%. However, the code provides an option for a "density bonus" for cluster developments. The cluster development allows up to 1.5 units per acre, with a 50% open space requirement. Setbacks, road frontage and minimum square footage may also be reduced through the plat process at the Planning Commission's discretion.

Mrs. Deats noted that approval of a Concept Plan does not entitle the applicant to proceed with specific uses; rather, it is just general permission to pursue the project further. The Density Bonus for North Depot would also have to be decided upon separately.

Mrs. Deats said the proposed North Depot Concept Plan would include 8 units, a community garden, 1.62 acres of open space, and a trail that could potentially connect to the Town's trail system in the future. 1.5 acres of the open space would be dedicated to the Town if the Town found it acceptable for public use. She said the project would require sewer and the applicant is working with staff on options for connecting to sewer.

The applicant Daniel Woods of The Addison Group, LLC came forth and introduced himself to the Commission. He said he was excited about the idea of a cluster development in Town Center and was planning to live there himself if the project came to fruition. He said the units would be smaller in square footage but high in quality and architectural character. He said he was bringing this item as a Concept Plan to get initial feedback before proceeding with a preliminary plat.

**After discussion, Commissioner Gilliam moved for approval. Commissioner Wilson seconded, and the motion carried unanimously.**

**REVISION TO CONCEPT PLAN:**

**2. Revision to Concept Plan for Fields of Canterbury—a request to update the overall master plan (File: 1-A-12-001)**

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Mrs. Deats said 38.5 acres of the development had recently been sold to Mars Pet Care. The applicant was requesting to relocate the density that was originally approved (3.6 units/acre) elsewhere on the project site now that those acres have been sold.

The revision also proposes some commercial sites: a mini-storage facility and an events venue. A trail was also being proposed that could potentially connect to the Town's trails.

Mrs. Deats noted that Canterbury had to date 26 acres of platted open space and said that staff was keeping a running total of open space as it was platted. Their open space requirement is 25 percent of the total development—roughly 68 acres—and Mrs. Deats said it looked as if they were on track to meet that.

Mrs. Deats said that the applicant would be required to go through the approval process, including preliminary and final plats. She said both she and the applicant were available for questions.

Doug Sharp of Gresham Smith and Partners presented some diagrams and gave an overview of the proposed revision.

He said the plans include public open space frontage along Critz Lane that borders State Route 840. That along with the TVA line and utility easements, he said, would create a square of linear parks that lends itself to a pathway system that serves to define the site and provide open space.

He referred to a portion of the site that would have a dedicated easement for a multi-modal bike path for the town's future trail system, which would go underneath the overpass of 840 where it crosses the north-south creek.

He also said the development was committed to dedicating the necessary right of way for improvements to be made to Critz Lane, rather than have the Town acquire it, which was not part of the original plan.

He referred to a portion of the site that would have a dedicated easement for a multi-modal bike path for the town's future trail system, which would go underneath the overpass of 840 where it crosses the north-south creek.

He said the neighborhoods being proposed were predominately Single Family, as indicated in the matrix on the plans.

Commissioner Benson asked whether Mr. Sharp envisioned the proposed mini-storage facility to mainly serve residents.

Mr. Sharp said yes; the facility would be screened on all sides and primarily marketed and made available to Canterbury residents, in essence becoming an amenity.

Commissioner Evans said he was concerned about the landscape buffer along Critz Lane, especially in reference to possible utility relocation along Critz.

Mr. Sharp said they did not yet have a detailed landscaping plan, as that would have to happen concurrent with the realignment of Critz. Speaking in general terms of concept, he said they would favor a landscaping plan that complemented the rural character of the area.

Mr. Langeliers said they would need enough room between Critz and this street to adequately buffer. If utilities move, they'd also need to make sure there is an adequate buffer. The ordinance counts distance in terms of buffer, but that alone isn't always visually satisfying. He stated for the record that the applicant would have to demonstrate that there is enough room for all utility easements and an adequate landscaping buffer. He said it was not desirable to have MTEMC on both sides of the road, and he wanted to make sure they avoided going down that path.

Commissioner Wilson asked how many units were planned for Canterbury.

Mr. Sharp said the exact number would be determined by the lot size and type of unit that goes in each neighborhood. Roughly, it would end up around 600-800 lots.

Commissioner Wilson said the town should consider requiring developers to pay for some infrastructure, including roads, street lights, etc.

Mr. Langeliers said he had sent a rough scope to a traffic consultant and agreed it may be time for the town to start assessing fees in a different manner. Currently the town's methodology was based on square footage permit fees, but there were a number of other approaches that could be considered. One example was traffic shed methodology and Levels of Service. Under this approach, if a property is designated Level of service D based on current traffic patterns and a proposed development is projected to bring it to Level C, then the developer must do whatever improvements it takes to get it to that Level in order for the development to occur.

