



**City of Millersville Planning Commission  
Regular Meeting Agenda  
Tuesday, May 14, 2019 5:00 pm  
Commission Chambers**

- 1) Call to Order
- 2) Invocation & Pledge of Allegiance
- 3) Roll Call
- 4) Disclosure of Ex-parte Communications
- 5) Approve the Minutes of the Planning Commission Meeting(s):
  - a) April 9, 2019 (to be forwarded prior to this meeting)
- 6) Public Comments (Limited to 3 minutes per speaker for items on this agenda)
- 7) Action Item(s):
  - a) Site Plan for McWhirter Building 1621 Hwy 31-W
- 9) Development Services Department Report
  - a) Board of Zoning Appeals Meeting – May 7, 2019 Summary
  - b) Planning & Zoning Activities
- 10) Commissioners Comments & General Discussion
- 11) Public Comments (Limited to 3 minutes per speaker for items not on this agenda)
- 12) Next Planning Commission Meeting is scheduled for June 11, 2019
- 13) Adjournment

***In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Recorder at 615-859-0880 at least 72 hours prior to the meeting.***



**City of Millersville Planning Commission  
Meeting Minutes  
Tuesday, April 9, 2019 5:00 pm  
Commission Chambers**

- 1) **Call to Order:** Chairman Fox called the April Meeting of Planning Commission to order at 5:15pm.
- 2) **Invocation & Pledge of Allegiance:** Lead by Secretary Gregory
- 3) **Roll Call:** Secretary Gregory called the roll of Commission; a quorum was present and included the following:

**Commission Present:**

**Mr. Frank Fox  
Mr. Larry Petty  
Mr. David Gregory  
Mr. Keith Bell  
Mrs. Deborah Wade  
Ms. Alisa Huling**

**Absent:**

**Mr. Lee Smith**

**Staff Present:**

**Mr. Michael Barr  
Mrs. Michelle Bernard**

- 4) **Disclosure of Ex-parte Communications:** No comments were made.
- 5) **Approve the Minutes of the Planning Commission Meeting(s):**
  - a) **March 12, 2019 (to be forwarded prior to this meeting):**

Chairman Fox requests the Commission to approve the March 12, 2019 Meeting Minutes. Secretary Gregory made the motion to “approve the March 12, 2019 Meeting Minutes as presented.” Mrs. Wade seconded the motion.  
**Motion carried by Unanimous Vote. (6-aye, 0-nay)**
- 6) **Public Comments (Limited to 3 minutes per speaker for items on this agenda):**

No Comments were made.
- 7) **Action Item(s):**
  - a) **Rezone 165-173 Flat Ridge Rd (SC Map 118 Parcel 048.00) from Residential R-2 to R-4:**

Mr. Barr stated the subject parcel's owner is requesting to rezone this 4.0 ac +/- parcel from Residential R-2 to R-4. This single parcel currently has 4 duplexes located on it. The owner is proposing to subdivide the master parcel into 4 lots with a single duplex on each lot. Before the subdivision can be approved, the proposed individual lots must meet the minimum zoning requirements including lot size. The proposed lots appear to conform to the proposed Residential R-4 Zoning District standards, Sec. 90-155. Ordinarily, duplexes require a Special Exception in this proposed zoning district, however they appear to have been constructed prior to the adoption of the current Zoning Ordinance making them legal non-conforming uses and not requiring Board of Zoning Appeals approval.

Mr. Barr is recommending approval by the Planning Commission to amend the City's Zoning Map designation for this parcel from Residential R-2 to R-4 by the City Commission. Mr. Bell made the motion to approve the Rezone. Ms. Huling seconded the motion. **Motion carried by Unanimous Vote. (6-aye, 0-nay)**

**b) Minor Subdivision Plat of the Phillip Graves Property (SC Map 118 Parcel 048.00):**

Mr. Barr stated the owner of the subject parcel is requesting to divide the approximately 4.0 acre +/- parcel into four parcels. The master parcel is currently occupied by four duplexes. The proposed lots will include one duplex per lot. Most of the duplexes will share driveways on the proposed lot lines. This proposed subdivision with resulting lots will conform to the Residential R-4 Zoning District's standards and restrictions including the minimum site requirements for duplexes. The proposed lot sizes are complimentary to many other parcels in the vicinity.

