

**MINUTES OF THE  
WILLIAMSON COUNTY REGIONAL PLANNING COMMISSION  
MEETING OF JULY 14, 2016**

**MEMBERS PRESENT**

Robin Baldree  
Don Crohan  
Holli Givens  
Sharon Hatcher  
John Lackey  
Sammie McCoy  
Eddie Sanders  
Jack Walton

**STAFF PRESENT**

Joe Horne, Community Development Director  
Michael Matteson, Planning Director  
Floyd Heflin, County Engineer  
William Andrews, Assistant County Engineer  
Kristi Ransom, Attorney  
Aaron Holmes, Planning Coordinator  
Katy Rucker, Planner  
Lincoln Sweet, Planner  
Sheila Myers, Planning Assistant  
Debbie Smith, Administrative Assistant

The Williamson County Regional Planning Commission met in regular session Thursday, June 9, 2016 at 7:00 p.m. in the Auditorium of the Williamson County Administrative Complex. Commissioners Lane, Mosley, Pratt and Richter were unable to attend.

Chairman Lackey called the meeting to order.

Mr. Horne announced the following:

1. Welcomed Sharon Hatcher as the new Planning Commissioner;
2. Item 19 was withdrawn;
3. A Planning Dictionary has been presented to each Planning Commissioner; and
4. Staff is in the process of transitioning to a new review process. It is a web based system called IDT Plans, which Staff hopes to have fully operational by the end of the year.

**CONSIDERATION OF MINUTES:**

Chairman Lackey asked for a motion to consider the minutes of the June 9, 2016 Planning Commission meeting.

A motion was made by Commissioner Crohan to approve the minutes as submitted, and was seconded by Commissioner Walton. The motion passed by unanimous vote.

**CONSENT AGENDA:**

Chairman Lackey asked if any of the Commissioners would like to consider an item for separate discussion from the Consent Agenda. There being none, Mr. Horne read the following into the record:

3. **Addition to Legends Ridge, Section 2A, Lot 924** - Performance Bond for Roads, Drainage and Erosion Control - \$65,000.  
**Recommendation:** Convert to Maintenance in the amount of \$25,000 and extend for a period of one (1) year.
4. **Belle Vista, Section 3** - Maintenance Bond for Landscaping - \$2,300.  
**Recommendation:** Release the bond.
5. **Chardonnay, Section 3** - Maintenance Bond for Roads, Drainage and Erosion Control - \$130,000.  
**Recommendation:** Extend in the current amount for a period of one (1) year.
6. **Chardonnay, Section 4** - Maintenance Bond for Roads, Drainage and Erosion Control - \$100,000.  
**Recommendation:** Extend in the current amount for a period of one (1) year.

7. **Dunblane Subdivision** - Performance Bond for Sewer - \$70,000.  
**Recommendation:** Convert to Maintenance in the amount of \$21,000 and extend for a period of one (1) year.
8. **Farms at Clovercroft Wastewater Area** - Performance Bond for Landscaping - \$64,350.  
**Recommendation:** Extend in the current amount for a period of six (6) months.
9. **Farms at Clovercroft Wastewater Area** - Performance Bond for Wastewater Treatment and Disposal - \$72,000.  
**Recommendation:** Convert to Maintenance in the amount of \$21,600 and extend for a period of two (2) years.
10. **King's Chapel, Section 4A** - Maintenance Bond for Roads, Drainage and Erosion Control - \$110,000.  
**Recommendation:** Extend in the current amount for a period of one (1) year.
11. **On-Track Studios** - Performance Bond for Landscaping - \$32,065.  
**Recommendation:** Extend in the current amount and review at the November 2016 meeting to allow for completion.
12. **Stag's Leap, Section 3B** - Maintenance Bond for Roads, Drainage and Erosion Control - \$180,000.  
**Recommendation:** Extend in the current amount for a period of one (1) year.
13. **Southern Preserve, Section 1** - Performance Bond for Water - \$35,500  
**Recommendation:** Release the bond.
14. **The Grove, Section 5** - Performance Bond for Wastewater Collection System - \$158,100.  
**Recommendation:** Convert to Maintenance in the amount of \$47,430 and extend for a period of two (2) years.
15. **The Grove, Section 5** - Performance Bond for Roads, Drainage and Erosion Control - \$600,000.  
**Recommendation:** Extend in the current amount for a period of one (1) year.