Mr. Langeliers said he planned to bring something before the Board of Mayor and Aldermen, proposing that they have a traffic consultant look at this and other possibilities for funding needed road improvements as development continues in the area.

Commissioner Gilliam said that "private ownership of an events venue" had set off an alarm bell for him, and he asked Mr. Sharp to expand on that.

Mr. Sharp said Preston Ingram's vision for the Canterbury property in question was to have an events venue similar to Green's Grocery in Leipers Fork.

Commissioner Wilson asked whether this would be an HOA-owned facility, and Mr. Sharp said no; it would be privately held.

Commissioner Gilliam said he had reservations about approving private ownership of an events venue in a subdivision where residents are paying HOA dues that wouldn't include access to the venue.

Mr. Sharp said the venue would be made available to residents and was an opportunity for them to access events space that they wouldn't otherwise have.

Commissioner Gilliam said he was not trying to be combative, but suppose that nobody in the community wants to rent this venue because the rent is too high. So, Mr. Ingram effectively has this place for his own private parties; what's to ensure the traffic flow through these neighborhoods doesn't last until 3:00 or 4:00 in the morning?

Mr. Sharp said this would come back for Planning Commission review at the Site Plan phase, and these issues could be addressed then.

Commissioner Ross asked about the projected timeline for the build-out for Canterbury. He said he was wondering when Critz Lane would be due for improvements.

Commissioner Benson said an earlier estimate for Critz improvements had been around \$2 million.

Mr. Sharp said Mr. Ingram had lately had a lot of interest from single family developers in additional neighborhoods that were relatively low density. He said the SFR market is recovering and he expected we would soon see progress and more build-out of lower density neighborhoods within the subdivision.

Mr. Langeliers said the town had construction plans for Critz Lane. He said the level of service on that road was pretty good except for at the intersection with Columbia Pike. One option for the Planning Commission would be to require developers to do certain improvements in lieu of paying fees.

**After discussion, Mr. Gilliam moved for approval. Mr. Hubert seconded, and the motion carried unanimously.**

#### **REVISION TO PRELIMINARY PLAT:**

**3. Revision to Preliminary Plat – a request to revise Section 13 within Tollgate Village (File: 1-C-12-002)**

Mrs. Deats said the applicant was looking to create 64 single family lots and 3 open space lots. Last November, they were approved for 62 single family lots and 3 open space lots; in June of this year, they requested an increase to 69 single family lots and 4 open space lots. Now they are proposing to reduce it again to 64 and 3 respectively. She said they were still consistent with the overall Master Plan, and staff did not have any issues or concerns and was recommending approval. She reported that they were now up to 29.25 acres of platted open space, plus 13 more acres that the town would record the next day.

Commissioner Wilson asked about the driveway notes the commission had requested be added to the plats. Mrs. Deats said those comments would be included on the final plat.

**Commissioner Benson moved for approval. Commissioner Gilliam seconded, and the motion carried unanimously.**

#### **FINAL PLAT:**

**4. Final Plat – a request for a final plat for Section 13A of Tollgate Village (File: 1-D-12-013)**

Mrs. Deats said the applicant had received approval in June for 19 single family lots and one open space lot. It was not recorded, and that project had been abandoned. The current project they are requesting includes 17 single family lots and one open space lot. They will be located along Hazleton Drive and one fronts Millerton. The open space lot would be at Hazleton and Wareham. It would be a little over half an acre of open space. Mrs. Deats said the project was consistent with the overall Master Plan and staff was recommending approval.

Commissioner Wilson said he wished the applicant would work with Dan [Kingsbury of Dock Street Communities] on the open space and get him to put in some extra parking spots.

**Commissioner Wilson moved for approval. Commissioner Hubert seconded, and the motion carried unanimously.**

**REVISION TO FINAL PLAT:**

- 5. Revision to Final Plat for Fields of Canterbury, Section 1B,** revision to open space lot and Lot 171, located on Becket Circle (File: 1-D-12-012) (previous file # 1-D-12-006 withdrawn)

Mrs. Deats said the commission heard this item last month but it was withdrawn. The applicant was proposing to create one lot within the open space area, adjacent to the lots on Becket Circle. The only concern the commission expressed last month was that the elevation was higher than the adjacent lot. The project engineer, Ragan Smith, had reviewed the previous contours and determined that they had been stockpiling material out there. They were proposing to remove the stockpile and return the lot to its original elevation. Mrs. Deats said they also submitted an exhibit to show the topography. She said staff thought this project consistent with the Master Plan and was recommending approval.

Commissioner Evans said he thought the Commission had requested that landscaping be included in the plat.

