

**Minutes of the
Eagleville Planning Commission
Eagleville City Hall, Eagleville, TN
Monday, September 9, 2024 – 6:30pm**

1. CALL TO ORDER

Chairman Derrick Lynch called the meeting to order at 6:37 p.m.

2. ROLL CALL / DETERMINATION OF QUORUM

City Clerk Katy Sanderson called the roll.

PLANNING COMMISSION

PRESENT:

Chairman Derrick Lynch

Commissioner Darren Shanks

Secretary Justin Bryant

Commissioner Erik Hurter

Councilman Chris Hendrix

STAFF:

Hellyn Riggins, City Manager

Katy Sanderson, City Clerk

GUESTS:

Brittney Leonard

Jeanie Whaley

Justin Nelson

Jackie Javor

Mike Javor

Rob Molchan

Charlie Waite

Corey Craig

Roger Jenkins

Aaron (last name illegible)

3. CITIZEN COMMENTS

City Manager Hellyn Riggins stated that anyone that would like to speak could do so regarding topics on the current agenda.

Justin Nelson stated his concern is regarding traffic safety on West Webb Road due to a lack of visibility at the second/western entrance. He explained that this entrance is located, according to site plan, over the knoll of a hill, resulting in, limited visibility while exiting this entrance.

Mr. Nelson also noted that on the original plot plan there was an area 50' x 50' area that was designated as a cemetery. On the most recent plat the cemetery is no larger than 25' x 25'. He wanted to make note of the lack of cohesiveness to the original plan, so it can be addressed.

4. MINUTES/OTHER BUSINESS

a. Approve or Deny Minutes of Planning Commission Meeting of August 5, 2024

Secretary Justin Bryant moved to approve the minutes.

Councilman Chris Hendrix seconded the motion.
The **MOTION** passed 5-0.

5. DESIGN REVIEW RECOMMENDATIONS

- a. Review and Approval of Design Review Recommendation for Design Changes to Façade and Signage for of Wild Roots Salon, 117 Clark Street

Ms. Riggins stated the Design Review Board reviewed a black and white awning to go over the entry door, a painted black handrail and the new black metal cutout signage. She explained that the Board's recommendation was to approve these items.

Commissioner Shanks moved to approve the design changes to the Façade, Signage and the painting of the handrails of Wild Roots Salon.

Councilman Hendrix seconded the motion.

The **MOTION** passed 5-0.

6. OLD BUSINESS

- a. 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 (Continued from August 5, 2024 meeting)

City Manager Riggins stated that the Staff notes (attached) contained four new notes that were submitted to the applicant on August 28, 2024. She noted that three of the notes were related to engineering; while the fourth refers to planning. (The engineering notes are current Federal Emergency Management Agency (FEMA) the engineer is clarifying.)

Chairman Lynch confirmed that numbers 1-36 of the Planning section of the Staff notes were addressed along with a new note regarding number 23. He thanked Ms. Riggins for formatting the notes in a way easily reviewed.

Planning

- No. 23 - a recommendation for secondary front lots that any fencing be pulled back to be at least half of the front setback. This will allow proper site vision for residents pulling in and out of driveways.

Engineering

- No. 27 – Any fill placed in the floodplain will require an engineer's certification that it will not increase base flood elevations to greater than 1 foot (upstream or downstream). This certification will be required of individual lots, as part of the Building Permit process, should fill be proposed for that lot. A note to that effect, will be required on any final plat that has lots located in the floodplain.

- No. 28 – The elevations of any roadways, including Septic Tank Effluent Pump (STEP) system access road, must be 1 foot above the base flood elevations.
- No. 29 – The control building, as well as all electrical and mechanical components of the building, will also need to be a minimum of 1 foot above the base flood elevations.

Rob Molchan of Site Engineering Consultants (SEC), on the behalf of Salem Creek Partnership stated that the developer agrees to the new notes being added in regard to the Planning section of the Staff Notes. He also stated that the Engineer notes have been incorporated into the site plan.