Mr. Barr is recommending "Conditional" Approval by the Planning Commission to subdivide the parcel per the Final Subdivision Plat and City Commission approval of the associated rezoning to Residential R-4. Mr. Bell made the motion to approve the Minor Subdivision Plat 165-173 Flat Ridge Rd condition upon approval of the City Commission for the Rezoning. Seconded by Secretary Gregory.

**Motion carried by Unanimous Vote. (6-aye, 0-nay).**

**c) Rezone two Parcels on Long Dr (SC Map 140 Parcels 084.01 & 084.02) from Light Industrial I-1 to Intermediate Industrial I-2:**

Mr. Barr stated the subject parcel's owner is requesting to rezone the subject two parcels from Light Industrial I-1 to Intermediate Industrial I-2. These parcels are currently vacant but are proposed for a concrete batching plant. This proposed use is permitted in the I-2 zoning district Sec. 90-213.

The Long Drive area of the City is mostly zoned I-1 although most of its current uses are more intense. Most of these uses were active prior to the adoption of the current Zoning Map and zoning designations. There is only one parcel in this area zoned otherwise. This parcel is zoned Commercial C-1 and has one single family home on it. Please note this area borders with the City of Goodlettsville including parcels nearby zoned Commercial-General and Residential R-40 (40,000 sf lots). The portion of the R-40 zoned property abutting Long Drive is very steep and unlikely to be developed. The subject parcels meet

the minimum standards and restrictions of the proposed I-2 zoning designation. This proposed rezoning to I-2 is transitional with other parcels in this area.

Mr. Barr is recommending approval by the Planning Commission to amend the City's Zoning Map designation for these parcels from Industrial I-1 to I-2 by the City Commission. Mr. Bell recommended approval to amend the city's rezoning for SC Map 140 Parcels 084.01 & 084.02 from Industrial I-1 to Industrial I-2. Vice Chairman Petty seconded the motion. **Motion carried by Unanimous Vote. (6-aye, 0-nay).**

**9) Development Services Department Report**

**a) Presentation & Discussion of TCA 13-7-208 Enforcement of ordinances – Applicability of provisions (non-conforming uses):**

Mr. Barr presents the Commission with a handout of Presentation & Discussion of TCA 13-7-208 Enforcement of Ordinances.

**b) Board of Zoning Appeals Meeting - April 2, 2019 Summary:**

Mr. Barr stated that the Board of Zoning Appeals received two Special Exceptions Applications.

**c) Planning & Zoning Activities:**

Mr. Barr presents the Commission with a handout regarding Development Services Department Report.

**10) Commissioners Comments & General Discussion:** Ms. Huling mentioned to the Commission how she had reached out to a hospital about getting a Walk-In Clinic within Millersville.

**11) Public Comments (Limited to 3 minutes per speaker for items not on this agenda):**  
No comments were made.

**12) Next Planning Commission Meeting is scheduled for May 14, 2019**

**13) Adjournment:** Mr. Bell made the motion to adjourn, seconded by Secretary Gregory.  
**Motion carried by Unanimous Vote. (6-aye, 0-nay)**  
**Meeting adjourned at 5:45pm.**

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**Chairman Frank Fox**

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**Secretary David Gregory**

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**Recording Secretary Michelle Bernard**