Job Nichols of Ragan Smith said if this plat was approved, they would remove the additional material that had been placed at the site and provide a letter from a geotechnical engineer certifying that the former elevation had been restored. He said they would also probably clean up some drainage issues in that area. As far as landscaping, he said they would need to prepare a landscaping plan that shows landscaping within the easements for the town's possible trail as well as fronting Critz lane; however, that was not yet prepared at this time.

Commissioner Gilliam said what he was primarily talking about in reference to landscaping was a retaining wall behind Lot 121, that probably starts at Lot 122 or 124 and comes all the way down behind Lot 121 and tapers off. There's a lot of erosion in Lot 121 on that hillside, and if you cut it back down to the original grade, you're going to have a steep cut right there. He asked if there were any plans to extend that retaining wall to prevent erosion.

Mr. Nichols said he wasn't prepared to answer that off the cuff without looking into it further, but it was something to consider.

Commissioner Wilson said he wouldn't want to see an immediate shift in topography, but rather an even, gradual shift. He said he suggested taking more soil out of that area.

Mrs. Deats said the applicant would need to do a 3:1 slope and plant vegetation to stabilize it.

Mr. Nichols said he would suggest approaching this with a "critical lot" site plan once it was platted. That could address the landscaping issue in more detail.

Commissioner Gilliam asked if it would be safe to approve this tonight; Commissioner Wilson said maybe the Commission should defer approval until they see a critical lot site plan.

Mr. Langeliers said in his opinion the Commission could go ahead and grant approval tonight; staff would review the critical lot site plan when submitted and make sure any landscaping was in compliance with the Zoning Ordinance.

Commissioner Benson asked how much time Mr. Nichols anticipated before this lot would be developed.

Mr. Nichols said he expected it to be developed relatively soon.

Mr. Langeliers said they could also ask for a note on the plat regarding the critical lot.

He suggested the Commission move to approve with a note designating this lot as a critical lot requiring a critical lot site plan that addresses the slope by either a retention wall or other alternative.

**Commissioner Benson moved for approval of the final plat with the addition of a note requiring a critical lot site plan for Lot 171 in Section 1B in the Fields of Canterbury. Commissioner Hubert seconded, and the motion carried unanimously.**

Commissioner Ross suggested that, in the interest of time, the Commission switch the order of items 7 and 8, in case there was discussion on the Zoning Amendment.

Mrs. Deats said that would be fine if it pleased the Commission.

### **8. Bridgmore Letters of Credit**

Mr. Langeliers said staff was recommending that the \$175,000 and \$30,000 letters of credit be combined into one letter of credit totaling \$205,000, and extended for a year; and, in Section 2A, extend the \$60,000 letter of credit for a year. He said the applicant has come up with calculations to indicate what topping costs would be and repair costs in total, and these numbers were close to that, within 2-3%.

Commissioner Hubert asked whether these estimates were based on today's price for the cost of asphalt, which was relatively deflated at present.

Mr. Langeliers said it was. He said the town could look a revision to the subdivision regulations that would address this price projection issue.

Commissioner Hubert said he was concerned with Section 2 because there was construction traffic coming through the front gate again, and it was just starting to pick up. He said they were not picking up any other construction entrance.

Mr. Langeliers said in that case they will have to post a separate letter of credit for road protection, effective as soon as they ask for a grading permit for the preliminary plat for phase 2. They would have to bring in a construction access plan to apply for the grading permit, and if the access goes over bonded roads, they'd have to get a letter of credit for road protection. He said they had not yet submitted any application materials for a grading permit.

**Commissioner Hubert moved for approval. Commissioner Benson seconded, and the motion carried unanimously.**

**Non-Agenda Item:**

**REVISION TO FINAL PLAT:**

**Revision to Final Plat – Blackberry Estates, Lot 5**

Mrs. Deats referred to the plat maps provided to the Commissioners and said all the applicant was proposing was to enlarge area A for the primary septic field. She said staff found the revision to be in compliance with subdivision regulations and recommended approval of the final plat with the condition that all required signatures be obtained by the applicant.

**Commissioner Gilliam moved for approval. Commissioner Evans seconded, and the motion carried unanimously.**

**OTHER:**

**7. Zoning Amendment—Staff-initiated request to modify Article VI Administration and Enforcement of the Zoning Ordinance**

Mrs. Deats explained that the Commission had already reviewed this and sent it to the Board of Mayor and Aldermen. It was put on hold at that stage because we were looking at the potential of modifying other standards of the ordinance. The reason it was coming back to the Commission instead of the Board is because staff had modified Section 6200, Performance Guarantees, to include Sureties, Reduction and Release of the Surety, Maintenance Guarantee and Failure to Complete Improvements. She said the reason for this was that in the past there had been projects where there was difficulty enforcing compliance with the site plan. She recommended that the Commission review this and recommend it to the Board of Mayor and Alderman for their January 2013 meeting.

