## City of Millersville Planning Commission <br> Regular Meeting Agenda <br> Tuesday, February 13, 2018 5:00 pm <br> Commission Chambers

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Disclosure of Ex-parte Communications
5. Approve the Minutes of the Planning Commission Meeting(s):
a. January 9, 2018
6. Public Comments (Limited to 3 minutes per speaker for items on this agenda)
7. Action Item(s):
a. 7673 South Swift Rd Request for Rezoning from R-3 to R-5
b. 7673 South Swift Rd Request for Minor Subdivision Plat
c. 182B Flat Ridge Rd Site Plan - Cell Tower Co-location
d. 1246 Louisville Hwy Site Plan for Public Works Facility Expansion
8. Development Services Department Report
a. Board of Zoning Appeals Meeting Summary - None
b. Planning \& Zoning Activities
9. Commissioners Comments \& General Discussion
10. Public Comments (Limited to 3 minutes per speaker for only items not on this agenda)
11. Next Planning Commission Meeting is scheduled for March 13, 2018.
12. Adjournment

# City of Millersville Planning Commission <br> Meeting Minutes 

Tuesday, January 9, 2018 5:00 pm
Commission Chambers

1. Call to Order: Chairman Fox called the January Meeting of Planning Commission to order at 5:03pm
2. Pledge of Allegiance: Lead by Secretary Gregory
3. Roll Call: Secretary Gregory called the roll of the Commission; a quorum was present and included the following:

Commissioners Present: Mr. Frank Fox
Mr. Larry Petty
Mr. David Gregory
Mr. Lee Smith
Mr. Keith Bell
Mr. Brent Uldridge
New Attendee:
Mrs. Deborah Wade

Staff Present:

Mr. Michael Barr<br>Mrs. Michelle Bernard

3a. Chairman Fox calls a motion to amend the agenda for item \#7, to amend the nominations \& elections for Commission Chairman, Vice Chairman and Secretary per the TCA State statues:
Mr. Bell makes the motion to approve the amendment to the Agenda for item \#7 of nominations \& elections for Commission Chairman, Vice Chairman and Secretary per the TCA State statues. Secretary Gregory seconded the motion.
Motion carried by Unanimous vote. (7-aye, 0-nay)
4. Disclosure of Ex-parte Communications:

Commissioner Bell disclosed that he had a conversation with an individual about an item not on this agenda but possibly on a future agenda.
5. Approve the Minutes of the Planning Commission Meeting(s):
a. October 10, 2017

Chairman Fox requests the Commission to approve the October 10, 2017 minutes. Mr. Bell made the motion to "approve the October 10, 2017 meeting minutes as presented."
Mr. Petty seconded the motion.
Motion carried. (6-aye, 0-nay, 1-abstained; Deborah Wade)
6. Introduction of New Planning Commission Member - Deborah Wade:

Mr. Barr introduces Mrs. Wade to the Planning Commission as our new attendee. Mrs. Wade thanks the Commissioners for inviting her to the board. Mrs. Wade expresses that she is excited to be a part of this Commission in learning/servicing the City. Mrs. Wade shares that she is a business owner with Wade's Lawn Service and has been working in part with the City since 2004.
7. Nominations and Election of Commission Vice-Chairman:

Mr. Fox called for nominations for Chairman. Mr. Petty called to nominate Frank Fox as Chairman. Mr. Fox called to vote on the nomination of himself as Chairman.
Motion carried by Unanimous vote. (7-aye, 0-nay)
Chairman Fox called for nominations for Vice Chairman. Mr. Gregory called to nominate Larry Petty as Vice Chairman. Mr. Fox called to vote on the nomination of Larry Petty as Vice Chairman.
Motion carried by Unanimous vote. (7-aye, 0-nay)
Chairman Fox called for nominations for Secretary. Mr. Bell called to nominate David Gregory as Secretary. Mr. Fox called to vote on the nomination of David Gregory as Secretary.
Motion carried by Unanimous vote. (7-aye, 0-nay)

## Official Results:

a) Chairman: Mr. Frank Fox
b) Vice Chairman: Mr. Larry Petty
c) Secretary: Mr. David Gregory
8. Acceptance of the Official Record of Member \& Staff Annual Training and Continuing Education per § 13-7-205 T.C.A.:
Mr. Barr congratulated Mr. Fox, Mr. Gregory, Mr. Uldridge and Mr. Petty for completing this training. One correction was made to include Commissioner Mr. Smith as he was in attendance for this training as well.
9. Public Comments (Limited to 3 minutes per speaker for items on this agenda): No comments were made.
10. Action Item(s): None.
11. Discussion of Commercial \& Industrial Accessory Structure Standards:

Mr. Barr discusses that he has had internal and external questions regarding the lack of Commercial and Industrial accessory building standards in the city. Mr. Barr proposes to the board that over the next month we begin looking through some of our other communities that surround us to see what they do regarding accessory structures for storage and their location.