Mr. Molchan spoke regarding the Citizen’s Comments:

- The cemetery’s dimensions are 50 feet x 50 feet.
- The roadway improvement plans have had some improvements made to that section of the road regarding grade.
 - He will work with City Engineer Will Owen on the construction plan to review more in depth, the curves on both sides of the crest.
 - Changes may need to be made to the plans, based on the citizen’s comments.
 - Currently there are no plans to work on the grading on the back side of the hill in question so it will be looked at for improvement.

Commissioner Darren Shanks asked if there were rules for road standards. Mr. Molchan stated there are generally many roads that have not been improved to current standards, as with this road. He stated they evaluate the condition of the road and update the road to the current standards.

Secretary Bryant moved to approve the request by Stephenson Farms/Salem Creek Partnership for a 204 Lot Subdivision to be Located at 742 West Webb Road – Zoning R-2/ PRD, subject to Staff notes dated September 9, 2024, the western entrance to the development being evaluated by city and developer engineers, having only 200 lots and will meet the requirements of Ordinance 2023-002.

Commissioner Erik Hurter seconded the motion.

The **MOTION** passed 5-0.

7. NEW BUSINESS

- RESOLUTION 2024-006. A RESOLUTION TO ADOPT A PLAN OF SERVICES TO ANNEX INTO THE CITY OF EAGLEVILLE, TENNESSEE A PORTION OF COLLEGE GROVE ROAD, VARYING RIGHT OF WAY WIDTHS FROM 45 TO 60 FEET IN WIDTH, AND A LENGTH OF APPROXIMATELY .47 (APPROXIMATELY 2,500 FEET) OF A MILE FROM THE WILLIAMSON COUNTY LINE TO THE**

EASTERN BOUNDARY OF 309 COLLEGE GROVE ROAD, ALL WITHIN THE EAGLEVILLE URBAN GROWTH

Commissioner Shanks asked whether the City had the capacity (i.e. Police and Fire departments and the school) to service the proposed areas.

Chairman Lynch stated that to his knowledge, the school would not change and the fire and police departments would provide services to the area. Commissioner Shanks stated that these are things that should be considered.

City Manager Hellyn Riggins stated that until Rutherford County rezoned, they allowed, with adequate water/sewer, lot size to be as small as 15,000 square feet within the city's Urban Growth Boundary. She stated that the Council had asked her to review this development and adopt an ordinance that defines the criteria lot size, house materials, sidewalks, landscaping, etc. She stated that the Council investigated and determined that the City's zoning is more stringent than the County's zoning requirements. She noted that it was preferable for the City to annex and manage the property. She explained that the County revised their zoning and now requires a 1-acre minimum density, instead of 15,000 square feet. Ms. Riggins informed the Commission that the Council determined that they will now accept nothing smaller than 1 acre to coincide with the County's requirement.

Ms. Riggins addressed the question of capacity, noting more houses brought in property tax dollars, which will increase the City's budget allowing us to hire more fire fighters and police officers.

Councilman Hendrix stated that these areas are within the City's Urban Growth Boundary.

Chairman Lynch stated that the biggest impact he could see was to the road being annexed and the maintenance of the road.

Ms. Riggins stated that the developers are building a STEP system and would turn it over to the City for additional revenue. She noted that, by doing so, this would be a substantial savings for the City, as STEP systems are expensive.

Secretary Bryant moved to approve recommendation to City Council

Councilman Hendrix seconded the motion.

The **MOTION** passed 5-0.

- b. RESOLUTION 2024-007. RESOLUTON TO ADOPT A PLAN OF SERVICES FOR 68.21 ACRES LOCATED ALONG A STRETCH OF COLLEGE GROVE ROAD (TAX MAPS 120 02312, 120 02303 AND 120 02310) KZO FRANKLIN PROPERTIES, APPLICANT**

This resolution explains how the City will provide services to the property.

Secretary Bryant moved to approve recommendation to City Council
Councilman Hendrix seconded the motion.
The **MOTION** passed 5-0.