Commissioner Gilliam asked whether this would apply to agricultural uses.

Mrs. Deats said no; agricultural uses were exempt.

**Commissioner Gilliam moved for approval. Commissioner Benson seconded, and the motion carried unanimously.**

Mr. Gilliam said he had an item to bring up but would defer to the Commission as to whether they wanted to hear it tonight or wait until January. The Commission agreed to hear it tonight.

Mr. Gilliam said he was on the Town's EDSC, which had been working hard on a proposal to commercially rezone some areas along major corridors such as Lewisburg Pike and Highway 31 near State Route 840. The plan had not yet been before the Planning Commission or the Board of Mayor and Aldermen. Mr. Gilliam asked whether the Planning Commission needed to request for staff to bring it before them at a meeting.

Mr. Moore said Zoning Amendments have to be approved by the Board of Mayor and Aldermen; the Planning Commission could approve and recommend approval to the board. It does not have to come before the Planning Commission before going to the board; though if initiated by the Board it would come before the Commission before final passage, and they could choose to recommend it or not.



Mr. Langeliers said if the Commission asked for staff to bring the proposal before them, they would. Additionally, if the Commission requested that staff put it on the agenda for the Board of Mayor and Alderman, they would. If the Board decided not to hear it, that would be up to them.

Mr. Langeliers said if the Commission would like to hear the proposal, just give staff a time frame.

Mr. Gilliam said the proposal had been ready for about four months now.

Mrs. Deats said she was prepared to make a presentation in January if it pleased the Planning Commission.

Commissioner Ross said now with State Route 840 open there was going to be more interest in commercial property in town, and it was time to move forward on this.

Mrs. Deats said staff had talked about a joint work session with the Board and the Planning Commission. The Board had agreed to it collectively, but based on workloads it was postponed indefinitely.

She said if the Commission would like to see the commercial rezoning proposal, she would put it on the agenda in January.

Commissioner Gilliam said he'd like to see it; put it on the agenda in January.

Commissioner Gilliam added that he was pleased to have a good report to give from the Dixons regarding the improvements at Forrest Landscaping. He requested that the Town's Codes Official check in every week or so on their dumpster, which continues to be an issue as it is overflowing with personal trash.

Mr. Moore referenced the disclosure notice in the packet and said that Commissioners were required to file it with the state. It could also be filled out online. He noted that the disclosures would be public information.

#### **NEW BUSINESS:**

**Meeting Dates:** Mr. Langeliers presented a list of proposed meeting dates for 2013 and said if there were any conflicts, to let staff know.

**Staff Authority for Plat Approval:** Mrs. Deats said that under the Tennessee Statute, municipal staff could be authorized by the Planning Commission to approve plats comprising fewer than 2 lots that comply with all the criteria, have utilities available and require no variances. The Blackberry Plat brought before the Commission as a non-agenda item earlier tonight would be an example of something that could be staff-approved.

She said the Commission had heard this request a year or so ago and had not moved on it at that time.

Mr. Moore said it would require a motion by the Commission to implement this authority.

**Commissioner Wilson moved for approval. Commissioner Gilliam seconded, and the motion carried unanimously.**

Mr. Langeliers referred back to the discussion on multi-family lots in Tollgate. He said he wanted to clarify that everyone was in agreement that this did not require a Master Plan change; that they were close enough to the existing plan, which was staff's opinion.

Commissioner Wilson asked how many stories the proposed townhomes were.

Mr. Nichols said they were two stories.

Mr. Wilson said some of the units shown on the plat had been revised to Single Family lots.

Mrs. Deats said that all those revisions would be shown on the recorded plat; those changes had been approved, but yet not recorded. So technically, the current plat was still accurate until the change was finalized at recording.

Commissioner Wilson asked whether the Commission would consider moving meetings to a different weekday instead of Tuesday. He said his work schedule made it difficult sometimes to make Tuesday meetings, and he wondered if the meetings could be moved to a different day, perhaps at 6:00.

Commissioner Ross said he had a conflict on Mondays.

Mrs. Deats said the bylaws would have to be changed, as they specify that Planning Commission meetings are held the fourth Tuesday of the month.

Mr. Langeliers said they could bring it up for discussion in January.

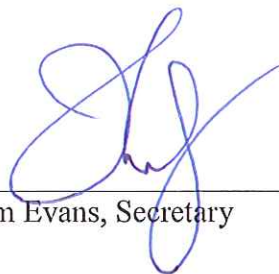
There being no further business, the meeting was adjourned at 9:24 p.m.

Signed: \_\_\_\_\_



George Ross, Chair

Attest: \_\_\_\_\_



Tom Evans, Secretary