## 12. Development Services Department Report

## a. Staffing Changes:

Mr. Barr shares with the board members the recent changes within city staff. Mr. Thomas King resigned from Fire Chief and taking his place is Mr. Brandon Head; who was the Codes Enforcement and served as the assistant volunteer fire chief. Taking Mr. Head's place as Codes Enforcement is Mr. Josh Palmer. Working with Mr. Palmer and Codes, the City contracted Building Inspector Mr. Tony Allers as the city's Chief Building Official. Lastly, Mrs. Michelle Bernard has accepted the position as the new Records Clerk for the city's Police Dept.

## b. Board of Zoning Appeals Meeting Summary:

Mr. Barr presents that the BZA granted two variances for the Public Works Expansion that adds covered parking and storage buildings. Mr. Barr also presented that the builder on Glenwood Dr. has verbally proposed changes to bring his home into compliance with the Codes \& Ordinances.

## c. Other Planning \& Zoning Activities:

Mr. Barr stated the Minor Subdivision of the McMurtry Estates Phase 1 has been signed and recorded. 31-W has begun constructing their third building on Cycle Ln. Mr. Barr stated that the rezoning for Wilson Lane has come to a stop, as the property owner has not provided required documents and is unresponsive to efforts to reach her.

Mr. Barr stated that the board will see two new projects coming in soon. The city has a Communications Tower on Flat Ridge Road that Verizon Wireless will have to submit a site plan. Secondly, we have a new 53 lot subdivision that has been partially submitted. This will be located on the west side of Bethel Road on South Williams and called Bethel Farms.
13. Commissioners Comments \& General Discussion:

Vice Chairman Petty asks Mr. Barr if the water pressure is up to par on the new subdivision for Bethel Farms. Secretary Gregory wanted to thank the residents and Codes for cleaning up along 1071 Louisville Hwy.
14. Public Comments (Limited to 3 minutes per speaker for only items not on this agenda): No comments were made.
15. Next Planning Commission Meeting is scheduled for February 13, 2018.
16. Adjournment:

Mr. Bell made the motion to adjourn, seconded by Mr. Uldridge.
Motion carried by Unanimous vote. (7-aye, 0-nay)
Meeting adjourned at 6pm.

## Chairman Frank Fox

Recording Secretary Michelle Bernard

## Board Secretary David Gregory

Approval Date

## City of Millersville Development Services

Planning Commission Item \#7a

## Summary \& Recommendation

Date: February 13, 2018
Reviewer: Michael Barr, Development Services Director
Subject: Rezoning of the parcel known as 7673,7677 , 7679, and 7683 South Swift Rd (RC Map 126 Parcel 055.00) from R-3 to R-5

Background: The applicant is requesting to rezone the subject parcel from Residential District R-3 to Residential R-5 in conjunction with a Minor Subdivision Plat. This rezoning will allow for the platting and development of a total of four single family homes on this approximately one acre parcel. The parcel currently contains one single family house and two (previously three) single-wide mobile homes. The property owner is proposing to remove the remaining mobile homes and build three new single family homes. This proposed zoning is complimentary and transitional with other residential parcels in the immediate area.

Attachments: Legal Description
Parcel Map with Zoning Overlay
Public Notice Sign Posted: Yes
Recommendation: Approval by the Planning Commission to recommend approval to amend the City's Zoning Map for this parcel to Residential R-5 by the City Commission.

