

**Minutes of the  
Eagleville Planning Commission  
Eagleville City Hall, Eagleville, TN  
Monday, July 8, 2024 – 6:30pm**

**1. CALL TO ORDER**

Acting Chairman Derrick Lynch called the meeting to order at 6:46 p.m.

**2. ROLL CALL / DETERMINATION OF QUORUM**

City Clerk Katy Sanderson called the roll.

**PLANNING COMMISSION**

**PRESENT:**

Acting Chairman Derrick Lynch  
Councilman Chris Hendrix  
Commissioner Erik Hurter

Commissioner Justin Bryant  
Commissioner Darren Shanks

**STAFF:**

Hellyn Riggins, City Manager  
Will Owen, City Engineer

Katy Sanderson, City Clerk

**GUESTS:**

Kyah Richards      Jodi Gnoffo      Rob Mulchan      Rodney Kelly      Cathy Kelley

**3. CITIZEN COMMENTS**

No one opted to speak at this time.

**4. MINUTES/OTHER BUSINESS**

- a. Approve or Deny Minutes of Planning Commission Meeting of June 3, 2024  
Commissioner Shanks moved to approve the minutes.  
Councilman Hendrix seconded the motion.  
The **MOTION** passed 5-0.

**5. DESIGN REVIEW RECOMMENDATIONS**

- a. **Review and Approval of Design Review Recommendation of Sign for Sorelles Restaurant at 161 N. Main Street – Zoning C-1**

City Manager Hellyn Riggins explained the sign is metal with the name cut out and backlit with white light. The sign is the same dimension as the sign it replaced. She also mentioned that Kyah Richards is here on her own behalf as well as that of Jamie Barnett, owner of Nolo MedSpa.

Motion to Approve Design Review recommendation was made by Commissioner Shanks  
Councilman Hendrix seconded the motion.  
The **MOTION** passed 5-0.

**b. Review and Approval of Design Review Recommendation of Sign for Nolo MedSpa at 163B N. Main Street – Zoning C-1**

Acting Chairman Lynch explained the sign is the same design as the Sorelles sign made of metal but with the name Nolo MedSpa cut out and backlit with white light. The dimensions are smaller but the look is otherwise the same and is located on the front of the building.

City Manager Riggins added that Ms. Barnett had come before the Commission a few months ago and was asked to return before she did anything with her sign. At the previous meeting, Ms. Barnett expressed interested in changing the signage on the side of the building. At that time Ms. Riggins told her there was no application for a second sign and that only one sign was permitted on the side of the building. If Ms. Barnett didn't want to continue to share that sign with the other business (Sorelles), she would need to speak with Sorelles as well as the building owner for their approval; with the understanding that once the sign went from shared to only one business represented, it could never return to a dual sign.

Motion to Approve Design Review recommendation of front sign was made by Commissioner Shanks  
Commissioner Bryant seconded the motion.

The **MOTION** passed 5-0.

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**a. Site Plan Approval – Request for Swimming Pool at a Non-Conforming Residential House at 207 Allisona Road – Zoning C-2**

City Manager Riggins explained that the property owner, Mr. Rodney Kelley, approached her about putting a swimming pool in his back yard. It was determined that the property is zoned C-2 and because of that would need to go before the Planning Commission. Ms. Riggins stated that a swimming pool is outright permitted in a C-2 zone and believes it still falls within the regulations and does not add to the non-conformity of the residential use. The pool meets the requirements necessary for the C-2 zone with its location and specifications found in the packet.

Motion to Approve the site plan was made by Commissioner Bryant  
Councilman Hendrix seconded the motion.

The **MOTION** passed 5-0.

**b. Preliminary Plat – Review and Approval of a Request by Salem Creek Partnership for a 204 Lot Subdivision to be Located at 742 West Webb Road – Zoning R-2/ PRD**

Ms. Riggins stated that this application calls for 204 lots but after staff notes, they have resubmitted it at 200 lots. This is the preliminary plat which is like a road map of what will be done. The final plat must be presented later for approval before any lots can be sold. City Engineer Will Owen and Rob Mulchan of Site Engineering Consultants, Inc (SEC) representing the property developer, addressed the topics of the property and clarified notes

during discussion. Ms. Riggins suggested the Commission take its time and ask any questions they have. See attached Staff Notes to correspond with Planning Commission minutes.

Ms. Riggins stated there are two topics being addressed in addition to the preliminary plat: the road improvement on Webb Rd. and an easement on the other side of the Harpeth River where a Septic Tank Effluent Pumping (STEP) system will be built.