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**Approval Date**



## **City of Millersville Development Services**

## **Planning Commission Item #7a**

### **Summary & Recommendation**

**Date:** May 14, 2019

**Reviewer:** Michael Barr, Development Services Director

**Subject:** Commercial Site Plan for McWhirter Building located at 1621 Hwy 31-W

**Background:** The Applicant is requesting approval of the Commercial Site Plan for an office / warehouse building. This 7,000 sq ft building includes 1,340 sq ft of office and 5,660 sq ft of warehouse with 4 overhead garage bay doors. The front portion of the parcel is zoned Commercial C-1 with the rear zoned for Residential R-4. The building is proposed on the Commercial portion with the Stormwater Pond in the rear. The Landscape Plan for buffering will be provided with the Building Permit Application. The Site Plan appears to meet the requirements of the C-1 zoning. The proposed building's elevation and fascia materials will meet the City's standards and will not require review by this Board.

The City's Engineering Review is not complete at this time.

**Attachments:** Proposed Site Plan  
Isometric Elevations

**Public Notice Sign Posted:** n/a

**Recommendation:** "Conditional" approval of the Site Plan and proposed building fascia materials pending the final review and acceptance of the plans by the City's Engineer.

**Conditions, if any:** As above.

CALL BEFORE YOU DIG



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LEGEND:



TDOT DRAINAGE NOTE:

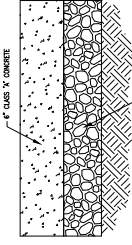
1. ALL DRAINAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITION OF THE MDT DESIGN MANUAL, CHAPTER 10, SECTION 10.01.

2. SEE PLAN FOR ALL DRAINAGE LOCATIONS AND SIZES.

SIGHT DISTANCE NOTE:

1. ALL DRAINAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITION OF THE MDT DESIGN MANUAL, CHAPTER 10, SECTION 10.01.

2. SEE PLAN FOR ALL DRAINAGE LOCATIONS AND SIZES.



TDOT CONCRETE ENTRANCE DETAIL (IN R.O.W.)

NOT TO SCALE

1. ALL DRAINAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITION OF THE MDT DESIGN MANUAL, CHAPTER 10, SECTION 10.01.



ENGINEERING SERVICES

1855 TOMAHAWK HWY. SUITE 200, SPRINGFIELD, TN 37172

PHONE: (615) 592-0000 FAX: (615) 592-0001

WWW.KLOBERENGINEERING.COM

REVISIONS

NO. DATE DESCRIPTION

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JOSHUA M. LYON, P.E. TN#112331

