

**Town of Thompson's Station  
Municipal Planning Commission  
Meeting Agenda**

November 30, 2021

**Meeting Called To Order - Determination Of Quorum**

**Minutes-**

**Consideration Of The Minutes Of The October 26, 2021, Meeting**

Documents:

[OCTOBER 26, 2021 MINUTES2.PDF](#)

**Public Comments-**

**Planner Report & Announcements**

**AGENDA ITEMS**

**1. Entrance Monument And Signage Request For Bridgemore Village Subdivision For The Entrance On Robbins Nest Road At Clayton Arnold Road.**

Documents:

[ITEM 1- BRIDGEMORE VILLAGE ENTRANCE MONUMENT-SIGN STAFF REPORT 11-30-21.PDF](#)

[ITEM 1- BRIDGEMORE VILLAGE - ROBBINS NEST ENTRANCE MONUMENT AND SIGN PC SUBMITTAL.PDF](#)

**2. Sector Plan Amendment And Rezoning Request For Property At 4339 Columbia Pike From The G1 Controlled Growth Sector To The G2 Intended Growth Sector And From T2 Rural Zoning To D3 High Intensity Zoning.**

- a. Sector Plan Amendment Request
- b. Rezoning Request

Documents:

[ITEM 2- REZONE 4339 COLUMBIA PK STAFF REPORT.PDF](#)

[ITEM 2- REZONE 4339 COLUMBIA PK CONCEPT PLAN.PDF](#)

[ITEM 2- REZONE 4339 COLUMBIA PK- MOON STAEMENT OF IMPACTS 20211111.PDF](#)

[ITEM 2- REZONE 4339 COLUMBIA PK TRIP GENERATION MEMO.PDF](#)

**BOND ACTIONS/REPORT**

**3. Bond Actions**

- a. Review of MBSC Tollgate Bonds

Documents:

[ITEM 3A- TOLLGATE MBSC BOND REVIEW STAFF REPORT WITH ATTACHMENTS 11-30-21.PDF](#)

**All Aboard Comprehensive Plan Overview And Introductory Discussion- Project Update And Overview By Kevin Tilbury/Kimley Horn**

**Adjourn**

*This meeting will be held at 6:00 p.m. at the Thompson's Station Community Center  
1555 Thompson's Station Rd West*

**Minutes of the Meeting**  
**of the Municipal Planning Commission**  
**of the Town of Thompson 's Station, Tennessee**  
**October 26, 2021**

**Call to Order:**

The meeting of the Municipal Planning Commission of the Town of Thompson's Station was called to order at 6:00 p.m. October 26, 2021.

Commissioners and Staff present were Alderman Shaun Alexander; Chairman Trent Harris; Commissioner Luis Parra; Commissioner Tara Rumpler; Commissioner Sheila Shipman; Commissioner Bob Whitmer; Planning Director Micah Wood; Planning Technician Jennifer Banaszak, Town Attorney Andrew Mills, and Town Engineer Will Owen. Commissioner Kreis White arrived at 6:04 pm.

**Minutes:**

The minutes of the September 28, 2021 regular meeting were presented.

**Commissioner Whitmer made a motion to approve the September 28, 2021 meeting minutes. The motion was seconded and carried by all.**

**Public Comment:**

**Chad Francis – 2848 Station South** – Against connection. Concerns with safety and traffic volume. Against Alternative A.

**Joseph Ezell – 2807 Dudley Dr.** – Concerns regarding emergency access and believes a stipulation about traffic turn lanes should be inserted in plans.

**Gary Crowley – 2732 Village Dr.** – Concerns regarding zoning and zoning variances.

**Henry Gray – 2827 Station South** – Concerns regarding drainage and landscaping buffers. Against cut through in neighborhood.

**Brandon Davis – 3433 Milford Dr.** – On Tollgate ARC. Has concerns with the site plan for Elliston Way.

**Brandon Bell – 3045 Millerton** – Wants multiple bonds in Tollgate Village called for road repairs.

**Dee Carlson – 2736 Village Dr.** – Concerns about connectivity and quality of life.

**Jane Sadler – 4650 Gaynor Branch** – Concerns regarding traffic, infrastructure, and utilities related to growth.

**Daniel Kuze – 2737 Village Dr** – Safety and connectivity concerns.

Page 2

**PJ Dinneny – 2729 Village Dr** – Density, drainage, traffic and property value concerns.

**Tanner Foust – 2811 Station South** – Stormwater, sidewalks and traffic concerns.

**Public Comment closed at 6:23 pm.**

**Town Planner Report:**

TAPA will hold planning training via Zoom on November 5<sup>th</sup>, 2021 from 8 – 12. This training will also be recorded to view at a later date.

The All Aboard Comprehensive planning process has begun, and Staff would like to coordinate a joint meeting between the Planning Commission and the Board of Mayor and Aldermen.

**Commissioner Whitmer made a motion to change the order of agenda items, and hear Item 2, Site Plan for the development of two buildings with a therapy center and urgent care facility (Tollgate Village at Thompson’s Station) located at 991 Elliston Way in the Tollgate Village neighborhood. Deferred at the September 28, 2021, Planning Commission Meeting prior to hearing Item 1. The motion was seconded and carried by all.**

**AGENDA ITEMS:**

**2. Site Plan for the development of two buildings with a therapy center and urgent care facility (Tollgate Village at Thompson’s Station) located at 991 Elliston Way in the Tollgate Village neighborhood. Deferred at the September 28, 2021, Planning Commission Meeting.**

Mr. Wood reviewed his report and Staff recommends the Planning Commission approve the site plan with the following contingency:

1. The landscape material shall be installed, per the approved Landscape Plan, prior to Certificate of Occupancy and the Town shall be provided a copy of the 1-year warranty provided by the landscape installer.
2. The applicant shall add a Type 1 Buffer to the western property line per LDO standards.

Mr. Darren Slusser with MJM Architects came forward to answer questions on behalf of the applicant.

**After discussion, Commissioner White made a motion to approve Item 2, a site plan for the development of two buildings with a therapy center and urgent care facility located at 991 Elliston Way with Staff Contingencies. The motion was seconded and carried by a vote of 6 to 1 with Commissioner Whitmer casting the dissenting vote.**



**1. Parsons Valley Preliminary Plat – For the creation of 349 residential lots and 18 open space lots located at 4738 Columbia Pike. Deferred at the August 24, 2021 Planning Commission Meeting.**

Mr. Wood reviewed his report and Staff recommends approval with the conditions and contingencies as listed in the Staff Report.

Mr. Josh Denton, Mr. Chris Pascarella, Mr. Michael Ray and Mr. Chris Turner were all present to answer questions on behalf of the applicant.

**After discussion, Alderman Alexander made a motion to approve the Parsons Valley Preliminary Plat with Staff recommendations and the additional contingency 11 as stated:**

- 1. The applicant shall pay the 25% deposit of the wastewater treatment tap fees for the project and sign the approved Reservation Agreement within 60 days of the approval of this plat, as required by the Wastewater Capacity Reservation Ordinance (Ordinance 2020-007). Failure to pay the 25% deposit to the Town within 60 days shall render the approval void *ad initio*.**
- 2. The applicant shall set a pre-application meeting with Town Staff prior to the submittal of the construction plans for this development.**
- 3. Prior to the approval of construction plans, the developer shall enter into a development agreement for the project.**
- 4. Prior to the approval of construction plans, the developer shall obtain any necessary permits through the Tennessee Department of Environment and Conservation.**
- 5. Prior to the approval of construction plans, all applicable codes and regulations shall be addressed to the satisfaction of the Town Engineer.**
- 6. Prior to the submittal of the first final plat for this subdivision, a copy of the CCRs shall be submitted for Town review.**
- 7. Any signage proposed for the subdivision shall comply requirements set forth within the Land Development Ordinance and shall be located within the open space and maintained by the homeowner's association.**
- 8. Streetlights shall be incorporated in accordance with the Land Development Ordinance and shall be documented on the construction drawings.**
- 9. All recommendations within the traffic study and the traffic count update memo shall be completed.**
- 10. All open space amenities shall require TSPC approval prior to permitting for each amenity.**
- 11. The preliminary plat shall be revised to utilize Alternative D for off-site connectivity, with a 15-foot emergency and pedestrian access easement from Station South Drive and Village Drive.**

The motion was seconded and carried by all.

**3. Residential Business Permit for a Wedding/Event Venue at 1850 Lewisburg Pike. Deferred at the September 28, 2021 Planning Commission Meeting**

Huntly Gordon and Stephanie Reifschneider came forward to answer any questions about the venue.

**After discussion, Commissioner White made a motion to approve the temporary permit with the following contingencies:**

**1. The temporary permit expires December 31, 2023.**

**2. The applicant shall provide semi-annual updates on the number of events to include details on the following:**

**a. Total number of events.**

**b. Total number of events with alcohol.**

**c. Total number of events with a traffic officer present.**

**d. The Planning Commission has the ability to review/revoke the temporary permit at any time, with notice.**

**e. The applicant has the ability to resubmit this permit applicant at any time for Planning Commission to consider extending the expiration date.**

**3. The temporary permit is approved subject to the applicant's October 2021 Planning Commission submittal package, including the responses and details included therein.**

**The motion was seconded and approved by all**

**4. Briarhill Estates Concept Plan – for the conceptual review of 42 residential lots located at 2762 Critz Lane.**

Item for informational purposes only. Richard Houze with SEC presented the project

**5. Extension requests for Whistlestop Sections 7a, 7b, and 7c until April 17, 2022.**

Mr. Wood reviewed his memo for the Planning Commission.

**After discussion, Commissioner Whitmer made a motion to approve the extension request for Whistlestop Sections 7a, 7b, and 7c until April 17, 2022. The motion was seconded and carried by all.**

## **BOND ACTIONS/REPORT**

**6. Bond Actions**

**a. Bond Action Agenda**

The following bonds are on the Bond Action Agenda. The recommendations are summarized for each item, below.

1. Canterbury 8A RDEC Performance Bond Release:  
Town Staff recommends that Planning Commission release the Performance Bond and approve the Maintenance Bond
2. Canterbury 8A Sewer Performance Bond Release:  
Town Staff recommends that Planning Commission release the Performance Bond and approve the Maintenance Bond
3. Canterbury 8B RDEC Performance Bond Release:  
Town Staff recommends that Planning Commission release the Performance Bond and approve the Maintenance Bond
4. Canterbury 8B Sewer Performance Bond Release:  
Town Staff recommends that Planning Commission release the Performance Bond and approve the Maintenance Bond
5. Canterbury 10B RDEC Performance Bond Release:  
Town Staff recommends that Planning Commission release the Performance Bond and approve the Maintenance Bond
6. Canterbury 10B Sewer Performance Bond Release:  
Town Staff recommends that Planning Commission release the Performance Bond and approve the Maintenance Bond
7. Canterbury 15 Sewer Performance Bond Release:  
Town Staff recommends that Planning Commission release the Performance Bond and approve the Maintenance Bond
8. Canterbury 4 RDEC Maintenance Bond Release:  
Town Staff recommends that Planning Commission release the Maintenance Bond

**After discussion, Commissioner White made a motion to approve all Bond Actions presented. The motion was seconded and carried by all.**

**b. Update on Long Held Bonds**

Mr. Wood gave a status updated on Tollgate Village and Bridgemore Village repairs and actions. Aldermen Bell requested to speak and was granted the opportunity by the Chair. Aldermen Bell spoke to the Commission to request that the Tollgate Village bonds be reviewed for call by the Planning Commission and sent to the Board of Mayor and Aldermen for action. Discussion ensued related to the Tollgate Bonds.

The Chair of the Commission asked that the Tollgate Village bonds be noticed for review by the Planning Commission at the November meeting.

There being no further business, the meeting was adjourned at 8:53 p.m.

