



**City of Millersville Planning Commission
Meeting Minutes
Tuesday, February 12, 2019 5:00 pm
Commission Chambers**

- 1) **Call to Order:** Chairman Fox called the February Meeting of Planning Commission to order at 5:05pm.
- 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. Lee Smith
Mrs. Deborah Wade
Ms. Alisa Huling

Absent:

Mr. Keith Bell

Staff Present:

Mr. Michael Barr
Mrs. Michelle Bernard

- 4) **Introduce New Planning Commission Member – Ms. Alisa Huling:** Chairman Fox introduces our new attendee to the Planning Commission. Chairman Fox shared that Ms. Huling served on the City Commission years ago and longtime resident of the City of Millersville.
- 5) **Disclosure of Ex-parte Communications:** No comments were made.
- 6) **Approve the Minutes of the Planning Commission Meeting(s):**
 - a) **November 13, 2018:**

Chairman Fox requests the Commission to approve the November 13, 2018 Meeting Minutes. Secretary Gregory made the motion to “approve the November 13, 2018 Meeting Minutes as presented.” Vice Chairman Petty seconded the motion.
Motion carried. (5-aye, 0-nay, 1-abstained; – Ms. Huling as she was not a member of the board at that time.
- 7) **Public Comments (Limited to 3 minutes per speaker for items on this agenda):**

No comments were made.

8) **Annual Nominations and Elections of Planning Commission Officers:**

- a) **Chairman:** Mr. Michael Barr called for nominations for Chairman. Mr. Gregory called to nominate Frank Fox as Chairman. Mr. Barr called to vote on the nomination of Mr. Frank Fox as Chairman. **Motion carried by Unanimous Vote. (6-aye, 0-nay)**
- b) **Vice Chairman:** Mr. Barr called for nominations for Vice Chairman. Mr. Smith called to nominate Larry Petty as Vice Chairman. Mr. Barr called to vote on the nomination of Mr. Larry Petty as Vice Chairman. **Motion carried by Unanimous Vote. (6-aye, 0-nay)**
- c) **Secretary:** Mr. Barr called for nominations for Secretary. Vice Chairman Petty called to nominate Mr. David Gregory as Secretary. Mr. Barr called to vote on the nomination of Mr. David Gregory as Secretary. **Motion carried by Unanimous Vote. (6-aye, 0-nay)**

Official Results:

- a) **Chairman:** Mr. Frank Fox
- b) **Vice Chairman:** Mr. Larry Petty
- c) **Secretary:** Mr. David Gregory

9) **Action Item(s):**

- a) **Accept the 2018 Annual Planning Commission Member & Staff Training Reports:**

Mr. Barr congratulated Mr. Fox, Mr. Petty, Mr. Gregory, Mr. Bell, Mr. Smith and Mrs. Wade for completing this training.

- b) **Subdivision Replat 7625 Darby Road (J.A. Darby Subdivision SC Plat Bk 13 Pg 54):**

The applicant is requesting to replat three adjoining parcels on Darby Rd. This Replat is proposing to divide three parcels into four lots. All lots will have direct connection with Darby Road as well as a utility and shared access easement for the exiting driveway and utilities. A portion of the overall proposed replat area is being rezoned to R-3 to match the other portion that allow for the resulting parcels to conform to the minimum R-3 zoning departments. The rezoning is expected to be completed with the Ordinance's Second Reading and Public Hearing on February 19, 2019. The proposed replatted lots do not appear to be incongruent with other lots and parcels in the vicinity.

Mr. Barr is recommending a "Conditional" approval of the Subdivision Plat per the plat drawing pending approval of the Rezoning Ordinance by the City Commission. Secretary Gregory made the motion to conditionally approve the Subdivision Replat for 7625 Darby Rd. Vice Chairman Petty seconded the motion.

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

c) **Subdivision Plat 7639 S. Swift Rd (RC Map 126 Parcel 059.00):**

The owner of the subject parcel is requesting to divide the approximately 0.95 acre parcel into two parcels. The parcel currently has single uninhabitable home that is planned for demolition. The parcel is currently in the rezoning process to Residential R-5. The Second Reading and Public Hearing is scheduled for the City Commission on February 19, 2019. The proposed resulting parcels will meet the minimum R-5 zoning standards. ***Commissioner Mr. Bell arrives to the meeting***