McWHIRTER BUILDING

1621 HWY 31 W  
MILLSVILLE, TN  
ROBERTSON COUNTY

DRAWN BY: JML  
CHECKED BY: JML  
PROJECT NO.: C07719

GRADING &  
DRAINAGE PLAN

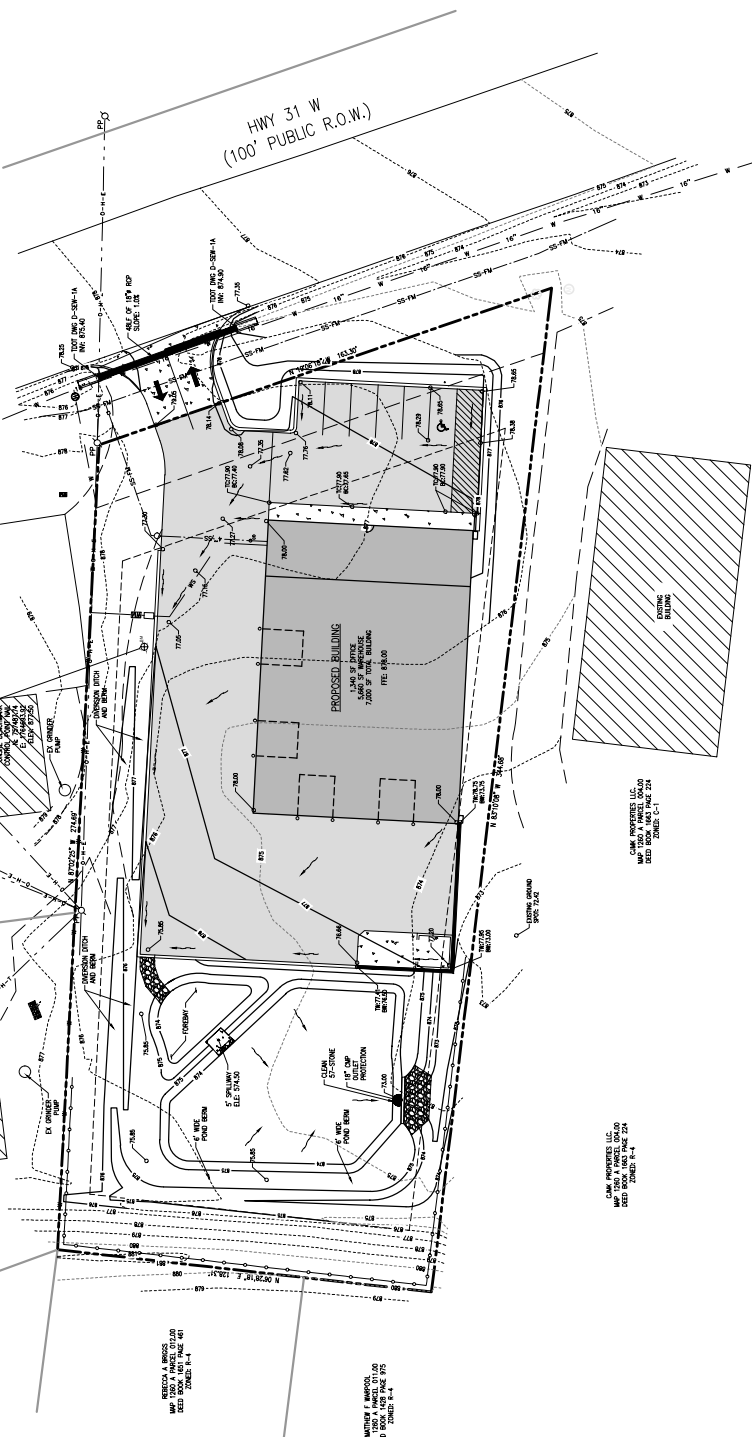
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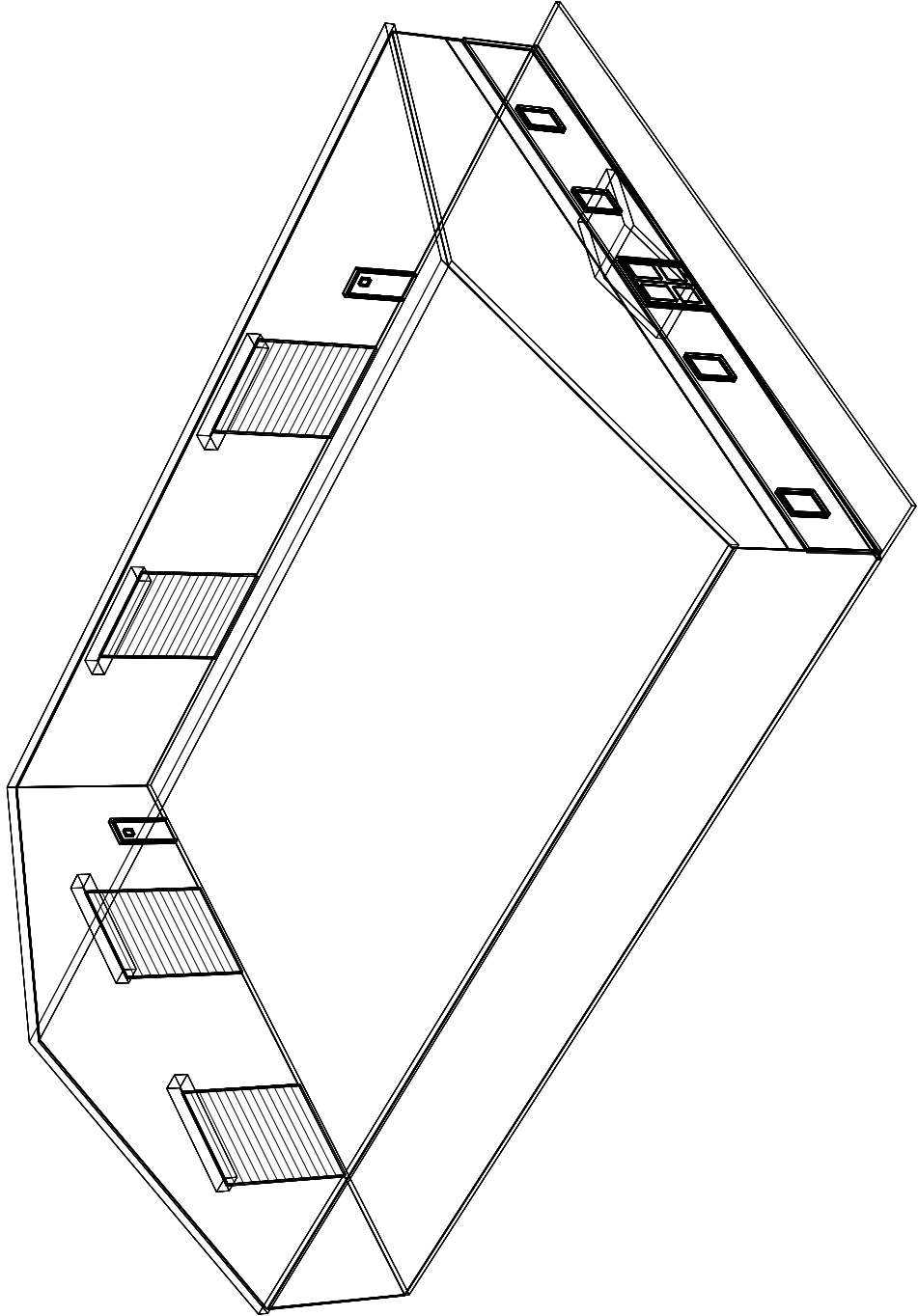