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Trent Harris, Chair

Attest:

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Micah Wood, Secretary

**Thompson's Station Planning Commission  
Staff Report  
November 30, 2021**

**Review of an entrance monument and sign for the Bridgemore Village Subdivision to be located at the Robbins Nest Entrance at Clayton Arnold Road.**

**REQUEST**

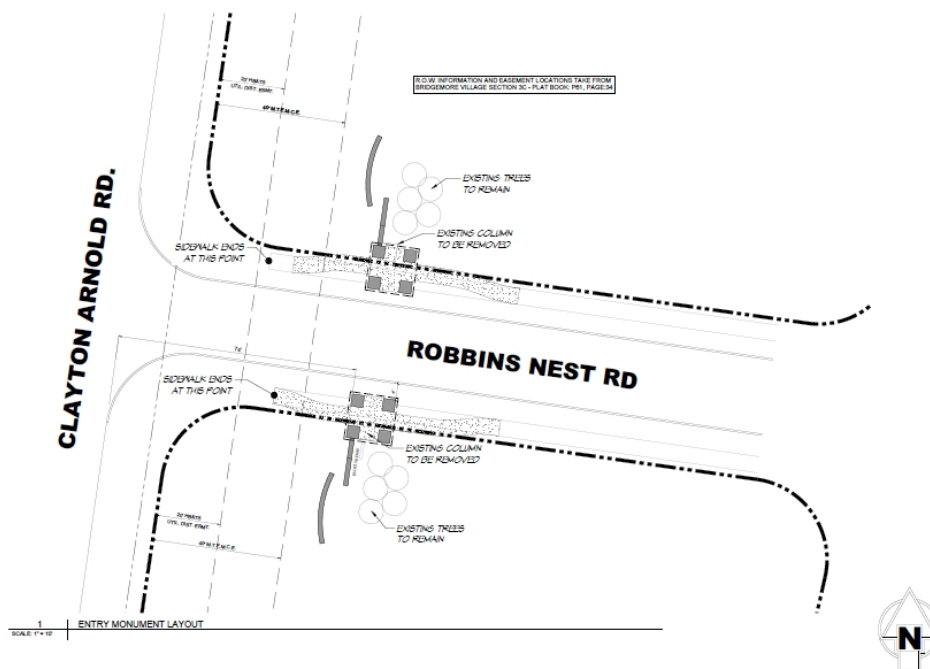
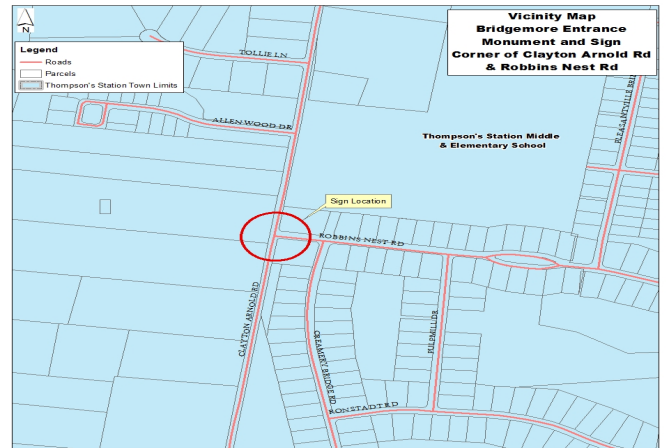
The applicant requests approval of an entrance monument and sign for the Bridgemore Village Subdivision.

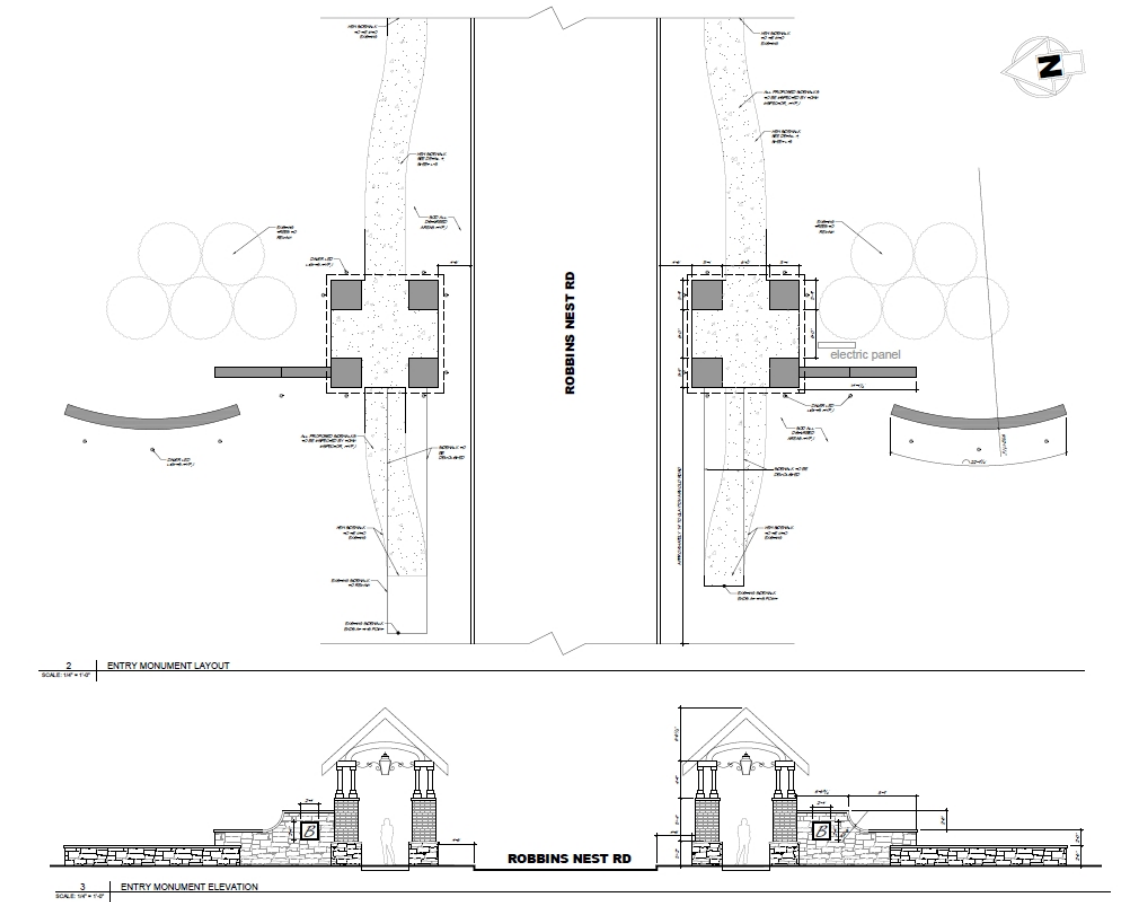
**ANALYSIS**

**Project Description**

The project site consists of a new subdivision entrance monument and signage for the Bridgemore Village Subdivision. This monument will be located at the Robbins Nest Road entrance off Clayton Arnold Road. The Planning Commission has approval jurisdiction over subdivision entrance monuments and signs per Section 4.17.4(b)(i) of the Land Development Ordinance.

The elevations and overall site plan are shown, below.





*Layout & Elevation view*

As shown, portions of the entrance monument are located within the Right-of-Way (ROW) for Robbins Nest Road, with the rest being in in Open Space Lots 3097 and 3098. For liability purposes, no structures may be located within a ROW. Contingency 1 requires that the entire monument structure be located outside of the ROW. Otherwise, the monument and signage meet the minimum requirements of the LDO.

**RECOMMENDATION**

Staff recommends the Planning Commission approve the entrance monument and signage with the following contingencies:

1. The entire monument shall be located entirely outside of the ROW for Robbins Nest Road.
2. The applicant shall review the plans to add this note: The Bridgemore HOA shall be responsible for maintenance of any sidewalk outside the ROW.

**ATTACHMENTS**

Site Plan















## **PURPOSE OF A SECTOR MAP AMENDMENT AND REZONING REQUEST**

Changing the sector and zoning of a particular parcel will allow the owner of the parcel to develop or use their property based on the corresponding use table within the Land Development Ordinance. The Planning Commission has jurisdiction to evaluate the request based on the General Plan and make a formal recommendation to the Board of Mayor and Aldermen. The recommendation can be favorable or unfavorable. Rezoning requests are discretionary.

## **ZONING**

The subject site is located within the G1 – Controlled Growth sector of the General Plan and is zoned as T2, which is a rural district that permits the development of single family residential with a density of one unit per 8 acres. The site is bounded by agricultural and residential to the north, residential land to the east, and residential and agricultural land to the south.

## **ANALYSIS**

The subject property is located north along the Columbia Pike corridor. The site is predominantly vacant with a barn/outbuilding on site. The subject property is located within the G1 – Controlled Growth Sector, which allows for “rural character, including hamlets and villages.” In Staff’s observation, the surrounding, existing developments and location of this property do not exactly fit a rural context, with residential subdivisions currently existing to the west, north, and east of this site. Additionally, this site is in proximity to Tollgate Village, which is mixed zoned D3 and NC.

This site is located along an arterial state highway near the intersection with Goose Creek Bypass. Therefore, the transportation network adjacent to this site is generally conducive to residential zoning.

The General Plan does not provide extensive guidance on new residential development within the Town. In Land Use Element Goal 1, it does recommend preservation of the rural characteristics of the community, while “accommodating for future growth in an orderly and sustainable manner.”

The Sector Plan does designate this area as a G1- Controlled Growth Sector, which calls for a rural development policy; however, there are existing D3 and D2 zones within existing G1- Controlled Growth sectors, including the newly approved Parsons Valley subdivision, The Villages Subdivision, and Country Haven, and Allenwood. This fact complicates any guidance provided by the Sector Plan for future land use policy. Additionally, the designation of larger undeveloped tracts as G1- Controlled Growth/Rural Policy in an area along a state highway and in proximity to existing large, mixed-use development is imprudent and not in the best interest for the Town’s orderly growth, in Staff’s opinion.

These inconsistencies and inadequate guiding policy for this type of request highlights the need to revise both the General Plan and the Sector Plan as part of the All Aboard comprehensive planning process.

Staff’s analysis of the existing conditions finds that a change to the Sector designation and the D3 zoning for the property is consistent with the General Plan goals and policies and will be developed in accordance with the Town’s Land Development Ordinance.

As part of a preliminary plat for any future development, a Traffic Impact Study will be required to evaluate specific transportation related improvements. Additionally, future submittals will include additional information related to tree preservation, floodplain, open space, lot layout, and site design. The applicant has provided an illustrative concept plan to accompany the rezoning request.

**RECOMMENDATION**

Staff recommends a favorable recommendation onto the Board of Mayor and Aldermen for the Sector Amendment Ordinance and the Rezoning Ordinance.

**ATTACHMENTS**

Request Letter/Statement of Impacts  
Trip Generation





**Conceptual Yield Study Note:**

This drawing is a conceptual plan that has not been formally assessed and/or approved by the local planning/codes department. This conceptual plan will require approval by all authorities having jurisdiction over the project prior to its implementation and is subject to change that could include reduction of density. Therefore, no representations or warranties are made regarding the fitness, suitability, constructability, and/or legality of any of the improvements reflected on the plan.

Site Data		
Zoning:	Current Zoning:	T2
	Proposed Zoning:	D3
Site Area:		63.40 Acres
Dwelling Units:		156 Lots (65' x 100', typ.)
Density:	Max Allowed:	3.0 d.u./ ac.
	Proposed:	2.5 d.u./ ac.
Open Space:	Required:	45% (28.53 ac.)
	Proposed:	46% (29.72 ac.)





## HUNTLY GORDON

A PROFESSIONAL LIMITED LIABILITY CORPORATION  
ATTORNEY AT LAW

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November 11, 2021

Micah Wood, AICP  
Planning Director  
Town of Thompson's Station  
Post Office Box 100  
Thompson's Station, TN 37179

Re: Moon Property: 4339 Columbia Pike

Mr. Wood:

Please accept this letter as a supplement to the rezoning application for the property above. Please accept this letter as the Statement of Impacts per Section D of the application.

Specifically:

**31 – Water Facilities:** Water for domestic use will be provided at Town rates, from an existing 24" HB&TS line as extended and provided for in the development plans as development occurs in accordance with the current policies of the Town.