- c. **RESOLUTION 2024-008. A RESOLUTON TO ANNEX INTO THE CITY OF EAGLEVILLE, TENNESSEE A PORTION OF COLLEGE GROVE ROAD, VARYING RIGHT OF WAY WIDTHS FROM 45 TO 60 FEET IN WIDTH, AND A LENGTH OF APPROXIMATELY .47 (APPROXIMATELY 2,500 FEET) OF A MILE FROM THE WILLIAMSON COUNTY LINE TO THE EASTERN BOUNDARY OF 309 COLLEGE GROVE ROAD, ALL WITHIN THE EAGLEVILLE URBAN GROWTH**

Secretary Bryant moved to approve recommendation to City Council
Councilman Hendrix seconded the motion.
The **MOTION** passed 5-0.

- d. **RESOLUTION 2024-009. A RESOLUTON TO ANNEX APPROXIMATELY 68.21 ACRES LOCATED ALONG A STRETCH OF COLEGE GROVE ROAD (TAX MAPS 120 02312, 120 02303 AND 120 023.10) AND INCORPORATE SAME WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF EAGLEVILLE, TENNESSEE, KZO FRANKLIN PROPERTIES, APPLICANT**

Commissioner Shanks stated that he has spoken with Rutherford County Commissioner Pettus Read and been told that the county is looking into some zoning to protect rural farmland within the county and are not necessarily going to pass high density in rural areas. Commissioner Shanks stated he would not mind denying this recommendation and taking a chance with the County.

Secretary Bryant asked Commissioner Shanks if Commissioner Read had given a time frame for this zoning and Commissioner Shanks stated he was told it would be in the next months. Commissioner Shanks stated the reason people move here is the population and this annexation could double or triple the City's population which is not something he personally wants.

Ms. Riggins wanted to remind the Commission that they had recommended the plan of service for the roadway and property as well as annexation of the roadway. If the property is not annexed, the City will be taking care of the road without any revenue from the property to use.

Chairman Lynch stated that he understands a lot of people are hesitant but that it appears the growth will happen one way or another.

Secretary Bryant stated that he agreed with Commissioner Shanks concerns but that in regard to Rutherford County, they may make good changes in the future but up until now they haven't offered to slow growth.

Ms. Riggins stated that she has begged the County to take the 15,000 square feet density out of Eagleville's urban growth boundary and was told by Commissioner Read they couldn't do it. She stated that as a planner this was not something she wanted for the City. However,

because it is within our control, she believes this will be a better outcome. She said the Council will not accept anything less than 1 acre density. She also stated that just because the County has zoned the area as 1 acre density, does not mean they won't rezone it. Ms. Riggins stated as a planner who had worked in four different cities, it is always better to have something under your control than the unknown.

Chairman Lynch stated that services and streets would be used whether the property is annexed. Ms. Riggins stated that the new developments will also use the City's parks. If the City does not annex, we would not get any property taxes to fund our services. This high density was not something the City was looking for but the Council is adamant on 1 acre density.

Ms. Riggins stated that throughout her meetings with Winterbrook developers, they have shown her nice-looking houses and the property will be a nice addition to the City.

Councilman Hendrix moved to approve recommendation to City Council
Secretary Bryant seconded the motion.
The **MOTION** passed 5-0.


8. CITY MANAGER/CITY PLANNER REPORT

There was no report.

9. ADJOURNMENT

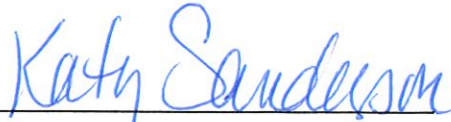
Chairman Lynch adjourned the meeting at 7:17 p.m.