**FINAL PLATS:**

**ITEM 22**

**FINAL PLAT REVIEW FOR SOUTHERN PRESERVE, SECTION 2, CONTAINING 16 LOTS ON 28.89 ACRES LOCATED OFF LEWISBURG PIKE IN THE 2<sup>ND</sup> VOTING DISTRICT (1-2016-417)**

The Plat is in order, and Staff recommends approval of the Final Plat with the following stipulations:

1. The posting of a Performance Bond for roads, drainage and erosion control in the amount of \$200,000. This amount is a reduced amount based on work completed;
2. The posting of a Performance Bond for landscaping in the amount of \$44,660.
3. Execution of a Stormwater Maintenance Agreement and submission of an Operation and Maintenance Plan for stormwater improvements; and
4. Submission of the approved Final Plat in .dwg format on recordable media based on the Tennessee State Plane Coordinate System prior to signature and recording of the plat.

There being no comments, Commissioner Crohan made a motion to accept Staff's recommendation on the Consent Agenda Items. Commissioner Givens seconded the motion, which passed by unanimous vote.

**NON-RESIDENTIAL SITE PLANS:**

**ITEM 16**

**NON-RESIDENTIAL SITE PLAN REVIEW FOR NEW APPROACH SCHOOL OF JEWELRY ARTS, ON 28.40 ACRES LOCATED AT 8240 MALACHI LANE IN THE 5<sup>TH</sup> VOTING DISTRICT (5-2016-013)**

Ms. Rucker reviewed the background (see Staff Report), recommending approval with the following stipulations:

1. The posting of a Performance Bond for Landscaping in the amount of \$20,600; and
2. Execution of a Stormwater Maintenance Agreement and submission of an Operations and Maintenance Plan for stormwater improvements.

Chairman Lackey asked for any comments from the Commission.

There being no comments, Commissioner Crohan made a motion to accept Staff's recommendation. Commissioner Walton seconded the motion, which passed by unanimous vote.

**CONCEPT PLANS:**

**ITEM 17**

**CONCEPT PLAN REVIEW FOR THE ENCLAVE AT DOVE LAKE, CONTAINING 130 LOTS ON 214.60 ACRES LOCATED OFF NOLENSVILLE ROAD IN THE 4<sup>TH</sup> VOTING DISTRICT (1-2016-210)**

Mr. Holmes reviewed the background (see Staff Report), recommending approval of this Concept Plan along with the requests for a 40-foot right-of-way and a 25 MPH design speed. It should be noted that once detailed construction and engineering plans are prepared in conjunction with the submittal of a Preliminary Plat, changes to the layout, including the potential for a reduction in lots, may be necessary.

A number of items must be addressed with future submittals.

The Preliminary Plat must address the following:

1. Submission of roads, drainage and erosion control plans for review and approval by the County Engineer. Such would include turn lane improvements on Nolensville Road. Turn lane improvements must be approved by the TDOT prior to Preliminary Plat submittal;
2. Submission of water plans for review and approval by Nolensville-College Grove Utility District;
3. Submission of construction plans for all required wastewater treatment and disposal facilities to TDEC, the County's consultant, and staff; and
4. Identification of lots requiring engineered site plans per Article 13 of the Zoning Ordinance.

The Final Plat must address the following:

1. Prior to submittal of a Final Plat, the turn lane improvements on Nolensville Road must be completed in accordance with the approved plans;
2. Prior to Final Plat submittal, a Zoning Certificate must be obtained for the completed wastewater treatment and disposal system. Prior to

issuance of the Zoning Certificate, the applicant shall provide the following:

