



**City of Millersville Planning Commission
Regular Meeting Agenda
Tuesday, September 10, 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) July 9, 2019
- 6) Public Comments (Limited to 3 minutes per speaker for items on this agenda)
- 7) Action Item(s):
 - a) Minor Subdivision Plat for Ridgeview Estates – Wilson Lane
- 8) Development Services Department Report
 - a) Board of Zoning Appeals Meeting – n/a
 - b) Planning & Zoning Activities
- 9) Commissioners Comments & General Discussion
- 10) Public Comments (Limited to 3 minutes per speaker for items not on this agenda)
- 11) Next Planning Commission Meeting is scheduled for October 8, 2019
- 12) 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
Regular Meeting Agenda
Tuesday, July 9, 2019 5:00 pm
Commission Chambers**

- 1) **Call to Order:** Chairman Fox welcomes Girl Scout Troop 104 & all the friends from Camp Holloway who are here to observe this public meeting and to support the Site Plan for the new dormitory at Camp Holloway. Chairman Fox called the July Meeting of Planning Commission to order at 5:10pm.
- 2) **Invocation & Pledge of Allegiance:** Lead by Secretary Gregory.
- 3) **Roll Call:** Lead by Secretary Gregory; a quorum was present and included the following:

Commission Present:

Mr. Frank Fox
Mr. David Gregory
Mr. Keith Bell
Mr. Lee Smith
Mrs. Deborah Wade
Mrs. Deborah Chadwick

Absent:

Ms. Alisa Huling

Staff Present:

Mr. Michael Barr
Mrs. Michelle Bernard

Mr. Barr mentions that this is Mrs. Deborah Chadwick's first meeting with the Planning Commission.

- 4) **Disclosure of Ex-parte Communications:** No comments were made.
- 5) **Approve the Minutes of the Planning Commission Meeting(s):**
 - a) **May 14, 2019 (to be forwarded prior to this meeting):**

Chairman Fox requests the Commission to approve the May 14, 2019 Meeting Minutes. Vice Chairman Bell made the motion to "approve the May 14, 2019 Meeting Minutes as presented." Secretary Gregory seconded the motion. **Chairman Fox makes correction as this was for the Special Rescheduled Meeting on May 20, 2019.** **(4-Aye, 0-Nay, 2-Abstain; Mr. Lee Smith & Mrs. Deborah Chadwick as they were not at this meeting)**
Motion carried.

b) June 11, 2019 – NO MEETING MINUTES to approve Discussion only

6) Public Comments (Limited to 3 minutes per speaker for items on this agenda):

Mrs. Sue Tims who resides at 3736 Armstrong Rd in Springfield expresses her thanks for allowing her Girl Scout Troop to participate in this meeting.

7) Action Item(s):

- a) Nominations and Election for Vice Chairman of the Planning Commission:**
Secretary Gregory makes a nomination to elect Mr. Keith Bell as the new Vice Chairman. **Motion carried by Unanimous Vote.**

New Vice Chairman – Mr. Keith Bell

b) Site Plan for Camp Holloway – New Troop Dormitory:

Mr. Barr stated that the applicant is requesting approval of the Commercial Site Plan for replacement dormitory or “troop building” at the Camp Holloway Girl Scout Camp.

The property is zoned as Commercial C-2 and is utilized as a campground and recreational facility dating back to at least 1951. This new building is replacement of an old dormitory building.

This new dormitory is being relocated across the gravel roadway to a more level site. This building will contain lodging for up to 38 persons and include restrooms and two small kitchens with dining area. The original building has been demolished and removed. Site improvements include associated utilities and emergency access.

Mr. Barr stated that the following were present for the Commission to question should they want too.

Mr. Danny Wamble (Surveyor & Engineer)

Mr. Barry Huckabee (Project Architect)

Mr. Murray Brown (General Contractor)

Vice Chairman Bell made the motion to approve the Commercial Site Plan for Camp Holloway Troop Dormitory. Mrs. Wade seconded the motion.

Motion carried by Unanimous Vote.

c) Minor Subdivision Plat for 1280 & 1282 (or 1280 A&B) Louisville Hwy:

Mr. Barr stated that the owner of the subject parcel is requesting to divide the approximately 1.96 acre parcel into two parcels. The parcel currently had two homes and a couple of accessory structures on the land. Both homes share the same driveway.