CAMP INDUSTRIES, LLC  
MAP 1707A, PARCELS 071, 072, 073  
DEED BOOK 186, PAGE 224  
ZONED R-4

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MAP 1707A, PARCELS 071, 072, 073  
DEED BOOK 186, PAGE 224  
ZONED R-4





## Development Services Department Report

April 2019

Please find the following project and activity summaries for your information:

**Bethel Ridge Mixed Use – Mixed Density Development** – [The property owner is exploring other development options that may include subdividing into smaller parcels for sale & development](#)

**Bethel Farms Subdivision** – Construction Plans are approved. Developer obtaining required state permits. Site work is out to bid. A Land Disturbance Permit is expected to be issued soon to begin site work. Updated the City's Subdivision Development Agreement (1995) for this project, to be reviewed and approved with the Final Subdivision Plat. [No update available](#)

**Quarterhorse Multi-family & Self Storage Development** – [Self Storage portion under construction](#)

**Menefee Parcel** – this parcel was recently acquired by a local developer and is obtaining survey data for preliminary conceptual plans. [Owner is clearing brush for hay fields & opening historic paths & trails.](#)

**Project "WALLY"** – [Letter of Interest for long term lease is conceptually approved by City & Business.](#) 30 year Triple-net Lease Agreement being negotiated. Offer to Purchase from Robertson County submitted & [approved by the Delinquent Tax Sale Committee for recommendation to County Commission to accept.](#) Expect closing by mid-June 2019. Site Planning to begin shortly after acquisition.

