



**City of Millersville Planning Commission
Regular Meeting Agenda
Tuesday, January 9, 2018 5:00 pm
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. October 10, 2017
6. Introduction of New Planning Commission Member - Deborah Wade
7. Nominations and Election of Commission Vice-Chairman
8. Acceptance of the Official Record of Member & Staff Annual Training and Continuing Education per § 13-7-205 T.C.A.
9. Public Comments (Limited to 3 minutes per speaker for items on this agenda)
10. Action Item(s): None
11. Discussion of Commercial & Industrial Accessory Structure Standards
12. Development Services Department Report
 - a. Staffing Changes
 - b. Board of Zoning Appeals Meeting Summary
 - c. Other Planning & Zoning Activities
13. Commissioners Comments & General Discussion
14. Public Comments (Limited to 3 minutes per speaker for only items not on this agenda)
15. Next Planning Commission Meeting is scheduled for February 13, 2018.
16. 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, October 10, 2017 5:00 pm
Commission Chambers**

1. Call to Order:

Chairman Fox called the October Meeting of Planning Commission to order at 5:11 pm

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. Lynn Crouch
Mr. David Gregory
Mr. Larry Petty
Mr. Lee Smith
Mr. Keith Bell
Mr. Brent Uldridge

Staff:

Mr. Michael Barr
Mr. Robert Wheeler
Mrs. Michelle Bernard

4. Disclosure of Ex-parte Communications:

Chairman Fox asks the Commission members if anyone has anything to disclose. No comments were made.

5. Approve the Minutes of the Planning Commission Meeting(s):

a. September 12, 2017:

Chairman Fox requests the Commission to approve the September 12, 2017 minutes. Mr. Bell made the motion to “approve the September 12, 2017 meeting minutes as presented.” Mr. Petty seconded the motion.

Motion carried. (6-aye, 0-nay, 1-abstained, Brent Uldridge)

6. Introduction of new Planning Commission Member – Brent Uldridge:

Mr. Barr introduces new member, Brent Uldridge to the Board. Mr. Uldridge tells the Commissioners that he is excited to be a part of this Board.

7. Action Item(s):

a. Minor Subdivision – Replat of Lots 7 & 8A McMurtry Estates Phase One:

The applicants, as owners of record for each subject lot, are requesting to replat portions of the McMurtry Estates Phase I Subdivision Plat. This Replat is proposing to realign the shared property line between Lots 7 and 8A.

Mr. Barr is recommending approval by the Planning Commission to replat the McMurtry Estates Phase I Subdivision Plat. Mr. Bell made the motion to approve the Minor Subdivision – Replat of Lots 7 & 8A McMurtry Estates Phase I. Secretary Gregory seconded the motion.

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

b. 31-W Insulation Cycle Lane Building 3 Commercial Site Plan:

The applicant is requesting approval of the Commercial Site Plan for a third office and warehouse building on the subject parcel. The City Board of Zoning Appeals recently approved a Variance to reduce the minimum front setback distance for this building from 50 ft to 25 feet.

Mr. Barr is recommending Conditional approval by the Planning Commission of the Site Plan for 31-W Realty LLC & 31-W Insulation Building #3. Mr. Bell made the motion to conditionally approve the Site Plan for 31-W Realty LLC dba 31-W Insulation Building #3, pending final engineering review & approval. Secretary Gregory seconded the motion.

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

c. Rezoning of 2044 Wilson Lane from C-3 & R-1 to C-3 & R-5:

The applicant is requesting to rezone the subject parcel from a mixture of Commercial C-3 and Residential R-1 to a mixture of Commercial C-3 and Residential R-5. The subject parcel is located between Wilson Lane and Cycle Lane. The applicant is proposing to divide the zoning of the 1.28 acre parcel with 14,000 sq ft +/- abutting Wilson Lane as R-5 and the remaining 41,000 sq ft +/- as C-3.

Mr. Petty asked why we were adjusting the zoning on the commercial portion that faces Cycle Lane. Mr. Barr stated that once you begin modifying a parcel all of the parcel has to be brought into conformity. In order to leave the R-1 designation on a portion of the property that's along Cycle Lane would make that a nonconforming parcel.

Vice Chairman Crouch made the motion for a positive recommendation to the City Commission for the rezoning of 2044 Wilson Lane from C-3 & R-1 to C-3 & R-5. Mr. Bell seconded the motion.

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

d. Chapter 90 Zoning Amendment Sec. 90-60 Application for rezoning & Sec. 90-124 Zoning of annexed territory and rezoning:

The City has identified an issue with the rezoning application requirements and processes. Currently there is no requirement to obtain consent or to directly notify the owner of any property proposed for rezoning irrespective of who initiates the rezoning request. The only public notice of Public Hearing requirements in the City's Code and/or TCA include advertisement in the local newspaper, posting the meeting agenda on the door of City Hall, and placing a public notice sign somewhere on the subject property. In order to assure that owners of the property being rezoned are aware of the proposed action, staff would like to add an additional step of providing notice to the owners by means such as USPS Certified Return Receipt. An Application for Rezoning signed by all property owners of record is also acceptable and would be viewed as giving consent to the rezoning. Other notifications and documentation are being explored to assure all owners are adequately notified. The only exception for individual notification would be for a city-wide amendment to the Official Zoning Map.

Mr. Bell made the motion to make a positive recommendation to the City Commission for the amending of Chapter 90 Sec. 60 Application for rezoning & Sec. 124 Zoning of annexed territory and rezoning, which is identifying an issue with notice to homeowners. Mr. Petty seconded the motion.

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

e. Establish Commercial District Building Exterior Material Standards:

Staff is requesting the Planning Commission to consider amending this section to provide more defined standards for builders and developers to follow without the need to apply for case by case determinations.