A shared access easement is included to continue sharing the single driveway. Each home is served by separate utilities on their respective proposed parcels. This master parcel is zoned Commercial C-1 on the forward 200 feet and Residential R-3 on the remaining rear portion. The proposed subdivided lot sizes meet the minimum zoning standards for each district. Any conflicts with the respective zoning designations existed prior to the establishment of the current zoning including the home on the commercial portion.

Mr. Barr is recommending approval by the Planning Commission to subdivide the parcel per the attached Final Plat drawing. Secretary Gregory made the motion to approve the minor subdivision plat for 1280 & 1282 (or 1280 A&B) Louisville Hwy. Vice Chairman Bell seconded the motion. **Motion carried by Unanimous Vote.**

d) Rezone Parcels RC Map 125 Parcels 225.00, 226.00 (portion) & 81.00 (portion) from C-3 & R-1 & R-3 to Residential R-5:

Mr. Barr stated that the applicant in cooperation with the parcel owners to rezone the subject parcels, or portions thereof, from Commercial C-3, Residential R-3 and R-1 to Residential R-5 to include two duplex lots. The duplexes would need Special Exception Approval by the Board of Zoning Appeals after the rezoning to R-5 is complete.

Currently there are two single family houses and two single-wide mobile homes on or abutting this proposed subdivision. One of the houses is abandoned and is pending condemnation and the two mobile homes are about 35 years old and in poor condition. There are other existing although dated homes on Wilson Lane. There are only the three homes on Cycle Lane with the rest of the properties Light Industrial and Commercial in use and/or zoning. Both roads have Commercial C-3 or Industrial I-1 zoning designations with the south side of Wilson zoned and used as Residential R-1.

The applicant proposes residential duplexes on Cycle Lane. This development is Inconsistent and is not transitional with the abutting zonings. This also creates a dangerous situation for future residents considering the current and future heavy truck and vehicle traffic on Cycle Lane. Mr. Barr introduced the developer, Mr. Searcy and the Surveyor, Mr. Todd Bollinger.

Discussion follows regarding the development plan and driveways on Cycle Lane.

Vice Chairman Bells makes the motion to approve the recommendation to the City Commission to rezone these portions of parcels as described to Residential R-5 conditioned upon no driveways accessing Cycle Lane or within 50 feet of the right away of Cycle Lane on Wilson Lane. Mrs. Chadwick seconded the motion. **Motion carried by Unanimous Vote.**

9) Development Services Department Report

a) Board of Zoning Appeals Meeting – July 2, 2019 Summary:

Approval of Carport at 202 Winding Way.

b) Planning & Zoning Activities:

New construction on City Hall will begin in September.

10) Commissioners Comments & General Discussion:

Secretary Gregory asks Mr. Barr regarding where we are on getting sidewalks within the City. Chairman Fox mentions that Camp Holloway is a gem within Millersville and that once all is finished, an open house for the community would be a great idea.

11) Public Comments (Limited to 3 minutes per speaker for items not on this agenda):

Mrs. Tims again, thanks the Commission for their approval.

12) Next Planning Commission Meeting is scheduled for August 13, 2019

13) Adjournment:

Vice Chairman Bell made the motion to adjourn, seconded by Secretary Gregory.

Motion carried by Unanimous Vote.

Meeting adjourned at 6:00pm.

Chairman Frank Fox

Vice Chairman Keith Bell

Recording Secretary Michelle Bernard

Approval Date



City of Millersville Development Services

Planning Commission Item #7a

Summary & Recommendation

Date: September 10, 2018

Reviewer: Michael Barr, Community Development Director

Subject: Minor Subdivision Plat of multiple parcels or portions thereof located at the intersection of Cycle Lane and Wilson Lane known as RC Tax Map 125 Parcel 225.00, 226.00, and a portion of 081.00.

Background: The applicant/developer is proposing to replat several parcels located in the southwest quadrant of Cycle Lane and Wilson Lane creating 5 new parcels including one that has an existing home to remain. The applicant has signed permission from each property owner for this resubdivision of the lands in association with rezoning the lands to Residential R-5.

Each proposed lot contains at least 10,000 sq ft per the standards of the proposed zoning R-5. For safety measure, all proposed lots will access public roadways on Wilson Lane only. A restriction is shown and noted on the Plat prohibiting any driveway connections on Cycle Lane and Wilson Lane within 50 feet of the Right-of-Way of Cycle Lane.