**Site Plans** – [One Application](#)

**Subdivision Plats** – [None at this time](#)

**Rezoning** – [Two Applications](#)

**Board of Zoning Appeals** – [One Special Exception Application](#)

**FEMA FIRM Flood Insurance Study** – [Public Comment period for Updated Flood Zone Map](#)

**Building and Municipal Code Violations** – Working with Staff to document, cite and resolve numerous codes Violations throughout the City ranging from unlawful (not permitted) buildings and occupancies to unlicensed businesses, etc. [In process](#)

**Sign Ordinance** (1999) – Staff is reviewing this section of the Code as there appear to be dozens of signs throughout the City that do not comply with minimum standards. [On hold per the Mayor](#)

**Stormwater Ordinance** (2010) – [TDEC MS4 Audit – Two day Audit included random Construction Site & City Owned Property Inspections.](#) Staff submitted researched & submitted additional information & documents. Audit Report expected in several weeks. [Revising Land Disturbance Permitting and Stormwater Inspection processes and forms per TDEC](#)

**Spring Stream Cleanup** – Coordinated with Goodlettsville and Cumberland River Compact for mapping, volunteers and supplies. [Cancelled for weather, postponed to September](#)



**Road Maintenance Fees and Restricted Truck Weight Limits** (2000) – Staff is drafting revised permitting, processes and fees related to use, damage and road conditions. [Working with Public Works for Roadway Specifications & Conditions List](#)

**Downtown Multi-use Path & Sidewalk Project** – The City was recently awarded \$835,494 (80/20%) U-TAP Grant for PE-N, PE-D, ROW and Construction. An additional [\\$1.3 Million \(80/20%\) TAP Grant application has been submitted to the TDOT Commissioners Office for approval. NEPA Notice to Proceed received, waiting on Proposal from OHM Advisors.](#) ROW Acquisition (if necessary) to begin early 2020 following design phase. [A Resolution from the City Commission to obligate \\$208,874 for this project funding is required by TDOT to demonstrate the City's commitment to this project and Grant. Preparing Project Abstract for Phase II](#)

**I-65 Exit 104 Interchange Lighting Project** – Construction & Installation Bids received March 29, 2019. Lowest Apparent Bid = \$586,763.30 by Stansell Electric. [Estimated completion Fall 2019](#)

**Old Shiloh Bridge Replacement Project** – Project Design is complete and is now in the ROW Acquisition phase. Construction Letting is scheduled for November 2019 with project completion projected summer 2020. [No change](#)

**City Hall Expansion and Renovation** – Civil Design by OHM is underway with interior and exterior materials and finishes being reviewed. Temporary relocation plan of City offices and operations being developed. Expected to begin project financing options shortly. [Working](#)

**Hulsey Parcel** – [Purchased. Requested Proposals for Replatting and Survey. Site Demo & Grading pending. Setting up contacts for marketing.](#)

**Sumner County EMS Communications Tower** – Ordinance amending Sec. 90-551 in process. County to submit ILA or other document between City & County for Tower on Wilson Lane. [Done](#)

**Cartwright Parkway Extension Project** – [Exploring options for construction and parcel replatting](#)

**Gravity Sewer Rehabilitation Project** – Several Items remain outstanding due to weather caused delays. Project costs came in under TDEC SRF Budget. City added additional work with surplus including lining 25+ more manholes. OHM requested time extension with TDEC. [Waiting on drier weather to complete several sections of pipe repairs due to water levels.](#)

**Ridge Hill Road Right-of-Way** – Staff has forwarded all records to City Attorney as directed. [Unknown status](#)

**Bethel Road Utilities and Infrastructure Needs Assessment** – This study (focused on water) is complete and being utilized for grant and funding opportunities associated with Economic Development. [Waiting on WHUD for conceptual project costs & timelines.](#)

**Bethel Road Campground** – Actively working with owner and his Real Estate Agent to create Redevelopment and Lawsuit & Codes Violations Resolution Plan for buyer. BZA [Special Exception for Campground with conditions approved. Purchase Contract pending City Lawsuit results.](#)

Please call or visit my office if you have any questions or suggestions.



Michael Barr  
Development Services Director