Mr. Barr to talk to Staff regarding exceptions and will report back to the Planning Commission Board.

8. Development Services Department Report

a. Annual Planning Commission Training:

Mr. Barr stated that he has a meeting schedule of October 25th with the Sumner County Planners Association for Planning Commission training. There is a minimum of 4 hours for each member to attend.

b. Board of Zoning Appeals Meeting Summary:

A variance request for Reduction of the LI-1 Minimum Front Yard Setback Standards for General Office Building– 7434 Cycle Lane Building #3 was approved for 31-W Insulation. This was approved unanimously.

c. Other Planning & Zoning Activities:

Mr. Barr stated that everything that has been submitted to the Planning Board has been either approved or in process and sent to the City Commission.

9. Commissioners Comments & General Discussion:

Chairman Fox makes general comment about cleaning up Millersville and making it look nicer and more inviting to anyone passing through.

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

J. W. Ragland located on Bethel Road, speaks in regards to agreeing with Chairman Fox. Also, a young lady who is a realtor with Hendersonville spoke in regards to how affordable Millersville is.

11. Next Planning Commission Meeting is scheduled for November 14, 2017. Please note the next Board of Zoning Appeals Meeting, if necessary, will be held November 7, 2017.

12. Adjournment:

Mr. Bell made the motion to adjourn, seconded by Vice Chairman Crouch.

Motion carried by unanimous vote. (7-aye, 0-nay)

Meeting adjourned at 6:30pm

Chairman Frank Fox

Board Secretary David Gregory

Recording Secretary Michelle Bernard

Approval Date



January 1, 2017

Mayor Timothy Lassiter
City of Millersville

Re: Planning Commission & Board of Zoning Appeals (BZA) Member Training

Mayor Lassiter,

Per the Tennessee Statutes, I am providing this record of training certifications. The following individuals have met the minimum state training and continuing education requirements per T.C.A. § 13-4-101(c) & § 13-7-205(c) for 2017:

- | | |
|----------------------|---|
| ○ Frank Fox | Planning Commission Chairman |
| ○ David Gregory | Planning Commission Secretary & City Commissioner |
| ○ Brent Uldrich | Planning Commissioner |
| ○ Larry Petty | Planning Commissioner & BZA Member |
| ○ Bonnie Coleman | BZA Chairman & City Commissioner |
| ○ Samuel B. Uldrich | BZA Secretary |
| ○ Mayor Tim Lassiter | City Commissioner (not required) |
| ○ Milton Dorris | City Commissioner (not required) |

Planning Commissioners and BZA Members not in attendance:

- | | |
|-------------------------|---|
| ○ Vice Mayor Keith Bell | Planning Commissioner & City Commissioner |
| ○ Lee Smith | Planning Commissioner |
| ○ Adam Fiegle | BZA Member |
| ○ Gary Bolton | BZA Member |

Please see the attached Training Session Agenda for program information and details.

Additionally, I have also met the minimum training and continuing education requirements detailed in the attached Summary.

This record will be maintained by the Secretaries of each respective Board as required by the Statute. Let me know if you have any questions.

Michael Barr
Development Services Director
development@cityofmillersville.com

Cc: Planning Commission Secretary
Board of Zoning Appeals Secretary

2017
Sumner County Planning Commissioners
and
Board of Zoning Appeals Members
Training Session
Monday, November 27, 2017
Gallatin City Hall
5:00 p.m. – 9:00 p.m.
Program Agenda

4:30 -5:00 Registration/Check-in

- 5:00 p.m. – 6:15 p.m. - Mr. J. Bryan Echols, Esquire. – “Horizontal Property Regimes in Tennessee”
- 6:15 – 6:30 – Break/Dinner
- 6:30 – 7:30 p.m. – Brett Smith, RLA, AICP - Ragan -Smith – “Site Analysis 101” – The Site Analysis and Design Process
- 7:30 p.m. – 7:45 p.m. - Break
- 7:45 p.m. - 9:00 p.m. – Dr. Christopher Sarkin, Vanderbilt Univ. – “Private Property Rights – Exactions and Takings”

Tennessee Code Annotated Title 13, Chapter 3, Section 101 and Chapter 7, Section 205 (c)(2) Section requires all members of the Planning Commission and Boards of Zoning Appeals to obtain at least four hours of planning related training each year (see attached).



January 1, 2017

Mayor Timothy Lassiter
City of Millersville

Re: Development Services Director Training

Mayor Lassiter,

Per the Tennessee Statutes, I am providing this record of training certifications I obtained in 2017. The following meets the minimum state training and continuing education requirements per T.C.A. § 13-4-101(c) & § 13-7-205(c) for 2017:

- Local Government Guidelines Manual **6.0 hrs**
Nashville, TN TDOT 02/07/2017
- Local Public Agency Right-of-Way **2.5 hrs**
Nashville, TN TDOT 02/08/2017
- Robertson County Housing Summit – Residential Growth & Strategies **3.0 Hrs**
Springfield, TN Robertson County Assoc. of Realtors 04/13/2017
- Land Use Law: Current Issues in Subdivision, Annexation & Zoning **6.0 hrs**
Nashville, TN National Business Institute 08/03/2017
- Floodplain & Stormwater Management **11.0 hrs**
Spencer, TN TN Association of Floodplain Mgmt. 08/23/2017
- Annual Planning Commission Training **4.0 hrs**
Gallatin, TN Sumner County Assoc. of Planners 11/27/2017

This record will be maintained by the Secretaries of each respective Board as required by the Statutes.

Please let me know if you have any questions.

A handwritten signature in blue ink, appearing to read "Michael Barr".

Michael Barr
Development Services Director
development@cityofmillersville.com

Cc: Planning Commission Secretary
Board of Zoning Appeals Secretary