**32 – Sewer Facilities:** Sanitary sewer for the development was contemplated and approved for in the reservation agreement for one hundred ninety (190) lots/taps as approved by the Board of Mayor and Aldermen in October 2020. The sanitation lines will be constructed in accordance with the development plans as development occurs pursuant to the current policies of the Town.

**33 – Repurified (reuse) water facilities:** Reuse water facilities are provided for in the developer agreement with the Town. The development plan for the subdivision will provide for adequate drip fields within the development. The drip field size is dependent upon the number of lots/taps within the development. It is calculated based upon each lot/tap consuming 250 gallons per day with a safety factor of one hundred fifty percent (150%). The sizing of the drip field is calculated utilizing the TDEC approved reabsorption rate for the Town of 10,000 gallons per day per acre allocated.

**34 – Street Network, as shown in the major thoroughfare plan:** The property fronts and indeed is accessed from Columbia Pike which is designated as an arterial street on the major thoroughfare plan. Columbia Pike is also known as US Highway 31 and offers the best quality of interconnectivity within the Town. The development plan for the property will provide for future connectivity to the neighboring properties to the north and the south. No connection will be provided to the west.

**35 – Drainage Facilities:** Drainage facilities will buffer the existing stream on the property as well as Columbia Pike and provide an undulating appearance in the streetscape. The drainage facilities



will be owned and maintained by the homeowner's association for the development and be sized to comply with all TDEC standards pursuant to the current policies of the Town.

**36 – Police, fire, and recreational facilities.** (Provide driving distance to the nearest police, fire, and recreational facilities.) The Town is provided police and fire protection through an interlocal agreement with Williamson County. The Williamson County Sheriff's Office is located at 408 Century Court which is 5.0 miles from the property. The Williamson County Emergency Management for the property is located at 1515 Thompson Station Road West which is 4.0 miles from the property. Likewise, the closest recreation is Sarah Benson Park, adjacent to the EMS, at 1513 Thompson's Station Road West.

**37 – Letter to School district central office:** The letter prepared for the Williamson County School system is attached. The property is currently zoned for the following Williamson County schools: Independence High School, Legacy Middle School and Winstead Elementary School. The anticipated number of students within the development upon its completion is anticipated to be 87 pupils should all 190 lots be constructed according to the following source: <https://eyeonhousing.org/2017/02/the-average-number-of-school-age-children-per-home>. The article states there are approximately 45.6 students per 100 owner occupied single family detached homes.

**38 – Refuse storage and sanitation collection facilities:** Refuse storage and sanitation collection will be addressed by the homeowner's association for the development; however, it is anticipated a private collection contract will provide this service for the development. Further, it is anticipated the contract will provide for a standard collection receptacle from the selected refuse provider upon certificate of occupancy. Alternatively, the Williamson County convenience center is located at 1515 Thompson Station Road West which is 4.0 miles from the property.

**39 – Covenants, Conditions and Restrictions:** The homeowner's association will enforce the covenants, conditions, and restrictions to ensure a harmonious development plan. To ensure its standards are upheld within the community an architectural review committee will be appointed. Further the CC&Rs will ensure the Town proper maintenance and insurance is provided for the open space and drainage structures along with public utility and drainage easements within the development.

Should you need additional information or clarification please do not hesitate to contact me via email [huntly@huntlygordon.com](mailto:huntly@huntlygordon.com) or at the number below.

Cordially yours,

HUNTLY GORDON  
(615) 302-0100



# MEMORANDUM

**TO:** Town of Thompson’s Station  
**FROM:** Beth Ostrowski, P.E., P.T.O.E., KCI Technologies, Inc.  
 Meghan Sigler, E.I., KCI Technologies, Inc.  
**DATE:** November 12, 2021  
**SUBJECT:** 4339 Columbia Pike – Trip Generation Memo

The purpose of this memo is to present the trip generation for the proposed 4339 Columbia Pike development located along Columbia Pike in Franklin, Tennessee. According to the developer, the proposed development includes approximately 156 single-family units.

A traffic generation process was used to estimate the amount of traffic expected to be generated by the proposed 4339 Columbia Pike development. Factors for the trip generation were taken from ITE’s *Trip Generation*, 11<sup>th</sup> Edition. No reductions were applied to the trip generation to account for internal capture, alternative modes, or pass-by trips.

Table 1 presents the daily, AM, and PM peak hour trip generation for the proposed development. As shown in Table 1, the proposed development can be expected to generate approximately 1,519 new vehicle trips per day. The AM and PM peak hour trip generations will equal approximately 112 and 151 new trips, respectively. These trips represent the new traffic that will be generated by the proposed 4339 Columbia Pike development. The calculations for trip generation are attached.

**TABLE 1. DEVELOPMENT TRIP GENERATION**

LAND USE	SIZE	DAILY TRAFFIC	GENERATED TRAFFIC			
			AM PEAK		PM PEAK	
			Enter	Exit	Enter	Exit
Single-Family Detached Housing (LUC 210)	156 d.u.	1,519	29	83	95	56
<b>NEW TRIPS</b>		<b>1,519</b>	<b>29</b>	<b>83</b>	<b>95</b>	<b>56</b>
			<b>112</b>		<b>151</b>	

Source: *Trip Generation*, 10<sup>th</sup> Edition



# TRIP GENERATION

## Single-Family Detached Housing

210 ITE Land Code

156 Dwelling Units

Average Daily Traffic:

$$\ln(T) = (0.92 * \ln(X) + 2.68)$$

$$\ln(T) = (0.92 * \ln(156) + 2.68)$$

$$T = 1519$$

A.M. Peak Hour:

$$\ln(T) = (0.91 * \ln(X) + 0.12)$$

$$\ln(T) = (0.91 * \ln(156) + 0.12)$$

$$T = 112$$

Enter = 29                      26%

Exit = 83                      74%

P.M. Peak Hour:

$$\ln(T) = (0.94 * \ln(X) + 0.27)$$

$$\ln(T) = (0.94 * \ln(156) + 0.27)$$

$$T = 151$$

Enter = 95                      63%

Exit = 56                      37%



**DATE:** November 30, 2021  
**TO:** Planning Commission  
**FROM:** Micah Wood, Planning Director  
Andrew Mills, Town Attorney  
Will Owen, Town Engineer  
**SUBJECT: Review of MBSC TN Homebuilder, LLC / Tollgate Village Subdivision Sureties**

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This memorandum provides request information related to the subdivision sureties presented to the Town by MBSC TN Homebuilder, LLC (“MBSC”) for Sections 1 through 17 in the Tollgate Village Subdivision. This information is provided at the request of the Planning Commission at the October meeting and as part of the Town Staff’s on-going review of long-held bonds.

Background

In late 2019, Town Staff began a review of the long-held bonds and sureties within the Town. These were identified as bonds and sureties in existing subdivisions that have not achieved the final dedication approval for meeting the Town’s specifications for construction on the required public improvements. As part this analysis process, Town Staff focused efforts on the longest held sections, which were all located in the Tollgate Subdivision.

In April 2020, Town Staff and the bondholder, MBSC, through their professional engineer, reached an agreement with the Town on the needed revisions and reconstruction of required public improvements on a section-by-section basis for their sections in Tollgate. This list is referred to as the “Tollgate Punchlist”, and the Tollgate Punchlist identifies the agreed upon remediation and corrective efforts needed to bring each section of non-sewer public improvement into a state in which the Town can accept dedication of the public improvement. A Tollgate section map is provided on page 2 of this memorandum, and a section-by-section breakdown follows on pages 3-6.

The Tollgate Punchlist is included as an attachment to this memo, as well as the Town’s notice to MBSC on the next steps required for dedication under the Town’s *Dedication of Public Improvements and Release of Sureties Policy* (“Dedication Policy”). The notice letter to MBSC was created, in part, at MBSC’s request. Per the Town’s notice, MBSC was to complete the Tollgate Punchlist items in order for each section to be submitted for release from either the performance or maintenance stage of warranty and surety. MBSC indicated in numerous communications with the Town that the work in Tollgate would be completed by November. As of the date of this memorandum, the developer has not completed large portions of the Tollgate Punchlist, and no individual sections have been submitted to Town Staff for final review as part of the bond and surety release process, as specified in the Dedication Policy.

Planning Commission Action

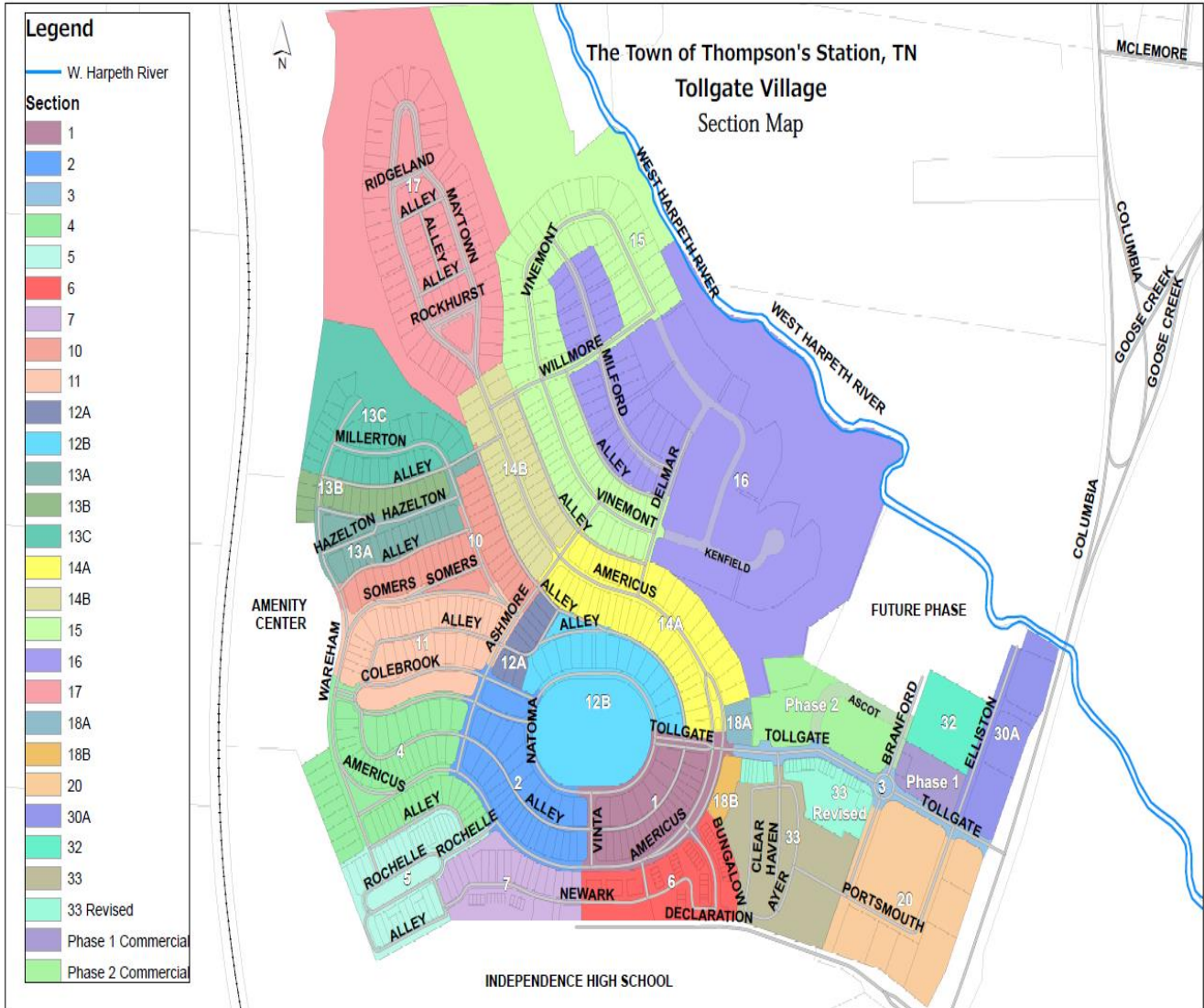
The Planning Commission has jurisdiction for this review under the Land Development Ordinance Sections 5.2.14 Completion of Improvements, 5.2.15 Failure to Complete Improvements, and 5.2.17 Inspection of Improvements. Sections 3.9.23 Road Construction Specifications and the requirements of the individual Development Agreements are also applicable. Most importantly, any developer is required



to complete all infrastructure within a subdivision once a particular section is 90% complete. Sections 1-17, as applicable to MBSC, are over 90% complete as of the date of this memorandum and, as such, should have been completed and dedicated.