- a) A letter from TDEC indicating that the Nontraditional Wastewater Treatment and Disposal System was installed and is functioning;
  - b) As-built drawings showing the location of all system components and a sealed certification letter from the design engineer indicating that the Nontraditional Wastewater Treatment and Disposal System was constructed in accordance with the approved construction plans and specifications;
  - c) A letter from the owner/utility provider indicating that it has accepted the Nontraditional Wastewater Treatment and Disposal System and is currently operating same;
  - d) The posting of a Performance Bond in the amount of \$271,500 for the Non-Traditional Wastewater Treatment and Disposal System as specified by the County's wastewater consultant; and
  - e) The posting of a Performance Bond in the amount of \$34,155 for landscaping improvements.
3. Prior to consideration of Final Plat approval, the applicant shall submit HOA documents for review and approval by the County Attorney's office. The approved HOA documents must be recorded with the Final Plat;
  4. Establishment of a performance bond for roads, drainage and erosion control;
  5. Establishment of a performance bond for water improvements in favor of Nolensville/College Grove Utility District;
  6. Establishment of a performance bond for the wastewater collection system;
  7. Submission of landscaping plans and establishment of a performance bond for landscaping;
  8. Dedication of right-of-way 60 feet off the centerline of Nolensville Road;
  9. Execution of a Stormwater Maintenance Agreement and submission of an Operation and Maintenance Plan for stormwater improvements; and
  10. Submission of the approved Final Plat in .dwg format on recordable media based on the Tennessee State Plane Coordinate System prior to signature and recording of the plat.

Mr. Matteson noted the applicant has agreed to put in a deceleration lane at the secondary entrance. This is in addition to the left turn and deceleration lanes already proposed for the main entrance.

Chairman Lackey asked for any comments from the Commission.

Commissioner Crohan asked if there is adequate room for vehicles to turn around at the end of Big Oak Lane.

Mr. Heflin stated this would have to be addressed with the Highway Commission.

Commissioner Crohan also asked if there would be a sign that states the road could be a through road in the future.

Mr. Heflin stated a sign could be placed indicating the road could be extended in the future.

There being no other comments, Commissioner Crohan made a motion to accept Staff's recommendation. Commissioner Walton seconded the motion, which passed by unanimous vote.

**PRELIMINARY PLATS:**

**ITEM 18**

**PRELIMINARY PLAT REVIEW FOR FALLS GROVE, PHASE 3 (REVISED), CONTAINING 22 LOTS ON 51.41 ACRES LOCATED OFF EUDAILEY-COVINGTON ROAD IN THE 5<sup>TH</sup> VOTING DISTRICT (1-2016-306)**

Ms. Rucker reviewed the background (see Staff Report), recommending approval of the Revised Preliminary Plat. As part of the previous approval, the applicant had requested a design speed of 25 MPH for the roadways within the section, and a right-of-way width of forty (40) feet in order to locate sidewalks outside of the right-of-way. Staff remains in support of these requests and recommends approval of this Preliminary Plat.

In conjunction with Final Plat consideration, the following items must be addressed:

1. Prior to consideration of Final Plat approval, the applicant shall submit HOA documents for review and approval by the County Attorney's office. The approved HOA documents must be recorded prior to the recording of the Final Plat;
2. Establishment of a performance bond for roads, drainage and erosion control;
3. Establishment of a performance bond for water improvements in favor of Milcrofton Utility District;
4. Establishment of a performance bond for the wastewater collection system;
5. Submission of landscaping plans and establishment of a performance bond for landscaping;
6. Execution of a Stormwater Maintenance Agreement and submission of an Operation and Maintenance Plan for stormwater improvements;
7. Dedication of right-of-way along Eudailey-Covington Road, as indicated on the Preliminary Plat; and
8. Submission of the approved Final Plat in .dwg format on recordable media based on the Tennessee State Plane Coordinate System prior to signature and recording of the plat.

Chairman Lackey asked for any comments from the Commission.

There being no comments, Commissioner McCoy made a motion to accept Staff's recommendation. Commissioner Crohan seconded the motion, which passed by unanimous vote.

**ITEM 19**

**PRELIMINARY PLAT REVIEW FOR FALLS GROVE, PHASE 4, CONTAINING 55 LOTS ON 49.27 ACRES LOCATED OFF EUDAILEY-COVINGTON ROAD IN THE 5<sup>TH</sup> VOTING DISTRICT (1-2016-307)**

This item was withdrawn.