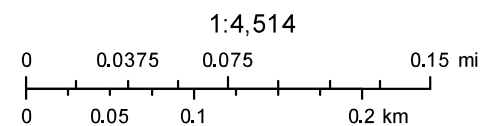
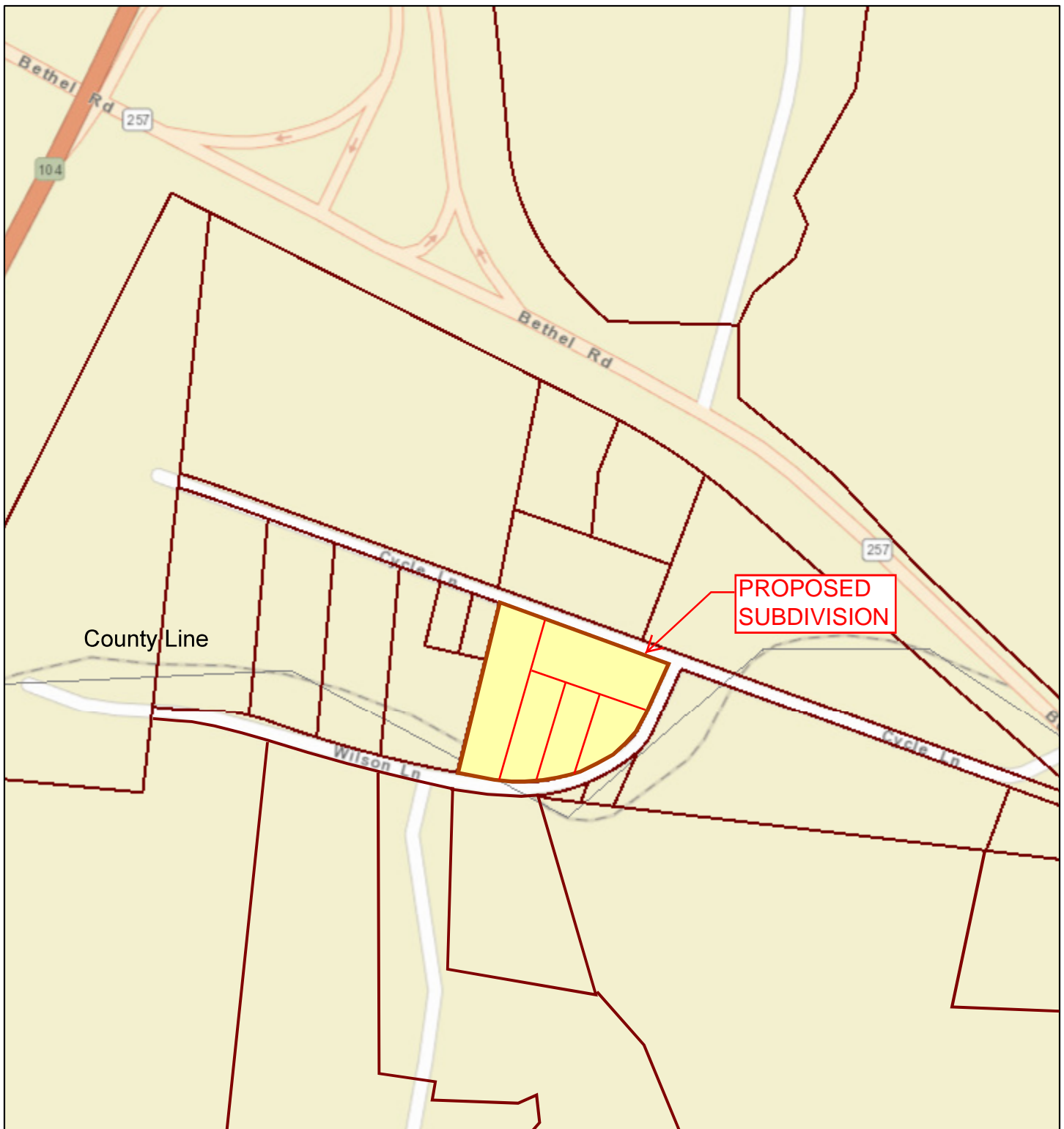
Attachments: Proposed Minor Subdivision Plat – Final Plat of Ridgeview Estates – Wilson Lane

Public Notice Sign Posted: n/a

Recommendation: Approval by the Planning Commission to replat the parcels per the attached Final Plat drawing “conditioned” on final approval of Ordinance 19-728 rezoning these lands to Residential R-5.