- Webb Road will have the improvements done including pavement widened and will have a 2ft. shoulder added to each side. The City, along with the developer, is also working with Tennessee Department of Transportation (TDOT) to get the site distance at the intersection of Webb Road and Hwy 41A improved. TDOT told Ms. Riggins that the developer would be responsible for addressing the sight distance regarding the bridge.
- There will need to be an easement necessary for the building of the STEP system as well as for access for Consolidated Utility District (CUD) and the City. The developer will build the system and then turn it over to CUD. CUD will then be handing it over to the City to manage and at that time the City will be receiving the revenue. Acting Chairman Lynch noted the access road from College Grove while noted as temporary will continue through phase six of the development.

While looking over the plat, the Commission noted several things:

- some houses are in the flood plain
- the STEP system is in the flood plain
- minimum lot size is 15,000 sq. ft.
- the water line is under one sidewalk while the sewer line is under another
- after a question from Commissioner Bryant, Will Owen stated the 5 ft. American with Disabilities Act (ADA) sidewalk requirement will stand regardless & CUD will not allow the water & sewer lines to run under the sidewalk
- a lot that is partially in the flood plain must go through the Federal Emergency Management Agency (FEMA) process even if the structure is not in the flood plain, unless the portion of the lot located in the flood plain is removed from the lot

Mr. Owen confirmed with Mr. Mulchan the temporary access drive shown was a fallback solution if the timing of Winterbrook, the College Grove property, does not coincide with the first phase of development for Stephenson Farms. On the revision, Mr. Owen stated the City would want to see the road go all the way through the property and not just to the treatment and drip field area. It would need to be a minimum of 16 ft. wide paved access.

Acting Chairman Lynch asked for clarification on the public utility (PU) easement. Mr. Owen stated according to the plan, a 10 ft easement from one side for the force main outside of the right of way and on the other side a 10 ft easement outside of the right of way for the water line. A discrepancy was noted between the multiple pages as to a 20 ft. easement and it was acknowledged by Mr. Mulchan that there should be a 20 ft. PU easement everywhere instead of a 10 ft. but that was a mistake made while layering the plans.

- Mr. Mulchan stated he didn't think there would be natural gas running into the development.

Staff note update:

#### Planning

4. Lot 19 needs to show a 20 ft. rear setback
5. Make sure the easement is consistent with CUD
7. On the final plat the location of the STEP tank needs to be in a CUD approved easement.
8. The street names will need to be double checked with the 911 system to confirm no duplicate names
11. The stop sign placement was directed by the Police Chief.
12. The owner of the Shell Farm (a cattle/horse farm) had previously requested the City ask the developer to remind people that they will be next to a farm as well as reinforce fencing on their side of the shared property line. The developer stated they would consider working with the property owner. Mr. Mulchan stated that the property owner would be liable if there were any damages to another property due to an animal getting out.
13. Ms. Riggins explained the City only requires open space and suggests amenities. The Commission would like to see a second pavilion large enough for gathering or one pavilion easily accessible. Mr. Mulchan proposed, based on the size and spread of the development, leaving the small pavilion along the walking trail for shelter during inclement weather or a moment of rest and placing another larger pavilion next to the mail kiosk where there is already planned greenspace and parking. He will present this to his client but cannot guarantee they will agree. The pavilion should meet setback requirements. An architectural rendering of any pavilions will be provided. Ms. Riggins asked if the mail kiosk will be lighted and covered. Mr. Mulchan stated it would be. Ms. Riggins mentioned that the temporary mail kiosk on the plan appears to be in a location that could cause traffic problems in the neighborhood as you turn in. Mr. Owen stated he thinks there should be a second permanent kiosk due to the size of the property and the location of the one permanent kiosk on the plan. Ms. Riggins stated it would also depend on the Postal Service requirement. Mr. Mulchan asked if the Commission would be open to moving the temporary kiosk from the current location on the plan to the space next to Lot 20. It will be close to phases 1 and 2 and not near the entrance to the neighborhood. The Commissioners thought this was a better location. Mr. Owen stated there would need to be a separate kiosk for phase 6 as it is on across the river. Mr. Owen suggested requiring the developer to commit to a mail kiosk for phase 6 like the requirement of the access road. Mr. Owen went on to say that phase 6 cannot happen without public right of way being constructed to it. He also stated the temporary access road was sufficient for the STEP system but is not sufficient for the lots shown in phase 6. That lot road must be built to the City standard. Now that an additional lot has been purchased by the developer, there is the possibility of phase 6 taking place without the Winterbrook development taking place.
17. Curbs will be mountable.
20. The Fire Chief confirmed the cul-de-sacs are the required dimensions.
21. The easements must be reflected on the final plat.
23. There needs to be more storm water detail on the preliminary plat as well as how the water will be getting from each lot into the storm drain before the City issues a building permit.
24. The detention ponds will be permanent.
25. No connection to Webb Road from the neighborhood other than from main entrance. Mr. Mulchan

- will look into if the berm will be built for the entirety of Webb Rd. during phase 1.
26. There will be riprap used in the detention ponds and the slope will be a 3 to 1 ratio or 4 to 1 ratio based on the plans once Mr. Owen looks at them. Ms. Riggins stated her concern of a child getting trapped in the detention pond due to the incline. The slope ratio should be done to alleviate some of that.