**ITEM 20**

**PRELIMINARY PLAT REVIEW FOR FOXEN CANYON, CONTAINING 49 LOTS ON 92.29 ACRES LOCATED OFF HARTLAND ROAD IN THE 8<sup>TH</sup> VOTING DISTRICT (1-2016-308)**

Mr. Matteson reviewed the background (see Staff Report). He also noted that Ms. Ransom wished to address the Commission concerning this item.

Ms. Ransom stated due to the fact that the County was served with a lawsuit this week, challenging the Planning Commission's approval of the Concept Plan for this subdivision, she would ask for the Commission to defer this item to the August 11, 2016 Planning Commission meeting in order for her to have time to review and research what affect this may have on this application.

Chairman Lackey asked for any comments from the Commission.

There being no comments, Commissioner Walton made a motion to defer this item to the August 2016 meeting. Commissioner Givens seconded the motion, which passed by unanimous vote.

**FINAL PLATS:**

**ITEM 21**

**FINAL PLAT REVIEW FOR THE MANORS AT HIGHCLERE, LARGE LOT EASEMENT SUBDIVISION (RE-APPROVAL), CONTAINING 5 LOTS ON 37.85 ACRES LOCATED OFF MURFREESBORO ROAD IN THE 4<sup>TH</sup> VOTING DISTRICT (1-2016-402)**

Mr. Sweet reviewed the background (see Staff Report), recommending re-approval subject to the following stipulations:

1. A Notice of Coverage issued by TDEC will be required prior to the signing of the plat;
2. A Land Disturbance Permit must be obtained for the overall development; and
3. Driveway and drainage infrastructure must be complete prior to issuance of building permits.

Chairman Lackey asked for any comments from the Commission.

There being no comments, Commissioner Crohan made a motion to accept Staff's recommendation. Commissioner Walton seconded the motion, which passed by unanimous vote.

**ITEM 22**

**FINAL PLAT REVIEW FOR SOUTHERN PRESERVE, SECTION 2, CONTAINING 16 LOTS ON 28.89 ACRES LOCATED OFF LEWISBURG PIKE IN THE 2<sup>ND</sup> VOTING DISTRICT (1-2016-417)**

This item was on Consent.

**ITEM 23**

**VARIANCE REQUEST, H&W MINOR SUBDIVISION, LOCATED ON WARREN ROAD IN THE 12<sup>TH</sup> VOTING DISTRICT (7-2016-007)**

Mr. Horne reviewed the background (see Staff Report), recommending a variance that would limit the right-of-way dedication to 11' off the centerline of Warren Road.

Chairman Lackey asked for any comments from the Commission.

There being no comments, Commissioner Crohan made a motion to accept Staff's recommendation. Commissioner Givens seconded the motion, which passed by unanimous vote.

**ITEM 24**

**DISCUSSION REGARDING CHANGES TO BYLAWS**

Ms. Ransom gave a brief presentation about potential changes to the Planning Commission Bylaws. After discussing these various potential changes, the Commission directed Staff to draft Bylaw changes related to the following.

1. Revising the Planning Commission meeting time from 7:00 PM to 5:30 PM;
2. Establishing procedures for when citizens and/or developers provide correspondence to the Planning Commission and establishing a deadline of 12:00 noon, two days prior to the Planning Commission meeting dated for providing such correspondence;
3. Establishing a Public Hearing requirement at the Concept Plan Stage for subdivisions of 50 lots or more;
4. Establishing more detailed procedures for how Public Hearings are conducted; and
5. Formally establishing an allowance for County Commission members to speak on Items where a Public Hearing is not required.

In addition to these items, Ms. Ransom indicated that she would prepare Bylaw amendments related to ex parte communications as well as make some administrative "clean-up" changes to the Bylaws.

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There being no further business, the meeting was adjourned at approximately 8:30 p.m.

**APPROVED BY A MAJORITY VOTE BY THE WILLIAMSON COUNTY REGIONAL PLANNING COMMISSION ON AUGUST 11, 2016**

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CHAIRMAN JOHN LACKEY