



**City of Millersville Planning Commission  
Meeting Minutes  
Tuesday, March 13, 2018 5:00 pm  
Commission Chambers**

- 1) **Call to Order:** Chairman Fox called the March Meeting of Planning Commission to order at 5:15 pm.

- 2) **Pledge of Allegiance:** Lead by Chairman Fox

- 3) **Roll Call:** Secretary Gregory called the roll of the 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  
Mr. Brent Uldrich  
Mr. Lee Smith**

**Staff Present:**

**Mr. Michael Barr  
Mr. Rob 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. (**Mr. Lee Smith arrives & joins the meeting**)

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

a) **February 13, 2018**

Chairman Fox requests the Commission to approve the February 13, 2018 minutes. Mrs. Wade made the motion to "approve the February 13, 2018 meeting minutes as presented." Mr. Uldrich seconded the motion.

**Motion by Unanimous Vote. (7-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) **1201 & 1205-1213 Louisville Hwy Crouch Minor Subdivision Plat / Replat:**

The owner of the subject parcels is requesting to relocate a shared property line between the two parcels. This realignment will increase the size of Parcel 157.00 to approximately 1.76 acres and reduce Parcel 158.00 to approximately 9.74 acres. Both proposed parcel's dimensions will continue to conform to each parcel's respective zoning designation.

Mr. Barr is recommending approval by the Planning Commission to replat the parcels per the Final Plat. Secretary Gregory made the motion to approve the Minor Subdivision Replat of two parcels known as 1201 & 1205-1213 Louisville Hwy (SC Map 121 Parcel 157.00 & 158.00. Mr. Bell seconded the motion.

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

**b) 7560 – 7578 South Swift Rd – Stubblefield Minor Subdivision Plat / Replat for Utility Easement:**

The owners of the subject parcels are requesting to dedicate a 15 ft Utility Easement along the front of the subject parcels. This Easement is for the placement of City Sewer Forcemain and other appropriate utilities. This revised plat also corrects the front setback dimension to the minimum requirements for the approved Residential R-5 Zoning District. No other changes are proposed with this revised plat.

Mr. Barr is recommending approval by the Planning Commission to revise the Subdivision Plat as the Final Plat. Mr. Bell made the motion to approve Minor Subdivision Replat for four parcels for a 15 ft Utility Easement on land known as 7560, 7562, 7566, and 7578 South Swift Rd (RC Map 126 Parcels 23.01, 23.02, 23.03, and 23.04). Secretary Gregory seconded the motion.

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

**c) South Williams Rd - Bethel Farms Phase 1 Minor Subdivision Plat:**

The owners of the subject property are proposing to subdivide the Master or Parent Parcel by Minor Subdivision Plat into 3 @ 10,000+ sq ft parcels and the remaining single 16.84 +/- acre parcel. This is Phase 1 of a proposed Major Subdivision Plat consisting of 53 lots, Drainage Areas and Right-of-Way. The Master Parcel of 18.58 acres is zoned Residential R-5. All four of the proposed lots meet the minimum standards for R-5 zoning. The Master Parcel's Preliminary Subdivision Plat and associated Construction Plans are currently under review. The proposed Preliminary Plat for the overall parcel follows this item.

Water, sewer and other utilities necessary to serve the 3 parcels are included in the Master Subdivision Plans. While Residential Building Permits may be issued after the recording of this Plat, Certificates of Occupancy for each new home on these lots will not be issued until adequate utilities and services are installed, accepted, and placed into use or as provided by surety.

Roadway, drainage and other improvements for South Williams Rd will be constructed with the Final Subdivision Plat for the remaining portion of the Master Parcel.



Mr. Barr is recommending approval by the Planning Commission of the Minor Subdivision Plat. Mr. Bell made the motion to approve the Minor Subdivision Plat for Phase 1 of the proposed Bethel Farms Subdivision located on South Williams Rd (RC Map 125 Parcel 165.01). Mr. Uldrich seconded the motion. Secretary Gregory asks Mr. Barr regarding sidewalks, to which Mr. Barr stated that it is not necessary on this lot. **Motion carried by Unanimous vote. (7-aye, 0-nay)**

**d) South Williams Rd - Bethel Farms Preliminary Plat:**

The Owners of the subject property are proposing to subdivide an 18.58 acre parcel into a total of 53 residential lots with associated stormwater, right-of-way and other tracts. This proposed Preliminary Plat is in conjunction with a Minor Subdivision Plat that creates an initial 4 lots (Lots 1, 2, 3 fronting South Williams Rd) and Lot 4 (the remaining acreage).

The parcel is zoned Residential R-5 and all proposed lots meet the minimum zoning standards. In addition to the internal roads, utilities and infrastructure, offsite improvements are required including but not limited to:

- The addition of a turn lane and widening of South Williams Rd at the intersection with Bethel Rd.
- The widening of South Williams Rd north to the northern most subdivision entrance.
- Sanitary Sewer extension from the Bethel Rd area.
- Watermain upsizing on portions of South Mt Pleasant Rd, Bethel Rd & South Williams Rd to the project.