Approved by:



Chairman Derrick Lynch

Submitted by:



City Clerk, Katy Sanderson

Date minutes were approved: 12/9/24

Staff Notes

Stephenson Farms

9/09/24 Review of Plans Received 8/12/24

(Shortened Version Sent to Applicant on 8/26)

Final for Approval

Preliminary Plat

204 Lots Revision Shows 200 Lots – If approved, it will be for 200 Lots

Note this Subdivision must meet requirements of Ordinance 2023-002

Planning Notes

1. The Planning Commission, once coordinated with USPS, would like to see two Kiosks for these 200 lots on the south side of the Harpeth. Concern for traffic backup at mailboxes. Final coordination with staff on location once USPS weighs in will be required. The lots to the north of the Harpeth River will need a separate kiosk, which will make a total of three.
2. All walking trails 6 feet wide mandatory.
3. Pavilions shown appear to be adequate and will have some bench seating.
4. Access Road to be reviewed by City Engineer. It is staff's understanding that the road will be either through the Future College Grove Subdivision or the former Scales property. The easement will need to be deeded to the City upon the City's acceptance of the STEP system. It will need to be paved before a final plat is approved. It will have to meet CUD and Eagleville standards.
5. No lots should have direct access to Webb Road. None are shown on plat.
6. Any approval should be that no lots in Phase 6 shall be approved for final plat until there is a public right of way leading to that area...and right of way shall be approved by City.
7. Service connector plan to be reviewed by city engineer during construction plan phase.
8. Sidewalks and utility locations to be reviewed by city engineer during construction plan phase.
9. Typical Road section per Eagleville Sub Regs required.
10. 20 feet PU Easements to be approved by city engineer during construction plan phase.
11. Sanitary sewer lines to be approved by city engineer. Water lines to be approved by city engineer and CUD. All to be done during construction plan phase.
12. Cemetery is now shown in an easement.
13. As-builts will be required prior to any vertical construction on all structures.
14. A drainage plan shall be submitted with each plot plan for a building permit which shall follow the overall drainage for the subdivision.
15. Several lots shown in floodplain. Any lot in floodplain will need a FEMA Elevation Certificate during permit process.
16. Open Space between lots 141 and 140 may be too narrow for machinery that may be needed if repairs to drainage etc. Applicant has stated they will make the area 12 feet wide.

17. Applicant to work with Staff and MTE on locating the Decorative Light Poles. The goal is to have lighting enough to not have dark spots, but not overly bright to shine into houses. MTE recommends poles at least at every intersection and end of cul de sac, and every 300 feet on long streets. We understand that as utilities go in, there may be some adjustments to locations. Please coordinate with city staff.
18. All fire hydrants have been reviewed by Fire Chief. Should there be changes, please coordinate with the Fire Chief.
19. Per previous conversations, stop signs must be located in highly visible locations and not hidden on the backside of sidewalks.
20. Landscape plan will be expected to be installed as shown on plans. Any changes shall go before staff.
21. No overhead lines are allowed added to Webb Road or inside the subdivision.
22. It is consistent that the Preliminary Plat be reviewed and approved before construction plans are reviewed.
23. **NEW NOTE 9/9/24:** We have had some issues with fences going on corner lots and blocking driver vision. It is staff's recommendation that the houses with corner lots have no fencing in the primary front yard, and the fence in the secondary front yard be set at least at half of the front setback requirement for the house to allow for site vision. And no fences allowed in the front yards of regular lots.
24. On final plat each lot will be required to be labeled with correct setbacks.
25. STEP easements need to be shown on each lot. This can be done on final plat but this sets the easement on each lot and thus needs to be shown as an easement on each lot.
26. Applicant is happy with location/okay with staff. Location of STEP tank and clear space on each lot is not optimal being in the middle of the lots. Suggest that developer choose a side. No driveways will be permitted in the CUD required clear space. This will need to be on final plat and not re-locatable without another plat should it be moved due to being a permanent easement.
27. Street Signs will be decorative.
28. Applicant stated that they will not coordinate with adjacent cattle/horse farm on fencing. City deems it a private matter.
29. Before Final Plat, bond will be required to be set by engineer on Webb Road improvements, Stephenson Drive and other improvements.
30. Rolled curbing will be used.
31. Sidewalks required on both sides of streets with required ADA access. Five feet minimum width.
32. Easements will need to be shown if any on individual lots.
33. Speed limit to be set by Police Chief. Coordinate with Police Chief before signs are ordered. Coordinate style with Planner.
34. Landscaping will need to be installed before COs are issued for houses.
35. Riprap is proposed for the detention areas. Any areas seen from houses should have landscaping screening.
36. Berm installation along Webb Road may or may not be installed per section, but must be installed for each section before Final Plat.