The Planning Commission should review each section individually and then provide a recommendation on to the Board of Mayor and Aldermen to:

- allow the developer additional time to a date certain to resolve the incomplete items from the Tollgate Punchlist; or
- if the Planning Commission concludes that the infrastructure is not complete in a particular section, recommend to the BOMA that the applicable surety for that section be called in order to complete the infrastructure.





## **Tollgate Section 1**

Section 1 (to be differentiated from 1A, which is owned by Regents) is located along the southern portion of Americus Drive and Natoma Circle, both south of Tollgate Boulevard. The deficiencies in the section have been largely completed by the developer or removed from the list with the approval of Town Staff, apart from items 17 and 28 on the punchlist.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 1 be called in order to complete the infrastructure.

## **Tollgate Section 2**

Section 2 (to be differentiated from 2A or 2B, which is owned by Regents) is located along the southern portion of Americus Drive and Natoma Circle, both south of Lake Jackson. The deficiencies in the section have been largely completed by the developer or removed from the list with the approval of Town Staff.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 2 be called in order to complete the infrastructure.

## **Tollgate Section 3**

Section 3 includes Tollgate Boulevard from Columbia Pike to the intersection with Americus Drive. There are numerous unresolved deficiencies in this section. See items 6; 8-9; 11-12; 16-18; and 20-26 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 3 be called in order to complete the infrastructure.

## **Tollgate Section 4**

Section 4 is located in the southwestern section of Tollgate along Rochelle Drive and Americus Drive. There are numerous unresolved deficiencies in this section. See items 6-9; 13-15; and 18-20 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 4 be called in order to complete the infrastructure.



## **Tollgate Section 5**

Section 5 is located in the southwestern corner of Tollgate along Rochelle Avenue. There are numerous unresolved deficiencies in this section. See items 3; 5-8; 11; 15; 17; 20; and 23 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 5 be called in order to complete the infrastructure.

## **Tollgate Section 6**

Section 6 is located along the southern edge of Tollgate along Newark Lane. There are numerous unresolved deficiencies in this section. See items 2-5; 8-10; 12; 17; 21-22; 28; and 39 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 6 be called in order to complete the infrastructure.

## **Tollgate Section 7**

Section 7 is located along the southern edge of Tollgate along Newark Lane. There are numerous unresolved deficiencies in this section. See items 2-5; 8-10; 12; 17; 21-22; 28; and 39 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 1 be called in order to complete the infrastructure.

## **Tollgate Section 10**

Section 10 is located along Millerton Way and Somers Lane. There are numerous unresolved deficiencies in this section. See items 1-2; 4; and 14 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 10 be called in order to complete the infrastructure.



## **Tollgate Section 11**

Section 11 is located along Wareham Drive, Colebrook Drive, and Somers Lane. There are numerous unresolved deficiencies in this section. See items 3; 6-10; 12; and 14 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 11 be called in order to complete the infrastructure.

## **Tollgate Section 12**

Section 12 (includes sections 12A and 12B) is located along Natoma Circle north of Lake Jackson, and along Ashmore Drive and Colebrook Drive. There are numerous unresolved deficiencies in this section. See items 9 and 12-15 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 12 be called in order to complete the infrastructure.

## **Tollgate Section 13A**

Section 13A is located along the south side of Hazelton Drive. There are numerous unresolved deficiencies in this section. See items 1-2 and 6-7 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 13A be called in order to complete the infrastructure.

## **Tollgate Section 13B**

Section 13B is located along the north side Hazelton Drive. There are unresolved deficiencies in this section. See item 1 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 13B be called in order to complete the infrastructure.





### **Tollgate Section 13C**

Section 13C is located along Millerton Drive. There are numerous unresolved deficiencies in this section. See items 1-2 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 13C be called in order to complete the infrastructure.

### **Tollgate Section 14A**

Section 14A is located along Americus Drive north of Tollgate Boulevard. There are numerous unresolved deficiencies in this section, including that Americus Drive is noted as a complete rebuilt. See items 1-16 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 14A be called in order to complete the infrastructure.

### **Tollgate Section 14B**

Section 14B is located along Americus Drive north of Tollgate Boulevard. There are numerous unresolved deficiencies in this section, including that Americus Drive is noted as a complete rebuilt. See items 1-29 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 14B be called in order to complete the infrastructure.

### **Tollgate Section 15**

Section 15 is located along Vinemont Drive. There are numerous unresolved deficiencies in this section. See items 1; 8-12; 15; 17; 18-23; 27-28; 32; 36-37; 42; and 47-51 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 15 be called in order to complete the infrastructure.



## **Tollgate Section 16A**

Section 16A is located along Delmar Drive and Milford Drive. The Tollgate Punchlist items in this section are **complete**.

**Staff recommendation:** Recommend Planning Commission consider release the performance surety and create a maintenance bond after an Engineer's certificate if submitted for this section by MBSC.

## **Tollgate Section 17**

Section 17 is located along Maytown Circle, Rockhurst Drive, and Ridgeland Drive. There are numerous unresolved deficiencies in this section. See items 1-2; 6; 11-13; 19; 23-27; 30-32; 3 and 36 in the Tollgate Punchlist under this section.

**Staff recommendation:** If the Planning Commission concludes that deficiencies in the infrastructure exist, either set a date certain for the developer to address the deficiencies or recommend to the BOMA that the applicable surety for Section 17 be called in order to complete the infrastructure.

### Attachments

Tollgate Punchlist Sections 1-17  
Town Dedication Policy  
Town Letter to MBSC April 23, 2021



**Attachment 1- Tollgate MBSC Punchlist Sections 1-17**

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# MEMORANDUM

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RAGAN SMITH

To: Brian Rowe

From: Randy Moore

**O Remain on list**

**√ Done**

**X Remove from List**

Date: April 8, 2019 (Revised 4-20-21)

Project No: 10-081/9260

Reference: Tollgate Village  
Section 1 Punchlist for Town  
acceptance

C:

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## TOLLGATE – SECTION 1 PUNCHLIST

- X** 1. 2908 Americus Drive replace approximately 28 l.f. of concrete curb and gutter.
- X** 2. 2912 Americus Drive replace approximately 5 l.f. of concrete curb and gutter.
- X** 3. 2920 Americus Drive replace approximately 45 l.f. of concrete curb and gutter and cracked portion of H.C. ramp
- X** 4. 2924 Americus Drive replace 2 sections of concrete curb sidewalk marked SW1 and approximately 4 l.f. of curb and gutter.
- √** 5. Tollgate Boulevard and alley (1201) replace approximately 18 l.f. of post curb.
- X** 6. Intersection of Tollgate Boulevard and Americus Drive (at median) replace approximately 12 l.f. of curb and gutter.
- √** 7. 2904 Americus Drive at alley replace approximately 40 l.f. of post curb.
- X** 8. Intersection of Americus Drive and Natoma Circle (at median) saw cut and replace approximately 3 l.f. of concrete curb and gutter at structure.
- √** 9. 3100 Natoma Circle mill and pave asphalt area at H.C. ramp as marked, replace cracked portion of H.C. ramp.
- X** 10. Natoma Circle replace 2 sections of concrete sidewalk marked as SW2 and approximately 12 l.f. of curb and gutter
- X** 11. 3120 Natoma Circle replace approximately 6 l.f. of curb and gutter.
- X** 12. 3124 Natoma Circle replace approximately 8 l.f. curb and gutter.
- X** 13. Intersection of Natoma Circle and Vinita Drive repair street sign pole base, replace approximately 8 l.f. of curb and gutter.
- √** 14. Vinita Drive at alley replace H.C. ramps each side and approximately 26 l.f. of curb and gutter as marked.
- √** 15. Vinita Drive near Americus Drive replace 1 section of sidewalk marked as SW3.

**TOLLGATE**

- ✓ 16. Intersection of Vinita Drive and Americus Drive replace 1 section of sidewalk marked as SW4, and cracked portion of H.C. ramp, and approximately 12 l.f. of curb and gutter at drainage structure.
- 17. 2968 Americus Drive replace approximately 6 l.f. of curb and gutter.
- ✓ 18. 2964 Americus Drive replace 3 sections of sidewalk marked as SW5 (trip hazard) and approximately 6 l.f. of curb and gutter.
- ✗ 19. 2960 Americus Drive replace approximately 8 l.f. of curb and gutter.
- ✗ 20. 2956 Americus Drive replace approximately 12 l.f. of curb and gutter.
- ✗ 21. 2948 Americus Drive replace approximately 6l.f. of curb and gutter.
- ✗ 22. 2946 Americus Drive replace approximately 22 l.f. of curb and gutter.
- ✗ 23. 2940 Americus Drive replace approximately 12 l.f. of curb and gutter.
- ✗ 24. 2932 Americus Drive replace approximately 2 l.f. of curb and gutter.
- ✗ 25. Intersection of Americus Drive and Bungalow Drive replace approximately 4 l.f. of curb and gutter.
- ✗ 26. 2940 Americus Drive (across street) replace approximately 4 l.f. of curb and gutter.
- ✗ 27. Intersection of Americus Drive and Newark Lane replace approximately 6 l.f. of concrete curb.
- 28. Americus Drive at Building "F" near Newark Lane replace approximately 6 l.f. of extruded curb and 1 section of sidewalk marked SWG.
- ✗ 29. 3124 Americus Drive (alley) replace approximately 8 l.f. of ribbon curb.

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# MEMORANDUM

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RAGAN SMITH

To: Brian Rowe

From: Randy Moore

- Remain on list**
- Done**
- Remove from List**

Date: April 11, 2019 (Revised 4-20-21)

Project No: 10-081/9260

Reference: Tollgate Village  
Section 2 Punchlist for Town  
acceptance

C:

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## TOLLGATE – SECTION 2 PUNCHLIST

- 1. 3132 Natoma Circle replace two sections of concrete sidewalk marked as SW1. Install steel lintel in drainage structure to pre-vent soil cave-in.
- 2. 3148 Natoma Circle replace approximately 2 l.f. of curb and gutter.
- 3. Intersection of Natoma Circle and Colebrook Drive remove (Colebrook Street sign) on southbound side and add Colebrook and Natoma Drive street signs to north bound side.
- 4. 3156 Colebrook Drive replace two sections of concrete sidewalk marked as SW2.
- 5. 3409 Colebrook Drive replace approximately 2 l.f. of curb and gutter.
- 6. 3397 Colebrook Drive at Natoma Circle intersection replace 18 l.f. of curb and gutter.
- 7. Vinita Drive at alley (south) replace approximately 14 l.f. of post curb.
- 8. Intersection of Americus (3045) Drive and Ashmore Drive replace approximately 2 l.f. of curb and gutter at stop sign.
- 9. 3041 Americus Drive replace approximately 22 l.f. of curb and gutter.
- 10. 3044 Americus Drive replace approximately 4 l.f. of curb and gutter.
- 11. 3032 Americus Drive replace approximately 8 l.f. of curb and gutter.
- 12. 3028 Americus Drive replace three sections of concrete sidewalk marked SW3 (existing tree to be replaced with appropriate species, roots are too large for grass area).
- 13. 3034 Americus Drive replace approximately 3 l.f. of curb and gutter.
- 14. 3020 Americus Drive replace approximately 8 l.f. of curb and gutter.
- 15. 3025 Americus Drive replace approximately 12 l.f. of curb and gutter.