Mr. Barr is recommending a "Conditional" approval of the Subdivision Plat per the plat drawing pending the approval of the Rezoning Ordinance by the City Commission. Vice Chairman Petty made the motion to conditionally approve the Subdivision Plat per the plat drawing pending the approval of the Rezoning Ordinance by the City Commission. Mrs. Wade seconded the motion. **Motion carried by Unanimous Vote. (7-aye, 0-nay)**

d) **Commercial Site Plan 1820 US Hwy 31W – Revised:**

The applicant is requesting approval of the Commercial Site Plan for an office building and self-storage facility. The front portion of the parcel is zoned Commercial C-1 with the rear zoned for C-4 that allows for "mini warehouses / self-storage." A Conceptual Site Plan was approved by the City Commission during the Rezoning of C-4. A Variance was recently granted by the Board of Zoning Appeals to minimize the project's landscape and buffering requirements. The proposed office building's elevation and fascia materials will meet the City's standards and will not require review by this Board.

Mr. Barr is recommending "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. Secretary Gregory made the motion to conditionally approve the Commercial Site Plan 1820 US Hwy 31W. Mr. Bell seconded the motion. **Motion carried by Unanimous Vote. (7-aye, 0-nay)**

e) **Chapter 90 Zoning Amendment – Transmission and Communications Towers and Stations:**

The City was recently contacted by the Sumner County Emergency Management Agency requesting to locate a new communication tower with multiple antennas at a yet to be determined location within our municipal limits. This new antenna system would provide state of the art communications to the County. Additionally, the County proposes to allow the City to co-locate any other City antennas on this tower.

In review of the current Code of Ordinances, there are strict requirements and limitations that would make the County's proposed tower extraordinarily difficult to locate, permit and approve. Other municipalities provide exceptions for "Essential Community" or "Public Safety" facilities including antennas, etc. with minimal standards or restrictions, including locations.

The proposed language addition is taken from Sumner County's Zoning Resolution. Other municipalities have some minimal language for public service related antennas and/or towers while others have none and appear to approve them without review or conditions. The proposed addition required the City to be a party to the underlying land and to the structure or facility itself. Any approvals must be made by the City Commission.

Mr. Barr is recommending approval by the Planning Commission to recommend approval by the City Commission to amend Chapter 90 Section 90-551 et seq. Mr. Smith made the motion to get this item to discussion. Secretary Gregory seconded the motion.

After much discussion among the Board members, Mr. Bell made the motion to defer this item until the next Planning Commission Meeting. Mr. Smith seconded the motion.

Motion carried by Unanimous Vote. (7-aye, 0-nay)

f) Development Agreement – Bethel Farms Subdivision:

Per the City's Subdivision Regulations, a Development Agreement is to accompany Major Subdivision Plans and Plats in particular for subdivisions that include infrastructure to be dedicated to the City for public use and maintenance in perpetuity.

This agreement details the City's minimum requirements and the developer's obligations including certain financial security for construction performance and following maintenance obligations of the public infrastructure including roads, utilities, stormwater and other structures and facilities. This Development Agreement applies to the subdivision project known as Bethel Farms located on South Williams Road, north of Bethel Road.

The Construction Plans are nearly complete and are expected to be accepted by the City's Engineer shortly. The project's Preliminary Subdivision Plat was approved by the Planning Commission on March 13, 2018. The Final Subdivision Plat has not been submitted as of this date. The Development Agreement, once approved by the City Commission, executed, and following recording, shall be referenced on the Final Plat before its recording. A pending Land Disturbance Permit shall be approved before any site work may commence.

Mr. Barr stated that is not action to this, as it was more for just information purposes.

10) Non-action Item(s): None

11) Development Services Department Report

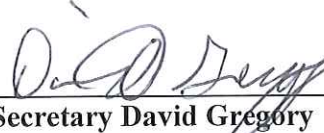
a) Board of Zoning Appeals Meeting Summary – None.

b) Planning & Zoning Activities – None.

- 12) **Commissioners Comments & General Discussion:** Secretary Gregory asks Mr. Barr regarding the Sidewalk Project of which he updated the Board of its status.
- 13) **Public Comments (Limited to 3 minutes per speaker for items not on this agenda):** No comments were made.
- 14) **Next Planning Commission Meeting is scheduled for March 12, 2019**
- 15) **Adjournment:** Mrs. Wade made the motion to adjourn, seconded by Mr. Bell.
Motion carried by Unanimous Vote. (7-aye, 0-nay)
Meeting adjourned at 6:30 pm.



Chairman Frank Fox


Secretary David Gregory
Recording Secretary Michelle Bernard
Approval Date