Engineering – As of 9/9/2024, while some/all may have been addressed, left for future reference on staff notes. Engineer stated in Email 8/28/24 that Notes 1-26 have been addressed.

1. Cover Sheet: Retitle Master Plan to be Overall Plan. Retitle Preliminary Plan to be Preliminary Plat. Retitle Offsite Road Improvements Master to be Offsite Road Improvements Overall.
2. Correct Zoning to be R-2 PRD. Note approval date of Zoning.
3. Under Total Site Data, If this preliminary plat submittal is for condiation of all phases, include all phases in this list. If only for Phase 1, revise titles and heading to state Phase One only.
4. Darken phase lines for clarity.
5. Include trail layout n the overall sheet. Additional access points may be necessary.
6. An additional permanent mail kiosk with parking is needed in Phase 1 or Phase 2.
7. As previously discussed, plan sheets for an independent access drive to the proposed wastewater treatment and disposal areas needs to be included with this preliminary plat set. If the Winterbrooke portion of Spotted Owl is not completed by the time the first final plat is submitted, then an alternate access drive meeting city standard must be installed prior to any final plats being approved or recorded.
8. Correct all usage of plan to plat on all sheets.
9. C1.0 Add note stating this cross-section is applicable to all new roads proposed within the development.
10. C1.1 Road cross section needs to be reviewed against the City Sub Regulations. Planner will discuss with City Engineer.
11. C1.1 Water line does not match what is shown on the plan view.
12. C1.1 Sidewalks required on both sides of the road.
13. C1.1 Stephenson Road Webb Road intersection. Sidewalk overlaps curb. Maintain full width with grass strip and sidewalk through radius, revise throughout plat accordingly.
14. C1.1 Headwalls appear to be located in shoulder of road. Shift accordingly to remove conflict.
15. Add ADA ramps throughout plat at all intersection corners on all streets.
16. C1.2 . Sidewalk overlaps curb. Maintain full width with grass strip and sidewalk through radius, revise throughout plat accordingly.
17. C1.2 Snowy Owl intersection with Prairie Falcon. Label return radius for both curb line and ROW line on all intersections.
18. Label all required minimum FFEs for any lot that is encumbered by the 100 year flood plain.
19. Throughout plat – lots should be independent of buffer areas. Buffer area should be wholly located in open space.
20. Label all centerline radii for all horizontal curves on all sheets.
21. Label radii of asphalt back of curb and row for all cul de sacs on all sheets.
22. Revise plat to no buffer or Wetlands are on individual lots.
23. Lot 17 does not appear to be viable/buildable due to buffer being on a significant portion. Revise.
24. Proposed sidewalk trail should be outside buffer area.

25. Part of trail appears to be located on Lot 162. This section should tie back to Barn Owl Trail.
26. C1.7 If this preliminary plat is for all lots and all phases, the "future" label should be removed from detention pond.
27. NEW NOTE Submitted to Applicant on 8/28/24: FEMA designation of the Harpeth River in this area is Zone AE with established base flood elevations but without a designated floodway. As such, any fill placed in the floodplain will require an engineer certification that it will not result in an increased to base flood elevations greater than 1 foot (upstream or downstream). This certification will also be required of individual lots as part of the building permit process if there is any fill being proposed on an individual lot. A note to that effect will be required to be placed on any final plat that has lots located in the floodplain.
28. NEW NOTE Submitted to Applicant on 8/28/24: Additionally, the elevation of any roadways (including the access road to the STEP system treatment components) must be 1' above the base flood elevations.
29. NEW NOTE Submitted to Applicant on 8/28/24: The control building as well as all electrical and mechanical components of the building will need to also be a minimum of 1' above the base flood elevations.