**TOLLGATE**

- X 16. 3029 Americus Drive replace approximately 14 l.f. of curb and gutter
- X 17. 3033 Americus Drive replace approximately 4 l.f. of curb and gutter.
- ✓ 18. Intersection Americus Drive and Rochelle Lane replace cracked portion on H.C. ramp.
- X 19. 3005 Americus Drive replace approximately 12 l.f. of curb and gutter.
- X 20. 3004 Americus Drive replace approximately 10 l.f. of curb and gutter.
- X 21. 2993 Americus Drive seal asphalt cracks as marked.
- X 22. 2980 Americus Drive replace approximately 10 l.f. of curb and gutter.
- X 23. Intersection Americus Drive and Vinita Drive replace cracked portion in H.C. ramp.
- X 24. Americus Drive Building "H" replace approximately 2 l.f. of curb and gutter.
- X 25. 2977 Americus Drive replace one section of concrete sidewalk marked as SW4.

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# MEMORANDUM

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RAGAN SMITH

To: Brian Rowe

From: Randy Moore

- Remain on list
- Done
- Remove from List

Date: April 8, 2019 (Revised 4-20-21)

Project No: 10-081/9260 Reference:

Tollgate Village – Section 3  
Punchlist for Town acceptance

C:

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## TOLLGATE – SECTION 3 PUNCHLIST

Note: Due to recent construction, this section should be field reviewed to confirm punchlist.

- 1. Intersection of Americus Drive and Tollgate Boulevard replace approximately 16 l.f. of concrete curb and gutter, bring brick pavers to grade at street light.
- 2. Intersection of Tollgate Boulevard and Clearhaven Drive replace concrete ribbon behind curb approximately 8 l.f., bring brick pavers to grade at street light and H.C. ramp. Replace 4 sections of concrete sidewalk. Replace curb and gutter to provide positive drainage to existing structure. Replace one section of concrete sidewalk on east side.
- 3. Tollgate Boulevard east of Clearhaven Drive replace approximately 6 l.f. of curb and gutter.
- 4. Tollgate Boulevard raise brick pavers to grade at street light area marked as BP#1.
- 5. Tollgate Boulevard clean all curb inlet openings as requested.
- 6. Tollgate Boulevard across street from construction entrance raise brick pavers to grade area marked as BP#2.
- 7. Tollgate Boulevard intersection of Branford Place replace approximately 2 l.f. of curb and gutter at fire hydrant.
- 8. Tollgate Boulevard at roundabout (east side) bring brick pavers to grade area marked by BP#3. Replace concrete ribbon behind curb as marked. Replace approximately 4 l.f. of curb and gutter at street light.
- 9. Tollgate Boulevard replace one section of concrete sidewalk marked as SW1.
- 10. Tollgate Boulevard replace asphalt area marked A#A1, approximately 6' x 12'.
- 11. Tollgate Boulevard near Elliston Way (east side) replace approximately 8 l.f. of curb and gutter. Re-set raised brick pavers at electric box.
- 12. Intersection of Tollgate Boulevard and Elliston Way (east side) replace cracked portion of H.C. ramp and approximately 10 l.f. of curb and gutter. Backfill area at electric box.
- 13. Intersection of Tollgate Boulevard and Highway 31 replace cracked portion of H.C. ramp and one section of sidewalk marked SW2.
- 14. Tollgate Boulevard and Elliston Way (west side) replace cracked portion of H.C. ramp.
- 15. Tollgate Boulevard replace concrete ribbon behind curb marked as RB#1.

**TOLLGATE**

- 16. Tollgate Boulevard bring brick pavers to grade at electric box, replace gutter as marked area BP#4.
- 17. Tollgate Boulevard at roundabout bring brick pavers to grade area marked as BP#5.
- 18. Tollgate Boulevard replace one section of sidewalk marked SW3.
- ✗ 19. Tollgate Boulevard (west) near construction entrance replace approximately 4 l.f. of curb and gutter.
- 20. Tollgate Boulevard bring brick pavers to grade area marked BP#6.
- 21. Tollgate Boulevard at construction entrance bring brick pavers to grade and replace concrete ribbon behind curb area marked as BP#7.
- 22. Tollgate Boulevard at construction entrance replace curb and gutter and concrete ribbon behind curb, also one section of concrete sidewalk marked as SW4.
- 23. Tollgate Boulevard bring brick pavers to grade at street light area marked as BP#8.
- 24. Tollgate Boulevard across street from Clearhaven Drive replace approximately 4 l.f. of curb and gutter. Bring brick pavers to grade in area marked as BP#9. Replace concrete sidewalk sections marked as SW5.
- 25. Tollgate Boulevard (west) replace concrete ribbon behind curb approximately 24 l.f., bring brick pavers to grade area marked BP#10.
- 26. Intersection of Americus Drive and Tollgate Boulevard install H.C. ramp and bring brick pavers to grade in area marked BP#11.

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# MEMORANDUM

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RAGAN SMITH

To: Brian Rowe

From: Randy Moore

- Remain on list
- Done
- Remove from List

Date: April 8, 2019 (Revised 4-20-21)

Project No: 10-081/9260

Reference: Tollgate Village – Section 4  
Punchlist for Town Acceptance

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## TOLLGATE – SECTION 4 PUNCHLIST

- ✓ 1. Intersection of Wareham Drive and Colebrook Drive replace one section of cracked sidewalk marked SW1.
- ✗ 2. 3448 Colebrook Drive at alley replace approximately 14 LF of post curb and approximately 2 LF of curb and gutter.
- ✗ 3. 3440 Colebrook Drive replace approximately 6 LF of curb and gutter.
- ✗ 4. 3432 Colebrook Drive replace one section of sidewalk marked SW2.
- ✗ 5. 3424 Colebrook Drive replace one section of sidewalk marked SW3.
- 6. 3416 Colebrook Drive replace approximately 16 LF of curb and gutter and replace two sections of sidewalk (Ashmore Drive) marked SW4.
- 7. Ashmore Drive at alley replace approximately 36 LF of post curb and 2 handicap ramps marked SW5 and SW6.
- 8. 3061 Americus Drive replace two sections of sidewalk marked SW7.
- 9. 3080 Americus Drive replace one section of sidewalk marked SW8. (trip + crack)
- ✗ 10. 3089 Americus Drive replace approximately 4 LF of curb and gutter.
- ✗ 11. 3097 – 3105 Americus Drive vacant lot approximately 40 LF of sidewalk to be installed by developer or builder.
- ✗ 12. Intersection of Wareham Drive and 3105 Americus replace approximately 4 LF of curb and gutter.
- 13. 3617 Wareham Drive replace two sections of sidewalk marked SW9.
- 14. 3629 Wareham Drive replace one section of sidewalk marked SW10.
- 15. 3096 Americus Drive replace two sections of sidewalk marked SW11. (trip)
- ✗ 16. 3633 Wareham Drive replace approximately 10 LF of curb and gutter.
- ✗ 17. 3644 Wareham Drive (across street) replace approximately 22 LF of curb and gutter, remove inlet protection from structure in alley.



**TOLLGATE – SECTION 4 PUNCHLIST, Continued**

- 18. 3628 Wareham Drive (alley) install asphalt berm for drainage diversion to existing structure as marked (coordinate with Town Inspector). (refer to separate plan)
- 19. 3080 Americus Drive (alley) mill and pave asphalt area as marked approximately 16'x22'.
- 20. 3613 Wareham Drive mill and pave asphalt area as marked approximately 12'x24'.

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# MEMORANDUM

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RAGAN SMITH

To: Brian Rowe

From: Randy Moore

- Remain on list
- Done
- Remove from List

Date: April 8, 2019 (Revised 4-20-21)

Project No: 10-081/9260

Reference: Tollgate Village – Section 5  
Punchlist for Town Acceptance

c:

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## TOLLGATE – SECTION 5 PUNCHLIST

- 1. 997 Rochelle Lane replace approximately 2 LF of curb and gutter.
- 2. 1008 Rochelle Lane replace approximately 6 LF of curb and gutter.
- 3. 1005 Rochelle Lane mill and pave asphalt area as marked approximately 12'x24'.
- 4. 1009 Rochelle Lane replace approximately 5 LF of curb and gutter.
- 5. 1013 Rochelle Lane replace two sections of sidewalk marked SW1, replace approximately 12 LF of post curb.
- 6. 1013-1017 Rochelle Lane mill and pave asphalt areas as marked 2 at approximately 12'x24'.
- 7. 1017 Rochelle Lane at Newark Lane replace approximately 12 LF of extruded curb, mill and pave asphalt area as marked approximately 12'x16'.
- 8. 1041 Rochelle Lane replace one section of sidewalk marked SW2.
- 9. 1065 Rochelle Lane (across street) replace approximately 4 LF of post curb.
- 10. 1077 Rochelle Lane at open space walk replace approximately 2 LF of post curb.
- 11. 3601 Wareham Drive replace approximately 10 LF of post curb each side of alley, replace handicap ramp marked SW3.
- 12. 1081 Rochelle Lane replace approximately 12 LF of curb and gutter and approximately 6 LF of post curb across street.
- 13. 1089 Rochelle Lane replace approximately 3 LF of curb and gutter at alley.
- 14. 1068 Rochelle Lane in curve at structure replace approximately 6 LF of curb and gutter.
- 15. 3601 Wareham Drive (near alley) replace approximately 28 LF of curb and gutter.
- 16. 1056 Rochelle Lane (alley) replace approximately 10 LF of post curb, mill and pave asphalt area as marked approximately 10'x10'.
- 17. 1024 Rochelle Lane (across street) replace approximately 10 LF of post curb.
- 18. 1036 Rochelle Lane replace approximately 4 LF of curb and gutter.

**TOLLGATE – SECTION 5 PUNCHLIST, Continued**

- X** 19. 1044 Rochelle Lane replace 4 LF of curb and gutter.
- O** 20. 1089 Rochelle Lane in curve at asphalt trail clean curb cuts, provide positive drainage, stabilize swale with rip-rap.
- X** 21. 1044 Rochelle Lane (alley) replace approximately 12 LF of extruded curb.
- X** 22. 1017 Rochelle Lane (alley) replace approximately 38 LF of extruded curb.
- O** 23. 1041 Rochelle Lane (alley) replace 8 l.f. of extruded curb at return.

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# MEMORANDUM

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RAGAN SMITH

To: Brian Rowe

From: Randy Moore

- Remain on list
- Done
- Remove from List

Date: April 8, 2019 (Revised 4-20-21)

Project No: 10-081/9260

Reference: Tollgate Village – Sections 6 and 7  
Punchlist for Town Acceptance

c:

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## TOLLGATE – SECTIONS 6 AND 7 PUNCHLIST

- 1. 2001 Bungalow Drive replace structure hood and curb as marked.
- 2. 2008-2012 Bungalow Drive saw cut broken asphalt approximately 1'x24', remove and pave.
- 3. 2013 Bungalow Drive saw cut and remove broken asphalt approximately 2'x6' and pave.
- 4. 2021 Bungalow Drive saw cut and remove broken asphalt approximately 4'x1' and pave. Replace approximately 6 LF of post curb in parking area.
- 5. 2051 Bungalow Drive saw cut, remove and pave approximately 1'x6' area.
- 6. 2071 Bungalow Drive replace approximately 12 LF of extruded curb.
- 7. Intersection of Newark Court and Newark Lane replace approximately 74 LF of extruded curb as marked.
- 8. Intersection on Newark Court and Americus Drive replace cracked portion of handicap ramp.
- 9. Intersection of Newark Court and Americus Drive replace approximately 22 LF of extruded curb.
- 10. Newark Lane from Newark Court entire length seal cracks in asphalt as required, coordinate with Town Inspector.
- 11. 2989 Americus Drive (Newark Lane) replace concrete as marked.
- 12. 3001 Americus Drive (Newark Lane) replace asphalt areas as marked approximately 27'x14' and 16'x6'.
- 13. 3009 Americus Drive (Newark Lane) replace approximately 2 LF of concrete curb.
- 14. 3013 Americus Drive (Newark Lane) replace approximately 6 LF of post curb.
- 15. 997 Americus Drive (Newark Lane) fill void at driveway with concrete.
- 16. 1001 and 1005 Rochelle Lane (Newark Lane) replace post curb as marked.
- 17. 2109 Newark Lane replace approximately 12 LF of extruded curb.
- 18. 1017 Rochelle Lane (Newark Lane) replace approximately 24 LF of extruded curb and portion of driveway as marked.