The proposed Subdivision Plat and associated Construction Plan documents are currently under their second engineering and survey review. The applicant is requesting Preliminary Plat approval without engineering approved Construction Plans and other documents as required by the Subdivision Regulations. Also a Development Agreement still needs to be created that addresses project related details and issues that must be approved by the City Commission before any construction activities can commence.

A sketch Plat was approved by the City Planning Commission in 2005 that included several Variance. However, this approval and its Variances expired after one year per the Subdivision Regulations in place at that time. In 2016, the City and the property owners acknowledged the approved sketch Plat and some of the Variances as documented by a Memorandum of Understanding. With this submittal, the owners are requesting several Variances or Exceptions from the Planning Commission for:

- Reduced road lane widths on South Williams Rd. (Sub. Regs., Art 4-103)
- No roadway striping on internal subdivision roads. (Sub. Regs., Art 4-103)
- No internal or off site sidewalks (Sec. 74-91)

- No fire hydrants in the subdivision (Sub. Regs., Art 4-106)

Mr. Barr is recommending a Conditional approval by the Planning Commission of the Preliminary Plat pending acceptance of the Subdivision Plat and Construction Plans and other documents by the City and their Consultants. Mr. Bell made the motion that we approve item 7d. Preliminary Plat of the proposed Bethel Farms Subdivision located on South Williams RC Map 125 Parcel 165.01.

Mr. Barr asks Chairman Fox if the requested variances could be voted on separately. Mr. Bell withdraws his previous motion and moves that we approve item 7d. Preliminary Plat of the proposed Bethel Farms Subdivision located on South Williams RC Map 125 Parcel 165.01 “conditionally” upon the final approval of the surveyor. Mr. Uldrich seconded the motion.

Mr. Smith asks questions regarding the road widths, sidewalks and expenses. Mr. Smith stated he did not agree with not having enough water suppression. Chief Brandon Head spoke to the board members stating that the nearest fire hydrant is within a mile. Chief Head stated they tested how long it took the tanker from South Williams Rd to the fire hydrant located at the Love Properties, near the western end of Bethel Rd, which was 11 minutes and 20 seconds. However, the Fire truck remaining on scene has only 7 minutes’ worth of water flow.

Vice Chairman Petty asks if the Memorandum of Understanding was voted on by the Planning Commission. Mr. Barr answers that the memorandum was not approved by this body but rather by the City Manager. City Attorney Wheeler stated that the Planning Commission is not legally bound to this.

Secretary Gregory mentions that he would like to see sidewalks put in, per Ordinances. Secretary Gregory stated he thinks that sidewalks would add safety as well as make things look nicer. Mr. Bell asks Secretary Gregory if a sidewalk on one side of the road opposed to one on each side would work. Secretary Gregory thinks that would/could work.

Mr. Bell asks about the minimum water fire flows to which Mr. Barr defers him to the applicant’s engineer, Mr. Corey Netterfield with Klobner Engineering, who stated they are upsizing the water line from 2 inches to 6 inches on South Mt. Pleasant into the existing 8 inch line to the subdivision.

Vice Chairman Petty asks the developers about wanting to decrease the width of the road without putting in sidewalks. To which surveyor on the project, Todd Bollinger speaks stating that South Williams would be widened, but that there’s only a 10 foot right-of-way dedication given on South Williams Rd. Mr. Bowman stated this is due to a lot of mature trees that are in the right-of-way on the right side, but the developers do not want to have to remove these trees and begin the development by making the neighbors upset.



The builder, Mr. Cam Suggs, speaks to the board stating that he has been a developer for the last 15 years. Mr. Suggs also states that this would be his first development within Millersville.

Mayor Tim Lassiter speaks regarding the Memorandum of Understanding that the City Manager signed based on approvals by the Planning Commission in 2005 on behalf of the City and believes this binds the City. Mr. Bell agreed with Mayor Lassiter that ethically we should stand by our word.

Mr. Bell stated that as the author of the motion, he would like to keep the motion as it is. This is including all four variances that Mr. Barr presented as well. Chairman Fox calls for a vote. **(6-aye, 1-nay). Motion carried.**

**8) Development Services Department Report**

**a) Board of Zoning Appeals Meeting Summary:**

Mr. Barr has no updated news to share with the board.

**b) Planning & Zoning Activities:**

Mr. Barr stated that the City is seeing positive activities of new subdivisions and projects coming in. We have a number of developers who are calling the City regarding different parcels. Mr. Barr also stated we are still working through some City projects that this board has seen in the past that is moving forward.

**9) Commissioners Comments & General Discussion:**

Mr. Bell expresses his gratitude towards Mr. Barr and the hard work that goes into putting the agenda's together. Chairman Fox makes mention of the City getting a bond together for the water in efforts of trying to make things better for the City.

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

Mr. Suggs expresses his appreciation for being heard and the approval of his project.

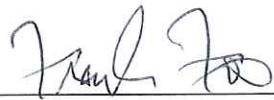
**11) Next Planning Commission Meeting is scheduled for April 10, 2018.**

**12) Adjournment:**

Vice Chairman Petty made the motion to adjourn, seconded by Mr. Uldrich.

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

**Meeting adjourned at 7:20pm**



**Chairman Frank Fox**



**Board of Secretary David Gregory**



**Recording Secretary Michelle Bernard**

5/8/18  
**Approval Date**