Conditions, if any: Pending City Commission approval of Ord. 19-728.

RIDGEVIEW ESTATES WILSON LANE (S.L. SEARCY PLAT)



TN Comptroller - OLG
Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), MapmyIndia, NGCC, © OpenStreetMap contributors, and the GIS User Community

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.



Development Services Department Report

August 2019

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

Site Plans – No activity

Subdivision Plats – One Application

Rezoning – One Application

Board of Zoning Appeals – One Application

Downtown Multi-use Path & Sidewalk Project – The City was awarded \$1,835,494 (80/20%) U-TAP Grant for PE-N, PE-D, ROW and Construction. **NEPA & 30% Design Phase underway, completion 12/2019, EPA Review possible completion 06/2020. Then ROW Acquisition (schedule?)**

I-65 Exit 104 Interchange Lighting Project – Awarded Construction Bid under budget. **Underground Utilities Installation begun. Completion Deadline March 2020.**

Old Shiloh Bridge Replacement Project – Project Design is complete and is now in the ROW Acquisition & utility relocations phase. **Construction Plans Bid rescheduled for March 2020 with project completion projected fall 2020**

Unified Project Work Program (Greenways) – Working with Sumner County & its Cities for Interconnected Multi-use Paths Project Grant Application – APPROVED for Planning Phase

City Hall Expansion and Renovation – Bond for financing complete. Bids received. Award & NTP Pending. Relocate to Temporary Offices October 2019. Completion scheduled for September 2020.

New Traffic Signal – Hwy 31-W @ Bethel Road – Bid Opening September 16, 2019

Hulsey Parcel – Old house and out-buildings demolished and removed. Survey and Replat underway. Preparing Site Clearing & Grading Plan, then CGP & LDP.

Cartwright Parkway Emergency Access Project – Construction Cost Estimate complete.

Gravity Sewer Rehabilitation Project – Several Items remain outstanding due to weather caused delays. **Waiting for drier conditions to complete 4 segments.**

Sewer Infrastructure Planning Grant – \$45,000 (95/5%) Grant Application submitted

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. **City & County pushing WHUD for conceptual project costs & timelines. WHUD is not responding.**

Louisville Hwy – Speed limit reduction to 40 mph by City Resolution and at City's expense.

Hays v. Millersville – No action since February 2018. Staff Updated New PEP Attorney

Fugua v. Millersville – No activity since April 2019.

Ridge Hill Road Right-of-Way Determination – No information available

Project “WALLY” – To be determined

Project “Lift” – Business reviewing multiple parcels for relocation and expansion.

Sumner County Urban Growth Plan & Boundary Amendment – County to call for the UGB Coordinating Committee next month to begin Amendment. No City Changes proposed.

Bethel Ridge Mixed Use – Mixed Density Development – Multiple contacts to discuss property

Bethel Farms Subdivision – No information available

Bethel Road Campground – Lawsuit refiled for violations of Settlement Agreement’s Terms & Conditions. New Owners of the westerly portion of the Campground are 95% complete on correcting violations and meeting Terms & Conditions of Settlement Agreement. Multiple Code Violations issued to both sides with Codes Court Sept 5, 2019.

Stormwater Ordinance (2010) – TDEC MS4 Audit –Corrective Action Plan submitted to TDEC. Waiting on review & acceptance. Draft Stormwater Coordinator Job Description resubmitted for City Manager review.

Stream Clean-up - Rescheduled for October 19, 2019

ADA Policy, Procedures & Forms – Draft Resolution with backup submitted for approval.

Major Home-based Occupations Special Exceptions & Fees - Under review

TDOT Project Consultant Policy – Drafting Resolution & backup documents

Sign Ordinance (1999) – 60 day Notice sent to the 20 worse or obvious sign violation properties owners & businesses. Multiple properties and businesses have brought their signs into conformity. Commission removed permitting fees for sign repair and replacements.

Waste Water Financing Board – Preparing Response and Backup Documentation prior to Board Appearance.

Delinquent & Past Due Property Taxes to City Collection – Investigating lapse in Collections by Counties.

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



Michael Barr
Development Services Director