**TOLLGATE – SECTIONS 6 AND 7 PUNCHLIST, Continued**

- X 19. Intersection Rochelle Lane and Newark Lane replace approximately 36 LF of extruded curb, replace approximately 42 LF of extruded curb in parking area.
- X 20. 1009 Rochelle Lane (Newark Lane parking area) replace approximately 28 LF of extruded curb.
- O 21. 2113 Newark Lane replace approximately 8 LF of extruded curb.
- O 22. 2105 Newark Lane replace concrete sidewalk at manhole.
- X 23. 2101 Newark Lane replace approximately 16 LF of extruded curb.
- X 24. 2093 Newark Lane replace approximately 14 LF of extruded curb.
- X 25. 2085 Newark Lane replace approximately 4 LF of extruded curb.
- X 26. 2077 Newark Lane replace approximately 6 LF of extruded curb.
- X 27. 3005 Americus Drive (Newark Lane) replace cracked portion of driveway ramp.
- O 28. 2069 Newark Lane replace approximately 12 LF of extruded curb.
- X 29. Intersection Newark Lane and Paloma Drive replace approximately 20 LF of extruded curb.
- X 30. Paloma Drive (parking area) replace approximately 34 LF of curb as marked.
- X 31. Paloma Drive (parking area) backfill eroded area behind wall.
- X 32. Paloma Drive west slope (parking area) dress and stabilize (matt) eroded area.
- X 33. Newark Lane parking area near communications building replace approximately 12 LF of extruded curb.
- X 34. Newark Lane at communications building replace approximately 16 LF of extruded curb.
- X 35. 2973 Newark Lane across street at communications building parking area replace approximately 44 LF of extruded curb.
- X 36. Newark Lane at Building “H” parking area replace approximately 42 LF of extruded curb.
- X 37. Newark Lane at Building “G” parking area replace approximately 24 LF of extruded curb.
- X 38. Newark Lane at Building “F” parking area replace approximately 14 LF of extruded curb.
- O 39. 3009 Americus replace one section of sidewalk (Americus side) portion outside r.o.w. in open space.

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# MEMORANDUM

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RAGAN SMITH

To: Brian Rowe

From: Randy Moore

- Remain on list
- Done
- Remove from List

Date: April 8, 2019 (Revised 4-20-21)

Project No: 10-081/9260

Reference: Tollgate Village – Section 10  
Punchlist for Town Acceptance

c:

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## TOLLGATE – SECTION 10 PUNCHLIST

- 1. Intersection of Millerton Way and Somers Lane fill cracks in asphalt as required. Coordinate with Town Inspector.
- 2. 3013 Millerton Way replace approximately 6 LF of curb and gutter, backfill behind drainage structure, grout brick risers inside, remove inlet protection.
- 3. 3017 Millerton Way replace approximately 10 LF of curb and gutter.
- 4. 3834 Somers Lane replace one section of concrete sidewalk marked SW1. (two sections)
- 5. 3161 Hazelton Drive (alley) replace approximately 16 LF of post curb.
- 6. 3830 Somers Lane (alley) replace approximately 4 LF of post curb.
- 7. 3149 Hazelton Drive (alley) replace approximately 8 LF of post curb.
- 8. 3133 Hazelton Drive (alley) replace approximately 16 LF of post curb.
- 9. 3125 Hazelton Drive (alley) replace approximately 24 LF of post curb.
- 10. 3121 Hazelton Drive (alley) replace approximately 4 LF of post curb.
- 11. 3113 Hazelton Drive (alley) replace approximately 14 LF of post curb.
- 12. 3101 Hazelton Drive (alley) at Wareham Drive replace approximately 10 LF of post curb.
- 13. 3021 Millerton Way at intersection of Somers Lane replace cracked portion of handicap ramp.
- 14. 3520 Ashmore Court (alley) replace 10 l.f. of post curb at return.

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# MEMORANDUM

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RAGAN SMITH

To: Brian Rowe

From: Randy Moore

- Remain on list
- Done
- Remove from List

Date: April 8, 2019 (Revised 4-20-21)

Project No: 10-081/9260

Reference: Tollgate Village – Section 11  
Punchlist for Town Acceptance

c:

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## TOLLGATE – SECTION 11 PUNCHLIST

- 1. 3650 Wareham Drive (across street) replace approximately 12 LF of curb and gutter.
- 2. 3656 Wareham Drive replace approximately 6 LF of curb and gutter.
- 3. 3660 Wareham Drive repair (fall-out area) in roadway, replace asphalt area as marked approximately 6'x12'.
- 4. 3668 Wareham Drive replace two sections of sidewalk marked SW1.
- 5. 3874 Somers Lane replace approximately 2 LF of curb and gutter.
- 6. 3873 Somers Lane replace two sections of sidewalk marked SW2.
- 7. 3833 Somers Lane replace four sections of sidewalk marked SW3.
- 8. 3813 Somers Lane replace one section of sidewalk marked SW4.
- 9. 3801 Somers Lane replace one section of sidewalk marked SW5.
- 10. Intersection of Somers Lane and Ashmore Drive replace cracked portion of handicap ramp.
- 11. 3508 Ashmore Drive replace approximately 3 LF of curb and gutter.
- 12. 3801 Somers Lane (at alley) replace handicap ramp marked SW6.
- 13. 3453 Colebrook Drive replace approximately 6 LF of curb and gutter.
- 14. 3449 Colebrook Drive replace one section of sidewalk.

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# MEMORANDUM

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To: Brian Rowe

From: Randy Moore

- Remain on list
- Done
- Remove from List

Date: April 8, 2019 (Revised 4-20-21)

Project No: 10-081/9260

Reference: Tollgate Village – Section 12  
Punchlist for Town Acceptance

c:

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## TOLLGATE – SECTION 12 PUNCHLIST

- 1. 3202 Natoma Circle remove inlet protection from structure.
- 2. 3194 Natoma Circle replace approximately 16 LF curb and gutter, remove inlet protection from structure.
- 3. Intersection of Natoma Circle and Colebrook Drive replace approximately 10 LF of curb and gutter.
- 4. 2820 Americus Drive (alley) replace approximately 30 LF of post curb.
- 5. 2828 Americus Drive (alley) replace approximately 12 LF of post curb.
- 6. 2840 Americus Drive (alley) replace approximately 6 LF of post curb.
- 7. 3194 Natoma Circle (alley) replace approximately 38 LF of post curb.
- 8. 3198 Natoma Circle (alley) replace approximately 12 LF of post curb.
- 9. 3202 Natoma Circle (alley) remove inlet protection from structure.
- 10. 3206 Natoma Circle (alley) replace approximately 14 LF of post curb.
- 11. 3210 Natoma Circle (alley) replace 10 LF of post curb.
- 12. 2332 Americus Drive (alley) fill asphalt cracks.
- 13. 2896 Americus Drive (alley) replace 2 l.f. post curb at return, 10 l.f. post curb in alley return.
- 14. 3214 Natoma Circle add sidewalk connection to intersection of Tollgate Boulevard.
- 15. 3186 Natoma Circle replace one section of sidewalk pond side.



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# MEMORANDUM

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RAGAN SMITH

To: Brian Rowe

From: Randy Moore

- Remain on list**
- Done**
- Remove from List**

Date: June 2, 2020 **(Revised 4-20-21)**

Project No: 10-081/9260

Reference: Tollgate Village  
Section 13 – Site Review  
for Bond Actions

C:

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**Attendees:** Bryan King (Town Inspector)  
Jason Kilgore (Ragan-Smith, P.E.)  
Randy Moore (Ragan-Smith)

## TOLLGATE – SECTION 13A

- 1. 3057 Millerton Way (across street) replace 7 l.f. of curb and gutter, 3 l.f. of curb and gutter and 2 l.f. of curb and gutter as marked.
- 2. Install sidewalk in open space at Wareham Drive and Hazelton Drive intersection as per plan.
- 3. 3101 Hazelton Drive replace 2 l.f. of curb and gutter.
- 4. 3105 Hazelton Drive replace 3 l.f. of curb and gutter.
- 5. 3121 Hazelton Drive replace 10 l.f. of curb and gutter.
- 6. 3149 Hazelton Drive replace one 5' section of sidewalk as marked.
- 7. 3049 Millerton Way replace two sections of 5' sidewalk and 16 l.f. of curb and gutter.

## TOLLGATE – SECTION 13B

- 1. 3791 Wareham Drive at alley intersection replace 10 l.f. of post transition curb.
- 2. 3146 Hazelton Drive replace 8 l.f. of curb and gutter.

**TOLLGATE – SECTION 13C**

- 1. 3061 Millerton Way at alley replace 11 l.f. and 16 l.f. of curb and gutter as marked.
- 2. 3076 Millerton Way remove accessible ramp replace/repair curb as required, replace 3 l.f. of curb and gutter.
- X 3. 3084 Millerton Way replace 9 l.f. of curb and gutter.
- X 4. 3092 Millerton Way replace 7 l.f. of curb and gutter.
- X 5. 3095 Millerton Way replace 2 l.f. of curb and gutter.
- X 6. 3100 Millerton Way replace 5 l.f. of curb and gutter.
- X 7. 3108 Millerton Way replace 5 l.f. of curb and gutter.
- X 8. 3815 Wareham Drive replace 4 l.f. of post curb in median and 5 l.f. in front of residence.
- X 9. 3807 Wareham Drive replace 7 l.f. and 3 l.f. of curb and gutter as marked.

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# MEMORANDUM

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RAGAN SMITH

To: Brian Rowe

From: Randy Moore

Remain on list  
 Done  
 Remove from List

Date: June 8, 2020 (Revised 4-20-21)

Project No: 10-081/9260

Reference: Tollgate Village  
Section 14A and 14B – Site Review for  
Bond Actions

C:

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**Attendees:** Bryan King (Town Inspector)  
Jason Kilgore (Ragan-Smith, P.E.)  
Randy Moore (Ragan-Smith)

## TOLLGATE – SECTION 14A

**Notes: Section 14A and 14B roadway sections appear to be a complete re-build.**

- 1. Existing asphalt binder in Americus Drive full width section to be replaced.
- 2. Intersection Tollgate Boulevard and Americus Drive, mill and shape area at (2896) side to ensure positive drainage. Contractor to notify Town Inspector and Design Engineer prior to asphalt work. Replace 3 l.f. of post curb in median. Replace north side Americus Drive as per Section 18A plans.
- 3. Replace 10 l.f. of post curb in median near model home. Replace one 5' section of sidewalk near parking area as marked.
- 4. 2856 Americus Drive reset single inlet storm structure to achieve positive drainage.
- 5. Intersection of Americus Drive and Delmar Drive replace 3 l.f. of curb and gutter, mill and replace asphalt binder to provide positive drainage at 2841 Americus Drive.
- 6. Delmar Drive replace 3 l.f. of curb and gutter near residence at 2841 Americus Drive.
- 7. Delmar Drive and alley intersection replace 24 l.f. of curb and gutter, replace 11 l.f. of curb and gutter at 2841 Americus Drive, replace asphalt area approximately 7' x 12', replace asphalt in alley full section for approximately 19 l.f.
- 8. 2833 Americus Drive (alley) replace 8 l.f. of post curb.
- 9. 2819 Americus Drive (alley) replace asphalt full width approximately 19 l.f., provide positive drainage to storm structure.
- 10. 2813 Americus Drive (alley) replace asphalt full width for approximately 48 l.f.
- 11. Intersection Ashmore Drive and alley replace curb and gutter as marked approximately 9 l.f., replace asphalt in alley full width at 2810 Americus Drive approximately 31 l.f. and 44 l.f. of curb and gutter.
- 12. 2813 Americus Drive reset triple inlet structure to provide positive drainage.
- 13. 2812 Americus Drive reset double inlet structure to provide positive drainage.
- 14. 2825 Americus Drive reset single inlet structure to provide positive drainage.
- 15. 2877 Americus Drive reset double inlet structure to provide positive drainage.
- 16. All accessible ramps to have truncated domes.