Commissioner Shanks asked if there was a possibility of putting grates on the drains to the Detention pond. Mr. Owen weighed in that there were safety issues with drains whether they were covered or not. Most people don't install grates on culverts in Middle Tennessee. Either way it can be dangerous and someone could get trapped. Ms. Riggins would also like some landscaping around the pond(s) if they are close to the road. Whether rip rap is approved is still up for discussion.

#### Engineering

7. Temporary access road must be minimum of 16 ft. wide and paved.
9. Clean cross sections. The right of way will be 50 ft wide. Roll over curb with 1 ft. curb back to it. It is integral curb and gutter. The road will be 14 ft. wide paved, 2 ft. curb and gutter, with a 4 ft. wide grass strip and 5 ft. wide sidewalk. Back of front sidewalk will be the property lines.
19. Lots updated without buffers. Buffer is 30 ft.
22. Signage to be added to wetlands, "do not disturb"
24. Trail material proposed not specified. Commission wants it to be concrete or paved and a minimum of 4 ft.

Mr. Owen brought up that lot 108 is an odd shape and does not meet the road frontage requirement as it is only 50 ft. The ordinance minimum lot width is 90 ft. This lot will need to find frontage or disappear.

The Webb Road improvements are expected to be done in phase 1.

Motion to continue to August 5, 2024, Planning Commission Meeting with Staff Note recommendations by Will Owen to be seen in a revised set of plans was made by Commissioner Bryant

Councilman Hendrix seconded the motion.

The **MOTION** passed 5-0.

- c. **Review of and Referral to Eagleville Planning Commission of Annexation Request and Plan of Service to Annex Parcels: 120 023.12 (13 approximate acres), 120 023.03 (35 approximate acres), and 120.023.10 (20.21 approximate acres), located on College Grove Road and Within the Eagleville Urban Growth Boundary**

City Manager Riggins stated she would address items c. and d. with her comments.

Ms. Riggins explained we have a request from owners on College Grove Road to annex property while the City is requesting to annex the road that goes along with the property from Rutherford County.

As of July 1, 2024, a new law went into effect that has a longer notice requirement to property owners in the area with a notice run in the paper as well as letters sent. Ms. Riggins recommends taking no action at this time as there will need to be a public hearing before being referred back to the Council and as such will be addressed at the August 5, 2024, Planning Commission meeting.

Commissioner Bryant asked specifically which property this is and was told it is the three parcels being called the Winterbrook property that backs up to the Stephenson Farms property. Mr. Mulchan elaborated that the location of this property will allow access to the Stephenson Farms STEP system.

Motion to defer to August 5, 2024, Planning Commission Meeting was made by Commissioner Shanks

Commissioner Bryant seconded the motion.

The **MOTION** passed 5-0.

- d. **Review of and Referral to Eagleville Planning Commission of Annexation Request and Plan of Service to Annex a Portion of College Grove Road, varying right of way widths from 45 to 60 feet in width and a length of approximately .63 miles from the Intersection of College Grove Road to the Western Boundary of Parcel 120 023.12, within the Eagleville Urban Growth Boundary**

See item c. comments above.

Motion to defer to August 5, 2024, Planning Commission Meeting was made by Commissioner Shanks

Commissioner Bryant seconded the motion.

The **MOTION** passed 5-0.

8. **CITY MANAGER/CITY PLANNER REPORT**

Ms. Riggins stated that it was good to have our new Commissioner, Erik Hurter present.

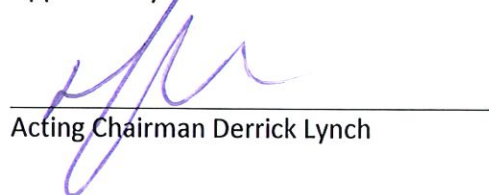
9. **ADJOURNMENT**

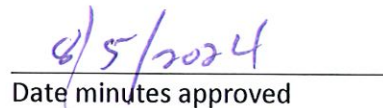
Acting Chairman Lynch confirmed there were no further comments and adjourned the meeting at 8:08 p.m.

Submitted by:

  
City Clerk Katy Sanderson

Approved by:

  
Acting Chairman Derrick Lynch

  
Date minutes approved