Conditions, if any: None

Description of Harper Property:

A tract of land in the Eleventh Civil District of Robertson County, Tennessee, and more particularly described as follows according to a survey by Caldwell Engineering \& Surveying dated March 13, 2017:

Beginning at a corner post, being the northeast corner of Owen as described in Book 1437, Page 328, R.O.R.C., TN, and being the southeast corner of the herein described tract, thence with Owen N 83 degrees $17^{\prime} 06^{\prime \prime}$ W 500.47' to an iron pin (old), thence with Howard Chapel Church as described in Book 53, Page 73, and Book 254, Page 149, RORC, TN N 28 degrees 29' 04" E $185.58^{\prime}$ to an iron pin (new) in the right-of-way ( $25^{\prime}$ from center) of S. Swift Road, thence with the right-of-way along a curve to the left with a radius of $741.65^{\prime}$, a delta of 14 degrees $57^{\prime} 29^{\prime \prime}$, a tangent of 97.36', and a length of $193.62^{\prime}$ to an iron pin (new), thence $S 67$ degrees $43^{\prime} 18^{\prime \prime} \mathrm{E}$ $272.66^{\prime}$ to an iron pin (new) in an old fence, thence with Binkley as described in Book 1676, Page 151, RORC,TN S 26 degrees 53' $58^{\prime \prime}$ W $25.17^{\prime}$ to the point of beginning, and containing 1.027 acres, more or less.

Being the same property as described in Book 315, Page 660 RORC, TN.

Robertson County - Parcel: 126055.00


## City of Millersville Development Services

Planning Commission Item \#7b

## Summary \& Recommendation

Date: February 13, 2018
Reviewer: Michael Barr, Development Services Director
Subject: Minor Subdivision Plat of the single parcel known as 7673, 7677, 7679, and 7683 South Swift Rd (RC Map 126 Parcel 055.00).

Background: The owner of the subject parcel is requesting to divide the approximately one acre parcel into four parcels. The parcel currently contains one single family residence and two (previously three) single-wide mobile homes. The property owner is proposing to remove the remaining mobile homes and build three new single family homes for a total of four homes. This proposed subdivision with resulting lot sizes will conform to the proposed Residential R-5
Zoning Standards. The proposed lot sizes are complimentary to the parcels across the street in the Turner's Point Subdivision, as well as other residential parcels in the vicinity.

Attachments: Proposed Final Subdivision Plat - Harper Property
Public Notice Sign Posted: n/a
Recommendation: "Conditional" Approval by the Planning Commission to subdivide the parcel per the attached Final Plat drawing pending City Commission approval of the associated rezoning to Residential R-5.

Conditions, if any: None.


## City of Millersville Development Services

Planning Commission Item \#7c

## Summary \& Recommendation

Date: February 13, 2018
Reviewer: Michael Barr, Development Services Director
Subject: Commercial Site Plan for 182B Flat Ridge Rd Cell Tower Facility Co-locate
Background: The Applicant is requesting approval of the Commercial Site Plan for cellular tower improvements associated with a proposed co-location of additional antennas, etc. The Site Plan includes an additional 12'X20' concrete pad with several cabinets and generator and connections to the existing tower.

The proposed Site Plan appears to conform to the City's Transmission and Communications Towers and Stations Standards (Sec. 90-551-555). This Site Plan has reviewed and recommend for approval by the City's Engineer. A Building Permit will be required before any site work can begin.

Attachments: Proposed Site Plan
Public Notice Sign Posted: n/a
Recommendation: Approval by the Planning Commission of the Site Plan for the subject project.

Conditions, if any: None


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## City of Millersville Development Services

Planning Commission Item \#7d

## Summary \& Recommendation

Date: February 13, 2018
Reviewer: Michael Barr, Development Services Director
Subject: Commercial Site Plan for 1246 Louisville Hwy (SC Map 121 Parcel 062.01) City of Millersville Public Works Facility Expansion.

Background: The City is proposing to add covered truck and equipment parking and material storage on a portion of the Public Works Facility. This expansion includes two buildings to be built in phases. Each building will be constructed in the Pole Barn style and enclosed on three sides. These buildings are accessory to the main Public Works Building.

The first building to be constructed is $2,688 \mathrm{sq} \mathrm{ft}$ with 8 bays. The second building is $1,536 \mathrm{sq} \mathrm{ft}$ with 4 bays. Some adjustments to stormwater and other underground infrastructure are expected as construction progresses. The parcel is zoned Residential R-2 with the Non-profit/ government/religious land use overlay district NP-1. The current use is recognized as an existing non-conforming use that allows for expansion of its use per the City Code of Ordinances and State Statutes. The Site Plan appears to meet the underlying Residential Land Use as well as the City's Commercial Development Standards.

The Board of Zoning Appeals approved reduced side setback and landscape buffer dimensions on the south side of the property on January 2, 2018.

Additionally, the buildings are proposed to be sided with vertical slat metal sheeting.
Attachments: Proposed Site Plan
Public Notice Sign Posted: n/a
Recommendation: Approval by the Planning Commission of the Site Plan and its exterior siding for the subject project.

## Conditions, if any:

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