**TOLLGATE SECTION 14B** Note: Sections 14A and 14B Roadway Sections appear to be a complete rebuild.

- 1. 2797 Americus Drive (alley) replace 4 l.f. of post curb and 6 l.f. of post curb at driveway.
- 2. 3231 Vinemont Drive (alley) replace 31 l.f. of post curb.
- 3. 2791 Americus Drive (alley) replace 35 l.f. of post curb.
- 4. 2785 Americus Drive (alley) replace 16 l.f. of post curb.
- 5. 3235 Vinemont Drive (alley) replace 5 l.f. of post curb.
- 6. 2779 Americus Drive (alley) replace 21 l.f. of post curb.
- 7. 2785 Americus Drive (alley) replace asphalt area approximately 11' x 25'.
- 8. 3239 Vinemont Drive (alley) replace 21 l.f. of post curb.
- 9. 3235 Vinemont Drive (alley) replace 10 l.f. and 6 l.f. of post curb two locations. Replace asphalt area approximately 15' x 9' to provide positive drainage to storm structure.
- 10. 2771 Americus Drive (alley) replace 4 l.f. of post curb.
- 11. 3251 Vinemont Drive (alley) replace 27 l.f. of post curb, replace asphalt area approximately 4' x 8'.
- 12. 3255 Vinemont Drive (alley) replace 8 l.f. of post curb.
- 13. 2763 Americus Drive (alley) replace 11 l.f., 7 l.f., 7 l.f., and 4 l.f. of post curb at each location as marked.
- 14. 3259 Vinemont Drive (alley) replace 38 l.f. of post curb.
- 15. 3263 Vinemont Drive (alley) replace 12 l.f., 13 l.f., and 3 l.f. of post curb each location as marked.
- 16. 2755 Americus Drive (alley) replace 11 l.f. of post curb, replace asphalt area full alley width approximately 19 l.f. to provide positive drainage to storm structure.
- 17. 2751 Americus Drive (alley) replace 6 l.f. of post curb.
- 18. 267 Vinemont Drive (alley) replace 10 l.f. of post curb.
- 19. 3271 Vinemont Drive (alley) replace 6 l.f. of post curb.
- 20. 3275 Vinemont Drive (alley) replace 6 l.f. of post curb.
- 21. Intersection Willmore Drive and alley replace asphalt full width for approximately 18 l.f., replace 18 l.f. of post curb, replace Willmore Drive asphalt area approximately 12' x 69'.
- 22. 2733 Americus Drive replace 7 l.f. of curb and gutter.
- 23. 2743 Americus Drive replace 2 l.f. of curb and gutter.
- 24. Americus Drive and alley intersection at residence 2742 Americus Drive replace 9 l.f. of curb and gutter and 5 l.f. of curb and gutter at 2748 Americus Drive.
- 25. 2760 Americus Drive replace 6 l.f. of curb and gutter.
- 26. 2775 Americus Drive reset casting on storm structure to provide positive drainage.
- 27. 2772 Americus Drive replace one 5' section of sidewalk.
- 28. 2791 Americus Drive replace one 5' section of sidewalk.
- 29. Intersection of Americus Drive and Ashmore Drive replace asphalt area approximately 19' x 5', 18 l.f. of curb and gutter, reset structure casting at 2801 Ashmore Drive to provide positive drainage.

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# MEMORANDUM

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RAGAN SMITH

To: Brian Rowe

From: Randy Moore

- Remain on list**
- Done**
- Remove from List**

Date: June 8, 2020 **(Revised 4-20-21)**

Project No: 10-081/9260

Reference: Tollgate Village  
Section 15 and 16A – Site Review  
for Bond Actions

C:

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**Attendees:** Bryan King (Town Inspector)  
Jason Kilgore (Ragan-Smith, P.E.)  
Randy Moore (Ragan-Smith)

## TOLLGATE – SECTION 15

- 1. Install truncated domes at all accessible ramps.
- 2. 3033 Vinemont Drive replace 15 l.f. of curb and gutter on Milford Drive.
- 3. 3335 Vinemont Drive replace 2 l.f. of curb and gutter.
- 4. 3339 Vinemont Drive replace 3 l.f. of curb and gutter.
- 5. 3343 Vinemont Drive replace 8 l.f. of curb and gutter.
- 6. Vacant lot (3344 Vinemont Drive) replace 7 l.f. of curb and gutter.
- 7. 3347 Vinemont Drive replace 4 l.f. of curb and gutter.
- 8. Detention area, mow, remove sediment and stabilize pond floor and outlet area.
- 9. 3343 Vinemont Drive replace asphalt area approximately 20' x 4' as marked.
- 10. 3347 Vinemont Drive replace asphalt area approximately 29' x 4' as marked.
- 11. 3351 Vinemont Drive replace asphalt area approximately 6' x 22' as marked; replace 11 l.f. of curb and gutter, and 7 l.f. of curb and gutter two locations.
- 12. 3351 Vinemont Drive replace asphalt area approximately 13' x 8' as marked.
- 13. 3363 Vinemont Drive replace 6 l.f. of curb and gutter.
- 14. 3367 Vinemont Drive replace 7 l.f. of curb and gutter.
- 15. 3371 Vinemont Drive replace asphalt area approximately 30' x 5' and 7 l.f. of curb and gutter.
- 16. 3375 Vinemont Drive replace 67 l.f. of curb and gutter.
- 17. 3380 Vinemont Drive replace asphalt area approximately 3' x 8'.

## TOLLGATE SECTION 15 CONTINUED

- 18. 3379 Vinemont Drive replace 4 l.f. of curb and gutter and three 5' sections of sidewalk.
- 19. Willmore Drive replace asphalt section as marked approximately 12' x 107' and 44 l.f. of curb and gutter.
- 20. Install all open space sidewalks as per plan.
- 21. 1583 Vinemont Drive (alley) replace 14 l.f. post curb.
- 22. Replace full width asphalt alley section, adjust/reset storm castings as necessary to provide positive drainage Vinemont Alley 3276-3200.
- 23. Willmore Drive and alley intersection replace 6 l.f. of curb and gutter.
- ✓ 24. 3283 Vinemont Drive replace 3 l.f. of curb and gutter.
- ✓ 25. 3287 Vinemont Drive replace 3 l.f. of curb and gutter
- ✓ 26. 3295 Vinemont Drive replace gutter section at driveway approximately 33 l.f.
- 27. Lot 1526 and 1527 Vinemont Drive replace 57 l.f. of curb and gutter. Replace 55 l.f. of curb and gutter opposite side of street, replace asphalt area approximately 14' x 3', 12' x 56' and 24 l.f. of curb and gutter.
- 28. 3311 Vinemont Drive replace asphalt area approximately 12' x 46' and 12' x 41' as marked.
- ✓ 29. 3322 Vinemont Drive replace 6 l.f. of curb and gutter.
- ✓ 30. 3327 Vinemont Drive replace 3 l.f. of curb and gutter.
- ✓ 31. 3322 Vinemont Drive replace gutter at accessible ramp 5 l.f.
- 32. Intersection Vinemont Drive and Willmore Drive replace asphalt area approximately 29' x 24' and 15 l.f. of curb and gutter.
- ✓ 33. 3275 Vinemont Drive replace 10 l.f. of curb and gutter.
- ✓ 34. 3268 Vinemont Drive replace 44 l.f. of curb and gutter.
- ✓ 35. 3264 Vinemont Drive replace 4 l.f. of curb and gutter.
- 36. 3247 Vinemont Drive replace asphalt area approximately 6' x 5' and 3 l.f. of curb and gutter.
- 37. 3239 - 3235 Vinemont Drive replace 17 l.f. of curb and gutter and asphalt area approximately 7' x 74'.
- ✓ 38. 3231 Vinemont Drive replace 8 l.f. of curb and gutter.
- ✓ 39. 3227 Ashmore Drive at intersection of Ashmore Drive replace 21 l.f. of curb and gutter at accessible ramp.
- ✓ 40. Intersection of Vinemont Drive and Ashmore Drive replace 14 l.f. of curb and gutter, replace wing portion of accessible ramp and 3 l.f. of curb and gutter at storm structure.

**TOLLGATE – SECTION 15 CONTINUED**

- √ 41. 3212 Vinemont Drive replace 9 l.f. of curb and gutter.
- 42. 3213 Vinemont Drive replace asphalt area approximately 7' x 7'.
- √ 43. 3209 Vinemont Drive replace 25 l.f. of curb and gutter.
- √ 44. 3205 Vinemont Drive replace 4 l.f. of curb and gutter.
- √ 45. 3204 Vinemont Drive replace 9 l.f. of curb and gutter.
- √ 46. 3201 Vinemont Drive replace 6 l.f. of curb and gutter.
- 47. 3200 Vinemont Drive replace asphalt area approximately 3' x 10'.
- 48. Intersection Vinemont Drive and Delmar Drive replace 32 l.f. of curb and gutter and asphalt area approximately 6' x 26'.
- 49. Replace storm grate at Delmar and Alley 3200 Vinemont replace on section of sidewalk and curb returns.
- 50. 3433 Milford replace 11 l.f. of post curb at sidewalk.
- 51. 3428 Milford replace 8 l.f. of curb and gutter on Wilmore.

**TOLLGATE - SECTION 16A**

- √ 1. Lot 1615 Milford Drive replace 10 l.f. of curb and gutter.
- √ 2. Lot 1616 Milford Drive replace 4 l.f. of curb and gutter.
- √ 3. 3417 Milford Drive replace 8 l.f. of curb and gutter.
- √ 4. Lot 1625 Milford Drive replace 15 l.f. of curb and gutter.
- √ 5. 3405 Milford Drive replace 17 l.f. of curb and gutter and one 5' section of sidewalk.

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# MEMORANDUM

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RAGAN SMITH

To: Brian Rowe

From: Randy Moore

- Remain on list**
- Done**
- Remove from List**

Date: June 2, 2020 **(Revised 4-20-21)**

Project No: 10-081/9260

Reference: Tollgate Village  
Section 17 – Site Review  
for Bond Actions

C:

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**Attendees:** Bryan King (Town Inspector)  
Jason Kilgore (Ragan-Smith, P.E.)  
Randy Moore (Ragan-Smith)

## TOLLGATE – SECTION 17

- 1. Install truncated domes on all accessible ramps.
- 2. Complete open space areas as per approved construction documents (sidewalks etc.).
- 3. 2254 Maytown Circle replace 4 l.f. of curb and gutter as marked.
- 4. Lot 1739 Maytown Circle replace 3 l.f. of curb and gutter.
- 5. 2229 Maytown Circle replace 12 l.f. of curb and gutter.
- 6. Northerly open space area, install sidewalk, backfill behind curbs and ensure positive drainage of open space.
- 7. 2225 Maytown Circle replace 10 l.f. of curb and gutter.
- 8. 2221 Maytown Circle replace 6 l.f. of curb and gutter.
- 9. 2217 Maytown Circle replace 9 l.f. of curb and gutter two locations.
- 10. 2209 Maytown Circle replace 6 l.f. of curb and gutter.
- 11. Detention area, remove standpipe at outlet control structure, remove stone at low flow outlet, mow and convert pond from sediment pond to detention pond as per plan.
- 12. 2201 Maytown Circle replace 5 l.f. of curb and gutter. Make storm inlet grate flush with driveway.
- 13. 2189 Maytown Circle replace one 5' section of sidewalk, match grade with remaining sections, clean drainage structure.
- 14. 2185 Maytown Circle replace 3 l.f. of curb and gutter.
- 15. 2181 Maytown Circle replace 3 l.f. of curb and gutter (open space area).



## TOLLGATE

- ✓ 16. 1901 Ridgeland Drive replace 7 l.f. of curb and gutter at accessible ramp, replace 7 l.f. of curb and gutter at Maytown Circle.
- ✓ 17. 2169 Maytown Circle replace 2 l.f. of curb and gutter.
- ✓ 18. 2165 Maytown Circle replace 6 l.f. of curb and gutter.
- 19. 2158 Maytown Circle and alley intersection replace asphalt area approximately 4' x 4' as marked.
- ✓ 20. 2158 Maytown Circle replace 14 l.f. of post curb in alley, also 2 l.f. of curb and gutter at intersection near accessible ramp.
- ✓ 21. 2154 Maytown Circle and alley replace 5 l.f. of curb and gutter and 3 l.f. opposite side.
- ✓ 22. 2138 Maytown Circle and alley replace 5 l.f. of curb and gutter and 3 l.f. opposite side.
- 23. Alley A replace asphalt sections as marked approximately 25 l.f. entire section, 6' x 10' area, 41' x 17' area.
- 24. Alley B replace asphalt sections as marked approximately 7' x 15' area, 30 l.f. and 32 l.f. of post curb at Alley A-B intersection.
- 25. Lot 1775 Maytown Circle replace 17 l.f. of curb and gutter, replace 3 l.f. of curb and gutter at accessible ramp.
- 26. Complete sidewalk backfill behind curbs and ensure positive drainage in southern open space area.
- 27. 2016 Rockhurst Drive replace asphalt area as marked approximately 10' x 6'.
- ✓ 28. Lot 1757 Rockhurst Drive replace 2 l.f. of curb and gutter.
- ✓ 29. 2004 Rockhurst Drive replace 3 l.f. of curb and gutter.
- 30. 2000 Rockhurst Drive replace 3-5' sections of sidewalk at accessible ramp and 7 l.f. of curb and gutter.
- 31. 2125 Maytown Circle add accessible ramp as per plan.
- 32. 2113 Maytown Circle replace one 5' section of sidewalk as marked, and 9 l.f. of curb and gutter.
- ✓ 33. 2109 Maytown Circle replace 3 l.f. of curb and gutter.
- 34. 2101 Maytown Circle replace 6 l.f. of curb and gutter, replace asphalt area as marked approximately 15' x 15'.
- ✓ 35. 2297 Maytown Circle replace 3 l.f. of curb and gutter.
- 36. 2016 Rockhurst Drive replace one section of sidewalk on Maytown Circle.

**Attachment 2- Town Dedication Policy**



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## DEDICATION OF PUBLIC IMPROVEMENTS AND RELEASE OF SURETIES POLICY

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In order to establish a consistent system for approval of the dedication of privately constructed public improvements to the Town of Thompson's Station ("Town"), the following process will be followed, in accordance with Town ordinances, rules, regulations, and policies. The process will be the same regardless of the type of improvement to be dedicated. A dedication of improvements is not considered approved or dedicated unless and until it has been acted on, concurrently or independently, by the Thompson's Station Board of Mayor and Aldermen ("BOMA"). Herein, a surety refers to either a bond or letter of credit.

Approval of dedication by the BOMA will provide documentation for the completion of the improvements in accordance with the Town's specifications and establish a beginning date for any required maintenance sureties, and any related reductions of existing sureties. Approval of dedication by the BOMA may be postponed, in its sole discretion, unless and until the improvements are presented for dedication in compliance with the Town's specifications for said improvements.

Approval of acceptance by the BOMA will provide documentation for the acceptance by the Town of the improvements in accordance with the Town's specifications and release by the Town of applicable maintenance sureties. If the Town approves acceptance, the Town shall take full ownership of said improvement, and the developer seeking approval shall release all ownership of said improvement and execute any documentation required by the Town. Approval of acceptance by the BOMA may be postponed, in its sole discretion, unless and until the improvements are presented for dedication in compliance with the Town's specifications for said improvements. Until the BOMA approves acceptance of any presented improvement(s), the developer shall be responsible for said improvement(s) and sureties shall remain in place.

Nothing herein shall be construed to prevent the Town from calling any applicable surety for deficient construction, maintenance, or care of any applicable improvement, or other reason pursuant to federal law, state law, or Town ordinances, rules, regulations, specifications, or policies.

1. The developer shall complete all improvements and testing in accordance with approved plans, specifications and per local, state and federal guidelines. Such work shall be completed per Town ordinances, rules, regulations, specifications, and policies and shall follow the Town's inspection requirements.

2. The developer will then indicate its readiness to dedicate improvements to the Town by contacting staff in writing, through the use of applicable forms developed by the Town, at Town Hall so that a walk-through site check visit can be completed. Such visit may include CCTV televising (at the developer's expense) of all underground facilities following the completion of work on applicable improvements prior to dedication. Prior to the said walk-through, streets, curbs, sidewalks, trails, and all other improvements must be completed (or substantially completed to 90%, as determined in the sole discretion by the Town). Appropriate erosion control measures are required to be in place.

3. Following the Town's site check, Town Staff shall issue a *Letter of Improvements Status* to document if the work on the applicable improvement(s) is deemed satisfactory; alternatively, a *Notice of Deficiency* shall be issued if the work on the applicable improvement(s) is not ready for acceptance. Any deficiencies identified in the *Notice* shall be corrected by the developer and/or its contractor/agent. Town Staff may require a punch list of deficiencies be provided by the developer's engineer (at the developer's expense). The developer shall make its engineer available for a walk-through site check with Town Staff to note deficiencies, and the developer's engineer shall create a punch list from said walk-through site check with necessary information as required by Town Staff, including but not limited to descriptions and costs to correct deficiencies.

4. Once any deficiencies are corrected per the lunch list, and another site check has been completed by Town staff, or if the work was already deemed acceptable, the Town will issue a *Letter of Improvements Status* documenting the improvements completeness. At this time, the developer is to provide an engineer's certification, a set of as-built record drawings displaying all of the utilities' locations to be dedicated and elevations (hard copy and PDF files), any deeds for lift stations, permanent easement documents, a building lot inventory and address list, and a copy of the recorded plat if a subdivision is involved. Developer shall provide completed originals of the Town's standard dedication form for approval and execution by BOMA following completion of all requirements for applicable improvements.

5. The developer engineer's certification shall affirm that the project has been built per the approved plans and specifications and that all improvements are in public right-of-way or easements that have or will be dedicated to the Town.

6. Once all required documents have been completed and the Town has issued a *Letter of Improvement Status* indicating the completeness of the applicable improvement(s), the Town Planner will schedule the dedication request for the Planning Commission as a specific agenda item. After the Planning Commission makes a recommendation of the approval of dedication, the same will be placed on the next available agenda for the BOMA. Following an item's inclusion on the BOMA's agenda, the BOMA will then vote to approve or reject the dedication of the presented improvement(s) and may do so with or without conditions, and said approval (if any) shall begin the maintenance period (as further discussed below). This same procedure shall be followed for approval of acceptance of the applicable improvement(s) presented.

7. If approval of dedication is successful before the BOMA, a maintenance surety shall be set by the Town Engineer at an amount proportional to the overall project cost. The developer shall be required to maintain all improvements for a minimum of one (1) year after approval of dedication of the public improvements by the BOMA.

8. The Town will perform interim site checks after approval of dedication to ensure that improvements continue meet Town ordinances, rules, regulations, specifications, and policies.

Deficiency letters will be sent to developers if any defects are found during said interim checks. All deficiencies must be corrected before approval of acceptance and maintenance sureties released.

9. The Town will perform a final site check prior to the expiration of maintenance sureties to identify any outstanding deficiencies that still require correction. The Town will issue a *Letter Releasing Maintenance Sureties* following a satisfactory final site check and after approval of acceptance by the BOMA. A final site check shall occur before the procedures for approval of acceptance as delineated in paragraph 6 above, which requires a recommendation by the Planning Commission and then action on the proposed approval of acceptance by the BOMA.

10. If at any time during the dedication and acceptance process, including during the period of the maintenance sureties, it is determined that the developer is unable or unwilling to complete corrective actions or remedy deficiencies, then the Town may take any action authorized by law, including but not limited to the calling of any and all sureties, issuing stop work orders, or withholding the issuance of permits.

**Attachment 3- Town Letter to MBSC April 23, 2021**



REYNOLDS, POTTER, RAGAN & VANDIVORT, PLC

ATTORNEYS AT LAW | RPRVLAW.COM

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April 23, 2021

\*RULE 31 LISTED MEDIATOR - FAMILY  
\*\* RULE 31 LISTED MEDIATOR - GENERAL CIVIL

*OF COUNSEL:*  
LISA LITTLETON HOLLEY

Brian Rowe,  
MBSC TN Homebuilder, LLC  
Via Email Only @ [brian.rowe@blackswantn.com](mailto:brian.rowe@blackswantn.com)

**Re: Town of Thompson's Station, Tennessee  
Tollgate Sections 1-17  
Punch List and Final Dedication of Infrastructure**

Mr. Rowe,

This letter is in follow-up to the correspondence and conversations between the Town and MBSC regarding Tollgate's infrastructure in Sections 1-17. Please let this letter serve to memorialize Town Staff's position on your obligations to Tollgate Sections 1-17 and the dedication process now that the Town has received and approved the punch lists on Sections 1-17. I have outlined the next steps and processes below.

1. MBSC will complete the punch lists of repair items developed between Town Staff and MBSC's engineer, Ragan-Smith. Said punch lists, broken up into two parts for Sections 1-12 and Sections 13-17, are attached hereto for reference.
2. MBSC will provide Town Staff a copy of the fully executed contract with the individual or entity MBSC contracts with to perform repairs in Tollgate Sections 1-17 per the punch lists. MBSC will work with Town Staff on proper traffic management and detour procedures, as needed. MBSC will provide Town Staff with the schedule for repair work.
3. MBSC will be responsible for any additional repairs for damage to infrastructure in Tollgate Sections 1-17 that is a direct result of the repair work performed on the punch lists. No other repairs will be required of MBSC outside of the above.
4. MBSC will notify the Town Planner, Micah Wood, ten (10) days prior to repair work commencing.
5. MBSC and its agents shall permit the Town to inspect the repair work at all reasonable times.



6. Each Section within Tollgate will be considered separately. MBSC will notify the Town Planner when repairs are complete in any Section, indicating MBSC's readiness to proceed to the next step to dedicate the improvements and infrastructure in said Section.
7. The Town has already approved dedication of the infrastructure in Sections 1-12, therefore approval of acceptance of the infrastructure is the final step for dedication, per the *Dedication of Public Improvements and Release of Sureties Policy*, which is attached for ease of reference.
8. Sections 13-17 have not been through the approval of dedication process. These Sections, once approved for dedication, will be placed on a one (1) year maintenance period, and applicable bonds / letters of credit will be reduced to maintenance. After the one (1) year period, as applicable to each Section, said Section can go through the approval of acceptance process as in #7 above.
9. If the repairs performed satisfy the outstanding list of repairs contained in the punch lists for the applicable Section submitted for consideration, the Town Planner will place on the next available Planning Commission agenda a positive recommendation on the submitted Section(s).
10. Once the Planning Commission recommends approval of acceptance (or approval of dedication), the Town Planner will place on the next available Board of Mayor and Aldermen agenda the Planning Commission's recommendation on the submitted Section(s).
11. Again, Sections can be submitted for the dedication processes, per the *Dedication of Public Improvements and Release of Sureties Policy*, individually or in a group, but each Section will be considered as an individual agenda item.
12. Once the Board of Mayor and Aldermen approves the acceptance of improvements, Town Staff will issue a *Letter Releasing Maintenance Sureties*, and the Town will take over responsibility and control for said Section.

Please let me know if you have any questions regarding the above. Thank you for your time and effort in correcting these issues. We look forward to working with you through these final steps.

Brian Rowe,  
MBSC TN Homebuilder, LLC  
Page 3 of 3  
April 23, 2021

Sincerely,

**REYNOLDS, POTTER, RAGAN & VANDIVORT, PLC**



ANDREW E. MILLS, Town Attorney

AEM:em

cc: Micah Wood, Town Planner  
Larry Papel, Esq.  
Daniel Gluck